

Use this checklist to keep track of your onboarding progress and ensure your pharmacy is fully prepared for installation and go-live.

- Tick each task as it is completed
- Share this checklist with key team members
- Refer to the **Getting Ready for Installation** Online Help page for links to training videos and additional resources

☐ PHASE 1 GET STARTED

- ☐ Watch the Fred Software Change Management Video
- ☐ Review the initial scheduling email your Fred onboarding team sends you
- ☐ Contact all third-party software vendors that integrate with your dispense system (for example packing software and electronic S8 register software) and arrange any required updates for go-live day
- ☐ Complete eRx registration (brand new pharmacies) or eRx re-registration (existing pharmacies changing dispense software)
- ☐ Register for MedView Flow (if your pharmacy does not already have an account)
- ☐ Complete the Fred Dispense Plus questionnaire
- ☐ Complete the Sensitive Data Access request form when contacted by your onboarding team
- ☐ Order Fred Dispense (F5) labels
- ☐ Identify staff members who will lead and champion the transition

☐ PHASE 2 PREPARE YOUR TEAM

- ☐ Inform all staff about the upcoming transition to Fred Dispense Plus and the scheduled installation and go-live dates
- ☐ Allocate time for staff to watch the required training videos
- ☐ Encourage staff to ask questions and raise concerns
- ☐ Discuss the benefits of the new software with your team

☐ PHASE 4 BEFORE GO-LIVE

- ☐ Ensure staff have completed the required training videos
- ☐ Nominate 1-2 staff members as your in-store champions who will attend the live day training
- ☐ Review the training plan provided by your Fred Trainer
- ☐ Roster additional staff for live day where possible so your champions can focus on training activities
- ☐ Review test conversion summary email (where applicable) from your Fred Trainer to understand what data is converted

☐ PHASE 3 COMPLETE YOUR PRE-INSTALLATION TRAINING

- ☐ Watch Fred Dispense Plus Overview
- ☐ Watch Queueing Electronic Scripts in MedView Flow
- ☐ Watch Registering a Patient for MySQL with MedView Flow
- ☐ Watch Using MySQL with MedView Flow

☐ PHASE 5 INSTALLATION NIGHT

- ☐ Required to closing, ensure there are no further edits required on any dispensed electronic scripts
- ☐ Close the claim in your dispense software
- ☐ Provide your Fred technician with your NASH certificate
- ☐ Allow access to PRODA so a new B2B device can be activated

You're ready to go!

Congratulations on reaching go-live.

Taking the time to complete these activities helps lay the foundations for a successful transition to Fred Dispense Plus and gives your team the confidence to make the most of their new software from day one



Find troubleshooting help at webhelp.fred.com.au/dispense/plus.htm



For technical support please log a ticket via your **Fred Help Portal** or call 1300 731 888