

Managing users in the Viso platform.

The clinician dashboard is used by the patients healthcare

providers, including GP's, nurses, pharmacists and

administrators.

Should you need to add or remove a staff member or change their

access, this can all be done in the "Manage users" screen. Here

you can see an overview of all current users in this

environment. To view this you will need to have admin access

rights.

To add a user, click on the "Add user" button in the bottom right

of your screen. Here you will need to enter user information

in the mandatory fields as marked by the red asterisks.

You will need to select a role. This role will determine what

the user will have access to do and whether they can approve

certain changes made in Viso.

For more information regarding the roles, simply click the

small "i" button. At least one approver and one admin user must

exist.

Click the save button and the pop-up will show you a summary

of the users profile. To save this, click the "Save" button and

the user will be created.

If you need to edit a user,
click on the row of the user in

the overview screen, then click
the white edit button at the

bottom left corner of the
screen. This allows you to

change the user's name, contact
details, and role. If you edit a

user's e-mail address or
telephone number, the user will

be asked to authenticate the
requested changes. Look over the

changes and click "Save" to
confirm. If a member of staff no

longer needs to access the
clinician

dashboard, simply click on the
user and select the "Remove"

button. Finally confirm that you
want to remove the user.

Please note, if you delete an HCP
approver, you will need to

reassign their patients before
confirming deletion.