



# User Guide

Version 3.7.0.0

Prepared by: Francis Pelletier  
Date: August 06, 2012

---

## Contents

	<b>PURPOSE OF THE DOCUMENT .....</b>	<b>3</b>
	PREREQUISITES: .....	3
<b>1.</b>	<b>INSTALLATION INSTRUCTIONS.....</b>	<b>4</b>
	FUNCTION DESCRIPTION .....	8
	<b>CONFIGURATION ELEMENTS: .....</b>	<b>10</b>
	FILE XFER TAB .....	10
	INTAKE TIMES TAB .....	11
	FOREIGN LANGUAGE SUPPORT TAB .....	12
	DRUG FORMS TAB .....	12
	DOSETTE INFO TAB .....	13
	BLISTER INFO TAB.....	14
	MAR OPTION #1 TAB .....	16
	MAR OPTION #2 TAB .....	18
	PHARMACY INFO TAB .....	19
	FACILITIES TAB.....	20
	PRINT OPTIONS TAB.....	21
	OTHER OPTIONS TAB .....	23
	PHYSICIAN ORDER SHEET TAB .....	24
	OPTIONS MENU .....	25
	LOGON SECURITY .....	26
	CHANGING YOUR PASSWORD .....	27
	<b>DISPILL LOGIC AND SPECIFIC APPLICATION DETAILS.....</b>	<b>28</b>
<b>2.</b>	<b>LABEL REPRINTS &amp; MAR REPORTS.....</b>	<b>30</b>
	REPRINT: .....	30
	MAR REPORTS: .....	31
<b>3.</b>	<b>UPDATE MED INFO:.....</b>	<b>32</b>
<b>4.</b>	<b>DISPILL MANUAL INTERFACE .....</b>	<b>36</b>
	MAIN SCREEN .....	37
	BUTTONS.....	37
	LABEL PRINTING.....	38
	SEARCH PATIENTS.....	39
	PATIENT INFORMATION SCREEN.....	40
	MEDICATION INFORMATION SCREEN .....	41
	IMPORT DATA TO MANUAL INTERFACE.....	43
	REMOTE SUPPORT .....	44
	<b>LABEL SAMPLES .....</b>	<b>45</b>
<b>5.</b>	<b>CELL / BLISTER SAMPLES .....</b>	<b>47</b>
<b>6.</b>	<b>PHARMACY SOFTWARES (In Alphabetical order).....</b>	<b>49</b>
<b>7.</b>	<b>HOW TO PRINT LABELS JUST LIKE THE SAMPLES.....</b>	<b>50</b>
	Creating Your Own Colored Text Logos.....	51

---

---

## PURPOSE OF THE DOCUMENT

This document explains the basic configuration steps needed for Dispill-USA.

### PREREQUISITES:

- To install the program, the user MUST have an Administrator Account on the system. Please refer to Windows documentation to make sure you have an Administrator account set up. If the user does NOT have an administrator account, the software will be installed and available only to that user.
- Dispill has been tested on Windows XP Service Pack 3, Windows Vista and Windows 7. For Windows 2000 Service Pack 4 users, Dispill will function (provided the .NET Framework 2.0 sp2 was installed).
- You need at least 1GB of Memory and 10 MB of Free Disk Space
- The font used for printing is "Arial" and "Arial Narrow" in point sizes ranging from 4 to 20. Your printer needs to support these fonts for correct printing.
- The computer must have access to the Internet

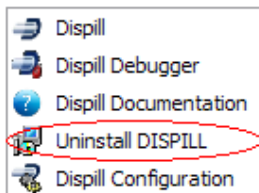
---

# 1. INSTALLATION INSTRUCTIONS

To install the program, first download the latest version of the Dispill Installer on the Dispill-USA web site at:  
<http://www.dispill-usa.com/Download.html>

You need to possess Administrator authority to execute the Installation program since the installer will setup Dispill for ALL user accounts on the machine.

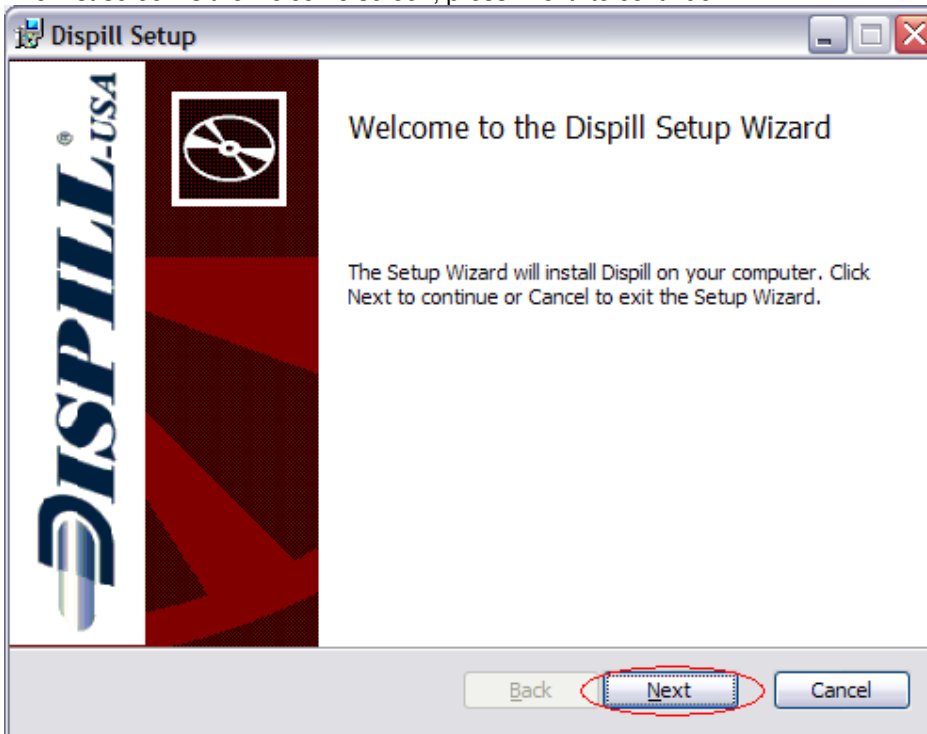
You also need to remove any previous version of the program before installing the latest version. You can either go to the Start Menu -> Programs -> Dispill and choose Uninstall DISPILL at the bottom of the list



Or you can remove it from your Add/Remove programs in the Control Panel of Windows 2000 & XP or Programs and Features in the Control Panel for Windows Vista and 7.

To run setup, execute the executable file.

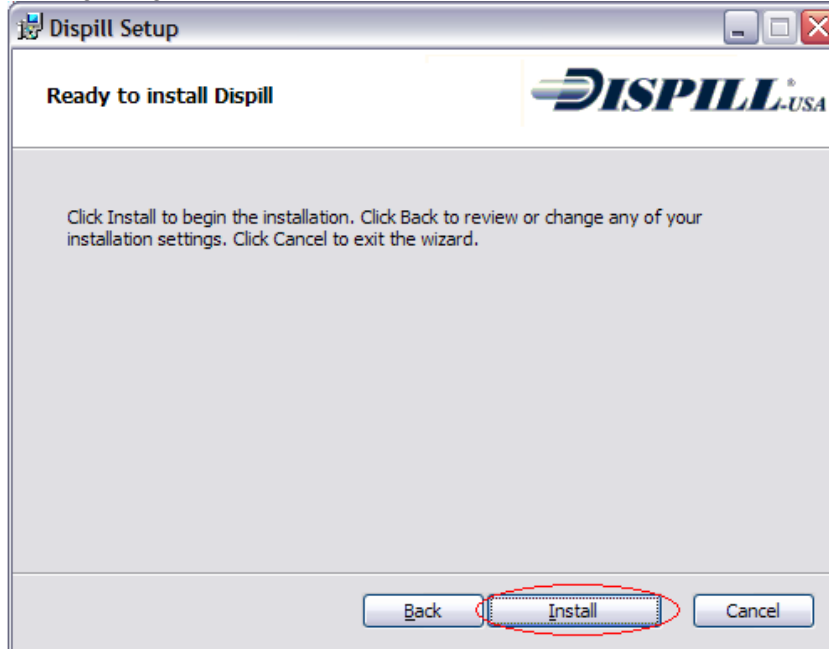
The first screen is the welcome screen, press "Next" to continue



The next screen is the agreement screen. Read through the agreement. If you agree, check the “I accept the terms in the License Agreement” box and click “Next”. Should you not agree, click “Cancel” or the red “X” to close the installer. You can also print the Agreement by clicking the “Print” button.



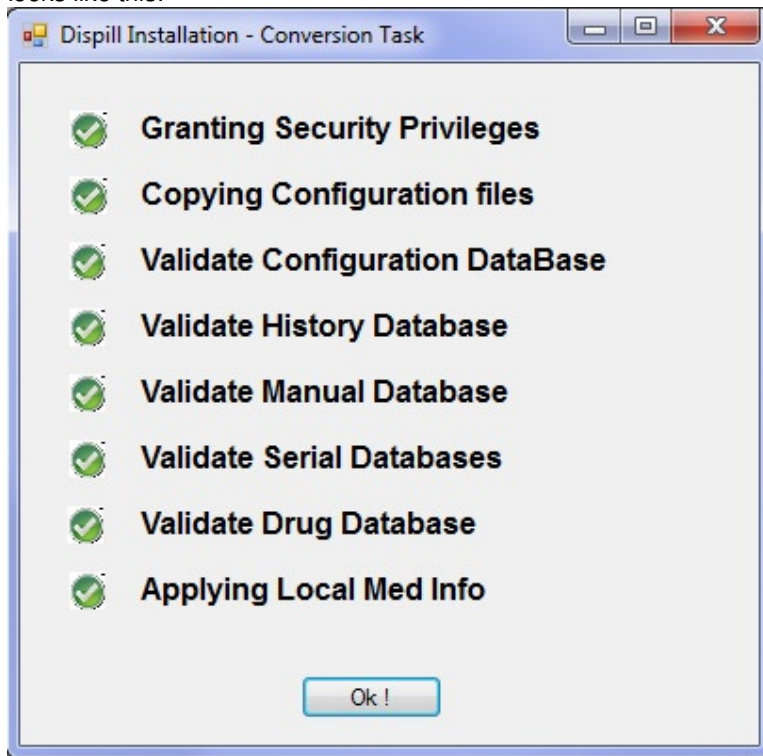
After agreeing to the license, click “Install” on the next screen to start the installation process.



The program will start to install and show a progress bar....

During the installation process, a box will appear that will execute several tasks required for Windows Vista Security and also to guarantee compatibility with Previous Versions.

You should expect to see a screen that gradually executes the different functions and finishes with a Screen that looks like this:



If you **DO NOT** get all 8 Green Checkmarks please do the following:

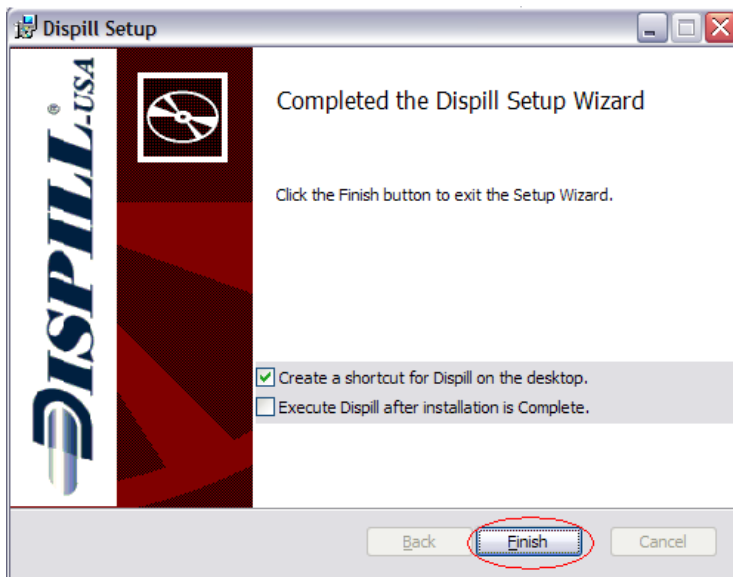
- If Granting Security Privileges is not successful, you will need to do this Step Manually. ( through Windows Explorer and Security Tab)
  - For windows XP users, Grant Modify to "C:\Documents and Settings\All Users\Application Data\Dispill" directory to All Users.
  - For windows Vista, Grant Modify to C:\ProgramData\Dispill to Everyone.
- If copying configuration files is NOT successful it may be because of 2 things
  - First time setup, no configuration exists. Ignore this error
  - Conversion from a previous version. Please reconfigure Dispill through Configuration
- If Validating configuration Database is not successful, please report to Dispill-USA
- If validating history Database is NOT successful, you will not be able to Reprint labels. Please report to Dispill-USA.
- If Validate Manual Database is NOT successful, you will not be able to use the manual interface. Please report to Dispill-USA.
- If Validate Serial Databases is not successful, you will not be able to recover serial numbers if used. Please report to Dispill-USA.
- If Validate Drug Database is NOT successful, you will not be able to use the built-in drug database. Some interfaces need it. The Dispill manual interface requires it. Please report to Dispill-USA.

Click OK! To complete the conversion Tasks.

Once the installation is complete, press “Finish”

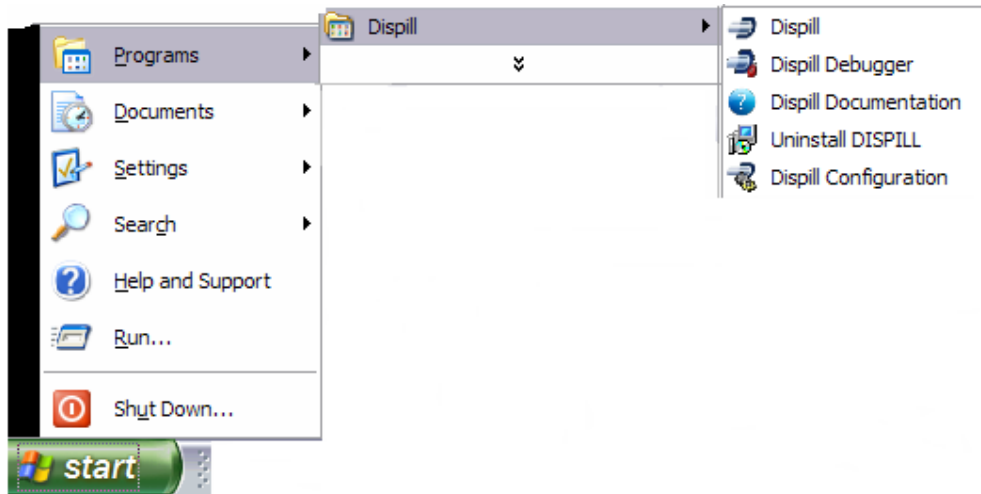
By default, the checkbox to install a Shortcut on the Desktop is checked.

You can also immediately launch the program by selecting “Execute Dispill after installation is complete” checkbox



After the installation is complete, an entry in your programs file has been created with

- Dispill Program
- Dispill Configuration program
- Dispill Debugger
- Technical Specifications ( this document )
- Uninstall program (for future installs )



## FUNCTION DESCRIPTION

When a new file is created, the DISPILL program will automatically detect the new file and start the parsing process to produce labels based on the information provided in the file. The start of the Print may take up to 15 seconds after the new file has been created or modified (on Save ).

If the parsing process detects errors, an Error Report will print showing the errors, but only if the configuration is set up to automatically print the Error Report. Otherwise, the Error Report can be printed from the Icon Menu at the bottom. See the section on configuration for more information.

The DISPILL Batch program must be a Windows Process running in the Background at all times in order to detect the file changes. Therefore, the DISPILL program must be put in the Windows Startup Applications.

A little Icon will show as a Notify Icon on the Task Bar to allow configuration changes, as shown below



Dispill Logo, showing program running

**Note that when you run Dispill-USA, you may be prompted by your firewall to allow Dispill-USA access to the Internet. Select Allow and check the box to always do so.**

The Dispill-USA program connects to our server and will inform you on the startup screen if a new version is available. To improve our program, Dispill-USA also uses the connection to gather internal warnings and errors encountered during the usage along with their frequency.

