

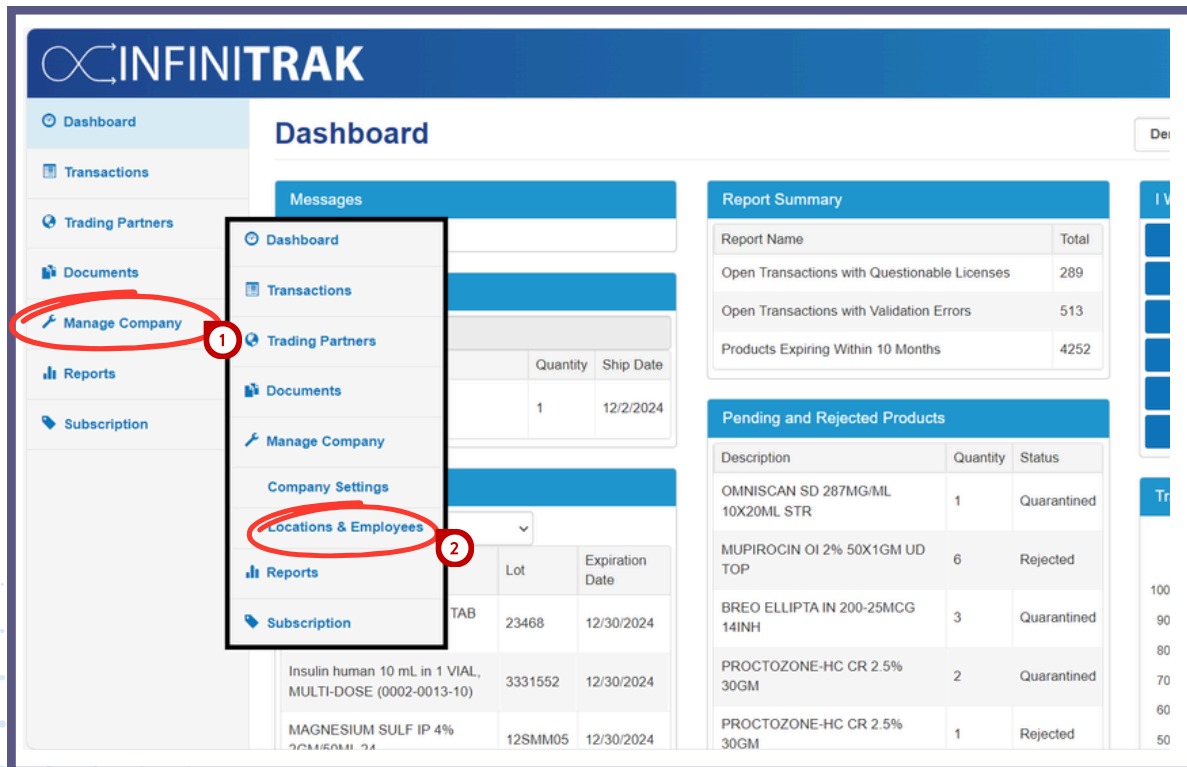
Company Settings

Company Settings allow the pharmacy to select how the data appears in the system, the type of validation errors to flag, and more. Company settings impact the entire company, regardless of location or user.



- To locate the Company Settings, select 'Manage Company' on the left-hand side of the Dashboard.
- Then select 'Company Settings'

Check out the Video Tutorial

Dashboard

Messages

Report Summary

Report Name	Total
Open Transactions with Questionable Licenses	289
Open Transactions with Validation Errors	513
Products Expiring Within 10 Months	4252

Pending and Rejected Products

Description	Quantity	Status
OMNISCAN SD 287MG/ML 10X20ML STR	1	Quarantined
MUPIROCIN OI 2% 50X1GM UD TOP	6	Rejected
BREO ELLIPTA IN 200-25MCG 14INH	3	Quarantined
PROCTOZONE-HC CR 2.5% 30GM	2	Quarantined
PROCTOZONE-HC CR 2.5% 30GM	1	Rejected

Navigation Menu:

