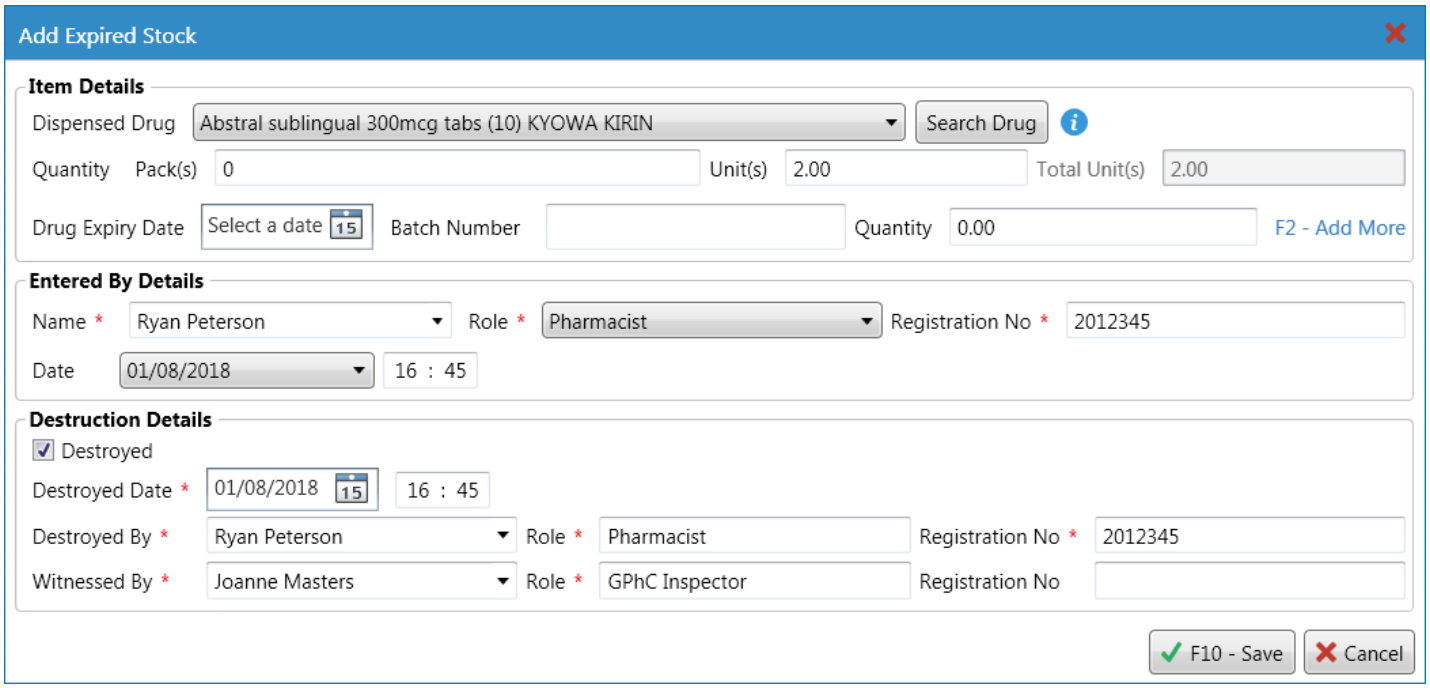
Marking a CD Expired Stock Entry as Destroyed

Marking a CD expired stock entry as destroyed is irreversible.

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 *Expired Stock* tab, highlight a CD expired stock entry that has not yet been marked as destroyed and select the **[F4 – Destroy Expired Stock]** button.
3. The Destroy Expired Stock window for the selected entry displays, with the *Destroyed* tick box in the *Destruction Details* section already selected by default and the current date and time pre-populated as the *Destroyed Date*. From here, you must;
   - Enter the destruction date and time as required. This cannot be a future date or time.
   - Enter the name, role and registration number of the person who destroyed the expired stock
   - Enter the name, role (and registration number) of the person who witnessed the destruction of the expired stock



4. Once all the required details have been entered, select the **[F10 – Save]** button.

A View Stock Card pop-up may display to confirm the running balance and stock record has been updated. You can view the item's stock record if required by selecting the **[Yes]** button.

