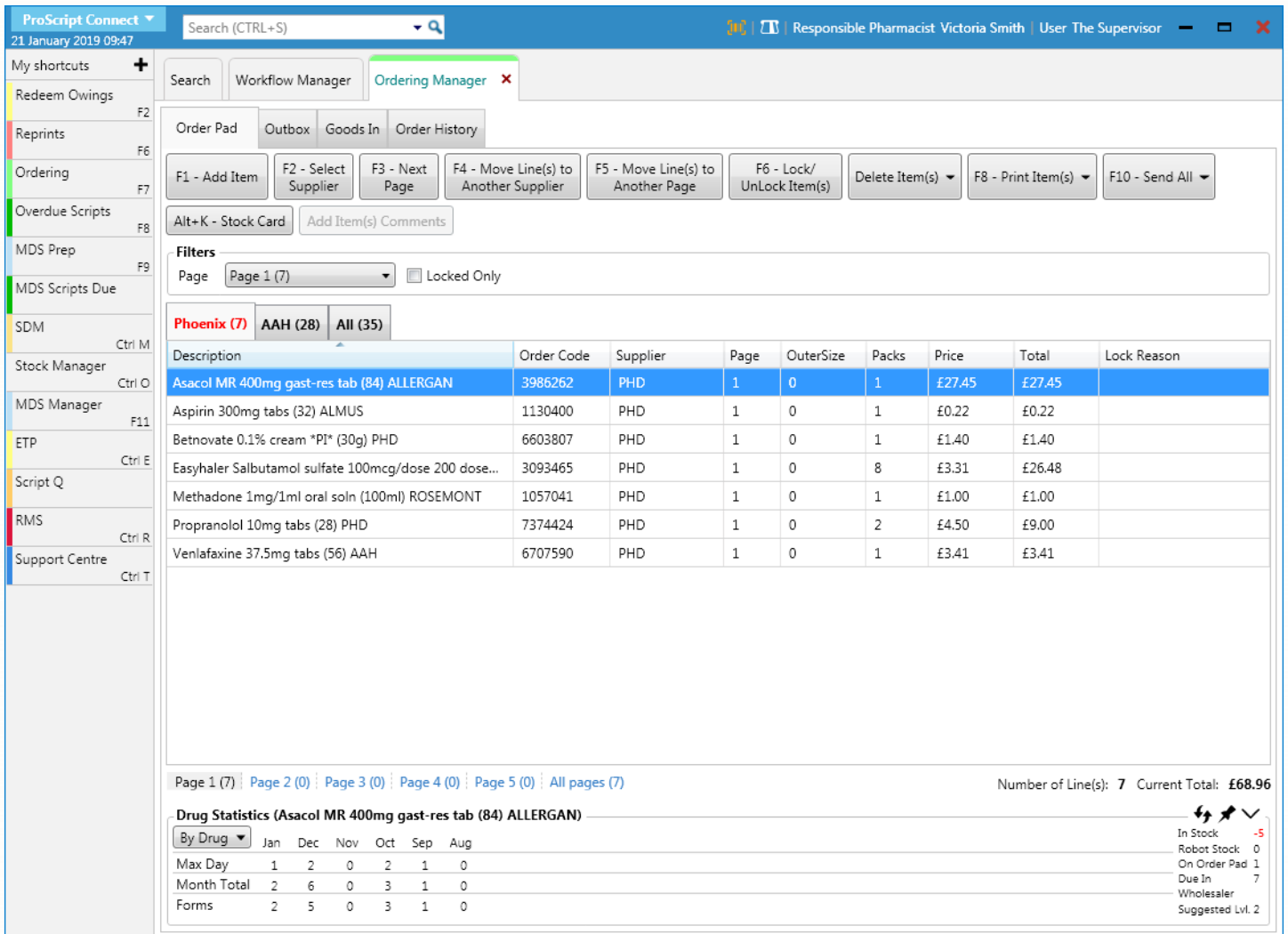


Adding an Item to the Order Pad

Adding a ProScript Connect Product

1. To begin, open the Ordering Manager from the ProScript Connect Main Screen by clicking the **[Ordering]** shortcut button, or by pressing **[F7]**.



