

# Coupon Setup

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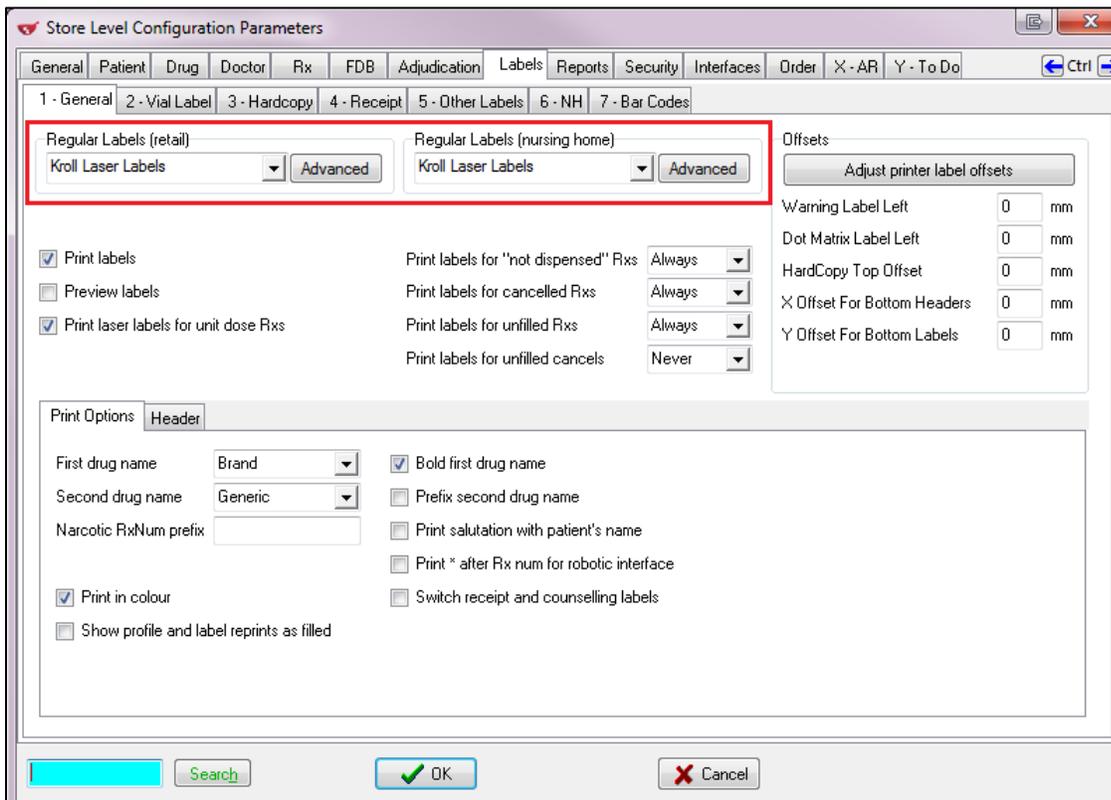
# Coupon Setup

The following document outlines the steps and configurations required to set up coupons in Kroll. Coupons are printed in a fixed position on the standard laser label.

## Configuration

This section explains the configuration settings that must be in place before attempting to print coupons.

1. From the **Alt-X Start** screen, go to **File > Configuration > Store > Labels > General** and select **Kroll Laser Labels** from the dropdown menus of **Regular Labels (retail)** and **(nursing home)** respectively.



The screenshot shows the 'Store Level Configuration Parameters' dialog box with the 'Labels' tab selected. The 'Regular Labels (retail)' and 'Regular Labels (nursing home)' dropdown menus are highlighted with a red box, both set to 'Kroll Laser Labels'. The 'Advanced' buttons are also visible next to them.

