

Deleting Items or Orders from Goods In

You <u>cannot</u> 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)		- Q		1	🖪 Respor	sible Pharm	nacist Victo	oria Smith Us	er The Super	visor 🗕 🗌	- x
My shortcuts 🗕 🕂	Gaarah Waadada		0										
Reprints	Search Workflo	wivianager	Jrae	ring Manager 🔺									
Redeem Owings	Order Pad Ou	tbox Goods Ir	0	rder History									
F2 Ordering F7	F1 - Accept F2 - Edit Order F3 - Delete Entire Order(s) F2 - Edit Order Entire Order(s)			F4 - Print Delivery Note(s)	F6 - Delete Selected Items	F7 - Ac Selected	cept Items	F8 - Move Item(s) To	Move Selected s) To Orderpad F9 - Move Entire Order(s) To Orderpad				
Overdue Scripts F8	Stock Card	F10 - Show			,,								
MDS Scripts Due	Ira	nsmission Logs	J		R.								
MDS	Period Last 60 [Days			 Supplier 	All (14)			•	Item Status	Accepted		•
Stock	From 19/01/2018 II To 20/03/2018				Supplied By	All (17)			•	Show Bo	oked In Orde	r Items	
RMS	Itom Description	Search			• 0								
Ctrl R	Item Description	Search											
SDM Ctrl M	Order Date	Supplier		Product Code	Description	Order Qty	Received	Book In	Status		Supplied By		
EPS R2	12/03/2018 12:12	SAN	_	2722262	Actiq 600mcg lozen	ge (3) TEVA	25	25	0.000	ACCEPTED			
Ctrl E	12/03/2018 12:12 AAH1 1178177		Amlodipine besilate 10mg tabs (28)		1	1	2.000	ACCEPTED	BOOKED IN				
IVILF	12/03/2018 12:12 AAH 1073469		Amoxicillin 250mg caps (15) KENT		2	2	0.000	ACCEPTED					
MUR	12/03/2018 12:12	PHD1		6014732	Aspirin 300mg tabs (32) SNGR		3	3	0.000	ACCEPTED			
Self Service Portal	12/03/2018 12:12	COL		1119858	Aspirin ec 300mg tabs (100) FOCUS		2	2	0.000	ACCEPTED			
Ctrl I	12/03/2018 12:12	UNI		1131531	Atenolol 100mg tabs (28) BRISTOL L		1	1	1.000	ACCEPTED	BOOKED IN		=
Support Centre	06/03/2018 10:05	SAN	Ξ	3093465	Easyhaler Salbutamol sulfate 100mc		3	3	0.000	ACCEPTED			
NMS	14/02/2018 09:09	HOT		6556898	Folic acid 400mcg ta	abs (90) SNGR	1	1	0.000	ACCEPTED			
	13/02/2018 14:51	AVB		2807204	Mandanol 500mg ca	aplets (32) M&A	1	1	0.000	ACCEPTED			
MDS Prep	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 ta	abs (28) ACTAVIS	4	4	0.000	ACCEPTED			
	25/01/2018 12:43	SNI	Ŧ	2544740	Qvar 100 Autohaler	200 dose (1) TE	2	2	0.000	ACCEPTED			*
	Number of Order(s	s): 14		Number of Line	(s): 17 Order Refer	ence: SAN00000	00000918						

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.



• Delete Order Item(s)	X
You have selected 1 in	tem(s) to delete. Are you sure to delete this selected item(s)?
	Yes No

