Groups - Location Based Setup

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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.

Prerequisite module: Groups

A useful tip when setting up Groups is to have a separate set of location based groups. These groups will not have any Allowed Actions associated with them, their sole purpose to provide access to a location.

So, if you have 3 hospitals:

- Hospital A

- Hospital B

- Hospital C

And you want to be able to restrict access so only staff that work at each hospital can view patients at their own hospital, here is one way to do this.

Overview

- Setup Location based groups.

- Make staff at each hospital members of the relevant group.

- Ensure staff also have a group related to their role assigned to them.

1. Setup Location based groups

Add the following 4 groups:

- **Group Name**: Location - Hospital A

- **Group Description**: Allow access to patients at Hospital A

- **Allowed Actions**: none

- **Allowed allocations**: Location - Hospital A

- **Group Name**: Location - Hospital B
- **Group Description**: Allow access to patients at Hospital B
- **Allowed Actions**: none
- **Allowed allocations**: Location - Hospital B

- **Group Name**: Location - Hospital C
- **Group Description**: Allow access to patients at Hospital C
- **Allowed Actions**: none
- **Allowed allocations**: Location - Hospital C

- **Group Name**: Location - All Locations
- **Group Description**: Allow access to patients at all locations
- **Allowed Actions**: none
- **Allowed allocations**: Location - Hospital A, Location - Hospital B, Location - Hospital C

2. Make staff at each hospital members of the relevant group

- Ensure staff members/users at Hospital A are members of Group"Location - Hospital A"
- Ensure staff members/users at Hospital B are members of Group"Location - Hospital B"
- Ensure staff members/users at Hospital C are members of Group"Location - Hospital C"
- Ensure anyone who needs access to all hospitals is a member of Group"Location - All Locations"

3. Ensure staff also have a group related to their role assigned to them

As the location based group has no Allowed Actions associated with it, staff members will need an additional group assigned to them to enable them to perform any actions in the system.

So a Doctor at Hospital A may be a member of the following Groups:

- Doctors
- Location - Hospital A

A nurse at Hospital C may be a member of the following Groups:

- Nurses
- Location - Hospital C

A receptionist who works at Hospital B and Hospital C may be a member of the following Groups:

- Receptionist / Admin
- Location - Hospital B
- Location - Hospital C

A system administrator for the entire organisation may be a member of the following Groups:

- system Admin
- All Locations