Edit Pharmacy Details

The Edit Pharmacy Details screen enables you to select options linked to your pharmacy, including organisation settings and the security policy for defining either simple or complex password requirements for all users.

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.

The option "Password never expires" has been removed from the Create User screen.

When your organisation receives ProScript Connect v1.29.2, the following will apply:

- If your **current password doesn't meet the new requirements** for either the simple or complex rules, you will be requested to change your password immediately to match the new criteria. Then you will need to change the password every 90 days (simple passwords) or every 365 days (complex passwords).

- **For pharmacies using simple passwords**, within the first 90 days of receiving ProScript Connect v1.29.2, all users will be required to change their password. We have randomised the frequency for all users within your organisation, so that users are not changing their passwords on the same day. For example, a user may have to reset their password on day one after the upgrade, whereas for other users it may be on day 20 or day 54.
- **For pharmacies using complex passwords**, within the first 365 days of receiving ProScript Connect v1.29.2, all users will be required to change their password. We have randomised the frequency for all users within your organisation, so that users are not changing their passwords on the same day. For example, a user may have to reset their password on day one after the upgrade, whereas for other users it may be on day 40 or day 204.

You can access the Edit Pharmacy Details module from the ProScript Connect Main Screen, click **ProScript Connect**, then select **Edit Pharmacy Details**.

Selecting the Security Policy

The Security Policy option enables you to select the level of complexity and restrictiveness of user passwords on ProScript Connect. There are two types of security policy:

- Simple
- Complex

💡 Beside Security Policy, click ⓘ, to see the password rules.

Once you are done selecting the security policy, and to apply those changes to all users in your pharmacy, click **F10 - Save**.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	28 May 2024	KB0074064	Joanne Hibbert-Gorst

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