

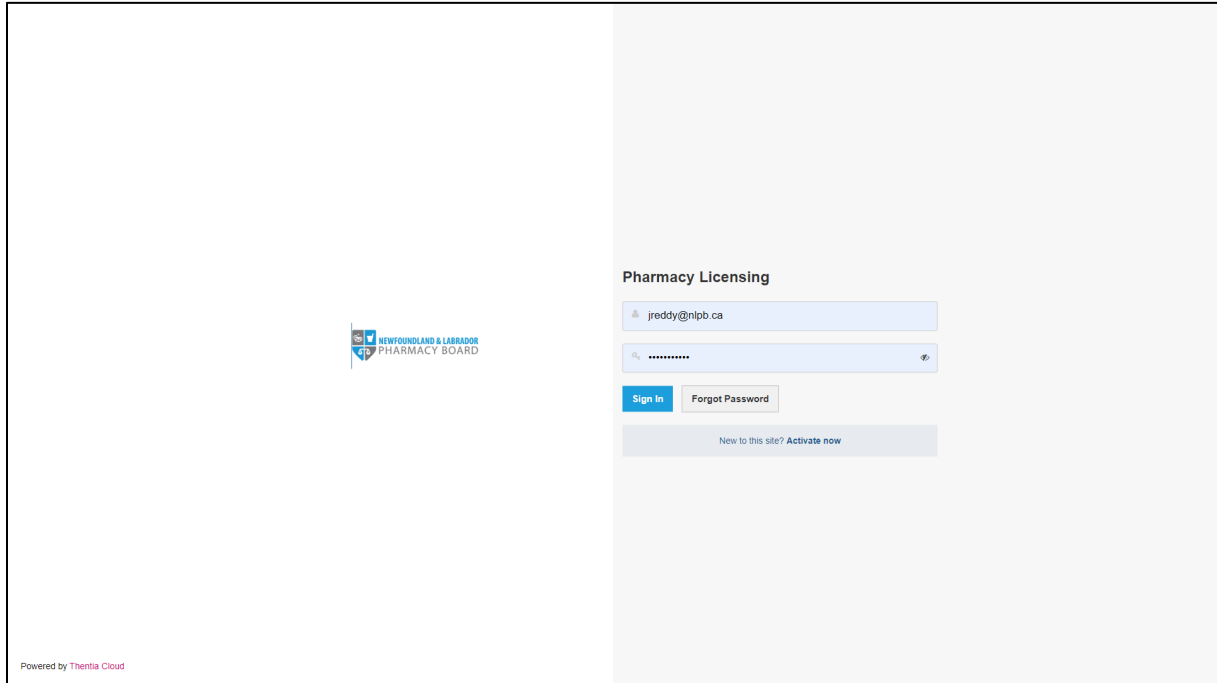
# NLPB Pharmacy Portal

## User Guide

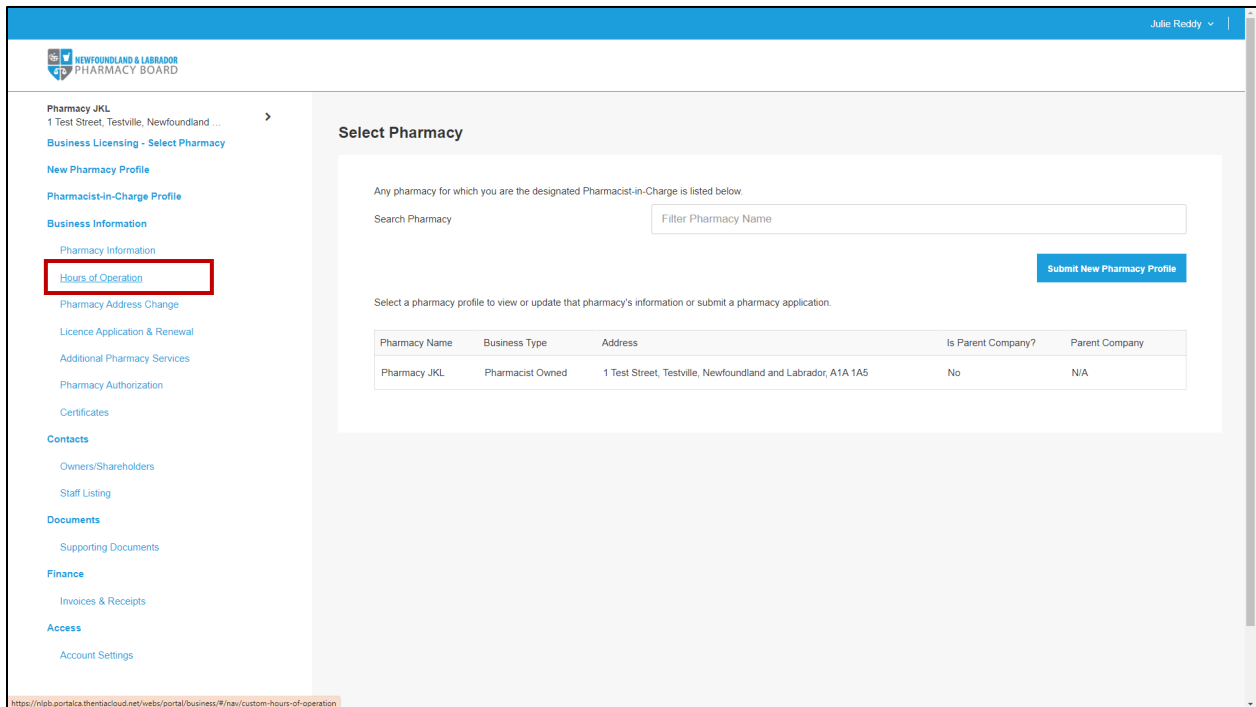
### Adding/Updating Hours of Operation

Updated October 19, 2023

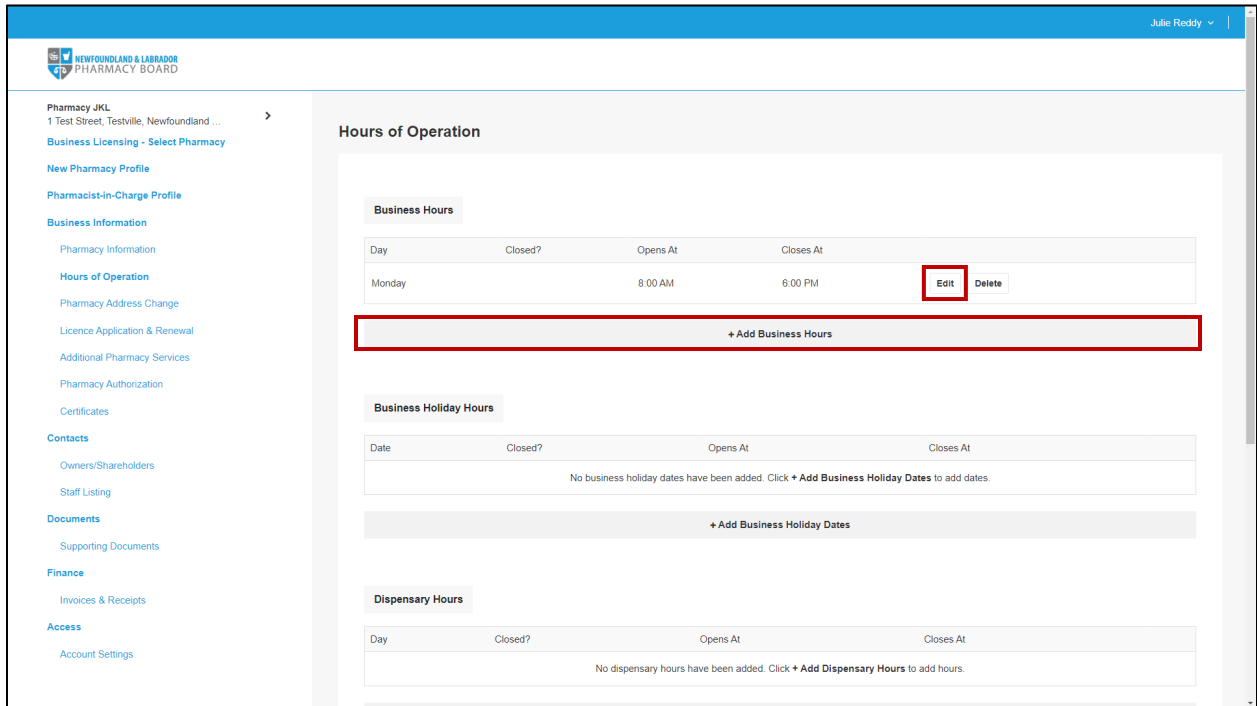
1. Log into the [NLPB Pharmacy Portal](#).



