

Users

On the 'Users' tab all users for the organisation are listed with their job role, permission level and status (active/not active). The users displayed under your organisation should be staff working with you in the same organisation. Users can have administrator access or basic access, this is determined when creating new users and is displayed in the 'Permissions' column. Users with admin rights will be able to create new client organisations, new users and to change other users' passwords and search for other users. You can see the users' status under 'Permission Level'. This screen also shows if the user has self-registered for a product. Please refer to the chapter on self-registration for more details.

MyPEN

My Orgs

QSearch Users

QSearch Orgs

org.u

Organisation - Licensing Portal Organisation

Organisation Name

Licensing Portal Organisation

*

Cross Reference Number

ref number

Street Address

Street Address

*

Suburb

Suburb

*

State

New South Wales

*

Postcode

2000

*

Phone

1800 762 993

*

Fax

fax

Clinical Software

Best Practice

Not verified

*

Billing/Appointment Software

Pracsoft

Not verified

*

Save

Users

Client Organisations

Membership and Licensing

Credit

Login/Usage Reports

This is the list of all User accounts associated with this Organisation. User accounts may also have associations with other Organisations. Users details and their association with this Organisation can be changed on the Users account page, accessible via following the links below. New accounts can be created via the Add new User button visible to Organisation Administrators and PenCS Support.

Add new User

Export list to file (including Users at all client Organisations)

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Name (Username)	Job Role	Permission	Self-Reg Status	Active
More Users (more.org.users)	Software Vendor	Basic	N/A	Yes
Org User (org.user) You	PHN Staff	Administrator	N/A	Yes

Figure 8: Organisation Level Logon Screen

This tab allows new users to be creates (please see next chapter) and to export a list of all current users and their organisations by using the button 'Export list to file'.

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Count: 2

Figure 14: Export User List