

# User guide

chemistanddruggist.co.uk  
and the C+D Community



PharmaIntelligence  
Informa



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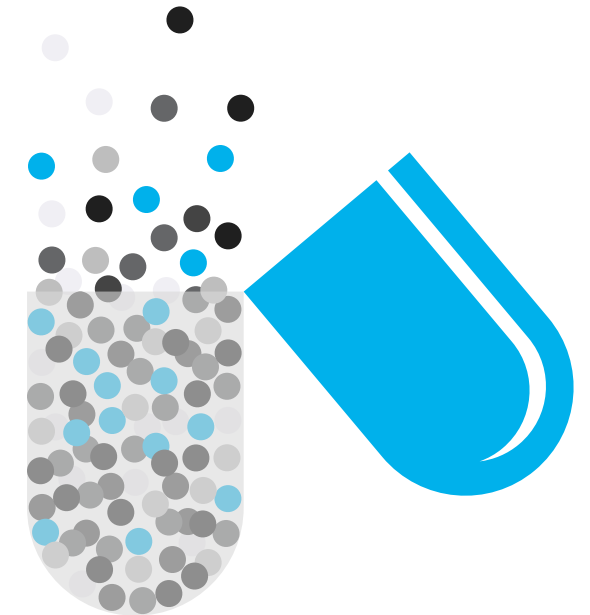
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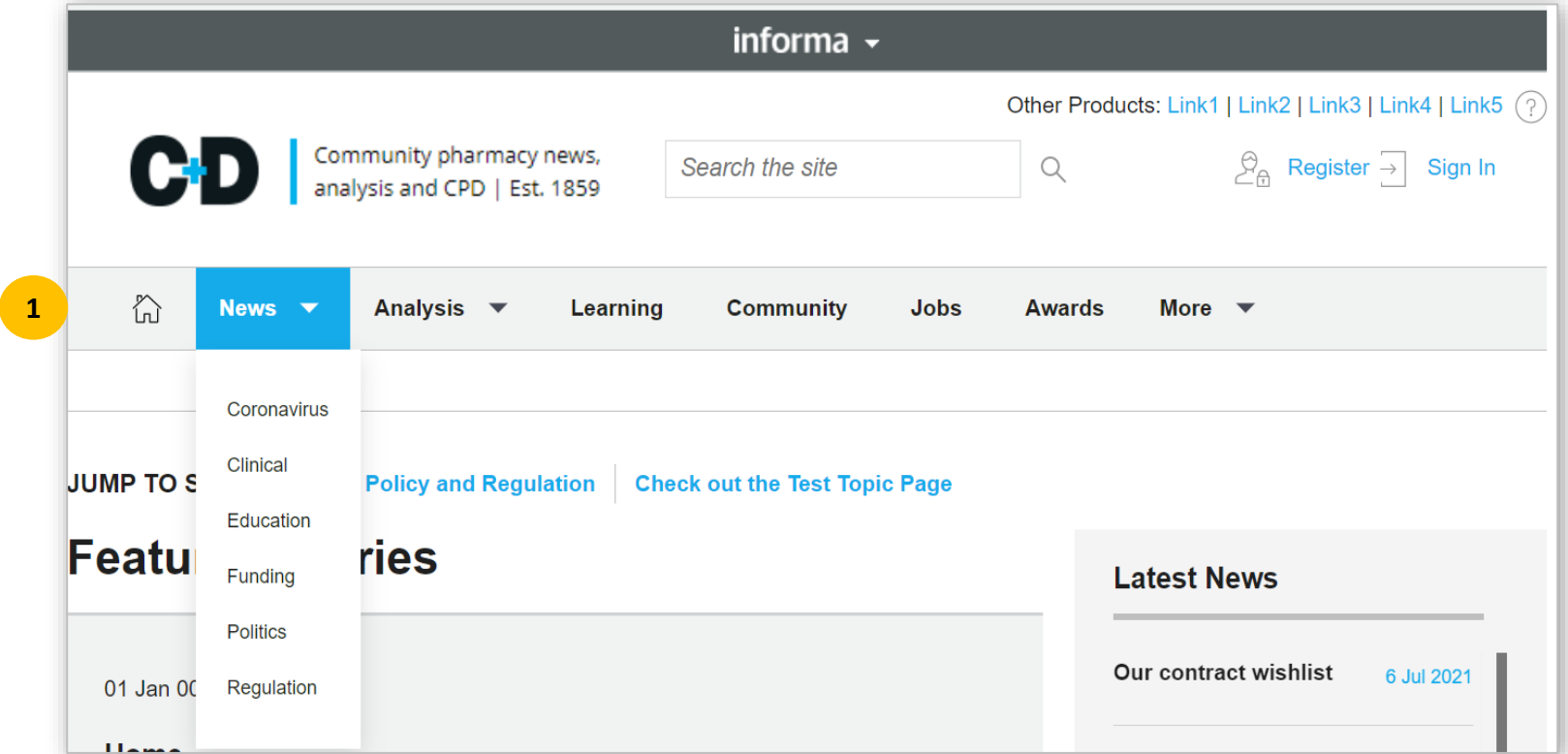


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# Navigation

# Menu

The navigation menu appears horizontally near the top of the screen and continues to display when scrolling. (Note that on mobile devices the menu is located on the top left near the C+D logo). In addition to core topic areas, you will find special links such as Podcasts, Funding and Investigations, and other exclusive editorial features.



- 1 Hover over the text to expand the tabs and click on the menu items to navigate to topic pages and features.

# Article pages

Across the top and bottom of every article page there is a toolbar to email, print or share articles.

