

Changing User Preferences and Access Level

An administrator user can change the preferences of other users and can also give administrator access to other users. This is done by clicking on the user's name to open the user details screen and then on the 'Organisations' tab to allow to change the access level. For users with more than one organisations only one can be the primary organisation.

This Users's Organisations

Username

org.user

Title

Mr

First name

Org

Surname

User

Email

orguser@org.com.au

Phone

1800 762 993

Send email with

☒ New product updates

☒ Product and marketing information

Save Changes

Membership and Licensing

Organisations

Password

Organisation membership can be added or removed for the User on this tab. A User can be a member of multiple Organisations. As well as membership a User can be designated as an Administration on a per Organisation basis and also assigned a different Job Role.

Users can view all of the Organisations that they are members of, but can only alter membership for Organisations that they are Administrators of. When an Organisation Administrator views the membership of another User at their Organisation they can only see/edit the Users membership at that Organisation, not any of the Users memberships with other Organisations. Support Users can view and adjust any aspects of the Users membership.

Add User Organisation

Save Changes to details

Organisation	Job Role	Administrator	Primary	Permission	Active	
Licensing Portal Organisation	PHN Staff	☒	☒	Administrator	Active	Remove
Licensing Portal Practice2	GP	☐	☐	Basic	Active	Remove

Figure 18: Change User Preferences