

USER MANUAL

GEFFAM

**PHARMACY MANAGEMENT SYSTEM FOR THE COMPANY
FAMISALUD**

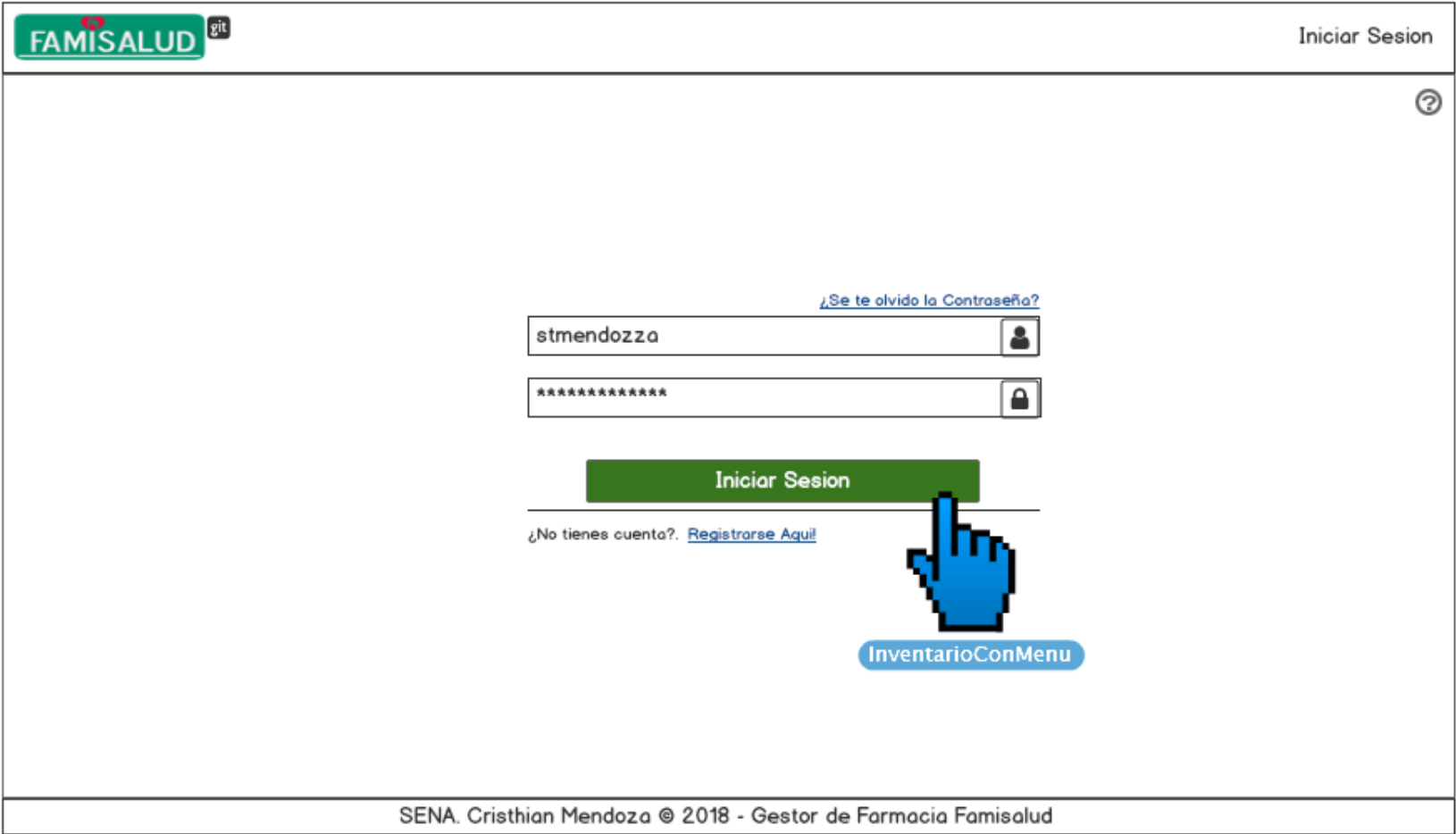
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USER MANUAL

1. LOGIN.

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



The screenshot shows the login interface of the FAMISALUD system. At the top left is the FAMISALUD logo with a 'git' icon. At the top right is a link 'Iniciar Sesion' and a help icon. The main area contains a login form with two input fields: the first contains 'stmendozza' and the second contains masked characters '*****'. Above the first field is a link '¿Se te olvido la Contraseña?'. Below the password field is a green button labeled 'Iniciar Sesion'. Below this button is a link '¿No tienes cuenta?. Registrarse Aquí!'. A blue hand cursor is pointing at the 'Iniciar Sesion' button. At the bottom right, there is a blue button labeled 'InventarioConMenu'. The footer contains the text 'SENA. Cristhian Mendoza © 2018 - Gestor de Farmacia Famisalud'.

If you are not registered click on [Registrarse Aquí!](#), this link will direct you to the registration module shown below.

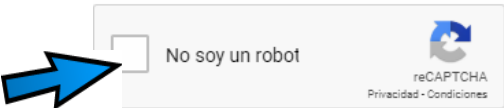
- If you do not remember the password, click on [¿Se te olvido la Contraseña?](#), This link will direct you to the module to recover the password explained later in point 3. Recover password.

2. REGISTER

First step: Enter the information requested for registration in this case:

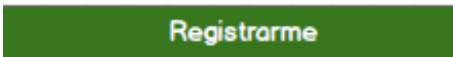
- User
- full name
- contact number
- email
- password which is confirmed for validation.

Second step: Click on the next box

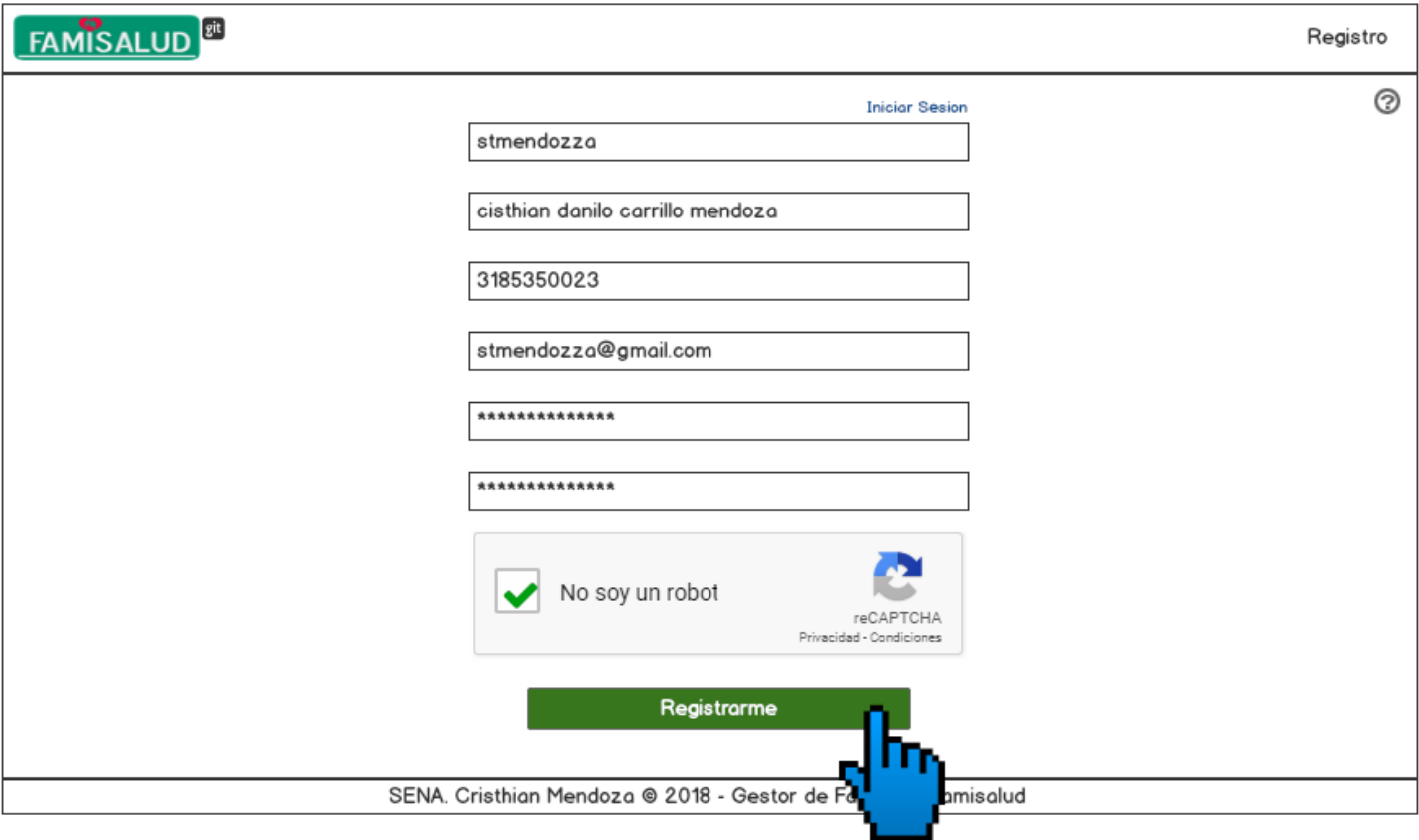


The image shows a reCAPTCHA box. It contains a checkbox with the text 'No soy un robot' and a reCAPTCHA logo. A blue arrow points to the checkbox.

Third step: Click on the button



The image shows a green button labeled 'Registrarme'.

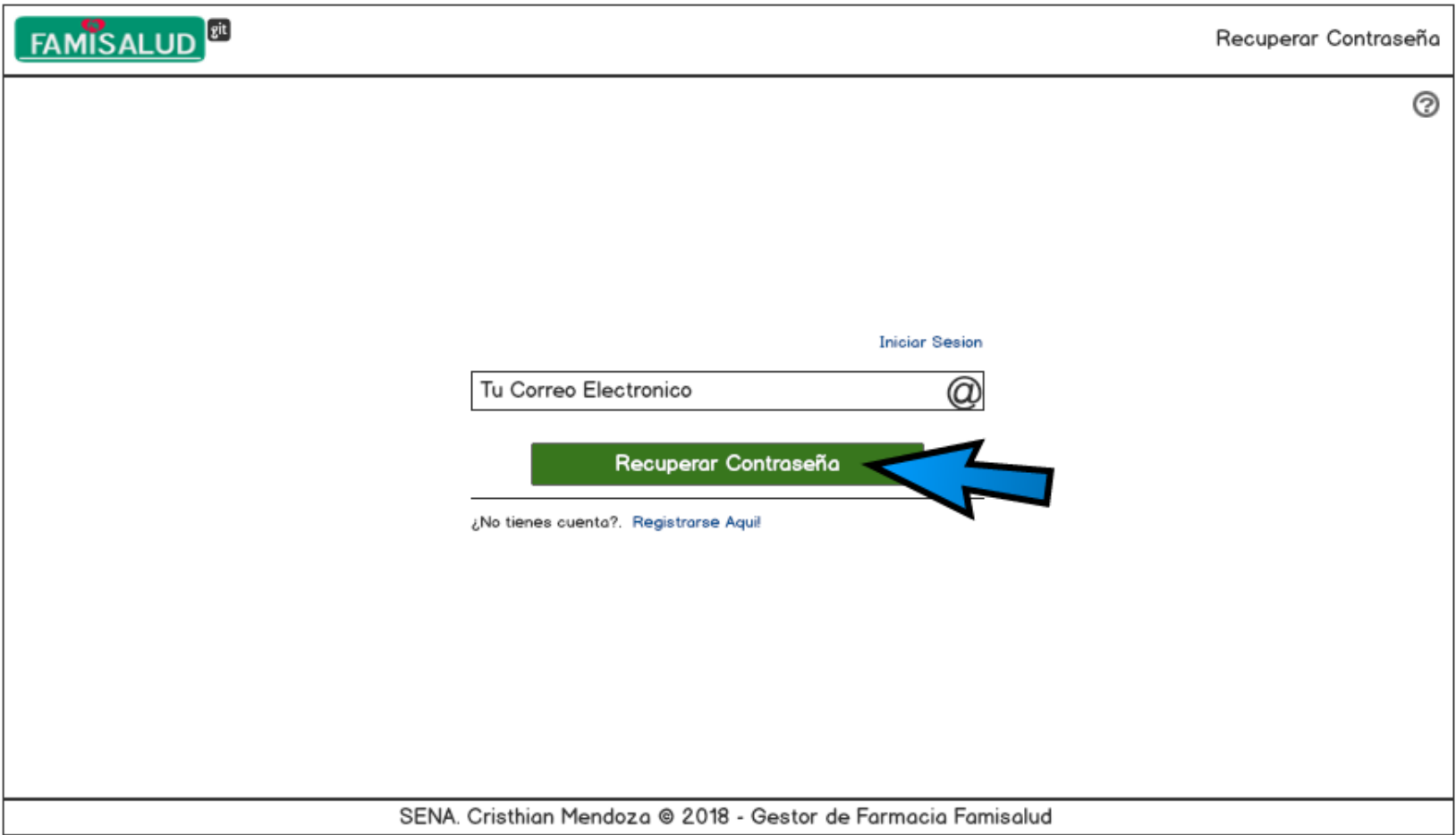


The screenshot shows the registration interface of the FAMISALUD system. At the top left is the FAMISALUD logo with a 'git' icon. At the top right is a link 'Registro' and a help icon. The main area contains a registration form with several input fields: the first contains 'stmendozza', the second contains 'cisthian danilo carrillo mendoza', the third contains '3185350023', the fourth contains 'stmendozza@gmail.com', the fifth contains masked characters '*****', and the sixth contains masked characters '*****'. Above the first field is a link 'Iniciar Sesion'. Below the form is a reCAPTCHA box with a checked checkbox and the text 'No soy un robot'. Below the reCAPTCHA box is a green button labeled 'Registrarme'. A blue hand cursor is pointing at the 'Registrarme' button. The footer contains the text 'SENA. Cristhian Mendoza © 2018 - Gestor de Farmacia Famisalud'.

