

Moving an Item or Order Back to the Order Pad

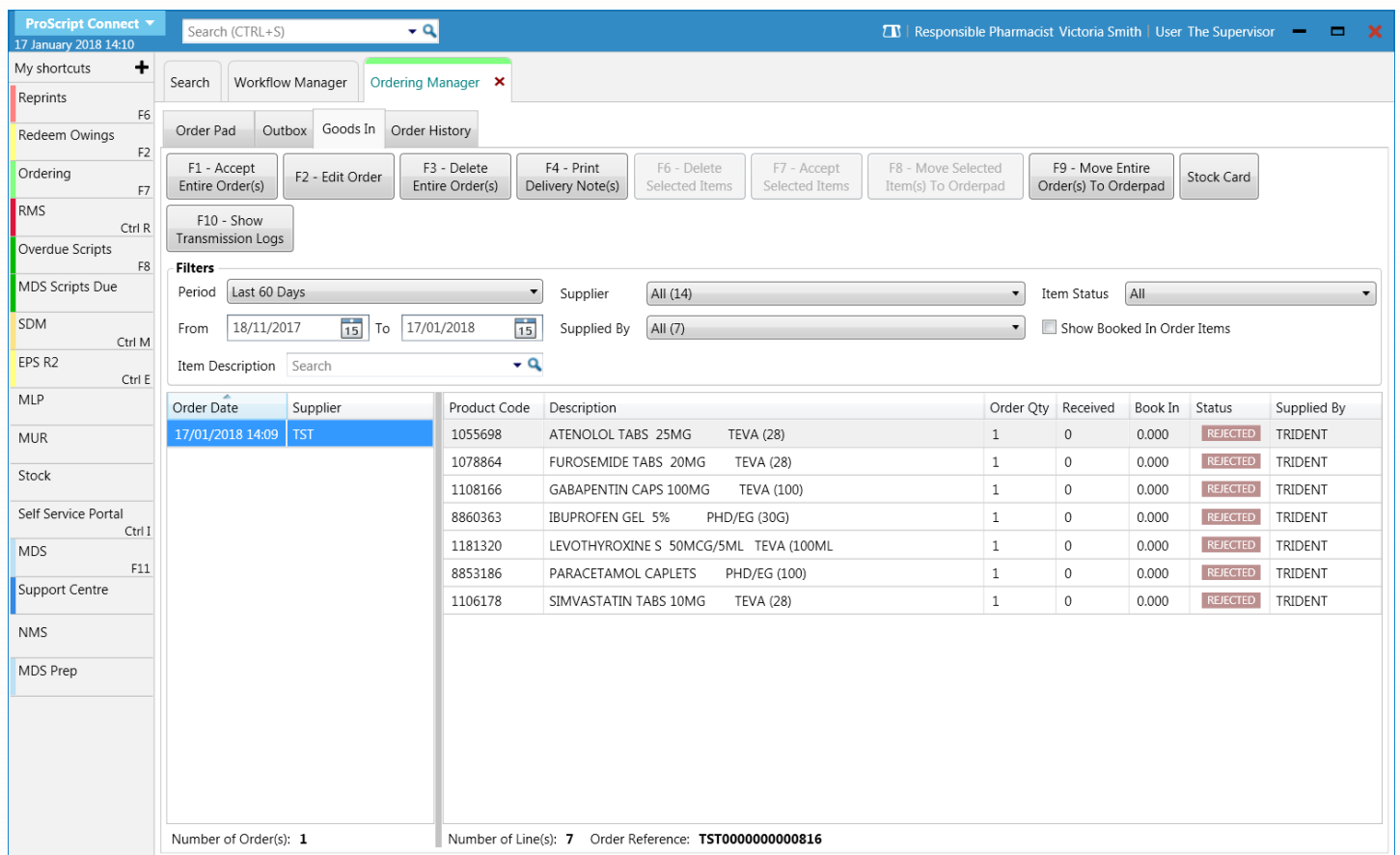
Once an order has been sent to order, it will display in the *Goods In* tab. If some items are marked as **REJECTED**, this means the order has not gone through or the supplier or wholesaler is unable to fulfil the order. In that case, you will need to send the item back to the Order Pad and re-send it to order to an alternative supplier or wholesaler.

! Once it has been booked in, ProScript Connect does not allow you to send an item or order back to the Order Pad.

To learn how to manage an **ACCEPTED** item, please refer to the Accepting an Item or Order from Goods In article.

Moving an Entire Order Back to the Order Pad

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



ProScript Connect | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User The Supervisor

17 January 2018 14:10

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

Workflow Manager | Ordering Manager

Order Pad | Outbox | Goods In | Order History

F1 - Accept Entire Order(s) | F2 - Edit Order | 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 | F9 - Move Entire Order(s) To Orderpad | Stock Card

