

Printing and/or Exporting Delivery Notes from Goods In

Printing and/or Exporting a Delivery Note from Goods In

- 1. From the Ordering Manager, click the *Goods In* tab.
- 2. Highlight the relevant order line in the left-hand side grid.
- 3. Press [F4 Print Delivery Note(s)].
- 4. The delivery note print preview displays.

Report Preview			-		×
					-
DELIVERY NOTE Pharmaceuticals Are Us					
Order Reference: PHD10000000938		Account Nur 01617124567	mber 78413		
Drug Description	Ordered	Quantity Received	Booked In		
Arthrotec 50 gast-res tab *PI* (60) VIRTUAL PI	3	3			
Aspirin 300mg tabs (32) ALMUS	2	2			
Aspirin gr ec 75mg tabs (28) AAH	1	1			
Calogen emulsion Banana (500ml) NUTRICIA LTD	1	1			
Calogen emulsion Banana *PI* (500ml) D-E PHRM	1	1			-
	•			100 %	•

- 5. From there, you can either:
 - Click the floppy disk icon to export and save the report on your computer
 - Click the printer 📠 icon to print the report

Printing and/or Exporting Selected Delivery Notes from Goods In

- 1. From the Ordering Manager, click the *Goods In* tab.
- 2. Highlight the relevant order lines in the left-hand side grid either by;
 - Using **[Ctrl+left-click]** to select the item(s) you want to print one at a time
 - Using **[Shift+left-click]** to highlight all consecutive items within your first and last click range for printing
- 3. Press [F4 Print Delivery Note(s)].
- 4. The delivery note print preview displays. ProScript will merge all selected orders onto a single delivery note.



Report Preview			-		×
					-
DELIVERY NOTE Pharmaceuticals Are Us					
Order Reference: PHD10000000938	Account Number				=
Drug Description	Ordered	Quantity	Booked In		
Arthrotec 50 gast-res tab *PI* (60) VIRTUAL PI	3	3			
Aspirin 300mg tabs (32) ALMUS	2	2			
Aspirin gr ec 75mg tabs (28) AAH	1	1			
Calogen emulsion Banana (500ml) NUTRICIA LTD	1	1			
Calogen emulsion Banana *PI* (500ml) D-E PHRM	1	1			
Total:	8	8	0		
Order Reference: SAN000000000934		Account Nu	mber		
		99999000	00		
Drug Description	Ordered	Quantity Received	Booked In		
Diamorphine 10mg tabs (100) MARTINDALE	2				
Total:	2	0	0		
					-
	•			100 %	•

- 5. From there, you can either:
 - Click the floppy disk icon to export and save the report on your computer
 Click the printer icon to print the report

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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