

CPSM MEDITECH 5.67

MEDITECH

Navigating the Desktop

Contents

CPSM – Meditech 5.67 Navigation and Overview	2
Accessing Meditech	2
Log On to Meditech	2
Log Off Meditech	2
Navigating the Meditech Desktop	3
Requisitioning Desktop	4
Accessing Reports from the Meditech Desktop.....	5
Print Department 6 Period Detail Report:	6
Print Item Requisitions:.....	8
Supply Catalogue report:	9
View Vendor Dictionary	10

CPSM – Meditech 5.67 Navigation and Overview

Accessing Meditech

Accessing Meditech varies slightly according to zones.

Chinook, DTHR and Palliser:

You can access Meditech using Citrix. Citrix can be accessed from a **Citrix** desktop icon or via Internet Explorer and the Citrix Web Interface.



Aspen, Northern Lights and Peace:

Double-click the **Meditech** system icon on your desktop to access Meditech.



East Central:

After logging on to your PC, open Meditech from the **Start** menu.



Click **Start>Network Applications>Meditech Client Server**.

Log On to Meditech

Meditech has 2 icons. **Meditech 567** will direct you to the live database which displays blue windows.



Meditech 567-Test will direct you to the test database which displays green windows. (after Go Live)

A Sign On window opens when either icon is double-clicked.

Complete the **User** and **Password** fields.

Click **Tab** or **Enter** to move to the next field.

Your HCIS will be set as a default. If you work in more than one HCIS, click **F9** to see the list of options.

Meditech Signon	
Universe	ABA
User	
Password	
HCIS	

You will now be logged on to the **Meditech Desktop**.

Log Off Meditech

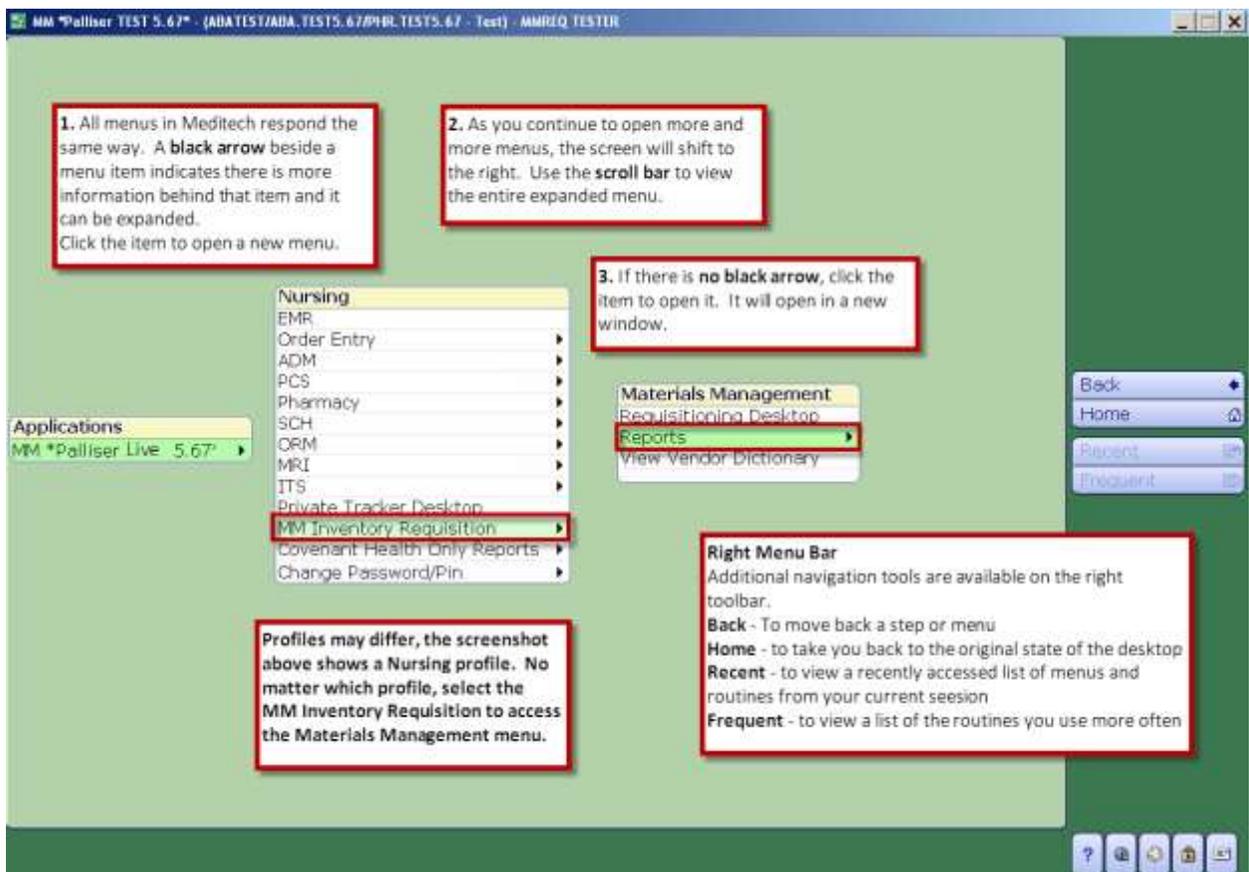
Click the **X** in the top right corner. You must close each open Meditech window before you completely log off.



