

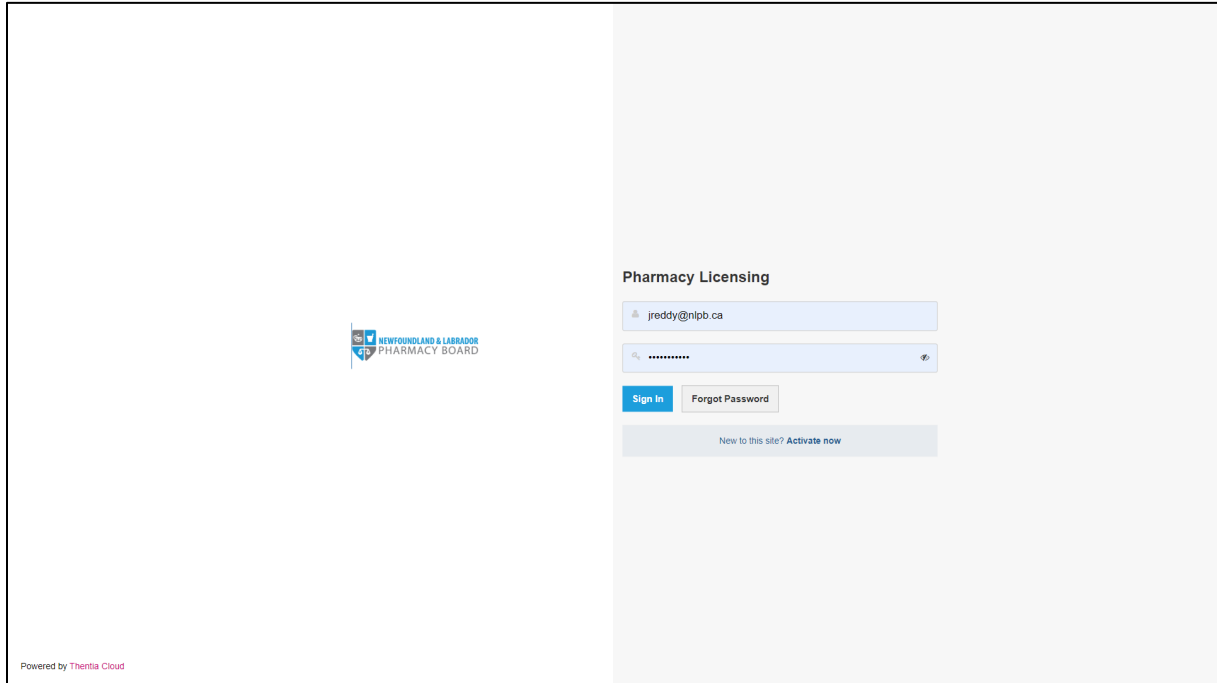
NLPB Pharmacy Portal

User Guide

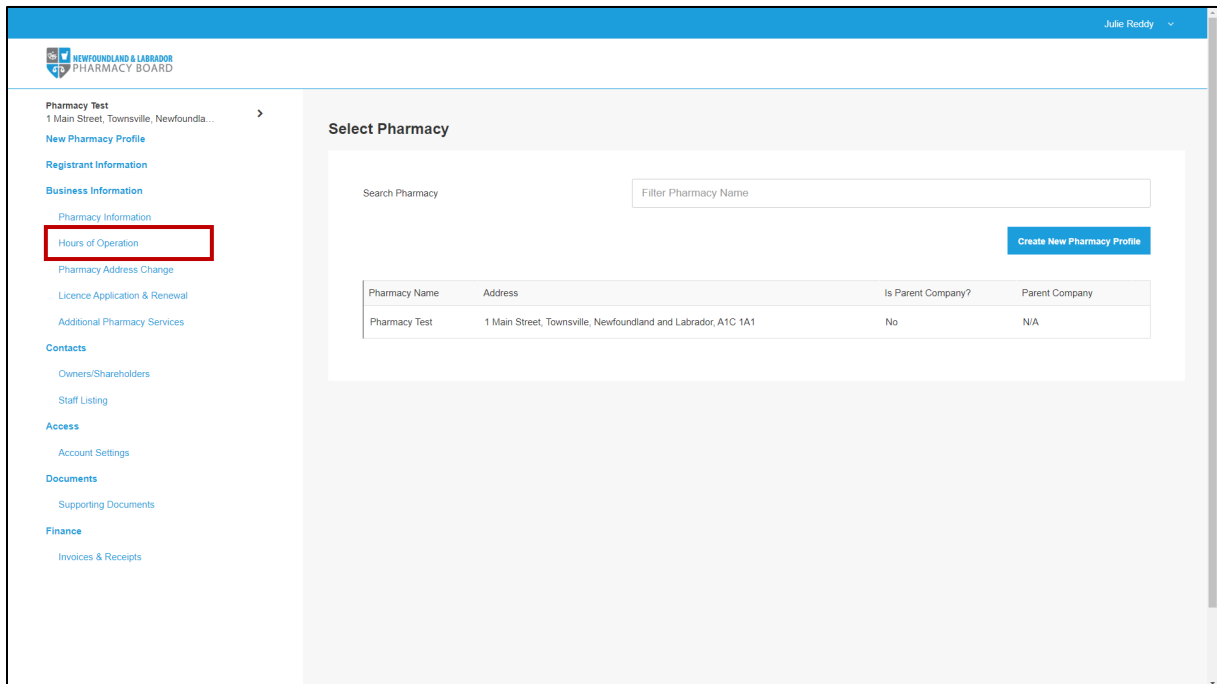
