



Sonar User Guide Vaccination Service 2020/21

www.SonarHealth.Org

Version 1
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1. The Sonar Website

www.SonarHealth.Org



Image 1: Sonar Health homepage

Please visit the Sonar Health website as seen in image 1 (www.sonarhealth.org) and proceed to login. Please refer to the Vaccination Service User guide for more details specific to the login process.

2. Pharmacy Vaccination Service 2020/21

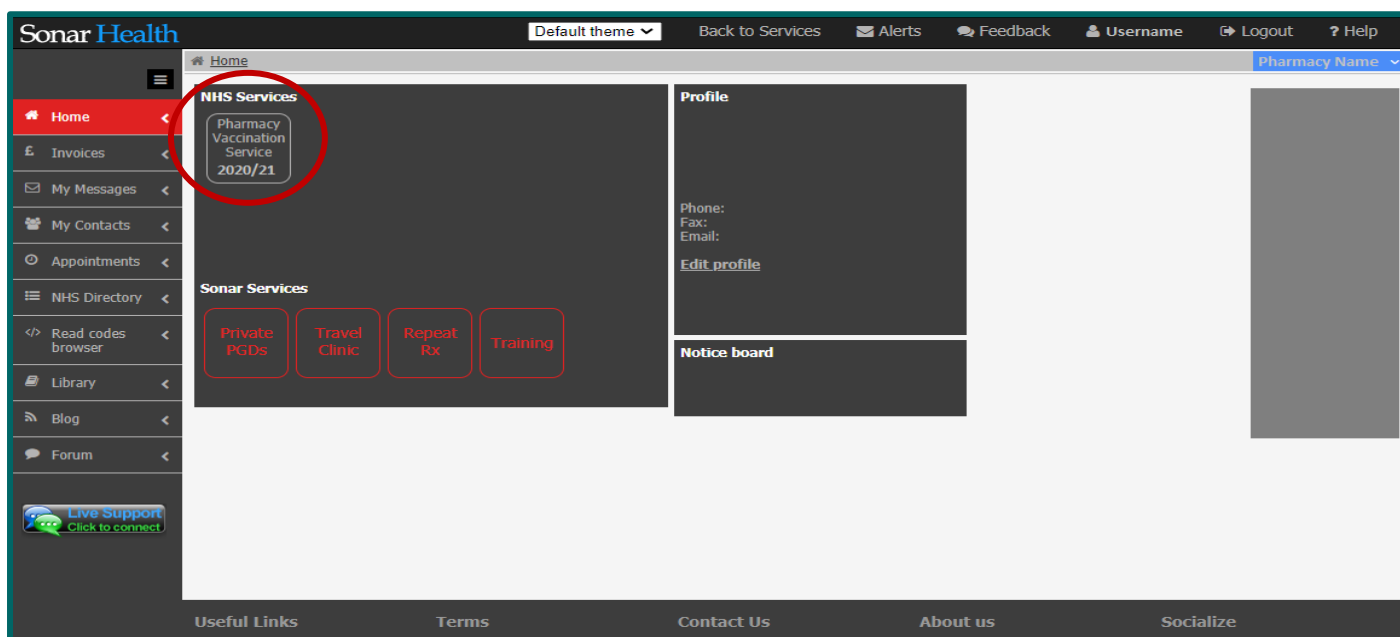


Image 2: Sonar pharmacy homepage

Please then select the 'Pharmacy Vaccination Service 2020/21', under the NHS Services tab as seen in image 2.

From here you will be able to enter vaccinations within the:

- National Vaccination Service
- London Vaccination Service
- PPV (pneumonia) Service.

The Homepages of the London and National service are displayed below in images 3 & 4.

To change between service please select the 'Sonar Health' tab on the top right of the screen and proceed to 'Services' to select the required service.

