



**CREATING TABLE TOPICS  
(DISTRIBUTORS)**

**UPDATING THE TEAM INFORMATION  
(MANUFACTURERS AND SERVICE PROVIDERS)**

**OPEN UNTIL MARCH 14, 2025**

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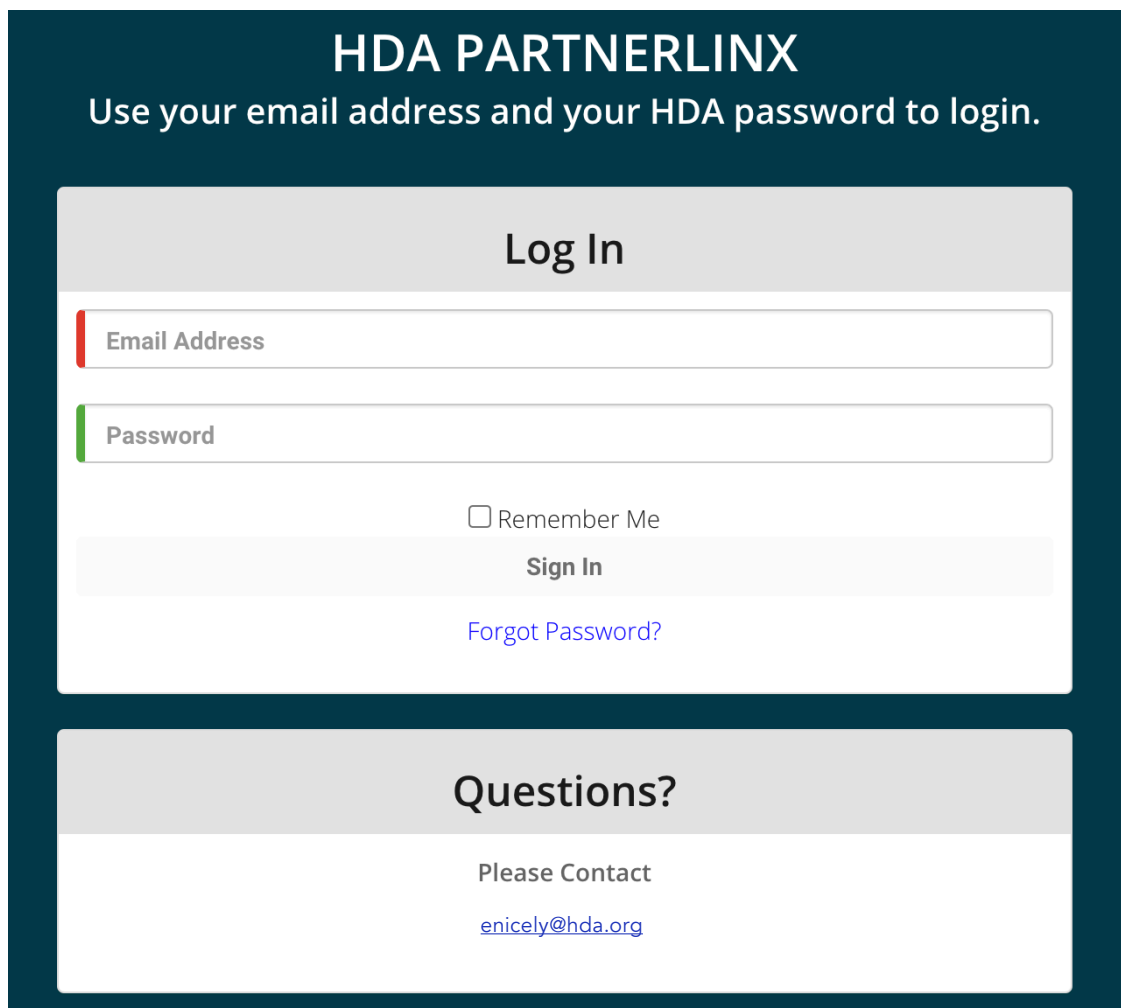
## LOGGING IN AND RESETTING YOUR PASSWORD

### How to log in and reset your password

#### LOGGING IN

Go to the PartnerLinx URL, [www.partnerlinx.com](http://www.partnerlinx.com).

