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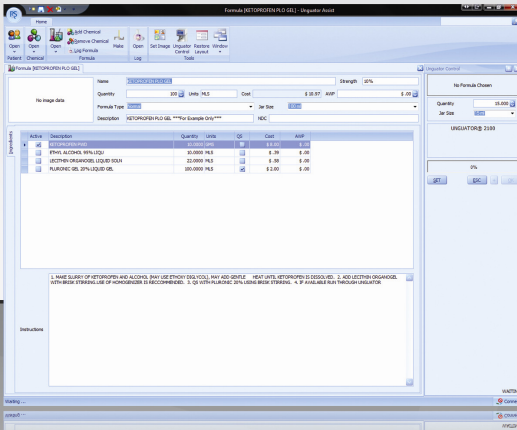
Web: www.unguatorassist.com

User Guide

Version: U2100



UNGUATORASSIST



gako
International AG

RS
RS SOFTWARE

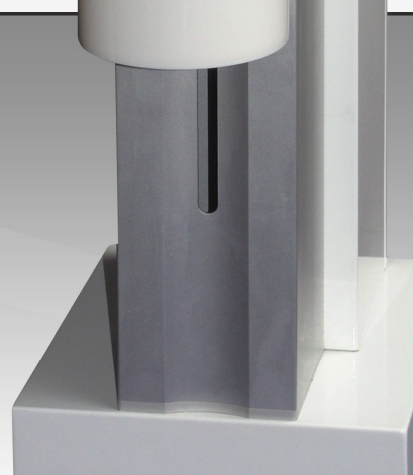


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System Requirements

To operate the Unguator Assist software with the best results it is recommended to use the hardware and software recommended specifications.

Hardware Requirements

Recommended

- IBM compatible 1.2GHz Pentium III or AMD K6-2 CPU
- 128MB of RAM
- 150MB of Disk Space
- 1024x768 Screen Resolution with 32-bit Color of Depth
- Serial Port (RS-232)

Note: One open Serial Port (RS-232) is required for communication with the Unguator Unit.

Minimum

- IBM compatible 350MHz Pentium II or AMD K6 CPU
- 128MB of RAM
- 50MB of Disk Space
- 800x600 Screen Resolution with 256-bit Color of Depth
- Serial Port (RS-232)

Note: One open Serial Port (RS-232) is required for communication with the Unguator Unit.

Software Requirements

Recommended

- Windows 2000/XP Operating System
- Internet Explorer 5.5 or Higher

Minimum

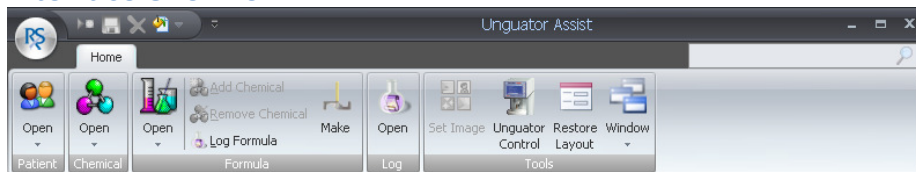
- Windows 98/ME/2000/XP Operating System
- Internet Explorer 4.01 or Higher

Installation

The latest version of the **Unguator Assist** software can be attained by going to the website <http://www.rssoftware.net/>. The first screen that requires input is the “Welcome Screen”. You will be required to click on the next button to continue with the installation process. The following screen allows the user to select the location to install the software to. It is recommended that you press the next button to use the default location for installation. The default location is “**C:\Program Files\RS Software\Unguator Assist**”. Other languages could vary slightly. If you decide to install to an alternative location, please remember to select the same location when performing an upgrade on the software. After selecting the directory, you will be ready to start installation. Press the next button to have the Installation Wizard begin copying files onto your computer. The program bars will track the process. When installation is complete the program will display “**Installation Complete**” message, then you will press the finish button. After doing so you might be prompted to restart your computer. After restarting, the Unguator Assist icon should appear in the Start

General Information

Interface Overview



This interface allows you to access many functions of the Unguator Assist software without having to learn complex menu structures. The Ribbon Bar is broken down to a Quick Access toolbar and RS Button, along with five categories.

Quick Access

This has four default buttons. The first three buttons (*Add New Record*, *Save Record*, and *Delete Record*) only function while you have a patient, chemical or formula record currently open. The last button allows you to change the software's theme to your own personal preference.

RS Button

The RS Button is a simple to use dropdown menu that shares *Add New*, *Save*, and *Delete Record* buttons with the Quick Access toolbar. Added to this list is a *Print* option, all of which cannot be used unless a record is currently opened. *Recent Items* allow you to quickly access the latest accessed records. You also can find the *About*, *Options* and *Exit* options on the bottom of this menu. **About** allows you to view information about the software and has two options for checking license and unlocking the software. **Options** allow you to configure Pharmacy information, Database connection, Unguator settings, and printer options. **Exit** simply closes Unguator Assist safely.

Patient

This allows you to open existing patient records or create a new one.

Chemical

This allows you to open existing chemicals or create a new one.

Formula

This allows you to open existing formulas or create a new one. If you have a formula already open you can quickly add and remove chemicals to your formula. You can also quickly create a log of the formula. You also can click the **Make** feature that sends your formula to Unguator Control panel which controls the Unguator mixing process.

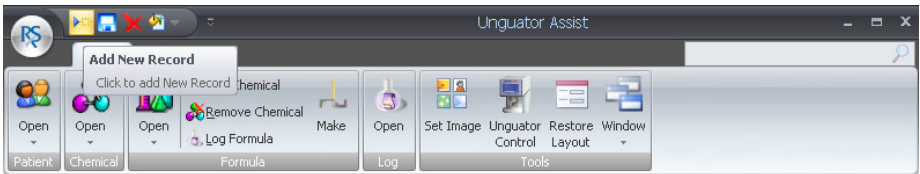
Log

This allows you to open existing logs that have been created for formulas.

