





# UNGUATOR ASSIST Table of Contents

Chapt	er One: Introduction	
	System Requirements	page 4
	Unguator Control Panel	page 5
	Navigations Toolbar	page 6
Chapt	er Two: General Instruction	
	Chemical Tab	page 11
	Formula Tab	page 12
	Patient Tab	page 14
	Log Tab	page 15
Chapt	er Three: General Information Overview	
	Current Formula Tab	page 18
	Formula Tab	page 19
	Ingredients Tab	page 20
	Mix Options Tab	page 21
	Chemicals Tab	page 23
	Logs Tab	page 24
	Mix Results Tab	page 25
	Patients Tab	page 26
	Prescriptions Tab	page 27
Chapt	er Four: Unquator Control Panel	page 29

# **CHAPTER ONE**

#### Requirements:

#### Hardware Requirements

To operate the Unguator 2K with greatest capacity and quality, it is recommended that you use an IBM compatible 1.2 GHz Pentium III/AMD K62 computer with 128 MB of RAM and at least 150 MB of disk space for installation. At minimum you will need an IBM Compatible 350 MHz Pentium II/ AMD K6 Computer with 128 MB of RAM and at least 50 MB of disk space for installation. It is also recommended that you have 1024 x 768 resolution screen with 32-bit color depth, but at minimum 800 x 600 resolution with at least 256 color SVGA video. You will need one open RS-232 port for communication with the Unguator.

#### Software Requirements

It is recommended that you have a Windows 2000 or Windows XP operating system with Internet Explorer of 5.5 or higher. At minimum you should have on operating system of Windows 98/ME/2000/XP and an Internet Explorer of 4.01 or higher.

#### Printer Requirements

For the purpose of this software program, it is required that you use the Avery 5660 or 8160 labels, which are a 30 label sheet. Each label is 1 5/8" x 2 3/4". Using another type of sheet label is not possible since the software is configured by position to print for this particular label type.

# Installation

The latest version of the Unguator Assist Software can be attained by going to the website, http://www.compoundassist.com/unguator/unguator.exe. Click on the link and select the option that will open the program from its current location. Whether you install from a disk or the website, 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. In the English version, this location will be "C:\ProgramFiles\Unguator." Other languages will 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 progress bars will track the process. When installation is complete the program will display "Installation Complete;" you will press the finish button. After doing so you might be prompted to restart your computer. After restarting, the Unquator Assist icon—should appear in the start menu.

# **Unguator Control Panel**

In the toolbar, your menu options are:

File Help

#### File-

Exit- Select this option to close the Unguator Control Panel

**Options**- Select this to open the options panel for the Unquator Control Panel

# **Pharmacy Options**

On the main menu bar, click on File, and then Options. Here you can input and change the information for your pharmacy, such as the pharmacy name, address, city, state, zip, phone, and fax numbers.

#### **Data Location**

This points to the area on the operative system where the files for the Unguator 2000 can be found.

### **Unguator Options**

Here you will find and will be able to change the language. This software will be capable of handling many different languages. However, the user-entered data will not be translated or affected by this option.

#### Communications Port

The Comm or Communications Port is how the Unguator 2000 communicates with the computer. Only open and valid communications ports will be displayed as options to connect to. Usually ports 1 and 3 are displayed. Generally, the RS-232 port utilizes the Comm Port 1. Check with the manufacturer's specifications and/or the user's guide for your individual computer for more information on this option. After plugging the Unguator into the correct RS-232 serial port, turn the Unguator on and wait approximately 10 seconds and then press "GO" to check for connectivity. The PC and the Unguator screen should match if the connection is successful.

### Help-

**About-** Gives information pertaining the Unquator Software

Update Unguator- Select this option to download the latest version of the Unguator

#### **Navigation Bar**





Click on the First Record image to navigate to the very first record in the current selected window

# Previous Record-

Click on the Previous Record image to navigate to the record previous the current record in the selected window



Click on the Next Record image to navigate to the next record in the current selected window

# Last Record-

Click on the Last Record image to navigate your way to the last record in the current selected window

#### ♦ Edit

# New Record-

Click on the New Record image to create a new record for the current selected window



Click on the Edit Record image to allow the current record to be edited in the current selected window



Click on the Delete Record image to delete the current record in the current selected window

# Cancel Edit-

Click on the Cancel Edit button to cancel and drop any changes in the current record to be edited in the current selected window

# Save Record-

Click on the Save Record button to save changes in the current edited record in the current selected window

# Copy Record-

Click on the Copy Record button to modify the existing record and to save it as a new record

#### ◆ Find



Find is used to initiate a search in the current window of the tab which is selected when a value is typed in the search box. There are several options to assist in the search feature and the Enter key may be used to initiate the search from inside the entry box.

