

Chapter 3

Understanding the Features and Navigation


This chapter—

- Describes the key features of RxSolution
- Familiarizes the user with commands and terms used in RxSolution

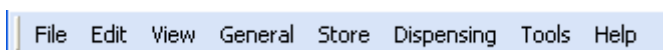
Identifying the Parts of the Screen

Title Bar



The title bar provides information about RxSolution. The name and version of the program as well as its connection and the current user are displayed. In addition, the minimize, maximize, and close buttons——are located on the title bar.

Menu Bar



The menu bar shows the various options available under specific headings. Each menu item uses a drop-down list to reveal additional options when clicked, for example, **File** allows you to choose from **Log Off**, **Print Setup**, **Reports**, and **Exit**.



Note: If a menu option is grayed out, this means that the current user is not authorized to use that particular function.

Toolbar



The toolbar provides easy access to the most frequently used options on the menu bar. These options each have a button with an icon and a description. The purpose of the toolbar is to allow users to access the different parts of RxSolution easily.

Status Bar

The status bar is located at the bottom of the screen and provides feedback to the user. While some operations are being performed, various descriptions and other information are displayed on the status bar (see below).

Requisition - Add/Edit/Delete Products

Requisition **Posted** **FRE-REQ/06-03-0001**

Office Details		Demander: ARV - [Ward 5] [W5]		Costs	
Date:	14/03/2006	Account:	0001 Dora Ngiza [0001 ARV]	Pot Cost:	R 17.81
Items:	3	Requested By:	Paterson, Mark	Diff:	R 130.31
Voucher:		Authorised By:	Paterson, Mark	Iss. Cost:	R 148.12
Posted?:	14/03/2006	Issued By:	Gowar, Rodney (-)	Charges:	R 0.00
	RPM, MSH	Received By:	Paterson, Mark	TOTAL:	R 148.12

Items Notes History

Code	ICN	ECN	Description	Max	Dem ...	Avail	Requ...	Issued	Pack Cost	TOTAL	Potential	Comple...	Gro...	Gro...	NSN
00008006		00008042	Acyclovir (Cyclivex) 5% Cream: 2	0	-1	0	1	0	R 0.00	R 0.00	R 0.00	<input type="checkbox"/>			
L60130021 3800377		L6013024	Albendazole 100mg/5ml Suspens	0	-1	0	1	2	R 6.56	R 13.12	R 6.56	<input type="checkbox"/>			180009
T10080044 8701100		T1008041	Acyclovir 200mg Tablet; 25 Table	0	-1	7	1	12	R 11.25	R 135.00	R 11.25	<input type="checkbox"/>	Group 1	Group 2	180256

R 148.12 R 17.81

Requisition Demander Budget: R 0.00 Cost

Close Balance (Before Transaction): R 0.00 R 148.12

Mastering the General Procedures

Basic Computer Operations

RxSolution has been developed in line with generally accepted software standards, in particular those of Microsoft Windows. The mouse and the keyboard are the two devices that you will use most often when using RxSolution. The following tables describe briefly how to perform some basic computer operations. Table 3-1 describes keyboard operations, and Table 3-2 describes operations using the mouse.

Table 3-1. Keyboard Operations

Operation	Keys	Method
Capitalization	Shift	Hold the <i>Shift</i> key down on the keyboard while pressing the letter that needs to be capitalized.
	Caps Lock	If the whole word has to be in capitals, press the <i>Caps Lock</i> key on the keyboard once. Type the word and then press the <i>Caps Lock</i> key on the keyboard again to turn this function off.
Spaces	Space bar	Spaces between words are made using the space bar at the bottom of the typing area of the keyboard.
Moving between fields	Tab	The <i>Tab</i> key can usually be used to move from one field on a window to the next. Follow the cursor (i.e., the mouse pointer, which will appear as a flashing vertical line when located in a typing area) to see where the typing will appear.
Deleting letters or numbers	Delete or Backspace	To delete characters such as letters or numbers, position the cursor in front of the character and press the <i>Delete</i> key. OR Position the cursor after the character and press the <i>Backspace</i> key. This key is often indicated with an arrow pointing to the left and is located on the top right-hand side of the typing area of the keyboard.

Table 3-2. Mouse Operations

Operation	Method	Result
Click	Position the mouse pointer on the object that you want to select or where the cursor should appear, and press the left-hand button on the mouse once.	The object will be selected. OR The cursor will appear in the block to allow for typing.
Double click	Position the mouse pointer on the text that you want to select, and press the left-hand button on the mouse twice while keeping the mouse in the same position.	Text will be highlighted.
Right click	Position the mouse pointer on the object that you want to select, and press the right-hand button on the mouse once.	A shortcut menu will appear with different options—to select an option, left click with the mouse on the appropriate option.

