



Xumi PBS Online Service

user guide

This document describes the Xumi PBS Online Service, which is used by Xumi dispensing system for PBS Online communication with Services Australia via PRODA web services. Please read this document carefully and keep it in a safe place as you may wish to refer to it later.

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Overview

The method of communicating with Services Australia for PBS Online is changing to PRODA web services. There is no difference in regular claiming activity. However, there is some initial setup, and it is a PRODA requirement that device registration be renewed via the PRODA web site periodically.

To implement this change, the original PBS Online program is being replaced by the Xumi PBS Online Service which consists of:

- A Windows service which runs on one computer (only) in the pharmacy, handling PBS communication with Services Australia. This runs regardless of whether a user is logged in or not.
- A configuration utility which can be run on any of the pharmacy computers. This utility is used to manage the settings of the Windows service.

Installation of the Xumi PBS Online Service will normally be done automatically during the Xumi installation.

The computer the Xumi PBS Online Service runs on is usually the dispensing server or master computer for the pharmacy.

It must be registered as a B2B Device in PRODA. See page 3 for more information.

Once initial setup is complete you can change to PRODA web services at your convenience. You do not need to wait for a new claim period to start. See page 3 for more information.

You will need to renew your PRODA B2B Device registration every 180 days, See page 5 for details.

Initial Setup

To prepare for PRODA web services, you should register for PRODA and link PBS Online to your pharmacy's PRODA account as soon as possible. In PRODA, the **PBS Online** service provider must show as **Active** before proceeding.

Once this has been done and the Xumi PBS Online Service has been deployed to your pharmacy, the remaining setup steps are as follows:

- Register your dispensing server or master computer as a B2B Device with PRODA
- Activate the Xumi PBS Online Service.

The final step of activation can be done at your convenience — you do not need to wait for a new claim period to start — but it should take place within 7 days of registering your computer as a B2B Device.

If you have further questions regarding PRODA, please contact Services Australia on 1800 700 199 or via email at proda@servicesaustralia.gov.au

Registering for PRODA and Linking PBS Online

NOTE We recommend that you complete these steps as soon as possible. Some of these steps may already have been completed for your pharmacy, for example if you use HPOS for ordering stationery.

Before you can switch to PRODA web services for PBS Online, you must register with PRODA as follows.

- 1** Register for an individual PRODA account.

For instructions on how to do this, please see the following webpage:

How to register for an individual account – Services Australia

<https://www.servicesaustralia.gov.au/how-to-register-for-individual-proda-account>

- 2** Register the Pharmacy organisation for web services.

Only the owner or authorised contact for the business can register the business. For instructions on how to do this, please see the following webpage:

How to register an organisation – Services Australia

<https://www.servicesaustralia.gov.au/how-to-register-organisation-proda>

At the end of this step, you will have a PRODA RA (Organisation) number. This will be needed later, when activating the Xumi PBS Online Service.

- 3** Add services to your PRODA account such as PBS Online, HPOS and AIR.

For instructions on how to do this, please see the following webpage:

Linking to health service providers – Services Australia

<https://www.servicesaustralia.gov.au/adding-and-linking-to-health-service-providers>

Registering your Dispensing Server as a B2B Device

NOTE When a B2B Device is registered with PRODA it must be activated within 7 days. If this does not happen a new activation code must be generated using the PRODA web site. We therefore recommend that you do this step shortly before activating the Xumi PBS Online Service.

For PBS Online specifically, the only device you need to register with PRODA is the computer where the PBS Online Service will be installed, which is normally the server, main computer or master computer for your dispensing system. However, your pharmacy might need other devices to be registered for other purposes such as access to AIR.

To register a computer as a B2B device with PRODA, please see the following webpage:

- **Managing B2B Devices – Services Australia**
<https://www.servicesaustralia.gov.au/managing-b2b-devices-proda>

You will need the exact Device Name registered, and the resulting activation code, when activating the Xumi PBS Online Service.

Activating the Xumi PBS Online Service

NOTE The Xumi PBS Online Service will be installed ahead of the time your pharmacy changes to PRODA-based claiming. It will not actually do anything until activated.

