

SELECTING AND RANKING APPOINTMENT REQUESTS

APRIL 3 TO MAY 5, 2023

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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

lgallagher@hda.org

703-885-0251

PHASE II IS OPEN UNTIL MAY 5, 2023

APPOINTMENT REQUESTS

MEETING COORDINATOR

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

Mylan Inc. Teams/Tables and Attendees
Sign Out

Deanna Guenther

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.

Team/Table Name	Captain			
Team 1 - M. Aigner	Michael Aigner	Edit Team/Table	Delete	Request Appointments
Team 2 - W. Zachesky	Priscilla Lanham	Edit Team/Table	Delete	Request Appointments
Team 3 - C. Shane	Clifford Shane	Edit Team/Table	Delete	Request Appointments

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

Welcome, Michael Aigner
Team 1 - M. Aigner: Mylan Inc.

25 Distributors Available
16 Service Providers Available
0 of 71 requests defined, 0 exclusions defined, 0 Teams/Tables hidden
0%

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

ADENTS

Team 1
Julien Faury
Adents
http://www.adents.com
Service Provider
Request or Exclude

americares

Team 1
Joanne Cooper
Americares
http://www.americares.org
Service Provider
Request or Exclude

AmerisourceBergen

Generics
Beth McMahon
AmerisourceBergen Corporation
http://www.amerisourcebergen.c...
Distributor
Request or Exclude

AmerisourceBergen

Specialty
Celia Weber
AmerisourceBergen Corporation
http://www.amerisourcebergen.c...
Distributor
Request or Exclude

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.

SETTING PRIORITIES

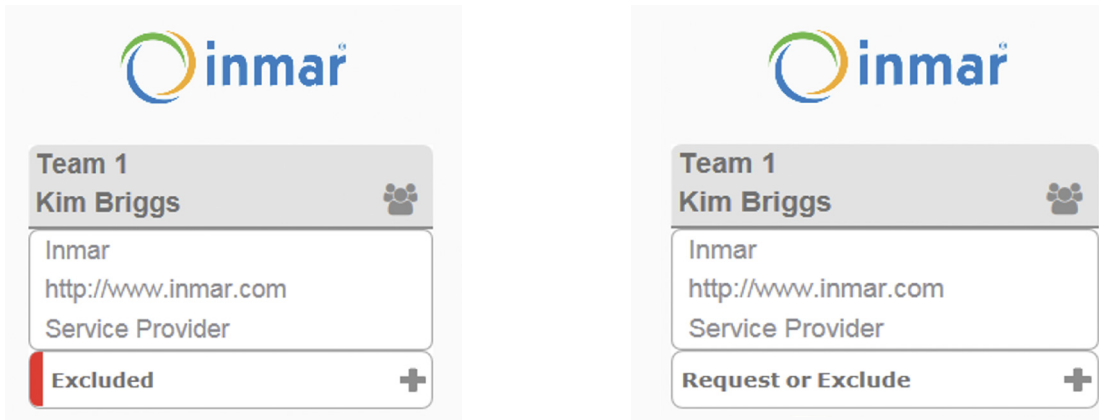
The image displays three screenshots of the AmerisourceBergen interface, illustrating the 'Set Priority or Exclusion' options available to event admins.

Left Screenshot: Shows the 'Generics' section for 'Beth McMahon'. Below the name, there is a list of details: 'AmerisourceBergen Corporation', 'http://www.amerisourcebergen.c...', and 'Distributor'. At the bottom, there is a button labeled 'Request or Exclude' with a plus icon.

Middle Screenshot: Shows the 'Set Priority or Exclusion' options. A message states: '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.' Below this message is a list of options: 'Requested as Priority 1', 'Requested as Priority 2', 'Requested as Priority 3', 'Requested as Priority 4', 'Requested as Priority 5', 'Hide', and 'Excluded'. Each option is preceded by a colored bar (green for priorities, red for 'Hide' and 'Excluded').

Right Screenshot: Shows the 'Generics' section for 'Beth McMahon'. Below the name, there is a list of details: 'AmerisourceBergen Corporation', 'http://www.amerisourcebergen.c...', and 'Distributor'. At the bottom, there is a button labeled 'Requested as Priority 1' with a plus icon.

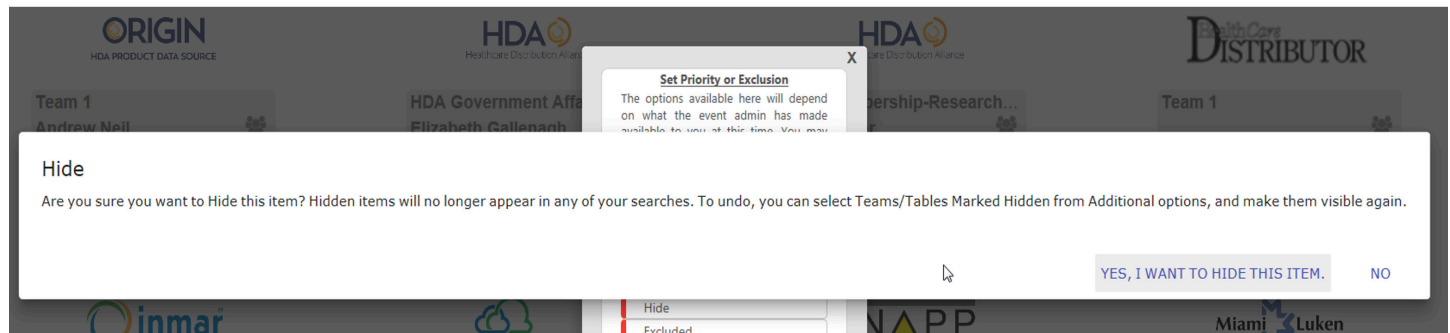
EXCLUSION



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.



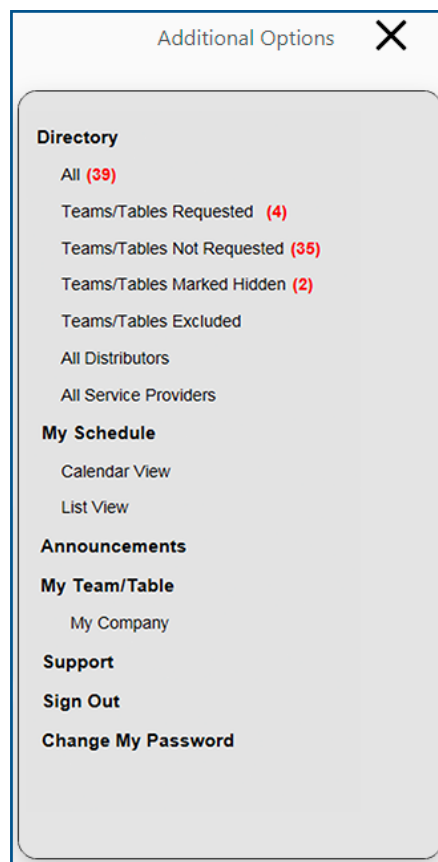
The second way to work on your requests is to click on this button to see the list of teams or tables.

Team/Table Name					
Select					
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					
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.



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

Print All Export All

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

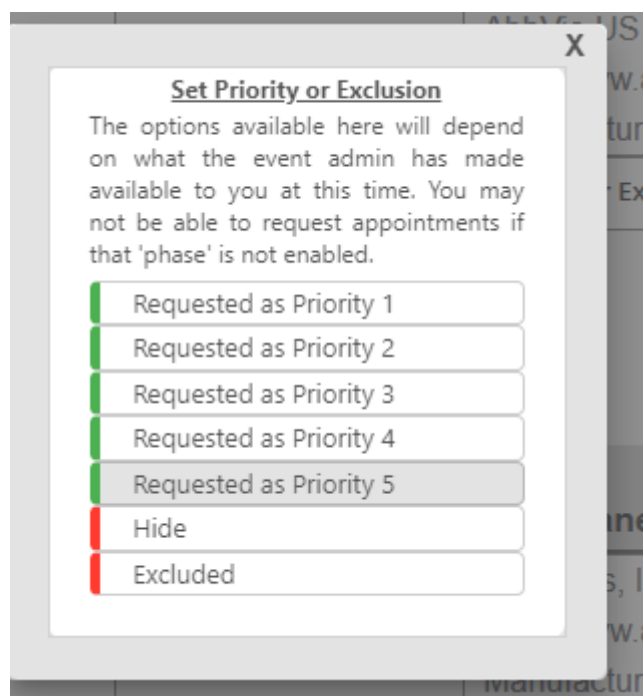
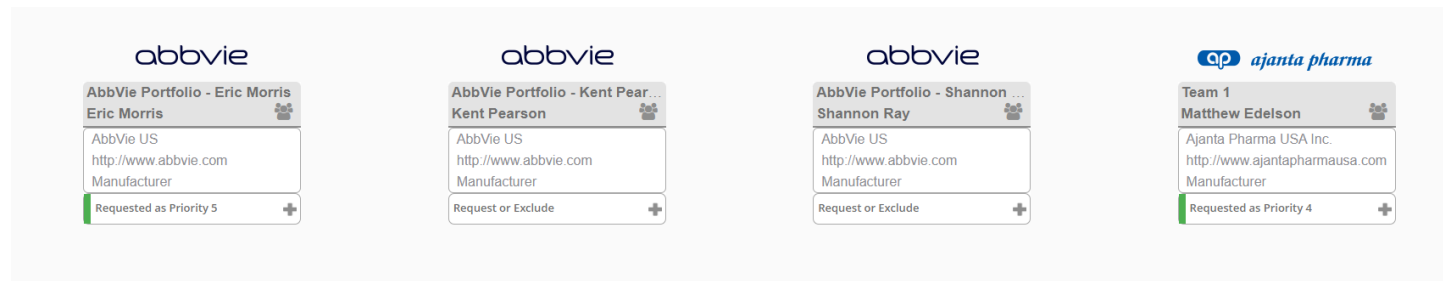
Directory: Teams/Tables Requested

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

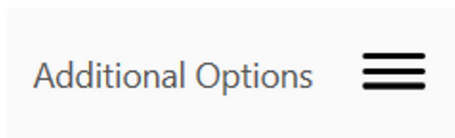
Select the request, then click on REQUESTED AS PRIORITY.



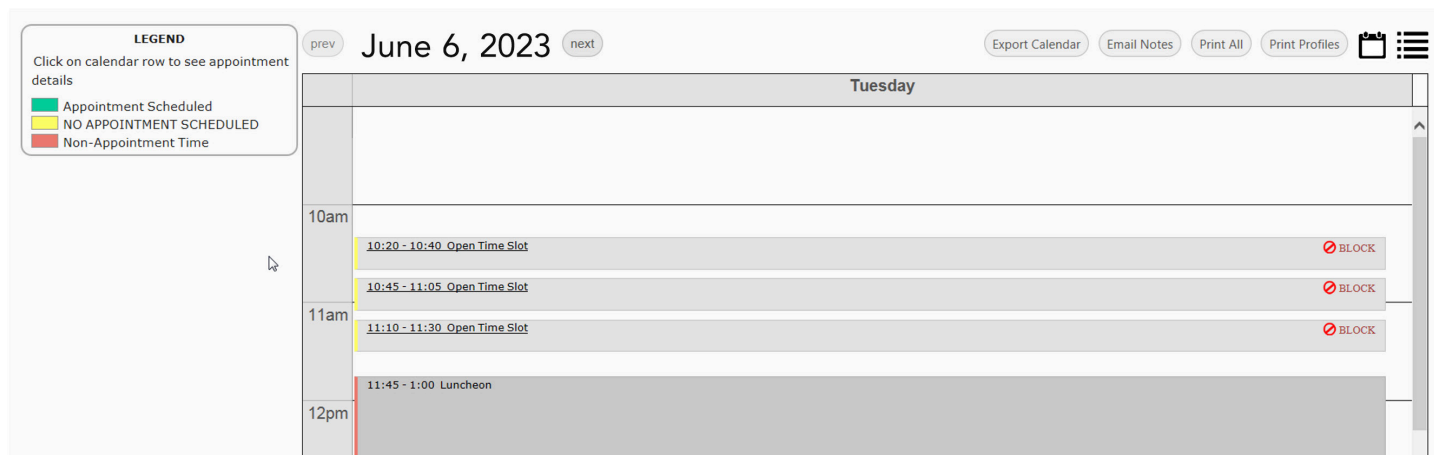
From the options that appear, click on PRIORITY.
This will put the team/table back to the list.
No need to save as the system will save automatically.

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.



Block Time Slot

Title:

Unavailable

89/100

Description:

500/500

Date:

Jun 11, 2019

Time:

10:20 AM - 10:40 AM

Block

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

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

✖ REMOVE BLOCK

You can delete a blocked time by clicking on the

✖ REMOVE BLOCK

and the timeslot will again be

NAVIGATING THROUGH OTHER MENUS

From your company homepage,

Miami-Luken, Inc. Teams/Tables and Attendees

Sign Out

Teresa Moberly

TEAMS/TABLESATTENDEES

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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.

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



Name

Email

Phone

Title

Company

Address

City

State

Zip

Lisa Gallagher

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(703)885-0251

Senior Director, Member Services

Healthcare Distribution Alliance

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Arlington

VA

22203

TECHNOLOGY SUPPORT

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

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