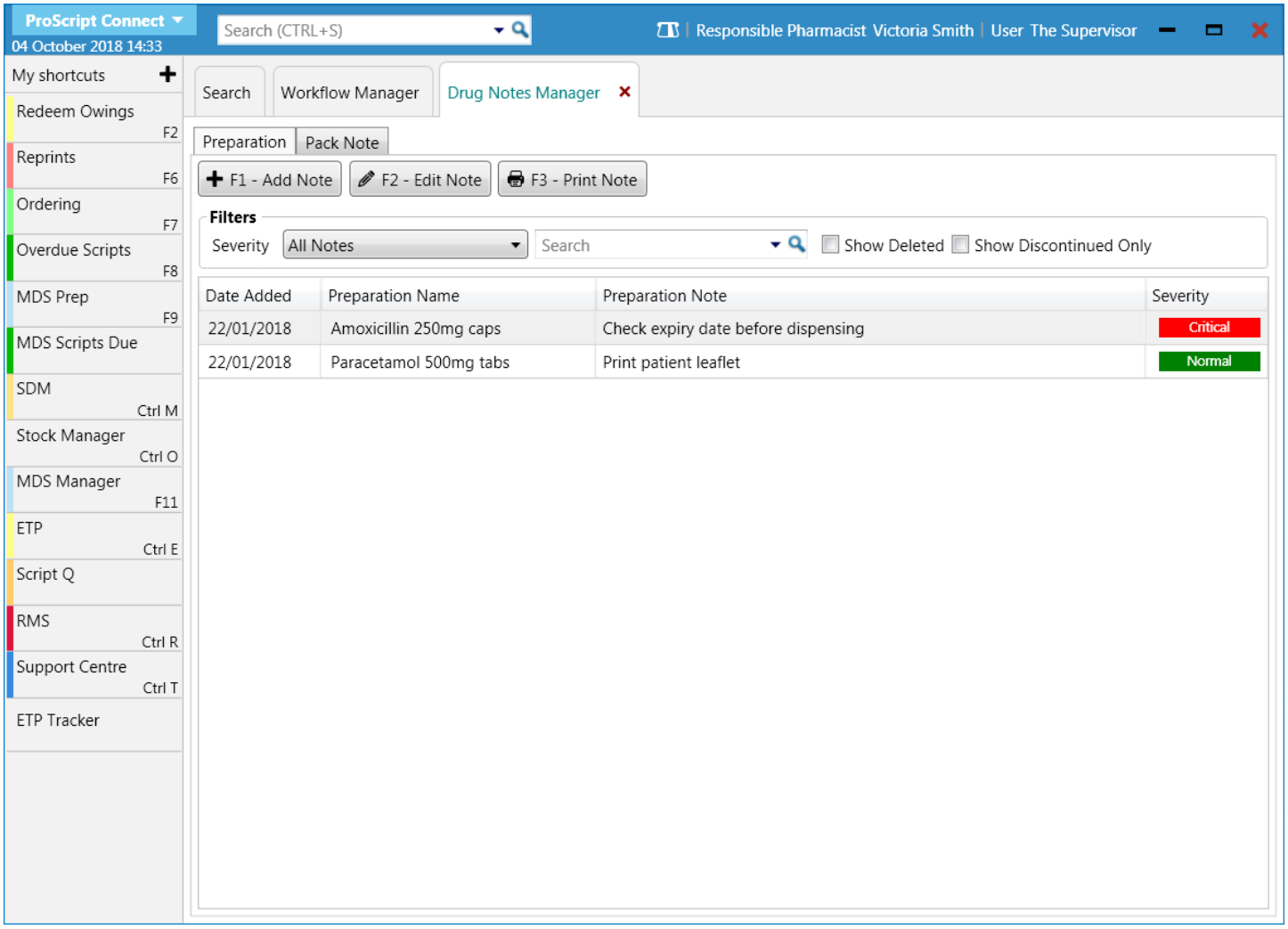
