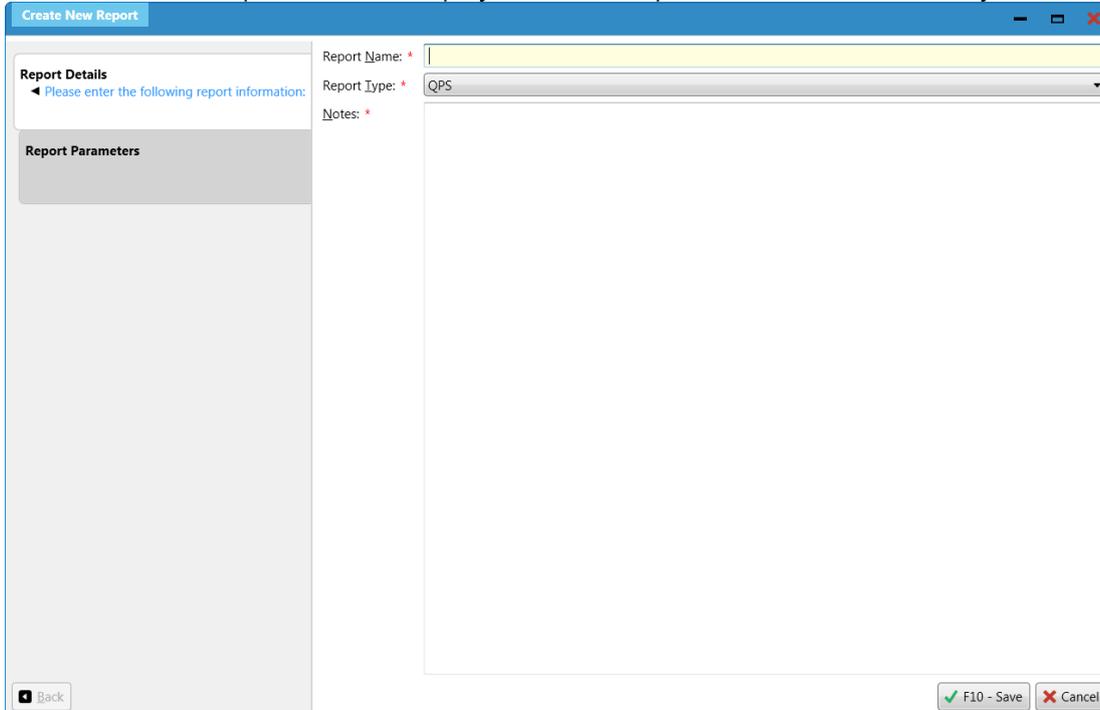


Adding a New Report from the Report Builder

The Quality Payments Scheme (QPS) has been renamed to the Pharmacy Quality Scheme (PQS). The change will be updated in a future version of ProScript Connect.

1. From the Report Builder, press **[F1 - Add New Report]**.
2. The Create New Report window displays, with the *Report Details* tab selected by default.



