To Add Users or Change their Status

al Anaesthesia Registry

Hospital Administra

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| Find First | Nam | ne: | Find Last Name: | | Find By Name | | |
|-----------------|-------|---------------------|---|-----------------|-------------------------------------|--|--|
| Find by I | Hospi | tal: New Hospital 🗘 | | | 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 | | | | |
| Edit I | 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

| Find Firs | t Nam | ne: | Find Last Name: | | Find By Name | | | |
|-----------------|--|---|---|--------------------|-------------------------------------|--|--|--|
| Find by | Hosp | ital: New Hospital 🗘 | | | 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 | | | | | |
| | | IcInactivo | M - Master can see | e all procedures + | maintain system data | | | |
| | IsInactive IN - user can login and use the system X - user considered inactive and cannot login | | | | | | | |
| Edit | ID | FirstName | LastName | PrimaryHospital | Email | | | |
| Edit | 1627 | Heepitel | Administrator | New Heepital | hagaitaladministrator@nowhagaital.a | | | |
| LoginAs | 1037 | Hospital | Administrator | New Hospital | nospitalauministrator@newnospital.o | | | |
| Edit LoginAs | 1636 | Anaesthetist | Regional | New Hospital | regionalanaesthetist@newhospital.or | | | |
| Insert | | | | New Hospital \$ | | | | |
| | | | | | | | | |

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

| Find First Nam | ne: | Find Last Name: | | Find By Name | | | |
|---|--|---|--|--|--|--|--|
| Find by Hospi | ital: New Hospital 🗘 | | | 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 | | | | | | |
| | - | | | | | | |
| Edit ID | FirstName | LastName | PrimaryHospital | Email | | | |
| EditIDEdit1637LoginAs | FirstName Hospital | LastName Administrator | PrimaryHospital New Hospital | Email hospitaladministrator@newhospital.c | | | |
| EditIDEdit1637LoginAs1637Update1636Cancel1636 | FirstName Hospital Anaesthetist | LastName Administrator Regional | PrimaryHospital New Hospital New Hospital | Email hospitaladministrator@newhospital.c regionalanaesthetist@r | | | |
| EditIDEdit1637LoginAs1637Update1636Cancel1636Insert | FirstName Hospital Anaesthetist | LastName Administrator Regional | PrimaryHospital New Hospital New Hospital New Hospital | Email hospitaladministrator@newhospital.c regionalanaesthetist@r | | | |
| EditIDEdit LoginAs1637Update Cancel1636Insert1000 | FirstName Hospital Anaesthetist | LastName Administrator Regional | PrimaryHospital New Hospital New Hospital New Hospital | Email hospitaladministrator@newhospital.c regionalanaesthetist@r | | | |
| EditIDEdit1637LoginAs1637Update636Cancel636Insert | FirstName Hospital Anaesthetist Make ch | LastName Administrator Regional | PrimaryHospital New Hospital New Hospital \$ | Email hospitaladministrator@newhospital.c regionalanaesthetist@r | | | |

| Find First | Nam | ne: | Find Last Name: | | Find By Name | | | |
|----------------------------------|---|--------------|---|-----------------|-------------------------------------|--|--|--|
| Find by Hospital: New Hospital 🗘 | | | | | Find By Hospital | | | |
| User De | 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 | | | | | | | |
| Edit 3 | 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 \$ | | | | |

Background changes back to white when changes complete

Y - user considered inactive and cannot login

| me | LastName | PrimaryHospital | multiadmin | IsInActive | |
|--------|---------------|-----------------|--|------------|-----|
| I | Administrator | New Hospital | hospitaladministrator@newhospital.org.au | Y | Ν |
| netist | Regional | New Hospital | regionalanaesthetist@newhospital.org.au | Y | N |
| | | New Hospital 🛟 | | N 🗘 | N 🗘 |

Changes to email address (username) or status can be made. For a User to add data, IsInActive should be selected as <u>N</u> n user can rogin and use the system

Y - user considered inactive and cannot login

| Edit | ID | FirstName | LastName | PrimaryHospital | Email | multiadmin | IsIn/ |
|------------------------|------|--------------|---------------|-----------------|--|------------|-------|
| <u>Edit</u> LoginAs | 1637 | Hospital | Administrator | New Hospital | hospitaladministrator@newhospital.org.au | Y | N |
| <u>Edit</u> 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

ISTINCTIVE