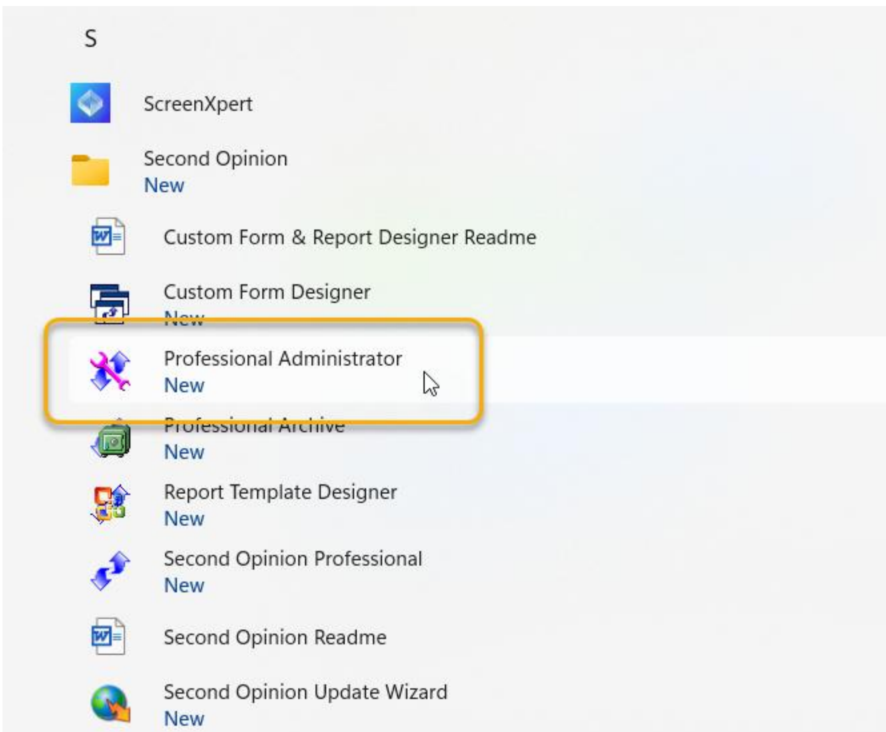
Second Opinion Professional

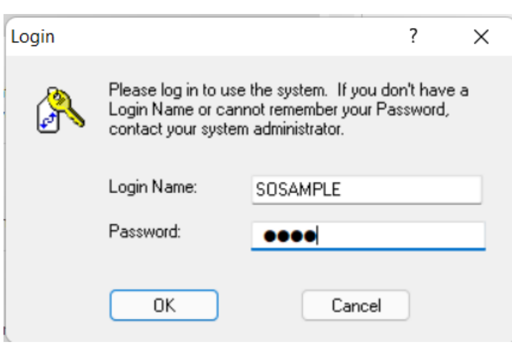
How to Create New Users

This document is designed to be a hands-on tutorial on how to Create and Manage Second Opinion Professional Users. This is done using the Professional Administrator program located in the Second Opinion Section of All Programs on your computer.



Professional Administrator Program

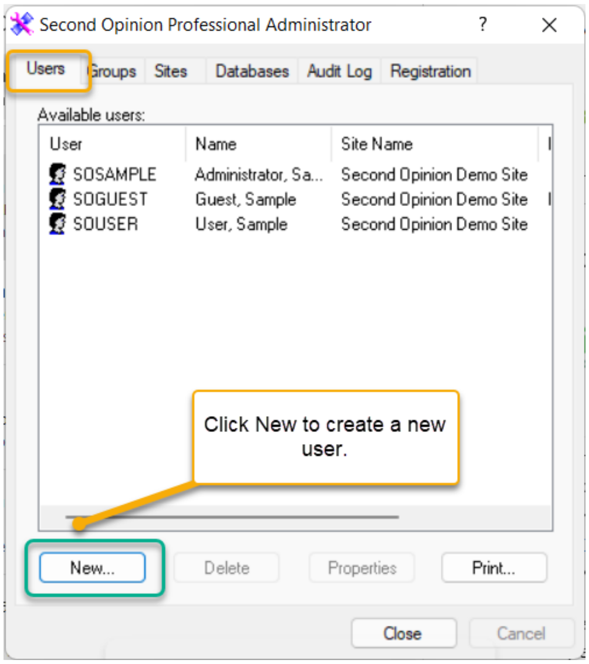
Run the Professional Administrator program using an account that has Administrator privileges. If you are setting up a new system, the default username is SOSAMPLE with the password 1234.



