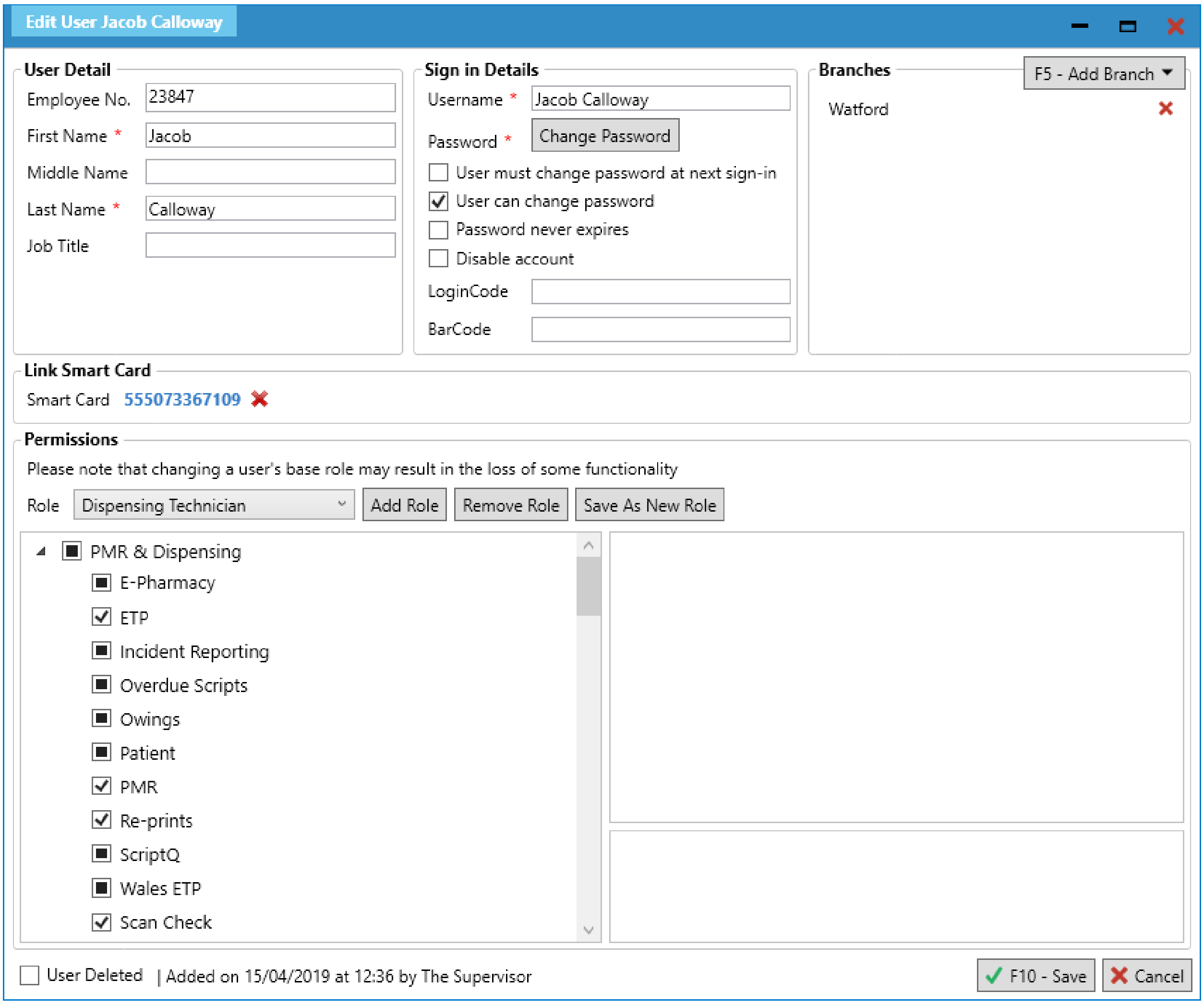
Editing a Branch User

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 edit and select the **[F2 – Edit Selected User]** button.

Editing the User Details

The Edit User window opens.



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	Edit the user's sign in details. You can free-type a new *Username*, or amend their password using the **[Change Password]** button. 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 next 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 assign a role to the user. This determines their permissions/access levels when 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 other users. ◦ Edit the existing role profile by (de)selecting the modules from the list to remove/apply full 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.
2. Select either the *Pharmacist* or *Locum Pharmacist* role and then select the **[F10 – Add]** button. You are returned to the Edit User window.
3. The *Link Pharmacist* section of the form is now visible. Select the Select Pharmacist text.

