

## Adding a New Branch User

In ProScript Connect v1.29.2, new password requirements were introduced for both simple and complex user passwords.

Simple password rules:

- Passwords must contain a minimum 10 characters (containing at least 1 special character, 1 number, 1 uppercase and 1 lowercase value and **DON'T** contain the username).
- Passwords will expire after 90 days.
- You can't reuse the last 5 passwords or those used within the last 6 months, whichever is longer.
- Common password such as, Password123!, P@55w0rd!, ProscriptConnect@123 are not permitted.

Complex password rules:

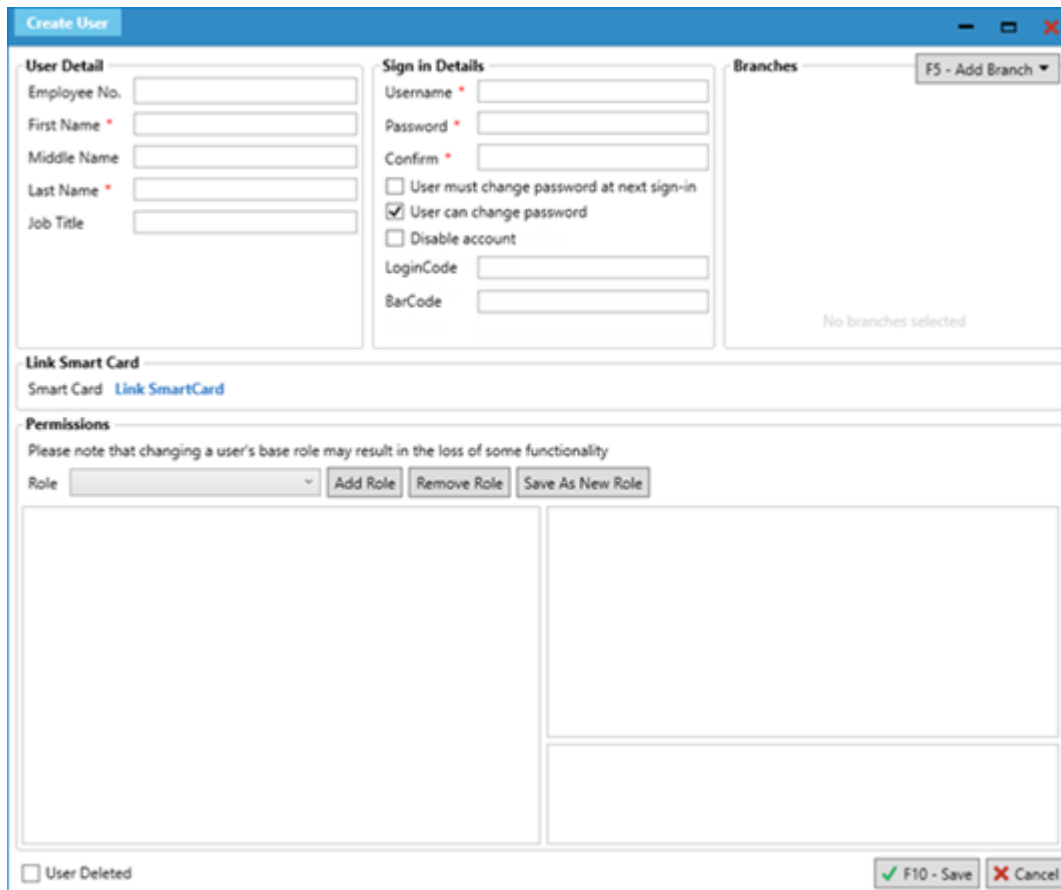
- Passwords must contain a minimum 16 characters (containing at least 1 special character, 1 number, 1 uppercase and 1 lowercase value and **DON'T** contain the username).
- Passwords will expire after 365 days.
- You can't reuse the last 5 passwords or those used within the last 6 months, whichever is longer.
- Common passwords such as ProscriptConnect@123 are not permitted.

For more information on Simple or Complex passwords.

1. To begin, open the Branch Users Manager from the ProScript Connect Main Screen by selecting the **[ProScript Connect]** menu button and selecting the *Branch Users Manager* menu item.
2. From the Branch Users Manager, select the **[F1 - Add New User]** button.

## Adding the New User Details

A blank Create User form displays.




The fields with a red asterisk \* are mandatory.

Field/Section	Description
User Detail	This section holds the user's name, employee number and job title.
Sign in Details	Enter the <i>Username</i> and <i>Password</i> for the new user, and use the tick boxes to set the password rules, such as if the user is able to change their own password and if the user is required to change their password at sign in.
Branches	Use the <b>[F5 – Add Branch]</b> button to search for the branch(es) that the user will be working at.
Link Smart Card	Link the user to their smart card. See steps below.

