

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.

- 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.



User Detail		Sign in Details	Branches F5 - Add Branch 🔻
Employee No.		Username *	
First Name *		Password *	
Middle Name		Confirm *	
Last Name		User must change password at new	d sign-in
Job Title		User can change password	
		Disable account	
		LoginCode	
		BarCode	No branches selected
Permissions Please note that changi	ng a user's base role	may result in the loss of some functionality	
Role	v	Add Role Remove Role Save As New Role	
			2
			2

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, s 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 [F5 – Add Branch] 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 Here is where you need to assign a role to the user. This determines their permissions/access levels who using the application. You can:

- Use the [Add Role] button to select an existing role profile.
- Use the [Remove Role] button to remove roles.
- Use the [Save As New Role] button to create a new role template that can be applied to of users.
- Edit the existing role profile by (de)selecting the modules from the list to remove/apply ful module access permissions.
- Highlight modules in the list and (de)select the sub-permissions from the right-hand grid to remove/apply specific module permissions.

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.
- 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	5		7			
Username	Jacob Calloway	Full Name Jacob Calloway				
Currently Ir	serted Card		٦			
SDS ID 55	5073367109	Full Name Community Pharmacy Emis				
Card to Lini	k to User —		5			
	Link Currently	Inserted Card to This User				
Validator Ca	Validator Card					
	Set Currently Inserted Card as Validator Card					
		✓ Link card X Cance	1			

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 5550733671C Full Name	Community F X Clear Link				
Validator Card					
Set Currently Inserted Card as Validator Card					
	✓ Link card X 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.

User Deta Username	ails e Jacob Callowa	у	Full Name Jac	cob Calloway				
Currently	Currently Inserted Card							
SDS ID	555073372106		Full Name Trair	ning EmisHealthCommunity				
Card to Li	ink to User ——							
SDS ID	555073367109	Full Name	Community Phar	X Clear Link				
Validator	Validator Card							
SDS ID	555073372106	Full Name	Training EmisHea	X Clear Link				
				✓ Link card X Cancel				

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.



User D	etail		Sign in D	etails		Branches	F5 - Add Branch *
Employ	nployee No. 23847		Usemam	Username * Jacob Calloway		Watford	*
First Na	First Name * Jacob		Password	Password *		manora	
Middle	Name		Confirm				
Last No	ame *	Calloway	User (must chan	ge password at next sign-in		
Job Title			User (User can change password			
			Disab	Disable account			
			LoginCod	e			
			BarCode				
Permis Please	sions note that	changing a user's base role	may result in the k	iss of som	e functionality		
Permis Please Role	note that Dispensi	t changing a user's base role ng Technician «	may result in the k Add Role Rem	oss of som	e functionality Save As New Role		
Permis Please Role	note that Dispensi	: changing a user's base role ng Technician ~ : Dispensing	may result in the k Add Role Rem	ove Role	e functionality Save As New Role	γ	
Permis Please Role	note that Dispensi PMR & E-P	: changing a user's base role ng Technician " : Dispensing harmacy	may result in the k Add Role Rem	oss of som	e functionality Save As New Role	Y.	
Permis Please Role	Inote that Dispension PMR & Dispension PMR & ETP	: changing a user's base role ng Technician * : Dispensing :harmacy	may result in the k Add Role Rem	ove Role	e functionality Save As New Role Access ePharmac EPharmacy Repo	Y tting s	
Permis Please Role	Inde that Dispension PMR & E-P ETF Ind	t changing a user's base role ng Technician ~ t Dispensing tharmacy o ident Reporting	may result in the k Add Role Rem	ove Role	e functionality Save As New Role Access ePharmac EPharmacy Repo Add Registration Edit Registration	Y rting s	
Permis Please Role	Index that Dispensi PMR & E-P E ETF India Over	t changing a user's base role ng Technician ~ t Dispensing tharmacy o ident Reporting erdue Scripts	may result in the k	ove Role	e functionality Save As New Role C Access ePharmac EPharmacy Repo Add Registration Edit Registrations Reset Last Block	y rting s s ID	
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Permis Picase Role	sions note that Dispensi PMR & E-P E EFF Incl Ow Pat Pat Ser	t changing a user's base role ng Technician ~ : Dispensing tharmacy bident Reporting erdue Scripts ings ient IR prints ietO	may result in the k Add Role Rem	ove Role	e functionality Save As New Role Access ePharmac EPharmacy Repo Add Registration Edit Registrations Reset Last Block I CMS Data Transfe EnableCPS User is able to access C process, edit, claim/re-o	tring s s ID er MS, AMS and eMAS m claim Scripts & cancel	rodules including: download, claims

Saving the New User

 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

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Contact us

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