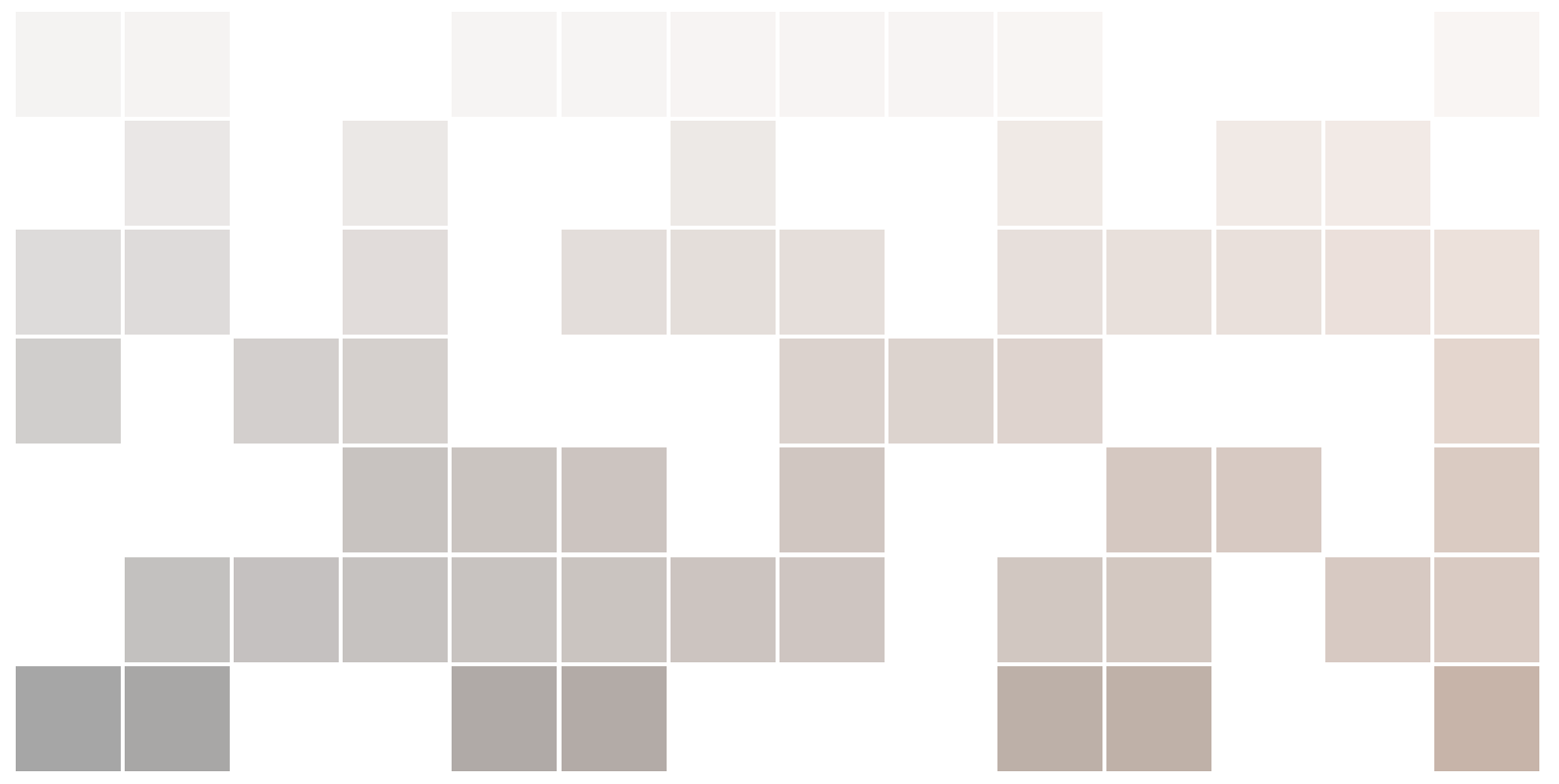


Pharmacy Austria

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PM (MESZ)



