

# Uzima Rx User Guide

# Home

Click a box to be redirected to their associated page

**Process Diagram**

**User Roles**

**Web Navigation**

**Order**

**Inventory**

**Report**



*(click this logo on any page to return to home page)*

# Process Diagram



*Pharmacy  
Manager*

Add Inventory

Place an Order  
for All Locations

Send Orders



*Clinic  
Manager*

Place an Order  
for Home Location

Receive an Order

Dispense Items  
or  
Destroy Items

Pull Reports

- Inventory
- Expired Items
- Expiring Items
- Dispensed Items
- Destroyed Items



*Caregiver*



# User Roles



## *Pharmacy Manager*

- **Global access** to reports and order placing
- Access to all system functions
- Create new system users based on roles
- Add/remove new drugs to/from drug list
- Add/remove new locations



## *Clinic Manager*

- **Local access** to reports and order placing
- View more details about a particular inventory item
- Dispense or destroy inventory
- View reports based on home location






## *Caregiver*

- **Local access** to reports only
- Dispense or destroy inventory



# Web Navigation

Uzima Rx	Administration	Order	Inventory	Report	Location	Username
Login	Add Account	Place an Order	Add Inventory	Pending Orders	Add Clinic	Change Password
	Account List	Send an Order	Modify Inventory	Expired Items	Add Hospital	
		Receive an Order	Add Item to Item List	Expiring Items	Add Supplier	
		Dispense an Item	Remove Item from Item List	Inventory by Location		
		Destroy an Item		Dispensed Items		
				Destroyed Items		

 = (accessible to Pharmacy Managers only; all other users will be redirected to the login page)



# Login

**Available to:** All User Roles

Uzima Rx

Administration

Order

Inventory

Reports

Locations

Register

Log in

## Welcome to Uzima Rx

Please login below.

**Enter username**

Username

Password

**Enter password**

☐

Remember me?

Log in

[Forgot your password?](#)

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Don't have a login?

Request login credentials by contacting  
Rapula Otukile or your local administrator.

Email Rapula»

**Request login via email**



# Administration: Add Account

Available to: *Pharmacy Manager*

Uzima Rx Administration Order Inventory Reports Locations Good Morning [User] Log off

## Create a New Account

Email

Confirm Email

Username

Name

Main Location

Role

Create Cancel

Enter appropriate data in each field



# Administration: Account List

Available to: *Pharmacy Manager*

## User List

Search for specific user, no matter what page

Show 10 entries

Search:

Name	Email	Username	HomePharmacy	
Bob Ross	bobross@uzima.org	rOssBoBbOss	clinic	<a href="#">Modify</a>   <a href="#">Details</a>   <a href="#">Remove</a>
Bruce Wayne	brucewayne@gothem.net	batman	clinic	<a href="#">Modify</a>   <a href="#">Details</a>   <a href="#">Remove</a>
Joey Tribiani	joey@hotmail.com	joeyt	hospital	<a href="#">Modify</a>   <a href="#">Details</a>   <a href="#">Remove</a>
John Doe	jdoe1@mail.com	johndoe	hospital	<a href="#">Modify</a>   <a href="#">Details</a>   <a href="#">Remove</a>
Luke Skywalker	lskywalker@rebels.com	notVadersSon	clinic	<a href="#">Modify</a>   <a href="#">Details</a>   <a href="#">Remove</a>

Showing 1 to 10 of 13 entries

[Create New](#)

Easy access to Add Account page if user is not found on list





# Order

## [Place an Order](#)

Drugs from warehouse inventory for users location.

## [Send an Order](#)

Submit form for each order that has been sent to requested location.

## [Receive an Order](#)

Once ordered drugs arrive at pharmacy or clinic, user should input on form to add to their locations inventory.

## [Dispense Inventory](#)

Once an item in inventory has been dispensed, user must update inventory by filling out dispense form.

## [Destroy Inventory](#)

If inventory becomes expired or unusable, user must update inventory by filling out destroy form.

