

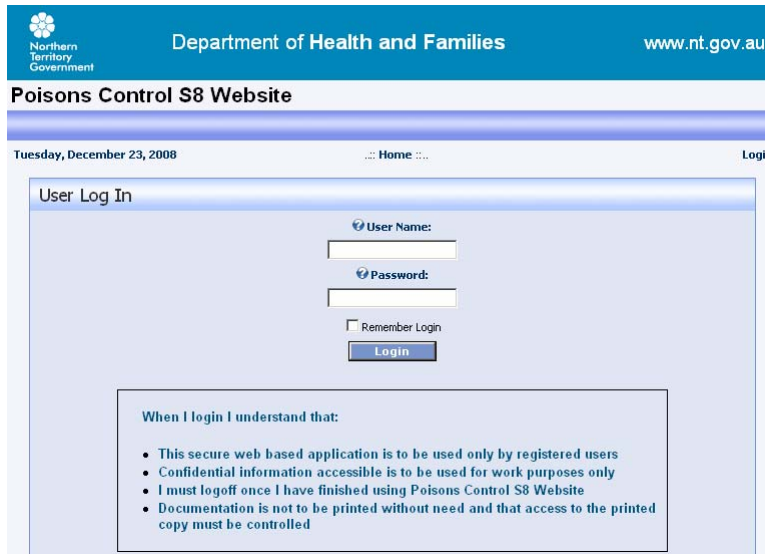
# POISONS CONTROL INFORMATION SHEET

No. 300.3

## GUIDE TO S8 FILE UPLOAD USING S8 WEBSITE

1. Once Poisons Control has provided your pharmacy with a User Name and Password you can then access the Poisons Control S8 Website at: <https://poisoncontrol.nt.gov.au>

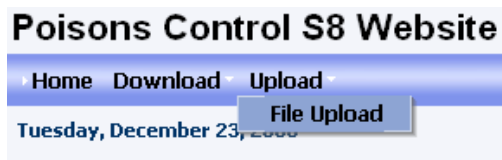
2. Enter the supplied User Name and Password then click on Login



The screenshot shows the 'Poisons Control S8 Website' login interface. At the top, there is a blue header with the Northern Territory Government logo, the text 'Department of Health and Families', and the URL 'www.nt.gov.au'. Below the header, the page title is 'Poisons Control S8 Website'. The main content area is titled 'User Log In' and contains the following elements:

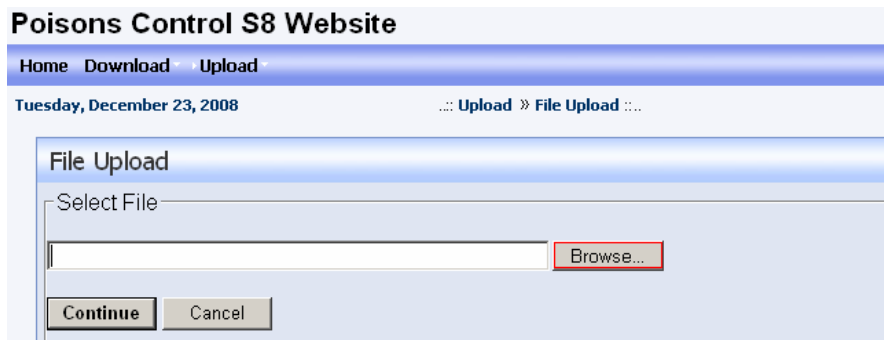
- A 'User Name:' label followed by a text input field.
- A 'Password:' label followed by a text input field.
- A 'Remember Login' checkbox.
- A 'Login' button.
- A disclaimer box with the text: 'When I login I understand that:' followed by a bulleted list:
  - This secure web based application is to be used only by registered users
  - Confidential information accessible is to be used for work purposes only
  - I must logoff once I have finished using Poisons Control S8 Website
  - Documentation is not to be printed without need and that access to the printed copy must be controlled

3. Select the Upload option and select S8 File Upload



The screenshot shows the navigation menu of the 'Poisons Control S8 Website'. The menu items are 'Home', 'Download', and 'Upload'. The 'Upload' item is highlighted, and a sub-menu is visible with the option 'File Upload'.

