

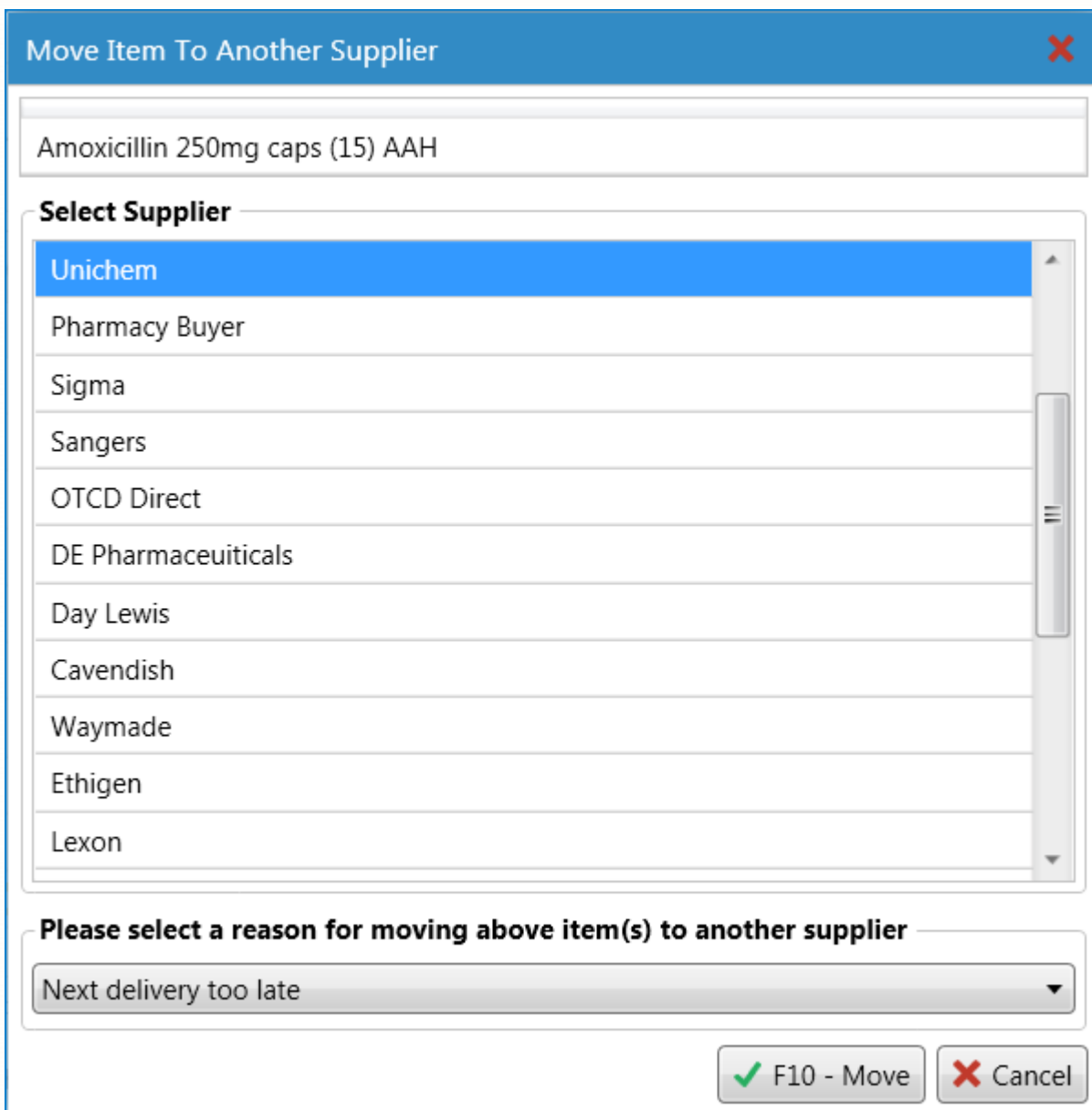
Moving Item Lines to Another Supplier/Page



Order Pad *Comments* are removed when drugs are moved to a different supplier.

Moving an Individual Item to Another Supplier

1. From the Ordering Manager, highlight an item in the *Order Pad*.
2. Press [**F4 – Move Line(s) to Another Supplier**].
3. The Move Item to Another Supplier window displays.