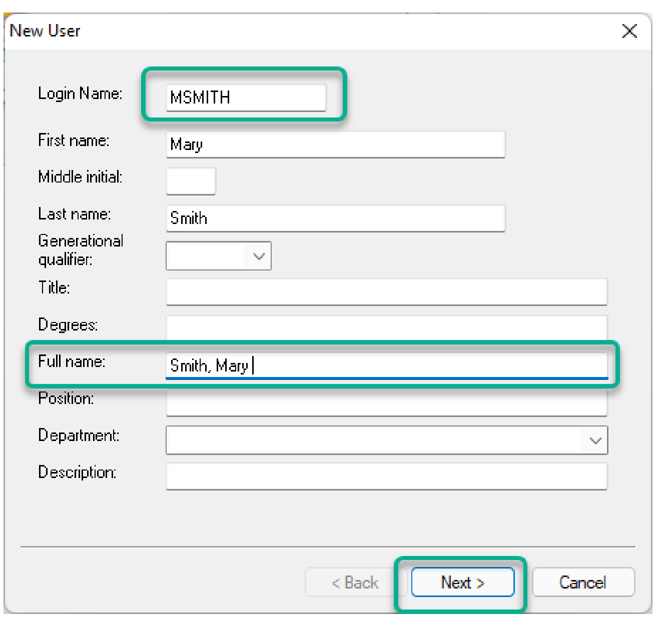
Create New User

Once logged in, the Users tab will be selected.

To Create a New User, **Click the New** button at the bottom.

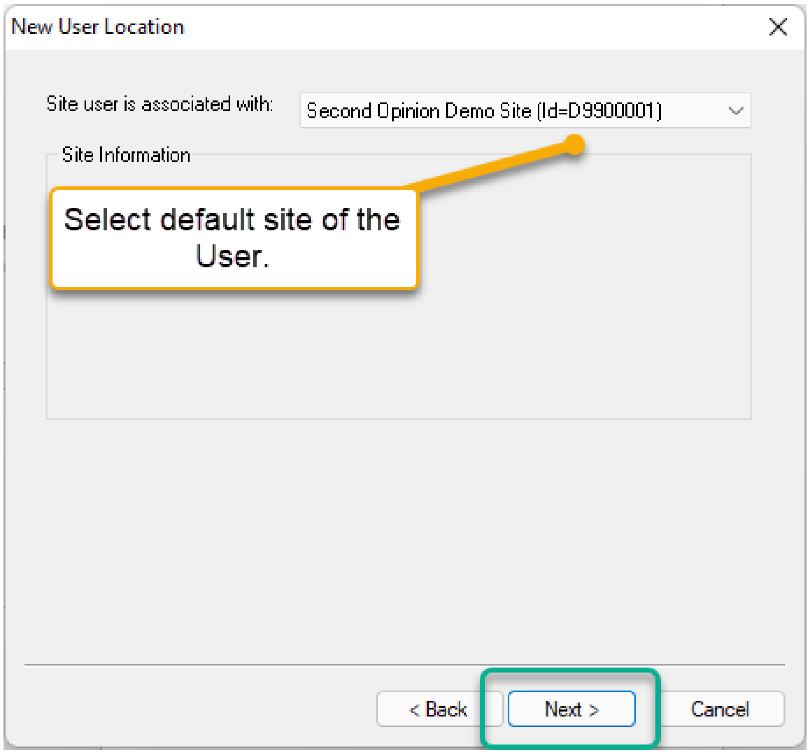


Fill in the appropriate fields. The Login, First and Last Names are mandatory. The Full Name is used in the Logs to identify the User activities. When done **Click Next**.