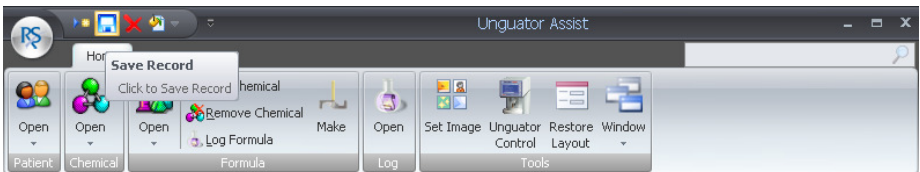
Tools

This section gives you quick access to Set Image, Unguator Control, Restore Layout, and Window features of Unguator Assist. Set Image allows you to assign an image to the currently selected chemical or formula. Unguator Control brings up the Unguator Control panel that allows you to interface with an Unguator. Restore Layout allows you to restore the form layout to the original defaults. Window allows you quick access to any patient, chemical or formula records currently open.

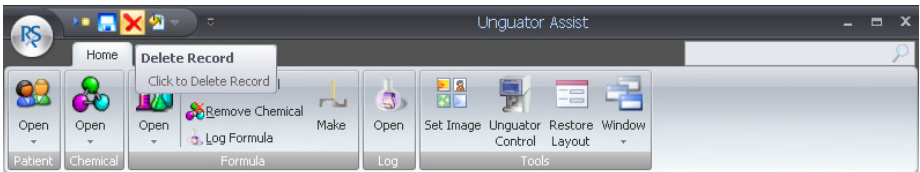
Quick Access - Toolbar



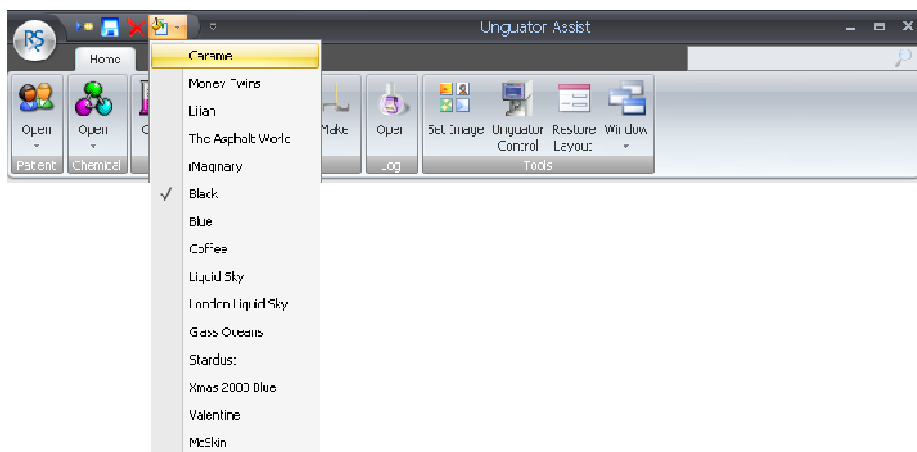
Clicking on the **Add New Record** button will create a new record in the currently selected window, either *Patient*, *Chemical*, or *Formula*.



Clicking on the **Save Record** button will save a newly created record or save changes made to the record currently being edited in the window.

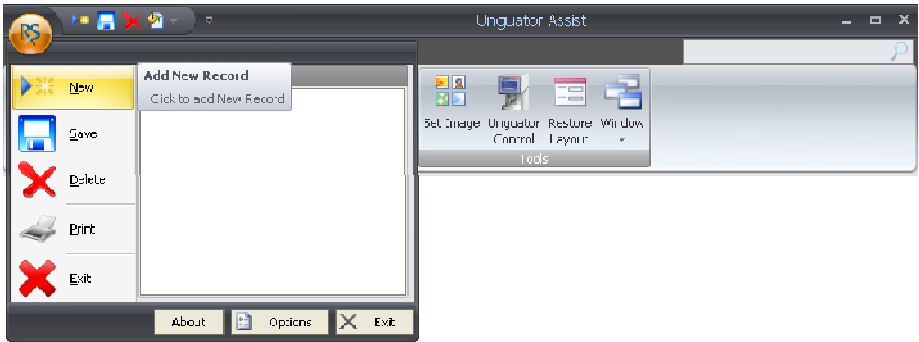


Clicking on the **Delete Record** button will remove the currently selected window.

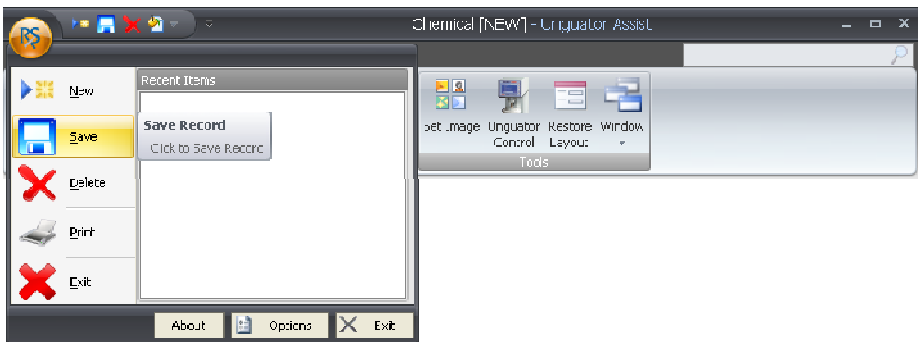


Clicking on the down arrow will bring up the drop down menu for selecting different skins in the Unguator Assist program which can be changed to give it a more customized feel.

