



Pharmacy Manager

A Cegecim Product



Release Guide v11

Summary of Changes

September 2019

Pharmacy Manager release v11 introduces an exciting new look and feel to Pharmacy Manager, including:

- **An intelligent Dashboard**, that links directly to your existing services and management features.

The dashboard includes:

- Dynamic tiles
- Real time notifications and alerts
- Notes

See [Your Intelligent Dashboard](#) on page 3



- **A modernised user interface**, giving a fresh new look with smarter functions.

See [Navigating Pharmacy Manager](#) on page 10



- **A new online Help Centre**, incorporating:
 - Fully searchable help topics covering all aspects of Pharmacy Manager.
 - Printable Quick Reference Guides and crib sheets
 - Short instructional videos

See [Using your On-line Help Centre](#) on page 14



Your Intelligent Dashboard

Pharmacy Manager v11 introduces a new intelligent dashboard.

This replaces the dated Welcome screen with dynamic tiles, giving you an, at a glance, real time, overview of your pharmacy workload:

The screenshot displays the Pharmacy Manager v11 intelligent dashboard. The interface includes a top navigation bar with 'File', 'Tools', 'Help', 'Quick actions', and a search bar for patients. The main area is divided into several dynamic tiles: 'New EPS To Dispense' (115), 'Expiring Claims' (23), 'Patient Repeat Prescriptions' (157), 'Outstanding Owings' (24), 'Uncollected Prescriptions' (56), and 'Pending Orders' (77). Below these are sections for 'NHS Prescription Tracker', 'NHS mail', 'Nominated Patients' (530, -2 this week), a 'Calendar' for January 2019, and 'Pharmacy Notes' with several entries. At the bottom, there is a 'Welcome To Your New Pharmacy Manager Dashboard' message and a 'Deliver Direct to Your Patients' section with the PDM logo.

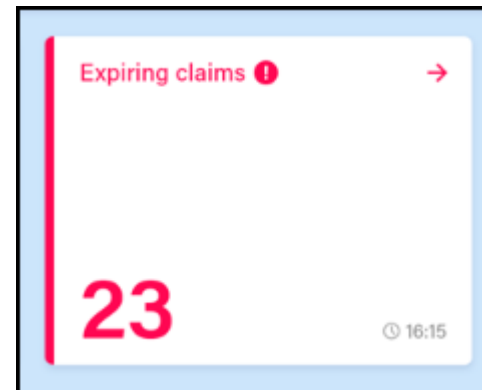
Your Intelligent Dashboard

New EPS Dispense



The **New EPS to Dispense** tile displays how many EPS items are awaiting dispensing. Select the tile to display your **eMessages - Ready to dispense** screen.

Expiring claims



The **Expiring claims** tile displays the number of claims due to expire.

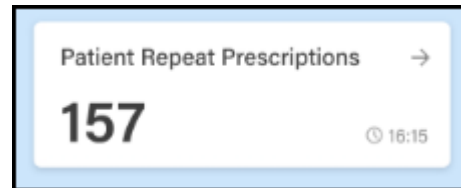
The tile displays in Red if you have claims due to expire within the next 7 days

The tile displays in Amber if you have claims due to expire within the next 21 days

Select the tile to display all claims due to expire in the next 28 days.

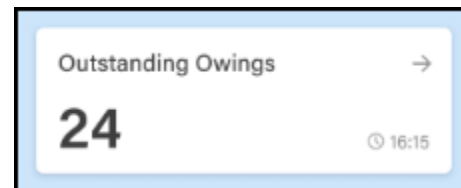
Your Intelligent Dashboard

Patient Repeat Prescriptions



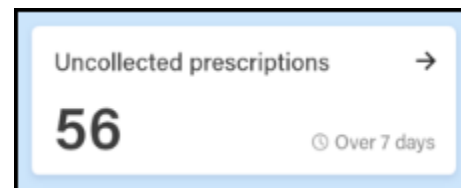
The **Patient Repeat Prescriptions** tile displays the number of patients with repeat prescriptions due to be dispensed over the next 7 days. Select the tile to display your **Repeats** screen.

