



Quick User Guide

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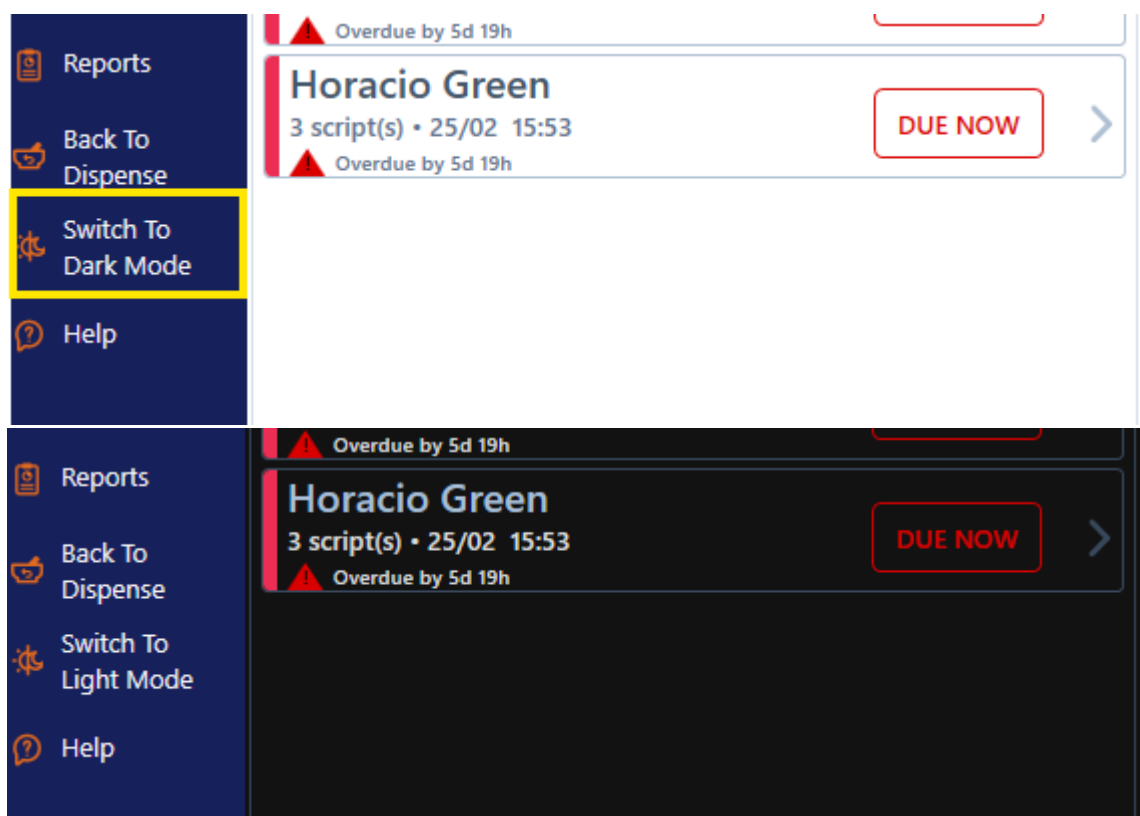
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Dark and Light Modes

Xumi Dark Mode provides a low-light interface that's easier on the eyes and improves visibility in brightly lit environments.

How do I switch between dark and light modes

You can switch to Dark Mode from the left-hand menu. Simply select "Switch to Dark Mode" to toggle instantly between light and dark themes.



Training prompts

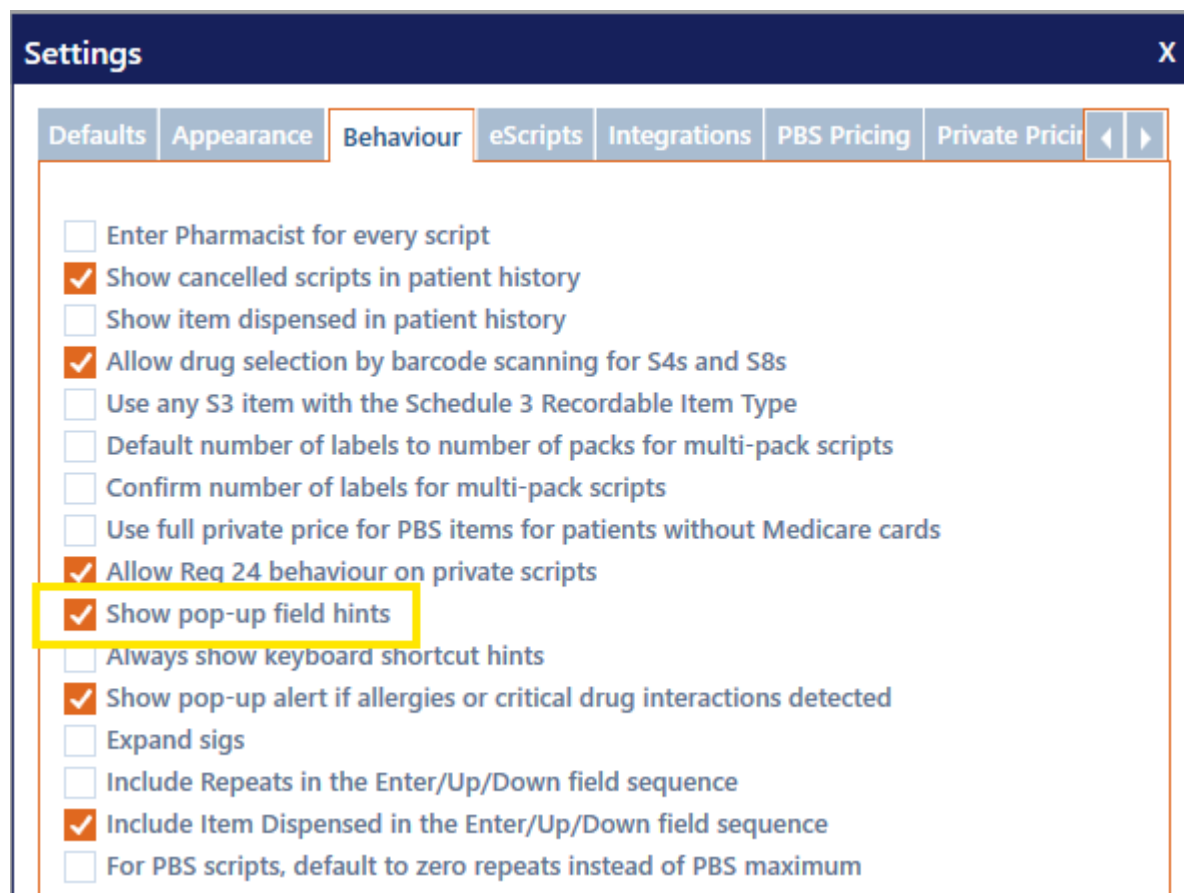
Xumi includes built-in training tips to help you learn the system quickly and confidently.

Training bubbles appear on commonly used fields, offering guidance and instructions to support efficient workflows.

How do I enable the training prompts

To enable these training prompts:

Go to **Settings > Pharmacy Settings > Behaviour** and tick **Show pop-up field hints**.



Keyboard Short Cuts

Xumi Dispense displays shortcut hints for each field, giving you a clear visual guide to the keyboard shortcuts available for that field.

Dispense

Patient (P)

IHI

Re-Validate ASL MyHR

Date Prescribed (D) CTG/CMP (G) Script Type (M)

3/03/2026 Private Script

Prescriber (E)

How do I enable keyboard shortcut hints

Go to Settings > Pharmacy Settings > Behaviour and tick Always show keyboard shortcut hints.

Settings

Defaults Appearance Behaviour eScripts Integrations PBS Pricing Private Pricing

- Enter Pharmacist for every script
- Show cancelled scripts in patient history
- Show item dispensed in patient history
- Allow drug selection by barcode scanning for S4s and S8s
- Use any S3 item with the Schedule 3 Recordable Item Type
- Default number of labels to number of packs for multi-pack scripts
- Confirm number of labels for multi-pack scripts
- Use full private price for PBS items for patients without Medicare cards
- Allow Reg 24 behaviour on private scripts
- Show pop-up field hints
- Always show keyboard shortcut hints
- Show pop-up alert if allergies or critical drug interactions detected
- Expand sigs
- Include Repeats in the Enter/Up/Down field sequence
- Include Item Dispensed in the Enter/Up/Down field sequence
- For PBS scripts, default to zero repeats instead of PBS maximum

Dispensing

How to dispense a Private Script

To dispense a PBS Private item to a patient, from the Script Type drop-down menu select the PBS Private Script option.

