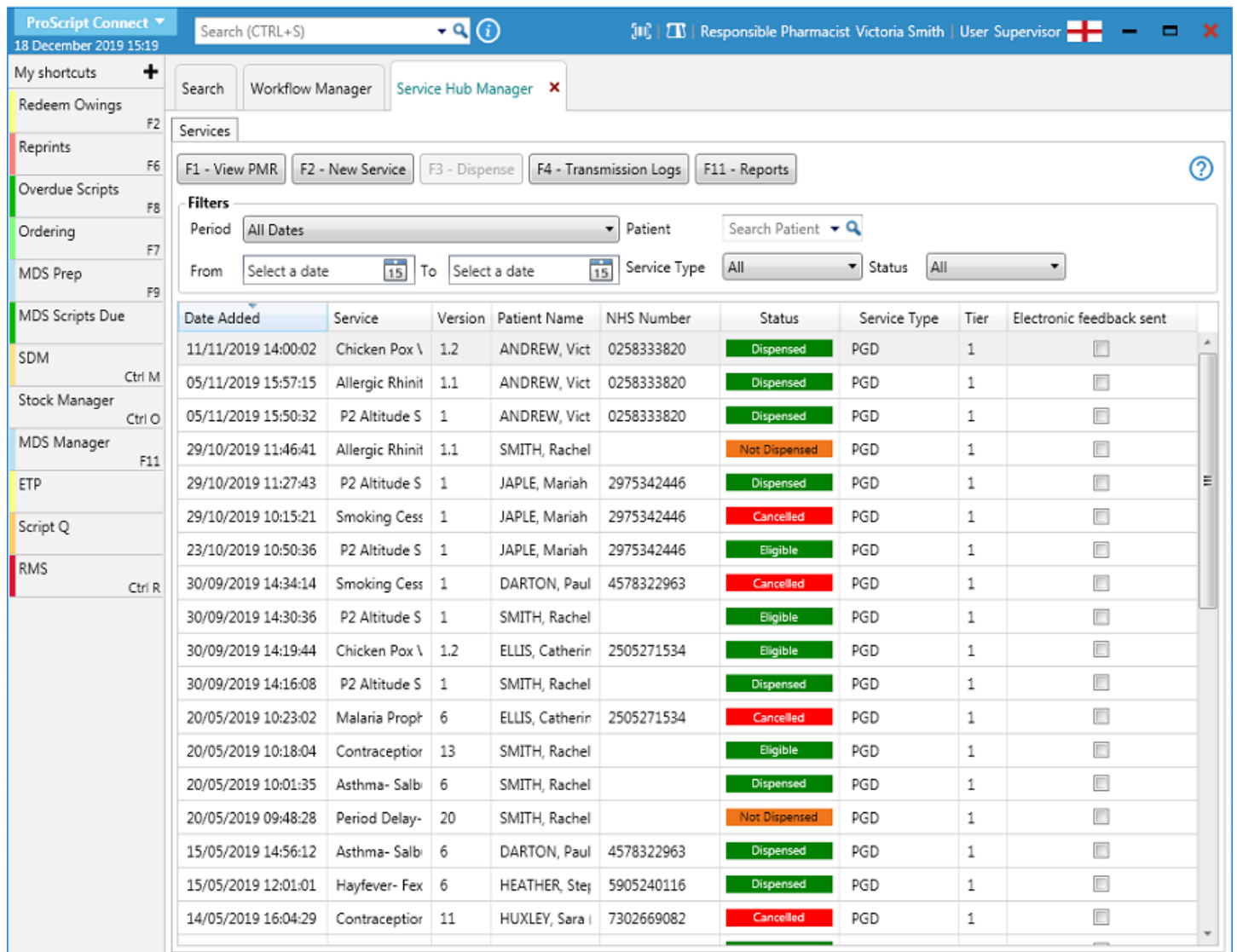


Printing and/or Exporting a Service Hub Report

The Service Hub Report is an export of the information displayed within the Service Hub Manager grid based on the selected filters.

