


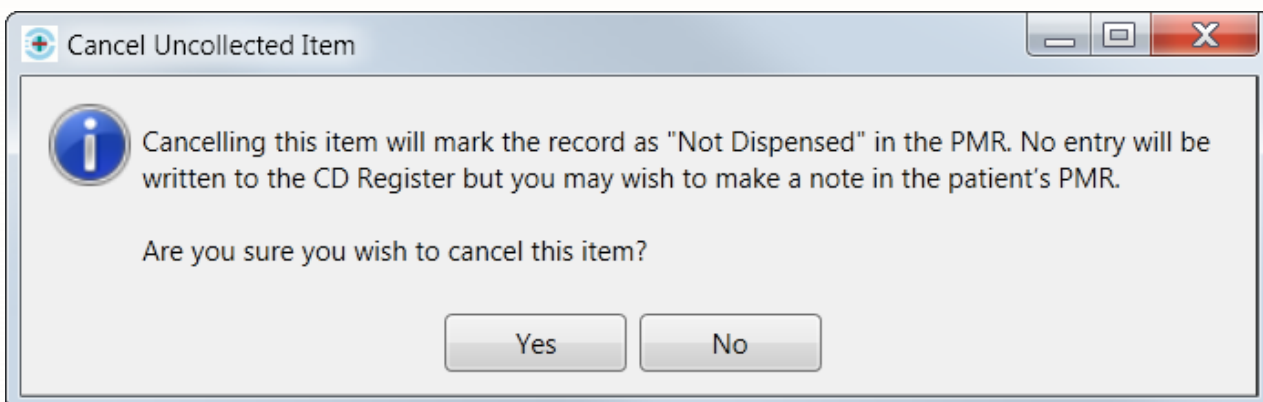
## Cancelling an Uncollected CD Entry

If the *Show Uncollected Warning* application setting in the CDR *Category* within Edit Application Settings is enabled, each time you start ProScript Connect, the system will display a warning pop-up when there are items awaiting collection. After confirming the warning, you'll need to navigate to the *Items Awaiting Collection* tab of the CDR Manager to update as/when required.




 We recommend exercising the utmost caution when cancelling an uncollected CD entry from the *Items Awaiting Collection* tab. If the item awaiting collection was originally created within the SDM Manager or the patient's PMR, it will mark the item as *Not Dispensed*.

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 *Items Awaiting Collection* tab, highlight a CD entry awaiting collection in the grid and select the **[F5 – Cancel Uncollected Item]** button.
3. A *Cancel Uncollected Item* pop-up window displays. The message displayed will depend on the circumstance in which the item awaiting collection was originally created, either from within the SDM Manager or PMR, or manually. You will be asked if you are sure you want to cancel the item. Select the **[Yes]** button.



4. The item is removed from the *Items Awaiting Collection* grid and will be marked as **ND** on the PMR, or if the cancellation was for an SDM instalment, the cancelled instalments will be marked as *Not Dispensed*. No entry is written to CD Register.

 Nothing will be written to the PMR if the item awaiting collection was originally created manually within the CDR Manager, and therefore you may want to make a note within the patient's PMR.

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 June 2019		Joanne Hibbert-Gorst

### Contact us

For more information contact:  
**Telephone: 0344 209 2601**

Not to be reproduced or copied without the consent of AAH Pharmaceuticals Limited 2019.