2. Once you have logged into your profile, click on *Hours of Operation* on the side menu.



- To edit a day's business hours, click the *Edit* button next to the appropriate day or to add business hours for a new day, click the *+Add Business Hours* button.



**Hours of Operation**

**Business Hours**

Day	Closed?	Opens At	Closes At	
Monday		8:00 AM	6:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>

[+ Add Business Hours](#)

**Business Holiday Hours**

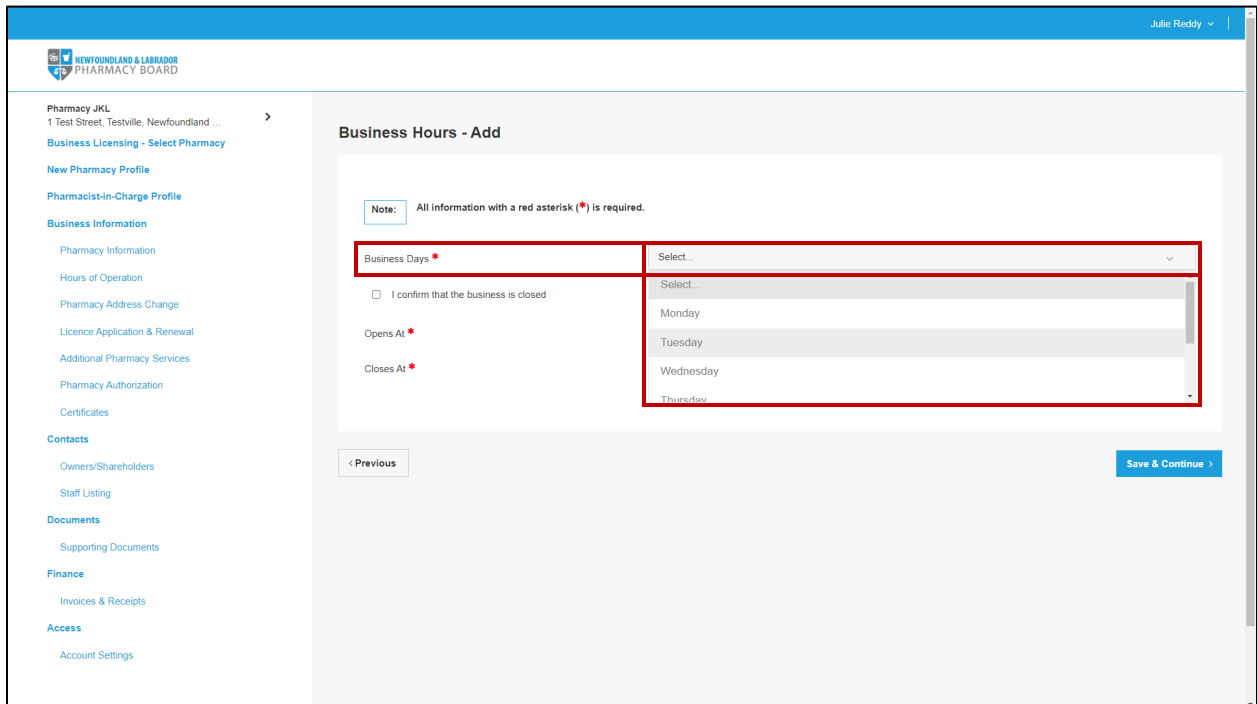
Date	Closed?	Opens At	Closes At
No business holiday dates have been added. Click <a href="#">+ Add Business Holiday Dates</a> to add dates.			

[+ Add Business Holiday Dates](#)

**Dispensary Hours**

Day	Closed?	Opens At	Closes At
No dispensary hours have been added. Click <a href="#">+ Add Dispensary Hours</a> to add hours.			

- Select the day of the week from the Business Days dropdown field.



