


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.



The image shows a 'Print' pop-up window with a close button (X) in the top right corner. The text inside reads: 'We'll create a printer-friendly PDF version of your report.' Below this, there are two dropdown menus. The first is labeled 'Page size:' and is set to 'A4 (210mm x 297mm)'. The second is labeled 'Page orientation:' and is set to 'Landscape'. At the bottom of the window, there are two buttons: a red 'Print' button and a grey 'Cancel' button.

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
 e.g. 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).

ProScript Connect Central Reporting





Training Team

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Home > Reports > Owings Summary


Date from 

Select from predefined date ranges ▼

Date to 

Select branches ▼

⏪ < 1 of 1 > ⏩
🔄
⏪
100% ▼
📄
🖨️



Owings Report Summary

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

Owings Summary Executed On: 11/05/2018 15:13

Word

Excel

PowerPoint

PDF

TIFF file

MHTML (web archive)

CSV (comma delimited)

XML file with report data

Data Feed

- 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	27 September 2021		Joanne Hibbert-Gorst

Contact us

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