



## FormWeb Getting Started Guide

The process of building a FormWeb site begins once the client has submitted

- ✓ NDC numbers,
- ✓ P.O. number,
- ✓ A signed contract, and
- ✓ Outward-facing IP addresses.

**Timeframe:** Depending upon the time the client has available, and the client's sense of urgency, a fully functioning FormWeb site can be ready to launch in as few as two weeks. However, due to the fact that most pharmacies have to work on FormWeb while simultaneously continuing their usual duties, most clients' sites are ready within four to six weeks. If a client has a firm date by which their site must be launched, we will do all we can to partner with them to ensure a site is ready by that date.

**Creating a customized website:** Once we use the NDC's to build a custom formulary database, we attach it to a generic website. Then our account manager and web developer work with the client to make this homepage fit the unique needs of their hospital or system. Design-wise, we ask for colors, logos, and photographs that fit with the hospital's overall electronic look. Content-wise, we help the client to determine who will be using this website and what information, links, etc., they will want here.

**Training:** New clients participate in 4 private training sessions with one of our web developers, scheduled at the clients' convenience. Each session lasts between 60 - 90 minutes.

Training I: Overview and Drug Editor I

Training II: Drug Editor II and Page Editor I

Training III: Page Editor II and News Editor

Training IV: Follow-up

**Launch and follow-up:** We will provide sample documents (newsletters, posters, table tents, etc.) and strategies which other hospitals have successfully employed to introduce FormWeb to their clinicians. Once the site has been launched, we are available by phone and email to answer how-to questions and offer advice on driving more traffic to FormWeb on an on-going basis.