USER MANUAL

GEFFAM

PHARMACY MANAGEMENT SYSTEM FOR THE COMPANY FAMISALUD
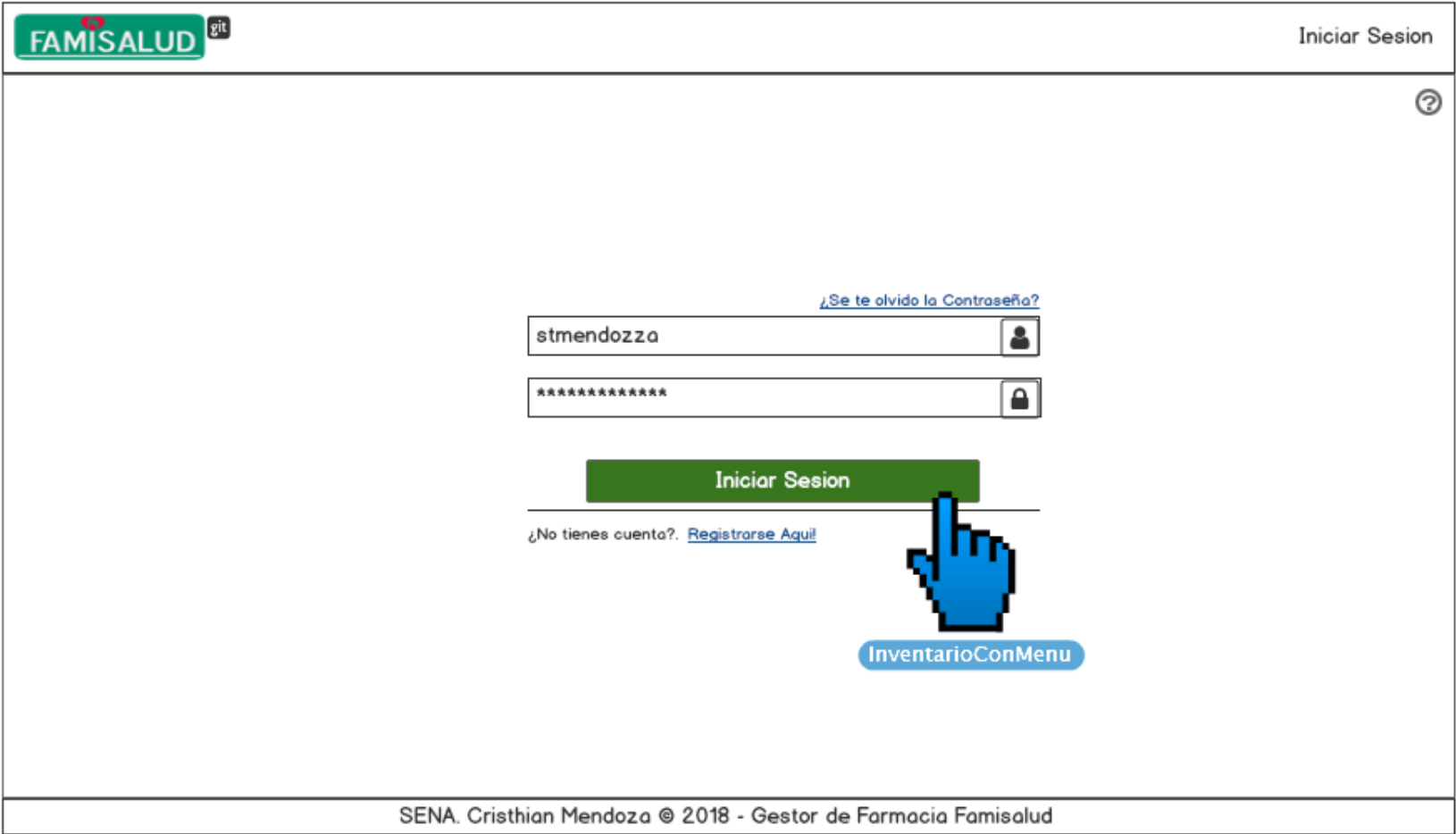
BY CRISTHIAN MENDOZA

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USER MANUAL

1. LOGIN.

First step: Enter User or Email and Enter password
Second step: Click on the button [Iniciar Sesion] to enter the pharmacy manager system.

If you are not registered click on **Registrarse Aquí!**, this link will direct you to the registration module shown below.
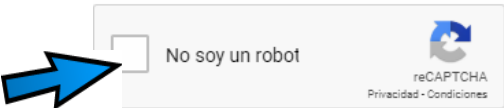• If you do not remember the password, click on **¿Se te olvido la Contraseña?**, This link will direct you to the module to recover the password explained later in point 3. Recover password.

2. REGISTER

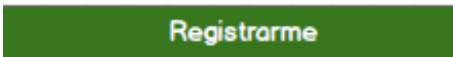**First step:** Enter the information requested for registration in this case:
- User
- full name
- contact number
- email
- password which is confirmed for validation.
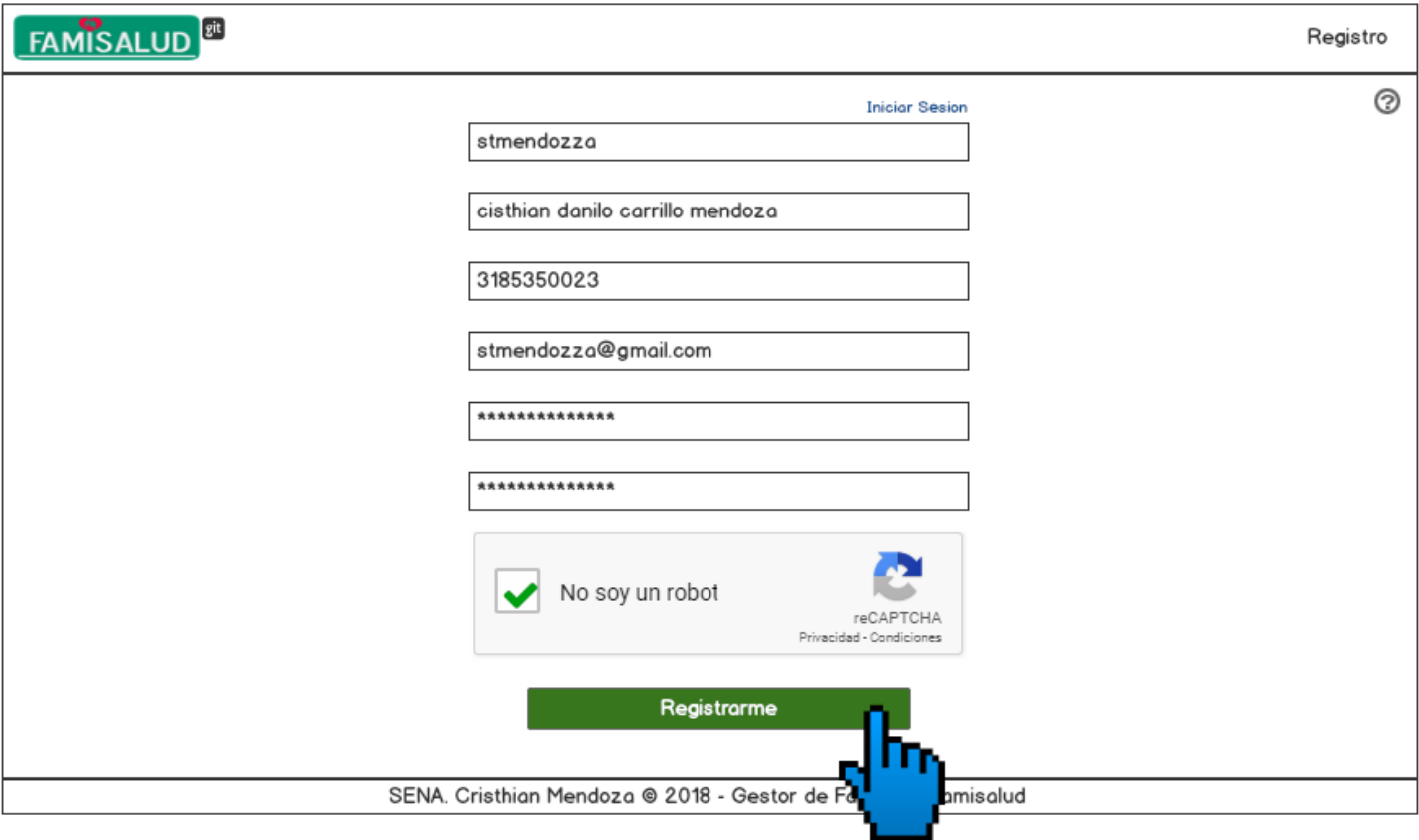
Second step: Click on the next box [→] [No soy un robot] reCAPTCHA

Third step: Click on the button [Registrarme]

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3. RECOVER PASSWORD

First step: enter the email to retrieve the password by means of a message**.**

Second step: click on [Recuperar Contraseña] to subsequently receive a message in the email and reset the password
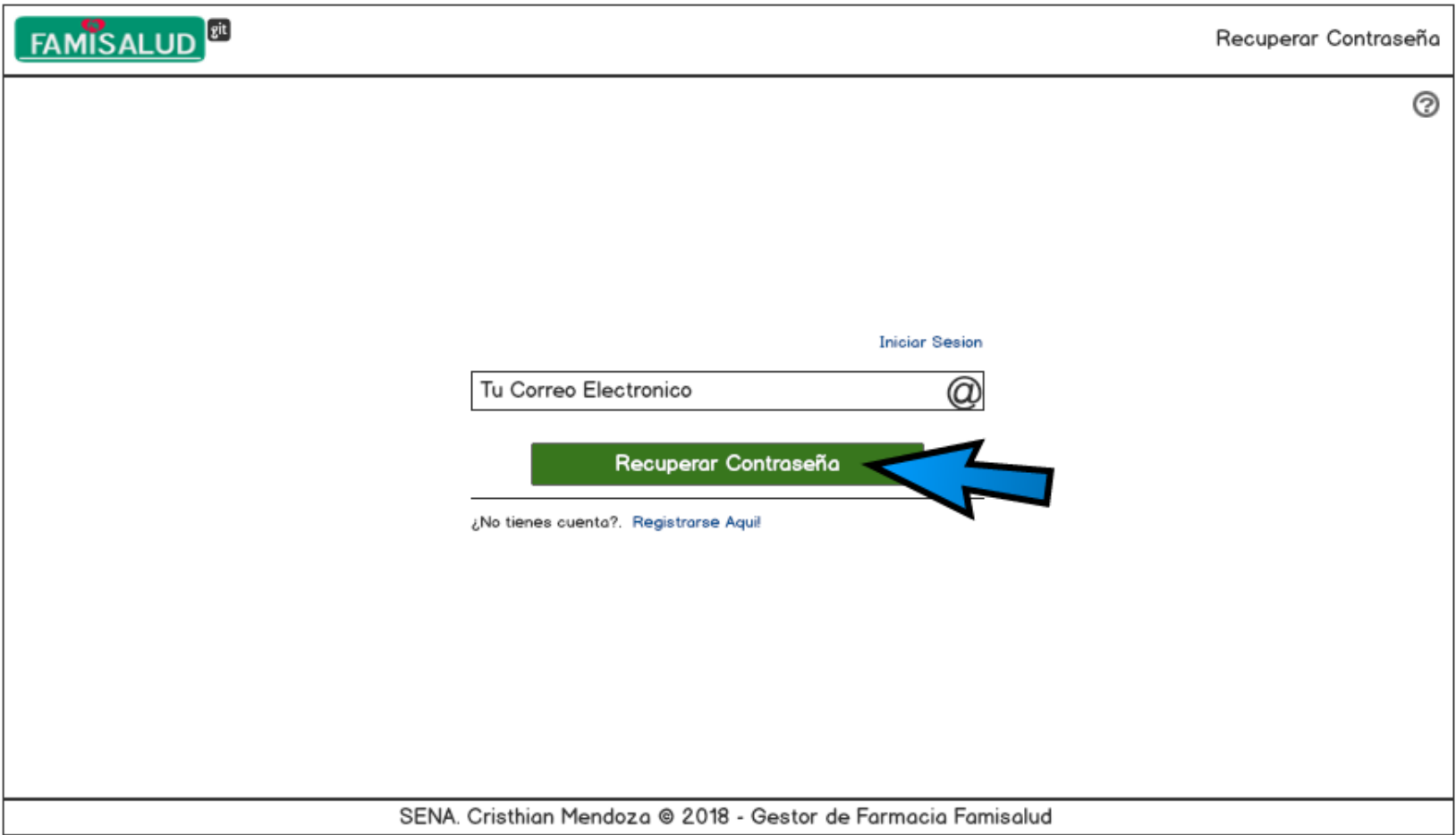
Third step: check email.
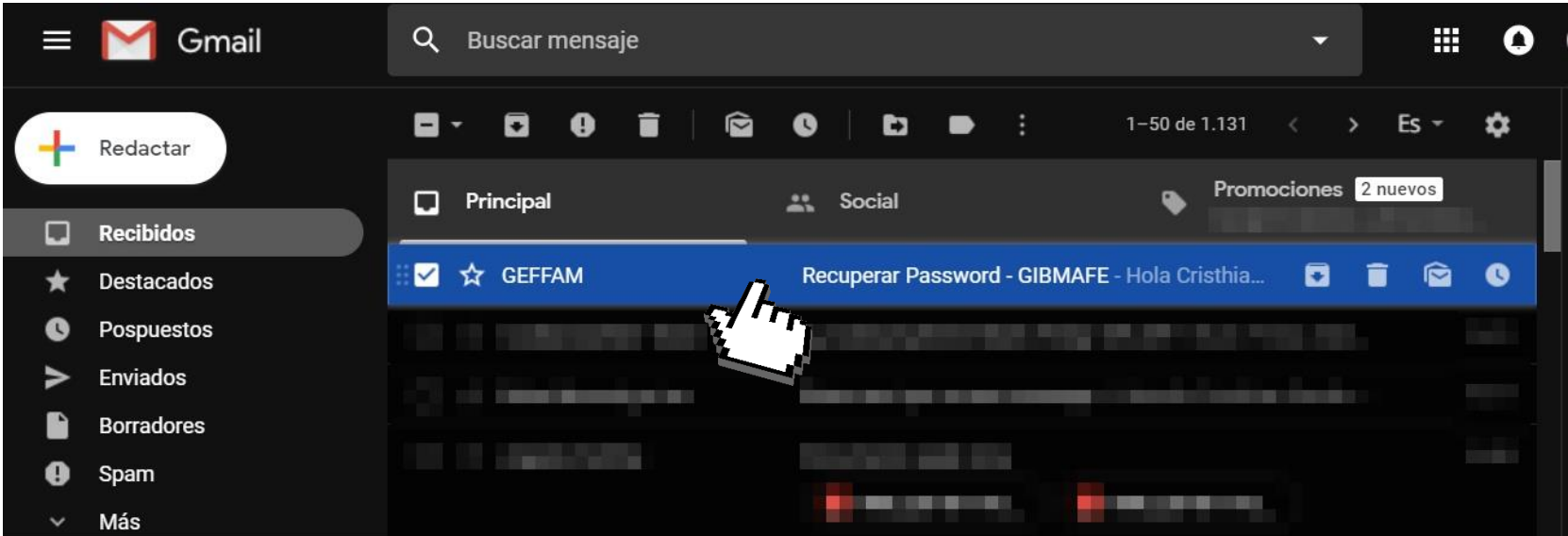
Fourth step: click on **Restaurar Contraseña** to access the Recover Password module.

