



PHARMACY PORTAL USER GUIDE

Adding/Updating Hours of Operation

October 22, 2025

1. Log into the [CPNL Pharmacy Portal](#).

Note: Only the current Pharmacist-in-Charge (PIC) has access to the pharmacy profile through the Pharmacy Portal. Login credentials are the same as those of the current PIC's Registrant Portal login credentials.

2. Once you have logged into your pharmacy profile, click on *Hours of Operation* on the side menu.

Pharmacy Name	Business Type	Address	Is Parent Company?	Parent Company
Reddy Pharmacy	N/A	1 Main Street, Grand River, Newfoundland and Labrador, A1A 1A1	No	N/A

3. To edit a day's business hours, click the *Edit* button next to the appropriate day. To add business hours for a new day, click the + *Add Business Hours* link.

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

Business Inbox

Pharmacist-in-Charge Profile

Business Information

- Pharmacy Information
- Hours of Operation**
- Licence Application & Renewal
- Additional Pharmacy Services
- Pharmacy Authorization
- Certificates

Contacts

- Owners/Shareholders
- Staff Listing

Applications

- Pharmacy Authorization Application
- Pharmacy Name Change Application
- Application to Change Pharmacist in Charge
- Pharmacy Renovation Application
- Pharmacy Relocation Application
- Change in Pharmacy Ownership Application
- Temporary Closure Application

Finance

Hours of Operation

Business Hours

Day	Closed?	Opens At	Closes At		
Monday	false	8:00 AM	6:00 PM	Edit	Delete
Tuesday	false	8:00 AM	6:00 PM	Edit	Delete
Wednesday	false	8:00 AM	6:00 PM	Edit	Delete
Thursday	false	8:00 AM	6:00 PM	Edit	Delete
Friday	false	8:00 AM	6:00 PM	Edit	Delete

+ Add Business Hours

Business Holiday Hours

Date	Closed?	Opens At	Closes At		
04/18/2025	true			Edit	Delete

4. Select the day of the week from the *Business Days* dropdown box.

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1 Main Street, Grand River, Newfound...

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Finance

Business Hours - Add

Note: All information with a red asterisk (*) is required.

Business Days * Select...

☐ I confirm that the business is closed

Opens At *

Closes At *

Save & Continue

5. If the business will be closed on the selected day, select the *I confirm that the business is closed* checkbox.

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

Business Inbox

Pharmacist-in-Charge Profile

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Finance

Business Hours - Add

Note: All information with a red asterisk (*) is required.

Business Days * Saturday

☒ I confirm that the business is closed

< Previous

Save & Continue >

6. If the business will be open on the selected day, select the appropriate opening time from the *Opens At* dropdown box. and the appropriate closing time from the *Closes At* dropdown box.

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

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Finance

Business Hours - Add

Note: All information with a red asterisk (*) is required.

Business Days * Saturday

☐ I confirm that the business is closed

Opens At * 7:00 AM

Closes At * Select...

4:30 PM

5:00 PM

5:30 PM

6:00 PM

< Previous

Save & Continue >

7. Click the *Save & Continue* to save the record and return to the Hours of Operation page.

The screenshot shows the 'Business Hours - Add' form. The left sidebar contains the following sections: 'Reddy Pharmacy' (1 Main Street, Grand River, Newfound...), 'Business Inbox', 'Pharmacist-in-Charge Profile', 'Business Information' (Pharmacy Information, Hours of Operation, Licence Application & Renewal, Additional Pharmacy Services, Pharmacy Authorization, Certificates), 'Contacts' (Owners/Shareholders, Staff Listing), 'Applications' (Pharmacy Authorization Application, Pharmacy Name Change Application, Application to Change Pharmacist in Charge, Pharmacy Renovation Application, Pharmacy Relocation Application, Change in Pharmacy Ownership Application, Temporary Closure Application), and 'Finance'. The main form area has a 'Note' box stating 'All information with a red asterisk (*) is required.' Below this are fields for 'Business Days' (a dropdown menu showing 'Saturday'), a checkbox for 'I confirm that the business is closed', 'Opens At' (a dropdown menu showing '7:00 AM'), and 'Closes At' (a dropdown menu showing 'Select...'). At the bottom left is a '< Previous' button, and at the bottom right is a 'Save & Continue >' button highlighted with a red box.