**Business Hours - Add**

**Note:** All information with a red asterisk (\*) is required.

**Business Days \*** Select...

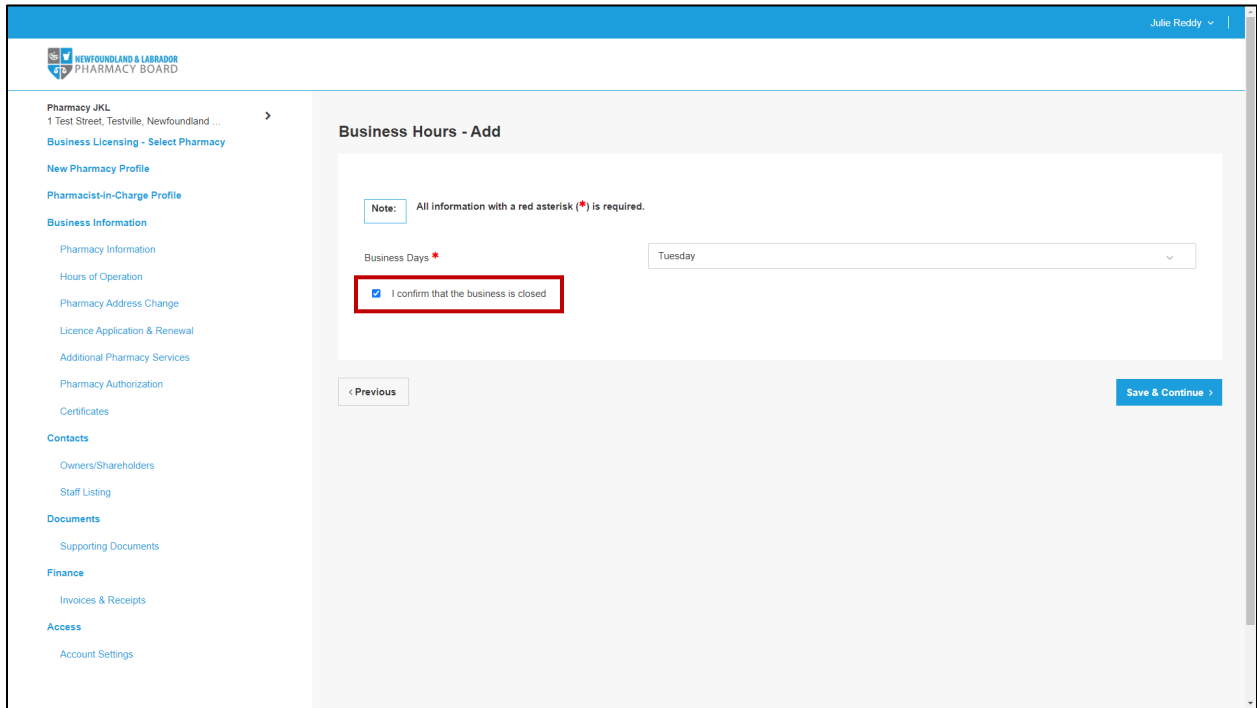
I confirm that the business is closed

**Opens At \***

**Closes At \***

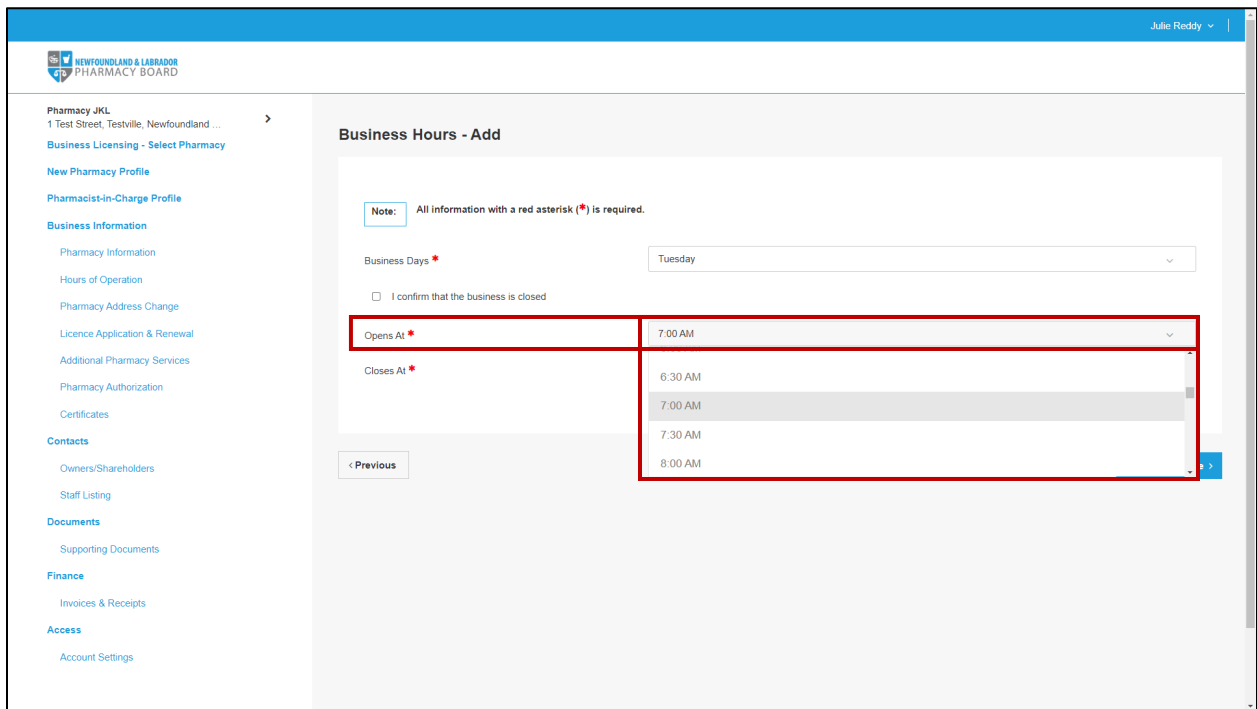
[Save & Continue >](#)

- If the business will be closed on the selected day, select the *I confirm that the business is closed* checkbox.



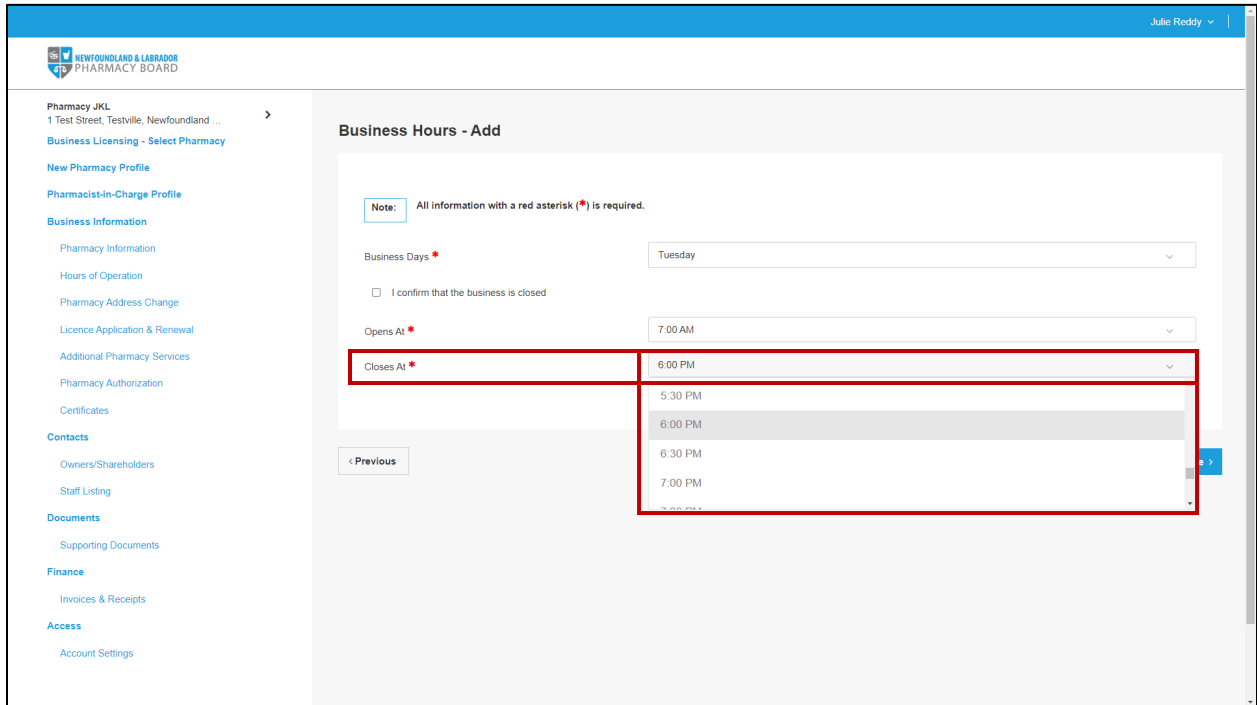
The screenshot shows the 'Business Hours - Add' form in the Newfoundland & Labrador Pharmacy Board system. The form includes a sidebar with navigation options like 'Pharmacy JKL', 'Business Information', 'Contacts', 'Documents', 'Finance', and 'Access'. The main content area has a 'Note' stating 'All information with a red asterisk (\*) is required.' Below this, the 'Business Days' dropdown is set to 'Tuesday'. A checkbox labeled 'I confirm that the business is closed' is checked and highlighted with a red box. At the bottom, there are '< Previous' and 'Save & Continue >' buttons.

- If the business will be open on the selected day, select the appropriate opening time from the *Opens At* dropdown field.



