



Project STOP User Guide

2023



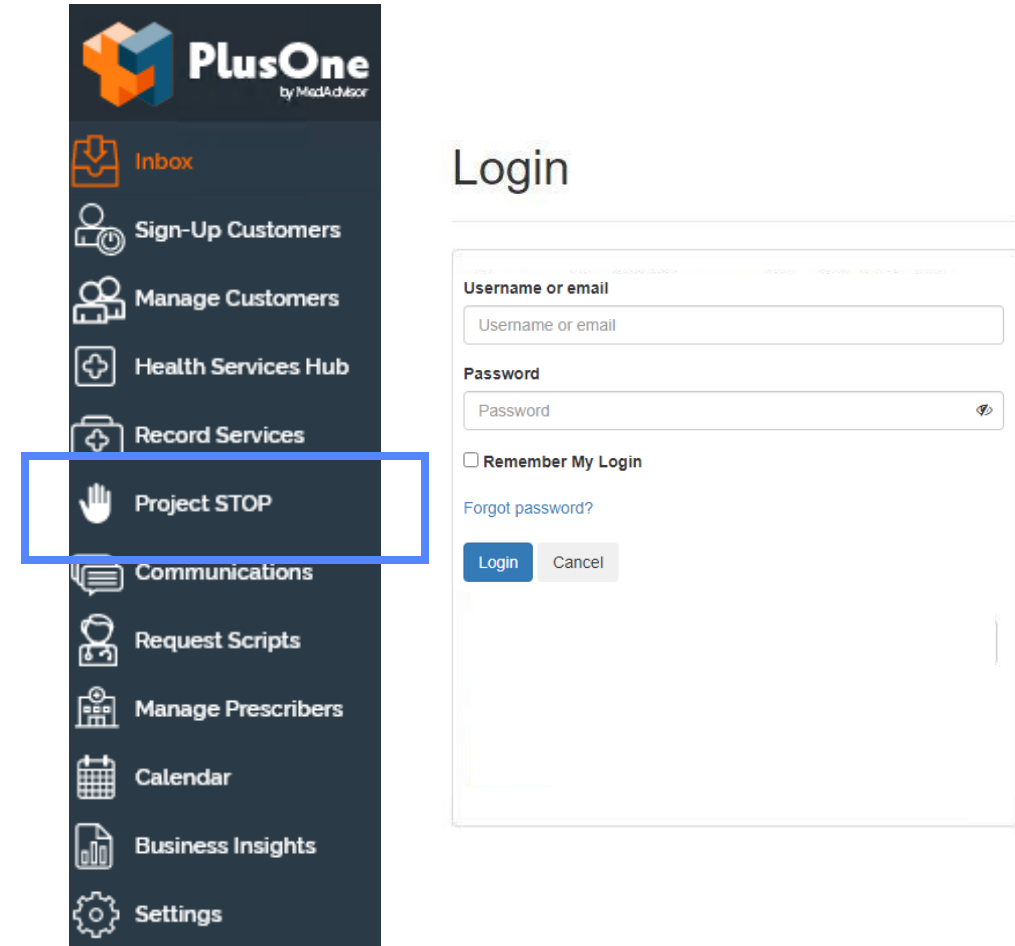
<https://projectstop.mymedadvisor.com>

How to access Project STOP	Page 3
How to reset your password	Page 4
How to add a user account	Page 5
How to edit user roles	Page 6
How to delete a user account	Page 7
How to record a Product Request	Page 8
How to add a new product	Page 12
How to record a Product Return	Page 13
Logbook: How to view list of pharmacy's transactions	Page 15
State Based Legislation	Page 16

1. Access Project STOP by launching PlusOne by MedAdvisor on your desktop
2. Select **Project STOP** from the menu
3. Enter your username and password
4. Select **Login**

If you do not have access to Project STOP, please contact support@medadvisor.com.au

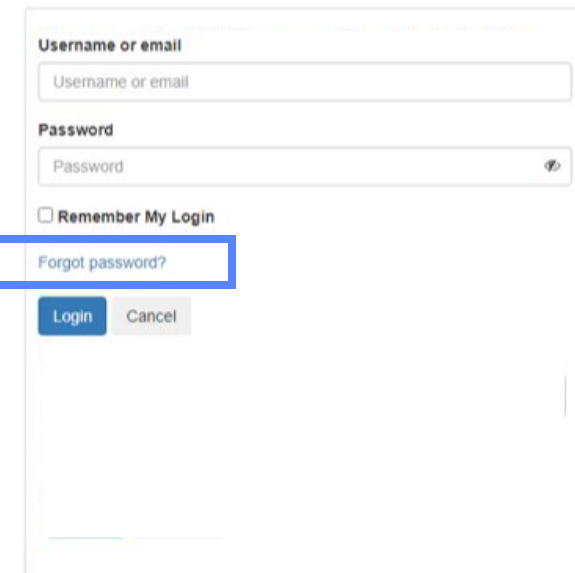
You must only access Project STOP using your own username and password. Project STOP contains confidential and highly sensitive data. Username/password sharing is prohibited.



