



Cubixx Portal Guidelines

This module provides information for the following:

[General Overview of Cubixx Unit Interface](#)

Summarizes access and actions to add medications to inventory stored in Cubixx, remove medications stored in Cubixx and perform administrative tasks.

[Screen Overview and Definitions](#)

Understand the meaning of each field on the various screens of the Cubixx unit interface.

[Adding and Removing Medications](#)

Learn how to add or remove a medication from the Cubixx unit.

[Perform a Manual Update](#)

Learn how to manually update new data and information using the Cubixx unit interface.



Cubixx Unit Interface General Overview

Cubixx Unit Interface

The Cubixx unit interface allows customers to control access to medications stored in the Cubixx unit. In addition, the interface tracks medications added to or removed from the Cubixx unit, while providing touch-based explanations for the related action.

There are four main actions that users can perform from the Cubixx unit interface:

- Remove medication from the refrigerator for the purpose of dispensing medication to a patient
- Add medication to inventory
- Remove medication from the Cubixx unit for purposes other than dispensing to a patient (such as removing a damaged product, removing for facility transfers, and removing an expired product)
- Perform administrative tasks for the Cubixx unit

Before actions are activated, users enter a PIN code or, if enabled, scan their badges. The PIN code or badge scan identifies the person who is performing the action.

Automated Updates

Two types of updates are made throughout the day to the Cubixx unit: a **unit interface** update and a **unit database** update.

Unit Interface Updates

Unit interface updates automatically occur once per hour at the top of every hour. As an example, a new user is setup with a PIN code at 7:30 AM. When the automated update occurs at 8:00 AM, the new user will be added to the Cubixx unit interface.

Unit Database Updates

Unit database updates occur once per day— in the middle of the night—when actions are likely not occurring. Examples of database updates include new codes and database changes for the Cubixx unit.

Screen Overview and Definitions – Log In Screen

Prior to any actions, users must enter the PIN code or scan their badge.

Badge Scan

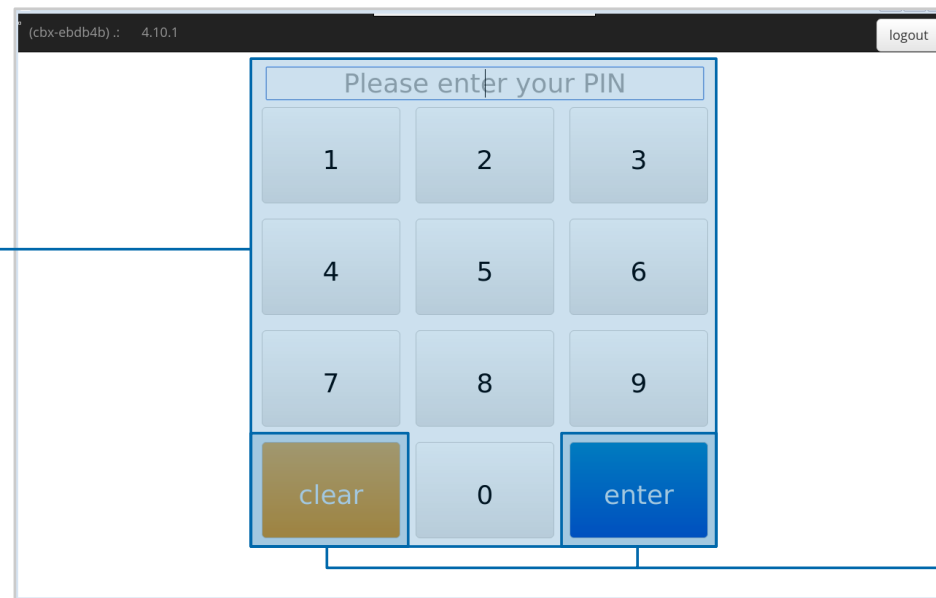
If a badge scan is enabled, there is no need to enter a PIN code.

Please enter your PIN

As users enter a PIN code, numbers appear in the **Please enter your PIN** field.

PIN Pad

Numbers 0 through 9 in blocks. Touch the related number to enter the PIN code.



clear
Clears values from the **Please enter your PIN** field.

enter
Enters the PIN code for access to the unit.

Screen Overview and Definitions – Top Ribbon

After successful entry of the PIN code or badge scan, new screen appears. It's important to recognize the information that appears in the top ribbon.

Host Name

In the upper left hand corner of the top ribbon, **(cbx-ebdb4b)** indicates the Host Name, or identifier for the Cubixx unit.

Code Version

In the top ribbon and directly following the Host Name, **4.10.1** indicates the current version of code applied to the Cubixx unit.

Greeting

In the upper right of the top ribbon and before the logout button, the name of the person logged into the Cubixx unit is displayed following a greeting.

logout

Exits the user and returns to the Log In screen.



Screen Overview and Definitions – Actions

After successful PIN code or badge scan, the user may perform any of the following actions:

Dispensed for Patient

Touch when medication is removed and dispensed to a patient.

Receive Product

Touch when medication received from a manufacturer is added to the Cubixx unit inventory.