Navigating the Meditech Desktop

NOTE: Screen colour may vary in the training documents. In Meditech 5.67 Live the screen colour will be blue and in Meditech 5.67 Test the screen colour will be green. As well, some screenshots are from Live environment while others from the Test environment.

Profiles will vary between users. The first menu will be *Applications* followed by *Role* based (e.g. Nursing, Diagnostic Imaging etc.), at this point a user will select *MM Inventory Requisition*. The next menu will be *Materials Management*. The screen shots in this document show from Application menu to Materials Management Menu leaving out the *Role* based menu.



1. All menus in Meditech respond the same way. A **black arrow** beside a menu item indicates there is more information behind that item and it can be expanded. Click the item to open a new menu.

2. As you continue to open more and more menus, the screen will shift to the right. Use the **scroll bar** to view the entire expanded menu.

3. If there is **no black arrow**, click the item to open it. It will open in a new window.

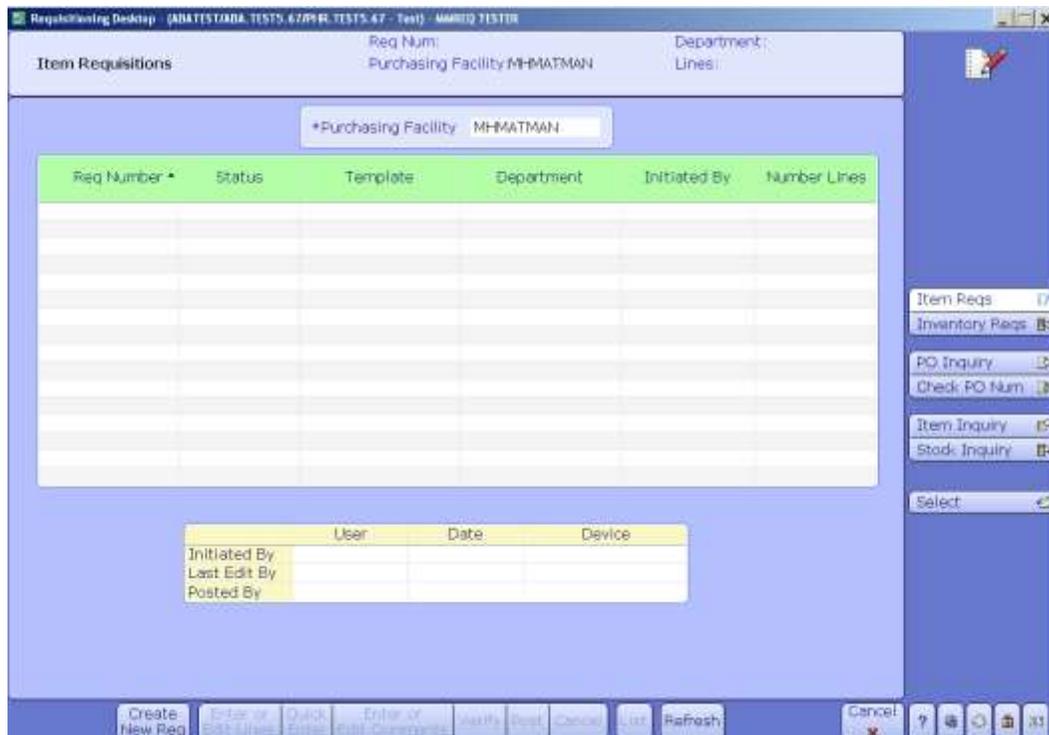
Right Menu Bar
Additional navigation tools are available on the right toolbar.
Back - To move back a step or menu
Home - to take you back to the original state of the desktop
Recent - to view a recently accessed list of menus and routines from your current session
Frequent - to view a list of the routines you use more often

Profiles may differ, the screenshot above shows a Nursing profile. No matter which profile, select the MM Inventory Requisition to access the Materials Management menu.