Permissions	<p>Here is where you need to assign a role to the user. This determines their permissions/access levels when using the application. You can:</p> <ul style="list-style-type: none"> <li>○ Use the <b>[Add Role]</b> button to select an existing role profile.</li> <li>○ Use the <b>[Remove Role]</b> button to remove roles.</li> <li>○ Use the <b>[Save As New Role]</b> button to create a new role template that can be applied to other users.</li> <li>○ Edit the existing role profile by (de)selecting the modules from the list to remove/apply full module access permissions.</li> <li>○ Highlight modules in the list and (de)select the sub-permissions from the right-hand grid to remove/apply specific module permissions.</li> </ul>
-------------	--



The *LoginCode* and *BarCode* fields within the *Sign in Details* section can be populated with the details from the user's login card, if these are in use in your branches. The user is then able to scan the barcode on their card to log in to ProScript Connect.

## Linking a Pharmacist

1. Select the **[Add Role]** button. The Select Role Profile window displays.
2. Select either the *Pharmacist* or *Locum Pharmacist* role and then select the **[F10 – Add]** button. You are returned to the Create User window.
3. The *Link Pharmacist* section of the form is now visible. Select the **Select Pharmacist** text.

### Link Pharmacist

Pharmacist **Select Pharmacist**

4. The Select Pharmacist window displays. Select the pharmacist from the list or select the **F1 – Add Pharmacist** text to add a new pharmacist.
5. Select the **[F10 – Select]** button. You are returned to the Create User window and your selected pharmacist is now listed as the linked pharmacist.

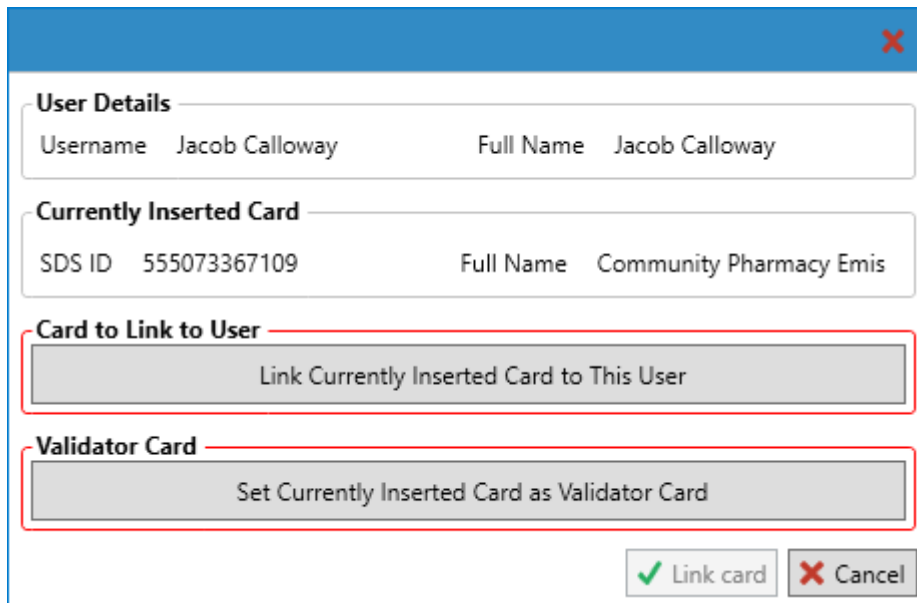


When the user is published from Head Office to the branch, the linked pharmacist details will be published as well. If the linked pharmacist does not exist at the branch then it will be created when the user logs in.

## Linking a Smart Card

You can link the currently inserted smart card to your new user.

1. Insert the user's smart card and select the **Link Smartcard** text. A pop-up window displays.



**User Details**  
Username Jacob Calloway Full Name Jacob Calloway

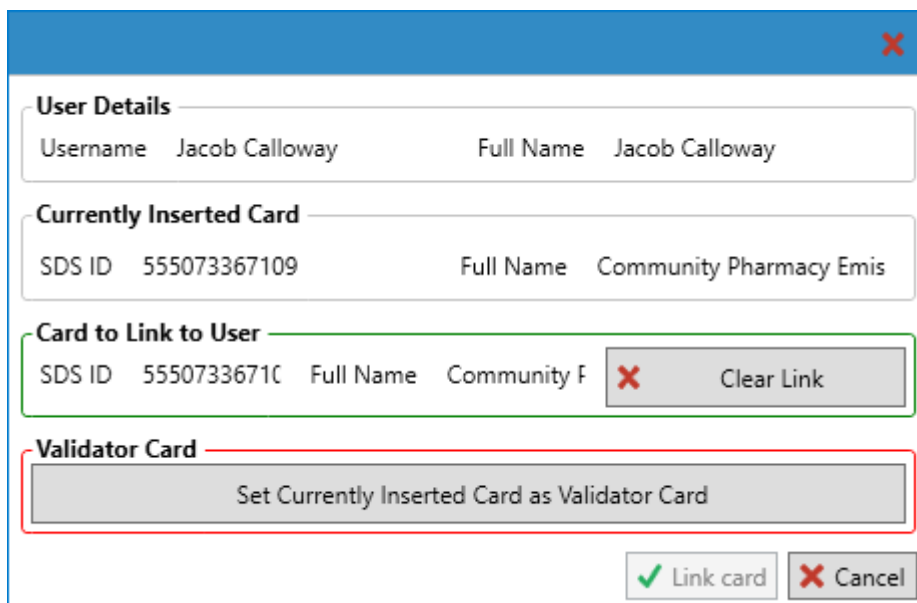
**Currently Inserted Card**  
SDS ID 555073367109 Full Name Community Pharmacy Emis

