



# Pharmacy Manager

## Customer Course Catalog

Pharmacy Manager is a medication inventory management software designed with growing health systems in mind. It takes the lead on incoming and outgoing orders, becoming the central point of truth for pharmacy inventory control. Software this powerful calls for equally powerful resources for users.

The learning pathways for Pharmacy Manager user training lay the foundation for using the software to complete daily pharmacy inventory functions. The topics introduce automated pharmacy inventory concepts, pharmacy inventory workflows, viewing and picking medication orders, buying and receiving products, removing and reconciling products and more.

[swisslog-healthcare.com/pharmacymanager](https://swisslog-healthcare.com/pharmacymanager)

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**The training is delivered as self-paced learning modules in small, consumable topics. The self-paced training is delivered through visual presentation, video, simulation, knowledge checks and assessment.**

## General User Learning Pathway

### Pharmacy Automation Overview

Goal: Provide learners with a basic understanding of the business needs driving pharmacy automation, the benefits an institution will receive from pharmacy automation, the inventory components supported by pharmacy automation and the pharmacy team members that will benefit from pharmacy automation.

Duration: approx. 10 min

### Pharmacy Automation Products

Goal: Provide an overview of the hardware and software products that support pharmacy automation. Learners will gain a basic understanding of pharmacy automation products and how they support the inventory components of pharmacy automation.

Duration: approx. 10 min

### Pharmacy Automation Workflows

Goal: Provide an overview of the potential efficiency gains and opportunities for workflow improvements that can be realized with the implementation of pharmacy automation. Learners will gain a basic understanding of the inventory management workflows for buying, receiving, stocking and dispensing products.

Duration: approx. 10 min

### Pharmacy Manager Access

Goal: Outline the process for accessing Pharmacy Manager. Learners will gain an understanding of how to log in and out of Pharmacy Manager and recognize the restrictions and capabilities of the Pharmacy Manager roles and permissions. This topic will also introduce the Knowledge Center and the information it provides.

Duration: approx. 20 min



## **Pharmacy Manager Generic Product Profile**

Goal: Provide an overview of the generic product profiles within Pharmacy Manager. Learners will gain a basic understanding of a generic product profile and all of the information contained within a profile at both an organization level as well as a pharmacy level.

Duration: approx. 10 min

## **Pharmacy Manager Purchasing Products**

Goal: Provide an overview of the buying process within pharmacy automation. Learners will gain an understanding of the purchasing workflow, the pharmacy team members that interact with the purchase orders and how receiving and dispensing activities impact purchase orders.

Duration: approx. 30 min

## **Pharmacy Manager Receiving Products**

Goal: Provide an overview of the receiving process within pharmacy automation. Learners will gain an understanding of how products are received against a PO, how PO's are closed and how purchase order discrepancies are reconciled.

Duration: approx. 35 min

## **Pharmacy Manager Dispensing (Picking) Orders**

Goal: Provide an overview of the process for dispensing medication within the pharmacy. Learners will gain an understanding of how medications are dispensed and how Pharmacy Manager supports various dispensing workflows.

Duration: approx. 45 min

## **Pharmacy Manager Reporting**

Goal: Provide an overview of the reporting available from within Pharmacy Manager. Learners will gain an understanding of how the reports are organized, how to access the reports, how to download the information and how to filter and sort the information in the reports.

Duration: approx. 30 min



# Administrator Learning Pathway

## Pharmacy Manager User Administration

**Goal:** Provide an overview of user administration. Learners will gain an understanding of user account management, including adding a user account, editing a user account, deleting an account, inactivating an account and exporting a list of user accounts.

Duration: 15 mins

## Pharmacy Manager Performance Dashboard

**Goal:** Provide an overview of the Performance Dashboard available from within Pharmacy Manager. Learners will gain an understanding of how the data for the Performance Dashboard is gathered and presented.

Duration: 5 mins

## Pharmacy Manager Allocation Configuration

**Goal:** Provide an overview of the allocation configuration options available from within Pharmacy Manager. Learners will gain an understanding of how allocation sequences are created and maintained.

Duration: 30 mins

## Pharmacy Manager Location Printers

**Goal:** Provide an overview of the configuration of Location Printers. Learners will gain an understanding of how to add and or edit a location printer configuration.

Duration: 10 mins

## Pharmacy Manager Suppliers

**Goal:** Provide an overview of the configuration of Suppliers. You will gain an understanding of how to add a new supplier, the supplier's relationship to products ordered and how to manage supplier account information.

Duration: 10 mins

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### CONTACT

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