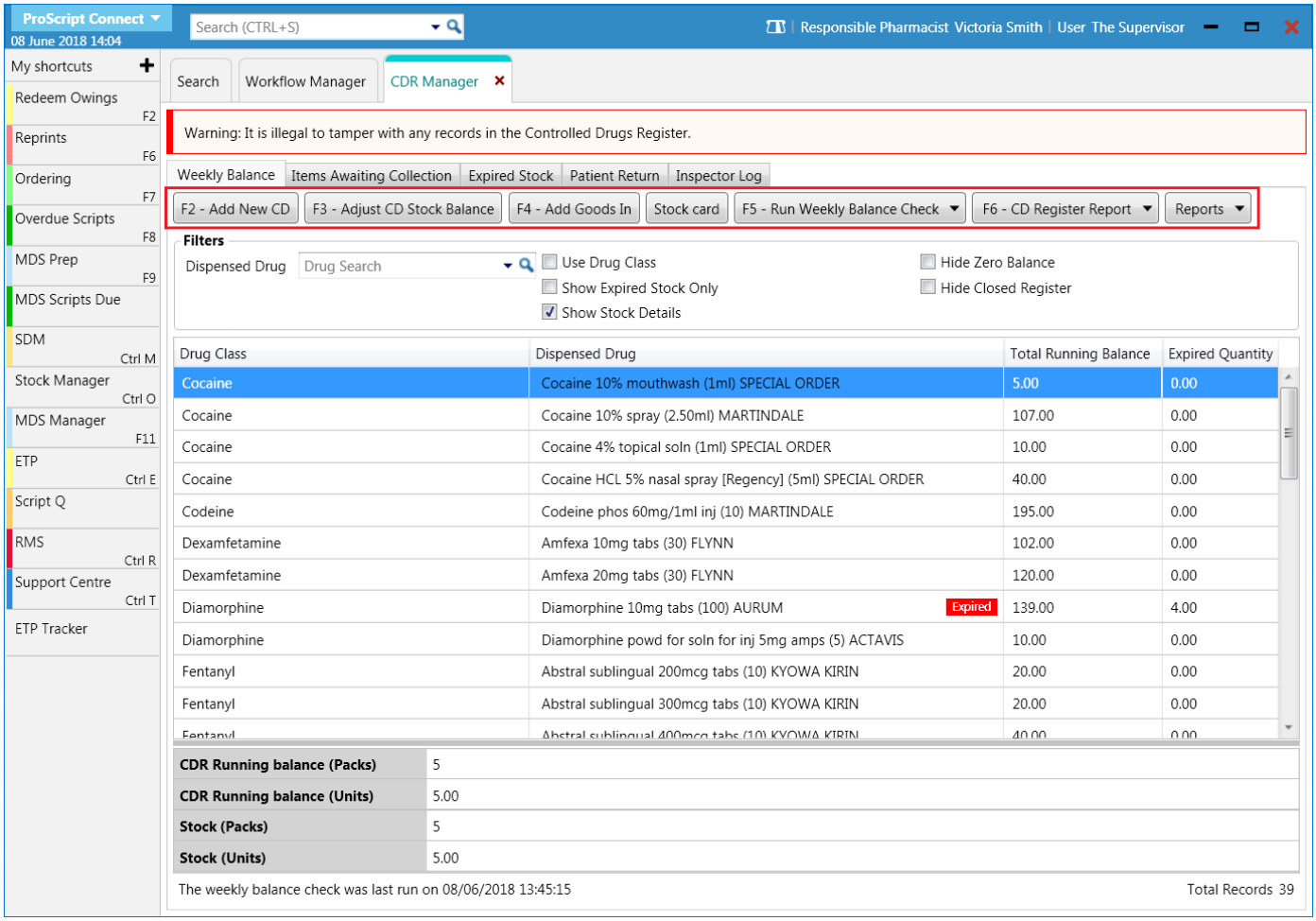
CDR Manager Function Keys

There are five tabs within the CDR Manager, all of which contain function keys that enable you to carry out multiple actions relating to the management of your CD Register, such as adding new CD item records, expiring stock and running reports.

You can access the CDR Manager from the top left-hand corner of the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the **CDR Manager** menu item.