Operation	Method	Result
Resize columns	Hover the cursor over the vertical line dividing column headings until it turns into a double-headed arrow. Click and hold the left mouse button down while moving the mouse in the direction in which you want the object to move. Release the mouse button when the object is in the desired location.	The column will get wider or narrower, as desired.
Drag/Move	Click once with the left-hand mouse button, and hold the button down while moving the mouse in the direction in which you want the object to move. Release the mouse button when the object is in the desired location.	Relocating windows or objects, including columns.










How Do I Navigate the Screens in RxSolution?



These navigation buttons (also referred to as *icons*) provide a way to move from one record to another in RxSolution. They allow users to perform quick actions at a click. All the buttons function similarly throughout RxSolution. Table 3-3 describes functions of the navigation buttons and their shortcuts.

Table 3-3. Functions and Shortcut Keys of the Navigation Buttons

Icon	Keys and Shortcuts	Function
	Ctrl and Home (press together)	Go to the first record in the list
	Page Up (PgUp)	Go up one page
	Up arrow ↑	Go to the previous record
	Down arrow ↓	Go to the next record
	Page Down (PgDn)	Go down one page
	Ctrl and End (press together)	Go to the last record in the list

Icon	Keys and Shortcuts	Function
	Insert	Add a new record
	Delete	Delete the current record
	No shortcut	Edit the current record (Provides a variety of drop-down lists in each module.)
	No shortcut	Save the current record
	No shortcut	Start the search window dialogue
	No shortcut	Apply a filter (i.e., select a specific set of records)
	No shortcut	Cancel unsaved changes
	No shortcut	Customize the browse window (i.e., select which columns to display or hide)
	No shortcut	Refresh the browse window (i.e., refresh a list)

How Do I Recognize a Field That Can Be Edited?


When a field is available for editing, it will appear in color on the screen rather than being grayed out. These fields can then be selected either by pressing the *Tab* key or by clicking with the mouse in the field you want to edit.



In some instances, fields may not be available to be edited. The field will still be visible, but when you click with the mouse or move with the *Tab* key, the cursor will not go to that field. A field that cannot be edited will be grayed out.

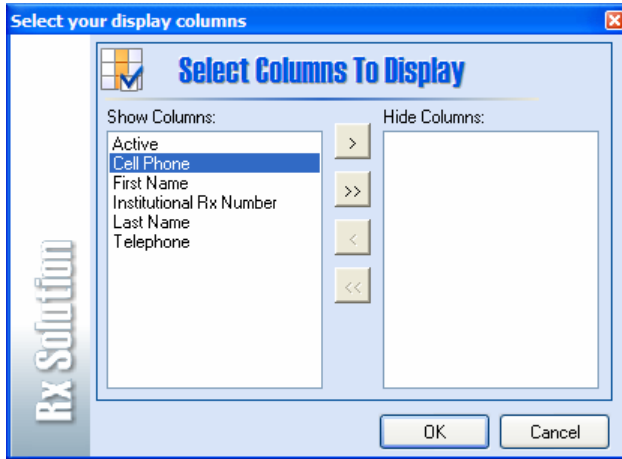
How Do I Customize Views and Windows?

Views and windows can be customized to suit individual preferences or to make finding specific items easier. Columns on the screen can be rearranged by clicking on the column heading and dragging it to a new position in the heading area.

Hiding and Showing Columns

Columns can be hidden or shown by using the eye icon  from the navigation buttons on many screens. The form below (the **Select Columns To Display** screen) will open to select the columns to display or hide. To hide or show a column, you must select it and then use the arrows in the middle to move it to the **Hide Columns** or the **Show Columns** side. To hide one

column, click on the single arrow button . To hide all the columns, click on the double arrow button . Click on the **OK** button to save or the **Cancel** button to cancel the changes to the display.



Using Filters

In most cases in RxSolution, columns will have a drop-down list button next to the column heading. By clicking on the drop-down list button, specific filters can be set. A list of available fields is displayed, and you can choose which field or fields to display. Using filters to display certain fields groups all the information and makes finding selected records easier. Filters can be created by using a combination of fields.

Code	I...	Description	Pack Cost	O..	On Hand
L3005004610112	254	Abacavir 20mg/ml Liquid, Internal; 240 ml [PO]	\$201.07	0	(All)
T1005005700216	253	Abacavir 300mg Tablet; 60 Tablet [PO]	\$468.02	0	(Custom...)
11102508740186		Caffeine BP Powder; 500 gm	\$0.00	0	8
11131008740186	300	Charcoal, Activated BP Powder; 500 gm	\$25.00	0	10
					15

Once the filter option has been selected, an **X** (with a description of the selected criteria) will be displayed on the bottom left side of the screen (as indicated by the red arrow in the following screen). In the following screen, the filter is set to show only the stock items with a 0 quantity on hand (as indicated by the red arrow above).


