How to Create a New Admin User

TEMARR Page

1. Access TEMARR page
2. Click TNCRN – Inventory Management and Patient Tracking link
3. Click HCS Patient Tracking link

HC Standard Login

4. Type Username & Password and click Sign In

HC Standard Home Page

5. Click on your name (next to profile silhouette)
6. Click on Admin mode

Admin Home Page

7. Click on the Users and Permissions group icon (group image in side navigation bar)

Users and Permissions Page

8. Click on Users section

User Data Results Grid

9. Click on Create New User button

New User Profile Page

10. Complete required fields (denoted with *)
11. Check the Administrator box
12. Click on Groups tab

New User Groups Page

13. Click Add Groups
14. Search the desired group name
15. Select the radio button to the left of both the *Region* and *Region Admin* group listed.
16. Click Add Selected button

Finished!

17. Click the Save button