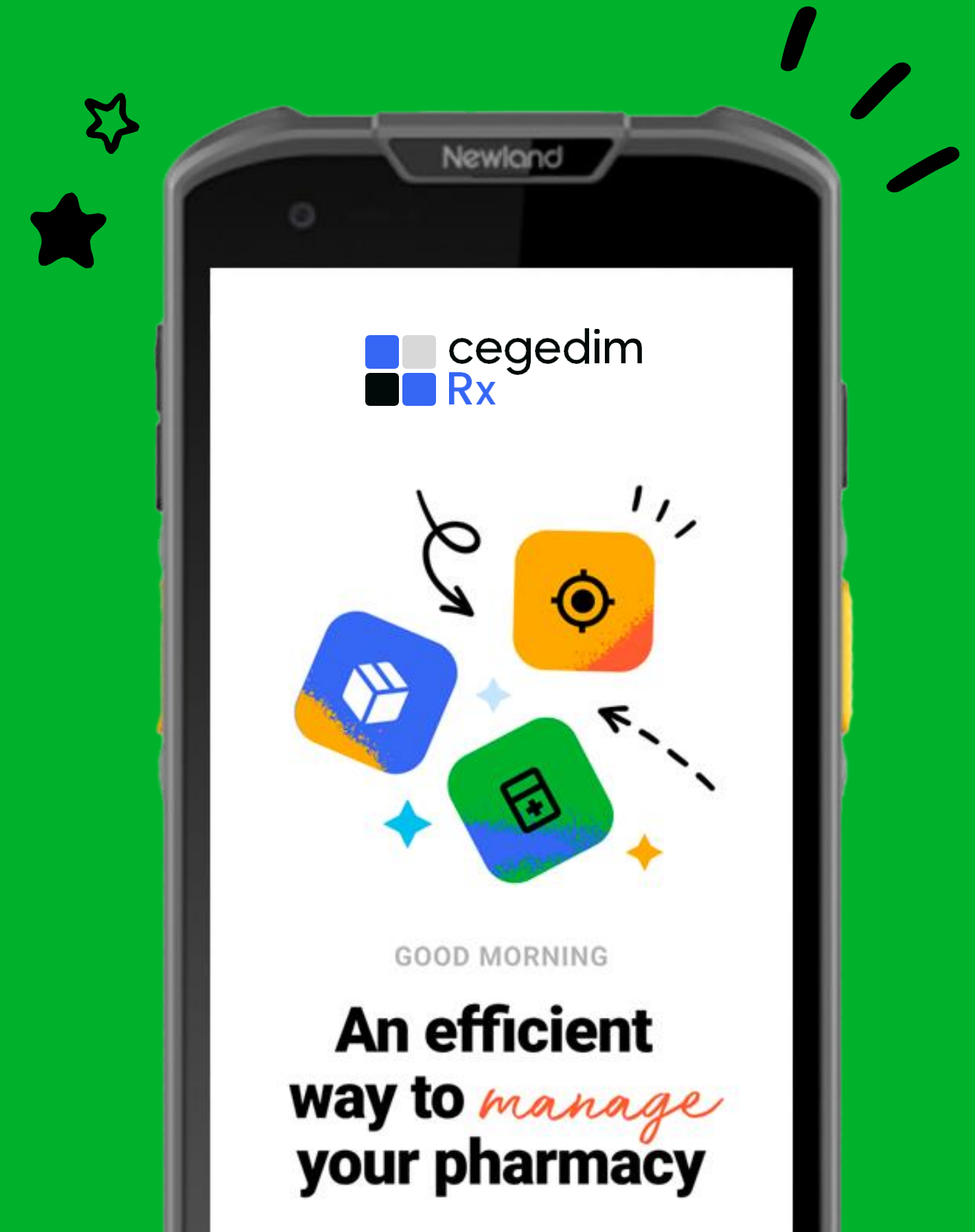


# Handout Manager

Preparation and Setup Guide



# Welcome to Handout Manager

Quickly locate and manage your bagged medications, ready to handout to your patients. Using **Handout Manager** in **Pharmacy Manager** you can:



Configure your shelf, fridge and Controlled Drug cabinet locations at your pharmacy



