

User Manual

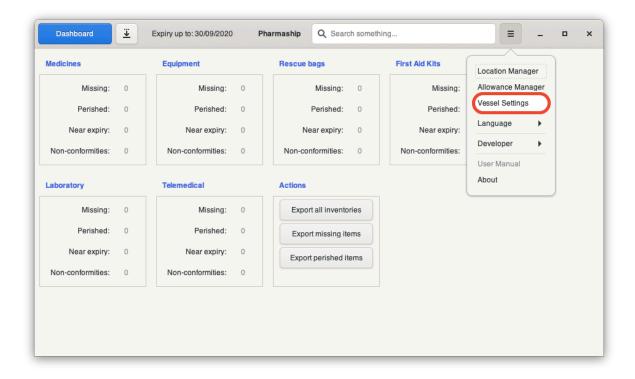
Release 0.9.0

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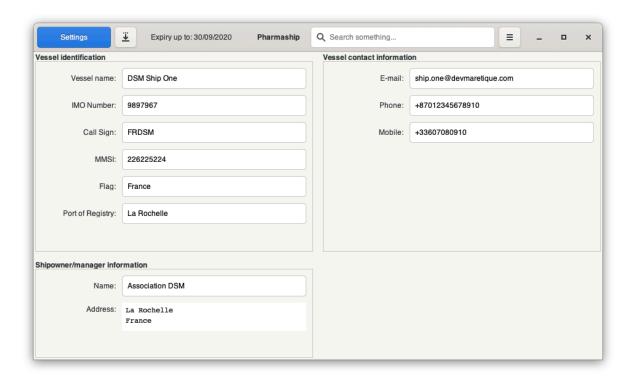
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INSTALLATION & SETUP

1.1 Configure your vessel

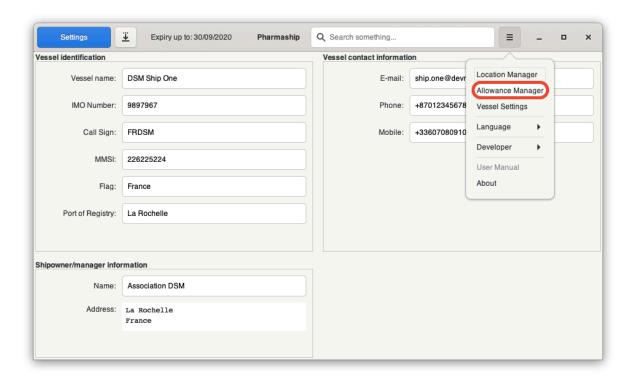


In any software window, open Configuration Menu then Vessel Settings.

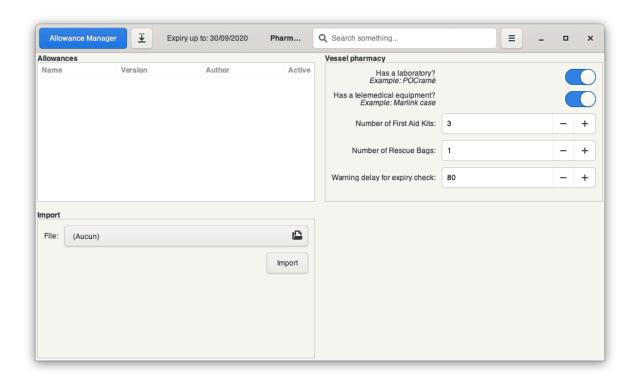


Fill all fields there as it will be used on various area, such as your pdf exportation. When modifying any value, bottom bar will appear with *save* or *cancel* button. Click on *save* to record your changes.

1.2 Configure your allowances



In any software window, open Configuration Menu then Allowance Manager.



This configuration window is split in two columns, on the left, the top part shows allowance loaded for your vessel when the bottom part shows import button to update allowance you have to use.

1.2.1 Allowances

You should have allowances packets in your possession, if not you may download some from Pharmaship/Allowance. These files look like *A_type_version.tar.asc*, where *type* can be *GSMU* for instance, and *version* is the revision number.

Note: These files are encrypted, using GnuPG public and private keys for signature validation from authors of packets. This is to ensure origin of data, and prove its integrity.

Active column allows you to (de)activate any allowance you want, in order to check for example quantity and dotation of an other specific allowance.

1.2.2 Vessel pharmacy

On the column, you will be able to (de)activate Laboratory and/or Telemedical equipment depending if your vessel is equipped, or not. Then you need to specify how many first aid kit(s) and rescue bag(s) you have, they may be stow outside of vessel's pharmacy. They usually are.

Finally, set-up the warning delay for pharmacy check. This is interval between when you need to order new medicines in order to receive them before the old ones were expired.