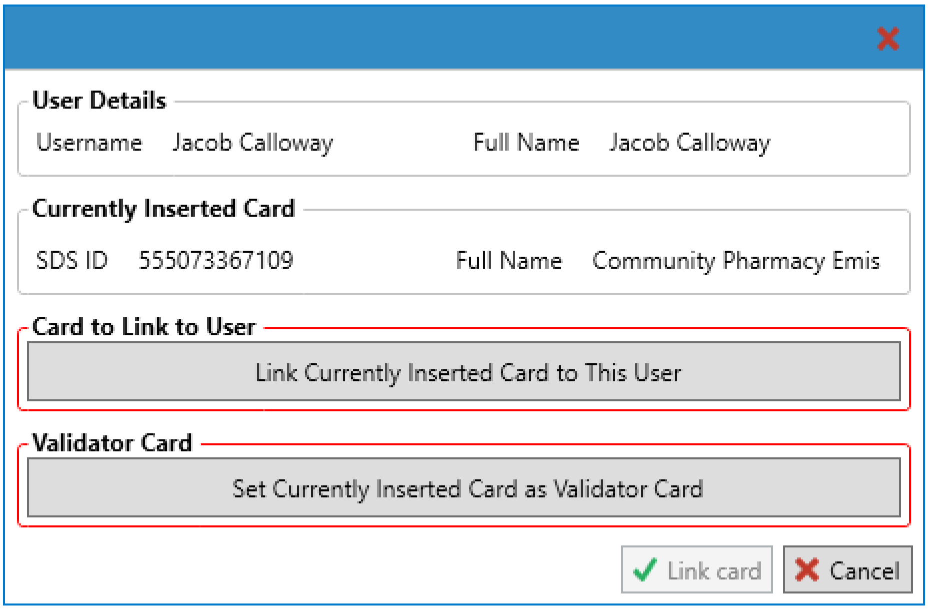
4. The Select Pharmacist window displays. Select the pharmacist from the list or select the F1 – Add Pharmacist text to add a new pharmacist.
5. Select the **[F10 – Select]** button. You are returned to the Edit User window and your selected pharmacist is now listed as the linked pharmacist.

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.

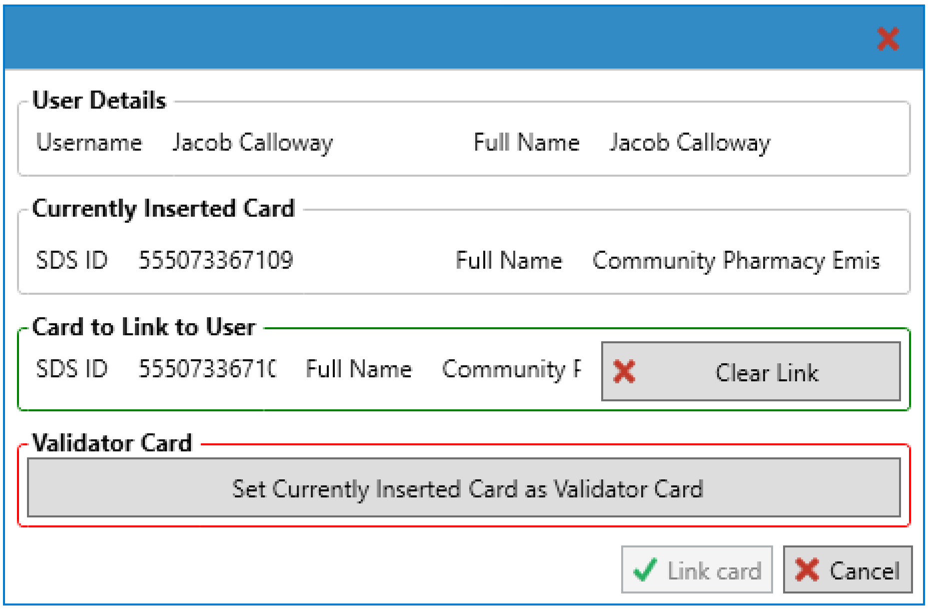
Linking a Smart Card

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

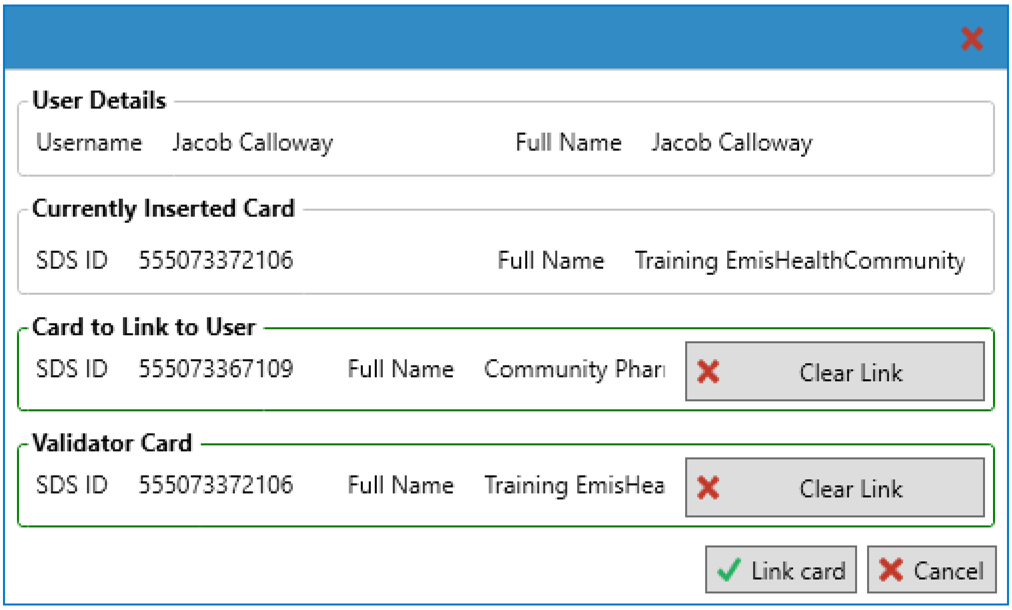
1. Insert the user's smart card and select the **Link SmartCard** text. A pop-up window displays.



