

Med e-Care Healthcare Solutions

# User Management

Version 4 System

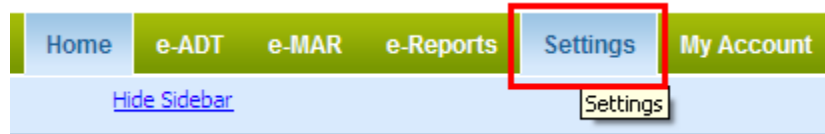
# USER MANAGEMENT

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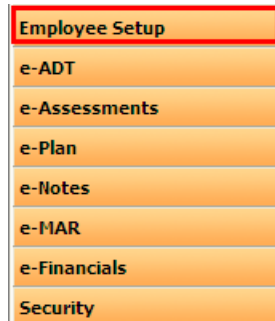
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## EMPLOYEE SETUP

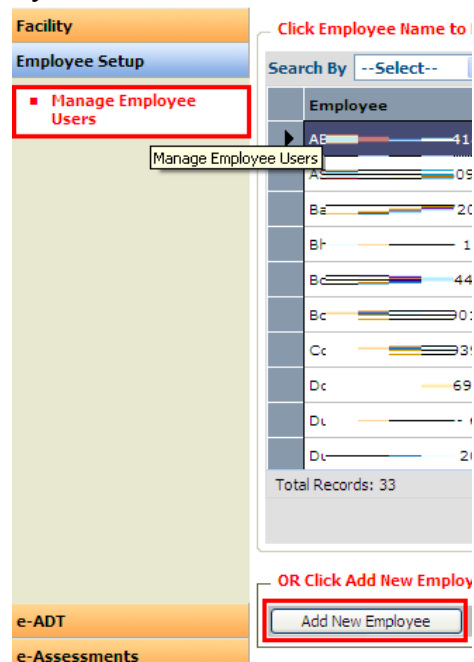
1.) Select 'Settings' from top navigation menu



2.) Select 'Employee Setup' from sidebar menu



3.) Select 'Manage Employee Users' and click on 'Add New Employee'



4.) Complete the required fields and click 'Save'. Fields include:

- Last Name
- First Name
- User Status – select as 'Active'
- Email address – this is the **Username** to be used – this does NOT have to be an actual email address (e.g. first initial + last name may be enough)

## USER MANAGEMENT

- Password
- Confirm Password
- User Roles – select those applicable

The screenshot shows a web-based form for user management. At the top, there are 'Save' and 'Cancel' buttons. The form is titled 'Employee Information' and has a sidebar on the left with the following fields: Title, Last Name, First Name, Gender, Not a system user, User Status, Email Address, Password, Confirm Password, and User Roles. The main content area contains the following fields: a dropdown menu for Title (set to '--Select--'), text input fields for Last Name and First Name (each with a warning icon), a dropdown menu for Gender (set to '--Select--'), a checkbox for 'Not a system user', a dropdown menu for User Status (set to '--Select--'), a text input field for Email Address (with a warning icon), text input fields for Password and Confirm Password (each with a warning icon), and a section for User Roles with checkboxes for eADT, eMAR, FacilityAdmin, Full Access, and WindowsService. A note at the bottom states '\* Roles Assigned from Positions'.

