



***PHARMACY PARTNER HUB:
VDH NALOXONE FOR ENTITIES
USER GUIDE***

ROLE: ADMIN USER

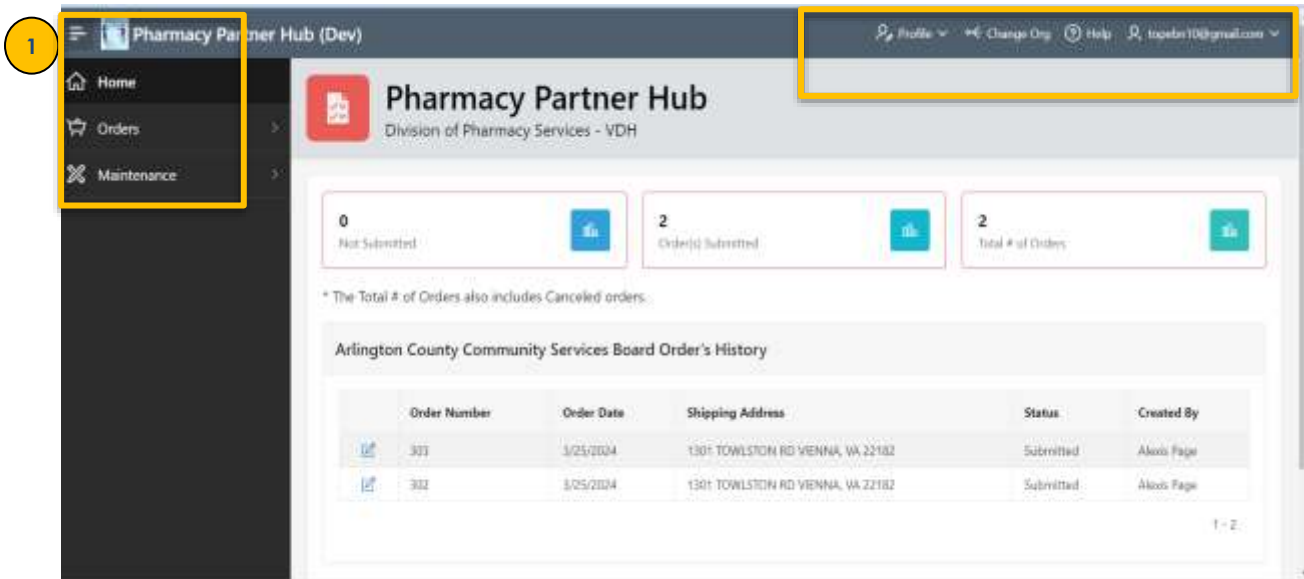
This user guide provides step-by-step instructions for Admin Users to successfully navigate the Naloxone for Entities website.

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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.

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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.

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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 before 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.

Orders

+ Create Order

About this page

This page is used to view a SUMMARY of all the orders placed and their status.

Alexandria Community Services Board Orders

Order Number	Order Date	Shipping Address	Status	Submitted By	Cancellation Requested
1	3/21/2024	test RICHMOND, VA 23223	SHIPPED	TEST PRIMARY CONTACT FIRST NAME TEST PRIMARY CONTACT LAST NAME	
2	3/21/2024	test RICHMOND, VA 23223	SHIPPED	Tope Ogunbona	

Test Community Based Org Orders

Order Number	Order Date	Shipping Address	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	

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

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Alexandria Community Services Board's Order

Save Undo Return to PO Summary

Order Number	Organization Type: Community Services Board	Order Date: 3/29/2024	Status: Working
Physical Address: test23 RICHMOND, VA 23222	Shipping Address: test RICHMOND, VA 23223		
Comments: test			
Date Created: 3/29/2024	Ordered By: Tope Ogunbona	Date Modified:	Modified By:

4

Alexandria Community Services Board's Order

Save Undo Return to PO Summary

Comments: test

Date Created: 3/29/2024 | Ordered By: Tope Ogunbona | Date Modified: | Modified By:

Products

+ Add Row(s) Delete Row(s) Undo

Product Name	Qty Ordered
Benzodiazepine Test Strips	
Naloxone Nasal Spray	
Xylazine Test Strips	
Fentanyl Test Strips	
Total 1	

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What happened to the naloxone you previously requested?

