

Signing in as a Non-Responsible Pharmacist

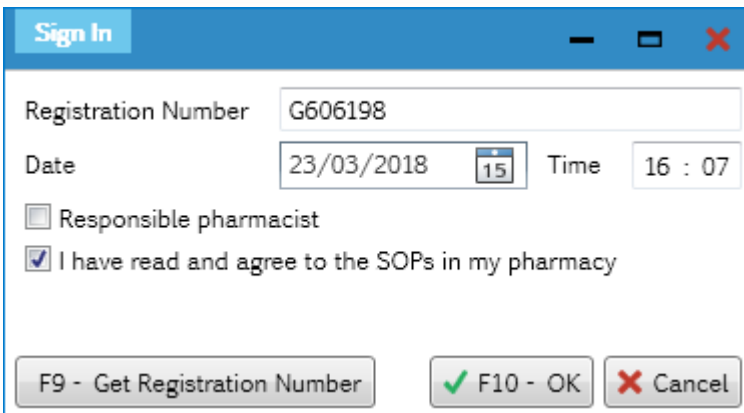
There are two methods to sign in as a non-responsible pharmacist:

- by deselecting Responsible pharmacist the tick box when signing in
- by selecting the **[Sign-in as non-responsible]** button when prompted

Method 1

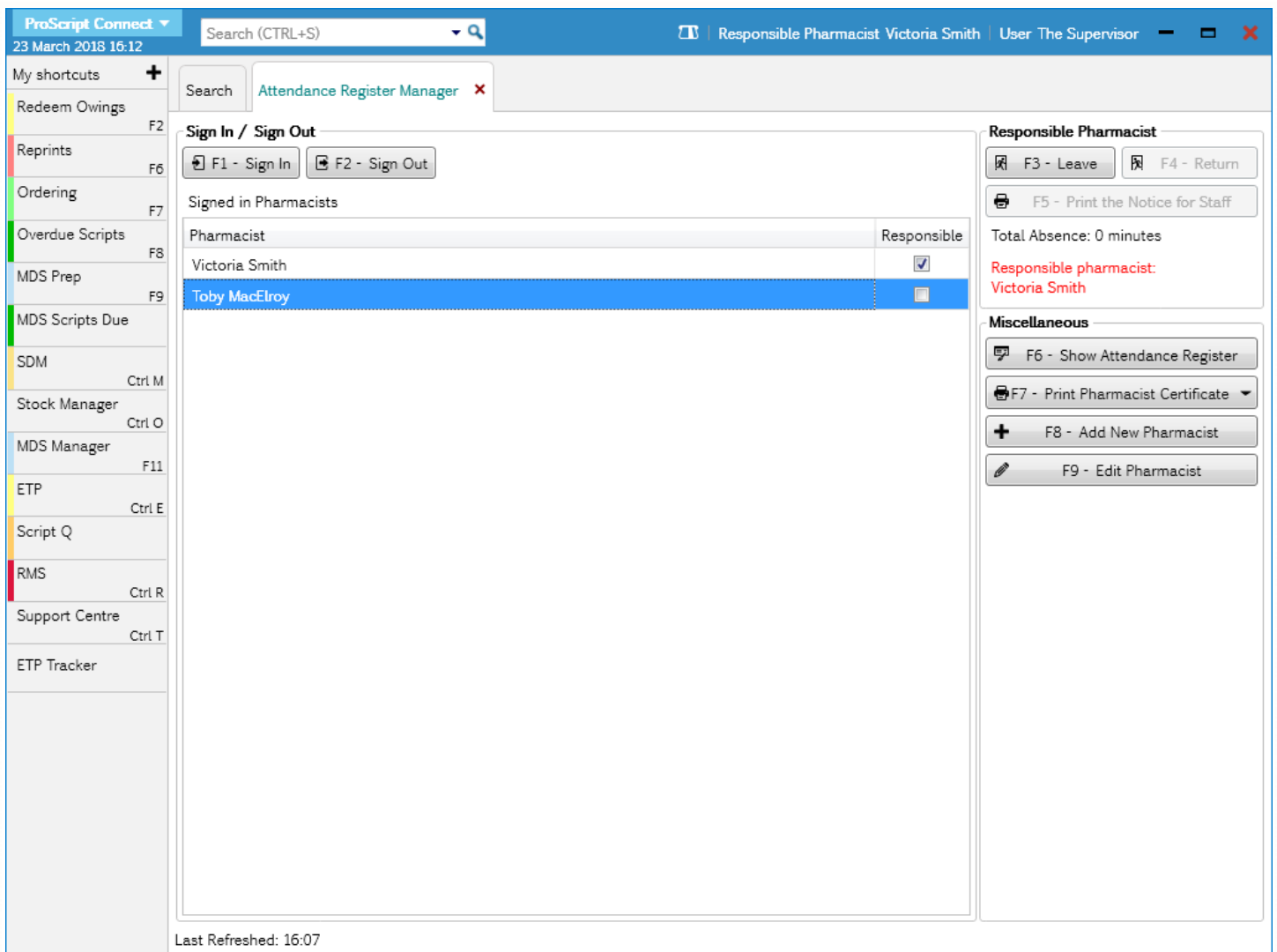
This first method follows the sign-in process through; the only difference being that you manually deselect yourself as the responsible pharmacist, thereby signing in as a non-responsible pharmacist.

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 **[F1 - Sign In]** button.
3. The Sign In pop-up window displays. Enter the Registration Number and adjust the date and time if necessary.
4. Ensure you deselect the Responsible pharmacist tick box.



If the entered Registration Number is not linked to an existing pharmacist record on the system, you will be prompted to add a new pharmacist.

