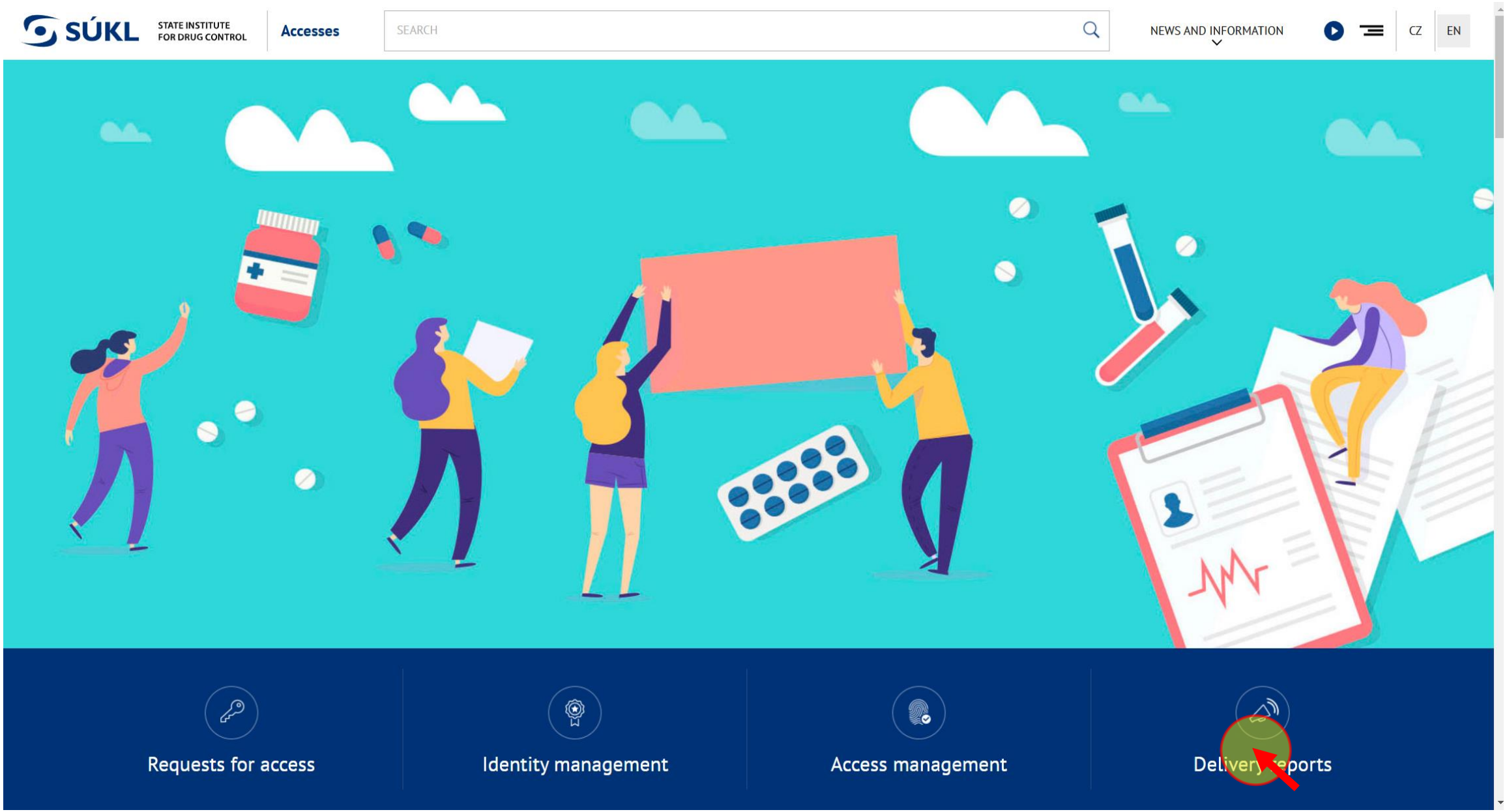
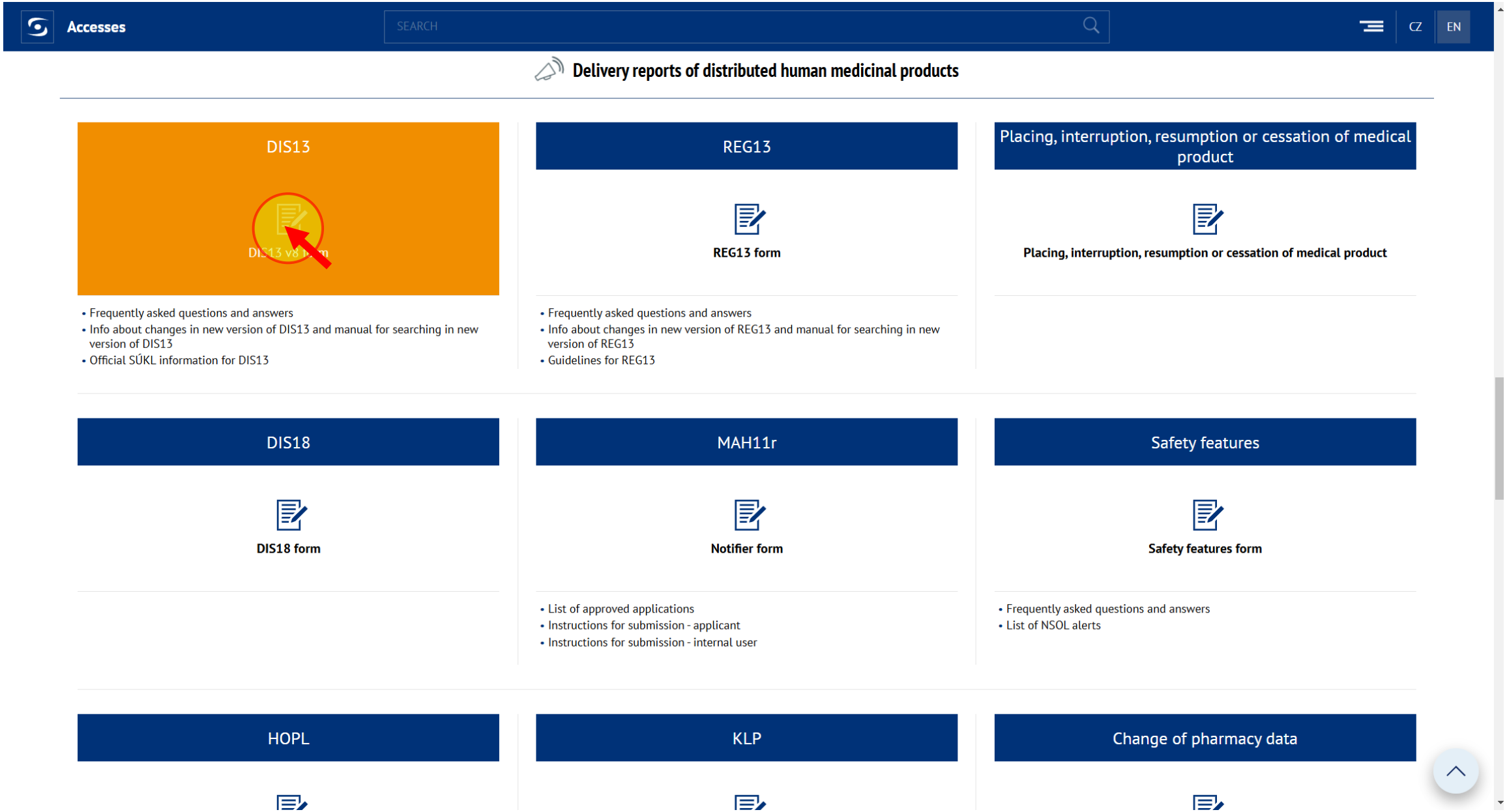
Reporting of Distributed Human Medicinal Products DIS13