Facility Transfer Out

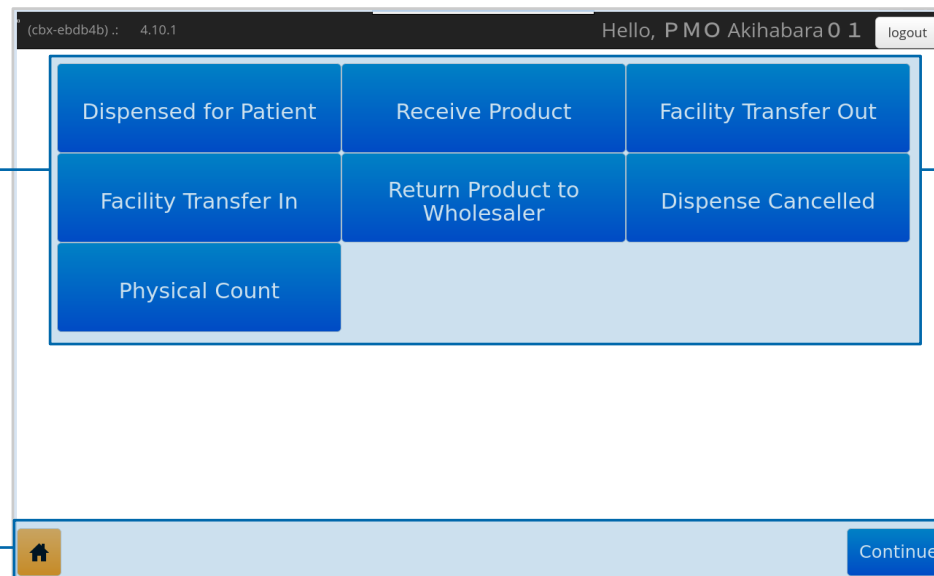
Touch when medication removed from the Cubixx unit inventory will be transferred to another location (Cubixx unit).

Home icon

Touch the home icon to navigate to the Administration actions screen

Continue

Touch after choosing an action to unlock the Cubixx unit door.



Facility Transfer In

Touch when medication transferred from another location is added to the Cubixx unit inventory.

Return Product to Wholesaler

Touch when medication removed will be returned to the wholesaler.

Dispense Cancelled

Touch when a medication from a patient dispense was cancelled and is returning the Cubixx unit inventory.

Physical Count

Touch when medication is removed after a physical count is performed.

Screen Overview and Definitions – Adjust Inventory and Administration

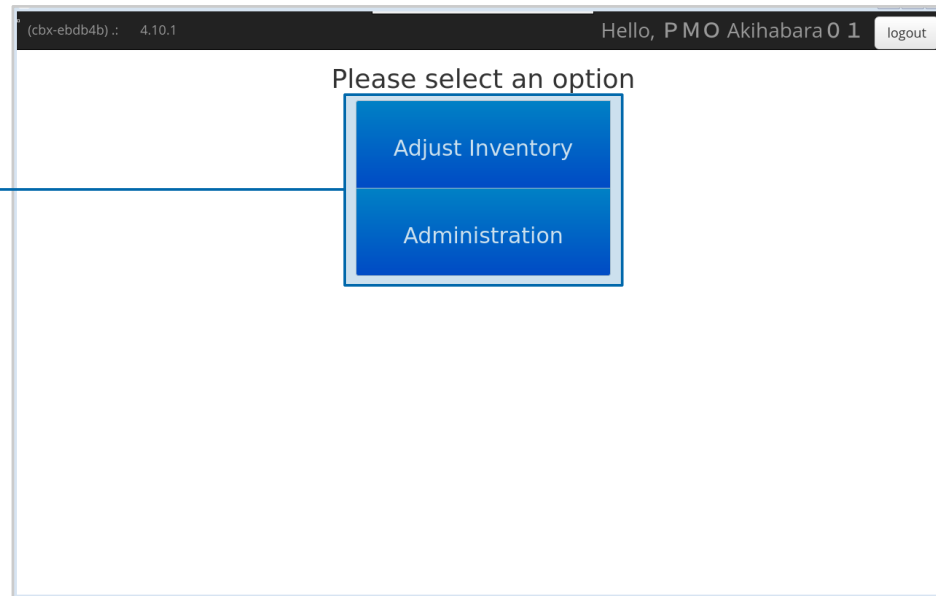
After touching the **Home icon** (🏠), a new screen appears:

Adjust Inventory

Touch to return to the actions screen in event an action wasn't captured (see **Actions** on page 5).

Administration

Touch to access the Administration screen.



Screen Overview and Definitions – Administration

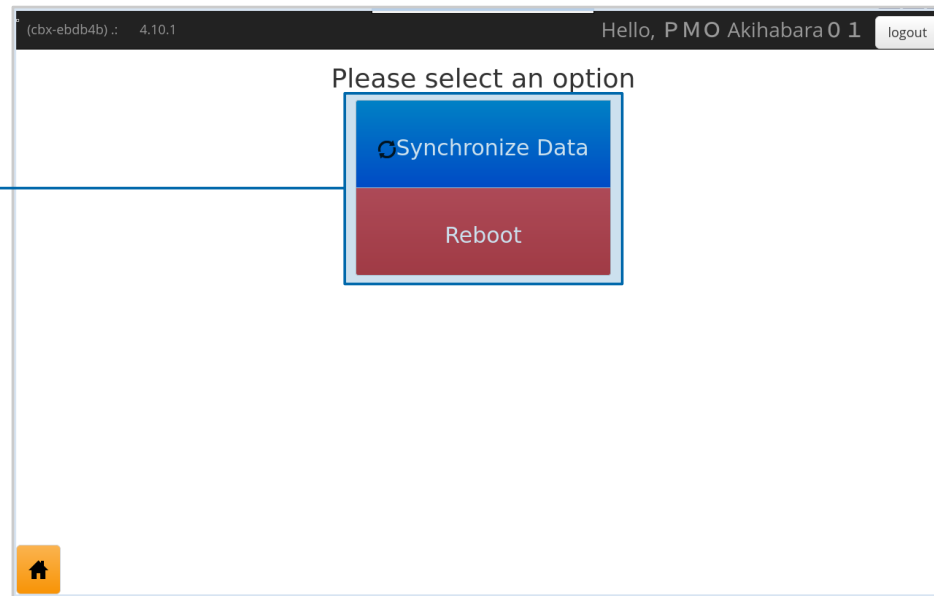
After touching **Administration**, a new screen appears:

Synchronize Data

If a change was made to the Cubixx unit's settings, touch **Synchronize Data** to update new information.

Reboot

Touch **Reboot** to send updated data to the local database. Code changes made to the Cubixx unit also require a Reboot.