Step five: Enter new password and confirm it**.**

Step six: click on [Modificar Contraseña] to register the new password and go to the Login.

4. BILLING

First step: enter the customer code where the red arrow indicates, when entering the code, the customer's name appears, in case the customer is not registered, click on [+ Nuevo Cliente] only if the customer wants to register.

Second step: To enter a product to the order list write your code and indicate its quantity where the blue arrows indicate, the product information appears when entering the code.

Third step: The form of payment is chosen after entering any number of products and we can see the subtotal, make a discount to the invoice taking into account the profit for the order, apply the current IVA, and record with what money the customer pays to give him his change.

Fourth step: Click on invoice to print the invoice and register it in the database.

• As you can see there are two options to invoice; for [Facturar y Generar Tiquet] **customers directly from the pharmacy and** [Facturar y Generar PDF] **to send the virtual client by email.**

- click on **Q Buscar Producto** to add a product that is not found by code.
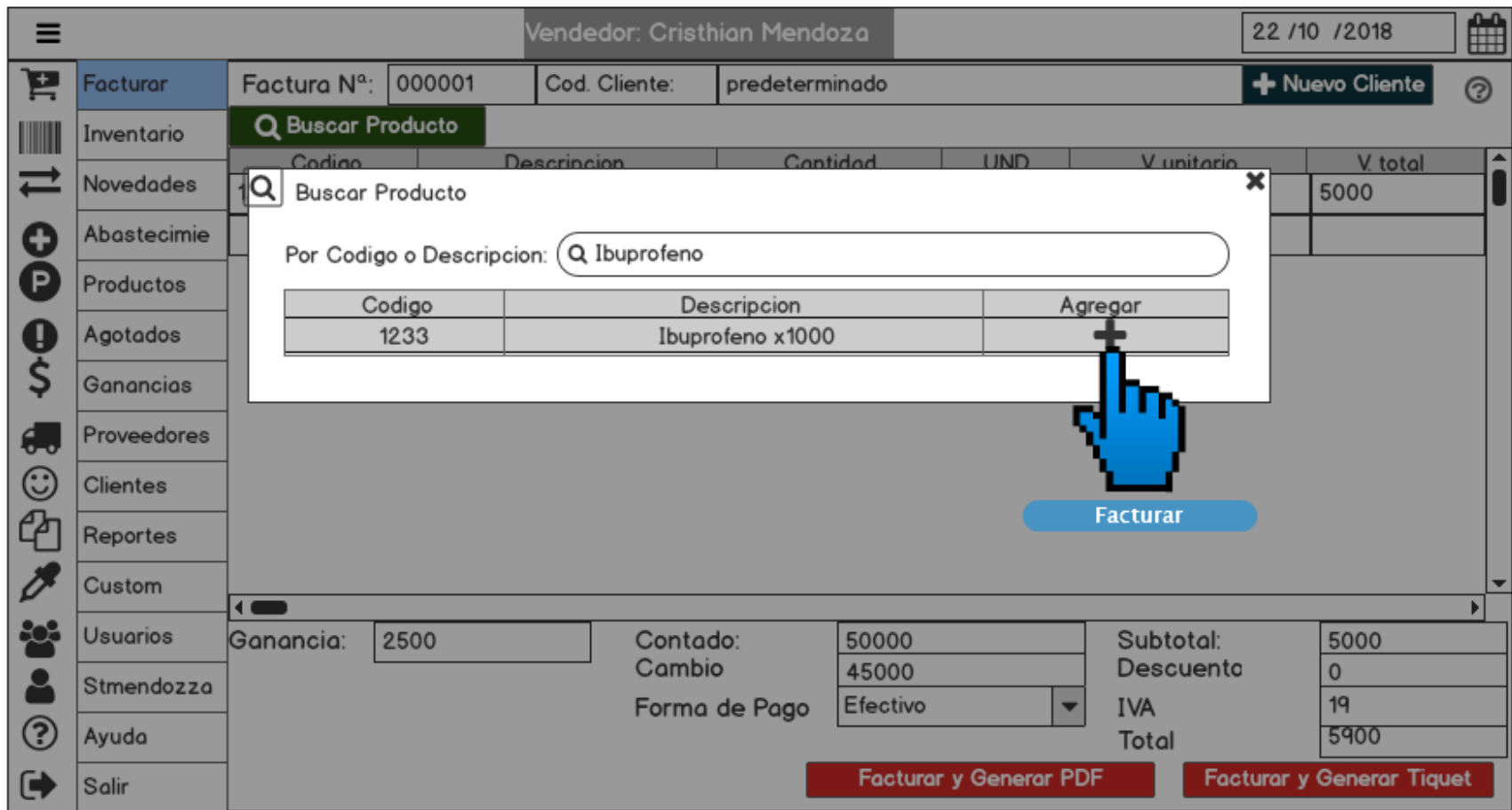
5. INVENTORY

- Each product of the inventory has its Kardex as indicated in the image and this system is type **PEPS** o **FIFO**: (First-In, First-Out), where their movements are registered, whether they are purchases, sales, returns, etc.
- You can edit the products
- You can print the inventory to make a cyclical verification of it.
- The products have a signaling system that indicates a color on the due date in the following way:

- **Less than 3 months** `23/12/2018`
- **Less than 6 months** `23/04/2019`
- **Greater than 6 months** `23/10/2019`

