



EFP Meditrack

User Manual

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Introduction

So, you've started using **MediTrack** — the premiere inventory management system developed specially for the **Emory Farmworker Project**. How exciting! We're sure you must have a number of questions, including, but not limited to:

- What kinds of features does MediTrack provide?
- Do I need to be tech-savvy to navigate this app?
- Will this *actually* speed up our workflow?
- If Sally sells six seashells by the sea shore...

Never fear! All of those answers — well, Sally notwithstanding — are contained within these pages.

In short: Our application streamlines the formulary process by digitizing traditional paper logs for ease of reference both onsite and offsite. We support dispensing, managing medication stock, exporting to and importing from CSV, and more, all with a user-first approach that makes handling a breeze.

For **new users**, we suggest reading this manual in its entirety before you take the application for a spin.

For **returning users**, feel free to reference the table of contents and jump directly to sections of interest.

Thank you for all that you do to care for farmworkers in need. If our project has in any small way aided yours, we'd consider it a rousing success.

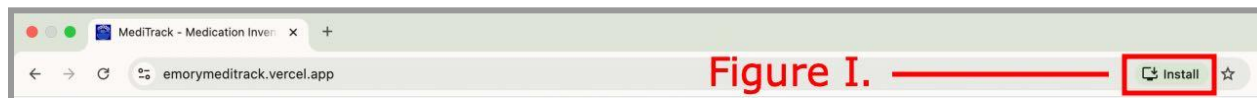
Good luck out there!

— *The MediTrack Team*

Getting Started: Progressive Web App

To begin, let's first access **MediTrack**. In Google Chrome, copy and paste the following: `emorymeditrack.vercel.app`. Then, hit enter.

And we're there! Simple as that!



MediTrack offers PWA (progressive web app) functionality, meaning users can download our web app directly to their device for ease of access later on.

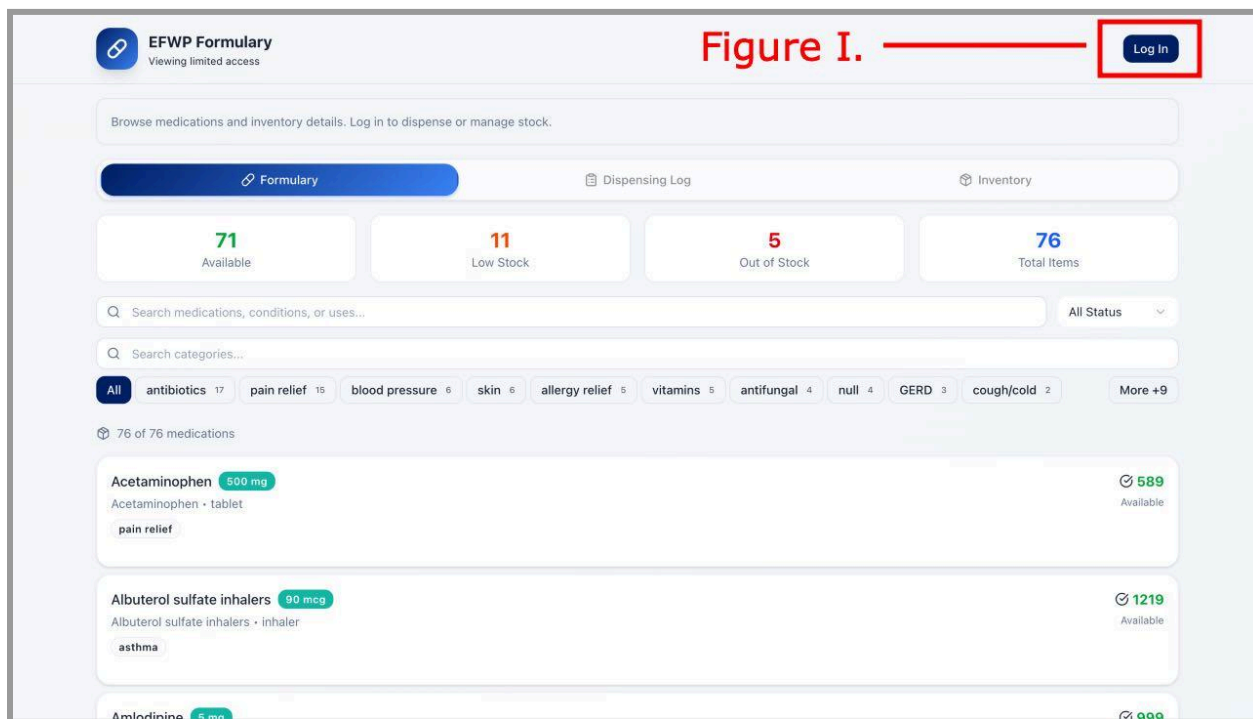
Click on **Install** (Figure I.) in the search bar. After confirmation, **MediTrack - Medication Inventory** will appear in the user's Chrome Apps folder. Users can then interact with and rearrange this “app” as they would any other app on their device.

Do note: This application is an instance of the browser. Think of it like a website masquerading as an app. Both share the same functionalities and sync the same data.

Whichever works for you, works for you! We recommend the progressive web app, as features that could accidentally reload the page (such as back bars) are removed.

Getting Started: How to Log In

Staff Login



Upon opening **MediTrack**, you'll be greeted by the **Formulary** page. This is the landing spot for all users, where — fittingly — they can track the quantity of medication available on site. A helpful tool for physicians, students, and formulary staff alike!

