
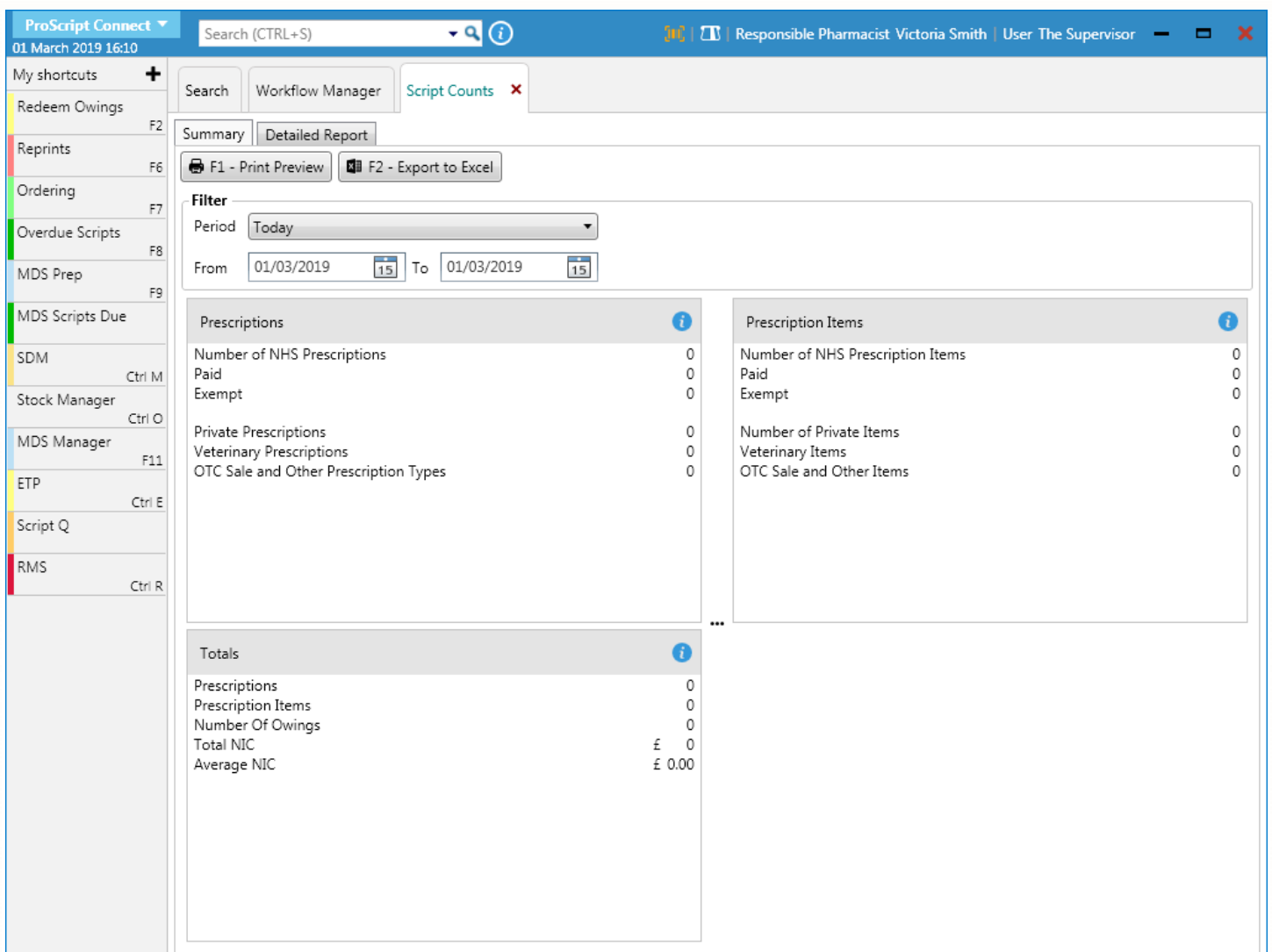


Printing and/or Exporting a Script Counts Summary Report

 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 Summary Report

1. When you first access the Scripts Counts window, notice the *Summary* tab is selected by default.



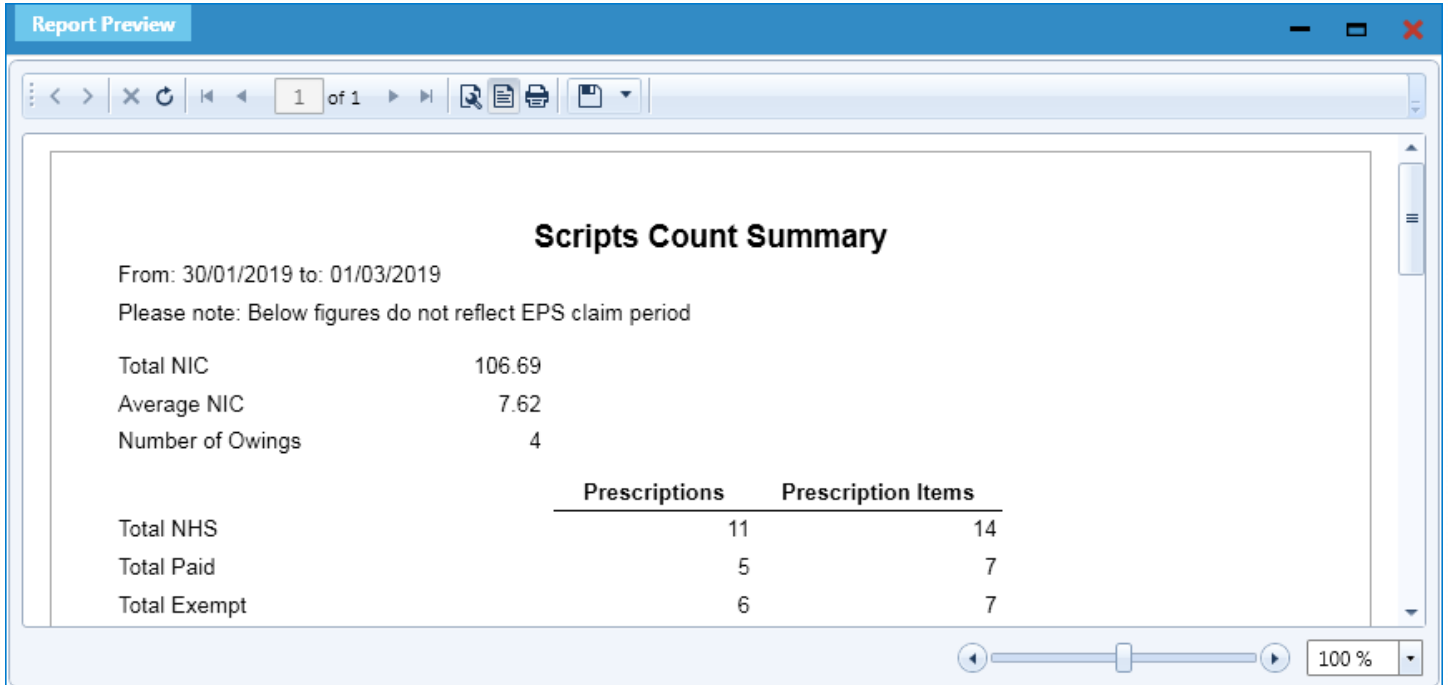
The screenshot shows the ProScript Connect application window. The title bar indicates the user is 'Responsible Pharmacist Victoria Smith' and 'User The Supervisor'. The interface includes a search bar, a sidebar with shortcuts, and a main content area with tabs for 'Summary' and 'Detailed Report'. The 'Summary' tab is selected, and the 'Filter' section shows the 'Period' set to 'Today' with dates '01/03/2019' to '01/03/2019'. The main content area displays two tables: 'Prescriptions' and 'Prescription Items', both showing zero counts for all categories. A 'Totals' section at the bottom shows a total of zero for all metrics.

Prescriptions		Prescription Items	
Number of NHS Prescriptions	0	Number of NHS Prescription Items	0
Paid	0	Paid	0
Exempt	0	Exempt	0
Private Prescriptions	0	Number of Private Items	0
Veterinary Prescriptions	0	Veterinary Items	0
OTC Sale and Other Prescription Types	0	OTC Sale and Other Items	0

Totals	
Prescriptions	0
Prescription Items	0
Number Of Owings	0
Total NIC	£ 0
Average NIC	£ 0.00

2. Use the filters to select the *Period* across which you want your report to apply and whether you want to group data by prescriber.

