

*VIVITECH Ltd.*

Westgate Lodge, Low Street, North Wheatley  
Nottinghamshire, England DN22 9DS  
Tel: +44 (0)1427 881277 Fax: +44 (0)870 288 5898  
E-mail: [info@vivitech.co.uk](mailto:info@vivitech.co.uk)  
[www.vivitech.co.uk](http://www.vivitech.co.uk)

## **MARS-IT**

# **USER DOCUMENTATION**

Issue 1.4  
18 November 2011

**Author: T. Ali**  
**Revised By: L. Gilbert**

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# 1. Revision History

Issue 1.0      January 2010   First Issue  
Issue 1.1      September 2010   Revisions  
Issue 1.2      October 2011   Revisions

# 2. Introduction

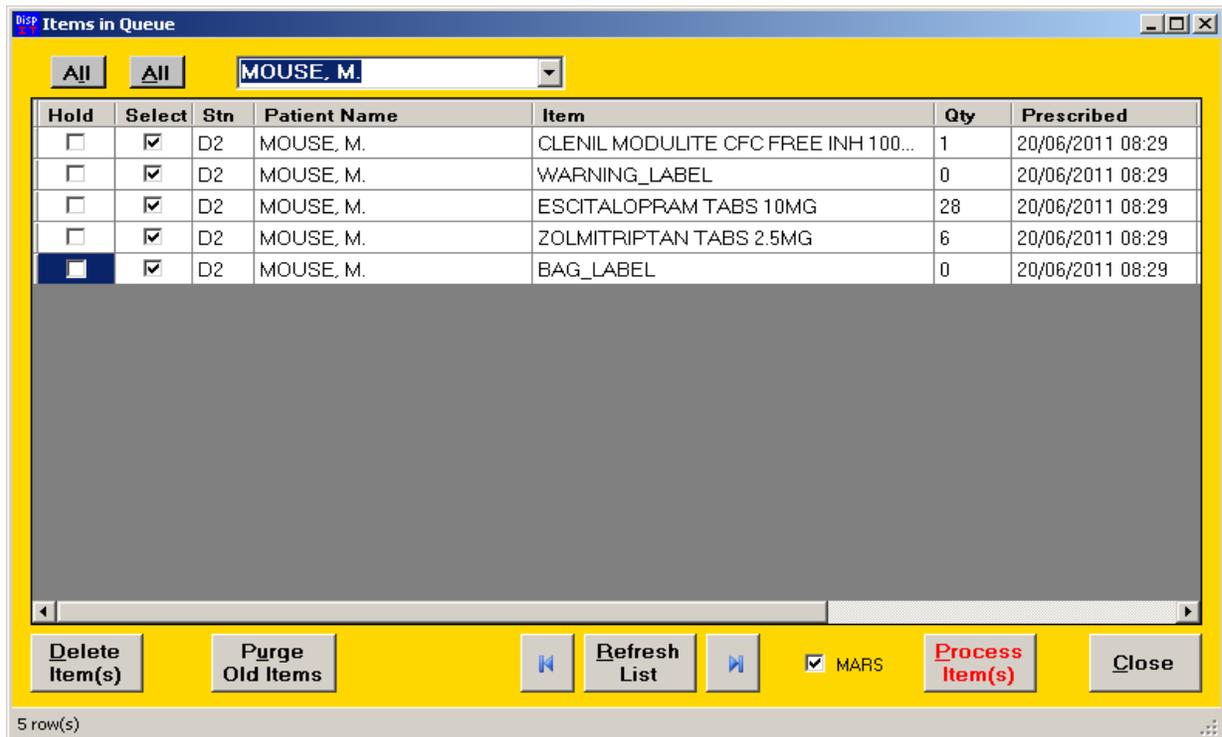
MARS-IT is an add-on module for Dispens-IT, allowing dispensers to generate Medication Administration Record Sheets and Dossette Reports for use with Nursing Homes and Surgeries. It can print sheets directly to A4 paper using a standard laser printer. Mars-IT works with Dispens-IT, this allows for mistakes to be reduced within the dispensary. It also enables the surgery to have greater control of the report layout and ensure reports can be updated with additional information if needed.

# 3. Using MARS-IT

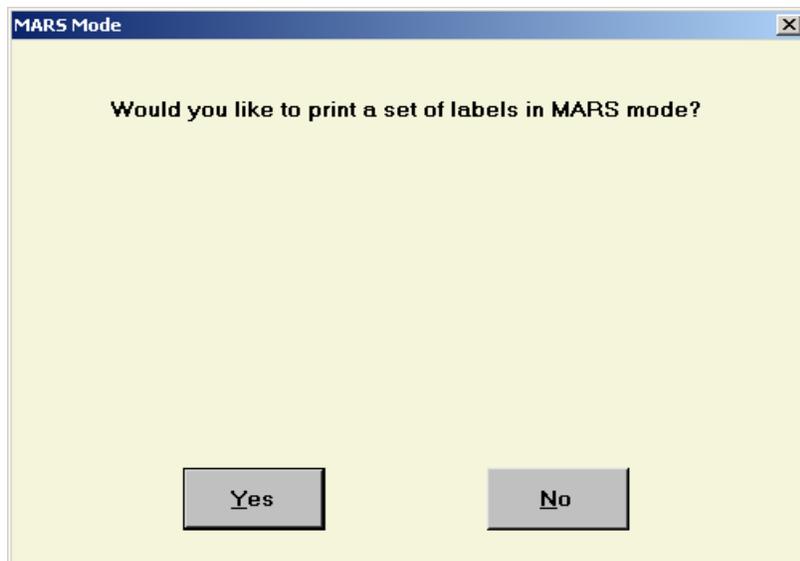
## 3.1 Processing Mars-IT & Dossette Sheets

