

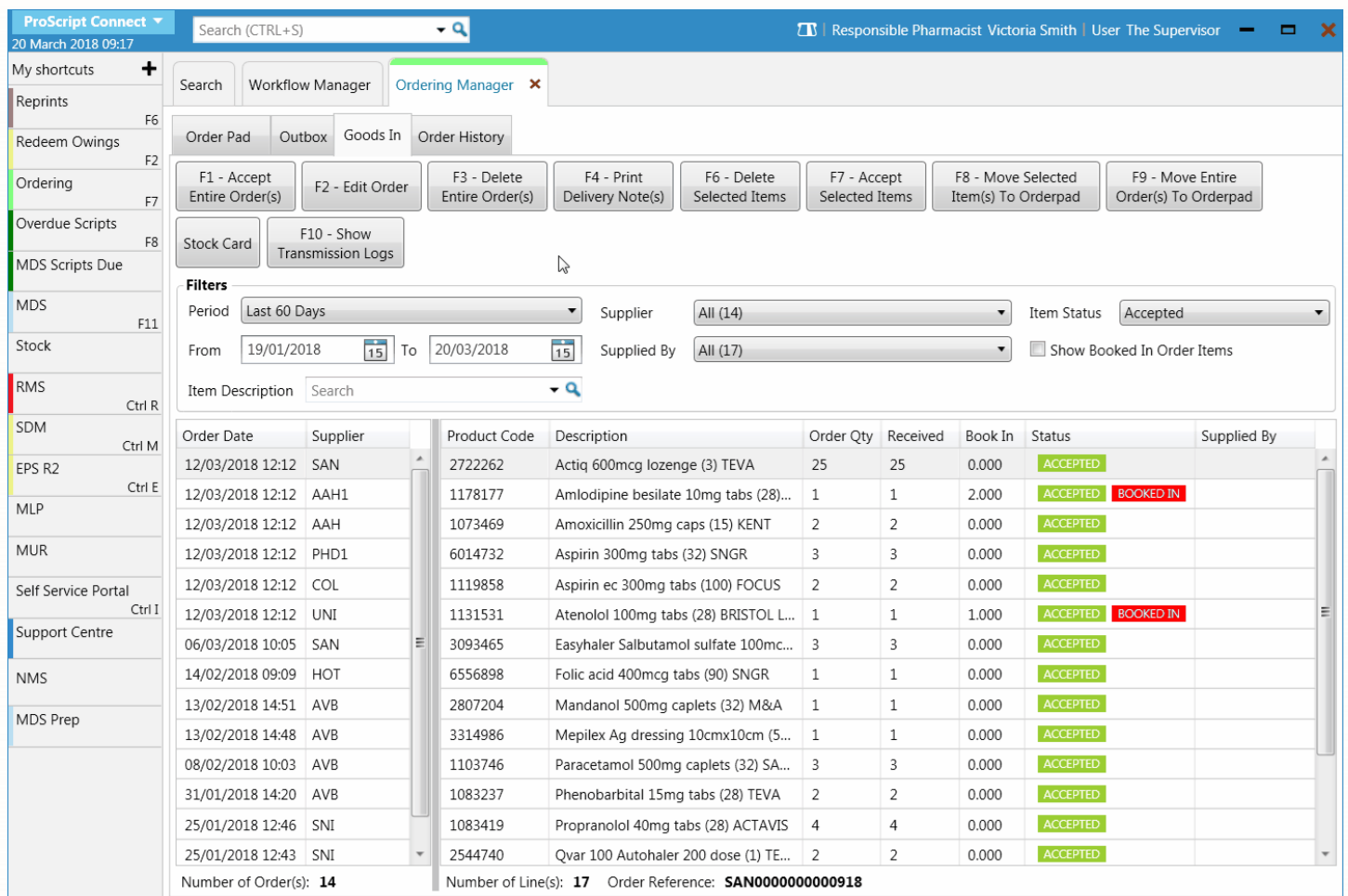
## Deleting Items or Orders from Goods In

 You cannot restore deleted items and orders.

### Deleting Items from Goods In

#### Deleting an Item from Goods In

1. From the Ordering Manager, click the *Goods In* tab.
2. Highlight the relevant order line in the left-hand side grid, and then highlight the relevant item within that order in the right-hand side grid.



