

PHARMACY PARTNER HUB: VDH NALOXONE FOR ENTITIES USER GUIDE



ROLE: ADMIN USER

This user guide provides step-by-step instructions for Admin Users to successfully navigate the Naloxone for Entities website.

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Landing Page

The **Landing Page** will display the following view and offer navigation capabilities within the Pharmacy Partner Hub application.

1. Select the main navigation icon to display the three links in the sidebar to the left: Home, Orders, and Maintenance. Notice, too, the three links at the top of the screen to the right: Profile, Change Org., and Help.



- 2. Whenever the **Home link** is selected, the admin user can view the dashboard below, which displays the profiles of organizations/entities they can access.
- 3. Clicking the **Profile link** retrieves the Profile screen where the admin user can access and modify their user profile, including the option to change their password.
- 4. Choosing the **Change Org. link** allows admin users to switch between organizations while placing naloxone orders when that admin user is ordering naloxone on behalf of more than one entity.
 - a. An admin user can select Change Org. to edit and switch between organizations.
- 5. Click the **Help link** for guidance as it includes instructions, explanations, and other resources that will aid users in understanding and navigating the system, application, and its processes effectively.
- 6. The Landing Page will also display a **dashboard** with the summary of orders submitted, the total number of orders, and a count of unsubmitted orders.

- 7. Click the **Orders link** in the sidebar to display a list of orders and their respective statuses that includes the order numbers, order dates, shipping address, status, submitted by, and cancellation requested.
- 8. The **Maintenance link** offers admin users the capability to create additional profiles, as well as deactivate or activate profiles associated with their organization. This facilitates the creation of secondary users who can also use the application to create orders or check the status of ongoing purchase orders.

Ordering

- 1. Clicking the **Orders link** in the sidebar will show a summary of recent orders along with their respective statuses.
- 2. A list of orders with their respective statuses will be displayed on the screen seen below.
 - The application is ONLY **editable** allowing the admin user to edit the application and finish adding products <u>before</u> they submit the order if an order is currently in PO Progress, and the status is in WORKING status.
- 3. By selecting the **Create Order button**, users can create orders linked to their organization's account.

Ļ	? Orc	lers				
						+ Create O
•	About this p	bage				
This	s page is used	to view a SUMM	IARY of all the orders pla	aced and their	status.	
Ale	xandria Com	munity Servic	es Board Orders			
	Order Number	Order Date	Shipping Address	Status	Submitted By	Cancellation Requested
		3/21/2034	test RICHMOND, VA	SHIPPED	TEST PRIMARY CONTACT FIRST NAME TEST PRIMARY CONTACT LAST NAME	
s	1	SYC VENCY	2.000			

Order Number	Order Date	Shipping Address	and the second		
			status	Submitted By	Cancellation Requested
2	2/22/2024		Working		
46	2/28/2024	3 HARDYVILLE, VA 23070	Working		
47	2/28/2024	3 HARDYVILLE, VA 23070	Canceled	Siva Badiginchala	
48	2/28/2024	3 HARDYVILLE, VA 23070	Canceled	Siva Badiginchala	
61	3/1/2024	109 governor st RICHMOND, VA 23219	Working		
81	3/4/2024	3 HARDYVILLE, VA 23070	Submitted	Siva Badiginchala	
	46 47 48 61	1/2/28/2024 46 2/28/2024 47 2/28/2024 48 2/28/2024 51 3/1/2024 81 3/4/2024	AFE EFE EFE 46 2/28/2024 3 HARDYVILLE, VA 23070 47 2/28/2024 3 HARDYVILLE, VA 23070 48 2/28/2024 3 HARDYVILLE, VA 23070 51 3/1/2024 109 governor st RICHMOND, VA 23219 81 3/4/2024 3 HARDYVILLE, VA 23070	Aff 2/28/2024 3 HARDYVILLE, VA 23070 Working 47 2/28/2024 3 HARDYVILLE, VA 23070 Canceled 48 2/28/2024 3 HARDYVILLE, VA 23070 Canceled 51 3/1/2024 109 governor st RICHMOND, VA 23219 Working 81 3/4/2024 3 HARDYVILLE, VA 23070 Submitted	Af5 2/28/2024 3 HARDYVILLE, VA 23070 Working 47 2/28/2024 3 HARDYVILLE, VA 23070 Canceled Siva Badiginchala 48 2/28/2024 3 HARDYVILLE, VA 23070 Canceled Siva Badiginchala 51 3/1/2024 109 governor st RICHMOND, VA 23219 Working 81 3/4/2024 3 HARDYVILLE, VA 23070 Submitted

4. The **Order screen** seen in the next few snapshots, displays questions regarding the organization's profile, products, previous naloxone orders, and additional details.

