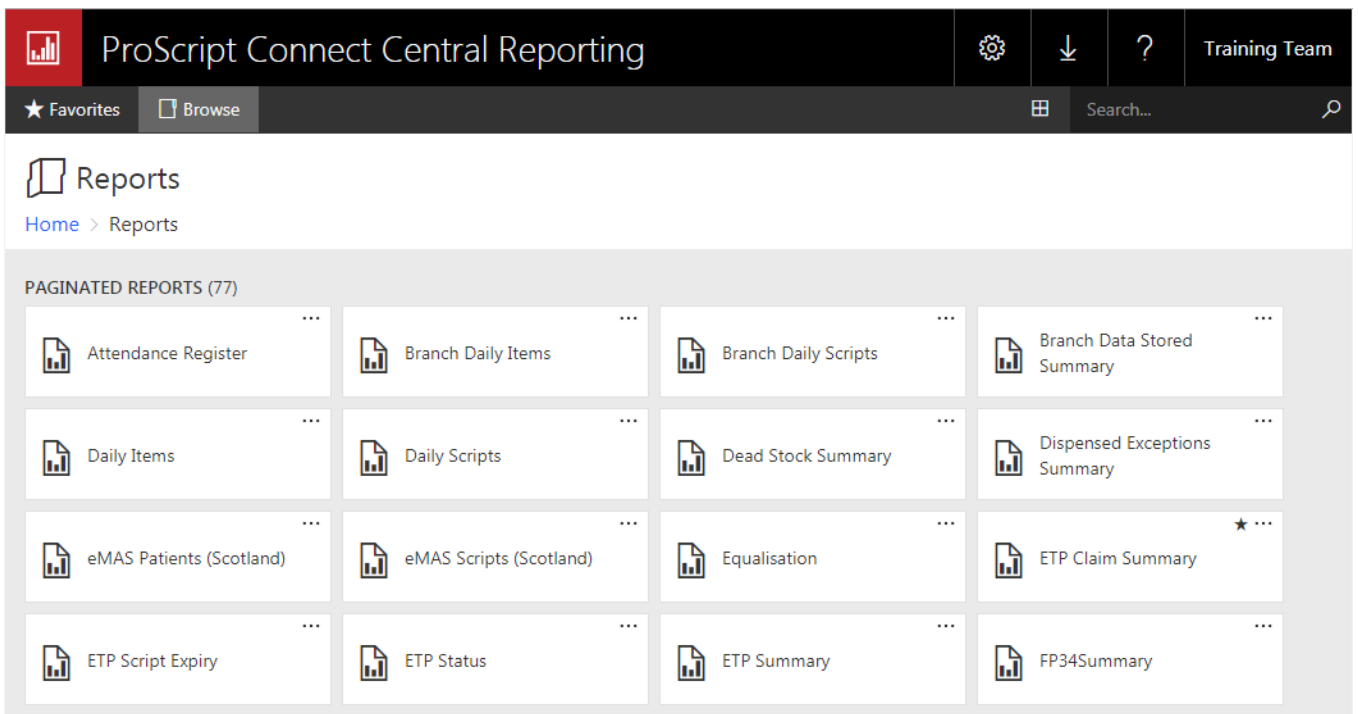


Generating a Central Reporting Report

1. From the Central Reporting Main Screen, click one of the report links in the grid.



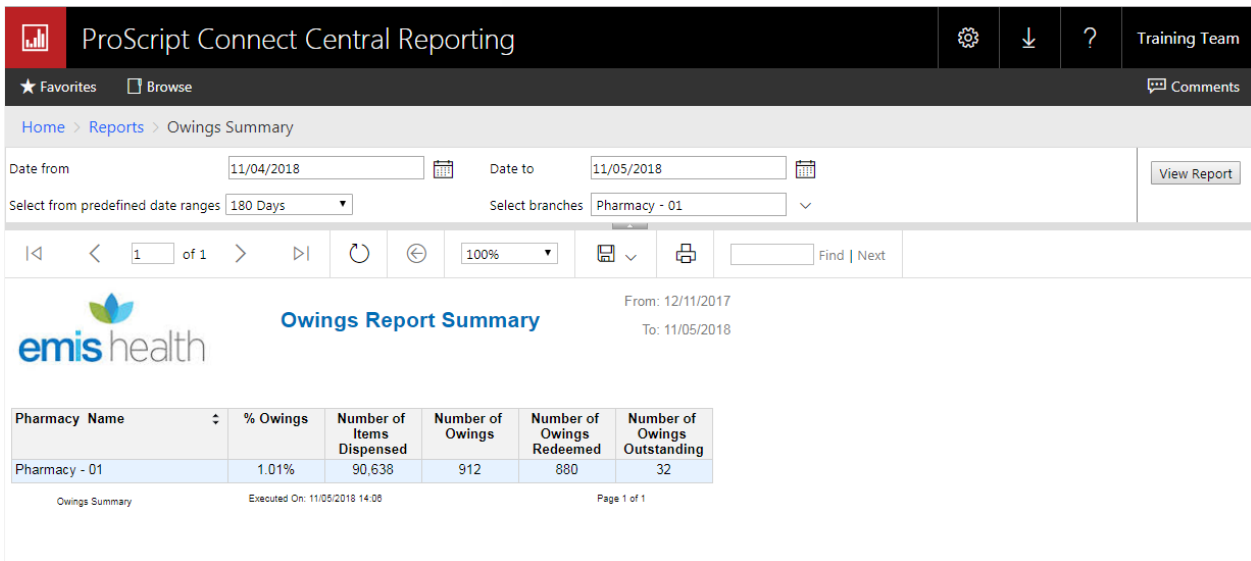
The screenshot shows the ProScript Connect Central Reporting interface. The top navigation bar includes a red bar with a bar chart icon, the title "ProScript Connect Central Reporting", and icons for settings, download, help, and "Training Team". Below this is a secondary bar with "Favorites" and "Browse" tabs, a search field, and a magnifying glass icon. The main content area is titled "Reports" and shows a breadcrumb "Home > Reports". Underneath, there is a section for "PAGINATED REPORTS (77)" containing a grid of 16 report links, each with a document icon and a title: Attendance Register, Branch Daily Items, Branch Daily Scripts, Branch Data Stored Summary, Daily Items, Daily Scripts, Dead Stock Summary, Dispensed Exceptions Summary, eMAS Patients (Scotland), eMAS Scripts (Scotland), Equalisation, ETP Claim Summary, ETP Script Expiry, ETP Status, ETP Summary, and FP34Summary. Each link has a three-dot menu icon to its right.

2. Most reports will require you to apply a filter before running the data, such as filtering by a date range, or by branch. Edit the filters for your chosen report and press **[View Report]**



The screenshot shows the filter interface for the "Owings Summary" report. The breadcrumb is "Home > Reports > Owings Summary". The interface includes a "Date from" field with the value "11/04/2018" and a calendar icon, a "Date to" field with the value "11/05/2018" and a calendar icon, and a "View Report" button. Below these are two dropdown menus: "select from predefined date ranges" with the value "180 Days" and "Select branches" with the value "Pharmacy - 01".


