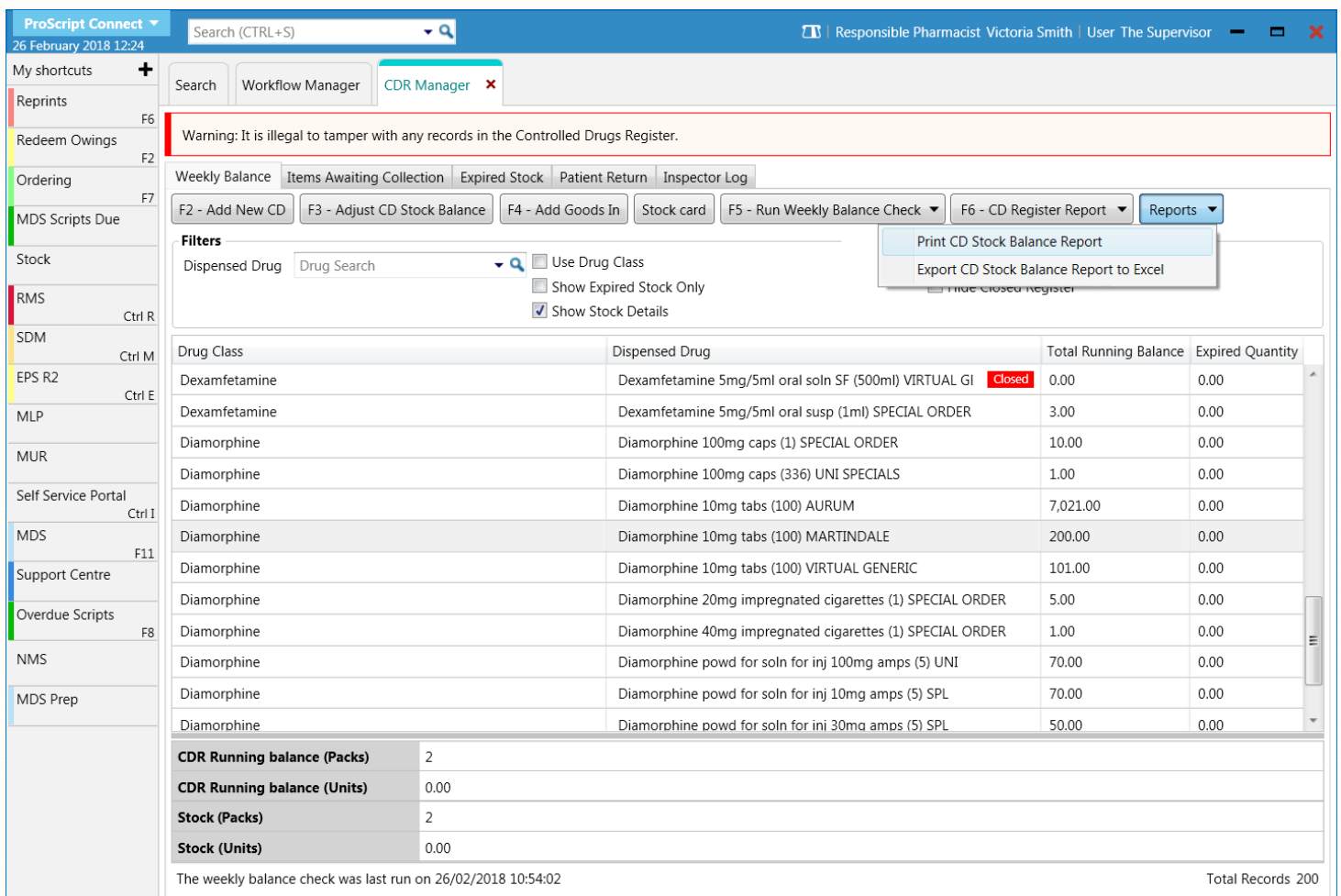


Printing and/or Exporting a CDR Stock Balance Report

- 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.
- From the CDR Manager, open the *Weekly Balance* tab and use the *Filters* to display the items in the grid that you want to appear in your report. You can;
 - Search by *Dispensed Drug* using the corresponding search field, otherwise leave blank to run your report for all CDs
 - Search by drug class by ticking the *Use Drug Class* box and using the *Dispensed Drug* search field to free-type a drug class, if required
 - (De)select the *Show Expired Stock Only* box to display or remove items that have been flagged as **Expired** in the CDR
 - (De)select the *Show Stock Details* box to display or remove *Stock Levels* details from your report
 - (De)select the *Hide Zero Balance* box to display or remove items with no CDR running balance
 - (De)select the *Hide Closed Register* box to display or remove items that have been flagged as **Closed** in the CDR



The screenshot shows the ProScript Connect CDR Manager interface. At the top, there is a search bar and a warning message: "Warning: It is illegal to tamper with any records in the Controlled Drugs Register." Below this, the "Weekly Balance" tab is selected, and a "Reports" dropdown menu is open, showing options for "Print CD Stock Balance Report" and "Export CD Stock Balance Report to Excel".

