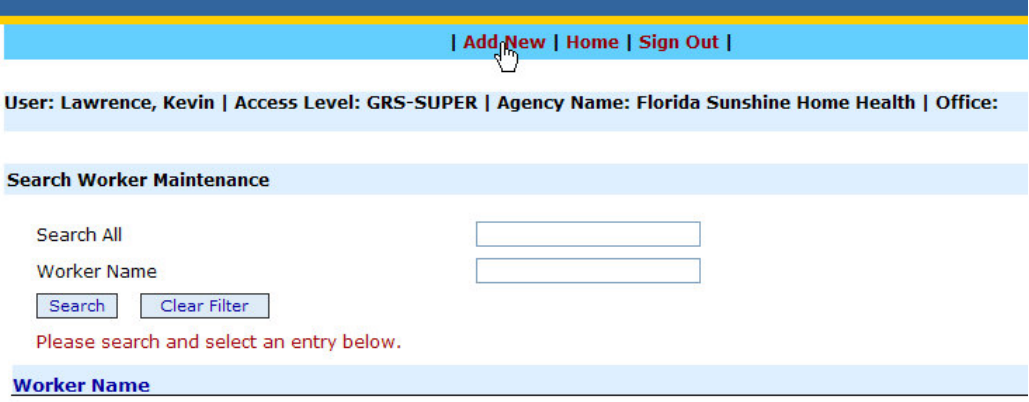
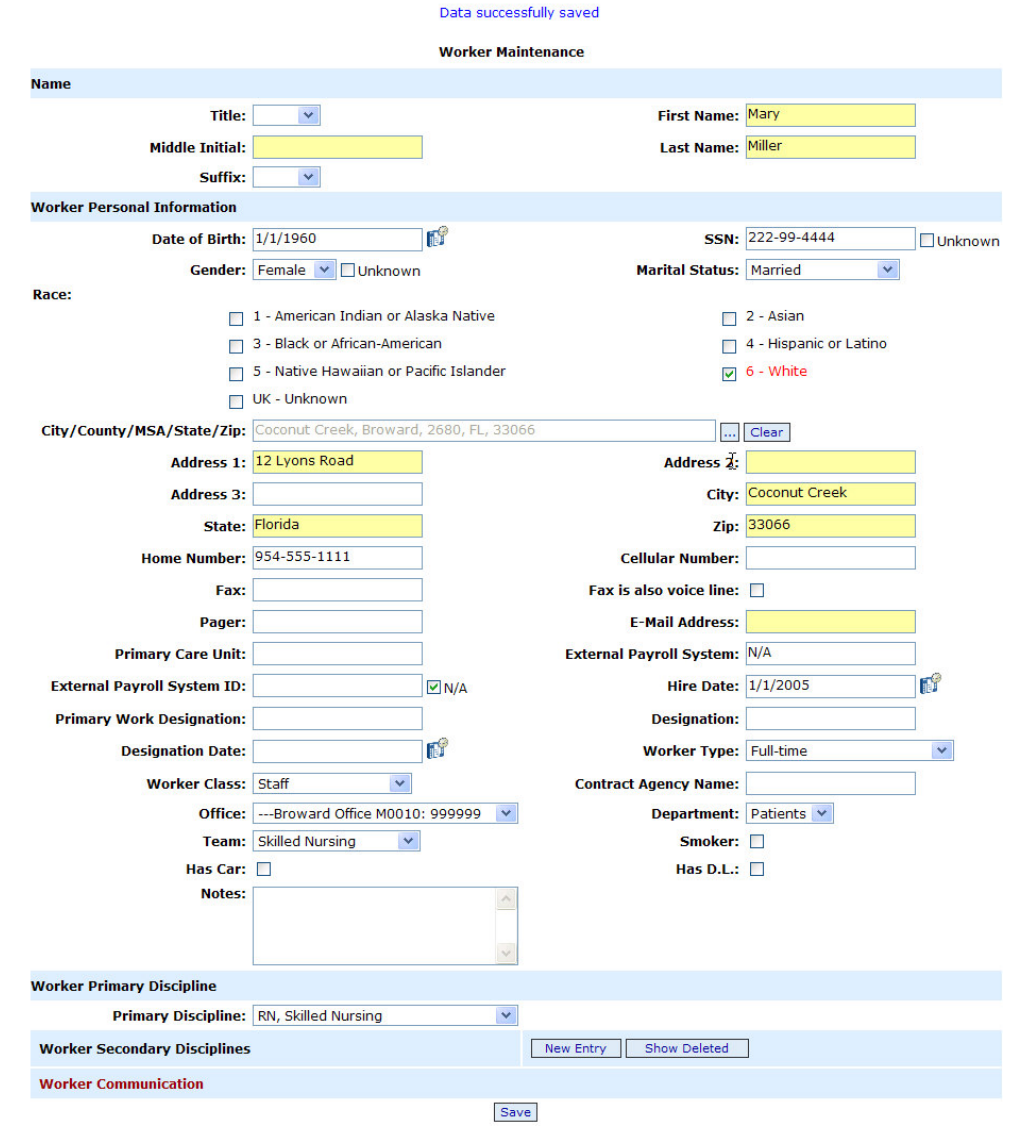
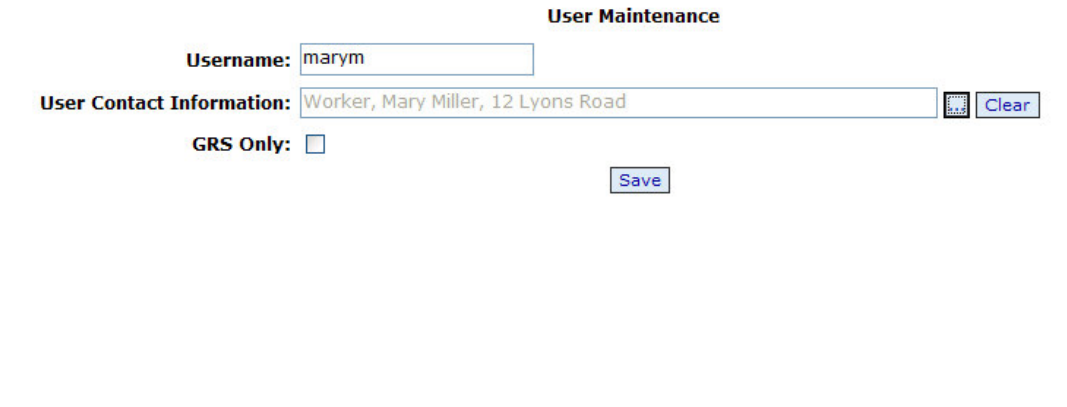