Clicking on the **Log In** button (Figure I.) will bring you to a dedicated page (Figure II.) If you're a staff member who's new to our application, you'll need to create an account before accessing the inventory management system. Click the "Create an account" text and fill in your information (Figure III.) as requested. In order to confirm your registration, you'll either have to input an invitation code given to you by a Project Admin, or wait until they approve your request manually through email.

The screenshot shows the EFWP Formulary login interface. At the top left is the 'EFWP Formulary' logo, and at the top right is a 'Back to formulary' link. The main heading is 'EFWP Formulary' with the subtitle 'Emory Farmworker Project'. Below this is a 'Welcome Back' section with the instruction 'Sign in to your account to access the medication formulary'. There are two input fields: 'Email' with the placeholder 'Enter your email' and 'Password' with the placeholder 'Enter your password' and an eye icon. A 'Sign in' button is below the password field. At the bottom of the form, there are two links: 'Forgot your password?' and 'Create an account'. Red annotations are present: 'Figure II.' at the top center, 'Figure IV.' with a line pointing to the 'Forgot your password?' link, and 'Figure III.' with a line pointing to the 'Create an account' link.

EFWP Formulary

Back to formulary

EFWP Formulary
Emory Farmworker Project

Welcome Back

Sign in to your account to access the medication formulary

Email

Enter your email

Password

Enter your password

Sign in

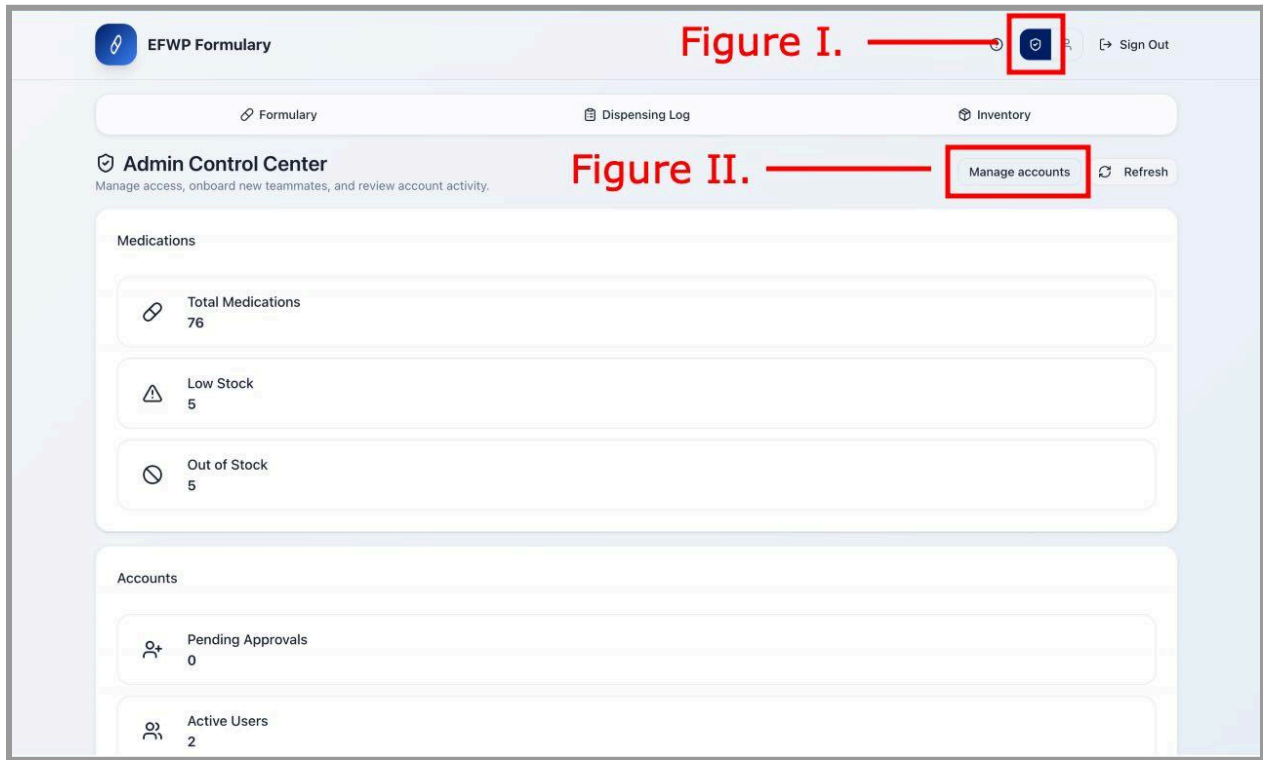
Forgot your password?

Don't have an account? Create an account

Once your account has been created and verified, you will be able to access the full array of MediTrack's features. Make sure to save your login info for future use.

