Printing and/or Exporting a CD Register Report

The Controlled Drugs Register report is the legal CD report. Entries will be written to the CDR when the following events occur:

- Adding new CD stock
- Adjusting CD stock
- Running a weekly balance check on CDs
- Marking CDs as collected
- Marking CD stock as expired
- Destroying expired CD stock
- Editing collected scripts
- SDM resets from the Collected status

Each entry that is written into the CD Register is given a CDR ID. In instances where linked events occur, entries are marked with their Original CDR ID. This is the CDR ID assigned when the first event occurred, such as marking a CD as expired, and allows you to identify a sequence of related events when viewing the CDR report.

You can print and/or export a CD Register Report from the *Weekly Balance, Items Awaiting Collection, Expired Stock* and *Inspector Log* tabs within the CDR Manager.

If you require a refined CD Register Report for non-legal purposes, you can run the General CD Register Report which provides you with additional filters to streamline the output based on your requirements.

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, you can run the CD Register Report within the:
   - *Weekly Balance* tab by selecting the **[F6 – CD Register Report]** button and selecting the *CD Register Report* option
   - *Items Awaiting Collection* tab by selecting the **[F8 – CD Register Report]** button
   - *Expired Stock* tab by selecting the **[F8 – CD Register Report]** button
   - *Inspector Log* tab by selecting the **[F3 – CD Register Report]** button

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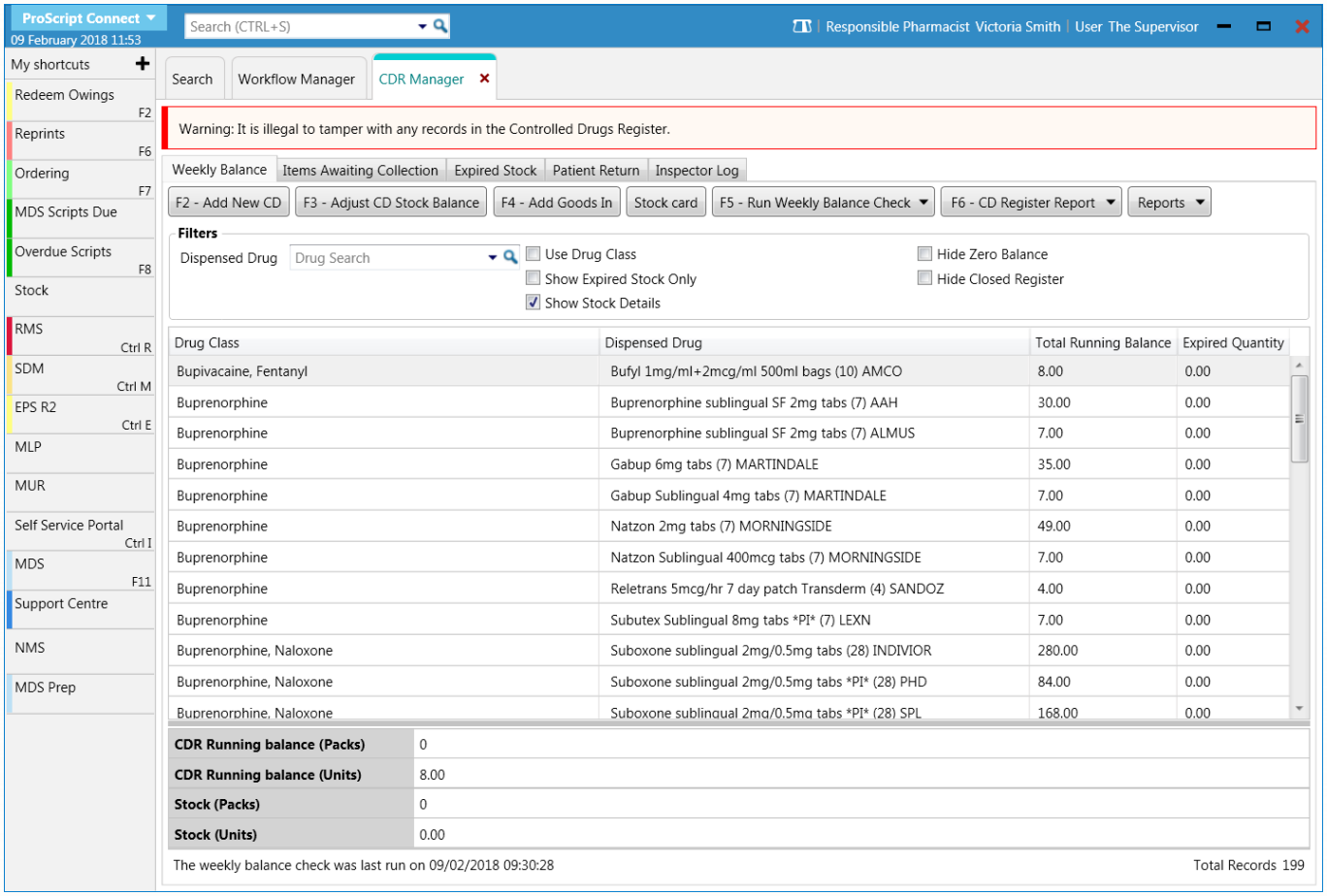
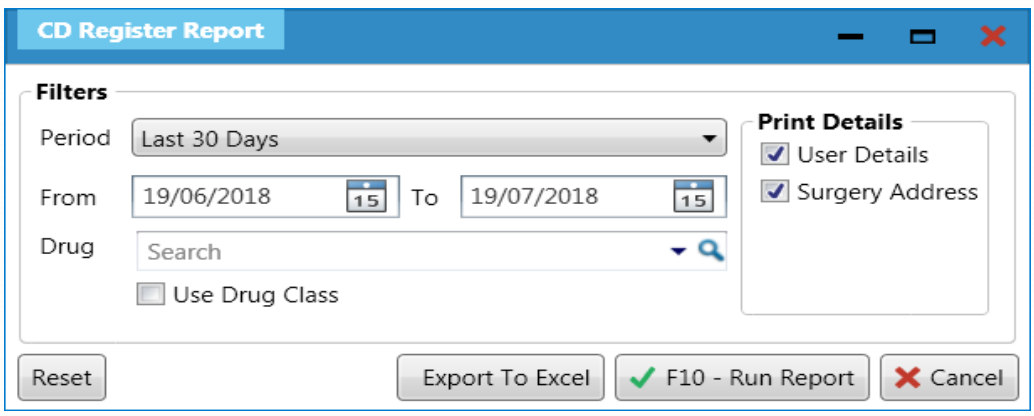


