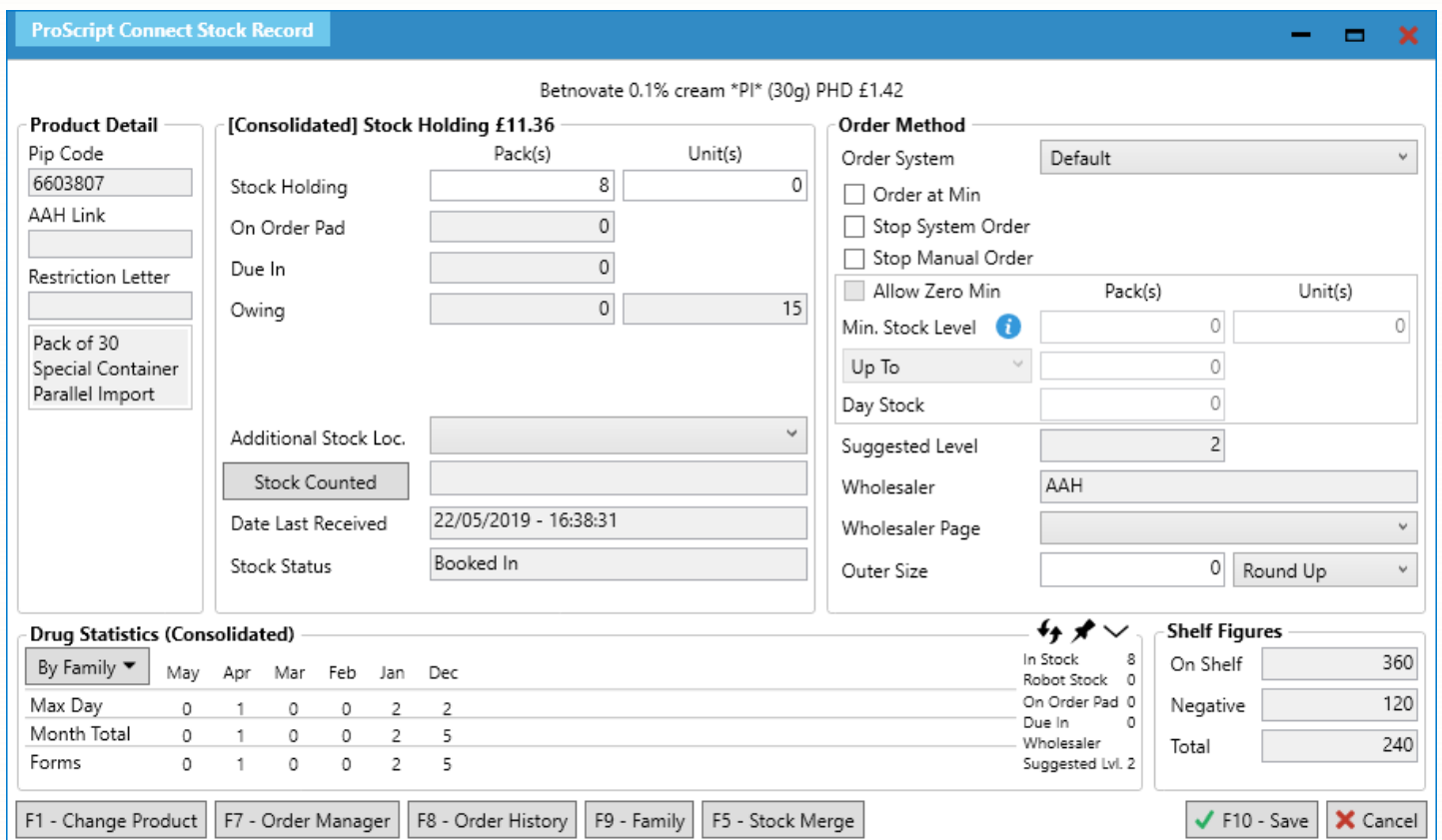


## Merging Stock from the Stock Card

From the Stock Record Card, you are able to merge the stock holding of two or more items with a target drug of the same dose, form, and pack size.

- To begin, open the Stock Record Card for the target item (the item you are merging stock holding figures to). The Stock Record Card can be accessed from:
  - Stock Manager:
    - Stock Usage*: Search for and highlight an item, and select the **[F10 – Select]** button.
    - Stock Count*: Search for and highlight an item, and select the **[F10 – Select]** button. From the Enter Stock Levels window, select the **[F4 – Stock Card]** button.
    - Stock Adjustment Report*: Highlight an item and select the **[Stock Card]** button.
  - Reprints: Highlight an item and select the **[Stock Card]** button.
  - Redeem Owings: Highlight an item and select the **[Stock Card]** button.
  - PMR: Highlight an item and select the **[Stock Card]** button.
  - Ordering Manager: Highlight an item and select the **[Alt+K – Stock Card]** button.