When you are ready to start using PRODA-based claiming, activate the Xumi PBS Online Service as follows. You do not need to wait for the end of a claim period.

- 1** From the Windows **Start** menu, choose > **PBS Online Configuration**.
If asked whether you want to allow the app to make changes to your device, choose **Yes**.
The **PBS Online Configuration** screen is displayed.
- 2** In **Activation Folder**, select the folder where your dispensing system places PBS Online transactions.
 - For Xumi Dispense, this will be **C:\ProgramData\RxDispense\PBS\CTS** on the dispense server.

You only need to set the **Activation Folder** once for each computer you run the configuration program on. Your selection will be remembered for next time.

- 3 In **Device Activation Code**, enter the 10-character value provided by the PRODA web site when you registered your PBS Online B2B device.
- 4 In **Device Name**, enter the name of the B2B device you registered on the PRODA web site, exactly as you entered it there.
- 5 In **PRODA RA (Organisation)**, enter the 10-digit number provided by the PRODA web site when you registered your PBS Online B2B device.
- 6 In **Location Id**, enter your pharmacy's 8-character Location ID.

The Location ID is sometimes known as the Minor ID. It is the same value you used with the original PBS Online claiming mechanism.

It is different to the Minor ID used for reporting to AIR.

- 7 In **PBS Online Service**, select **PRODA web services**.

If you need to retain or revert to the original claiming mechanism temporarily, select **Original Client Adapter mechanism** instead.

- 8 Choose **Save**.

When PRODA-based claiming is active, the previous claiming mechanism will stop sending script information to Services Australia even if it is still running and "started".

NOTE Do not change any of the **Url** settings in the bottom half of the screen unless instructed to by RxOne Support.

Periodic Device Renewal

It is a Services Australia cybersecurity requirement that B2B devices are renewed with PRODA at least every 6 months. Your dispensing software will notify you when your PBS Online B2B device is within 30 days of needing renewal, but you can renew the device earlier if that better suits your pharmacy's business processes.

Device Renewal Reminder

When your registered PBS Online B2B device is within 30 days of needing renewal with PRODA, your Xumi dispensing system will display the message **Certificates Expiring**.

- With PRODA-based claiming, this message refers to the B2B Device.
- With the original claiming mechanism, this message refers to your pharmacy's PKI certificates.

This message will remain visible until your PRODA B2B Device is renewed (or, if still using the original claiming mechanism, your PKI certificates are renewed).

The message will be changed to be PRODA-specific in a future dispensing system update when PRODA is used universally.

Extending Your PBS Online B2B Device in PRODA

If you extend your PBS Online B2B Device in PRODA before it expires, the new expiry date will take effect immediately and you will not need to update the PBS Online Service.

Updating the PBS Online Service with New Device Details

When you have renewed your PBS Online B2B device using the PRODA web site, update the Xumi PBS Online Service to match as follows. The same steps apply if you need to reactivate your PBS Online B2B device for any reason, for example if it has expired.

- 1** From the Windows **Start** menu, choose > **PBS Online Configuration**.
If asked whether you want to allow the app to make changes to your device, choose **Yes**.
The **PBS Online Configuration** screen is displayed.
- 2** **Activation Folder** should still be set from when you activated the Xumi PBS Online Service. If it is not, for example if you are running the configuration program from a different computer, select the folder where your dispensing system places PBS Online transactions as described in step 2 on page 3.
- 3** In **Device Activation Code**, enter the 10-character value provided by the PRODA web site when you renewed or reactivated your PBS Online B2B device.
- 4** Choose **Save**.

Appendix A - Manual Server Installation

NOTE Installation of the Xumi PBS Online Service will normally be done with the Xumi installation. This section is provided for the rare case where manual installation is necessary. The same steps apply for both new installations and upgrades.

NOTE The Xumi PBS Online Service must only be installed on one computer in your pharmacy, normally your dispensing server or dispensing master computer. This computer must be registered in PRODA as a B2B Device.