There you will be presented with the PartnerLinx login screen. To log in, you will need your username and password. Your username is your email address; your password is the same password you created to access HDA’s website. If you do not remember your password or have not created one, click “Forgot Password.”



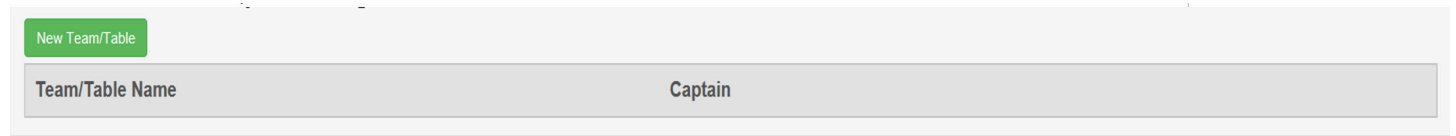
After logging in, you will be presented with your company’s landing page.



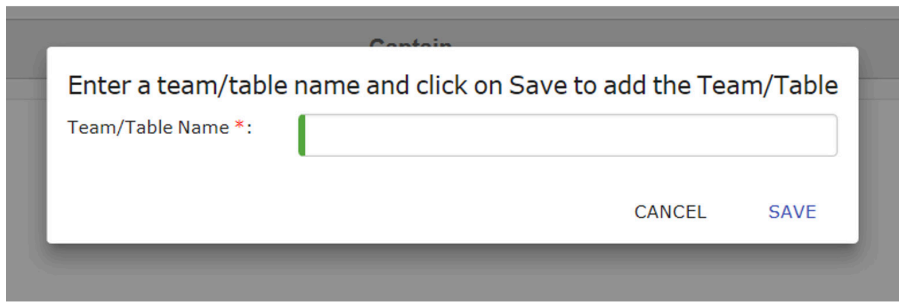
## ADDING TABLE TOPICS AND TEAM MEMBERS (DISTRIBUTORS ONLY) *How to add table topics and assign team members*

### ADD TABLE TOPICS

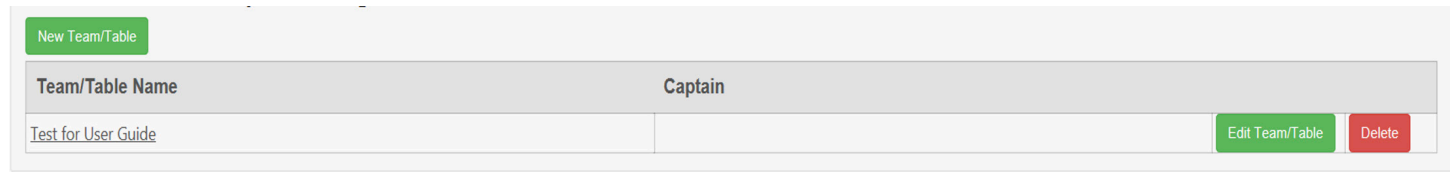
Click on the "New Team/Table" tab.



Which will take you to the screen below.




After saving the team/table name, your screen will look like the sample below.



To add table members, click on the "Edit Team/Table" green box, which will take you to the next screen.





Welcome, Teresa Moberly  
Test for User Guide

120 Manufacturers Available  
16 Service Providers Available  
0 of 65 requests defined  
0%

Members Change My Password Email Notes

Upload Collaterals (PDF)  
(Optional): View/Upload

Save Cancel

Name:  
Test for User Guide

Booth:  
Booth

Description:

Click on the "Members" tab and the "Add" button to see the list of individuals.

If you want to change the Captain for this Team/Table, or if you want to designate yourself as the Captain, contact your Meeting Coordinator to request this change. Your Meeting Coordinator is Teresa Moberly, tmoberly@457miamiluken.com. Close

Add Remove

Click on the box on the right and then the "Add/Move" button to add an individual to a table.

