

## Ultimate™ Worksheets Module

The Ultimate™ Worksheet Module generates the Pharmacy Worksheet, Production Labels, Supplementary Labels, Patient Information Leaflet and any other associated documentation as part of the same printing process.

### Features and Benefits

<p><b>MHRA, 21CFR Part 11 and GAMP Compliant Product</b></p> <ul style="list-style-type: none"> <li>■ Auto-log out</li> <li>■ Mandatory password changes</li> <li>■ 3 strikes and your out</li> <li>■ Audit trail</li> </ul>
<p><b>Validated product with supporting documentation</b></p> <ul style="list-style-type: none"> <li>■ Validation certificate</li> <li>■ Ultimate™ product test plan</li> <li>■ Test procedure results</li> <li>■ Functional specification</li> <li>■ Release history</li> <li>■ Issue register</li> </ul>
<p><b>Use your own Approved Worksheet template</b></p> <ul style="list-style-type: none"> <li>• No need to re-design your worksheets. You can link in any worksheet created in Microsoft Word.</li> <li>• You can rationalise down hundreds of worksheets to a few worksheet templates, which are much easier to manage.</li> </ul>
<p><b>Any of the below can be combined into the same print job</b></p> <ul style="list-style-type: none"> <li>• Worksheet</li> <li>• Production labels</li> <li>• Supplementary labels (barcode labels)</li> <li>• Header and Footer labels</li> <li>• Dispatch note</li> <li>• Certificate of compliance</li> <li>• Patient information leaflet</li> </ul>
<p><b>Worksheet Approval process</b> (requires Ultimate™ Approvals Module).</p> <ul style="list-style-type: none"> <li>• Only approved worksheets can be printed</li> <li>• Version numbering can be recorded and updated</li> <li>• Electronic signatures are used to drive the process</li> </ul>
<p><b>Ability to preview Worksheets and labels prior to printing</b></p> <ul style="list-style-type: none"> <li>• Reduces errors</li> <li>• Allows real time amendments to be to data entered at print time.</li> </ul>
<p><b>Calculations</b> Final Volumes, Infusion rates and expiry dates can be automatically calculated.</p>
<p><b>Automatically assigned batch numbers</b> Batch numbers can be configured by the user and automatically assigned.</p>
<p><b>Sample Label images</b> A copy of the exact printed label can be inserted onto the worksheet at print time.</p>
<p><b>Printing to the nearest full sheet (laser labels)</b> The system can be set to print to the nearest full sheet.</p>

## Example - Stage 1

Data Fields are built into your existing word document in the design stage.

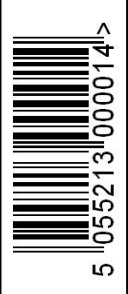
### PHARMACY PRODUCTION UNIT – Worksheet Template

<b>DRUG NAME</b>	<b>BARCODE</b>			
<b>PRODUCT DETAILS</b>	<b>BULK PRODUCT DETAILS</b>			
Preparation Date: <b>DATE OF OVERLABELING</b>	Pack Size: <b>PACK SIZE</b>			
Expiry Date: <b>EXPIRY DATE</b>	Number Of Packs: <b>NUMBER OF PACKS</b>			
Batch Size: <b>BATCH SIZE</b>	Manf Name: <b>MANUFACTURES NAME</b>			
Batch Number: <b>BATCH NUMBER</b>	Manf Batch Number: <b>MANUFACTURERS BATCH NUMBER</b>			
POM / P: <b>POM / P</b>	Manf Expiry Date: <b>MANUFACTURES EXPIRY DATE</b>			
<b>LABEL DETAILS</b>				
Sample Main Label: <b>IMAGE 1</b>				
Sample Supplementary Label 1: <b>IMAGE 2</b>				
Printing Area Clear Checked By:				
	<b>No. Issued</b> <b>COPIES</b>	<b>No. Used</b>	<b>Discrepancy</b>	<b>Comments On Any Discrepancy</b>
Main Labels:				
Additional Label (1):	-	-	-	
Additional Label (2):	-	-	-	
Blank Label:				
Labels Generated By:	<b>USERNAME</b>		Labels Checked By:	
Authorised To Proceed With Labeling By:				

## Printing Stage

At print time the data fields are populated and a sample label image is printed onto the worksheet.

### PHARMACY PRODUCTION UNIT – Printed Worksheet

<b>Aciclovir Tablets</b>		<b>5055213000014</b>		
<b>PRODUCT DETAILS</b>		<b>BULK PRODUCT DETAILS</b>		
Preparation Date: 12/02/2010	Pack Size: 21			
Expiry Date: 01/12/2010	Number Of Packs: 1			
Batch Size: 1	Manf Name: Episys			
Batch Number: 1234567890	Manf Batch Number: 0987654			
POM / P: POM	Manf Expiry Date: 01/12/2010			
<b>LABEL DETAILS</b>				
<b>Sample Main Label:</b>				
<p style="color: red; margin: 0;"><b>KEEP OUT OF THE REACH AND SIGHT OF CHILDREN</b></p> <p>(21) Aciclovir Capsules 250mg</p> <p>Take ONE capsule THREE times a day for ..... days.</p> <p style="color: blue; font-size: small;">Take at regular intervals. Complete the prescribed course unless otherwise directed.</p> <p>Name: ..... Date: .....</p> <p>BN: 1234567890      Do Not Use After: 01/12/2010</p> <p>Date of over-labelling: 30/03/2010</p> <p style="color: green; text-align: center;"><b>Episys Hospitals NHS Trust</b></p>				
<b>Sample Supplementary Label 1:</b>				
<p><b>Do NOT use for more than 4 weeks after opening</b></p> <p>Date of opening .....</p>				
<b>Printing Area Clear Checked By:</b>				
	<b>No. Issued</b>	<b>No. Used</b>	<b>Discrepancy</b>	<b>Comments On Any Discrepancy</b>
<b>Main Labels:</b>	1			
<b>Additional Label (1):</b>	-	-	-	
<b>Additional Label (2):</b>	-	-	-	
<b>Blank Label:</b>				
<b>Labels Generated By:</b>	John Smith		<b>Labels Checked By:</b>	
<b>Authorised To Proceed With Labeling By:</b>				

**\*\*Highlighting is to show data entry points and doesn't appear on final printed worksheet\*\***