

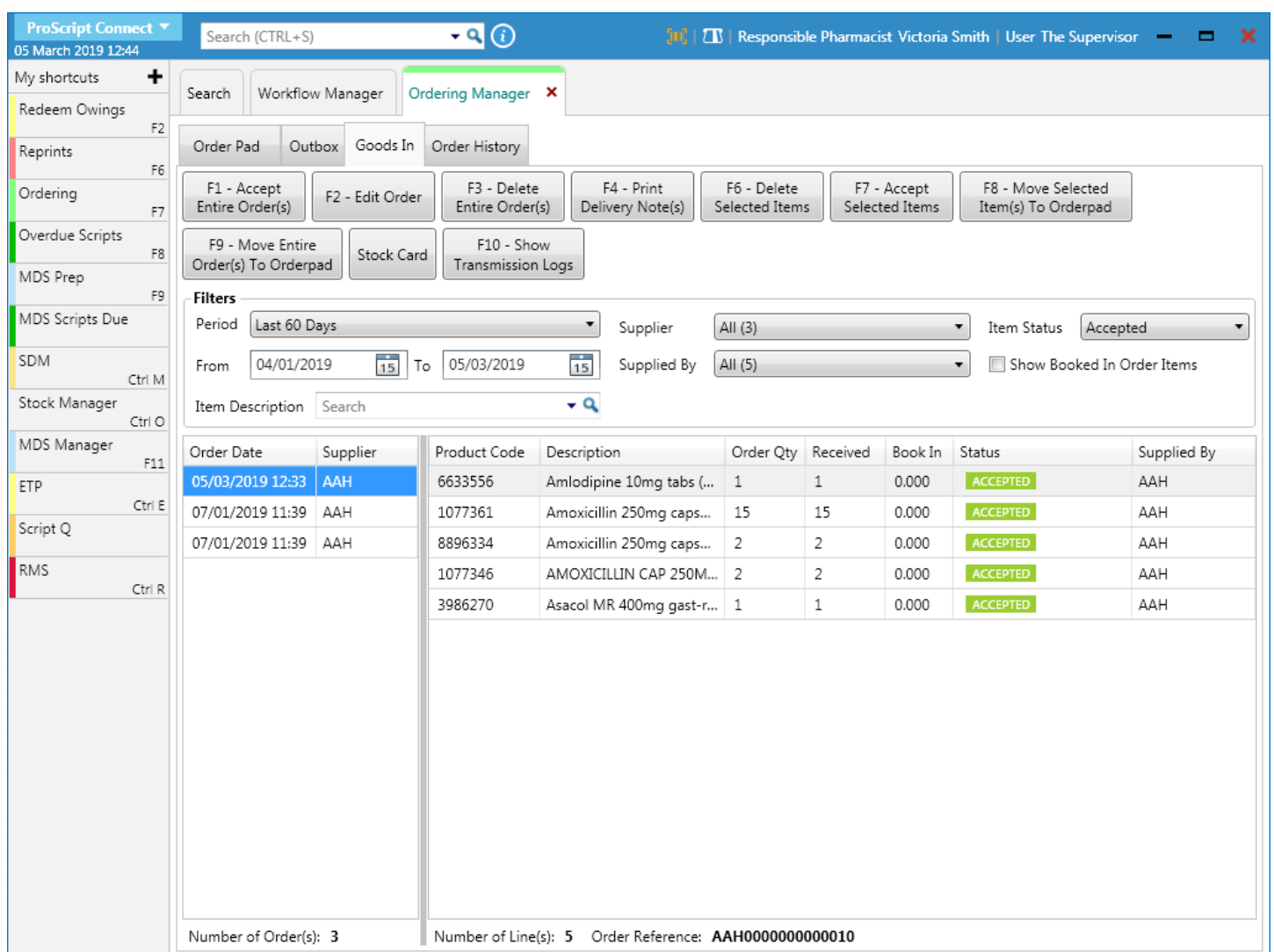
## Accepting an Item or Order from Goods In

Once an order has been sent to order, it will display in the *Goods In* tab. Note that you can only accept an item marked as **ACCEPTED**.

