

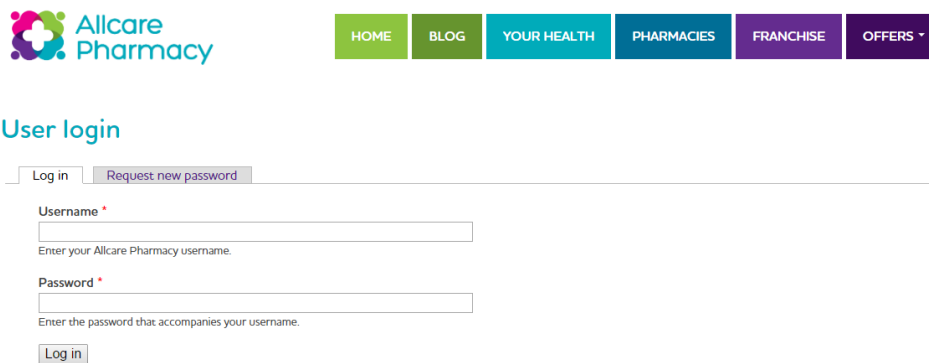
## New Allcarepharmacy.ie Website

1. Logging In
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3. Accessing Files/Searching files
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### 1. Logging In

To log in to the website go to the following address <http://www.allcarepharmacy.ie/user>

Enter the username and password that has been sent to you



The screenshot shows the Allcare Pharmacy website header with the logo and navigation menu (HOME, BLOG, YOUR HEALTH, PHARMACIES, FRANCHISE, OFFERS). Below the header is the 'User login' section. It features a 'Log in' button and a 'Request new password' button. The 'Log in' form includes a 'Username' field with a red asterisk and a placeholder 'Enter your Allcare Pharmacy username.', and a 'Password' field with a red asterisk and a placeholder 'Enter the password that accompanies your username.'. A 'Log in' button is located below the password field.

\*if you have yet to receive a username or password please contact [smurray@allcaresupport.ie](mailto:smurray@allcaresupport.ie)

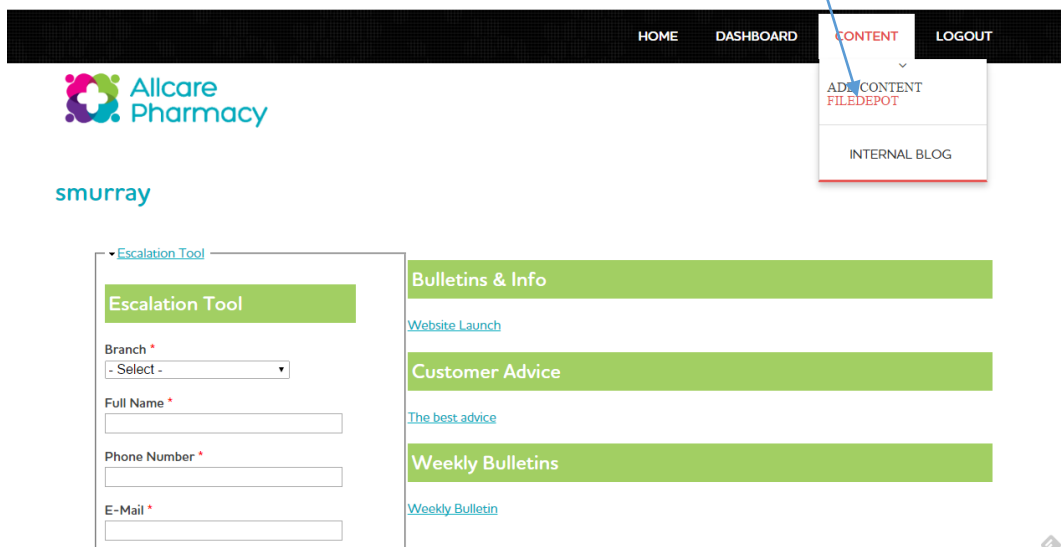
### 2. Resetting your password

If you need to reset your password please click request new password, if you do not receive an automated email from the system after a few minutes please contact [smurray@allcaresupport.ie](mailto:smurray@allcaresupport.ie) to have your password manually adjusted.

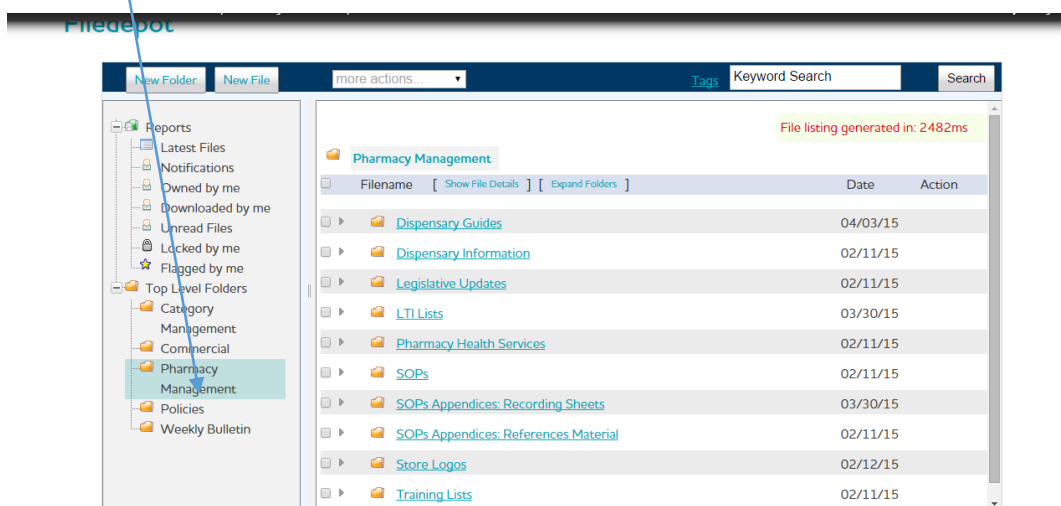
### 3. Accessing/Searching Files

We have a new filing and foldering system in our new website. This will make it easier to find and search for files. When an sop is updated all website users will be notified when the change is made to the document.

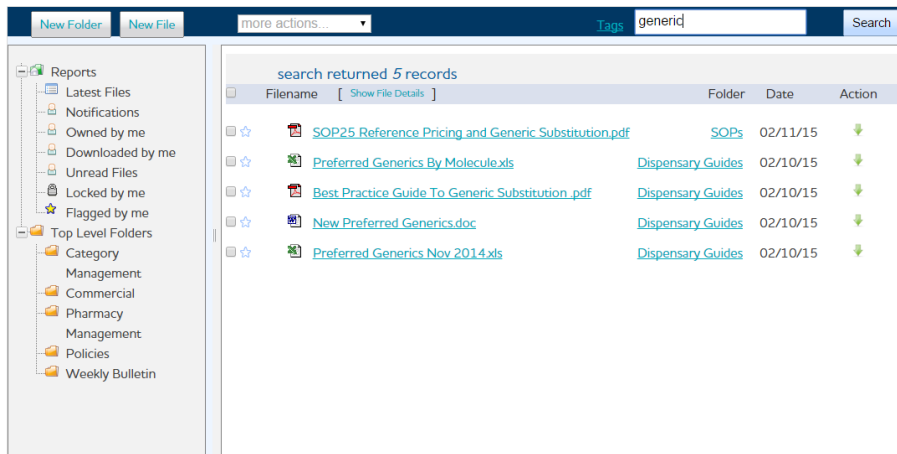
To access the files got to dashboard/content/filedepot (as below)



When you have navigated to the filedepot please choose one of the main folders in the left hand column.



If you are having trouble locating a documents in the filedepot, simply type in the keyword search box and click search. All the files relating to that term will then appear.



#### 4. Your store Info

Many thanks to all for filling in and returning the store website audit forms. Since completing the forms there may be some changes to your business info. If you spot anything incorrect on your stores page please contact [smurray@allcaresupport.ie](mailto:smurray@allcaresupport.ie) to make the changes.

#### 5. Headshots

We require headshots of MP's for the list of stores below. You can provide the picture by either emailing it to [smurray@allcaresupport.ie](mailto:smurray@allcaresupport.ie) or by whatsapp to 0863077252.

***O'Carrolls Blackpool***

***O'Reillys Fermoy***

***Walsh's Youghal***

***Byrnes***

***Skerries***

***Tarbert***

***O'Rourkes***

***Hospital***

***McKennas***

***O'Sullivan's Rathkeale***

## **6. Future Features**

Boards.ie style message board

All hr forms will be embedded in webpages

## **7. Survey**

Please take 2 minutes to give us some feedback of the new website by clicking the link and taking the survey

<https://www.surveymonkey.com/s/NLBM8SD>