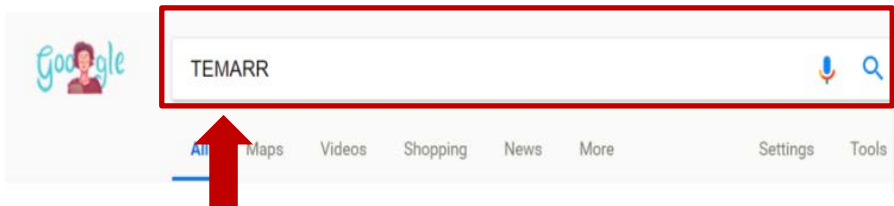
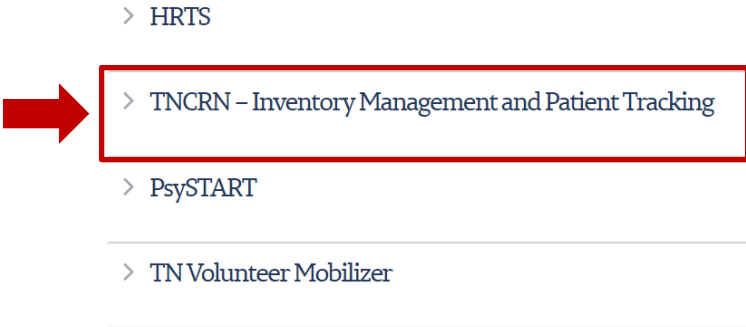
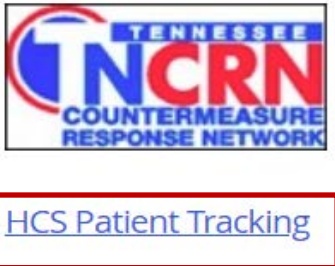


HCS Patient Tracking: Create a New Admin User Job Aid

This Job Aid will walk you through step-by-step instructions on how to create a new Admin user in the HCS Patient Tracking System.

NOTE: Because this is a training document, your view may be slightly different than what is shown in the screenshots.

How To...	
Steps	Screen
<p>STEP 1: Open a web browser (e.g. Google Chrome, Internet Explorer, etc.), and enter TEMARR into the <i>search field</i>. <i>Result: TEMARR –TN.gov should be first link listed in the results. Click on it, and you will be taken to the TEMARR home page. Alternatively, you may click here.</i></p>	
<p>STEP 2: Scroll down the page and click on the TNCRN - Inventory Management and Patient Tracking link. <i>Result: This section expands downward and reveals links to both the Inventory Management and HCS Patient Tracking systems.</i></p>	
<p>STEP 3: Click on the HCS Patient Tracking link. <i>Result: The login screen for the HCS Patient Tracking system displays.</i></p>	

STEP 4:

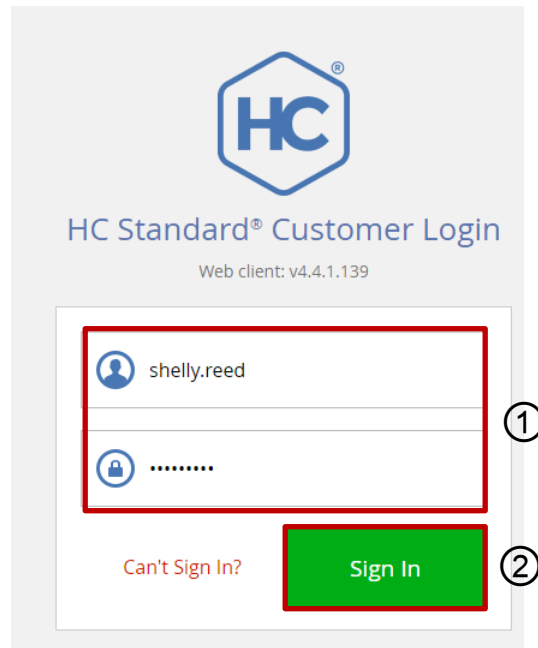
1. Log into the HCS Patient Tracking system by typing your **Username** and **Password** into the respective *Username and Password fields*.

2. Click on the **Sign In** button.



Result: The home page for the HCS Patient Tracking system displays with a welcome message and your name.

