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About this Manual

This axiUm Reference Manual will help you start using axiUm. It shows you how to:

- Follow document conventions.
- Familiarize yourself with the Dispensary module windows.
- Use the fields and options in various Dispensary module windows.

The examples in the axiUm Reference Manual show system-required field entries and may not reflect field entries typical of your institution. Check with your institution for a list of fields required to be completed before saving the current window. axiUm will not let you save your entries until all system-required entries are completed. If you try saving a window with incomplete system-required fields, a message box displays. When you close the message box, the cursor will be placed on the first system-required field that you missed. Once all system-required fields are entered, you can save and close the window.

Also note that default displays, tabs in windows, and other screen elements shown in the axiUm Reference Manual may look different from your axiUm setup.

Document Conventions

This manual uses the following styles to identify the different interface elements:

<table>
<thead>
<tr>
<th><strong>Bold</strong></th>
<th>Names of interface elements such as buttons, check boxes, list boxes, list views, menu names, menu choices, options, tabs, and text boxes.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Italics</strong></td>
<td>Indicates when a special term is used for the first time, and to emphasize key words or terms.</td>
</tr>
<tr>
<td><strong>Monospace Fonts</strong></td>
<td>Data entered by the user.</td>
</tr>
</tbody>
</table>
# Document Icons

This guide also uses the following icons to identify the different document elements:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🖋️</td>
<td>Notes and helpful information. For example, things that will become apparent later on in the procedure.</td>
</tr>
<tr>
<td>⚠️</td>
<td>Important information or steps you must take. For example, if you do not complete this step you may be unable to complete a task later on.</td>
</tr>
<tr>
<td>💡</td>
<td>Tips, ideas, and alternative methods. For example, using shortcuts, applying previously learned tools, or suggesting different uses.</td>
</tr>
<tr>
<td>⚠️</td>
<td>Warnings before taking action. For example, precautions against irreversible actions, or actions that require a lot of work to undo.</td>
</tr>
</tbody>
</table>
This chapter defines all the interactive screen elements in the Dispensary module, such as:

- fields
- drop-down fields
- check boxes
- options
- list boxes
- list views

All the screen names that appear in the Dispensary module are listed in alphabetical order. Screens that are accessible through the Dispensary module may belong under a different module and are not shown in this document. For these field definitions, refer to another axiUm Reference Manual.

1 Check In Window

You can access this window by:

- Clicking the Check In button in the Dispensary window. For information on the Dispensary window, see Dispensary Window on page 7.
- Selecting the Check In right-click option in the Dispensary window’s Dispensary Out tab. For information on the Dispensary window’s Dispensary Out tab, see Dispensary Window - Dispensary Out Tab on page 13.
- Clicking the Check In tab in the Check Out window. For information on the Check Out window, see Check Out Window on page 5.
Use this window to check in items into the dispensary location.

**CHECK IN WINDOW**

**Check In**
Clicking this tab displays the Check In window.

**Check Out**
Clicking this tab changes the Check In window to the Check Out window. For information on the Check Out window, see Check Out Window on page 5.

**To Location**
This drop-down field displays the dispensary location where providers return their used kits. When you first open this window, this drop-down field displays the default option set up in the Dirty Location drop-down field of the Dispensary Setup window’s Workstation Defaults section. For information on the Dispensary Setup window’s Workstation Defaults section, see Workstation Defaults Section on page 23.

The options in this drop-down field are defined in the Dispensary Location Codes window. For information on the Dispensary Location Codes window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Location Codes Window on page 102.
**Check In Window**

**User Login**

This field is shown if the *Identify Provider By* drop-down field in the *Dispensary Setup* window's *Workstation Options* section displays the *User Login* option. For information on the *Dispensary Setup* window’s *Workstation Options* section, see *Workstation Options Section* on page 25.

This field is enabled if the *Require Provider ID scan on returns* checkbox is selected in the *Dispensary Setup* window’s *Workstation Options* section. For information on the *Dispensary Setup* window’s *Workstation Options* section, see *Workstation Options Section* on page 25.

This field indicates the user ID of the provider checking in the kit.

If you are accessing this window from the *Dispensary* window's *Dispensary Out* tab’s *Check In* right-click option, this field defaults to the user logon ID from the highlighted item.

If you are accessing this window using the *Dispensary* window’s *Check In* button, this field is blank.

Clicking `...` (ellipsis) opens the *Users List (Providers Only)* window to select from. For information on the *Users List (Providers Only)* window, see *Users List (Providers Only) Window* on page 42.

The selected provider’s last name and first name is displayed in the *Provider* field. For information, see *Provider* in this table.

**Provider Code**

This field is shown if the *Identify Provider By* drop-down field in the *Dispensary Setup* window's *Workstation Options* section displays the *Provider Code* option. For information on the *Dispensary Setup* window’s *Workstation Options* section, see *Workstation Options Section* on page 25.

This field is enabled if the *Require Provider ID scan on returns* checkbox is selected in the *Dispensary Setup* window’s *Workstation Options* section. For information on the *Dispensary Setup* window’s *Workstation Options* section, see *Workstation Options Section* on page 25.

This field indicates the provider number of the provider checking in the kit.

If you are accessing this window from the *Dispensary* window's *Dispensary Out* tab’s *Check In* right-click option, this field defaults to the provider number from the highlighted item.

If you are accessing this window using the *Dispensary* window’s *Check In* button, this field is blank.

Clicking `...` (ellipsis) opens the *Users List (Providers Only)* window to select from. For information on the *Users List (Providers Only)* window, see *Users List (Providers Only) Window* on page 42.

The selected provider’s last name and first name is displayed in the *Provider* field. For information, see *Provider* in this table.
### CHECK IN WINDOW

| **Provider** | If you are accessing this window from the Dispensary window's Dispensary Out tab's Check In right-click option, this field defaults to the last name and first name of the provider displayed in the User Login field or the Provider Code field. For information, see User Login or Provider Code in this table.  
This disabled field indicates the last name and first name of the provider associated to the provider ID displayed in the User Login field or the Provider Code field. For information, see User Login and Provider Code in this table. |
| **Dispensary Item** | If you are accessing this window from the Dispensary window's Dispensary Out tab's Check In right-click option, this field defaults to the bar code from the highlighted item.  
If you are accessing this window using the Dispensary window’s Check In button, this field is blank.  
This field indicates the kit bar code on the kit that the provider is returning, or the item type code of the sundry item that the provider is returning.  
Clicking (ellipsis) opens the Sundry List window to select from. |
| **Clear** | Clicking this button clears the fields. |
| **Check-In** | Clicking this button checks in the item displayed in the Dispensary Item field.  
When axiUm reaches the end of the timeout period, it will automatically select this button and check in the items for you. For information on the Station Options window, refer to the axiUm Reference Manual for Maintenance and see Station Options Window on page 906. |
| **Print** | This button is enabled when you click the Check-In button.  
Clicking this button prints the Return Receipt to the default printer.  
This button works in conjunction with the Default Printer field in the Dispensary Setup window’s Dispensary Printouts section. For information on the Dispensary Setup window’s Dispensary Printouts section, see Dispensary Printouts Section on page 30. |
| **Is Sterile?** | This checkbox, if selected, indicates that the item returned is still sterile. |
| **Import...** | Clicking this button opens the Dispensary Import window. For information on the Dispensary Import window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Import Window on page 98. |
2 Check Out Window

You can access this window by:

- Clicking the Check Out button in the Dispensary window. For information on the Dispensary window, see Dispensary Window on page 7.
- Selecting the Check Out right-click option in the Dispensary window’s Requests tab. For information on the Dispensary window’s Requests tab, see Dispensary Window - Requests Tab on page 13.
- Clicking the Check Out tab in the Check In window. For information on the Check In window, see Check In Window on page 1.

Use this window to check out items into the dispensary.

Check Out Window

Check In | Clicking this tab changes the Check Out window to the Check In window. For information on the Check In window, see Check In Window on page 1.

Check Out | Clicking this tab displays the Check Out window.

Current Date/Time | This option, if selected, indicates to scan the item at the current date and time in axiUm.

Date / Time | This option, if selected, indicates to scan the item at a future date.

Selecting this option enables the fields.

