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electronic  
**CONTROLLED**  
**DRUG**  
register



# **ECDR Manual Documentation**

*Release 2.14*

**Microlink PC Medical**

February 17, 2009



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# Contact Details

## Contents

- Contact Details
  - Sales
  - Support
  - Website

These are important contact details that you should keep at hand.

## 1.1 Sales

Denward Manufacturing Ltd.

Denward House, 50 Writtle Road, Chelmsford, Essex CM1 3BU

01245 492 986

## 1.2 Support

Microlink PC Medical.

Microlink House, Brickfield Lane, Chandlers Ford, Hampshire SO53 4DP

02380 240 340

[medical@microlinkpc.com](mailto:medical@microlinkpc.com)

## 1.3 Website

<http://controlled-drugs.co.uk/>





# License

## Contents

- License
  - Term
  - Limitations of Liability
  - Product Serial Number and Required Activation
  - General
  - Administrator responsibilities

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To modify and use the program in conjunction with another program for use on one machine.

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## 2.3 Product Serial Number and Required Activation

This program may contain a serial number and activation system; the software may also be protected against installing it on more than one computer and be designed to prevent unlicensed or illegal use of the software. If this software contains such a system you agree that Denward Manufacturing Ltd, Pharma Health Care Ltd, Microlink PC Medical and the software developers may use these measures to protect Denward Manufacturing Ltd, Pharma Health Care Ltd, Microlink PC Medical and the software developers against software piracy. It may be that if you do not complete the activation of the software within the prescribed time the software may cease to function. In the event that you are not able to activate the software over the Internet, you may contact Denward Manufacturing Ltd, Pharma Health Care Ltd, Microlink PC Medical and the software developers Customer Service via the telephone to complete the activation process, using the information provided by Denward Manufacturing Ltd, Pharma Health Care Ltd, Microlink PC Medical and the software developers during activation, or as may be set forth in the documentation.

## 2.4 General

This Agreement will be governed by the laws of the United Kingdom, and you agree that any claims regarding the software shall be brought in the UK.

## 2.5 Administrator responsibilities

The software administrator will be responsible for maintaining backups of the system on removable and paper media. Denward Manufacturing Ltd. and Microlink PC Medical take no responsibility from loss of data due to failure to backup.

# Installation

## Contents

- Installation
  - Running the installer
  - The installation wizard

The installation procedure involves a standard installer, and should be familiar to anyone having installed software before.

## 3.1 Running the installer

Firstly, enter the CDROM in the CDROM drive of the computer, and click the icon for the drive in Windows Explorer.

Click the icon `ecdr_install.exe` (numbered with the version of the software you are installing).

## 3.2 The installation wizard

The installation wizard will guide you through the installation.

- Click *next* to commence the installation
- Read the license carefully, and agree to continue the installation
- Enter the location you would like to install the application. The default location is preferred, and will be presented by the installer
- Select the name of the program group for the start menu. The default location is preferred, and will be presented by the installer
- You will then be asked whether you want to create an icon on the desktop. To place an icon on the desktop tick the box labelled *create a desktop icon*
- The installer is now ready to commence installation
- Click the *install* button or back to change settings
- The installer will install the application
- Once completed, the installer will present a dialogue to confirm this
- The application can optionally be launched at this stage by ticking the box labelled *launch Controlled Drug Register*.



# Getting Started

## Contents

- Getting Started
  - Setting up the Pharmacy
  - Logging In
  - Changing Passwords

How to get started with the Electronic Controlled Drug Register. This chapter includes setting up the pharmacy and logging in to the application for the first time.

## 4.1 Setting up the Pharmacy

On first use of the application, the administrator will be prompted to enter the pharmacy details. These should be entered carefully, as they can only be entered once and are not changeable afterwards.

Once entered, the *ok* button should be clicked, and the application will start as normal, and the user will be prompted to log in.

## 4.2 Logging In

In order to log in, the user will be presented with a login dialogue:

Enter login details, and click the *ok* button.

The initial account is setup for the administrator, with:

Username:	admin
Password:	admin

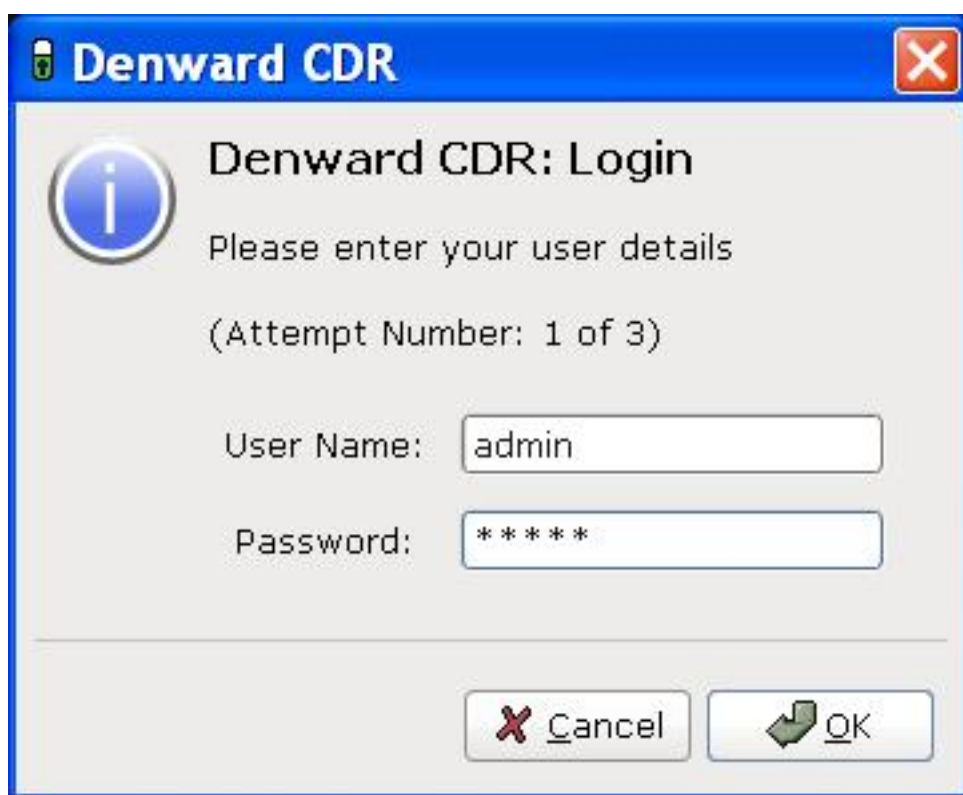
You have 3 attempts to log in before the application exits.

Pressing the *cancel* button will exit the application.

**The administrator MUST change their password when first logging in to the system. This is a feature of security.**

## 4.3 Changing Passwords

For full information on changing passwords, see User Management.



# Administrator Responsibilities

The software administrator will be responsible for maintaining backups of the system on removable and paper media.

Denward Manufacturing Ltd. and Microlink PC Medical take no responsibility from loss of data due to failure to backup.

## 5.1 Closing the software

The administrator must ensure the software is closed at the end of each working day.

## 5.2 Backing Up

The administrator is responsible for ensuring that regular backups are made onto removable media, such as USB Drive, or CDROM.

In the event of hardware failure, such as hard-drive failure, the Electronic Controlled Drug Register will be able to restore itself from backup.

The use of regular backups to a safe location will ensure that the data can never be lost.

## 5.3 Passwords

The administrator and all newly added users must change their password on first logging into the system.

<b>Warning:</b> Keeping the default password is a security hazard.
--

## 5.4 Printing Reports

The administrator is responsible for printing and maintaining regular printed reports of the data using the report printing functionality of the application.

## 5.5 Tampering With Software

The application must not be tampered with in any way. No files in the application directory should be edited, moved or deleted. Doing this may result in permanent loss of data.

## 5.6 Training

All users of the application must undergo training in order to have the competence to use it. This training should at the minimum include reading this manual.

## 5.7 Online Updates

The online updater can be found in the backup/archive tab. You can choose to check manually daily for new updates or sign up for the optional newsletter that will inform you of new updates and any new features that have been added to the software.

## 5.8 Newsletters

If you prefer to download and install updates yourself, the Electronic Controlled Drug Register newsletter will inform you of any new update, all the latest features and news.

## 5.9 After Sales

**This operation is only to be done after purchase of the software has been completed.**

To generate a key:

- Click the *backup / archive* tab
- Click the *generate passport* button
- A window will appear with a long letter and number passport key
- Copy and paste the whole key that appears in the new window into an email
- Email to [medical@microlinkpc.com](mailto:medical@microlinkpc.com)

To enter an activation key:

- Click the *backup / archive* tab
- Select the *enter key* button
- Now copy and paste the key that has been sent to you from Microlink PC Medical (including = signs) into the blank field in the *enter key* window
- Click *ok* and the key should be saved

**Note:** This can be a very tricky process and if you come across any problems we strongly encourage you to phone our technical support team.



# Manual Stock Entry

## Contents

- Manual Stock Entry

The Electronic Controlled Drug Register allows you to manually enter current stock details when initially installing the application. It should be noted that this can only be done once, and is an irreversible action. This is to ensure reliability of data in the system.

It is expected that the administrator will enter the manual items on first using the application, and once the stock has been aligned, the Electronic Controlled Drug Register will be responsible for calculations of stock and generation of reports.

**Note:** You can only enter the existing stock once. Make sure you have all the information at hand before you start.

- Select the tab labelled *Manual Entry*
- Click the *start manual entry* button
  
- Enter the value for each drug in the table by clicking the value and editing it in place
- Once completed, click the *finish manual entry* button.

You will be presented with a confirmation dialogue to confirm whether you really want to exit.

The stock recorded in the Electronic Controlled Drugs Register will now reflect the current stock in the pharmacy and the manual entry function will become permanently inactive.

Electronic Controlled Drugs Register

Logged in as: **admin (no registration)** [About the ECDR](#)

Drug	Quantity
Actiq (Lozenge 200mcg)	50
Actiq (Lozenge 400mcg)	50
Actiq (Lozenge 600mcg)	50
Actiq (Lozenge 800mcg)	50
Actiq (Lozenge 1.2mg)	50
Actiq (Lozenge 1.6mg)	50
Alfentanil (Solution 1mg/2ml)	50
Alfentanil (Solution 5mg/10ml)	50
Alfentanil (Solution 5mg/1ml)	50
Cannabidiol (Spray 2.7mg)	50
Cocaine (Powder 1mg)	50
Cocaine Hydrochloride (Powder 1mg)	50
Codeine (Ampoule 60mg/1ml)	50

Electronic Controlled Drugs Register

Logged in as: **admin (no registration)** [About the ECDR](#)

Start Manual Entry Finish Manual Entry

Drug	Quantity
Actiq (Lozenge 200mcg)	50
Actiq (Lozenge 400mcg)	50
Actiq (Lozenge 600mcg)	50
Actiq (Lozenge 800mcg)	50
Actiq (Lozenge 1.2mg)	50
Actiq (Lozenge 1.6mg)	50
Alfentanil (Solution 1mg/2ml)	50
Alfentanil (Solution 5mg/10ml)	50
Alfentanil (Solution 5mg/1ml)	50
Cannabidiol (Spray 2.7mg)	50
Cocaine (Powder 1mg)	50
Cocaine Hydrochloride (Powder 1mg)	50
Codeine (Ampoule 60mg/1ml)	50



# The Register

## Contents

- The Register
  - Viewing a Drugs Register
  - Printing a Drugs Register
  - Saving a Drugs Register
  - Creating an inspection

A register can be viewed and printed for each drug showing all activity, and a running balance.

