## Processing and dispensing a E-voucher

1. On the top tool bar click the voucher icon and the below screen will appear.

Input the voucher number from the client's text message into the process voucher box. Include all numbers and full stops.

Quiumana	iger										** SWYT QuitManager Acceptance **
LOG OUT	<b>Г</b> Номе	ANY CLIENTS	CALL BACKS	St NEW CLIENT	REFERRAL	PIND CLIENT	V REPORTS			<b>VOUCHERS</b>	
Logged in as Ja	in Spence (ja	n.spence) A A	A								
Home / Pro	Home / Process Voucher										
Process a Voucher											
Enter the number on the voucher below.											
example: A00011											
• Enter the number from the voucher presented and the system will attempt to match it to an existing record and allow you to process it.											
							Designed and c	ieveloped by Norti 9 Released : 13-M	<u>1 51</u> ar-2020		

2. When the voucher number is found, a green line will appear below the voucher number. Click on <u>click here to process</u>.

QuitMan	ager										** SWYT QuifManager Acceptance **
LOG OUT	<b>6</b> номе	A CLIENTS	CALL BACKS	St. NEW CLIENT	REFERRAL	PIND CLIENT	<b>REPORTS</b>	ADMIN		OUCHERS	
Logged in as J	lan Spence (j	an.spence) A /	A								
Home / Pr	rocess Vouc	her									
Pro Enter th	OCESS e number on t 7.8.5	a Voud he voucher below	cher <sup>"</sup>								
✓ Voucher Found for Client 101737 <u>Click here to process</u>											
							Designed and d	leveloped by North	h 51 ar-2020		

- 3. Your pharmacy name should appear in the drop down, if not complete the fields by picking from the drop down menu.
  - a. Dispense the medication to the client

Voucher Defails Additional Info   Voucher Number: 101737.8.5 Forename: Client   Sumare I: 101737 Date of thir is c2004/1992   Voucher Issue Date : 17/03/2020 CCG : Calderdale
Date Voucher Processed
17/03/2020
Dhamaey
Place select a Pharmary
Redeeming Pharmacist
Prescription Fee Paid
Have you performed a clinical check
Medication Calderdale Inhalator V 15.00mg Generic Calderdale Inhalator Nicotine inhalator 1 x 20 (Qhy: 20) V Supply Given 1 V
Medication V V Supply Given V
I have dispensed the Medications on this Voucher 1 do not want to dispense the Medications on this Voucher

## Click I have dispensed the medication on the voucher.

This is an important step. If you do not click <u>I have dispensed the medication on the voucher</u> the voucher will not go through for payment. The system reminds you to click process before you leave this screen.

4. When you enter the voucher code and process the voucher, this will automatically go for payment.

## Co Validation:

If the client is within their four week follow up period for their quit date, the system will show the CO reading tick box. If you have signed up to taking CO validations, you will need to perform a CO reading with the client, tick the box and enter the reading.

Date Voucher Processed		
13/07/2023		
Pharmacy		
Please select a Pharmacy	~	
Redeeming Pharmacist *		
Prescription Fee Paid		
Have you performed a CO Reading		

## Troubleshooting:

- If the voucher has already been dispensed a notice will appear to alert you. Tell the client you are unable to dispense the voucher as it has already been redeemed and they must contact their stop smoking advisor.
- If a client says they have deleted their voucher code they should contact Yorkshire Smokefree Doncaster on 01302 561722
- If you have forgotten your log on details or have any problems accessing the system please contact Yorkshire Smokefree Doncaster on 01302 561722