

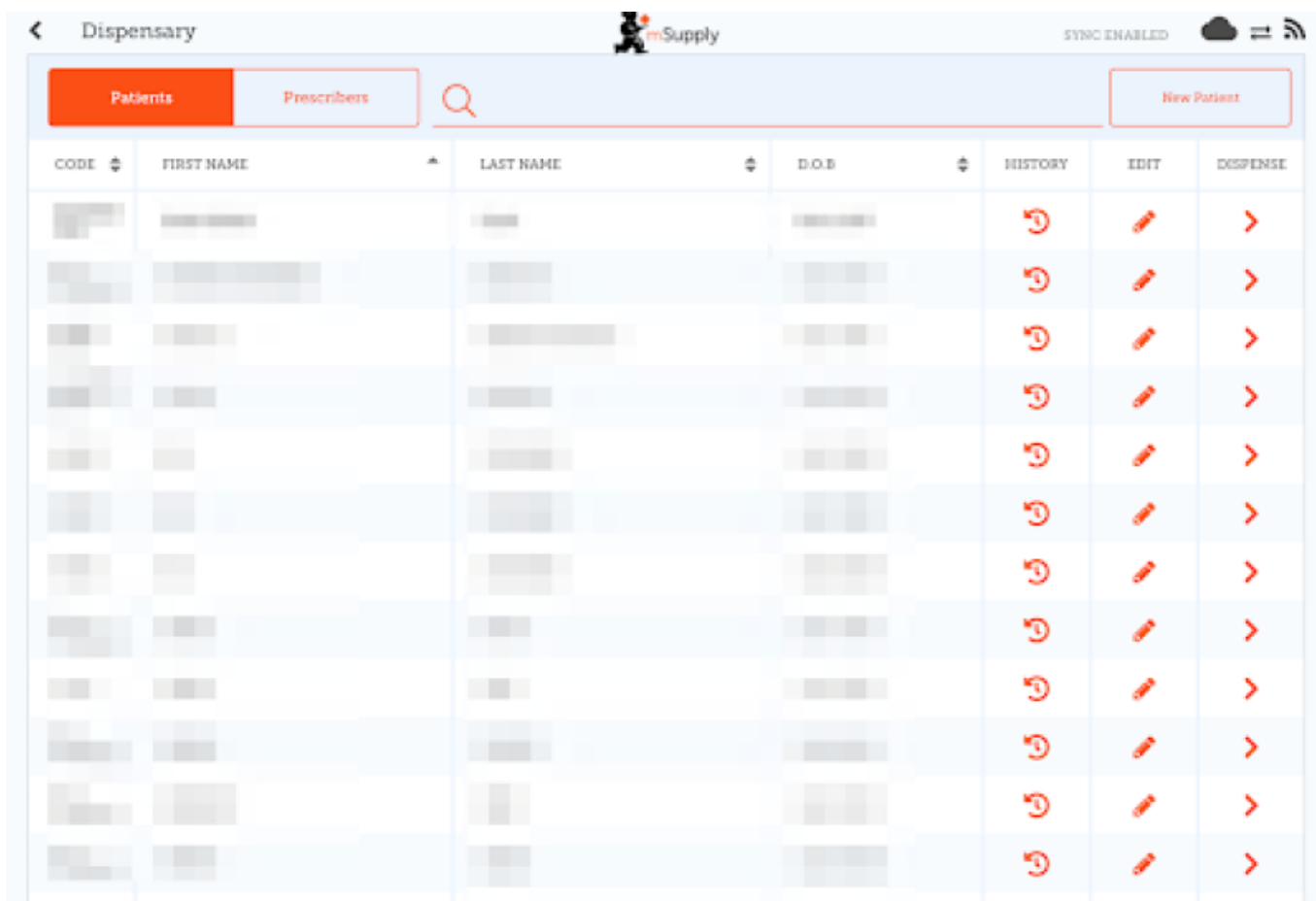
# Dispensing

Dispensing mode only shows if the store is configured correctly on the server. Read how [here](#)

## Patients

When you tap the **Dispensary** icon you will get a list of your patients. You can search for a particular patient using the field in the search bar.

