

NBCC Pharmacy User Manual  
2025 Programmer Analyst Team  
March 10, 2025

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# INTRODUCTION

Welcome to **NBCC PharmTech System!** This user manual is designed to help you navigate and utilize the features of the website efficiently. Whether you are a new or experienced user, this guide will provide step-by-step instructions to help you perform essential tasks. 

# PURPOSE OF THE WEBSITE

This website enables students to view patient records, drug information and physician details, as well as create and manage orders. Instructors have full administrative control, allowing them to add, delete and edit all aspects of the system. Designed for efficiency, the platform simplifies data management and streamlines operations.

# CONNECTION GUIDE

To connect to the website <https://pharmtech.nbcc.ca/login>, you must be on the NBCC Fredericton school campus network. Additionally, you will need a valid student or instructor email to gain access.

Examples of valid emails: John.Doe@mynbcc.ca, Mary.Jane@nbcc.ca  
  
**!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! Important !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**  
**Only accept emails from nbccpharmsystem@gmail.com  
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! Important !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

# HOW TO SIGNUP

1. From the main page of the website, click the Sign Up button located prominently on the homepage.
2. You will be directed to the registration form, where you will need to provide the following information:
   1. First Name: Enter your first name
   2. Last Name: Enter your last name
   3. Campus: Select a campus from the drop-down list
   4. Email: Enter a valid email address. Make sure it’s a student or instructor email (Joe.Bard@mynbcc.ca).
   5. Password: Choose a secure password (Password must contain at least 8 characters, one capital letter, one lower case, one number and a special character)
   6. Confirm Password: Re-enter the password to confirm it
3. After filling out the required fields, click on the Submit button to submit your information. You will be registered, and an email will be sent to you at your provided email address.
4. Once you receive the confirmation in the email, click the verification link inside to activate your account.
5. After verifying your email, return to the login page, enter your email and password, and click on Login to access your account

# HOW TO LOGIN

1. Navigate to the main page for the website. Refer to [Connection Guide](#_CONNECTION_GUIDE).
2. You will need to enter your account information in the required fields with the following information:
   1. Email: The email address you signup an account with
   2. Password: The password you made when signing up
3. After the required fields have been entered, click on the Login button.

# HOW TO LOGOUT

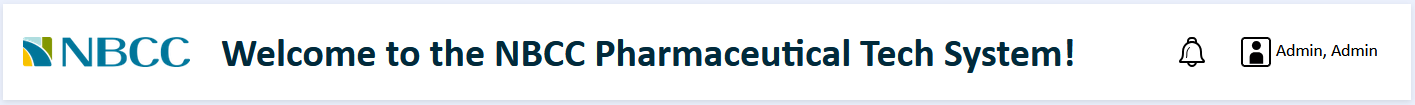
1. If needed, refer to [How to Login](#_HOW_TO_LOGIN) to access website information.
2. Locate the user icon. It is in the top-right corner of the webpage. 
3. Click on the user icon to reveal a dropdown menu.
4. Select the Logout button from the dropdown menu to securely log out.

# HOW TO RESET PASSWORD

1. From the main page of the website, click the Reset Password button located prominently on the homepage.
2. A pop-up will appear, prompting you to enter your email associated with your account.
3. After filling out the required fields, click on the Send Reset Link. This will trigger an email to be sent to the address you provided.
4. Open your email inbox and find the email with the password reset link. Click on the link in the email.
5. You’ll be redirected to a page where you can enter your new password. Make sure to:
   1. Enter a new password: (Password must contain at least 8 characters, one capital letter, one lower case, one number and a special character).
   2. Confirm the new password: Re-enter the password to confirm it.
6. After entering and confirming your new password, click on the Change Password to complete the process.
7. After resetting your password, return to the login page, enter your email and your new password, and click on Login to access your account.

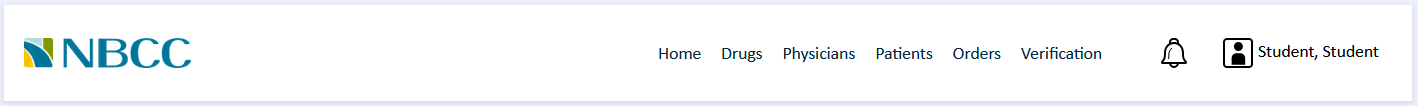
# USING THE NAVIGATION BAR

1. Refer to [How to Login](#_HOW_TO_LOGIN) to access website information.
2. Once logged in, the navigation bar at the top of the page provides access to key features.