8. Repeat steps 3-7 until all days of the week have been recorded.

The screenshot shows the 'Hours of Operation' page. The left sidebar is identical to the previous screenshot. The main form area has a 'Business Hours' section with a table listing the hours for each day of the week. The table has columns for 'Day', 'Closed?', 'Opens At', 'Closes At', 'Edit', and 'Delete'. Below the table is a '+ Add Business Hours' button. At the bottom is a 'Business Holiday Hours' section.

Day	Closed?	Opens At	Closes At	Edit	Delete
Monday	false	8:00 AM	6:00 PM	Edit	Delete
Tuesday	false	8:00 AM	6:00 PM	Edit	Delete
Wednesday	false	8:00 AM	6:00 PM	Edit	Delete
Thursday	false	8:00 AM	6:00 PM	Edit	Delete
Friday	false	8:00 AM	6:00 PM	Edit	Delete
Saturday	false	7:00 AM	5:00 PM	Edit	Delete
Sunday	false	12:00 PM	5:00 PM	Edit	Delete

- Temporary Closure Application

Finance

Invoices & Receipts

Documents

Supporting Documents

Access

Account Settings

Business Holiday Hours

Date	Closed?	Opens At	Closes At	
04/18/2025	true			EditDelete
12/26/2025	true			EditDelete
12/25/2025	true			EditDelete

+ Add Business Holiday Dates

Dispensary Hours

Day	Closed?	Opens At	Closes At	
Monday	false	9:00 AM	5:00 PM	EditDelete
Tuesday	false	9:00 AM	5:00 PM	EditDelete
Wednesday	false	9:00 AM	5:00 PM	EditDelete
Thursday	false	9:00 AM	5:00 PM	EditDelete
Friday	false	9:00 AM	5:00 PM	EditDelete
Saturday	false	9:00 AM	5:00 PM	EditDelete
Sunday	false	12:00 PM	5:00 PM	EditDelete

- COLLEGE OF PHARMACY
OF NEWFOUNDLAND AND LABRADOR

Reddy Pharmacy
1 Main Street, Grand River, Newfound...
Business Inbox

Pharmacist-in-Charge Profile

Business Information

Pharmacy Information

Hours of Operation

Licence Application & Renewal

Additional Pharmacy Services

Pharmacy Authorization

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Staff Listing

Applications

Pharmacy Authorization Application

Pharmacy Name Change Application

Application to Change Pharmacist in Charge

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Temporary Closure Application

Finance

Business Holiday Hours - Add

Note: All information with a red asterisk (*) is required.

Date *

11/11/2025

☐ I confirm that the business is closed

Opens At *

Closes At *

November 2025

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Wednesday, October 22, 2025

< Previous

Save & Continue >

11. If the business will be closed on the selected day, select the *I confirm that the business is closed* checkbox.

The screenshot shows the 'Business Holiday Hours - Add' form in the College of Pharmacy of Newfoundland and Labrador portal. The left sidebar contains navigation links for 'Reddy Pharmacy', 'Business Information', 'Contacts', 'Applications', and 'Finance'. The main form area has a 'Note' stating 'All information with a red asterisk (*) is required.' Below this, the 'Date' is set to '11/11/2025'. The checkbox 'I confirm that the business is closed' is checked and highlighted with a red box. At the bottom, there are '< Previous' and 'Save & Continue >' buttons.

12. If the business will be open on the selected day, select the appropriate opening time from the *Opens At* dropdown box. and the appropriate closing time from the *Closes At* dropdown box.

The screenshot shows the 'Business Holiday Hours - Add' form with the 'Date' set to '11/11/2025'. The checkbox 'I confirm that the business is closed' is unchecked. The 'Opens At' dropdown menu is open, showing options: '8:00 AM', '10:30 AM', '11:00 AM', '11:30 AM', '12:00 PM', and '12:30 PM'. The 'Closes At' dropdown menu is also open, showing the same options. Both dropdown menus are highlighted with a red box. The '< Previous' and 'Save & Continue >' buttons are visible at the bottom.

13. Click the *Save & Continue* to save the record and return to the Hours of Operation page.

College of Pharmacy of Newfoundland and Labrador

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

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- Owners/Shareholders
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Finance

Business Holiday Hours - Add

Note: All information with a red asterisk (*) is required.

