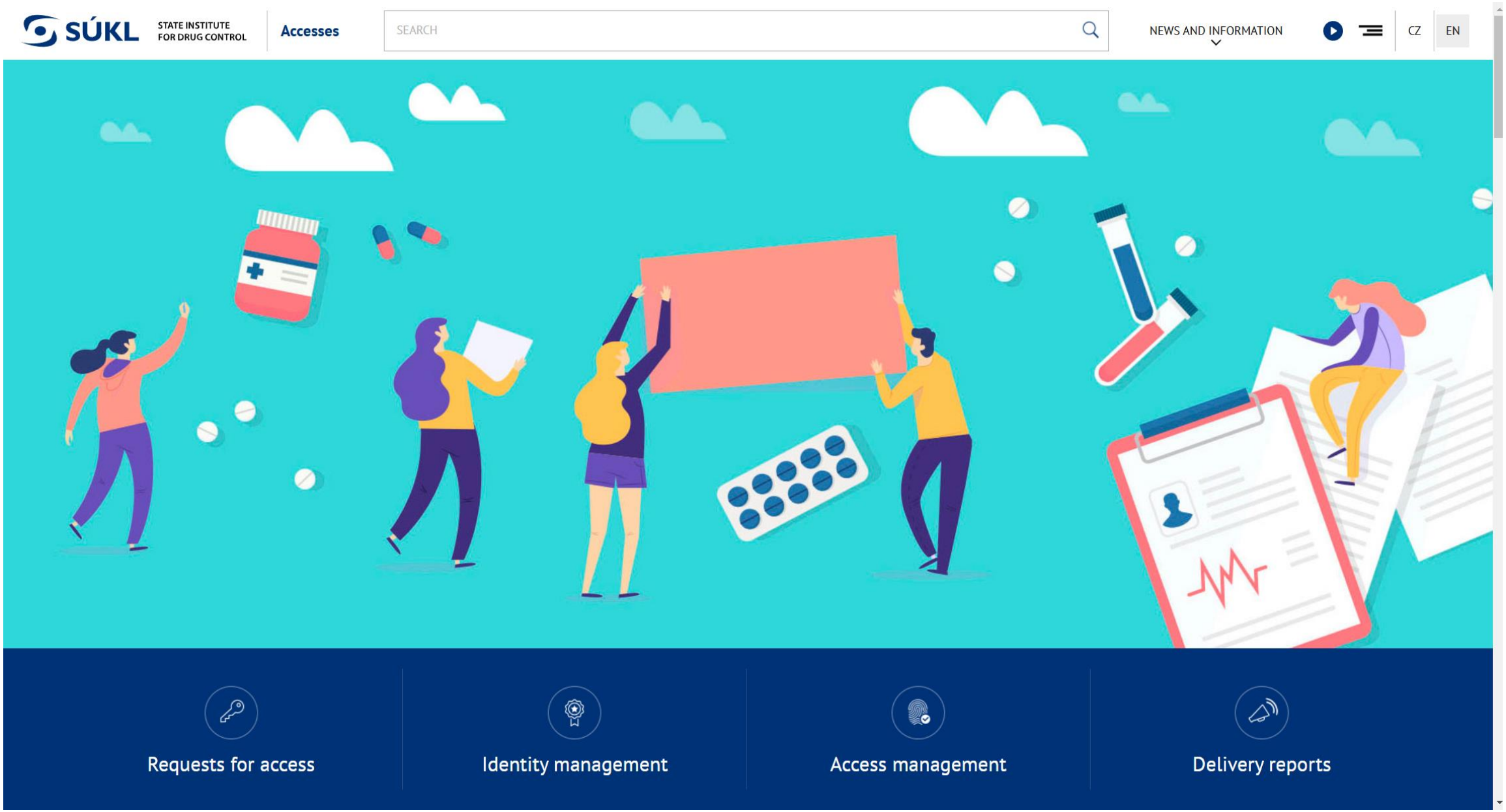
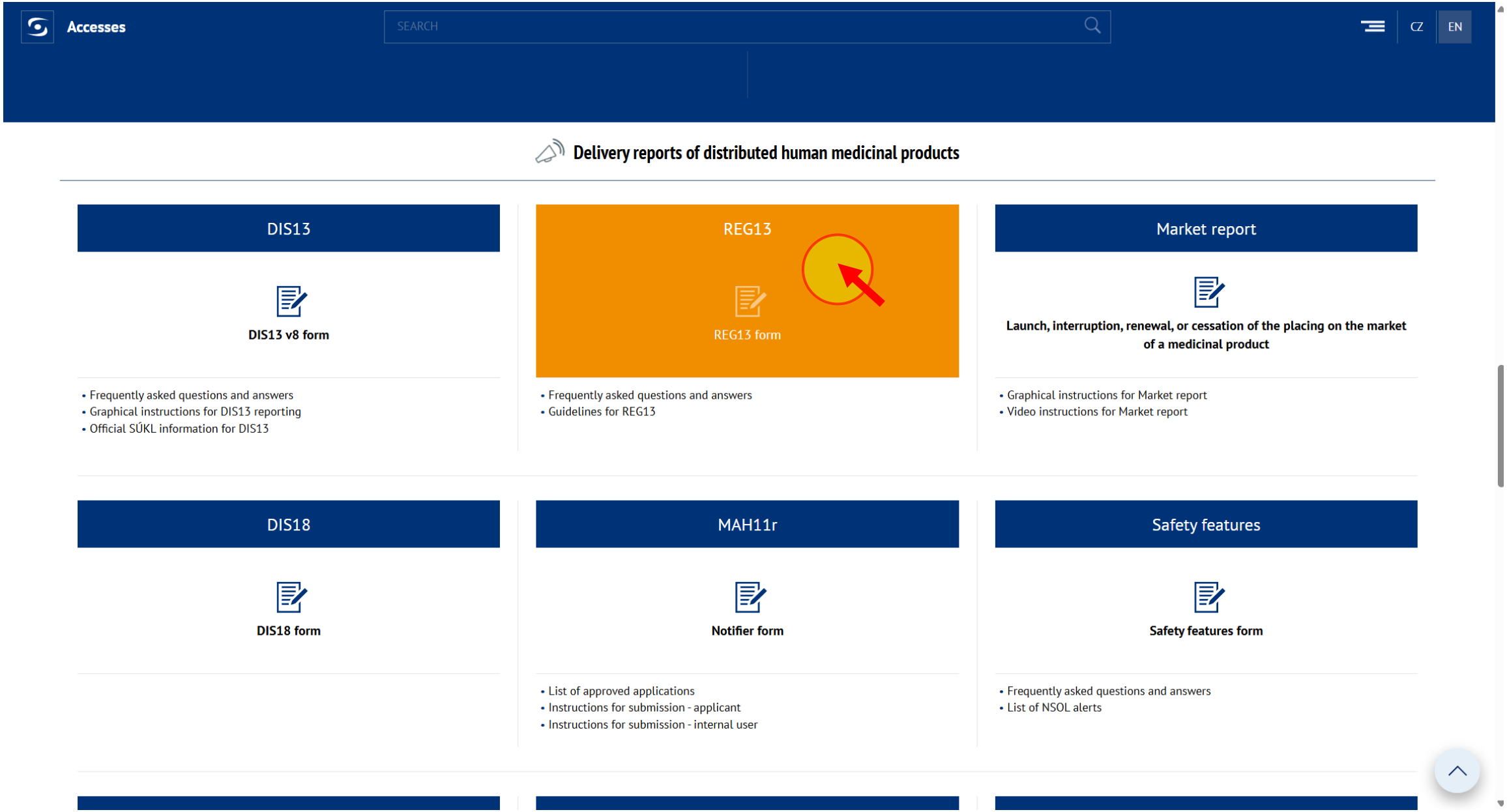
Reporting of Distributed Human Medicinal Products REG13

