

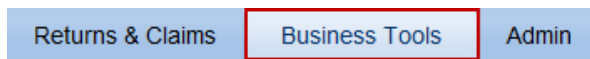


## Soft Blocks - The Basics

Item soft blocking provides ABC PassPort users the ability to restrict the ordering of certain items available in their ABC PassPort Catalog. Soft blocks will not completely restrict the ordering. Administrators can provide individuals the authorization to order or “Bypass” soft blocked items. Customers with a large number of items requiring soft blocks may contact Customer Systems Support for assistance with file importing.

### ACCESSING SOFT BLOCKS

**STEP 1** - Click the **Business Tools** tab.



**STEP 2** - Click the **Soft Block** hyperlink in the **Product Maintenance** section.

**Product Maintenance**

This application allows creation and maintenance of Product Attributes and Non-ABC Products including Default Departments, Default GL Codes, Learned Barcodes, Product Blocks and other product level data.

- Attributes and Non-ABC Products
- Reset Attributes for Group
- Duplicate Product ID
- Hierarchy GL/Dept for Therapeutic Class
- Hierarchy GL for Product
- Learned Barcode
- **Soft Block**

**Note:** For the **Soft Block** hyperlink to be accessible, the user must be assigned by an ABC Admin to “All Customer Defined Data Maintenance” for the **Customer Defined Data** option in the **Admin** tab.

**STEP 3** - Click the twisty to the left of the hierarchy to expand the hierarchy and view the lower levels.

Save Save & Close

Please select a hierarchy to continue

Expand Collapse

Customer ID	Customer Name
500000063	SAMPLE CUSTOMER
400000068	CUSTOMER- NO CAL
300000527	CUSTOMER- SO CAL
200000527	CUSTOMER-W CAL
300000528	CUSTOMER-MEMPHIS
200000528	CUSTOMER- SO MEMPHIS

**STEP 4** - Click the hyperlink for the desired hierarchy to access the assigned soft block items.

Save Save & Close

Please select a hierarchy to continue

Expand Collapse

Customer ID	Customer Name
500000063	SAMPLE CUSTOMER
400000068	CUSTOMER- NO CAL
300000527	CUSTOMER- SO CAL
200000527	CUSTOMER-W CAL
300000528	CUSTOMER-MEMPHIS
200000528	CUSTOMER- SO MEMPHIS



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**STEP 5** - View the soft block items for the selected hierarchy displayed in the **Assigned Products** section below the hierarchy.

Save Save & Close

Please select a hierarchy to continue

Expand Collapse

Customer ID	Customer Name
500000063	SAMPLE CUSTOMER
400000068	CUSTOMER-NO CAL
300000527	CUSTOMER-SO CAL
200000527	CUSTOMER-W CAL
300000528	CUSTOMER-MEMPHIS
200000528	CUSTOMER-SO MEMPHIS

**Assigned Products**

Delete

Soft Block	Product ID	Description
Yes	10003023	LEVAQUIN 750 MG SDV 30 ML
Yes	10009723	TYLENOL COLD MUCS CLBRST LIQ 8 OZ
Yes	10021632	GNP IBUPROFEN 100 MG BBG SUS 4 OZ
Yes	10031536	PEPTO BISMOL CHER MAX LIQ 8 OZ
Yes	10095306	TYLENOL /COD 300/ 60 MG TAB 500

**Note:** The **Assigned Products** section displays the list of soft block items for the selected hierarchy.

## ADDING SOFT BLOCKS

After completing steps 1 through 4 of the "Accessing Soft Blocks" section of this reference, continue with the following steps.

**STEP 1** - Scroll down to the **Add Product** section.

Please select a hierarchy to continue

Expand Collapse

Customer ID	Customer Name
500000063	SAMPLE CUSTOMER
400000068	CUSTOMER-NO CAL
300000527	CUSTOMER-SO CAL
200000527	CUSTOMER-W CAL
300000528	CUSTOMER-MEMPHIS
200000528	CUSTOMER-SO MEMPHIS

**Assigned Products**

Delete

Soft Block	Product ID	Description
Yes	10003023	LEVAQUIN 750 MG SDV 30 ML
Yes	10009723	TYLENOL COLD MUCS CLBRST LIQ 8 OZ
Yes	10021632	GNP IBUPROFEN 100 MG BBG SUS 4 OZ
Yes	10031536	PEPTO BISMOL CHER MAX LIQ 8 OZ
Yes	10095306	TYLENOL /COD 300/ 60 MG TAB 500

**Add Product**

Customer ID: \*

Search by:

Find



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**STEP 2** - Type the SAP customer number into the **Customer ID** field.

