

## Accepting a CD Order in the Ordering Manager

Once an order has been sent it will display in the *Goods In* tab. You can only accept/book in an item marked as **ACCEPTED**.

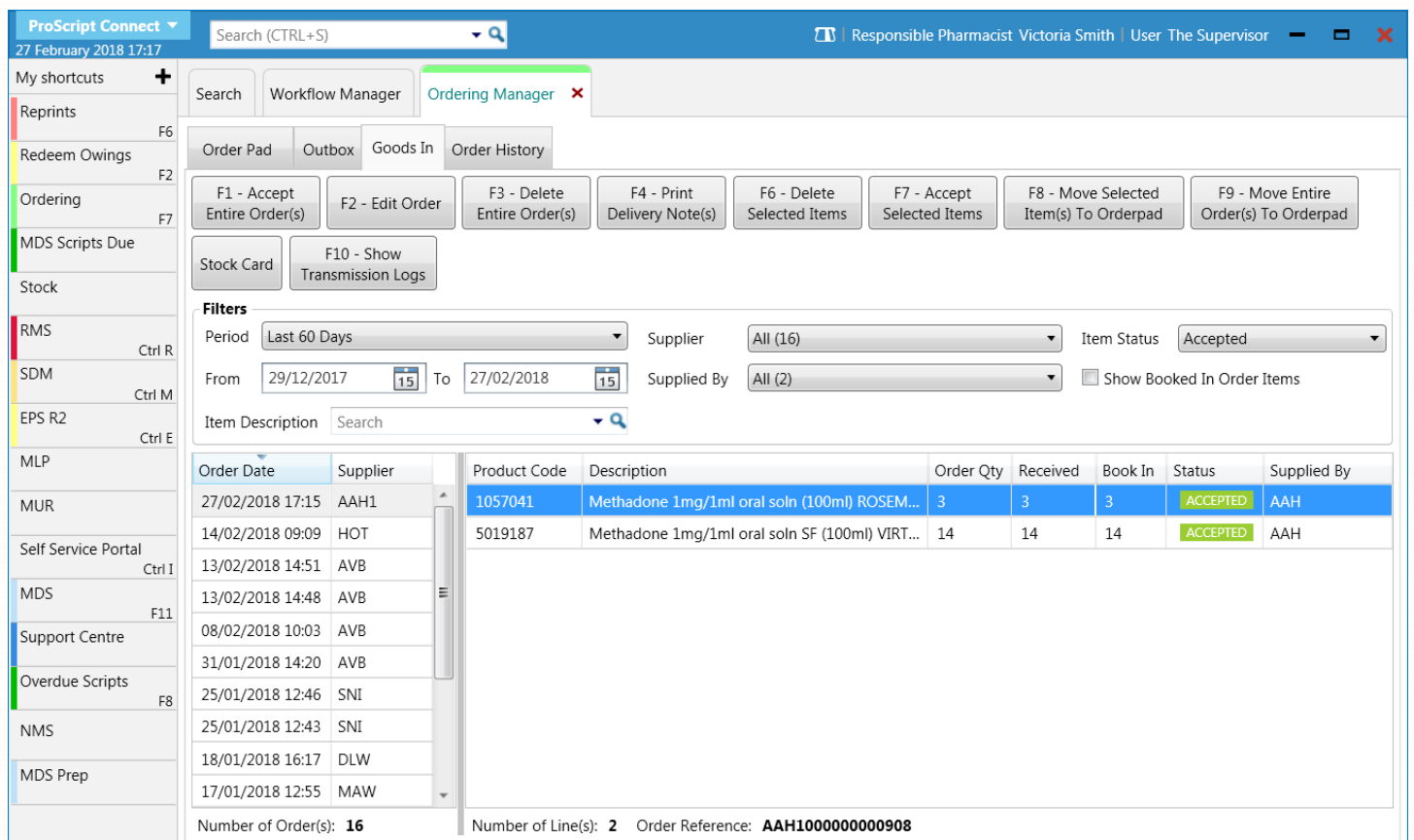
When accepting an order from Goods In with at least one Schedule 2 (or Schedule 3 if configured) CD, a CDR trigger will display (if configured), prompting you to add that stock as a CDR Goods In entry.