- **This indicates how close the expiration date of a product is.**

- The products have states such as: `DISPONIBLE` `POR AGOTARSE` `EN CUARENTENA`

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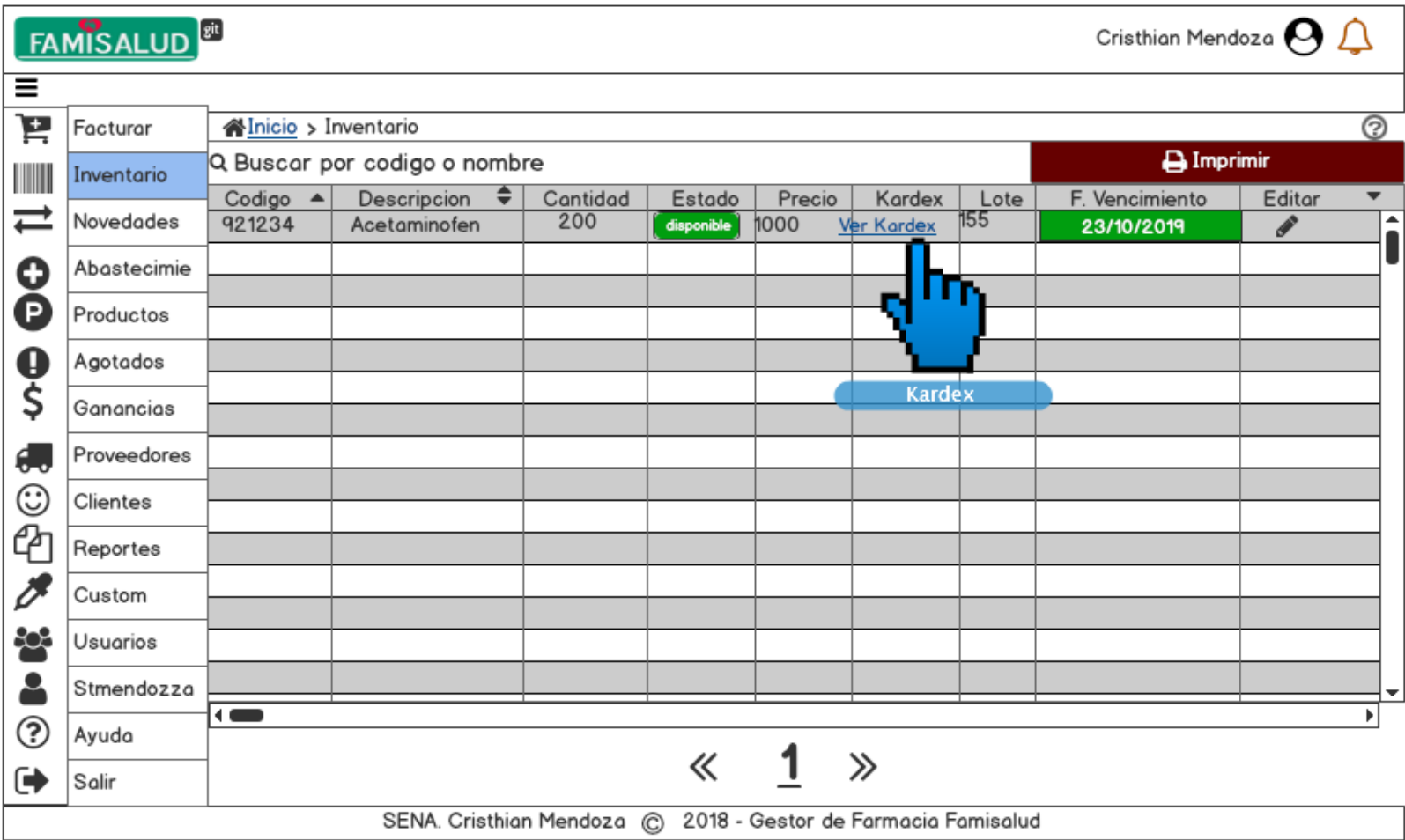
• In the kardex card of each product all the detailed information and movements of the product are saved, this is managed with the price of the product. This software manages all the inventory with the PEPS system.
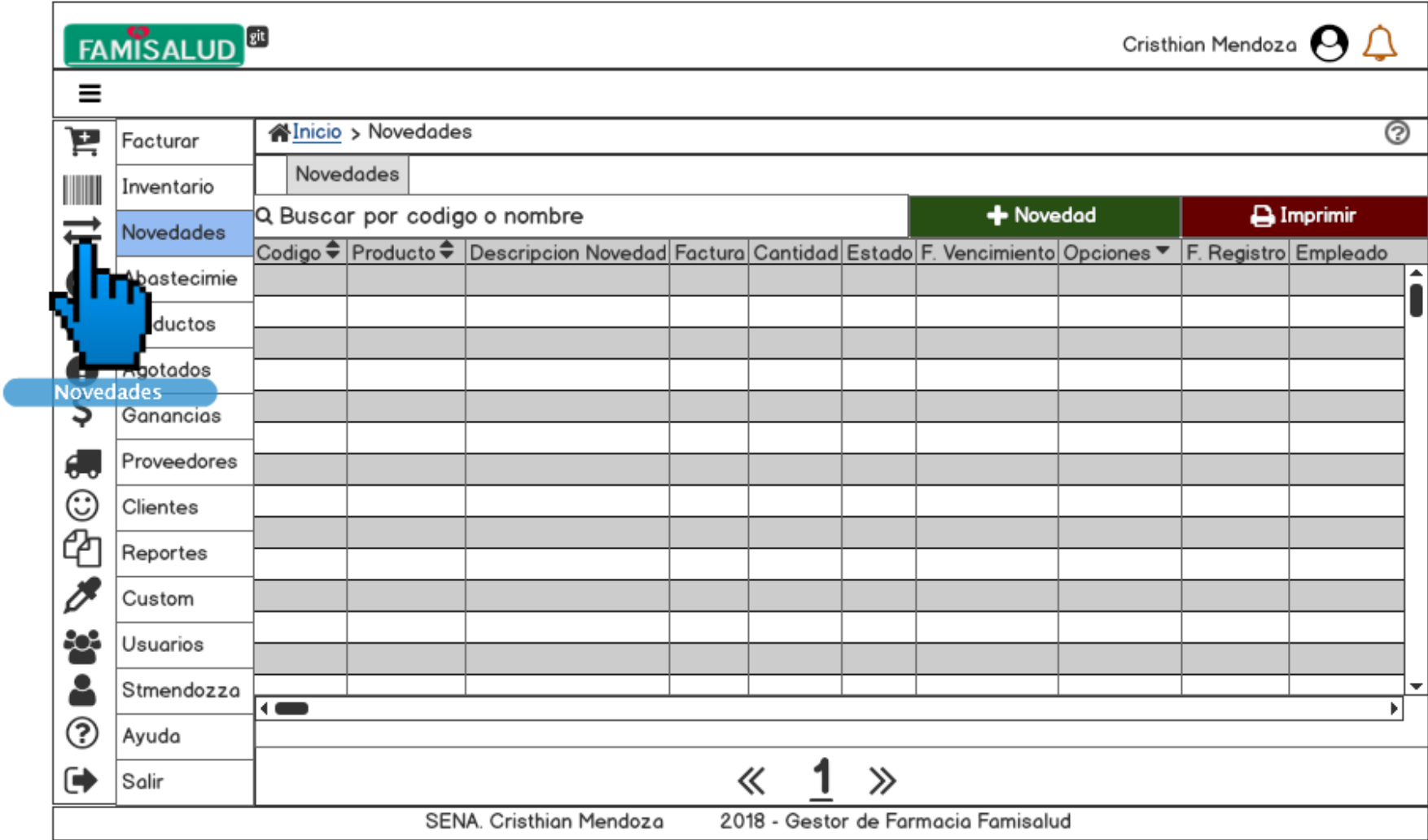
• This document can be printed.
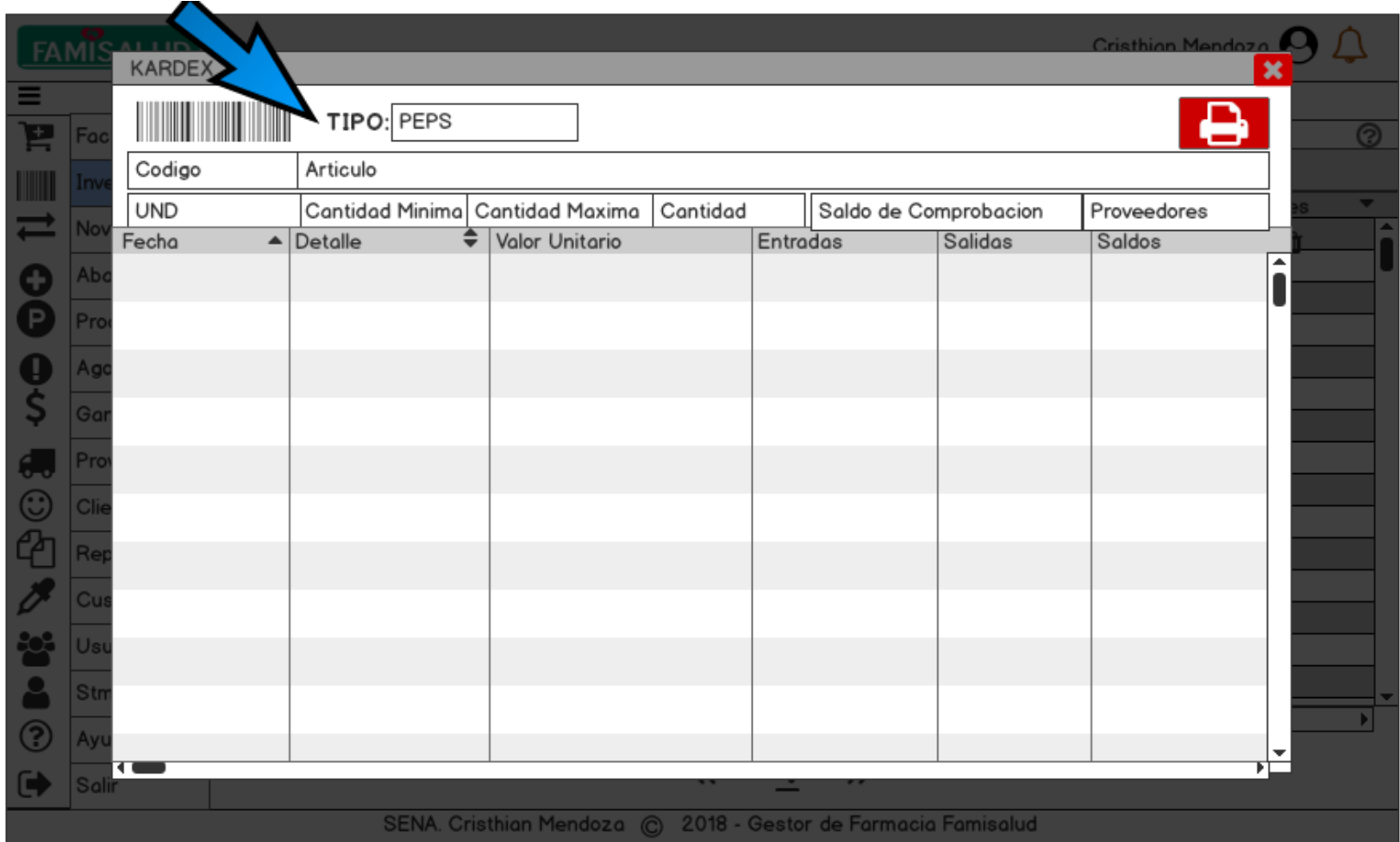
6. NEWS

• In this module you can register all kinds of news related to the product, whether they are made in the purchase or sale process.

• this information can be printed.

First step: Click on the module indicated in the image.

Second step: Click on

Third step: Enter the data requested by the format.