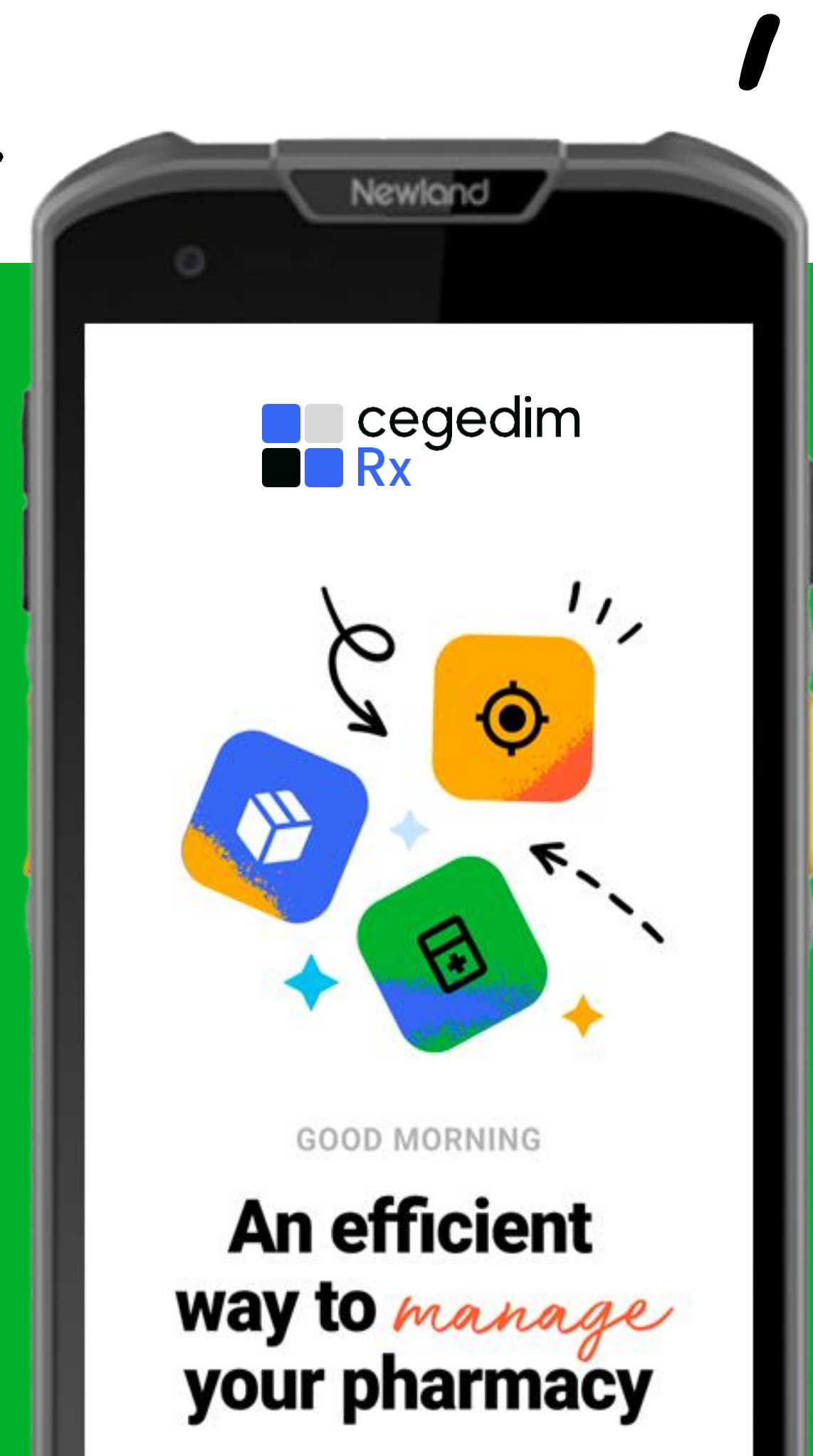
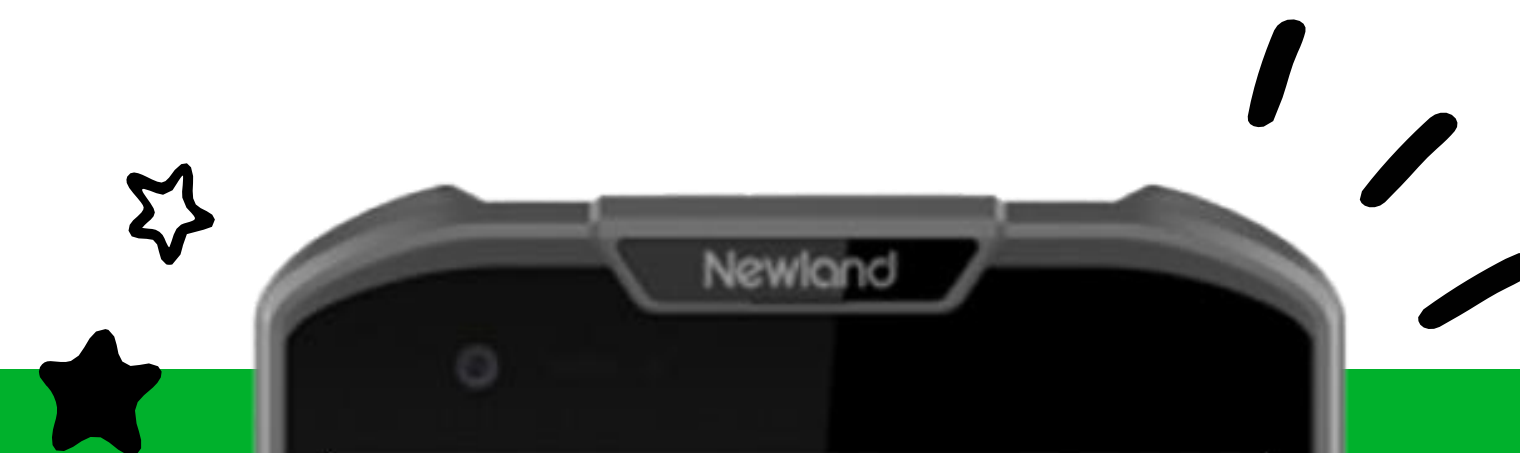
Print multiple bag labels for your bagged prescriptions depending on their locations, for example, one on the shelf, and the other in a fridge



