

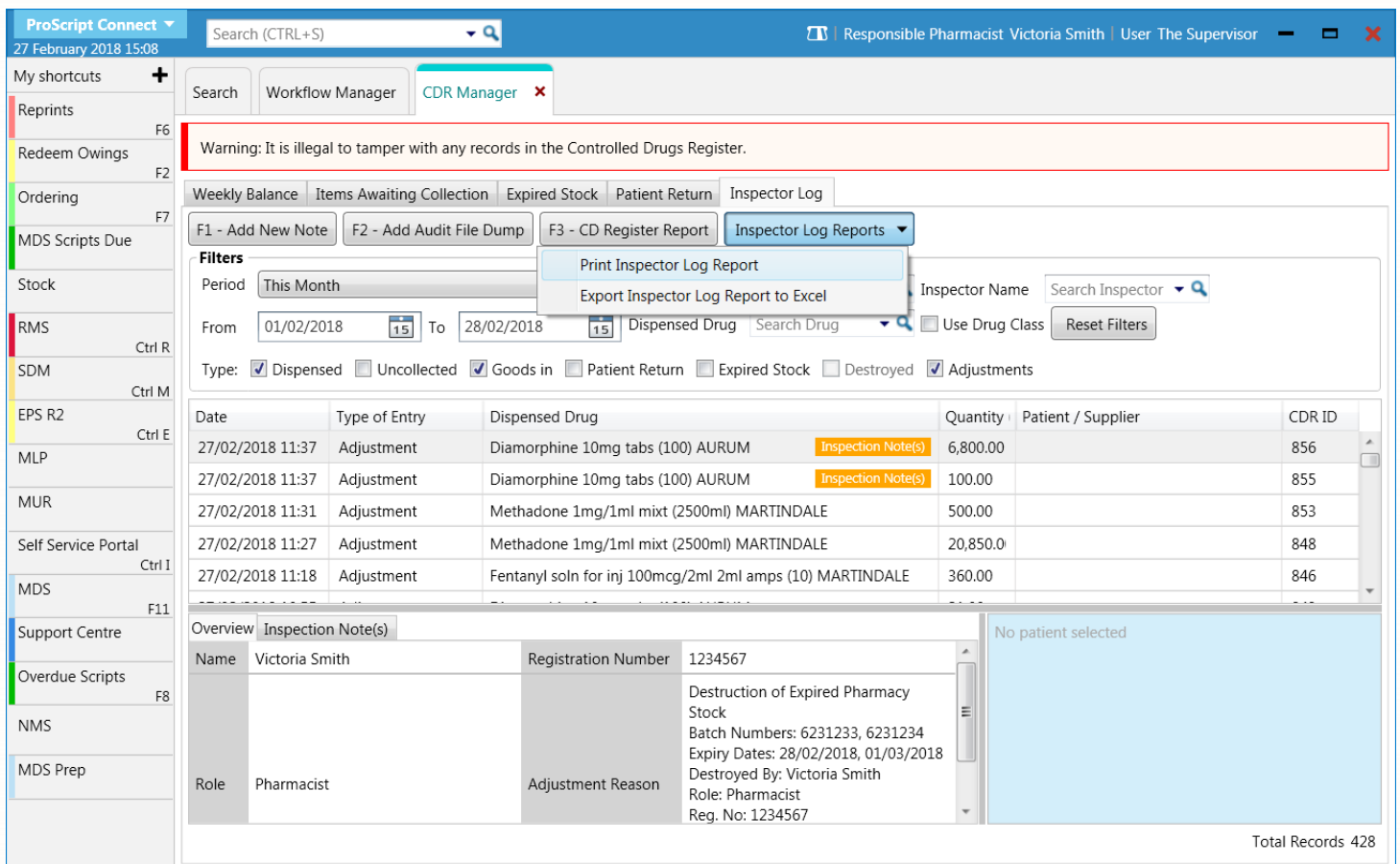


Printing and/or Exporting an Inspector Log Report

 The Inspector Log report will only contain entries where inspection notes have been added.