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Contents

1	Introduction	5
1.1	About Pharmacy Austria	5
2	Concept of operations	7
2.1	Software un/installation	7
2.2	Orientation to use the features of the graphical user interface	7
2.3	Navigation through the software to access and to exit from functions	7
2.3.1	Perspectives	7
2.3.2	Parts	9
3	Information on Software commands	11
3.1	Commands	11
3.1.1	Add as Prescription	11
3.1.2	Add to Prescription	11
3.1.3	Edit Prescription	12
3.1.4	Delete Prescription	12
3.1.5	Add to Invoice	12
3.1.6	Delete from Invoice	12
3.1.7	Cancel Invoice	13
3.1.8	Add to StockOrder	13
3.1.9	Order Articles	13
3.1.10	Add new Article	14
3.1.11	Delete from Stock	14
3.1.12	Edit StockArticle	14
3.1.13	Edit StockOrder Status	15
3.1.14	Check Inventory	15
3.1.15	Delete User	15
3.1.16	Update ArticleList	16

3.1.17	Create Report	16
3.1.18	Save User Data	16
3.1.19	Print Refund Form	16
3.1.20	Print Inventory	17
3.1.21	Print Invoice	17
4	Error messages and problem resolution	19
5	Glossary	21
6	Related information sources	23
7	Navigational features	25
	Bibliography	27
	Books	27
	Articles	27
	Index	29

1 — Introduction

1.1 About Pharmacy Austria

Pharmacy AT is an application that allows to manage a strongly limited set of aspects of an Austrian Pharmacy. Its main purpose is, to act as a sample application for the development of the Ecrit User Manual creation project.

The application provides an interface for 4 different kinds of users:

- **Seller** the person selling articles to customers
- **Stockist** responsible for managing the stock and the respective orders
- **Clerk** responsible for accounting and balance of the pharmacy
- **Admin** responsible for defining access rights within the application

2 — Concept of operations

2.1 Software un/installation

For more details about the installation of Pharmacy_AT see `ecrit/pharmacy_at`

2.2 Orientation to use the features of the graphical user interface

General usage; extract from Eclipse documentation

2.3 Navigation through the software to access and to exit from functions

The application has one main window presented to the user on startup.

2.3.1 Perspectives

There are 4 perspectives available to the user.

Switch Perspectives

The perspectives are separated into the tabs:

- Seller
- Clerk
- Stockist
- Admin

In order to switch perspectives simple click on the wanted tab.

Keep in mind: You can only access tabs available for your user role.

Perspective Seller

This perspective contains all the parts needed to perform a sellers daily routine.

On the lefthand side the basic information about the articles (*ArticleList*, *Properties*) is shown. On the righthand side the invoice specific details are visible. On the right top (*InvoiceData*)the invoice can be created.

Below that, the prescriptions related to the current invoice above are displayed (*Prescription*). They can be changed from there as well.

On the far right bottom the preview of the printed invoice is shown (*Invoice*). This gives an

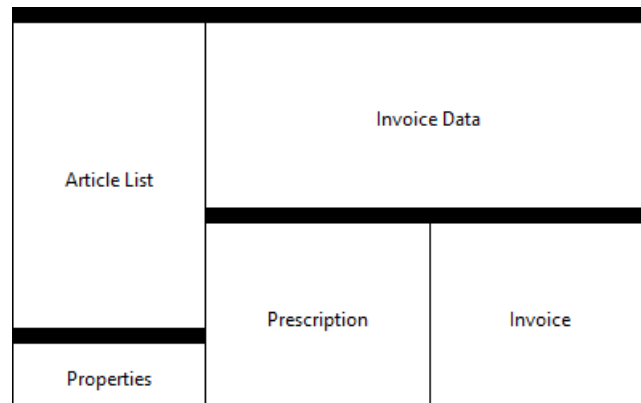


Figure 2.1: Perspective Seller

overview of the actually payed and refunded (by prescriptions) articles.