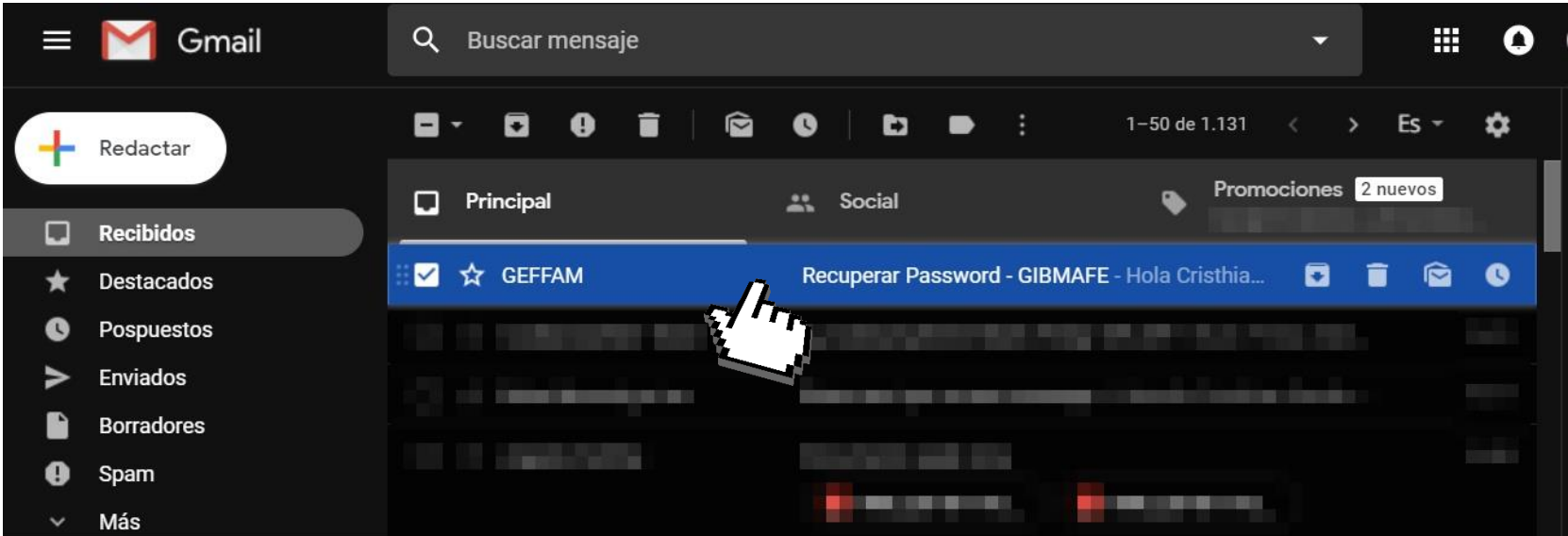
3. RECOVER PASSWORD

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

Second step: click on  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  to register the new password and go to the Login.

Iniciar Sesión

Nueva Contraseña

Confirmar Contraseña

Modificar Contraseña



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  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  customers directly from the pharmacy and  to send the virtual client by email.

Vendedor: Cristhian Mendoza

22 /10 /2018

Facturar

Factura N°: 000001

Cod. Cliente: predeterminado

+ Nuevo Cliente

Buscar Producto

| Codigo | Descripcion | Cantidad | UND | V unitario | V. total |
|--------|-------------------|----------|---------|------------|----------|
| 1234 | Acetaminofen x500 | 2 | Tableta | 1000 | 5000 |
| | | | | | |

Abastecimie

Productos

Agotados

Ganancias

Proveedores

Cientes

Reportes

Custom

Ganancia: 2500

Contado: 50000

Cambio: 45000

Forma de Pago: Efectivo

Subtotal: 5000

Descuento: 0

IVA: 19

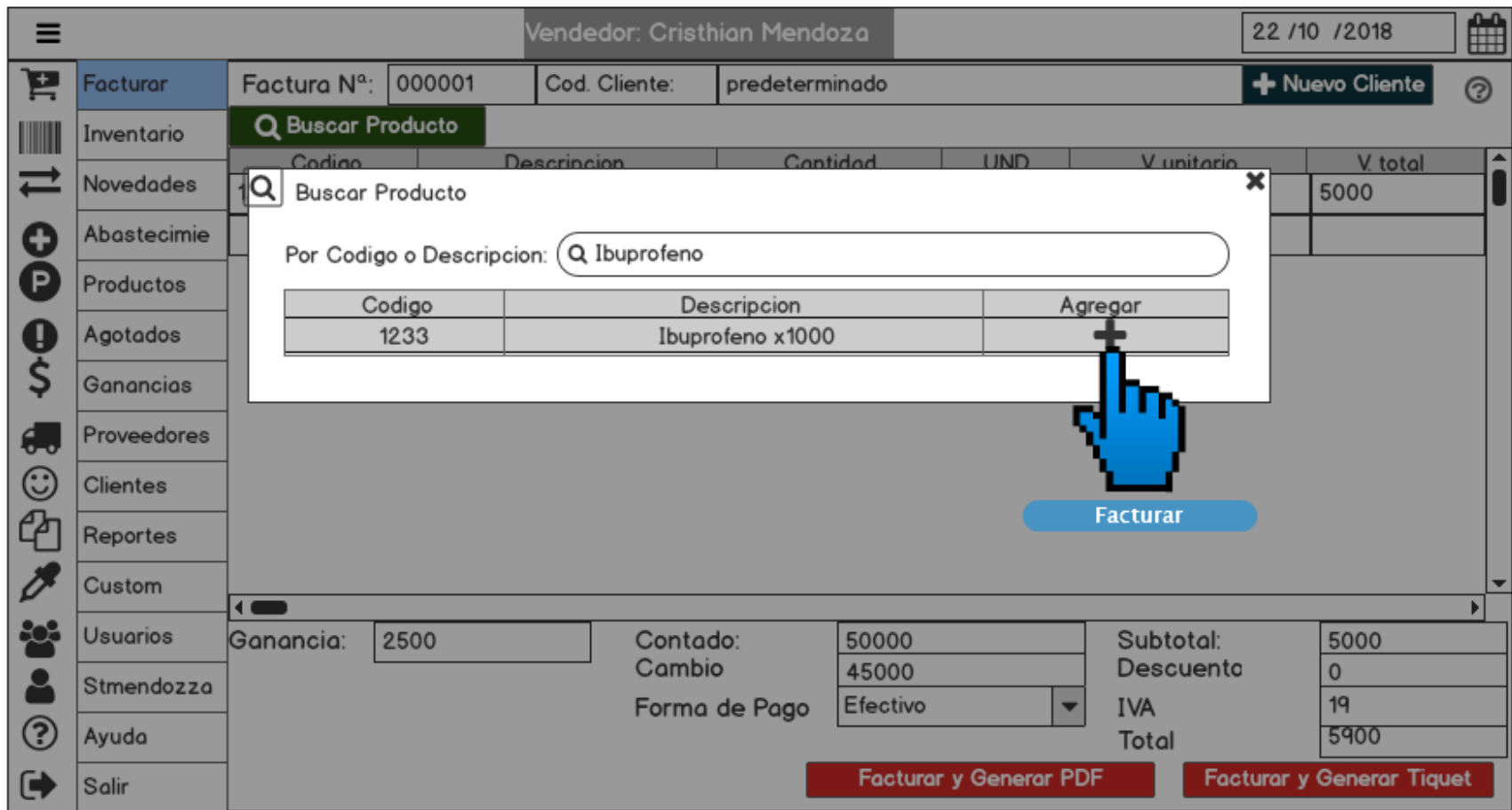
Total: 5900

Facturar y Generar PDF

Facturar y Generar Tiquet

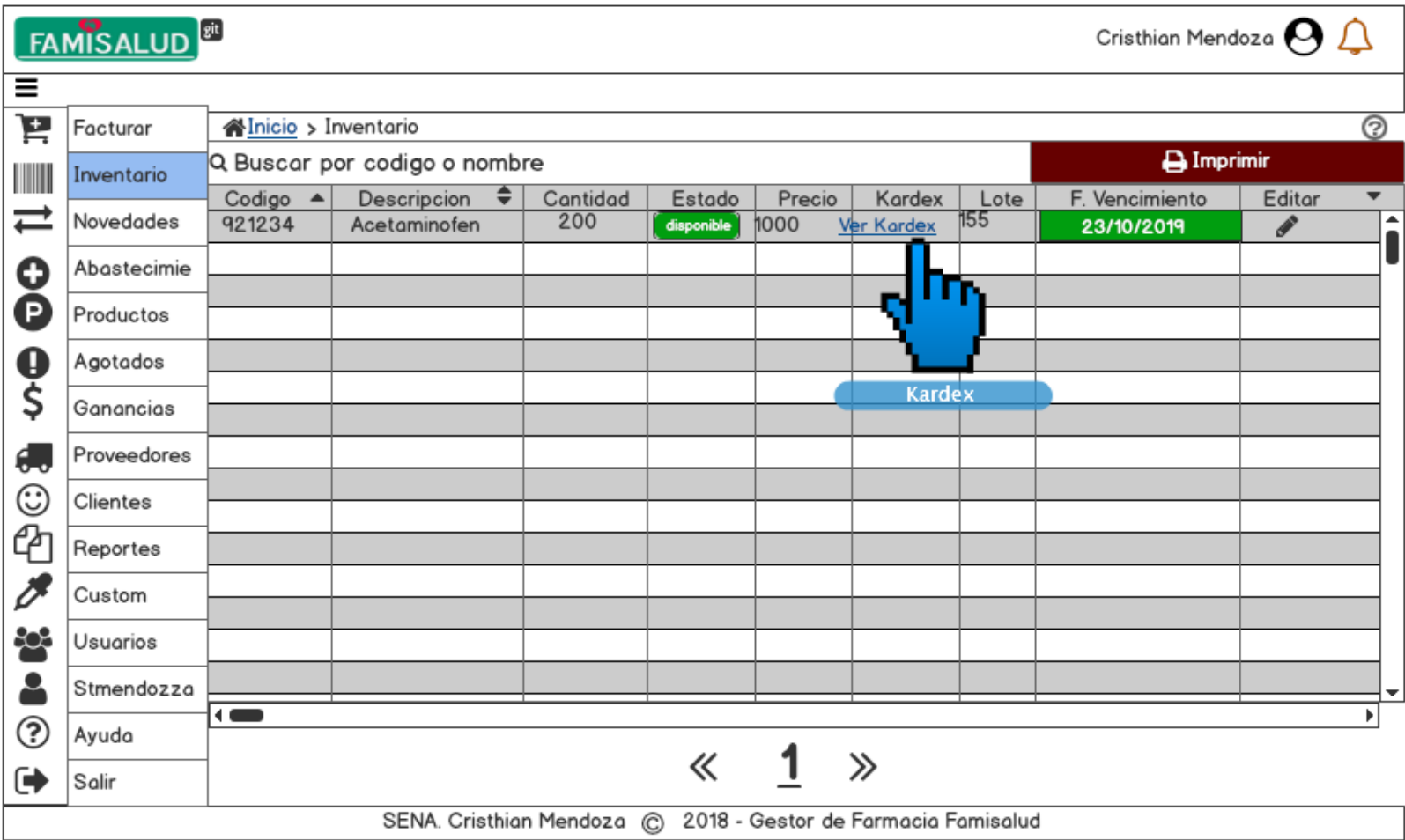


- click on **Q Buscar Producto** to add a product that is not found by code.

