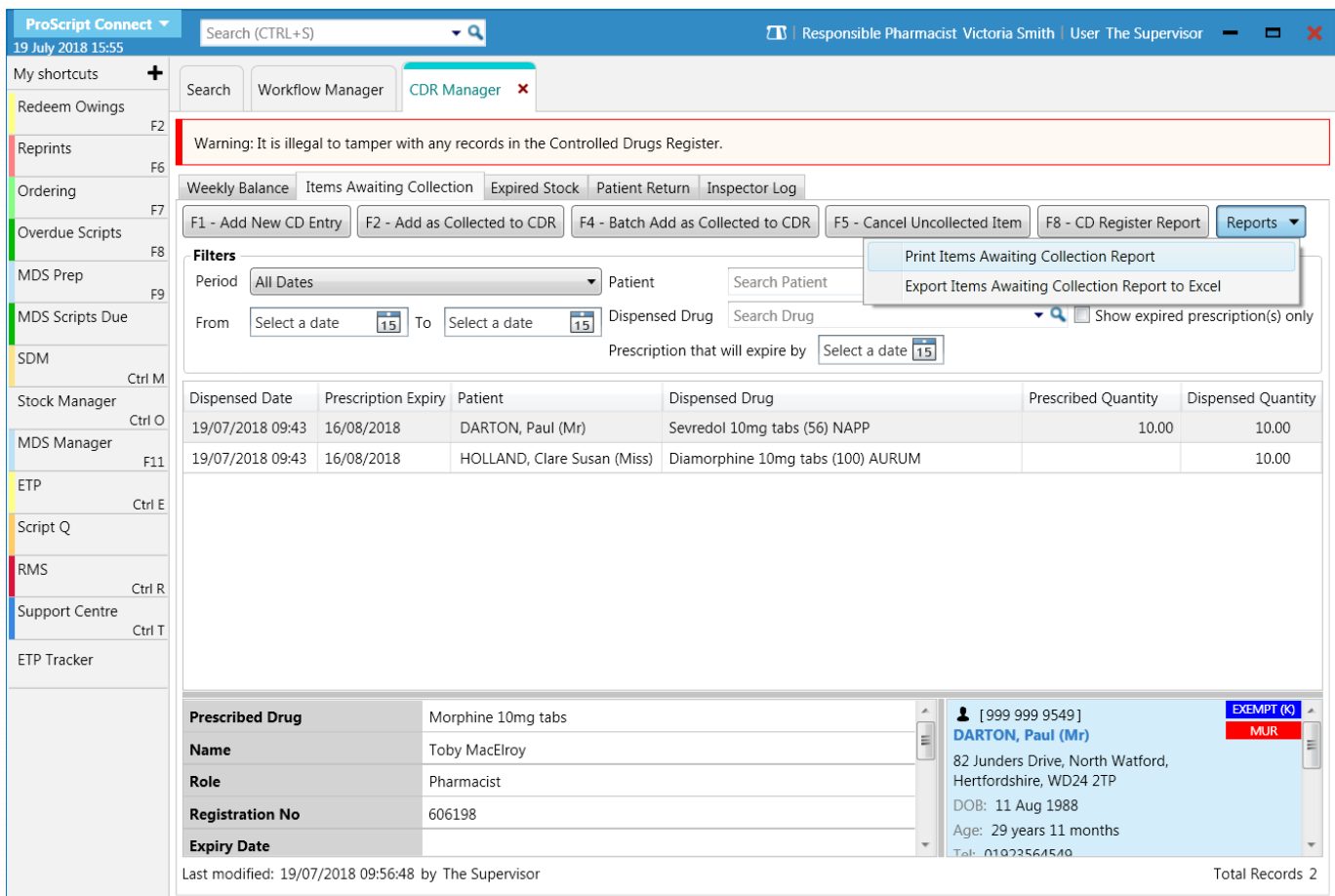


# Printing and/or Exporting an Items Awaiting Collection Report

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 *Items Awaiting Collection* tab and use the *Filters* to display the 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 *Patient* and/or *Dispensed Drug* using the corresponding search fields, otherwise leave blank to run your report for all patients 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 particular class of drug, if required
  - Enter a date within the *Prescriptions that will expire by* field to restrict your report to prescriptions expiring by your entered date
  - (De)select the *Show expired prescription(s) only* to display or remove items awaiting collection that are tagged as **Expired**