Basic Introduction to Reporting

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

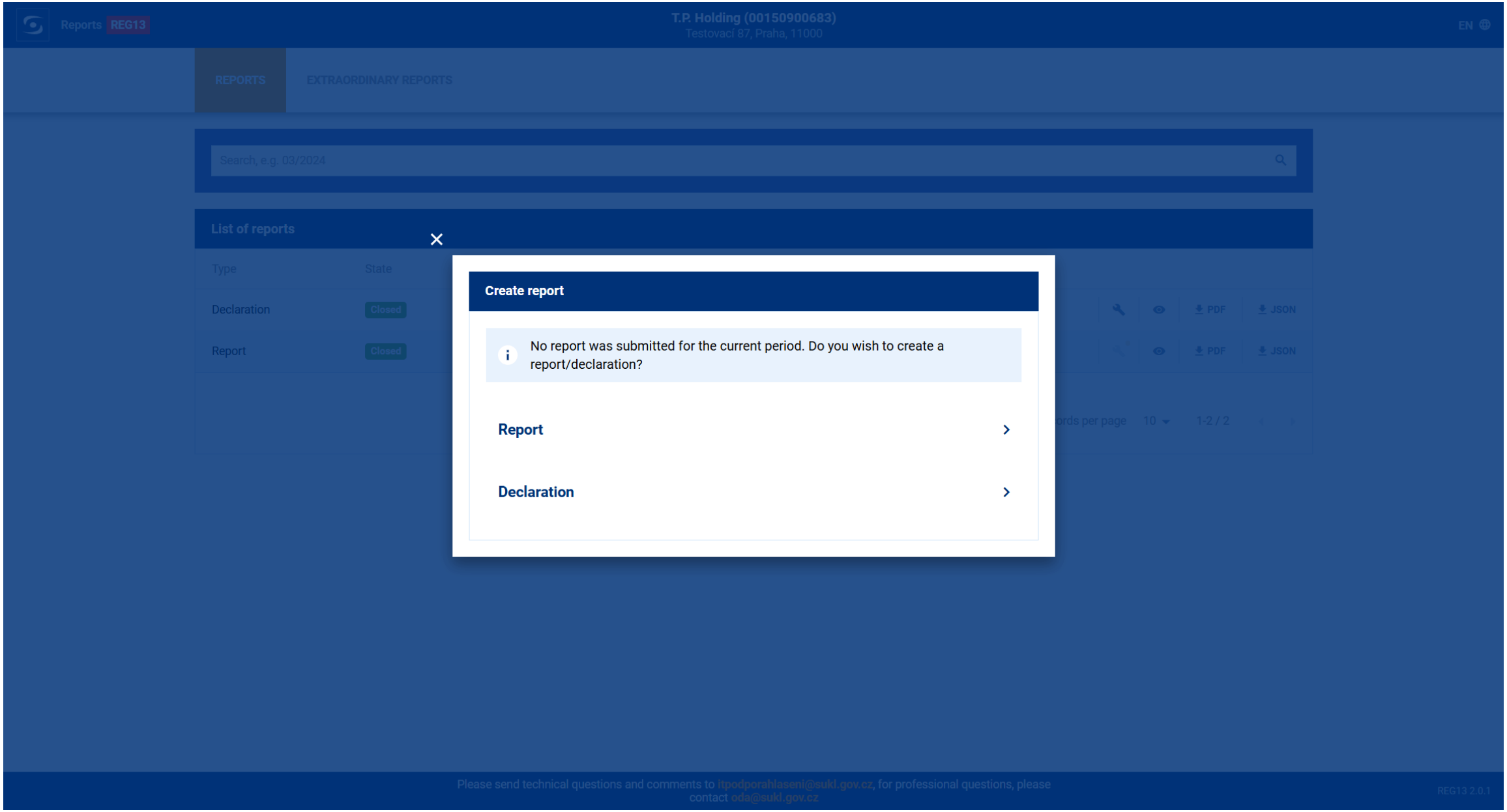


2. Among the reports, select „REG13".

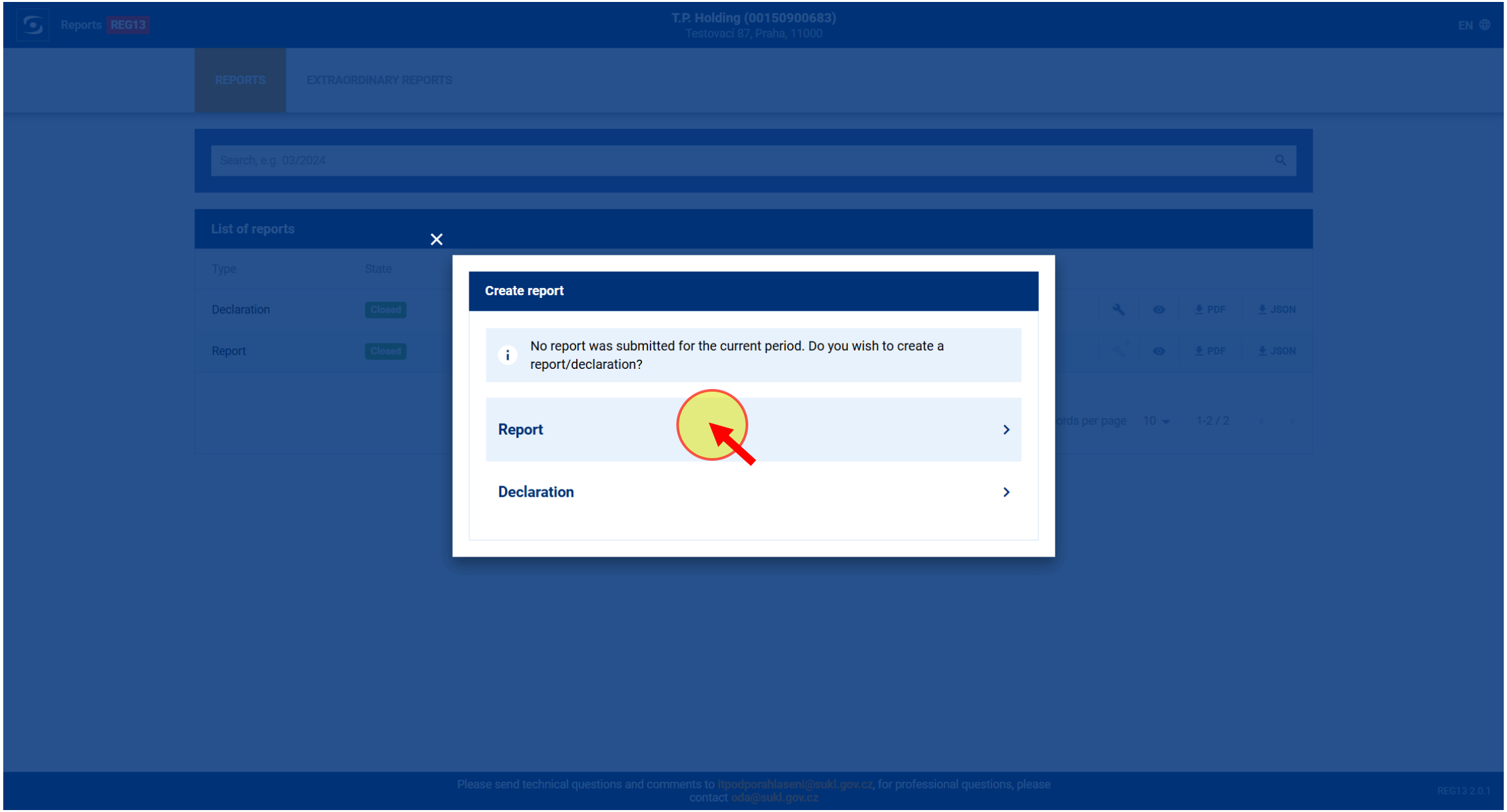


Submission of a Standart Report

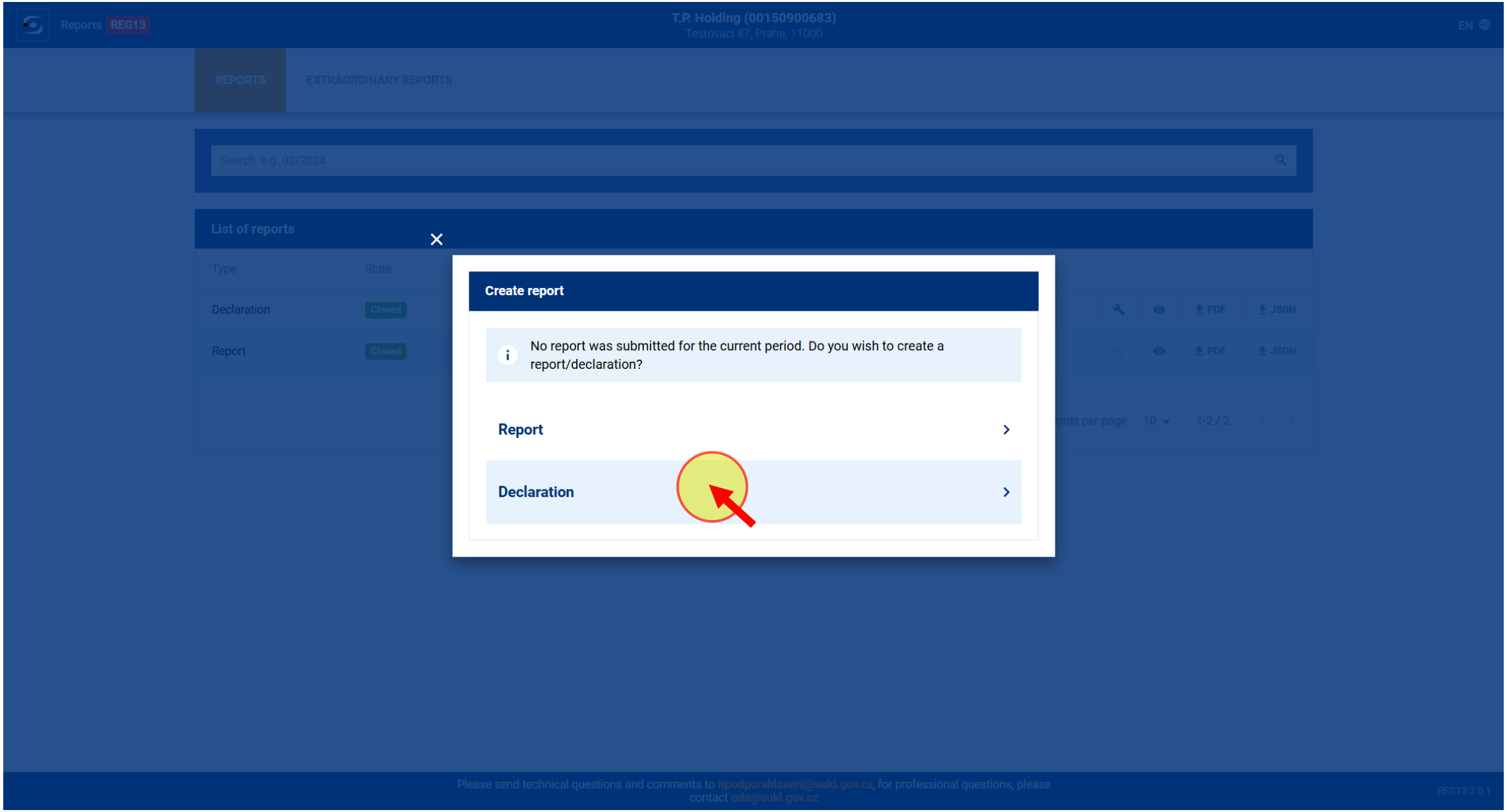
3. After logging in with your certificate, choose whether it is a report or a declaration.



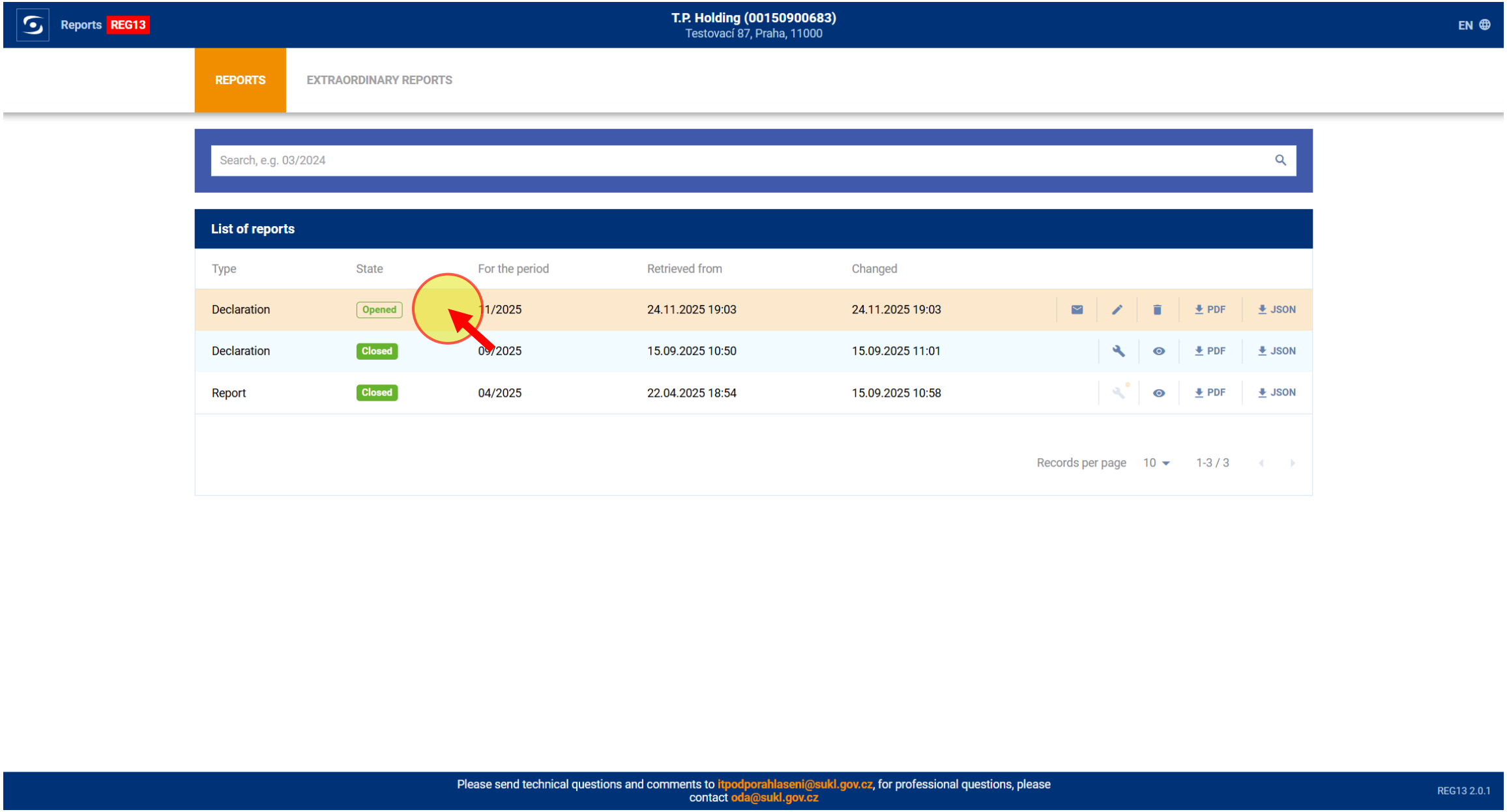
4. Selecting “Report” means you are submitting a standard report containing registered medicinal products.



