Dispensary Module  
How to Use

To begin using the Dispensary module you must log into AxiUm. Below is a picture of the log in screen. You will need to enter your NetId on the first line and password on the second. Both the NetId and password are the same as you use to access your UTHSC email account.
When you log into AxiUm you will see small pictures on the left side of the screen. Each picture is called an Icon and leads to part of AxiUm that is called a module. The Dispensary Icon is a dental pick as shown below. Click on it to enter the Dispensary Module.
If Dispensary module opens and isn’t the full screen. To open the full screen, Click on the small box in the upper right corner as shown below.

Now you are ready to work AxiUm Dispensary.
In the upper right side of Dispensary there are several boxes (Buttons) Search, Delete, Print, etc. Clicking on one of these will open a particular part of the Dispensary Module.

Below are the Buttons used to process cassettes in each area of the school.

To look at how this works begin with **Check Out**.

1. **Check Out** is when the sterile cassettes are placed within the lockers on the 5th fl.
2. After the students have used the cassettes they will turn them in on the 4th floor – the **Check In**.
3. Cassettes that arrive from the 4th floor are **Transfer** – from the 4th floor.
4. The **Sterilized** cassettes are placed on the cart and are ready for **Check Out**, again.

If you are working on the 5th floor you will only use the Check Out button.
If you are working on the 4th floor the Check In button is all you will need.
And – If you are in Sterilization you will need to know how to use the Transfer and Sterilize button.

Below is how you use the four buttons most used in the Dispensary Module.

**Check Out**

When cassettes are brought into the locker room in AxiUm you will need to select the Check Out button.

Below is the Check Out window.
Each locker has a label on it with a student’s net ID and the barcode that is equal to it. If you scan the barcode while in the Check Out window the student’s login will appear as shown below.

Scanning the barcode label on cassette belonging to this student will make the cassette code first appear in the Dispensary Item window then just below – as shown. The student now has one item checked out. Of course the student may actually have the cassette in his/her possession but this window will tell you exactly how many and what cassettes are checked out at any time of day.
If you scan a barcode cassette belonging to a different student the user login will jump to the student the cassette belongs to. This will make it necessary for you to go to the locker that belongs to that student and put the cassette in it. When you finish one locker, move to the next, scan the student’s barcode and begin once again to scan the cassettes belonging to the student. When you are finished, click on the “X” in the upper right corner to close the Check Out window.

**Check In**
Check in takes place on the 4th floor. To open the Check In window click on the Check In box.

The Check In window opens. It will display the location for Check In. No changes need to be made in this window. Scan all cassettes turned in and AxiUm will take care of the rest. When you scan and the cassette is accepted into AxiUm you will hear a positive tone. If you are trying to scan in a cassette that has already been turned in you will hear a negative tone. The scan happens so quickly you may not even see it being written to AxiUm.
To close the Check In window click on the “X” located in the upper right corner of the Check In window.

Transfer

To open the Transfer window click on the Transfer button as shown below.

Transfer scans are made when a cart of contaminated cassettes arrive on the 1st fl. The window is shown below.
Transferring cassettes is as easy as scanning them. Again if you scan a cassette that has already been scanned you will hear a negative tone. As soon as you hear a positive tone you can scan another. The whole process goes quickly.

**Sterilize...**

To open the Sterilization window click as shown below.
You will need to enter information in the Sterile for window (shown in the image above). In the example above 90 has been used.

After entering the number click in the Kit box and begin scanning. Unlike other areas of scanning you must watch and or listen for the scan. A new window will pop up immediately. This window must be closed before scanning another code.

Closing the window is best done by scanning the barcode below.

These barcodes are available at the end of this document. They can be printed and taped in convenient places to allow easy use. You can also close the Replace Kit Instrument window by pressing the “Esc” key on your keyboard or clicking on the Close button in the window. As soon as you close the window if a successful scan was made you will hear the positive sound associated with AxiUm. You will follow this procedure until all sterile kits are scanned and ready to be placed in the lockers.
Maintenance – Dispensary – Dispensary Location Codes

Coding Scheme in Dispensary

<table>
<thead>
<tr>
<th>Cassette Type</th>
<th>Code for Cassette</th>
<th>3 digit # for Locker ID</th>
<th>2 digit # for Specific KIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restorative A</td>
<td>ra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restorative B</td>
<td>rb</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perio C</td>
<td>pc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perio H</td>
<td>ph</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubber dam D</td>
<td>rdd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubber dam E</td>
<td>rde</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam F</td>
<td>exf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam G</td>
<td>exg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endo I</td>
<td>eni</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Locker Shelf</td>
<td>ls</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The first cassette for Restorative A to go in the first locker on the 4th floor will be ra-001-01

*Lettering on ALL barcodes must be in lowercase*
Station Setup –

Station Setup is done through Maintenance – System – Stations – using B117166.

Programming the Symbol/Motorola DS6707 Digital Imager Scanner -

The manual for this and other scanners are online. Different scanners require different programming.

Enable Code 39 ASCII – required for our labels

Code 39 Full ASCII Conversion
Parameter # 11h

Code 39 Full ASCII is a variant of Code 39 which pairs characters to encode the full ASCII character set. To enable or disable Code 39 Full ASCII, scan the appropriate bar code below.
Esc is required in sterilization on the 1st floor. To enable this function use -

To speed up the data entry when scanning use this -

Rules –

Scan rule then close with –

If new rules are to be added – restore defaults and add all codes back at one time using -
A complete printed manual for using the DS6707 and cordless version is located in Dale’s office. In addition the manual can be downloaded as a pdf from -


The system was put in place 10/7/11 and as of 11/9/11 no significant problems have been reported.

Report –
Infomanager – Pre-defined – “Dispensary – Cassette check”
This report returns all cassettes that aren’t checked out and their location. It should be used to audit cassettes to assure they have been scanned correctly. In addition when students report a missing cassette the last location within the sterilization process can be determined.