

Reports – Printing Stock Order Charts via Reports

Using eMARx Office, you can print out previously completed stock order charts via the reports section.



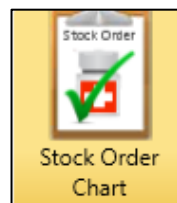
To print out completed stock order charts they must first be filled out in stock control either on a device or on the office application.

A guide on how to do this can be found in the Stock Control Quick Reference Guides.

To print the completed form you must be using the office application and have the suitable permissions on your account.



Click on the **Reports** icon.



Select the Stock Order Chart option.

Care Home:
All Units

Status:
In residence

Service User:
Joan Baxter

☒ **View completed Order Chart:**

Stock Order completed date:
13/01/2021 10:14:36

Report Filters

Choose the relevant information from the dropdown menus and proceed to tick the 'View Completed Order Charts' box.

You will then have the option to pick the date you wish to locate a completed stock order chart.



Once you have chosen the correct date, run the report.

ORDER CHART Omnicell eMAR

Address: Happy Valley Care Home
2 Brighton Square
West Port

Start date: Monday 01/02/2021
End date: Sunday 28/02/2021
Date completed: 13/01/2021
Completed by: eMARx User

to have allergies

	Time	Dispense Status	Change Directions to	Doctor's name	Notes
MG TABS	INT 0800 1	Continue Dispense			
a week on a					
NOT CHEW OR					
WILL GLASS OF					
ST 30 MINUTES					
DO, DRINK OR					
AY REMAIN SITTING					
LEAST 30 MINUTES					
ARRIER 3391E (28G)	Qty: 4	Continue Dispense			
MDU *					

This will generate the completed stock order chart.

5:56 ORDER CHART

100%

Print icon at the top of the report or save to your device as either a spreadsheet, word document or PDF file by using the save icon.

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