3. The CD Register Report pop-up window displays. From here, you can:
   - Edit the *Period* of the report either using the drop-down menu, or by adding a custom *From* and *To* date
   - Search by *Drug* to restrict your report to a particular drug, otherwise leave blank to run your report for all CDs
   - Tick the *Use Drug Class* box and use the *Drug* search box to restrict your report to a particular class of drugs, if required
   - (De)select *Print Details* to include/remove *User Details* and/or *Surgery Addresses* from your report

If you have made changes within the Filters that you want to reverse, you can select the **[Reset]** button to return the CD Register Report window to the default display.



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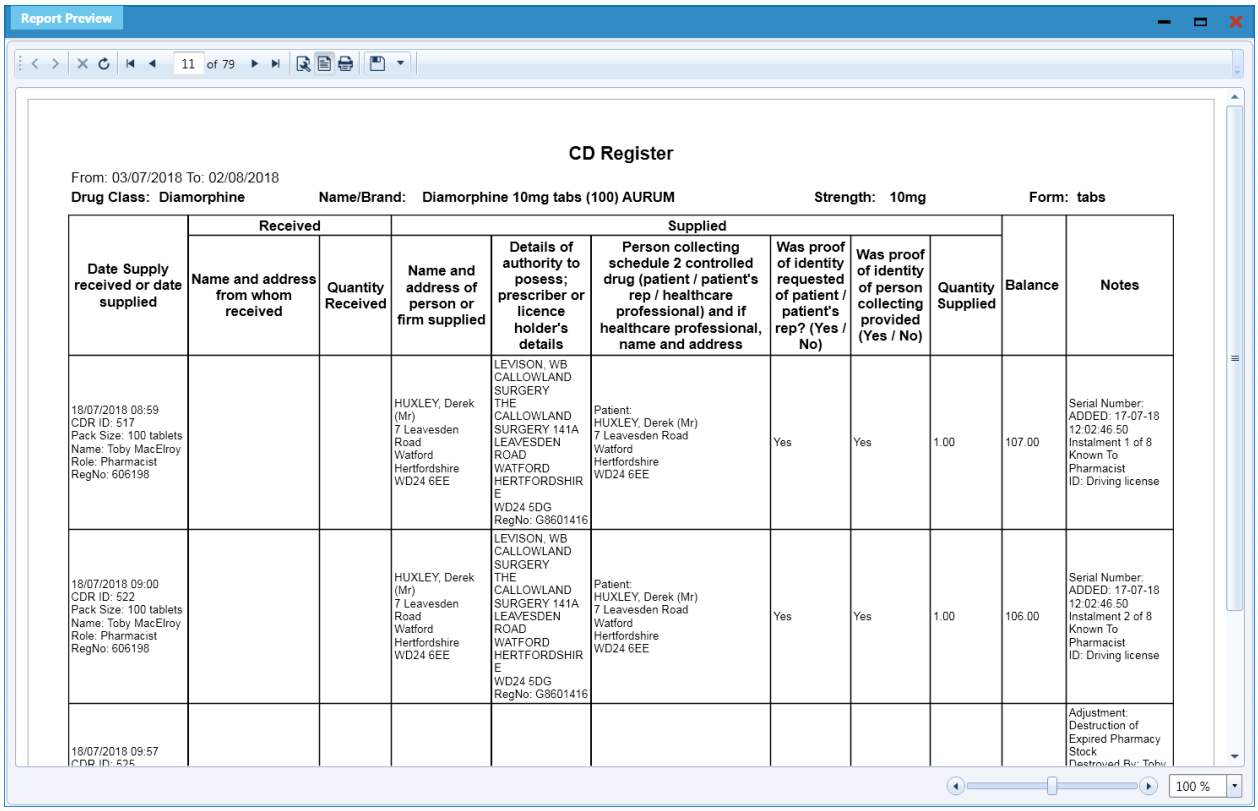
4. Once you have edited your filters as required, you can;
   - Select the **[F10 – Run Report]** button to open the CD Register report preview, where you can save or print the report using the appropriate icons within the window
   - Select the **[Export to Excel]** button. A pop-up will display, advising you that the report has been successfully exported to the specified location. You can view the Excel file now by selecting the **[Yes]** button or access the report at a later date by selecting **[No]**.



Revision History

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

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