



WEB PORTAL

USER MANUAL FOR PHARMACY

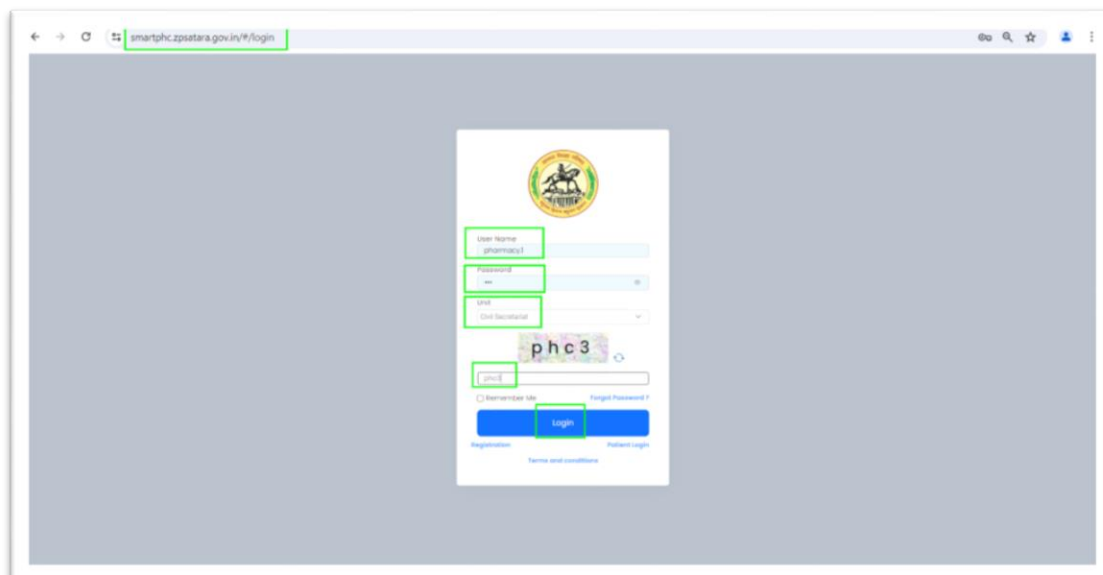
(For Software Version: 0.1; Last Updated On: Tuesday, June 04, 2024)

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Log in Satara Smart PHC web Portal

- Open any browser and go to Smart PHC Satara web portal and type <https://smartphc.zpsatara.gov.in/#/login> in URL of the browser and click enter.
- After Entering the URL, you will see the Login Screen.
- Enter your User Name and you have to press the Tab button then unit name will display automatically enter your Password then click on the Sign in button.
- Enter the characters you see in the CAPTCHA image into the field labeled “Enter Captcha Here”.
- If the Captcha is difficult to read, click the refresh icon (🔄) next to the image to generate a new one.
- Remember Me: If you are using a personal computer and want the system to remember your login details for future sessions, check the box labeled Remember Me.
- Forgot Password: If you have forgotten your password, click the Forgot Password. Link and follow the instructions to reset your password.
- Login: Click the Login button to access the system.
- Registration: If you are a new user, click the Registration Link to create a new account.
- Patient Login: For Patients, Click the Patient login link to access the patient-specific portal.
- Terms and Conditions: Review the Terms and Conditions by clicking the respective link at the bottom of the login form.



