



Exchange Cart Process Training Manual

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Accountable Author: Jo-Ann Ross





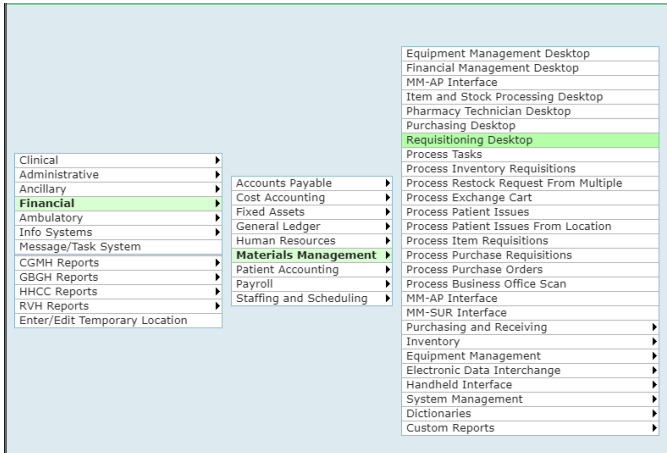
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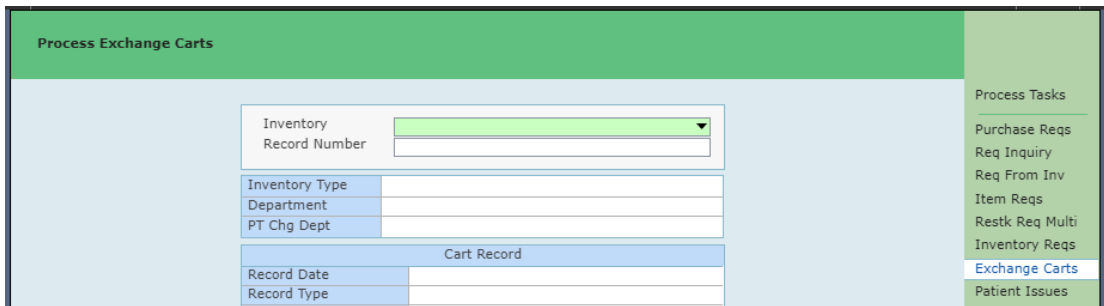


How to Process an Exchange Cart

Step 1 – Navigate to Requisitioning Desktop

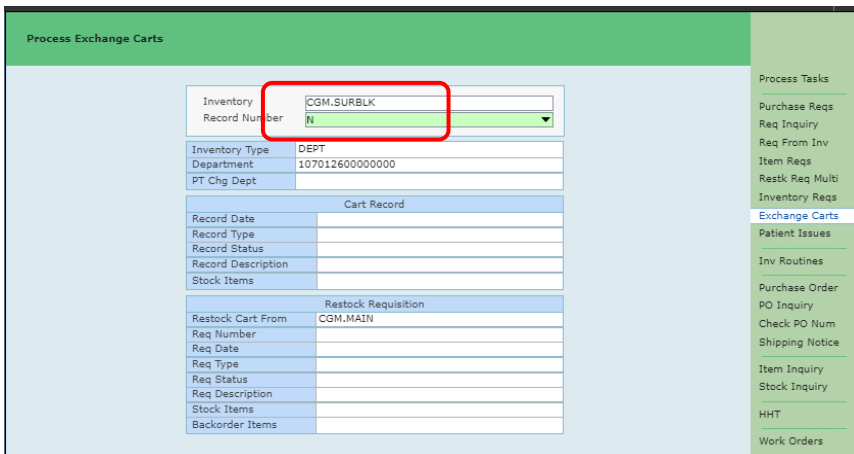


In the Requisitioning Desktop, click on **Exchange Carts** on the right hand side



Step 2 – Select the Inventory you will be filling this Exchange Cart for

Enter "N" for next record number





Enter Date and click OK

A description can also be added here but is not a requirement and the field can be left blank

MM.ROV - Process Exchange Cart Record

*Date: 27/05/21
Description: TEST

Cancel OK

Step 3 – Review and Updating of Inventory On-Hand

Select 'Enter or Edit Stock' from the bottom of the screen.

Process Exchange Carts

Inventory: GBH.SURBLK
Record Number: [dropdown]

Inventory Type: DEPT
Department: 307012620000000
PT Chg Dept: [dropdown]

Cart Record

Record Date	27/05/21
Record Type	CART RECORD
Record Status	WORKING
Record Description	
Stock Items	183

Restock Requisition

Restock Cart From	GBH.MAIN
Req Number	
Req Date	
Req Type	
Req Status	
Req Description	
Stock Items	
Backorder Items	

Process Tasks

- Purchase Reqs
- Req Inquiry
- Req From Inv
- Item Reqs
- Restk Req Multi
- Inventory Reqs
- Exchange Carts
- Patient Issues
- Inv Routines
- Purchase Order
- PO Inquiry
- Check PO Num
- Shipping Notice
- Item Inquiry
- Stock Inquiry
- HHT
- Work Orders
- Reports
- Custom Reports
- Select
- System Status
- Preferences

