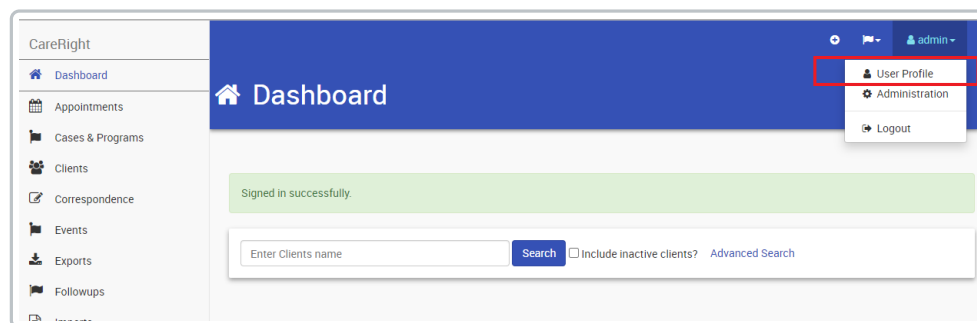# Access User Profile

Last Modified on 21/07/2025 11:28 am ACST

Overview

Once you are logged on to CareRight, you can access your User Profile by clicking on your user name in the top right-hand corner of the screen.

The following areas are available under this menu:

- User Profile
- Administration (if you have sufficient access rights)
- Logout

CareRight

- Dashboard
- Appointments
- Cases & Programs
- Clients
- Correspondence
- Events
- Exports
- Followups
- Imports
- Invoices & Claims
- Locations
- Professional Contacts
- Providers
- Reconciliation
- Reports
- Tasks
- Theatre Lists
- Uninvoiced Admissions
- Wait List
- Workflows

👤 Mr Max Powers

[Change Password] [Edit Settings]

User Authentication

Username	admin
Email	admin@localhost

Staff Member Details

Last Name	Powers
First Name	Max
Sex	Male
Title	Mr
Middle Name	
Date of Birth	
Abn	
Staff Member Category	System Administrator
Staff Member Type	System Administration

Calendar

Schedule Appointments	Yes
Initials	Max P
Calendar Views	• Max Powers • Northern District

Correspondence Settings

Correspondence View	All Correspondence
Correspondence Type Filter	Letter

Default Pages

Patient Page	Summary
Calendar Page	

User Preferences

Case Bulk Assignment Display	Expanded
Enter Key In Editor	New Paragraph
Event View	Expanded
Experimental Assessment Printing	Yes
Hide Appointment Notes	No
Patient Account Grouping	Guarantor

User Profile Interface

Following actions can be performed from here.

1. Change password
2. Edit settings

1. Change password

The User Profile page displays a summary of your information and allows you to change your password.