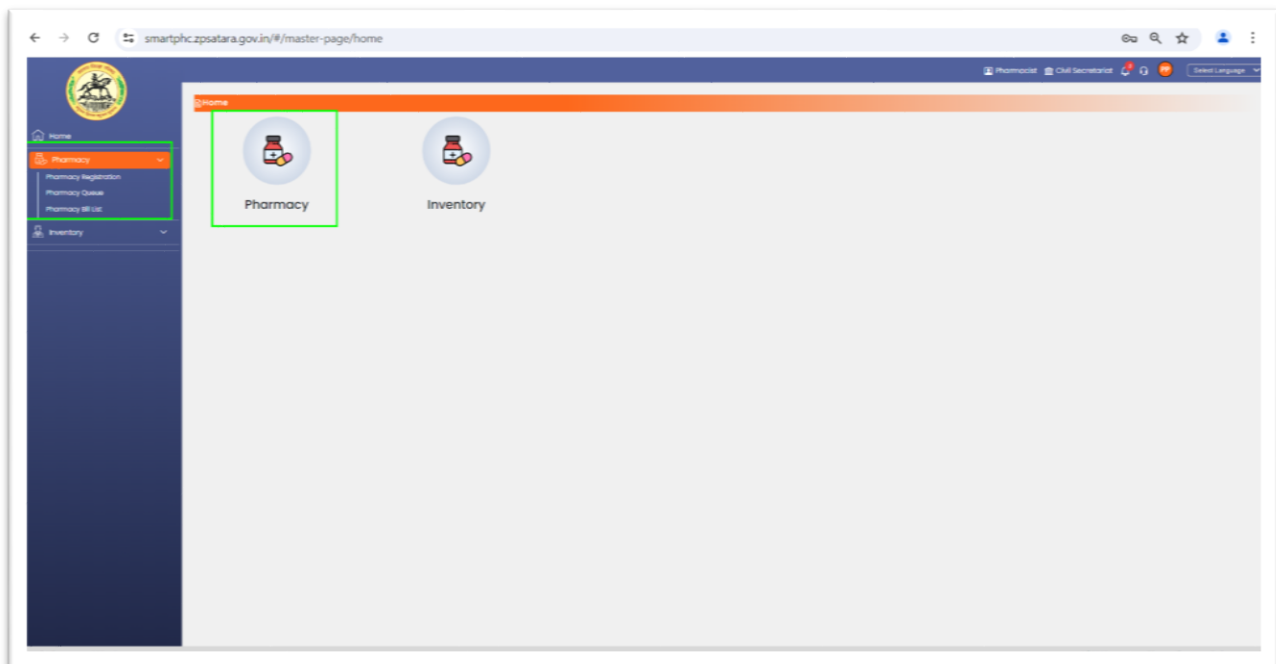
The screenshot displays the login interface of the Satara Smart PHC web portal. The browser's address bar contains the URL smartphc.zpsatara.gov.in/#/login. The login form is centered on a light gray background. It features a header with the Satara Smart PHC logo. Below the logo, there are input fields for 'User Name' (containing 'pharmacy'), 'Password', and 'Captcha' (displaying 'phc3'). A 'Remember Me' checkbox is located below the password field. To the right of the captcha field is a 'Forgot Password?' link. At the bottom of the form, there are three buttons: 'Login' (blue), 'Registration' (blue), and 'Patient login' (blue). Below these buttons is a link for 'Terms and conditions'.

Note: -

- Please check Your Internet Connectivity before entering this URL.
- If you get 404 error, then please check internet connection of your system.
- You can also Bookmark this URL in browser so that you can easily access it.
- If Unit name is not visible after entering Username please press “Tab” to Enter Password Unit Name will be automatically reflected.
- If after Pressing ‘Tab’ unit name is not reflecting, then please check your internet connectivity also check your Spelling Mistake in Username.
- If you enter wrong username & password then it shows popup message like “Incorrect username, password”.
- If you get stuck on any screen please press Ctrl+f5 for refresh the page.

Home Page

- After successful log in, you will land into Home Screen.
- On Home Screen you can see Shortcut option for pharmacy.
- On the left side user can see sub modules of the main module



Note: -

- On the Home Page, you can open the Pharmacy form by clicking on either of the two buttons. The first is the shortcut option for the pharmacy, and the second is by clicking on Pharmacy in the left side menu bar.

Pharmacy Registration→ For Cash Patients (OPTIONAL) (External Patient)

Steps for Registering the patient in the pharmacy.

- For Pharmacy Registration, Click on a pharmacy.
- Go to on pharmacy registration
- After landing on the pharmacy registration, if the patient is new, the user must register as a new patient.
- For External patients, firstly you can verify whether the patient is already registered to our system.
- For this process you have to search the patient by Mobile no.
- If the Patient is already registered so there is no need to registration.
- If the Patient is not registered to our system, then we have to register.
- Click on the New Registration, option in the right corner then you will land on Patient Registration Page.

