Pharmacy Operations Quick Start Guide

Logging in to Pharmacy Operations

To log in to **Pharmacy Operations**:

1. From your Internet browser, enter https://ops.pharmacy-manager.co.uk/ and then press **Enter** on your keyboard.

Important - Internet Explorer is not compatible with **Pharmacy Operations**.

2. From the **Log in** screen enter your **Username** and **Password** provided by **Cegedim Healthcare Solutions**.

3. Select **LOG IN**.

Note - Locums are also required to complete the **Locum Details** screen.
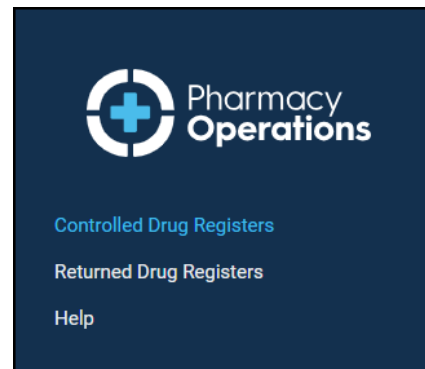
Automatic Account Lockout

If you enter your **Username** and/or **Password** wrong five times, you are automatically locked out of **Pharmacy Operations**. The system sends an email to notify you of this, and to try again after five minutes.

Pharmacy Operations

When you log in, **Pharmacy Operations** opens on the **Controlled Drug Registers** screen displaying a list of your drug registers.

Pharmacy Operations Side Navigation Bar

On the left of the screen a **Side Navigation Bar** displays, select the option to open the corresponding screen:

The available options are:

- **Controlled Drug Registers** - Navigate to the **Controlled Drug Registers** screen to view all active Drug Registers, the total balance and the balance including expired stock.

- **Returned Drug Registers** - Navigate to the **Returned Drug Registers** screen to record the return of previously dispensed conrolled drugs to your pharmacy for disposal.

- **Help** - Opens the **Pharmacy Operations Help Centre**.