We recommend the *Add CD Items from Goods in* application setting is enabled when accepting orders for controlled drugs. This is found in the *CDR Category* within Edit Application Settings, and when enabled will trigger the CDR Goods In window when accepting orders for CDs. This allows users to add the CDs directly to the CDR without having to do this manually at later time.

## Accepting a CD Item to Order

1. To begin, open the Ordering Manager from the ProScript Connect Main Screen by pressing **[F7]**.
2. From the Ordering Manager, open the *Goods In* tab, highlight an **ACCEPTED** order with a Schedule 2 (or Schedule 3 if configured) CD. Click the value within the *Book In* column, and enter the quantity you are booking in.
3. Select the **[F1 – Accept Entire Order(s)]** button, or if you are not booking in the entire order, select the **[F7 – Accept Selected Items]** button.



The screenshot shows the ProScript Connect interface with the Ordering Manager window open. The 'Goods In' tab is selected, and a list of orders is displayed. The status of the selected items is 'ACCEPTED'.

Order Date	Supplier	Product Code	Description	Order Qty	Received	Book In	Status	Supplied By
27/02/2018 17:15	AAH1	1057041	Methadone 1mg/1ml oral soln (100ml) ROSEM...	3	3	3	ACCEPTED	AAH
14/02/2018 09:09	HOT	5019187	Methadone 1mg/1ml oral soln SF (100ml) VIRT...	14	14	14	ACCEPTED	AAH

Number of Order(s): 16      Number of Line(s): 2      Order Reference: AAH1000000000908

## Completing the CDR Goods In Form

The CDR Goods In window opens with the *Dispensed drug*, *Quantity* and *Supplier Details* pre-populated based on the information from the order.

CDR Goods In
— □ ×

Signed order transfer / Requisition Purpose of Requisition:  Profession/Occupation:

**User Details**

Name \*  Role \*  Registration No \*

**Item Details**

Dispensed drug   i

**Goods In Details**

Goods In Date

Stock Level	Pack(s)	<input type="text" value="2"/>	Units	<input type="text" value="0.00"/>	Total Units	<input type="text" value="200.00"/>
Quantity	Pack(s)	<input type="text" value="3"/>	Units	<input type="text" value="0.00"/>	Total Units	<input type="text" value="300.00"/>

Invoice Number

Drug Expiry Date \*  Batch Number \*  Quantity \*  F2 - Add More


**Supplier Details**

Supplier Name \*

Supplier Address \*

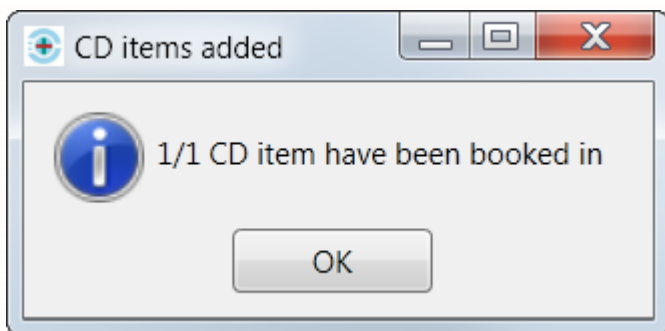
Field/Section	Description
Signed order transfer / Requisition	If the CD goods in are being received as part of a signed order transfer or requisition, select the <i>Signed order transfer / Requisition</i> tick box. This will enable the <i>Purpose of Requisition</i> and <i>Profession/Occupation</i> fields which you must complete. Ticking this box will also make the <i>Supplier Details</i> section editable.
User Details	The signed-in user name and their role are populated by default if configured, but you may have to manually enter the registration number. Otherwise you must fill these details in manually.
Item Details	These details are pre-populated based on what appeared on your order but can be amended if required by selecting the <b>[Search Drug]</b> button.

Goods In Details	This section is pre-populated with the <i>Goods In Date</i> and time, and <i>Quantity</i> received but can be amended if required. You can also add the <i>Invoice Number</i> and <i>Drug Expiry</i> details if required. Where drugs have been delivered with multiple expiry dates, you can click the <a href="#">F2 – Add More</a> text to add more <i>Drug Expiry</i> lines. Any lines that have been added incorrectly can be <a href="#">Removed</a> .
Supplier Details	This section is pre-populated but can be amended if required by selecting the <b>[Search Supplier]</b> button. If any amendments are required to the wholesaler address, this will need to be completed within the Wholesaler Manager. For signed order transfers and/or requisitions, you will be able to free-type the <i>Supplier Details</i> within this window if required.