## Add/Move Attendees ✕

Add/Move



**Michael Faul**  
mfaul@457miamiluken.com  
Member of:



**Teresa Moberly**  
tmoberly@457miamiluken.com  
Member of:



After you click on the “Add/Move” button, you will see a screen that will allow you to add or remove team members to a table (if needed).

If you want to change the Captain for this Team/Table, or if you want to designate yourself as the Captain, contact your Meeting Coordinator to request this change. Your Meeting Coordinator is Teresa Moberly, tmoberly@457miamiluken.com. Close

**Add** **Remove**

**Michael Faul**  
mfaul@457miamiluken.com

**Set Captain** **Save** **Cancel**


**First name:**  **Last name:**

**Email:**  **Phone:**

**Title:**  **City:**

**Address:**  **Zip/Postal Code:**

**State:**  **Country:**



## ASSIGN THE TABLE CAPTAIN (REQUIRED)

To assign the captain for this table, select the person and click on the “Set Captain” button. After you click this button, the system will take you back to your company’s homepage. You will then see a list of your tables and captains.

Miami-Luken, Inc. Teams/Tables and Attendees Sign Out

Teresa Moberly

TEAMS/TABLES ATTENDEES

**Phase 1: Meeting Coordinators, click on the "NEW TEAM/TABLE" button to create a new table. Select the "EDIT Team/Table" button to edit a team/table; add team/table members and upload documents.**  
**Phase 2: Meeting Coordinators and captains - click on the "REQUEST Appointments" tab to start your appointment selections.**

**New Team/Table**

Team/Table Name	Captain	
Test for User Guide	Michael Faul	<span>Edit Team/Table</span> <span>Delete</span> <span>Request Appointments</span>

## MANUFACTURERS AND SERVICE PROVIDERS – YOUR TEAM IS CREATED AND TEAM CAPTAIN IS ASSIGNED ONCE REGISTRATION IS PROCESSED.

- Company conference coordinators can login and review their team information and reassign the team captain, if needed, and/or add a team description.
- To change your team captain, click on Edit Team/Table green button; click on members and highlight the person you want to assign as the captain and click on SET CAPTAIN button.



## ADD/EDIT TABLE/TEAM DETAILS

### How to add information about a table

#### DESCRIPTION

To finish the table setup, you can add more descriptive information and upload materials for discussion with the team members and your trading partners. To do this, click on the "Edit Team/Table" button, which will take you to this screen. You can add the detailed description in the "Description" box below. Click "Save" when finished.

Members
View/Upload Collaterals

---

Save
Cancel

**Name:**

**Booth:**

**Description:**

To add any materials to a table, click on "View/Upload Collaterals" button.

Close
To add a new item, click on Add, enter the required information. When you are done, click on Save to save your changes.

**Promotional Materials** Add

Name	Collateral

Click on the "Add" button, name the material, click on "Browse" to find the material and then click "Save."



**Add Promotional Material** ✕

---

Name:

Browse
No file selected.
Save

You can name the material a different name, but the collateral name will appear as the original file name (see sample).



If you wish to use the same name, click on the pencil icon to update the name to match the collateral name. If you wish to delete the material, click on the trash can icon.



Close **To add a new item, click on Add, enter the required information. When you are done, click on Save to save your changes.**

---

**Promotional Materials** Add

Name	Collateral	✎	🗑️
Promotional Material	88thEditionHDAFactbookFinal.pdf	✎	🗑️

To return to your list of tables, click on "Additional Options," found on the top right of your screen.

**Welcome, Teresa Moberly**  
Test for User Guide: Miami-Luken, Inc.

120 Manufacturers Available  
16 Service Providers Available  
0 of 20 requests defined, 0 exclusions defined, 0

0%

Additional Options ☰

Additional Options ✕

**My Team/Table**

- My Company
- Switch Team/Table

**Directory**

- All (4)
- Teams/Tables Requested
- Teams/Tables Not Requested (4)
- Teams/Tables Marked Hidden
- Teams/Tables Excluded
- All Manufacturers
- All Service Providers

**My Schedule**

- Calendar View
- List View

**Announcements**

**Support**

**Sign Out**

**Change My Password**

Click on "Switch Team/Table" to go back to the company homepage.