+ Add Row(s) Delete Row(s) Undo

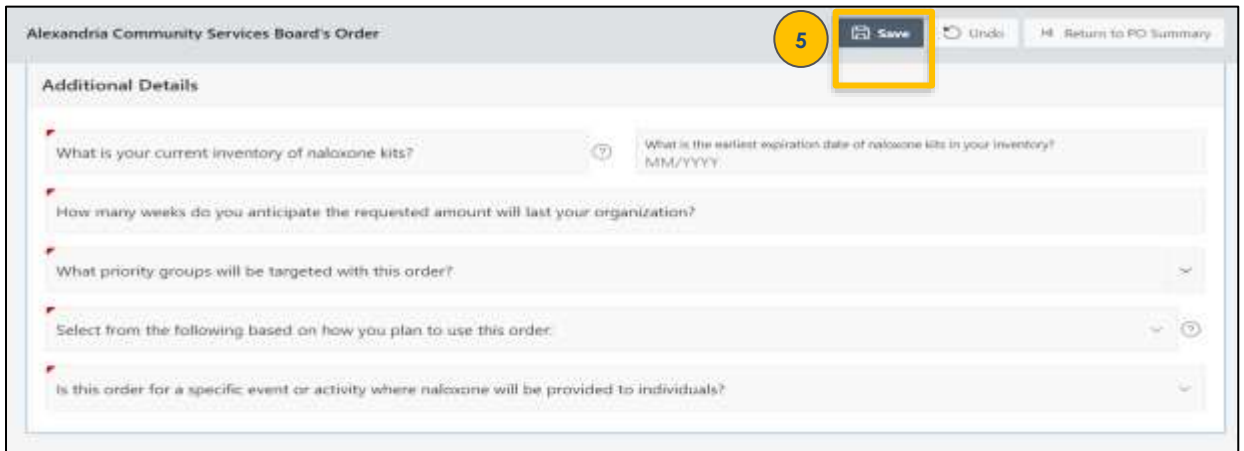
Status	Other	Previous Order Quantity
Total 1		

Additional options for Status:

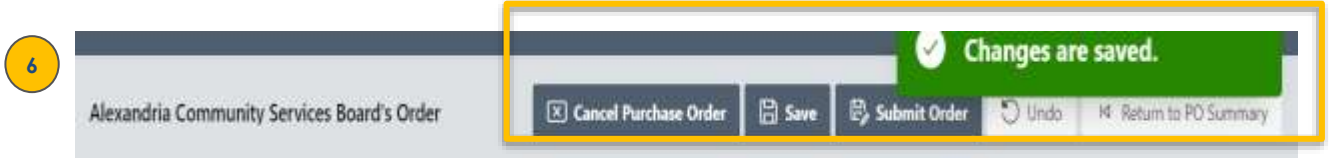
- This is my first order.
- Previous kits were dispensed.
- Previous kits were administered.
- Previous kits expired and returned to VDHL.
- Previous kits were damaged and returned to VDHL.
- Other (please specify).

