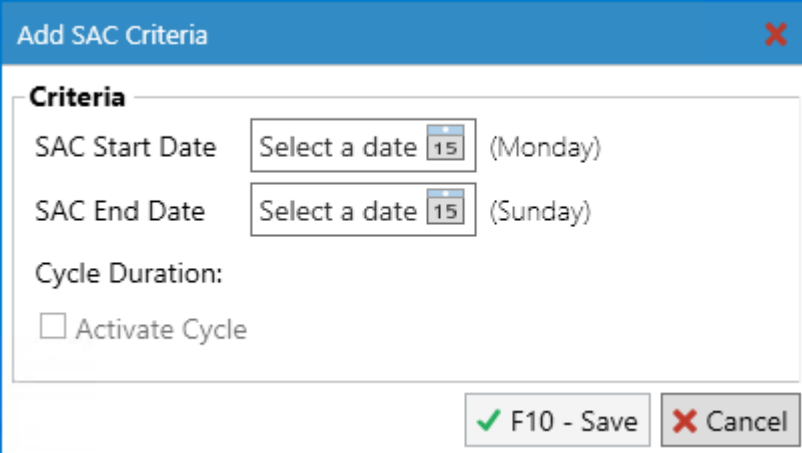


Managing a Pending SAC

Adding a New Pending SAC

1. From the Stock Availability Count Manager, press **[F1 – Add SAC Criteria]**.
2. A blank SAC Criteria window displays.



Add SAC Criteria

Criteria

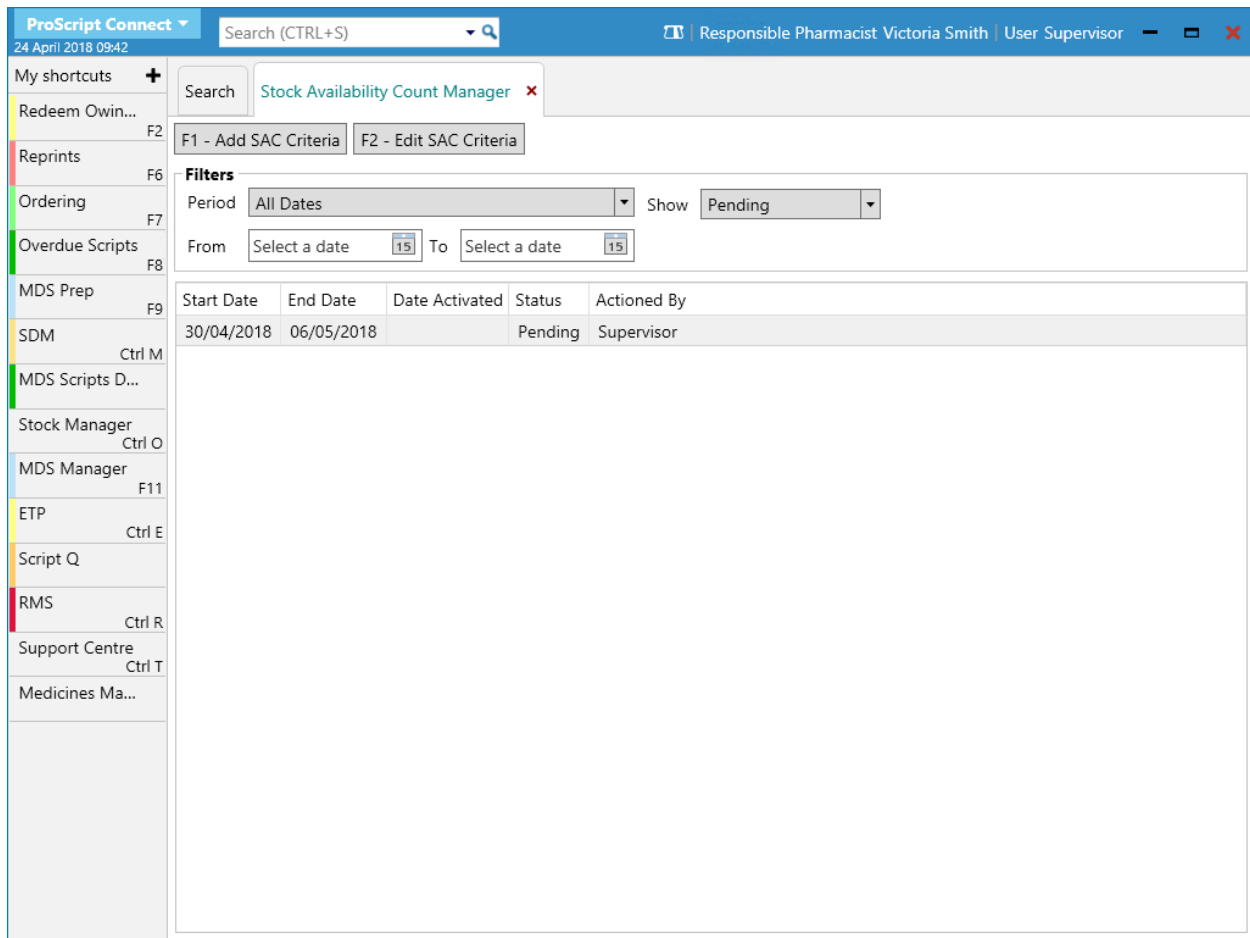
SAC Start Date (Monday)