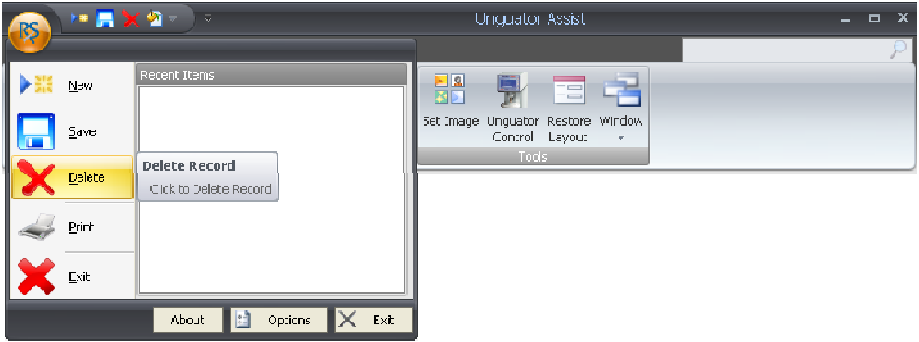
RS Button



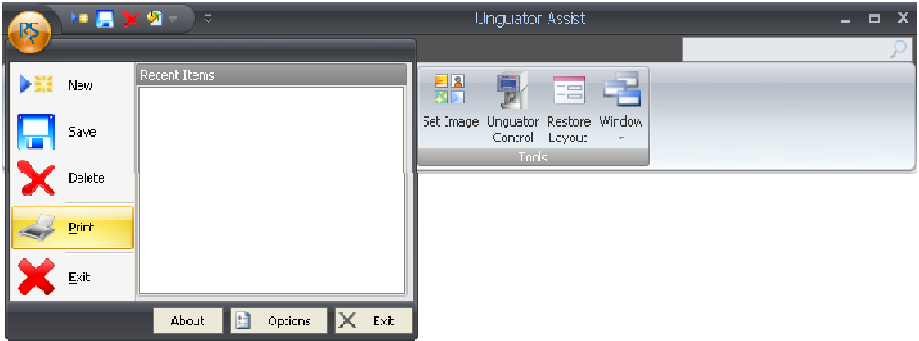
Clicking on the **Add New Record** button will create a new record in the currently selected window, either *Patient*, *Chemical*, or *Formula*.



Clicking on the **Save Record** button will save a newly created record or save changes made to the record currently being edited in the window.

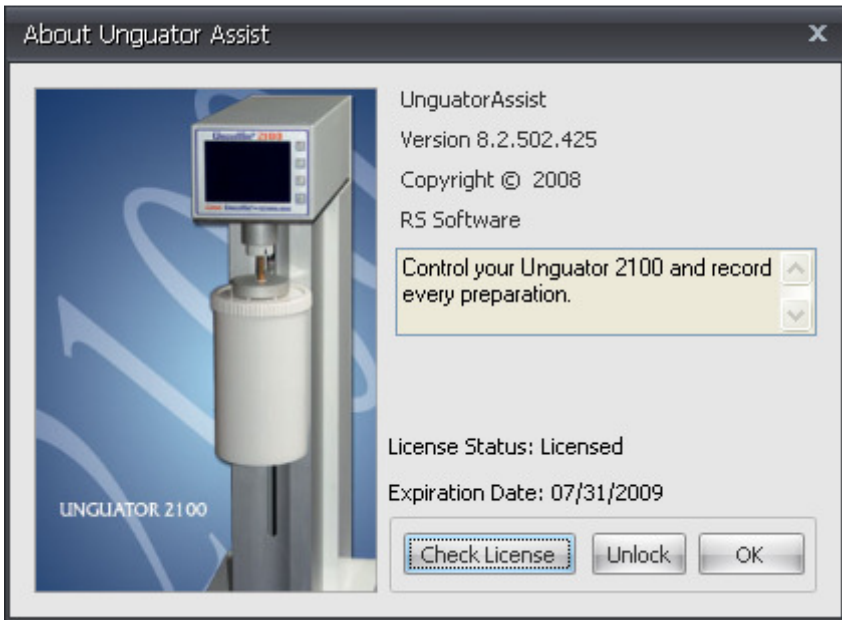


Clicking on the **Delete Record** button will remove the currently selected window.



Clicking on the **Print** button has a few different functions based on what window type you have selected. If you have Formula window selected it will bring up a Print Worksheet window once you input quantity and jar size and hit ok. It will take you to the Print Preview window, this window also comes directly up if you have Patient, Chemical or Log selected. The Print Preview window will allow you to view the data as if you were printing it. Also from the Print Preview you can export to different document types and send via email.

About



About Unguator Assist window shows you information concerning the Unguator Assist software. Including Software Version, License Status and Expiration Date. You also can check and unlock your license from this window by clicking the "Check License" or "Unlock" buttons.

Unlock Program

Unlock Program


Code Entry Number : 248224109

Computer ID : 37750001

Internet Unlock

License ID:

License Password:

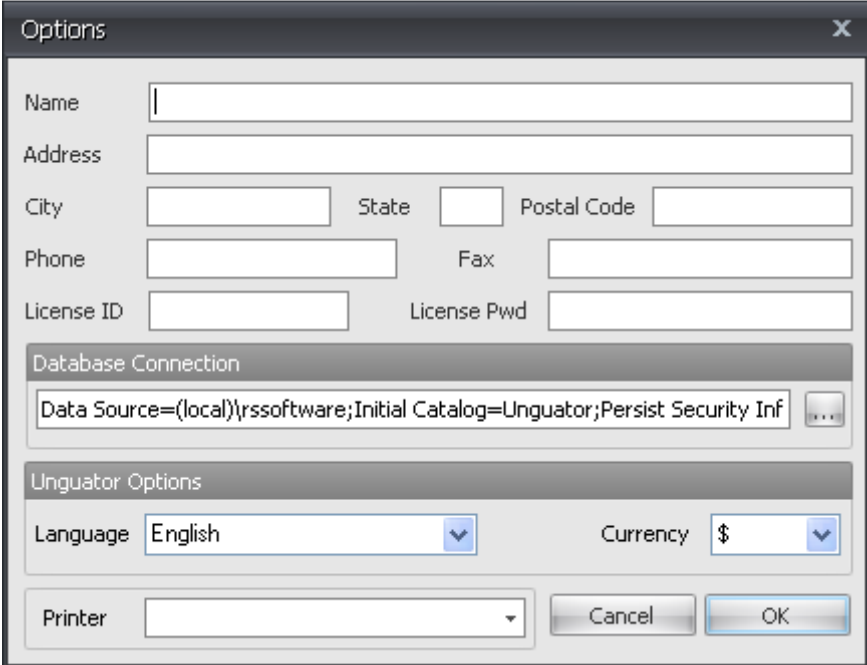
 [Get Internet Code](#)

Activation Code:

Cancel Unlock

Unlock Program window is where you enter your License ID and Password then click “*Get Internet Code*” to get the Activation Code then selecting **Unlock** will unlock the software. For help with this you can contact our Technical Support at US 405-321-5356 or email to tech.support.inquiry@rsssoftware.net.