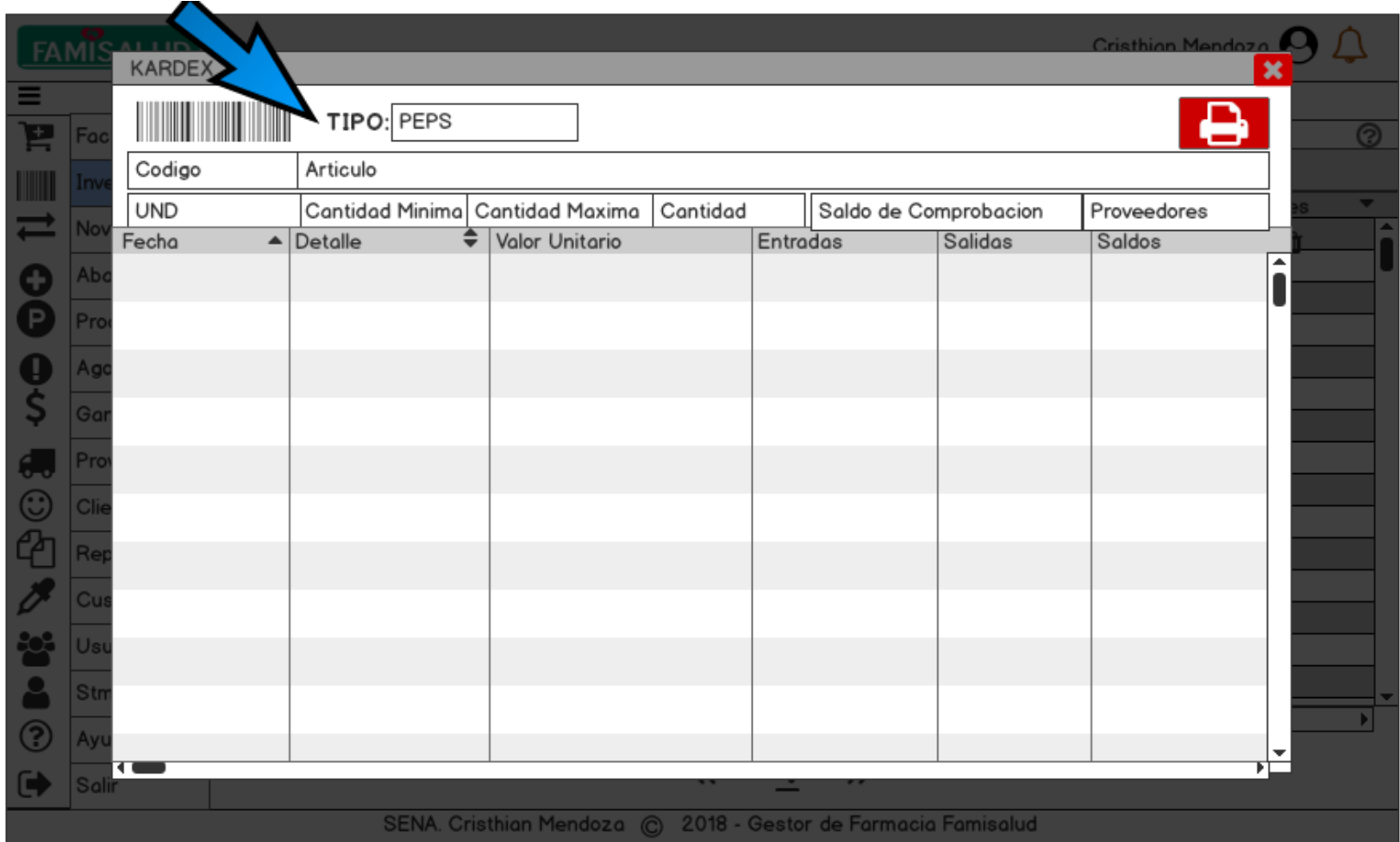


5. INVENTORY

- 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



- 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.

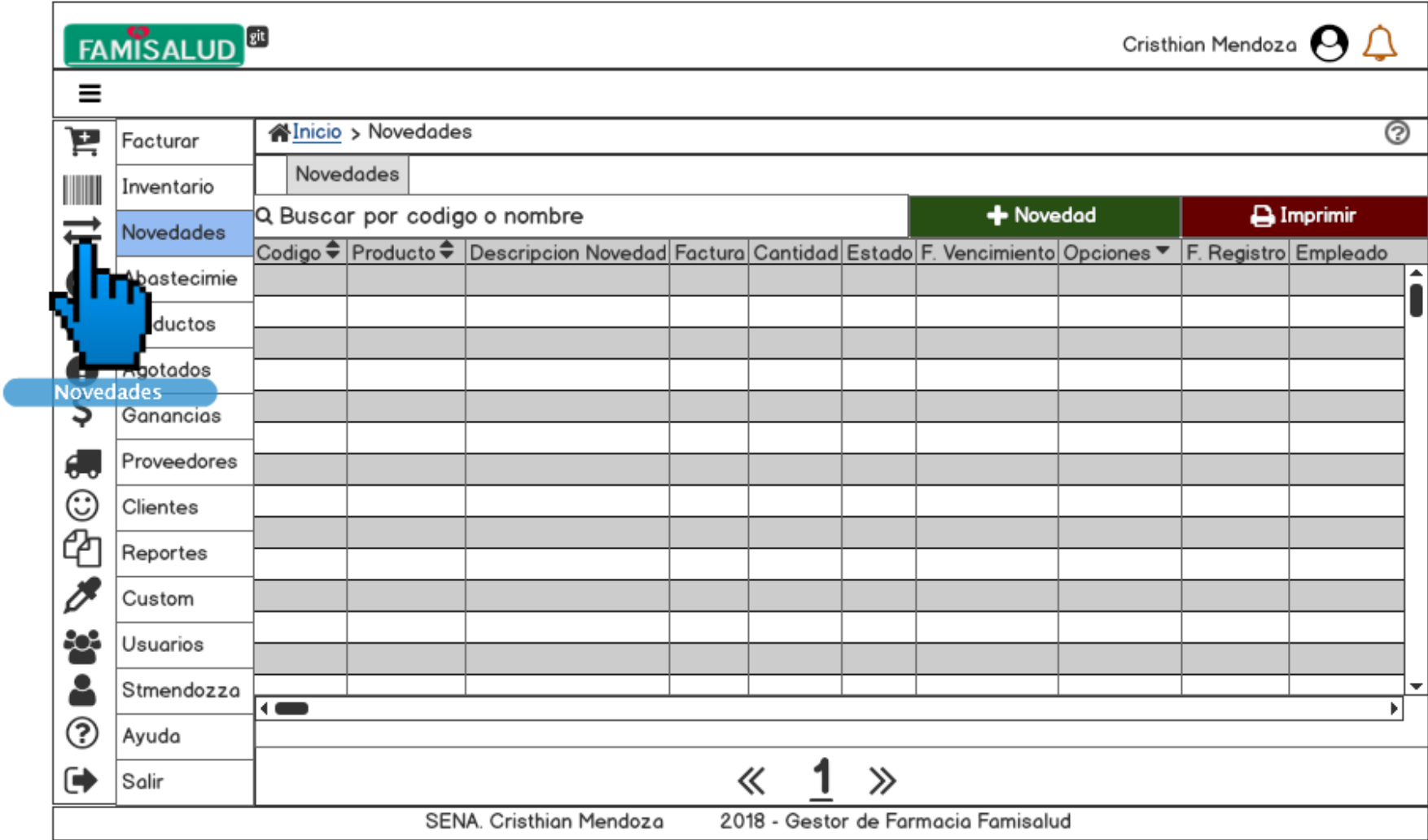


6. NEWS

- 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

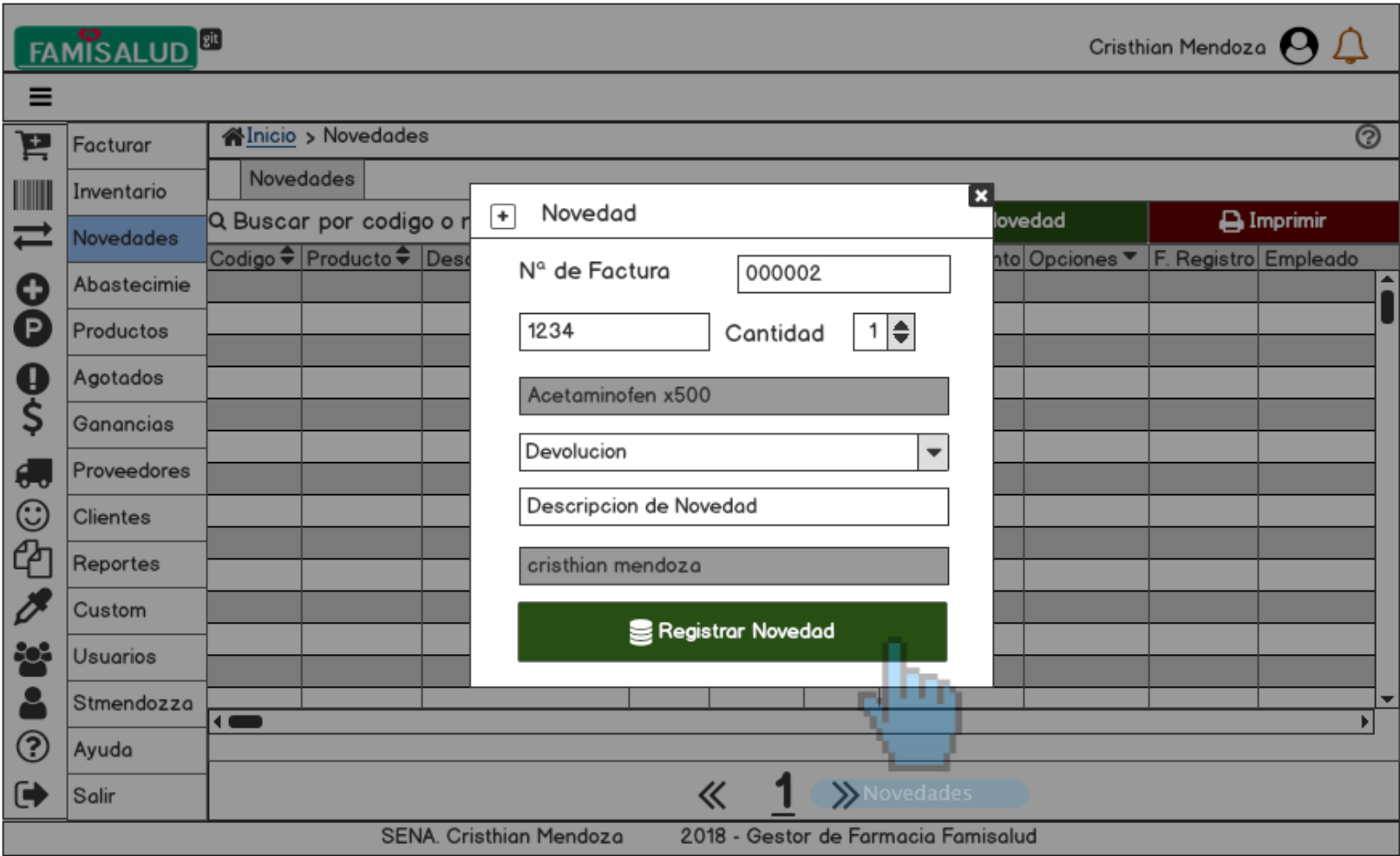


Third step: Enter the data requested by the format.

Fourth step: click on

Registrar Novedad

 to save the information in the database.

