



Prescription Pad Design Forms

Overview

Introduction

In this tutorial, you will learn how to enter a standard Prescription Pad design form.

The electronic design form can only be used for the following standard prescription pad product codes:

- PDRXGV1 – Vertical 1-part [pad]
- BKRXGV2 – Vertical 2-part [book]
- PDRXGH1 – Horizontal 1-part [pad]
- BKRXGH2 – Horizontal 2-part [book]

If a custom prescription pad is required, you will need to complete a manual design form.

Prescription Pad Design Form

This is an example of the Prescription Pad design form:

Prescription form (rxforma)

Order #	Line #	Qty	Order Date	Status
	0	2500	01/03/2008	A
Cust #	Dist #	Product	Start #	
DD100300	ORM00	PDRXGV1		

Standard

Format: [dropdown]

Standard (cont)

Line 1: [text box] Bold

Line 2: [text box] Bold, 10 pt.

Line 3: [text box]

Line 4: [text box]

Line 5: [text box]

Line 6: [text box] DEA #

Line 7: [text box] LICENSE #

[Save] [Cancel]



Prescription Pad Design Form, cont.

Prescription Pad Design Form

To enter a new Prescription Pad design form, follow the steps below.

Step	Action
1	Navigate to Contacts from the File menu in CMS by clicking on the Sub-menu title Contacts .
2	Using the mouse, Click on the method by which you will be searching for a contact to place an order. NOTE: You can search by <u>Phone Number</u> , <u>Short Name</u> , <u>Long Name</u> , or <u>Customer Number</u> .
3	Type the information you're looking for [Example: Phone number –area code not required]. Press Enter
4	Once the customer is highlighted in the customer list, press Enter .
5	Enter the product number in the first field of the first line. <i>Note:</i> If you do not know the product number, enter the first few letters of the product code and press Enter to bring up the product list. Using ↓↑ keys scroll through the list until the desired code is highlighted, and then press Enter . NOTE: If this is a repeat order, press F3 to select from the Detailed Order History screen. Scroll through the orders using the ↓↑ keys. Highlight the item and press Enter .
6	In the next field enter an N for new [only available on the customer's first order], R for repeat, or an A for an add-on sale.
7	In the Quantity field type in the amount if different from the default [which is the smallest quantity] or use the pop-up menu and click on the desired quantity in the list to select it.

Continued on next page



Prescription Pad Design Form, cont.

Step	Action
8	TAB past the STK/Start # [these fields are not required on these orders].
9	<p>OVR, use this field to over ride the set price or to use special or value pricing.</p> <div data-bbox="802 598 1224 737" data-label="Image"> </div> <p>Select from the option available by product line in the pop-up by entering the corresponding letter. When selecting a value price option, you will also be required to enter a percentage amount for the discount. [e.g. 5 – 25% would be a sample range to select from]</p>
10	<p>The % <Percentage> field is used to give an additional discount for the item.</p> <p>NOTE: If using this field for additional discounting, it will reflect a full discount in your commissions as well.</p>
11	The Price field will fill automatically (unless M is in the OVR field in that case the price must be manually entered).
12	<p>Add a recall date, CSR code, and any comments in the last three fields.</p> <p>NOTE: It's recommended that when using the value pricing option in the OVR field, you also reflect the percentage in the comments field for access on future orders.</p>
13	For orders that require a design form the D at the end of the product line field will change to a T when the design form is created.
14	Press F9 to access the Design Form screens.
15	<p><u>Standard Screen:</u></p> <ul style="list-style-type: none"> ➤ Format – Select from one of nine standard format options. When selecting an option, the imprint format will be displayed.

Continued on next page



Prescription Pad Design Form, cont.

Step	Action
16	<p><u>Standard (cont.) Screen:</u></p> <ul style="list-style-type: none">➤ PDF Proof Required – If an electronic proof is requested, use the mouse to put a check mark in the box. Then click the appropriate button next to the option of who should receive the proof and enter the email address.➤ Fax Proof Required - If a fax proof is requested, use the mouse to put a check mark in the box. Then click the appropriate button next to the option of who should receive the proof and enter the fax number. <p>NOTE: When selecting the Dist email option, the address pre-populates with the email address on record for the distributor associated with this customer.</p>
17	Press F10 to save the design form.
18	Once back on the order screen, complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
19	Press F10 to save the order and transmit.