

FlexRx Label Report



Contents

Patient Set Up (Retail Patients).....	2
Filling Retail FlexRx Prescriptions.....	5
Extra Functions from the Unit Dose Information Window.....	7
Card Number.....	7
Nursing Home FlexRx Setup	8
Filling Nursing Home FlexRx Prescriptions.....	11
Running the FlexRx Label Report.....	14
Selection Tab.....	15
Selection 2 Tab.....	19
Options Tab.....	20
Sample FlexRx Label Report.....	25

FlexRx Label Report

The FlexRx packaging solution was created to prevent errors in medication dispensing. This innovative, patented, cold-sealed, multi-dose packaging system provides a safe and effective solution for dispensing medication. Each pack contains 28 individual blisters with a patient's medication for a specific intake time (passtimes). Each column in the packaging represents a passtime; each row represents a day of the week.

Located at the top of each individual blister pack lists the patient's name, medications within, and the time it should be taken. FlexRx packaging in Kroll allows for various customizations that make organizing and dispensing medication simple.

A completed FlexRx package will look similar to the following:



NOTE: All FlexRx packaging supplies must be purchased by the pharmacy from their preferred wholesalers. Kroll is not affiliated with the vendors of FlexRx packaging supplies.

Patient Set Up (Retail Patients)

Access the **Extra Info** tab of the patient you are setting up FlexRx packaging for and look for the **Unit Dose** configuration area.

File Edit Patient Profile Reports Utilities NH Central Fill Cards Session Help

F3 - Patient F5 - Drug F7 - Doctor F9 - Workflow F10 - Pickup F11 - Drop-off F12 - New Rx

Last Name: Green First Name: Sandra Salutation: Ms. OK Save Scan

Address 1: 100 Yonge St Address 2: Phone Numbers (1): Description: Phone: Birthdate: 02/02/1980 Age: 34 years Gender: Female Language: English Height: 5' 5" Weight: 120 Load Delete

City: Toronto Prov: ON Postal: M1M 1M1 Country: Canada Email: sgreen@email.com Send Family Doctor

Quick Code: Comments (0) ODB: 000000

SubPlan Code	Group ID	Client ID	Expiry
1 ODB		000000	
2 GS		11111	
3 OBC	1111	22222	

Allergies (0) Add Drug F2 Ins Del

Medical Conditions (0) F2 Ins Del

Groups (0) F2 Ins Del

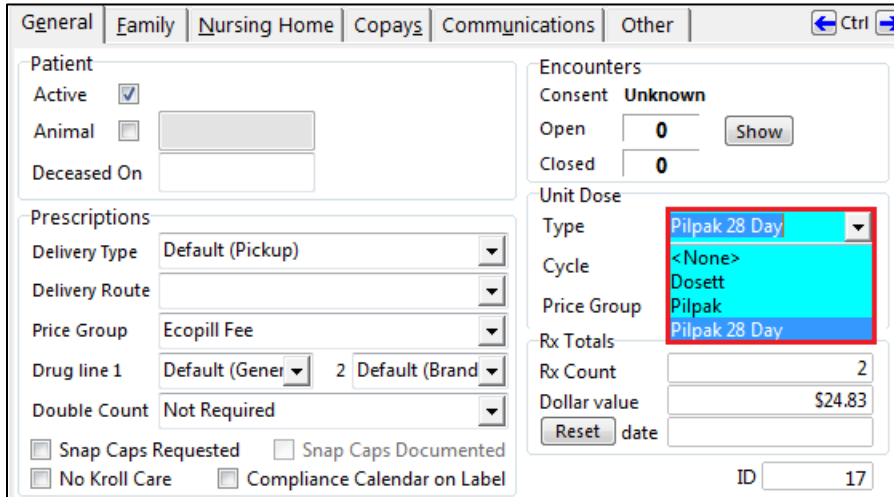
General Family Nursing Home Copays Communications Other Ctrl

Patient Active Animal Deceased On: Prescriptions Delivery Type: Default (Pickup) Delivery Route: Price Group: Ecopill Fee Drug line 1: Default (Gener) 2: Default (Brand) Double Count: Not Required Snap Caps Requested Snap Caps Documented No Kroll Care Compliance Calendar on Label

Encounters Consent: Unknown Open: Show Closed: Unit Dose Type: Pilpak 28 Day Cycle: 4 Weeks Price Group: <Default> (<None>)

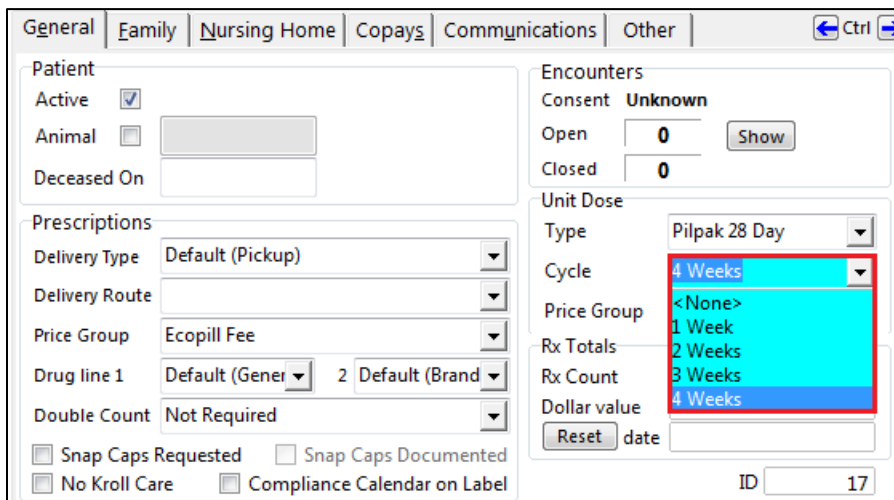
Rx Totals Rx Count: 2 Dollar value: \$24.83 date: ID: 17

- Type:** there are 3 different types of unit dose packaging available: Dossett, Pilpak and Pilpak 28 Day. For FlexRx, it is recommended that **Pilpak 28 Day** is selected. This accurately reflects the number of blisters available in an FlexRx card (4 intake times x 7 days = 28 blisters).



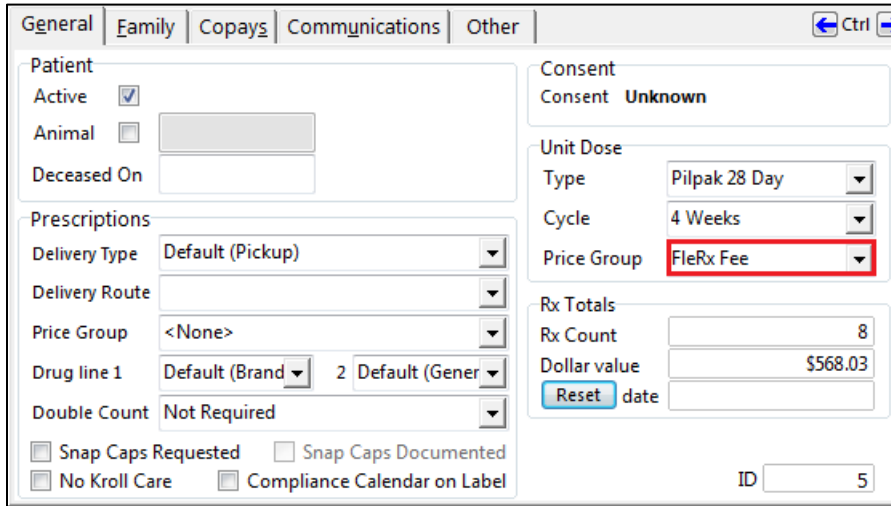
The screenshot shows the 'General' tab of the FlexRx software interface. The 'Unit Dose' dropdown menu is open, displaying the following options: '<None>', 'Dossett', 'Pilpak', and 'Pilpak 28 Day'. The 'Pilpak 28 Day' option is highlighted in blue. Other visible fields include 'Patient Active' (checked), 'Encounters Open' (0), 'Encounters Closed' (0), 'Delivery Type' (Default (Pickup)), 'Price Group' (Ecopill Fee), 'Drug line 1' (Default (Gener) 2 Default (Brand)), and 'Rx Count' (2).

- Cycle:** you can also select a unit dose **Cycle** to indicate the number of weeks that the patient would like packaged at one time. Users can choose from 1 week, 2 weeks, 3 weeks, or 4 weeks.



The screenshot shows the 'General' tab of the FlexRx software interface. The 'Unit Dose' dropdown menu is open, displaying the following options: '<None>', '1 Week', '2 Weeks', '3 Weeks', and '4 Weeks'. The '4 Weeks' option is highlighted in blue. Other visible fields include 'Patient Active' (checked), 'Encounters Open' (0), 'Encounters Closed' (0), 'Delivery Type' (Default (Pickup)), 'Price Group' (Ecopill Fee), 'Drug line 1' (Default (Gener) 2 Default (Brand)), and 'Rx Count' (2).