## 7.1 Viewing a Drugs Register

To view the register for a drug:

- Click the *register* tab
- Enter the drug name into *drug name* OR
- Select a drug name from the drug name drop down
- Select the correct dosage and formulation of the drug from the drug list
- Click *open drug in a new window*
- The register will appear in a separate window

## 7.2 Printing a Drugs Register

To print a drugs register:

- View a drug register (as above)
- Click the *print this register* button
- Select the dates you wish to print in the date chooser and click *ok*
  
- Confirm the print dialogue and your register will be printed



## 7.3 Saving a Drugs Register

To save a drugs register:

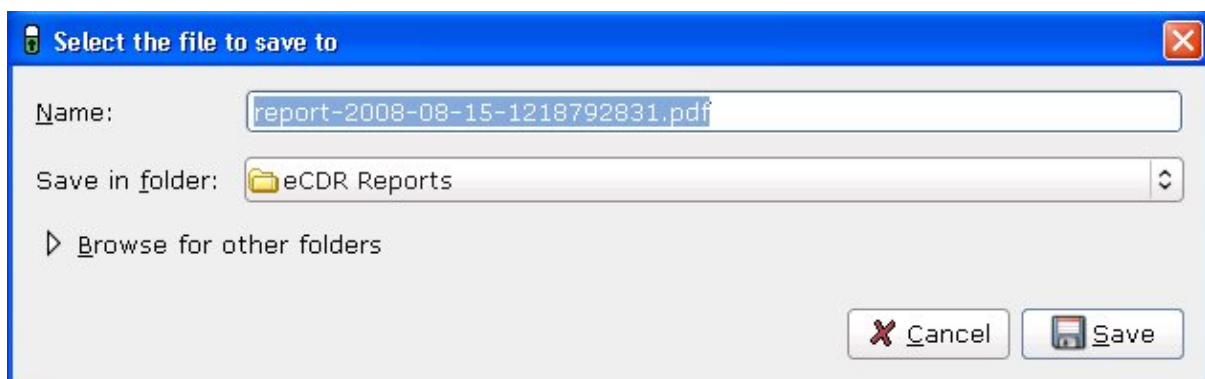
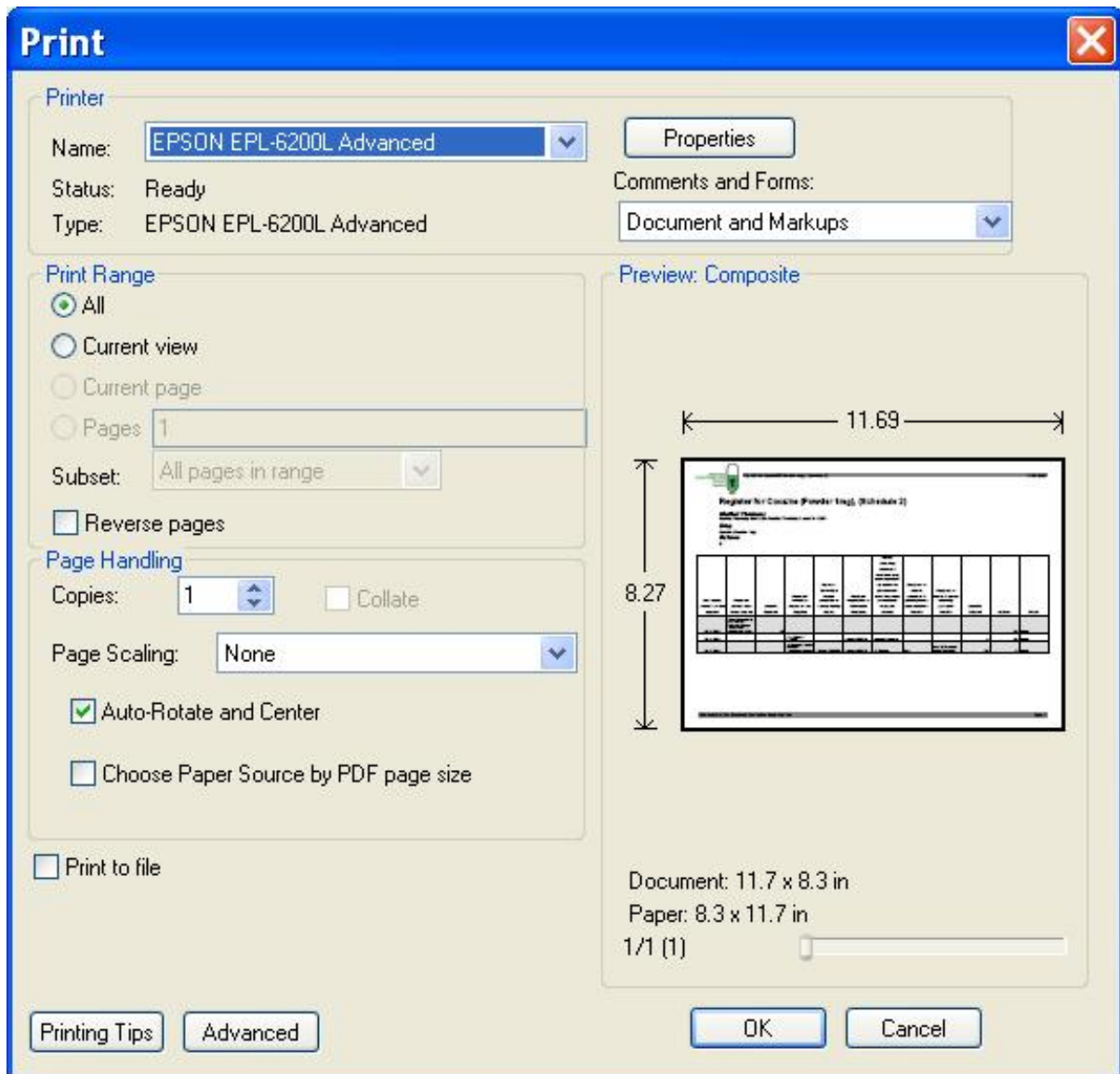
- Open the drug in a new window
- Click the *save this register* button
- Enter your required dates into the date chooser
- The file save dialogue will appear
  
- Enter the name you wish to call your saved report
- Click the *save* button.

This register is now saved to your hard drive.

## 7.4 Creating an inspection

To create an inspection:

- View a drug (as above)
- Click the words *inspection details* in the bottom left of the new window
- The inspection log will open
- Enter inspector name, ID and any notes into the relevant fields
- Click the *add inspection* button



The inspection is now saved to the log.

Inspectors can also print, preview and save drugs registers. For instructions see above.

After an inspector has added all the drug inspections, the Electronic Controlled Drugs Register suggests creating a new backup. For instruction on how to backup, please see the System Backup section of this manual.



# Stock Management

The Electronic Controlled Drug Register records all changes in stock for controlled drugs. Items should be entered into the register when stock is received into the pharmacy, and transferred out of the pharmacy. Additionally, the software records stock takes for these drugs.

## 8.1 Viewing Stock

To view the stock:

- First select the *stock* tab
- Followed by the tab labelled *current stock*

All the stock will be visible.

To narrow down the items that are displayed, either type a drug name into the entry labelled *drug name*, or select a drug from the drop down box.

You can also print, preview and save your stock.

To print:

- Select the drug you wish to print a report for
- Choose the dates between which you wish to print
- Click the *print report* button
- Accept the print dialogue.

To preview:

Click the *preview* button and a report preview will be generated.

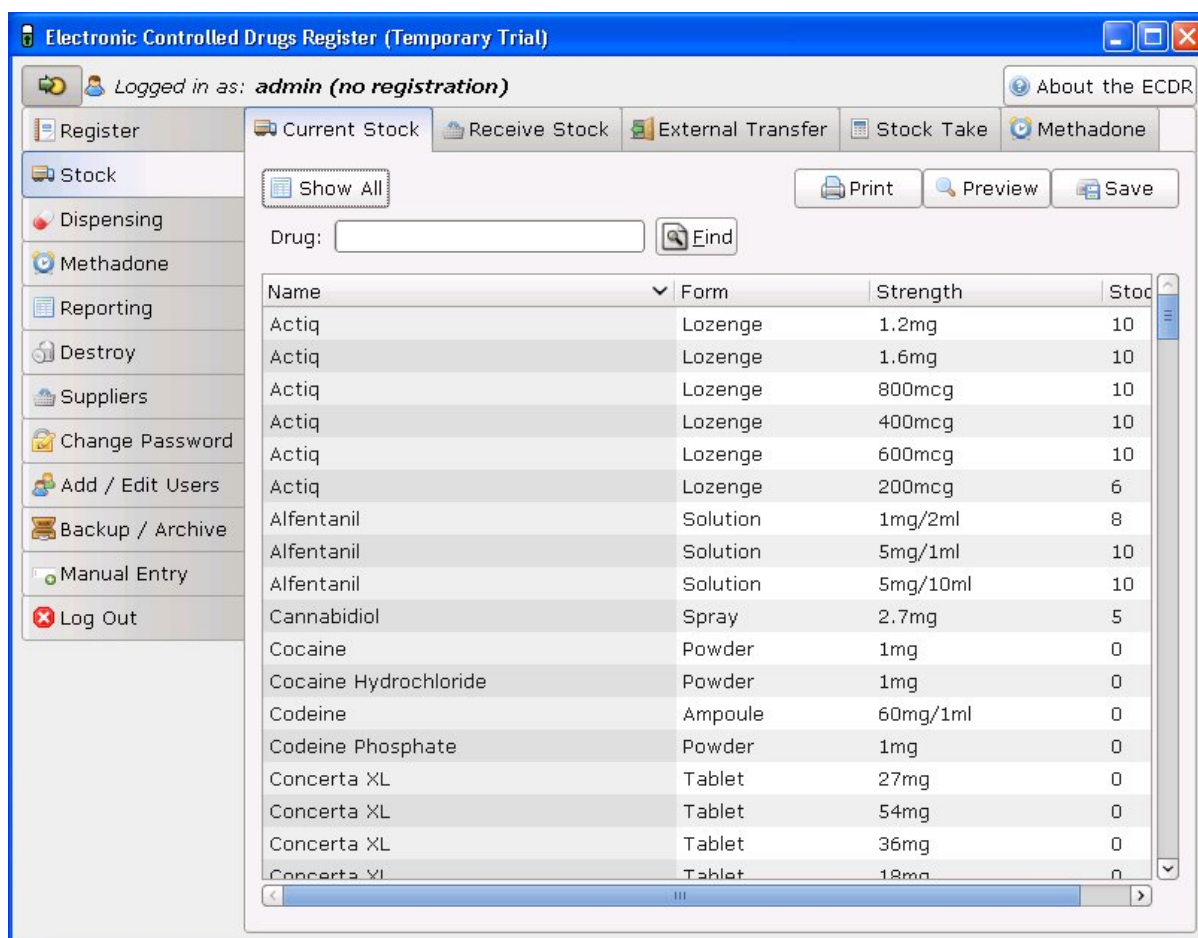
To save:

- Click the *save report* button
- Choose what report(s) you want to save and press *ok*
- Select where you want to save your report and what you want to call it
- Press the *save* button.