The screenshot shows the top of an article page. At the top left, there are tags: 'Allergy', 'Regulatory bodies', and 'Clinical'. To the right of these tags is a toolbar with three main sections: 'EMAIL' with an envelope icon, 'PRINT' with a printer icon, and 'SHARE' with a row of social media icons (Facebook, LinkedIn, Telegram, WhatsApp, and Twitter). Three yellow circles with numbers 1, 2, and 3 are placed above the toolbar to indicate the actions: 1 points to the EMAIL icon, 2 points to the PRINT icon, and 3 points to the SHARE icons.

**TAGS:** Allergy | Regulatory bodies | Clinical

**EMAIL** **PRINT** **SHARE**

## Alleuvia 120mg (fexofenadine) not yet in UK despite POM to GSL switch

01 Jul 2021 | NEWS

by Grace Lewis  
grace.lewis@informa.com

**Women in Pharmacy**  
CD Community  
Connecting the community beyond the pharmacy  
**JOIN OUR NEW GROUP**

1 Click the **EMAIL** icon to fill out a simple form to share the article by email.

2 Click the **PRINT** icon to print the article to hard copy or pdf.

3 Click the **SOCIAL** icons to share the article with your social networks.


# Article pages



To make it quick and easy for you to find other relevant content, our Article pages have numerous **RELATED CONTENT** links.

**1** TAGS: [Multiples](#) | [Regulation](#) | [Legal](#) EMAIL PRINT SHARE [f](#) [in](#) [v](#) [o](#) [t](#)

## Is this how we make hub-and-spoke work for all independent pharmacies?

10 May 2021 | NEWS

 by [Grace Lewis](#)  
[grace.lewis@informa.com](mailto:grace.lewis@informa.com)



**JOIN OUR NEW GROUP**

### Related Content

CANDD  
Timeline: Pharmacy's love-hate relationship with hub-and-spoke  
28 Apr 2021

### Topics

**MULTIPLES**  
> [Multiples](#)

**MPU-CATEGORIES**  
> [Regulation](#)

**REGULATION**  
> [Legal](#)

**2**

**1** **TAGS** at the top and bottom of each article quickly show main topics of the article and link to more content on those topics.

**2** **RELATED CONTENT** links along the right of each article page provide quick links to: related topics and sub-topics; related articles; related companies; and key documents. Articles also have links to related stories/content within the article itself when relevant.



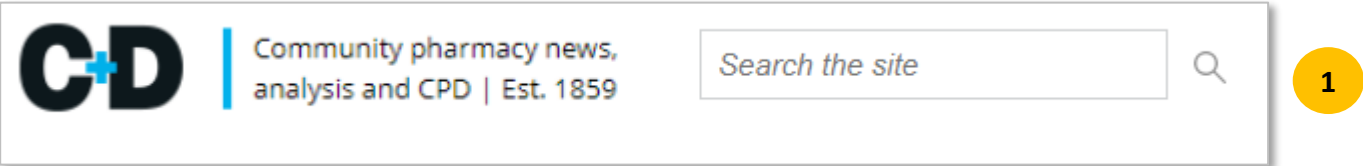


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# Search & results

# Starting your SEARCH

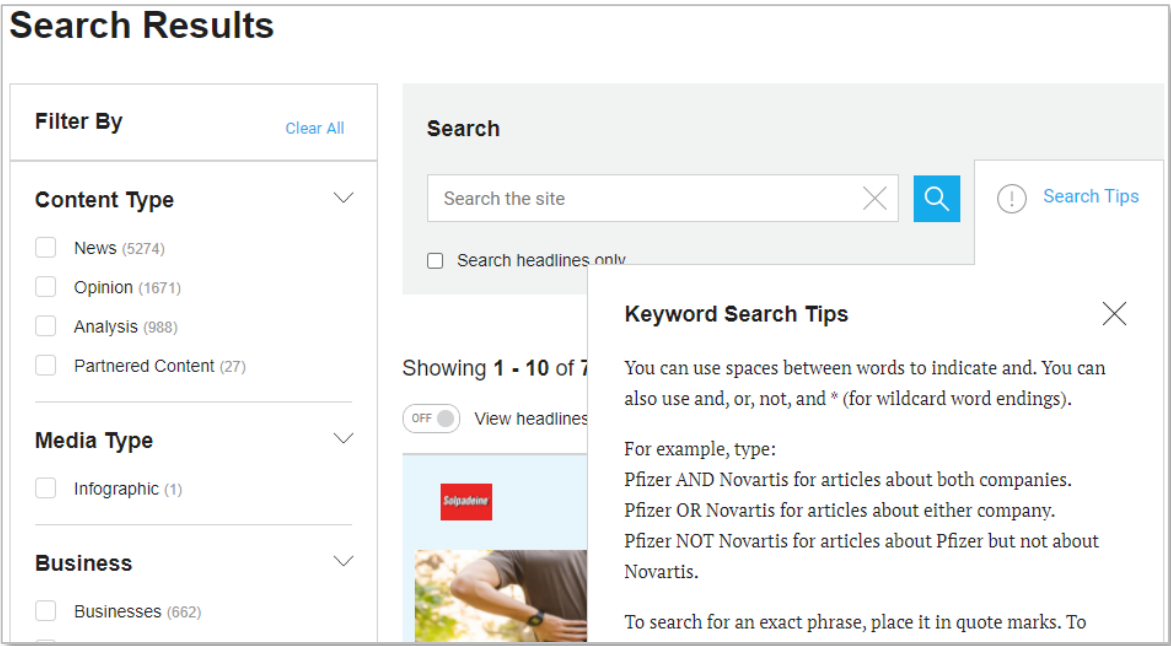
Type your search terms in the Search Bar, which can be keywords, company names, or authors' names.



1 The **SEARCH BAR** appears towards the top of every page.

**TIP:** To see more search options quickly, run a search without any search terms.

Searches retrieve results if they are found in a headline or article text. Searches do not search within tags—use filters to restrict results based on tags.