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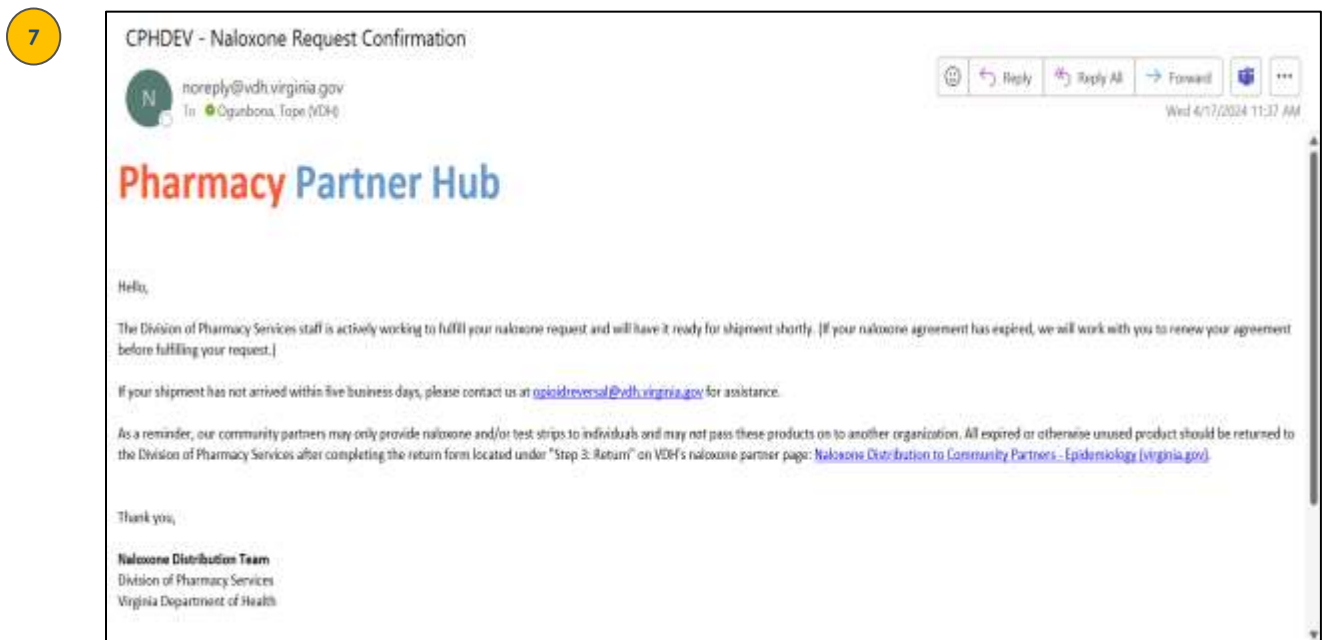
- 5. Once the order form has been completed, the admin user will save the application by pressing the **SAVE button** at the top of the screen to proceed to the next step.



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

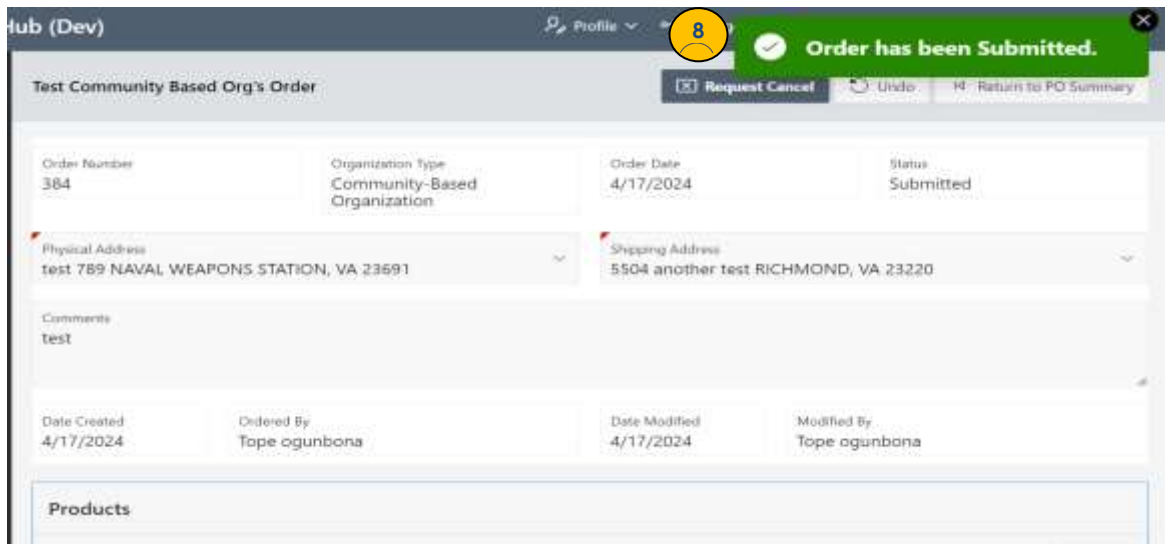


- 7. The **email notification** seen below will be sent to the admin user confirming that the order is being reviewed by the Division of Pharmacy Services (DPS).



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- 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.



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.



- 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**.

