## MEG Demo (Staff App) - MEG Demo - MEG Staff app: Users

To add a new user click on the "Add User" button on the right top of the screen.

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Username*	User	name			
First name	First	First name			
Last name	Last	Last name			
Email address	Emai	Email address			
Active	2				
Phone number	Phon	Phone number			
Receive voice alerts					
Receive sms alerts					
Staff ID	Staff	Staff10			
Available forms	None	Norw selected -			
User Teams	None	None selected -			
Wards	All (d	All (default) -			
Level *	Instit	Institution			
Institution *	Bont	Ban Secours, Gelwey			
Language		. 🗸 🗸			
Time zone		<b>v</b>			
Allow patient data access					
App access	_				
	- C				
Send onboarding e-mail					
Send onboarding e-mail					
Send onboarding e-mail Permission Groups (hide)		Name	Description	Permissions	
Send onboarding e-mail Permission Groups (hide)		Name MEGDocs - View Documents	Description 3rd Tier of MEGDocs access - can only view documents (This is what most users should have)	Permissions	
Send onboarding e-mail Permission Groups (hide)		Name MEGDocs - View Documents MEGDocs - Managers	Description 3rd Tier of MEGDocs access - can only view documents (This is what most users should have) 2rd Tier Megdocs access. Reserved for reviewers / People who can setup Folders / People who can add documents	Permissions           View	
Send onboarding e-mail Permission Groups (hide)		Name MEGDocs - View Documents MEGDocs - Managers MEGDocs - Admin	Description           3rd Tier of MEGDocs access - can only view documents (This is what most users should have)           2rd Tier Mogdocs access. Baserved for reviewers / People who can setup Folders / People who can add documents           This has all MEGDocs permissions and should be reserved for the most senior hospital staff	Permissions           View           View           View	
Send onboarding e-mail Permission Groups (hide)		Name           MEGDocs - View Documents           MEGDocs - Managers           MEGDocs - Admin           Admin Full	Description           3rd Tier of MEGDocs access - can only view documents (This is what most users should have)           2rd Tier Megdocs access. Reserved for reviewers / People who can setup Folders / People who can add documents           This has all MEGDocs permissions and should be reserved for the most serior hospital staff           Hospital Administrator: Highest level Admin user. Add/Nemore users & Gov/Nevoke their permissions. Update email contexts for certain emails. Unpublish submissions.	Permissions           Image: Constraint of the second secon	
Send onboarding e-mail Permission Groups (hide)		Name       MEGDocs - View Documents       MEGDocs - Managers       MEGDocs - Admin       Admin Full       Admin Basic	Description           3rd Tier of MEGDocs access - can only view documents (this is what most users should have)           2rd Tier Megdocs access. Reserved for reviewers / People who can setup Folders / People who can add documents           This has all MEGDocs permissions and should be reserved for the most serior hospital staff           Hospital Administrator: Highest level Admin user. Add/Iterrove users & Give/Novoke their permissions. Update email contexts for certain emails. Updates and should be reading a staff form questions, schedule audits for all users, has access to public dashboard link to provide public links.	Permissions       Image: state	
Send onboarding e-mail Permission Groups (hide)		Name       MEGDocs - View Documents       MEGDocs - Managers       MEGDocs - Admin       Admin Full       Admin Basic       Issue Handler	Description           3rd Tier of MEGDocs access - can only view documents (This is what most users should have)           2rd Tier Mogdocs access. Reserved for reviewers / People who can setup folders / People who can add documents           This has all MEGDocs permissions and should be reserved for the most senior hospital staff           Hospital Administrator: Highest level Admin user. Add/Itemwe users & Gov/Reveal their permissions. Update email contexts for cartain emails. Unpublish submissions.           2nd Tier Admin User. Can edit over, has access to public dashboard link to provide public links throughout the institution           Only accesses QIP items assigned to themselves on the dashboard, does not access data outside of QIP items.	Permissions       © Vinw	
Send onboarding e-mail Permission Groups (hide)		Name       MEGDocs - Vew Documents       MEGDocs - Managers       MEGDocs - Admin       Admin Full       Admin Basic       Issue Handler       Reviewer Basic	Description           3rd Tier of MEGDocs access - can only view documents (This is what most users should have)           2rd Tier Megdocs access. Reserved for neviewers / People who can setup Folders / People who can add documents           This has all MEGDocs permissions and should be reserved for the most senior hospital staff           Phospital Administrator: Highest level Admin user. Add/Itemore users & Gov/Nevdex their permissions. Update email contexts for certain emails. Unpublish submissions.           2nd Tier Administrator: Highest level Admin user. Add/Itemore users & Gov/Nevdex their permissions. Update email contexts for certain emails. Unpublish submissions.           2nd Tier Admin User. Can edit form questions, schedule audits for all users, has access to public dashbaset link to provide public links: throughout the institution           Only accesses QIP items assigned to themselves on the dashbaset does not access data outside of QIP items.           Load Nerministors + Edit ability to all editable questions.	Permissions           © Vinw	