The screenshot shows the 'Dispense' form with the following fields and controls:

- Patient:** A search bar with a magnifying glass icon and a document icon.
- IHI:** A text input field with buttons for 'Re-Validate', 'ASL', and 'MyHR'.
- Date Prescribed:** A date picker showing '3/02/2026'.
- CTG/CMP:** A text input field.
- Script Type:** A dropdown menu with 'Private Script' selected, highlighted by a red box.

How to dispense a PBS Script

To dispense a PBS item to a patient, from the Script Type drop-down menu select the PBS Script option.

You will need to have a valid Medicare number entered for the patient in order to proceed. You can view or update the Medicare details from the Patient Summary panel.

The screenshot shows the 'Dispense' form with the following fields and controls:

- Patient:** A search bar containing 'Horacio Green' with a magnifying glass icon and a document icon. Below it is the address '948 Edith Place, Hahndorf SA 5245'.
- IHI - Active/Verified:** A text input field containing '8003608333339265' with buttons for 'Re-Validate', 'ASL', and 'MyHR'.
- As of:** A date field showing '03/02/2026'.
- Date Prescribed:** A date picker showing '3/02/2026'.
- CTG/CMP:** A text input field.
- Script Type:** A dropdown menu with 'PBS Script' selected, highlighted by a red box.

How to dispense a RPBS Script

Repatriation Pharmaceutical Benefits Scheme (RPBS) items can only be dispensed to patients who have a repatriation number stored in their details.

To dispense an RPBS item to a patient, from the Script Type drop-down menu select the RPBS Script option.

The screenshot shows a 'Dispense' form with the following fields and buttons:

- Patient:** A search bar containing 'Horacio Green' with a magnifying glass icon and a document icon to its right.
- Address:** '948 Edith Place, Hahndorf SA 5245'.
- IHI:** An empty input field.
- Buttons:** 'Re-Validate', 'ASL', and 'MyHR'.
- Date Prescribed:** '3/02/2026' with a calendar icon.
- CTG/CMP:** An empty input field.
- Script Type:** A dropdown menu with 'RPBS Script' selected, highlighted by a red box.

Repat items are marked with an R in the Rstr (Restrictions) column of the drug search results.

NOTE

The repat R comes after the schedule information and is preceded by a space to distinguish it from schedule information that uses an R (e.g. S3R drugs).

How to dispense a Prescriber Bag Supply

To dispense a prescriber's bag item to a patient, from the Script Type drop-down menu select the Prescriber Bag Supply option.

Dispense

Patient
 Horacio Green
 948 Edith Place, Hahndorf SA 5245

IHI

Re-Validate ASL MyHR

Date Prescribed: 3/02/2026

CTG/CMP

Script Type: Prescriber Bag Supply

The drug search results are restricted to prescriber's bag items. Prescriber's bag items are marked with a B in the Rstr (Restrictions) column of the drug search results. Interaction checking is skipped when dispensing prescriber's bag items.

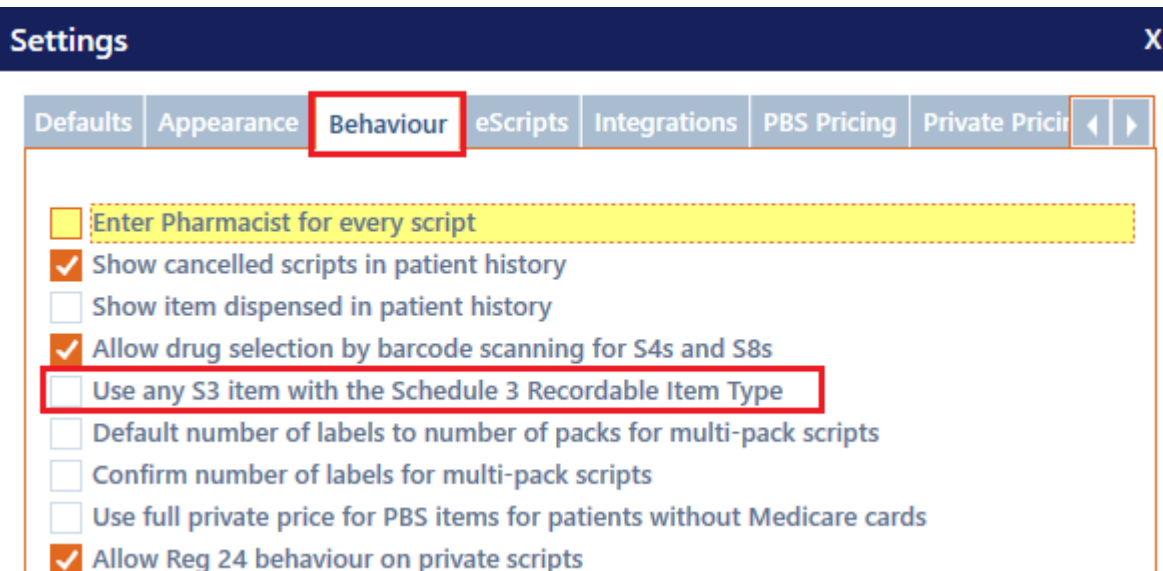
Name	Generic Name	Strength	Form	Pk	Sch	Qty	Rpts	PBS	Br	Rstr	Cost \$	Extra \$	SoH	PDE
Morphine Juno	Morphine HCl Trihydrate	10mg/1mL	Ampoule	5	S8	5		10862Q	JU	B	4.75		0.0	017980
Morphine Juno	Morphine HCl Trihydrate	20mg/1mL	Ampoule	5	S8	5		10868B	JU	B	7.28		0.0	018111
Morphine Sulf Medsurge	Morphine Sulfate Pentahydrate	15mg/1mL	Ampoule	5	S8	5		3479D	DZ	B	7.72		0.0	189479
Morphine Sulf Medsurge	Morphine Sulfate Pentahydrate	30mg/1mL	Ampoule	5	S8	5		3480E	DZ	B	9.82		0.0	189480

How to dispense a S3 Recordable Supply

To supply a Schedule 3 Recordable (S3R) item to a patient, from the Script Type drop-down menu select the S3 Recordable Supply option. Boxes that do not apply to S3R items are disabled, and the drug search results only show S3R items. Prescriber details will not be needed while dispensing an item in this category, hence the Prescriber field appears disabled.

NOTE

There is a setting in the Pharmacy Settings that allows you to select and enable any S3 item for the S3R supply type, rather than just S3R items. This setting can be found in the Behaviour Tab.



How to dispense as Continued Dispensing

Continued Dispensing allows a pharmacist to supply an eligible PBS medicine **without a current prescription** when:

1. **There is an immediate need for the medicine, and**
2. **The prescriber cannot be contacted** or cannot provide a prescription in time.

To dispense a Continued Dispensing item to a patient, from the Script Type drop-down menu select the Continued Dispensing option.

As this doesn't require a Prescriber, this field will be bypassed.

How to dispense a Continuing Medication Program item

Enter the CMP annotation in the **CTG/CMP** field. The pharmacy will be automatically reimbursed for the concessional co-payment via PBS Online at the time of dispensing.

Dispense

Patient
 Horacio Green  
 948 Edith Place, Hahndorf SA 5245

IHI



Date Prescribed: 3/02/2026  **CTG/CMP**
 Script Type
 

How to dispense using the Other Recordable Supply option



Any scripts that don't fall under the previously listed categories can be added as Other Recordable Supplies, such as non-prescription supplies or emergency supplies.

To record an emergency or non-prescription item in the patient's history, from the Script Type drop-down menu select the Other Recordable Supply option.

Dispense

Patient
 Horacio Green  
 948 Edith Place, Hahndorf SA 5245

IHI

Date Prescribed: 3/02/2026  **CTG/CMP**
 Script Type
 

Boxes that apply only to prescriptions will appear disabled.

