Setting up barcode solution in ProScript Connect

1. Ensure the following application settings are enabled in ProScript Connect.

Print Home Delivery Label 🔻	All machines	v ×
Delivery Barcode Contents 🔻	All machines	PatientName, Address, Postcode, NHSNumber, PrescriptionId 💙
Delivery Label Type 🔻	All machines	BarcodedLabel ~

2. Go into the PMR of a patient that has been marked as "Delivery" in the Patient details.

Edit Patie	nt TEST, Barcode	Middlename (Mr)'s Details			×
F6 - Send N	Notification	F11 - Copy Family Details F9 - Join Nursing Home 🔻	Alt+F12 - PDS Sync A	Alt+C Nominate My Pharmacy	PAYING
1	Title First Name * Middle Name Surname *	Mr Barcode Middlename Test	NHS No. Preferred Name Date of Birth * Gender * Patient Access ID	436 790 3796 Image: Constraint of the second s	✓
Personal De	etails Other Infor ervices Consent onic Prescription	Service (EPS) Espide	Additional Services System (2) C Delivery RMS MediPAC Opt O	Collection Original Pack Dispensing Dut Opt Out Reason Please Select ~	

3. Dispense an item for the patient and ensure that "F7 – Don't Print Labels" is UNTICKED.

Prescription Type:	FP10 dispensed on	22/09/2021 at 11:31		– – ×
TestPharmacy_1 191 Wood Lane London W12 7FP LTEN2 1.15/15 Amoxicillin 500mg caps	DOB 25/09/1991 Age 29 years 11 months 15 Amoxicillin 500 Use As Directed By 1	TEST, Barcode Middlen 123 Address Line 1 Address Line 2 TestCounty WD24 4QL (436 790 3796) mg caps The Prescriber	ame (Mr)	15
Paying Patient Evidence Seen Professional Fees 1	TESTVALE, ASSOCIA TESTVALE SURGERY Kjhgfd WD343QL	TES		Estimated Patient Charges 1
Requires Attenti	on Prescription not	es		
F7 - Don't Print	Labels 🗌 F8 - Don't	Endorse 🗌 Alt+F10 - S	ame Patient	Next Script
Print Bag Label	Prescription is clir	nically checked RD So	cript	•
F2 - Compare			🗸 F10	- Save 🗙 Cancel

4. Once you have clicked F10 – Save a Delivery QR code label will be printed and can be scanned into the Pro Delivery Manager App.







Scanning 2D Barcode via the PDM Web and PDM App

PDM can use the PDM Web app or PDM App (mobile) to scan the ProScript Connect 2D barcode to add or find patients and add new deliveries.

Using PDM Web

If a patient does not exist in PDM;

Scan the 2D barcode into the PDM Web Quick search bar and if the patient doesn't exist it will ask you to add the patient;

$\leftrightarrow \ \ $	■ p0001web.prodeliverymanager.com/3.1.4/app/	0	07	Q	☆	œ	*	۲	:
≡ Menu 💌	Quick search: Barcode 222222222	🛞 🖲 Custome	rs 🔾 (Orders		Ŧ	2V	W	ΕB
Search results									۲
							8+A	an Gre	en
No matching reco	ords found								

This will pre-populate the customer record in PDM from the information stored within ProScript Connect, you just need to click **SAVE**;

Entity	DEMO PHARMACY *	Home ad	dress	Email address:	
membership: ?			Type to search existing addresses		Enable email notifications ?
?	Other entities *	Line 1:	47 Quins Croft	Mobile number:	
Tide:	Mr *	Line 2:	Leyland		Enable SMS notifications ?
First name:	Alan	Line 3:			Enabling SMS notifications may result
Last name:	Green	Town/City:	Lancashire		in additional charges. Click here for more information.
Gender:	Male	County:	England	Secondary contacts:	Type to search
Date of birth:		Post code:	PR25 3UR	Transmission	
Tags: 7	C⊕ × + New tag	Telephone number:	01772458665	Active:	×
Default tasks:	Deliver to Customer		X Clear Set as default 🗸		
NHS ref: ?	222222222	+ New addre	ess type		
PMR ref: ?	00000001-0000-000014E1				





Click on **+ New order** to add a new delivery for the patient;

