1. Log into Axium using your user name and password.

2. Click on the icon to open the dispensary module.
   A. Make sure that the “Item Type” selected is **Kits**.
   B. “Location” should be either **MainA** or **MainC**
   C. Click on “Check Out”
3. The Check Out window will appear and looks like the image above.
   A. Make sure the “Check Out Without Request” box is not selected.
   B. Either scan your badge of the person checking items out or enter their user login name in the “User Login” window.
   C. Make sure the curser is in the “Dispensary Item” window and begin scanning items. It is not necessary to hit enter or clear to scan multiple items.
   D. Items scanning out will appear in the list, and will include other items that provider has currently checked out.
   E. Scanning the next person’s badge will automatically begin a new check out process.
Checking in Used Items at the Dirty Intake Window

1. Checking in used cassettes.
   A. Select MainB in the “Location” window.
   B. Click on the “Check In” tab.
   C. Select the dirty cart you will be using in the “To Location” window.
   D. Place the cursor in the “Dispensary Item” window and begin scanning.

2. Checking in used tubs and small equipment.
   A. Select MainB in the “Location” window.
   B. Click on the “Check In” tab.
   C. Place the cursor in the “Dispensary Item” window and begin scanning.
Transferring Items to a Clean Cart

All sterilized items must be scanned before placing onto a cart and transferring to a dispensary or other clinic. All items on a single cart must be going to a single location. It is not possible to transfer items on one cart to multiple locations. For transferring clean items to a clean cart, follow these steps:

1. Transfer of individual kits to a location.
   A. Click on the “Transfer” tab.
   B. Select the “Individual Kits” button.
   C. Select the location the kits will be transferred to (example: Cart1)
   D. Select the final destination (example: MainA)
   E. Ensure the curser is in the “Kit” window and begin scanning.
   F. Either click on “Transfer” or wait 1 second for the system to automatically transfer the item.
Transferring Items from One Location to Another

1. Transferring items from a clean cart to a dispensary or clinic.
   A. Click on the “Transfer” button.
   B. Select the location to which you are transferring the items.
   C. Select the current location (for carts enter the cart number only; without the word “cart in front of it. For example, clean cart 01 is 1.)
   D. Select the “Transfer” button. You should see a confirmation message telling you the number of kits transferred in this transaction.

2. Transferring items from a dirty cart to the decontamination room.
   A. Follow same steps as above, but select decontamination room from the “Transfer to” window.
1. Checking cassettes in at the decontamination room:
   A. Click on “Check In”
   B. Select DECON from the drop down list.
   C. Click on window labeled “Dispensary Item”
   D. Begin scanning cassettes and kits.