To learn how to manage a **REJECTED** item, please refer to the Moving an Item or Order Back to the Order Pad article.

## Accepting an Entire Order

1. From the Ordering Manager, click the *Goods In* tab.
2. The *Goods In* tab contents display, with recently sent orders in the grid.



The screenshot shows the ProScript Connect interface. The top navigation bar includes the date '05 March 2019 12:44', a search bar, and user information 'Responsible Pharmacist Victoria Smith | User The Supervisor'. The main area is titled 'Ordering Manager' and contains several tabs: 'Order Pad', 'Outbox', 'Goods In' (selected), and 'Order History'. Below the tabs are several function buttons: 'F1 - Accept Entire Order(s)', 'F2 - Edit Order', 'F3 - Delete Entire Order(s)', 'F4 - Print Delivery Note(s)', 'F6 - Delete Selected Items', 'F7 - Accept Selected Items', 'F8 - Move Selected Item(s) To Orderpad', 'F9 - Move Entire Order(s) To Orderpad', 'Stock Card', and 'F10 - Show Transmission Logs'. A 'Filters' section is visible, with 'Period' set to 'Last 60 Days', 'Supplier' set to 'All (3)', 'Item Status' set to 'Accepted', 'From' date '04/01/2019', 'To' date '05/03/2019', and 'Supplied By' set to 'All (5)'. A table displays the following data:

Order Date	Supplier	Product Code	Description	Order Qty	Received	Book In	Status	Supplied By
05/03/2019 12:33	AAH	6633556	Amlodipine 10mg tabs (...)	1	1	0.000	ACCEPTED	AAH
07/01/2019 11:39	AAH	1077361	Amoxicillin 250mg caps...	15	15	0.000	ACCEPTED	AAH
07/01/2019 11:39	AAH	8896334	Amoxicillin 250mg caps...	2	2	0.000	ACCEPTED	AAH
		1077346	AMOXICILLIN CAP 250M...	2	2	0.000	ACCEPTED	AAH
		3986270	Asacol MR 400mg gast-r...	1	1	0.000	ACCEPTED	AAH

At the bottom of the interface, it shows 'Number of Order(s): 3', 'Number of Line(s): 5', and 'Order Reference: AAH0000000000010'.

3. Highlight the order you want to accept.
4. Press **[F1 - Accept Entire Order(s)]**. The Accept Item(s) window displays, with the list of items in the order you want to accept with the *Booked Qty* completed to match the *Order* and *Received Qty*.

 You can amend the *Booked Qty* by overriding the value in this column, if required.

Accept Item(s)

The following item(s) are not entered with a booked in quantity. Do you wish to accept the item(s) with the received quantity?

Description	Order Qty	Received Qty	Booked Qty
Amlodipine 10mg tabs (28) LEXN	1	1	1.000
Amoxicillin 250mg caps (15) AAH	15	15	15.000
Amoxicillin 250mg caps (21) ROWL	2	2	2.000
AMOXICILLIN CAP 250MG [AAH/RINN] (21) 21	2	2	2.000
Asacol MR 400mg gast-res tab (168) ALLERGAN	1	1	1.000

✓ F10 - Accept
✗ Cancel

5. Press **[F10 - Accept]**.
6. The order is now marked as **ACTIONED**.

ProScript Connect | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts

- Redeem Owings
- Reprints
- Ordering
- Overdue Scripts
- MDS Prep
- MDS Scripts Due
- SDM
- Stock Manager
- MDS Manager
- ETP
- Script Q
- RMS

Search | Workflow Manager | Ordering Manager

Order Pad | Outbox | Goods In | Order History

F1 - Accept Entire Order(s) | F2 - Edit Order | F3 - Delete Entire Order(s) | F4 - Print Delivery Note(s) | F6 - Delete Selected Items | F7 - Accept Selected Items | F8 - Move Selected Item(s) To Orderpad