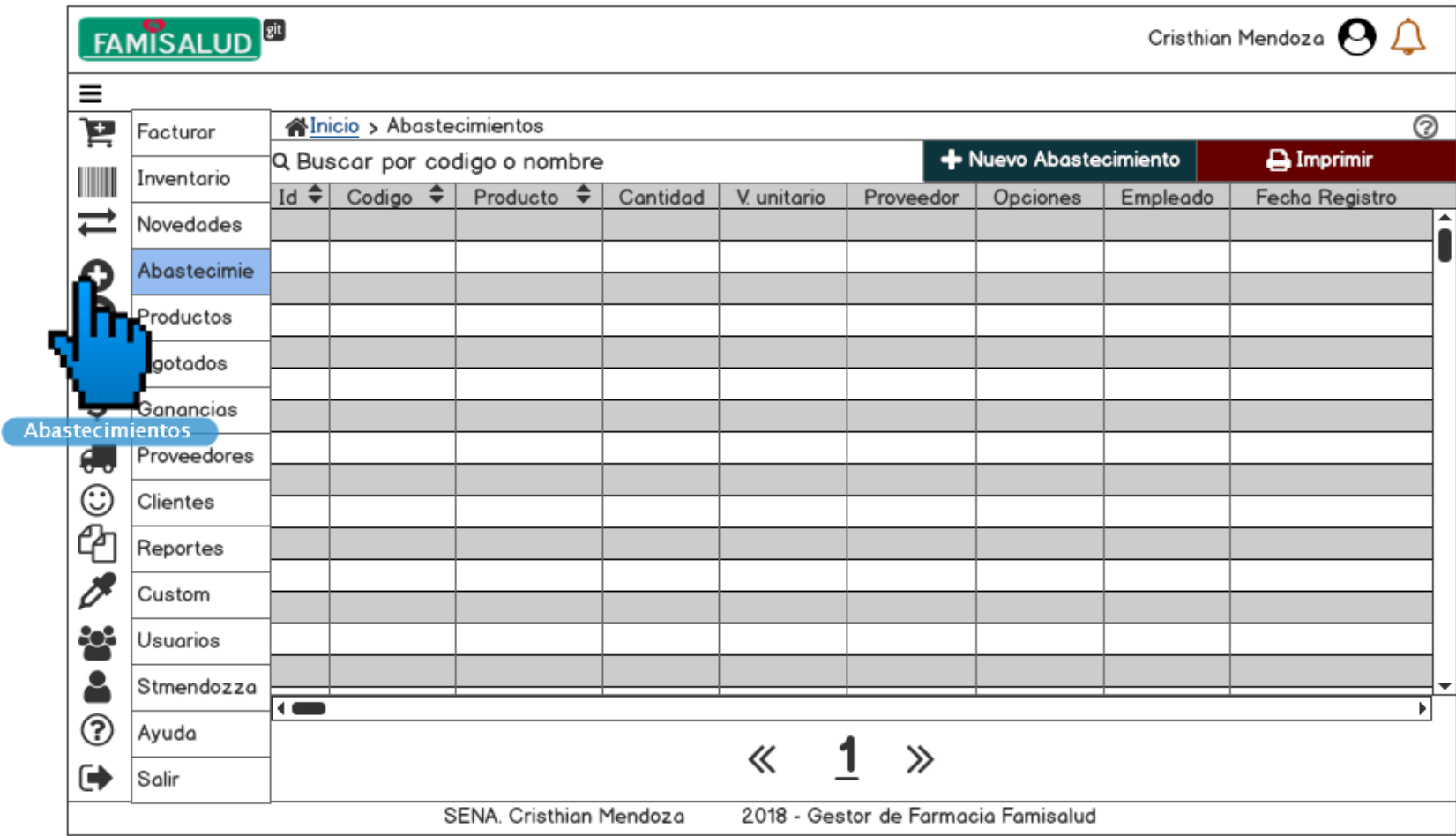


7. SUPPLIES

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

Second step: Click on

+ Nuevo Abastecimiento



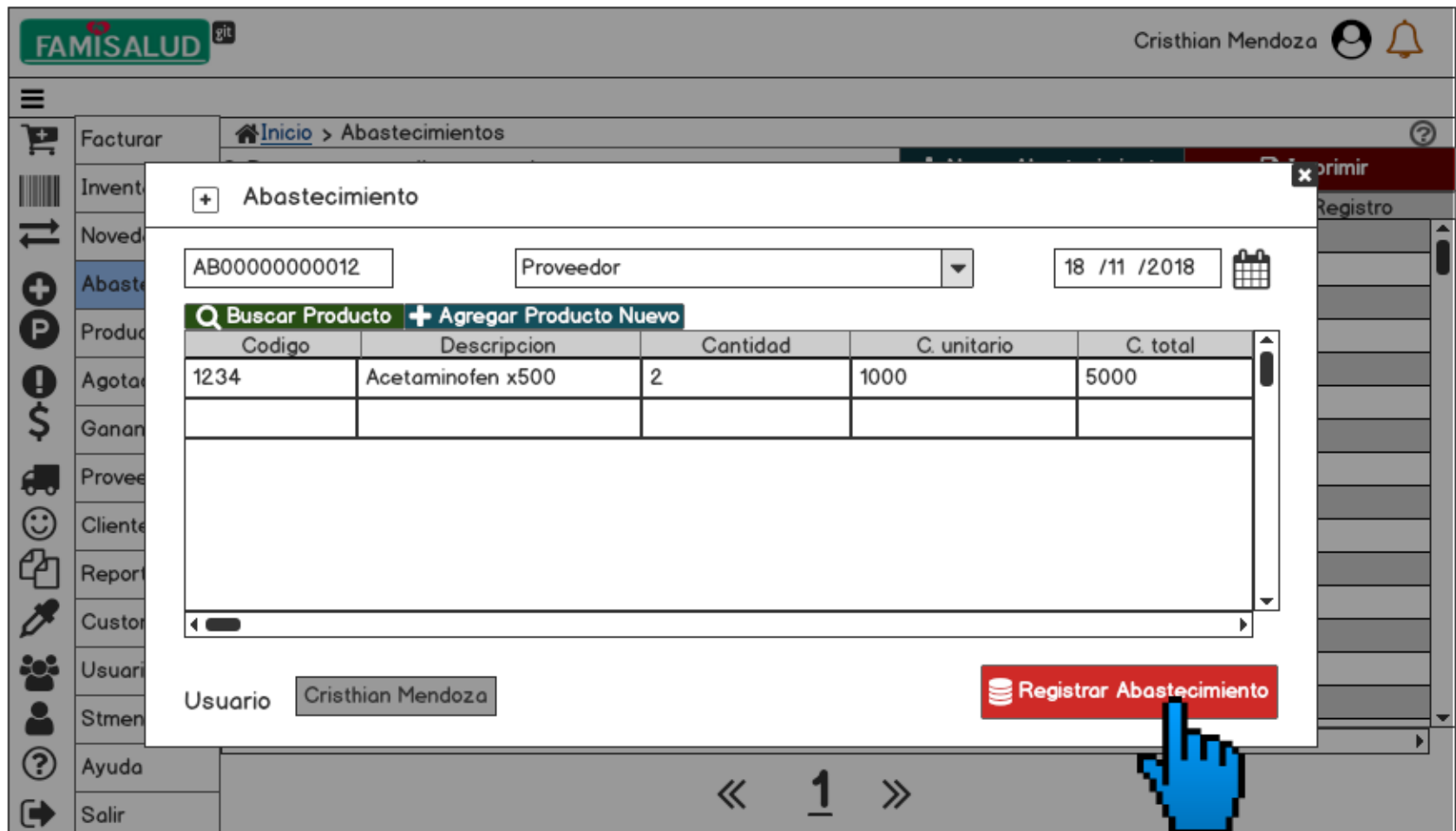
Third step: Enter the data requested by the format, this product entry format works similar to the invoicing module, it is important to remember that the supplier registration is mandatory.

Fourth step: click on  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



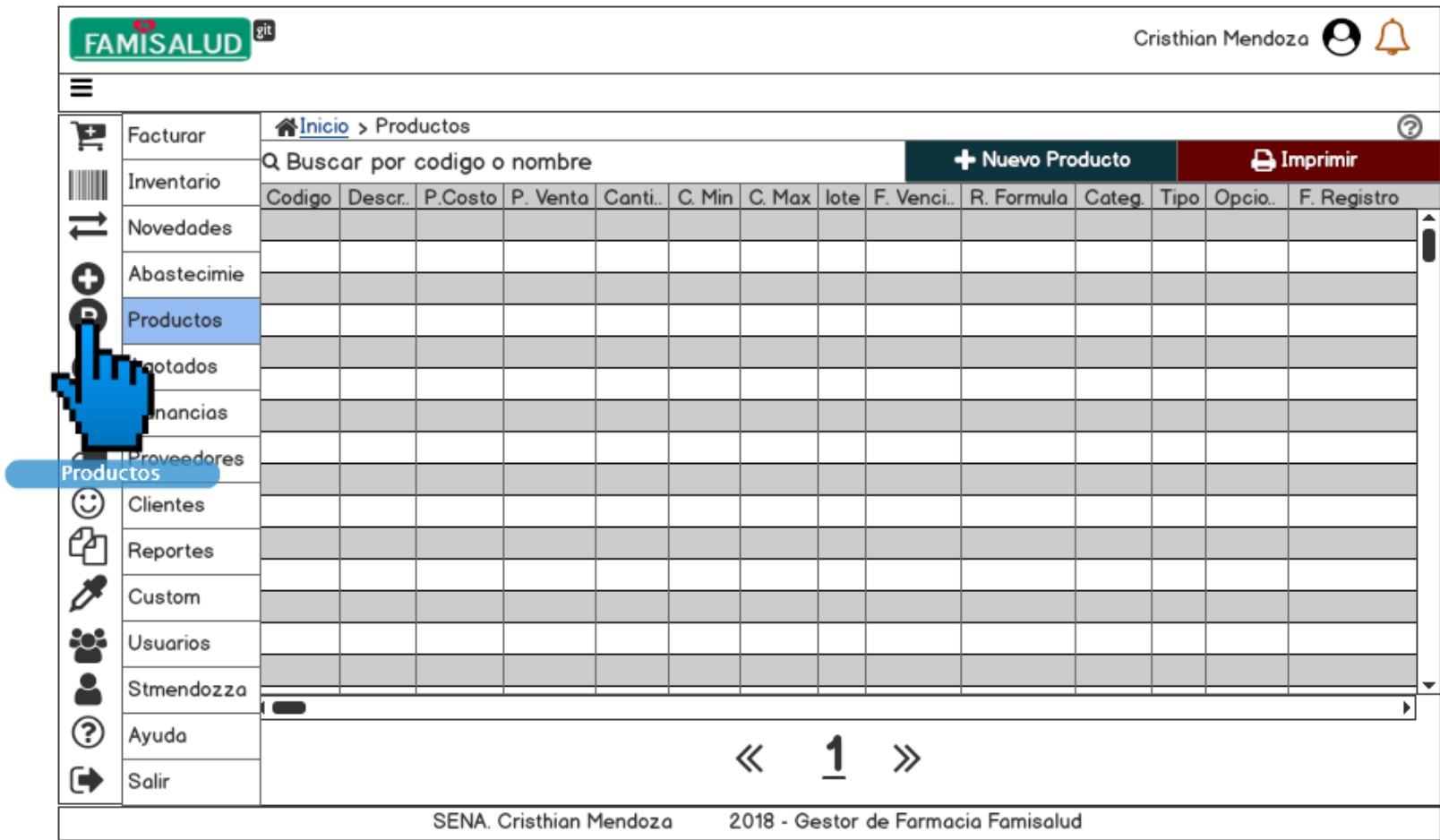
- When entering a new product click on  when entering the new product can be related in the supply, not before.



