ADD A NEW USER

1. Only a user with the role of Admin or Data manager can access the Users administration screen.

2. Following successful login to the database, select the Users tab on the Main Patient Listing screen to display the Users listing.

3. All users are listed on individual user record lines, with the following data fields displayed:

   3.1. Name
   3.2. Username
   3.3. Role
   3.4. Email
   3.5. Status
   3.6. Last login

4. The user may select to Add User, the New User screen is displayed.
5. The user enters:

5.1. *First name*

5.2. *Last name*

5.3. *Username* – usually as first initial and surname: e.g. ‘jconsultant’.

5.4. *Email* address.

5.5. Activation status as *Disabled* or *Activate*.

5.6. *Role*.

5.6.1. Where the user role is set to **consultant**, the user selects the **hospitals** which the consultant belongs to.

5.6.2. A consultant may belong to more than one hospital.
5.6.3. Where the user role is set to site manager, the user selects the hospital which the site manager is responsible for.

5.6.4. A site manager can only be responsible for one hospital.

5.7. Password

5.8. Password confirmation.

6. The user may select Cancel to cancel the operation.

7. The user selects Create User to create the new user.

8. The show user screen is displayed with the users details.
9. The user may select to edit an existing user by selecting Edit on the user record line.

10. The user may select to show the details of an existing user by selecting Show on the user record line.

11. Within the show user screen, the user may select to Edit User or go Back to the users listing.

12. The user may select to invite the user to login and join the system with the Resend option – this function is not currently used.

13. To log out, select the Logout option at the top right of the screen.