Warning: Sailing with expired medicines is prohibited.

But don't throw expired medicines until you receive the good one, it may save life! Expired medicines have to be kept outside of good medicines, with a placard: "expired medicines, do not used". In fact, it could be used on Maritime Medical Consultation Center Doctor advice only.

Depending on your system, you will have to use the following installer that you may find on DSM website on page Pharmaship.

- **pharmaship_xx.xx.xx.exe** for Windows Operation System Simply double-click on the application icon.
- **pharmaship_xx.xx.xx.deb** for Debian based systems execute "dpkg -i pharmaship.xx.xx.xx.deb" in normal user console.
- **pharmaship_xx.xx.xx.dmg** for MacOS environment Double click, then drag & drop Pharmaship icon to your application folder.

Once successfully installed, you will be able to execute it for the first time and set all parameters.

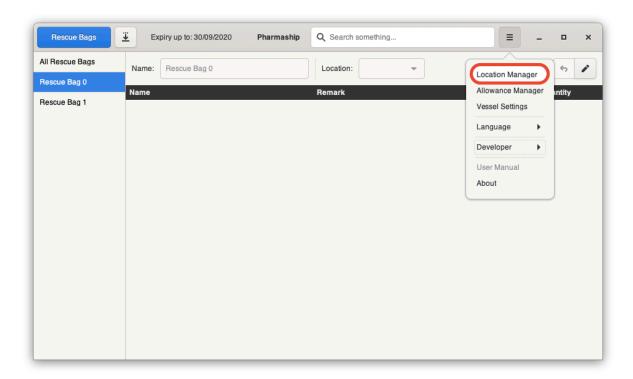
Note: In case of new installation of *Pharmaship*, there is absolutely no need for any kind of configuration. Once installation is done, directly recover your backup and simply check that there is no mistake in configuration.

SETUP YOUR INVENTORY

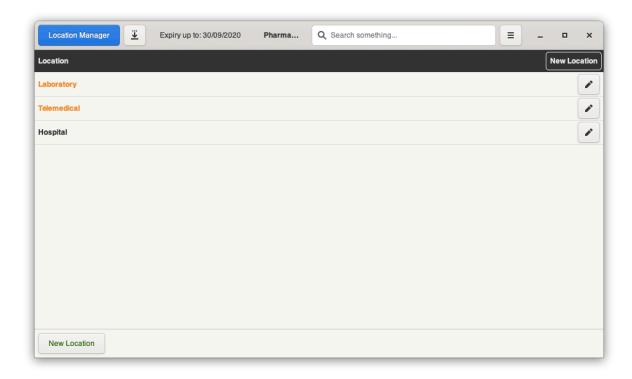
When you install from scratch, and need to configure your database, before entering any medicines in there, you first need to configure your location, the shelve and drawer names you will use to tell to pharmaship where are stored your medical stuffs.

Note: Be explicit there as finding medicines is always a kind of rush.

2.1 Configure your locations

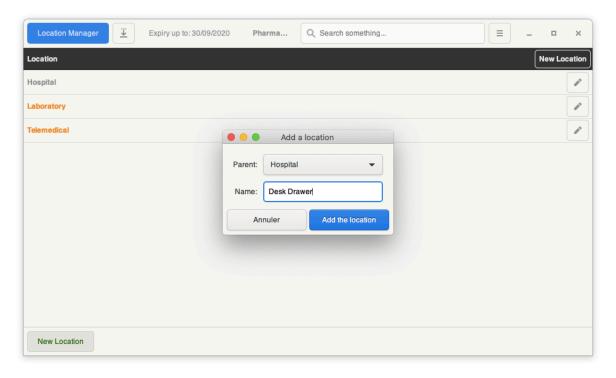


In any software window, open Configuration Menu then Location Manager.

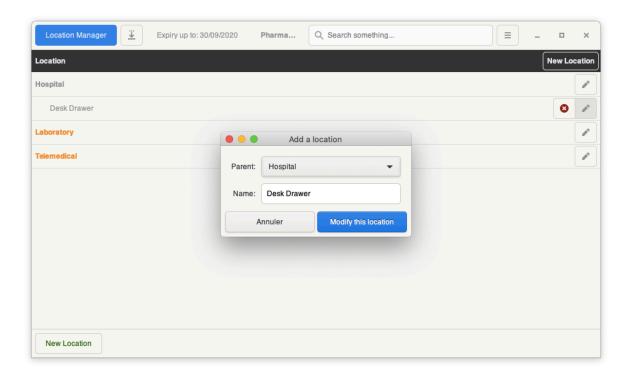


By default, there is few locations. You may modify, add, remove others location, but it is a good habit to keep these first locations.