To start Dispill, double-click the Dispill logo on your desktop or select it from the start menu.

You will get a window like the one below. If you see a red message at the bottom, this simply means a new version of Dispill is now available. We recommend that you go ahead and install the latest version. To install a new version, exit Dispill if it is running, then uninstall it (can be done from start -> Programs -> Dispill -> Uninstall Dispill or Control Panel -> Add/Remove programs, then select to uninstall Dispill)

Once you click on the OK button, the window will disappear. You will now notice a small Dispill icon in the system tray (bottom right next to the clock, see image above).

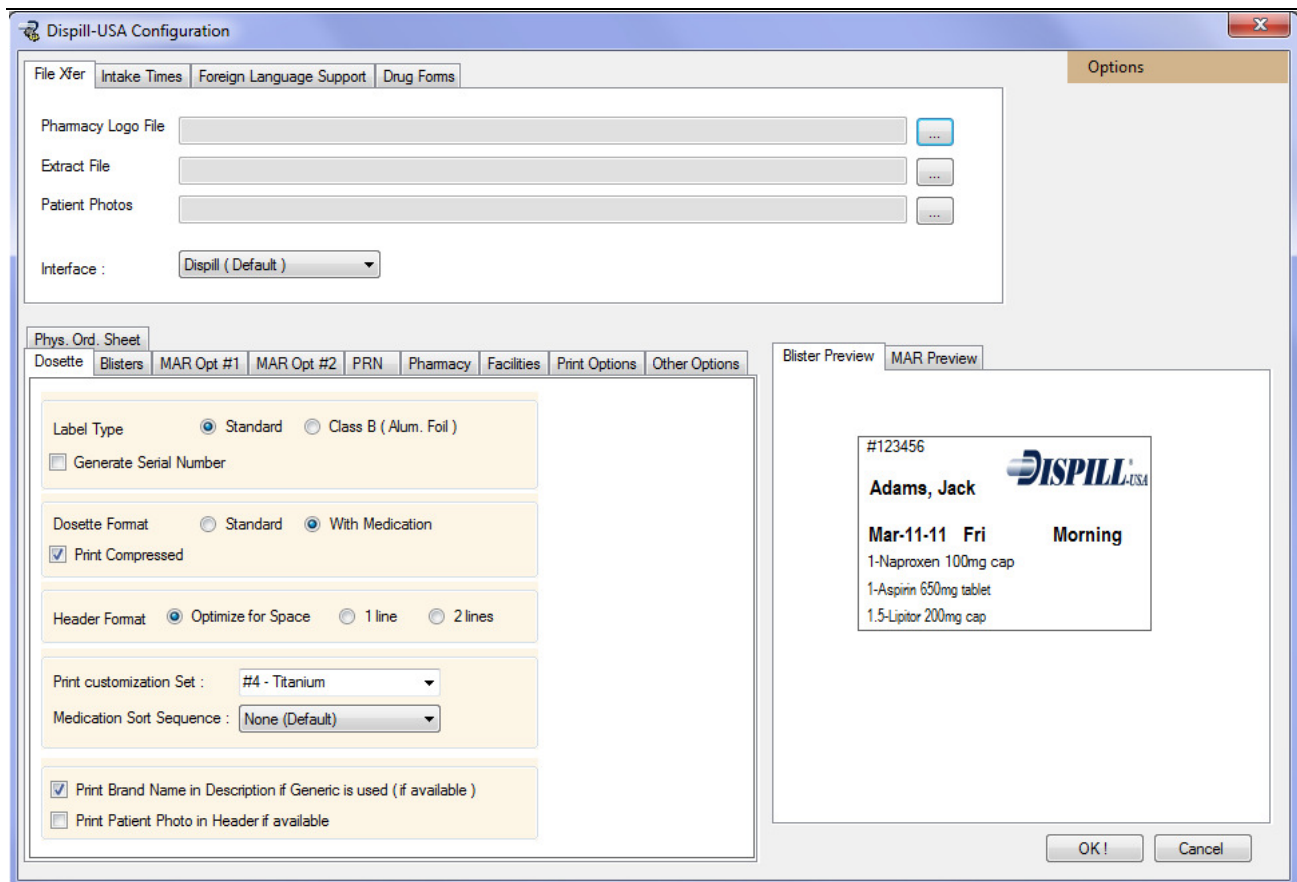
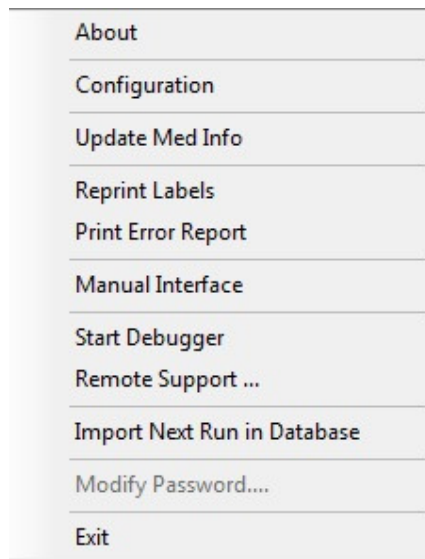




## CONFIGURATION STEPS

Dispill needs a few simple configuration elements to work effectively.

To bring up the Configuration screen, click on the Dispill Icon in the bottom Tray and click the menu Item => "Configuration"



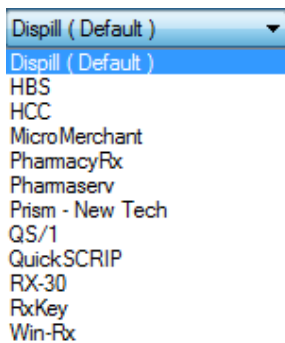
# CONFIGURATION ELEMENTS:

## FILE XFER TAB

1. Pharmacy Logo file: Dispill can be printed with a pharmacy logo and/or info or Text or nothing if pre-printed labels are used. If a logo is provided, Dispill will reformat it to fit in the free space in the header and on each cell. Otherwise, Dispill will use its default Logo. The Logo used will be shown in the Sample logo section.
2. Extract File: This is the KEY to all Dispill Label Printing. All the Print instructions will be put in that "extract File" from your Pharmacy Software Vendor. You need to know where that file will be located and the name it will be called. The default Path and File Name is "C:\PATIENT.TXT". Dispill will keep that file location in its configuration and refer to it on each startup. The file must have an extension of either ".CSV", ".TXT" or ".DAT"

Note : To be able to set the configuration file, it needs to exist first. Create a Dispill File from your Pharmacy Software BEFORE you call the Dispill configuration Screen.

3. Interface : Depending on which Pharmacy software you are using, a conversion needs to be done for Dispill to recognize the Data and work appropriately. It is therefore required that you set the Interface Type to be used. In the dropdown list, if you see the Pharmacy software you are using and you are using their interface, you need to choose it. If you are using the Dispill manual interface or your Pharmacy software is not in the list but is supported, set it to Default.



4. Patient Photos: Used to indicate to Dispill where to find the patient photos. Photos must either be named by the patient id or patient lastname and firstname. For example, for Betty Richard, patient id 94632, we could have: 94632.jpg, or richardbetty.jpg. Note that there is no space or comma in the name version. Also note that only the last and first are used. Do not put middle initials in the filename.

File Xfer	Intake Times	Foreign Language Support	Drug Forms
Pharmacy Logo File	C:\Users\Marco\Pictures\Dispill Logo.JPG		
Extract File	C:\Michel3Folder\Michel3b.txt		
Patient Photos	C:\Michel3Folder		
Interface :	Dispill ( Default )		

## INTAKE TIMES TAB

In this panel is where you set the Wording for the 4 different intake Times and also establish the Start Times (if your interface passes Hours of Administration).

Current Software Companies where Intake Start Times are in effect:

- HBS
- Micro Merchant
- Pharmacy RX
- Pharmaserv
- Prism – New Tech
- QS/1
- QuickScript
- RxKey
- Win-RX

Intake Start times can be set using the arrows and are customizable by hour and minute. Each time represents the time where that actual intake time starts. From the screenshot below, any Med with an HOA from 04:00 to 11:59 will be considered a Morning Med. Please note that these times are in Military format and MUST BE in ascending order.

The Values for the Wording are predefined and can be chosen from a dropdown list. If you wish to have other values, please contact Dispill-USA.

The Short Description is what appears in the Header to identify the Pill Qty by intake time

The Long Description is used in the blisters. The long description has a custom option which allows you to write your own Long Description like "8:00 AM" as seen in the screenshot below (maximum of 7 characters).

The screenshot shows the 'Intake Times' tab with four columns: Morning, Noon, Evening, and BedTime. Each column has a time input field (04:00, 12:00, 16:00, 20:00), a 'Short Desc' dropdown (Mo, Nn, Ev, Bd), a 'Long Desc' dropdown (Morning, Noon, Evening, Bedtime), and a 'Long Desc Custom' text field.

This screenshot shows the 'Intake Times' tab with the 'Morning' column selected. The 'Long Desc' dropdown is set to 'Custom...', and the 'Long Desc Custom' text field contains '10:00AM'.

## FOREIGN LANGUAGE SUPPORT TAB

File Xfer		Intake Times		Foreign Language Support		Drug Forms	
	Language	Morning	Noon	Evening	Bedtime	Take as Needed	
▶	French	matin	midi	soir	nuit	au besoin	
	Spanish						
	Vietnamese						
	Hindi						
	Korean						

If your Pharmacy software interface supports French, Spanish, Vietnamese, Hindi or Korean and it passes this information to Dispill, Dispill can print the days and months in those languages automatically. This table (shown above) lets you write your own choice of words for the intake times and for Take as Needed. These 5 columns shown above must be completed in the designated language to appear on the Dispill blister pack.

**Note:** The instructions will not be printed in the designated language unless your interface passes them to Dispill in that language. When using the Dispill manual interface, fill in the instructions in the designated language if you want them in that language.

## DRUG FORMS TAB

File Xfer	Intake Times	Foreign Language Support	Drug Forms
-----------	--------------	--------------------------	------------

Form Abbreviation
CAP
Remove

New

\*\* List all Drug forms you want printed by Dispill

By default, Dispill only accepts drug using TAB, CAP, LOZ, SUB forms. Any items sent to Dispill using another drug form will be overlooked. To indicate to Dispill that other drug forms can be packaged into the blister as well, type the 3 or 4 character drug form acronym and press the New button. Now the new drug form will be listed in the dropdown above. To remove one, simply select it on the dropdown, then press the Remove button.

## DOSETTE INFO TAB

Label Type
☒ Standard
☐ Class B ( Alum. Foil )

☐ Generate Serial Number

Dosette Format
☐ Standard
☒ With Medication

☒ Print Compressed

Header Format
☒ Optimize for Space
☐ 1 line
☐ 2 lines

Print customization Set : #4 - Titanium

Medication Sort Sequence : None (Default)

☒ Print Brand Name in Description if Generic is used ( if available )

☐ Print Patient Photo in Header if available

1. Label Type: This tells Dispill if you are using Standard or Class B labels. If your state requires a serial number for each blister pack generated, enable the Generate Serial Number check box.
2. Dosette Format (Standard / With Medication): If Medication details are provided, the details of each pill can be printed in the header and in the cells. With a standard format, only patient info, dates and other standard information is printed. See the Annex for examples of each printout.
3. Print Compressed (Check Box): In order to save the number of plastic blisters used, Dispill can print in a compressed format if the Medication details allow it. To allow for compressed printing, the Patient needs to take pills 1 or 2 times a day and the printing needs to be for more than 7 days. Usually, 1 blister pack is used for 7 days. If the Patient takes only 1 pill a day, 1 blister pack can be used for up to 4 weeks. If the patient takes only 2 pills a day, 1 blister pack can be used for 2 weeks worth of pills. If Compressed mode is not used, UNUSED will be printed in Empty Cells.
4. Header Format: This option lets you determine how the Meds in the header will print. The template used is dependant on the Print customization set.
  - 1 line: all the information is printed on 1 line, thus allowing more meds to print in a single sheet. The boxes are narrower.

Rx	Drug Name	Mf	Drug Description	Qty	Ref	Instructions	Prescriber	Mo	Nn	Ev
4853845	Aspirin 325 mg	BY	Orange,round,txt	21	2	1 pill, 3 x/day	JOHN RICHARDSON	1		1

- 2 lines: The information is always printed on 2 lines. All the fields, except the instructions are printed on the first, the instructions are printed on the second line. This takes more space in the Header of the label, allowing only up to 5 Meds per label. If you have more, a second header page will need to be printed. The boxes are wider so there is more space for Drug Name, Description and Prescriber, which are typically the fields that take more space.

Rx	Drug Name	Mf	Drug Description	Qty	Ref	Prescriber	Mo	Nn	Ev
4853845	Aspirin 325 mg	BY	Orange,round,txt	21	2	JOHN RICHARDSON	1		1
Instructions		1 pill, 3 x/day							

- Optimize for Space: The system will use 2 lines if there are 5 Meds or less and switch to 1-line over 5 meds to make it as clear as possible and try to avoid using a second header page.

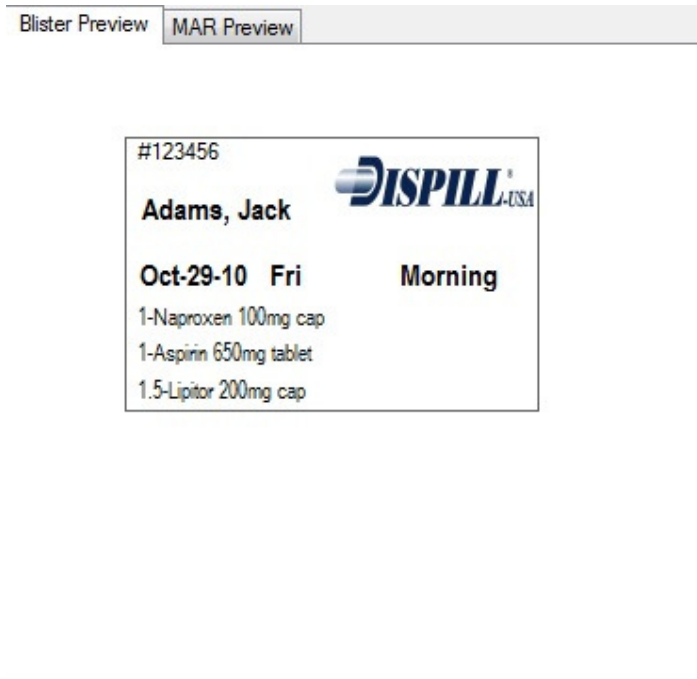
5. Print Customization Set: Dispill is constantly creating new layouts for the different pharmacy needs. This customization set will print the Header and some of the information in the bubbles differently. Please Refer to Appendix C to determine the one that is right for your pharmacy. By Default, the Standard Dispill Layout will be used.  
Medication Sort Sequence determines in what order the medications will be listed on the table at the top of the blister pack.
6. Print Brand Name in descriptions if Generic is used: Self explanatory. Will only be printed if Brand information is passed through the Interface and if this option is checked. The Description of the Med will be appended with "Gen for:xxxxx" where "xxxxx" is the Brand name.  
Print Patient Photo in header if available turns on the function that print the patient photo on the Dispill label. A patient photo folder must have been specified under the File XFer tab. Photos must either be named by the patient id or patient lastname and firstname. For example, for Betty Richard, patient id 94632, we could have: 94632.jpg, or richardbetty.jpg. Note that there is no space or comma in the name version. Also note that only the last and first are used. Do not put middle initials in the filename.