Basic Introduction to Reporting

1. On the website pristupy.sukl.cz, select „Delivery reports".

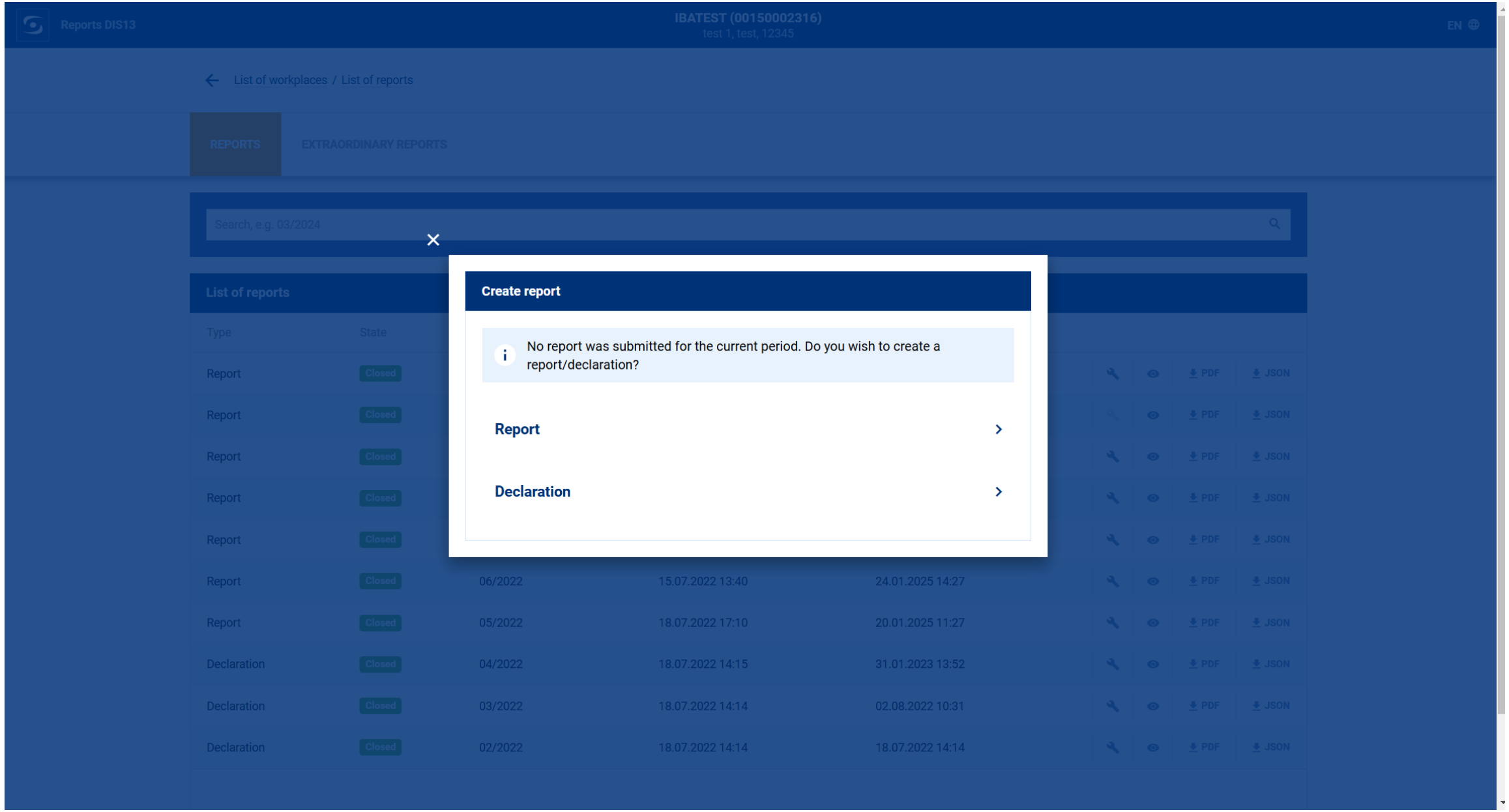


2. Among the reports, select "DIS13".

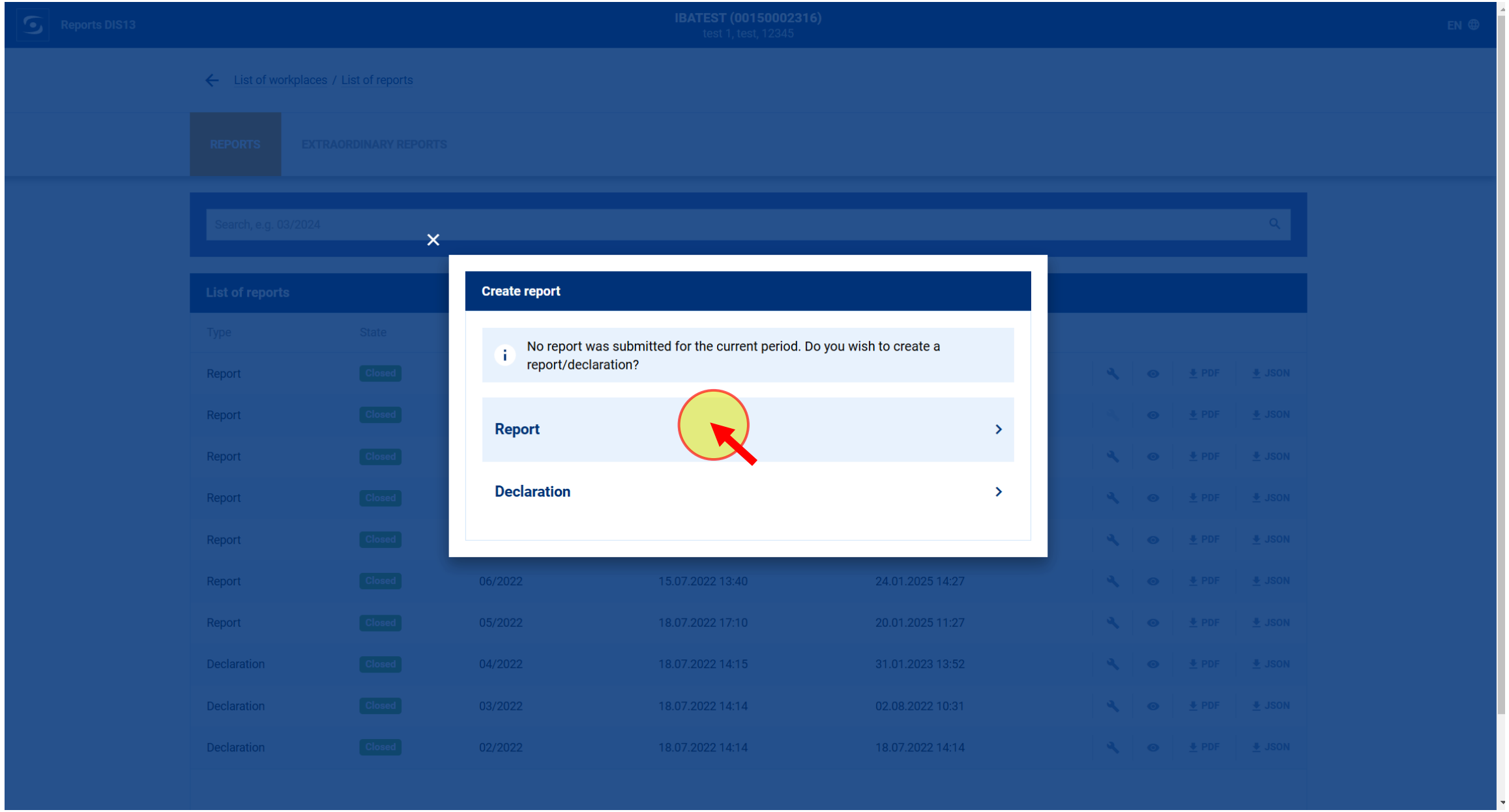


3. Select the workplace for which you want to submit the report. Workplaces for which no report has been submitted are visibly highlighted.

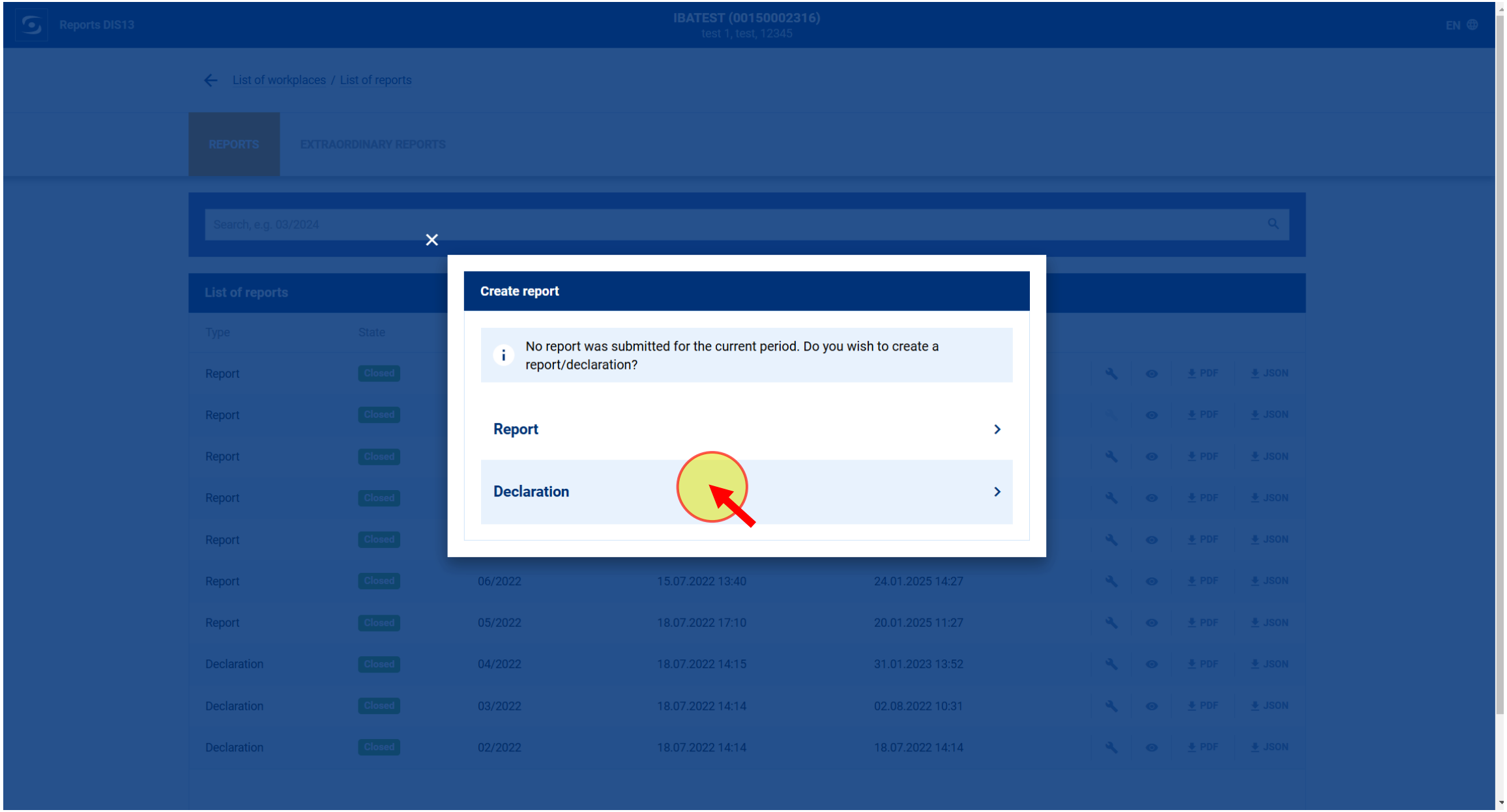
4. Then select whether it is a report or a declaration.



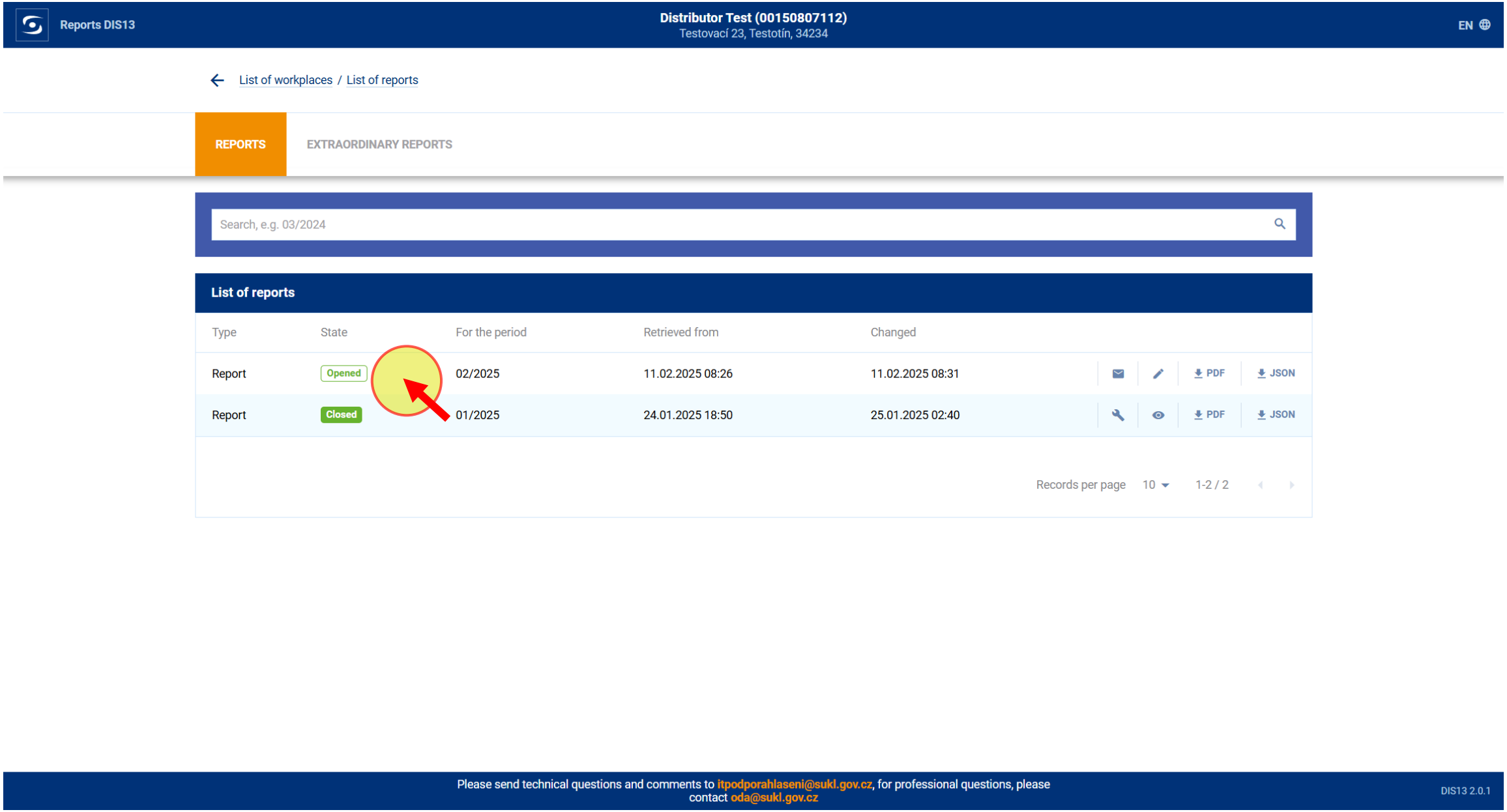
5. In the case of a "Report", it is a standard report containing both registered and unregistered medicinal products.



