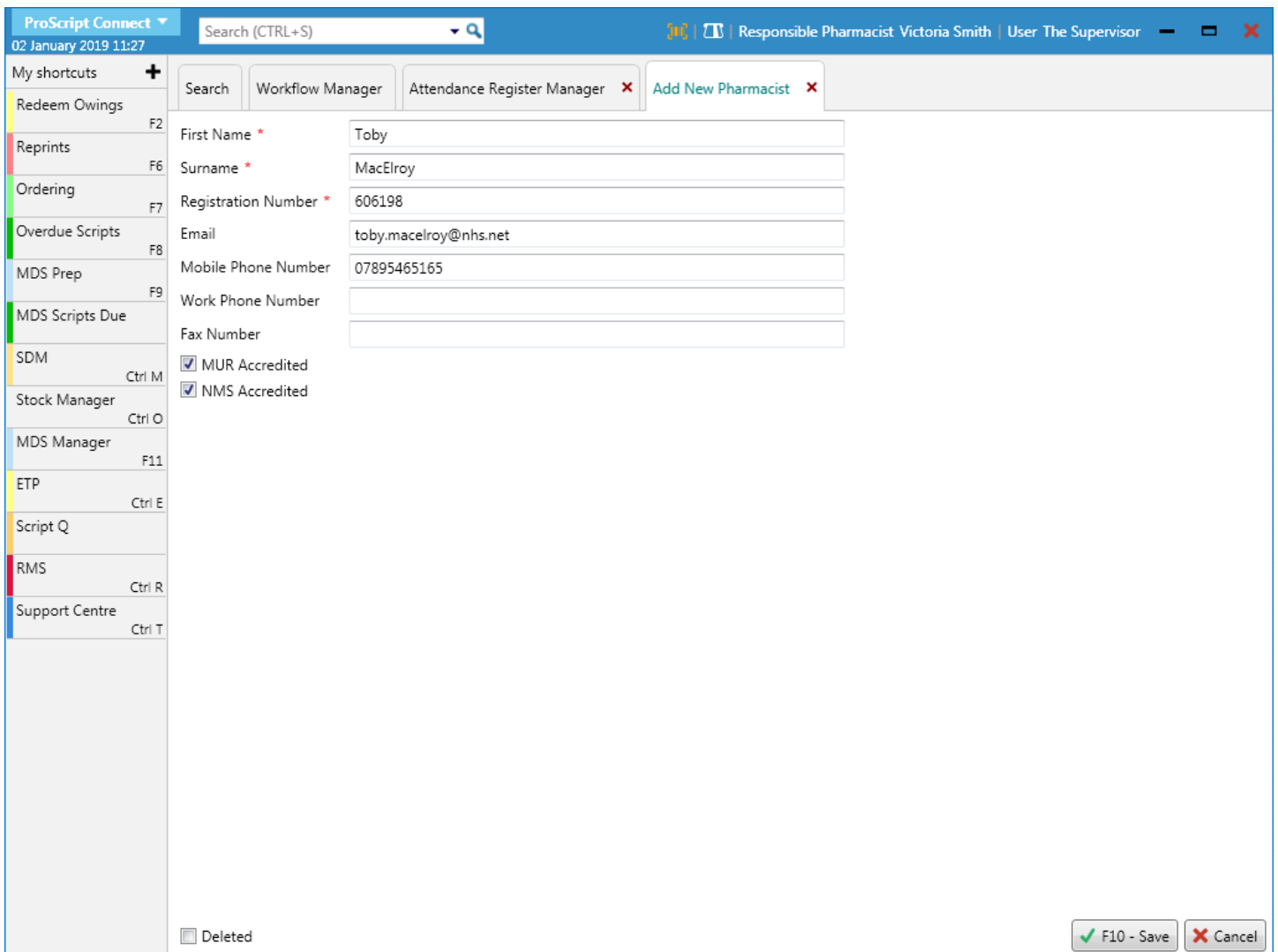


Adding a New Pharmacist from the Attendance Register Manager

1. To begin, open the Attendance Register Manager by selecting *Sign In* next to *Responsible Pharmacist* or by selecting the name of the responsible pharmacist that is currently signed in.
2. Select the **[F8 – Add New Pharmacist]** button.
3. A blank Add New Pharmacist tab displays. From here, you can:
 - Enter the pharmacist's *First Name, Surname, Registration Number* and contact details
 - Select whether the pharmacist is accredited for NMS (England only)
 - Select whether the pharmacist is accredited for MUR (England, Wales and Northern Ireland only)



The screenshot shows the ProScript Connect application window. The title bar indicates the user is 'Victoria Smith' and 'The Supervisor'. The main window has a sidebar on the left with shortcuts for various functions like 'Redeem Owings', 'Reprints', 'Ordering', etc. The main area displays the 'Add New Pharmacist' form with the following fields and values:

Field	Value
First Name *	Toby
Surname *	MacElroy
Registration Number *	606198
Email	toby.macelroy@nhs.net
Mobile Phone Number	07895465165
Work Phone Number	
Fax Number	
MUR Accredited	<input checked="" type="checkbox"/>
NMS Accredited	<input checked="" type="checkbox"/>

At the bottom right of the form, there are buttons for 'F10 - Save' and 'Cancel'.

4. Once you are finished, select the **[F10 – Save]** button.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	30 March 2020		Joanne Hibbert-Gorst

Contact us

For more information contact:
Telephone: 0344 209 2601

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