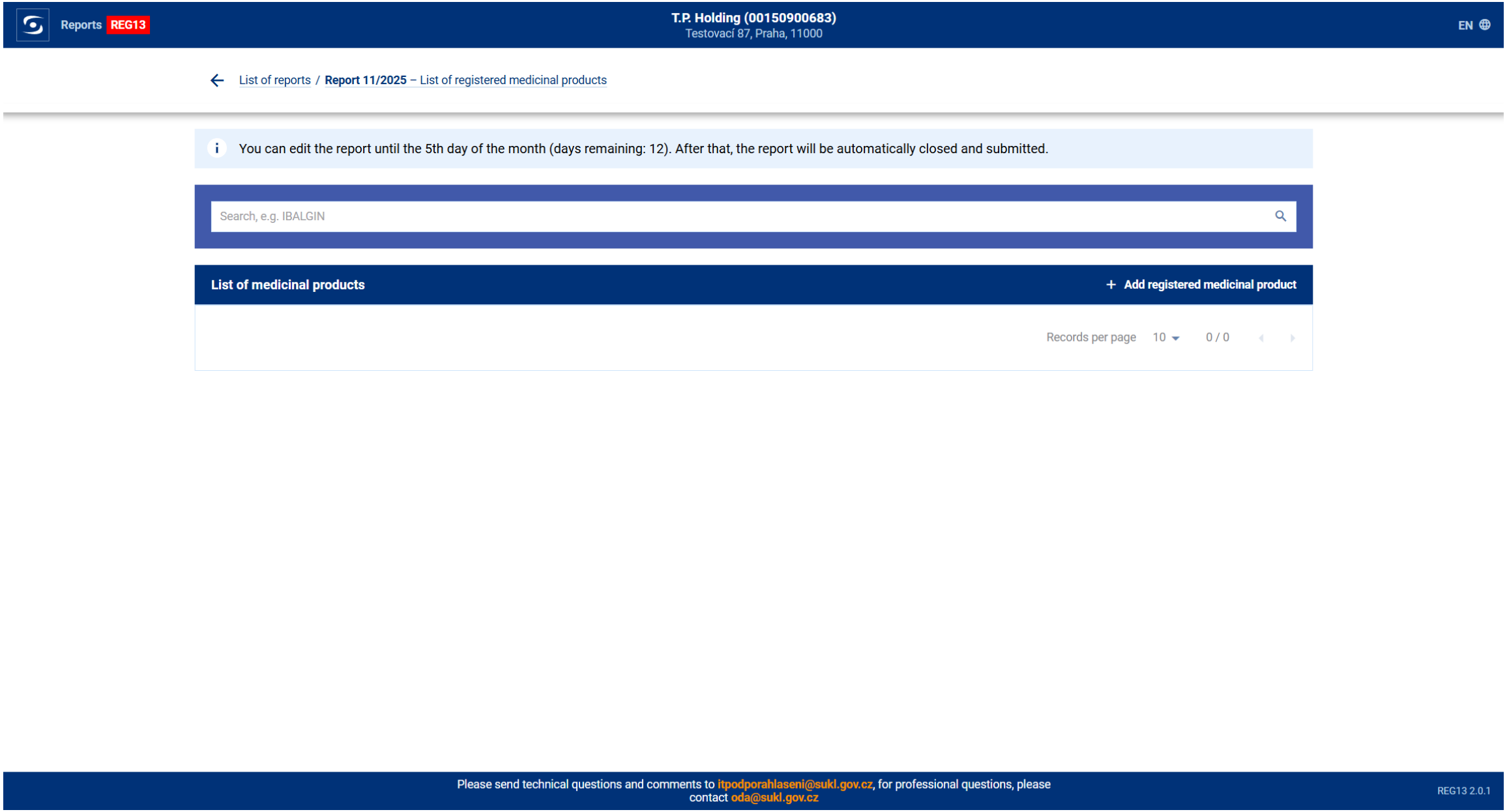
5. Selecting “Declaration” means you are submitting a zero report, which does not contain any medicinal products.



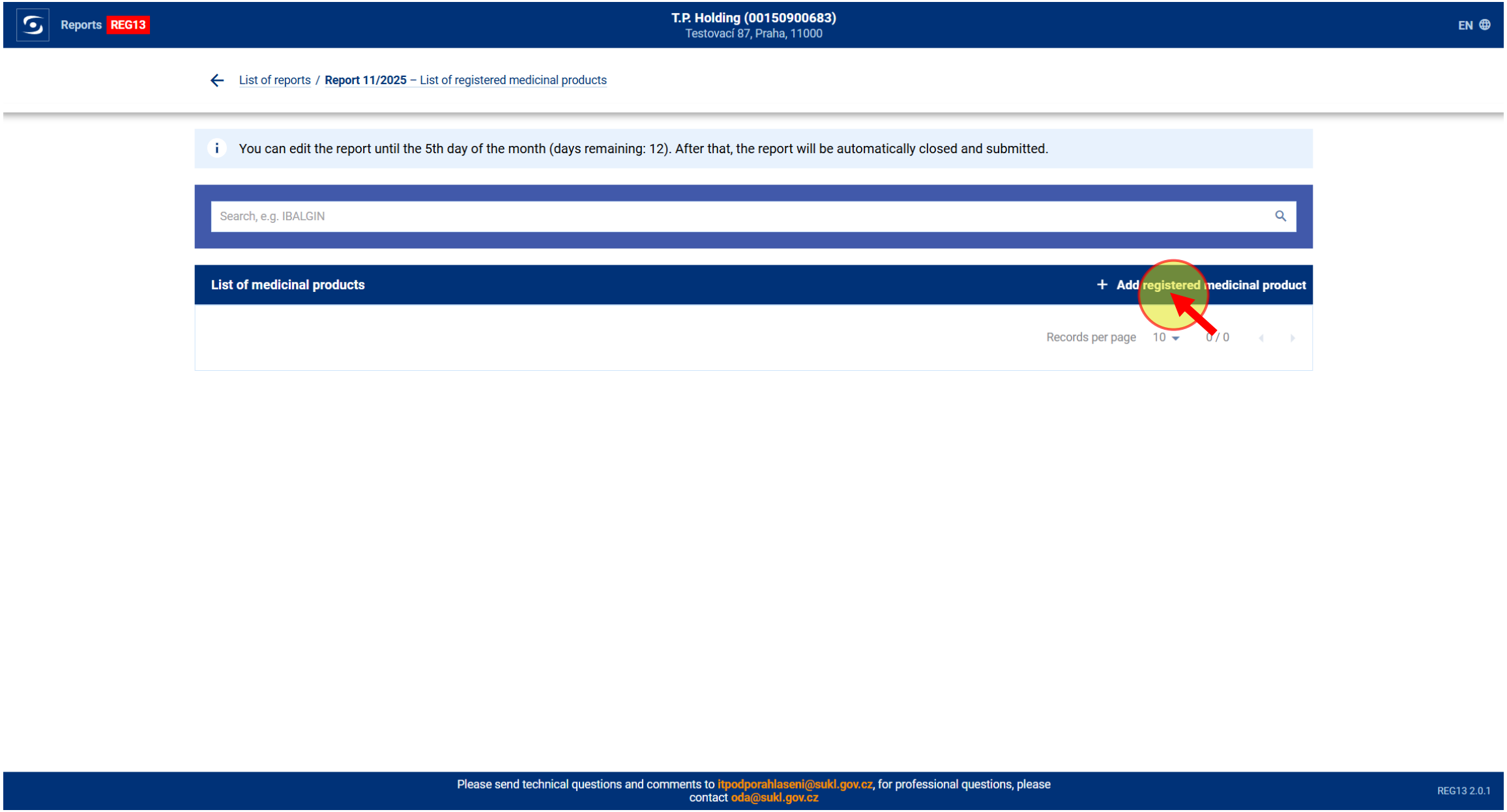
6. The report or declaration you create will appear in the list of reports, from where it can be opened with a single click.



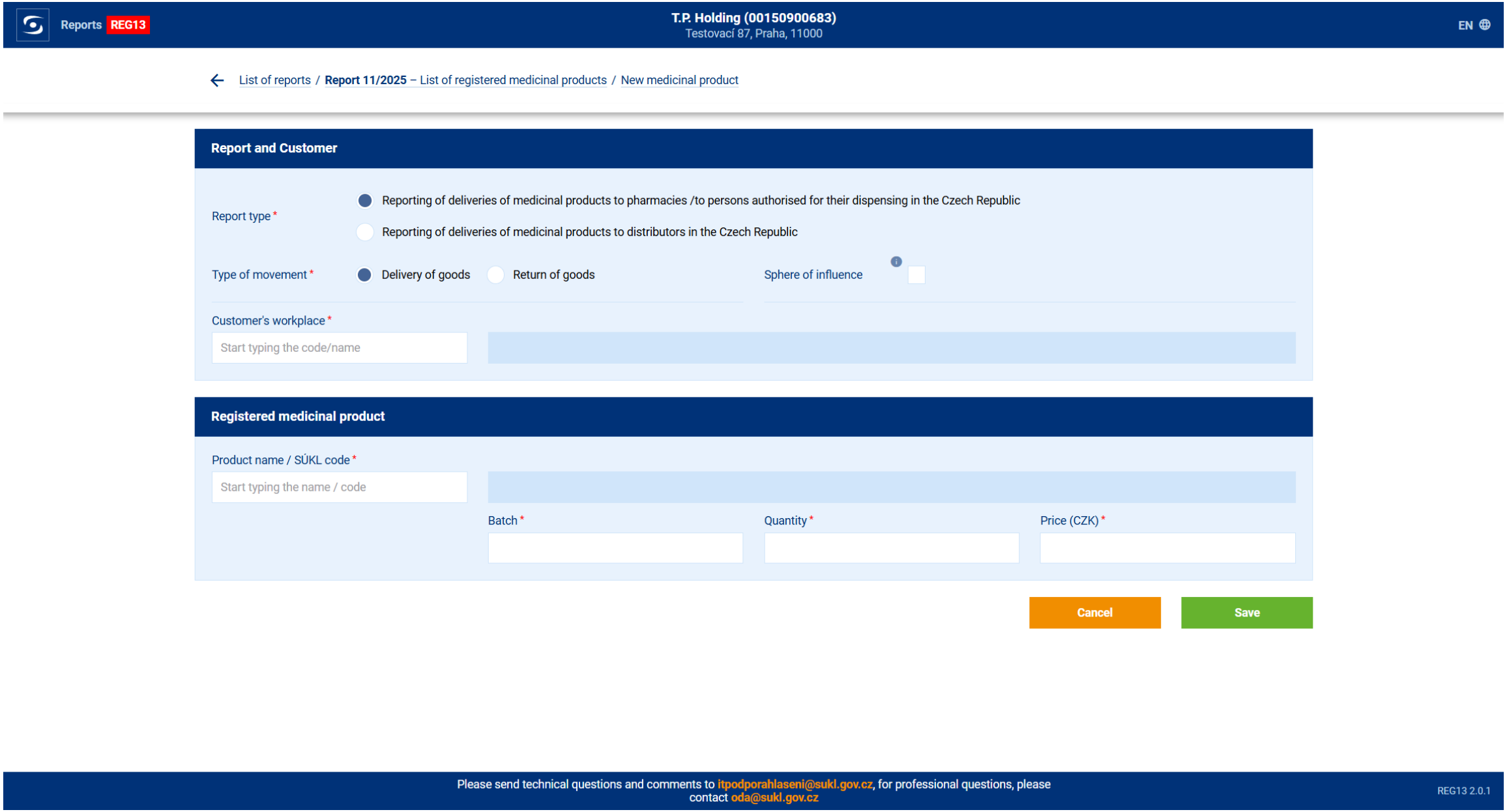
7. After selecting “Report”, the current report will appear for completion.