Options



The screenshot shows the 'Options' dialog box with the following fields and sections:

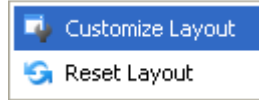
- Name:** Text input field.
- Address:** Text input field.
- City:** Text input field.
- State:** Text input field.
- Postal Code:** Text input field.
- Phone:** Text input field.
- Fax:** Text input field.
- License ID:** Text input field.
- License Pwd:** Text input field.
- Database Connection:** Section containing a text field with the value 'Data Source=(local)\rssoftware;Initial Catalog=Unguator;Persist Security Inf' and a browse button (three dots).
- Unguator Options:** Section containing:
 - Language:** Dropdown menu set to 'English'.
 - Currency:** Dropdown menu set to '\$'.
- Printer:** Dropdown menu.
- Buttons:** 'Cancel' and 'OK' buttons.

Options allows you to input and change the information for your pharmacy, such as pharmacy name, address, city, state, postal code, phone and fax numbers. Database Connection allows you to manually configure the database source that Unguator Assist uses. Unguator Options allows you to select the language and currency the software uses as default and also allows you to set the default printer that the program will use.

Customization

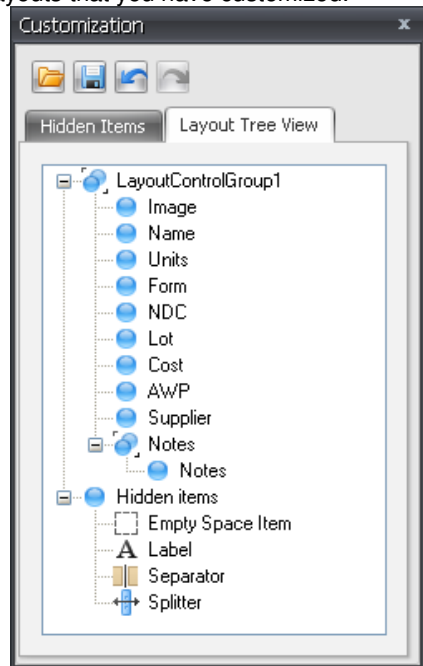
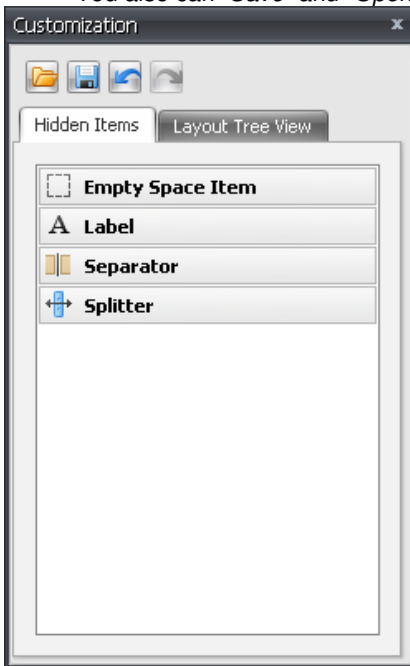
You can customize Patient, Chemical, Formula, and Log data fields by first selecting the tab that you would like to customize, and then right click on the area below the tab where the data area is. This will bring up these two options “*Customize Layout*” and “*Reset Layout*” in a small window.

Select “*Customize Layout*” after doing this will bring up a *Customization* menu for you to modify how you want your data area to look.



Customization has two tabs “*Hidden Items*” and “*Layout Tree View*” shown below.

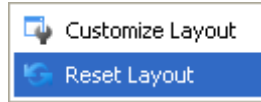
You also can “*Save*” and “*Open*” layouts that you have customized.



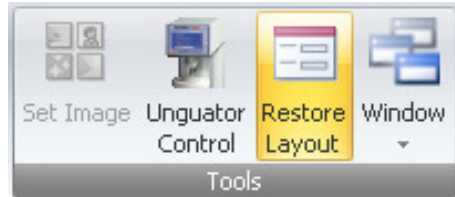
Reset Layout

There are two ways you can reset the layout of Patient, Chemical, Formula, and Log data fields.

The first way is by selecting “Reset Layout” by right clicking in the data area and brings up the window shown to the left.



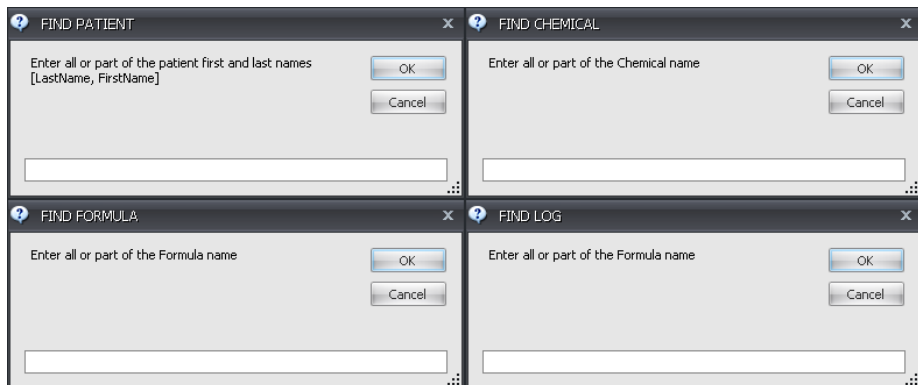
The second way is by click on “Restore Layout” on the Tools menu located on the toolbar.



When you close your form after customizing the layout these changes are saved for when you open this form again.

Navigation

Find



To quickly access each of these find windows you can use shortcut keys.

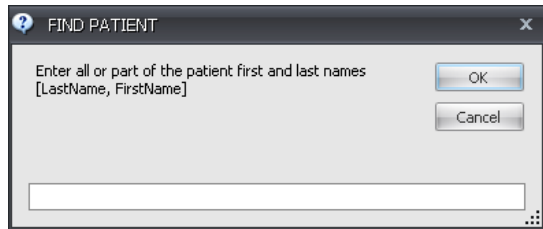
- F4 – Find Patient
- F2 – Find Chemical
- F7 – Find Formula
- F8 – Find Log

Search Entry

Enter all or part of the name that is to be searched. You can use the % sign as a wild card. (Example: Typing an A into the search entry field will return all entries that begin with the letter A; Adam, Anna, Albuterol. But, if you were to put in the search entry field a % sign with an A, then you will receive all entries that have an A anywhere in the entry name; Adam, Anna, Albuterol, Cassie, Mallory). These search features are the same throughout all different search areas.

