

MedDispensary - User & Cashier

Operating Manual

Easy Step-by-Step Guide for Pharmacy Staff & Managers

⚡ Quick Keyboard Shortcuts Cheat-Sheet

Press these keys anytime on your keyboard for lightning-fast checkout without touching the mouse!

Shortcut Key	Action	Where to Use
F1	Focus Barcode Scanner Input (Ready to scan next product)	POS Terminal
F2	Focus Search Box (Search medicine by Brand or Generic name)	POS Terminal
Enter	Add First Search Result to Cart automatically	POS Search Field
F8	Proceed to Payment / Checkout	POS Terminal
F3	Focus / Add Payment Amount	Payment Window
F4	Remove Last Payment Method	Payment Window
F9 or Ctrl + Enter	Confirm Checkout & Print Receipt	Payment Window
Alt + C	Clear Cart / Start New Sale	POS Terminal
Escape	Close Any Popup Window / Modal	Anywhere in POS
? (Shift + /)	Open Keyboard Shortcuts Guide	POS Terminal

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1. Welcome to MedDispensary

Welcome to **MedDispensary**! This system helps your pharmacy run smoothly by making checkout fast for customers, automatically selling older medicine batches first (**First-In, First-Out / FIFO**), and keeping accurate stock counts across all dispensary locations.

Key Highlights

- **Lightning POS:** Sell medicines in seconds using barcodes or quick search.
 - **Smart Stock Safety:** The system automatically selects the batch expiring soonest so older stock never goes to waste.
 - **Instant Receipts:** Print clean 80mm thermal receipts for every sale.
 - **Automatic Alerts:** Get notified before medicines run out or pass their expiry dates.
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2. Who Can Do What? (User Roles Made Simple)

MedDispensary has 3 simple user levels:

1.  **Admin (Company Owner / General Manager):**

- Has full access to everything across all pharmacy branches.
- Manages branches, user accounts, system settings, tax rates, and security audit logs.

2. **Branch Manager (Branch Admin):**

- Manages inventory, registers new shipments, logs damaged stock, and oversees staff in their assigned clinic branch.

3. **Cashier (Dispensary Staff):**

- Handles customer POS checkout, searches the medicine catalog, and prints receipts for their branch.

3. Your Daily Dashboard

When you log in, your main screen displays a real-time snapshot of your pharmacy:

Real Application Dashboard

- **Today's Revenue:** Total money collected today.
- **Monthly Revenue:** Total income earned so far this month.
- **Sales Count:** Total number of receipts issued.
- **Low Stock Warning:** Highlights medicines that need reordering.
- **Expiring Batches:** Shows medication batches reaching expiry within warning limits.
- **Branch Selector** (*Managers only*): Switch views between different pharmacy locations.

4. Step-by-Step POS Checkout Guide

The **POS Terminal** is your primary counter tool for customer sales.

Real POS Checkout Terminal

Step 1: Open the Terminal

Click **POS Terminal** in the top navigation bar. If you manage multiple branches, select the branch you are operating.

Step 2: Add Items (Scan or Search)

- **Option A (Barcode Scanner - Fastest):** Press  to focus the scanner box, then point your handheld scanner at the product barcode. The item instantly pops into your cart!

- **Option B (Keyboard Search):** Press **F2** to focus the search box. Type the Brand Name (e.g. *Panadol*) or Generic Name (e.g. *Paracetamol*). Press **Enter** to add the top matching result to the cart.

Smart FIFO Auto-Batch: You don't need to manually check expiry dates! MedDispensary automatically picks the batch expiring soonest for the sale.

Step 3: Review Cart & Quantities

- Change item quantities using the + / - buttons, or type the exact quantity.
- The system will prevent you from entering a quantity higher than actual stock on hand.
- Click the trash icon to remove any unwanted item.
- Press **Alt** + **C** if you need to clear the entire cart and start over.

Step 4: Add Doctor Fees & Discounts

- **Doctor Consultation Fee:** Enter any doctor fee in the **Doctor Fee** box. It will automatically add to the bill.
- **Discounts:** Enter a discount percentage or fixed amount if applicable.

