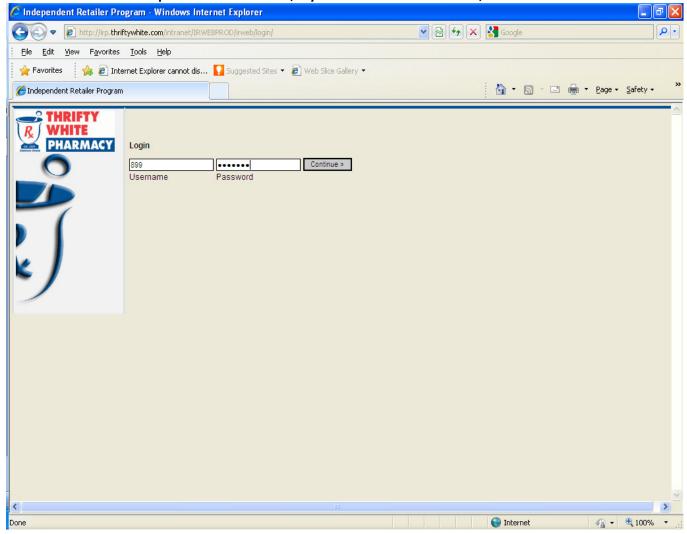
Recall Instructions

1. **Click on** http://irp.thriftywhite.com or if you are logged into the Thrity White intranet side, you can click on the link called "Surveys and Recalls" on the left-hand side of screen.

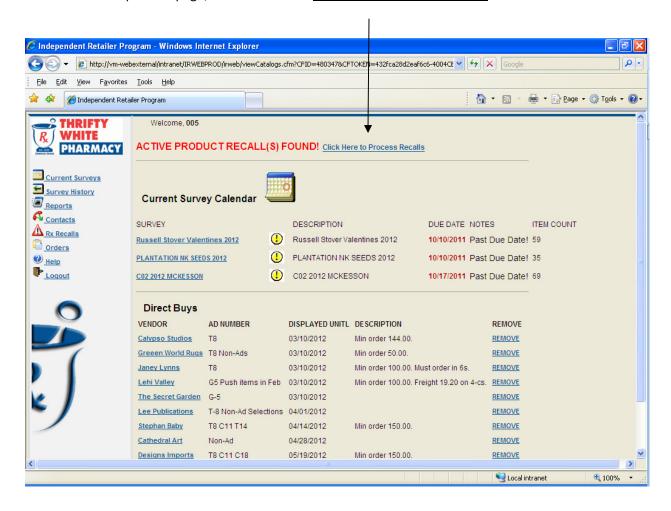


- 2. In Recall Web Page, type in UserName: [3-digit store #] and Password: [Intranet Password+3-digit store #].
 - For Example if I were store 899, my username would be "899"; Password: "wshe899"



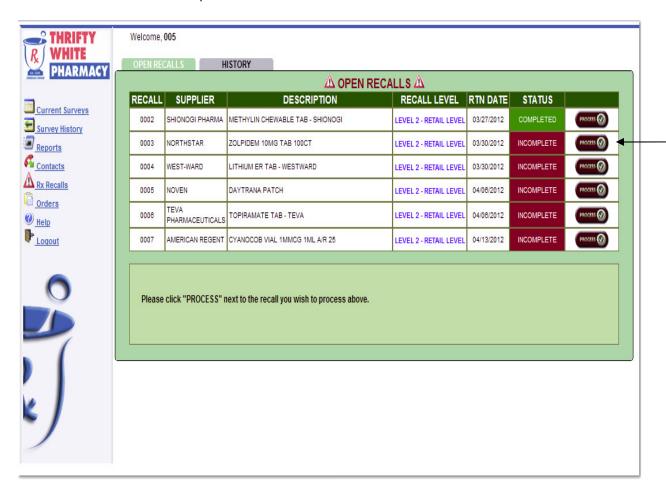
STEP 3: CLICK TO "PROCESS RECALLS"

• At the top of the page, click on the link "Click Here to Process Recalls"



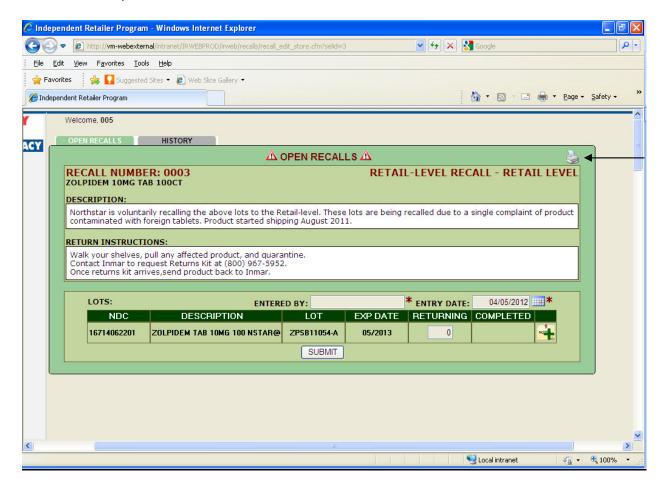
STEP 4: Under Status, Review Any Recalls that are Incomplete

• Click "Process" to complete recall



STEP 5: PRINT RECALL

- Click on the 'printer icon' in the right-hand corner.
- This will print out the recall with all instructions.