Outstanding Owings



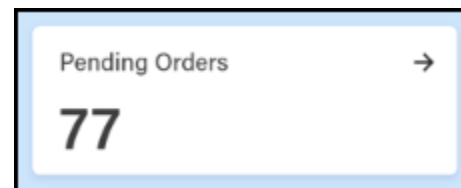
The **Outstanding Owings** tile displays the number of items owing. Select the tile to display your **Owings** screen.

Uncollected Prescriptions



The **Uncollected prescriptions** tile displays the number of dispensed prescriptions which have been ready for collection for more than 7 days. Select the tile to display your **eMessages** screen with a **Show messages that require collection/Over 7 days** filter applied.

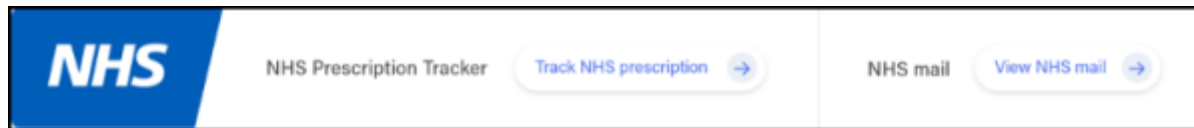
Pending Orders



The **Pending Orders** tile displays the number of items on outstanding orders. Select the tile to display your **Ordering** screen.

Your Intelligent Dashboard

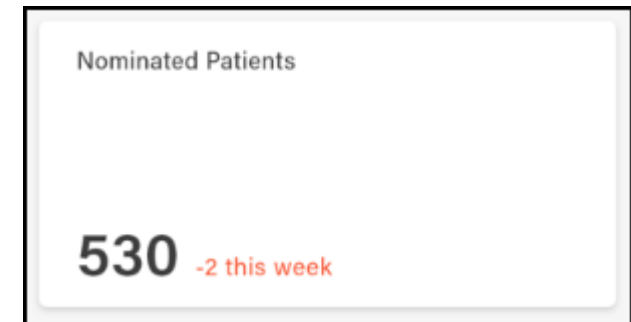
NHS Tracker



The NHS Tracker tile displays two links for your convenience.:

- **Track NHS prescription** - Select to look up information about an EPS prescription.
- **View NHS mail** - Select to access your NHS mail log in.

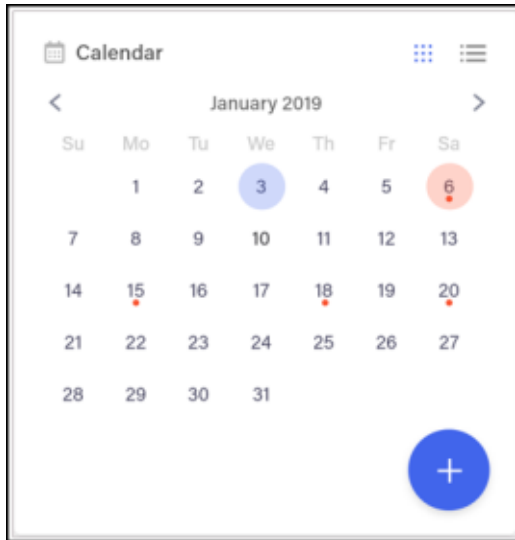
Nominated Patients



The **Nominated Patients** tile displays your current number of nominated patients as per the weekly statistics published by NHS Digital and whether that number had increased or decreased since the last update..

Your Intelligent Dashboard

Calendar



The **Calendar** tile gives you a pharmacy wide date book. This can be used for appointments and reminders, any member of staff with Pharmacy Manager access can:



Add

Highlight a date and select **Add**, complete the details as required and select **Save**



Options/View

Select the day required and select **Options/View** any appointments and reminders for that day display. Where more than one item exists, double click the item required to view the details.



