

## Vet S8 - Getting Started

Version: 1.3 7 / Feb / 2025

#### Introduction

This document will help you get started if you are new to Vet S8.

#### Set up the Administrator

There is a special user called the Administrator. Typically the head veterinarian should accept the role of Administrator in Vet S8. The main function of the Administrator is to authorize adding and editing other users (veterinarian / vet / nurse / technician).

The Administrator should be the person considered responsible for the correct administration and usage of Vet S8.

To set up the Administrator's details, go to the top of the screen and select Lists > Users. Then select the Action button on the right-hand side and select Administrator Setup. Next, populate the name of the Administrator and fill out New Password and Confirm Password then click OK. Please keep your password secure and avoid disclosing it to others.

### Enter User (Veterinarian / Vet Nurse / Technician) Details

Users are now able to enter their details, each with a unique password - this username and password replaces their traditional paper signature. Select Lists > Users. Then navigate to the right-hand side of the page and select the +New button. The Administrator must select their name and put in their password in the popup window then click OK. New users then populate their First Name and Surname, then go to Type: select the user type eg Vet and fill out New Password and Confirm Password and click OK. Note that an Administrator is not automatically a user - so the Administrator needs to add themselves as a user if needed.

(Please note, if the new user is a vet nurse / technician that requires a registered veterinarian to countersign their controlled substance entries, the option 'this user's entries must be countersigned' will be auto-selected).

### Set up Suppliers

A Supplier is a supplier of stock (e.g. a wholesaler - Therapon, etc). You need to specify a Supplier when recording receipt of stock from a supplier. You can add a list of suppliers by selecting Lists > Suppliers and then navigating to the right-hand side of the page and selecting the **+New** button and following the prompts.

### Set up and name your Registers/Safes (if required)

Please note that this step only needs to be done if you have multiple registers (e.g. if you have multiple drug safes or transfer controlled substances to vehicles for off-site treatment of animals). Please add and name the registers you require by selecting Lists > Registers and then selecting the +New button and where it says Name type in the register/safe name eg 'Safe in the clinic'. Repeat the process for all additional registers. If you do not see the 'registers' field in the Lists menu, and need to add registers, please contact support@modeus.com.au.

#### Stock Adjustment (do this the night before you go live)

Use the Stock Adjustment function to transfer the balances of each medication from your paper register (or safe) into Vet S8. You can record a stock adjustment by selecting **Tasks** > **Stock Adjustment** and then entering the information as below.

IF YOU HAVE MULTIPLE REGISTERS, FOLLOW THIS PARAGRAPH - OTHERWISE MOVE TO THE NEXT PARAGRAPH **Stock From**: (select the register/safe name)

#### EVERYONE HAS TO FOLLOW THE BELOW:

For example, if you have 50 Endone 5mg tablets in the drug safe, go to **Drug:** (type in the first few letters of the drug name eg Endone 5mg and select it from the drop down list), then where it says **Adjustment:** (type in the quantity eg "50") and then fill out **Note** (eg "initial supply in drug safe"). Then fill out **Entered By:** and **Password:** and click **OK.** Repeat this process for all the drugs you have in the safe or on your paper register, to ensure the stock you have in Vet S8 matches what is in your drug safe.

# Discarding entries in 'Supply to Patient' (do this the night before you go live)

If you have Vet S8 integration with your Vet Practice Management software (eg ezyVet), you will notice that when you click on **Supply to Patient** (in Vet S8) - that entries have come through since the integration. Entries come through to Vet S8 every time a vet invoices a patient for an S8. You want to delete these entries - because you have already put them in your paper drug book. So click on the small square box next to each entry (or to select all the entries on that page, click on the top square box) and click **XDiscard** and follow the prompts.

Please keep using your paper drug book up until you go live with Vet S8. Then when you go live, tell your vets that they don't have to use the paper book any more.

You should now be ready to start using Vet S8! If you have any questions, please contact <u>support@modeus.com.au</u>.