PRODUCT CATALOG: (Institutional EOL)

Drag a column header here to group by that column

Code	ICN	NSN	Description	Pack Cost	On Hand	Ordered	Bin	ECN	Re-Order
L0005004610112	2549		Abacavir 20mg/ml Liquid, Internal, 240 ml [PO]	\$201.07	0	0	0 ARV		A
T0238704430246	2522		Elavirenz 200mg Capsule; 90 Capsule [PO]	\$272.82	0	0	120 ARV		A
L3423608930216	2548		Lopinavir, Ritonavir 80mg/20mg/ml Liquid, Internal, 60 ml [PO]	\$41.10	0	0	0 ARV		A
T1491204430268	2552		Nevirapine 200mg Tablet; 46 Tablet [PO]	\$44.77	0	0	0 ARV		A
L3608609320246	2551		Ritonavir (Norvir) 80mg/ml Liquid, Internal, 90 ml [PO]	\$80.22	0	0	0 ARV		A
T0608602100216	2532		Ritonavir 100mg Capsule; 60 Capsule [PO]	\$9.59	0	0	0 ARV		A
T0608602100243	2553		Ritonavir 100mg Capsule; 84 Capsule [PO]	\$9.59	0	0	0 ARV		A
T0614004430269	2539		Saquinavir 200mg Capsule; 270 Capsule [PO]	\$540.08	0	0	0 ARV		A
627001220266	8819205	8819205	Sodium Chloride 0.9% LVP, Irrigation; 3000 ml	\$0.00	0	0	0	8819205	A
T0645704520204	2525		Stavudine 20mg Capsule; 56 Capsule [PO]	\$37.83	0	0	0 ARV		A
T0645705790204	2526		Stavudine 30mg Capsule; 56 Capsule [PO]	\$37.83	0	0	0 ARV		A
T0645706500204	2527		Stavudine 40mg Capsule; 56 Capsule [PO]	\$37.83	0	0	0 ARV		A
T1659705700147	2562		Tenofovir 300mg Tablet; 30 Tablet [PO]	\$0.00	0	0	0 ARV		A
T1753502100028	3726835	3726835	Zidovudine 100mg Tablet; 100 Tablet [PO]	\$81.32	0	0	0 ARV	3726835	M
T1753505700028	2519		Zidovudine 300mg Tablet; 100 Tablet [PO]	\$20.03	0	0	0 ARV		A

Products: 15

✖ (On Hand = 0)

Click on the  to remove the filter.

Grouping

Groups can provide a useful way of arranging information. In the following example, all records are grouped based on who the demander is. The records for each demander will then be displayed together with the name of the demander above it.

Demander /				
Requisition No.	Requested	Account	Items	
Demander : Pharmacy [333]				
FRE-RQ/05-02-0001	2005/02/23	79700258 Frere Hospital [2002 CCP Central	0	
FRE-RQ/05-02-0002	2005/02/23	79700258 Frere Hospital [2002 CCP Central	13	
FRE-RQ/05-02-0003	2005/02/23	79700258 Frere Hospital [2002 CCP Central	4	

To group records, select the desired option (e.g., **Demander**) and drag the column heading into the grouping bar (top row in blue below).

Drag a column header here to group by that column			
Requisition No.	Request...	Demander	Account
FRE-RQ/05-02-0001	2005/02/23	Pharmacy [333]	79700258 Frere Hospital [2002 CCP Cer
FRE-RQ/05-02-0002	2005/02/23	Pharmacy [333]	79700258 Frere Hospital [2002 CCP Cer
FRE-RQ/05-02-0003	2005/02/23	Pharmacy [333]	79700258 Frere Hospital [2002 CCP Cer

Multiple column headers can be dragged to create a more complex grouping (e.g., group products by bin location and then generic name).

To ungroup records, drag (by clicking on and holding with the mouse key) the column header out of the blue grouping bar.

Sorting

To sort records according to a specific column header, click on the column (such as **Account** in the example below). A triangle next to the column name will indicate that the column is being used to sort records.



After the first click, the summit of the triangle is up (▲), and the records are sorted in ascending order (A–Z or 0–9). Another click will bring the summit of the triangle down (▼), and the records are sorted in descending order (Z–A or 9–0). One more click will change the order and so on.

Multiple fields can be sorted by holding the *Shift* key while clicking on the selected column headers.

Changing the Date Range of Displayed Records

The date range can be changed by clicking on the arrow next to the date field and choosing the date or dates required.