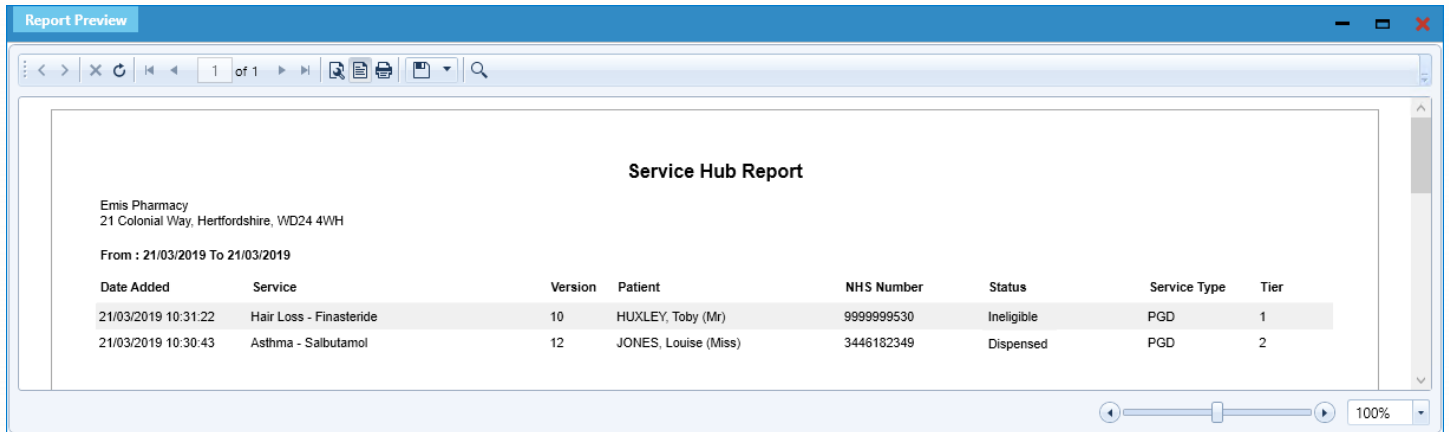
1. To begin, open the Service Hub Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Service Hub Manager* menu item.



Date Added	Service	Version	Patient Name	NHS Number	Status	Service Type	Tier	Electronic feedback sent
11/11/2019 14:00:02	Chicken Pox \	1.2	ANDREW, Vict	0258333820	Dispensed	PGD	1	<input type="checkbox"/>
05/11/2019 15:57:15	Allergic Rhinit	1.1	ANDREW, Vict	0258333820	Dispensed	PGD	1	<input type="checkbox"/>
05/11/2019 15:50:32	P2 Altitude S	1	ANDREW, Vict	0258333820	Dispensed	PGD	1	<input type="checkbox"/>
29/10/2019 11:46:41	Allergic Rhinit	1.1	SMITH, Rachel		Not Dispensed	PGD	1	<input type="checkbox"/>
29/10/2019 11:27:43	P2 Altitude S	1	JAPLE, Mariah	2975342446	Dispensed	PGD	1	<input type="checkbox"/>
29/10/2019 10:15:21	Smoking Cess	1	JAPLE, Mariah	2975342446	Cancelled	PGD	1	<input type="checkbox"/>
23/10/2019 10:50:36	P2 Altitude S	1	JAPLE, Mariah	2975342446	Eligible	PGD	1	<input type="checkbox"/>
30/09/2019 14:34:14	Smoking Cess	1	DARTON, Paul	4578322963	Cancelled	PGD	1	<input type="checkbox"/>
30/09/2019 14:30:36	P2 Altitude S	1	SMITH, Rachel		Eligible	PGD	1	<input type="checkbox"/>
30/09/2019 14:19:44	Chicken Pox \	1.2	ELLIS, Catherin	2505271534	Eligible	PGD	1	<input type="checkbox"/>
30/09/2019 14:16:08	P2 Altitude S	1	SMITH, Rachel		Dispensed	PGD	1	<input type="checkbox"/>
20/05/2019 10:23:02	Malaria Prop	6	ELLIS, Catherin	2505271534	Cancelled	PGD	1	<input type="checkbox"/>
20/05/2019 10:18:04	Contraceptior	13	SMITH, Rachel		Eligible	PGD	1	<input type="checkbox"/>
20/05/2019 10:01:35	Asthma- Salb	6	SMITH, Rachel		Dispensed	PGD	1	<input type="checkbox"/>
20/05/2019 09:48:28	Period Delay-	20	SMITH, Rachel		Not Dispensed	PGD	1	<input type="checkbox"/>
15/05/2019 14:56:12	Asthma- Salb	6	DARTON, Paul	4578322963	Dispensed	PGD	1	<input type="checkbox"/>
15/05/2019 12:01:01	Hayfever- Fex	6	HEATHER, Stej	5905240116	Dispensed	PGD	1	<input type="checkbox"/>
14/05/2019 16:04:29	Contraceptior	11	HUXLEY, Sara	7302669082	Cancelled	PGD	1	<input type="checkbox"/>

2. From the *Services* tab, use the *Filters* to refine the grid to display the records to include in your report output and select the **[F11 – Reports]** button.

3. The Service Hub Report preview opens. From here, you can:
 - Use the printer icon to print the report
 - Use the floppy disk icon to save the report to your computer.



Revision History

Version Number	Date	Revision Details	Author(s)
1.0	19 November 2020		Elyas Khalifa

Contact us

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