

Manage - Users

User management is a feature to create and manage staff users, to create unique login credentials, access specific 3rd 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 1st 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.

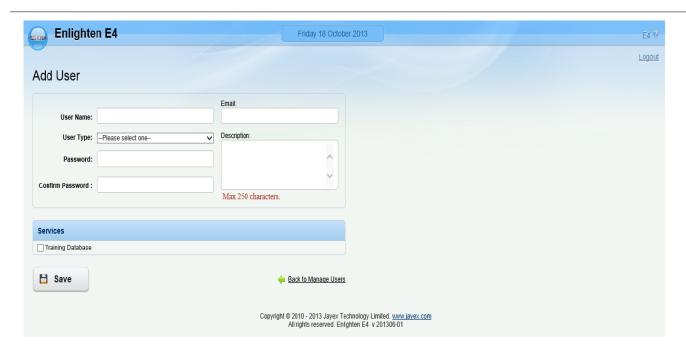


The following defaults are set in the product at time of delivery:

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.





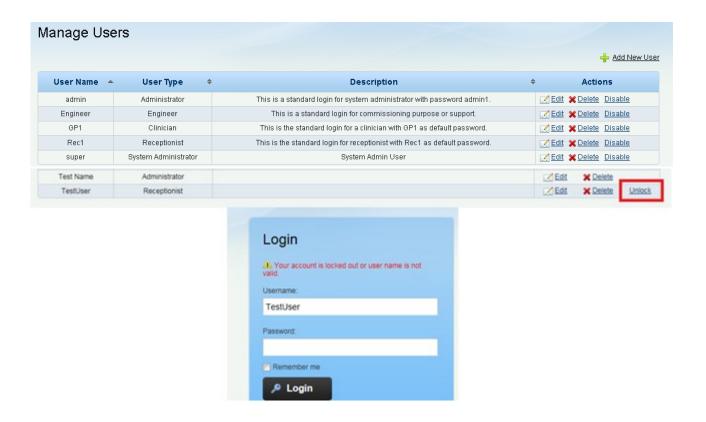
From the 1st page "Manage Users" click on the "Add New User" link.

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.
- o Confirm Password re-enter the password to confirm correct entry.
- o Email enter the user's email address.
- o Description enter a description for the Enlighten user.
- o 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 - User Types





Add New User Type.



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

- o 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.
- o 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.



- o 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.
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