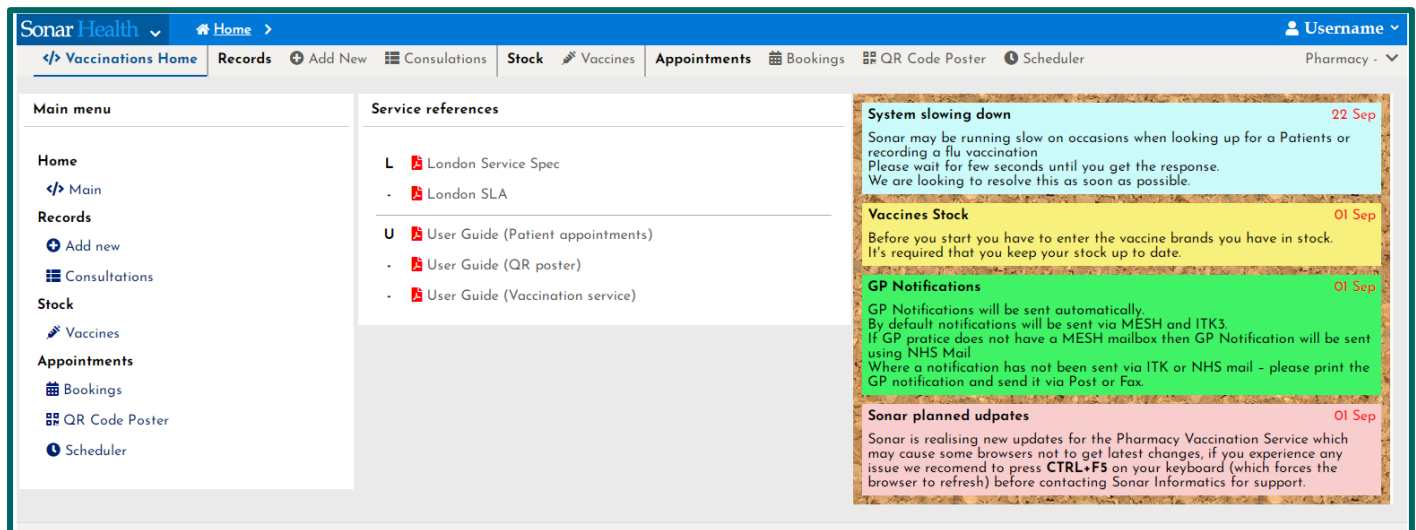


Image 3: Vaccination service homepage (London Service)

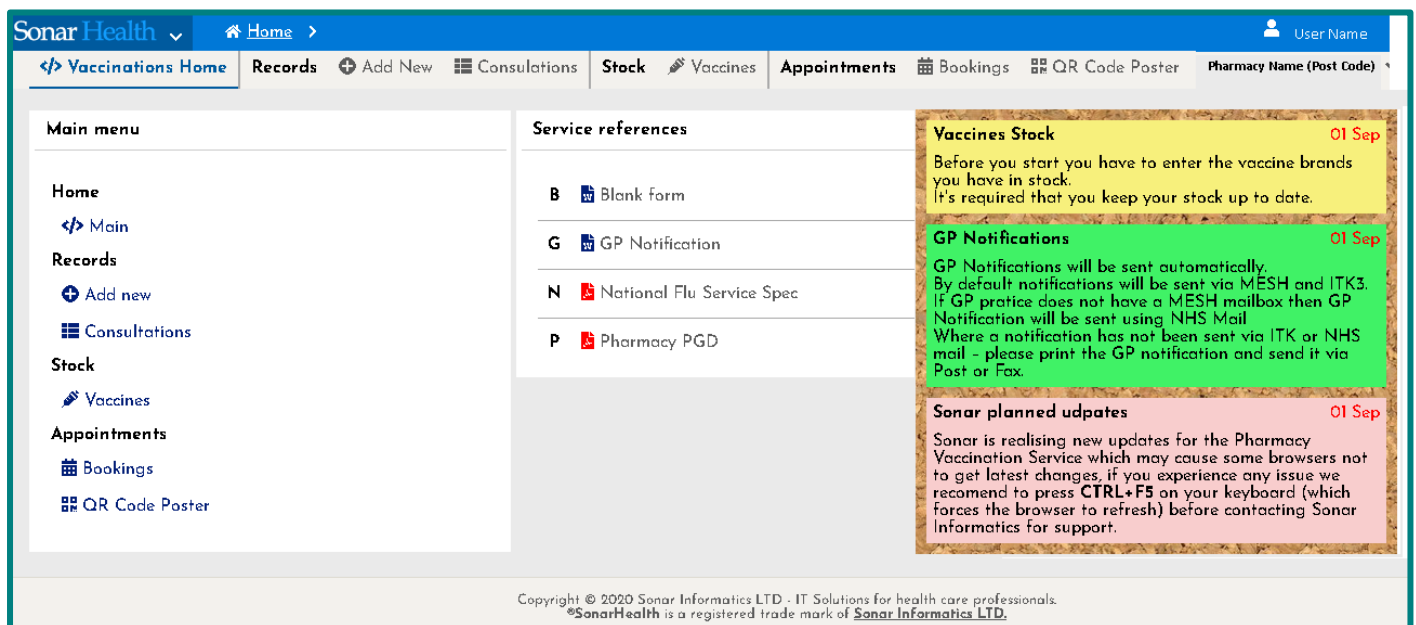


Image 4: Vaccination service homepage (National Service)

From these main service homages, you will need to update the following before you start the service:

- Update your store information including opening hours
- Update your vaccine stock quantity
- Update your appointment system and booking scheduler
- View, Print & Display your QR code poster
- View your appointment system and incoming vaccination bookings

3. Update your store information including opening hours

To update your store information including your opening hours you will first log into the Sonar Health website and go to the 'pharmacy vaccination service 2020/21' (Image 2: Sonar pharmacy homepage) and then select the 'Sonar Health' tab on the top left corner of the screen for a drop-down menu to appear.

