

Automated Process Manual

Guide for:

- Turning machine on/off.
- Packaging tablets and capsules into unit dose pouches.

To Turn Machine On:

7. On your monitor, open the **ATP2 Dispense Manager** application and enter your administrator's login credentials.
8. Open the **bottom right door panel** on the front of the Automated.
9. Flip the **power switch** on the right inner wall.



10. The machine will start to preheat. Your monitor will display a **Heater Alarm** which will automatically clear once the machine is done preheating. Preheating will take a while.
11. Once the Heater Alarm clears, press **Login** at the bottom right corner of the screen and enter your personal user credentials (or scan fingerprint).
12. The Automated begins in manual mode, but packaging requires the Automated to be in automatic mode.
 - Press the red button labelled “**Manual**” at the bottom right of the screen to switch to “**Automatic**” mode. The button should now appear green.
13. Machine is now ready to package.

To Turn Machine Off:

7. Press red **×** in the top right corner to exit **ATP2 Dispense Manager** application.
8. Open the **bottom right door panel** on the front of the Automated.
9. Flip the **power switch** on the right inner wall of the Automated.




10. Machine is now off.

To Package Tablets/Capsules with Automated:

1. In **ATP2 Dispense Manager**, press the button labelled “**Repack**” to begin your order.
2. **Add your desired medication** to your order by pressing the green **+** button.
3. In the search bar at the top of your screen, **search** for the medication by **generic name**, or scan the **barcode** with your scanner to search by DIN.
4. **Select your medication** from the list, then press the green **✓** in the bottom right corner.
 - Select proper medication, strength, and manufacturer.
 - Under the “**Dispense Type**” column, each medication will appear as either a **Canister** or a **Tray**. ** Remember the Dispense Type of your medication.*
5. In the pop-up menu:
 - **Enter the number of pills** you wish to package in the “**Number to Package**” column.
 - Press **OK** in the bottom right corner.

6. You will be sent back to the main screen, and your new medication order will appear at the top of your screen.
 - **Click your new order** and press the button labelled “**Process Batch**” to send the order from the ATP2 Dispense Manager to the Automated.


For Dispense Type: Canister

7. Press button labelled “**Canister Detail**” along the right side of the screen to update the medication information.
8. Press button labelled “**Refill Canister**” on the bottom of the screen.
9. The front of the Automated contains 30 pull-out sections that each hold 20 canisters. The section containing your medication canister will **automatically eject**.
 - **Grab the orange canister** labelled with the same number as the “**Canister Number**” on your screen.
10. **Scan the barcode** on the front of the **orange canister**.
11. **Scan the barcode** on your **medication bottle**.
 - If the medication and canister are not compatible, check that you selected the correct medication for your order.
12. Place the orange canister on **the attached scale** and press “**Tare**” on your screen.
13. **Fill the canister** with the pills.
14. Press “**Count**” to get a weighted estimate of the quantity of pills to package.
15. Press “**ADD**” to accept the pills into the order.
16. **Update the Lot Number and Expiry Date** in the Dispense Manager to match the Lot and Expiry on your medication bottle.
17. **Receive a check** from a Registered Pharmacy Technician (RPh). To do so:
 - Press “**RPh Check**” on the bottom of the screen.
 - RPh **enters their credentials** (or scans their fingerprint).
 - RPh presses the green  button.
 - RPh **scans the orange canister**.



18. **Place the orange canister back** in its numbered spot in its section of the Automated.
19. **Push canister section back** into the Automated until you hear a click.
20. Press **Dispense**.

For Dispense Type: Tray

7. Press button labelled “**Tray Detail**” along the right side of the screen to update the medication information.
8. On pop-up, click “**Update All Orders: Follow**” to update the entire order.
9. **Update the Lot Number and Expiry Date** in the Dispense Manager to match the Lot and Expiry on your medication bottle.
10. **Receive a check** from a Registered Pharmacy Technician (RPh). Informal check, no fingerprint scan required.
11. Press “**Follow** ” in the bottom right corner to save changes to your order.
12. Press **Dispense**.
13. **The tray will automatically eject** from the front of the Automated.
 - The tray has 64 individual slots labelled 1-64. **Each slot gets one pill.**
 - Once tray is filled, **push it back into the Automated** until you hear a click.
14. Enter the number “**1**” in the field “**Tray Number**” and press “**Resume**” to start dispensing.
15. **Repeat** steps 13 & 14 until all pills are packaged.
 - **Increment the number** entered into field “**Tray Number**” after each tray filled.

