

Adding a User as an Auditor for an Organisation

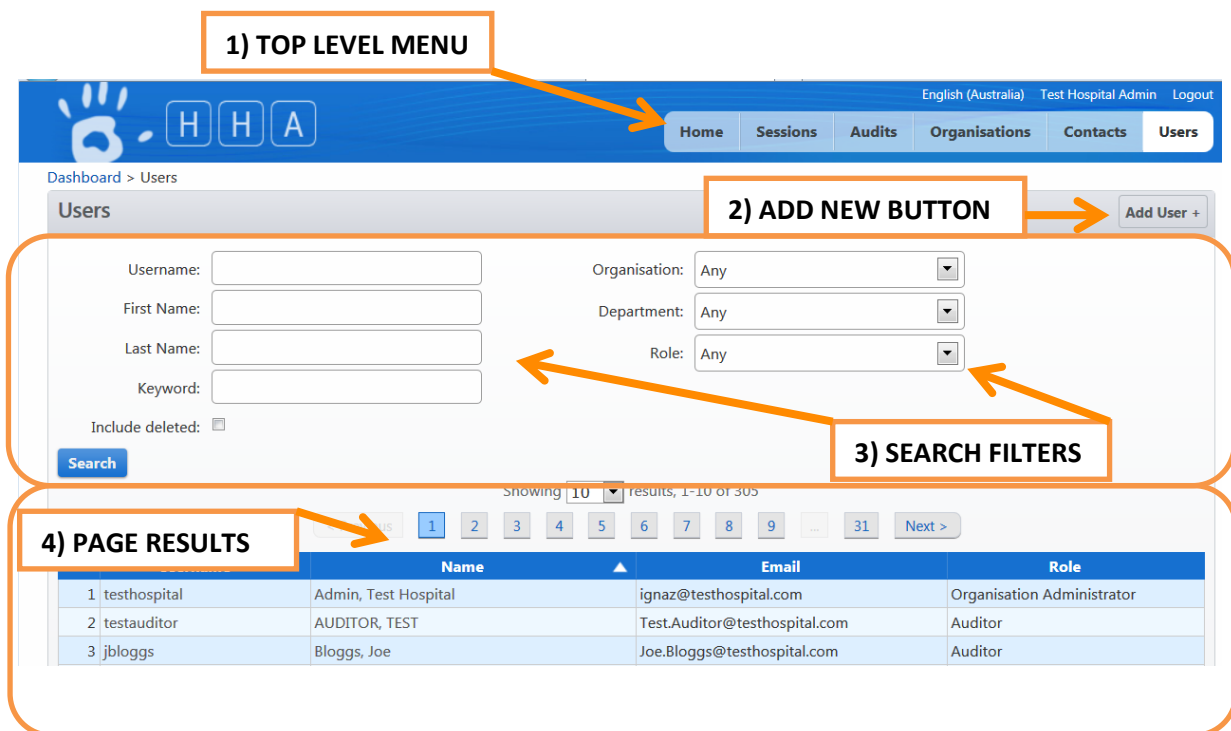
Adding Auditors to an Organisation is a TWO step process

Step 1) They need to be a User in HHCApp - (See section 2)

Step 2) They need to be added to the role of Auditor at the organisation (See section 1)

Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators

Screen overview -



The screenshot shows the 'Users' page in HHCApp. It includes a top navigation bar with 'Home', 'Sessions', 'Audits', 'Organisations', 'Contacts', and 'Users'. The main content area has a form for adding a user with fields for Username, First Name, Last Name, Keyword, Organisation, Department, and Role. Below the form is a search button and a table of existing users. Annotations with arrows point to the 'Users' menu item, the 'Add User +' button, the search filters, and the user table.

	Name	Email	Role	
1	testhospital	Admin, Test Hospital	ignaz@testhospital.com	Organisation Administrator
2	testauditor	AUDITOR, TEST	Test.Auditor@testhospital.com	Auditor
3	jbloggs	Bloggs, Joe	Joe.Bloggs@testhospital.com	Auditor

Section 1. - Adding a User to the role of Auditor at an Organisation

1.1 Viewing an Organisations's users

>Login to HHCApp

>Click the Organisations button in the top level menu



>Click the name of the organisation's name to select it.

Organisations

Code:

Name:

[Search](#)

Total results: 1

	Code	Name	Type	Depts	Beds	Parent
1	TEST-HOSP	TEST HOSPITAL	Public	12	100	Australian Capital Territory

N.b. If you are responsible for multiple organisations you can use the search filters to narrow down the list of organisations displayed and then select the required organisation.

Dashboard > Organisation List > Organisation Audits

TEST HOSPITAL - Audits [Add Audit +](#)

Name:

Audit Type:

Audit Period:

Audit Status:

Spans Date:

[Search](#)

ORGANISATION MENU

USERS

Audits

- Audit Periods
- Sessions
- Departments
- HCW Types
- Users
- Details

>Select Users from the Organisation Menu on the right hand side

This will take you to the Organisation Users page where you will see a list of Auditors for the selected organisation. From here you can manage the organisation's auditors by adding a new auditor or editing and removing an existing one.

