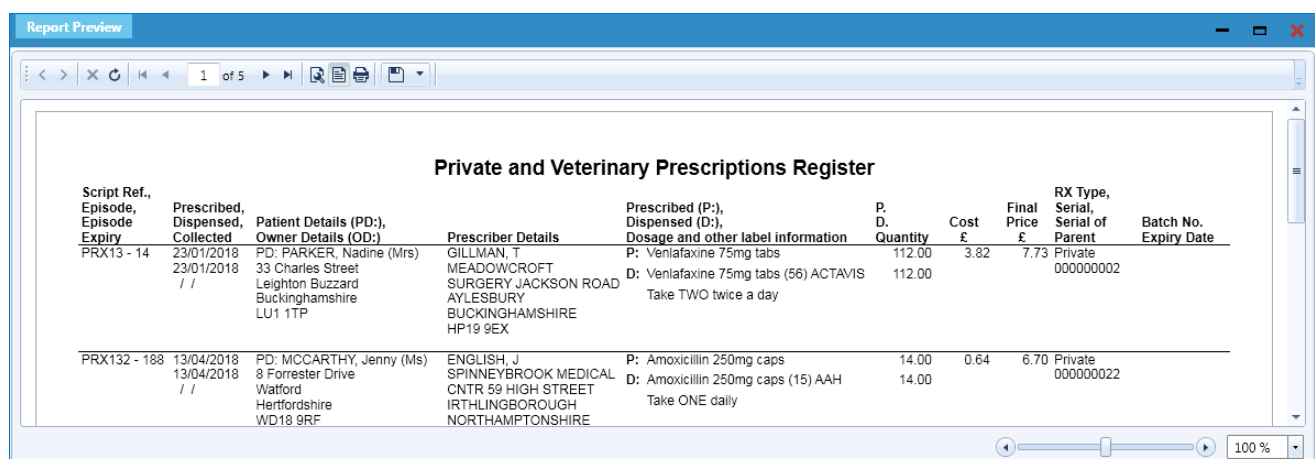


Printing and/or Exporting a Private and Veterinary Prescriptions Register

Printing a Private and Veterinary Prescriptions Register

1. 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.

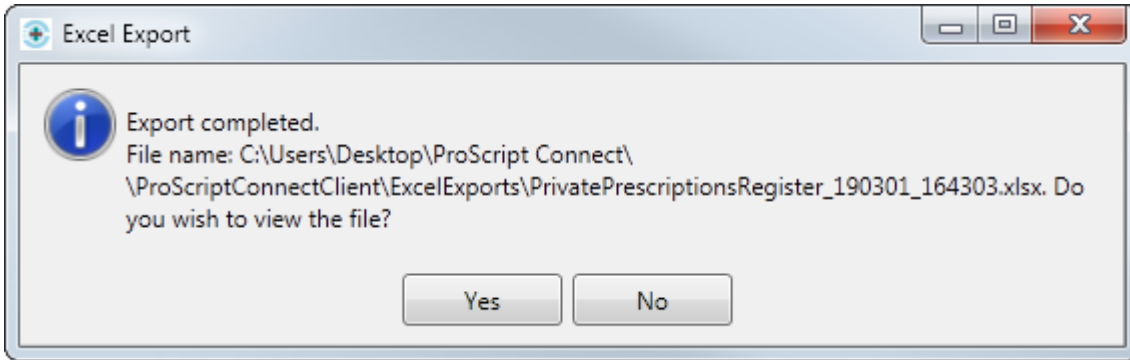


Script Ref., Episode, Expiry	Prescribed, Dispensed, Collected	Patient Details (PD), Owner Details (OD):	Prescriber Details	Prescribed (P:), Dispensed (D:), Dosage and other label information	P. D.	Quantity	Cost £	Final Price £	RX Type, Serial, of Parent	Batch No. Expiry Date
PRX13 - 14	23/01/2018 23/01/2018 / /	PD: PARKER, Nadine (Mrs) 33 Charles Street Leighton Buzzard Buckinghamshire LU1 1TF	GILLMAN, T MEADOWCROFT SURGERY JACKSON ROAD AYLESBURY BUCKINGHAMSHIRE HP19 9EX	P: Venlafaxine 75mg tabs D: Venlafaxine 75mg tabs (56) ACTAVIS Take TWO twice a day		112.00 112.00	3.82	7.73	Private 00000002	
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 00000022	

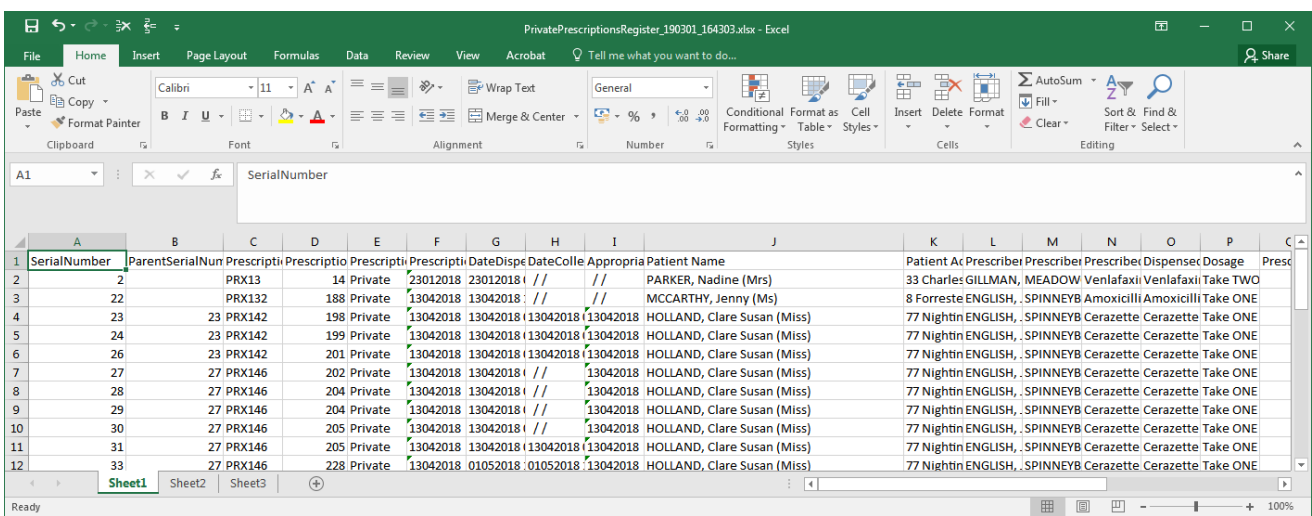
5. From there, you can either:
 - o Select the floppy disk icon to export and save the report on your computer.
 - o Select the printer icon to print the report.

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.



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



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

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