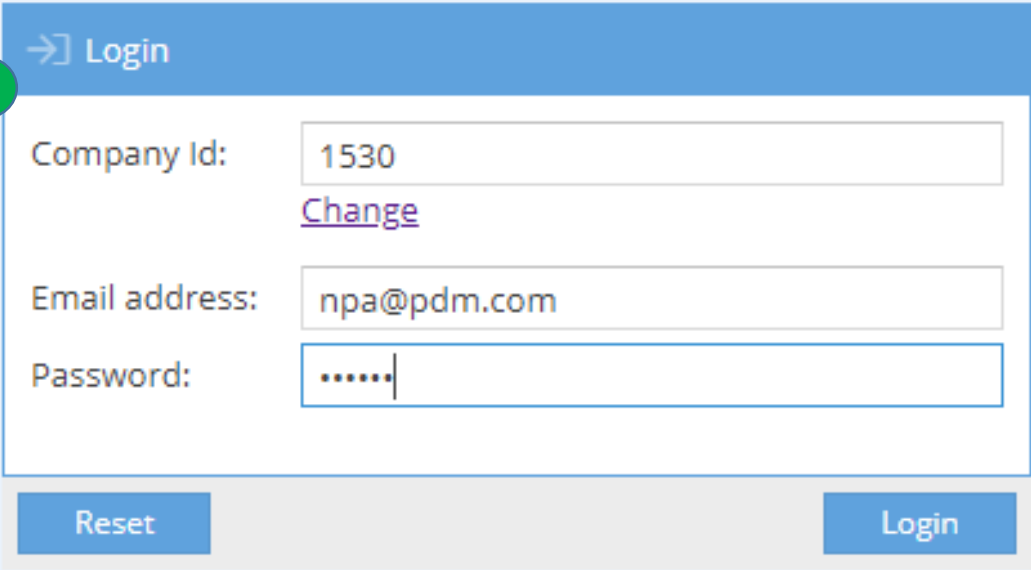


Welcome to your Pro Delivery Manager how to guide for allocating deliveries for Extremely Vulnerable Patients



→ Login

1

Company Id: 1530
[Change](#)

Email address: npa@pdm.com

Password:

Reset Login

You will have received your Pharmacy log in details via email

Visit: <https://login.prodeliverymanager.com/>

or Google “Pro Delivery Manager”

- These will include **Company ID** (different to above)
- The **Email address** linked to access the portal
- The **Password** to access the portal

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The screenshot shows the PDM WEB interface. At the top left, a 'Menu' button is highlighted with a red box and a green circle labeled '2'. To its right is a 'Quick search' bar with the placeholder text 'Type search text or scan a barcode here'. Further right are radio buttons for 'Customers' (selected) and 'Orders'. The top right corner displays the 'PDM WEB' logo. Below the search bar, there are four summary cards: '0 My tasks due today', '0 My overdue tasks', '5 Orders on hold', and '1 Orders running late'. A green circle labeled '3' is positioned over the 'Menu' button. A blue box with white text explains that this is the opening view showing tasks and statuses, and that clicking the 'MENU' button will reveal options. A green arrow points from the text 'see' to the 'Menu' button. The 'Menu' dropdown is open, showing a list of options: Home, Customers, Orders, Tasks, Schedules, Communications, Tracking, routes & events, Suggestion box, Billing, Administration, Tools, Help & support, and Log out (NPA staff). The main content area is titled 'MY TASKS' and contains a graph labeled '2-Week Workload' with a y-axis from 0 to 1.

Menu

Quick search: Type search text or scan a barcode here

Customers Orders

PDM WEB

0 My tasks due today

0 My overdue tasks

5 Orders on hold

1 Orders running late

2-Week Workload

MY TASKS

1

0

Home

Customers

Orders

Tasks

Schedules

Communications

Tracking, routes & events

Suggestion box

Billing

Administration

Tools

Help & support

Log out (NPA staff)

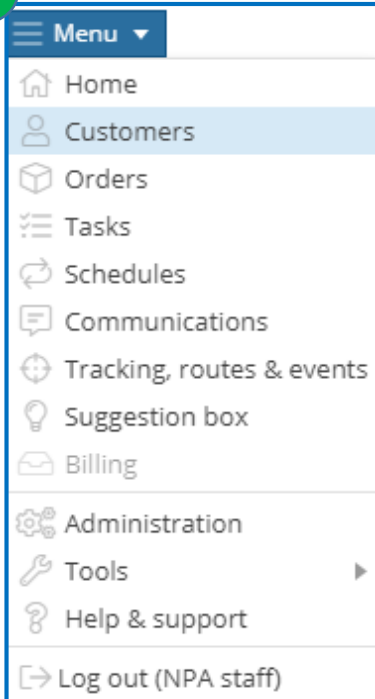
This will be your opening view which details various tasks and statuses – this will build as you use the system

To access your options, click **MENU** – see

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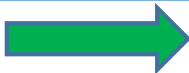
4





Finding a patient to create a delivery

- Extremely Vulnerable Patients have been pre-populated for your Pharmacy and should be in list format as below – these are filterable and you can **SCAN** the 2D barcode on the prescription to find a patient - it will automatically take you to the Patient Page where you can **CREATE A DELIVERY**

