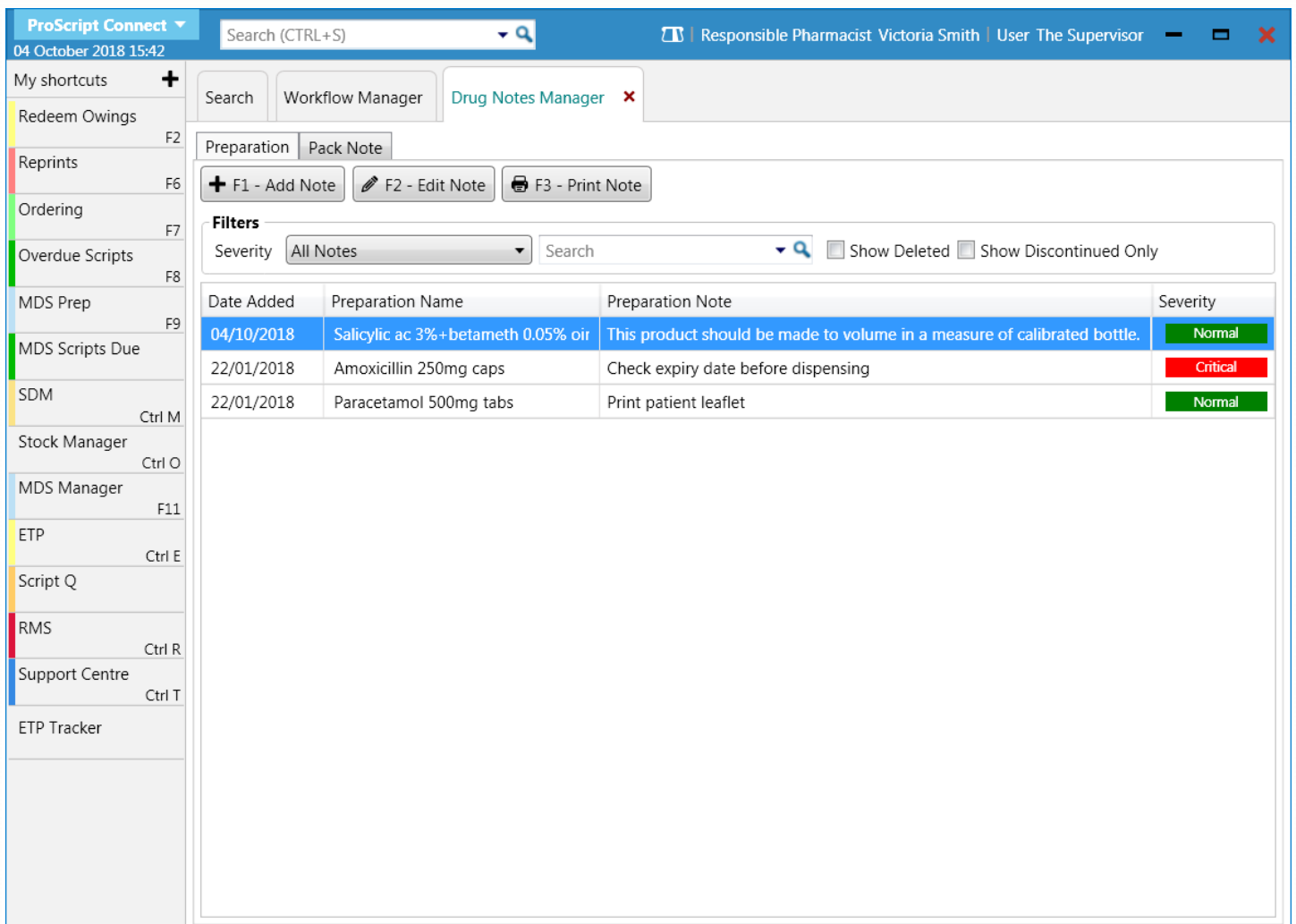


# Deleting/Restoring a Preparation or Pack Note

## Deleting a 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 and use the available *Filters* to search for, locate and highlight the note you wish to delete. Select the **[F2 – Edit Note]** button.



The screenshot shows the ProScript Connect interface. The top bar includes the date and time (04 October 2018 15:42), a search bar (Search (CTRL+S)), and the user information (Responsible Pharmacist Victoria Smith | User The Supervisor). The main area is titled "Drug Notes Manager" and has tabs for "Preparation" and "Pack Note". Below the tabs are buttons for "F1 - Add Note", "F2 - Edit Note", and "F3 - Print Note". A "Filters" section includes a "Severity" dropdown menu set to "All Notes", a search bar, and checkboxes for "Show Deleted" and "Show Discontinued Only". The main table displays the following data:

Date Added	Preparation Name	Preparation Note	Severity
04/10/2018	Salicylic ac 3%+betameth 0.05% oir	This product should be made to volume in a measure of calibrated bottle.	Normal
22/01/2018	Amoxicillin 250mg caps	Check expiry date before dispensing	Critical
22/01/2018	Paracetamol 500mg tabs	Print patient leaflet	Normal

3. The Edit Note window opens. Select the *Deleted* tick box. The note is marked with a DELETED watermark.

### Edit Preparation Note ✕

Preparation: Salicylic ac 3%+betameth 0.05% oint

Preparation notes:

This product should be made to volume in a measure of calibrated bottle.

Normal  Critical

Deleted | Last edited on 04/10/2018 at 16:02 by The Supervisor ✓ F10 - Save ✕ Cancel

4. Select the **[F10 – Save]** button. You are returned to the Drug Notes Manager grid. Your note initially appears with a **DELETED** tag but will be removed from the main grid once refreshed.



Deleted pack and preparation notes can be located from the Drug Notes Manager grid by selecting the *Show Deleted* tick box if required.

## Restoring a Deleted 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 the type of note you wish to restore.
3. Select the *Show Deleted* tick box. All deleted notes will appear in the grid with a **DELETED** tag. Use the available *Filters* to search for, locate and highlight the note you wish to restore. Select the **[F2 – Edit Note]** button.

ProScript Connect 04 October 2018 17:25 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts + Redeem Owings F2 Reprints F6 Ordering F7 Overdue Scripts F8 MDS Prep F9 MDS Scripts Due SDM Ctrl M Stock Manager Ctrl O MDS Manager F11 ETP Ctrl E Script Q RMS Ctrl R Support Centre Ctrl T ETP Tracker

Search Workflow Manager Drug Notes Manager x

Preparation Pack Note

+ F1 - Add Note F2 - Edit Note F3 - Print Note

Filters Severity All Notes Search Show Deleted Show Discontinued Only

Date Added	Preparation Name	Preparation Note	Severity
22/01/2018	Amoxicillin 250mg caps	Check expiry date before dispensing	Critical
10/04/2018	Salicylic ac 2%+betamethas 0.05% :	Ensure that the ingredients are measured or weighed accurate... DELETED	Critical
04/10/2018	Salicylic ac 3%+betameth 0.05% oir	This product should be made to volume in a measure of calibr... DELETED	Normal
22/01/2018	Paracetamol 500mg tabs	Print patient leaflet	Normal

4. The Edit Note window opens. Deselect the *Deleted* tick box. The DELETED watermark is removed.

Edit Preparation Note x

Preparation: Salicylic ac 3%+betameth 0.05% oint

Preparation notes:

This product should be made to volume in a measure of calibrated bottle.

Normal  Critical

Deleted | Added on 04/10/2018 at 15:43 by The Supervisor  F10 - Save  Cancel

5. Select the **[F10 – Save]** button. You are returned to the Drug Notes Manager grid.

## 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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