2 **TIP:** To focus your search, you can restrict your search to headlines only.

3 View our **SEARCH TIPS**, which can be found on any search results page, to ensure you get the most of your searches.

4 There are nine ways to filter your search results to narrow them down and target your result set to your needs. Filter your results by any combination of: Content type; Media type; Business; Clinical; Education; Funding; Multiples; Regulation; and/or Date.



# Search rules & techniques: Boolean search

You can use the Boolean operators AND, OR, NOT to include or exclude results from your search. You can also use parentheses to create nested Boolean searches.

Search

flu AND (Lloyds OR Boots)

×

🔍

ⓘ Search Tips

☒ Search headlines only

Showing 1 - 6 of 6 results for flu AND (Lloyds OR Boots)

ON


View headlines only

SORT BY 

Date

 | 


Relevance



30 Jun 2021

NEWS

Boots, Well and Lloydspharmacy gear up for increased flu jab demand



22 Sep 2020

NEWS

Boots presses pause on flu jab bookings for under-65s

## EXAMPLES:

**Lloyds AND Boots** finds articles containing both flu and Boots.

**Lloyds OR Boots** finds articles containing either Lloyds or Boots.

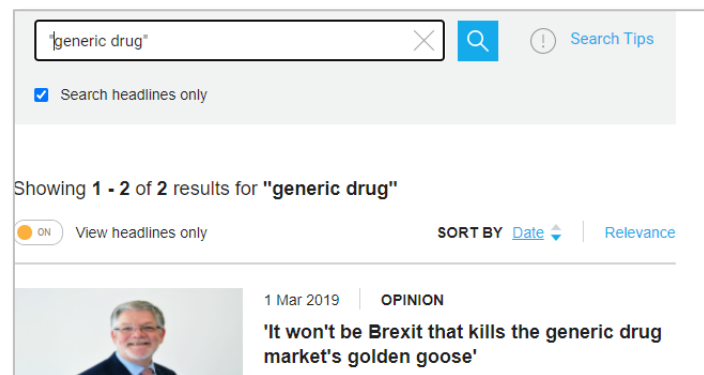
**Lloyds NOT Boots** finds articles containing Lloyds, that do not also contain Boots.

**Flu AND (Lloyds OR Boots)** finds results containing Flu and Lloyds, Flu and Boots, or all three.

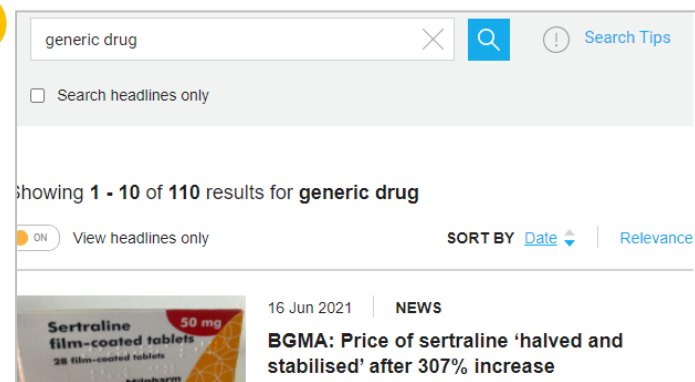
# Search rules & techniques: Exact matches

By default, stemming is applied to your search terms to automatically search for word variants. This means that typing the search term “develop” might also find “developer”. To search for an exact match, enclose your search terms in quotes.

1



2



3



1

Searching for “**generic drug**” will retrieve only results containing that exact phrase.

2

Searching for **generic drug** will find results containing generic and drug, but might be separated by other words, or, as a result of stemming the results might contain words with the same stem, such as generics or general.

3

You may also use Boolean operators between separate quoted terms. If you want to find all articles containing the exact words “generic” and “drug”, but not necessarily adjacent to each other or in that order, you can search for “generic” AND “drug”.

# Search rules & techniques: Wildcards

Using an asterisk (\*) at the beginning, middle or end, or part of a word will allow you to find matches that include additional letters, as represented by the asterisk.

1

**Search**

gen\*

☐ Search headlines only

[Search Tips](#)

1

Searching for **gen\*** finds articles containing general, gender etc.

2

**Search**

gen\*ic

☐ Search headlines only

[Search Tips](#)

2

Searching for **\*gen** finds articles containing Amgen, oxygen, etc.

3

**Search**

\*gen

☐ Search headlines only

[Search Tips](#)

3

Searching for **gen\*ic** finds articles containing genetic, generic etc.

# Customising your results: Sort & display options

You have several options to change the search result display.

The screenshot displays a search results page with the following components:

- Filter By:** A sidebar on the left with a 'Clear All' link. It includes sections for 'Content Type' (with 'News (570)' selected) and 'Business'.
- Search:** A search bar containing the text 'boots', a search icon, and a 'Search Tips' link. Below the bar is a checkbox for 'Search headlines only'.
- Results Summary:** Text indicating 'Showing 1 - 10 of 570 results for boots'.
- Display Options:** A toggle for 'View headlines only' (currently ON) and a 'SORT BY' dropdown menu set to 'Date'.
- Results List:** A list of results, with the first item being a news article titled 'Boots pharmacy sales up 3.7% due to 'demand for additional services'' dated 2 Jul 2021.
- Footer:** A 'Results Per Page' dropdown set to '10' and a pagination bar with links for 1, 2, 3, 4, 5, and 'Last'.

1 Turn on **VIEW HEADLINES ONLY** for a more condensed display.

2 Sort by Date or Relevance, ascending or descending.

3 Scroll to the bottom of the page to select the number of results per page and navigate to the next page.



# Sharing

Turn your search into an RSS feed or share it with a colleague via email.