This perspective contains the following parts

- Article List
- Properties
- Invoice Data
- Prescription
- Invoice

Perspective Stockist



Figure 2.2: Perspective Stockist

This perspective contains all the necessary part to perform a stockists daily routine. On the lefthand side there is some basic information about the available articles and their further description (same as in the sellers part).

On the righthand side the stockist can create and place a new order. On the right bottom an overview of all StockOrders is given.

This perspective contains the following parts

- Article List
- Properties
- Stock Order
- Stock Order Overview

Perspective Clerk

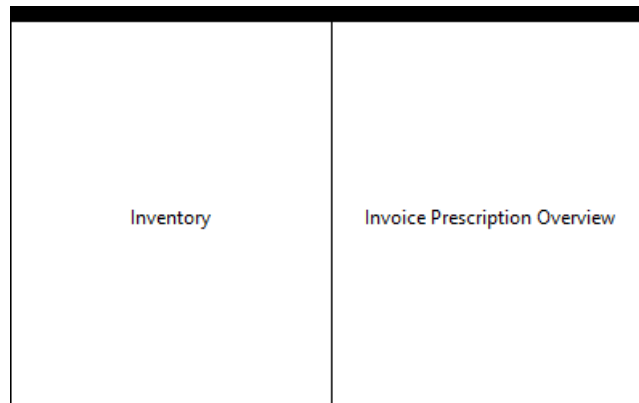


Figure 2.3: Perspective Clerk

This is the clerk specific perspective. It supports the clerk in his/her usual business.

This perspective contains the following parts

- Inventory
- Invoice Prescription Overview

Perspective Admin

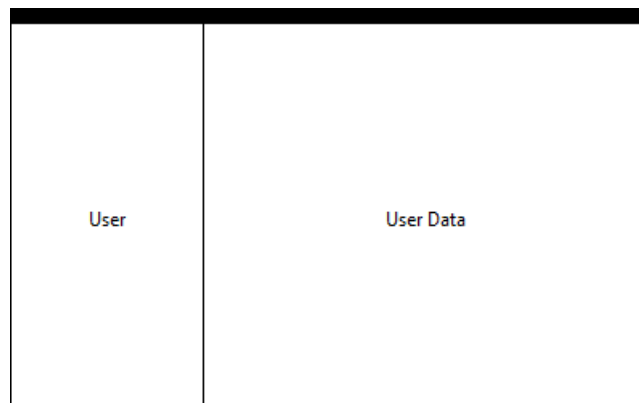


Figure 2.4: Perspective Admin

This perspective supports the administrator of this product in different system managing activities.

This perspective contains the following parts

- User
- User Data

2.3.2 Parts

Article List

In this part you see the various articles.

The displayed table gives an overview about the units (per article) on stock and if there is currently an order existent. By *right click* the **Popup Menu** will open and the various commands are visible.

The box in the ordered column gives information about whether the article is ordered or not and if – which state it is in.

- grey box: normal state, enough units on stock
- green box: article is ordered (though can be out of stock)
- yellow box: not ordered, but lower bound on stock is already reached
- red box: not ordered and no more articles on stock

Properties

Displays a description on the currently selected article of the ArticleList .

Invoice Data

Here the articles to be sold are collected during the purchase by a customer. The seller selects an article in the ArticleList to be included in this part by either *double-clicking* on it or *drag&drop* it to this part.

The selling process will be completed and stored by pressing the *Cash up* button. In case you'd like to revert the selling procedur press the *Cancel Cash up* button.

Prescription

In this part all the prescriptions connected to the current invoice are displayed.

By the *Executable tasks* can be called by *double clicking* or calling the *popup menu*.

Invoice

This part gives an overview of the final invoice. Including:

- article(s) to sell
- prescriptions to those articles
- total costs

Stock Order

This part offers the functionality to create a new stock order.

