



MODEUS

Vet S8 - Getting Started

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Introduction

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

Set up the Manager

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

The Manager should be the person considered responsible for the correct administration and usage of Vet S8. To configure the Manager’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**’. Then, populate the name of the manager and set a new password. 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. Select **Lists > Users**. Then navigate to the right-hand side of the page and select the ‘**+New**’ button. The manager must then put in their password in the popup window to allow new users to enter their details. New users then enter their first name and surname, select the user type and choose a unique password. Please note that a Manager is not automatically a user - so the Manager needs to add themselves as a user if required.

*(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 Registers (if required)

For those vet clinics that require multiple drug 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 naming the register. 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

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



For example, if you have 50 Endone 5mg tablets in the drug safe, simply enter the drug (Endone 5mg), the quantity (50) and a **note** (e.g. initial supply from drug safe) into the Stock Adjustment fields. Repeat this process for all drugs you have in the safe or in your paper register. This will ensure the stock you have in Vet S8 matches what is in your drug safe.

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