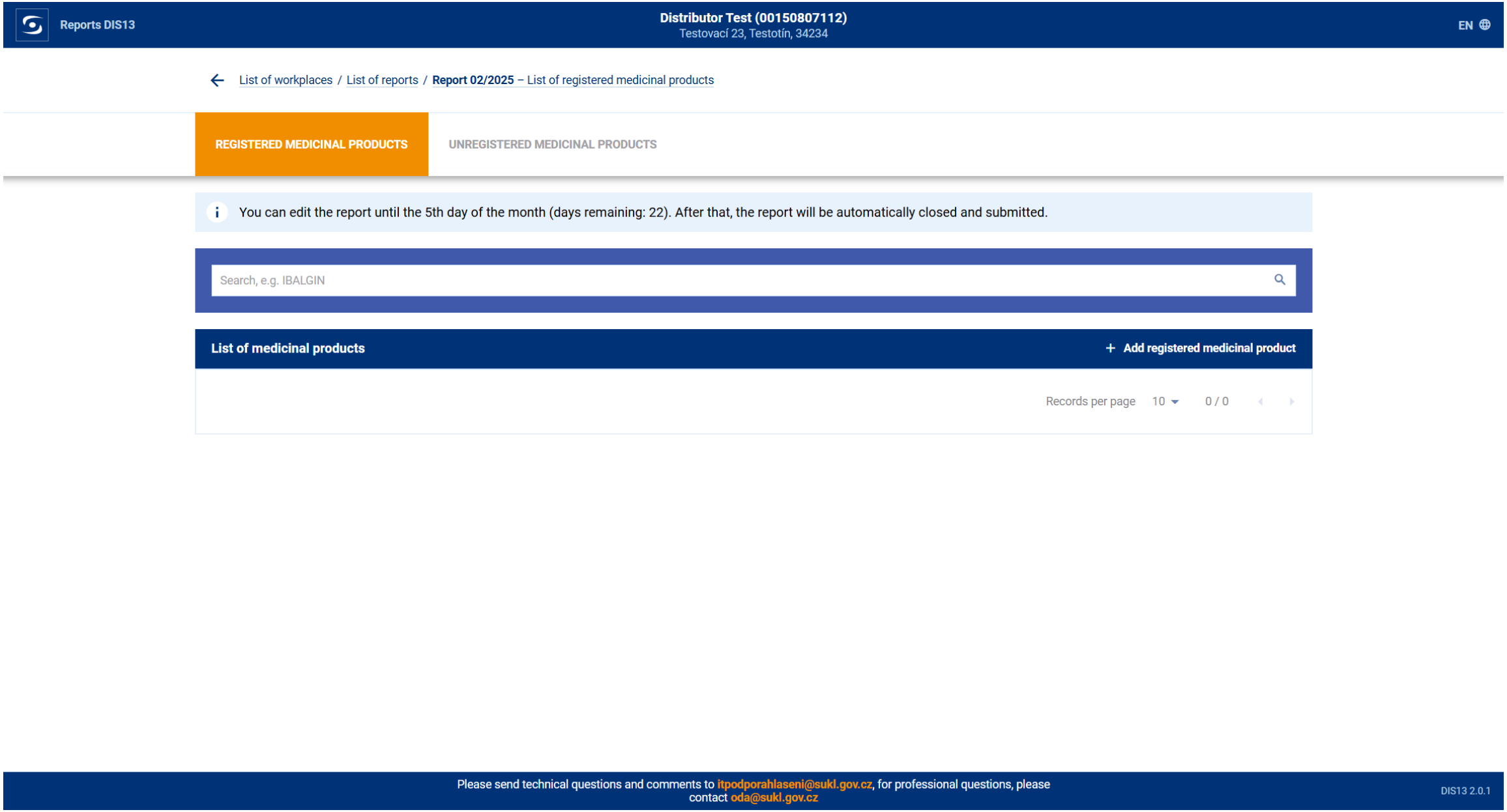
6. In the case of a "Declaration", it is a zero report that does not contain any medicinal products.



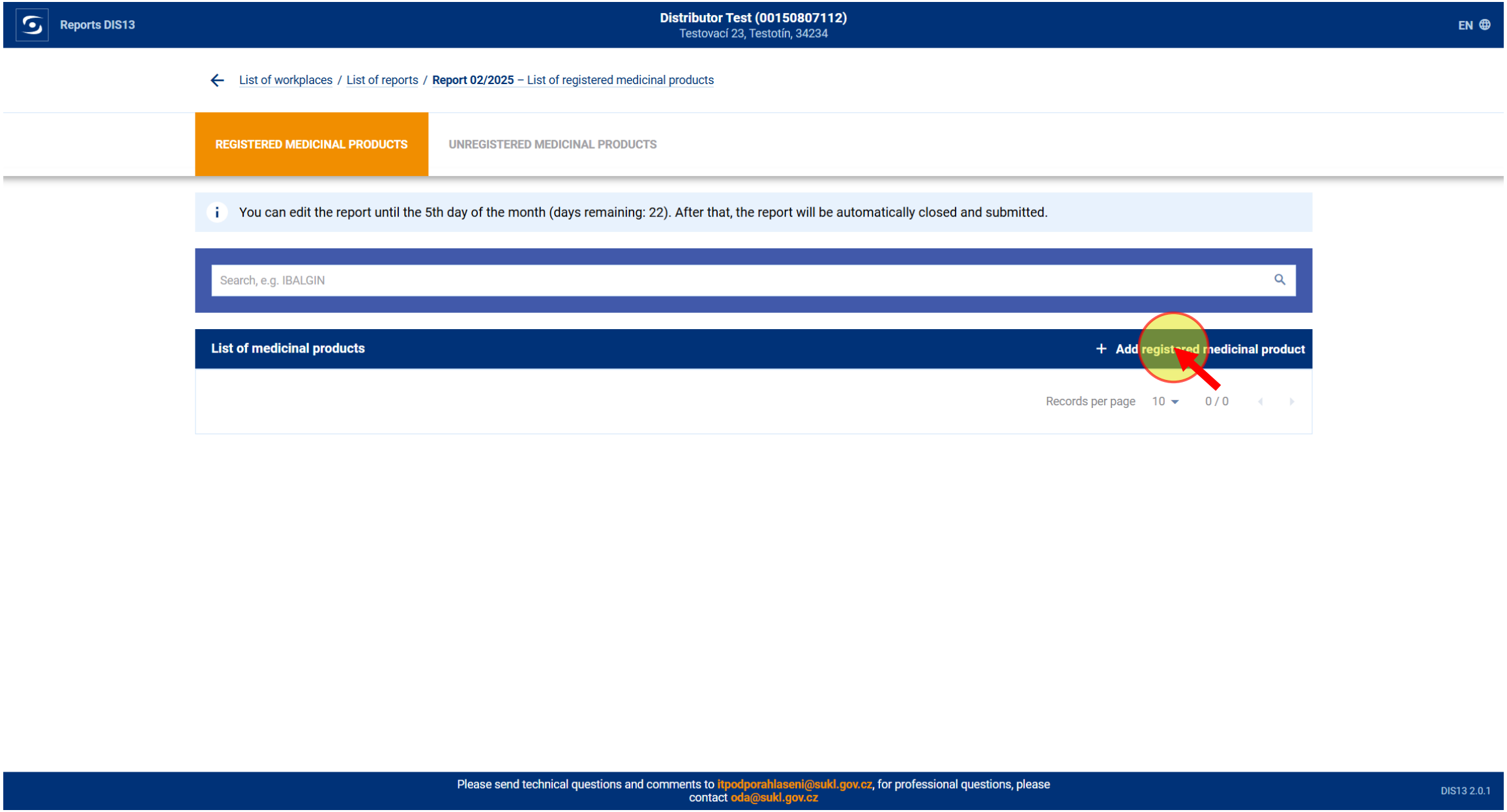
7. After creation, the report will appear in the list of reports, where you can open it with one click.



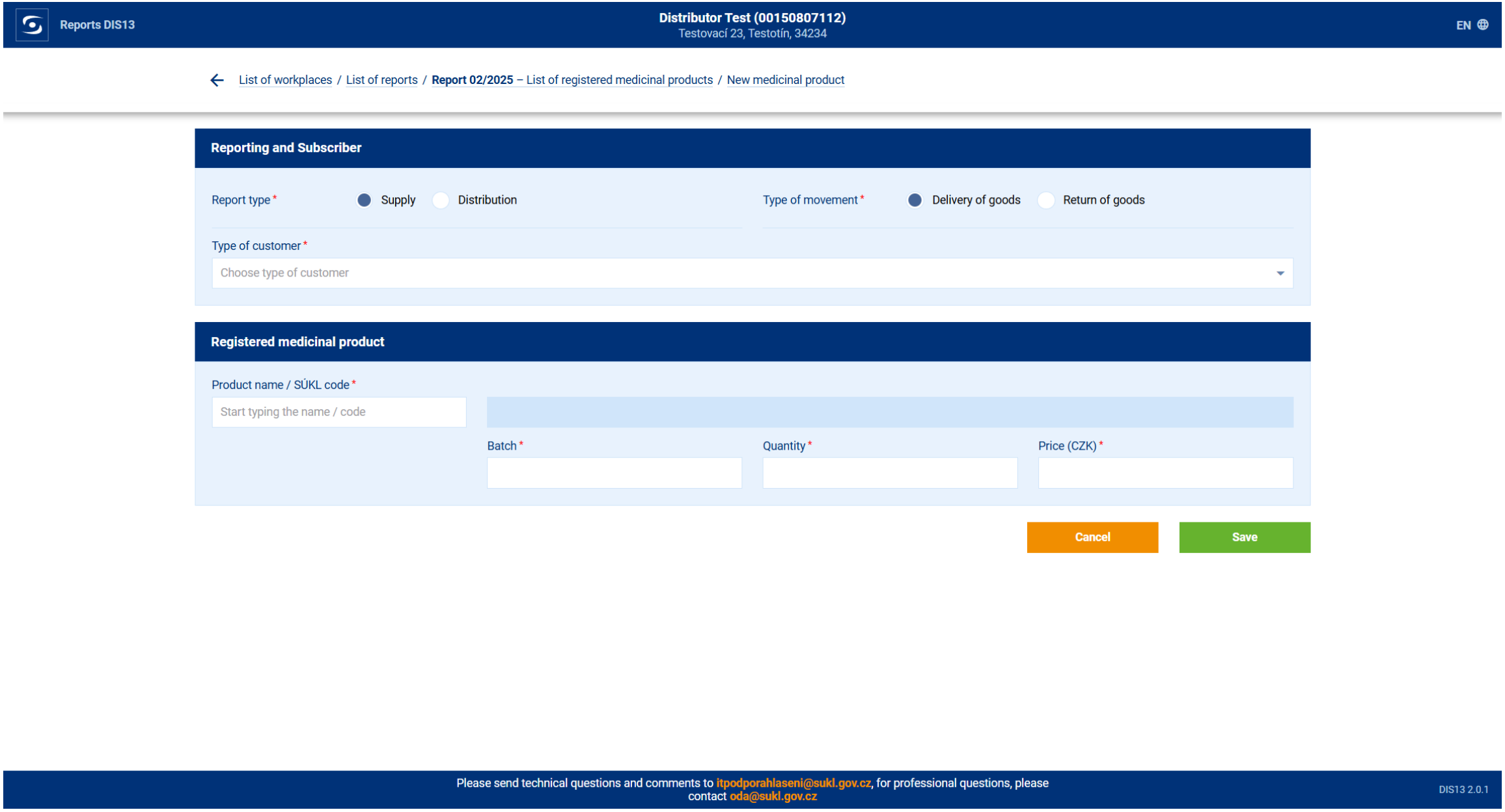
8. After selecting "Report", the current report will appear for completion.



