



Creating New User Accounts

How to create a new user account:

1. To create a new user, select the **Admin** tab from the top banner as shown below and choose manage users.



2. Choose the **to create a new user from scratch, click here** link found on the left hand side of the page.

Home	Services	Assessments
User Ac	dmin	Edit Users
Create New User		To edit, duplicate or de
To create a new user from scratch, click here		n, Organisation

- **3.** From the user information page, enter details highlighted in bold (as a minimum) to create the account. The user name will be needed to log into PharmOutcomes.
- 4. Press the **save** button to create the account.

Home Services	Assessments Repo	orts Claims Admin He	lp.
Help & Advice	- User Information -		
	Organisation:	Test Provider	Creating users
continuous of using and their static should only be undertaken flar reading the help pages.	User Name	The is the rates that he uses will say that the system with it is incorrected that this takes the term of tell tails to the is not excerning and you can	To ensure your percents, the percentering recorded in the default stange recorded in the default stange recorded in the default stange space the claim.
Bold helds are required.	Pull Name	was the shall address if preferred. When addressed in where, this is the network that will be send.	information, a participation will be pervected for them and care to the emplifications specified have
	sMail Address	An ertail actives that can be used to continuing over a system actives.	terration, prompted performants and
	Job We	()	
	Phone Number:		
	Mobile Number	()	
	- Permissions juite	e shown after saving the new user details]	

- 5. PharmOutcomes permissions as shown below manages the level of access each user can have admittance to. The main tabs displayed across the top banner of the platform are managed by clicking the **blue boxes** as required. Next, place a tick in each of the appropriate functionality permissions
- 6. listed underneath each of the main tabs. This will limit the access the user will be able to carry out when accessing that part of the system.
- 7. Press **save** to complete setup. *NB: An email will be sent to the user with their username and a temporary password to activate their account. Passwords are valid for 7 days from issue.*

I Home	Tick all except admin	Tick all	Clear all
Services			
Deliver Service	Service History		
Assessments			
View Assessment	Enter Asssesment	Assessment Overview	
Reports			
View Provisions	View Audit Data		
Claims			
Preview Claims	C Reconcile Claims		
Admin			
Manage Users	Manage Help Popups		
I Help			
Search Followup Providers	Contact Us	Helpdesk	

- 8. Resetting password and security words for existing users can be completed by following step 1 and then opening the users account by clicking **edit** located right of their username from the list of users.
- 9. Tick the required boxes to reset the users account and press save.
 NB: Passwords will be sent via email. A prompt to select a new security word will appear when the user next logs into the platform.
- Password / security letter controls -

Reset Security word?:	Security word not set Select this to allow user to select a new Patient Identifier Security word.
Reset Password?:	Password last reset : 2022-11-29 14:26:01 Select this to generate a random password and send it to the above email

Additional information

- Every user should have their own personal username and password. Accounts should not be shared.
- To link accounts across more than one provider site, please contact our support team.
- The **Professional Registrations** section is reserved for COVID practitioners only.