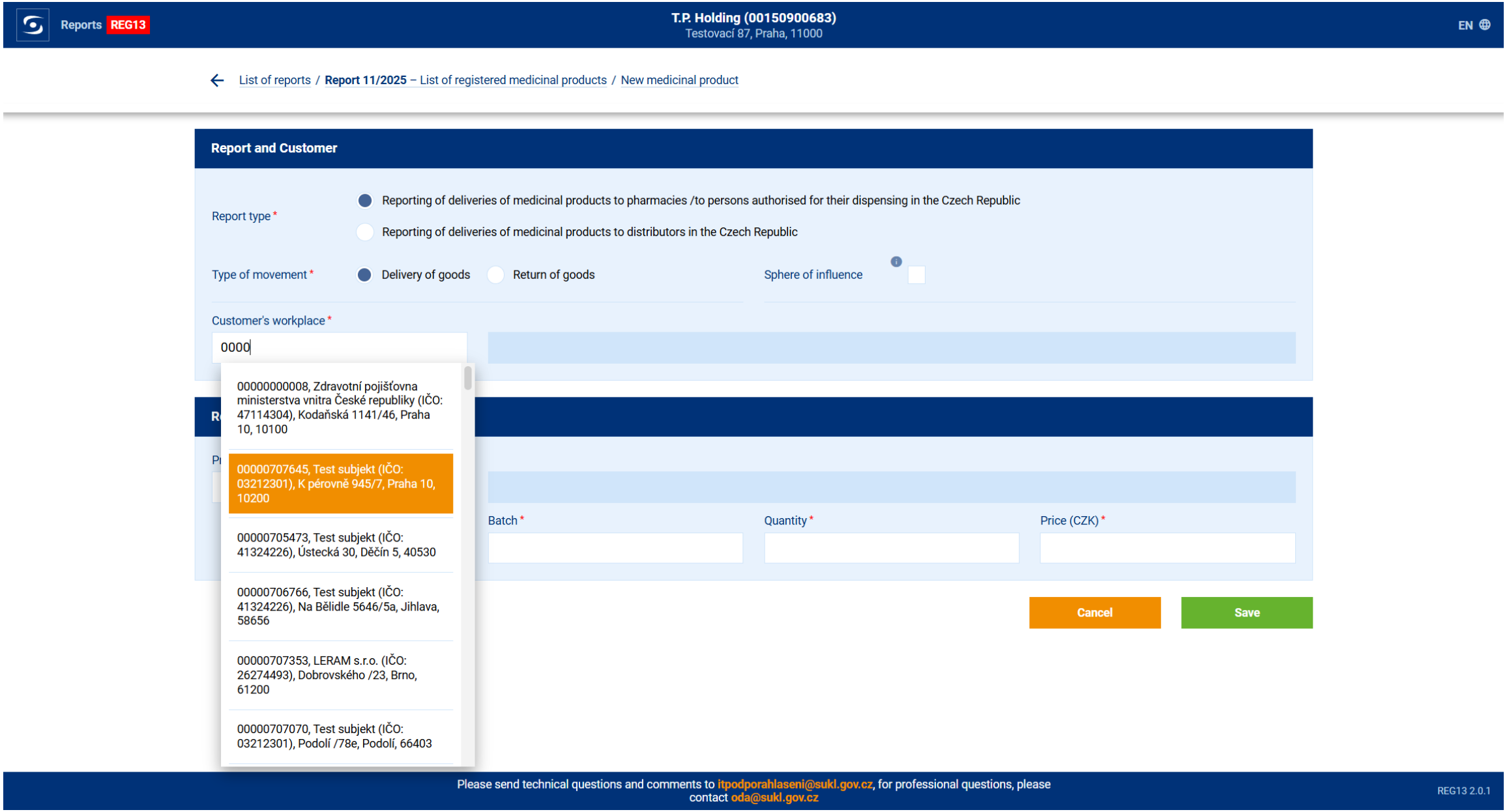
8. Use the “+ Add registered medicinal product” icon to begin filling in the report.



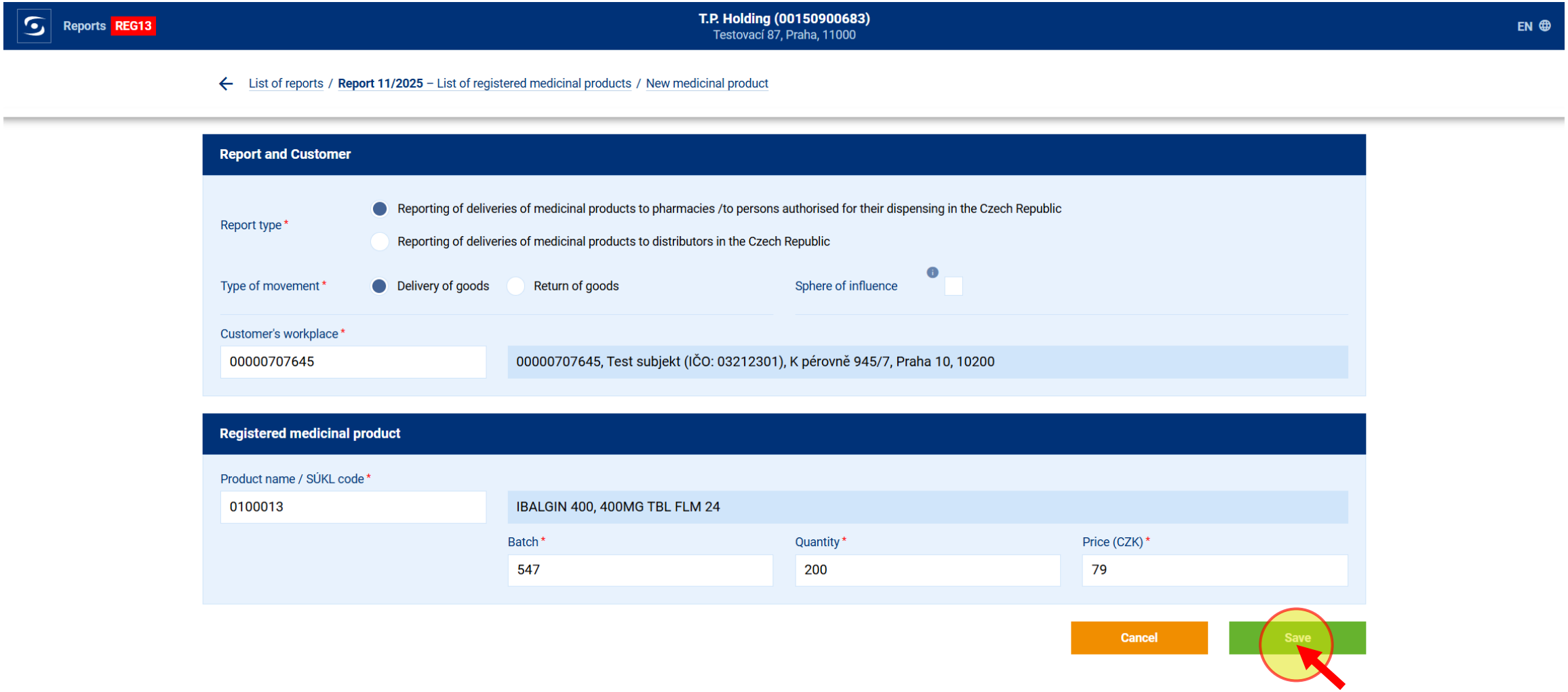
9. Fill in the required items in the report: Report type, Movement type, Customer's workplace, and then the details of the registered medicinal product.



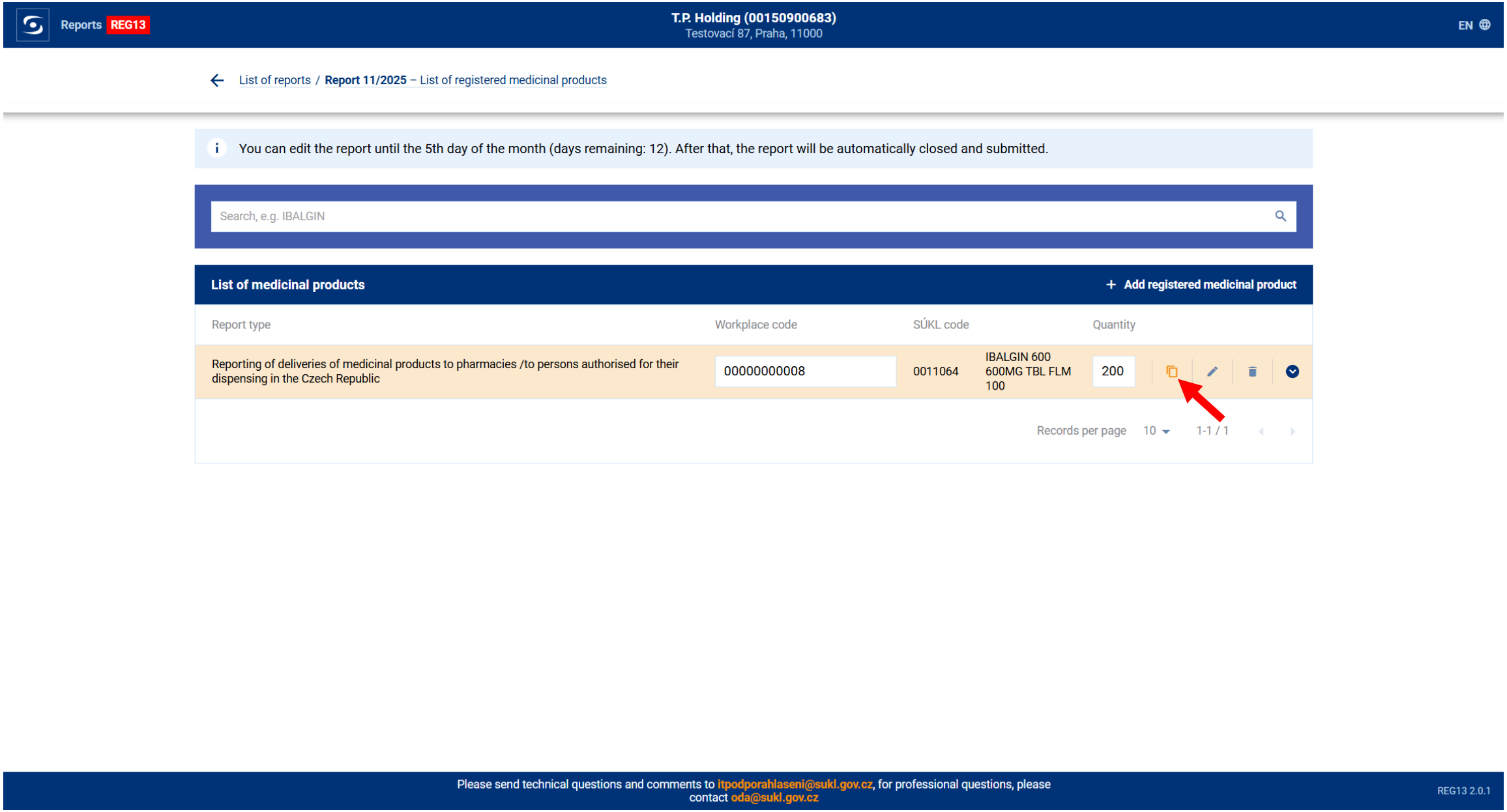
10. The customer’s workplace can be searched by its workplace code, name, or address.