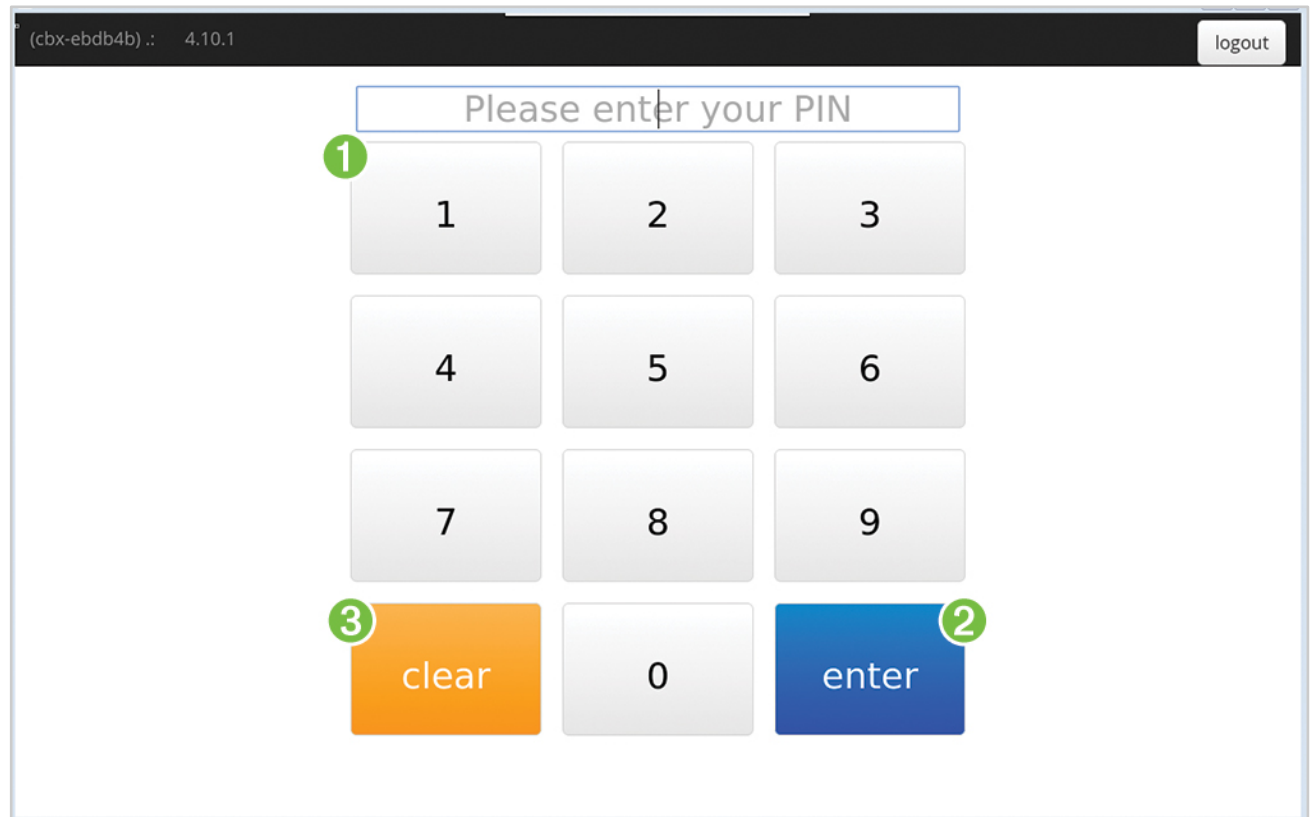




Adding and Removing Medications

Log In

- 1 Enter the PIN code by touching the numbers on the screen (if available, you may scan your badge).
- 2 Touch **enter**.
- 3 To void the action, touch **clear**.



