Alberta Health Services

CPSM MEDITECH 5.67

MEDITECH

Navigating the Desktop

Contents

Created: April 30, 2015
Revised: February 20, 2018

CPSM – Meditech 5.67 Navigation and Overview

Accessing Meditech

Accessing Meditech varies slightly according to zones.

Chinook, DTHR and Palliser:
You can access Meditech using Citrix. Citrix can be accessed from a **Citrix** desktop icon or via Internet Explorer and the Citrix Web Interface.

Aspen, Northern Lights and Peace:
Double-click the **Meditech** system icon on your desktop to access Meditech.

East Central:
After logging on to your PC, open Meditech from the **Start** menu.
Click **Start>Network Applications>Meditech Client Server.**

Log On to Meditech

Meditech has 2 icons. **Meditech 567** will direct you to the live database which displays blue windows.

Meditech 567-Test will direct you to the test database which displays green windows. (after Go Live)
A Sign On window opens when either icon is double-clicked.

Complete the **User** and **Password** fields.
Click **Tab** or **Enter** to move to the next field.
Your HCIS will be set as a default. If you work in more than one HCIS, click **F9** to see the list of options.
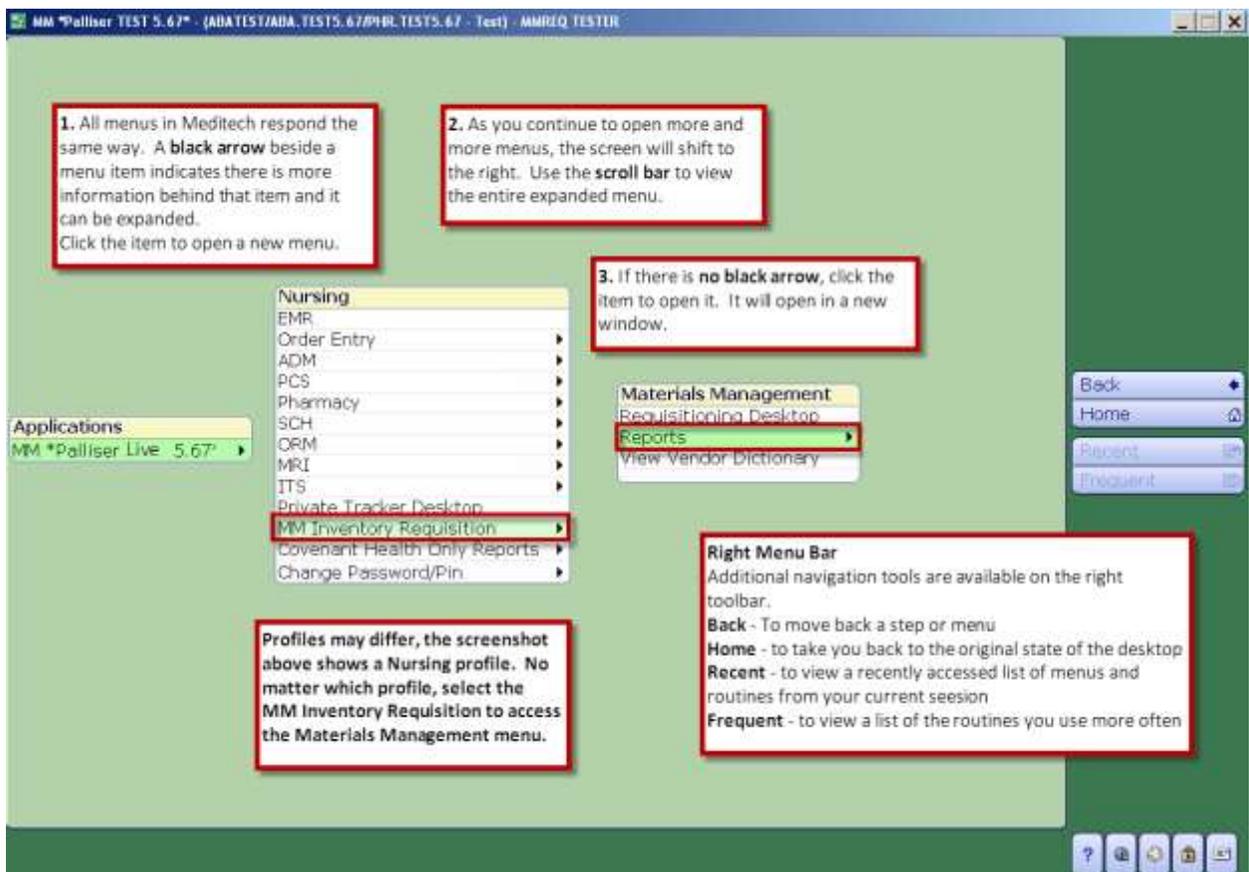
You will now be logged on to the **Meditech Desktop.**

Log Off Meditech

Click the **X** in the top right corner. You must close each open Meditech window before you completely log off.

