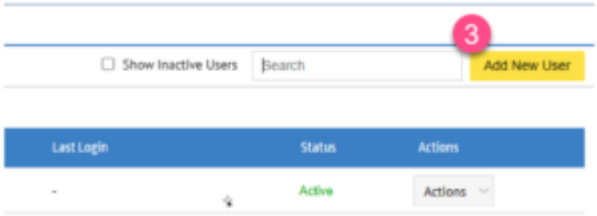
Preadmit Hospital Portal – Back End User Management

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**



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.

