

## Manage – Users

User management is a feature to create and manage staff users, to create unique login credentials, access specific 3<sup>rd</sup> party data sets (created previously in *Manage > Services*) and is set up after creating User Types (*Manage > User Types*), which allows access to specific Enlighten features. Click on the link to open the 1<sup>st</sup> level page. The following details the features available. Click the **Save** button at the bottom of any the page to save any changes, Click the “back to” link to go to a previous section where available or click the round *Enlighten* button at the top to move away from any page.

User Name	User Type	Description	Actions
admin	Administratr	This is a standard login for system administrator with password admin1.	
Engineer	Engineer	This is a standard login for commissioning purpose or support.	
GP1	Doctors	This is the standard login for a clinician with GP1 as default password.	
Rec1	Receptionist	This is the standard login for receptionist with Rec1 as default password.	
Sandeep Moolji	New User	This is the standard login for receptionist with Rec1 as default password.	
super	System Administrator	System Admin User	

\* Users marked in red are disabled; they do not have Enlighten login permissions

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The following defaults are set in the product at time of delivery:

User Name	User Type	Password
Admin	Administrator	admin1
GP1	Clinical User	GP1
Rec1	Reception user	Rec1

For security you should change these passwords as required.

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### Add User

<b>User Name:</b> <input type="text"/>	<b>Email:</b> <input type="text"/>
<b>User Type:</b> <span style="border: 1px solid #ccc; padding: 2px;">--Please select one--</span>	<b>Description:</b> <div style="border: 1px solid #ccc; height: 40px; vertical-align: top;"></div>
<b>Password:</b> <input type="password"/>	
<b>Confirm Password:</b> <input type="password"/>	Max 250 characters.

**Services**

Training Database

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From the 1<sup>st</sup> page “Manage Users” click on the “Add New User” link.

Note: **bold** fields are mandatory, *normal* fields are optional.

- User Name – enter a name for the Enlighten user’s login-name.
- User Type – select a user-type from the drop-down list (as defined in *Manage* → *User Types*).
- Password: - enter a password for the Enlighten user’s login-name – the characters typed will be masked.
- Confirm Password – re-enter the password to confirm correct entry.
- Email – enter the user’s email address.
- Description – enter a description for the Enlighten user.
- Services – tick one or more *Services* that the *User* will be subscribing to.
- Save – click *Save* to save the new User or click the browser’s *Back* button to cancel.

- Unlock – this will only be seen if the “Username” is locked out due to excess login attempt failures, in this event only the administrator can reset the access.

### Manage Users

[+ Add New User](#)

User Name	User Type	Description	Actions
admin	Administrator	This is a standard login for system administrator with password admin1.	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Disable</a>
Engineer	Engineer	This is a standard login for commissioning purpose or support.	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Disable</a>
GP1	Clinician	This is the standard login for a clinician with GP1 as default password.	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Disable</a>
Rec1	Receptionist	This is the standard login for receptionist with Rec1 as default password.	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Disable</a>
super	System Administrator	System Admin User	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Disable</a>
Test Name	Administrator		<a href="#">Edit</a> <a href="#">Delete</a>
TestUser	Receptionist		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Unlock</a>

### Login

⚠ Your account is locked out or user name is not valid.

Username:

Password:

Remember me

[Login](#)

## Manage - User Types

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### Manage User Types

+ [Add New User Type](#)

User Type <span style="float: right;">▲</span>	Description <span style="float: right;">◆</span>	Actions
Administrator	This role is site administrator with all rights apart from managing services.	<a href="#">Edit</a> <a href="#">Delete</a>
Doctors	This is the standard user type for the clinician role.	<a href="#">Edit</a> <a href="#">Delete</a>
Engineer	This is a user type Engineer for commissioning purpose or support.	<a href="#">Edit</a> <a href="#">Delete</a>
New User	Basic Setup	<a href="#">Edit</a> <a href="#">Delete</a>
Receptionist	This is the standard user type for reception role.	<a href="#">Edit</a> <a href="#">Delete</a>
System Administrator	System Admin	<a href="#">Edit</a> <a href="#">Delete</a>

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- Add New User Type.

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### Add User Type

User Type:

Privileges	View	Update	New	Delete
Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Appointments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consultors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Diary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Surveys	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Images	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reports				
Touch Screens	<input checked="" type="checkbox"/>			
General	<input checked="" type="checkbox"/>			
System	<input checked="" type="checkbox"/>			
Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User Types	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Departments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calling				
Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Play Lists	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Devices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consultation Rooms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Touch Screens				
Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Service Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Devices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Receipt Print Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Waiting areas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Licensing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Appointment Systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	View	Update	New	Delete

**Description**

Max 250 characters.

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**Profile**

<input checked="" type="checkbox"/> Mark as Arrived	<input checked="" type="checkbox"/> "Un-Arrive"	<input checked="" type="checkbox"/> Add/Edit Notes	<input checked="" type="checkbox"/> Release	<input checked="" type="checkbox"/> End Journey	<input checked="" type="checkbox"/> Receipt
<input checked="" type="checkbox"/> Block Auto Arrival	<input checked="" type="checkbox"/> Set Auto Arrival Message	<input checked="" type="checkbox"/> View Auto Arrival Error	<input checked="" type="checkbox"/> View Survey Results		
<input checked="" type="checkbox"/> Call	<input checked="" type="checkbox"/> Send				
<input checked="" type="checkbox"/> Show System Messages	<input checked="" type="checkbox"/> Show Departments	<input checked="" type="checkbox"/> Enable Extended Tracking	<input checked="" type="checkbox"/> Enable Outcome Forms		

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Note: **bold** fields are mandatory, *normal* fields are optional.

- User Type – enter a name for the new User Type.
- Privileges – the matrix of checkboxes defines which features of the Enlighten system can be read (*View*), created (*New*), edited (*Update*), or deleted (*Delete*) – as applicable - by Users belonging to the selected User Type.
- Description – enter a description to help identify this User Type.
- Profile – the list of checkboxes defines which *Actions* can be performed by *Users* belonging to the selected User Type.

- Save – click Save to save the User Type, or click the browser’s *Back* button to cancel.
- User Type - a single headed arrow shows that the User Types are sorted in ascending or descending order of this field. A double headed arrow shows that the User Types are not sorted in order of this field but that they can be. Click to sort.
- Description - a single headed arrow shows that the User Types are sorted in ascending or descending order of this field. A double headed arrow shows that the User Types are not sorted in order of this field but that they can be. Click to sort.