

## RxPlan (Windows) Getting Started Guide

- Introduction
- Selecting Plans
- Using the Selection Page
- Associating RxPlan With a Drug Guide

### **Introduction**

Congratulations on your purchase of RxPlan, Skyscape's industry-leading Formulary Resource. With RxPlan, you'll be able to save time and money for you and your patients and be able to focus more on providing optimal patient care.

RxPlan shares most of the same basic installation and navigation techniques that are used in all Skyscape products. There are two functions that are unique to RxPlan which will be covered in this Guide:

- Selecting and Uploading Formulary Plans
- Associating RxPlan with a drug guide

## Selecting Plans

RxPlan allows you to select which formulary plans to upload to your handheld device. When you purchase RxPlan on the Skyscape website, you will automatically be directed to the plan selection page after you check out and pay for the product. You can also return to the plan selection page at any time to modify your selections. Just go to the Skyscape website (<http://www.skyscape.com/>), log into your Skyscape account, and click on the Formulary Plan Selection link.

The screenshot shows the Skyscape website's 'My Account' page. The browser is Windows Internet Explorer, displaying the URL <http://www.skyscape.com/secure/myaccount.aspx>. The page features a navigation menu with links for Products, Physicians, Nurses, Students, Groups/Institutions, What's New, About Us, and Skyscape STAT. The main content area is titled 'My Account' and includes a personalized message: 'TODAY IS YOUR LUCKY DAY! Click Here for instant savings.' and 'Welcome back Vivek'. The account information section lists 'My Personal Information' (My Profile, Vivek Khatri, vivok@skyscape.com), 'My Past Orders', 'My Products' (My Products, Text Message History, Windows transition manager), 'My Subscriptions' (Renew Subscriptions, My Trials, **Formulary Plan Selection**), and 'My CME Activity' (CME Vault, CME STAT Specialty Interests, Change CME STAT Device). On the right side, there are sections for 'SkyGold Member' (Upgrade to SkyPlatinum, Rewards Balance: 0 points), 'SkyBlue Member' (Redeem Gift Certificates, Your current balance: 50.00), and 'Product Preference' (MedAlert Specialty Interests, Product Updates (SmartUpdate), MedStream, Medline).

## Using the Selection Page

Drop down boxes at the top of the page enable you to select plans by state and/or by type of health plan.

The screenshot shows a web browser window titled "Skyscape: Formulary Plan Selection - Microsoft Internet Explorer". The address bar displays "http://www.skyscape.com[secure]/FormularyPlans.aspx". The page header includes the Skyscape logo, a search bar, and navigation links like "Logout", "My Account", "My Cart (-4)", and "Support". A navigation bar contains links for "Products", "Physicians", "Nurses", "Students", "Groups/Institutions", "What's New", "About Us", and "Skyscape STAT".

The main content area is titled "Formulary Plan Selection" and contains the following elements:

- A heading: "Select type of formulary plans and state of practice".
- Two dropdown menus: "State" (set to "Choose a State") and "Organization Type" (set to "All Types"). These are highlighted with a red box.
- A heading: "Select formulary plans to add or remove".
- A link: "Abbreviations Key".
- A section titled "Available Plans" with an empty list box.
- Four buttons: "Add ->", "Add All ->>", "<- Remove", and "<<- Remove All".
- A section titled "Chosen Plans" with an empty list box.
- At the bottom, "Save" and "Cancel" buttons.

Clicking "Add" or "Add All" will transfer plans from the "Available Plans" column to the "Chosen Plans" column. Whatever is in the "Chosen Plans" column will ultimately be installed on your handheld device.

Be sure to click SAVE when you are done to save your selections.

Skyscape: Formulary Plan Selection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

My Web Search Search Address http://www.skyscape.com/secure/FormularyPlans.aspx

Search Skyscape

Logout  
My Account  
My Cart (4)  
Support

skyscape

TODAY IS YOUR LUCKY DAY!  
Click Here for instant savings.

Welcome back Vivek

Products Physicians Nurses Students Groups/Institutions What's New About Us Skyscape STAT

### Formulary Plan Selection

Select type of formulary plans and state of practice

State

Organization Type

Select formulary plans to add or remove

[Abbreviations Key](#)

#### Available Plans

- Alltel Corp
- Choice Benefit
- FedEx Freight E
- Hlth Scope Benefits
- Municipal Hlth Benefit Fund AR
- State of AR Empl Benefits
- Tyson Foods
- Univ of AR
- Wal-Mart
- Workers Comp-AR

#### Chosen Plans

- AIDS Drug Asst Program WY
- BCBS of WY
- BCBS of WY 2T
- TRICARE W WY
- WINhealth Partners WY 4T
- Workers Comp-WY
- WY State Medicaid

**Save**

### a. Select all plans in a state

In order to select all the plans in a state, choose the state in the top drop down box and click "Add All." You can limit the selection to a specific type of health plan by using the second drop-down box.

### b. Select multiple plans

To select multiple plans, hold down the Control key (CTRL) while clicking on each plan name. To select multiple plans that appear consecutively, click on the first one in the series, hold down the SHIFT key and then click on the last one in the series. Then click "Add" to select the plans you have highlighted.

### c. Save your selection

When you have completed your selection, click the "Save" button at the bottom of the screen.

Skyscape: Formulary Plan Selection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

My Web Search Search Address http://www.skyscape.com/secure/FormularyPlans.aspx

Search Skyscape  [More Search Options](#) Welcome back Vivek [Logout](#) [My Account](#) [My Cart \(4\)](#) [Support](#)

skyscape TODAY IS YOUR LUCKY DAY! Click Here for instant savings. [What's New](#) [About Us](#) Skyscape STAT

Products Physicians Nurses Students Groups/Institutions What's New About Us Skyscape STAT

### Formulary Plan Selection

Select type of formulary plans and state of practice

State

Organization Type

Select formulary plans to add or remove

[Abbreviations Key](#)

Available Plans

- Alltel Corp
- Choice Benefit
- FedEx Freight E
- Hith Scope Benefits
- Municipal Health Benefit Fund AR**
- State of AR Empl Benefits
- Wal-Mart
- Workers Comp-AR

Chosen Plans

- AIDS Drug Asst Program WY
- BCBS of WY
- BCBS of WY 2T
- TRICARE W WY
- Tyson Foods
- Univ of AR
- WINhealth Partners WY 4T
- Workers Comp-WY
- WY State Medicaid**

After you complete plan selection, you will be directed to a web page that will confirm that your selections have been saved.

If you need to install (or re-install) RxPlan on your device, proceed to click the **DOWNLOAD** link for your type of system.

Skyscape: Formulary Plan Selection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail Print RSS

My Web Search Search Address <http://www.skyscape.com/secure/FormularyPlansSelection.aspx?ms&pk=...>

Search Skyscape  [More Search Options](#) Welcome back Vivek [Logout](#) [My Account](#) [My Cart \(4\)](#) [Support](#)

skyscape

TODAY IS YOUR LUCKY DAY!  
[Click Here](#) for instant savings.