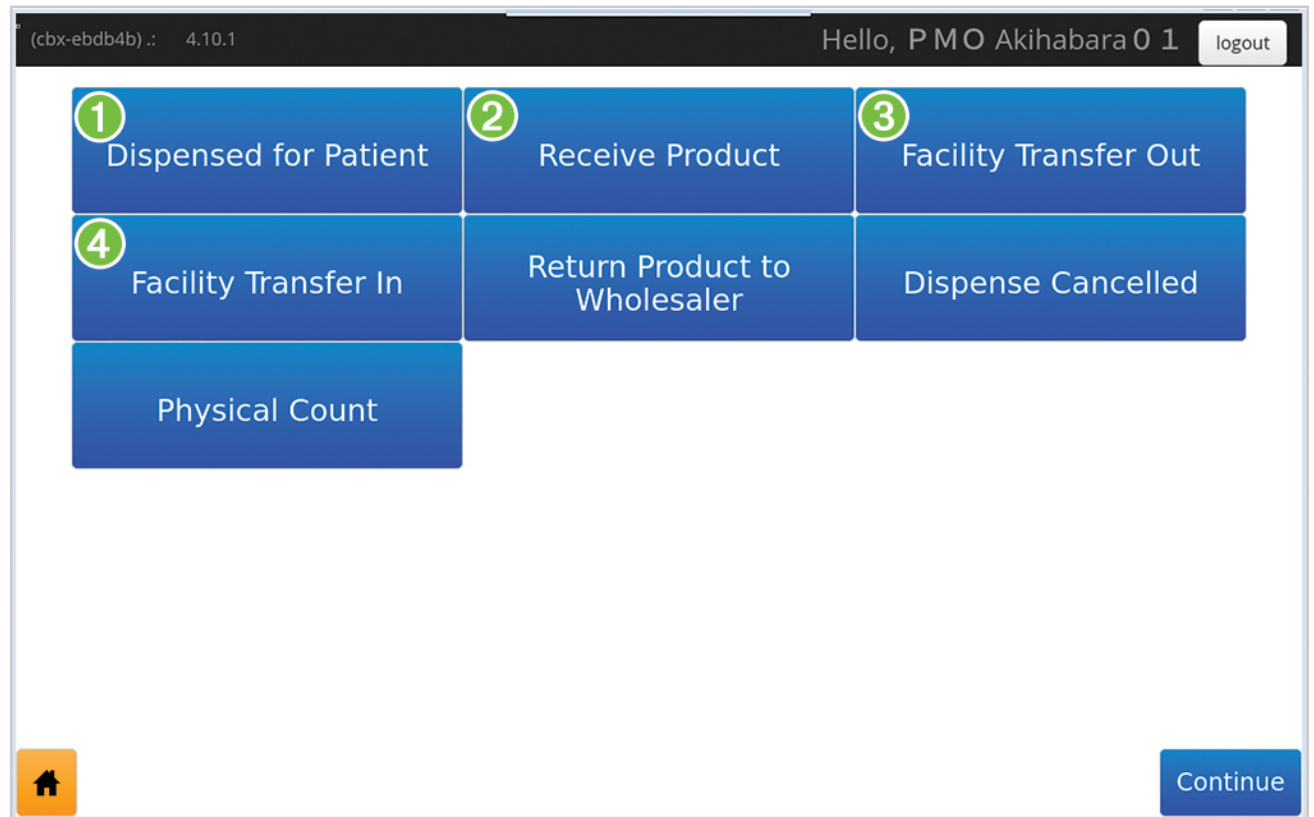


Cubixx Unit Interface

Actions

After successful PIN code or badge scan, the user may perform any of the following actions:

- 1 Dispensed for Patient**
Touch when medication will be removed and dispensed to a patient.
- 2 Receive Product**
Touch when medication received from a manufacturer will be added to the Cubixx unit inventory.
- 3 Facility Transfer Out**
Touch when medication removed from the Cubixx unit inventory will be transferred to another location (Cubixx unit).
- 4 Facility Transfer In**
Touch when medication transferred from another location will be added to the Cubixx unit inventory.



Continue on next page.



Cubixx Unit Interface

Actions

- 5 Return Product to Wholesaler**
Touch when medication removed will be returned to the wholesaler.
- 6 Dispense Cancelled**
Touch when a medication from a patient dispense was cancelled and will be returned to the Cubixx unit inventory.
- 7 Physical Count**
Touch when medication is removed so a physical count is performed.
- 8 Continue**
Touch after respective action and continue to next screen.

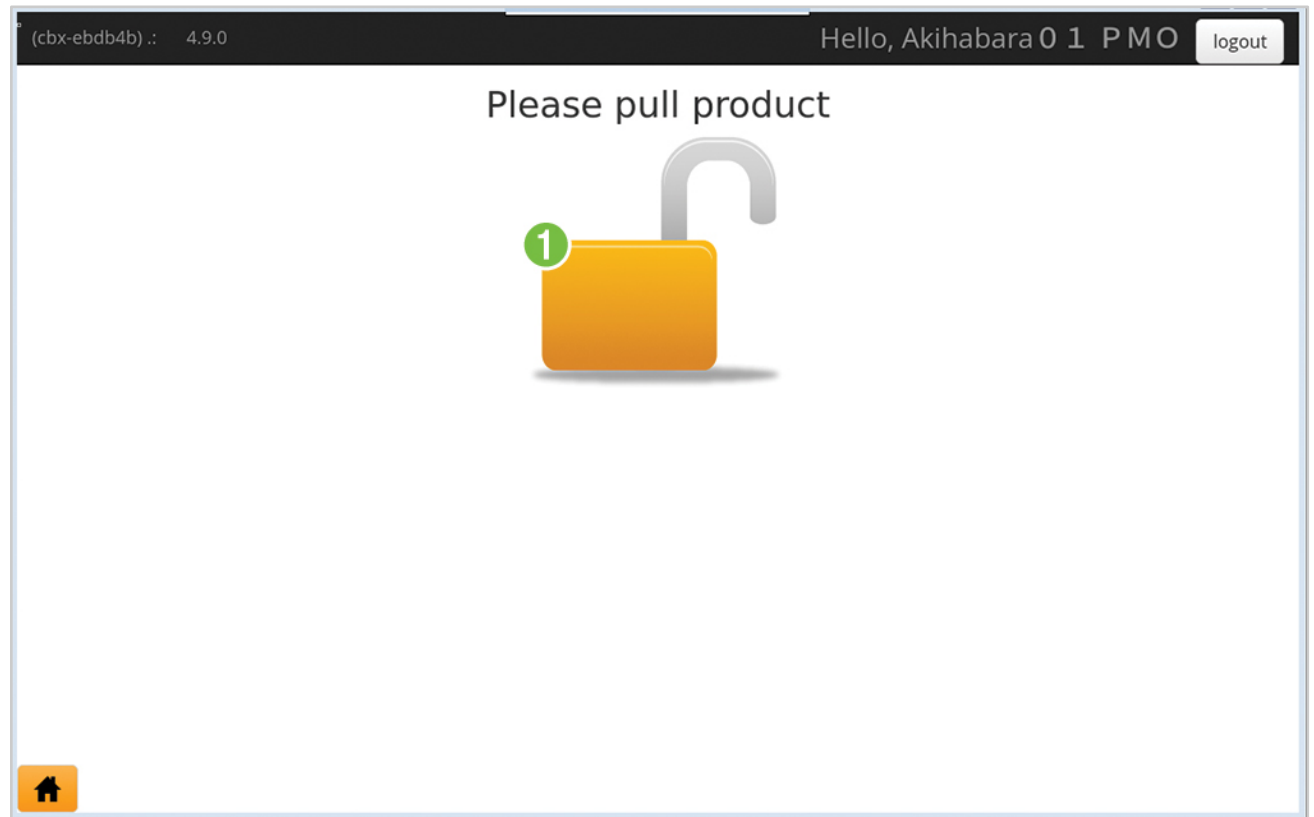




Cubixx Unit Interface

Door unlocks

- 1 Touching **Continue** unlocks the door to the Cubixx unit, as indicated by the unlock icon. Open the door and perform the action entered on the previous screen.

