How to...

...Print a dispensing token

A Dispensing Token can be printed for each downloaded prescription. This is a paper copy of the electronic prescription. Tokens can be printed individually or as a batch process.

- Navigate to the ‘To be dispensed’ workflow in the EPS tab.
- Prescriptions which have had a prescribing token printed will be illustrated with an icon [P].
- Prescriptions which have had already had a dispensing token printed will be illustrated with an icon [D].
- Prescriptions for which both a prescribing and dispensing token have been printed will be illustrated with an icon [R].
- Click on the prescription to be printed. To select multiple prescriptions, hold down your Ctrl key and select the appropriate prescriptions. Prescriptions will highlight blue.
- Select Ctrl and 5 to print the selected token(s).

TIP: To print tokens in alphabetical order, click on the ‘Patient’ header within the ‘To be dispensed’ workflow. This will order prescriptions in alphabetically order. Select the prescriptions to be printed and select Ctrl and 5; prescriptions will print in the order displayed within the workflow.