

DIRECT SCHEDULING AND CANCELLATIONS

MAY 8 TO MAY 22, 2026

HDA added a new Phase III to allow more user control of changes to your pre-set meeting schedule in PartnerLinx. Designated BLC coordinators and table/team captains may make additions to pre-set appointments through a new direct scheduling function. Captains and coordinators may also cancel pre-set appointments in PartnerLinx.

There are two ways of directly scheduling appointments with your trading partners, which are described in this guide:

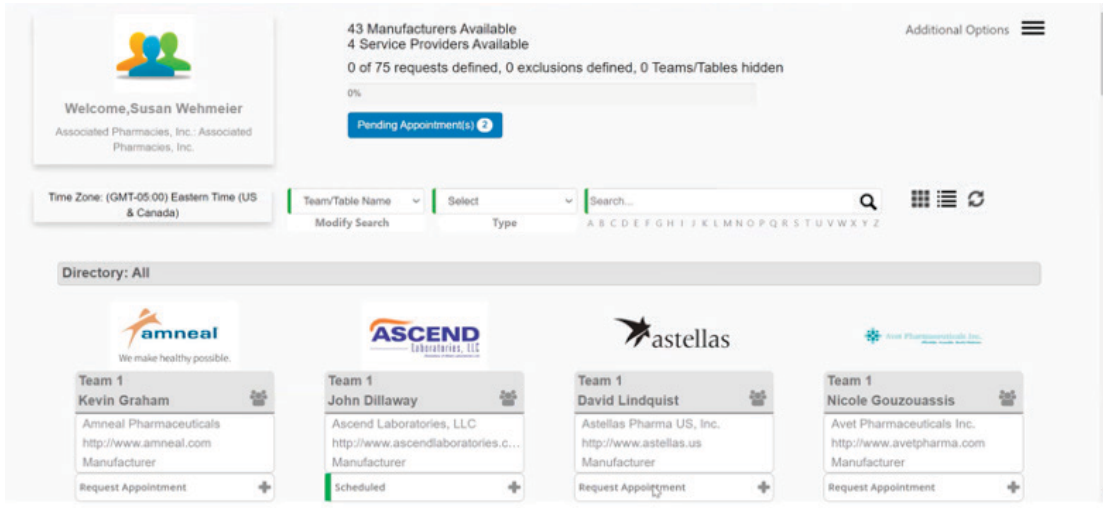
- Direct scheduling by team/table: Pick the team/table you want to meet with and view mutually available time slots to request an appointment.
• Direct scheduling by time: Pick the time you would like to add a meeting and see the mutually available teams/tables during that time slot.

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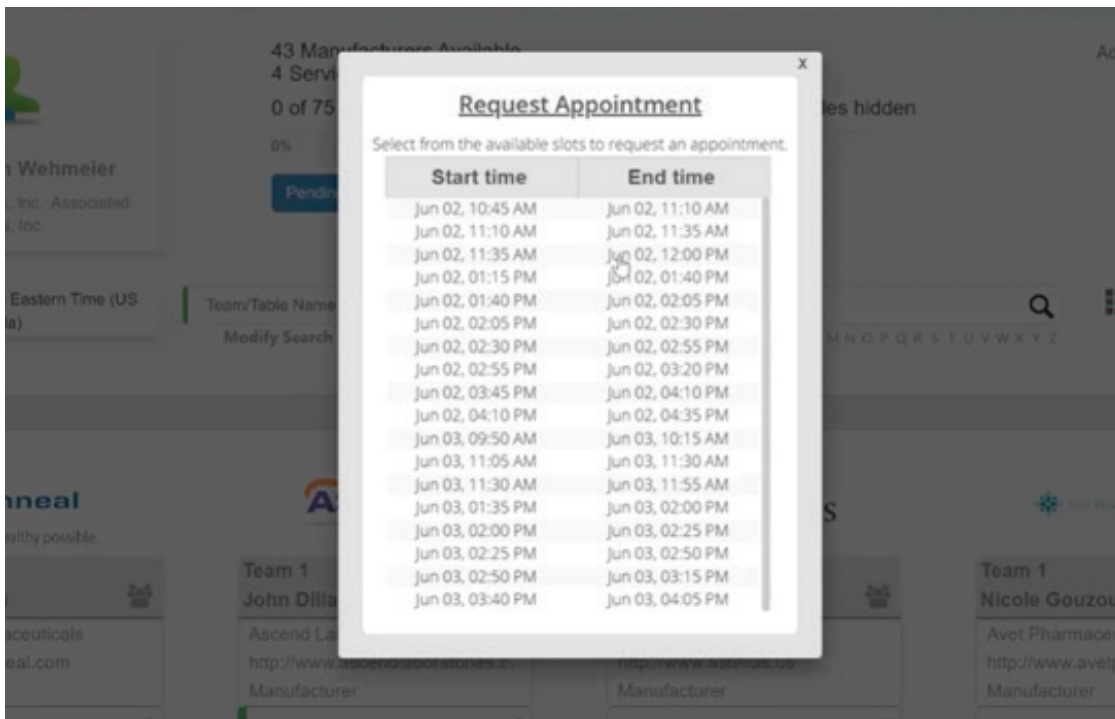
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DIRECT SCHEDULING BY TEAM/TABLE

