



# Sonar User Guide

## Flu Service 2024-25

### GP User Guide

[www.SonarHealth.org](http://www.SonarHealth.org)



## Contents

1. Logging into Sonar
2. Accessing the Service
3. Contact Us

## Logging into Sonar Health

Please visit [www.SonarHealth.Org](http://www.SonarHealth.Org)

- Click on the 'Login' link on the top right-hand corner of the website homepage to take you to the 'Login' page. • Once on the 'Login Homepage' please enter your Username, Password and PIN number.
  - Unless otherwise stated, all details are lowercase with no spaces
  - Login Method- make sure it is set at 'Pin Number' as you have been issued a PIN
  - PIN- you will be asked for a different set of 3 parts of your 6-digit PIN each time you log in - If you have 'Multi-Access' to multiple stores be sure to choose the relevant borough and specific store after you have entered your login details and are prompted to select the site access you require.
- If you have any questions or issues please reply giving details of your issue, your Sonar username & how to contact you (email & telephone /mobile). Please refer to the Contact us (chapter 10) section for contact information.
- Sonar User Guides can be found on the bottom left corner of this page for help and reference.

The screenshot shows the Sonar Health login page. At the top, there are navigation links: Home, About us, Contact us, and Cookie policy. On the right, there are links for Login and New user? (Sign up). The main header features the NHS First PCT logo and a series of images related to healthcare. Below the header, there are buttons for Home and Contact. The main content area contains a login form with the following fields: User name, Password, and Login Method (set to PIN Number). Below the Login Method, there are three dropdown menus for the 2nd, 6th, and 1st digits of the PIN. A red oval highlights the entire login form area. A callout box points to the PIN digit dropdowns with the text 'Provide Username, Password and PIN to login'. Below the login form, there is a 'Forgotten password?' link. At the bottom left, there is a 'User guides:' section with a list of links: How to login to Sonar, Seasonal Flu - Pharmacy User Guide, Seasonal Flu - GP's User Guide, London MIRS - SCR 1Click, and SCR 1Click - Setup. A red circle highlights this section, and a callout box points to it with the text 'To access user guides'.

Home About us Contact us Cookie policy Login | New user? (Sign up)

**NHS**  
First PCT

Home Contact

Please call **0208 743 6924** or email to [info@sonarinformatics.com](mailto:info@sonarinformatics.com) if you are unable to login.  
Or you can use the [Help / Login support](#) link below and fill in your details and somebody from our team will contact you shortly.

**Required browsers:** Internet Explorer 8 or Above, FireFox, Google Chrome, Safari, Opera

There is a period of **1 hour of inactivity** before the web site logs you out.

User name   
Password   
Login Method   
Please provide the following digits of your PIN Number  
2nd   
6th   
1st   
  
[Forgotten password?](#)

**User guides:**

- [How to login to Sonar](#)
- [Seasonal Flu - Pharmacy User Guide](#)
- [Seasonal Flu - GP's User Guide](#)
- [London MIRS - SCR 1Click](#)
- [SCR 1Click - Setup](#)