Select the 'profile' option from the list, and then click through each of the tabs (General Details, Comms, Service Emails, Map & lastly Opening Hours). You will be able to update your store information on each tab.

You will be able to free type your specific stores opening once you have selected the 'opening hours' tab.

e.g Monday-Friday 9am-5pm, Saturday 10am-2pm and closed on Sunday. Once you have written the correct opening hours click submit and the opening hours will be saved.

Please see the below image (Image 5) to view each step from selecting the 'Sonar Health' tab, then 'Profile' and lastly the store details including opening hours.

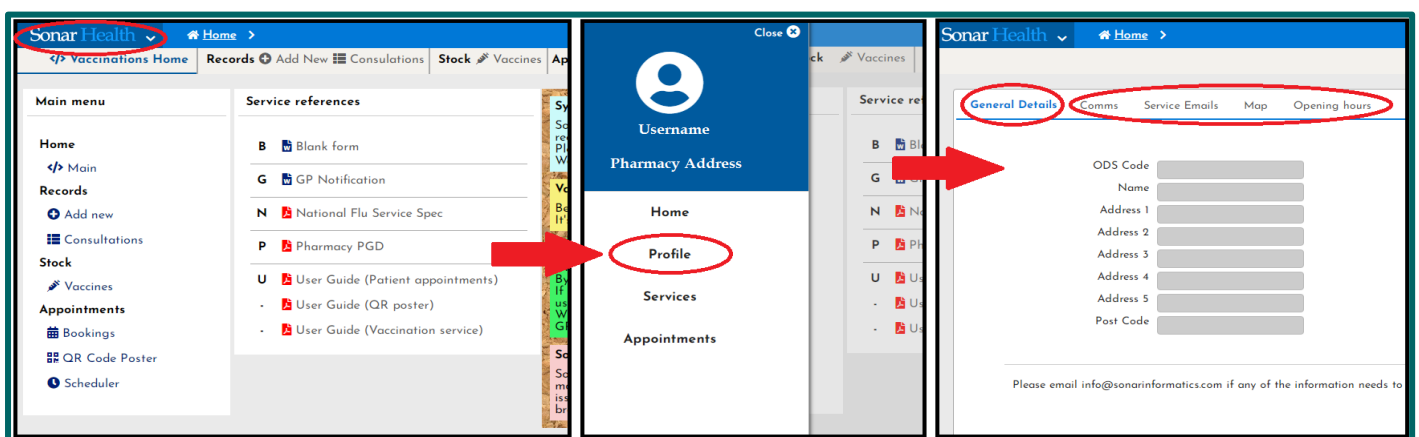


Image 5: Updating your store profile

4. Update your vaccine stock quantity

A new feature introduced to this years' 2020/21 vaccination service is the stock account. Before starting your service, you will need to add the quantity and type of vaccines you have in stock onto the Sonar system.

To do this you need to select the 'Vaccine' tab (as shown in Image 6 below) on either the side bar menu or the main menu at the top of the homepage.