**Note:** The SAP customer number determines item eligibility and validation.

Add Product

Customer ID: \*

Search by: Cust. Prod. ID

Cust.Prod.ID:

**Note:** To search for a customer number, click the icon next to the **Customer ID** field.

**STEP 3** - Select the criteria to use in your search from the **Search by** drop down list to assign items to soft block.

Add Product

Customer ID: \*

Search by: Product ID

Product ID:

- Product ID
- Legacy Product ID
- Cust. Prod. ID
- NDC
- UPC

**STEP 4** - Type the search criteria in the field that displays.

**STEP 5** - Click

**Note:** Clicking the **Find** button adds the item to the list of soft block items in the **Assigned Products** section.

Assigned Products

Soft Block	Product ID	Description
Yes	10021632	GNP IBUPROFEN 100 MG BBG SUS 4 OZ
Yes	10003023	LEVAQUIN 750 MG SDV 30 ML
Yes	10009723	TYLENOL COLD MUCS CLRBRST LIQ 8 OZ
Yes	10095306	TYLENOL /COD 300/ 60 MG TAB 500
Yes	10099973	LEVOFLOXACIN 25 MG/ML VL 20 ML

Add Product

Customer ID: \* 100052421

Search by: Product ID

Product ID: 10021632

**Note:** Invalid item search results will display a message at the top left of the screen.

Product is not found for the provided search





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### SEARCHING FOR SPECIFIC SOFT BLOCKED ITEMS

After completing steps 1 through 4 of the “Accessing Soft Blocks” section of this reference, continue with the following steps.

**STEP 1** - Type the ABC 8-digit item number in the **Product ID** search field or the item description in the **Description** search field.

Assigned Products

Soft Block	Product ID	Description
Yes	10003023	LEVAQUIN 750 MG SDV 30 ML
Yes	10009723	TYLENOL COLD MUCS CLRBRST LIQ 8 OZ
Yes	10021632	GNP IBUPROFEN 100 MG BBG SUS 4 OZ
Yes	10031536	PEPTO BISMOL CHER MAX LIQ 8 OZ
Yes	10095306	TYLENOL /COD 300/ 60 MG TAB 500

**STEP 2** - Press the **Enter** key.

Assigned Products

Soft Block	Product ID	Description
Yes	10031536	PEPTO BISMOL CHER MAX LIQ 8 OZ

**Note:** The search results display.

### DEACTIVATING A SOFT BLOCK ITEM

Deactivating a soft block item allows the item to be ordered and to quickly be reactivated later. After completing steps 1 through 4 of the “Accessing Soft Blocks” section of this reference, continue with the following step.

**STEP 1** - Select “No” from the **Soft Block** drop down list.

Assigned Products

Soft Block	Product ID	Description
Yes	10003023	LEVAQUIN 750 MG SDV 30 ML
Yes	10009723	TYLENOL COLD MUCS CLRBRST LIQ 8 OZ
No	10021632	GNP IBUPROFEN 100 MG BBG SUS 4 OZ
Yes	10031536	PEPTO BISMOL CHER MAX LIQ 8 OZ
Yes	10095306	TYLENOL /COD 300/ 60 MG TAB 500



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### ACTIVATING A SOFT BLOCK ITEM

Activating a soft block item prevents the item from being ordered. After completing steps 1 through 4 of the “Accessing Soft Blocks” section of this reference, continue with the following step.

**STEP 1** - Select “Yes” from the **Soft Block** drop down list.

Soft Block	Product ID	Description
No	10031536	PEPTO BISMOL CHER MAX LIQ 8 OZ
Yes	10099974	LEVOFLOXACIN 25 MG/ML VL 30 ML
No	10021632	GNP IBUPROFEN 100 MG BBG SUS 4 OZ
Yes	10003023	LEVAQUIN 750 MG SDV 30 ML
Yes	10009723	TYLENOL COLD MUCS CLBRST LIQ 8 OZ