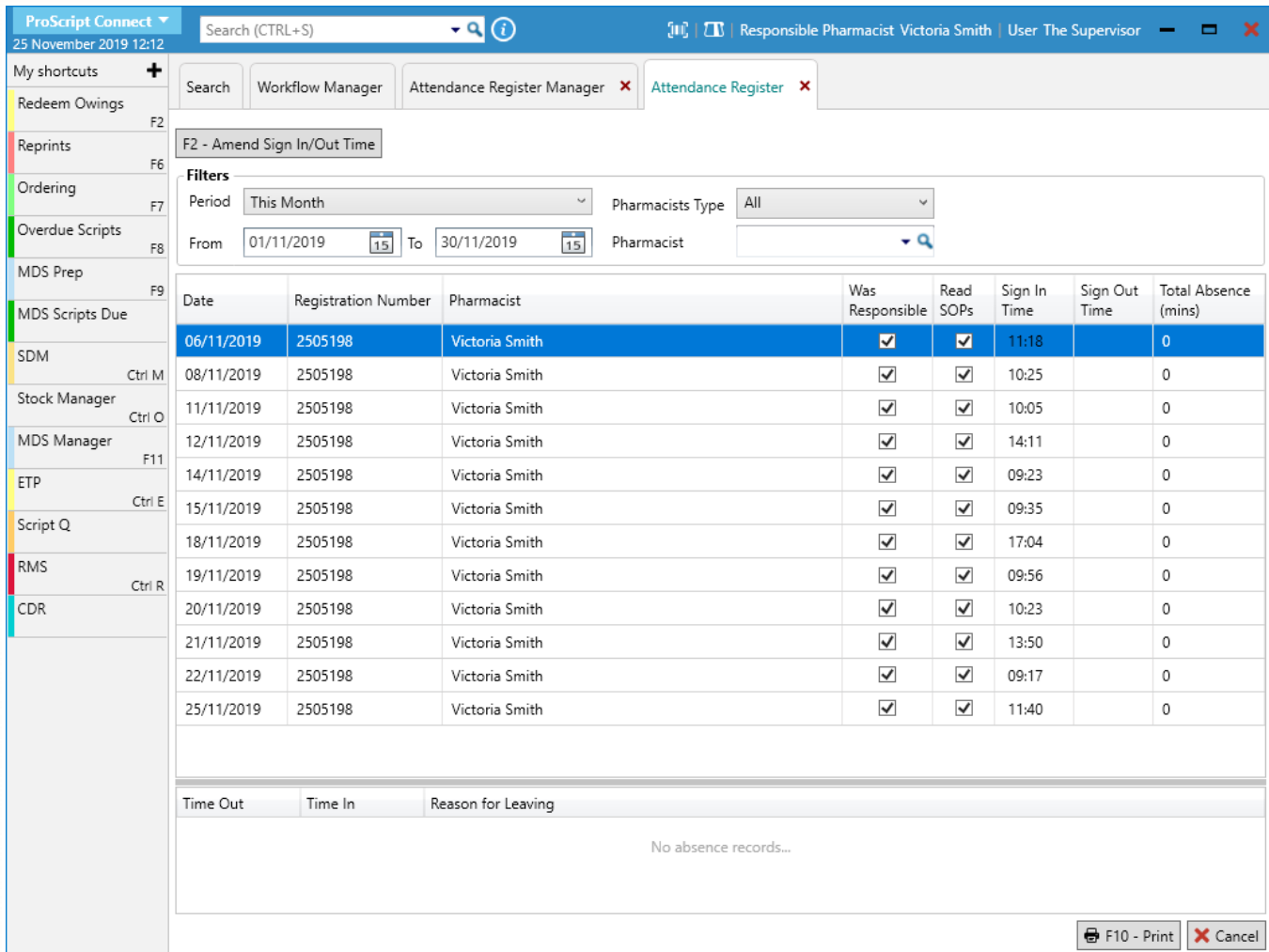


Amending Sign In/Sign Out Times

You can amend the sign in/sign out times for the responsible pharmacist if they have been entered in error.

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 **[F6 – Show Attendance Register]** button.
3. The Attendance Register displays in a separate window. Use the filters to find the entry that you need to amend.