## BLISTER INFO TAB

Pharmacy Info in Cells :	<input checked="" type="radio"/> Logo	<input type="radio"/> Text	<input type="radio"/> Nothing
	<input type="radio"/> Center <input checked="" type="radio"/> Right		
Expiry Period ( Days ) :	<input type="text" value="0"/>		
<input type="checkbox"/> Print Expiry Date within Cells			
Date Format in Cells :	<input checked="" type="radio"/> Date+Day	<input type="radio"/> Day only	<input type="radio"/> Nothing
Medication Prefix :	<input checked="" type="radio"/> Qty	<input type="radio"/> Tag	<input type="radio"/> Nothing
Intake Times in Cells :	<input checked="" type="radio"/> Text	<input type="radio"/> Icons	<input type="radio"/> Nothing

1. Print Logo, Text or Nothing (Pre-printed) Dosettes (Logo / Text / Nothing). As mentioned above, Dispill can print a Pharmacy Logo or Text. A sample is shown on the right based on the configuration shown.
  - a. If you choose "LOGO", you will be provided with the option to Print the Logo "Center or right". Using the "Center" option will use all the space available on the individual blisters to print the logo. However, since not all blisters are of equal size (the left blister being wider), the Logo will also print in different sizes based on space available.
  - b. If you choose right, then all logos will be of equal size.
2. Expiry Period: Expressed in Days, this will add the number of days chosen to the first date printed in the dosettes and will print the Expiry date on the header of the Dosette with the wording: "Use by: mm-dd-yyyy". If Value is 0, this text will NOT print in the header.
3. Print Expiry Date within Cells: If checked, Dispill will print the Expiry Date within each cell that contains 12 or less Meds. If there are 13 or more medications, there is not enough room to print the Expiry Period, and even though this box may be checked, printing of the expiry date will be ignored.
4. Date Format in Cells : There is the option of Printing
  - a. Date & Day : Format "mm-dd-yyyy" and a 3-Letter Day abbreviation ( ex : Sat )
  - b. Day Only : No Date, and the day will print fully ( Ex : Saturday )
  - c. Nothing : No Date, No day will Print
 Note that the intake time always prints.

5. Medication Prefix will determine what is printed before the Drug Name. It can be either a TAG (consecutive letters identifying the meds in the sequence starting with (A).) This value can be seen with the Dispill Customization set but does not appear in the other ones. It can also be the Qty of the pills to be found in each Blister or nothing. In that case, only the Med will print.
6. Intake Times in Cells determines if you want the intake times to be plain text or an image or nothing. The images show in the same location as the intake time writing, and they are non-editable images.



To the right of this tab, there is a Blister Preview. As you change the configuration on this tab, you will see the preview reflect those changes.

## MAR OPTION #1 TAB

In the MAR Option #1 tab, there are 5 sub sections. 4 of those sub-sections contain the same fields: Image, Line 1, Line2 and Line 3. You cannot use both the lines and the Image. The image can be a picture or a combination of text and images saved in a picture format.

Here is the basic layout of the different sections:

- Header (patient, pharmacy name ...)
- Top Section #1
- Top Section #2
- Medication List
- Bottom Section #3
- Allergies
- Diagnosis
- Diet/Other
- Signatures

In the Allergies/Diag/Diet tab, you can activate “Include Allergy Section with Patient Data ...” to display the allergies, diagnosis and diet on the MAR form. You can write your own default values for each of these fields here too.



You can now choose how the medications will be clustered together on the MAR. Under the MAR print sequence, set the values for each category.

- Standard Meds (all tablets, capsules and other scheduled medications printed on the Dispill labels)
- PRN Meds (all take as needed medications printed on labels)
- Treatments/Diets
- MAR only medications (all other prescriptions NOT printed on the Dispill labels such as vials, liquids, ...)

Note that for the other medications not included in the Dispill blister pack to be included on the MAR, you must choose the option Print ALL meds available under the MAR Opt #2 tab.

Dispill will then go through the list of prescriptions and print all those that belong to group 1, then all those to group 2, and so forth up to group 9.

## MAR OPTION #2 TAB

Phys. Ord. Sheet



Dosette Blisters MAR Opt #1 **MAR Opt #2** PRN Pharmacy Facilities Print Options Other Options



MAR Report Title



**Intake Time Descriptions**



Morning  Noon


Evening  BedTime

☒ Print Patient Photo in Header if available 
☒ Print Patient Address 

☒ Print ALL meds available 
☒ Print Patient Birth Date 

☐ Print Empty Sections for manual Input 
☒ Print Patient Gender 

☒ Print "X's" in Unused Boxes 
☒ Print Facility Info 

☒ Print Treating Doctor if available 

For those using the MAR printed by Dispill, the intake times descriptions can be changed to your own words here. You can also change the Title of the MAR form to say something other than Medication Administration Record.


If you are using the patient photos, you can activate the option to do so for the MAR by checking the appropriate checkbox.

If you would like to get all medications sent to Dispill to be listed on the MAR (even those not packaged in a blister), check "Print ALL meds available".

Most of the other options here should be self explanatory. You can also click on the blue question mark for more details on each item.

To the right of this tab, you can select the MAR Preview tab to view a preview of the selected options.

Blister Preview **MAR Preview**

Name : John Doe  Medication Administration Date : 2010/10/29

Patient Address Facility Info

Patient Gender Patient Birth

Medication Info	Intake Time	October							October						
		13	14	15	16	17	18	19	20	21	22	23	24	25	26
Rx #832814 Oivalproex dr 500mg 1 tab 1x iday in the am & 2 tabs at bed	9:00 AM Morning														
	12:00 PM Noon	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	4:00 PM Evening	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	8:00 PM BedTime														
Rx #840019 Oivalproex dr 500mg take 3 tablets at bedtime	9:00 AM Morning	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	12:00 PM Noon	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	4:00 PM Evening	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	8:00 PM BedTime														

## PHARMACY INFO TAB

Pharmacy Name	<input type="text"/>	*
Address #1	<input type="text"/>	*
Address #2	<input type="text"/>	
City	<input type="text"/>	*
State	<input type="text"/>	*
Zip code	<input type="text"/>	*
Telephone No	<input type="text"/>	

\* = Mandatory Field

Default Pharmacy Information can be entered here. Note that the pharmacy name, address, city, state and zip must be filled in. You will not be able to save your changes to the configuration if any of these mandatory fields are left blank.

## FACILITIES TAB

Facility ID	<input type="text"/>	<input type="button" value="New"/>
		<input type="button" value="Remove"/>
Facility Name	<input type="text"/>	
Adress #1	<input type="text"/>	
Adress #2	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Zip code	<input type="text"/>	
Telephone No	<input type="text"/>	

Facilities are locations where these blisters will be sent to be distributed to the patients (Such as a group home, long term care facility, and so forth). The Facility information is linked to each patient and gets printed in the blister header.

Currently, the facilities only work with Pharmacy RX or the Dispill manual interface.

To create a new facility for the manual interface, first click on New, type in the desired Facility ID and click OK. Proceed with filling all the other fields for the facility. When completed, click NEW again to proceed to the next one. When done creating the facilities, click OK on the bottom right of the configuration screen to save the facility changes. Failing to click OK after adding facilities will result in the loss of the data.

## PRINT OPTIONS TAB

Printer Tray : 8.5 x 11 - Color 2 PRN + Compress 2 MAR 2

Show Printer Selection : On All Print Requests

☐ Preview Labels before printing

☐ Use Color Cartridge if available (for MAR + Compressed)

Cell Printing Offset Right 6 Down -3 ( 100ths of inches )

MAR Printing Offset 0

Number of Days to Print ( Default ) 7

1. Printer Tray: 8.5 x 11 – Color: This lets you select which tray to use for Standard Dispill prints on colored Labels. You can choose from Tray 1, 2, 3, 4 or Manual.
2. Printer Tray: 8.5 x 11 – PRN + Compress: This lets you select which tray to use for PRN and Compressed printing on Black & white Labels. If you do not use these labels, you can select the tray to be the same as in #1.
3. Printer Tray: Med Admin Record (MAR): This lets you select which tray to use for printing the MAR report (uses regular white paper, not Dispill-USA labels to print on). Available choices are as in #1.
4. Show Printer Selection: Determines if, before printing, a popup appears to let you choose which printer to use. If Never is selected, label printing will go to the Default printer for all print outs. Should you have selected the same tray for different print outs, you will be prompted to insert the paper into the tray before the next type of print out occurs. You can also select on which type of print out you would like to get the prompt to select a printer. This allows you to print labels from one printer and MAR forms out of another for example.

- [illegible]

[illegible]

6. Cell Printing Offset right: Since not all Printers are set up exactly the same way, and because we need to be very precise in the printing position of the labels, Dispill provides a way to do micro adjustments to the printing by moving the start of the print. The value is in hundredths of inches. Negative values will move the content to the left.
7. Cell Printing Offset Down: Same as left but in micro adjustments from the Top. Negative values move the content up.
8. MAR Printing Offset: Same as Cell Printing Offset down but applies to the MAR form only. Some printers have larger margins where they cannot print. Thus some text might be cut off at the top of the MAR form. Increase this offset to move the content further down so that it will print in its entirety.
9. Number of Days to Print (Default): This value will be used each time the print selection is opened in the manual interface so you don't have to choose the number of days each time.

## OTHER OPTIONS TAB



☐ Automatically Print Error Report ?

☐ Print Warnings

☐ Print Informational

Reprint retention (Days) : 14   

1. Automatically Print Error Report: If selected, an error report may print as the last page when a new file is created / saved
2. Print Warnings: There are 3 levels of error severity that can be found in the file. Warnings are detected errors that can be managed in the application. Severe errors will cause failure in the printing of the Patient Dosette. This option determines if Warnings are printed (Checked) or if only severe errors are printed. (Unchecked)
3. Print Informational: Informational are “potential” errors detected that do not affect the printing in the application. This option determines if Informational messages are also printed (Checked) in the final report
4. Reprint retention (Days): Determines the number of days for which Dispill will keep the print history. By default it is set to 14 days, but can be set from 7 to 365 days.

## PHYSICIAN ORDER SHEET TAB

Dosette	Blisters	MAR Opt #1	MAR Opt #2	PRN	Pharmacy	Facilities	Print Options	Other Options
Phys. Ord. Sheet								

POS Report Title

<input checked="" type="checkbox"/> Print Patient Photo in Header if available ?	<input checked="" type="checkbox"/> Print Patient Address ?
<input checked="" type="checkbox"/> Print ALL meds available ?	<input checked="" type="checkbox"/> Print Patient Birth Date ?
<input checked="" type="checkbox"/> Print Refills if available ?	<input checked="" type="checkbox"/> Print Patient Gender ?
<input type="checkbox"/> Print Prescriber checklist ?	<input checked="" type="checkbox"/> Print Facility Info ?
<input type="checkbox"/> Split POS by Prescriber ?	

For those using the POS printed by Dispill, you can also change the Title of the POS form to say something other than Physician Order Sheet.

If you are using the patient photos, you can activate the option to do so for the POS by checking the appropriate checkbox.

If you would like to get all medications sent to Dispill to be listed on the POS (even those not packaged in a blister), check "Print ALL meds available".

By default Dispill will print all medications on the same POS sheet no matter the prescribers. You enable the option to split the POS by prescriber. Thus, for each prescriber, you will get a page for them to renew their prescriptions and appose their signature.

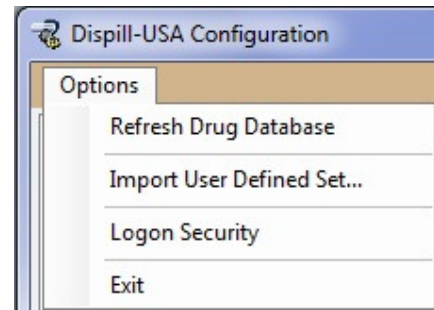
Most of the other options here should be self explanatory. You can also click on the blue question mark for more details on each item.



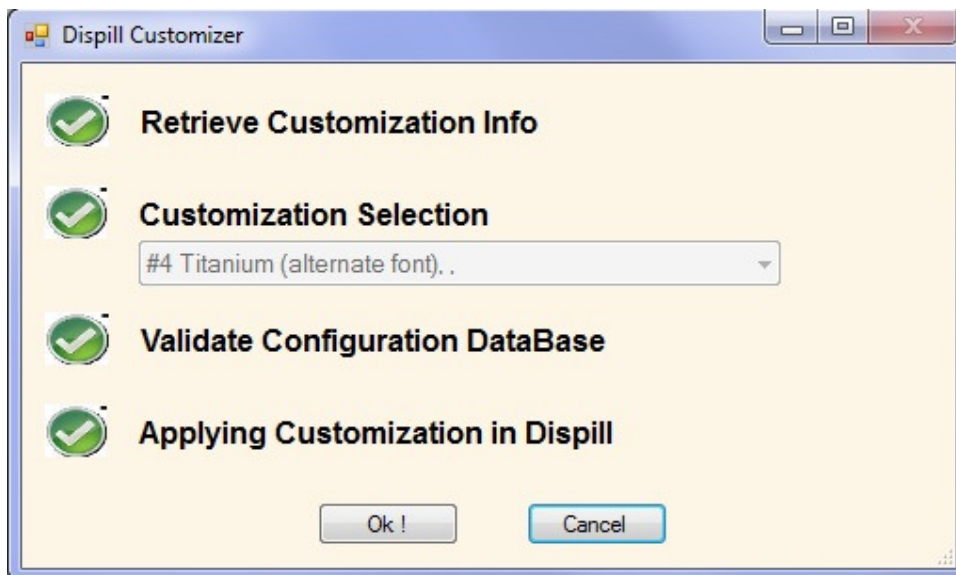
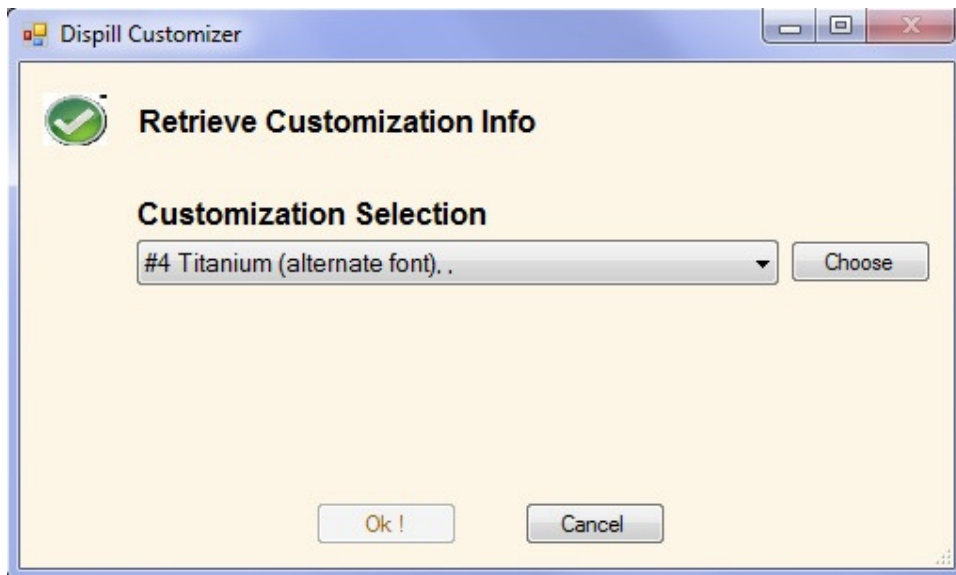
## OPTIONS MENU

There is an Option Menu item at the top of the configuration window. You should not need to go here unless you want to exit the configuration, load a user defined customization set or update the drug database (only valid for a few interfaces).

**Note: The Options Menu moved to the top right starting with version 3.7.0.0.**



When importing a user defined customization set, you will see the next screen. Simply select the desired customization set, and then click on Choose. Wait for all 4 green arrows, and then click OK to accept the changes. Note that after selecting a user defined customized set, the Print Customization Set option (under the Dosette tab) will have been changed to User Defined #1. To use the newly selected customization set, keep that option to User Defined #1. To change it to another set simply by selecting the set from the dropdown. To select another user defined set, you must click Options -> Import User Defined Set, and go through the same steps again.



