

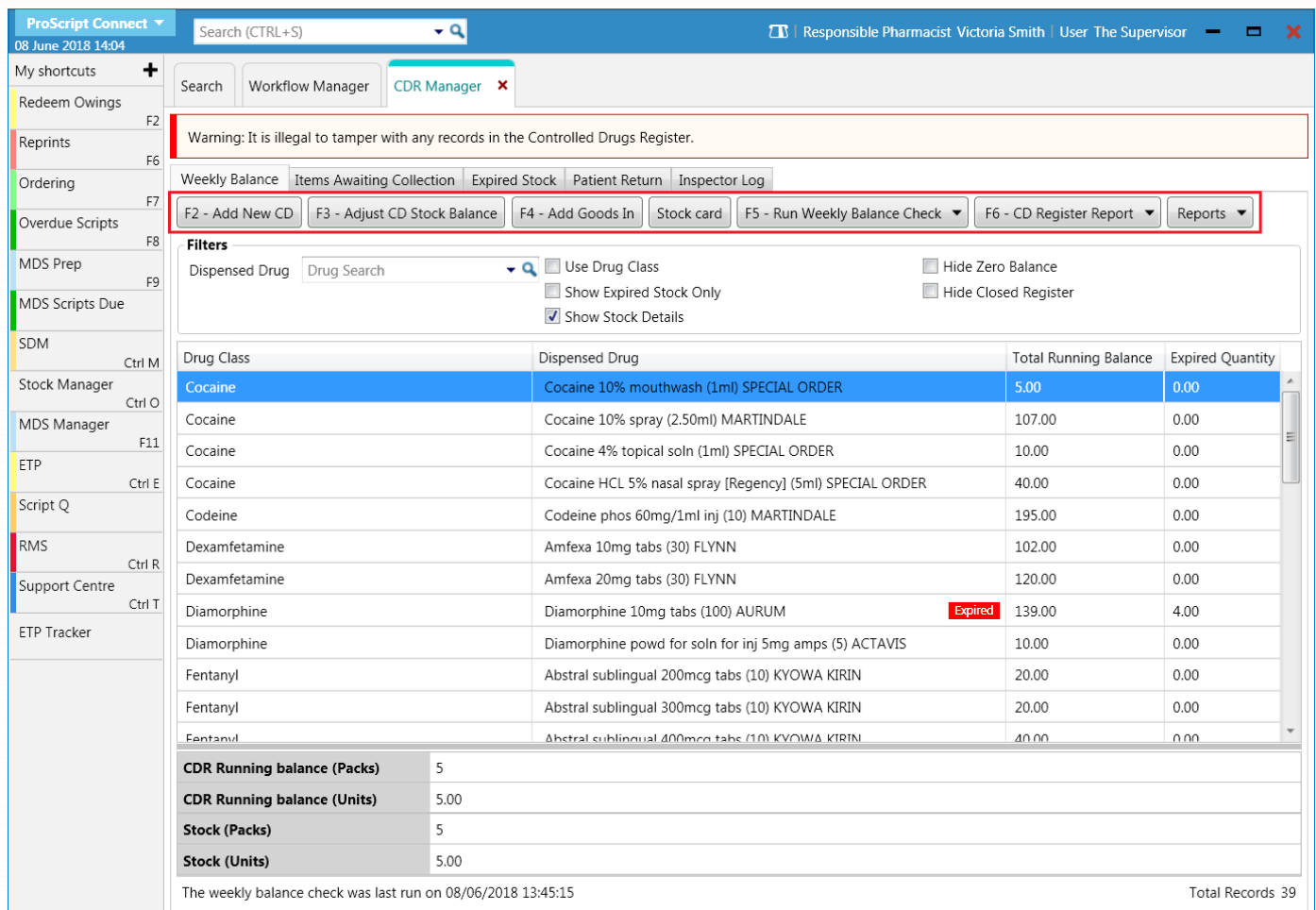
## CDR Manager Function Keys

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).