The screenshot shows the ProScript Connect Attendance Register Manager window. The window title is "ProScript Connect" and the date is "25 November 2019 12:12". The user is logged in as "Responsible Pharmacist Victoria Smith" and "User The Supervisor". The window contains a search bar, a "Workflow Manager" button, and an "Attendance Register" button. Below the buttons is a "Filters" section with the following settings:

- Period: This Month
- Pharmacists Type: All
- From: 01/11/2019
- To: 30/11/2019
- Pharmacist: (empty search box)

The main table displays the following data:

Date	Registration Number	Pharmacist	Was Responsible	Read SOPs	Sign In Time	Sign Out Time	Total Absence (mins)
06/11/2019	2505198	Victoria Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11:18		0
08/11/2019	2505198	Victoria Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10:25		0
11/11/2019	2505198	Victoria Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10:05		0
12/11/2019	2505198	Victoria Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14:11		0
14/11/2019	2505198	Victoria Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09:23		0
15/11/2019	2505198	Victoria Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09:35		0
18/11/2019	2505198	Victoria Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17:04		0
19/11/2019	2505198	Victoria Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09:56		0
20/11/2019	2505198	Victoria Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10:23		0
21/11/2019	2505198	Victoria Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13:50		0
22/11/2019	2505198	Victoria Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09:17		0
25/11/2019	2505198	Victoria Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11:40		0

Below the table is a section for "Time Out", "Time In", and "Reason for Leaving" with the text "No absence records...". At the bottom right, there are buttons for "F10 - Print" and "Cancel".

4. Highlight the entry and select the **[F2 – Amend Sign In/Out Time]** button.
5. The Edit Sign In/Out Details window displays. Complete the *Sign In Time Edit* and/or *Sign Out Time Edit* fields as necessary and provide a reason for the amendment.

Edit Sign In/Out Details

Responsible Pharmacist Details

Date: 06/11/2019 Pharmacist Name: Victoria Smith Registration Number: 2505198

Attendance Register Details

Sign In Time: 11:18 Sign In Time Edit: Reason: * Forgot to sign in in the morning and forgot to sign out.

Sign Out Time: Sign Out Time Edit:

6. When you have finished, select the **[F10 -OK]** button.
7. You are returned to the Attendance Register. The *Sign In Time* and/or *Sign Out Time* that you have amended display in the grid with an **Edited** tag.

ProScript Connect

25 November 2019 12:29 Search (CTRL+S) Responsible Pharmacist Victoria Smith User The Supervisor

My shortcuts Redeem Owings Reprints Ordering Overdue Scripts MDS Prep MDS Scripts Due SDM Stock Manager MDS Manager ETP Script Q RMS CDR

Search Workflow Manager Attendance Register Manager **Attendance Register**

F2 - Amend Sign In/Out Time

Filters

Period: This Month Pharmacist Type: All

From: 01/11/2019 To: 30/11/2019 Pharmacist: [Search]

Date	Registration Number	Pharmacist	Was Responsible	Read SOPs	Sign In Time	Sign Out Time	Total Absence (mins)
06/11/2019	2505198	Victoria Smith	✓	✓	09:15 Edited	18:30 Edited	0
08/11/2019	2505198	Victoria Smith	✓	✓	10:25		0
11/11/2019	2505198	Victoria Smith	✓	✓	10:05		0
12/11/2019	2505198	Victoria Smith	✓	✓	14:11		0
14/11/2019	2505198	Victoria Smith	✓	✓	09:23		0
15/11/2019	2505198	Victoria Smith	✓	✓	09:35		0
18/11/2019	2505198	Victoria Smith	✓	✓	17:04		0
19/11/2019	2505198	Victoria Smith	✓	✓	09:56		0
20/11/2019	2505198	Victoria Smith	✓	✓	10:23		0
21/11/2019	2505198	Victoria Smith	✓	✓	13:50		0
22/11/2019	2505198	Victoria Smith	✓	✓	09:17		0
25/11/2019	2505198	Victoria Smith	✓	✓	11:40		0

Time Out Time In Reason for Leaving

No absence records...

F10 - Print Cancel

Revision History

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

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