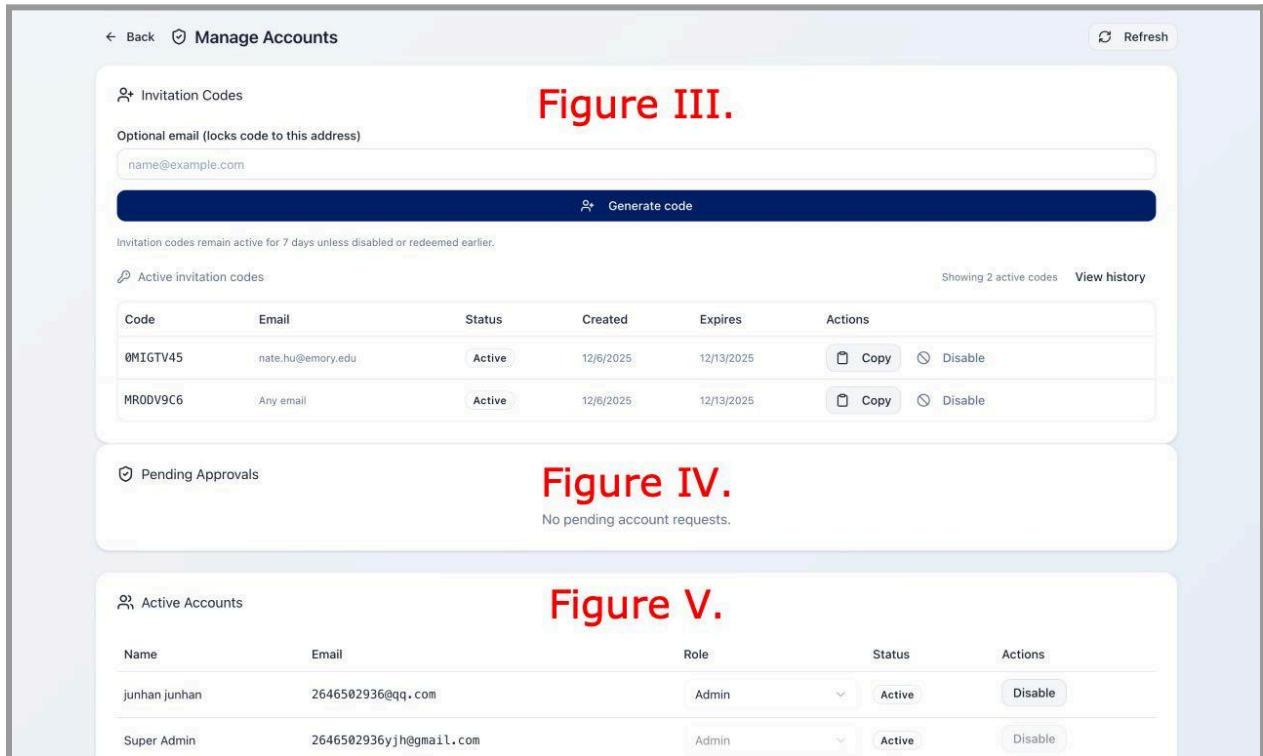
If you ever forget your password, don't worry! Clicking the associated text will prompt you with an email reset option (Figure IV.)

Admin Panel



By clicking the shield icon (Figure I.), admins will reach the **Admin Panel**. Here, they may manage the accounts of their staff, including pending users, by pressing the **Manage Accounts** button (Figure II.).

Manage Accounts



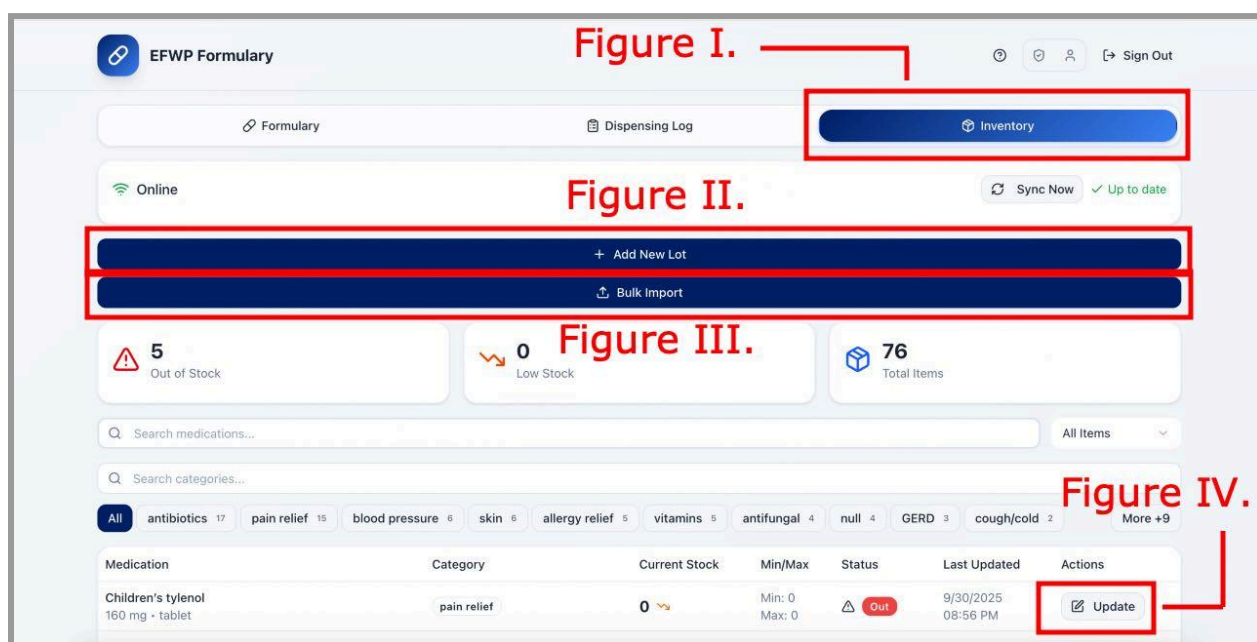
Within this section, admins can generate codes for account creation (Figure III.), approve pending users (Figure IV.), and disable outdated accounts (Figure V.). They may also change user roles.

When onboarding new staff, admins should head here to get them situated. Codes generated should be sent directly to users attempting to create new accounts. If looking for an additional layer of security, admin can lock these codes to a specific email address.