Weekly Balance Tab

The *Weekly Balance* tab displays the current running balances of all CDs in your register down to individual pack level. You are required to check the physical balance at regular intervals in order to identify irregularities and discrepancies as quickly as possible. New CD entries, goods in, adjustments and weekly balance checks will be recorded within the Controlled Drugs Register (CDR).

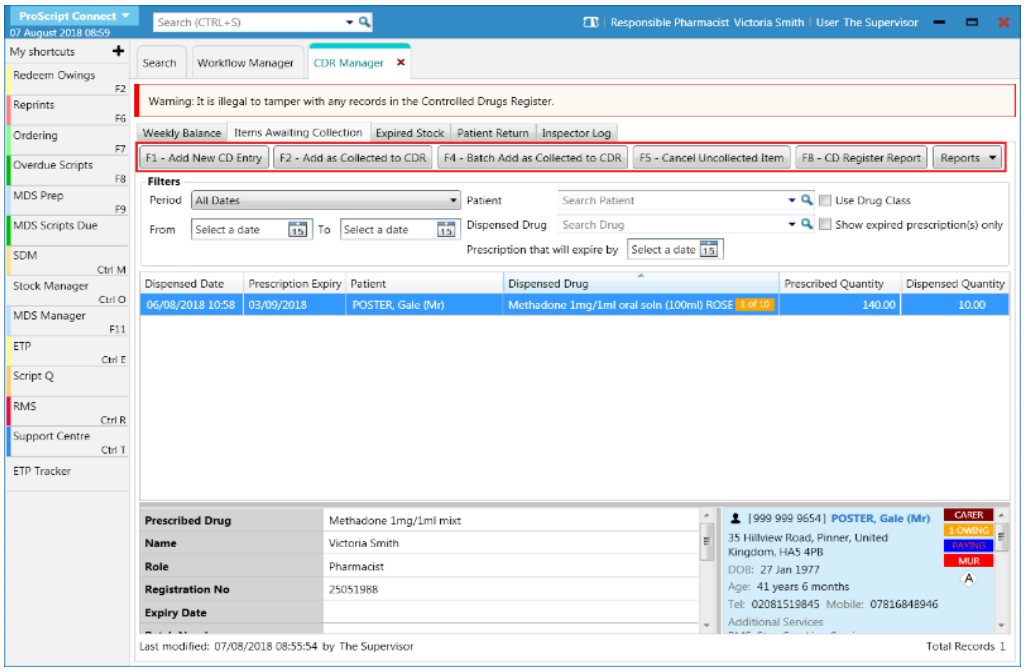


A McKesson Company

Function Key	Explanation
F2 - Add New CD	Manually add a new CD item record.
F3 - Adjust CD Stock Balance	Adjust the CDR running balance of the highlighted drug.
F4 - Add Goods In	Manually book in CD items received from a supplier, or as part of a branch transfer or requisitions.
Stock card	View the Stock Record for the highlighted drug.
F5 - Run Weekly Balance Check	Confirm the total running balance for all, or selected, drugs is correct.
F6 - CD Register Report	Generate a CD Register, or General CD Register report.
Reports	Print or export a CDR Stock Balance report.

Items Awaiting Collection Tab

The *Items Awaiting Collection* tab displays all items which are ready to collect, some of which may require secure storage in the CD cabinet, safe or room. Any items that are awaiting collection will not be written to the CD register; only upon collection will an entry be made within the CDR.