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

F2 - Add New CD | F3 - Adjust CD Stock Balance | F4 - Add Goods In | Stock card | F5 - Run Weekly Balance Check | F6 - CD Register Report | Reports

**Filters**

Dispensed Drug: Drug Search

Use Drug Class |  Hide Zero Balance  
 Show Expired Stock Only |  Hide Closed Register  
 Show Stock Details

Drug Class	Dispensed Drug	Total Running Balance	Expired Quantity
Cocaine	Cocaine 10% mouthwash (1ml) SPECIAL ORDER	5.00	0.00
Cocaine	Cocaine 10% spray (2.50ml) MARTINDALE	107.00	0.00
Cocaine	Cocaine 4% topical soln (1ml) SPECIAL ORDER	10.00	0.00
Cocaine	Cocaine HCL 5% nasal spray [Regency] (5ml) SPECIAL ORDER	40.00	0.00
Codeine	Codeine phos 60mg/1ml inj (10) MARTINDALE	195.00	0.00
Dexamfetamine	Amfexa 10mg tabs (30) FLYNN	102.00	0.00
Dexamfetamine	Amfexa 20mg tabs (30) FLYNN	120.00	0.00
Diamorphine	Diamorphine 10mg tabs (100) AURUM	139.00	4.00
Diamorphine	Diamorphine powd for soln for inj 5mg amps (5) ACTAVIS	10.00	0.00
Fentanyl	Abstral sublingual 200mcg tabs (10) KYOWA KIRIN	20.00	0.00
Fentanyl	Abstral sublingual 300mcg tabs (10) KYOWA KIRIN	20.00	0.00
Fentanyl	Abstral sublingual 400mcg tabs (10) KYOWA KIRIN	40.00	0.00

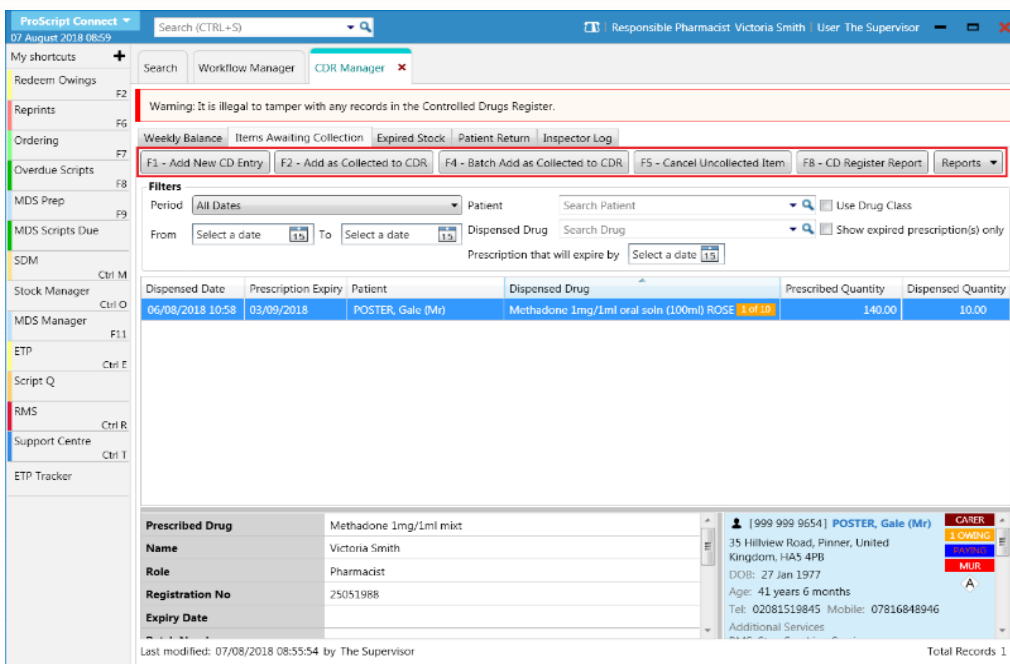
**CDR Running balance (Packs)** 5  
**CDR Running balance (Units)** 5.00  
**Stock (Packs)** 5  
**Stock (Units)** 5.00

The weekly balance check was last run on 08/06/2018 13:45:15 Total Records 39

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.



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

**Filters:**  
 Period: All Dates | Patient: [Search Patient] | Use Drug Class:   
 From: [Select a date] To: [Select a date] | Dispensed Drug: [Search Drug] | Show expired prescription(s) only:   
 Prescription that will expire by: [Select a date]

Dispensed Date	Prescription Expiry	Patient	Dispensed Drug	Prescribed Quantity	Dispensed Quantity
06/08/2018 10:58	03/09/2018	POSTER, Gale (Mr)	Methodone 1mg/1ml oral soln (100ml) ROSE	1 of 10	140.00

**Prescribed Drug:** Methodone 1mg/1ml mixt  
**Name:** Victoria Smith  
**Role:** Pharmacist  
**Registration No:** 25051988  
**Expiry Date:** [blank]

**Patient:** [999 999 9654] POSTER, Gale (Mr)  
 35 Hillview Road, Pinner, United Kingdom, HA5 4PB  
 DOB: 27 Jan 1977  
 Age: 41 years 6 months  
 Tel: 02081519845 Mobile: 07816848946

Last modified: 07/08/2018 08:55:54 by The Supervisor | Total Records 1

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 <u>PMR</u> .
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.