8. PRODUCTS

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

Second step: Click on 

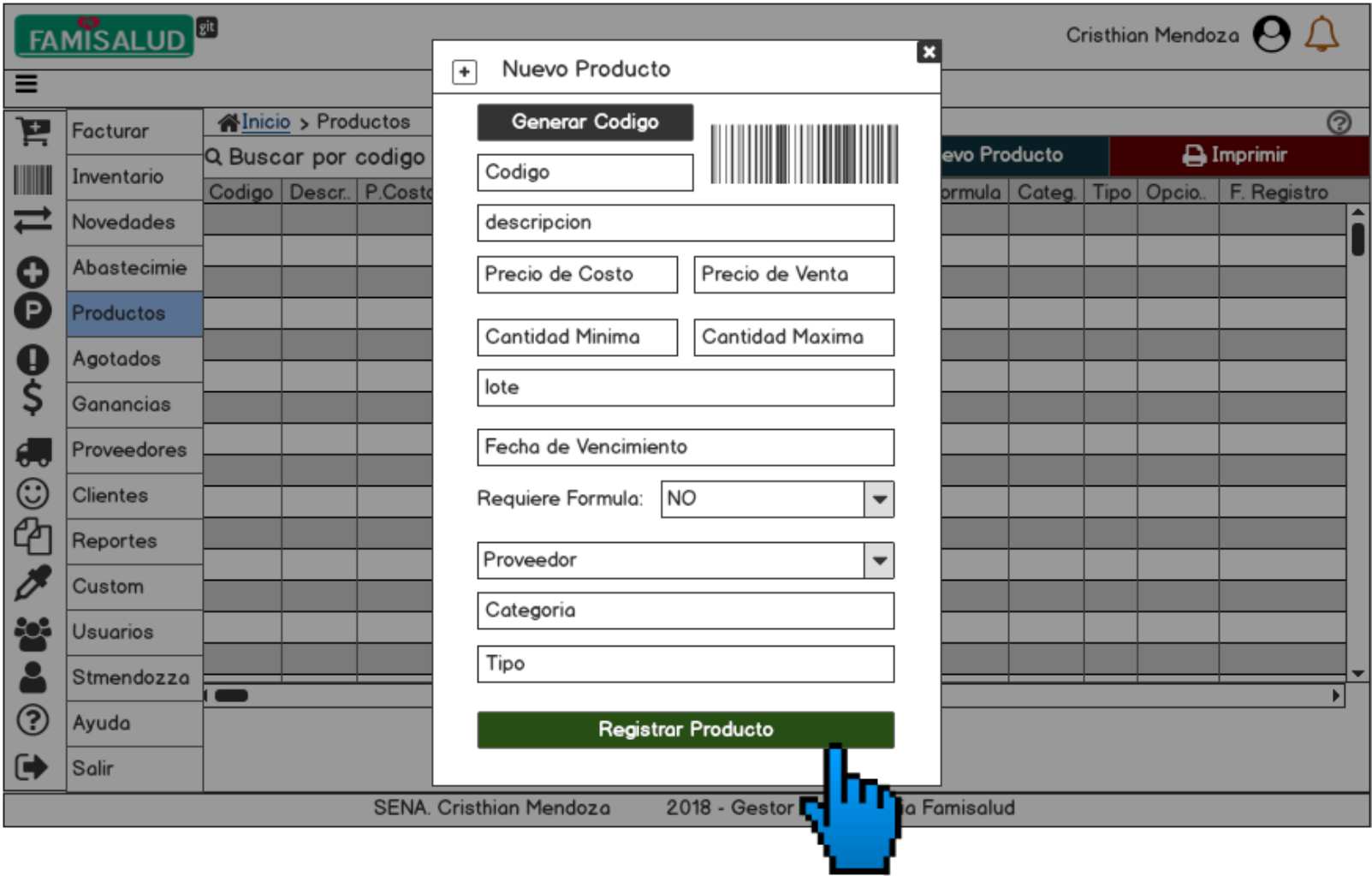


Third step: Enter the data requested by the format, **it is important to remember that the registration of the provider is mandatory.**

Fourth step: click on

Registrar Producto

 to save the information in the database.



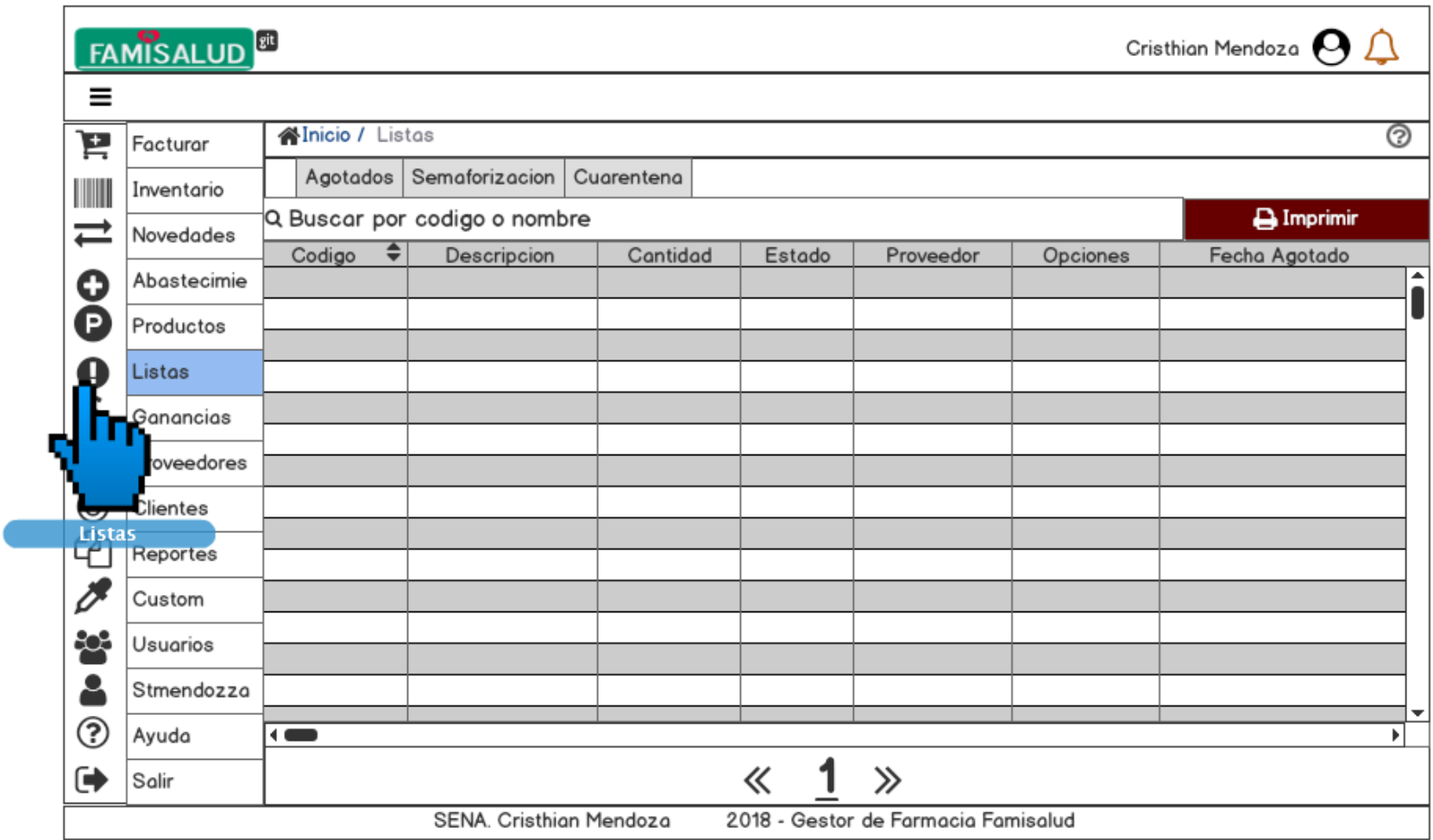
9. LISTS

- 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

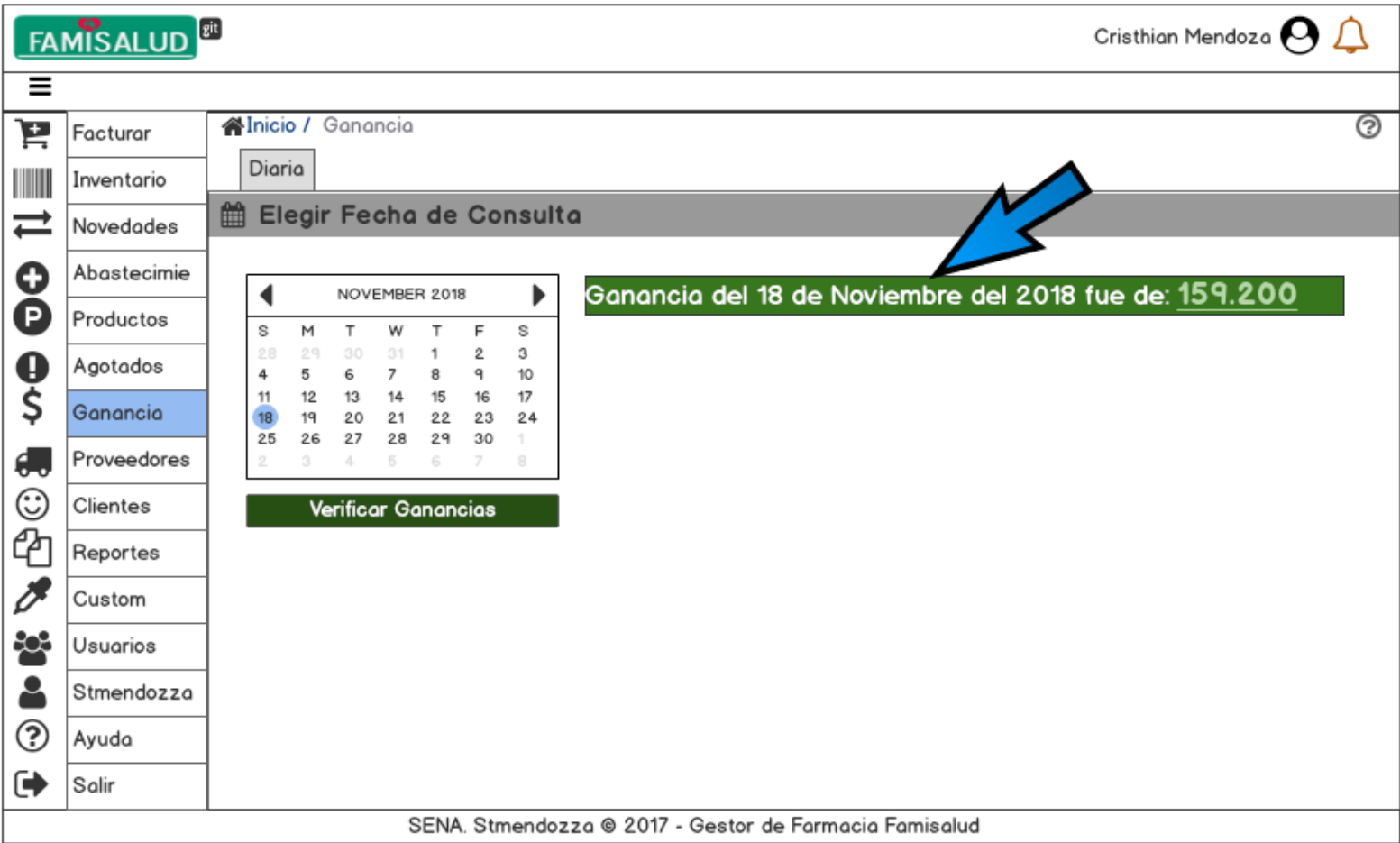
Cuarentena



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.