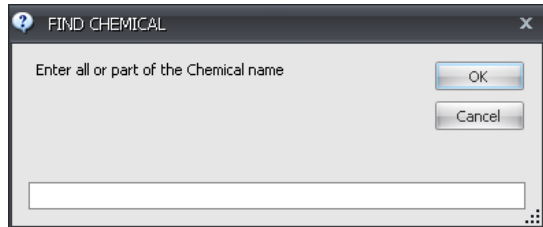
Patient Search

When you have the patient tab selected, you can search by the name of the patient (Last Name, First Name) or by the patient's telephone number.



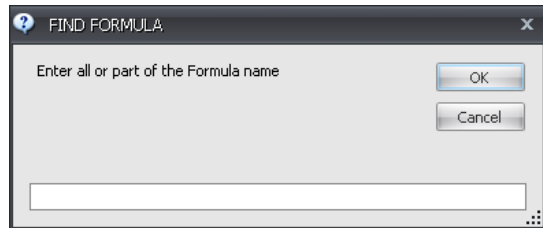
Chemical Search

When you have the chemical tab selected, you can search by the name of the Chemical (default), or you can search also by the NDC number and Lot number.



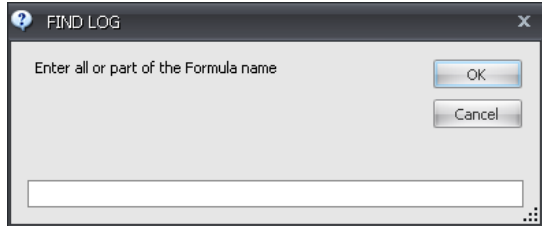
Formula Search

When you have the formula tab selected, you can search by the name of the formula (default), or you can search by the NDC number. When searching by the NDC number, it is the same as searching by the alphabet, if you put a number 1 in the search entry field, all entries beginning with the number 1 will be recalled. If you are to put a %1 in the search entry field, then all NDC's containing a number one anywhere in the sequence will be recalled.



Log Search

When the log tab is selected, you can search by the name of the log, the NDC number and the lot number of the log.



Quick Search

Quick search is used when you have a tab current selected. This allows you to search the category that is selected by the tab (i.e. Patient, Chemical, Formula, or Log) the same way the Find windows search each category.



Note: Quick Search can be found in the top right corner of the program.

Unguator Control Panel

This controls panel allows you to send the Formula to the Unguator for mixing. After you have opened the Formula and have it selected on the tab bar, click on “*Make*” this will send the Formula to the Unguator Control for mixing.

Unguator Control

< Formal Name Here >

Quantity 15.000

Jar Size 15 ml

UNGUATOR® 2100

0%

SET ESC + OK

WAITING

Quantity – Quantity of the Formula

SET – Starts the mixing process for the Formula.

Plus (+) – Is used to navigate through a manually selected mix.

Jar Size – Size of the Jar used for mixing.

ESC – Is used to cancel a mix process.

OK – Confirms a selection

Unguator Connection

To connect Unguator Assist to the Unguator, first verify that you have the Unguator connected correctly to the computer running Unguator Assist. Then place your mouse over the “*Connect*” on the bottom right corner of the status bar (shown below) you will see a small window come up that says “*Click to Switch Connection State*” (shown to right). Click on the “*Connect*” on the status bar, this will connect Unguator Assist to the Unguator and your status bar will update to show this by changing the message to “*Disconnect*” with a green check mark. To disconnect just click on the “*Disconnect*” on the status bar and this will disconnect Unguator Assist from the Unguator and will update to show this by changing the message to “*Connect*” with a red circle.

Unguator Connect

Click to Switch Connection State

Connected to Unguator

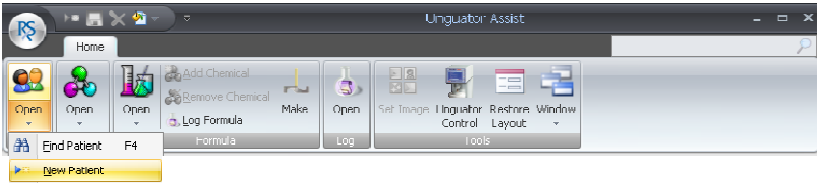


Disconnected from Unguator



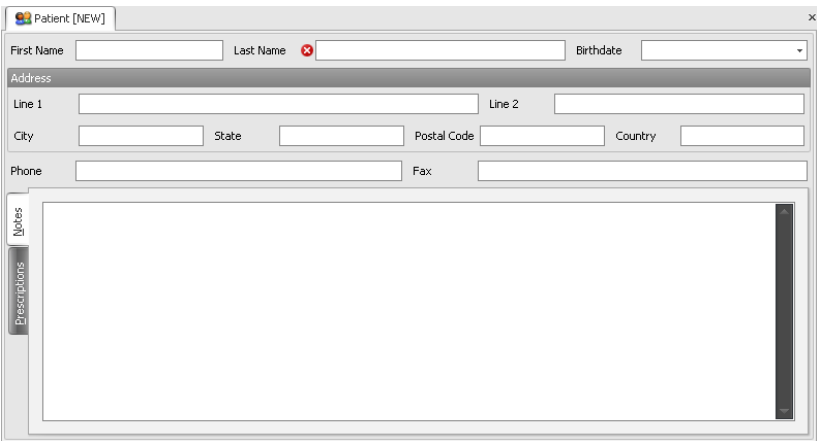
Patient

The “Patient” tab displays general information about each patient. Only one patient may be viewed at a time. You can switch to other open patient tabs by clicking their respective tab or by selecting the patient tab from the *Window* drop down menu.



New Patient

To add a new patient, click the *Open* drop down menu and select *New Patient*. This will bring up a new Patient tab, after all the data is entered you can save using the “Save” option from either the RS Button or Quick Access toolbar.



First Name – First name of Patient.

Birth date – Birth date of Patient.

Address Line 2 – Second line of Patient Address.

State – State of Patient address.

Country – Country of Patient residence.

Fax – Fax number of Patient.

Last Name – Last name of Patient. ¹

Address Line 1 – First line of Patient Address.

City – City of Patient address.

Postal Code – Zip code of Patient address.

Phone – Phone number of Patient.

Notes – Notes about Patient profile.

