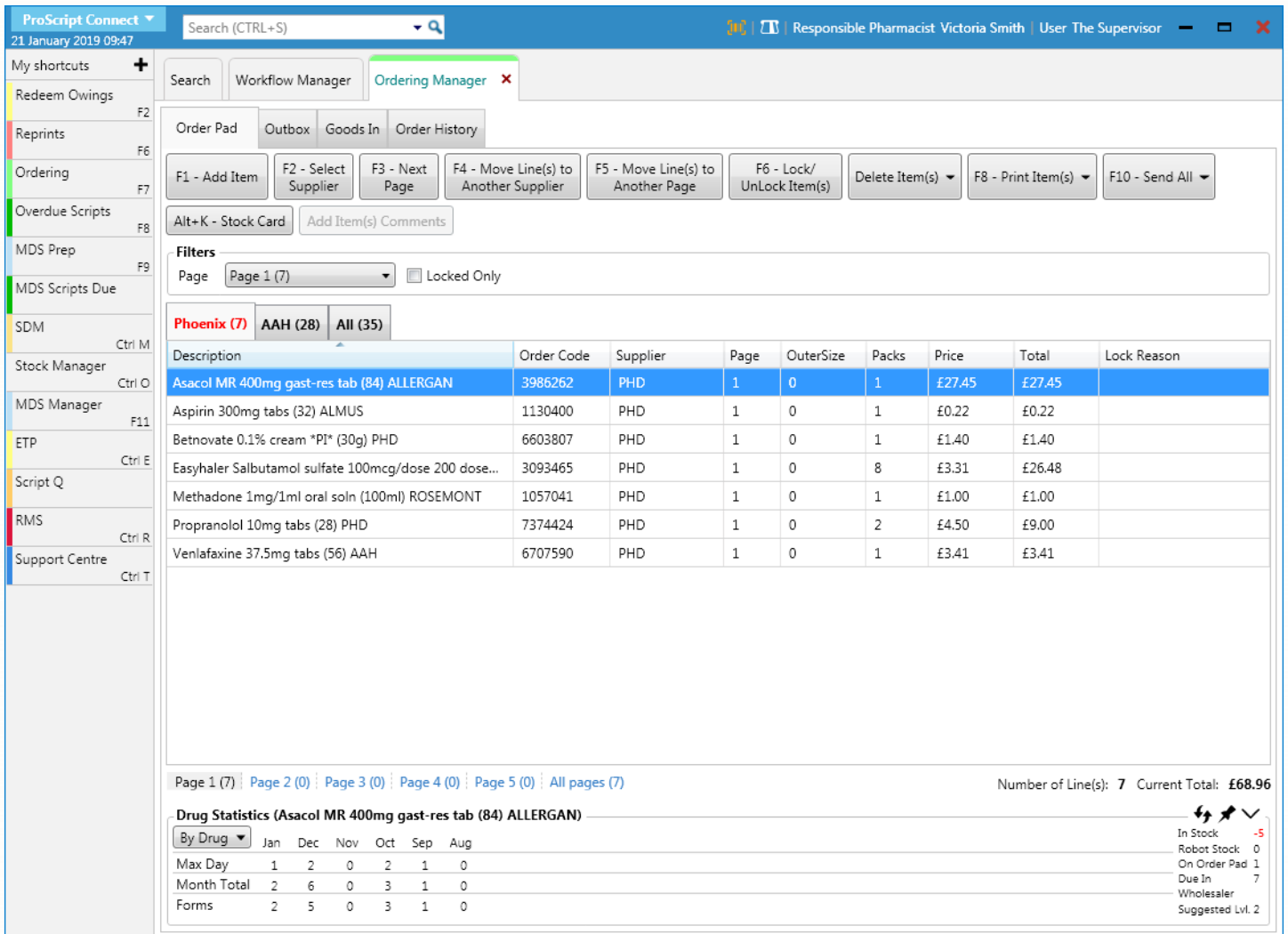# Adding an Item to the Order Pad

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]**.

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.

4. Highlight the item you want to add in the grid and select the **[Select]** button.
5. 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*.

6. 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.
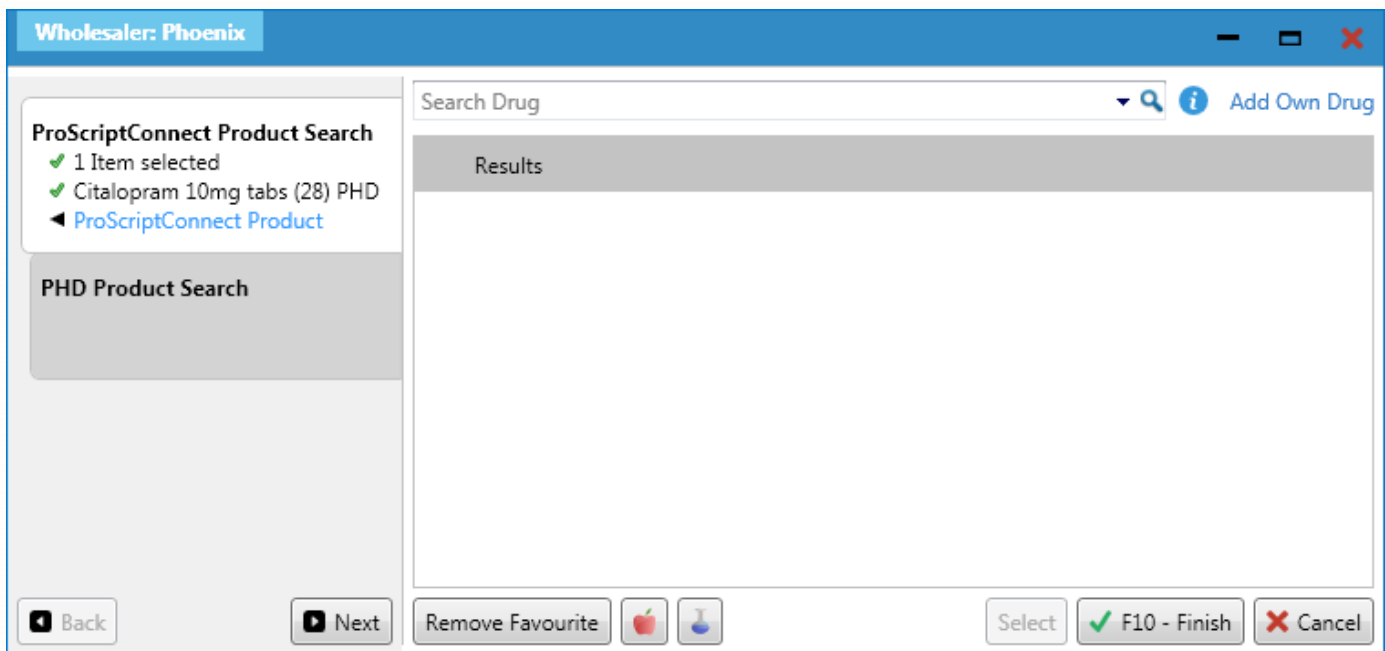
7. Repeat the process to add more products, if required.
8. Once all items have been selected, select the **[F10 – Finish]** button to close the window. You are returned to the *Order Pad* with your newly added item(s) appearing in the grid.

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]**.

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*.

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

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A McKesson Company