

SELECTING AND RANKING APPOINTMENT REQUESTS

MARCH 25 TO APRIL 26, 2024

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LOGGING IN AND RESETTING YOUR PASSWORD

How to log in and reset your password

LOGGING IN

Go to the PartnerLinx URL, www.partnerlinx.com.

There you will be presented with the PartnerLinx login screen. To login you will need your username and password. Your username is your email address; your password is the same one you created to access HDA's website. If you do not remember your password, click on "Forgot Password" and follow the prompts.

HDA PARTNERLINX
Use your email address and your HDA password to login.

Log In

Email Address

Password

Remember Me

Sign In

[Forgot Password?](#)

Questions?

Please Contact
enicely@hda.org
202-964-5872

PHASE II IS OPEN UNTIL APRIL 26, 2024

APPOINTMENT REQUESTS

MEETING COORDINATOR

If you are logged in as the meeting coordinator, you will see the screen below:

Click on the REQUEST APPOINTMENTS BUTTON

TABLE OR TEAM CAPTAIN

If you are logged in as a table or team captain, the system will take you to your table/team

You will see the list of tables and service providers, if logged in as a manufacturer AND list of teams and service providers, if logged in as a distributor.

There are two ways to work on your requests. First is what you see below, after you click on Request Appointment (meeting coordinator) or if logged in as the team/table captain.

26 Distributors Available
15 Service Providers Available
4 of 71 requests defined, 0 exclusions defined, 2 Teams/Tables hidden
6%

Welcome, Deanna Guenther
Team 1 - M. Aigner: Mylan Inc.

Additional Options

Team/Table Name | Select | Search...
Modify Search | Type | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Directory: All

<p>ADENTS</p> <p>Team 1 Julien Faury</p> <p>Adents http://www.adents.com Service Provider</p> <p>Requested as Priority 3</p>	<p>americares</p> <p>Team 1 Joanne Cooper</p> <p>Americares http://www.americares.org Service Provider</p> <p>Request or Exclude</p>	<p>AmerisourceBergen</p> <p>Specialty Celia Weber</p> <p>AmerisourceBergen Corporation http://www.amerisourcebergen.c... Distributor</p> <p>Requested as Priority 1</p>	<p>Anda 30 TRUSTED HEALTHCARE DISTRIBUTION SINCE 1992</p> <p>Traceability Cathleen Novaro</p> <p>Anda, Inc. http://www.andanet.com Distributor</p> <p>Request or Exclude</p>
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SETTING PRIORITIES

Click on the REQUEST OR EXCLUDE LINK found in each of the table or team; select the PRIORITY and you will see the table/team updated with the priority you just selected. No need to save.

AmerisourceBergen

Generics
Beth McMahon

AmerisourceBergen Corporation
http://www.amerisourcebergen.c...
Distributor

Request or Exclude

Set Priority or Exclusion

The options available here will depend on what the event admin has made available to you at this time. You may not be able to request appointments if that 'phase' is not enabled.

- Requested as Priority 1
- Requested as Priority 2
- Requested as Priority 3
- Requested as Priority 4
- Requested as Priority 5
- Hide
- Excluded

