



Coupon Setup

User Guide

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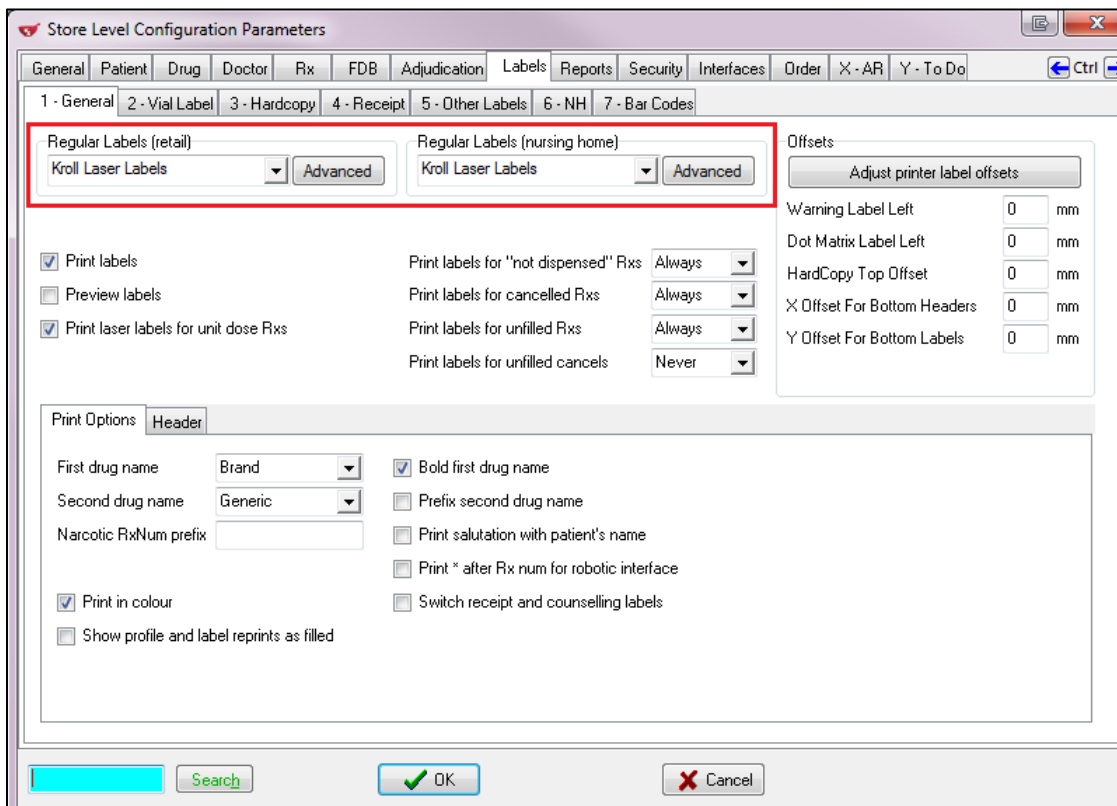
Coupon Setup

The following document outlines the steps and configurations required to set up coupons in Kroll. Coupons are printed in a fixed position on the standard laser label.

Configuration

This section explains the configuration settings that must be in place before attempting to print coupons.