Adding/Updating Hours of Operation

Updated November 17, 2022

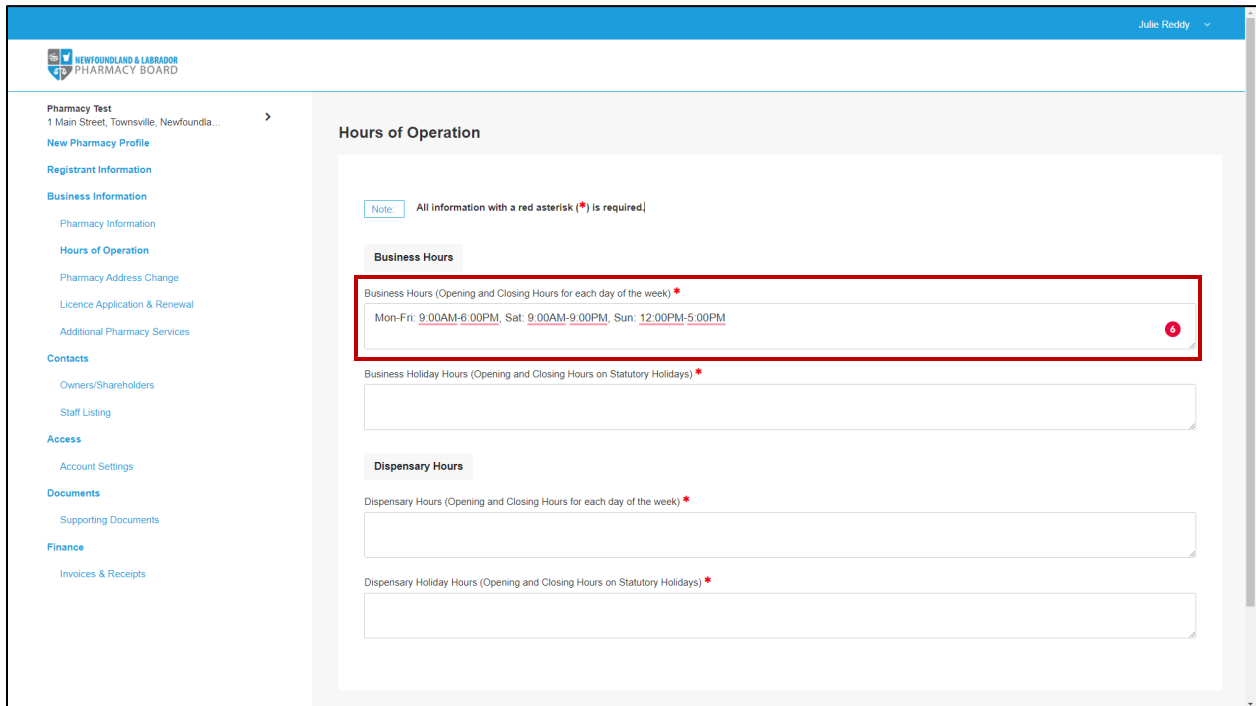
1. Log into the [NLPB Pharmacy Portal](#).



2. Once you have logged into your profile, click on *Hours of Operation* on the side menu.



- List the Pharmacy *Business Hours* for each day of the week by listing the day or day range, opening time, and closing time, separating each day or day range by a comma (i.e., Mon-Fri: 9:00AM-6:00PM, Sat: 9:00AM-9:00PM, Sun: 12:00PM-5:00PM).



Pharmacy Test
1 Main Street, Townsville, Newfoundla...

New Pharmacy Profile

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Hours of Operation

Note: All information with a red asterisk (*) is required.

Business Hours

Business Hours (Opening and Closing Hours for each day of the week) *

Mon-Fri: 9:00AM-6:00PM, Sat: 9:00AM-9:00PM, Sun: 12:00PM-5:00PM

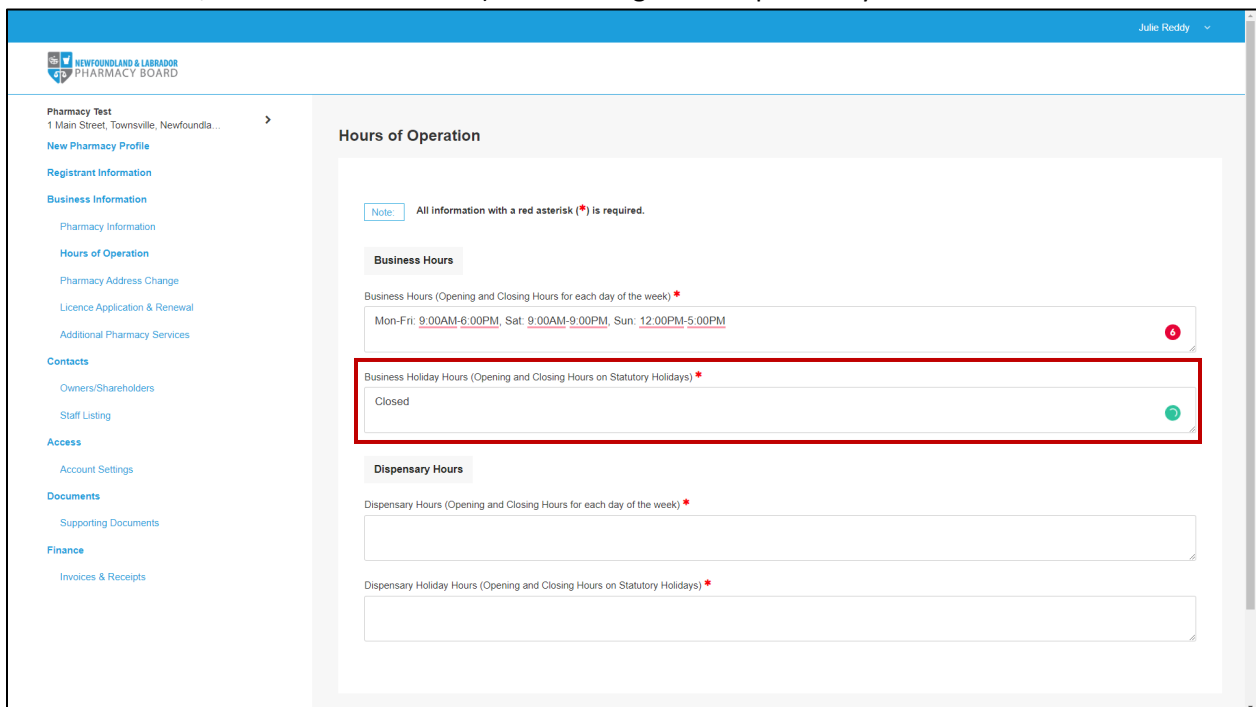
Business Holiday Hours (Opening and Closing Hours on Statutory Holidays) *

Dispensary Hours

Dispensary Hours (Opening and Closing Hours for each day of the week) *

Dispensary Holiday Hours (Opening and Closing Hours on Statutory Holidays) *

- List the Pharmacy *Business Holiday Hours* for by listing the day or day range, opening time, and closing time, separating each day or day range by a comma (i.e., Mon-Fri: 9:00AM-6:00PM, Sat: 9:00AM-9:00PM, Sun: 12:00PM-5:00PM) or indicating that the pharmacy is closed.



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Business Holiday Hours (Opening and Closing Hours on Statutory Holidays) *

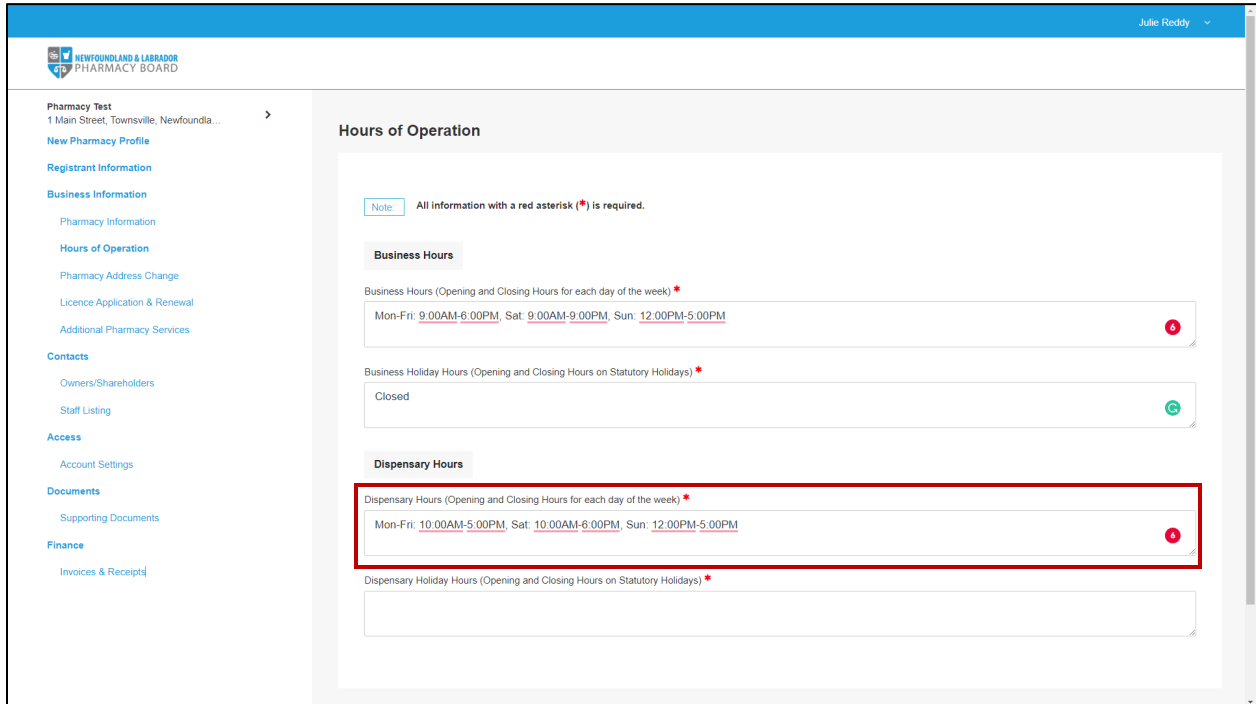
Closed

Dispensary Hours

Dispensary Hours (Opening and Closing Hours for each day of the week) *

Dispensary Holiday Hours (Opening and Closing Hours on Statutory Holidays) *

- List the *Dispensary Hours* for each day of the week by listing the day or day range, opening time, and closing time, separating each day or day range by a comma (i.e., Mon-Fri: 10:00AM-5:00PM, Sat: 10:00AM-6:00PM, Sun: 12:00PM-5:00PM).



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Business Holiday Hours (Opening and Closing Hours on Statutory Holidays) *

Closed

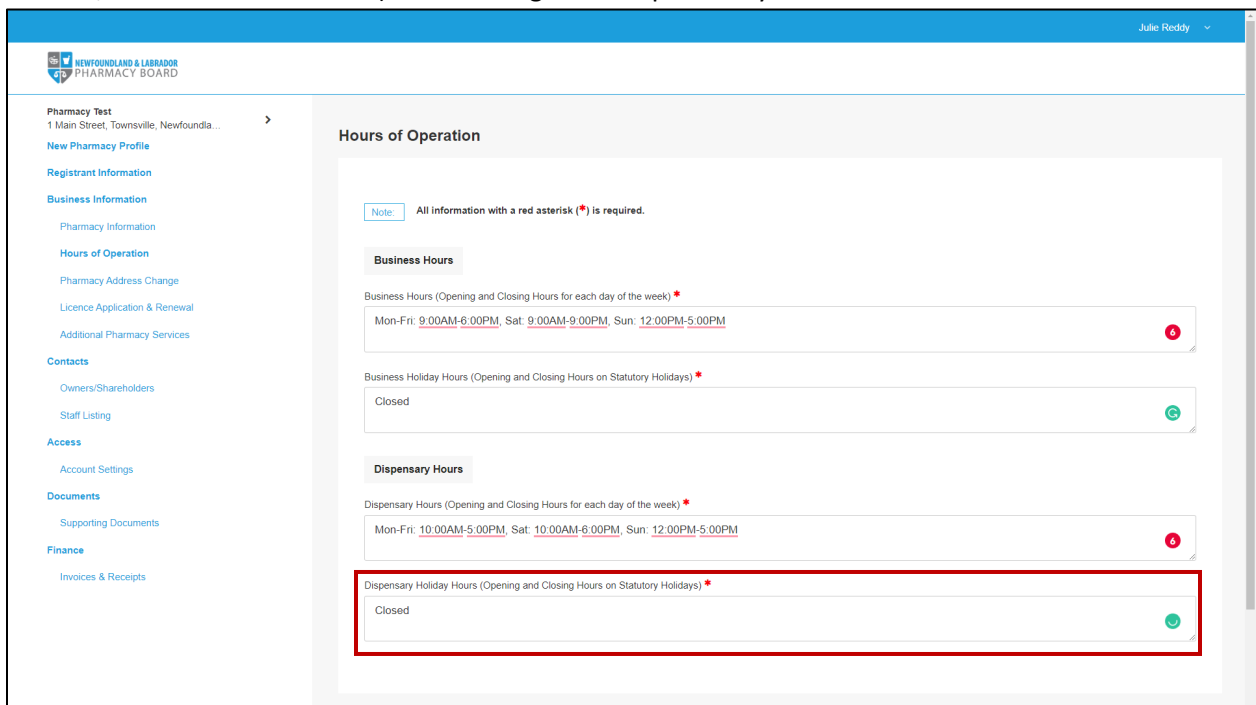
Dispensary Hours

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1 Main Street, Townsville, Newfoundla...

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Dispensary Hours

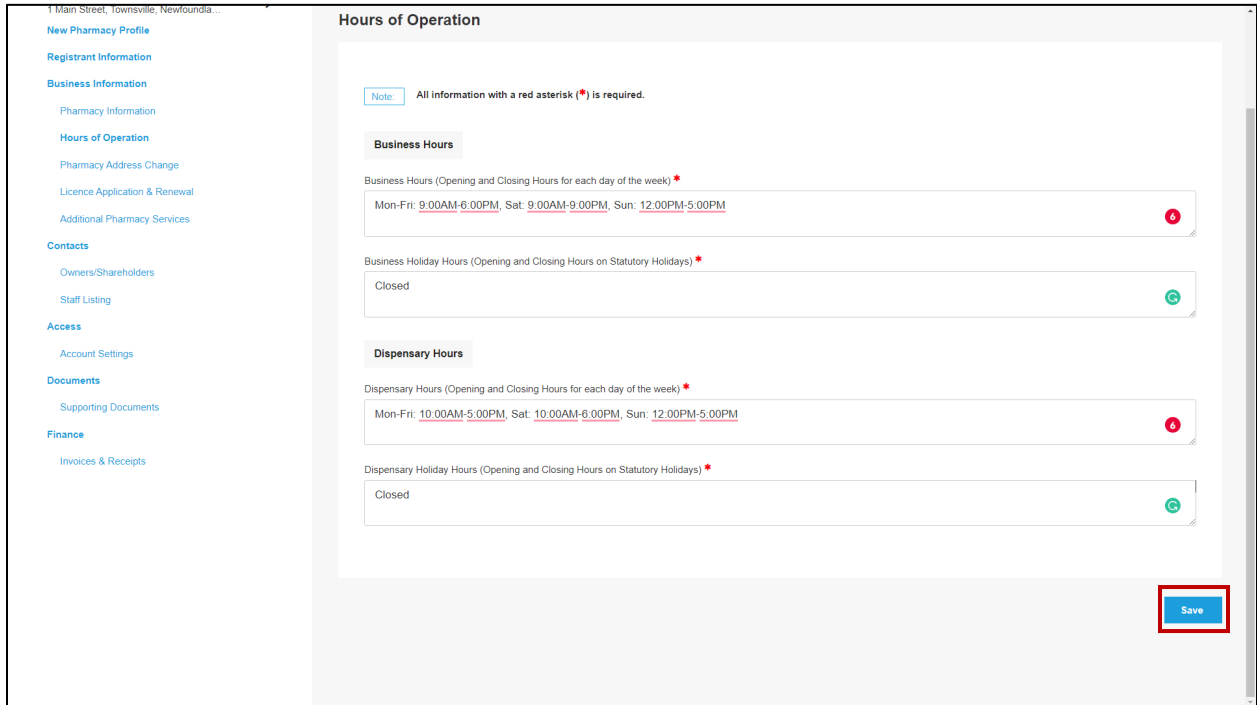
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Dispensary Holiday Hours (Opening and Closing Hours on Statutory Holidays) *

Closed

7. Click the **Save** button to save the record of the hours of operation.



1 Main Street, Townsville, Newfoundland...

Hours of Operation

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Dispensary Hours

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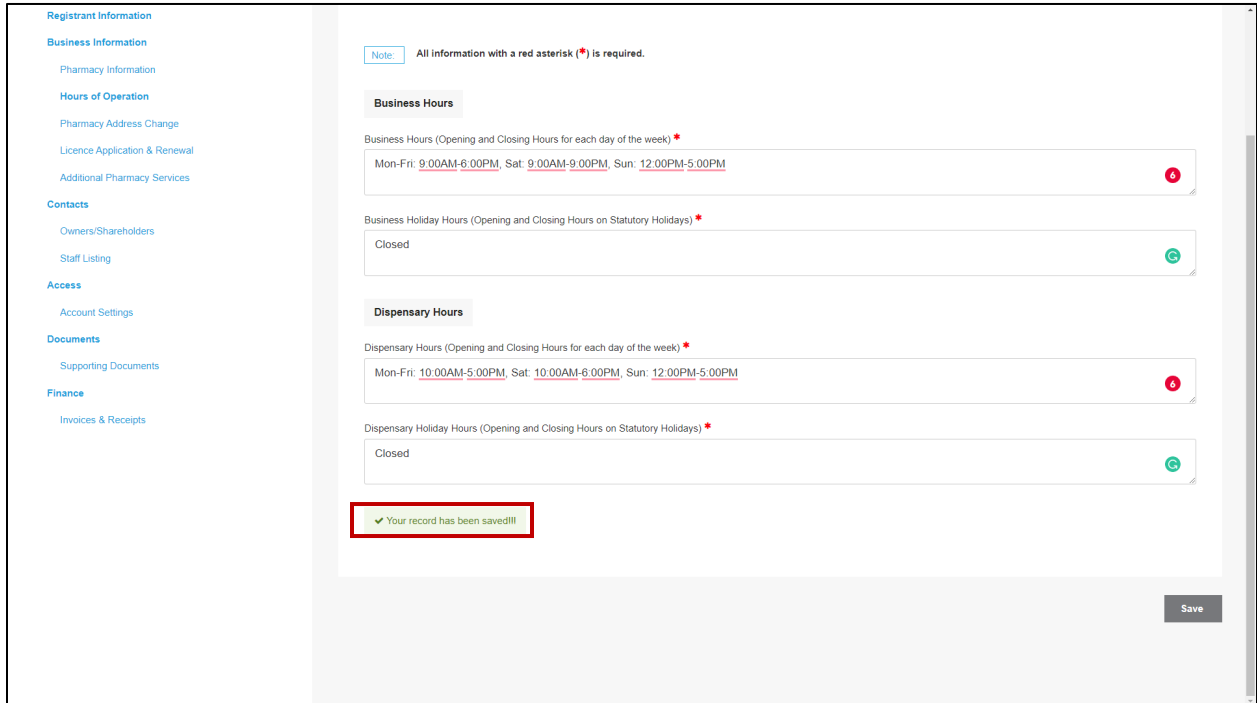
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Dispensary Holiday Hours (Opening and Closing Hours on Statutory Holidays) *

Closed

Save

8. A confirmation that the Hours of Operation will appear on the bottom of the page.



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Closed

✓ Your record has been saved!!!

Save