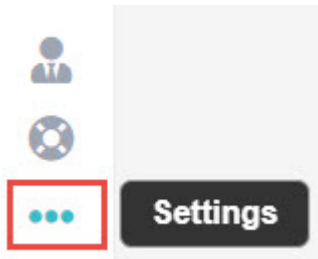


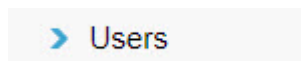
# Inviting Users to Fydo

Need to invite more users to Fydo? Read below to find out how!

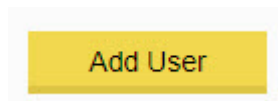
First lets head to **Settings**



Then, from the menu, select **Users**.



You will arrive at a page displaying information about all your users. To create a new one, lets click on **Add User**



Fill out any relevant information. Things such as:

- First and Last Name
- Email (where the invite will be sent to)
- Provider Number (this is optional)
- Group
- Personal Message (this is optional)

User Details	
ID	<input type="text"/>
First Name	<input type="text" value="Marko"/>
Surname	<input type="text" value="Test"/>
Email	<input type="text" value="TestEmail@gmail.com"/>
Provider Number	<input type="text"/> ?
Group	<input type="text" value="Admin"/> ▼

Once you have the details entered. Click the green **Save** button

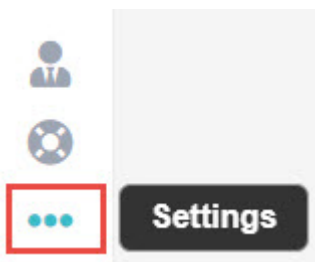
Save

All done! Fydo will now send an email to the designated address, with instructions on how to proceed.

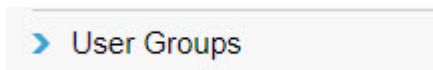
## Groups in Fydo

If you don't have any **Groups** set up within Fydo, here's how you can do it!

1. First, lets go to **Settings**.






2. Then, select **User Groups**.



You will now see a list of all your **User Groups**, as well as some additional information about them such as:

- **Name**
- **Description**
- **Linked Users (Amount of users in this group)**
- **Status**

ID	Name 	Description	Linked Users	Status
2	Admin		4	Active 
1	Subscriber	Subscriber	1	Active
100  Records/Page		Records 1-2 of 2 (Page 1 of 1)		

If you wish to create a new group, select **Add User Group**, as seen below.

Add User Group

Now, set a **Name** and a **Description (Optional)** for your group.

Name	Reception
Description	All receptionists

Setting up permissions for your newly named **User Group** is as simple as clicking **On/Off** for any parts of Fydo you wish to grant, or deny access to.

Patient	
View	<input checked="" type="checkbox"/> ON <input type="checkbox"/> OFF
Edit	<input type="checkbox"/> ON <input checked="" type="checkbox"/> OFF
Add	<input type="checkbox"/> ON <input checked="" type="checkbox"/> OFF
Accounts (Clinic)	<input type="checkbox"/> ON <input checked="" type="checkbox"/> OFF
Apply Payments and Adjustments (Accounts - Clinic)	<input type="checkbox"/> ON <input checked="" type="checkbox"/> OFF
Bill (Clinic)	<input checked="" type="checkbox"/> ON <input type="checkbox"/> OFF
Clinical	<input checked="" type="checkbox"/> ON <input type="checkbox"/> OFF
Clinical (Delete own only)	<input checked="" type="checkbox"/> ON <input type="checkbox"/> OFF

There are a whole host of options, so have a look around and see which settings are perfect for your group.

Once you are happy with what you have created, click **Save**.

Save

You have now created a **User group**!