

MASTER YOUR SKILLS TO RUN YOUR PHARMACY AT ITS BEST!

The purpose of the training school is to develop the skills and knowledge of every individual so they can perform their role effectively and efficiently.

WE OFFER THE FOLLOWING TRAINING MODULES & TOPICS:

Dispensing | **RX Win**

- How to send a new script
- How to add and edit a client profile
- Free type labelling
- How to do and cancel a OTC
- Check real time reversals
- Do Future Dated scripts
- To check for Medical Aid codes
- How to Alter a script

Stock Control | **Stock Win**

- How to Maintain your Stock
- How to add new products
- Check if products are inactive and discontinued
- How to go about if a product is not showing in Rxwin
- Add a Creditor or a Department
- To do a Manual or with the Live scanner stock take
- To adjust stock and to add reasons
- How to do stock receiving



You receive:

Training Manuals & Certificate of Completion
Also: Individuals will have the opportunity to use our training equipment to master their skills.

Point of Sale | **POS Win**

- Do Transactions
- Do Credit Note on Account, COD and Cash
- Payments on Account, COD and Cash
- To withdraw and allocate Petty Cash
- How to do Quotes
- To Reprint invoices
- To do Cash-up

Management Reports

- Sales Report and Scrip Analysis
- How to check and maintain your GP %
- Changing Passwords and Assistant Codes
- How to do Updates and Incorporate it
- Check negative stock
- Levy Control file

Training questions:

Please, feel free to bring along any questions you may have for further discussions and in depth explanations.

We'll help you and your staff master the skills needed to use your software to its full potential

Contact Sybil to book a training session
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 **ComPharm**
Direct Training School

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