

What Do You Need To Do?

This useful checklist details the key tasks you must carry out to prepare you for Handout Manager

Tasks to complete **2 weeks before Go Live**

- Clear items awaiting collection**
Make sure all uncollected prescriptions are collected as soon as possible, and no prescriptions older than 4 weeks are left in the collection baskets before Go-Live.
- Plan your locations**
Plan how many locations you need to configure as part of the **Handout Manager** activation process, for example, shelves, fridges, Controlled Drugs cabinets.
- Pharmacy Process**
Keep in mind, initially your current collection process may need to run alongside your new **Handout Manager** collection process, until all the medication dispensed prior to the activation of **Handout Manager** is collected.
- Staff Training**
Staff to complete the following training:
 - Read the [Handout Manager Preparation and Setup Guide](#)
 - Read the [Handout Manager Quick Start Guide](#)

Useful Links
are provided
on the next
page

Tasks to complete **1 week before Go Live**

- Clear items awaiting collection - Continued**
Make sure all uncollected prescriptions are collected as soon as possible, and no prescriptions older than 4 weeks are left in the collection baskets before Go-Live.
- Install Wi-Fi Unit**
Install your wireless access point, if not already done, according to the instructions in the package and check that it is displaying a continuous blue light to indicate correct installation. [See here for details.](#)
- Create User Accounts**
Each **Pharmacy Manager** user must have their own user account to use **Handout Manager**. Ensure to assign a job role to each user. [See here for details.](#)

 **Tasks to complete**
Go Live

- Clear items awaiting collection - Continued**
Make sure all uncollected prescriptions are collected as soon as possible, and no prescriptions older than 4 weeks are left in the collection baskets before Go-Live.
- Add your locations**
You are now ready to set up your locations. Don't forget to create your fridge and Controlled Drug locations in addition to your shelf locations. [See here for details.](#)
- Set up your Handout Manager Device**
Unpack device from packaging and set up screen lock PIN. [See here for details.](#)
- Register your Handout Manager Device**
Register your device in **Pharmacy Manager**. [See here for details.](#)
- Set User Passcodes**
Each user to set their own 6 digit passcode. [See here for details.](#)

Note
Don't forget to
charge the
Handout Manager
device

Useful links**Handout Manager**[Preparation and Setup Guide](#)[Quick Start Guide](#)[Online Help Topics](#)[User Guide](#)

Within Pharmacy Manager,
press F1 on your keyboard to
access our online help centre.