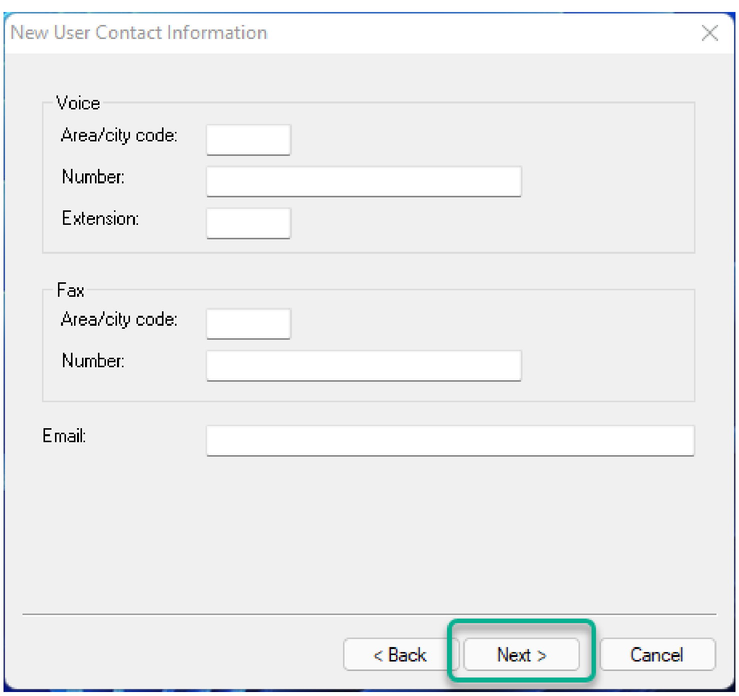


Note: When you add a value to the drop-down fields, like “general qualifier” and “department,” and complete the rest of the steps to save the user, the value will be saved as an option for the next user being created.

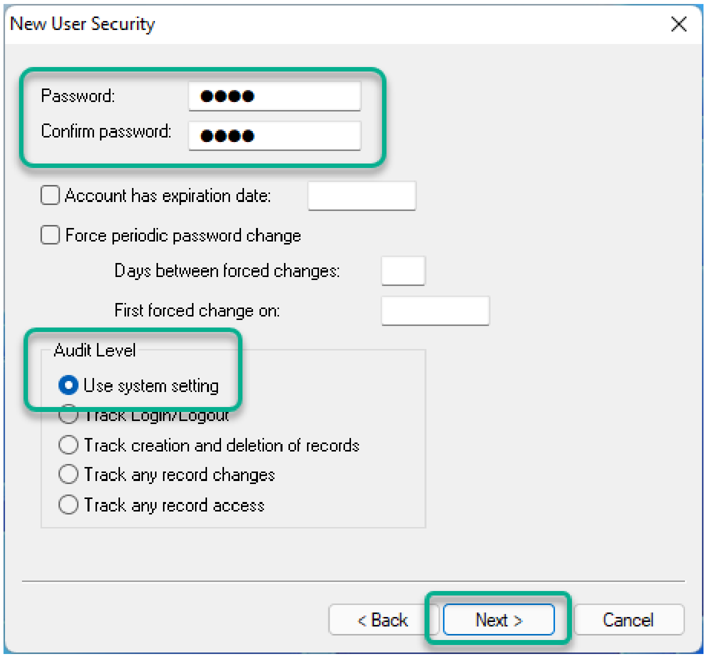
Most installations have a single site defined, choose the Site and **Click Next**.



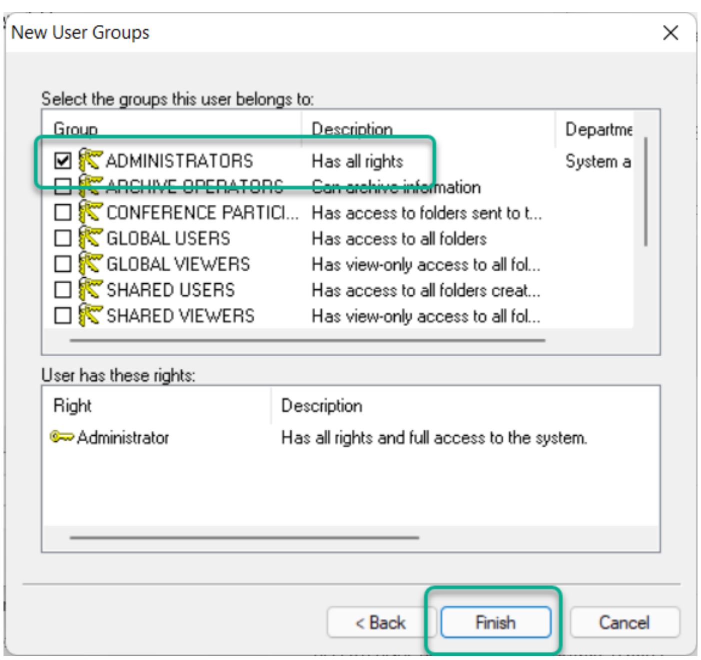
The User’s Voice, Fax, and Email information is not used in the program, so these fields can be ignored. **Click Next**.