Let's make an example. If we want to add the desktop drawer in our list of locations, because we store medical tools there, simply click on *new location* button, located either in the top right corner, either in the bottom left corner of the window. On the sub window which opens, select **hospital** as *parent* location, for a drawer in hospital, and put a name, like **Desk Drawer**. Click on *Add the location*.



Now it has been added, you can see that it appears in the list of locations - lucky we are! We can easily delete, or modify it with the button on the right end of its line, and to update, it appears exactly on the same way. To erase, click on the cross button, then validate on the sub window.



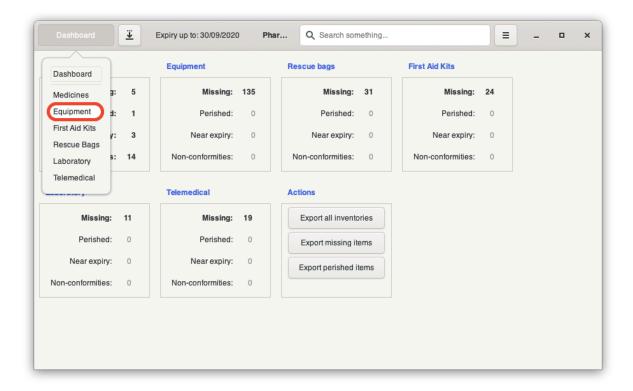
Once all your locations are set up, you may proceed with updates of medicines.

2.2 Initial inventory

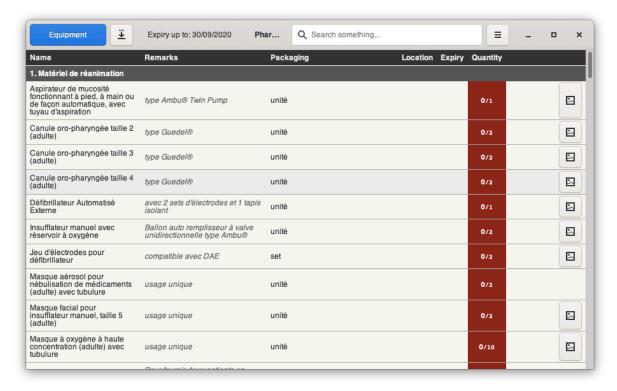
Well, this might not be the funniest part, but new software for maintaining stock, and managing requisition, often means complete new inventory. So, here we are. It's time.

Let's make a step by step example. To Update *equipment* first, let's go into its page.

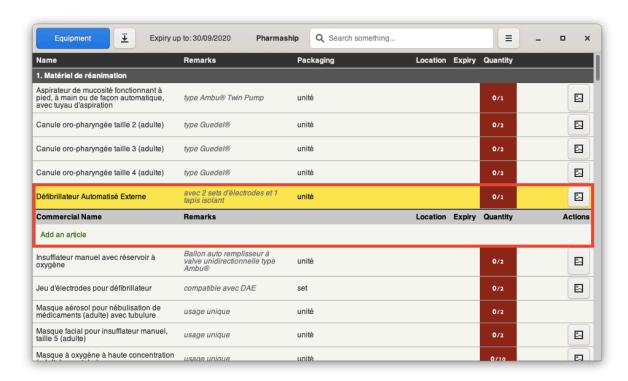
In any software window, click on the blue button, whatever it says, then *Equipment*.



As there is no equipment already setup, you should arrive on the following page, showing an empty list of equipment. Equipments are coming from allowances you inserted during configuration step.

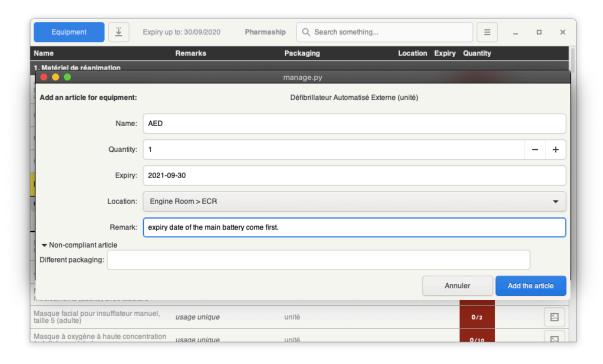


When clicking on one line, it opens the named equipment inventory list as per below.

