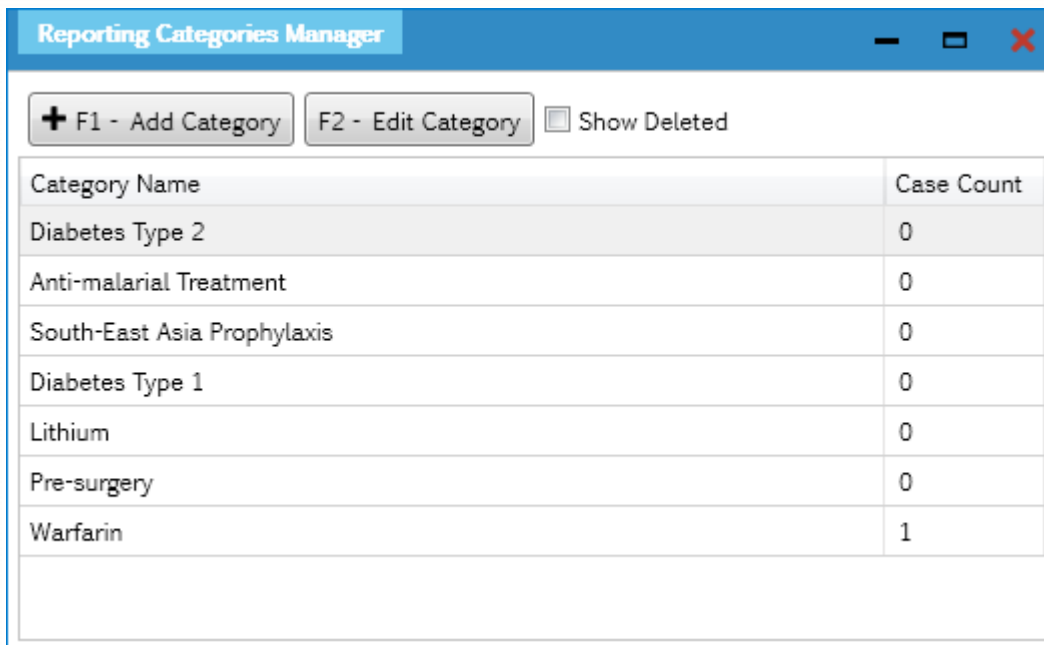


## Adding a New Intervention Reporting Category

The Reporting Categories Manager enables you to add, edit and delete reporting categories. Reporting categories function like tags and will give you an overall count of the interventions that fall under them. You can add as many reporting categories as required.

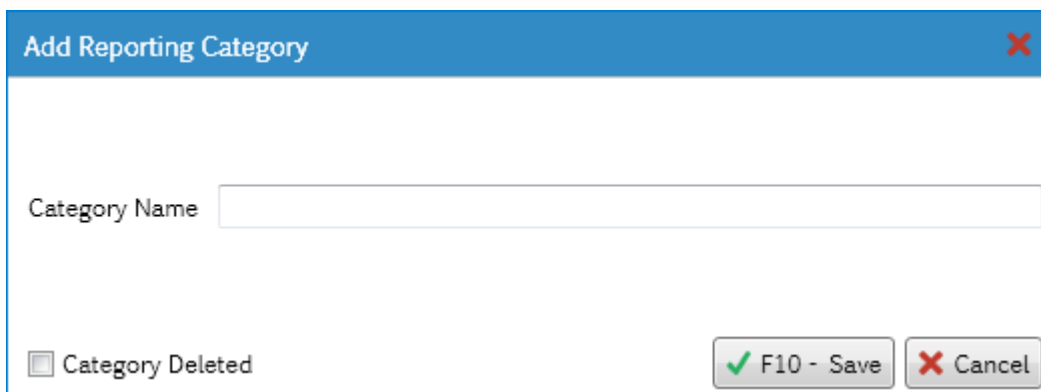
1. You can access the Interventions Manager from the top left-hand corner of the ProScript Connect Main Screen, by clicking **ProScript Connect** > **Interventions**.
2. From the Interventions Manager, press **[F5 – Reporting Categories]**.
3. The Reporting Categories Manager window displays.



The screenshot shows the 'Reporting Categories Manager' window. At the top, there are three buttons: '+ F1 - Add Category', 'F2 - Edit Category', and a checkbox labeled 'Show Deleted'. Below these buttons is a table with two columns: 'Category Name' and 'Case Count'. The table contains the following data:

Category Name	Case Count
Diabetes Type 2	0
Anti-malarial Treatment	0
South-East Asia Prophylaxis	0
Diabetes Type 1	0
Lithium	0
Pre-surgery	0
Warfarin	1

4. From the Reporting Categories Manager, press **[F1 – Add Category]**.
5. A blank Add Reporting Category window displays.



The screenshot shows the 'Add Reporting Category' window. It features a text input field labeled 'Category Name'. At the bottom left, there is a checkbox labeled 'Category Deleted'. At the bottom right, there are two buttons: a green checkmark button labeled 'F10 - Save' and a red X button labeled 'Cancel'.

6. Enter the reporting *Category Name* in the field and press **[F10 – Save]**.
7. The Reporting Categories Manager displays, with the newly-added category in the grid.

Reporting Categories Manager	
+ F1 - Add Category    F2 - Edit Category <input type="checkbox"/> Show Deleted	
Category Name	Case Count
Travel Vaccinations	0
Diabetes Type 2	0
Anti-malarial Treatment	0
South-East Asia Prophylaxis	0
Diabetes Type 1	0
Lithium	0
Pre-surgery	0
Warfarin	1

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	05 November 2021		Joanne Hibbert-Gorst

### Contact us

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