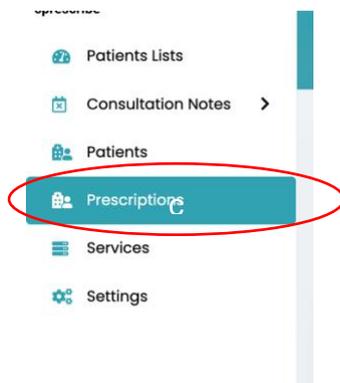# Adding on a prescription – Step by Step guide
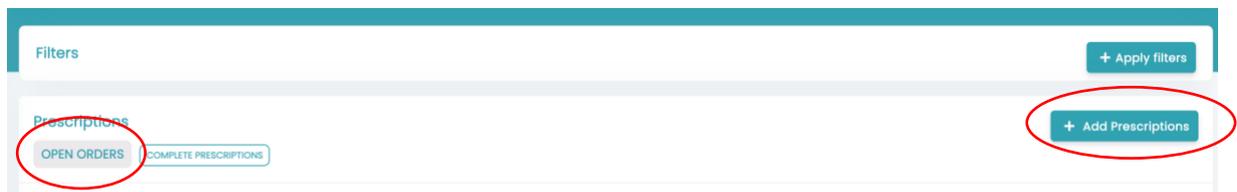
STEP 1

Click on prescriptions in the left-hand column

STEP 2

Ensure you're within 'open orders' (NOT COMPLETE PRESCRIPTIONS)
Click on add prescriptions

STEP 3

Using the drop-down boxes fill out the following: clinic, patient and delivery type. Then click save. If you're a non-prescriber your settings will be slightly different – you will be required to select a prescriber also.
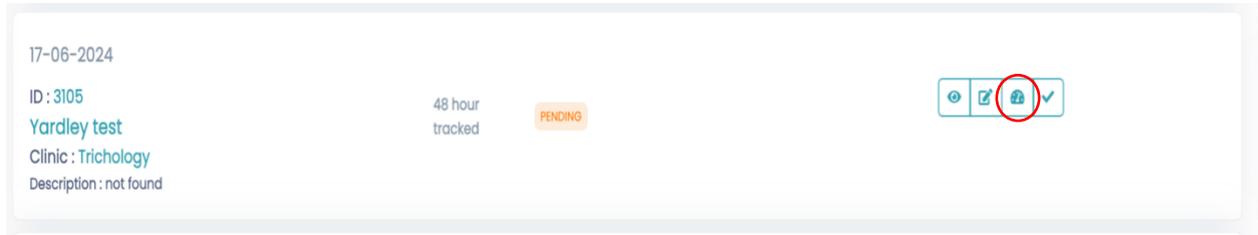Note: If you start typing into the patient field it will start to narrow down the list.

STEP 4

Your patient will now appear in the list. Click on prescription details (the icon that looks like a speedometer) as highlighted in the picture below.
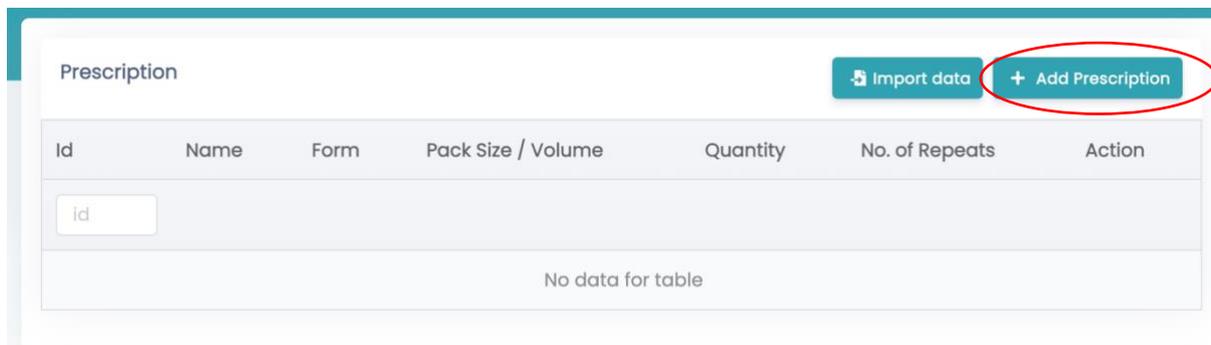

STEP 5

Then click on 'add prescription'

STEP 6 (final step for non-prescribers)

