
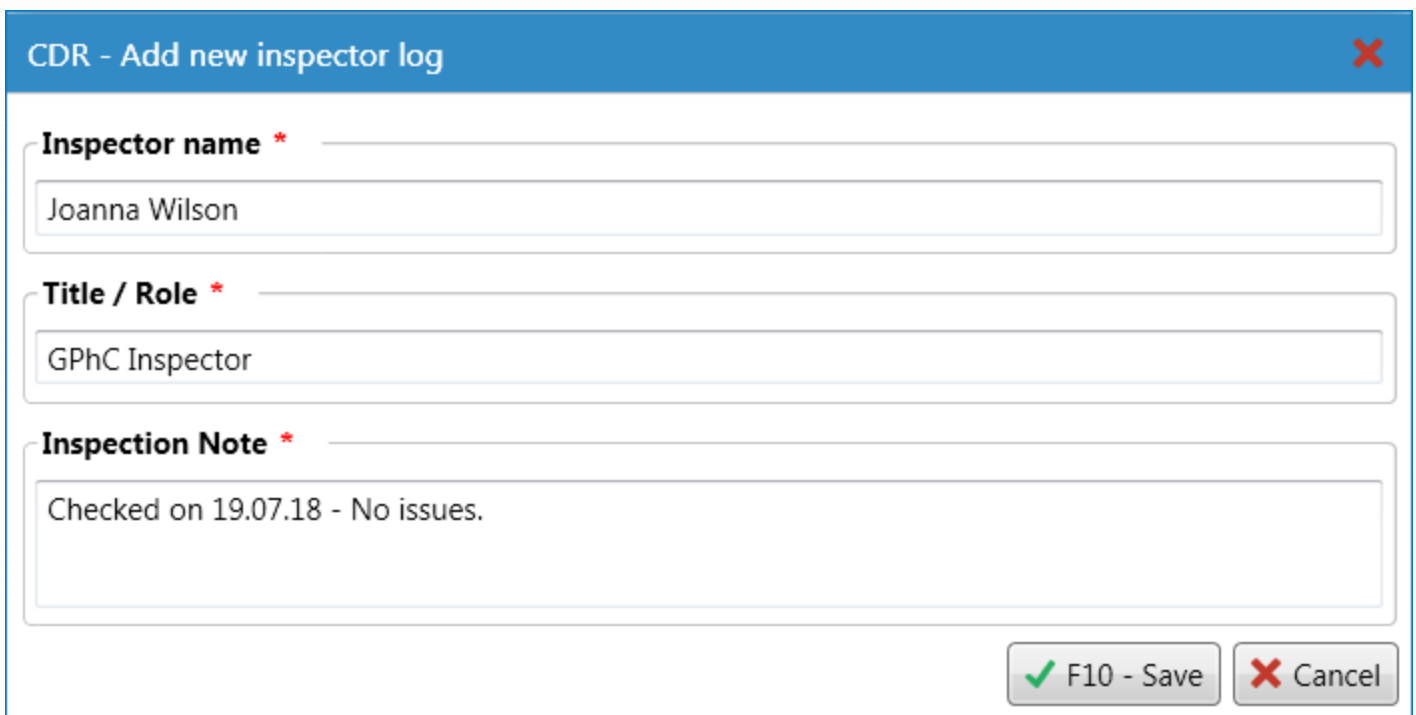


Adding a New Note from the Inspector Log

 Inspector notes cannot be edited or deleted.

 Additional user permissions are required to access the Inspector Log.

1. To begin, open the CDR Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *CDR Manager* menu item.
2. From the CDR Manager, open the *Inspector Log* tab, highlight a CDR entry in the grid and select the **[F1 – Add New Note]** button.
3. A blank CDR – Add new inspector log window displays. Enter the Inspector Name, their Title / Role and the Inspection Note contents.



CDR - Add new inspector log


Inspector name * Joanna Wilson

Title / Role * GPhC Inspector

Inspection Note * Checked on 19.07.18 - No issues.

✓ F10 - Save ✗ Cancel

4. Once all required details have been entered, select the **[F10 – Save]** button.
5. The *Inspector Log* tab contents display, with the entry for which you have added an inspector note marked with an **Inspector Note(s)** tag. This is not written to the CD Register.

 Multiple notes can be added for the same CD entry.

6. If you want to view the note, navigate to the *Inspection Note(s)* tab in the bottom left section of the window, and highlight the relevant note entry in the table. The note contents display on the right-hand side.

ProScript Connect 19 July 2018 14:30 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ETP, Script Q, RMS, Support Centre, ETP Tracker

Search Workflow Manager CDR Manager

Warning: It is illegal to tamper with any records in the Controlled Drugs Register.

Weekly Balance Items Awaiting Collection Expired Stock Patient Return Inspector Log

F1 - Add New Note F2 - Add Audit File Dump F3 - CD Register Report Inspector Log Reports

Filters: Period This Month Patient Search Patient Inspector Name Search Inspector From 01/07/2018 To 31/07/2018 Dispensed Drug Search Drug Use Drug Class Reset Filters

Type: Dispensed Uncollected Goods in Patient Return Expired Stock Destroyed Adjustments

Date	Type of Entry	Dispensed Drug	Quantity	Patient / Supplier	CDR ID
19/07/2018 11:43	Adjustment	Abstral sublingual 200mcg tabs (10) KYOWA KIRIN Inspection Note(s)	12.00		586
19/07/2018 11:43	Adjustment	Abstral sublingual 200mcg tabs (10) KYOWA KIRIN	4.00		585
19/07/2018 10:57	Expired	Abstral sublingual 200mcg tabs (10) KYOWA KIRIN Destroyed	12.00		584
18/07/2018 14:38	Dispensed	Leveraxo 10mg tabs (56) MYLAN	10.00	HOLLAND, Clare Susa	580
18/07/2018 14:05	Dispensed	Leveraxo 10mg tabs (56) MYLAN	10.00	HOLLAND, Clare Susa	579
18/07/2018 12:12	Adjustment	Diamorphine powd for soln for inj 5mg amps (5) ACTAVIS	0.00		530

Overview Inspection Note(s)

Date Note Added	Inspector Name	Title / Role	Notes
19/07/2018 14:29	Joanna Wilson	GPhC Inspector	Checked on 19.07.18 - No issues.

No patient selected

Total Records 147

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	29 th April 2019		Joanne Hibbert-Gorst

Contact us

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