- **Price Group:** If the pharmacy is charging a different cost structure or a supplementary fee for FlexRx prescriptions and has already created a **strategy** in pricing configurations, simply select the **strategy** from the **Price Group** drop down menu (please call Kroll Software at 1-800-263-5876 ex. 1) if you require assistance setting up a special pricing strategy. Take note that this **strategy** only applies to prescriptions that have **Unit Dose** activated at the prescription level.

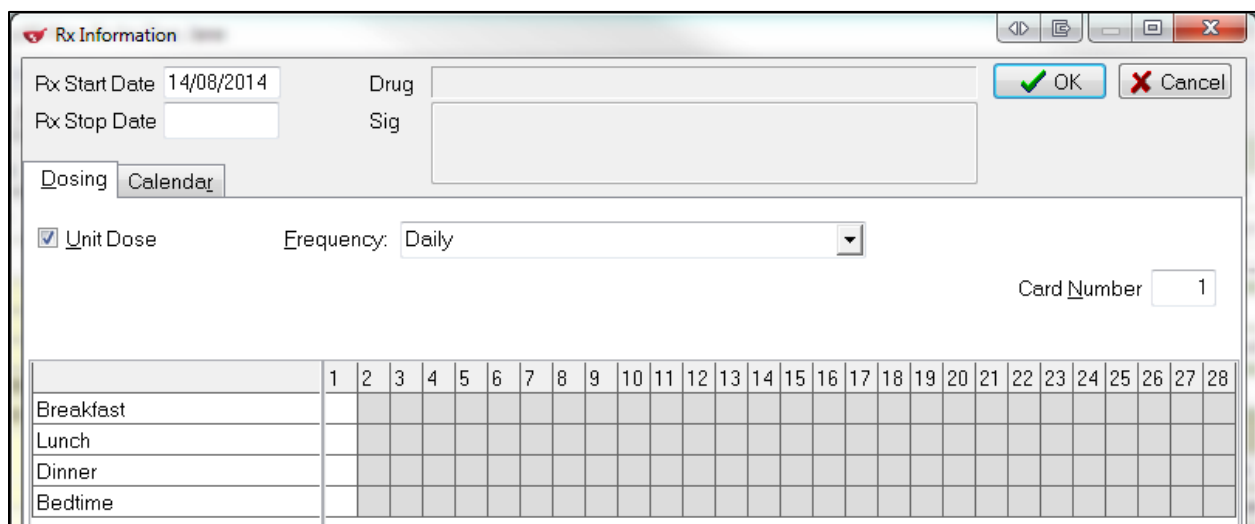


The screenshot displays the 'General' tab of a prescription configuration window. The 'Price Group' dropdown menu is highlighted with a red box, showing 'FlexRx Fee' selected. Other visible details include:

- Patient:** Active (checked), Animal (unchecked), Deceased On (empty).
- Prescriptions:** Delivery Type: Default (Pickup), Delivery Route (empty), Price Group: <None>, Drug line 1: Default (Brand) 2 Default (Gener), Double Count: Not Required.
- Unit Dose:** Type: Pilpak 28 Day, Cycle: 4 Weeks, Price Group: FlexRx Fee (highlighted).
- Rx Totals:** Rx Count: 8, Dollar value: \$568.03.
- Consent:** Consent: Unknown.
- Other:** Snap Caps Requested (unchecked), Snap Caps Documented (unchecked), No Kroll Care (unchecked), Compliance Calendar on Label (checked), ID: 5.

Filling Retail FlexRx Prescriptions

1. When filling for FlexRx (unit dose) prescriptions, the patient, doctor, drug, SIG and dispense information must be entered as usual. Keep in mind the **cycle** that was selected in the patient card in order to fill the prescription for the correct dispense quantity.
2. Once all prescription information has been entered and searches are complete, the **Unit Dose Information** window will appear. Users can also manually access this window by pressing **CTRL+U** on the keyboard or by clicking the word "Unit Dose" on the F12-Filling Screen.



Rx Information

Px Start Date: 14/08/2014 Drug:

Px Stop Date: Sig:

OK Cancel

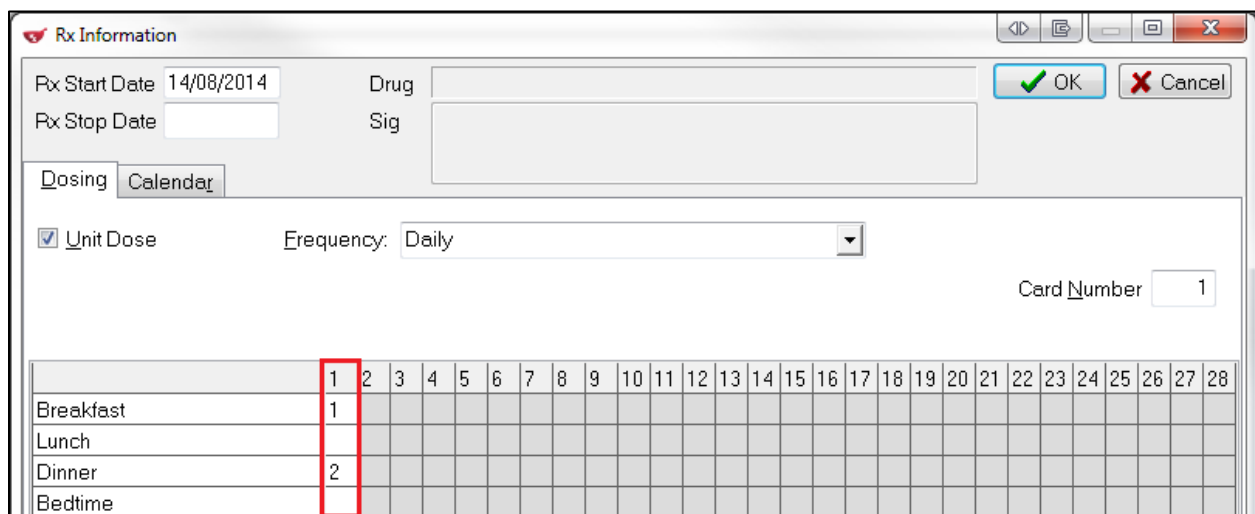
Dosing Calendar

Unit Dose Frequency: Daily

Card Number: 1

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast																												
Lunch																												
Dinner																												
Bedtime																												

3. Enter the appropriate amount of medication to be taken at the corresponding times of day. There are four (4) choices to choose from: Breakfast, Lunch, Dinner, and Bedtime. (The figure below shows the configuration for a medication that is taken 1 tablet at breakfast and 2 tablets at Dinner).



Rx Information

Px Start Date: 14/08/2014 Drug:

Px Stop Date: Sig:

OK Cancel

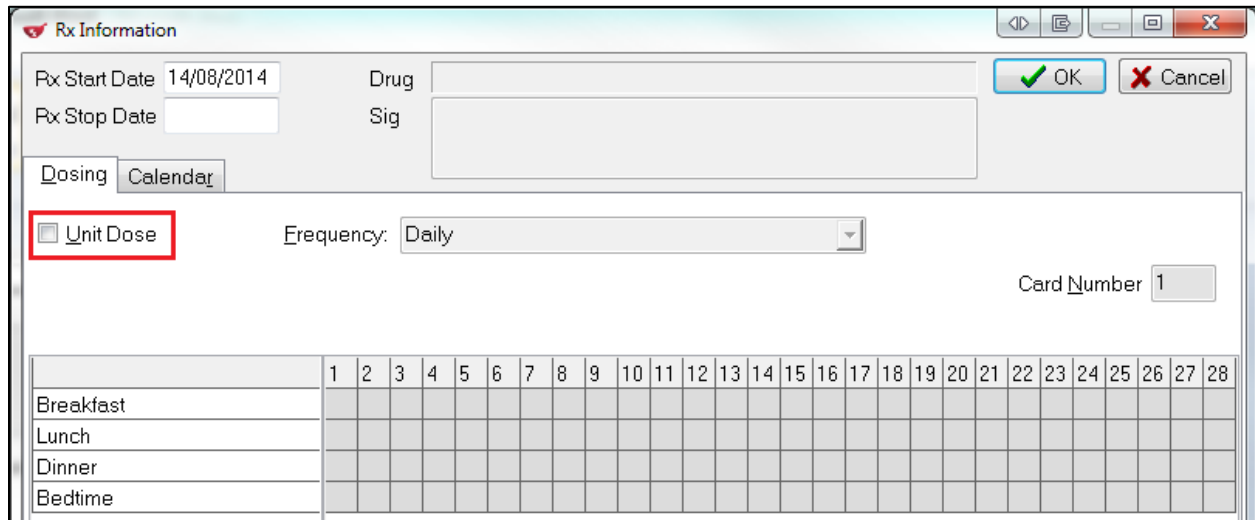
Dosing Calendar

Unit Dose Frequency: Daily

Card Number: 1

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast	1																											
Lunch																												
Dinner	2																											
Bedtime																												

- Should the medication be in a form that cannot be included in the FlexRx packaging, turn OFF the **Unit Dose** flag by clicking on the checkbox and removing the checkmark. Once unit dose is disabled in this section, the prescription will not be included in the FlexRx Label Report.



