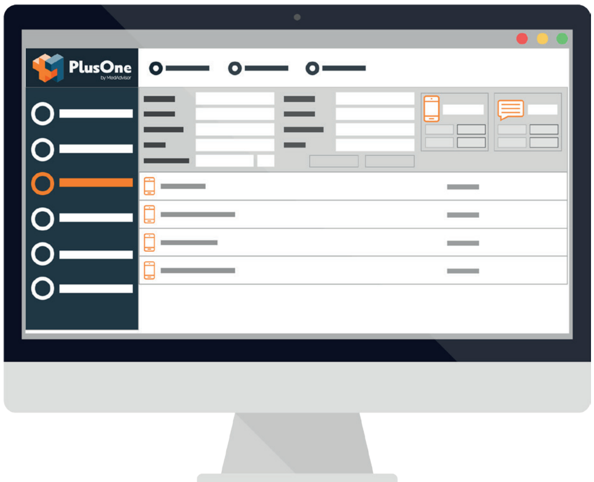
Logging Deferred Scripts

When a customer asks to leave a script on file which does NOT need to be dispensed immediately, log the deferred script in PlusOne to ensure the customer can view their total repeats available.

1. Log the deferred script in your dispense software. PlusOne will be updated automatically.

OR

1. Go to **Manage Customers** in the PlusOne main menu. Search for the customer and double click on their name



2. If the script is for a medication that has previously been dispensed:

   - Expand the relevant medication by clicking on the "**+**" button.
   - Click on **Create Deferred Script** and enter the prescription details.
   - Click **Create** to log the deferred script.

   If the script is for a **new** medication that has not been previously dispensed:

   - Click **Create Deferred Script: NEW MEDICATION** in bottom-right corner.
   - Search for the medication and enter the prescription details.
   - Click **Create** to log the deferred script.

Handy Tip: Use the MedAdvisor **Script Management Labels** to identify files for customers on MedAdvisor. This will remind staff that new scripts for the customers will need be to logged before filing away.