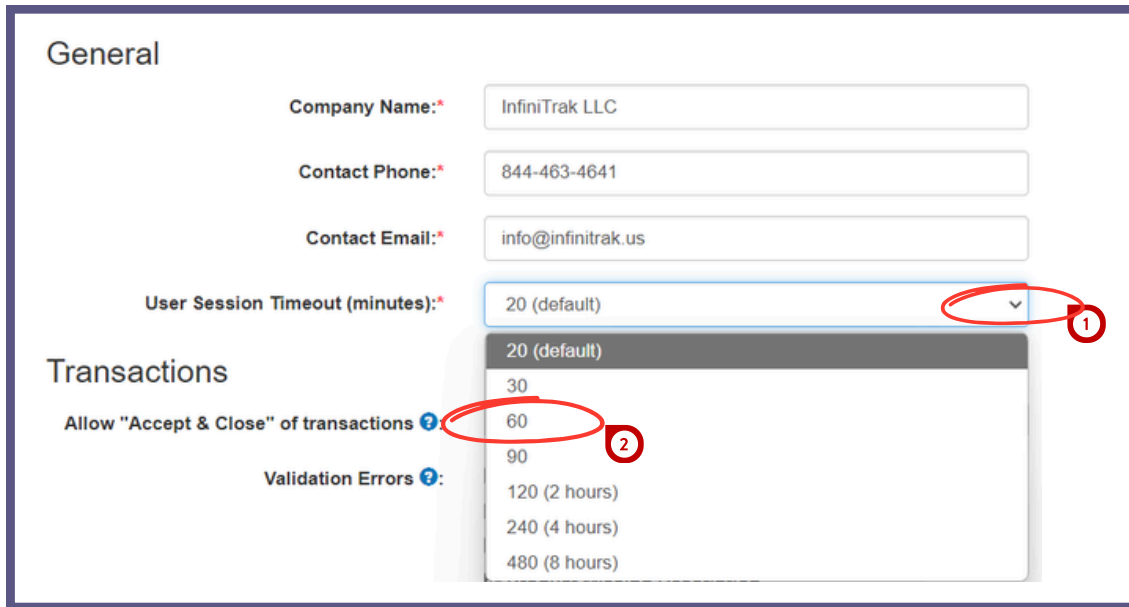
- Dashboard
- Transactions
- Trading Partners
- Documents
- Manage Company** (1)
- Reports
- Subscription

Company Settings Dropdown:

- Company Settings
- Locations & Employees** (2)
- Reports
- Subscription

GENERAL

- General settings include the Company name, contact phone number, & contact email. The pharmacy can make changes and select 'Save'
- User Session Timeout (minutes) is also an option under general settings. By default, a user will be logged off after 20 minutes of inactivity.
- To adjust the session timeout, select a different time from the drop down.



General

Company Name:* InfiniTrak LLC

Contact Phone:* 844-463-4641

Contact Email:* info@infinitrak.us

User Session Timeout (minutes):* 20 (default) 1

Transactions

Allow "Accept & Close" of transactions 2

Validation Errors 2

20 (default)

30

60

90

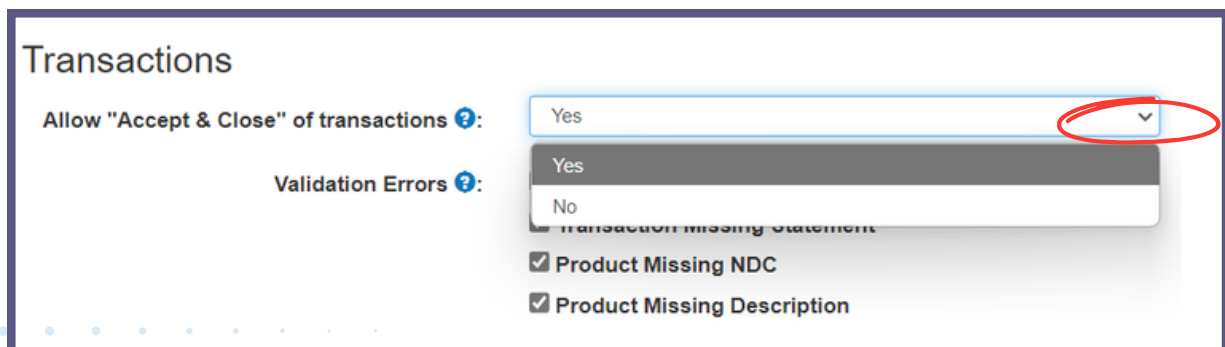
120 (2 hours)

240 (4 hours)

480 (8 hours)

TRANSACTIONS

- By default, the system allows the user to mass accept & close transactions without opening or viewing them.
- By switching this setting to 'No', the user is required to accept each individual transaction.