Rx Information

Rx Start Date: 14/08/2014 Drug:

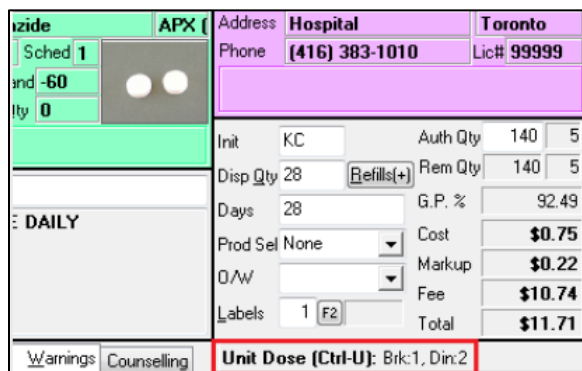
Rx Stop Date: Sig:

Unit Dose Frequency: Daily

Card Number: 1

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast																												
Lunch																												
Dinner																												
Bedtime																												

- Click **OK** or press **Enter** on the keyboard to save the unit dose configurations for the prescription and return to the F12-Filling Screen. Notice that the **Unit Dose** section of the filling screen will be populated with passtime abbreviation(s) followed by corresponding number of pills when unit dose is enabled.



Address	Hospital	Toronto
Phone	(416) 383-1010	Lic# 99999
Init	KC	Auth Qty 140 5
Disp Qty	28	Rem Qty 140 5
Days	28	G.P. % 92.49
Prod Sel	None	Cost \$0.75
D/W		Markup \$0.22
Labels	1 F2	Fee \$10.74
		Total \$11.71
Unit Dose (Ctrl-U): Brk:1, Din:2		

- Continue to fill the prescription by pressing **F12-Fill Rx** as usual.

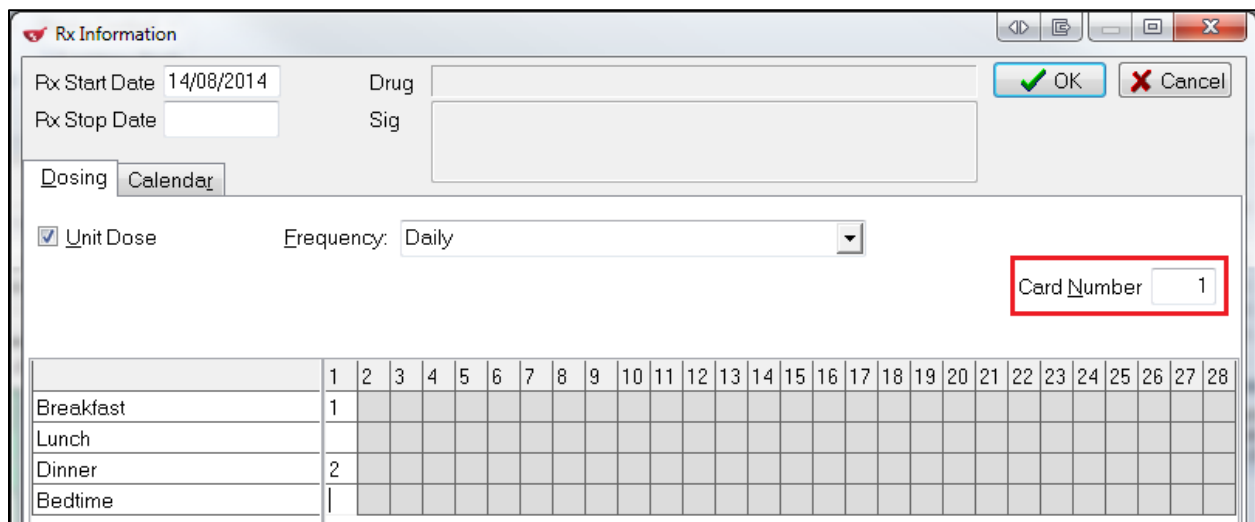
Extra Functions from the Unit Dose Information Window

The following section explains how and when to use the two extra functions located on the **Unit Dose Information** window.

Card Number

Each individual cell in a FlexRx card can hold a certain number of pills depending on the size and shape of the medications being packaged; therefore, users can manually allocate which medications they would like to print on which card. A patient may have numerous cards for each week depending on the number of medications they are required to take daily. As well, patients may have more than one card if they want certain medications packaged separately.

If a user does not manually allocate a specific card number for a prescription it will default to "1" up to a maximum of 12 prescriptions/card at which time the card number will default to "2".



The screenshot shows the 'Rx Information' window with the following fields and controls:

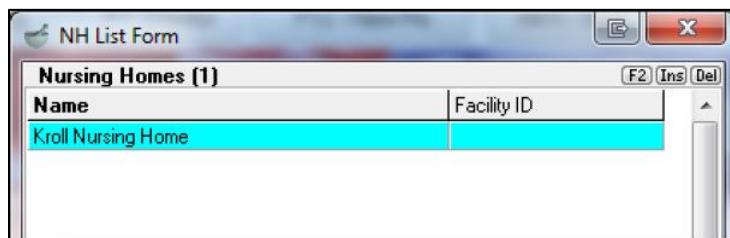
- Rx Start Date: 14/08/2014
- Rx Stop Date: (empty)
- Drug: (empty)
- Sig: (empty)
- Buttons: OK (green checkmark), Cancel (red X)
- Buttons: Dosing, Calendar
- Unit Dose: Unit Dose
- Frequency: Daily (dropdown menu)
- Card Number: 1 (text box, highlighted with a red border)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast	1																											
Lunch																												
Dinner	2																											
Bedtime																												

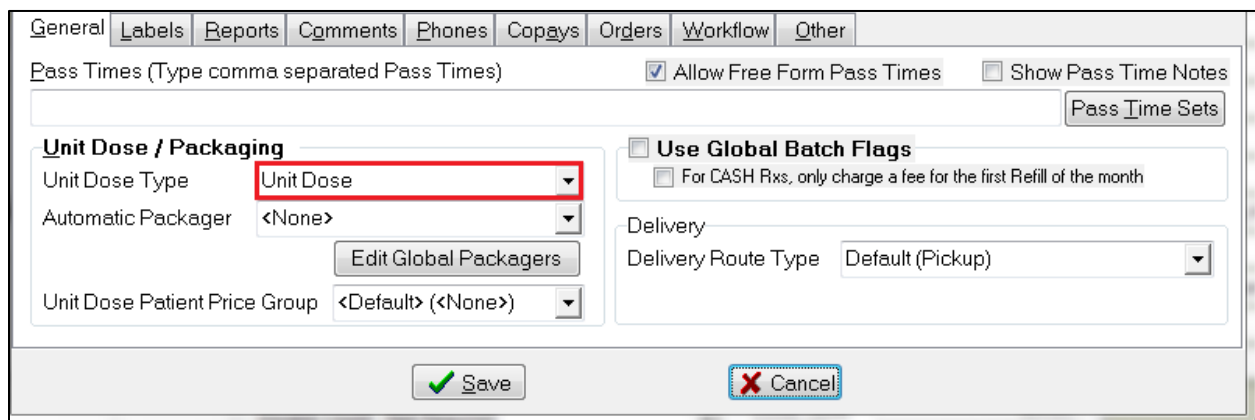
Nursing Home FlexRx Setup

FlexRx setup for Nursing Home patients is slightly different than for retail patients as it is done at the Nursing Home configuration level. Access the **Nursing Home Form** as follows:

1. Go to **NH > Edit Nursing Home List**.
2. Login with your Kroll Initials and Password to bring up the **NH List Form**.
3. Double click on the nursing home you want to configure FlexRx packaging for.



4. From the **General** tab of the **Nursing Home Form**, locate the **Unit Dose/Packaging** section.
5. Select **Unit Dose** from the **Unit Dose Type** dropdown menu.



