

1. Setting a delivery patient

For RxWeb to print a delivery label, each delivery patient must have the 'Delivery Patient' flag ticked. Please also ensure that once ticked, you then click 'Update Patient' to save the setting.

The screenshot shows the 'Personal' tab of a patient profile for ID 8936186. The 'Personal Details' section includes fields for Title (Mr), First Name (Rickie), Middle Name (Malcom), Last Name (Connor), Date of Birth (11/04/2006, Age 19), Exemption (N: No Exemption: appro...), Label Type (Standard), NHS Number (9453530654), Gender (Male), Ethnicity (British), and GP/Consultant (Hunt Peter). The 'Contact Details' section includes House Name (Unit 12), Address 1 (Ross Road), Address 2 (Stockton-On-Tees), Town/City, County, Country (United Kingdom), Postcode (TS18 2NH), Telephone, Mobile, Email, and Fax. The 'Conditions' section has an 'Add / Edit Conditions' button. The 'Bag Label Note' section has an 'Additional Info' button. The 'Delivery Patient' checkbox is checked and highlighted with a red box. The 'Update Patient' button is also highlighted with a red box.

2. Setting the delivery label configurations

1. From the menu, go to System > System Configurations:

The screenshot shows the RxWeb main menu. The 'System' menu item is highlighted with a red box, and its sub-menu item 'System Configuration' is also highlighted with a red box. The menu items include Prescriptions, Patients, CareHomes, Prescribers, Reporting, Ordering, System, News, and Support. The 'System Configuration' sub-menu items are Fridge Management, Dosage Codes, Trusted Dosage, and Storage Location Manager.

2. Click the 'Branch Config' button:

The screenshot shows the 'RxWeb Configuration - User Configuration' page. The 'Branch Config' button is highlighted with a red box. The page includes a 'Categories' dropdown menu set to 'Print Settings' and a 'Sub Categories' dropdown menu set to 'All'. A note states 'This setting is controlled at the Pharmacy level'.

- Change the Categories setting to 'Print Settings' and the Sub Categories to 'All'. Then set the 'Print a delivery label on dispense' setting to show the value as 'YES'. Make sure there is a tick in 'Apply to all users at this branch' and then click 'Update'.

RxWeb Configuration - Branch Configuration User Config

Categories:
 Sub Categories:

RxWeb Setting	Currently set to	Config Description
Pick List Margin Bottom. (0-20)	0	Pick List Margin Bottom. Value should be between 0 and 20.
Pick List Margin Left. (0-20)	0	Pick List Margin Left. Value should be between 0 and 20.
Pick List Margin Top. (0-20)	0	Pick List Margin Top. Value should be between 0 and 20.
Print a delivery label on dispense	Yes	Print a delivery label on dispense
Print Bag Label By Default	Yes	Choose if the bag label should be printed by default.
Print Carehome Name On Bag Label	Yes	Print the care home name on a bag label
Print Date On Endorsement	Yes	Print the date under the pharmacy address on the endorsement.
Print Interaction Labels By Default	Print no interaction labels	This will control whether interaction labels are printed by default.
Print Labels By Default	Yes	Print drug labels by default.
Print Multiple Pack Warning	Yes	Print multiple pack warning and pack count on labels
Print ODS Code On Endorsement	No	Print the pharmacy ODS code on the endorsements.
Print Patient DOB On Bag Label	No	Print the patients date of birth on the bag label.
Print Patient Exemption Code On Endorsement	No	Print the patients exemption code on the endorsement.

Value: Apply to all users at this branch

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- Next, change the 'Type of barcode on delivery patient label' setting to show the Value 'Qr 2D'. Again, make sure the box is ticked for 'Apply to all users at this branch' and then press 'Update'.

RxWeb Configuration - Branch Configuration User Config

Categories:
 Sub Categories:

RxWeb Setting	Currently set to	Config Description
Print Post Code On Endorsement	No	Print the post code of the branch on the endorsement.
Print Prescriber Telephone Number On Label	No	Print the prescriber telephone number on the prescription label.
Print Price For Part VIII Drugs On Endorsement	No	This controls whether or not to print a drug tariff part VIII price on the endorsement.
Print Price On Non-NHS Prescriptions	Yes	Print the price on the bag label when dispensing Private prescriptions.
Print Right Hand Side Of ETP2 Tokens	Yes	Print the right hand side of the ETP2 prescription tokens.
Prompt When Labels Will Exceed This Number (0-5)	5	The system will prompt you to confirm a dispensing a script for a repeat request if the number of labels will exceed this number.
Repeat Request Letter Format	A5 Letter	Letter format to use for printing repeat requests.
Subsequent Script Bag Label	Yes	Subsequent Script Bag Label
Suppress labels when dispensing MDSC or MDS	Yes	Suppress label printing when dispensing a script for a patient with a Mental Health Act (MHA) or Mental Health Act (MHA) diagnosis.
Token Font Size - Additional Info	8	Font size for the additional information (RHS) on ETP2 tokens.
Token Font Size - General	8	Font size for the ETP2 token.
Type of barcode on delivery patient label	Qr 2D	Type of barcode on delivery patient label
Underline Patient Name On Bag Label	No	Underline the patients name on the bag label.
When To Print Labels	Print at end	Choose when to print labels, at end of dispensing or at start of dispensing.

Value: Apply to all users at this branch

Customer Number : GBPS10

You can now return to your chosen screen.

We recommend refreshing the browser for the updated settings to load (CTRL + F5)