Requisitioning Desktop

To view the Requisitioning Desktop:

1. **Select *Requisitioning Desktop*** under the Materials Management menu.

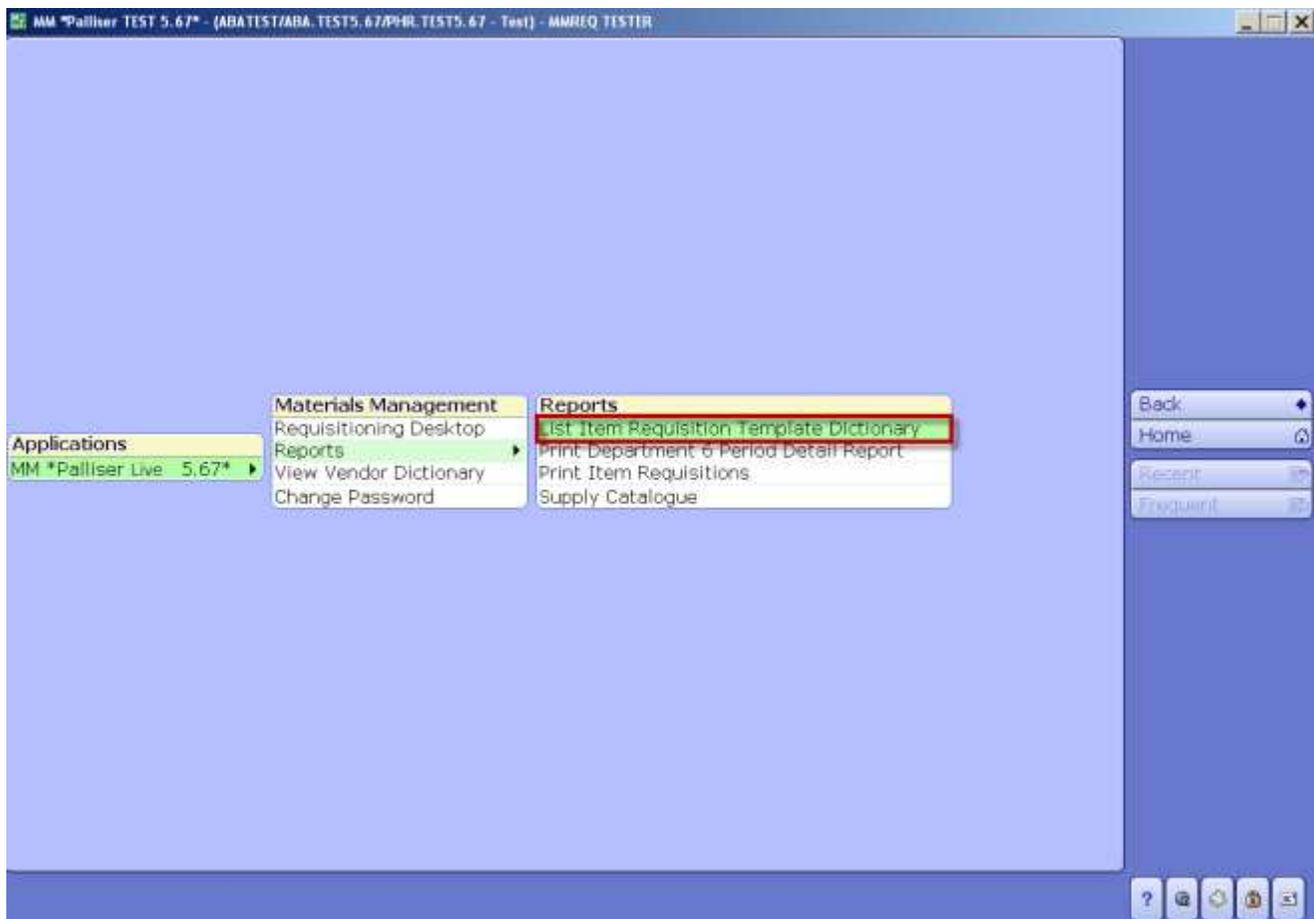


Accessing Reports from the Meditech Desktop

Reports can be accessed from the Material Management Menu. The list of reports will vary depending on role.

