CHAPTER 4: INVENTORY LIST

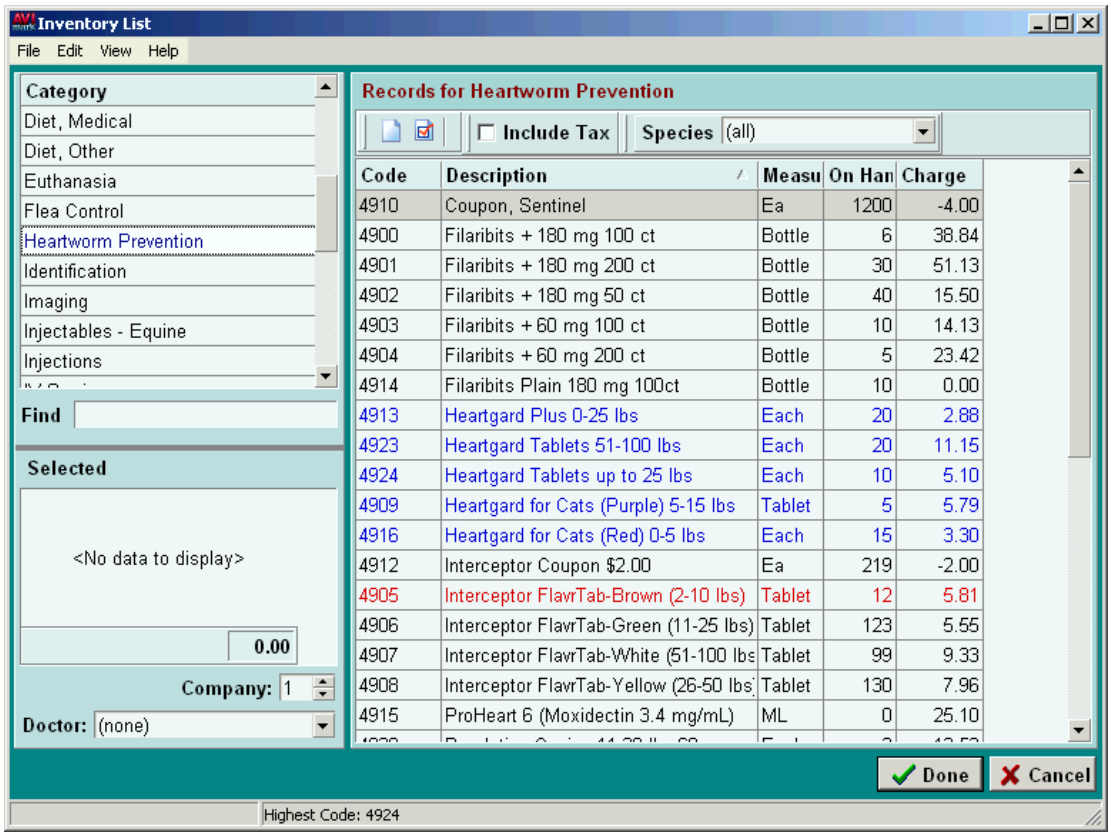
The Inventory List contains all of your items that you sell to your clients or use in treating your patients. In setting up your Inventory List you will need to create Inventory Categories, assign prices, set up your Vendor list, and so on. The AVImark Inventory List identifies Inventory Categories, items within each category and a Selected Items section.

In this chapter you will learn how to:

"Set up Your Inventory Categories" on page 1
"Use the Inventory Categories Shortcut Menu" on page 3
"Add an Inventory Item" on page 4
"Use the Inventory List Shortcut Menu" on page 15
"View and Print Inventory Reports and Documents" on page 25
"Update Inventory Sales" on page 26
"Add Vendors" on page 26
"Create Purchase Orders" on page 26
"Purge Orders" on page 29
"Setup Associated Veterinary Purchasing for Canadian Clinics" on page 29
"Work with VPR Formulary" on page 29

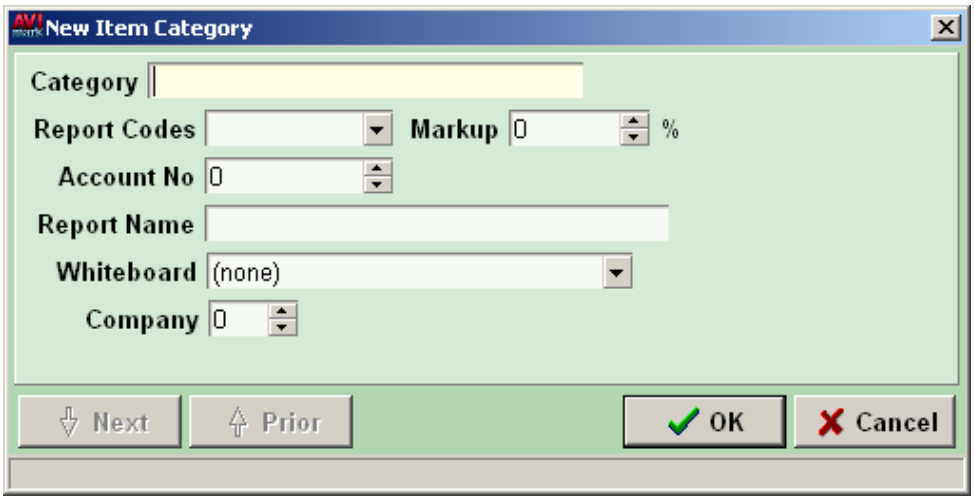
Set up Your Inventory Categories

- To work with your Inventory List, open the **Work with** menu and click **Inventory.**



Add or change an Inventory Category

- Point in the Inventory Categories list area. Right-click and from the shortcut menu click **New** to display the New Inventory Category window.



- Enter the appropriate information into each field and click **Done** to add or change the category.

Category
This is the descriptive name give to each category to identify it in most AVImark functions.

- Type the name you wish to give the new category.

> *If you would like your categories to be in numerical order, change each category name by typing a number in front of a category name. For example: 01Pharmacy, 02Supplies.*

Report Codes
Report codes are user-defined letter characters used for grouping specific items together on certain reports (Treatment Control Log, Patients by Treatment, Income by Treatment, Transaction Summary, and Sales Summary). You can have up to 7 codes for each category. Some codes are pre-programmed. They are:

- Injections (I)
- Lab Services (L)
- Prescriptions (P)
- Surgery (S)
- Vaccinations (V)

- If appropriate, use the drop-down list and select the correct Report code(s) for the new category.

> *AVImark already has controlled substance tracking and is dependant upon the "C" action code on the appropriate item.*

Markup Percentage
The Markup percentage is the default percentage used to mark up the prices of items in this category.

- If appropriate, use the UP and DOWN ARROWS to specify the Markup Percentage for this category. You can always type a different Markup percentage at the time you initiate the actual mark up process.

Account number
To interface with QuickBooks, you will need to enter the income account number that you set up in QuickBooks as the account in which to record the income generated from inventory within this category. If specified, this account number is used as the account name for QuickBooks instead of the Inventory Category name.

- If appropriate, use the UP and DOWN ARROWS to specify the income account number that you have set up in QuickBooks.

Report name
The Category Report name must be given for use in the End-of-Period reports. This name can be different or the same as what was typed in the Name field.

- Type a Category Report name.

To learn more about:	Search the Help for:
Printing Reports Using Report Codes QuickBooks® Interface	Inventory Reports Inventory Report Codes QuickBooks®

Whiteboard
This field represents the Whiteboard categories that are set up in "System Tables". They are used to group and organize items on the 'Whiteboard'.

- Use the **Whiteboard** drop-down list and select the Whiteboard category you wish to assign to this category.

Company
Having the ability to assign company numbers to individual codes as well as entire categories allows detailed reporting by company to be much more accurate. This same number can be assigned to multiple items.

- If appropriate enter the desired company number for reporting purposes.

Category and Item colors
AVImark will highlight the category and item names in red, blue, or gray depending on the following criteria:

- If the On-hand Quantity of an item is equal to or less than its Order Point, the category name and item itself will be displayed in red.
- Items that are currently on an open order will be displayed in blue.
- Obsolete items (items that you want to keep on the list, but not for selection) are displayed in gray.

Use the Inventory Categories Shortcut Menu

In the Inventory Categories list window, there are several things that you can do from the shortcut menu. Use the right-click option in the Inventory Categories list to see the shortcut menu.

Remove an Inventory Category

- Select the Inventory Category you wish to remove. Right-click and from the shortcut menu click **Remove**.

- You will need to click **Yes** to confirm.

Removing an Inventory category also removes all items within that category.

Move to Treatments
Use this feature to move an Inventory Category and all its items to the Treatment List. However, all of the notes, drug label messages, doctor's instructions, and other values specifically for inventory, will NOT be moved.

It is highly recommended that you make a backup of your AVImark® data before proceeding. Once the move procedure is completed, there is no undo option.

- Select the Inventory Category you wish to move. Right-click and from the shortcut menu click **Move to Treatments**.
- You will need to click **OK** to confirm.

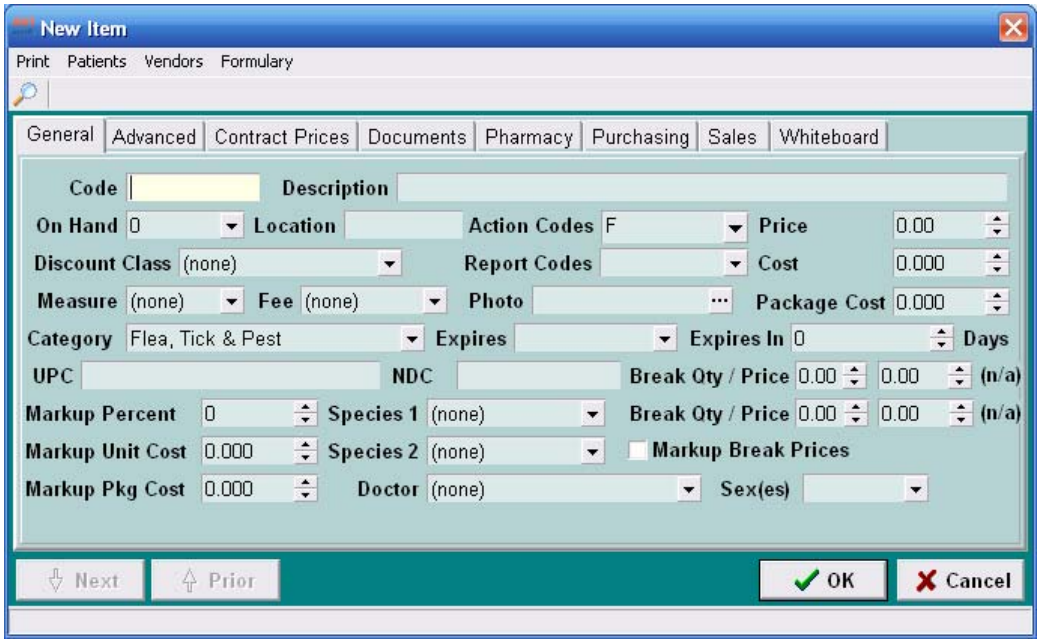
Undelete a deleted Inventory Category or individual item
AVImark gives you the ability to undelete Inventory Categories or individual items from within the category.