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### Formulary Plan Selection

Your formulary selections have been saved.

#### Windows Users

Please read the [RxPlan Getting Started Guide \(Windows\)](#) for important information about installation and setup.

- To install RxPlan, you will first need to **download** the product.
- If you already have RxPlan and only want to update your Formularies, sync your device now, while connected to the Internet.

Further instructions are included in the [Quick Start Guide \(Windows\)](#).

#### Mac Users

Please read the [RxPlan Getting Started Guide \(Mac\)](#) for important information about installation and setup.

- To install RxPlan, you will first need to **download** the product.
- To install your selected Formulary information, you will then need to **download** the plan information.

Further instructions are included in the [Getting Started Guide \(Mac\)](#).

Step 1: Download the product

You now must select:

Operating System: Windows

Platform: Mobile handheld

Type of handheld: Palm OS

Then click "find download."

Skyscape: Product Download - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back - Forward - Stop - Home - Search - Favorites - Print - Mail - Address Book - My Web Search - My Web Search - Search - Address http://www.skyscape.com/store/ProdDownload.aspx?pk=rxplanb

Search Skyscape  > [More Search Options](#) Welcome back Vivek [Logout](#) [My Account](#) [My Cart \(2\)](#) [Support](#)


Products Physicians Nurses Students Groups/Institutions What's New About Us Skyscape STAT

### Product Download

RxPlan & RxDrugs Bundle

To provide you with the correct version of our product, please select from the choices below:

What is the operating system of your computer?

Windows (98/ME/2000/XP/Vista) 

Mac (OS 9/OS X)


Choose platform you wish to install and view the product on:

Mobile device

Windows desktop PC

Both

What type of device do you have?

Palm OS 

Windows Mobile™/Pocket PC

Or select brand...

[Find Download >](#)

Click Download

Skyscape: Product Download - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

My Web Search Search Address <http://www.skyscape.com/estore/ProdDownload.aspx?pk=rxplanb>

Search Skyscape  [More Search Options](#)

Welcome back Vivek

Logout  
My Account  
My Cart (2)  
Support

Products **Physicians** Nurses Students Groups/Institutions What's New About Us Skyscape STAT

**Product Download**

RxPlan & RxDrugs Bundle

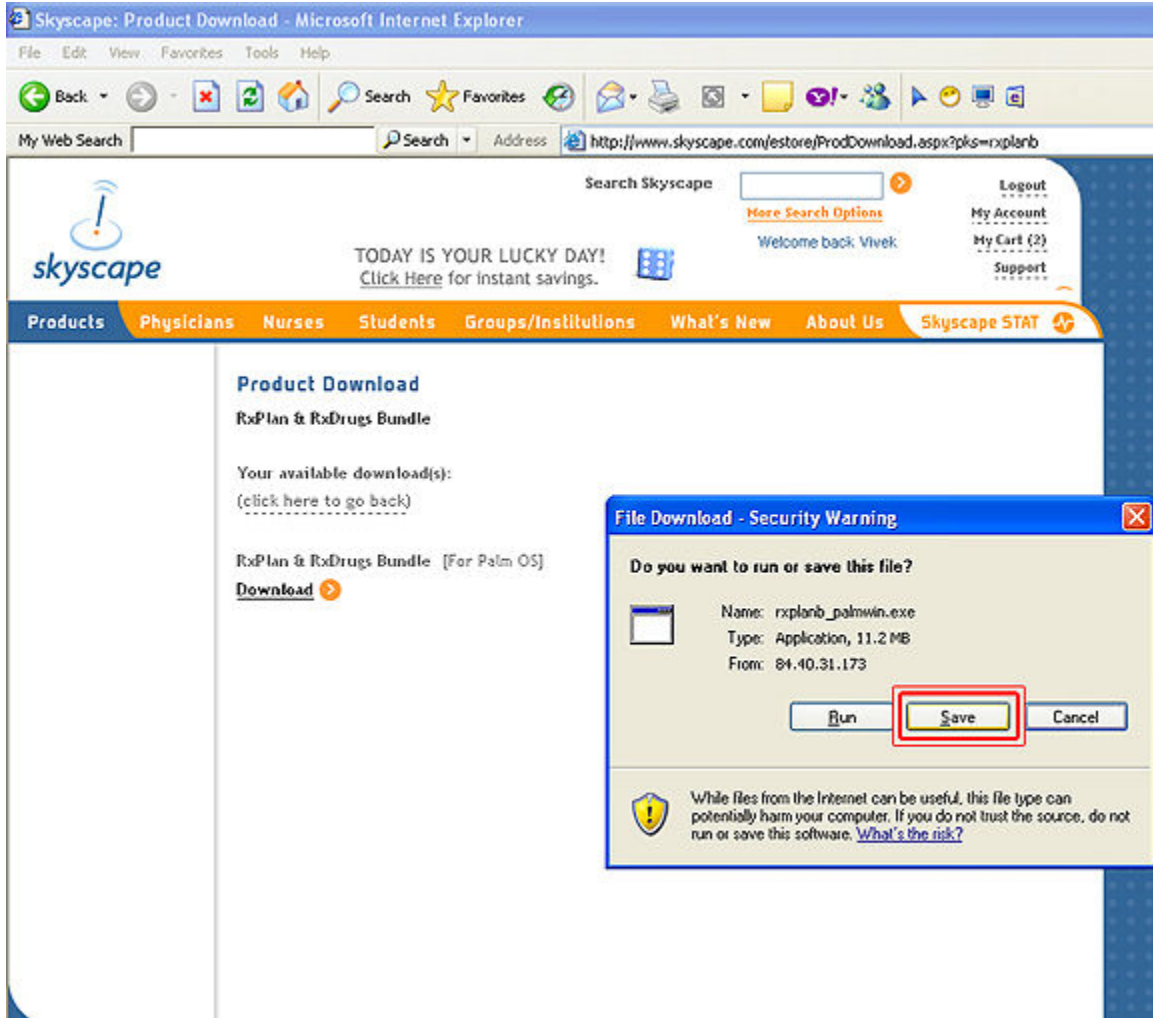
Your available download(s):  
([click here to go back](#))

RxPlan & RxDrugs Bundle [For Palm OS]