Audit and monitor when prescriptions are collected within Pharmacy Manager



Inform patients when prescriptions are ready to collect when integrated with patient applications



# Step 1: Prepare for Handout Manager

At [Cegedim Rx](#) we know that change can sometimes feel overwhelming, but we're here to ensure you and your pharmacy team feel fully prepared and ready for [Handout Manager](#).



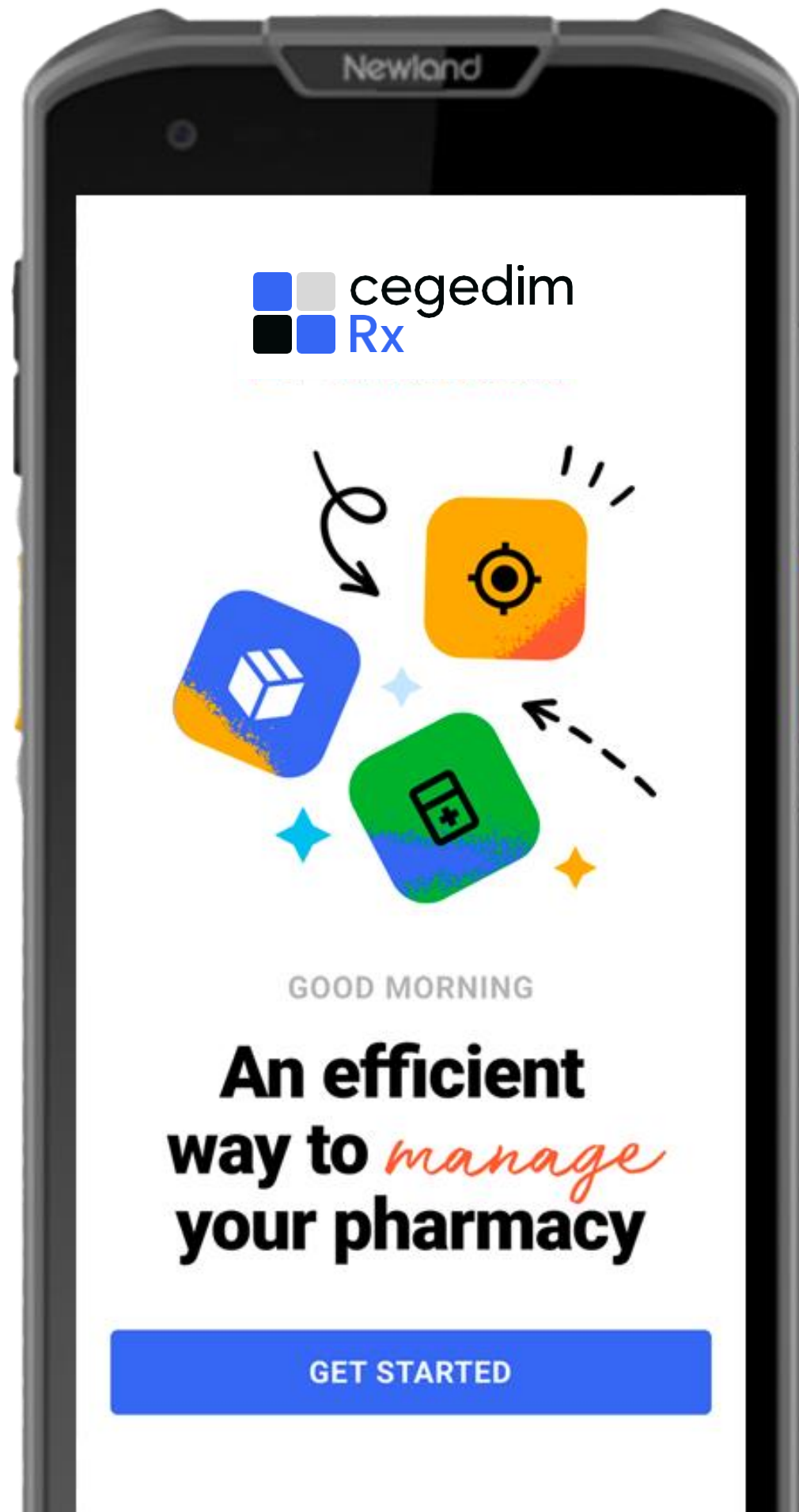
Get a Head Start – Begin Preparing Today...