Core Feature: Medication Inventory

Through the **Formulary** page, **non-staff users** will be able to view medication quantities as well as basic information about the medications, but nothing beyond that. They can use the dedicated search bar and category sort features in order to narrow their parameters.


In addition to those functions, **staff users** will be able to manage the medications through the **Inventory** (Figure I.) page, which only they have access to.



Managing Medication Stock

The buttons of interest in the **Inventory** page are **Add New Lot (Figure II.)**, **Bulk Import (Figure III.)**, and **Update (Figure IV.)**, all of which serve an important function!

Add New Lot



EFWP Formulary [Sign Out]

Add New Lot

Medication *
Choose a medication

Lot Number *
e.g., LOT-123456-ABC Generate

Quantity *
Enter quantity

Expiration Date *
Year Month

Notes (Optional)
Additional notes about this lot...

Add Lot Cancel

Figure I. ——— Create New

Medication	Category	Current Stock	Min/Max	Status	Last Updated	Actions
Children's tylenol 160 mg • tablet	pain relief	0	Min: 0 Max: 0	Out	9/30/2025 08:56 PM	Update

Have a new lot number for one of your medications? Need to create new medications entirely? This is your go-to!

Clicking on this button opens a pop-up, allowing staff to add any quantity of medication to the stock by assigning the proper lot number and expiration date. In doing so, time will be saved during the dispense step. No need to manually write out these details on a per medication basis.

Note: Only one lot of medication can be added at a time in this way.

Staff can also create entirely new medication by clicking **Create New** (Figure I).

Create New Medication

Within this pop-up, staff are able to create entirely new medications. Plugging the required information into the fields and clicking **Add Lot** at the bottom will instantly populate the medication in the stock. It's as easy as that!

Add New Lot [Close]

Medication * Select Existing

Name *

Strength *

Dosage Form
tablet

Categories
Comma-separated, e.g., Antibiotic, Pediatric

GERD SSRI allergy relief antibiotics antifungal asthma blood pressure cholesterol cough/cold diabetes ear eye lubricant heart null pain relief skin steroid
stool softener vitamins

Lot Number * Generate
e.g., LOT-123456-ABC

Quantity *
Enter quantity

Expiration Date *
Year Month

Notes (Optional)
Additional notes about this lot...

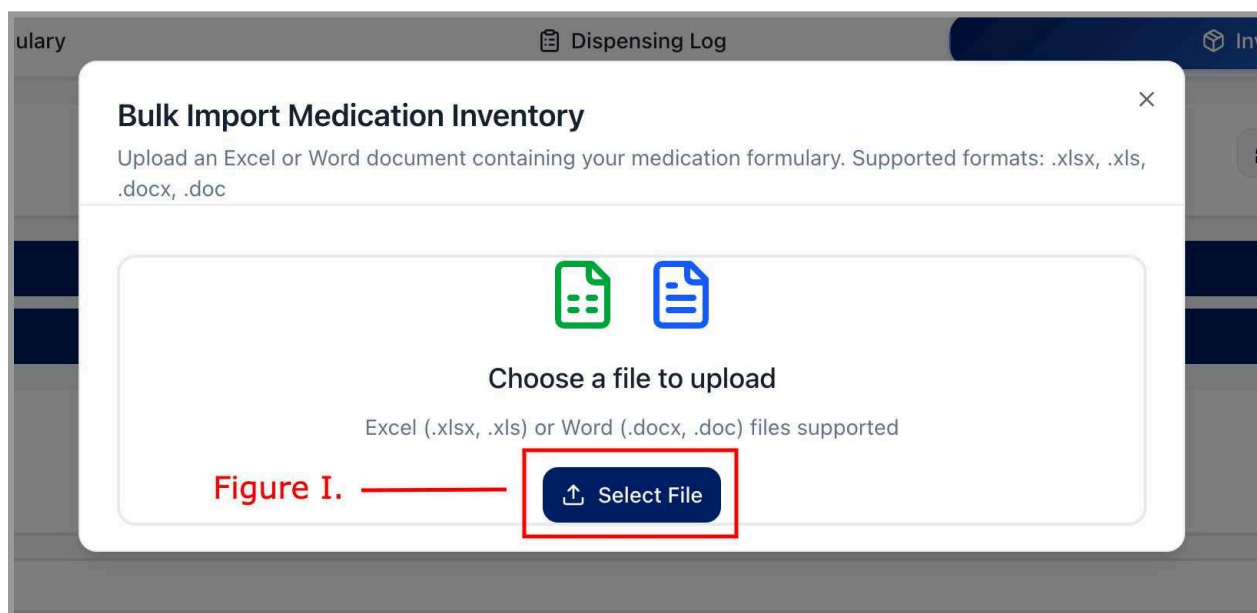
Add Lot Cancel

If a mistake is made, an edit feature exists, which will be detailed in **Update's** section.