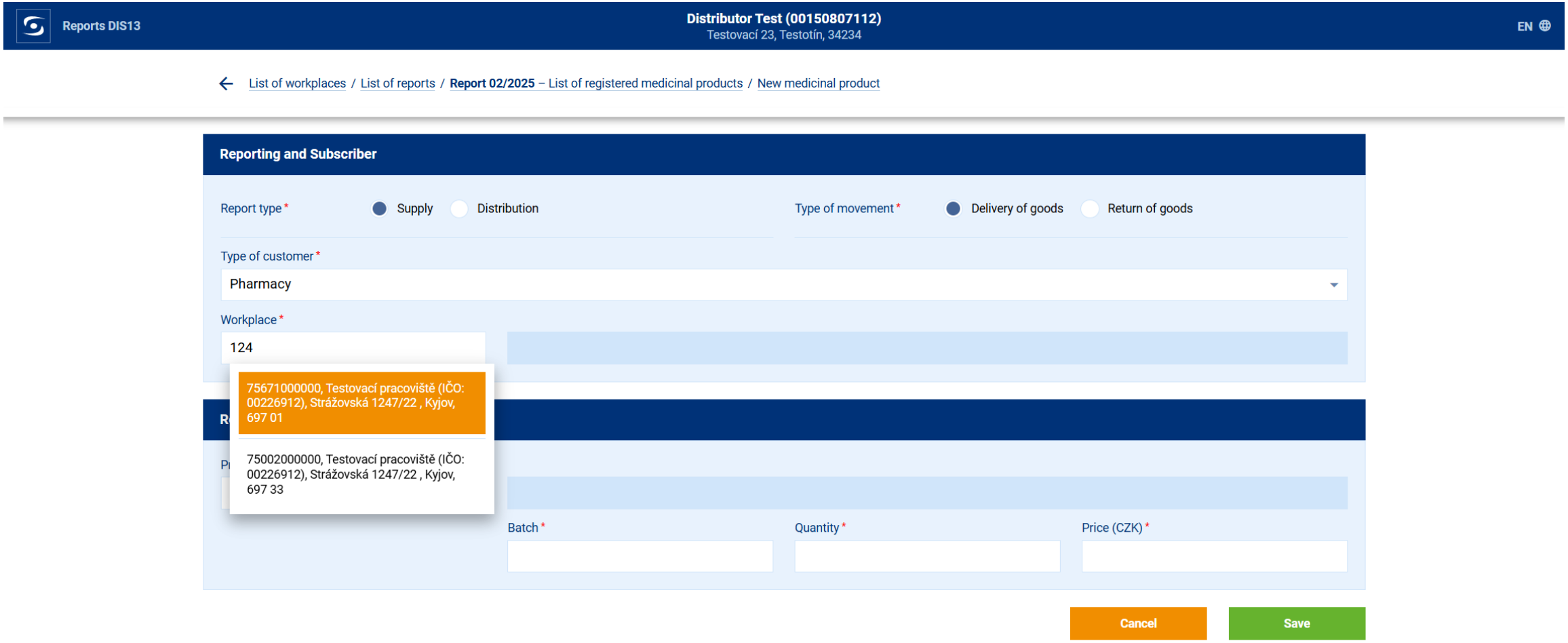
9. Using the "+" icon, you can start filling out the report by adding a registered medicinal product.



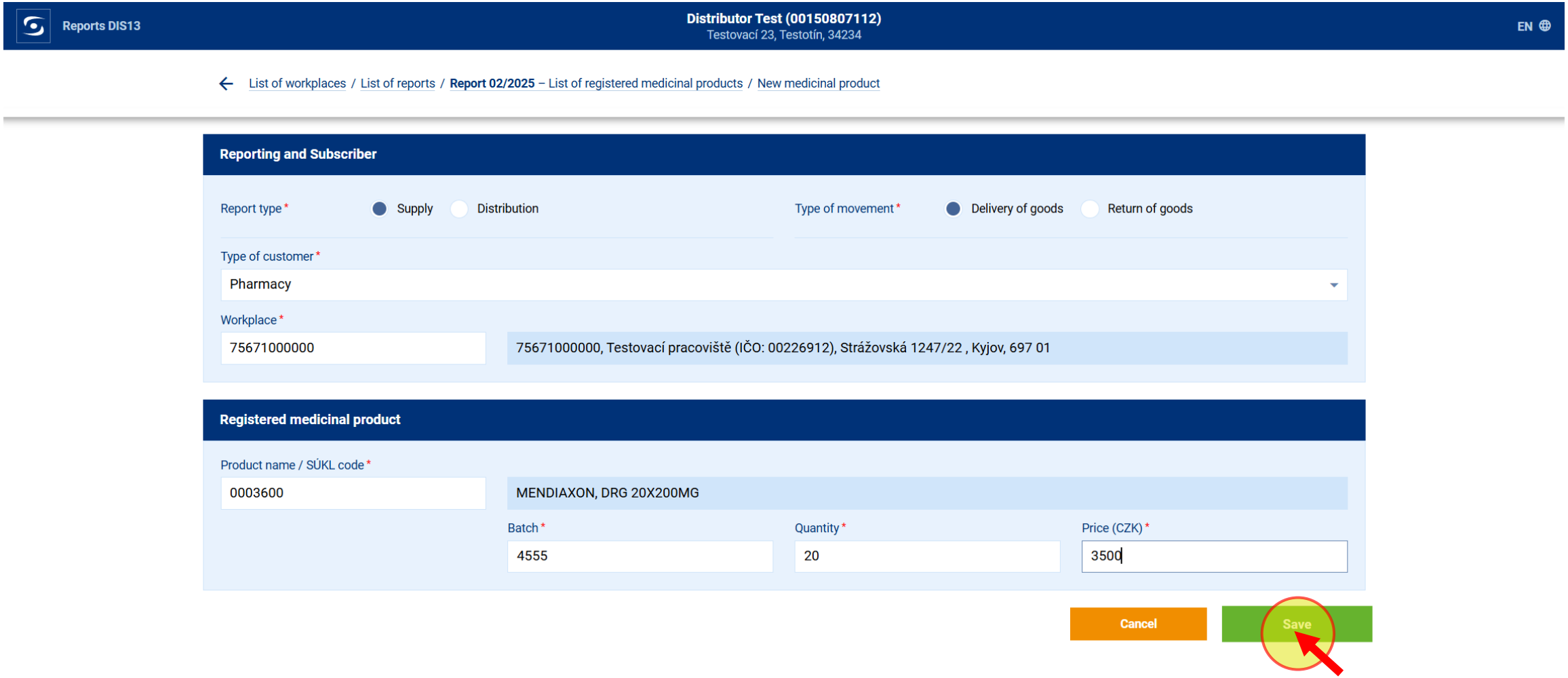
10. Fill in the required fields in the report. Report type, movement type, customer type, and then the details of the registered medicinal product.



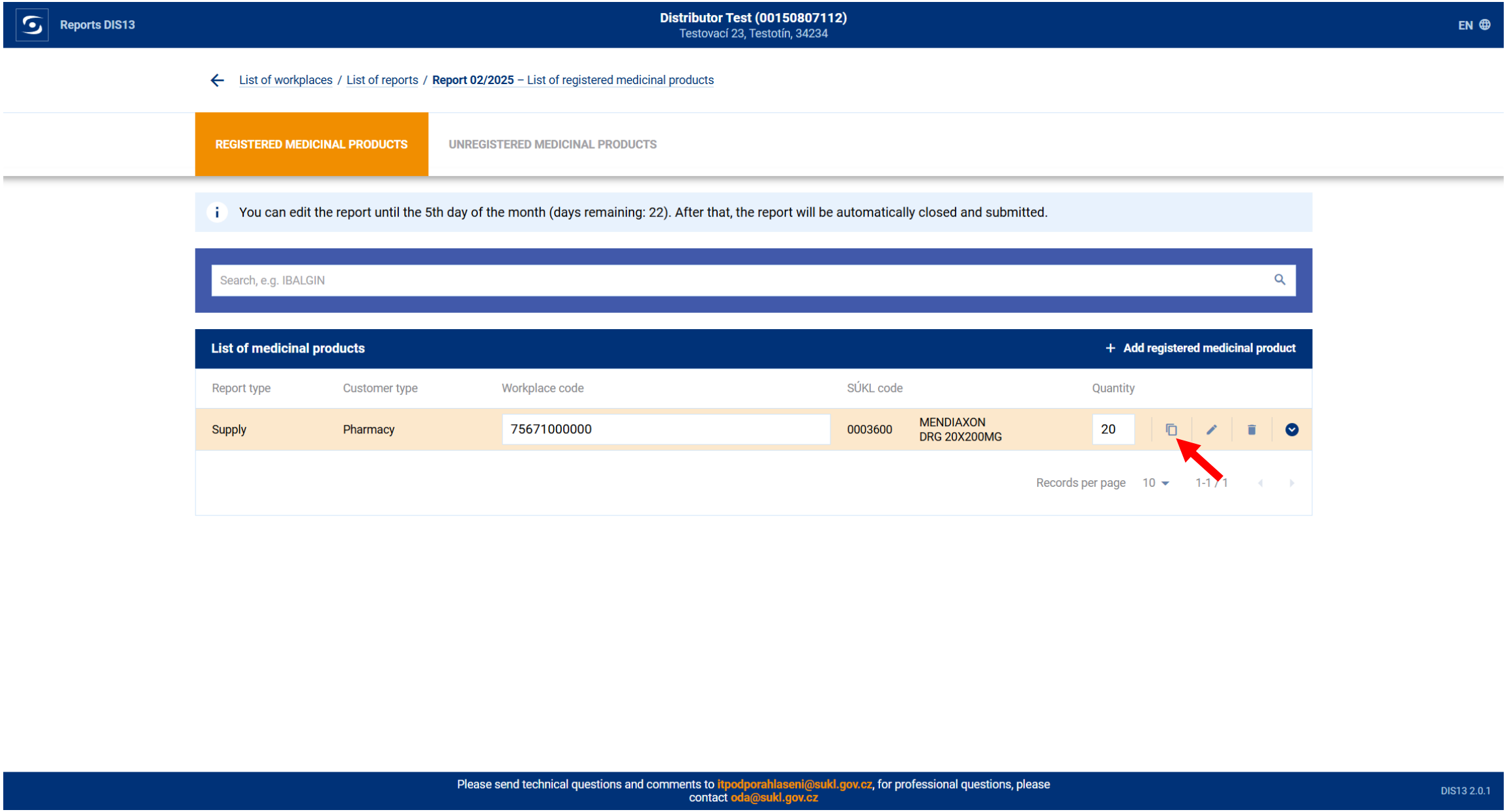
11. In the case of customer type "Pharmacy", „Blood Centre", or "Distributor CZ", it is necessary to enter the workplace.



