Check In

This is the standard check in procedure.
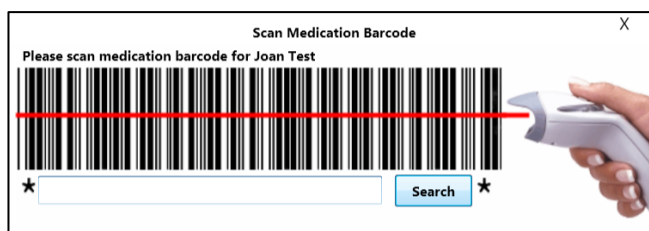
	Click on the **Check In** icon.
	Select the appropriate **resident**.
	Click on **Scanner** icon.
	The **Scan Medication Barcode** box will appear. Scan the barcode on the medication.
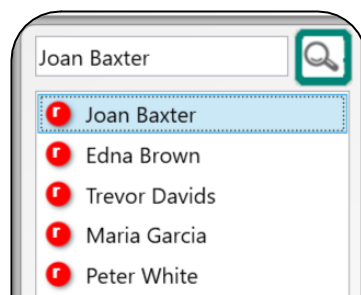
	Ensure that all the information is correct, round times, dose, strength and additional instructions. This cannot be changed once a medication has been checked in.
	Select the **storage location** for the medication from the drop-down menu.
	Select the **Check In** icon.
	A **Saving Successful** box will appear. Click **OK**. *If the pharmacy is still owing medication, then the medication will remain amber until the stock is received. Once you receive it you can check it in fully. This medication can still be administered.*

![eMARx logo]
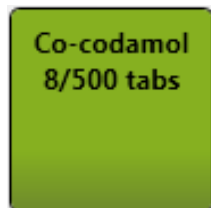
Once the medication is checked in fully it will turn green to indicate it has been fully checked in. Repeat process until all medication has been checked in.

The status of the check in for each resident can be immediately identified by the colour of the traffic light next to the resident's name.
No medication has been checked in yet.
Medication has been partially checked in.
All medication has been checked in fully.

Not checked in

Partially checked in

Fully checked in

Medication check in works on a traffic light system.