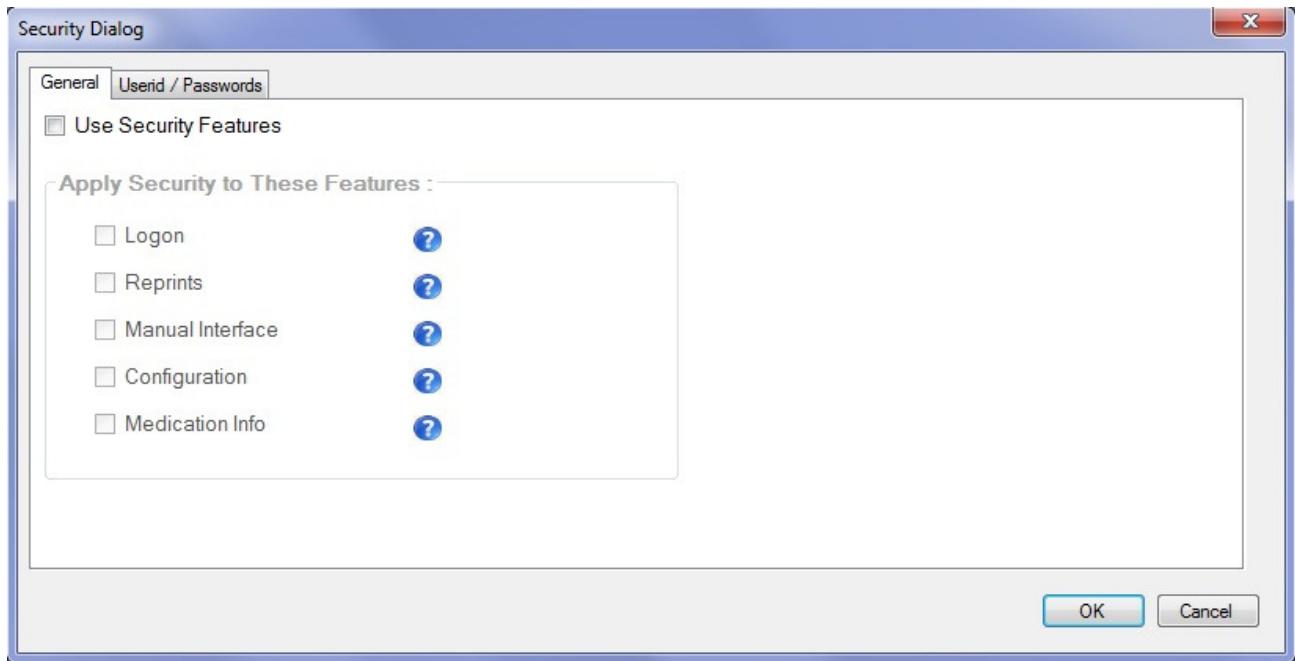
The Refresh Drug Database option will only work with Pharmacy Rx, Pharmaserv and QS/1. You must first export the drug database from your pharmacy software. Once that completed, then tell Dispill program to Refresh the drug database. Dispill will import the information from the exported file into our drug database.

## LOGON SECURITY

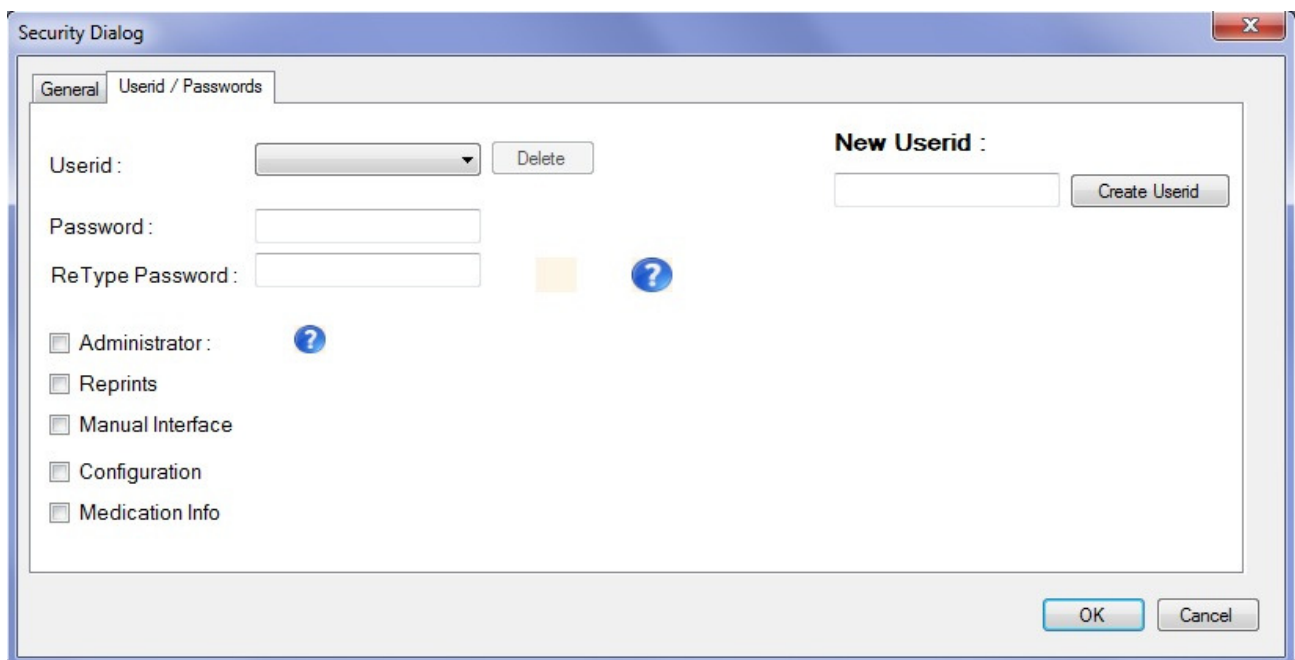
Starting with version 3.5.0.0, Dispill now allows to restrict access to certain section of the program. By default, the security is not activated and thus anyone can modify any information.

To use the security, you must first open the configuration, click on the Options Menu item at the top, and select Logon Security.

Then you must enable the Use Security Feature checkbox, and also select at least one section to protect.



- Logon: Prompt for a password when Dispill is started.
- Reprints: Prompts when opening the reprints screen.
- Manual interface: Prompt when opening the manual interface screen.
- Configuration: Prompts when opening the configuration screen.
- Medication Info: Prompts when opening the Update Med Info.



You must also create at least one user with administrator rights and as many other users as you would like. To create a user, type the desired userid in the appropriate field, then click on Create Userid. Then select that new user from the Userid dropdown, and change its settings and password to the desired ones.

Each user can be granted access to specific sections. Only an administrator has access to get back into the Logon Security and make changes to which section is protected or add/delete users.

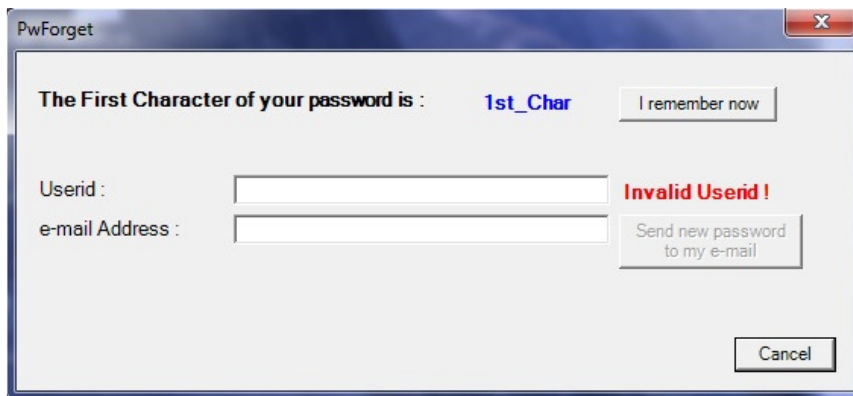
When trying to access a protected section, you will be presented with the screen below.

A Windows-style dialog box titled "Login Dispill-usa". On the left is the "DISPILL-USA" logo. On the right, there are two text input fields: "User name" and "Password". Below the password field is a blue hyperlink that says "Forgot Password ? Click Here". At the bottom right are two buttons: "OK" and "Cancel".

Simply type your user/password in the appropriate fields.

**Please note that both the user name and password are case sensitive.**

If you forgot your password, you can click on the link Forgot Password and fill the screen below to have your password emailed to you.

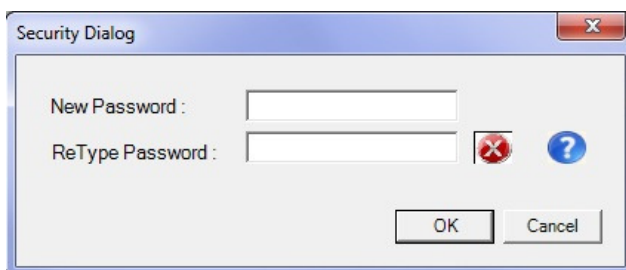
A Windows-style dialog box titled "PwForget". At the top, it says "The First Character of your password is : 1st\_Char" with a button "I remember now" to its right. Below this are two text input fields: "Userid :" and "e-mail Address :". To the right of the "Userid" field is a red error message "Invalid Userid !". Below the "e-mail Address" field is a button "Send new password to my e-mail". At the bottom right is a "Cancel" button.

## CHANGING YOUR PASSWORD

If you would like to change your password, you can do so from the Dispill menu. Alternatively, if you are an administrator, you can change it also in the Logon Security for any user.

When doing so from the Dispill menu, simply type your credentials, then on the screen shown below, fill in your new password and click ok.

**NOTE: Passwords must contains between 6 and 12 characters. There are no other restrictions otherwise.**

A Windows-style dialog box titled "Security Dialog". It contains two text input fields: "New Password :" and "ReType Password :". To the right of the "ReType Password" field are two small circular icons: a red one with a white 'X' and a blue one with a white question mark. At the bottom are "OK" and "Cancel" buttons.

# DISPILL LOGIC AND SPECIFIC APPLICATION DETAILS

- If the Option Optimized for Space is enabled, DISPILL will try to make best use of space as well as provide maximum readability for each sheet printed. The Header is key to printing all the medication information in a most efficient way.
  - If the number of Medications for a given patient is 5 or less, DISPILL will print all the information on a single sheet with 2 lines for each medication, as in Figure 1.
  - If the number of Medications exceeds 5, DISPILL will try to fit all the information on a single line to save Header Space. However, if the Description or Drug Names are too wide to fit in a cell, DISPILL will need to adjust the Cell height to fit in all the information, as in Figure 2. ( Rx A )
  - If all the information can print within the boundaries of the cell, a single line will be used, as in Figure 2. ( Rx B )

JONES, TESTER

TARZANA

CA, 90027, 2135551212

2008-05-05

PRODIGY DATA SYSTEMS

123 SPRING STREET

SPRINGVILLE, TX, 713011234

4032572749

DISPILL

U.S.

Date:2008-09-29


File89344

Tg	NDC Code	Rx	Drug Name	Form	Drug Description	Qty		Prescriber	Mo	Nn	Dn	Ev
A	000938544	1102317	RANITIDINE 150MG TAB	TAB	YELLOW PILL	26	5	BARBARA TOWNER	1			
Instructions : TAKE 1 TABLET IN THE MORNING												
B	009045379	1102318	GEMFIBROZIL 600MG TAB	TAB	BLUE PILL	30	5	BARBARA TOWNER	2			2
Instructions : TAKE 2 TABLETS TWICE A DAY												
C	005550164	1102322	DIAZEPAM 10MG TAB	TAB	RED CAPSULE	52	5	BARBARA TOWNER	1	1		
Instructions : TAKE 1 TABLET IN THE MORNING AND TAKE 1 TABLET IN THE AFTERNOON												
D	000023237	1102319	CYMBALTA 60MG CAP	CAP	BLACK AND ORANGE ROUND CAPSULE	672	5	BARBARA TOWNER	8	8		8
Instructions : TAKE A FEW CAPSULES IN THE AFTERNOON AND A FEW A BEDTIME & MORNING												

Figure 1.

**JONES, TESTER**  
2770 VENTURA BLVD  
TARZANA, CA, 90027  
2135551212

**PRODIGY DATA SYSTEMS**  
27 SPRING STREET  
Appartment #1321  
SPRINGVILLE, TX, 913011234  
4032572749



**Date:2008-09-29**  
**File : 89344**

Tg	NDC Code	Rx	Drug Name	Form	Drug Description	Qty	Rep	Instructions	Prescriber	Mo	Nn	Dn	Ev
A	009045379	1102318	GEMFIBROZIL 600MG TAB	TAB	film-coated, white, scored, ovalAPO 0340600	30	5	TAKE 2 TABLETS TWICE A DAY	BARBARA TOWNER	2			2
B	000023237	1102319	CYMBALTA 60MG CAP	CAP	blue, green	672	5	TAKE 1 TAB AT NOON	BARBARA TOWNER	8			8

Figure 2.

- The Header information with all Medication can take too much space. The following logic will be applied for these fields
  - The Prescriber will be shortened if taking too much space by removing extra “titles”. These will be removed, in the following order, until the Prescriber name fits. (DR., Doctor, PHD, PH.D, MD., Jr., Sr.) Example: Dr. Extra long name with long first name,jr. would become: Extra long name with long first name
  - At the end, if the prescriber still doesn't fit, only the First name's initial and last name will be printed. If still too wide, small caps will be used to try and reduce the size even more
  - The instructions may not fit in the cell. If one of these fields: Instructions, Drug Name or Drug Description are too wide to fit, Dispill will use 2 lines to print the details of that pill.
- If the NDC Number is provided and Valid, DISPILL will use that information for the Drug Name, strength and unit to print in the Header and cells unless the information is already provided in the interface or through the Manual interface
- The Patient Name may be too wide to fit in a cell. Dispill will apply this logic in sequence to make sure the name fits in the cell. The Arial Narrow 12-point Bold will be used to print the Name in the cell.
  - Try to fit, the Last Name, Full Name as-is, without changing.
  - Last Name followed by First Name's initial
  - Remove multiple names (in the last Name) that are separated by a dash or Space. Ex Smith-Ross becomes Smith
  - Use small Caps on the name ( except first letter )
- When printing labels with medication, Dispill can print up to 21 pills in a single cell. The logic applied to position the pills in the blisters is
  - Dispill will count the number of Pills
  - Dispill will calculate the space required to print those pills in the cell
  - Dispill will start from 8-point Arial Narrow and keep reducing until all the pills fit.
  - If all pills don't fit, Dispill will then reformat the pill name to reduce the total size required by removing the last word until it fits.
    - Example : Novo-Ampicilin Extra Strength 500mg will become Novo-Ampicilin Extra Strength, then Novo-Ampicilin Extra, then Novo-Ampicilin
- Each printer has specific Margins that it cannot bypass. Dispill will try to print starting from 0.2 inches from the left to 8 inches on the right on a 8.5 inch page. Dispill will manage the Top Margin and go as low as it can at the Bottom, based on the number of pills required for that day. To provide maximum visibility on all the pills in the bottom cell, the disposition of the pills will be as follows ( Going from “A” to “U” )
 

<b>Pill-A</b>	<b>Pill-D</b>	<b>Pill-G</b>
<b>Pill-B</b>	<b>Pill-E</b>	<b>Pill-H</b>
<b>Pill-C</b>	<b>Pill-F</b>	<b>Pill-I</b>
<b>Pill-J</b>	<b>Pill-K</b>	<b>Pill-L</b>
<b>Pill-M</b>	<b>Pill-N</b>	<b>Pill-O</b>
<b>Pill-P</b>	<b>Pill-Q</b>	<b>Pill-R</b>
<b>Pill-S</b>	<b>Pill-T</b>	<b>Pill-U</b>

- Instructions will be reduced in size by replacing some words with shorter ones. Such as :
  - Capsule → cap
  - Tablet → tab
  - Take → Blank
  - by mouth → Blank
  - and → &
  - morning → AM
  - evening → PM
  - bedtime → bed
  - once a day → 1x/day
  - times a day → x/day
  - twice a day → 2x/day
  - twice → 2x
  - once → 1x
  - daily → /day
- Description will be reduced in size by replacing some words with shorter ones too. Such as:
  - Imprinted with → txt:

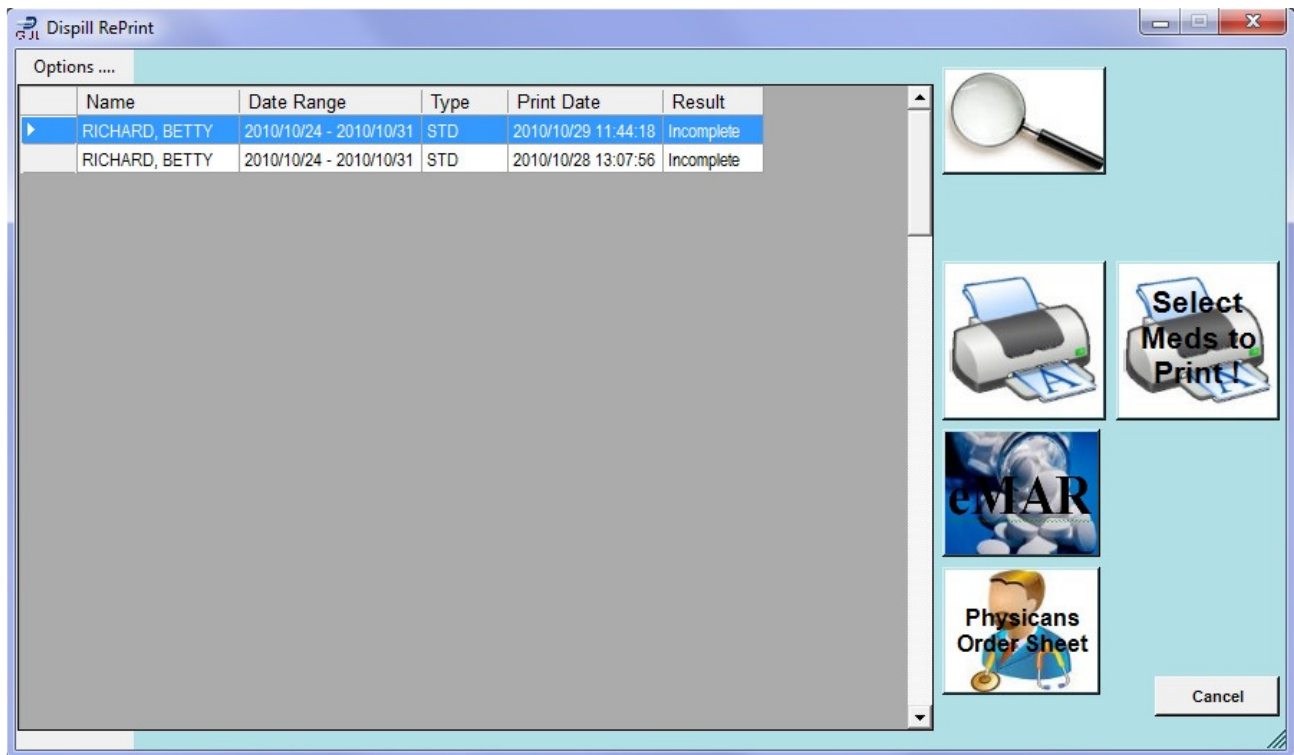
## 2. LABEL REPRINTS & MAR REPORTS

Starting at version 2.0.3.0, Dispill keeps information on ALL the labels printed in the last 14 days. From the Dispill context Menu, you can call the Reprint screen and choose 1 label to Reprint.

The Reprint panel looks a lot like the Manual interface panel. The user will be presented with the list of ALL the labels, for ALL the patients that have been printed in the past 14 days, including the reprints.

Note: DISPILL will automatically deleted all the files and history entries that are dated older than 14 days unless you changed the retention value in the configuration (under the Other Options tab).

About
Configuration
Update Med Info
Reprint Labels
Print Error Report
Manual Interface
Start Debugger
Remote Support ...
Import Next Run in Database
Exit



The List, will be shown, sorted by Print Date, showing the most recent first. You can change the Sort order by clicking on the Field header.

The result column in the reprint list indicates if all medications printed. Success means all meds printed; Incomplete means some did not (usually because they are in a drug form not accepted by Dispill); and Error if no meds printed.

You can click on Print Error Report to print the error report for the last print job and find out what medications may have been rejected.

### Search Function:

As the Manual Interface, you can use the Search function to find Patients or Date more easily.

### REPRINT:

- To Reprint, simply put the focus on the entry desired in the Grid and push the Printer Icon.

**Note: The Reprint function will reprint the standard Labels AND the PRN's if the patient has both types of Meds in the file**



If you only want to reprint some of the medications printed the first time, select the patient, then click on the Select Meds to Print button. Then select the medications to be printed and click the Print button.

You can also use the quick button to the right select the medications.

**Note: You can expand and collapse the list of medications by clicking on the + or – sign in front of the patient Name. The checkmarks indicate that a medication is selected for printing.**

## MAR REPORTS:

- To print the MAR report, simply put the focus on the entry desired in the grid and click the eMAR Icon (see sample MAR printouts below).

**Note: The MAR reports do not print automatically. You must go to the Reprint Labels option and print them.**

**Name: Betty Richard**      **Medication Administration Report**      **Date: 2010-03-08**

Medication Info	Monday 03-08-10	Tuesday 03-09-10	Wednesday 03-10-10	Thursday 03-11-10	Friday 03-12-10	Saturday 03-13-10	Sunday 03-14-10	Monday 03-15-10	Tuesday 03-16-10	Wednesday 03-17-10	Thursday 03-18-10	Friday 03-19-10	Saturday 03-20-10	Sunday 03-21-10
<b>Novoampicilin 500mg</b> 2 Tablets a Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Novamoxin 500 mg</b> Tablet 1 capsule daily	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Novasen 650 mg</b> 1 Tablet a Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Fosomax 70 mg</b> Tablet 1 capsule daily	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Doxycycline Hyclate 100mg</b> 1 Tablet twice daily	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Kdur 20 mg</b> Tablet 1 capsule daily	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Hydroxyzine Hcl 10 mg</b> Orange Oval Cap	X	X	X	X	X	X	X	X	X	X	X	X	X	X

**Name: Betty Richard**      **Medication Administration Report**      **Date: 2010-03-08**

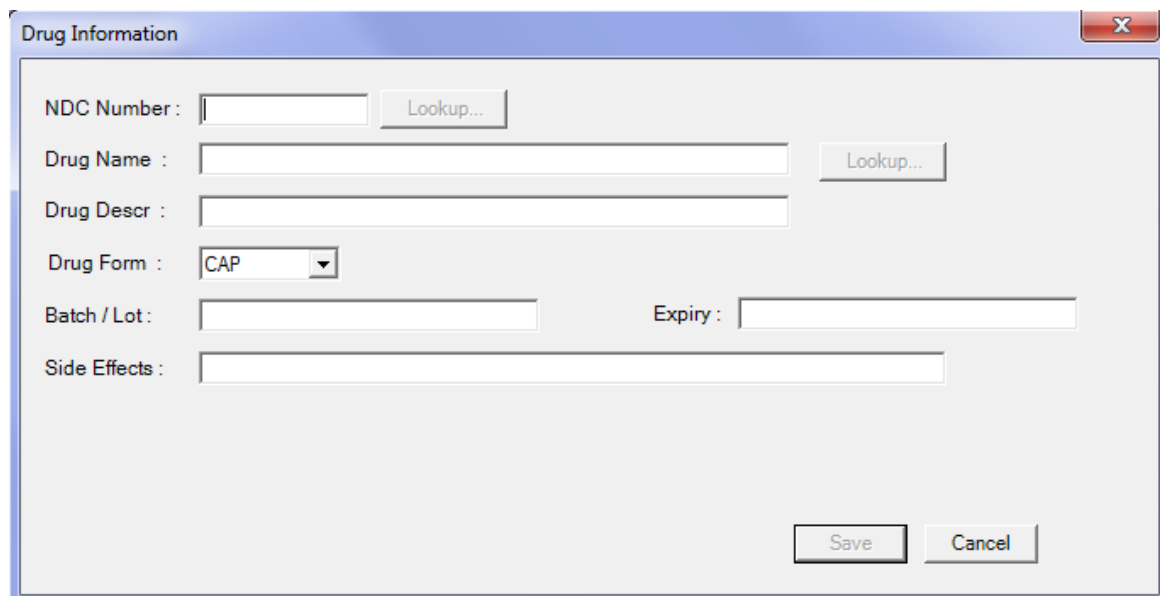
Medication Info	Monday 03-08-10	Tuesday 03-09-10	Wednesday 03-10-10	Thursday 03-11-10	Friday 03-12-10	Saturday 03-13-10	Sunday 03-14-10	Monday 03-15-10	Tuesday 03-16-10	Wednesday 03-17-10	Thursday 03-18-10	Friday 03-19-10	Saturday 03-20-10	Sunday 03-21-10
<b>Novoampicilin 500mg</b> 2 Tablets a Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Novamoxin 500 mg</b> Tablet 1 capsule daily	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Novasen 650 mg</b> 1 Tablet a Day	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Fosomax 70 mg</b> Tablet 1 capsule daily	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Doxycycline Hyclate 100mg</b> 1 Tablet twice daily	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Kdur 20 mg</b> Tablet 1 capsule daily	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Hydroxyzine Hcl 10 mg</b> Orange Oval Cap	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Above is a screenshot of the MAR report. On the left is the standard black & white report, and on the right the color one. Note the color report is only available with a color printer when the **Use Color Cartridge** option is selected in the print options.

Different items can be customized for the MAR, see the configuration section for MAR Option 1 & 2.

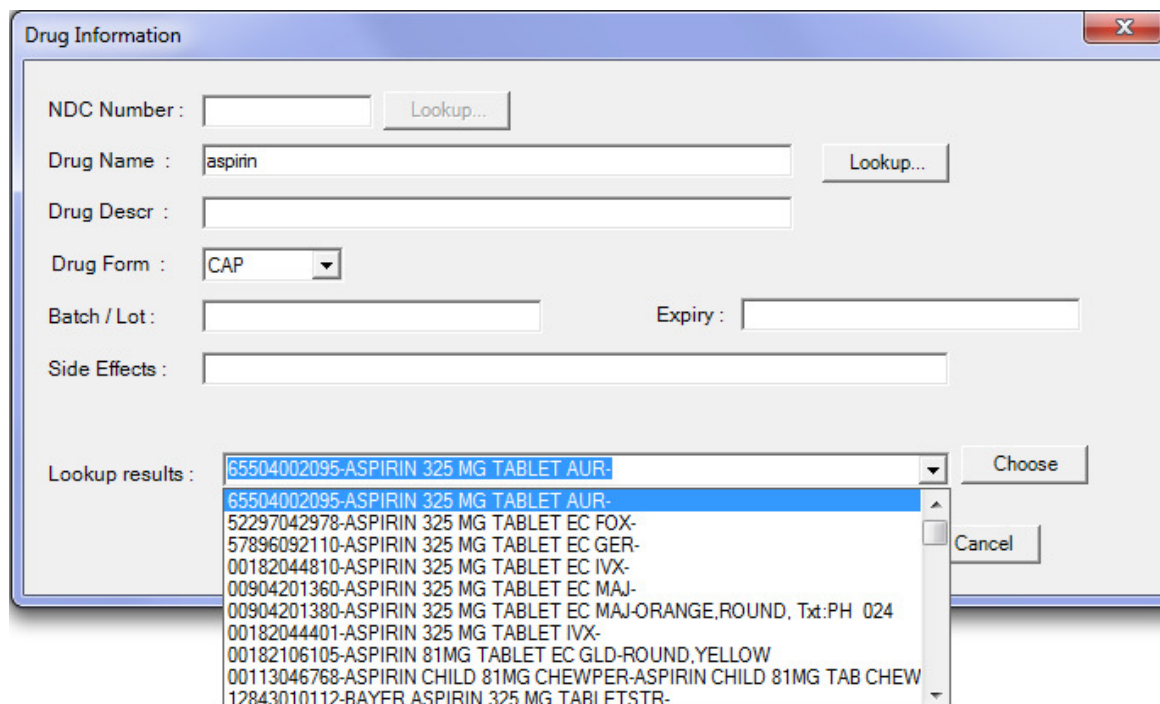
### 3. UPDATE MED INFO:

When a medication does not print, this indicates that the interface sent Dispill an NDC number not found in our database. The Update Med Info option allows you to edit or add information to the Dispill medication database.



To edit a medication, type the 9 digit NDC number or a partial name and click Lookup. A list of medications matching the query will be shown, as seen below. Select the entry to edit and click Choose. Make the desired changes to the different fields, and click Save to add the changes to the database.

If you need to print Lot numbers and expiry dates for each medication according to your local regulations, you will need to update the medication information by filling in the Batch/Lot and Expiry fields so that the proper information gets printed. Currently the only Customization set that will print this information is a user defined one called Francis Home Pharmacy.



Lookup results :
65504002095-ASPIRIN 325 MG TABLET AUR-
52297042978-ASPIRIN 325 MG TABLET EC FOX-
57896092110-ASPIRIN 325 MG TABLET EC GER-
00182044810-ASPIRIN 325 MG TABLET EC IVX-
00904201360-ASPIRIN 325 MG TABLET EC MAJ-
00904201380-ASPIRIN 325 MG TABLET EC MAJ-ORANGE,ROUND, Txt:PH 024
00182044401-ASPIRIN 325 MG TABLET IVX-
00182106105-ASPIRIN 81MG TABLET EC GLD-ROUND,YELLOW
00113046768-ASPIRIN CHILD 81MG CHEWPER-ASPIRIN CHILD 81MG TAB CHEW
12843010112-BAYER ASPIRIN 325 MG TABLETSTR-



If the lookup fails, a message box will display "No medication matches your criteria". You then have to fill in all fields and then click Save to add a new medication.

Note: If you already printed a blister that was missing some medications, use the Update Med Info to add or correct the missing medications, then you can use the Reprint Labels option to reissue only the desired job.

Should you need to ignore an entry in our drug database because it is wrong and should not be included in the blister yet it shows up (will only occur when using some interfaces on rare occurrences), use Update Med info to pull up the drug, then change its form to "OTH" to invalidate it. Dispill will overlook medications from that form and thus it will not be printed on the blister anymore.

If you want to be able to create medication with other type of drug forms not found in this list, open the Dispill configuration, click on the Drug Form tab, and add the desired new drug forms. Then reopen the update med info and you will now be able to use those new types.

The next 2 fields are optional. Some state require that this information be displayed on the blister. A user defined customization set must be selected for this information to be printed on the header of the Dispill label. Also, this information must be passed along to the Dispill by the interface. If the fields remain blank, you must then populate these 2 fields for each medication packaged in the update med info for the information to be displayed.

The Batch/Lot field is used to store the Lot # of the medication being packaged (Optional).  
The Expiry field is used to store the Expiry for that Lot of medications (Optional).

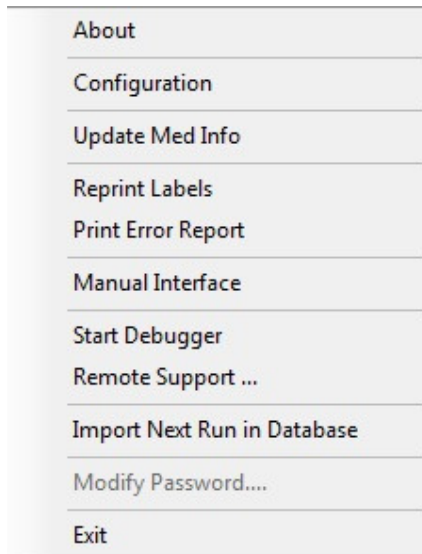
## DISPILL DEBUGGER

Since there are so many prescription scenarios available, and because Dispill is mainly used for Standard, Regular intake times, there may be cases where the program seems to give errors or not print the labels according to the prescriptions. In those cases, it is hard to determine the cause of the problem without proper information on the Data used, the configuration used and the details of the label processing within the application.

For that purpose, Dispill-USA comes with a Debugger that can be used to gather all that useful information and send it to the programmer to help in the debug process.