**Save** **Cancel**

**Employee Information**

**Title** --Select--

**Last Name** ⚠

**First Name** ⚠

**Gender** --Select--

**Not a system user**

**User Status** --Select--

**Email Address** ⚠

**Password** ⚠

**Confirm Password**

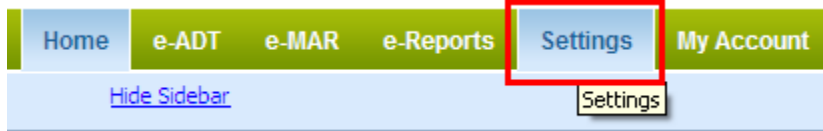
**User Roles**

eADT  eMAR  **FacilityAdmin**  Full Access  WindowsService

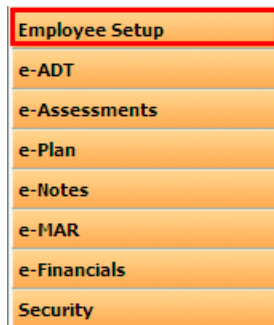
\* Roles Assigned from Positions

## RESET PASSWORDS

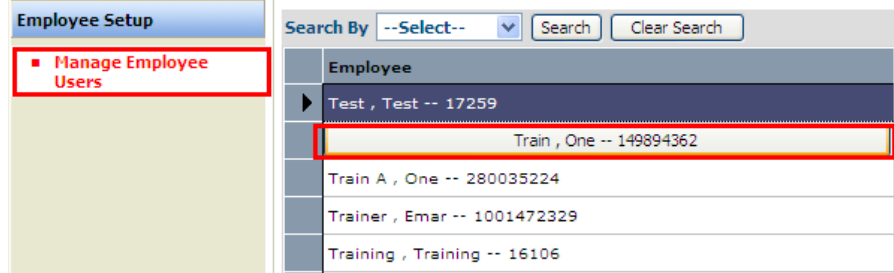
- 1.) Select 'Settings' from top navigation menu



- 2.) Select 'Employee Setup' from sidebar menu

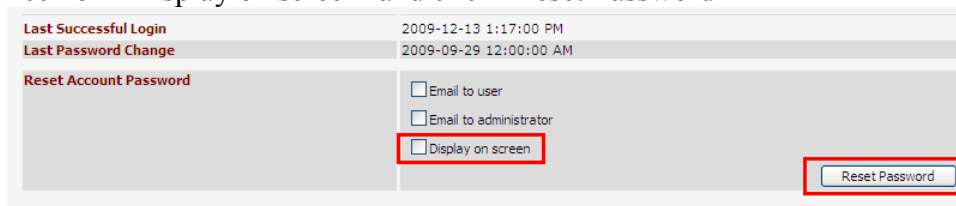


- 3.) Select 'Manage Employee Users' and click on the specific employee

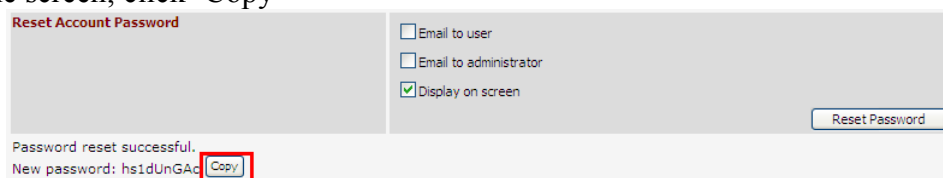


- 4.) Scroll down the employee profile to the section on 'Reset Account Password'

- 5.) Check off 'Display on screen' and click 'Reset Password'

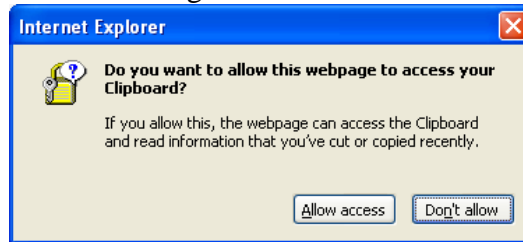


- 6.) Prompt will confirm password reset and temporary password will be displayed on the screen; click 'Copy'



## USER MANAGEMENT

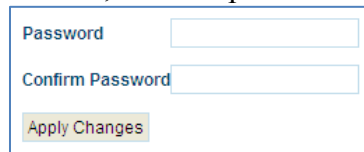
7.) Click 'Allow access' in following window



8.) Log out from the system

9.) Login to the system with the specific user's username; in the password field, type in the temporary password OR click cursor on the field and paste temporary password

10.) Enter the user's new password, confirm password and click 'Apply changes'

A screenshot of a web form for changing a password. It contains two text input fields: "Password" and "Confirm Password". Below the fields is a button labeled "Apply Changes".