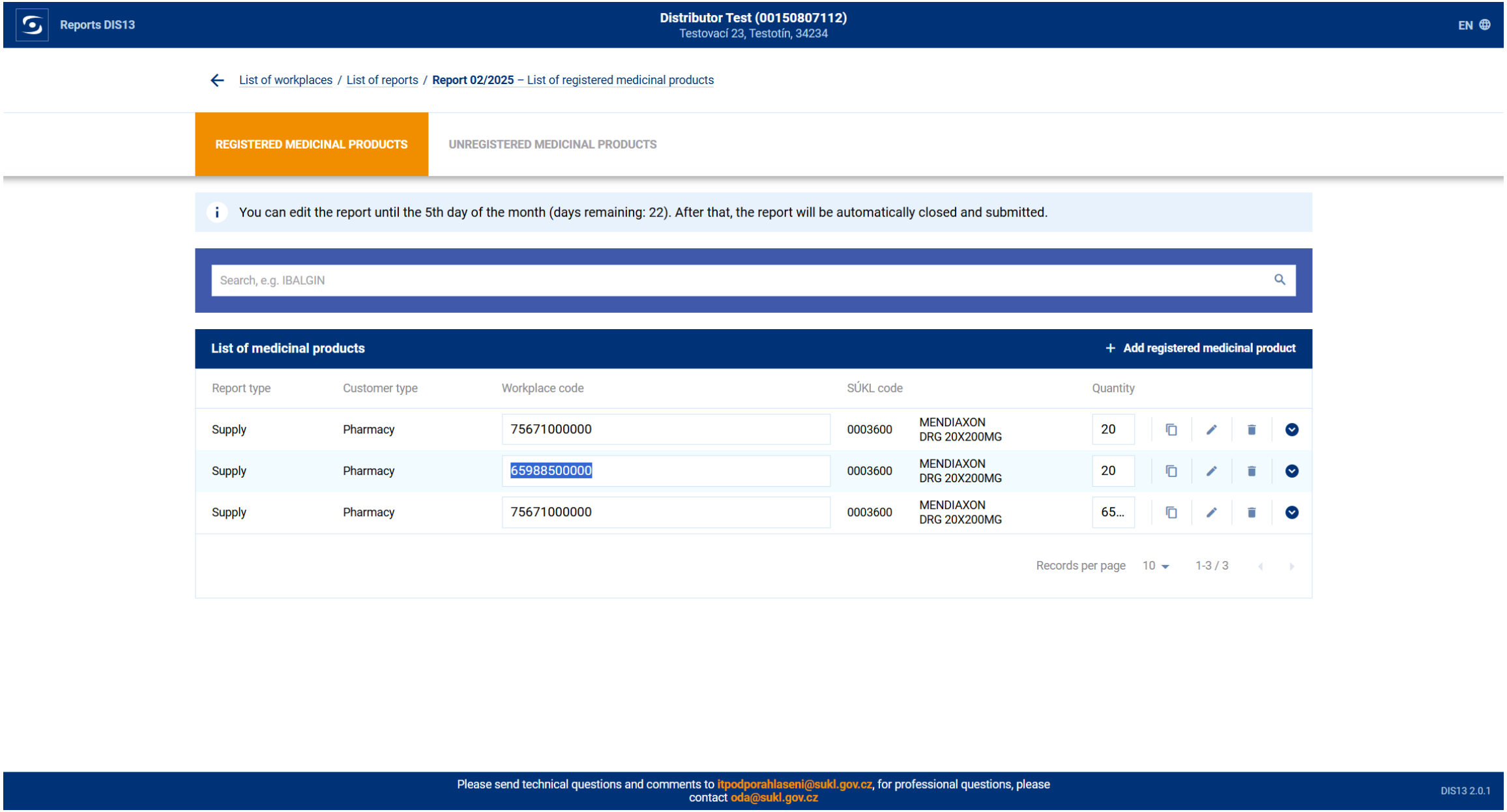
12. After completing the form, save the item using the "Save" button.



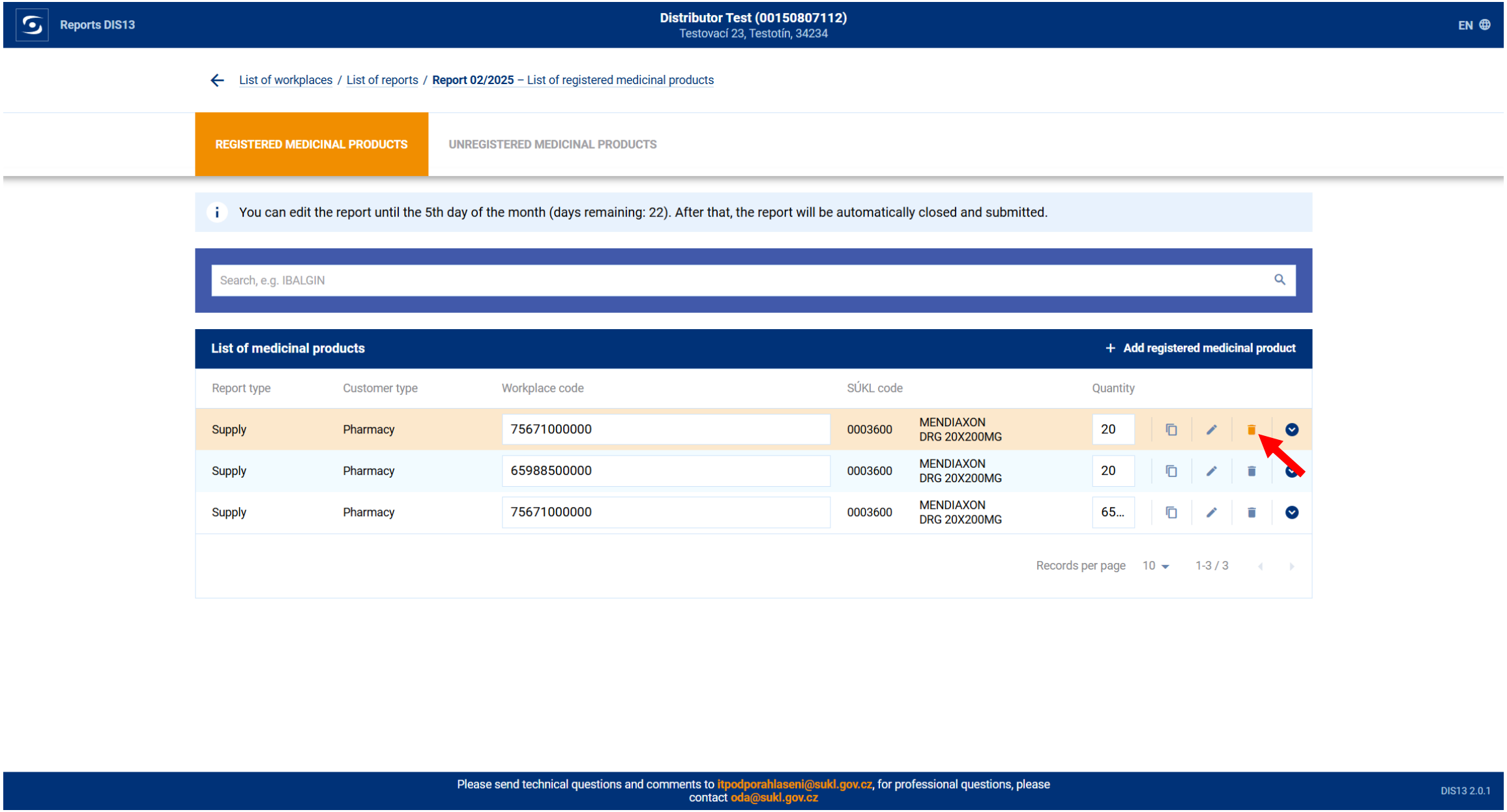
13. To enter one medicinal product with different workplaces, you can duplicate the item and then change the "Workplace Code" and quantity without needing to display the details of the medicinal product.



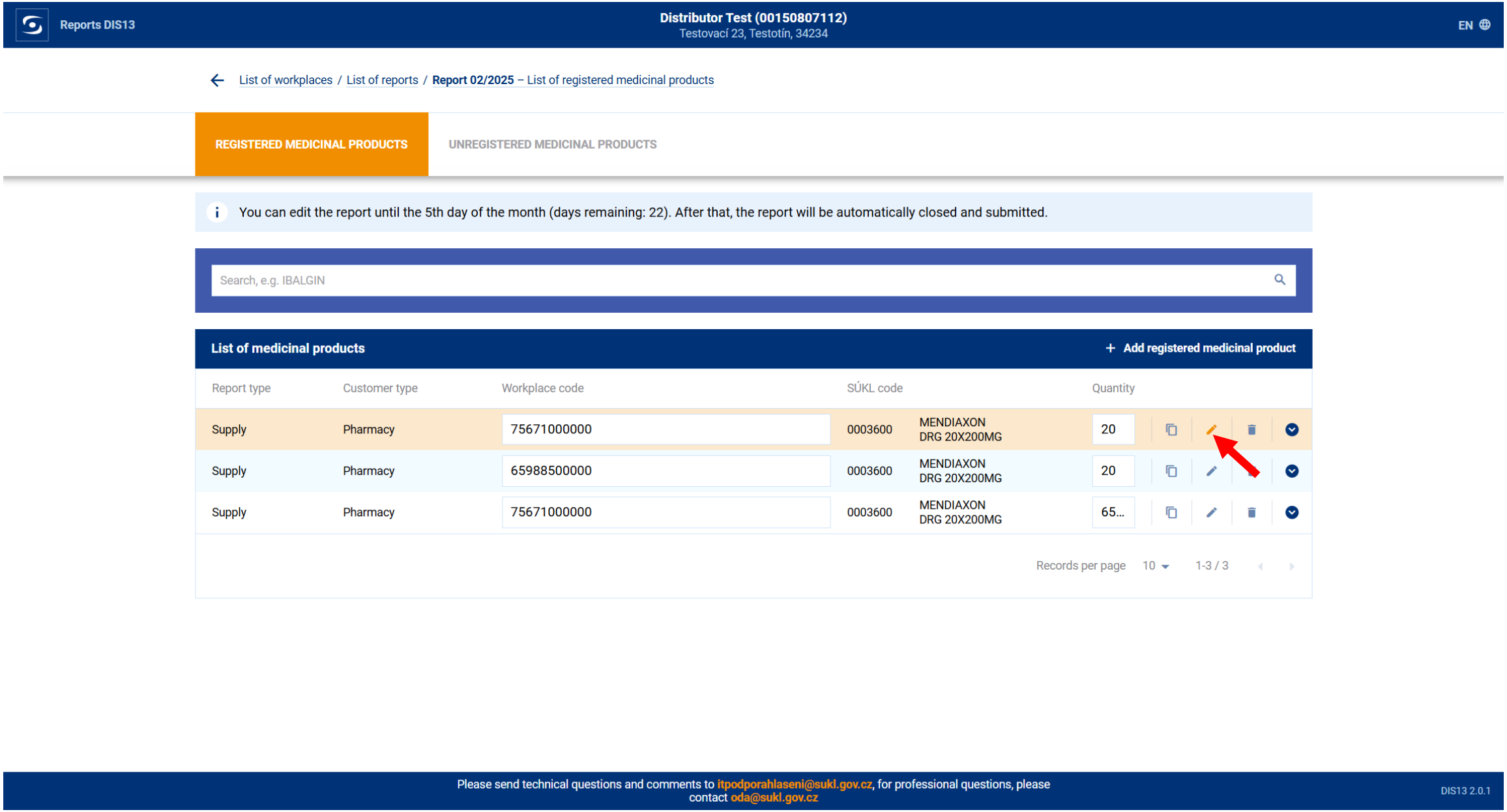
14. Changes in the report are automatically saved without the need for submission.