Edit

From viewing an item, select **Edit** and update as required



Blue indicates today



Red indicates selected date



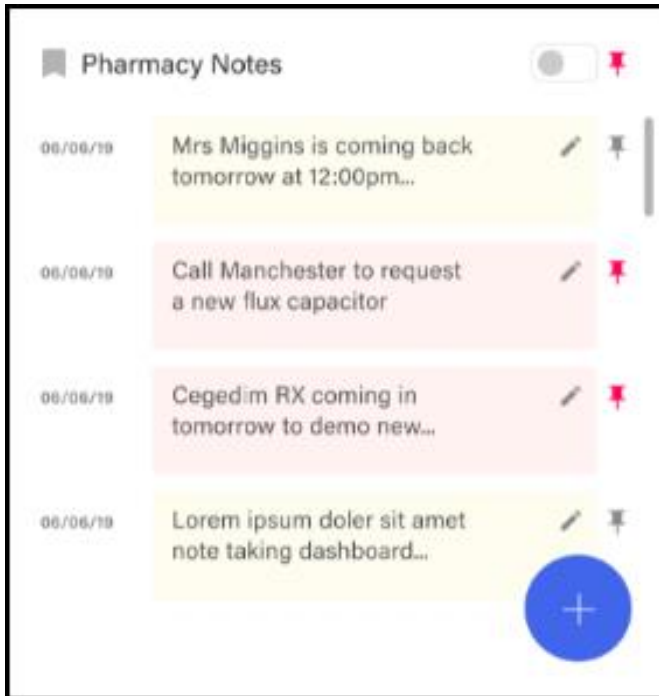
Red dot indicates an Appointment or reminder exists

Note - These can be seen by all Pharmacy Manager users.



Your Intelligent Dashboard

Pharmacy Notes



The **Pharmacy Notes** tile enables any staff member to add or edit a note to display on the dashboard. Any member of staff with Pharmacy Manager access can:



Add - Select **Add**, type your note into the yellow section and select **Add Note**. Select the **Pin** toggle to pin the Note to the list.

View - Recent and pinned Notes display on the Dashboard.



View Pinned Pharmacy Notes Only - Select the **Pin** toggle to view pinned Notes only.



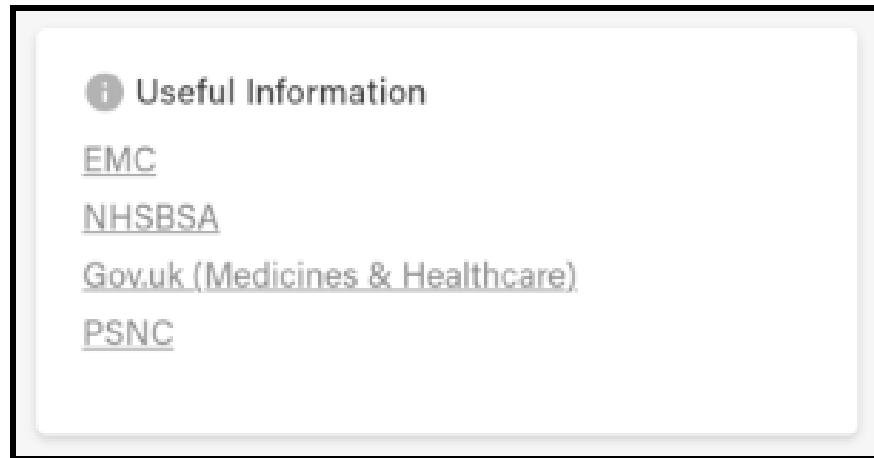
Edit - Select **Edit** and update as required.

Note - These can be seen by all Pharmacy Manager users.



Your Intelligent Dashboard

Useful information



The **Useful Information** tile displays links to various web sites you may find useful to your pharmacy. Select the link to see the website required.