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 *Inspector Log* tab and use the *Filters* to display items within the grid with an **Inspector Note(s)** tag 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 *Patient*, *Inspector Name* and/or *Dispensed Drug* using the corresponding search field, otherwise leave blank to run your report for all patients, inspectors and/or 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 *Type* of entry by (de)selecting one or more entry types

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

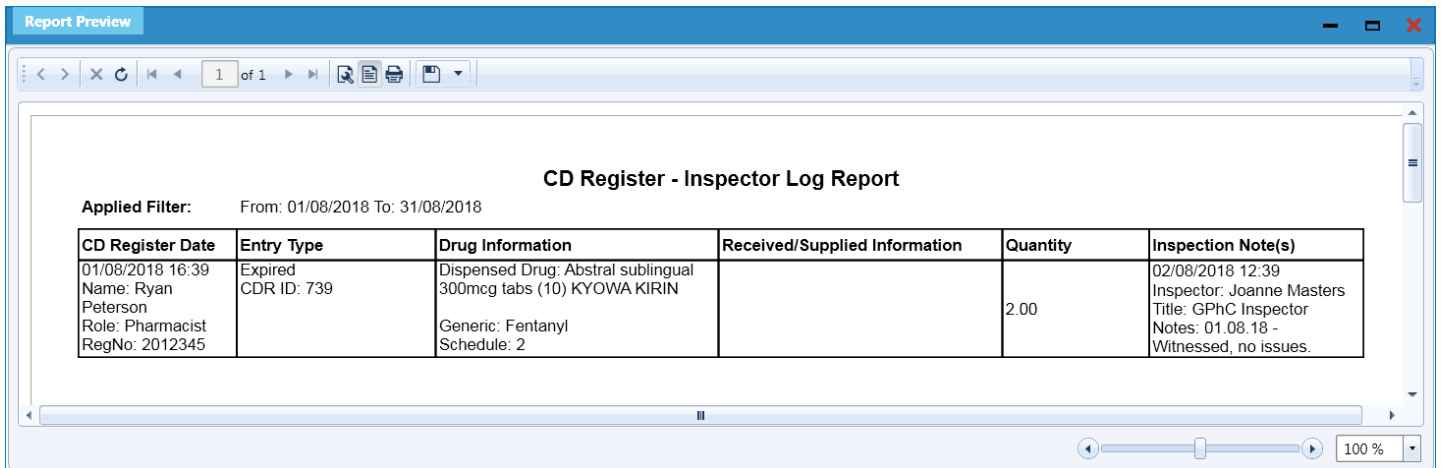


The screenshot shows the ProScript Connect interface. At the top, there's a search bar and user information: "Responsible Pharmacist Victoria Smith | User The Supervisor". The main menu includes "Search", "Workflow Manager", and "CDR Manager". A warning message states: "Warning: It is illegal to tamper with any records in the Controlled Drugs Register." Below this, the "Inspector Log" tab is active. The "Filters" section shows "Period: This Month" (01/02/2018 to 28/02/2018), "Inspector Name" search, "Dispensed Drug" search, and "Use Drug Class" checkbox. The "Type" section has checkboxes for "Dispensed", "Uncollected", "Goods in", "Patient Return", "Expired Stock", "Destroyed", and "Adjustments". A dropdown menu for "Inspector Log Reports" is open, showing options: "Print Inspector Log Report" and "Export Inspector Log Report to Excel". Below the filters is a table of inspection entries:

Date	Type of Entry	Dispensed Drug	Quantity	Patient / Supplier	CDR ID
27/02/2018 11:37	Adjustment	Diamorphine 10mg tabs (100) AURUM	6,800.00		856
27/02/2018 11:37	Adjustment	Diamorphine 10mg tabs (100) AURUM	100.00		855
27/02/2018 11:31	Adjustment	Methadone 1mg/1ml mixt (2500ml) MARTINDALE	500.00		853
27/02/2018 11:27	Adjustment	Methadone 1mg/1ml mixt (2500ml) MARTINDALE	20,850.0		848
27/02/2018 11:18	Adjustment	Fentanyl soln for inj 100mcg/2ml 2ml amps (10) MARTINDALE	360.00		846

Below the table, there's an "Inspection Note(s)" section for a selected entry. It shows: Name: Victoria Smith, Registration Number: 1234567, Role: Pharmacist, and Adjustment Reason: Destruction of Expired Pharmacy Stock. Batch Numbers: 6231233, 6231234. Expiry Dates: 28/02/2018, 01/03/2018. Destroyed By: Victoria Smith. Role: Pharmacist. Reg. No: 1234567. A "No patient selected" message is also visible. At the bottom right, it says "Total Records 428".

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



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