

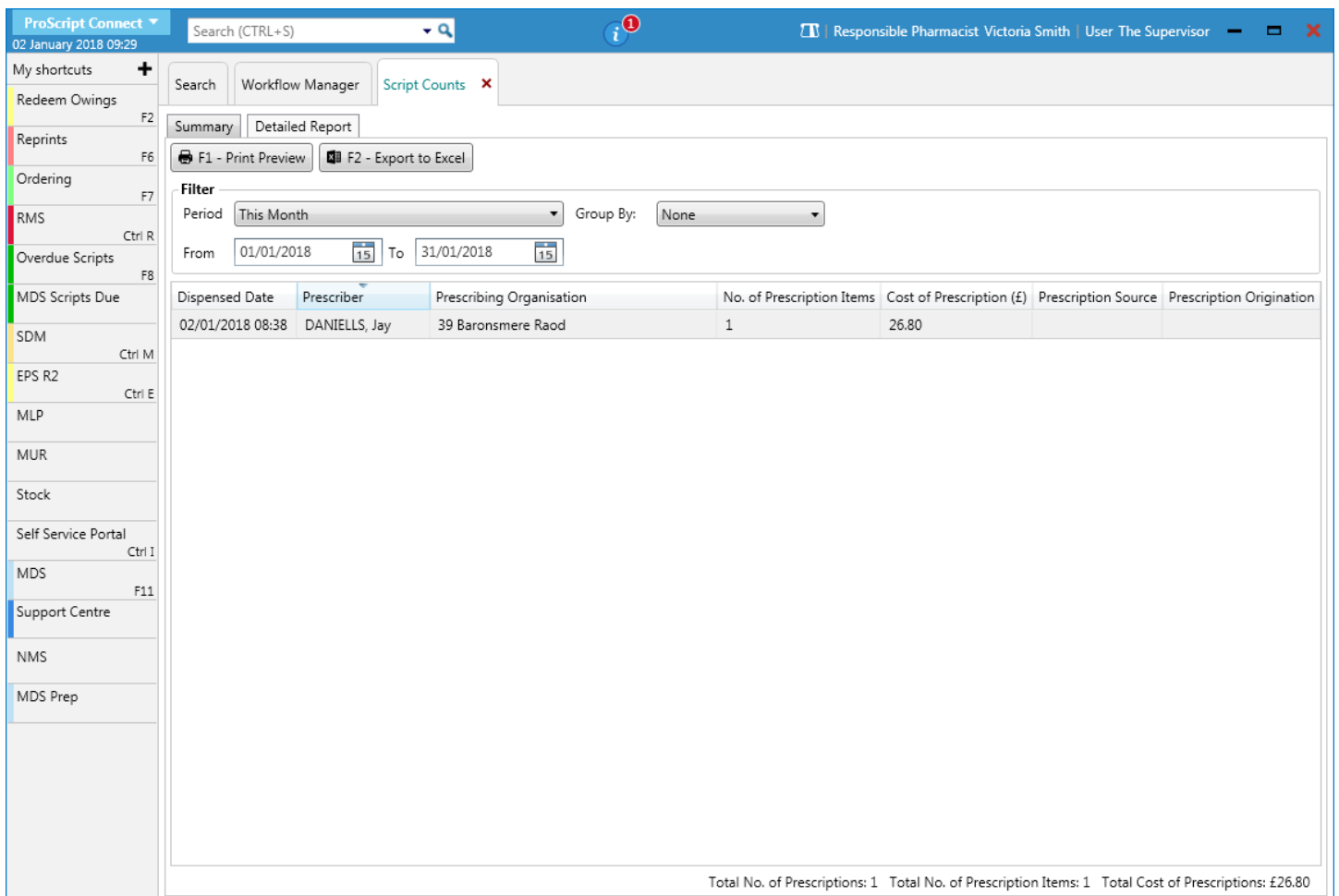
Printing and/or Exporting a Script Counts Detailed Report



Fees and charges for locally added drugs are not included in the final figures displayed in the report output. You will need to add these in manually.