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NOTE: Screen colour may vary in the training documents. In Meditech 5.67 Live the screen colour will be blue and in Meditech 5.67 Test the screen colour will be green. As well, some screenshots are from Live environment while others from the Test environment.

Profiles will vary between users. The first menu will be *Applications* followed by *Role* based (e.g. Nursing, Diagnostic Imaging etc.), at this point a user will select *MM Inventory Requisition*. The next menu will be *Materials Management*. The screen shots in this document show from Application menu to Materials Management Menu leaving out the *Role* based menu.

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Requisitioning Desktop

To view the Requisitioning Desktop:

1. **Select** *Requisitioning Desktop* under the Materials Management menu.

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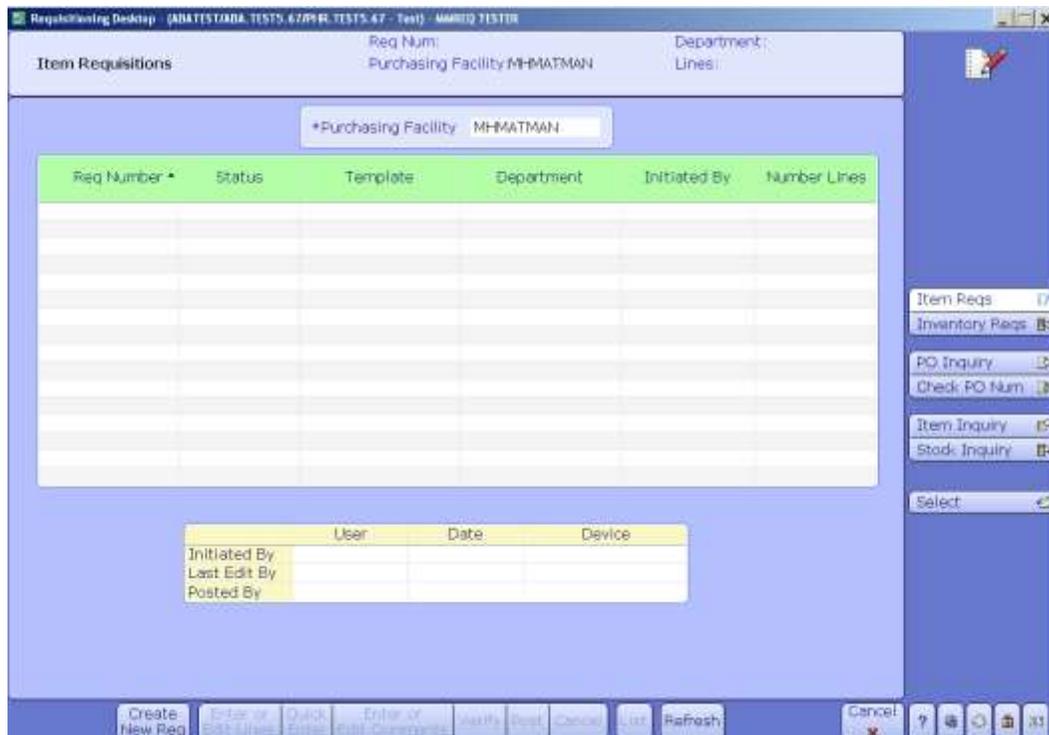
Accessing Reports from the Meditech Desktop

Reports can be accessed from the Material Management Menu. The list of reports will vary depending on role.

List Item Requisition Template Dictionary report:

1. **Select** *Reports* from the Materials Management menu.

2. **Select** *List Item Requisition Template Dictionary* from the Reports menu.