**1** Take some time to clear as much medication as possible that is on your shelves awaiting collection.

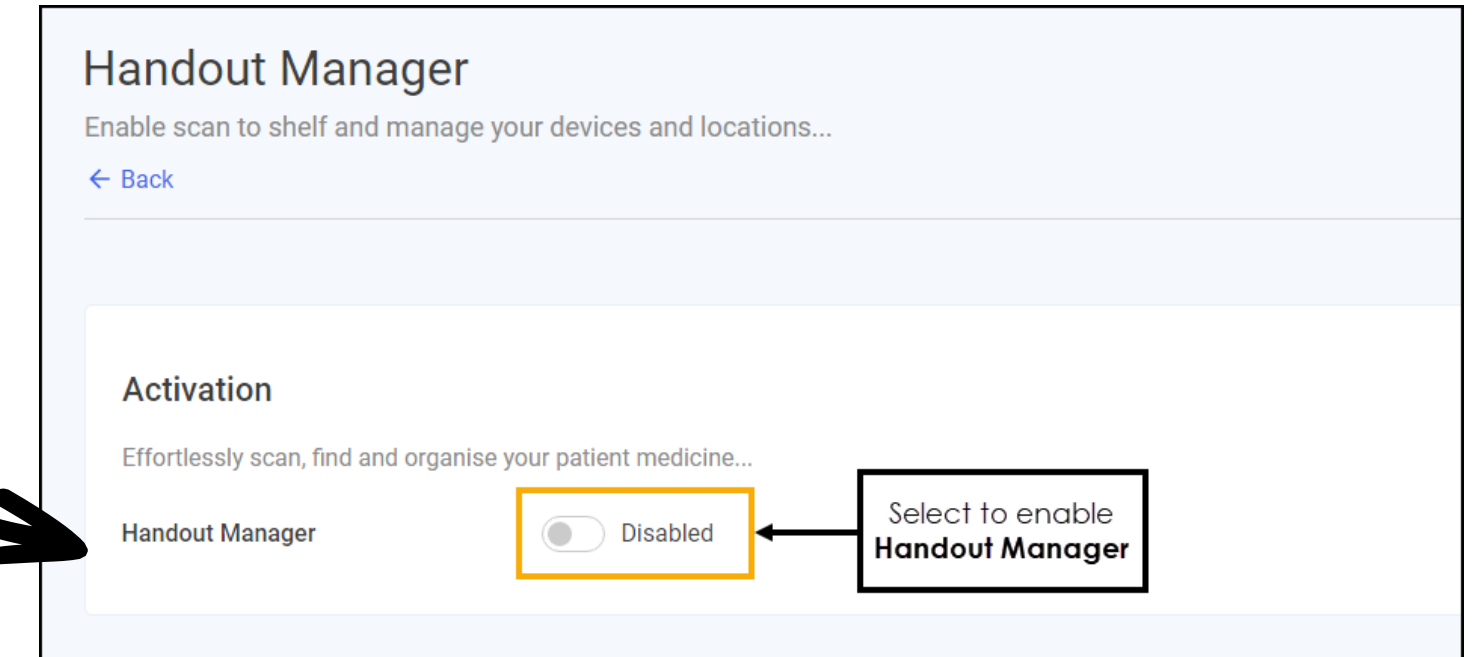
**2** Plan how many locations you need to configure as part of the activation process, for example, shelves, fridges, Controlled Drugs cabinets.

