
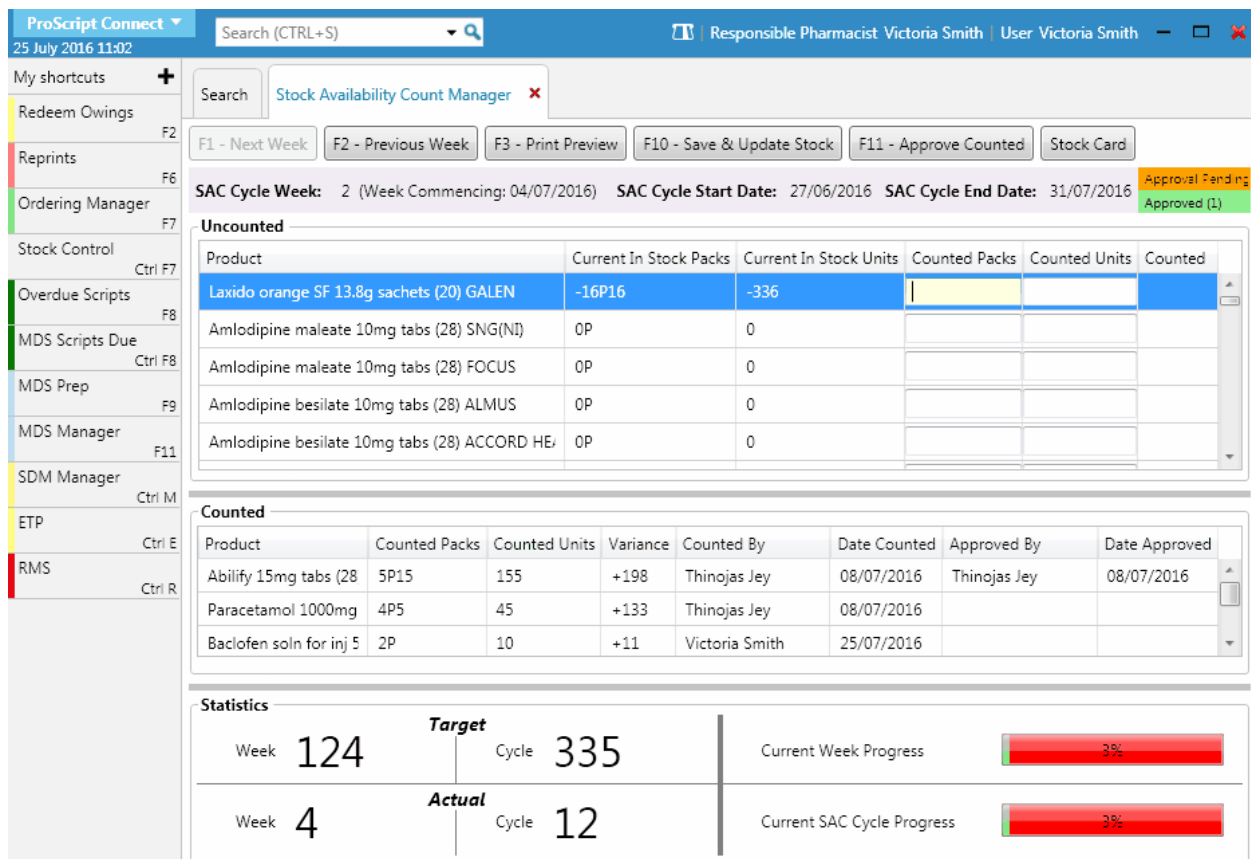


# Updating and Saving the Stock Count Queue

1. From the top *Uncounted* section of the Branch SAC Manager, locate an item in the grid, and enter the number of counted packs and units.
2. Once you are done entering both values, the *Counted* column will update with a green  tick icon.



The screenshot shows the ProScript Connect interface for the Stock Availability Count Manager. The window title is "ProScript Connect" and the user is "Responsible Pharmacist Victoria Smith". The interface includes a search bar, navigation buttons (F1-F11), and two main data tables: "Uncounted" and "Counted".

