<u>Preadmit Hospital Portal - Back End User</u> <u>Management</u>

User Management gives the ability to add users, delete users & change their user permissions. Only the **Hospital Admin** has access to User Management

- 1. Select the **Settings** tab
- 2. Select User Management
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- 3. To add a new user > click Add New User in the top right-hand corner.
- 4. From there, enter all the details that are required.
 - a. First Name
 - **b.** Last Name
 - c. Email Address
 - d. User Type- Hospital Admin or Hospital User.
- 5. Select the permissions that each user is required to have. This is customisable to each user and can only be changed by Hospital Admins.
- 6. To delete a user, edit their details, edit their permissions or resend their welcome email, use the **Actions** dropdown next to their name.
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