HANDY TIP Third-party software users can use their existing login to access Project STOP

1. To reset your Project STOP password, select Project STOP in the left-hand menu
2. Select **Forgot password?** on the login page
3. Follow the prompts to reset your password.

Login



Username or email

Username or email

Password

Password

Remember My Login

[Forgot password?](#)

Login Cancel

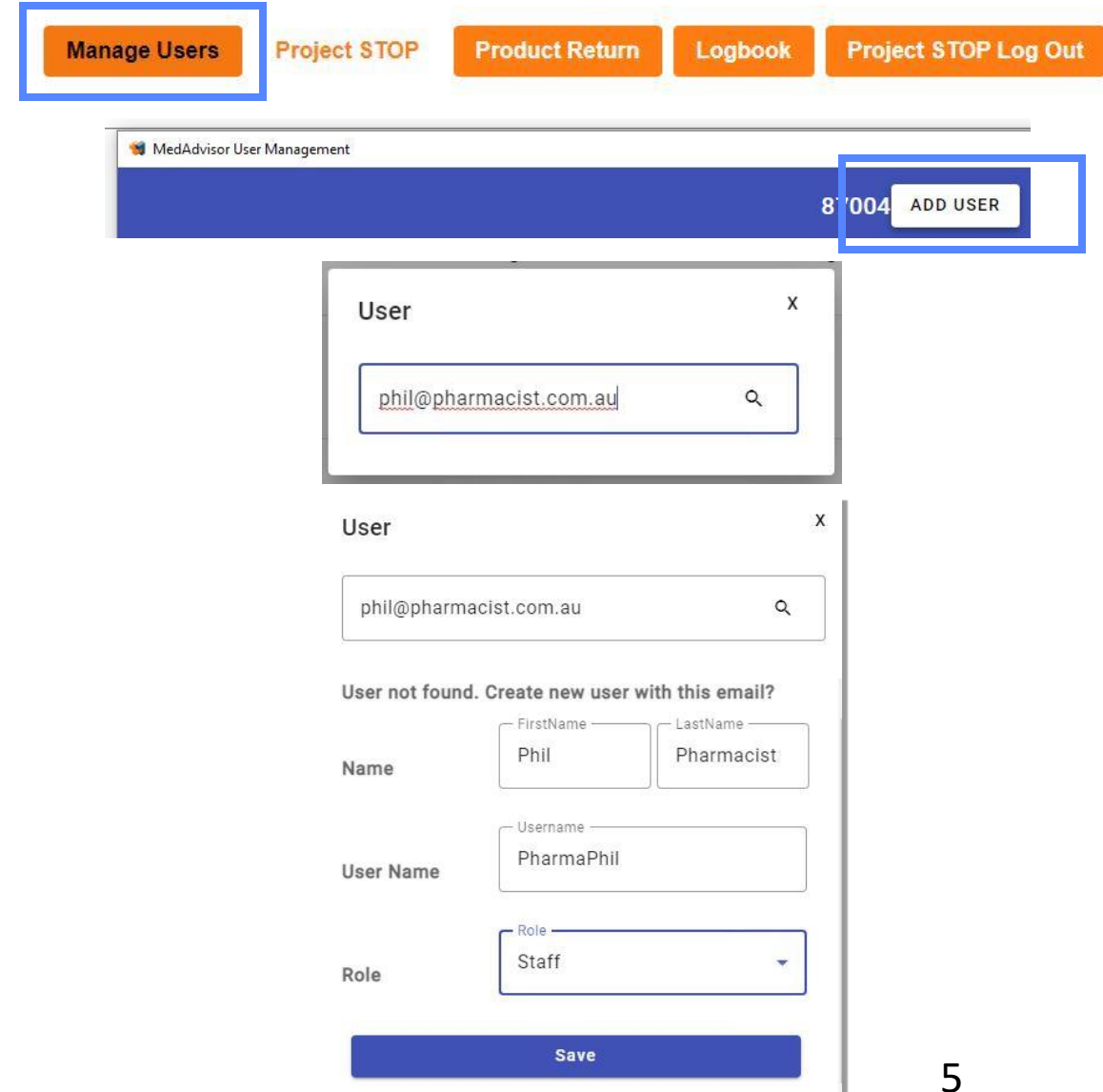


HANDY TIP

If you do not have access to PlusOne by MedAdvisor, please contact support@medadvisor.com.au