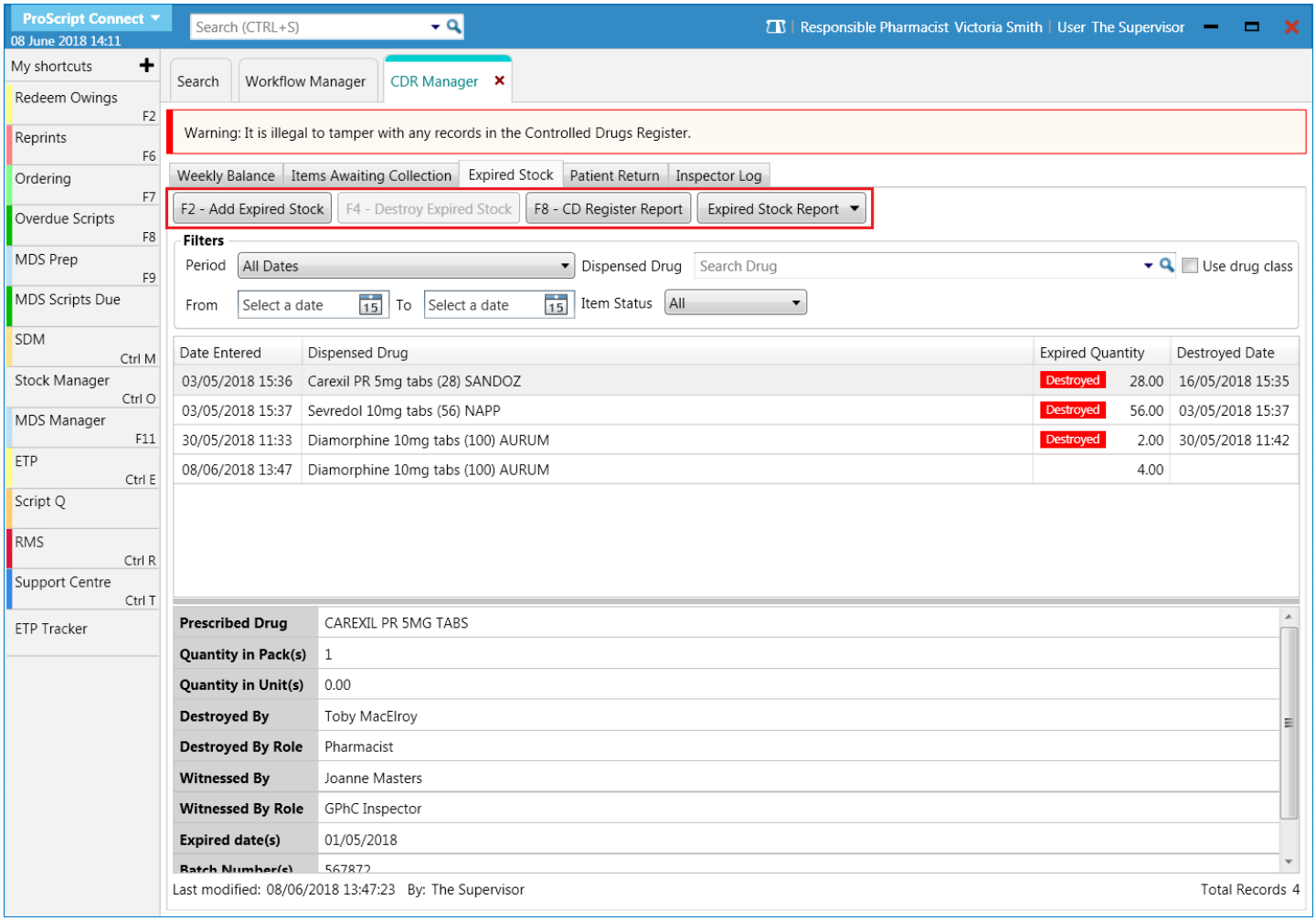
A McKesson Company

Function Key	Explanation
F1 - Add New CD Entry	Manually create a new item record as awaiting collection, or collected. This will not be written to the PMR.
F2 - Add as Collected to CDR	Update the status of an item awaiting collection record to 'collected'.
F4 - Batch Add as Collected to CDR	Batch update the status of item awaiting collection records to 'collected'.
F5 - Cancel Uncollected Item	Cancel an uncollected item awaiting collection record.
F8 - CD Register Report	Generate a CD Register report.
Reports	Print or export an Items Awaiting Collection report.

Expired Stock Tab

The *Expired Stock* tab is where you can manage your expired CD records, from marking them as expired to their destruction. They must only be destroyed in the presence of an authorised witness. Marking stock as expired, and the destruction of expired stock will be recorded in the CD Register.