Printing a Script Counts Detailed Report

1. From the Scripts Counts window, click the *Detailed Report* tab.
2. The *Detailed Report* tab contents display.

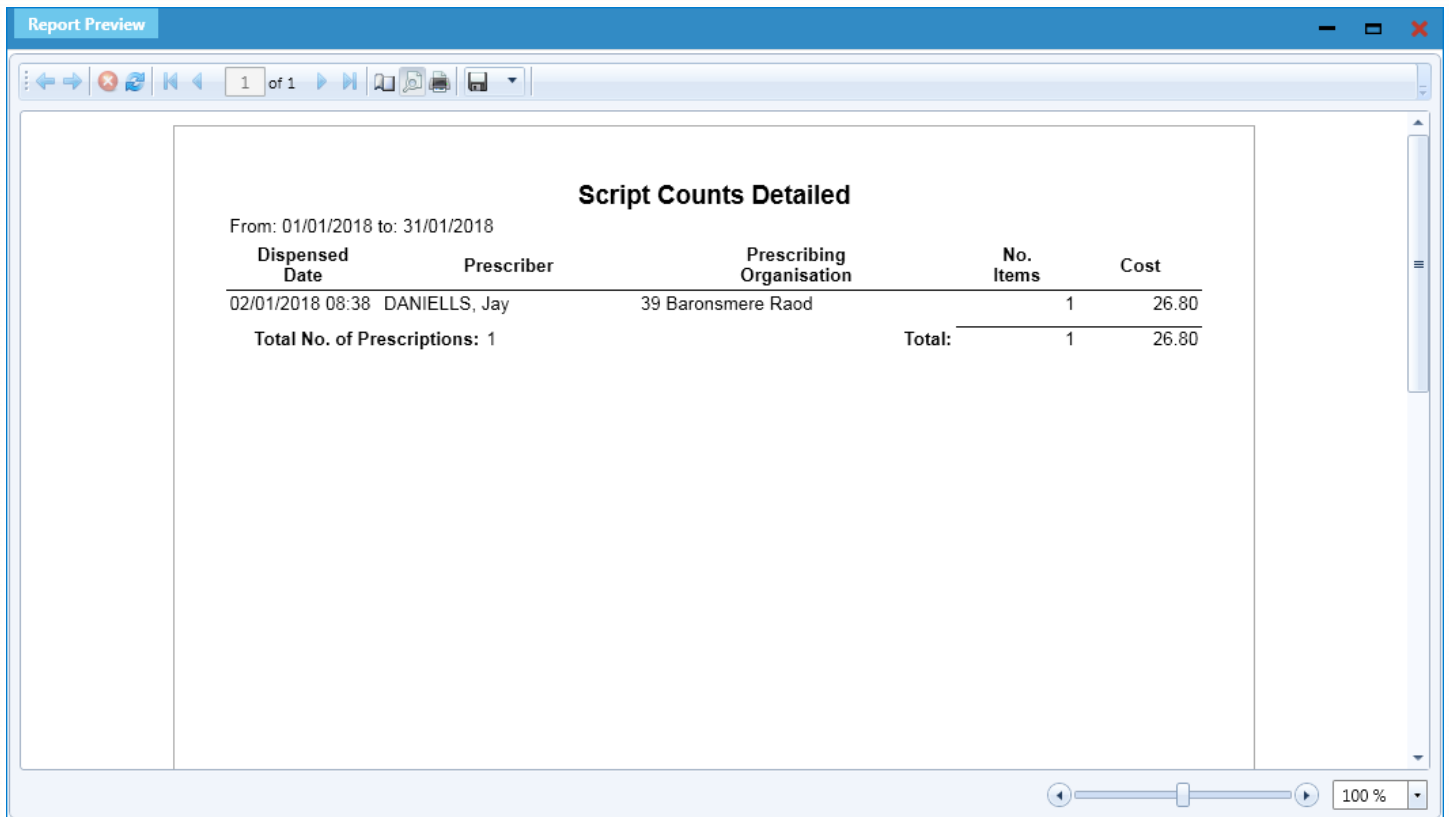


Dispensed Date	Prescriber	Prescribing Organisation	No. of Prescription Items	Cost of Prescription (£)	Prescription Source	Prescription Origination
02/01/2018 08:38	DANIELLS, Jay	39 Baronsmere Raod	1	26.80		

Total No. of Prescriptions: 1 Total No. of Prescription Items: 1 Total Cost of Prescriptions: £26.80

3. Use the filters to select the *Period* across which you want your report to apply and whether you want to group data by prescriber.
4. Press **[F1 – Print Preview]**.