The screenshot shows the 'PHARMACY REGISTRATION' form. At the top, there is a header bar with the URL 'smartphc.zpsatara.gov.in/#/master-page/external-pharmacy'. Below the header, there is a form with several fields. A green box highlights the 'Mobile No.' field, which contains the value '879034623'. Another green box highlights the 'Full Name', 'Date of Birth', and 'Gender' fields, which contain the values 'Rakesh Yadav', '1998-05-04', and 'Male' respectively. Below these fields, there is a section for 'NAME', 'GENDER', 'AGE', 'MOBILE NO.', and 'ADDRESS'. Further down, there is a 'Store Name' dropdown menu. Below that, there is a 'Search Item' section with a search bar and a 'QTY' field. Below the search bar, there is a table with columns: 'Sr No', 'Batch Code', 'Item Name', 'HSN Code', 'Expiry Date', 'QTY', 'D-UCM', 'Sale Price', 'Total Amount', 'Disc. (%)', 'Disc. Amt', 'Tax (%)', 'Tax Amount', and 'Net Amount'. Below the table, there is a section for 'Concession (%)', 'Concession Amount', 'Concession Reason', 'Gross Payable (Amt)', 'Total Tax (Amt)', and 'Net Payable (Amt)'. At the bottom, there is a 'Payment Mode' dropdown menu (set to 'Cash'), a 'Transaction Id' field, an 'Amount' field, and a 'Return Amount' field. A 'Submit' button is located at the bottom left of the form.

The screenshot shows the 'PHARMACY REGISTRATION' page. At the top, there's a header with the website URL and user roles. The main form area includes a 'Mobile No.' field, a 'NAME' field with a person icon, a 'GENDER' dropdown, an 'AGE' field, a 'MOBILE NO.' field with a phone icon, and an 'ADDRESS' field with a location pin icon. A 'New Registration' button is highlighted in green. Below these are 'Store Name' and 'Search Items' sections. The bottom part of the form contains a table for concessions and payments, with fields for 'Concession(%)', 'Concession Amount', 'Concession Reason', 'Gross Payable (Amt)', 'Total Tax (Amt)', and 'Net Payable (Amt)'. There are also fields for 'Payment Mode', 'Transaction Id', 'Amount', and 'Return Amount'. A 'Submit' button is at the bottom left.

- **Registration:**

- Once you click on Plus (add new) button, a new form will open, allowing you to enter the Patient's details as shown in the image.
- Filling Out the Patient Registration Form-Enter Personal Details:
- Mobile Number- Enter 10 Digit valid Patient's mobile number.
- Aadhaar Number- Enter the Aadhaar number if available.
- ABHA Number- Enter the ABHA number if available.
- UHID- Enter the unique health ID.
- Patient Type- Select the type of patient from the dropdown menu.
- Patient Source- Select the Source from which the patient is referred.
- Enter Identification Details:
- Title – Select the appropriate title (e.g- Mr. Miss..) from the dropdown.
- First Name – Enter the patient's first name.
- Middle Name – Enter the patient's middle name.
- Last Name- Enter the patient's last name.
- Identification Number – Enter an identification number (if applicable).

- Email ID- Enter the patient's email address.
- Gender – Select the patient's gender.
- DOB – Enter the date of birth or select the age unit and age.
- Blood group – Select the blood group from the dropdown.
- Marital Status – Select the marital status.
- Enter Parent/Guardian Details-
- Parent/Guardian – Select the parent or guardian type.
- Parent/Guardian Name – Enter the parent or guardian's name.
- Photo Upload – Click the upload icon to upload a photo of the patient.
- Enter Communication Address –
- House/Building – Enter the house or building number.
- Address – Enter the street address.
- Pin Code – Enter the pin code of the area.
- Enter Additional Information-
- Occupation – Select the occupation from the dropdown.
- Language – Select the language spoken by the patient.
- Ethnicity – Select the ethnicity of the patient.
- Religion – Select the religion of the patient.
- Additional Details (Optional)-
- Emergency Contact – Click to add emergency contact details.
- Family Details – Click to add details of family members.
- Insurance Details – Click to add insurance information.
- Medical History – Click to add the patient's medical history.
- M.L.C – Click to add medico legal case information.
- Permanent Address – Click to add the permanent address if different from the communication address.
- Saving the form- Save Patient Details:
- Once all the mandatory and relevant optional fields are filled, click the Save Patient Details Button to Save the information.
- Back – To exit the form without saving, click the

Back button.

smartphc.zpsatara.gov.in/#/master-page/external-pharmacy

PHARMACY REGISTRATION

Mobile No.

NAME GENDER

Store Name

Search Items

Sr No.	Batch Code	Item Name	HSN Code	Expiry Date
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Concession(%) Concession Amount

Payment Mode Transaction Id

REGISTRATION

Mobile Number * Aadhaar Number ABHA Number UHD Patient Type Patient Source

PERSONAL DETAILS

Title First Name * Middle Name Last Name

Gender * Identification Type Identification Number Email ID

☐ DOB ☐ Age Select Age Unit * Blood Group Marital Status

☐ Parent/Guardian Parent/Guardian Name

COMMUNICATION ADDRESS

House/building Address * Pin Code

ADDITIONAL INFORMATION

Occupation Language Ethnicity Religion

Pharmacist Civil Secretariat

PHARMACY REGISTRATION

Mobile No.