ProScript Connect 20 March 2018 09:17 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts + Reprints F6 Redeem Owings F2 Ordering F7 Overdue Scripts F8 MDS Scripts Due F8 MDS F11 Stock RMS Ctrl R SDM Ctrl M EPS R2 Ctrl E MLP MUR Self Service Portal Ctrl I Support Centre NMS MDS Prep

Search Workflow Manager **Ordering Manager** X

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 (14) Item Status Accepted

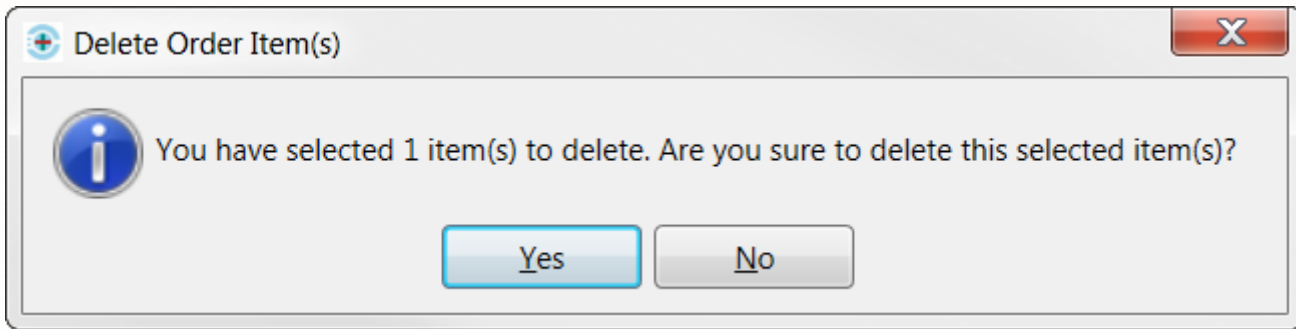
From 19/01/2018 To 20/03/2018 Supplied By All (17)  Show Booked In Order Items

Item Description Search

Order Date	Supplier	Product Code	Description	Order Qty	Received	Book In	Status	Supplied By
12/03/2018 12:12	SAN	2722262	Actiq 600mcg lozenge (3) TEVA	25	25	0.000	ACCEPTED	
12/03/2018 12:12	AAH1	1178177	Amlodipine besilate 10mg tabs (28)...	1	1	2.000	ACCEPTED BOOKED IN	
12/03/2018 12:12	AAH	1073469	Amoxicillin 250mg caps (15) KENT	2	2	0.000	ACCEPTED	
12/03/2018 12:12	PHD1	6014732	Aspirin 300mg tabs (32) SNGR	3	3	0.000	ACCEPTED	
12/03/2018 12:12	COL	1119858	Aspirin ec 300mg tabs (100) FOCUS	2	2	0.000	ACCEPTED	
12/03/2018 12:12	UNI	1131531	Atenolol 100mg tabs (28) BRISTOL L...	1	1	1.000	ACCEPTED BOOKED IN	
06/03/2018 10:05	SAN	3093465	Easyhaler Salbutamol sulfate 100mc...	3	3	0.000	ACCEPTED	
14/02/2018 09:09	HOT	6556898	Folic acid 400mcg tabs (90) SNGR	1	1	0.000	ACCEPTED	
13/02/2018 14:51	AVB	2807204	Mandanol 500mg caplets (32) M&A	1	1	0.000	ACCEPTED	
13/02/2018 14:48	AVB	3314986	Mepilex Ag dressing 10cmx10cm (5...	1	1	0.000	ACCEPTED	
08/02/2018 10:03	AVB	1103746	Paracetamol 500mg caplets (32) SA...	3	3	0.000	ACCEPTED	
31/01/2018 14:20	AVB	1083237	Phenobarbital 15mg tabs (28) TEVA	2	2	0.000	ACCEPTED	
25/01/2018 12:46	SNI	1083419	Propranolol 40mg tabs (28) ACTAVIS	4	4	0.000	ACCEPTED	
25/01/2018 12:43	SNI	2544740	Qvar 100 Autohaler 200 dose (1) TE...	2	2	0.000	ACCEPTED	

Number of Order(s): 14 Number of Line(s): 17 Order Reference: SAN000000000918

3. Press [F6 – Delete Selected Items].
4. A Delete Order Item(s) pop-up window displays, asking whether you want to delete the selected item.