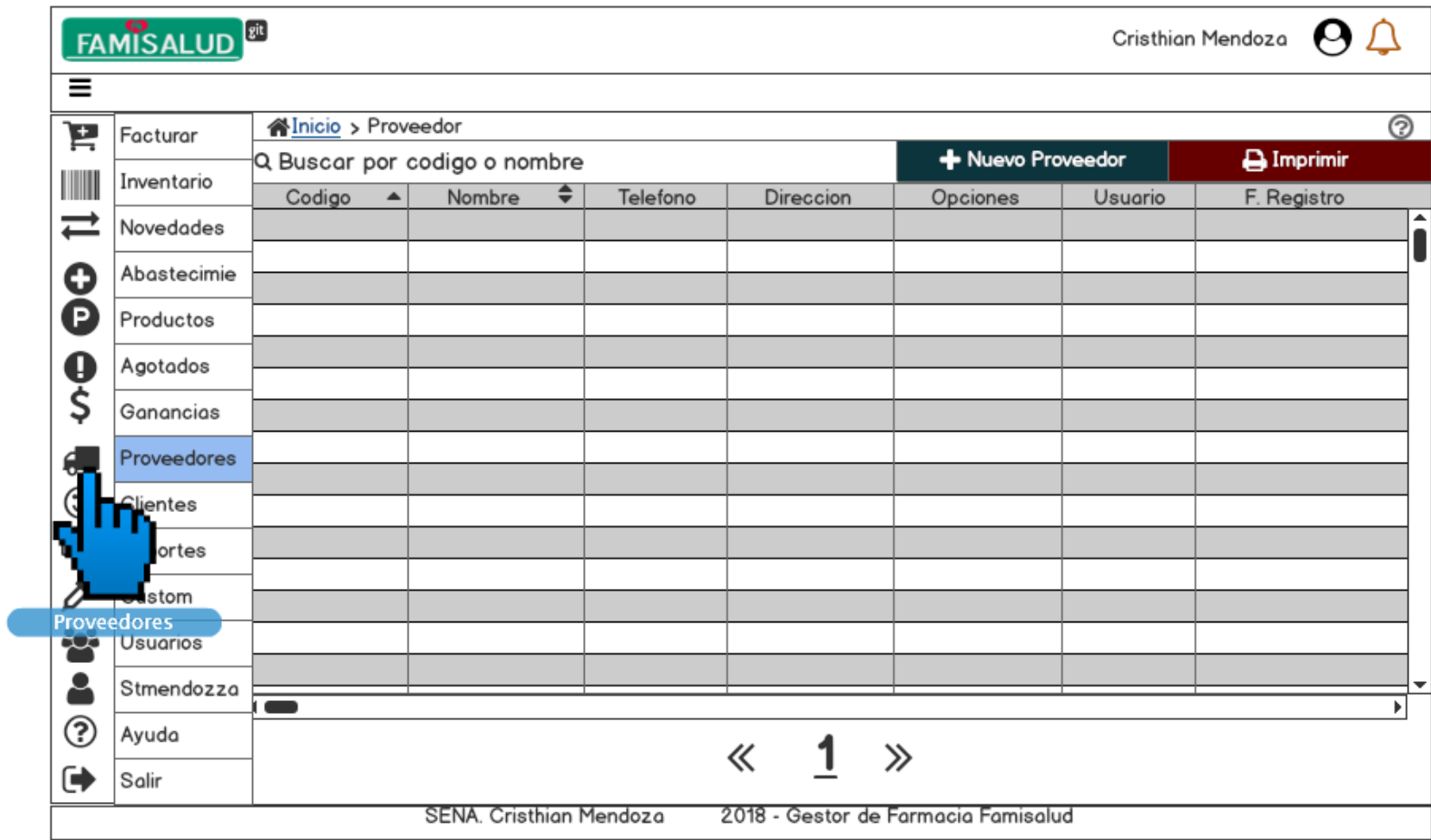


11.PROVIDERS

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

Second step: Click on

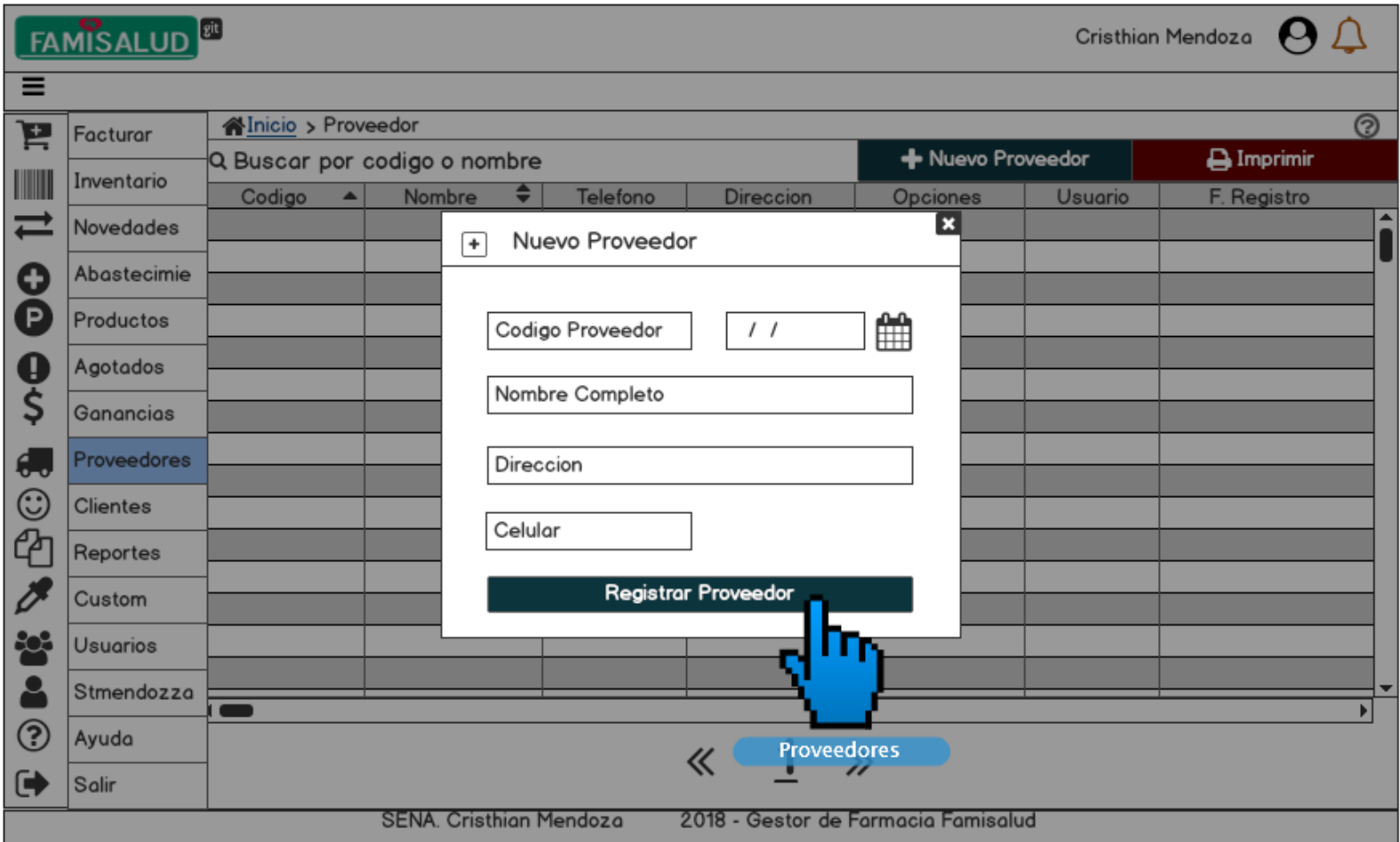
+ Nuevo Proveedor



- Third step: Enter the data requested by the format.
- Fourth step: click on

Registrar Proveedor

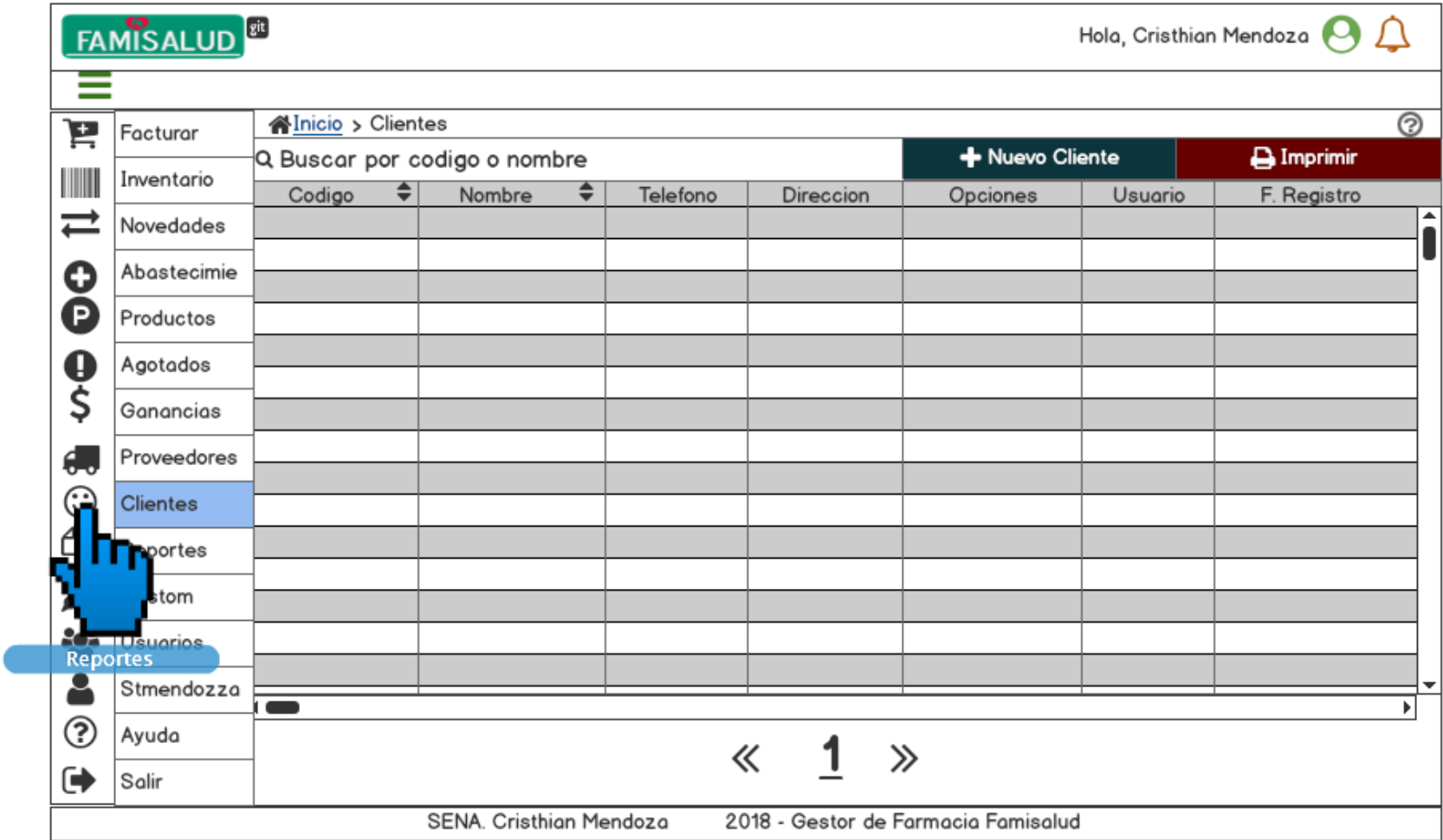
 to save the information in the database.



12.CUSTOMERS

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

+ Nuevo Cliente

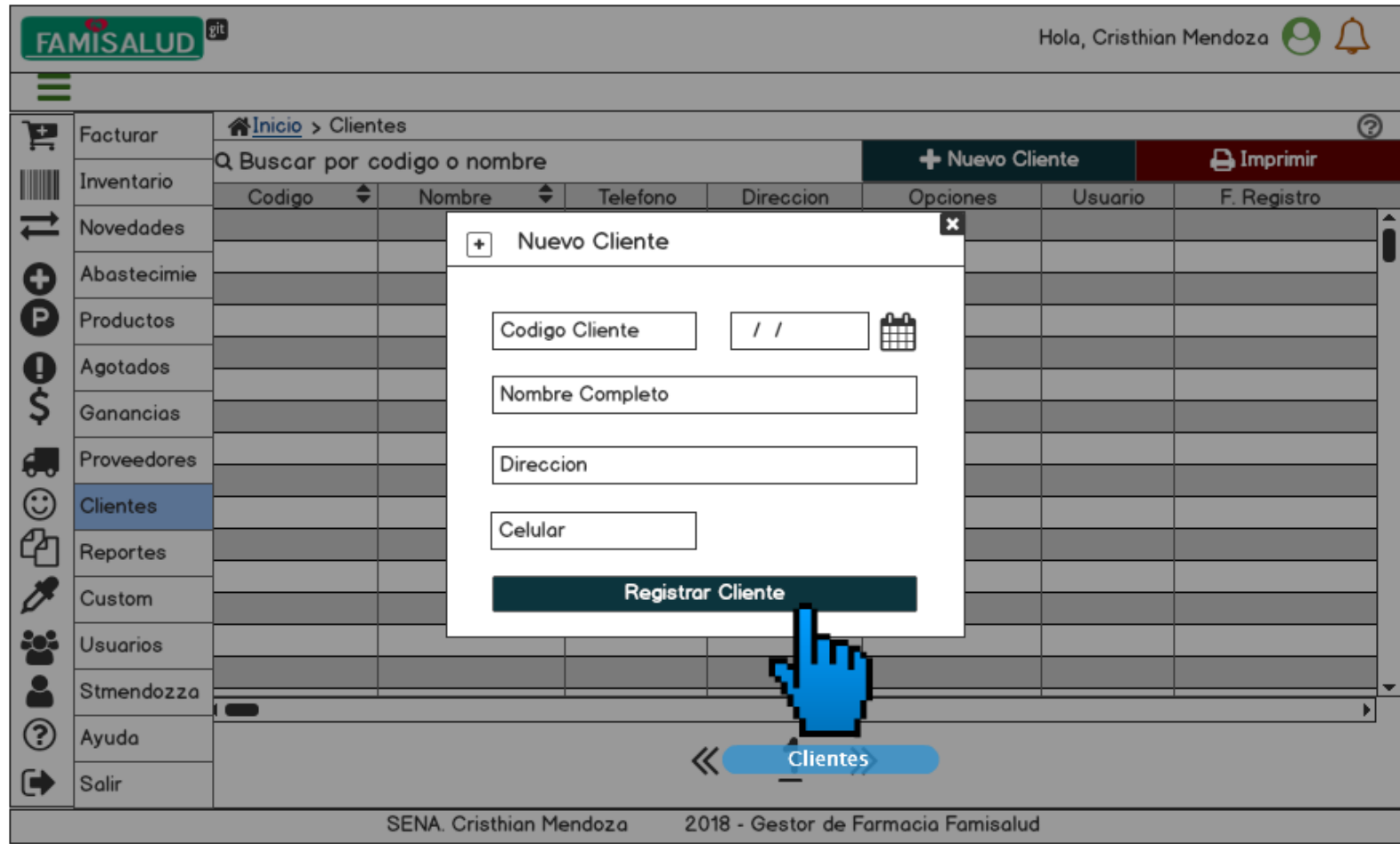


Third step: Enter the data requested by the format.