Articles can be added via *drag&drop* from the ArticleList part.

Or calling the popup menu there and selecting the whished command.

Moreover this part offers the ability to adapt the various articles units, the issuing enterprise and finally complete and place an order by pressing *PlaceOrder* .

Stock Order Overview

This part will give you an overview about the StockOrders.

With the help of the search field you can search for a specific order.

To change the orders status simply click in the appropriate status cell and select the desired order status and press enter.

Inventory

This part gives an overview of the entire inventory and supports the clerk in evaluating the inventory.

Invoice Prescription Overview

This part shows all the saved invoices and relating prescriptions.

By applying the date filters only the invoices (and prescriptions) in between the selected timespan will be shown.

User

This part is used to display user relevant information.

User Data

The UserData part shows further information about the users.

Commands

Add as Prescription
Add to Prescription
Edit Prescription
Delete Prescription
Add to Invoice
Delete from Invoice
Cancel Invoice
Add to StockOrder
Order Articles
Add new Article
Delete from Stock
Edit StockArticle
Edit StockOrder Status
Check Inventory
Delete User
Update ArticleList
Create Report
Save User Data
Print Refund Form
Print Inventory
Print Invoice

3 — Information on Software commands

3.1 Commands

3.1.1 Add as Prescription

By this command the selected article can be added to the invoice as *prescribed article*. Whenever it's called a **PrescriptionDialog** will automatically appear on your screen and ask you for more details about the prescription (number, issuing practitioner). This command can be used as well via *drag&drop* from the ArticleList to the Prescription part.

Requirements

- logged in as seller.
- select the article you'd like to prescribe on the ArticleList part

Executable by

- Part part.articlelist
- Menu popupmenu.articlelist
- Add as Prescription
- Part part.prescription
- Menu popupmenu.prescription
- Add Prescription

Completion information

3.1.2 Add to Prescription

Use this command to add an article to an existing prescription. It can be either executed by selecting *AddToPrescription* in the popup menu or by *drag&drop* to the prescription you'd like to add the article to.

Requirements

- logged in as a seller.
- a selection on the ArticleList
- an existing prescription

Executable by

- Part part.articlelist
- Menu popupmenu.articlelist

- Add to Prescription

Completion information Besides the prescription, the article will be added to the invoice with an appropriate *refund* entry.

3.1.3 Edit Prescription

Allows you to edit the selected prescriptions details in a **Dialog**.

Requirements

- logged in as seller
- a prescription selection

Executable by

- Part part.prescription
- Menu popupmenu.prescription
- Edit Prescription

Completion information The prescription will be up to date (in case you confirmed your changes).

3.1.4 Delete Prescription

The selected prescription will be deleted. **Attention:***Cannot be undone!*

Requirements

- logged in as seller.
- the prescription you'd like to delete needs to be selected.

Executable by

- Part part.prescription
- Menu popupmenu.prescription
- Delete Prescription

Completion information The selected prescription is no longer existent.

3.1.5 Add to Invoice

Add an article from the available article list (ArticleList Part) to the current invoice (InvoiceData).

By adding it, the amount the customer is required to pay will automatically increase.

Requirements

- logged in as seller
- a selection on the ArticleList part

Executable by

- Part part.articlelist
- Menu popupmenu.articlelist
- Add To Invoice

Completion information The article(s) selected are now part of the invoice.

3.1.6 Delete from Invoice

Delete mistakenly added articles from current invoice.

Requirements

- logged in as seller
- a selection on the InvoiceData

Executable by

- Part part.invoiceData
- Menu popupmenu.invoiceData
- Delete from Invoice

Completion information

3.1.7 Cancel Invoice

Run this in case you'd like to go back and start over with an empty invoice.

This command reverts all changes made to the current invoice (incl. prescriptions).