**3** 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.

# Step 2: Activate Handout Manager



- 1 From the **Pharmacy Manager** Toolbar, select Tools – Settings – Handout Manager.
- 2 The Handout Manager screen displays. In Activation, select Handout Manager to enable this feature.
- 3 Restart **Pharmacy Manager** to apply the changes.



# Step 3: Create Device User Accounts

Each Pharmacy Manager user must have their own user account to use Handout Manager:

- 1 From **Pharmacy Manager**, select **Tools – User Settings – User Account Management**.
- 2 The **User Management** screen displays. Highlight a user and select **Details**.
- 3 The **User Details** screen displays. Tick **Handout Manager User**.
- 4 Select **OK** to save.

User Details - ABeta

Account Details

Migrate preferences Account Details

Account Details

User ID: ABeta

Account status: Active

First name: Alpha

Last name: Beta

Job role: No job role

Professional reference: 123456

Security

Reset password Force this user to create a new password next time they log in

Forgot password Specify a temporary password to allow the user to log in. The user will then need to create a new password

Forgot questions Allow this user to create a new security questionnaire.

Administrator account

Disable this account

Handout Manager User

Tick Handout Manager User

Close Cancel Apply



## Note

Once set up, the user displays on the Who's logging in screen of Handout Manager



# Step 4: 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.

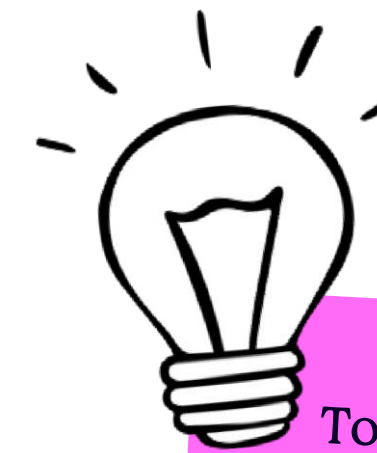
**1** From the **Pharmacy Manager** Toolbar select Tools - Settings - Handout Manager.

**2** From Locations, select ADD LOCATION.

**3** The Add Location screen displays. Enter the following:

- Select the Location Type from the drop down menu.
- Enter a Location name, for example, Top Shelf or Controlled Drug Fridge.

**4** Select ADD LOCATION.



To print the location label at the same time, select ADD LOCATION + PRINT. Or, once all locations are created, from Locations, select PRINT ALL

Add Location

Location Type

Select a location...

