

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.

ProScript Connect ▼ 18 December 2019 15:19	Search (CTRL+S)	- ۹ (i)	រាំ 🎞 Responsible Pharmaci	st Victoria Smith Use	r Supervisor 🕂 🗕 🗖 🗙
My shortcuts 🕂					
Redeem Owings	Search Workflow Mana	ager Service Hub Manager X			
F2 Reprints	Services				
F6	F1 - View PMR F2 - New Service F3 - Dispense F4 - Transmission Logs F11 - Reports				
Overdue Scripts F8	Filters				
Ordering	Period All Dates Patient Search Patient				
MDS Prep	From Select a date	15 To Select a date	5 Service Type All	▼ Status All	•
MDS Scripts Due	Date Added Se	ervice Version Patient Name	NHS Number Status	Service Type Tie	r Electronic feedback sent
SDM	11/11/2019 14:00:02 Cł	hicken Pox \ 1.2 ANDREW, Vict	0258333820 Dispensed	PGD 1	
Ctrl M	05/11/2019 15:57:15 AI	Ilergic Rhinit 1.1 ANDREW, Vict	0258333820 Dispensed	PGD 1	
Stock Manager Ctrl O	05/11/2019 15:50:32 P	2 Altitude S 1 ANDREW, Vict	0258333820 Dispensed	PGD 1	
MDS Manager F11	29/10/2019 11:46:41 AI	llergic Rhinit 1.1 SMITH, Rachel	Not Dispensed	PGD 1	
ETP	29/10/2019 11:27:43 P	2 Altitude S 1 JAPLE, Mariah	2975342446 Dispensed	PGD 1	■ ■
Script Q	29/10/2019 10:15:21 Sr	moking Cess 1 JAPLE, Mariah	2975342446 Cancelled	PGD 1	
DMC	23/10/2019 10:50:36 P	2 Altitude S 1 JAPLE, Mariah	2975342446 Eligible	PGD 1	
Ctri R	30/09/2019 14:34:14 Sr	moking Cess 1 DARTON, Paul	4578322963 Cancelled	PGD 1	
	30/09/2019 14:30:36 P	2 Altitude S 1 SMITH, Rachel	Eligible	PGD 1	
	30/09/2019 14:19:44 Cł	hicken Pox \ 1.2 ELLIS, Catherin	2505271534 Eligible	PGD 1	
	30/09/2019 14:16:08 P	2 Altitude S 1 SMITH, Rachel	Dispensed	PGD 1	
	20/05/2019 10:23:02 M	falaria Propł 6 ELLIS, Catherin	2505271534 Cancelled	PGD 1	
	20/05/2019 10:18:04 Co	ontraceptior 13 SMITH, Rachel	Eligible	PGD 1	
	20/05/2019 10:01:35 As	sthma- Salb 6 SMITH, Rachel	Dispensed	PGD 1	
	20/05/2019 09:48:28 Pe	eriod Delay- 20 SMITH, Rachel	Not Dispensed	PGD 1	
	15/05/2019 14:56:12 As	sthma- Salbi 6 DARTON, Paul	4578322963 Dispensed	PGD 1	
	15/05/2019 12:01:01 Ha	ayfever- Fex 6 HEATHER, Ste	5905240116 Dispensed	PGD 1	
	14/05/2019 16:04:29 Co	ontraceptior 11 HUXLEY, Sara (7302669082 Cancelled	PGD 1	
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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.

Report P	review									×
						-				
Service Hub Report								Á		
	Emis Pharmacy 21 Colonial Way, Hertfor From : 21/03/2019 To 2	rdshire, WD24 4WH 1/03/2019								
	Date Added	Service	Version	Patient	NHS Number	Status	Service Type	Tier		
	21/03/2019 10:31:22	Hair Loss - Finasteride	10	HUXLEY, Toby (Mr)	999999530	Ineligible	PGD	1		
	21/03/2019 10:30:43	Asthma - Salbutamol	12	JONES, Louise (Miss)	3446182349	Dispensed	PGD	2		~
							•		100%	•

Revision History

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

Contact us

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