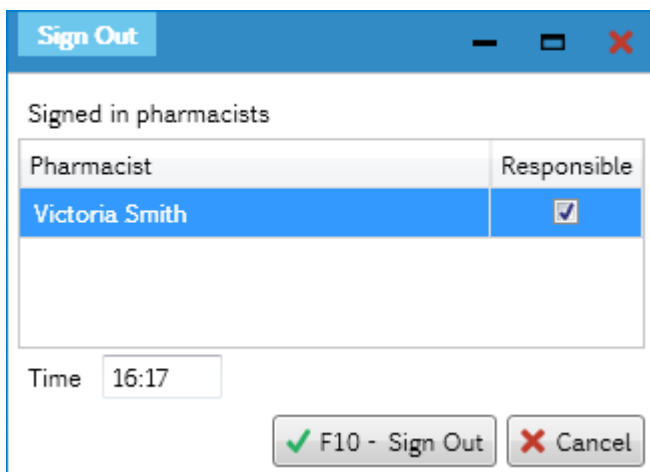


Signing out as the Responsible Pharmacist

Manually Signing out as the Responsible Pharmacist

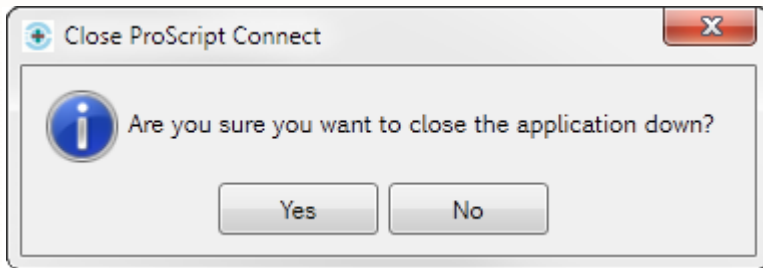
1. To begin, open the Attendance Register Manager by selecting the name of the responsible pharmacist that is currently signed in next to *Responsible Pharmacist*.
2. Select the **[F2 - Sign Out]** button.
3. The Sign Out pop-up window displays.
4. Select the pharmacist you want to sign out and select the **[F10 - Sign Out]** button.
5. The Attendance Register Manager displays, with the responsible pharmacist no longer signed in the grid.



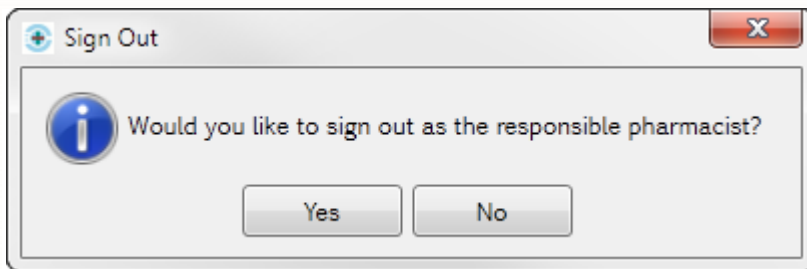
Signing out as the Responsible Pharmacist when Closing ProScript Connect

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.

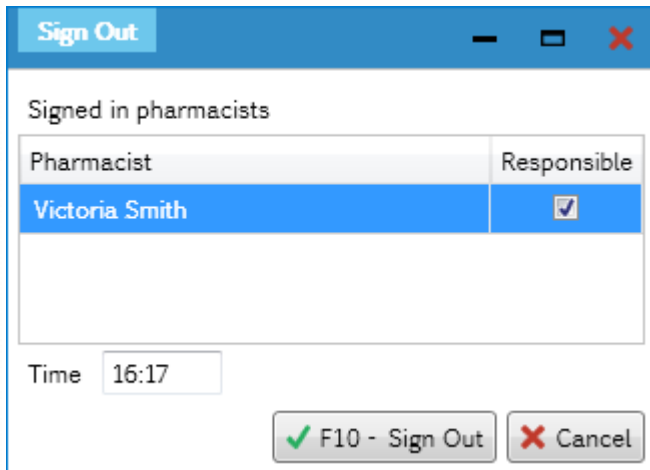
1. From any window or open tab on ProScript Connect, select **[Ctrl+Q]** on the keyboard.
2. A pop-up window displays, asking you to confirm whether you want to close the application down. Select the **[Yes]** button.