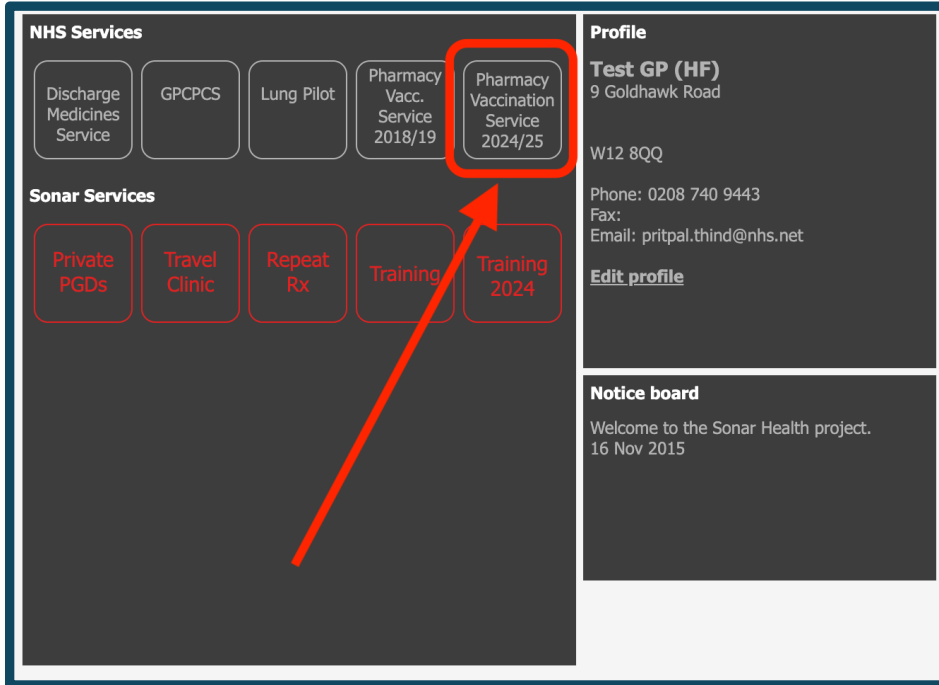
**To access user guides**

**Provide Username, Password and PIN to login**

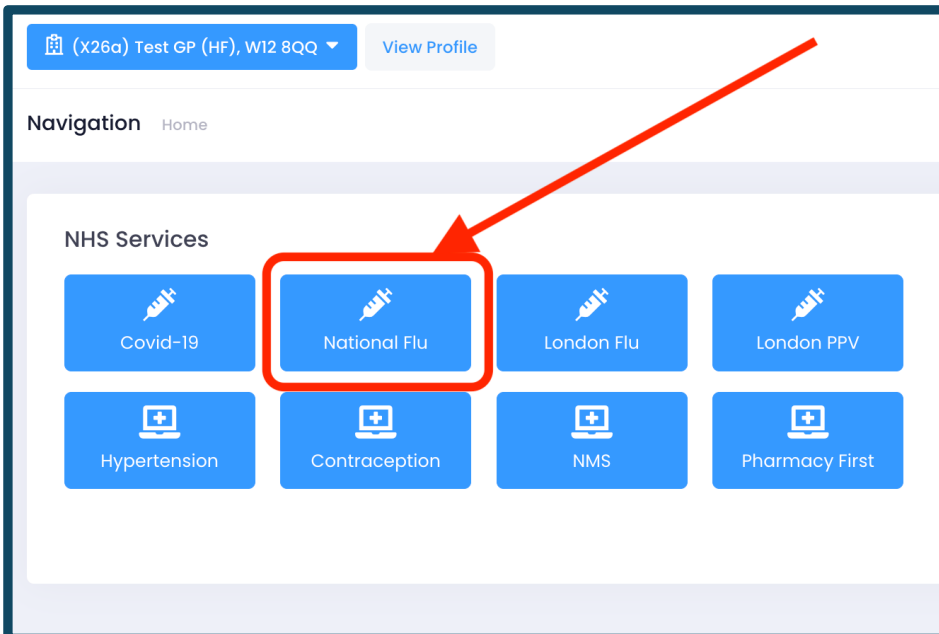
Image 3: Sonar login page

## Accessing the service

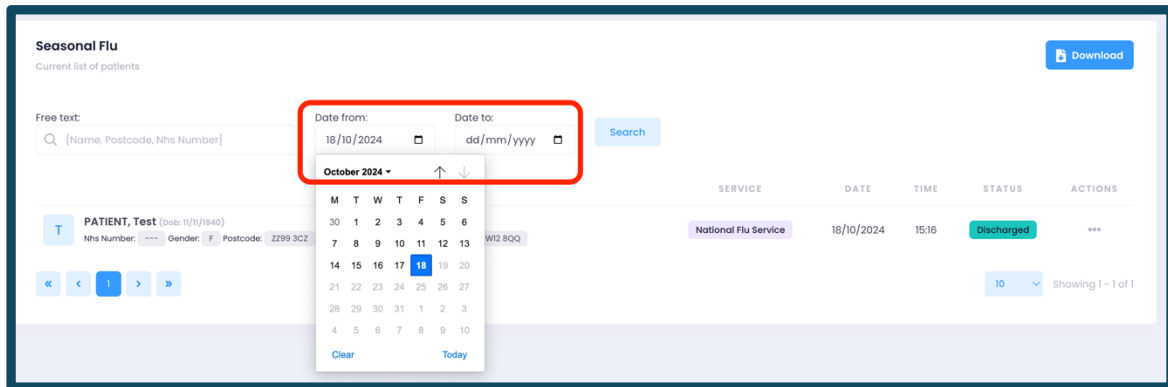
Once you have filled in your login details and successfully logged in, you will be taken to the Sonar health home page. Select the Pharmacy Vaccination Service 2024/25 tab to access the service.



