MaQs Before Using MaQS



Please ensure that the MaQS suite of programs is installed as per the instructions in the MaQS Installation Manual.

In the remainder of this document, the following conventions are used:

Template is a term used when referring to instruments and packs. A template does not refer to a physical instrument or pack but instead is a design (pattern, template) for a particular type (class or family) of instrument or pack.

Scanner refers to either a handheld (possibly wireless capable) PDA scanner running the Windows CE or PocketPC operating system or a USB cabled scanner which must be attached to a PC to operate correctly

Pack, tray, set are used interchangeably and refer to a tray of instruments.

Item refers to either a pack, instrument, pre-sterile/buy-in or wrapper.

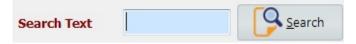
Item Code, Item ID, Pack ID, Instrument ID refer to a unique identifier for an instrument or pack.

Tracked Items: In MaQS all instruments and packs are either *tracked* or *untracked*.

A *tracked* item is one that is uniquely marked to distinguish it from other items that are the same and there will exist in MaQS, a descriptive record of each such unique item.

An *untracked* item is not uniquely marked and has only one description record in MaQS but it is used to refer to every item of the same type e.g. plastic kidney dish.

Searching for items: In forms where packs, instruments, wrappers need to be located, there is a common procedure for searching:



Enter the search criteria in the *Search Text* field and/or the *Description contains* field. A partial Item Id can be supplied comprising the first few characters of the id whilst the data entered into the *description* field can be any known part of the description.

Entering credentials: If MaQS has been configured to use security, most menu selections will result in a request for the appropriate credentials:



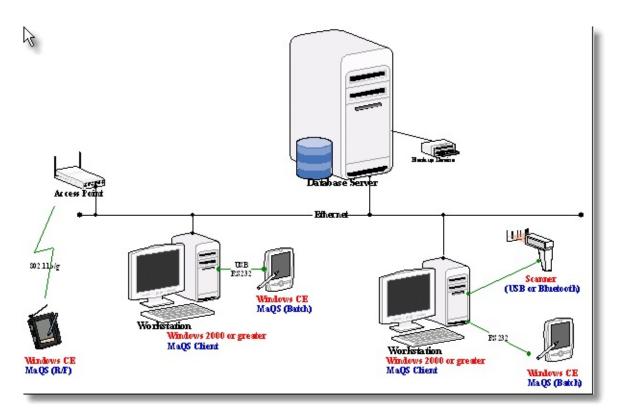
Enter the required *Operator ID* and *Password* and click *OK*.

MaQs Product Overview



MaQS (*Management and Quality System*) is a Windows based client-server system that will track and trace surgical instruments from process to patient and manage pre-sterile inventory and implants.

All data is stored in a centralised database and a suite of Windows based programs is used to administer MaQS while the tracking is performed by either handheld Windows CE laser devices or USB cabled scanners:



The handheld laser devices (also referred to as 'handheld' or 'PDA' in this document) can be wirelessly connected to the network. If they are not wireless capable, they can still be used in 'batch mode' by attachment to the PC via a cable for the transfer and receipt of data.

MaQS was developed in Australia in conjunction with Sterilising Service departments and Operating Theatres. This partnership has enabled the program to meet the requirements of both these areas and provides verification of mandatory requirements of AS/NZ 4187.

The MaQS Application Suite describes the software in more detail.

For MaQS to be used effectively, essential information has to be entered.

MaQs MaQS Application Suite



MaQS is a three-tier client/server system. It uses an MS SQL database for data storage.

Seven main programs are used on the desktop to enable MaQS to carry out the main purpose of tracking and inventory:

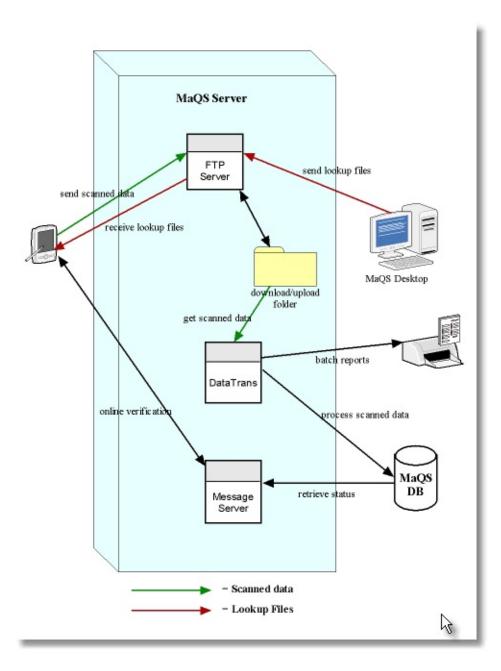
- MaQS Admin Application
- MaQS Client Application
- MaQS Decontamination Application
- MaQS Quality & Activity Application
- MaQS Patient Allocation Application
- MaQS Packing Application
- MaQS Data Trans Application
- MaQS Inventory Application
- MaQS Stocktake Application

When MaQS is used with wireless scanners, these programs will also be used:

• MaQS FTP Server

PDA devices and/or a USB cabled scanner attached to a PC and the scanning program are used for tracking.

These programs access the database by communicating with the application server and the relationship between all the programs is best described by a schematic:



MaQs MaQS Admin

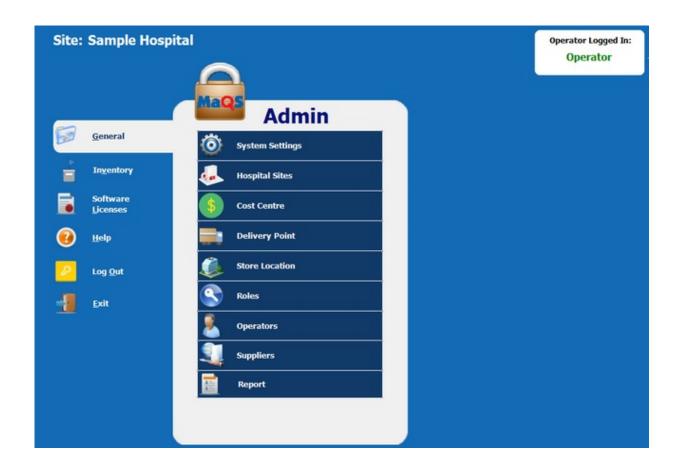


The MaQS Admin is used to:

maintain static data (e.g. operators, equipment, preference cards, store locations, etc.)

manage inventory (e.g. product, preference card, stock, etc.)

preview and print reports



The MaQS Client has the following menu options.

General

System Settings

Hospital Sites

Cost Centre

Delivery Point

Store Location

Roles

Operators

Suppliers

Report

Inventory

Settings

Discarded Reason

Theatre / Procedure Room

Report Groups

Preference Card

Consumable Pack

Preference Category

Procedure Block

Procedure / Preference Card

Surgeon Speciality

Surgeon / Preference Card

Stock

Product Class

Unit of Measure (UOM)

Stock / Speciality Group

Purchase Order Group

Stock Category

Product Catalogue

Report

Software Licenses

Help

Admin Help

About Admin

Release Notes

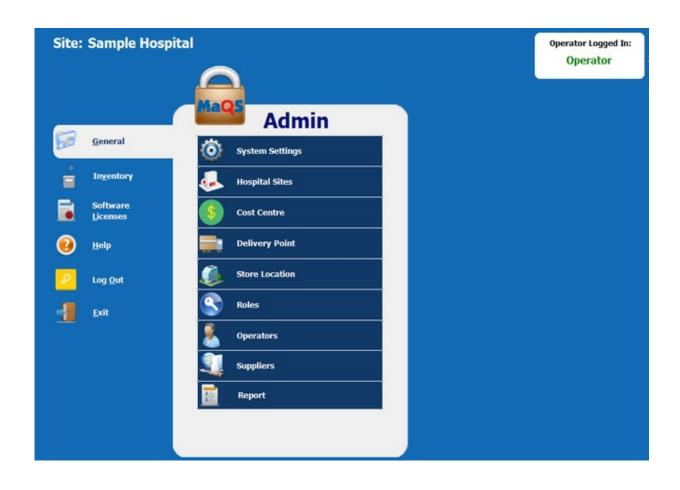
Log Out

Exit



Main Menu



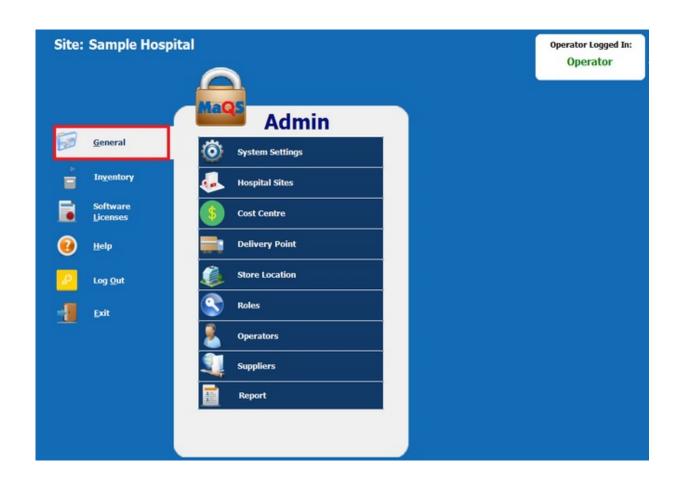


MaQs General Menu



MaQS requires the following to be defined and configured:

- System Settings
- Hospital Sites
- Cost Centre
- Delivery Point
- Store Location
- Roles
- Operators
- Suppliers
- Report



MaQs System Setting



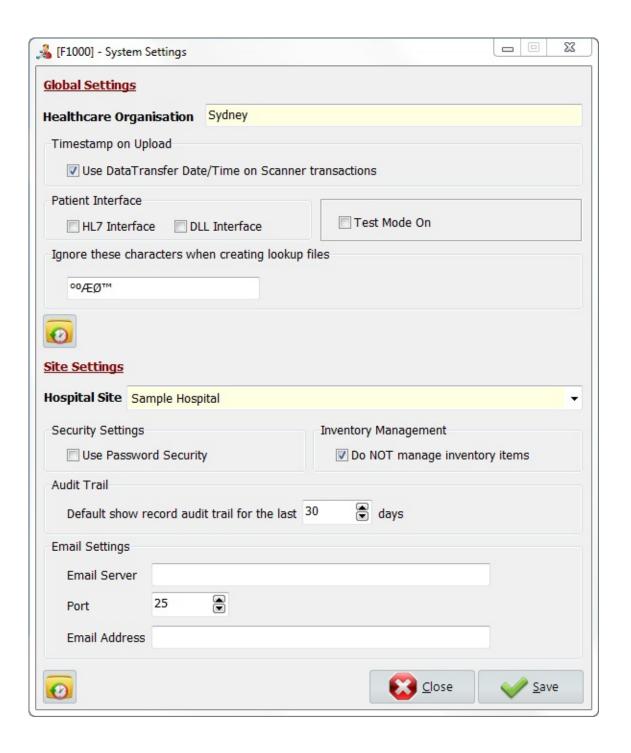
System Settings maintains settings for a number of options that will be used in the MaQS program, they include two parts - Global Settings and Site Settings.

In global settings, it includes:

- The Healthcare Organisation that will appear on reports.
- Time Stamp on Upload: Use the PC date and time rather than the date and time on the handheld scanner.
- Patient Interface: HL7 Interface or DLL Interface.
- Test Mode On: Select if it is in the test mode.
- Characters to be ignored in the lookup files: Because the wireless scanners cannot read some of the non standard symbols/characters e.g., Ø.

In site settings, it includes:

- Hospital Site: If changes made, it will log off automatically after you click save button. Then it requests id and password in order to log into the new hospital site.
- Use Password Security: To activate passwords
- Inventory Management: Select if user doesn't manage inventory items.
- Audit Trail: Set default days for showing audit trail record.
- Email Settings: Email server, port and Email Address.

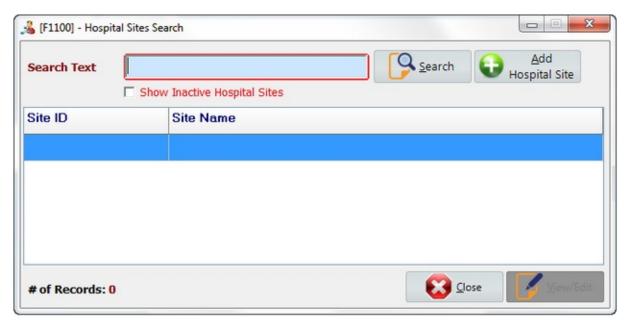


<u>S</u> ave	Select to save and close.
€ Close	Select to close without save.
0	Provide audit trail for every single change.

MaQs Hospital Sites



Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select *Add Hospital Site* to create new records.

Select *View/Edit* to view or edit records.

Select *Close* to close the form.

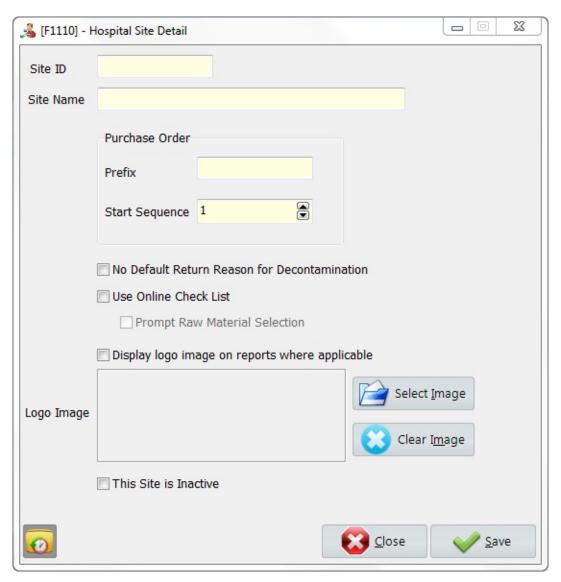
MaQs Add Hospital Sites



The following form will appear after clicking *Add Hospital Site*.

Enter a unique Site ID and a suitable Site Name, then enter a Prefix and Start Sequence.

Logo Image is optional and if used can be displayed on the reports.



* Mandatory fields are highlighted in yellow.

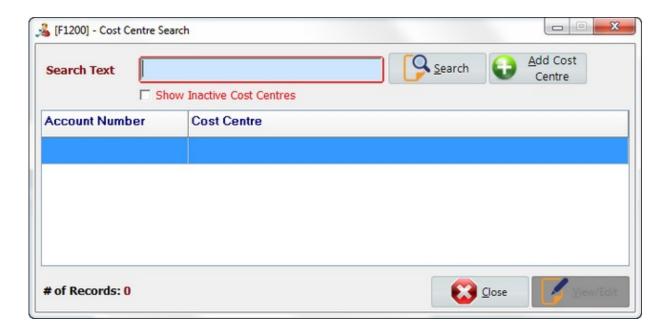
Site ID	The Site ID can be numbers or alphabets and is limited to 20 characters long.
Site Name	The Site Name is limited to 50 characters long.
Prefix	The Prefix is for stock replenishment that is unique and is limited to 15 characters long.
Start Sequence	The Start Sequence is the first number of the purchase order start from.
No Default Return Reason for Decontamination	Select if there is no default return reason.
Use Online Check List	Select if use online check in the packing module
Prompt Raw Material Selection	Select if record raw material in the packing module
Display logo image on reports where applicable	Select if use the logo image on the reports.
Logo Image	The Logo Image is allowed to use personalized site logo.
Select Image	Select Image from local disk.
Clear Image	Clear logo image.
This Site is Inactive	Select if the site is no longer available. If making the site inactive, everything linked to that site will be inactive as well.
0	Provide audit trail for every single change.

MaQs Cost Centre



Cost Centres are used to manage costing of pre-sterile and sterile items.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select *Add Cost Centre* to create new records.

Select *View/Edit* to view or edit records.

Select *Close* to close the form.

Add Cost Centre



The following form will appear after clicking *Add Cost Centre*.

Cost Centre information is used for recording who will be charged for packs. They may be an internal department, external customer or individual doctors or surgeons.

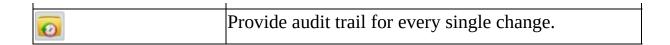
Each cost centre must have an Account Number (this code can be the same as used by the finance department) and requires a location name.

An option is available to nominate an account as an External customer.



* Mandatory fields are highlighted in yellow.

	The Account Number can be numbers or alphabets and is limited to 20 characters long.
Cost Centre	The Cost Centre is limited to 50 characters long.
This is an EXTERNAL Customer	Select if it is a external customer.
This Cost Centre is Inactive	Select if the cost centre is no longer available. If making the cost centre inactive, the linked store location will also be inactive.

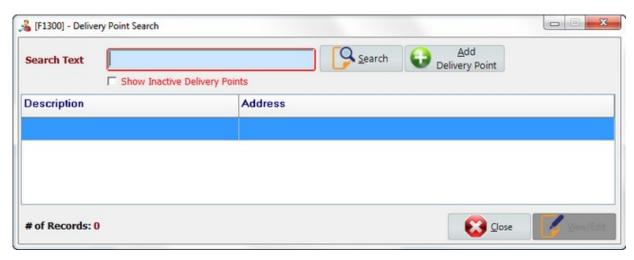


MaQs Delivery Point



Delivery Point information is used for recording the address of Purchase Order delivered to.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select Add Delivery Point to create new records.

Select *View/Edit* to view or edit records.

Select *Close* to close the form.

MaQs

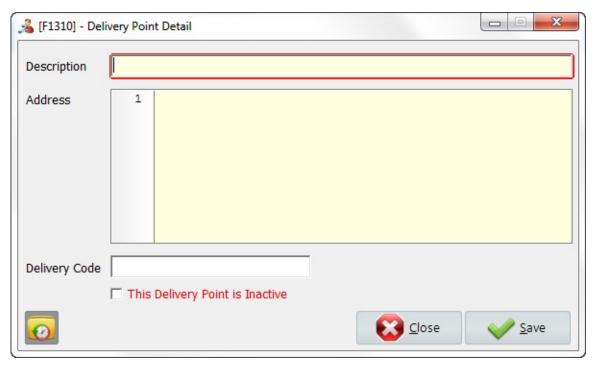
Add Delivery Point



The following form will appear after clicking *Add Delivery Point*.