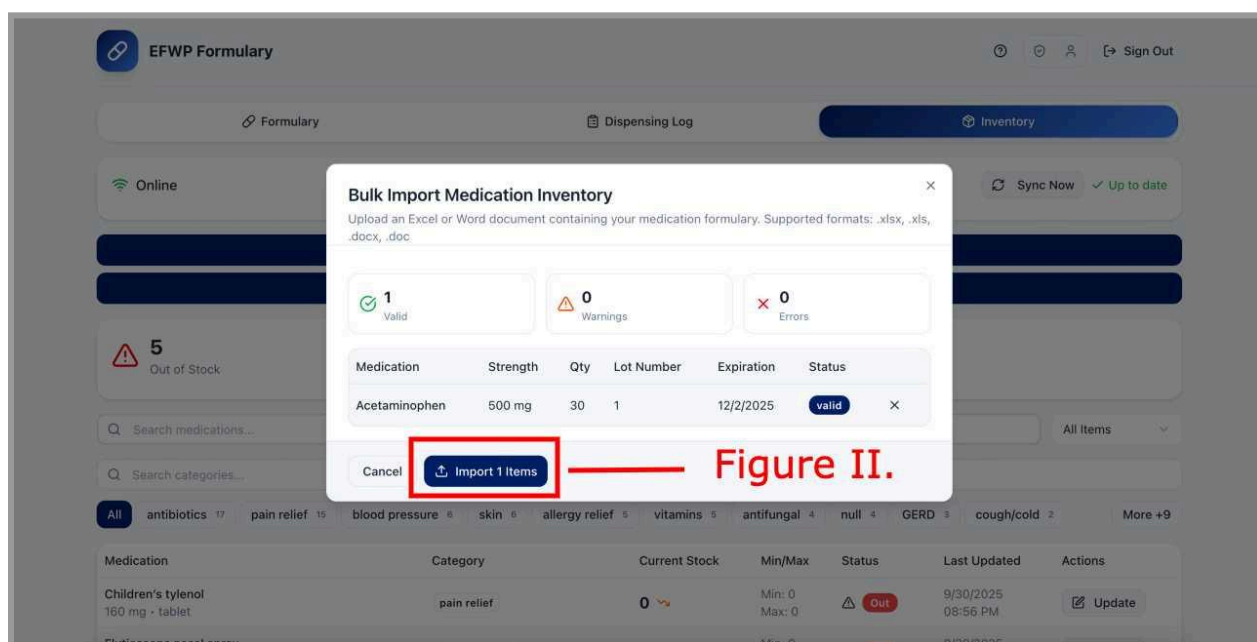
Bulk Import

When staff need to import several new lots at a time, this button is a massive timesaver.

Clicking opens a pop-up requesting an Excel or Word document. Then, by choosing **Select File** (Figure I.) and selecting the document from the user's file directory, MediTrack will generate a list of medications.



After the list has been generated, confirm the import by clicking **Import x Items** (Figure II.), where x is the number of items to be imported. At this step, you may also remove any entries by clicking the small ‘x’ next to their status.



Note: These documents must be arranged in a certain way for **Bulk Import** to function correctly. Currently, the system reads to the standard medication sheet below. However, if that format ever changes, know that some tweaking may have to be done before or after the import to ensure complete correctness. Our system will let you know if data cannot be read.

Name	Strength	Quantity	Lot	Expiration Date
Acetaminophen	500 mg	30	1	12/2/2025
Albuterol sulfate inhalers	90 mcg	1	2	12/3/2025

Update

Update Stock - Acetaminophen

Current Information
 Current Stock: 2905 • Min: 0 • Max: 0
 Selected Lot: Expired Test • Expires 02/27/2025 • Current Quantity: 100

Figure I.
 Inventory lot *
 Lot Expired Test
 Expires 02/27/2025 • Quantity 100

Figure II.
 Set quantity for selected lot *
 100

Figure III.
 Reason for Update *
 Select reason

Update Stock Cancel

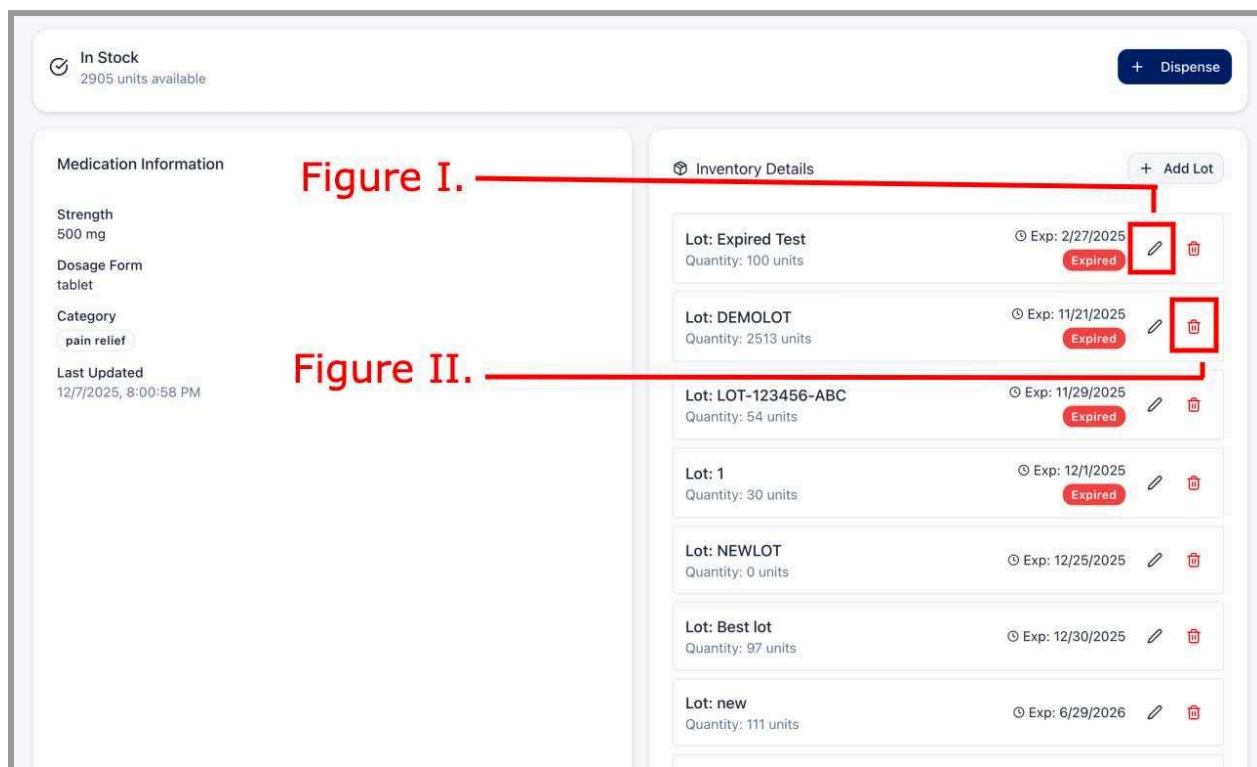
Speaking of tweaks, **Update** exists for updating the quantity of stock in a given lot.

