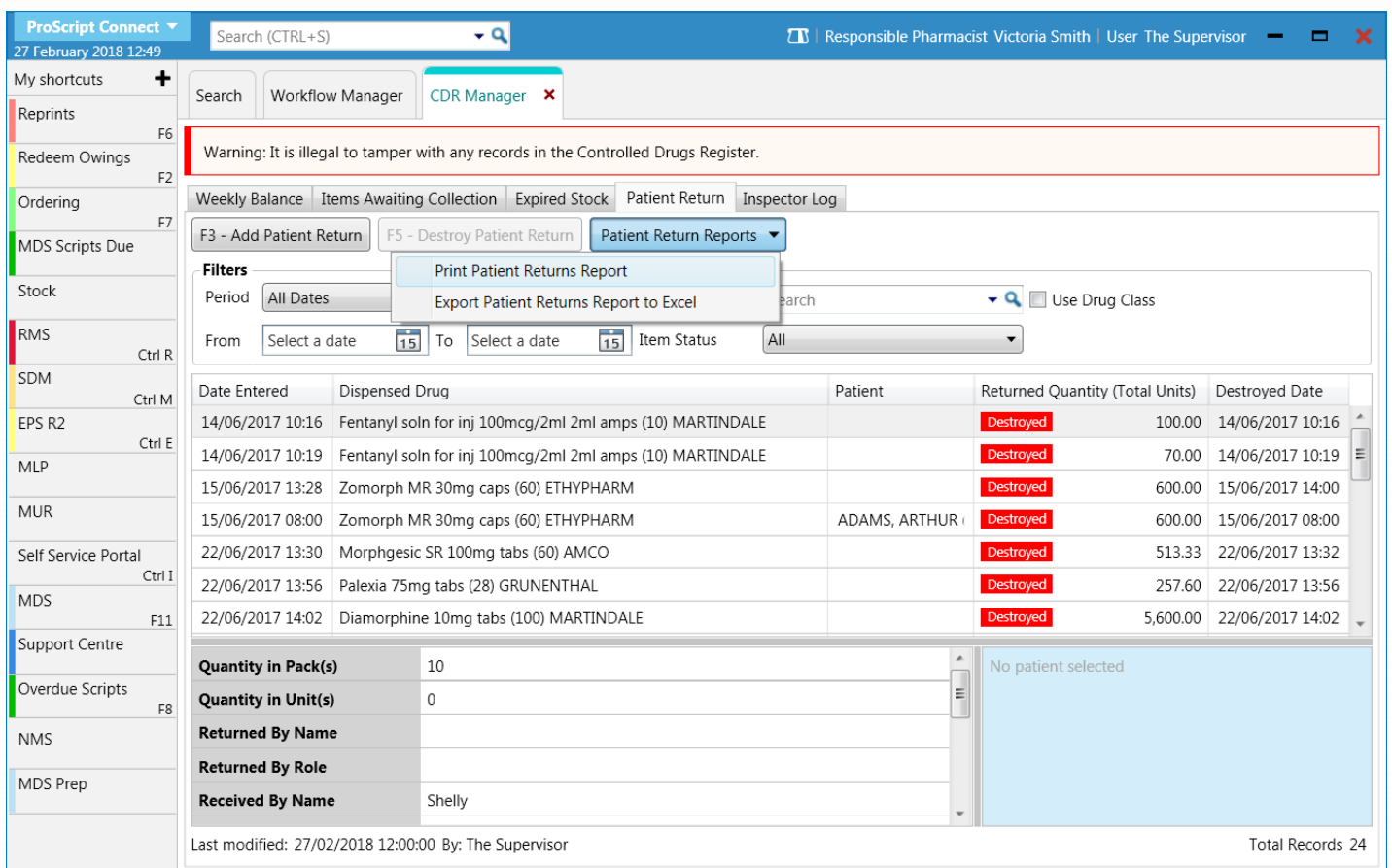# Printing and/or Exporting a Patient Return Report

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 *Patient Return* tab and use the *Filters* to display items within the grid that you want to appear on your report. You can;
   o Filter by *Period*, either using a pre-defined date range from the drop-down menu, or a custom range by adding a *From* and *To* date
   o Search by *Dispensed Drug* using the corresponding search field, otherwise leave blank to run your report for all CDs
   o 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
   o Search by *Item Status* by selecting a destruction status from the drop-down menu

3. Once you have adjusted your filters as required, select the **[Patient Return Reports]** button and select either the:
   o *Print Patient Returns Report* option to open the print preview, where you can save or print the report using the appropriate icons within the window
   o *Export Patient Returns 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]**.

CD Register - Patient Return Stock

Applied Filter: All Dates

Date	Drug Information	Returns Information	Destruction Information	Quantity
03/05/2018 15:43 ID: 128	Breakyl buccal 200mcg film (10) MEDA PHARM Generic: Fentanyl Schedule: 2	Patient: BORDIER, Michael (Mr) 182 Colbrook Way Watford Hertfordshire WD18 5TR Received By: Toby MacElroy Role: Pharmacist Returned Date and Time: 03/05/2018 15:42	Destroyed Date: 03/05/2018 15:43 Destroyed By: Toby MacElroy Role: Pharmacist Witnessed By: Lucy Baker Position: Dispensing Technician	10.00
03/05/2018 15:44 ID: 129	Elvanse 30mg caps (28) SHIRE Generic: Lisdexamfetamine Schedule: 2	Patient: POSTER, Gale (Mr) 35 Hillview Road Pinner United Kingdom HA5 4PB Received By: Ryan Peterson Role: Pharmacist Returned Date and Time: 03/05/2018 15:44	Destroyed Date: 16/05/2018 15:35 Destroyed By: Toby MacElroy Role: Pharmacist Witnessed By: Lucy Baker Position: Dispensing Technician	4.00
		Patient: LYNCH, Stuart (Mr) 52 Langlevbury Drive		

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