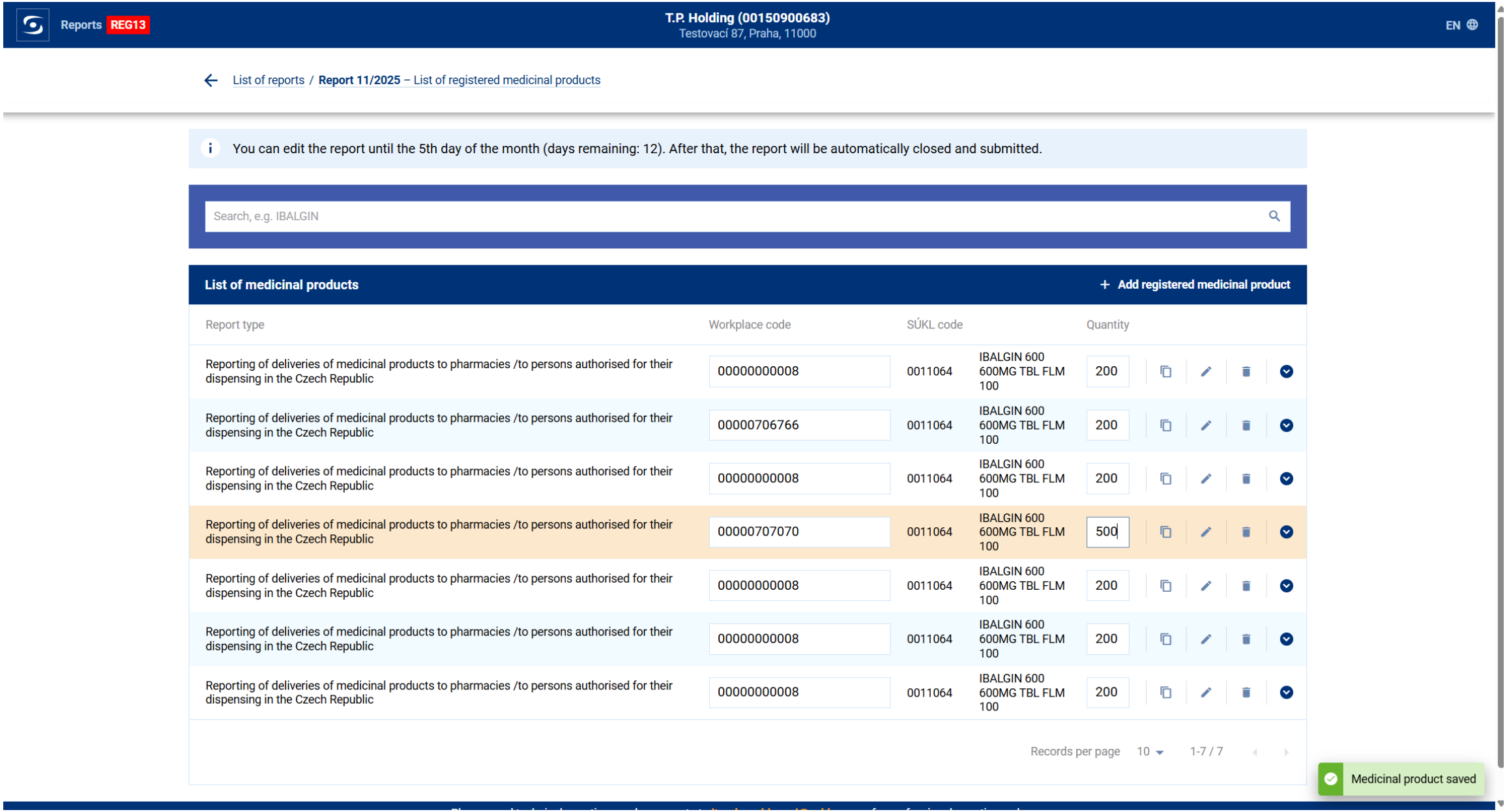
11. After completing the entry, save it by clicking “Save”.



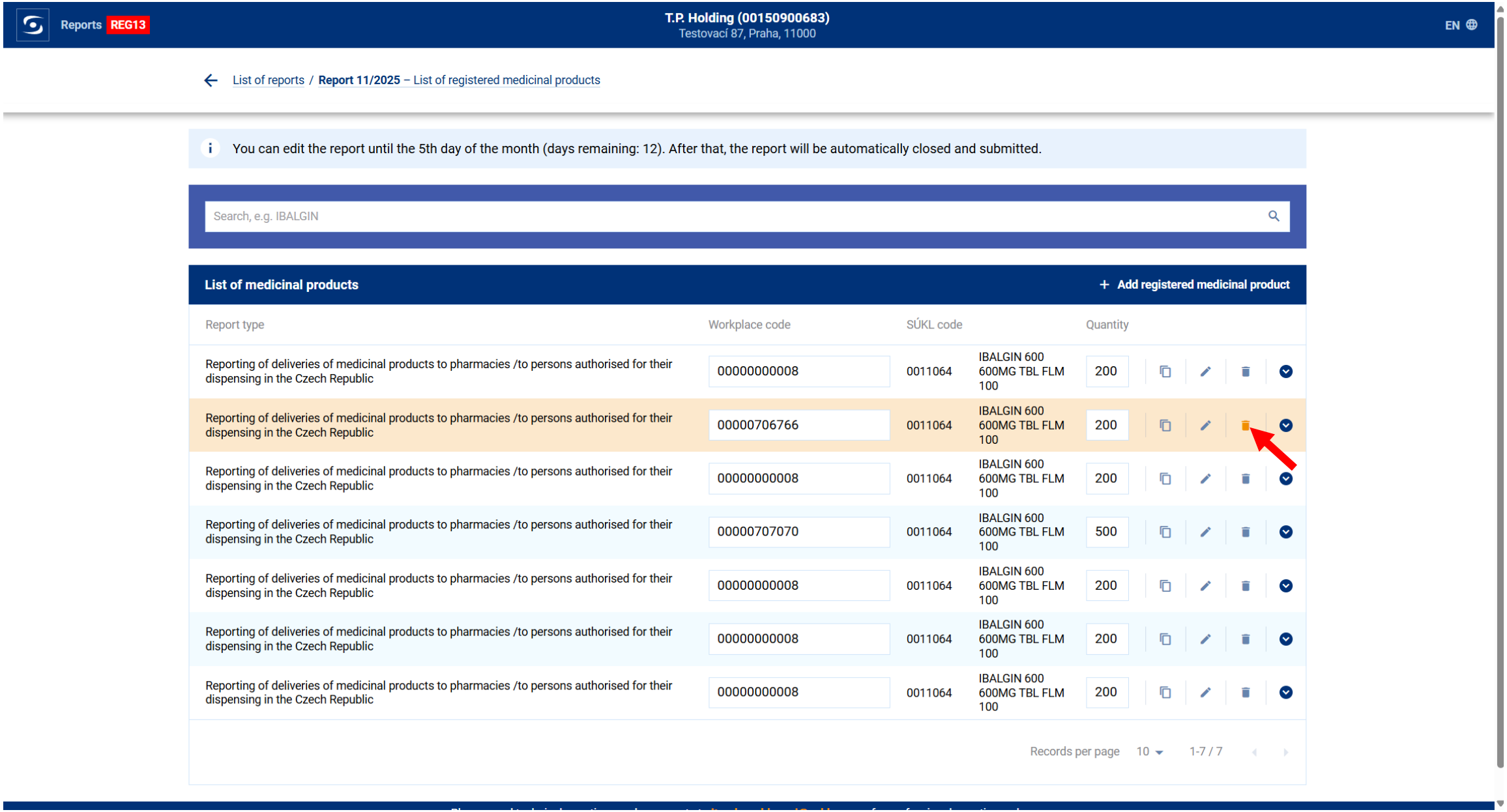
12. To enter one product with multiple workplaces, you may duplicate the entry and then change the workplace code and quantities, without needing to open the product details again.



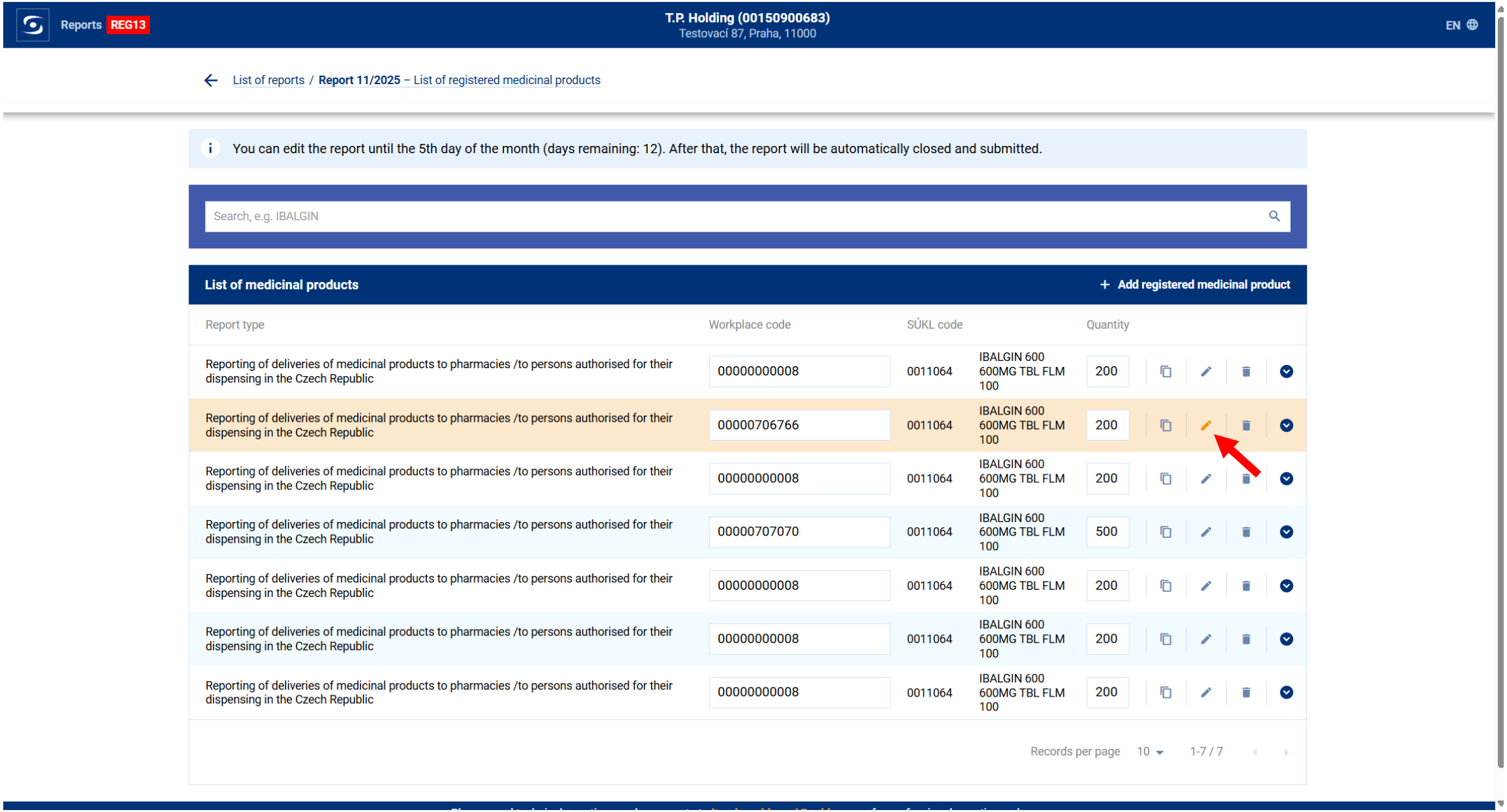
13. Changes in the report are saved automatically, without the need to submit anything.



