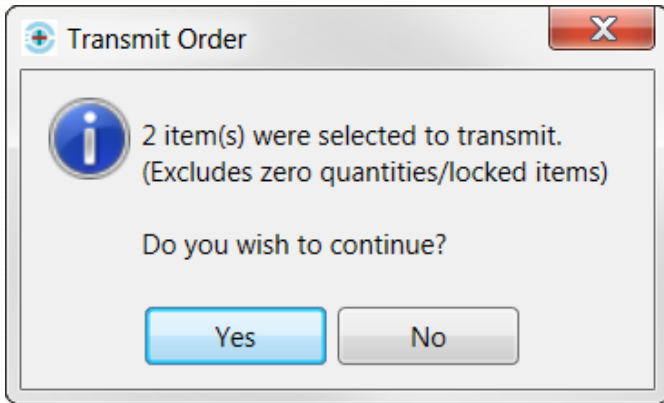
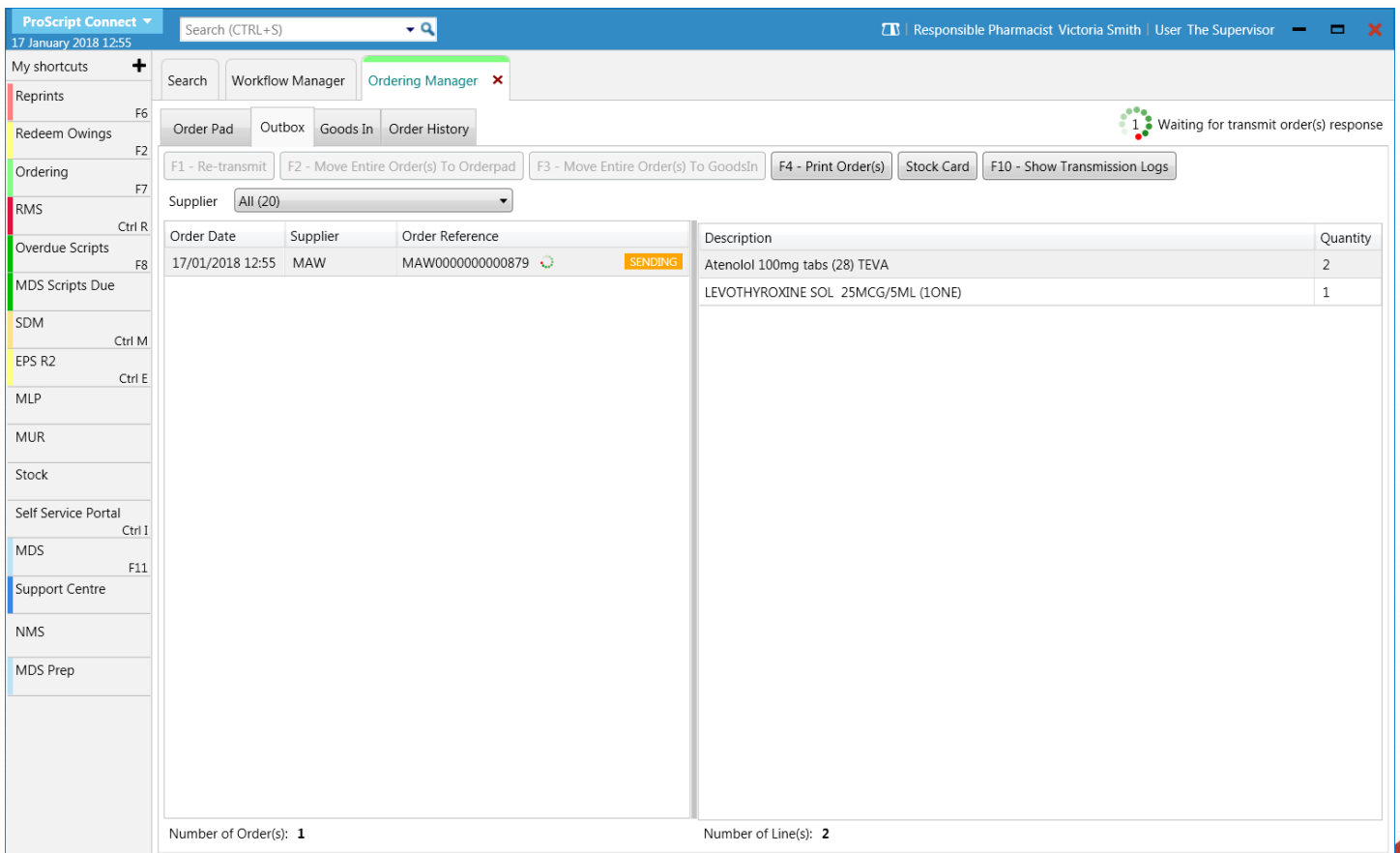


Sending Order Pad Item(s) to Order

1. Once you are sure you have added all the items you want to order, from the Ordering Manager, press **[F10 – Send All]**.
2. A pop-up window displays, advising you of the number of items to be transmitting to the wholesaler/supplier and asking whether you want to transmit them.

