Destock Expiring Meds

Last Modified on 11/18/2019 2:28 pm PST

1. **Log in** using your fingerprint or User ID and Password

2. Press **Cycle Count** on the touch screen display

3. Press **Destock Expired Meds**

4. Enter days to expiration in the **Days to Look Ahead for Possible Expiration** field

    • The date field on the far right will automatically adjust to the calendar date you're looking out to.

    • A negative value in the Days to Expiration field will indicate a medication already past its expiration date.

5. Select the individual item(s) by place a ✔ in the left-hand column or in the Select All field at the top of the screen to select every item.

6. Press **Next**

7. The door/drawer for the first item will **Open**.

8. Confirm **Quantity on Hand** and **Count Found**.

9. Enter the **Quantity Removed to Expired Waste**.

10. Update **Soonest Expiration Date**.

11. Remove the expired product.

12. Select **Next** if Destocking multiple expired items

13. Select **Exit** to log out