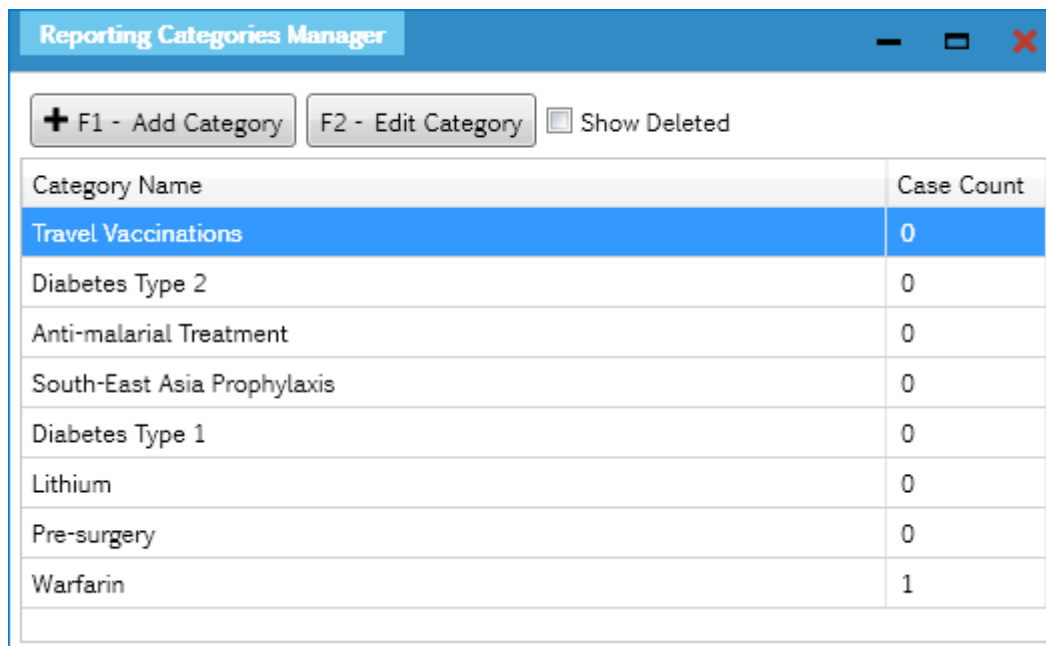


Deleting/Restoring an Intervention Reporting Category

Deleting an Intervention Reporting Category

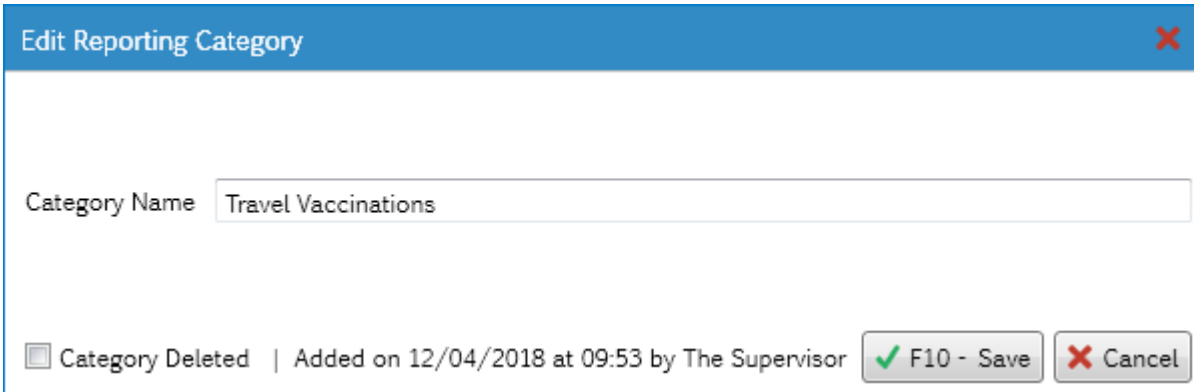
The Reporting Categories Manager enables you to add, edit and delete reporting categories. Reporting categories function like tags and will give you an overall count of the interventions that fall under them. You can add as many reporting categories as required.

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.



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

4. From the Reporting Categories Manager, highlight a reporting category in the grid and press **[F2 – Edit Reporting Category]**.
5. The Edit Reporting Category window displays.



