

5 EASY SWITCH STEPS

- 1 Pre Installation Booklet.** Supplied by your project co-ordinator. Just sign electronically and send back to your co-ordinator.
- 2 Remote setup** by Clanwilliam Health on the computers that will be operating RxWeb. (1-2 hours approx, depending on number of computers.)
- 3** Your co-ordinator arranges an **install and training date** for you.
- 4 Checklist** (see right). You refer to this to ensure you're fully prepared for your Install & Training Day.
- 5 Install & Training Day.** Trainer arrives at 10:00 and departs at 16:30 and will install any remaining supporting software for RxWeb, followed by staff training.



Welcome to
Pharmacy in the Clouds



Pre-Installation Checklist

- ✓ Terminate EPS2 services with current supplier if applicable (to be completed on the day of system transfer.)
Your current supplier is required to terminate EPS2 services. The termination will enable RxWeb to download EPS2 prescriptions. Please inform your old supplier to complete the termination once RxWeb has been installed.
- ✓ If you are EPS2 enabled, ensure all dispensed prescriptions are claimed for. If you have only downloaded the prescriptions and not yet dispensed them, print tokens for these prescriptions and return them back to the spine. The returned prescriptions can be re-downloaded to RXWeb.
- ✓ Ensure all orders are transmitted to your Wholesalers.
- ✓ Ensure all MDS prescriptions are prepared and printed.
- ✓ Fulfil or take note of any outstanding owing's as these cannot be transferred to RxWeb.
- ✓ Ensure that the correct hardware is unboxed and in place ready for use.
- ✓ Select staff for training (up to 4 people, further training can be purchased).
- ✓ Ensure the pharmacy has an appropriate working environment for the trainer.