Managing Topbar Users

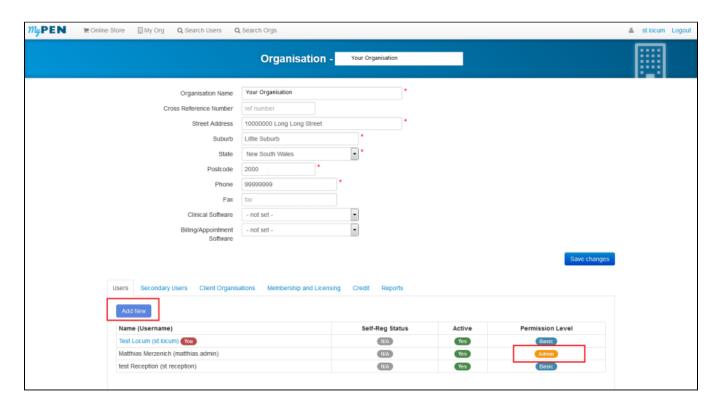There are two steps to setup Topbar users.

Step 1:

Create the user account on the Pen CS licensing portal: https://users.pencs.com.au

This is normally done by your PHN before Topbar is installed on your server.

Topbar users can be managed through your web browser. User can be added and configured provided you are a user with administration rights for your clinic. During the setup of Topbar an administrator user is set up for each clinic. Contact PEN CS helpdesk to nominate a specific user as administrator to manage your clinic's record. To access the clinic's details please use:

https://users.pencs.com.au

Log on with your Topbar username and password. This will allow you to add other users and reset passwords for yourself and others if you are the administrator. Standard users can reset their own password through the same site once logged on with their Topbar username and password

Step 2:

After all users have been set up under your clinic (either by your PHN or by an administrator at your clinic), each user will need to log on once at topbar.pencs.com.au to confirm their details and set up access rights. The Topbar Access Rights chapter shows the full details of this process.