

Manage User Permissions by User Role

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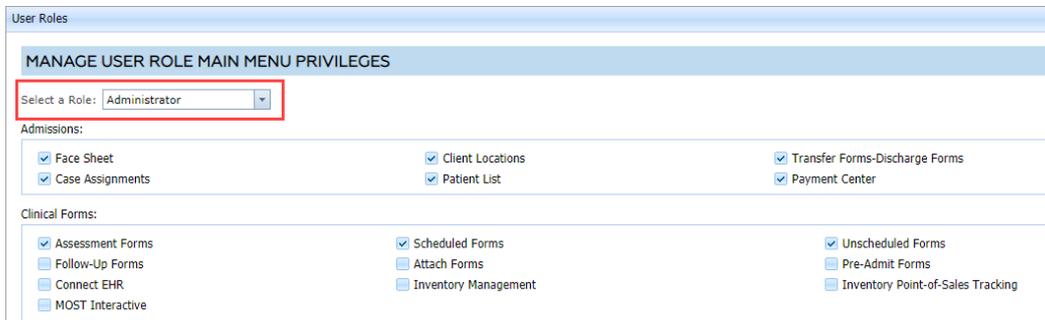
Path: Main Menu > Admin Tools Menu > System Setup (Supplemental) > User Roles

About

Administrators can use the User Roles section within System Setup (Supplemental) to manage and assign Main Menu privileges to specific user roles rather than selecting privileges one by one for each user.

Set Up User Role Permissions

1. Navigate to User Roles by following the path above.
2. From the **Select a Role** drop-down menu, choose the role you want to manage permissions for.



User Roles

MANAGE USER ROLE MAIN MENU PRIVILEGES

Select a Role: Administrator

Admissions:

- Face Sheet
- Case Assignments
- Client Locations
- Patient List
- Transfer Forms-Discharge Forms
- Payment Center

Clinical Forms:

- Assessment Forms
- Follow-Up Forms
- Connect EHR
- MOST Interactive
- Scheduled Forms
- Attach Forms
- Inventory Management
- Unscheduled Forms
- Pre-Admit Forms
- Inventory Point-of-Sales Tracking

3. Select a checkbox to add a permission to the user role or deselect a checkbox to remove a permission from the user role.
4. Click the **Save** button.
5. A window is displayed, "Apply Permissions to All Users With This Role?" Select **Append** to add selections onto existing role permissions or **Override** if you want to completely reset the user role permissions previously assigned.
6. Click the **Ok** button.