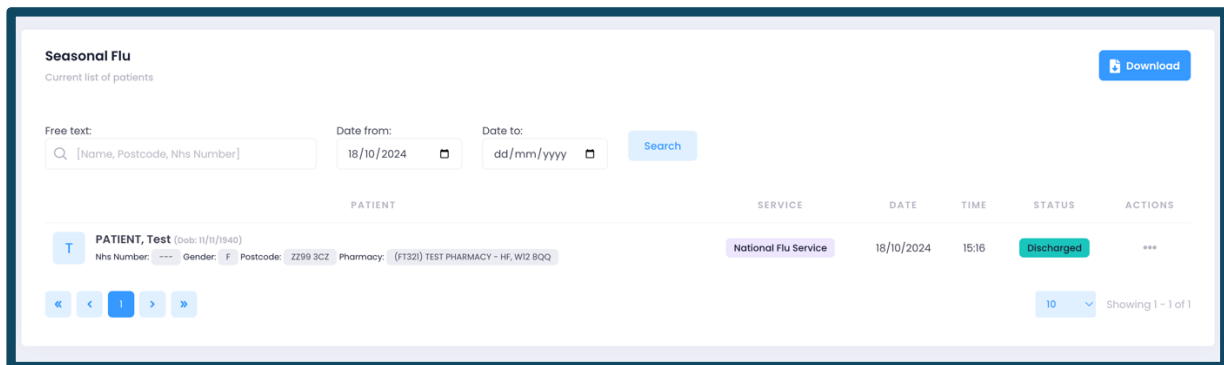
This will open the Pharmacy Vaccination Service landing page.



To access a list of your patients who have been vaccinated in a pharmacy, adjust the date range of the records you will like to view. So, if you want to see a specific week or month adjust the 'date to' and 'date from' to meet your needs. Or if you would like to see a list of everyone from the beginning of flu season change the date range from 01/10/2024 to today's date. Once you have successfully adjusted the date range to meet your needs, click 'Search'