3. Press [F1 – Print Preview].
4. The Script Counts Detailed report print preview displays.



Scripts Count Summary

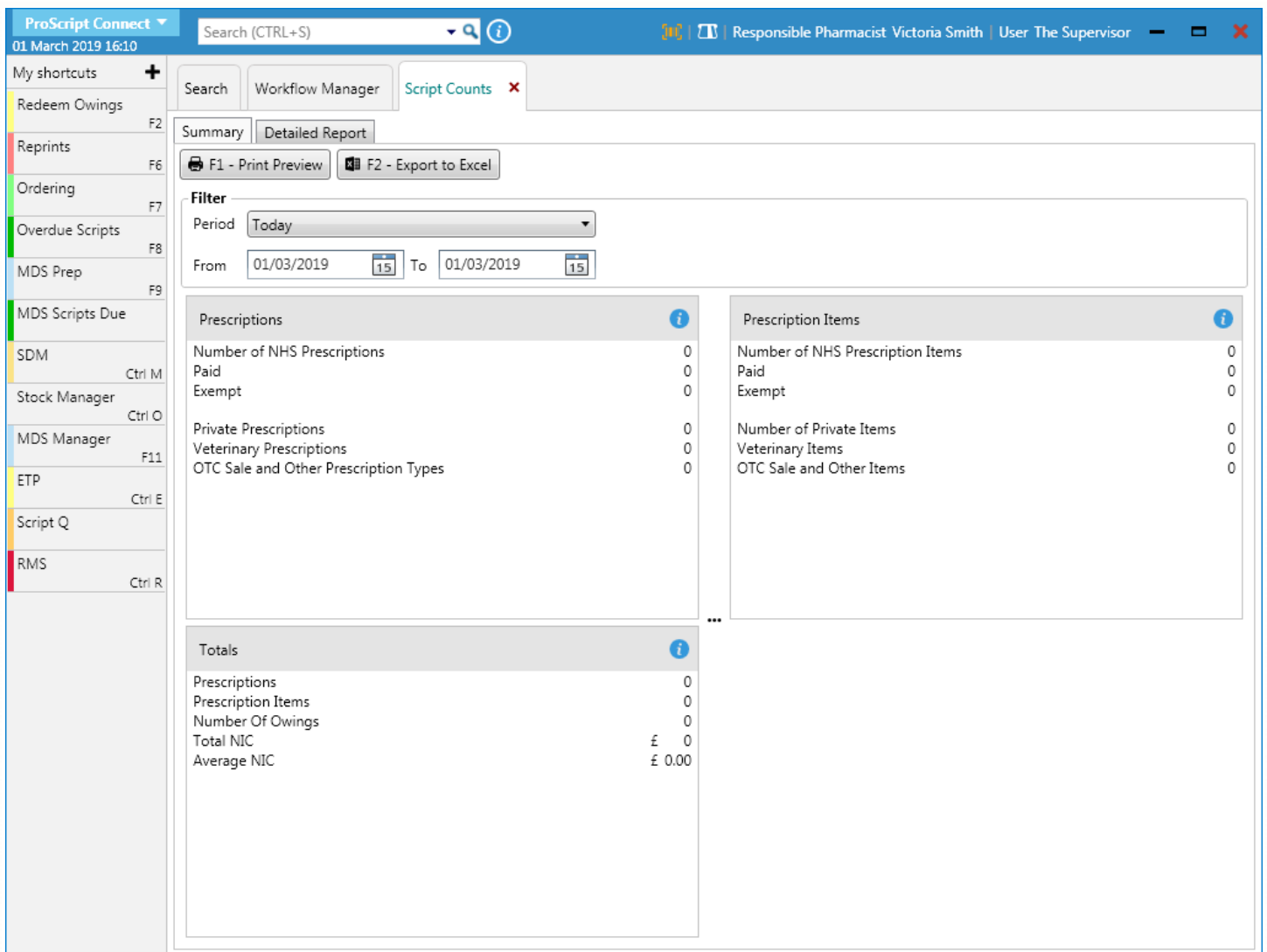
From: 30/01/2019 to: 01/03/2019
Please note: Below figures do not reflect EPS claim period

Total NIC	106.69		
Average NIC	7.62		
Number of Owings	4		
		Prescriptions	Prescription Items
Total NHS		11	14
Total Paid		5	7
Total Exempt		6	7