For example, providers may want to check out items on Friday night in preparation for their Monday morning appointments. When they check out the items on Friday night, the dispensary staff can set the Date field to Monday’s date and the Time field to the provider’s appointment time.
## CHECK OUT WINDOW

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td>This option is available if the Date / Time option is selected. The Date option displays the future date you want the dispensary item.</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>This option is available if the Date / Time option is selected. The Time option displays the time for the future date you want the dispensary item.</td>
</tr>
</tbody>
</table>
| **User Login** | This field is shown if the Identify Provider By drop-down field in the Dispensary Setup window's Workstation Options section displays the User Login option. For information on the Dispensary Setup window's Workstation Options section, see Workstation Options Section on page 25.  
If you are accessing this window from the Dispensary window's Request tab's Check Out right-click option, this field defaults to the user logon ID from the highlighted item.  
If you are accessing this window using the Dispensary window's Check Out button, this field is blank.  
Clicking (ellipsis) opens the Users List (Providers Only) window to select from. For information on the Users List (Providers Only) window, see Users List (Providers Only) Window on page 42. |
| **Provider Code** | This field is shown if the Identify Provider By drop-down field in the Dispensary Setup window's Workstation Options section displays the Provider Code option. For information on the Dispensary Setup window's Workstation Options section, see Workstation Options Section on page 25.  
If you are accessing this window from the Dispensary window's Requests tab's Check Out right-click option, this field defaults to the provider number from the highlighted item.  
If you are accessing this window using the Dispensary window's Check Out button, this field is blank.  
This disabled field indicates the provider number of the provider checking out the kit.  
Clicking (ellipsis) opens the Users List (Providers Only) window to select from. For information on the Users List (Providers Only) window, see Users List (Providers Only) Window on page 42  
The selected provider's full name is displayed in the Provider field. |
| **Provider** | If you are accessing this window from the Dispensary window’s Requests tab’s Check In right-click option, this field defaults to the last name and first name of the provider displayed in the Provider Code field. For information, see Provider Code in this table.  
This disabled field indicates the last name and first name of the provider associated to the provider ID or user login ID displayed in the Provider Code field or the User Login field. |
| **Dispensary Item** | This field indicates the kit bar code on the kit that the provider is checking out, or the item type code of the sundry item that the provider is checking out.  
Clicking (ellipsis) opens the Sundry List window to select from. |
| **Clear**   | Clicking this button clears the fields.                                                                                                                                                                                                                                                                                                                      |
CHECK OUT WINDOW

Check-Out

Clicking this button checks out the item displayed in the Dispensary Item field.

When axiUm reaches the end of the timeout period, it will automatically select this button and check out the items for you. For information on the Station Options window, refer to the axiUm Reference Manual for Maintenance and see Station Options Window on page 906.

Print

This button is enabled when you click the Check-In button.

Clicking this button prints the Issue Receipt to the default printer.

This button works in conjunction with the Default Printer field in the Dispensary Setup window's Dispensary Printouts section. For information on the Dispensary Setup window's Dispensary Printouts section, see Dispensary Printouts Section on page 30.

Check Out Without Request

This checkbox, if selected, indicates that you are checking out this item without a dispensary request.

Import...

Clicking this button opens the Dispensary Import window. For information on the Dispensary Import window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Import Window on page 98.

Bar Code

This column indicates the specific items currently checked out to the provider.

3 Dispensary Window

You can access this window by:

- Clicking (Dispensary) from the axiUm main screen icons.
- Clicking the Dispensary option from the Actions menu.
- Clicking (Dispensary) from the Desktop.

This is the main Dispensary module window.
**Dispensary Window**

**Provider**

This search field is enabled in the Requests tab, the Dispensary Out tab, the Disposables tab, the Dispensary History tab, the Lost Items tab, and the Provider Bal. tab.

This search field indicates the provider number for the search criteria.

**User Login**

This field is shown if the Identify Provider By drop-down field in the Dispensary Setup window's Workstation Options section displays the User Login option. For information on the Dispensary Setup window's Workstation Options section, see *Workstation Options Section* on page 25.

Clicking `...` (ellipses) opens the Users List (Providers Only) window to select from. For information on the Users List (Providers Only) window, see *Users List (Providers Only) Window* on page 42.
## Dispensary Window

<table>
<thead>
<tr>
<th>Item Type</th>
<th>This search field is enabled in the Requests tab, the Dispensary Out tab, the Disposables tab, the Kits In tab, the Dispensary History tab, the Instruments tab, and the Lost Items tab.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In the Requests tab, this drop-down field displays the ALL option, the KITS option, the SUNDRIES option, all the kit types created in the Kit Type Codes window, and all the sundry types created in the Sundry List window.</td>
</tr>
<tr>
<td></td>
<td>In the Dispensary Out tab, this drop-down field displays the ALL option, the KITS option, the SUNDRIES option, all the kit types created in the Kit Type Codes window, and all the sundry types created in the Sundry List window.</td>
</tr>
<tr>
<td></td>
<td>In the Disposables tab, this drop-down field displays the SUNDRIES option and all the sundry types created in the Sundry List window.</td>
</tr>
<tr>
<td></td>
<td>In the Kits In tab, this drop-down field displays the KITS option and all the kit types created in the Kit Type Codes window.</td>
</tr>
<tr>
<td></td>
<td>In the Dispensary History tab, this drop-down field displays the ALL option, the KITS option, the SUNDRIES option, all the kit types created in the Kit Type Codes window, and all the sundry types created in the Sundry List window.</td>
</tr>
<tr>
<td></td>
<td>In the Instruments tab, this drop-down field displays the ALL option, the KITS option, the SUNDRIES option, all the kit types created in the Kit Type Codes window, and all the sundry types created in the Sundry List window.</td>
</tr>
<tr>
<td></td>
<td>In the Lost Items tab, this drop-down field displays the ALL option, the KITS option, the SUNDRIES option, all the kit types created in the Kit Type Codes window, and all the sundry types created in the Sundry List window.</td>
</tr>
<tr>
<td></td>
<td>For information on the Kit Type Codes window, refer to the axiUm Reference Manual for Maintenance and see Kit Type Codes Window on page 107.</td>
</tr>
<tr>
<td></td>
<td>For information on the Sundry List window, refer to the axiUm Reference Manual for Maintenance and see Sundry List Window on page 123.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kit</th>
<th>This search field is enabled in the Dispensary Out tab, the Kits In tab, the Dispensary History tab, the Instruments tab, and the Lost Items tab.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clicking (...) (ellipses) opens the Instrument Kits List window. For information on the Instrument Kits List window, refer to the axiUm Reference Manual for Maintenance and see Instrument Kits List Window on page 112.</td>
</tr>
</tbody>
</table>
## Dispensary Window

| Location | This search drop-down field is shown in the Requests tab, the Dispensary Out tab, the Disposables tab, the Kits In tab, the Kit Levels tab, the Instruments tab, the Lost Items tab, and the Provider Bal tab. Of these tabs, it is only enabled in the Requests tab, the Dispensary Out tab, the Disposables tab, the Kits In tab, the Kit Levels tab, and the Lost Items tab.  
In the Requests tab, the Dispensary Out tab, the Disposables tab, the Kits In tab, the Kit Levels tab, the Dispensary History tab, this drop-down field displays the ALL option and all the locations created in the Dispensary Location Codes window. This drop-down field defaults to the dispensary location as entered in the Dispensary drop-down field of the Dispensary Setup window’s Workstation Defaults section or the previous value entered on any tab.  
In the Lost Items tab, this drop-down field displays the ALL option and all the locations created in the Dispensary Location Codes window. The default location is ALL.  
For information on the Dispensary Location Codes window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Location Codes Window on page 102.  
For information on the Dispensary Setup window’s Workstation Defaults section, see Workstation Defaults Section on page 23. |
| Date From | This search field is enabled in the Requests tab, the Dispensary Out tab, the Disposables tab, the Kit Levels tab, and the Dispensary History tab.  
This search field indicates the starting date range for the search criteria. |
| Date To | This search field is enabled in the Requests tab, the Dispensary Out tab, the Disposables tab, the Kit Levels tab, and the Dispensary History tab.  
This search field indicates the ending date range for the search criteria. |
| Time From | This search field is enabled in the Requests tab, the Dispensary Out tab, the Disposables tab, the Kit Levels tab, the Dispensary History tab, and the Lost Items tab.  
This search field indicates the starting time range for the search criteria. |
| Time To | This search field is enabled in the Requests tab, the Dispensary Out tab, the Disposables tab, the Kit Levels tab, the Dispensary History tab, and the Lost Items tab.  
This search field indicates the ending time range for the search criteria. |
**Dispensary Window**

**Display kit levels for**
This search drop-down field is shown if the Kit Levels tab is selected.

This search field indicates the kit status to display in the list view, and displays the following options:

- **All Required**: This option, if selected, indicates to display all kit types that have something in the Require column. For information on the Require column, see *Dispensary Window - Kit Levels Tab* on page 15.

