Uzima Rx
User Guide

Home

Click a box to be redirected to their associated page

Process Diagram	**User Roles**	**Web Navigation**
Order	**Inventory**	**Report**

Process Diagram

User Roles

Pharmacy Manager	*Clinic Manager*	*Caregiver*

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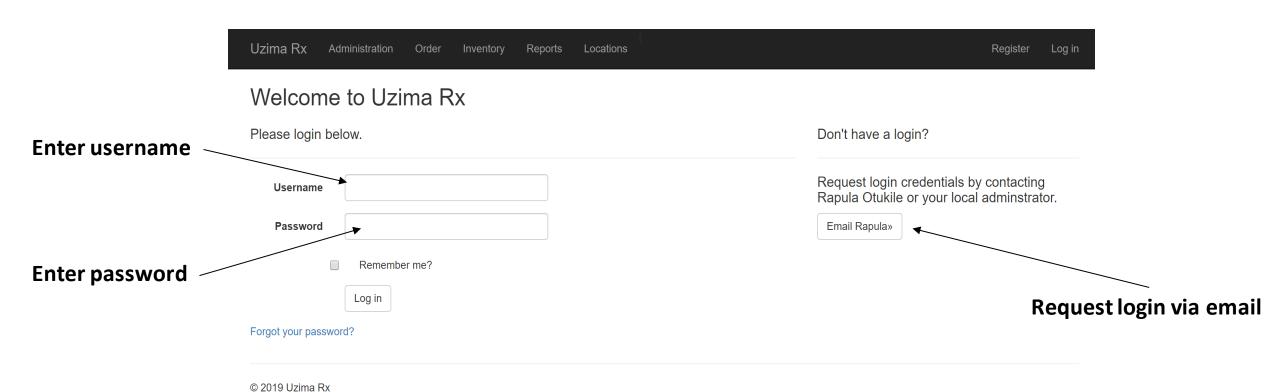
- **Local access** to reports only
- Dispense or destroy inventory

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 Drug	Add Hospital	
		Receive an Order	Add Drug to Drug List	Expiring Drug	Add Supplier	
		Dispense a Drug	Remove Drug from Drug List	Inventory by Location		
		Destroy a Drug		Dispensed Drug		
				Destroyed Drug		

(Accessible to Pharmacy Managers only, all other users will be redirected to the login page)

Login

Uzima Rx   Administration   Order   Inventory   Reports   Locations   Register   Log in

Welcome to Uzima Rx

Please login below.

Enter username

Username	

Enter password

Password	

☐ Remember me?

Log in

Forgot your password?

Don't have a login?

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

Email Rapula»

Request login via email

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Add Account

Available to: *Pharmacy Manager*

Uzima Rx Administration Order Inventory Reports Locations

Good Morning Username! Log off

Create a New Account

Email

Confirm Email

Username

Name

Main Location warehouse1 ▾

Role CareSiteManager ▾

Create Cancel

Enter appropriate data in each field

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*All fields are required

Account List

Available to: *Pharmacy Manager*

| Uzima Rx | Administration | Order | Inventory | Reports | Locations | | Good Morning | Username | Log off |

User List

Show [10 ▾] entries

Search for specific user, no matter what page

Search: [   ]

Name	Email	Username	HomePharmacy	
Bob Ross	bobross@uzima.org	rOssBoBbOss	clinic	Modify | Details | Remove
Bruce Wayne	brucewayne@gothem.net	batman	clinic	Modify | Details | Remove
Joey Tribiani	joey@hotail.com	joeyt	hospital	Modify | Details | Remove
John Doe	jdoe1@mail.com	johndoe	hospital	Modify | Details | Remove
Luke Skywalker	lskywalker@rebels.com	notVadersSon	clinic	Modify | Details | Remove

Showing 1 to 10 of 13 entries

Previous | 1 | 2 | Next

Create New

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

Order

❑ **<u>Place an Order</u>**
Drugs from warehouse inventory for user's location.

❑ **<u>Send an Order</u>**
Submit form for each order that has been sent to requested location.

❑ **<u>Receive an Order</u>**
Once ordered drugs arrive at pharmacy or clinic, user should input on form to add to their locations inventory.

❑ **<u>Dispense Inventory</u>**
Once an item in inventory has been dispensed, user must update inventory by filling out dispense form.

❑ **<u>Destroy Inventory</u>**
If inventory becomes expired or unusable, user must update inventory by filling out destroy form.

Order

Update Location

As *Pharmacy Manager*, *Clinic Manager*

❑ *Order **for** Location*

Place an Order

Drug	--Select One-- ▼
Quantity	
Location Needed	warehouse1 ▼
	Submit

❑ Order **as** Location

Send an Order

Drug	--Select One-- ▼
Quantity	
Location Sent To	hospital ▼
	Submit

Managers can update the location of items as soon as the item is in transit.
The status of the item is changed to "received" upon arrival.

Order

Update Status "Received"

Available to

Pharmacy Manager   *Clinic Manager*   *Caregiver*

Recieve an Order

Drug	40 PLUS FOR MEN ▾
Quantity	3
Location Recieved	clinic ▾

Submit

Once a location receives an item, a manager (likely the Clinic Manager, in this case) updates the status to indicate that it's in stock.

Order

Update Status "dispensed", "destroyed"

Available to

Pharmacy Manager *Clinic Manager* *Caregiver*

Dispense a Drug

Drug	40 PLUS FOR MEN ▾
Quantity	2
Dispensed From	clinic ▾

Submit

Dispensing items to patients is part of the caregiver's role, but any position can update inventory status to "destroyed" when it expires.

Inventory

Only *Pharmacy Managers* can add new drugs that become available over time.

❑ **<u>Add Inventory</u>**
Input new inventory that will be on shelf in warehouse with the ability for hospitals and clinics to order.

❑ **<u>Modify Inventory</u>**
Allows for changes to inventory table.

❑ **<u>Add Drug to Drug List</u>** *(*Create item)
Add new drugs that become available over time.

❑ **<u>Remove Drug from Drug List</u>**
Delete drugs if no longer offered.

Inventory
Create Item by *Pharmacy Manager*

❑ **Add Drug to Drug List**
   Add new drugs that become available over time.

Add to Drug List

Barcode	
Drug Name *	
Brand Name	
Application Number	
Manufacturer *	
Manufacturer Location	
Approval Number	
Schedule	
License	
Ingredients	
Pack Size	

Add

Report

Pull Inventory Report

By *Pharmacy Manager*   *Clinic Manager*   *Caregiver*

Uzima Rx	Administration	Order	Inventory	Reports	Locations	Good Evening ra

Inventory by Location

Drug	Quantity	Location	Expiration Date
IBUPROFEN - ANTIFLAM 200 TABLETS	20	warehouse1	8/16/2021 12:00:00 AM

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✓ *Clinic Managers* & *Caregivers* can "pull" an inventory report in order to see details about all items in stock at their own locations.

✓ *Pharmacy Managers* can view reports for any location.