Fill out the prescription and click save.
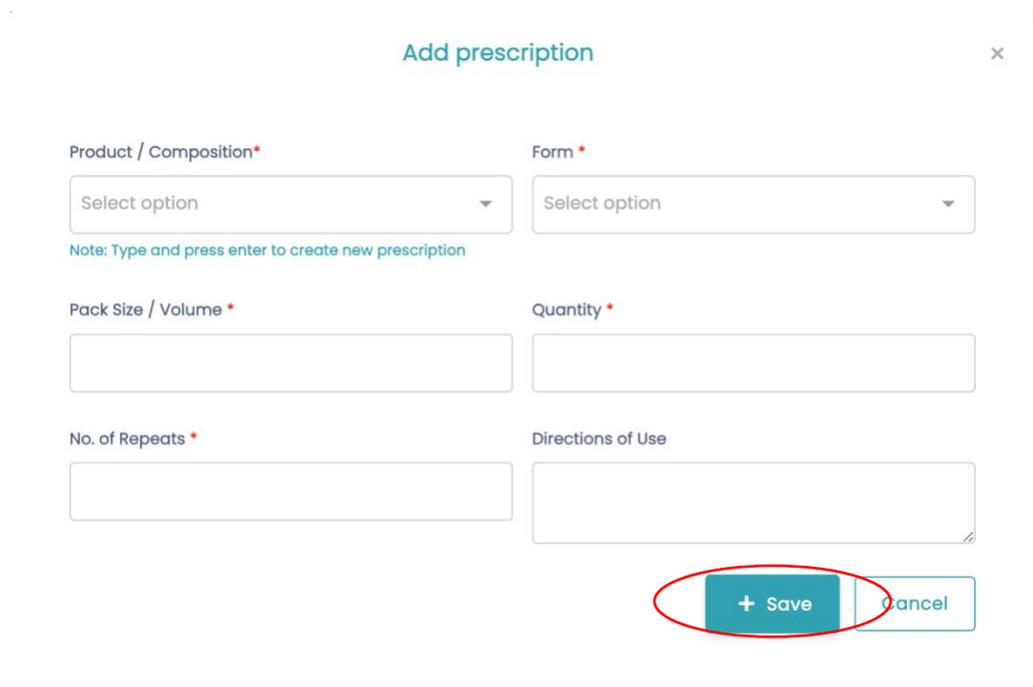
STEP 7 (final step for prescribers)

Sign the prescription by clicking the 'tick' icon as shown in the picture below
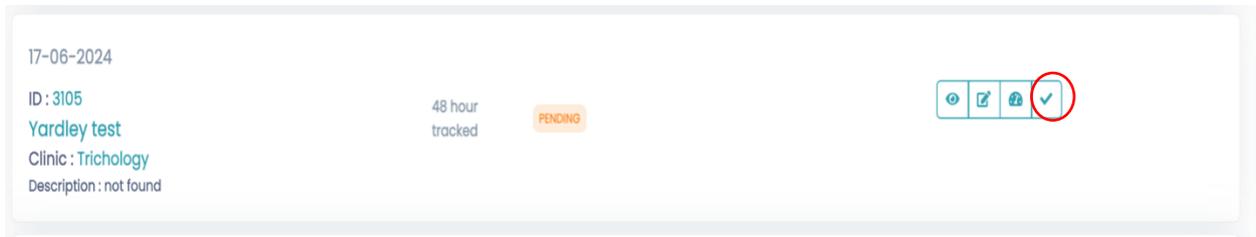
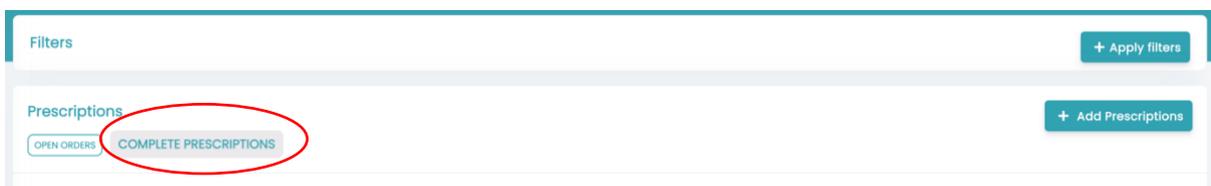The prescription will now move from 'open orders' into 'complete prescriptions' like so:

Once the pharmacy has dispatched the product the status will change from pending to complete and tracking ID info will be visible: