

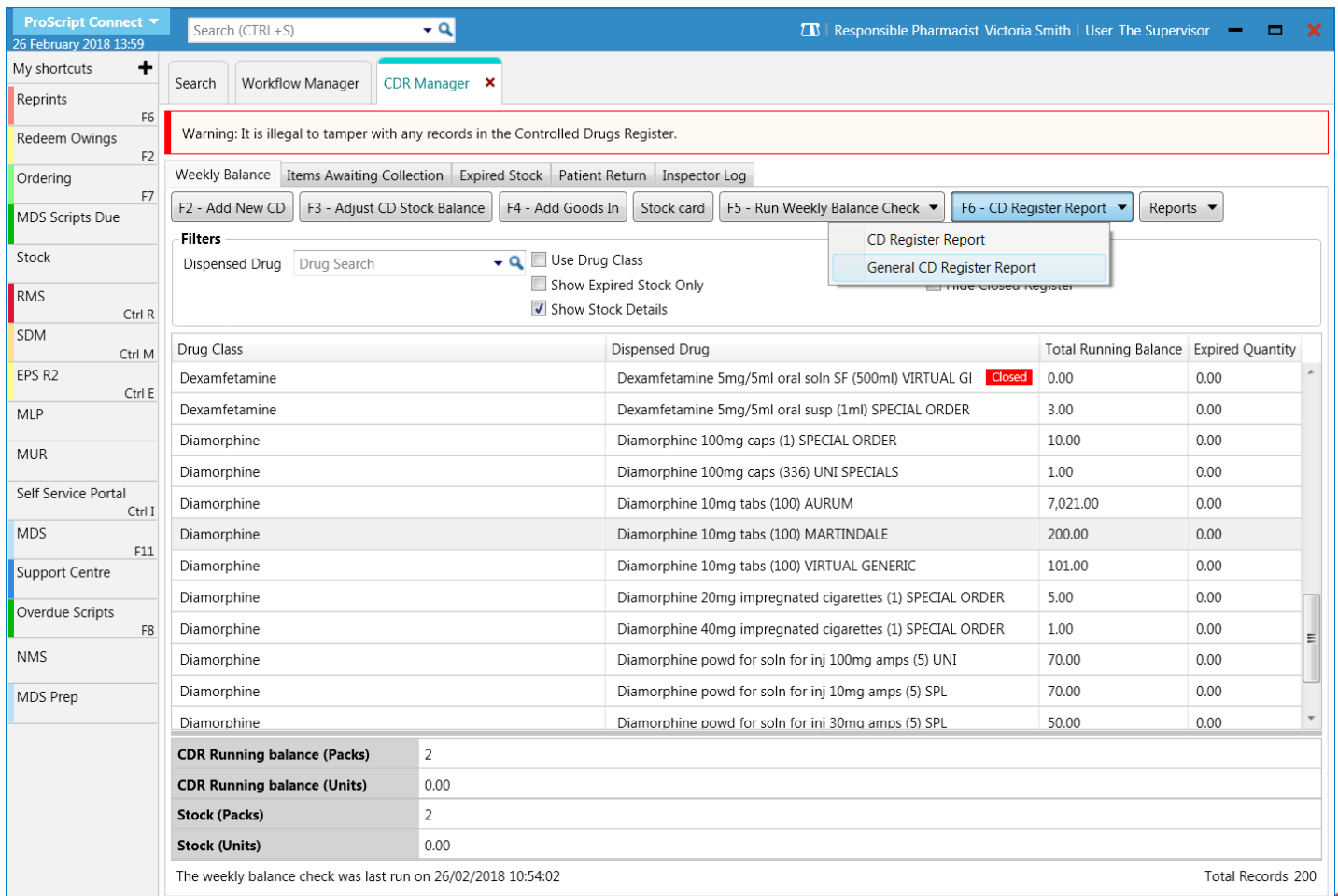
Printing and/or Exporting a General CD Register Report

The General CD Register Report provides the same information as displayed in the CD Register Report, but provides you with additional tools to filter the details by;

- Patient
- Prescriber
- Supplier
- User
- Entry type

The General CD Register Report is not the legal report. If the legal report is required, please refer to [printing and/or exporting a CD Register report](#).