NAME GENDER AGE MOBILE NO. ADDRESS

Store Name

Search Items

Sr No.	Batch Code	Item Name	HSN Code	Expiry Date	QTY	D-UOM	Sale Price	Total Amount	Disc (%)	Disc. Amt.	Tax(%)	Tax Amount	Net Amount
1	BM1	Tab. Levocetizine 5 mg [D9]	D9	12-2025	10	1	10	100	0	0	5%	5	105

Concession(%) Concession Amount Concession Reason Gross Payable (Amt) Total Tax (Amt) Net Payable (Amt)

Payment Mode Transaction Id Amount Return Amount

last login : June 4, 2024 10:47 AM

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- Once the patient is registered system displays the details
- The top section of the interface displays fields for entering and viewing the patient's details
- Selecting Store and Items-
 - Store Name: Select the pharmacy store from the dropdown menu.
 - Search Items: Use this field to search for items by name or batch code.
- Managing Item Details
 - Item List: Below the search field, you can add items to the patient's prescription.
 - Columns: For each item, the following details must be entered:
 - Batch Code: Enter the batch code for the item.
 - Item Name: The name of the medication or product.
 - HSN Code: The Harmonized System Nomenclature code for the item.
 - Expiry Date: The expiration date of the item.
 - QTY: Quantity available.
 - D-UOM: Default Unit of Measurement.
 - Sale Price: Selling price per unit.
 - Total Amount: Automatically calculated based on the quantity and sale price.
 - Disc (%): Discount percentage, if applicable.
 - Disc. Amt.: Discount amount, if applicable.
 - Tax (%): Tax percentage applicable to the item.
 - Tax Amount: Automatically calculated based on the sale price and tax percentage.
 - Net Amount: The final amount after applying discounts and taxes.
 - Remove: Option to remove the item from the list.
 - Add Button: Click the "Add" button to include the item in the list.
- Applying Concessions
 - Concession (%): Enter the concession percentage if applicable.
 - Concession Amount: The concession amount will be automatically calculated based on the percentage.
 - Concession Reason: Provide a reason for the concession.
- Finalizing the Transaction
 - Payment Mode: Select the mode of payment (e.g., Cash) from the dropdown menu.
 - Transaction Id: Enter the transaction ID if available.
 - Amount: Enter the amount paid by the patient.
 - Return Amount: The amount to be returned to the patient if any.
 - Gross Payable (Amt): Automatically calculated based on the items and concessions.
 - Total Tax (Amt): Automatically calculated based on the items and tax percentage.
 - Net Payable (Amt): Final amount to be paid by the patient after all adjustments.
- Submitting the Registration
 - Review all entered details to ensure accuracy.
 - Click the "Submit" button to finalize the registration and complete the transaction.

Note:

- Ensure all item details are correctly entered to avoid errors in dispensing.
- Regularly update inventory details to maintain accurate stock records.

- Use the concession feature judiciously and ensure proper documentation for audit purposes.
- For further assistance, contact the system administrator or refer to the help section
- Click on submit button pharmacy bill will be generating.
- User can print the bill and give to the patient.

smartphc.zpsatara.gov.in/#/master-page/external-pharmacy

PHARMACY REGISTRATION

Mobile No. 9876543210

NAME: Rakesh Yadav GENDER: Male

Store Name: Civil Store

Search Items: Item Name / Batch Code

Sr No.	Batch Code	Item Name
1	BM1	Tab. Levocetizine 5 mg [D9]

Concession(%) 0 Concess 0

Payment Mode: Cash Transaction

Submit

Civil Secretariat Pharmacy Bill

MIR No : TJ/2024/00000591 Name : Rakesh Yadav
 Bill No : OTH2024060400000248 Age/ Gender : 25 Year/ Male
 Bill Date : June 4, 2024, 12:33:45 PM Address : Pune, Maharashtra, India

Particulars

Sr. No.	Item Name	QTY	HSN Code	Sch	Batch	Expiry Date	Sale Price	Rate	Disc	Gst %	Gst r.s	Amount
1	Tab. Levocetizine 5 mg [D9]	10	D9		BM1	2025-12-31	10		0	5%	5	100
Total Tax												5
Total Amount												105