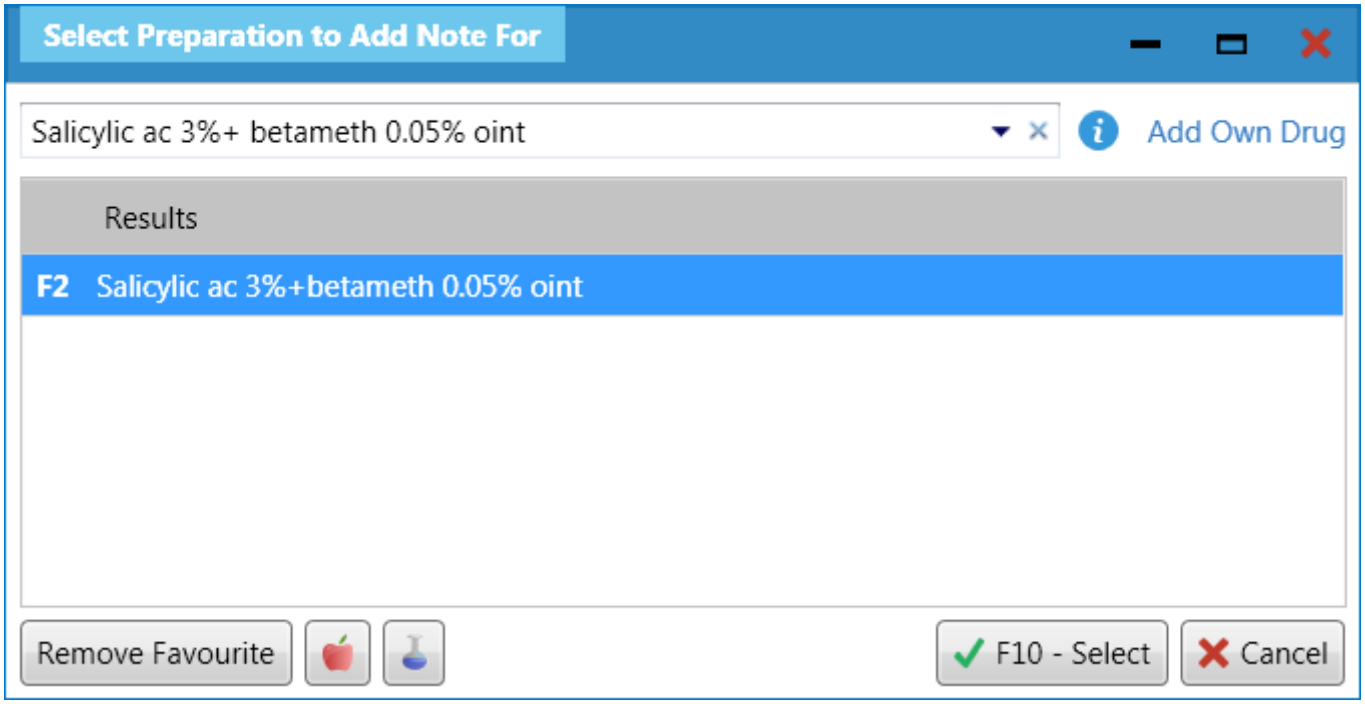
Adding a New Preparation or Pack Note