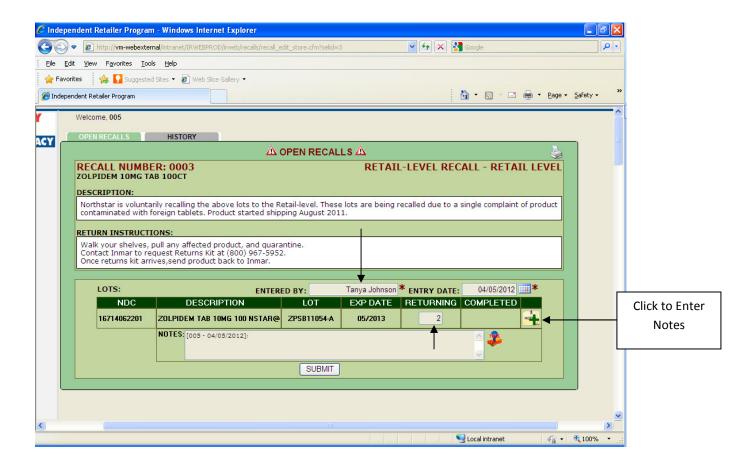


Step 6: ENTER DATA

- Type in Name of individual entering in Data
- Verify Entry Date
- Key in the number of bottles/packages being returned
- If your store has comments, there is a comment section on the right hand side that you can expand.
- On the right of the notes, there is a time stamp, click on it and key in your comments.

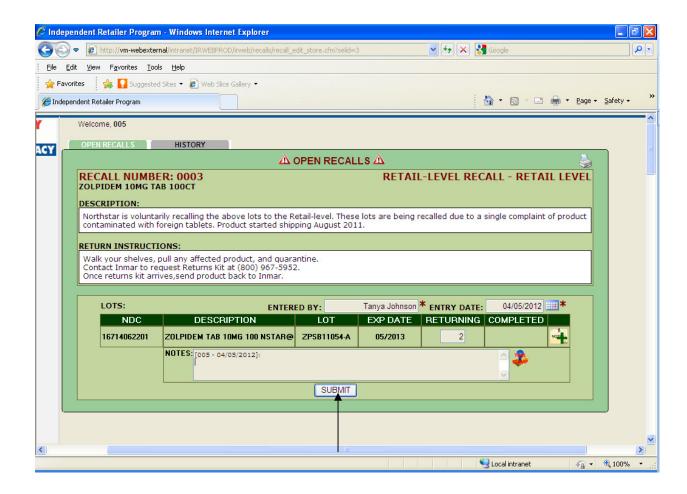
Note: If birth control pills, please enter in the number of packs not boxes If vials, number of vials not boxes.

All other forms of products should be rounded up to full packs or bottles.



Step 7: COMPLETE RECALL

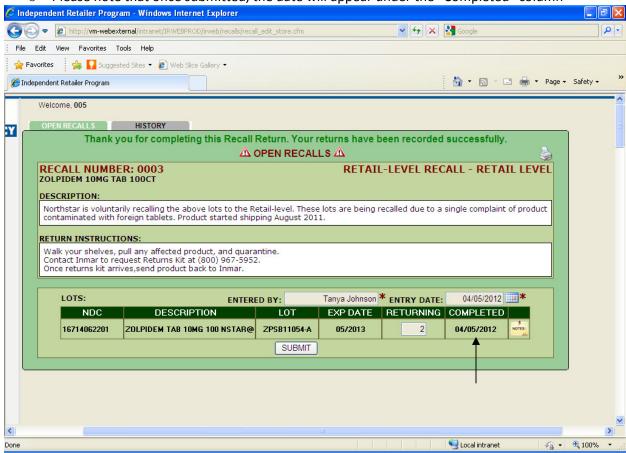
• Once all product has been entered, press Submit.



Step 8: VERIFYING RECALL

 After submitting recall, a pop up box will come up, click okay if all information in the recall is accurate and verified.

Please note that once submitted, the date will appear under the "Completed" column



Step 9: PROCESSING ANOTHER RECALL

• To process another recall click on "<u>RX Recalls"</u> on left side of page to bring you to redirect you to the recall main page.