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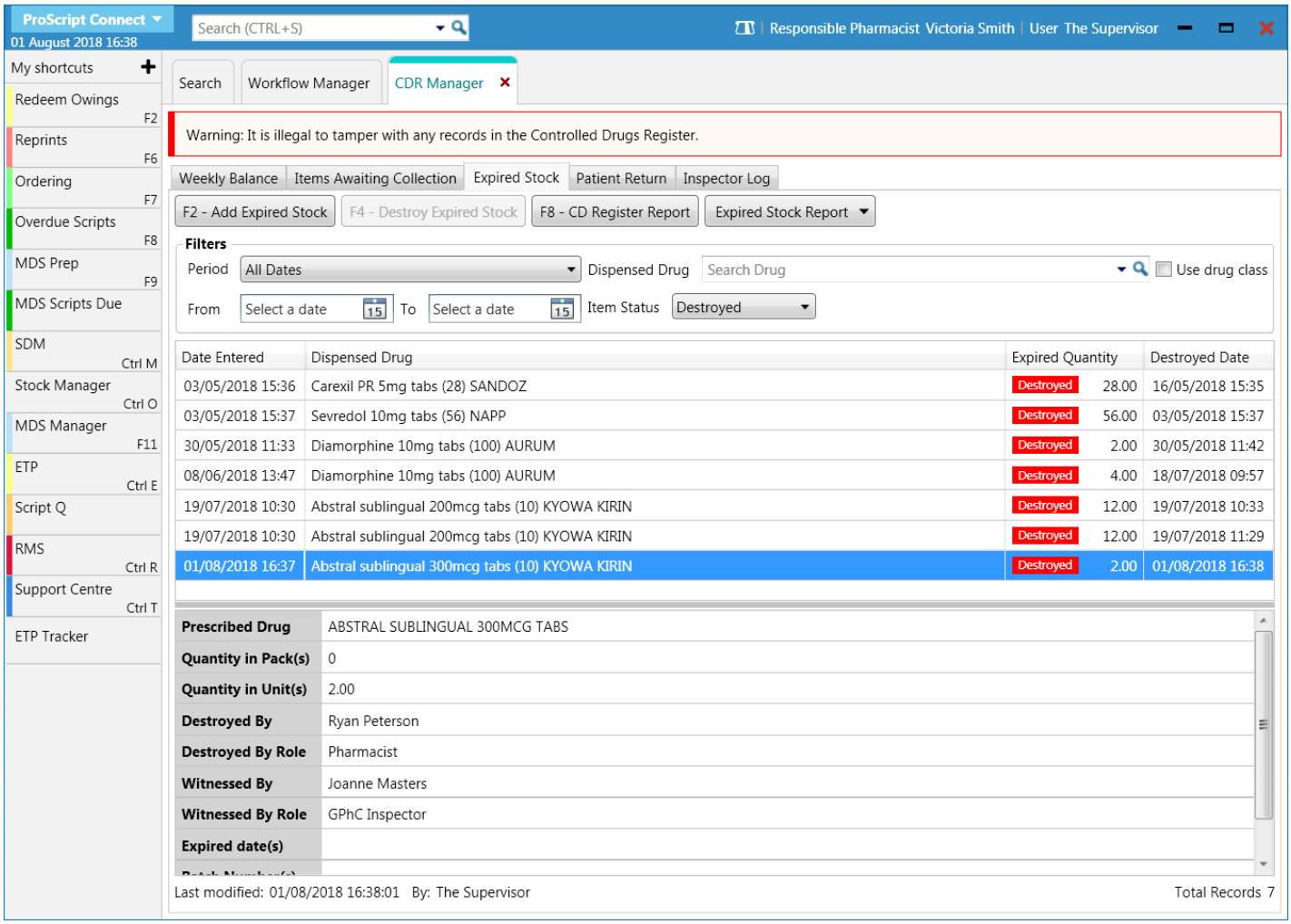
5. The *Expired Stock* tab in the CDR Manager displays, with the CD expired stock entry marked as Destroyed.