5. Click **[Yes]**.
6. The *Goods In* tab displays, with the selected item now marked as **DELETED**.

ProScript Connect 20 March 2018 09:20 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Reprints (F6), Redeem Owings (F2), Ordering (F7), Overdue Scripts (F8), MDS Scripts Due, MDS (F11), Stock, RMS (Ctrl R), SDM (Ctrl M), EPS R2 (Ctrl E), MLP, MUR, Self Service Portal (Ctrl I), Support Centre, NMS, MDS Prep

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 (14) | Item Status: Accepted | From: 19/01/2018 To: 20/03/2018 | Supplied By: All (5) |  Show Booked In Order Items

Order Date	Supplier	Product Code	Description	Order Qty	Received	Book In	Status	Supplied By
12/03/2018 12:12	SAN	6633556	Amlodipine 10mg tabs (28) LEXN	2	2	0.000	ACCEPTED	
12/03/2018 12:12	AAH1	1004167	Atenolol 100mg tabs (28) TEVA	3	3	0.000	ACCEPTED DELETED	
12/03/2018 12:12	AAH	1111772	Gabapentin 100mg caps (100) AAH	4	4	0.000	ACCEPTED	
12/03/2018 12:12	PHD1	2937373	Morphgesic SR 10mg tabs (60) AMCO	4	4	0.000	ACCEPTED	
12/03/2018 12:12	COL	1079037	Temazepam 20mg tabs (28) AAH	1	1	0.000	ACCEPTED	
12/03/2018 12:12	UNI							
06/03/2018 10:05	SAN							
14/02/2018 09:09	HOT							
13/02/2018 14:51	AVB							
13/02/2018 14:48	AVB							
08/02/2018 10:03	AVB							
31/01/2018 14:20	AVB							
25/01/2018 12:46	SNI							
25/01/2018 12:43	SNI							

Number of Order(s): 14 | Number of Line(s): 5 | Order Reference: AAH0000000000920

## Deleting Selected Items from Goods In

1. From the Ordering Manager, click the *Goods In* tab.
2. Highlight the relevant order line in the left-hand side grid, and then highlight two or more items using either;
  - o **[Ctrl+left-click]** to select items you want to delete one at a time, or
  - o **[Shift+left-click]** to highlight all consecutive items within your first and last click range for deleting

ProScript Connect 20 March 2018 09:25 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Reprints (F6), Redeem Owings (F2), Ordering (F7), Overdue Scripts (F8), MDS Scripts Due, MDS (F11), Stock, RMS (Ctrl R), SDM (Ctrl M), EPS R2 (Ctrl E), MLP, MUR, Self Service Portal (Ctrl I), Support Centre, NMS, MDS Prep

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 (14) | Item Status: Accepted | From: 19/01/2018 To: 20/03/2018 | Supplied By: All (17) | Show Booked In Order Items

Order Date	Supplier	Product Code	Description	Order Qty	Received	Book In	Status	Supplied By
12/03/2018 12:12	SAN	2722262	Actiq 600mcg lozenge (3) TEVA	25	25	0.000	ACCEPTED	
12/03/2018 12:12	AAH1	1178177	Amlodipine besilate 10mg tabs (28)...	1	1	2.000	ACCEPTED BOOKED IN	
12/03/2018 12:12	AAH	1073469	Amoxicillin 250mg caps (15) KENT	2	2	0.000	ACCEPTED	
12/03/2018 12:12	PHD1	6014732	Aspirin 300mg tabs (32) SNGR	3	3	0.000	ACCEPTED	
12/03/2018 12:12	COL	1119858	Aspirin ec 300mg tabs (100) FOCUS	2	2	0.000	ACCEPTED	
12/03/2018 12:12	UNI	1131531	Atenolol 100mg tabs (28) BRISTOL L...	1	1	1.000	ACCEPTED BOOKED IN	
06/03/2018 10:05	SAN	3093465	Easyhaler Salbutamol sulfate 100mc...	3	3	0.000	ACCEPTED	
14/02/2018 09:09	HOT	6556898	Folic acid 400mcg tabs (90) SNGR	1	1	0.000	ACCEPTED	
13/02/2018 14:51	AVB	2807204	Mandanol 500mg caplets (32) M&A	1	1	0.000	ACCEPTED	
13/02/2018 14:48	AVB	3314986	Mepilex Ag dressing 10cmx10cm (5...	1	1	0.000	ACCEPTED	
08/02/2018 10:03	AVB	1103746	Paracetamol 500mg caplets (32) SA...	3	3	0.000	ACCEPTED	
31/01/2018 14:20	AVB	1083237	Phenobarbital 15mg tabs (28) TEVA	2	2	0.000	ACCEPTED	
25/01/2018 12:46	SNI	1083419	Propranolol 40mg tabs (28) ACTAVIS	4	4	0.000	ACCEPTED	
25/01/2018 12:43	SNI	2544740	Qvar 100 Autohaler 200 dose (1) TE...	2	2	0.000	ACCEPTED	