? **HELP:** *If you need help with your Username or Password, contact your facility admin or RHC, or visit the TEMARR Customer Service Portal [here](#).*

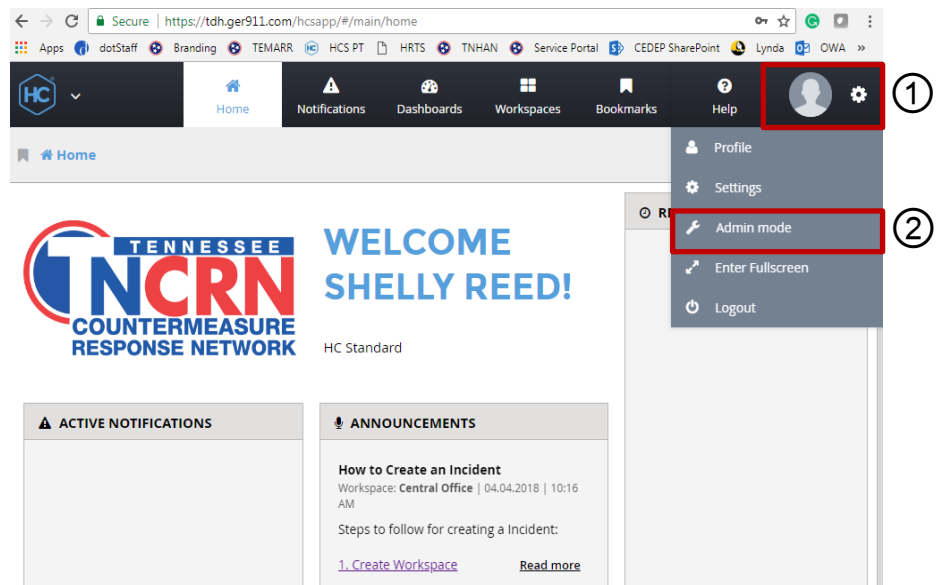


STEP 5:

1. Click on **your profile silhouette** in the upper right hand corner of the page.

2. Click on **Admin mode**.

Result: The Admin home page displays.

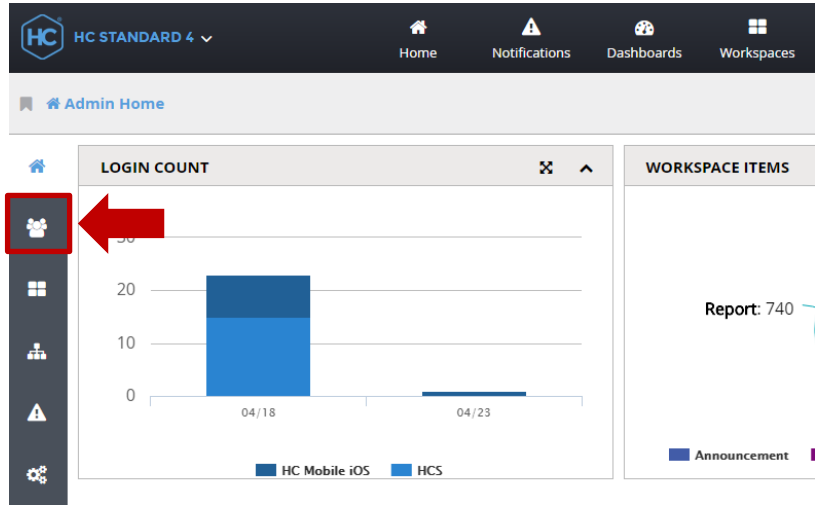


STEP 6:

Click on the **Users and Permissions** group icon on the left.



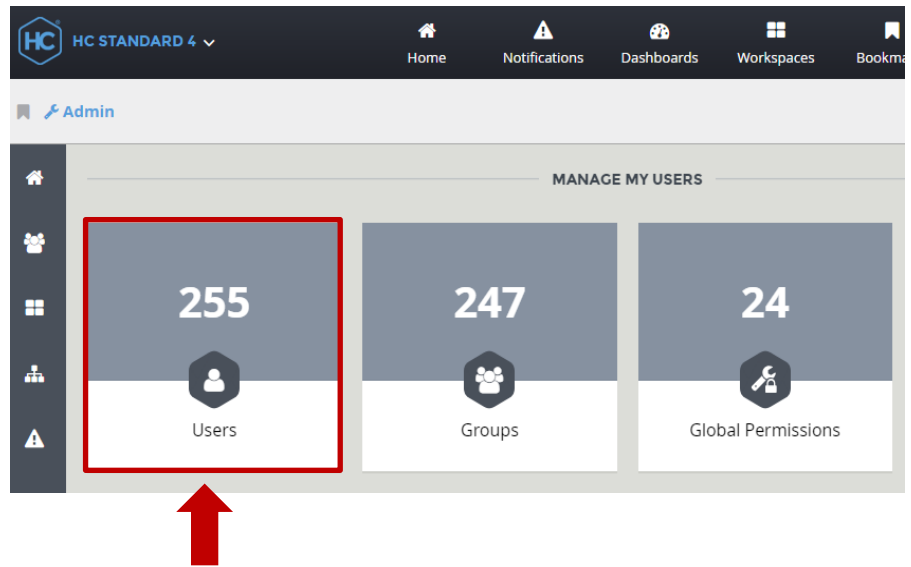
Result: The Users and Permissions page displays.