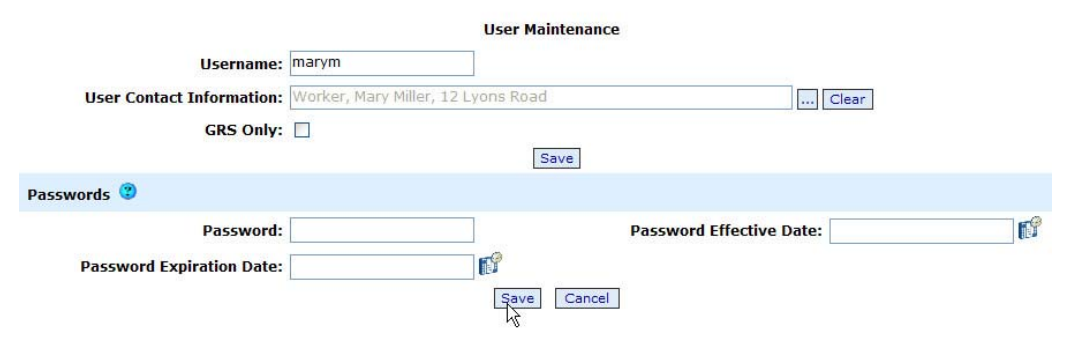
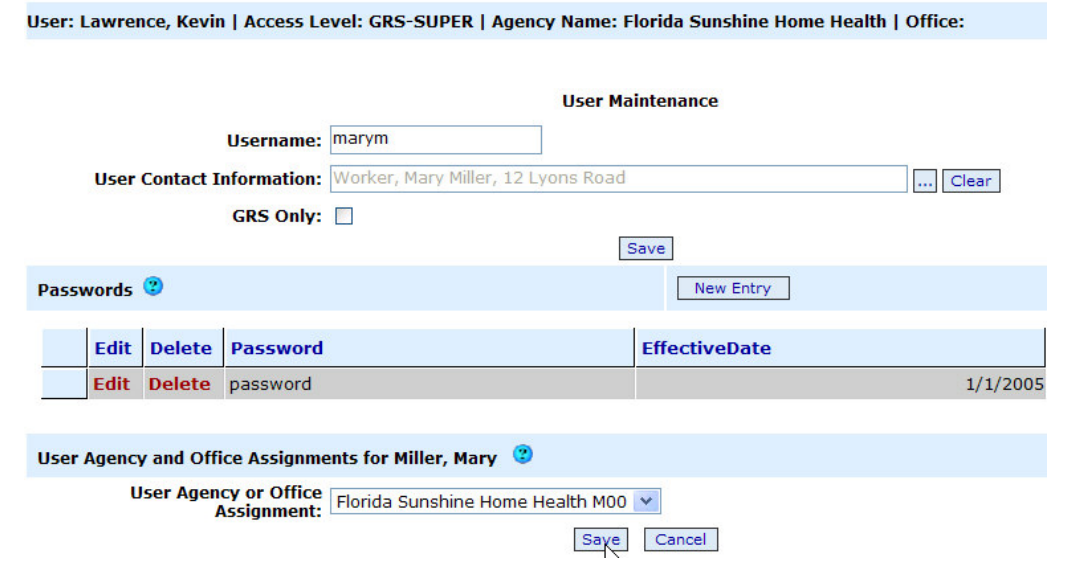