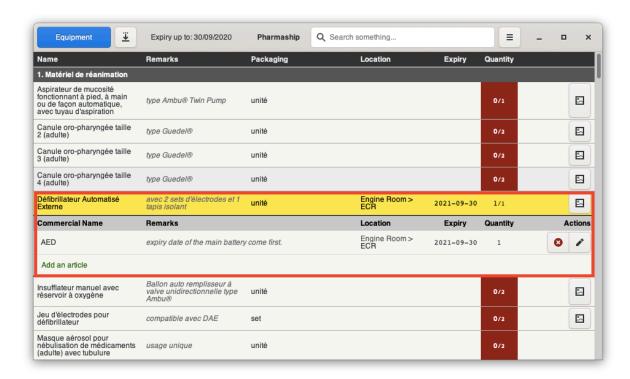


To add an item, click on add an article. It will open the following sub-window.

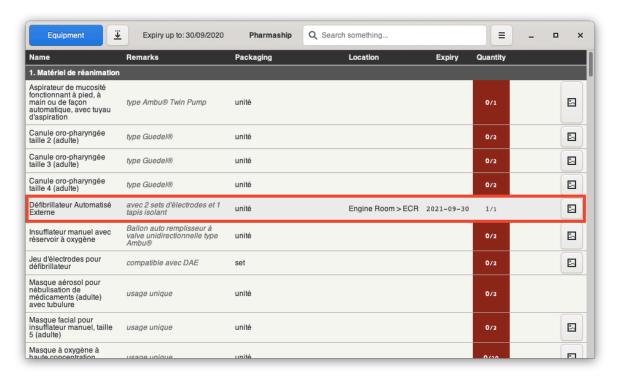
Warning: Shall an equipment be non compliant, it should be for a packaging issue. In the bottom of the window, you can comment the non compliant reason. For medicines, it can be molecules, or concentration issue, but you will be able to specify too.



Once your article is filled correctly, click on add the article. You can see below your article is registered.



Shall you click again on the line title (in yellow), it will reduce it, and you will see that there is location, expiry date and quantity which change.



Do the same for all your equipment and medicines... Then you may proceed to backup menu, in order to avoid having doing it again! :-)

DAILY USE OF PHARMASHIP

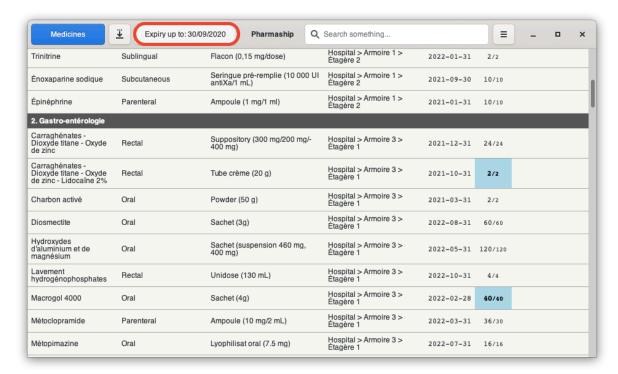
The goal of *Pharmaship* is to be able to provide a valuable support on managing ship's hospital inventory. It means:

- Giving a clear overview of status of medicines/equipments:
 - missing items,
 - outdated ones,
 - non-conformities with regulation.
- Assisting in requisition making, by taking into consideration:
 - time before delivery,
 - time for the next order.
- Assisting creating various logs, like
 - medicines / material log,
 - expired medicines list.

We will see in this page, how it works and how to use it properly. Not all of the menu / functionality will be introduced there, but we are sure that due to its user-friendly interface, you will be able to find all the shortcuts and other operations not explicitly described in this manual.

3.1 Set the expiry date

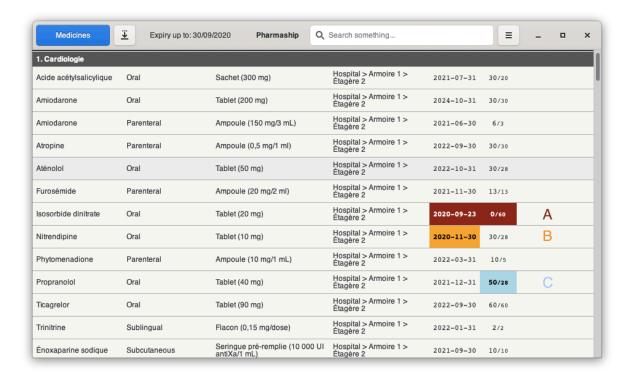
Expiry up to as mention in the title bar is always shown. This is a very important parameter in *Pharmaship* as perished item (in *Dashboard*) or expiry colour coding in pages like *Medicines* are taken from there. Different uses may be done.



The date which has to be entered there is the date where you want to check what medicines/materials will be expire, in order to reorder them, or in order to remove them from your medical lockers.