## 8.2 Receiving Stock

You must ensure that you have added one or more suppliers before you receive stock.

To access the stock receiving functions:



- First select the *stock* tab
- Followed by the *receive stock* tab

Electronic Controlled Drugs Register

Logged in as: admin (169248)

Register | Current Stock | Receive Stock | External Transfer | Stock Take | Methadone

Stock | Dispensing | Methadone | Reporting | Destroy | Suppliers | Change Password | Add / Edit Users | Backup / Archive | Manual Entry | Log Out

Select Drug

Drug Name: Actiq

Selected Drug: **Actiq (Lozenge 800mcg)**

Number in Stock: 50

Name	Form	Strength	Stock
Actiq	Lozenge	200mcg	90
Actiq	Lozenge	400mcg	50
Actiq	Lozenge	600mcg	50
Actiq	Lozenge	800mcg	50
Actiq	Lozenge	1.2mg	50
Actiq	Lozenge	1.6mg	50

Name and address from whom received: y House Cheriton Devon TO56 7HM (01234) 567890

Invoice Number: 18402756

Internal Transfer?      Transfer from:

Quantity Received: 10

Date Received: 01/07/2008

Clear Form      Save

- Select the drug to receive. Either type the name into the entry labelled *drug name*, or select a drug name in the drop down box
- Once the drug name is selected, select the correct preparation and dose of the drug from the available dosages and preparations listed below
- If the drug has been received from a supplier, select the supplier in the list labelled *name and address from whom received* and the invoice number for the receipt. Otherwise, for internal transfers between branches, select the check box labelled *internal transfer* and the branch from which the drug was received
- Enter the quantity received in the entry labelled *quantity received*, and the date which it was received (which is defaulted to the current date) in the entry labelled *date received*
- Click on the *save* button.

You have now successfully added stock to the Electronic Controlled Drug Register.

You may clear the entered data at any time by pressing the *clear* button.

## 8.3 External Transfers

Transfers of drugs may be made between branches of a pharmacy.

To access the External Transfer functions:

- First select the *stock* tab
- Then select the *external transfer* tab

Electronic Controlled Drugs Register

Logged in as: admin (169248)

Register | Current Stock | Receive Stock | External Transfer | Stock Take | Methadone

Stock

Select Drug

Drug Name: Actiq

Selected Drug: Actiq (Lozenge 200mcg)

Number in Stock: 90

Name	Form	Strength	Stock
Actiq	Lozenge	200mcg	90
Actiq	Lozenge	400mcg	50
Actiq	Lozenge	600mcg	50
Actiq	Lozenge	800mcg	50
Actiq	Lozenge	1.2mg	50
Actiq	Lozenge	1.6mg	50

Signed Order Date: 01/07/2008

Signed Order By: B. Sellers

Signed Order Profession: Pharmacist

Quantity Supplied: 10

Date Transferred: 01/07/2008

Name and Address of person of firm supplied: The Pharmacy, 25 Dowlands Way

Clear Form Save

- Select the drug to transfer. Either type the name into the entry labelled *drug name*, or select a drug name in the drop down box
- Once the drug name is selected, select the correct preparation and dose of the drug from the available dosages and preparations listed below in the drug list
- Enter the details in the entries labelled *signed order date*, *signed order by*, and *signed order profession* of the signed order covering the transfer
- Enter the quantity in the *quantity supplied* entry
- Enter the date of the transfer in the *date transferred* entry
- Enter the target of the transfer in the entry labelled *name and address of person or firm supplied*
- Click the *save* button.

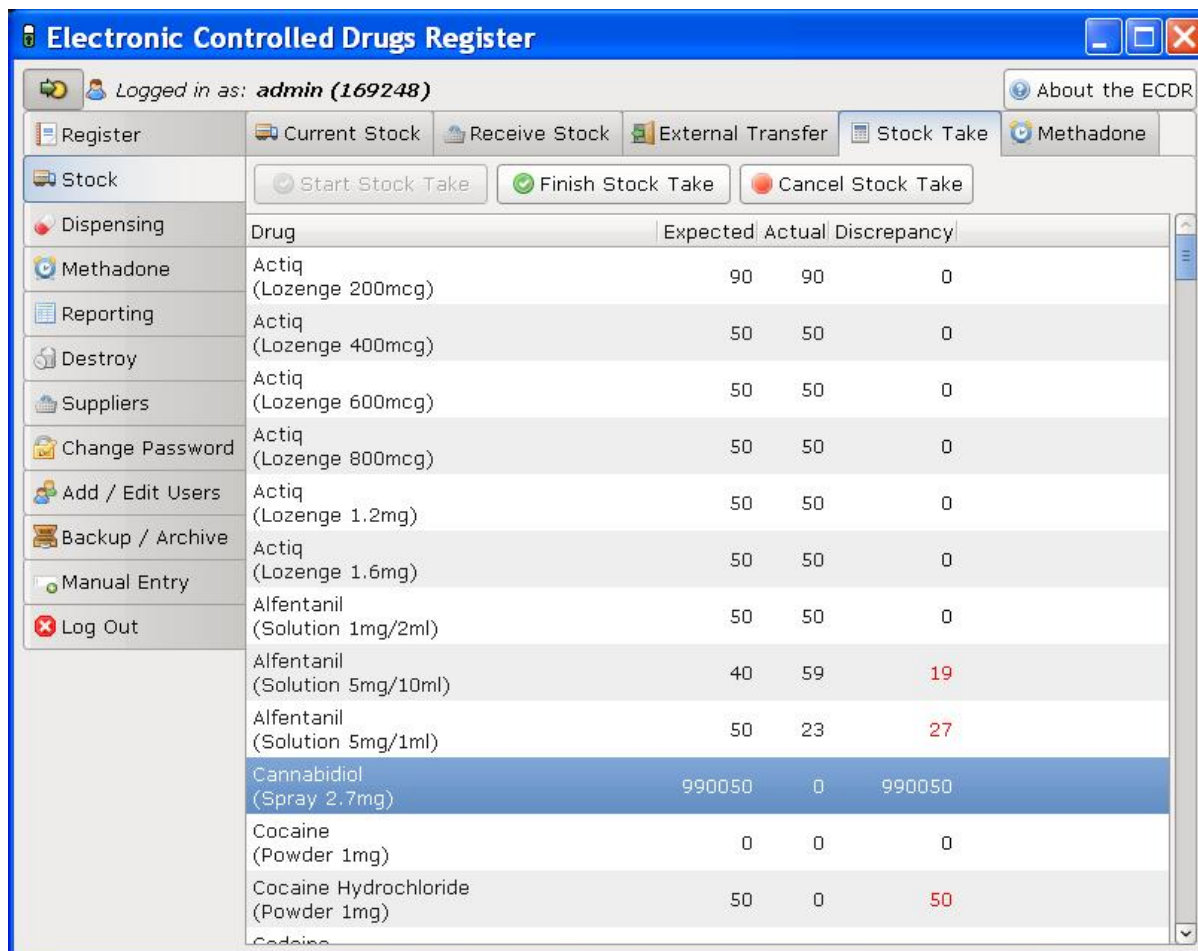
You have now successfully transferred stock out of the pharmacy in the Electronic Controlled Drug Register.

You can clear the details at any time by clicking the *clear form* button.

## 8.4 Stock Taking

To access the stock taking functions:

- First select the *stock* tab
- Then select the tab labelled *stock take*.



- Click the *start stock take* button. The list of drugs, the expected stock, the actual stock, and the discrepancy is listed.
- For each drug, enter the actual stock in the *actual* column. Values are edited by double-clicking them.
- When the stock-take is completed, click the *finish stock take* button. The stock take will be added to the system.

A stock take may be cancelled at any time by clicking the *cancel stock take* button. You will lose all the data entered for that stock take.

**Note:** Stock takes can be made easier by printing out the current stock list before hand and then entering all the data at once. Instructions for printing current stock lists can be found in the viewing stock section.

## 8.5 Daily Methadone Stock Overages and Underages

In case of overages and underages in Methadone dispensing, the Electronic Controlled Drug Register has the facility to modify the stock levels of Methadone mixture. When this alteration takes place, there is an entry made in the register which can be reviewed later by inspectors.

To compose a daily Methadone stock take:

- Click the *daily methadone stock* tab.

Electronic Controlled Drugs Register

Logged in as: **admin (169248)** About the ECDR

Register | Current Stock | Receive Stock | External Transfer | Stock Take | Methadone

Stock

Dispensing

Methadone

Reporting

Destroy

Suppliers

Change Password

Add / Edit Users

Backup / Archive

Manual Entry

Log Out

Methadone Type: Metharose (Mixture 1mg/ml)

Date: 01/07/2008

Expected: 30

Quantity: 30

Clear Save

Date	Methadone Type	Actual Quantity	Expected Quantity	Discrepancy
2008-04-30	Methadone (Mixture 1mg/ml Sugar Free)	50	50	0
2008-04-30	Methadone (Mixture 1mg/ml)	50	48	2
2008-04-30	Metharose (Mixture 1mg/ml)	38	38	0
2008-06-06	Physeptone (Mixture 1mg/ml Sugar Free)	50	50	0
2008-06-06	Metharose (Mixture 1mg/ml)	30	28	2
2008-06-30	Methadone (Mixture 2mg/ml Sugar Free)	48	46	2

- Select the form of Methadone you wish to record in the form scroll down
- Select the date you wish to make a record of
- Enter the quantity of Methadone you have in stock
- Click *save* to store the details you have entered

If your quantity of stock differs from the expected stock you will be asked to enter a reason for the discrepancy. Usually this will be an “underage” or an “overage”. The expected stock will change to show the amount you have declared.

You can clear the entered data at any time by pressing the *clear* button.





# Dispensing

## Contents

- Dispensing
  - Patient Details
  - Prescriber Details
  - Drug Details
  - Dispensing Details
  - Collection Details
  - Completing Dispensing

To access the dispensing page, select the *dispensing* tab.