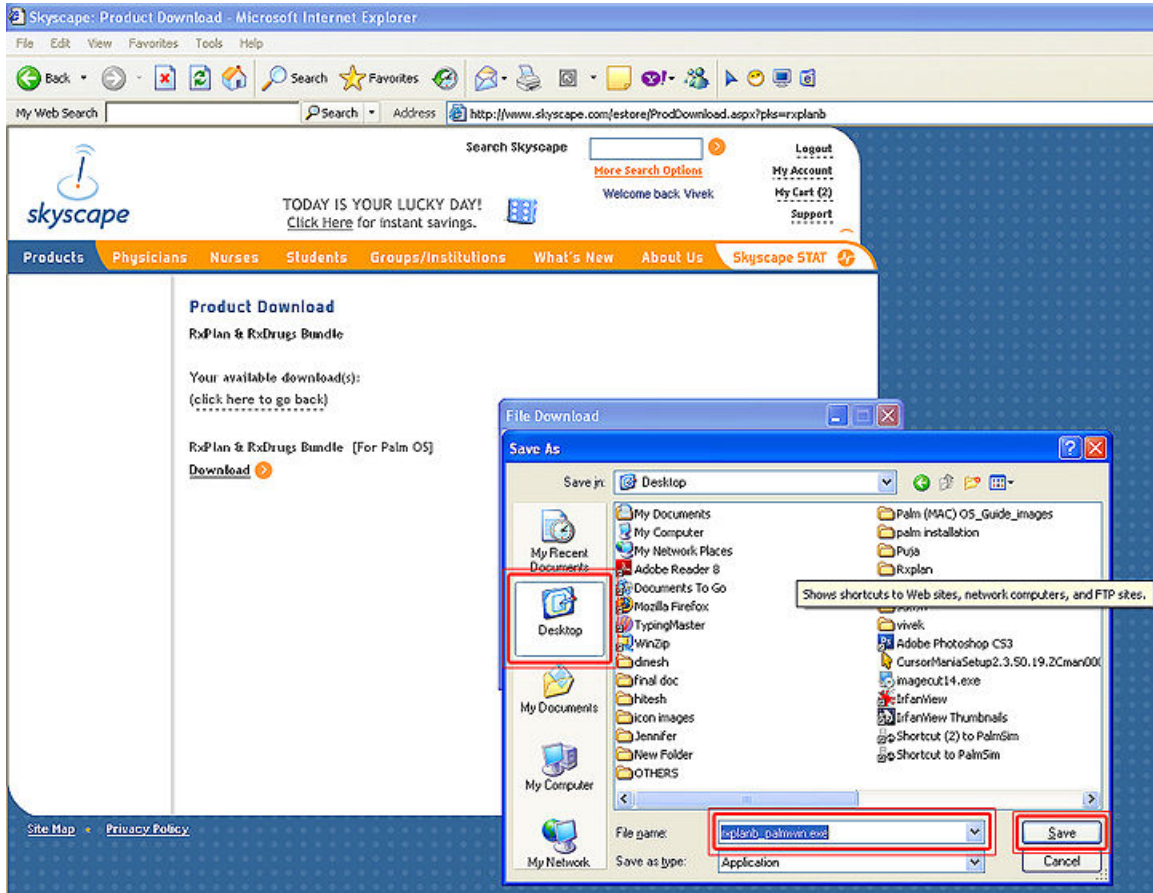
**Download**

Then, it will prompt you asking if you're really sure you want to download the file. The file name should appear as: rxplan\_palmwin.exe

If the file name is correct, click "Save."



Select desired location to save the file. However we recommend you to save the file to your desktop screen so that you can access it easily.



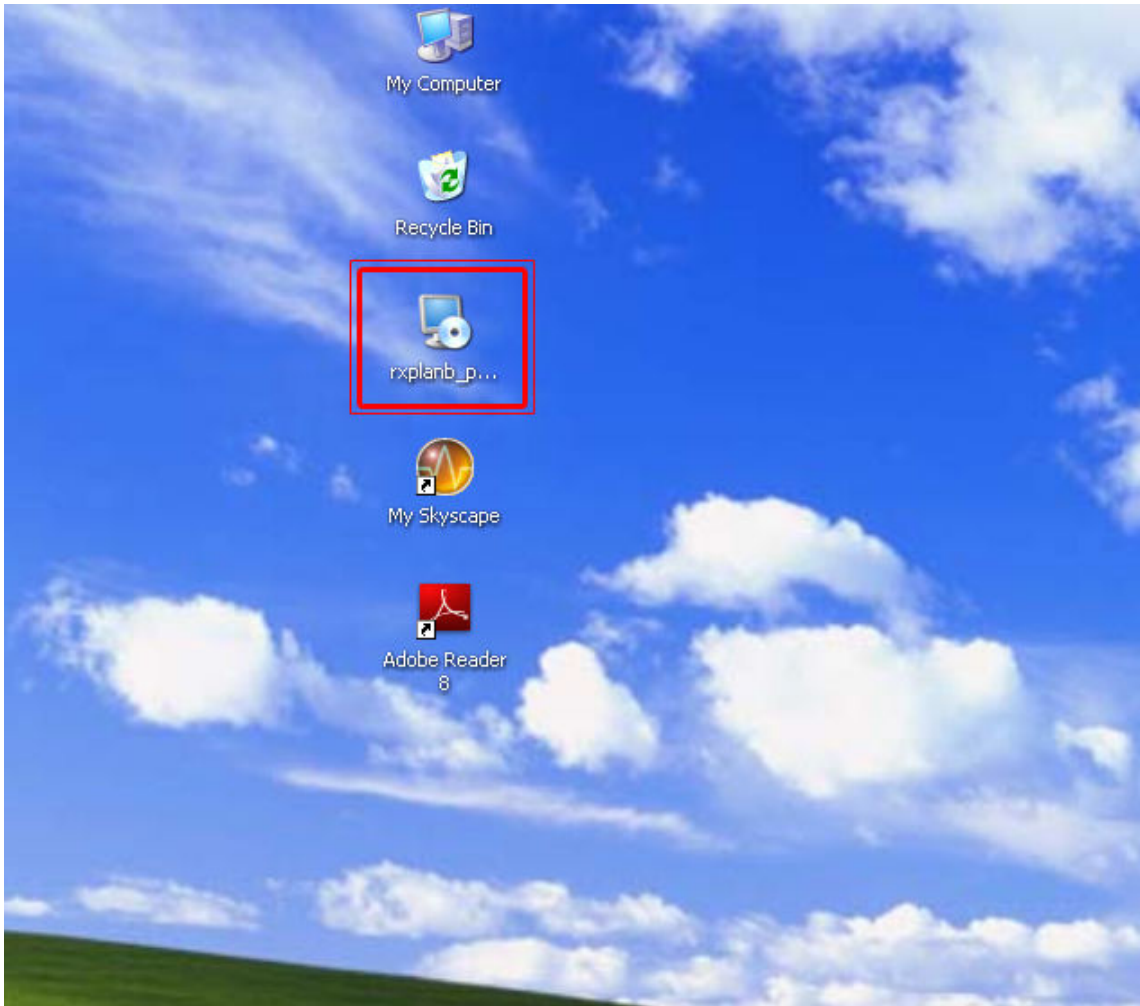
Save the file onto your desktop Screen. Then, the download will begin.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <http://www.skyscape.com/estore/ProdDownload.aspx?pk=rxplanb>. The page content includes the Skyscape logo, a search bar, and a navigation menu with items like Products, Physicians, Nurses, Students, Groups/Institutions, What's New, About Us, and Skyscape STAT. The main content area is titled "Product Download" and "RxPlan & RxDrugs Bundle". It contains the text "Your available download(s): (click here to go back)" and "RxPlan & RxDrugs Bundle [For Palm OS] Download".