- Point in the Inventory Categories window. Right-click and from the shortcut menu click **Undelete Categories** to display the Undelete Item Categories window.
- Use the SPACEBAR or right-click and from the shortcut menu click **Select** to choose the categories and/or individual items you wish to undelete. Items that are selected will be bolded.

Add an Inventory Item

The right half of the Inventory List Window displays the Item List for the category currently selected. Working in this window, you are able to add new items and/or specify information about each of the existing items you use.

- Select the correct Inventory Category to add the items to.
- **Point** in the Items List for section. Right-click and from the shortcut menu click **New** to display the New Item window.



General Tab Values

Find
Use the Find menu button to quickly locate a field.

- Click the **Find** button.
- From the drop-down list select the field you are searching for and click OK. AVImark will then place the cursor in the selected field.

Code
You may use up to 8 characters, either numbers, letters, (or a combination of both) for an item. AVImark will not allow you to use the same Inventory Code for a treatment, diagnoses or another item that has already been entered.

- Type a code for the item.

Description
This is the description that will appear on all Period reports and in the Medical History of those patients receiving the item.

- Type the description you wish to assign the item.

On Hand quantity
This is the number of items as dispensed that you have on hand. For example, you are trying to specify the on hand quantity for some capsules for which the minimum you can order from the vendor is a bottle of 100. You have 3 bottles of 100 capsules plus 52 more in an open bottle. You would set the On Hand quantity to 352.

- Use the drop-down list to display the calculator and to enter the current on hand quantity.

Location
This field identifies the location code or where the item is located in your facility.

- If appropriate, type a location code for the item. For example, CAB1.

Action codes
Action codes cause AVImark to perform certain functions.

- If applicable, use the drop-down list and select the appropriate Action codes.

The following table lists each Action code and its meaning:

Code	Meaning	Description
A	Automatic drug label	Prompts the drug label window to display when the item is entered into medical history.
C	Controlled Substance	Marks this item as a controlled drug and includes it on the controlled substance report.
D	Treatment causes death	Automatically marks the patient as deceased when the item is entered into medical history.
E	Print one document/patient	Prompts a document for each patient that has received the same item in medical history for a client.
F	Include on travel sheet	Includes this item on the AVImark travel sheet.
H	Handling fee	Includes the handling fee with the price of the Item.
I	Integer pricing	Rounds the price of an item that has a partial quantity to the price of the nearest whole number.
K	Prompt to include in group	When included within a treatment group this action code will prompt you if you would like to enter the Item in medical history.

L	Subject to local sales tax	Includes the local/PST tax to the price of this Item as defined in hospital setup.
M	Intramuscular injection fee	Includes the intramuscular fee to the price of this Item as defined in hospital setup.
N	Don't print on patient chart	Suppresses the printing this Item on the patient's printed chart.
P	Prescription fee	Includes the prescription fee to the price of this Item as defined in hospital setup.
Q	Don't post to invoice	Will not include this Item on the printed invoice. This Item will be entered in medical history and displayed as already posted.
R	Rabies vaccination	Indicates this Item as a rabies vaccination. This action code will also prompt for the vaccine information window.
S	Subject to state sales tax	Includes the state/GST tax to the price of this item as defined in hospital setup.
T	Subject to state and local sales tax	Includes both state & local/PST & GST tax to the price of this item as defined in hospital setup.
V	Intravenous injection fee	Includes the intravenous fee to the price of this item as defined in hospital setup.
W	Auto prompt for vital signs	Automatically prompts for the Medical Condition Record (SOAP) to display when this item is entered into medical history.
X	Causes sex alteration	Automatically updates the patient's sex to spayed, neutered or gelded depending on the previous sex and species of the patient.
Y	Assign certificate number	Automatically assigns a certificate number when this item is entered into the patient's medical history.
Z	Dietary item	Includes this item on the dietary tab at the bottom of the CID screen.
$	Include price on chart	This action code will include the price of the item on the printed patient chart.
-	Obsolete treatment	Marks a item as obsolete and grays it out on the list.
@	Auto prompt for document	Prompts to print the linked document. Without this action code AVImark will automatically print the liked document with the invoice.
#	Don't print form/document	Suppresses the printing of the linked form or document.
*****	Auto prompt for notes	When entered into medical history it will automatically prompt for a notes window to enter information about the item.
?	Schedule follow-up at posting	This action code will display the follow-up window when posting instead of when the item is entered into medical history.
!	Show warning if quantity is equal to 1	This action code will display a warning if the item entered in medical history has a quantity equal to one.
^	Not for retail	Does not allow the staff members to sell this item.
(	Control refills	Allows you to control refills on this item if a drug label is being printed.
>	Don't print notes on chart	Will not include the entered medical history notes on the printed patient chart.
=	Don't use additional fees	Does not allow the additional fees (intra-muscular, intravenous, prescription, etc) to be added to the price of the item.
%	Auto copy notes into medical history	Copies entered notes on the treatment automatically into a notes window in medical history.
~	Auto hide notes in medical history	Will not display the entered medical history notes on the CID screen.
[	Auto prompt for the microchip number	Automatically prompts for the patient's microchip number and will enter the number into the patient's area of the CID screen.

{	Prompt for the locator number	This action code will prompt for a number to be used with ePetRecords®.
}	Don't add to Whiteboard	Will not include this item on the whiteboard automatically when entered into medical history.
1	Don't post from Whiteboard	When posting items from the whiteboard this action code will not post the item to medical history.
<	Include on the E-Travel sheet	Includes this item on the electronic travel sheet.
2	Show Notes in Medical History	This action codes allows you to view specific notes with the option selected of "Show all with note action" in medical history.
5	Dental Assessment	Automatically prompts the dental chart to display when the item is entered into medical history.

Price
The field represents the amount you wish to charge a client for the item. AVImark also gives you the ability to use Integer pricing based on the use of the "I" Action code. When you sell or dispense a decimal quantity of the item (1.5 cc), AVImark will price the item as though you entered the next higher whole number. That is, what you would charge for the quantity of 2 cc.

- Use the UP and DOWN ARROWS to specify the normal amount you wish to charge the client for the item.

Unit Cost
In this field you will specify the cost for the item. For example, say you have some dog food that is ordered by the case of 24. The cost for the package (24) is $18.25. The Unit Cost field should display $0.76 which is the Package Cost divided by 24.

- Use the UP and DOWN ARROWS to specify the Unit Cost.

Package Cost
In this field you will specify the package cost for the item. For example, say you have some dog food that is ordered by the case of 24. The cost for the case of 24 is $18.25. Therefore, the Package Cost entered for this item will be $18.25.

- Use the UP and DOWN ARROWS to specify the Package Cost for the item.

Class (Discount)
AVImark uses the Class field to determine which items are to be discounted to which client class. You may set up an unlimited number of client classes as well as treatment and inventory classes. For more information on discount classes, refer to "

- If applicable, use the **Class** drop-down list and select the appropriate discount class.

	To learn more about:	**Search the Help for:**
	Setting up client discounts	Inventory discounts; Class discounts

Report Codes
Report codes are user-defined letter characters used for grouping specific items together on certain reports (Treatment Control Log, Patients by Treatment, Income by Treatment, Transaction Summary, and Sales Summary). You may use up to 3 codes for each item. There are some codes that are pre-programmed for use with the most common reports. They are:

- Lab services (L)
- Surgery (S)
- Injections (I)

- Prescriptions (P)
- Vaccinations (V)

- If appropriate, use the drop-down list and select the correct report code(s) for the item.

If you need to assign a separate inventory-specific report code to both the individual items and Inventory categories AVImark will honor both report codes.

Measure
This field is used to specify how the item is dispensed. This list is set up in the Units of Measure Table in the AVImark System Tables. For more information on setting up your Unit of Measure Table, refer to "*Chapter 2: SYSTEM TABLES*".

- Type an abbreviated unit of measure or use the drop-down list and select how the item is dispensed.

Fee
In addition to the add-on fees applied through the use of certain Action codes, AVImark also gives you the ability to define a customized list of fees that will be added to the price of the item. These fees are set up in the Special Fees Table in the AVImark System Tables. For more information on setting up the Special Fees Table, refer to "*Chapter 2: SYSTEM TABLES*".

- If appropriate, use the drop-down list and select the special fee code for this item.

Photo
AVImark lets you link any .bmp; .jpeg; or .tif image to the item to be printed on the client invoice attached to the doctor's instructions for the item. When this item is included on the client invoice, this photo will be printed at the bottom half of the invoice along with take-home instructions. However, if there are no take-home instructions linked with the item, the photo will not be printed.

- If appropriate, use the **Photo** field browse button ... to open the folder of your saved photo files.

To learn more about:	Search the Help for:
Using photos in AVImark	Photos; Inventory Photos

Category
This field allows you to move inventory from one category to another.

- If appropriate, use the drop-down list and select the correct category.

Expires/Expires after__days
This field displays the expiration date of the current purchased "lot". Both expiration fields can be used at the same time. If the manufacture expiration date is set for the item along with the number of days past dispensing of the drug, AVImark will print the date that is closest to the dispensing date.

- Using the **Expires** field drop-down calendar, enter the expiration date of the current purchased "lot" and/or specify the number of days this product will expire when the item is being dispensed.

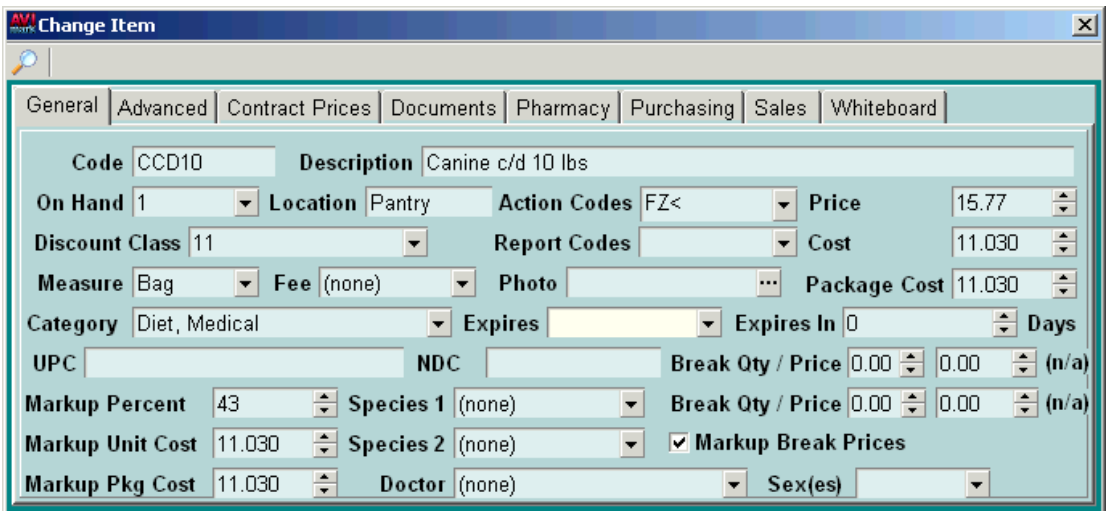
UPC Code
This field allows you to enter a UPC number for the specific item. This can be done either by typing the code or swiping the UPC code label to input the number.

- If appropriate, enter the UPC number for the item.

MSDS (NDC, DIN)
This field identifies the location of the MSDS sheet for the item. If you have a “DEA” number entered in Hospital Setup on the Demographics tab, this field will automatically change to “NDC” number and is used primarily for Kentucky, Michigan, California, New York and Alabama hospitals. Refer to the item documentation to determine the correct NDC identification for each controlled substance. For Canadian users, the label "DIN" will show instead of the MSDS. For the KASPER, CURES and ASAP reporting function to work, each controlled substance will also need to have a “C” Action Code assigned.