Dispensing is divided into 5 sets of information for entry. These are:

- Patient details,
- Prescriber details,
- Drug details,
- Dispensing details,
- Collection details.

## 9.1 Patient Details

Firstly you will need to choose a patient to dispense to.



The patient should be selected from the list. A name can be searched for by entering the name in the *search* entry.


If the patient is not present in the system, the patient must be added.

To add a patient:

- Click the *new patient* button
- Enter the patient details in the patient editor dialogue
- Click the *ok* button to confirm.

Step 1: Patient

 New Patient  Edit Patient

Search   Clear

Name	Address
F. Pascoe	Trowbridge Devon
F. Godfree	23, Oak Drive Littletown

**Edit Patient Details** 

Name:

Address:

Post Code:

Telephone:

NHS Number:

The new patient is now added to the list. You can cancel adding a new patient at anytime by clicking the *cancel* button.

For security purposes, Patient cannot be edited, if details are changed a new profile must be made.

Once selected the patient details will appear in the dispensing details area.

## 9.2 Prescriber Details

Next you will have to choose a prescriber.

Name	Registration
F. Handle	123456
I. Potter	123456
J. O'Toole	123456

The prescriber should be selected from the list. A name can be searched for by entering the name in the *search* entry. Once selected, the prescriber will appear in the *dispensing details* area.

If the prescriber is not present in the system, the prescriber must be added.

To add a prescriber:

- Click the *new prescriber* button
- Enter the prescriber details in the prescriber editor
- Click the *ok* button to confirm

The new prescriber is now added to the list. You can cancel adding a prescriber at anytime by clicking the *cancel* button.

For security purposes, Prescribers cannot be edited, if details are changed a new profile must be made.

## 9.3 Drug Details

Now you will need to enter the drug details.

- Select the drug name from the drug selector drop down or enter part of the name, or the entire name in the drug selector drop down
- Select the form and dose of the drug from the drug list
- The selected drug will appear in the *dispensing details* field.

Step 3: Drug Details

Drug Name:  ▼

Name ▼	Form	Strength	Stock
Actiq	Lozenge	200mcg	90
Actiq	Lozenge	400mcg	50
Actiq	Lozenge	600mcg	50
Actiq	Lozenge	800mcg	50
Actiq	Lozenge	1.2mg	50
Actiq	Lozenge	1.6mg	50

Step 4: Dispensing Details

Patient: **F. Godfree**

Selected Drug: **Actiq (Lozenge 600mcg)**

Prescriber: **F. Handle**

Date Supplied:  ▼

Quantity Supplied:  ▲▼

Private Prescription

## 9.4 Dispensing Details

The dispensing details contain a confirmation of the Patient, Prescriber and Drug selected in the previous stages. In addition the following must be entered:

- Enter the date in the *date supplied* box
- Enter the quantity of drug to dispense in the *quantity supplied* box.

If it is a private prescription you will need to click the *private prescription* check box.

## 9.5 Collection Details

Step 5: Collection Details

Patient    Name of person collecting. (Must also enter address if Healthcare Professional):   
 Other

ID Shown?    ID Type:    
 Discretion Used?    Reason for discretion:

If the patient collected the drug themselves:

- Ensure *person collecting* is set to *patient*

Record whether the identification is shown:

- Select *ID shown*
- Select the type of identification in *ID type* or
- Enter the type of identification manually.

If no identification is shown, and discretion is used:

- Select *discretion used*
- Enter the reason for using discretion.

If the patient is not collecting the prescription themselves:

- Ensure that *person collecting* is set to *other*
- Enter the name of the collecting person in the *name of person collecting*
- Complete steps above for identification.

## 9.6 Completing Dispensing

To complete the dispensing, click the *dispense drug* button.



To clear the form at any time, click the *clear form* button.



# Scheduling

## Contents

- Scheduling
  - Creating a Schedule
  - Dispensing a Scheduled drug
  - List Schedules

The Scheduling functions are specially designed for pharmacies with large amounts of Methadone patients. By creating a schedule for each patient you can save the time that would have been taken up entering the information into the dispensing section every day.

For all scheduling functions, select the *Scheduling* tab.

## 10.1 Creating a Schedule

To create a new schedule you should:

- Click the **\*\*** tab
- Select *New schedule*
- Enter the patient details or add a new patient
- Followed by the prescriber details (as for dispensing)



For security purposes, patients and prescribers cannot be edited, if details are changed a new profile must be made.


- Select the drug formulation from the drop down
- Choose the start date of the schedule. This is preset to today's date.
- Select the number of days (1-48) you wish to schedule for by sliding the bar right and left

For every day in the schedule, an item is added to the schedule list.

- You can set all items to a single dose by selecting the dose and clicking the set button or type each dose individually and press return
- Once you are satisfied, click the *save* button.



Step 1: Patient


 New Patient
  Edit Patient

Search   Clear

Name	Address	Post
A. George	8 Apple Cottage Trowbridge Devon	TO1
A. Pacey	6 Lilly Cottage Trowbridge Devon	TO1
1 Rose Cottage		

Step 2: Prescriber

 New Prescriber
  Edit Prescriber

Search   Clear

Name	Registration
F. Handle	123456
I. Potter	123456
J. O'Toole	123456
J. Samuel	123456
K. Butcher	123456

Private Prescription



Step 3: Schedule

Drug Name:

Name	Form	St
Diamorphine Hydrochloride	Ampoule	5r
Diamorphine Hydrochloride	Ampoule	10
Diamorphine Hydrochloride	Ampoule	30
Diamorphine Hydrochloride	Ampoule	10
Diamorphine Hydrochloride	Ampoule	50
Diamorphine Hydrochloride	Powder	1r
Diamorphine Hydrochloride	Solution	25

Start Date:

Number of Days:

Set all doses to:

Edit each dose:

Date	Amount
17/02/2009	10
18/02/2009	10
19/02/2009	10
20/02/2009	10
21/02/2009	10
22/02/2009	10
23/02/2009	10
24/02/2009	10
25/02/2009	10
26/02/2009	10
27/02/2009	10
28/02/2009	10

## 10.2 Dispensing a Scheduled drug

You can only dispense a scheduled drug if a schedule has already been created

To dispense a scheduled drug you should:

- Click the *scheduling* tab
- Select *dispense schedule*
- Enter the name of the patient in the patient search box

Step 1. Select Patient

Search

Name	Address	Postcode
F. Godfree	23, Oak Drive Littletown Hampshire	
F. Hicks	11 Orchard Cottage Trowbridge	TO1 2WW

- The available dose for the current day will be shown

**Note:** On Fridays doses for both Saturday and Sunday will be shown and dispensable.

Step 2. Select available dose

Tue 01 Jul 2008  
 Methadone  
 (Mixture 1mg/ml)  
 5 ml

- Select required scheduled item

Step 3: Collection Details

Person Collecting: Other

Name of person collecting.  
H. Georges

(Must also enter address if  
Healthcare Professional):

- Enter details for collection
- Followed by the details for identification

Step 4: Identification Details

ID Shown?  Discretion Used?

ID Type: Other

ID Type if Other:  
Bill

Reason for discretion:

- Click the *save* button.

## 10.3 List Schedules

To view all schedules:

- Click the *list schedules* tab
- Select the *show all* button to list all schedules

To cancel schedules:

- Follow the instructions as above to view all schedules
- Select the schedule you wish to cancel
- Click the *cancel schedule* button
- A message asking you to confirm the cancellation will appear
- After confirming a tick will appear in the cancelled column

Register	New Schedule	Dispense Scheduled Item	List Schedules	
Stock	Show All			Cancel Schedule
Dispensing	Created Patient <span style="float:right">Cancelled</span>			
Scheduling	17/02/2009	PATEL Oliver St. James Lane Winford	<input type="checkbox"/>	Sat 28 Feb 2009 Cannabidiol (Spray 2.7mg) 10
Reporting	17/02/2009	FREEMAN Lynda Road Town/City County	<input checked="" type="checkbox"/>	Sun 01 Mar 2009 Cannabidiol (Spray 2.7mg) 10
Destroy	17/02/2009	FREEMAN Lynda Road Town/City County	<input type="checkbox"/>	Tue 03 Mar 2009 Cannabidiol (Spray 2.7mg) 10
Suppliers	17/02/2009	Davis George Road Town/City County	<input type="checkbox"/>	Wed 04 Mar 2009 Cannabidiol (Spray 2.7mg) 10
Change Password	17/02/2009	&THATCHER Maggie Road Town/City County	<input type="checkbox"/>	Thu 05 Mar 2009 Cannabidiol (Spray 2.7mg) 10
Add / Edit Users	17/02/2009			Fri 06 Mar 2009 Cannabidiol (Spray 2.7mg) 10
Backup / Archive	17/02/2009			Sat 07 Mar 2009 Cannabidiol (Spray 2.7mg) 10
Manual Entry	17/02/2009			Sun 08 Mar 2009 Cannabidiol (Spray 2.7mg) 10
Log Out	17/02/2009			Mon 09 Mar 2009 Cannabidiol (Spray 2.7mg) 10



# Reporting

## Contents

- Reporting
  - Viewing Reports
  - Previewing Reports
  - Printing Reports
  - Saving Reports

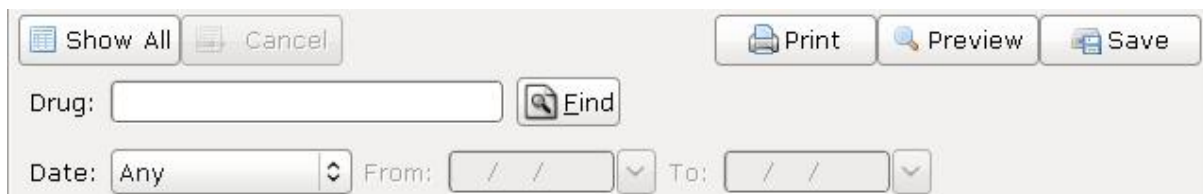
All reports can be viewed, and printed.

For all reporting functions, select the *reporting* tab.

## 11.1 Viewing Reports

To view reports click the *show all* button.

To ration down your search enter a drug name and/or date.



The screenshot shows a reporting interface with the following elements:

- Buttons: **Show All**, **Cancel**, **Print**, **Preview**, and **Save**.
- Search fields: **Drug:** (text input), **Find** (button), **Date:** (dropdown menu with "Any" selected), **From:** (date input), and **To:** (date input).