Miami-Luken, Inc. Teams/Tables and Attendees Sign Out

Teresa Moberly

TEAMS/TABLES ATTENDEES

**Phase 1: Meeting Coordinators, click on the "NEW TEAM/TABLE" button to create a new table. Select the "EDIT Team/Table" button to edit a team/table; add team/table members and upload documents.**  
**Phase 2: Meeting Coordinators and captains - click on the "REQUEST Appointments" tab to start your appointment selections.**

New Team/Table

Team/Table Name	Captain			
Test for User Guide	Michael Faul	Edit Team/Table	Delete	Request Appointments

Click on the "Edit Team/Table" button to see the "Additional Options" button.

Additional Options

If you click on "My Team/Table," it will take you back to that team/table's page. This is where you can add the description and upload any materials you would like to share with your trading partners (see page 5–6).

**Captain**  
First name: **Michael**  
Last name: **Faul**  
Email: **mfaul@457miamiluken.com**

Members View/Upload Collaterals

Save Cancel

**Name:**  
Test for User Guide

**Booth:**  
Booth

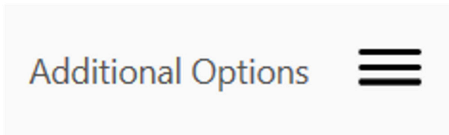
**Description:**



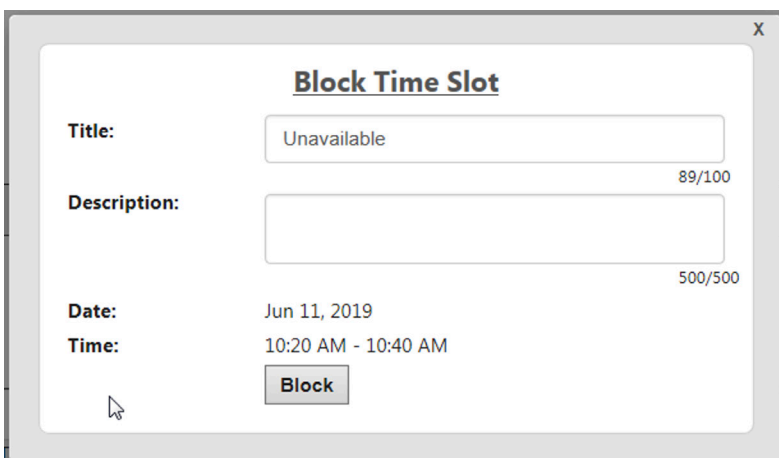
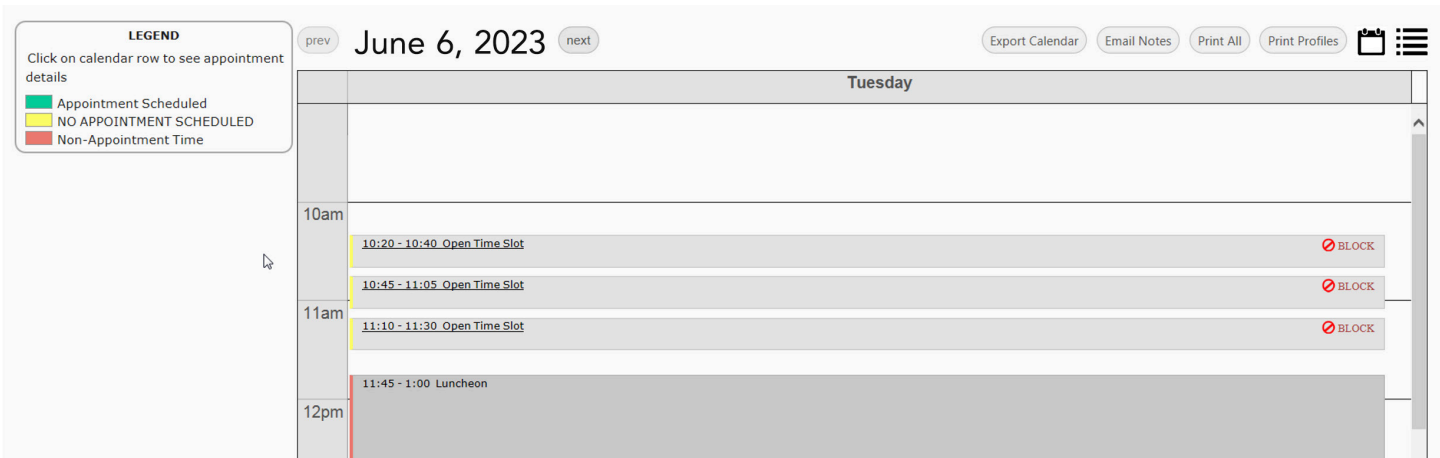