Location Name

E.g. Controlled Drug Fridge

ADD LOCATION + PRINT

ADD LOCATION

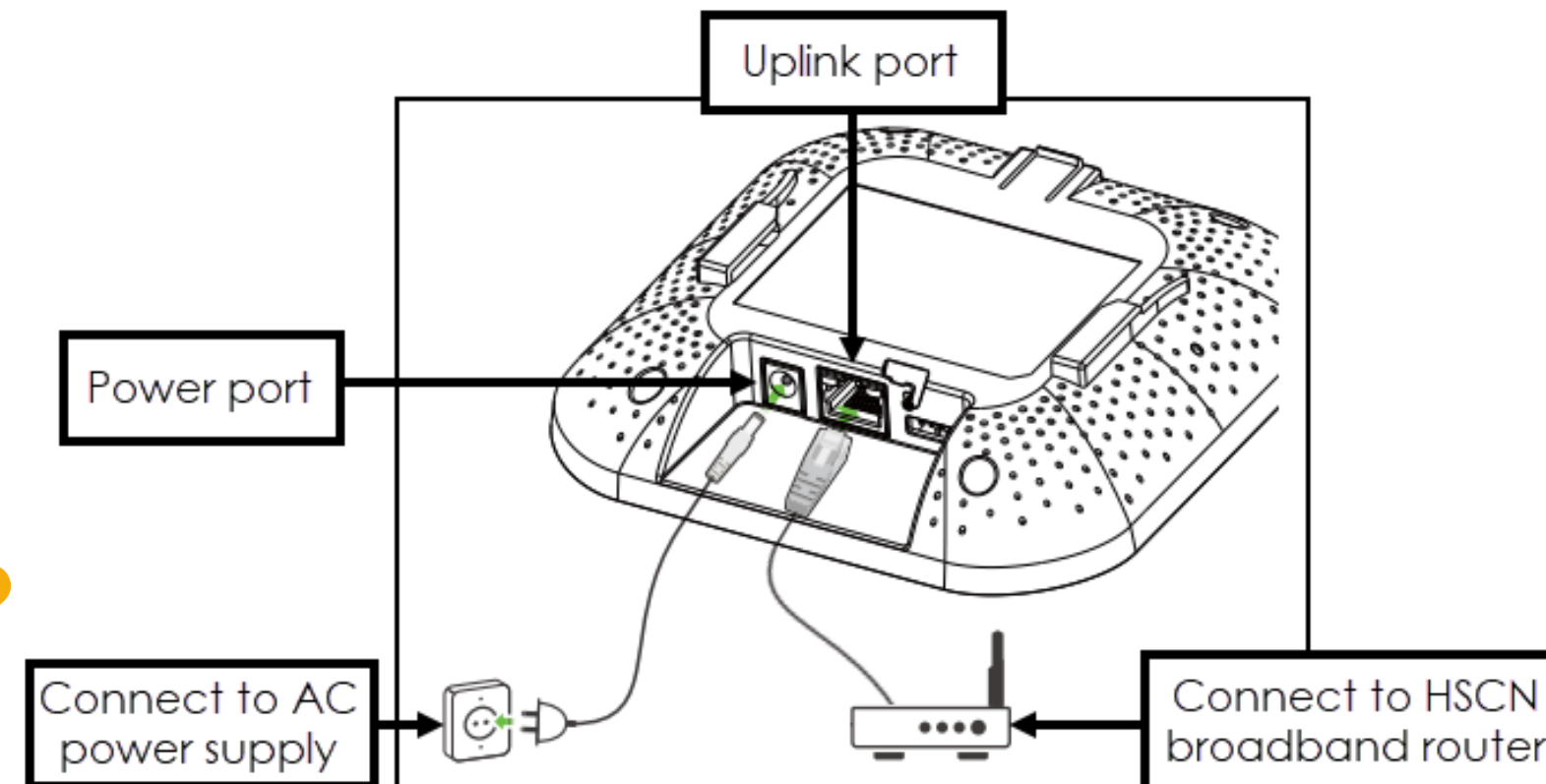
# Step 5: Install the Zyxel Wi-Fi Unit

- 1** Locate your HSCN broadband router. Depending on your connection type this is either a Cisco 857 or Cisco 927.
- 2** Take the Zyxel Wi-Fi Unit out of the box and position it in a suitable location near the router and power supply. For optimal signal performance, we recommend placing the unit as high as possible and outside of any cupboards.
- 3** Connect the power adapter supplied with the Zyxel Wi-Fi unit to the nearest available AC socket.

Cisco 857



Cisco 927



# Step 5: Install the Zyxel Wi-Fi Unit (Continued)

- 4 Use the provided network cable to connect the Uplink port on the Zyxel Wi-Fi unit to the furthest network port on the left of your HSCN Broadband router.



**Cisco 857** - Port FE1 (ideal), port FE2 or port FE3



**Cisco 927** - Port 1 (ideal), port 2 or port 3

## Note

Port FE0 (Cisco 857) or Port 0 (Cisco 927) should not be removed

- 5 Switch on both the HSCN broadband router and the Zyxel Wi-Fi unit. The unit will undergo a series of updates, indicated by flashing lights, once the device displays a solid blue light, it is ready for use and should be left powered on.



