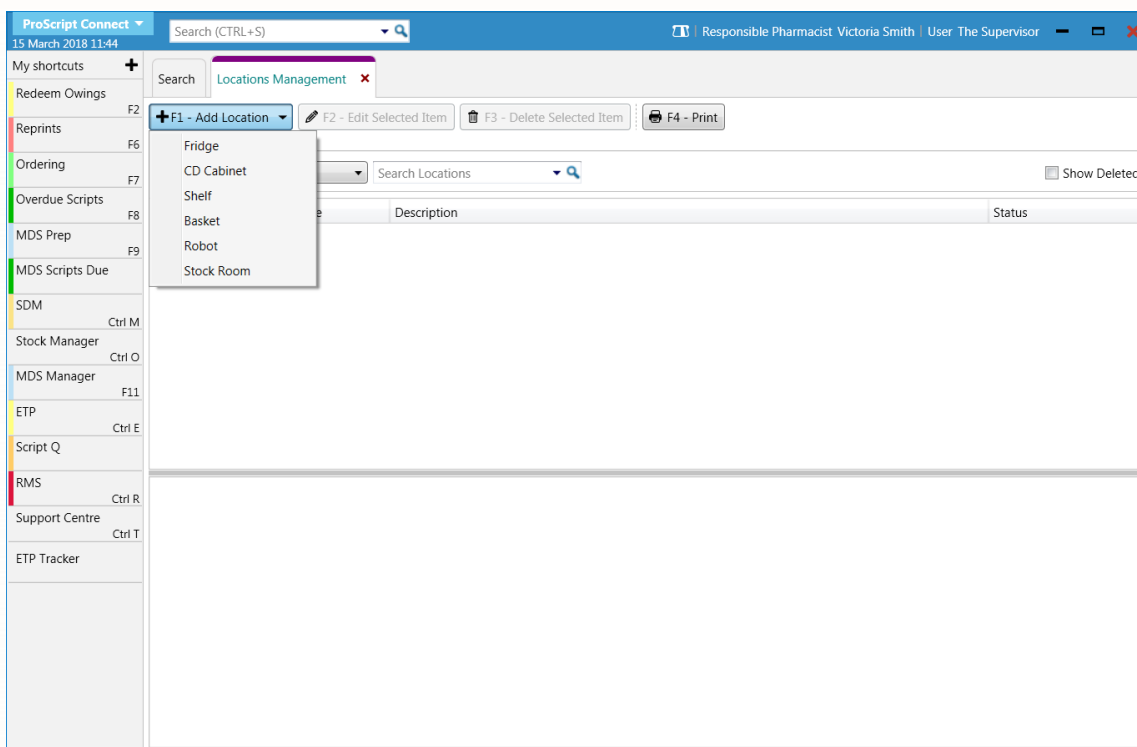


Adding a Location

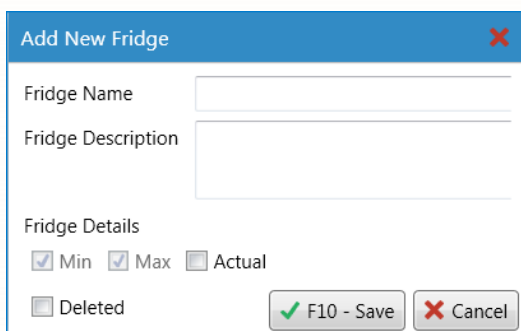
1. From the Locations Manager, press **[F1 – Add Location]** and select the type of location you want to create from the list.

You can select;

- Fridge
- CD Cabinet
- Shelf
- Basket
- Robot
- Stock Room



2. A blank Add New location window displays. The name of the window will vary depending on the location you have chosen to add.