TIP: you can search by first and last name by using a comma. For example: g, j will search for all patients whose last name starts with G and first name starting with J.



## Adding a new Patient

- To create a new patient, tap the **New Patient** button.

### Patient Details


First name  
**is required**

---

Last name  
**is required**

---

Date of birth  
**is required**

01/02/2020 

---

Email

---

Phone

---

Address 1

---

Address 2

---

Cancel Save

- You'll see a new window.
- The fields marked with IS REQUIRED are fields which must be filled in.
- The other fields are optional.
- The Save button will only be enabled if you have filled out all the required fields.
- Once you have entered all the details that are required, tap the **SAVE** button.

### Patient Details

First name  
**is required**

Joshua


---

Last name  
**is required**

Griffin

---

Date of birth  
**is required**

25/06/1989 

---

Email

---

Phone

---

Address 1

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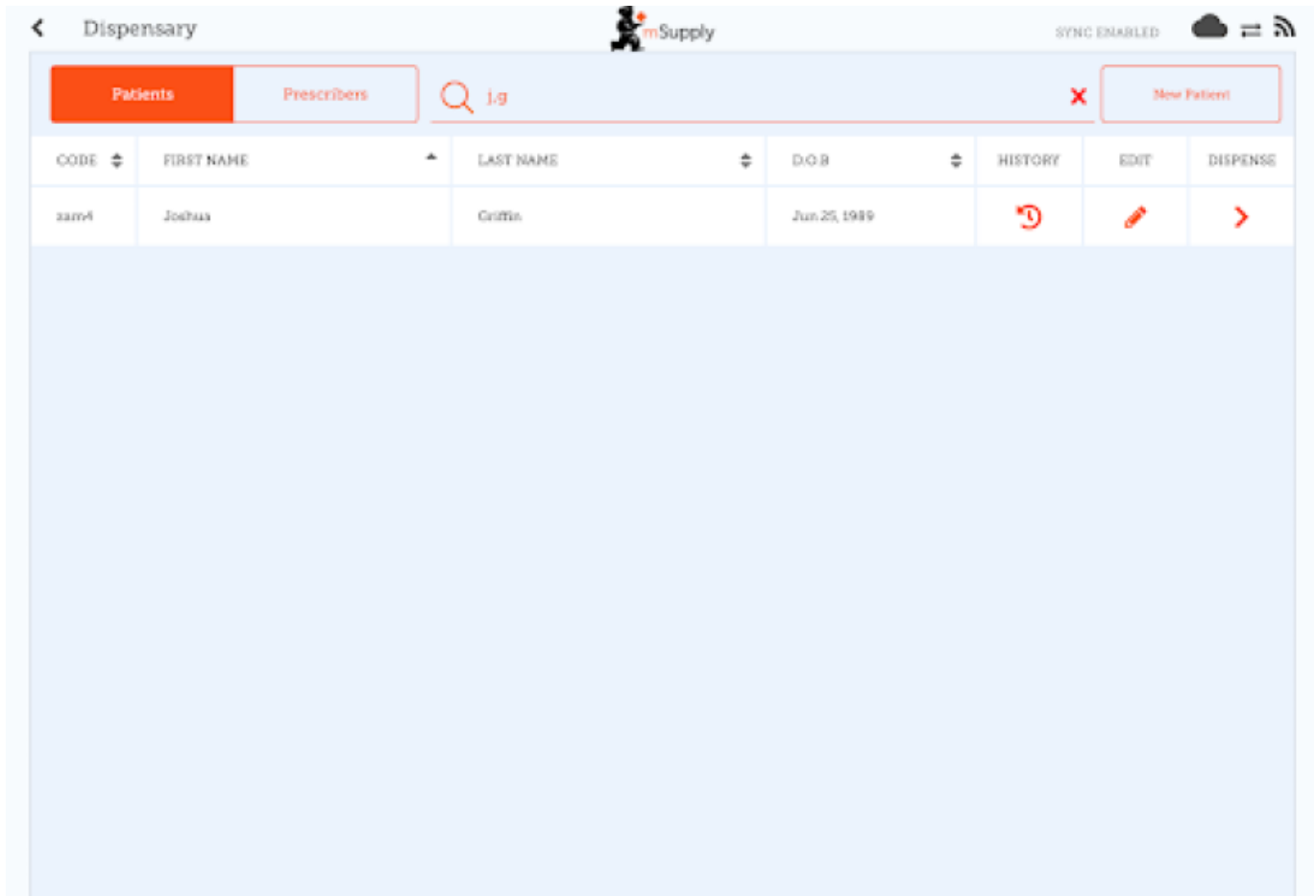
Address 2