General | Labels | Reports | Comments | Phones | Copays | Orders | Workflow | Other

Pass Times (Type comma separated Pass Times) Allow Free Form Pass Times Show Pass Time Notes

Unit Dose / Packaging

Unit Dose Type: **Unit Dose** (dropdown menu highlighted with red box)

Automatic Packager: <None> (dropdown menu)

Unit Dose Patient Price Group: <Default> (<None>) (dropdown menu)

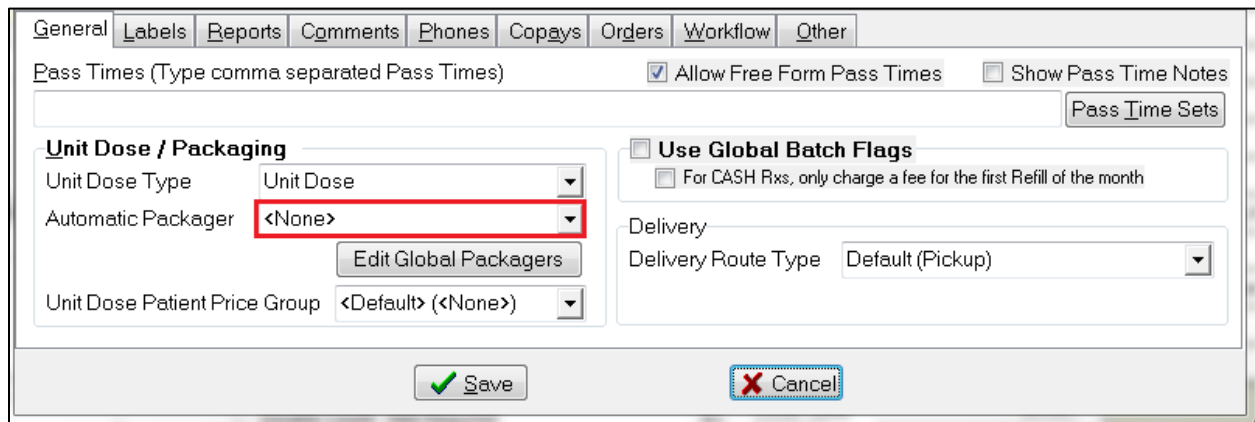
Use Global Batch Flags

For CASH Rxs, only charge a fee for the first Refill of the month

Delivery

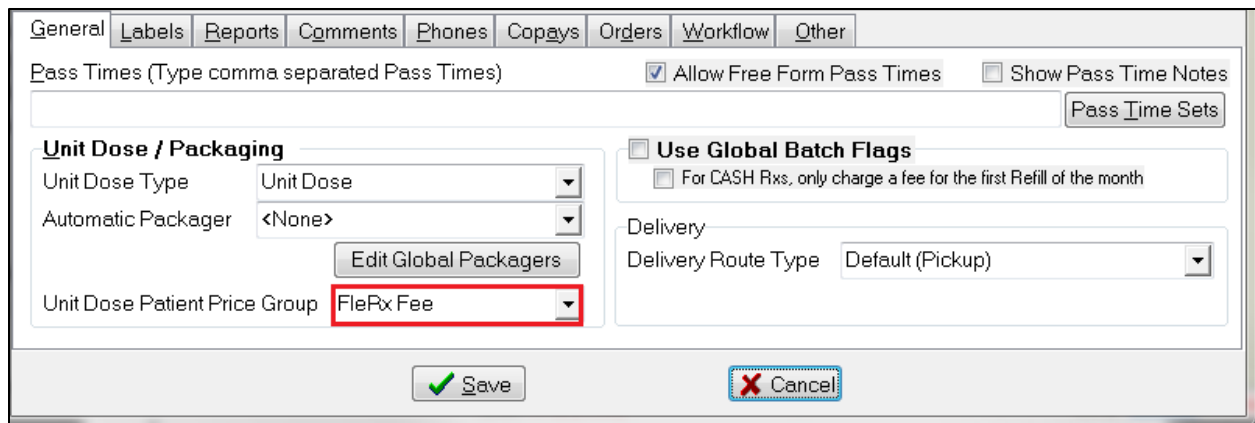
Delivery Route Type: Default (Pickup) (dropdown menu)

6. Set the Automatic packager to **<None>**.



The screenshot shows a configuration window with tabs for General, Labels, Reports, Comments, Phones, Copays, Orders, Workflow, and Other. The 'Unit Dose / Packaging' section includes a dropdown for 'Automatic Packager' which is highlighted with a red box and contains the text '<None>'. Other fields include 'Unit Dose Type' (Unit Dose), 'Unit Dose Patient Price Group' (<Default> (<None>)), 'Use Global Batch Flags' (checked), and 'Delivery Route Type' (Default (Pickup)). Buttons for 'Save' and 'Cancel' are at the bottom.

7. Select **FlexRx Fee** from the **Unit Dose Patient Price Group** dropdown menu.

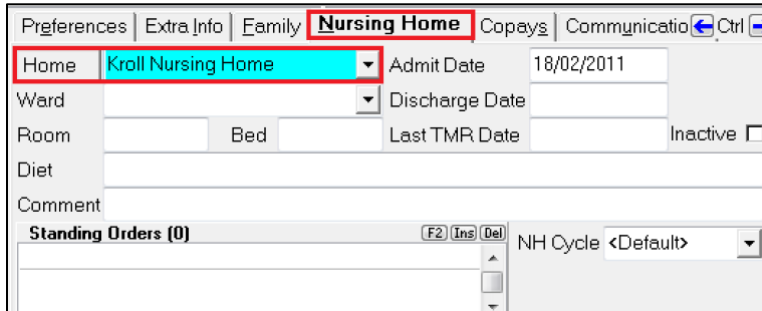


The screenshot shows the same configuration window as above, but the 'Unit Dose Patient Price Group' dropdown menu is highlighted with a red box and contains the text 'FlexRx Fee'. The 'Automatic Packager' dropdown remains '<None>'. The 'Save' and 'Cancel' buttons are visible at the bottom.

8. Click **Save** or press **Enter** on the keyboard to save changes to the **Nursing Home Form**.

NOTE: By configuring **Unit Dose** at the nursing home level, every patient in the home, and all the patients added to the home will automatically be set for unit dose dispensing; therefore, there is no initial set up at the patient level (unlike Retail FlexRx).

Add a new patient to an existing home by going into the F3-Patient Card and click on the **Nursing Home** tab. Select the correct nursing home from the dropdown menu as well as the corresponding ward and other supplementary information as required.

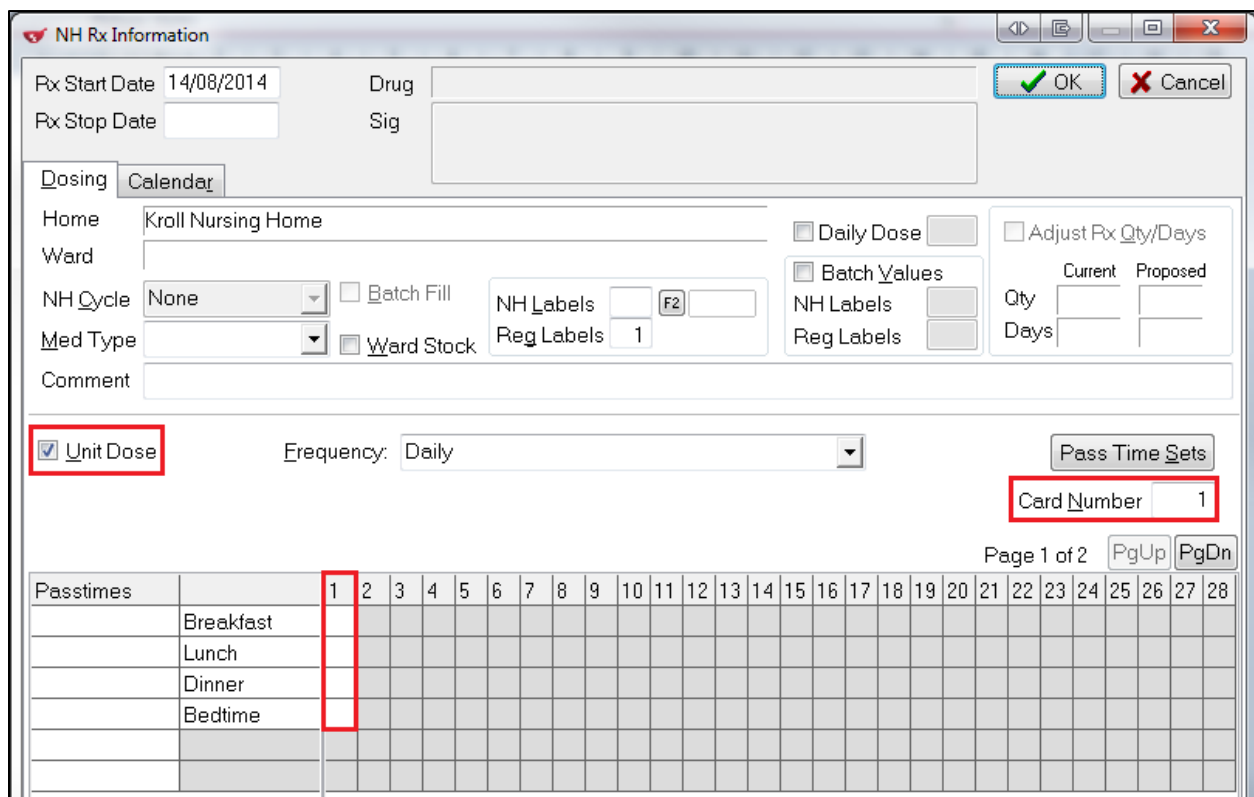


Preferences	Extra Info	Family	Nursing Home	Copays	Communicatio	Ctrl
Home	Kroll Nursing Home	Admit Date	18/02/2011			
Ward		Discharge Date				
Room	Bed	Last TMR Date		Inactive	<input type="checkbox"/>	
Diet						
Comment						
Standing Orders (0)	(F2) (Ins) (Del)	NH Cycle	<Default>			

Filling Nursing Home FlexRx Prescriptions

When filling Nursing Home FlexRx prescriptions, the unit dose window is slightly different than the window displayed for Retail prescriptions. The **Nursing Home Rx Information (ALT+N)** window replaces the Unit Dose (CTRL+U) window and allows more information to be entered in regards to **Cycles, Med Types, Unit Dose, Card Number, Passtimes, Labels** and **Batch Filling**. Not all of this information is required in order to fill the prescription as FlexRx, but this window displays any and all Nursing Home related information.