Transactions

Allow "Accept & Close" of transactions 1

Validation Errors 1

Yes

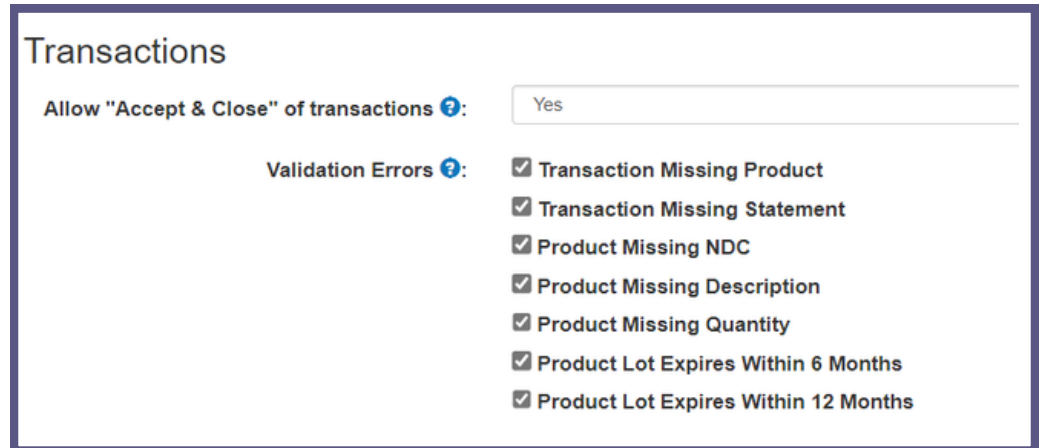
Yes

No

☒ Product Missing NDC

☒ Product Missing Description

- Under the 'Transactions' section, is a list of validation errors the pharmacy can select. By selecting the validation error, the pharmacy tells the system which errors to flag when the data enters the system. These errors then show up on the dashboard as well as are highlighted in red on the 'View New/Pending' screen
- Transaction missing product – product on the supplier's data does not appear on the finished transaction.
- Transaction Missing Statement – the transaction is missing the Transaction Statement
- Product Missing NDC – NDC is missing
- Product Missing Description – Product description is blank
- Product Missing Quantity – this validation is for EDI and will show if a quantity is missing
- Product Lot Expires Within 6 Months – identifies product that has an expiration date within 6 months or less of the transaction date.
- Product Lot Expires Within 12 Months – identifies product that has an expiration date within 7-12 months of the transaction date.



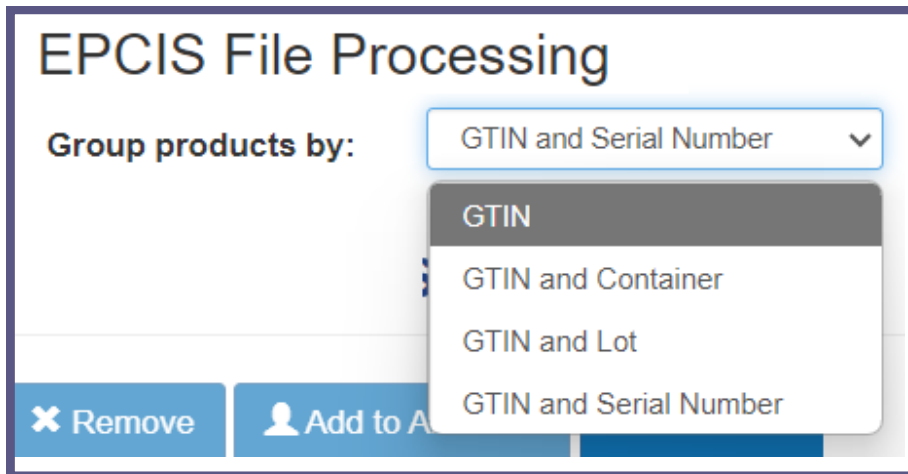

Unchecking all of the boxes will turn off the data validation error alerts.