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Cancel Save

## Editing a patient's details

To edit a patient's details, tap the **edit** button at the end of the row for that patient. Easy!



## Viewing a patient's History

You can also view the history for a patient by tapping the **history** button.

ITEM CODE	ITEM NAME	QUANTITY	PRESCRIBER
AR33197	ABACAVIR / LAMIVUDINE 60/30 MG CP	1	James Smith

## Prescribers

You can show, add and edit prescribers in just the same way as you do for patients.

Simply tap the "Prescribers" toggle button at the top of the window:

To edit a prescriber, tap the edit (pen icon) button for the row you wish to edit. You're then shown the prescriber's details:

### Prescriber Details

First name  
**is required**

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Last name  
**is required**

---

Registration code  
**is required**

---

Email

---

Phone

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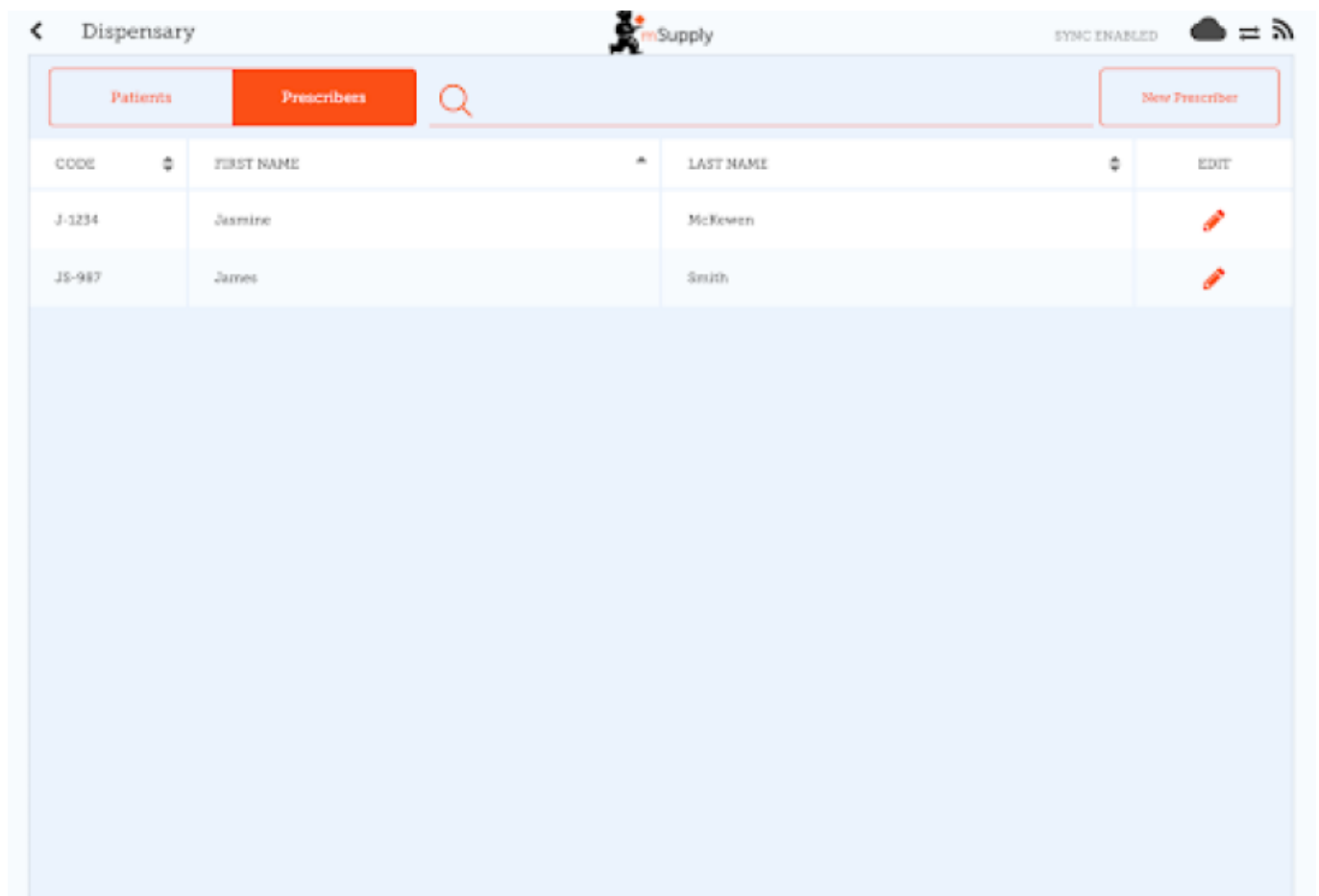
Address 1

