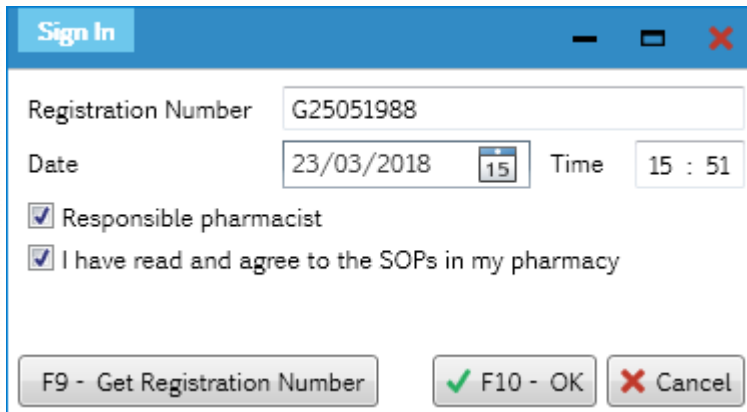


Signing in as the New Responsible Pharmacist


The Attendance Register Manager enables several pharmacists to be signed in at any given time, but only one pharmacist can be signed in as the responsible pharmacist. If a responsible pharmacist is already signed in, you can choose to sign out that responsible pharmacist and become the new responsible pharmacist.

1. To begin, open the Attendance Register Manager by selecting the name of the responsible pharmacist that is currently signed in next to *Responsible Pharmacist*.
2. Select the **[F1 – Sign In]** button.
3. The Sign In pop-up window displays. Enter the Registration Number for the new responsible pharmacist and adjust the date and time if necessary.

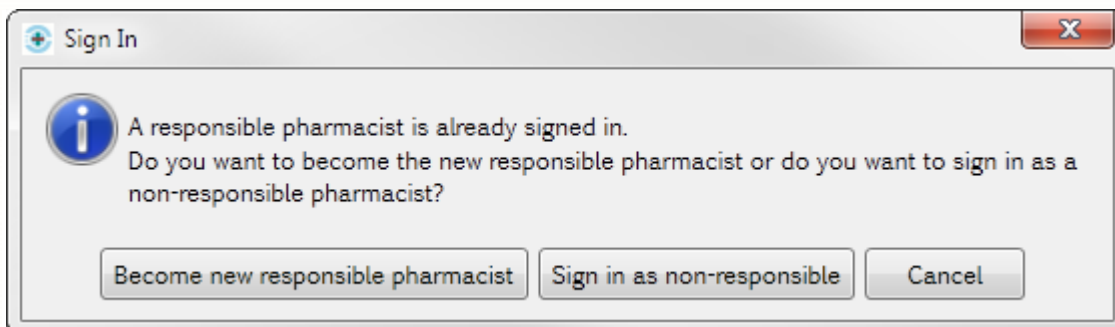


The screenshot shows a 'Sign In' dialog box with the following fields and options:

- Registration Number: G25051988
- Date: 23/03/2018 (with a calendar icon)
- Time: 15 : 51
- Responsible pharmacist
- I have read and agree to the SOPs in my pharmacy
- Buttons: F9 - Get Registration Number, F10 - OK, Cancel

 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.

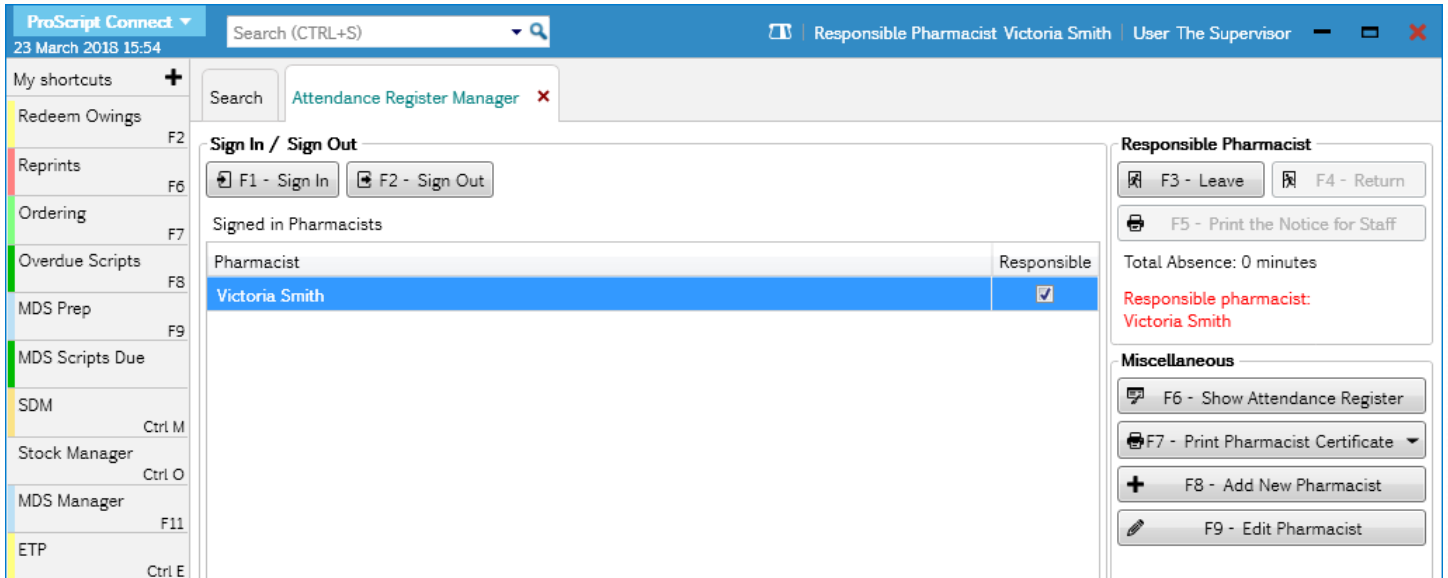
4. Select the **[F10 – OK]** button. A pop-up window displays, asking whether you want to become the new responsible pharmacist, or sign in as a non-responsible pharmacist.



The screenshot shows a 'Sign In' dialog box with the following message and options:

- 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, Cancel

5. In this case, select the **[Become new responsible pharmacist]** button. This will sign out the previous responsible pharmacist and sign in the new responsible pharmacist.
6. The Attendance Register Manager displays. The newly signed-in pharmacist is now marked as responsible.



Revision History

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

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