Remark: Signature

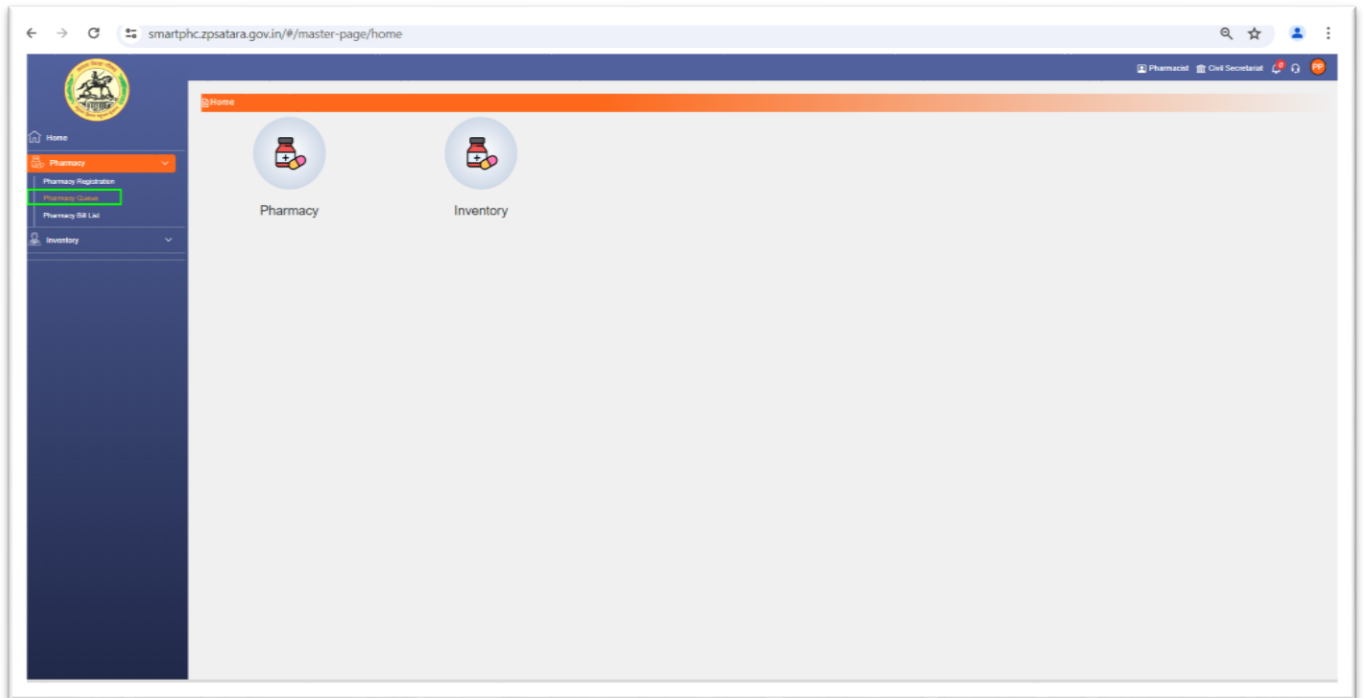
Print Bill Cancel

Success
Billing Data Saved Successfully.!

Pharmacy Queue → For Hospital (Free Patient) (Internal Patient)

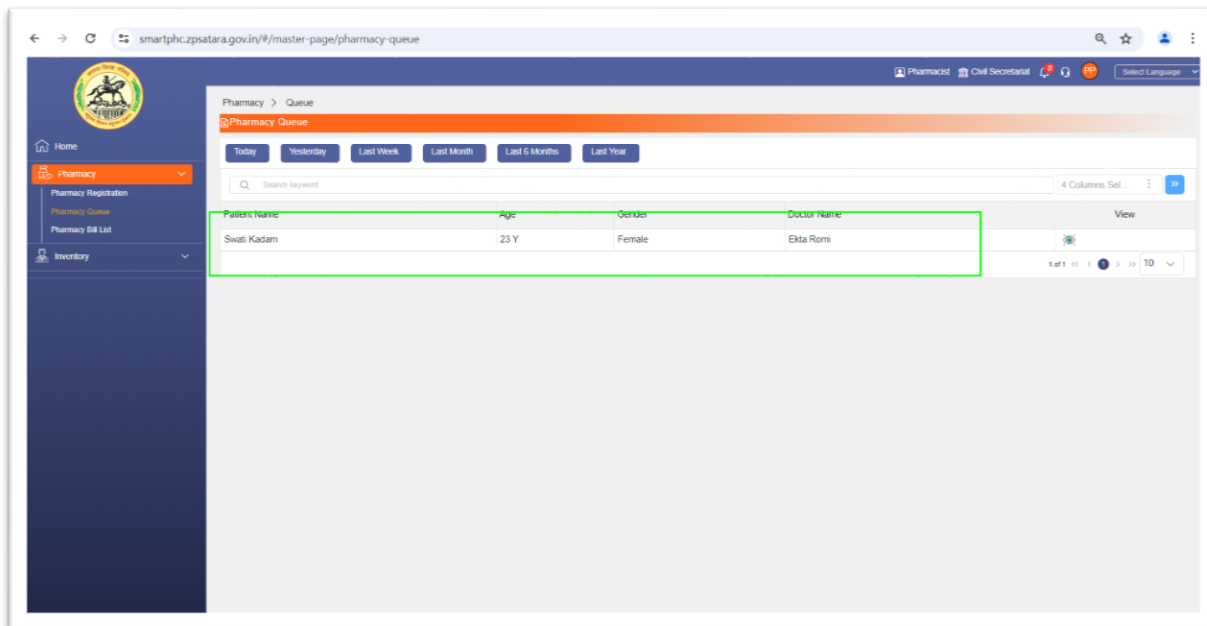
Steps for dispensing the medicine.