Enter a description and a proper address for the delivery point.

An option is available to enter a delivery code.



* Mandatory fields are highlighted in yellow.

Description	A brief description for delivery point.
Address	The address where the Purchase Order delivered to.
Delivery Code	Select if create a unique code for delivery point.
This Delivery Point is Inactive	Select if the delivery point is no longer available.
0	Provide audit trail for every single change.

MaQs Store Location

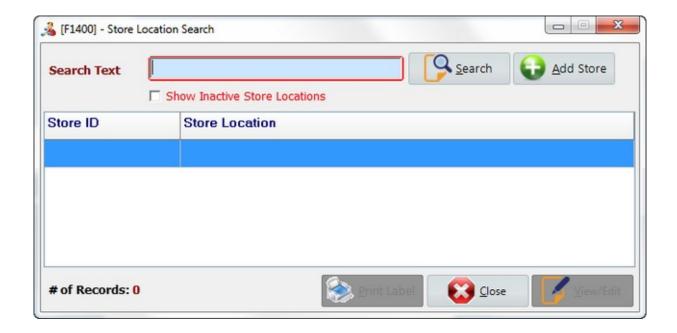


Store Locations are used to manage inventory and ownership of pre-sterile and sterile items. It represents a Stores/Warehouse where packs are stored and items can be issued from/to another store location.

Different store location can be linked to a same cost centre. Eg Operating Theatre Cost Centre may have an Orthopaedic Store, Anaesthetic Store, General Store, Neuro Store etc. and every Store Location must be linked to one Cost Centre.

Every pack must be assigned a Store Location and pre-sterile/sterile items can be issued from one Store Location to another.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select *Add Store* to create new records.

Select *View/Edit* to view or edit records.

Select *Print Label* to print a label for the selected store.

Select *Close* to close the form.

MaQs

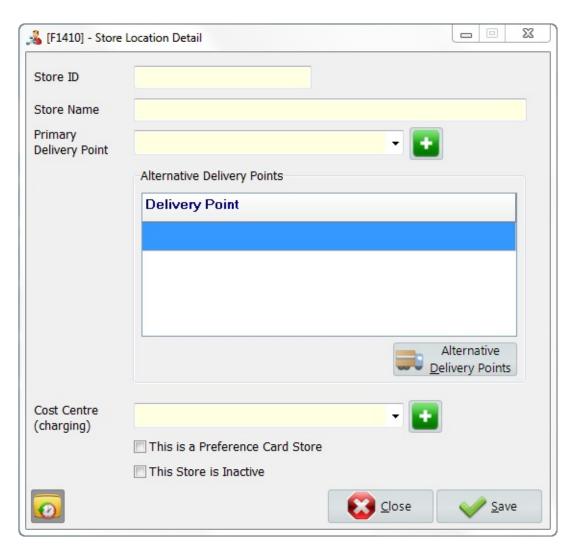
Add Store Location



The following form will appear after clicking *Add Store*.

Enter a unique Store ID and Store Name, then select Primary Delivery Point for the store.

Each store must be linked to a Delivery Point and a Cost Centre.



* Mandatory fields are highlighted in yellow.

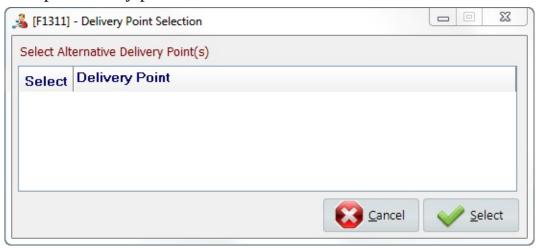
	limited to 20 characters long.
Store Name	The Site Name is limited to 50 characters long.
Primary Delivery Point	Select a delivery point from drop down list or click to add a new delivery point.
Alternative Delivery Point	Select if the store has more than one delivery point.
Cost Centre	Select a cost centre from drop down list or click to add a new cost centre.
This is a Preference Card Store	Select if using preference card in that store.
The Store is Inactive	Select if the store is no longer available.
0	Provide audit trail for every single change.

MaQs

Alternative Delivery Point



The following form will appear after clicking *Alternative Delivery Points*. Select alternative delivery point(s) from the list. Each store location can have multiple delivery point.





Every user of MaQS (operator), is assigned to a role. Each role determines access to different parts of MaQS.

e.g. CSSD operators can print labels and theatre operators can assign items to patients but not vice versa.

Some examples of roles and access levels commonly used are:

- Administrator Full access (Each administrator should have their own ID and password).
- Supervisor Access to add instruments and packs, operators, print labels, do store adjustments and create look up files. (Each supervisor should have their own ID and password).
- Sterilising Operator Access limited to print labels and hand held functions involving the sterilising process.
- Theatre Operator Access to Hand held functions related to patients.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select *Add Role* to create new records.

Select *View/Edit* to view or edit records.

Select *Assign Permission* to set permission to each role.

Select *Close* to close the form.

MaQs Add Role



The following form will appear after clicking *Add Role*.



* Mandatory fields are highlighted in yellow.

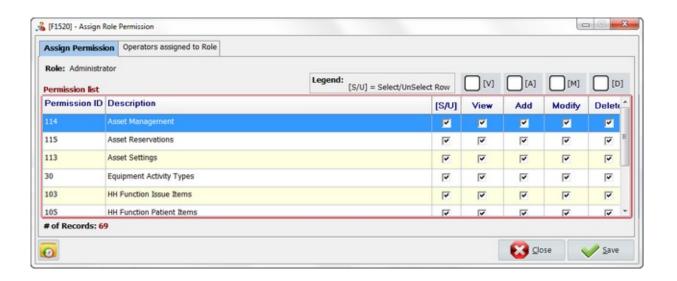
Description	A brief description for role.
This Role is Inactive	Select if the role is no longer available.
0	Provide audit trail for every single change.

MaQs Permissions



Assign role permission:

Highlight the record that you want to work on, then click Assign Permission.



S/U	Select or UnSelect the row.
[V] / [A] / [M] / [D]	Select or UnSelect VIEW / ADD / MODIFY / DELETE for column.
View	Set permission for viewing result only.
Add	Set permission for adding new record.
Modify	Set permission for modifying existing record.
Delete	Set permission for deleting existing record.
Audit Trail	Provide audit trail for every single change.



Operator assigned Role



The following form will appear after clicking *Operators assigned to Role*. All operators assigned to that role will be listed.

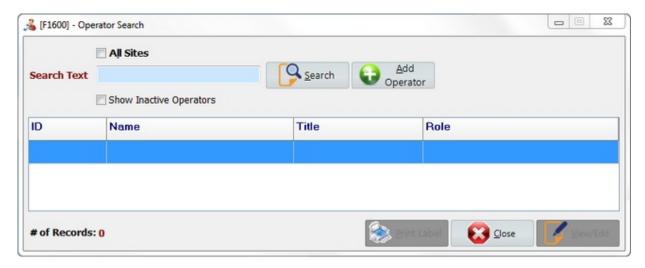


MaQs Operator



Ensure roles have been configured in Role management prior to setting up operators.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select *All Sites* to show the result for all hospital sites.

Select *Add Operator* to create new records.

Select *View/Edit* to view or edit records.

Select *Print Label* to print a label for the selected operator.

Select *Close* to close the form.

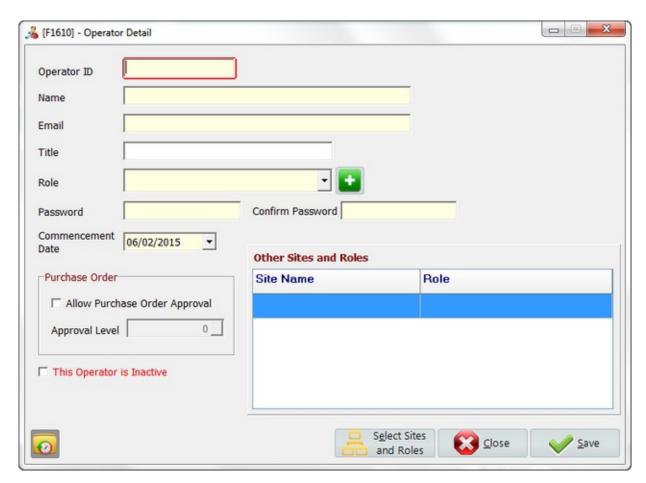
MaQs

Add Operator



The following form will appear after clicking *Add Operator*.

Each operator in MaQS needs to be given a unique ID that they will use when performing functions within MaQS.



* Mandatory fields are highlighted in yellow.

-	The Operator ID can be numbers or alphabets and is limited to 20 characters long.
Name	The Name is limited to 50 characters long.
Email	Email Address.