Search for the company you want to meet with. Click "Request Appointment."



Mutually available time slots will appear. Select one.



DIRECT SCHEDULING BY TIME

From your PartnerLinx calendar, click on an "Open Time Slot."

Welcome, Susan Wehmeier
Associated Pharmacies, Inc.: Associated Pharmacies, Inc.

43 Manufacturers Available
4 Service Providers Available
0 of 75 requests defined, 0 exclusions defined, 0 Teams/Tables hidden
0%

Pending Appointment(s) 2

LEGEND
Click on calendar row to see appointment details
Appointment Scheduled
NO APPOINTMENT SCHEDULED
Non-Appointment Time

Direct Scheduling:
Requested By Me
Requested, Pending My Approval

prev June 2, 2025 next Export Calendar Email Notes Print All Print Profiles

Date	Time	Slot	Appointment
Jun 02, 2025	10:20 AM - 10:45 AM	1	Ascend Laboratories, LLC, Team 1
Jun 02, 2025	10:45 AM - 11:10 AM	2	Open Time Slot
Jun 02, 2025	11:10 AM - 11:35 AM	3	Open Time Slot
Jun 02, 2025	11:35 AM - 12:00 PM	4	Open Time Slot
Jun 02, 2025	12:00 PM - 01:00 PM		Luncheon
Jun 02, 2025	01:15 PM - 01:40 PM	5	Open Time Slot
Jun 02, 2025	01:40 PM - 02:05 PM	6	Open Time Slot
Jun 02, 2025	02:05 PM - 02:30 PM	7	Open Time Slot
Jun 02, 2025	02:30 PM - 02:55 PM	8	Open Time Slot
Jun 02, 2025	02:55 PM - 03:20 PM	9	Open Time Slot
Jun 02, 2025	03:20 PM - 03:45 PM		Break
Jun 02, 2025	03:45 PM - 04:10 PM	10	Open Time Slot

LEGEND
Click on calendar row to see appointment details
Appointment Scheduled
NO APPOINTMENT SCHEDULED
Non-Appointment Time

Direct Scheduling:
Requested By Me
Requested, Pending My Approval

Select a Company from the List or Search (only available companies are listed)

Date: Jun 02, 2025
Time: 02:05 PM - 02:30 PM

Select	Search...	Request Appointment
<input type="checkbox"/>	Team 1 (Astellas Pharma US, Inc.)	Request Appointment
<input type="checkbox"/>	Team 1 (Bayer HealthCare Pharmaceuticals, Inc.)	Request Appointment
<input type="checkbox"/>	Team 1 (BD)	Request Appointment
<input type="checkbox"/>	Team 1 (Boehringer Ingelheim Pharmaceuticals, Inc.)	Request Appointment
<input type="checkbox"/>	Team 1 (Bracco Diagnostics, Inc.)	Request Appointment
<input type="checkbox"/>	Team 1 (Camber Pharmaceuticals, Inc.)	Request Appointment
<input type="checkbox"/>	Team 1 (Coda USA, Inc.)	Request Appointment
<input type="checkbox"/>	Team 1 (Cosette Pharmaceuticals)	Request Appointment