Print Options

Header

First drug name: Brand  Bold first drug name

Second drug name: Generic  Prefix second drug name

Narcotic RxNum prefix:   Print salutation with patient's name

Print in colour  Print \* after Rx num for robotic interface

Show profile and label reprints as filled  Switch receipt and counselling labels

Print labels  Print labels for "not dispensed" Rxs: Always

Preview labels  Print labels for cancelled Rxs: Always

Print laser labels for unit dose Rxs  Print labels for unfilled Rxs: Always

Print labels for unfilled cancels: Never

Offsets

Adjust printer label offsets

Warning Label Left: 0 mm

Dot Matrix Label Left: 0 mm

HardCopy Top Offset: 0 mm

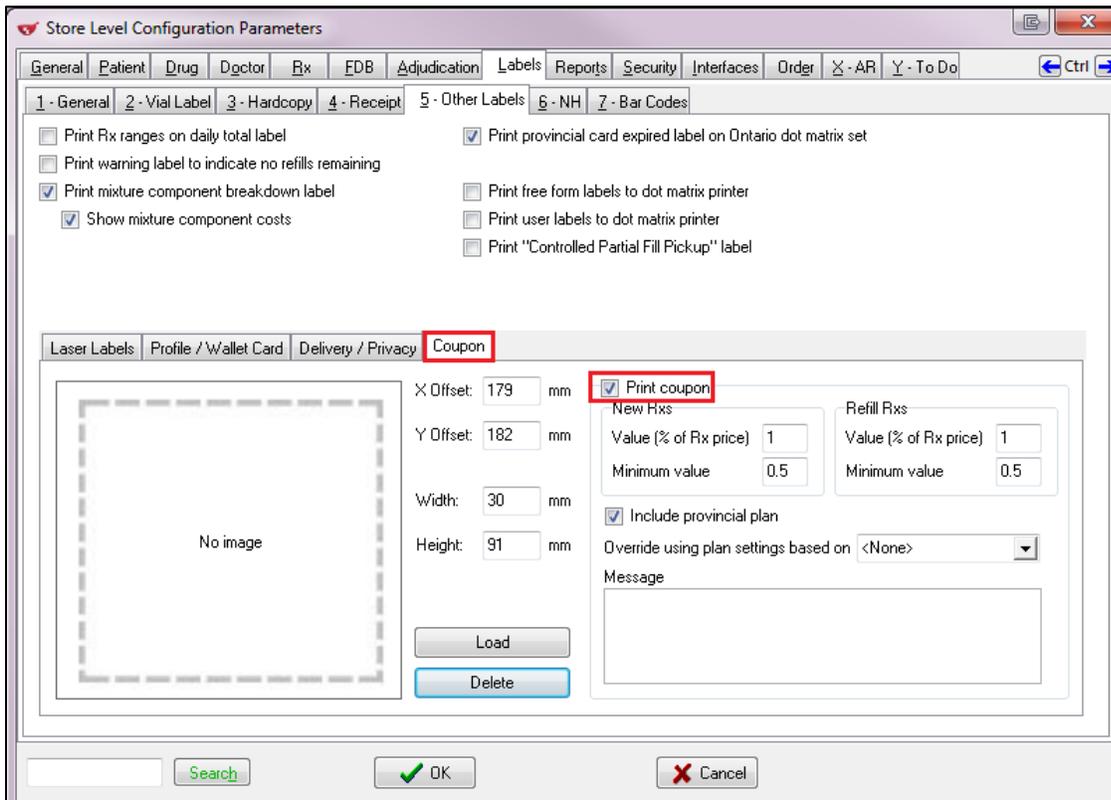
X Offset For Bottom Headers: 0 mm

Y Offset For Bottom Labels: 0 mm

Search OK Cancel

**NOTE:** If the label stock is not set to **Laser Labels** as noted above, the **Coupon** tab under **5 –Other Labels** will **NOT** be displayed.

2. Go to **Other Labels** tab and select **Coupon** from the bottom section of the screen.
3. Click **Load** to load a coupon image.
4. Place a checkmark next to **Print coupon** and fill in the print configuration parameters.