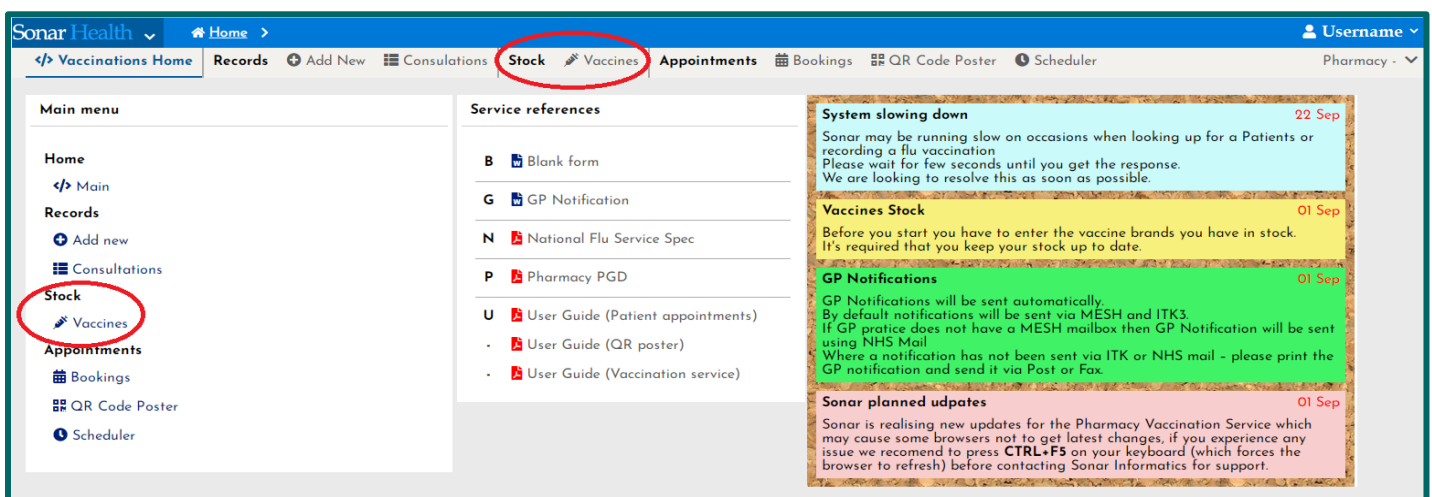


Image 6: Updating your stock levels

You will then be taken to another page (shown in Image 7) where you will select 'new vaccine' to proceed.

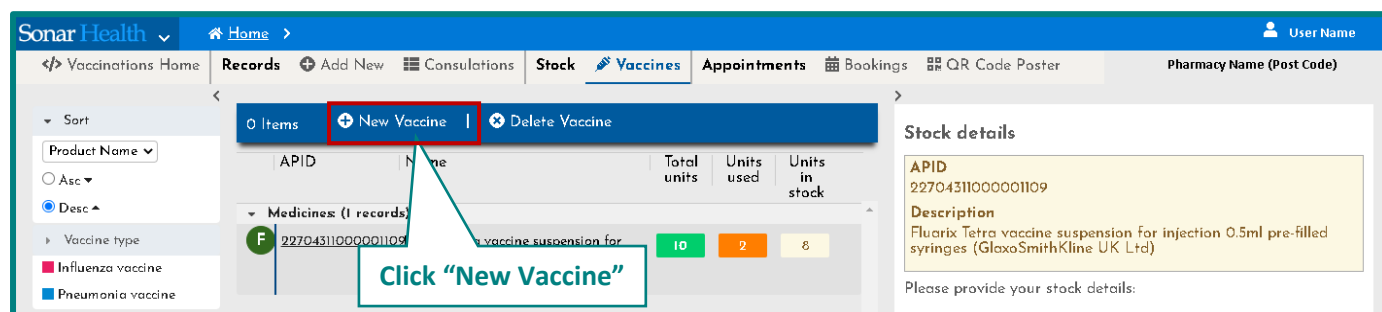


Image 7: Adding a Vaccine stocks for pharmacy Page

Select the 'New Vaccine' tab to add the vaccine details including the vaccine brand, the number of vaccines you have and either the day you received the vaccines or the date you are starting your vaccinations. Please note it is not the expiry number. Once you have done this select the submit button. The vaccine quantity will drop down with every vaccine you put through onto the Sonar system. Once this number reaches '0' you will have to add more stock. You can update stock levels at any time.