Title	Operator title is limited to 50 characters long.
Role	Each operator must be assigned to a role. Select one
	role from drop down list or click to add a new
	role.
Password	Set a password to operator account.
Confirm Password	Re-enter password.
Commencement Date	The first day of the operator start.
Allow Purchase Order Approval	Allow operator raise the purchase order if selected.
Approval Level	The max level of purchase order can be approved.
Other Sites and Roles	To view he roles which the operator is assigned to in other sites.
Select Sites and Roles	Modify the roles which the operator is assigned to in other sites.
This Operator is Inactive	Select if the role is no longer available.
0	Provide audit trail for every single change.

Sites and Roles



The following form will appear after clicking *Select Sites and Roles*. Select the site and set the role for the site from the drop down list.



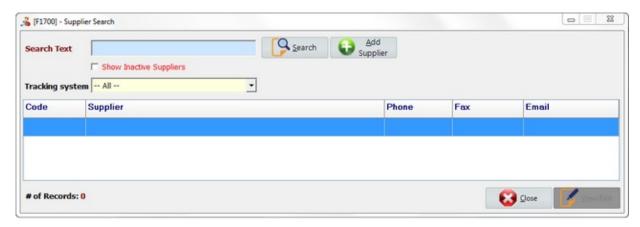
MaQs Supplier



Use this screen to maintain contact details for suppliers of instruments, consumables and pre-sterile items.

Suppliers are able to be used in three different tracking systems which are instrument, inventory and asset.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select *Add Supplier* to create new records.

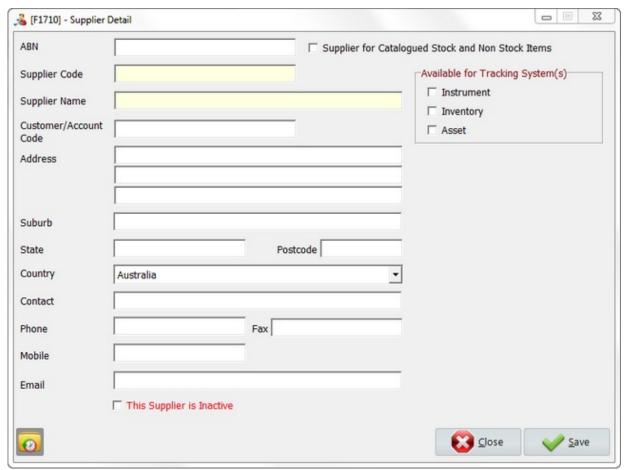
Select *View/Edit* to view or edit records.

Select Tracking System to filter the searching result.

Add Supplier



The following form will appear after clicking *Add Supplier*.



^{*} Mandatory fields are highlighted in yellow.

ABN	Australian Business Number.
	Supplier will supply both stock and non-stock items if select.
Supplier Code	The unique Supplier Code can be numbers or alphabets and is limited to 20 characters long.
Supplier Name	The Supplier Name is limited to 50 characters long.

Customer/Account Code	Customer account number.
Available for Tracking System(s)	Supplier will be active only in selected tracking system
Address, Suburb, State, Country	Address details.
Contact, Phone, Mobile, Email	Contact details.
This Supplier is Inactive	Select if the supplier is no longer available.
0	Provide audit trail for every single change.

If select inventory as a tracking system, then Delivery Cost settings will appear.



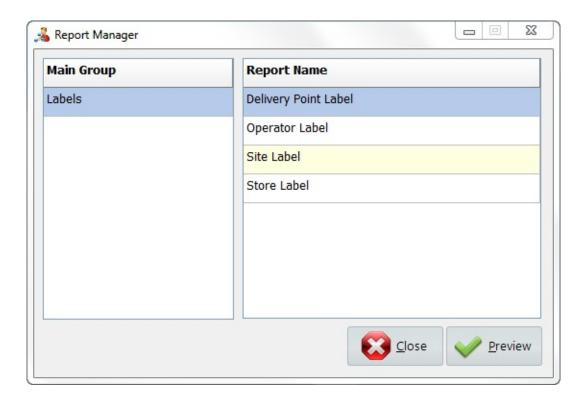
	The purchase order will be processed only if it is above the minimum purchase order.
Freight (\$)	Postage and handling cost.

MaQs Report Manager



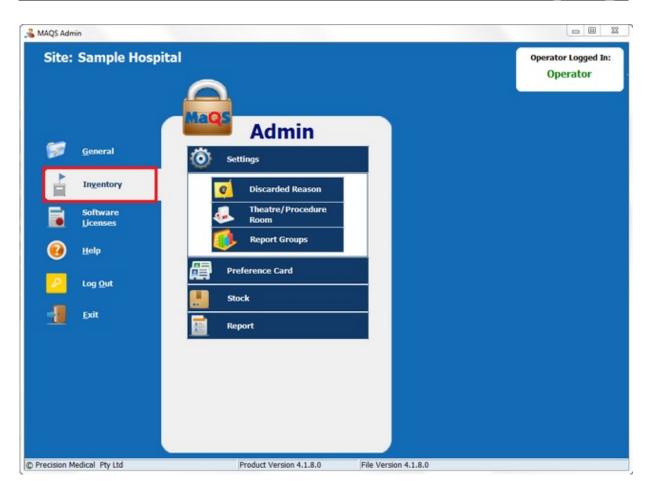
Report Manager determines many of the reports that will be generated automatically when required.

Highlight report and click preview or double click each report to launch the filter window, enter searching criteria to generate the report .



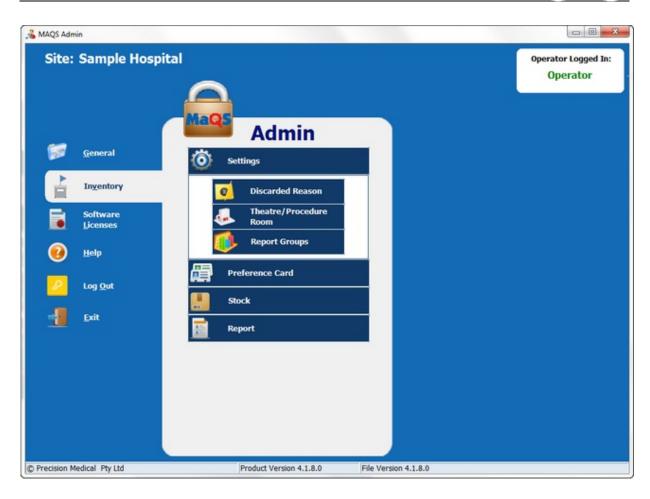
Inventory Menu





MaQs Settings



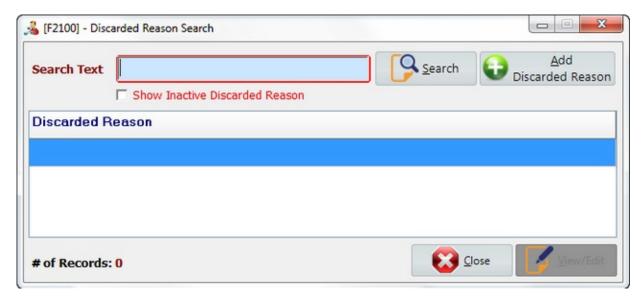


MaQs Discarded Reason



Discarded reason is to give user a reason when item discarded. Eg.: Item is unsterile, Item is faulty, item is dropped, etc.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



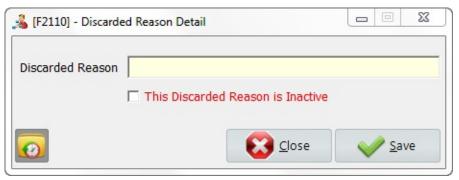
Select Add Discarded Reason to create new records.

Select *View/Edit* to view or edit records.

Add Discarded Reason



The following form will appear after clicking Add Discarded Reason.



^{*} Mandatory fields are highlighted in yellow.

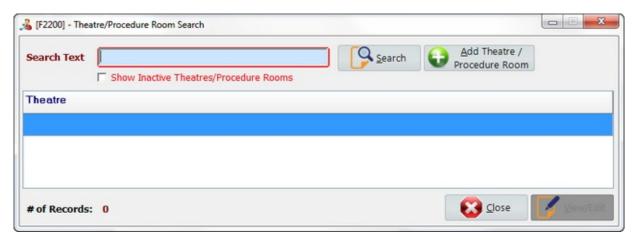
Discarded Reason	A brief description for the reason of discard
This Discarded Reason is Inactive	Select if the discarded reason is no longer available.
0	Provide audit trail for every single change.

MaQs Theatre/ Procedure Room



List of theatre or procedure room, used on patient allocation.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



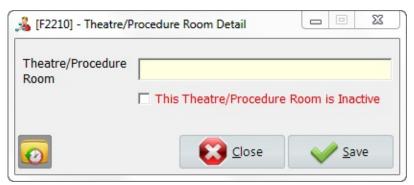
Select Add Discarded Reason to create new records.

Select *View/Edit* to view or edit records.

Add Theatre/ Procedure Room



The following form will appear after clicking *Add Theatre/Procedure Room*.



* Mandatory fields are highlighted in yellow.

_	A brief description of the theatre and procedure room.
	Select if the theatre/procedure room is no longer available.
0	Provide audit trail for every single change.

MaQs Report Group



MaQS uses a set of pre-defined reports that are automatically generated during the normal operation of the program.