3.2 Color coding

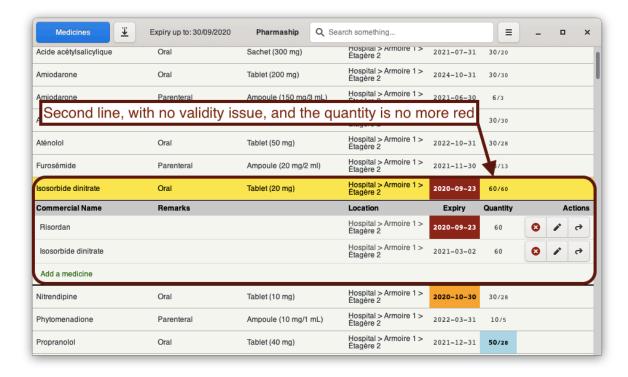
Colors code is as simple as 3 colors on 2 columns are sufficients for a graphical view.



3.2.1 A - Color in red

Red color on *Expiry* column means the date of expiry of items on the line is already expired, due to the *Expiry up to* filed.

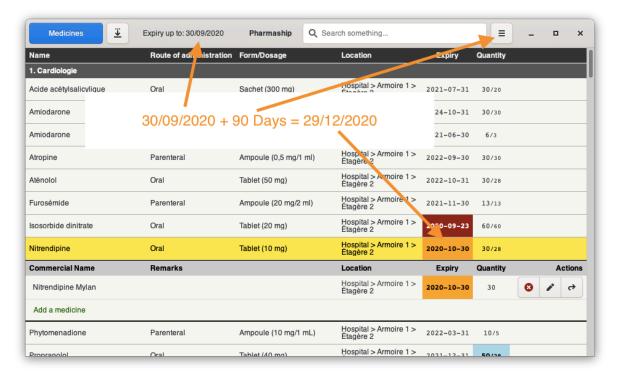
If there is **red color** on *Quantity* column, that means you do not have any sufficient quantity onboard at this date, but, shall you have more that one items (for example, boxes with another expiry date), you may still have the good quantity, and there is no color in that case.



3.2. Color coding

3.2.2 B - Color in orange

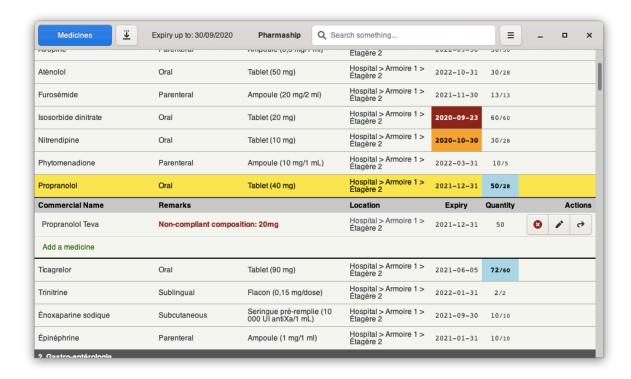
Orange color on *Expiry* column means the date of expiry of items on the line is not already expired, but will expire at the date composed with *Expiry up to* date + *Warning delay for expiry check* from *Allowance Manager*.



There is no *Orange color* on *Quantity* column, meaning there is no immediate way to know if you will still have enough items, but as we will see in Generate requisition below, it will be re-ordered.

3.2.3 C - Color in blue

Blue color on *Quantity* column means this item has any kind of non-conformity and has to be re-ordered in order to be compliant with regulation.



3.3 Generate requisition

In order to generate a good requisition, it is from utmost importance to well understand how to setup dates properly, especially *Expiry up to* and *Warning delay for expiry check*.

Expiry up to is the date where you are suppose to receive your next requisition (the one you are preparing now).

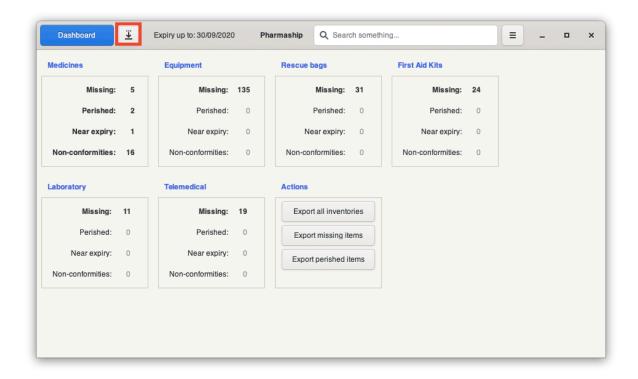
Warning delay for expiry check is the delay between 2 requisitions. 90 days, for 3 months for instance.

That means, today (May 15th), I prepare the requisition to be received by the end of the month (May 30th). *Expiry up to* date is set to May 30th.

My interval between 2 requisitions is 2 months. So, next requisition will be received on July 30th. *Warning delay for expiry check* has to be set to 60 days.

