
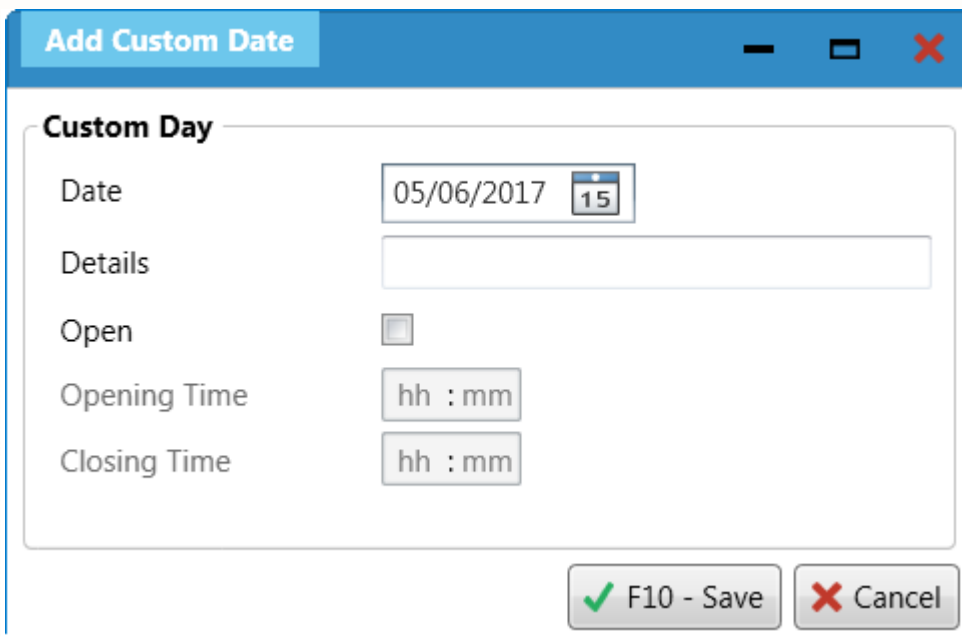


Adding a New Custom Date

 You will need to check existing SDM/ID/RPPR schedules when custom dates or opening days are amended.

1. From the Edit Custom Dates, press **[F1 – Add]**.
2. A blank Edit Custom Date form displays.



3. From here, you can edit/add the following details:
 - the custom day *Date*
 - the custom date *Details*
 - whether the custom date is open or not
 - if the custom date was set to open, the custom date *Opening Time* and *Closing Time*
4. Press **[F10 – Save]**.
5. The Edit Custom Dates displays, with the newly added date in the grid, marked as **OPEN** or **CLOSED**.

ProScript Connect | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User Victoria Smith

05 June 2017 16:26

My shortcuts +

- Redeem Owings F2
- Overdue Scripts F8
- Reprints F6
- MDS Scripts Due
- Ordering F7
- RMS Ctrl R
- SDM Ctrl M
- MDS F11
- ETP
- Training

Search Edit Custom Dates ✕

Opening Days

Day of Week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Opening Time: 08 : 00 10 : 00 09 : 00 09 : 00 09 : 00 11 : 00 hh : mm

Closing Time: hh : mm hh : mm hh : mm hh : mm hh : mm 04 : 00 hh : mm

Custom Dates

Custom dates for year: 2017 Show Public Holidays

+ F1 - Add F2 - Edit

Date	Details	Opening Time	Closing Time	Status
30/10/2016	Diwali	09:00	17:30	OPEN

✕ Close

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 May 2022		Joanne Hibbert-Gorst

Contact us

For more information contact:
Telephone: 0344 209 2601