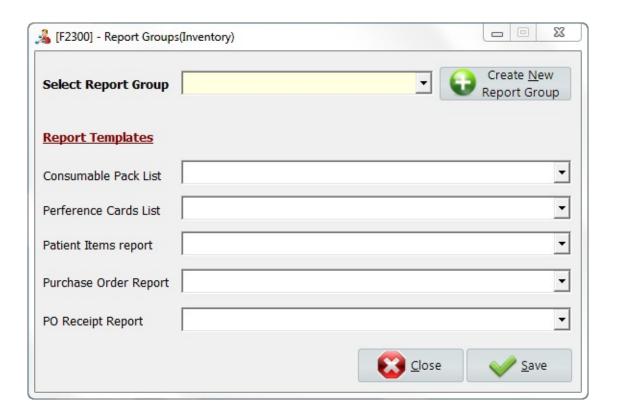
These reports are - by default - allocated to the 'Standard' Report Group.

Report templates determines many of the reports that will be generated automatically when required.

After selecting the Report Group, select each report by clicking on the down arrow to display the list, then click on the report required.

If an existing report is renamed, it must be re-selected here to automatically print when required.

If a report template selection is left blank then the report will not be generated when required.



Select *Create Mew Report Group* to create new records.

Create Report Group



The following form will appear after clicking *Create New Report Group*.



Report Group Name	A name of report group. Eg. Sample Hospital Report,
	Theatre Report, etc.

MaQs Preference Card



Preference Cards are set up to define which items are used for particular procedures and individual surgeons. Use the Preference Card Configuration Wizard to enter Surgeons, Procedures, and items required.



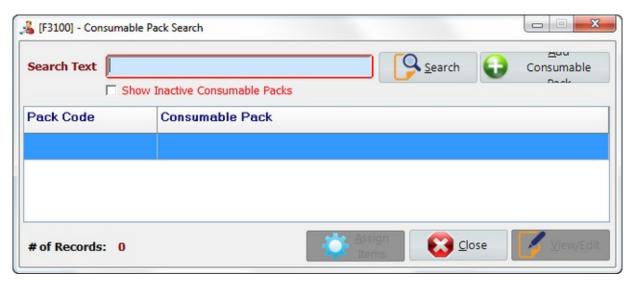
MaQs Consumable Pack



Consumable packs allow buy-in items to be grouped together so that an individual barcode can be scanned to allocate all associated items to the surgeon preference card or the patient.

Use this screen to define consumable packs by entering an unique ID and a description for the consumable pack.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select *Add Consumable Pack* to create new records.

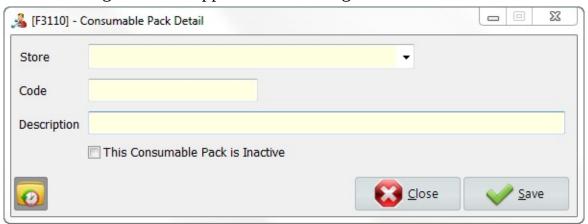
Select *View/Edit* to view or edit records.

Select *Assign Items* to allocate items to the consumable pack.

Add Consumable Pack



The following form will appear after clicking Add Consumable Pack.



^{*} Mandatory fields are highlighted in yellow.

Store	Select Store
Pack Code	The pack code can be numbers or alphabets, and it must be unique.
Description	A brief description of the consumable pack.
The Consumable Pack is Inactive	Select if the consumable pack is no longer available.
0	Provide audit trail for every single change.

MaQs Assign Items



Select a consumable pack, then click assign items to allocate items to the consumable pack.

The following form will appear after clicking Assign Items.



Select *New* to create new records.

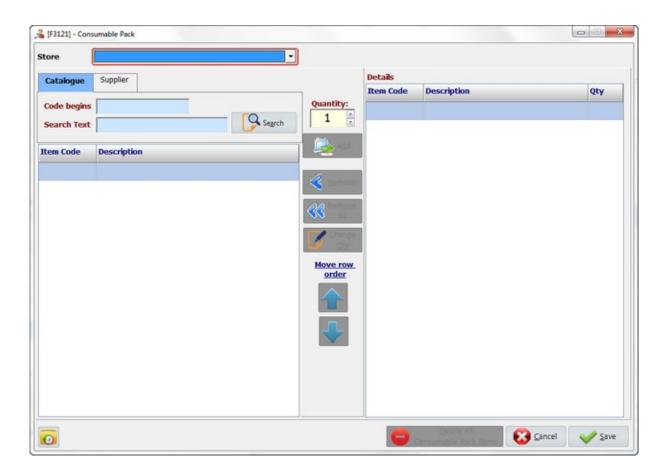
Select *View/Edit* to view or edit records.

Add Assign items



The following form will appear after clicking *New*.

One consumable pack can be held in different stores with different items assigned.



Store	Select the store from drop down list.
Catalogue - Code begins	Search item by inputting item code.
Catalogue - Search Test	Search item by inputting item description.
Supplier - Supplier	Search item from particular supplier.
Search	return to the searching result.

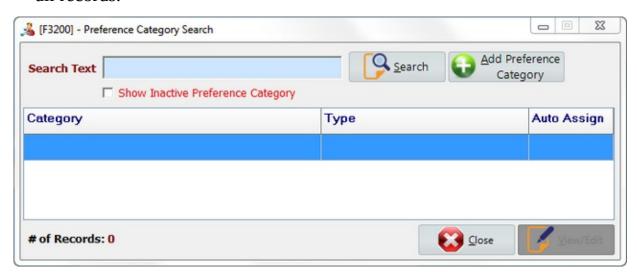
Quantity	Enter the number to adjust the quantities of the selected item which will be assigned in the consumable pack.
Add	Add selected item into the consumable pack.
Remove	Remove selected item from the consumable pack.
Remove All	Remove all items from the consumable pack.
Change Qty	Update the quantity of the selected item.
Move row order	Change items order.
Delete All Consumable Pack Items	Remove the consumable pack from the store.
0	Provide audit trail for every single change.

MaQs Preference Category



It defines the categories in preference card and all consumable items and implants will be added in preference card base on different categories.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



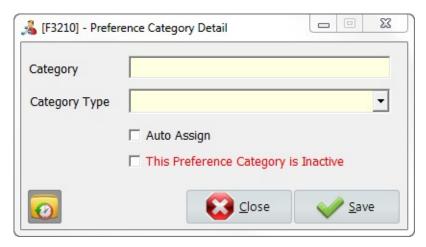
Select *Add Preference Category* to create new records.

Select *View/Edit* to view or edit records.

Add Preference Category



The following form will appear after clicking Add Preference Category.



* Mandatory fields are highlighted in yellow.

Category	Category name.
Category Type	Select a category type from drop down list.
Auto Assign	Select if it is a default preference category.
	Select if the preference category is no longer available.
0	Provide audit trail for every single change.

MaQs Procedure Block



Each procedure has to be assigned to a procedure block.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select *Add Procedure Block* to create new records.

Select *View/Edit* to view or edit records.

Add Procedure Block



The following form will appear after clicking Add Procedure Block.



* Mandatory fields are highlighted in yellow.

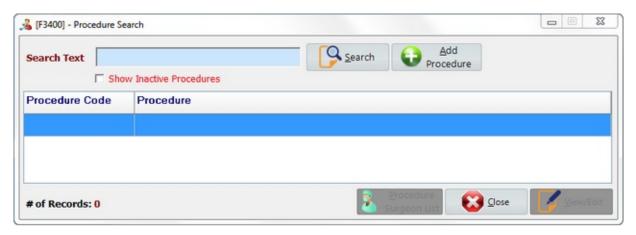
Code	The code can be numbers or alphabets, and it must be unique.
Description	A brief description of the procedure block.
This Procedure Block is Inactive	Select if the procedure block is no longer available.
0	Provide audit trail for every single change.

MaQs Procedure/Preference Card



Procedure codes can either be in-house codes or if you use CD10 coding this can be uploaded.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select Add Procedure to create new records.

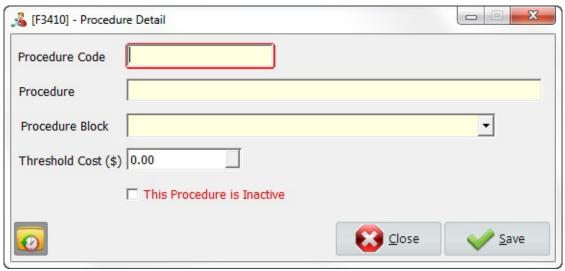
Select *View/Edit* to view or edit records.

Select *Procedure Surgeon List* to view all surgeons that assigned to the procedure.

Add Procedure/Preference Card



The following form will appear after clicking *Add Procedure*.



^{*} Mandatory fields are highlighted in yellow.

Procedure Code	Procedure codes can either be in-house codes or if
	you use CD10 coding this can be uploaded.
Procedure	A brief procedure description.
Procedure Block	Each procedure has to be assigned to a procedure block.
Threshold Cost	
This Preference Category is Inactive	Select if the preference category is no longer available.
0	Provide audit trail for every single change.

