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1

W elcome to the world of QuickScrip on Windows! If you are a current user upgrading to Windows or a new user of QuickScrip, this guide will help you do some of the tasks necessary to use QuickScrip on Windows. If this guide does not help resolve your issues, please do not hesitate to call us for additional support.

If you are unfamiliar with Windows, please review the following basics.

HARDWARE AND WINDOWS BASICS

Sever. The server is your main computer, the one that "serves" the QuickScrip application to the other computers. You only need one server for the pharmacy program.

Workstation. This is any computer that is not the server, and is included in the network. The workstation gets its QuickScrip information from the server. You may have as many of these as you want.

Monitor. A monitor is the video screen connected to the computer. It is not the computer itself. Note that a Wyse 50 is not a monitor, it is a workstation.

Operating System. Windows is an operating system. It handles all the tasks of talking to the processor and other components of the computer.

Applications. Programs that run on Windows are called applications. QuickScrip (the pharmacy program) is an application that runs in Windows.

Desktop. This is the main screen in Windows with all the icons (not QuickScrip).

Icons. Icons are little pictures that represent an application or utility. The desktop has several system icons, including "My Computer", the "Recycle Bin", and "Network Neighborhood."

Shortcuts. Shortcuts are icons that point to applications. Windows displays a shortcut as an icon with a little arrow in the bottom-left corner. You can make a shortcut to just about anything on your computer. QuickScrip has its own shortcut.

Ctrl-Alt-Del. When you do this you hold the Ctrl, the Alt, and the Delete keys down together. This is used to log on and to bring up the Windows Security screen.

Alt-Tab. Alt-Tab means to hold the Alt button down and then press the tab key. Every time you press the tab key while holding down the alt key you will cycle between the open applications.

Multiple Ways of Access. Windows usually gives the user 3 or more ways to access the same thing. We describe one way in this manual, assuming that it is simpler for new users. There are other ways, however, to access files and applications.

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This guide was printed on 9/22/2004.

2

Using the Mouse. The mouse controls the pointer (the arrow) on the screen. The mouse has two buttons, left and right. Standard conventions used when doing something with the mouse include:

- To "click" on something means to click *one* time with the *left* mouse button. This is used to select (highlight) something.
- To "double-click" on something, click *twice* rapidly with the *left* mouse button. This is used to open a folder or start a program.
- To "right-click" means to click *one* time on the *right* mouse button. This is used to bring up a menu with other options.
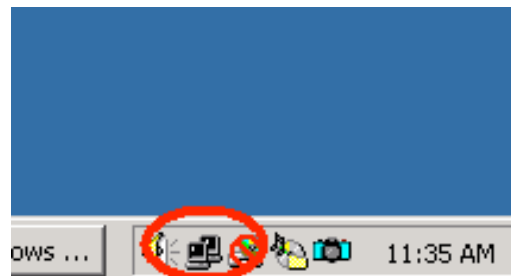
START UP

When you start up the Windows system there are several tasks that must be performed to begin using the pharmacy system. These include: starting the computer and logging on, dialing your internet connection (if necessary), and starting the pharmacy program. We will discuss each one individually.

Starting the Computer. If the shutdown procedures were followed when the computer was last shut down (shutdown is discussed later), start the computer by doing the following:

1. Press the power button on the computer.
2. The computer will "boot up" and pause at an input screen.
3. At the first input screen, press Ctrl-Alt-Del simultaneously.
4. At the following screen, type in the password to log on.
5. The computer will then finish booting and you will be at the desktop.

Starting the Pharmacy System. The pharmacy system consists of the QuickScrip program and several supporting utilities. It is stored on the server. When the server was installed the technician put several icons on the desktop and instructed you to do the following:

1. Wait until the network computer icons appear on the taskbar (two small computers in the bottom right corner of the screen next to the clock).
2. *(For dial-up connections)* Once the network icons appear, double-click the internet connection icon to dial your Internet Service Provider (ISP). Once connected you will have a second network computer icon on the taskbar. This option is not applicable if you have high-speed internet access like DSL or Cable.
3. *(For dial-up connections)*Double-click the Connection Keeper icon. This is a utility that will re-dial your ISP if the internet connection is disconnected.

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This guide was printed on 9/22/2004.

3

4. Double-click the icon for your claims transmission program. This is a utility that allows you to send your claims over the internet. Options include RSI, DataRX InternetSend, NDC SecureTrans, and ProCare. ***The internet must be connected for this to operate properly. Do not open more than one of these programs at a time, and only open your choice once.***
5. Double-click the QuickScrip icon to start the pharmacy program.
   - For upgrade users: Log on using the same password you used on the SuperDos system. The pharmacy system works just like you are used to.

To return to the Windows desktop from within QuickScrip press the Windows key (next to the Alt key) at any time.

To log off all sessions of QuickScrip (workstations and server), go to the Windows desktop and double-click the Shutdown QuickScrip icon.

Flip Screen. If you want to use flip screen on the server you need to start multiple sessions of QuickScrip. Do this by double-clicking the QuickScrip icon on the desktop. You can have as many sessions open as you want. To flip between open sessions, use Alt-Tab.

To use flip-screen on the workstations (any type), hold the Ctrl key down and press the letter F.

STARTING A WORKSTATION

For Windows workstations:

1. Start the computer by pressing the power button.
2. Logon by typing Ctrl-Alt-Del and then typing your password at the next screen.
3. Wait for the network connection icon to appear on bottom right corner.
4. Make sure the server is running and has a running session of QuickScrip.
5. Double-click the QuickScrip icon on the desktop.
   a. NOTE: DO NOT open multiple sessions of QuickScrip on the same workstation. It will interfere with QuickScrip's performance.
   b. Closing a QuickScrip task (exiting) does not log the task out of the QuickScrip system. You must log off the task from the menu and then exit the task.