## CALENDAR

Click on the “Additional Options” tab.



Click on “Calendar View” to see the team/table calendar. The calendar seen here is identical to other users’ calendars. All breaks are the same and the timeslot for each appointment is 20 minutes (with five minutes in between appointments). You may block up to three timeslots per team/table. To block a timeslot, simply click on the “Block” link on the right side of the appointment time.



You can change the title and add a description. The description will only be seen by the team/table members. Click on the “Block” button to save, and your calendar will be updated.



Tuesday	
10am	<p>10:20 - 10:40 Unavailable <span>✖ REMOVE BLOCK</span></p> <p>10:45 - 11:05 Open Time Slot <span>⊘ BLOCK</span></p>
11am	<p>11:10 - 11:30 Open Time Slot <span>⊘ BLOCK</span></p> <p>11:45 - 1:00 Luncheon</p>
12pm	

Once the block time is created, it will show up on your calendar with a ✖ REMOVE BLOCK

You can delete a blocked time by clicking on the ✖ REMOVE BLOCK and the timeslot will again be open for an appointment.



## COMPANY INFORMATION

### How to modify your company profile

From the company homepage, click on the "Edit Team/Table" button to see the "Additional Options" link.

Miami-Luken, Inc. Teams/Tables and Attendees Sign Out

Teresa Moberly

TEAMS/TABLES    ATTENDEES

**Phase 1: Meeting Coordinators, click on the "NEW TEAM/TABLE" button to create a new table. Select the "EDIT Team/Table" button to edit a team/table; add team/table members and upload documents.**  
**Phase 2: Meeting Coordinators and captains - click on the "REQUEST Appointments" tab to start your appointment selections.**

[New Team/Table](#)

Team/Table Name	Captain			
Test for User Guide	Michael Faul	<a href="#">Edit Team/Table</a>	<a href="#">Delete</a>	<a href="#">Request Appointments</a>

Additional Options ✕

**My Team/Table**

My Company

Switch Team/Table

**Directory**

- All (4)
- Teams/Tables Requested
- Teams/Tables Not Requested (4)
- Teams/Tables Marked Hidden
- Teams/Tables Excluded
- All Manufacturers
- All Service Providers

**My Schedule**

- Calendar View
- List View

**Announcements**

**Support**

**Sign Out**

**Change My Password**

Click on "My Company" to see the details. From here, you can edit the information and click "Save" when finished.