TEST HOSPITAL - Users

Organisation Administrators [Edit List](#) [Add New +](#)

Admin, Test Hospital [testhospital]

Auditors [Edit List](#) [Add New +](#)

AUDITOR, TEST [testauditor]
 Bloggs, Joe [jbloggs]
 Semmelweis, Ignaz [ignaz]

Audits

- Audit Periods
- Sessions
- Departments
- HCW Types
- Users**
- Details

1.2 - Adding a User to the role of Auditor at an Organisation

>Click Add New + next to Auditors

TEST HOSPITAL - Users

Organisation Administrators [Edit List](#) [Add New +](#)

Admin, Test Hospital [testhospital]

Auditors [Edit List](#) [Add New +](#)

AUDITOR, TEST [testauditor]
 Semmelweis, Ignaz [ignaz]

Audits

- Audit Periods
- Sessions
- Departments
- HCW Types
- Users**
- Details

The list of users displayed contains all users that have previously been allocated roles to your organisation(s) along with any users that have not been allocated to a role at any organisation.

Nb. Use the search criteria above the Search button to filter the list to make it easier to find a user.

>Click on the user(s) you wish to add as an auditor to select them. The selected user(s) will be highlighted green

Add Auditors
✕

Username:

First Name:

Last Name:

Keyword:

Include deleted:

Organisation:

Department:

Role:

Adding Users: Bloggs, Joe [jbloggs]

Showing results, 1-10 of 305

< Previous
1
2
3
4
5
6
7
8
9
...
31
Next >

	Username	Name	Email	Role
1	testhospital	Admin, Test Hospital	ignaz@testhospital.com	Organisation Administrator
2	testauditor	AUDITOR_TEST	Test.Auditor@testhospital.com	Auditor
3	jbloggs	Bloggs, Joe	Joe.Bloggs@testhospital.com	User

>Click Done

If the auditor is not already a user in the HHCApp you will need to create them as new user (see section 2 for instructions for Creating a new User).

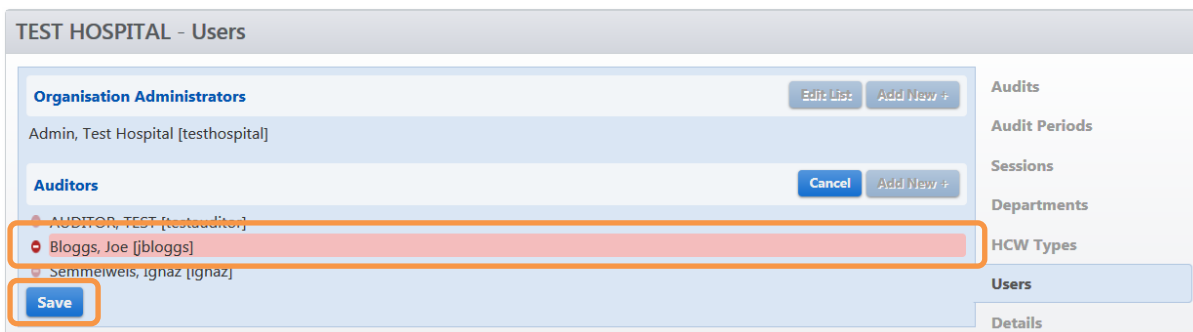
If an auditor has already been added to the HHCApp as a User by an organisation that you are not an administrator for, you will need to contact a higher administrator who can access your organisation and the other organisation. For example, a region administrator can allocate a user from another organisation from the same region or region group or a state administrator would need to allocate a user from another region.

1.3 - Deleting an Auditor

To remove an auditor from your organisation

>Click Edit List

>Click on the auditor to be removed to select them. It will then be highlighted red



>Click Save

Nb. The auditor is only deleted from the organisation not from HHCApp.

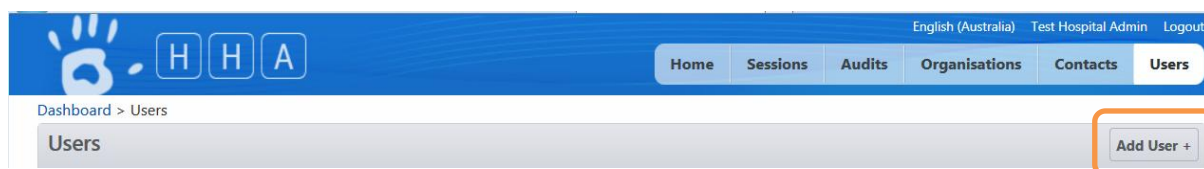
Section 2 - Creating a new HHCApp User

>Login to HHCApp

>Click the Users button in the top level menu



>Click Add User +



>Enter a **unique** Username for the Auditor to use when logging in to the HHCApp. The username can be in any format you choose, eg. FirstNameLastName.

>Enter the user's First Name.

>Enter the user's Last name

>Enter an email address that can be used to recover a lost password

>Enter the user's contact details (optional)

>Enter a Password of your choice.

>Confirm the Password by re-entering it.

Nb. Checking the Force password change box is an additional security measure that will allow you to tell the user a password that they will be made to change the first time they login.

>Click Save to add the user to HHCApp.

Add User

Main Details

Username: *

First Names: *

Last Name: *

Email: *

Phone:

Street:

Suburb:

Password

New Password: *

Confirm Password: *

Force password change:

The new “user” can now be allocated to a role as an Auditor via the Organisation Users page (see section 1.2)

	Username	Name	Email	Role
1	testhospital	Admin, Test Hospital	ignaz@testhospital.com	Organisation Administrator
2	Ann.Auditor	Auditor, Ann	Ann.Auditor@testhospital.com.au	User
3	testauditor	AUDITOR, TEST	Test.Auditor@testhospital.com	Auditor
4	jbloggs	Bloggs, Joe	Joe.Bloggs@testhospital.com	User