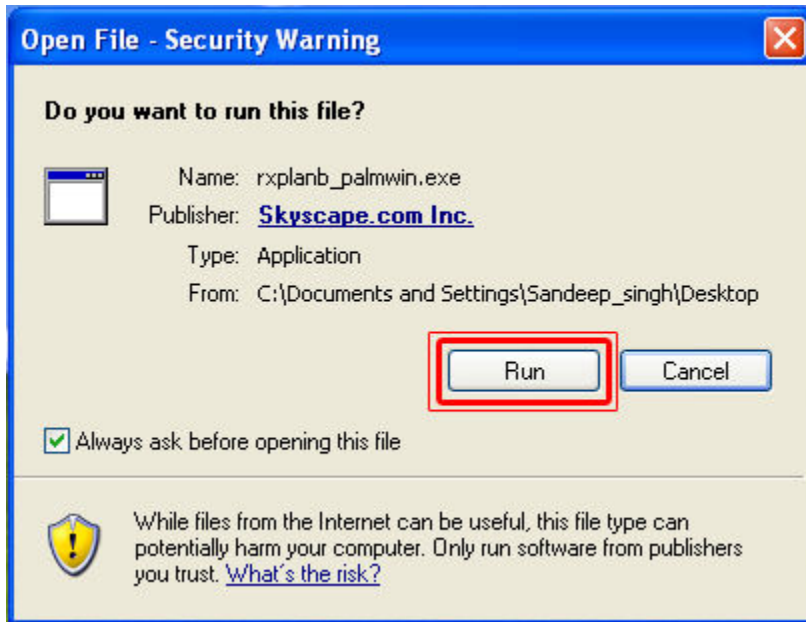
Overlaid on the page is a Windows download progress dialog box titled "1% of rxplanb\_palmwin.exe Completed". The dialog box displays the following information:

- Saving: rxplanb\_palmwin.exe from 84.40.31.173
- Estimated time left: 7 min 19 sec (86.5 KB of 11.2 MB copied)
- Download to: C:\Documents ... \rxplanb\_palmwin.exe
- Transfer rate: 26.5 KB/Sec
- Close this dialog box when download completes
- Buttons: Open, Open Folder, Cancel

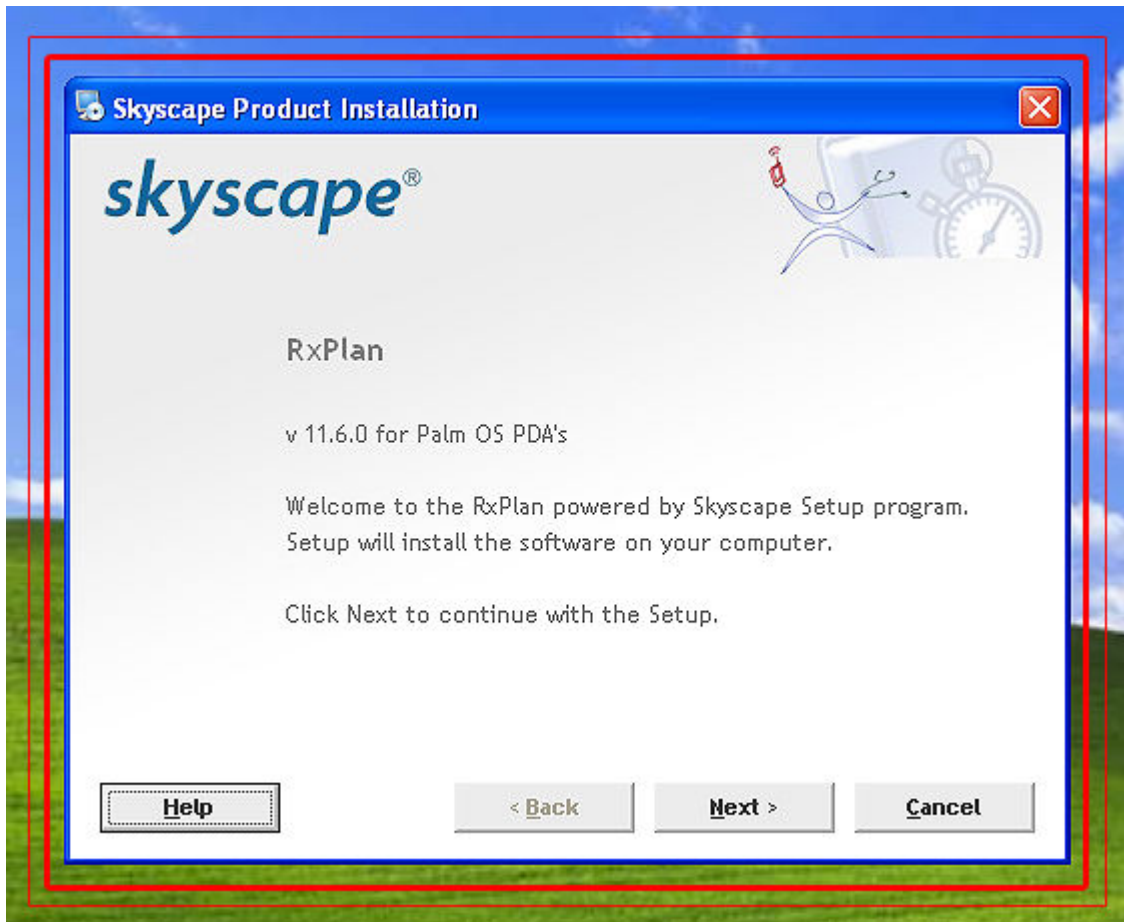
The file will appear like rxplan\_palmwin.exe