3. The report loads.





The screenshot shows the ProScript Connect Central Reporting interface. The main header includes the ProScript logo and the text 'ProScript Connect Central Reporting'. Below this is a navigation bar with 'Home > Reports > Owings Summary'. The report parameters are set to 'Date from: 11/04/2018', 'Date to: 11/05/2018', 'Select from predefined date ranges: 180 Days', and 'Select branches: Pharmacy - 01'. A 'View Report' button is visible. The report content area shows the 'emis health' logo, the title 'Owings Report Summary', and the date range 'From: 12/11/2017 To: 11/05/2018'. A table displays the following data:

Pharmacy Name	% Owings	Number of Items Dispensed	Number of Owings	Number of Owings Redeemed	Number of Owings Outstanding
Pharmacy - 01	1.01%	90,638	912	880	32

At the bottom of the report, it says 'Owings Summary', 'Executed On: 11/05/2018 14:08', and 'Page 1 of 1'. The interface also includes a toolbar with navigation and action icons like 'Find | Next', '100%', and 'Print'.

4. Some reports have  icons which you can click to expand the view within, other reports have branch links, identified by the hand cursor, which you can click to display the specific sub-report for that branch.

5. You can [export](#) the report by clicking the floppy disk  icon or [print](#) it by clicking the printer  icon.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	18 February 2025	KB0073244	Joanne Hibbert-Gorst

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Contact us

For more information contact:
Telephone: 0344 209 2601