1. To begin, open the Drug Notes Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Drug Notes Manager* menu item.
2. From the Drug Notes Manager, select either the *Preparation* or *Pack Note* tab, depending on which you wish to add.



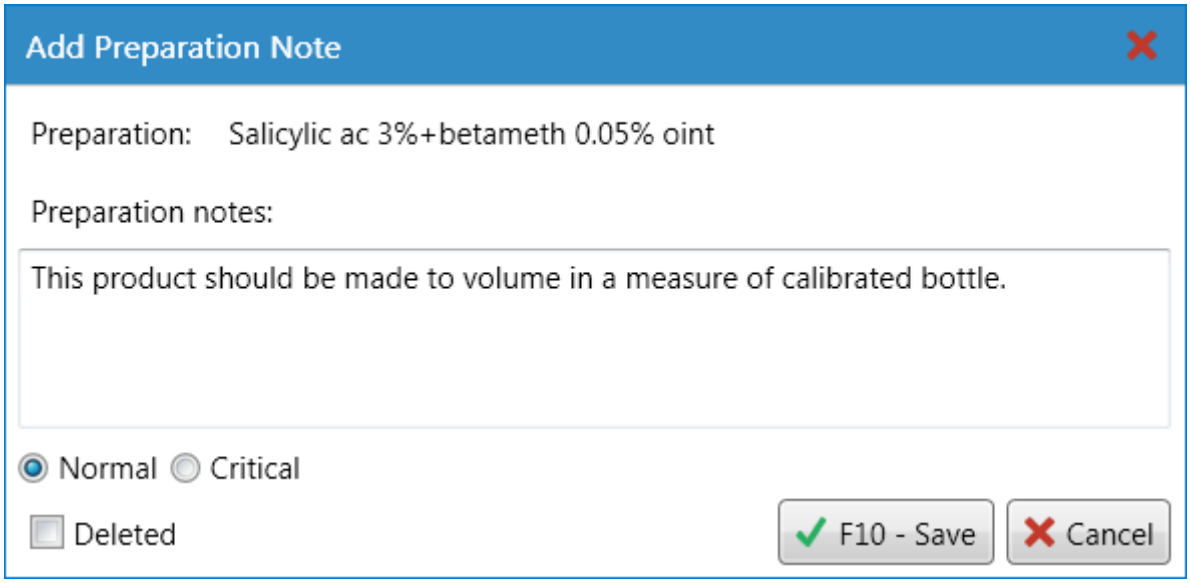
3. Select the **[F1 – Add Note]** button. A search box displays where you can search for, locate and select the pack or preparation that you wish to add a note to. Select the **[F10 – Select]** button.

INTERNAL USE ONLY

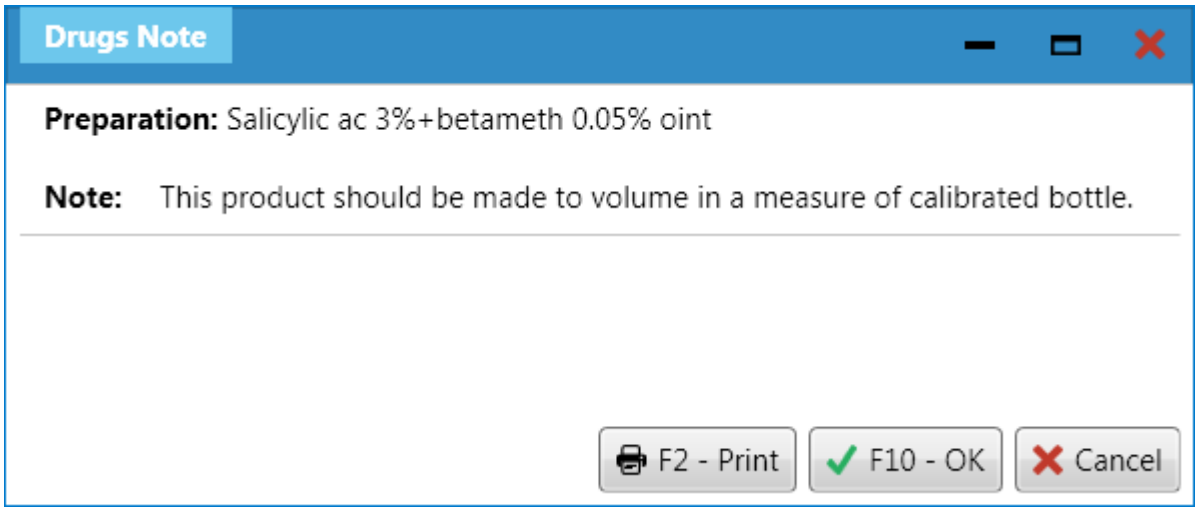


4. A blank Add Note window displays. Enter the notes in the text field, and complete the remaining sections depending on the chosen note type:
    - Preparation Notes: Select the severity level using the *Normal* or *Critical* radio dials, and select the **[F10 – Save]** button.
    - Pack Notes: Enter the *Brand* and *Price* if required, select one of the radio dials described below, and select the **[F10 – Save]** button.
        - *Just show notes*: to only show the entered notes when dispensing the item
        - *Show notes and force price*: to show the entered notes and force the entered drug price when dispensing the item
        - *Show notes and get price*: to show the entered notes and price, but to allow the user to amend the drug price when dispensing the item

INTERNAL USE ONLY



Active notes will be displayed to the user after dispensing a prescription for an applicable pack or preparation.