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

Order Number	Order Date	Shipping Address	Status	Submitted By	Cancellation Requested
322	3/26/2024	3 HARDYVILLE, VA 23070	Canceled	Joseph samuel	
342	3/26/2024	3 HARDYVILLE, VA 23070	Canceled	alba test admin	
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	
384	4/17/2024	5504 another test RICHMOND, VA 23220	Submitted	Tope ogunbona	Yes

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Order Receipts

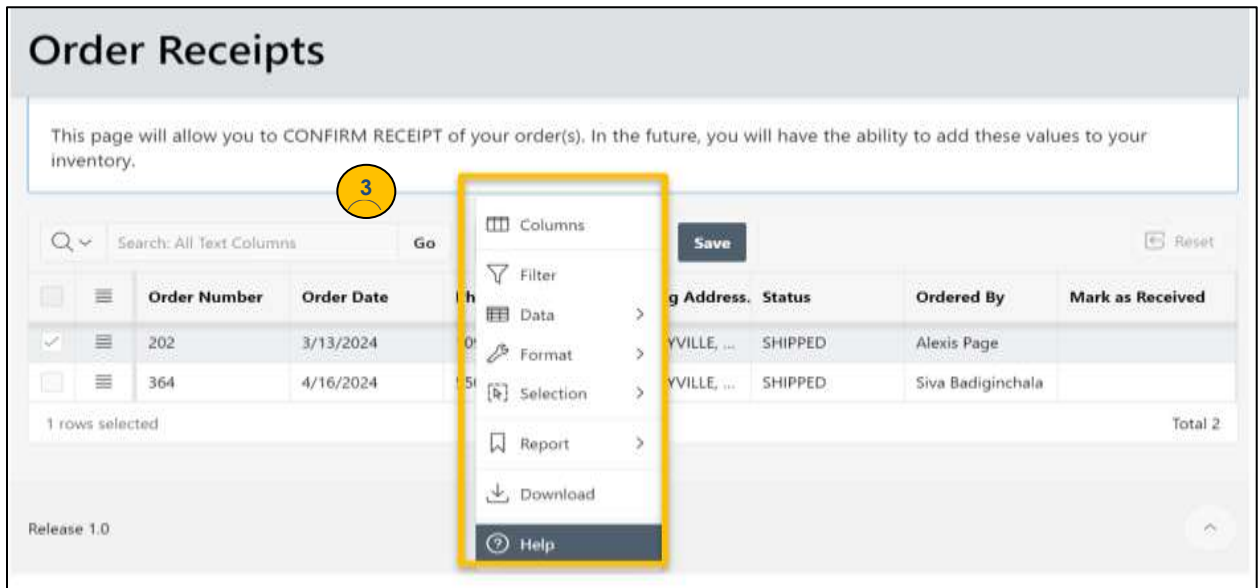
1. Click the **Order Receipts link** in the sidebar to display the **Order Receipts screen** that will display a summary of orders that have been processed. This page allows admin users to confirm the receipt of order(s) received.

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

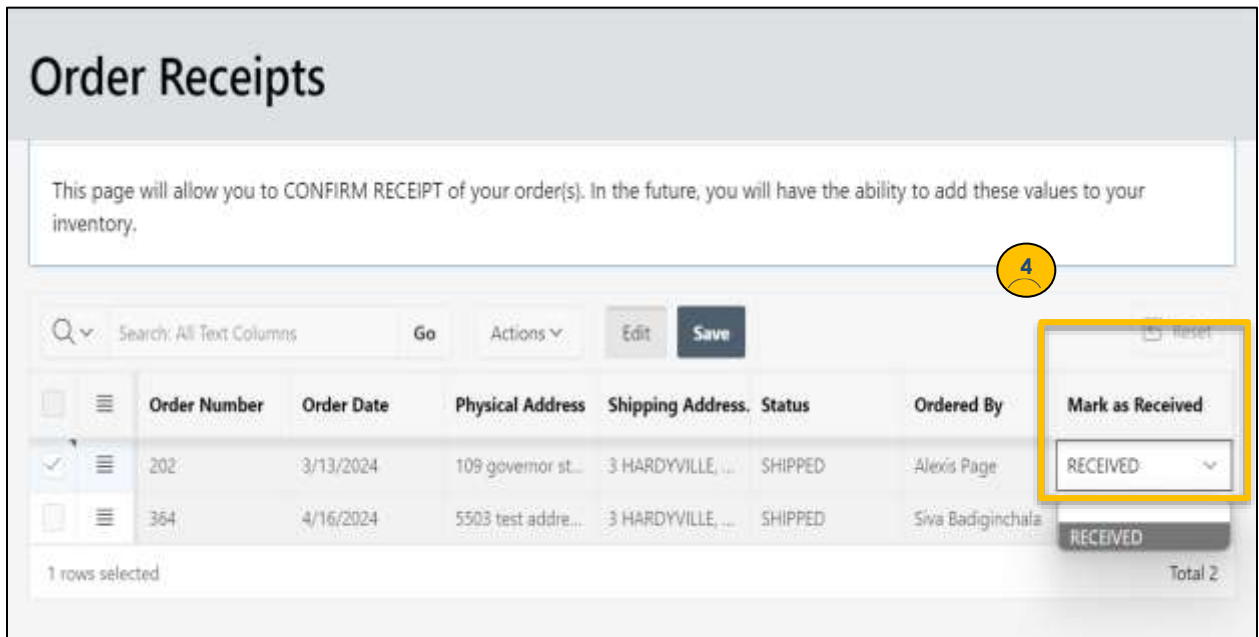
2. Use the "**Search All Text Columns**" box to narrow your search criteria for specific variables.