F9 - Move Entire Order(s) To Orderpad | Stock Card | F10 - Show Transmission Logs

**Filters**

Period: Last 60 Days | Supplier: All (2) | Item Status: All

From: 04/01/2019 To: 05/03/2019 | Supplied By: All (5) |  Show Booked In Order Items

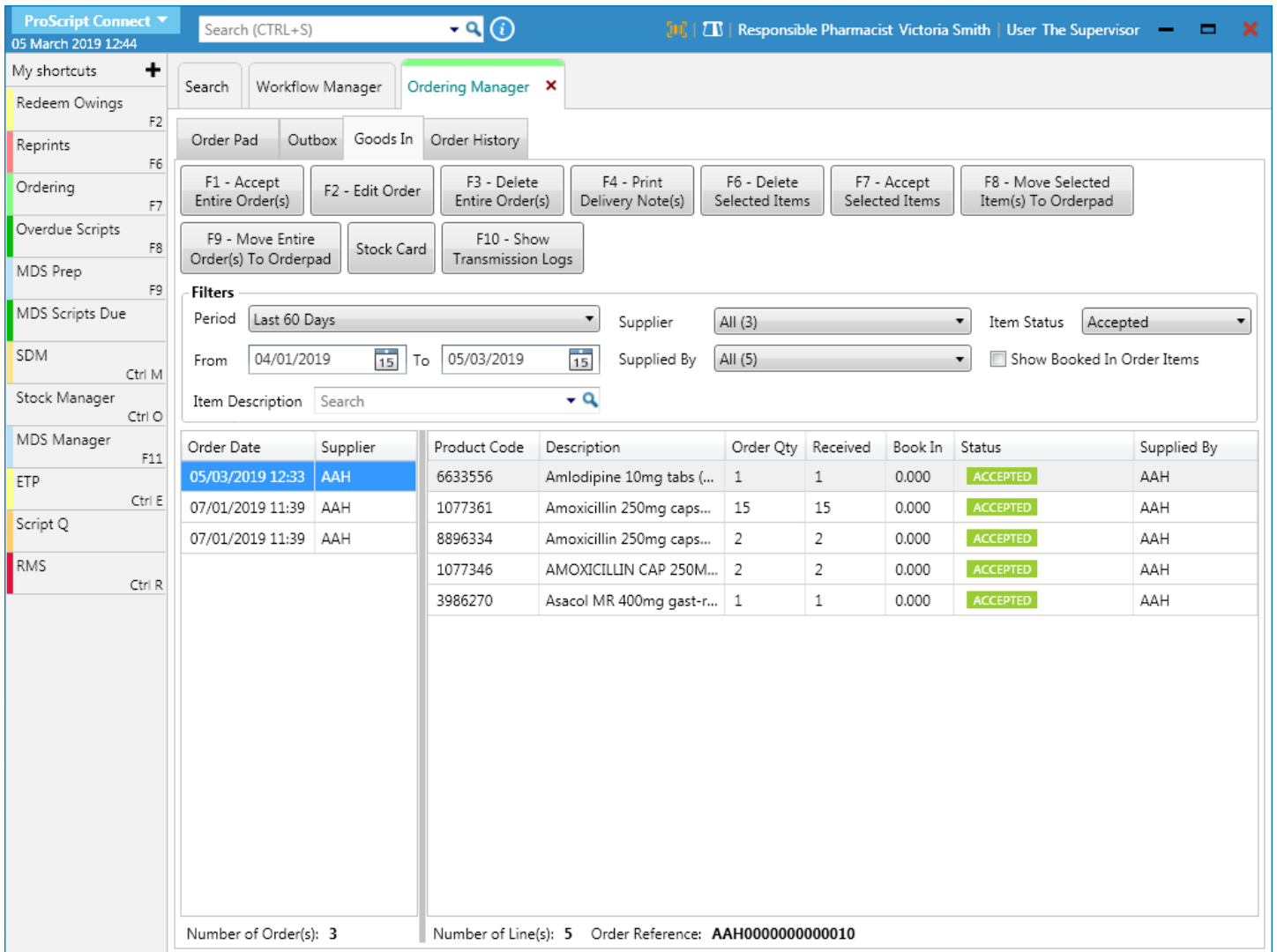
Item Description: Search

Order Date	Supplier	Product Code	Description	Order Qty	Received	Book In	Status	Supplied By
05/03/2019 12:50	AAH <span style="background-color: yellow; font-weight: bold;">ACTIONED</span>	6633556	Amlodipine 10mg tabs (...)	1	1	1.000	ACCEPTED <span style="background-color: red; color: white; font-weight: bold;">BOOKED IN</span>	AAH
07/01/2019 11:39	AAH	1077361	Amoxicillin 250mg caps...	15	15	15.000	ACCEPTED <span style="background-color: red; color: white; font-weight: bold;">BOOKED IN</span>	AAH
07/01/2019 11:39	AAH	8896334	Amoxicillin 250mg caps...	2	2	2.000	ACCEPTED <span style="background-color: red; color: white; font-weight: bold;">BOOKED IN</span>	AAH
		1077346	AMOXICILLIN CAP 250M...	2	2	2.000	ACCEPTED <span style="background-color: red; color: white; font-weight: bold;">BOOKED IN</span>	AAH
		3986270	Asacol MR 400mg gast-r...	1	1	1.000	ACCEPTED <span style="background-color: red; color: white; font-weight: bold;">BOOKED IN</span>	AAH

Number of Order(s): 3 | Number of Line(s): 5 | Order Reference: AAH000000000011

## Accepting an Entire Order with Zero Quantities

1. From the Ordering Manager, click the *Goods In* tab.
2. The *Goods In* tab contents display, with recently sent orders in the grid.



