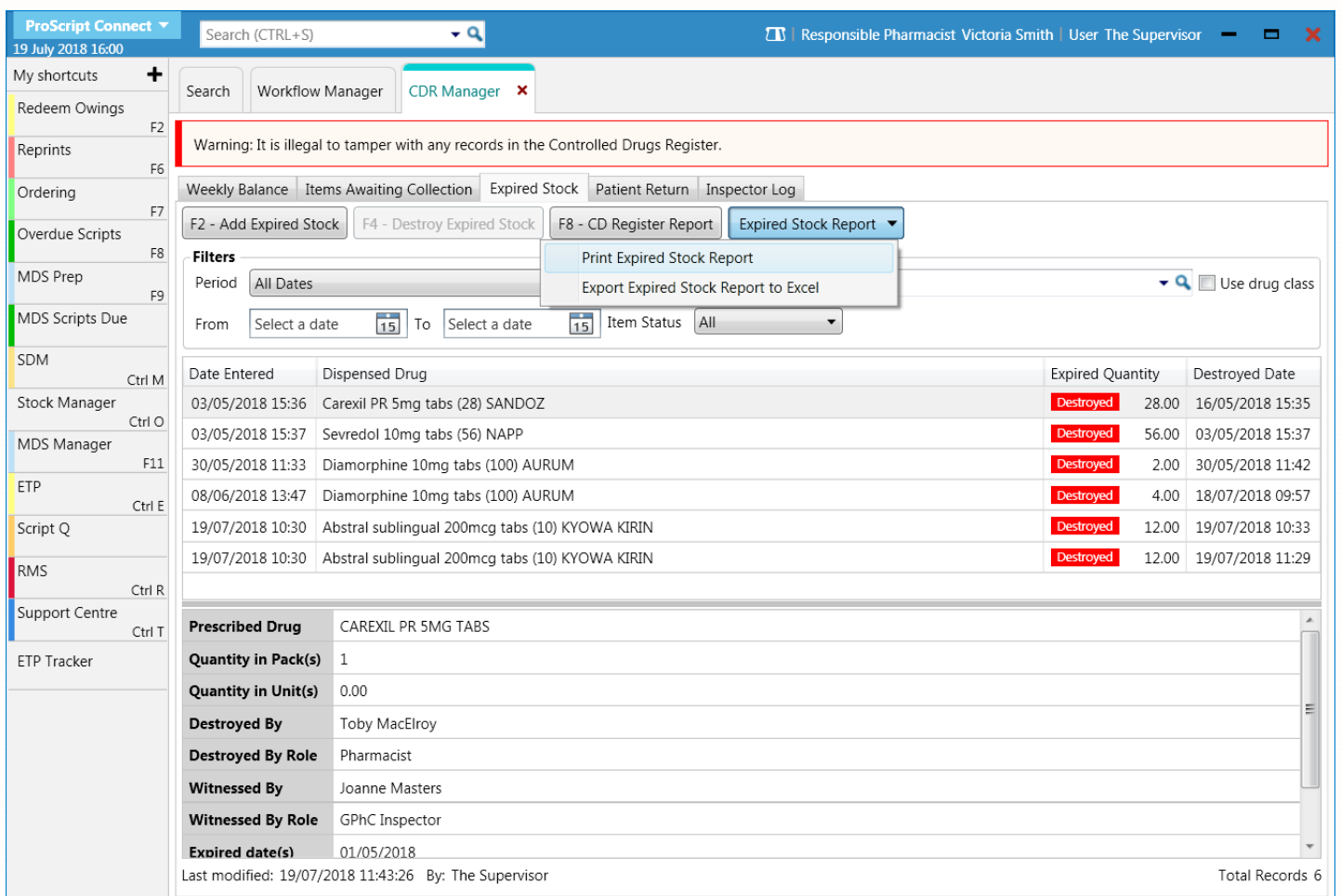


Printing and/or Exporting an Expired Stock Report

- 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 *Expired Stock* tab and use the *Filters* to display items within the grid that you want to appear on your report. You can;
 - 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
 - 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
 - Search by *Item Status* by selecting a destruction status from the drop-down menu



Warning: It is illegal to tamper with any records in the Controlled Drugs Register.

Weekly Balance | Items Awaiting Collection | **Expired Stock** | Patient Return | Inspector Log

F2 - Add Expired Stock | F4 - Destroy Expired Stock | F8 - CD Register Report | **Expired Stock Report**

Filters

Period: All Dates

From: Select a date [15] To: Select a date [15] Item Status: All

Date Entered	Dispensed Drug	Expired Quantity	Destroyed Date
03/05/2018 15:36	Carexil PR 5mg tabs (28) SANDOZ	Destroyed 28.00	16/05/2018 15:35
03/05/2018 15:37	Sevredol 10mg tabs (56) NAPP	Destroyed 56.00	03/05/2018 15:37
30/05/2018 11:33	Diamorphine 10mg tabs (100) AURUM	Destroyed 2.00	30/05/2018 11:42
08/06/2018 13:47	Diamorphine 10mg tabs (100) AURUM	Destroyed 4.00	18/07/2018 09:57
19/07/2018 10:30	Abstral sublingual 200mcg tabs (10) KYOWA KIRIN	Destroyed 12.00	19/07/2018 10:33
19/07/2018 10:30	Abstral sublingual 200mcg tabs (10) KYOWA KIRIN	Destroyed 12.00	19/07/2018 11:29

Prescribed Drug CAREXIL PR 5MG TABS

Quantity in Pack(s) 1

Quantity in Unit(s) 0.00

Destroyed By Toby MacElroy

Destroyed By Role Pharmacist

Witnessed By Joanne Masters

Witnessed By Role GPhC Inspector

Expired date(s) 01/05/2018

Last modified: 19/07/2018 11:43:26 By: The Supervisor Total Records 6

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

- *Export Expired Stock 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 - Expired Pharmacy Stock

Applied Filter: All Dates

Date	Drug Information	Expired Stock Information	Destruction Information	Quantity
03/05/2018 15:36 CDR ID: 117	Carexil PR 5mg tabs (28) SANDOZ Generic: Oxycodone Schedule 2	Batch Number: 567872 Expiry Date: 01/05/2018 Quantity: 28	Destroyed Date: 16/05/2018 15:35 Destroyed By: Toby MacElroy Role: Pharmacist Witnessed By: Joanne Masters Role: GPhC Inspector	28.00
03/05/2018 15:37 CDR ID: 118	Sevredol 10mg tabs (56) NAPP Generic: Morphine Schedule 2		Destroyed Date: 03/05/2018 15:37 Destroyed By: Toby MacElroy Role: Pharmacist Witnessed By: Joanne Masters Role: GPhC Inspector	56.00
30/05/2018 11:33 CDR ID: 311	Diamorphine 10mg tabs (100) AURUM Generic: Diamorphine Schedule 2	Batch Number: 8728912 Expiry Date: 28/05/2018 Quantity: 2.00	Destroyed Date: 30/05/2018 11:42 Destroyed By: Toby MacElroy Role: Pharmacist Witnessed By: Joanne Masters Role: GPhC Inspector	2.00
08/06/2018 13:47	Diamorphine 10mg tabs (100) AURUM Generic: Diamorphine		Destroyed Date: 18/07/2018 09:57 Destroyed By: Toby MacElroy Role: Pharmacist	4.00

100%

Revision History

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

Contact us

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