

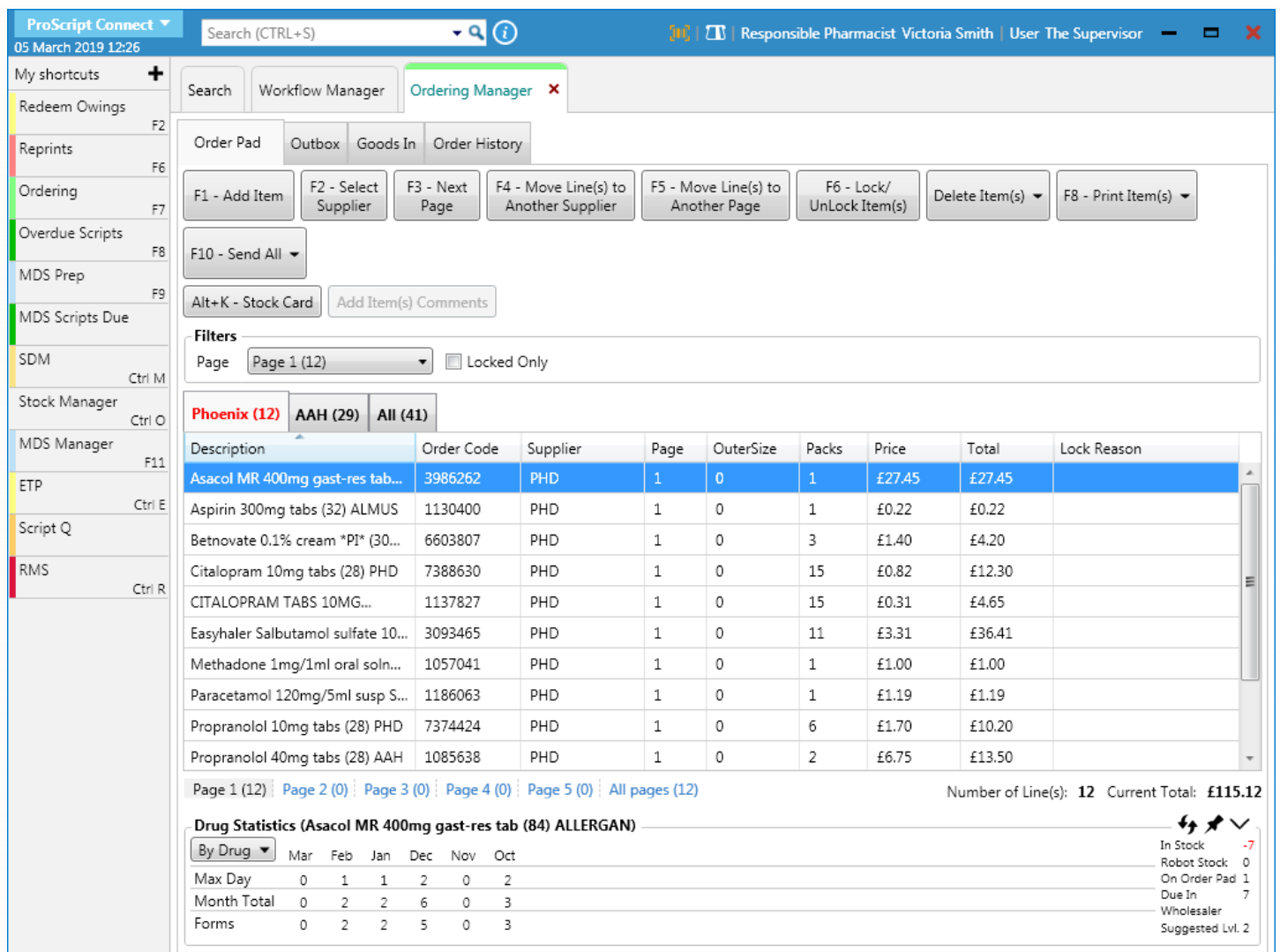
Locking and Unlocking Items from the Order Pad

If you lock items on the *Order Pad*, these items will not be sent with the order when you select any of the [F10] send options. Instead, they will remain in the grid with a **LOCKED** tag.