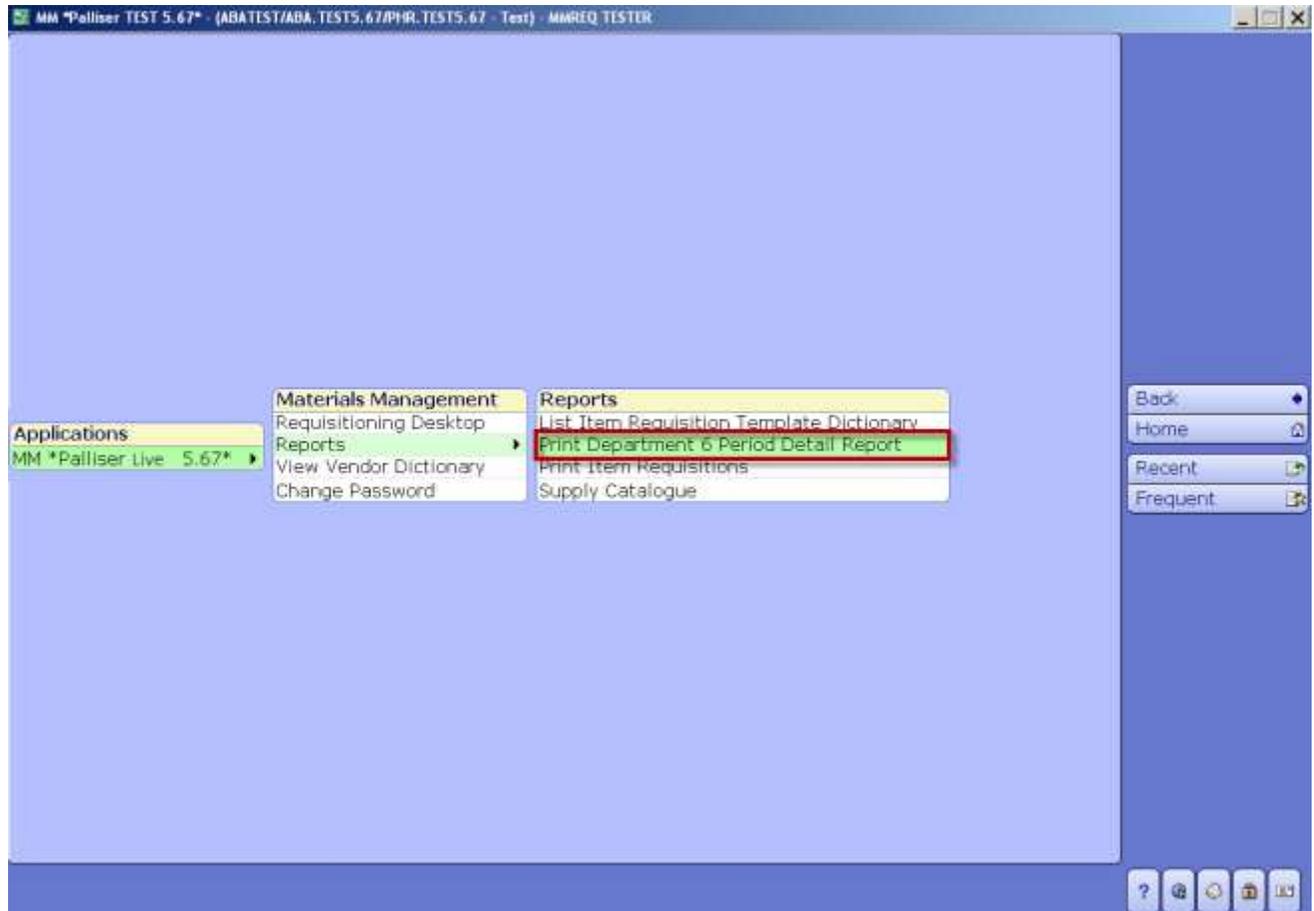
List Item Requisition Template Dictionary report:

1. **Select** *Reports* from the Materials Management menu.
2. **Select** *List Item Requisition Template Dictionary* from the Reports menu.



Print Department 6 Period Detail Report:

1. **Select** *Reports* from the Materials Management menu.
2. **Select** *Print Department 6 Period Detail Report* from the Reports menu.



