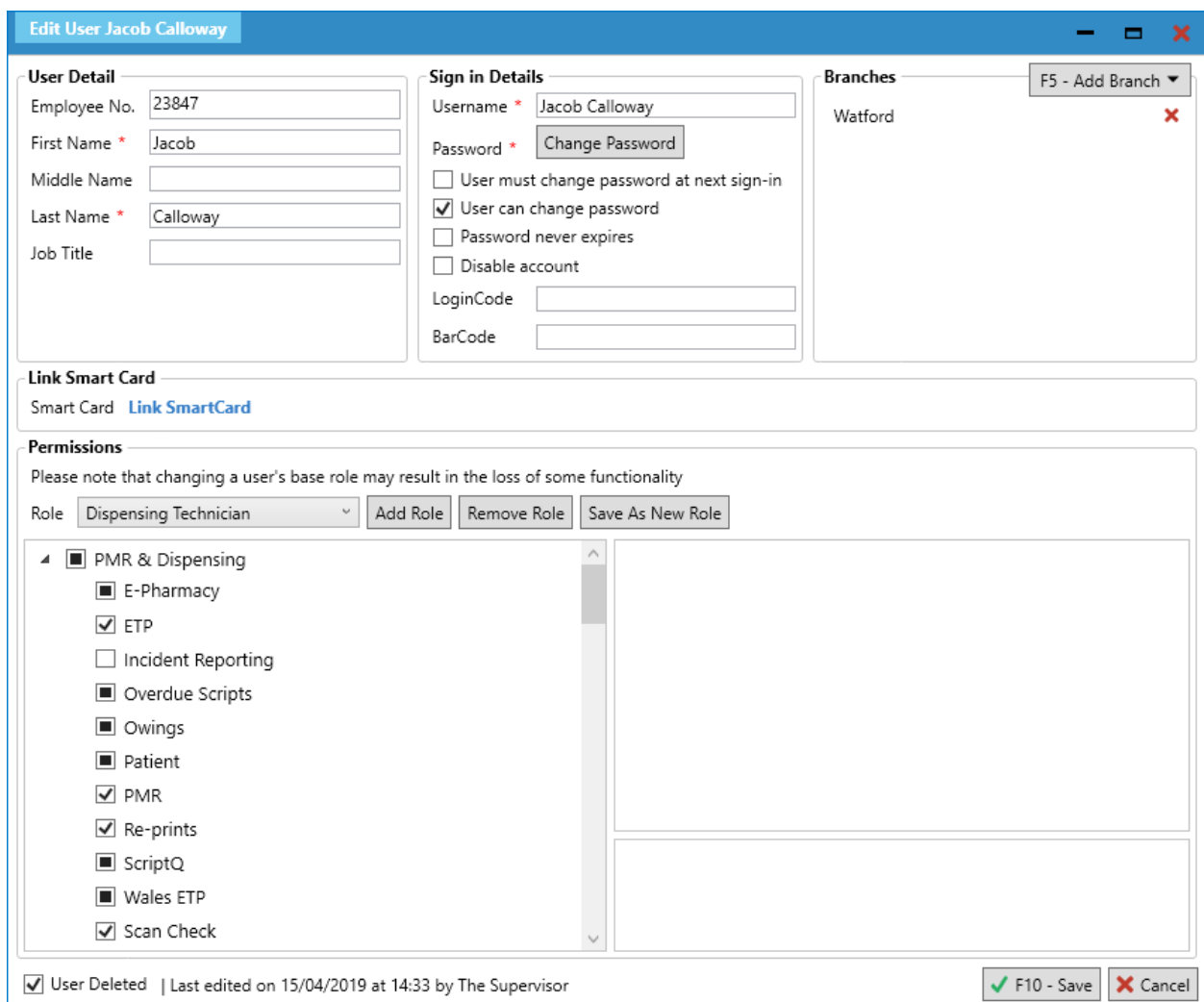


Deleting/Restoring a Branch User

Deleting a Branch User

1. To begin, open the Branch Users Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Branch Users Manager* menu item.
2. From the Branch Users Manager, highlight the user you wish to delete and select the **[F2 – Edit Selected User]** button.
3. The Edit User window opens. Select the *User Deleted* tick box in the bottom left-hand corner.



Edit User Jacob Calloway

User Detail

Employee No.

First Name *

Middle Name

Last Name *

Job Title

Sign in Details

Username *

Password *

User must change password at next sign-in

User can change password

Password never expires

Disable account

LoginCode

BarCode

Branches

Watford

Link Smart Card

Smart Card [Link SmartCard](#)

Permissions

Please note that changing a user's base role may result in the loss of some functionality

Role

PMR & Dispensing

E-Pharmacy

ETP

Incident Reporting

Overdue Scripts

Owings

Patient

PMR

Re-prints

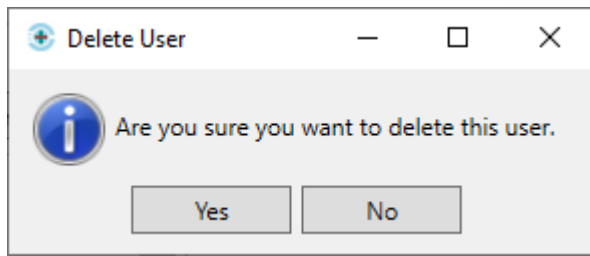
ScriptQ

Wales ETP

Scan Check

User Deleted | Last edited on 15/04/2019 at 14:33 by The Supervisor

4. Select the **[F10 – Save]** button.
5. A Delete User pop-up displays asking if you're sure you want to delete the user. Select the **[Yes]** button. The Branch Users Manager displays with the user removed.



