



**American Health Associates**  
CLINICAL LABORATORIES

## USER PERMISSION LEVELS

**LEVEL 1-** Basic user

**LEVEL-2-** Can change which units each user can log into. (Not used)

**LEVEL-3-** Can perform level 2 and reset user passwords.

**LEVEL 4-** Can perform level 2 & 3. Also has the ability to create/disable/re-enable/ assign levels.

The levels do not have any control over user functionality when using the system. This only controls who can log into what and the control they have over editing user accounts. Once a home has gone with individual user logins, it is the HOMES responsibility to maintain the user list.

We do not maintain a list of user passwords. If a user has 10 consecutive failed logins the account will become disabled.



# American Health Associates

## Creating Individual User Accounts

1. Begin by logging into your account using the "0" account.

Enter Your Lab Client Code :

Enter Your User ID :

Enter Your Password :

Login

Need Help? [Click Here](#)

Ex. 09999

Ex. 09999

Your current password

2. Click on the "Management" tab.



3. Your account number that you used to log in with will appear in the "Client Number" field. At this point you will be able to administer existing users or create new ones.

## Management

Client Number: ACCOUNT

UserId:

First Name:

Last Name:

Status:

Access Level:

Clear Save

Client Code	Description	Access
	LAKE.1 FL	
	LAKE.2 FL	
	LAKE.3 FL	
	LAKE	

4. To create a new user account, type in the "User id" field what their login should be and press enter. An auto generated password will be shown in the next field. You have the option to change this password to a temporary password of your choosing.

## Management

Client Number: demo Demo Client

UserId: example

Temporary Password: AHA!demo

First Name:

Last Name:

Status:

Access Level:

Reset Password:

Clear Save

Enter User id

auto generated password, can be changed

5. Enter the users First and Last name in the indicated fields.

## Management

Client Number:	demo	Demo Client
UserId:	example	
Temporary Password :	AHA'demo	
First Name:	exa	First Name
Last Name:	mple	Last Name
Status :		
Access Level:	<input type="text"/>	
Reset Password :		

6. Select the appropriate access level for the new user from the drop down box.

## Management

Client Number:	demo	Demo Client
UserId:	example	
Temporary Password :	AHA'demo	
First Name:	exa	
Last Name:	mple	
Status :		
Access Level:	<input type="text"/>	Click and select access level
Reset Password :		

7. Select the account numbers the user will have access to sign into then click save.

Client Code	Description	Access
	LAKE,1 FL	<input checked="" type="checkbox"/>
	LAKE,2 FL	<input type="checkbox"/>
	LAKE,3 FL	<input checked="" type="checkbox"/>
	LAKE,	<input type="checkbox"/>

Clear Save

Click save

8. The user we just created would now have access to log in to Lake 1 and Lake 3. They would log in as follows.
  1. The Client code is your AHA account number for your respective wing/floor.
  2. User id is your assigned User id.
  3. If this is your first time logging in you will use your supplied temporary password, you will be prompted to change it.
  4. If you have logged in before sign in using your existing password..

Enter Your Lab Client Code : demo

Enter Your User ID : example

Enter Your Password : \*\*\*\*\*

Login

Need Help? [Click Here](#)



# American Health Associates

## Changing a User Password

1. Begin by logging into your account using the "0" account.

Enter Your Lab Client Code :

Enter Your User ID :

Enter Your Password :

Login

Need Help? [Click Here](#)

Ex. 09999

Ex. 09999

Your current password

2. Click the "Management" tab.



3. Click the magnifying glass. This will open a new window containing all existing users.

Click on magnifying glass

Client Code Description  
demo Demo Client

### Search For User

Filter

UserID First Name Last Name Find Clear

UserID	User Name	Last Name	Status
<a href="#">Select</a> test1	test1	test1	Active
<a href="#">Select</a> test10	Test	Er	Active
<a href="#">Select</a> test2	test	user	Active
<a href="#">Select</a> test3	test3	test3	Active

1 2

4. Once you have found the user you will be working with click on the "Select" link next to their User id.

Demo Client Client Code Description  
demo Demo Client

### Search For User

Filter

UserID First Name Last Name Find Clear

UserID	User Name	Last Name	Status
<a href="#">Select</a> test1	test1	test1	Active
<a href="#">Select</a> test10	Test	Er	Active
<a href="#">Select</a> test2	test	user	Active
<a href="#">Select</a> test3	test3	test3	Active

1 2

Click

5. This will now display the users information and current status. Click the box next to "Reset Password".

Client Number: demo Demo Client  
UserId: test2  
First Name: test  
Last Name: user  
Status: Active  
Access Level: Level 1  
Reset Password:

Clear Save Deactivate

Client Code	Description	Access
demo	Demo Client	✓

6. A new window will open with an auto generated password you can use or type in your own temporary password then click "OK". ( The user will be forced to change this on their next login ).