Break QTY/Price
This is the number and price of the item above which (or up to the second Quantity Break) you would charge the client. AVImark gives you two levels for setting up quantity break prices. When you set the price in this field, you are entering the price charged for the Quantity Break number, NOT the price for each individual item. Just to the right of the Quantity Price amount, AVImark will display the markup this price represents over the Markup Cost of the item.

- In the first column simply type the quantity or use the Up and Down Arrows to specify the quantity.
- In the second column type the break price or use the Up and Down Arrows to specify the price for the quantity break price (not for each item).



Mark up Break Price(s)
This option allows you to have AVImark mark up the quantity break prices whenever you mark up retail prices.

- If appropriate, select **Mark up Break Prices**.

To learn more about:	Search the Help for:
Setting up break pricing Marking up break prices	Break pricing Markup break prices

Mark up Percent
With inventory items, you can specify a mark up percentage for both the Inventory category and the item itself. When a mark up is done, AVImark will honor any item-specific percentages rather than the percentage set for the category.

- If appropriate, use the UP and DOWN ARROWS and specify the mark up percentage for the item using a whole number.

Mark up Unit Cost
If you use the purchase order function, AVImark will automatically maintain this amount as the highest cost you have ever paid for the item. This field will represent the cost that you want future mark ups to apply to. Furthermore, it is used as the basis for inventory surcharges added to treatments.

- If appropriate, use the UP and DOWN ARROWS to specify the cost that is the same as or higher than the current Unit Cost.

Mark up Pkg Cost
If you use the purchase order function, AVImark will automatically maintain this amount as the highest cost you have ever paid for the item package. This field will represent the cost that you want future mark ups to apply to. Furthermore, it is used as the basis for inventory surcharges added to treatments.

- If appropriate, use the UP and DOWN ARROWS to specify the cost that is the same as or higher than the current Package Cost.

Species 1 & Species 2
You may specify up to 2 different species for the item. If you attempt to enter the item into the Medical History of a patient whose species is other than what is selected here, the item will NOT be entered and you will receive a warning message.

- If appropriate, use the drop-down list and select the appropriate species limitation for the item.

Doctor
AVImark allows you to specify a default doctor that will automatically be selected when you enter the item into the Medical History area of the patient.

- If appropriate, use the drop-down list and select the default doctor for the item.

Sex(es)
You may restrict certain items to patients of a certain sex.

- If appropriate, use the **Sex(es)** field drop-down list to select the appropriate Sex code(s).

Advanced Tab Values

Follow up
The Follow-up area allows you to specify values that will determine how patients receiving the selected items will be handled by the AVImark Follow-up function. For a detailed discussion on the AVImark Follow-up feature, refer to "*Chapter 27: FOLLOW-UP LIST*".

Follow-up in…days

- If appropriate, use the UP and DOWN ARROWS to specify the number of days, after which receiving the item, you want the patient to be due for a Follow-up.

Follow-up Critical
This option allows you to identify the follow-up to be of critical importance.

- If appropriate, select Follow-up **Critical**.

Subject
The Subject field defaults to the Item description. You may assign a different subject or reason if you wish.

- If appropriate, assign a different subject or reason.

Remind as
In AVImark, reminding for inventory items and treatments is primarily controlled by Reminder Templates. "Remind as" allows you to use the reminder setup of another item. Code and description drop-down lists are available for display and selection of all Treatment, Inventory, and Diagnosis codes containing reminder templates.

- If appropriate, use the drop-down list to select either the code or description of the treatment, item, or diagnosis that you wish the patient to be reminded for when this item is dispensed. In this way, you do not need to set up a Reminder Template for this item.

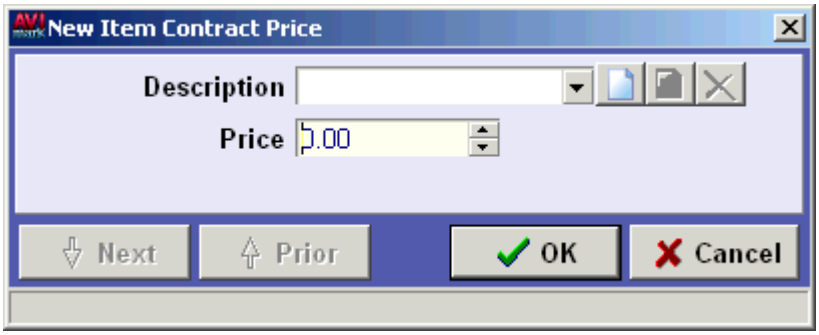
Company
Having the ability to assign company numbers to individual codes as well as entire categories allows detailed reporting by company to be much more accurate. This same number can be assigned to multiple items.

- If appropriate enter the desired company number for reporting purposes.

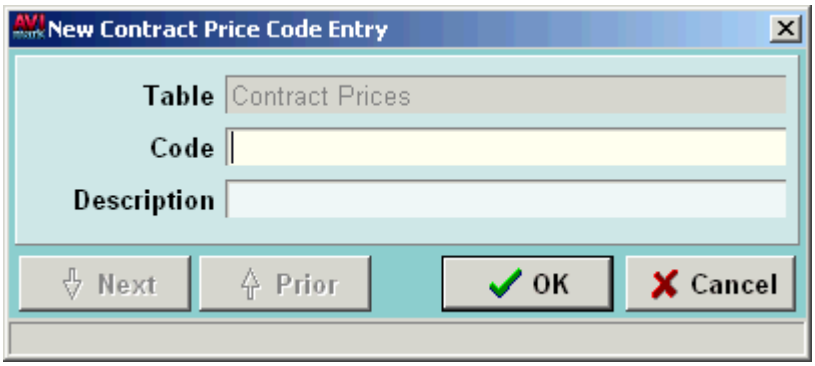
Contract Prices Tab Values

If adding a new item you must first save the item before setting up the contract prices information for the item. This tab allows contract prices to be defined for Inventory. Before contract prices can be defined, descriptions for the prices must be created. These descriptions can be created from either the Contract Prices Tab or from the Contract Pricing Table within System Tables. For detailed information on adding new Contract Pricing entries to System Tables, refer to *"CHAPTER 2: SYSTEM TABLES"*.

- To create a new description from the **Contract Prices** window, right-click and from the shortcut menu click **New** to display the New Item Contract Price window.



- In the **Description** field, click the New button to display the New Contract Price Code Entry window.



- Type a single character code in the **Code** Field.
- Type the description for the new entry in the **Description** field and click **OK**.

Documents Tab Values

If adding a new item you must first save the item before attaching documents to the item. AVImark allows you to associate a Microsoft Word document or Star Office document with an Inventory item. You can print this document at the time it is first entered into the Medical History of the patient or at the time the invoice is printed, depending on what Action Code you enter for the item.

- To enter the document name, right-click and from the shortcut menu click **New** to display the New Item Species Entry window.
- Use the **Species** drop-down list and select the appropriate species.
- Use the **Document** field browse button ... to open the folder of your MS Word Documents.
- Select the appropriate document and click **OK**.

By default, the document will print when the invoice is printed for the client. If you specify the "at" symbol (@) action code for this item, AVImark will print the document at the time the item is entered into the Medical History area of the patient instead of when the invoice is printed.

Pharmacy Tab Values

Refill time/treatment link
If you wish to track the number of refills that is allowed, you will need to specify the length of time (in months) that refills are allowed. You may also specify a Treatment Code in the next field to indicate that, if this treatment is performed on the patient, it is as though the refill count should be restarted at the beginning.

- To control refills, use the UP and DOWN ARROWS to indicate the number of *months* during which refills are allowed.
- To track refills starting with a certain Treatment code, enter the code in the next field.
- To select the **Minimum interval between refills…days**, use the UP and DOWN ARROWS to specify the minimum number of days between refills.

Container__with__
Certain inventory items may be designated as controlled substances based on the "C" Action Code, which may then be tracked and reported by AVImark. Recent requirements by AAHA specify that controlled substances must be tracked by what is called a Container Identification Number. These two fields are used for tracking controlled substances that have Container ID numbers.

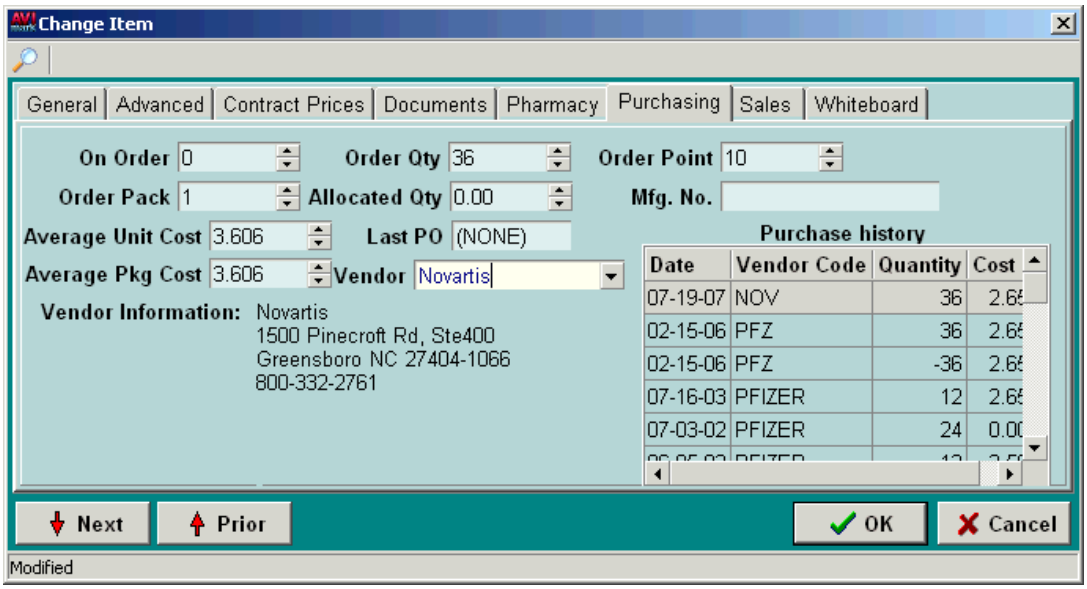
- Use the **Container** field UP and DOWN ARROWS to specify the Container ID number.
- In the **With** field, use the UP and DOWN ARROWS to enter the quantity of this item that remains in the current container.

Strength (California)
The state of California requires that CA drug labels show the drug strength and the number of refills on each label. This field will automatically appear if the state of California is entered within the demographics tab of hospital setup. To properly label each prescription AVImark meets this requirement by including strength of the drug and the number of refills on all dispensed prescription medication. For clinics not in California that wish to use this field you must set the Hospital Advanced Option, **Display Drug Strength** to True.

Purchasing Tab Values

If adding a new item you must first save the item before setting up the purchasing information for the item. Each item has its own purchasing and sales information. Some of this information, such as "On

Order" and "Monthly Sales", is maintained by AVImark. Other values must be defined for the purchase ordering features of AVImark to work.



On Order
This is the quantity of this item that is currently in an Open Order. AVImark sets this number for you when you create a Purchase Order.

