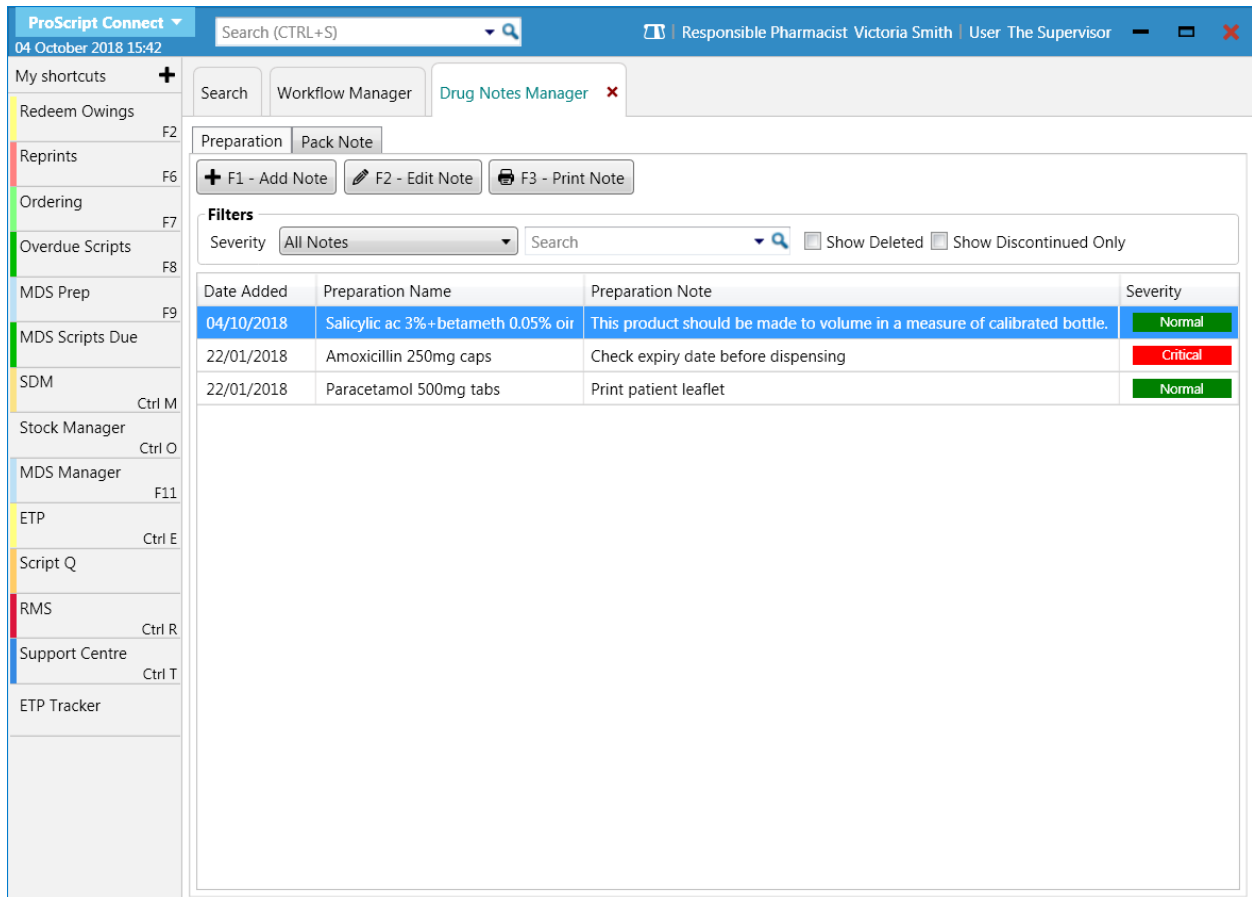


Printing a Preparation or Pack Note

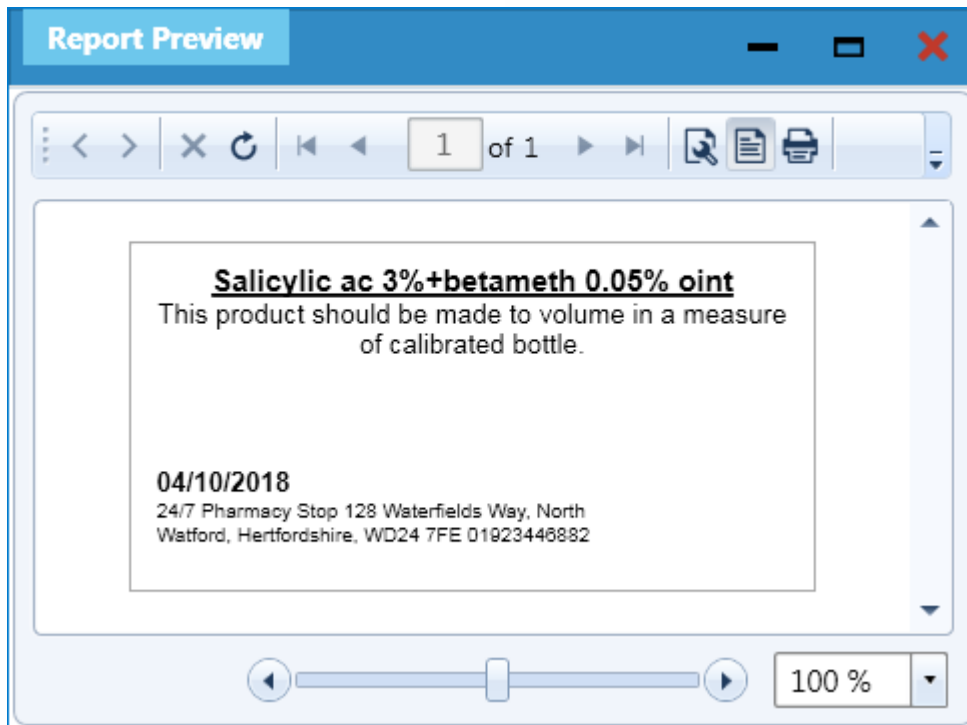
1. To begin, open the Drug Notes Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Drug Notes Manager* menu item.



The screenshot shows the ProScript Connect interface. The top bar includes the application name, a search bar, and user information. The left sidebar lists various menu items. The main area is titled 'Drug Notes Manager' and contains a search bar, a filter dropdown, and a table of drug notes. The table has the following data:

Date Added	Preparation Name	Preparation Note	Severity
04/10/2018	Salicylic ac 3%+betameth 0.05% oir	This product should be made to volume in a measure of calibrated bottle.	Normal
22/01/2018	Amoxicillin 250mg caps	Check expiry date before dispensing	Critical
22/01/2018	Paracetamol 500mg tabs	Print patient leaflet	Normal

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.



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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