Clicking on the **Update** button next to a given medication will pull up an **Update Stock** pop-up for said medication.

Here, you may select the lot (Figure I.) you wish to adjust for that medication. Then, you can set a new quantity (Figure II.) for that lot and specify a reason (Figure III.) for the change.

The total stock will be updated accordingly.

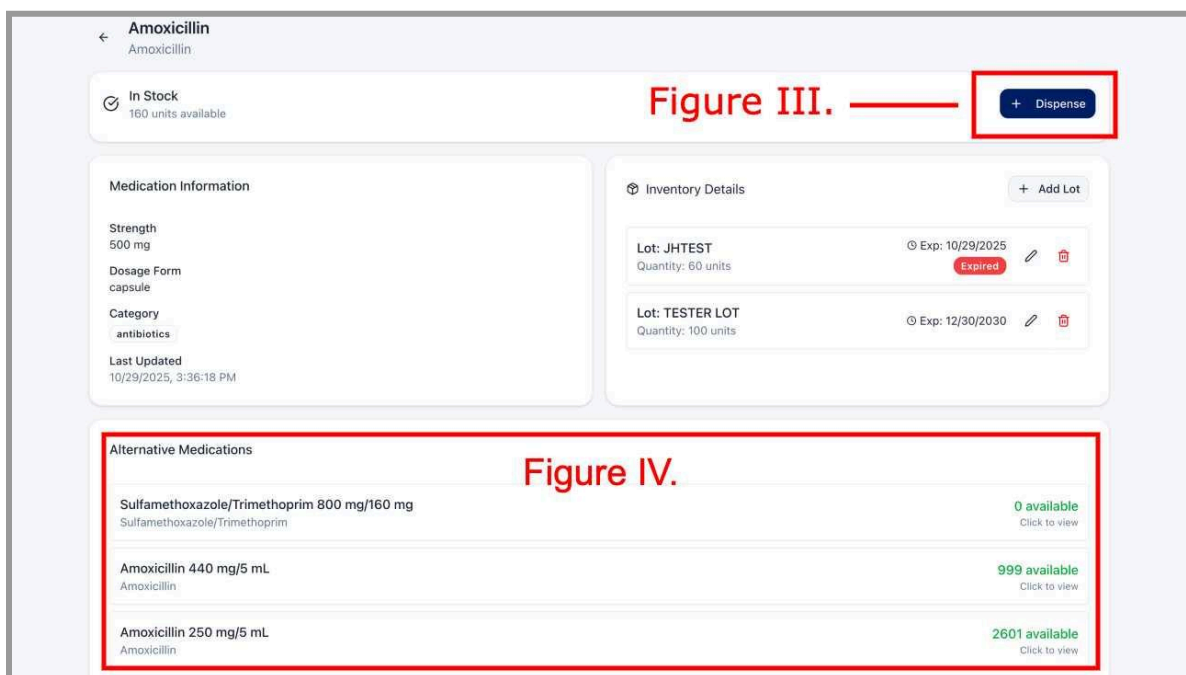
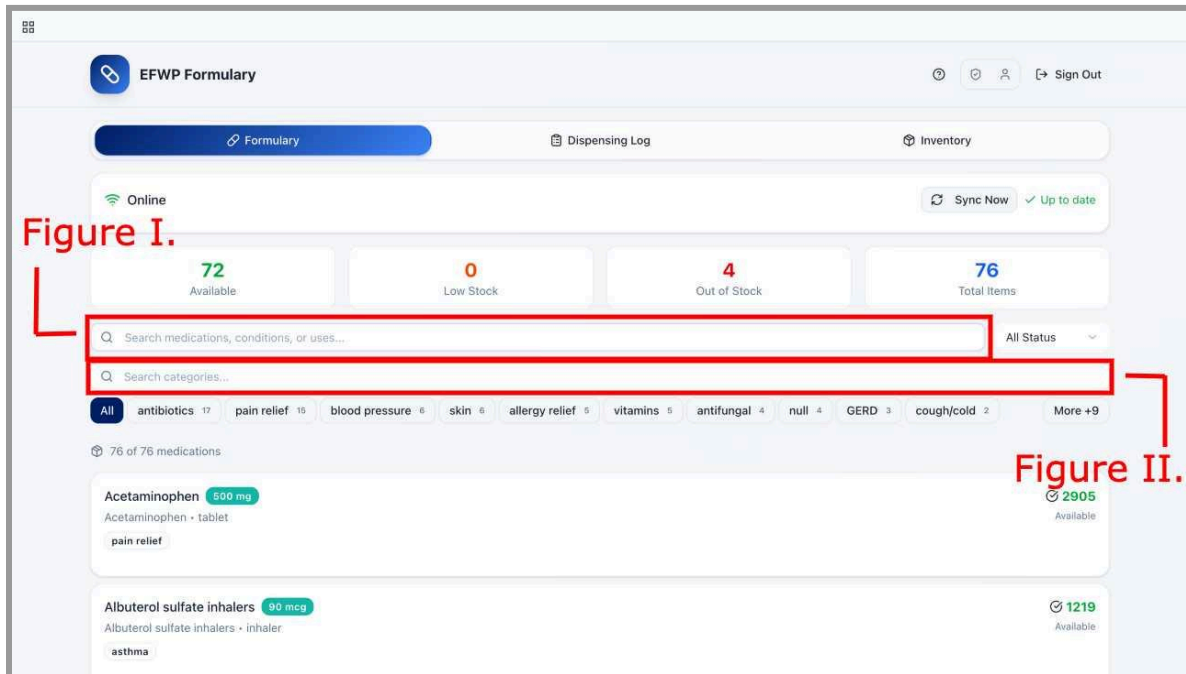
Users may also perform updates to medication lots in the **Dispense** page for each medication. Clicking the **pencil** (Figure I.) allows for medications to stock levels, lot numbers, and expiration dates. Clicking the **trashcan** (Figure II.) will delete a lot altogether, immediately removing its count from the stock.



