

# Logging in/out

# Logging in to ProScript Connect

1. From the ProScript Connect Login, enter your User Name and Password.

ProScript Connect Login	_		×
Please enter your name and pas	assword to login	1	
<u>U</u> ser Name			
Password			
G			
Computer Misuse Act 1990: Unauthorised access to this system is an of You are accountable to the pharmacy orga	offence.	h you :	are
currently working for all the actions you take on the system; you may not use the system to act in any other capacity.			
🔦 F9 - Change Password	F10 - Login	🗙 Car	ncel

- 2. Press [F10 Login].
- 3. If the user has been assigned two or more available role profiles to choose from, the Select Login Role window displays.





- 4. Select a role to log in as and press [F10 Select].
- 5. If a responsible pharmacist is not yet signed in, the Attendance Register Manager pop-up window displays.

### Logging out from ProScript Connect

1. From the top right-hand corner of the ProScript Connect Main Screen, click your user name.

ProScript Connect  18 January 2018 12:34	Search (CTRL+S) • • •	Pharmacist Victoria Smith 🛛 🗖 🗙
My shortcuts +	Search Workflow Manager	
Reprints F6		
Redeem Owings	Search Patient + Show Advanced Search	
F2 Ordering	Enter patient surname, forename, dob 🔹 🔍 🚺 F1 - Ac	dd Patient Edit Patient
F7 RMS	Decently Viewed Detients	Charl Materia
Ctrl R	Ne recently viewed patients	Clear History
Overdue Scripts F8	No recently viewed padents	
MDS Scripts Due		
SDM CHIM		
EPS R2		
Ctrl E MLP		
MUR		
MOR		
Stock		
Self Service Portal Ctrl I		
MDS		
Support Centre		
NMS		
	4 Scripts today - 4 Items today	
MDS Prep	38 owings outstanding - Click to View 2 owings over 6 months old	
	Scripts for 41 Emergency Supply Items overdue - Click to View 31 repeat private script episodes have been dispensed and require your attention	proscript
	Scripts for 7 MDS items due	connect
	ProScript Connect Service Desk Number : 0845 634 2 634	49

2. A pop-up window displays, advising that logging out will close all open windows, and asking whether you want to continue. Click **[Yes]**.

Change User	
Logging out will result in closing all open windows. Are you sure you want to continue?	
<u>Y</u> es <u>N</u> o	



3. A blank ProScript Connect Login window displays, enabling you to log in again, either as yourself or an alternative user.

ProScript Connect   18 January 2018 12:42	Search (CTRL+S)	<b>-</b> Q	🖪   Responsible Pharmacist Victoria Smit	h   User Victoria Smith 🗕 🗖 🗙
My shortcuts +	Coareb Workflow Manager			
Reprints	Search worknow Manager			1
Redeem Owings	Search Patient + Show Advanced Sear	ch		
F2 Ordering			• Q 🚺 F1 - Add Patient Edit Patient	
F7 RMS	Recently Viewed Datients		Clear History	
Ctrl R	No recently viewed patients	ProScript Connect Login		
F8	no recently newed puterto	Please enter your name and password	to login	
MDS Scripts Due				
SDM Ctrl M		User Name		
EPS R2		Password		
MLP		Pharmacy Nacs Code:	<b>-</b>	
MUR				
Stock		Computer Misuse Act 1990: Unauthorised access to this system is an offence.		
		You are accountable to the pharmacy organisation	n in which you are	
Self Service Portal Ctrl I		may not use the system to act in any other capac	ity.	
MDS F11		Sector Angle Password F10 -	Login X Cancel	
Support Centre				
NMS	4 Scripts today - 4 Items today			
MDS Prep	38 owings outstanding - Click to View 2 owings over 6 months old	N		
	Scripts for 41 Emergency Supply Iten	ns overdue - Click to View e been dispensed and require your attention		nroscript
	Scripts for 7 MDS items due			proscript
	ProScript Connect Service Desk Numbe	r : 0845 634 2 634		CONTRECL
			<b>4</b> 9	

- 4. From there, you can either:
  - Enter an alternative User Name and Password to login as a different user and press [F10 Login]
  - Enter a *User Name* and press **[F9 Change Password]** to change the user *Password*
  - Click **[Cancel]** to close the ProScript Connect Login window and ProScript Connect

#### **Revision History**

Version Number	Date	Revision Details	Author(s)		
1.0	27/06/2023		Joanne Hibbert-Gorst		
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# Contact us

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