
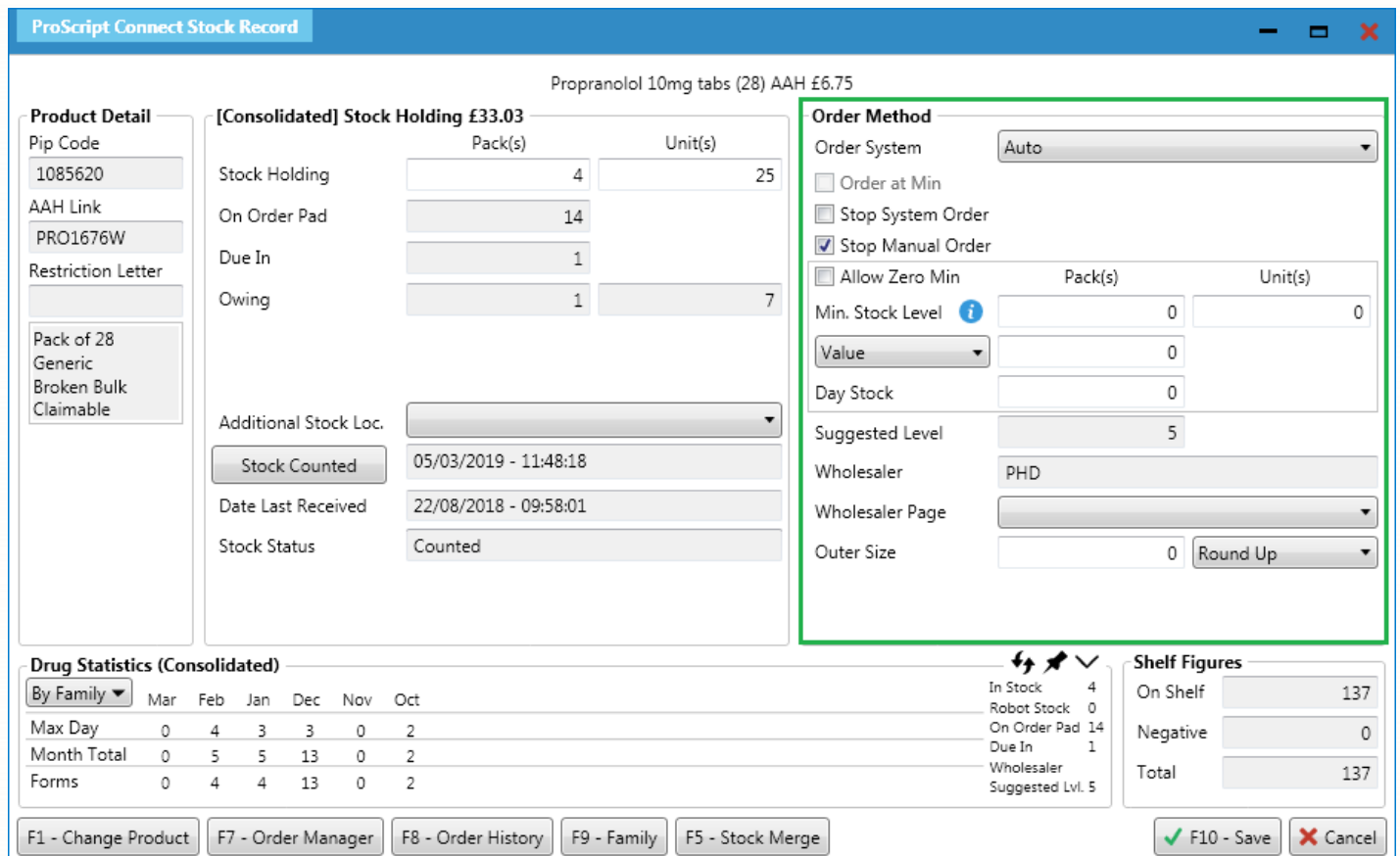


## Order Method

Within the *Order Method* section, you can set the order system – and additional ordering options for your chosen order system – at item level. You can also set which wholesaler page the item will be added to each time it is sent to the *Order Pad*.

 The *Advanced Ordering Enabled* application setting must be activated to be able to update the *Order Method* at item level.