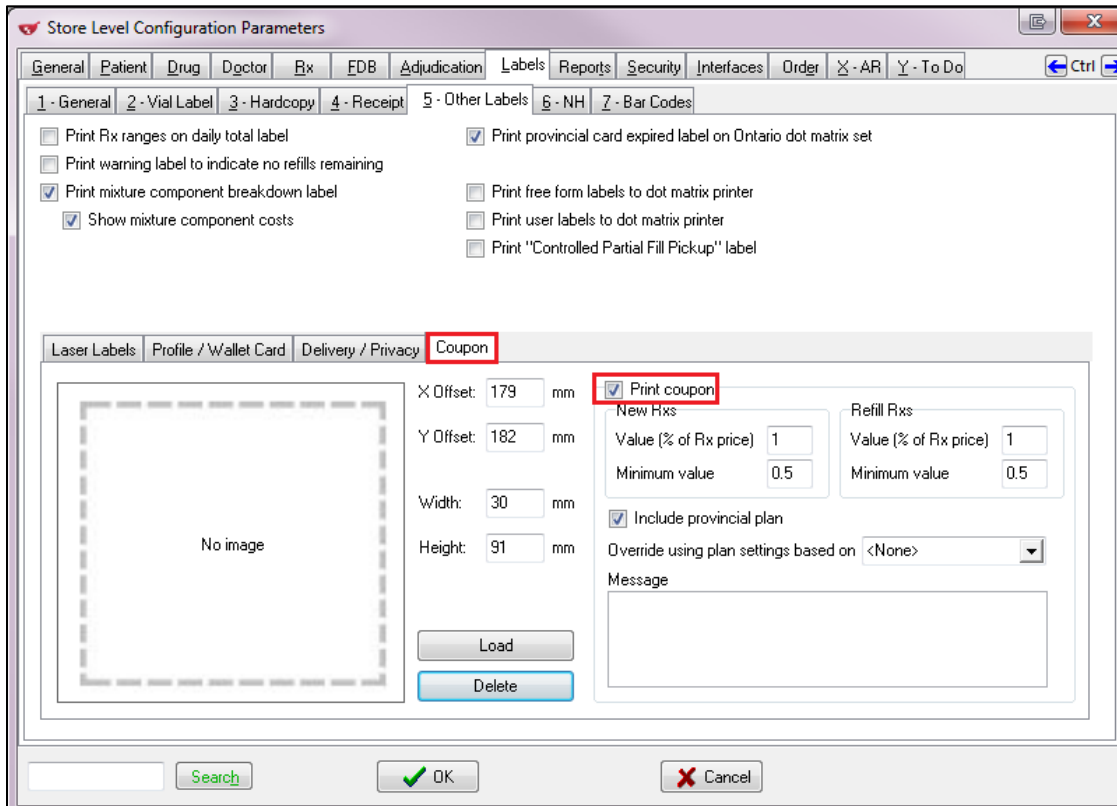
1. From the **Alt-X Start** screen, go to **File > Configuration > Store > Labels > General** and select **Kroll Laser Labels** from the dropdown menus of **Regular Labels (retail)** and **(nursing home)** respectively.



The screenshot shows the 'Store Level Configuration Parameters' dialog box with the 'Labels' tab selected. The 'Regular Labels (retail)' and 'Regular Labels (nursing home)' dropdowns are both set to 'Kroll Laser Labels'. The 'Print Options' section is also visible, showing various checkboxes and dropdowns for label printing settings.

NOTE: If the label stock is not set to **Laser Labels** as noted above, the **Coupon** tab under **5-Other Labels** will NOT be displayed.

2. Go to **Other Labels** tab and select **Coupon** from the bottom section of the screen.
3. Click **Load** to load a coupon image.
4. Place a checkmark next to **Print coupon** and fill in the print configuration parameters.

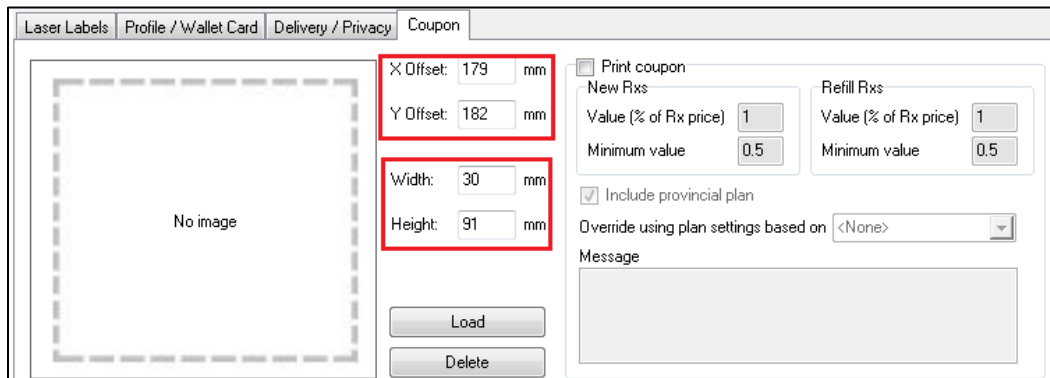


5. When you are done, click **OK** to have the changes.

Printing a Fixed Coupon Image

This section explains in detail on how to configure and print a fixed coupon image.

1. In order to use a coupon image, save the image as a **.jpg** file in a folder on your computer.
2. Click the **Load** button to browse folders for the image and load it into Kroll.
3. When loaded, the coupon image will take precedence over any other coupon settings and options that may have been entered previously.



4. To use other coupon options such as “Value (% of Rx Price)” or “Minimum Value”, the coupon image must be deleted.
5. When you are done, click **OK**.