Locking Items

Locking an Item

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



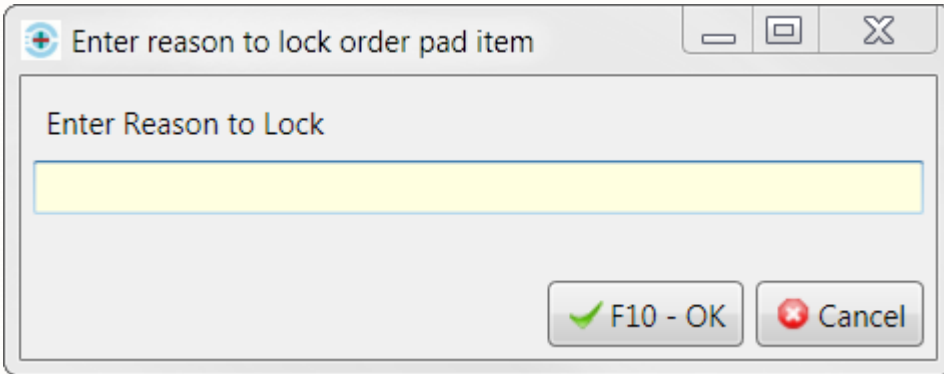
The screenshot shows the ProScript Connect Ordering Manager interface. The top navigation bar includes 'Search (CTRL+S)', 'Responsible Pharmacist Victoria Smith', and 'User The Supervisor'. The main area is titled 'Ordering Manager' and contains tabs for 'Order Pad', 'Outbox', 'Goods In', and 'Order History'. Below the tabs are function buttons: '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)', and 'F8 - Print Item(s)'. There is also a 'F10 - Send All' button and an 'Alt+K - Stock Card' button. A 'Filters' section shows 'Page 1 (12)' and a 'Locked Only' checkbox. The main table lists items with columns: Description, Order Code, Supplier, Page, OuterSize, Packs, Price, Total, and Lock Reason. The first item, 'Asacol MR 400mg gast-res tab...', is highlighted in blue. Below the table, there are pagination options and a 'Drug Statistics' section for 'Asacol MR 400mg gast-res tab (84) ALLERGAN'. The statistics table shows data for months Mar, Feb, Jan, Dec, Nov, Oct. On the right, there are stock status indicators: In Stock (-7), Robot Stock (0), On Order Pad (1), Due In (7), Wholesaler, and Suggested Lvl. 2.

Description	Order Code	Supplier	Page	OuterSize	Packs	Price	Total	Lock Reason
Asacol MR 400mg gast-res tab...	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* (30...	6603807	PHD	1	0	3	£1.40	£4.20	
Citalopram 10mg tabs (28) PHD	7388630	PHD	1	0	15	£0.82	£12.30	
CITALOPRAM TABS 10MG...	1137827	PHD	1	0	15	£0.31	£4.65	
Easyhaler Salbutamol sulfate 10...	3093465	PHD	1	0	11	£3.31	£36.41	
Methadone 1mg/1ml oral soln...	1057041	PHD	1	0	1	£1.00	£1.00	
Paracetamol 120mg/5ml susp S...	1186063	PHD	1	0	1	£1.19	£1.19	
Propranolol 10mg tabs (28) PHD	7374424	PHD	1	0	6	£1.70	£10.20	
Propranolol 40mg tabs (28) AAH	1085638	PHD	1	0	2	£6.75	£13.50	

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

2. From the Ordering Manager, open the *Order Pad* tab and navigate to the relevant *Wholesaler* tab.
3. From here, you can:
 - o Highlight a single item

- Use **[Ctrl+left-click]** to select items you want to lock one at a time
 - Use **[Shift+left-click]** to highlight all consecutive items within your first and last click range for locking
 - Use **[Ctrl+A]** to select all items in the grid for locking
4. Press **[F6 – Lock/UnLock Item(s)]**.
 5. A pop-up window displays, prompting you to enter the reason for which you are locking the item.



