


# Robotic Prescription Dispensing System Quick Reference

**CAUTION:** Class IIa Laser Product: Avoid long term viewing (in excess of 1,000 consecutive seconds) of direct laser light.

## Creating Manual Scripts and Prepacks

1. In the **Pending** list, right-click, and select **Add**.
2. Select the **Ellipsis** button , located to the right of the **Drug** field.
3. Select **Find**.
4. Highlight a **drug**, and select **OK**.
5. In the **Script Qty** field, enter the **quantity**.
6. If necessary, select the **Prepack** check box, and enter the **Prepack Qty**.

**NOTE:** When you select the **Prepack** check box, the **Patient** field and the **Priority** drop-down list automatically populate with the word **PREPACK**.

7. Enter other information, as necessary.
8. Select **Save & Close**, and scan your **Operator ID**.

## Verifying a Script

1. Scan the **vial barcode**.
2. Scan your **Operator ID**.

## Reprioritizing a Script

In the **Pending** list, left-click the **script**, and drag to the desired location.

## Routing Scripts

1. In the **Pending Work List**, right-click the **script**, and select **Route Selected**.
2. Select the desired **robot** in the **Transfer** dialog box.
3. Select **OK**, and scan your **Operator ID**.

## Cancelling a Pending Script

In the **Pending** list, right-click the **script**, select **Cancel**, and scan your **Operator ID**.

## Cancelling a Filled Script

1. In the **Filled** list, right-click the **script**, and select **Cancel**.
2. Scan your **Operator ID**.

## Returning Filled Scripts

1. Scan the **cell location label barcode**.
  2. Compare **product image** to the **vial contents**.
  3. Scan the **vial barcode**.
  4. Select **Yes**, and scan your **Operator ID**.
- NOTE:** If ScriptPro Inventory Management is in use, the **Cancel Label/Return to Stock** dialog box to confirm adjustment of inventory will appear. Select **Continue**.
5. Select **OK**, and scan your **Operator ID**.
  6. Pour the contents of the vial into the cell.

## Modifying Drug Data

1. In the **Drugs Assigned to Cells** list, right-click the **drug record**.
2. Select **Drug Data**.
3. Modify the necessary information, select **Save & Close**, and scan your **Operator ID**.

## Refilling Vial Dispensers

1. Access vial dispenser and add appropriate vials.
2. From **Machine View**, double-click the **Vial Dispenser** icon to be refilled.
3. Select the **Reload** button, and **OK**.
4. Scan your **Operator ID**.

## Refilling a Cell

1. Remove the cell from the cabinet.
  2. Scan the **cell location label barcode**, and remove the **cell lid**.
  3. Scan the **stock bottle barcode** (or enter the **Scanned Barcode**, press the **Tab** key, and scan your **Operator ID**).
- NOTE:** The scanned bottle's metric quantity is automatically added to the **Quantity Added** field. If needed, modify the quantity.
4. If quantity modifications occur, press the **Tab** key, and select **Modification**.
  5. Press the **Tab** key, and enter the **Lot #**.
  6. Press the **Tab** key, and enter the **Lot Exp**.
  7. Select **Print Cell Label**, and **OK**. Scan your **Operator ID**.
  8. Confirm the cell calibration, and if necessary, adjust the **cell flowgate**.
  9. Replace the **cell lid**, and return the **cell** to the cabinet.

**NOTE:** When removing and returning cells, to prevent pills from falling from the spout, keep your finger over the cell door, and do not bump surrounding cells.

## Adjusting a Cell Quantity

1. Scan the **cell location label barcode**.
2. In the **Scanned Barcode** field, enter the expected **barcode**, or scan a **stock bottle barcode**.
3. Select the **Tab** key.
4. In the **Current Quantity** field, enter the **cell quantity**.
5. Select **OK**.

### Removing a Drug

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1. Scan the **cell location label barcode**.
2. Select the **Remove From Cell** button, and scan your **Operator ID**.
3. Remove the drug contents, clean the cell, and select **OK**.

### Operator Action Message (OAM)

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1. Read the message carefully.
2. Select the **appropriate option**.  
NOTE: The default option is the most commonly used.
3. To continue operation, select **Process Error & Run**.