

Create a new user

Last Modified on 19/03/2024 9:27 am ACDT

Create a User Account

User Definitions

- User is typically an admin staff who does not have appointments.

Create a User Account

1. Click **Administration**.
2. Select **Users and Groups** from the menu.
3. Select the **New Users** sub menu item.
4. Please type in your detailed information
- 5.



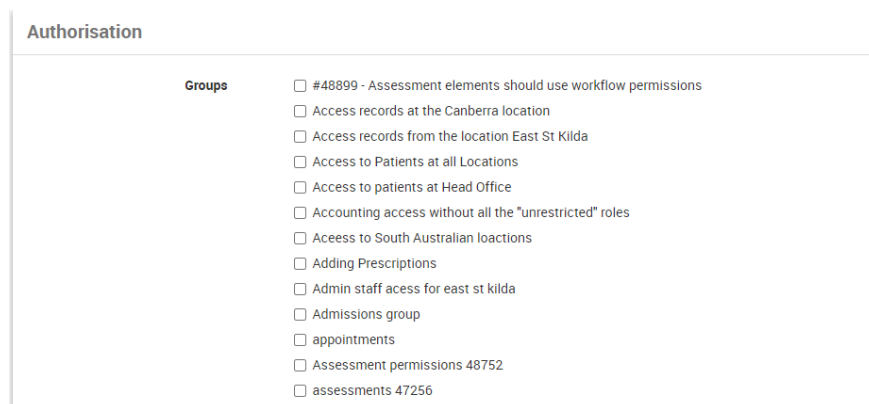
Username*

Password*

Password Confirmation

Email*

6. Then in the **Authorization** section, choose the group created for the new user

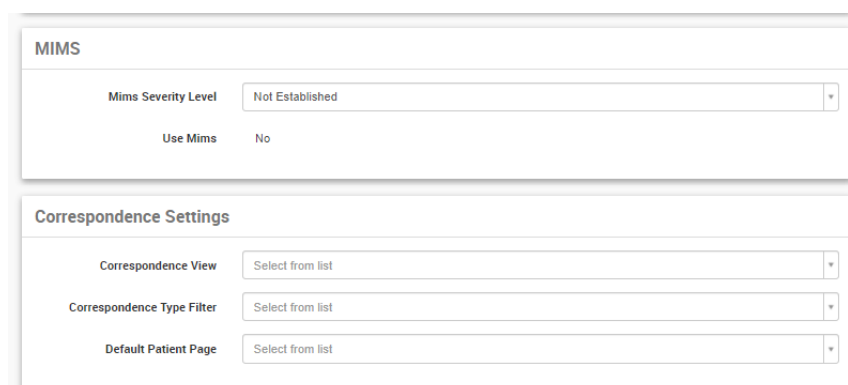


Authorisation

Groups

- ☐ #48899 - Assessment elements should use workflow permissions
- ☐ Access records at the Canberra location
- ☐ Access records from the location East St Kilda
- ☐ Access to Patients at all Locations
- ☐ Access to patients at Head Office
- ☐ Accounting access without all the "unrestricted" roles
- ☐ Access to South Australian loactions
- ☐ Adding Prescriptions
- ☐ Admin staff access for east st kilda
- ☐ Admissions group
- ☐ appointments
- ☐ Assessment permissions 48752
- ☐ assessments 47256

7. You can also access to **MIMS and Correspondence settings**
- 8.



MIMS

Mims Severity Level Not Established

Use Mims No

Correspondence Settings


Correspondence View Select from list

Correspondence Type Filter Select from list

Default Patient Page Select from list

9. Lastly, you can modify your **staff member details and user preference**.

Staff Member Details

| | |
|-------------------------|--|
| Last Name * | <input type="text"/> |
| First Name * | <input type="text"/> |
| Sex | <input type="text" value="Select a value"/> ▼ |
| Title | <input type="text" value="Select from list"/> ▼ |
| Middle Name | <input type="text"/> |
| Date of Birth | <input type="text"/>  |
| Signature | <input type="text"/> |
| Abn | <input type="text"/> |
| | <input type="checkbox"/> Disabled |
| Staff Member Category * | <input type="text"/> ▼ |
| Staff Member Type * | <input type="text"/> ▼ |

User Preferences

| | |
|----------------------------------|---|
| Case Bulk Assignment Display | <input type="text" value="Compact"/> ▼ |
| Enter Key In Editor | <input type="text" value="New Paragraph"/> ▼ |
| Event View | <input type="text" value="Expanded"/> ▼ |
| Experimental Assessment Printing | <input type="text" value="No"/> ▼ |
| Hide Appointment Notes | <input type="text" value="No"/> ▼ |
| Patient Account Grouping | <input type="text" value="Account Provider"/> ▼ |
| Default Calendar View | <input type="text" value="Select from list"/> ▼ |