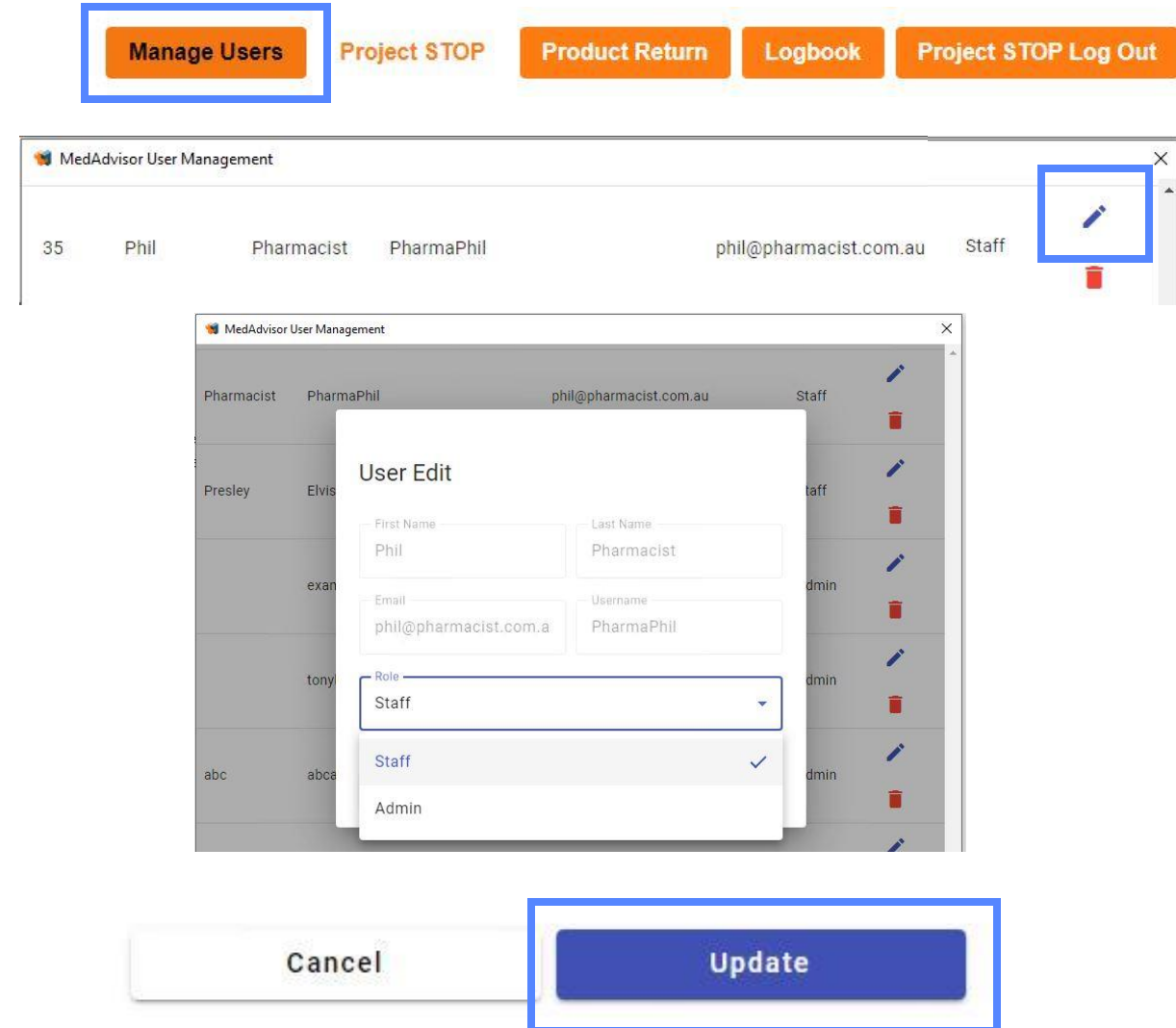
1. Select **Manage Users** in the top right-hand corner
2. In the MedAdvisor User Management pop-up select **ADD USER**
3. Enter the e-mail address of the new user and select the search icon
4. If the user is not found with an existing account, enter the Name, Username and choose the role Staff or Admin
5. Select **Save**

You should only add users on a “need to know” basis. In general, the Project STOP database should only be accessed and used by pharmacists for assessing a client’s therapeutic need for pseudoephedrine products.



The screenshot displays the MedAdvisor User Management interface. At the top, there is a navigation bar with buttons for 'Manage Users', 'Project STOP', 'Product Return', 'Logbook', and 'Project STOP Log Out'. The 'Manage Users' button is highlighted with a blue box. Below this, a 'MedAdvisor User Management' pop-up window is shown. In the top right corner of this pop-up, there is a blue bar with the text '8'004' and a white button labeled 'ADD USER', which is also highlighted with a blue box. The main content of the pop-up is a form titled 'User' with a close button 'x'. The form contains a search input field with the email address 'phil@pharmacist.com.au' and a search icon. Below the search field, there is a message: 'User not found. Create new user with this email?'. The form then has several input fields: 'Name' with sub-fields for 'FirstName' (containing 'Phil') and 'LastName' (containing 'Pharmacist'); 'User Name' with a field containing 'PharmaPhil'; and 'Role' with a dropdown menu set to 'Staff'. At the bottom of the form is a blue 'Save' button.