Description	Order Code	Supplier	Page	OuterSize	Packs	Price	Total	Lock Reason
Asacol MR 400mg gast-res tab (84) ALLERGAN	3986262	PHD	1	0	1	£27.45	£27.45	
Aspirin 300mg tabs (32) ALMUS	1130400	PHD	1	0	1	£0.22	£0.22	
Betnovate 0.1% cream *PI* (30g) PHD	6603807	PHD	1	0	1	£1.40	£1.40	
Easyhaler Salbutamol sulfate 100mcg/dose 200 dose...	3093465	PHD	1	0	8	£3.31	£26.48	
Methadone 1mg/1ml oral soln (100ml) ROSEMONT	1057041	PHD	1	0	1	£1.00	£1.00	
Propranolol 10mg tabs (28) PHD	7374424	PHD	1	0	2	£4.50	£9.00	
Venlafaxine 37.5mg tabs (56) AAH	6707590	PHD	1	0	1	£3.41	£3.41	

2. From the Ordering Manager, open *Order Pad* tab, select the required supplier tab and select the **[F1 – Add Item]** button.

 You cannot select the **[F1 – Add Item]** button from the *All* tab, or with *All pages* selected.

3. The Wholesaler search window for the selected supplier displays, with the *ProScriptConnect Product Search* tab open by default. Search for the required item using the search field. A list of search results displays.

Wholesaler: Phoenix



ProScriptConnect Product Search
 ◀ ProScriptConnect Product

PHD Product Search

Citalopram 10mg tabs ✕ i Add Own Drug

Results

F2 Citalopram 10mg tabs ★

Back Next Remove Favourite   Select ✓ F10 - Finish ✕ Cancel

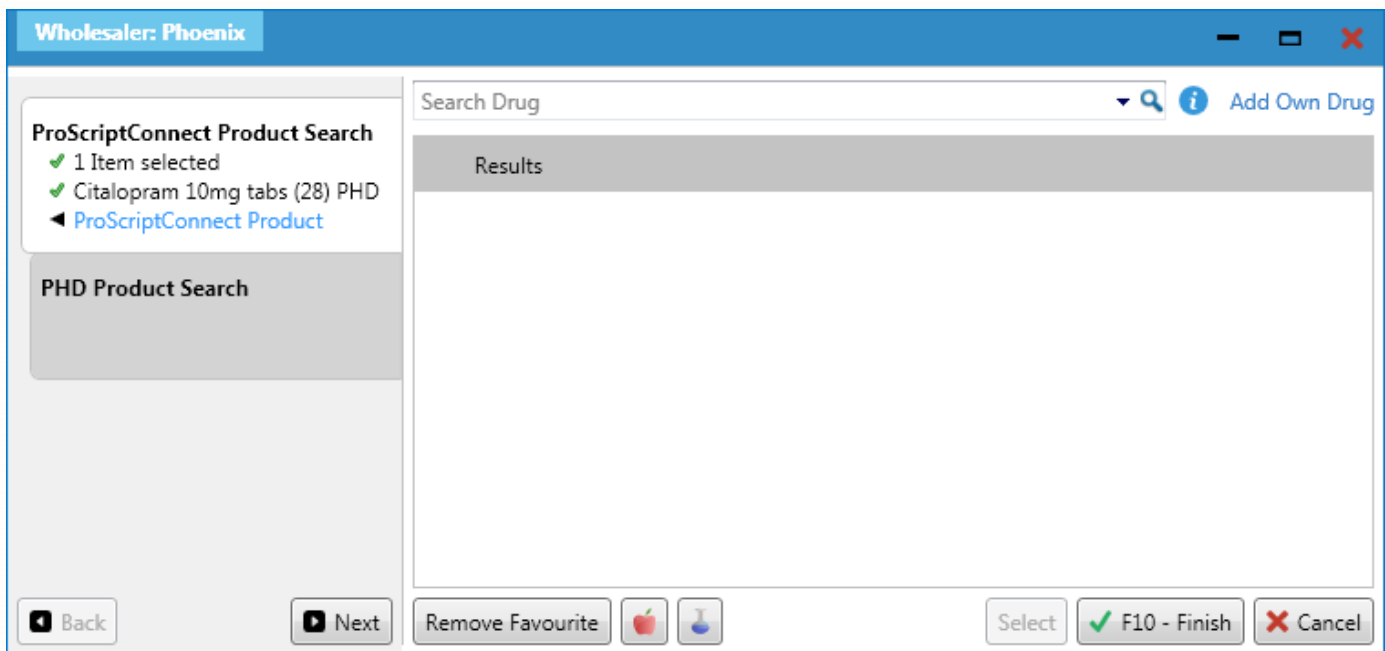
- Highlight the item you want to add in the grid and select the **[Select]** button.
- The Add item(s) to order window displays with a list of the available products for the selected item. Enter the quantity to order in the *Quantity* column against the product(s) you want to add to the *Order Pad*.