- 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)		- Q			3 Responsibl	e Pharmacis	t Victoria	Smith Use	er The Superviso	r — 🗆 🗙
My shortcuts + Reprints	Search Workflor	w Manager	Order	ing Manager 🗙								
F6 Redeem Owings	Order Pad Out	tbox Goods In	0	rder History								
Ordering F7	F1 - Accept Entire Order(s)	F2 - Edit Orde	er	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			lected derpad	F9 - Move En Order(s) To Ord	lerpad
Overdue Scripts F8	Stock Card Tran	F10 - Show nsmission Logs										
MDS Scripts Due	Filters											
MDS F11	Period Last 60 E	Days			 Supplier 	All (14)			▼ It	em Status	Accepted	•
Stock	From 19/01/20	018 15	То	20/03/2018	15 Supplied By	All (5)			•	Show Boo	ked In Order Ite	ms
RMS Ctrl R	Item Description	Search			- Q							
SDM (trl M	Order Date	Supplier		Product Code	Description		Order Qty	Received	Book In	Status		Supplied By
EPS R2	12/03/2018 12:12	SAN	*	6633556	Amlodipine 10mg ta	bs (28) LEXN	2	2	0.000	ACCEPTE	D	
Ctrl E	12/03/2018 12:12	AAH1		1004167	Atenolol 100mg tabs	(28) TEVA	3	3	0.000	ACCEPTE	DELETED	
MLP	12/03/2018 12:12	AAH		1111772	Gabapentin 100mg c	aps (100) AAH	4	4	0.000	ACCEPTE	D	
MUR	12/03/2018 12:12	PHD1		2937373	Morphgesic SR 10mg	g tabs (60) AMCO	4	4	0.000	ACCEPTE	D	
Self Service Portal	12/03/2018 12:12	COL		1079037	Temazepam 20mg ta	bs (28) AAH	1	1	0.000	ACCEPTE	D	
Ctrl I	12/03/2018 12:12	UNI										
Support Centre	06/03/2018 10:05	SAN	Ξ									
NMS	14/02/2018 09:09	HOT										
MDC Dran	13/02/2018 14:51	AVB										
моз мер	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 Referen	ce: AAH0000000	00920					

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;
 - [Ctrl+left-click] to select items you want to delete one at a time, or
 - **[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)			- Q			1	🖪 Respor	sible Pharm	acist Victo	oria Smith Us	er The Super	visor 🗕	- x
My shortcuts Reprints	+	Search	Workflo	w Mana	ger C	order	ing Manager 🛛 🗙										
Redeem Owings	F6	Order Pa	id Ou	tbox	Goods In	Or	der History										
Ordering	F2	F1 - Accept Entire Order(s) F2 - Edit Order F3 - Delete Entire Order(s)					F3 - Delete Entire Order(s)	e F4 - Print F6 - Delete F7 - Accept F8 - r(s) Delivery Note(s) Selected Items Selected Items Item			F8 - Move Item(s) To	- Move Selected F9 - Move Entire m(s) To Orderpad Order(s) To Orderpad					
Overdue Scripts	F8	Stock Ca	rd Trai	F10 - Sh nsmissio	now on Logs												
MDS Scripts Due		Eilters															
MDS F	11	Period	Last 60 [Days				•	Supplier	All (14)			•	Item Status	Accepted		•
Stock		From	19/01/2	018	15	To [20/03/2018	15	Supplied By	All (17)			•	Show Bo	oked In Orde	r Items	
RMS Ctr	IR	Item De	scription	Search	ı	2		- 9									
SDM Ctrl	м	Order Da	te	Suppli	ier		Product Code	Product Code Description			Order Qty	Received	Book In	Status		Supplied By	
EPS R2		12/03/2018 12:12 SAN _ 2722262		Actiq 6	500mcg lozen <u>e</u>	ge (3) TEVA	25	25	0.000	ACCEPTED			<u> </u>				
Ctr	1 E	12/03/2018 12:12 AAH1		1178177	Amlodipine besilate 10mg tabs (28)			1	1	2.000	ACCEPTED	BOOKED IN					
MLP		12/03/2018 12:12 AAH 1073469		1073469	Amoxicillin 250mg caps (15) KENT			2	2	0.000	ACCEPTED						
MUR		12/03/20)18 12:12	PHD1			6014732	Aspirin 300mg tabs (32) SNGR		3	3	0.000	ACCEPTED				
Self Service Portal		12/03/20	18 12:12	COL			1119858	Aspirin ec 300mg tabs (100) FOCUS		2	2	0.000	ACCEPTED				
Ct	rl I	12/03/20	18 12:12	UNI			1131531	Atenolol 100mg tabs (28) BRISTOL L		1	1	1.000	ACCEPTED	BOOKED IN		Ξ	
Support Centre		06/03/20	18 10:05	SAN		Ξ	3093465	Easyha	ler Salbutamo	l sulfate 100mc	3	3	0.000	ACCEPTED			
NMS		14/02/20	18 09:09	HOT			6556898	Folic ad	cid 400mcg ta	bs (90) SNGR	1	1	0.000	ACCEPTED			
		13/02/20	18 14:51	AVB			2807204	Manda	anol 500mg ca	plets (32) M&A	1	1	0.000	ACCEPTED			
MDS Prep		13/02/20	18 14:48	AVB			3314986	Mepilex Ag dressing 10cmx10cm (5.		10cmx10cm (5	1	1	0.000	ACCEPTED			
		08/02/20	18 10:03	AVB			1103746	Paracetamol 500mg caplets (32) SA		caplets (32) SA	3	3	0.000	ACCEPTED			
		31/01/20	18 14:20	AVB			1083237	Phenobarbital 15mg tabs (28) TEVA		tabs (28) TEVA	2	2	0.000	ACCEPTED			
		25/01/20)18 12:46	SNI			1083419	Propranolol 40mg tabs (28) ACTAVIS		bs (28) ACTAVIS	4	4	0.000	ACCEPTED			
		25/01/20	18 12:43	SNI		Ŧ	2544740	Qvar 1	00 Autohaler 2	200 dose (1) TE	2	2	0.000	ACCEPTED			*
		Number of	of Order(s	s): 14			Number of Line	e(s): 17	Order Refere	ence: SAN00000	0000918						