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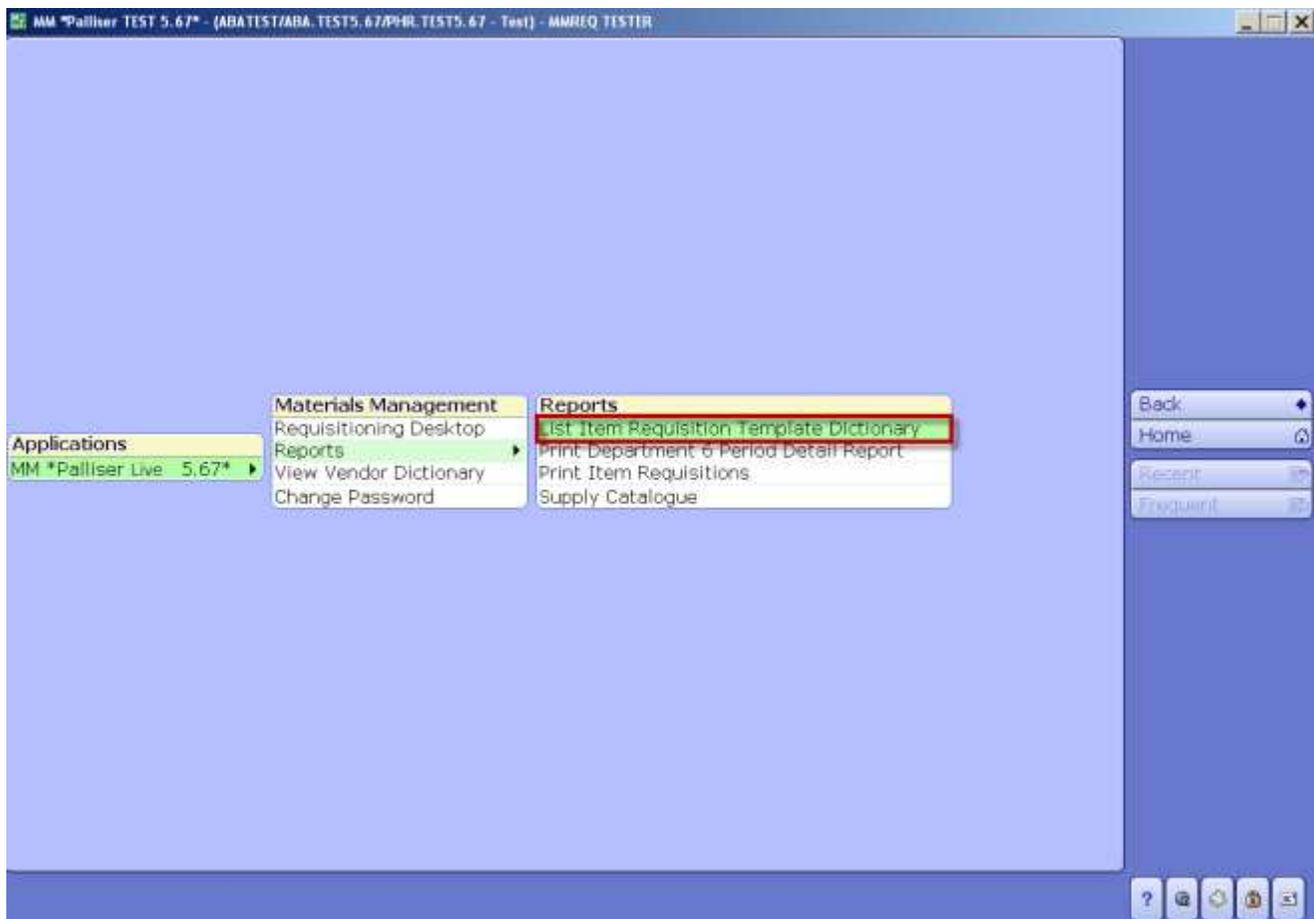
Print Department 6 Period Detail Report:

1. **Select** *Reports* from the Materials Management menu.

2. **Select** *Print Department 6 Period Detail Report* from the Reports menu.