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Address 2

Cancel Save

As for patients, only when you've entered all the required fields you'll be able to save the record.

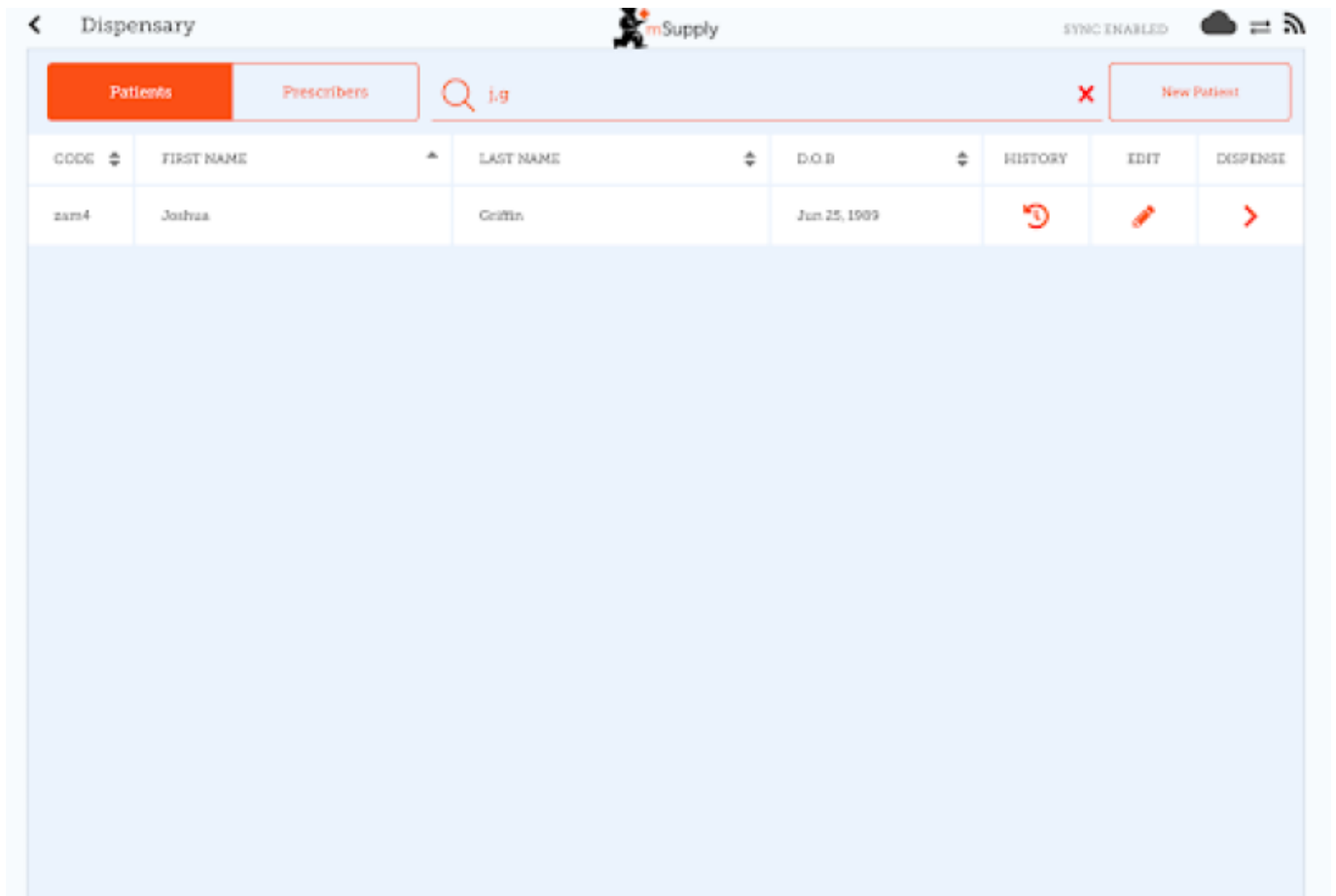


The screenshot shows the 'Dispensary' screen in the mSupply application. At the top, there is a navigation bar with a back arrow, the title 'Dispensary', the mSupply logo, and the text 'SYNC ENABLED' with a cloud icon. Below the navigation bar, there are two tabs: 'Patients' and 'Prescribers', with 'Prescribers' currently selected. A search icon is located to the right of the tabs. In the top right corner, there is a 'New Prescriber' button. The main content area displays a table with the following columns: 'CODE', 'FIRST NAME', 'LAST NAME', and 'EDIT'. The table contains two rows of data:

CODE	FIRST NAME	LAST NAME	EDIT
J-1234	Jasmine	McKewen	
JS-987	James	Smith	

## Dispensing to a patient

- Firstly, find the patient to dispense to (as above for viewing/editing a patient)
- Then click the **Dispense** button on that row.



Dispensing is a three step process. Each step must be completed before you can move to the next step

1. Step 1 you must select a prescriber by clicking on the SELECT icon