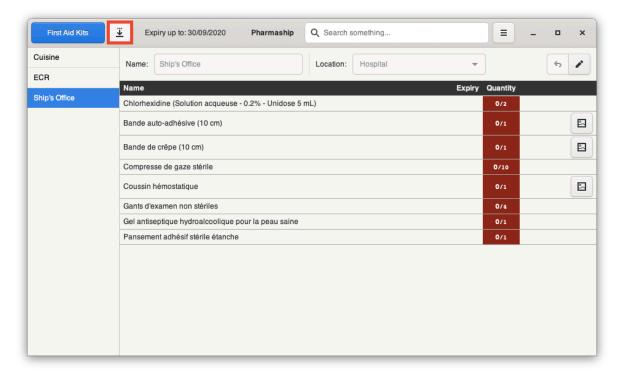
By this way, I will order all medicines that will expire until May 30th + 60 days => July 30th. And during month of July, I will be able to order for the 2 next months again...

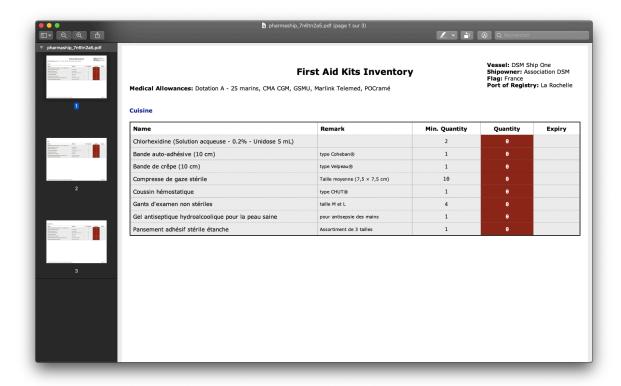
From the page *Dashboard*, click on the down direction arrow in order to generate a full inventory of your hospital items. You may send this list to your medical locker contractor, and he will prepare you a requisition with only missing items.



3.4 Generate inventory

Several inventories can be generated from the software. From any specific page, you may generate dedicated inventory. For example, if you are on *First Aid Kits* page, you will generate a inventory of First Aid Boxes only. Here below how it looks.

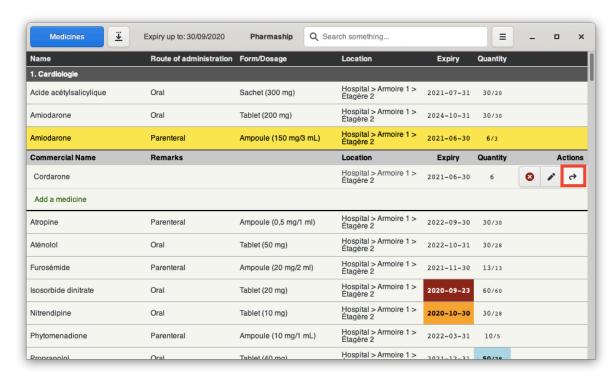




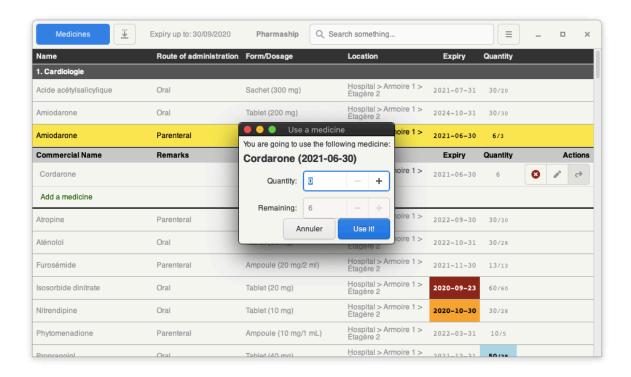
3.5 Take out items

In order to manage smoothly your stock, without having to make full inventory every time, a good way to do is to record every single take out of medicine / material every time you do it.

To do so, goes on the item you want to remove. Click on the most right button. On the sub-window which opens, edit the quantity you take out, and press *Use it!* button.