Enter or Edit Stock | Cancel | Post | Lists | Create Restock | Start Pick | Edit Restock | Post Restock | Create PO | Reports | Cancel



Step 4 - Entering on hand amounts

The items for the inventory will now display and you will need to enter the on-hand amounts

MM.ROV - Enter/Edit Cart Record

Inventory: CGM.SURBLK
Number: 1
Date: 25/05/21

	Stock Number	Qty Left	Units	Item Description
1	000921		BX	SUTURE ANCHOR 5.5MM BLUE
2	001296		EA	CAVILON WIPE
3	001716		BX	CUFF PRESSURE TUBING
4	001728		BX	ENDOCLOSE
5	001770		BX	SWIVELock 5.5MM W/FIBRETAPE
6	001779		BX	PROTACK STAPLER
7	002611		BX	PROX STAPER 3.5MM
8	002707		EA	ABL 800-S1620 CAL 1 SOLUTIO
9	002825		EA	FIBERTAPE 2MM
10	004094		CA	VOLUVEN 500 ML
11	004564		BX	STERIS MONITORING STRIPS
12	004831		BX	GLIDESCOPE STYLETS
13	005031		EA	REFERENCE MEMBRANE
14	005516		BX	GLOVE - GAMMEX 8.5

Current Packaging | Loc: BX/1 EA | <None>
Manufacturer | Catalog Number: TRIBE

Once you have finished entering the quantities, Click Save in the bottom right.

MM.ROV - Enter/Edit Cart Record

Inventory: GBH.SURBLK
Number: 4
Date: 27/05/21

	Stock Number	Qty Left	Units	Item Description
1	000127	0	EA	FILTER SAVER, INTELLIARE
2	000905	0	BX	NEEDLE - SPINAL 22 GA X 5"
3	002319	0	CA	5-0 FAG PL PC-1
4	003959	0	EA	#6 DISP. CANNULA CUFFED TRA
5	003960	0	EA	#8 DISP CANNULA CUFFED TRAC
6	004022	1	EA	NEPTUNE 2 FOUR PART MANIFOL
7	006138	1	EA	BANDAGES BANDAID STRIP 1 X
8	006139		EA	SURE LOK ZIP BAG 8 X 10 IN
9	006140		EA	SURE LOK ZIP BAG 10 X 13
10	006336		EA	SEAL CRASH CART SECURITY
11	006356		BX	SUTURE POLYSORB
12	006376		BX	SUTURE POLYSORB 0
13	006378		BX	SUTURE POLYSORB 1
14	006380		BX	SUTURE POLYSORB 1

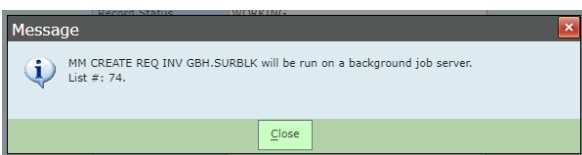
Current Packaging | Loc: BX/1 EA | <None>
Manufacturer | Catalog Number

Allergen/Hazardous

1
2

Get <F5> Cancel Save

You will receive a pop up message indicating the process is being run. Click Close to move to the next step.





Step 5 - Post

Process Exchange Carts

Inventory	GBH.SURBLK
Record Number	5
Inventory Type	DEPT
Department	307012620000000
PT Chg Dept	
Cart Record	
Record Date	27/05/21
Record Type	CART RECORD
Record Status	WORKING
Record Description	
Stock Items	183
Restock Requisition	
Restock Cart From	GBH.MAIN
Req Number	
Req Date	
Req Type	
Req Status	
Req Description	
Stock Items	
Backorder Items	

Enter or Edit Stock Cancel **Post** Lists Create Restock Start Pick Edit Restock Post Restock Create PO Reports Cancel

Process Tasks
Purchase Req
Req Inquiry
Req From Inv
Item Req
Restk Req Multi
Inventory Reqs
Exchange Carts
Patient Issues
Inv Routines
Purchase Order
PO Inquiry
Check PO Num
Shipping Notice
Item Inquiry
Stock Inquiry
HHT
Work Orders
Reports
Custom Reports
Select
System Status
Preferences

Click Post on the bottom menu

The Record Status will change to 'Closed' from Working

Process Exchange Carts

Inventory	GBH.SURBLK
Record Number	2
Inventory Type	DEPT
Department	307012620000000
PT Chg Dept	
Cart Record	
Record Date	27/05/21
Record Type	CART RECORD
Record Status	CLOSED
Record Description	TEST1
Stock Items	183
Restock Requisition	
Restock Cart From	GBH.MAIN
Req Number	
Req Date	
Req Type	
Req Status	
Req Description	
Stock Items	
Backorder Items	

The system will split the posted Exchange Cart into items that need to be ordered direct from vendors and those that will be supplied from Stores.