## 11.2 Previewing Reports

To preview a report simply click the *preview* button at the top of the reports page

## 11.3 Printing Reports

In order to print a report you should:

- Select the drug for which you wish to print a report
- Choose the dates between which you want to print



Dispensed Items Report 02.07.2008

### Dispensed Items Report

**Medical Pharmacy**  
Medical Pharmacy Glenhaven Practice Towbridge Devon TO1 23W

Date	Drug	Quantity Supplied	Dispensed By	Pharmacist on Duty	Name and Address of Person or Firm Supplied	Authority to Possess or License Holder Details	Private	Name and Registration of Pharmacist Supplying	Name of Person Collecting (and ID Shown)	Collected By	Collector Name	ID Checked	ID Type	Other ID	Discretion Used	Discretion Reason	Cancelled	Cancelled Reason	Cancelling User
30.04.2008	Coditroch (Ampoule 15mg/ml)	2	admin (123456)	admin (123456)	S. Hunt (4 Sandylon Cottage Towbridge Devon TO1 23W)	J. O'Toole (123456)	False	admin (123456)	S. Hunt	Palant		True	Passport		False		False		
30.04.2008	Cocaine (Ampoule 50mg/ml)	2	admin (123456)	admin (123456)	F. Pascoe (4 Linc Cottage Towbridge Devon TO1 23W)	V. Gopinathan (123456)	False	admin (123456)	F. Pascoe	Palant		True	Passport		False		False		
30.04.2008	Cocaine (Powder 1mg)	2	admin (123456)	admin (123456)	A. George (8 Ashle Cottage Towbridge Devon TO1 23W)	J. Samuel (123456)	False	admin (123456)	A. George	Palant		True	Other	Utility Bill	False		False		
30.04.2008	Eliconal (Tablet 10mg)	2	admin (123456)	admin (123456)	A. George (8 Ashle Cottage Towbridge Devon TO1 23W)	I. Peder (123456)	False	admin (123456)	A. George	Palant		True	Driving License		False		False		
30.04.2008	Methazone (Solution 1mg/ml)	2	admin (123456)	admin (123456)	C. Reid (2 Daffodil Cottage Towbridge Devon TO1 23W)	J. O'Toole (123456)	False	admin (123456)	C. Reid	Palant		False		True	Known to pharmacy				

Generated by the Electronic Controlled Drug Register Page 1

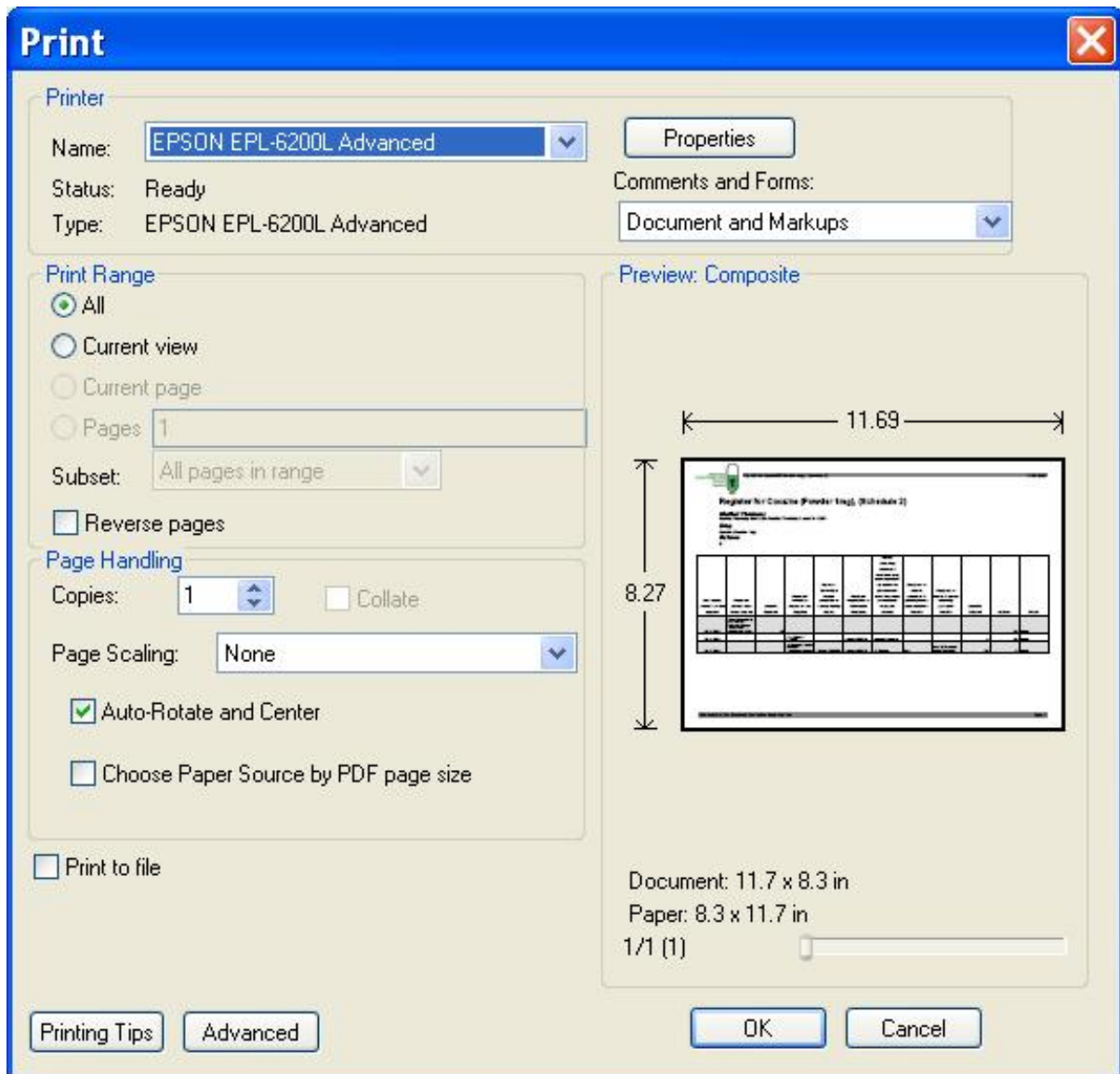
- Click the *print report* button
- Accept the print dialogue.

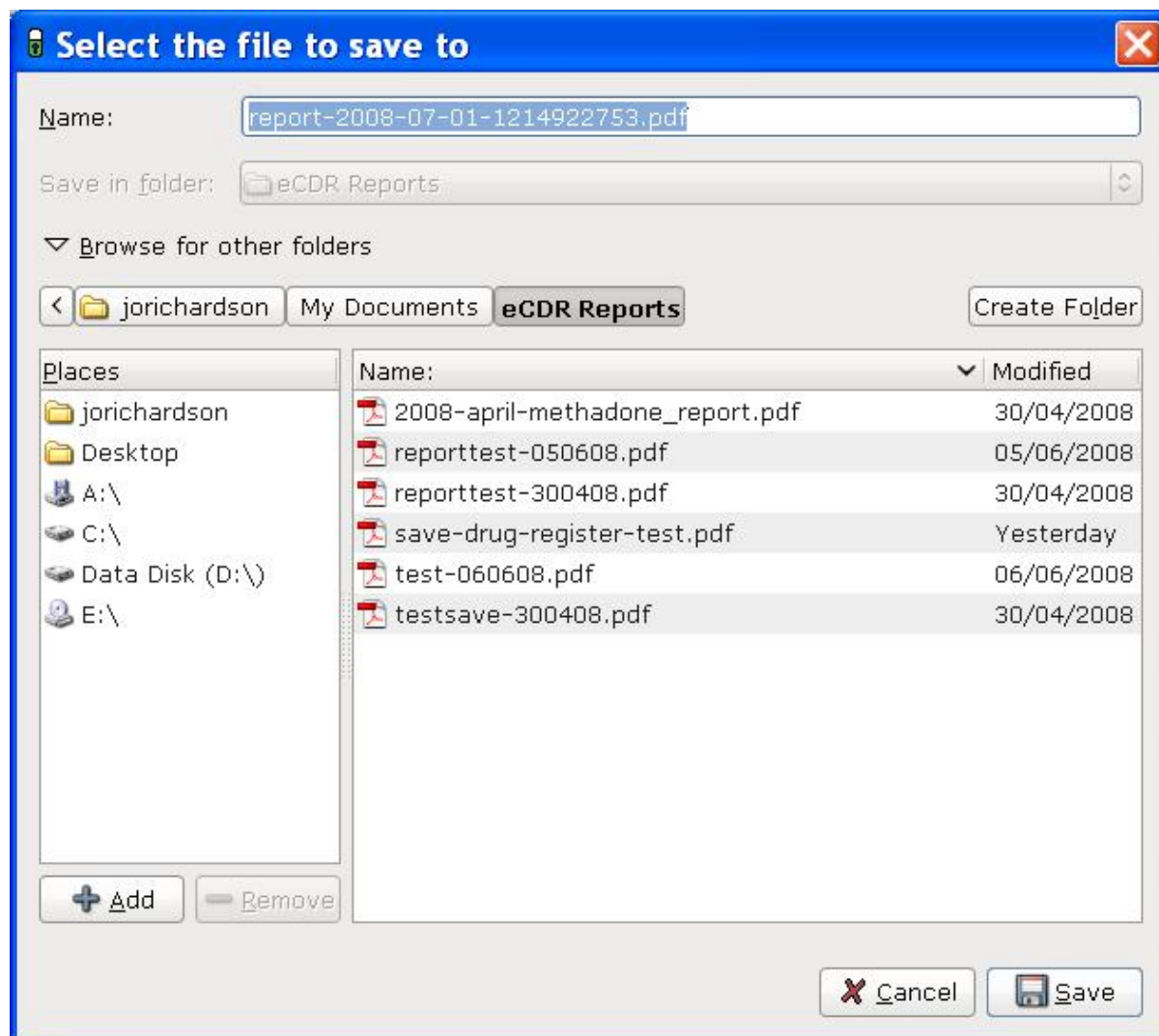
**Note:** Printing large reports is liable to take a long time.

## 11.4 Saving Reports

To save your report to your computer before backing up:

- Click the *save report* button
- Choose what report(s) you want to save and press *ok*
- Select where you want to save your report and what you want to call it
- Press the *save* button.







# Cancellations

## Contents

- Cancellations

As part of the legal requirement for the Electronic Controlled Drugs Register, entries may not be modified after entry for audit purposes. It is for these reasons that in order to remedy any mistakes, any entry can be cancelled.

The following will be recorded:

- A reason for cancellation
- The user making the cancellation
- The date and time of the cancellation.

The effect of the cancelled operation will then be reversed, and the cancelled item will appear as *cancelled* in the register for the relevant drug.

All cancellations are made from the reports page.

To cancel a report:

- Enter the date of the report or name of the drug you wish to cancel
- Highlight the specific report you wish to cancel by clicking on it
- Now click the *cancel* button
- You will be asked for a reason for cancellation
- Click *ok* and you will see a message confirming your cancellation.



# Drug Destruction

## Contents

- Drug Destruction
  - Viewing Destruction Logs

The Electronic Controlled Drug Register can log destruction of drugs which are:

- Returned by patients from this or any pharmacy
- Expired Stock

To access the destruction functions, select the *destroy* tab, and follow the procedure for marking drugs as destroyed.

If a patient has returned a drug select *patient return* or if an expired product is to be destroyed select *expired product*.