Prescriber details will not be needed while dispensing an item in this category, hence the Prescriber field also appears disabled.

Pharmacy Boards require emergency supply of pharmacist prescribed medications to be flagged in a way that is visible when patient history is viewed.

They also require the ability for a Pharmacy Board inspector to retrieve a report detailing such supplies for a specified date range. Emergency supplies are flagged in patient history with a symbol to easily identify them. They are not related to owing/telephone scripts.

Dispensing Original Scripts

Entering Prescription Details

To dispense an original script, follow the quick steps below:

1. In the **Patient** field, enter the name of the patient.
2. The **Script Date** is set to today's date. Modify the date only when needed.
3. The **Script Type** defaults to what was previously set for the patient. Choose a different category, if processing a different type.
4. The **Prescriber** field defaults to the previously set prescriber for the patient. Choose a prescriber from the list or add a new prescriber, when needed.
5. In the **Drug** field, enter the name of the item as displayed on the script.
6. In the **Directions** field, enter drug-related instructions for the patient's reference.
7. In the **Quantity** field, enter the quantity supplied.
8. In the **Repeats** field, enter the number of repeats prescribed.
9. The **Label Preview** displays information about the item being dispensed. Make changes if necessary.
10. The **Dispenser** field must display the name of the person responsible for dispensing the script. Enter your name in the search field.
11. Choose **Finish** to complete the script with standard label and repeat printing.
12. Additional printing options are available if you select the **Finish** button drop down arrow.



Additional Script Tasks and Printing Options

After completing a script, you can navigate to additional script options. Simply right click on the script that is listed in the patient history and select "Reprint

Patient History Filter By: **Owing** **Repeats** **No Rpts Left** **Notes**

Dispensed	Script #	Qty	Item [F2]	Directions	Prescri	Prescribed	Rpts	Price	Phcst
3/02/2026	520457	30	10mg Tablets 30	1 d		3/02/26	0/1	\$11.45	NS
3/02/2026			0mg (blister) Ca...	s	Crawf...	3/02/26	0/1	\$19.05	NS
12/12/2025			ng Tablets 30	s	Crawf...	5/11/25	11/3	\$11.45	NS
12/12/2025			ng Tablets EC 30	1 daily	Crawf...	12/12/25	1/1	\$12.35	NS
11/12/2025			mprosate 333mg...	s	Crawf...	5/11/25	1/2	\$7.30	NS
11/12/2025			ng Tablets 30	s	Crawf...	5/11/25	11/2	\$11.45	NS
13/11/2025			5mg Capsules 28	1 d	Crawf...	13/11/25	5/1	\$10.80	NS
13/11/2025			ng Tablets EC 7	s	Crawf...	13/11/25	0/1	\$22.05	NS
13/11/2025			tin GH 10mg Tabl...	s	Crawf...	13/11/25	5/1	\$7.30	NS
11/11/2025			ng Tablets EC 7	s	Crawf...	11/11/25	0/1	\$22.05	NS

Dispense Assist Pa

Patient Summary

REGISTERED FOR CTG
 Medicare: 5950-0967
 PRF: 0, \$0.00 (Individ
 Date of Birth: 05/05/1978 (47y 9m)

Print

- Repeat
- View**
- Edit
- Change Patient
- Copy to New Script
- Delete
- Undelete
- Mark Off Owing
- Resend
- Reserialise
- Reprint**
- Check Barcode
- Reissue Electronic Token
- Mark as Sold

Drug Interactions **Drug Information**

A screen with additional tasks will become available. From here you can select any of the additional script tasks.

Script	Print	
Edit	Label	Repeat Form
Delete	PRF Receipt	CMI
Resend	PBS Receipt	Reminder
Reserialise	Receipt	Multi Receipt ▼
Mark off Owing	Invoice	Multi Invoice ▼
Change Patient	Totals Label ▼	Copy of Script
Repeat	Quick Label	Address Label
Check Barcode	Quick Note	Saved Note/Label

Dispensing Repeat Scripts

Repeat scripts can be of two kinds, Own Repeats and Outside Repeats.

If you are dispensing a repeat which was previously dispensed by your pharmacy, then it is considered an Own Repeat. If you are dispensing a repeat for a script which was previously dispensed by a different pharmacy, then it is considered an Outside Repeat.

How to dispense an Own Repeat using a Barcode Scanner

If you have a barcode scanner set up in your dispensary, you can dispense your own repeats by scanning the barcode on the repeat form instead of typing the repeat number or patient's name.

When you scan a barcode for an own repeat, most information will be available from the previous dispense. All you need to do is – verify the details on the screen against the script (modify only if necessary); enter your name as Dispenser; and select Dispense. The script will generate a repeat form and update the available repeats.

**TIP This is the quickest way to process your repeats!*

How to dispense a repeat using a Repeat Number

To dispense a repeat using the repeat number:

1. In the Patient Name box, type the own repeat number and press Enter. The script details will auto load on the screen.
2. Change any details that are different for this repeat supply.
3. From the Dispenser list, select your name as the person responsible for dispensing this script.
4. Choose Finish to dispense the script and return to the dispense screen ready for a different patient.
5. If dispensing multiple items to the same patient, select the Next button.

**TIP If you have several repeats to dispense; type the repeat numbers separated by commas into the Patient box and then press Enter. Each repeat is brought up in turn for you to complete.*

How to dispense a repeat using a Patient's Name

To dispense a repeat using the patient's name:

1. Enter the Patient Name
2. When the Patient has been identified their script history will become visible.

3. In the patient's history (on the right side of the screen), select the script for which you need to dispense a repeat.
4. Alternately, to select recently dispensed scripts that include repeats, select the Repeats filter, in the Patient History.
5. Right-click on the script and select Repeat or press Enter to view the script.
6. Change any details that are different for this repeat supply (if necessary) by comparing it with the script.
7. From the Dispenser list, select your name as the person responsible for dispensing this script.
8. Choose Finish to dispense the script and return to the dispense screen ready for a different patient.
9. If dispensing multiple items to the same patient, select the Next button.

**TIP Press Ctrl+H or F2 to move the cursor to the patient's history. Press Ctrl+R to repeat the selected script in the patient's history. For more helpful shortcuts, refer to the Keyboard Shortcuts section and look up the panel you are on.*

Drag and Drop Repeat Dispensing

Xumi offers a unique Drag and Drop workflow designed to make repeat dispensing faster and more intuitive.

With this feature, you can:


- Select one or multiple repeats from the patient's history or queue.
- Drag and drop them directly into the dispensing workspace.
- Begin dispensing immediately without navigating through multiple menus.

This streamlined process reduces clicks and simplifies batch dispensing, improving overall workflow efficiency.

How to dispense a script or scripts using Drag & Drop

1. In the **Dispense** screen, enter the patient's name in the **Patient** field as you would for an original script.
2. The patient's script history will appear in the **Patient Console** on the right side of the screen.
3. The cursor will be positioned in the **Date Prescribed** field.
4. Press the **Right Arrow** key twice. The Patient Console will automatically filter to show available repeats.
5. Select one or multiple repeats using your keyboard or mouse.
6. Drag the selected repeats into the **Dispense workspace** (or press the **Left Arrow** key).
7. The repeats you drag, and drop will appear in the **Batch Queue**, with the first item automatically loaded for dispensing.
8. Click **Finish** or **Next** to complete the drag-and-drop dispense process.

Owing Scripts

Patient History										
	Dispensed	Script #	Qty	Item [F2]	Directions	Prescri	Prescribed	Rpts	Price	Phcst
○	3/02/2026	529459	28	Gopten 0.5mg Capsules 28	s	Crawf...		0/1	\$10.80	NS
●	3/02/2026	529458	28	Gopten 0.5mg Capsules 28	s	Crawf...	10/11/25	5/3	\$10.80	NS
○	3/02/2026	529457	30	Lipitor 10mg Tablets 30	1 d		3/02/26	0/1	\$11.45	NS

**TIP Use the Owing button if you want the Patient History to display only owing scripts.*

How to dispense an Owing Script

To dispense an owing script:

1. From the menu select **Script** → **Owing**.

The **Date Prescribed** field is updated to show **Owing**.

2. Dispense the script as usual.

3. Choose **Finish** to complete the script.

The script will be recorded in the **Patient History** with the mobile phone symbol to indicate it as owing.