The screenshot displays the Informa Pharma Intelligence search interface. At the top, a navigation bar includes links for News, Analysis, Learning, Community, Jobs, Awards, and More. A yellow circle labeled '1' is positioned above the 'More' dropdown menu. Below the navigation bar, a search bar contains the text 'boots'. To the right of the search bar, there are icons for EMAIL, RSS, and a search icon. A yellow circle labeled '2' is positioned above the RSS icon. Below the search bar, there is a section for 'Showing 1 - 10 of 570 results for boots'. At the bottom of this section, there is a toggle switch for 'View headlines only' and a 'SORT BY' dropdown menu with options for 'Date' and 'Relevance'.

1 Fill out a simple form to email a list of your results to someone.

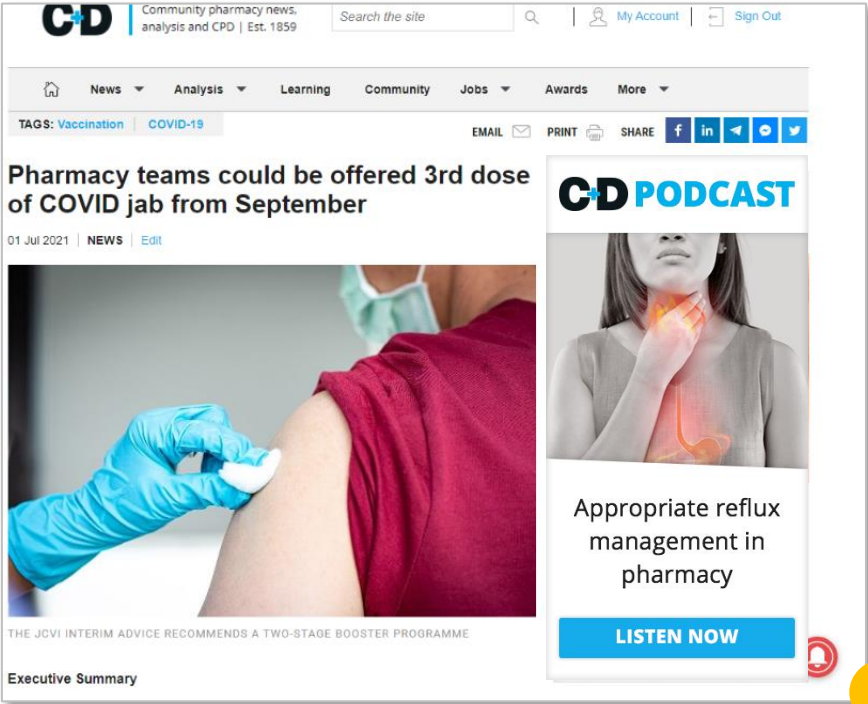
2 Set up an RSS feed based on your search criteria.



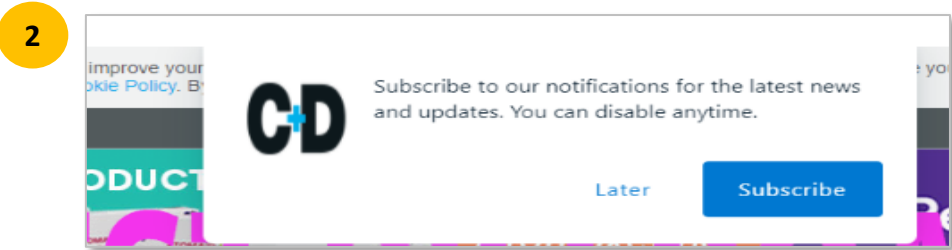
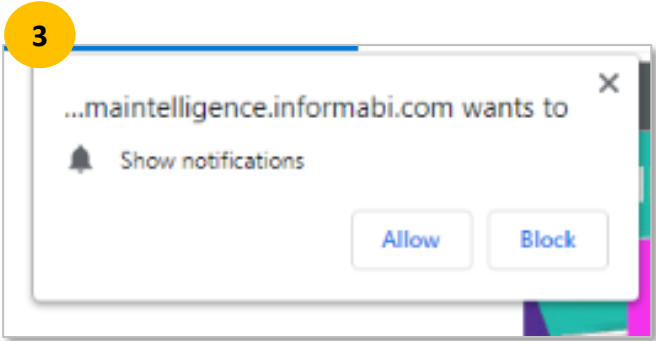
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# Push notifications

# Push notifications



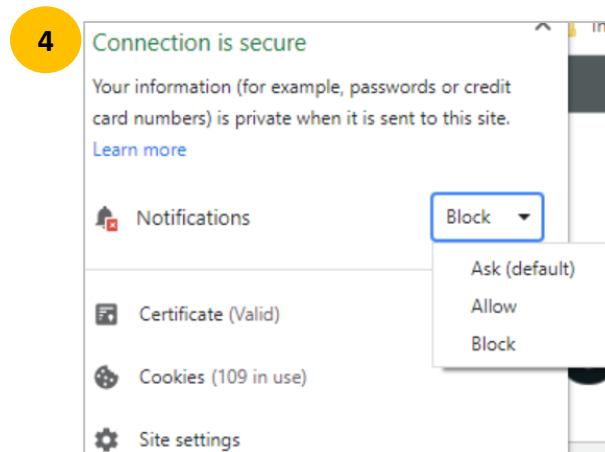
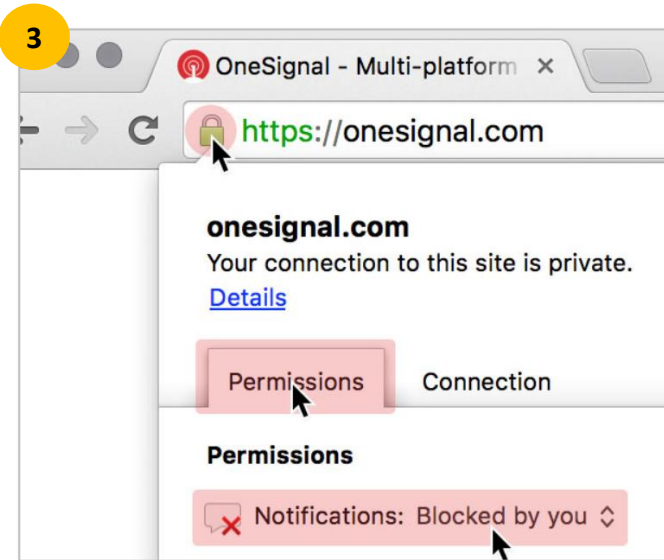
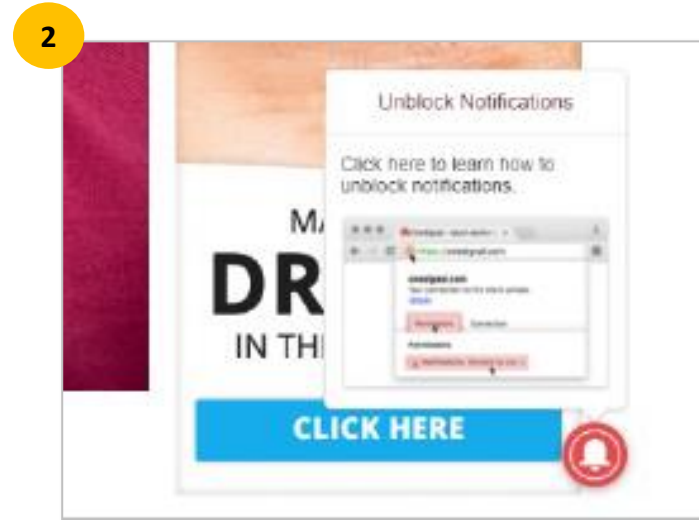
You can subscribe to receive push notifications, so you're alerted to new and breaking news even when you're not on the chemistanddruggist.co.uk website.



- 1 Click the bell icon to subscribe to push notifications.
- 2 A message will appear on the screen asking if you would like to subscribe.
- 3 In the top left of the screen your browser will ask you whether you want to allow or block notifications.

# Push notifications: unblocking

Some browsers will automatically block the push notifications, if this happens you will need to follow a few more steps to unblock them.



- 1 A message will appear asking you to unblock notifications.
- 2 A help box will pop up guiding you through how to unblock them.
- 3 You will be navigated through to an area where you can change the permissions.
- 4 Select **'Allow'**



# Managing your account



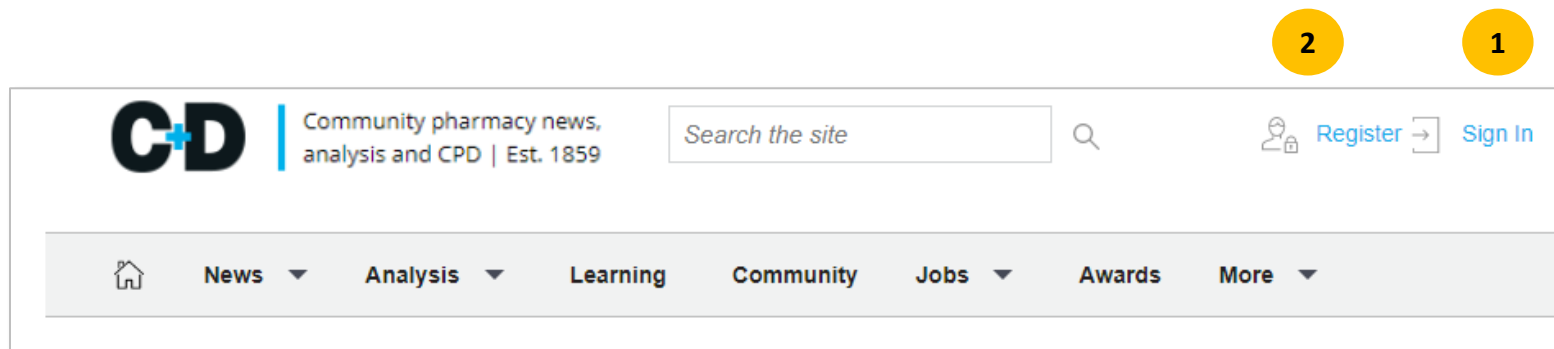
# Access, registration & sign In

Our website supports Internet Explorer 11+, Safari, Chrome, Firefox, Microsoft Edge on Windows, Mac, and mobile devices and tablets.

Register and Sign In links are located on the upper right of the pages. To Register, you will need to set up a Username and Password, which will work across chemistanddruggist.co.uk and community.chemistanddruggist.co.uk. Once you have registered and created an account, Sign In to access your account so you can make the most of the content which is only available to registered users.

If you don't know your password, click "Forgot your password?" to reset it.

If you had a C+D Community login before August 1, 2021 your login will now be the same as your chemistanddruggist.co.uk login as the accounts were linked when we launched the new website.



**1 SIGN IN** with your username and password to access and manage your account. If you don't recall or are unsure of your password, there is a "Forgot your password?" link in the sign-in module so you can easily reset it.

**2 REGISTER** to create an account – so you can receive free email newsletters and gain access to registered-only content.

**NOTE:** You must be registered to read most articles and registration is FREE.

# Managing your account

Your account is managed from the My Account link located on the upper right side of the site. The My Account section allows you to make updates to your profile and manage your email alerts.



- 1 From **My Account** you will manage your:
- Account Settings
  - Email Alert Settings

# Managing your account

From **My Account** you can:

The screenshot shows a user account management page. At the top, there are two tabs: 'Contact Information' and 'Email Preferences'. A yellow circle with the number '3' is placed over the 'Email Preferences' tab. Below the tabs, there are two main sections. The first section is titled 'Update Password' and includes a link 'Click here to update password' and a blue button labeled 'Update Email or Password'. A yellow circle with the number '1' is placed to the left of this section. The second section is titled 'Contact Information' and includes a sub-header 'Contact Information'. A yellow circle with the number '2' is placed to the left of this section. Below the 'Contact Information' header, there are several input fields: 'Name\*' (containing 'Simon'), 'Surname\*' (containing 'Thompson'), 'Email\*' (containing 'simrig1607@yopmail.com'), 'Contact number', 'Industry\*' (a dropdown menu with 'Pharmaceutical Manufacturer' selected), 'Job title\*' (a dropdown menu with 'Category Manager' selected), 'Company name (If applicable)' (a dropdown menu with 'A & FA Dundee' selected), and 'Address\*' (containing 'Enter your Postcode'). A 'Find Address' button is located to the right of the 'Address\*' field.

- 1 Update your password or email address.
- 2 Update your contact information.
- 3 Manage your Email Alert Settings.



# My Account: Account settings

The Account Settings section under My Account is where you will:

**Contact Information**   **Email Preferences**

**Update Password**  
Click here to update password

Update Email or Password

**Contact Information**  
Contact Information

Name\*   Surname\*

Simon   Thompson

Email\*   Contact number

simrig1607@yopmail.com

Industry\*   Job title\*

Pharmaceutical Manufacturer   Category Manager

Company name (If applicable)   Address\*

A & FA Dundee   Enter your Postcode   Find Address

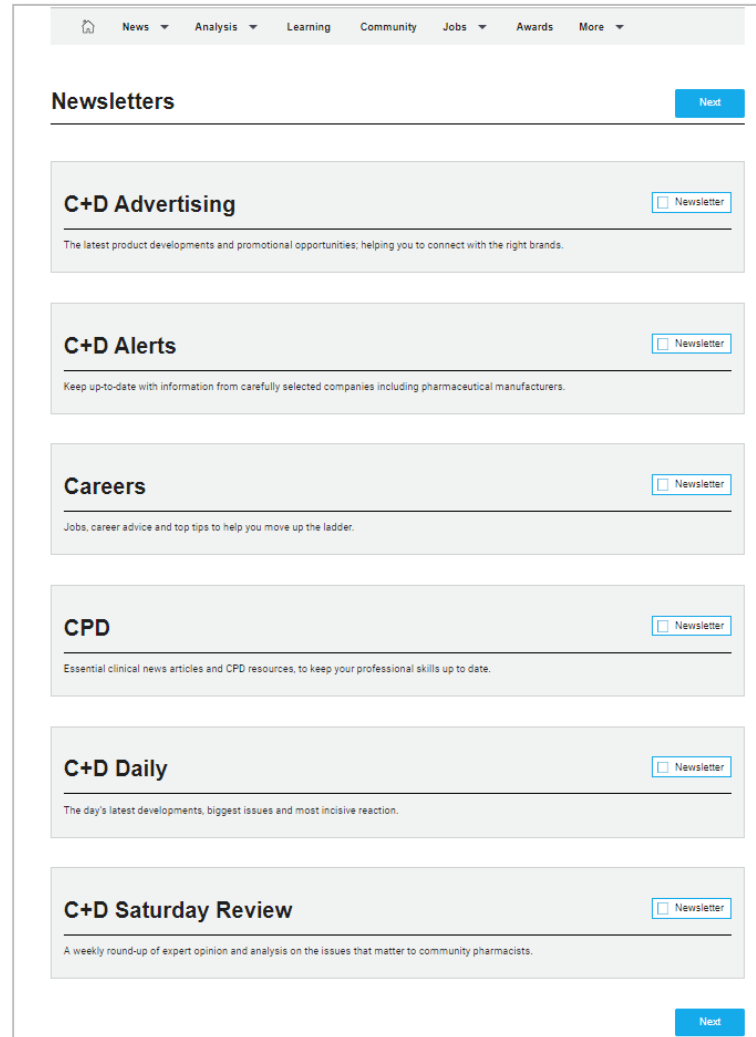
**1** Update your Contact Information - including your name, company, job information, and address.

**2** Update your password.

**NOTE:** Changing your password will change it for chemistanddruggist.co.uk and the C+D Community.

# My Account: Email preferences

The Email Preferences section under My Account is where you can indicate which of our Email newsletters you want to receive. You can update your preferences here at any time.



The screenshot shows a web interface for managing email preferences. At the top, there is a navigation bar with links: Home, News, Analysis, Learning, Community, Jobs, Awards, and More. Below this is a section titled 'Newsletters' with a 'Next' button. The main content area lists six newsletters, each with a title, a brief description, and a checkbox labeled 'Newsletter'.

Newsletter Title	Description	Subscription Status
C+D Advertising	The latest product developments and promotional opportunities; helping you to connect with the right brands.	<input type="checkbox"/> Newsletter
C+D Alerts	Keep up-to-date with information from carefully selected companies including pharmaceutical manufacturers.	<input type="checkbox"/> Newsletter
Careers	Jobs, career advice and top tips to help you move up the ladder.	<input type="checkbox"/> Newsletter
CPD	Essential clinical news articles and CPD resources, to keep your professional skills up to date.	<input type="checkbox"/> Newsletter
C+D Daily	The day's latest developments, biggest issues and most incisive reaction.	<input type="checkbox"/> Newsletter
C+D Saturday Review	A weekly round-up of expert opinion and analysis on the issues that matter to community pharmacists.	<input type="checkbox"/> Newsletter

At the bottom of the list, there is another 'Next' button.

- 1 Check the **Email Newsletters** you wish to receive (or uncheck to turn them off).

The email newsletter descriptions are listed underneath each title to give you more information about what to expect from the emails.

- 2 You can change your preferences at any time by clicking or unclicking.

Make your selections then click the **UPDATE EMAIL PREFERENCES** button.



# C+D Community

# C+D Community: login & register

From August 1, 2021, the C+D Community was linked to chemistanddruggist.co.uk giving all existing C+D website users automatic access to the C+D Community. For all existing C+D Community users, your account was linked to an existing C+D website account if available, or you are required to register onto the C+D website to access your C+D Community account.



1

1 Whenever you attempt to login to the Community you will be redirected to chemistanddruggist.co.uk

A screenshot of the 'Login For An Account' page on the C+D Community website. The page has a header with the C+D logo, site description, search bar, and navigation links. The main content area is titled 'Login For An Account' and contains a form with fields for 'Email /User Name\*' and 'Password\*'. Below the password field are a 'Remember Me' checkbox and a 'Forgot your password?' link. A blue 'Sign In' button is positioned below the form. At the bottom, there is a note about the 'Forgot Password' link and a 'Don't have an account? Register here' link.

2

2

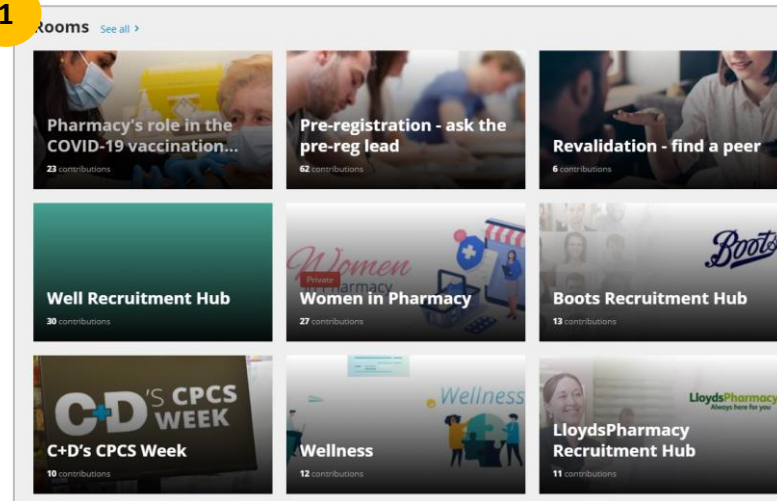
2 You can login or register from this page and you will be redirected back to the C+D Community.



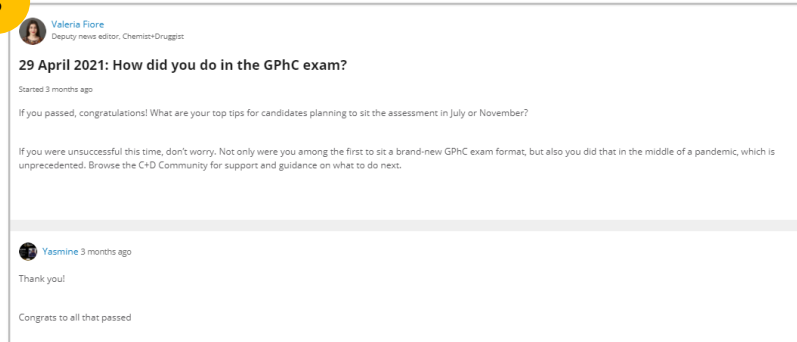
# C+D Community: Rooms & Channels

The C+D Community is made up of Rooms and Channels of content

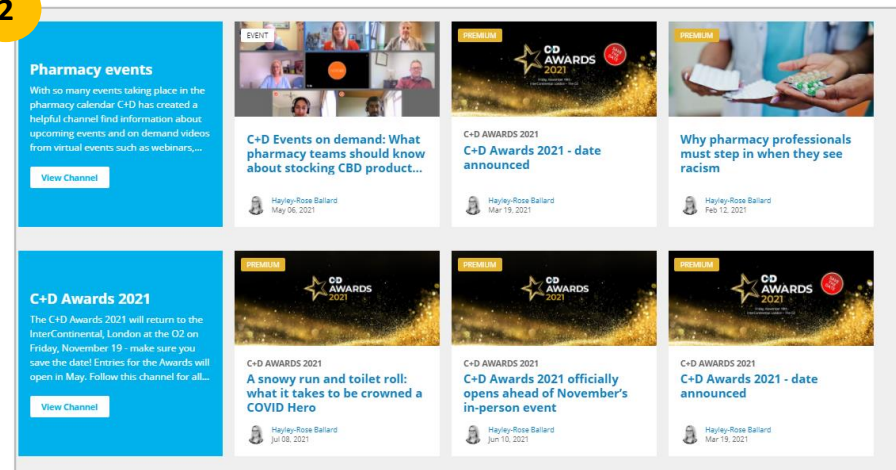
1



3



2



1

Rooms are areas where you can find posts, videos, documents and comments around specific interests.