- **All Unfilled**: This option, if selected, indicates to display all kit types that have something in the Need column or the Requested column. For information on the Need column and the Requested column, see *Dispensary Window - Kit Levels Tab* on page 15.

- **All Kits**: This option, if selected, indicates to display all kit types regardless of what the columns display.

The default option is set up in the *Display kit levels for* drop-down field of the Dispensary Setup window's Workstation Options section. For information on the Dispensary Setup window's Workstation Options section, see *Workstation Options Section* on page 25.

**Disp. Out**
This search drop-down field is shown if the Dispensary History tab is selected.

This search drop-down field indicates the location from where the item was checked out. The options in this drop-down field are defined in the Dispensary Location Codes window. For information on the Dispensary Location Codes window, refer to the axiUm Reference Manual for Maintenance and see *Dispensary Location Codes Window* on page 102.

**Disp. In**
This search drop-down field is shown if the Dispensary History tab is selected.

This search drop-down field indicates the location to where the item was checked in. The options in this drop-down field are defined in the Dispensary Location Codes window. For information on the Dispensary Location Codes window, refer to the axiUm Reference Manual for Maintenance and see *Dispensary Location Codes Window* on page 102.

The default option is set up in the Dispensary drop-down field of the Dispensary Setup window’s Workstation Defaults section. For information on the Dispensary Setup window’s Workstation Defaults section, see *Workstation Defaults Section* on page 23.

**Include Out of Service**
This checkbox is shown if the Kits In tab or the Instruments tab is selected.

Selecting this checkbox includes out-of-service kits in the search results.

Deselecting this checkbox excludes out-of-service kits from the search results.

**Search**
Clicking this button begins the search process.

**Delete**
This button is enabled in the Requests tab.

Clicking this button deletes the highlighted item from the list view.

**Print**
This button is enabled in all tabs.

Clicking this button prints the current tab’s list view to the selected printer.
### DISPENSARY WINDOW

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Labels...</strong></td>
<td>This button is enabled if the Outer bar code labels printed in batch checkbox is selected in the Dispensary Setup window's System Options section. For information on the Dispensary Setup window's System Options section, see System Options Section on page 28. Clicking this button opens the Print Kit Labels window. For information on the Print Kit Labels window, see Print Kit Labels Window on page 35.</td>
</tr>
<tr>
<td><strong>Check In</strong></td>
<td>This button is enabled in all tabs. Clicking this button opens the Check In window. For information on the Check In window, see Check In Window on page 1.</td>
</tr>
<tr>
<td><strong>Count...</strong></td>
<td>This button is available if you click the Start button on the Dispensary Count Process window. This button replaces the Check In button. For information on the Dispensary Count Process window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Count Processes Window on page 95. Clicking this button opens the Dispensary Count window. For information on the Dispensary Count window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Count Window on page 96.</td>
</tr>
<tr>
<td><strong>Check Out</strong></td>
<td>This button is enabled in all tabs. Clicking this button opens the Check Out window. For information on the Check Out window, see Check Out Window on page 5.</td>
</tr>
<tr>
<td><strong>Transfer...</strong></td>
<td>This button is enabled in all tabs. Clicking this button opens the Transfer Kits window. For information on the Transfer Kits window, see Transfer Kits Window on page 40.</td>
</tr>
<tr>
<td><strong>Sterilize</strong></td>
<td>This button is enabled in all tabs. Clicking this button opens the Sterilize Kits window. For information on the Sterilize Kits window, see Sterilize Kits Window on page 38.</td>
</tr>
<tr>
<td><strong>Billing...</strong></td>
<td>This button is enabled in all tabs. Clicking this button opens the Dispensary Billings window. For information on the Dispensary Billings window, see Dispensary Billings Window on page 19.</td>
</tr>
<tr>
<td><strong>Replace...</strong></td>
<td>This button is enabled in all tabs. Clicking this button opens the Replace Kit Instrument window. For information on the Replace Kit Instrument window, see Replace Kit Instrument Window on page 36.</td>
</tr>
<tr>
<td><strong>Lost...</strong></td>
<td>This button is enabled in the Dispensary Out tab and the Dispensary History tab. Clicking this button opens the Kit / Sundry Not Returned window. For information on the Kit / Sundry Not Returned window, see Kit / Sundry Not Returned Window on page 33.</td>
</tr>
<tr>
<td><strong>Found...</strong></td>
<td>This button is enabled in the Lost Items tab. This button takes over the place of the Lost button. Clicking this button opens the Kit / Sundry Found window. For information on the Kit / Sundry Found window, see Kit / Sundry Found Window on page 32.</td>
</tr>
</tbody>
</table>
### Dispensary Window

#### Setup...

This button is enabled in all tabs.

Clicking this button opens the Dispensary Setup window. For information on the Dispensary Setup window, see Dispensary Setup Window on page 22.

---

#### 3.1 Dispensary Window - Requests Tab

When you open the Dispensary window, this is the default tab.

Any dispensary requests made from booking appointments in the Scheduler module and in the Rolodex module can be found in this tab.

<table>
<thead>
<tr>
<th>Requests</th>
<th>Dispensary Out</th>
<th>Dispensables</th>
<th>Kits In</th>
<th>Kit Level</th>
<th>Dispensary History</th>
<th>Instruments</th>
<th>Lost Items</th>
<th>Provider</th>
<th>Date Out</th>
<th>Time Out</th>
<th>Req Type</th>
<th>Bar Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SX601</td>
<td>Sanitizer Gloves</td>
<td>D1234</td>
<td>Clean</td>
<td>David</td>
<td>05/12/2006</td>
<td>11:36 AM</td>
<td>Manual</td>
<td>SMLL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AG04</td>
<td>Airgel Soft Block</td>
<td>D1234</td>
<td>Clean</td>
<td>David</td>
<td>05/12/2006</td>
<td>04:25 PM</td>
<td>Manual</td>
<td>SMLL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B0078F0</td>
<td>Bone Trap Scissor</td>
<td>F2345</td>
<td>Broken</td>
<td>Bob</td>
<td>05/17/2006</td>
<td>08:41 AM</td>
<td>Manual</td>
<td>B0078F0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D034</td>
<td>Dispenser Gun</td>
<td>D1234</td>
<td>Clean</td>
<td>David</td>
<td>05/12/2006</td>
<td>04:04 PM</td>
<td>Manual</td>
<td>SMLL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D034</td>
<td>Dispenser Gun</td>
<td>D1234</td>
<td>Clean</td>
<td>David</td>
<td>05/12/2006</td>
<td>04:04 PM</td>
<td>Manual</td>
<td>SMLL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIGHT</td>
<td>Curing Light</td>
<td>D1234</td>
<td>Clean</td>
<td>David</td>
<td>05/12/2006</td>
<td>04:04 PM</td>
<td>Manual</td>
<td>SMLL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM3010</td>
<td>Amalgam Plus</td>
<td>D1234</td>
<td>Clean</td>
<td>David</td>
<td>05/12/2000</td>
<td>02:15 PM</td>
<td>Manual</td>
<td>AM3010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM3010</td>
<td>Amalgam Plus</td>
<td>D1234</td>
<td>Clean</td>
<td>David</td>
<td>05/12/2000</td>
<td>02:37 PM</td>
<td>Manual</td>
<td>AM3010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D034</td>
<td>Dispenser Gun</td>
<td>D1234</td>
<td>Clean</td>
<td>David</td>
<td>05/12/2006</td>
<td>08:51 AM</td>
<td>Manual</td>
<td>SMLL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIGHT</td>
<td>Curing Light</td>
<td>D1234</td>
<td>Clean</td>
<td>David</td>
<td>05/12/2006</td>
<td>08:51 AM</td>
<td>Manual</td>
<td>SMLL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SX601</td>
<td>Sanitizer Gloves</td>
<td>D1234</td>
<td>Clean</td>
<td>David</td>
<td>05/12/2006</td>
<td>08:51 AM</td>
<td>Manual</td>
<td>SMLL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

#### Dispensary Window - Requests Tab

**Check Out**

This right-click option opens the Check Out window. For information on the Check Out window, see Check Out Window on page 5.