Requirements

- logged in as seller

Executable by

- Part part.invoiceData
- Menu viewmenu.invoiceData
- Cancel Invoice

Completion information

You can start over with fresh and empty cleaned up parts of,

- InvoiceData
- Prescription
- Invoice

3.1.8 Add to StockOrder

The stockist can filter for articles with critical amount on stock by pressing the *OnlyCritical* button.

Next this command can be called or indirectly executed via *drag&drop* from the ArticleList to the StockOrders table.

Placed on the table, the *quantities* to order can be set and in the *issuing enterpris* field the pharmaceutical enterprise the order is aimed for can be inserted.

Requirements

- logged in as stockist
- the article you'd like to order needs to be selected

Executable by

- Part part.articlelist
- Menu popupmenu.articlelist
- Add to StockOrder

Completion information When all the needed articles are placed on the stock order, the order creating process can be completed by pressing *PlaceOrder*.

3.1.9 Order Articles

This command can be used to send the completed stock order to the appropriate authority.

Requirements

- logged in as stockist
- a stock order form with filled in issuing enterprise and articles to order
 - see the Add to StockOrder command to learn more about how to create a stock order

Executable by

Completion information The order will be displayed in the StockOrderOverview part with it's ordering status.

3.1.10 Add new Article

To add a new article simple select the *Add new Article* menu from the popup menu in the ArticleList part. A **dialog** will show up and ask you to fill out some basic and required information to the article:

- name
- admissionNumber
- price
- description
- units:
 - number on stock
 - lower bound (if this bound is reached try to re-order as soon as possible)
 - number ordered (in case there are already some units ordered)

Once filled out, confirm and add the article by pressing *Save*.

Requirements

- logged in as stockist

Executable by

- Part part.articlelist
- Menu popupmenu.articlelist
- Add new Article

Completion information A new article is now part of the system.

3.1.11 Delete from Stock

You can delete an article from the stock by selecting it in the ArticleList part, right clicking and executing the *Delete from Stock* menu.

A **dialog** will pop up and ask you to confirm the deletion. **Attention:** *Once you confirm it the article will be deleted.*

Requirements

- logged in as stockist
- the article you'd like to delete is selected

Executable by

- Part part.articlelist
- Menu popupmenu.articlelist
- Delete from Stock

Completion information The previously selected article was removed from the system.

3.1.12 Edit StockArticle

Calling this command a **StockArticleDialog** that allows you to edit the articles details will pop up.

Changes will be applied if you confirm with *Save* and discarded otherwise.

Requirements

- logged in as stockist
- a selection of a stock article

Executable by

- Part part.articlelist
- Menu popupmenu.articlelist
- Edit StockArticle
- Part part.stockOrderOverview

- Menu popupmenu.stockorder.overview
- Change order status

Completion information The adapted article should now contain all the updated information.

3.1.13 Edit StockOrder Status

In the StockOrderOverview part the stockist can select the received/refilled order from the table. Next it's status can be changed (i.e. from *ORDERED* to *RECEIVED*) and applied by pressing the *ENTER* key on your keyboard.

Requirements

- logged in as stockist
- a stock order that needs a status update

Executable by

Completion information The stock orders status is updated.

In case the status was set to *RECEIVED* all the articles that have been ordered by this specific order get a update (the corresponding articles number on stock will be updated and the order status changed).

3.1.14 Check Inventory

Let's focus the Inventory part.

The clerk compares the determined inventory numbers with the actual numbers in the system and,

- checks all the articles that are consistent
- does NOT check the inconsistent articles

Once all the articles are compared the clerk presses the *FinishInventory* button.

1. The inventory resulted in any **inconsistencies**
 - The clerk will be asked if a report should be created about it
2. The inventory is **consistent**
 - A success message will appear and you can continue with your daily routine.

Requirements

- logged in as clerk
- a print-out of the current articles on stock
 - with manually filled out quantities

Executable by

- Part part.inventory
- Menu popupmenu.inventory
- Check Inventory

Completion information Any discrepancies of the inventory should be documented.