F10 - Show Transmission Logs

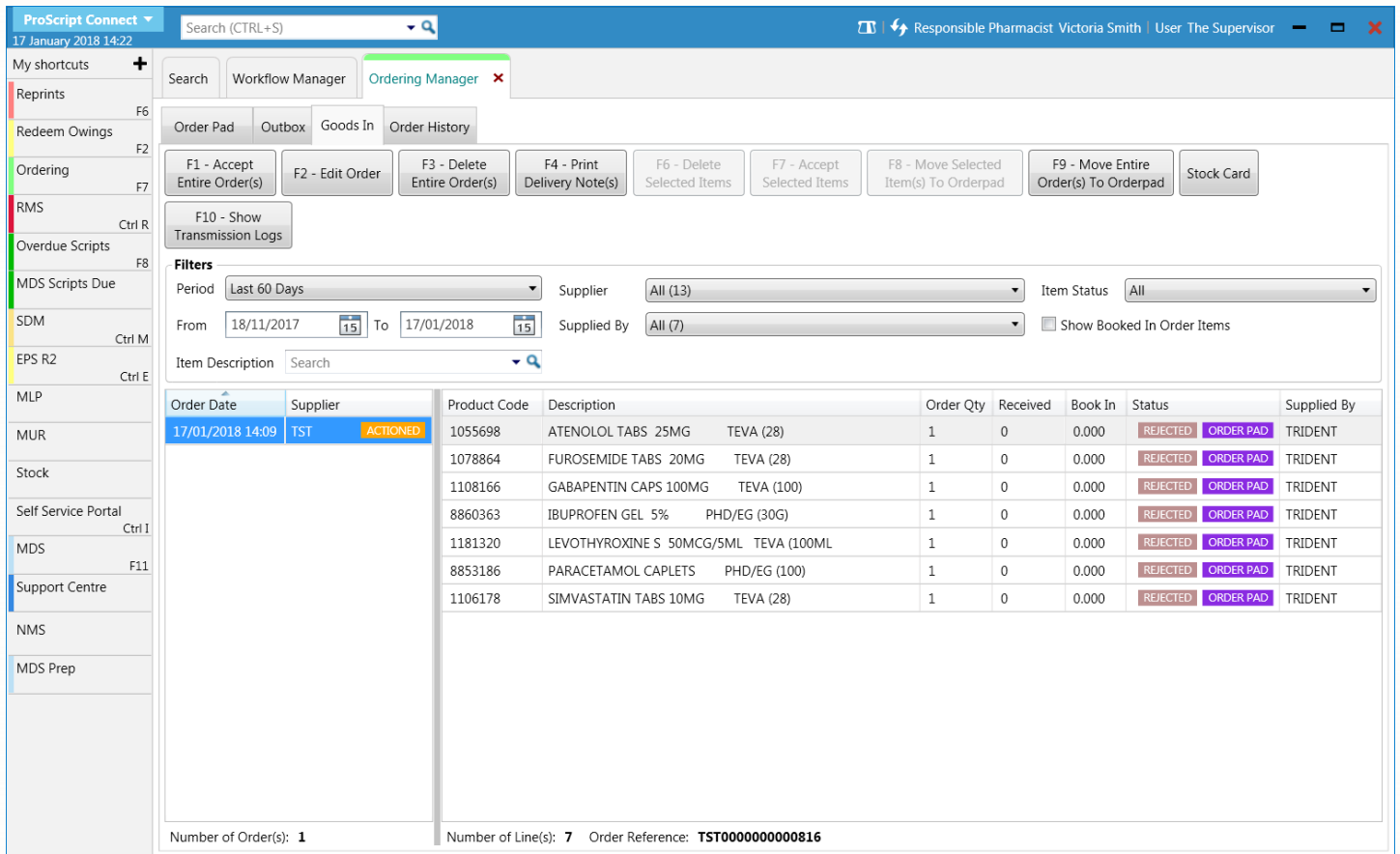
Filters: Period: Last 60 Days | Supplier: All (14) | Item Status: All

From: 18/11/2017 To: 17/01/2018 | Supplied By: All (7) | Show Booked In Order Items

Order Date	Supplier	Product Code	Description	Order Qty	Received	Book In	Status	Supplied By
17/01/2018 14:09	TST	1055698	ATENOLOL TABS 25MG TEVA (28)	1	0	0.000	REJECTED	TRIDENT
		1078864	FUROSEMIDE TABS 20MG TEVA (28)	1	0	0.000	REJECTED	TRIDENT
		1108166	GABAPENTIN CAPS 100MG TEVA (100)	1	0	0.000	REJECTED	TRIDENT
		8860363	IBUPROFEN GEL 5% PHD/EG (30G)	1	0	0.000	REJECTED	TRIDENT
		1181320	LEVOTHYROXINE S 50MCG/5ML TEVA (100ML)	1	0	0.000	REJECTED	TRIDENT
		8853186	PARACETAMOL CAPLETS PHD/EG (100)	1	0	0.000	REJECTED	TRIDENT
		1106178	SIMVASTATIN TABS 10MG TEVA (28)	1	0	0.000	REJECTED	TRIDENT

Number of Order(s): 1 | Number of Line(s): 7 | Order Reference: TST0000000000816

3. Highlight the order you want to move back to the order pad.
4. Press **[F9 - Move Entire Order(s) to Orderpad]**.
5. The order is now marked as **ACTIONED** and each line will display a second status tag of **ORDER PAD**. This will be labelled with a **RECALLED** tag on the *Order Pad*.



The screenshot shows the ProScript Connect software interface. The main window is titled 'Ordering Manager' and contains a table of order items. The table has columns for Order Date, Supplier, Product Code, Description, Order Qty, Received, Book In, Status, and Supplied By. The first row is highlighted in blue and has an 'ACTIONED' tag. The status column for all items shows 'REJECTED' and 'ORDER PAD' buttons. The bottom of the window displays summary information: Number of Order(s): 1, Number of Line(s): 7, and Order Reference: TST0000000000816.

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		1106178	SIMVASTATIN TABS 10MG TEVA (28)	1	0	0.000	REJECTED ORDER PAD	TRIDENT

Moving the Selected Items Back to the Order Pad

1. From the Ordering Manager, click the *Goods In* tab.
2. The *Goods In* tab contents display, with recently sent orders in the grid.
3. Within the order, highlight the item(s) you want to move back to the Order Pad. Note you can select more than one item by using **[CTRL]/[SHIFT]+left-click**.
4. Press **[F8 – Move Selected Items To Orderpad]**. This will be labelled with a **RECALLED** tag on the *Order Pad*.

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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