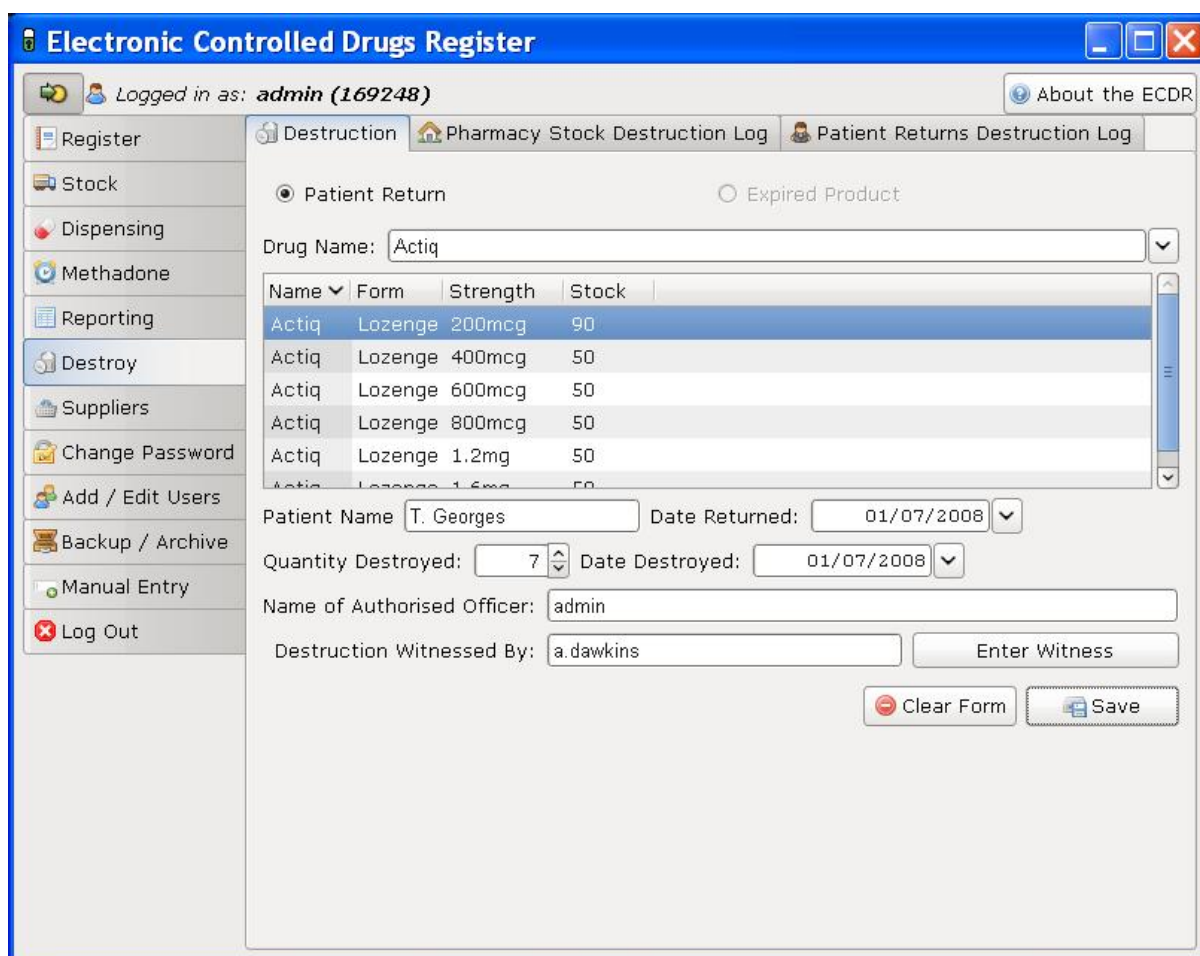
- Enter the drug name or select or the drug from the *drug name* drop down
- Select the strength and form of the drug from the drug list

If the drug is returned by a patient:

- Enter the name of the patient in *patient name*
- Enter the date the drug was returned *date returned*
  
- Enter the quantity destroyed in *quantity destroyed* (if this is an expired product, the amount will be limited by the current stock)
- Enter the destruction date in *date destroyed*
- Enter the name of the authorized officer in *name of authorized officer* field
- Enter the witnessing party in *destruction witnessed by*
- Click the *save* button
- The procedure may be cancelled at any time by clicking the *clear form* button.

## 13.1 Viewing Destruction Logs

Logs of all destructions are viewable in the *pharmacy stock destruction log* and the *patient returns destruction log* tabs on the Destroy page.



**Electronic Controlled Drugs Register**

Logged in as: *inspector (no registration)* [About the ECDR](#)

[Register](#)
[Destruction](#)
[Pharmacy Stock Destruction Log](#)
[Patient Returns Destruction Log](#)

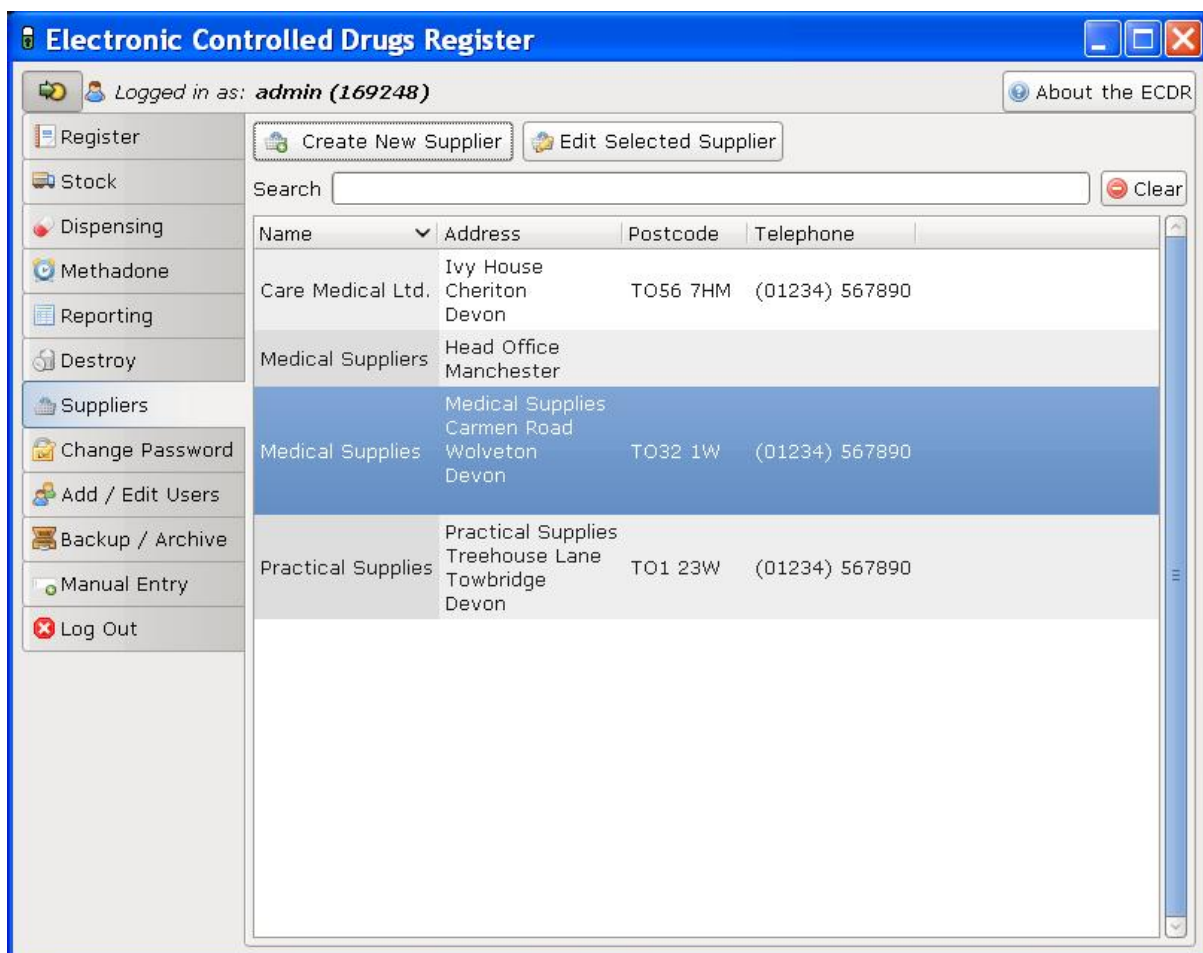
Date Destroyed	Drug Destroyed	Name Of Authorised Officer	Destruction Witnessed By	User
2008-04-30	Cyclimorph-15 (Ampoule 15mg)	newuser	admin	inspector (no registration)
2008-05-16	Codeine (Ampoule 60mg)	newuser		inspector (no registration)
2008-07-02	Medikinet (Tablet 5mg)	inspector	admin	inspector (no registration)
2008-07-02	Hydromorphone (Capsule 8mg)	inspector	admin	inspector (no registration)

[Stock](#)
[Dispensing](#)
[Methadone](#)
[Reporting](#)
[Destroy](#)
[Suppliers](#)
[Change Password](#)
[Backup / Archive](#)
[Manual Entry](#)
[Log Out](#)



# Managing Suppliers

Suppliers of controlled drugs must be added to the system in order that the system accurately audits where all supplies are received from.



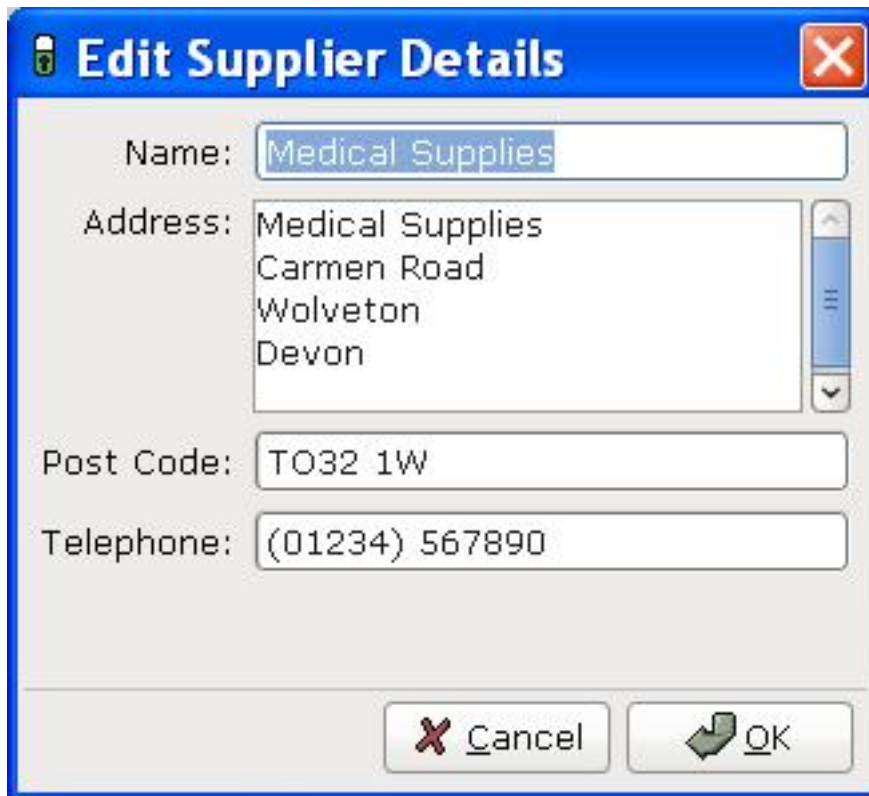
## 14.1 Adding Suppliers

Before stock can be received, suppliers must be added to the system.