  - o NOTE: You can press the HISTORY and EDIT icons next to the patients name to edit the patients details or view their history at any time.
  - o You can filter the list using the search bar
  - o Once you have selected a prescriber, you can edit the prescriber at any time using the EDIT icon next to the prescribers name
2. Step 2: You must select an item to dispense by selecting the row on the left hand side. You can filter the items using the search bar

Prescription 922

SYNC ENABLED

1 Select the prescriber

2 Select items

3 Finalise

Patient: Joshua Griffin

Prescriber: Jasmine McKewen

CODE	NAME	QUANTITY
AR33197	ABACAVIR / LAMIVUDINE 60/30 MG CP	59
AM18032-0	ACIDE FOLIQUE 5 MG CP	1
AM12040	ACIDE NIFLUMIQUE 400 MG SUPPO	3
AM03065-0	ACIDE TRANEXAMIQUE 500 MG / 5 ML AMP INJ	8
AR47015	AIGUILLE POUR PRELEVEMENT 21G	16
AR47016	AIGUILLE POUR PRELEVEMENT 23G	30
AM02080-0	ALBENDAZOLE 400 MG CP	4
AM02080	ALBENDAZOLE 400 MG CP	96
AY02020	AMODIAQUINE/ARTESUNATE 100/270 MG ADULTE PLQ/6 CP	20
AY02015	AMODIAQUINE/ARTESUNATE 100/270 MG ENFANT (6-14 ANS) PLQ/3 CP	3
AY02027	AMODIAQUINE/ARTESUNATE 25/67.5 MG ENFANT (0-11 MOIS) PLQ/3 CP	27

Click on an item to add it

Cancel Next

You must select at least one row to continue.

