How to Create a New Non-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 profile silhouette
6. Click on Admin Mode

Admin Home Page

7. Click on the Users and Permissions group icon

Users and Permissions Page

8. Click on Users

User Data Results Grid

9. Click on Create New User button

New User Profile Page

10. Fill out all required fields (denoted with * asterisk)
11. Click on Groups tab, and then click Add Groups button.

New User Groups Page

12. Type See Maps and Charts into the Search box AND select the radio button to the left of it.
13. Click Add Selected button
14. Repeat steps 12-13 for Reports Access, TDH Mobile Users, and Your Facility

Finished!

15. Click the Save button