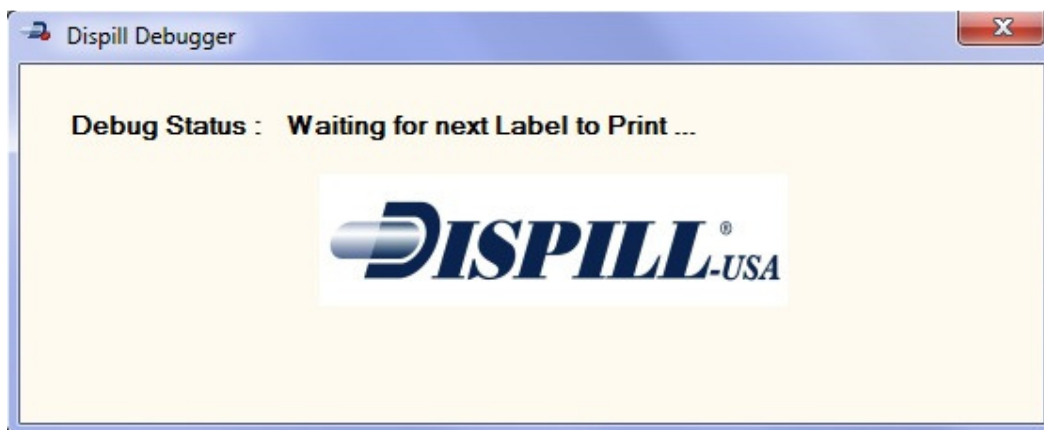
To start the debugger, you can do it 2 ways.

- Right-click on the Dispill Icon at the bottom right corner of the screen and select "Start Debugger"

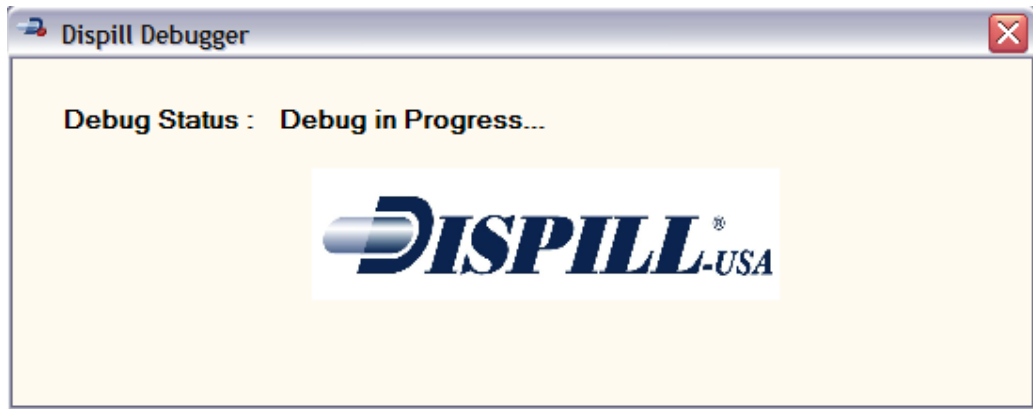


- From your Start Menu, go in Programs, Dispill and Select Start Debugger.

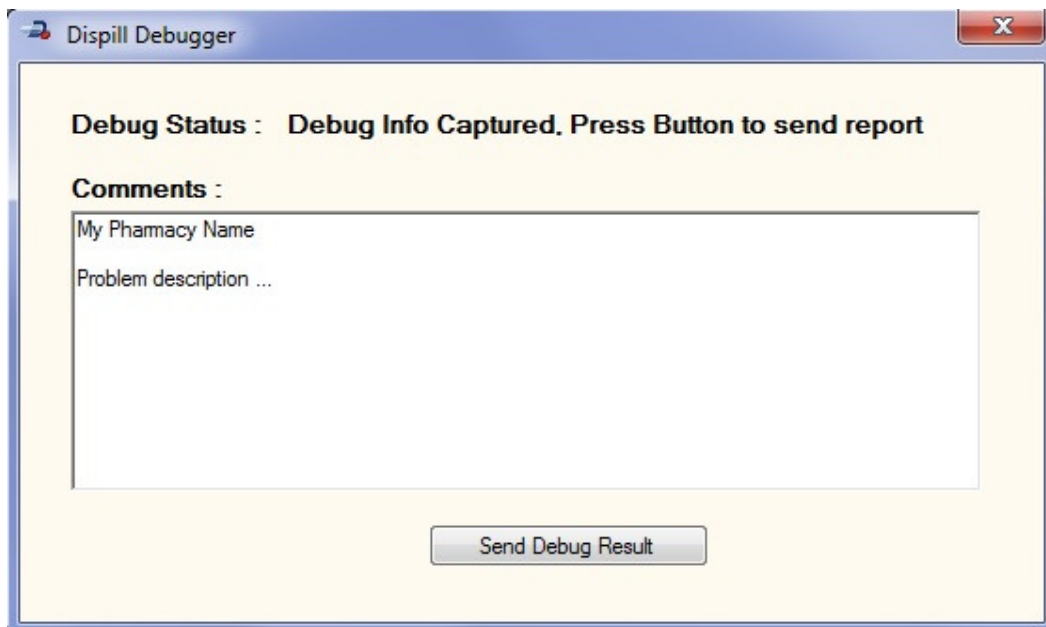
The debugger will show a Screen indicating it's waiting for a Label to Print.



Once a Label is being printed, the Debugger will capture information on the file and the processing internally to the Dispill-USA program.



Once the label printing process has completed (or failed) then the Debugger will let you enter information on the type of problem encountered and provide and "Send Debug Report" button that you can press to send information to the Programmer via the Internet.



By pressing the "Send Debug Result" button, you will submit all the information required for Debugging.

Note: If you have a firewall installed, you may be prompted to allow internet connectivity to take place. Be assured, Dispill-USA is secured and only goes through the Google Mail to send its information.

---

## 4. DISPILL MANUAL INTERFACE

Most labels in Dispill will be printed using the interfaces with the different software companies. However, for pharmacies that don't have an interface in place or have low volumes, the Manual interface is a valid alternative to print Dispill-USA labels.

The Manual interface has a Database connected to it that will let you enter Patient and Med information, and keep the Data so you can print labels for different dates and duration without having to re-enter the information all the time.

You can open the Manual Interface by choosing the Manual interface from the Dispill Context Menu at the bottom right of your Screen. You first need to start Dispill to get the Manual Interface as Dispill needs to run on order to get the labels printed.

About
Configuration
Update Med Info
Reprint Labels
Print Error Report
Manual Interface
Start Debugger
Remote Support ...
Import Next Run in Database
Modify Password....
Exit

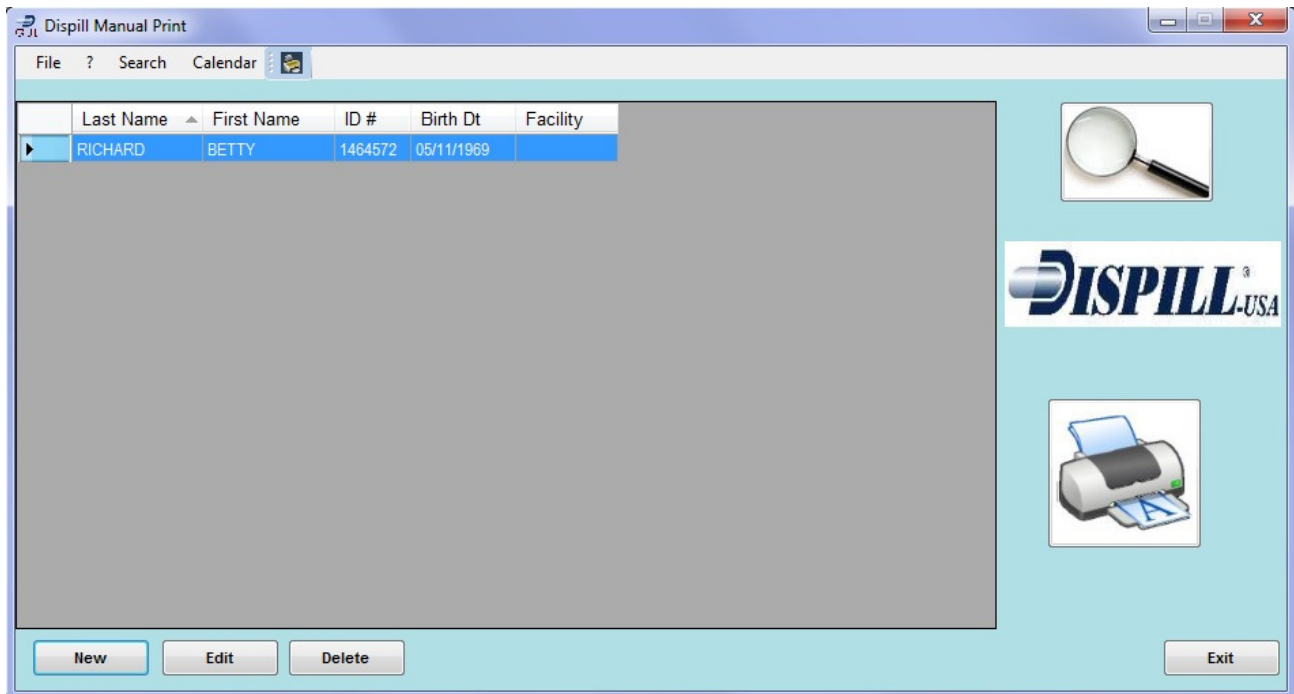
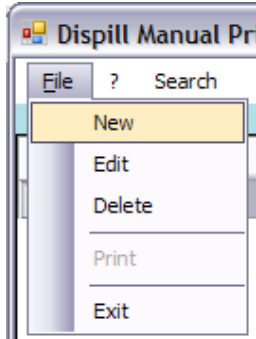
# MAIN SCREEN

## BUTTONS

On the main screen you can use these Buttons

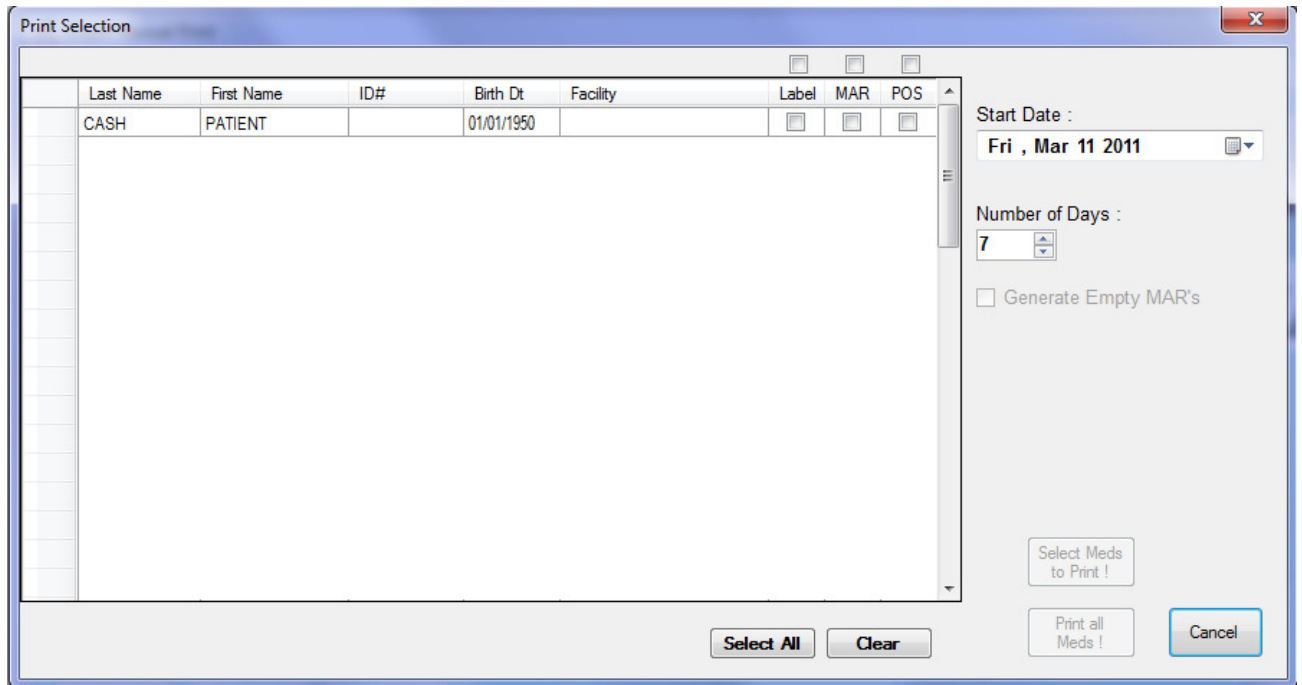
- New Button : To introduce new Patient
- Edit : To Edit or Modify a Patient
- Delete: To Delete a Patient and all of its Meds. You will be asked for confirmation.

The same functions are available through the Menu



## LABEL PRINTING

The Printer Icon is used to send Print Request for the currently highlighted patient(s). When you click the Printer Icon, this Screen will Popup and ask you for the starting Date (defaulted to today) and the number of days to print.



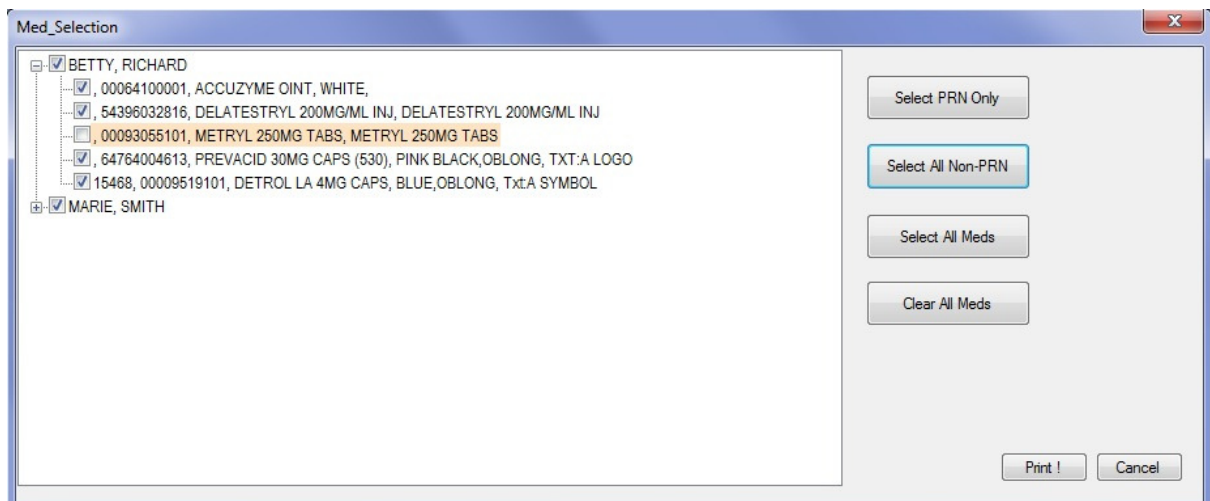
The 'Print Selection' dialog box features a table with columns: Last Name, First Name, ID#, Birth Dt, Facility, Label, MAR, and POS. The first row contains 'CASH', 'PATIENT', an empty ID#, '01/01/1950', and empty cells for Facility, Label, MAR, and POS. Above the table are three checkboxes for 'Label', 'MAR', and 'POS'. To the right of the table, there is a 'Start Date' field set to 'Fri, Mar 11 2011' and a 'Number of Days' spinner set to '7'. Below these is an unchecked checkbox for 'Generate Empty MAR's'. At the bottom are buttons for 'Select All', 'Clear', 'Select Meds to Print!', 'Print all Meds!', and 'Cancel'.

Last Name	First Name	ID#	Birth Dt	Facility	Label	MAR	POS
CASH	PATIENT		01/01/1950				

You can highlight multiple patients by both holding the CTRL key on your keyboard and clicking each patient's name, or by clicking the Select All button at the bottom of the window.

When you highlight a patient, the Label checkbox will check itself automatically. You can individually check the checkbox for those patients you want the Label, MAR or POS to be printed also or you can use the checkbox above the columns to check all boxes for the currently selected patients for the selected column. Removing the checkmark from that last checkbox will unselect all the checkboxes for the selected patients for that column. Should you only want the MAR for all patients, you can check the box above MAR, then check and uncheck the one above the Label column to unselect all Label checkboxes for the selected patients.

