


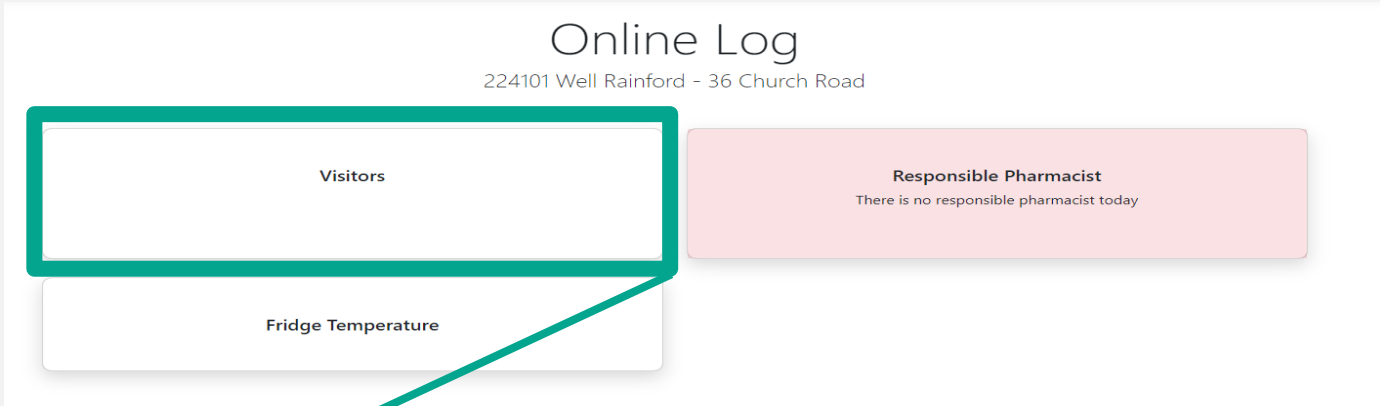
# Electronic log guide



## Visitors Log

Access the Online Log App by selecting the  icon on your Samsung device, dispensary computer(s) or till.

When a visitor enters a pharmacy to carry out a task or for any other reason, they must sign in on the visitors log. This can be done by accessing the electronic log page on a dispensary computer or on the till when they enter.



Select the 'Visitors' tab on the online log homepage. From here select 'Log visitor', here the visitor must enter their name, which company they are visiting on behalf of and their reason for the visit in the 'Notes' section. The time slot is prepopulated and cannot be adjusted. Get the visitor to put a signature in the bottom section.

A log of all visitors will now be created. To sign out select the record of the person who is leaving the pharmacy and select 'Sign out', get the visitor to sign again in the signature box and press 'Save' this will update the log with the time they have signed in and out.



## Electronic Visitors Log

Use in conjunction with **Standard Operating Procedures** and **Best In Class** guidance

[Click to watch a live demo](#)