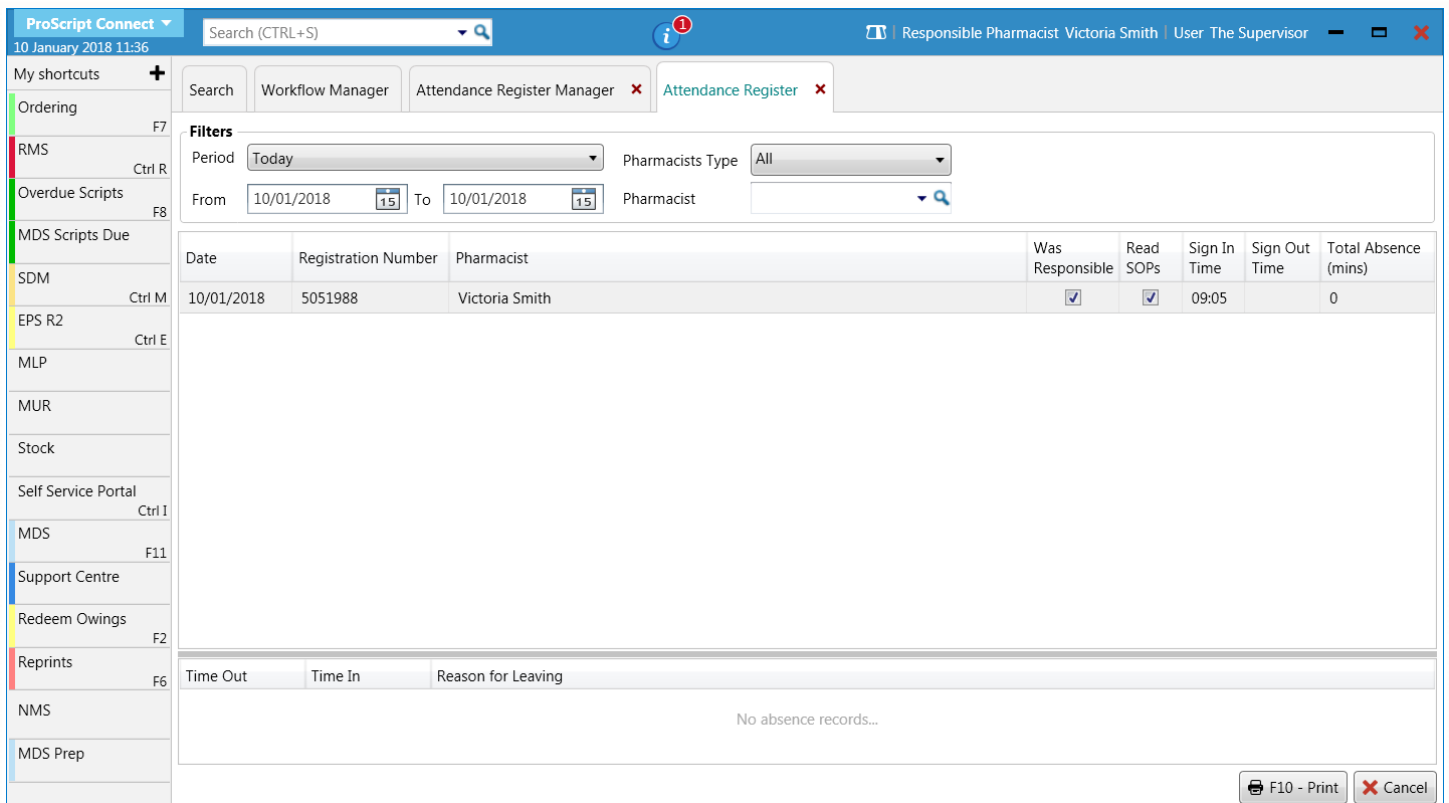


Printing and/or Exporting the Attendance Register

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 pop-up window, displaying the overall responsible pharmacist attendance for today by default.



ProScript Connect 10 January 2018 11:36 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts +

Ordering F7

RMS Ctrl R

Overdue Scripts F8

MDS Scripts Due

SDM Ctrl M

EPS R2 Ctrl E

MLP

MUR

Stock

Self Service Portal Ctrl I

MDS F11

Support Centre

Redeem Owings F2

Reprints F6

NMS

MDS Prep

Search Workflow Manager Attendance Register Manager Attendance Register

Filters

Period Today Pharmacists Type All

From 10/01/2018 To 10/01/2018 Pharmacist

Date	Registration Number	Pharmacist	Was Responsible	Read SOPs	Sign In Time	Sign Out Time	Total Absence (mins)
10/01/2018	5051988	Victoria Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09:05		0

Time Out Time In Reason for Leaving

No absence records...

F10 - Print Cancel

4. Adjust the filters to display a specific time frame in the grid and select the **[F10 – Print]** button.
5. The Attendance Register print preview displays.

Report Preview



Pharmacy: Pharmaceuticals Are Us
24 Howells Street, Watford, Hertfordshire, WD244RT

The attendance register record

Date & Time	Full Name	Reg. Number	Time RP responsibility Commenced	Time RP responsibility Ceased	Time left Pharmacy	Time returned to Pharmacy	Reason for leaving for absence (good practice)	Total time absent (mins)
10/01/2018 09:05:04	Victoria Smith	5051988	09:05					0

100 %

6. From there, you can either:

- Select the floppy disk  button to export and save the report on your computer
- Select the printer  button to print the report

Revision History

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

Contact us

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