

Merging Stock from the Stock Card

From the Stock Record Card, you are able to merge the stock holding of two or more items with a target drug of the same dose, form, and pack size.

- To begin, open the Stock Record Card for the target item (the item you are merging stock holding figures to). The Stock Record Card can be accessed from:
 - Stock Manager:
 - Stock Usage*: Search for and highlight an item, and select the **[F10 – Select]** button.
 - Stock Count*: Search for and highlight an item, and select the **[F10 – Select]** button. From the Enter Stock Levels window, select the **[F4 – Stock Card]** button.
 - Stock Adjustment Report*: Highlight an item and select the **[Stock Card]** button.
 - Reprints: Highlight an item and select the **[Stock Card]** button.
 - Redeem Owings: Highlight an item and select the **[Stock Card]** button.
 - PMR: Highlight an item and select the **[Stock Card]** button.
 - Ordering Manager: Highlight an item and select the **[Alt+K – Stock Card]** button.

ProScript Connect Stock Record

Betnovate 0.1% cream *PI* (30g) PHD £1.42

Product Detail

Pip Code
6603807

AAH Link

Restriction Letter

Pack of 30
Special Container
Parallel Import

[Consolidated] Stock Holding £11.36

	Pack(s)	Unit(s)
Stock Holding	8	0
On Order Pad	0	
Due In	0	
Owing	0	15

Additional Stock Loc.

Date Last Received: 22/05/2019 - 16:38:31

Stock Status: Booked In

Order Method

Order System: Default

Order at Min

Stop System Order

Stop Manual Order

Allow Zero Min

	Pack(s)	Unit(s)
Min. Stock Level	0	0
Up To	0	
Day Stock	0	
Suggested Level	2	

Wholesaler: AAH

Wholesaler Page:

Outer Size: 0 Round Up

Drug Statistics (Consolidated)

By Family

	May	Apr	Mar	Feb	Jan	Dec
Max Day	0	1	0	0	2	2
Month Total	0	1	0	0	2	5
Forms	0	1	0	0	2	5

In Stock	8
Robot Stock	0
On Order Pad	0
Due In	0
Wholesaler Suggested Lvl.	2

Shelf Figures

On Shelf	360
Negative	120
Total	240

- The Stock Record Card opens in a new window. Select the **[F5 – Stock Merge]** button.
- The Stock Merge window opens. Use the available filters to adjust the grid to show/hide the products with the same dose, form and pack size as the target drug. You can:
 - Set and show the percentage *Pack size range* of the target drug e.g. If set to 15%, ProScript Connect will take into consideration any pack sizes 15% greater or smaller than the target pack

- Filter to show or hide items by status, such as *Counted* and *Booked in*
- Filter to show or hide *excluded suppliers*, *negative stock items* and/or *discontinued items*
- View the target drug *Family* or *Category*

Stock Merge

Betnovate 0.1% cream *PI* (30g) PHD Pack Size: 30 Stock Holding: -4 Pack(s) 0 Unit(s)

Pack size range
 %

Counted
 Booked in
 Uncounted
 Estimated

Show excluded suppliers
 Show negative stock items
 Show discontinued items

Category
 Family

Category	Pack Size	Pack(s)	Unit(s)	Status	Drug
Brand	30	12	0	Booked In	Betnovate 0.1% cream (30g) GSK

Stock Card
F2 - Change Target Product
✓ F9 - Merge All
✓ F10 - Merge Selected
✗ Cancel

- Once the item(s) are displayed in the grid as required, you can:
 - Use **[Ctrl+left-click]** to select items you want to merge one at a time, and select the **[F10 – Merge Selected]** button.
 - Use **[Shift+left-click]** to highlight all consecutive items within your first and last click range for merging, and select the **[F10 – Merge Selected]** button.
 - Select the **[F9 – Merge All]** button to merge all items displayed in the grid.
- A pop-up window displays, advising you that a stock merge is irreversible, and asking whether you want to proceed. Select the **[Yes]** button.

+ Stock Merge Warning
— □ ×

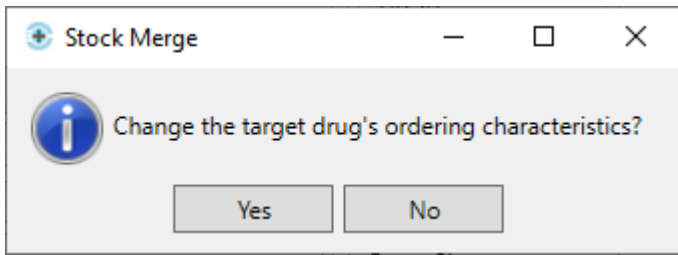
Are you sure you wish to perform a stock merge, this is an irreversible process?

Yes

No

- A second pop-up window displays, asking whether you want to change the target drug's ordering characteristics. From here you can:
 - Select **[Yes]** to keep the target item's Stock Record Card open where you can amend the item's ordering characteristics.

- Select **[No]** to close the Stock Record Card.



Revision History

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

Contact us

For more information contact:
Telephone: 0344 209 2601

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