If you have a Wyse terminal for a workstation, it should come up when the pharmacy system on the server is running. You may have to hit the Return key to kick-start it!

SHUTDOWN SERVER (OR WINDOWS WORKSTATION)

In the Windows world, you must go through a proper shutdown process to maintain the system. Do not shut down by pressing the power button unless instructed by a technician. To shut down properly:

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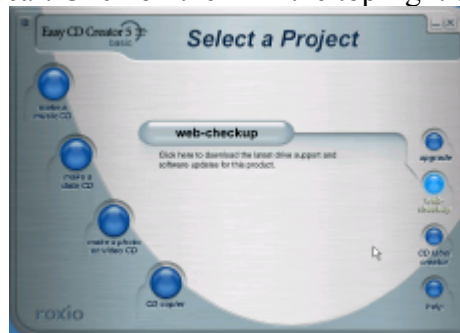This guide was printed on 9/22/2004.

4

1. Exit all applications.
2. Click on the start button and select Shutdown.
3. Select the Shutdown option from the drop down list in the window.
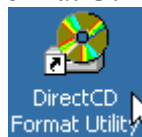4. Click OK.

BACKUPS

Backups are performed using the CD-RW provided in the server. You need to perform the backup from the server.

To run the backup on a new (blank) CD-R, do the following:

1. Push the Open/Close button on the CD drive to open it.
2. Place a blank CD-R in the drive and close the drive.
3. A project screen (part of the Roxio CD writing software utility installed on your system) will appear. Click on the X in the top right corner to close this window.

4. Double-click the Direct CD Format Utility icon on the desktop

5. Click the Format button, then type a label in the Label field, such as the date, or the name of the day you format it.
6. Click Start Format. The CD will be formatted. It takes about 30 seconds.
7. When it is done, a CD Ready screen will appear. Click OK. Exit the format utility.

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This guide was printed on 9/22/2004.

5

8. Double-click the Shutdown QuickScrip icon. This will log all of the workstations off, including the server sessions. (This is necessary to run the backup.)
9. Log on one session of QuickScrip by double-clicking the QuickScrip icon.
10. Go to the master menu and run 90 from the menu list.
11. Answer "Y"es that everyone is logged off.
12. Choose "C" for the CD-RW and hit the Enter key.
13. The backup will begin. When it is done, hit the Enter key twice.
14. Press the Eject button on the CD drive to eject the CD.
15. Roxio will display a dialog box that indicates it is closing the CD. When it is done the CD will be ejected. Click the "OK" option on the screen to close the Roxio window.
16. When the computer has finished closing the CD the drive will open. Remove the CD and put it in a safe place. Close the CD drive.

To run the backup on a disk that has been used before (for backups), do the following:

1. Insert the CD.
2. Close the CD Ready screen that pops up.
3. Proceed with the backup as described in steps 8-16 above.

BROWSE THE INTERNET

The internet is accessed by the use of a program called a web browser. The browser on your system is Internet Explorer. To use this:

1. Connect to the internet using your internet connection icon (for dial-ups).
2. Double-click the Internet Explorer icon on the desktop to open the browser (this is the blue E on the desktop).

WINDOWS EXPLORER

Windows Explorer is a utility that lists all the folders and files on your computer. To use this:

1. Double-click the Windows Explorer icon on the desktop.
2. The explorer window will open and display a list of folders and files on your system.

UPDATING NORTON INTERNET SECURITY

Occasionally, Symantec (the makers of Norton products) will release program updates and virus definition updates. A window will pop up notifying you of these releases and ask if you want to update. You must be connected to the internet for this to work. If you have time, go ahead and get the updates by following the instructions on the screen. If

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This guide was printed on 9/22/2004.

6

you do not have time, click the button to dismiss the window (usually a "Cancel" or "Later") and run it manually when you can. To run it manually,

1. Click the Start>Programs>Norton Internet Security>Live Update.
2. At the next screen click Next.
3. The program will scan for updates.
4. Click Next to update the programs and definitions.
5. When it is done downloading it will install the updates. At that point it may tell you that you need to reboot the computer. Do this now. If it does not ask you to reboot, click Finish to close the screen
6. Run this update routine about once a week.

WINDOWS UPDATES

Periodically, Microsoft releases updates to its Windows products. A critical update notification will pop up on the bottom right corner when this happens. You do not need to do this immediately once you see this. You can wait until you get the time to run them. To get the updates you need:

1. Shut down all running applications.
2. Go to Start>Windows Updates.
3. A web page will appear. Click on the Critical Updates link.
4. A screen will come up telling you it is making a list of the necessary files. When it is done a checklist will appear showing the updates you need. The only one you will need is the critical updates. Check this box if it is not already checked and click Download.
5. Once it is finished downloading it will install the updates. It will then ask you to reboot the system. Do this and you are done.

STARTING QUICKSCRIP

1. Double-click the QuickScrip icon on the desktop.
2. Logon with your password.

SHUTDOWN ALL QUICKSCRIP TASKS

1. If you are in QuickScrip, press the Windows key to go to the desktop.
2. From the desktop, double-click the Shutdown QuickScrip icon. This shuts all the tasks down.

LOGOFF CURRENT QUICKSCRIP TASK

1. From any menu in QuickScrip, type 99 and press Enter.

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7