

## Logging in to Central Reporting

Once you have imported the certificate on the machine on which you want to access Central Reporting, you will be able to log in and start generating reports. Central Reporting is available on a wide variety of browsers (Internet Explorer, Mozilla Firefox, Google Chrome, Safari), environments (Windows, macOS) and hardware (laptop, tablet and smartphone).

You can access Central Reporting by clicking the ProScript Connect Menu.

1. Once you have clicked the Central Reporting link, a Windows Security pop-up window displays, asking you to confirm the certificate.

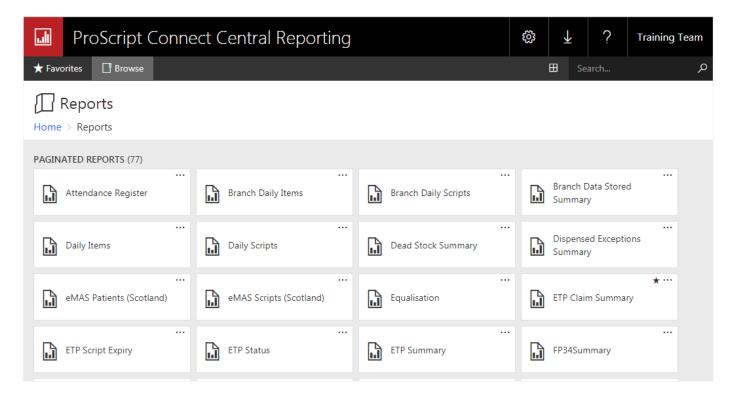


- 2. Select the relevant certificate and click [OK].
- 3. Another Windows Security pop-up window displays, prompting you to enter your *User Name* and *Password*.





- 4. Enter both in the relevant fields and click [OK].
- 5. The Central Reporting Main Screen displays.



## **Revision History**

Version Number	Date	Revision Details	Author(s)
1.0	18 February 2025	KB0073243	Joanne Hibbert-Gorst

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## **Contact us**

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