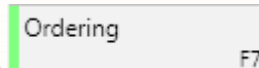


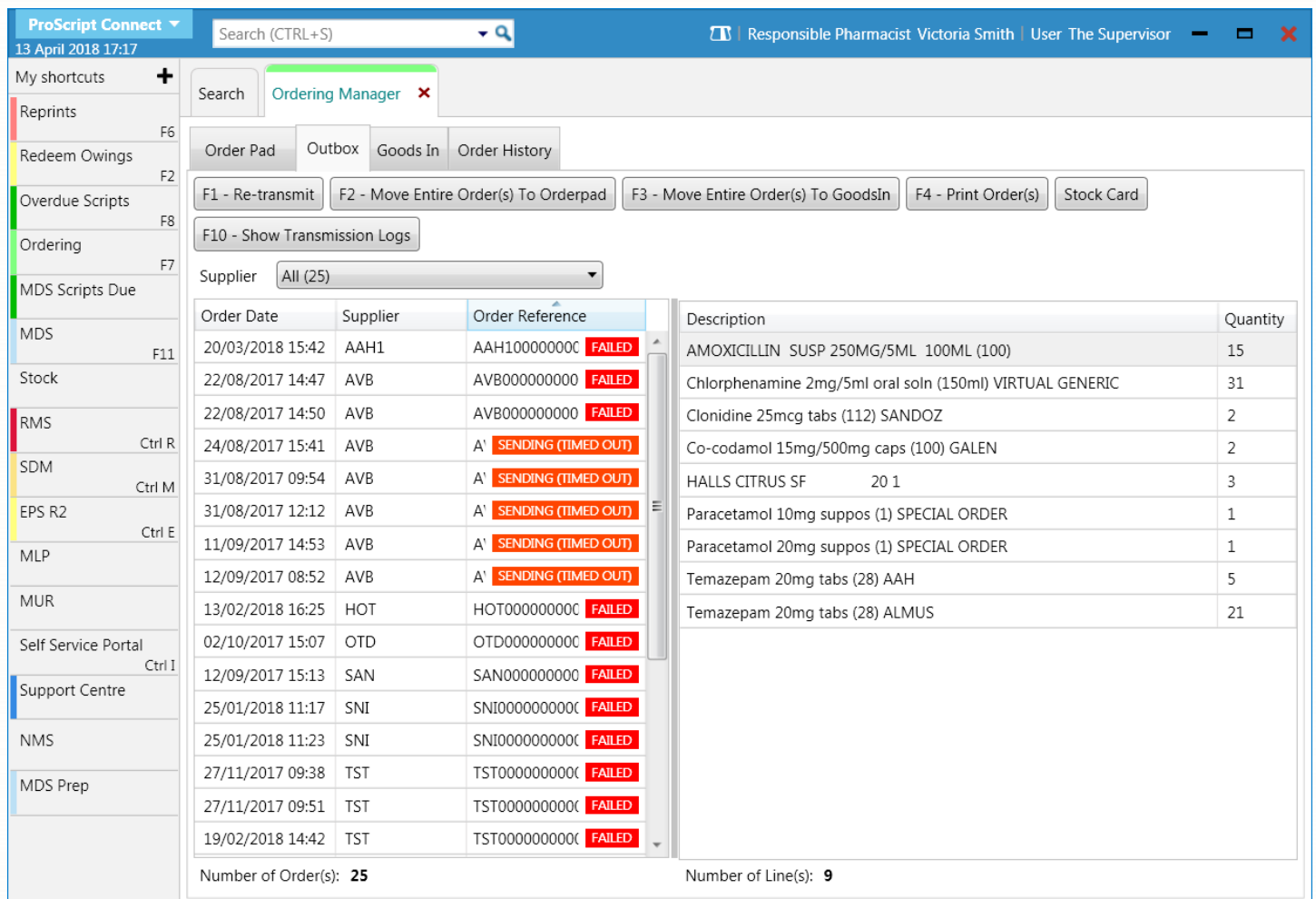
Re-Transmitting an Order from the Outbox

The Ordering Manager enables you to order items, such as medications, food supplements and appliances, directly from a wholesaler or supplier on ProScript Connect. The Outbox is the grid on which orders in the process of being sent, failed orders, and timed out orders will display.