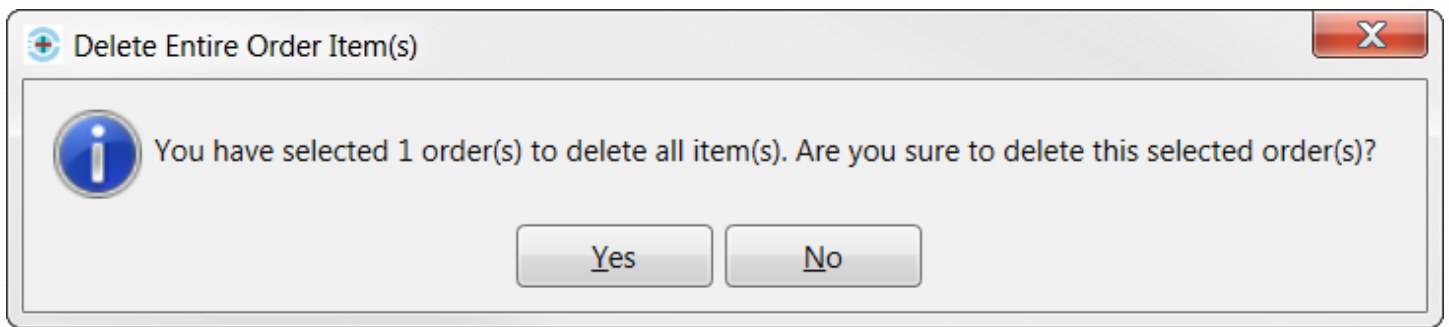
Number of Order(s): 14 | Number of Line(s): 17 | Order Reference: SAN0000000000918

- Once you have selected the relevant items, press **[F6 – Delete Selected Items]**.
- A Delete Order Item(s) pop-up window displays, asking whether you want to delete the selected item. Click **[Yes]**.
- The *Goods In* tab displays, with the selected items now marked as **DELETED**.