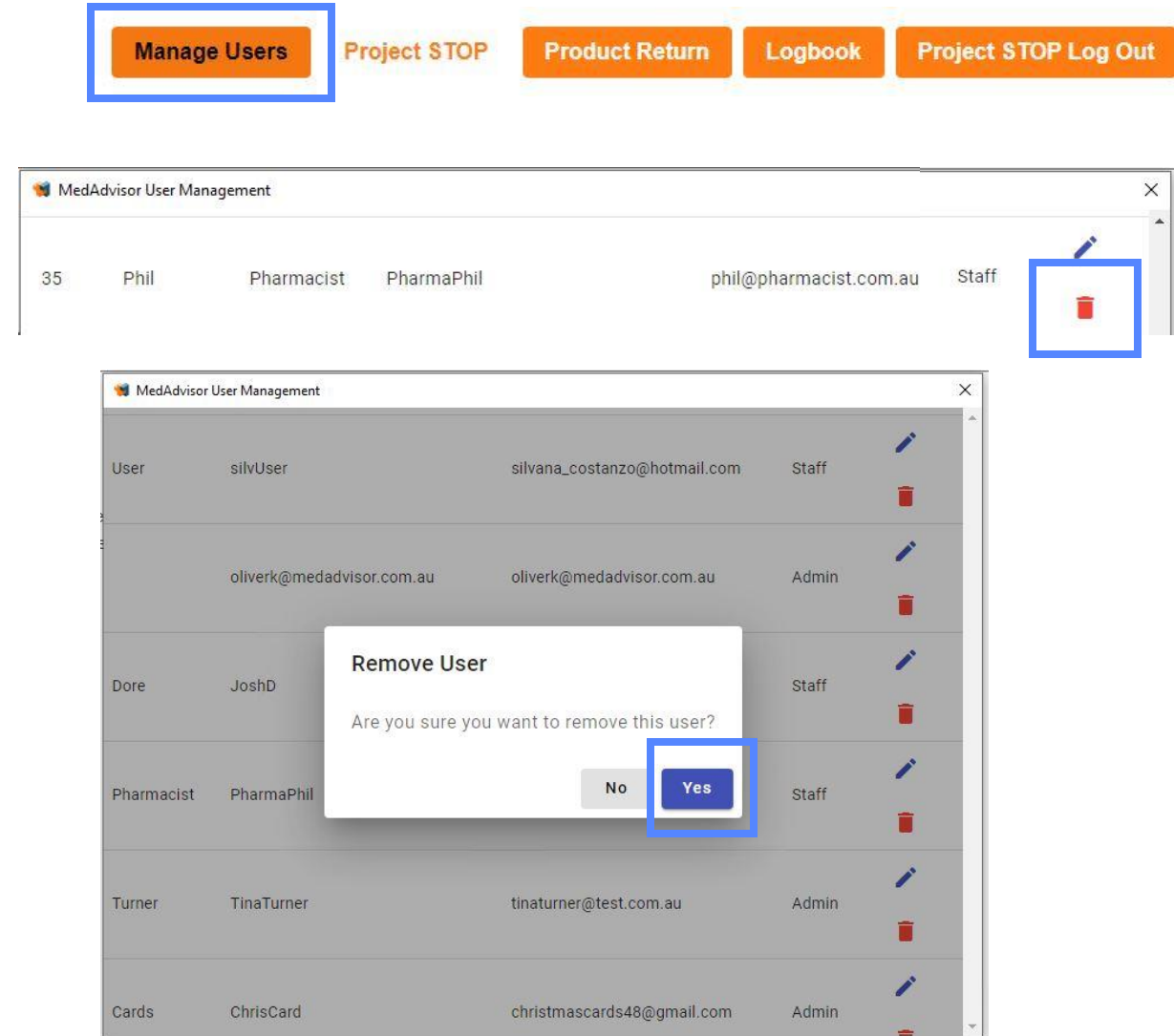
1. Select **Manage Users**
2. Scroll to find the user you would like to edit to change their use role
3. Select the pencil icon to edit user role and select the drop down to select Staff or Admin
4. Select **Update**



The screenshot illustrates the process of editing a user role in the MedAdvisor system. At the top, a navigation bar contains several buttons: **Manage Users** (highlighted with a blue box), **Project STOP**, **Product Return**, **Logbook**, and **Project STOP Log Out**. Below this is the **MedAdvisor User Management** window, which displays a table of users. The first user, **Phil** (Pharmacist), is highlighted. A pencil icon next to his name is also highlighted with a blue box. An **User Edit** modal is open, showing the user's details: **First Name** (Phil), **Last Name** (Pharmacist), **Email** (phil@pharmacist.com.au), and **Username** (PharmaPhil). The **Role** dropdown menu is open, showing **Staff** (selected), **Staff** (checked), and **Admin**. At the bottom of the modal, there are **Cancel** and **Update** buttons, with the **Update** button highlighted by a blue box.