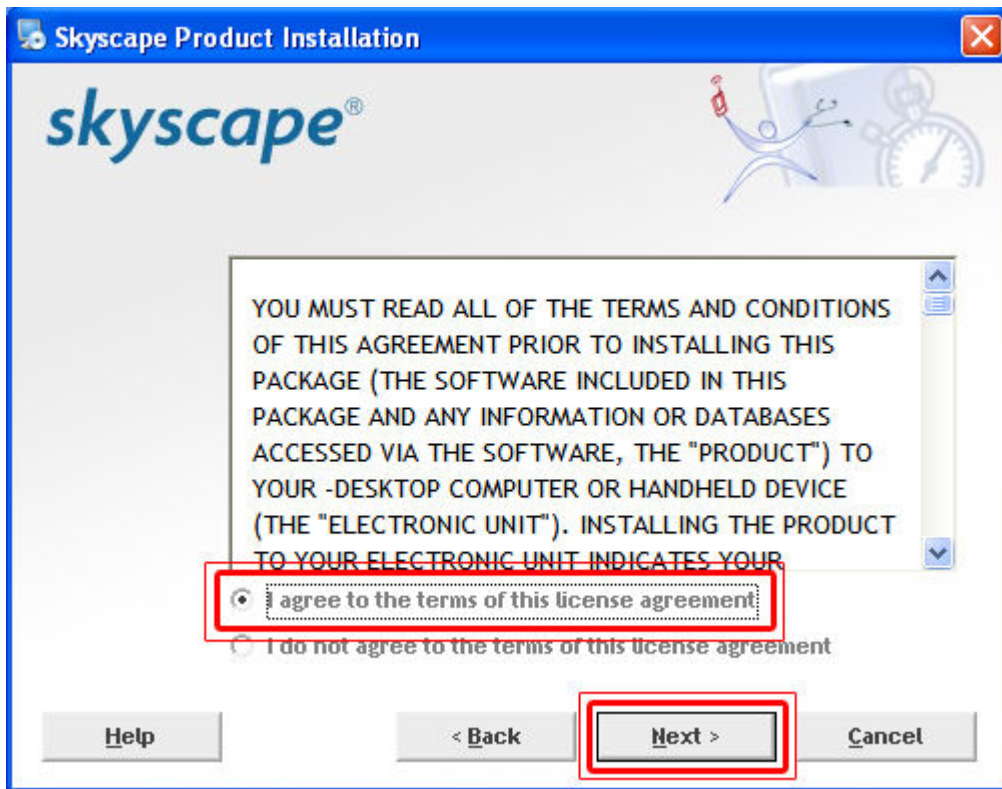
Once the download finishes, if you are ready to commence the installation, click "Run" and run the installation.



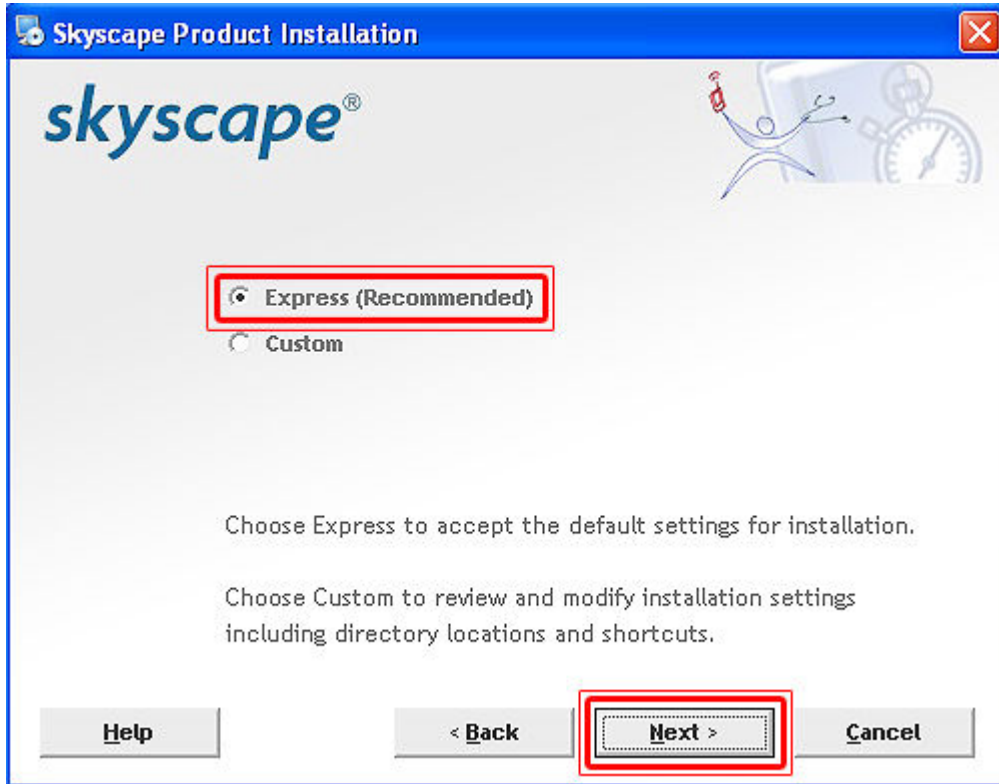
The installation process will start and bring you to a series of prompts. Please ensure that the software you downloaded is the proper software for the Palm OS.



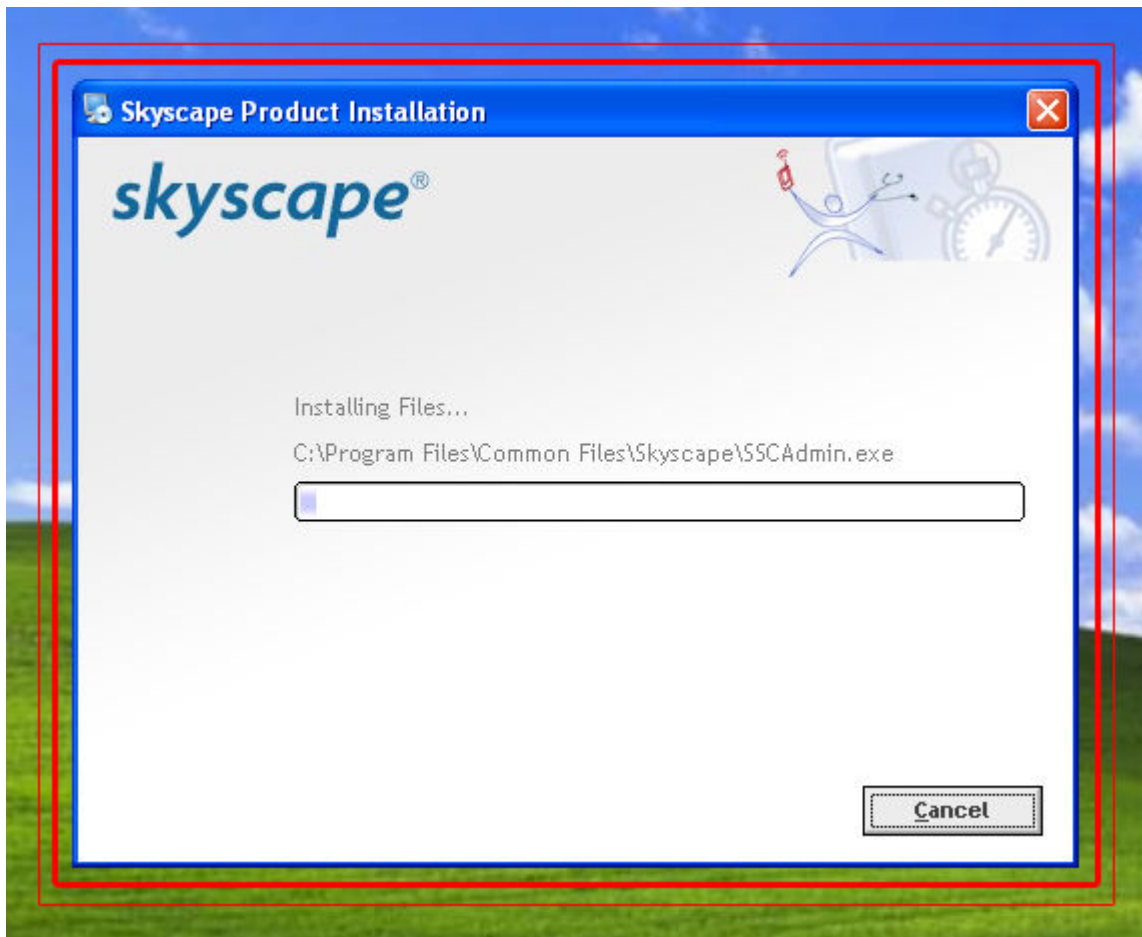
Read the agreement and select "I agree;" then click "next."



