

Client Organisations

On the 'Client Organisations' tab your existing client organisations are displayed and you can create new organisations. For PHNs or other organisations this screen will show the practices licenced to use CAT Plus.

You need to be administrator to be able to create new client organisations.

Users

Client Organisations

Membership and Licensing

Credit

Login/Usage Reports

This is the list of all client Organisations associated with this Organisation. New client Organisations can be created via the Add new client Organisation button visible to Organisation Administrators and PenCS Support. Client Organisations can only be moved under another Organisation by PenCS support.

Add new client Organisation

Export list to file (including all client Organisations)

Count: 2

Name	Cross Reference Number	Self-Reg Status	Active
Licensing Portal Practice		N/A	Yes
Licensing Portal Practice2		N/A	Yes

Figure 9: Client Organisation Tab

Clicking on the 'Add new client Organisation' link will open a new window to enter the details of the new organisation. All fields with the red * are mandatory. The clinical and billing software has to be entered but will be verified on the first logon of users from the organisation against the settings in CAT4. The label 'not verified' will change to 'Confirmed' once this has happened.

MyPEN

My Orgs

Search Users

Search Orgs

org user

Logout

Organisation - Licensing Portal Practice

Up to Parent Organisation

Warning! You do not belong directly to this Organisation

Organisation Name

Licensing Portal Practice

*

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

Medical Director 3

*

Not verified

Billing/Appointment Software

ZedMed

*

Not verified

Save changes

Users

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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)

Count: 0

Name (Username)	Job Role	Permission	Self-Reg Status	Active
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Figure 10: Creating Client Organisations

After creating a new client organisation you have to create the new users for the newly created organisation.