Marketing Tiles

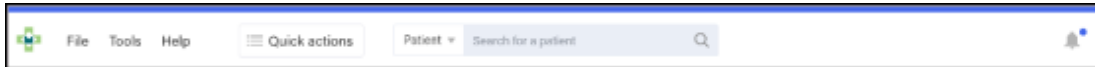
The marketing tiles at the bottom of the Dashboard offer information from Cegecim RX and other selected providers of systems that work seamlessly alongside Pharmacy Manager.



Navigating Pharmacy Manager

Pharmacy Manager v11 introduces:

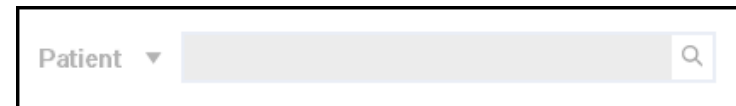
- A top **Toolbar** to enable you to quickly and easily access specific information:



- **File** - Select from the available options as required.
- **Tools** - Select from the available options as required.
- **Help** – Select to access a link to your new on-line Help Centre.



- **Quick actions** - We have introduced a **Quick action** list to cover some of the more common tasks, select from:
 - **History**
 - **Responsible Pharmacist Log in**
 - **Handout to Patient (FMD)**
 - **Enter Barcode**
 - **Quick Interaction Check**
 - **Quick Robot Request**
 - **Start MUR**
 - **Add New Product**
 - **Select Handout Search**
 - **Message Dynamics**
 - **System Backup**



- **Patient/Product** - Defaults to **Patient**:
 - Enter a patient name, or part of a patient name, and press return to find a patient, or
 - From the down arrow, select **Product** and enter a product name or part of a product name, and press return to find a product.

Navigating Pharmacy Manager

- **Notifications** - When you log into Pharmacy Manager, if there are any notices for your pharmacy the **Notification** alert is expanded and indicates the number and the highest urgency :



Red Notification - You have critical notices that must be addressed before Pharmacy Manager can be used.



Amber Notification - You have important notices that must be read and acknowledged before Pharmacy Manager can be used.

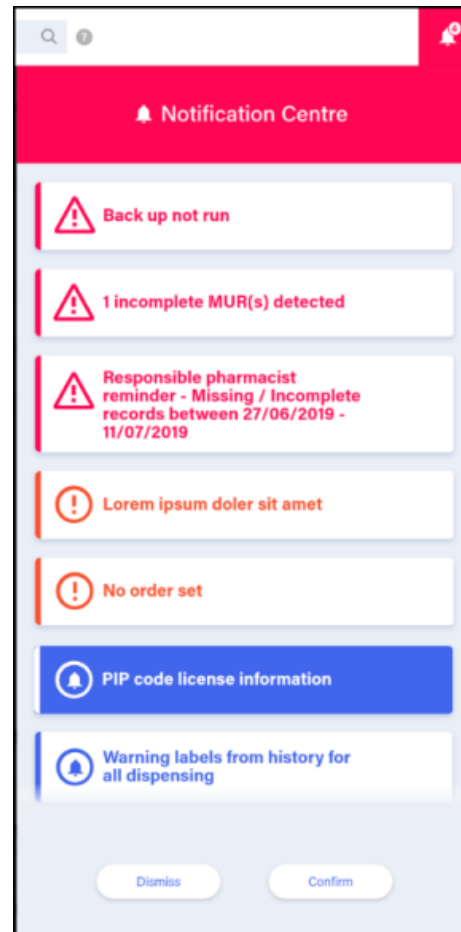


Blue Notification - You have low priority notices.



No Notification - You have no notices outstanding.