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 *Weekly Balance* tab, select the **[F6 – CD Register Report]** and select the *General CD Register Report* option.



The screenshot shows the ProScript Connect interface. At the top, there is a search bar and user information: "Responsible Pharmacist Victoria Smith | User The Supervisor". The main menu on the left includes "My shortcuts", "Reprints", "Redeem Owings", "Ordering", "MDS Scripts Due", "Stock", "RMS", "SDM", "EPS R2", "MLP", "MUR", "Self Service Portal", "MDS", "Support Centre", "Overdue Scripts", "NMS", and "MDS Prep". The main window displays the "CDR Manager" with a warning: "Warning: It is illegal to tamper with any records in the Controlled Drugs Register." Below the warning, there are tabs for "Weekly Balance", "Items Awaiting Collection", "Expired Stock", "Patient Return", and "Inspector Log". The "Weekly Balance" tab is active, showing buttons for "F2 - Add New CD", "F3 - Adjust CD Stock Balance", "F4 - Add Goods In", "Stock card", "F5 - Run Weekly Balance Check", "F6 - CD Register Report", and "Reports". A dropdown menu for "F6 - CD Register Report" is open, showing options for "CD Register Report" and "General CD Register Report". Below the menu, there are filters for "Dispensed Drug" (with a search box), "Use Drug Class", "Show Expired Stock Only", and "Show Stock Details". The main table displays drug information with columns for "Drug Class", "Dispensed Drug", "Total Running Balance", and "Expired Quantity".


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

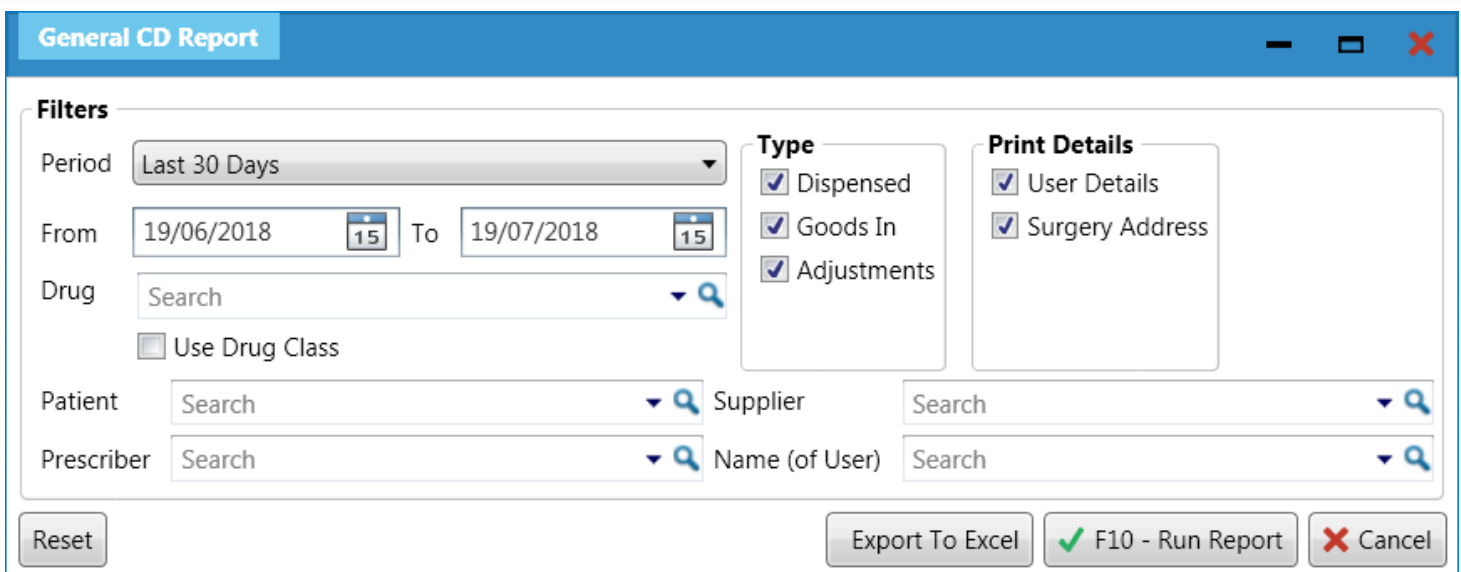
Summary statistics:

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

3. The General CD Report pop-up window displays, prompting you to use the filters and search fields to include and/or restrict the data incorporated in the report. 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* using the search field, or drug class by ticking the *Use Drug Class* box and typing a drug class within the *Drug* search field, otherwise leave blank to run your report for all CDs
 - Filter by *Patient*, *Prescriber*, *Supplier* and/or *Pharmacist*, if required
 - (De)select the entry *Type* e.g. *Dispensed* or *Goods In*
 - (De)select the *Print Details* to include or remove *User Details* and/or *Surgery Addresses*

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



The screenshot shows the 'General CD Report' window with the following elements:

- Filters:**
 - Period: Last 30 Days (dropdown)
 - From: 19/06/2018 To: 19/07/2018 (date pickers)
 - Drug: Search (text field with search icon)
 - Use Drug Class
 - Patient: Search (text field with search icon)
 - Prescriber: Search (text field with search icon)
 - Supplier: Search (text field with search icon)
 - Name (of User): Search (text field with search icon)
- Type:**
 - Dispensed
 - Goods In
 - Adjustments
- Print Details:**
 - User Details
 - Surgery Address
- Buttons:** Reset, Export To Excel, F10 - Run Report (with green checkmark), Cancel (with red X)

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]**.

Report Preview

11 of 79

CD Register

From: 03/07/2018 To: 02/08/2018
 Drug Class: Diamorphine Name/Brand: Diamorphine 10mg tabs (100) AURUM Strength: 10mg Form: tabs

Date Supply received or date supplied	Received		Supplied					Balance	Notes	
	Name and address from whom received	Quantity Received	Name and address of person or firm supplied	Details of authority to possess; prescriber or licence holder's details	Person collecting schedule 2 controlled drug (patient / patient's rep / healthcare professional) and if healthcare professional, name and address	Was proof of identity requested of patient / patient's rep? (Yes / No)	Was proof of identity of person collecting provided (Yes / No)			Quantity Supplied
18/07/2018 08:59 CDR ID: 517 Pack Size: 100 tablets Name: Toby MacElroy Role: Pharmacist RegNo: 606198			HUXLEY, Derek (Mr) 7 Leavesden Road Watford Hertfordshire WD24 6EE	LEVISON, WB CALLOWLAND SURGERY THE CALLOWLAND SURGERY 141A LEAVESDEN ROAD WATFORD HERTFORDSHIRE WD24 5DG RegNo: G8601416	Patient: HUXLEY, Derek (Mr) 7 Leavesden Road Watford Hertfordshire WD24 6EE	Yes	Yes	1.00	107.00	Serial Number: ADDED: 17-07-18 12:02:46:50 Instalment 1 of 8 Known To Pharmacist ID: Driving license
18/07/2018 09:00 CDR ID: 522 Pack Size: 100 tablets Name: Toby MacElroy Role: Pharmacist RegNo: 606198			HUXLEY, Derek (Mr) 7 Leavesden Road Watford Hertfordshire WD24 6EE	LEVISON, WB CALLOWLAND SURGERY THE CALLOWLAND SURGERY 141A LEAVESDEN ROAD WATFORD HERTFORDSHIRE WD24 5DG RegNo: G8601416	Patient: HUXLEY, Derek (Mr) 7 Leavesden Road Watford Hertfordshire WD24 6EE	Yes	Yes	1.00	106.00	Serial Number: ADDED: 17-07-18 12:02:46:50 Instalment 2 of 8 Known To Pharmacist ID: Driving license
18/07/2018 09:57 CDR ID: 525										Adjustment: Destruction of Expired Pharmacy Stock Destroyed By: Toby

100 %

Revision History

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

Contact us

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