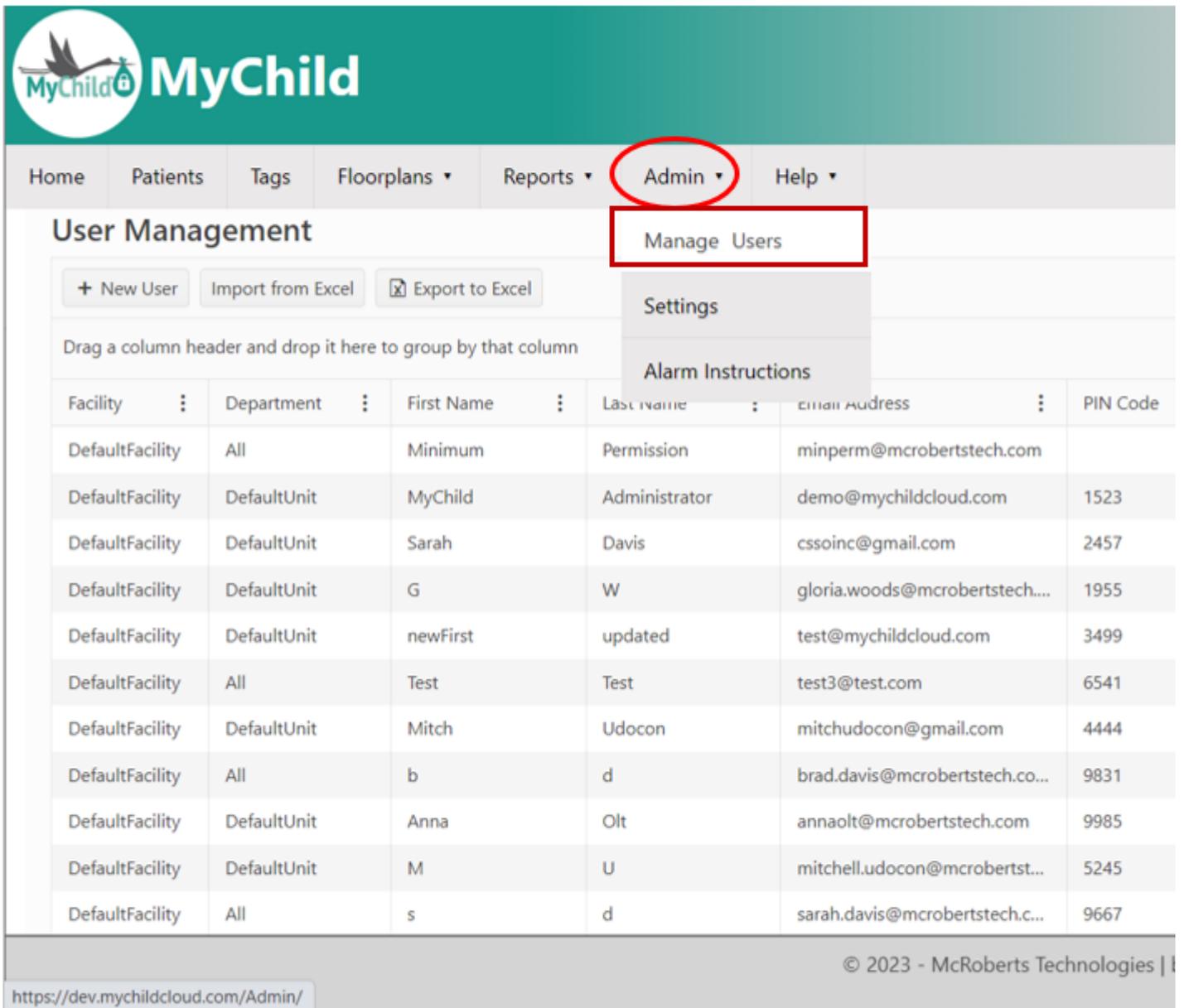


How To: Add Users

First, click the “Admin” tab. Then cl



The screenshot shows the MyChild application interface. At the top left is the MyChild logo. Below it is a navigation bar with tabs: Home, Patients, Tags, Floorplans, Reports, Admin, and Help. The 'Admin' tab is highlighted with a red circle. Below the navigation bar is the 'User Management' section. A dropdown menu is open under 'Admin', with 'Manage Users' highlighted by a red rectangle. Other options in the dropdown are 'Settings' and 'Alarm Instructions'. Below the dropdown are buttons for '+ New User', 'Import from Excel', and 'Export to Excel'. A table of users is displayed below these buttons. The table has columns for Facility, Department, First Name, Last Name, Email Address, and PIN Code. The footer contains the copyright notice '© 2023 - McRoberts Technologies | I' and a URL 'https://dev.mychildcloud.com/Admin/'.

Facility	Department	First Name	Last Name	Email Address	PIN Code
DefaultFacility	All	Minimum	Permission	minperm@mcrobertstech.com	
DefaultFacility	DefaultUnit	MyChild	Administrator	demo@mychildcloud.com	1523
DefaultFacility	DefaultUnit	Sarah	Davis	cssoinc@gmail.com	2457
DefaultFacility	DefaultUnit	G	W	gloria.woods@mcrobertstech....	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@mcrobertstech.co...	9831
DefaultFacility	DefaultUnit	Anna	Olt	annaolt@mcrobertstech.com	9985
DefaultFacility	DefaultUnit	M	U	mitchell.udocon@mcrobertst...	5245
DefaultFacility	All	s	d	sarah.davis@mcrobertstech.c...	9667

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

The screenshot displays the MyChild User Management interface. The top navigation bar includes Home, Patients, Tags, Floorplans, Reports, Admin, and Help. The main section is titled 'User Management' and features a '+ New User' button highlighted with a red box, along with 'Import from Excel' and 'Export to Excel' buttons. Below these buttons is a table with columns for Facility, Department, First Name, Last Name, and Email. A 'User Control' modal form 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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Revision #2

Created 1 February 2022 17:00:16 by Admin

Updated 27 June 2023 18:20:32 by Anna Olt