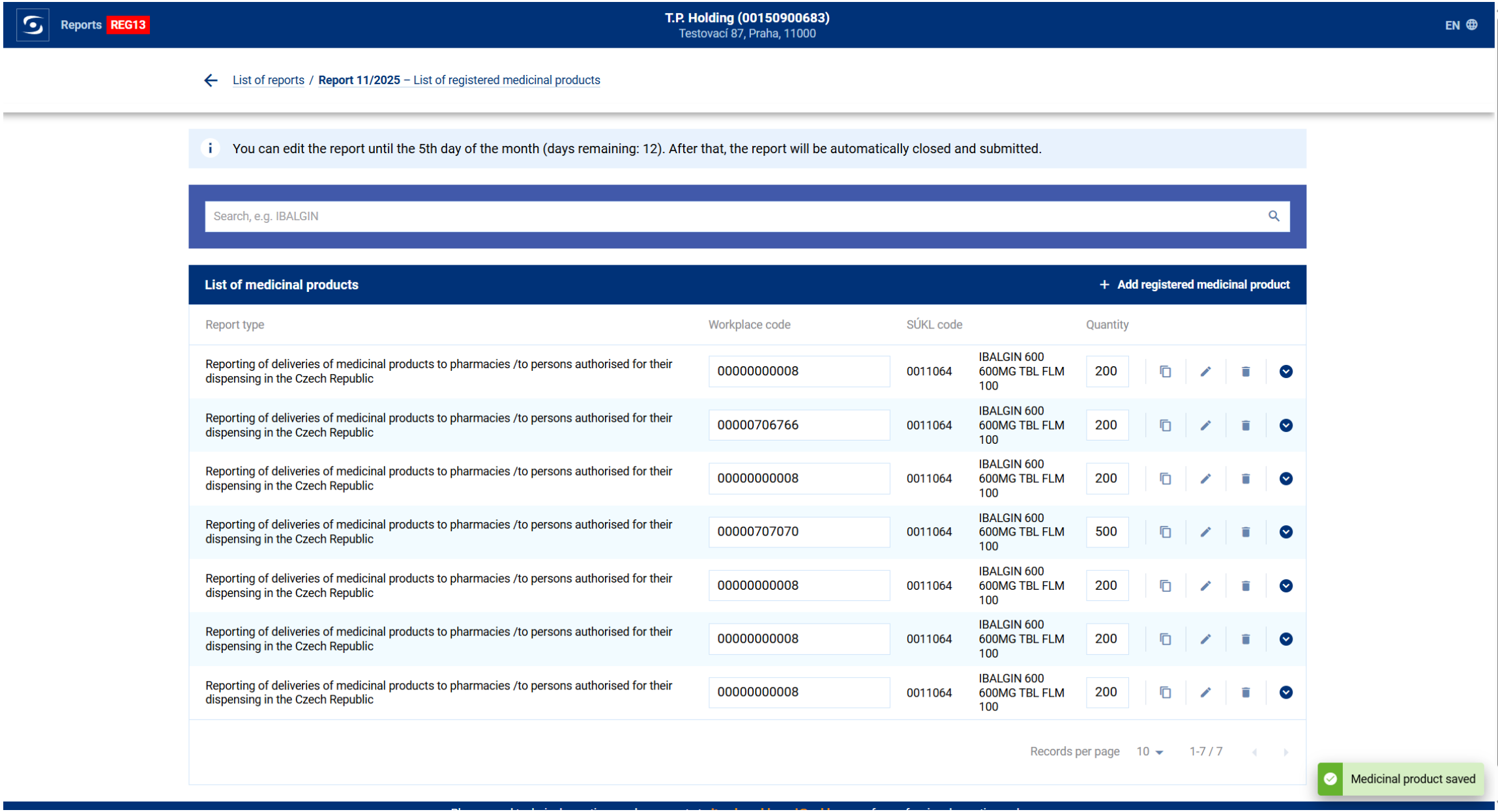
14. Each item in the report can be deleted easily using the trash bin icon.



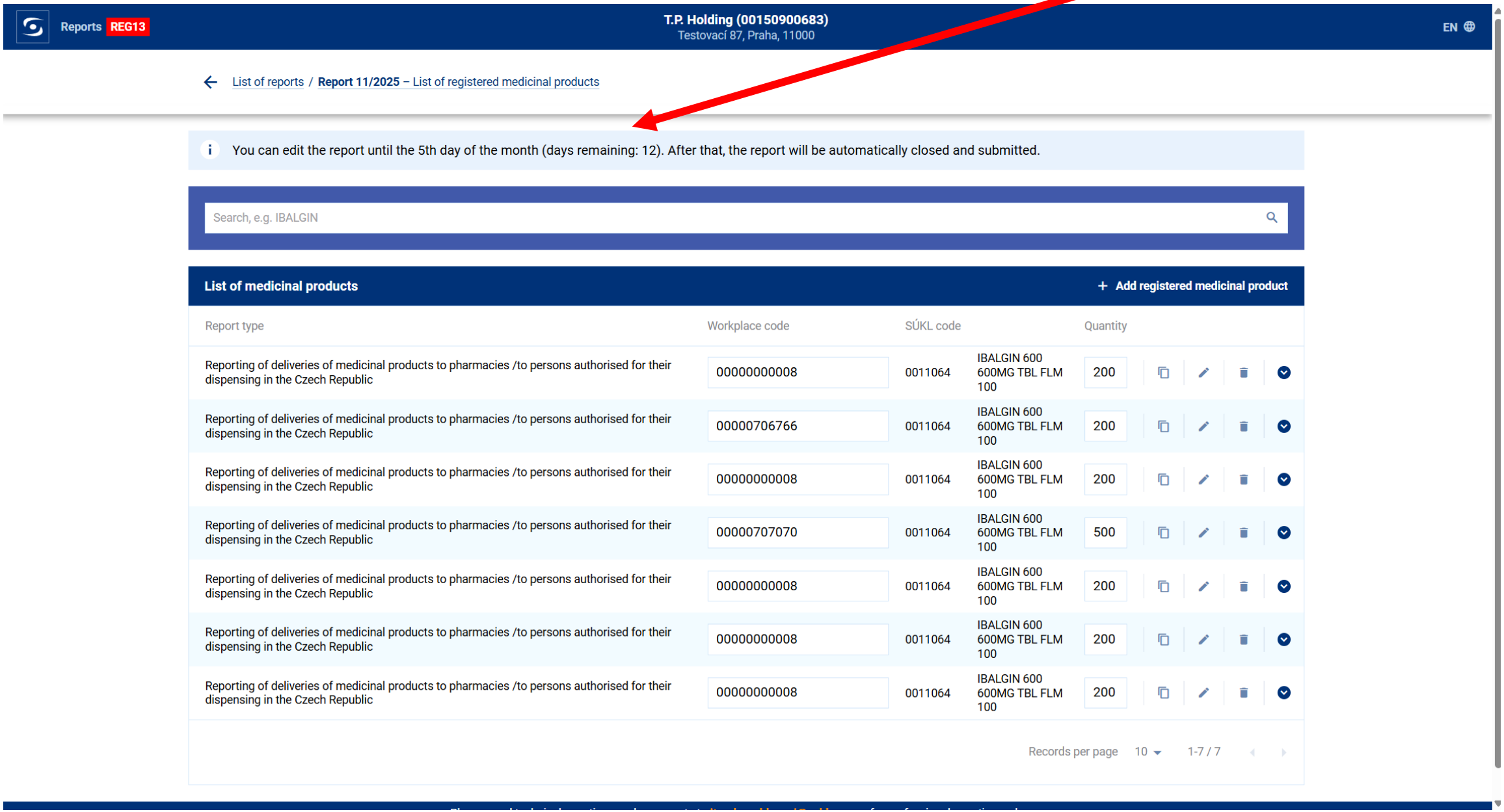
15. Clicking the pencil icon reopens the product details.



16. Products that appear in the list are already entered into the report and will be sent after the report is automatically closed. For verification, you will see the notification: “The medicinal product has been saved.”

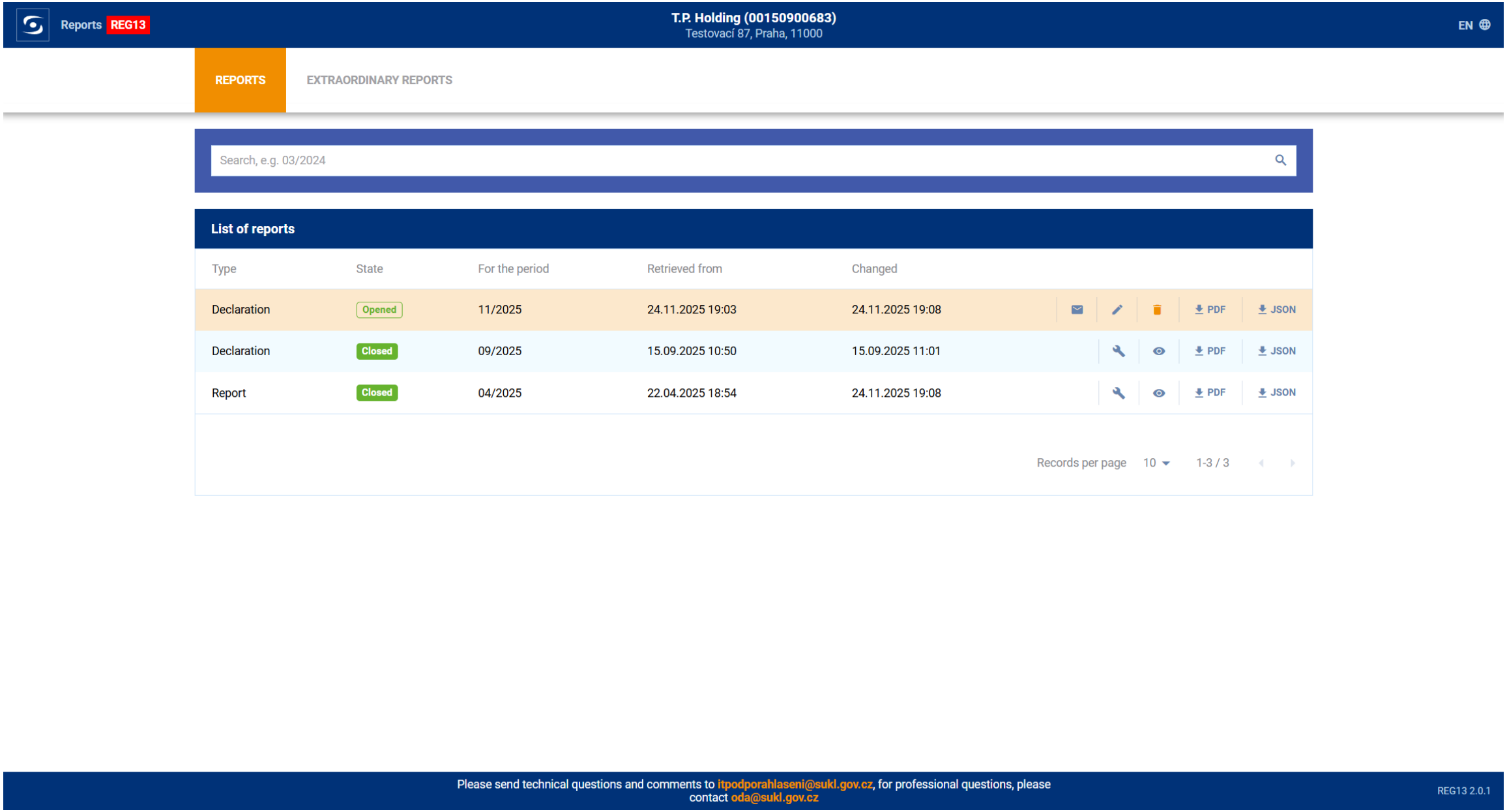


17. The information window states that the report can be edited until the 5th day of the month. This information is also supplemented with the exact number of remaining days.