**Card to Link to User**  
Link Currently Inserted Card to This User

**Validator Card**  
Set Currently Inserted Card as Validator Card

✓ Link card ✗ Cancel

2. Select the **[Link Currently Inserted Card to This User]** button. This updates the *Card to Link to User* section with the details of the inserted smart card.



**User Details**  
Username Jacob Calloway Full Name Jacob Calloway

**Currently Inserted Card**  
SDS ID 555073367109 Full Name Community Pharmacy Emis

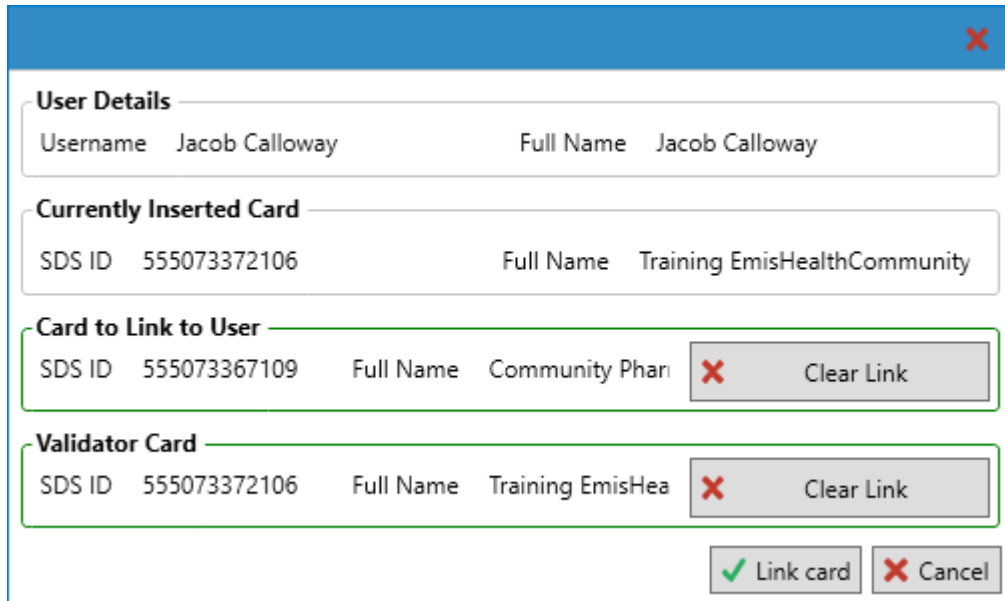
**Card to Link to User**  
SDS ID 55507336710 Full Name Community F ✗ Clear Link

**Validator Card**  
Set Currently Inserted Card as Validator Card

✓ Link card ✗ Cancel

3. Next, you will need to remove the user's smart card and insert the card of a user who is validating the smart card link. Once inserted, select the **[Set Currently**

**Inserted Card as Validator Card]** button. This updates the *Validator Card* section.



The screenshot shows a modal window with a blue header and a red close button. It contains four sections:

- User Details:** Username: Jacob Calloway, Full Name: Jacob Calloway
- Currently Inserted Card:** SDS ID: 555073372106, Full Name: Training EmisHealthCommunity
- Card to Link to User:** SDS ID: 555073367109, Full Name: Community Phari. Includes a red X button and a 'Clear Link' button.
- Validator Card:** SDS ID: 555073372106, Full Name: Training EmisHea. Includes a red X button and a 'Clear Link' button.

At the bottom right, there are two buttons: 'Link card' (with a green checkmark) and 'Cancel' (with a red X).

4. After both the user and validator cards have been linked select the **[Link card]** button. The SDS ID of the linked smart card will appear in the *Link Smart Card* section. This can be removed at any time using the red X button.

## Saving the New User

1. Once the user details have been updated as required, select the **[F10 – Save]** button. The Branch Users Manager displays with the newly added user in the grid.

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	08/08/2023		Joanne Hibbert-Gorst

Not to be reproduced or copied without the consent of AAH Pharmaceuticals Limited 2023.

### Contact us

For more information contact:  
**Telephone: 0344 209 2601**