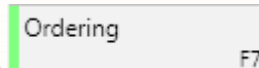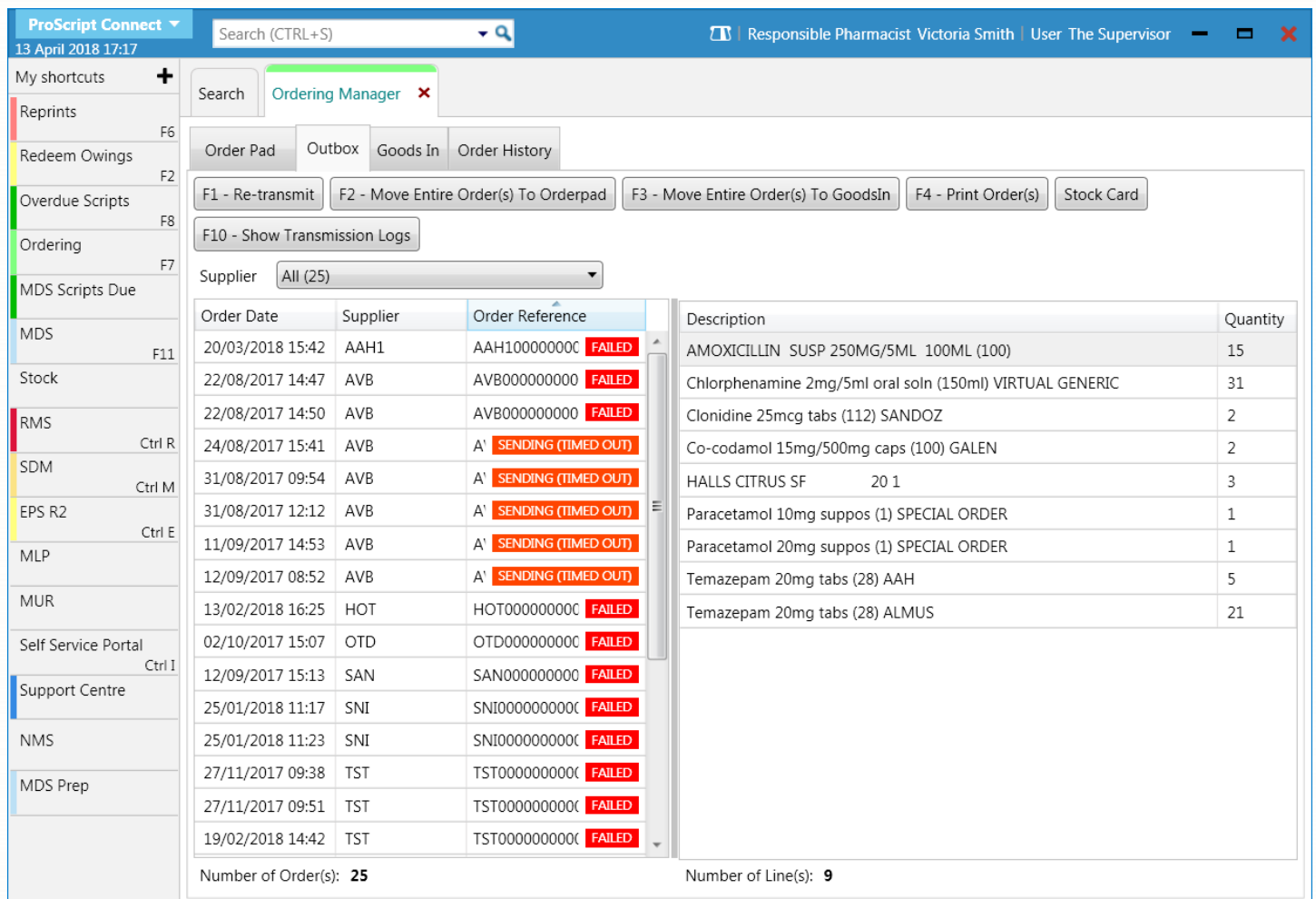# Re-Transmitting an Order from the Outbox

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 **Ordering F7** 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.

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.

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

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