Add a Group

Last Modified on 24/08/2020 10:17 am ACST

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

To add a New Group

1. Click Admin.

2. Select **Users and Groups** from menu.

3. Select **Groups** sub-menu item.

    a. The Groups screen will display.

4. Select the **New** button on the screen.

    a. A details screen will display.

5. Enter the Name of the Group and a Description of its use (e.g., Clinician - This sets the access for our clinicians).

6. Select **Create Group**.

    a. The Allowed Access Screen will display.

7. Select the permissions you want the group to access.

8. Select **Update Group**.

Note: The New Group is now created and can be allocated to Users.

Add Locations to Group

Once you have created the Group you will need to add the allowed Locations to the group. This assumes you have set up you Locations.

1. Click Admin.

2. Select **Users and Groups** from menu.

3. Select **Groups** sub-menu item.

4. Select **Show** next to the relevant Group.

5. The Group screen will display with the following information:

    a. **Details** - Name and Description of the Group.

    b. **Allowed Actions** - These are the privileges allocated to the Group.

    c. **Allowed Locations** - These are the Locations allocated to that Group.

    d. **Members** - This will list all Users that have that Group assigned.

6. Scroll down to the bottom of the screen "Allowed Locations"

7. Select **New** button, Add each location to the group.

8. Select **Create Group Location Assignment**.