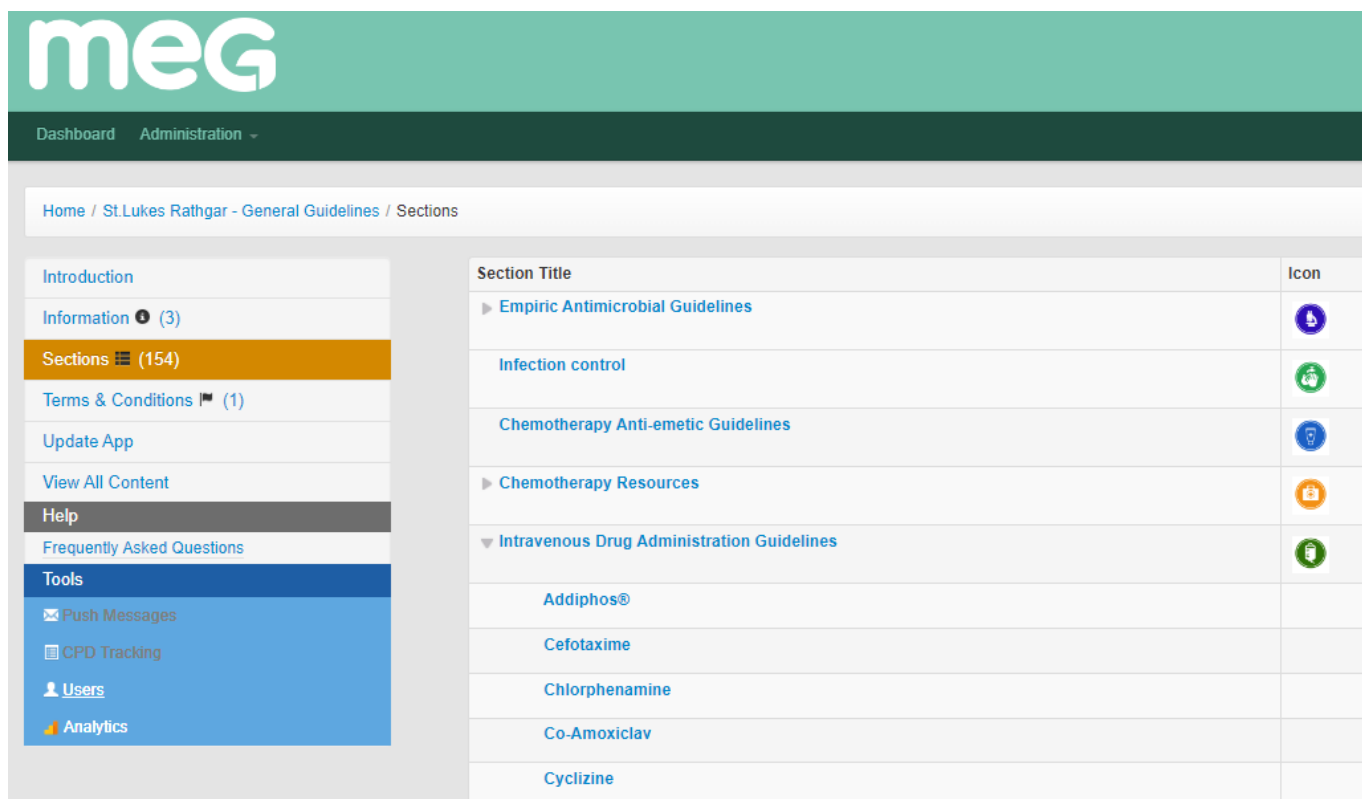


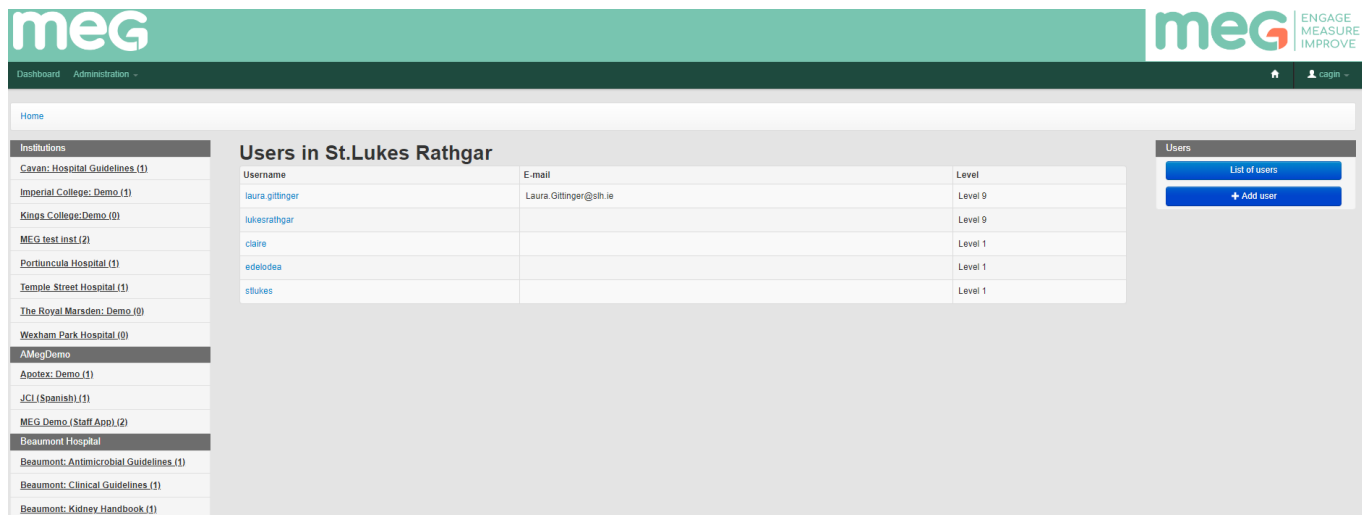
MEG Demo (Staff App) - MEG Demo - MEG Staff app: Medical E-Guides

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

Dashboard Administration

Home / / U

Institutions

- Authentication And Authorization
- Groups
- Users
- Sites
- Sites

Cavan: Hos

Imperial Co

Kings College: Demo (0)

MEG test inst (2)

Portiuncula Hospital (1)

Temple Street Hospital (1)

The Royal Marsden: Demo (0)

Wexham Park Hospital (0)

AMegDemo

Action: -----

<input type="checkbox"/>	Username	
<input type="checkbox"/>	4940	p
<input type="checkbox"/>	a0704962_tuh	H
<input type="checkbox"/>	a1010174_tuh	C
<input type="checkbox"/>	a1075667_tuh	E
<input type="checkbox"/>	a1091093_tuh	P
<input type="checkbox"/>	a1104713_tuh	M
<input type="checkbox"/>	a1124471_tuh	L

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.

Permissions

Active Designates whether this user should be treated as active. Unselect this instead of deleting accounts.

Staff status Designates whether the user can log into this admin site.

Superuser status Designates that this user has all permissions without explicitly assigning them.

Groups: +

The groups this user belongs to. A user will get all permissions granted to each of their groups. Hold down "Control", or "Command" on a Mac, to select more than one.

User permissions:

Specific permissions for this user. Hold down "Control", or "Command" on a Mac, to select more than one.

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.

How to Create a New Institution

How to Create a new E-Guide

How to Link a Document