In order to generate a Medication Administration Record Sheet or Dossette sheet using MarsIT, the drugs for the patient must first be dispensed from the GP System in the usual way.

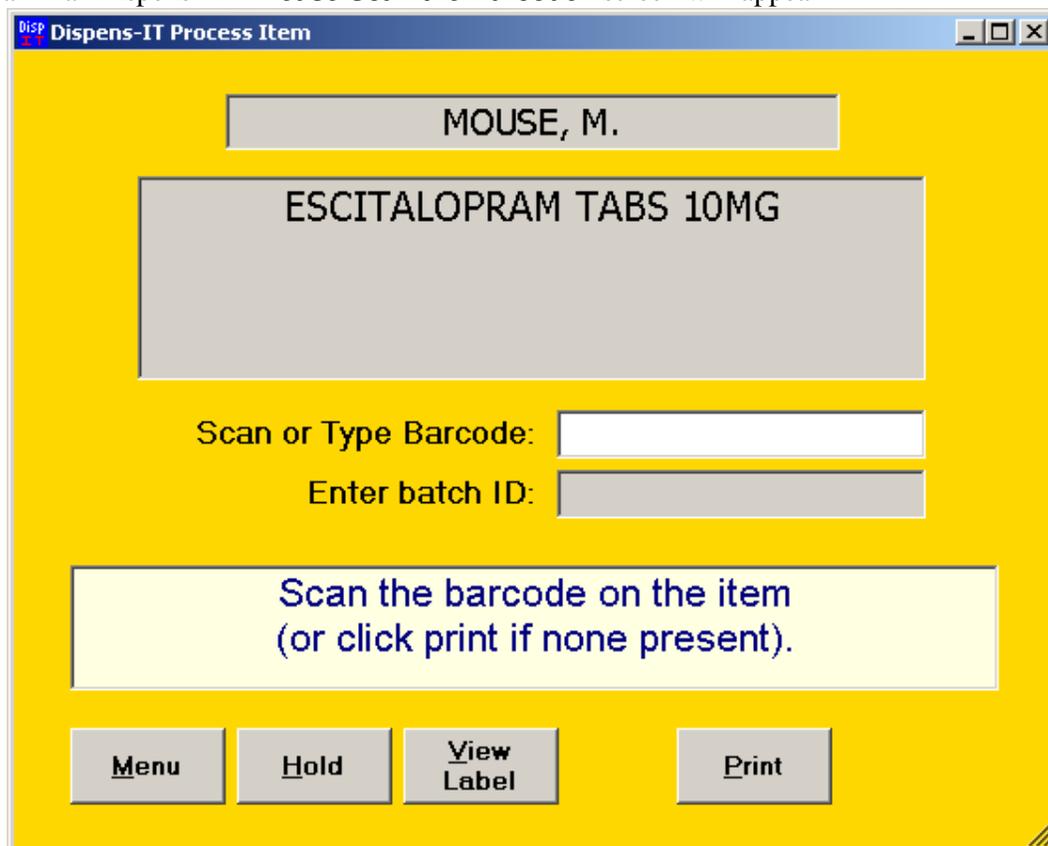
- To initiate Mars-IT mode, begin to type in the surname of the patient in the **Find Patient** box at the top of the screen. When the correct patient name appears in the list, click it (or press **Enter**). Dispens-IT will then filter the list so that only the chosen patient's items appear.
- When the list is filtered, click **ALL** (or press **A**) to select all the items in the list.
- Click in the **MARS** box below the list to put a tick in it
- Finally click **Process Items(s)** to begin the scanning process.



A prompt will appear to choose to print a set of labels *in addition* to the MAR sheet. Sometimes the labels are needed for another purpose, but click **No** if they are not required.



The familiar Dispens-IT “**Please Scan the Barcode**” screen will appear:



Once the drug is scanned correctly, the following screen will appear:

At this point, if Dossette/Nomad Style Sheets are required, check and complete the **Drug Data** area.

**NOTE:** The first time a barcode is scanned, the **colour, shape, type and code** for the drugs must be selected from the lists. This will be stored in the system so that it is filled it automatically next time that barcode is scanned.

If the drop-down lists do not contain the desired colour, shape, type or code, it can be manually typed and the text will be added to the drop-down list for use with future drugs.

If the text on the right is highlighted red, it can be edited and formatted if required. Click **Done** when the changes have been made.