#### 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.

# 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.

#### **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.

#### 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.

# 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.

# ♦ Print-



#### Worksheets

Printing a worksheet may be accomplished by pressing the print button, as seen above, on the toolbar when the appropriate formula is selected. You will be prompted for the quantity to make in order to generate a worksheet.

# Labels

Printing labels may be accomplished by pressing the print button on the toolbar when the appropriate formula in the log tab is selected. Here you will be prompted for the quantity of labels you would like to print as well as the starting position on the label sheet you would like to start the printing.

# Reports

# Chemical Report

If you click on the print icon with the chemical tab selected, press report so you can print the list of all the chemicals mixed with the Unquator 2000.

# Log Report

When the Log tab is selected, you can click on the print icon to print a report of the logs of the formula that is currently selected in the log tab. You will be prompted for a date span. Enter the appropriate dates that you are inquiring for.

# **CHAPTER TWO**

# General Instruction

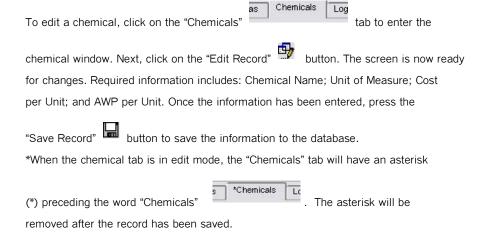
# ♦ Step by Step- Tab Instruction

#### **Chemical Tab**

#### **Add Chemical**

To add a chemical, click on the "Chemicals" tab to enter the chemical window. Next, click on the "Add Record" button. The screen contents will clear. Now you may input new information. Required information includes: Chemical Name; Unit of Measure; Cost per Unit; and AWP per Unit. Once the information has been entered, press the "Save Record" to save the information to the database.

#### **Edit Chemical**



#### **Delete Chemical**



current chemical.

PLEASE NOTE: If the current chemical has been or is associated with a formula and/or log, then it cannot be deleted. You will be informed of this by a pop-up window, if it cannot be deleted.

#### Formula Tab

# **Add Formula**

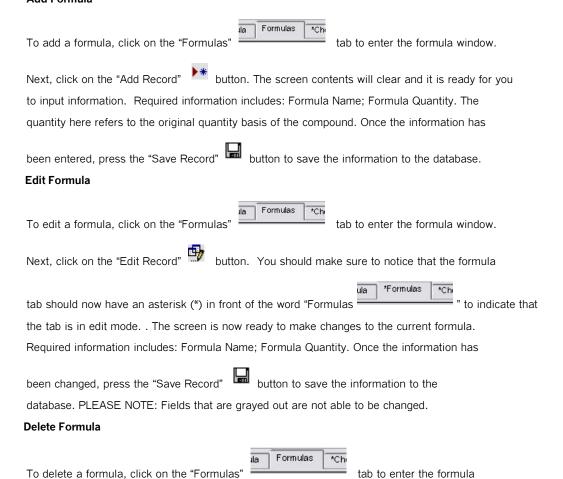


image to delete the formula.

window. Next. click on the "Delete Record"

#### **Add Ingredient**

To add ingredients to a formula, the "Formulas"



tab must first be selected.

edit

mode.

Next, you must click on the "Edit Record" button to make "Formulas" tab in edit mode. Now, you must select the ingredients tab at the top to add or remove ingredients. Click on the

"Add" button to add an ingredient to the formula. You will be prompted to use the drug lookup feature to choose the chemical. After a chemical has been selected, you will be prompted to input the quantity of that chemical. This quantity can be changed at anytime, once it has been added.