Fourth step: click on

Registrar Cliente

 to save the information in the database.

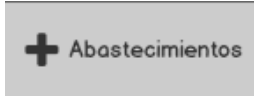


13.REPORTS

- 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:



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  if it is the case of generating a PDF with that information.


FAMISALUD


git


Cristhian Mendoza





Facturar


Inventario


Novedades


Abastecimie


Productos


Agotados


Ganancias


Proveedores


Clientes


Reportes


Custom


Usuarios


Stmendoza

Ayuda

Salir


Inicio

Reporte

Abastecimiento


DESDE


10/10/2018



HASTA

10/11/2018



Generar PDF

| Id | Codigo | Producto | Cantidad | V. unitario | Proveedor | Opciones | Empleado | Fecha Registro |
|----|--------|----------|----------|-------------|-----------|----------|----------|----------------|
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SENA. Cristhian Mendoza2018 - Gestor de Farmacia Famisalud



14.CUSTOM


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


FAMISALUD


git


Hola, Cristhian Mendoza





Facturar


Inventario


Novedades


Abastecimie


Productos


Agotados


Ganancias


Proveedores


Clientes


Reportes


Custom


Usuarios

Stmendoza


Ayuda

Salir

Inicio

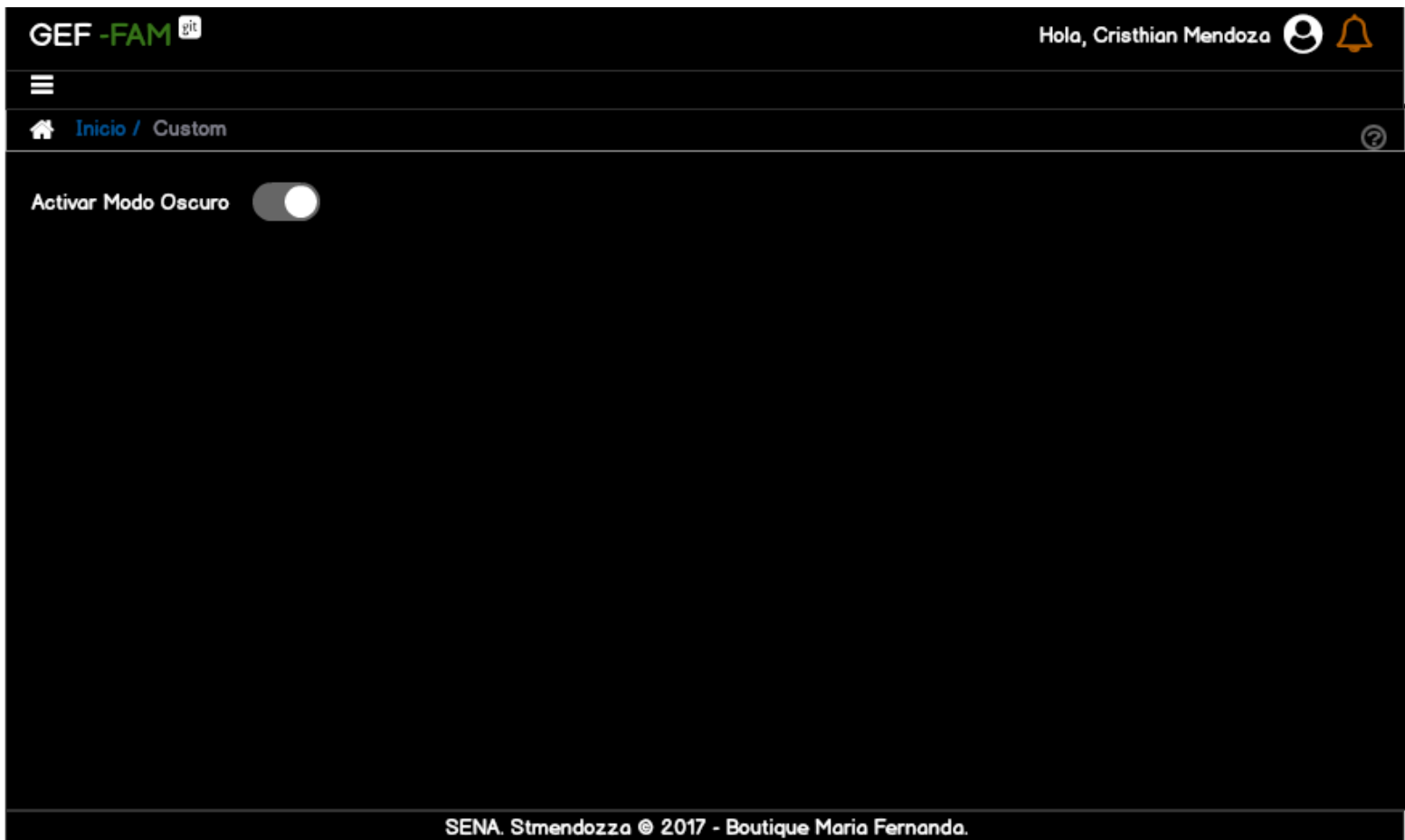
Custom

Activar Modo Oscuro



SENA. Stmendoza © 2017 - Boutique Maria Fernanda.

- 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.

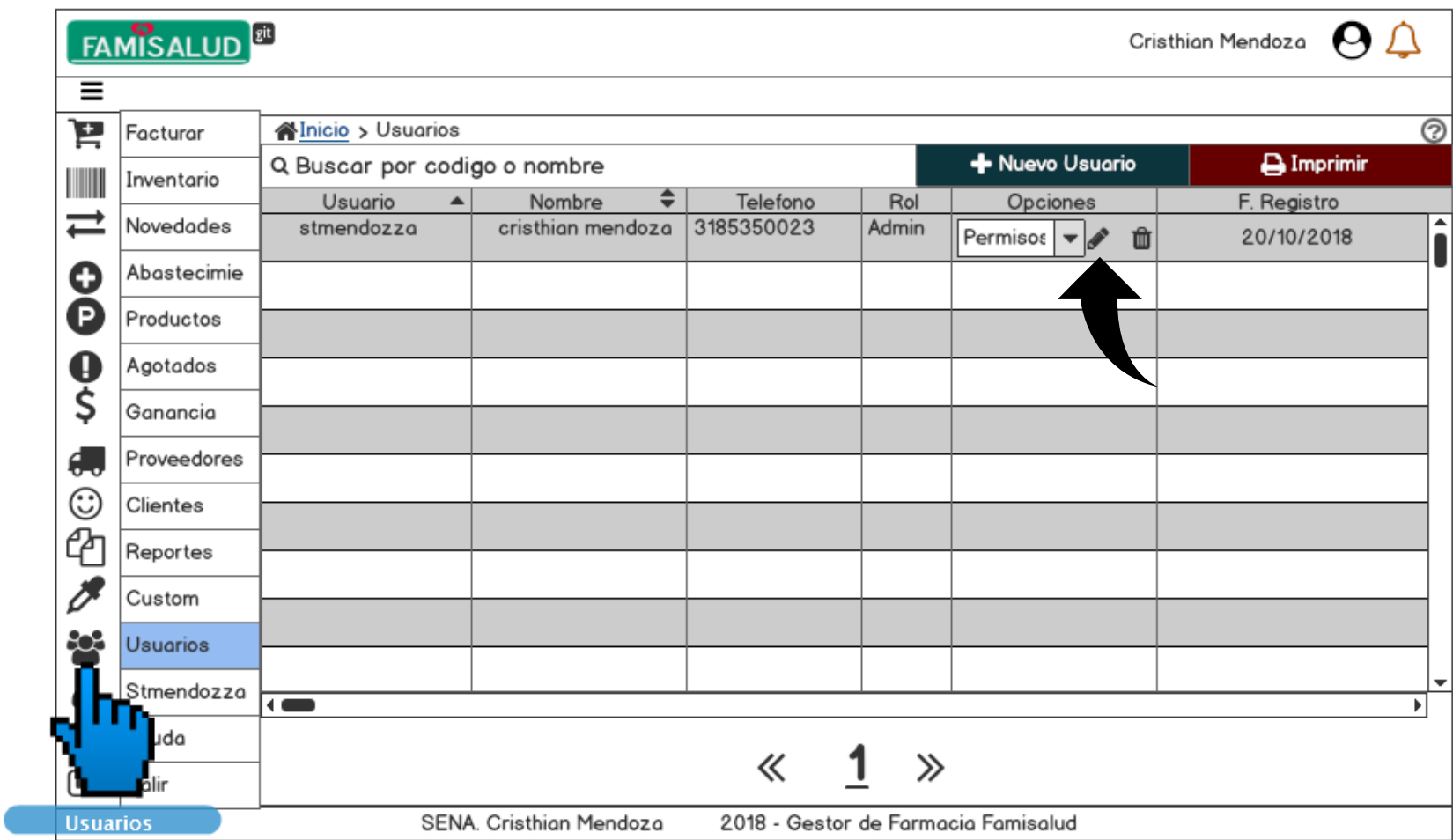


15.USERS

- 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.

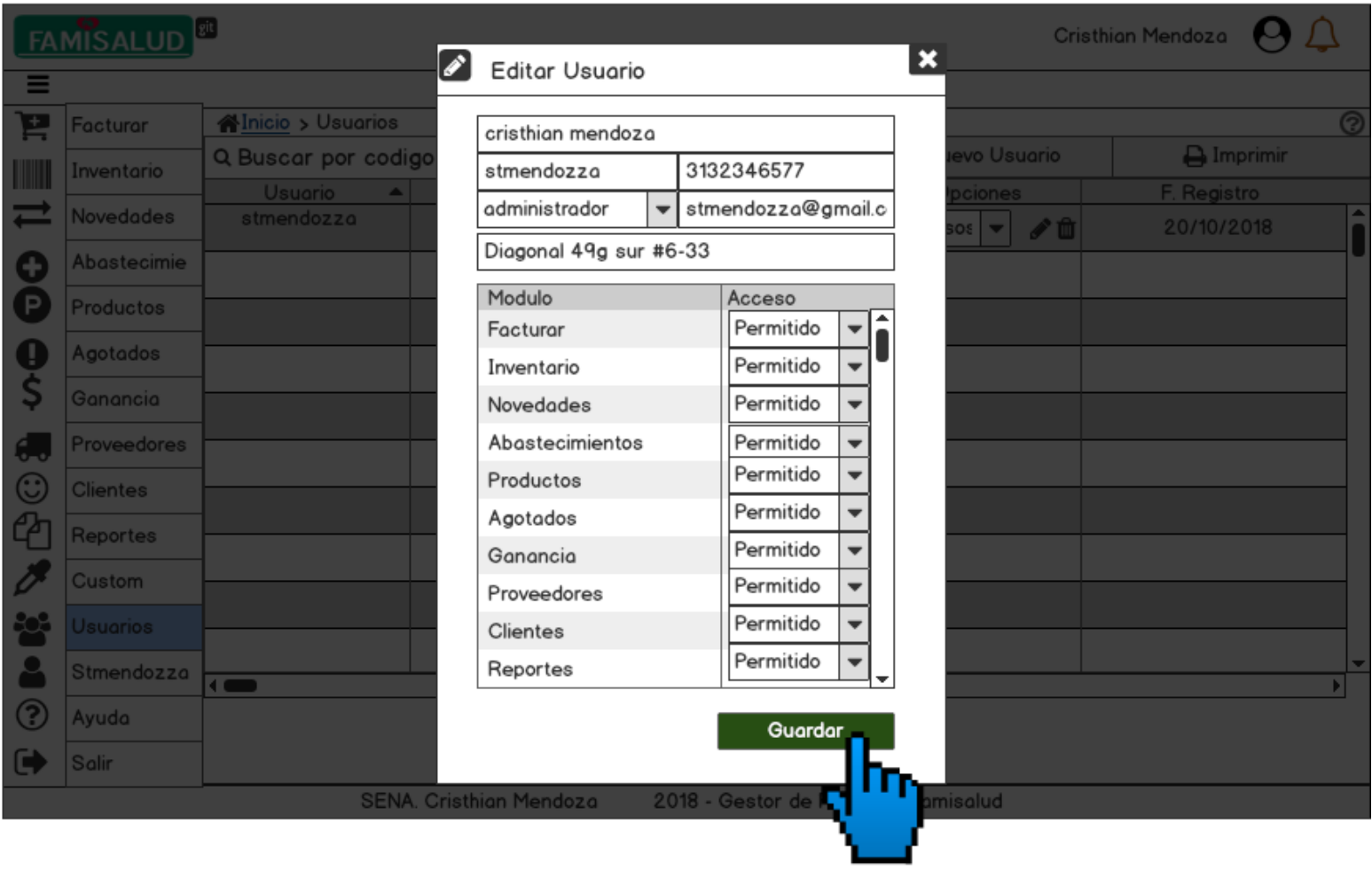
First step: Click on the module indicated in the image.

