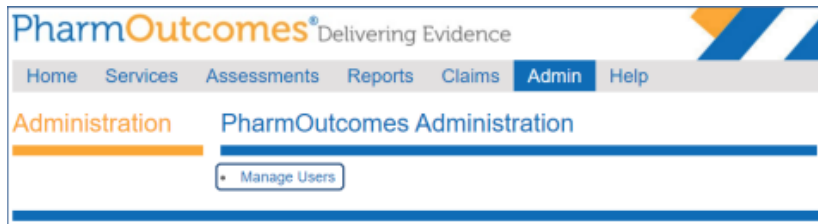




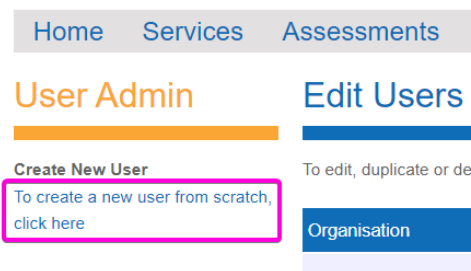
Creating New User Accounts

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.



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.





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 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.

PharmOutcomes Permissions

Home Tick all except admin Tick all Clear all

Services

Deliver Service Service History

Assessments

View Assessment Enter Assessment Assessment Overview

Reports

View Provisions View Audit Data

Claims

Preview Claims Reconcile Claims

Admin

Manage Users Manage Help Popups

Help

Search Followup Providers Contact Us Helpdesk Gallery

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.