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

#### Remove Ingredient

To remove ingredients from a formula, the "Formulas" tab must be selected and must be in edit mode. To select the chemical to be removed, first click on the ingredients tab . Select the chemical in the ingredients grid and click on the button that says "Remove". You will be prompted to confirm the deletion of the chemical. REMEMBER: Any changes made here will not be reflected in an existing log instance of the current formula.

# Mix Options

To modify mix options in a formula, the formula must first be in PLEASE NOTE: You must select formula type and jar size before the formula can be mixed. If the default mix settings are suitable for the desired mix then no further information is required. If a default mix is not suitable, the manual settings may be used to customize the mixing process.

#### Mix Formula

There are two ways to prepare a formula for mixing:

First, click on the "Formulas" tab to enter the formula window. Once the correct formula has been selected, press the "Make Formula" button to send the formula to the Unguator.

Second, click on the "Current Formula" tab to enter the formula window. You will be prompted to enter the quantity to be made. The jar size will be automatically selected according to the quantity selected. However, the jar size may be modified to ensure that the jar size selected matches that on the Unguator machine. When the formula is selected to be made, it will become the current formula. The formula will ? then be transferred to the Unguator side of the control panel. At this time, you will need to press

the "Execute" button to start the mixing process. Follow the instructions displayed on the control panel screen. Generally, the execute button will be followed by pressing the "OK" button.

Patients

\*When the mix is complete, you will be prompted to log the formula.

#### **Patient Tab**

#### **Add Patient**

To add a patient, click on the "Patients" tab to enter the patient window. Next, click on

the "New Record" button. The screen contents will clear and it is ready now for you to input information. Required information includes: Patient Name. Once the information has been entered, press the "Save Record"

button to save the information to the database.

# **Edit Patient**

To edit a patient, click on the "Patients"

Patients tab to enter the patient window. Next, click on the

"Edit Record" button. The screen is ready for changes. Required information includes: Patient Name. Once

the information has been entered, press the "Save Record" button to save the information to the database.



#### **Delete Patient**

To delete a patient, click on the "Patients" tab to enter the patient window.

Next, click on the "Delete Record" button to delete the current patient.

### **Add Prescription**

To add prescriptions to a patient, the patient must be pulled up in the patient tab and

it must be in edit mode. Press the "Add" button to add prescriptions to a patient. You will be prompted to search for a log.

# **Delete Prescription**

To remove a prescription from a patient, the patient must first be pulled up in the patient tab and must be in edit mode. Select the prescription to be removed by clicking on the prescription

in the RX grid. Then press the "Delete RX" button. You will be prompted to confirm the deletion.

#### Logs Tab

#### Add Log

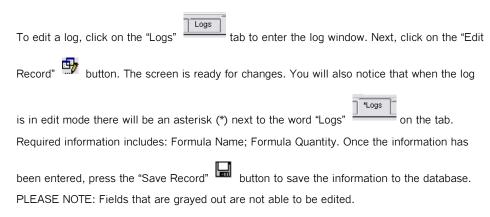
\*There are several ways that a log may be generated all of which require the Unguator to perform a mixing sequence.

**First**, the most common way to create a log instance of a formula is to select a formula to be mixed from the existing formulas. The name of the formula will be displayed when the mix is complete.

**Second**, a formula may be mixed using the buttons in the program. These buttons operate the Unguator just as it is operated on the machine. When the mix concludes, you will be prompted to enter the quantity and name of the formula that was mixed.

Last, a formula may be mixed by having the software program closed. You can manually run a mix by choosing your options and following the directions on the main screen of the Unguator machine. After the mix has run, you can log it by opening up the software program and clicking on the "Get Last ID" button. You will be prompted to enter the name and quantity of the formula that was mixed. The lot will automatically be generated by the Unguator. To successfully log this formula the program will require two sets of initials.

# **Edit Log**



### **Delete Log**

To delete a log, click on the "Logs" tab to enter the log window. Next, click on the

"Delete Record" button to delete the current log. If the current log has been associated with a patient, it cannot be deleted. You will be informed by a pop-up window when the log cannot be deleted.

# **CHAPTER THREE**

#### **General Information:**

An Overview

# **The Current Formula Tab:**

Formula Name- Name of the current formula.

Formula Type- The type of the current formula.