Orthet North	tise	Organization Type Community Services Board	Order Date 3/29/2024	Status Working
Physical Ad test23 Rid	idross CHMOND: VA 23222		Shipping Address Test RICHMOND, VA	23223
Comments test				
Date Overte 3/29/202	ed Orderej 54 Tope C	itsy Sgunbona	Date Modified	Modified by
Alexandr Comment test	ria Community Services Bo	aard's Order		Seven D Undo M Return to PO Summary
Date Over 3/29/20	ited Ordered 124 Tope C	i By Dgunbona	Date Modified	Modified By
10000	icts			
Produ				
Produ	Id Row(s) 🗊 Delete Row(s)		D Jindo
Produ + Ad	ld Row(s) 🗊 Delete Row(60	-	D Undo Qty Ordered
Produ	Id Row(s) Delete Rowd	5	-	් වාත්ත Oty Ordered Total 1
Produ	Id Row(s) Delete Rowd Product Name Internationalizapine Test Strip Nolocome Nasal Spray Xylazine Test Strips hat, Fentany Test Strips			් වාත්ත Otly Ordered Total 1
Produ	td Row(s) Delete Rowd	si s ne you previously requested?		D Undo Otty Ordered Total 1
Produ	Id Row(s) Delete Rowd	ne you previously requested?		D Undo Oty Ordered Total 1
Produ	Id Row(s) Delete Row(Product Name Herzodiazepine Test Strip Nolocone Nassa' Spray Nolocone Nassa' Spray Nylazine Test Strip harp, Fentanyl Test Strip ppened to the naloxor avw(s) Îl Delete Row(s) Status	ne you previously requested?		D Undo Oty Ordered Total 1
Produ	Id Rowels Product Name Product Name Image: Renzadiazapine Test Strip Nolocone Nasel Spray Xylazine Test Strip hap, Fentanyl Test Strip ppened to the naloxor ow(s) Image: Delete Row(s) Status This is my first order. Previous kits were disparse	ne you previously requested?		C Undo Oty Ordered Total 1

5. Once the order form has been completed, the admin user will save the application by pressing the **SAVE button** at the top of the screen to proceed to the next step.

	5 Di Save O Unde M Return to PO Sur	nm
Ø	What is the earliest expiration date of nationale life in your inventory? MM/YYYYY	
t will last your orga	nization?	
		*
nës order:		Ċ
will be provided to	o individuals?	2
	• will last your orga us order will be provided to	Source organization? Will last your organization? will be provided to individuals?

6. This next screen will provide the admin user with the choice to cancel the order, edit it, or submit it.

6				🕑 Ch	anges ar	e saved.
	Alexandria Community Services Board's Order	Cancel Purchase Order	🔓 Save	🛱 Submit Order	O Undo	14 Return to PO Summary

7. The **email notification** seen below will be sent to the admin user confirming that the order is being reviewed by the Division of Pharmacy Services (DPS).



8. After the **Submit Order button** is pressed, the screen below will be displayed providing an additional option to request cancellation even if the order has been submitted.

b (Dev)		P _a P		Order has been Submitted.	
Test Community Based	Org's Order		E Reque	St Cencel O Undo 14 Raturn to PO Summ	sary
Order Namber 384	Organization Type Community-Based Organization		Order Date 4/17/2024	Status Submitted	
Physical Address test 789 NAVAL WEAP	ONS STATION, VA 23691	×	Shoong Address 5504 another test	RICHMOND, VA 23220	-
Commente Test					
erezanta	Caracter and		1201220200		
4/17/2024	Tope ogunbona		4/17/2024	Tope ogunbona	
Products					

Whenever an order has been successfully submitted and is in process, the DPS will send an **email notification** like the one seen next to the admin user.

Pharmacy Partner Hub						
Hello,						
The Division of I	Pharmacy Services staff is actively working to fulfill your naloxone request					
and will have it	ready for shipment shortly. (If your naloxone agreement has expired, we					
will work with y	ou to renew your agreement before fulfilling your request.)					
If your shipmen	t has not arrived within five business days, please contact us at					
opioidreversal@	ovdh.virginia.gov for assistance.					
As a reminder, o	our community partners may only provide naloxone and/or test strips to					
individuals and	may <i>not</i> pass these products on to another organization. All expired or					
otherwise unus	ed product should be returned to the Division of Pharmacy Services after					
completing the	return form located under "Step 3: Return" on VDH's naloxone partner					
page: <u>Naloxone</u>	Distribution to Community Partners - Epidemiology (virginia.gov).					

9. When the Request Cancel button is selected, the pop-up screen seen next will provide a comment box prompting the admin user to add the (1) order date and (2) the reason for cancellation. The admin user should then finalize the transaction by pressing the Send Request button.