ProScript Connect 05 March 2019 12:44 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Redeem Owings (F2), Reprints (F6), Ordering (F7), Overdue Scripts (F8), MDS Prep (F9), MDS Scripts Due, SDM (Ctrl M), Stock Manager (Ctrl O), MDS Manager (F11), ETP (Ctrl E), Script Q, RMS (Ctrl R)

Ordering Manager: Order Pad, Outbox, **Goods In**, Order History

Toolbar: F1 - Accept Entire Order(s), F2 - Edit Order, F3 - Delete Entire Order(s), F4 - Print Delivery Note(s), F6 - Delete Selected Items, F7 - Accept Selected Items, F8 - Move Selected Item(s) To Orderpad, F9 - Move Entire Order(s) To Orderpad, Stock Card, F10 - Show Transmission Logs

Filters: Period: Last 60 Days, Supplier: All (3), Item Status: Accepted, From: 04/01/2019 To: 05/03/2019, Supplied By: All (5),  Show Booked In Order Items

Order Date	Supplier	Product Code	Description	Order Qty	Received	Book In	Status	Supplied By
05/03/2019 12:33	AAH	6633556	Amlodipine 10mg tabs (...)	1	1	0.000	ACCEPTED	AAH
07/01/2019 11:39	AAH	1077361	Amoxicillin 250mg caps...	15	15	0.000	ACCEPTED	AAH
07/01/2019 11:39	AAH	8896334	Amoxicillin 250mg caps...	2	2	0.000	ACCEPTED	AAH
		1077346	AMOXICILLIN CAP 250M...	2	2	0.000	ACCEPTED	AAH
		3986270	Asacol MR 400mg gast-r...	1	1	0.000	ACCEPTED	AAH

Number of Order(s): 3      Number of Line(s): 5      Order Reference: AAH000000000010

3. Highlight the order you want to accept.
4. Press **[F1 – Accept Entire Order(s)]**.
5. The Accept Item(s) window displays, with the list of items in the order you want to accept with the *Booked Qty* completed to match the *Order* and *Received Qty*.
6. Manually override the *Booked Qty* value for the item's you did not receive by typing a *0* in these fields.