This right-click option is enabled when a current or future-dated request is highlighted and the Dispensary module is not in count mode (the Start button is disabled in the Dispensary Count Processes window). For information on the Dispensary Count Process window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Count Processes Window on page 95.

---

#### 3.2 Dispensary Window - Dispensary Out Tab

This tab displays dispensary items that are currently checked out to providers.
3.3 Dispensary Window - Disposables Tab

This tab displays sundry items that are currently checked out to providers.
3.4 Dispensary Window - Kits In Tab

This tab displays kits that are currently checked in.

---

<table>
<thead>
<tr>
<th>Items Type</th>
<th>Description</th>
<th>Part Code</th>
<th>Disp Code</th>
<th>Location</th>
<th>Last Disp</th>
<th>Times Used</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR003X</td>
<td>C01101</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR004X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR005X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR006X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR007X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR008X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR009X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR010X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR011X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR012X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR013X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR014X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR021X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR022X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR023X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR024X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR025X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR026X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACSR</td>
<td>Anlyc Bio Block</td>
<td>01ACBR027X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Dispensary Window - Kits In Tab**

**Sterilization History**

This right-click option opens the Sterilization History window. For information on the Sterilization History window, see Sterilize Kits Window on page 38.

**Owner**

This column indicates the last name and first name of the provider to whom the highlighted kit belongs, as entered in the User field of the Instrument Kits window. For information on the Instrument Kits window, refer to the axiUm Reference Manual for Maintenance and see Instrument Kits Window on page 113.

**Note**

This column indicates any notes about this kit, as entered in the Note text box of the Instrument Kits window. For information on the Instrument Kits window, refer to the axiUm Reference Manual for Maintenance and see Instrument Kits Window on page 113.

---

3.5 Dispensary Window - Kit Levels Tab

This tab displays kit inventory levels.
DISPENSARY WINDOW - KIT LEVELS TAB

<table>
<thead>
<tr>
<th>Dispensary</th>
<th>Kit Type</th>
<th>Description</th>
<th>Requested</th>
<th>Min. Level</th>
<th>Require</th>
<th>Have</th>
<th>In Transit</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSP2</td>
<td>ASBR</td>
<td>Acrylic Brit Block</td>
<td>0</td>
<td>15</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>DSP2</td>
<td>ADTP</td>
<td>Adult-Adaptor</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DSP2</td>
<td>ANBR</td>
<td>Acrylic Equipment Box</td>
<td>0</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>DSP2</td>
<td>ASCS</td>
<td>Adsec Scaler</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DSP2</td>
<td>BAC1</td>
<td>Bone Cannula</td>
<td>0</td>
<td>15</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>DSP2</td>
<td>BDIT</td>
<td>Blast Kit</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DSP2</td>
<td>BPCU</td>
<td>Blood Pressure Monitor</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DSP2</td>
<td>CMTT</td>
<td>Composite Tilt</td>
<td>0</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>DSP2</td>
<td>CNRM</td>
<td>Crutch/Remover</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DSP2</td>
<td>CNHP</td>
<td>Cannula Handle</td>
<td>0</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>DSP2</td>
<td>CMTN</td>
<td>Cannula</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DSP2</td>
<td>DTRG</td>
<td>Digital Ring Sensor</td>
<td>0</td>
<td>12</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>DSP2</td>
<td>DRPH</td>
<td>Digital Phone</td>
<td>0</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>DSP2</td>
<td>DTCH</td>
<td>Dental Handle</td>
<td>0</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>DSP2</td>
<td>DWDR</td>
<td>Divider</td>
<td>0</td>
<td>7</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>DSP2</td>
<td>EBUR</td>
<td>Endo Blunt</td>
<td>0</td>
<td>20</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>DSP2</td>
<td>EMSK</td>
<td>Endo Surgical Cassette</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DSP2</td>
<td>HTTN</td>
<td>Field's Pocket Thing</td>
<td>0</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>

**Requested**

This column indicates the number of submitted dispensary requests for the item type. When a provider submits a dispensary request, or when you delete a dispensary request, axiUm updates this column’s count for the kit type.

**Min. Level**

This column indicates the minimum inventory level for the dispensary location, as entered in the Minimum Level field of the Dispensary Levels window. For information on the Dispensary Levels window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Levels Window on page 104.

**Require**

This column indicates the number of kits needed at the location.

This column works in conjunction with the value entered in the Minimum Level field of the Dispensary Levels window. For information on the Dispensary Levels window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Levels Window on page 104.

This column also works in conjunction with the Minimum dispensary levels are options, as selected in the Dispensary window's System Options section. For information on the Dispensary window's System Options section, see System Options Section on page 28.

**Have**

This column indicates the number of kits currently checked in at the dispensary.

**In Transit**

This column indicates the number of kits in transit to the dispensary location.

If dispensary items are transported by a cart (as entered in the Transfer to drop-down field of the Transfer Kits window), to your dispensary location (as entered in the Destination drop-down field of the Transfer Kits window), axiUm updates this column for the kit type in transit. When the items are received (transferred from the cart to your dispensary location), axiUm removes the item from this column and updates the Have column. For information, see Have in this table.

For information on the Transfer Kits window, see Transfer Kits Window on page 40.

**Need**

This column indicates the number of sterilized kits required.

Need = Require - Have - In Transit

This column works in conjunction with the Require column, the Have column, and the In Transit column. For information, see Require, Have, and In Transit in this table.
3.6 Dispensary Window - Dispensary History Tab

This tab displays the historic activity of specific items.

**Dispensary Window - Dispensary History Tab**

<table>
<thead>
<tr>
<th>Sterilization History</th>
<th>This right-click option is enabled when a kit is highlighted. Selecting this right-click option opens the Sterilization History window. For information on the Sterilization History window, see Sterilize Kits Window on page 38.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Issue Receipt</td>
<td>This right-click option is enabled if the highlighted item is associated to a provider. Items that were transferred from one location to another will have this right-click option disabled. This right-click option prints the Issue Receipt to the default printer.</td>
</tr>
<tr>
<td>Print Return Receipt</td>
<td>This right-click option is enabled if the highlighted item is associated to a provider and has been returned. Items that were transferred from one location to another will have this right-click option disabled. This right-click option prints the Return Receipt to the default printer.</td>
</tr>
</tbody>
</table>

3.7 Dispensary Window - Instruments Tab

This tab displays the instruments that make up dispensary kits.
3.8 Dispensary Window - Lost Items Tab

This tab displays the dispensary items that are missing or damaged.

3.9 Dispensary Window - Provider Bal. Tab

This tab displays the providers’ dispensary balance on their account.
You can access this window by clicking the Billing button on the Dispensary window and then selecting a provider from the Providers List window. If a provider has been entered on the main window or highlighted in the Provider Bal. tab, the Dispensary Billings window opens for this provider.

For information on the Dispensary window, see Dispensary Window on page 7.

For information on the Providers List window, refer to the axiUm Reference Manual for Rolodex & Patient Card and see Providers List Window on page 142.

Use this window to view charges and refunds to the provider’s account balance. If an item is:

- lost: axiUm automatically bills the account of the provider who last checked-out the item, using the replacement cost set up in the Instrument Codes window. For information on the Instrument Codes window, refer to the axiUm Reference Manual for Maintenance and see Instrument Codes Window on page 106.
- returned: axiUm automatically reverses the charges by refunding the provider the amount that was originally charged to them.

You can also use this window to manually add charges or process refunds.
**Dispensary Billings Window**

**Provider**
This disabled field indicates the last name and first name of the provider associated to this billing.

Clicking (ellipsis) opens the Providers List window to select from. For information on the Providers List window, refer to the axiUm Reference Manual for Rolodex & Patient Card and see Providers List Window on page 142.

**Balance**
This disabled field indicates the balance on the provider's account. As items are added to the list view, this field is updated to reflect the most recent charges or credits.

**Show deleted**
This checkbox, if selected, includes deleted items in the list view.

Deleted billings are displayed in the list view in grey text.

**Date**
This field indicates the billing date. You cannot select a future date.

**Code**
This field indicates the billing code for this billing item.

This billing code and description will print on the receipt if the Print on Receipt checkbox is selected for this billing code in the Billing Codes window.

Clicking (ellipsis) opens the Billing Codes window. For information on the Billing Codes window, refer to the axiUm Reference Manual for Maintenance and see Billing Codes Window on page 93.
**Dispensary Billings Window**

**Description**
This field indicates the description of the billing code, as entered in the Description field of the Billing Codes window.