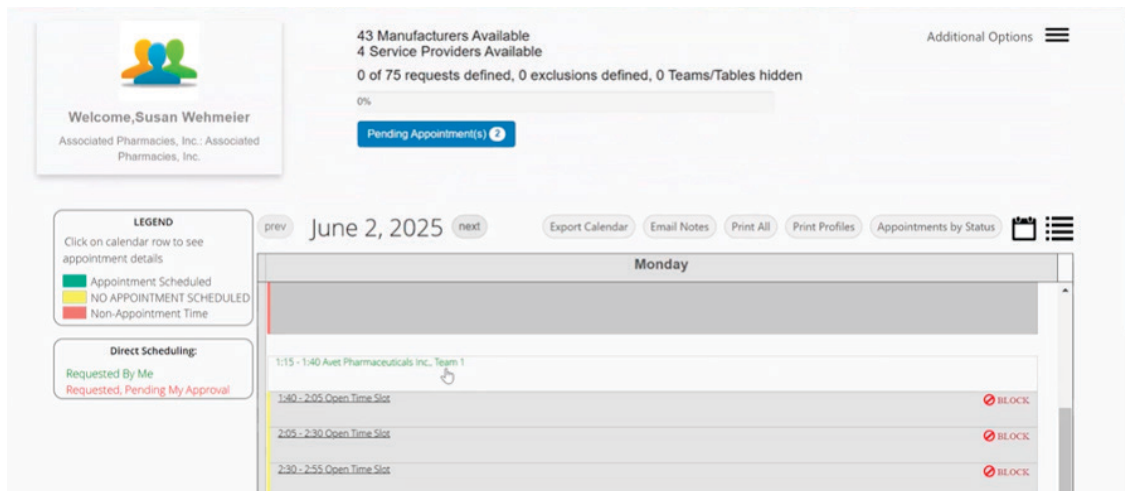
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A list of tables/teams that have the selected time slot available will appear. Select who you would like to request a meeting with by clicking the "Request Appointment" button.

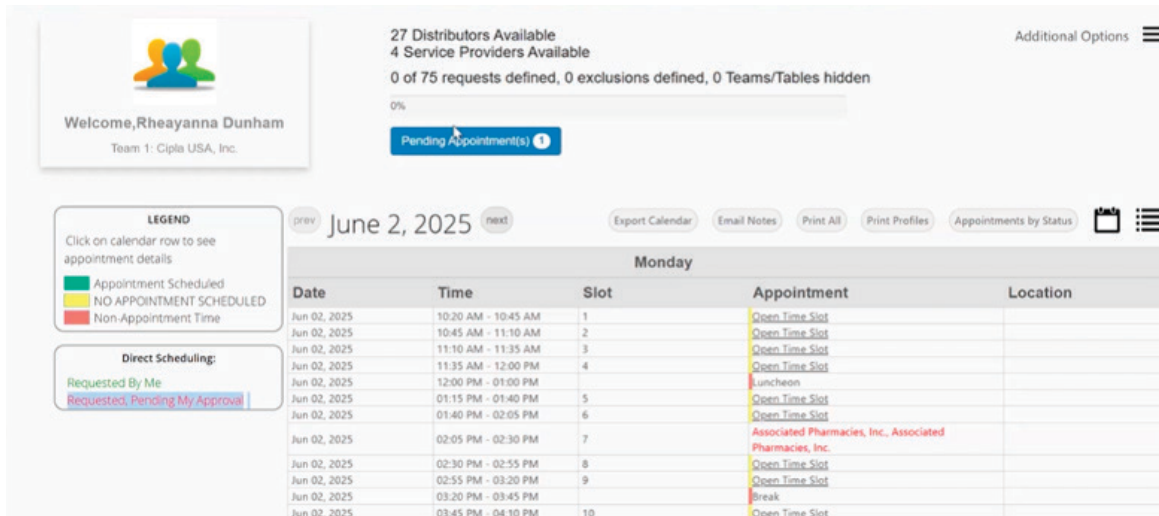
ACCEPTING APPOINTMENTS

When a direct scheduling appointment is requested by either method above, an email will be sent notifying the other party that an appointment has been requested. The other party must either accept or reject this appointment in PartnerLinx.

If you requested an appointment, it will appear in green text on your PartnerLinx calendar. Note, the lefthand legend which indicates appointment statuses:



If there is an appointment in “Requested” status that has not yet been accepted by you, it will appear in red text on your PartnerLinx calendar and you will see the “Pending Appointments” alert box in blue on your PartnerLinx screen. You may click the alert box to accept/decline.



If you accept the appointment, an email will be sent saying you have accepted, and the appointment status will be changed to appear as scheduled on both parties’ calendars.

Your schedule is not considered final until the end of Phase III — May 23, 2026. Please wait to print or add to Outlook calendars until finalized.

FOR PARTNERLINUX SUPPORT:

Contact HDA staff for further assistance.

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