Fourth step: click on [Registrar Novedad] to save the information in the database.
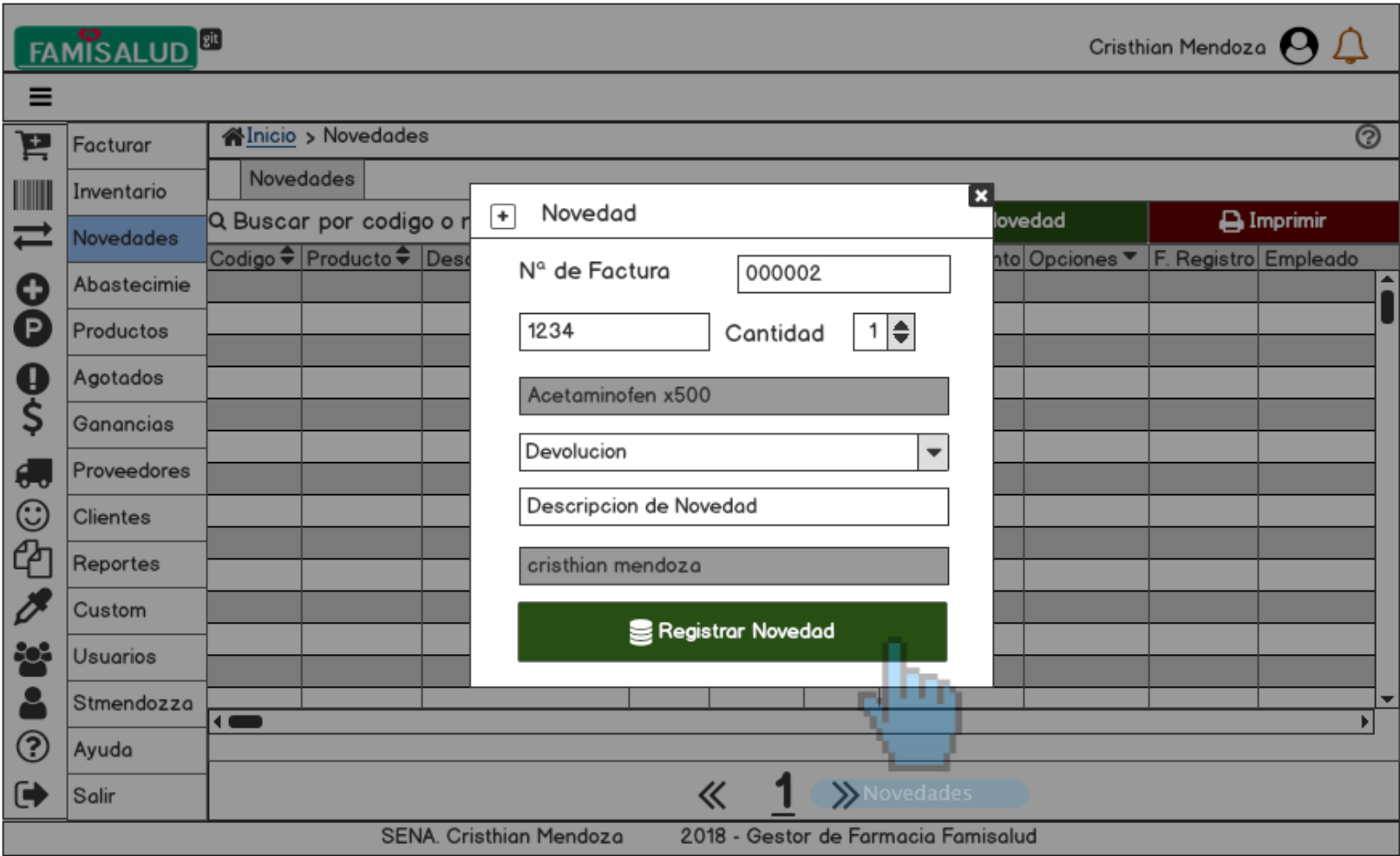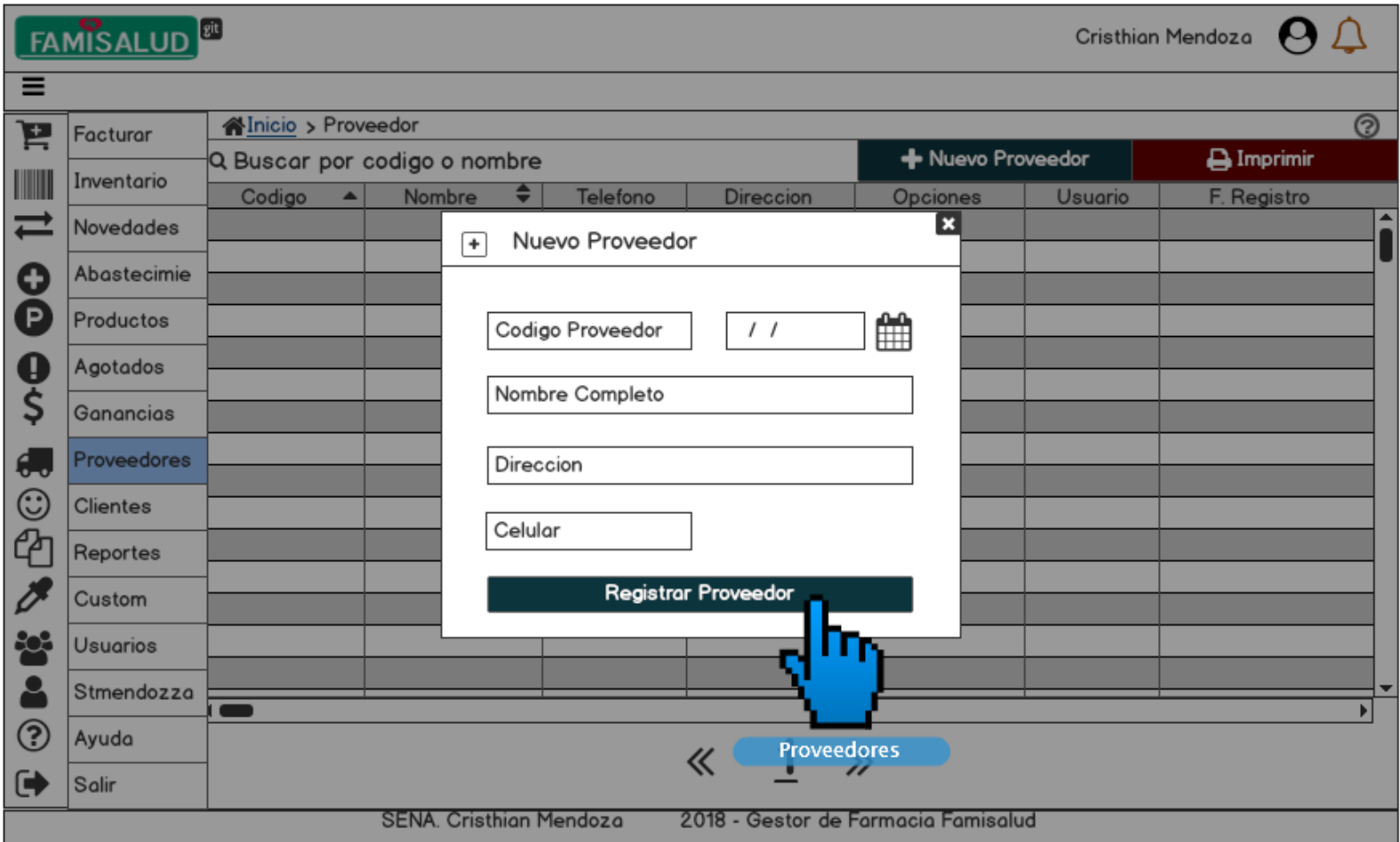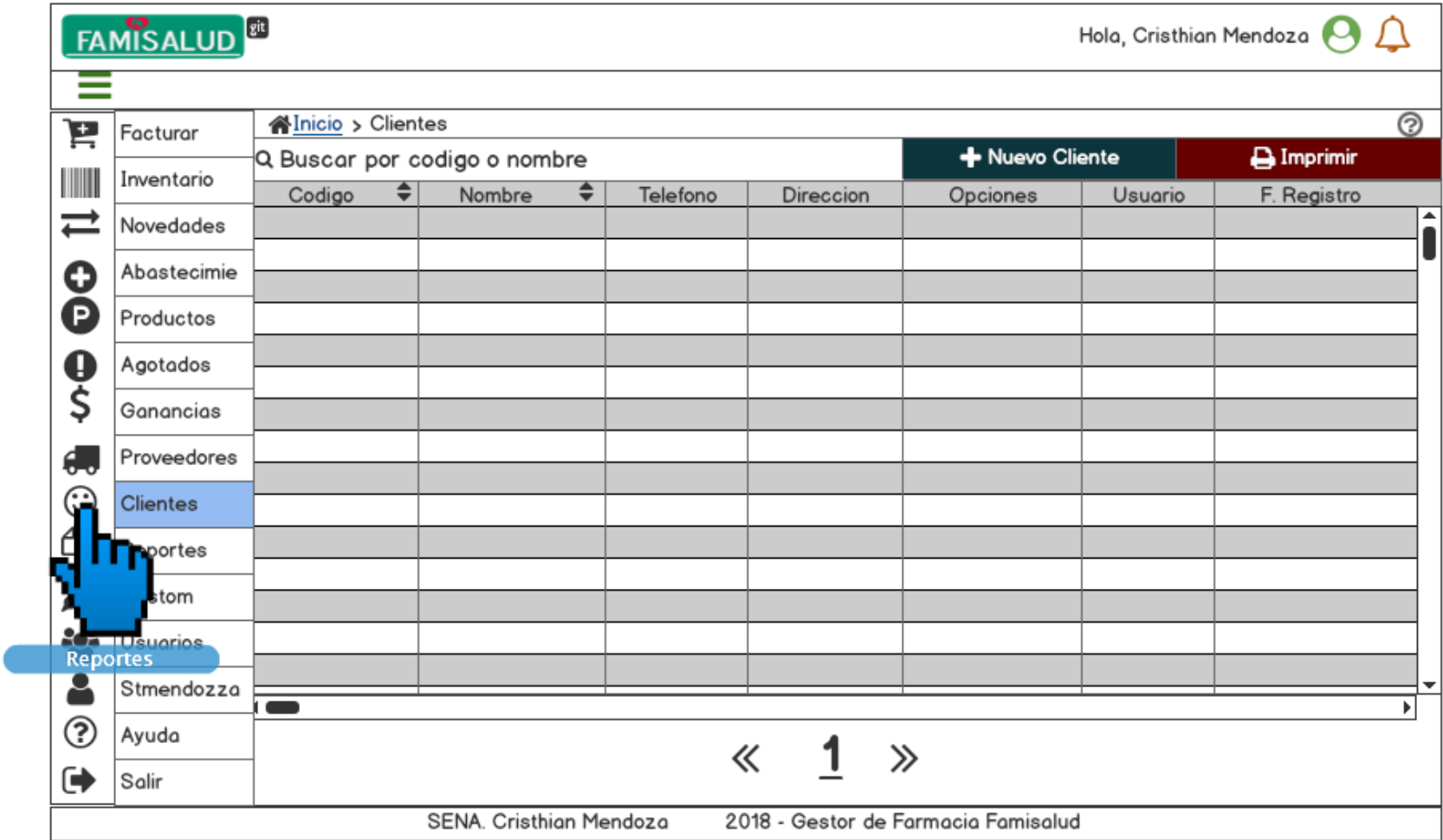

7. SUPPLIES

First step: Click on the module indicated in the image.

Second step: Click on [+ Nuevo Abastecimiento]
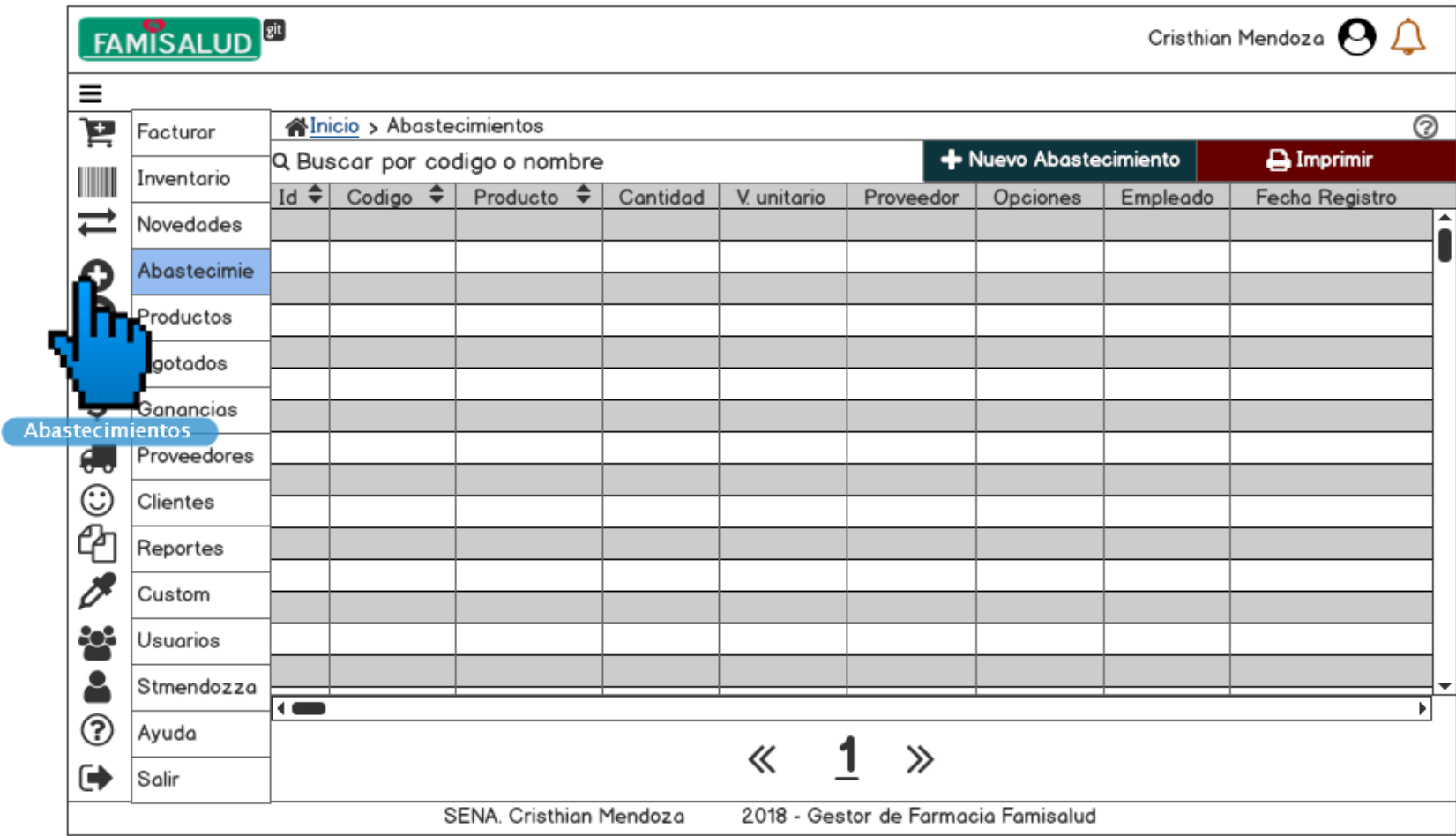
Third step: Enter the data requested by the format, this product entry format works similar to the invoicing module, it is important to remember that the supplier registration is mandatory.

Fourth step: click on [Registrar Abastecimiento] to save the information in the database.

• In case of not finding a product by illegible code or other reason, you can also search by name with a click on [Buscar Producto]

• When entering a new product click on [+ Agregar Producto Nuevo] when entering the new product can be related in the supply, not before.
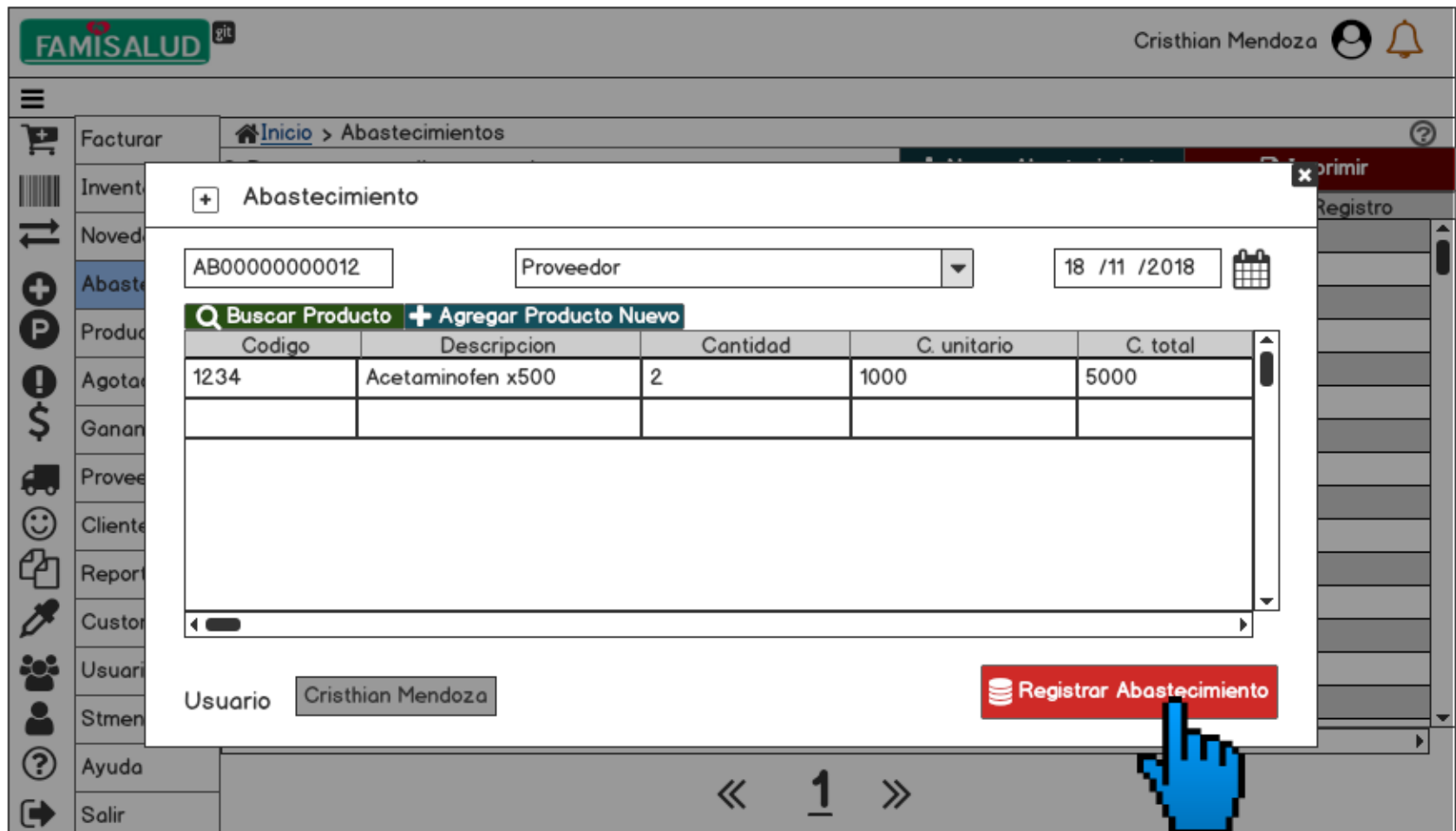
8. PRODUCTS

First step: Click on the module indicated in the image.