The screenshot displays the 'Order Receipts' interface. On the left sidebar, the 'Orders' menu item is highlighted with a yellow box and a circled '1'. The main content area features a search bar labeled 'Search: All Text Columns' with a 'Go' button, highlighted with a yellow box and a circled '2'. Below the search bar, there are buttons for 'Actions', 'Edit', and 'Save'. A table lists two orders with columns for Order Number, Order Date, Physical Address, Shipping Address, Status, Ordered By, and Mark as Received. The first row is selected, and the status is 'SHIPPED'. The table footer shows '1 rows selected' and 'Total 2'.

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.



- Once the order is received, use the down arrow in the “Mark as Received” column to mark the order’s status to RECEIVED.

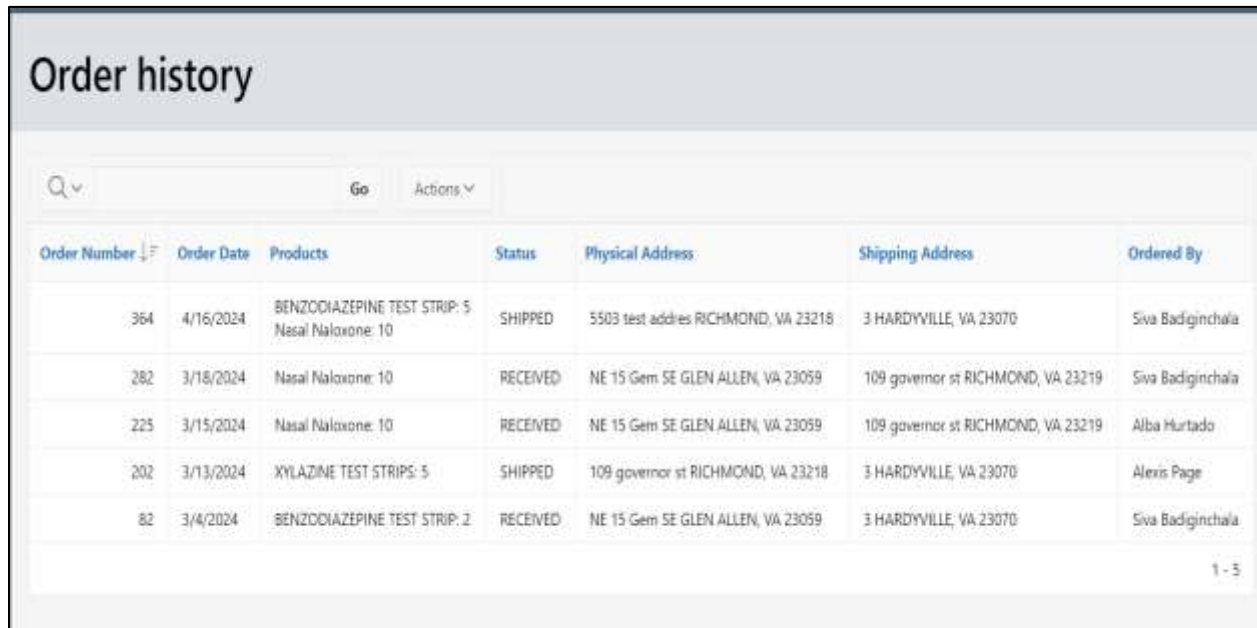


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Order History

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.