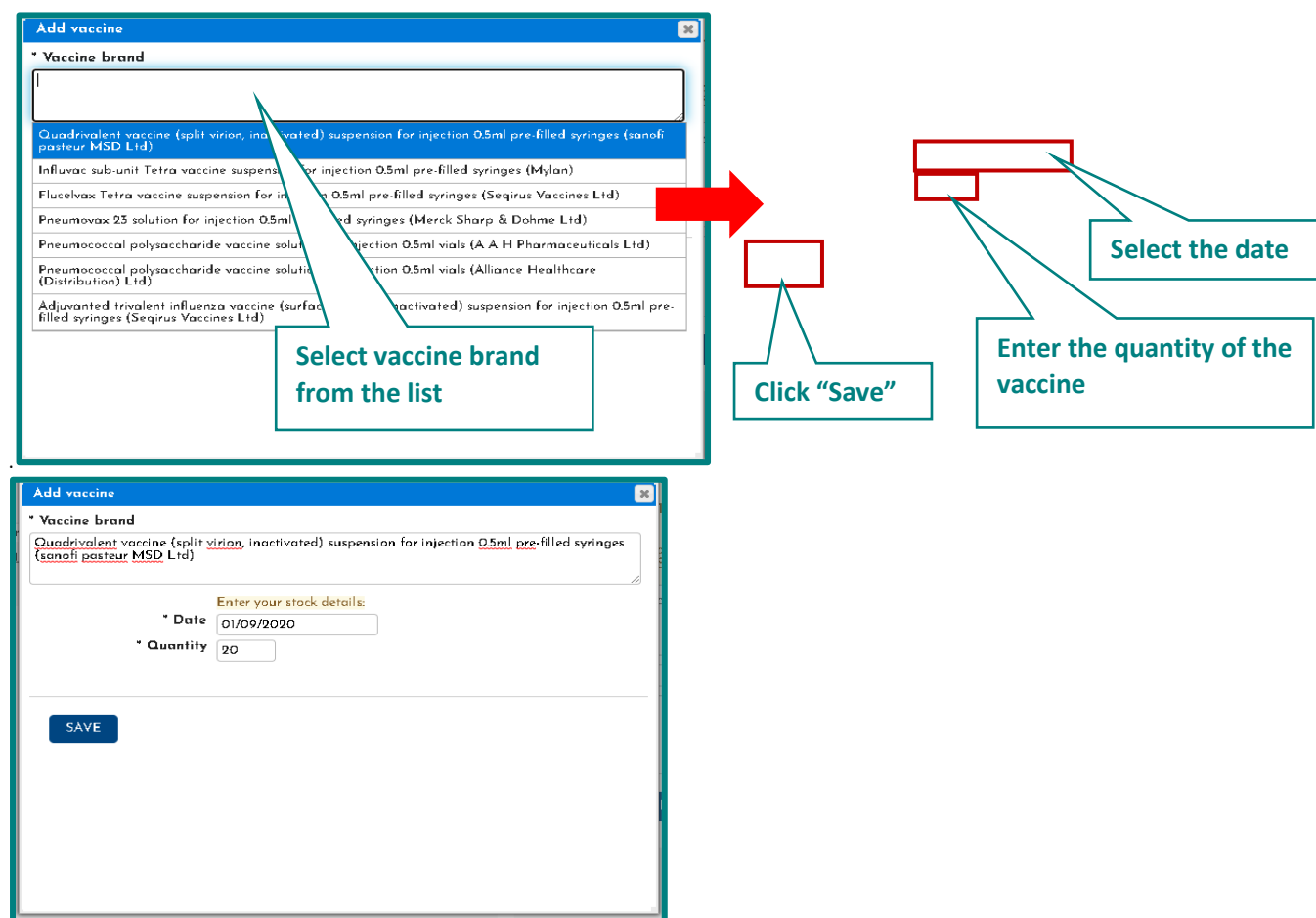


Image 8: Add Vaccine page & updating stock details

After clicking 'New vaccine' the add vaccine pop-up will be displayed (please see Image 8). Select the vaccine brand from the list and enter the date and quantity of the vaccine and click "Save" Button.

You will be able to view your vaccine stock levels (as seen in Image 9 below) on the vaccine stock homepage.

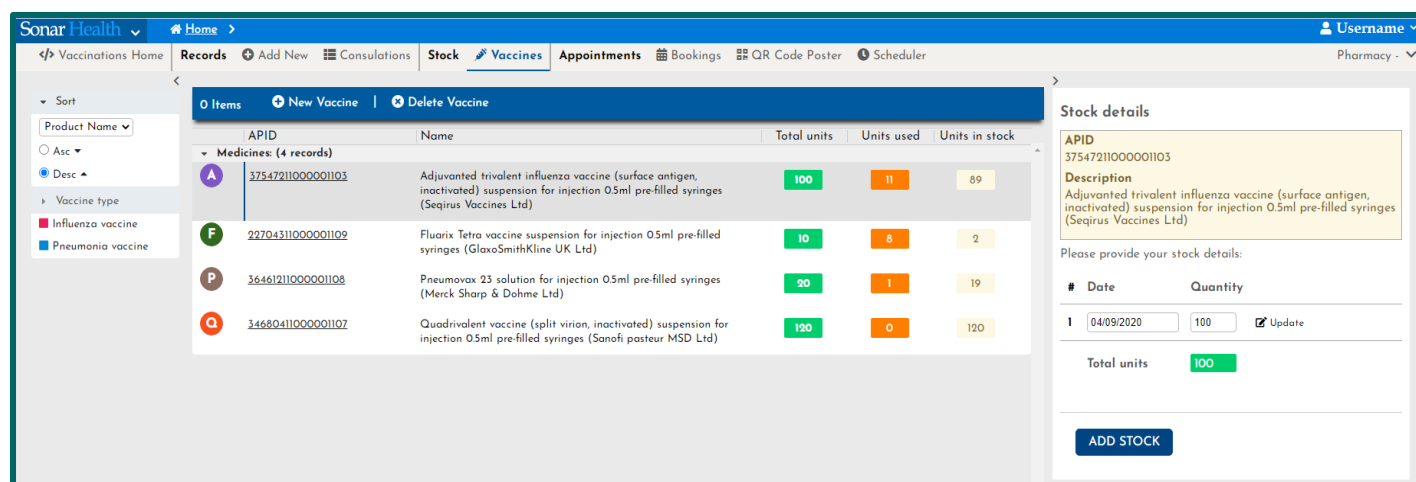


Image 9: Vaccine stock levels

5. Update your Appointments System & Booking Scheduler

To update your store's vaccination time slots, you will need to select the 'Scheduler' tab on the service homepage (as shown below in Image 10).