EPCIS FILE PROCESSING

- EPCIS File Processing determines how the transaction data is grouped on the transaction and plays key role in the pharmacy's receiving process.



- Under the 'Transactions' section, is a list of validation errors the pharmacy can select. By selecting the validation error, the pharmacy tells the system which errors to flag when the data enters the system. These errors then show up on the dashboard as well as are highlighted in red on the 'View New/Pending' screen



- GTIN - Groups the data on the transaction by GTIN. Putting all items under a specific GTIN in one line
- GTIN & Container - Groups the data by the highest level 'box' and puts each 'box' on its own line.
- GTIN & Lot - Groups by the lot number putting all items under a specific lot number on one line.

- GTIN & Serial Number - makes an individual line on the transaction for each serial number.

HOW DOES THE DATA LOOK & WHAT ARE THE BEST SETTINGS TO USE?

<input checked="" type="checkbox"/> Open Selected <input checked="" type="checkbox"/> Accept Selected (0) <input type="checkbox"/> Reject Selected (0) <input type="button" value="Print All Products"/>							
<input type="checkbox"/> GTIN	NDC Number	Description	Quantity	Lots	Status	Data Validation	
<input type="checkbox"/> 00301151804029	00115180402	HYDROXYZINE PAMOATE CAPSULE 50 MG (500 EA)	1	17038101	New	✔ No errors	
<input type="checkbox"/> 00301151804029	00115180402	HYDROXYZINE PAMOATE CAPSULE 50 MG (500 EA)	1	AR231414	New	✖ At least 1 product lot expires in 12 months or less.	
<input type="checkbox"/> 00362559730013	62559073001	FELBAMATE TABLET 400 MG (100 EA)	1	30001738	New	✔ No errors	
<input type="checkbox"/> 00368382849946	68382084994	ESOMEPRAZOLE MAGNESIUM SUSPDR PKT 40 MG (30 EA)	1	M407998	New	✔ No errors	
<input type="checkbox"/> 00355111258605	55111025860	ZIPRASIDONE HCL CAPSULE 60 MG (60 EA)	3	C2410673	New	✔ No errors	
<input type="checkbox"/> 00362559395120	62559039512	COLESTIPOL HCL TABLET 1 G (120 EA)	1	30002525	New	✔ No errors	

- Ziprasidone HCL Capsule with GTIN 00355111258605. The pharmacy received 3, all listed on 1 line item because of the GTIN setting. When you scan one item, all 3 received will be accepted & closed.

- Hydroxyzine Pamoate Capsules have the same GTIN but are packaged in different boxes, the GTIN & Container setting will give each Hydroxyzine its own line item based on the box the product was packaged inside. Scan the box to accept the item.

<input checked="" type="checkbox"/> Open Selected <input checked="" type="checkbox"/> Accept Selected (0) <input type="checkbox"/> Reject Selected (0) <input type="button" value="Print All Products"/>							
<input type="checkbox"/> GTIN	NDC Number	Description	Quantity	Lots	Status	Data Validation	
<input type="checkbox"/> 00301151804029	00115180402	HYDROXYZINE PAMOATE CAPSULE 50 MG (500 EA)	1	17038101	New	✔ No errors	
<input type="checkbox"/> 00301151804029	00115180402	HYDROXYZINE PAMOATE CAPSULE 50 MG (500 EA)	1	AR231414	New	✖ At least 1 product lot expires in 12 months or less.	
<input type="checkbox"/> 00362559730013	62559073001	FELBAMATE TABLET 400 MG (100 EA)	1	30001738	New	✔ No errors	
<input type="checkbox"/> 00368382849946	68382084994	ESOMEPRAZOLE MAGNESIUM SUSPDR PKT 40 MG (30 EA)	1	M407998	New	✔ No errors	
<input type="checkbox"/> 00355111258605	55111025860	ZIPRASIDONE HCL CAPSULE 60 MG (60 EA)	3	C2410673	New	✔ No errors	
<input type="checkbox"/> 00362559395120	62559039512	COLESTIPOL HCL TABLET 1 G (120 EA)	1	30002525	New	✔ No errors	

