

Quick Print Quick Start Guide

Contents

How to get started using the Quick Print feature in PlusOne

Select the printer for Quick Print

Switching the Quick Print feature to manual printing

Enable pop-up notifications

How to get started using the Quick Print feature in PlusOne



The Quick Print feature will assist you by printing an information leaflet for your customer, which can be provided with their dispensed medication or discussed with the customer in pharmacy. The Quick Print feature is designed to save you time by printing the leaflet automatically from a selected printer.

Important:

- The automatic printing functionality is only available for customers who meet the eligibility criteria for the program. Stores who decide they do not want automatic printing can switch to manual printing. This article contains both processes.
- **Please ensure pop-up notifications are enabled.**

SELECT A PRINTER FOR QUICK PRINT

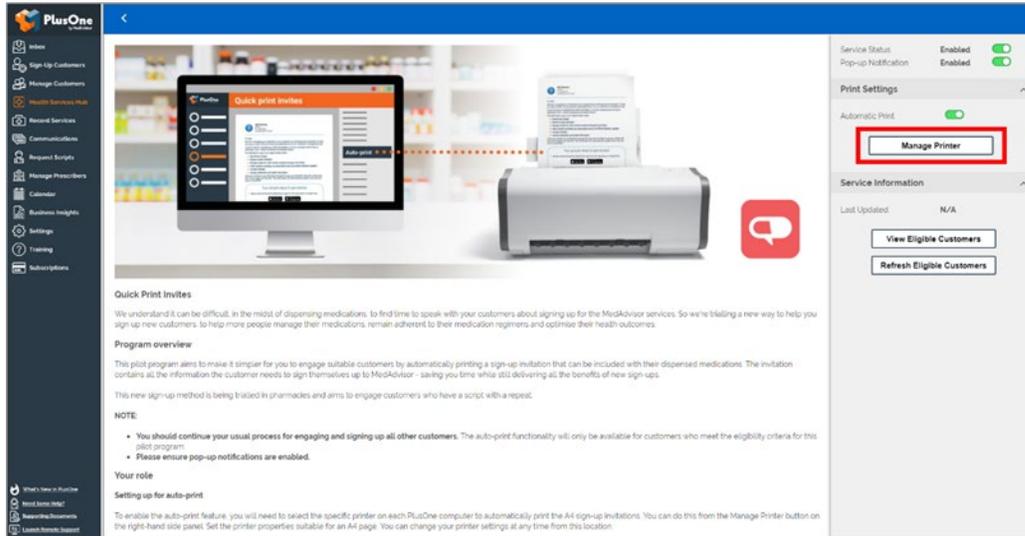
The **auto-print feature is enabled by default** and will tell PlusOne to automatically print the leaflet every time you dispense to an eligible patient.

You will need to select a specific printer on each PlusOne computer to automatically print the leaflets. You will only need to do this once on each computer.

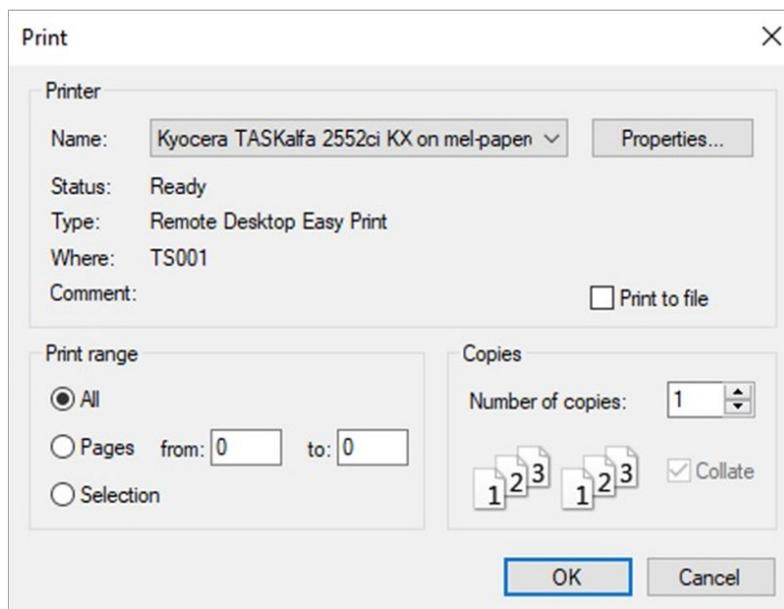
There are two ways you can select your printer settings to start using Quick Print:

FROM THE HEALTH SERVICES HUB

1. Navigate to the program tile in the Health Services Hub in PlusOne.
2. On the right side of the screen under **Print Settings**, click on **Manage Printer**.

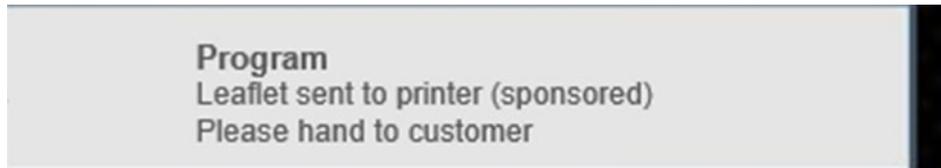


3. You will be directed to a printer dialogue box, where you can select which printer you would like to choose as your default and alter any printing properties. Select **OK**. The selected settings are saved to the local database.