Jar Size- Jar size to be used in mixing the current formula.

*Ingredients Grid*- Ingredients necessary to make the current formula.

Name of Chemical- Name of the chemical to be used in mixing of the current formula.

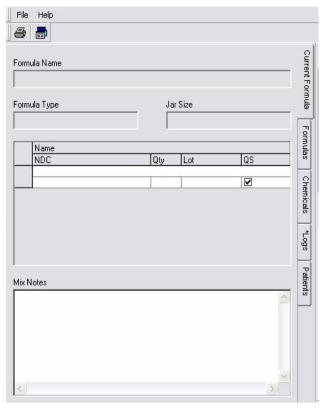
*NDC*- NDC of the chemical to be used in the mixing of the current formula.

Quantity- Quantity of chemicals to reflect what is used in the current formula.

Lot Number- Lot number to reflect what is used in the current formula.

QS- Quantity Sufficient; check for yes, blank for no.

Mix Notes- Directions to make the current formula.



#### The Formula Tab:

**General**- Contains generalized information about each formula. PLEASE NOTE: Only one formula can be viewed at a time.

Formula Name- The formula name is searchable using the toolbar feature.

Formula Type- Use the dropdown menu to specify which mixing option the formula will use.

Jar Size- Use the dropdown to specify which the formula will use.

Strength- The strength of the formula.

Quantity- Quantity of the formula or chemicals in the formula.

Units- Unit of measurement for the formula.

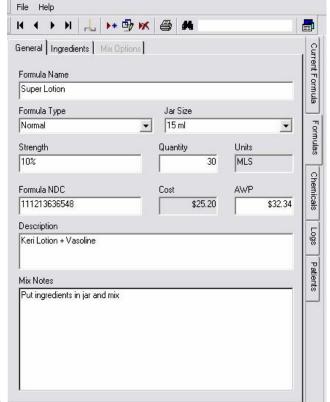
*NDC*- The formula NDC is searchable using the toolbar feature.

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.

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

Description- Description of formula to be made.

Mix Notes- Directions to make the current formula.



# The Ingredients Tab:

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

Add Button- While in edit mode, you can click the "Add" button to add a chemical to the formula.

You will be prompted to enter all or part of the chemical name and amount.

Remove Button- While in edit mode, clicking the "Remove" button can be used to remove a chemical from the formula.

# The Ingredients Grid:

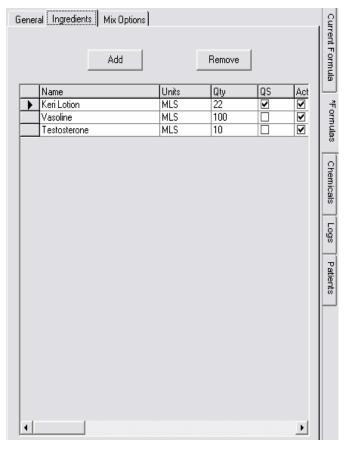
Name- Name of the chemical.

Units- Units of measure of the chemical.

Quantity- Quantity of chemical.

Q/S- Quantity sufficient; check for yes, blank for no.

Active- Denotes whether or not a chemical is the active ingredient in a formula; check for yes, blank for no.



### The Mix Options Tab:

**General**- If a standard mix does not suit the needs of the formula being mad, than you may do a custom mix by selecting "Manual" in the formula type field on the "General" tab of the "Formula" tab.

PLEASE NOTE: Mix options are ONLY available when "Manual" is selected as the formula type.

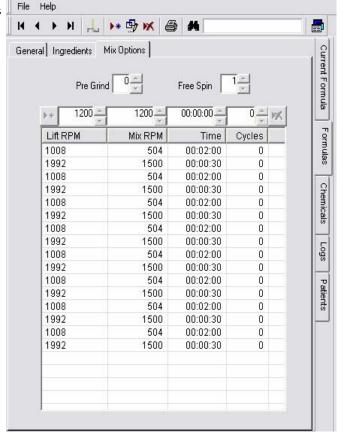
PreGrind- The pre-grind setting allows for 1 to 16 different preset functions to be selected for a mix. These will be unused unless at least one manual function is set. Typing a zero in this box will specify that no pre-grind is required.