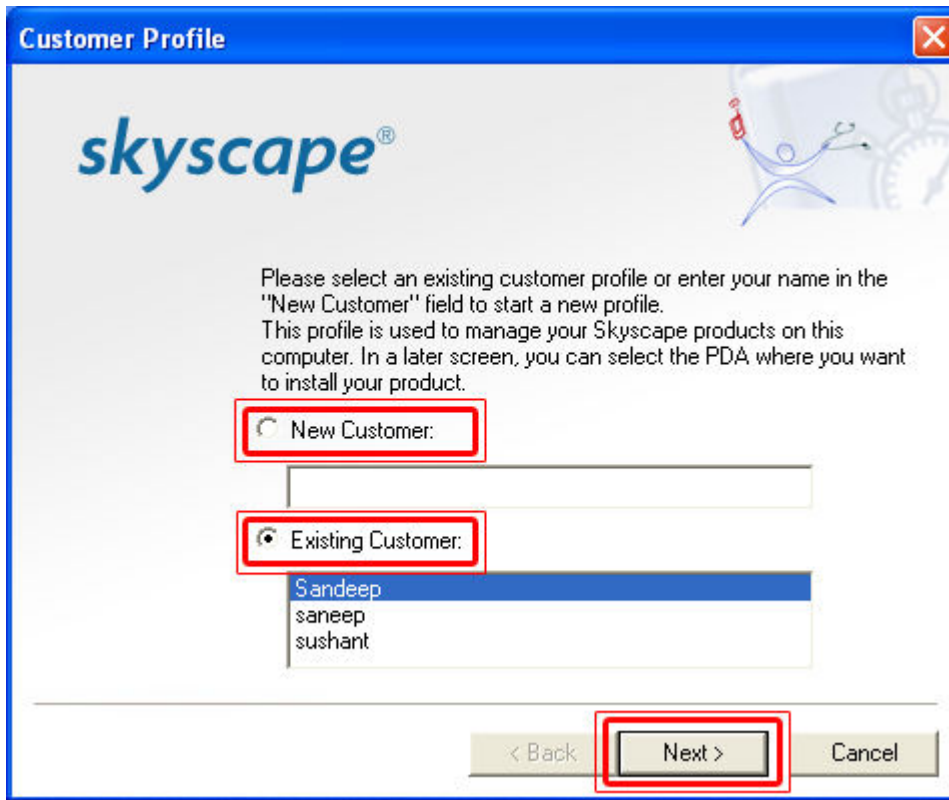
In this screen, you will be asked whether you want to perform an "express" or "custom" installation. We recommend that you select the "express" option for ease and speed.



You will then see the files been extracted



If your name appears on the list under the "Existing Customer" field, then select it and click "next." If not, list your name under "New Customer" as you did when you created your Skyscape profile.



The image shows a software dialog box titled "Customer Profile" with a blue header bar and a close button in the top right corner. The Skyscape logo is in the top left. The main text explains that the user should select an existing customer profile or enter a new name. There are two radio button options: "New Customer:" and "Existing Customer:". The "Existing Customer:" option is selected, and a list of names is shown below it: "Sandeep", "saneep", and "sushant". The "Sandeep" name is highlighted in blue. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red box.

**Customer Profile**

*skyscape*<sup>®</sup>

Please select an existing customer profile or enter your name in the "New Customer" field to start a new profile.  
This profile is used to manage your Skyscape products on this computer. In a later screen, you can select the PDA where you want to install your product.

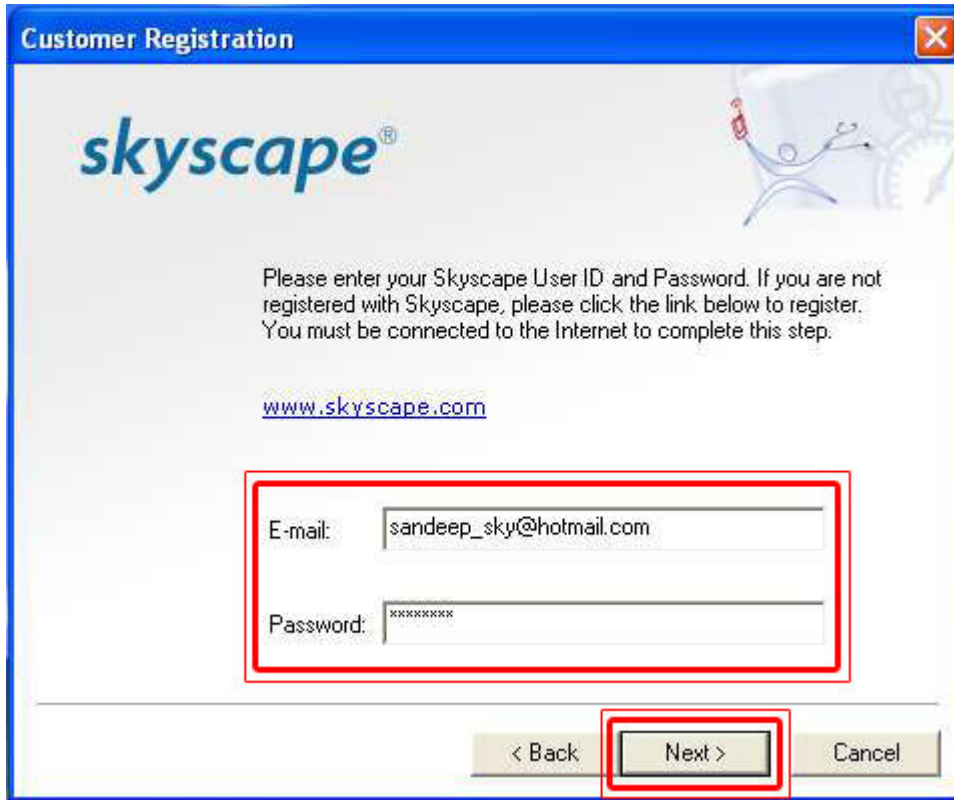
New Customer:

Existing Customer:

- Sandeep
- saneep
- sushant

< Back   **Next >**   Cancel

This next screen will appear where you have to enter your Skyscape e-mail and password and hit "next."