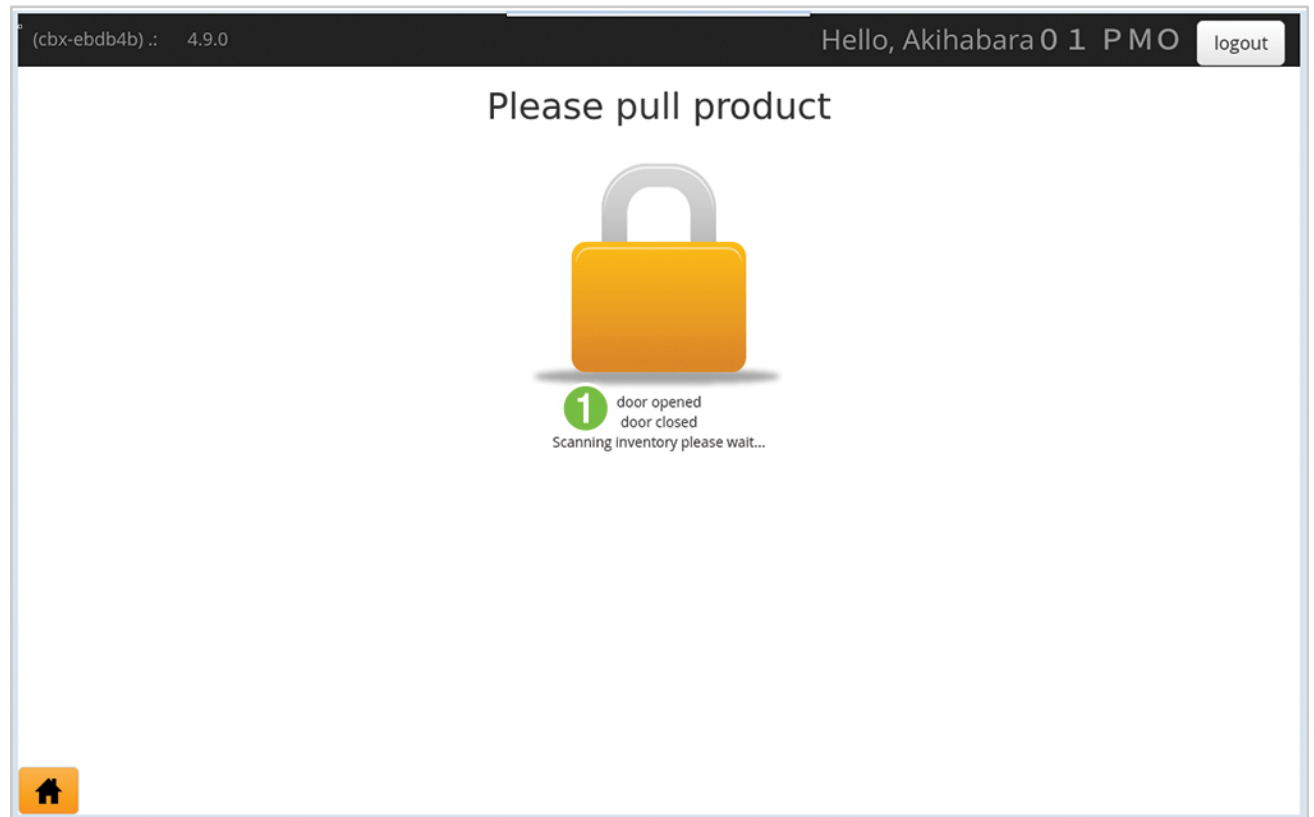




Cubixx Unit Interface

Scan occurs when door closed

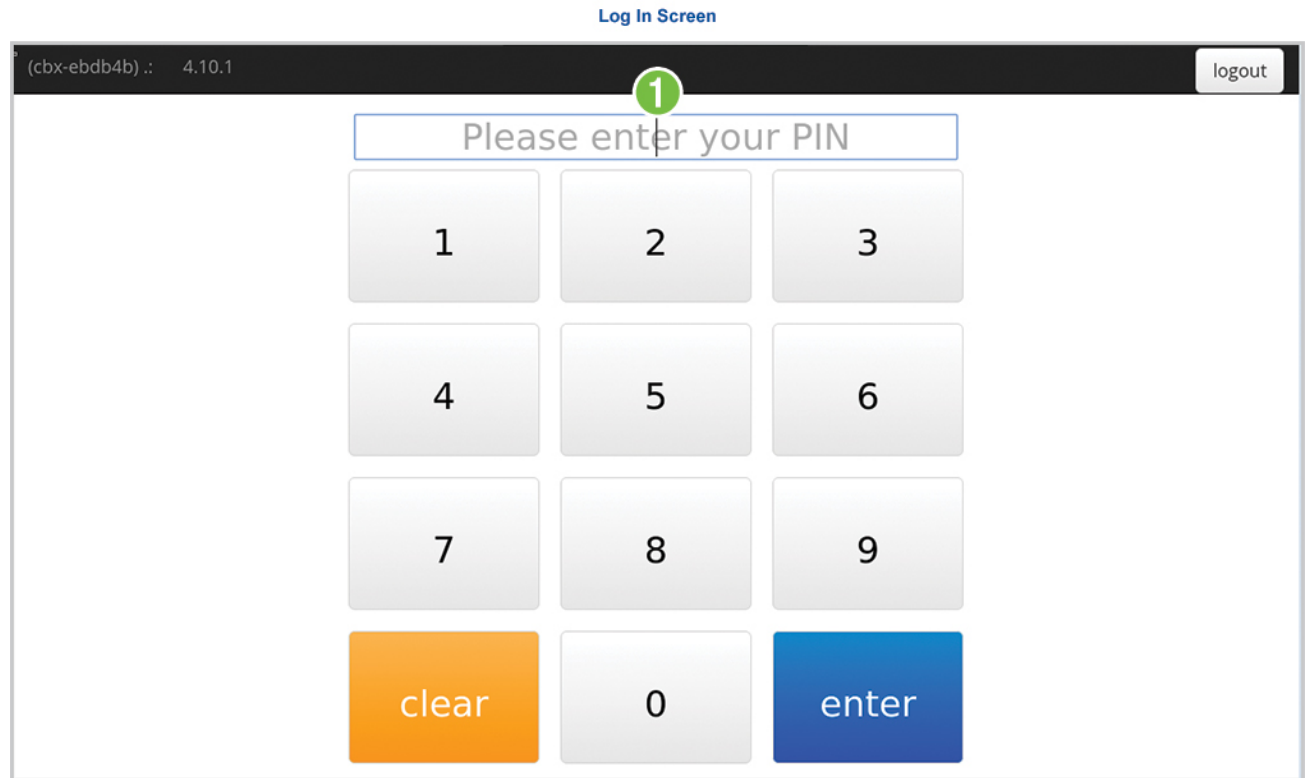
- 1 After performing the action and closing the Cubixx unit door, an inventory scan automatically begins. **No other actions can be performed during an inventory scan.**