Core Feature: Dispensing Medication

So, you've done the prep. Your inventory counts align. You're on site and a student comes up asking for a certain medication.

What do you do?



A usual dispensing interaction looks like this:

- Within the **Formulary** page, use the built-in **search** (Figure I.) and **category sort** (Figure II.) functions to find the requested medication.
- Click on that medication and select the **Dispense** button (Figure III.).
- Fill in fields requesting the information for a proper dispense (ie. patient ID, lot number, physician name, etc.)
- Once all required fields (marked by an *) have been inputted, click **Confirm Dispensing** to create a log and automatically update the stock to reflect the quantity of medication given out.

It's a simple, four-step process!

Alternatives

If a student requests a medication that is out of stock, **MediTrack** provides alternative recommendations (Figure IV). When on the **Dispense** page, scrolling to the bottom will reveal these options.

As a quality of life bonus, clicking on one of these medications will bring you straight to its associated page. No need to manually navigate!

Dispensing Log

The screenshot shows the EFWP Formulary interface. At the top, the 'Dispensing Log' tab is highlighted with a red box labeled 'Figure I.'. Below the navigation bar, there are three summary cards: '3987 Units Dispensed' (labeled 'Figure II.'), '62 Patients Served' (labeled 'Figure V.'), and '17 Medications Used' (labeled 'Figure III.'). A search bar labeled 'Figure II.' is located below these cards, with a time filter dropdown labeled 'Figure III.' set to 'All Time'. Below the search bar, a table of dispensing records is shown, with the first row's checkbox highlighted by a red box labeled 'Figure IV.'. The table has columns for 'Actions', 'Date', 'Patient', 'Medication & Dose', 'Provider', 'Inventory', and 'Notes'.

Actions	Date	Patient	Medication & Dose	Provider	Inventory	Notes
<input checked="" type="checkbox"/>	12/06/2025	offline-1765042534558 O.	Acetaminophen 500 mg Dose: 1 tab • Qty 1	Physician: Doc Chris Student: Offline Sync	Lot: Best lot Exp: 12/26/2025	—
<input checked="" type="checkbox"/>	12/06/2025	offline-1765042386509 O.	Acetaminophen 500 mg Dose: 1 tab • Qty 251	Physician: Doc Chris Student: Offline Sync	Lot: NEWLOT Exp: 06/30/2026	—
<input checked="" type="checkbox"/>	12/06/2025	offline-1765042089634 O.	Acetaminophen 500 mg Dose: 1 tab • Qty 30	Physician: Doc Chris Student: Offline Sync	Lot: NEWLOT Exp: 12/26/2025	—

Dispensed medications will automatically populate in the **Dispensing Log** (Figure I.), which is an ongoing tally of all dispensing interactions. This is a digitized version of your current paper system. All of the information inputted during the **Dispense** step will be reflected here, including an autofilled date!

The dedicated **search bar** (Figure II.) and **time filter** (Figure III.) allow you to narrow in on specific entries. Searching for keywords will only show logs containing those words (i.e. medication names or patient IDs). Meanwhile, selecting a time filter will only show logs within the given timeframe (a day, a week, a month, or all time).

Scrolling right and left across the log allows you to view the entries in their entirety.

Edit Dispensing Record

Mixed up the quantity or patient ID of a dispense? No worries!

Clicking the square notepad icon next to its associating log entry (Figure IV.) will open an **Edit Dispensing Record** pop-up. Here, you may tweak any number of fields regarding the medication, including:

- Patient ID
- Quantity
- Dose
- Lot Number
- Physician Name
- Student Name
- Clinic Site
- Notes

Do note that the medication itself and the date cannot be altered.

After editing any necessary fields, click save changes. Your log will be updated automatically, as will the stock values for the corresponding medication and lot.

Export

Need a copy of the **Dispensing Log** ready to print, email, or file away?

Clicking the **Export** button (Figure V.) offers two choices: **Export as CSV** or **Export as Excel**. Both will download a record of the log as the requested file type, which can then be saved to your device. Simple as that!