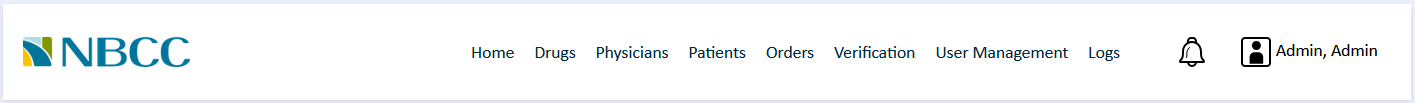


* 1. **NBCC Logo**: Click to return to the home page from anywhere on the site.
  2. **Bell Icon** (Notifications): Displays alerts, including rejected orders.
  3. **User Icon**: Shows the logged-in user’s first and last name. Clicking it opens a dropdown menu with a Logout button.

1. The navigation bar adapts based on the user type:
   1. **Student View**
      * Home
      * Drugs
      * Physicians
      * Patients
      * Orders
      * Verification



* 1. **Instructor View** (includes additional options):
     + Home
     + Drugs
     + Physicians
     + Patients
     + Orders
     + Verification
     + User Management
     + Logs



1. Click any of these navigation options to access the corresponding page.

# SEARCH FUNCTIONALITY - DRUGS

1. Navigate to the drugs page.
2. Locate the search bar on the left side of the webpage.
3. Click on the small magnifying glass to reveal a dropdown menu.
4. Within this menu the following options are available:
   1. DIN
   2. Drug Name
   3. Dosage
   4. Strength
   5. Manufacturer
   6. Concentration
   7. Reference Brand
   8. Container Size
5. Click on the desired search category.
6. Type letters or numbers related to your search into the search bar.
7. Options will now appear in the table below based on the input provided.
8. [Sort](#_HOW_TO_SORT) or [search](#_SEARCH_FUNCTIONALITY_-) for the required order (If needed).

# SEARCH FUNCTIONALITY – PHYSICIANS

1. Navigate to the physician’s page.
2. Locate the search bar on the left side of the webpage.
3. Click on the small magnifying glass to reveal a dropdown menu.
4. Within this menu the following options are available:
   1. Physician ID
   2. First Name
   3. Last Name
   4. City
   5. Province
5. Click on the desired search category.
6. Type letters or numbers related to your search into the search bar.
7. Options will now appear in the table below based on the input provided.
8. [Sort](#_HOW_TO_SORT) or [search](#_SEARCH_FUNCTIONALITY_-) for the required order (If needed).

# SEARCH FUNCTIONALITY – PATIENTS

1. Navigate to the patient’s page.
2. Locate the search bar on the left side of the webpage.
3. Click on the small magnifying glass to reveal a dropdown menu.
4. Within this menu the following options are available
   1. Patient ID
   2. First Name
   3. Last Name
   4. Date of Birth
   5. Sex
   6. Address
   7. City
   8. Hospital
   9. Room #
   10. Unit #
   11. Allergies
   12. Conditions
5. Click on the desired search category.
6. Type letters or numbers related to your search into the search bar.
7. Options will now appear in the table below on the input provided.
8. [Sort](#_HOW_TO_SORT) or [search](#_SEARCH_FUNCTIONALITY_-) for the required order (If needed).

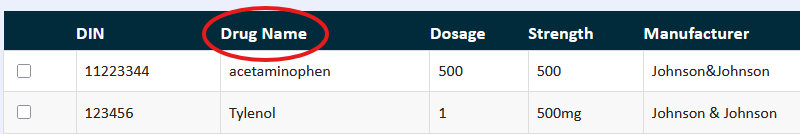
# SEARCH FUNCTIONALITY – ORDERS

1. Navigate to the orders page.
2. Locate the search bar on the left side of the webpage.
3. Click on the small magnifying glass to reveal a dropdown menu.
4. Within this menu the following options are available:
   1. Rx Number
   2. Patient ID
   3. Last Name
   4. First Name
   5. DIN
   6. Physician ID
   7. Phys Last Name
   8. Status
   9. Date Submitted
   10. SIG Code
   11. SIG Description
   12. Form
   13. Route
   14. Prescribed Dose
   15. Frequency
   16. Duration
   17. Quantity
   18. Start Date
   19. Start Time
   20. Comments
5. Click on the desired search category.
6. Type letters or numbers related to your search into the search bar.
7. Options will now appear in the tables below based on the input provided.
8. [Sort](#_HOW_TO_SORT) or [search](#_SEARCH_FUNCTIONALITY_-) for the required order (If needed).