5. Select the **[F10 - OK]** button. The Attendance Register Manager displays, with the non-responsible pharmacist signed in.



Pharmacist	Responsible
Victoria Smith	<input checked="" type="checkbox"/>
Toby MacElroy	<input type="checkbox"/>



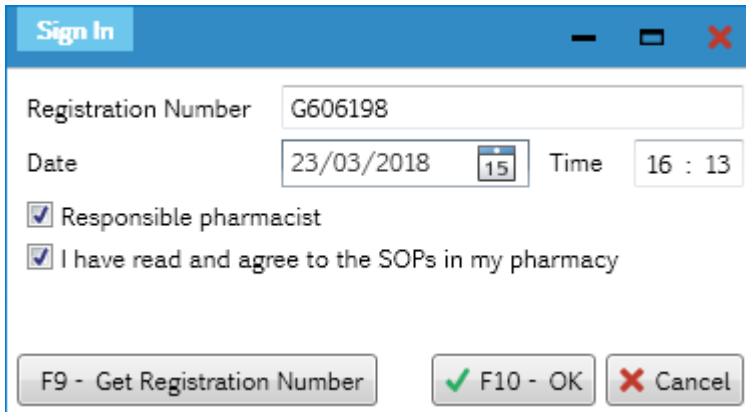
If this non-responsible pharmacist is the only pharmacist currently signed in, ProScript Connect will still display as having no responsible pharmacist signed in. The Attendance Register Manager will also advise you with an orange warning snippet that no responsible pharmacist is currently signed in.

Method 2

The second method can only be used when a responsible pharmacist is already signed in and you attempt to sign in as the new responsible pharmacist. ProScript Connect will flag the fact a responsible pharmacist is already signed in, and display a pop-up window asking you whether you want to become the new responsible pharmacist, or sign in as a non-responsible pharmacist.


1. From the Attendance Register Manager, with a responsible pharmacist signed in, select the **[F1 – Sign In]** button.

- The Sign In pop-up window displays. Enter the Registration Number for the new pharmacist and adjust the date and time if necessary.

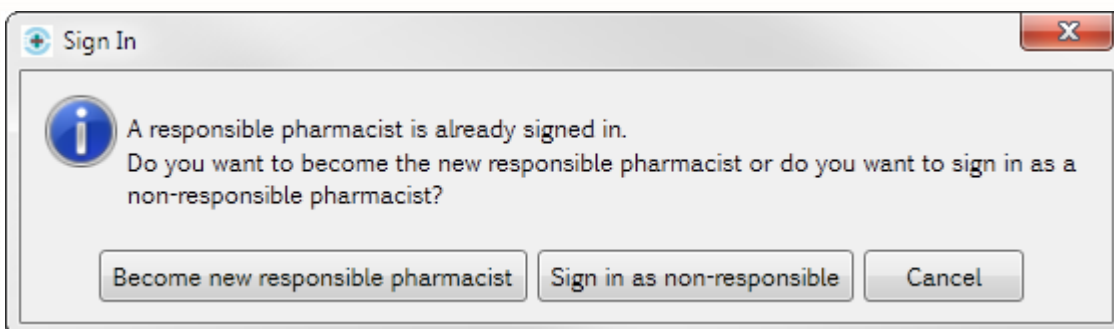


The image shows a 'Sign In' dialog box with a blue header. It contains the following fields and controls:

- Registration Number: G606198
- Date: 23/03/2018 (with a calendar icon) Time: 16 : 13
- Responsible pharmacist
- I have read and agree to the SOPs in my pharmacy
- Buttons: F9 - Get Registration Number, F10 - OK (with a green checkmark), and Cancel (with a red X).

 If the entered Registration Number is not linked to an existing pharmacist record on the system, you will be prompted to add a new pharmacist.

- Select the **[F10 – OK]** button. A pop-up window displays, asking whether you want to become the new responsible pharmacist, or sign in as a non-responsible pharmacist.



The image shows a 'Sign In' dialog box with a grey header and a red close button. It contains the following text and controls:

- Message: A responsible pharmacist is already signed in. Do you want to become the new responsible pharmacist or do you want to sign in as a non-responsible pharmacist?
- Buttons: Become new responsible pharmacist, Sign in as non-responsible, and Cancel.

- In this case, select the **[Sign in as non-responsible]** button. This will keep the current responsible pharmacist signed in and sign in an additional non-responsible pharmacist.
- The Attendance Register Manager displays. The newly signed-in pharmacist is now marked as non-responsible.

ProScript Connect 23 March 2018 16:12 Search (CTRL+S) Responsible Pharmacist Victoria Smith User The Supervisor

My shortcuts + Redeem Owings F2 Reprints F6 Ordering F7 Overdue Scripts F8 MDS Prep F9 MDS Scripts Due SDM Ctrl M Stock Manager Ctrl O MDS Manager F11 ETP Ctrl E Script Q RMS Ctrl R Support Centre Ctrl T ETP Tracker

Search Attendance Register Manager x

Sign In / Sign Out
 F1 - Sign In F2 - Sign Out

Signed in Pharmacists

Pharmacist	Responsible
Victoria Smith	<input checked="" type="checkbox"/>
Toby MacElroy	<input type="checkbox"/>

Responsible Pharmacist
 F3 - Leave F4 - Return
 F5 - Print the Notice for Staff
 Total Absence: 0 minutes
 Responsible pharmacist: Victoria Smith

Miscellaneous
 F6 - Show Attendance Register
 F7 - Print Pharmacist Certificate
 F8 - Add New Pharmacist
 F9 - Edit Pharmacist

Last Refreshed: 16:07

Revision History

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

Contact us

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