

## **Reprinting a Tracking Label**

1. From the Prescription Tracking Manager, use the filters and search fields to locate the relevant prescription.

ProScript Connect   O5 May 2017 09:34	Search (CTRL+S) - Q			🎞   Responsible Pharmacist Victoria Smith   User Victoria Smith 🗕 🗖 🔰								
My shortcuts +	Search P	rescription Tracki	ng Manager 🗙									
Redeem Owings F2	E1 - View PMR											
Reprints F6	FT - VIEW FIV			F±2 - Seria Sivis	scan to repr	IIIL						
Ordering F7	Filters Period Th	is Month		▼ Status:	All		•					
Overdue Scripts F8	From 01/05/2017 15 To 31/05/2017 15 Patient Patient Search											
MDS Scripts Due	Tracking Number Tracking Number			🗕 🔍 Owing:	All    Show deleted							
RMS Ctrl R	Tracking No	Patient		Date	Status	Details		User				
SDM Ctrl M	PT29384	THURSTON, BO	3BY CLARETTE (MS)	04/05/2017 15:06	Booked In	Prescription adde	d to ScriptQ on 04/05/2017 15:06:10	Tanzila				
ETP	PT29383	DARWIN, DARY	N (MR)	04/05/2017 15:06	Booked In	Prescription adde	d to ScriptQ on 04/05/2017 15:06:10	Tanzila				
MDS	PT29382	RUTCHE, TROY	MIL	04/05/2017 15:06	Booked In	Prescription adde	d to ScriptQ on 04/05/2017 15:06:10	Tanzila			=	
F11	PT29381	HSUEH, MEIFEN	LANYING (MRS)	04/05/2017 15:06	Booked In	Prescription adde	d to ScriptQ on 04/05/2017 15:06:10	Tanzila				
Training	PT29380	HSUEH, MEIFEN	LANYING (MRS)	04/05/2017 15:06	Booked In	Prescription adde	d to ScriptQ on 04/05/2017 15:06:10	Tanzila				
	PT29379	THURSTON, BOBBY CLARETTE (MS)		04/05/2017 15:06	Booked In	Prescription adde	d to ScriptQ on 04/05/2017 15:06:09	Tanzila				
	PT29378 TOOTELL, CORI CHELLE		CHELLE	04/05/2017 15:06	Booked In	Prescription adde	d to ScriptQ on 04/05/2017 15:06:09	Tanzila				
	PT29377	PT29377         PRIDE, Amedeus (Mr)           PT29376         FRYATT, KATHLEEN JANELE           PT29375         PRIDE, Amedeus (Mr)           PT29374         HEAVEN, ALESHA BOBBI           PT29373         GAUTAM, DERYCK XZAVIER		04/05/2017 15:06	Booked In	Prescription adde	d to ScriptQ on 04/05/2017 15:06:09	Tanzila				
	PT29376			04/05/2017 15:06	Booked In	Prescription added to ScriptQ on 04/05/2017 15:06:04		Tanzila				
	PT29375			04/05/2017 15:06	Booked In	Prescription adde	d to ScriptQ on 04/05/2017 15:06:01	Tanzila				
	PT29374			04/05/2017 15:05	Booked In	Prescription adde	d to ScriptQ on 04/05/2017 15:05:59	Tanzila				
	PT29373			04/05/2017 15:05	Booked In	Prescription added to ScriptQ on 04/05/2017 15:05:58		Tanzila				
	DT30273 DIITCHE TROV EMI			04/05/2017 15-05	Rooked In	Drescription adde	d to Scrint() on 04/05/2017 15:05:58	Tanzila			*	
	Date	Status	Details			User	[944 637 0809] THURSTON, B	OBBY CLAR	ETTE (MS)	PA	MING	
	04/05/2017	15:06 Booked I	Prescription add	led to ScriptQ on 04/0	05/2017 15:0	6:10 Tanzila	2 CHARMBURY RISE, LUTON, LU2 7.	XR 9 months				
							Elected Services	8 monuns				
							EPS Registered GPRV	Active	RMS Registered			
						NMS Not Registered						
							Patient Compliance					
							Patient Id: 59762					

- 2. Highlight the prescription and press [F5 Print Tracking Label].
- 3. The system generates a tracking label preview for the selected prescription, which you can then reprint.

If you have the label printer configured, the label will print directly to the printer.





Alternatively, you can also select the *Scan to reprint* tick box in the top section of the screen, press **[CTRL+S]** to highlight the top field and scan the prescriptions for which you want to reprint tracking labels.

## **Revision History**

Version Number	Date	Revision Details	Author(s)
1.0	26 September 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.