


Printing and/or Exporting a Central Reporting Report

Printing a Central Reporting Report

1. From the Central Reporting Main Screen, click on one of the report links in the grid.
2. Adjust the filters as required and press **[View Report]**.
3. Click the printer  icon.
4. A Print pop-up window displays, where you can select the *Page size* and *Page orientation* to create a printer-friendly PDF report.

Print ✕

We'll create a printer-friendly PDF version of your report.

Page size:

A4 (210mm x 297mm) ▼


Page orientation:

Landscape ▼

Print **Cancel**

5. A Print preview displays, where you can adjust the printing options and click **[Print]**. The appearance of this window will depend on the browser you are using.

Print
Total: 1 sheet of paper

Destination  PULLPRINTBW on uk-w...

Pages All
 eg. 1-5, 8, 11-13


Copies

Paper size

Scale Fit to page

Options Two-sided

Print using system dialogue... (Ctrl+Shift+P)




Owings Report Summary

From: 12/11/2017
To: 11/05/2018

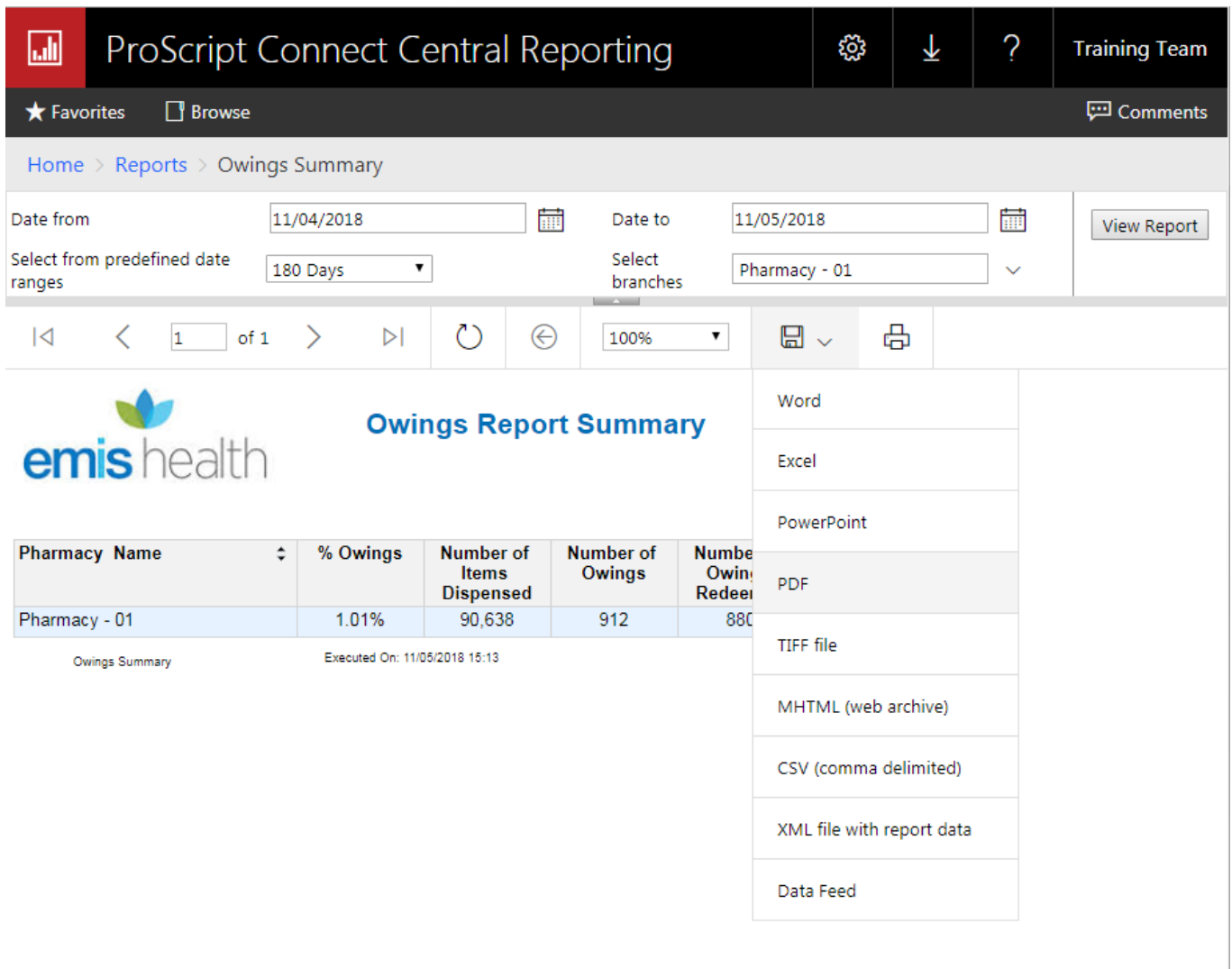
Pharmacy Name	% Owings	Number of Items Dispensed	Number of Owings	Number of Owings Redeemed	Number of Owings Outstanding
Pharmacy - 01	1.01%	90,638	912	880	32

Owings Summary Executed On: 11/05/2018 15:13 Page 1 of 1

Exporting a Central Reporting Report

1. From the Central Reporting Main Screen, click on one of the report links in the grid.
2. Adjust the filters as required and press **[View Report]**.
3. Click the floppy disk  icon and select the format for your report export.

Available formats include .pdf, .csv and .xls(x).



The screenshot shows the ProScript Connect Central Reporting interface. At the top, there's a navigation bar with 'ProScript Connect Central Reporting' and a 'Training Team' link. Below that, a breadcrumb trail shows 'Home > Reports > Owings Summary'. The main area contains filters for '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. Below the filters, there's a toolbar with navigation and zoom controls. The main content area displays the 'emis health' logo and the title 'Owings Report Summary'. A table shows the following data:

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

Below the table, it says 'Owings Summary' and 'Executed On: 11/05/2018 15:13'. A dropdown menu is open, showing various report formats: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed.

4. The system will automatically generate the report in the selected format, which you can then open, save, and send via email.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	18 February 2025	KB0073245	Joanne Hibbert-Gorst

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