

## Accessing the Locations Manager from the Workflow Manager

1. From the Workflow Manager, double click the fridge 🖯 icon in the blue snippet at the top of the window.

ProScript Connect	Search (CTRL+S)	- Q		📧   Responsible Phar	macist Victoria Smith	User Jay Use	er 🗕	•
My shortcuts +								
Redeem Owings	Search Workflow Manager							
Reprints	🏟 Manage Widgets < 📏 17	October 2017	Max: 8.00°C Min: 2.00°C		Sear	rch Widgets	٠Q	49 Re
Ordering	Hand Over	U ~	Prescriptions Ready For	^				
Overdue Scripts	Don't forget to count the money in the till at the end of the day.		Claim	(104)				
F8 MDS Scripts Due	Last Edited on 17/10/2017 at 11-2	8 AM by lay licer	Processing	(8524)				
MDS		o Ain by Jay Osci	Collection	(2)				
F11 RMS			Delivery	(0)				
Ctri R			Instalment Dispensing	(298)				
SDM Ctri M								
ETP Ctrl E	Transmissions	^	RMS	^				
Stock	Failed Orders	(5)	Workload	(1)				
MUR	Failed eMAR Transmissions	(1)	Surgery Drop Off	(0)				
	ASN's Received	(0)	Ready For Delivery	(0)				
	PAS	(44)	Surgery Collection	(0)				
			Collection	(0)				
	Outstanding	^	Appointments	^				
	Prescriptions Due to Expire Today	(8019)	Due MUR's	(0)				
	Emergency Supply items Overdue	(34)	NMS	(0)				
	Prescriptions for MDS Items Due	(5)						
	Owings	(0)						
	Prescriptions Requiring Attention	(15)						
	MLP Registration Requests	(0)						

2. The Locations Manager displays, filtered to show fridges only, where you add, edit and delete locations in your dispensary.



ProScript Connect  O1 May 2018 11:56	Search (CTRL+S)		- Q	🎞   Responsible Pharmacist Victoria Smith   User Th	ne Supervisor 🗕 🗖 🗙		
My shortcuts 🕇	Search Workflow N	Annagor Locatio	ns Management				
Reprints							
Redeem Owings	+F1 - Add Location	▼ Ø F2 - Edit Se	elected Fridge	F3 - Delete Selected Fridge			
F2 Overdue Scripts F8	Show Fridge	•	earch Locations	<b>+</b> Q	Show Deleted		
Ordering	Type Location	n Name	Description		Status		
MDS Scripts Due	Fridge Insulin	Fridge	Fridge for insulin		Status		
MDS	Fridge Immuni	isations Fridge					
F11	Fridge Liquids	Fridge					
Stock	Fridge Special	s Fridge					
RMS	Fridge Replace	ement	Replacement for	broken			
SDM							
Ctrl M							
EPS R2 Ctrl E							
MLP							
MUR							
Self Service Portal	Insulin Fridge Tem	perature Readi	ng History 🚺				
Ctrl I Support Centre	11						
	Previous Records for th	ne last 7 days					
NMS	Date Recorded	Min temp °C	Max temp °C	Notes			
MDS Prep	Today at 09:16	2.00	6.00				
CDB	Yesterday at 08:52	2.00	3.00				
	27/04/2018 12:08	2.00	5.00				
	26/04/2018 09:02	2.00	5.00				
	25/04/2018 09:02	2.00	5.00				
	24/04/2018 09:01	2.00	3.00				

## **Revision History**

Version Number	Date	Revision Details	Author(s)
1.0	15 October 2019		Joanne Hibbert-Gorst

## **Contact us**

For more information contact: **Telephone: 0344 209 2601** 

Not to be reproduced or copied without the consent of AAH Pharmaceuticals Limited 2019.