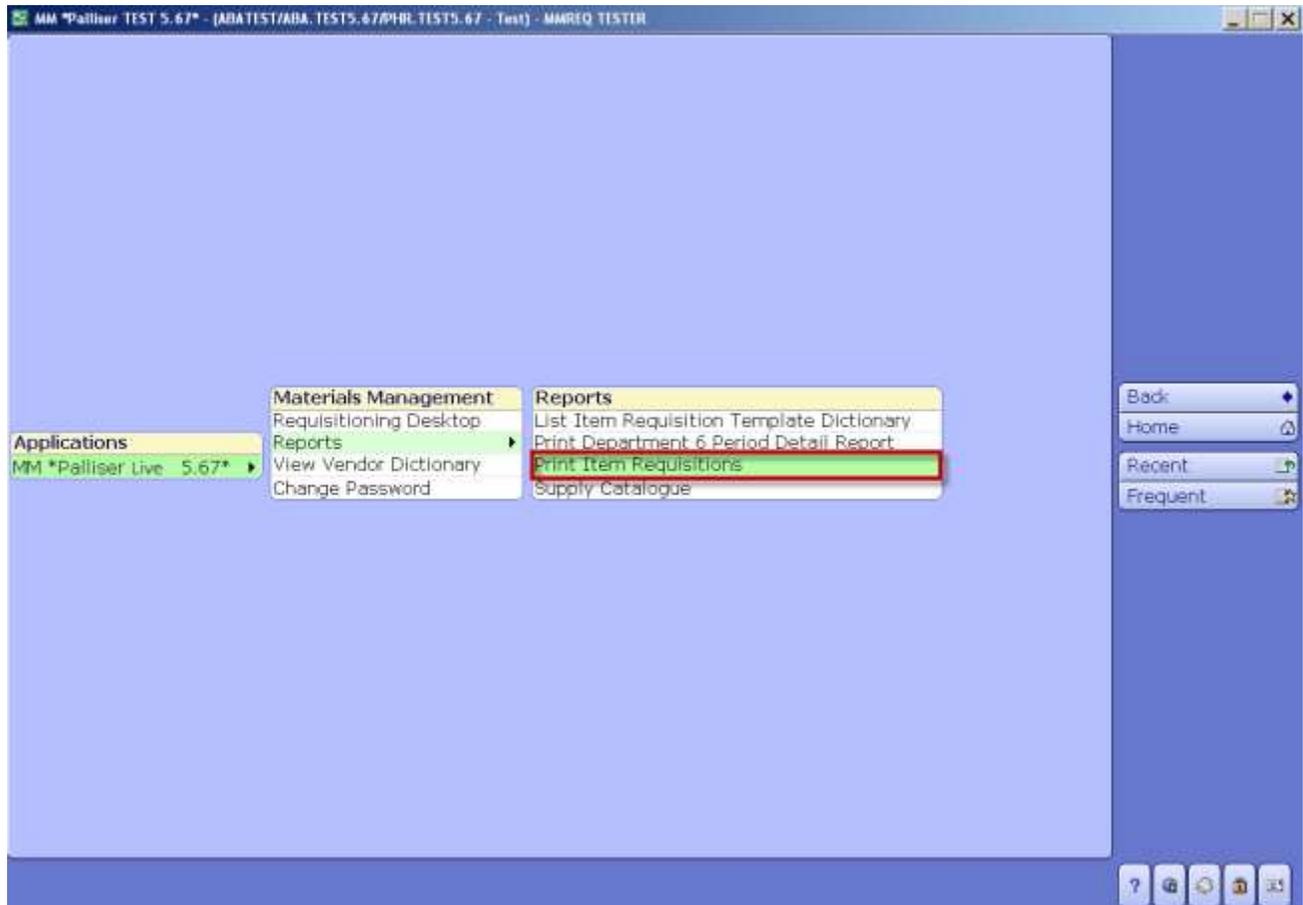
For 6 Periods Ending at Period

Purchasing Facilities	Inventories
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

From Dept	Thru Dept
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Print Item Requisitions:

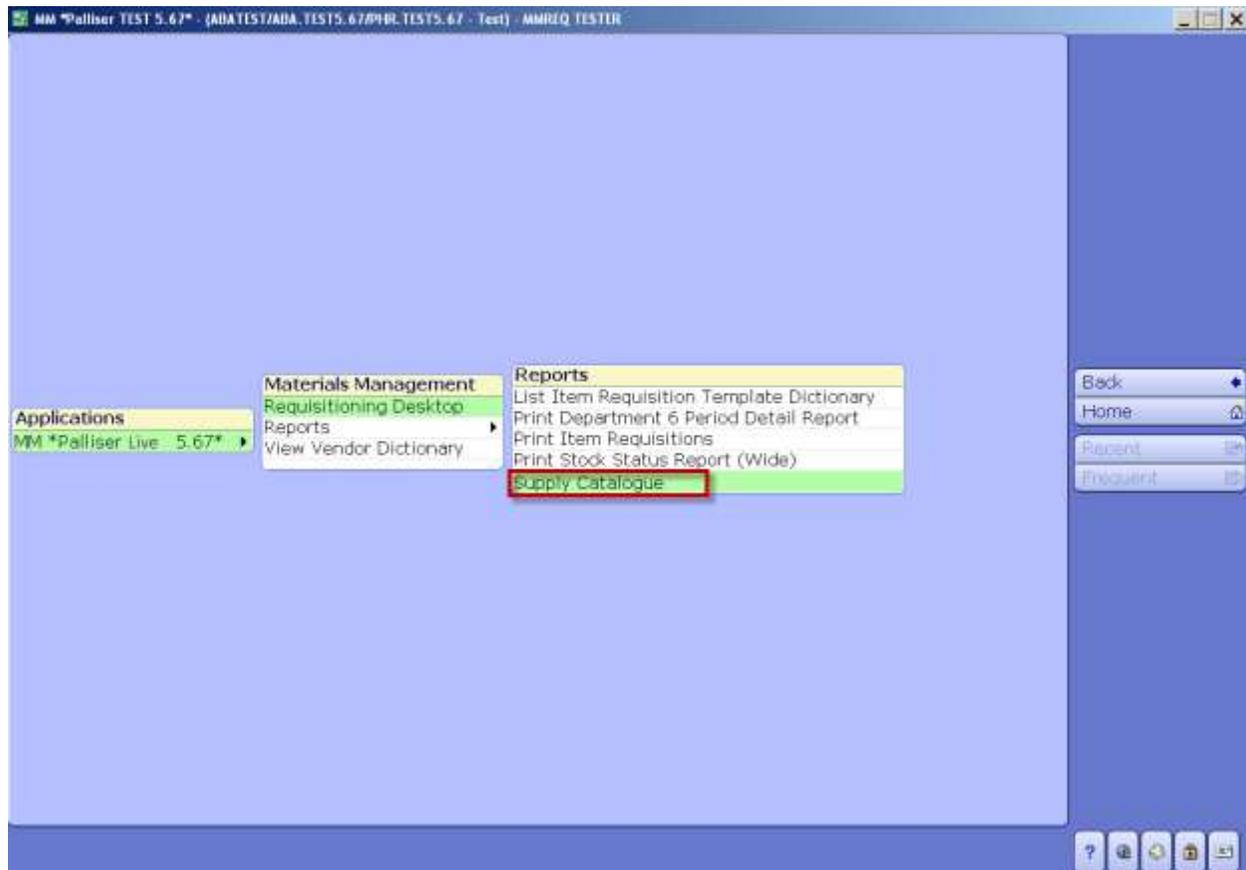
1. Select Reports from the Materials Management menu.
2. Select Print Item Requisitions from the Reports menu.



*Purchasing Facility <input type="text" value=""/>	For Department <input type="text" value=""/>
*Print Specific or Selected Item Requisitions <input type="text" value=""/>	
<p>Specific Item Requisitions</p> <p>From Item Requisition <input type="text" value=""/></p> <p>Thru Item Requisition <input type="text" value=""/></p>	<p>Selected Item Requisitions</p> <p>From Initial Date <input type="text" value=""/></p> <p>Thru Initial Date <input type="text" value=""/></p>
<p>Include Statuses</p> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<p>*Include Posting Details <input type="checkbox"/></p> <p>*Include Zero Quantity Lines <input type="checkbox"/></p> <p>*Include Cost/Value <input type="checkbox"/></p>

Supply Catalogue report:

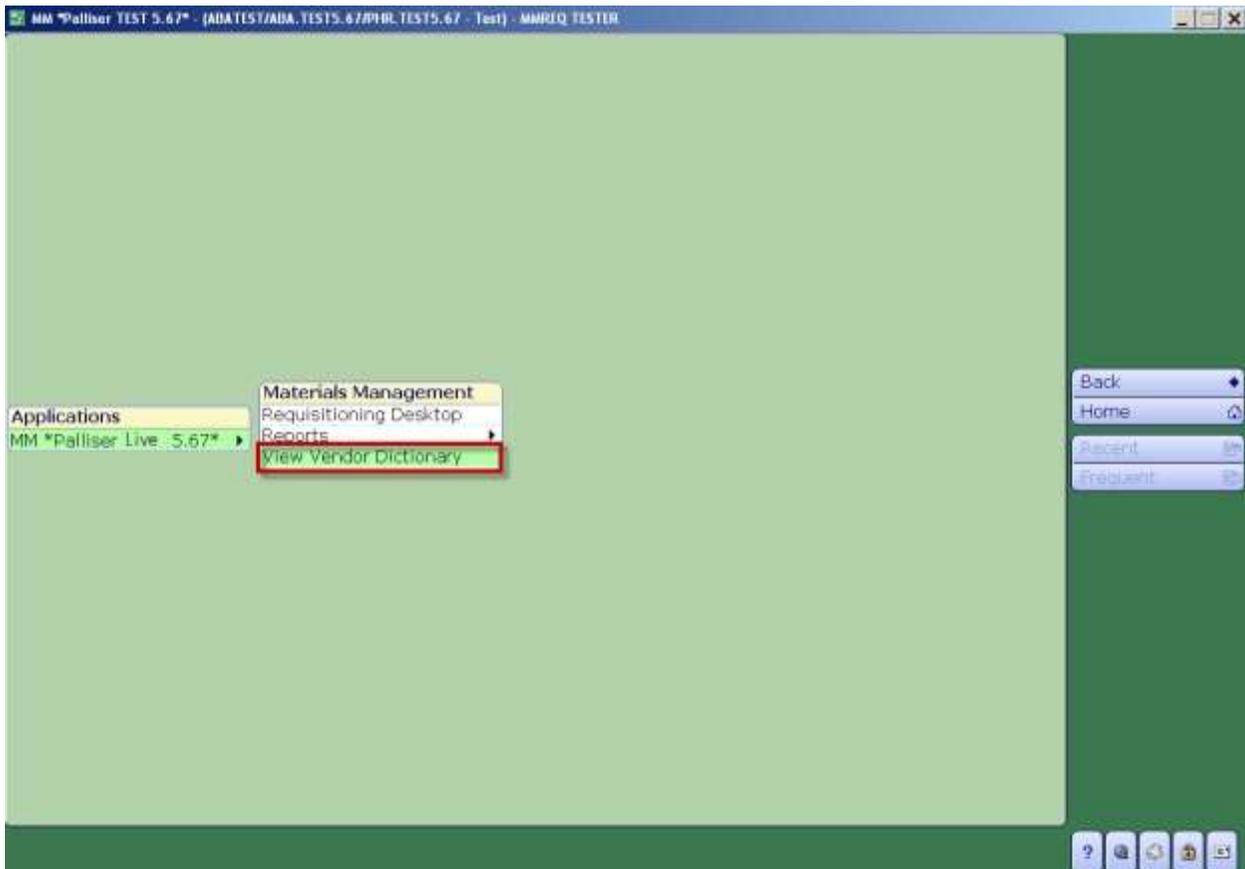
1. Select Reports from the Materials Management menu.
2. Select Supply Catalogue from the Reports menu.



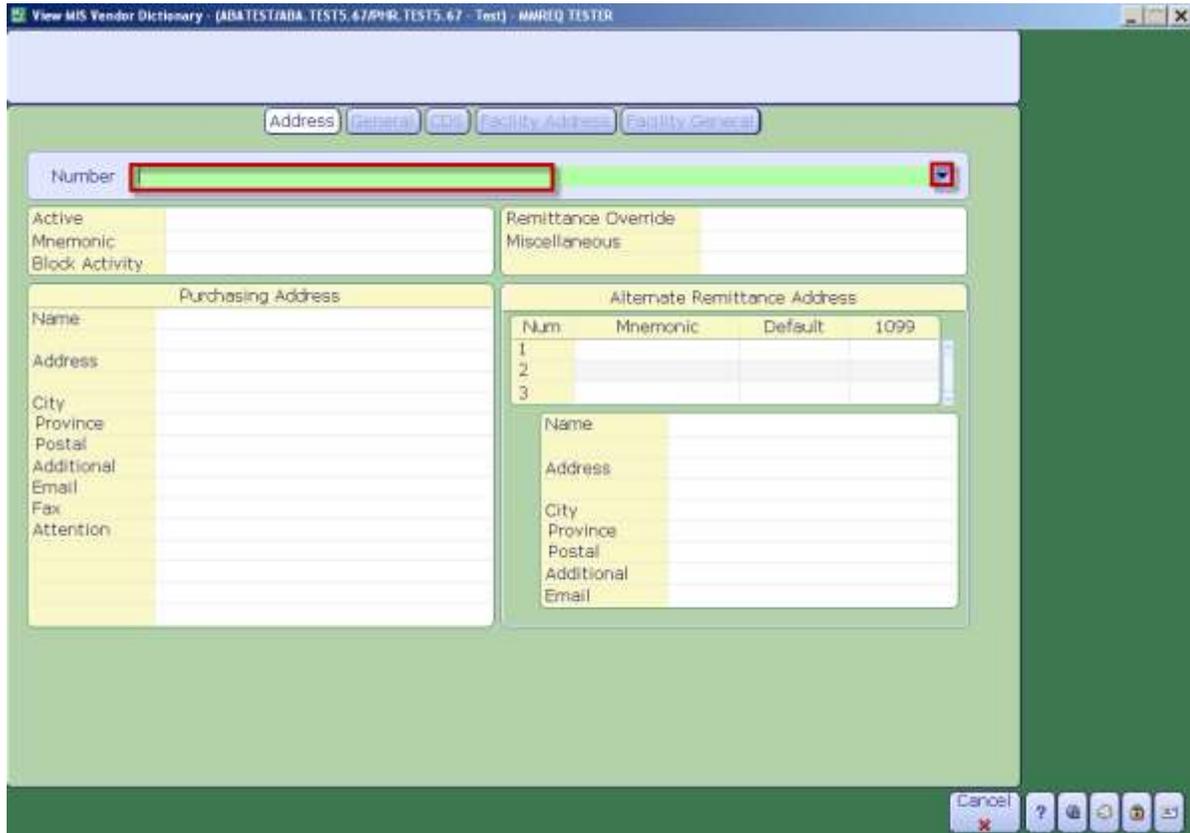
<p>*For Inventories:</p> <input type="text"/>	<p>*From Stock Number: <input type="text"/></p> <p>Thru <input type="text"/></p> <p>*Stock Number: <input type="text"/></p> <p>Display Locations <input type="text"/></p> <p>Sort By Vendor,EOC,Desc(V/E/D) <input type="text"/></p>
---	--