Send onboarding e-mail Permission Groups (hide)		Name       MEGDocs - View Documents       MEGDocs - Managers       MEGDocs - Admin       Admin Full       Admin Basic       Issue Handler       Reviewer Basic       Lead	Description           3rd Tier of MEGDocs access - can only view documents (This is what most users should have)           2rd Tier Megdocs access. Reserved for neviewers / People who can setup Folders / People who can add documents           This has all MEGDocs permissions and should be reserved for the most senior hispatal staff           Phospital Administrator: Highest level Admin user. Add/Itemwe users & Gov/Nevdet their permissions. Update email contoxts for cartain emails. Unpublish submissions.           2rd Tier Administrator: Highest level Admin user. Add/Itemwe users & Gov/Nevdet their permissions. Update email contoxts for cartain emails. Unpublish submissions.           2rd Tier Administrator: Administrator. So the public dashboard link to provide public links throughout the institution           Only accesses QIP/Items assigned to themselves on the dashboard, does not access data outside of QIP items.           Load Permissions + Edit ability to all ediable questions. View only access to calendar. QIP - can access all QIP items and so and cances and cant edit provide cons on access all QIP items.           User with read-only access to submissions. View only access to calendar. QIP - can access all QIP items access and cant edit public for access and cant edit provide constances and cant edit provide constances and cant edit provide access and cansolated and provide constances and cant edit provide constances.	Permissions           © Vinw	
Send onboarding e-mail Permission Groups (hide)		Name         MEGDocs - View Documents         MEGDocs - Managers         MEGDocs - Admin         Admin Full         Admin Full         Issue Handler         Reviewer Basic         Lead         Reviewer Full	Description           3rd Tier of MEGDocs access - can only view documents (This is what most users should have)           2rd Tier Megdocs access. Reserved for neviewers / People who can setup Folders / People who can add documents           This has all MEGDocs permissions and should be reserved for the most senior hispatial staff           Phospital Administrator: Highest level Admin user. Add/Itemwe users & Gov/Nevdet their permissions. Update email contoxts for cartain emails. Unpublish submissions.           2rd Tier Admin Daer. Can edit form questions, schedule audits for all users, has access to public dashbade link to provide public links throughout the institution           Only accesses QP/Items assigned to themselves on the dashboard, does not access data outside QP/Items.           Load Permissions + Edit ability to all editable questions, scheduler, and edit protected QP/Items access and cart edit protected questions.           Duer with read-only access to submissions. View only access to calendar. QP - can access all QP/Items access and cart edit protected questions.           Iterviewer Basic + Can edit protected QP           Questions and edit protected diservation questions, leads and the diservation access and edit individes even if not editable for other users)	Permissions           © Vinw	
Send onboarding e-mail Permission Groups (hide)		Name         McGDocs - View Documents         McGDocs - Managers         McGDocs - Admin         Admin Full         Admin Full         Admin Full         Reviewer Banic         Lead         Reviewer Full         McGS Staff Training Permissions	Description           3rd Tier of MEGDocs access - Can only view documents (This is what most users should have)           2rd Tier Megdocs access. Reserved for reviewers / People who can setup Folders / People who can add documents           This has all MEGDocs permissions and should be reserved for the most senior hospital staff           Prospital Administrator: Highest level Admin user. Add/Iterrove users & Geo/Dovoke their permissions. Unpublish suffmassions.           Znd Tier Administrator: Highest level Admin user. Add/Iterrove users & Geo/Dovoke their permissions. Unpublish suffmassions.           Znd Tier Admin User. Can edit form questions, schedule andfts for all users, has access to public distribution during the molitic links in throughout the implicit links.           Cody accesses QIP Items.           Lead Permissions - Edit ability to all editable questions.           User with nead-only access to submissions. Weer only access to calendar. QP - can access all QP insus but has limited access and cant edit protected questions and edit protected observation questions (and edit level fields ween find ret editable for other users)	Permissions           © Vinw	
Send onboarding e-mail Permission Groups (hide)		Name         MEGDocs - View Documents         MEGDocs - Managers         MEGDocs - Admin         Admin Full         Admin Full         Roviewer Basic         Lead         Reviewer Full         MEG Staff Training Permissions         22 MEG Staff	Description           Brd Tier of MEGDocs access - can only view documents (this is what most users should have)           2rd Tier Megdocs access. Reserved for reviewers / People who can setup Folders / People who can add documents           This has all MEGDocs permissions and should be reserved for the most serier hespital staff           Hospital Administrator: Highest level Admin user. Add/Nerrore users & Grow/Revels for administrator: Staff additional staff           Additional Administrator: Highest level Admin user. Add/Nerrore users & Grow/Revels for cartain emails. Unpublich submissions. Update email contexts for cartain emails. Unpublich submissions with second link to provide public links. throughout the institution           Only access QIP Rem assigned to themselves on the dashboard link to provide south addition of QP items.           Load Permissions + Edit ability to all editable questions. Since the access to administrator. QP - can access all QP items.           Load Permissions + Edit ability to all editable protected questions.           Reviewer Basic + Can edit protected QP Questions and edit protected diservation questions (an add protected diservation questions, email edit protected questions and edit all fields even if not editable for other users)           #*Chily give to MEG Staff*	Permissions           © Vinw	

The username is usualy in this format: name.surname

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If the user is going to receive an onboarding e-mail they must have an email address.

The forms which the new user should have access to can be assigned through "Available forms".

If the user's level is "institution" they can only access to forms based on their institutions.

Usually, users are granted with "Lead" permission. Higher level users can have "Admin Basic" or "Admin Full" according to the requests from the client.

None of the changes are saved without clicking on the "Save" button. If an onboarding email should be sent the box next to the "Send onboarding email" should be ticked.

Patient data access is only given if the institution ask for their respective users.

If no Teams or Wards are selected, the user can have access to all of teams and wards.

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