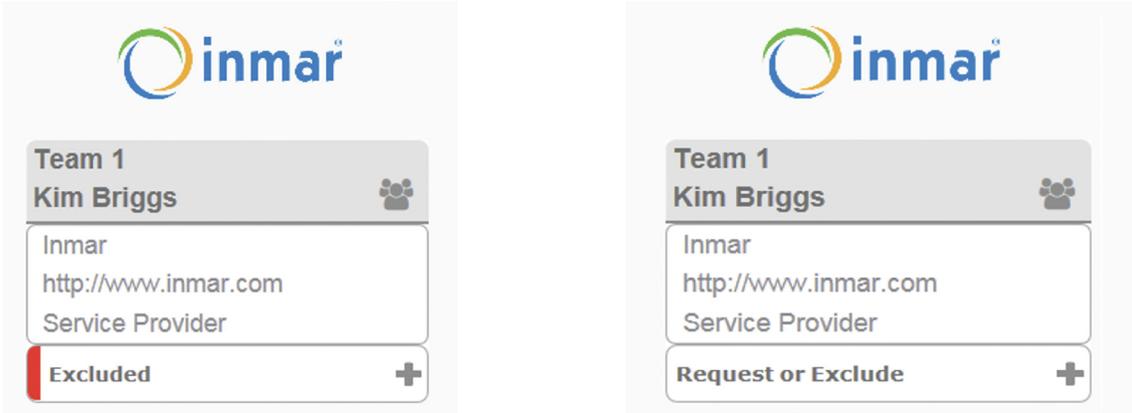
AmerisourceBergen

Generics
Beth McMahon

AmerisourceBergen Corporation
http://www.amerisourcebergen.c...
Distributor

Requested as Priority 1

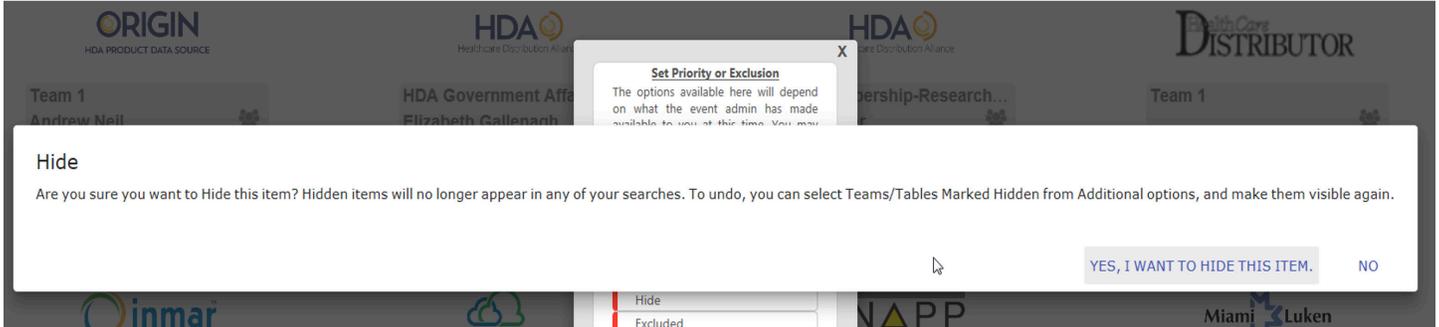
EXCLUSION



You can also select EXCLUDE if you do not want the system to create an appointment with a particular table or team. Click on the PLUS sign and select EXCLUDE. To undo, click on the PLUS sign and Exclude, and your request is updated.

HIDE OPTION

You can also select the HIDE option.



The second way to work on your requests is to click on this button to see the list of teams or tables.

Team	Company	Captain	Website	Team/Table Type	Priority	
Team 1	Adents	Julien Faury	http://www.adents.com	Service Provider	Requested as Priority 3	+
Team 1	Americares	Joanne Cooper	http://www.americares.org	Service Provider	Request or Exclude	+
Specialty	AmerisourceBergen Corporation	Celia Weber	http://www.amerisourcebergen.com	Distributor	Requested as Priority 1	+

Click on the GREEN PLUS sign to add the team or table to your list of requests.



REVIEW YOUR SELECTIONS

To review what was saved for your table or team, click on ADDITIONAL OPTION. Below you will find a list of options.



Additional Options ✕

- Directory**
 - All (39)
 - Teams/Tables Requested (4)
 - Teams/Tables Not Requested (35)
 - Teams/Tables Marked Hidden (2)
 - Teams/Tables Excluded
 - All Distributors
 - All Service Providers
- My Schedule**
 - Calendar View
 - List View
- Announcements**
- My Team/Table**
 - My Company
- Support**
- Sign Out**
- Change My Password**

Select Teams/Tables Requested to see your list of requests, just like the sample below:

Welcome, Deanna Guenther
Team 1 - M. Aigner: Mylan Inc.