5. From here, 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 Summary Report

1. When you first access the Scripts Counts window, notice the *Summary* tab is selected by default.

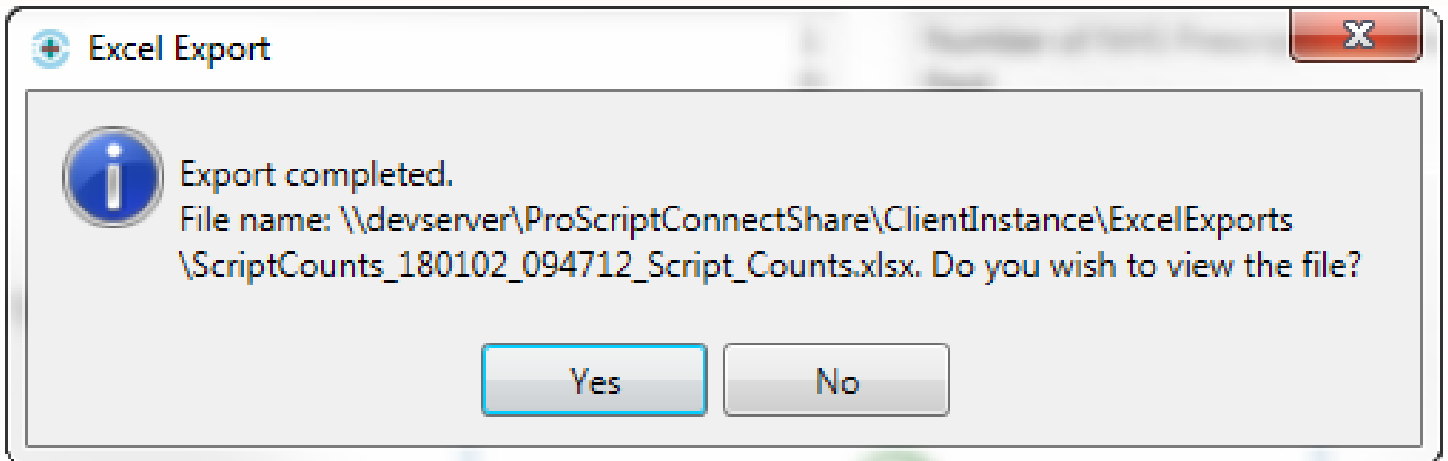


The screenshot shows the ProScript Connect application window. The title bar indicates the user is 'The Supervisor' and the date is '01 March 2019 16:10'. The main window has a sidebar on the left with shortcuts for various functions like 'Redeem Owings', 'Reprints', 'Ordering', etc. The main area is titled 'Script Counts' and has tabs for 'Summary' and 'Detailed Report'. Below the tabs are buttons for 'F1 - Print Preview' and 'F2 - Export to Excel'. A 'Filter' section allows selecting a 'Period' (Today) and a date range (From 01/03/2019 To 01/03/2019). The report is divided into two columns: 'Prescriptions' and 'Prescription Items'. Both columns show counts for NHS, Private, Veterinary, and OTC items, with all values currently at 0. A 'Totals' section at the bottom shows summary statistics, including 'Total NIC' and 'Average NIC', both at £ 0.