A McKesson Company

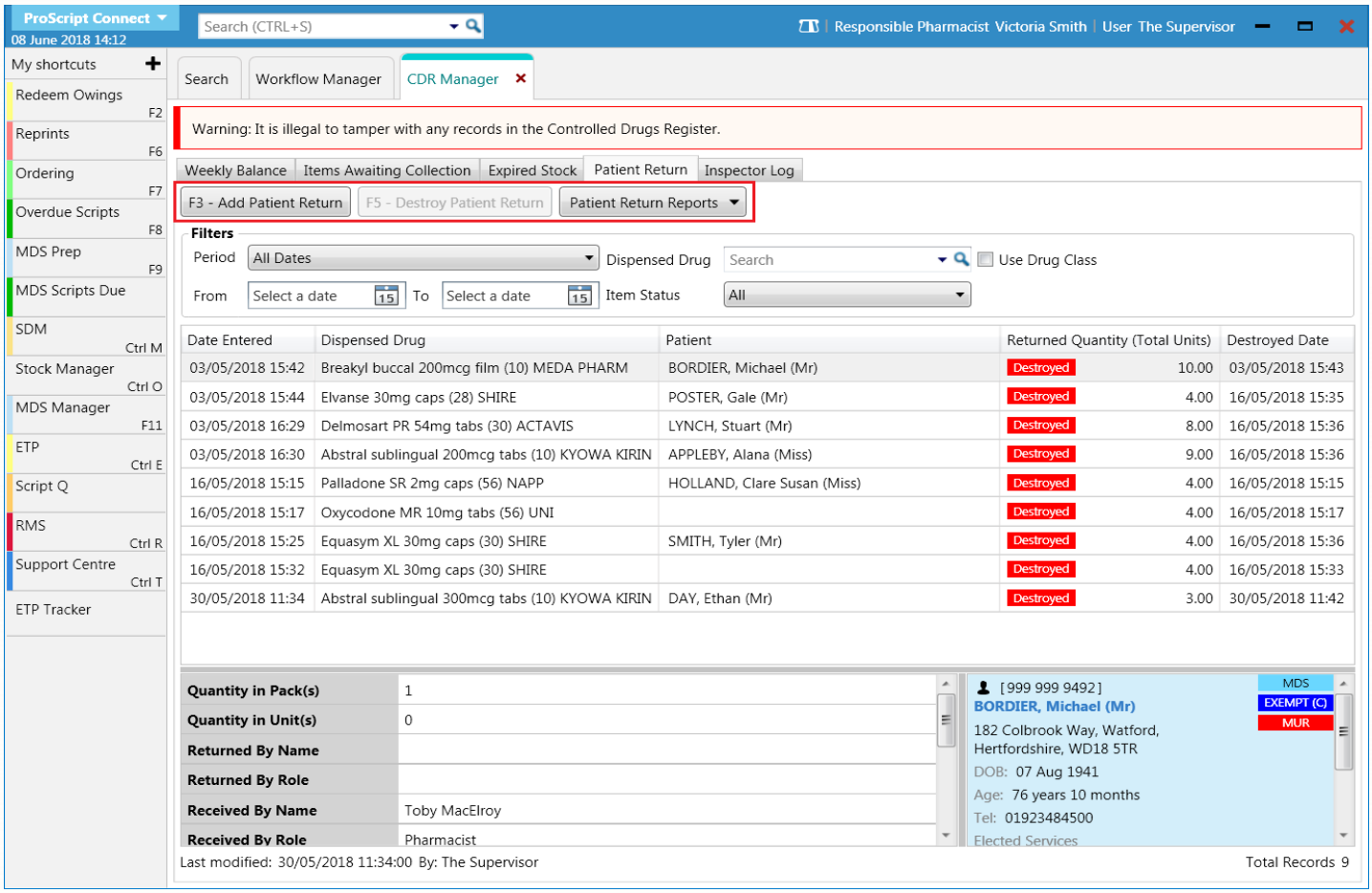


Function Key	Explanation
F2 - Add Expired Stock	Add a new expired stock item record as awaiting destruction or destroyed.
F4 - Destroy Expired Stock	Update the status of an expired stock item record to Destroyed.
F8 - CD Register Report	Generate a CD Register report.
Expired Stock Report	Print or export an Expired Stock report.

A McKesson Company

Patient Return Tab

The *Patient Return* tab is where you can manage CDs that are returned to your pharmacy. CDs being destroyed should be witnessed by a member of staff. No patient return activity is recorded in the CD Register.