Instructions to ...

Action / Instruction	Screen Shot
<p>Scenario: Adding a new user login account for Care Portal™</p> <p>1. ADMINISTRATIVE – Clinical Maintenance – Worker: Click Add New link at top of form.</p>	
<p>2. Complete required fields on new worker form and click [Save] button.</p>	

Action / Instruction	Screen Shot								
<p>3. ADMINISTRATIVE – User Menu – Add User: Enter 'unique' username for new account and search/select to associate user account with existing external contact then click [Save] button. In this example, to associate with worker Mary Miller.</p>	 <p>The screenshot shows the 'User Maintenance' form. At the top, the title is 'User Maintenance'. Below it, there is a 'Username:' field with the value 'marym'. Underneath is the 'User Contact Information:' field with the value 'Worker, Mary Miller, 12 Lyons Road'. To the right of this field are icons for search and a 'Clear' button. Below that is a 'GRS Only:' checkbox which is unchecked. At the bottom right of the form is a 'Save' button.</p>								
<p>4. In Passwords section, click [New Entry] button. Enter password for user and an effective date. Expiration date is optional. Click [Save] button.</p>	 <p>This screenshot shows the 'User Maintenance' form with the 'Passwords' section expanded. The 'Username:' field still contains 'marym'. The 'User Contact Information:' field contains 'Worker, Mary Miller, 12 Lyons Road'. The 'GRS Only:' checkbox is unchecked. The 'Passwords' section has a blue header with a smiley face icon. Below the header are three input fields: 'Password:', 'Password Effective Date:', and 'Password Expiration Date:'. There are 'Save' and 'Cancel' buttons at the bottom of this section.</p>								
<p>5. In User Agency and Office Assignments section, click [New Entry] button. Select Agency from drop-down list for user and click [Save] button.</p>	 <p>This screenshot shows the 'User Maintenance' form with the 'User Agency and Office Assignments' section expanded. At the top, there is a summary bar: 'User: Lawrence, Kevin Access Level: GRS-SUPER Agency Name: Florida Sunshine Home Health Office:'. Below this is the 'User Maintenance' form with 'Username: marym' and 'User Contact Information: Worker, Mary Miller, 12 Lyons Road'. The 'GRS Only:' checkbox is unchecked. The 'Passwords' section is expanded and contains a table with the following data:</p> <table border="1" data-bbox="509 1283 1511 1352"> <thead> <tr> <th>Edit</th> <th>Delete</th> <th>Password</th> <th>EffectiveDate</th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>Delete</td> <td>password</td> <td>1/1/2005</td> </tr> </tbody> </table> <p>Below the table is the 'User Agency and Office Assignments for Miller, Mary' section with a dropdown menu set to 'Florida Sunshine Home Health M00' and 'Save' and 'Cancel' buttons.</p>	Edit	Delete	Password	EffectiveDate	Edit	Delete	password	1/1/2005
Edit	Delete	Password	EffectiveDate						
Edit	Delete	password	1/1/2005						

Action / Instruction

Screen Shot

6. In Office User Roles section, click [New Entry] button. Select Role from drop-down list for user and click [Save] button.

User Maintenance

Username:

User Contact Information:

GRS Only:

Passwords

Edit	Delete	Password	EffectiveDate
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	password	1/1/2005

User Agency and Office Assignments for Miller, Mary

Edit	Delete	Username	Office Name
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	marym	Florida Sunshine Home Health

Office User Permissions

Office User Roles

Office User Roles:

- [Select]
- Administrator, False
- CAREPORTAL-SUPER, True
- FamilyMember, False
- GeneralUser, False
- GRS-SUPER, True
- Patient, False
- Physician, False
- Scheduler, False

7. You have completed user account entry process and can now log into Care Portal™ using the newly created account.

Care Portal

Login

Username:

Password:

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