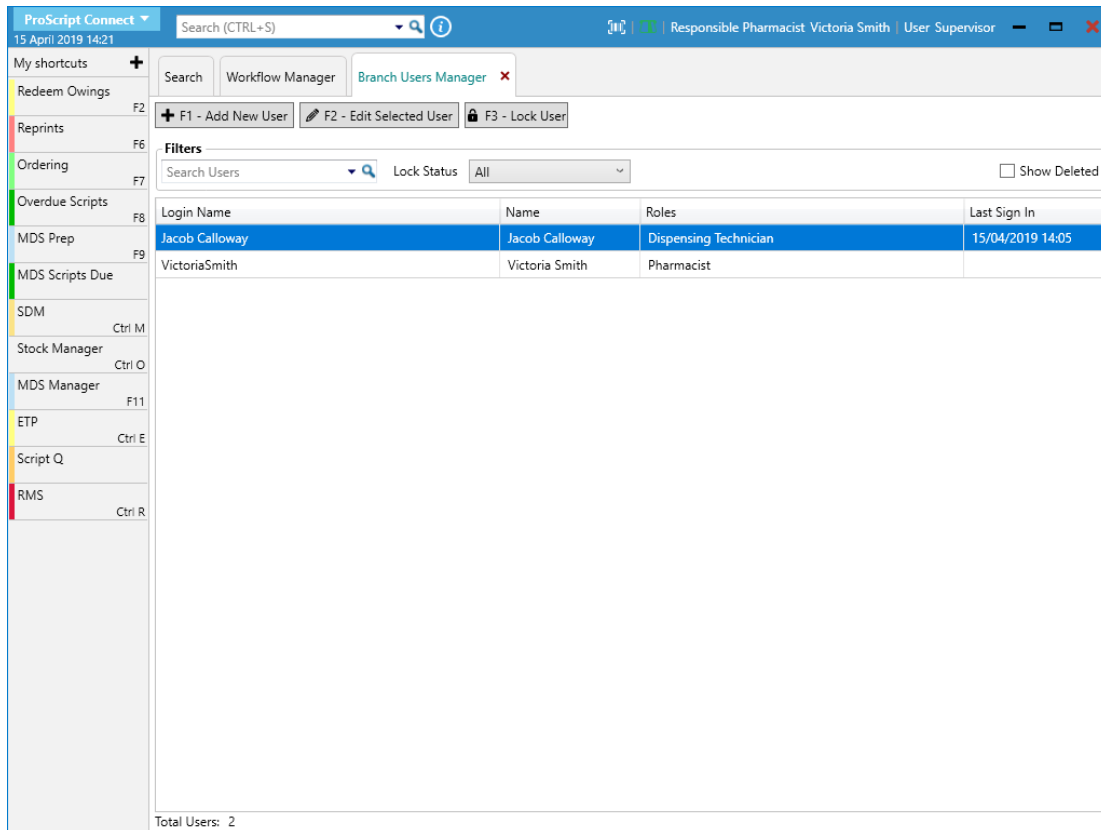


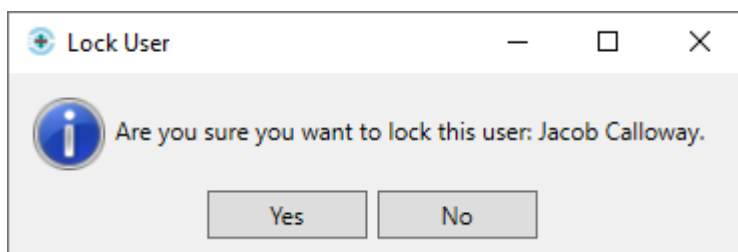
# Locking and Unlocking a Branch User

## Locking a User

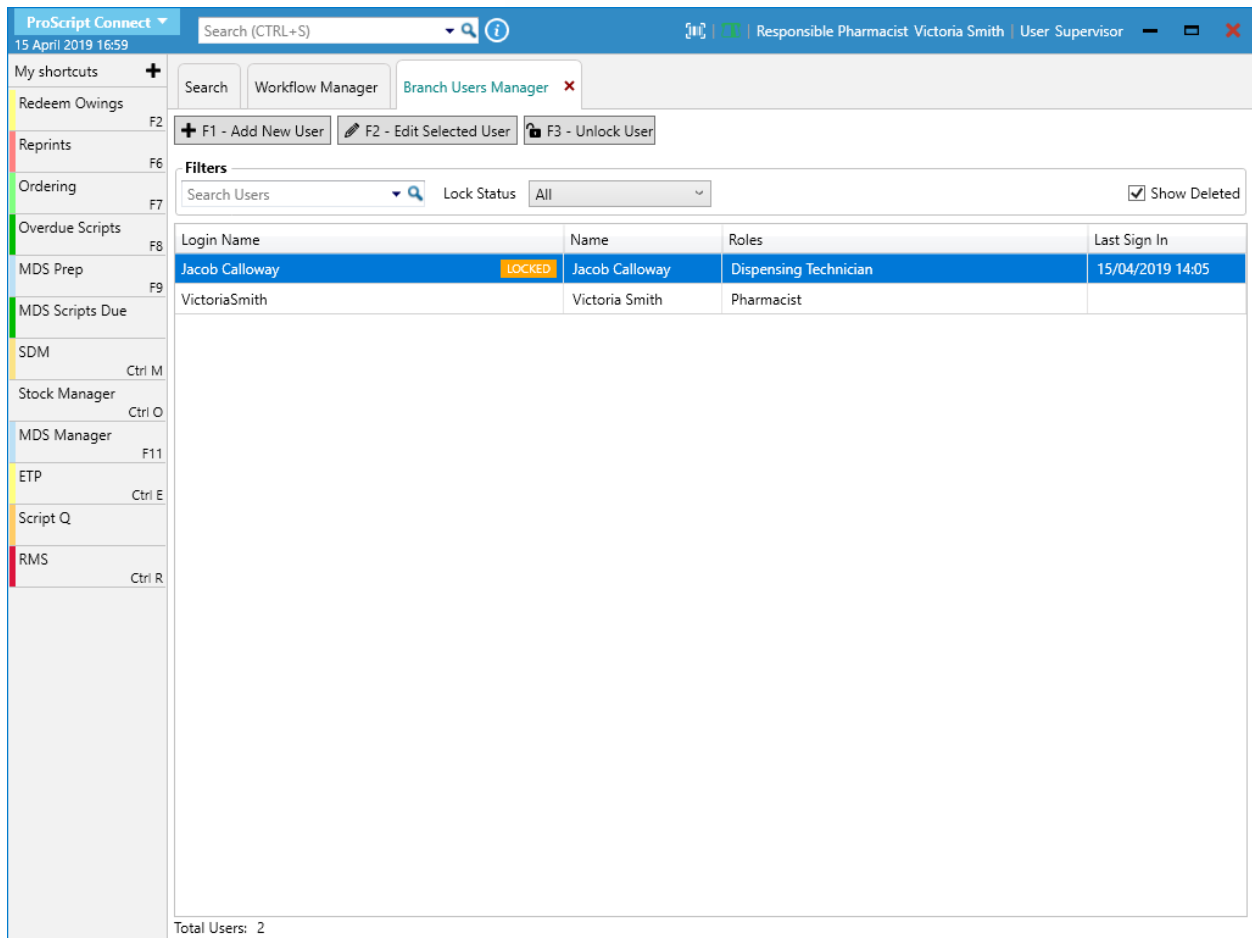
1. To begin, open the Branch Users Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Branch Users Manager* menu item.



2. 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**.



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.
2. 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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