Free Spin- The free spin setting allows for 1 to 16 preset functions to be selected for a mix. These settings are unused unless at least one manual function is set. The default setting is 1 and the free spin must be run with every mix.

Add Mix Button- The "Add Mix" button will add a

manual mix setting to the grid. These settings will be verified before it is added.

Delete Mix Button- The "Delete Mix" button will delete a manual mix setting from the grid. These settings will be verified before it is removed.



# The 16 Manual Options Grid:

Lift RPM- Specifies the speed at which the arm moves up and down. (Min RPM- 24, Max RPM-2880)

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

Min RPM- 12; Max RPM per jar size-

15-30mL- 2500 Max RPM

50-200mL- 2300 Max RPM

300-500 mL- 2100 Max RPM

1000 mL- 2000 Max RPM

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)

*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)

#### The Chemicals Tab:

**General**- The chemical window displays generalized information about each user defined chemical to be used in a formula. Only one chemical can be used at a time. To change the chemical, use the navigation

tool bar and the search feature. The grayed out fields are not able to be changed.

Chemical Name- It is searchable by using the search feature on the navigation toolbar.

NDC- Used for reference only. It is searchable by using the search feature on the navigation toolbar. Unit of Measure- Used to specify the base cost and AWP on a common measurement.

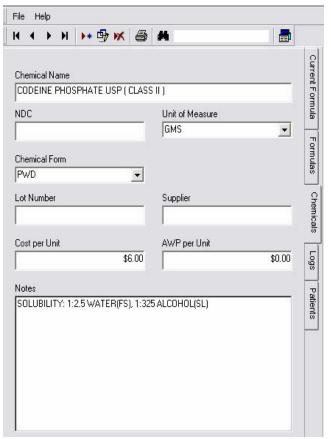
Chemical Form- The chemical form is an informational field for reference only.

Lot Number- The lot number of a chemical is used for reference only. The lot number is searchable by using the search feature on the toolbar.

Supplier- The supplier of a chemical is for reference only.

Cost per Unit- This is based on the pharmacy's cost for one unit of the selected chemical. Refer to the unit of measure for the unit specified to derive the cost.

AWP per Unit- This is based on the pharmacy's price for one unit of that chemical. Refer to the unit Notes- Notes of a chemical are used for reference



of measure for the unit specified to derive the cost. only.

# The Logs Tab:

**General**- In the log window, only one chemical can be viewed at a time. To change the log, use the navigation and search tools on the navigation toolbar. The grayed out fields are unable to be changed. The log is an instance of history for a formula mix. Many of the fields are not editable for that reason. Any and all changes should be made in the "Current Formula" window before it is logged and mixed.

Formula Name- The log name is searchable using the search feature on the navigation toolbar.

*Strength-* The strength of the formula being logged.

Quantity- The quantity of the formula being logged.

*Units*- The unit of measurement for the formula being logged.

*NDC*- The NDC for the formula can be searched for using the search feature on the toolbar.

Lot Number- The lot number is comprised of the identification number used by the Unguator 2000 combined with the preparation number that the Unguator 2000 assigns. The lot number is searchable using the search feature on the toolbar.

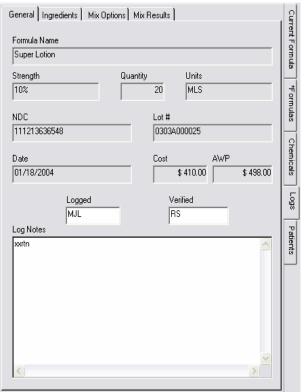
Cost- Cost of the formula being logged.

AWP- Actual wholesale price of the formula being logged.

Logged- Initials of pharmacist who is logging the formula. (editable field)

Verified- Initials of pharmacist who verifies the logging of the formula. (editable field)

Log Notes - Notes of the log process for the formula being logged. (editable field)



# The Ingredients Grid:

The log ingredients grid displays the ingredients used in this formula instance. These fields are for display only and are not editable and will remain unchanged, except for chemical name, by any chemical changes made after mixing.

# The Mix Options:

The mix options displayed here will show the settings used in the mixing of the current instance of the formula. These fields are for display only and are not editable.

#### The Mix Results:

This information is generated by the Unguator and is used for referencing the results of a mix. These fields are for display only and are not editable.