Select the bell to view and process your notices:



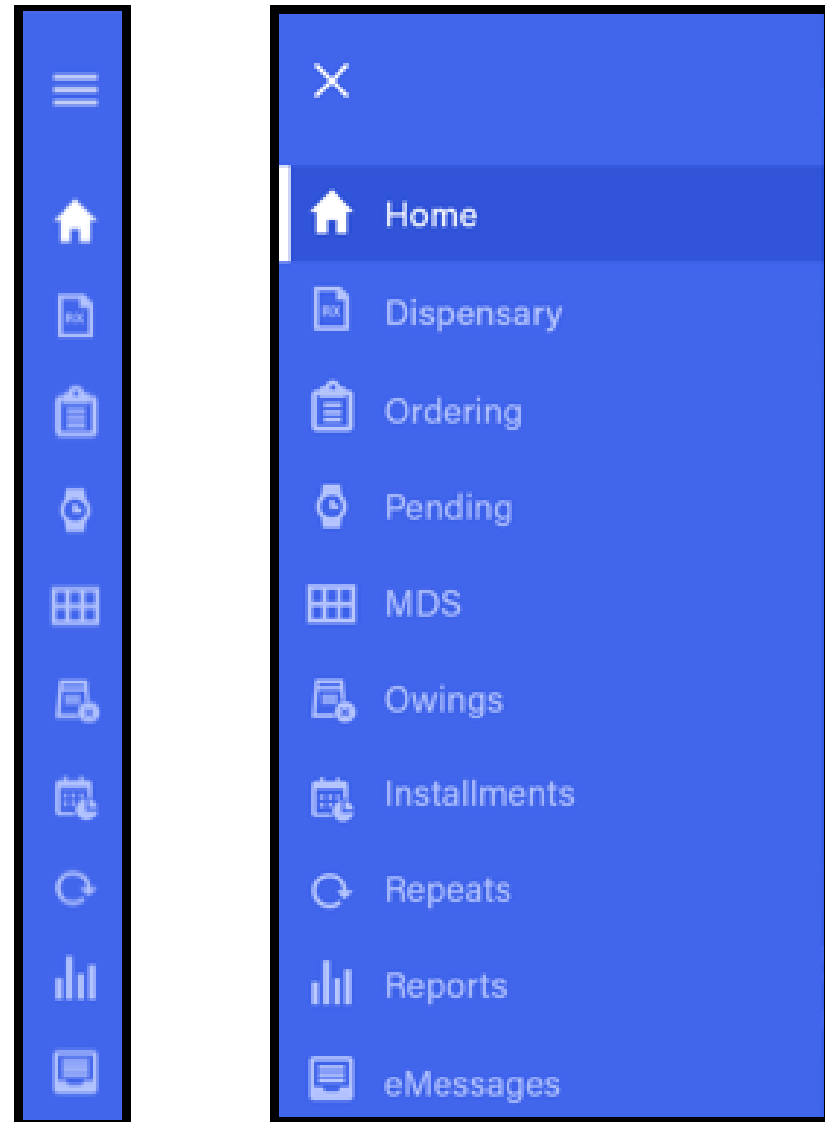
Red notifications

Amber notifications

Blue notifications

Navigating Pharmacy Manager

- A **Side Navigation Bar** to enable you to quickly and easily move from screen to screen:



Navigating Pharmacy Manager



To display the screen names alongside the icons, select **Options**. Once you select a screen, the side navigation bar is again minimised to the left hand side of your screen. Simply select the screen required:



Dispensary - Select to process Paper prescriptions.



Ordering - Select to manage your integrated ordering system.



Pending - Select to display any unfinished prescriptions from the **Dispensary** screen that have been saved to finish later.



MDS - Select to display and manage your Monitored Dosage System's.



Owings - Select to manage items that you owe to patients.



Instalments - Select to manage and process prescriptions dispensed in instalments.



Repeats - Select to manage repeat medication for your patients.

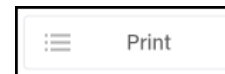


Reports - Select to access your system generated reports.



eMessages - Select to process and dispense electronic prescriptions

All these screens have been modernised and given a fresh new look with smarter functions:



Menu buttons - Select and choose from the options offered as required.