Order Cancel Request		Order l
Enter reason for Request		
Order Number 384	Order Date 4/17/2024	
Cancel Reason test		
4 of 2000		
		Send Request

10. The **Orders screen** displays a summary of orders and their respective statuses for the admin user to view.

È	7 Orde	ers				
						+ Create Order
Ter	t Community B	ased Ora Ord				
	Order Number	Order Date	Shipping Address	Status	Submitted By	Cancellation Requested
Ľ	322	3/26/2024	3 HARDYVILLE, VA 23070	Canceled	joseph samuel	
ß	342	3/26/2024	3 HARDYVILLE, VA 23070	Canceled	alba test admin	
ø	343	3/26/2024	5504 another test RICHMOND, VA 23220	Working	alba test admin	
	364	4/16/2024	3 HARDYVILLE, VA 23070	SHIPPED	Siva Badiginchala	
ø	384	4/17/2024	5504 another test RICHMOND, VA 23220	Submitted	Tope ogunbona	Yes

Order Receipts

1. Click the **Order Receipts link** in the sidebar to display the **Order Receipts screen** that will display a summary of orders that have been processed. This page allows admin users to confirm the receipt of order(s) received.

Additionally, the **"Mark as Received"** column permits the admin user to indicate whether their respective orders have been received or not.

2. Use the "Search All Text Columns" box to narrow your search criteria for specific variables.

☆ Home	Or	dor Poco	inte					
였 Orders	0		hrs					
다. Orders		About this page	,					
Order Receipts		1.5	01-125-1200	2270 Marina	579 <u>1</u>			
☆ Order History	This	s page will allow you entory.	to CONFIRM RECE	PT of your order(s).	In the future, you v	rill have the a	bility to add these vali	ues to your
X Maintenance	· · -	2		-				
리는 Approval Registra	lion	 Search: AD Test Col 	umm (io Actions V	Edit Save			E lest
	0	Order Number	r Order Date	Physical Address	Shipping Address.	Status	Ordered By	Mark as Received
	×.	≣ 202	3/13/2024	109 governor st	3 HARDYVILLE,	SHIPPED	Alexis Page	
		≣ 364	4/16/2024	5503 test addre	3 HARDYVILLE,	SHIPPED	Siva Badiginchala	
	1 24 3							

- 3. Click on the **Actions down arrow** (seen in the previous snapshot) to display the following highlighted items below.
 - Select the action you want to perform by choosing the corresponding action in the highlighted box below.
 - Press the SAVE button.

Thi: inv	s page entory	e will allow you to r.		of y	/our	order(s). In	the fi	uture, you w	vill have the al	bility to add these valu	ues to your
Q	~ 5i	earch: All Text Colum	ms Go		▥	Columns		Save			E Resi
	=	Order Number	Order Date	l h		Filter Data	>	g Address.	Status	Ordered By	Mark as Received
~	=	202	3/13/2024	0	B	Format	>	YVILLE,	SHIPPED	Alexis Page	
	=	364	4/16/2024	5	[A]	Selection	5	VVILLE,	SHIPPED	Siva Badiginchala	
1 rov	ws selec	cted				Report	>	_			Tota

4. Once the order is received, use the down arrow in the "Mark as Received" column to mark the order's status to RECEIVED.

210	Je	r kecei	JIS					
This inve	page	will allow you to	CONFIRM RECEIPT	of your order(s). I	In the future, you w	vill have the a	bility to add these val	ues to your
	incony						4)
Q.,	5	sarch: All Text Colum	ns Go	Actions ~	Edit Save			(5) Hesel
	=	Order Number	Order Date	Physical Address	Shipping Address.	Status	Ordered By	Mark as Received
	=	202	3/13/2024	109 governor st	3 HARDYVILLE,	SHIPPED	Alexis Page	RECEIVED
2								1

Order History

The Order History screen seen below displays a list of past purchase orders.

Notice that the columns in the table will typically display information such as the purchase order Number, the purchase order date, the products, or services ordered, status of the order, quantities, prices, vendors, and any relevant notes and/or comments.

Q.V		Go Actions ∨				
Deder Number ↓₹	Order Date	Products	Status	Physical Address	Shipping Address	Ordered By
364	4/16/2024	BENZODIAZEPINE TEST STRIP: 5 Nasal Naloxone: 10	SHIPPED	5503 test addres RICHMOND, VA 23218	3 HARDYVILLE, VA 23070	Siva Badiginchala
282	3/18/2024	Nasal Naloxone: 10	RECEIVED	NE 15 Gem SE GLEN ALLEN, VA 23059	109 governor st RICHMOND, VA 23219	Siva Badiginchali
225	3/15/2024	Nasal Naloxone: 10	RECEIVED	NE 15 Gem SE GLEN ALLEN, VA 23059	109 governor st RICHMOND, VA 23219	Alba Hurtado
202	3/13/2024	XYLAZINE TEST STRIPS: 5	SHIPPED	109 governor st RICHMOND, VA 23218	3 HARDYVILLE, VA 23070	Alexis Page
	3/4/2024	BENZORNAZEPINE TEST STRIP: 2	RECEIVED	NE 15 Gem SE GLEN ALLEN, VA 23059	3 HARDYVILLE, VA 23070	Siva Badioinchal

Maintenance Screens

Click the **Maintenance link** in the sidebar to access the Maintenance menu providing access to these links:

- User Administration
- Address List

USER ADMINISTRATION SCREEN

The **User Administration screen** seen next allows the admin user to manage access to the Pharmacy Partner Hub for their organization. The admin user will have the ability to (1) add users, (2) deactivate existing users, and (3) adjust access permissions for current users.