1. Select **Manage Users**
2. Scroll to find the user you would like to edit or delete
3. Select the trash icon to delete a user and choose **Yes** to confirm deletion.

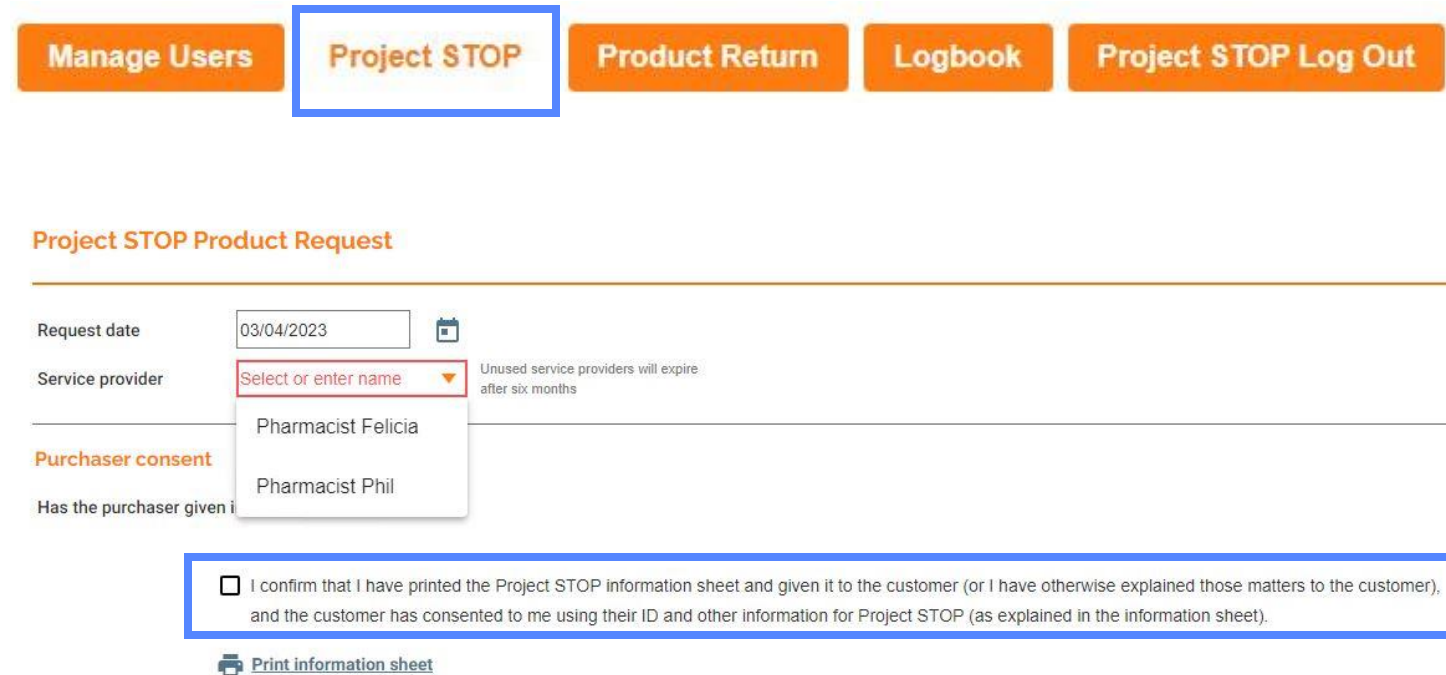
Please take care to promptly remove users once they no longer require access (for example, pharmacists who are no longer working at your pharmacy).



The screenshot shows the MedAdvisor User Management interface. At the top, there is a navigation bar with buttons for 'Manage Users', 'Project STOP', 'Product Return', 'Logbook', and 'Project STOP Log Out'. The 'Manage Users' button is highlighted with a blue box. Below the navigation bar, there is a table of users. The table has columns for 'User', 'Role', 'Name', 'Email', and 'Status'. The user 'Phil' is highlighted, and a trash icon is visible next to it, also highlighted with a blue box. A confirmation dialog box titled 'Remove User' is open, asking 'Are you sure you want to remove this user?'. The dialog has two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a blue box.

