

Stock Control – Stock Audit

The stock audit feature will allow you to record and compare the physical stock levels to what the eMARx software has stored. Upon completing a stock audit, you can choose to update the eMARx software levels to those that you have inputted.



Go to Stock Control.



Select the desired **Service User** from the list on the right-hand side of the page.





Select the **Stock Audit Icon**.

Stock Audit

Name: Mrs Jean Ackers **Cycle:** 13 Jun 2024 - 10 Jul 2024

Please enter the current stock quantity of each medication in the yellow column. Do NOT include stock for the next cycle. Once completed, click the Save button.

Medication	Audit Qty	
ACICLOVIR 200MG TABLETS	Total Qty:	
Alendronic acid 70mg tabs	Total Qty:	
Apixaban 5mg tabs	Total Qty:	
Aveeno cream	No of Packs:	
Cavilon durable barrier 3391G (28g) cream	No of Packs:	
Epilim Chrono 200mg tabs	Total Qty:	
Madopar 100mg/25mg dispers tab	Total Qty:	
Warfarin 1mg tabs	Total Qty:	



The **Stock Audit Window** will appear with a list of all **Checked-In** medications for the selected service user.

Stock Audit

Name: Mrs Jean Ackers **Cycle:** 13 Jun 2024 - 10 Jul 2024

Please enter the current stock quantity of each medication in the yellow column. Do NOT include stock for the next cycle. Once completed, click the Save button.

Medication	Audit Qty	
ACICLOVIR 200MG TABLETS	Total Qty:	22
Alendronic acid 70mg tabs	Total Qty:	28
Apixaban 5mg tabs	Total Qty:	27
Aveeno cream	No of Packs:	1
Cavilon durable barrier 3391G (28g) cream	No of Packs:	1
Epilim Chrono 200mg tabs	Total Qty:	30
Madopar 100mg/25mg dispers tab	Total Qty:	40
Warfarin 1mg tabs	Total Qty:	28

For each medication enter the total count into the corresponding box.

Once the desired medication counts have been inputted, select the **Save button**.

Stock Audit

Name: Mrs Jean Ackers **Cycle:** 13 Jun 2024 - 10 Jul 2024

Medication		Audit Qty	eMAR Qty	
ACICLOVIR 200MG TABLETS	Total Qty:	22	22	✓
Alendronic acid 70mg tabs	Total Qty:	28	2	✓
Apixaban 5mg tabs	Total Qty:	27	56	✓
Aveeno cream	No of Packs:	1	1	✓
Cavilon durable barrier 3391G (28g) cream	No of Packs:	1	1	✓
Epilim Chrono 200mg tabs	Total Qty:	30	28	✓
Madopar 100mg/25mg dispers tab	Total Qty:	40	31	✓
Warfarin 1mg tabs	Total Qty:	28	28	✓

The stock levels for the current cycle are shown in the eMAR Qty column.
If the audit quantity is different, this will be shown in red.
To update all the stock quantities in eMAR with the audit quantities, click the Update All button.
Or update individual medications by changing the number in red and clicking the tick button on each row.

The results will return either **Red** or **Black**.

- Red – The count and system record **do not** match.

Black – The count and system record **match**.

You are able to print out the audit by clicking on the printer icon.



Adjust Stock Level

Alendronic acid 70mg tabs
Adjust stock level from 2 to 28
To confirm this is correct, enter a comment then press Ok

Comment

Ok Cancel

Adjust Stock

I confirm the entered stock levels are correct.

Username


Password

Continue Cancel

If you wish to adjust one medications stock levels click the corresponding tick to the right of the table.

This will bring up the adjust stock level window. It will ask you to confirm you are happy with the change and to enter a comment.

Then click ok, this will bring up the counter sign box. Ask a colleague to fill in and press continue.



Apply Stock Audit Levels


Stock levels successfully adjusted.

Continue

The stock level has now been adjusted



If you wish to update **ALL** eMARx quantities to the Audit Quantities, then click the update all button.



Adjust All Stock

Save the stock levels entered in the audit (yellow column)
Please enter a comment and click Ok

Comment

Resident going out on Social Leave today.

Ok **Cancel**


This will bring up the adjust All stock level window. It will ask you to confirm you are happy with the change and to enter a comment.

Adjust Stock

I confirm the entered stock levels are correct.

Username

Password

 **Continue** **Cancel**

Then click ok, this will bring up the counter sign box. Ask a colleague to fill in and press continue.



Apply Stock Audit Levels

Stock levels successfully adjusted.

Continue

All stock levels have now been adjusted.