Order Qty
This is the quantity of this item (as dispensed in your units of measure) that you want to order at one time. The Order Quantity must always be either equal to or a multiple of the Order Pack. When you create the order AVImark will order a sufficient quantity, in multiples of the Order Quantity, in order to bring the On Hand quantity ABOVE the Order Point.

- Use the UP and DOWN ARROWS to specify the appropriate Order Quantity, equal to or a multiple of the Order Pack.

Order Point
This is the quantity that you want to maintain on hand.

- Use the UP and DOWN ARROWS to specify the minimum quantity that you want to keep on hand.

Order Pack
The Order Pack is the quantity of the item that is shipped in the manufacturer's package. It is also called the "Case lot" quantity. For example, MEDS1 are shipped from the manufacturer in bottles of 100 tablets. Even though you dispense the item one tablet at a time, the Order Pack would be 100.

- Use the UP and DOWN ARROWS to specify the quantity of this item as dispensed per manufacturer's package.

Allocated Qty
In this field, AVImark tracks the quantities of an item entered into the Medical History of a patient, but not posted to accounting. With this feature, when the item needs to be ordered, AVImark will consider its Allocated Quantity to determine the quantity needed in order to bring the On Hand quantity above the Order Point.

Mfg Code
This field displays the manufacturer's item number.

- Type the manufacturer's item number.

Average Unit Cost
When setting up a new item, you can leave this field blank and AVImark will automatically set it to what was specified for the current "Unit Cost" field. AVImark maintains the item cost as the average price paid from any vendor and will include shipping, taxes, and any other costs incurred when the item was ordered. AVImark uses this cost to calculate stock levels on the Inventory Report.

Average Pkg Cost
When setting up a new item, you can leave this field blank and AVImark will automatically set it to what was specified for the current "Package Cost" field. AVImark maintains the item cost as the average price paid from any vendor and will include shipping, taxes and any other costs incurred when the item was ordered. AVImark uses this cost to calculate stock levels on the Inventory Report.

Last P/O
This field represents the Purchase Order number of the last order that was created.

Vendor
This field allows you to enter and display the vendor information from where the item is purchased. When a vendor is selected for an item, that vendor's name, address, phone number, fax number, contact's name, email address, and website will now be displayed beneath the vendor drop-down list.

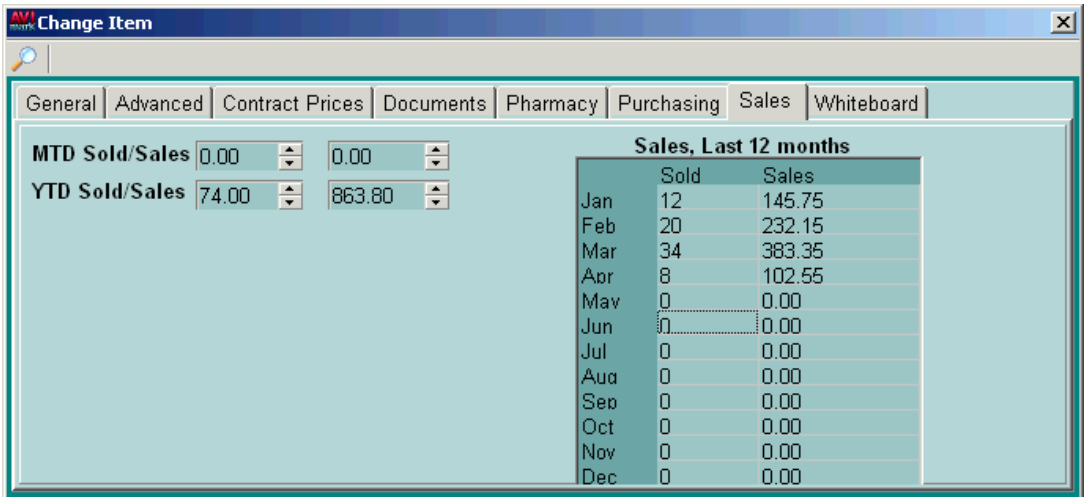
- Use the **Vendor** drop-down list to select the correct Vendor for the item.

Purchase history
This field displays the Purchase Order history for the item. This area allows entries corresponding with Purchase Orders, to be viewed in a READ ONLY view.

- To view the history of an entry, select the appropriate entry.
- Right-click and from the shortcut menu click **Order Details**.

Sales Tab Values

For each inventory item, AVImark tracks sales information including units sold by month and year-to-date sales.



MTD Sold/Sales
This value is maintained by AVImark as the month-to-date units sold and total sales.

YTD Sold/Sales
This value is maintained by AVImark as the year-to-date units sold and total sales.

Sales, Last 12 months
You may view the demand statistics for each month of the year.

Whiteboard Tab Values

The Whiteboard tab of the Change Item window allows you to specify the applicable values that will be used in grouping patients and inventory together on the Whiteboard. For detailed information on the AVImark Whiteboard feature, refer to *"CHAPTER 19: WHITEBOARD"*.

Whiteboard
This field allows you to select the Whiteboard category you wish to assign to this specific item. These categories are set up in the Whiteboard Categories Table within System Tables.

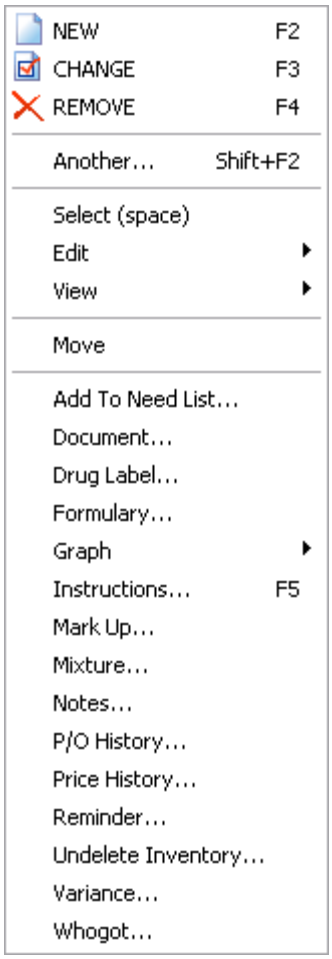
- Use the drop-down list and select the appropriate Whiteboard category.

Frequency
This field holds the default value for the frequency (number of times this service is to be administered daily) when this code is added to Whiteboard.

- Use the UP and DOWN ARROWS to enter the default value for the Frequency.

Use the Inventory List Shortcut Menu

Within the Inventory List window there are other features found in the shortcut menu. Use the right-click option to see the shortcut menu.



Add a duplicate item
AVImark allows you to add a new item to your list that is a duplicate of one that you have already entered. This will be useful if you are adding several items that have the same characteristics.

- From your Item List, select the item you wish to duplicate.
- Right-click and from the shortcut menu click **Another** to display a duplicate New Item window.
- Enter a new **Inventory Code** for the duplicate item as well as any other necessary changes and click **Done**.

Select
Select items to be added to medical history, a Need List or a Purchase Order.

- With the correct item selected, right-click and from the shortcut menu click **Select** or press the **Spacebar**.
- Items will be added to the **Selected** area.

Edit Changes
Use the Edit menu to select items or to undo or redo changes to an item.

View
From the View shortcut menu you can Refresh the window, customize columns, view the Entry History for this item, Preview or Hide text associated with the item or you can choose how to sort the window. If you have customized the display by arranging and adding or removing columns you can print the display by using the Print option from the View menu.

Entry History
Use this option to view a history of changes made to the selected item.

- Select an item and choose right-click **View, Entry History**.
- View date and time change was made, logged in user who made the change and a description of the change that was made.
- Click **Done** to close the window.

Move items into another category
You can easily move items from one category to another.

- With the correct item(s) selected, right-click and from the shortcut menu click **Move**.
- You will need to click **Yes** to confirm the move.
- Click the appropriate category name to move the item to.

Add items to the Need List
The Need List is like a shopping list of items that need to be ordered. You may create one or more Need Lists. The Need List can also be created either before or after items are selected.

Before items are selected:

- From your Inventory List window, open the **Need List** menu. Click **New** to display the Create Need List window.
- Type a **Name** for this Need List and click **Continue** to display the new Need List.
- Click **Done** to close the new Need List.
- Select the items you wish to add to the new Need List. Use the SPACEBAR or F10 to place the items in the **Selected Items** area.
- Open the **Need List** menu and click **Choose** to display the Choose Need List window.
- Select the correct Need list and click **Continue**.
- You will need to click **Yes** to confirm adding the items and display the Need List.
- Click **Done**.

After items are selected:

- Select the items you wish to add to the new Need List. Use the SPACEBAR or F10 to place the items in the **Selected Items** area.
- Open the Need List menu and click **New** to display the Create Need List window.
- Type a **Name** for this Need List and click **Continue** to display the new Need List. The items previously selected will be added to the new list.

Drug label
AVImark allows you to print prescription labels for any item in the list.

- From the right-click shortcut menu, click **Drug Label** to display the AVImark Drug Label window.
- Enter the appropriate information you wish to appear on the label and click **Print**.

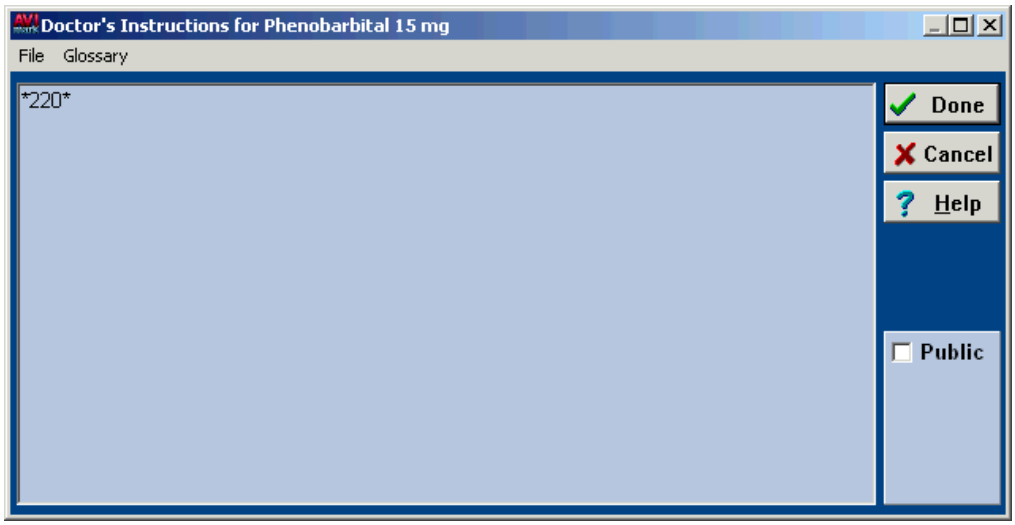
Display and print graphs
For any given item, you may display one or more graphs showing production, profit, trends, etc. You may display and print graphs using either AVImark's Graphing feature or Excel. This option is selected in the Advanced area of Hospital Setup.

- From the right-click shortcut menu, point to **Graph** and click the graph you wish to display.

Instructions
You may attach take-home instructions to any item to be printed automatically on the client invoice. If you have several items in your list that have similar Doctor's Instructions, AVImark gives you the ability to include tag-a-long (duplicate) instructions without having to type them again for every similar item. In addition, you may select Doctor's Instructions that you have saved in your Note

Glossary. For detailed information on tag-a-long instructions and the AVImark Note Glossary, refer to "*CHAPTER 30: NOTE GLOSSARY*". With the correct item selected, right-click and from the shortcut menu click **Instructions** to display the Doctor's Instructions window.