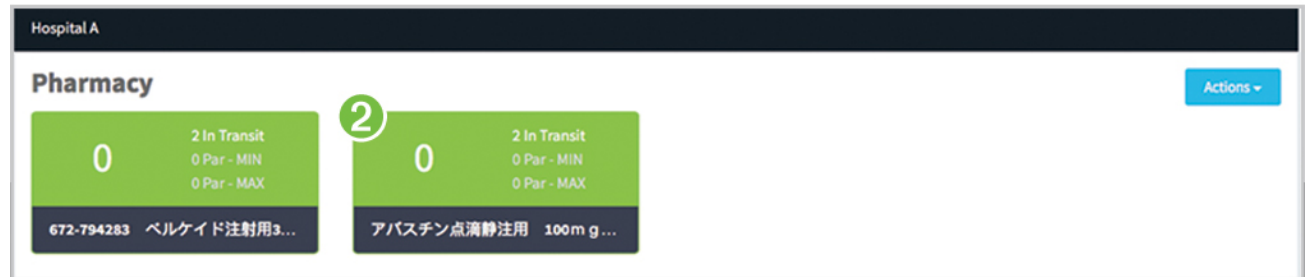
Cubixx Unit Interface

Return to Log In

- 1 After the scan is complete, the screen returns to **Log In**.
- 2 Inventory change is reflected in the Cubixx portal shortly after the inventory scan is complete.



Cubixx Portal – Location Dashboard Screen

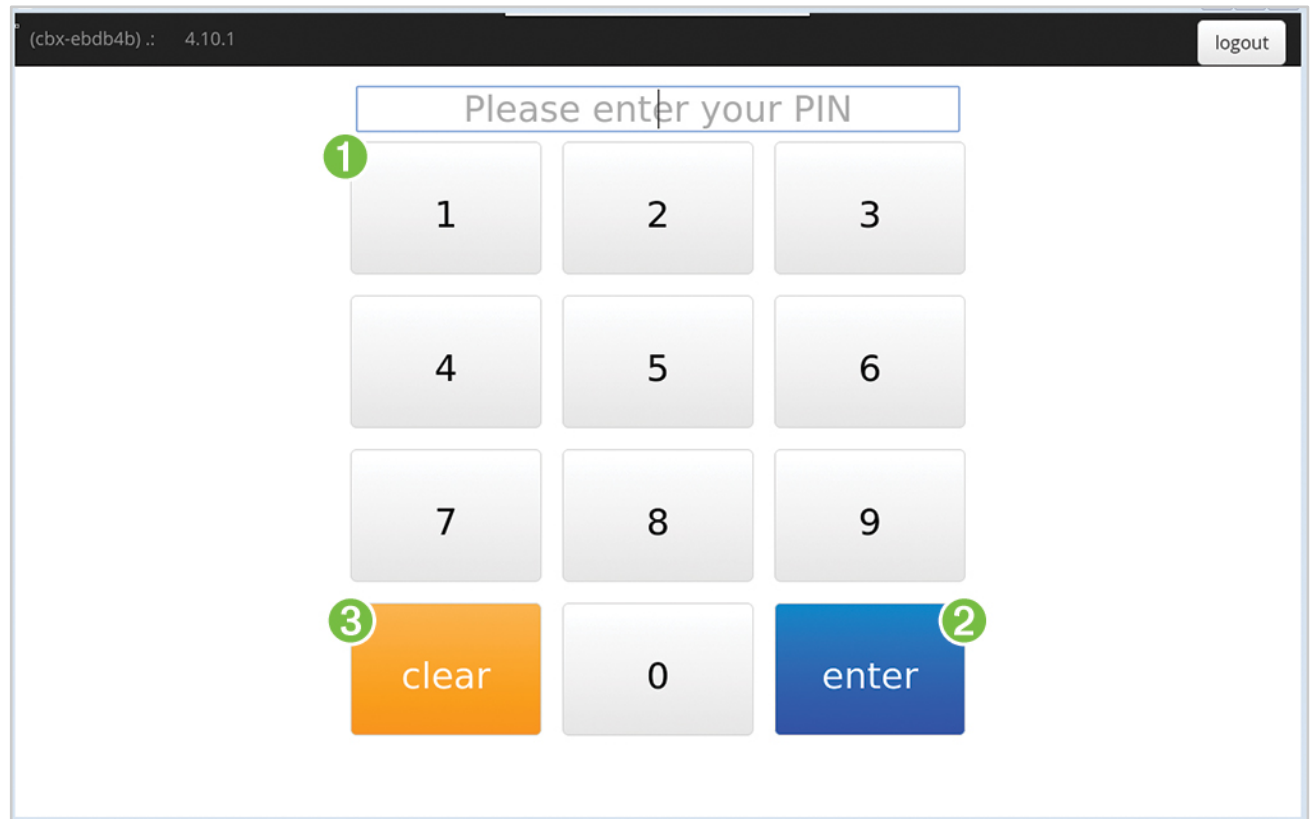




Cubixx Unit Interface

Manual Update

- 1 Enter the PIN code by touching the numbers on the screen (if available, scan your badge).
- 2 Touch **enter**.
- 3 To void the action, touch **clear**.