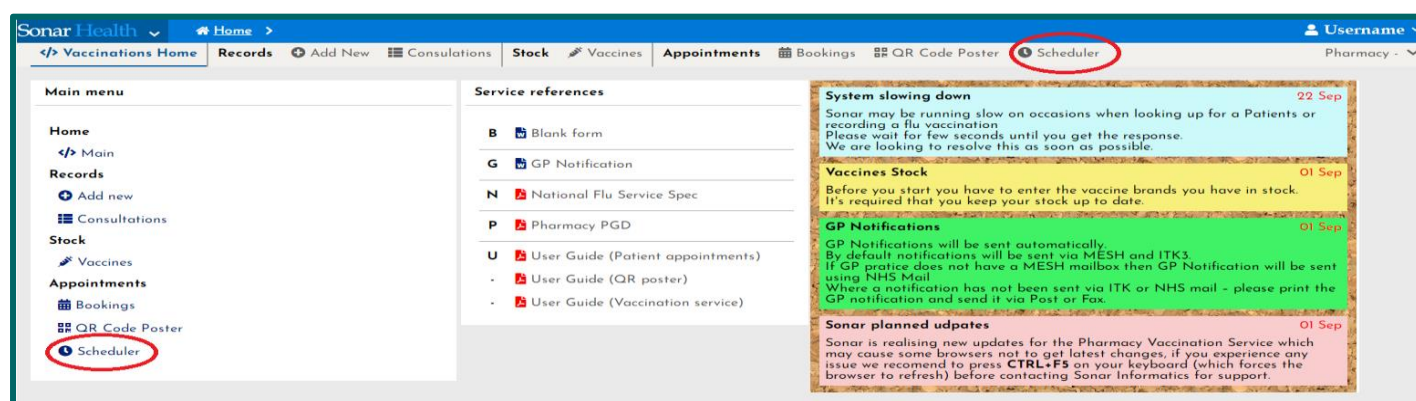


Image 10: Selecting the scheduler on the service homepage

You will then need to select your consultation room (if you have more than one, you will have to do this for each consultation room you have). Please see image 11 below.

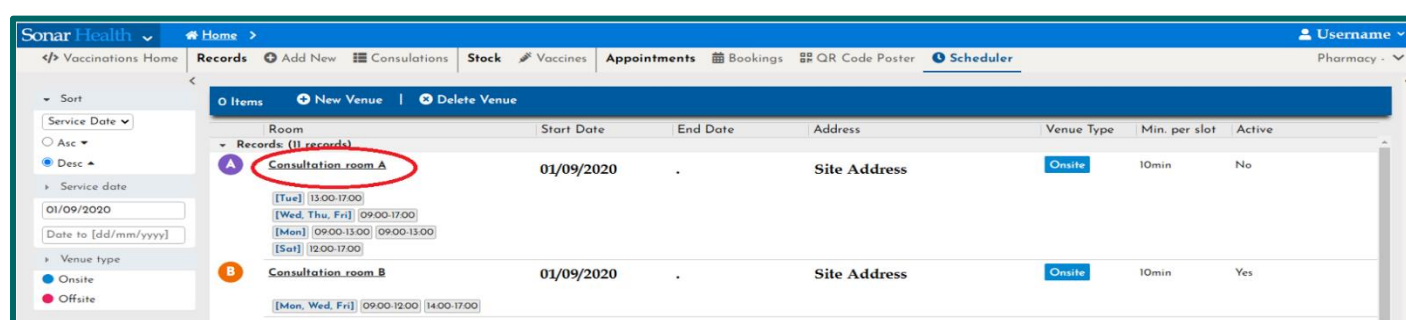


Image 11: Selecting and updating consultation room information within the scheduler

Once you have selected your specific consultation room, a pop up will appear as seen in image 12 below. Work through each of the tabs to update your General Details (including name, venue, start date, minutes per booking slot (where the default setting is 10 minutes) as well as setting the room as active or inactive.

(NB: opening hours: you may have to click the timeslot and close the tab then click again for the time slot to update)

The image shows three sequential screenshots of the 'Venue details' pop-up tabs. The first tab, 'General Details', includes fields for Description (Consultation room A), Type of venue (Onsite), Start Date, End Date, Minutes per slot (10 min), and Is active (Inactive). The second tab, 'Location', includes fields for Address 1 through 5 and Post Code. The third tab, 'Venue Opening Hours', includes a table for days of the week and time slots, and an 'Edit hours' pop-up for setting specific times. Red arrows indicate the flow between the tabs.

Image 12: Each pop-up tab for updating your consultation room details

6. View, Print & Display your QR code poster

Select the QR code poster tab from the service homepage as shown in image 15.

From here you will be able to view and download the poster and print it to display in your pharmacy or hand out to patients.