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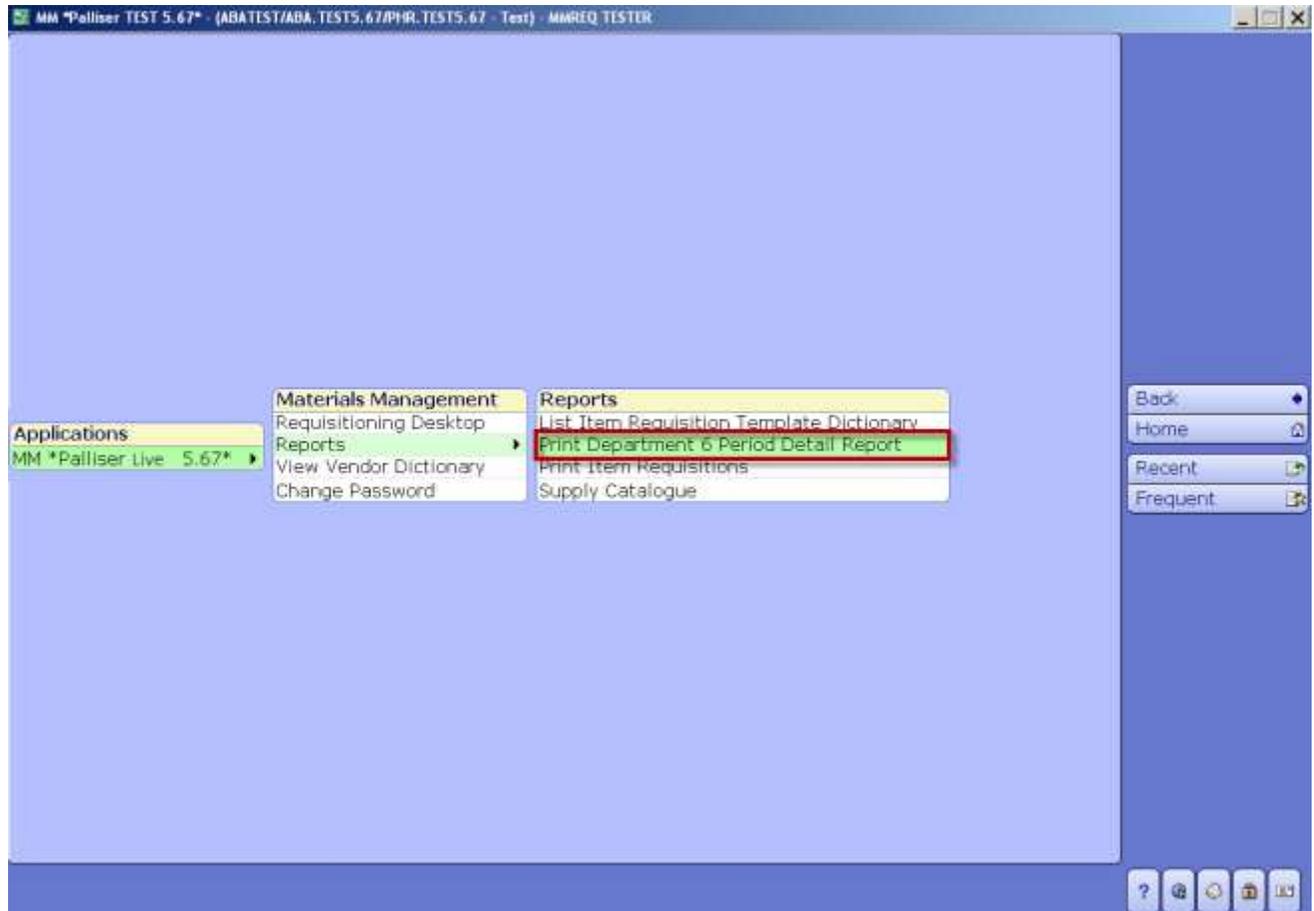
For 6 Periods Ending at Period	▼

Purchasing Facilities	Inventories

From Dept	Thru Dept

Print Item Requistions:

1. Select Reports from the Materials Management menu.

2. Select Print Item Requitions from the Reports menu.

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Supply Catalogue report:

1. Select Reports from the Materials Management menu.

2. Select Supply Catalogue from the Reports menu.

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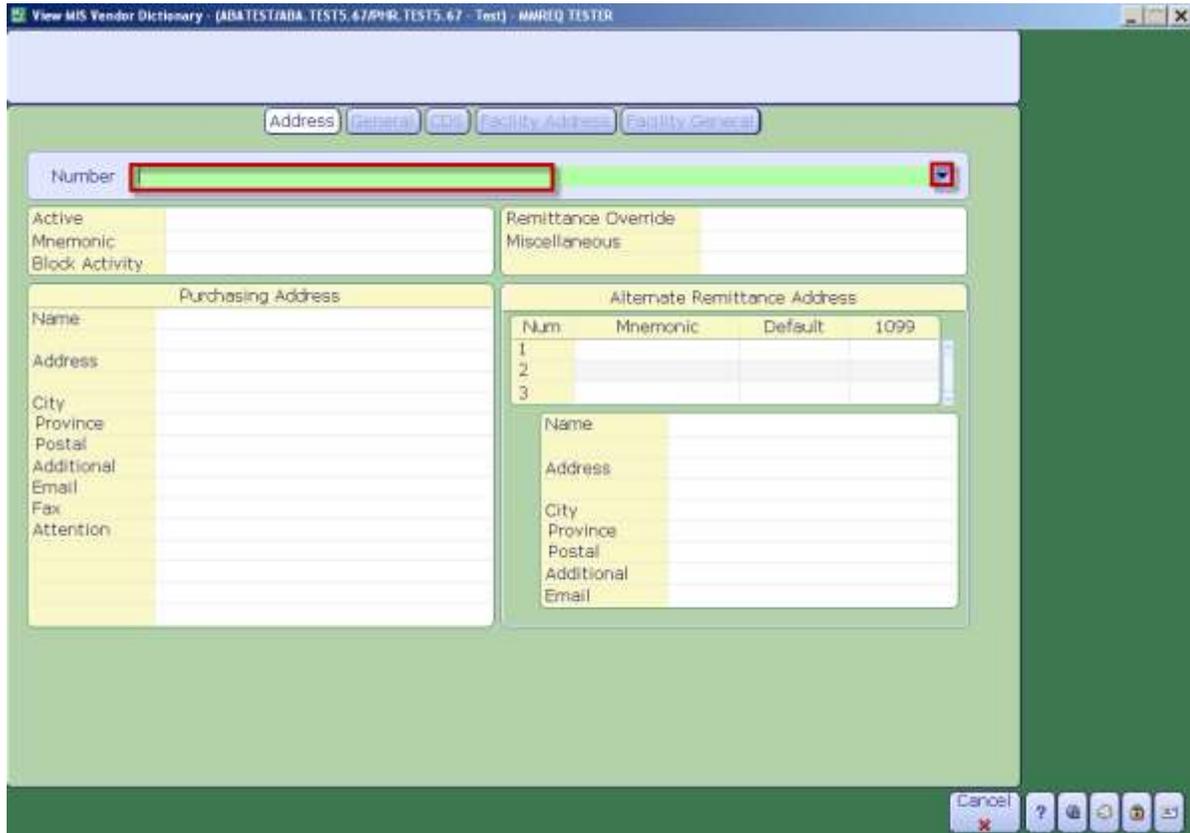Revised: February 20, 2018

View Vendor Dictionary

1. **Select** *View Vendor Dictionary* from the Materials Management menu.