View Vendor Dictionary

1. Select *View Vendor Dictionary* from the Materials Management menu.



2. **Click** in the *Number* field and type in the Vendor Number or search by **clicking** on the dropdown arrow.



View MIS Vendor Dictionary - (ABATESTABA.TEST5.67/PHR.TEST5.67 - Test) MMREQ TESTER

Address

Number

Active Mnemonic Block Activity

Remittance Override Miscellaneous

Purchasing Address

Name

Address

City

Province

Postal

Additional

Email

Fax

Attention

Alternate Remittance Address

Num.	Mnemonic	Default	1099
1			
2			
3			

Name

Address

City

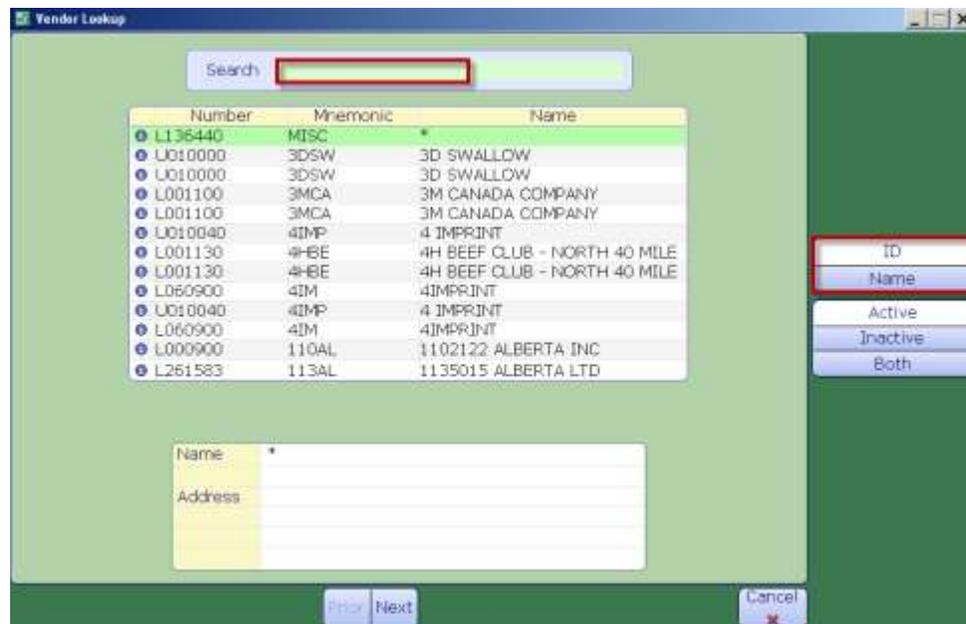
Province

Postal

Additional

Email

If performing a search, notice the search options on the right hand Menu Listing. A user can search by Vendor ID Number or by Vendor Name (Upper Case).



Vendor Lookup

Search

Number	Mnemonic	Name
L136440	MISC	*
L010000	3DSW	3D SWALLOW
L010000	3DSW	3D SWALLOW
L001100	3MCA	3M CANADA COMPANY
L001100	3MCA	3M CANADA COMPANY
L010040	4IMP	4 IMPRINT
L001130	4HBE	4H BEEF CLUB - NORTH 40 MILE
L001130	4HBE	4H BEEF CLUB - NORTH 40 MILE
L060900	4IM	4IMPRINT
L010040	4IMP	4 IMPRINT
L060900	4IM	4IMPRINT
L000900	110AL	1102122 ALBERTA INC
L261583	113AL	1135015 ALBERTA LTD

Name

Address