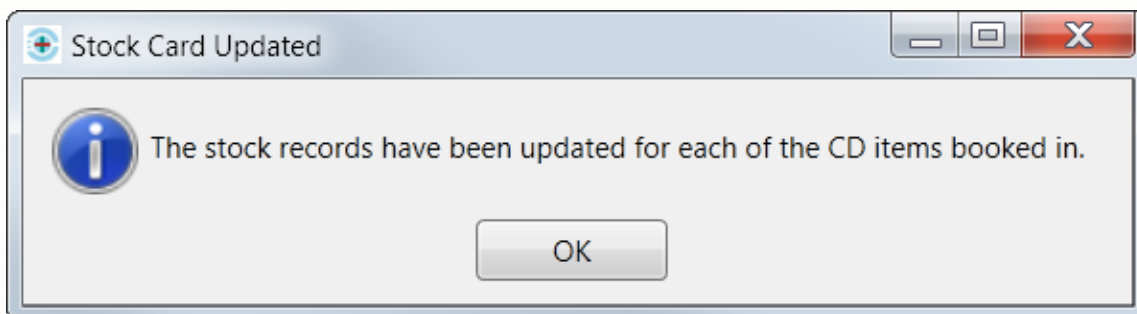
 If required, you can access the CDR Balance Adjustments form from this window by selecting the **[F1 – CDR Balance adjustment]** button where you can edit the CDR balance and access the item's Stock Record.

## Saving the Add Goods In Form

1. Once the form has been updated as required, select the **[F10 – Save]** button.
2. When all items have been added via the CDR Goods In window, a CD items added pop-up displays advising you that your CD item(s) have been booked in to the CDR. Select the **[OK]** button.



3. A second pop-up displays to confirm that the stock records have been updated for each of the CD items booked in. Select the **[OK]** button.



4. You are returned to the *Goods In* tab, where the accepted items are marked as **BOOKED IN**.

## CD Register Entry

Adding a new CD stock entry as Goods In is an event that will write an entry into the CD Register which can be viewed when printing and/or exporting a CD Register report and will display;

- The *Date Supply received, or date supplied* column populated with;
  - The date and time the event occurred
  - A unique CDR ID
  - The pack size and unit of measure of the CD
  - Name, role and registration number of the user
- The *Name and address from whom received* with the supplier details
- The *Quantity Received* i.e. The *Quantity Pack(s)* and/or *Units* figure entered as part of the *Goods In Details* section within the CDR Goods In window
- The total running *Balance* after the event. For new CD stock entries this will match your *Quantity Received* value
- *Notes* if applicable, such as details of the signed order transfer/requisition if flagged during the Goods In process

Report Preview

CD Register

From: 02/03/2018 To: 02/03/2018  
 Drug Class: Bupivacaine, Fentanyl Name/Brand: Bupivacaine/Fentanyl 100mg/200mcg 100ml infusion Strength: 100mg/200mcg Form: bags  
 bags (10) SPECIAL ORDER

Date Supply received or date supplied	Received		Supplied					Balance	Notes	
	Name and address from whom received	Quantity Received	Name and address of person or firm supplied	Details of authority to possess; prescriber or licence holder's details	Person collecting schedule 2 controlled drug (patient / patient's rep / healthcare professional) and if healthcare professional, name and address	Was proof of identity requested of patient / patient's rep? (Yes / No)	Was proof of identity of person collecting provided (Yes / No)			Quantity Supplied
02/03/2018 14:20 CDR ID: 880 Pack Size: 10 bags Name: Victoria Smith Role: Pharmacist RegNo: 1234567	Cavendish 281-283 Forest Road London E17 5JN	20.00							20.00	
02/03/2018 14:34 CDR ID: 881 Pack Size: 10 bags Name: Victoria Smith Role: Pharmacist RegNo: 1234567	Signed Order/Requisition 24/7 Pharmacy Hemel Branch 124 High Street, Hemel Hempstead, Hertfordshire, HP1 9LP	10.00							30.00	Purpose of Requisition: Branch transfer Profession/Occupation: Pharmacist

100 %

### Revision History

Version Number	Date	Revision Details	Author(s)
1.0	1 <sup>st</sup> May 2019		Joanne Hibbert-Gorst

### Contact us

For more information contact:  
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