Move Item To Another Supplier

Amoxicillin 250mg caps (15) AAH

Select Supplier

- Unichem
- Pharmacy Buyer
- Sigma
- Sangers
- OTCD Direct
- DE Pharmaceuticals
- Day Lewis
- Cavendish
- Waymade
- Ethigen
- Lexon

Please select a reason for moving above item(s) to another supplier

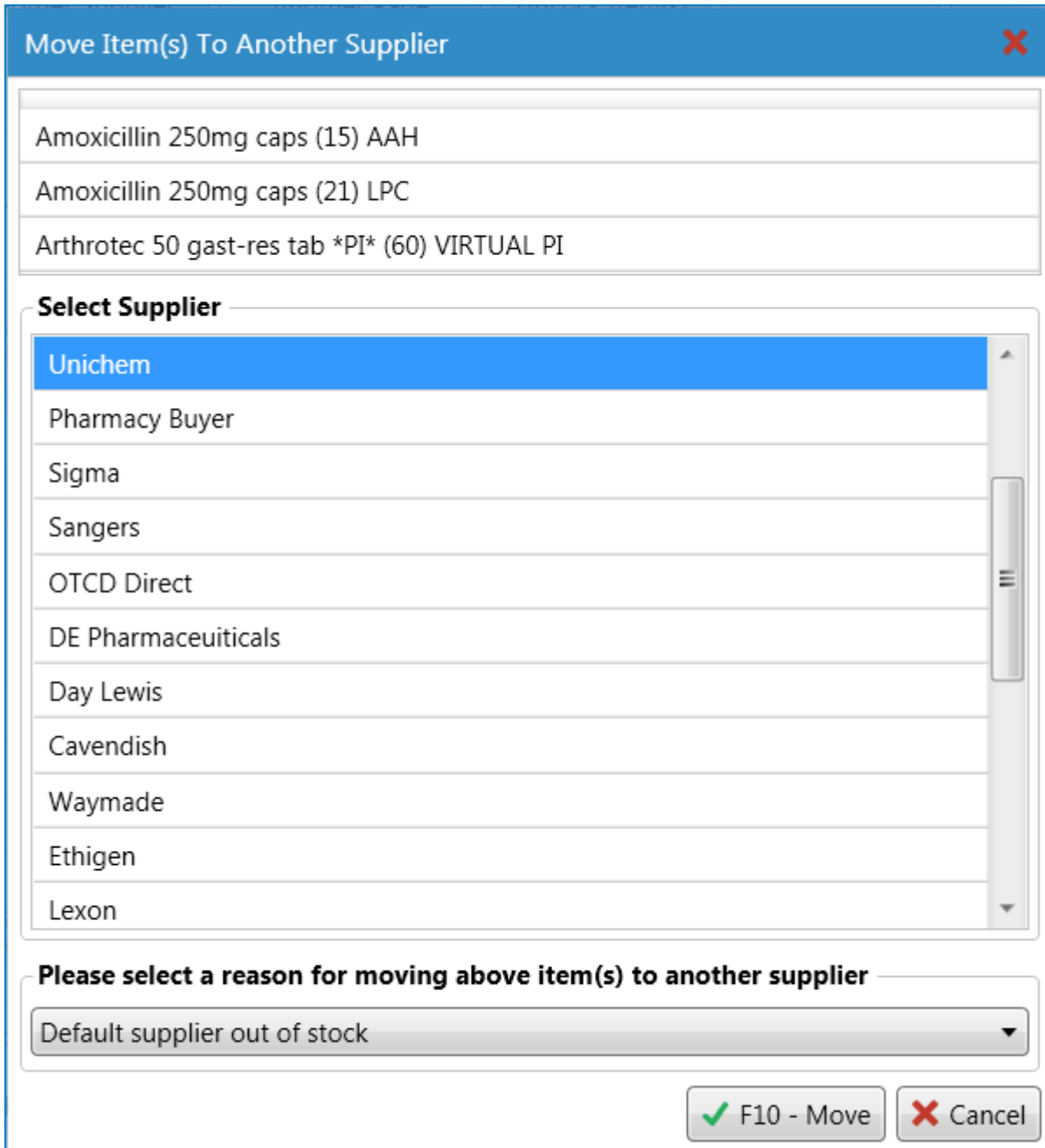
Next delivery too late

✓ F10 - Move ✗ Cancel

4. Select the supplier to which you want to move the item, and select a reason for moving and press [**F10 – Move**].

Moving Two or More Items to Another Supplier

1. From the Ordering Manager, highlight two or more items in the *Order Pad* using **[CTRL]+left-click**.
2. Press **[F4 – Move Line(s) to Another Supplier]**.
3. The Move Item(s) to Another Supplier window displays.



