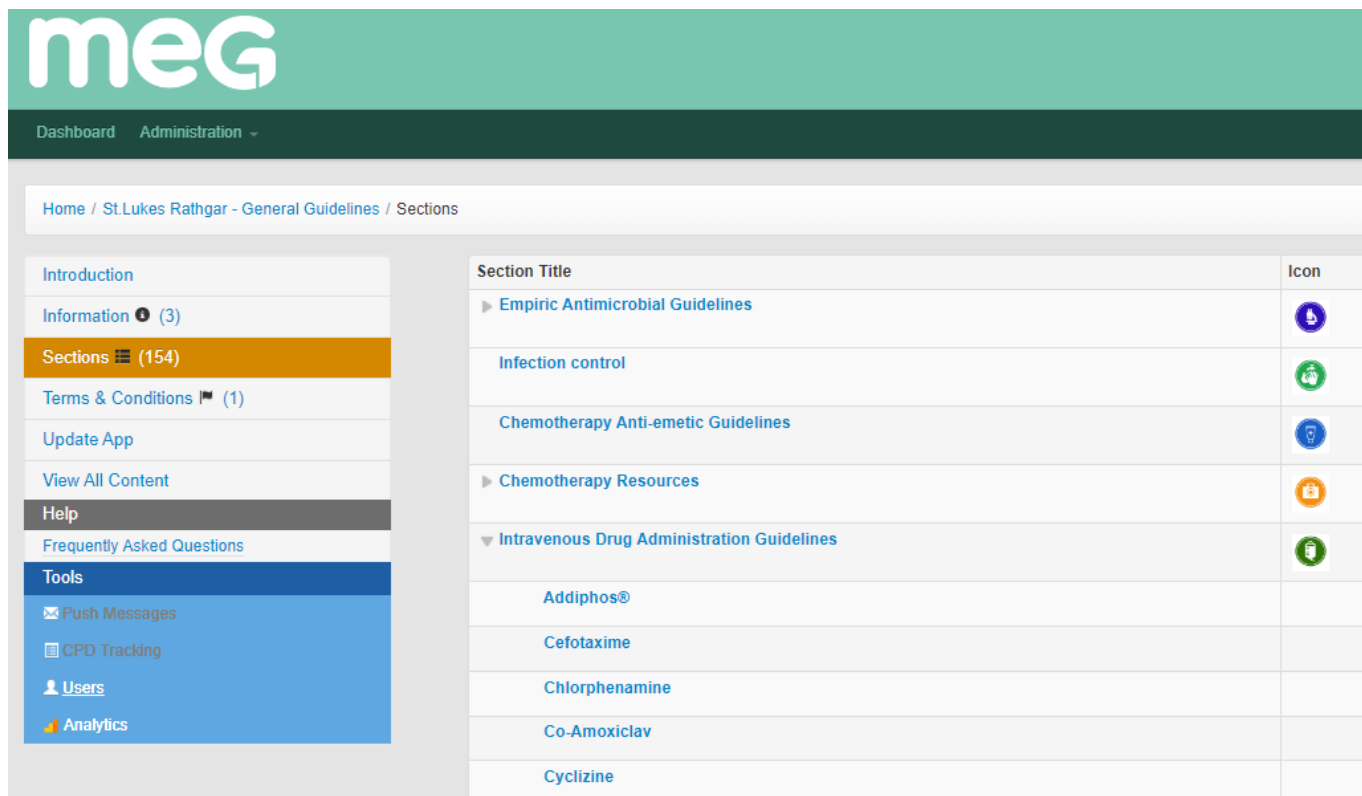
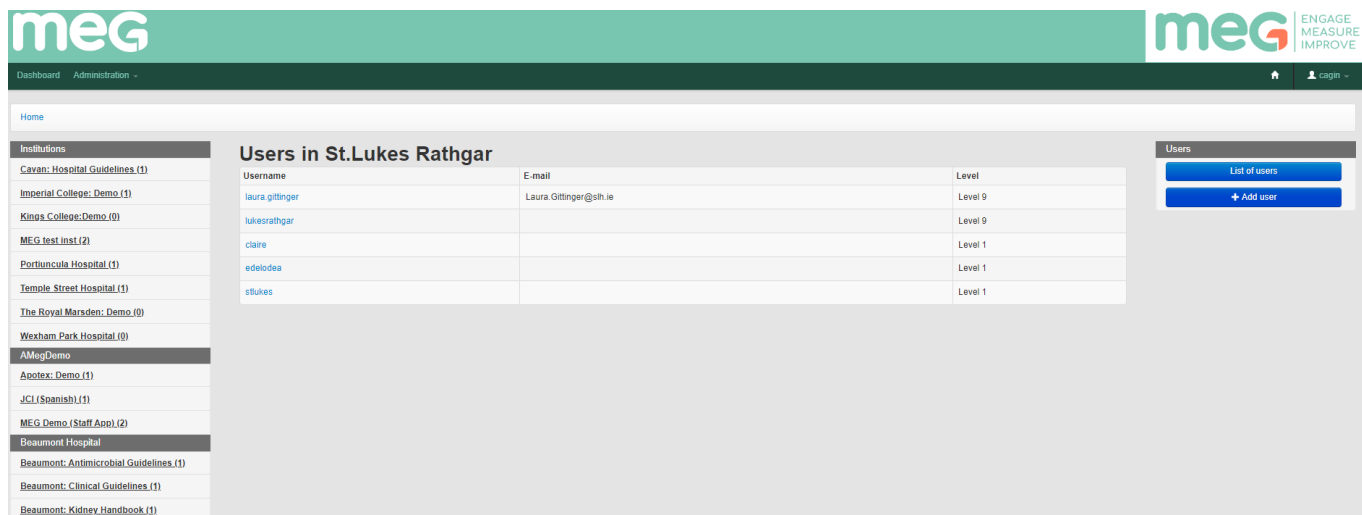