- 1. To Add a New User: Press the +Add User button and follow the instructions.
- To Deactivate an Existing User: Click the Disable link in their record.
 For Password Resets: Click the Password Reset link associated with the user's email address.

८ User Adr	ninistrati	on				1	+ Add User
Q	Go	Actions 🛩					
Username/E-Mail	First Name	Middle Name	Last Name	Organizations	Enable/Disable	Password Reset	Role Name
abahutado@vdh.virgisia.gov	Alba		Hurtado	All Orgs 2	Estable	Password Reset	Super User
first last@test.com	First		Lest	All Orgs	Disable	Password Result	Super User
first lasterder@test.com	First		Last Order	TEST ORGANIZATION	Disable	Persword Reset	Ordering
esiqveland@arlingtoriva.us	Emily		Sigveland	Arlington County Community Services Board	Disable	Password	Administrator

ADDRESS LIST SCREEN

The **Address List screen** contains a list of addresses that are displayed according to the organization.

- Users have the option to include details such as address, shipping destination, city, etc.
- If a purchase order is linked to the address, admin users will NOT be able to delete it, but can modify the address, if needed.
- 3. To Add a New Address: Press the +New Address button.



:	Add	lress List					3 + New Address
a,	-	Ge	Actions ~				
	Address Type	Street1	StreetZ	City	State	Zip	Organization
e.	Ship To	109 GOVERNOR ST		RICHMOND	VA	23219	AIDS Response Effort
ß	Ship To	11403 CARUTHERS WAY		GLEN ALLEN	VA	23059	AP PUBLIC SCHOOL
e.	Ship To	122 N BUDDING AVE		VA BCH	VA.	23452	TEST
25	Ship To	122 N BUDDING AVE		VA BCH	VA.	23452	TEST
ø	Ship To	test		RICHMOND	VA	23223	Alexandria Community Services Board
Ľ	Ship To	2120 WASHINGTON BUVD # 4		ARUNGTON	. WA	22204	Arlington County Community Services Board
2	Ship To	9500 CRAIGS MILL DR		GLEN ALLEN	Vol.	23060	Henrico Area Mental Health and Developmental Services

• Click the **pencil icon** – or – the **+New Address button** in the above view and enter the following details as shown below.

 About this page 			
This page is used to create, update, o	r delete an organization's SHI	IPPING or PHYSICAL address	
nformation.			
to CREATE/MODIFY an address follow	these steps and press the SA	AVE button when done:	
 Select an Organization, Address 	Туре		
- Frank A. J. Lance and the Arch 10 star 11			
 Enter Address, enter Apt/Suite/I 	loor (if any)		
 Enter Address, enter Apt/Suite/I Select City, State, Zip Code 	loor (if any)		
 Enter Address, enter Apt/Suite/I Select City, State, Zip Code 	loor (if any)		
Enter Address, enter Apt/Suite/I Select City, State, Zip Code Note: The Delete button will not be a	loor (if any) vailable if an address has an e	existing order already associated	
Enter Address, enter Apt/Suite/I Select City, State, Zip Code Note: The Delete button will not be a with it in the system.	loor (if any) vailable if an address has an e	existing order already associated	
 Enter Address, enter Apt/Suite/I Select City, State, Zip Code Note: The Delete button will not be a with it in the system. 	loor (if any) vailable if an address has an e	existing order already associated	
Enter Address, enter Apt/Suite/I Select City, State, Zip Code Note: The Delete button will not be a with it in the system.	loor (if any) vailable if an address has an e	existing order already associated	
Enter Address, enter Apt/Suite/I Select City, State, Zip Code Note: The Delete button will not be a with it in the system. Organization	vailable if an address has an e	existing order already associated	~
Enter Address, enter Apt/Suite/I Select City, State, Zip Code Note: The Delete button will not be a with it in the system. Organization Test Community Based Org	vailable if an address has an e Address Type Ship To	existing order already associated	~
Enter Address, enter Apt/Suite/I Select City, State, Zip Code Note: The Delete button will not be a with it in the system. Organization Test Community Based Org	loor (if any) vailable if an address has an e Address Type Ship To	existing order already associated	*