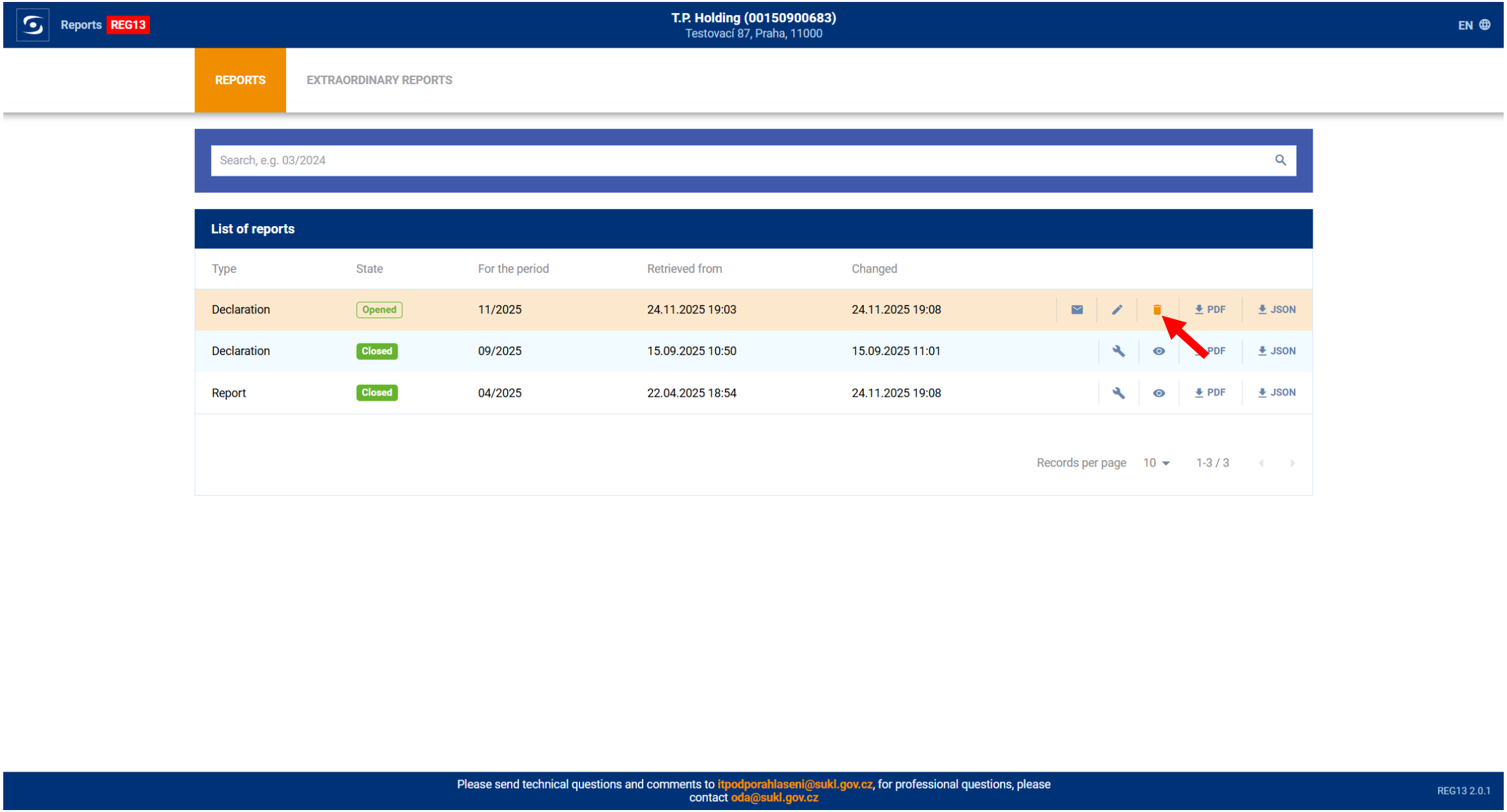


Deleting a Declaration (Empty Report)

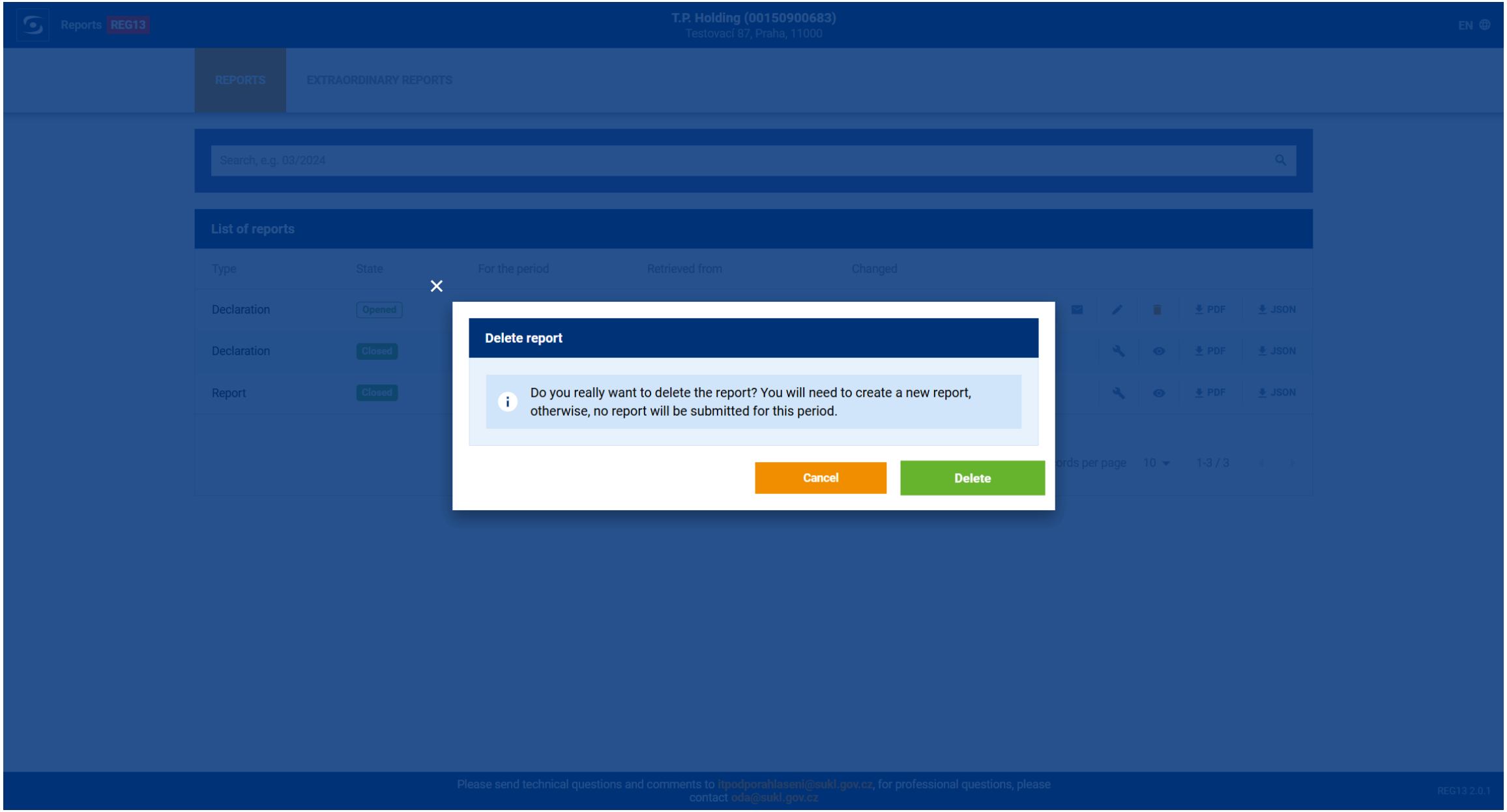
18. An open empty report (declaration) can be deleted for the current month. For previous months, this option is not available.



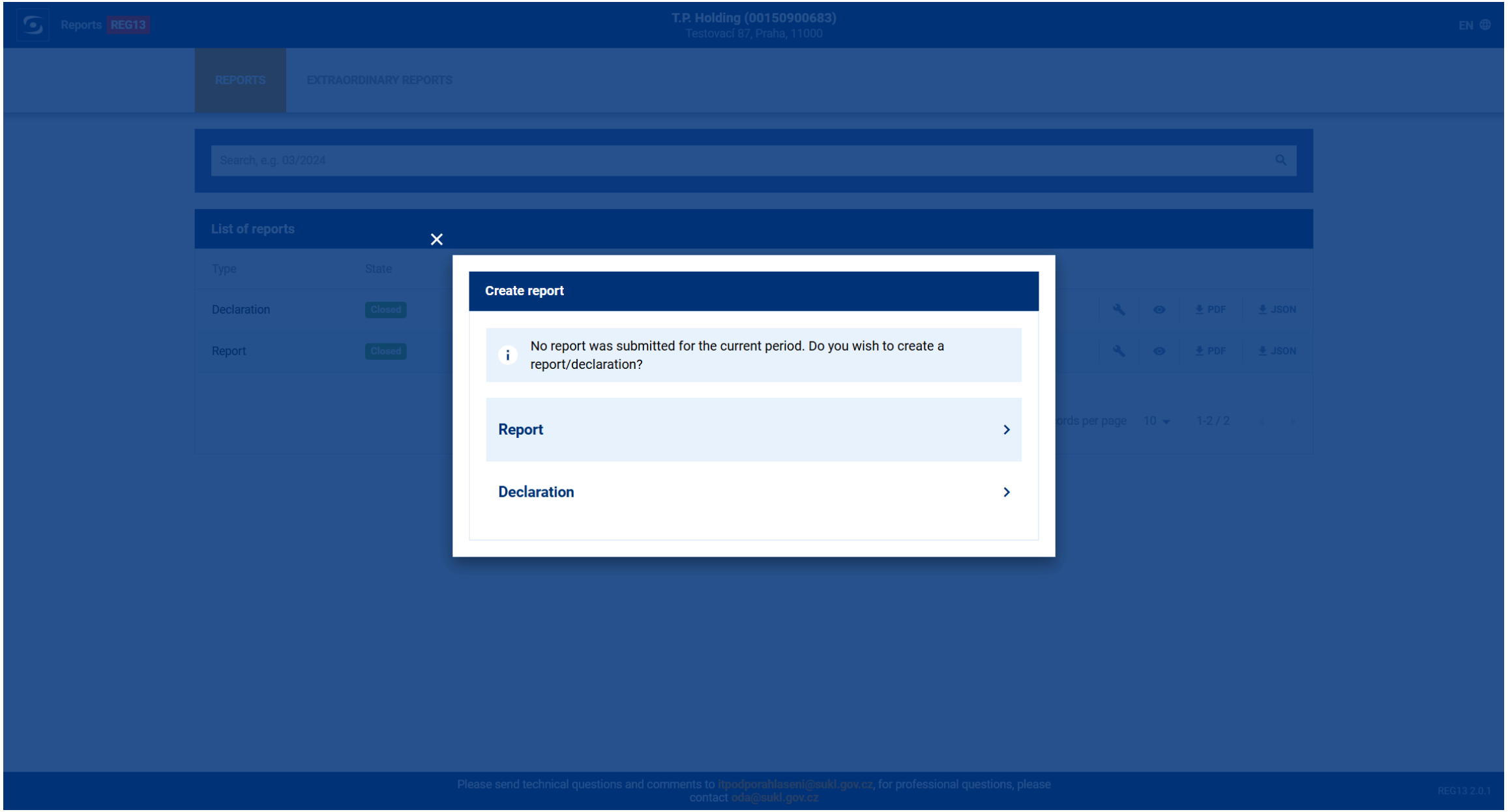
19. An empty report can be deleted using the trash bin icon.



