

Add a Staff Member

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

How to Add a New Staff Member

To add a new staff member (without a login):


1. Click **Administration**.
2. Select **Users and Groups** from the menu.
3. Select **Staff Members** sub menu item.
4. Click **New Staff Member** button.
5. Fill in fields using the table below as a reference.
6. Select **Create Staff Member** button.

How to Create a User Account for a Staff Member (v6.68 Enhancement)

Pre-v6.68, it was not possible to create a new user account for a staff member at a later point-in-time after staff member creation. Now, it is possible to create a new user account for a staff member at any time.

Start by browsing to a Staff Member account.

1. From the Dashboard Click Administration
2. Click Users and Groups
3. Click Staff Members
4. Search or Scroll to find the Staff Member and Click Show
5. Then, at the top of the staff member's profile, click **Create User**.

 Dr George Harrington

ACTIVE DISABLED SUPPORT

Edit Create User


Dashboard / Administration / Users and Groups

Staff Member was successfully created.

Staff Member Details

Title	Dr Dr
First Name	George
Middle Name	
Last Name	Harrington
Date of Birth	11/06/1991
Sex	Male

Proceed with setting up the new user account:

 Dr George Harrington

Dashboard / Administration / Users and Groups

User Authentication

Username *

georgeh

Authentication Source

Password

Password *

.....

Password Confirmation

.....

Email *

george@palanthus.com

Create User

Cancel

To save changes click **Create User** when done.

2. Assign User the Groups they will have access and permission to view.
