

Signing out as the Responsible Pharmacist

Manually Signing out as the 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 [F2 Sign Out] button.
- 3. The Sign Out pop-up window displays.
- 4. Select the pharmacist you want to sign out and select the **[F10 Sign Out]** button.
- 5. The Attendance Register Manager displays, with the responsible pharmacist no longer signed in the grid.

Sign Out	– – ×
Signed in pharmacists	
Pharmacist	Responsible
Victoria Smith	
Time 16:17	
✓ F10 - S	ign Out 🗙 Cancel

Signing out as the Responsible Pharmacist when Closing ProScript Connect

Alternatively, the system will automatically prompt you to sign out as the responsible pharmacist when closing ProScript Connect after the specified time in the Attendance Register Sign Out Time configuration setting.

- 1. From any window or open tab on ProScript Connect, select **[Ctrl+Q]** on the keyboard.
- 2. A pop-up window displays, asking you to confirm whether you want to close the application down. Select the **[Yes]** button.





3. A second pop-up displays, asking whether you want to sign out as the responsible pharmacist. Select the **[Yes]** button.



The Sign Out window displays, with a list of signed-in pharmacists. Select the [F10 – Sign Out] button. ProScript Connect will shut down.

Sign Out	– = ×					
Signed in pharmacists						
Pharmacist	Responsible					
Victoria Smith						
Time 16:17						
	F10 - Sign Out X Cancel					

Closing ProScript Connect will also close all remaining open tabs and windows. Please ensure to save all outstanding records and processes before you close the software.

See below information to learn how to toggle and/or edit the *Attendance Register Sign Out Time* configuration setting.

 To begin, open Edit Application Settings from the ProScript Connect Main Screen by selecting the [ProScript Connect] menu button and selecting the *Edit Application Settings* menu item.



- 2. The Edit Application Settings window displays, with the *Default* configuration sub-category displayed by default.
- 3. Select the *Attendance Register* sub-category in the left-hand side menu.
- 4. In the Attendance Register sub-category, locate the Attendance Register Sign Out Time configuration setting.

Edit Application Settings						- = ×									
Categories					Searc	h Application Settings 🛛 🔻 🔍									
Default	*	Attendance Regis	ster												
Address Lookup	E	=	=	=	=	=	=	Ξ	=	=	Attendance Register Enabled 🔻	Default	YES		Attendance Register
ASI		Attendance Register Auto Show 🔻	Default	NO		Sign Out Time									
ASN		Leave Reason Mandatory 🔻	Default	NO		when the application									
Attendance Register		Attendance Register Sign Out Time 🔻	Default			prompts the user to sign out the responsible									
A D		Pharmacy procedures: 🔻	Default	the SOP folder in the filing cabinet		pharmacist, if the user is logging off. The time is in									
Auditing	In absence contact: 🔻	Default			the HH:MM format, e.g: 17:30. If empty. no										
Authentication		Force Responsible Pharmacist Sign In 🔻	Default	NO		prompt is given									
BNF						Default value:									
CDM						Category:									
Commercial						Attendance Register									
CounsellingNotes	-														
Compounding						✓ F10 - Save X Cancel									

5. To edit the value, select the arrow on the right of the *Attendance Register Sign Out Time* configuration. Select either *This machine* or *All machines*.

Attendance Register Sign Out Time 🔻	Default	
This machine	Default	the SOP folder in the filing cabinet
All machines	Default	

6. The adjoining field becomes available to edit.

Attendance Register Sign Out Time 🔻	This machi	ine 🔀
Pharmacy procedures: 💌	Default	the SOP folder in the filing cabinet
In absence contact: 💌	Default	

7. Enter a time in the HH:MM format. Select the **[F10 – Save]** button.



Revision History

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

Contact us

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