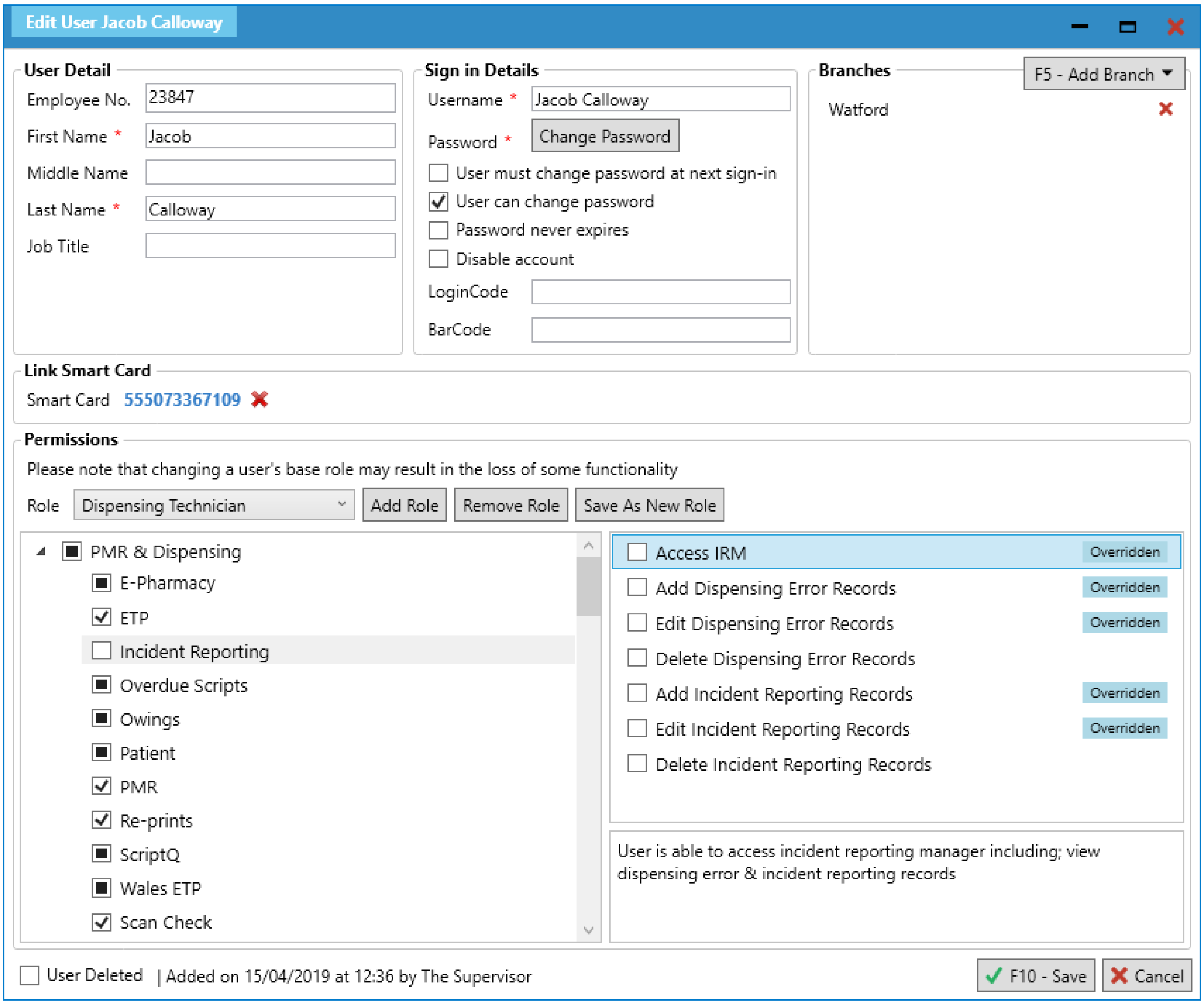
2. Select the **[Link Currently Inserted Card to This User]** button. This updates the *Card to Link to User* section with the details of the inserted smart card.



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.



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 Edited User

1. Once the user details have been updated as required, select the **[F10 – Save]** button.

evision History

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

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