CD Register Entry

Marking CD expired stock entry as destroyed is an event that will write an entry into the CD Register which can be viewed when printing and/or exporting a CD Register report and will display;

- The *Date Supply received or date supplied* column populated with;
  - The date and time the event occurred
  - A unique CDR ID
  - An Original CDR ID. This is the CDR ID of a linked event, in this case the linked event is when the stock was originally marked as expired
  - The pack size and unit of measure of the CD
  - Name, role and registration number of the user
- The *Quantity Supplied* i.e. the *Quantity Total Unit(s)* figure entered within the Add Expired Stock window when the expired stock entry was added

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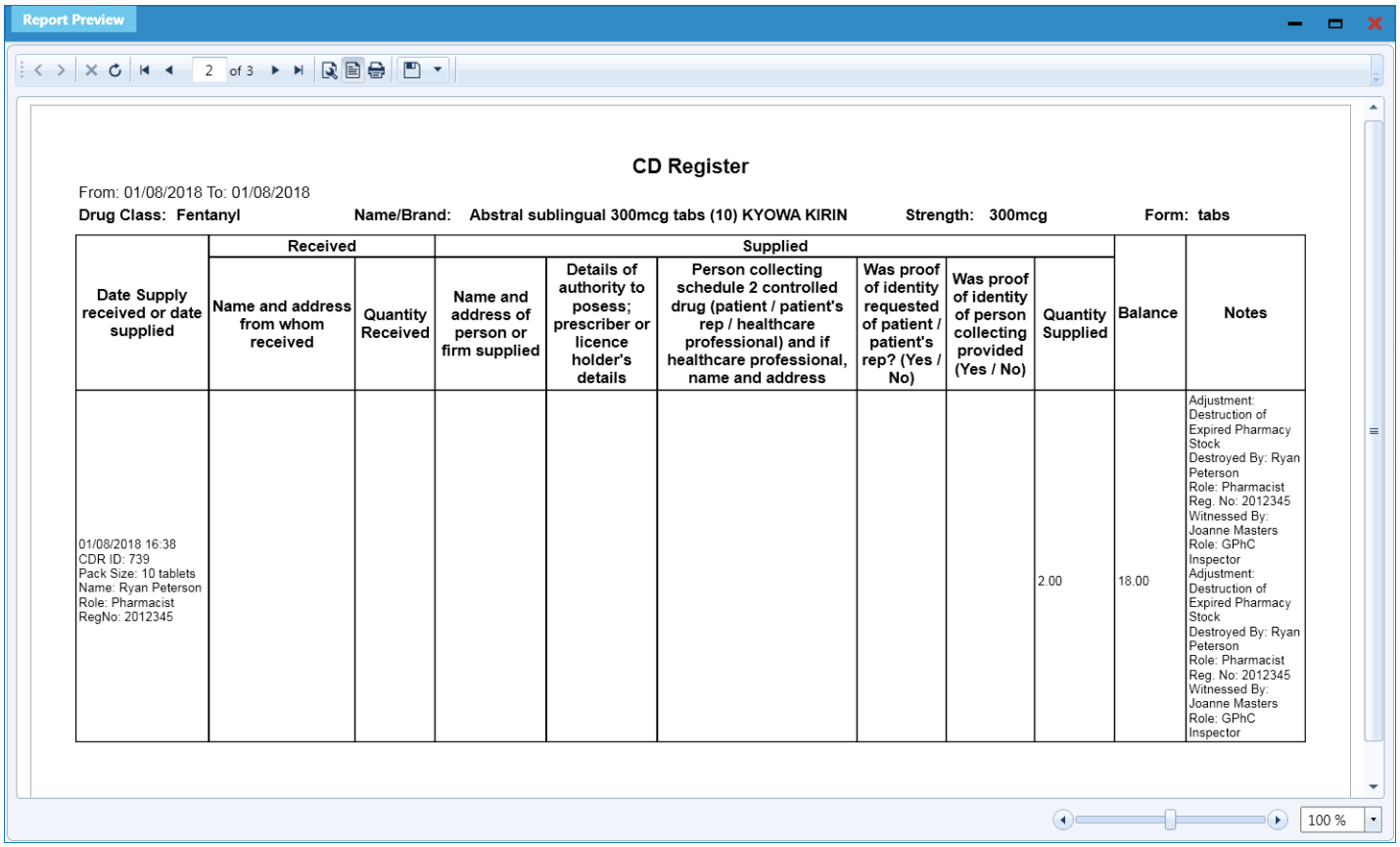
- The total running *Balance* after the event. This will include stock that has been marked as expired but has not yet been destroyed.
- *Notes* describing the event, in this case an *Adjustment: Destruction of Pharmacy Stock*, and details of the event including:
  - The name, role and registration number of the user who destroyed the stock
  - The name, role (and registration number) of the person who witnessed the destruction
  - *Batch Number(s)* and *Expiry Date(s)* if entered



Revision History

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

Contact us

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