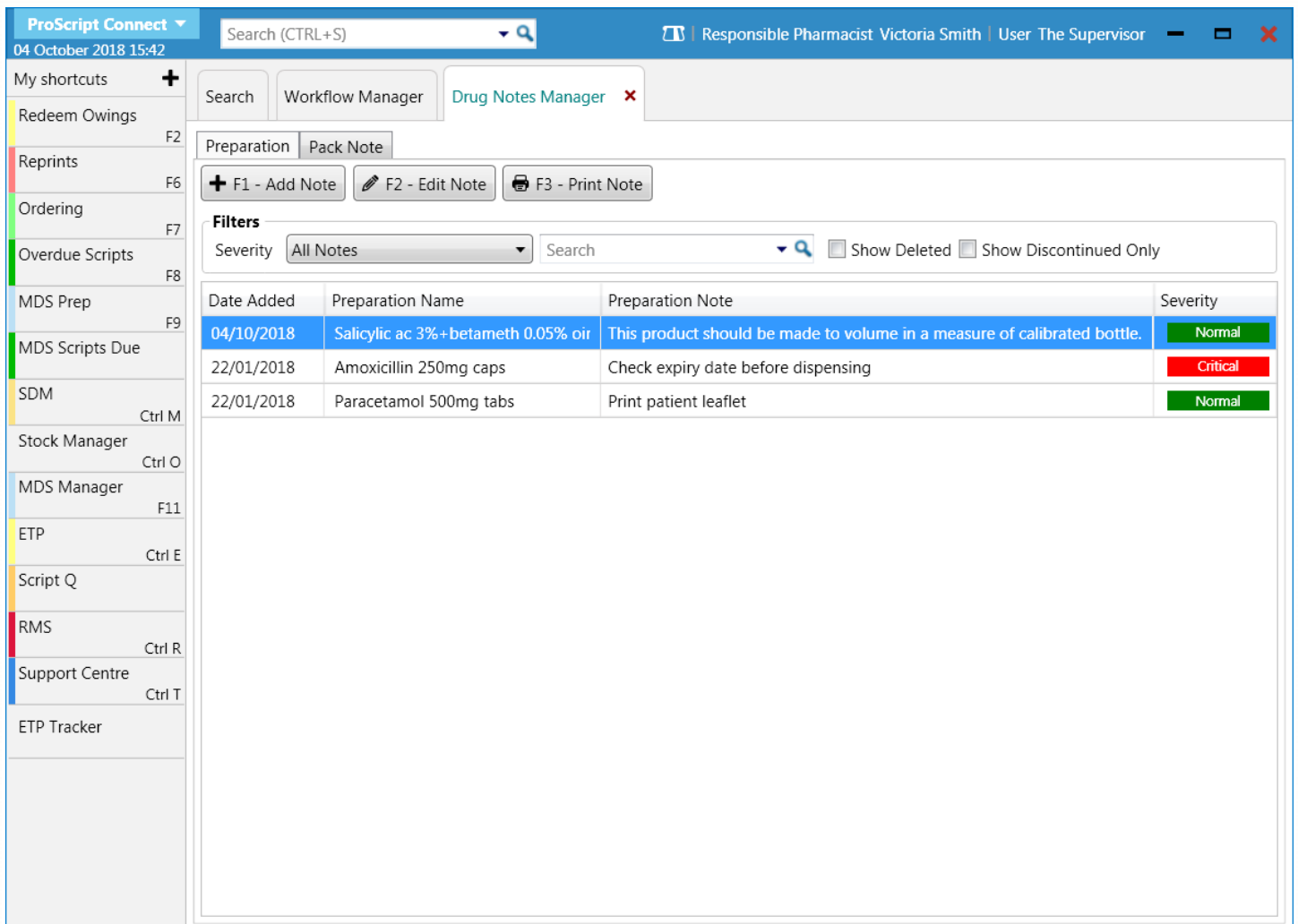


Editing a Preparation or Pack Note

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.

1. 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 edit. Select the **[F2 – Edit Note]** button.



The screenshot displays the ProScript Connect interface. The top bar shows the date and time (04 October 2018 15:42), a search bar, and the user information (Responsible Pharmacist Victoria Smith | User The Supervisor). The main area is titled 'Drug Notes Manager' and contains a search bar, a 'Workflow Manager' button, and a 'Drug Notes Manager' button. Below this are tabs for 'Preparation' and 'Pack Note', and buttons for '+ F1 - Add Note', 'F2 - Edit Note', and 'F3 - Print Note'. A 'Filters' section includes a 'Severity' dropdown set to 'All Notes', a search bar, and checkboxes for 'Show Deleted' and 'Show Discontinued Only'. The main table lists drug notes with 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. Edit the note as required and select the **[F10 – Save]** button. You are returned to the Drug Notes Manager grid.

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

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. The 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
 - *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

Edit Preparation Note
✕

Preparation: Amoxicillin 125mg/5ml oral susp SF

Head Office Preparation notes

Check that you are giving Sugar Free!

Preparation notes:

Shake well before giving to patient

Normal Critical

Deleted | Added on 27/11/2019 at 10:47

✓ F10 - Save
✕ Cancel

Revision History

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

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