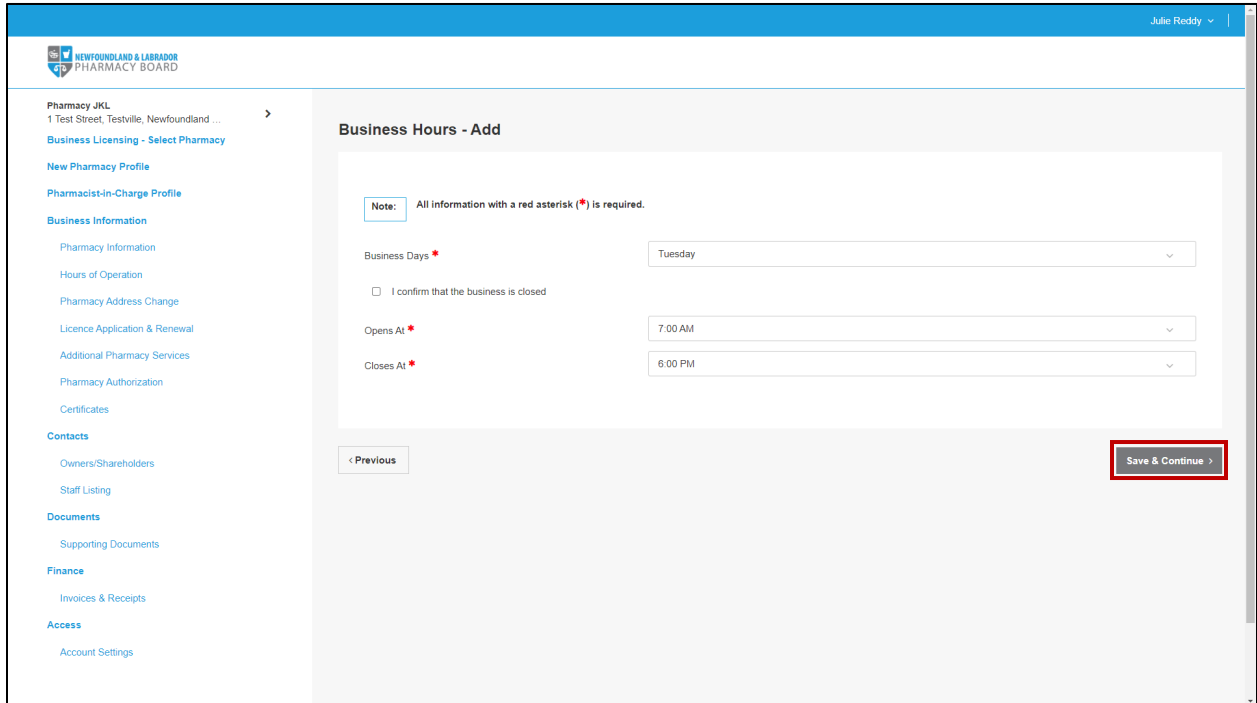
The screenshot shows the 'Business Hours - Add' form with the 'I confirm that the business is closed' checkbox unchecked. The 'Opens At' dropdown menu is open, showing a list of times: 6:30 AM, 7:00 AM, 7:30 AM, and 8:00 AM. The '7:00 AM' option is selected and highlighted with a red box. The 'Closes At' dropdown is also visible but not selected. The rest of the form, including the sidebar and navigation buttons, is identical to the previous screenshot.

7. Select the appropriate closing time from the *Closes At* dropdown field.



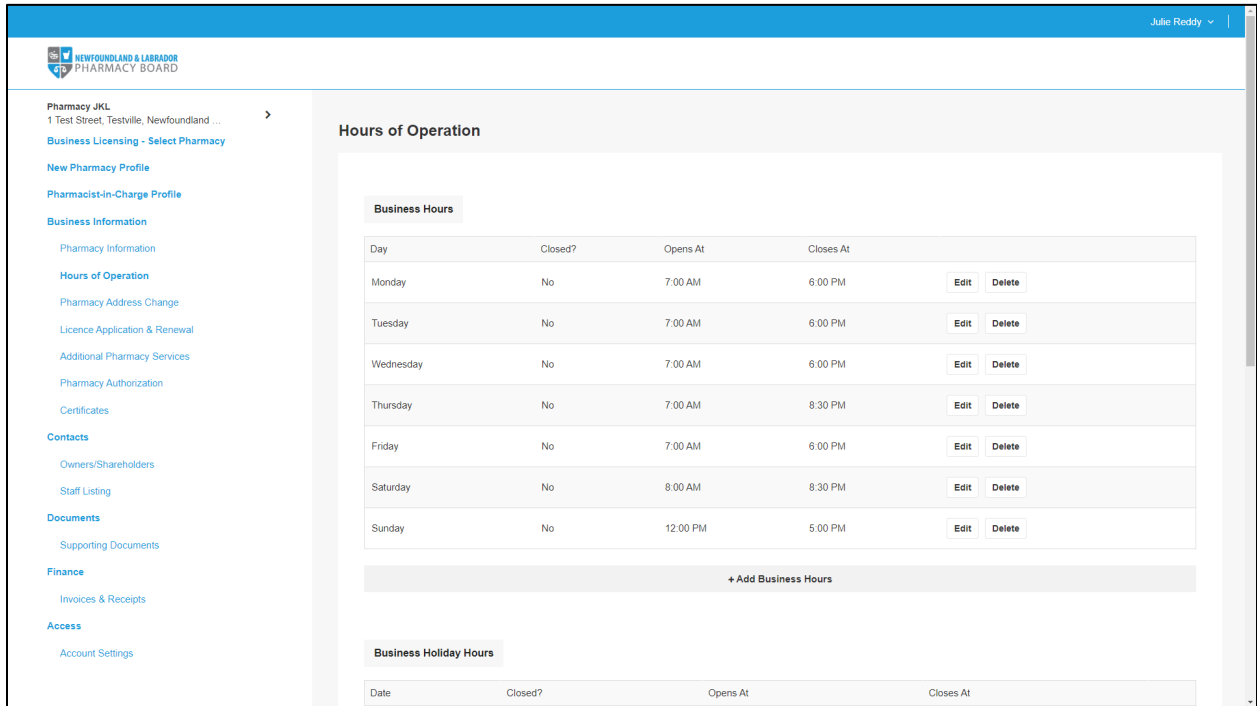
The screenshot shows the 'Business Hours - Add' form in the Newfoundland & Labrador Pharmacy Board system. The form includes a sidebar with navigation options like 'Pharmacy JKL', 'Business Information', 'Contacts', 'Documents', 'Finance', and 'Access'. The main content area has a 'Note' stating 'All information with a red asterisk (\*) is required.' Below this, there are fields for 'Business Days' (set to 'Tuesday'), a checkbox for 'I confirm that the business is closed', 'Opens At' (set to '7:00 AM'), and 'Closes At' (set to '6:00 PM'). The 'Closes At' dropdown menu is open, showing options: '5:30 PM', '6:00 PM', '6:30 PM', and '7:00 PM'. A red box highlights the 'Closes At' field and its dropdown menu. A '< Previous' button is visible at the bottom left of the form area.

8. Click the Save & Continue button.



This screenshot shows the same 'Business Hours - Add' form as above, but now the 'Closes At' dropdown menu is closed, and the '6:00 PM' option is selected. The 'Save & Continue' button at the bottom right of the form is highlighted with a red box. The rest of the form, including the sidebar and the 'Note', remains the same.

9. Repeat steps 3-8 until business hours for each day of the week have been documented.



**Hours of Operation**

**Business Hours**

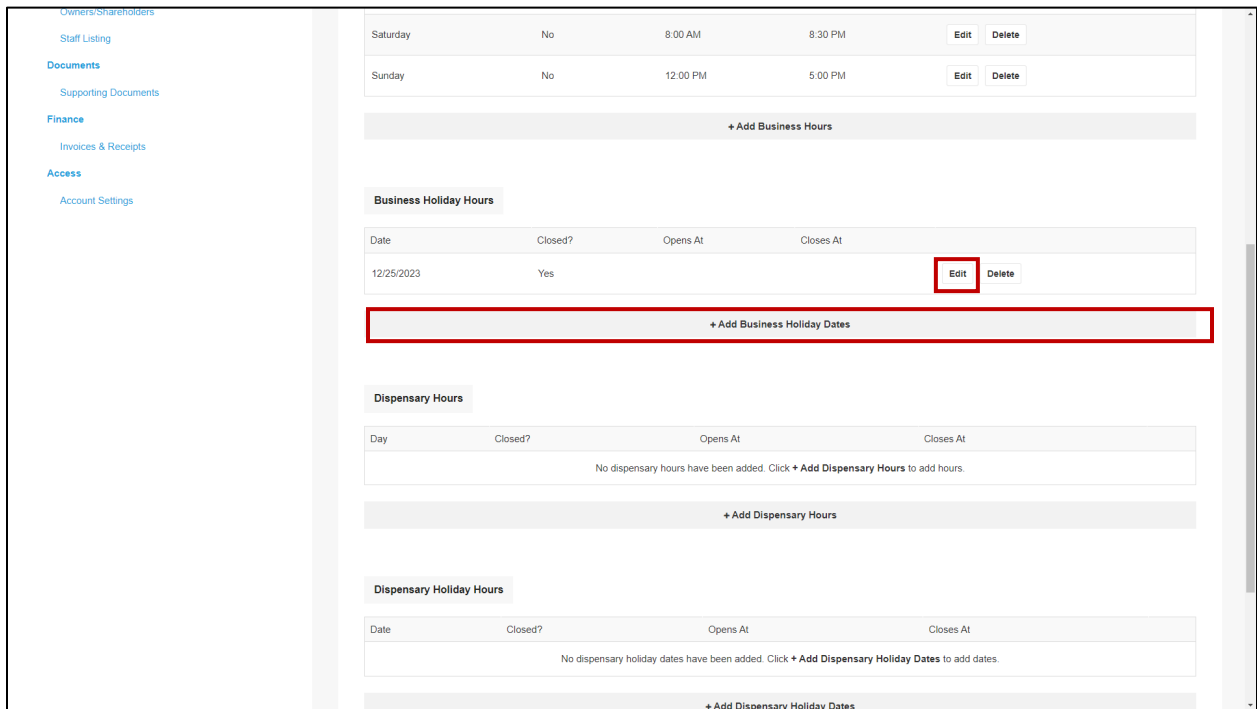
Day	Closed?	Opens At	Closes At		
Monday	No	7:00 AM	6:00 PM	Edit	Delete
Tuesday	No	7:00 AM	6:00 PM	Edit	Delete
Wednesday	No	7:00 AM	6:00 PM	Edit	Delete
Thursday	No	7:00 AM	8:30 PM	Edit	Delete
Friday	No	7:00 AM	6:00 PM	Edit	Delete
Saturday	No	8:00 AM	8:30 PM	Edit	Delete
Sunday	No	12:00 PM	5:00 PM	Edit	Delete