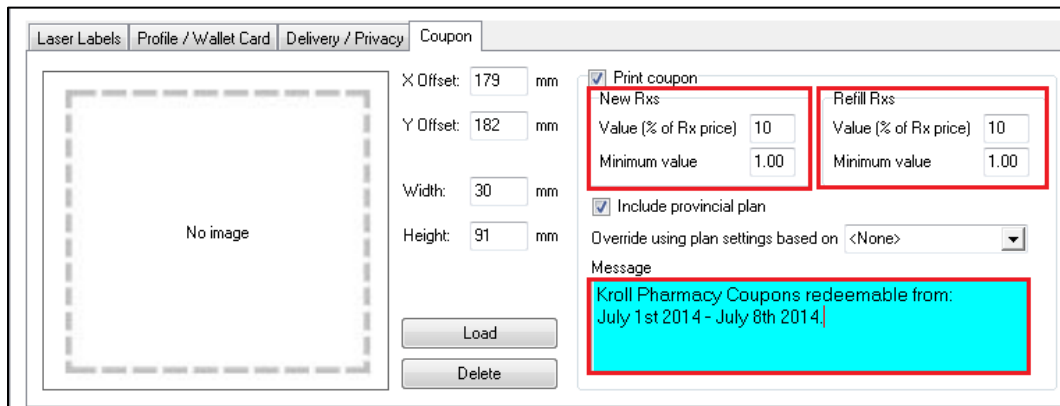
The coupon will print on the bottom right hand corner of the label set (Kroll Standard Labels). Users may adjust the size of the coupon by entering dimensions in millimetres in the **Width** and **Height** fields. Coupon alignment can also be adjusted by entering values in millimetres in **X Offset** (horizontal alignment) and **Y Offset** (vertical alignment).

Using Global Coupon Values

When coupon images are not available, Kroll will use the designated percentage amount set in the **Value (% of Rx price)** field to calculate the value of the coupon for every Rx dispensed. The value used to calculate coupon price can be different for **New Rx** versus **Refill Rxs**. This calculation is based on the total price of the prescription, and not just the Co-Pay amount (i.e. Patient Pays Amount).


Users can also set a minimum coupon value to prevent the system from calculating small amounts and printing them on coupons. The Message field allows users to enter a free-form message that will be printed on all coupons.

In the example below, the calculation of a coupon for New Rxs and Refills is based on 10% of the total prescription price, and the minimum coupon value is set to \$1.00.




Coupons are generated on the far right hand side of the receipt portion of a **Standard Laser Label**. Coupon positions cannot be changed.

NOTE: Coupons will take precedence if a delivery label or privacy label is set to print in the **'Right Bottom'** position of the label set (i.e. the position of where the coupon prints).

OFFICIAL PRESCRIPTION RECEIPT		Kroll, Patient	09-Jun-11	1000002	\$5.02 Kroll
Rx: 1000002		30 Atacand 8mg		Rep: 2	
Kroll, Patient	Thu09-Jun-2011	AS DIRECTED			Coupon Rx: 1000002 <small>Kroll Pharmacy Coupons redeemable from: September 1st, 2011 - September 6th, 2011. Expires on 2011-Sep-07.</small>
220 Duncan Mill Road					
Toronto, ON	(800)263-5876				
30 TAB Atacand 8mg					
<i>Candesartan Cilexetil 8mg</i>	NEW RX				
DIN: 02239091 AST	Refills: 2				
Dr. Aaron, Shawn David					
Cost: 39.70	Patient Pays: 50.19				
Fee: 10.49					
Total: 50.19					
Pharmacist's Signature					
		Tx: 1000002			
test receipt free form message					

Setting the minimum coupon value to **\$1.00** means that if the calculated value for the coupon works out to be below \$1.00, the coupon will print out with the set value of \$1.00. In the following example, the total value of the prescription is \$6.10, so the calculated coupon value is \$0.61, but the actual coupon value is bumped up to \$1.00 (i.e. the minimum coupon value).

OFFICIAL PRESCRIPTION RECEIPT		Kroll, Patient	09-Jun-11	1000003	\$1.00 Kroll
Rx: 1000003		3 Apo-Hydro 25mg		Rep: 0	
Kroll, Patient	Thu09-Jun-2011	AS DIRECTED			Coupon Rx: 1000003 <small>Kroll Pharmacy Coupons redeemable from: September 1st, 2011 - September 6th, 2011. Expires on 2011-Sep-07.</small>
220 Duncan Mill Road		30 Atacand 8mg	09-Jun-11	1000002	
Toronto, ON	(800)263-5876	AS DIRECTED		Rep: 2	
3 TAB Apo-Hydro 25mg					
<i>Hydrochlorothiazide 25mg</i>	NEW RX				
DIN: 00326844 APX	Refills: 0				
Dr. Kroll, Michael Marc					
Cost: 0.10	Patient Pays: 6.10				
Fee: 6.00					
Total: 6.10					
Pharmacist's Signature					
		Tx: 1000003			
test receipt free form message					

Using Plan Specific Coupon Values

Users can choose to set up coupon calculations specific to individual plans. These plan overrides will supersede the global coupon settings in Store Configuration as long as ‘**Override using plan settings based on _____**’ is populated with a value other than **<None>**.