- 3. Once you have selected the relevant items, press [F6 Delete Selected Items].
- 4. A Delete Order Item(s) pop-up window displays, asking whether you want to delete the selected item. Click **[Yes]**.
- 5. 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

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



Delete Entire Order Item(s)	X
You have selected 1 order(s) to delete all item(s). Are you sure to delete this selected order	(s)?
<u>Y</u> es <u>N</u> o	

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

ProScript Connect ▼ 10 March 2017 12:15	Search (CTRL+S) - Q		🎞 Responsible Pharmacist Victoria Smith User Victoria Smith 🗕 🗖 🇙
My shortcuts + Central Reporting	Search Ordering Manager ×		
Training	<u>Order Pad</u> Outbox Goods In Order Histor	у	
Redeem Owings F2	F1 - Accept Entire Order(s) F2 - Edit Order F3 - D Entire O	elete rder(s) F4 - Print Delivery Note(s) F6 - Delete Selected Items Selected Items Ite	3 - Move Selected m(s) To Orderpad F9 - Move Entire Order(s) To Orderpad Stock Card Transmission Logs
Reprints F6	Filters Period Last 60 Days	Supplier All (4)	Item Status All
MDS Scripts Due	From 09/01/2017 15 To 10/03/20	Image: Supplied By All (2)	Show <u>B</u> ooked In Order Items
SDM	Item Description Search	- Q	
Ctrl M RMS Ctrl R	Order Date Supplier	Product Code Description N448552 Ambrdining 1 5mg/5ml oral susp (1ml) SPECIAL ORDER	Order Qty Received Book In Status Supplied By
ETP	20/02/2017 16:56 AAH	2941441 Simvador 10mg tabs (28) DISCOVERY	2 2 0.000 ACCEPTED DE AAH
MDS F11	16/02/2017 09:54 AAH 15/02/2017 09:46 AAH		
Overdue Scripts F8	27/01/2017 08:57 AAH DELETED		
	Number of Order(s): 5	Number of Line(s): 2 Order Reference: AAH100000000426	

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;
 - o [Ctrl+left-click] to select orders you want to delete one at a time, or
 - o **[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 <u>all</u> 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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