3.1.15 Delete User

Once you selected the user to delete, press the *Delete* button. A **dialog** to confirm the deleting process will appear on your screen.

1. **ConfirmAttention:** *The user will be finally deleted from the system!*
2. Press *Cancel* and the user will remain on the system

Requirements

- logged in as admin
- focus the user you'd like to delete.

Executable by

Completion information If confirmed, the user is no longer part of the system.

3.1.16 Update ArticleList

Execute this command by selecting *Stock Management/Update articles* in the menu bar. Navigate to the catalogue files location in the popping up **FileDialog** (i.e. C:\Users\Pharmacy\article_cat.csv). By pressing *OK* the system will automatically update your local article list.

Requirements

- logged in as stockist
- a new article catalogue in digital form

Executable by

Completion information

An up to date listing of all the available articles.

- new articles: added
- no longer available articles
 1. not on stock: deleted
 2. on stock: status is set to *Black*

3.1.17 Create Report

This command helps the user to document any system or human error or mistake. Select *Report/Report Issue* in the menubar.

A **ReportDialog** will open and provide you some fields to specify your concern:

- title
- issuer (you)
- priority (low, medium, high)
- cause
- what it's concerning (invoice, order,...)
- textual problem description

Once you're finished press *FinishReport* and it will be save.

Requirements

- any report worthy issue

Executable by

Completion information A report is added to the report list. Reports can be examined and used to improve the system and the staffs daily routine.

3.1.18 Save User Data

In the user data fields details about the user get displayed.

Simply apply the necessary changes and press the *Save* button and the userdata will be overwritten.

Requirements

- logged in as admin
- focus the user you'd like to change

Executable by

Completion information Updated user data information.

3.1.19 Print Refund Form

Let's focus the *InvoicePrescriptionOverview* .

On the right bottom there is the *Print Refund Form* button.

Before you push the button be aware of the fact: Only *selected* articles/prescriptions from the

overview will be printed to the refund PDF file.

Once you pressed the button a **FileDialog** will ask you for a location to save the PDF file to. Navigate to the desired location and press OK to complete.

Requirements

- logged in as clerk
- *optional*: select a timespan (from-to) and confirm it, so only invoices/prescriptions inside this timespan are being displayed.

Executable by

- Part part.InvoicePrescriptionOverview
- Menu popupmenu.ipOverview
- Print Refund Form

Completion information A PDF refund form was created. The only thing left to do is send it to the appropriate authority.

3.1.20 Print Inventory

This command offers a plain inventory form.

It writes the entire inventory to a PDF but leaves out the number on stock. At this place there are empty fields that can be filled out by the staff.

On Stock	Article Name
-	Aspirin
-	MexaVit C

Requirements

- logged in as clerk

Executable by

Completion information A quick and easy printout of the entire inventory

3.1.21 Print Invoice

In order to print an invoice press the *CashUp* button in the sellers tab.

A **FileDialog** will open up and ask you to navigate to the location you'd like to save the file.

Once you confirm it a PDF file will be created.

Requirements

- logged in as seller
- a non-empty invoice

Executable by

- Part part.invoiceData
- Menu popupmenu.invoiceData
- Print Invoice

Completion information The articles that were just sold and prescribed are put together and written to the PDF file.



4 — Error messages and problem resolution

Document any error messages and problem resolutions in this chapter.



5 — Glossary

Room for the glossary.

A close-up photograph of a red and white knitted fabric, possibly a sweater or scarf, with a black hook visible in the upper right corner. The fabric is textured and shows the intricate pattern of the knit.

6 — Related information sources

Put any related information sources in this chapter.



7 — Navigational features

Add information to navigational features here.



Bibliography

Books

Articles



Index

About Pharmacy Austria , 5

Commands, 11

Parts, 9

Perspectives, 7

Software un/installation, 7