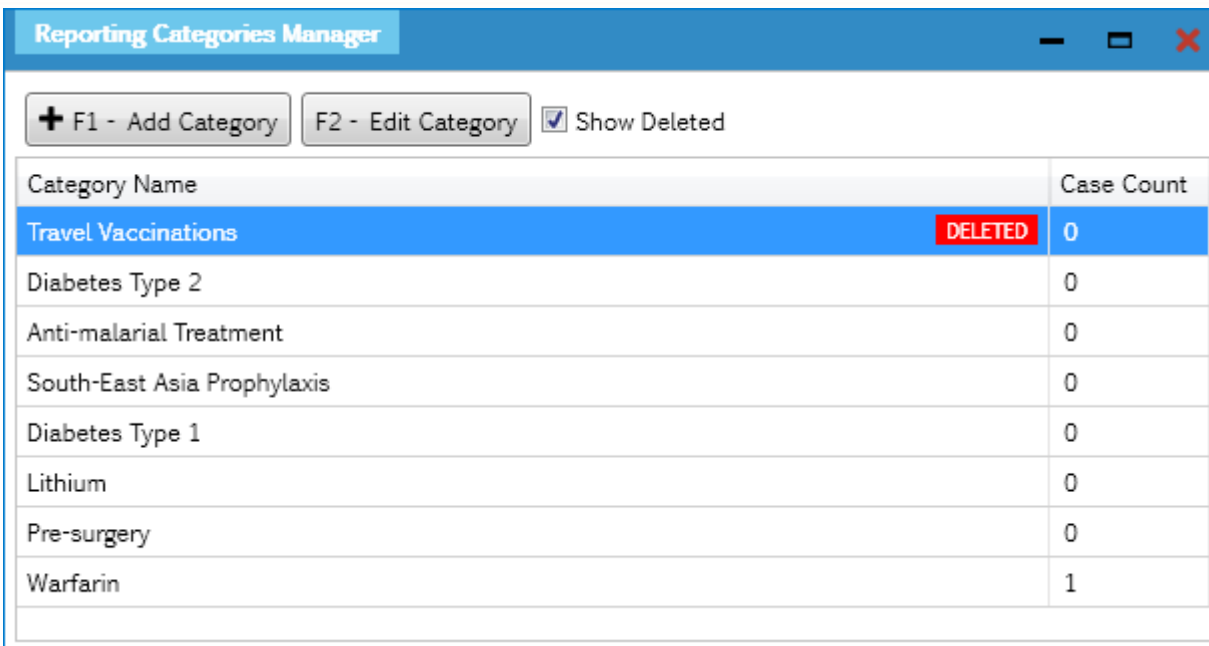
Category Name

Category Deleted | Added on 12/04/2018 at 09:53 by The Supervisor

6. In the bottom left-hand corner of the window, select the Category Deleted tick box.
7. Press **[F10 – Save]**.

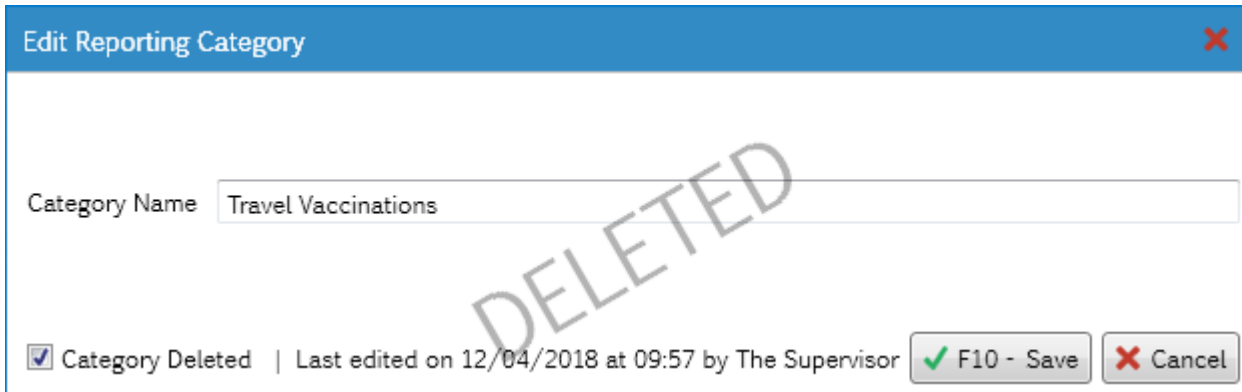
Restoring a Deleted Intervention Reporting Category

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.
4. Select the Show Deleted tick box.
5. Any deleted intervention records now display with a **DELETED** tag.



Category Name	Case Count
Travel Vaccinations	DELETED 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

6. Highlight the DELETED intervention reporting category and press **[F2 – Edit Category]**.
7. The Edit Reporting Category window displays with a DELETED watermark.



8. From the bottom left-hand corner of the Edit Reporting Category window, deselect the **Category Deleted** tick box.
9. The DELETED watermark is removed.
10. Press **[F10 – Save]**.
11. You are returned to the Reporting Categories Manager where the reporting category is no longer tagged as deleted.

Revision History

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

Contact us

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