

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.

Username *
 First name
 Last name
 Email address
 Active
 Phone number
 Receive voice alerts
 Receive sms alerts
 Staff ID
 Available forms
 User Teams
 Wards
 Level *
 Institution *
 Language
 Time zone
 Allow patient data access
 App access
 Send onboarding e-mail
 Permission Groups (hide)

Name	Description	Permissions
<input type="checkbox"/> MeGDocs - View Documents	3rd Tier of MEGDocs access - can only view documents (This is what most users should have)	<input type="button" value="View"/>
<input type="checkbox"/> MeGDocs - Managers	2nd Tier Megdocs access. Reserved for reviewers / People who can setup folders / People who can add documents	<input type="button" value="View"/>
<input type="checkbox"/> MeGDocs - Admin	This has all MEGDocs permissions and should be reserved for the most senior hospital staff	<input type="button" value="View"/>
<input type="checkbox"/> Admin Full	Hospital Administrator: Highest level Admin user. Add/remove users & Give/Revoke their permissions. Update email contexts for certain emails. Unpublish submissions.	<input type="button" value="View"/>
<input type="checkbox"/> Admin Basic	2nd Tier Admin User. Can edit form questions, schedule audits for all users, has access to public dashboard link to provide public links throughout the institution	<input type="button" value="View"/>
<input type="checkbox"/> Issue Handler	Only accesses QIP items assigned to themselves on the dashboard, does not access data outside of QIP items.	<input type="button" value="View"/>
<input type="checkbox"/> Reviewer Basic	Lead Permissions + Edit ability to all editable questions	<input type="button" value="View"/>
<input type="checkbox"/> Lead	User with read-only access to submissions. View only access to calendar. QIP - can access all QIP issues but has limited access and can't edit protected questions.	<input type="button" value="View"/>
<input type="checkbox"/> Reviewer Full	Reviewer Basic + Can edit protected QIP Questions and edit protected observation questions (can see confidential questions and edit all fields even if not editable for other users)	<input type="button" value="View"/>
<input type="checkbox"/> MeG Staff Training Permissions	**Only give to MeG Staff**	<input type="button" value="View"/>
<input type="checkbox"/> ZZ MEG Staff		<input type="button" value="View"/>

The username is usually in this format: name.surname

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.