Step 5: Collect Payment (Cash, Card, or Split)

- Press **F8** to open the **Proceed to Payment** window.
- Select the customer's payment method:
 - **Cash:** Type the cash amount received from the customer (or click quick cash buttons like \$50, \$20). The system shows the exact **Change Due**.
 - **Card:** Enter the Card Type (Visa, Mastercard) and Last 4 Digits for record-keeping.
 - **Mixed Payment:** Press **F3** to split payment between Cash and Card.

Step 6: Print Thermal Receipt

- Press **F9** or **Ctrl** + **Enter** to confirm the checkout!
- A printable window opens instantly. Click **Print Receipt** to send the receipt to your thermal printer.

5. Managing Pharmacy Inventory

Adding New Medicines to Catalog

Access the catalog via **Medicines** in the navigation menu.

Real Medicine Catalog

1. Click + **Add New Medicine**.
2. Fill in the medicine details (**Brand Name**, **Generic Name**, **Strength**, **Unit/Form**, **Barcode**, **Reorder Threshold**).
3. Click **Save Medicine**.

Receiving Supplier Stock (Stock Intake)

When a fresh delivery arrives from a supplier:

Real Stock Intake Screen

1. Go to **Stock Intake** in the menu.
2. Select the **Supplier** and **Medicine**.
3. Type the **Batch Number** printed on the box (e.g. BN-2026-001).
4. Enter the **Quantity Received**, **Cost Price**, **Selling Price**, and **Expiry Date**.
5. Click **Register Stock Intake**.

Logging Expired or Damaged Stock

If a box is damaged, expired, or lost:

1. Go to **Stock Adjustment** in the menu.
2. Select the **Medicine** and the specific **Batch**.
3. Choose **Adjustment Type**: *Decrease (Remove Stock)*.
4. Select the **Reason** (*Damaged, Expired, Inventory Correction, Lost*).
5. Enter the quantity and brief explanation, then click **Submit**.

6. Low Stock & Expiry Warning Reports

Real Low Stock Report

- **Low Stock Alerts:** Go to **Reports → Low Stock**. Items listed in red need immediate reordering before you run out of stock.
 - **Expiring Medicines:** Go to **Reports → Expiring Stock**. Batches expiring soon are highlighted in yellow (near expiry) or red (expired) so staff can remove them safely.
 - **Daily Summary PDF:** Click **Reports → Daily Inventory PDF** to download a printable daily sales and stock valuation summary.
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7. Viewing Past Sales & Reprinting Receipts

Real Sales History

1. Go to **Sales History** in the menu.
 2. View all previous receipts issued today or filter by date range.
 3. Click **View Receipt** next to any sale to view details or re-print a copy for a customer.
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8. Staff & Branch Management

- **Adding Staff:** Go to **Users** → **+ Add New User**. Create an account for a new cashier or manager, set their password, and assign their branch.
 - **Deactivating Staff:** If a staff member leaves, toggle their status to *Inactive* so they can no longer log in.
 - **Branch Management** (*Admin only*): Go to **Branches** to create new clinic locations or update branch contact info.
 - **Receipt & Tax Settings** (*Admin only*): Go to **Settings** to turn Tax/GST/VAT on or off and configure receipt headers.
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9. Frequently Asked Questions (FAQ)

Q: Can I complete a sale using only my keyboard?

A: Yes! Use **F1** to scan barcodes, **F8** to open payment, and **F9** to finish and print the receipt without touching the mouse.

Q: What if I scan a barcode and nothing happens?

A: Make sure the cursor is focused in the scanner box (press **F1**). If the barcode is new, ensure it is saved in the Medicine Catalog.

Q: How does the system prevent selling expired medicine?

A: MedDispensary uses First-In, First-Out (FIFO) logic to automatically suggest the oldest non-expired batch first, and flags expiring items on your dashboard alerts.

Q: Can a cashier view sales from another clinic branch?

A: No. Cashiers and Branch Managers only see data for their assigned branch to ensure privacy and focus.