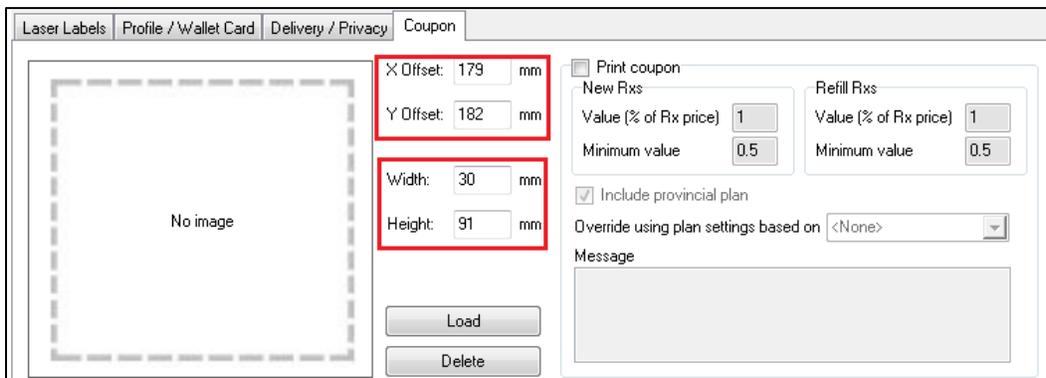
The screenshot shows the 'Store Level Configuration Parameters' window with the '5 - Other Labels' tab selected. The 'Coupon' sub-tab is active, and the 'Print coupon' checkbox is checked and highlighted with a red box. The window displays various configuration options for printing coupons, including offsets, dimensions, and checkboxes for different printing features. A 'Load' button is visible below the 'No image' placeholder, and a 'Delete' button is below it. The bottom of the window has 'Search', 'OK', and 'Cancel' buttons.

5. When you are done, click **OK** to have the changes.

## Printing a Fixed Coupon Image

This section explains in detail on how to configure and print a fixed coupon image.

1. In order to use a coupon image, save the image as a **.jpg** file in a folder on your computer.
2. Click the **Load** button to browse folders for the image and load it into Kroll.
3. When loaded, the coupon image will take precedence over any other coupon settings and options that may have been entered previously.



4. To use other coupon options such as “Value (% of Rx Price)” or “Minimum Value”, the coupon image must be deleted.
5. When you are done, click **OK**.

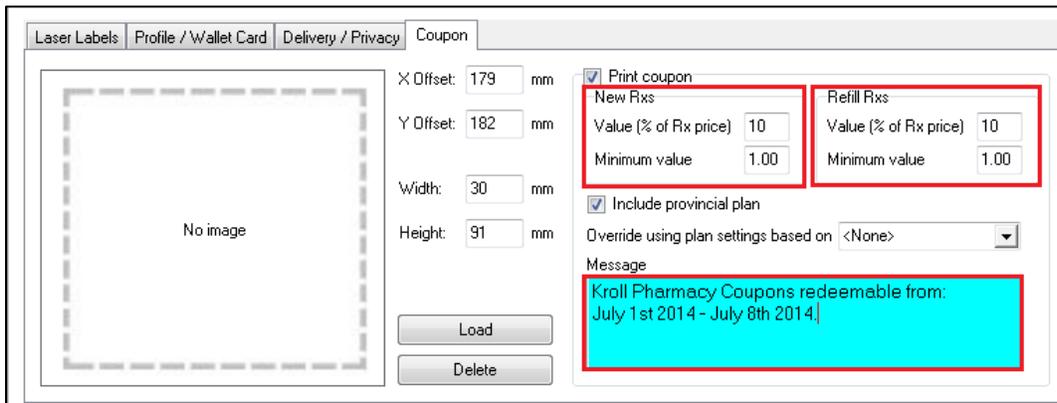
The coupon will print on the bottom right hand corner of the label set (Kroll Standard Labels). Users may adjust the size of the coupon by entering dimensions in millimetres in the **Width** and **Height** fields. Coupon alignment can also be adjusted by entering values in millimetres in **X Offset** (horizontal alignment) and **Y Offset** (vertical alignment).