Report Name: *

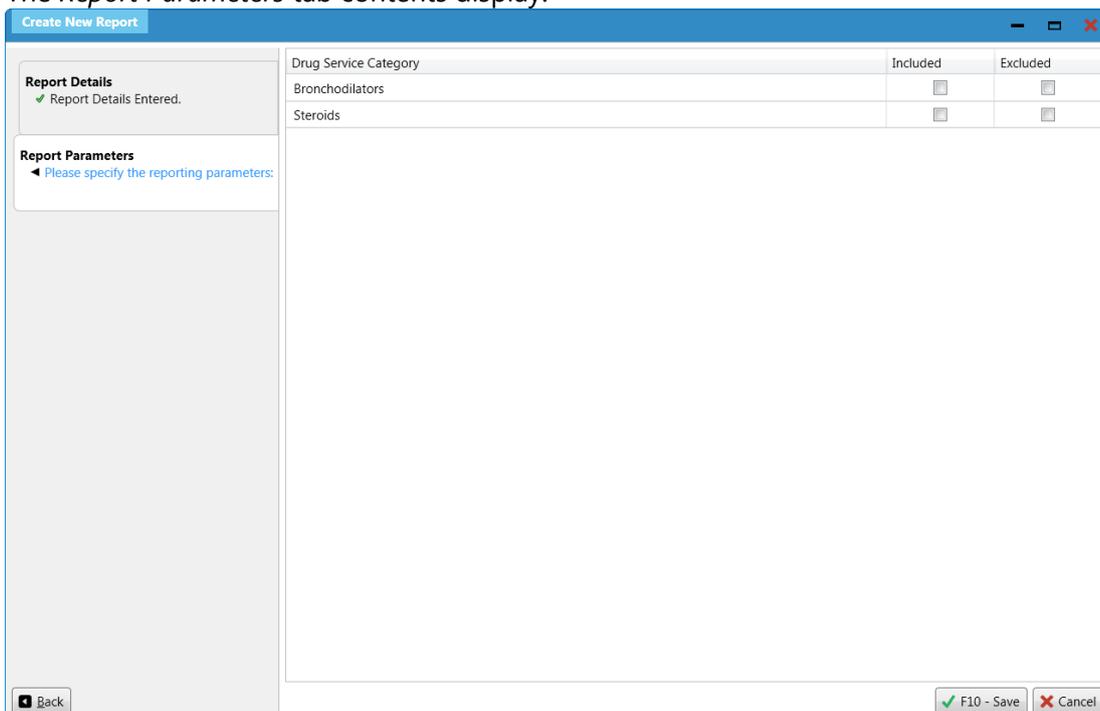
Report Type: * QPS

Notes: *

Back

F10 - Save Cancel

3. From there, enter the *Report Name*, select the *Report Type* and enter *Notes*.
4. Press **[F10 - Save]**.
5. The *Report Parameters* tab contents display.



Report Details

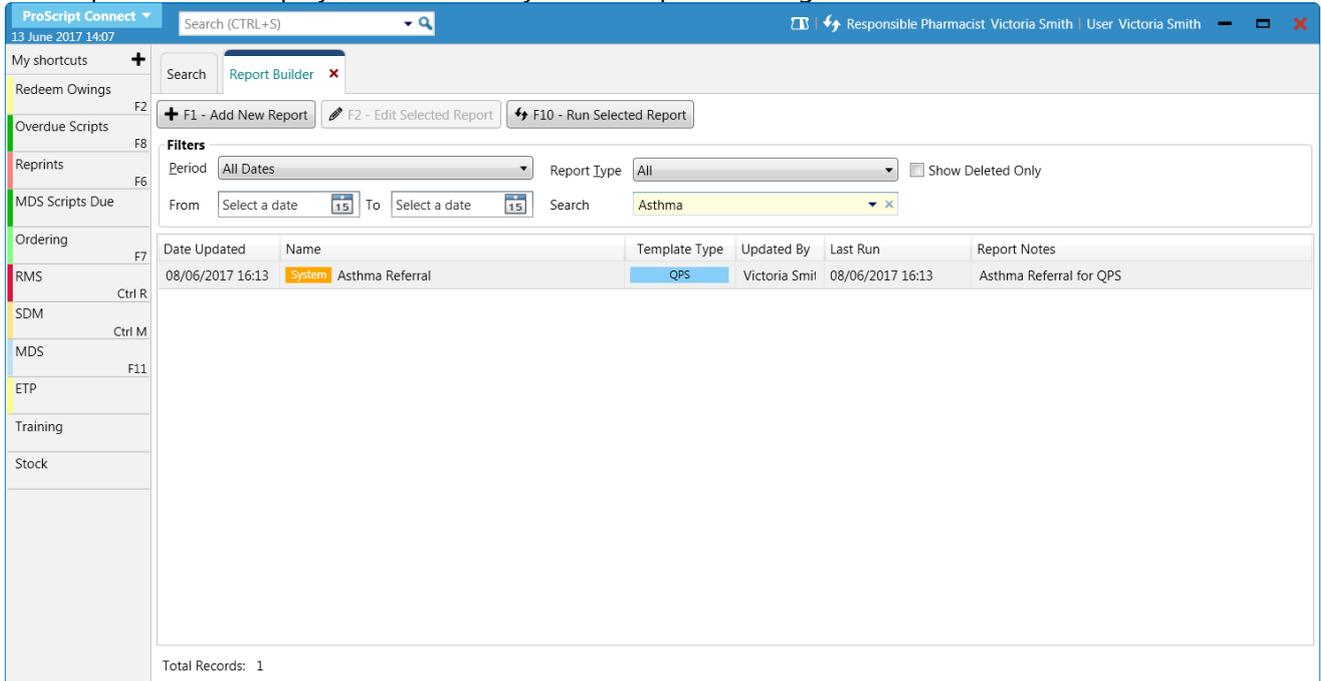
Report Parameters

Drug Service Category	Included	Excluded
Bronchodilators	<input type="checkbox"/>	<input type="checkbox"/>
Steroids	<input type="checkbox"/>	<input type="checkbox"/>

Back

F10 - Save Cancel

6. Select the drug service categories you want to include or exclude by ticking the relevant tick boxes.
7. Press **[F10 - Save]**.
8. The Report Builder displays, with the newly-added report in the grid.



Revision History

Version Number	Date	Revision Details	Author(s)
1.0	27 February 2026	KB0074003	Joanne Hibbert-Gorst

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