MEG Demo (Staff App) - MEG Demo - MEG Staff app: How To Add Users

Step 1: Add a new user



Select the e-guide that you want to add users. Click on "Users" in the "Tools" section on left side of the page.



You will see all of the users which have access to this e-guide, their e-mails and their levels. Click on "+Add user" button on the right side of the screen.

Add user

Username:

Email:

Password:

Confirm password:

Level:

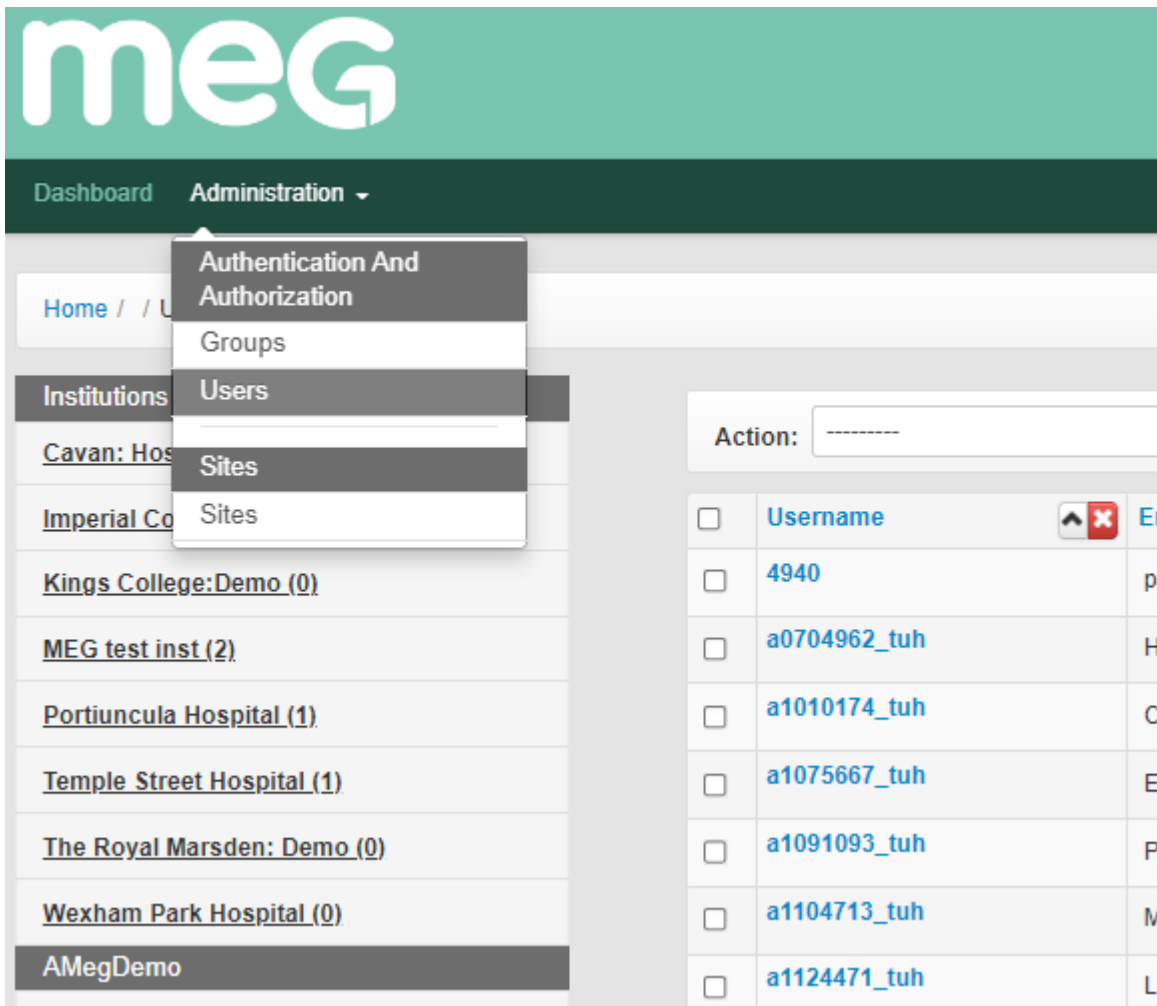
Eguides:

Gönder

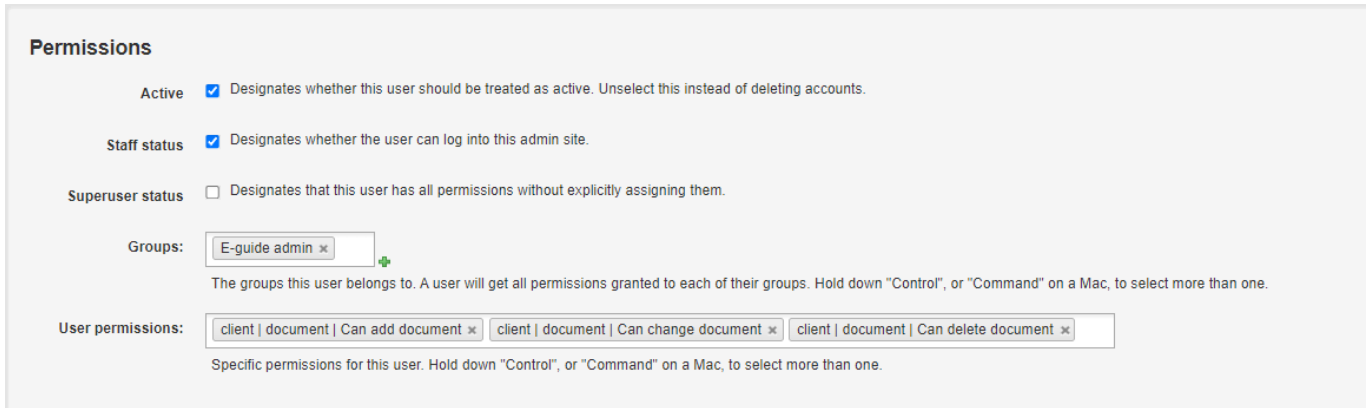
Type the username, email, and password of the new user. The level which is assigned here limits the level of the eguide section that the new user can see. (i.e. a Level 1 user can't see a Level 3 section)

Select the e-guides that this user should have access to.

Step 2: Administration



Click on the "Administration" button on the left top of the screen. Click on "Users" button. Find the new user on the screen through the search tool on the right side of the screen. Click on the new user.



Activate and give staff status to the user. Usually select the "E-guide admin" group and give document permissions. (If you type "document" on "User permissions", it shows these three options.)



Step 3: Validate the new user



Medicms	
Terms and Conditions	Add Change
App versions	Add Change
Calculators	Add Change
Charts	Add Change
E guide url slugs	Add Change
E guides	Add Change
Faqs	Add Change
Informations	Add Change
Institution group app versions	Add Change
Institution groups	Add Change
Institutions	Add Change
Login log entries	Change
Output formats	Add Change
Platforms	Add Change
Querys	Add Change
Section icons	Add Change
Section images	Add Change
Sections	Add Change
Statistics	Add Change
Teams	Add Change
Tour guide images	Add Change
Ua push apps	Add Change
Valid users	Add Change
Versions	Add Change


Go to Home page. Click on the "Add" button of Valid users on the "Medicms" list. (the second one from the bottom)


Order:


Publish

User:  

Institution:  

Level:  User level within this institution. User will have access only to content (Sections) with the same or lower level.

Admin level: 

Eguides: 

Limit access to these eGuides only. Leave blank to give user access to all eGuides in this institution Hold down "Control", or "Command" on a Mac, to select more than one.

Choose the new user, it's institution, and level. Usually, assign "eGuide" admin level. Choose the necessary e-guides that the user should have access to.