The dashboard shows a list of institutions on the left and several administrative sections on the right. The 'Documents' section under 'Client' is highlighted in yellow.

Go to Home page. Click on the "Add" button for the "Documents".

The form contains the following fields and options:

- Order: 1
- Publish:
- File: Currently: ./Pharm_SLH_WI_16_Work_Instruction_for_Intravenous_adminsirtation_of_Co-amoxiclav.pdf
Change: Dosya seçilmedi
- Description: Co-amoxiclav Intravenous Administration Guideline
- Institution: St.Lukes Rathgar
- Link: /media/Pharm_SLH_WI_16_Work_Instruction_for_Intravenous_adminsirtation_of_Co-amoxiclav.pdf

Buttons at the bottom: Delete, Save, Save and add another, Save and continue editing.

Choose the file you want to upload, type the description and select the institution. Click on "Save and continue editing". After saving it creates a link for the document. Right click on the link and copy the URL.

The toolbar includes options for Normal, Styles, Size, Bold, Italic, Underline, Strikethrough, Line Height, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Link, Unlink, Source, and Print. Below the toolbar, the text "Co-amoxiclav Intravenous Administration Guideline" is displayed.

The 'Link' dialog box has tabs for Link Info, Target, Upload, and Advanced. The 'Link Type' is set to 'URL' and the 'Protocol' is 'https://'. The URL field contains 'https://...enus_adminsirtation_of_Co-amoxiclav.pdf'. There is a 'Browse Server' button and 'OK'/'Cancel' buttons at the bottom.

Go to the e-guide where you want to add the link. Write your link title, select it, and click to the link button. (Three buttons next to the Text Color). Paste your link. Make sure it is correct. Your link to the document is ready