Click "Print all Meds !" to print all medications for all selected patients, click "Select Meds to Print" to print the selected medications for each patient selected (see section below) and Cancel if you wish to go back to the main screen.



The 'Med\_Selection' dialog box shows a list of patients and their medications. The first patient is 'BETTY, RICHARD' with several medications listed, including '00084100001, ACCUZYME OINT, WHITE', '54396032816, DELATESTRYL 200MG/ML INJ, DELATESTRYL 200MG/ML INJ', '00093055101, METRYL 250MG TABS, METRYL 250MG TABS', '64764004613, PREVACID 30MG CAPS (530), PINK BLACK,OBLONG, TXT:A LOGO', and '15468, 00009519101, DETROL LA 4MG CAPS, BLUE,OBLONG, Txt:A SYMBOL'. The second patient is 'MARIE, SMITH'. On the right are buttons for 'Select PRN Only', 'Select All Non-PRN', 'Select All Meds', 'Clear All Meds', 'Print !', and 'Cancel'.

If you click on “Select Meds to Print”, you will get another window allowing you to select which medications will print for which patient. Note that only the patients selected in the previous screen will be listed in this window. You can use the button on the right to select some items for all patients in this window. For example, clicking on Select All Non-PRN would select all regular medications for Betty Richard and Marie Smith in the above example. When at least one medication is selected under a patient, this patient’s name will have a checkmark in front of its name to indicate that something will be printed for him/her.

You can also select all medications for a patient by placing a checkmark in front of their name. Removing the checkmark deselects all selected medication under that patient.

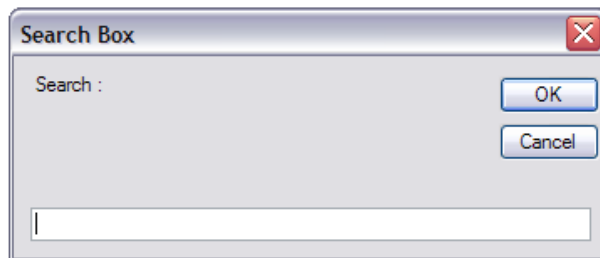
You can alternatively click on the tiny + sign in front of the patient and select the desired medications by checking the box in front of each desired medication.

When you are done selected the medications to print, click the “Print !” button. Click Cancel to get back to the Print Selection screen.

If you desire to print a blank MAR sheet for the patient, select the start date, the number of days to be displayed on the MAR sheet, check the MAR box next to the desired patient (make sure that only the MAR box is checked), then check the Generate Empty MAR’s to the right, then select ot print all meds or select meds to print as normal.

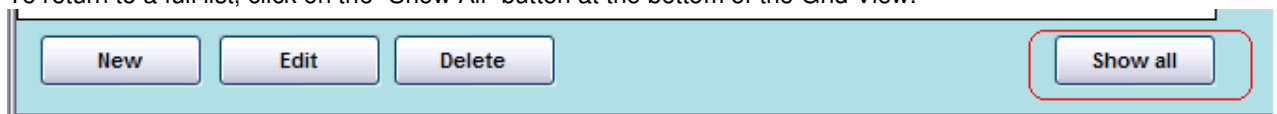
## SEARCH PATIENTS

The magnifying glass Icon or the “Search” Menu will let you only show the patients in the list that match your Criteria

A screenshot of a 'Search Box' dialog window. It has a title bar with a close button (X). Inside, there is a text input field with the placeholder text 'Search :'. To the right of the input field are two buttons: 'OK' and 'Cancel'.

The search will look for matching information in the Last Name and First name. If matching records are found, the interface will only present those results

To return to a full list, click on the “Show All” button at the bottom of the Grid View.

A screenshot of a toolbar at the bottom of a grid view. It contains four buttons: 'New', 'Edit', 'Delete', and 'Show all'. The 'Show all' button is highlighted with a red rectangular border.

## PATIENT INFORMATION SCREEN

First Name: **BETTY** Last Name: **RICHARD** Birth Name:   
 Birth Date: **05/11/1969** File Id: **1464572** Location:   
 Address #1: **119 LIBERTY AVE** Facility:   
 Address #2: City: **Park Rapids** State: **MN** Language: **EN - English** Sex: **Female**   
 Zip Code: **56470** Phone: **(444)444-4443** Comments:   
 Allergies:   
 Diagnosis:   
 Diet / Other:

NDC Number	Pill Name	Form	Pill Description	RX Number	Prescriber	Instructions
	Altace 10 mg	CAP	Blue/White Cap 120 altace	1000003	Dr. John McDonald	1 capsule twice daily
	Altace 5 mg	CAP	Scarlet/White Vep 5 altace	1000008	Dr. John smith	Take 1 Capsule Daily
	Doxycycline Hyclate 100mg	TAB	Orange/Red Tab Apodoxy 100 mg	4357683	Dr. Dave McDonald	twice daily
	Fosomax 70 mg	TAB	White Oval Tab	1565646	Dr. John Smith	take 1 every day
	Hydroxyzine Hcl 10 mg	CAP	Orange Oval Cap	4646567	Dr. Jeff Ross	1 capsule 2 times a day
	Kdur 20 mg	TAB	White Oval tab	4566766	Dr. John Smith	Take 2 capsules daily

New Med Edit Med Delete Med Save Cancel

The fields in the top portion of the Screen are to identify the patient.

Only First Name and Last Name are required to save a Patient. All others are useful but not required.

Note : ALL (except the comments) fields will be passed to the printing engine, so the more complete data, the better it is. Some of this information will be printed on the Labels depending on the Print Customization set selected, and most of it can be displayed on the MAR (depending on the options selected within the configuration).

All the fields will be converted to uppercase to make it Standard. The printing engine will convert them back to small caps if required.

Birth Date: You can click on each portion of the Birth date and type your information, or you can click the arrow to gain access to a calendar to enter your information.

Birth Date: **8/ 9/1968**   
 Address #1: **August, 1968**   
 Address #2:   
 City:   
 NDC Number:   
 0018204   
 5496813   
 Today: 10/29/2009

You can also specify one of four languages: English, French, Spanish or Vietnamese. Make sure if using a language other than English that you have filled in the fields in the Dispill Configuration – Foreign Language Support tab for the selected language or some words will be missing from the blister pack.

**Important Note:** **ALWAYS** use the “Save” button to update the information, whether or not you changed information in the Patient record OR the Medication info.

The buttons at the bottom of the Screen are used for the Medication information.

- New to add Medication
- Edit to change currently selected Medication
- Delete to remove a Med

There is now a quick print icon from within the patient. Simply click on it, choose the start date and number of days to print. Then select to print all meds or some as usual.



# MEDICATION INFORMATION SCREEN

Just like the Update Med screen, you can either type the full NDC number or a partial Drug Name then hit lookup. A list of matching drugs will then show up. Highlight the desired one and click on Choose.

If you need the Lot/Batch number and expiry date for this medication, you can fill it in here manually. The best option is to change it in Update Med Info such that this information will be updated for all patients and all prescriptions.

Fill in the side effects for the currently selected medication (only printed on the MAR if the option is selected).

Fill in the RX number, Manufacturer, Prescriber, Refills and Instructions for this medication. For the prescriber, once you have created some prescriptions, Dispill allows to type a partial prescriber's name and click Lookup. You are then presented with a list of prescriber that you have entered before. Selected the desired one and click choose.

Type the quantity of medications to be taken for each intake time. (Leave the quantity to 0.00 if the intake time is not used). For half pills make sure to have 0.5 for the quantity. You can also type your own values such 0.33. Next, select when the medication needs to be taken for each intake time. Most options must be used on their own. Dispill will inform you with a red text message if you are trying to combine frequency choices that cannot be mixed together. For days of the week, you can select multiple days.

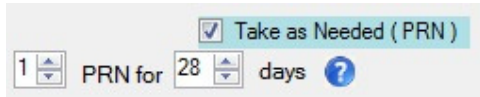
When you select Monthly – Date or Monthly – Day, you now get the option to select a data (see image above). Note that these 2 options cannot be mixed with other selections (see the magenta column and error in the above image).

- Monthly – Date allows you to select a fixed date each month. For example, 1<sup>st</sup> day of each month. The date must be between 1 and 28.
- Monthly – Day allows you to select a fixed day of the week each month. For example, selecting July 4<sup>th</sup> 2010, which happens to be a Sunday, tells Dispill that this medication is to be distributed on the 1<sup>st</sup> Sunday of each month. The date must be between 1 and 28.



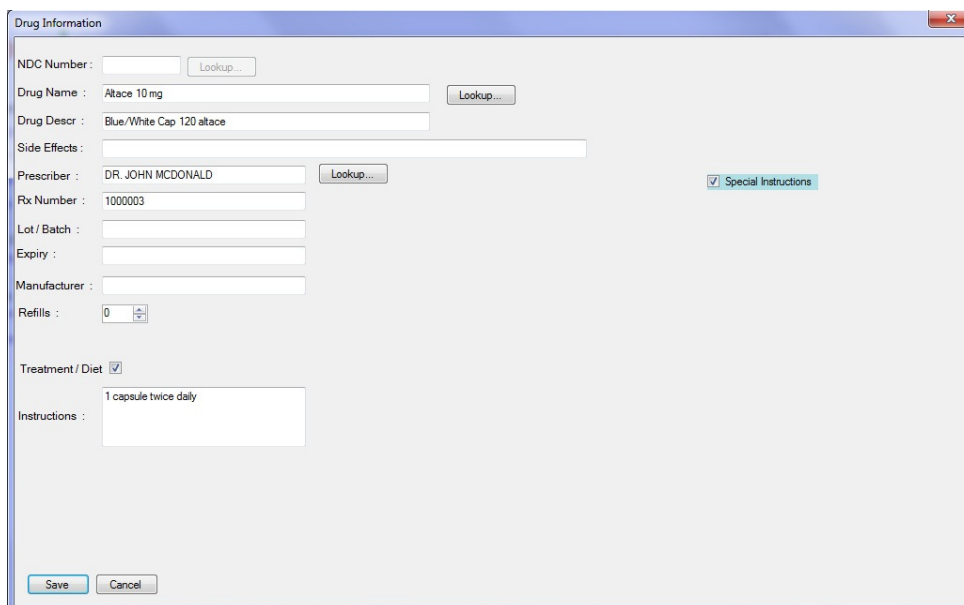
Lastly, you can use the Custom – Choose days option to obtain a calendar that will allow you to choose any day frequency desired. You can select multiple days through the months. The only main difference with this option and any of the other options above it is that this one is not repeated through the cycles. This means if you choose May 4, 5, 6, 11, 12, 13 2011, when you print blister packs for that period, the medication will be included. If you print a blister pack for the April or June 2011 (or any other month), this medication will be excluded since its given days are not included in the print period. This can be useful for antibiotics given for a short period only like take for 5 days.

Alternatively, if a medication is to be taken as needed, leave all intake times to 0.00 and check the box for Take as Needed.



You will then be presented with a PRN Qty field. If you leave it at 0, Dispill will print as many PRN cells as days to be printed (unless you have the option to always print 28 days for PRN in the configuration). If on the other hand you set a quantity for PRN, then Dispill will print the designated quantity of PRN cells (if the option to always print 28 days is disabled). You can set the number of tablet or capsule per blister cup using the first numeric up/down shown above. When talking about PRN, Dispill refers to days the number of cells to print. Thus if you have a patient who can take a tablet up to 3 times a day for 28 days, you will have to tell Dispill to print 84 days worth of PRN. PRN medications print on a separate label from the other medications. These are printed on PRN labels which are all white unlike the standard labels. When printing a patient that has both regular medications and PRN ones, you will be prompted by the Dispill program to insert PRN paper right after the standard labels are done printing.

You can also create treatments for your patients (Note that these treatments only print on the MAR form). Simply select or type a Drug Name, Drug Description, and check the box for Treatment/Diet (which hides the quantity and frequency selection columns. Finally, type the instructions for the treatment. One example of treatment instructions is: TIP HEAD OVER AND INSTILL 2 DROPS INTO EACH NOSTRIL EVERY 2 HOURS AS NEEDED FOR DRYNESS.



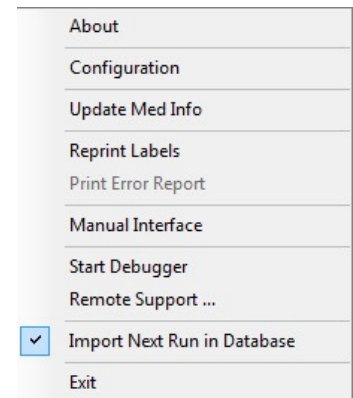
For Special Instructions, leave all intake time fields blank also. These are medications to be taken under very special circumstances. Note that these medications will be printed on each regular blister cells along with the regular medications.

Once done filling in the medication information, click Save. If there is an invalid selection or quantity, then the Save button will not be available.

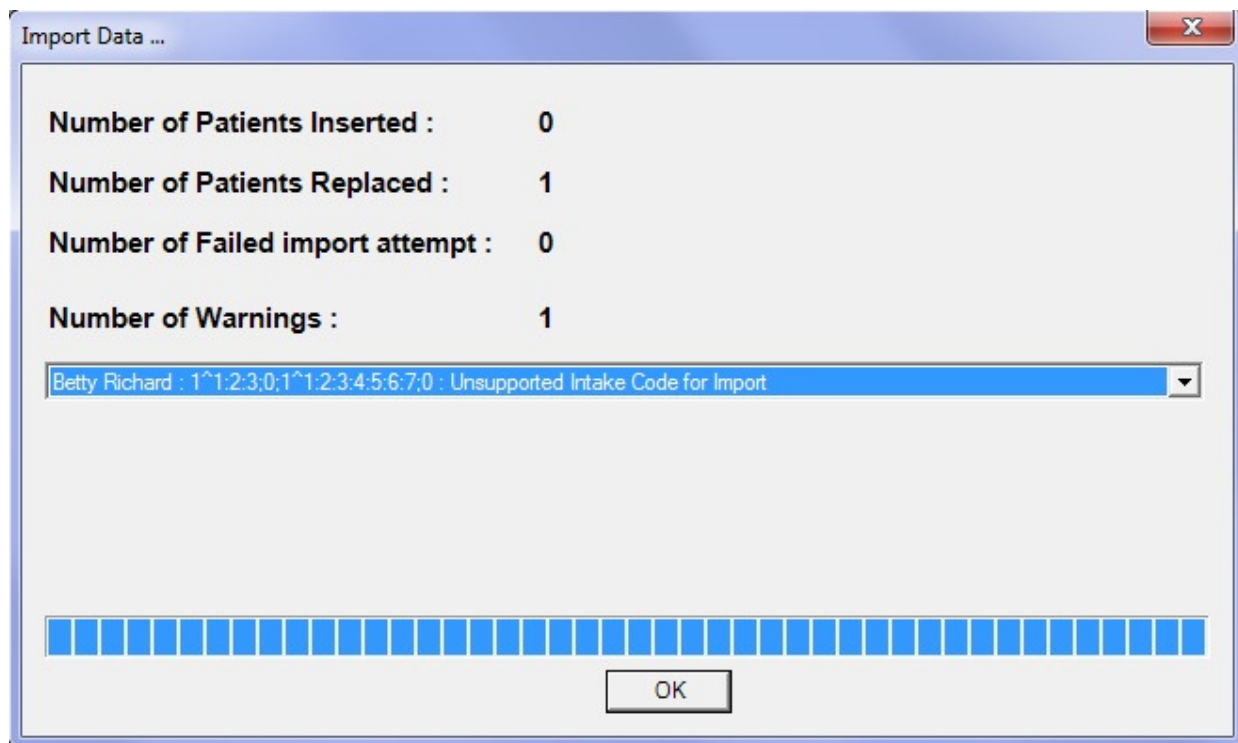
Note that fields that are colored RED indicate an error. In the previous example, a medication cannot be both set to a fixed date in the month and be set every day. The fields colored in Yellow simply indicate that a selection or information must be entered in the colored section.

