

# Managing an Active SAC

## Adding a New SAC

You can only add a new active SAC Criteria on the Monday it is due to start.

- 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	Select a date 15 (Monday)
SAC End Date	Select a date 15 (Sunday)
Cycle Duration:	
Activate Cycle	
	✓ F10 - Save X Cancel

- 3. From there, select the:
  - $\circ$   $\;$  SAC Start Date, which should always be on a Monday  $\;$
  - $_{\odot}$   $\,$  SAC End Date, which should always on a Sunday  $\,$
  - Select the *Activate Cycle* tick box
- 4. Select the **[F10 Save]** button. The SAC Criteria displays with an *Active* status.



ProScript Connect	se Se	arch (CTRL+S)	+ Q			Responsible Pharmacist Victoria Smith	User Supervisor	 ×
My shortcuts								
Redeem Owin	Search	Stock Availability	/ Count Manage	г 🗙				
F2	F1 - Add	SAC Criteria F2	- Edit SAC Criteri	ia				
Reprints F6	Filters							 
Ordering	Period	All Dates			▼ Show	Active 🔻		
F7 Overdue Scripte	F	Calaata data	Te Calari	t a data				
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MDS Prep	Start Da	te End Date	Date Activated	Status	Actioned By			
SDM	23/04/2	018 29/04/2018	23/04/2018	Active	Supervisor			
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### Finishing an Active SAC Cycle

You can only finish a SAC Criteria if it is already active or activated.

- 1. From the Stock Availability Count Manager, highlight a SAC criteria marked as *Active*.
- 2. Select the **[F2 Edit SAC Criteria]** button. The Edit SAC Criteria window displays.

Edit SAC Criteria			
Criteria			
SAC Start Date	23/04/2018	(Monday)	
SAC End Date	29/04/2018	(Sunday)	
Cycle Duration:	1 Week		
🗌 Finish Cycle			
			_
		✓ F10 - Save X Cance	5



- 3. Select the *Finish Cycle* tick box and select the **[F10 Save]** button.
- 4. A pop-up window displays, asking whether you want to cancel this stock availability count criteria and notify all branches. Select the **[Yes]** button. The SAC criteria now displays as *Inactive*.

۲	Edit SAC Criteria	x			
Are you sure you wish to cancel this stock availability count cycle criteria and notify all branches?					
	Yes No				

#### **Revision History**

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

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#### **Contact us**

For more information contact: **Telephone: 0344 209 2601**