This description will print on the receipt if the Print on Receipt checkbox is selected in the Billing Codes window.

For information on the Billing Codes window, refer to the axiUm Reference Manual for Maintenance and see Billing Codes Window on page 93.

**Amount**
This field indicates the billing amount for the item and whether it is a debit (+) or a credit (-) to the institution.

**Receipt...**
Clicking this button opens the Dispensary Receipt window. For information on the Dispensary Receipt window, see Dispensary Receipt Window on page 21.

**Statement...**
Clicking this button opens the Dispensary Statement window. For information on the Dispensary Statement window, see Dispensary Statement Window on page 31.

**Clear Data**
Clicking this icon clears the entry fields. By clearing the fields, axiUm allows you to enter a new record.

**Add a new Record**
Clicking this icon adds the new dispensary billing you entered, and displays it in the list view.

**Modify Record**
Clicking this icon saves any modifications you made to the item selected from the list view.

**Delete Record**
Clicking this icon permanently deletes the item selected from the list view.

---

**5 Dispensary Receipt Window**

You can access this window by clicking the Receipt button in the Dispensary Billings window. For information on the Dispensary Billings window, see Dispensary Billings Window on page 19.
**Dispensary Receipt Window**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>This field indicates the starting date for which to print the dispensary billings receipt.</td>
</tr>
<tr>
<td>To</td>
<td>This field indicates the ending date range for which to print the dispensary billings receipt.</td>
</tr>
<tr>
<td>Print Payment Details</td>
<td>This checkbox, if selected, indicates to print payment details on the Income Tax Receipt. These details are the date, billing code and description, and the amount. This checkbox, if deselected, does not display any of the above details on the Income Tax Receipt.</td>
</tr>
<tr>
<td>Comment1</td>
<td>This field indicates free-form comments to print on the dispensary receipt.</td>
</tr>
<tr>
<td>Comment2</td>
<td>This field indicates free-form comments to print on the dispensary receipt.</td>
</tr>
<tr>
<td># Copies</td>
<td>This field indicates the number of copies of the receipt to print.</td>
</tr>
<tr>
<td>Print</td>
<td>Clicking this icon prints the dispensary receipt to the default printer. This button works in conjunction with the Default Printer field in the Dispensary Setup window's Dispensary Printouts section. For information on the Dispensary Setup window's Dispensary Printouts section, see Dispensary Printouts Section on page 30.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Clicking this button cancels any entries and closes the Dispensary Receipt window.</td>
</tr>
</tbody>
</table>

6 Dispensary Setup Window

You can access this window by clicking the Setup button in the Dispensary window. For information on the Dispensary window, see Dispensary Window on page 7.
**Dispensary Setup Window**

**OK**
Clicking this button saves the changes and closes the Dispensary Setup window.

**Cancel**
Clicking this button cancels any entries or changes and closes the Dispensary Setup window.

### 6.1 Workstation Defaults Section
## Dispensary Setup Window - Workstation Defaults Section

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispensary</td>
<td>This drop-down field indicates the default dispensary location for this workstation. The options in this drop-down field are defined in the Dispensary Location Codes window. For information on the Dispensary Location Codes window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Location Codes Window on page 102. The option you select from this drop-down field is displayed in the Location field of the Dispensary window. For information on the Dispensary window, see Dispensary Window on page 7.</td>
</tr>
<tr>
<td>Dirty Location</td>
<td>This drop-down field indicates the default location for providers to check in used items. The options in this drop-down field are defined in the Dispensary Location Codes window. For information on the Dispensary Location Codes window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Location Codes Window on page 102. The option you select from this drop-down field is displayed in the To Location field of the Check In window. For information on the Check In window, see Check In Window on page 1.</td>
</tr>
<tr>
<td>Sterilize Transfer</td>
<td>This drop-down field indicates the default location for transferring kits to the sterilization unit. The options in this drop-down field are defined in the Dispensary Location Codes window. For information on the Dispensary Location Codes window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Location Codes Window on page 102. The option you select from this drop-down field is displayed in the Transfer to field of the Sterilize Kits window. For information on the Sterilize Kits window, see Sterilize Kits Window on page 38.</td>
</tr>
<tr>
<td>Batch Sterilization</td>
<td>This drop-down field indicates the location from which you take items to be sterilized in batches. The options in this drop-down field are defined in the Dispensary Location Codes window. For information on the Dispensary Location Codes window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Location Codes Window on page 102.</td>
</tr>
<tr>
<td>General Transfer</td>
<td>This drop-down field indicates the default dispensary (i.e. a cart) used to transfer items between dispensary locations. The options in this drop-down field are defined in the Dispensary Location Codes window. For information on the Dispensary Location Codes window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Location Codes Window on page 102. The option you select from this drop-down field is displayed in the Transfer to field of the Transfer Kits window. For information on the Transfer Kits window, see Transfer Kits Window on page 40.</td>
</tr>
</tbody>
</table>
6.2 Workstation Options Section

DISPENSARY SETUP WINDOW - WORKSTATION OPTIONS SECTION

Beep on scan

This checkbox, if selected, indicates to use audible beeps to alert the user when an item is scanned correctly or incorrectly. A low tone indicates an error and a series of high-pitch tones indicate success.

Review Kit contents during sterilizations

This drop-down field indicates whether axiUm displays the Replace Kit Instruments window after sterilization.

This drop-down field displays the following options:

• Never (new): Selecting this option indicates that axiUm does not automatically display the Replace Kit Instruments window. To display this window, you must manually select to open it.

• Always (new): Selecting this option indicates that axiUm always displays the Replace Kit Instruments window.

• Only when exceeding life cycle (new): Selecting this option indicates that axiUm displays the Replace Kit Instruments window only if an instrument in the kit has reached the end of its life cycle.
### Dispensary Setup Window - Workstation Options Section

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Require Provider ID scan on returns** | If this checkbox is selected:  
When you click the Check In button on the Dispensary window, the Provider Code field or User Login field in the Check In window is enabled. The provider then swipes their card, and axiUm displays their information in the Provider Code field or User Login field, and also in the Provider field. axiUm then enables the Dispensary Item field so you can scan all items this provider checks in.  
If this checkbox is deselected:  
When you click the Check In button on the Dispensary window, the Provider Code field or User Login field in the Check In window is disabled, and the Dispensary Item field is enabled. When you scan the item into this field, and axiUm automatically fills in the Provider Code field or User Login field, and also the Provider field, with the information associated to it when it was last checked out.  
The Provider Code field or User Login field displayed in the Check In window (only one or the other will be shown) is based on the Identify Provider By drop-down field option selected in the Dispensary Setup window’s Workstation Options window. For information on the Dispensary Setup window’s Workstation Options window, see Workstation Options Section on page 25.  
For information on the Check In window, see Check In Window on page 1. |
| **Use the print multiple receipts capability** | This checkbox, if selected, indicates that clicking the Print button will produce a receipt for each provider in a group who checks in or out items.  
For example, if three providers check in five kits together, axiUm can print a batch of three receipts, one for each provider.  
When you click the Close button, axiUm displays a message, “x items were scanned. Do you want to print receipts for them?” |
| **Give warning when check out dispensary items without a request** | This checkbox, if selected, indicates to prompt the user when an item is being scanned out for which there was no request in the list. This is used by institutions that require the providers to request all instruments prior to pick up at the dispensary.  
When you check out an item without a dispensary request, axiUm displays a message, “No request could be found for this item. Do you want to Check Out the item without a request?” |
| **Identify Provider By** | This drop-down field displays the following options:  
- **User Login**: This option, if selected, indicates that axiUm displays the User Login field in the Check In window and Check Out window.  
- **Provider Code**: This option, if selected, indicates that axiUm displays the Provider Code field in the Check In window and Check Out window.  
For information on the Check In window, see Check In Window on page 1.  
For information on the Check Out window, see Check Out Window on page 5. |
**Dispensary Setup Window - Workstation Options Section**

<table>
<thead>
<tr>
<th>Display kit levels for</th>
<th>This drop-down field affects the Dispensary window’s Kit Level tab’s list view. This drop-down field displays the following options:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• <em>All Required</em>: This option, if selected, indicates to display all kit types that have something in the <em>Require</em> column. For information on the <em>Require</em> column, see <em>Dispensary Window - Kit Levels Tab</em> on page 15.</td>
</tr>
<tr>
<td></td>
<td>• <em>All Unfilled</em>: This option, if selected, indicates to display all kit types that have something in the <em>Need</em> column or the <em>Requested</em> column. For information on the <em>Requested</em> column, see <em>Dispensary Window - Kit Levels Tab</em> on page 15.</td>
</tr>
<tr>
<td></td>
<td>• <em>All Kits</em>: This option, if selected, indicates to display all kit types regardless of what the columns display.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Items checked out for the future are out to the provider as at</th>
<th>This drop-down field displays the following options:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• <em>Current Date</em>: This option, if selected, indicates that items are to be considered out as of the current system date and time. For example, if the current date and time is 12/09/2009 10:03AM, axiUm uses this date and time when you check out an item for the provider.</td>
</tr>
<tr>
<td></td>
<td>• <em>Future Date</em>: This option, if selected, indicates that items are to be considered out as of the time for which they have been scanned. For example, if the current date and time is 12/09/2009 10:03AM, but the user enters a later date and time, axiUm uses the future date when you check out an item for the provider.</td>
</tr>
</tbody>
</table>

### 6.3 Sterilization Printout Section

![Sterilization Printout](image)

**Dispensary Setup Window - Sterilization Printout Section**

<table>
<thead>
<tr>
<th>Default Printer</th>
<th>This disabled field specifies the default printer for the sterilization bar codes generated by axiUm.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clicking <img src="image" alt="ellipsis" /> (ellipsis) opens the Select Printer window to select from.</td>
</tr>
<tr>
<td></td>
<td>Clicking <img src="image" alt="delete" /> (delete) removes the currently selected printer name from the field.</td>
</tr>
</tbody>
</table>
6.4 System Options Section

**Dispensary Setup Window - System Options Section**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lock Provider when balance &gt;</td>
<td>This field indicates the maximum balance a provider can carry and still check items out of the dispensary. For example, if this field displays $500.00 and the provider is carrying a balance of $575.00 in replacement costs for items they lost, the provider will be locked from checking out items until the balance on their account has been reduced to a balance of under $500.00.</td>
</tr>
<tr>
<td>Calculate life cycle based on</td>
<td>This section indicates how axiUm calculates an instrument’s life cycle, as entered in the Life Cycle field of the Instrument Codes window. For information on the Instrument Codes window, refer to the axiUm Reference Manual for Maintenance see Instrument Codes Window on page 106. This section displays the following options:</td>
</tr>
<tr>
<td></td>
<td>• <em>Number of times used</em>: This option, if selected, calculates times used based on the number of times the item is checked out. Every time a kit is checked out the instrument's remaining life is decreased by one count.</td>
</tr>
<tr>
<td></td>
<td>• <em>Number of times sterilized</em>: This option, if selected calculates times used based on the number of times the item is sterilized. Every time a kit is sterilized the instrument’s remaining life is decreased by one count.</td>
</tr>
</tbody>
</table>
### Dispensary Setup Window - System Options Section

| **Minimum dispensary Levels are** | This section determines how axiUm calculates a dispensary location's inventory needs, using the value entered in the *Minimum Level* field of the *Dispensary Levels* window. For information on the *Dispensary Levels* window, refer to the axiUm Reference Manual for Maintenance and see *Dispensary Levels Window* on page 104. The calculated inventory requirements are then displayed in the *Require* column of the *Dispensary window’s Kit Levels* tab’s list view.

This section displays the following options:

- **Number of extra kits required**: This option, if selected, calculates required kits as:
  \[
  \text{Required} = \text{Requested} + \text{Min. Level}
  \]

- **Number of total kits required**: This option, if selected, calculates required kits as:
  \[
  \text{Required} = \text{Requested or Min. Level, whichever is greater}
  \]

For information on the *Require* column, the *Requested* column, and the *Min. Level* column, see *Dispensary Window - Kit Levels Tab* on page 15.

| **Sterilization adds outer bar codes** | This checkbox, if selected, indicates that axiUm generates a sterilization (outer) bar code for each kit (inner) bar code entered in the *Kit field* of the *Sterilize Kits window*. For information on the *Sterilize Kits window*, see *Sterilize Kits Window* on page 38.

| **Outer bar codes generated from this application** | This checkbox is enabled if the *Sterilization adds outer bar codes* checkbox is selected.

This checkbox, if selected, indicates axiUm will generate the outer bar code to be used for the sterilization process. Selecting this checkbox displays the *Select Printer* window after scanning a kit in the *Sterilize Kits window’s Kit field*.

Deselecting this checkbox indicates that sterilization bar codes are not printed from axiUm, and therefore skips the *Select Printer* window after scanning a kit in the *Sterilize Kits window’s Kit field*. It is assumed that sterilization bar codes are printed using a different application.

| **Outer bar code labels printed in batch** | This checkbox is enabled if the *Outer bar codes generated from this application* checkbox is selected.

Selecting this checkbox lets you print the sterilization bar codes in a single batch. After scanning a kit in the *Sterilize Kits window’s Kit field*, the *Outer Code* field is enabled to manually enter a sterilization bar code. These sterilization bar codes are recorded in axiUm, and accumulate until they are later printed in a single print job. Selecting this checkbox also enables the *Dispensary window’s Labels* button to print these batch labels.

Deselecting this checkbox prints the sterilization bar codes individually as each kit is processed. After scanning a kit in the *Sterilize Kits window’s Kit field*, the *Outer Code* field is disabled because axiUm generates this sterilization bar code for you, and then automatically prints them individually.

| **Use kit type defaults for sterilization periods** | This checkbox, if selected, indicates axiUm will select the *Use kit type sterilization defaults* checkbox in the *Sterilize Kits window* by default. |
**Dispensary Setup Window - System Options Section**

**Warn if sterile and non-sterile items are mixed**

This checkbox, if selected, indicates to warn the user if they scan a clean kit into a location that has dirty kits, or vice versa.

For example, if you transfer a clean kit to another dispensary location using a cart assigned for transferring dirty kits to the sterilization facility, axiUm displays a message, “Are you sure you want to put a clean kit with dirty kits?” Conversely, if you transfer a dirty kit using a clean cart, axiUm displays a message, “Are you sure you want to put a dirty kit with clean kits?”

**Warn if checking out kits that aren't currently at that location**

This checkbox, if selected, indicates to warn the user if the kit is not in the location from which they are attempting to scan the kit.

For example, if you try checking out an item from your dispensary location that is currently in transit on a cart, axiUm displays a message, “This kit is currently believed to be at location: CART#0001. Are you sure you want to continue?”

---

**6.5 Dispensary Printouts Section**

This section lets you select a default printer and print options for printing various dispensary printouts.

---

**Dispensary Setup Window - Dispensary Printouts Section**

**Default Printer**

This disabled field indicates the path to the default printer. This default printer applies to printing dispensary billing receipts, dispensary billing statements, issue receipts, and return receipts.

Clicking (ellipsis) opens the Select Printer window to select from.

Clicking (delete) removes the currently selected printer name from the field.

**Regular Font**

This disabled field indicates the default font for printouts.

This font applies to printing manual dispensary request receipts.

Clicking (ellipsis) opens the Font window to select from.

Clicking (delete) removes the currently selected font name from the field.
Dispensary Statement Window

# Dispensary Setup Window - Dispensary Printouts Section

<table>
<thead>
<tr>
<th>Bar Code Font</th>
<th>This disabled field indicates the default bar code font. Make sure that the bar code font you select is a Windows bar code font that is compatible by your bar code scanner. This bar code font applies to printing manual dispensary request receipts. Clicking (ellipsis) opens the Font window to select from. Clicking (delete) removes the currently selected font name from the field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bar Code Start Character</td>
<td>Bar codes must always start with a special character, called a start code. The start code tells the bar code scanner to begin reading the bar code and it tells the bar code scanner what kind of bar code is to be read. This field indicates the start character for the bar code reader. This starting bar code character applies to printing manual dispensary request receipts. The character entered here is displayed at the beginning of the bar code displayed on the dispensary request receipt, which can be printed at the time a manual dispensary request is made. The Crystal Reports file used to print outer bar codes must be customized to make the bar codes readable.</td>
</tr>
<tr>
<td>Stop Character</td>
<td>Every bar code must end with a special character called a Stop Code. The stop code tells the bar code scanner that it has reached the end of the bar code and to stop reading the bar code. This field indicates the stop character for the bar code reader. This ending bar code character applies to printing manual dispensary request receipts. The character entered here is displayed at the end of the bar code displayed on the dispensary request receipt, which can be printed at the time a manual dispensary request is made. The Crystal Reports file used to print outer bar codes must be customized to make the bar codes readable.</td>
</tr>
</tbody>
</table>

## 7 Dispensary Statement Window

You can access this window by clicking the Statement button in the Dispensary Billings window. For information on the Dispensary Billings window, see Dispensary Billings Window on page 19.
Dispensary Statement Window

- **From**: This field indicates the starting date range for the period for which to print the dispensary statement.

- **To**: This field indicates the ending date range for the period for which to print the dispensary statement.

- **Comment1**: This field indicates free-form comments to print on the dispensary statement.

- **Comment2**: This field indicates free-form comments to print on the dispensary statement.

- **# Copies**: This field indicates the number of copies to print for the dispensary statement.

- **Print**: Clicking this icon prints the dispensary statement to the default printer.

  This button works in conjunction with the Default Printer field in the Dispensary Setup window’s Dispensary Printouts section. For information on the Dispensary Setup window’s Dispensary Printouts section, see Dispensary Printouts Section on page 30.

- **Cancel**: Clicking this button cancels any entries and closes the Dispensary Statement window.

8 Kit / Sundry Found Window

You can access this window by clicking the Found button from the Dispensary window’s Lost Items tab. For information on the Dispensary window, see Dispensary Window on page 7.
**Kit / Sundry Found Window**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider</td>
<td>This disabled field indicates the last name and first name of the provider from the highlighted item in the Dispensary window's Lost Items tab.</td>
</tr>
<tr>
<td>Instrument</td>
<td>This disabled field indicates the kit or sundry’s item type code from the highlighted item in the Dispensary window's Lost Item tab.</td>
</tr>
<tr>
<td>Date</td>
<td>This field indicates the date that the item was found. You cannot select a future date.</td>
</tr>
<tr>
<td>Reason</td>
<td>This disabled field indicates the reason for the item not returned, as entered in the Reason drop-down field of the Kit / Sundry Not Returned window. For information on the Kit / Sundry Not Returned window, see Kit / Sundry Not Returned Window on page 33.</td>
</tr>
<tr>
<td>Value</td>
<td>This disabled field indicates the value of the item, as entered in the Total field of the Kit / Sundry Not Returned window. For information on the Kit / Sundry Not Returned window, see Kit / Sundry Not Returned Window on page 33.</td>
</tr>
<tr>
<td>Refund</td>
<td>This field is enabled if the Value field displays a dollar amount. This field is disabled if the Value field displays the N/A option. Because the value of this item is unknown, losing it did not incur any charges to the provider, and therefore no refund is required for its return. This field indicates the refund amount for the item returned. axiUm defaults this field to the amount in the Value field. Money refunded to the provider is a debit (-) to the institution.</td>
</tr>
<tr>
<td>OK</td>
<td>Clicking this button saves the changes and closes the Kit / Sundry Found window.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Clicking this button cancels any entries or changes and closes the Kit / Sundry Found window.</td>
</tr>
<tr>
<td>Billing</td>
<td>Clicking this button opens the Dispensary Billings window. For information on the Dispensary Billings window, see Dispensary Billings Window on page 19.</td>
</tr>
</tbody>
</table>

**9 Kit / Sundry Not Returned Window**

You can access this window by clicking the Lost button from the Dispensary window’s Dispensary Out tab or the Dispensary History tab. For information on the Dispensary window, see Dispensary Window on page 7.
**Kit / Sundry Not Returned Window**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider</td>
<td>This disabled field indicates the last name and first name of the provider from the highlighted item in the Dispensary window's Dispensary tab or Dispensary History tab.</td>
</tr>
<tr>
<td>Kit</td>
<td>This disabled field is displayed if the item highlighted in the Dispensary window's Dispensary tab or Dispensary History tab is a kit. This disabled field indicates the kit item code from the highlighted item in the Dispensary window's Dispensary tab or Dispensary History tab.</td>
</tr>
<tr>
<td>Sundry</td>
<td>This disabled field is displayed if the item highlighted in the Dispensary window's Dispensary tab or Dispensary History tab is a sundry. This disabled field indicates the sundry type code from the highlighted item in the Dispensary window's Dispensary tab or Dispensary History tab.</td>
</tr>
<tr>
<td>Date</td>
<td>This field indicates the date that the item was considered unreturned. You cannot select a future date.</td>
</tr>
<tr>
<td>Reason</td>
<td>This drop-down field indicates the reason for the item not being returned. The options in this drop-down field are defined in the Out of Service Reasons window. For information on the Out of Service Reasons window, refer to the axiUm Reference Manual for Maintenance and see Out of Service Reasons Window on page 119.</td>
</tr>
<tr>
<td>Charge</td>
<td>This field is enabled if the option selected from the Reason drop-down field has the Billable to Provider checkbox selected in the Out of Service Reasons window. For information on the Out of Service Reasons window, refer to the axiUm Reference Manual for Maintenance and see Out of Service Reasons Window on page 119. This field indicates the replacement cost of the unreturned item, and defaults to the billable value calculated by axiUm. The billable value consists of the value of the kit cassette, as entered in the Amount field of the Kit Type Codes window, plus the sum of the values of each instrument in the kit, as entered in the Amount field of the Instrument Codes window. For information on the Kit Type Codes window, refer to the axiUm Reference Manual for Maintenance see Kit Type Codes Window on page 107. For information on the Instrument Codes window, refer to the axiUm Reference Manual for Maintenance and see Instrument Codes Window on page 106.</td>
</tr>
<tr>
<td>OK</td>
<td>Clicking this button saves the changes and closes the Kit / Sundry Not Returned window.</td>
</tr>
</tbody>
</table>
### Kit / Sundry Not Returned Window

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel</td>
<td>Clicking this button cancels any entries or changes and closes the Kit / Sundry Not Returned window.</td>
</tr>
<tr>
<td>Billing</td>
<td>Clicking this button opens the Dispensary Billings window. For information on the Dispensary Billings window, see Dispensary Billings Window on page 19.</td>
</tr>
</tbody>
</table>

### Print Kit Labels Window

You can access this window by clicking the Labels button on the Dispensary window. For information on the Dispensary window, see Dispensary Window on page 7.

Use this window to print sterilization bar codes on labels. These sterilization bar codes, when printed, start with **XX** to make them visually unique from kit bar codes. The numbers following **XX** is an Oracle-generated sequence padded with 0s to allow for large numbers. The configuration to reset this number cannot be completed through the application. There is additional setup of an Oracle sequence required.

#### Print Kit Labels Window

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Labels to Print</td>
<td>This field indicates the number of sterilization bar codes to print to your default sterilization printer. axiUm increments the numbers on the sterilization bar code by one digit to avoid repetition. For example, if the last sterilization bar code printed was XX0000000006, entering 3 prints three labels displaying XX0000000007, XX0000000008, XX0000000009. This field works in conjunction with the Default Printer field in the Dispensary Setup window's Sterilization Printout section. For information on the Dispensary Setup window's Sterilization Printout section, see Sterilization Printout Section on page 27.</td>
</tr>
<tr>
<td>OK</td>
<td>Clicking this button saves your entry and prints the labels to the default printer.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Clicking this button cancels and entries and closes the Print Kit Labels window.</td>
</tr>
</tbody>
</table>
11 Replace Kit Instrument Window

You can access this window by:

- Clicking the Replace button in the Sterilize Kits window. For information on the Sterilize Kits window, see Sterilize Kits Window on page 38.
- Clicking the Replace button in the Dispensary window. For information on the Dispensary window, see Dispensary Window on page 7.
- Entering a kit item bar code the Kit field in the Sterilize Kits window and pressing the Enter key.

REPLACE KIT INSTRUMENT WINDOW

Was Instrument(s) returned?
This checkbox, if selected, indicates that the item was returned.
Selecting this checkbox indicates that the item was returned broken, or it was returned intact but expired.

User Login
This field is shown if the Identify Provider By drop-down field in the Dispensary Setup window's Workstation Options section displays the User Login option. For information on the Dispensary Setup window's Workstation Options section, see Workstation Options Section on page 25.