Type in and confirm the Password and **set the Audit Level to Use system settings**. **Click Next**.

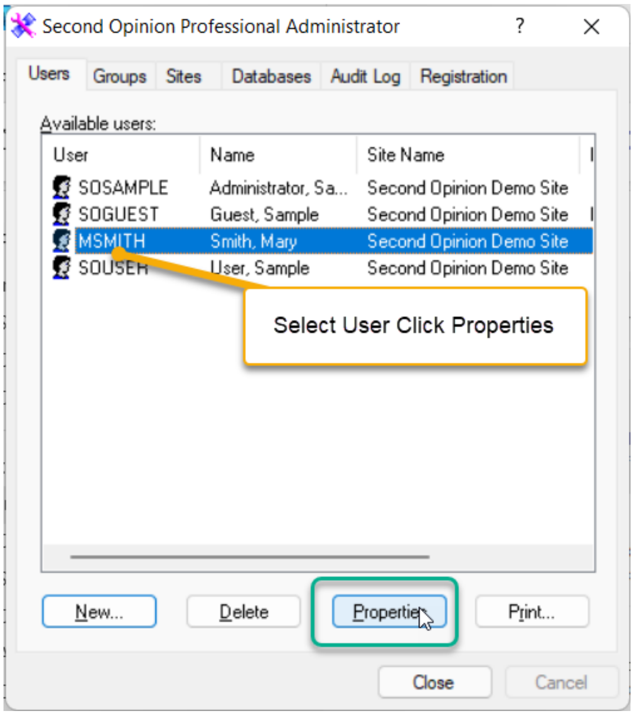


Choose the security Group the User belongs to and **Click Finish**. Refer to the Configuring and Managing Your Second Opinion Professional Manual to see the rights of each predefined user group.

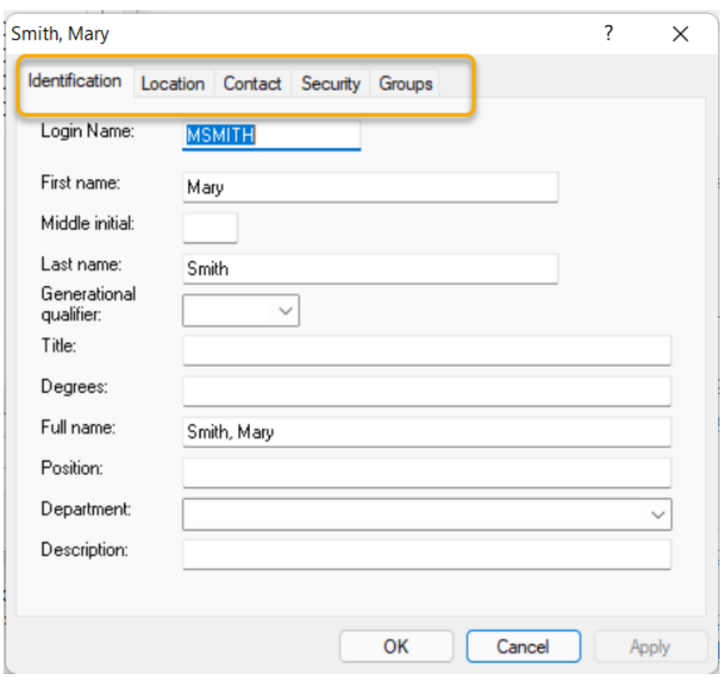


Modify User

To Modify an existing User account, Select the User from the list and **Click Properties**.



Click on the desired Tab, edit the information, and **Click OK** to save when finished.



Administrator Guide

For more detailed information regarding the Professional Administrator program please refer to the document, Configuring and Managing Your Second Opinion Professional.

For More Information or Technical Support, Give Us a Call

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