To add a supplier:

- Select the *suppliers* tab
- Click the *create new supplier* button

- The supplier details should then be entered into the dialogue
- Click *ok* button to save the details.



The screenshot shows a dialog box titled "Edit Supplier Details". It contains the following fields and values:

- Name: Medical Supplies
- Address: Medical Supplies, Carmen Road, Wolveton, Devon
- Post Code: TO32 1W
- Telephone: (01234) 567890

At the bottom of the dialog, there are two buttons: "Cancel" (with a red X icon) and "OK" (with a green checkmark icon).

The new supplier is now shown in the list of suppliers. You can cancel adding a supplier at anytime by clicking the *cancel* button.

For security purposes, Suppliers cannot be edited, if details are changed a new profile must be made.

## 14.2 Searching for a supplier

The supplier list can be searched by entering text into the text entry labelled *search*. Searching will automatically take place, and list the results in the item list. To stop searching, press the *clear* button. All the suppliers will now be visible in the supplier list.



# Changing Passwords

## Contents

- Changing Passwords

The screenshot shows the 'Electronic Controlled Drugs Register' application window. The title bar indicates the user is logged in as 'admin (169248)'. A sidebar on the left contains a menu with the following items: Register, Stock, Dispensing, Methadone, Reporting, Destroy, Suppliers, Change Password (highlighted), Add / Edit Users, Backup / Archive, Manual Entry, and Log Out. The main content area displays the 'Change Password' form with three input fields: 'User name:' containing 'admin', 'Current Password:' (empty), and 'New Password:' containing '\*\*\*\*\*'. A 'Repeat Password:' field also contains '\*\*\*\*\*'. A 'Change Password' button is located on the right side of the form. A link for 'About the ECDR' is visible in the top right corner.

Only the current user can change their password.

The following procedure should be followed:

- Select the *change password* tab
- Enter current password in *current password*
- Enter new password in *new password*

- Confirm new password in *repeat password*
- Click *change password* button.

The new password must be used next time the user logs in.

To log out:

- Select the *log out* tab
- Click the *click here to log out* button

The log in window will automatically appear.

- Now log back in with your new password.

# User Management

## Contents

- User Management
  - Adding a User
  - Editing a User

Users of the Electronic Controlled Drug Register are classified under categories. They are:

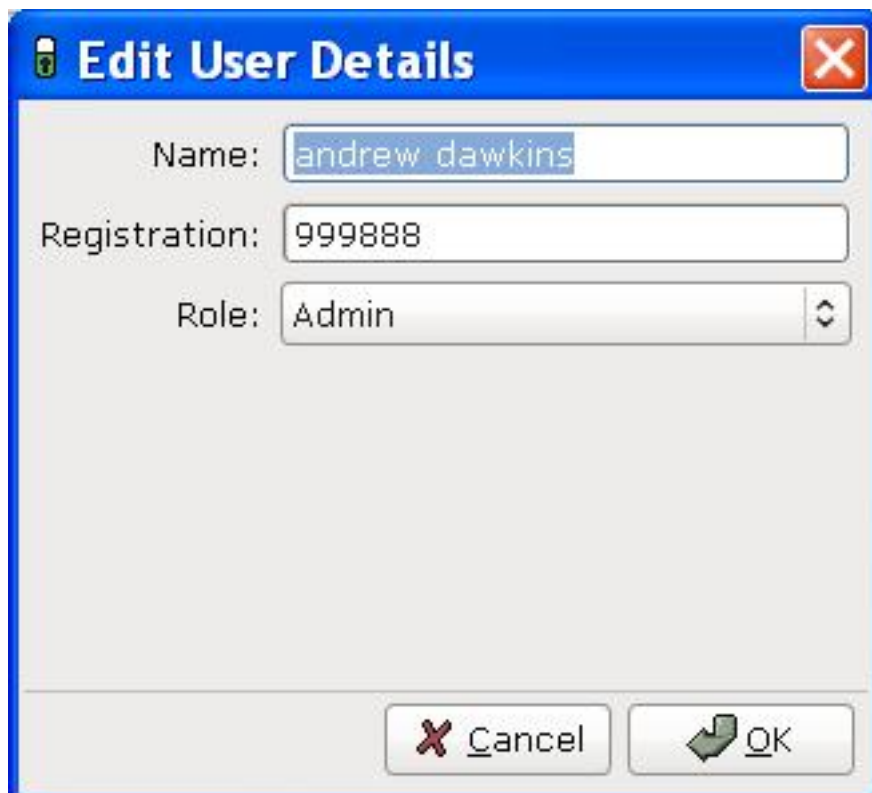
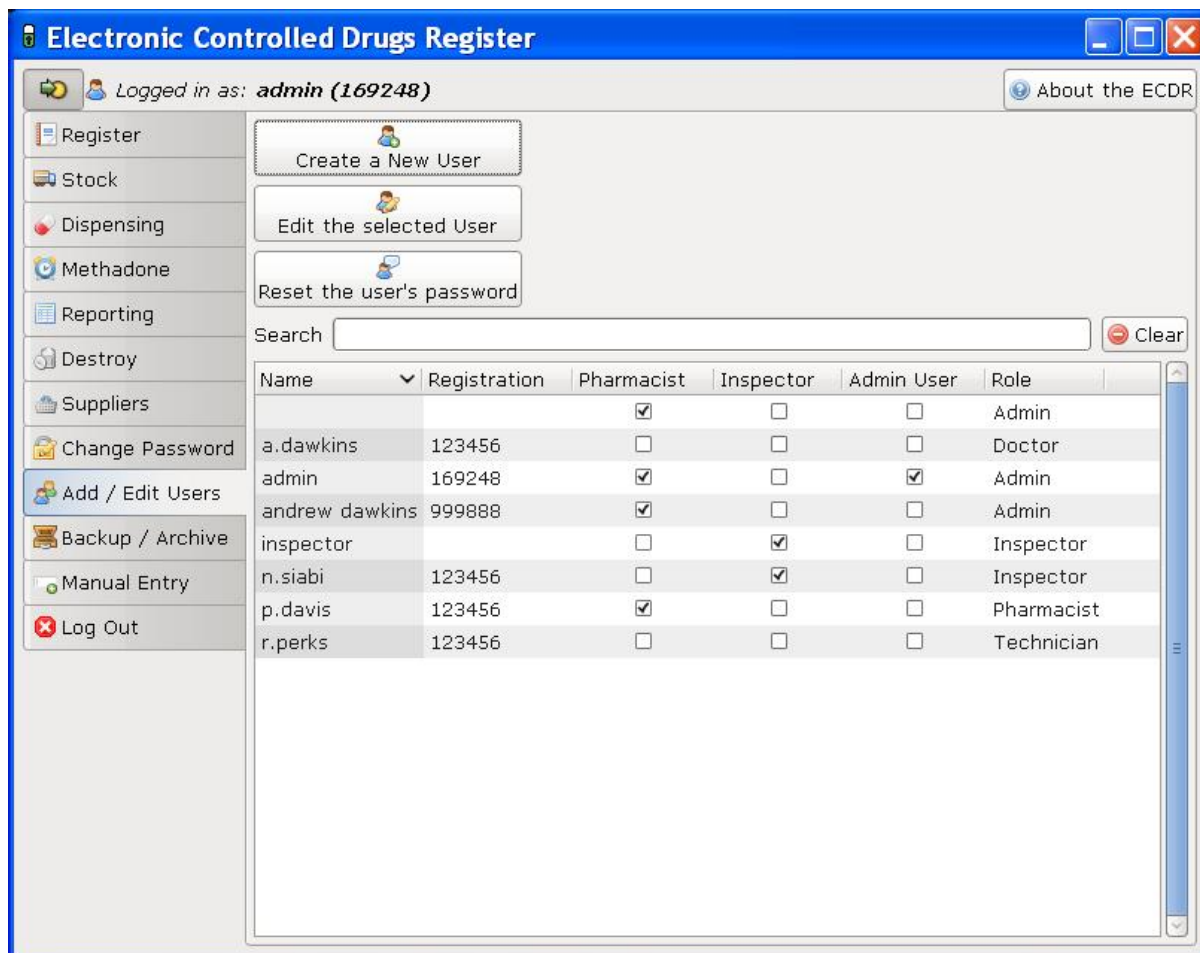
- Administrators,
- Pharmacists,
- Technicians,
- Doctors,
- Inspectors.

## 16.1 Adding a User

A user may only be added by the administrator user. Once the administrator is logged in, you can add a user by:

- Select the *add / edit users* tab
- The user list will be displayed
- Click the *create a new user* button
- The user edit dialogue will be displayed
  
- Enter the user name in the *name* field
- Enter the user's registration credentials into the *registration* field
- Select whether the user is an "Administrator", "Pharmacist", "Technician", "Doctor" or "Inspector"
- Click the *ok* button.

**Note:** The user must change their password when first logging in to the system.



## 16.2 Editing a User

In order to edit a user's details:

- Select the *add / edit users* tab
- The user list will be displayed
- Select a user from the user list
- Click the *edit user* button
- The user edit dialogue will be displayed
- Modify the user's details as required
- Click the *ok* button.



# System Back Up

## Contents

- System Back Up
  - Creating a Back Up
  - Restoring From a Back Up.

**Warning:** It is a legal professional requirement to make backups of the system. Please read this section carefully.

The system should be backed up regularly onto some kind of removable media. It can then be restored from such media at any time in the event of unavoidable hardware failure. The Electronic Controlled Drugs Register recommends backing up at least 4-5 times a day.