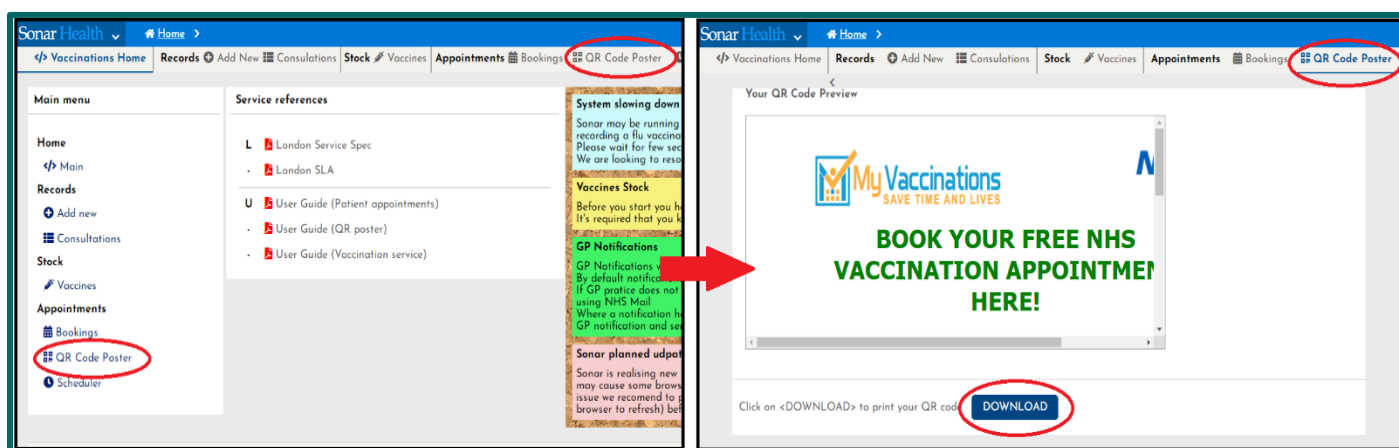


Image 15: QR Code Poster location and download to print

Your individual pharmacies A4 poster will be display similar to the poster image below in image 16.

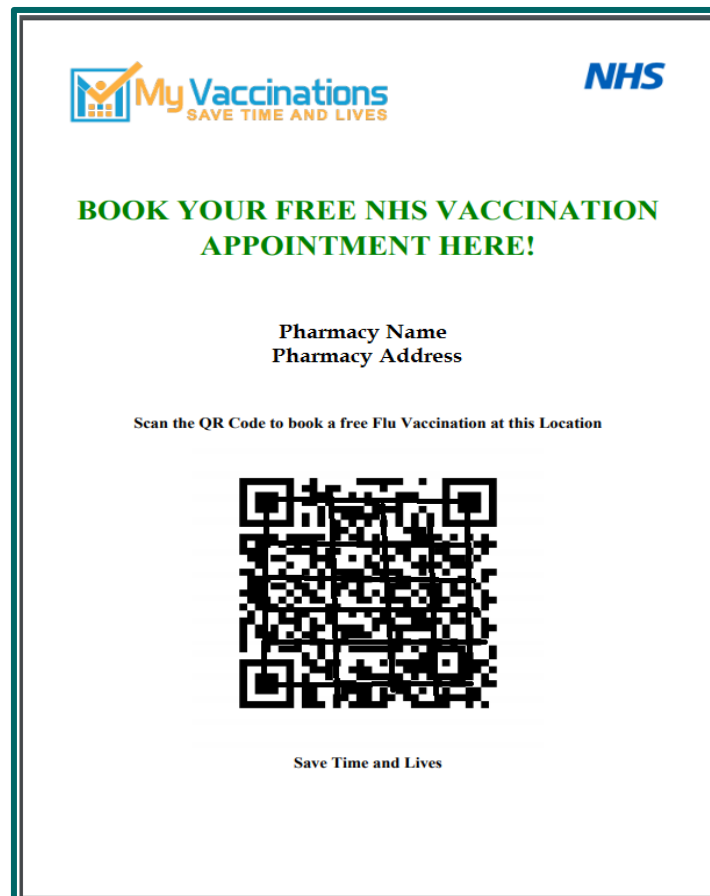


Image 16: Your A4 QR Code Poster

7. View your Appointments

Once a member of the public has booked an appointment through www.myvaccinations.co.uk at your pharmacy, their details will appear in the Bookings section. You can able to view the appointments under the Booking section on the service homepage (as seen in Image 13).