**ProScript Connect Stock Record**

Betnovate 0.1% cream \*PI\* (30g) PHD £1.42

**Product Detail**

Pip Code: 6603807  
 AAH Link: [Empty]  
 Restriction Letter: [Empty]  
 Pack of 30  
 Special Container  
 Parallel Import

**[Consolidated] Stock Holding £11.36**

	Pack(s)	Unit(s)
Stock Holding	8	0
On Order Pad	0	
Due In	0	
Owing	0	15

Additional Stock Loc.: [Dropdown]  
 Stock Counted: [Button]  
 Date Last Received: 22/05/2019 - 16:38:31  
 Stock Status: Booked In

**Order Method**

Order System: Default  
 Order at Min  
 Stop System Order  
 Stop Manual Order  
 Allow Zero Min

	Pack(s)	Unit(s)
Min. Stock Level	0	0
Up To	0	
Day Stock	0	
Suggested Level	2	

Wholesaler: AAH  
 Wholesaler Page: [Dropdown]  
 Outer Size: 0 Round Up

**Drug Statistics (Consolidated)**

By Family: [Dropdown]

	May	Apr	Mar	Feb	Jan	Dec
Max Day	0	1	0	0	2	2
Month Total	0	1	0	0	2	5
Forms	0	1	0	0	2	5

In Stock: 8  
 Robot Stock: 0  
 On Order Pad: 0  
 Due In: 0  
 Wholesaler: [Dropdown]  
 Suggested Lvl: 2

**Shelf Figures**

On Shelf	360
Negative	120
Total	240

F1 - Change Product   F7 - Order Manager   F8 - Order History   F9 - Family   F5 - Stock Merge   F10 - Save   Cancel

- The Stock Record Card opens in a new window. Select the **[F5 – Stock Merge]** button.
- The Stock Merge window opens. Use the available filters to adjust the grid to show/hide the products with the same dose, form and pack size as the target drug. You can:
  - Set and show the percentage *Pack size range* of the target drug e.g. If set to 15%, ProScript Connect will take into consideration any pack sizes 15% greater or smaller than the target pack

- Filter to show or hide items by status, such as *Counted* and *Booked in*
- Filter to show or hide *excluded suppliers*, *negative stock items* and/or *discontinued items*
- View the target drug *Family* or *Category*

Stock Merge
— □ ×

Betnovate 0.1% cream \*PI\* (30g) PHD    Pack Size: 30    Stock Holding: -4 Pack(s) 0 Unit(s)

Pack size range %   
  Counted   
  Booked in   
  Uncounted   
  Estimated

Show excluded suppliers   
  Show negative stock items   
  Show discontinued items

Category  
 Family

Category	Pack Size	Pack(s)	Unit(s)	Status	Drug
Brand	30	12	0	Booked In	Betnovate 0.1% cream (30g) GSK

Stock Card   
 F2 - Change Target Product

✓ F9 - Merge All   
 ✓ F10 - Merge Selected   
 ✗ Cancel

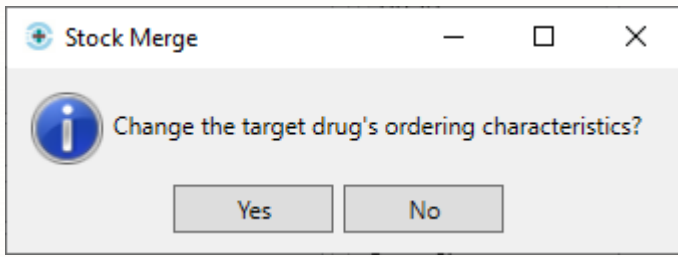
- Once the item(s) are displayed in the grid as required, you can:
  - Use **[Ctrl+left-click]** to select items you want to merge one at a time, and select the **[F10 – Merge Selected]** button.
  - Use **[Shift+left-click]** to highlight all consecutive items within your first and last click range for merging, and select the **[F10 – Merge Selected]** button.
  - Select the **[F9 – Merge All]** button to merge all items displayed in the grid.
- A pop-up window displays, advising you that a stock merge is irreversible, and asking whether you want to proceed. Select the **[Yes]** button.

Stock Merge Warning
— □ ×

Are you sure you wish to perform a stock merge, this is an irreversible process?

Yes
No

- A second pop-up window displays, asking whether you want to change the target drug's ordering characteristics. From here you can:
  - Select **[Yes]** to keep the target item's Stock Record Card open where you can amend the item's ordering characteristics.
  - Select **[No]** to close the Stock Record Card.



## Revision History

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

### Contact us

For more information contact:  
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