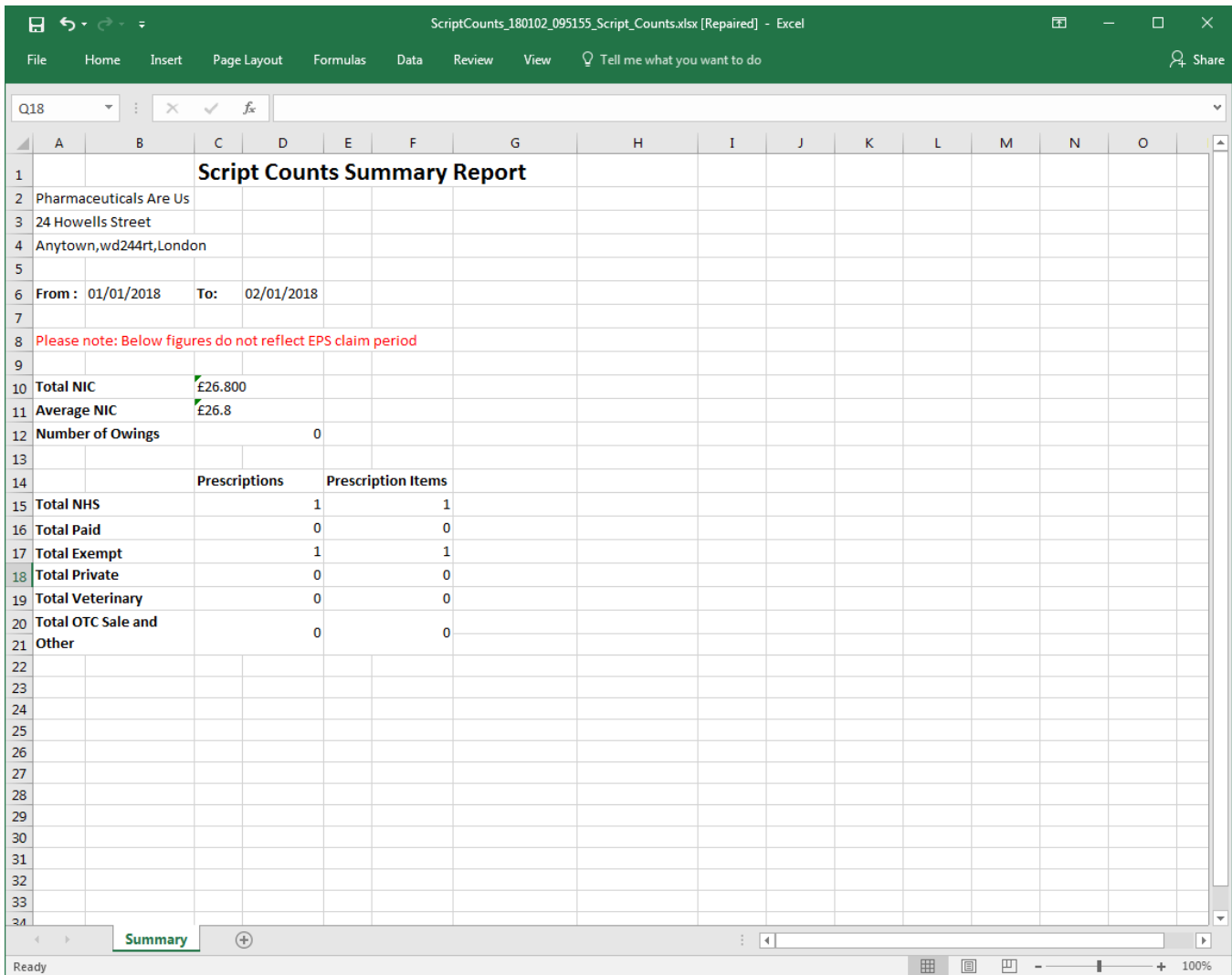
Prescriptions		Prescription Items	
Number of NHS Prescriptions	0	Number of NHS Prescription Items	0
Paid	0	Paid	0
Exempt	0	Exempt	0
Private Prescriptions	0	Number of Private Items	0
Veterinary Prescriptions	0	Veterinary Items	0
OTC Sale and Other Prescription Types	0	OTC Sale and Other Items	0

Totals	
Prescriptions	0
Prescription Items	0
Number Of Owings	0
Total NIC	£ 0
Average NIC	£ 0.00

2. Use the filters to select the *Period* across which you want your report to apply and whether you want to group data by prescriber.
3. Press **[F2 – Export to Excel]**.
4. 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.



5. Click [Yes].
6. The file opens in Excel.



ScriptCounts_180102_095155_Script_Counts.xlsx [Repaired] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do Share

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Script Counts Summary Report													
2	Pharmaceuticals Are Us													
3	24 Howells Street													
4	Anytown,wd244rt,London													
5														
6	From : 01/01/2018		To: 02/01/2018											
7														
8	Please note: Below figures do not reflect EPS claim period													
9														
10	Total NIC	£26.800												
11	Average NIC	£26.8												
12	Number of Owings	0												
13														
14		Prescriptions	Prescription Items											
15	Total NHS	1	1											
16	Total Paid	0	0											
17	Total Exempt	1	1											
18	Total Private	0	0											
19	Total Veterinary	0	0											
20	Total OTC Sale and	0	0											
21	Other	0	0											
22														
23														
24														
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29														
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32														
33														
34														

Summary

Ready

7. 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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