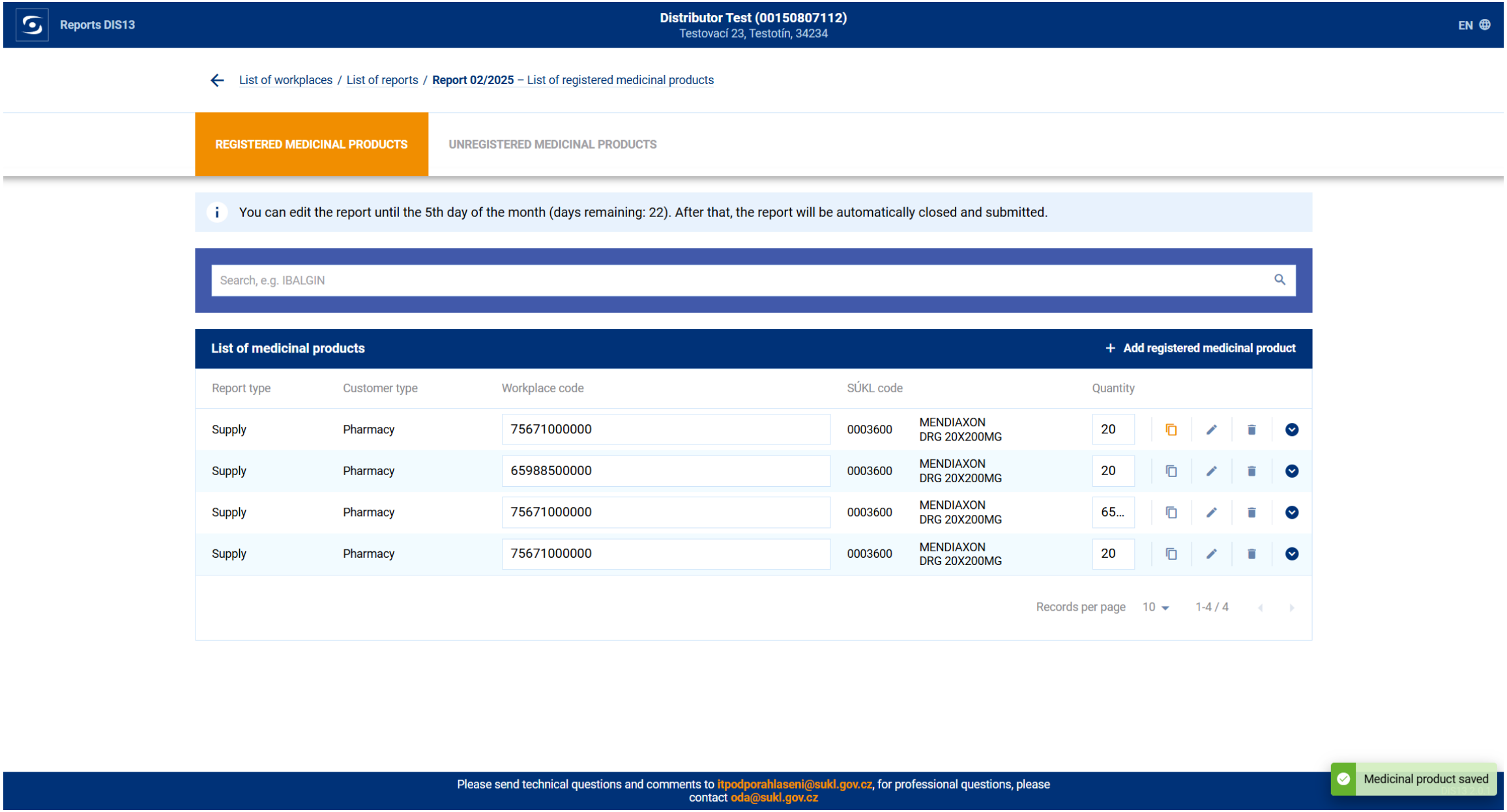
15. An item in the report can be easily deleted using the trash bin icon.



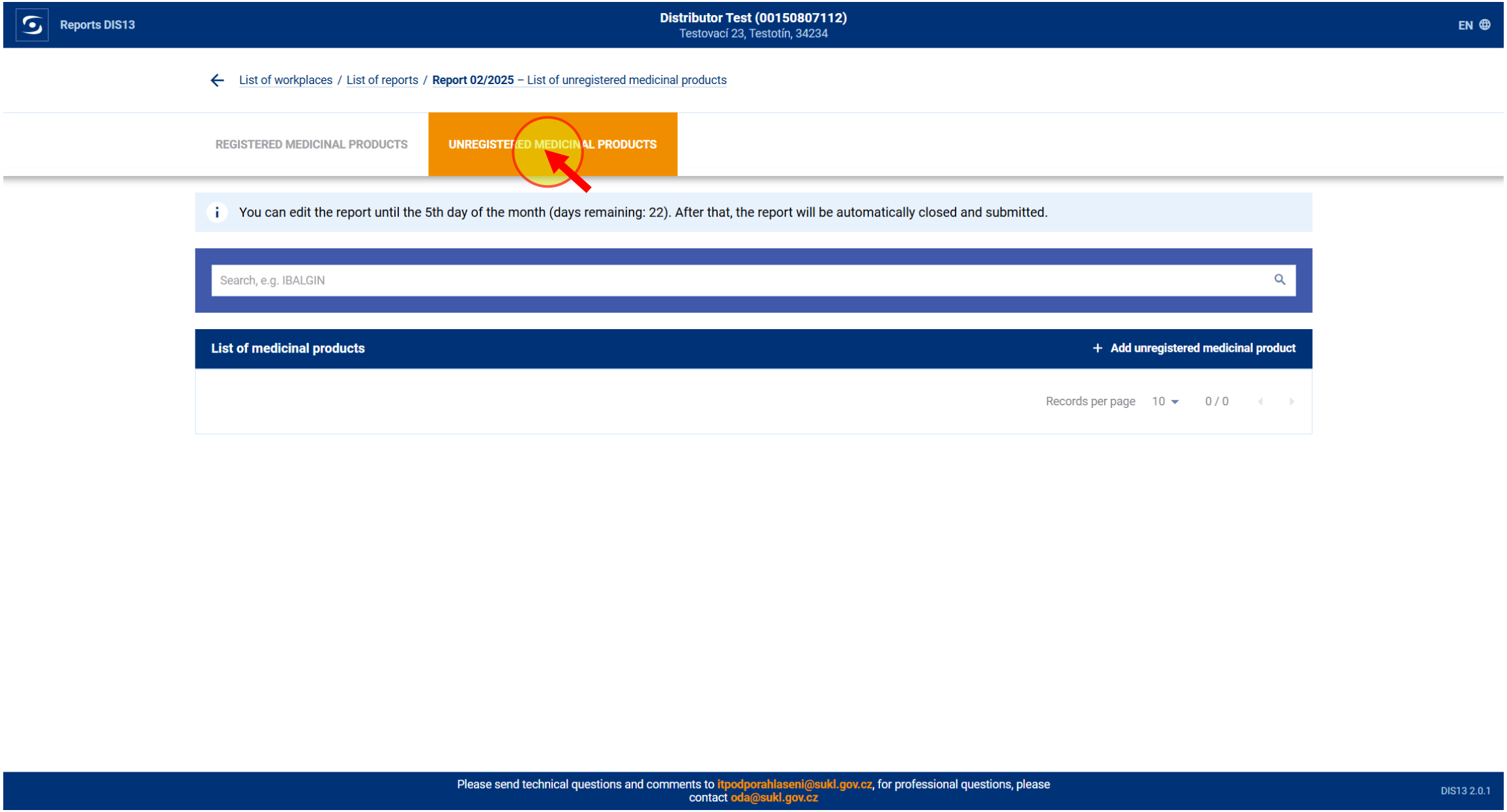
16. By clicking the pen icon, the details of the medicinal product will be displayed again.



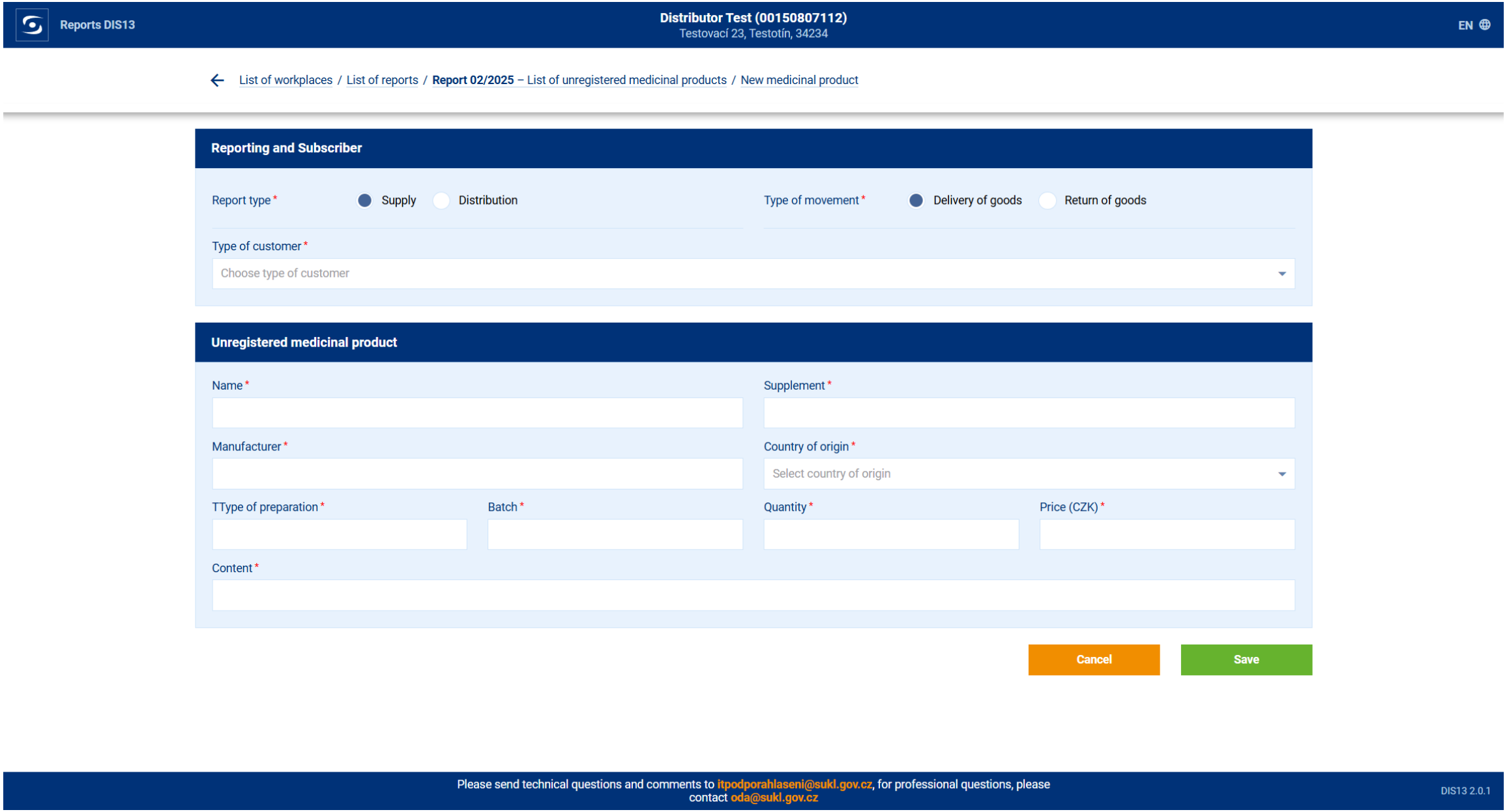
17. The products you see in the list are already entered into the report and will be sent after the automatic closure of the report. For verification, you can always see the message at the bottom right: "Medicinal product saved".