5. The Script Counts Detailed report print preview displays.



Report Preview



Script Counts Detailed

From: 01/01/2018 to: 31/01/2018

Dispensed Date	Prescriber	Prescribing Organisation	No. Items	Cost
02/01/2018 08:38	DANIELLS, Jay	39 Baronsmere Raod	1	26.80
Total No. of Prescriptions: 1			Total:	26.80

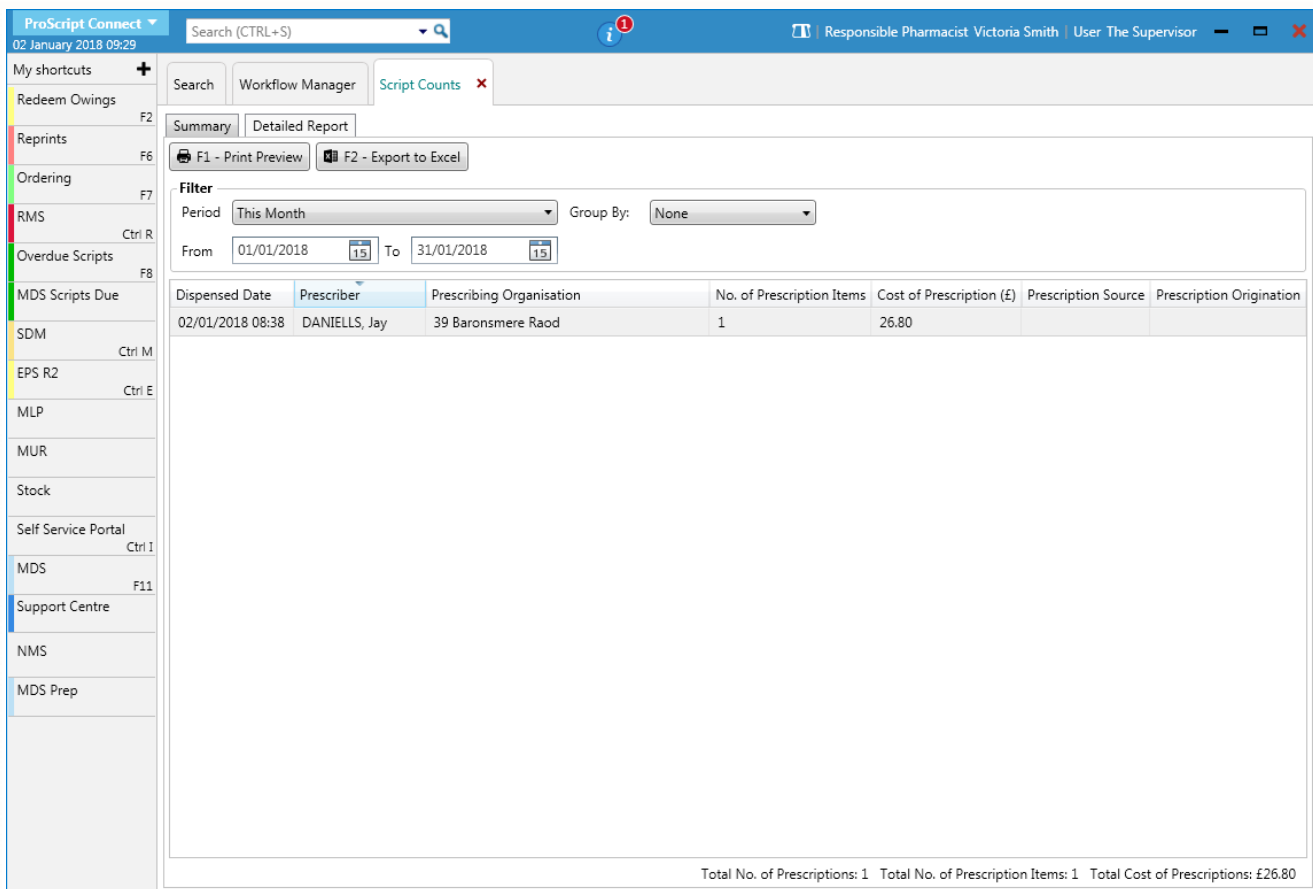
100 %

6. From there, you can either:

- Click the floppy disk  icon to export and save the report on your computer.
- Click the printer  icon to print the report.

