



## Create a User

### Description:

Administrators can view, edit and create user accounts within the organization.

### To create a user account:

1. From the **Administration** menu, select **Users**.
2. On the toolbar, click **New user**.
3. Enter the following information:
  1. Username and password

Field	Description
Name	Enter user's first name and last name.
Username	Enter a user's login name.
Email	Enter user's email address.
Password	<ul style="list-style-type: none"> <li>• Defaults to a user setting their own password option. A link will be sent by email.</li> <li>• If preferred, select the second option and enter a new password on behalf of the user.</li> </ul> <p><b>Note:</b> Ensure you let the user know the temporary password.</p>

**Note:** If the username already exists, the administrator must create a new one.

2. Permissions

Option	Description
User Role	Select an option: <ul style="list-style-type: none"> <li>• Administrative user - full access to administration features.</li> <li>• Clinical user - full access to patient details and modules.</li> <li>• Physician referral - certified to interpret diagnostic reports, and issue prescriptions for therapy (user must have a Provider number and email address)</li> </ul>
Username	Select an option: <ul style="list-style-type: none"> <li>• All organization locations</li> <li>• Allocated locations only (click Add or Remove on selected locations)</li> </ul>

3. Add identification (optional)
4. Add contact details (optional)
4. Click **Save**. The new username is displayed in the **Users** list.