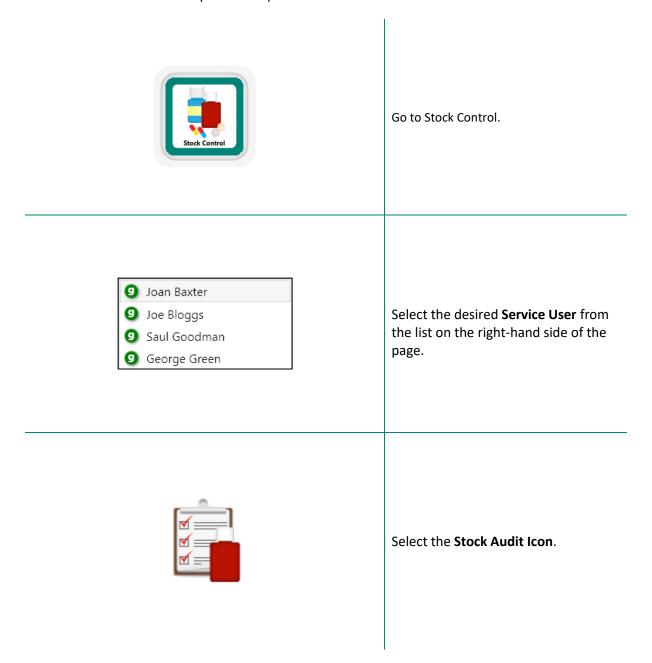
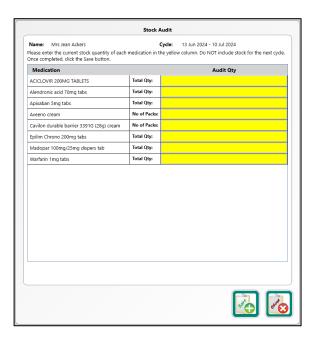


Stock Control - Stock Audit

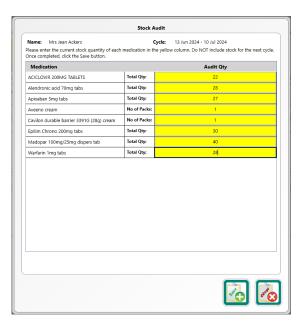
The stock audit feature will allow you to record and compare the physical stock levels to what the eMARx software has stored. Upon completing a stock audit, you can choose to update the eMARx software levels to those that you have inputted.







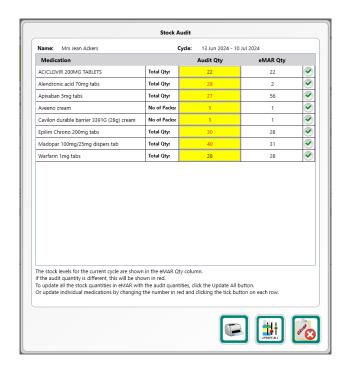
The **Stock Audit Window** will appear with a list of all **Checked-In** medications for the selected service user.



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

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





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

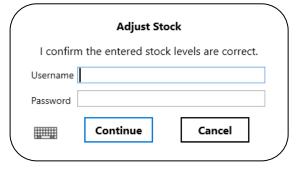
 Red – The count and system record do not match.

Black – The count and system record match

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







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.





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 Stock

I confirm the entered stock levels are correct.

Username

Password

Continue

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.

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.

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