The image shows a 'Customer Registration' window with the Skyscape logo and a decorative graphic of a person holding a globe. The window contains instructions to enter a User ID and Password, a link to the website, and two input fields. The 'E-mail' field contains 'sandeep\_sky@hotmail.com' and the 'Password' field contains '\*\*\*\*\*'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.

**Customer Registration**

**skyscape®**

Please enter your Skyscape User ID and Password. If you are not registered with Skyscape, please click the link below to register. You must be connected to the Internet to complete this step.

[www.skyscape.com](http://www.skyscape.com)

E-mail:

Password:

< Back   **Next >**   Cancel

Enter product serial number and click Next

Serial Number

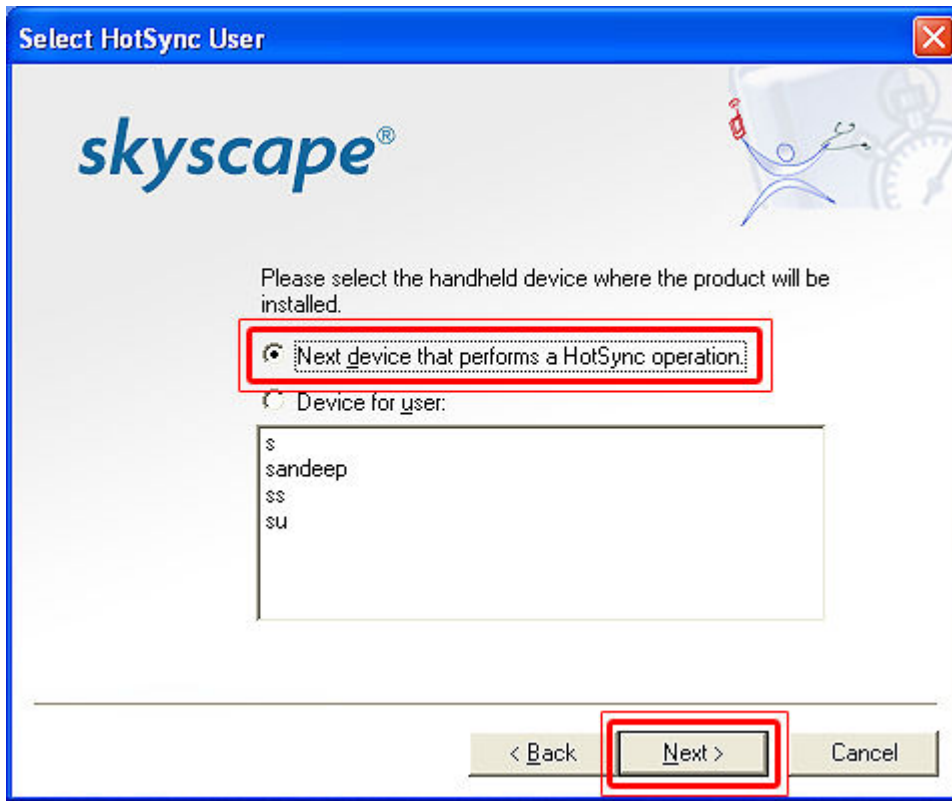
*skyscape*<sup>®</sup>

Please enter the serial number for the product. The serial number will have been provided with the product distribution.

MOUF EY - VD5QIF - UM4

< Back   Next >   Cancel

Next, please select "next device that performs HotSync"



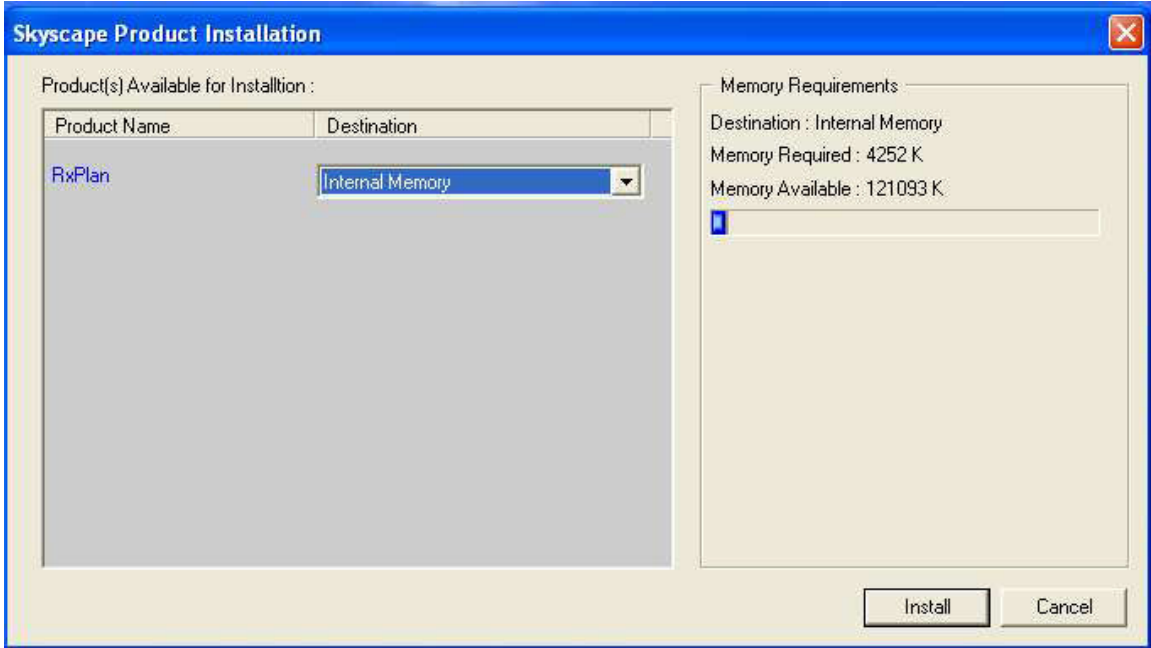
Then you will receive this screen which confirms product installation and you need to HotSync now.