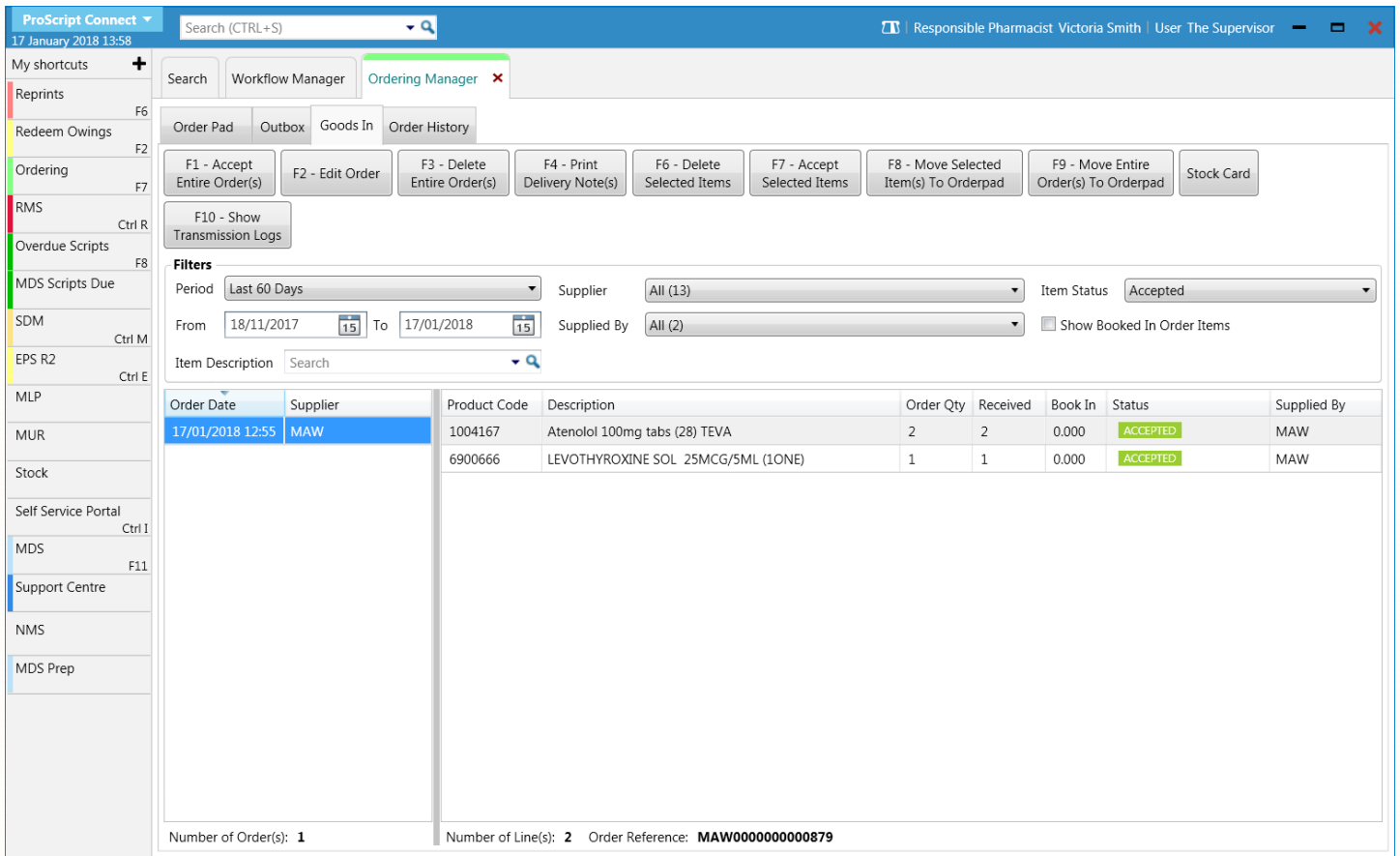


3. Click **[OK]**.
4. The order will sit in the *Outbox* tab with a **SENDING** status until it has been sent to the wholesaler.



Order Date	Supplier	Order Reference	Description	Quantity
17/01/2018 12:55	MAW	MAW000000000879	Atenolol 100mg tabs (28) TEVA	2
			LEVOTHYROXINE SOL 25MCG/5ML (1ONE)	1

- The order will then be moved to the *Goods In* tab until you physically receive the order in the pharmacy, at which point you will be able to accept the order and book it in your overall stock.



ProScript Connect 17 January 2018 13:58 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Reprints, Redeem Owings, Ordering, RMS, Overdue Scripts, MDS Scripts Due, SDM, EPS R2, MLP, MUR, Stock, Self Service Portal, MDS, Support Centre, NMS, MDS Prep

Workflow Manager: Ordering Manager

Order Pad | Outbox | Goods In | Order History

F1 - Accept Entire Order(s) | F2 - Edit Order | F3 - Delete Entire Order(s) | F4 - Print Delivery Note(s) | F6 - Delete Selected Items | F7 - Accept Selected Items | F8 - Move Selected Item(s) To Orderpad | F9 - Move Entire Order(s) To Orderpad | Stock Card

F10 - Show Transmission Logs

Filters: Period Last 60 Days | Supplier All (13) | Item Status Accepted

From 18/11/2017 To 17/01/2018 | Supplied By All (2) | Show Booked In Order Items

Order Date	Supplier	Product Code	Description	Order Qty	Received	Book In	Status	Supplied By
17/01/2018 12:55	MAW	1004167	Atenolol 100mg tabs (28) TEVA	2	2	0.000	ACCEPTED	MAW
		6900666	LEVOTHYROXINE SOL 25MCG/5ML (1ONE)	1	1	0.000	ACCEPTED	MAW

Number of Order(s): 1 | Number of Line(s): 2 | Order Reference: MAW00000000000879

Revision History

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

Contact us

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