

Printing 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.

ProScript Connect ▼ 04 October 2018 15:42	Search (CTRL	+S) - Q	🖪 Responsible Pharmacist Victoria Smith User The Supervisor	– – ×		
My shortcuts 🕂	Search Workflow Manager Drug Notes Manager					
Redeem Owings	Search	Search worknow Manager Drug Notes Manager				
Reprints	Preparation Pack Note					
F6 Ordering	+ F1 - Add Note F2 - Edit Note					
F7						
Overdue Scripts F8	Severity All I	search	Search Search Show Deleted Show Discontinued Only			
MDS Prep	Date Added	Preparation Name	Preparation Note	Severity		
MDS Scripts Due	04/10/2018	Salicylic ac 3%+betameth 0.05% oir	This product should be made to volume in a measure of calibrated bottle.	Normal		
SDM	22/01/2018	Amoxicillin 250mg caps	Check expiry date before dispensing	Critical		
Ctrl M	22/01/2018	Paracetamol 500mg tabs	Print patient leaflet	Normal		
Stock Manager Ctrl O						
MDS Manager						
ETP F11						
Ctrl E						
Script Q						
RMS Ctrl R						
Support Centre						
ETD Tracker						

2. 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 print. Select the **[F3 – Print Note]** button.



Report Preview	×
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Salicylic ac 3%+betameth 0.05% oint This product should be made to volume in a measure of calibrated bottle.	
04/10/2018 24/7 Pharmacy Stop 128 Waterfields Way, North Watford, Hertfordshire, WD24 7FE 01923446882	•
I 100 %	•

3. The note label print preview displays. Click the printer icon to print.

Revision History

Version Number	Date	Revision Details	Author(s)			
1.0	18/08/2023		Joanne Hibbert-Gorst			
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Contact us

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