**+ Add Business Hours**

**Business Holiday Hours**

Date	Closed?	Opens At	Closes At		

10. To edit a holiday's business hours, click the *Edit* button next to the appropriate date or to add business hours for a new day, click the *+ Add Business Holiday Dates* button.



**Business Holiday Hours**

Date	Closed?	Opens At	Closes At		
12/25/2023	Yes			Edit	Delete

**+ Add Business Holiday Dates**

**Dispensary Hours**

Day	Closed?	Opens At	Closes At
No dispensary hours have been added. Click <b>+ Add Dispensary Hours</b> to add hours.			

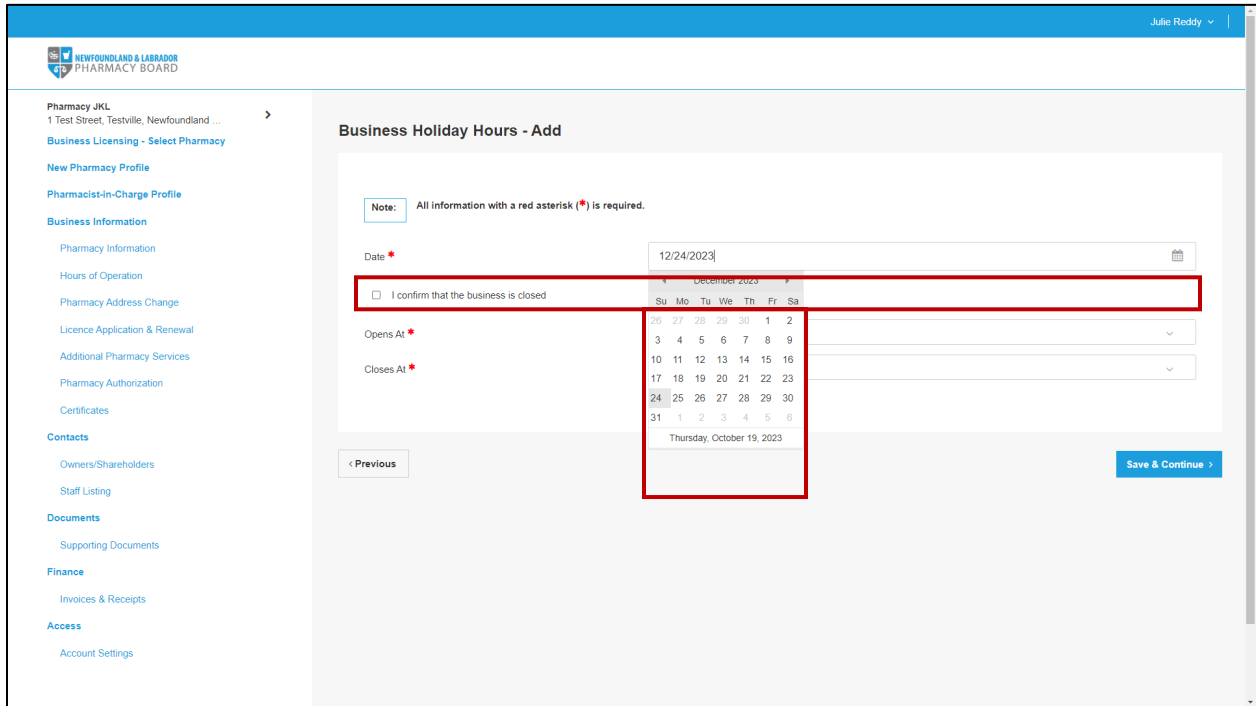
**+ Add Dispensary Hours**

**Dispensary Holiday Hours**

Date	Closed?	Opens At	Closes At
No dispensary holiday dates have been added. Click <b>+ Add Dispensary Holiday Dates</b> to add dates.			

**+ Add Dispensary Holiday Dates**

11. Click the calendar icon in the *Date* field and select the date of the holiday.



**Business Holiday Hours - Add**

Note: All information with a red asterisk (\*) is required.

Date \* 12/24/2023

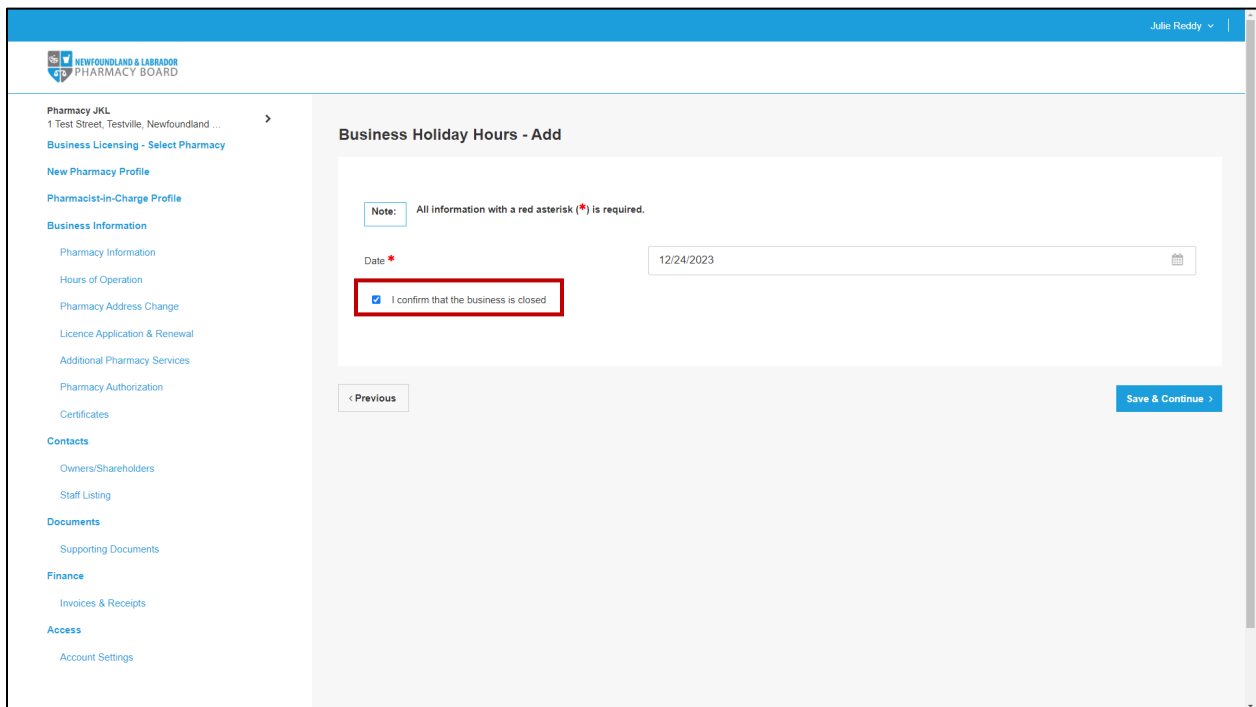
I confirm that the business is closed

Opens At \*

Closes At \*

< Previous Save & Continue >

12. If the business will be closed on the selected date, select the *I confirm that the business is closed* checkbox.



**Business Holiday Hours - Add**

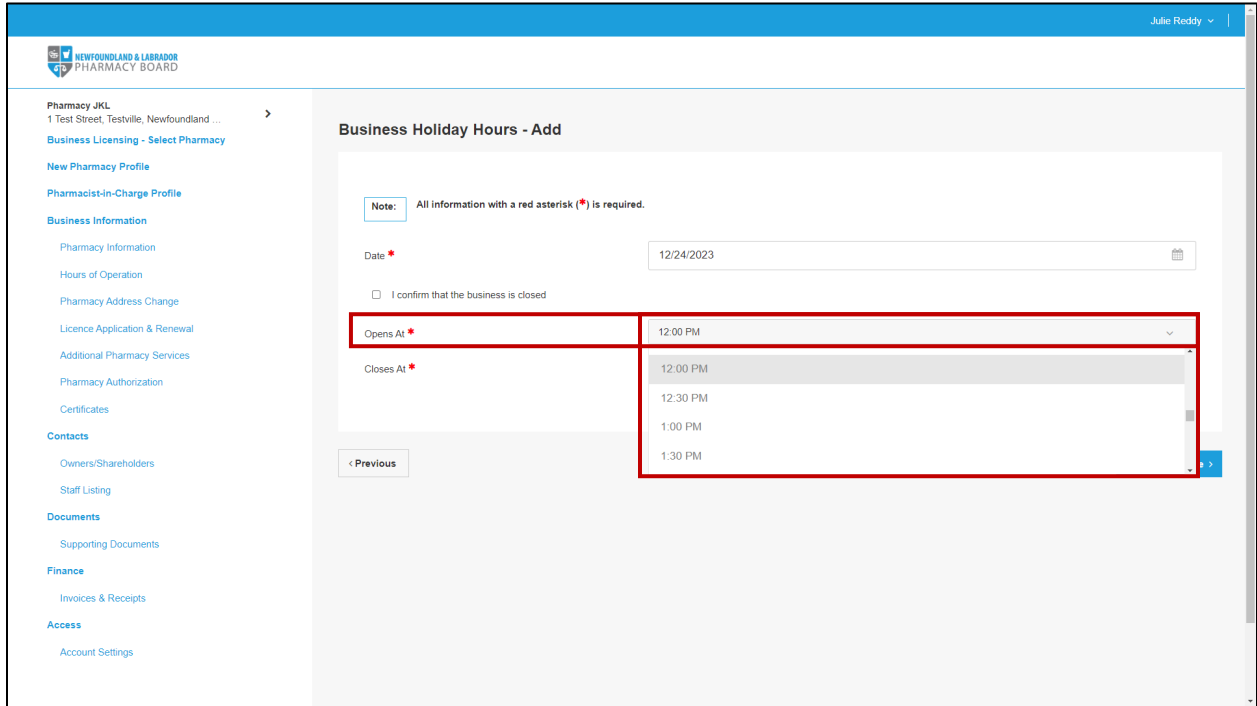
Note: All information with a red asterisk (\*) is required.

Date \* 12/24/2023

I confirm that the business is closed

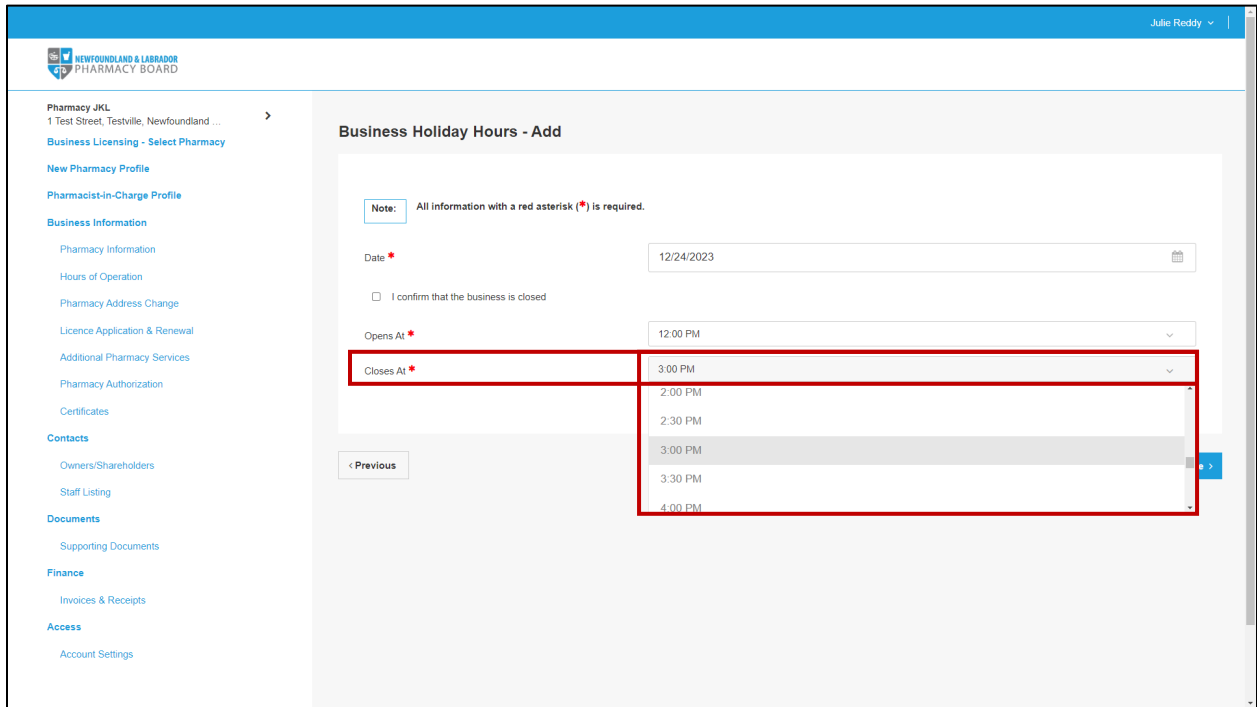
< Previous Save & Continue >

13. If the business will be open on the selected date, select the appropriate opening time from the *Opens At* dropdown field.



The screenshot shows the 'Business Holiday Hours - Add' form in the Newfoundland & Labrador Pharmacy Board system. The form includes a sidebar with navigation options like 'Pharmacy JKL', 'Business Information', 'Contacts', 'Documents', 'Finance', and 'Access'. The main content area has a 'Note' stating 'All information with a red asterisk (\*) is required.' Below this, there is a 'Date' field set to '12/24/2023' and a checkbox for 'I confirm that the business is closed'. The 'Opens At' dropdown menu is open, showing options: 12:00 PM, 12:30 PM, 1:00 PM, and 1:30 PM. The '12:00 PM' option is highlighted. A '< Previous' button is visible at the bottom left of the form area.