Second step: Click on [+ Nuevo Producto]
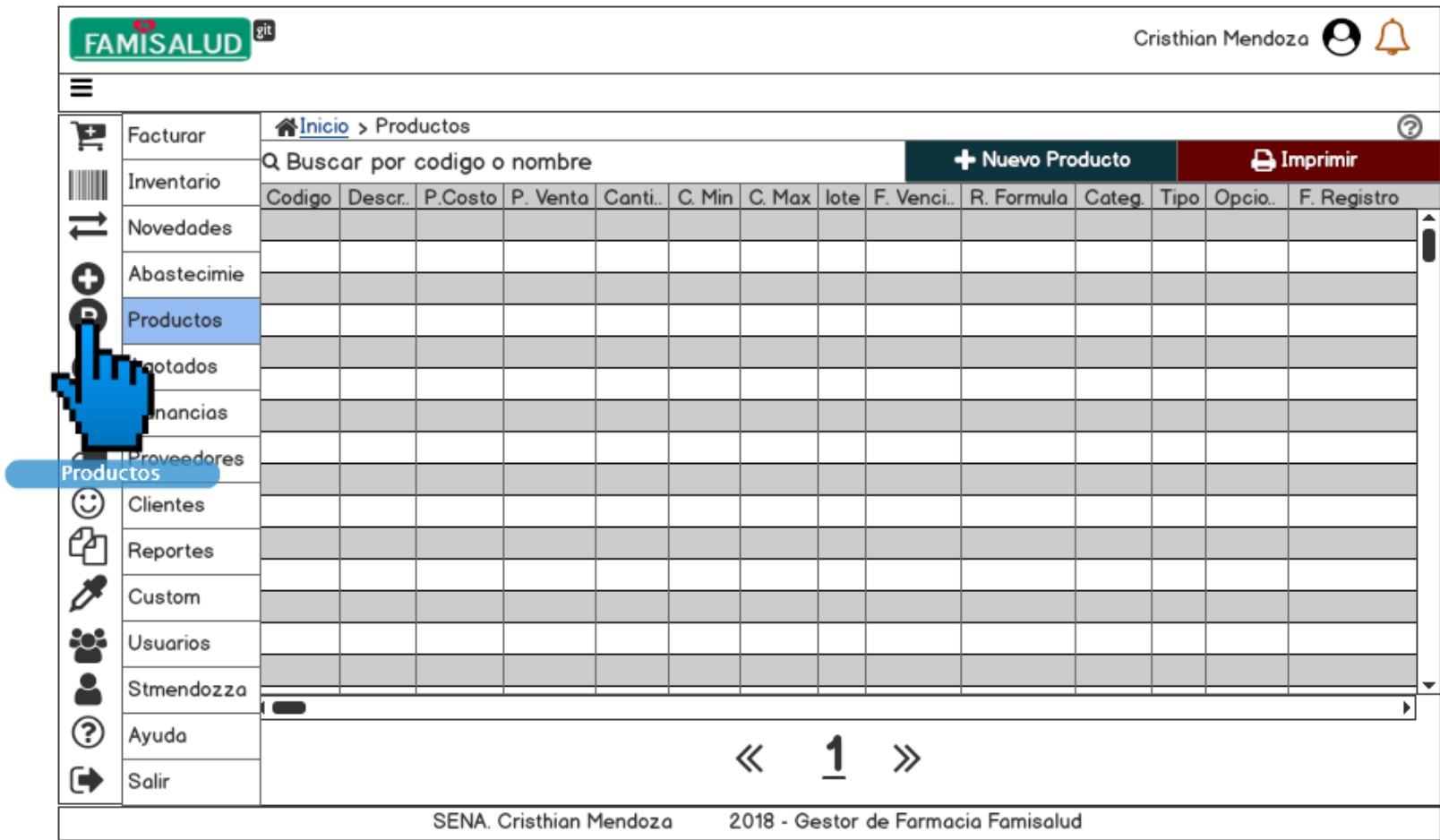
Third step: Enter the data requested by the format, **it is important to remember that the registration of the provider is mandatory.**

Fourth step: click on [Registrar Producto] to save the information in the database.
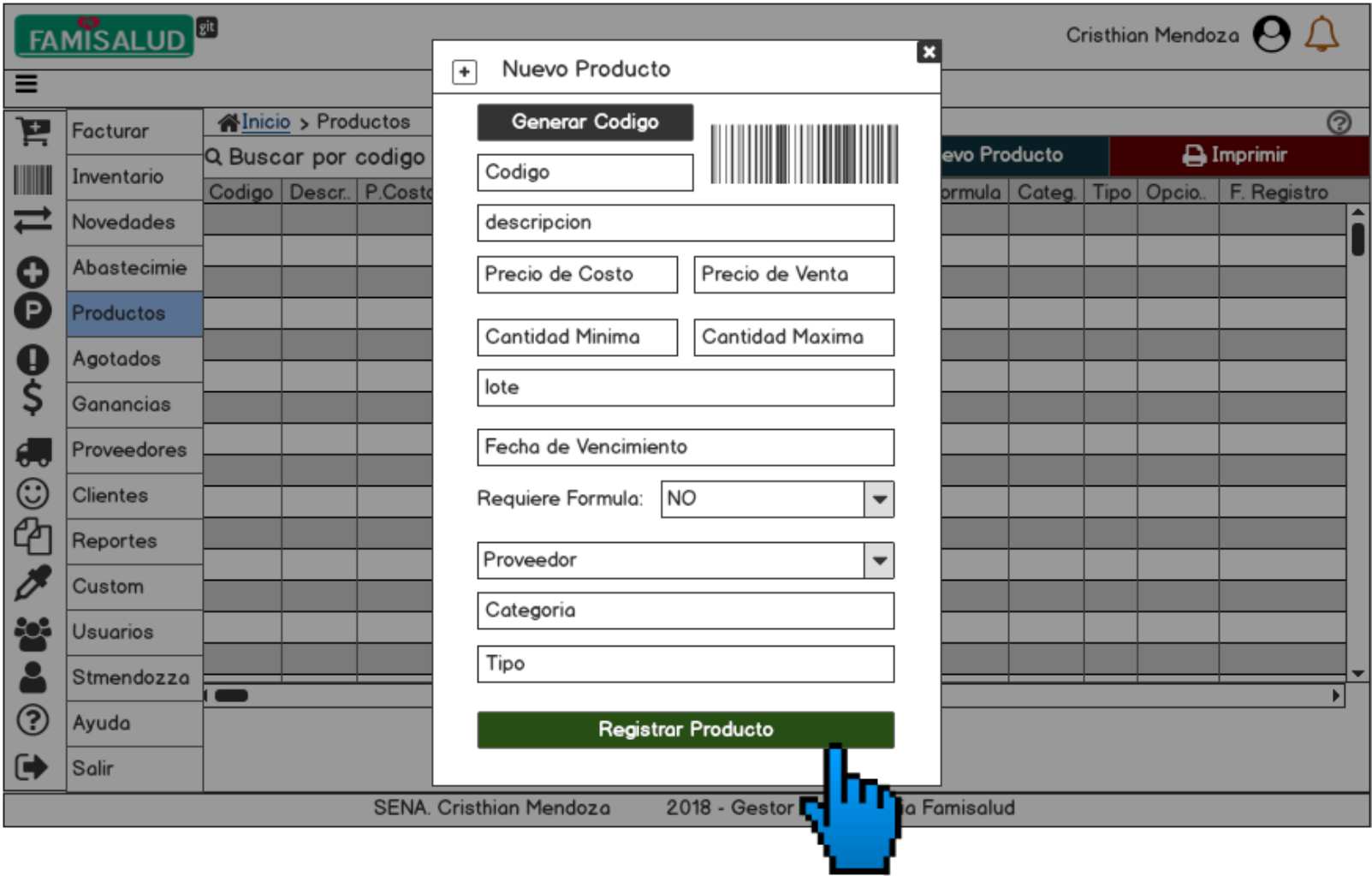
9. **LISTS**

- These lists contain essential information to identify exhausted products and place orders with suppliers, as well as traffic light or quarantine lists.
- To access this information, all you need to do is click on the list you want to see, either:

[Agotados]   [Semaforizacion]   [Cuarentena]

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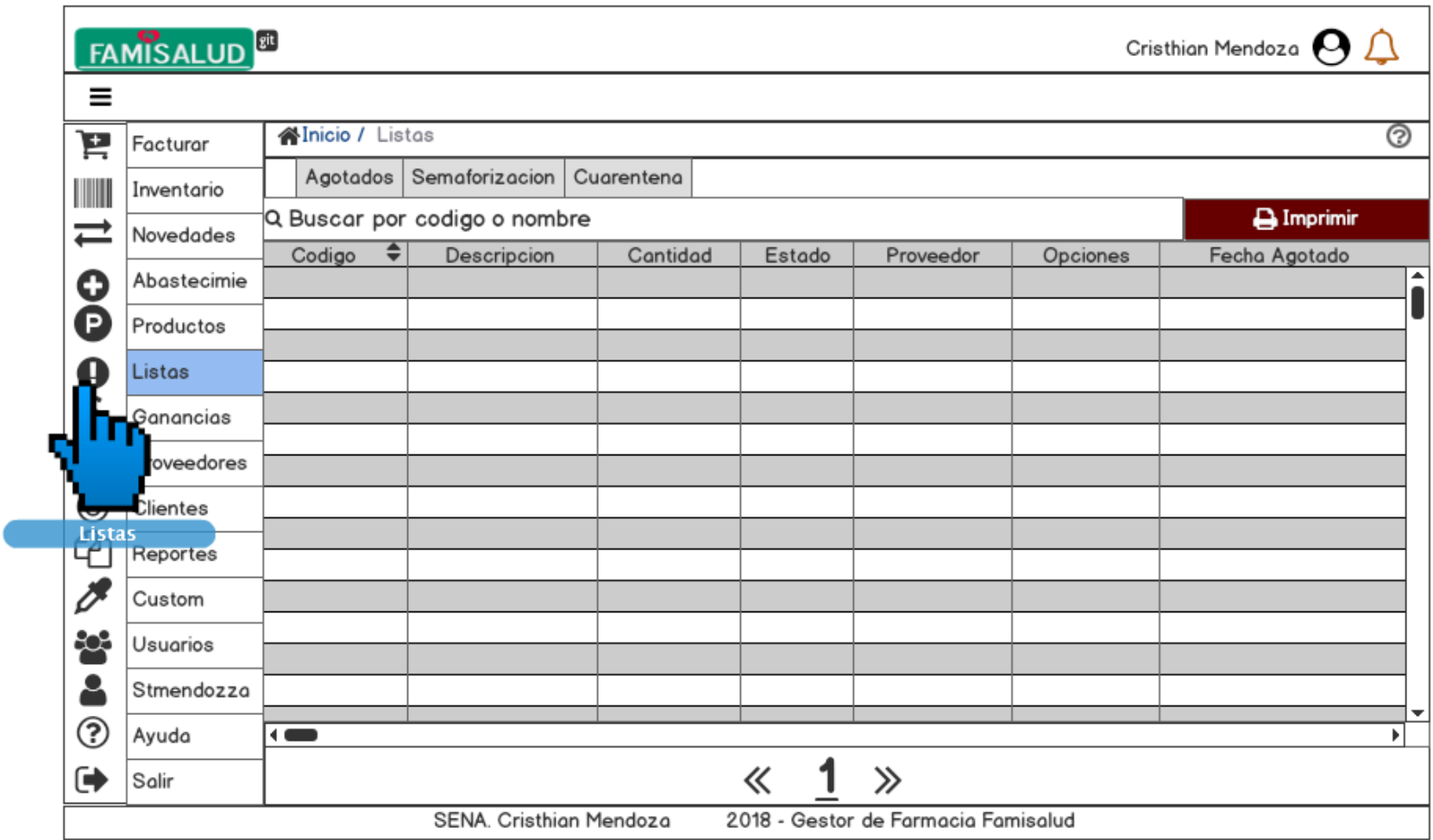
10. EARNINGS