3.5. Take out items

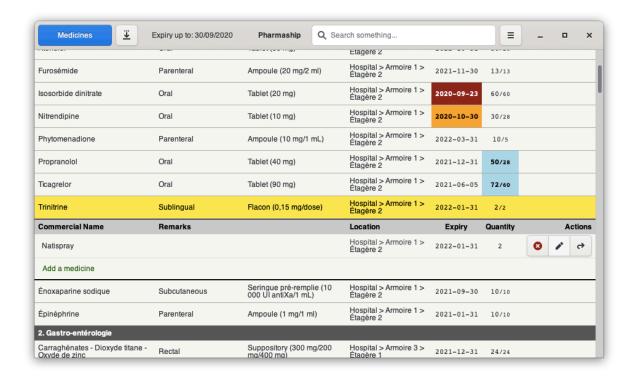


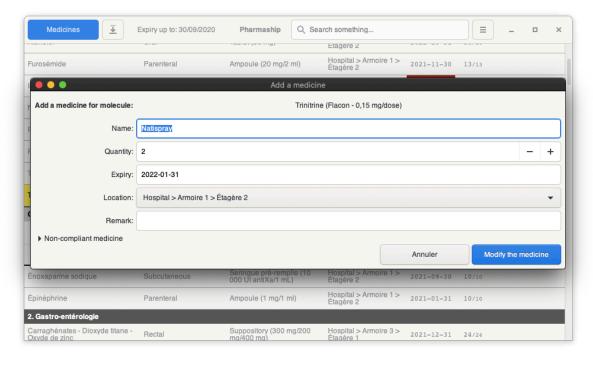
3.6 Update inventory

In order to update your inventory, it is as simple as making it again. Just go page after page in the menu:

- Medicines
- Material
- ...

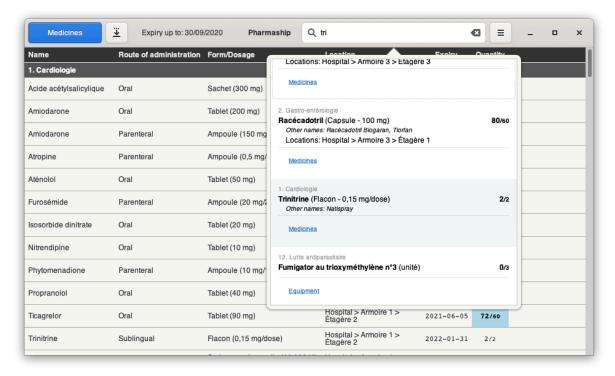
and when clicking on the modif button, it will open the modification sub window where you can modify whatever you want and save your changes.





3.7 Search functionality

One of the most advance functionality is the "search function". In the top bar, put some letters of whatever you search medicine or material, and click to [enter]. Whereever it is recorded in molécule / commercial name / item / ... it will be found out of there.



3.8 Dashboard

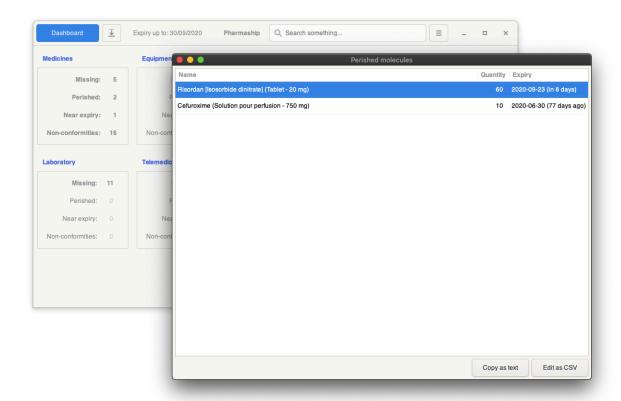
Functions from the main page, called *Dashboard*, are numerous. You may do:

- a full inventory export, using the button *Export all inventories*.
- an dedicated export of all missing or perished items.

Note: Perished items inventory is usefull to remove from locker whwat is perished at the current date for example.

But you can do even more than that. As you may noticed already, all table name are clickable, this is a shortcut where its related page. Every single number displayed there is clickable also. It offers you the possibility to see all detailled information about items included in this number.

For exemple Perished medicines contains 2 items



And as you can see, you may copy the result as txt (Text format) or you may export the result in csv to make a table or manual changes.