The **Drug Label** panel on the right shows the label that is being issued.

If your Dossette/Nomad sheet records whether a drug is physically in the cassette or tray you can check/un-check the **In Cassette** Box for this to be displayed on the print out.

Repeat this process for every drug that is scanned for the patient. Once all the items for the selected patient have been scanned, the following screen will appear:

**PROCESS INFORMATION**

Patient: MOUSE, MICKEY    DOB: 23/01/1990

Address: 1 Disney World, Florida, USA    Allergies: Nuts

Start Date: 18/11/2011    Doctor: Dr Test

Advanced: Times: Morn, Lunch, Eve, Night, QTY, Surgery: Test Surgery, Address: Westgate Lodge, DN22 9DS, Comment: A Comment, Printer: CutePDF Writer

Label Data: Last 1 OF 2 Next

MOMETASONE FUROATE NASAL SPRAY  
50 MICROGRAMS/DOSE  
1 PUFF TO EACH NOSTRIL ONCE DAILY  
Not to be taken by mouth

Colour: N/A, Type: N/A, Shape: N/A, Code: N/A, Quantity: 1,  InCassette

Buttons: Print, Close

On the left, the Address of the patient will be automatically entered if a bag label was printed by the clinical system along with the drugs; if there is no bag label then the address will have to be entered manually.

The Doctors name must be selected from the list also.

Dr. Smith  
Dr. Smith  
Dr. Ford  
Dr. Ali

New Doctors may be added to the list of doctors by typing in the box and pressing the **add** button.

Doctor: Dr Ford    Add

Patient Date of Birth and Start Date of medication can be selected using the calendar tool or by clicking on the day month and year and changing them appropriately.

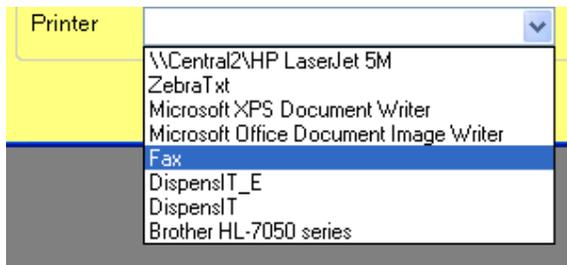
23/01/1990

January 1990

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

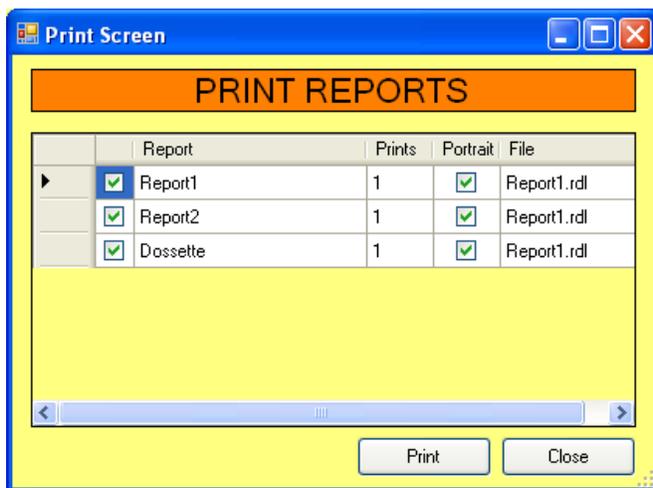
Today: 16/09/2010

You can now choose which printer you would like to print to, once this has been selected once it will be remembered every other time.

A screenshot of a 'Label Data' form. At the top, it shows 'Last 3 OF 4 Next' navigation buttons. Below this is a text area containing 'Chocolate Sauce 500 grams'. Underneath are several input fields: 'Colour' (BROWN), 'Type' (TREAT), 'Shape' (BLOCK), 'Code' (CHC1), and 'Quantity' (0). There is a checked checkbox for 'InCassette'. A 'Print' button is located at the bottom right of the form.

On the right-hand side on the form you are given your last chance to edit and check the details of the drug which will be printed.

The next step is to press **print** and choose which reports you want to output.



You can now choose which reports you want to print by selecting the check boxes on the left.

You can now print your selected sheet by pressing **Print**.

Once you have printed the report(s), you can either print them out again by clicking on **Print**, or return to the previous process screen by clicking on **Close**. From the process screen you can choose to exit MarsIT by clicking on **Close**.

**Process**

**PROCESS INFORMATION**

Patient:  DOB:

Address:  Allergies:

Report Logo:

Label Data:

MOMETASONE FUROATE NASAL SPRAY  
50 MICROGRAMS/DOSE  
1 PUFF TO EACH NOSTRIL ONCE DAILY  
Not to be taken by mouth

Start Date:  Additional Parameters:

Doctor:

Advanced

Times:

Surgery:

Address:

Comment:

Printer:

Colour:  Type:  Shape:  Code:  Quantity:

InCassette

**If further assistance is required with Mars-IT, or any changes need to be made to your reports do not hesitate to contact Vivitech on 01427 881277. Thank you.**