1. When filling a NH FlexRx prescription, the patient, doctor, drug, SIG and dispense information must be entered as usual. Keep in mind the **cycle** that was selected in the **Nursing Home Form** in order to fill the prescription for the correct dispense quantity.
2. Once all prescription information has been entered and searches are complete, the **NH Rx Information** window will appear. Users can also manually access this window by pressing **ALT+N** on the keyboard or by clicking the word "NH" on the F12-Filling Screen.



NH Rx Information

Rx Start Date: 14/08/2014 Drug: _____

Rx Stop Date: _____ Sig: _____

Dosing: **Calendar**

Home: Kroll Nursing Home Daily Dose Adjust Rx Qty/Days

Ward: _____ Batch Fill Batch Values

NH Cycle: None NH Labels: _____ NH Labels: _____

Med Type: _____ Ward Stock Reg Labels: 1 Reg Labels: _____

Qty: _____ Proposed: _____

Days: _____

Comment: _____

Unit Dose Frequency: Daily

Card Number: 1

Page 1 of 2

Passtimes	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast																												
Lunch																												
Dinner																												
Bedtime																												

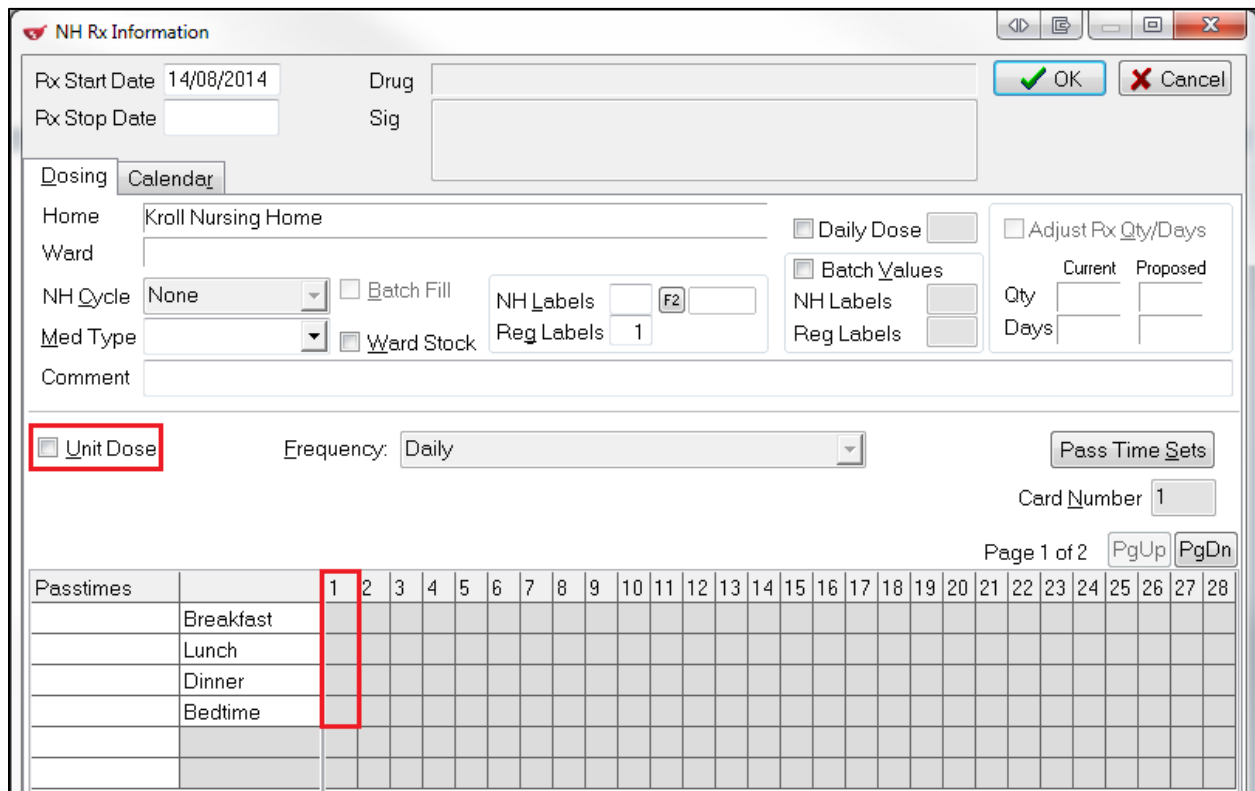
The minimum required information in order to process nursing home FlexRx prescriptions correctly is as follows:

- The **Unit Dose** Flag must be checked.

- One or more fields next to **Breakfast, Lunch, Dinner, and Bedtime** must be populated to correspond with the times at which the medication is to be taken.
- The **Card Number** Field has to be populated with a number. Kroll will automatically fill this number in, but users can modify this to have certain medications show up on specific cards.

NOTE: The **Med Type** field, **Pass Times, Pass Time Sets** and **More Pass Times** fields are required for the purposes of MAR sheet production, not FlexRx packaging.

3. If the medication is in a form that cannot be included in the FlexRx packaging, turn OFF **Unit Dose** by clicking on the checkbox and removing the checkmark. Notice that the fields next to **Breakfast, Lunch, Dinner, and Bedtime** are greyed out.



The screenshot shows the 'NH Rx Information' window with the following details:

- Rx Start Date: 14/08/2014
- Rx Stop Date: (empty)
- Drug: (empty)
- Sig: (empty)
- Home: Kroll Nursing Home
- Ward: (empty)
- NH Cycle: None
- Med Type: (empty)
- Comment: (empty)
- Unit Dose** (highlighted with a red box)
- Frequency: Daily
- Card Number: 1
- Buttons: OK, Cancel, Pass Time Sets, PgUp, PgDn

Passtimes	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast	1																											
Lunch																												
Dinner																												
Bedtime																												

4. Click **OK** or press **Enter** on the keyboard to save the unit dose configurations for the prescription and return to the F12-Filling Screen. Notice that the **NH (ALT+N)** section of the filling screen will be populated with passtime abbreviation(s) followed by corresponding number of pills when unit dose is activated.

APX	Address Hospital		Toronto	
	Phone (416) 383-1010		Lic# 99999	
Init	KC	Auth Qty	140	5
	Disp Qty 28	Refills(+)	Rem Qty	140 5
Days	28	G.P. %	92.49	
Prod Sel	None	Cost	\$0.75	
O/W		Markup	\$0.22	
Labels	1 F2	Fee	\$10.74	
		Total	\$11.71	
Counselling	NH (Alt-N): --Brk:1			

5. Continue to fill the prescription by pressing **F12-Fill Rx** as usual.

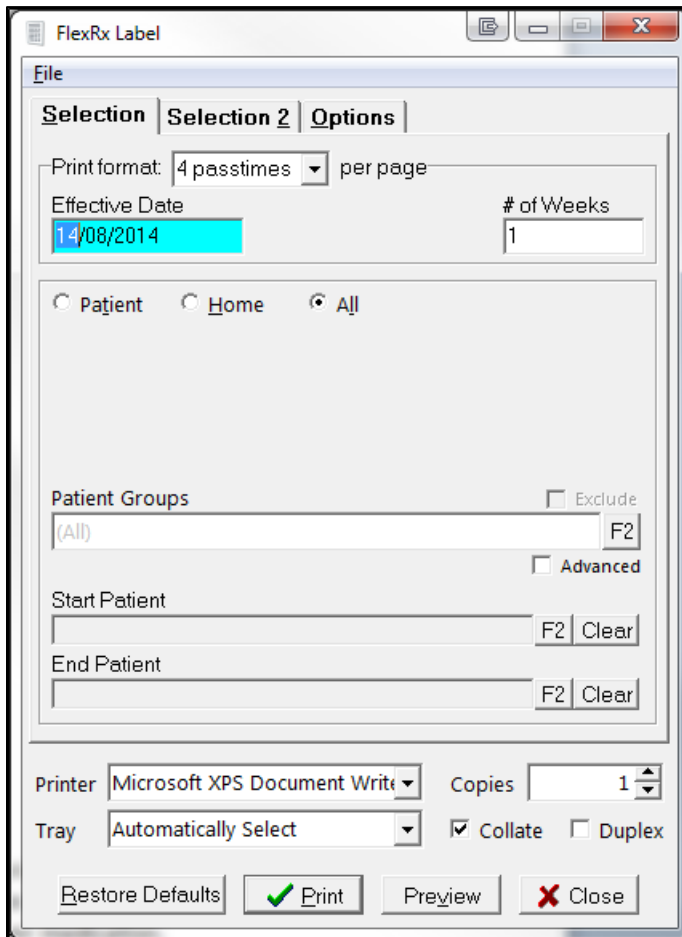
Running the FlexRx Label Report

Once all of the FlexRx prescriptions have been properly configured and processed in Kroll, the user can generate the **FlexRx Label Report**. The FlexRx Label Report is actually the sticky backing that will be placed over the plastic tray of blisters. FlexRx labels must be purchased from the pharmacy's preferred wholesaler.