Script Details: #529458


- Settings
- Function
- Script
- Patient
- Prescriber
- Drug
- Staff
- Medical Institution
- Reports
- Back To Dispense
- Help

!

Alerts

- Outside Repeat
- Deferred Ctrl+D
- Previously Deferred
- Regulation 24
- Owing Ctrl+O
- Hospital Provider #
- Previously Dispensed by a Non-PBS Pharmacy
- Set Regulation 25 (4/20 Day) Endorsement Flag
- Set SNESR Early Supply Flag
- Set Glass Bottle Flag
- Edit Supply Date Shift+Ctrl+D
- Exclude from stock control Alt+X
- Send to MMS
- Send to MPS
- Do not upload to ASL
- Script Console Ctrl+Q
- Script Reports
- Find Ctrl+G
- Clear Batch Script Queue

Dispense

Patient: Horacio Green 

948 Edith Place, Hahndorf SA 5245

IHI: Re-Validate ASL MyHR

Date Prescribed: 3/02/2026 CTG/CMP: CTG00B Script Type: PBS Script

Prescriber:

Drug:

Brand Sub: Y Auth # SLA/Auth Appr #

Directions:

Quantity: 0 Repeats: 0 Interval: Price: \$0.00

Label Preview:

Dispense Owing

Patient
 Horacio Green 🔍 📄
 948 Edith Place, Hahndorf SA 5245

IHI
 Re-Validate ASL MyHR

Date Prescribed CTG/CMP Script Type
Owing CTG00B PBS Script

NOTE

Owing Script Reminders assist prescribers with the script and pharmacists with script reconciling. For information on printing these reminders automatically, see Printing Activity Options.

How to reconcile an Owing Script

Once you receive the prescription form for a previously dispensed owing NOTE script, the pharmacist will need to reconcile it as a regularly dispensed item.

To reconcile or mark off an owing script:

1. In the patient history, select the script.
2. right click and choose **Mark Off Owing** from the menu. The script details are displayed on the left side of the screen with the cursor in the **Date Prescribed** box.
3. In the **Date Prescribed** box, type the date on the prescription form.
4. Choose **Finish**. The mobile phone symbol is removed from the script in the patient history.

NOTE

Once an owing script has been marked off, it is automatically added to the current claim if it is a claimable item.

To bypass steps 1 to 3 above, type the owing script's number into the Patient box.

How to edit a Script

Script editing is visually indicated by highlighting the Dispense workspace in green. The title of the Dispense screen changes to indicate the type of edit that you are carrying out for the script.

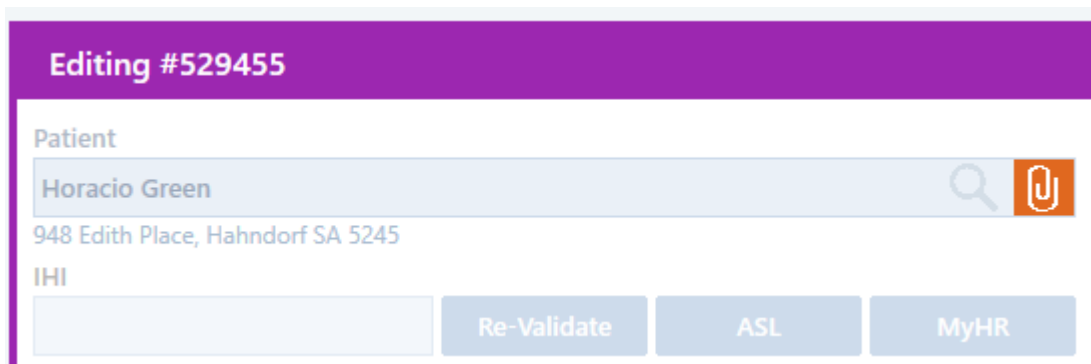
For Example,

- A normal edit of the script will display the text **Editing** followed by the script number.
- Specialised edits such as marking off an owing script or changing a patient will show the text **Mark Off Owing** and **Change Patient**.

To edit a script:

1. From the **Dispense** screen do one of the following:
 - Load the script that you want to edit by entering **E+Script Number** into the **Patient** field.
 - From **Patient History**, right-click the script you want to edit and select the **Edit** option from the menu.
 - From the **Script Console** search for the script, you want to edit, then right-click and select **Edit**.

This opens the script in editing mode. A purple window will be visible as a visual indication that the script is in edit mode.



2. Make the changes that you want and select **Save** to save your changes to the script.
3. Select **Cancel**, if you want to discard the changes.
4. Select **Defer**, if you want to defer the script

How to cancel a script

To delete (cancel) a script:

1. Select the **Patient**
2. In patient history, select the script.
3. Choose **Actions** → **Delete (Cancel)**.
4. At the confirmation screen, choose **Yes**.

The script is flagged as deleted

How to defer a script

You can only defer an original script and not repeats. There are two tasks you can perform when deferring scripts; you can either defer a script or fill a previously deferred script.

If you want to defer a script for processing at a later time, follow the general workflow for dispensing Original Scripts but place the letter “D” in the Repeats fields and select enter. – a LARGE Defer button will also become available.

The Repeats value will display 0/D

Quantity (Q) 30 [max 30] Repeats 0/D [max 5] Interval (V) Price (C) \$7.30

Dispenser (I) Nicole Saint

Finish (N) Defer Cancel (A)

Deferred Scripts are shown in pale text in Patient History and have a 0 (zero) in the Repeats column where the number of times dispensed is normally shown, for example (1/0).

Patient History		Filter By: 1 Owing (F)	Repeats	No Rpts Left	Notes (F2)					
	Dispensed	Script #	Qty	Item [F2]	Directions	Prescri	Prescribed	Rpts	Price	Phcst
o	3/02/2026	529460	30	Losec 10mg Tablets EC 30	s	Crawf...	3/02/26	0/0	\$7.30	NS
o	3/02/2026	529459	28	Gopten 0.5mg Capsules 28	s	Crawf...		0/1	\$10.80	NS
o	3/02/2026	529458	28	Gopten 0.5mg Capsules 28	s	Crawf...	10/11/25	5/3	\$10.80	NS

How to dispense a Previously Deferred Script

To fill a script deferred previously by your own pharmacy, follow the dispensing workflow for Repeat Scripts and dispense it as you would an Own Repeat.

How to dispense an OTC item

To dispense an OTC or other non-drug product:

1. At **Drug field**, type part of the name of the product you want to dispense.

Matches from the dispensing database are displayed.

2. If there is no suitable match from the dispensing database, tick the **Search OTC Items** checkbox (shown at the top right of the drop down).

Matches from the POS database will then be displayed.

3. Select the required product, then continue entering the details to be recorded in patient history.

Price defaults to the current POS selling price.

Note that form based “super sigs” or “smart sigs” will not work as OTCs and non-drug products do not have a coded dosage form.

TIP The keyboard shortcut for toggling the **Search OTC Items checkbox is **Alt+S**.*

Script Queue

How to Queue an item in Dispense

To add scripts to a virtual basket/queue, select the orange plus symbol +

Scan the script barcode or enter a patient name to search for a patient.

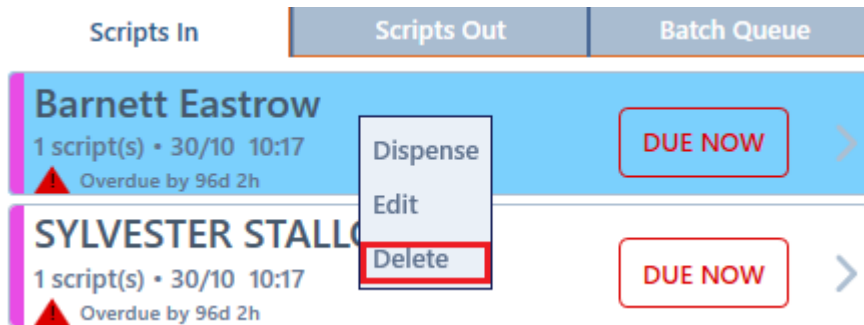
If a queue already exists, you can add to the existing or create a new queue

Create the queue by scanning barcodes, searching for drugs manually or adding scripts from the patients ASL.

