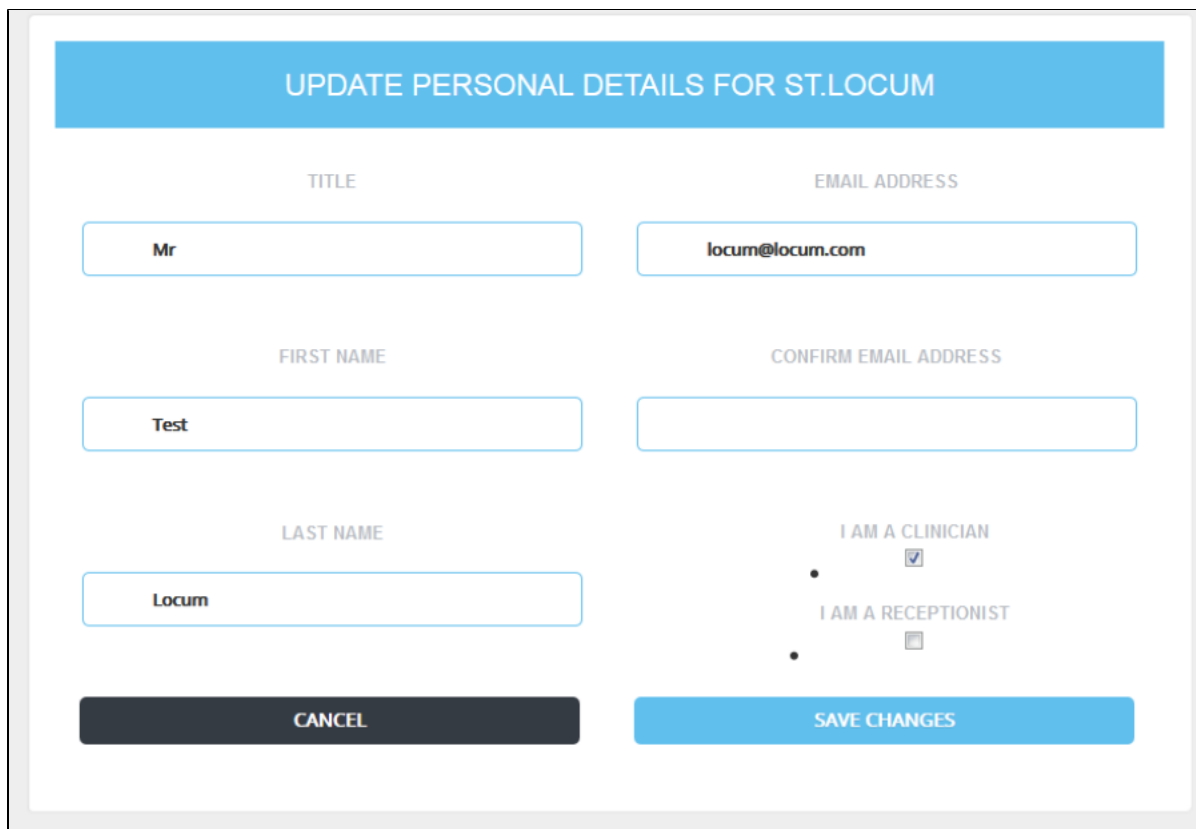


# Topbar Access Rights

Topbar users can have access to clinical and/or administration data. This can be configured through your web browser by going to: <https://topbar-users.pencs.com.au/>

Log on with your Topbar username and password. On your first logon you will be asked to confirm your contact and job role details:



The screenshot shows a web form titled "UPDATE PERSONAL DETAILS FOR ST.LOCUM". The form is divided into two columns. The left column contains three text input fields: "TITLE" with the value "Mr", "FIRST NAME" with the value "Test", and "LAST NAME" with the value "Locum". The right column contains two text input fields: "EMAIL ADDRESS" with the value "locum@locum.com" and "CONFIRM EMAIL ADDRESS" which is empty. Below these fields are two radio button options: "I AM A CLINICIAN" (which is selected) and "I AM A RECEPTIONIST". At the bottom of the form are two buttons: a dark grey "CANCEL" button and a blue "SAVE CHANGES" button.

Please fill in all boxes and indicate if you are clinician, receptionist or have both roles. Then click on 'Save Changes'. Please note that the email entered in this field needs to match the one provided during the previous step when creating the user on the licensing portal.

On the following screen all your clinics will be displayed, clicking on the clinic you are configuring will show you the details. Receptionists will not be able to see any of the clinical apps which require you to open a patient in the clinical system, and will only see the demographic tab in the Waiting Room app. Clinicians will have access to all apps/functionality.

## MY CLINICS

# Welcome, Test.

You are currently a member of 1 clinic.



### Your Clinic Name


1000000 Long Long Street Little  
Suburb New South Wales 2000



ADD A CLINIC


The 'Manage Users' button will allow you to configure access for current Topbar users at your clinic.

MY CLINICS / TEST CLINIC 2




**VIEW CLINIC SETTINGS**

Settings such as clinic hostname...



**CONNECT TO CLINIC**


Access your clinic



**TEST CLINIC 2**

1 New Street,Bowen Hills,2482


Phone: 2222 2222



**DOWNLOAD CLINIC SERVER**

Install this on the same server as your clinical system database.


Version 1.3.12.50170




**DOWNLOAD AND CONFIGURE TOPBAR**

Install this on the users' PCs.

Version 1.3.12.50170


INVITE A NEW USER


MANAGE USER LIST

Choose the access for the users on the following screen and click 'Back' when finished.

MY CLINICS / MATTHIAS' MEDICARE LOCAL / MANAGE CLINIC USERS

NAME	USER NAME	ACCESS LEVEL	RECEPTIONIST	CLINICIAN	BLOCKED
Test Locum	st.locum	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BACK