<input type="button" value="Open Selected"/> <input type="button" value="Accept Selected (0)"/> <input type="button" value="Reject Selected (0)"/> <input type="button" value="Print All Products"/>						
GTIN	NDC Number	Description	Quantity	Lots	Status	Data Validation
00349884307028	49884030702	CLONAZEPAM TAB RAPDIS 0.25 MG (60 EA)	1	17038101	New	✓ No errors
00301151804029	00115180402	HYDROXYZINE PAMOATE CAPSULE 50 MG (500 EA)	1	AR231414	New	✗ At least 1 product lot expires in 12 months or less.
00362559730013	62559073001	FELBAMATE TABLET 400 MG (100 EA)	1	30001738	New	✓ No errors
00368382849946	68382084994	ESOMEPRAZOLE MAGNESIUM SUSPDR PKT 40 MG (30 EA)	1	M407998	New	✓ No errors
00355111258605	55111025860	ZIPRASIDONE HCL CAPSULE 60 MG (60 EA)	2	C2410673	New	✓ No errors
00355111258605	55111025860	ZIPRASIDONE HCL CAPSULE 60 MG (60 EA)	1	C569841	New	✓ No errors

- Ziprasidone HCL Capsule with 2 different lot numbers. GTIN & Lot will group the 2 bottles with the same lot number on 1 line and the other lot number on a different line. Accepting one accepts all the bottles with that same lot number.

- Using GTIN & Serial Number, you can see each bottle of Ziprasidone HCL is listed on its own line – 3 bottles, 3 serial numbers. Accept each product individually.

<input type="button" value="Open Selected"/> <input type="button" value="Accept Selected (0)"/> <input type="button" value="Reject Selected (0)"/> <input type="button" value="Print All Products"/>						
GTIN	NDC Number	Description	Quantity	Lots	Status	Data Validation
<input type="checkbox"/>	00349884307028	CLONAZEPAM TAB RAPDIS 0.25 MG (60 EA)	1	17038101	New	✓ No errors
<input type="checkbox"/>	00301151804029	HYDROXYZINE PAMOATE CAPSULE 50 MG (500 EA)	1	AR231414	New	✗ At least 1 product lot expires in 12 months or less.
<input type="checkbox"/>	00355111258605	ZIPRASIDONE HCL CAPSULE 60 MG (60 EA)	1	C2410673	New	✓ No errors
<input type="checkbox"/>	00355111258605	ZIPRASIDONE HCL CAPSULE 60 MG (60 EA)	1	C2410673	New	✓ No errors
<input type="checkbox"/>	00355111258605	ZIPRASIDONE HCL CAPSULE 60 MG (60 EA)	1	C2410673	New	✓ No errors
<input type="checkbox"/>	00362559395120	COLESTIPOL HCL TABLET 1 G (120 EA)	1	30002525	New	✓ No errors
<input type="checkbox"/>	00362756461888	CARBIDOPA-LEVODOPA ER TABLET ER 25MG-100MG (100 EA)	1	HAD3255A	New	✗ At least 1 product lot expires in 12 months or less.

- Which settings to choose is up to the pharmacy. Choose the settings that work best for your pharmacy's receiving process.

For **best practices**, InfiniTrak **recommends** the pharmacy use the **following settings**:

- Allow "Accept & Close" of transactions - no
- Validation Errors - check all of them and for expiration, select 6 months
- Group products by - GTIN & Serial Number

SINGLE SIGN-ON

- Single Sign-On option can be set up for those organizations who have the software and capability to set up SSO.

Single Sign-On Profiles		
<input type="button" value="+ New"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Add to All Users"/> <input type="button" value="Remove All from All Users"/>		
Name	Protocol	Provider Url
InfiniTrak Azure SSO	SAML20	
<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/> Page size: 5		