

Medication Receiving Process: Swisslog with Verify on Receipt™ and ScanCast™

Standard Operating Procedure

Purpose: This procedure combines the receiving process of Swisslog with Swisslog TX with the receiving process of ConsortiEX Verify on Receipt using ConsortiEX's ScanCast to minimize redundant scanning.

Configuration: Due to the operation of 2D barcode parsing within the Swisslog Application there are two methods for data entry using the SCRSLRX module, The use case depends on if the users Swisslog database is setup to handle 2D barcodes.

If the User's Swisslog database is set up to handle 2D barcodes use Part I of this document. This portion of the document details using the SCRSLRX module with Single Scan Mode set to ON, along with a standard SCTX module

If the User's Swisslog database is **Not** setup to handle 2D barcodes use Part II of this document. This portion of the document details using the SCRSLRX module with Single Scan Mode set to OFF, along with a SCTXSL module

I: SCTX + SCRSLRX (Single Scan Mode = ON)

Procedure:

Configuration:

1. Verify on Receipt Zebra Scanner Setup
 - a. Navigate to the Verify on Receipt Setup Manual
 - b. Scan ScanCast 'Enable Aim Code'
2. Verify on Receipt TX Module Setup
 - a. Print ConsortiEX Verify of Receipt™ TX Barcode document (locate on QR accessible webpage or 'Help Center')

Setup (Upon daily delivery):

1. Login to ConsortiEX Verify on Receipt
 - a. Select 'Site'
 - b. Select 'Receiving Tab'
2. Login to Swisslog
 - a. Navigate to Swisslog starting screen
 - b. Navigate to the Receiving Screen
 - c. Select the Invoice
 - d. Click into the "Scan Item" text field

Process:

- A. *Totes – (Repeat until all totes are processed)*
1. Select a PO from the List in Verify on Receipt (may be multiple totes)
 2. Scan 1D label on outside of tote, starting with (00)
 3. Confirm Verify on Receipt screen shows container contents.
 4. Separate all products into like items
 5. For each group of products, scan the 2D barcode of the first item
 6. Review Swisslog screen to make sure the correct action occurred
 7. Scan remaining 2D barcodes of remaining like product.
 8. Scan "Accept" the quantity of items scans will be outputted
 9. Verify that all data is correct.
 10. Scan "Confirm"
 11. Repeat steps 5-10 until all products are processed from the tote.
 12. Once the tote is empty scan ConsortiEX 'Accept Container'



- B. *Homogenous Containers – (Boxes with (1) 2D barcode and (2) 1D barcodes)*

1. Scan 1D label on outside of tote, starting with (00)
2. Confirm Verify on Receipt screen shows container contents; check for expected quantity
 - a. If the Quantity field is '1'; scan the (1) 2D barcode on the outside of the box
 - b. If the Quantity is any other number; scan each of the (2)1D barcodes

3. Review Swisslog screen to make sure the correct action occurred
4. Scan ConsortiEX 'Accept Container'



II: SCTXSL + SCRXSLRX (Single Scan Mode = OFF)

Procedure:

Configuration:

3. Verify on Receipt Zebra Scanner Setup
 - a. Navigate to the Verify on Receipt Setup Manual
 - b. Scan ScanCast 'Enable Aim Code'
4. Verify on Receipt TX Module Setup
 - a. Print ConsortiEX Verify of Receipt™ TX Barcode document (locate on QR accessible webpage or 'Help Center')

Setup (Upon daily delivery):

3. Login to ConsortiEX Verify on Receipt
 - a. Select 'Site'
 - b. Select 'Receiving Tab'
4. Login to Swisslog
 - a. Navigate to Swisslog starting screen
 - b. Navigate to the Receiving Screen
 - c. Select the Invoice
 - d. Click into the "Scan Item" text field

Process:

- C. *Totes – (Repeat until all totes are processed)*
 13. Select a PO from the List in Verify on Receipt (may be multiple totes)
 14. Scan 1D label on outside of tote, starting with (00)
 15. Confirm Verify on Receipt screen shows container contents.
 16. Separate all products into like items
 17. For each group of products, scan the 2D barcode of the first item
 18. Scan the 1D barcode from the same product
 19. Review Swisslog screen to make sure the correct action occurred
 20. Scan remaining 2D barcodes of remaining like product.
 21. Scan "Accept" the quantity of items scans will be outputted
 22. Verify that all data is correct.
 23. Scan "Confirm"
 24. Repeat steps 5-11 until all products are processed from the tote.
 25. Once the tote is empty scan ConsortiEX 'Accept Container'



- D. *Homogenous Containers – (Boxes with (1) 2D barcode and (2) 1D barcodes)*
 5. Scan 1D label on outside of tote, starting with (00)
 6. Confirm Verify on Receipt screen shows container contents; check for expected quantity
 - a. If the Quantity field is '1'; scan the (1) 2D barcode on the outside of the box

- b. If the Quantity is any other number; scan each of the (2)1D barcodes
7. Review Swisslog screen to make sure the correct action occurred
8. Scan ConsortiEX 'Accept Container'