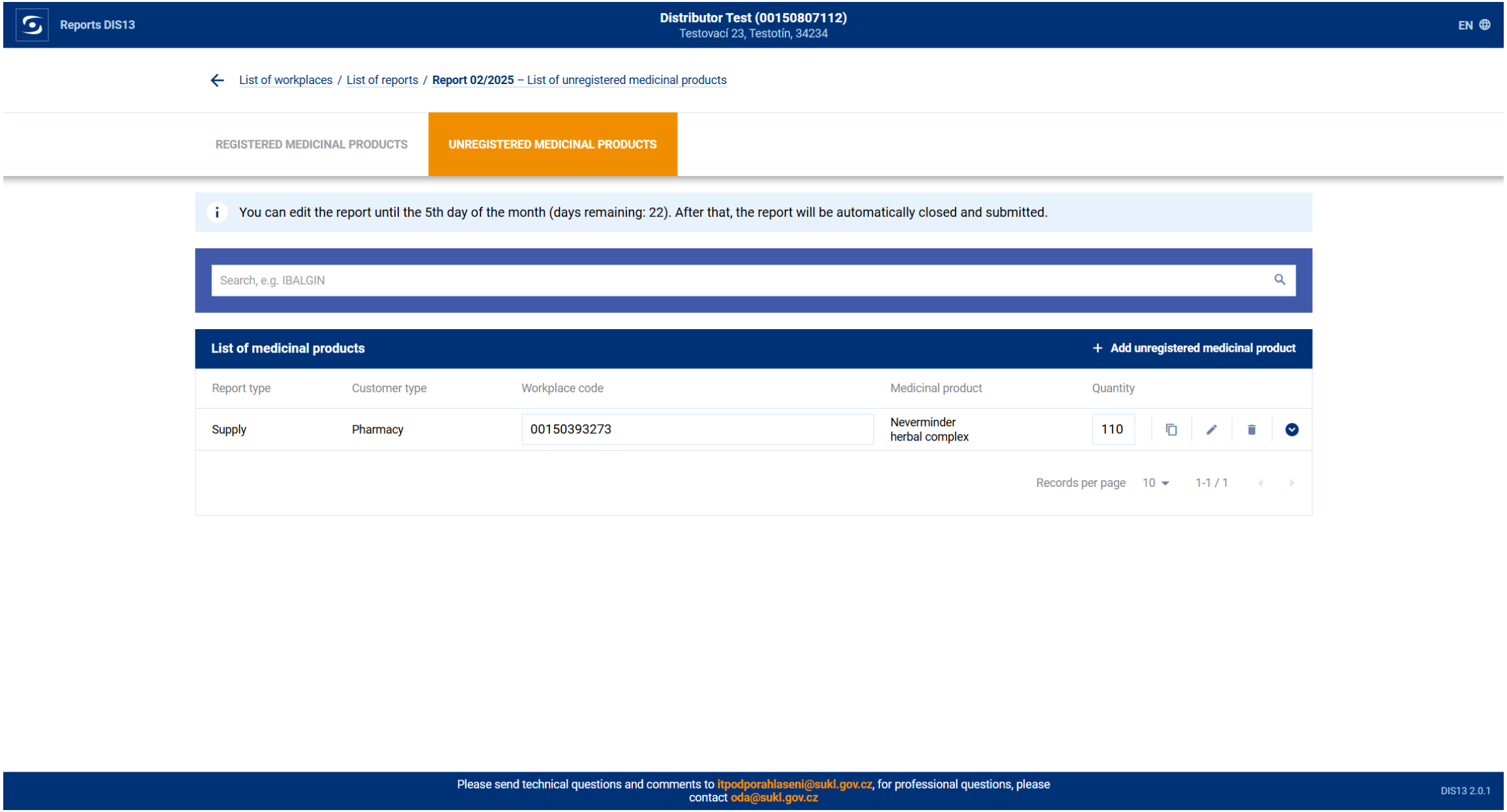
18. The process for entering "Unregistered Medicinal Products" is similar.



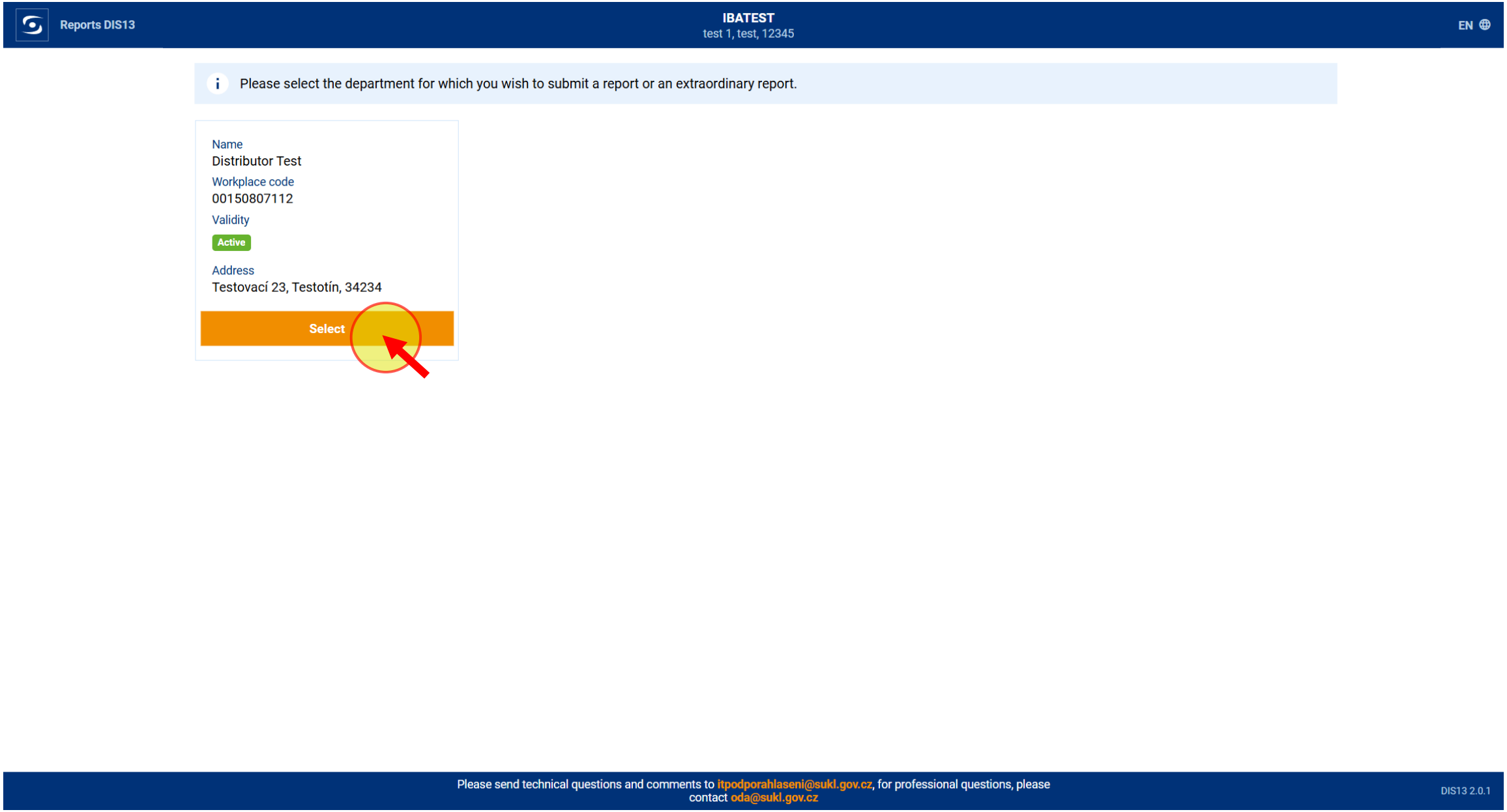
19. Fill in all the details of the "Unregistered Medicinal Product", and after saving, the product will be written into the report in the list of "Unregistered Medicinal Products".



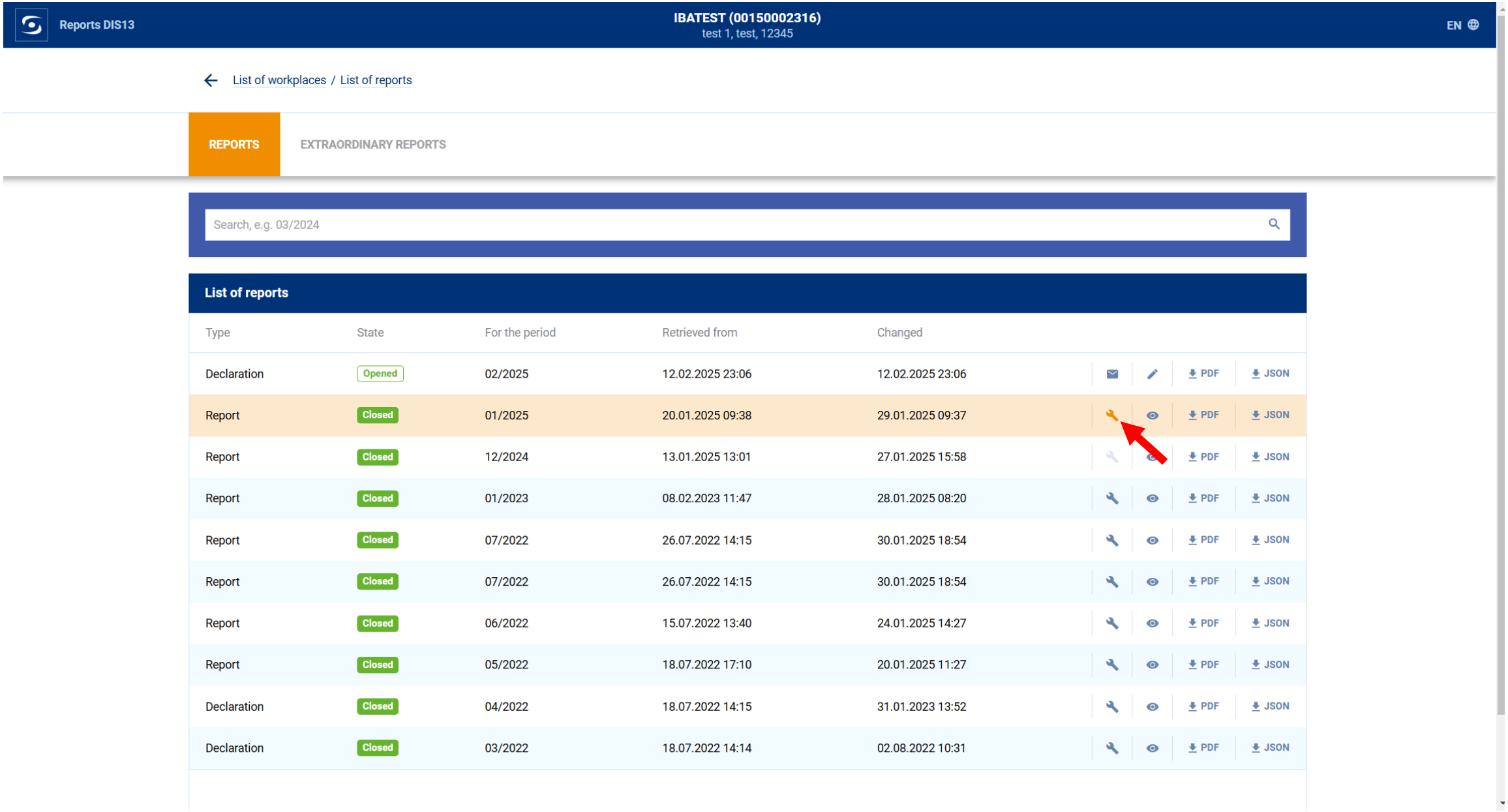
20. In this list as well, the specified Medicinal Products are already part of the report.