**Uncounted Table:**

Product	Current In Stock Packs	Current In Stock Units	Counted Packs	Counted Units	Counted
Laxido orange SF 13.8g sachets (20) GALEN	-16P16	-336			
Amlodipine maleate 10mg tabs (28) SNG(NI)	0P	0			
Amlodipine maleate 10mg tabs (28) FOCUS	0P	0			
Amlodipine besilate 10mg tabs (28) ALMUS	0P	0			
Amlodipine besilate 10mg tabs (28) ACCORD HE	0P	0			

**Counted Table:**

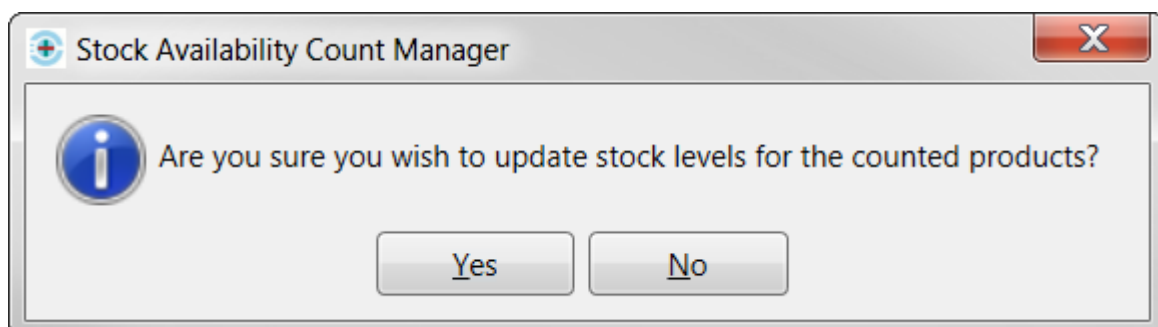
Product	Counted Packs	Counted Units	Variance	Counted By	Date Counted	Approved By	Date Approved
Abilify 15mg tabs (28) 5P15	155	155	+198	Thinojas Jey	08/07/2016	Thinojas Jey	08/07/2016
Paracetamol 1000mg 4P5	45	45	+133	Thinojas Jey	08/07/2016		
Baclofen soln for inj 5 2P	10	10	+11	Victoria Smith	25/07/2016		