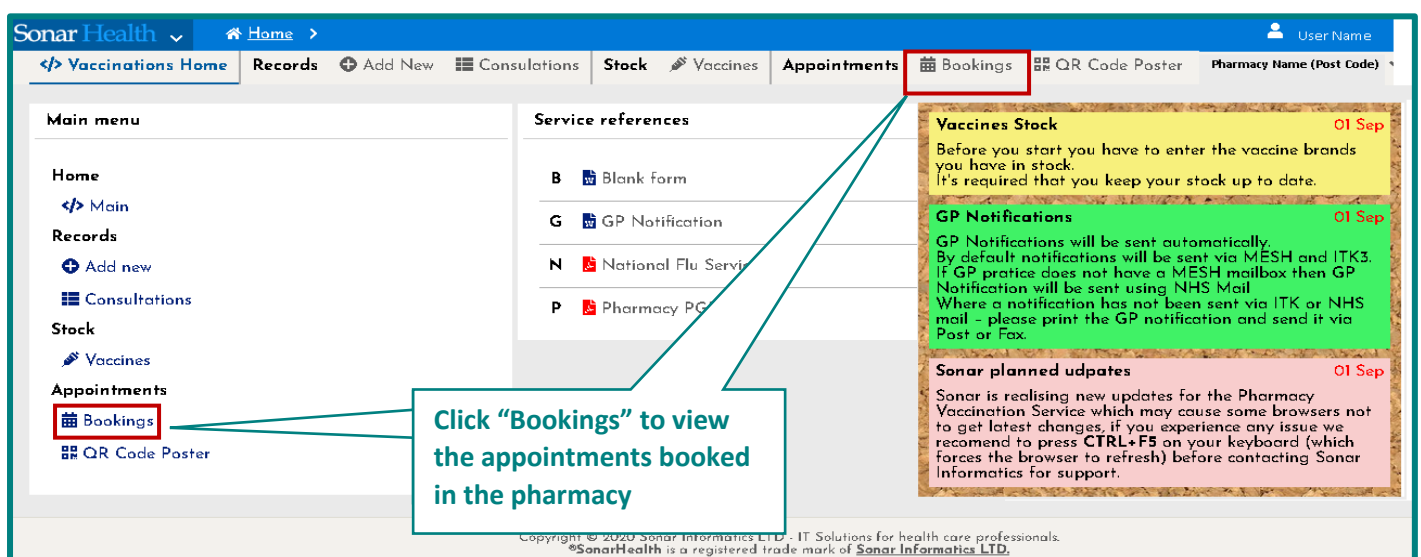


Image 13: Bookings in the service homepage

Select the 'Bookings' tab to view your incoming appointments and patient records.

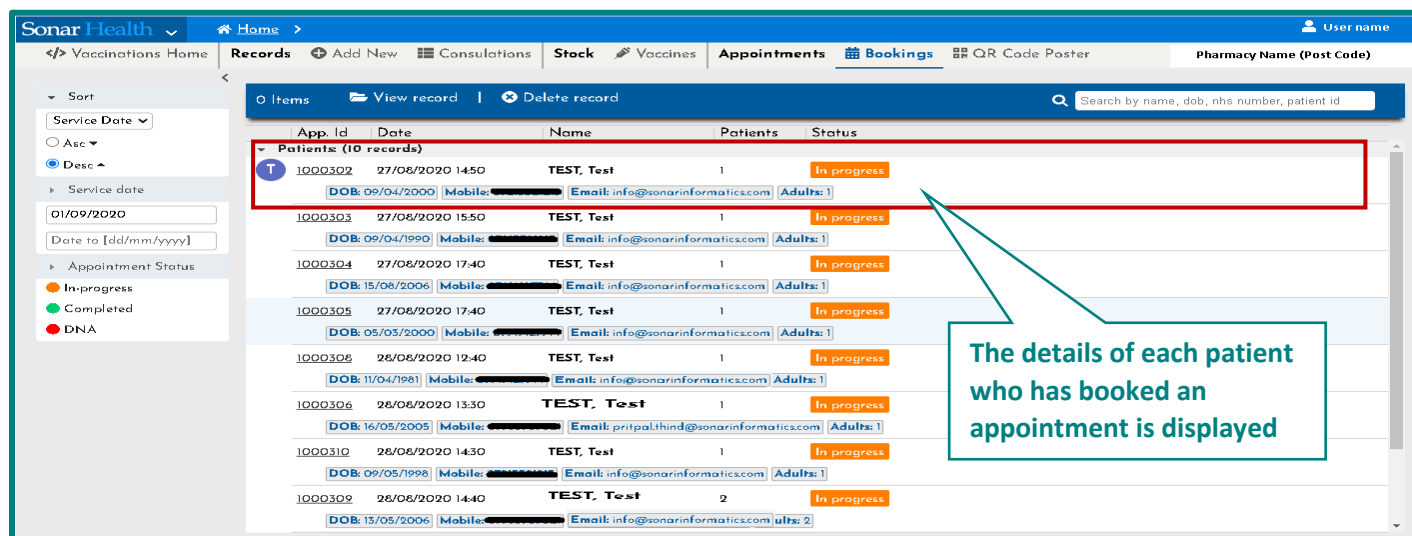


Image 14: Booked patient records page in the vaccination service

8. Contact Us

If you have any queries or need further assistance, please contact Sonar on email at info@sonarinformatics.com.

