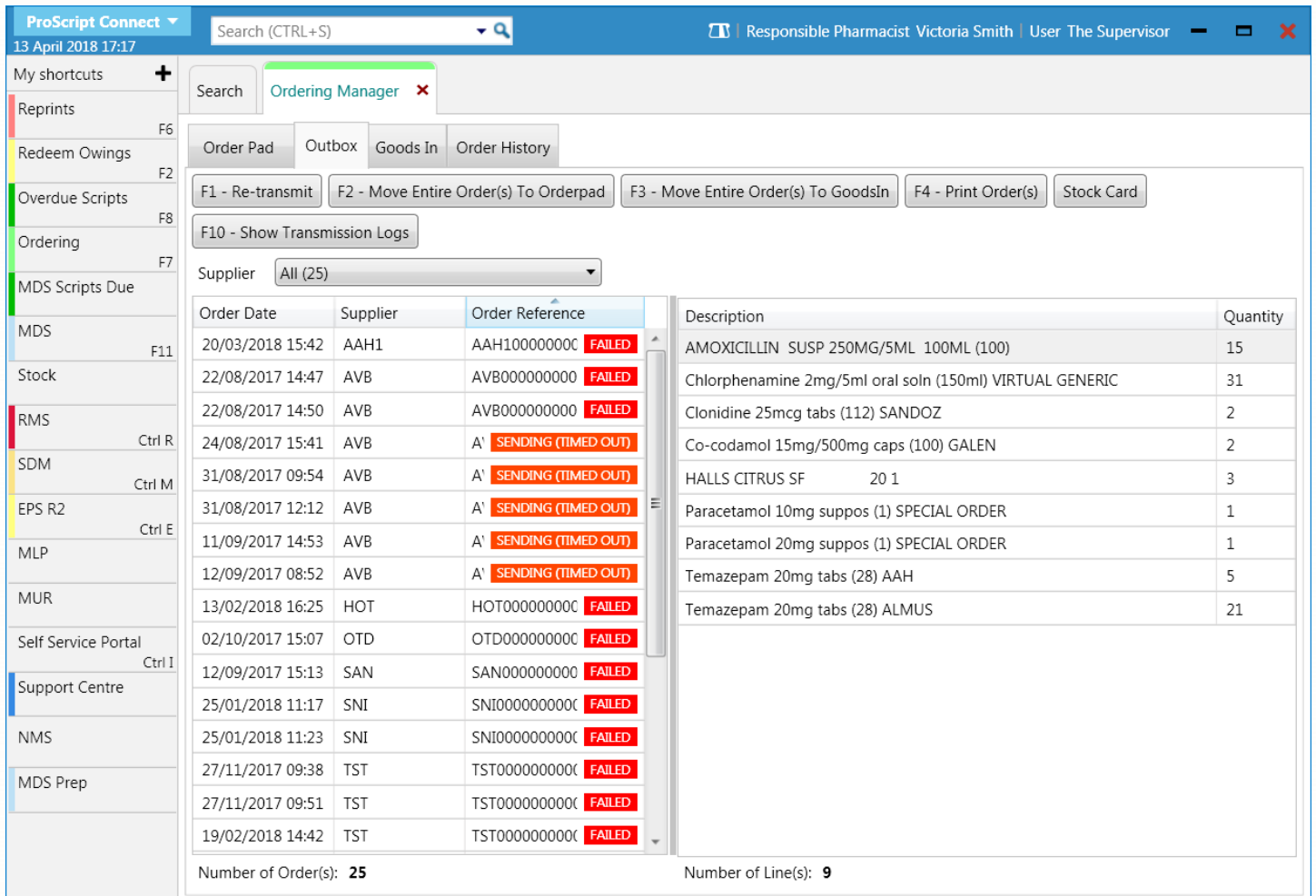


Moving an Entire Order to Goods In from the Outbox

1. From the Ordering Manager, click the *Outbox* tab.
2. The *Outbox* tab contents display, with recently sent orders in the grid.



ProScript Connect | 13 April 2018 17:17 | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User The Supervisor

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

Ordering Manager | Search | Order Pad | Outbox | Goods In | Order History

F1 - Re-transmit | F2 - Move Entire Order(s) To Orderpad | F3 - Move Entire Order(s) To GoodsIn | F4 - Print Order(s) | Stock Card

F10 - Show Transmission Logs

Supplier: All (25)

| Order Date | Supplier | Order Reference | Description | Quantity |
|------------------|----------|-----------------|--|----------|
| 20/03/2018 15:42 | AAH1 | AAH1000000000 | AMOXICILLIN SUSP 250MG/5ML 100ML (100) | 15 |
| 22/08/2017 14:47 | AVB | AVB0000000000 | Chlorphenamine 2mg/5ml oral soln (150ml) VIRTUAL GENERIC | 31 |
| 22/08/2017 14:50 | AVB | AVB0000000000 | Clonidine 25mcg tabs (112) SANDOZ | 2 |
| 24/08/2017 15:41 | AVB | A' | Co-codamol 15mg/500mg caps (100) GALEN | 2 |
| 31/08/2017 09:54 | AVB | A' | HALLS CITRUS SF 20 1 | 3 |
| 31/08/2017 12:12 | AVB | A' | Paracetamol 10mg suppos (1) SPECIAL ORDER | 1 |
| 11/09/2017 14:53 | AVB | A' | Paracetamol 20mg suppos (1) SPECIAL ORDER | 1 |
| 12/09/2017 08:52 | AVB | A' | Temazepam 20mg tabs (28) AAH | 5 |
| 13/02/2018 16:25 | HOT | HOT0000000000 | Temazepam 20mg tabs (28) ALMUS | 21 |
| 02/10/2017 15:07 | OTD | OTD0000000000 | | |
| 12/09/2017 15:13 | SAN | SAN0000000000 | | |
| 25/01/2018 11:17 | SNI | SNI0000000000 | | |
| 25/01/2018 11:23 | SNI | SNI0000000000 | | |
| 27/11/2017 09:38 | TST | TST0000000000 | | |
| 27/11/2017 09:51 | TST | TST0000000000 | | |
| 19/02/2018 14:42 | TST | TST0000000000 | | |

Number of Order(s): 25 | Number of Line(s): 9

3. Highlight the order(s) you want to move to Goods In.
4. Press **[F3 – Move Entire Order(s) to GoodsIn]**.
5. The order is removed from the *Outbox* and sent to *Goods In*.

Revision History

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

Contact us

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