# SEARCH FUNCTIONALITY - VERIFICATION

1. Navigate to the verification page.
2. Locate the search bar on the left side of the webpage.
3. Click on the small magnifying glass to reveal a dropdown menu.
4. Within this menu the following options are available:
   1. Rx Number
   2. Patient Name
   3. Drug Name
   4. Physician Name
   5. Status
   6. Initiator
   7. Date Submitted
   8. SIG Code
   9. SIG Description
   10. Form
   11. Route
   12. Prescribed Dose
   13. Frequency
   14. Duration
   15. Quantity
   16. Start Date
   17. Start Time
   18. Comments
5. Click on the desired search category.
6. Type letters or numbers related to your search into the search bar.
7. Options will now appear in the tables below based on the input provided.
8. [Sort](#_HOW_TO_SORT) or [search](#_SEARCH_FUNCTIONALITY_-) for the required order (If needed).

# HOW TO SORT TABLES

1. Navigate to any table on the website
2. Click on a column header to sort the data in ascending or descending order.
3. Click the same header again to switch between ascending and descending sorting.
4. Example:

A screenshot of a computer

AI-generated content may be incorrect. A screenshot of a computer

AI-generated content may be incorrect.

1. To reset the table to its original order, refresh the page (F5).

# HOW TO CREATE AN ORDER

1. Navigate to the orders page.
2. Click the Add Order button.
3. A menu will appear with information being required to enter.
   1. Patient – Click Patient, select a patient from the window, then click Confirm.
   2. Medication – Click Drug, select a drug, then click Confirm.
   3. Dose
   4. Form
   5. Route
   6. Frequency
   7. Duration
   8. Quantity
   9. Physician – Click Physician, select a physician, then click Confirm.
   10. SIG – Click SIG Code, select a SIG code, then click Confirm.
   11. SIG Description – Auto filled based on the selected SIG.
   12. Start Date – Either manually or use the calendar button to select a date.
   13. Start Time – Format must follow HH:MM Format (24-hour Clock).
   14. Comments (Optional).
4. Click Submit.
5. A confirmation window will appear, indicating the order was successfully added.

# HOW TO VERIFY AN ORDER AND PRINT

1. Navigate to the verification page.
2. [Sort](#_HOW_TO_SORT) or [search](#_SEARCH_FUNCTIONALITY_-) for the required order (If needed).
3. Select the order to verify.
4. A verification menu will appear.
5. Review all fields and check the boxes beside each verified field.
6. Click the Verify button.
7. A confirmation page will appear Click the Home button to return to the home page.
8. If printing is required, refer to “[How to Print](#_HOW_TO_PRINT)”.

# HOW TO REJECT AN ORDER

1. Navigate to the verification page.
2. [Sort](#_HOW_TO_SORT) or [search](#_SEARCH_FUNCTIONALITY_-) for the required order (If needed).
3. Select the order to reject.
4. A verification menu will appear.
5. Review all fields.
6. Click the Reject button.
7. A confirmation page will appear.
8. Order rejection complete.

# HOW TO PRINT

1. Click the Print button.
2. A new page will appear, click on the Print button for printing the verified order.
3. A pop-up will appear, click the Print Options button to open a drop-down menu with the following options.
   1. Print to PDF:
      1. Select Print to PDF.
      2. Click the Print button.
      3. A PDF version will be saved to your downloads folder.
      4. File will be name (PrintedPDF- .pdf)
   2. Print from Printer:
      1. Select Print from Printer.
      2. Click the Print button.
      3. A confirmation message will appear.
      4. After accepting, home page will display.

# HOW TO REPRINT

1. A screenshot of a computer

   AI-generated content may be incorrect.Navigate to the orders page.
2. Locate the Approved table.
3. Click Verified by Me or All Order button.
4. [Sort](#_HOW_TO_SORT) or [search](#_SEARCH_FUNCTIONALITY_–) for required order. (if needed)
5. Scroll to locate the Reprint button. (if needed)
6. Click the Reprint button, a pop-up will appear.
7. In the pop-up, click the Print Options button to open a drop-down menu:
   1. Print to PDF
   2. Print from Printer
8. A second drop down menu will require a reason for reprinting.
9. Click Reason for Reprinting to select from:
   1. Insufficient Supply
   2. Label Only
   3. For Transfer
10. If Print from Printer is selected, enter the number of pages to reprint.
11. In the text box, enter the quantity to dispense.
12. Click the Print button.
13. A confirmation message will appear.

# HOW TO SEE MY ORDERS

1. Navigate to the orders page.
2. Click on the My Orders button.
3. If orders are available in the system, they will be displayed.

# HOW TO AMEND AN ORDER

**--Using the Notification Bell--**

1. Refer to [navigation bar](#_USING_THE_NAVIGATION) for more information.
2. A black and white image of a person

   AI-generated content may be incorrect.If an order has been rejected, an orange notification will appear beside the bell icon in the navigation bar.
3. A screenshot of a computer

   AI-generated content may be incorrect.Click the bell icon to open a dropdown menu.
4. The drop-down will display:
   1. The order number.
   2. The time that the order was rejected.
5. Click the desired order to amend.
6. The orders page will now be displayed.

**--Navigating Directly to the Orders Page--**

1. Navigate to the orders page.

**--Amending the Order--**

1. Click the My Orders button.
2. Locate the Rejected table.
3. Click on the Amend button for the desired order.
4. The order details with appear, pre-filled with the rejected data.
5. Review the rejected fields and make the necessary corrections.
6. Once all required changes are made, Click the Submit button.
7. A confirmation pop-up will appear.
8. Amend order completed.

# INSTRUCTOR-ONLY FEATURES

All previous information still pertains to Instructors. This section will be broken up into areas only instructors can access and maintain.

# SEARCH FUNCTIONALITY – USER MANAGEMENT (INSTRUCTOR)

1. Navigate to the User Management page.
2. Click on the Edit/Delete button.
3. Locate the search bar on the left side of the webpage.
4. Click on the small magnifying glass to reveal a dropdown menu.
5. Within this menu the following options are available:
   1. User ID
   2. First Name
   3. Last Name
   4. Email
   5. Campus
   6. Admin
   7. Active
   8. Created
   9. Expires
6. Click on the desired search category.
7. Type letters or numbers related to your search into the search bar.
8. Options will now appear in the tables below based on the input provided.
9. [Sort](#_HOW_TO_SORT) or [search](#_SEARCH_FUNCTIONALITY_-) for the required order (If needed).

# SEARCH FUNCTIONALITY – LOGS (INSTRUCTOR)

1. Navigate to the Logs page.
2. Two calendar boxes will be displayed.
3. A screenshot of a computer

   AI-generated content may be incorrect.Use these boxes to select a date range for searching order and printing information.
4. A screenshot of a computer

   AI-generated content may be incorrect.Click the left calendar box and select the start date.
5. Click the right calendar box and select the end dat.
6. A screenshot of a computer

   AI-generated content may be incorrect.Once both dates have been entered, click the Get Logs button.
7. A table will generate, displaying the information for the selected date range.
8. [Sort](#_HOW_TO_SORT) or [search](#_SEARCH_FUNCTIONALITY_-) for the required order (If needed).

# ADD A DRUG (INSTRUCTOR)

1. Navigate to the Drug page.
2. Click the Add Drug button.
3. In the pop-up window, enter the required information.
4. Click Add Drug to submit.
5. A confirmation message will appear.
6. The table will update to include the new drug.
7. Add drug completed.

# BULK ADD DRUGS (INSTRUCTOR)

1. A screenshot of a computer

   AI-generated content may be incorrect.Navigate to the Drug page.
2. Click the Bulk Add button.
3. The required Excel format with headers will be displayed.
4. A red oval with black text

   AI-generated content may be incorrect.Click the Browse… button, navigate to the file, and select it.
5. Click Add Drugs to submit.
6. A confirmation page will appear.
7. The table will update to include the newly added drugs.
8. Bulk Adding drugs completed.

# edit drug (instructor)

1. Navigate to the Drugs page.
2. [Sort](#_HOW_TO_SORT) or [search](#_SEARCH_FUNCTIONALITY_–) for required drug. (if needed)
3. Select the checkbox for the drug needed to be edited. (Only one drug can be selected)
4. Click the Edit Drug button.
5. The drug information will be displayed.
6. Update the necessary fields with the new information.
7. Click Submit Changes to save.
8. A confirmation page will appear.
9. The table will update with the edited drug details.
10. Drug edit completed.

# DELETE DRUG (INSTRUCTOR)

1. Navigate to the Drugs page.
2. [Sort](#_HOW_TO_SORT) or [search](#_SEARCH_FUNCTIONALITY_–) for required drug. (if needed)
3. A screenshot of a computer

   AI-generated content may be incorrect.Select one or multiple checkboxes to delete from the system.
4. Click the Delete Drug button.
5. A pop-up will appear with the selected drugs with a verification message.
6. Click Delete to proceed.
7. A second verification window will appear.
8. Click the Yes button to confirm.
9. A confirmation page will appear.
10. The table will update, removing the deleted drugs.
11. Drug deletion completed.

# GLOSSARY

* SIG Description – Directions for use
* Rx Number – Refers to the unique identification number assigned to a prescription.

# INDEX

**No index entries found.**