You can access the Ordering Manager by clicking the  button or by pressing [F7].

1. From the Ordering Manager, click the *Outbox* tab.
2. The *Outbox* tab contents display, with currently sent orders, failed orders and timed out orders in the grid.



Supplier: All (25)

Order Date	Supplier	Order Reference	Description	Quantity
20/03/2018 15:42	AAH1	AAH1000000000 FAILED	AMOXICILLIN SUSP 250MG/5ML 100ML (100)	15
22/08/2017 14:47	AVB	AVB0000000000 FAILED	Chlorphenamine 2mg/5ml oral soln (150ml) VIRTUAL GENERIC	31
22/08/2017 14:50	AVB	AVB0000000000 FAILED	Clonidine 25mcg tabs (112) SANDOZ	2
24/08/2017 15:41	AVB	A' SENDING (TIMED OUT)	Co-codamol 15mg/500mg caps (100) GALEN	2
31/08/2017 09:54	AVB	A' SENDING (TIMED OUT)	HALLS CITRUS SF 20 1	3
31/08/2017 12:12	AVB	A' SENDING (TIMED OUT)	Paracetamol 10mg suppos (1) SPECIAL ORDER	1
11/09/2017 14:53	AVB	A' SENDING (TIMED OUT)	Paracetamol 20mg suppos (1) SPECIAL ORDER	1
12/09/2017 08:52	AVB	A' SENDING (TIMED OUT)	Temazepam 20mg tabs (28) AAH	5
13/02/2018 16:25	HOT	HOT0000000000 FAILED	Temazepam 20mg tabs (28) ALMUS	21
02/10/2017 15:07	OTD	OTD0000000000 FAILED		
12/09/2017 15:13	SAN	SAN0000000000 FAILED		
25/01/2018 11:17	SNI	SNI0000000000 FAILED		
25/01/2018 11:23	SNI	SNI0000000000 FAILED		
27/11/2017 09:38	TST	TST0000000000 FAILED		
27/11/2017 09:51	TST	TST0000000000 FAILED		
19/02/2018 14:42	TST	TST0000000000 FAILED		

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

3. Highlight an order marked as either **FAILED** or **SENDING (TIMED OUT)**.
4. Press [F1 - Re-transmit].
5. The order will switch to a **SENDING** status.

ProScript Connect 13 April 2018 17:18 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), MDS (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

Order Pad | Outbox | Goods In | Order History

Waiting for transmit order(s) response

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	AAH1000000 SENDING	Candesartan 16mg tabs (28) AAH	2
22/08/2017 14:47	AVB	AVB000000000 FAILED	Candesartan 2mg tabs (7) AAH	24
22/08/2017 14:50	AVB	AVB000000000 FAILED	Citalopram 10mg tabs (28) AAH	2
24/08/2017 15:41	AVB	A' SENDING (TIMED OUT)	Co-codamol 30mg/500mg efferv tab (32) CLRM	1
31/08/2017 09:54	AVB	A' SENDING (TIMED OUT)		
31/08/2017 12:12	AVB	A' SENDING (TIMED OUT)		
11/09/2017 14:53	AVB	A' SENDING (TIMED OUT)		
12/09/2017 08:52	AVB	A' SENDING (TIMED OUT)		
13/02/2018 16:25	HOT	HOT000000000 FAILED		
02/10/2017 15:07	OTD	OTD000000000 FAILED		
12/09/2017 15:13	SAN	SAN000000000 FAILED		
25/01/2018 11:17	SNI	SNI000000000 FAILED		
25/01/2018 11:23	SNI	SNI000000000 FAILED		
27/11/2017 09:38	TST	TST000000000 FAILED		
27/11/2017 09:51	TST	TST000000000 FAILED		
19/02/2018 14:42	TST	TST000000000 FAILED		

Number of Order(s): 25 | Number of Line(s): 4

6. Once the order has sent, it will be removed from the *Outbox* grid and moved over to the *Goods In* tab, where you can then accept the order or move it back to 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