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Quick search: <input type="text" value="Type search text or scan a barcode here"/>						
Customers						
Created	Entity Membership	Ref	First Name	Last Name ↑	Tags	Active
29/03/2020 11:05:48 AM	Talybont Pharmacy	C000007	Ellen	Jones		✓
29/03/2020 11:21:01 AM	Talybont Pharmacy	C000008	Henry	Jones		✓
01/04/2020 05:04:32 PM	Talybont Pharmacy	C000009	Ianto	Jones		✓

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Creating a new delivery for a patient step 1:

- Click on **+New Order**
- This will bring up a new page which defaults to same day
- You will be able to review the history of deliveries to that patient

Customers > Ellen Jones (C000007)

Customer info

Mrs Ellen Jones

Gender: **Female**

Ref: **C000007**

Entity membership: **Talybont Pharmacy**

Addresses

Home (default)

Brynhyfryd
Blaenplwyf
sy234dh

Edit customer

Orders Order notes Schedules Events Communications Archived orders

Created ↓	Ref	Managed By	Tags	Status	Previous Task		Next Task		End Task	
					Task	Task Status	Task	Target Date	Task	Targ
07/04/2020 10:04:50 AM	P0000147	Talybont Pharmacy		Completed	Delivery	Completed				
07/04/2020 09:38:40 AM	P0000143	Talybont Pharmacy		On hold	Delivery	Failed				
06/04/2020 09:33:46 AM	P0000129	Talybont Pharmacy		Completed	Delivery	Completed				
01/04/2020 05:02:43 PM	P0000093	Talybont Pharmacy		Completed	Delivery	Completed				
29/03/2020 11:13:55 AM	P0000073	Talybont Pharmacy		Completed	Delivery	Completed				

Page 1 of 1 Reset view Clear filters Displaying 1 - 5 of 5

+ New order

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Creating a new delivery for a patient step 2:

- The delivery sequence is auto populated
- Press **SAVE** to confirm – the courier will receive a notification to collect
- Process is complete and will appear with **ORDERS**

Customers > Mrs Ellen Jones (C000007) > New order

Customer

Customer: Mrs Ellen Jones

Customer tags:

Order details

Order status: In progress

Managed by: ? Talybont Pharmacy

Packages: ? 0

Order notes:

New note: Urgent requires today

Tags: ? x + New

External ref: ?

Items Task List Schedule

Queued (2)

		Task	Location	Assigned To	Tags	Status	Target Date / Time	Requirements	
+	1	Pick up from dispensary	Talybont Pharmacy	Couriers		Current	TH 09/04/20		
+	2	Delivery	Home	[Linked]		Pending	TH 09/04/20		

Add Task Add Sequence

☒ Mark order as "completed" when final task is completed

Save Cancel

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Creating a new delivery for a patient step 3 – bag label printing:

- Below is the confirmation page that the delivery has been saved
- Press **PRINT LABEL**, follow the steps to print
- Affix label to the bag and place in the area for the volunteer / courier to collect

Customers > Ellen Jones (C000007) > Order P0000186

Customer

Customer: Ellen Jones

Customer tags:

Order details

Order status: In progress

Managed by: Talybont Pharmacy

Packages: 0

Order notes:

New note:

Tags: + New

External ref:

Items

Task List

All notes

Events

Communications

History (0)

Queued (2)

		Task	Location	Assigned To	Tags	Status	Target Date / Time	Requirements	
1		Pick up from dispensary	Talybont Pharmacy	Couriers		Current	TH 09/04/20		
2		Delivery	Home	[Linked]		Pending	TH 09/04/20		

10

Order ref: P0000186

Customer ref: C000007

Name: Mrs Ellen Jones

Default address (Home): Brynhyfryd, Blaenplwyf, sy234dh

PDM-7-186-0

Add Task

Add Sequence

☒ Mark order as "completed" when final task is completed

Cancel order...

PDM Status


Print labels...

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Reviewing orders:

- You can review orders by selecting **MENU > ORDERS**
- You can view orders with different status such as **NEW, IN PROGRESS** etc.
- There is a **REFRESH** button on the bottom left of the screen – 
- Should you require support, please refer to the details at the bottom of page

Menu

Quick search:

☒ Customers ☐ Orders

PDM WEB

All orders

New

In progress

On hold

Targeted today

Running late

Archived orders

+ New order

Created ↑	Ref	Customer		Managed By	Entity Membership	Tags	Status	Previous Task		Next Task		End Task	
		First Name	Last Name					Task	Task ...	Task	Target D...	Task	Target
09/04/2020 02:04:12 PM	P0000183 ...	Ellen	Jones	Talybont Pharmacy	Talybont Pharmacy		In progress			Pick up from dispensary	09/04/2...	Delivery	09/04/
09/04/2020 02:04:45 PM	P0000184	Ianto	Jones	Talybont Pharmacy	Talybont Pharmacy		In progress			Pick up from dispensary	09/04/2...	Delivery	09/04/

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