Procedure Surgeon List



The following form will appear after clicking *Procedure Surgeon List*. All surgeons that assigned to the procedure will be listed.

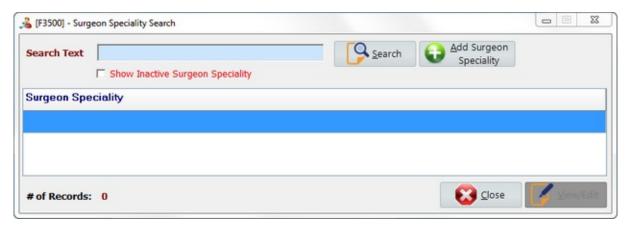


MaQs Surgeon Speciality



Surgeon Specialty is the surgical specialty that the surgeon belongs to. ie Orthopaedics, General, Urology.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select *Add Surgeon Speciality* to create new records.

Select *View/Edit* to view or edit records.

Add Surgeon Speciality



The following form will appear after clicking Add Surgeon Speciality.



* Mandatory fields are highlighted in yellow.

Speciality	A brief description of the speciality
	Select if the surgeon speciality is no longer available.
O	Provide audit trail for every single change.

Surgeon/Preference Card



Each Surgeon must be recorded in the Surgeon table to allow procedure preferences to be allocated.

Preference Cards are set up to define which items are used for particular procedures and individual surgeons. Note: Surgeons must be already defined in the system before setting up preference cards.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select *Add Surgeon Speciality* to create new records.

Select *View/Edit* to view or edit records.

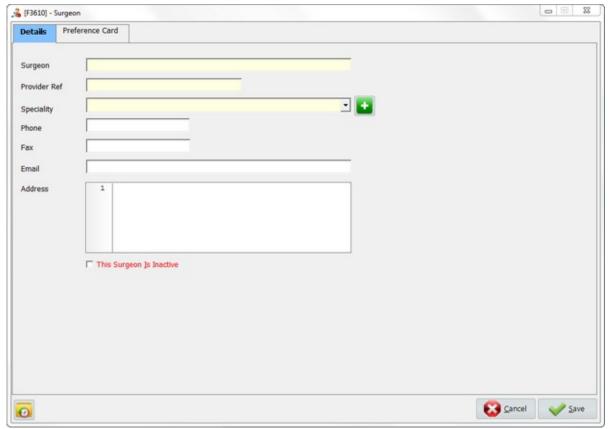
Select *Cancel* to close the form.



Add Surgeon



The following form will appear after clicking *Add Surgeon*.



^{*} Mandatory fields are highlighted in yellow.

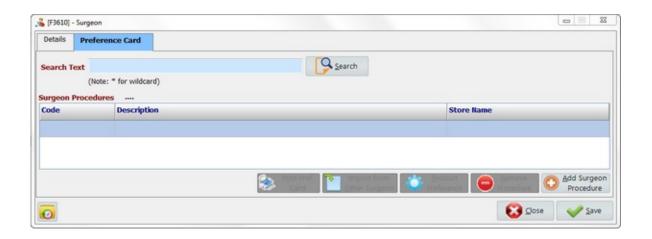
Surgeon	Name of the surgeon.
Provider Ref	Reference number of the surgeon.
Speciality	Speciality of the surgeon. Select one speciality from drop down list or click to add a new speciality.
Phone	Phone number.
Fax	Facsimile.
Email	Email address.

Address	Residential address.
This Surgeon is Inactive	Select if the surgeon is no longer available.
0	Provide audit trail for every single change.

Preference Card



The following form will appear after switch tab to *Preference Card*. It shows all preference cards which used on the selected surgeon.

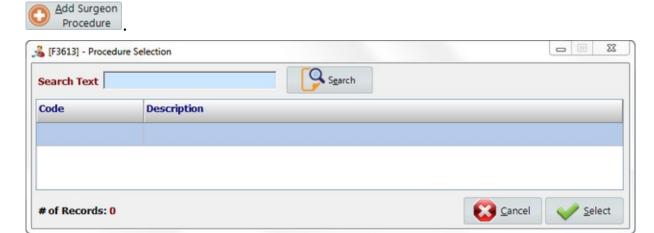


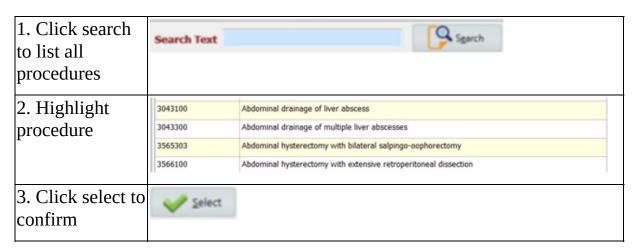
P <u>r</u> int Pref. Card	Print preference card details.
Import from Other Surgeon	Import the preference card from other surgeon.
Product Preference	Define items to be used in this preference card.
Remove Procedure	Remove procedure from the surgeon.
Add Surgeon Procedure	Add a new procedure to the surgeon.
O	Provide audit trail for every single change.

MaQs Add Procedure



The following form will appear after click Add Surgeon Procedure





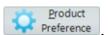
The selected procedure will add to the surgeon.

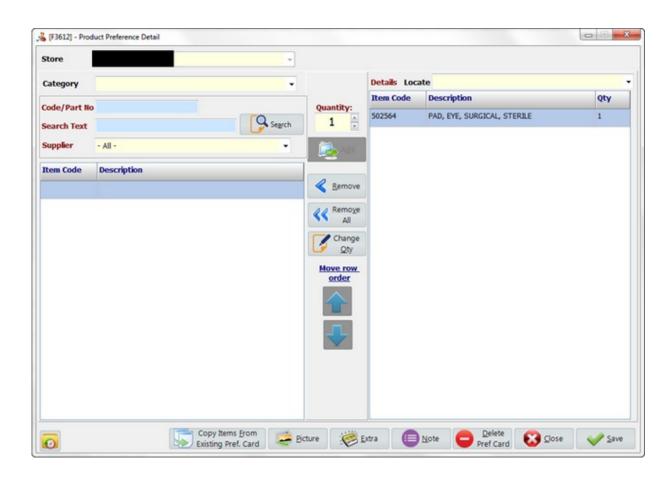
Product Preference

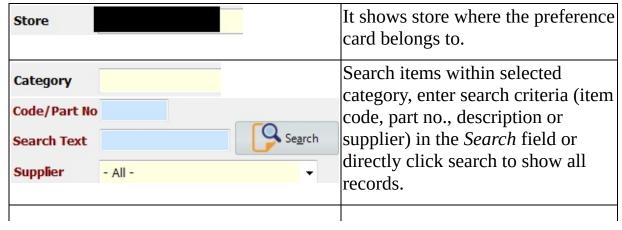


Assign consumable items or implants to the preference card.

The following form will appear after click Product Preference







Quantity:	Quantities of items using in the preference card.
Add Add	Add item(s) to preference card.
Remove	Remove item(s) from preference card.
Remove All	Remove all items from preference card.
Change Oty	Update item quantities in the preference card.
Move row order	Change the order of items in the preference card list.
Locate	Highlight all items which have the same preference category in green color.
Copy Items <u>F</u> rom Existing Pref. Card	Copy items from existing preference card.
<u>Picture</u>	Show and edit picture of the preference card.
<u>E</u> xtra	Show and edit comments of the preference card.
<u>N</u> ote	Show and edit notes of the preference card.
Delete Pref Card	Delete preference card.
<u>C</u> lose	Select to close the form without saving.
<u>S</u> ave	Select to save and close the form.
	Provide audit trail for every single

change.



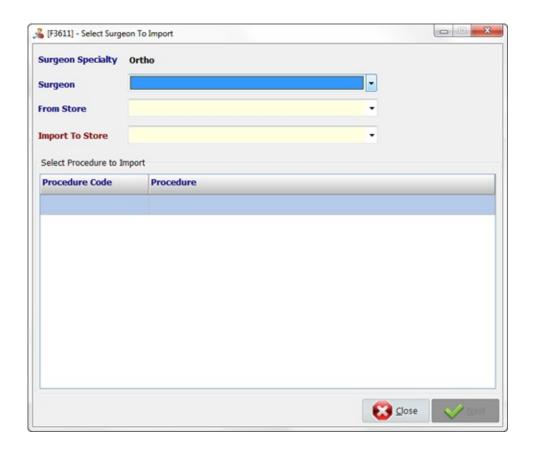
MaQs Import from Other Surgeon



It is allowed to copy preference card from one surgeon to another surgeon if two surgeons use the same or similar preference card.

