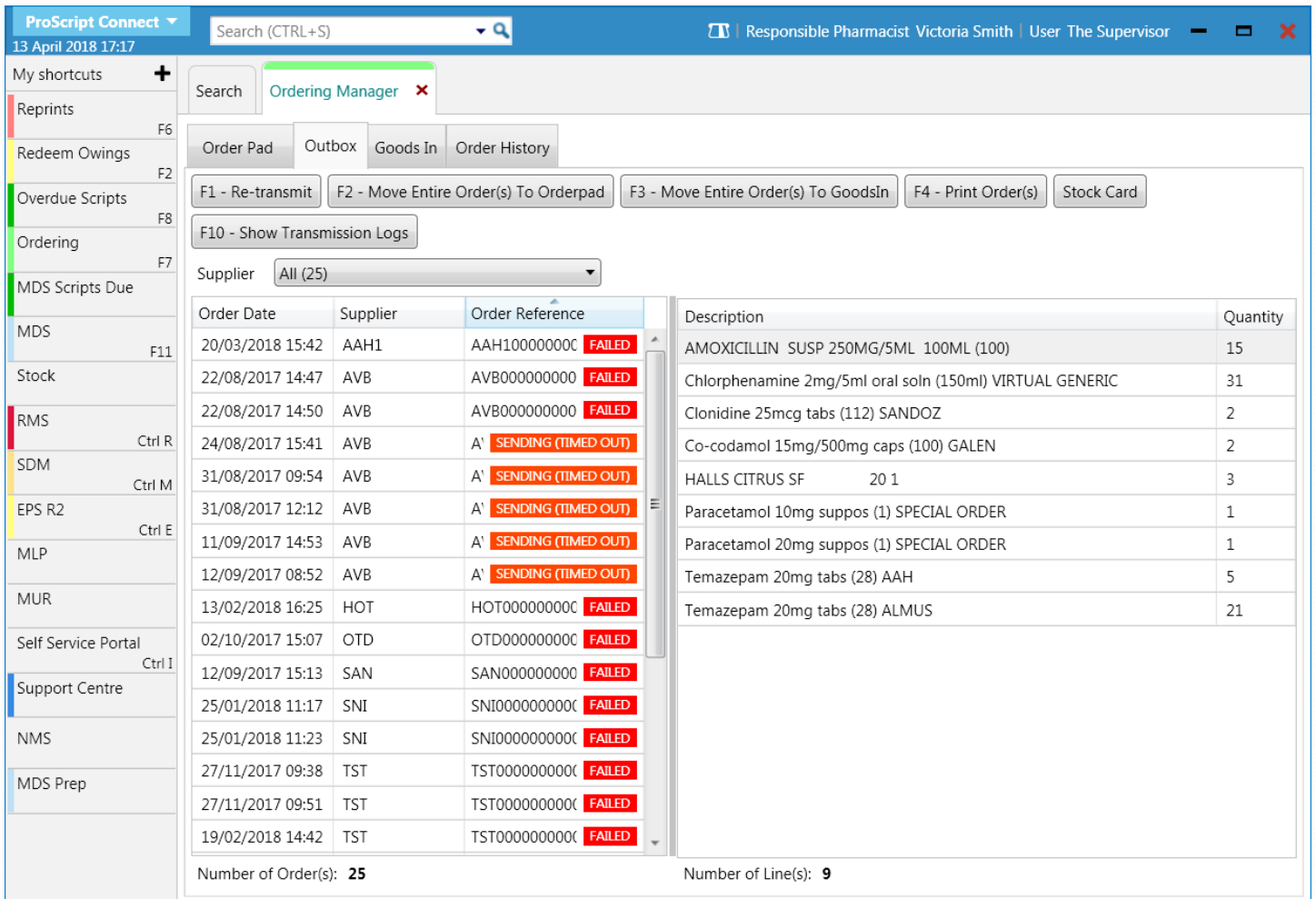


Printing and/or Exporting Order Forms from the Outbox

Printing and/or Exporting an Order Form 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, RMS (Ctrl R), SDM (Ctrl M), EPS R2 (Ctrl E), 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	AAH100000000	AMOXICILLIN SUSP 250MG/5ML 100ML (100)	15
22/08/2017 14:47	AVB	AVB000000000	Chlorphenamine 2mg/5ml oral soln (150ml) VIRTUAL GENERIC	31
22/08/2017 14:50	AVB	AVB000000000	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	HOT000000000	Temazepam 20mg tabs (28) ALMUS	21
02/10/2017 15:07	OTD	OTD000000000		
12/09/2017 15:13	SAN	SAN000000000		
25/01/2018 11:17	SNI	SNI000000000		
25/01/2018 11:23	SNI	SNI000000000		
27/11/2017 09:38	TST	TST000000000		
27/11/2017 09:51	TST	TST000000000		
19/02/2018 14:42	TST	TST000000000		

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

3. Highlight the order(s) you want to print.
4. Press **[F4 - Print Order(s)]**.
5. The Order print preview displays.



Report Preview

Order Reference: AAH1000000000937 Pharmaceuticals Are Us
 Order Date: 20 March 2018 Account Number: 504M14724445V

Order Quantity	Order Code	Drug Description	Price	Total
2	1172063	Candesartan 16mg tabs (28) AAH	1.26	2.52
24	1180066	Candesartan 2mg tabs (7) AAH	2.16	51.84
2	1098805	Citalopram 10mg tabs (28) AAH	2.01	4.02
1	7673338	Co-codamol 30mg/500mg efferv tab (32) CLRM	2.69	2.69
Total:				61.07

100 %

6. 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 Order Forms from the Outbox

1. From the Ordering Manager, click the *Goods In* tab.
2. Highlight the relevant order forms in the left-hand side grid either by;
 - Using **[Ctrl+left-click]** to select the forms(s) you want to print one at a time
 - Using **[Shift+left-click]** to highlight all consecutive forms 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

1 of 1

Order Reference: AVB0000000000679	Pharmaceuticals Are Us	Account Number 88AVIBUYER88
Order Date: 22 August 2017		
Order Quantity	Order Code	Drug Description
1	1004167	ATENOLOL FC TAB 100MG TEV 28 (28)
1	1171776	ATORVASTATIN 40MG TAB CP 28 (28)
1	1141191	FUROSEMIDE AMP 20MG/2MLCP 10 (10)
1	6806210	GABAPENTIN 6% / AQU CRM SP 30G (30)
1	1110899	SIMVASTATIN FC TAB 10MG ALM 28 (28)
		Price
		Total
		0.31
		0.31
		1.18
		1.18
		3.50
		3.50
		435.99
		435.99
		0.64
		0.64
		Total:
		441.62

Order Reference: AVB0000000000680	Pharmaceuticals Are Us	Account Number 88AVIBUYER88
Order Date: 22 August 2017		
Order Quantity	Order Code	Drug Description
1	1004167	ATENOLOL FC TAB 100MG TEV 28 (28)
1	1171776	ATORVASTATIN 40MG TAB CP 28 (28)
		Price
		Total
		0.31
		0.31
		1.18
		1.18

100 %

Revision History

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

Contact us

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