To generate the **FlexRx Label Report**, go to **Reports > Patient > FlexRx Label Report**, or bring up the **F3-Patient Card** and select **Reports > FlexRx Label Report**.

Selection Tab



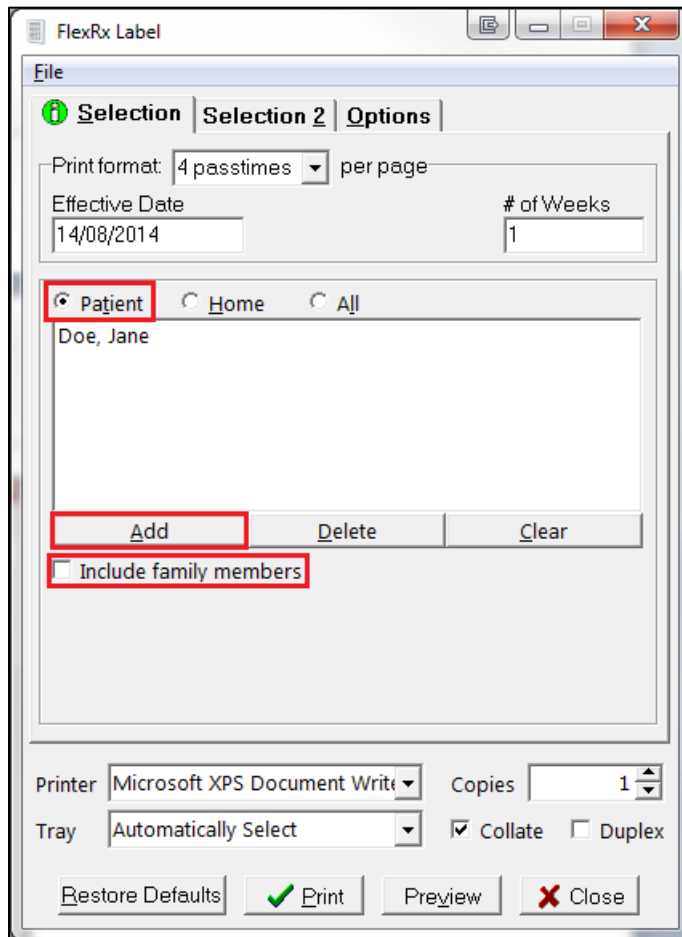
The screenshot shows the 'FlexRx Label' dialog box with the 'Selection' tab active. The 'File' menu is open, showing 'Selection 2' and 'Options'. The 'Print format' is set to '4 passtimes per page'. The 'Effective Date' is '12/08/2014' and the '# of Weeks' is '1'. The 'Patient' radio button is selected. The 'Patient Groups' list contains '(All)'. The 'Start Patient' and 'End Patient' fields are empty. The 'Printer' is 'Microsoft XPS Document Writer', 'Copies' is '1', 'Tray' is 'Automatically Select', 'Collate' is checked, and 'Duplex' is unchecked. The 'Print' button is highlighted.

- **Print format:** This option allows you to specify the number of passtimes to be printed on each page.
- **# of Weeks:** This option allows you to specify the number of weeks you want included in the report.

The Patient/Home/All frame allows users to generate the report for specific patient(s), nursing homes, or all patients.

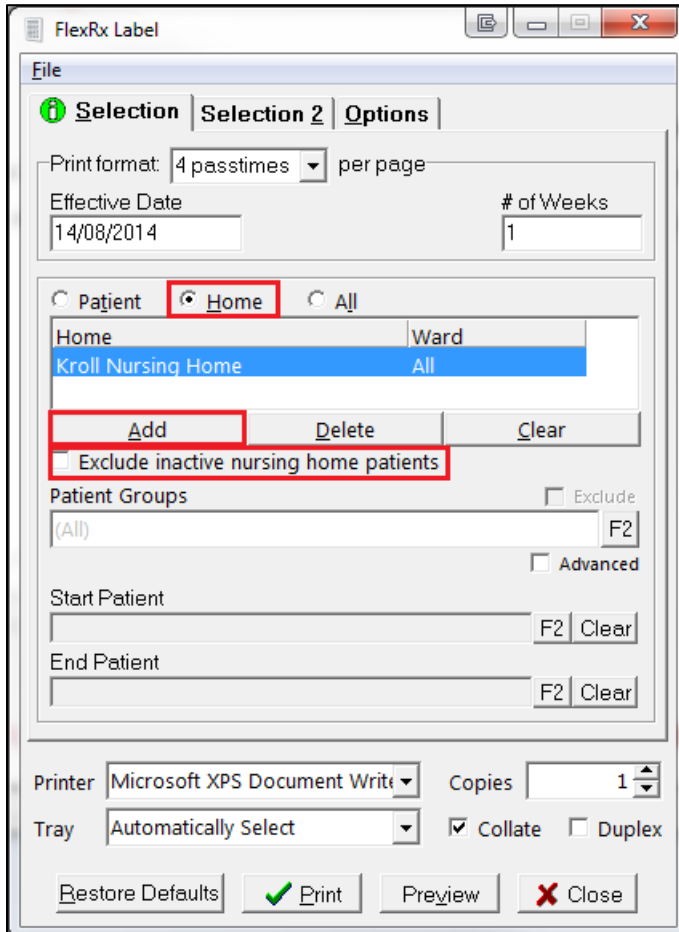
- To generate the report for specific patients, select the **Patient** radio button and click **Add**. Perform a patient search, highlight the patient record, and click **Select**. Repeat this step for each patient you want included in the report.

If you want the patient's family members included in the report, check **Include family members**.



- To generate the report for a nursing home, select the **Home** radio button and click **Add**. Select the nursing home from the **Home** dropdown menu and click **OK**. Repeat this step for each home you want included in the report.

If you want to exclude inactive nursing home patients from the report, check **Exclude inactive nursing home patients**.



The screenshot shows the 'FlexRx Label' application window. The 'Selection' tab is active, displaying a table with columns for 'Home' and 'Ward'. The 'Home' radio button is selected and highlighted with a red box. Below the table, the 'Add' button is also highlighted with a red box. The 'Exclude inactive nursing home patients' checkbox is checked and highlighted with a red box. The 'Print format' is set to '4 passtimes' and the 'Effective Date' is '14/08/2014'. The 'Printer' is set to 'Microsoft XPS Document Writer' and 'Collate' is checked.