Exporting a Script Counts Detailed Report

1. From the Scripts Counts window, click the *Detailed Report* tab.
2. The *Detailed Report* tab contents display.

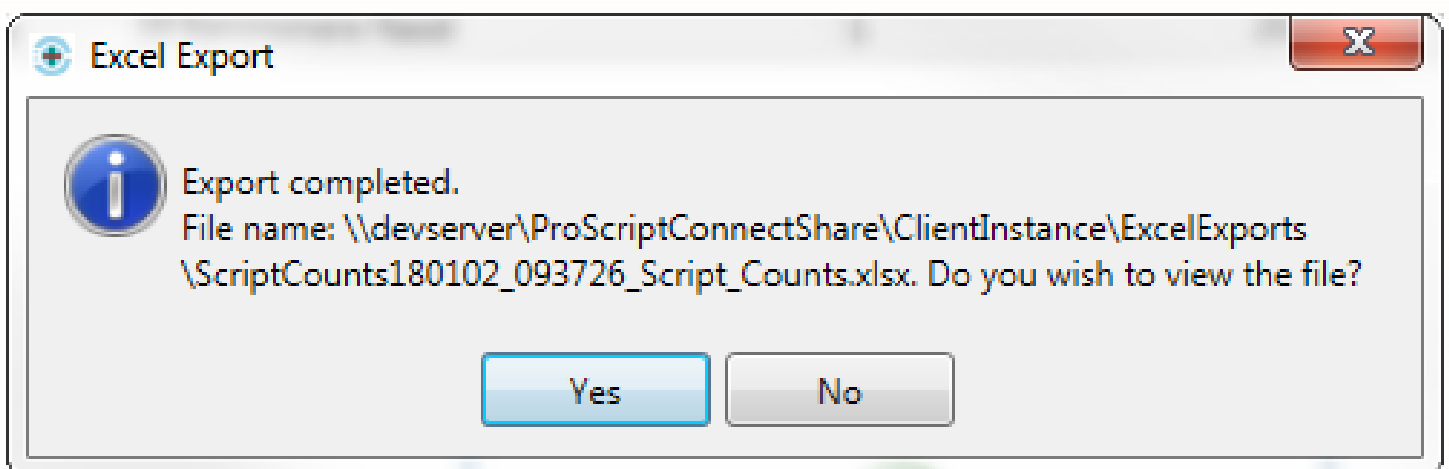


The screenshot shows the ProScript Connect application window. The title bar indicates the user is 'Responsible Pharmacist Victoria Smith' and 'User The Supervisor'. The main window is titled 'Script Counts' and has tabs for 'Summary' and 'Detailed Report'. The 'Summary' tab is active, showing a filter section with 'Period' set to 'This Month' and 'Group By' set to 'None'. The date range is from '01/01/2018' to '31/01/2018'. Below the filter is a table with the following data:

Dispensed Date	Prescriber	Prescribing Organisation	No. of Prescription Items	Cost of Prescription (£)	Prescription Source	Prescription Origination
02/01/2018 08:38	DANIELLS, Jay	39 Baronsmere Raod	1	26.80		