How to remove Scripts from the Queue

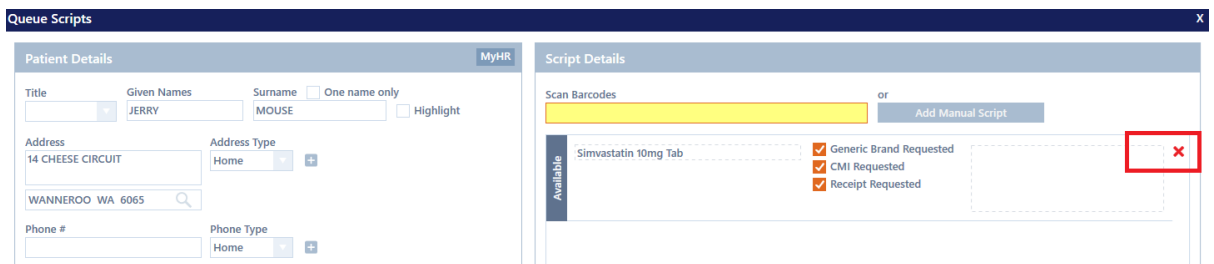
To remove a virtual basket or an individual script from **Scripts In** without dispensing:

- Right-click on the virtual basket or individual script, then choose **Delete** from the context menu displayed.



You can also remove individual scripts at the **Queue Scripts** screen when creating or editing a virtual basket:

1. Click the red X at the top right of the script you wish to remove.



2. Choose **Yes** to confirm that you want to delete the queue item.
3. Either Save, Ok if there are other queued scripts to be dispensed or cancel to cancel to un-do your changes virtual basket.

To remove a virtual basket that has already been dispensed from **Scripts Out**:

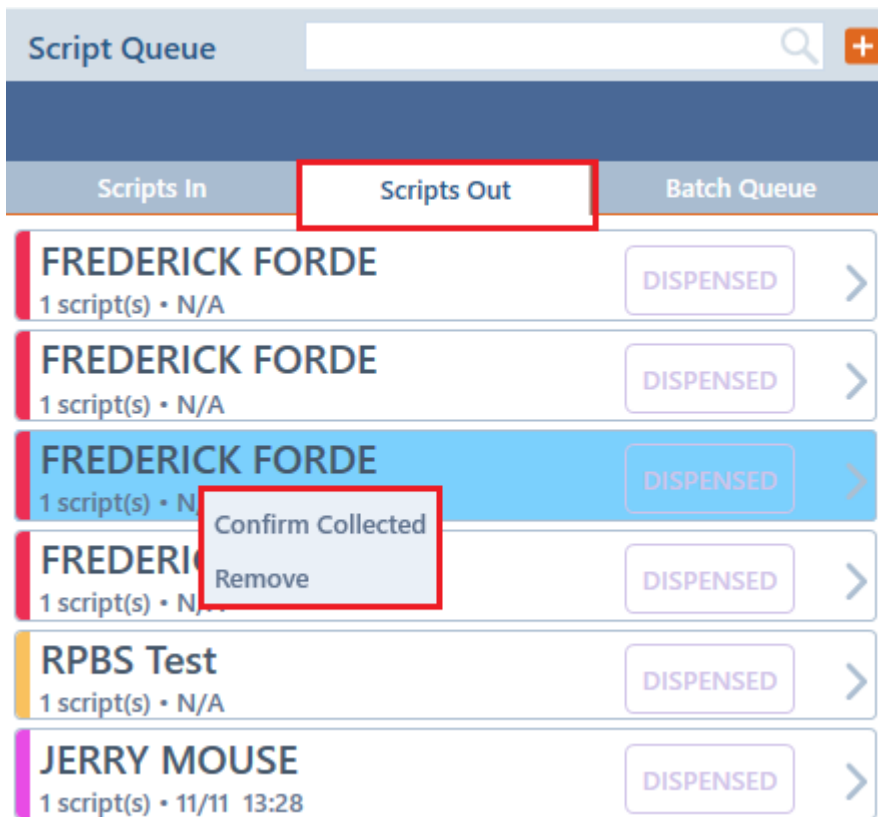
- Right-click on the virtual basket or script, then choose **Remove** from the context menu displayed.

How to record a Script Collected by the Patient

If you are using the optional Front Counter program, virtual baskets will usually be recorded as collected there.

To record a virtual basket as collected from the Front Counter program:

1. Scan the barcode on the script queue
2. **Scripts Out Tab**, either double-click on the virtual basket, or right-click on the virtual basket then choose **Confirm Collected**



To record a virtual basket as collected from Dispense:

1. **Scripts Out Tab**, either double-click on a virtual basket, or right-click on the virtual basket then choose **Confirm Collected**

Virtual baskets that have been collected remain in **Scripts Out** for the rest of the day on which they are collected, after which they are hidden.

NOTE

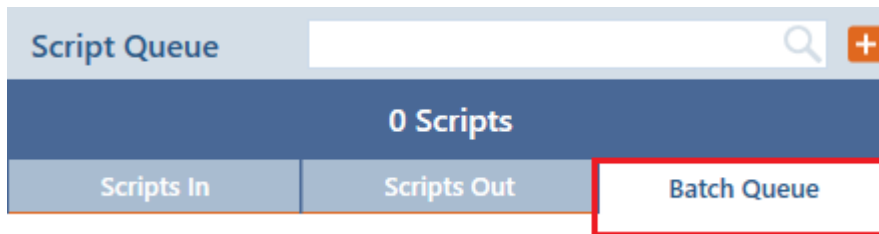
The same applies to virtual baskets that are sold through POS.

the status is automatically updated when the sale is completed through POS

What is the Batch Queue?

The **Batch Queue** is only shown in Dispense. It is used when you select/dispense multiple scripts.

The first script is actioned/loading into dispense immediately, and the others are listed in the **Batch Queue**.



When there are scripts in the **Batch Queue** waiting to be actioned, the **Dispensed** screen shows a **Start Next** button where you would normally see **Same Patient**.

- To action the next script in the **Batch Queue**, choose **Start Next**.
- To work with a different script, for instance to dispense a script urgently, choose **New Patient** then proceed with that script as normal.

When you complete that script, the next script in the **Batch Queue** will be actioned automatically.

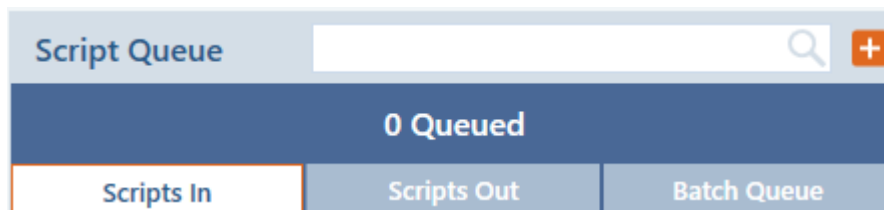
To clear the local queue at any time, on the **Batch Queue** tab, choose **Clear**.

Note

If you action further scripts while there are others in the **Batch Queue**, they are added to the end.

What is the Scripts In and Scripts Out tab?

The **Scripts-In** and **Scripts-Out** panels show batches or “virtual baskets” of scripts.



- **Scripts-In** shows virtual baskets that are waiting to be dispensed, or that are in the process of being dispensed.
- **Scripts-Out** shows virtual baskets that have been dispensed and are awaiting checking or collection. It also shows virtual baskets that have been collected or sold on the current day.

You normally see the patient, number of items, and when they are due, but you can expand the display to show the individual items/scripts queued.

- To expand a virtual basket, click the **>** at the right of the batch header.
- To collapse an expanded virtual basket, click the **v** at the right of the batch header.

How to dispense directly from the queue

To dispense from the queue directly, do one of the following:

- Scan the barcode on the script queue docket.
- Double-click using the mouse on a virtual basket in the **Script Queue** panel
- Right-click on the virtual basket then choose Dispense
- Using the keyboard, press the **Script Queue** keyboard shortcut

It is:

- **Ctrl+Q**: if you are using the Z shortcut mode
- **F11** if you are using the multi-system composite mode
- **Shift+F12** if you are using the Corum LOTS mode
- **F6** if you are using the Fred mode.