26 Distributors Available
15 Service Providers Available
3 of 71 requests defined, 0 exclusions defined, 2 Teams/Tables hidden
4%

Additional Options ☰

Team/Table Name Select Search...
Modify Search Type A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ☰ ☰ ↻

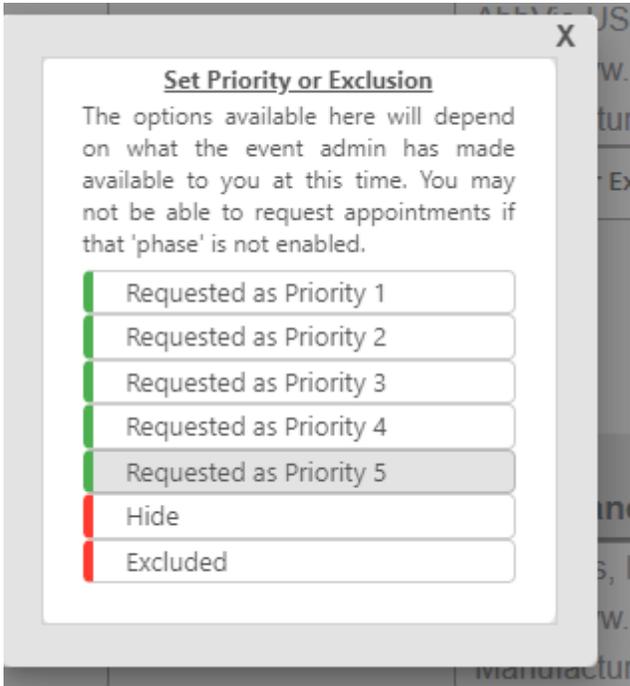
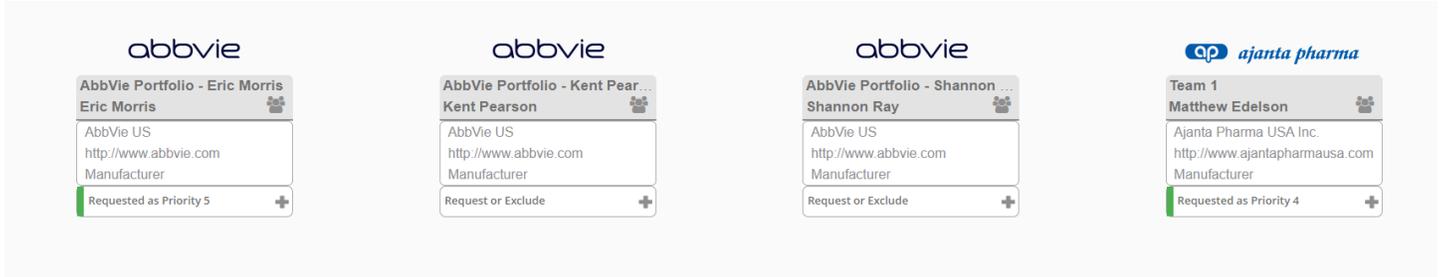
Directory: Teams/Tables Requested

Team	Company	Captain	Website	Team/Table Type	Priority	
Specialty	AmerisourceBergen Corporation	Celia Weber	http://www.amerisourcebergen.com	Distributor	Requested as Priority 1	+
Supply Chain	Capital Wholesale Drug Co.	GK Richards	http://www.capital-drug.com/	Distributor	Requested as Priority 4	+
Branded	TopRx	Candy Ivy	http://www.toprx.com	Distributor	Requested as Priority 2	+

From this screen you can select Print All to print your list of requests or Export All to save your list of requests.

DELETE A REQUEST FROM YOUR LIST

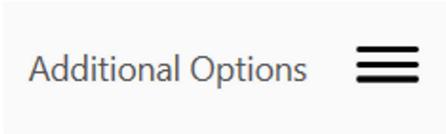
Select the request, then click on REQUESTED AS PRIORITY.



