

Set up Default SIGs

Attach default SIGs to products and save time when dispensing by using the **k. sig** button in the Dispense Form.

From **Dispense Pro**:

1. Click the **Maintenance** menu.
2. Select **E. Default SIGS**.

The **Default SIGS window** is displayed.

Stocked	Name	Default SIGS
N	! DISPENSE UPDATED 01-07-20	
N	2IN1-SMART-GLUCOSE TEST-STRP 50X1	
N	3TC D-SOLN 10MG/ML 240MLX1	
N	3TC TAB 150MG 60	
N	3TC TAB 300MG 30	
N	A-CITALOPRAM TAB 20MG 28	
N	ABACAVIR/LAMIVDNE-MYLAN TAB 600/300MG 30	
N	ABACAVIR/LAMIVUDINE-GH TAB 600/300MG 30	
N	ABACAVIR/LAMIVUDINE-SUN TAB 600/300MG 30	
N	ABACAVIR/LAMVDNE-APOTEX TAB 600/300MG 30	
N	ABBOCILLIN-V DULCET TAB-CHEW 125MG 25 #D	
N	ABBOCILLIN-V SUSP 125MG/5ML 100ML 1 #DIS	
N	ABBOCILLIN-V SUSP 150MG/5ML 100MLX1	
N	ABBOCILLIN-VK CAP 250MG 25 #DISC	
N	ABBOCILLIN-VK-FILMTAB TAB 250MG 25	
N	ABBOCILLIN-VK-FILMTAB TAB 500MG 25	
N	ABELCET VIAL 100MG-20ML 10	
Y	ABILIFY TAB 10MG 30	
Y	ABILIFY TAB 15MG 30	
N	ABILIFY TAB 20MG 30	
N	ABILIFY TAB 30MG 30	
N	ABILIFY TAB 5MG 30	
N	ABILIFY-MAINTENA INJ 400MG 1	
N	ABILIFY-MAINTENA INJ 300MG 1	
N	ABISART TAB 150MG 30	

3. Click **Find** to search for the product.

The **Search** window is displayed.

Search

Enter Product Name

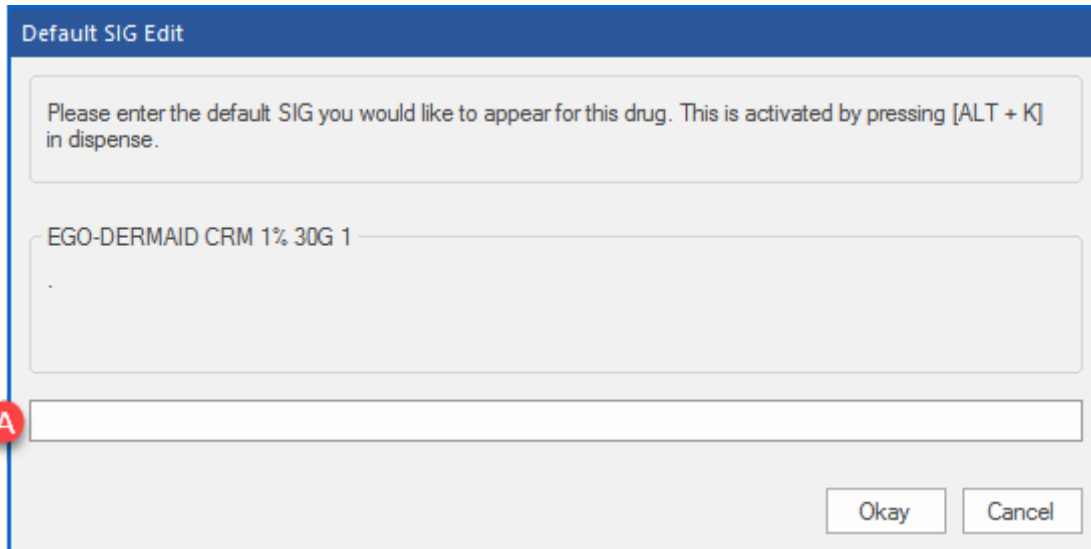
Okay Cancel

4. Enter the name of the product you wish to add a default SIG too. The product must be marked as dispensable. Refer to **Mark Products as Dispensable** (<https://help.minfos.com.au/en/support/solutions/articles/51000081665>) for further guidance.

5. Click **Okay**.

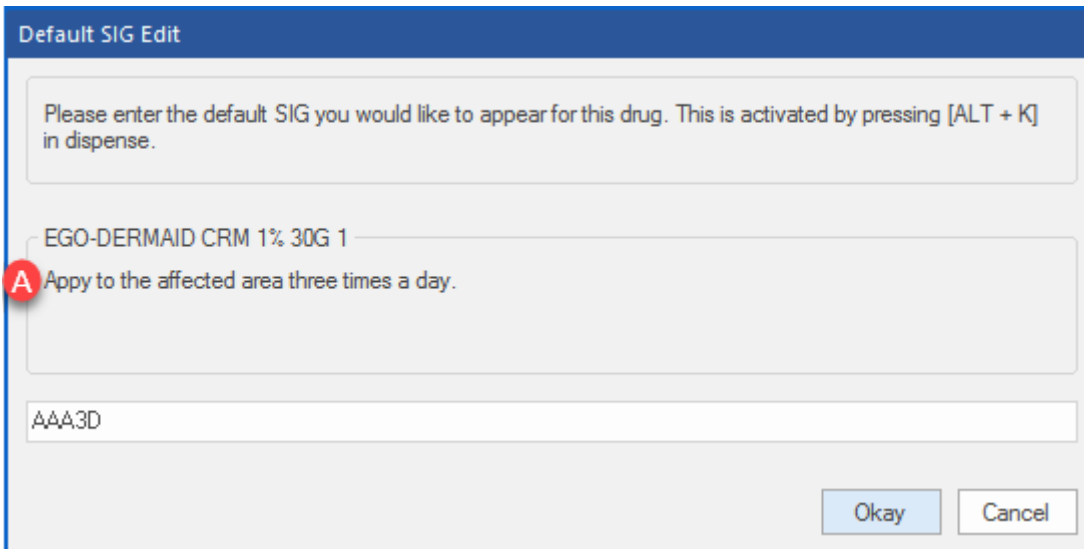
6. Highlight the correct product and click **Change** to update or add a default SIG.

7. The **Default SIG Edit** window is displayed.



A. Enter the previously added SIG code, e.g. AAA3D

8. Press **Tab** to update the SIG.



The **Default SIG Edit** window will update with the directions.

9. Click **Okay** to save the default SIG.

You are returned to the **Default SIGS** window, and the Default SIG has been updated.

10. Repeat Steps 3 to 9 for any other products that require a default SIG.

11. Click **Cancel** to close the **Default SIGS** window.

The

k. Sig

option will be available when dispensing for any product with a Default SIG attached.