Add item(s) to order

Quantity	Dispensable Items	Pip Code	R	S
15	Amoxicillin 250mg caps (15) AAH (£0.59)	1077361		
	Amoxicillin 250mg caps (15) ALMUS (£0.59)	1196237		
	Amoxicillin 250mg caps (15) FLAMINGO PHARMA (£0.78)	1216167		
	Amoxicillin 250mg caps (15) KENT (£5)	1073469		
	Amoxicillin 250mg caps (15) SPL (£0.31)	8041733		
	Amoxicillin 250mg caps (15) THGN	8563678		
	Amoxicillin 250mg caps (15) TRDNT (£0.34)	6202055		
	Amoxicillin 250mg caps (15) VIRTUAL GENERIC	5012919		

Drug Notes ▼ ✓ F10 - OK ✕ Cancel

- Once all required quantities have been added, select the **[F10 – OK]** button. You are returned to the Wholesaler search window, where you selected item appears listed under the *ProScriptConnect Product Search* tab.



7. Repeat the process to add more products, if required.
8. Once all items have been selected, select the **[F10 – Finish]** button to close the window. You are returned to the *Order Pad* with your newly added item(s) appearing in the grid.

Adding Wholesaler Products

1. To begin, open the Ordering Manager from the ProScript Connect Main Screen by clicking the **[Ordering]** shortcut button, or by pressing **[F7]**.

ProScript Connect 21 January 2019 09:47 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), Support Centre (Ctrl T)

Workflow Manager: Search, Ordering Manager (x)

Order Pad | Outbox | Goods In | Order History

F1 - Add Item | F2 - Select Supplier | F3 - Next Page | F4 - Move Line(s) to Another Supplier | F5 - Move Line(s) to Another Page | F6 - Lock/UnLock Item(s) | Delete Item(s) | F8 - Print Item(s) | F10 - Send All

Alt+K - Stock Card | Add Item(s) Comments

Filters: Page Page 1 (7) Locked Only

Description	Order Code	Supplier	Page	OuterSize	Packs	Price	Total	Lock Reason
Asacol MR 400mg gast-res tab (84) ALLERGAN	3986262	PHD	1	0	1	£27.45	£27.45	
Aspirin 300mg tabs (32) ALMUS	1130400	PHD	1	0	1	£0.22	£0.22	
Betnovate 0.1% cream *PI* (30g) PHD	6603807	PHD	1	0	1	£1.40	£1.40	
Easyhaler Salbutamol sulfate 100mcg/dose 200 dose...	3093465	PHD	1	0	8	£3.31	£26.48	
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Propranolol 10mg tabs (28) PHD	7374424	PHD	1	0	2	£4.50	£9.00	
Venlafaxine 37.5mg tabs (56) AAH	6707590	PHD	1	0	1	£3.41	£3.41	


Page 1 (7) | Page 2 (0) | Page 3 (0) | Page 4 (0) | Page 5 (0) | All pages (7) Number of Line(s): 7 Current Total: £68.96

Drug Statistics (Asacol MR 400mg gast-res tab (84) ALLERGAN)

By Drug	Jan	Dec	Nov	Oct	Sep	Aug
Max Day	1	2	0	2	1	0
Month Total	2	6	0	3	1	0
Forms	2	5	0	3	1	0

In Stock: -5
Robot Stock: 0
On Order Pad: 1
Due In: 7
Wholesaler
Suggested Lvl: 2

2. From the Ordering Manager, open *Order Pad* tab, select the required supplier tab and select the **[F1 – Add Item]** button.

 You cannot select the **[F1 – Add Item]** button from the *All* tab, or with *All pages* selected.

3. The Wholesaler search window displays. Select the required *Wholesaler Product Search* tab.

4. Search for the required item using the search field. A list of search results displays.

5. Highlight the required item and enter the quantity to order in the *Order Qty* column against the product(s) you want to add to the *Order Pad*.

Wholesaler: Phoenix

Citalopram 10mg tabs

Product	Pip Code	UOM	Pack Size	Trade	Retail Price	Min Sell	Order Qty
CITALOPRAM TABS 10MG TEVA (28)	1113034	28	1.00	1.80	0.00	1.00	0
CITALOPRAM TABS 10MG ACCORD (28)	1178391	28	1.00	0.83	0.00	1.00	0
CITALOPRAM TABS 10MG ACTAVS (28)	1095843	28	1.00	0.83	0.00	1.00	0
CITALOPRAM TABS 10MG K/HOSP (28)	1137827	28	1.00	0.31	0.00	1.00	15
CITALOPRAM TABS 10MG PHD/EG (28)	7388630	28	1.00	0.82	0.00	1.00	0

Phoenix Products File 04/12/2018

6. Select the **[F9 – Accept Item(s)]** button to save your items and display a blank window to repeat the process to add additional items, if required.
7. Once all items have been added, select the **[F10 – Accept Item(s) & Finish]** button to close the window. You are returned to the *Order Pad* with your newly added item(s) appearing in the grid.

Revision History

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

Contact us

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