## Using Global Coupon Values

When coupon images are not available, Kroll will use the designated percentage amount set in the **Value (% of Rx price)** field to calculate the value of the coupon for every Rx dispensed. The value used to calculate coupon price can be different for **New Rx** versus **Refill Rxs**. This calculation is based on the total price of the prescription, and not just the Co-Pay amount (i.e. Patient Pays Amount).

Users can also set a minimum coupon value to prevent the system from calculating small amounts and printing them on coupons. The Message field allows users to enter a free-form message that will be printed on all coupons.

In the example below, the calculation of a coupon for New Rxs and Refills is based on 10% of the total prescription price, and the minimum coupon value is set to \$1.00.



The screenshot shows the 'Coupon' tab in a software interface. On the left, there is a dashed box representing the coupon area with the text 'No image'. To its right are input fields for 'X Offset: 179 mm', 'Y Offset: 182 mm', 'Width: 30 mm', and 'Height: 91 mm', along with 'Load' and 'Delete' buttons. On the right side, there is a 'Print coupon' checkbox which is checked. Below it are two columns: 'New Rxs' and 'Refill Rxs'. Each column has a 'Value (% of Rx price)' field set to '10' and a 'Minimum value' field set to '1.00'. Below these is an 'Include provincial plan' checkbox (checked) and a dropdown menu for 'Override using plan settings based on' set to '<None>'. At the bottom, there is a 'Message' field containing the text: 'Kroll Pharmacy Coupons redeemable from: July 1st 2014 - July 8th 2014.'

Coupons are generated on the far right hand side of the receipt portion of a **Standard Laser Label**. Coupon positions cannot be changed.

**NOTE:** Coupons will take precedence if a delivery label or privacy label is set to print in the **'Right Bottom'** position of the label set (i.e. the position of where the coupon prints).

<b>OFFICIAL PRESCRIPTION RECEIPT</b> <b>Rx: 1000002</b> <b>Kroll, Patient</b> 220 Duncan Mill Road Toronto, ON 30 TAB <b>Atacand 8mg</b> <i>Candesartan Cilexetil 8mg</i> DIN: 02239091 AST <b>Dr. Aaron, Shawn David</b> Cost: 39.70 Fee: 10.49 Total: 50.19		Thu09-Jun-2011 (800)263-5876 <b>NEW RX</b> Refills: 2 <b>Patient Pays: 50.19</b>	<b>Kroll, Patient</b> 30 Atacand 8mg AS DIRECTED 09-Jun-11 1000002 Rep: 2	<b>\$5.02</b> Kroll <b>Coupon</b> Rx: 1000002 Kroll Pharmacy Coupons redeemable from: September 1st, 2011 - September 30th, 2011. Expires on 2011-09-30.
Pharmacist's Signature  Tx: 1000002 test receipt free form message				

Setting the minimum coupon value to **\$1.00** means that if the calculated value for the coupon works out to be below \$1.00, the coupon will print out with the set value of \$1.00. In the following example, the total value of the prescription is \$6.10, so the calculated coupon value is \$0.61, but the actual coupon value is bumped up to \$1.00 (i.e. the minimum coupon value).

