To Add Users or Change their Status

al Anaesthesia Registry

Hospital Administrat

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Admin Functions

Maintain Users

Reset Password & PIN   Email Address:

Delete All Data for a Procedure   Enter Procedure ID:

Click on Admin,
then Maintain Users

📁 Useful Links | 📝 Announcements ⬍ ⋮ 🔧 Admin ⬍

Find First Name: [   ]   Find Last Name: [   ]   [Find By Name]

Find by Hospital: [New Hospital ⬍]   [Find By Hospital]

Then Click on Find By Hospital

User Details

multiadmin   This defines the access rights of the user:
                            N - Normal User can only see thier own procedures
                            Y - Hospital administrator can see all procs for hospital
                            M - Master can see all procedures + maintain system data

IsInactive   N - user can login and use the system
                            Y - user considered inactive and cannot login

| Find First Name: | | Find Last Name: | | Find By Name |
| Find by Hospital: | New Hospital ⇕ | | | Find By Hospital |

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Edit	ID	FirstName	LastName	PrimaryHospital	Email
Edit LoginAs	1637	Hospital	Administrator	New Hospital	hospitaladministrator@newhospital.o
Edit LoginAs	1636	Anaesthetist	Regional	New Hospital	regionalanaesthetist@newhospital.or
Insert				New Hospital ⇕	

This brings up list of Users at New Hospital

Then Click on Edit at Left Side of User that requires Status changed

Make changes, and Click on Update.

Find First Name:		Find Last Name:		Find By Name
Find by Hospital:	New Hospital ⬍			Find By Hospital

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Insert				New Hospital ⬍	

Background changes back to white when changes complete

Changes to email address (username) or status can be made.
For a User to add data, IsInActive should be selected as N

		Y - user considered inactive and cannot login				
Edit	**ID**	**FirstName**	**LastName**	**PrimaryHospital**	**Email**	**multiadmin** **IsIn/**
Edit LoginAs	1637	Hospital	Administrator	New Hospital	hospitaladministrator@newhospital.org.au	Y N
Edit LoginAs	1636	Anaesthetist	Regional	New Hospital	regionalanaesthetist@newhospital.org.au	Y N
Insert				New Hospital		N N

To add new User, complete name and email fields
then Click Insert