Search results > Alan Green (C000281)										
Customer info	0	🗇 Orders	C Order note	es 🖉 📿 Schedule	s 🛆 Events		ations 💮 Arch	ived orders		
Name: Mr Alan Green	Ģ.									+ New order
Gender: Male		Constant		Def	Managed Du	Torre	-	Previ	ous Task	
Ref: C000281		created *		Ker	Manageu by	Tags	Status	Task	Task Status	Task
PMR ref: 00000001-0000-000014E1		No records t	found							
Entity membership: 🕮 DEMO PHARMAC	Y									
Addresses										
Home (default) 47 Quins Croft Leyland Lancashire England PR25 3UR Tel: 01772458665		4								
C Edit custo	mer	« «	Page 0	of 0 🔰 📎	C Re	eset view C	lear filters	E	Export 👻 No d	ata to display

Add the number of packages for the delivery and then click SAVE

	> Mr Alan Green (C000281) >															
Customer		1	tems	∛⊟ Task	List	chedule										
Customer:	Mr Alan Green		Que													۵ 🗉
Customer tags:	₽			Task		Location	Assign	ned	т	Status	00	Target / Tir	Date	00	Requirements	
Default tasks:	Deliver to Customer	-		☆ Deli Custor	ver to ner ①	음 Home	Courie	ers		Current	0	WE 29/0	09/21 (00	8 m @ @ m	📋 🛱 🗸 🗙
Order details			1	ssigned to:	Couri	ers	⊚ -	Targe	t date:	29/09/2021		1111	Tags:	?		+ +
Order status: Managed by: ? Packages: ?	In progress DEMO PHARMA ▼ 주		1	ocation: Default	Home 47 Quin Lancash Please	e s Croft, Leyland, ire, England, PR ensure the it	25 3UR tem is	Targe	t time: onal			Ŧ	Compl requir	letion ements	Contact m Must b Signatu	ust be presi be customer ure ck
Order notes: New note:			ľ	nstructions	left wit guardi	th the patient an	or	instru	ctions:						PDM user Signatu	must be pro ure
Tags: ? External ref: ?	· · · · ·		Ado	Task 🔻	Add Se	equence 💌					⊠ M	lark ord	er as "c	omplete	ed" when final task	k is completed
															Sav	ve X Cancel





If a patient does exist in PDM;

Click into the search box, scan the 2D barcode into the PDM Web Quick search bar and the patient record and order history will appear;

← → C 🔒 p00	01web.prodeliverymanager.com/3.1.4/app/	0	07	Q	¢ 💽	*	9	:
∃ Menu 💌	Quick search: Type search text or scan a barcode here	omers 🔾 Or	ders		Ŧ	2)/	W	EΒ
What's new September 2021	1) Improvements to reports in PDM Web. 2) Ability to export reports, customer, order and task records in a v	variety of for	mats.					
Ny tasks due to	Jay 🚿 🛛 🤈 My overdue tasks 🛛 🚿 🗌 171 Orders on hold 🚿	7	Orde	ers ru	nning lat	e)	>	

Click + New Order

음 Search results > Ada Black (C000249)								
Customer info	🕄 Orders 🚺 Order not	es 🧔 Schedule	es 🕼 Events	🗊 Commu	nications 🔀 😚 Arc	nived orders		
Name: Mrs Ada Black 🗸 🛱								+ New order
Ref: C000249	Created 1	Paf	Managed Bu	Tage	Crature	Prev	vious Task	
NHS ref: 111111111 PMR ref: 0000001-0000-0000090A	created +	Rei	wanaged by	Tags	Status	Task	Task Statu	s Task
Entity membership: 简句 DEMO PHARMACY	28/09/2021 01:21:35 PM	P0000327	間 DEMO PHARMACY		Cancelled	© Deliver to Customer	Cancelled	*
Addresses	27/09/2021 02:33:31 PM	P0000322	#% DEMO PHARMACY		Completed		Completed	
Leyland Lancashire England	27/09/2021 01:10:00 PM	P0000317	借句 DEMO PHARMACY		Completed	☆ Deliver to Customer	Completed	
PR25 5UD	27/09/2021 08:09:11 AM	P0000311 📮	間 DEMO PHARMACY		Completed		Completed	
	24/09/2021 11:38:03 AM	P0000305	# [™] DEMO PHARMACY	*	Completed	& Deliver to Customer	Completed	
	23/09/2021 10:11:13 AM	P0000302	PHARMACY		Completed		Completed	
	4							•
🖉 Edit customer	<pre>《《 Page 1</pre>	of 1 > >	C R	eset view	Clear filters	Expo	art = Display	ring 1 - 15 of 15