2

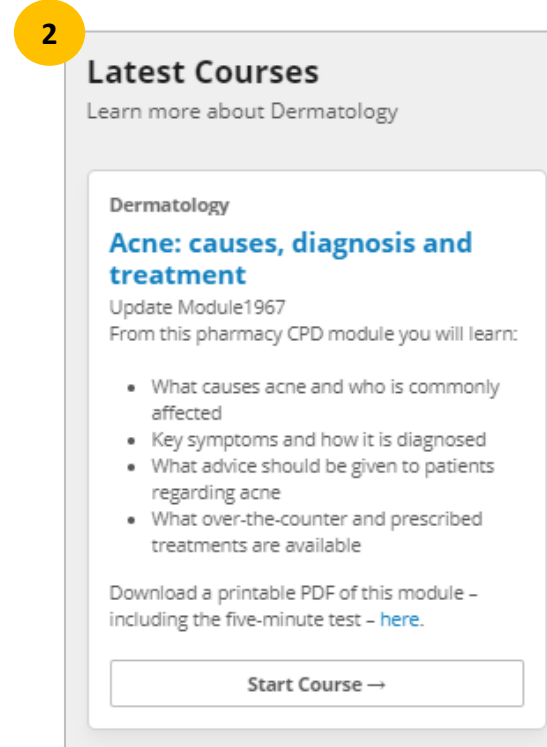
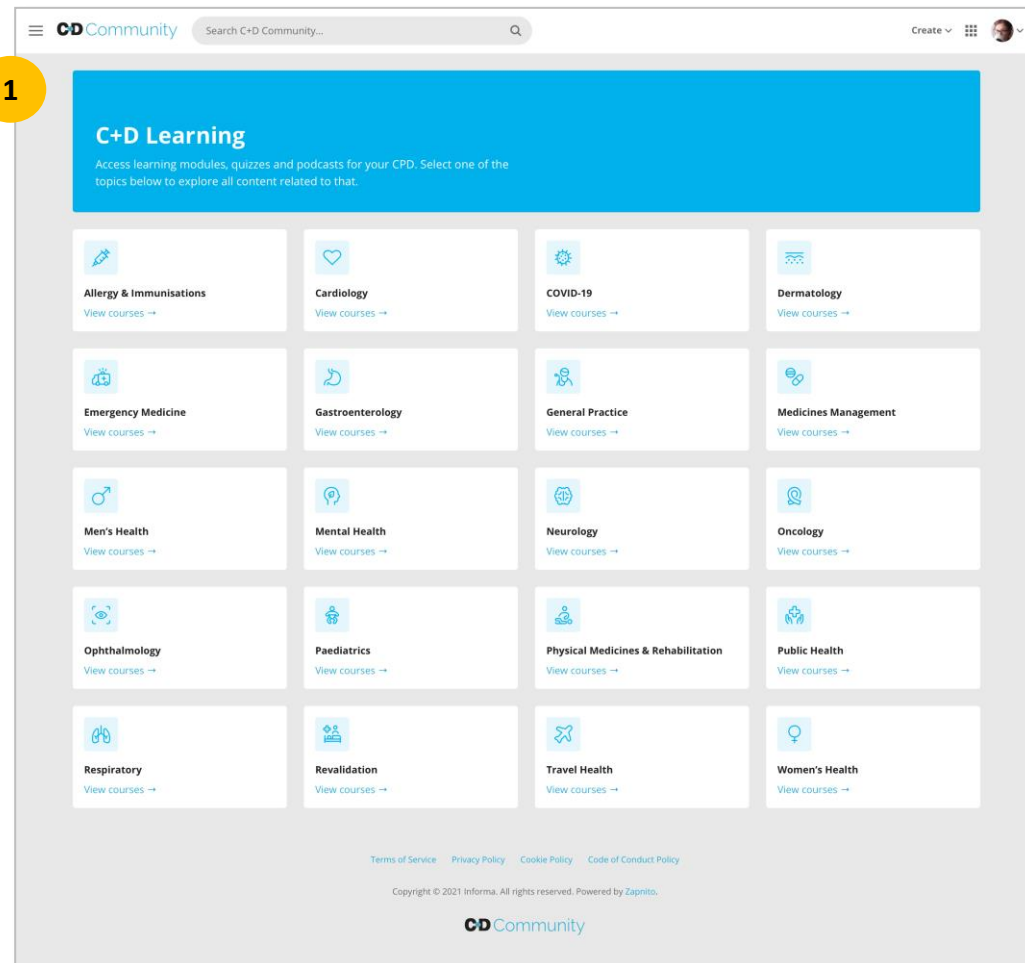
Channels pull in content from specific topic areas.

3

You can have conversations within Rooms.

# C+D Community: Learning

All learning content has now moved onto the C+D Community



- 1 C+D Learning is split into topic courses on the C+D Community. Click one and you'll be directed to a channel containing all of the learning content related to that topic.
- 2 You can navigate to the individual courses and can begin by selecting 'start course'. You can pause and return to the course at any time.

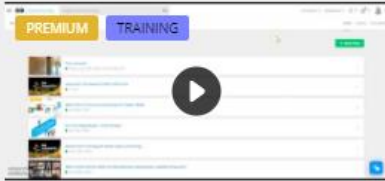
# C+D Community: Help

The C+D Community has its own help section with training videos and FAQs. You can find these here:


<https://community.chemistanddruggist.co.uk/pages/FAQs>

### C+D Community Training resources


Welcome to the C+D Community Training resources channel. Here you can learn how to effectively use the C+D Community, create and share content and collaborate. We also have a series of FAQs you can view for any training that's not covered in this channel. Finally, you can always contact us using the blue assistant in the right hand corner of every screen.




C+D COMMUNITY TRAINING RESOURCES  
**C+D Community training video - how to edit or delete a post**  
Hayley-Rose Ballard  
Jan 28, 2021



C+D COMMUNITY TRAINING RESOURCES  
**C+D Community training video - how to add a video to a post**  
Hayley-Rose Ballard  
Jan 28, 2021



C+D COMMUNITY TRAINING RESOURCES  
**C+D Community training video - how to add an image to your post**  
Hayley-Rose Ballard  
Jan 28, 2021



C+D COMMUNITY TRAINING RESOURCES  
**C+D Community training video - how to upload a post**  
Hayley-Rose Ballard  
Jan 28, 2021



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Contact us







## For more information...

If you still have questions about how to access or use any of C+D's products, please visit our contact us page:

W: [chemistanddruggist.co.uk/contact](https://chemistanddruggist.co.uk/contact)

Or visit our training channel on the C+D Community:

[community.chemistanddruggist.co.uk/channels/c-d-community-training-resources](https://community.chemistanddruggist.co.uk/channels/c-d-community-training-resources)

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