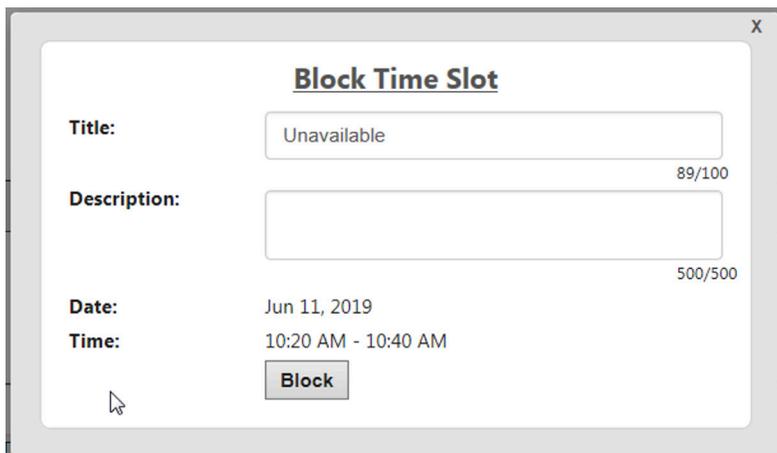
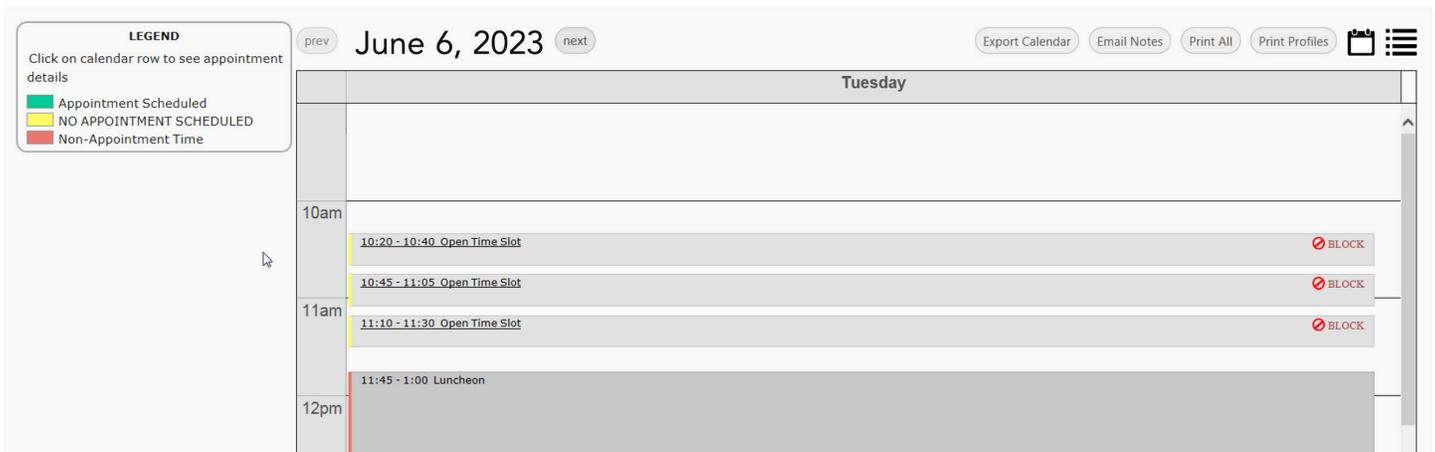
From the options that appear, click on PRIORITY. This will put the team/table back to the list. No need to save as the system will save automatically.

CALENDAR

Click on the Additional Options tab



Click on Calendar View to see the team/table calendar. The calendar seen here is identical to other users' calendars. All breaks are the same and the timeslot for each appointment is 20 minutes (with five minutes in between appointments). You may block up to three timeslots per team/table. To block a timeslot, simply click on the BLOCK link on the right side of the appointment time.



You can change the title and add a description. The description will only be seen by the team/table members. Click on the Block button to save. You will see your calendar updated.