SAC End Date (Sunday)

Cycle Duration:

Activate Cycle

3. From there, select the:
 - SAC Start Date, which should always be on a Monday
 - SAC End Date, which should always on a Sunday
4. Press **[F10 – Save]**.
5. The SAC Criteria displays with a *Pending* status.



ProScript Connect 24 April 2018 09:42 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User Supervisor

My shortcuts +

Redeem Owin... F2

Reprints F6

Ordering F7

Overdue Scripts F8

MDS Prep F9

SDM Ctrl M

MDS Scripts D...

Stock Manager Ctrl O

MDS Manager F11

ETP Ctrl E

Script Q

RMS Ctrl R

Support Centre Ctrl T

Medicines Ma...

Search Stock Availability Count Manager x

F1 - Add SAC Criteria F2 - Edit SAC Criteria


Filters

Period All Dates Show Pending

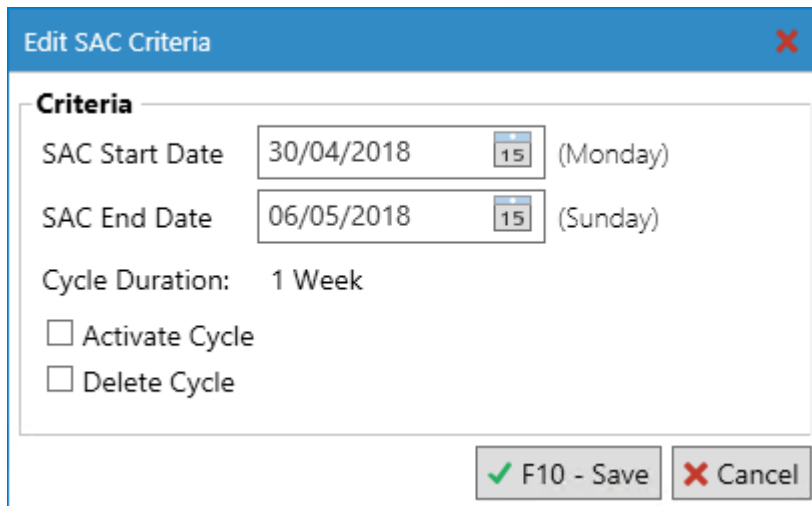
From Select a date 15 To Select a date 15

Start Date	End Date	Date Activated	Status	Actioned By
30/04/2018	06/05/2018		Pending	Supervisor

Activating a Pending SAC

 You can only have one active SAC at a time, and activating a SAC will only publish to branches on the Monday it is due to start.

1. From the Stock Availability Count Manager, highlight a SAC criteria marked as *Pending*.
2. Press **[F2 – Edit SAC Criteria]**.
3. The Edit SAC Criteria window displays.



