

Quick Print Quick Start Guide Current as of 12/11/2021

Quick Print Quick Start Guide

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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**.

PlusOne		
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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.

Print		×
Printer	14 TACK K. 2552 - 144	
Status:	Ready	primei-paper V Properties
Type:	Remote Desktop Easy Print	
Where: Comment:	15001	Print to file
Print range		Copies
Al		Number of copies: 1
O Pages	from: 0 to: 0	Collate
⊖ Select	ion	
		OK Cancel

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.

Program Leaflet sent to printer (sponsored) Please hand to 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.



 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.



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Printer	
Name: Kyocera TASKalfa 2552	2ci KX on mel-papen V Properties
Status: Ready	
Type: Remote Desktop Easy P	rint
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Obelection	

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.
- 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**.

Program Please print leaflet and hand to customer (sponsored)

Print now

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.

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2		Service Status Pop-up Notification	Enabled Enabled	
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	sign up new customers to help more people manage their medications, remain adherent to their medication regimens and optimise their neath outcomes. Program overview			
	This plot program aims to make its simpler for you to engage subable outsimers by automatically patring a sign-up instation that can be included with their dispensed medications. The instation contains all the information the outsimer needs to sign temperatures up to Medi/Arizor - saving you time while still delivering all the benefits of new sign-ups.			
	This new sign-up method is being bialled in pharmacles and aims to engage customers who have a script with a repeat.			
	NOTE			
	 You should continue your usual process for engaging and signing up all other customers. The auto-print functionality will only be available for customers who meet the eligibility orteria for this point program. Please ensure po-up notifications are enabled. 			
	Your role			
C Maria Nan Arifandra	Setting up for auto-print			
a hanning become	To enable the auto-print feature, you will need to select the specific printer on each Plusche computer to automatically print the A4 sign-up invlations. You can do this from the Manage Printer button on the right-hand side panel. Set the printer properties subtable for an A4 page. You can change your printer settings at any time from this location.			

 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.



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Plus One	Settings X
PlusOne Puiktake Inbox Poo Sign-Up Customers Manage Customers Health Services Hub Record Services	Settings X Role Integration App Settings Surpt Requests Network Notifications Pop-up notifications: Persistent Image: Pop-up notifications Sun-Up Options Daplay pop-up notification for patient sign-up when: Daplay sign-up prompt or more repeats and: Daplay sign-up prompt for: Right Bottom when: Daplay sign-up prompt for: Zo is seconds Daplay sign-up prompt for: Zo is seconds Baplay sign-up prompt for: Zo is seconds Baplay sign-up prompt for: Zo is seconds
Communications Commun	
Subscriptions	
	OK Cancel Apply

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