Clicking (ellipsis) opens the Users List (Providers Only) window to select from. For information on the Users List (Providers Only) window, see Users List (Providers Only) Window on page 42.
Sterilization Batch Kit Processing Window

REPLACE KIT INSTRUMENT WINDOW

<table>
<thead>
<tr>
<th>Provider Code</th>
<th>This field is shown if the Identify Provider By drop-down field in the Dispensary Setup window’s Workstation Options section displays the Provider Code option. For information on the Dispensary Setup window’s Workstation Options section, see Workstation Options Section on page 25. ClickingBrowserEllipsisBrowserBrowserBrowserEllipsisBrowser (.ellipsis) opens the Users List (Providers Only) window to select from. For information on the Users List (Providers Only) window, see Users List (Providers Only) Window on page 42.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Used By</td>
<td>If you entered the Kit field first, selecting this button displays the last name and first name of the provider who last used this kit in the Provider field. For information, see Kit in this table. Also see Provider in this table.</td>
</tr>
<tr>
<td>Provider</td>
<td>This disabled field indicates the last name and first name of the provider. Clicking the Last Used By button displays the last name and first name of the provider who last checked out this item. For information, see Last Used By in this table.</td>
</tr>
<tr>
<td>Kit</td>
<td>If you are accessing this window from the Replace button on the Dispensary window, this field is populated and disabled.</td>
</tr>
<tr>
<td>Date</td>
<td>This field indicates the date the instrument was replaced.</td>
</tr>
<tr>
<td>Reason</td>
<td>This drop-down field indicates the reason for the kit replacement. The options available in this drop-down field are defined in the Out of Service Reasons window. For information on the Out of Service Reasons window, refer to the axiUm Reference Manual for Maintenance and see Out of Service Reasons Window on page 119</td>
</tr>
<tr>
<td>OK</td>
<td>Clicking this button saves the changes and closes the Replace Kit Instrument window.</td>
</tr>
<tr>
<td>Save</td>
<td>Clicking this button saves the changes.</td>
</tr>
<tr>
<td>Close</td>
<td>Clicking this button closes the Replace Kit Instrument window.</td>
</tr>
</tbody>
</table>

12 Sterilization Batch Kit Processing Window

You can access this window by entering a generic bar code on a kit in the Kit field of the Sterilize Kits window. For information on the Sterilize Kits window, see Sterilize Kits Window on page 38.

Use this window to process kits that use generic bar codes.
### Sterilization Batch Kit Processing Window

**Kit Type**
- These disabled fields indicate the kit type code and kit type description for the generic kit type entered in the Kit field of the Sterilize Kits window. For information on the Sterilize Kits window, see Sterilize Kits Window on page 38.

**At Location**
- This drop-down field indicates the location the generic kits are being sterilized. For information on the Dispensary Location Codes window, refer to the axiUm Reference Manual for Maintenance and see Dispensary Location Codes Window on page 102.

**Starting Outer Bar Code**
- This field indicates the starting bar code to display on the sterilization bar code for this batch.

**Ending Outer Bar Code**
- This field indicates the ending bar code to display on the sterilization bar code for this batch.
  
  axiUm automatically generates this based on the Starting Outer Bar Code field entered. You can change this ending outer bar code. Changing the last few digits of this number changes the number in the Number to Sterilize field.

**Number to Sterilize**
- This field indicates the number of this generic kit type to sterilize in this batch.
  
  axiUm automatically enters the number of kits of this kit type that are at the sterilization location indicated in the At Location drop-down field. Changing this number changes the last few digits of the Ending Outer Bar Code field.

**OK**
- Clicking this button saves your entries and closes the Sterilization Batch Kit Processing window.

**Cancel**
- Clicking this button cancels any entries and closes the Dispensary Receipt window.

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### 13 Sterilize Kits Window

You can access this window by clicking the Sterilize button in the Dispensary window. For information on the Dispensary window, see Dispensary Window on page 7.
**STERILIZE KITS WINDOW**

**Use kit type sterilization defaults**

This checkbox, if selected, disables the *Sterile for ___ (days)* field and the *Expiry Date* field. axiUm uses the number of sterilization days, as entered in the *Default Sterilization ___ (in days)* field of the *Kit Type Codes* window. For information on the *Kit Type Codes* window, refer to the axiUm Reference Manual for Maintenance and see *Kit Type Codes Window* on page 107.

This checkbox, if deselected, enables the *Sterile for ___ (days)* field and the *Expiry Date* field.

When you first open this window, this checkbox defaults to the setup in the *Use kit type defaults for sterilization periods* checkbox in the *Dispensary Setup* window’s *System Options* section. For information on the *Dispensary Setup* window’s *System Options* section, see *System Options Section* on page 28.

**Type**

This drop-down field indicates the type of sterilization and displays the following options:

- *Sterilization*: The kit is being sterilized.
- *Verification*: The kit is receiving sterilization confirmation.

**Transfer to**

This drop-down field indicates the location to transfer the items for sterilization.

When you first open this window, this drop-down field displays the default option set up in the Sterilize Transfer drop-down field of the Dispensary Setup window’s Workstation Defaults section. For information on the Dispensary Setup window’s Workstation Defaults section, see *Workstation Defaults Section* on page 23.

The options in this drop-down field are defined in the Dispensary Location Codes window. For information on the Dispensary Location Codes window, refer to the axiUm Reference Manual for Maintenance and see *Dispensary Location Codes Window* on page 102.

**Destination**

This drop-down field is enabled if the *Transfer to* drop-down field displays a location type that is a cart.

This drop-down field indicates the final destination of the items in the cart, and displays locations that are either dispensary locations.
14 Transfer Kits Window

You can access this window by clicking the Transfer button on the Dispensary window. For information on the Dispensary window, see Dispensary Window on page 7.
**TRANSFER KITS WINDOW**

<table>
<thead>
<tr>
<th><strong>Individual Kit(s)</strong></th>
<th>This option, if selected, indicates to transfer a single item.</th>
</tr>
</thead>
</table>
| **All Kits from Location** | This option, if selected, indicates to transfer all items in a location in a single batch.  
For example, you are transferring all items from a cart to its final destination. |
| **Transfer to** | This drop-down field indicates the location to transfer the kits.  
The options in this drop-down field are defined in the *Dispensary Location Codes* window. For information on the *Dispensary Location Codes* window, refer to the axiUm Reference Manual for Maintenance and see *Dispensary Location Codes Window* on page 102.  
The default option is set up in the General Transfer drop-down field of the *Dispensary Setup* window’s *Workstation Defaults* section. For information on the *Dispensary Setup* window’s *Workstation Defaults* section, see *Workstation Defaults Section* on page 23. |
| **Destination** | This drop-down field is enabled if the **Transfer to** drop-down field displays a location type that is a cart.  
This drop-down field indicates the final destination of the items in the cart, and displays locations that are either dispensary locations. |
| **Kit** | This field indicates the kit bar code. You can enter either the kit bar code or the sterilization bar code. |
| **Transfer** | Clicking this button transfers the item to the location displayed in the **Transfer to** drop-down field. |
| **Print** | Clicking this button prints the Transfer Receipt to confirm that axiUm has successfully transferred the item’s record to another location. |
| **Close** | Clicking this button closes the Transfer Kits window. |
15 Users List (Providers Only) Window

You can access this window by:

- Going to the Check In window and clicking the User Login (ellipsis) or the Provider Code (ellipsis). For information on the Check In window, see Check In Window on page 1.

- Going to the Check Out window and clicking the User Login (ellipsis) or the Provider Code (ellipsis). For information on the Check Out window, see Check Out Window on page 5.

- Going to the Replace Kit Instrument window and clicking the User Login (ellipsis) or the Provider Code (ellipsis). For information on the Replace Kit Instrument window, see Replace Kit Instrument Window on page 36.

Use this window to search for and select axiUm users who are providers.

Criteria

In this field, enter the first character(s) of the item you want to find based on the search options selected. Entering an underscore (_) displays all results within the selected search option.
**Show Deleted**

This checkbox, if selected, indicates to include deleted providers in the search list.

Selecting or deselecting this checkbox refreshes the window to show or hide deleted provider records.

Deleted providers are displayed in the list view in grey text.

<table>
<thead>
<tr>
<th>Expired Users</th>
<th>This checkbox, if selected, indicates to search for expired providers that are no longer valid in axUim for new entries but can still be used for reporting purposes.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Expired providers are displayed in the list view in black text.</td>
</tr>
</tbody>
</table>

| User Level | This drop-down field indicates the security level to search. The options displayed in this drop-down field are defined in the *Power Admin* module’s security levels. |