



User Documentation

All the **Rx30** documentation may be accessed from within **Rx30** using the Web-based version of the **Help** function. Access to the Web-based version is controlled by the *System Option*, **Disable Online Help**, which is initial set to allow access. The option may be found following:

Menu Path:

System→*Parameters*→*F7-Option*→*System Options*→*Page 5*→*Disable Online Help*

The *main Table of Contents* is accessed from any screen which has an active **F9-Help** or **F9-I-Help** function key. The *main Table-of-Contents* is accessed directly when **F9-I-Help** is pressed.

However, the **F9-Help** key opens the Help Manual at a location related to the field in which the cursor is located when it was pressed. To get to the Table-of-Contents after pressing **F9-Help**, press the **[Home]** key to get to the top of the document. Then click on the **Rx30** icon (upper left).

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Rx30 THE PHARMACY SYSTEM

Rx30 User Manual > Fills Menu

4.0 Fill Menu

The **Fills** popup menu contains the function for

- o Retail prescription processing and maintenance,
- o Work flow processing,
- o Daily Log reporting,
- o Control Drug reporting,
- o Retail IV prescription processing and maintenance.

4.0.1 Fills Menu Options

1. [Fill/refill](#)

The **Fill/refill** function provides the facilities to handle all aspects of filling a retail prescription, including the ability to add new patients, doctors, drugs, third party plans, and SIGs. It is also a gateway to the:

- o [Refill](#) function
- o [Rx Refill Process List](#) (a Batch Refill function)
- o [Edit a Refill](#) function

Click image to zoom in and out.

The *Table of Contents* page has two sections:

1. The box labeled **Table of Contents** contains expandable entries for the **Rx30** program
2. The box labeled **Rx30 Manuals** contains expandable entries for the various **Rx30** user guides.

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Rx30
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