NOTE: Printer settings need to be configured for each PlusOne workstation.

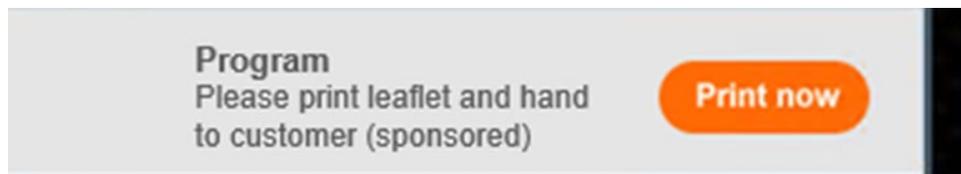
4. On dispensing to an eligible customer, a pop-up will notify you that an information leaflet has been printed and to provide it to the customer.



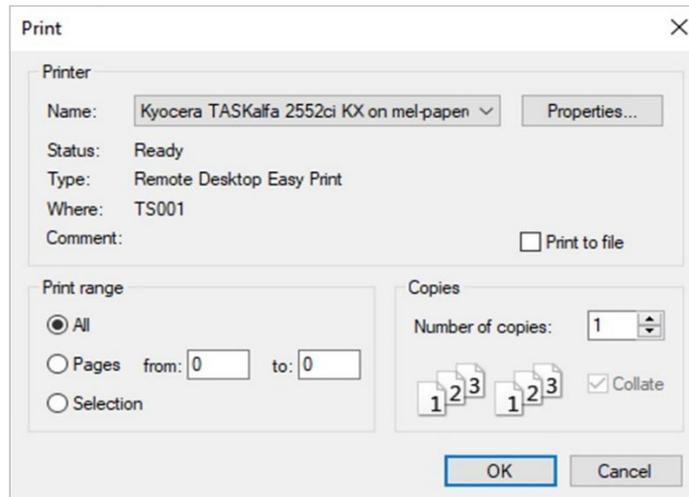
FROM A PLUSONE POP-UP

If you have not already selected your printer from within the program tile in PlusOne, you can do this by clicking on a pop-up when dispensing to an eligible customer.

1. Click on the pop-up notification.



2. You will be directed to a printer dialogue box, where you can select which printer you would like to choose as your default and alter any printing properties. Select **OK**. The selected settings are saved to the local database and leaflets will print automatically for eligible customers.

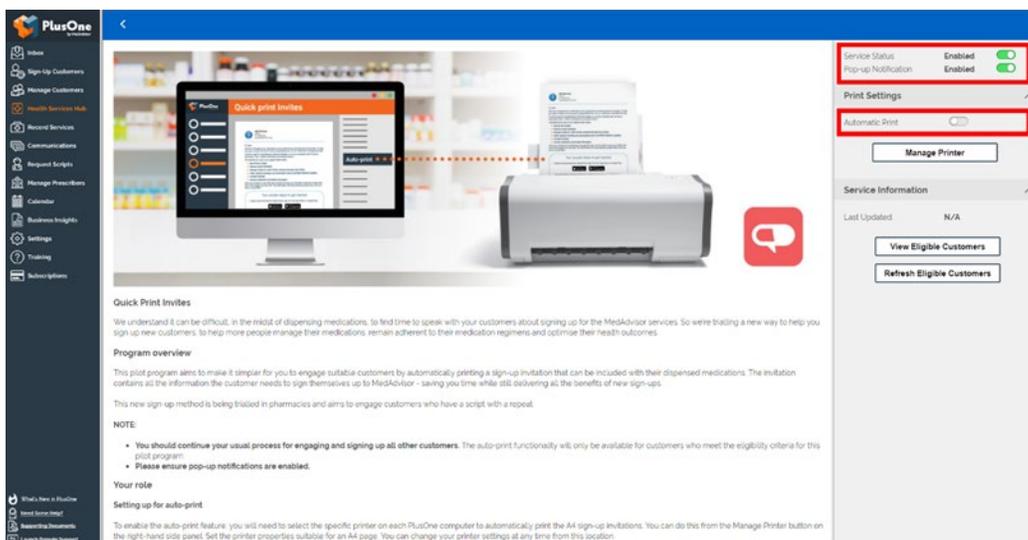


NOTE: Printer settings need to be configured for each PlusOne workstation.

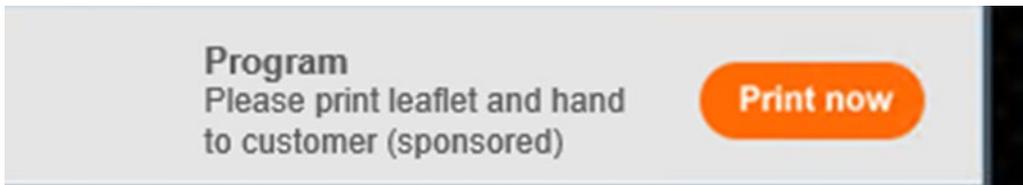
SWITCHING THE QUICK PRINT FEATURE TO MANUAL PRINTING

The Quick Print **auto-print feature is enabled by default**. To change the settings to manual printing:

1. Navigate to the program tile in the Health Services Hub.
2. On the right side of the screen under **Print Settings**, disable **Automatic Print**. Leave the service status and pop-up notification as **Enabled**.