- To verify the earnings of a specific date, simply select the date in the calendar and then click on [Verificar Ganancias]
- The result of the query will show the earnings as indicated in the image.
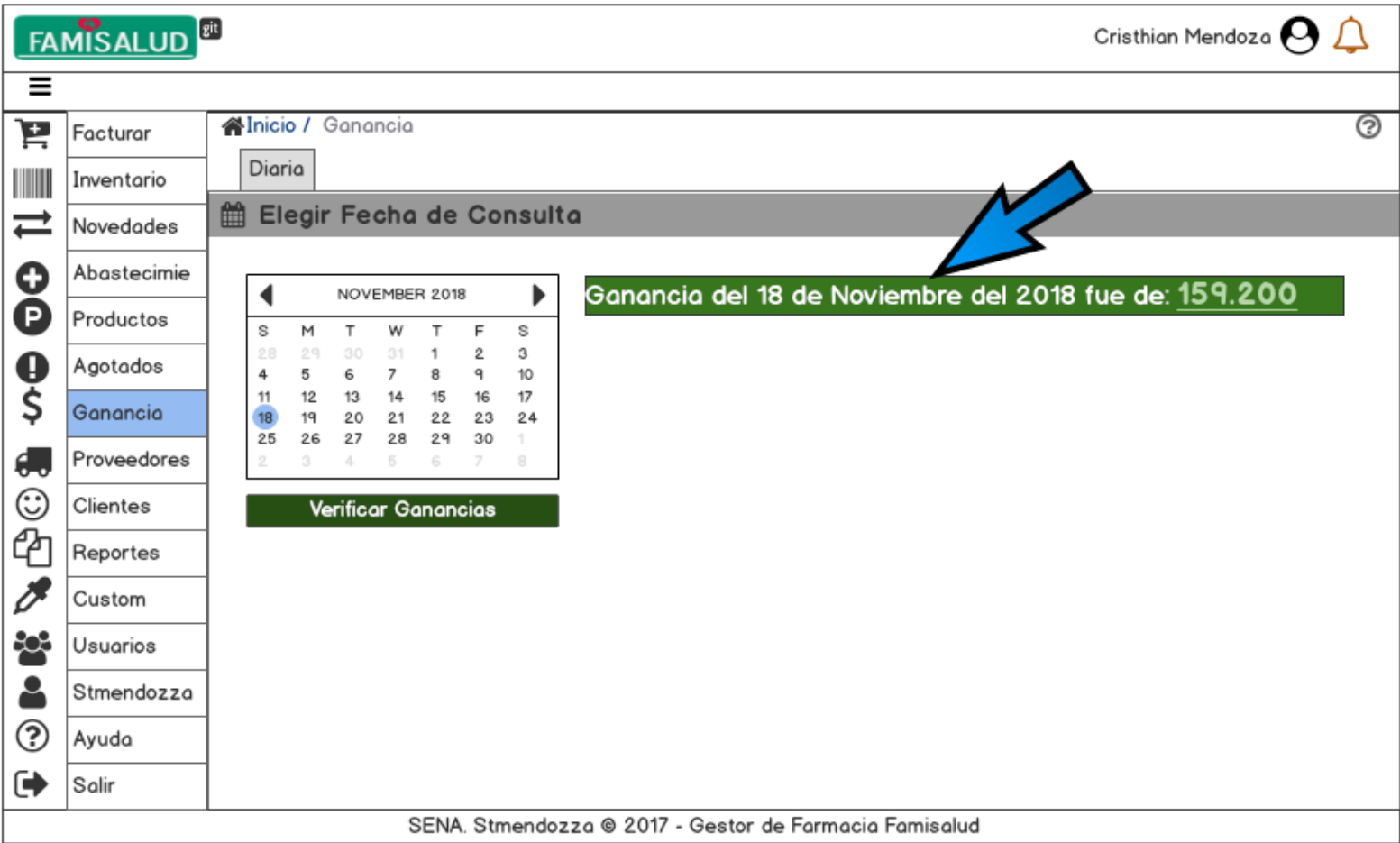
11. PROVIDERS

First step: Click on the module indicated in the image.

Second step: Click on [+ Nuevo Proveedor]
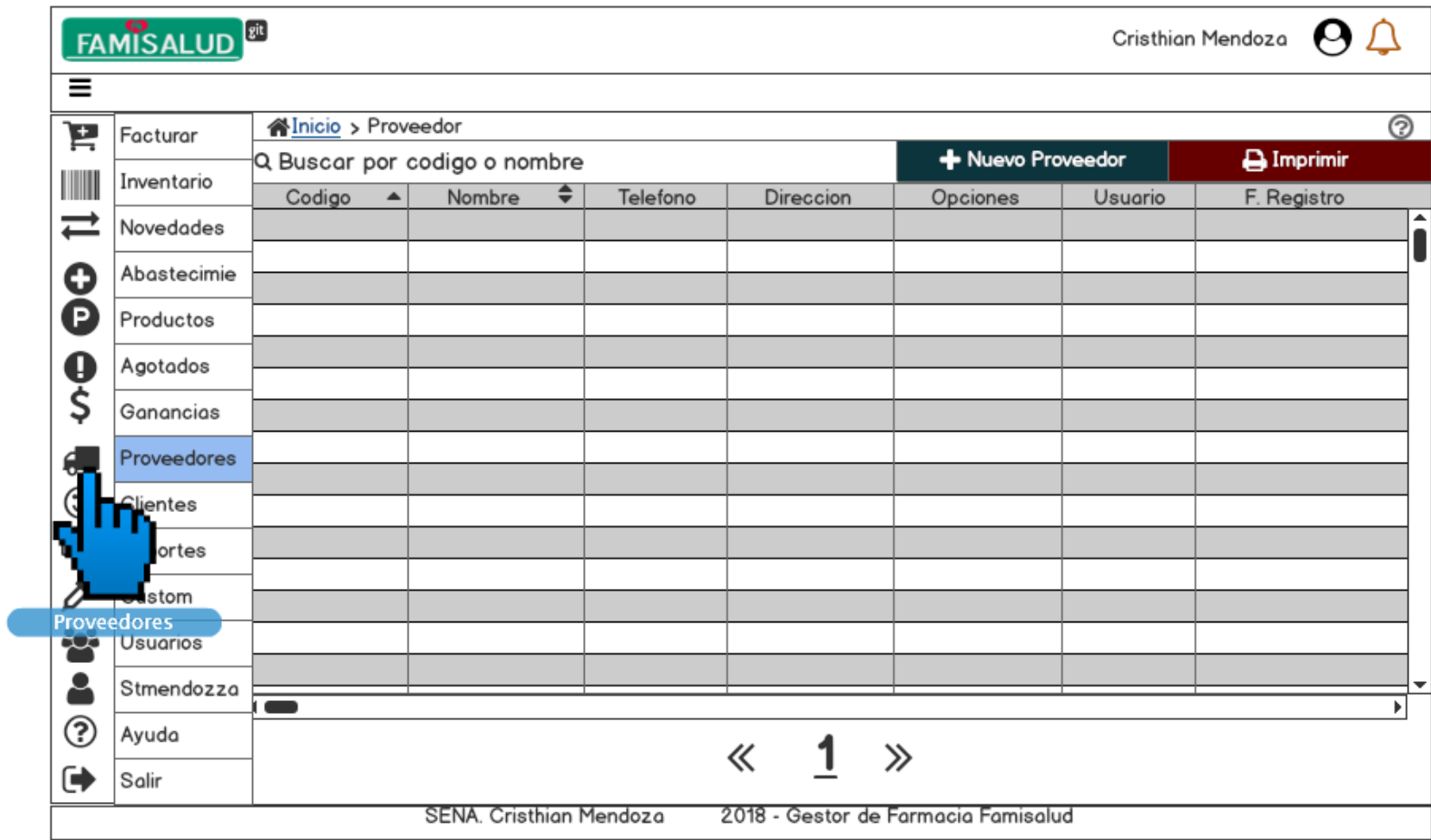
Third step: Enter the data requested by the format.
Fourth step: click on [Registrar Proveedor] to save the information in the database**.**

12. CUSTOMERS

First step: Click on the module indicated in the image.
Second step: Click on [+ Nuevo Cliente]

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Third step: Enter the data requested by the format.

Fourth step: click on [**Registrar Cliente**] to save the information in the database.
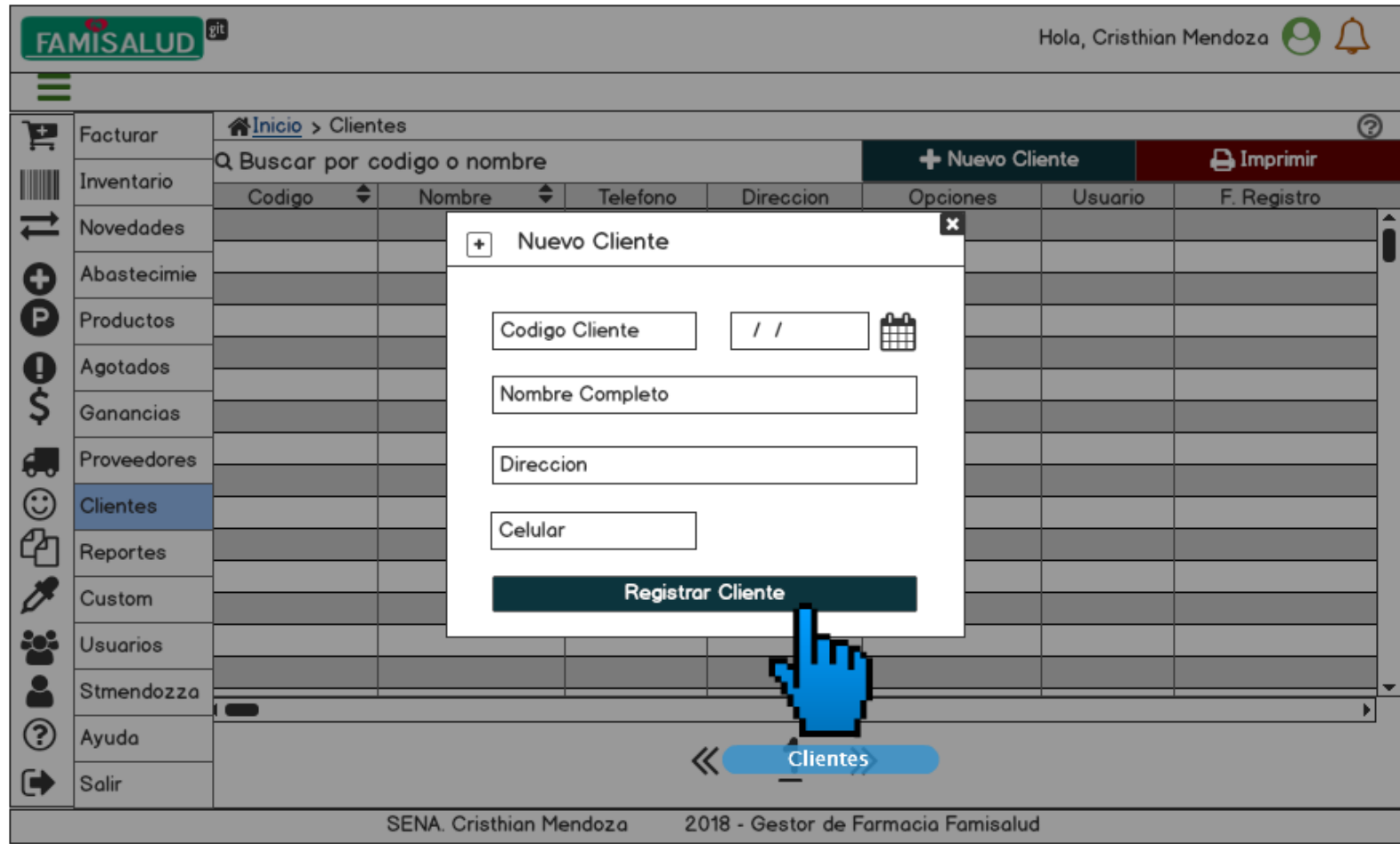
13. REPORTS

- **All reports work in the same way.**

First step: Click on the module indicated in the image.
Second step: Click on the button of the report requested in this case the following:

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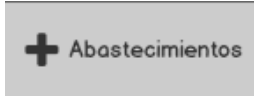
Third step: select the initial date to consult where the green arrow indicates.
Fourth step: select the final date to consult where the red arrow indicates.
Only with selecting the dates the information will be shown in the table below.