¹ Required Field

Edit Patient

To edit a patient, you first have to open the patient record by using the *Find* feature. Once you have the patient open you can edit all the fields just as if you had created it new. After the patient record has been edited all you need to do is save it from either the RS Button or Quick Access button.

Delete Patient

To delete a patient record, you first have to open the patient record by using the *Find* feature. After the patient record has been opened and the patient tab is selected you can delete it from either the RS Button or Quick Access button.

Prescription Tab

Add Prescription

By clicking on the “*Click here to add a new row*” will create a new Prescription for the currently selected Patient.

The screenshot shows a software window titled "Patient [NEW]". It has several input fields: "First Name", "Last Name" (with a red 'x' icon), "Birthdate", "Address" (with "Line 1" and "Line 2" sub-fields), "City", "State", "Postal Code", "Country", "Phone", and "Fax". Below these is a "Notes" section containing a table with the following columns: "Date", "Log", "Quantity", "Cost", "Price", "Doctor", and "Notes". The table currently has one row with a "*" in the "Date" column and the text "Click here to add a new row" in the "Notes" column. At the bottom of the window is a toolbar with navigation icons and a "minus" icon.

Date – Date of Prescription.

Log – Summary of Log entry. (Required)

Quantity – Quantity of Prescription.

Cost – Cost of Prescription.

Price – Price of Prescription.

Doctor – Name of Doctor.

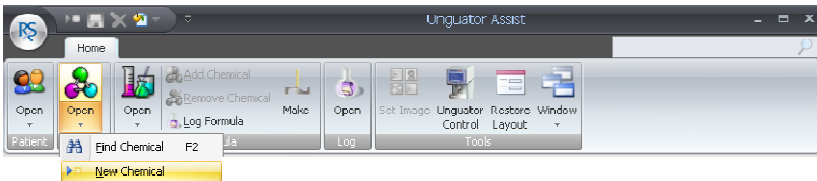
Notes – Notes for patient; directions for prescription.

Delete Prescription

To delete a Prescription, first select the Prescription record that you want to delete then select the “*minus*” shown below from the toolbar.

Chemical

The “Chemical” tab displays general information about each user defined chemical to be used in a formula. Only one chemical may be viewed at a time. You can switch to other open chemical tabs by clicking their respective tab or by selecting the chemical tab from the *Window* drop down menu.



New Chemical

To add a new chemical, click the *Open* drop down menu and select *New Chemical*. This will bring up a new Chemical tab, after all the data is entered you can save using the “Save” option from either the RS Button or Quick Access toolbar.

 A screenshot of the "Chemical [NEW]" form. The form has a title bar "Chemical [NEW]". On the left, there is a placeholder for an image with the text "No image data". The main form area contains several input fields: "Name" (with a red asterisk indicating it is required), "Units", "Form", "NDC", "Lot", "Cost per Unit" (with a dropdown set to "\$.000"), "AWP per Unit" (with a dropdown set to "\$.000"), and "Supplier". Below the input fields is a "Notes" section with a large text area.

Name – Name of Chemical. ^{1 2}

Units – Used to specify the base cost and AWP on a common measurement.

NDC – National Drug Code. ^{2 3}

Cost per Unit – This is based on the pharmacy’s cost for one unit of the selected chemical.

Supplier – The supplier of the chemical. ³

Form – The Chemical form is an informational field. ³

Lot – The lot number of the chemical is used. ³

AWP per Unit – This is based on the pharmacy’s price for one unit of that chemical.

Notes – Notes of a chemical. ³

¹ Required Field

² Searchable by using the Find or Quick Search features.

³ For Reference only

Edit Chemical

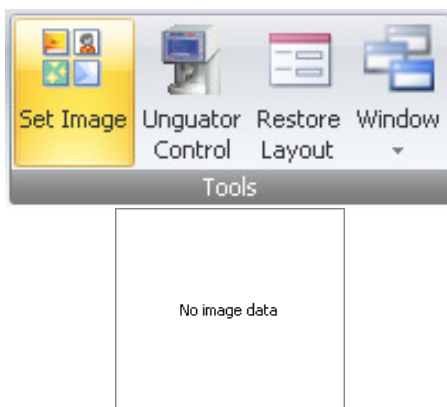
To edit a chemical, you first have to open the chemical record by using the *Find* feature. Once you have the chemical open you can edit all the fields just as if you had created it new. After the chemical record has been edited all you need to do is save it from either the RS Button or Quick Access toolbar.

Delete Chemical

To delete a chemical record, you first have to open the chemical record by using the *Find* feature. After the chemical record has been opened and the chemical tab is selected you can delete it from either the RS Button or Quick Access toolbar.

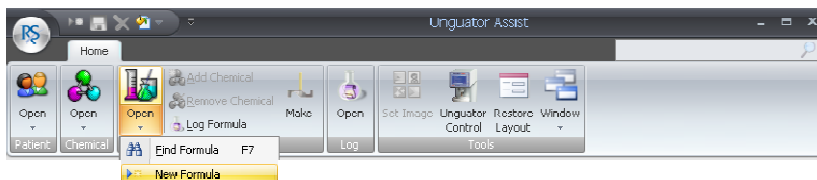
Set Image

This allows you to add an image to the “*No image data*” box in the data area of the Chemical selected on the tab bar. If you have an image already assigned this will allow you to change the image another image.



Formula

The “Formula” tab displays general information about each Formula. Only one Formula may be viewed at a time. You can switch to other open Formula tabs by clicking their respective tab or by selecting the Formula tab from the *Window* drop down menu.



New Formula

To add a new Formula, click the *Open* drop down menu and select *New Formula*. This will bring up a new Formula tab. To save select the “Save” option from the RS Button or Quick Access toolbar.

 A screenshot of the 'Formula [NEW]' dialog box. It contains the following fields and controls:

- Name:** A text input field with a red 'X' icon on the left.
- Strength:** A text input field.
- Quantity:** A text input field with a red 'X' icon on the left, a spinner control, and a 'Units' dropdown menu.
- Cost:** A text input field with a '\$' symbol and a spinner control.
- AWP:** A text input field with a '\$' symbol and a spinner control.
- Formula Type:** A dropdown menu currently set to 'Normal'.
- Jar Size:** A dropdown menu currently set to '50 ml'.
- Description:** A text input field.
- NDC:** A text input field.
- Ingredients:** A table with columns: Active, Description, Quantity, Units, QS, Cost, and AWP.
- Instructions:** A large text area for entering instructions.

