

Operating instructions

Pharmacist only section

Section One - The basics

The new website replaces the existing website at the same address, all access details are the same as the previous website.

Before we go live the address to use to add your information is dev.bopcpbg.co.nz

After the new site launches the address will be www.bopcpbg.co.nz your user name and password will still work on the live site to make other changes or to view resources.

If you have forgotten your password use the forgot password link on the pharmacist login screen - this is available under the Pharmacists tab at the top of the navigation.



Once you are logged you can begin to edit your information.

Section Two - Manage your details

Home / Patients / Pharmacies / My Account

My Account

Ben Van Den Borst Profile

1 Account Details Categories Marketing & Logo Team

Ben Van Den Borst My Pharmacy Papamoa Plaza

papamoaplaza@mypharmacy.nz Shop 9 Papamoa Plaza

***** 7 Gravatt Road

07 572 0355 Papamoa

07 572 0356 Tauranga

papamoaplaza@mypharmacy.nz New Zealand

My Pharmacy Papamoa Plaza 3151

2 ☒ Publish Ads/Bio.
☒ I agree to your terms and conditions.

Save Details

1. Follow the prompts in the form to make sure your details show correctly on the website. Your pharmacy's location on the maps will be taken from the address you input here.
You can input your main email address and your prescription email address - if they are the same then input it twice.
2. Click publish to show your details on the live website
3. Click save to update any changes you make - this will also publish your page.

Section Three - Categories

Home / Patients / Pharmacies / My Account

My Account

Ben Van Den Borst Profile

Account Details | Categories | Marketing & Logo | Team

Services

- ☐ BOPCPG Funded Services
- ☐ - Rheumatic Fever Sore Throat Swab
- ☐ - Kiri Ora Skin Programme
- ☐ - Vaccinations and Immunisation
- ☐ - Smoking Cessation
- ☐ - Sharps Bin Needle Disposal
- ☐ - ECP - Free Emergency Contraception
- ☒ - Medicine Management
- ☐ Other Pharmacy Services
- ☐ - MMR Vaccination
- ☐ - Influenza Vaccination
- ☐ - Warfarin Management
- ☐ - Bacterial Conjunctivitis

Areas

- ☒ Bay Of Plenty
- ☐ - Waihi Beach
- ☐ - Katikati
- ☐ - Omokoroa
- ☐ - Tauranga
- ☐ - Mt Maunganui
- ☒ - Papamoa
- ☐ - Te Puke
- ☐ - Kawerau
- ☐ - Edgecumbe
- ☐ - Kopeopeo
- ☐ - Whakatane
- ☐ - Ohope
- ☐ - Opotiki

Save Details

top

1. Check the box next to the BOPCPG services your pharmacy provides, this will show your pharmacy in the search results for that service.
2. Check the box next to Other Pharmacy Services your pharmacy provides
3. Check your geographical area to enable your pharmacy to be added to searches by location.
4. Click Save details to publish your information.

Section Four - Marketing and Logo

1. Upload your logo - if your logo was on the previous website it will be here already, if you have a new logo just replace the file.
2. Upload your main photo
3. Write your introduction text
4. Your map location will be automatically entered from your address field as entered previously, if the location is incorrect on the map click on the blue icon to move the flag to the desired location.
5. Save your changes

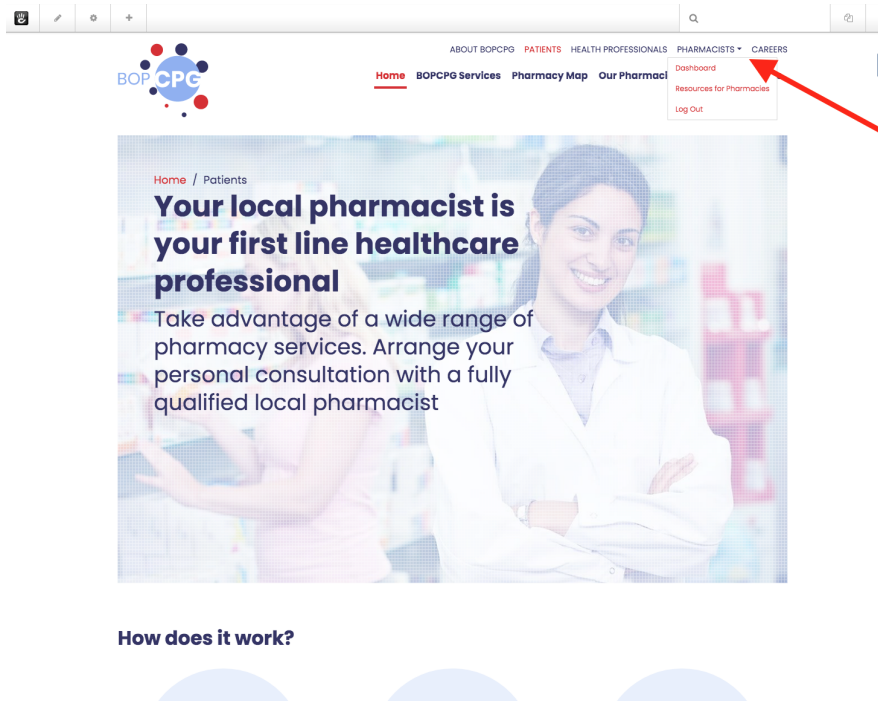
Note - in areas where pharmacies are located adjacent to each other the flags will split and the user will be able to check individual pharmacy locations.

Section Five - Your team

The screenshot displays a web application interface for managing a team. On the left, a sidebar contains navigation links: 'Home / Profile', 'My Account', and 'Ben Van D...' under the 'Account Details' section. The main content area is titled 'Team' and features a form for adding or editing team members. The form includes fields for Name, Role, Service, Email, Phone, Mobile, Linked-in, Short Bio, and Full Bio. There are buttons for 'Choose file', 'Delete Current', 'New Team Member', 'Close', and 'Save'. A red '1' is positioned next to the 'Choose file' button, and a red '2' is next to the 'Full Bio' field. A search bar is located at the top right of the interface.

1. Fill out the form fields for each team member - have photos ready beforehand and ensure they are the same size and orientation for optimum results. Personal details are optional, you can show as much or as little information as you please.
2. Save details to publish

Pharmacist info



Once you are logged in you will see an extra navigation tab called Resources for Pharmacists on this page you will find pharmacy only information such as forms and brochures.