1. Click **Change Password** in the Use profile.
2. Enter your current password.
3. Enter your new password, then confirm your new password (remember - passwords are case sensitive).
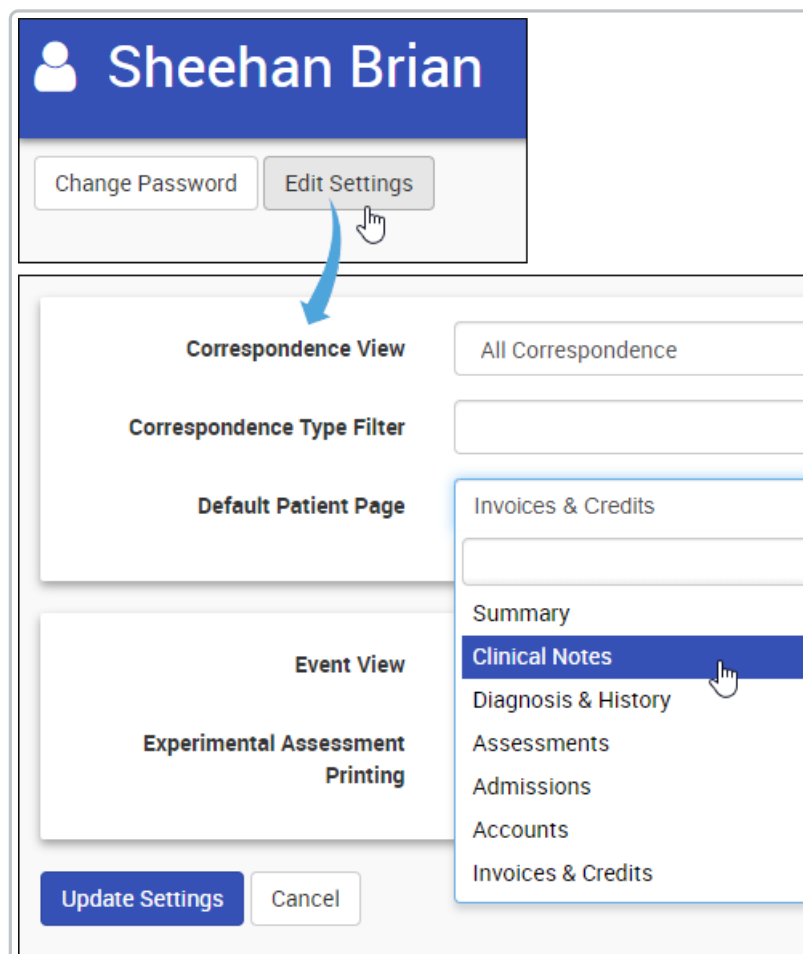4. Click **Change Password**.

Password Requirements

Your system administrator will be able to advise you as to what length and character mix is required for your password.

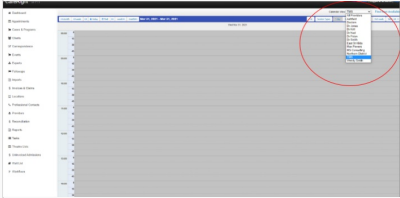Refer to Password Security in the System Admin Guide for more information.

2. Edit Setting

User can change settings to customise the view in CareRight.

1. Click **Edit Settings** in the User profile

Field	Description	Available Options
Correspondence View	User can select the preferences to **view** the **Correspondence menu.**	• All Correspondence • My correspondence
Correspondence Type Filter	Setting Default **correspondence** type **filter**.	• Letter • SMS • Email • Document
Default Patient Page	User can set the preference for **Default Patient Page** upon accessing patient data. Example: the Admin staff can set up default page as Admission.	• Assessments • Admissions • Accounts • Clinical Notes • Correspondence • Diagnosis and History • Image Gallery • Invoices and Credits • My Health Record Overview • Summary

Default Calendar View	User can set up **Default Calendar View** to streamline the clinical scheduling, workflow management, and care coordination. This will save time and get quick access to relevant timeframes to set up the Appointments when in Dashboard > Appointments. 	- This may vary for every Hospital/Practice
Default Clinical Note Category	User can set up the **Default Clinical Note Category** to display the latest c linical notes such as admission note, progress notes, enabling user to take quick, informed decisions.	- This may vary for every Hospital/Practice
Locale	User can set up their **regional and language preferences** by selecting relevant **Locale** code. Example: 'en' for English, 'ja' for Japanese.	The Locale Language Codes are available in drop down list.
Case Bulk Assignment Display	Case Bulk Assignment view. 	• Expand • Compact
Enter Key in Editor	Default ENTER tab for Text area in CareRight.	• New Paragraph • Line Break
Event View	The Event screen has two different views, **Expanded and Compact**. In **Expanded view**, there is a dedicated panel for each event. In **Compact view**, the display becomes grid of event.	• Expand • Compact
Experimental assessment Printing	Recommend you to select the Experimental assessment Printing to yes for better result.	Yes/No

Hide Appointment Notes	Appointments notes to set Hide/Display	Yes/No
Include Oec Contact Info		Yes/No
Patient Account Grouping	Patient Account can be grouped by Account Provider (default) or by Location or by Guarantor.	- Guarantor - Location - Account Provider
Default TYRO Terminal	User can set the default terminal for Tyro.	- This may vary for every Hospital/Practice