**Accept Item(s)**


The following item(s) are not entered with a booked in quantity. Do you wish to accept the item(s) with the received quantity?

Description	Order Qty	Received Qty	Booked Qty
Amlodipine 10mg tabs (28) LEXN	1	1	0
Amoxicillin 250mg caps (15) AAH	15	15	15.000
Amoxicillin 250mg caps (21) ROWL	2	2	0
AMOXICILLIN CAP 250MG [AAH/RINN] (21) 21	2	2	0
Asacol MR 400mg gast-res tab (168) ALLERGAN	1	1	0

6. Press **[F10 - Accept]**.
7. A pop-up displays asking you to confirm you wish to book in the item(s) with zero quantities. Select the **[Yes]** button.

 Selecting the **[No]** button will leave the items on the Goods In tab with a zero quantity until your next action.

**Edit Stock**

 The following item(s) are listed as being of zero quantity:  
 Amlodipine 10mg tabs (28) LEXN  
 Amoxicillin 250mg caps (21) ROWL  
 AMOXICILLIN CAP 250MG [AAH/RINN] (21) 21  
 Asacol MR 400mg gast-res tab (168) ALLERGAN

Please confirm that you wish to book these items in, otherwise it will remain on the Goods in list.  
 Do you wish to book in this zero quantity item?

8. The order is now marked as **ACTIONED**.

ProScript Connect 05 March 2019 14:19 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Redeem Owings (F2), Reprints (F6), Ordering (F7), Overdue Scripts (F8), MDS Prep (F9), MDS Scripts Due, SDM (Ctrl M), Stock Manager (Ctrl O), MDS Manager (F11), ETP (Ctrl E), Script Q, RMS (Ctrl R)

Workflow Manager: Ordering Manager

Order Pad | Outbox | Goods In | Order History

F1 - Accept Entire Order(s) | F2 - Edit Order | F3 - Delete Entire Order(s) | F4 - Print Delivery Note(s) | F6 - Delete Selected Items | F7 - Accept Selected Items | F8 - Move Selected Item(s) To Orderpad | F9 - Move Entire Order(s) To Orderpad | Stock Card | F10 - Show Transmission Logs

Filters: Period: Last 60 Days | Supplier: All (2) | Item Status: All | From: 04/01/2019 To: 05/03/2019 | Supplied By: All (5) | Show Booked In Order Items

Order Date	Supplier	Product Code	Description	Order Qty	Received	Book In	Status	Supplied By
05/03/2019 12:52	AAH	6633556	Amlodipine 10mg tabs (...)	1	1	0	ACCEPTED BOOKED IN	AAH
07/01/2019 11:39	AAH	1077361	Amoxicillin 250mg caps...	15	15	15.000	ACCEPTED BOOKED IN	AAH
07/01/2019 11:39	AAH	8896334	Amoxicillin 250mg caps...	2	2	0	ACCEPTED BOOKED IN	AAH
		1077346	AMOXICILLIN CAP 250M...	2	2	0	ACCEPTED BOOKED IN	AAH
		3986270	Asacol MR 400mg gast-r...	1	1	0	ACCEPTED BOOKED IN	AAH

Number of Order(s): 3 | Number of Line(s): 5 | Order Reference: AAH0000000000012

## Accepting the Selected Items

1. From the Ordering Manager, click the *Goods In* tab.
2. The *Goods In* tab contents display, with recently sent orders in the grid.
3. Within the order, highlight the item(s) you want to select. Note you can select more than one item by using either:
  - o [CTRL]+left-click to select separate items
  - o [SHIFT]+left-click to select consecutive items

ProScript Connect | 05 March 2019 14:22 | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Redeem Owings (F2), Reprints (F6), Ordering (F7), Overdue Scripts (F8), MDS Prep (F9), MDS Scripts Due, SDM (Ctrl M), Stock Manager (Ctrl O), MDS Manager (F11), ETP (Ctrl E), Script Q, RMS (Ctrl R)

