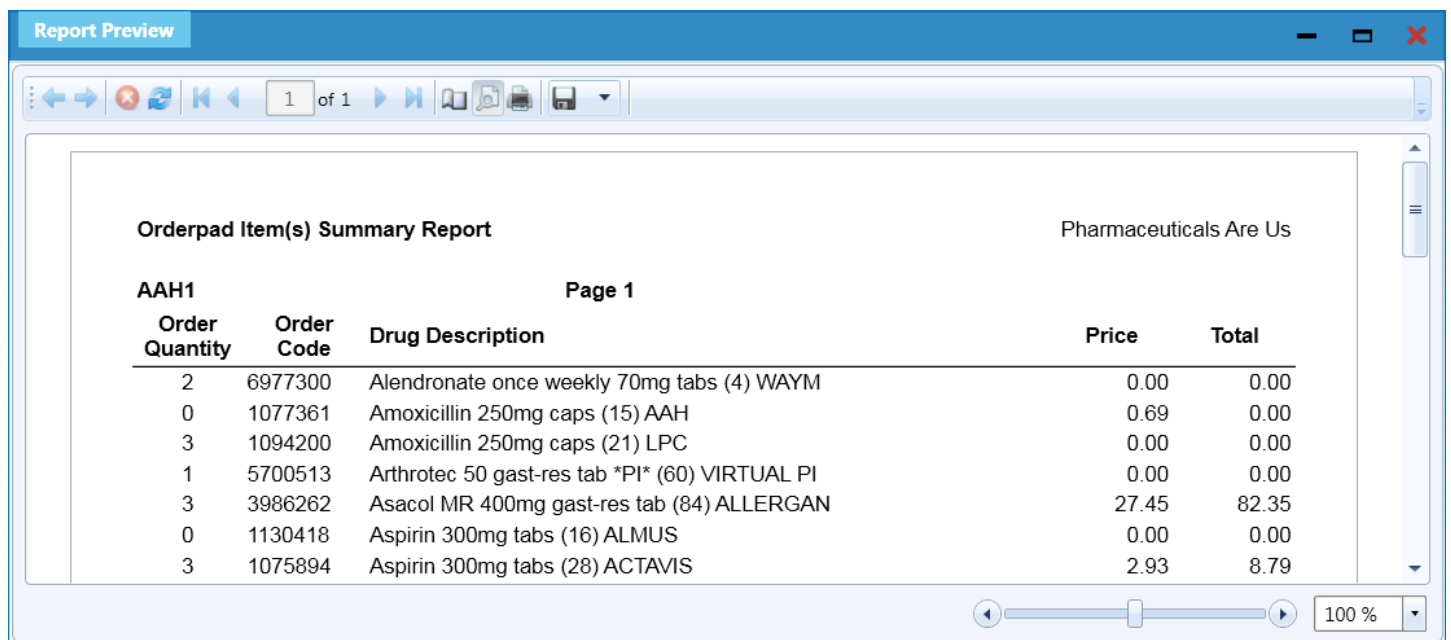


Printing an Item or Order from the Order Pad

You can print a report of all or some items on the *Order Pad*, if you wish to send that order through to the wholesaler or supplier via fax or email.

Printing an Order

1. From the Ordering Manager, with the *Order Pad* selected, press **[F8 – Print Item(s)]**.
2. The order print preview displays.



Order Quantity	Order Code	Drug Description	Price	Total
2	6977300	Alendronate once weekly 70mg tabs (4) WAYM	0.00	0.00
0	1077361	Amoxicillin 250mg caps (15) AAH	0.69	0.00
3	1094200	Amoxicillin 250mg caps (21) LPC	0.00	0.00
1	5700513	Arthrotec 50 gast-res tab *PI* (60) VIRTUAL PI	0.00	0.00
3	3986262	Asacol MR 400mg gast-res tab (84) ALLERGAN	27.45	82.35
0	1130418	Aspirin 300mg tabs (16) ALMUS	0.00	0.00
3	1075894	Aspirin 300mg tabs (28) ACTAVIS	2.93	8.79

3. 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 an Item

1. From the Ordering Manager, with the *Order Pad* selected, highlight an item. Note you can highlight more than one item by using **[CTRL]+left-click**.

ProScript Connect 27 February 2019 16:44 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Redeem Owings (F2), Reprints (F6), Ordering (F7), Overdue Scripts (F8), MDS Prep (F9), MDS Scripts Due, SDM (Ctrl M), Stock Manager (Ctrl O), MDS Manager (F11), ETP (Ctrl E), Script Q, RMS (Ctrl R)

Workflow Manager: Ordering Manager

Order Pad | Outbox | Goods In | Order History

F1 - Add Item | F2 - Select Supplier | F3 - Next Page | F4 - Move Line(s) to Another Supplier | F5 - Move Line(s) to Another Page | F6 - Lock/UnLock Item(s) | Delete Item(s) | F8 - Print Item(s)

F10 - Send All | Alt+K - Stock Card | Add Item(s) Comments

Filters: Page Page 1 (12) Locked Only

Description	Order Code	Supplier	Page	OuterSize	Packs	Price	Total	Lock Reason
Asacol MR 400mg gast-res tab...	3986262	PHD	1	0	0	£27.45	£0.00	
Aspirin 300mg tabs (32) ALMUS	1130400	PHD	1	0	1	£0.22	£0.22	
Betnovate 0.1% cream *PI* (30...	6603807	PHD	1	0	3	£1.40	£4.20	
Citalopram 10mg tabs (28) PHD	7388630	PHD	1	0	15	£0.82	£12.30	
CITALOPRAM TABS 10MG...	1137827	PHD	1	0	15	£0.31	£4.65	
Easyhaler Salbutamol sulfate 10...	3093465	PHD	1	0	8	£3.31	£26.48	
Methadone 1mg/1ml oral soln...	1057041	PHD	1	0	1	£1.00	£1.00	
Paracetamol 120mg/5ml susp S...	1186063	PHD	1	0	1	£1.19	£1.19	
Propranolol 10mg tabs (28) PHD	7374424	PHD	1	0	5	£1.70	£8.50	
Propranolol 40mg tabs (28) AAH	1085638	PHD	1	0	2	£6.75	£13.50	

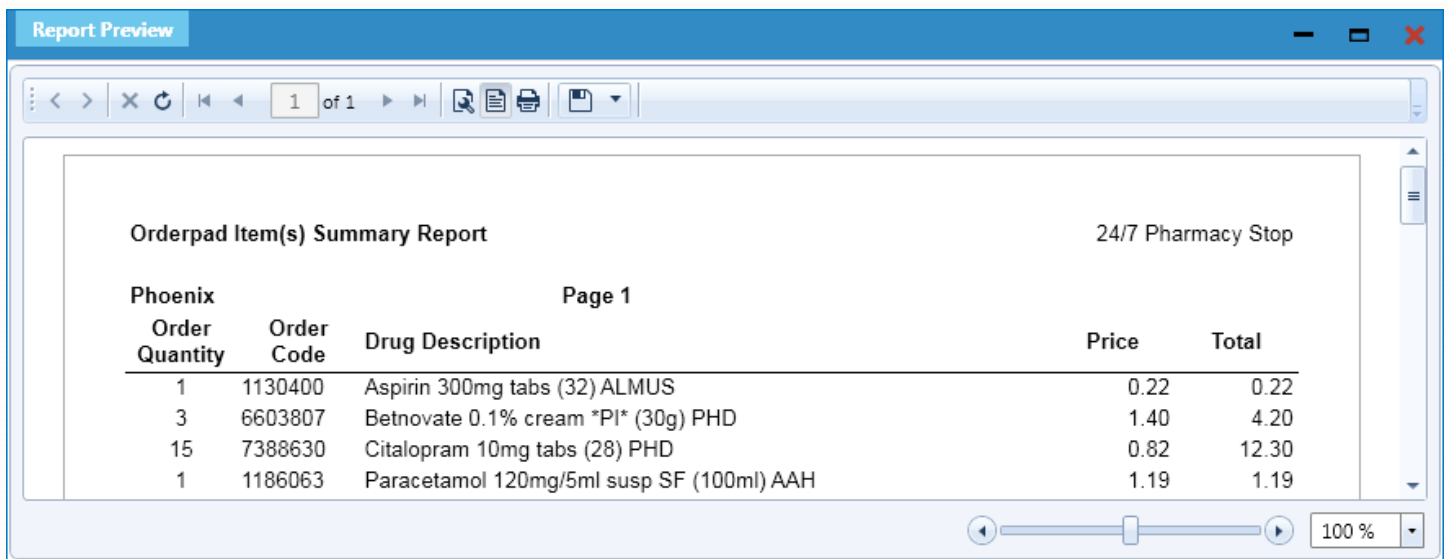
Page 1 (12) | Page 2 (0) | Page 3 (0) | Page 4 (0) | Page 5 (0) | All pages (12) Number of Line(s): 12 Current Total: £76.04

Drug Statistics (Aspirin 300mg tabs (32) ALMUS)

By Drug	Feb	Jan	Dec	Nov	Oct	Sep
Max Day	0	1	0	0	0	1
Month Total	0	1	0	0	0	1
Forms	0	1	0	0	0	1

In Stock 5
Robot Stock 0
On Order Pad 2
Due In 0
Wholesaler
Suggested Lvl. 1

- Click the arrow in the **[F8 - Print Item(s)]** button and select the *Alt+F8 - Print Selected Item(s)* option or press **[Alt+F8]**.
- The print preview for the selected items displays.



4. 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:
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