User	Role	Name	Email	Status	
35	Phil	Pharmacist	PharmaPhil	phil@pharmacist.com.au	Staff
	User	silvUser	silvana_costanzo@hotmail.com	Staff	
		oliverk@medadvisor.com.au	oliverk@medadvisor.com.au	Admin	
Dore	JoshD			Staff	
Pharmacist	PharmaPhil			Staff	
Turner	TinaTurner		tinaturner@test.com.au	Admin	
Cards	ChrisCard		christmascards48@gmail.com	Admin	

1. After logging in, select Project STOP in the top right-hand corner of PlusOne by MedAdvisor
2. The product request date will be populated with today's date
3. Click on Service Provider and select the correct service provider from the dropdown menu or type your name to enter a new service provider
4. Print out the Project STOP information sheet and give it to the customer
5. Then, under Purchaser consent, select the tick box to confirm that consent has been obtained from the purchaser



The screenshot shows the 'Project STOP Product Request' form. At the top, there are five orange buttons: 'Manage Users', 'Project STOP' (highlighted with a blue border), 'Product Return', 'Logbook', and 'Project STOP Log Out'. Below the buttons, the form title 'Project STOP Product Request' is displayed. The form fields include: 'Request date' with a date input showing '03/04/2023' and a calendar icon; 'Service provider' with a dropdown menu showing 'Select or enter name' and a list of options: 'Pharmacist Felicia' and 'Pharmacist Phil'. A note next to the dropdown states 'Unused service providers will expire after six months'. Below the dropdown is the 'Purchaser consent' section, which includes a checkbox and the text: 'I confirm that I have printed the Project STOP information sheet and given it to the customer (or I have otherwise explained those matters to the customer), and the customer has consented to me using their ID and other information for Project STOP (as explained in the information sheet)'. A 'Print information sheet' button is located below the consent text.

6. Select if the person is known to you
Note: The "Is this person known to you?" question only appears for pharmacies in NSW and WA.

Purchaser details

Is this person known to you?

- Yes, I know this person
- No, I do not know this person

ID Type

Australian Driver Licence

VIC

123456

Hide past Project STOP transactions

7. Enter ID Type information
 (optional if you are a NSW or WA pharmacy and selected Yes, I know this person)

8. Select **Show past Project STOP transactions** to view Pseudoephedrine transaction history

Pseudoephedrine transaction history

Requests 10

Date	Script ID	State	Postcode	Product
22/03/2023		NSW	2210	
Directions: Notes:				
22/03/2023		QLD	4000	CODRAL ORIGINAL COLD & FLU TABS 24
Directions: Notes:				
17/03/2023		NSW	2211	
Directions: Notes:				

9. Customer details including Name, date of birth and address will prepopulate if past transactions are shown

10. If no details are found, enter customers first name, last name, date of birth and address

First name:

Test

Last name:

Test

Date of birth:

27/01/2023



Address:

1 Test St

11. Under **Current request** enter the **Script ID** (to be completed if the sales is on prescription)

12. Enter product name or barcode

13. Select quantity

14. Enter directions for safe and proper use (mandatory for SA) and any other notes (optional, use this to record any other mandatory details under your State / Territory laws.)

15. Under **Action**, view the unique reference code

16. Select **Approve Sale**

You can also select **Deny Sale** or **Safety Sale** as required.

Deny Sale will mark the product request as denied.

Use **Safety Sale** when there are concerns about the request but you do not want to confront the customer. This will put through the sale but mark it as a 'Safety Sale' for future reference.

Current request

Script ID	<input type="text" value="Script ID"/>
Product	<input type="text" value="Enter Product name or Barcode"/>
Quantity	<input type="text" value="1"/>
Directions	<input type="text"/>
Notes	<input type="text"/>

Action

Reference: F'sxITxqL

 Deny Sale	 Safety Sale	 Approve Sale
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The following additional section will only be displayed for pharmacies in Western Australia.

You will be asked if the purchaser is the intended patient. If 'No' is selected, you will be required to complete the details of the patient as shown.

Is the purchaser the intended patient?

Yes

No

First name

Last name

Address

State

Postcode

When processing a product request and you are unable to find the product requested, you will need to add the new product.

1. Click in the Product field and select **Add New Product**
2. Complete all fields in the **Add medicine** pop-up
3. Click **Submit** and continue with the request