To dispense the next script in the virtual basket,

- Choose **Next**.

When all the scripts in a virtual basket have been dispensed, its status is changed to Dispensed and it moves from Scripts into Scripts Out.

How do I dispense a queued item indirectly

To dispense from the queue indirectly, do one of the following.

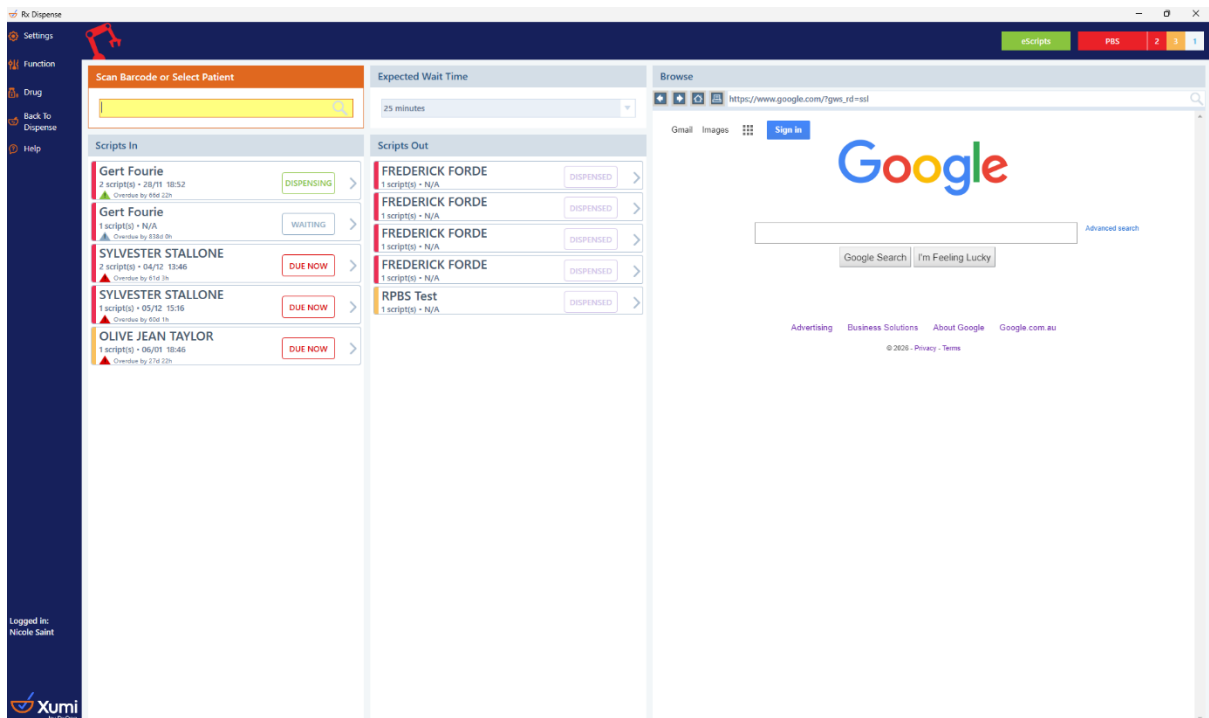
Xumi recognises scripts that are already queued and updates the relevant virtual basket accordingly.

- Scan the ePrescription token, eScript barcode, or repeat form which is already queued.
- Type a script number or repeat number
- In **Patient History** or the **Script Console**, select a script then choose **Repeat**

Front Counter Mode

The Front Counter mode is intended for use at your Scripts-In and Scripts-Out counter or counters.

It has separate panels for **Scripts-In** and **Scripts-Out**, plus a convenient web browser.



- Check, enter or update patient details at script-in.
- Queue scripts for dispensing, including scanning paperless ePrescriptions at script-in so the patient can have their mobile device back.
- Check the status of queued scripts.
- Record script collection.
- Set the default wait time that applies when scripts are queued.

How do I add scripts to the queue when using Front Counter mode

Front Counter mode works in the same way that the script queue works in dispense. It allows staff to queue scripts and create virtual baskets whilst limiting access to the dispense module.

Two script queue dockets are printed: a customer copy for the patient, and a pharmacy copy to put in a physical basket for dispensary use.

Active Script List

The registration process for ASL is available within Xumi Dispense via the **ASL** button on the dispense screen. Or the ASL icon located on the that is located on the **Patient Summary** pane.

The ASL button will display various statuses and change colours according to the Patient's eligibility.

For more information about the statuses see Active Script List Indicators and Buttons.

Patient registration for ASL is also available through the Patient Details Screen and Script Queue.

Registering individuals for ASL:

- Registering a patient
- Registering an Agent or Carer

How do I Registering a patient for ASL

To register a patient with ASL,

1. Select the **ASL** button on the dispense screen or from the **Patient Details**

The **ASL Patient Registration** screen is displayed. The screen is automatically filled with the patient's details that are saved in your system. These fields cannot be edited.

Patient information can only be changed from the main **Patient Details** panel.

2. If the patient has no carers or agents, tick the **Primary Contact** checkbox. This ensures that the patient directly receives all ASL related communication.

Ticking the box enables the **Send Consent Message To** drop-down list.

3. Select the contact method that the patient prefers to receive their ASL consent message to. You can choose to send the consent message via mobile or email.

4. Select **Register** to complete the patient's ASL registration. The patient will be notified of your pharmacy's ASL request by their preferred communication method.

ASL Patient Registration

Given Names: Barnett Surname: Eastrow One name only

Residential Address: Central Pier Docklands VIC 3008

Mobile Phone #

Email

Sex: Male Date of Birth: 3/03/1941

Medicare # Medicare Expiry

IHI: 8003605679673125

Repat #: N689546C Repat Expiry

Primary Contact

Send Consent Message To

Agents and Carers

Role	Given Names	Surname	Organisation	Primary Contact
------	-------------	---------	--------------	-----------------

Add Edit Delete

Register Close Go to 5

How do I Registering an Agent or Carer

If the patient has a carer or agent who has authority to provide ASL consent, you can register them instead.

To register an agent or carer for ASL authorisation,

Select the **ASL** button from the **Patient Details** or **Patient Summary** panels.

The **ASL Patient Registration** screen is displayed. The screen is automatically filled with the patient's details that are saved in your system. These fields cannot be edited.

2. Select **Add**, below the **Agents and Carers** table.

When you choose this option, additional fields are displayed below the table to enter agent or carer information. The **Role** field is highlighted by default.

3. Use the **Role** drop-down to specify the relationship between the patient and the individual.

4. If you selected the **Agent** option, enter the **Given Names**, **Surname** and **Address** details of the agent.

5. If you selected the **Carer** option, additional fields will be displayed. Specify the following information for a carer:

Organisation and Organisation Name – If the patient’s carer is an organisation, tick the checkbox and enter the name of the organisation.

Mobile Phone # – Enter the carer’s mobile phone number. If the carer is the patient’s primary contact, and the preferred contact method is mobile, the ASL consent message is sent to this number.

Email – Enter the carer’s email address here. If the carer is the patient’s primary contact, and the preferred contact method is email, the ASL consent message is sent to this email address.

Primary Contact – Tick this checkbox if the carer is the primary contact for the patient.

Send Consent Message To – Choose the method by which the carer wants to receive the ASL consent message.

6. Select **Save** to save the agent or carer details. The Agents and Carers table is updated with the information that you entered.

7. Choose **Register** to register the patient with the ASL service and trigger the ASL consent process and the **ASL** button will change colour to amber.

Agents and Carers

Role	Given Names	Surname	Organisation	Primary Contact
------	-------------	---------	--------------	-----------------

Role

Relationship

Given Names

Surname

Address

How do I dispense an ASL Script

Dispensing an ASL script requires you to first download the script from ERx. ASL scripts can only be downloaded if the patient is registered with the service, and they have tokens available in their ASL and the pharmacy has consent to access the patient's ASL.

To Dispense and ASL Script:

1. From the **Dispense** screen do one of the following:

- Choose the **Patient** and select the **ASL** button

The screenshot shows the 'Dispense' interface. At the top, there's a 'Patient (P)' section with a search bar containing 'Horacio Green'. Below the search bar, the patient's address '948 Edith Place, Hahndorf SA 5245' and status 'IHI - Active/Verified' are displayed. A text field contains the number '8003608333339265'. To the right of this field are three buttons: 'Re-Validate', 'ASL' (highlighted in green), and 'MyHR'. At the bottom left, it says 'As of: 03/02/2026'.