ProScript Connect 08 June 2018 14:11 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

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

F2 - Add Expired Stock | F4 - Destroy Expired Stock | F8 - CD Register Report | Expired Stock Report

Filters: Period: All Dates, Dispersed Drug: Search Drug, Use drug class:

From: Select a date [15] To: Select a date [15] Item Status: All

Date Entered	Dispensed Drug	Expired Quantity	Destroyed Date
03/05/2018 15:36	Carexil PR 5mg tabs (28) SANDOZ	<b>Destroyed</b> 28.00	16/05/2018 15:35
03/05/2018 15:37	Sevredol 10mg tabs (56) NAPP	<b>Destroyed</b> 56.00	03/05/2018 15:37
30/05/2018 11:33	Diamorphine 10mg tabs (100) AURUM	<b>Destroyed</b> 2.00	30/05/2018 11:42
08/06/2018 13:47	Diamorphine 10mg tabs (100) AURUM	4.00	

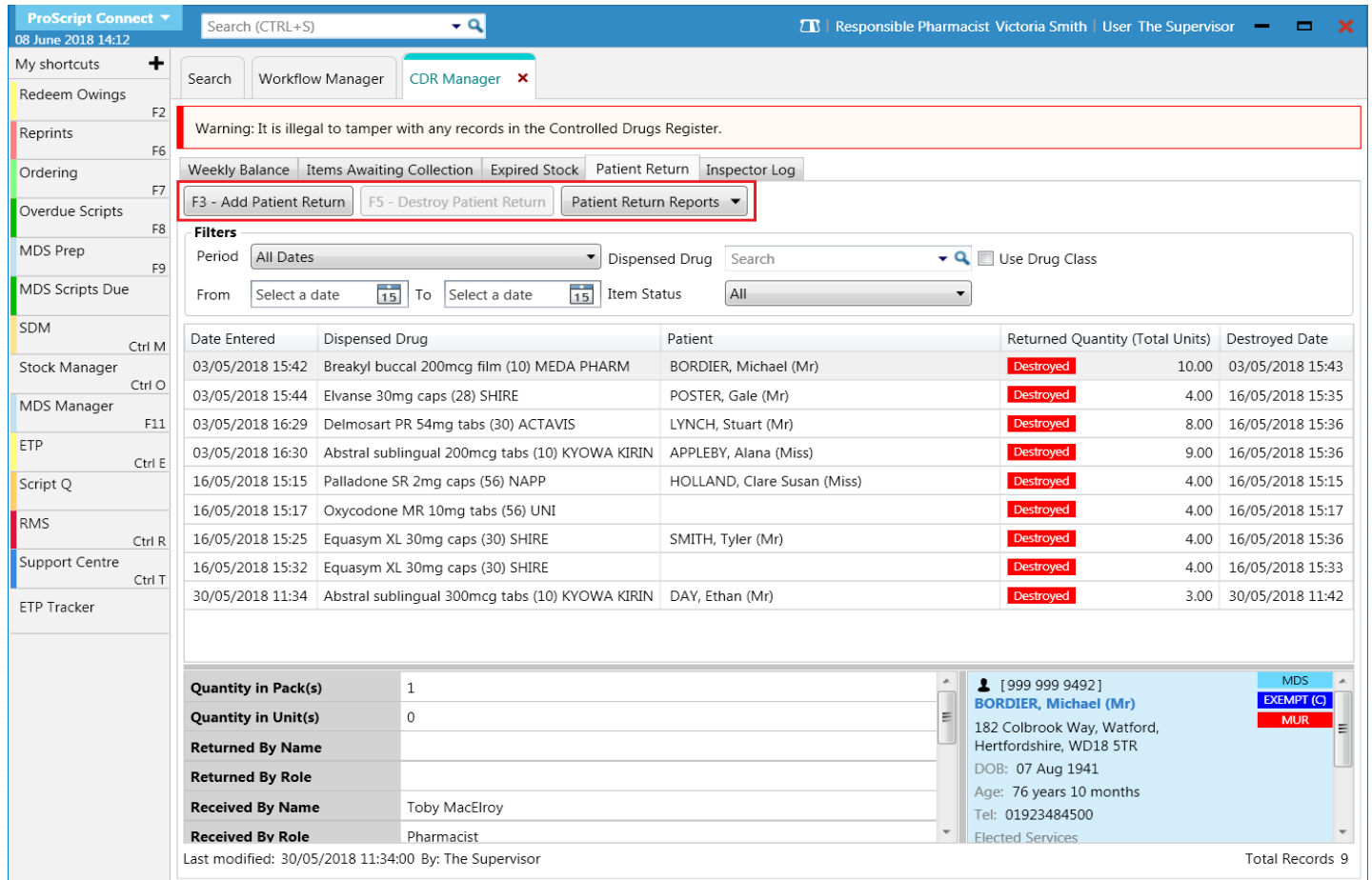
Prescribed Drug: CAREXIL PR 5MG TABS  
 Quantity in Pack(s): 1  
 Quantity in Unit(s): 0.00  
 Destroyed By: Toby MacElroy  
 Destroyed By Role: Pharmacist  
 Witnessed By: Joanne Masters  
 Witnessed By Role: GPhC Inspector  
 Expired date(s): 01/05/2018  
 Batch Number(s): 567872

