



**MODEUS**

## **DDBook - Getting Started**

Version: 1.0  
03 / Sep / 2018

# Contents

<b>Getting Started</b>	<b>3</b>
1. Check for Updates	3
2. Set up the Manager	3
3. Enter Pharmacy Details	3
4. Enter User (Pharmacist/Technician) Details	3
5. Set Suppliers	3
6. Stock Adjustment	3
<b>Troubleshooting</b>	<b>4</b>
User Guide	4
Support	4
<b>Revision history</b>	<b>5</b>



# Getting Started

If you are new to DDBook, here is some information to help you get started.

## 1. Check for Updates

Go to the **check for updates button** under the **tools tab** and press 'check for updates' to ensure you have the latest version with the most recent S8 drugs loaded into DD Book.

## 2. Set up the Manager

There is a special user called the "Manager". Typically the proprietor or pharmacist/manager should accept the role of Manager in DDBook. The main function of the Manager is to authorize adding (and editing) User (pharmacist/technician) details .

The Manager should be the person considered responsible for the correct administration and usage of DDBook. To configure the Manager's details, press the **Manager Details toolbar button** within the **Tools** tab. Please also do not forget your password or disclose it to others.

## 3. Enter Pharmacy Details

Go to the **pharmacy details button** under the **tools** tab to enter the details of the pharmacy.

## 4. Enter User (Pharmacist/Technician) Details

Pharmacists/technicians are now able to enter their details, each with a unique password. In the **lists** tab, press the **user toolbar button** and then navigate to the right hand side of the page to the **actions button** and select **new user**. The manager must then put in his/her password in the popup window to allow new users to enter their details. New users would simply then populate their first name and surname and choose a unique password once again, do not forget your unique password.

## 5. Set Suppliers

A supplier is a supplier of stock (e.g. a wholesaler API, Sigma, Symbion, etc). You need to specify a supplier when recording receipt of stock from a supplier. You can add a list of suppliers by pressing the **Suppliers toolbar button** on the **Lists** tab and then navigate to the right hand side of the page and select **new supplier**.

## 6. Stock Adjustment

Use the Stock Adjustment function to transfer the balances of each medication from your paper register (or safe). You can record a stock adjustment by pressing the **Stock Adjustment toolbar** button on the **General** tab and then enter the information in as required. For example, if you have 50 Endone 5mg tablets in the drug safe, simply enter the drug (Endone 5mg), the quantity (50) and a note (eg initial supply from drug safe) into the Stock Adjustment fields. Repeat this process for all the drugs you have in the safe or on your paper register, to ensure what the stock you have in DDBook matches what is in your drug safe.

You are now set up to supply S8's to customers and receive S8's from suppliers!

Finally, as you won't yet have any patient or doctor information in DD Book, instead of adding them in at the start, we strongly recommend adding new patients and doctors **at the time you receive a S8 script from them.** Entering patient and doctor information is very quick and easy, and once you have entered them in once, you will never have to do it again.

## Troubleshooting

### User Guide

The vast majority of questions regarding DDBook processes can be answered in the user guide in the **help button** under the **tools tab**. Simply go to the table of contents, **click on the topic relating to your query**, which will take you to the relevant section of the user guide that should help to resolve your query.

### Support

If you are still unsure of a certain process or have any other technical issue that needs to be resolved, you can submit support requests via the online portal at <http://support.modeus.com.au> or alternatively, you can send support queries via email to: [support@modeus.com.au](mailto:support@modeus.com.au)

Please note that if it's the first time you have contacted support, you will be emailed an automated response that takes you to a page to set up a **support password**. This is a once only process that streamlines future support requests. Please store this password in a safe place as you may need it from time to time.



# Revision history

Version	Date	Who	Changes
1.0	03 / Sep / 2018	KM	Initial document

