

NPLEx Retail Portal Process Steps

Transaction Page

Safety Override Page

Confirm Transaction

Void Page

| Transaction ID | Name | Address | DOB | ID Type | Issuing Agency | Date | Product | Qty | Total Grams PSE(g) | Total Tablets | Total Transaction Grams(g) |
|----------------|-------------------|--|------------|---------------------|----------------|------------------|--------------------------|-----|--------------------|---------------|----------------------------|
| 35126 | FIRST M LAST S | 10401 LINN STATION RD., ADDRESS2 LOUISVILLE, AR40241 | 01/01/1966 | Driver's License ID | AR | 12/28/2007 16:18 | CLARITIN-D 24 HOUR (5CT) | 2 | -2.40 | 10 | -2.40 |
| | | | | | | | BRONKAID CAPLET (24'S) | 2 | -1.20 | 48 | -1.20 |
| | | | | | | | P1 | 1 | -0.50 | | -0.50 |
| | | | | | | | P2 | 1 | -1.00 | | -1.00 |
| | | | | | | | | | -5.10 | 58 | -5.10 |
| 40322 | TESTCASE TESTCASE | 123 MAIN STREET, SHEPHERDSVILLE, KY40165 | 01/01/1966 | Driver's License ID | KY | 01/09/2008 16:44 | CLARITIN D 24HR (5CT) | 3 | 10.80 | 45 | 10.80 |
| 40340 | JILL BLACK | | | | | | | | | | |

Reports Page

- 1) Log into the NPLEx secure Web portal via your company's prescribed method. Enter your User ID and Password.
- 2) Transaction page - Information Section: Complete the required fields as noted with an asterisk. After entering the ID Number, Type, and Issuing Agency, click on the Find icon. If the customer has previously made a PSE purchase, the rest of the customer's information will automatically populate the information fields.
- 3) Transaction page - Describe Product Section: Begin typing the first few letters of the product name or the first few numbers of the UPC and a pick list will appear. Select the product and enter the number of boxes being purchased.
- 4) Transaction page: Complete other information as required. Click submit.
- 5) Safety Override button: This allows you to proceed with a sale if the customer's purchase exceeds allowable amounts, becomes belligerent, and you are concerned for your safety.
- 6) Confirm Transaction: If information is incorrect, click edit and make changes. If information is correct, click YES to add it to the database.
- 7) Returns: Complete the required fields as noted with an asterisk. After entering the ID Number, Type, and Issuing Agency, click on the Find icon. This function is used when the Transaction Number is unavailable or only a portion of a previous purchase is being returned.
- 8) Voids: To cancel or issue a credit, enter the Transaction Number and click submit.
- 9) Transaction Report: This provides a list of transactions based on a date range entered.

NPLEx Administration

| Last Name | First Name | User Id | User Role | Reset Password |
|-------------|------------|----------------|------------------------|----------------|
| Allen | Anna | APR08USER | Appres Superuser | Reset Password |
| User | New | USER1234 | Pharmacy User | Reset Password |
| User2 | New | USER2345 | Pharmacy User | Reset Password |
| Smith | John | JOHN@MTH1 | Pharmacy User | Reset Password |
| User | Test | TESTUSER | Pharmacy User | Reset Password |
| Paulus | Angie | APAU1108 | Pharmacy Manager | Reset Password |
| Casee | John | JOSE@REL | Pharmacy Superuser | Reset Password |
| Latham | Amy | AMY@LHMAN | Pharmacy Manager | Reset Password |
| PhamUser | AmyTest | AMY@PHAMRU | Pharmacy User | Reset Password |
| ReportsUser | AmyTest | AMY@PHAMRU | Reports User | Reset Password |
| Support | Agnes | AGNES@S | Pharmacy Support | Reset Password |
| Support | AOC | AOC@SUPPORT | Pharmacy Support | Reset Password |
| Bauscher | Tim | TBAUSCHER | Pharmacy Support | Reset Password |
| Bel | Dawn | DAWN@BEL | Pharmacy Administrator | Reset Password |
| Everse | Michelle | MICHELLE@VERSE | Pharmacy Superuser | Reset Password |
| Bond | Lynn | LYNN@BOND | Pharmacy Support | Reset Password |
| admin | pham | PHAM@ADMIN | Pharmacy Administrator | Reset Password |
| manager | pham | PHAM@MAN | Pharmacy Manager | Reset Password |
| superuser | pham | PHAM@SUPER | Pharmacy Superuser | Reset Password |
| user | pham | PHAM@USER | Pharmacy User | Reset Password |
| reports | pham | PHAM@REPORTS | Reports User | Reset Password |
| p | Angie | ANGIE@PAU | Pharmacy Manager | Reset Password |

1) Each pharmacy has an Administrator setup:

List Users Screen: This allows the Administrator to add users, edit user information and reset passwords.

Pharmacy Edit: Use this page to enter or change the pharmacy address, phone, fax, or e-mail information.

Product List: Use this page to add or delete PSE products from the 'Your Product List.'

| | |
|---------------|----------------|
| * Name | Doug World |
| * Address1 | 444 Market St |
| Address2 | address2 |
| * City | Louisville |
| * State | Kentucky |
| * Postal Code | 40223 |
| * Phone | 502 555-5555 |
| * Fax | 502 555-5555 |
| Email | daw@dworld.com |

2) If a Pharmacy Administrator is locked out, the Administrator can e-mail support at _____.

| | |
|---|---|
| Enter Product Description or UPC Code (at least 3 letters/digits) | <p>Your Product List</p> <p>Items listed in Bold cannot be removed.</p> <p>305730180108 0.61g ADVIL COLD&SIN CAP (20'S)</p> <p>300312240218 0.35g CHILDREN'S DIMETAPP DM COLD AND COUGH (4Z)</p> <p>300450902047 0.35g CHILD MOTRIN CLD BR (4Z)</p> <p>041100802170 2.40g CLARITIN D 12HR (30CT)</p> <p>041100802897 3.60g CLARITIN D SAHR (15CT)</p> <p>041100802088 1.20g CLARITIN D 12 HOUR (10CT)</p> <p>041100803191 3.60g CLARITIN D 12 HOUR (30CT)</p> <p>04110080431 2.40g CLARITIN D 24 HOUR (10CT)</p> <p>04110080493 1.20g CLARITIN D 24 HOUR (5CT)</p> <p>300950147031 2.40g ORODAL CLD&ALRGY (20S)</p> <p>363824057187 1.08g MUCINEX D (18CT)</p> |
|---|---|

3) If a customer is denied a purchase and wants to know why, the pharmacy should write the transaction ID along with the Web site www.nplexanswers.com, to provide to the customer. The customer can visit the online portal to receive more information.