Fifth step: click on [Generar PDF] if it is the case of generating a PDF with that information.

14.CUSTOM

- **to activate in dark mode, click where the red arrow indicates.**

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- This image shows the system in dark mode.
- The use of dark mode favors the user uses the information system for long periods of time.
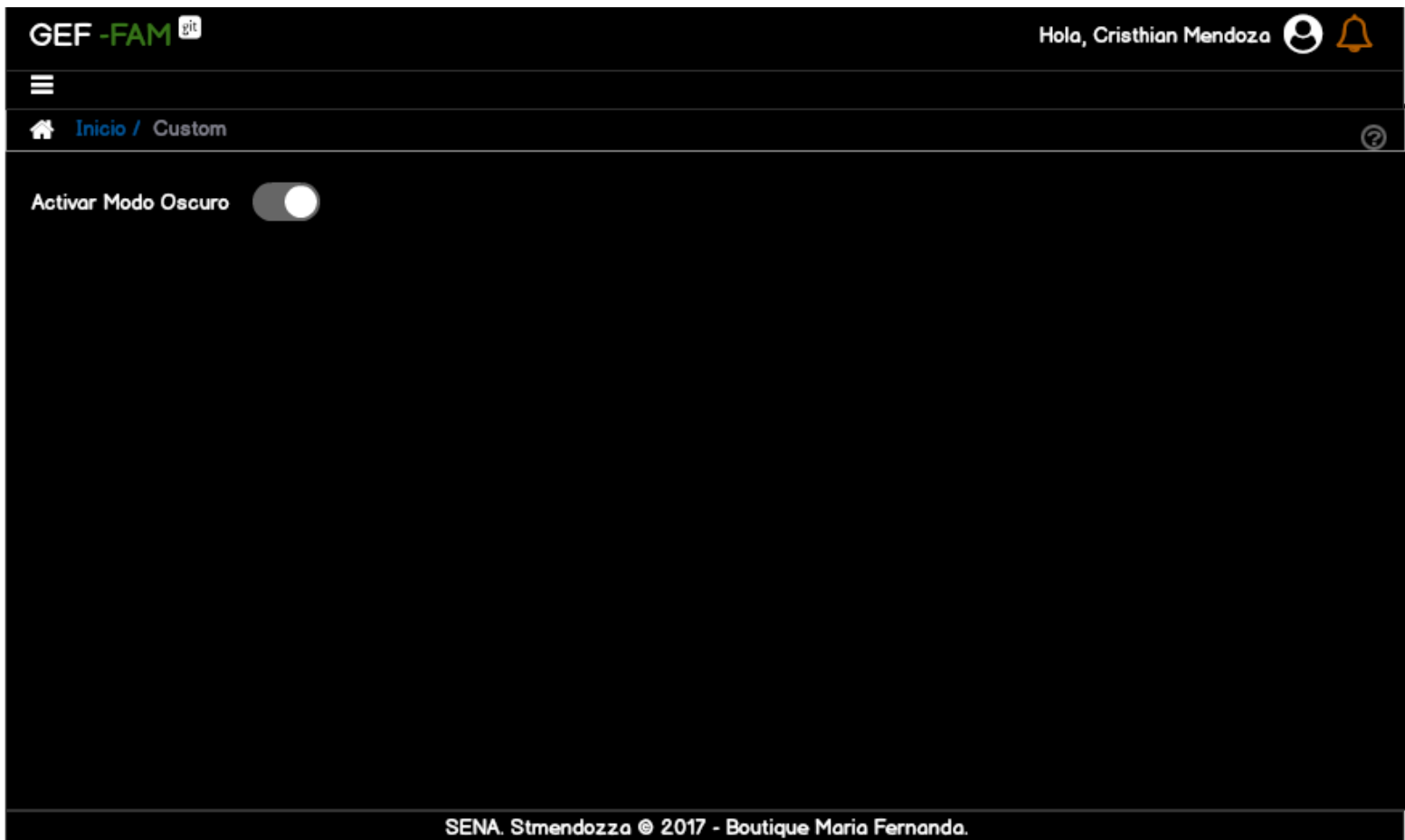
15.USERS

- **In this module you can manage the information of the users including the permissions to different modules.**
- **You can search, edit, create, delete and print.**

First step: Click on the module indicated in the image.

Second step: to modify the information of a user click on edit ✏ as indicated in the image with the arrow.

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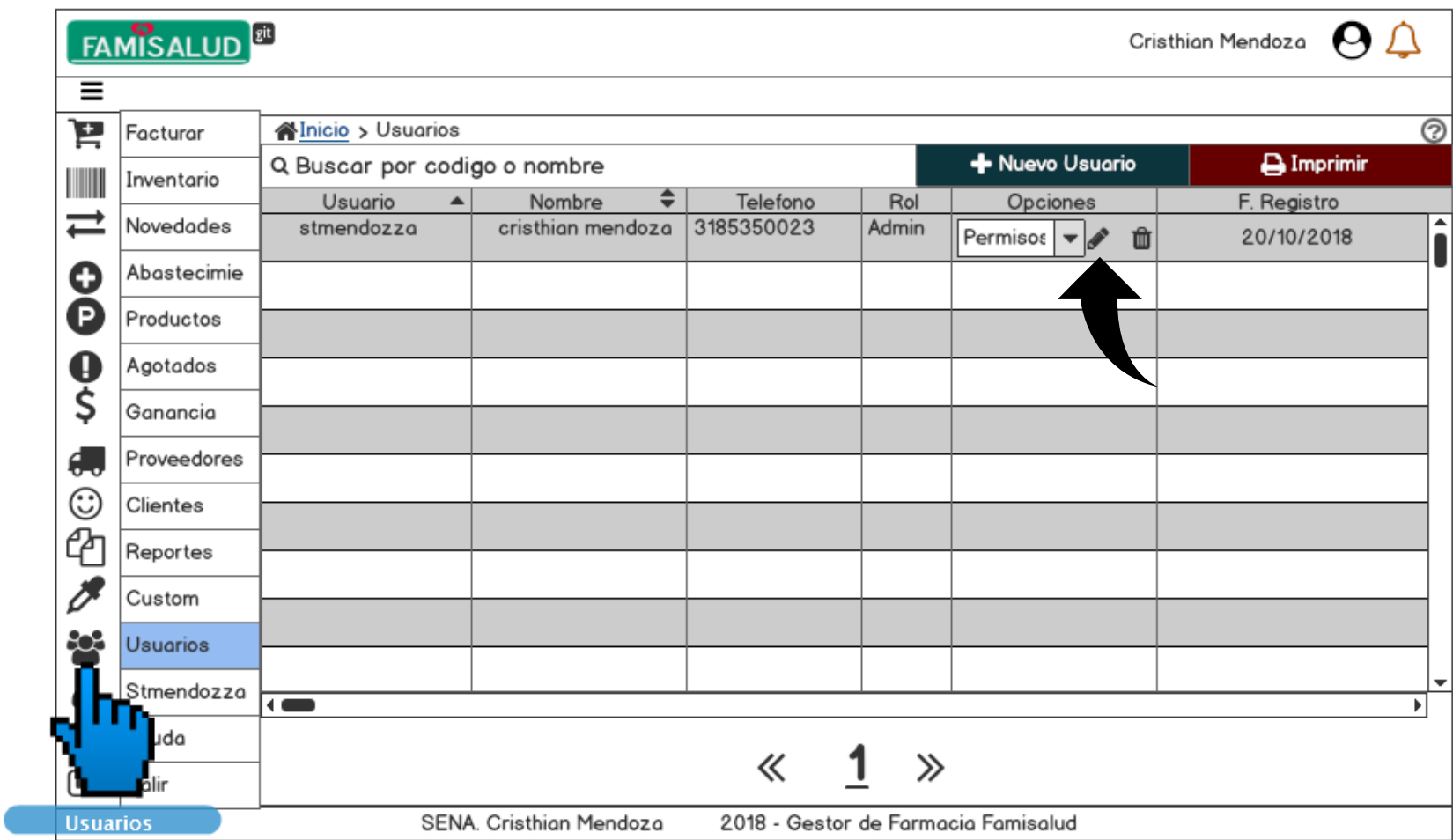
Third step: edit the necessary fields or modify their permissions.

Fourth step: click on [Guardar] to register the changes made.
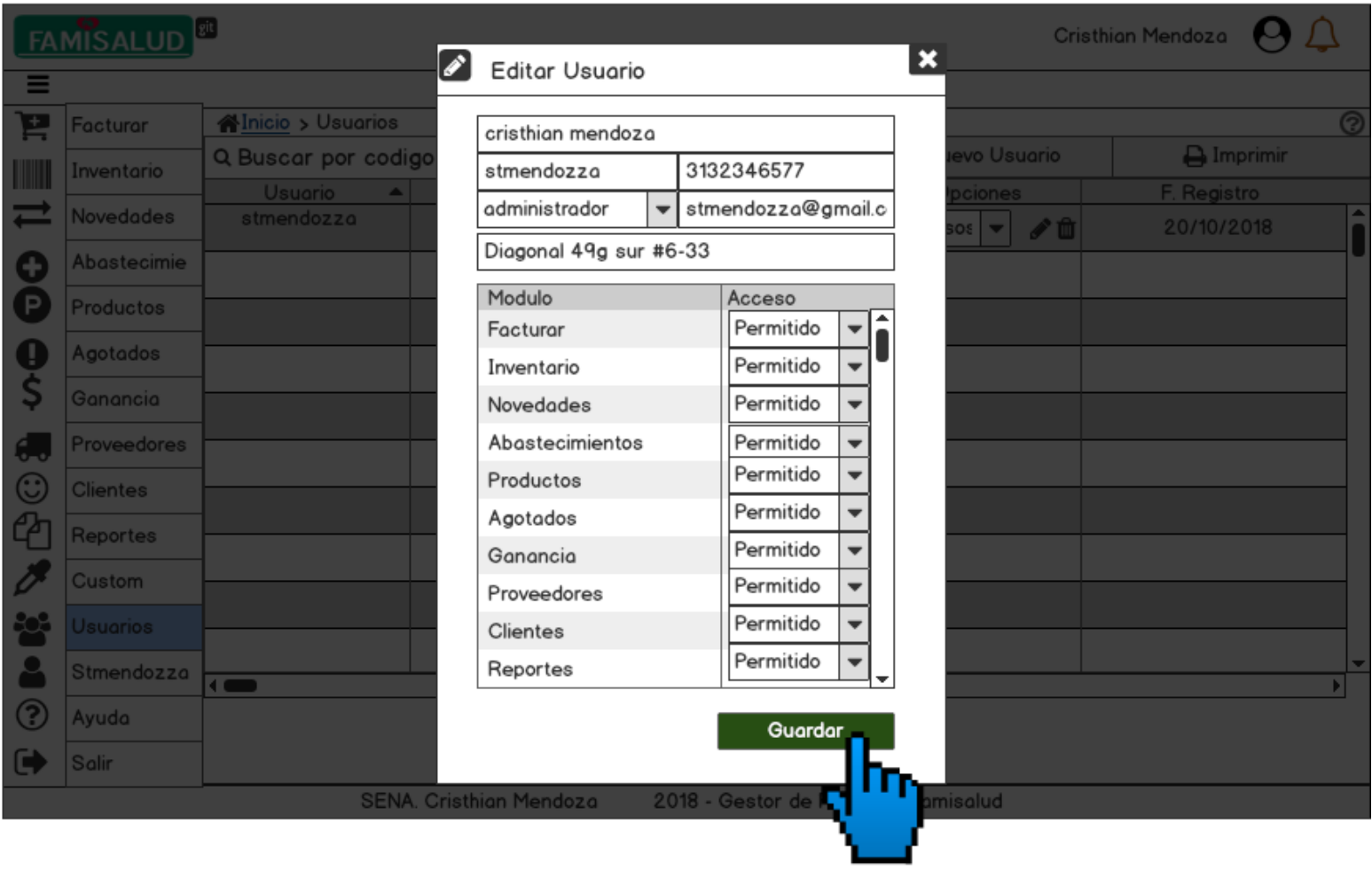
16.USER

First step: the required data is modified.