- Type the take-home Doctor's instructions. All the available AVImark note feature options are available from this window.
- To include a tag-a-long instruction, type the **Item Code** of the "parent" item enclosed in asterisks. For example, (*220*).



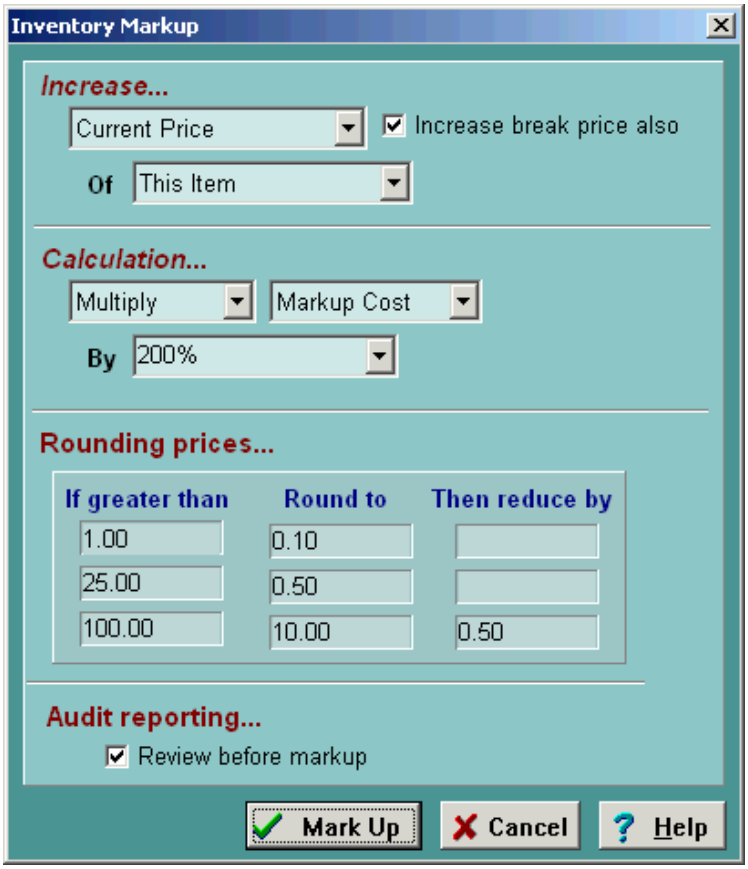
Tag-a-long Instructions must be instructions from another inventory item, not a diagnosis or treatments.

- Click **Done** to save the Doctor's Instructions.
- These instructions can be viewed or modified from the Medical History area. Once the item has been entered select right-click **Instructions**.

Mark up

AVImark allows you to mark up three specific inventory values; current prices, mark up percentages, and mark up costs for individual items. You may mark up your item prices in three ways; by category, all items, or by individual item. The Mark up Percentage is set up on each item.
This is the default percentage that AVImark will use to mark up the item prices (unless otherwise directed). You may also specify a Mark up Percentage on individual items. Item-specific Mark up Percentages will override the Mark up Percentage of the category during the mark up process.

- To mark up items in one category, select the category you wish to mark up prices for.
- Point to the Item List window and right-click to display the shortcut menu.
- Click **Mark Up** to display the Inventory Mark up window.



- By default, the Inventory Mark up window will increase **Current Price** of items in **This Category**.
- The default **Calculation** will **Multiply** the **Mark up Cost** by the **Mark up Percentage**.

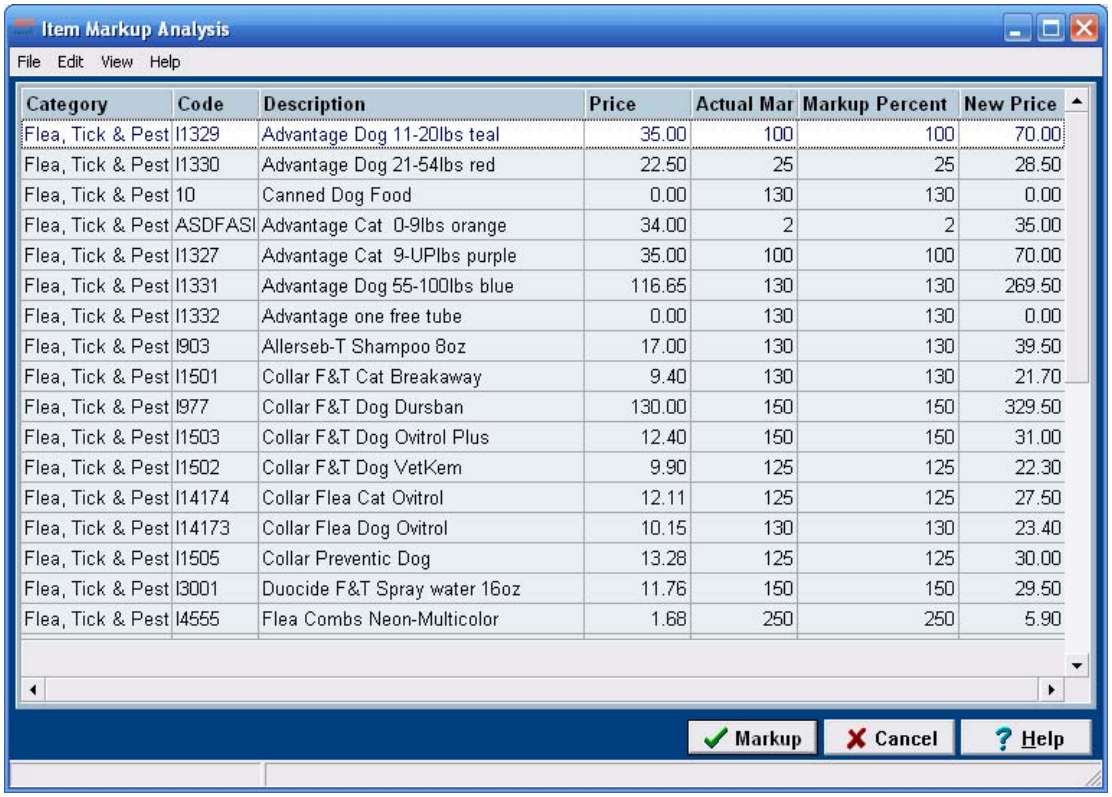
Rounding prices
You may round off marked up prices larger than a certain amount to the nearest increment. Furthermore, you may then subtract a specified amount from the result of the mark up to arrive at the final price.
For example: *Lets say you would like to mark up all prices in the selected category by 5% and at the same time round off all prices over $10.00 to the nearest 10 cents, all prices over $25.00 to the nearest $1.00 minus 5 cents, and finally all prices over $100.00 to the nearest $10.00, minus 5 cents.*

  - In this example, the first thing you would do is enter 5 in the **By %** field.
  - In the Rounding Prices dialogue box, click on the top line in the *"If greater than"* column. Specify 10.00 in this field and 0.10 in the *"Round to"* column.
  - Next, on the middle row, specify 25.00 in the left column, 1.00 in the center column and 0.05 in the right column.
  - Finally, on the third row, specify 100.00 in the left column, 10.00 in the center column and 0.05 in the right column.

- To review the proposed mark up results before finalizing the mark up process, ensure the **Review before mark up** box is checked and click **Continue**.
- By utilizing the Hospital Advanced Options for rounding you can have AVImark default to the specified rounding information.

The Mark up Analysis window

In the Mark up Analysis window you can review the proposed mark up results before actually marking up your prices. Once you click **Continue** from this window, AVImark will mark up prices as directed.



Category	Code	Description	Price	Actual Mar	Markup Percent	New Price
Flea, Tick & Pest	I1329	Advantage Dog 11-20lbs teal	35.00	100	100	70.00
Flea, Tick & Pest	I1330	Advantage Dog 21-54lbs red	22.50	25	25	28.50
Flea, Tick & Pest	10	Canned Dog Food	0.00	130	130	0.00
Flea, Tick & Pest	ASDFASI	Advantage Cat 0-9lbs orange	34.00	2	2	35.00
Flea, Tick & Pest	I1327	Advantage Cat 9-UPlbs purple	35.00	100	100	70.00
Flea, Tick & Pest	I1331	Advantage Dog 55-100lbs blue	116.65	130	130	269.50
Flea, Tick & Pest	I1332	Advantage one free tube	0.00	130	130	0.00
Flea, Tick & Pest	I903	Allerseb-T Shampoo 8oz	17.00	130	130	39.50
Flea, Tick & Pest	I1501	Collar F&T Cat Breakaway	9.40	130	130	21.70
Flea, Tick & Pest	I977	Collar F&T Dog Dursban	130.00	150	150	329.50
Flea, Tick & Pest	I1503	Collar F&T Dog Ovitrol Plus	12.40	150	150	31.00
Flea, Tick & Pest	I1502	Collar F&T Dog VetKem	9.90	125	125	22.30
Flea, Tick & Pest	I14174	Collar Flea Cat Ovitrol	12.11	125	125	27.50
Flea, Tick & Pest	I14173	Collar Flea Dog Ovitrol	10.15	130	130	23.40
Flea, Tick & Pest	I1505	Collar Preventic Dog	13.28	125	125	30.00
Flea, Tick & Pest	I3001	Duocide F&T Spray water 16oz	11.76	150	150	29.50
Flea, Tick & Pest	I4555	Flea Combs Neon-Multicolor	1.68	250	250	5.90

Additional columns can be displayed in the Markup Analysis window by setting the appropriate default Hospital Setup Advanced Option.

- From the CID select the **Hammer**, **Screwdriver** and **Wrench** speed bar icon.
- In the **search** field type **sales** and select the option **Show Sales Data By Default** and set the value to **True**.

The Markup Analysis window will now display the Fiscal Income Fiscal Sold, Projected Income, Income Difference and Income Difference Percent. The sales data amounts will be figured at the bottom of the analysis window.

- In the Markup Analysis window select **View**, **Show Sales Data** from the menu area to hide or display the 5 additional income columns.

In the Markup Analysis window you can customize the view by arranging columns and using the Show/Hide Group Panel options from the View menu.

Save and Print Markup Values

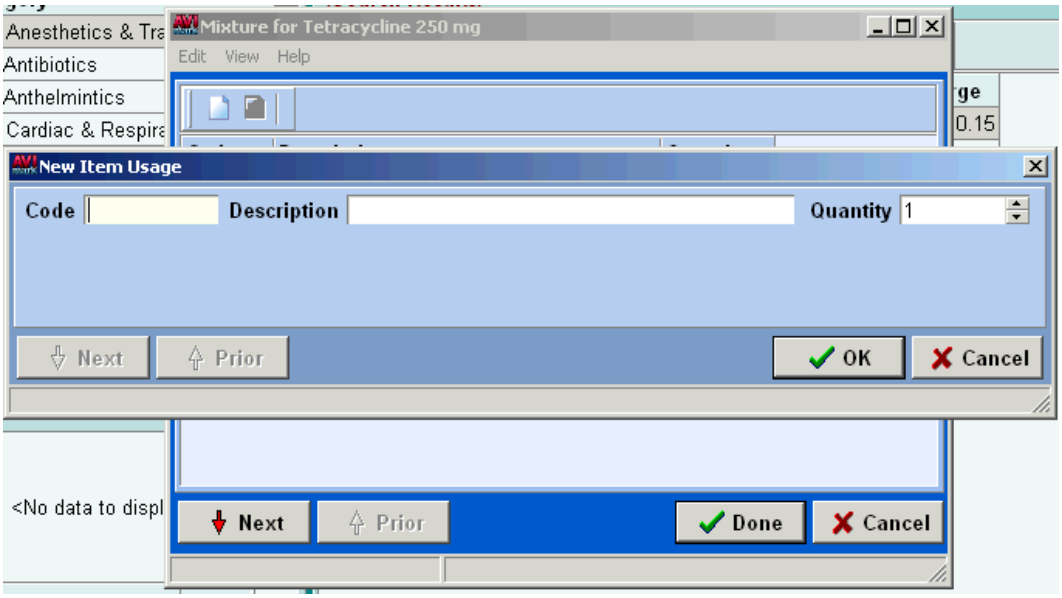
In the Analysis window you will have the ability to save the markup values to a .dat file and also open previously saved files.