<b>OFFICIAL PRESCRIPTION RECEIPT</b> <b>Rx: 1000003</b> <b>Kroll, Patient</b> 220 Duncan Mill Road Toronto, ON 3 TAB <b>Apo-Hydro 25mg</b> <i>Hydrochlorothiazide 25mg</i> DIN: 00326844 APX <b>Dr. Kroll, Michael Marc</b> Cost: 0.10 Fee: 6.00 Total: 6.10		Thu09-Jun-2011 (800)263-5876 <b>NEW RX</b> Refills: 0 <b>Patient Pays: 6.10</b>	<b>Kroll, Patient</b> 3 Apo-Hydro 25mg AS DIRECTED 30 Atacand 8mg AS DIRECTED 09-Jun-11 1000003 Rep: 0 09-Jun-11 1000002 Rep: 2	<b>\$1.00</b> Kroll <b>Coupon</b> Rx: 1000003 Kroll Pharmacy Coupons redeemable from: September 1st, 2011 - September 30th, 2011. Expires on 2011-09-30.
Pharmacist's Signature  Tx: 1000003 test receipt free form message				

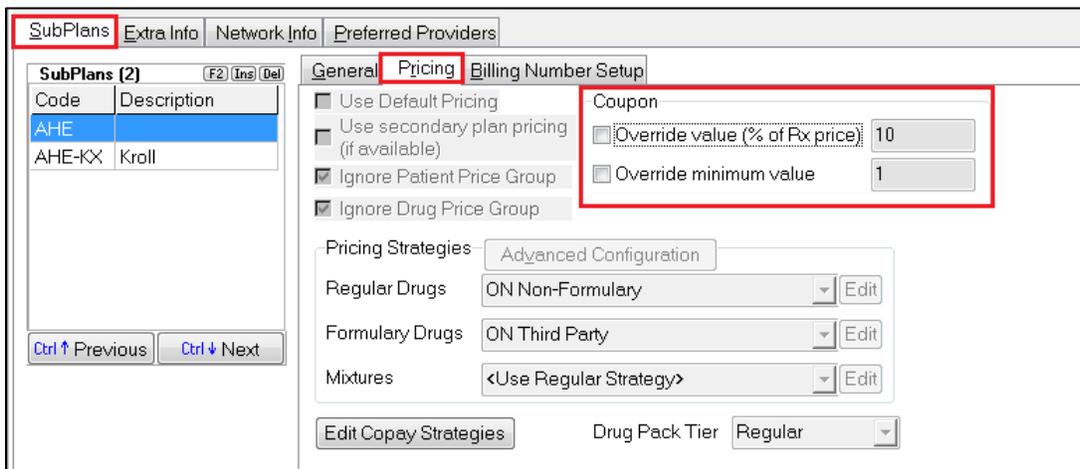
## Using Plan Specific Coupon Values

Users can choose to set up coupon calculations specific to individual plans. These plan overrides will supersede the global coupon settings in Store Configuration as long as 'Override using plan settings based on \_\_\_\_\_' is populated with a value other than <None>.



## Configuring a Plan Specific Coupon

To configure plan specific coupon calculations, go to **Edit > Plans/Pricing** and pull up a plan card, for example Assure. From the Plans/Pricing Configuration screen, click on the **Pricing** tab and locate the **Coupon** section.

