

Trauma One

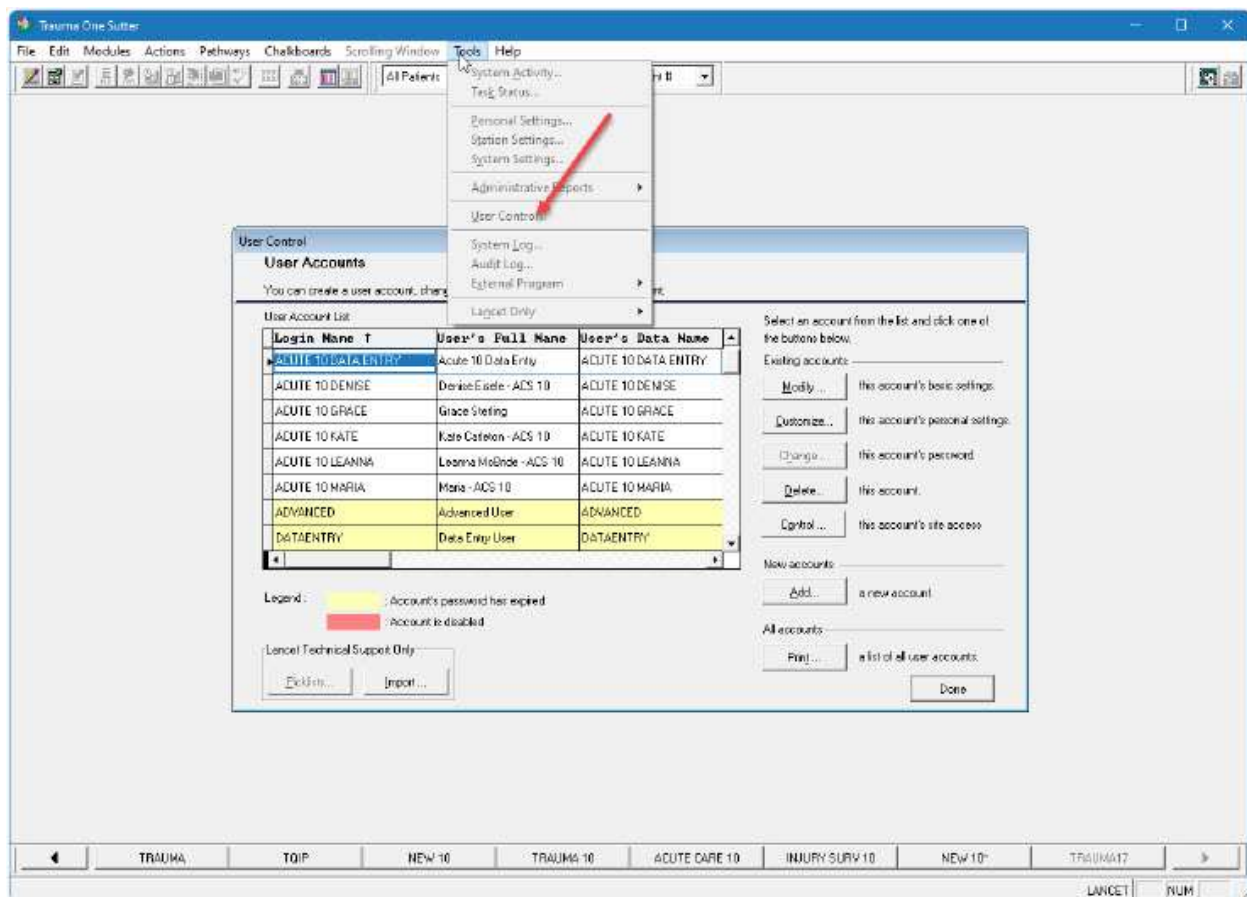
Create a User

Summary:

Creating a user can be done by the on-site administrator. If none exist, or they need a Refresher, follow the directions below.

Steps to take:

1. Login to Trauma One yourself as the Lancet user.
2. Go to the TOOLS/User Control
3. Click on ADD



Reset Password can also be accomplished here. Note that Old Password is not needed. The user will be prompted to enter a new password on logging in the first time after you reset it.

The image shows a 'New User Properties' dialog box. It has a title bar with the text 'New User Properties'. Inside the dialog, there are several fields and options:

- 'User logon name:' followed by a text input field.
- 'User data name:' followed by a text input field.
- 'User full name:' followed by a text input field.
- 'User's Default Site' followed by a dropdown menu currently showing 'Sutter Roseville'.
- Two checkboxes: 'Disable account' and 'Unlock account', both of which are unchecked.
- A 'Details:' section followed by a large, empty text area with a vertical scrollbar on the right.
- At the bottom right, there are two buttons: 'OK' and 'Cancel'.

1. Here you can add the user logon name and leave the data name as the same. Use Proper case for the User Full Name and choose the users site that they will need access to. Click Ok.
2. The username and password are the same the first time you login and is not case sensitive. The user will be prompted to change their password when logging in
3. the first time.

You can further adjust the user settings by going to Customization. Feel free to look in the other buttons. Under CUSTOMIZE, for example, you can Set a users Default module on startup.