Field/Section	Description	Considerations
Order System	<p>Use the drop-down menu to select the item level ordering method.</p> <ul style="list-style-type: none"> <li><i>Auto</i>: Using the set minimum and maximum levels, the system will trigger the Reorder Basket after dispensing and automatically calculate how much stock is needed.</li> <li><i>Auto Suppress</i>: Works in a similar way to <i>Auto</i>, however the Reorder Basket is only invoked when the Ordering Manager is opened.</li> <li><i>Default</i>: Uses the <i>Ordering System</i> as set within Edit Application Settings.</li> </ul>	<p>We recommend reviewing the Ordering Method application settings related to your chosen <i>Order System</i> before updating this at item level.</p>

	<ul style="list-style-type: none"> <li>○ <i>Don't Order</i>: The Reorder Basket is not triggered after dispensing. The item will need to be manually added to the <i>Order Pad</i>.</li> <li>○ <i>Reminder</i>: Triggers the Reorder Basket with zero quantities after dispensing. You will need to manually update quantities on the <i>Order Pad</i>.</li> <li>○ <i>Replace</i>: A one-for-one ordering method. The Reorder Basket is triggered after dispensing for the quantity you have just dispensed.</li> </ul>	
Order at Min	Triggers the Reorder Basket after dispensing when the stock level falls below the value specified in the <i>Min. Stock Level</i> field.	<ul style="list-style-type: none"> <li>○ <i>Min. Stock Level</i> field needs to be reviewed/updated.</li> <li>○ Only applicable for <i>Reminder</i> and <i>Replace</i> ordering systems (item level or default).</li> </ul>
Stop System Order	The Reorder Basket is not triggered after dispensing.	The item can only be ordered by adding it manually on the <i>Order Pad</i> .
Stop Manual Order	Users will be unable to add the item to the <i>Order Pad</i> manually.	Orders will need to be placed using the Reorder Basket.
Allow Zero Min	Allows the <i>Min. Stock Level</i> field to be set to zero.	Only applicable for <i>Auto</i> and <i>Auto Suppress</i> ordering systems (item level or default).
Min. Stock Level	Set the minimum stock level. The Reorder Basket will only be triggered when the stock level falls below this value.	<p>Only applicable using the ordering systems (item level of default) below:</p> <ul style="list-style-type: none"> <li>○ <i>Auto</i> and <i>Auto Suppress</i></li> <li>○ <i>Replace</i> and <i>Reminder</i> with the <i>Order at Min</i> field selected.</li> </ul>
Up To/Value	<p>Also known as the maximum stock level. Use the drop-down menu to select one of the available options.</p> <ul style="list-style-type: none"> <li>○ <i>Value</i>: The system will reorder the quantity specified when the stock level falls below the value added in the <i>Min. Stock Level</i> field.</li> <li>○ <i>Up To</i>: The system will reorder up to the quantity specified when the stock level falls below the value added in the <i>Min. Stock Level</i> field.</li> </ul>	Only applicable for <i>Auto</i> and <i>Auto Suppress</i> ordering systems (item level or default).
Day Stock	Use this field to enter the number of days worth of stock you want to hold. The system	<ul style="list-style-type: none"> <li>○ This field will not be used if you have set minimum and maximum values.</li> </ul>

	<p>will use the <i>Suggested Level</i> and multiply it by the value you enter here. Any negative or current stock holding will be added or deducted respectively.</p>	<ul style="list-style-type: none"> <li>○ Only applicable for <i>Auto</i> and <i>Auto Suppress</i> ordering systems (item level or default).</li> </ul>
Suggested Level	<p>The suggested daily quantity to hold in stock. A system calculated mean of the item's maximum dispensed quantity per month over the last 6 months.</p>	<p>Use in conjunction with <i>Day Stock</i> to hold multiple days worth of stock.</p>
Wholesaler	<p>Displays the item's default wholesaler where it will be added when accepting an order in the Reorder Basket.</p>	<p>This field is read-only. Information is gathered from:</p> <ul style="list-style-type: none"> <li>○ Restrictions Manager for restricted items</li> <li>○ Wholesaler Preferences for unrestricted items.</li> </ul>
Wholesaler Page	<p>Use the drop-down menu to select the wholesaler page number/name to add the item to on the <i>Order Pad</i> when accepting an order in the Reorder Basket.</p>	<p>Use the below application settings to add/edit <i>Order Pad</i> pages for each wholesaler:</p> <ul style="list-style-type: none"> <li>○ <i>Order Pad Pages</i>: Adjust the total number of pages.</li> <li>○ <i>Order Pad Page Descriptions</i>: Free-type page names separated by commas.</li> </ul>
Outer Size	<p>Specify the outer pack size for the item and select a rounding option:</p> <ul style="list-style-type: none"> <li>○ <i>Ask</i>: After sending an order, users will be asked which rounding method to use (Residue, Round Down or Round Up)</li> <li>○ <i>Residue</i>: Order multiples of the outer pack size as set in the <i>Outer Size</i> field, and leave any additional packs on the <i>Order Pad</i>.</li> <li>○ <i>Round Down</i>: Round down the order quantity to multiples of the <i>Outer Size</i> quantity.</li> <li>○ <i>Round Up</i>: Round up the order quantity to multiples of the <i>Outer Size</i> quantity.</li> </ul>	<p><i>Enable Outsize</i> must be selected within the Wholesaler Details window to use the <i>Outer Size</i> feature in the Stock Record Card.</p>

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 June 2019		Joanne Hibbert-Gorst

## Contact us

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