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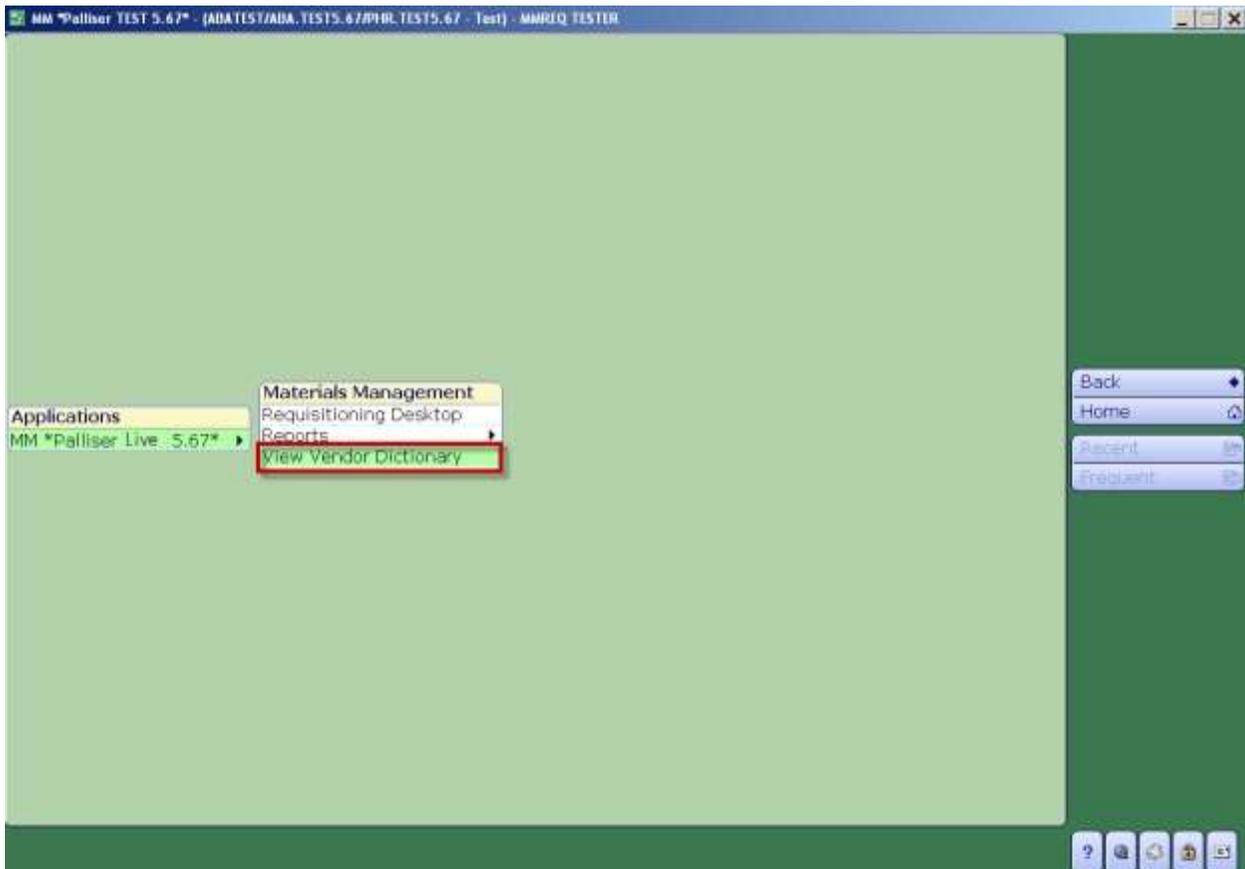
2. **Click** in the *Number* field and type in the Vendor Number or search by **clicking** on the dropdown arrow.
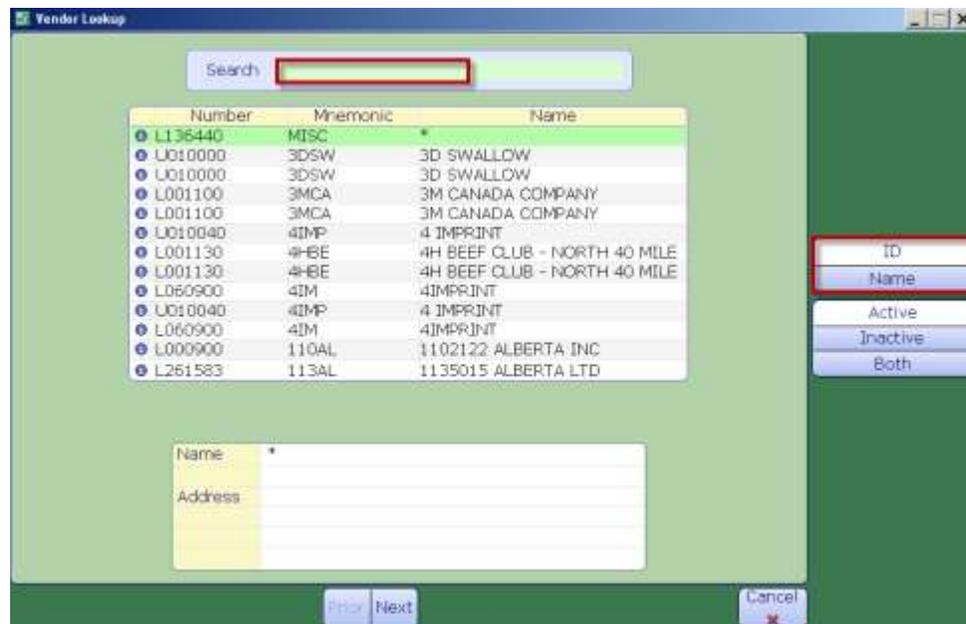

If performing a search, notice the search options on the right hand Menu Listing. A user can search by Vendor ID Number or by Vendor Name (Upper Case).

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