How To Kick Off A Restock Once A New Item Has Been Added To The Omnicell
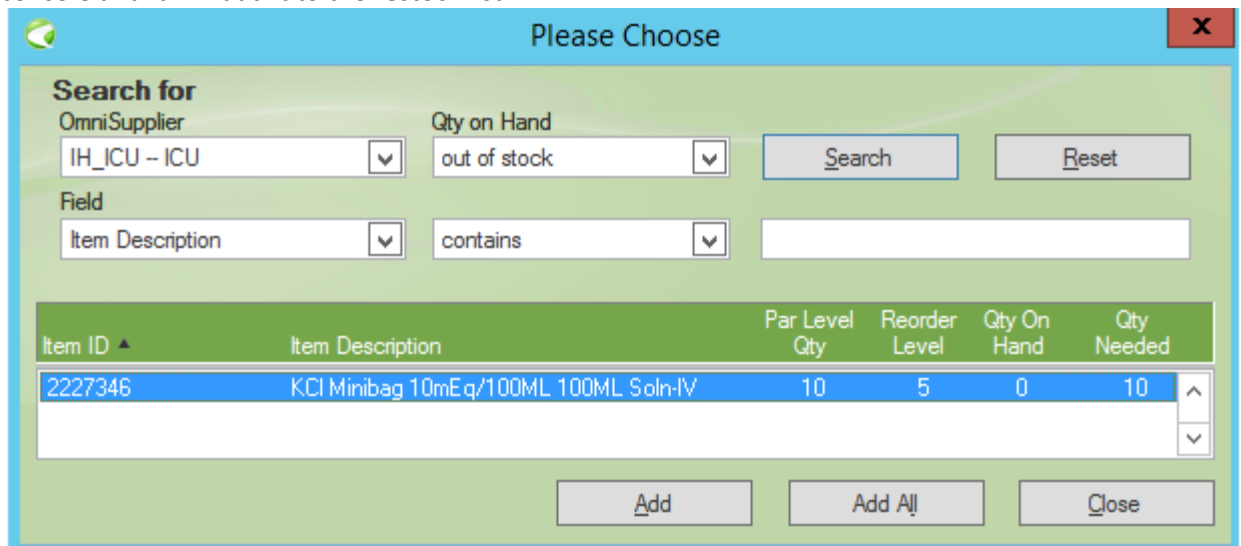
- Log into the Omnicenter console on your desktop

- On the left-hand side of the console, click the Restock tab
- From the dropdown menu on the right-hand side of the console, select "By Item"

- At the bottom of the console, click the "Add" button
- From the "OmniSupplier" dropdown menu, choose the Omnicell that you've added the new item to
- Change the "Qty on Hand" dropdown to "out of stock" and hit Search
- Find the item that you added and highlight it
- Once highlighted, you can either double-click it or click the "Add" button at the bottom of the console and it will add it to the restock list

- After you've added all of the items that you need restocked, click the "Close" button
- You should see your item or items on a restock list and then you can click "Generate"
- The printer will default to the main printer that is setup for Omnicell, so just say okay
- At this point the restock will print and the item or items will cross over to the CSM or the Carousel
- You're done and can log out of the Omnicenter console!