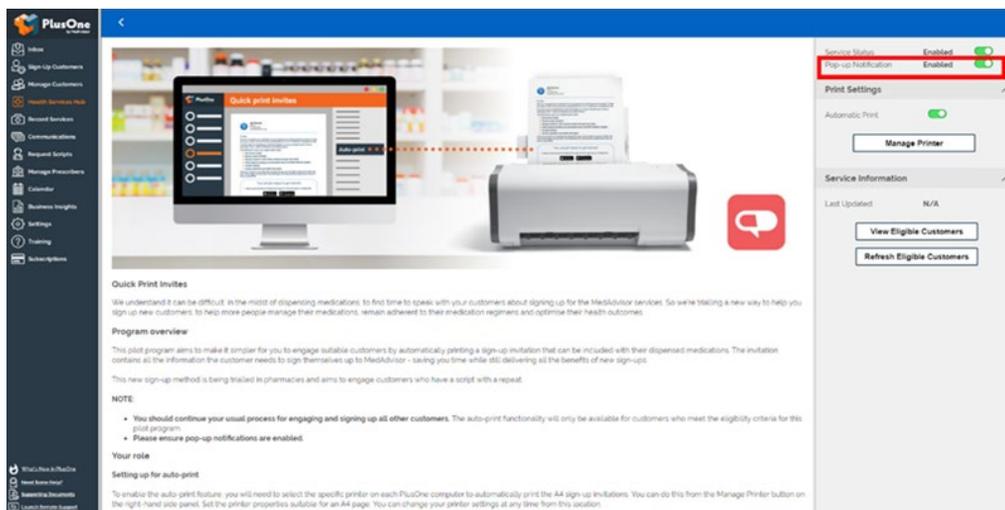
A pop-up notification will occur when dispensing to an eligible customer. To print the leaflet, click on **Print now** in the pop-up, select the printer settings and click **OK**.



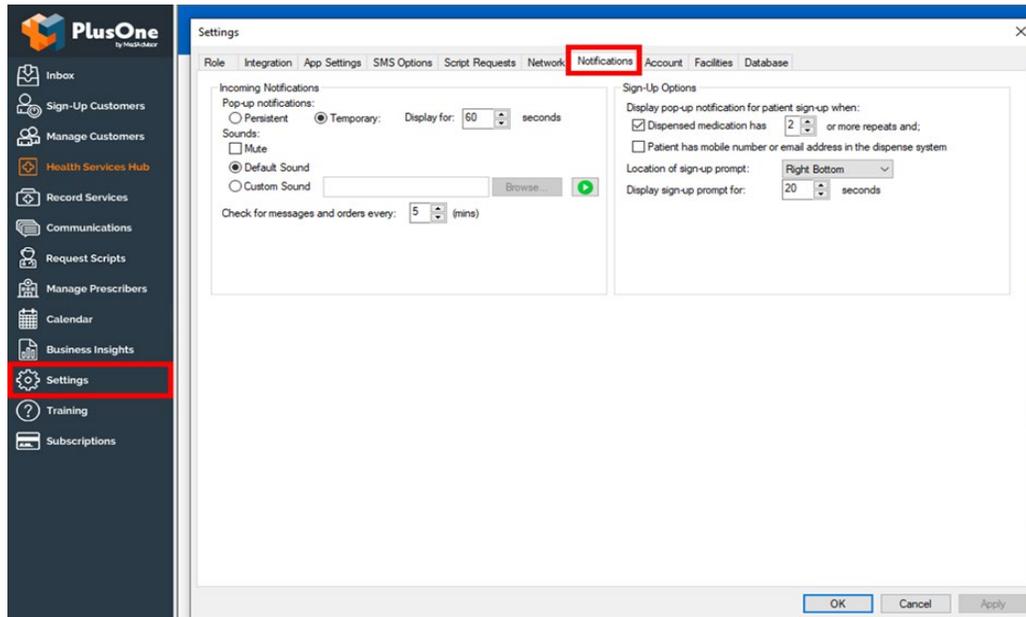
ENABLE POP-UP NOTIFICATIONS

Pop-up notifications must be enabled for the Quick Print feature to be used effectively.

1. Ensure that **Pop-up Notifications** are enabled in the program tile in the Health Services Hub.



2. PlusOne pop-up notifications can also be managed by going to **Settings** on the main left-side menu in PlusOne. Click on the **Notifications** tab and check that **Pop-up notifications** are set to display for at least 60 seconds. Select **Apply** to save any changes.



Make sure all your staff are aware of the Quick Print feature and the leaflets that will print automatically for your eligible customers.