Workflow Manager: Ordering Manager

Order Pad | Outbox | Goods In | Order History

F1 - Accept Entire Order(s) | F2 - Edit Order | F3 - Delete Entire Order(s) | F4 - Print Delivery Note(s) | F6 - Delete Selected Items | F7 - Accept Selected Items | F8 - Move Selected Item(s) To Orderpad

F9 - Move Entire Order(s) To Orderpad | Stock Card | F10 - Show Transmission Logs

Filters: Period: Last 60 Days | Supplier: All (3) | Item Status: All

From: 04/01/2019 To: 05/03/2019 | Supplied By: All (5) |  Show Booked In Order Items

Item Description: Search

Order Date	Supplier	Product Code	Description	Order Qty	Received	Book In	Status	Supplied By
05/03/2019 14:22	AAH	6633556	Amlodipine 10mg tabs (...)	1	1	0.000	ACCEPTED	AAH
07/01/2019 11:39	AAH	1077361	Amoxicillin 250mg caps...	15	15	0.000	ACCEPTED	AAH
07/01/2019 11:39	AAH	8896334	Amoxicillin 250mg caps...	2	2	0.000	ACCEPTED	AAH
		1077346	AMOXICILLIN CAP 250M...	2	2	0.000	ACCEPTED	AAH
		3986270	Asacol MR 400mg gast-r...	1	1	0.000	ACCEPTED	AAH

Number of Order(s): 3 | Number of Line(s): 5 | Order Reference: AAH0000000000013

- Press **[F7 – Accept Selected Items]**.
- The Accept Item(s) window displays, with the list of items in the order you want to accept with the *Booked Qty* completed to match the *Order* and *Received Qty*.

 You can amend the *Booked Qty* by overriding the value in this column, if required.

Accept Item(s)

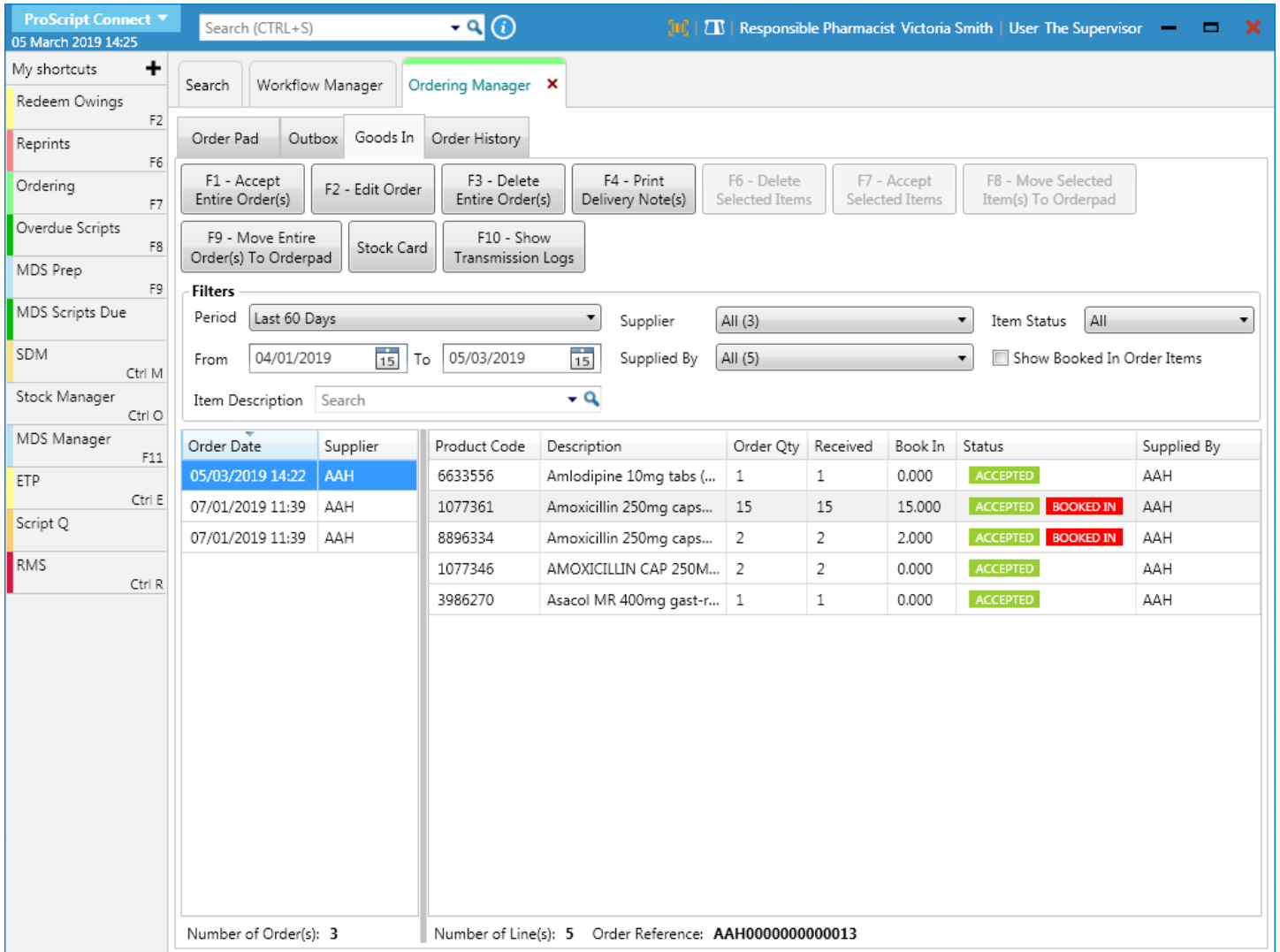
The following item(s) are not entered with a booked in quantity. Do you wish to accept the item(s) with the received quantity?

