

Printing and/or Exporting a Private and Veterinary Prescriptions Register

Printing a Private and Veterinary Prescriptions Register

- Open the Private and Veterinary Prescriptions Register report from the top left-hand corner of the ProScript Connect Main Screen by selecting ProScript Connect > Private Prescriptions Register.
- 2. Select the data on which you want to report using the filters.
- 3. Select the **[F1 Print Preview]** button.
- 4. A print preview of the report displays.

| Re | port Preview | | | | | | | | • | | × |
|----|---|--|---|--|---|----------------------|-----------|---|------------------------------------|-------|---|
| | < > × ¢ н ч | 1 of 5 | | | | | | | | | |
| | | | | Private and Veterin | ary Prescriptions Register | r | | | | | = |
| | Script Ref., Episode, Episode Expiry | Prescribed, Dispensed, Collected | Patient Details (PD:), Owner Details (OD:) | Prescriber Details | Prescribed (P:), Dispensed (D:), Dosage and other label information | P. D. Quantity | Cost £ | RX Typ Final Serial, Price Serial £ Parent | oe, of Batch No. Expiry Date | | |
| | PRX13 - 14 | 23/01/2018 23/01/2018 / / | PD: PARKER, Nadine (Mrs) 33 Charles Street Leighton Buzzard Buckinghamshire LU1 1TP | GILLMAN, T MEADOWCROFT SURGERY JACKSON ROAD AYLESBURY BUCKINGHAMSHIRE HP19 9EX | P: Veniafaxine 75mg tabs D: Veniafaxine 75mg tabs (56) ACTAVIS Take TWO twice a day | 112.00 112.00 | 3.82 | 7.73 Private 000000 | 002 | _ | |
| | PRX132 - 188 | 13/04/2018 13/04/2018 / / | PD: MCCARTHY, Jenny (Ms) 8 Forrester Drive Watford Hertfordshire WD18 9RF | ENGLISH, J SPINNEYBROOK MEDICAL CNTR 59 HIGH STREET IRTHLINGBOROUGH NORTHAMPTONSHIRE | P: Amoxicillin 250mg caps D: Amoxicillin 250mg caps (15) AAH Take ONE daily | 14.00 14.00 | 0.64 | 6.70 Private 000000 | 022 | _ | Ŧ |
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- 5. From there, you can either:
 - Select the floppy disk icon to export and save the report on your computer.
 - Select the printer icon to print the report.

Exporting a Private and Veterinary Prescriptions Register

- 1. From the Private and Veterinary Prescriptions Register window, select the data on which you want to report using the filters.
- 2. Select the **[F2 Export to Excel]** button.
- 3. A pop-up window displays, advising you that the export was successfully completed and saved to the specified location, and asking whether you want to view the file.



| 🖲 Excel Export | |
|---|--|
| Export completed. File name: C:\Users\Desktop\ProScript Connect\ \ProScriptConnectClient\ExcelExports\PrivatePrescriptionsRegister_190301_164303.xlsx. Do you wish to view the file? Yes No | |

- 4. Select the **[Yes]** button.
- 5. The file opens in Excel.

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| Pa | Cut E Copy → E Copy → Ste ✓ Format Pair Clipboard | Cali nter B | ibri I <u>U</u> | • 11 • | • A a • A • | = = = | ■ & · · ■ • • • • • • • • • • • • • • • • • • • | 🔐 Wrap Te 🔛 Merge & nent | xt ≷Center ▼ | General Solution - % | • | Condition: Formatting | al Format as • Table • Styles | Cell Styles * | Insert Dele | te Format | ∑ AutoSt ▼ Fill * | im AZY Sort & Filter Editing | Find & Select * | | | ~ |
| A | A1 • I × ✓ fr SerialNumber | | | | | | | | | | | | | | | | | | | | | |
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| 1 | SerialNumber | ParentS | erialNur | r Prescripti | Prescriptio | Prescrip | ti Prescripti | DateDispe | DateColle | Appropria | a Patient Nar | ne | | | Patient | Ac Prescrib | er Prescrib | er Prescrib | e Dispen | ec Dosag | e Pr | esc |
| 2 | 2 | | | PRX13 | 14 | Private | 23012018 | 23012018 | 11 | 11 | PARKER, Na | idine (Mrs) | | | 33 Charl | es GILLMA | N, MEADO | W Venlafa | di Venlafa | xii Take T | wo | |
| з | 22 | | | PRX132 | 188 | 8 Private | 13042018 | 13042018 | 11 | 11 | MCCARTHY | Jenny (Ms) | | | 8 Forres | te ENGLISH | I, SPINNE | /B Amoxici | li Amoxic | illi Take (| ONE | |
| 4 | 23 | | 23 | 9 PRX142 | 198 | 8 Private | 13042018 | 13042018 | 13042018 | (13042018 | HOLLAND, | Clare Susan | (Miss) | | 77 Night | in ENGLISH | I, SPINNE | /B Cerazett | e Cerazet | te Take (| ONE | |
| 5 | 24 | | 23 | 8 PRX142 | 199 | Private | 13042018 | 13042018 | 13042018 | (13042018 | HOLLAND, | Clare Susan | (Miss) | | 77 Night | in ENGLISH | I, SPINNE | B Cerazett | e Cerazet | te Take (| ONE | |
| 6 | 26 | | 23 | PRX142 | 201 | l Private | 13042018 | 13042018 | 13042018 | (13042018 | HOLLAND, | Clare Susan | (Miss) | | 77 Night | in ENGLISH | I, SPINNE | B Cerazett | e Cerazet | te Take (| ONE | |
| 7 | 27 | | 27 | 7 PRX146 | 202 | Private | 13042018 | 13042018 | 11 | 13042018 | HOLLAND, | Clare Susan | (Miss) | | 77 Night | in ENGLISH | I, SPINNE | /B Cerazett | e Cerazet | te Take (| ONE | |
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| 12 | 33 | | 27 | 7 PRX146 | 228 | 8 Private | 13042018 | 01052018 | 01052018 | 13042018 | HOLLAND, | Clare Susan | (Miss) | | 77 Night | in ENGLISH | I, SPINNE | B Cerazett | e Cerazet | te Take (| ONE | - |
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| Rea | ady | | | | | | | | | | | | | | | | = | | | 1 | + 1 | 00% |

- 6. From there, you can:
 - Select File > Save As to save the report to an alternative location on your computer.
 - Select **File > Print** to print the report.

Revision History

| Version Number | Date | Revision Details | Author(s) | | | | |
|----------------|--------------|------------------|----------------------|--|--|--|--|
| 1.0 | 11 June 2024 | | Joanne Hibbert-Gorst | | | | |

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Contact us

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