Current request

Script ID Optional

Product

Quantity

Add medicine X

Brand name

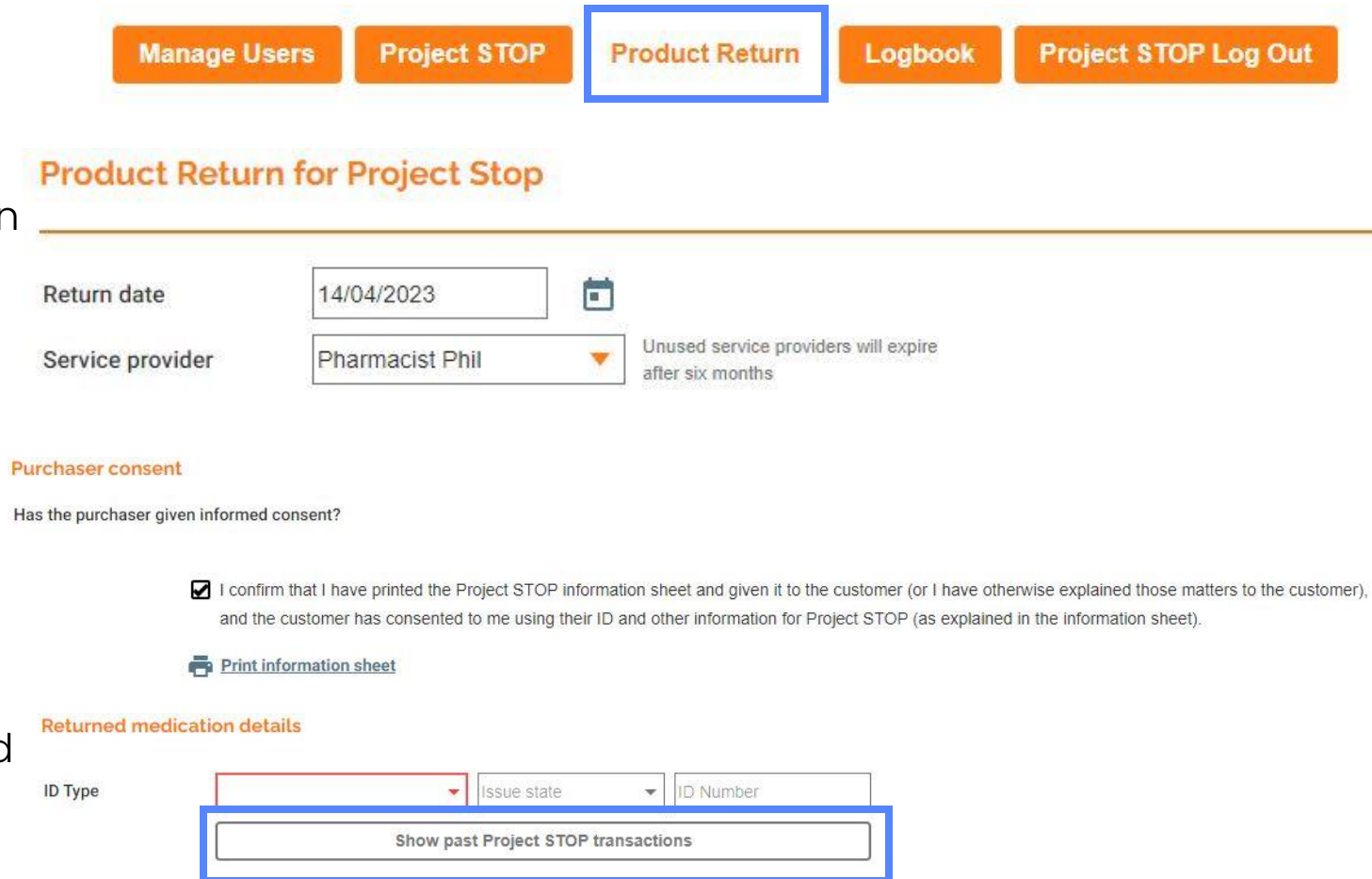
Active ingredient

Drug form

Strength

Dose

1. Select Product Return in the top right-hand corner
2. The Return date will be defaulted to the current date and can be changed to a date in the past (you must record the correct date)
3. Select the Service provider from the drop down or enter name
4. Print the Project STOP information sheet and give it to the customer. Then select the tick box to confirm that consent from the patient has been obtained
5. Complete the fields for ID type under Returned medication details
6. Click Show past Project STOP transactions



The screenshot shows the 'Product Return for Project Stop' form. At the top, there are navigation buttons: 'Manage Users', 'Project STOP', 'Product Return' (highlighted with a blue border), 'Logbook', and 'Project STOP Log Out'. Below the navigation is the form title 'Product Return for Project Stop'. The form contains the following fields and sections:

- Return date:** A text input field containing '14/04/2023' and a calendar icon.
- Service provider:** A dropdown menu showing 'Pharmacist Phil' and a downward arrow. A note below it says 'Unused service providers will expire after six months'.
- Purchaser consent:** A section with the question 'Has the purchaser given informed consent?'. It includes a checked checkbox with the text: 'I confirm that I have printed the Project STOP information sheet and given it to the customer (or I have otherwise explained those matters to the customer), and the customer has consented to me using their ID and other information for Project STOP (as explained in the information sheet)'. Below this is a 'Print information sheet' button with a printer icon.
- Returned medication details:** A section with three input fields: 'ID Type', 'Issue state', and 'ID Number'. Below these fields is a button labeled 'Show past Project STOP transactions', which is highlighted with a blue border.