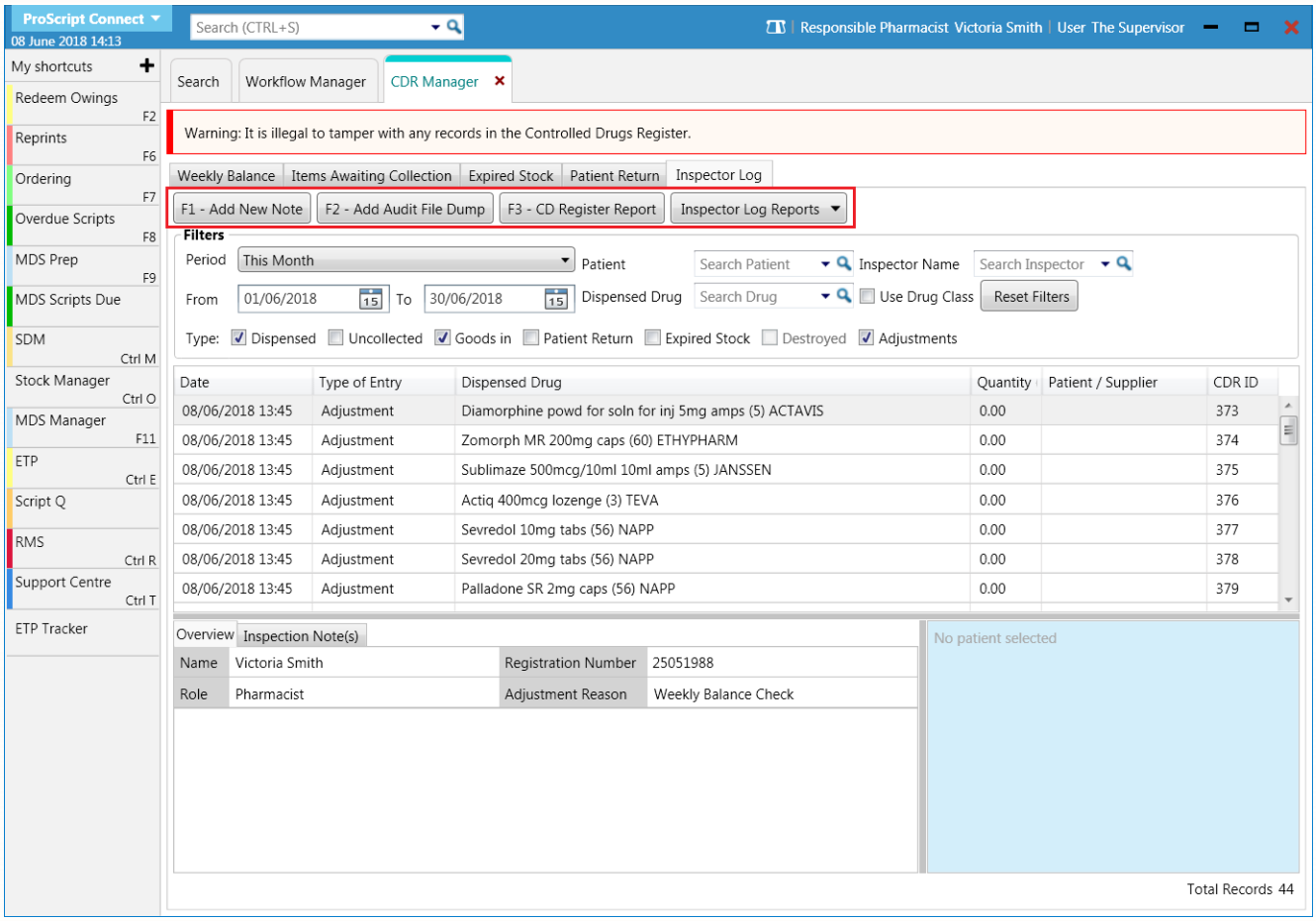


Function Key	Explanation
F3 - Add Patient Return	Add a new patient return entry as awaiting destruction or destroyed.
F5 - Destroy Patient Return	Update the status of a patient return item record to Destroyed.
Patient Return Reports	Print or export a Patient Return report.

A McKesson Company

Inspector Log Tab

The *Inspector Log* tab acts as a central hub for GPhC inspectors to access and cross-examine the CDR, without disrupting the pharmacy's dispensing process, in order to check whether the pharmacy is complying with legal requirements and regulatory standards. Actions taken on the Inspector Log tab will not be recorded in the CD Register.



Function Key	Explanation
F1 - Add New Note	Add a new inspector log note against a log entry in the grid.
F2 - Add Audit File Dump	Create an audit file dump of all data in the CDR to your specified output folder.
F3 - CD Register Report	Generate a CD Register report.
Inspector Log Reports	Print or export an Inspector Log report.

A McKesson Company

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	18 December 2018		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.