To install the Xumi PBS Online Service and its configuration program manually:

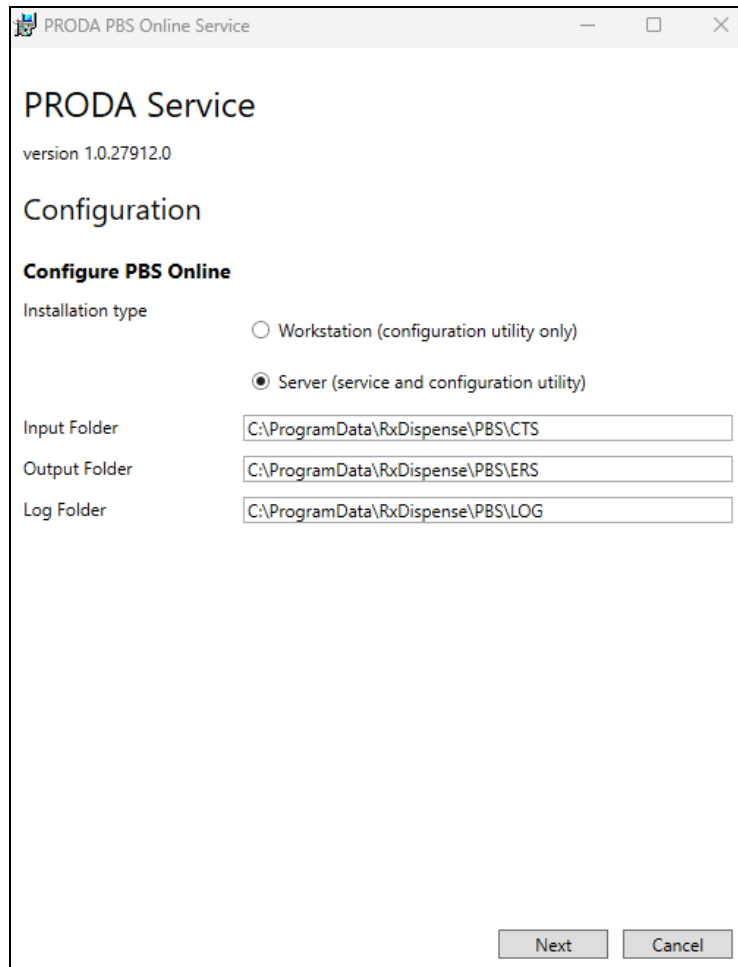
- 1** In Windows, navigate to the folder where the Xumi PBS Online Service installer is located. Its filename is **InstallerPBSOnlineServiceBundle.exe**.
- 2** Right-click on the installer, then choose **Run as administrator** from the context menu.

If you are asked whether you want to allow the app to make changes to your device, choose **Yes**.

The installer screen is displayed.
- 3** Under **Installation type**, choose **Server**.

The **Server** installation option installs both the Xumi PBS Online Service and its configuration program.
- 4** Check, and if necessary, change, the values in **Input Folder**, **Output Folder**, and **Log Folder**.
- 5** Choose **Next**.

- 6 A progress bar and messages are displayed while installation takes place. This takes less than a minute.
- 7 When **Installation Complete** is shown, choose **Close**.



Appendix B - Manual Workstation Installation

You can install the PBS Online Configuration program on any of your pharmacy computers. It is automatically installed on the computer where the Xumi PBS Online Service itself is running, which is typically your dispensing server or master computer. However, you may wish to access the configuration program from other computers.

To install the Xumi PBS Online Service configuration program manually:

- 1 In Windows, navigate to the folder where the Xumi PBS Online Service installer is located. Its filename is **InstallerPBSOnlineServiceBundle.exe**.
- 2 Right-click on the installer, then choose **Run as administrator** from the context menu.

If you are asked whether you want to allow the app to make changes to your device, choose **Yes**.

The installer screen is displayed.

- 3 Under **Installation type**, ensure that **Workstation** is selected. This is the default. The **Workstation** installation option installs PBS Online configuration program only.
- 4 Choose **Next**.
- 5 A progress bar and messages are displayed while installation takes place. This takes less than a minute.
- 6 When **Installation Complete** is shown, choose **Close**.