- Click on Pharmacy then click on Pharmacy queue
- After clicking on pharmacy queue you will land on queue.
- By default, the user will see today's patient list after finalizing the EMR by the doctor.
- If the user wants to view the old queue or wants to generate a report the reports user can select the available buttons (**Yesterday, Last week, Last month, Last 6 months, or Last Year**)



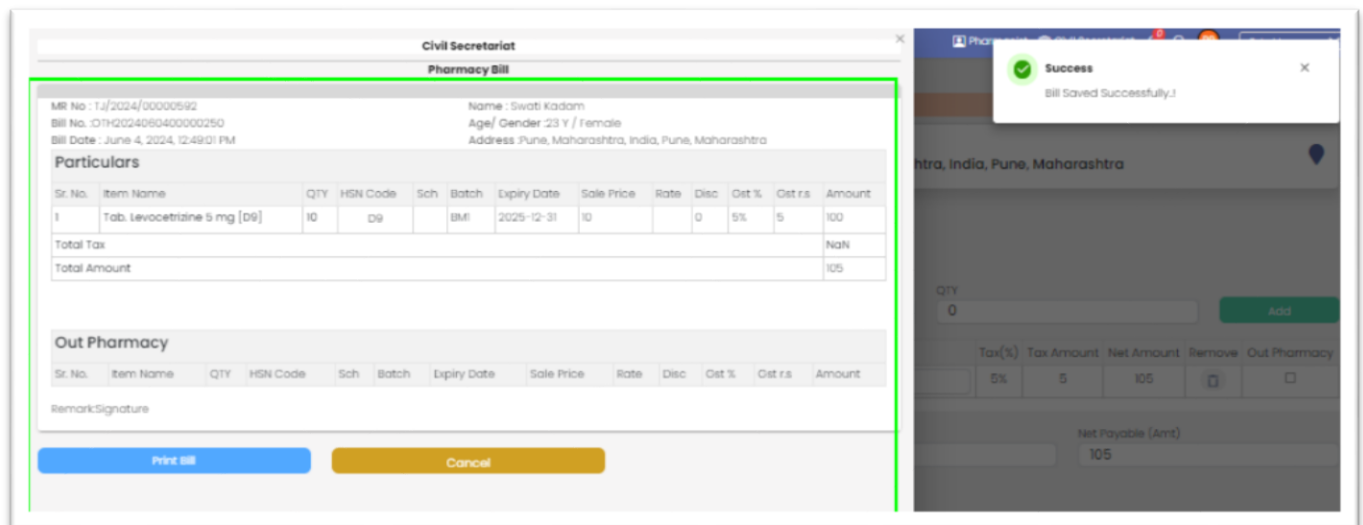
Dispensing Medicine

- Click on queue
- Select the patient from the list who have to give medicine.
- User can also search the patient via search option.
- Click on “Action Button or View Button”.



- After clicking in view button user will land on issue medicine page
- User can see the given medicine by the physician in the list.
- User can edit the given Qty in the list
- Also user can select the batch code of the medicine on which stock user want to dispense the medicine.

- After selecting the batch code user should be click on submit.
- Pharmacy bill will be generating.
- User can print the bill and provide to the patient.



Log Out Application

- To log out of the application, you must go to the home screen click on the logout button you will logout from the application

