



## Create Users

Background: A user is an individual with a unique log-in and password assigned to a specific facility. Once Groups are created, you can easily and efficiently assign users to those groups. In a multi-facility environment, establish users at the top level to allow for easy maintenance.

**Notice:** This functionality may not be available to all users. Contact your system administrator if you have additional questions.

---

### To Do and Notice:

---

**Notice:** Ensure that you have created any Groups to which you will assign the user you intend to create.

#### **Create Users**

1. Navigate to and click on **Security Administration**.
2. Navigate to **System Users** and click on **Create User**.
3. Type the **User ID** in the box.

**Notice:** The **Active** box will be checked by default.

Best Practice is to use the User's email address as the UserID.

4. Check the box(es) below as applicable *\*not required*  
**Notice:** See privileges under Create Group for additional details.
5. Complete the fields related to the user information.
6. Click **Done**.

**Notice:** To edit User Privileges in the future, go to **Security Administration>System User>Edit User Privileges**.

Changes at the user level will override Group Privileges.

#### **Link User to Facility**

7. Navigate to **System Users** and click on **Login Facilities**.
8. Choose the user by using the drop-down arrow next to the **Selected User** box.
9. Select the facility by checking the **Login Enabled** box in front of the Facility.
10. Click **Save**.
11. Click **Done**.

**Notice:** To edit a user's Login Facilities in the future, go to **Security Administration>System Users>Login Facilities**.

## Link User to Groups

**Notice:** Changes made at the user level will override Group Privileges.

### Assign multiple users to one group

**12.** Navigate to and click on [Security Administration](#).

**13.** Navigate to [System Groups](#) and click on [Members](#).

**14.** Select the Group from the [Selected Group](#) drop-down list.

**Notice:** Use the blue arrow, to the right of the drop-down list, to go to the next page of Groups.

**15.** Click the checkbox in front of the Users you want to add to this group.

**Notice:** Use the blue arrow in the upper right-hand corner to go to the next page of Users.

**16.** Click **Save**.

**17.** Click **Done**.

### Assign a single user to a group

**18.** Navigate to and click on [Security Administration](#).

**19.** Navigate to [System Users](#) and click on [Group Membership](#).

**20.** Select the User from the [Selected User](#) drop-down list.

**Notice:** Use the blue arrow, to the right of the drop-down list, to go to the next page of Users.

**21.** Click the checkbox in front of the Group to which you wish to add this User.

**Notice:** Use the blue arrow in the upper right-hand corner to go to the next page of Users.

**22.** Click **Save**.

**23.** Click **Done**.

**So What?** You can assign single user to a group or multiple users at one time. A user can belong to multiple groups.

---