Order 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 address 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 Badiginchala
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
82	3/4/2024	BENZODIAZEPINE TEST STRIP: 2	RECEIVED	NE 15 Gem SE GLEN ALLEN, VA 23059	3 HARDYVILLE, VA 23070	Siva Badiginchala

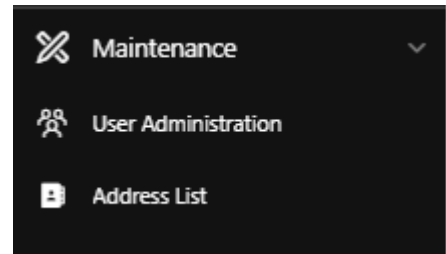
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Maintenance Screens

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

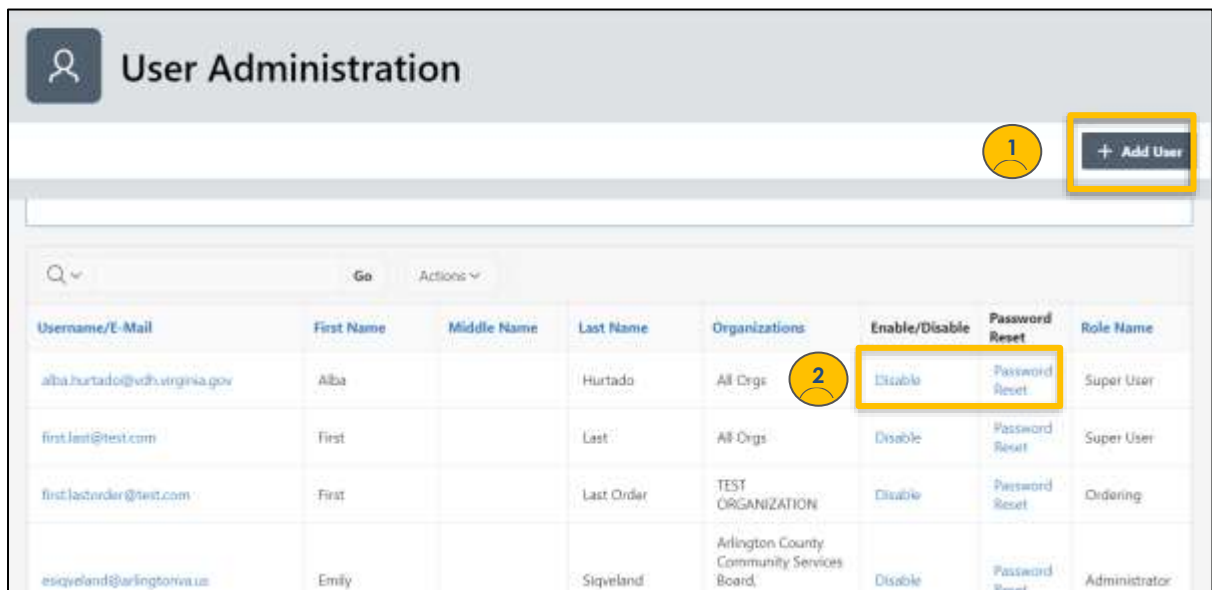
- User Administration
- Address List



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.
2. **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.



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.

Address Type	Street1	Street2	City	State	Zip	Organization
Ship To	109 GOVERNOR ST		RICHMOND	VA	23219	AIDS Response Effort
Ship To	11403 CARUTHERS WAY		GLEN ALLEN	VA	23059	AP PUBLIC SCHOOL
Ship To	122 N BUDDING AVE		VA BCH	VA	23452	TEST
Ship To	122 N BUDDING AVE		VA BCH	VA	23452	TEST
Ship To	test		RICHMOND	VA	23223	Alexandria Community Services Board
Ship To	2120 WASHINGTON BLVD # 4		ARLINGTON	VA	22204	Arlington County Community Services Board
Ship To	9500 CRAIGS MILL DR		GLEN ALLEN	VA	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.

Create/Update Address

About this page

This page is used to create, update, or delete an organization's SHIPPING or PHYSICAL address information.
To CREATE/MODIFY an address follow these steps and press the SAVE button when done:

- Select an Organization, Address Type
- Enter Address, enter Apt/Suite/Floor (if any)
- Select City, State, Zip Code

Note: The Delete button will not be available if an address has an existing order already associated with it in the system.

Organization: Test Community Based Orq | Address Type: Ship To

Street Address: [partially filled]

Buttons: Cancel, Delete, Save

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