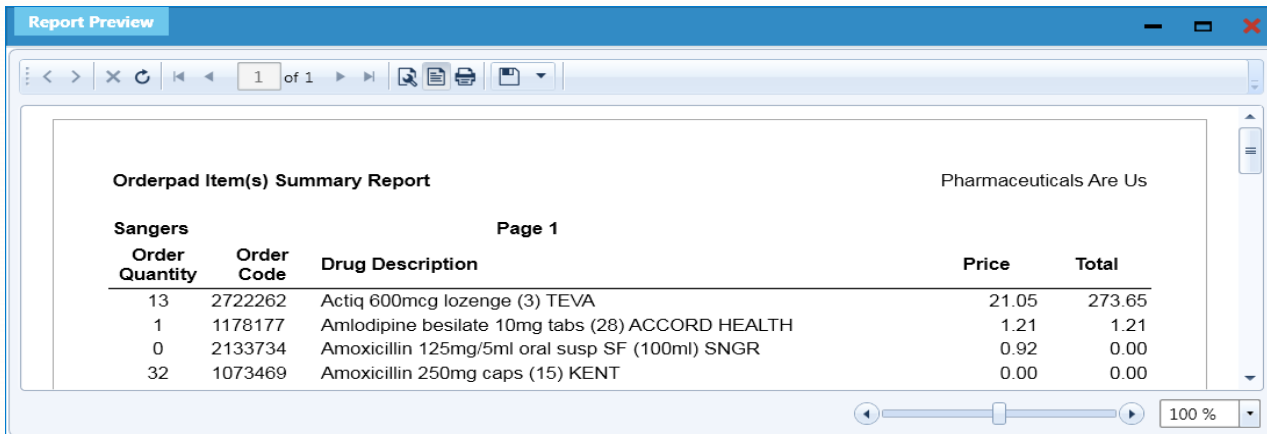


## Printing and/or Exporting Items from the Order Pad

### Printing and/or Exporting the Entire Order Pad

1. From the Ordering Manager, press **[F8 - Print Item(s)]**.
2. The *Orderpad Item(s) Summary Report* print preview displays.



Report Preview

Orderpad Item(s) Summary Report Pharmaceuticals Are Us

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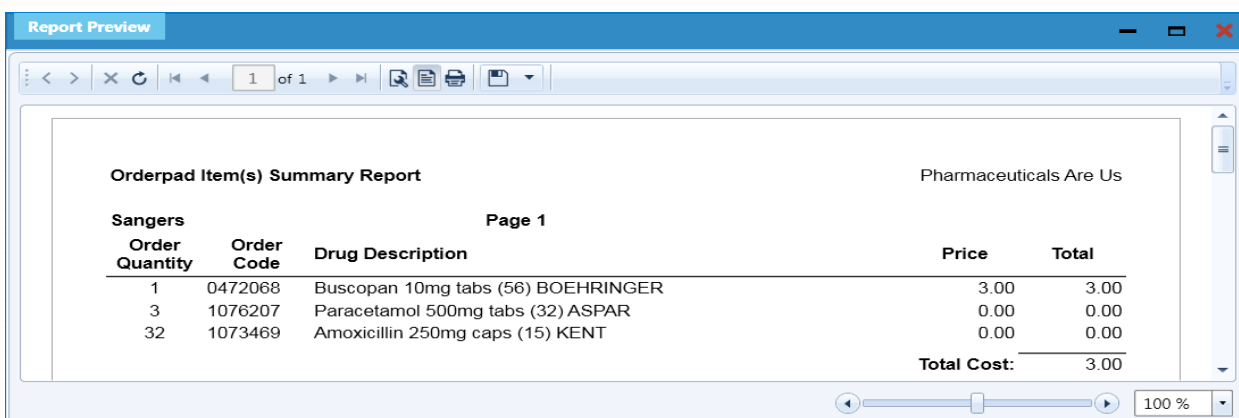
Order Quantity	Order Code	Drug Description	Price	Total
13	2722262	Actiq 600mcg lozenge (3) TEVA	21.05	273.65
1	1178177	Amlodipine besilate 10mg tabs (28) ACCORD HEALTH	1.21	1.21
0	2133734	Amoxicillin 125mg/5ml oral susp SF (100ml) SNGR	0.92	0.00
32	1073469	Amoxicillin 250mg caps (15) KENT	0.00	0.00

100 %

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

### Printing and/or Exporting the Selected Items on the Order Pad

1. From the Ordering Manager, highlight one or more item either by;
  - o Using **[Ctrl+left-click]** to select the item(s) you want to print one at a time
  - o Using **[Shift+left-click]** to highlight all consecutive items within your first and last click range for printing
2. Click the arrow on the right of the **[F8 - Print Item(s)]** button, and select the *Alt+F8 - Print Selected Item(s)* option or press **[Alt+F8]**.
3. The print preview for the selected item(s) displays.



Report Preview



Orderpad Item(s) Summary Report Pharmaceuticals Are Us

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Order Quantity	Order Code	Drug Description	Price	Total
1	0472068	Buscopan 10mg tabs (56) BOEHRINGER	3.00	3.00
3	1076207	Paracetamol 500mg tabs (32) ASPAR	0.00	0.00
32	1073469	Amoxicillin 250mg caps (15) KENT	0.00	0.00
<b>Total Cost:</b>				3.00

100 %

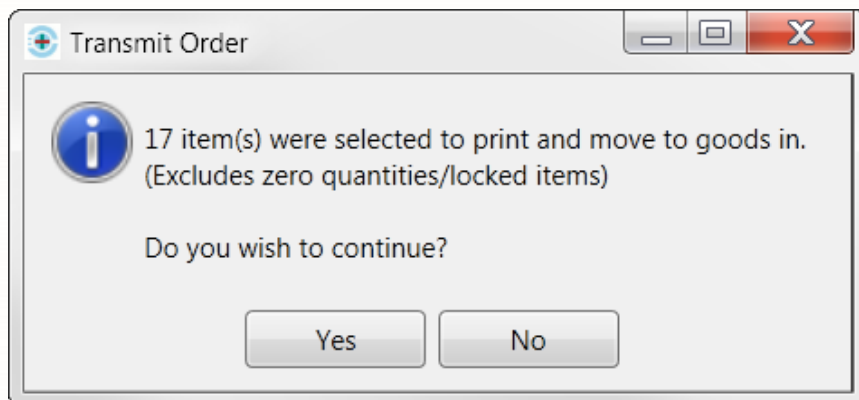
4. From there, you can either:

- Click the floppy disk  icon to export and save the report on your computer
- Click the printer  icon to print the report

## Printing and Moving the Entire Order Pad to Goods In

In certain cases, you may want to print the contents of the *Order Pad* and send all items to *Goods In*.

1. From the Ordering Manager, click the arrow on the right of the **[F8 – Print Item(s)]** button, and select the *Print Item(s) and Move to Goods In* option.
2. A pop-up window displays, advising you of the number of items selected to print and move to *Goods In*, excluding zero quantity and locked items, and asking whether you want to continue.



3. Click **[Yes]**.

## Revision History

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

### Contact us

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