4. Enter the reason for which you want to lock the item in the field.
5. Press **[F10 – OK]**.
6. The Order Pad displays, with the item marked as **LOCKED**.

ProScript Connect 05 March 2019 12:27 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 - 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 (12) Locked Only

Description	Order Code	Supplier	Page	OuterSize	Packs	Price	Total	Lock Reason
Asacol MR 400mg ga... LOCKED	3986262	PHD	1	0	1	£27.45	£27.45	Send after 2pm
Aspirin 300mg tabs (32) ALMUS	1130400	PHD	1	0	1	£0.22	£0.22	
Betnovate 0.1% cream *PI* (30...	6603807	PHD	1	0	3	£1.40	£4.20	
Citalopram 10mg tabs (28) PHD	7388630	PHD	1	0	15	£0.82	£12.30	
CITALOPRAM TABS 10MG...	1137827	PHD	1	0	15	£0.31	£4.65	
Easyhaler Salbutamol sulfate 10...	3093465	PHD	1	0	11	£3.31	£36.41	
Methadone 1mg/1ml oral soln...	1057041	PHD	1	0	1	£1.00	£1.00	
Paracetamol 120mg/5ml susp S...	1186063	PHD	1	0	1	£1.19	£1.19	
Propranolol 10mg tabs (28) PHD	7374424	PHD	1	0	6	£1.70	£10.20	
Propranolol 40mg tabs (28) AAH	1085638	PHD	1	0	2	£6.75	£13.50	

Page 1 (12) | Page 2 (0) | Page 3 (0) | Page 4 (0) | Page 5 (0) | All pages (12) Number of Line(s): 12 Current Total: £115.12

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

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

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

Locking Selected Items

1. From the Ordering Manager, with the *Order Pad* selected by default, highlight two or more items in the grid using **[Ctrl]/[Shift]+left-click**.
2. Once you have selected all the items you want to lock, press **[F6 – Lock/UnLock Item(s)]**.
3. A pop-up window displays, prompting you to enter the reason for which you are locking the items.
4. Enter the reason for which you want to lock the items in the field.
5. Press **[F10 – OK]**.
6. The Order Pad displays, with the selected items marked as **LOCKED**.

Locking All Items

1. From the Ordering Manager, with the *Order Pad* selected by default, highlight all items using **[Ctrl+A]**.
2. Press **[F6 – Lock/UnLock Item(s)]**.
3. A pop-up window displays, prompting you to enter the reason for which you are locking the items.

4. Enter the reason for which you want to lock the items in the field.
5. Press **[F10 – OK]**.
6. The Order Pad displays, with all items marked as **LOCKED**.

Unlocking Items

Unlocking an Item

1. From the Ordering Manager, with the *Order Pad* selected, highlight a **LOCKED** item.
2. Press **[F6 – Lock/UnLock Item(s)]**.
3. The item is no longer marked as locked.

Unlocking Selected Items

1. From the Ordering Manager, with the *Order Pad* selected by default, highlight two or more **LOCKED** items in the grid using **[Ctrl]/[Shift]+left-click**.
2. Press **[F6 – Lock/UnLock Item(s)]**.
3. The items are no longer marked as locked.

Unlocking All Items

1. From the Ordering Manager, with the *Order Pad* selected by default, select the **Locked Only** tick box.
2. Highlight all items by pressing **[Ctrl+A]**.
3. Press **[F6 – Lock/UnLock Item(s)]**.
4. The items are no longer marked as locked.

Revision History

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

Contact us

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