

Pharmacy Services Quick Start Guide

Logging in to Pharmacy Services

To log in to **Pharmacy Services**:

1. From your Internet browser, enter <https://www.pharmacyservices.co.uk/> and then press **Enter** on your keyboard.

i Important - Pharmacy Services is not compatible with Internet Explorer.

2. From the **Log in** screen enter your user name and password provided by **Cegecim Healthcare Solutions**.
3. Select **LOG IN**.

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

Forgot Your Password?

If you forget your password, use the following instructions to create a new password:

1. From the **Log in** screen, select **Forgot Password**.
2. From the **Forgot You Password** screen, enter your **Username** or **Email address**, and then select **SUBMIT**.

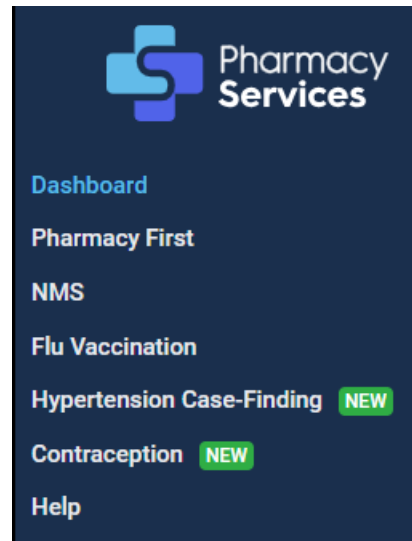
The instructions to reset your password are sent to your email address.

Pharmacy Services Dashboard

When you log in, the **Pharmacy Services Dashboard** displays a **Side Navigation Bar** and dynamic overview tiles of your services and quick links.

Use the dashboard to navigate to different screens within **Pharmacy Services**. You can:

- Select a tile from the dashboard to display the corresponding screen, or,
- Select the option from the **Side Navigation Bar** to display the corresponding screen:



The available options are:

- **Dashboard** - Navigate back to the **Pharmacy Services Dashboard**.
- **Pharmacy First** - Navigate to the **Pharmacy First Referrals** screen.
- **NMS** - Navigate to the **New Medicine Service** screen.
- **Flu Vaccination** - Navigate to the **Flu Vaccination Service** screen.
- **Hypertension Case-Finding** - Navigate to the **Hypertension Case-Finding Service**.
- **Contraception** - Navigate to the **Contraception Service** screen.
- **Help** - Opens the **Pharmacy Services Help Centre**.

Note - Only services available to you display on the **Pharmacy Services Dashboard**.