# Order: Place an Order

Available to: *Pharmacy Manager, Clinic Manager*

## Place an Order

Show 10▼ entries

Search:

\*make sure to use the search bar to find items faster

Drug Name	Quantity Available	Expiration Date	
100% whey protein	3	7/14/2020 12:00:00 AM	<a href="#">Place Order</a>
40 PLUS FOR WOMEN	1	3/22/2020 12:00:00 AM	<a href="#">Place Order</a>

Showing 1 to 2 of 2 entries

\*table will only show items available in active locations' inventory

**Pharmacy Manager:** “location needed” box will show all active locations  
**Clinic Manager:** “location needed” box will only show current home location

## Place an Order

Drug

100% whey protein

Quantity \*

Quantity Available: 3

Location Needed

warehouse1▼

Submit



# Order: Send an Order

Available to: *Pharmacy Manager, Clinic Manager*

Uzima Rx

Administration

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Good Afternoon rapula!

Log off

Send an Order

Show 10 entries

Search:

Drug Name	Quantity Needed	Send To	Expiration Date
No data available in table			

Showing 0 to 0 of 0 entries

Previous

Next

\*drug dropdown will only show drugs available in warehouse inventory

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Form is submitted once item is pulled from shelf  
– item is marked as “in transit” until the receival form is submitted

**Pharmacy Manager:** when fulfilling an order, make sure to use filters on the "location" column when only interested in a specific location



# Order: Receive an Order

Available to: *Pharmacy Manager, Clinic Manager*

## Receive an Order

Show 

10 ▾

 entries

Search:

\*make sure to use the search bar to find items faster

Drug Name	Quantity Available	Expiration Date	
100% whey protein	1	6/7/2022 12:00:00 AM	<a href="#">Receive Order</a>

Showing 1 to 1 of 1 entries

\*table will only show items available in active locations' inventory

## Receive an Order

Drug 

100% whey protein

Quantity \* 

Quantity Receivable: 1

Submit

Item is marked as “on shelf” when form is submitted



# Order: Dispense an Item

Available to: All User Roles

## Dispense an Item

Show 10 ▾ entries

Search:

Drug Name	Quantity Available	Expiration Date	
100% whey protein	3	7/14/2020 12:00:00 AM	<a href="#">Dispense Item</a>
40 PLUS FOR WOMEN	1	3/22/2020 12:00:00 AM	<a href="#">Dispense Item</a>

Showing 1 to 2 of 2 entries

\*make sure to use the search bar to find items faster

\*item table will only show items available in current home inventory

Form is submitted when items are given to patients



## Dispense an Item

Drug 100% whey protein

Quantity \* Quantity Available: 3

Submit



# Order: Destroy an Item

Available to: All User Roles

## Destroy an Item

Show 10 entries

Search:

Drug Name	Quantity Available	Expiration Date	
100% whey protein	3	7/14/2020 12:00:00 AM	<a href="#">Destroy Item</a>
40 PLUS FOR WOMEN	1	3/22/2020 12:00:00 AM	<a href="#">Destroy Item</a>

Showing 1 to 2 of 2 entries

\*item dropdown will only show items available in current home inventory

## Destroy an Item

Drug 100% whey protein

Quantity \* Quantity Available: 3

Form is submitted when items expire or are rendered unusable

Submit



# Inventory

## [Add Inventory](#)

Input new inventory that will be on shelf in warehouse with the ability for hospitals and clinics to order.

## [Modify Inventory](#)

Allows for changes to inventory table.

## [Add Drug to Drug List](#)

Add new drugs that become available over time.

Only available to *Pharmacy Manager*

## [Remove Drug from Drug List](#)

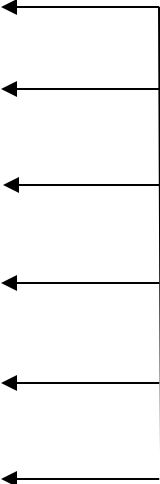
Delete drugs if no longer offered.