Once you select an item, you can adjust the quantity using the + and - buttons, or type quantity into the text area (tap first to bring up the keyboard).

Prescription 922

1 Select the prescriber  
Patient: Joshua Griffin

2 Select items

3 Finalise  
Prescriber: Jasmine McKewen

CODE	NAME	QUANTITY
AR33197	ABACAVIR / LAMIVUDINE 60/30 MG CP	58
AM18032-0	ACIDE FOLIQUE 5 MG CP	1
AM12040	ACIDE NIFLUMIQUE 400 MG SUPPO	3
AM03065-0	ACIDE TRANEXAMIQUE 500 MG / 5 ML AMP INJ	8
AR47015	AIGUILLE POUR PRELEVEMENT 21G	16
AR47016	AIGUILLE POUR PRELEVEMENT 23G	30
AM02080-0	ALBENDAZOLE 400 MG CP	4
AM02080	ALBENDAZOLE 400 MG CP	96
AY02020	AMODIAQUINE/ARTESUNATE 100/270 MG ADULTE PLQ/6 CP	20
AY02015	AMODIAQUINE/ARTESUNATE 100/270 MG ENFANT (6-14 ANS) PLQ/3 CP	3
AY02027	AMODIAQUINE/ARTESUNATE 25/67.5 MG ENFANT (0-11 MOIS) PLQ/3 CP	27

ABACAVIR / LAMIVUDINE 60/30 MG CP - 1 +

AR33197

Usage directions

Cancel Next

You can remove an item using the **X** button.

Type directions for the item into the directions text area.

Once you've updated the quantity, the Next button is available and you can continue to step 3.

Note that clicking cancel, or navigating away from this prescription will **DELETE** this prescription

