

## How to change 'Auto Endorse Short Supply'

## 1) Open the main Proscript Connect menu in the top left hand corner, then select 'Edit Application Settings.

ProScript Connect *	Search (CTRL	•S1 •• • • C			🂵   🎞   Responsible Pharmacist Sign In   User Th	ne Supervisor 🗕 🗖 🗙
PMR & DISPENSING		MANAGEMENT	UTILITIES	CONTROL PANEL	^	
Overdue Scripts	F8	MDS Manager	PILs & DILs	About		
Redeem Owings	F2	eMAR Transmission Manager	Drug Notes Manager	Edit Pharmacy Details		
Reprints	F6	Ordering Manager	Free Format Labels	Edit Application Settings		
ScriptQ		Repeat Management (RMS)	Own Drugs Manager	Edit User Settings		
ETP		Restrictions Manager	Reminders Manager	Edit Custom Dates		
Incident Reporting		SDM Manager	Robot Manager	Edit Nursing Homes		
		MUR Manager	Manage Patients Exemption	Edit Locations	• Q 1 F1 - Add Patient Edit Patient	
PRESCRIBERS		NMS Manager	Interaction Checker	Edit Pharmacists		
Edit Prescribers		Stock Manager	Drug Price Checker	Edit MLP Statuses		$\sim$
Edit Prescribing Organ	nisations	Notification Manager	Notifications Template Message Manager	Edit Wholesalers	Clear History	(2)
Merge Prescribers		Invoice Manager	Additional Patient Services Manager	Monitoring Triggers		
Merge Prescribing Or	ganisations	MLP Manager		Edit Prescription Tracking Statuses		Online
		CDR Manager	REPORTS	Edit Prescription Types		Training
PATIENTS		DMS Manager	Patient/Drug Use	Reports Manager		
Merge Patients			Specials Report			
Counselling Notes		PRESCRIPTION TRACKING	Prescriptions	SECURITY		*
Interventions		Boxes Manager	Audit Event Log Manager	Users Manager		What's
Batch Nomination		Prescription Tracking Manager	Script Counts	Roles Manager		New
Patient Clinical Monit	oring	Prescription Tracking Update	Active/Inactive Patients	Edit Current User		
			FP34 Payment Schedule			
Training		Head Office	Report Builder			Release Product
Support Centre		Branches Manager	Private Prescriptions Register			Notes Feedback
Self Service Portal		Groups Manager	Fridge Temperature			
Release Notes		Branch Users Manager				
What's New		Setting Templates Manager				COVID 10 Support
		Configure Branch Settings				COMID- 19 Support
-		Send File(s) to Branch(es)			~	
EXIT ProScript Connec	t CTRL+Q			C	1	
moremunuger	1 repeat private	script episode outstanding			-	
Medicines Mana	Stock Availability	Count Criteria: Not Received From Head Of	fice			proscript
	ProScript Connec	t Service Desk Number : 0845 634 2 634				Procompt
						CONNECT
					4,	

2) In the top right hand corner search 'Auto endorse'. You will then see the 'Auto Endorse Short Supply' Setting, this may be set to 'Force'

Edit Application Settings		- e x
Categories		auto endorse 🔍 👻 🗙
Default	Search result	
Арі	Auto Endorse Specials 💌 Default Yes	Auto Endorse Short Supply
ASN	Auto Endorse Short Supply 👻 All machines Force 👻 🕱	Determines if the application automatically adds the short supply
Attendance Register	Auto Endorse Brand  All machines Force	endorsement. No - the user is not prompted to
Auditing	Auto Endorse Packaged Dose ▼ Default Yes	add the short supply endorsement Yes - the short supply endorsement
Authentication		is added automatically, but the user is allowed to remove it
Browser		RequiresAttention - the short supply endorsement is not added
CDM		added by the user
CDR		Force - the short supply endorsement is added automatically
CollectionManager		and the user is not allowed to remove it
Commercial		Default value: Yes
CounsellingNotes		Category: Endorsements
Custom Tasks		
DMR		
DMS		
Drugs		
Email		
Endorsements	v	
		✓ F10 - Save X Cancel



3) Use the Drop down arrow to change the selection. The box on the right-hand side shows each setting info. If you select 'Yes' the system will still prompt the SSP but will allow you to cancel it and not fill it in.

curt Application settings			×
Categories			auto endorse 👻 🗙
Default	Search result		
Api	Auto Endorse Specials 🔻	Default Yes	Auto Endorse Short Supply
ASN	Auto Endorse Short Supply 🔻	All machines Force 👻 🔀	Determines if the application
Attendance Register	Auto Endorse Brand 🔻	All machines Yes	endorsement. No - the user is not prompted to
Auditing	Auto Endorse Packaged Dose 🔻	Default V RequiresAttention	add the short supply endorsement Yes - the short supply endorsement
Authentication			is added automatically, but the user is allowed to remove it
Browser			RequiresAttention - the short supply endorsement is not added
CDM			marked as Requires Attention if not added by the user
CDR			Force - the short supply endorsement is added automatically
CollectionManager			and the user is not allowed to remove it
Commercial			Default value: <b>Yes</b>
CounsellingNotes			Category: Endorsements
Custom Tasks			
DMR			
DMS			
Drugs			
Email			
Endorsements	,		
			✓ F10 - Save 🗙 Cancel

4) Once you have made the change, ensure you press 'F10 -Save' at the bottom Right hand corner to apply the change.

## **Revision History**

Version Number	Date	Revision Details	Author(s)
1.0	07 July 2022		Joanne Hibbert-Gorst

## **Contact us**

For more information contact: **Telephone: 0344 209 2601** 

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