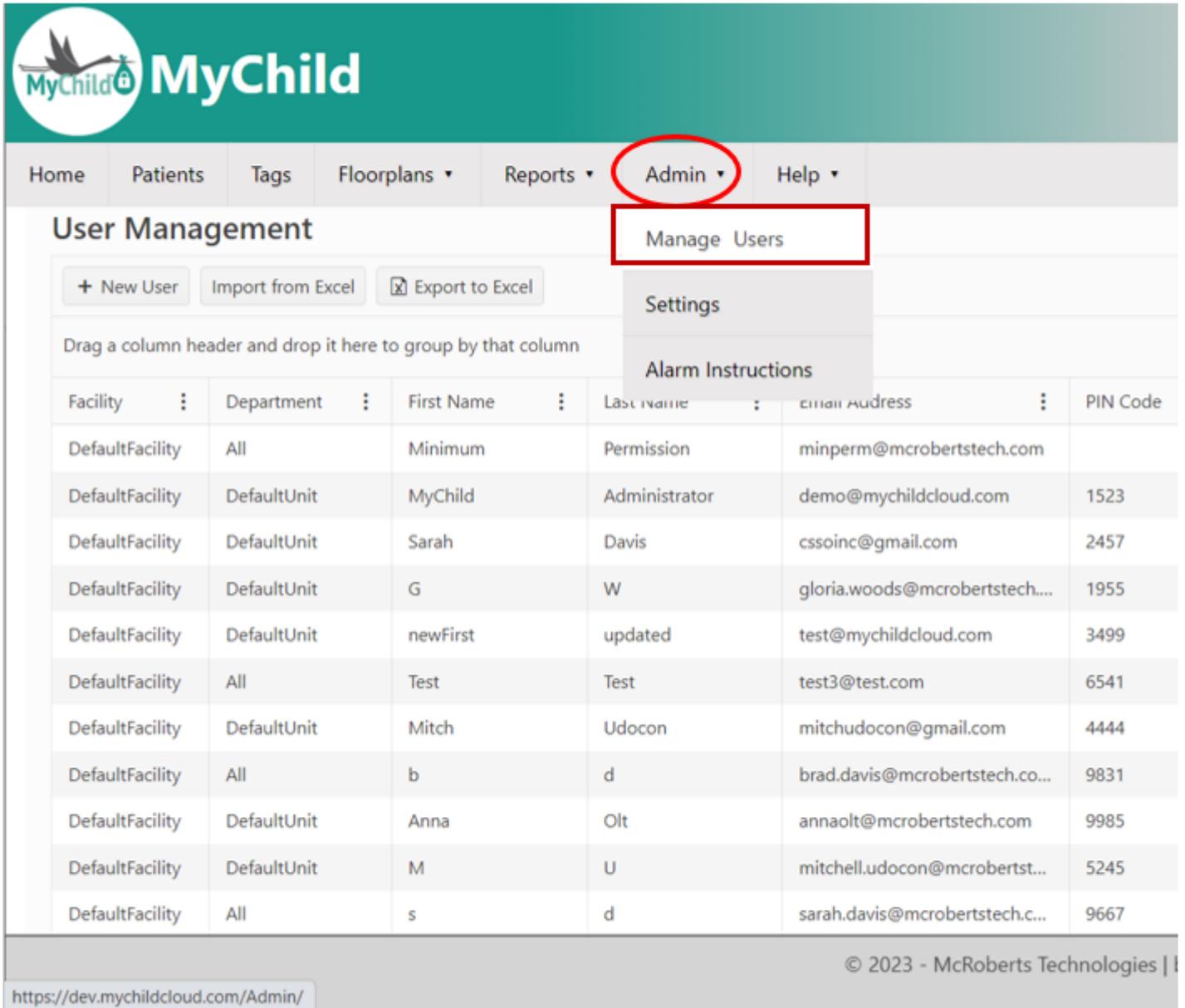


Managing Users

- [How To: Add Users](#)
- [How To: Change Permission Levels](#)

How To: Add Users

First, click the “Admin” tab. Then click



The screenshot shows the MyChild Admin interface. The top navigation bar includes 'Home', 'Patients', 'Tags', 'Floorplans', 'Reports', 'Admin', and 'Help'. The 'Admin' tab is highlighted with a red circle. Below the navigation bar, the 'User Management' section is visible, featuring buttons for '+ New User', 'Import from Excel', and 'Export to Excel'. A dropdown menu is open under 'Admin', with 'Manage Users' highlighted by a red box. Below the menu, there is a table with columns for Facility, Department, First Name, Last Name, Email Address, and PIN Code. The table contains several rows of user data.

Facility	Department	First Name	Last Name	Email Address	PIN Code
DefaultFacility	All	Minimum	Permission	minperm@mrobertstech.com	
DefaultFacility	DefaultUnit	MyChild	Administrator	demo@mychildcloud.com	1523
DefaultFacility	DefaultUnit	Sarah	Davis	cssoinc@gmail.com	2457
DefaultFacility	DefaultUnit	G	W	gloria.woods@mrobertstech...	1955
DefaultFacility	DefaultUnit	newFirst	updated	test@mychildcloud.com	3499
DefaultFacility	All	Test	Test	test3@test.com	6541
DefaultFacility	DefaultUnit	Mitch	Udocon	mitchudocon@gmail.com	4444
DefaultFacility	All	b	d	brad.davis@mrobertstech.co...	9831
DefaultFacility	DefaultUnit	Anna	Olt	annaolt@mrobertstech.com	9985
DefaultFacility	DefaultUnit	M	U	mitchell.udocon@mrobertst...	5245
DefaultFacility	All	s	d	sarah.davis@mrobertstech.c...	9667

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To add a new user, click the “+New User” button. Enter user’s information and then click the ‘

The screenshot displays the MyChild application interface. At the top left is the MyChild logo. A navigation bar includes Home, Patients, Tags, Floorplans, Reports, Admin, and Help. The main section is titled 'User Management' and contains three buttons: '+ New User' (highlighted with a red box), 'Import from Excel', and 'Export to Excel'. Below these buttons is a table with columns for Facility, Department, First Name, Last Name, and Email. A 'User Control' modal is open on the right, containing the following fields:

- Facility: Select a facility...
- Department: All
- First Name: [text input]
- Last Name: [text input]
- Email Address: [text input]
- Pin: [text input]
- Phone Number: [text input]
- Permission Level: Select a Role...
- Active:

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How To: Change Permission Levels

User profiles determine what each user sees on the MyChild software.