# Inventory: Add Inventory

Available to: *Pharmacy Manager*

Uzima Rx   Administration   Order   **Inventory**   Reports   Locations   Good Morning   [User]   Log off

## Add Inventory

Drug	<input type="text" value="0.9% W/V SODIUM CHLORIDE INJE"/>	
Quantity	<input type="text"/>	
Status	<input type="text" value="On Shelf"/>	
Current Location	<input type="text" value="warehouse1"/>	
Order Date	<input type="text" value="mm/dd/yyyy"/>	
Expiration Date	<input type="text" value="mm/dd/yyyy"/>	
	<input type="button" value="Add"/>	

All fields are required

Form is submitted when warehouse acquires more items that already exist in the database





# Inventory: Modify Inventory

Available to: *Pharmacy Manager*

Uzima Rx   Administration   Order   **Inventory**   Reports   Locations   Good Morning   [User]   Log off

## Modify Inventory

Drug	IBUPROFEN - ANTIFLAM 200 TABLE ▼
User	rapula ▼
Status	On Shelf ▼
CurrentLocationId	warehouse1 ▼
FutureLocationId	warehouse1 ▼
DateOrdered	11/04/2019 00:00:00
ExpirationDate	08/16/2021 00:00:00
	<input type="button" value="Save"/>

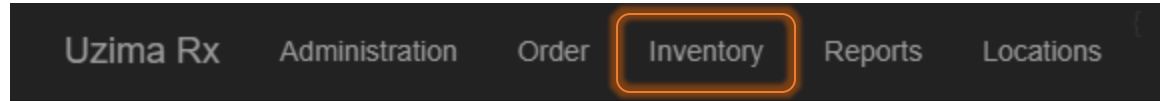
Item statistics like current status, location information, and order/expiration date can be edited here

Form is submitted when adjustments to items in the inventory table need to be made



# Inventory: Add Item to Item List

Available to: *Pharmacy Manager*



## Add to Drug List

Barcode	<input type="text"/>
Drug Name *	<input type="text"/>
Brand Name	<input type="text"/>
Application Number	<input type="text"/>
Manufacturer *	<input type="text"/>
Manufacturer Location	<input type="text"/>

Only  
required  
fields

Approval Number

Schedule

License

Ingredients

Pack Size

Add

Form is submitted when warehouse  
acquires items not currently listed in  
database



# Inventory: Remove Item from Item List

Available to: *Pharmacy Manager*

## Remove From Drug List

Show 10 entries

Search:

Barcode	Name	Brand Name	Application Number	Manufacturer	Manufacturer Location	Approval Number	Schedule	License	Ingredients	Pack Size	
309045852606	All Day Allergy			Major							<a href="#">Remove</a>
9780470531907	Test Drug			USA							<a href="#">Remove</a>
9780470531907	Test Drug			USA							<a href="#">Remove</a>
Not Listed	0.9% W/V SODIUM CHLORIDE INJECTION	0.9% W/V SODIUM CHLORIDE INJECTION	Not Listed	B BRAUN MEDICAL (PTY) LTD	B. BRAUN MESUNGEN AGB.	Not Listed	2.0	BOT1001724C	SODIUM CHLORIDE 0.9% W/V INJECTION	Not Listed	<a href="#">Remove</a>

Remove item from list

If an item in the userbase is no longer offered, the entry can be deleted here



# Reports: Pending Orders

Available to: All User Roles

Uzima RxAdministrationOrderInventoryReportsLocations

Good Afternoon[User]Log off

## Pending Orders

Drug	Quantity	Ordered On	Ordered By	Going To	Expiring On
100% whey protein	3	11/7/2019 12:00:00 AM	testcaresitestaff	hospital	11/1/2021 12:00:00 AM
IBUPROFEN - ANTIFLAM 200 TABLETS	3	11/7/2019 12:00:00 AM	testcaresitemanager	hospital	8/16/2021 12:00:00 AM
100% whey protein	2	11/7/2019 12:00:00 AM	testadmin	clinic	12/16/2020 12:00:00 AM

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Users can view pending orders for transferal of items here

Only **Pharmacy Managers** will see orders from all locations here – otherwise users will only see orders pertaining to the current home location



# Reports: Expired Items

Available to: All User Roles

Uzima Rx

Administration

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Good Morning

[User]