The following form will appear after click Import from Other Surgeon

[B-88]	Import from
	Other Surgeon



1. Select surgeon from drop down list	Surgeon	
2. Select store where you want to copy the preference card from.	From Store	

3. Select store where you want to copy the preference card to.	Import To Store		
4. Select procedure from the list, then click next to import.	Select Procedure to Import		
	Procedure Code	Procedure	
	4268600	Excision of pterygium	
	4270200	Intracapsular extraction of crystalline	
5. Click save to confirm and exit	<u>S</u> ave		

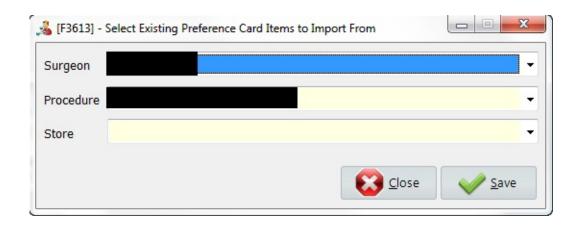


Copy from Existing Preference



Copy items from existing preference card Existing Pref. Card will copy all items from one preference card and listed into the another preference card. However, all items in the current preference card will be removed before items can be copied from existing preference card. User needs to click YES on the pop-up window in order to continue.

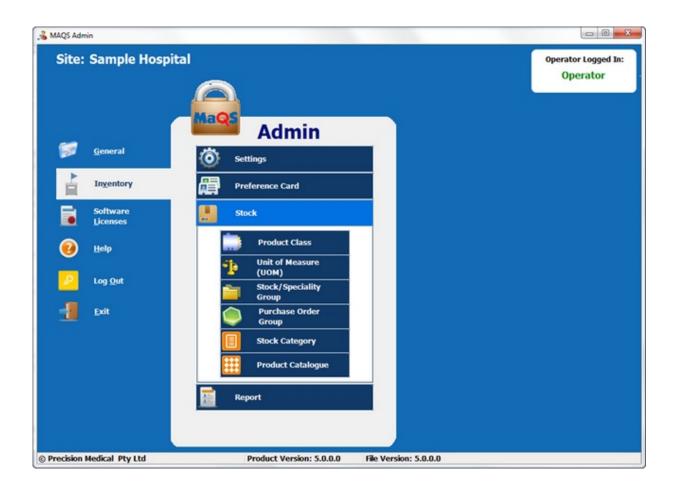
Copy Items From



Select from drop down list. 1. which surgeon you want to copy the preference card from.	Surgeon
2. which procedure you want to copy from that surgeon?	Procedure
3. Which store does the procedure belongs to?	Store
4. Click save to confirm and exit	<u>S</u> ave

MaQs Stock

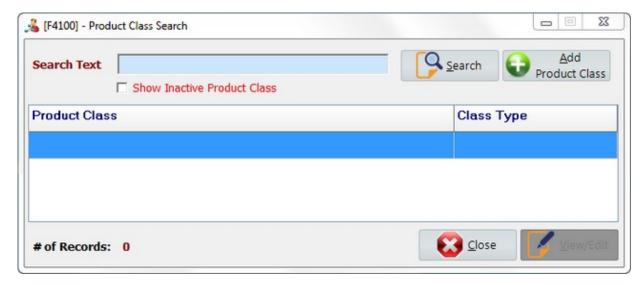




MaQs Product Class



Enter the search criteria in the *Search Text* field or directly click search to show all records.



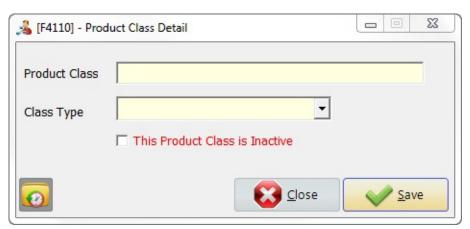
Select Add Product Class to create new records.

Select *View/Edit* to view or edit records.

MaQs Add Product Class



The following form will appear after clicking Add Product Class.



^{*} Mandatory fields are highlighted in yellow.

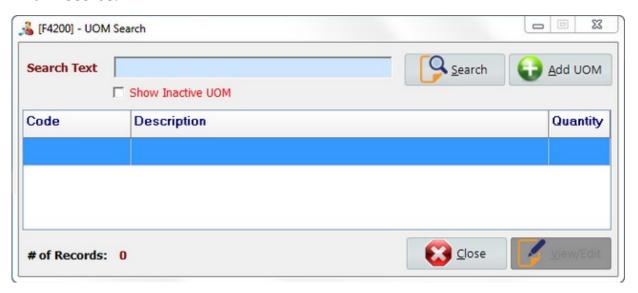
Product Class	Type in a category to group instruments. E.g. scissors, retractor, forceps.
Class Type	Choose from consumable item or implant
This Product Class is Inactive	Select if the Product Class is no longer available.
0	Provide audit trail for every single change.

MaQs Unit of Measure



A unit of measure is a definite magnitude of a physical quantity and is used as a standard for measurement of the same physical quantity.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



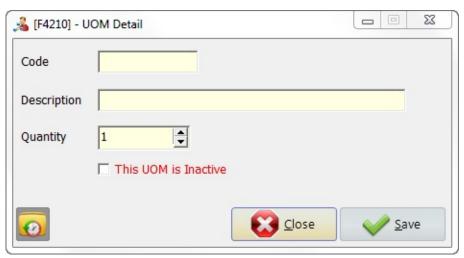
Select *Add UOM* to create new records.

Select *View/Edit* to view or edit records.

Add Unit of Measure



The following form will appear after clicking *Add UOM*.



^{*} Mandatory fields are highlighted in yellow.

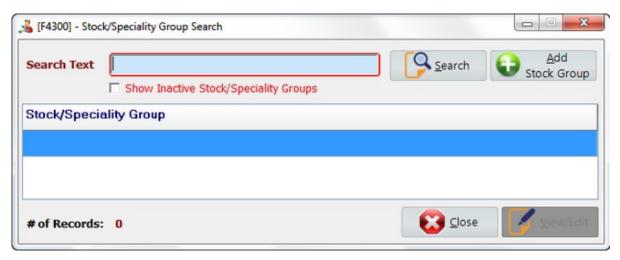
Code	An unique name of unit of measure.
Description	A brief description of unit of measure.
Quantity	The quantity of each measurement.
This UOM is Inactive	Select if the UOM is no longer available.
0	Provide audit trail for every single change.

Stock/Speciality Group



Specialty Groups are used as categories to group items for reporting purposes and to make items easier to find. A Specialty Group describes an item by the surgical specialty in which it is used ie Orthopaedics, General, Urology.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



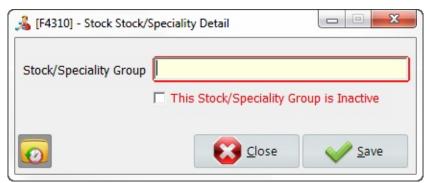
Select *Add Stock Group* to create new records.

Select *View/Edit* to view or edit records.

Add Stock/Speciality Group



The following form will appear after clicking *Add Stock Group*.



* Mandatory fields are highlighted in yellow.

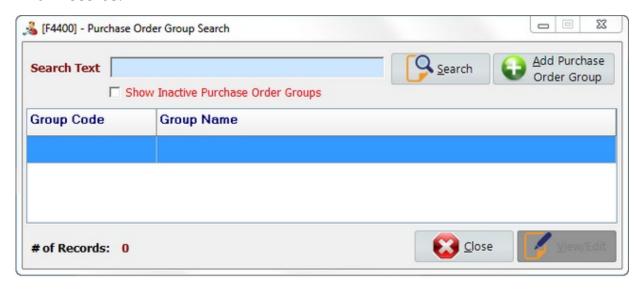
Stock/Speciality Group	An unique name of stock/speciality group.
	Select if the stock/speciality group is no longer available.
0	Provide audit trail for every single change.

MaQs Purchase Order



Purchase Order Groups are used to link store items to defined locations within the store.

Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select Add Purchase Order Group to create new records.

Select *View/Edit* to view or edit records.

Add purchase Order Group



The following form will appear after clicking Add Purchase Order Group.



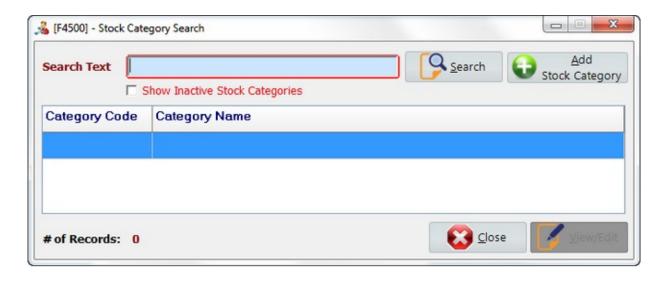
^{*} Mandatory fields are highlighted in yellow.

Group Code	The group code can be numbers or alphabets and is limited to 20 characters long.
Group Name	The group name is limited to 50 characters long.
This Purchase Order Group is Inactive	Select if the purchase order group is no longer available.
0	Provide audit trail for every single change.

MaQs Stock Category



Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select *Add stock category* to create new records.

Select *View/Edit* to view or edit records.

Add Stock Category



The following form will appear after clicking *Add Stock Category*. Category Codes are used to link store items to defined categories.



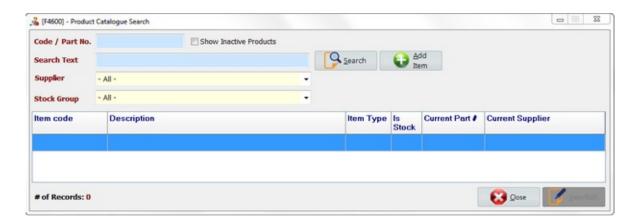
^{*} Mandatory fields are highlighted in yellow.