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



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

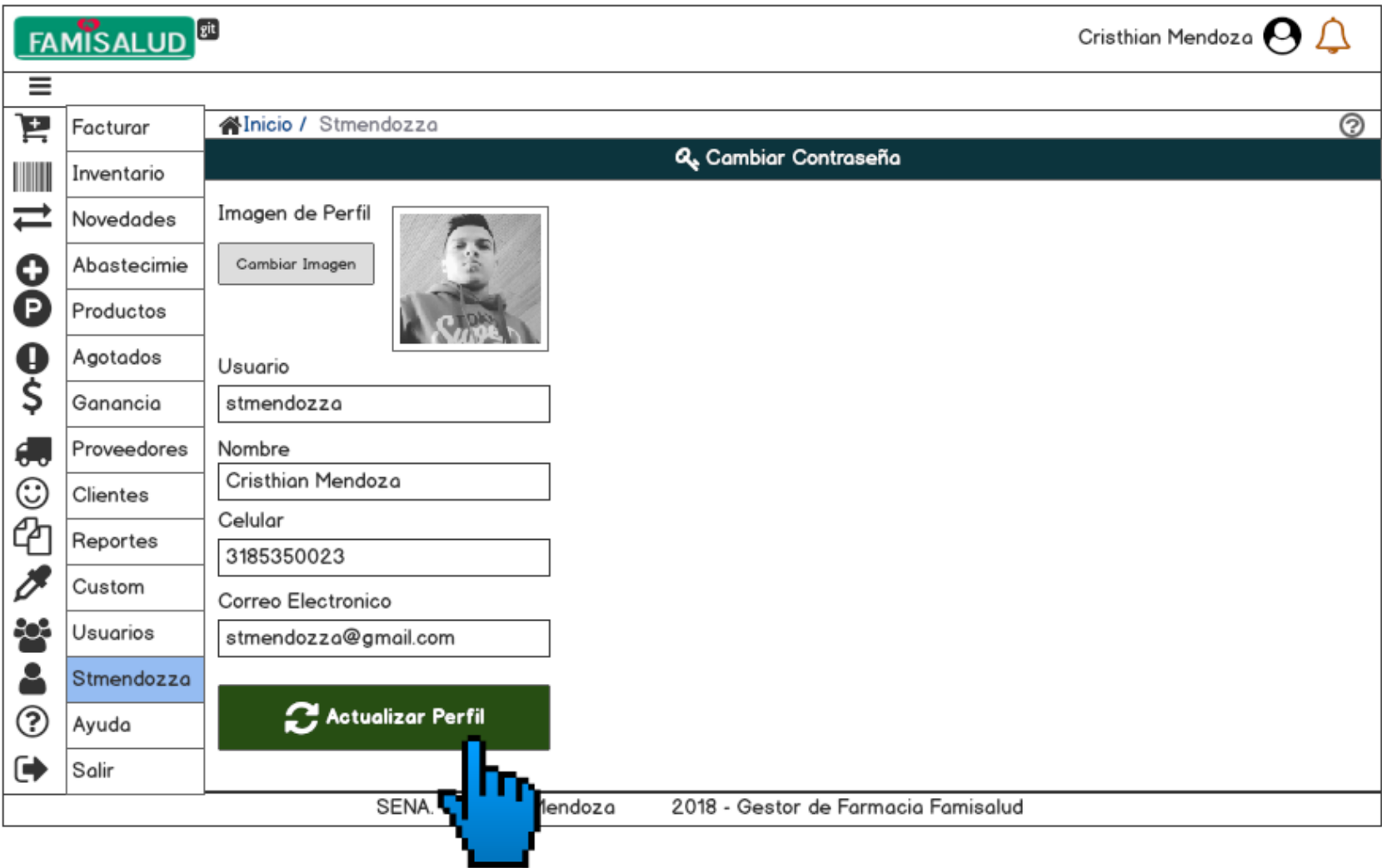
Fourth step: click on Guardar to register the changes made.



16.USER

First step: the required data is modified.

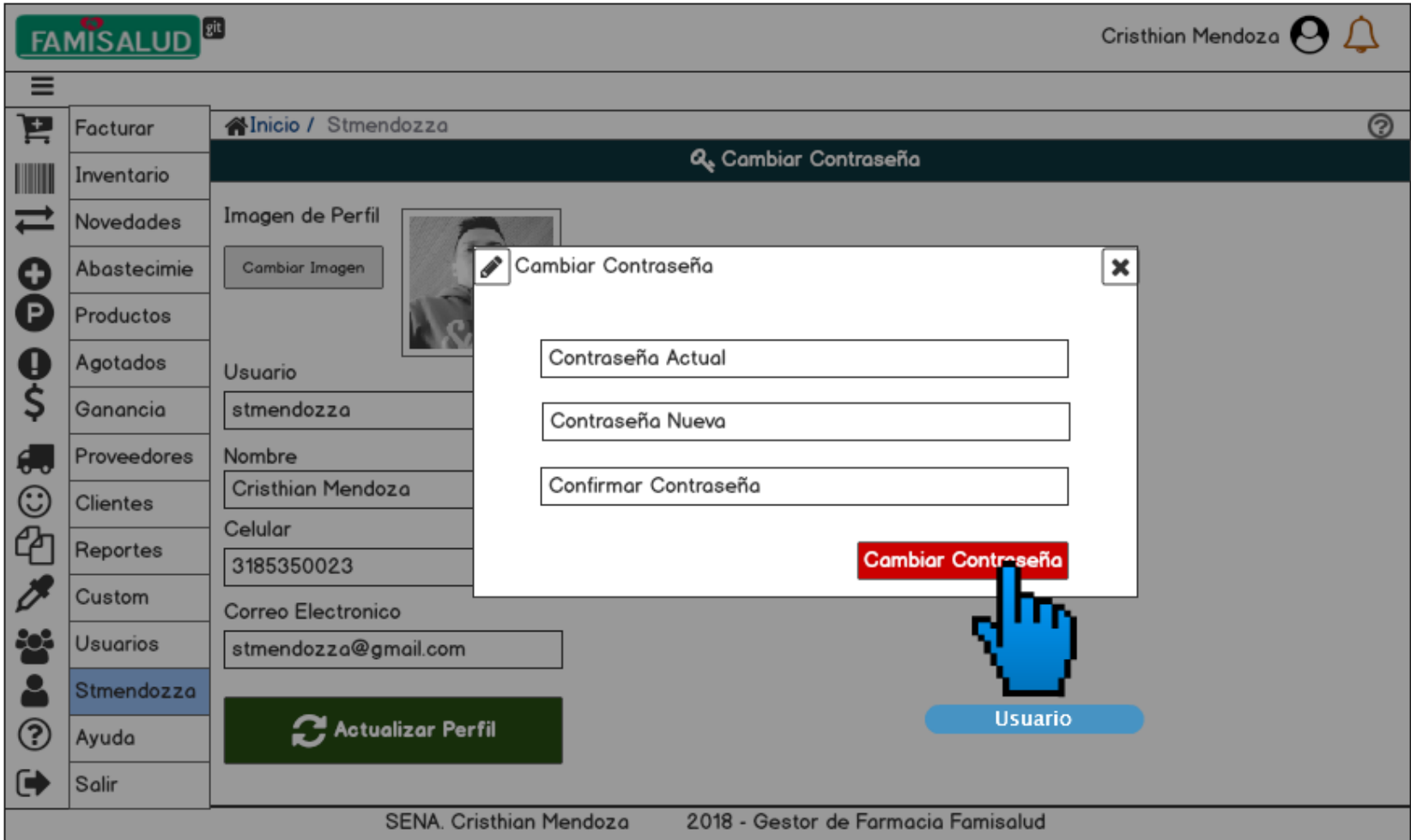
Second step: click on Actualizar Perfil for to update, it will automatically show the change made.



- First step: click on

Cambiar Contraseña
- Second Step: Enter the current password, the new password and confirm the password.
- Third step: Click on

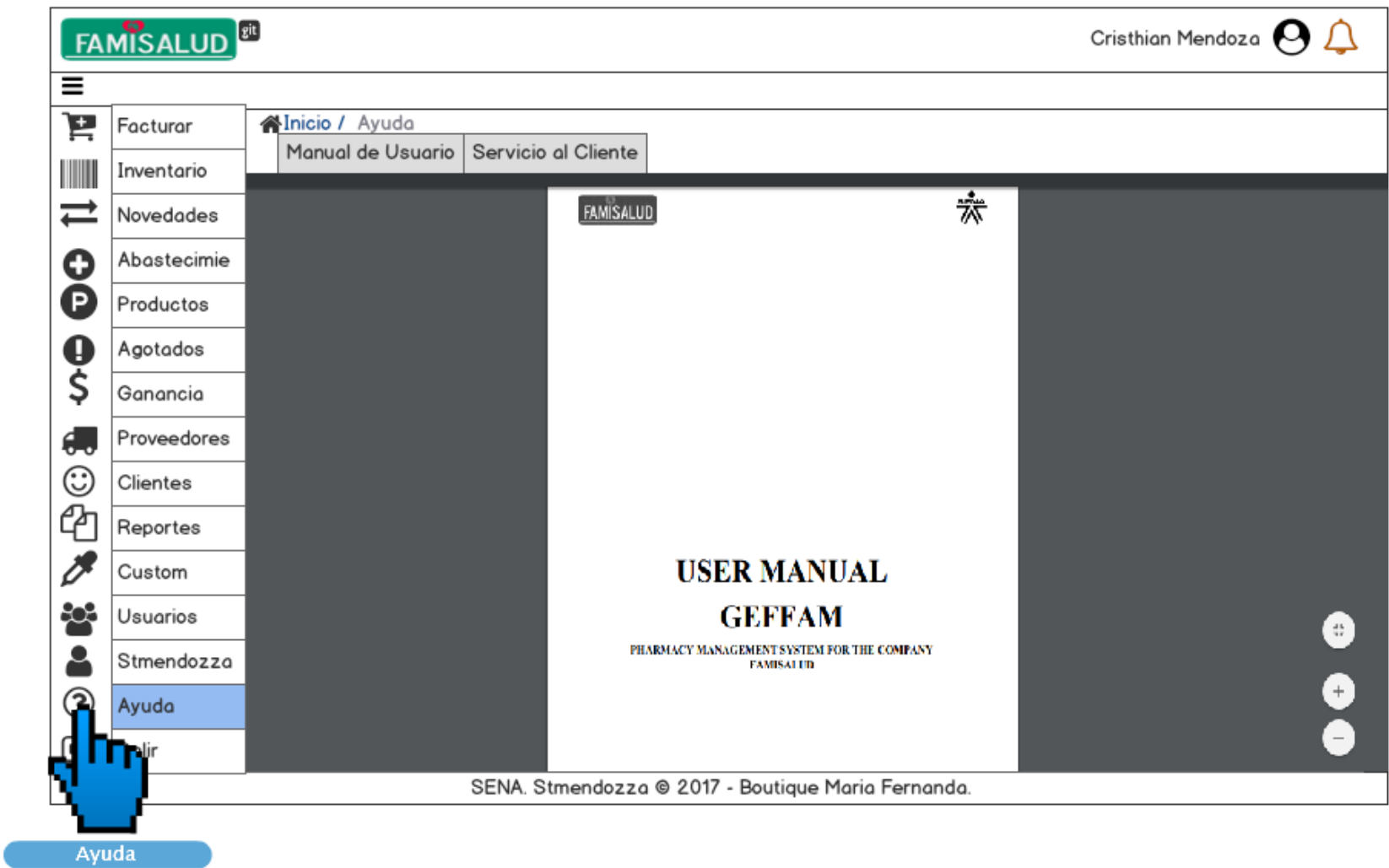
Cambiar Contraseña



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

Servicio al Cliente



18.LOG OUT

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

[illegible]

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.).