**Statistics:**

Target		Actual	
Week	124	Cycle	335
Week	4	Cycle	12

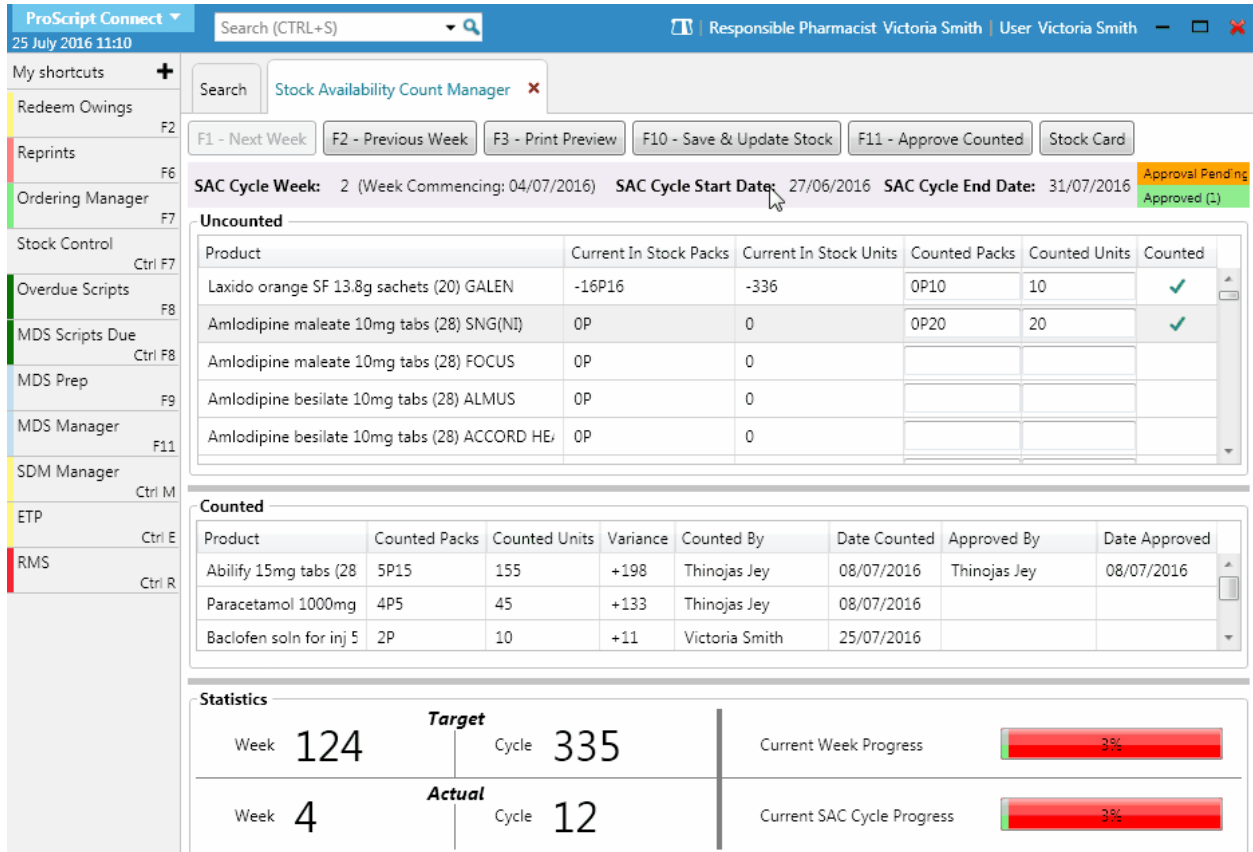
Progress bars show "Current Week Progress" and "Current SAC Cycle Progress" both at 3%.

3. Press **[F10 – Save & Update Stock]**.
4. A pop-up window displays, asking whether you want to update stock levels for the counted products.



5. Click **[Yes]**.

- The items which have been updated and saved as counted will be removed from the top *Uncounted* grid and moved to the middle *Counted* grid.
- Notice the statistics in the bottom *Statistics* section of the screen and the number of approvals pending **Approval Pending (x)** update accordingly.



The screenshot shows the ProScript Connect interface for the Stock Availability Count Manager. The window title is 'ProScript Connect' and the user is 'Responsible Pharmacist Victoria Smith'. The date is '25 July 2016 11:10'. The search bar contains 'Stock Availability Count Manager'. The interface includes a sidebar with shortcuts, a top navigation bar with buttons for 'F1 - Next Week', 'F2 - Previous Week', 'F3 - Print Preview', 'F10 - Save & Update Stock', and 'F11 - Approve Counted'. The main area displays 'SAC Cycle Week: 2 (Week Commencing: 04/07/2016)', 'SAC Cycle Start Date: 27/06/2016', and 'SAC Cycle End Date: 31/07/2016'. There are two status indicators: 'Approval Pending (x)' and 'Approved (1)'. The 'Uncounted' table lists products like Laxido orange SF 13.8g sachets (20) GALEN, Amlodipine maleate 10mg tabs (28) SNG(NI), and others. The 'Counted' table lists products like Abilify 15mg tabs (28), Paracetamol 1000mg, and Baclofen soln for inj 5. The 'Statistics' section shows 'Week 124' and 'Cycle 335' for the target, and 'Week 4' and 'Cycle 12' for the actual. Progress bars for 'Current Week Progress' and 'Current SAC Cycle Progress' are shown at 3%.

## Revision History

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

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