

Editing a 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 **[F9 Edit Pharmacist]** button.
- 3. The Select Pharmacist to Edit window displays. Search for and select the pharmacist you want to edit.

Se	lect Pharmacist to Edit	- = ×			
Filters Show Deleted Search Carter					
	Results	Registration Number			
F2	Toby MacElroy	MUR NMS G606198			
F3	Ryan Peterson	MUR NMS G891002			
F4	Victoria Smith	MUR NMS G25051988			
F5	Lesley Watson	MUR NMS 5021458			
		✓ F10 - Select X Cancel			

 The Edit Pharmacist Details form for the selected pharmacist displays. Edit all fields as required and select the [F10 – Save] button.

Edit Pharmacist Toby MacElroy's Details					
First Name *	Toby				
Surname *	MacElroy				
Registration Number *	606198				
Email	toby.macelroy@nhs.net				
Mobile Phone Number	07898464654				
Work Phone Number					
Fax Number					
MUR Accredited					
✓ NMS Accredited					
Last edited on 02/08/2018 at 14:09 by The Supervisor					
Deleted	✓ F10 - Save 🗙 Cancel				

Revision History

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