4. On S8 File Upload page click on the Browse button to select the S8 file to upload

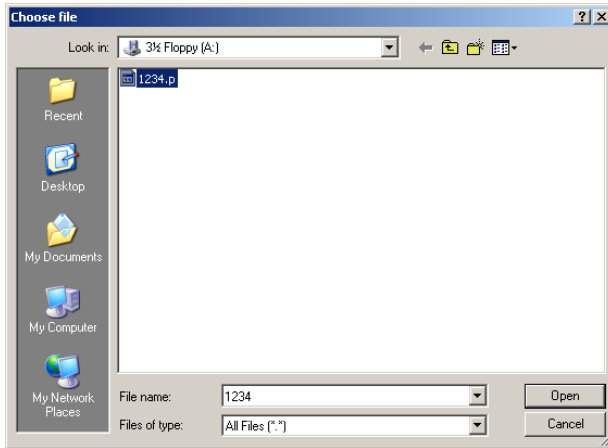


The screenshot shows the 'File Upload' page on the 'Poisons Control S8 Website'. The page title is 'File Upload'. The main content area contains the following elements:

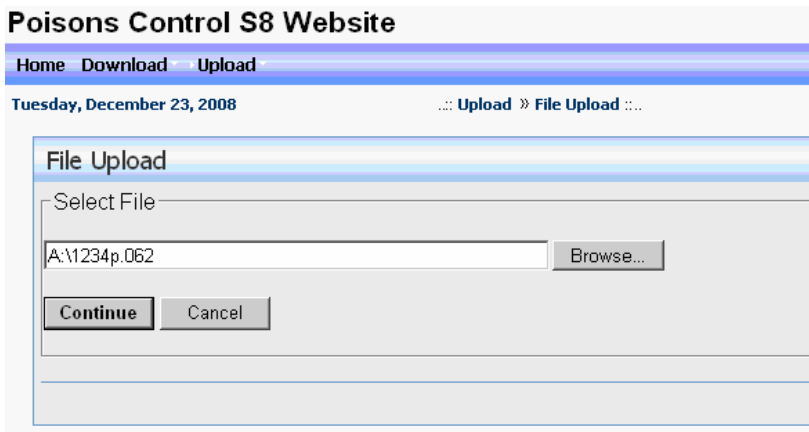
- A 'Select File' label followed by a text input field.
- A 'Browse...' button.
- 'Continue' and 'Cancel' buttons.

information sheet

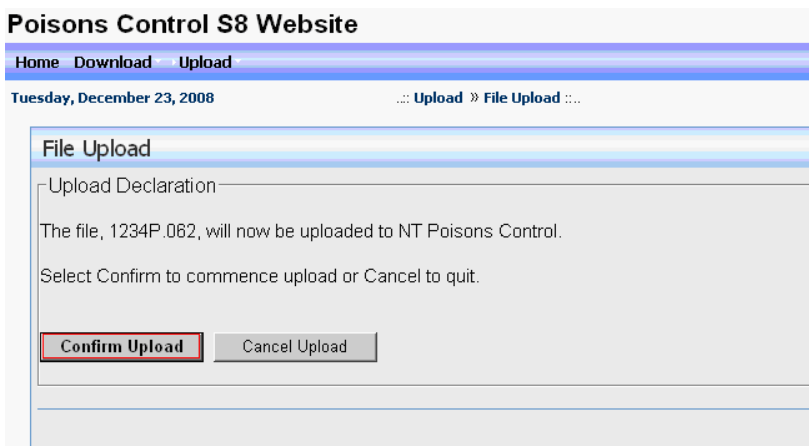
5. Ensure that you have the floppy disk containing the most recent Schedule 8 Report in the A: drive.
6. Select the Schedule 8 Report in the A: drive and select Open



7. Once the file has been selected click on Continue



8. You will then be prompted to confirm the file upload. Click on Confirm Upload to continue



9. Once the file is uploaded you will get a message to indicate that the file was uploaded successfully



NOTE: If the file has already been uploaded you will get a warning message indicating that the file already exists