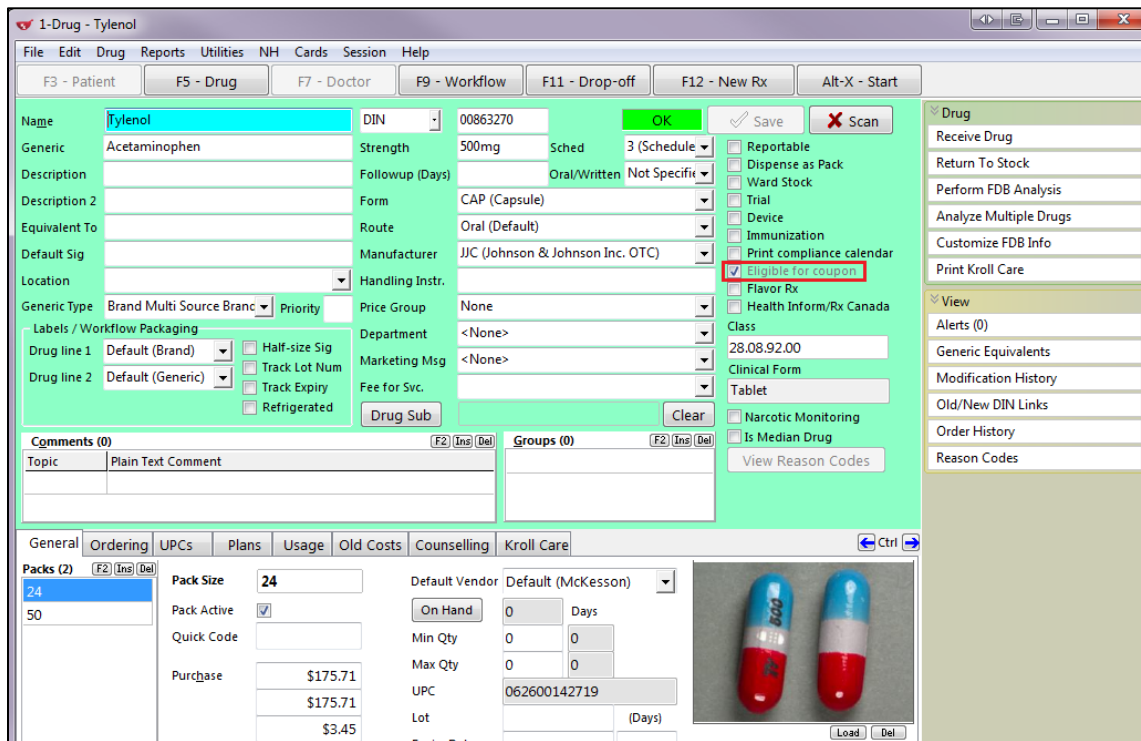
Configuring a Plan Specific Coupon

To configure plan specific coupon calculations, go to **Edit > Plans/Pricing** and pull up a plan card, for example Assure. From the Plans/Pricing Configuration screen, click on the **Pricing** tab and locate the **Coupon** section.

To override the global coupon parameters, place a checkmark next to **Override value (% of Rx price)** and/or **Override minimum value** to open up the respective fields for modification. Enter the percentage for the coupon calculation and the minimum value to be used for this plan. Once these configurations have been set at the individual plan level, this coupon calculation will supersede the global coupon calculations set in Store Configurations.

Coupon Options on the Drug Card

There is an option on each **F5 Drug Card** that allows the user to exempt specific drugs from coupon generation. On the right hand side of each drug card, there is an option **Eligible for coupon**. When coupons are activated in Store Configurations, all drugs will have the **Allow coupon** option checked by default; therefore, individual exceptions must have this flag unchecked manually and saved.



The screenshot shows the '1-Drug - Tylenol' window with the following details:

- Name:** Tylenol (DIN: 00863270)
- Generic:** Acetaminophen (Strength: 500mg, Sched: 3 (Schedule))
- Description:** CAP (Capsule)
- Manufacturer:** JJC (Johnson & Johnson Inc. OTC)
- Eligible for coupon:** (highlighted with a red box)
- Other options:** Reportable, Dispense as Pack, Ward Stock, Trial, Device, Immunization, Flavor Rx, Health Inform/Rx Canada, Narcotic Monitoring, Is Median Drug.
- Packs (2):** 24 (selected), 50
- Pack Size:** 24
- Pack Active:**
- Purchase:** \$175.71, \$175.71, \$3.45
- UPC:** 062600142719