

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.

ProScript Connect ▼ 02 January 2018 09:29	Search (CTRL+S)		, Q	(i ⁰		🔳 Respon	sible Pharmacist Victoria	Smith User The Su	pervisor 🗕 🗖 🗙
My shortcuts 🕂	Search Workflow	Manager Scrip	at Counts 🗙						
Redeem Owings F2	Scalen Workhow	indinager benp							
Reprints F6	Summary Detaile	d Report w 🛙 🖬 F2 - Export	t to Excel						
Ordering	- Filter								
RMS	Period This Mont	th	•	Group By:	None	•			
Ctrl R Overdue Scripts F8	From 01/01/201	18 <u>15</u> To	31/01/2018 15						
MDS Scripts Due	Dispensed Date	Prescriber	Prescribing Organisat	ion		No. of Prescription Items	Cost of Prescription (£)	Prescription Source	Prescription Origination
SDM	02/01/2018 08:38	DANIELLS, Jay	39 Baronsmere Raod			1	26.80		
EPS R2									
MLP									
MUR									
Stock									
Self Service Portal									
MDS F11									
Support Centre									
NMS									
MDS Prep									
					Т	otal No. of Prescriptions: 1	Total No. of Prescriptio	n 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								- x
	1 of 1 🕨 🕅 💭							Ţ
								-
	Erom: 01/01/2018 to: 31	/01/2018	Script Counts Detailed					
	Dispensed Date	Prescriber	Prescribing Organisation		No. Items	Cost		=
	02/01/2018 08:38 DAN	llELLS, Jay	39 Baronsmere Raod		1	26.80		
	Total No. of Prescri	ptions: 1		Total:	1	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.





ProScript Connect ▼	Search (CTRL+S)		- Q	(i	🎞 Respon	sible Pharmacist Victoria	Smith User The Su	pervisor 🗕 🗖 🗙
My shortcuts +								
Redeem Owings	Search Workflow	v Manager Script C	Lounts					
Reprints	Summary Detaile	d Report						
P6 Ordering	F1 - Print Previe	W F2 - Export to	o Excel					
F7 RMS	Period This Mon	th	•	Group By: None	•			
Ctrl R	From 01/01/20	18 15 To 3	31/01/2018					
Overdue Scripts F8								
MDS Scripts Due	Dispensed Date	Prescriber	Prescribing Organisatio	n	No. of Prescription Items	Cost of Prescription (£)	Prescription Source	Prescription Origination
SDM Ctrl M	02/01/2018 08:38	DANIELES, Jay	39 Baronsmere Raod		1	26.80		
EPS R2 Ctrl E								
MLP								
MUR								
Stock								
Self Service Portal								
MDS F11								
Support Centre								
NMS								
MDS Prep								
					Total No. of Prescriptions: 1	Total No. of Prescriptio	n 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.





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

AutoSave 💽 🔂 🕤 ד 🔿 ד 🛃 🚦 🔻	ा कि र े र र देवा के र ट के टariptCounts180102_093726_Script_Counts.xlsx - Excel							
File Home Insert Draw Page Layo	ut Formulas Data	a Review View Help	${\cal Q}$ Tell me what you want to do		년 Share			
$\begin{array}{c c} & & & \\ & & & \\ \hline \\ Paste \\ & & \\ & & \\ \end{array} \begin{array}{c} Calibri \\ \hline \\ B \\ I \\ U \\ \end{array} \begin{array}{c} & & \\ \\ U \\ \end{array} \begin{array}{c} \\ \\ \\ \\ \\ \\ \\ \end{array} \begin{array}{c} A^* \\ A^* \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\$		Wrap Text General Merge & Center General	Conditional Format as Cell Formatting * Table * Styles	Improvement → Delete → Delete → Sort & Find → Errormat → Fitter → Select) & t *			
	Alignment	Number	Tal Styles	Cells Editing	· · ·			
D1 V Script Counts Detailed Report								
A B	С	D	E	F	G 🔺			
1		Script Counts I	Detailed Report					
2 Pharmaceuticals Are Us								
3 24 Howells Street Anytown, This Town, Londo	on, Watford, wd244rt							
4								
5 From : 01/01/2018 To : 31/01/2018								
6 Grouped By : None								
7 Total Number of Prescriptions: 1								
	a 1							
9 Dispensed Date Dispensed Time	Prescriber	Prescribing Organisation	No. of Prescription Item	Cost Of Prescription (£)				
10 02/01/2018 08:38:12	DAMIELLS, Jay	39 Baronsmere Raou	1	20.8	· · · · · · · · · · · · · · · · · · ·			
12 Totals		1	. 1	26.8				
13								
14								
15								
16								
17								
18					.			
Constrained Constr								
Ready 🗐 🖽 – – + 100%								

- 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

Not to be reproduced or copied without the consent of AAH Pharmaceuticals Limited 2021.

Contact us

For more information contact: **Telephone: 0344 209 2601**