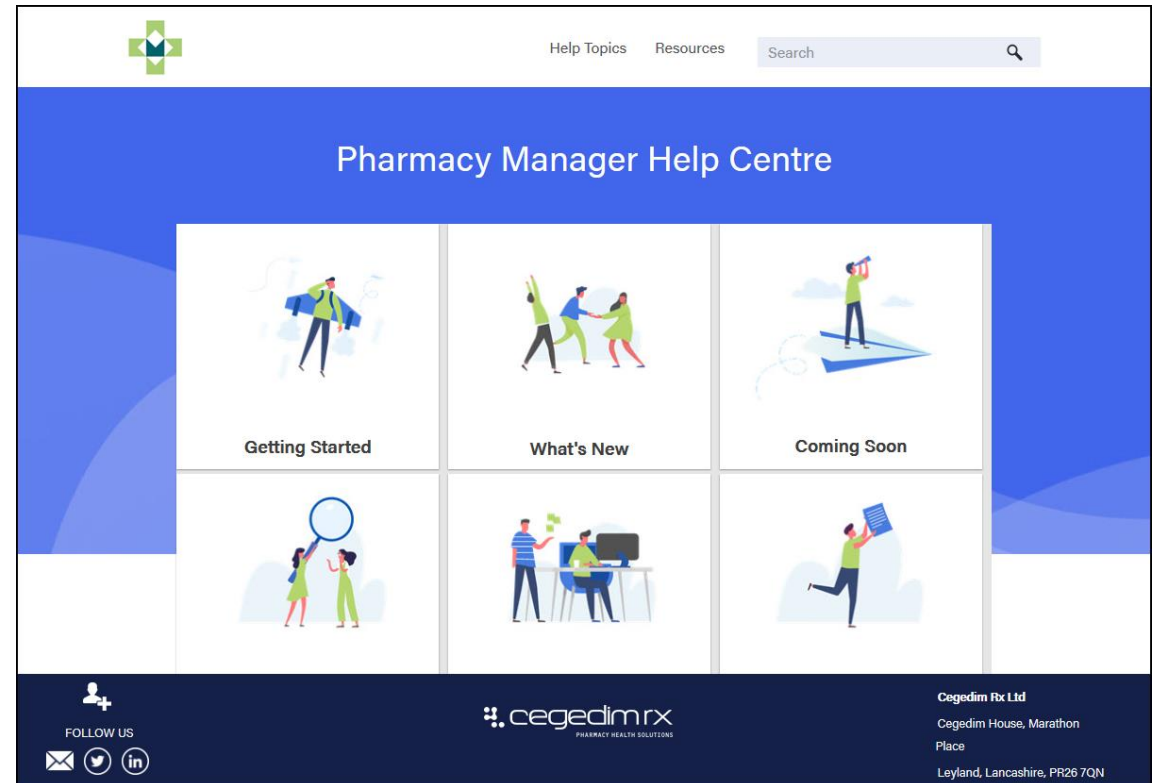
Additional Information - Where appropriate, you can select **Additional Information** alongside a selection to access and, where appropriate, update relevant information.

Using your On-line Help Centre

You can access your new Pharmacy Manager Help Centre from the Help option on the Toolbar. It contains all the information you should need in order to get the best out of your Pharmacy Manager system.

From the front screen, select:

- **Search** to enter a word or string of words to find the information you are looking for.
- **Getting Started** for a series of quick start screens.
- **What's New** to see what has changed in the latest release, and those before it.
- **Coming Soon** to see what exciting developments we have in store for you.
- **Help Topics** to manually navigate through the complete Pharmacy Manager Help Centre.
- **FAQ's** to see the questions, and most importantly the answers to the most common queries.
- **User Guides** to access our printable quick reference and full user guides.



Note - You must have internet connection to view the Help Centre, however it can be accessed from any device, for example, a smart phone or tablet using help.cegedimrx.co.uk/Pharmacymanager/11.0/content/home.htm.