

Repeat Dispensing in mSupply

Adding repeats to the original dispensing

On the right of the window you can enter the number of repeats to be dispensed and the expiry date. In most cases that's all you need to do.

Line	Issue	Available	Tot in store	Pack	Hold	Batch	Expdate	Supplier	Location	Cost Price	Sell price
1	30	9998906	99989068.	1				invad		0.00	0.00

Varying repeat quantities

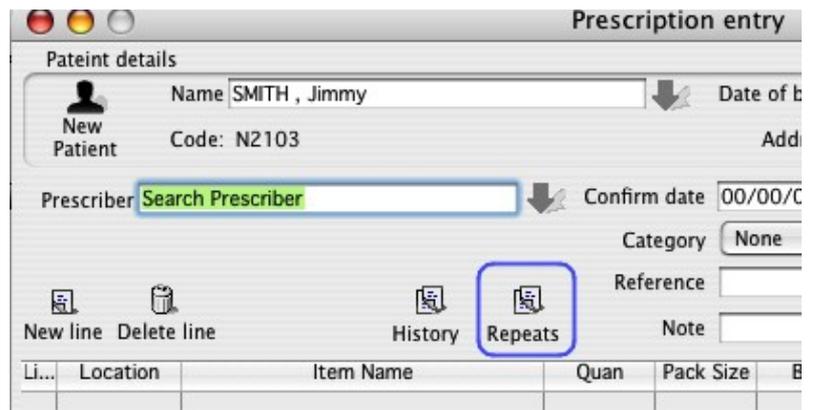
If you want to vary repeat quantities, click the "Repeat Quantities" button and the following window is shown. (In most cases the repeat quantity will be the same as the original)

Repeat number	Quantity
1	60
2	60

Issuing repeats at a later date

When a patient requests a repeat, you start a new prescription in the normal manner and then enter the patient's name.

Now click the *Repeats* button....

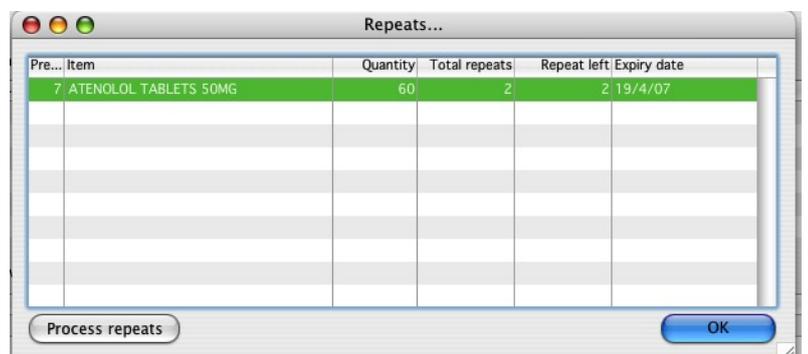


The screenshot shows the 'Prescription entry' window. Under 'Pateint details', the patient name is 'SMITH, Jimmy' and the code is 'N2103'. The 'Prescriber' field contains 'Search Prescriber'. The 'Repeats' button is highlighted with a blue box. Below the buttons are fields for 'New line', 'Delete line', 'History', and 'Repeats'. At the bottom, a table header is visible with columns: 'Li...', 'Location', 'Item Name', 'Quan', 'Pack Size', and 'B'.

Selecting repeats to issue

You are shown a window listing available repeats for this patient.

Click the line(s) you wish to issue (control-click to select multiple lines), then click the *Process repeats* button to create new transaction lines for the repeats you have highlighted.



The screenshot shows the 'Repeats...' window with a table listing available repeats. The first row is highlighted in green.

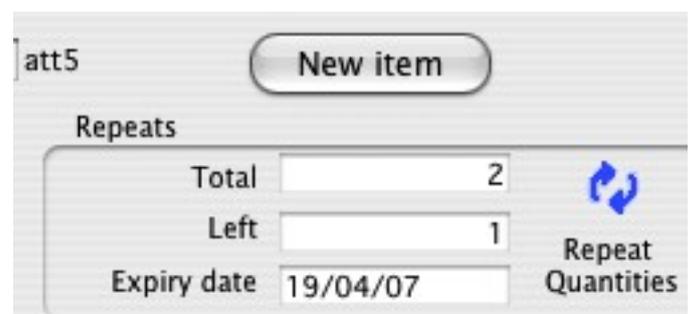
Pre...	Item	Quantity	Total repeats	Repeat left	Expiry date
	7 ATENOLOL TABLETS 50MG	60	2	2	19/4/07

Buttons at the bottom: 'Process repeats' and 'OK'.

Editing repeat details

Normally the repeat details will not need changing. If they do you can double-click the prescription line and change details.

Note that the *Repeats left* field will show that you are editing a repeat. The quantity left is the quantity after the current repeat has been issued



The screenshot shows the 'Repeat details' dialog box. It has a 'New item' button at the top. Below it, the 'Repeats' section contains three input fields: 'Total' (value 2), 'Left' (value 1), and 'Expiry date' (value 19/04/07). A 'Repeat Quantities' button with a refresh icon is on the right.