Date * 11/11/2025

☐ I confirm that the business is closed

Opens At * 8:00 AM

Closes At * 12:00 PM

< Previous

Save & Continue >

14. Repeat steps 9-13 until all holiday hours have been recorded.

Temporary Closure Application

Finance

- Invoices & Receipts

Documents

- Supporting Documents

Access

- Account Settings

Business Holiday Hours

Date	Closed?	Opens At	Closes At	
04/18/2025	true			Edit Delete
12/25/2025	true			Edit Delete
12/26/2025	true			Edit Delete
11/11/2025	false	8:00 AM	12:00 PM	Edit Delete

+ Add Business Holiday Dates

Dispensary Hours

Day	Closed?	Opens At	Closes At	
Monday	false	9:00 AM	5:00 PM	Edit Delete
Tuesday	false	9:00 AM	5:00 PM	Edit Delete
Wednesday	false	9:00 AM	5:00 PM	Edit Delete
Thursday	false	9:00 AM	5:00 PM	Edit Delete
Friday	false	9:00 AM	5:00 PM	Edit Delete
Saturday	false	9:00 AM	5:00 PM	Edit Delete
Sunday	false	12:00 PM	5:00 PM	Edit Delete

15. To edit a day's dispensary hours, click the *Edit* button next to the appropriate day. To add business hours for a new day, click the + *Add Dispensary Hours* link.

Dispensary Hours

Day	Closed?	Opens At	Closes At		
Monday	false	9:00 AM	5:00 PM	Edit	Delete
Tuesday	false	9:00 AM	5:00 PM	Edit	Delete
Wednesday	false	9:00 AM	5:00 PM	Edit	Delete
Thursday	false	9:00 AM	5:00 PM	Edit	Delete
Friday	false	9:00 AM	5:00 PM	Edit	Delete
Saturday	false	9:00 AM	5:00 PM	Edit	Delete
Sunday	false	12:00 PM	5:00 PM	Edit	Delete

+ Add Dispensary Hours

Dispensary Holiday Hours

Date	Closed?	Opens At	Closes At		
04/18/2025	true			Edit	Delete
12/25/2025	true			Edit	Delete
12/28/2025	true			Edit	Delete

16. Repeat steps 4-7 until all days of the week have been recorded.

Dispensary Hours

Day	Closed?	Opens At	Closes At		
Monday	false	9:00 AM	5:00 PM	Edit	Delete
Tuesday	false	9:00 AM	5:00 PM	Edit	Delete
Wednesday	false	9:00 AM	5:00 PM	Edit	Delete
Thursday	false	9:00 AM	5:00 PM	Edit	Delete
Friday	false	9:00 AM	5:00 PM	Edit	Delete
Saturday	false	9:00 AM	5:00 PM	Edit	Delete
Sunday	false	12:00 PM	5:00 PM	Edit	Delete

+ Add Dispensary Hours

Dispensary Holiday Hours

Date	Closed?	Opens At	Closes At		
04/18/2025	true			Edit	Delete
12/25/2025	true			Edit	Delete
12/28/2025	true			Edit	Delete

17. To edit a holiday's dispensary hours, click the *Edit* button next to the appropriate date. To add business hours for a new day, click the *+ Add Dispensary Holiday Dates* link.

The screenshot displays the 'Dispensary Holiday Hours' section of the Pharmacy Portal. It features a table with columns for Date, Closed?, Opens At, and Closes At. The table lists three dates: 04/18/2025, 12/25/2025, and 12/26/2025, all marked as 'true' for 'Closed?'. The 'Edit' button for the date 04/18/2025 is highlighted with a red box. Below the table, there is a link labeled '+ Add Dispensary Holiday Dates' which is also highlighted with a red box.

Date	Closed?	Opens At	Closes At	Edit	Delete
04/18/2025	true			Edit	Delete
12/25/2025	true			Edit	Delete
12/26/2025	true			Edit	Delete

+ Add Dispensary Holiday Dates

18. Repeat steps 10-13 until all holiday dispensary hours have been recorded.

This screenshot is identical to the one above, showing the 'Dispensary Holiday Hours' section. The 'Edit' button for the date 04/18/2025 is highlighted with a red box, and the '+ Add Dispensary Holiday Dates' link is also highlighted with a red box.

Date	Closed?	Opens At	Closes At	Edit	Delete
04/18/2025	true			Edit	Delete
12/25/2025	true			Edit	Delete
12/26/2025	true			Edit	Delete

+ Add Dispensary Holiday Dates