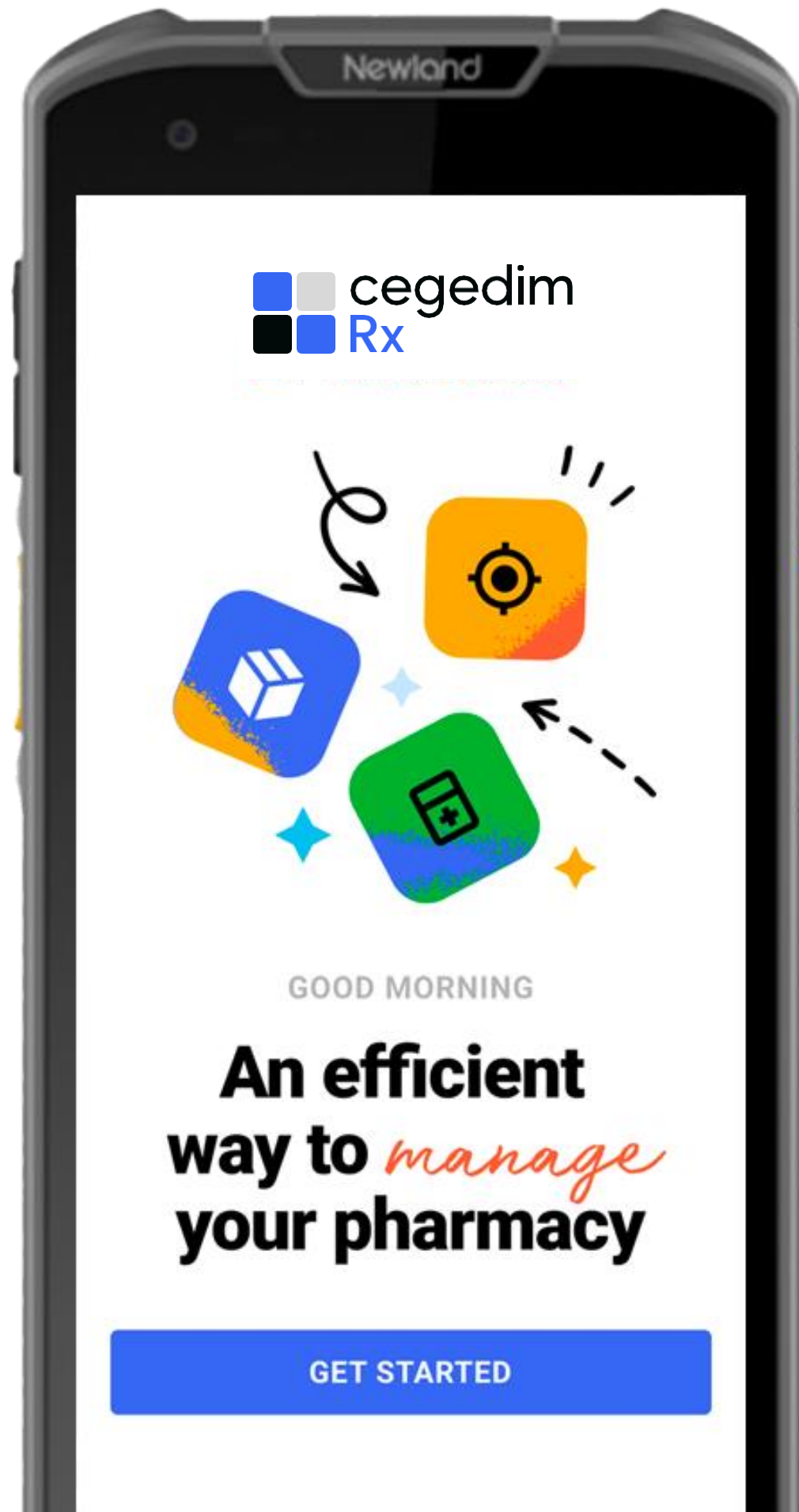
**Need Help?**

Service Desk Contact Details  
0330 303 3340





# Step 6: Set up your Handout Manager Device



- 1** Remove the device from its packaging and press and hold the Power button on the right-hand side until the Android logo displays.
- 2** A start up sequence takes approximately 45-60 seconds until the Device not complaint screen displays. Select Set screen lock.
- 3** The Choose a screen lock screen displays, select PIN. Enter a PIN for the device, it must be a minimum of 6 digits. Select Next.
- 4** The Re-enter your PIN screen displays, enter your PIN and select Confirm.
- 5** The desktop displays, select Handout Manager.
- 6** The Welcome – This device isn't registered screen displays.