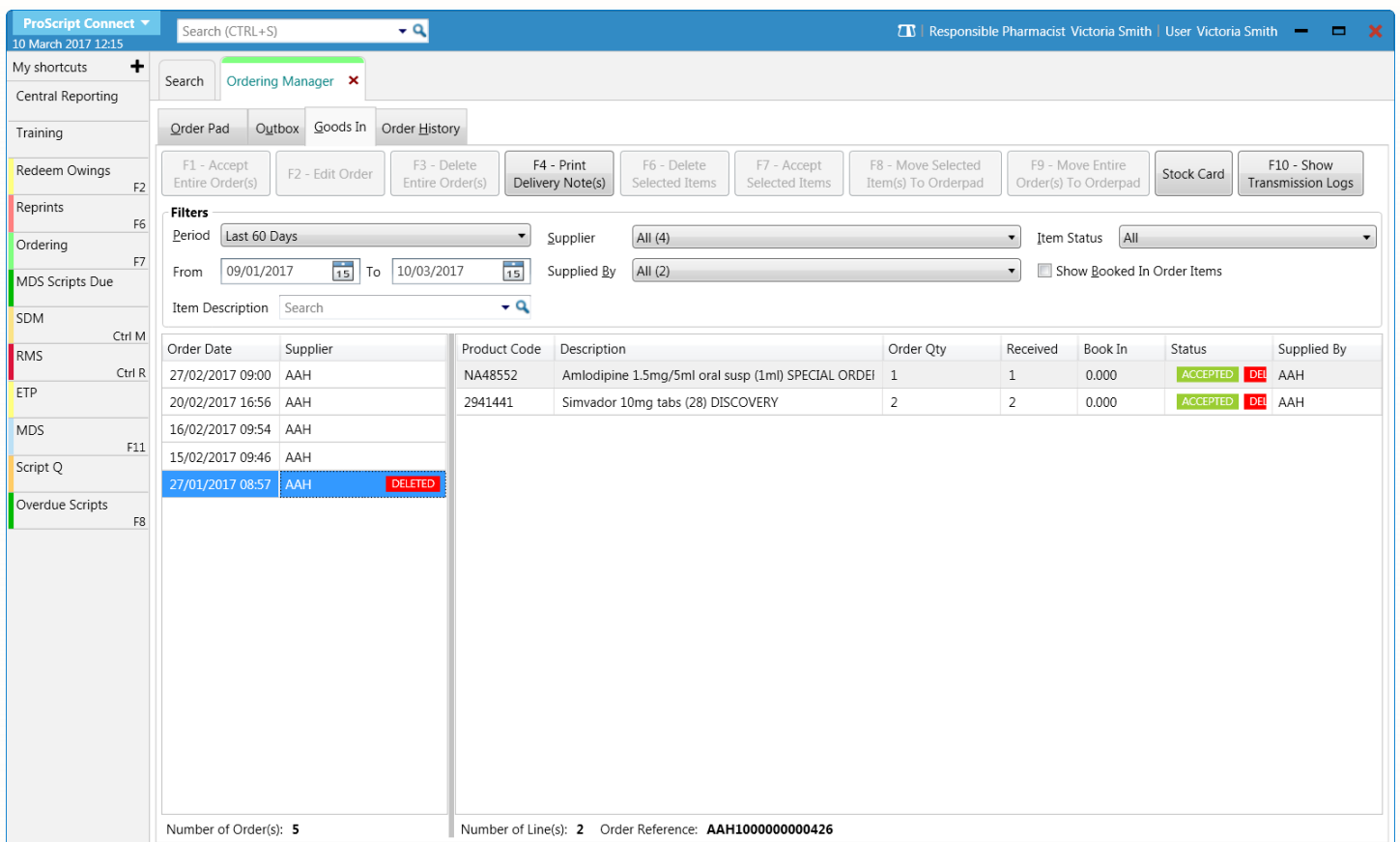
## Deleting Entire Orders from Goods In

### Deleting an Entire Order from Goods In

- From the Ordering Manager, click the *Goods In* tab.
- Highlight the relevant order in the left-hand side grid.
- Press **[F3 – Delete Entire Order(s)]**.
- A Delete Entire Order Item(s) pop-up window displays, asking whether you want to delete all items within the selected order.



5. Click **[Yes]**.
6. The *Goods In* tab displays, with the selected order now marked as **DELETED**.



Order Date	Supplier	Product Code	Description	Order Qty	Received	Book In	Status	Supplied By
27/02/2017 09:00	AAH	NA48552	Amlodipine 1.5mg/5ml oral susp (1ml) SPECIAL ORDEI	1	1	0.000	ACCEPTED DEL	AAH
20/02/2017 16:56	AAH	2941441	Simvador 10mg tabs (28) DISCOVERY	2	2	0.000	ACCEPTED DEL	AAH
16/02/2017 09:54	AAH							
15/02/2017 09:46	AAH							
27/01/2017 08:57	AAH							DELETED

## Deleting Selected Entire Orders from Goods In

1. From the Ordering Manager, click the *Goods In* tab.
2. Highlight the relevant orders in the left-hand side grid using either;
  - **[Ctrl+left-click]** to select orders you want to delete one at a time, or
  - **[Shift+left-click]** to highlight all consecutive orders within your first and last click range for deleting
3. Press **[F3 – Delete Entire Order(s)]**.

4. A Delete Entire Order Item(s) pop-up window displays, asking whether you want to delete all items within the selected orders.
5. Click **[Yes]**.
6. The *Goods In* tab displays, with the selected orders now marked as **DELETED**.

## Revision History

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

### Contact us

For more information contact:  
**Telephone: 0344 209 2601**

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