Add New Fridge

Fridge Name

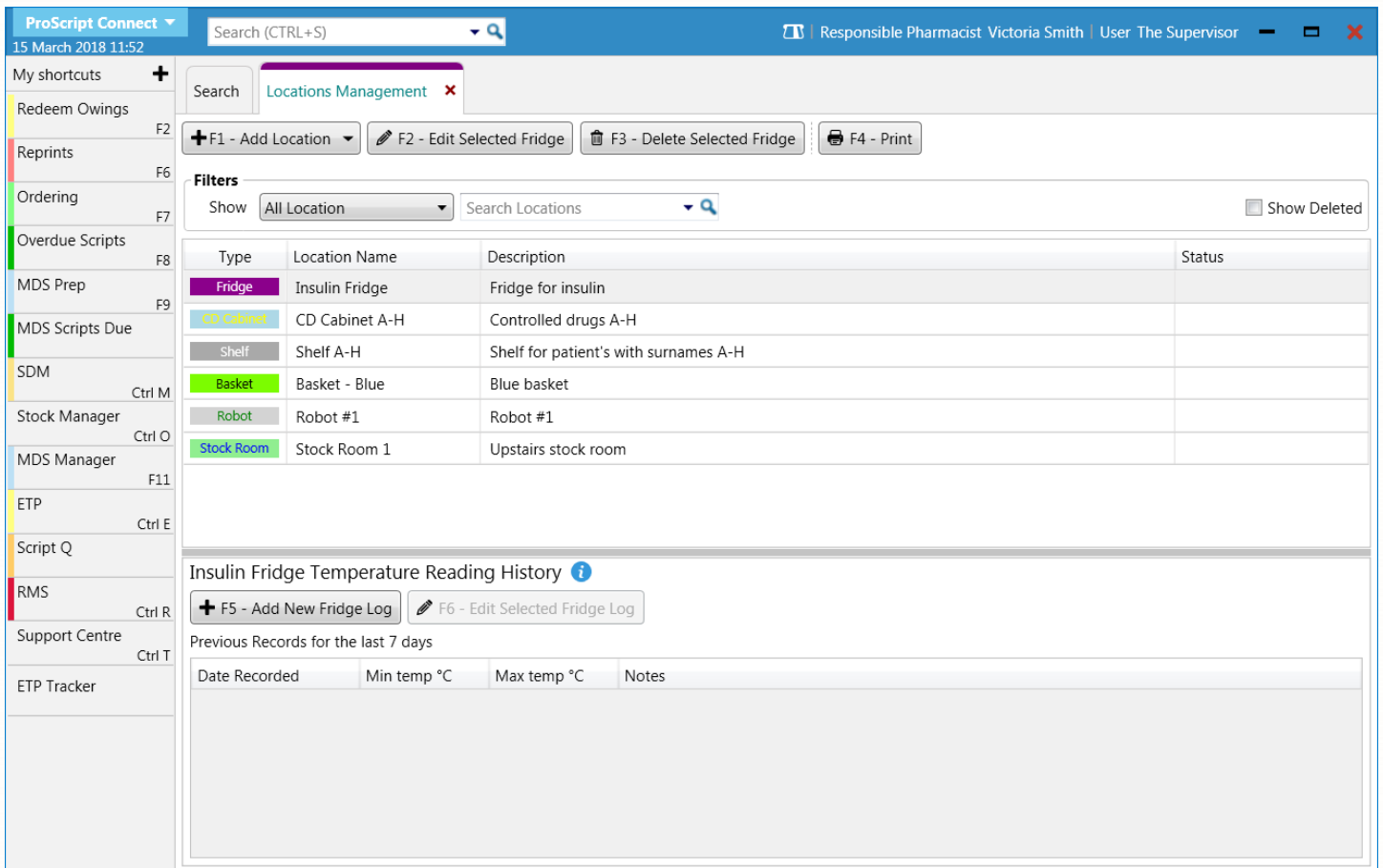
Fridge Description

Fridge Details

Min Max Actual

Deleted

3. Enter the location *Name* and *Description*
4. Press **[F10 – Save]**.
5. The Locations Manager displays, with the newly-added location in the grid. The type will be tagged with varying colours depending on the location you have added
 - **Fridges**
 - **CD Cabinets**
 - **Shelves**
 - **Baskets**
 - **Robots**
 - **Stock Rooms**



The screenshot shows the ProScript Connect software interface. At the top, there is a search bar and user information: "Responsible Pharmacist Victoria Smith | User The Supervisor". The main area is titled "Locations Management" and contains a table of locations. Below the table is a section for "Insulin Fridge Temperature Reading History".

Type	Location Name	Description	Status
Fridge	Insulin Fridge	Fridge for insulin	
CD Cabinet	CD Cabinet A-H	Controlled drugs A-H	
Shelf	Shelf A-H	Shelf for patient's with surnames A-H	
Basket	Basket - Blue	Blue basket	
Robot	Robot #1	Robot #1	
Stock Room	Stock Room 1	Upstairs stock room	

Below the table, there is a section for "Insulin Fridge Temperature Reading History" with buttons for "+ F5 - Add New Fridge Log" and "F6 - Edit Selected Fridge Log". It also includes a table for "Previous Records for the last 7 days":

Date Recorded	Min temp °C	Max temp °C	Notes

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	10 October 2019		Joanne Hibbert-Gorst

Contact us

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