STEP 7:

Click on the **Users** section.

Result: The Users Data Results grid displays.



STEP 8:

Click on the **Create New User** button



Result: The New User Profile page displays.

	Name	User Name	Email	Account Type	Adminis...	Must Re...	
<input type="radio"/>	Alexis Green	alexis.green	alexis.green@tn.gov	Regular	<input type="radio"/>	<input type="radio"/>	12/2
<input type="radio"/>	Allison Hope	Allison.Hope	allison.hope@nashvil...	Regular	<input type="radio"/>	<input type="radio"/>	2/

STEP 9:

Fill out the following required fields (marked with a **red asterisk - ***):

-**Name** (Enter the user’s First and Last Name, e.g. John Doe)

-**User Name** (use the standard format firstname.lastname, e.g. John.Doe)

-**Password** (use Password1!)

-**Confirm Password** (Password1!)

-**Password Question** (type in Q)

-**Password Answer** (type in A)

-**Email** (type in the user’s email address. If you don’t know it, you can enter your own email address, as it can be updated later)

TIP: Make sure to check the **Administrator box** to enable Admin privileges.

Check the **Must Reset Password box** only if the user is an individual user, not a group. This allows the user to change their password.

TIP: If you try to click the **Save** button without filling out a required field, the box around the required field will highlight in red and denote that the field is required.

STEP 10:

1. Click on the **Groups** tab.

Result: The New User Groups page displays.

2. Click on the **Add Groups** button.

3. Type the **name of the group** into the Search box to search the group you need (e.g. Knox/East)

4. Select the **radio buttons** to the left of both user (Knox/East) and user admin groups (Knox/East Admin).

5. Click the **Add Selected** button.

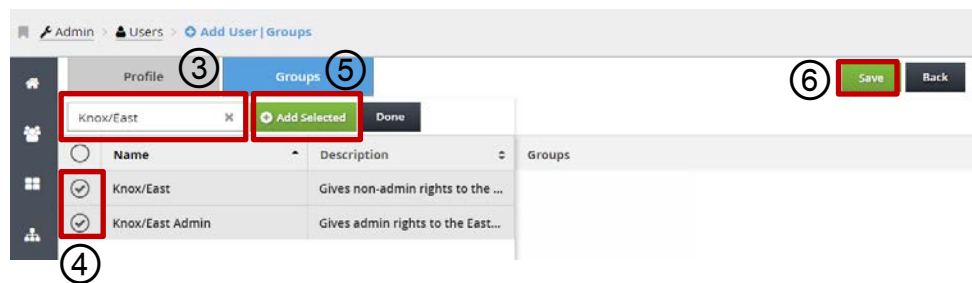
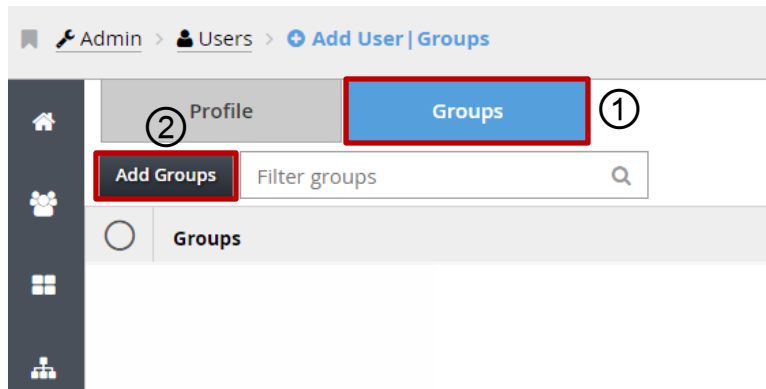


Result: The groups are added under the Groups column to the right.

6. Select the **Save** button.



Result: A green popup message with Saved Successfully will display at the bottom of the screen, and you will be returned to the Users Data Results grid.



IMPORTANT NOTE: Users won't be able to sign into the HCS Patient Tracking system unless they are assigned to a group.