- In the Markup Analysis window select **File**, **Open** from the menu to open a previously saved .dat file that contains markup pricing information.
- To save markup values currently displayed in the Analysis window select **File**, **Save As** from the menu area. Enter a file name, location and click Save.
- To print the markup analysis values select **File**, **Print** from the menu.

To learn more about:	Search the Help for:
Marking up prices	Markup

Mixture items
This option allows you to link items to the parent code. The number of items that can be linked is unlimited. When the parent code is added to a patient's Medical History, the linked items will be deducted from their individual on-hand quantities, but they will not be directly added into Medical History. The linked items can be viewed by clicking on the Inventory Used attachment to the right of the Medical History area. The linked items' quantity will be a multiple of the parent code's quantity. The linked items do not have the ability to Surcharge by the linked items cost or price.

- In the **Mixture for** window, right-click and from the shortcut menu click **New** to display the New Item Usage window.



- Type the appropriate **Code** or **Description** for the item. Typing a few characters of the description will display a menu from which you can select the correct item.
- Use the **Quantity** field UP and DOWN ARROWS to specify the mixture and click **OK**.

To learn more about:	Search the Help for:
Creating mixtures	Mixture; Mixture items

Notes
You may use this feature to add notes about the item. These notes do not appear anywhere else and are not printed on the invoice. However, all of the other AVImark note feature options are available within the note window. For detailed information on adding notes, refer to "*CHAPTER 30: NOTE GLOSSARY*".

P/O History
With this feature you are able to view, change and print the purchase history for any item. You can also return items to a vendor from this purchase history window.

- With the correct item selected, right-click and from the shortcut menu click **P/O History** to display the Purchase Order History window.
- To change information about an item, select the correct item.
- Right-click and from the shortcut menu click **Change** to display the Change P/O History window.
- Make any necessary changes and click **Done**.
- To return an item to the vendor, select the correct item from the Purchase Order History window.

- Right-click and from the shortcut menu click Return to display the Change P/O History window.
- The quantity field will be displayed as a negative quantity. Make any necessary changes and click **Done**.
- To print the purchase history, open the **Print** menu to display the Print Purchase Order History window.

Price History
You can track the price history of your items. When the price of an item has been changed, the Date, Time, User that made the change, the Action of the change, and the Old and New price will be recorded. The Action of the price change refers to whether the price was changed manually, changed using purchase orders, or changed using the mark up feature.

- With the correct item selected from the Inventory list, right-click and from the shortcut menu click **Price History** to display the Item Price History window.
- To print the report, open the **Print** menu and click **Report**.
- To preview the report onscreen, select **Preview** and on the **Print** menu click **Report**.

Set up an item reminder
AVImark allows you to set up a reminder template for any item. For a detailed discussion on setting up Reminder Templates, refer to "*CHAPTER 11: REMINDERS*".

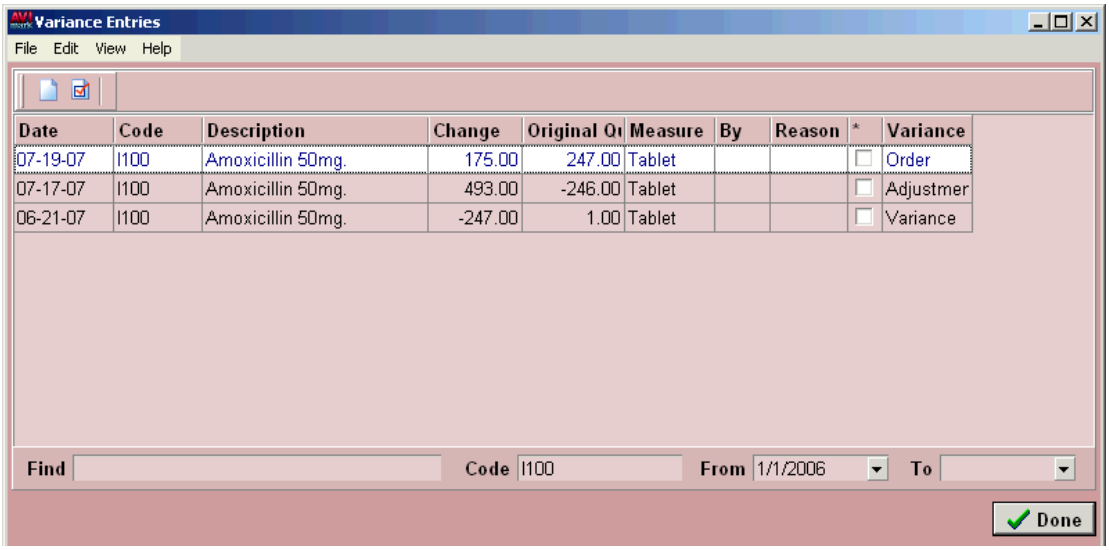
- With the correct item selected right-click and from the shortcut menu click **Reminder**.
- You will need to click **Yes** to create one and display the Reminder Template.
- Specify the various conditions for the reminder and click **Done**.

Undelete a deleted item
AVImark gives you the ability to undelete any item that may have been deleted.

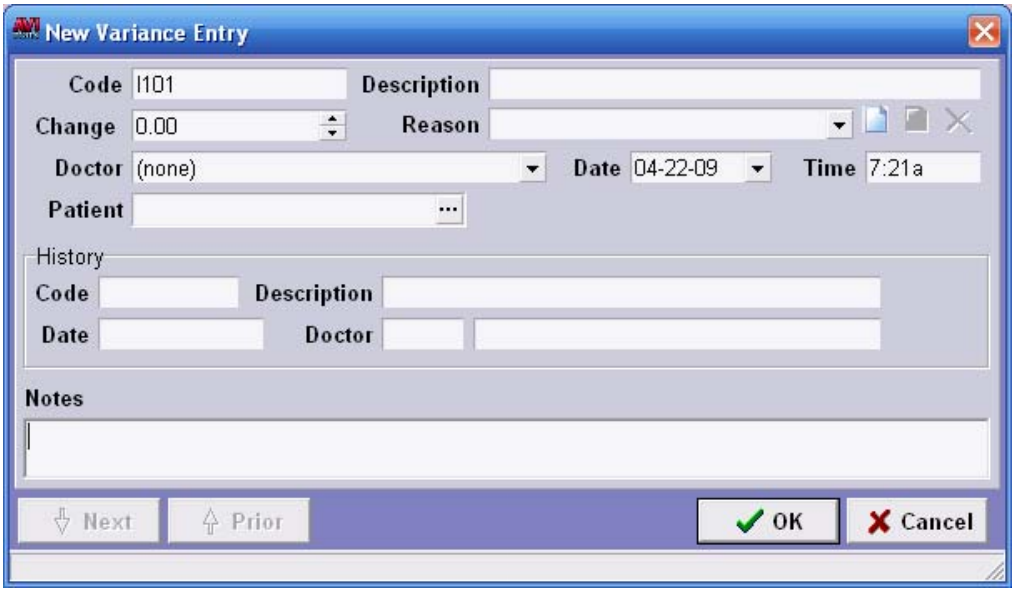
- In the Inventory List window, right-click and from the shortcut menu click **Undelete** to display the Undelete Inventory Items window.
- If applicable, select the **Undelete to a Lost and Found category** to place the revived items in a category named L & F with the date and time they were revived.
- Click on the item you wish to undelete. Use the SPACEBAR or right-click and from the shortcut menu click **Select**. The item will appear bolded when selected.
- After all items have been selected, click **Undelete**.

Variance
The Variance option gives you the ability to report controlled substances that are unused for whatever reason appropriate (i.e. spilled, lost, unfit, etc.). Variances are recorded when you enter items into the Medical History of the patient, thus, making the entry specific for that patient. Any changes made to the items on-hand quantity, whether it is increased, decreased, removed, etc., will also be recorded in the Variance Entries window. You may also enter variances through the Variance Maintenance window. Variance entries will print on the Controlled Substance Report. To input a variance on an item, you must set up entries in the Variance Table of the AVImark System Tables. For detailed information on setting up your Variance Table, refer to "*CHAPTER 2: SYSTEM TABLES*".

- With the correct item selected, right-click and from the shortcut menu click **Variance** to display the Variance Entries window.



- Right-click and from the shortcut menu click **New** to display the New Variance Entry window.



- The **Code** for the selected item will already be displayed. TAB to have the Description field entered for you.
- Use the **Change** field UP and DOWN ARROWS to enter the appropriate amount.
- TAB to the **Reason** field and use the drop-down list to select the appropriate reason.
- Use the **Doctor** drop-down list and select the name of the user who is making the entry.
- If appropriate, use the **Patient** field browse button ... to select a specific patient for the variance.
- The **Date** and **Time** fields will be entered automatically but may be changed if applicable.
- If necessary, enter any **Notes** that may be applicable for this entry and click **OK** to save.

When tracking partial quantities of a given substance that is deemed unusable, you will want to "dispense" those quantities into the Medical History area of a "waste" patient record. In other words, create a new client record named "Controlled Substances Waste", and add "patient" records, each with a name that signifies the month and year of the waste

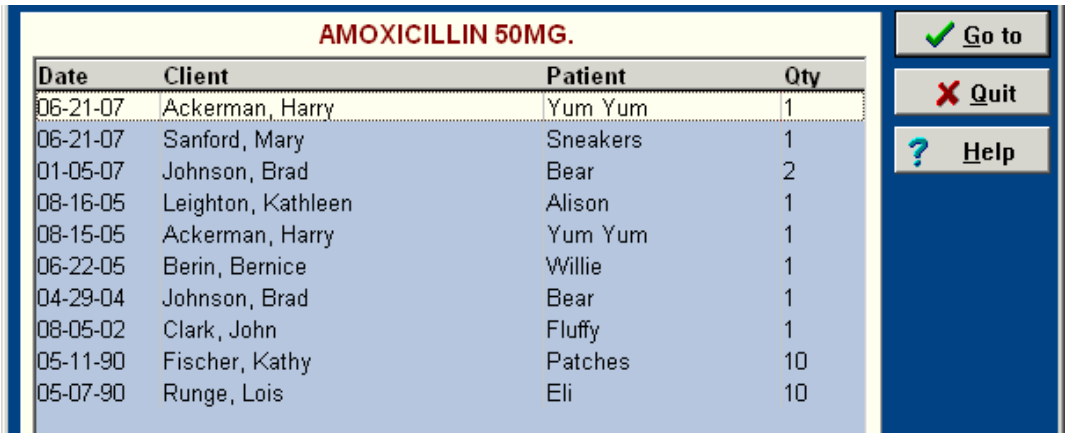
	disposal. For example: September-09, October-09, November-09, and so on. You would also need to set this "client" up as having 100% discounting applied so as not to report inaccurate income, production, or A/R numbers. Then, during a given month, you would dispose of the controlled substance waste by entering the waste quantities into the Medical History area of the appropriate patient, posting the entry, canceling the payment window and closing the invoice.

