

Locking and Unlocking a Branch User Locking a 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.

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 From the Branch Users Manager, highlight the user you wish to lock and select the [F3 – Lock User] button. A Lock User pop-up window displays asking if you're sure you want to lock the user.



3. Select the **[Yes]** button. The Branch Users Manager displays with the user marked as **LOCKED**.



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		Total Users: 2		



You can use the Lock Status drop-down menu to show/hide locked users.

Unlocking a 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.
- From the Branch Users Manager, highlight the LOCKED user you wish to unlock and select the [F3 – Unlock User] button. The user is no longer locked.

Revision History

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

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Contact us

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