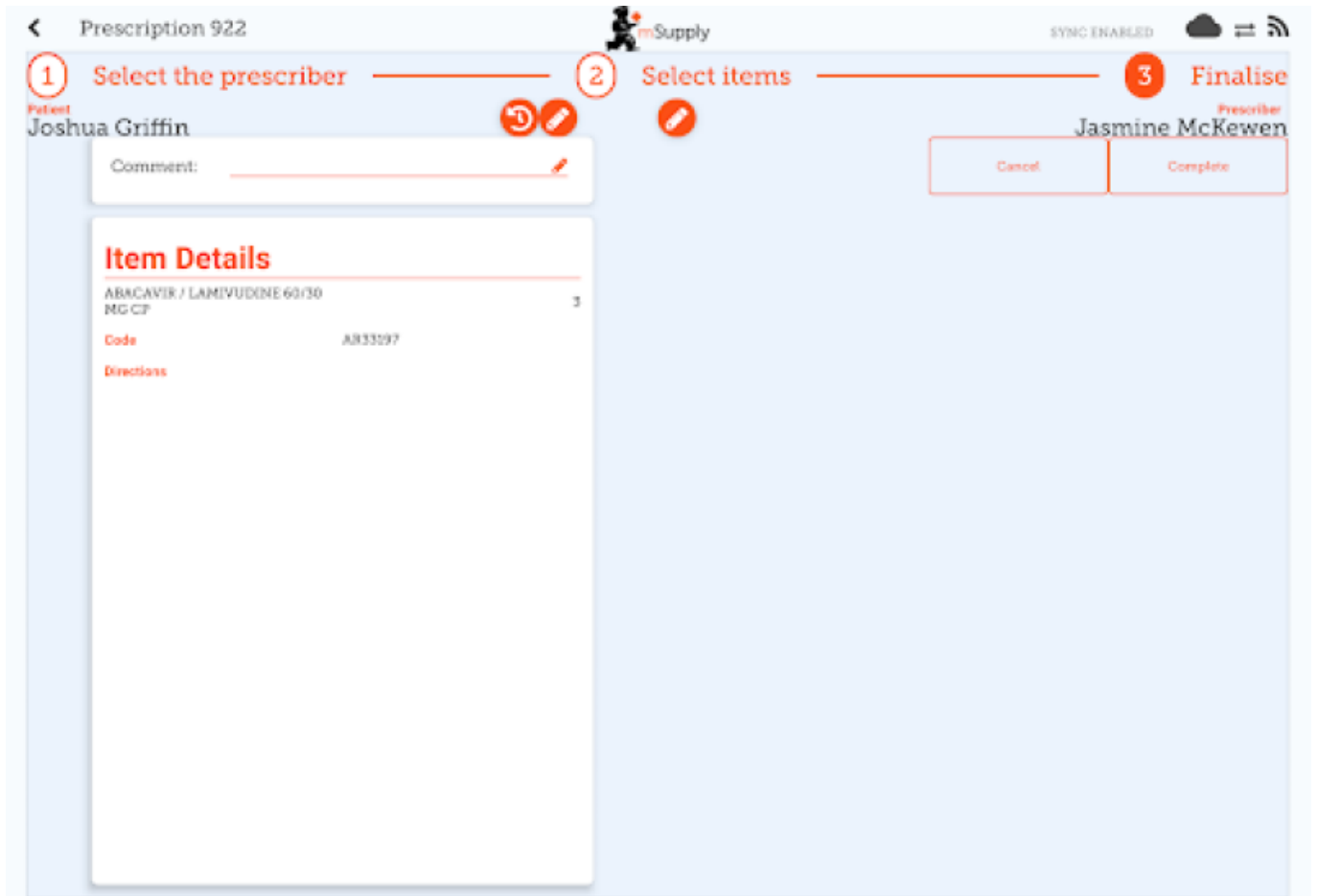
The screenshot shows the 'Prescription 922' interface in mSupply. At the top, it identifies the patient as Joshua Griffin and the prescriber as Jasmine McKewen. The interface is divided into three steps: 1. Select the prescriber, 2. Select items, and 3. Finalise. A table lists various items with their codes, names, and quantities. A modal window is open for the item 'ARACAVIR / LAMIVUDINE 60/30 MG CP', showing its code (AR33197) and a quantity of 3. Below the item name is a field for 'Usage directions'. At the bottom right, there are 'Cancel' and 'Next' buttons.

CODE	NAME	QUANTITY
AR33197	ARACAVIR / LAMIVUDINE 60/30 MG CP	36
AM18232-0	ACIDE FOLIQUE 5 MG CP	1
AM12040	ACIDE NEFLUMIQUE 400 MG SUPPO	3
AM03065-0	ACIDE TRANEXAMIQUE 500 MG / 5 ML AMP INJ	8
AR47015	AIGUILLE POUR PRELEVEMENT 21G	16
AR47016	AIGUILLE POUR PRELEVEMENT 23G	30
AM02090-0	ALBENDAZOLE 400 MG CP	4
AM02090	ALBENDAZOLE 400 MG CP	96
AY02020	AMODIAQUINE/ARTESUNATE 100/270 MG ADULTE PLG/6 CP	20
AY02015	AMODIAQUINE/ARTESUNATE 100/270 MG ENFANT (6-14 ANS) PLG/3 CP	3
AY02027	AMODIAQUINE/ARTESUNATE 25/67.5 MG ENFANT (0-51 MOIS) PLG/3 CP	27

1. Step 3: You can view the final results of the prescription and add any other details such as a comment.



Tapping the **Complete** button will finalise the prescription. That means that it's locked- you can't edit it any more.



That was easy!. If you've enabled payments, you can go to the next step to receive payment. If not, you'll continue and dispense the next prescription.

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