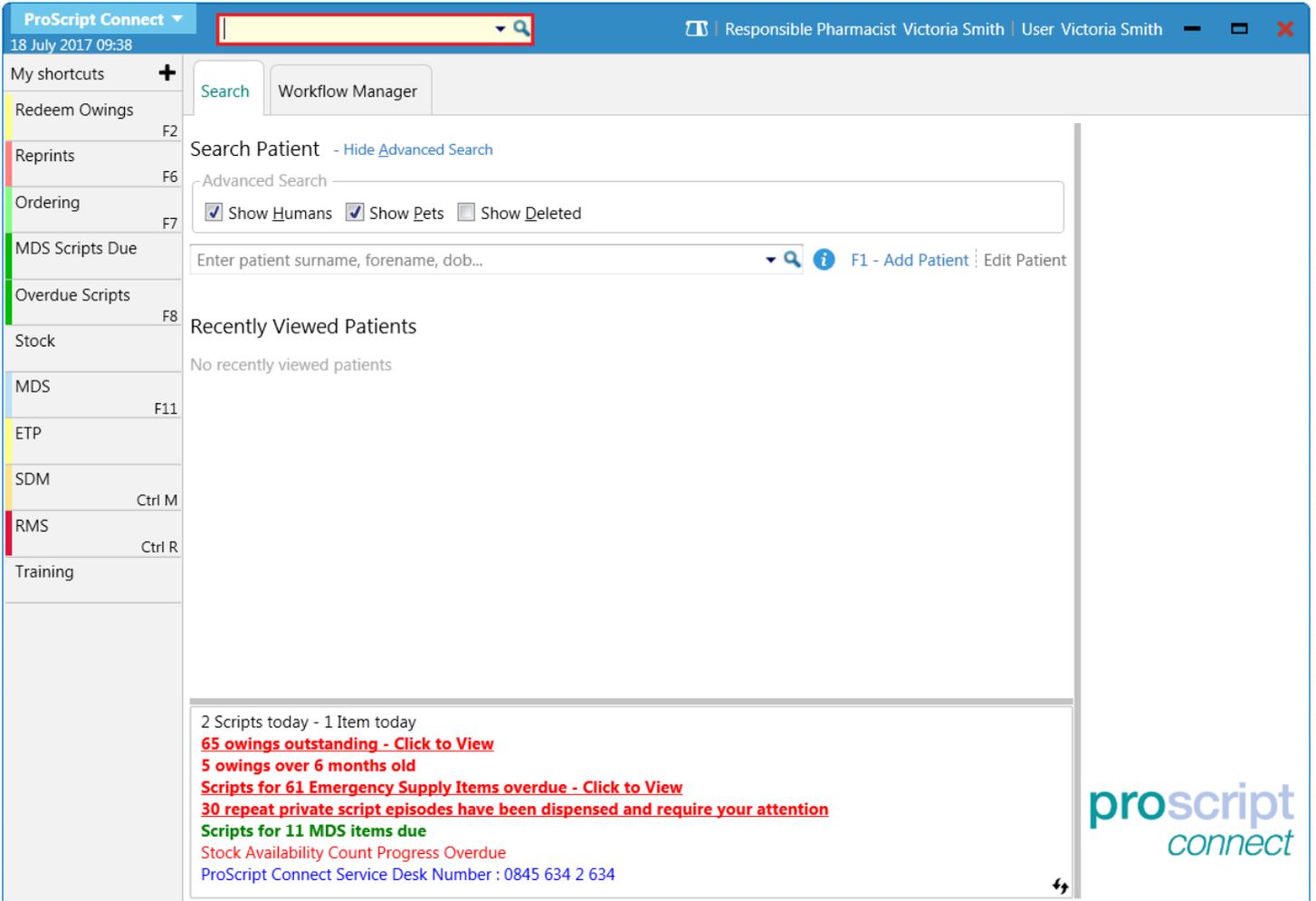


Marking a Prescription in a Location

 You can only move a prescription to a location if it has already been marked as *Dispensed* from the Prescription Tracking Update module.

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 Search Patient interface. The search field is highlighted with a red box. The interface includes a sidebar with shortcuts, a search bar, and a list of search filters. The main content area displays 'Recently Viewed Patients' and a summary of scripts and omissions.

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
ProScript Connect Service Desk Number : 0845 634 2 634

3. Scan the prescription you want to assign to a location.
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: Dispensed Tracking Number: PT31414

New Status:

Locations

F9 - Edit Prescription ✓ F10 - Save ✗ Cancel

5. Press **[F4 – Select Location]**.
6. A list of available locations 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: Dispensed Tracking Number: PT31414

New Status:

Locations

- CD Cabinet **CD Cabinet**
- Insulin Fridge **Fridge**
- Stock Room **Stock Room**
- Blue Basket** **Basket**
- Dispensing Robot **Robot**

F9 - Edit Prescription ✓ F10 - Save ✗ Cancel

7. Select a location, which then displays above the button.

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: Dispensed Tracking Number: PT31414

New Status: Dispensed

Locations

Blue Basket ✕

F4 - Select Location

F9 - Edit Prescription
✔ F10 - Save
✕ Cancel

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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