Formula Type- Displays the formula type that was used in making the log entry.

Jar Size- Displays jar size that was used in making the log entry.

Mix ID- Displays the identity number generated by the Unquator after mixing the log entry.

Preparation Number- Displays preparation number generated by the Unguator after mixing this log entry.

Number of Additional Pre-Grind Cycles- Displays the number of pre-grind cycles while mixing the log entry.

A (Without Interruption), U (With Interruption)- Displays information whether the mix was interrupted or not during the mixing of the log entry.

Total Mixing Motor Revolutions- Displays the number of revolutions performed while mixing the log entry.

Hardware Version- Displays the version number that was used in the mixing of the log entry.

# The Patients Tab:

**General**- The "Patients" window displays general information about each patient. Only one patient may be viewed at a time. To change the current patient in the window, refer to the navigation and search tool on the navigation toolbar. Required fields are First Name and Last Name.

First Name- First name of patient. (Required)

Last Name- Last name of patient. (Required)

Address 1- First line of patient address.

Address 2- Second line of patient address.

City- City of patient address.

State- State of patient address.

Zip Code- Zip code of patient address.

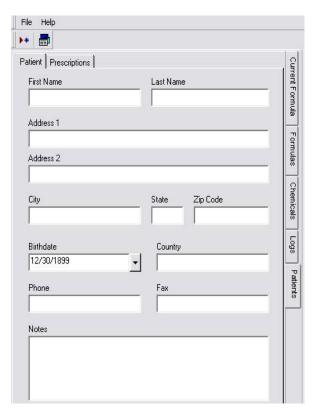
Birth date- Birth date of patient.

Country- Country of patient residence.

Phone- Phone number of patient.

Fax- Fax number of patient.

Notes- Notes about patient profile.



# The Prescriptions Tab:

**Add Button**- While in edit mode, you may click on the "Add" button to add a prescription to the prescription grid. You will be prompted to enter all or part of the formula name. Only formulas that have been logged may be entered for prescriptions. After selecting a log entry, you must enter the quantity dispensed and an optional consult.

**Delete Button**- While in edit mode, you may click on the "Delete" button to remove a prescription from the patient.

# The Prescriptions Grid:

The prescriptions grid contains information about each log entry that has been associated with a patient. Please notice that the placement of these fields are in gray, corresponds to where the information is below in white in the grid.

Name- Formula name

Strength- Strength of formula

Quantity- Quantity dispensed

Cost- Cost of prescription

Price- Price of prescription

Lot- Lot number of formula

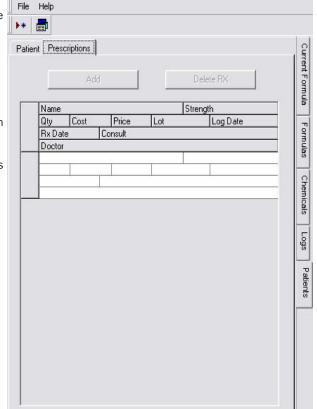
Log Date- Date of Log

RX Date- Date of prescription

Consult- Notes for patient; directions for

prescription

Doctor- Name of Doctor



# **Unguator Control Panel-**

Go- The "GO" button is used to connect the PC and the Unguator. When pressed, two audible beeps should be

emitted from the Unguator 2000. The machine will be reset and should take approximately 15 seconds to boot up.

Stop- The "STOP" button is used to disconnect the PC and the Unguator. It should be used when manual control is needed from the Unguator front panel. It is not necessary to press the "STOP" button before closing the Unguator Control Panel.

**Reset**- The "RESET" button should be used if a problem occurs in the communication between the PC and the Unguator. If the screens are not synchronized the "RESET" button will reset the functions.

**OK**- The "OK" button confirms a selection.

**Plus**- The "Plus" button is used to navigate through a manually selected mix.

**Minus**- The "Minus" button is used to navigate through a manually selected mix.

**Escape**- The "Escape" button is used to cancel a selection of a mix.

**Execute**- The "Execute" button starts the mixing process for the formula selected.



Unguator Assist is a product of RS Software.
Unguator 2K is a product of Gako International.

To contact RS Software call toll free 877.290.7774