To learn more about:	Search the Help for:
Track controlled substance	Controlled substance; Tracked controlled substances

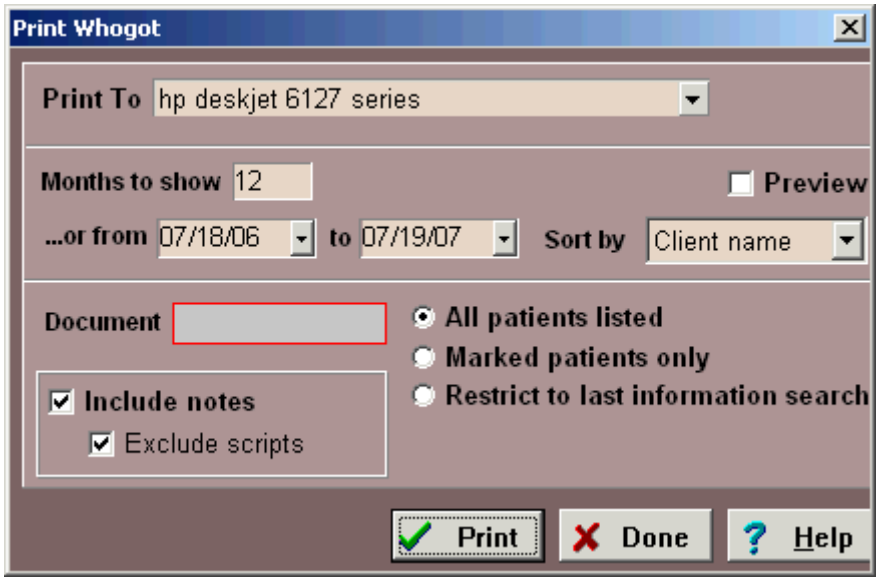
View and print the Whogot list

The AVImark Whogot list is a sorted list of all patients and their owners that have received a specified treatment, inventory item, problem, or diagnosis. Use the Whogot list to view, sort, print, or go to the CID of any patient receiving the chosen treatment, item or diagnosis in a specified number of months.

- With the appropriate item selected, right-click and from the shortcut menu click **Whogot** to display the Treated Patients window.



- If applicable, use the **Criteria** menu to sort and/or limit the number of patients selected.
- Click **Done** to return to the Treated Patients window.
- Select the individual patients from the list you wish to print by clicking on the patient name and press the SPACEBAR.
- Click **Print** to display the Print Whogot window.



- Use the **Print to** drop-down list and select the correct Printer.
- Using the **Months to show** field, enter the number of months to display or use the drop-down calendar to specify the period you wish to print for.
- If applicable, double-click in the **Document** field to select a Document from among your MS Word documents.
- Select **Include notes** to include the notes about the item selected for each patient on the list.
- To omit the prescription messages, check the **Exclude scripts** checkbox.
- If applicable, click on **Restrict to last query** to limit the printing of documents to only those patients chosen when you ran the last information search.
- Click **Print** or to preview the report onscreen select **Preview** and click **Print**.

View and Print Inventory Reports and Documents

From the File menu of the Inventory List window, you may view and/or print a variety of reports and documents.

Inventory Report
The Inventory Report should be printed out at the beginning of each year. If not, AVImark will display a warning informing the user that the report has not yet been printed. The warning will persist until the report is physically printed. A specific start-of-year date can be specified in Hospital Setup, Advanced.

- On the **File** menu, point to **Print** and click **Inventory Report** to display the Inventory Report window.
- Using the **Organize by** area, select how you wish to organize the report.
- Select a **Sort by** option.
- If appropriate, select how the report will be restricted.
- If appropriate, select any **Options** that may be necessary and click **Print**. To preview the report onscreen, select **Preview** and select **Print**.

Travel Sheet
The Travel Sheet is a customized list of commonly used items that you use during the visit with the patient. By default, only those items with the “F” Action code will be included on the Travel Sheet.

- On the **File** menu, point to **Print** and click **Travel sheet** to display the Print Travel sheet window.

Vendor List
This report allows you to view and print a list of your vendors.

Purchase Order History
Once inventory has been purchased and receipted into stock, AVImark will track past purchase orders.

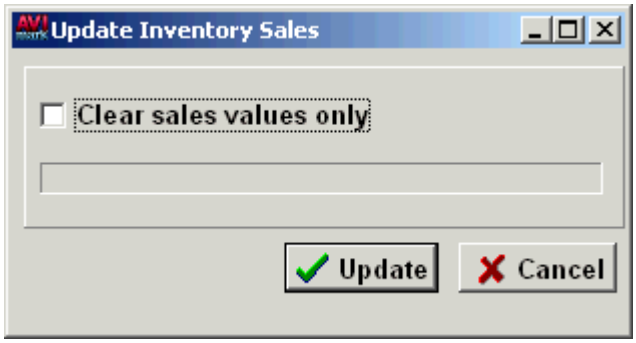
Inventory Summary
AVImark will print a sales summary report showing monthly and yearly production values along with last years production and growth percentage. Profit values are also given.

Reorder Report
This report allows you to print a list of all Inventory items that have On-hand quantities equal to or below the Order Point.

Update Inventory Sales

The Update Sales option in Inventory gives you the capability to update monthly Inventory totals. These monthly totals are automatically generated at the beginning of each month for the previous month, when the message regarding "Updating Inventory Statistics" is prompted and allowed to process. If these statistics are not allowed to process at the beginning of the month, but for example, at the middle of the month, all sales for the previous month and the current month will be lumped together. Should this happen, running the Update Sales feature will reorganize these statistics to their appropriate month.

- From your Inventory List, open the **File** menu and click **Update Sales** to display the Update Inventory Sales window.



- Click **Update**. You will need to click **Yes** to confirm.
- Click **OK** when updating is complete.

Add Vendors

Before associating a vendor to a specific item or before creating orders you must first set up the list of vendors.

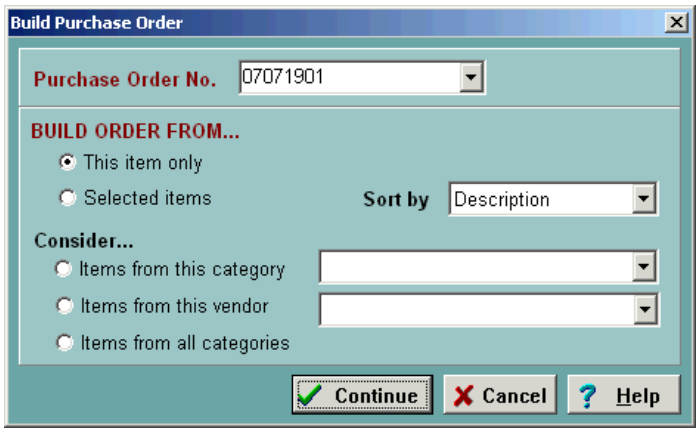
- From the Inventory List select **File** (menu), **Vendors**.
- Select right-click **New** to add a vendor.
- Enter a **Code** and vendor **Name**.
- In the **Contact** field enter the main contact person.
- Enter your **Account** number and the vendor address information.
- Click in the appropriate fields to enter the desired information.
- In the **Comments** field enter desired notes or additional information about the vendor. This information will be included on the Vendor report.

Create Purchase Orders

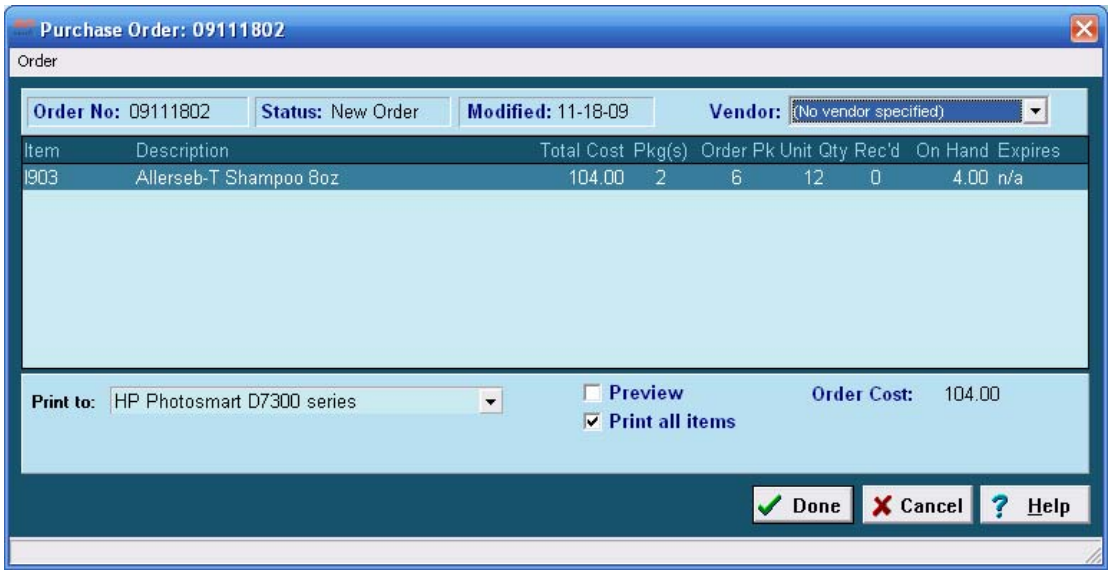
AVImark has an extensive ordering capability feature designed to handle your normal ordering needs. You may manually select the items that you wish or AVImark can automatically place items reaching their "Order Point" on the order. The process consist of three steps; building the order, printing and/or releasing the order, and receipting the order once received.

Order an individual item

- From your Inventory List, select the item that you wish to order.
- On the **File** menu point to **Order** and click **New** to display the Build Purchase Order window.



- AVImark automatically assigns a Purchase Order number of "yymmdd" plus a two digit number representing the number of purchase orders you have created today. However, you may assign your own preferred numbering sequence consisting of 8 characters or less.
- By default, AVImark will set the new order to **This item only** then click **continue.**



Order multiple items

- From your Inventory List, select the items you wish to order by clicking on the item and using the SPACEBAR to place the item in the Selected Item area.
- On the **File** menu, point to **Order** and click **New** to display the Build Purchase Order window.

- AVImark automatically assigns a Purchase Order number of "yymmdd" plus a two digit number representing the number of purchase orders you have created today. However, you may assign your own preferred numbering sequence consisting of 8 characters or less.
- By default, AVImark will set the new order to **Selected items**.
- Click **Continue** to display the Purchase Order.

Order items that have reached their Order Point

- On the File menu, point to **Order** and click **New** to display the Build Purchase Order window.
- Select the **Consider…**option that you wish.
- Click **Continue** to display the Purchase Order.