	The category code can be numbers or alphabets and is limited to 20 characters long.
Stock Category	A brief description of the stock category.
This Stock Category is Inactive	Select if the stock category is no longer available.
0	Provide audit trail for every single change.

Product Catalogue



Enter the search criteria in the *Search Text* field or directly click search to show all records.



Select *Add product category* to create new records.

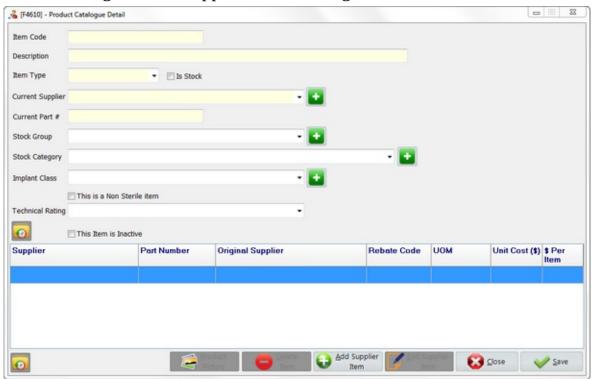
Select *View/Edit* to view or edit records.



Add Product Catalogue



The following form will appear after clicking *Add Item*.



^{*} Mandatory fields are highlighted in yellow.

Item Code	The category code can be numbers or alphabets and is limited to 20 characters long.
Description	A brief description of the stock category.
Item Type	Choose from catalog item or non-catalog item.
Is Stock	Select if it is a stock item.
Current Supplier	Select a supplier from drop down list or click to add a new supplier.
Current Part #	Type in part number that provided by supplier.
Stock Category	Select a stock category from drop down list or

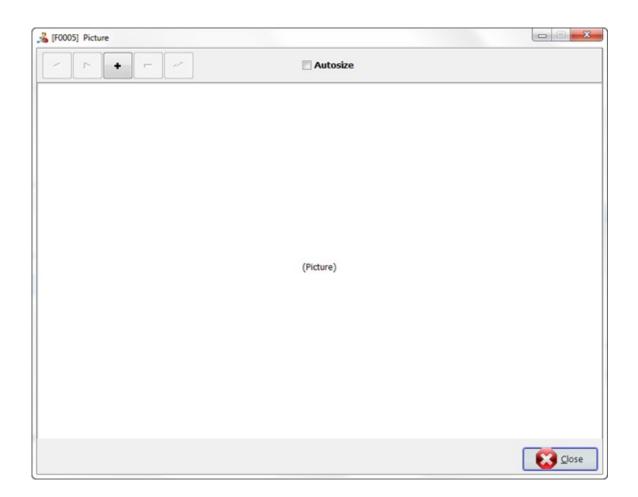
	click to add a new stock category.
Implant Class	Select an implant class from drop down list or click to add a new implant class.
This is Non Sterile item	Select if the item needs sterilize after each use.
Technical Rating	Defines the cost of processing. Only available on non sterile item.
This Item is Inactive	Select if the item is no longer available.
Product Picture	Add, view or delete pictures of this item.
Delete Item	Delete a supplier for this item
Add Supplier Item	Add a new supplier for this item.
Edit Supplier Item	Modify an existing supplier.
0	Provide audit trail for every single change.

MaQs Product Picture



The user can add, view or remove pictures for all items.

The following form will appear after click Product Picture



Multiple pictures can be loaded for each item.

• Click to add a new picture. If a picture exists in the Windows Clipboard (which you may have COPYED from Internet Explorer), a message will ask for confirmation to use the Clipboard image.

If you do not want to use image in windows clip board, then the picture can be selected from your files, click open to add the selected picture.

- Click to delete the picture.
- Use these arrow keys to scroll through the pictures for the item.
- Click Autosize to enlarge the picture.
- Click to save the picture.

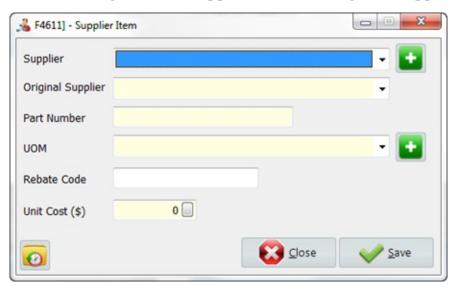
Supplier Items



Suppliers item allows the user to link raw material to the corresponding supplier.



The following form will appear after clicking *Add Supplier Item*.



Supplier	Choose a supplier for the item from drop down list or click to add a new supplier.
Original Supplier	The original supplier can be the same as the supplier.
Part Number	Enter part number which provided by the supplier.

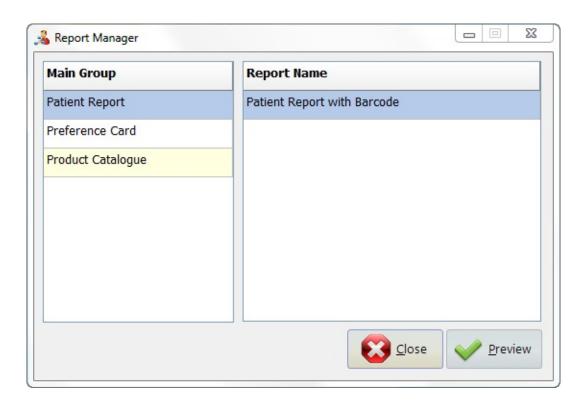
	Choose a UOM for the item from drop down list or click to add a new UOM.
Rebate Code	Enter rebate code if it is available.
Unit Cost	Enter the cost of UOM.
0	Provide audit trail for every single change.

MaQs Report



Report Manager determines many of the reports that will be generated automatically when required.

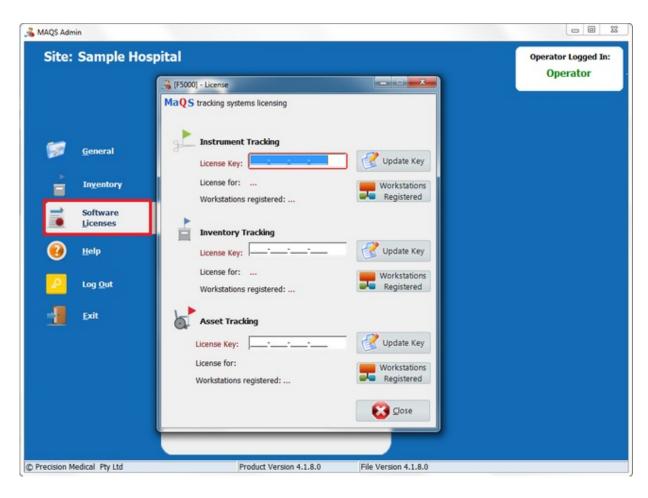
Select a report , then click preview or double click each report to launch the filter window.



MaQs Software Licenses



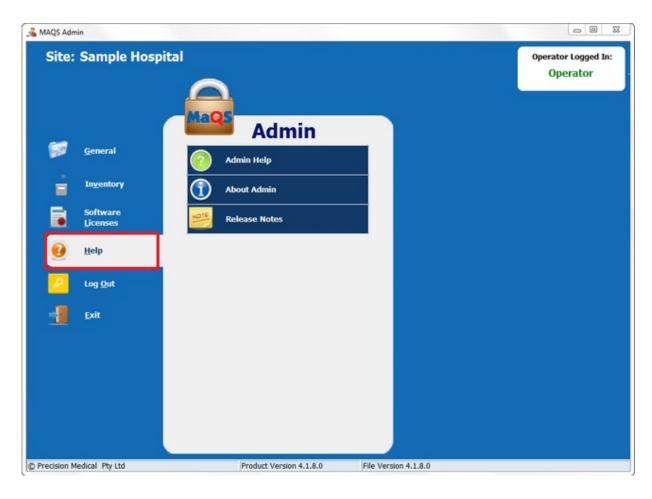
Software licence can be updated by using key generator application.



MaQs Help



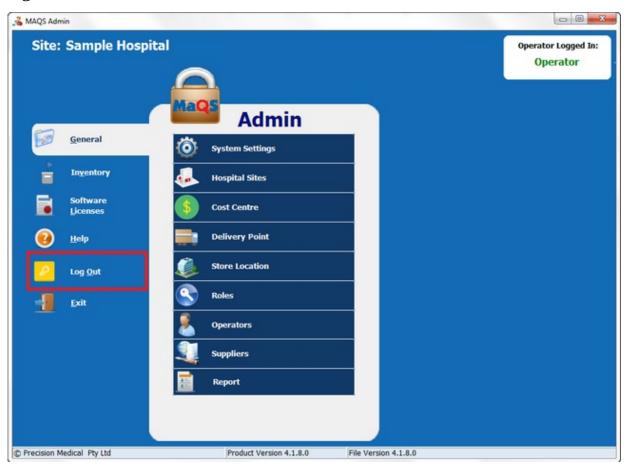
Help Manual, Release Note and About can be checked.



MaQs Log Out



Click *Log Out* to log off the current user from the system and return back to login window.







Exit MaQS admin program.