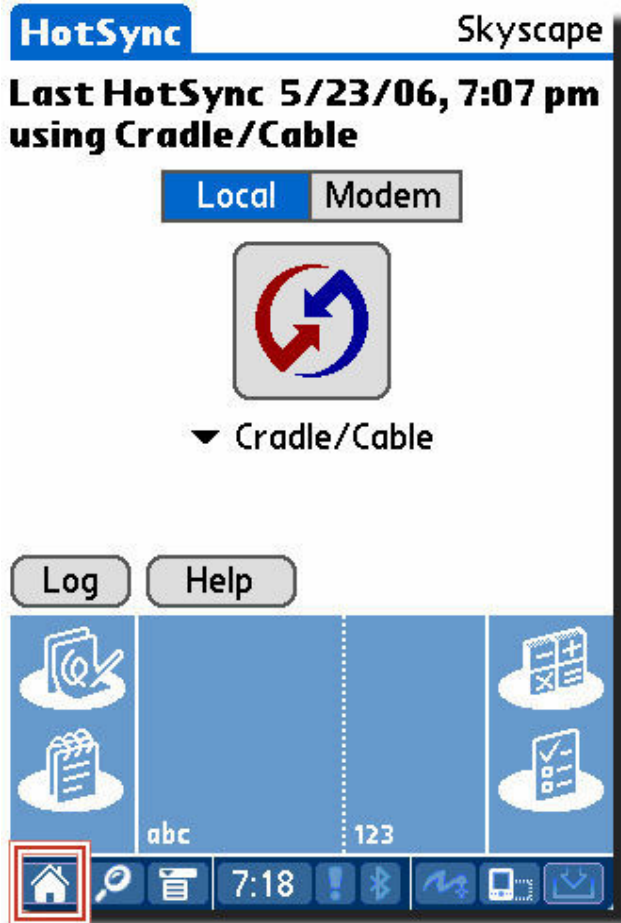
If you are using your Palm for the very first time, please make sure that you have already installed the HotSync software that came with your device. Please connect your device to the desktop either via its HotSync cable, or put the device onto its cradle. Open up HotSync on your device and press the HotSync logo on the screen to begin synchronizing. Your handheld should say "synchronizing." On your desktop, you should see a prompt that looks like this:



The Skyscape Product Installation screen should appear on your desktop. By default, the product will install to your internal memory. If you'd rather install the program to a different location, such as your memory card, you can select which one from the dropdown menu under "destination." Click the "install" button if you see that there is sufficient memory on the device to install the product.



After you've successfully HotSynced, you will see a screen on your PDA that looks like this:



To access the program you just installed, click on the "Home" button in the bottom left corner. Then, click on menu in the top right area of your screen and select "Skyscape."



## Register your product

If you have purchased the product: If you were connected to the internet at the time of the installation, you most likely will not see this screen. However, if you do encounter this, you will need to register your device to get the Unlock Code. In order to do this, go to <http://www.skyscape.com/register>. It will prompt you to login. Use the product's Serial Number as shown on your Order Receipt. After you open the program on the PDA for the first time, it will prompt you for the Unlock Code. Simply enter it on the line and the product is ready to use!

If you are using a free trial version of a product: In our trial versions, most of the content is locked, but you can still view the full index to see what the program covers. Click "Try It." The full content becomes available if you purchase the program and are issued a Serial Number.

Please enter your Unlock Code and tap "Unlock" to unlock the full content. Tap "i" for more info.

**Device ID: D1C4010A**

**Unlock Code:**

.....

To view partial content, tap "Try It".

Congratulations! You've finished the installation process.

## Associating RxPlan With a Drug Guide

RxPlan is designed to be used in conjunction with a drug guide in order to provide integrated formulary and drug information.

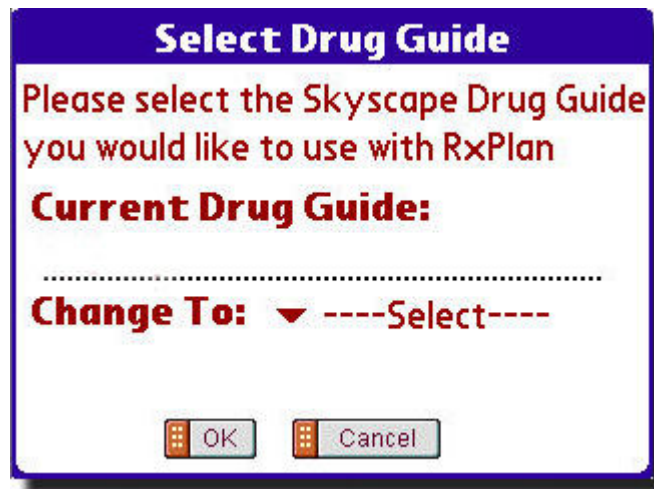
You may select any Skyscape drug guide that is installed on your handheld for this purpose. If you own multiple Skyscape drug guides, you will need to choose only one of them to associate with RxPlan. However, you may change your selection at any time.

For more information about drug guides available from Skyscape, please visit our website at [www.skyscape.com](http://www.skyscape.com).

### a. Associating a Drug Guide at Initial Installation

When you open RxPlan for the first time after installation, you will see a pop-up screen that prompts you to select the drug guide you want to associate with RxPlan. Illustrations below are from the Palm handheld. PocketPC and Desktop will have a different appearance but the same functionality.:

Click on the drop down box and highlight your selection. Then tap the "OK" button.

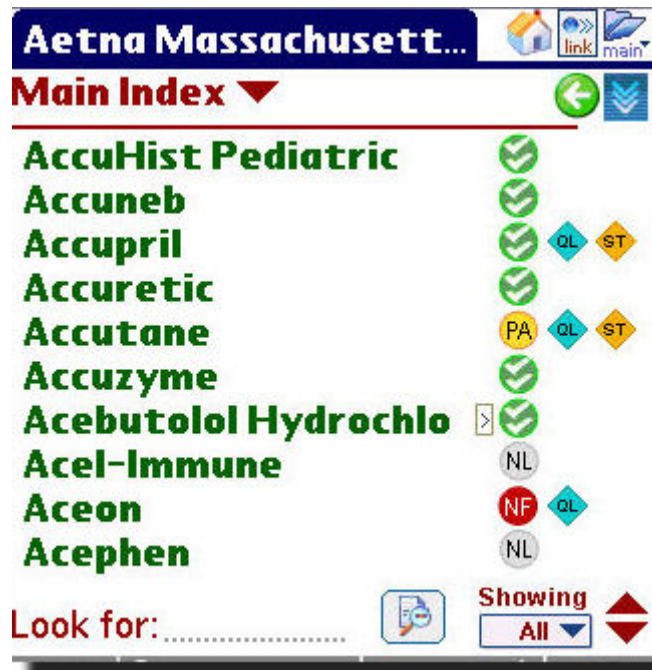


The drug guide you select to associate with RxPlan will continue to function as usual when you access it directly. However, you will have the added benefit that the information in that guide will now be conveniently accessible to you from within RxPlan as well

b. Changing the Drug Guide associated with RxPlan

If you have multiple drug guides from Skyscape, you may want to change which one is associated with RxPlan. To do this:

- i. Go to the Main Index view within any plan



ii. Tap on the plan name and select the "Edit" drop down box



iii. Tap on "Select Drug Guide". A pop-up screen will appear that will prompt you to select which drug guide you want to associate with RxPlan. Click on the drop down box and highlight your selection. Then tap the "OK" button.