- Download the token from eRx by entering the script number or scanning the token in the **Patient** field.
- Select the **+** icon on the Script Queue, choose a patient and select **Choose scripts from patient's Active Script List**.

The patient's **Active Script List** is displayed.

The screenshot shows the 'Active Script List' for patient Horacio Green. It includes a 'Get Activation Code' button, a table for 'Agents and Carers' (showing 'ORGANISATION TEST' as a carer), and a table of active scripts. The script table has columns for 'Prescribed', 'Name', 'Qty', 'Repeats', 'Supply', 'Prescriber', and 'Token'. The 'From' and 'To' dates are set to 3/02/2025 and 3/02/2026 respectively. There are checkboxes for 'Paper Scripts' and 'eScripts'.

Prescribed	Name	Qty	Repeats	Supply	Prescriber	Token
<input type="checkbox"/>	3/02/2025 Amlodipine 10 mg tablet, 30 (Amlodipine 10 mg tablet, 30) 10mg	30	5	0	Sidney Rosewall	Not Available
<input type="checkbox"/>	3/02/2025 Amoxicillin 1 g tablet, 14 (Amoxicillin 1 g tablet, 14) 1g	14	1	0	Sidney Rosewall	Not Available
<input type="checkbox"/>	3/02/2025 Fluoxetine 20mg Oral Capsule (FLUOTEX CAPSULES) (Fluoxetine 20mg Oral Capsule (FLUOTEX CAPSULES)) 20 mg	2	0	0	Gabriel Ellis	Not Available
<input type="checkbox"/>	3/02/2025 Ondansetron 4 mg tablet, 4 (Ondansetron 4 mg tablet, 4) 4mg coated tab	4	0	0	Sidney Rosewall	Not Available

NOTE

The presentation of the patient's active script list may vary according to the prescribing system used by the prescriber.

2. Choose the script(s) that you want to dispense, by ticking the checkboxes.

You can choose a single or multiple scripts to download and dispense. When you choose multiple scripts, the system automatically begins dispensing the first script and adds the rest to the **Script Queue**.

✓ 5/02/2025	AMOXICILLIN 500MG CAPSULE (AMOXICILLIN 500MG CAPSULE) AMOXICILLIN (BLOOMSI) (AMOXICILLIN) 500mg CAP	20	1	1	ERX DOCTOR	TV1G69PD55QXPNWCDS
<input type="checkbox"/>	3453 (3453) tab	45	5	0	Bruno ALLERTON	Not Available
<input type="checkbox"/>	fdfd (fdfd) Strength drops	50	10	0	Bruno ALLERTON	Not Available
<input type="checkbox"/>	Lucentis (ranibizumab) 10 mg/mL, 1 syringe injection	1	2	0	Deangelo BOND	Not Available
<input type="checkbox"/>	Ozurdex (dexamethasone) 700 microgram/each, 1 implant	1	1	0	Deangelo BOND	Not Available

3. Select **OK** to start dispensing or to add the selected scripts to the queue.

If you were in the process of dispensing a previous script, the new scripts will be added to the **Script Queue**.

4. Select the script from the script queue right click and select **Dispense**. The downloaded eScript is shown on the left of the **Dispense** workspace.

The dispensing details are automatically populated according to the downloaded eScript.

You can use multiple methods to dispense from the Script Queue, including keyboard combinations, to learn more about dispensing from the Script Queue click Direct Dispensing.

5. To complete dispensing, select **Dispense**.

If the script has repeats, you will be prompted to select if the token for the repeat should be sent to the patient.

6. To send an electronic token, choose the patient's email address, tick the **Send electronic token** checkbox and select **OK**.

7. To cancel dispensing the script, select **Cancel**.

NOTE

If a token has been flagged by the prescriber with Retain at Pharmacy, this means that the token will not be delivered to the patient and by default will not be uploaded to their ASL.

How do I request Pharmacy Access to ASL

In some instances, the colour of the ASL button may will change to amber. This may be due to your pharmacy not having current consent to access the patient's ASL.

Dispense

Patient (P)
David Patterson
787 Cca Belief St, Newcastle NSW 2300

IHI - Active/Verified
8003608000024083

As of: 03/02/2026

Re-Validate ASL MyHR

To request for access:

1. Select the **ASL** button. This displays the **Active Script List Access** pop-up.
2. If you want to revoke the previous request for access and send the patient another request for ASL consent, select **Yes**.

The primary contact of the patient will be sent a new consent request. Xumi Dispense displays the following status updates on the bottom right of the screen, when checking for ASL access and when ASL consent is pending.

How do I filter Active Script List Scripts

The Active Script List panel can be filtered according to a specific date range to enable choosing the correct script to dispense easier. You can also search for specific scripts by entering the drug name.

To filter the patient's scripts:

- To limit the number of scripts that are displayed, enter the date period that you want using the **From** and **To**.
- To search for scripts with specific drugs, enter the name of the drug in the **Search** field.

Upload to ASL

- When you dispense an ASL script, you can choose to automatically upload the dispensed details to ASL. This is important when generating repeat authorisation of a script.

Generate Repeat Authorisation

Xumi Dispense will not generate repeat authorisation forms or tokens until the dispensed script has been submitted to eRx.

When an eScript has been dispensed and the dispensing record has been received by eRx, the **e** symbol next to the script in Patient History will change to green.

Only then will you be able to generate a repeat token or barcode of the script to print or email.

If the dispensing record has not been submitted to eRx the **operation not available** pop-up is displayed.

How do I re-issue an Electronic Token

To reissue an electronic token:

1. From Patient History right-click the script that you want to reissue an electronic token for.

2. Select the **Reissue Electronic Token** option.

The **Next eScript Delivery** pop-up is displayed.

Choose the email address or phone number that the patient would prefer to receive the token.

4. Delete additional or unused email addresses and phone numbers by selecting **X**.

5. If the has no contact details saved for the patient, enter a phone number or email address for the patient in the prompt.

NOTE

By default, the contact information the patient entered when registering for ASL are displayed.

6. Tick the **Send electronic token** checkbox to reissue an electronic token.

7. Tick the **Print token** checkbox if the patient wants a physical printed copy of the token.

8. Choose **OK** to proceed.

9. Choose **Cancel** if you do not want to reissue an electronic token.

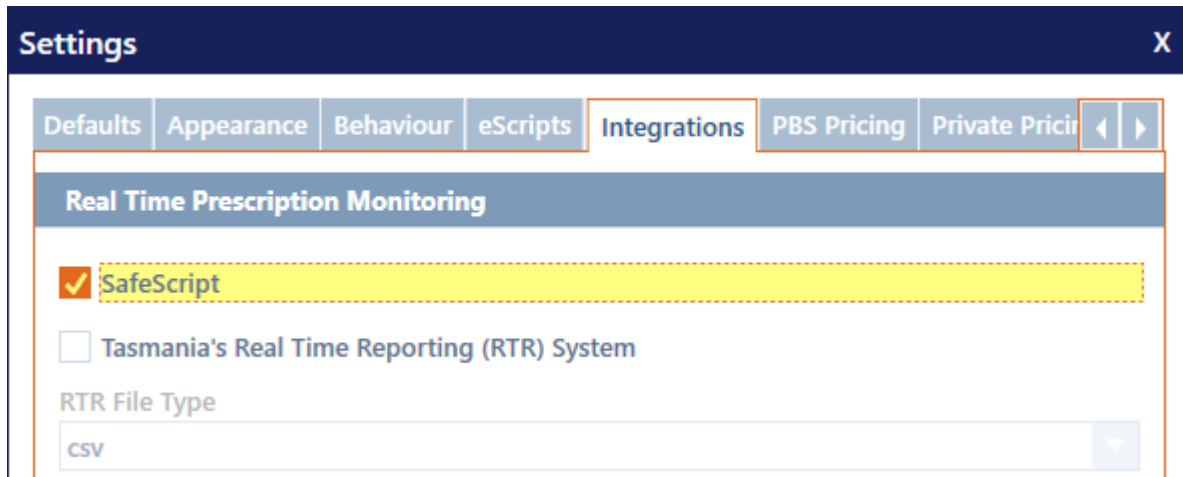
SafeScript

SafeScript is an initiative implemented by state governments. It works by sending prescribing and dispensing records for high-risk medicines to a centralised database

(NDE), enabling prescribers and dispensers to access these details and be notified in real-time of the clinical risk associated with the current prescription.

