

# Candela for Pharmacy Help Document

## 1. Customizing Pharmacy Login Screen

Go to: **System Configuration>General tab**

From **Business Type** drop down select pharmacy.

## 2. Customize Variables

Go to: **System Configuration>Product/STR**

Product Variable 1: Category Group

Product Variable 2: Generic

Product Variable 3; Manufacturer

Product Variable 4: Rack

Product Variable 5: Control Drug

### *Note about Variables*

#### **Generic**

**What is a Generic drug?**

A generic drug is a 'pharmaceutical drug that is not branded but is similar in its properties to the branded drug.

**The purpose of Generic variable on Product Definition screen:**

On the product definition screen, generic names of medicines are mapped with each product:

Line Item	Medicine	Ref
Product Code	314254	
Product Name	valium 50	
Line Item Based		
Category	Tab	
Sub Category	---Select---	
Product Group	---Select---	
Category Group	Central Nervous System	
Generics	Diazepam	

In the above example, valium is a branded drug which is a type of CNS stimulant. Diazepam is the generic form of valium and it is also available under brand names other than valium.

Mapping generic drugs with their brand names helps at the time of selling.

If a certain branded drug is not available in stock, you can click the **Alternate Products** tab (alternate tab is visible only when you use F4 for product help), and the system will show other drugs that have the same generic. The drugs having the same generic can be substituted for each other.

Click **F4** in **Product Help Field**

**Remember: For pharmacies, always use F4 to select and view products**

Select the medicine not available or whose generic you want to search and click **Alternate Products**

Product Code Help		Alternate Products
	valium	Qty 1
Product Code	Product Name	
Search here....		
314254	valium 50	2
313092	Valium Inj 5 Ampx2 ml	3
313093	Valium Tab 10 MG 30's	
313094	Valium Tab 5 MG 30's	

Alternate Products screen will show the products having the same generic:

Product Code	Product Name
313093	Valium Tab 10 MG 30's
313094	Valium Tab 5 MG 30's

**Remember:** You can't add products directly from the Alternate Products screen

## Manufacturer

This variable is used to map brand name with the product and is useful while making purchase orders.

On the Purchase Order screen, you can load the products and group them according to their manufactures (brands) by marking the checkbox '**Group on Manufacturer**'

Product Code	Product Name	Unit Rate	Inv Level	Shop Inv	PO Intra...	Product Price	Margin%	Order Qty	Amount	Con
Nabiqasim Industries (Pvt) Ltd.										
300048	Acefyl Syp 120 ml	45.93	0	0	0	54.00	14.94	0	0.00	
Rimmel Cosmetics										
800001	1000 Kisses Lipliner (Rimmel) 1'S	233.75	0	0	0	275.00	15.00	0	0.00	
Saffron Pharmaceutical Company.										

**Remember:** Don't check the '**Group on Manufacturer**' checkbox before entering product; it will disable the product help field.

## Control Durg

This variable is used to identify **controlled drugs**. Simply select **Narcotics or Drug** from the drop down menu for such drugs.

According to law, controlled drugs cannot be sold without doctor's prescription. Once you have identified certain drugs as controlled drugs, you can configure the system to send a warning message or block sales when this drug is being sold without doctor's prescription

Go to: **Configuration>System Configuration>Sale**

From Control Drug Message drop-down menu select '**warning**'. If you want the system to block sale of such drugs without doctor's prescription, select '**Block**'

### **Selling of Controlled Drugs**

On the sales and return screen, enter customer name in **customer name's** field

And enter Doctor's name in **Comments** field.

**To view stock movement of control drugs check [E-25 Control Drug Report](#)**

## **Conversion Factor**

Medicines are mostly sold in packs. For example, a pack of tablet may contain, say, 20 tablets; while defining this medicine you will enter 20 in the purchase conversion factor field.

Purchase conversion factor impacts the following screens:

**Purchaser Order:** While making a purchase order, you enter products in packs

**Purchase Return:** You can return a product in both units and packs

**Note:** to be able to return in packs, make **sure** '**Enable Packs in Purchase Return**' check box is checked on **System Configuration>Purchase** tab

**GRN:** The GRN screen will show both pack and unit quantity of the received inventory.

**Note:** But on the GRN screen you can't enter inventory in units.

For the pharmacies using Candela for the first time and want to enter units of their previous stock, they can do so through physical audit screen

However, to be able to do go to: **System Configuration>Product/STR** and mark the checkbox '**Show Packs in Physical Audit**'

If this checkbox is checked, the system will show quantity (system and physical) in both packs and units.

For example, if a packet consists of 10 tablets and total tablets are 54, on physical audit screen, the system will show 5 in Pack column and extra (Open) 4 tablets will be shown in Unit column and total quantity will be 54. You can enter physical quantity in both ways i.e. in Pack and Units.

**Sale:** On the **Sales and Return** screen you can sell in both packs and units.

**Note:** To be able to sell in both packs and units, go to: **System Configuration>Sale** tab and from '**Default Sale Unit**' drop down select **Unit or Pack**. Once the Configuration is done, on the Sales and Return screen, **Unit Column** will appear. You can also click on the default selected unit to change it.

## Batch Number and Expiry Date

If pharmacies want to manage batch number and expiry dates of received inventory they can do so.

Go to: **Configuration>System Configuration>Purchase tab**

Mark the checkbox '**Show Product Batch Expiry.**'

When this check-box is checked, the system shows two new columns Batch No. and Expiry Date in the GRN grid and you can enter Product Batch No. and Expiry Date against any product.

The system also provides expiry reports.

### **G-Product Reports > G-05 Product Expiry Report & G-07 Product Expiry Report Consolidated".**

These reports are based on assumption that all the products which are purchased first are sold first (FIFO). For example, if two batches of the same product are purchased where first batch contains 100 units and the second batch contains 125 units and both have different Expiry dates; this means total of 225 units are available in the shop. Now if the shop has sold 75 units and Expiry report is generated the report will show that first batch of product has 25 units (and going to expire on its own expiry date) and second batch of product has 125 units (and is going to expire on its own expiry date). So these reports are generated on the assumption that unless the earlier batches are finished, the later batches products are not sold.

### **To make Batch number and Expiry date mandatory**

Go to: **Configuration>System Configuration>Purchase tab**

Mark the checkbox 'Restrict Product Batch Expiry Date'

Now the system will not allow you to save GRN unless the batch number and product expiry date is entered against the received inventory.

## **Patient Management**

Patient management feature can be used by hospital pharmacies and pharmacies that want to manage patient records or have a small clinic inside it.

On the **Sales and Return** screen, press **Control +Q**

Employee information screen will pop up

Employee Information

**Employee Information**

Reg No: 88

Name: Maula Jutt

Department: ICU

Customer: sara

- To configure departments, go to: **Configuration>Misc>Departments**
- Define customers on **Customer Definition** screen
- **Reg No** can be bed number or any other identification mark
- In the **name** field, enter patient's name.

To check details of sales for the patient management feature, check **C-16 report**