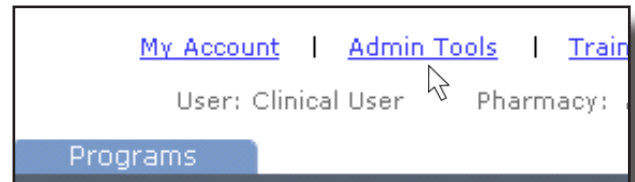


The MirixaPro™ platform Admin Tools

By clicking on the 'Admin tools' link in the MirixaPro platform, all users can access helpful features for management of pharmacy activity.

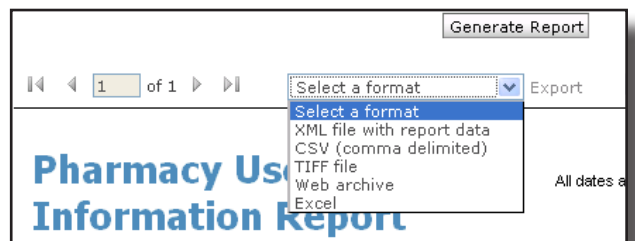
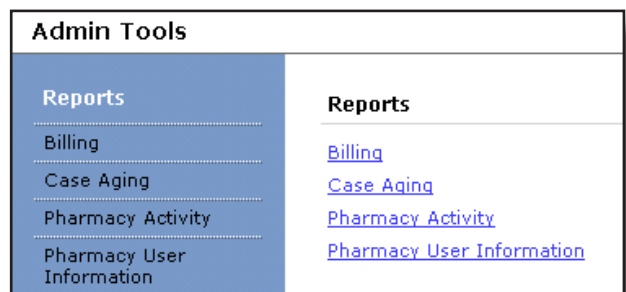


Reports

- **Billing** - reports the expected income from completed and closed cases;
- **Case Ageing** - a look-back report displaying details of open cases in the pharmacy over a user defined period;
- **Pharmacy Activity** - a summary report of all case activity for the pharmacy;
- **Pharmacy User Information** - reports the status and details of all users from the pharmacy.

All reports can be exported to a range of file formats by selecting the format and clicking Export.

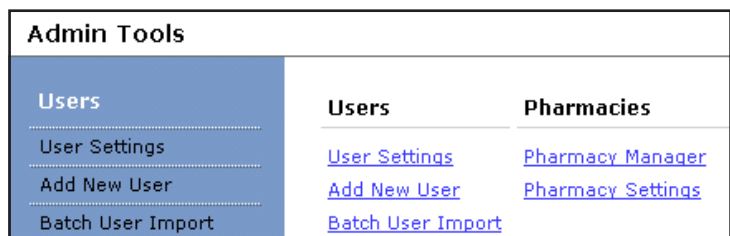
The reports are useful when reviewing the pharmacy's Mirixa Australia programs practices.



Clinical Administrator Tools

Clinical Administrators (Pharmacist Managers/ Owners) have additional Admin Tools.

These allow the Clinical Administrator to *add* and *deactivate* users in the pharmacy as well as view and manage Pharmacy settings. Note: Users cannot be *deleted* because the platform keeps an audit trail of user activity.



Good Practice:

- Explore the Admin Tools and familiarise yourself with the available reports
- Clinical Administrators: After a user completes their training add them to the platform, become familiar with the deactivate user function
- For detailed Admin Tools instructions refer to the 'Mirixa Australia Pharmacy Users' document available via the 'Training & Support' link in the MirixaPro platform