



PHASE III USER GUIDE

# June 1–4, 2025

### DIRECT SCHEDULING AND CANCELLATIONS

### APRIL 25 TO MAY 9, 2025

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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#### DIRECT SCHEDULING BY TEAM/TABLE

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

Velcome, Susan Wehmeier ussociated Pharmacies, Inc.: Associated Pharmacies, Inc.	43 Manufacturers 4 Service Provide 0 of 75 requests of 0% Pending Appointment	s Available ers Available defined, 0 exclu	usions defined, 0 Teams/Tał	oles hidden		Additional Opti	ions 💻
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Mutually available time slots will appear. Select one.

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2	0 of 75	Request A	ppointment	les hidden	
	0%	Select from the available slo	ts to request an appointme	nt.	
Wehmeier	<b></b>	Start time	End time		
, Inc. Associated	Perdre	Jun 02, 10:45 AM Jun 02, 11:10 AM Jun 02, 11:35 AM Jun 02, 01:15 PM	Jun 02, 11:10 AM Jun 02, 11:35 AM Jun 02, 12:00 PM		
Eastern Time (US a)	Team/Table Name Modify Search	Jun 02, 01:40 PM Jun 02, 02:05 PM Jun 02, 02:30 PM Jun 02, 02:55 PM Jun 02, 03:45 PM Jun 02, 04:10 PM	Jun 02, 02:05 PM Jun 02, 02:30 PM Jun 02, 02:55 PM Jun 02, 03:20 PM Jun 02, 03:20 PM Jun 02, 04:10 PM Jun 02, 04:35 PM	NNO PQES	<b>Q</b>
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## June 1-4, 2025

#### DIRECT SCHEDULING BY TIME

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

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LEGEND	June	2, 2025 next	Export Calend	lar Email Notes Print All Print P			
ppointment details		Monday					
Appointment Scheduled	Date	Time	Slot	Appointment			
NO APPOINTMENT SCHEDULED	Jun 02, 2025	10-20 AM - 10-45 AM	1	Ascend Laboratories LLC Tea			
Non-Appointment Time	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			
Direct Scheduling:	Jun 02, 2025	11:35 AM - 12:00 PM	4	Open Time Slot			
lequested By Me	Jun 02, 2025	12:00 PM - 01:00 PM		Luncheon			
lequested, Pending My Approval	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 No Appointment Scheduled No APpointment Scheduled Non-Appointment Time Direct Scheduling: Requested By Me Requested, Pending My Approval	June Date: Time: Select Isem 1/80 Isem 1/80 Isem 1/80 Isem 1/80 Demmiceu Isem 1/80	Select a Company from the List or Se (only available companies are lister Jun 02, 2025 02:05 PM - 02:30 PM Search ellas Pharmacuticals rer. HealthCare Pharmacuticals inthinger. Josefheim texts. Inc.) Request thinger. Josefheim texts. Inc.) Request Req	arch d) t Appointment t Appointment t Appointment t Appointment t Appointment	ent Profiles Appointments by Status 🛗 📰			
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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.

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#### 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:

Welcome,Susan Wehmeier Associated Pharmacies, Inc.: Associate Pharmacies, Inc.	43 Manufacturers Available Additional Options 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	(Prev June 2, 2025 (next) Export Calendar (Email Notes) (Print All) (Print Profiles) (Appointments by Status)	<b>^</b>
	1	
Direct Scheduling: Requested By Me Requested, Pending My Approval	1:15 - 1:40 Avet Pharmaceuticals Inc. Team 1	

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.

		27 Distributors Available 4 Service Providers Avail 0 of 75 requests defined,	able 0 exclusions defir	ned, 0 Teams/Tables hidden	Additional Option
Welcome,Rheayanna Dunhan Team 1: Cipla USA, Inc.	n	0% Pending Appointment(s) 1			
LEGEND Click on calendar row to see	June	2, 2025 📼	Export Calend	ar Email Notes Print All Print Profiles	Appointments by Status
appointment details			Monda	iy .	
Appointment Scheduled NO APPOINTMENT SCHEDULED	Date	Time	Slot	Appointment	Location
Non-Appointment Time	Jun 02, 2025	10:20 AM - 10:45 AM	1	Open Time Slot	
	Jun 02, 2025	10:45 AM - 11:10 AM	2	Open Time Slot	
Direct Scheduling:	Jun 02, 2025	11:10 AM - 11:35 AM	3	Open Time Slot	
g.	Jun 02, 2025	11:35 AM - 12:00 PM	4	Open Time Slot	
Requested By Me	Jun 02, 2025	12:00 PM - 01:00 PM		Luncheon	
Requested, Pending My Approval	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	Associated Pharmacies, Inc., Associated Pharmacies, Inc.	
	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	
	Lun 03, 3035	02.30 044 02.45 044		Break	
	Jun V2, 2023	03.20 PM - 03.93 PM		preak	

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 10, 2025. Please wait to print or add to Outlook calendars until finalized.



June 1-4, 2025

#### FOR PARTNERLINX SUPPORT:

#### Contact HDA staff for further assistance.

#### **Entoria Nicely**

Manager Member Services <u>enicely@hda.org</u> (202) 964-5872

#### Lisa Kanfer Vice President pership and Develop

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