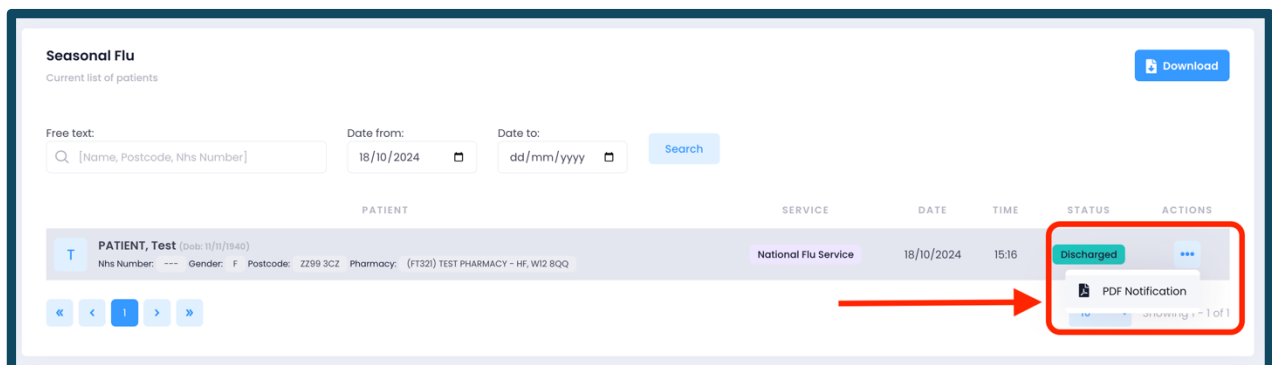


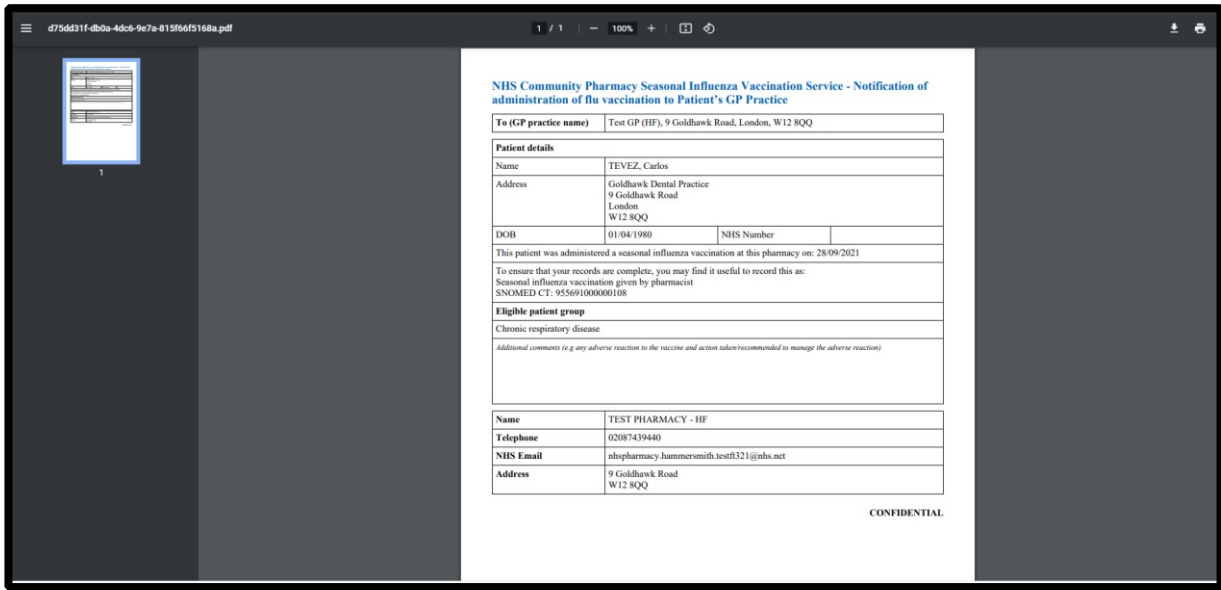
This will bring up a list of your patients that have been vaccinated in pharmacies this flu season in chronological order with the newest at the top and the oldest at the bottom.



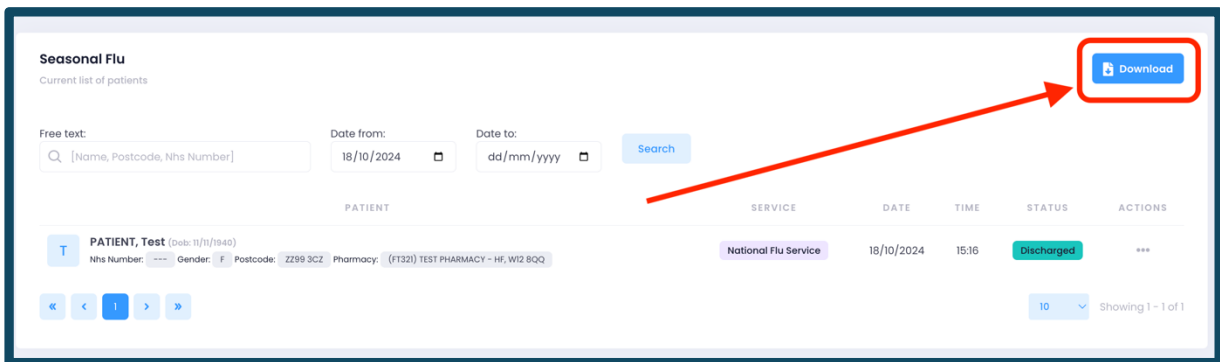
It will state the patients' details (name, NHS number, gender, DOB etc) on the left-hand side of the list. Towards the centre of the list, it will display the service the patient was vaccinated under (National flu, London flu or London PPV). It will also display the date and time when the patient was vaccinated.

To view an individual patient, record, select the 3 dots under actions (right-hand side of the list) and select 'PDF Notification'. This will download a PDF of the patient's notification. It will look like the screenshot below.





To download a full list in an excel report, select 'download' at the top of the screen.



This will download the report in an excel format where it'll display all the patient and vaccine information e.g vaccine brand and sight of administration. Please see the screenshot below.

Patient	Date of birth	NHS Number	Date	Vaccine Brand	SNOMED Code	Inclusion	Site of administration	From location
PATIENT, Test	11/11/1940		18/10/2024	Quadrivalent influenza vaccine (split virion, inactivated) High-Dose suspension for injection 0.7ml pre-filled syringes (Sanofi) 10 pre-filled disposable injection	National Flu Service	65 years old and over	Left upper arm structure (body structure)	(FT321) TEST PHARMACY - HF, W12 8QQ

## Contact us

	Mail - <a href="mailto:info@sonarinformatics.com">info@sonarinformatics.com</a>
	Phone - 0208 8112 307 Monday Friday 8:30 am – 6 pm Saturday 10:30 am – 3 pm
	Web - <a href="http://www.sonarhealth.org">www.sonarhealth.org</a>