Description	Order Qty	Received Qty	Booked Qty
Amoxicillin 250mg caps (15) AAH	15	15	15.000
Amoxicillin 250mg caps (21) ROWL	2	2	2.000

F10 - Accept |  Cancel

5. Press [F10 - Accept].

 You may need to expand the **Status** column to view what lines have been **BOOKED In** when accepting selected items.



ProScript Connect | 05 March 2019 14:25 | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User The Supervisor

Ordering Manager

Order Pad | Outbox | Goods In | Order History

F1 - Accept Entire Order(s) | F2 - Edit Order | F3 - Delete Entire Order(s) | F4 - Print Delivery Note(s) | F6 - Delete Selected Items | F7 - Accept Selected Items | F8 - Move Selected Item(s) To Orderpad

F9 - Move Entire Order(s) To Orderpad | Stock Card | F10 - Show Transmission Logs

Filters

Period: Last 60 Days | Supplier: All (3) | Item Status: All

From: 04/01/2019 To: 05/03/2019 | Supplied By: All (5) |  Show Booked In Order Items

Order Date	Supplier	Product Code	Description	Order Qty	Received	Book In	Status	Supplied By
05/03/2019 14:22	AAH	6633556	Amlodipine 10mg tabs (...)	1	1	0.000	ACCEPTED	AAH
07/01/2019 11:39	AAH	1077361	Amoxicillin 250mg caps...	15	15	15.000	ACCEPTED <b>BOOKED IN</b>	AAH
07/01/2019 11:39	AAH	8896334	Amoxicillin 250mg caps...	2	2	2.000	ACCEPTED <b>BOOKED IN</b>	AAH
		1077346	AMOXICILLIN CAP 250M...	2	2	0.000	ACCEPTED	AAH
		3986270	Asacol MR 400mg gast-r...	1	1	0.000	ACCEPTED	AAH

Number of Order(s): 3 | Number of Line(s): 5 | Order Reference: AAH000000000013

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 December 2019		Joanne Hibbert-Gorst

### Contact us

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