NOTE

Integrated SafeScript is disabled by default in Xumi Dispense. To enable navigate to **Pharmacy Settings** and the **Integrations Tab**.



The SafeScript check takes place when you select a patient, a prescriber, and then start dispensing a high-risk drug.

The check is carried out in the background, and you can continue to enter prescription information while the check takes place.

Once the check is complete, the result is displayed in a notification window at the bottom right of the screen.

Green notifications close automatically after 3 seconds. Amber and Red notifications require an action in response.



How do I action SafeScript Notifications

For Amber and Red notifications, pharmacists are required to click on the notification to review the patient history and assess whether it is safe or appropriate to dispense a medicine.

- Select the **Click here** link to review the details on the SafeScript portal in your web browser.

Prerequisites for Checking

The NDE requires certain minimum information to perform the SafeScript checks. This includes the patient's address and date of birth, and the prescriber's address.

Missing information is initially highlighted in the Notifications panel as you enter script details. The SafeScript check will take place once the required information has been entered.

NOTE

If a script is modified after the SafeScript check has been carried out, it will be checked again prior to dispensing.

How do I issue a New Safety Net Number

When a patient's Safety Net number is reached, the **Issue Safety New Number** pop-up is displayed to issue a new number.

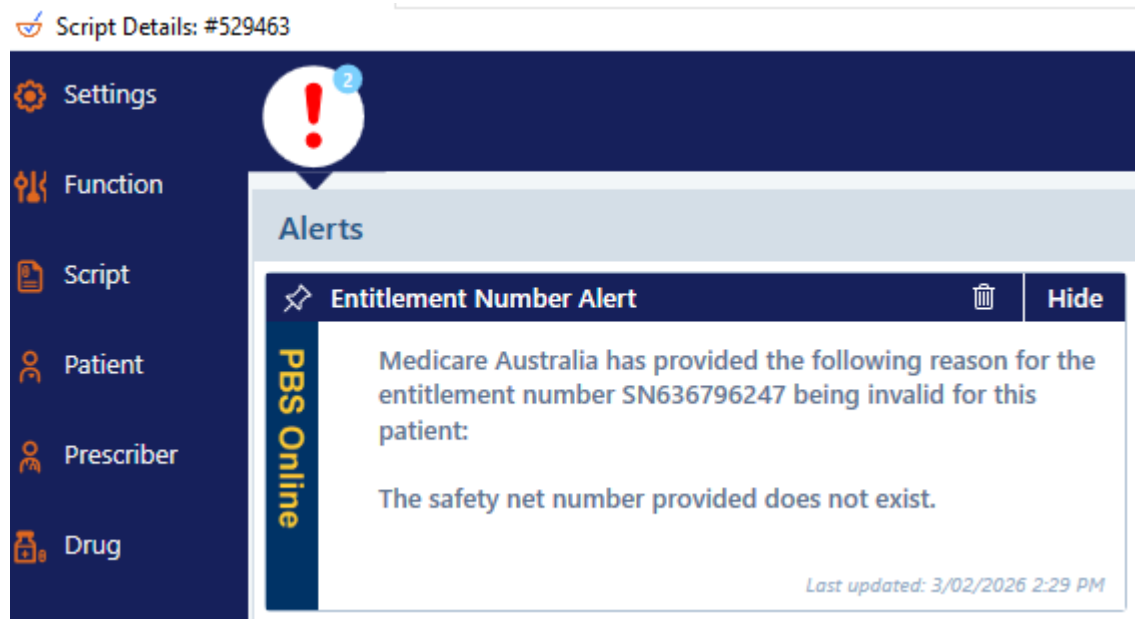


To issue a new number:

1. Enter the new safety net in the **Safety Net #** field.
2. To print address labels for the, tick the **Print address label for current patient** checkbox.
3. To print address labels for family members, tick the **Print address labels for other family members** checkbox.
4. Choose **OK** to issue a new safety net number.
5. Choose **Skip** if you want to skip issuing a new safety net number.
6. Choose **Cancel** if you do not want to issue a new safety net number and close the pop-up.

Sometimes, Medicare may send the system a notification flagging an issue with the Safety Net.

These notifications will display on the Dispense screen as an alert.



They can also be viewed in the **Patient Details** via the **Patient Console**.



How do I do a RACF Medication Chart Dispense

To claim RACF medication chart items through PBS Online:

- The patient must be in a medical institution.
- The medical institution must have its RACF ID recorded.
- The drug must be eligible for RACF medication chart dispensing.

Medication Chart Dispensing Workflow

When a patient in a medical institution with an RACF ID is selected for dispensing, **Script Type** includes a new **Medication Chart** option. Select this to dispense from an RACF medication chart.

The screenshot shows the 'Dispense' form with the following fields and options:

- Patient:** Andrew Pearson, 1 test street, MELBOURNE VIC 3000
- IHI - Active/Verified:** 8003608166690537
- Buttons:** Re-Validate, ASL, MyHR
- As of:** 03/02/2026
- Date Prescribed:** 3/02/2026
- CTG/CMP:** (empty)
- Script Type:** PBS Script (dropdown menu open)
- Prescriber:** (empty)
- Drug:** (empty)
- Brand Sub:** Y
- Auth #:** (empty)
- SLA/Auth A:** (empty)
- Directions:** (empty)

The dropdown menu for 'Script Type' is open, showing the following options:

- Private Script
- PBS Private Script
- PBS Script** (highlighted)
- Continued Dispensing
- S3 Recordable Supply
- Other Recordable Supply
- Medication Chart (Private)
- Medication Chart (PBS Private)
- Medication Chart (PBS)
- Medication Chart (Continued Dispensing)
- Medication Chart (S3R)



TIP To select **Medication Chart without using the drop-down, press **M** in the **Script Type** field.*

The **Dispense** panel changes to record details about the medication chart item.

The differences from normal dispensing workflow are described below.

- Use the new **Chart** lookup to select or set up the chart being dispensed from. See below for further details.

Dispense

Patient
 Andrew Pearson  
 1 test street, MELBOURNE VIC 3000
 IHI - Active/Verified
 8003608166690537 Re-Validate ASL MyHR
 As of: 03/02/2026





Date Prescribed 3/02/2026  **CTG/CMP** **Script Type** Medication Chart (PBS) 



Chart
  

- In **the drug search results**, items that are eligible for RACF medication chart dispensing are marked with a lowercase **c** in the Rstr column in drug lookup lists (and the Drug Console).
- When dispensing streamlined authority items from a medication chart, Xumi generates a replacement for the traditional authority form number that is unique for each such item within the pharmacy. Select the streamlined authority code as normal.
- If the prescriber has specified ongoing supply for chronic therapy, tick the **Chronic Therapy** checkbox.
- If the prescriber has specified a particular stop date or end date for the medicine, enter it into **End Date**.

Medication Chart Identification and Selection

When first dispensing from a particular medication chart, its identifier and start date must be recorded. You can also select a default prescriber. The chart end date is automatically set to the end of the third complete calendar month following the month the chart starts.

To dispense from an existing medication chart, select it from the Chart lookup.

Chart
  


To edit the selected medication Chart, click the pen icon at the right of the Chart lookup.


To enter a new medication chart:


1. From the **Chart** lookup list, choose **Add New**.
2. The Medication Chart Details screen is displayed.
3. In **Reference #**, type the chart's identifier and version if applicable.
4. In **Start Date**, enter the date on which the medication chart starts.
5. The **End Date** is automatically set to the end of the third complete calendar month following the month the chart starts.
6. To specify a default prescriber for the chart, use the **Default Prescriber** lookup to select the required prescriber.
7. Choose **OK** to record the details and return to the main Dispense screen.

Medication Chart Details X

Reference #

Start Date
 

End Date
 

Default Prescriber
 

The new chart is automatically selected.