Last modified: 08/06/2018 13:47:23 By: The Supervisor Total Records 4

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

## 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.



**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

F3 - Add Patient Return | F5 - Destroy Patient Return | Patient Return Reports ▼

Date Entered	Dispensed Drug	Patient	Returned Quantity (Total Units)	Destroyed Date
03/05/2018 15:42	Breakyl buccal 200mcg film (10) MEDA PHARM	BORDIER, Michael (Mr)	Destroyed 10.00	03/05/2018 15:43
03/05/2018 15:44	Elvanse 30mg caps (28) SHIRE	POSTER, Gale (Mr)	Destroyed 4.00	16/05/2018 15:35
03/05/2018 16:29	Delmosart PR 54mg tabs (30) ACTAVIS	LYNCH, Stuart (Mr)	Destroyed 8.00	16/05/2018 15:36
03/05/2018 16:30	Abstral sublingual 200mcg tabs (10) KYOWA KIRIN	APPLEBY, Alana (Miss)	Destroyed 9.00	16/05/2018 15:36
16/05/2018 15:15	Palladone SR 2mg caps (56) NAPP	HOLLAND, Clare Susan (Miss)	Destroyed 4.00	16/05/2018 15:15
16/05/2018 15:17	Oxycodone MR 10mg tabs (56) UNI		Destroyed 4.00	16/05/2018 15:17
16/05/2018 15:25	Equasym XL 30mg caps (30) SHIRE	SMITH, Tyler (Mr)	Destroyed 4.00	16/05/2018 15:36
16/05/2018 15:32	Equasym XL 30mg caps (30) SHIRE		Destroyed 4.00	16/05/2018 15:33
30/05/2018 11:34	Abstral sublingual 300mcg tabs (10) KYOWA KIRIN	DAY, Ethan (Mr)	Destroyed 3.00	30/05/2018 11:42

Quantity in Pack(s): 1  
 Quantity in Unit(s): 0  
 Returned By Name:  
 Returned By Role:  
 Received By Name: Toby MacElroy  
 Received By Role: Pharmacist