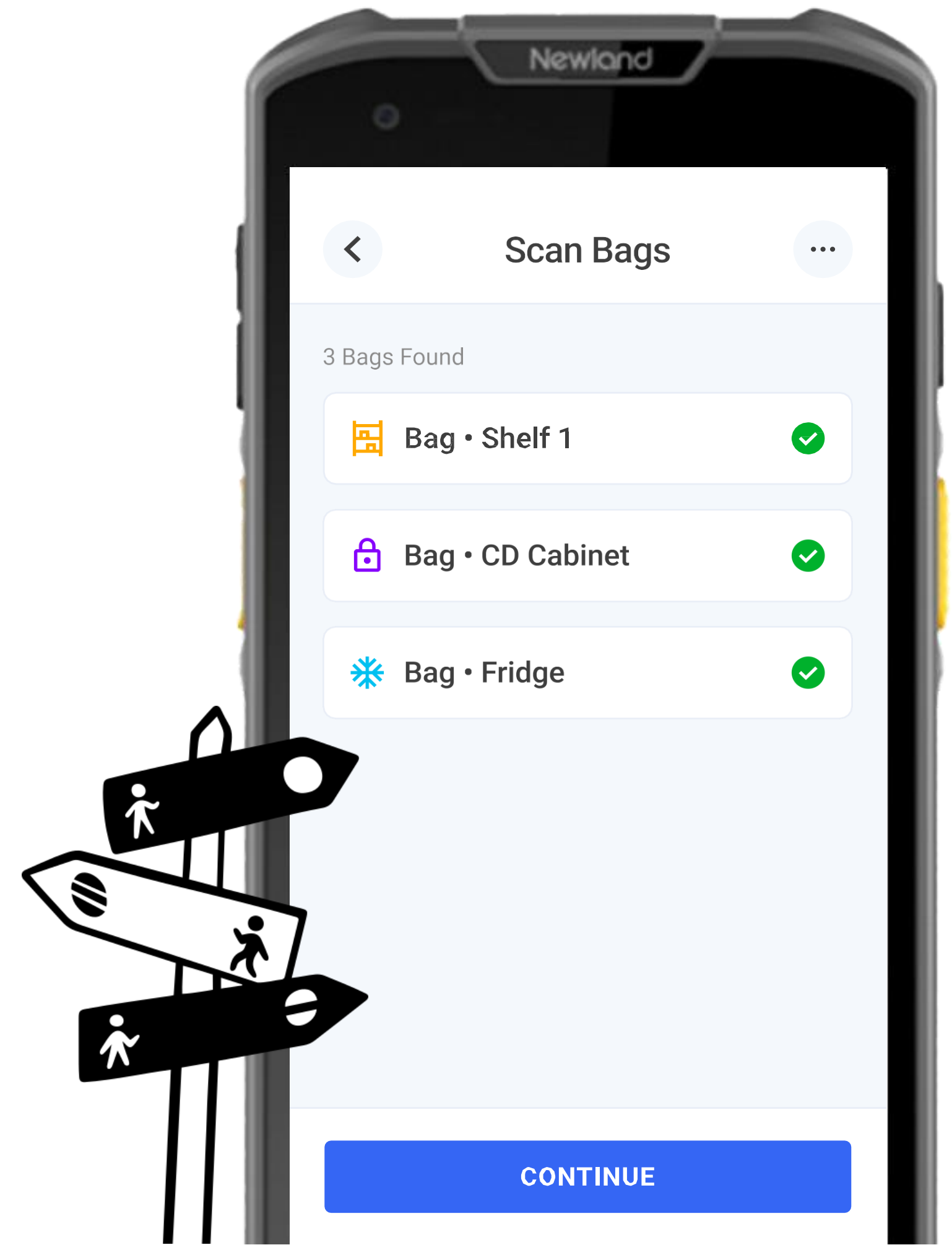
If your device does not connect to the Wi-Fi speak to the Cegedim Service Desk

# Step 7: Register your Handout Manager Device

- 1 From the **Pharmacy Manager** Toolbar select Tools – Settings – Handout Manager.
- 2 From Device Registration – Getting Started select ADD A DEVICE.
- 3 The Register device screen displays, enter a unique device name.

- 4 Select GENERATE QR CODE.
- 5 A QR code displays on the screen. Scan the QR code using your device. Once connected, the **Handout Manager** SIGN IN screen displays.

Note  
Don't forget to  
charge the  
Handout Manager  
device



# Need Help?

Our Service Desk provides technical support, call 0330 303 3340 or use our live chat service on our website.

For training queries, contact our training team on 0330 818 1619.





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