Continue on next page.



Cubixx Unit Interface

Manual Update

- 1 On the actions screen, touch the **Home icon** in the lower left hand corner.



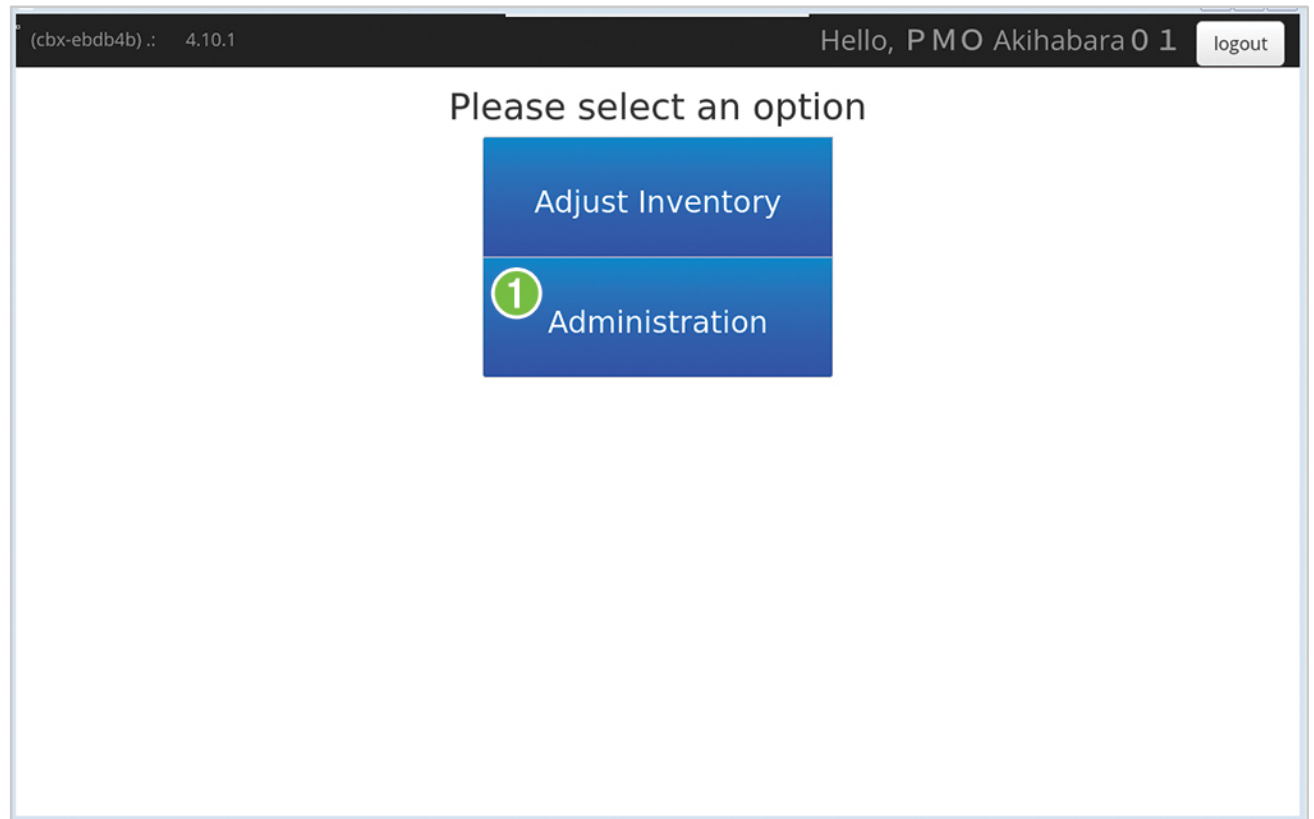
Continue on next page.



Cubixx Unit Interface

Manual Update

- 1 Touch **Administration**.