Print and/or Release the order

AVImark gives you the ability to simply print an order, allowing you to make further changes if necessary, or release a completed order. When you release a purchase order, you are telling AVImark that no further changes are necessary and that the order is ready to be released to the vendor. Once the order has been released, no further changes can be made.

- To make a change to an item on the order, select the item and right-click to display the shortcut menu.
- Click **Change** to display the Change P/O Item window.
- Make the necessary changes and click **Done**.
- To print the order, open the **Order** menu and click **Print**.
- To preview the order onscreen, select **Preview** and from the **Order** menu, click **Print**.
- To release the order, open the **Order** menu and click **Release**. This will print the order and change the order status to an "Open Order".

Receipting an order

As orders are filled from each of the various vendors and shipped, you will want to receipt the orders into stock. AVImark lets you receipt the order and specify which items were received. Of the received items you are able to indicate which ones reflect a change in price, specify what vendor the items were received from, and apply any shipping charges and taxes that have been charged to you. In addition, AVImark will create a "back order" for those items that were not received and you can receipt them if and when they do come in. If the items never show up, you may just purge the order.

- From your Inventory List open the **Order** menu and click **Choose** to display the Choose Order window.

- Select the correct order from the list and click **Done** to display that Purchase Order.

Receipt a partial order:

- To receipt a partial order, select the top order from the list that has been received.
- To make a change to the item, (cost, amount received, and so on) right-click and from the shortcut menu click **Change** to display the Change P/O Item window.
- Make the necessary change(s) and click **Done** to return to the Purchase Order.
- Right-click and from the shortcut menu click **Receive**. The received value for the item will be set to the number ordered, divided by its Order Pack value.
- Repeat the same procedure for each item that has been received.

- On the Purchase Order window, open the **Order** menu and click **Receive** to display the Purchase Order Receipting window. It is from this window where you will enter the Vendor, Invoice number, any shipping charges, taxes, and/or other cost associated with the item.
- Click **Continue** to finish receipting the item(s) and to place the status of the order to "Back Order".

Receipt a complete order:

- Select the correct order from the list and click **Done** to display the Purchase Order.
- On the **Order** menu, click **Receive**.
- You will receive a prompt that the quantity for each item has been set to the quantity ordered. Click **Yes**.
- To make a change to any of the items, (cost, amount received, and so on) right-click and from the shortcut menu click **Change** to display the Change P/O Item window.
- Make the necessary change(s) and click **Done** to return to the Purchase Order.
- On the **Order** menu, click **Receive** to display the Purchase Order Receipting window.
- Enter the Vendor, Invoice number, any shipping charges, taxes, and/or other cost associated with the order and click **Continue**. AVImark will automatically update the on-hand quantities, honor any price mark up percentages specified, and so on.

Purge Orders

AVImark gives you the ability to purge orders that are outdated or otherwise no longer appropriate.

- On the order in question, open the **Order** menu and click **Purge**. Click **Yes** to confirm.

	To learn more about:	Search the Help for:
	Purchase orders	Purchase order

Setup Associated Veterinary Purchasing for Canadian Clinics

AVImark integrates with Associated Veterinary Purchasing (AVP) which will allow Canadian AVImark clinics that are AVP customers the ability to place an order through AVImark.

Setup

To use the AVP integration specifications must be defined in Hospital Setup Advanced area.

- From the CID open the **Advanced Options** by clicking on the **Hammer**, **Wrench** and **Screwdriver** icon.
- In the **Search** field type **AVP**.
- The **AVP Billing Code** is assigned by AVP and will be unique to each clinic.
- The **AVP FTP Address** automatically defaults to the AVP FTP address.
- Click the **Directory** option to enter the name of the new AVP folder that you have created in the AVImark folder.
- The **FTP Password** and **FTP User Name** will both be automatically setup.
- AVP will provide a password and user name to be entered in the **Password** and **User Name** fields.

Adding AVP Vendor

After defining the AVP specifications the AVP vendor needs to be added to the Vendor list.

- From the **Inventory List** choose **File**, **Vendors** from the menu.
- The **Code** and **Name** of the vendor must be **AVP**.

Attaching AVP Number
After defining the options in Hospital Setup a new field will be available in the Change Item window.

- In the **Inventory List** select the correct item and choose **Change** from the right-click menu.
- From the **Advanced** tab enter the billing code of the item in the **AVP Number** field.

Placing an Order
When placing an order for AVP you will need to select AVP as the vendor or assign the AVP vendor to all appropriate items.

- When the AVP vendor is selected a **Ship To** field will be displayed in the Purchase Order window.
- The **Ship To** field will default to the clinics location; however clicking on this drop-down list will display all possible locations, which are downloaded from the AVP webserver.

Releasing an Order
As each purchase order is released the product code(s) will be verified and the inventory status will be checked for sufficient and/or insufficient quantities. If the item is not in stock you will receive a message showing the current available quantity giving you the option to change the quantity on the order, remove the item or select a substitute.
Once the order is released AVImark exports the purchase data to a file that is uploaded via FTP to AVP. If the file is sent successfully an e-mail notification will be sent to orders@avpbc.com with the filename as the subject. The order will then be processed and the order can be received as normal.

Work With VPR Formulary

With the VPR Formulary you can access drug formulary information and provide drug information sheets to your clients along with their pets prescriptions.

Setup

- After installing the VPR software specify the path in Advanced Options. From the CID select the **Hammer**, **Wrench** and **Screwdriver** speed bar button. In the **Search** field type **VPR**, select the **VPR Folder** option and click **Change** to specify the location of the VPR software.
- In the **Search** field type **active** and under **Veterinary Pharmacy Reference** select **Active** and set the value to **True**.
- To register the appropriate dll files open the CID, hold down the **Shift + Ctrl** keys, select **Utilities**, **Register** from the menu and click **VPRClassCodeGen.dll**.

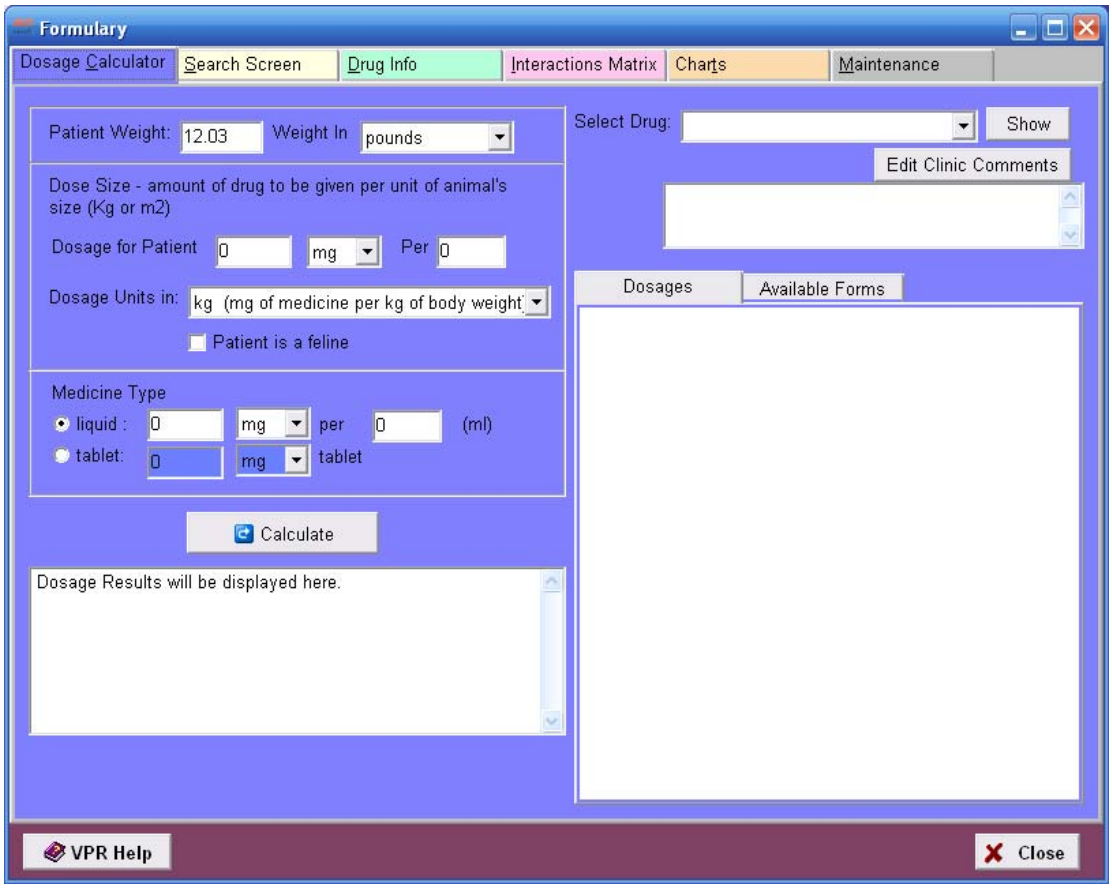
Additional VPR settings can also be defined in the Hospital Advanced Options. Listed are just a couple of the options.

- In the **Search** field type **vpr** and select the option **Print VPR Drug Info Sheets when printing Drug Labels**. Setting this option to **True** will print the sheets along with the drug label for an item that has a VPR code assigned.
- In the **Search** field type **interaction**. Select **Check History for Drug Interactions** to have AVImark search for VPR associated codes in Medical History; choose **Check History for Drug Interactions at Entry?** to initiate the drug interaction when adding a VPR treatment or item in Medical History; and choose **Check History for Drug Interactions Days Back** to specify the number of days the Interactions Matrix will search Medical History for drug interactions.

Accessing VPR
The VPR Formulary can be easily accessed from different areas within AVImark.

- From the CID select the **Utilities** menu and click **Formulary**.
- In the **Patient** area of the CID from the **right-click** shortcut menu select **Formulary**.
- In the **Medical History** area of the CID from the **right-click** shortcut menu select **Formulary**.

- From the **Medical History Inventory Used** window **right-click** and from the menu select **Formulary**.
- By opening the **Drug Label** window in Medical History access the formulary by selecting the **Formulary** menu option.
- Open the **Inventory List**, select an item and from the **right-click** menu select **Formulary** to access the VPR Formulary.
- In the **Inventory List** select an item, open the **Change Item** window and click the **Formulary** menu option to access the VPR.
- In the **Treatment List** select a treatment and from the **right-click** menu click **Formulary**.
- In the **Treatment List** select a treatment and open the **Change Treatment** window. Click the **Associated Treatments/Items** option and under the **Inventory Used** tab highlight an entry and from the **right-click** menu select **Formulary** to access the VPR.



Assigning VPR Drug Codes to Items

When assigning a VPR code to an item this will allow drug formulary information to be automatically displayed when the VPR Formulary is opened from that item.

- In the Inventory List select the appropriate item and from the right-click menu select **Change**.
- Click the **Advanced** tab and from the **Link to VPR** drop-down list select the drug you wish to associate with this item. Click **OK** once the appropriate drug has been associated.

Using the Formulary

- From Medical History select an item and choose **Formulary** from the right-click menu. If this item does not have an associated VPR code you can select a code from the **Dosage Calculator** tab. AVImark will display a message allowing you to place this VPR code in the VPR field of the Change Item window for this item.

- From Medical History select an item that has a VPR associated code and choose **Formulary** from the right-click menu. This will display that drug information but another VPR code can be chosen from the **Select Drug** drop-down list.

	To learn more about:	Search the Help for:
	VPR Formulary	VPR Formulary