Log off

## Expired Drugs

Show 10 entries

Search:

Drug	Quantity	Current Location	Expired On
IBUPROFEN - ANTIFLAM 200 TABLETS	1	warehouse1	11/6/2019 12:00:00 AM

Showing 1 to 1 of 1 entries

Previous 1 Next

Download Report

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Optionally, a report in the form of an Excel sheet can be downloaded

Users can view drugs that have expired, but not yet been disposed of, here

Only *Pharmacy Managers* will see items from all locations here – otherwise users will only see items pertaining to the current home location



# Reports: Expiring Items

Available to: All User Roles

Uzima Rx

Administration

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Good Morning

[User]

Log off

## Expiring Drugs

Drug	Quantity	Current Location	Expiring On
IBUPROFEN - ANTIFLAM 200 TABLETS	1	warehouse1	12/9/2019 12:00:00 AM

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Users can view drugs that will expire in the next four months here

Only *Pharmacy Managers* will see items from **all** locations here – otherwise users will only see items pertaining to the current home location



# Reports: Inventory by Location

Available to: All User Roles

## Inventory by Location

Show 10 entries

Search:

Drug	Quantity	Location	Expiration Date
100% whey protein	3	warehouse1	11/1/2021 12:00:00 AM
IBUPROFEN - ANTIFLAM 200 TABLETS	1	warehouse1	12/9/2019 12:00:00 AM
IBUPROFEN - ANTIFLAM 200 TABLETS	19	warehouse1	8/16/2021 12:00:00 AM
Test Drug	2	hospital	10/31/2021 12:00:00 AM
Test Drug	3	warehouse1	10/31/2021 12:00:00 AM

Showing 1 to 5 of 5 entries

Only **Pharmacy Managers** will see inventory from **all** locations here – otherwise users will only see inventory from the current home location



# Reports: Dispensed Items

Available to: All User Roles

Uzima Rx

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Good Morning

[User]

Log off

## Dispensed Drugs

Drug	Quantity	Current Location	Dispensed On
Test Drug	1	hospital	11/7/2019 12:00:00 AM

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**Users can view drugs that have been dispensed to patients here**

Only **Pharmacy Managers** will see items from **all** locations here – otherwise users will only see items pertaining to the current home location





# Reports: Destroyed Items

Available to: All User Roles

Uzima Rx

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Good Morning

[User]

Log off

## Destroyed Drugs

Drug	Quantity	Current Location	Dispensed On
Test Drug	3	hospital	11/7/2019 12:00:00 AM

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Users can view drugs that have been destroyed due to expiration or being rendered unusable here



# Locations: Add Clinic

Available to: *Pharmacy Manager*

Uzima Rx	Administration	Order	Inventory	Reports	Locations	Good Morning	[User]	Log off
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## Add a Clinic

Location Name	<input type="text"/>
Supplier	<input type="text" value="warehouse1"/>
Address	<input type="text"/>
Phone	<input type="text"/>
	<input type="button" value="Add"/>

**\*required**

**If the pharmacy acquires a new clinic, the location can be added here**



# Locations: Add Hospital

Available to: *Pharmacy Manager*

Uzima Rx	Administration	Order	Inventory	Reports	Locations	Good Morning	[User]	Log off
----------	----------------	-------	-----------	---------	-----------	--------------	--------	---------

## Add a Hospital

Location Name

Supplier

Address

Phone

Add

**\*required**

**If the pharmacy acquires a new hospital, the location can be added here**



# Locations: Add Supplier

Available to: *Pharmacy Manager*

Uzima Rx

Administration

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Good Morning

[User]

Log off

## Add a Supplier

Location Name

Address

Phone

Add

**\*required**  
**If the pharmacy gets a new supplier, the location can be added here**

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# Change Password

**Available to:** All User Roles

Uzima Rx   Administration   Order   Inventory   Reports   Locations   **Good Morning   [User]**   Log off

## Change Password.

Current password

.....

New password

.....

Confirm new  
password

.....

Change password

Any user can change their password after clicking the “Change your password” option available here