Clear Save Deactivate

### Reset Password

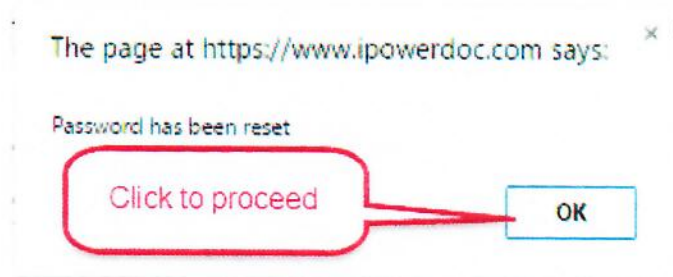
Temporary Password : AHA'demo OK Clear

Auto generated password , or type your own password **1**

Click **2**



7. A pop-up box will appear verifying the password has been changed. Click "OK" to proceed. The User's password has now been reset.





# American Health Associates

## Deactivating Existing Users

1. Begin by logging into your account using the "0" account.

Enter Your Lab Client Code :  Ex. 09999

Enter Your User ID :  Ex. 09999

Enter Your Password :  Your current password

Login

Need Help? [Click Here](#)

2. Click on the "Management" tab.



3. Click on the magnifying glass. This will open a new window containing all existing users.

Click on magnifying glass

The screenshot shows a window titled "Search For User" with a close button (X) in the top right corner. Below the title bar is a "Filter" section with three input fields: "UserID", "First Name", and "Last Name". To the right of these fields are "Find" and "Clear" buttons. Below the filter section is a table with the following data:

	UserID	User Name	Last Name	Status
<a href="#">Select</a>	test1	test1	test1	Active
<a href="#">Select</a>	test10	Test	Er	Active
<a href="#">Select</a>	test2	test	user	Active
<a href="#">Select</a>	test3	test3	test3	Active

At the bottom left of the table, there are page numbers "1" and "2". A red callout box with the text "Click on magnifying glass" points to the magnifying glass icon in the top right corner of the window.

4. Once you have found the user you will be working with click on the "Select" link next to their User id.

The screenshot shows the same "Search For User" window as above. A red callout box with the text "Click" points to the "Select" link next to the UserID "test3" in the table.

	UserID	User Name	Last Name	Status
<a href="#">Select</a>	test1	test1	test1	Active
<a href="#">Select</a>	test10	Test	Er	Active
<a href="#">Select</a>	test2	test	user	Active
<a href="#">Select</a>	test3	test3	test3	Active

At the bottom left of the table, there are page numbers "1" and "2". A red callout box with the text "Click" points to the "Select" link next to the UserID "test3" in the table.

5. This will now display the users information and current status.

Client Number: demo Demo Client

User Id: test3

First Name: test3

Last Name: test3

Status : Active

Access Level: Level 1

Reset Password :

Clear Save Deactivate

Client Code	Description	Access
demo	Demo Client	✓

6. To deactivate this user click the "Deactivate" button.

Client Number: demo Demo Client

User Id: test3

First Name: test3

Last Name: test3

Status : Active

Access Level: Level 1

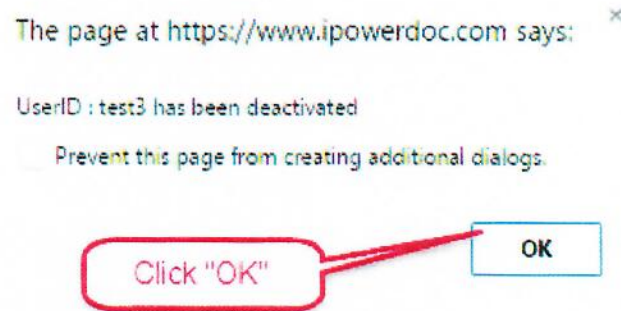
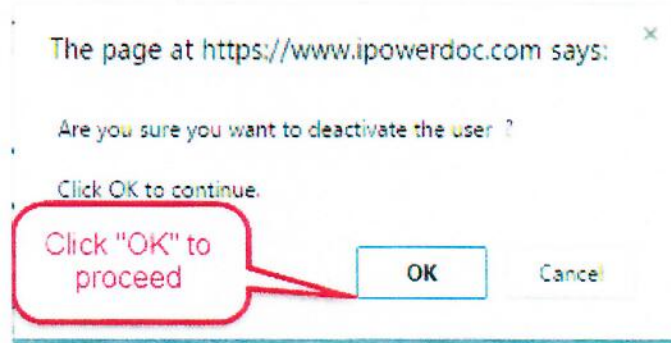
Reset Password :

Clear Save Deactivate

Client Code	Description	Access
demo	Demo Client	✓

Click to Deactivate

7. Upon clicking "Deactivate" you will be presented with two pop-up boxes. The first verifying you want to proceed with deactivating the user, the second is a confirmation the user has been deactivated.



8. By clicking on the magnifying glass again and finding the user you are modifying you will now see they are deactivated.

demo

### Search For User

Filter

UserID	First Name	Last Name

Find Clear

UserID	User Name	Last Name	Status
<a href="#">Select</a> test1	test1	test1	Active
<a href="#">Select</a> test10	Test	Er	Active
<a href="#">Select</a> test2	test	user	Active
<a href="#">Select</a> test3	test3	test3	Inactive

1 2

User "test3" is now deactivated