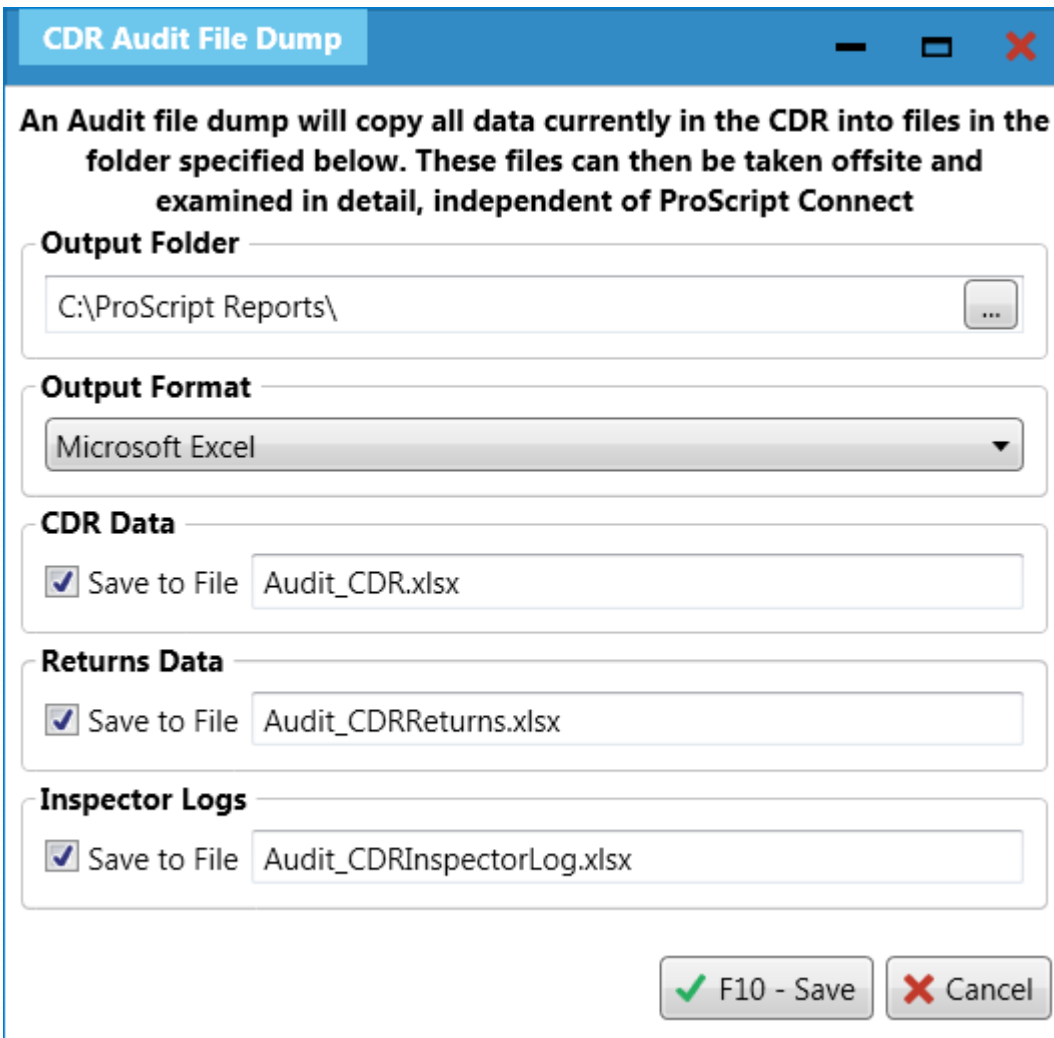


## Adding an Audit File Dump

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 and select the **[F2 – Add Audit File Dump]** button.
3. The CDR Audit File Dump window displays, advising you that an audit file dump will copy all data currently in the CDR into files in the folder specified, which the GPhC inspector can then take offsite and examine in detail, independent of ProScript Connect. From here, you can:
  - Select the *Output Folder* using the [...] button. The system will save the exported file(s) to the folder location selected here.
  - Select the *Output Format* using the drop-down menu. At present, the only available format is Microsoft Excel .xls(x).
  - Edit the file names, if required, for each of the output reports; *CDR Data*, *Returns Data* and *Inspector Logs*.



**CDR Audit File Dump**

An Audit file dump will copy all data currently in the CDR into files in the folder specified below. These files can then be taken offsite and examined in detail, independent of ProScript Connect

**Output Folder**

C:\ProScript Reports\

**Output Format**

Microsoft Excel

**CDR Data**

Save to File Audit\_CDR.xlsx

**Returns Data**

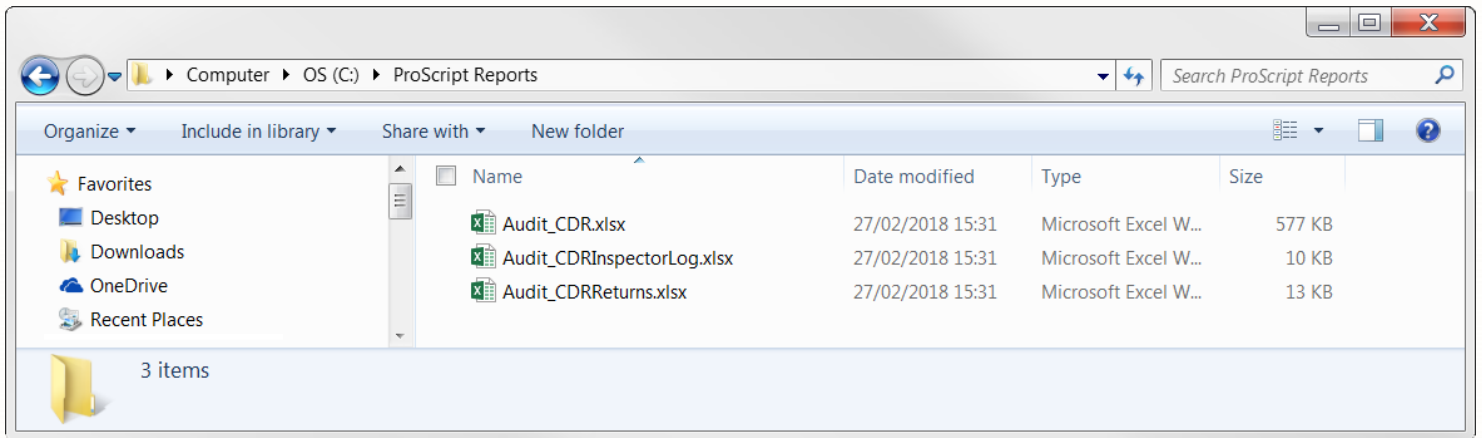
Save to File Audit\_CDRReturns.xlsx

**Inspector Logs**

Save to File Audit\_CDRInspectorLog.xlsx

✓ F10 - Save    ✗ Cancel

4. When the export details have been edited as required, select the **[F10 – Save]** button.
5. Navigate to the *Output Folder* location on your computer to find all files you have exported.



## Revision History

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

### Contact us

For more information contact:  
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