

User(Staff member) overview

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overview

- **New User:** -You would create a login here if **the user will not have appointments booked against them**. This is most likely to apply to admin staff who patients don't have appointments with.
- **New Staff Member:** This is when a user needs a login to update data in the system but also **may have appointments booked against them and/or eventually will be a provider**. This account ensures you don't need to duplicate entries of staff by having them as a user AND as a staff member/provider that can have appointments booked against them. The account will be integrated so it is all one and the same.

To learn about how to create a **new user**, please see [here](#).

To learn about how to Edit a **user**, please see [here](#).

To learn about how to **disable** a **user**, please see [here](#).

To learn about how to create a **new staff member**, please see [here](#).

To learn about how to Edit a **staff member**, please see [here](#).

To learn about how to **disable** a **staff member**, please see [here](#).

To learn about how to promote a **staff member**, please see [here](#).
