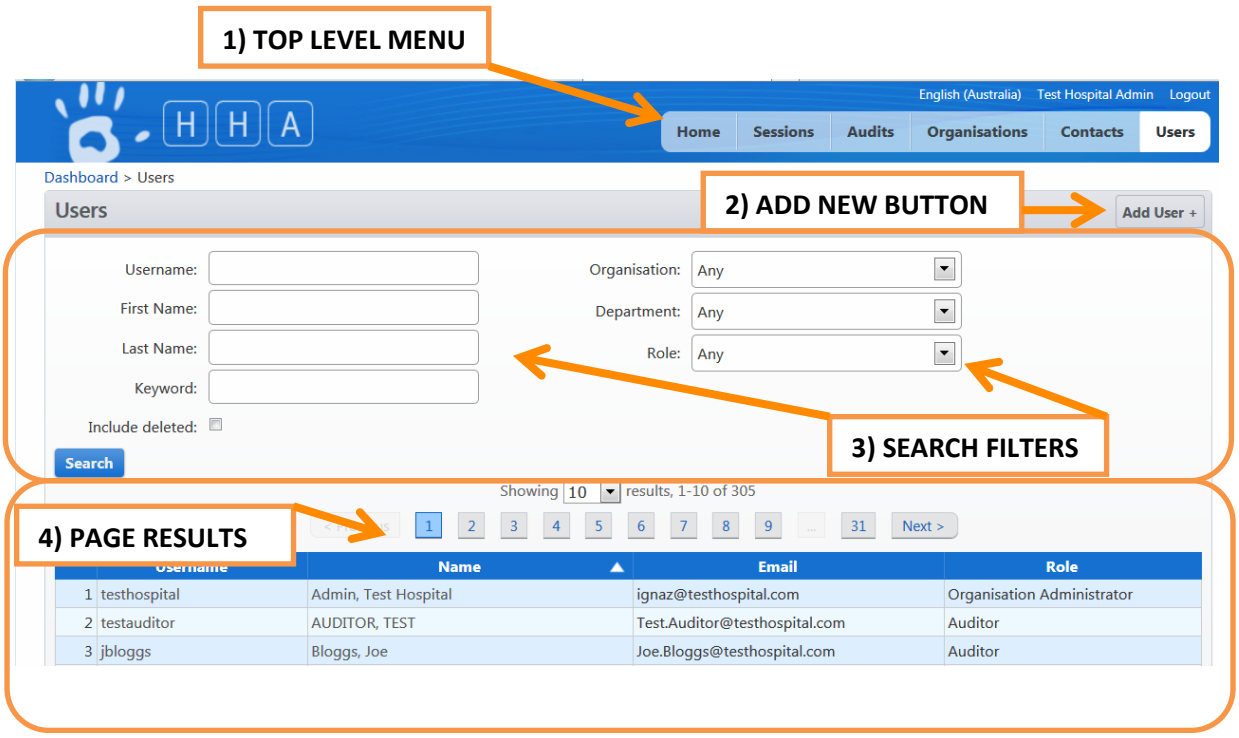
Managing Users for an Organisation

Scope: Organisation Administrators, Region Administrators, Organisation Group Administrators

