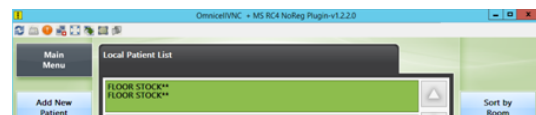


How to remove keys from Omnicell:

1. Login using UserID
(IHS+employee ID) & password /
fingerprint.



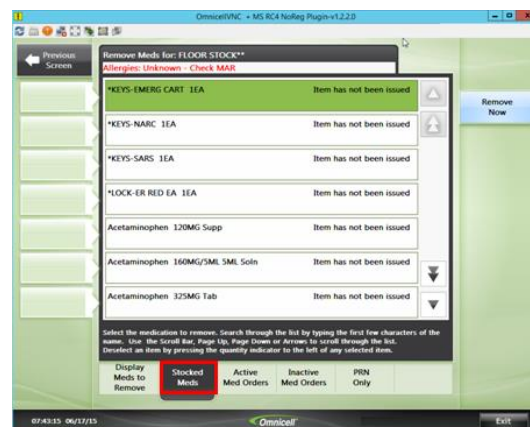
2. Select **Floor Stock** from patient list.



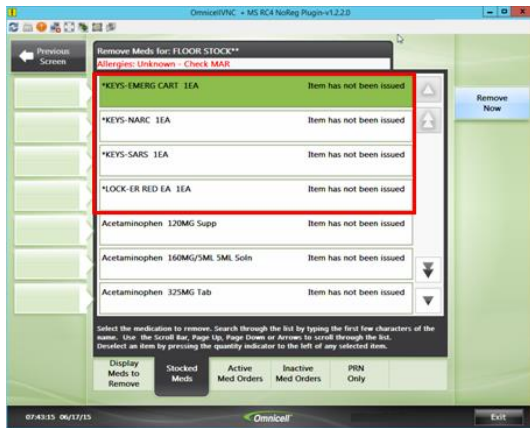
3. Select **Remove Meds.**



4. Choose the **Stocked Meds** tab.



5. Select the desired key.



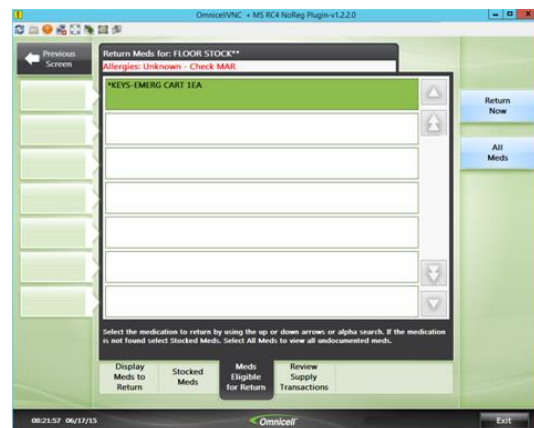
6. Enter quantity of 1, hit **OK** and follow prompts to issue key (similar to regular medication).



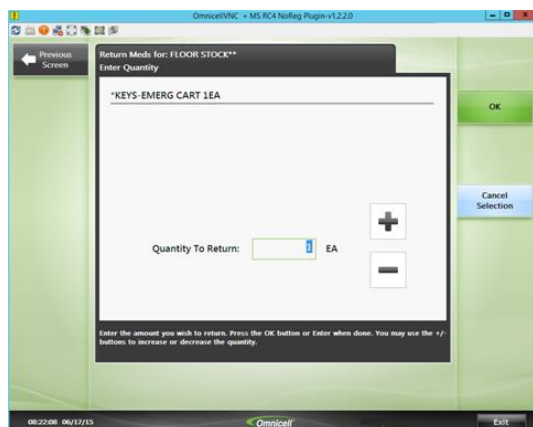
7. When returning the key, select **Return Meds**.



8. The key should appear on the list as depicted below. If returning on behalf of another nurse, select **All Meds** and the key will appear.



9. Enter a quantity of **1** and hit **OK**.



10. Once queued, hit **Return Now** and follow prompts to return.