ProScript Connect 19 July 2018 15:55 Search (CTRL+S) Responsible Pharmacist Victoria Smith User The Supervisor

My shortcuts + Redeem Owings F2 Reprints F6 Ordering F7 Overdue Scripts F8 MDS Prep F9 MDS Scripts Due SDM Ctrl M Stock Manager Ctrl O MDS Manager F11 ETP Ctrl E Script Q RMS Ctrl R Support Centre Ctrl T ETP Tracker

Search Workflow Manager CDR Manager x

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

F1 - Add New CD Entry F2 - Add as Collected to CDR F4 - Batch Add as Collected to CDR F5 - Cancel Uncollected Item F8 - CD Register Report Reports

Filters  
 Period: All Dates Patient: Search Patient  
 From: Select a date 15 To: Select a date 15 Dispensed Drug: Search Drug  
 Prescription that will expire by: Select a date 15  
 Show expired prescription(s) only

Print Items Awaiting Collection Report  
 Export Items Awaiting Collection Report to Excel

Dispensed Date	Prescription Expiry	Patient	Dispensed Drug	Prescribed Quantity	Dispensed Quantity
19/07/2018 09:43	16/08/2018	DARTON, Paul (Mr)	Sevredol 10mg tabs (56) NAPP	10.00	10.00
19/07/2018 09:43	16/08/2018	HOLLAND, Clare Susan (Miss)	Diamorphine 10mg tabs (100) AURUM		10.00

Prescribed Drug: Morphine 10mg tabs  
 Name: Toby MacElroy  
 Role: Pharmacist  
 Registration No: 606198  
 Expiry Date: [blank]

[999 999 9549] EXEMPT (K)  
**DARTON, Paul (Mr)** MUR  
 82 Junders Drive, North Watford, Hertfordshire, WD24 2TP  
 DOB: 11 Aug 1988  
 Age: 29 years 11 months  
 Tel: 01923564549

Last modified: 19/07/2018 09:56:48 by The Supervisor Total Records 2

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

Applied Filter: All Dates

Date Dispersed	Supplied			
	Name and address of person or firm supplied	Detail of authority to possess; prescriber or licence holder's details	Drug Information	Quantity
Prescription Date: 20/07/2018 Dispensed Date: 24/07/2018 16:02 Name: Toby MacElroy Role: Pharmacist RegNo: 606198	FIELDS, Adam (Mr) 13a Inwold House 890 Barley Road Watford Hertfordshire WD24 0PL	ASLAM, A CALLOWLAND SURGERY THE CALLOWLAND SURGERY 141A LEAVESDEN ROAD WATFORD HERTFORDSHIRE WD24 5DG	Prescribed: Methadone 1mg/1ml mixt Dispensed: Methadone 1mg/1ml oral soln (100ml) ROSEMONT Pack Size: 100 ml Class: Methadone	100.00
Prescription Date: 24/07/2018 Dispensed Date: 24/07/2018 16:02 Name: Victoria Smith Role: Pharmacist RegNo: 25051988	DAY, Ethan (Mr) 82 Hawthorn Avenue Watford Hertfordshire WD17 8RT	ELIAD, RA GARSTON MEDICAL CENTRE GARSTON MEDICAL CENTRE 6A NORTH WESTERN AVENUE WATFORD HERTFORDSHIRE WD25 9GP	Prescribed: Methadone 1mg/1ml oral soln Dispensed: Methadone 1mg/1ml oral soln (100ml) ROSEMONT Pack Size: 100 ml Class: Methadone	10.00
Prescription Date: 24/07/2018 Dispensed Date: 24/07/2018 16:02 Name: Victoria Smith Role: Pharmacist RegNo: 25051988	DAY, Ethan (Mr) 82 Hawthorn Avenue Watford Hertfordshire WD17 8RT	ELIAD, RA GARSTON MEDICAL CENTRE GARSTON MEDICAL CENTRE 6A NORTH WESTERN AVENUE WATFORD	Prescribed: Methadone 1mg/1ml oral soln Dispensed: Methadone 1mg/1ml oral soln (100ml) ROSEMONT Pack Size: 100 ml Class: Methadone	10.00

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**