## IMPORT DATA TO MANUAL INTERFACE

To import information from an interface into the manual interface, select the Import Next Run in Database option from the context menu. This function will only function the next time data is sent to Dispill, and then it will turn itself off.



After some data has been sent, you will be presented with the following screen:

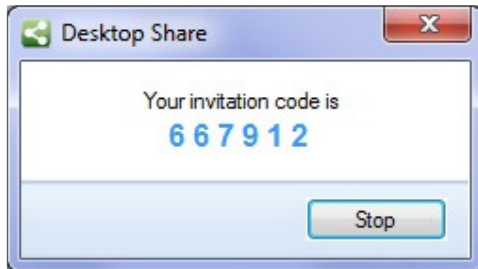


This screen only informs you about what got imported or not and which items may need special attention (warnings). You should always go to the Manual interface and check out the imported patients to make sure that all medications were transferred properly, and fix the warnings as well each time data is imported.

## REMOTE SUPPORT

When on the phone with a Dispill agent, and troubleshooting an issue, you can grant access to the Dispill technician by clicking the Remote Support ... option from the context menu. Give the invitation code to the technician and he will be connected shortly thereafter.

You can stop the sharing at any time by bringing up the Desktop Share window and clicking the Stop button. Double-click on the green icon in the system tray to open this window after sharing the connection (same icon as the one on the top left of the picture below).



# LABEL SAMPLES

## STANDARD HEADER ( No Meds )

<b>JOHNSTON, FRANK</b> 49 BROADWAY NEW-YORK, NY, 73824 (444) 123-0987 Birth Date : 08/09/1968 Loc : 34/12	<b>Pharmacy 1-2-3</b> 5382 Churchill Road Springfield, MA, 95830 (123) 456-7890  <b>Use by : 11/04/2009</b>	<b>Date: 10/29/2009</b> <b>File : PELF090868</b>  
--	--	---

## HEADER SAMPLES 1 line

- Customization Set #1 ( Dispill Default )

<b>JOHNSTON, FRANK</b> Birth : 08/09/1968 Loc : 34/12	49 BROADWAY, NEW-YORK, NY, 73824, (444) 123-0987 <b>Use by : 11/04/2009</b>	<b>Pharmacy 1-2-3</b> 5382 Churchill Road, Springfield, MA, 95830, (123) 456-7890  <b>Date: 10/29/2009</b> <b>File : PELF090868</b> 
---	---	--

Tg	NDC Code	Rx	Drug Name	Form	Drug Description	Qty	Ref	Instructions	Prescriber	Mo	Nn	Ev	Bd
A	00182044889	4853845	Aspirin 325 mg	TAB	Orange, round, bxtt	21	2	1 pill, 3 x/day	JOHN RICHARDSON	1		1	1
B	548681339	4627878	Ativan tabs 1mg	TAB	Round, white	14	2	1 pill every AM & PM	RICHARD JOHNSON	1		1	

- Customization Set #2 ( Genoa )

<b>JOHNSTON, FRANK</b> Birth : 08/09/1968 Loc : 34/12	49 BROADWAY, NEW-YORK, NY, 73824, (444) 123-0987 <b>Use by : 11/04/2009</b>	<b>Pharmacy 1-2-3</b> 5382 Churchill Road, Springfield, MA, 95830, (123) 456-7890  <b>Date: 10/29/2009</b> <b>File : PELF090868</b> 
---	---	--

Rx	Drug Name	Mf	Drug Description	Qty	Ref	Instructions	Prescriber	Mo	Nn	Ev	Bd
4853845	Aspirin 325 mg	BY	Orange, round, bxtt	21	2	1 pill, 3 x/day	JOHN RICHARDSON	1		1	
4627878	Ativan tabs 1mg		Round, white	14	2	1 pill every AM & PM	RICHARD JOHNSON	1		1	

- Customization Set #3 ( Silver )

<b>JOHNSTON, FRANK</b> Birth : 08/09/1968 Loc : 34/12	49 BROADWAY, NEW-YORK, NY, 73824, (444) 123-0987 <b>Use by : 11/04/2009</b>	<b>Pharmacy 1-2-3</b> 5382 Churchill Road, Springfield, MA, 95830, (123) 456-7890  <b>Date: 10/29/2009</b> <b>File : PELF090868</b> 
---	---	--

Tg	Rx	Drug Name	Form	Drug Description	Qty	Ref	Instructions	Prescriber	Mo	Nn	Ev	Bd
A	4853845	Aspirin 325 mg	TAB	Orange, round, bxtt	21	2	1 pill, 3 x/day	JOHN RICHARDSON	1		1	1
B	4627878	Ativan tabs 1mg	TAB	Round, white	14	2	1 pill every AM & PM	RICHARD JOHNSON	1		1	


- Customization Set #4 ( Titanium )

<b>JOHNSTON, FRANK</b> Birth : 08/09/1968 Loc : 34/12	49 BROADWAY, NEW-YORK, NY, 73824, (444) 123-0987 <b>Use by : 11/04/2009</b>	<b>Pharmacy 1-2-3</b> 5382 Churchill Road, Springfield, MA, 95830, (123) 456-7890  <b>Date: 10/29/2009</b> <b>File : PELF090868</b> 
---	---	--

Rx	Drug Name	Drug Description	Qty	Ref	Instructions	Prescriber	Mo	Nn	Ev	Bd
4853845	Aspirin 325 mg	Orange, round, bxtt	21	2	1 pill, 3 x/day	J. RICHARDSON	1		1	1
4627878	Ativan tabs 1mg	Round, white	14	2	1 pill every AM & PM	R. JOHNSON	1		1	


## HEADER SAMPLE 2 lines

- Customization Set #1 ( Dispill Default )

<b>JOHNSTON, FRANK</b>		49 BROADWAY, NEW-YORK, NY, 73824, (444) 123-0987		<b>Pharmacy 1-2-3</b> 5382 Churchill Road, Springfield, MA, 95830, (123) 456-7890		<b>Date:10/29/2009</b> <b>File : PELF090868</b>	
Birth : 08/09/1968		Loc : 34/12		Use by : 11/04/2009			


Tg	NDC Code	Rx	Drug Name	Form	Drug Description	Qty	Ref	Prescriber	Mo	Nn	Ev	Bd
A	00182044889	4853845	Aspirin 325 mg	TAB	Orange,round, txtt	21	2	JOHN RICHARDSON	1		1	1
		Instructions	1 pill, 3 x/day									
B	548681339	4627878	Ativan tabs 1mg	TAB	Round, white	14	2	RICHARD JOHNSON	1		1	
		Instructions	1 pill every AM & PM									

- Customization Set #2 ( Genoa )

<b>JOHNSTON, FRANK</b>		49 BROADWAY, NEW-YORK, NY, 73824, (444) 123-0987		<b>Pharmacy 1-2-3</b> 5382 Churchill Road, Springfield, MA, 95830, (123) 456-7890		<b>Date:10/29/2009</b> <b>File : PELF090868</b>	
Birth : 08/09/1968		Loc : 34/12		Use by : 11/04/2009			


Rx	Drug Name	Mf	Drug Description	Qty	Ref	Prescriber	Mo	Nn	Ev
4853845	Aspirin 325 mg	BY	Orange,round, txtt	21	2	JOHN RICHARDSON	1		1
		Instructions	1 pill, 3 x/day						
4627878	Ativan tabs 1mg		Round, white	14	2	RICHARD JOHNSON	1		1
		Instructions	1 pill every AM & PM						

- Customization Set #3 ( Silver )

<b>JOHNSTON, FRANK</b>		49 BROADWAY, NEW-YORK, NY, 73824, (444) 123-0987		<b>Pharmacy 1-2-3</b> 5382 Churchill Road, Springfield, MA, 95830, (123) 456-7890		<b>Date:10/29/2009</b> <b>File : PELF090868</b>	
Birth : 08/09/1968		Loc : 34/12		Use by : 11/04/2009			

Tg	Rx	Drug Name	Form	Drug Description	Qty	Ref	Prescriber	Mo	Nn	Ev	Bd
A	4853845	Aspirin 325 mg	TAB	Orange,round, txtt	21	2	JOHN RICHARDSON	1		1	1
		Instructions	1 pill, 3 x/day								
B	4627878	Ativan tabs 1mg	TAB	Round, white	14	2	RICHARD JOHNSON	1		1	
		Instructions	1 pill every AM & PM								

- Customization Set #4 ( Titanium )

<b>JOHNSTON, FRANK</b>		49 BROADWAY, NEW-YORK, NY, 73824, (444) 123-0987		<b>Pharmacy 1-2-3</b> 5382 Churchill Road, Springfield, MA, 95830, (123) 456-7890		<b>Date:10/29/2009</b> <b>File : PELF090868</b>	
Birth : 08/09/1968		Loc : 34/12		Use by : 11/04/2009			

Rx	Drug Name	Drug Description	Qty	Ref	Prescriber	Mo	Nn	Ev	Bd
4853845	Aspirin 325 mg	Orange,round, txtt	21	2	JOHN RICHARDSON	1		1	1
		Instructions	1 pill, 3 x/day						
4627878	Ativan tabs 1mg	Round, white	14	2	RICHARD JOHNSON	1		1	
		Instructions	1 pill every AM & PM						

---

## 5. CELL / BLISTER SAMPLES

### Cell without Medications. Customization includes


- Text, not Logo
- Day Only

#PELF090868  
**Pharmacy 1-2-3**  
**JOHNSTON, FRANK**  
**Morning**  
Wednesday

### Cell with Medications. Customization includes

- Logo
- Expiry Date in cell
- Med Prefix = Qty
- Date & Day

#PELF090868  
**Johnston, Frank**  
**Nov-04-09** **Wed Morning**  
Use by : 11/04/2009  
1-Aspirin 325 mg  
1-Ativan tabs 1mg



### Cell with Medications. Customization includes


- Text ( not Logo )
- No Expiry Date in cell
- Med Prefix = TAG
- Day Only

**Pharmacy 1-2-3**  
**Johnston, F.** **#PELF090868**  
**Wednesday** **Morning**  
(A)Aspirin 325 mg  
(B)Ativan tabs 1mg



## SAMPLE PRN DOSETTE

### Header

<b>Richards, Betty</b> Birth : 22-10-64	167 River Street, Portland, ME, 04123, (207)555-5555	<b>Pharmacy Name</b> 124 Main Street, Portland, ME, 04123, (207)444-4444	<b>Date:</b> 2009-02-26 <b>File :</b> 122256 
--	---	--	--

Tg	NDC Code	Rx	Drug name	Form	Drug description	Qty	Rep	Prescriber
A		13468764	Aspirin 250mg	TAB	Yellow oval tab apo 250	31	0	Dr. John Smith

Instructions :	1 tab 2x /day as required
----------------	---------------------------

### Cells

#122256 <b>Take as Needed</b> <b>Richards, Betty</b> Aspirin 250mg	#122256 <b>Take as Needed</b> <b>Richards, Betty</b> Aspirin 250mg	#122256 <b>Take as Needed</b> <b>Richards, Betty</b> Aspirin 250mg	#122256 <b>Take as Needed</b> <b>Richards, Betty</b> Aspirin 250mg
25	26	27	28



---

## 6. PHARMACY SOFTWARES (In Alphabetical order)

Best Rx (Best Computer Systems)

Compusolve

FSI Pharmacy Management System (Foundation Systems)

HBS Pharmacy Software (Health Business Systems)

IPS Workflow (Suite RX)

Liberty (HCC)

NRx (QS/1)

OPUS-ISM

PC1 (PDX)

Pharmacy Management System (Cerner/Etreby)

Pharmacy-RX (McKesson)

Pharmaserv (McKesson)

PioneerRX (NewTech Systems)

Prime Rx (Micro Merchant Systems)

Prism (New Tech Computer Systems)

ProScript 2000 (Prodigy Data Systems)

RX-30 (Transaction Data Systems)

RxHealth

RNA Health

Rxite Quick (Liberty Computer Service)

RxKey (Key Centrix)

RxMaster Pharmacy System (RxMaster)

Speed Script (Digital Simplistics)

SRS

Win-Rx (Computer-Rx)

---

# HOW TO PRINT LABELS JUST LIKE THE SAMPLES

Open the Dispill-USA configuration. Only those items that would affect the

Within the File XFer tab, set:

- Pharmacy Logo File = Choose the logo file you wish to use. See further down the page how to make simple logos using Paint if you don't have a logo already.
- Extract File = Only set this after choosing the Interface type if using an Interface. Those using the Dispill manual interface need not set anything here.
- Patient Photos needs not be set as it is not used on the samples
- Interface = Choose your interface. If not listed and supported by Dispill, keep it at Dispill (Default). For those using the Dispill manual interface, this option won't make any difference.

Within the Intake Times tab, set:

- The cut off hours shown have no purpose unless you are using an interface from your pharmacy software. Refer to the user guide above or to the configuration video.
- Short Desc should be set to Mo, Nn, Ev, Bd
- Long Desc should be set to Morning, Noon, Evening, Bedtime

The Foreign Language Support and Drug Forms tabs need not be changed for your labels to look like the samples.

Within the Dosette tab, set:

- Label Type = Standard
- Generate Serial Number = not checked
- Dosette format = With Medication
- Print Compressed (irrelevant since test patient takes meds 4 times a day, patient won't compress if enabled)
- Header format = Optimize for Space (prints as 1 line because patient has 11 to 12 meds)
- Print Customization Set = #4 – Titanium
- Medication Sort Sequence = None (Default)
- Print Brand Name = unchecked (I use the Dispill manual to print the samples and no Brand Name is provided anyway)
- Print Patient Photos = not checked

Within the Blister tab, set:

- Pharmacy Info in Cells = Logo (choose Right under Logo as well).
- Expiry Period (Days) = 0
- Date Format in Cells = Date+Day
- Medication Prefix = Qty
- Intake Times in Cells = Text

The tabulations MAR Opt #1 and MAR Opt #2 are not used for labels. They only modify settings for the Dispill Medication Administration Record sheet.

The PRN tab only affects PRN labels. Again won't have any effect on regular Labels.

Within the Pharmacy Tab, fill in all fields with your pharmacy information.

The Facilities tab won't have any effect either. The chosen customization set does not print the facility information even if it was set. To view that information we would have to use another set.

Within the Print Options tab, set:

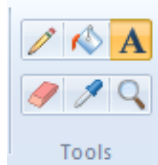
- Cell Printing Offset Right and Down to whichever values are needed to align the information in the cells so they are not crossing over to other cells or printing on the separation lines. Note you can set negative values in these fields to move the opposite direction.
- All other options in this tab won't have an effect on the look of the label. They control the printer options.

The Other Options tab again won't affect the look.

## Creating Your Own Colored Text Logos

On your Windows system, click on the start menu, select Programs (or All programs), then Accessories and click on Paint.

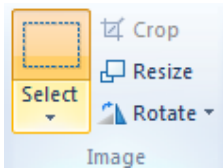
On your keyboard, press CTRL + E, and on the window that opens up, set the width to 312 and the height to 100 pixels. Then click OK. The white canvas will have resized to the new dimensions.



Click on the "A" icon on your toolbar and draw a rectangle into which you wish to write the pharmacy name. Select the color, font size and font name to use and type your Pharmacy Name.

You can add other images and effects as desired. These other options will not be discussed here.

If your Pharmacy Name is too small, you can select the text within the text box and make additional changes to that text. If you click outside the text box already you won't be able to make additional changes to it. You may then have to undo the text operation and do it again. Once done typing your text and all is as you want it, click further away outside the text box or select another tool on the toolbar to apply your text to the canvas.



If your text looks fine but needs to be moved a little to center it within the white canvas, select the Selection tool shown to the left, draw a box around the text to be moved, then click within the selection and move the selection where it should be positioned.

Using these steps, you can create a logo quite easily (see sample logo below). Note that your logo will not have the black border. This border is only shown here so you can see the limits of the canvas.



Once done creating your logo, save it. Change the Save As Type to JPEG (\*.JPG;\*.JPEG;\*.JPE;\*.JFIF). Give a name, choose the folder location where you want to save it and click Save.

All you have to do now is go into the Dispill configuration and set the Pharmacy Logo File to your new logo.