To Add Users or Change their Status

Click on **Admin**, then **Maintain Users**
Then Click on **Find By Hospital**

**User Details**

- **multiadmin**: This defines the access rights of the user:
  - N - Normal User can only see their own procedures
  - Y - Hospital administrator can see all procs for hospital
  - M - Master can see all procedures + maintain system data

- **IsInactive**
  - N - user can login and use the system
  - Y - user considered inactive and cannot login
This brings up list of Users at New Hospital

<table>
<thead>
<tr>
<th>Edit</th>
<th>ID</th>
<th>FirstName</th>
<th>LastName</th>
<th>PrimaryHospital</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>1637</td>
<td>Hospital</td>
<td>Administrator</td>
<td>New Hospital</td>
<td><a href="mailto:hospitaladministrator@newhospital.com">hospitaladministrator@newhospital.com</a></td>
</tr>
<tr>
<td>Edit</td>
<td>1636</td>
<td>Anaesthetist</td>
<td>Regional</td>
<td>New Hospital</td>
<td><a href="mailto:regionalanaesthetist@newhospital.com">regionalanaesthetist@newhospital.com</a></td>
</tr>
</tbody>
</table>

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Then Click on **Edit** at Left Side of User that requires Status changed
Make changes, and Click on Update.
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  - Y - Hospital administrator can see all processes for the hospital
  - M - Master can see all procedures + maintain system data
- **IsInactive**
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  - Y - User considered inactive and cannot login

Background changes back to white when changes complete.
Changes to email address (username) or status can be made. For a User to add data, IsInActive should be selected as **N**.
To add new User, complete name and email fields then Click **Insert**

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<th>IsInactive</th>
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<td>New Hospital</td>
<td><a href="mailto:hospitaladministrator@newhospital.org.au">hospitaladministrator@newhospital.org.au</a></td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>1636</td>
<td>Anaesthetist</td>
<td>Regional</td>
<td>New Hospital</td>
<td><a href="mailto:regionalanaesthetist@newhospital.org.au">regionalanaesthetist@newhospital.org.au</a></td>
<td>Y</td>
<td>N</td>
</tr>
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