Name – The Formula name. ^{1,2}

Quantity – The strength of the Formula. ¹

Cost – The cost of the Formula is derived directly from ingredients. Can be modified using the chemical window to set the cost per unit of each chemical. Changes made will show immediately.

Formula Type – Use the drop down menu to specify which mixing option the Formula will use most useful in Unguator automation.

Description – Description of Formula to be made.

Strength – The strength of the Formula.

Units – Unit of measurement for the Formula.

AWP – The AWP or price field will reflect changes made in ingredients grid and will show immediately.

Jar Size – Use the drop down to specify which jar size the formula will use most useful in Unguator automation.

NDC – National Drug Code. ²

¹ Required Field

² Searchable by using Find or Quick Search features.

Edit Formula

To edit a Formula, you first have to open the Formula record by using the *Find* feature. Once you have the Formula open you can edit all the fields just as if you had created it new. After the Formula record has been edited all you need to do is save it from either the RS Button or Quick Access toolbar.

Delete Formula

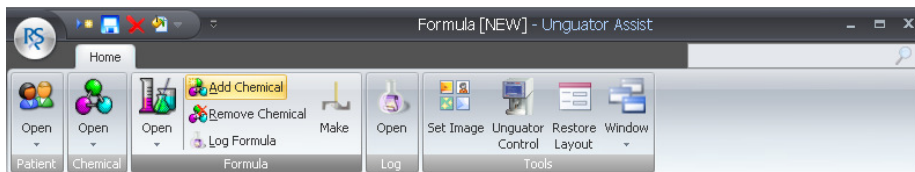
To delete a Formula record, you first have to open the Formula record by using the *Find* feature. After the Formula record has been opened and the Formula tab is selected you can delete it from either the RS Button or Quick Access toolbar.

Ingredients Tab

Add Chemical

By clicking on the “*Add Chemical*” will allow you to add a previously created chemical to the Ingredients tab for the currently selected Formula. Once you have added a chemical you can save the Formula by selecting “Save” option on the RS Button or the Quick Access toolbar

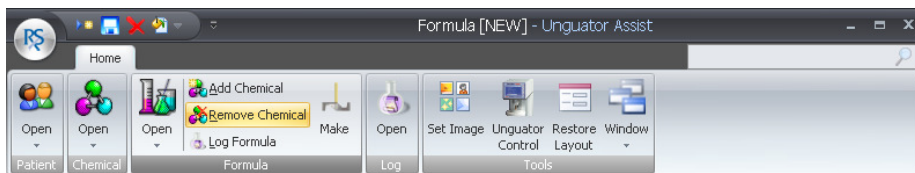
REMEMBER: Any changes made here will not be reflected in an existing log instance of the current formula.



Remove Chemical

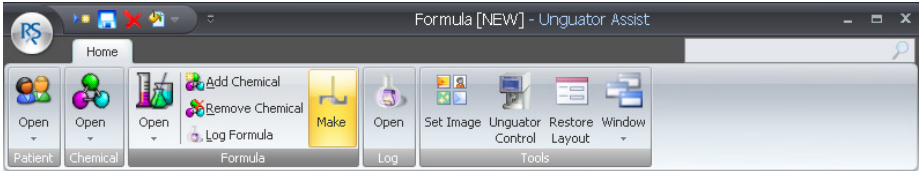
To remove a Chemical from the Ingredients tab, first select the Chemical to be removed. Then click on the “*Remove Chemical*”. This will remove the Chemical from the list, now you need to just save the Formula using the “Save” option on the RS Button or the Quick Access toolbar.

REMEMBER: Any changes made here will not be reflected in an existing log instance of the current formula.



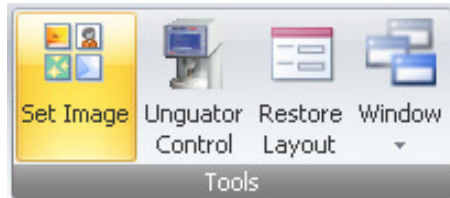
Make

There are multiple ways to prepare a Formula for mixing. You can open a Formula or select a Formula tab that is currently open. If you do not have any Formula's open you can select "Make" and it will prompt you to open an existing Formula. Once you have the Formula selected, select "Make" to send the Formula to the Unguator Control Panel.



Set Image

This allows you to add an image to the "No image data" box in the data area of the Formula selected on the tab bar. If you have an image already assigned this will allow you to change the image another image.



Log Formula

To Log a Formula, first select the Formula tab that you want to create a log for and then click on the “Log Formula” option. If you do not select a Formula before selecting Log Formula, you will be prompted to search for a Formula to be logged.



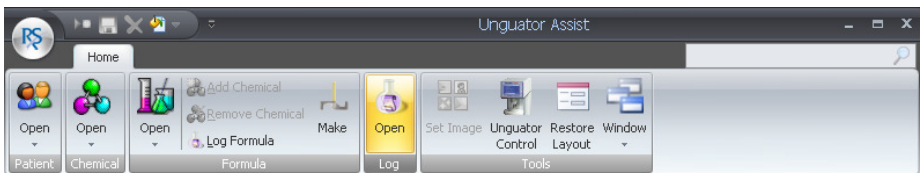
This will bring up a confirmation window that will show you the Formula name that is being logged. In this window you can input Quantity and select a Jar Size. You also have two areas for a Pharmacy Technician to initial in the “Logged” box and a Pharmacist to initial in the “Verified” box.

NOTE: The “Logged” and “Verified” boxes must both be completed before continuing.

A screenshot of the "Log Formula" dialog box. It has a title bar with "Log Formula" and a close button. The main area contains a text field with the placeholder "< Formula Name Here >". Below this are two rows of input fields: "Quantity" with a numeric spinner set to "100.", and "Jar Size" with a dropdown menu set to "100 ml". To the right of these are two empty text boxes labeled "Logged" and "Verified". At the bottom are "Cancel" and "OK" buttons.

Open Formula Log

To open an existing Formula Log, click on “Open” above the “Log” on the toolbar.