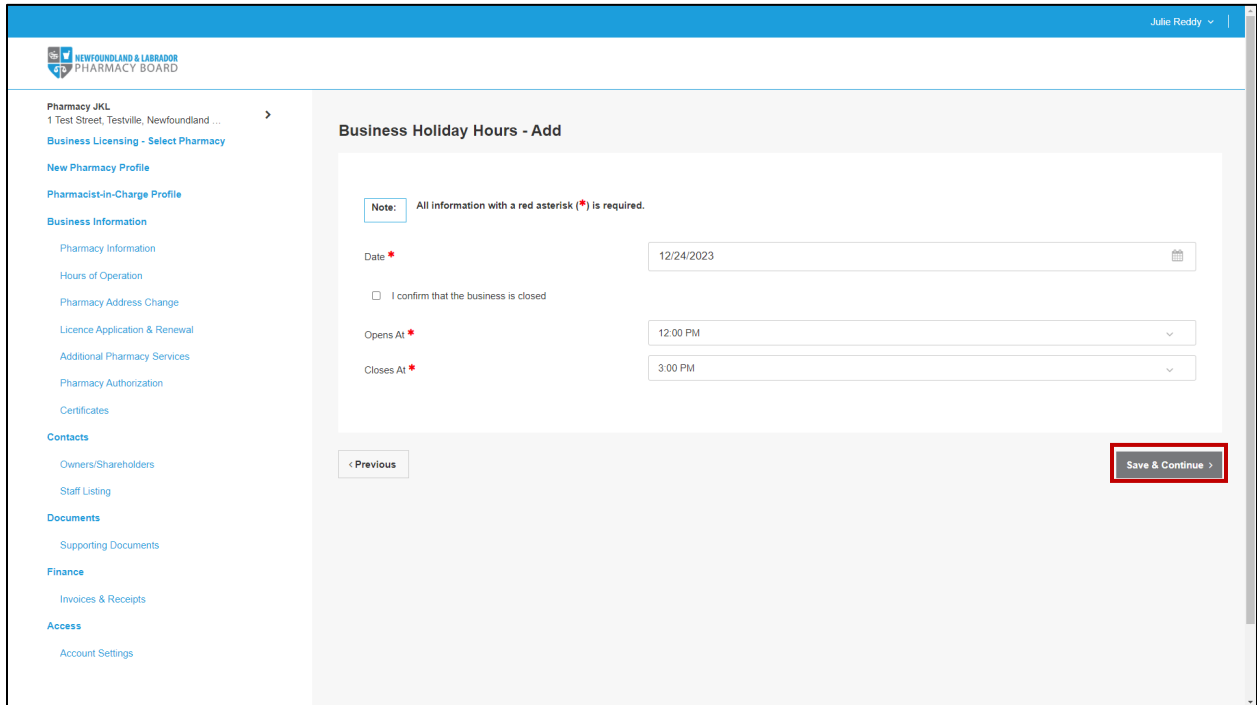
14. Select the appropriate closing time from the *Closes At* dropdown field.



The screenshot shows the 'Business Holiday Hours - Add' form, similar to the previous one. The 'Date' field is still '12/24/2023'. The 'Opens At' dropdown is now set to '12:00 PM'. The 'Closes At' dropdown menu is open, showing options: 2:00 PM, 2:30 PM, 3:00 PM, 3:30 PM, and 4:00 PM. The '3:00 PM' option is highlighted. The '< Previous' button is still present at the bottom left.



15. Click the Save & Continue button.



**Business Holiday Hours - Add**

**Note:** All information with a red asterisk (\*) is required.

Date \* 12/24/2023

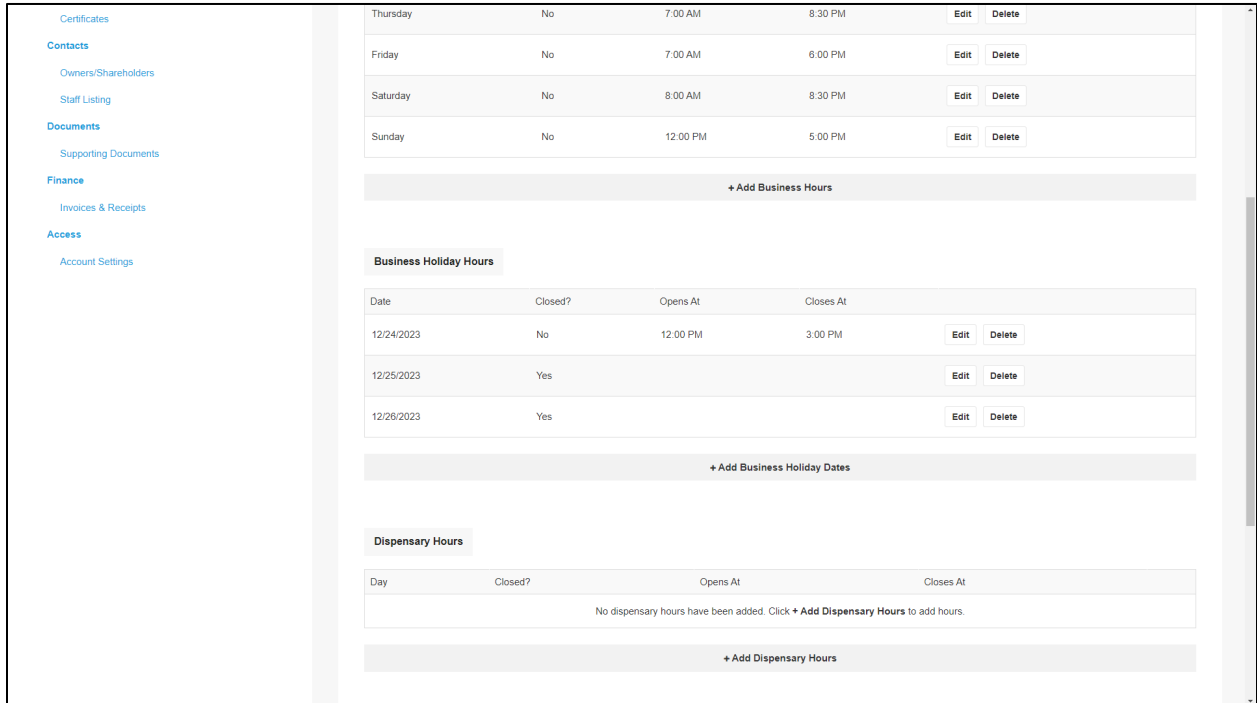
I confirm that the business is closed

Opens At \* 12:00 PM

Closes At \* 3:00 PM

< Previous Save & Continue >

16. Repeat steps 10-15 until business hours for each holiday have been documented.



Day	Closed?	Opens At	Closes At	Edit	Delete
Thursday	No	7:00 AM	8:30 PM	Edit	Delete
Friday	No	7:00 AM	6:00 PM	Edit	Delete
Saturday	No	8:00 AM	9:30 PM	Edit	Delete
Sunday	No	12:00 PM	5:00 PM	Edit	Delete

+ Add Business Hours

**Business Holiday Hours**

Date	Closed?	Opens At	Closes At	Edit	Delete
12/24/2023	No	12:00 PM	3:00 PM	Edit	Delete
12/25/2023	Yes			Edit	Delete
12/26/2023	Yes			Edit	Delete