Core Feature: Offline Mode

A lack of guaranteed internet connectivity on site requires our app to adapt. We've done just that by implementing **Offline Mode**.

MediTrack has two modes: **Online Mode** and **Offline Mode**. A glance at the bar pictured above will indicate which is currently active. The app automatically detects an internet connection (or lack thereof) and updates itself accordingly, so you don't have to worry about micromanaging its status.



Upon returning to **Online Mode** from **Offline Mode**, make sure to click **Sync Now** (Figure I.) to sync any changes made.

During **Online Mode**, the features function exactly as described before. In **Offline Mode**, they function much the same with a few caveats.

Warning

Critically, **Offline Mode** relies on local storage in order to save data regarding **Dispense** and **Dispensing Logs**. Changes will not store in our database until the app connects to wifi and the user performs a manual sync.

Closing the application before syncing will result in the data being LOST! Confirm the sync has gone through before exiting **MediTrack**.

Dispense

All **Dispense** functionality behaves mostly the same in **Online Mode** and **Offline Mode**. After completing a dispense in **Offline Mode**, a log of the dispense will populate the **Dispensing Log**.

The key difference: Until a sync is performed, this log instance is stored locally. Only after syncing will the log appear in our database. Take care not to reload or exit the page when these logs are pending.

Dispensing Log

During **Offline Mode**, users will not be able to edit **Dispensing Logs**. This prevents unintended sync issues when reconnecting to online functionality. For minor edits, jot down a note to update the system accordingly upon returning to a space with Wi-Fi.

If edits to the **Dispensing Log** must be made on-site and cannot wait, connecting to a hotspot will be your best bet.

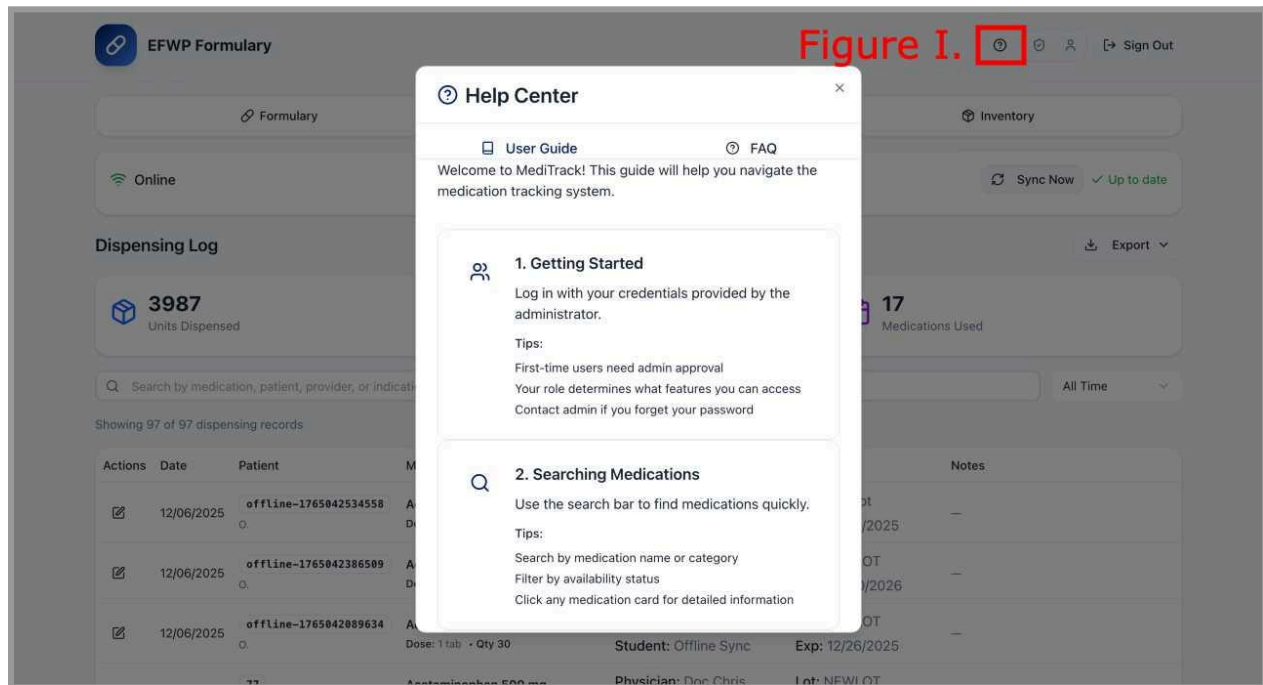
Inventory Management

Users can add new medication lots during **Offline Mode**. However, these will not populate the stock until a sync is performed.

In general, we advise sorting stock before clinic days, if possible. If the team is in a crunch, this option is available with access to a hotspot.

Troubleshooting

Tooltip Icon



If you ever need a quick refresher on **MediTrack**'s features, clicking on the question mark icon (Figure I.) will open a tooltip menu with brief summaries of relevant fields, including answers to frequently asked questions.

Lag

Occasionally, **MediTrack** may begin to lag upon attempting to perform certain actions. These occurrences are characterized by confirmations or page pop-ups taking a significant amount of time to load. Buttons failing to respond is also a symptom.

In these instances, the best bet is to connect to a hotspot, sync all pending data, then close and re-open **MediTrack**.

If a hotspot is unavailable, wait until returning to Wi-Fi to address the issue. In our testing, the **Dispense** function did not seem affected by this lag, so the core on-site system remains functional.

If operating the app with Wi-Fi (such as the days leading up to a site visit), then simply closing and re-opening **MediTrack** will do the trick.