Tabs

Ingredients

This tab displays Formula and Chemical contents. Here you may change the chemical makeup of a formula by adding, deleting, or modifying chemicals and their quantities.

Log [KETOPROFEN PLO GEL CUSTOM]

Name: KETOPROFEN PLO GEL CUSTOM Strength: 10% Lot: 09/18/2008:044302

Quantity: 50 Units: MLS Jar Size: 50 ml Formula Type: Manual

Date: 9/18/2008 Logged: ABC Verified: ABC NDC:

Cost: \$ 10.973 AWP: \$.000 Description: CUSTOM MIX ***For Example Only***

Name	Form	Quantity	Units	Cost	AWP	Lot	Supplier	NDC
> KETOPROFEN	PWD	10.0000	GMS	\$ 0.000	\$.000	123456	MERIDIAN	62991108801
ETHYL ALCOHOL 95%	LIQU	10.0000	MLS	\$.390	\$.000	22333	MCE	
LECITHIN ORGANOGEL LIQUID	SOLN	22.0000	MLS	\$.583	\$.000	1212	MCE	62991156701
PLURONIC GEL 20% LIQUID	GEL	100.0000	MLS	\$ 2.000	\$.000	2121	MCE	

Notes

Name – Name of Chemical.

Form – The Chemical form is an informational field.

Units – Used to specify common measurement.

AWP – Pharmacy’s price for one unit of the chemical.

Supplier – The supplier of the chemical.

Quantity – Quantity of Chemical.

Cost – Cost for one unit of the chemical.

Lot – The lot number of the chemical.

NDC – National Drug Code.

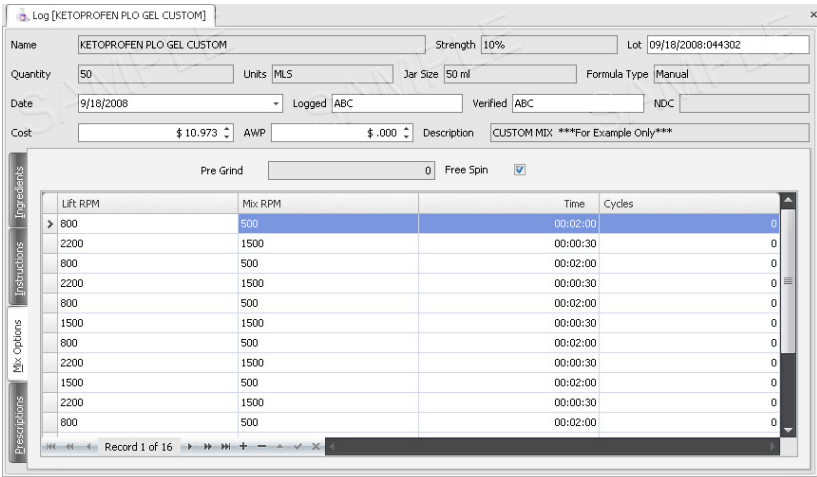
Instructions

This tab allows you to document instructions on how to create the Formula currently selected.

The screenshot displays the 'Log [KETOPROFEN PLO GEL CUSTOM]' window. The interface includes a header bar with the title and a close button. Below the header, there are several input fields for formula details: Name (KETOPROFEN PLO GEL CUSTOM), Strength (10%), Lot (09/18/2008;044302), Quantity (50), Units (MLS), Jar Size (50 ml), Formula Type (Manual), Date (9/18/2008), Logged (ABC), Verified (ABC), NDC, Cost (\$ 10.973), AWP (\$.000), and Description (CUSTOM MIX ***For Example Only***). A vertical sidebar on the left contains four tabs: Ingredients, Instructions (selected), Mix Options, and Prescriptions. The main content area shows the following instructions: 1. MAKE SLURRY OF KETOPROFEN AND ALCOHOL (MAY USE ETHOXY DIGLYCOL), MAY ADD GENTLE HEAT UNTIL KETOPROFEN IS DISSOLVED. 2. ADD LECITHIN ORGANOGEL WITH BRISK STIRRING. USE OF HOMOGENIZER IS RECOMMENDED. 3. QS WITH PLURONIC 20% USING BRISK STIRRING. 4. IF AVAILABLE RUN THROUGH UNGUATOR.

Mix Options

If a standard mix does not suit the needs of the formula being made, then you may do a custom mix by setting “*Formula Type*” on the Formula tab to “*Manual*”. This will allow you create the custom mix options for you like set for the Formula currently selected.



Pre Grind – The pre-grind setting allows for 0 to 3 different preset functions to be selected for a mix. These will be unused unless at least one manual function is set. Typing a Zero in this box will specify that no pre-grind is required.

Lift RPM – Specifies the speed at which the arm moves up and down.

Min: 24RPM
Max: 2880RPM

Time – Mix time specifies the length of time that the current dataset will run. If cycles are not set to a value of zero, then the time value will not be used.

Min Time: 00:00:00
Max Time: 08:30:00

Free Spin – The free spin can be toggle on and off with this check box setting.

Mix RPM – Specifies the speed at which the mixing blade mixes.

Min: 12RPM
Max RPM per Jar size:

15-30mL – 2500RPM
50-200mL – 2300RPM
300-500mL – 2100RPM
1000mL – 2000RPM

Cycles – Specifies the number of up/down cycles that the current dataset will run. If the mix time is **NOT** set to a value of **Zero**, then the cycles should not be used.

Min Cycles: 0
Max Cycles: 256

Prescriptions

This tab displays information about each log entry that has been associated with a patient.

Log [KETOPROFEN PLO GEL CUSTOM]

Name: KETOPROFEN PLO GEL CUSTOM Strength: 10% Lot: 09/18/2008;044302

Quantity: 50 Units: MLS Jar Size: 50 ml Formula Type: Manual

Date: 9/18/2008 Logged: ABC Verified: ABC NDC:

Cost: \$ 10.973 AWP: \$.000 Description: CUSTOM MIX ***For Example Only***

Date	Patient	Quantity	Cost	Price	Doctor	Notes
Click here to add a new row						

Record 0 of 0

Patient – Patient Name.

Date – Date of Prescription.

Cost – Cost for one unit of the selected chemical.

Doctor – Doctor who prescribed Prescription.

Quantity – Quantity of Prescription.

Price – Price for one unit of the selected chemical.

Notes – Prescription Notes.

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