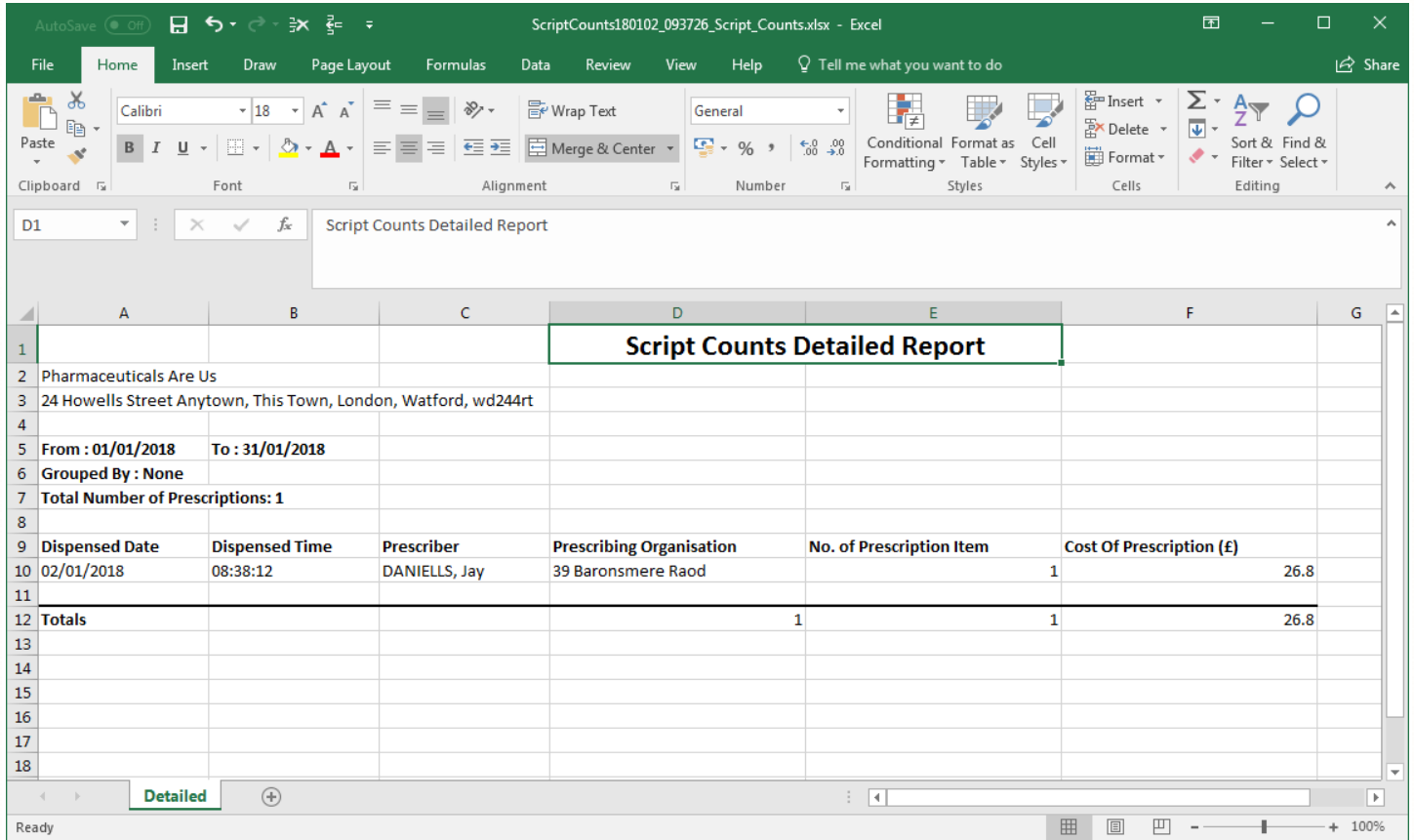
At the bottom of the window, a summary line reads: 'Total No. of Prescriptions: 1 Total No. of Prescription Items: 1 Total Cost of Prescriptions: £26.80'.

3. Use the filters to select the *Period* across which your report to apply and whether you want to group data by prescriber.
4. Press **[F2 – Export to Excel]**.
5. A pop-up window displays, advising you that the export was successfully completed and saved to the specified location, and asking whether you want to view the file.



The screenshot shows a pop-up window titled 'Excel Export'. It contains an information icon and the following text: 'Export completed. File name: \\devserver\ProScriptConnectShare\ClientInstance\ExcelExports\ScriptCounts180102_093726_Script_Counts.xlsx. Do you wish to view the file?'. At the bottom of the window are two buttons: 'Yes' and 'No'.

6. Click **[Yes]**.
7. The file opens in Excel.



8. From there, you can:
 - Click **File > Save As** to save the report to an alternative location on your computer.
 - Click **File > Print** to print the report.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	03 April 2023		Joanne Hibbert-Gorst

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Contact us

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