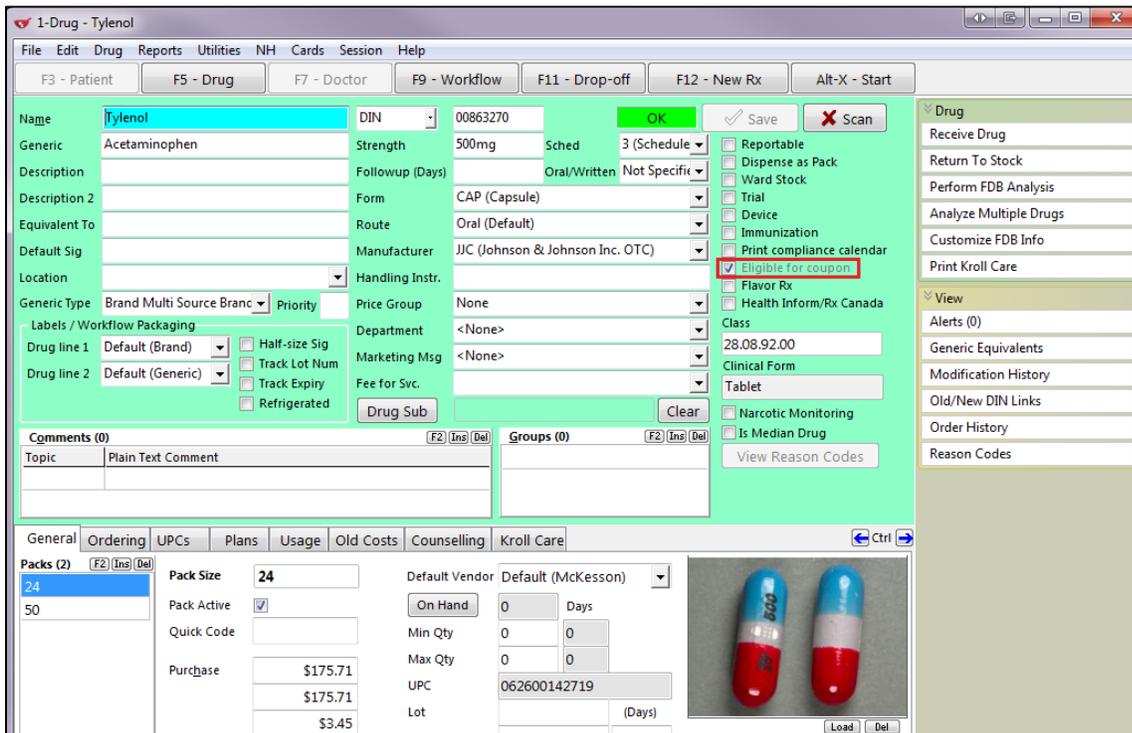


To override the global coupon parameters, place a checkmark next to **Override value (% of Rx price)** and/or **Override minimum value** to open up the respective fields for modification. Enter the percentage for the coupon calculation and the minimum value to be used for this plan. Once these configurations have been set at the individual plan level, this coupon calculation will supersede the global coupon calculations set in Store Configurations.

Coupon	
<input checked="" type="checkbox"/> Override value (% of Rx price)	<input type="text" value="5"/>
<input checked="" type="checkbox"/> Override minimum value	<input type="text" value="0.5"/>

## Coupon Options on the Drug Card

There is an option on each **F5 Drug Card** that allows the user to exempt specific drugs from coupon generation. On the right hand side of each drug card, there is an option **Eligible for coupon**. When coupons are activated in Store Configurations, all drugs will have the **Allow coupon** option checked by default; therefore, individual exceptions must have this flag unchecked manually and saved.



The screenshot shows the '1-Drug - Tylenol' window with the following details:

- Name:** Tylenol, **DIN:** 00863270
- Generic:** Acetaminophen, **Strength:** 500mg, **Sched:** 3 (Schedule)
- Description:** CAP (Capsule), **Form:** CAP (Capsule), **Route:** Oral (Default), **Manufacturer:** JJC (Johnson & Johnson Inc. OTC)
- Price Group:** None, **Department:** <None>, **Marketing Msg:** <None>
- Labels / Workflow Packaging:** Drug line 1: Default (Brand), Drug line 2: Default (Generic)
- Options:** Reportable, Dispense as Pack, Ward Stock, Trial, Device, Immunization, Print compliance calendar, **Eligible for coupon** (checked), Flavor Rx, Health Inform/Rx Canada Class, Narcotic Monitoring, Is Median Drug
- General Tab:** Packs (2): 24, 50; Pack Size: 24; Pack Active: checked; Purchase: \$175.71, \$175.71, \$3.45; Default Vendor: Default (McKesson); On Hand: 0; Min Qty: 0; Max Qty: 0; UPC: 062600142719