The "Filters" section includes a "Dispensed Drug" search field, a "Drug Search" dropdown, and checkboxes for "Use Drug Class", "Show Expired Stock Only", and "Show Stock Details".

Drug Class	Dispensed Drug	Total Running Balance	Expired Quantity
Dexamfetamine	Dexamfetamine 5mg/5ml oral soln SF (500ml) VIRTUAL GI Closed	0.00	0.00
Dexamfetamine	Dexamfetamine 5mg/5ml oral susp (1ml) SPECIAL ORDER	3.00	0.00
Diamorphine	Diamorphine 100mg caps (1) SPECIAL ORDER	10.00	0.00
Diamorphine	Diamorphine 100mg caps (336) UNI SPECIALS	1.00	0.00
Diamorphine	Diamorphine 10mg tabs (100) AURUM	7,021.00	0.00
Diamorphine	Diamorphine 10mg tabs (100) MARTINDALE	200.00	0.00
Diamorphine	Diamorphine 10mg tabs (100) VIRTUAL GENERIC	101.00	0.00
Diamorphine	Diamorphine 20mg impregnated cigarettes (1) SPECIAL ORDER	5.00	0.00
Diamorphine	Diamorphine 40mg impregnated cigarettes (1) SPECIAL ORDER	1.00	0.00
Diamorphine	Diamorphine powd for soln for inj 100mg amps (5) UNI	70.00	0.00
Diamorphine	Diamorphine powd for soln for inj 10mg amps (5) SPL	70.00	0.00
Diamorphine	Diamorphine powd for soln for inj 30ma amps (5) SPL	50.00	0.00

Summary statistics at the bottom of the table:

CDR Running balance (Packs)	2
CDR Running balance (Units)	0.00
Stock (Packs)	2
Stock (Units)	0.00

The weekly balance check was last run on 26/02/2018 10:54:02. Total Records 200.

- Once you have adjusted your filters as required, select the **[Reports]** button and select either the:
 - Print CD Stock Balance Report* option to open the print preview, where you can save or print the report using the appropriate icons within the window

- *Export CD Stock Balance Report to Excel* option. 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]**.

Report Preview

CD Register - Stock Balance Report

Drug Name	Pack Size	Running Balance				Stock Levels			
		No. of Packs	No. of Units	Total No. of Units	Currently Expired Stock	Next Expiry	No. of Packs	No. of Units	Total No. of Units
Cocaine									
Cocaine 10% mouthwash (1ml) SPECIAL ORDER	1 ml	16	0.00	16.00	0		18.00	0.00	18.00
Cocaine 10% spray (2.50ml) MARTINDALE	2.50 ml	50	2.00	127.00	0		50.00	2.00	127.00
Cocaine 4% topical soln (1ml) SPECIAL ORDER	1 ml	10	0.00	10.00	0		10.00	0.00	10.00
Cocaine HCL 5% nasal spray [Regency] (5ml) SPECIAL ORDER	5 ml	10	0.00	50.00	35		3.00	0.00	15.00
Codeine									
Codeine soln for inj 60mg/1ml amps (10) MARTINDALE	10 ampoules	20	5.00	205.00	0		20.00	5.00	205.00
Dexamfetamine									
Amfexa 10mg tabs (30) FLYNN	30 tablets	3	12.00	102.00	0		3.00	12.00	102.00
Amfexa 20mg tabs (30) FLYNN	30 tablets	4	0.00	120.00	0		4.00	0.00	120.00
Dexamfetamine 5mg tabs (28) PHD	28 tablets	2	0.00	56.00	0		2.00	0.00	56.00
Diamorphine									
Diamorphine 10mg tabs (100) AURUM	100 tablets	1	98.00	198.00	0		1.00	98.00	198.00
Diamorphine 10mg tabs (100) MARTINDALE	100 tablets	2	0.00	200.00	0		1.00	96.00	196.00
Diamorphine 10mg tabs (100) VIRTUAL GENERIC	100 tablets	4	0.00	400.00	0		4.00	0.00	400.00
Diamorphine 40mg impregnated cigarettes (1) SPECIAL ORDER	1	1	0.00	1.00	0		1.00	0.00	1.00
Diamorphine powd for soln for inj 5mg amps (5) ACTAVIS	5 ampoules	2	0.00	10.00	0		2.00	0.00	10.00
Fentanyl									

100%

Revision History

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

Contact us

For more information contact:
Telephone: 0344 209 2601