You can view your deleted users in the Branch Users Manager by selecting the *Show Deleted* tick box.

Restoring a Deleted Branch User

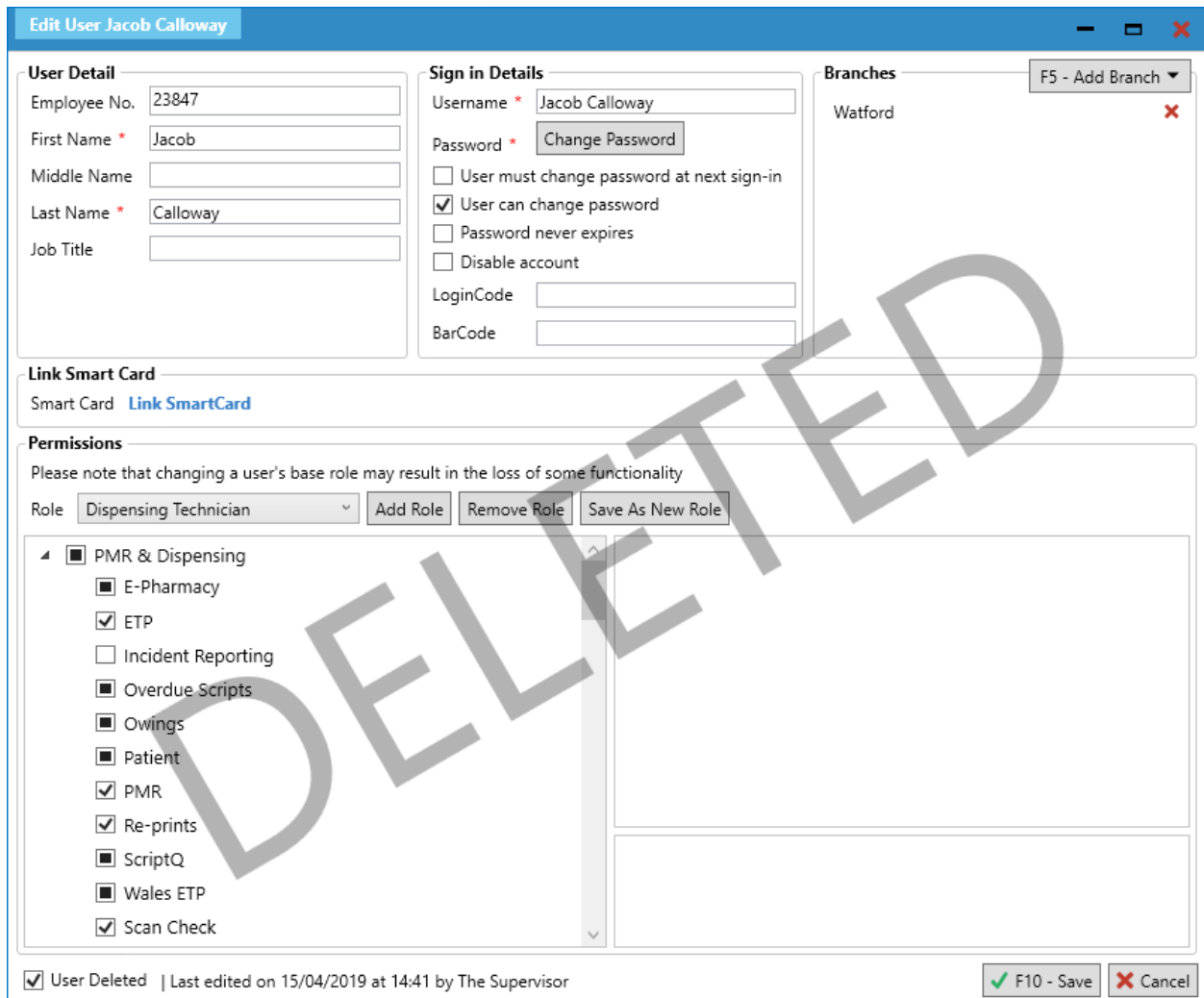


You will be advised that the user is inactive if you attempt to [log in to ProScript Connect](#) with a deleted user, and access will be denied.

1. To begin, open the Branch Users Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Branch Users Manager* menu item.
2. From the Branch Users Manager, select the *Show Deleted* tick box. Any deleted branch users now display with a **DELETED** tag.

Login Name	Name	Roles	Last Sign In
Jacob Calloway	Jacob Calloway	Dispensing Technician	15/04/2019 14:05
VictoriaSmith	Victoria Smith	Pharmacist	

- Highlight the user you wish to restore and select the **[F2 – Edit Selected User]** button. The Edit User window opens with a *DELETED* watermark.



- Deselect the *User Deleted* tick box in the bottom left-hand corner and select the **[F10 – Save]** button.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	15/08/2023		Joanne Hibbert-Gorst

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