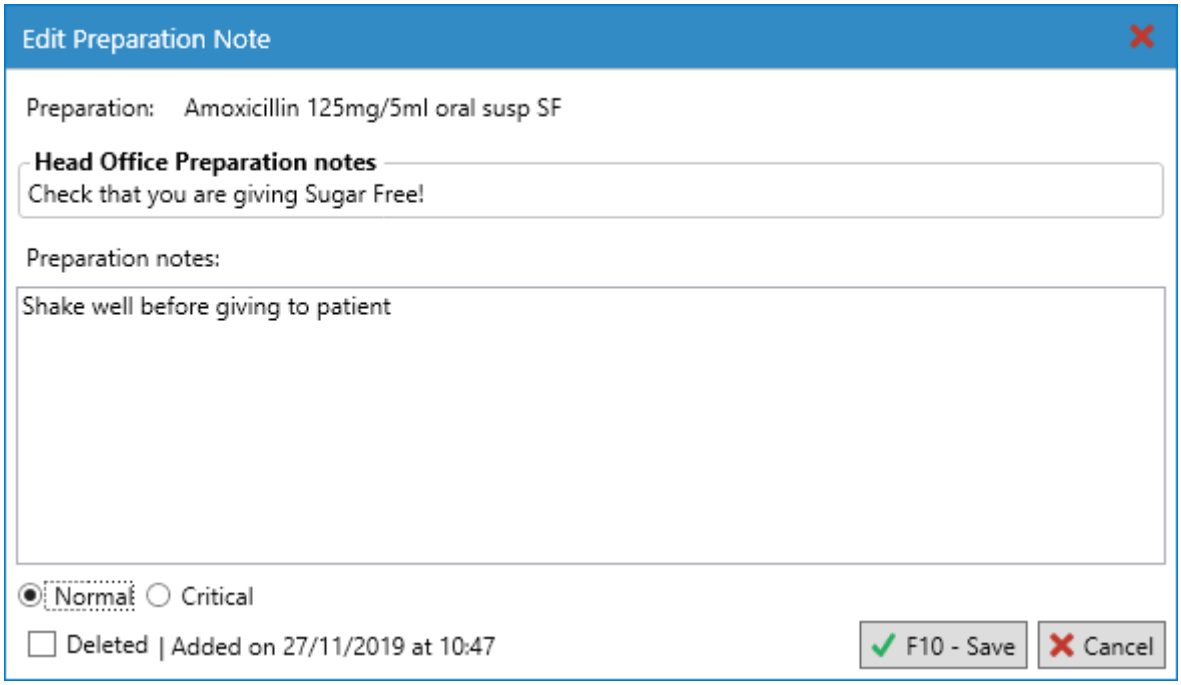


If you are a branch that has a head office, you can add a preparation or pack note to an existing drug note.

1. Select the **[F1 – Add Note]** button. A search box displays where you can search for, locate and select the pack or preparation that you wish to add a note to. Select the **[F10 – Select]** button.
2. An Edit Note window displays. Any head office notes will appear in the top section of the window. Enter the notes in the text field, and complete the remaining sections depending on the chosen note type:
    - Preparation Notes: Select the severity level using the *Normal* or *Critical* radio dials, and select the **[F10 – Save]** button.
    - Pack Notes: Enter the *Brand* and *Price* if required, select one of the radio dials described below, and select the **[F10 – Save]** button.
        - *Just show notes*: to only show the entered notes when dispensing the item

INTERNAL USE ONLY

- *Show notes and force price*: to show the entered notes and force the entered drug price when dispensing the item
- *Show notes and get price*: to show the entered notes and price, but to allow the user to amend the drug price when dispensing the item



Revision History

Version Number	Date	Revision Details	Author(s)
1.0	22 March 2023		Joanne Hibbert-Gorst

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Contact us

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