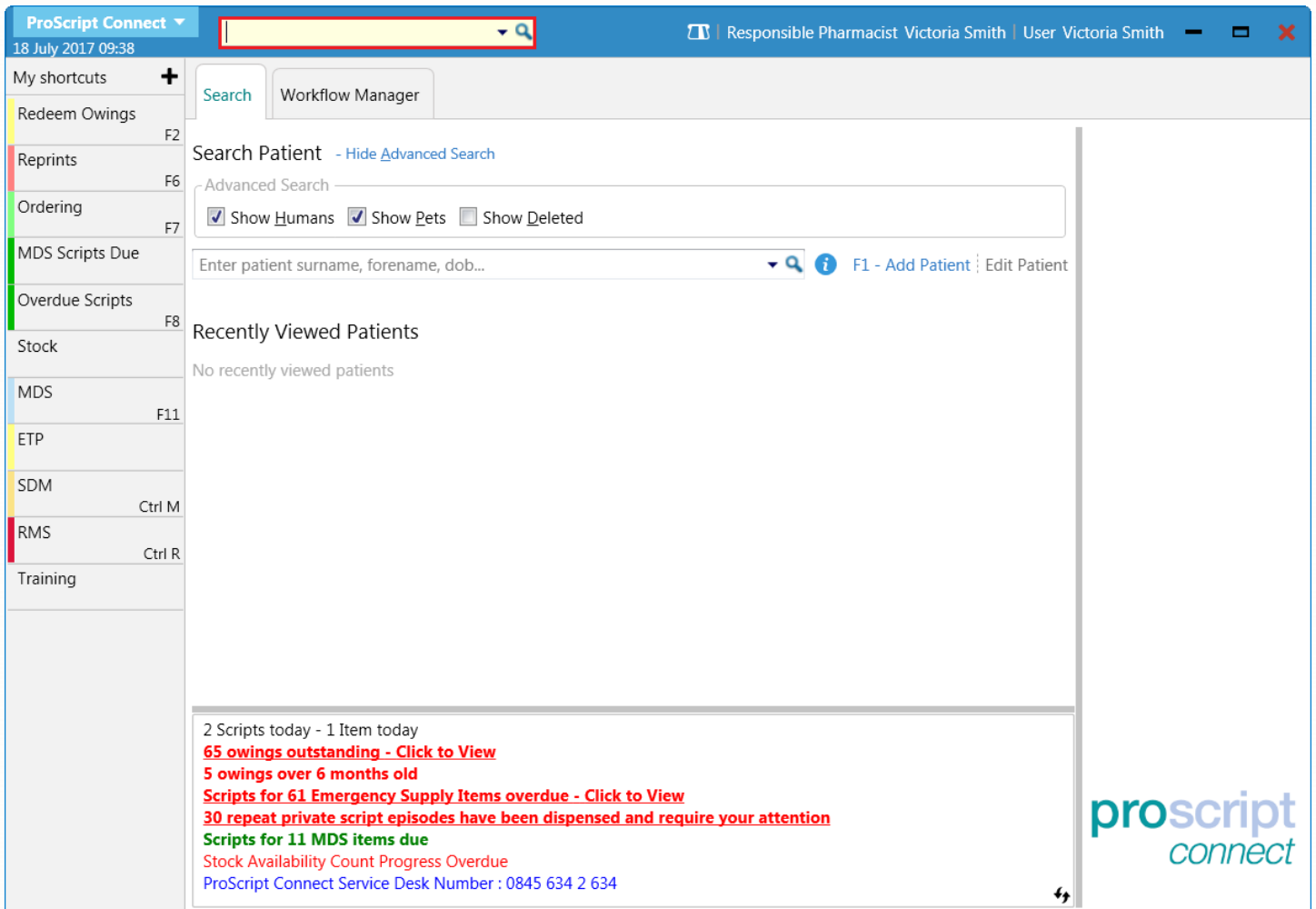


Marking a Prescription as To Be Delivered

1. From the ProScript Connect Search screen, press [CTRL+S].
2. This highlights the search field in the top left-hand corner.



The screenshot shows the ProScript Connect interface. The top navigation bar includes the ProScript Connect logo, the date and time (18 July 2017 09:38), and the user's name (Responsible Pharmacist Victoria Smith | User Victoria Smith). The main content area is titled "Search Patient" and features a search bar with a red box around it. Below the search bar, there are options to show humans, pets, and deleted items. A "Recently Viewed Patients" section is visible, showing no results. At the bottom, a notification banner contains several alerts: "2 Scripts today - 1 Item today", "65 owings outstanding - Click to View", "5 owings over 6 months old", "Scripts for 61 Emergency Supply Items overdue - Click to View", "30 repeat private script episodes have been dispensed and require your attention", "Scripts for 11 MDS items due", "Stock Availability Count Progress Overdue", and "ProScript Connect Service Desk Number : 0845 634 2 634". The ProScript Connect logo is also present in the bottom right corner.

3. Scan the prescription you want to mark as to be delivered.
4. The Prescription Tracking Edit window for the scanned prescription displays.

Prescription Tracking Edit

FAAL, GERALD (Mr) DOB 07 Jun 1981 NHS No 944 637 0884 PAYING 3 OWINGS ▼
 3 STRONNELL CLOSE LUTON, London, LU2 9AS Age 36 years 1 month EPS Status ●

Current Prescription Status: Location Tracking Number: PT31414

New Status: Completed ▼

Completion Type

Collected Delivered Abandoned

Collected By

Select the person who collected the medication or [Click Here](#) to select a different patient

FAAL, GERALD (Mr) Patient

F9 - Edit Prescription ✓ F10 - Save ✗ Cancel

5. Select the *To Be Delivered* status from the drop-down field.

Prescription Tracking Edit

FAAL, GERALD (Mr) DOB 07 Jun 1981 NHS No 944 637 0884 PAYING 3 OWINGS ▼
 3 STRONNELL CLOSE LUTON, London, LU2 9AS Age 36 years 1 month EPS Status ●

Current Prescription Status: Location Tracking Number: PT31414

New Status: Completed ▼

Completion

Collected Delivered Abandoned

Collected By

Select the person who collected the medication or [Click Here](#) to select a different patient

FAAL, GERALD (Mr) Patient

F9 - Edit Prescription ✓ F10 - Save ✗ Cancel

6. The window updates to display a *Date to be delivered* field with the current date pre-populated.

Prescription Tracking Edit

FAAL, GERALD (Mr)
3 STRONNELL CLOSE LUTON, London, LU2 9AS

DOB 07 Jun 1981
Age 36 years 1 month

NHS No 944 637 0884
EPS Status ●

PAYING

3 OWINGS

Current Prescription Status: Location Tracking Number: PT31414

New Status: To Be Delivered ▼

Date to be delivered 18/07/2017 15

F9 - Edit Prescription
✓ F10 - Save
✗ Cancel

7. Edit the date as required.

8. Press [F10 – Save].

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	26 September 2019		Joanne Hibbert-Gorst

Contact us

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