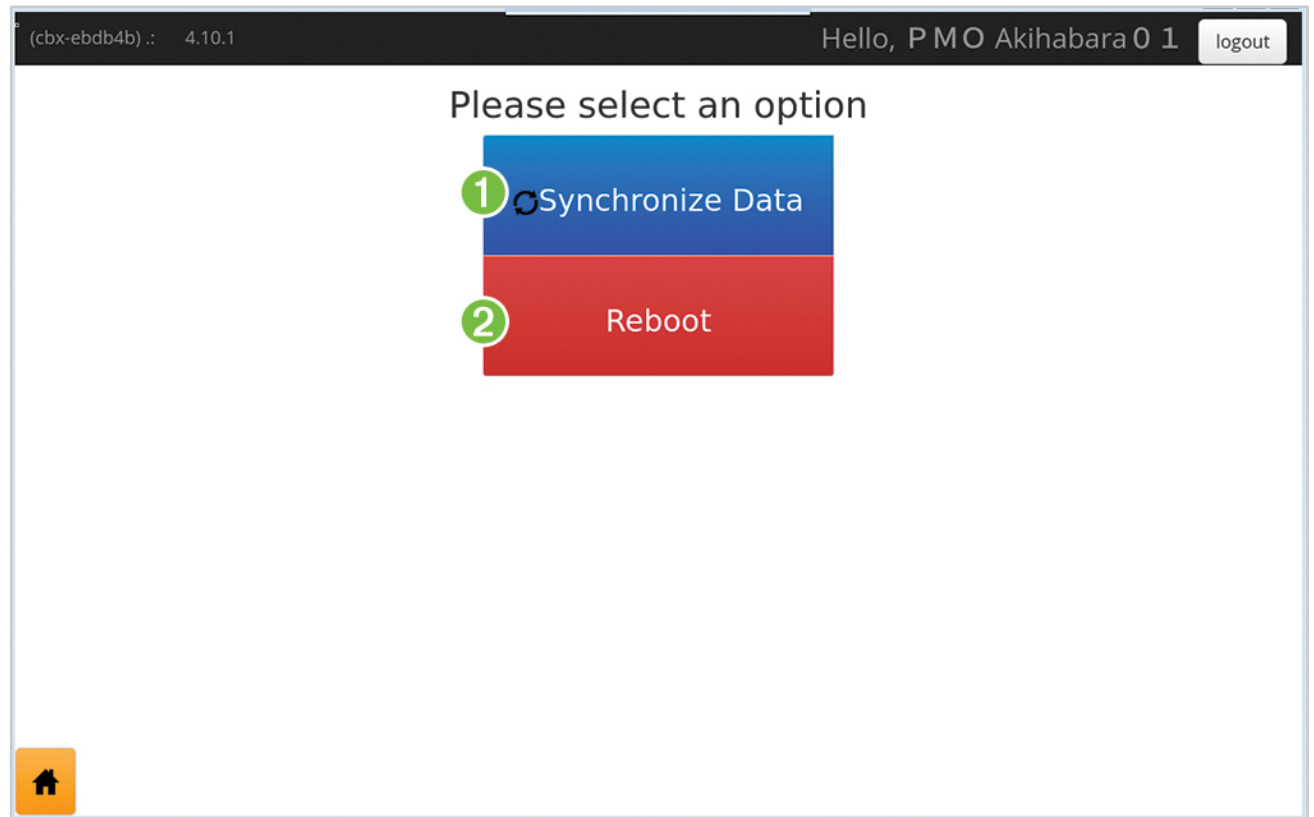
Continue on next page.



Cubixx Unit Interface

Manual Update

- 1 If a change was made to the Cubixx unit's settings, touch **Synchronize Data** to update new information.
- 2 Touch **Reboot** to send updated data to the local database. Code changes made to the Cubixx unit also require a Reboot.



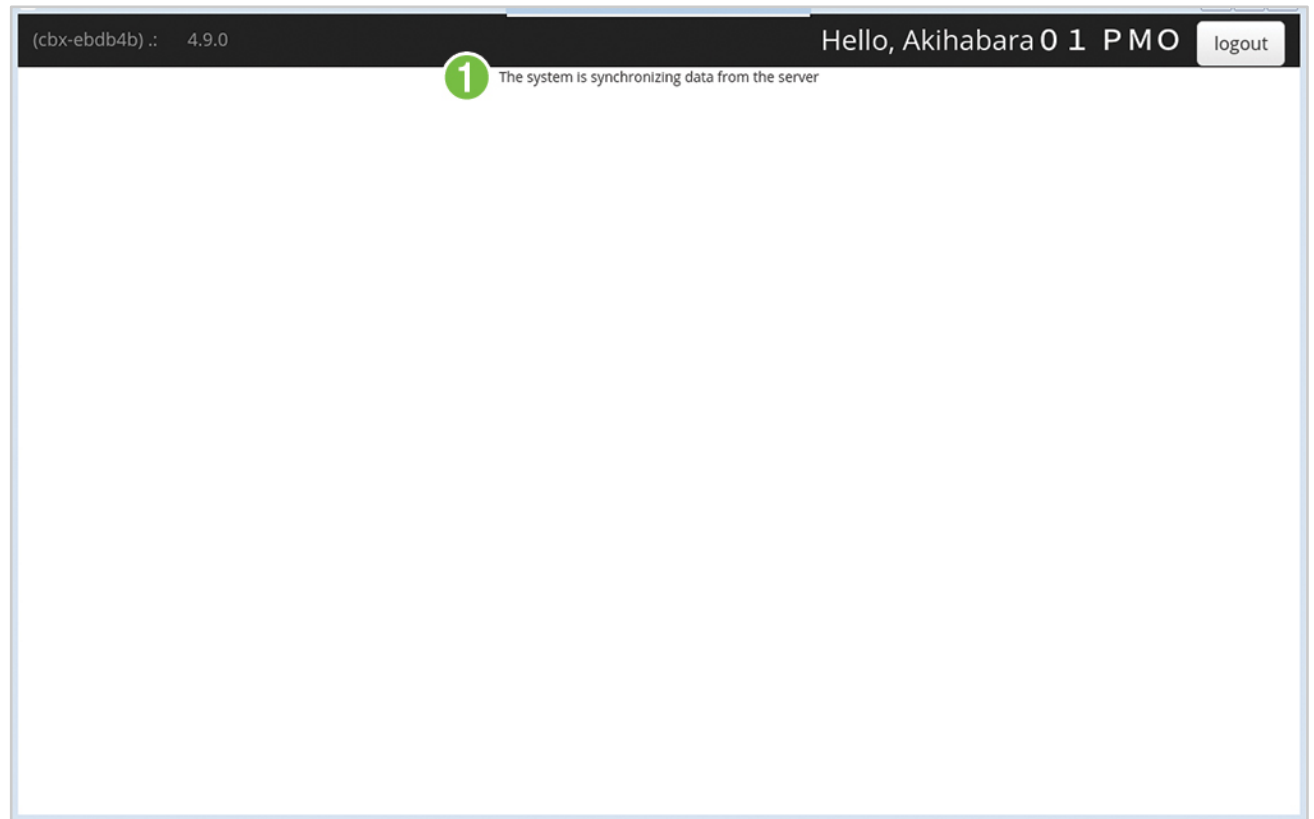
Continue on next page.



Cubixx Unit Interface

Manual Update

- 1 The screen indicates that the system is **synchronizing data** from the server; **or** updated data is being loaded to database.



Continue on next page.



Cubixx Unit Interface

Manual Update

- 1 After synchronizing data or a reboot is complete, the screen returns to [Log In](#).