Second step: click on [Actualizar Perfil] for to update, it will automatically show the change made.

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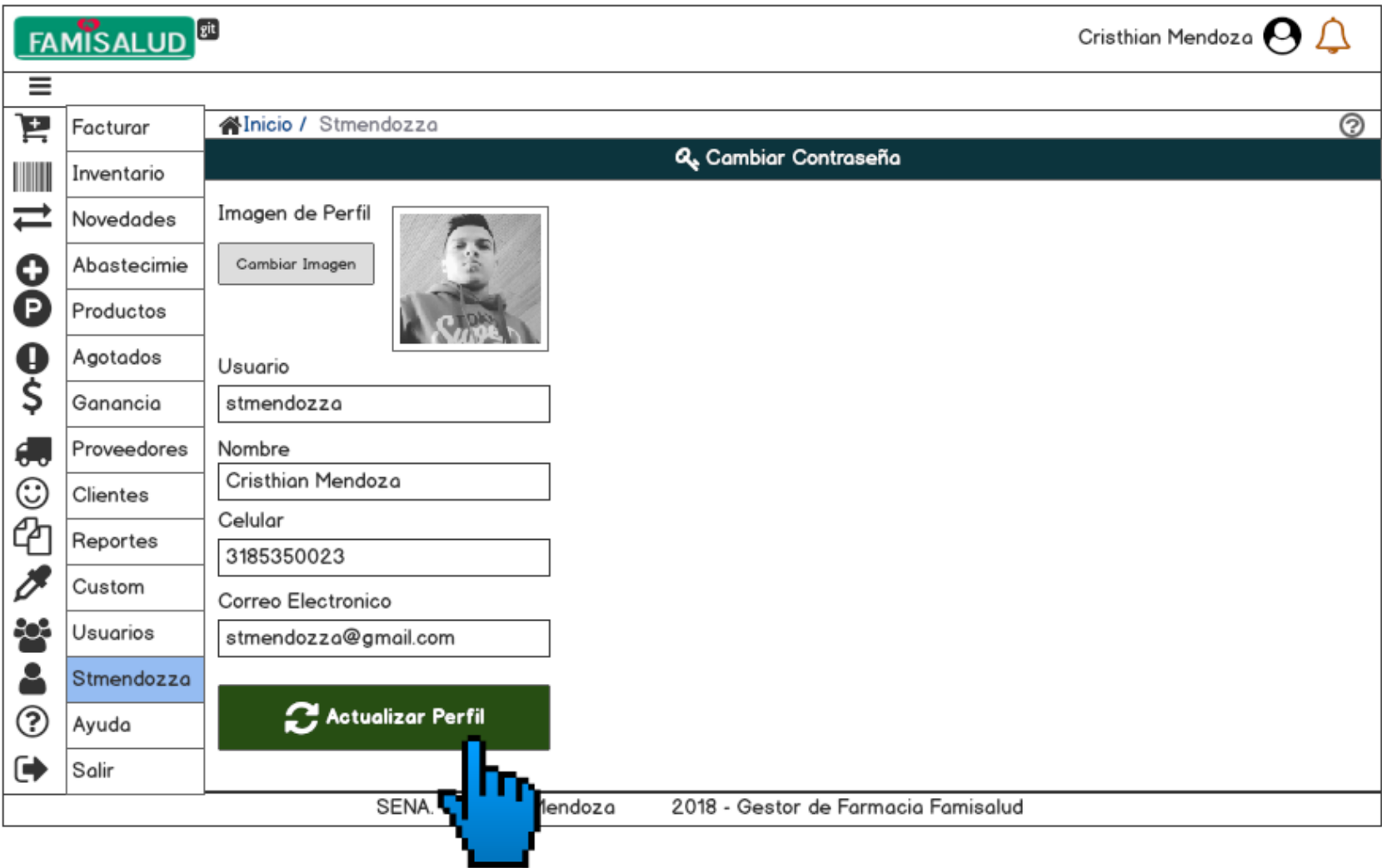
First step: click on

Second Step: Enter the current password, the new password and confirm the password.
Third step: Click on
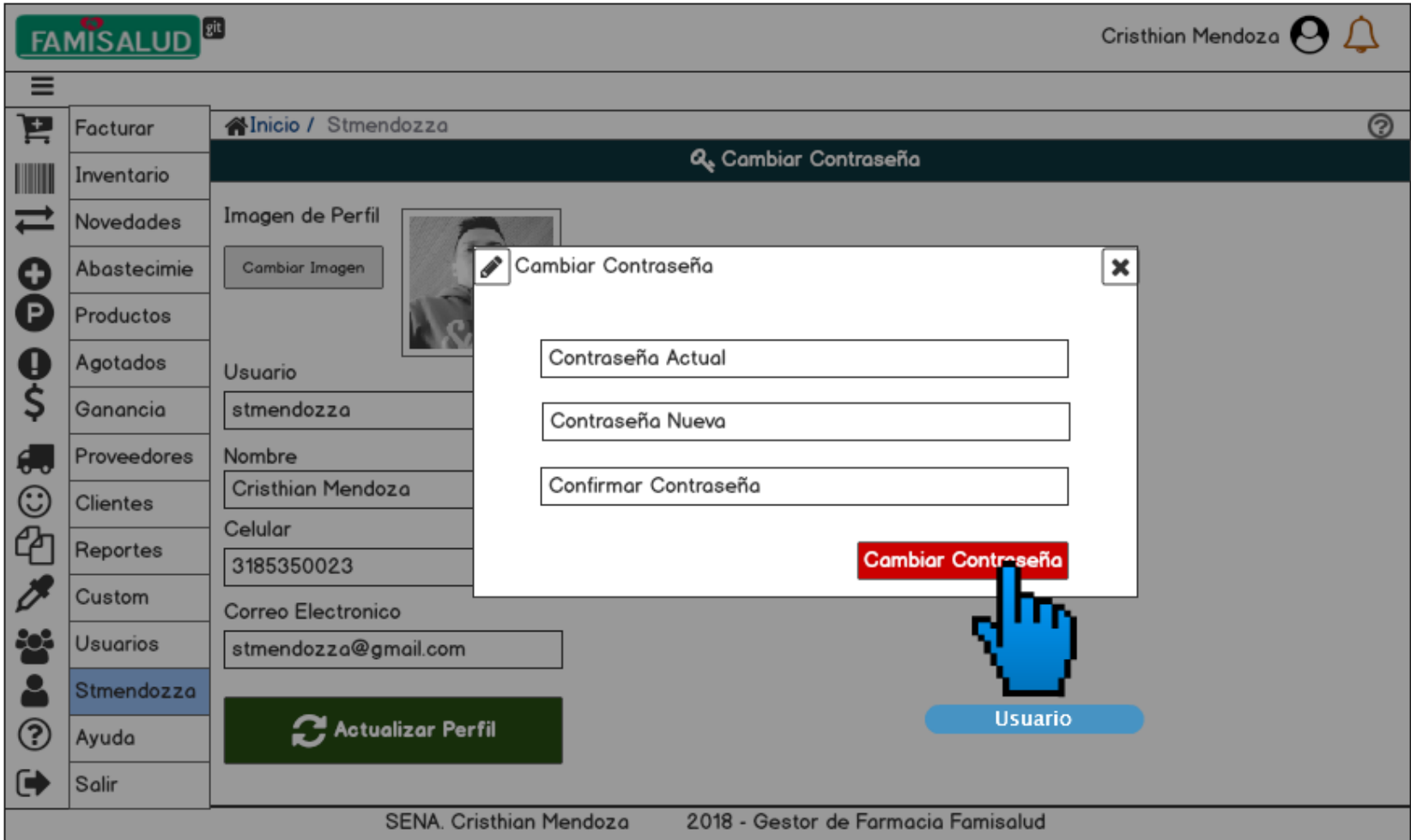
17.HELP

- Click on the module indicated in the image to access the user manual.
- If the doubts involve contacting the information system provider click on

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18.LOG OUT

- **To log out of the system, just click where indicated in the image**

GLOSSARY

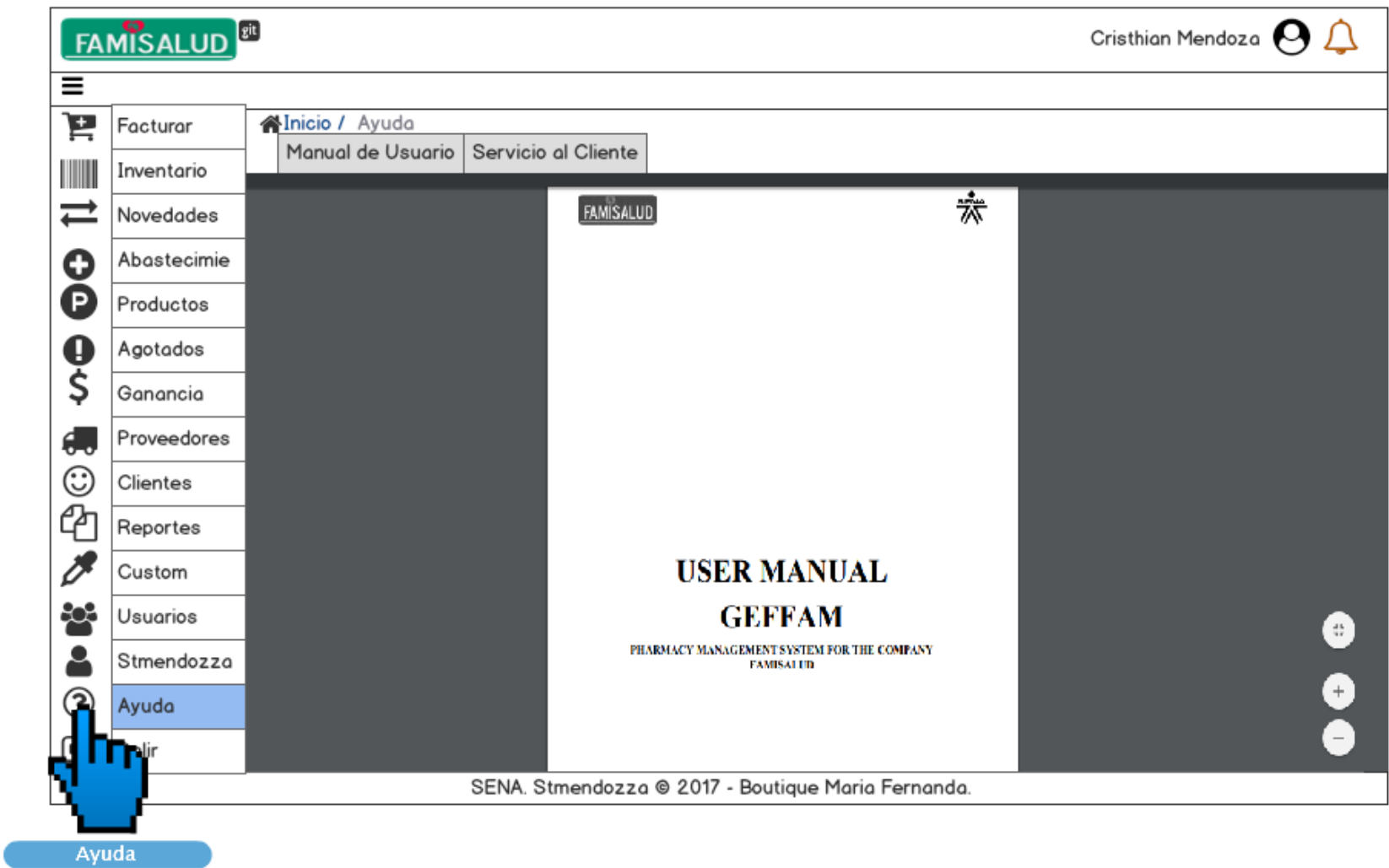**Module:** a module is a portion of a computer program. Of the various tasks that a program must perform to fulfill its function or objectives, a module will usually perform one of these tasks.

FIFO o PEPS: First-In, First-Out, this method basically consists of giving the products that were purchased first out of the inventory, so those products bought more recently will be in the inventories.

Signaling: It is a tool that will provide you determine at the right time which drugs are about to expire.

Quarantine: area for rejected material (medicines damaged, expired, material rejected at the reception, etc.).