

Vet S8 - GETTING STARTED

If you are new to Vet S8, here is some information to help you get started.

1. Set up the Manager

There is a special user called the "Manager". Typically the head veterinarian should accept the role of Manager in Vet S8. The main function of the Manager is to authorize adding (and editing) User (veterinarian/vet/nurse/technician) details. The Manager should be the person considered responsible for the correct administration and usage of Vet S8.

To configure the Manager's details, select the '**users**' option in the **lists** tab. Then press the **action** button on the right hand side and select '**manager setup**', then populate the name of the manager and set a new password. Please also do not forget your password or disclose it to others.

2. Enter User (Veterinarian/Vet Nurse/Technician) Details

Users are now able to enter their details, each with a unique password. Select the '**users**' option in the **lists** tab 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, select the user type and choose a unique password.

(If the new user is a vet nurse/technician that requires a registered veterinarian to counter-sign their S8 entries, make sure you tick the box that says 'this users entries must be counter signed'). Once again, do not forget your unique password.

3. Set Suppliers

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

4. 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** field 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 in Vet clinic 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 the stock you have in Vet S8 matches what is in your drug safe.

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