**My Company** [Save](#) [Cancel](#) [Close](#)

<b>Name:</b>	<b>Website:</b>
<input type="text" value="Miami-Luken, Inc."/>	<input type="text" value="http://www.miamiluken.com"/>
<b>Address:</b>	<b>Phone:</b>
<input type="text" value="265 S. Pioneer Boulevard, Springboro, OH 45066 United States"/>	<input type="text" value="(937)743-7775"/>
<b>Contact:</b>	<b>Services:</b>
<input type="text" value="Contact"/>	<input type="text" value="Services"/>
<b>Contact Email:</b>	<b>Contact Phone:</b>
<input type="text" value="Contact Email"/>	<input type="text" value="Contact Phone"/>
<b>Description:</b>	
<p>Miami-Luken, Inc. is a full line regional wholesale distributor providing products to independent retail pharmacies and hospitals in a seven state area. Our inventory consist of approximately 26,000 sku's which include pharmaceuticals, over-the-counter drugs, health and beauty items, home health care, DME products and candy. The company operates out of a 60,000 square foot facility in Springboro, Ohio. We offer support services such as web based order entry, CSOS, electronic order confirmation, scanning devices to streamline placing orders, customized retail price slickers, an auto ship program, OptiSource generic sourcing program along with a variety of other promotional programs and services.</p>	
<b>Notes:</b>	
<input style="width: 100%; height: 40px;" type="text"/>	



## VIEWING YOUR LIST OF ATTENDEES

From your company homepage, click on the "Attendees" tab to see all individuals registered for the conference. Highlight the individual you want to review and send any changes to [Michelle Leslie](#).

Miami-Luken, Inc. Teams/Tables and Attendees Sign Out

Teresa Moberly

TEAMS/TABLES **ATTENDEES**

**Phase 1: Meeting Coordinators, click on the "NEW TEAM/TABLE" button to create a new table. Select the "EDIT Team/Table" button to edit a team/table; add team/table members and upload documents.**  
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New Team/Table

Team/Table Name	Captain			
Test for User Guide	Michael Faul	Edit Team/Table	Delete	Request Appointments



## NAVIGATING THROUGH OTHER MENUS

From your company homepage, click on “Edit Team/Table,” and click on the “Additional Options” to see a summary for your table or team.

Miami-Luken, Inc. Teams/Tables and Attendees Sign Out

Teresa Moberly

TEAMS/TABLES    ATTENDEES

**Phase 1: Meeting Coordinators, click on the "NEW TEAM/TABLE" button to create a new table. Select the "EDIT Team/Table" button to edit a team/table; add team/table members and upload documents.**  
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New Team/Table

Team/Table Name	Captain			
Test for User Guide	Michael Faul	Edit Team/Table	Delete	Request Appointments

Additional Options ✕

- My Team/Table**
  - My Company
  - Switch Team/Table
- Directory**
  - All (4)
  - Teams/Tables Requested
  - Teams/Tables Not Requested (4)
  - Teams/Tables Marked Hidden
  - Teams/Tables Excluded
  - All Manufacturers
  - All Service Providers
- My Schedule**
  - Calendar View
  - List View
- Announcements**
- Support**
- Sign Out**
- Change My Password**



## PRINTING OR DOWNLOADING A REPORT

From the “Additional Options,” click on “All Manufacturers” or “All Service Providers.”

**Manufacturers Attendee List** Close

All communications sent to conference attendees must provide a clearly visible and functional opt-out option. Conference attendee information cannot be sold or provided to any non-exhibiting individual or company. Any company violating this policy will be subject to forfeiture of exhibit/registration fees and excluded from participating in the Business and Leadership Conference as well as future HDA conferences and seminars.

Search...  Export All Print All

Company	Attendee	Title	Role	Team/Table
AbbVie US	<a href="#">Kristin Carney</a>	Marketing and Sales Director	Attendee	<a href="#">AbbVie Portfolio - Scott Hendershot</a>
AbbVie US	<a href="#">Eric Morris</a>	National Trade Executive	Attendee	<a href="#">AbbVie Portfolio - Jim Henricks</a>
AbbVie US	<a href="#">Gregory Raupp</a>	Director, Demand Planning	Attendee	<a href="#">AbbVie Portfolio - Jim Henricks</a>

Select “Export All” to download the information or “Print All” to print the list. Clicking on the individual’s name will give you that individual’s details including his/her photo (if it is available).

## TECHNOLOGY SUPPORT

**IF YOU NEED HELP LOGGING INTO PARTNERLINX:  
Contact HDA staff for further assistance.**

**Lisa Kanfer,**  
*Vice President*  
*Membership and Development*  
*(202) 964-6066*