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



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

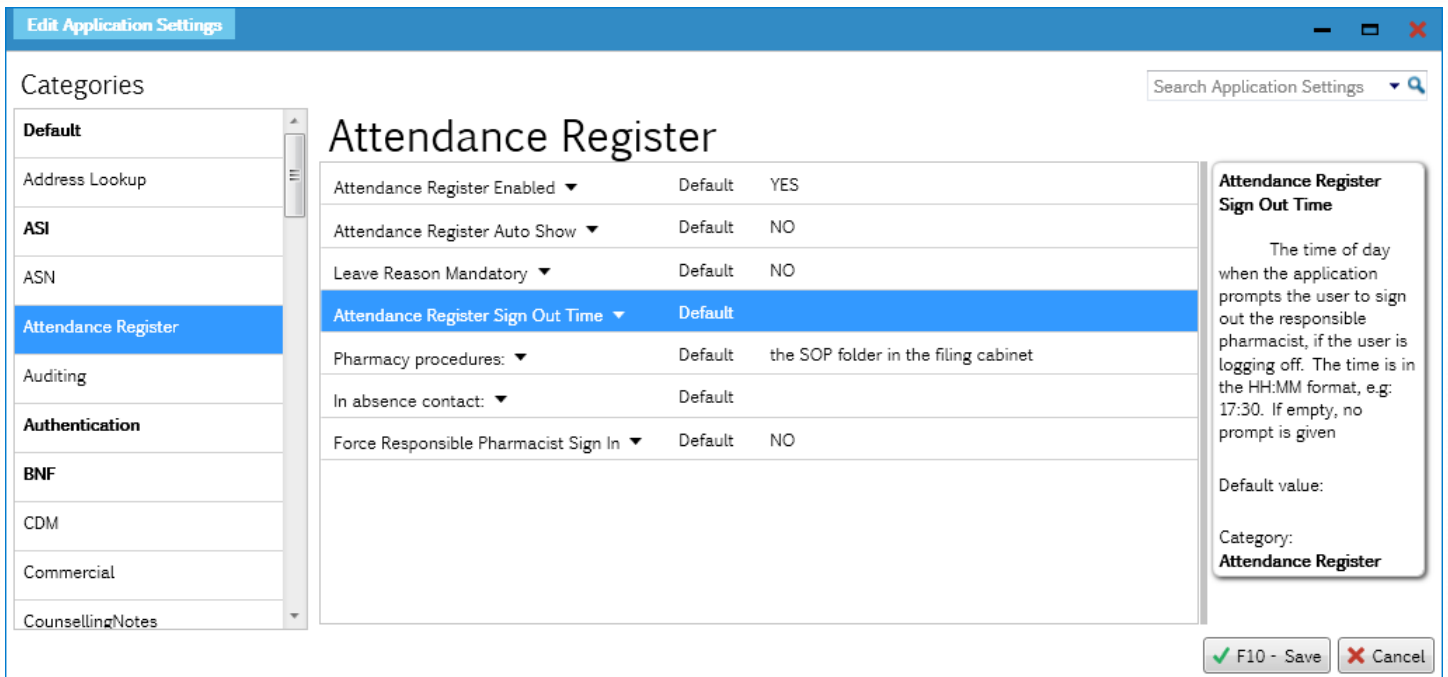


-  Closing ProScript Connect will also close all remaining open tabs and windows. Please ensure to save all outstanding records and processes before you close the software.

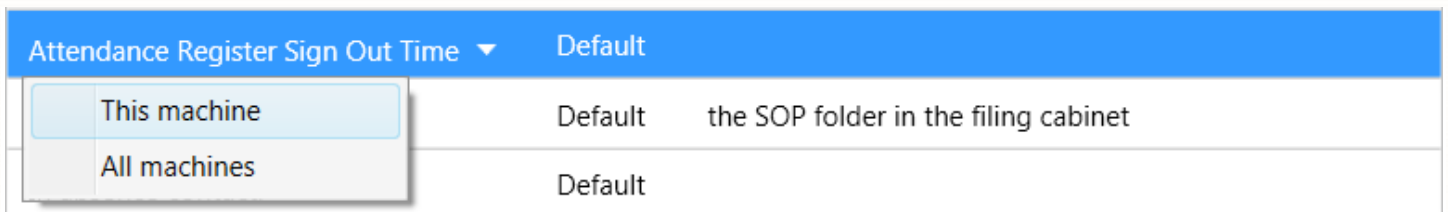
See below information to learn how to toggle and/or edit the *Attendance Register Sign Out Time* configuration setting.

1. 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.

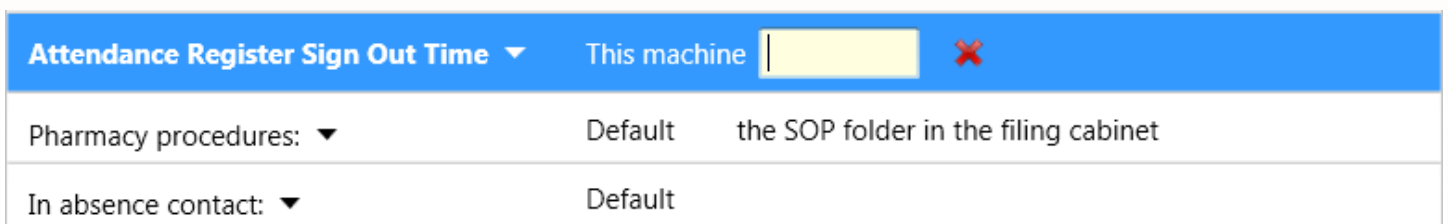
- The Edit Application Settings window displays, with the *Default* configuration sub-category displayed by default.
- Select the *Attendance Register* sub-category in the left-hand side menu.
- In the *Attendance Register* sub-category, locate the *Attendance Register Sign Out Time* configuration setting.



- 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*.



- The adjoining field becomes available to edit.



- 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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