HANDY TIP

Past transaction will display the patient's pseudoephedrine transaction history for products purchased at your pharmacy.

1. Select the tick box of the product that the patient wishes to return and enter the reason for the product return
2. Click CONFIRM RETURN. This transaction has now been finalised and the product has been returned

Returned medication details

ID Type: Australian Driver Licence | VIC | 123456

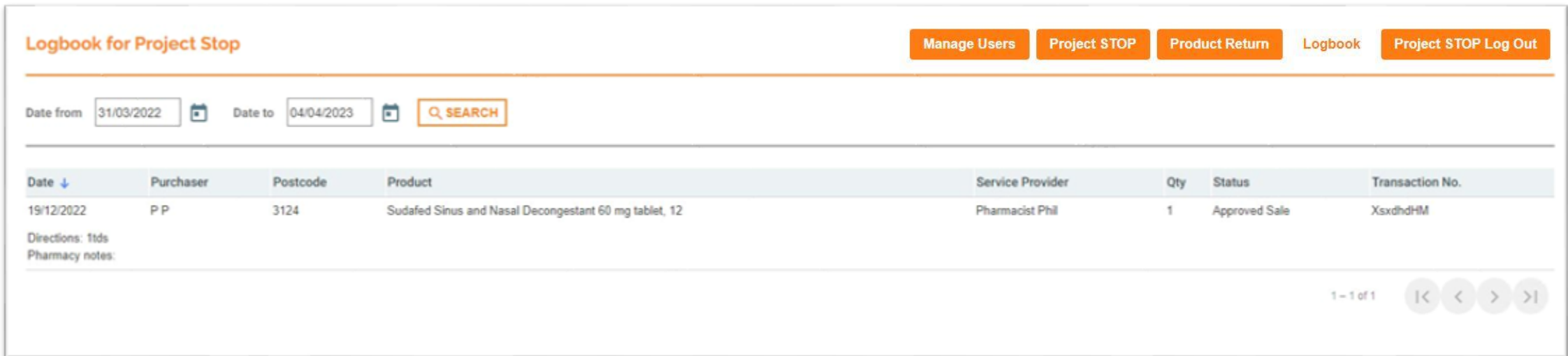
[Hide past Project STOP transactions](#)

Date	Script ID	Product	Qty	Status	Medication returns
14/04/2023		Sudafed Sinus and Nasal Decongestant 60 mg tablet, 12	1	Approved Sale	<input checked="" type="checkbox"/> Reason for Return

Directions:
Notes:

CONFIRM RETURN | [Cancel](#)

1. Select **Logbook** in the top right-hand corner
2. Choose the date range and select **SEARCH**
3. You will be able to see the following details related to a transaction: Date, Purchaser Initials, Postcode, Product, Service Provider, Quantity, Status, Transaction Number, Directions and Pharmacy notes.



The screenshot shows the 'Logbook for Project Stop' interface. At the top right, there are navigation buttons: 'Manage Users', 'Project STOP', 'Product Return', 'Logbook', and 'Project STOP Log Out'. Below these, there is a search filter section with 'Date from' (31/03/2022), 'Date to' (04/04/2023), and a 'SEARCH' button. The main content is a table with the following data:

Date ↓	Purchaser	Postcode	Product	Service Provider	Qty	Status	Transaction No.
19/12/2022	P P	3124	Sudafed Sinus and Nasal Decongestant 60 mg tablet, 12	Pharmacist Phil	1	Approved Sale	XsxdhdHM

Below the table, there are fields for 'Directions: tds' and 'Pharmacy notes:'. At the bottom right, there is a pagination indicator '1 - 1 of 1' and navigation arrows.

QLD: Medicines and Poisons (Medicines) Regulation 2021 (QLD) and Medicines and Poisons Act 2019 (QLD)

VIC: Drugs, Poisons and Controlled Substances Regulations 2017 (VIC) and Drugs, Poisons and Controlled Substances Act 1981 (VIC)

NSW: Poisons and Therapeutic Goods Regulation 2008 (NSW) and Poisons and Therapeutic Goods Act 1966 (NSW)

ACT: Medicines, Poisons and Therapeutic Goods Regulation 2008 (ACT) and Medicines, Poisons and Therapeutic Goods Act 2008 (ACT)

SA: Controlled Substances Poisons Regulation 2011 (SA) and Controlled Substances Act 1984 (SA)

NT: Medicines, Poisons and Therapeutic Goods Regulations 2014 (NT) and Medicines, Poisons and Therapeutic Goods Act 2012 (NT)

WA: Medicines and Poisons Regulations 2016 (WA) and Medicines and Poisons Act 2014 (WA)

TAS: Poisons Regulations 2018 (TAS) and Poisons (Declared Restricted Substances) Order 2017 (TAS) and Poisons Act 1971 (TAS)