20. After clicking “delete report”, an information message will appear with the options to cancel/delete.

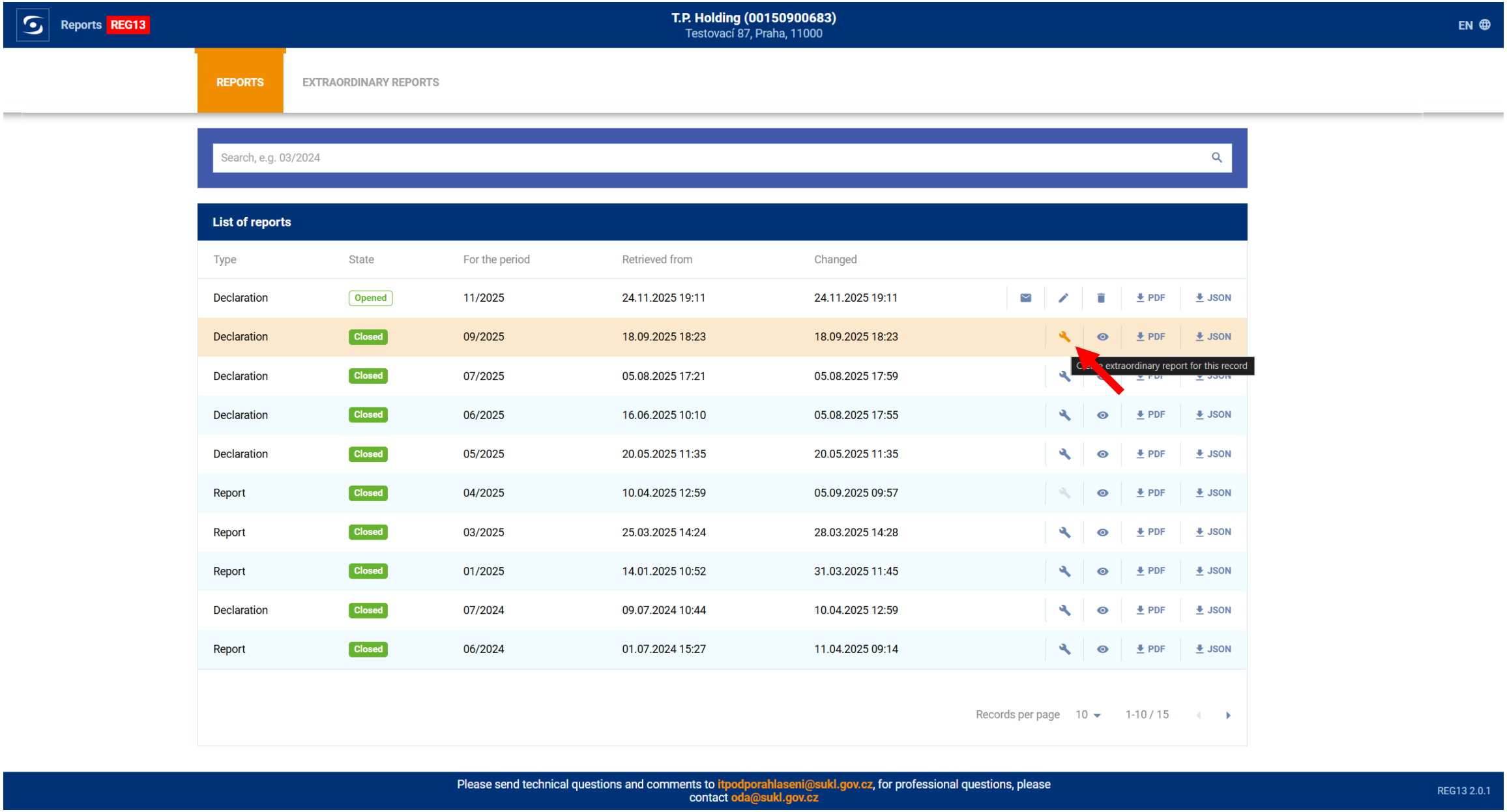


21. Deleting the report will return you to the beginning of the process for creating a new report – see step 1 of this manual.

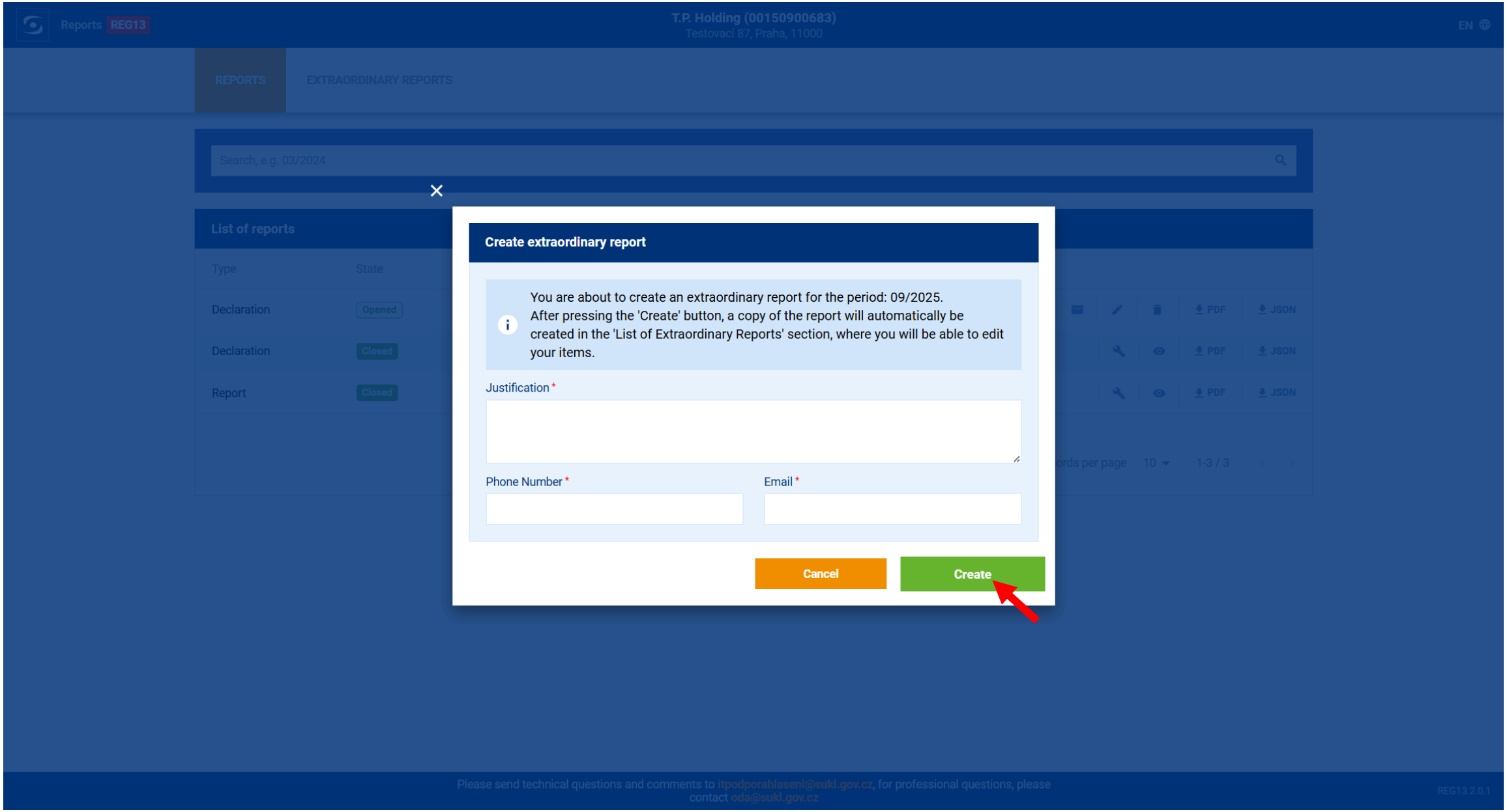


Submitting an Extraordinary Report

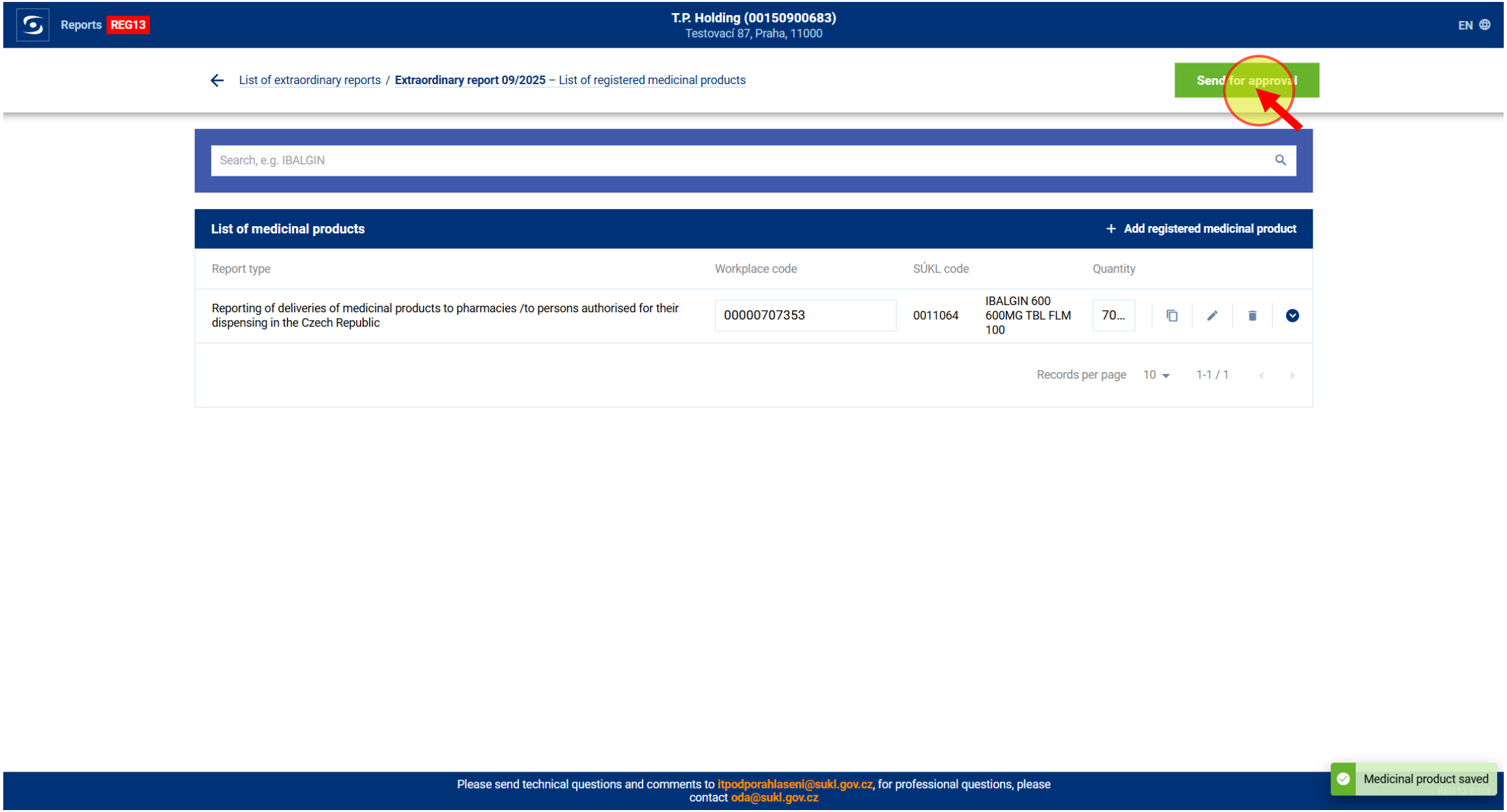
22. An extraordinary report can be created by clicking the wrench icon next to the respective report.



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



24. Work within the extraordinary report 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 appear in the list of extraordinary reports.