Marking an Owing as Not Given from Reprints
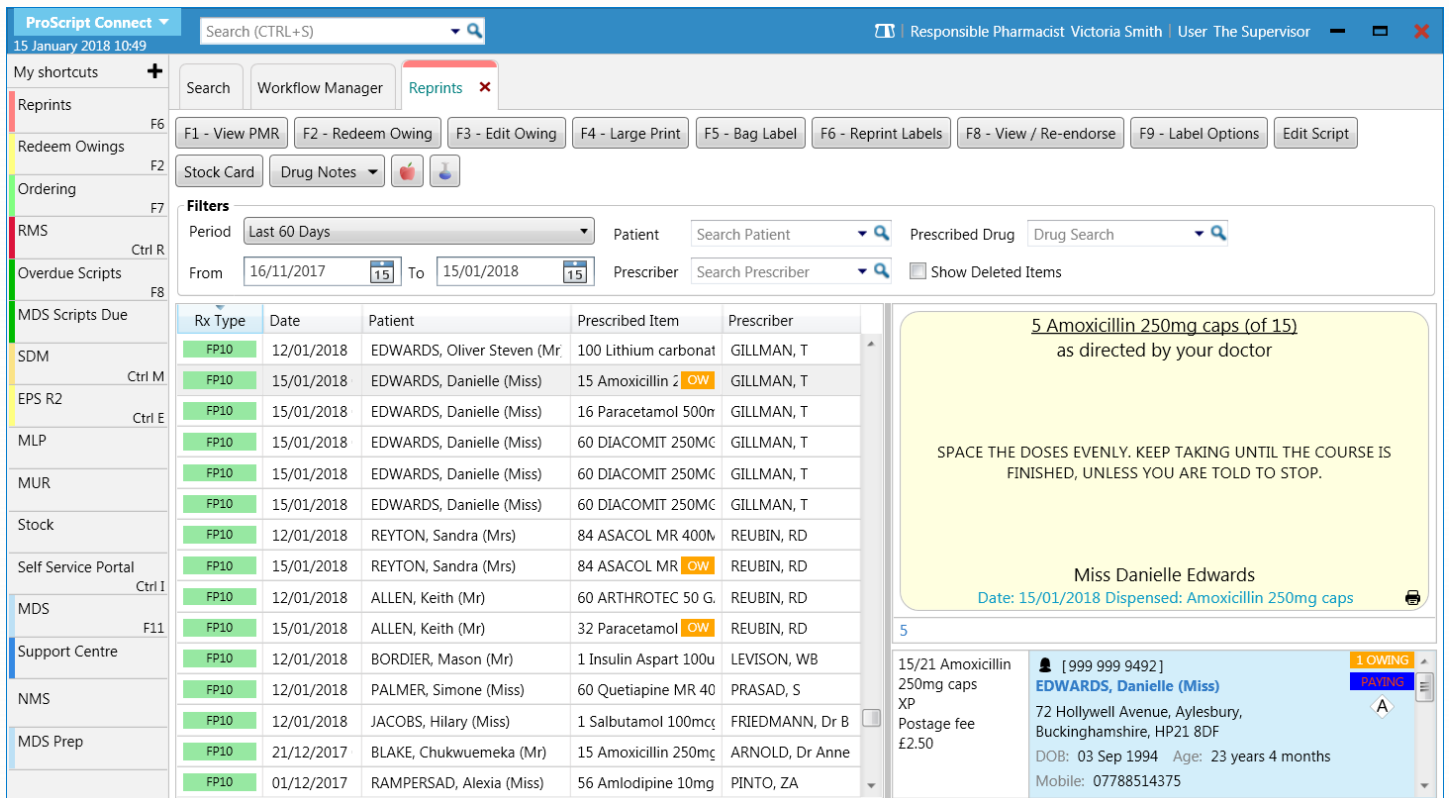
1. From the ProScript Connect Main Screen, press [Reprints F6].
2. The Reprints opens in a new tab.
3. From Reprints, highlight the item marked with an OW tag.

4. Press **[F2 – Redeem Owing]**.
5. The Redeem Owing window displays, with the full outstanding quantity to be redeemed in the first field.

6. Press **[F9 – Not Given]**.
7. The Reprints window displays again, where the prescription is no longer marked as having an owing.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	17 September 2019		Joanne Hibbert-Gorst

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