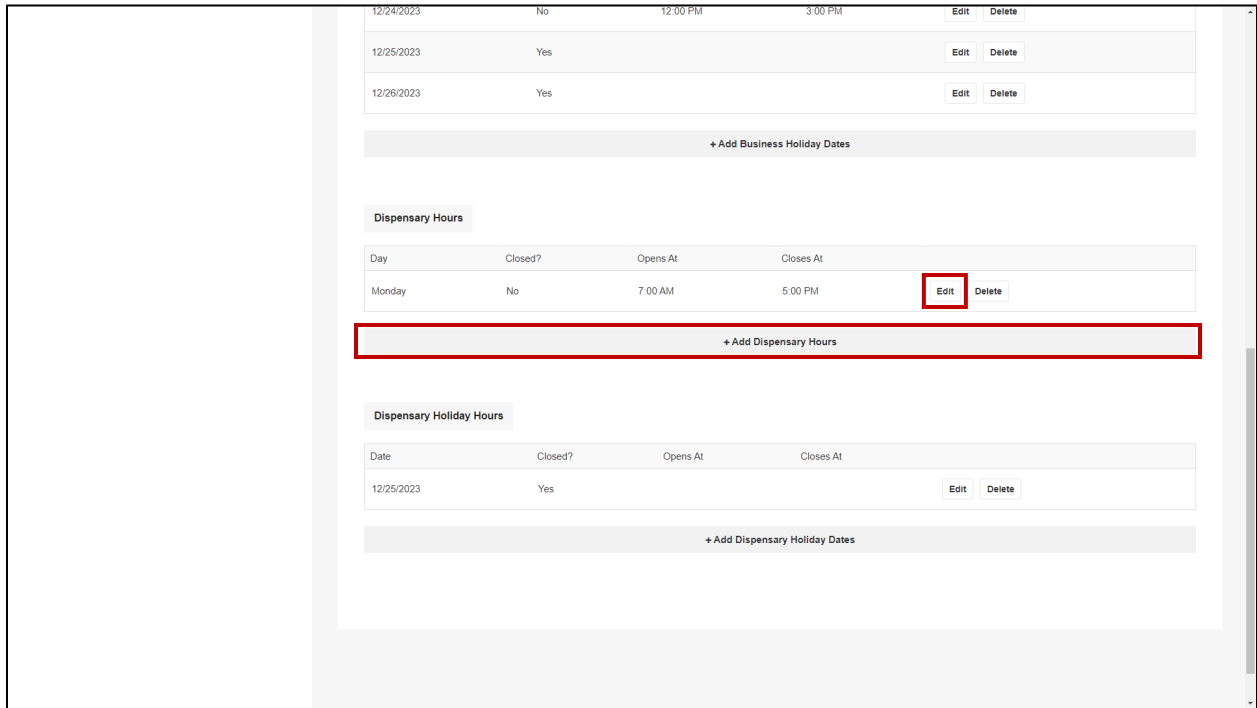
+ Add Business Holiday Dates

**Dispensary Hours**

Day	Closed?	Opens At	Closes At
No dispensary hours have been added. Click + Add Dispensary Hours to add hours.			

+ Add Dispensary Hours

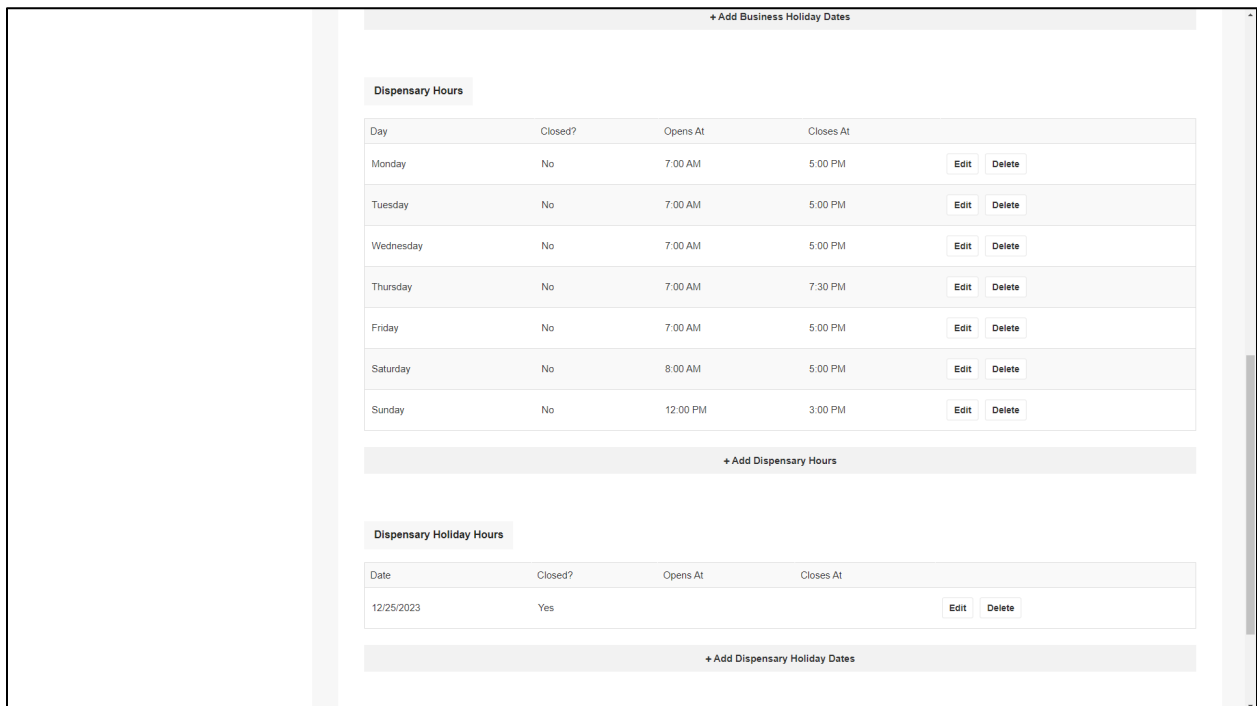
17. To edit a day's dispensary hours, click the *Edit* button next to the appropriate day or to add dispensary hours for a new day, click the *+Add Dispensary Hours* button.



The screenshot shows a web interface for managing dispensary hours. It includes sections for Business Holiday Dates, Dispensary Hours, and Dispensary Holiday Hours. The 'Dispensary Hours' table is the focus, with the 'Edit' button for Monday highlighted in red.

Day	Closed?	Opens At	Closes At		
Monday	No	7:00 AM	5:00 PM	Edit	Delete

18. Repeat steps 4-8 to enter dispensary hours. Repeat until each day of the week have been documented.



The screenshot shows the 'Dispensary Hours' table fully populated with data for each day of the week. The 'Edit' and 'Delete' buttons are visible for each row.

Day	Closed?	Opens At	Closes At		
Monday	No	7:00 AM	5:00 PM	Edit	Delete
Tuesday	No	7:00 AM	5:00 PM	Edit	Delete
Wednesday	No	7:00 AM	5:00 PM	Edit	Delete
Thursday	No	7:00 AM	7:30 PM	Edit	Delete
Friday	No	7:00 AM	5:00 PM	Edit	Delete
Saturday	No	8:00 AM	5:00 PM	Edit	Delete
Sunday	No	12:00 PM	3:00 PM	Edit	Delete

19. To edit a holiday's dispensary hours, click the *Edit* button next to the appropriate date or to add dispensary hours for a new date, click the *+Add Dispensary Holiday Dates* button.

Tuesday	No	7:00 AM	5:00 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
Wednesday	No	7:00 AM	5:00 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
Thursday	No	7:00 AM	7:30 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
Friday	No	7:00 AM	5:00 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
Saturday	No	8:00 AM	5:00 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
Sunday	No	12:00 PM	3:00 PM	<a href="#">Edit</a>	<a href="#">Delete</a>

+ Add Dispensary Hours

**Dispensary Holiday Hours**

Date	Closed?	Opens At	Closes At	<a href="#">Edit</a>	<a href="#">Delete</a>
12/25/2023	Yes			<a href="#">Edit</a>	<a href="#">Delete</a>

+ Add Dispensary Holiday Dates

20. Repeat steps 11-15 to enter dispensary holiday hours. Repeat until dispensary hours for each holiday have been documented.

Thursday	No	7:00 AM	7:30 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
Friday	No	7:00 AM	5:00 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
Saturday	No	8:00 AM	5:00 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
Sunday	No	12:00 PM	3:00 PM	<a href="#">Edit</a>	<a href="#">Delete</a>

+ Add Dispensary Hours

**Dispensary Holiday Hours**

Date	Closed?	Opens At	Closes At	<a href="#">Edit</a>	<a href="#">Delete</a>
12/25/2023	Yes			<a href="#">Edit</a>	<a href="#">Delete</a>
12/24/2023	No	12:00 PM	3:00 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
12/28/2023	Yes			<a href="#">Edit</a>	<a href="#">Delete</a>

+ Add Dispensary Holiday Dates