Move Item(s) To Another Supplier

Amoxicillin 250mg caps (15) AAH

Amoxicillin 250mg caps (21) LPC

Arthrotec 50 gast-res tab *PI* (60) VIRTUAL PI

Select Supplier

Unichem

Pharmacy Buyer

Sigma

Sangers

OTCD Direct

DE Pharmaceuticals

Day Lewis

Cavendish

Waymade

Ethigen

Lexon

Please select a reason for moving above item(s) to another supplier

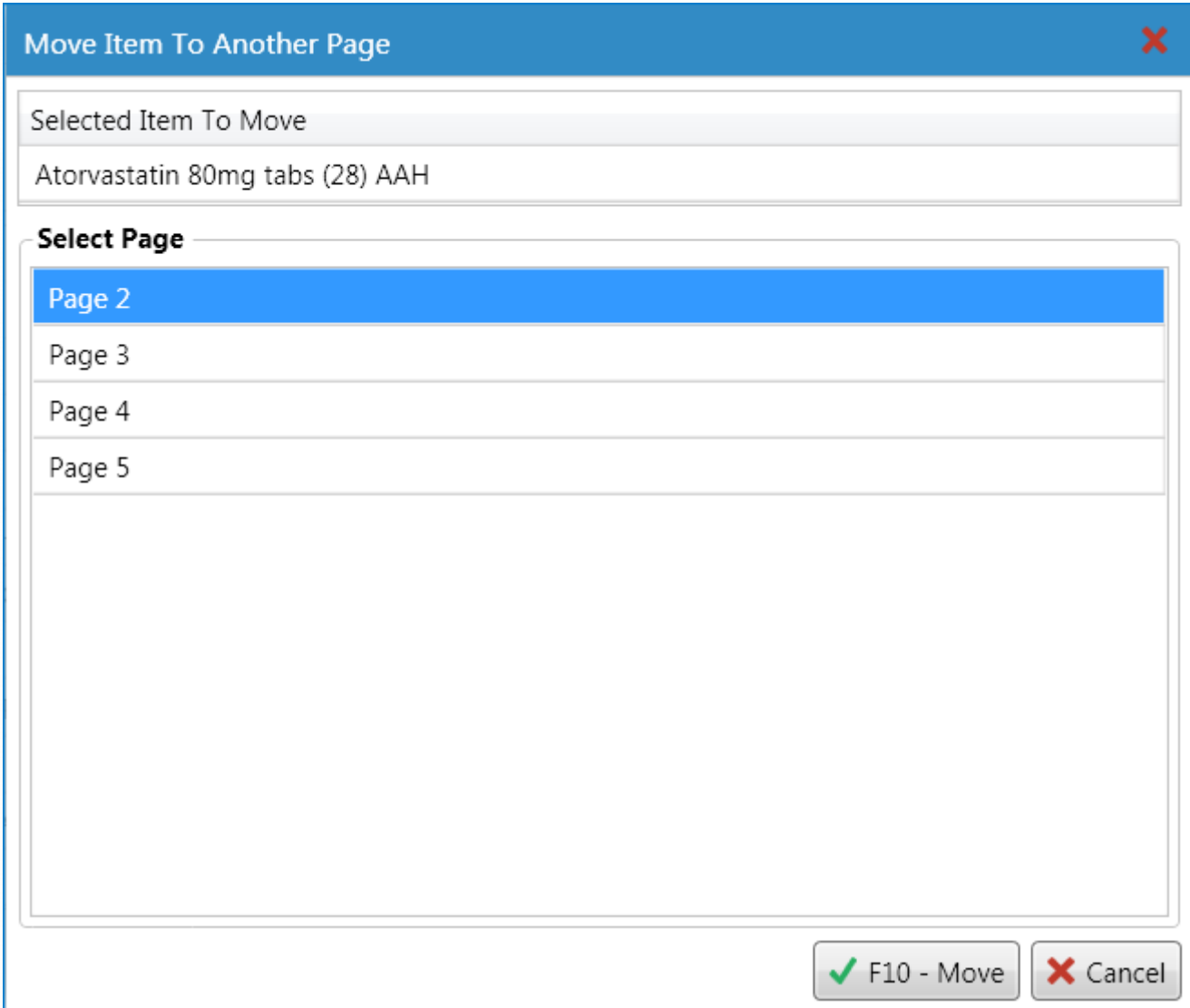
Default supplier out of stock

✓ F10 - Move ✗ Cancel

4. Select the supplier to which you want to move the item, and select a reason for moving and press **[F10 – Move]**.

Moving an Individual Item to Another Page

1. From the Ordering Manager, highlight an item in the *Order Pad*.
2. Press **[F5 – Move Line(s) to Another Page]**.
3. The Move Item to Another Page window displays.



Move Item To Another Page ✕

Selected Item To Move

Atorvastatin 80mg tabs (28) AAH

Select Page

Page 2

Page 3

Page 4

Page 5

F10 - Move Cancel

4. Select the page to which you want to move the item and press **[F10 – Move]**.

Moving Two or More Items to Another Page

1. From the Ordering Manager, highlight two or more items in the *Order Pad* using **[CTRL]+left-click**.
2. Press **[F5 – Move Line(s) to Another Page]**.
3. The Move Item(s) to Another Page window displays.

Move Item(s) To Another Page
✕

Selected Item(s) To Move

Atorvastatin 80mg tabs (28) AAH
Calceos Chewable tab (60) GALEN
Calcichew 500mg Chewable tab *PI* (100) AAH
Calcichew 500mg Chewable tab *PI* (60) NRCM

Select Page

Page 2
Page 3
Page 4
Page 5

✓ F10 - Move
✕ Cancel

4. Select the page to which you want to move the item and press **[F10 – Move]**.

Revision History

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

Contact us

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