Tuesday	
10am	<p>10:20 - 10:40 Unavailable ✖ REMOVE BLOCK</p> <p>10:45 - 11:05 Open Time Slot 🚫 BLOCK</p>
11am	<p>11:10 - 11:30 Open Time Slot 🚫 BLOCK</p> <p>11:45 - 1:00 Luncheon</p>
12pm	

Once the block time is created, it will show up on your calendar with a



You can delete a blocked time by clicking on the



and the timeslot will again be open for an appointment.

NAVIGATING THROUGH OTHER MENUS

From your company homepage,

Miami-Luken, Inc. Teams/Tables and Attendees Sign Out

Teresa Moberly

TEAMS/TABLES ATTENDEES

Phase 1: Meeting Coordinators, click on the "NEW TEAM/TABLE" button to create a new table. Select the "EDIT Team/Table" button to edit a team/table; add team/table members and upload documents.
Phase 2: Meeting Coordinators and captains - click on the "REQUEST Appointments" tab to start your appointment selections.

[New Team/Table](#)

Team/Table Name	Captain			
Test for User Guide	Michael Faul	Edit Team/Table	Delete	Request Appointments

Additional Options ✕

Directory

- All (136)
- Teams/Tables Requested
- Teams/Tables Not Requested (136)
- Teams/Tables Marked Hidden
- Teams/Tables Excluded
- All Manufacturers
- All Service Providers

My Schedule

- Calendar View
- List View

Announcements

My Team/Table

- My Company
- Switch Team/Table

Support

- Sign Out
- Change My Password

Click on EDIT TEAM/TABLE and then click on the ADDITIONAL OPTIONS to see a summary for your table or team.

PRINTING OR DOWNLOADING A LIST

You can also select ALL DISTRIBUTORS (if logged in as a manufacturer), ALL MANUFACTURERS (if logged in as a distributor) or ALL SERVICE PROVIDERS. The lists will look like the sample below. Click on EXPORT ALL to save the list or PRINT ALL. If an individual is assigned to a team/table, it will list the team/table name under the Team/Table tab.

Distributors Attendee List Close

All communications sent to conference attendees must provide a clearly visible and functional opt-out option. Conference attendee information cannot be sold or provided to any non-exhibiting individual or company. Any company violating this policy will be subject to forfeiture of exhibit/registration fees and excluded from participating in the Business and Leadership Conference as well as future HDA conferences and seminars.

Search... Q Export All Print All

Company	Attendee	Title	Role	Team/Table
AmerisourceBergen Corporation	Robert Mauch	Group President, Pharmaceutical Distribution and Strategic Global Sourcing	Attendee	
AmerisourceBergen Corporation	Franklin Harris	Vice President, Global Generic Sourcing(Global Sourcing and Manufacturer Relations	Attendee	
AmerisourceBergen Corporation	Rich Tremonte	President, Strategic Global Sourcing	Attendee	
AmerisourceBergen Corporation	Julie Taft	Manager, Strategic Meetings Management	Meeting Coordinator	
AmerisourceBergen Corporation	David Picard	SVP Global Generic Pharmaceuticals	Attendee	
AmerisourceBergen Corporation	Maureen Goldberg	Director, Bio-Similar & Injectable Sourcing	Attendee	
AmerisourceBergen Corporation	Michael Cottone	Category Manager	Attendee	
AmerisourceBergen Corporation	April Coudriet	Sr. Category Manager	Attendee	

If you click on an individual’s name, you will see the details of the individual, including his/her photo if available.

Attendee Details X

Name Entoria Nicely

Email enicely@hda.org

Phone (202) 964-5872

Title Manager, Member Services

Company HDA

Address 1275 Pennsylvania Avenue NW Suite 600

City Washington DC

Zip 20004

TECHNOLOGY SUPPORT

**IF YOU NEED HELP LOGGING INTO PARTNERLINX:
Contact HDA staff for further assistance.**

Entoria Nicely,
*Manager
Member Services
(202) 964-5872*

Lisa Kanfer,
*Vice President
Membership and Development
(202) 964-6066*