Add the number of packages for the delivery and then click **SAVE**;

		Items	i⊟ Task	List	Schedule								
Customer:	Mrs Ada Black	Queu											E 6
Customer tags:	C.		Task		Location	Assign	ned	т	Status	③ ● Target / Tin	Date 💿 🕥 ne	Requirements	
Default tasks:	Deliver to Customer	= 1		er to ter ①	8 Home	Couri	ers		Current	©@ wc 29/0	9/21 00	8~@@~	1 🛛 🗸 >
Order details		A	ssigned to:	Cour	iers	0 -	Targe	t date:	29/09/2021	m	Tags: ?		- +
Order status: Managed by: 7	In progress DEMO PHARMA 👻 卒	L	ocation:	Hom Leyland PR25 50	e I. Lancashire, En JD	₩ gland,	Targe	t time:		¥	Completion requirements	Contact m	nust be presi be customer ture
Packages: ? Order notes:	최 0 폭	C it	efault istructions:	Please left wi guardi	ensure the i th the patient an	tem is t or	Addit instru	onal ctions:				PDM user	ck must be pri ure
New note: Fags: ?	× +												
External ref: ?		Add	Task 💌	Add S	equence *					Mark ord	er as "complete	ed" when final tas	k is complete





Using PDM mobile app

If a patient does not exist in PDM;

1	2		3	4
Customers ≡	Add customer	SAVE	Customers ≡	← Customer orders
Q 555555555 X [III] 🏹	Entity membership*		Q 5555555555 🗙 🕅 🏹	f 🗘
	DEMO PHARMACY O	*	Grey, Charlotte	
	Title		Ref: C000282	
	Mrs	Ŧ	No More Records	
	First name*			
	Charlotte	×		
No customers found	Last name"			No orders found
	Grey	×		
	Gender			
	Female	*		
+ CHARLOTTE GREY			+	+

- Scan the 2D barcode into the PDM mobile app Customer search bar and if the patient doesn't exist it will ask you to add the patient – click +"Patient Name"
- 2. Check details and click SAVE
- 3. Patient record will appear and you can click on it to create ORDER
- 4. To create order, click the **BOX** icon and then click the **+**

5		6	
🤶 Add order	SAVE	≆⊟ My tasks	=
Managed by*		Q Search	jiij 🏹
MO PHARMACY	*	OVERDUE / TODAY CURRENT (1)	α
ckages*	×	Deliver to Customer	Wednesda September 2 202
lote		Q) P0000332	
ags	-		

- 5. Add the number of packages and then click SAVE
- 6. The delivery will appear in MY TASKS





Using PDM mobile app

If a patient does exist in PDM;

1	2	3	4
Customers ≡	← Customer orders	Add order	ž⊟ My tasks ≡
QX [11] Y	£ 🗘	Managed by*	Q Search 🛄 🍸
Black, Ada Carlon Control Cont	Ref: P0000327 External ref:	DEMO PHARMACY +	OVERDUE / TODAY - CURRENT (2) -
No More Records	Tags: Created: Turesday, September 28, 2021 13:21 Managed by IR DEMO PHARAMACY Status: Cancelled Previous Task: © <u>Collever to Customer</u> @ Next Task: End Task: Raf: P0000322 External ref: Tags: Created: Monday, September 27, 2021 14:33 Memory do MEND DMARMACY	Packages*	Deliver to Customer
			Ada Black 🕞 🖓 Couriers
		Note	Deliver to Customer
			A Charlotte Grey C Couriers
	Status: Completed Previous Task: <u>© Deliver to Customer</u> 중	Tags 👻	
	Next Task: End Task:	${\scriptstyle \odot}$ Deliver to Customer ${\scriptstyle \sim}$	
+	Ref: P0000317 External ref:		

- 1. Scan the 2D barcode into the PDM mobile app Customer search bar (click on barcode icon to activate scanner) and the patient will appear
- 2. Click on the order tab and then click + to add an order
- 3. Add the number of packages and then click SAVE
- 4. The delivery will appear in MY TASKS

Should you require support – please contact us either by emailing us on <u>support@prodeliverymanager.com</u> or phoning us on **01727 795911** which is available Monday to Friday 9am to 5pm excluding bank holidays