Edit SAC Criteria

Criteria

SAC Start Date 30/04/2018 (Monday)

SAC End Date 06/05/2018 (Sunday)

Cycle Duration: 1 Week


Activate Cycle

Delete Cycle

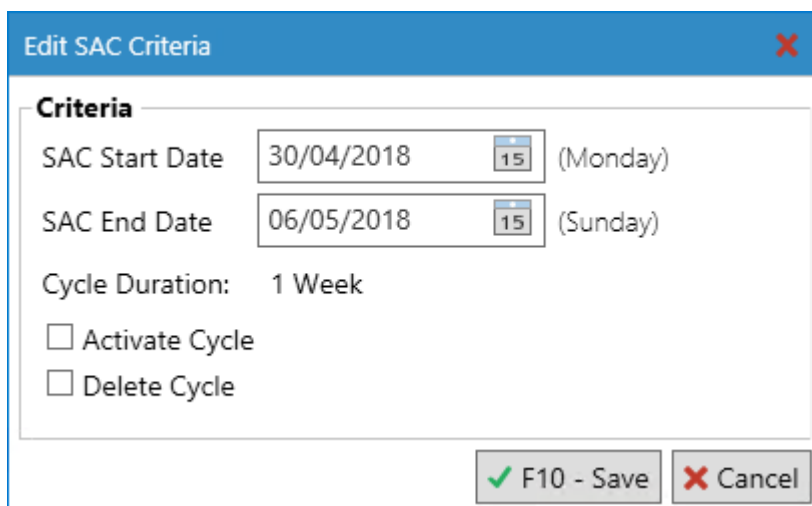
✓ F10 - Save ✗ Cancel

4. Select the *Activate Cycle* tick box.
5. Press **[F10 – Save]**.
6. The SAC Criteria displays with an *Active* status.

Editing a Pending SAC

 You can only edit a *Pending* SAC criteria.

1. From the Stock Availability Count Manager, highlight a SAC criteria marked as *Pending*.
2. Press **[F2 – Edit SAC Criteria]**.
3. The Edit SAC Criteria window displays.



Edit SAC Criteria

Criteria

SAC Start Date 30/04/2018 (Monday)

SAC End Date 06/05/2018 (Sunday)

Cycle Duration: 1 Week

Activate Cycle


Delete Cycle

✓ F10 - Save ✗ Cancel

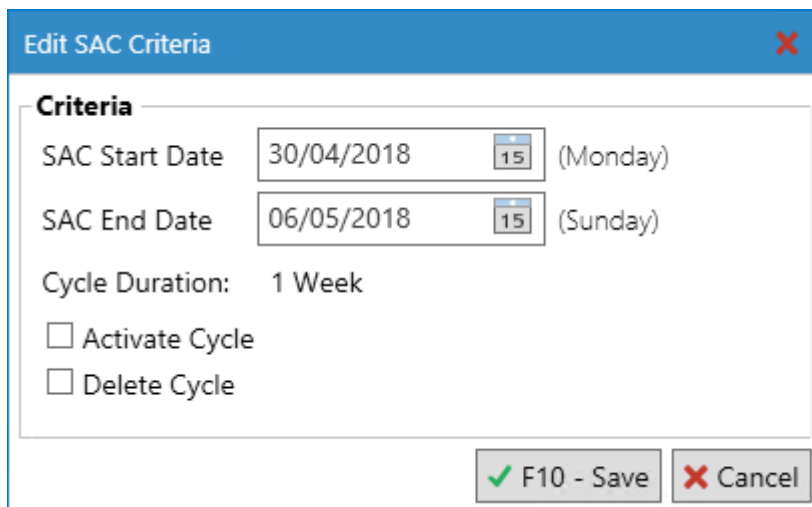
4. From there, you can:
 - Edit the SAC Start Date as required (can only be a Monday in the future)
 - Edit the SAC End Date as required (can only be a Sunday in the future)

5. Press **[F10 – Save]**.

Deleting a Pending SAC

 You can only delete a SAC Criteria before the Monday it is due to start.

1. From the Stock Availability Count Manager, highlight a SAC criteria marked as *Pending*. Please ensure the current date is not the criteria's start date.
2. Press **[F2 – Edit SAC Criteria]**.
3. The Edit SAC Criteria window displays.



4. Select the *Delete Cycle* tick box.
5. Press **[F10 – Save]**.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	16/08/2023		Joanne Hibbert-Gorst

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