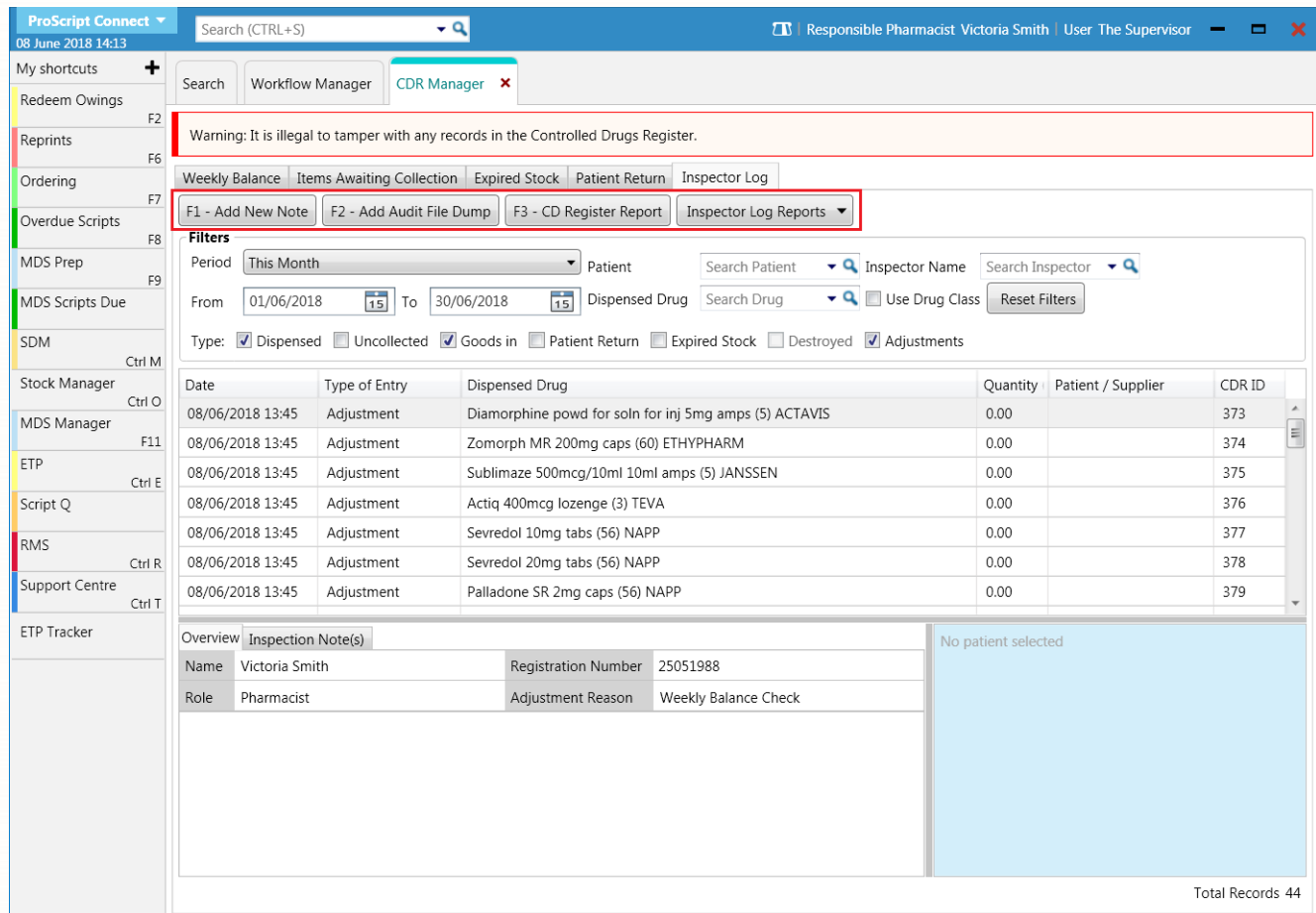
[999 999 9492]  
**BORDIER, Michael (Mr)**  
 182 Colbrook Way, Watford,  
 Hertfordshire, WD18 5TR  
 DOB: 07 Aug 1941  
 Age: 76 years 10 months  
 Tel: 01923484500  
 Elected Services

Last modified: 30/05/2018 11:34:00 By: The Supervisor Total Records 9

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 <b>Destroyed</b> .
Patient Return Reports ▼	Print or export a Patient Return report.

## 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.



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

**Filters**

Period: This Month | Patient: Search Patient | Inspector Name: Search Inspector

From: 01/06/2018 To: 30/06/2018 | 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
08/06/2018 13:45	Adjustment	Diamorphine powd for soln for inj 5mg amps (5) ACTAVIS	0.00		373
08/06/2018 13:45	Adjustment	Zomorph MR 200mg caps (60) ETHYPHARM	0.00		374
08/06/2018 13:45	Adjustment	Sublimaze 500mcg/10ml 10ml amps (5) JANSSEN	0.00		375
08/06/2018 13:45	Adjustment	Actiq 400mcg lozenge (3) TEVA	0.00		376
08/06/2018 13:45	Adjustment	Sevredol 10mg tabs (56) NAPP	0.00		377
08/06/2018 13:45	Adjustment	Sevredol 20mg tabs (56) NAPP	0.00		378
08/06/2018 13:45	Adjustment	Palladone SR 2mg caps (56) NAPP	0.00		379

Overview | Inspection Note(s)

Name: Victoria Smith | Registration Number: 25051988

Role: Pharmacist | Adjustment Reason: Weekly Balance Check

No patient selected

Total Records 44

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.

## 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**

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