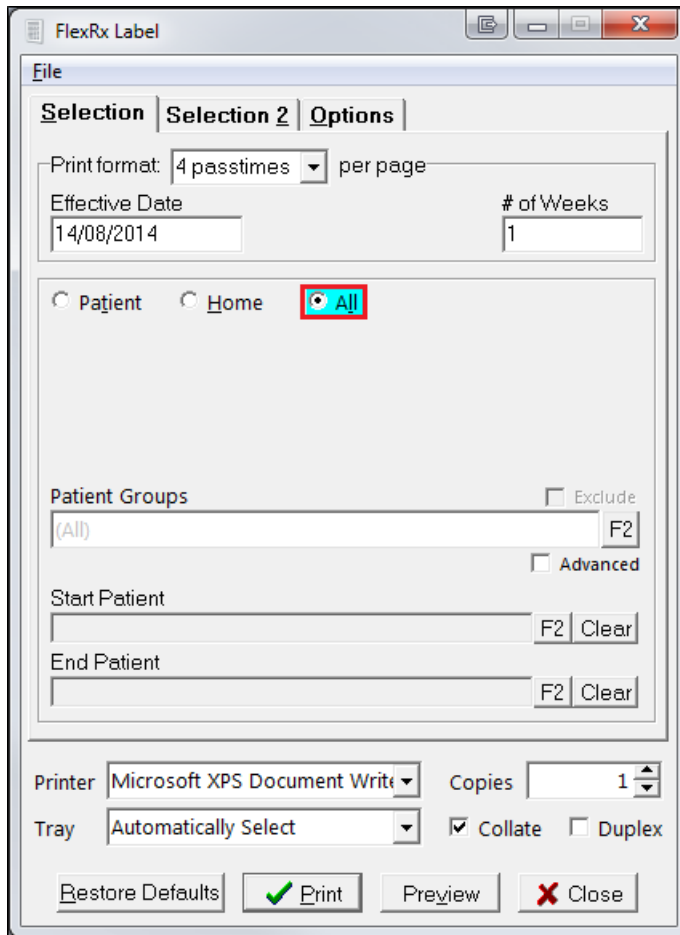
Home	Ward
Kroll Nursing Home	All

Patient **Home** All

Exclude inactive nursing home patients

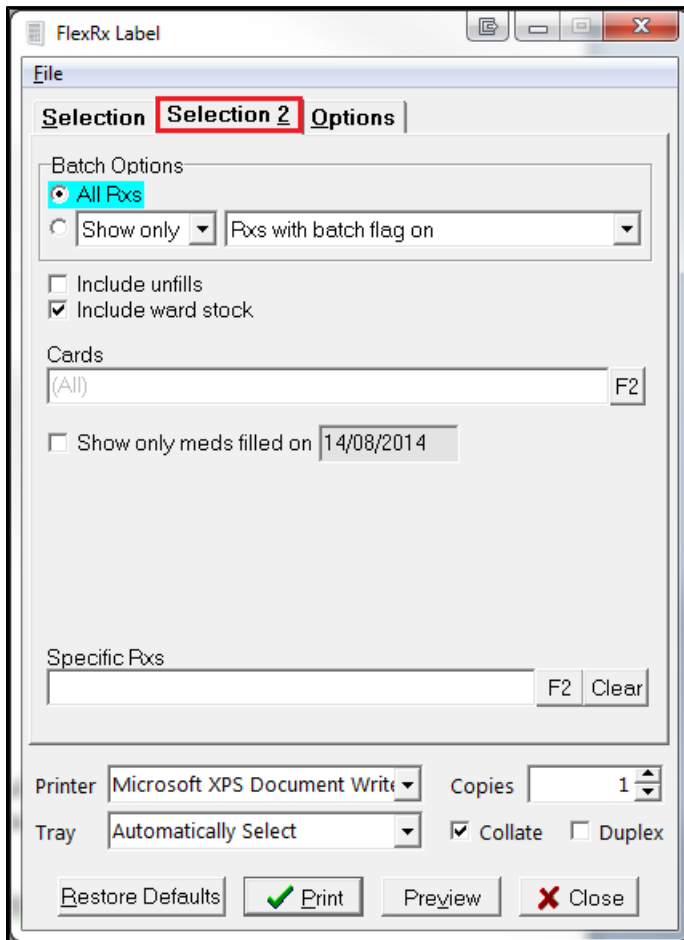
Printer: Microsoft XPS Document Writer | Copies: 1 | Collate: | Duplex:

- To generate the report for all patients with FlexRx-configured prescriptions, select the **All** radio button



The screenshot shows the 'FlexRx Label' application window. The 'File' menu is open, and the 'Selection' tab is active. The 'Print format' is set to '4 passtimes' per page. The 'Effective Date' is '14/08/2014' and the '# of Weeks' is '1'. Under the 'Selection' section, three radio buttons are present: 'Patient', 'Home', and 'All'. The 'All' radio button is selected and highlighted with a red box. Below this, there are fields for 'Patient Groups' (set to '(All)'), 'Start Patient', and 'End Patient', each with a 'Clear' button. At the bottom, there are printer settings: 'Printer' (Microsoft XPS Document Writer), 'Copies' (1), 'Tray' (Automatically Select), 'Collate' (checked), and 'Duplex' (unchecked). Buttons for 'Restore Defaults', 'Print', 'Preview', and 'Close' are at the bottom.

Selection 2 Tab

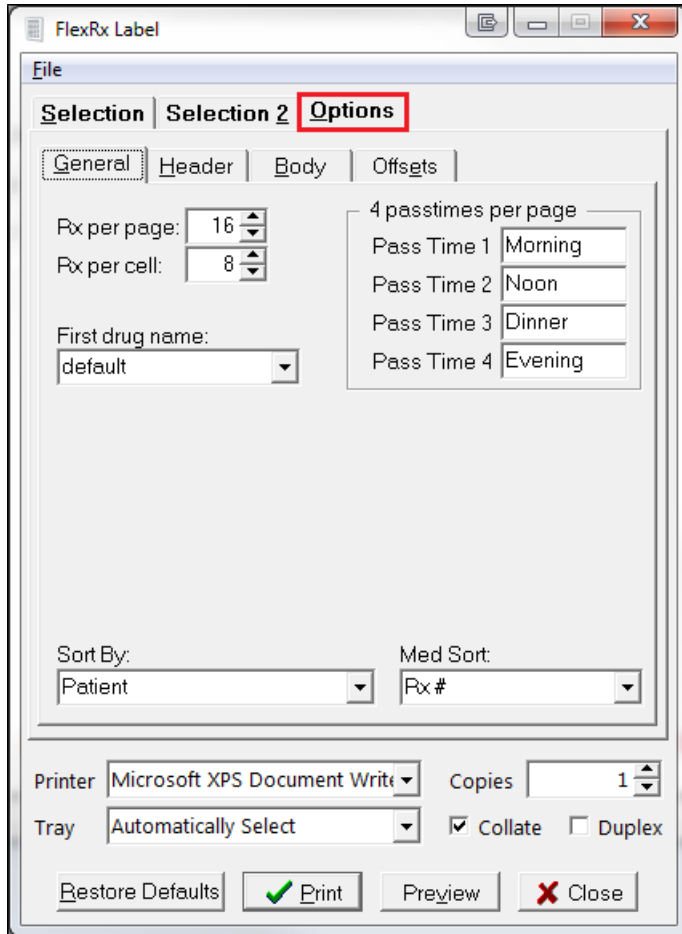


The screenshot shows the FlexRx Label application window with the 'Selection 2' tab selected. The interface includes a menu bar with 'File', 'Selection 2', and 'Options'. The 'Batch Options' section has a radio button for 'All Rx's' (selected), a 'Show only' dropdown menu, and a 'Rx's with batch flag on' dropdown menu. There are checkboxes for 'Include unfills' (unchecked) and 'Include ward stock' (checked). The 'Cards' section has a text field containing '(All)' and an 'F2' button. Below this is a checkbox for 'Show only meds filled on' followed by a date field containing '14/08/2014'. The 'Specific Rx's' section has a text field and 'F2' and 'Clear' buttons. The bottom section contains printer settings: 'Printer' (Microsoft XPS Document Writer), 'Copies' (1), 'Tray' (Automatically Select), 'Collate' (checked), and 'Duplex' (unchecked). At the bottom are buttons for 'Restore Defaults', 'Print' (with a green checkmark), 'Preview', and 'Close' (with a red X).

- **Batch Options:** The options under this heading allow users to include or exclude prescriptions that were batched, that have the batch flag on or off, or to include all prescriptions regardless of batch status
- **Include unfills:** If this option is flagged, then Unfilled prescriptions will be included in the FlexRx Label Report.
- **Include ward stock:** If this option is flagged, then Ward Stock prescriptions will be included in the FlexRx Label Report.
- **Cards:** If the patient has more than one regular card of medication, this option allows you to print specific cards. Regular cards are considered any medication that is taken on a regular basis and not taken only when needed.
- **Show only meds filled on DD/MM/YYYY:** This option allows user to print FlexRx cards based on the specific date that the prescription(s) were filled. All prescriptions NOT filled on the specified date will be ignored by the report and will not be printed.

- **Specific Rxs:** This option allows users to manually input prescription numbers and choose only specific ones to print on the report. To select the Rx(s) click or press **F2**.

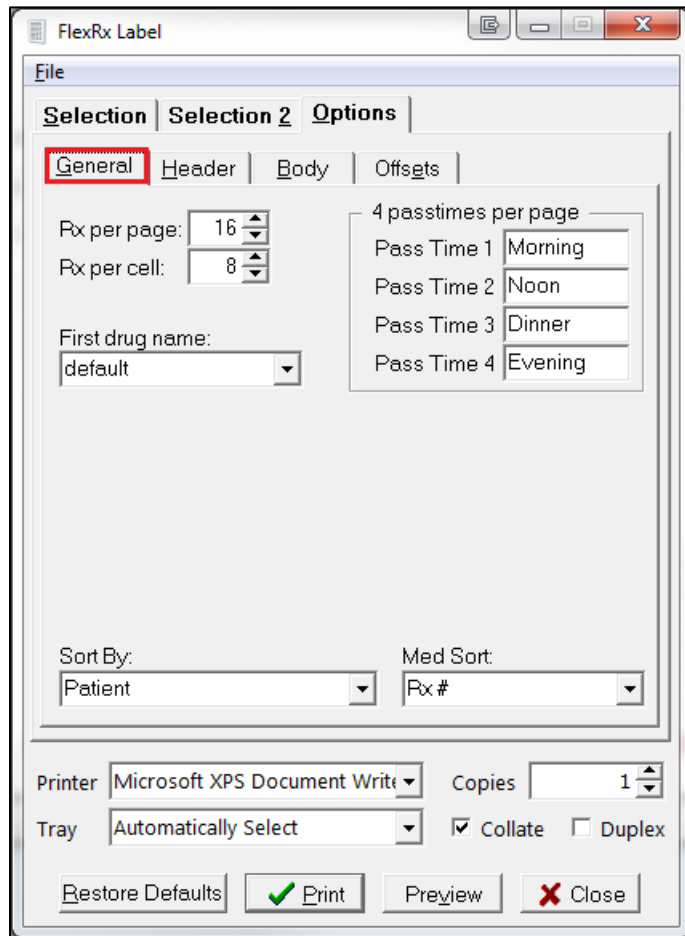
Options Tab



Users can configure up to two report styles. The report can accommodate a maximum of 16 Rxs per page and 12 Rxs per blister cell.