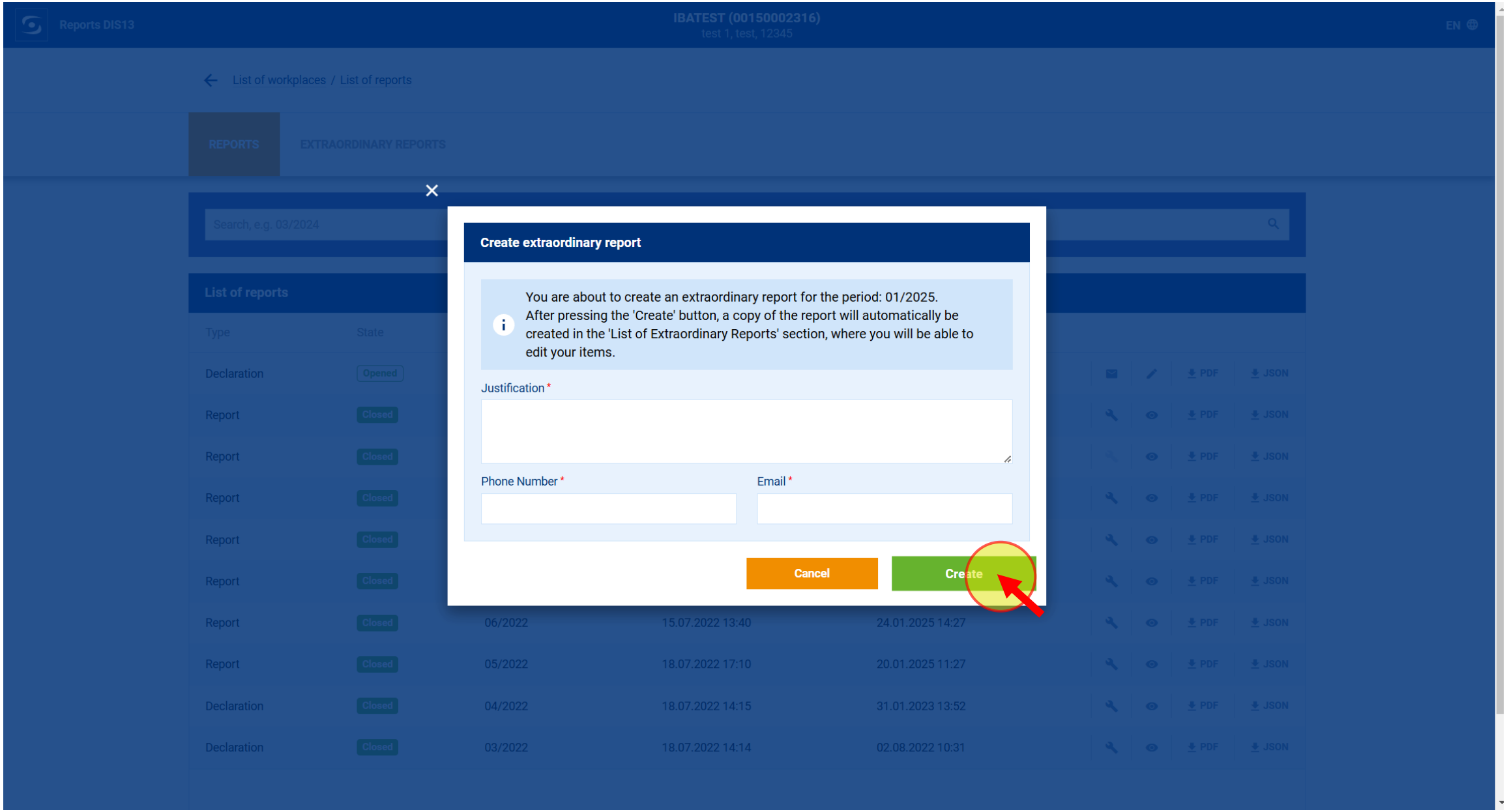
21. To submit an extraordinary report, you must select the relevant workplace and the report for which you want to submit the correction.



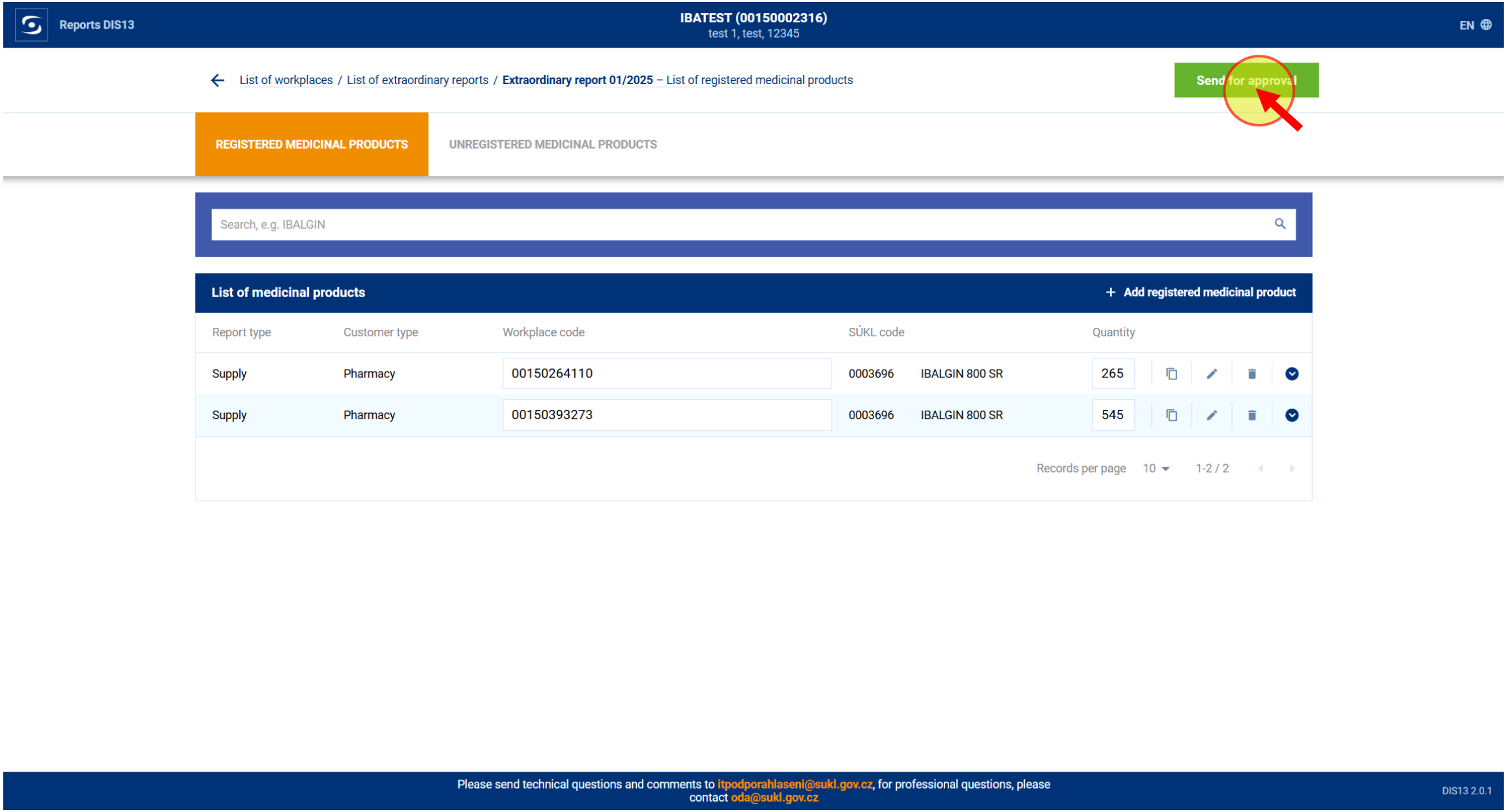
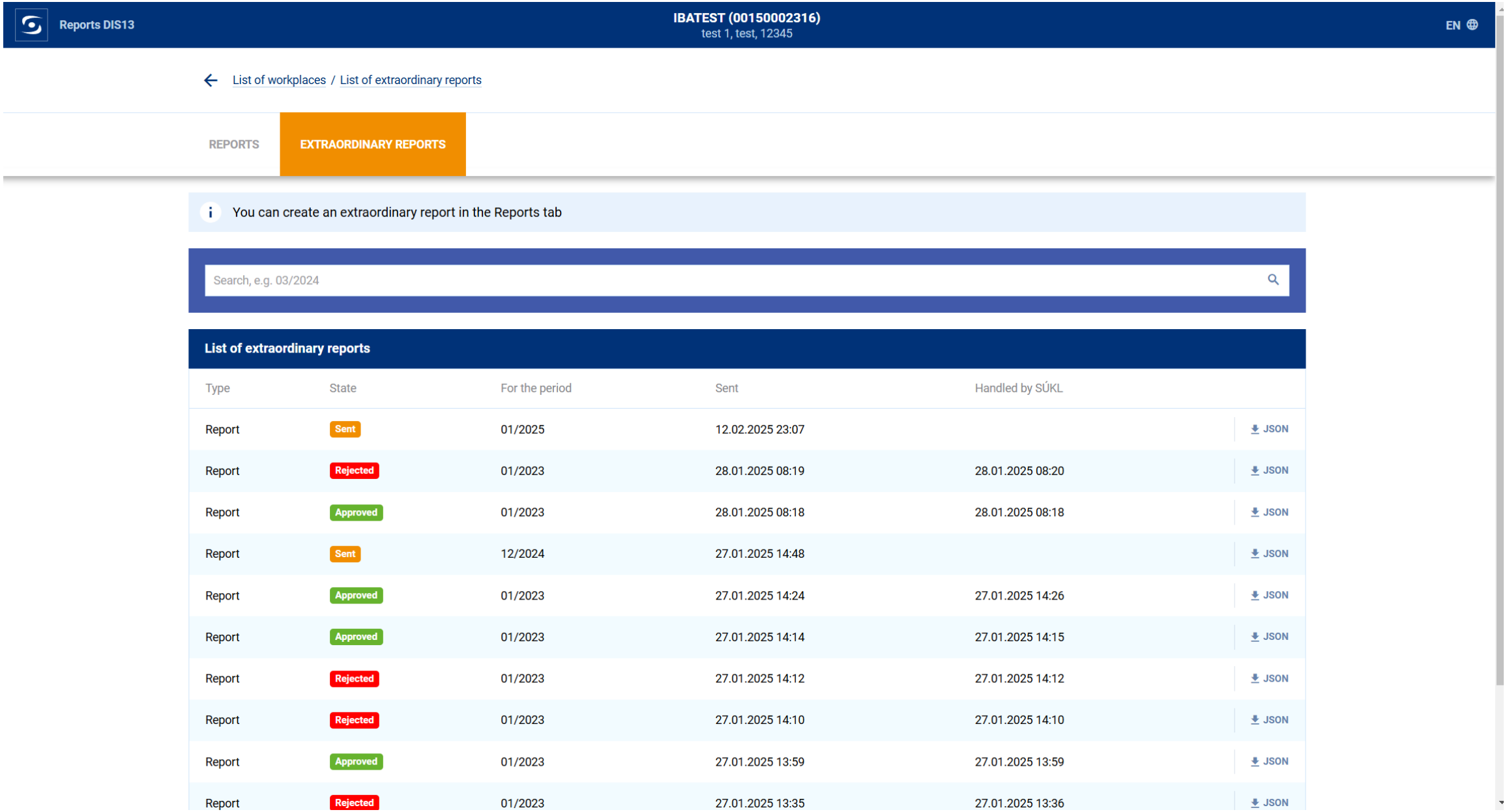
22. To submit an extraordinary report, click on the key icon next to the already submitted report.



23. Fill in the reason for the extraordinary report, phone number, and email, and click "Create".



24. In the extraordinary report, you work the same way as in a regular report. However, the extraordinary report must be manually submitted for approval using the green button.



25. After submission, the extraordinary report will be written into the list of extraordinary reports.