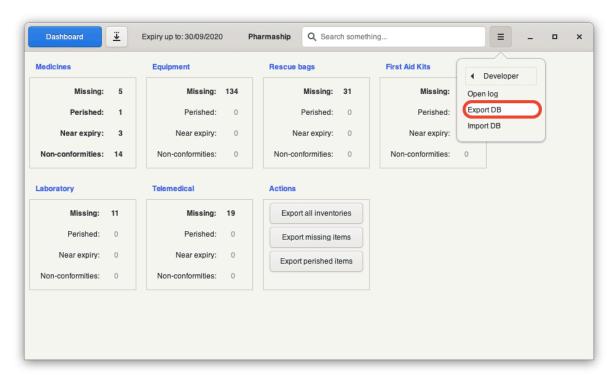
3.8. Dashboard 21

BACKUP AND RESTORE

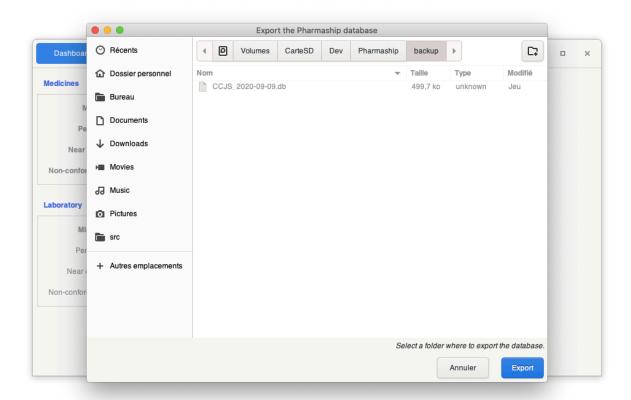
Shall don't you want to full inventory again your hospital, better to use backup functionality after each inventory, or at least every month, or before any upgrade.

4.1 Export Data Base

Export a database is very simple. From any software window, open *Configuration Menu* then *Developer* and click on *export DB*.

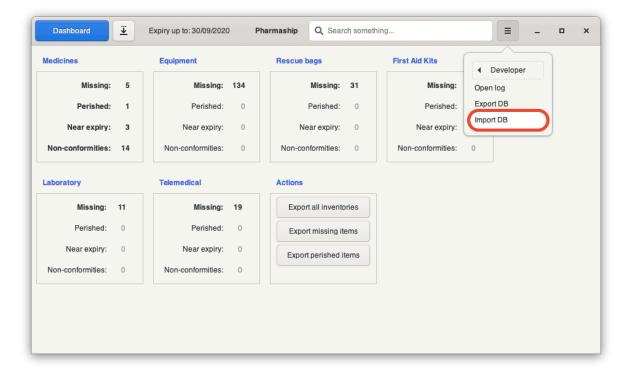


A sub-window is opening, asking you where to save your file, for instance, on Desktop, or in a dedicated backups folder.



4.2 Import Data Base

Once you want to import a database backup, for example, if you have to install pharmaship on a new computer, or a new version, simply go on *Configuration* menu, then *Developer* and click on *Import DB*



A sub-window is opening, asking you where to load your file from, select your backed up file. Then validate on the confirmation Window.

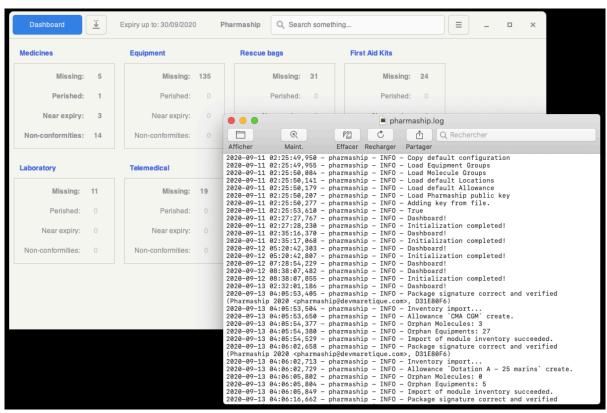
Note: In case of new installation of *Pharmaship*, there is absolutely no need for any kind of configuration. Once installation is done, directly recover your backup and simply check that there is no mistake in configuration.

ANY TROUBLE

Shall you encounter any trouble with Pharmaship, please do report to your IT manager, or to your contact in DSM. Try to provide as much information as possible to explain the situation you encountered. Screenshots are more than welcome. You may even zip the pharmaship datauser folder which is in your home folder. Depending on you system, location may change from *user/data/pharmaship* under Windows OS to */home/user/.pharmaship* under Linux or MacOs systems..

5.1 Open log

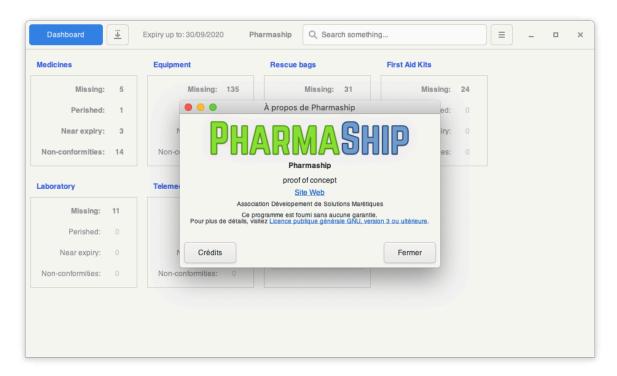
In complement of information, please do export also a log of application is possible, from *Developer/Open log* menu.



Kindly note that our log does not contain any personal information.

5.2 About

In any case, if you have no contact available, you can use about window, and conect to our website there. It will redirect you and you will find a contact information there.



Our utmost general address where we can be informed about your trouble is DSM Contact. Thank you.