General Sub Tab

A number of customizable options are listed in the **General** sub tab. All of these options can be turned on or off depending on the information that needs to be printed on the report.

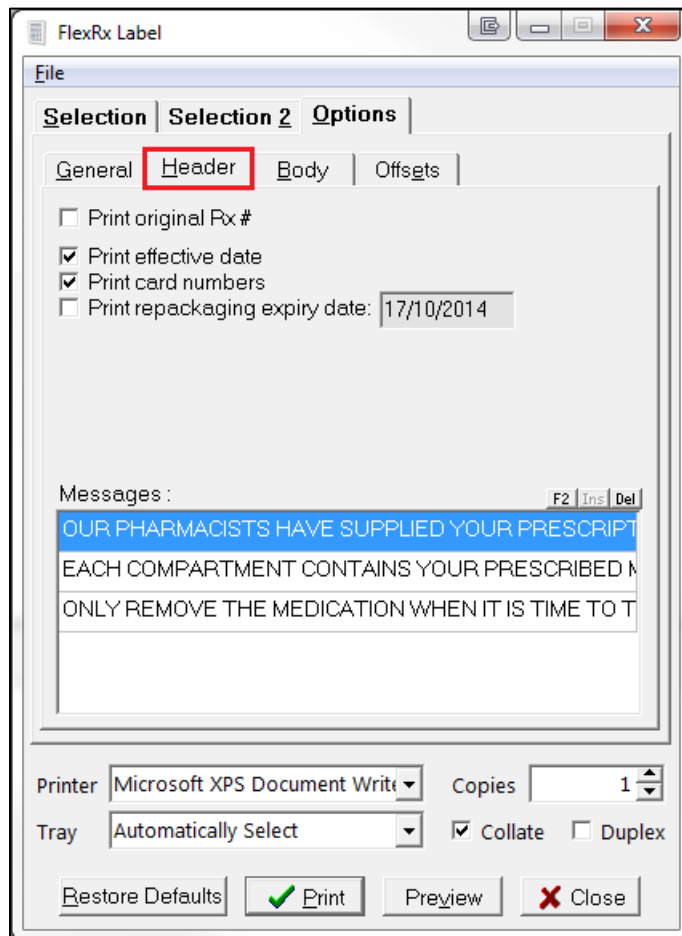


- **First Drug Name:** Select from Brand or Generic name if diverging from the default setting.
- **Second Drug Name:** Select from None, Brand, Generic, Description or 'equivalent to' if diverging for the default setting.
- **Pass Time 1, 2, 3 and 4:** The pass time fields allow users to change the naming of the pass times. For example, the pass times can be set to 8:00am, 12:00pm, 5:00pm, and 10:00pm, OR Morning, Noon, Evening, Dinner.
- **Sort By:** This option allows the report to be sorted by different options. For the FlexRx Label Report, the default is sort by patient which is the standard setting.

- **Med Sort:** This option allows medications to be sorted by certain options such as Rx#, MAR sort order, and Fill Date. The default is by Rx#.

Header Sub Tab

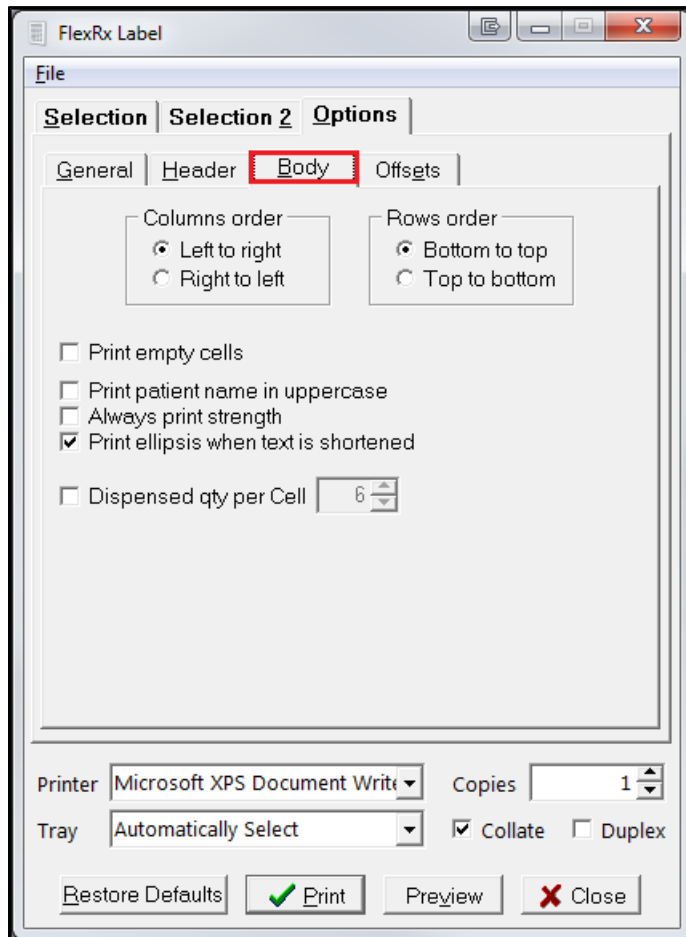
The **Header sub tab** controls what is printed on the top of the FlexRx Label Report which contains information regarding the patient and the medications being packaged in the blister.



- **Print Original Rx #:** When this option is ON, the original Rx number will be printed in the header, not the current Rx number.
- **Print effective date:** When this option is ON, the original date the Rx was filled on will be printed in the header.
- **Print card numbers:** When this option is ON, the card numbers allocated to the medication will be printed in the header.
- **Print repackaging expiry date:** When this option is ON, the repackaging expiry date will be printed in the header.

Body Sub Tab

The **Body** of the FlexRx Label Report refers to information printed on the actual blister cell. A number of configurable options are listed for this section of the report:

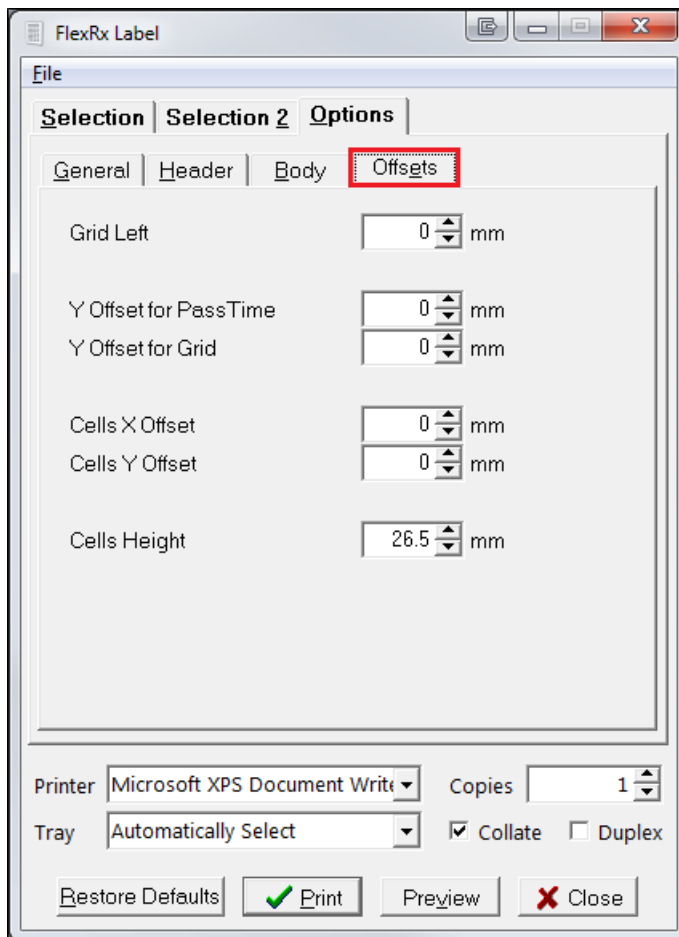


- **Columns order:** Left to Right, or Right to Left; this modifies the position of the cells so that Breakfast starts on the left or on the right and then proceeds with the other pass times.
- **Rows order:** Bottom to Top, or Top to Bottom; this modifies the position of the cells so that the first day of the blister cycle starts on the top or on the bottom and then proceeds with the other days.
- **Print Empty Cells:** When this option is ON, all cells will print on the report whether they contain data or not.
- **Print patient name in uppercase:** The patient's name within the cells will be printed in UPPERCASE.

- **Always print strength:** The strength of the medication will always print on the cells.
- **Print ellipses when text is shortened:** When this option is ON and there is not enough room on the report to accommodate certain text, an ellipsis (...) will print to alert the user that there is more text than was printed.
- **Dispensed Quantity Per Cell:** This option allows users to restrict the number of medications that will be printed on each cell of the report.

Offsets Sub Tab

The **Offsets** sub tab allows you to offset the position of the header and cells on the report. Increasing or decreasing these values will impact the header and cell positions.



When you have finished configuring the FlexRx Label Report, click **Preview** to preview the report, or **Print** to print the report.