## 17.1 Creating a Back Up

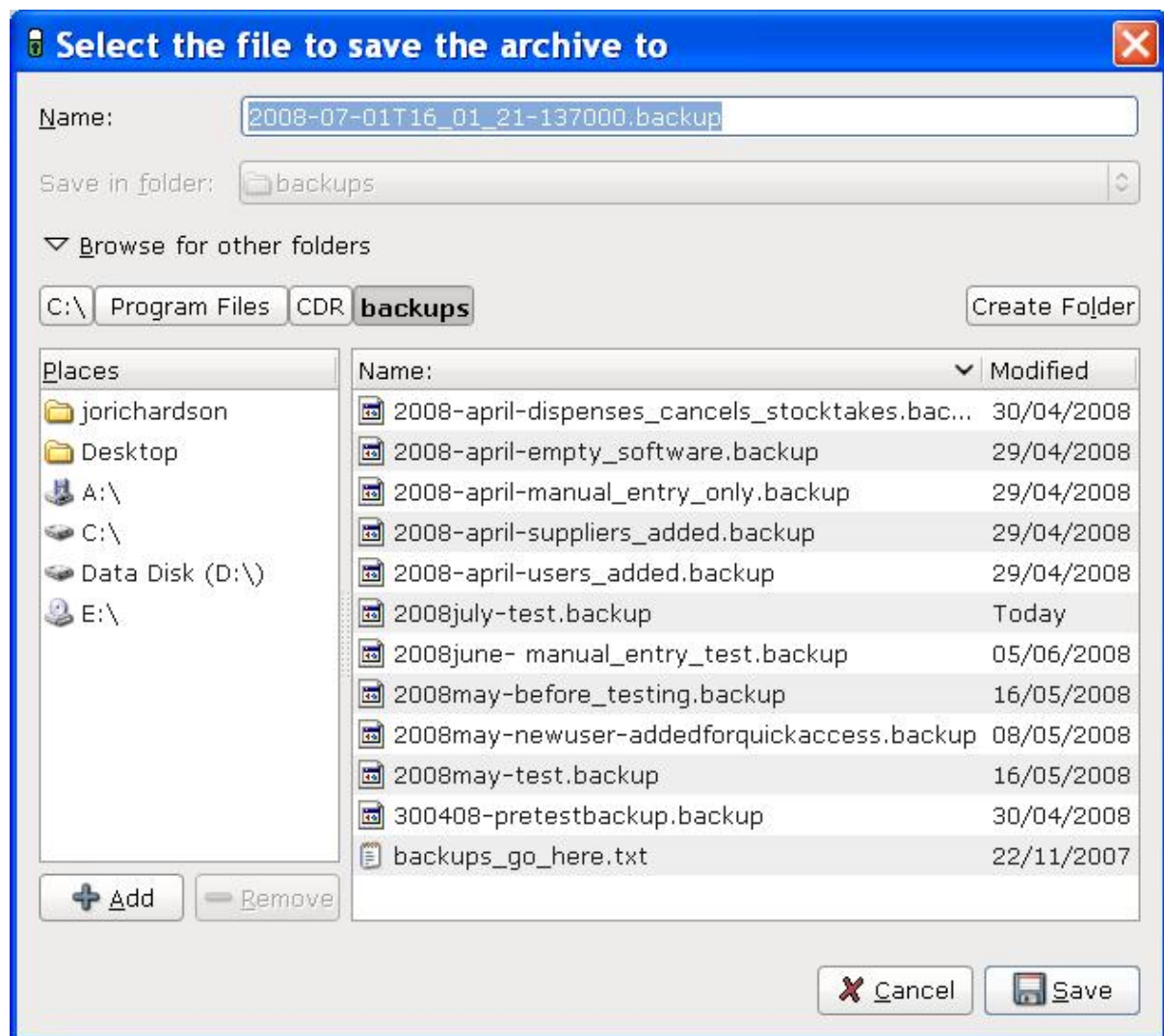
To create a backup:

- Select the *backup / archive* tab
- Select the file name for the backup
- Click the *save* button on the save dialogue.

## 17.2 Restoring From a Back Up.

To restore the system from a backup:

- Select the *backup / archive* tab
- Click the *restore from backup* button
- You will be prompted to enter a reason for restoring
- The open dialogue appears
- Select the file name for the backup to restore from
- Click the *ok* button on the open dialogue
- The system will restart and the user must log in again.





# Quick Guide

A quick and simple guide to getting started with the Electronic Controlled Drug Register.

## 18.1 Register

The screenshot shows the 'Register' window in the software. The 'Drug Name' field is set to 'Effentora'. A table lists the following items:

Name	Form	Strength	Stock
Effentora	Tablet	100mcg	53
Effentora	Tablet	200mcg	100
Effentora	Tablet	400mcg	90
Effentora	Tablet	600mcg	100
Effentora	Tablet	800mcg	74

Step 1: Enter the drug you wish to view. Step 2: Click the Open in new window button.

The second window shows the details for 'Effentora, Strength: 100mcg, Form: Tablet'. It includes buttons for 'Print this Register', 'Preview this register', and 'Save this register'. The 'Opening Balance Stock Entry' is 0, 'Expected Balance' is 53, and 'Actual Balance' is 53. The table below shows supply records:

Date Supply Received, or Date supplied	Name and address from whom received	Quantity Received	Name and Address of Person or Firm Supplied	Details of Authority to Possess, Prescriber or Licence Holder's Details	Name and Registration of Pharmacist Supplying	Per Sch cor (pa rep, and pro nan ad
2009-01-20	Conference Drug Suppliers Ltd. (32A Prospect Road Alresford, Hants SO24 3GQ 01962 861734)	100				
2009-01-20			Clayton Pharmacy, Alresford Pond Hampshire SO26 4ED	SO: Jo Richardson admin (172432) SO: Pharmacist		Ext
2009-01-20			HARRIS Kerry 35 Grange Road ALRESFORD	Dr. Gina Dean (731867)	admin (172432)	HAF

Step 3: Drug register is opened in a new window.

## 18.2 Receiving

## 18.3 Dispensing

Logged in as: **admin (172432)** About the ECDR

Register | Current Stock | **Receive Stock** | External Transfer | Stock Take | Methadone

Stock  
 Dispensing  
 Methadone  
 Reporting  
 Destroy  
 Suppliers  
 Change Password  
 Add / Edit Users  
 Backup / Archive  
 Manual Entry  
 Log Out

Select Drug  
 Drug Name:  **Step 1**  
Enter the details of the drug you have received

Selected Drug:  
 Number in Stock:

Name	Form	Strength	Stock
Effentora	Tablet	100mcg	53
Effentora	Tablet	200mcg	100
Effentora	Tablet	400mcg	90
Effentora	Tablet	600mcg	100
Effentora	Tablet	800mcg	74

**Step 2**  
Enter the supplier and invoice number

Name and address from whom received:

Invoice Number:

Internal Transfer? Transfer from:

Quantity Received:  **Step 3**  
Enter the quantity you have received

Date Received:

**Step 4**  
Confirm receipt by clicking Save button

Logged in as: **admin (172432)** About the ECDR

Register

Stock

Dispensing

Methodone

Reporting

Destroy

Suppliers

Change Password

Add / Edit Users

Backup / Archive

Manual Entry

Log Out

**Step 1: Patient**

Search

Name	Address
CARLISLE Wendy	23 Windsor Road ALRESFORD
DALES Carrie	8 Jesty Road ALRESFORD
DAVIDS Daniel	4 Ashburton Close ALRESFORD
DAVIS Fiona	76 Grange Road ALRESFORD
DAVIS Karl	76 Grange Road ALRESFORD
DAY Zoe	Pathways Rehab Centre ALRESFORD
DEAN Hannah	6 Ashburton Road ALRESFORD
FREDRICK Callum	13 Windemere Gardens ALRESFORD
GREGORY Danielle	23 Windsor Road ALRESFORD
HARDING George	6 Ashburton Road ALRESFORD

**Step 2: Prescriber**

Search

Name	Registration
Dr. Andrew Edwards	731856
Dr. Gina Dean	731867
Dr. James Turner	731866
Dr. Kate Fisher	731569
Dr. Sarah Lane	731868
Dr. Stephen Philips	752193
Nurse Conner Stevens	731877
Nurse Gillian Crow	769123
Nurse Sean Dennis	731943

**Step 3: Drug Details**

Drug Name:

Name	Form	Strength	Stock
Effentora	Tablet	100mcg	53
Effentora	Tablet	200mcg	100
Effentora	Tablet	400mcg	90
Effentora	Tablet	600mcg	100
Effentora	Tablet	800mcg	74

**Step 4: Dispensing Details**

Patient:

Selected Drug:

Prescriber:

Date Supplied:

Quantity Supplied:

Private Prescription

**Step 5: Collection Details**

Person Collecting:  Patient  Other

Name of person collecting. (Must also enter address if Healthcare Professional):

ID Shown? ID Type:

Discretion Used? Reason for discretion:

**Step 6**  
Enter the ID shown or a reason for discretion

**Step 7**  
Confirm the drug has been dispensed

## 18.4 Reporting

The screenshot shows the ECDR Reporting interface. The 'Reporting' tab is selected in the top navigation bar. A sidebar on the left contains various system functions. The main area displays a table of drug transactions. Three callout boxes provide instructions: Step 1 points to the 'Reporting' tab, Step 2 points to the 'Show All' button, and Step 3 points to the table content.

Date	Drug	Summary	Quantity	User	Supplier
2009-01-05	Actiq (Lozenge 200mcg)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)	24	admin (172432)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)
2009-01-05	Actiq (Lozenge 400mcg)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)	24	admin (172432)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)
2009-01-05	Actiq (Lozenge 600mcg)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)	24	admin (172432)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)
2009-01-05	Actiq (Lozenge 800mcg)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)	48	admin (172432)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)
2009-01-05	Actiq (Lozenge 1.2mg)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)	24	admin (172432)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)
2009-01-05	Actiq (Lozenge 1.6mg)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)	48	admin (172432)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)
2009-01-05	Alfentanil (Solution 1mg/2ml)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)	50	admin (172432)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)
2009-01-05	Alfentanil (Solution 5mg/10ml)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)	25	admin (172432)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)
2009-01-05	Alfentanil (Solution 5mg/1ml)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)	25	admin (172432)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)
2009-01-05	Cannabidiol (Spray 2.7mg)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)	10	admin (172432)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)
2009-01-05	Cocaine (Powder 1mg)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)	40	admin (172432)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)
2009-01-05	Cocaine Hydrochloride	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)	40	admin (172432)	United Drug Supplies Ltd. (Unit 6 Thurmond Indust. Estate Southampton, Hants SO12 9GA 02380 273196)

## 18.5 Destruction

Logged in as: **admin (172432)** About the ECDR

Destruction  Pharmacy Stock Destruction Log  Patient Returns Destruction Log

Patient Return  Expired Product

Drug Name:

Name	Form	Strength	Stock
Effentora	Tablet	100mcg	53
Effentora	Tablet	200mcg	100
Effentora	Tablet	400mcg	90
Effentora	Tablet	600mcg	100
Effentora	Tablet	800mcg	74

Patient Name:  Date Returned:

Quantity Destroyed:  Date Destroyed:

Name of Authorised Officer:

Destruction Witnessed By:

**Step 1**  
Enter the details of the drug to destroy

**Step 2**  
Record the name of the person returning the drugs

**Step 3**  
Enter the name of the person returning the drug

**Step 4**  
The witnessing staff member should log in

**Step 5**  
Click Save to confirm drug destruction



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