Screen overview -

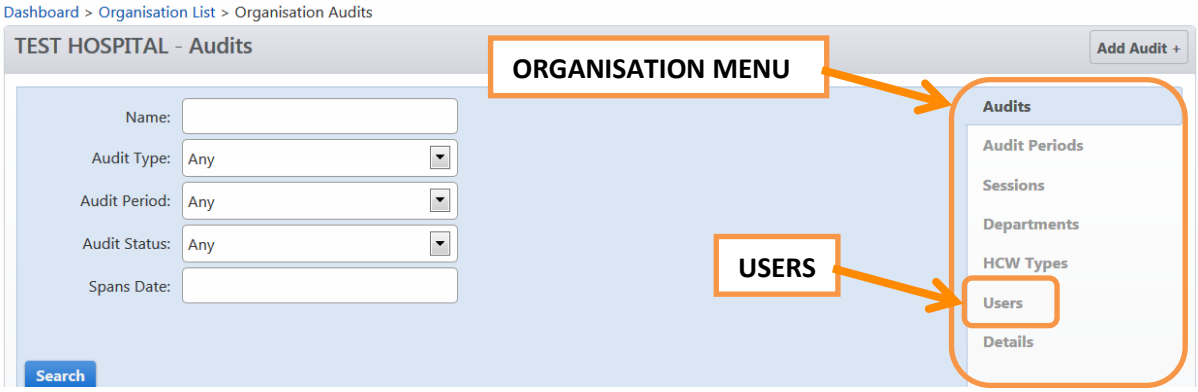


>Login to HHCApp

>Click the Organisations button in the top level menu

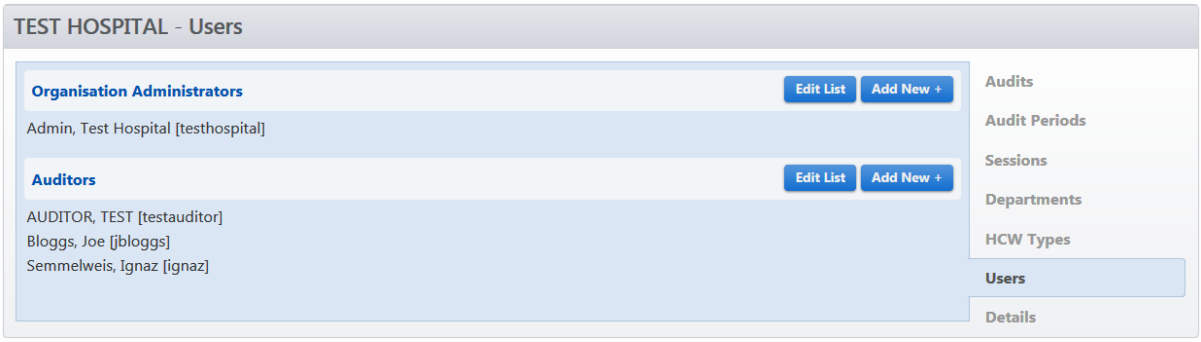
>Click an organisation's name to select it.

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



>Select Users from the Organisation Menu on the left 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 organisations auditors by adding a new auditor or editing and deleting an existing one.

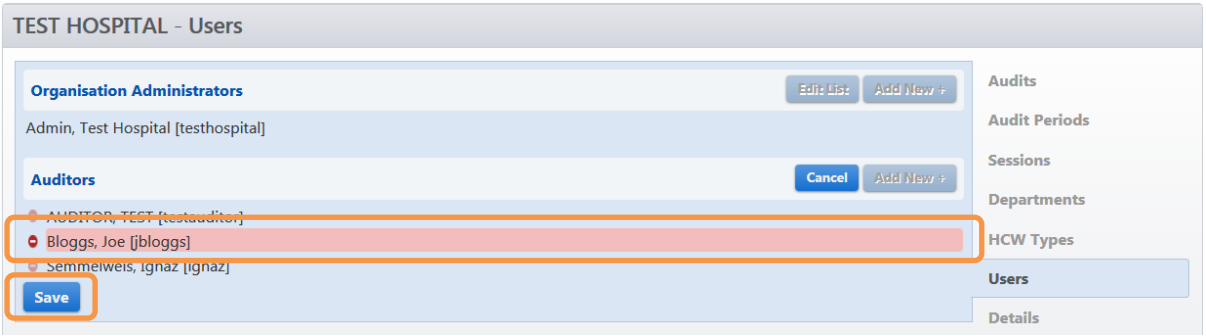


Deleting an Auditor

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

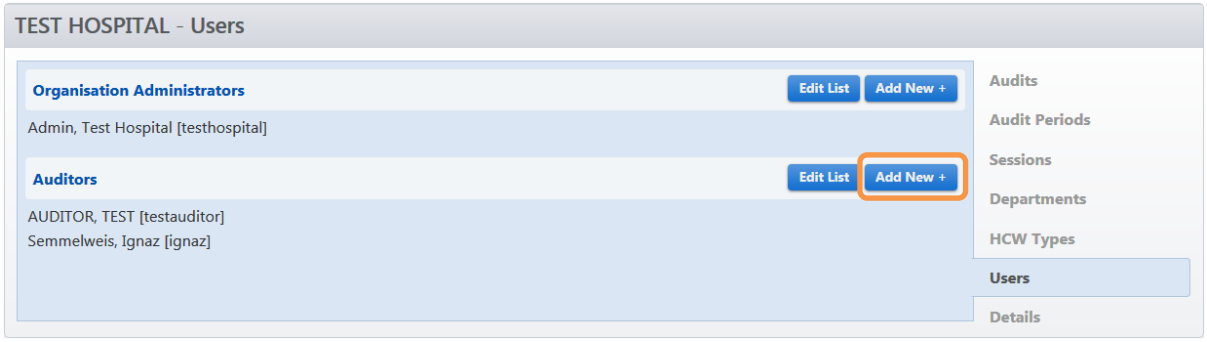


>Click Save

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

Adding an Auditor

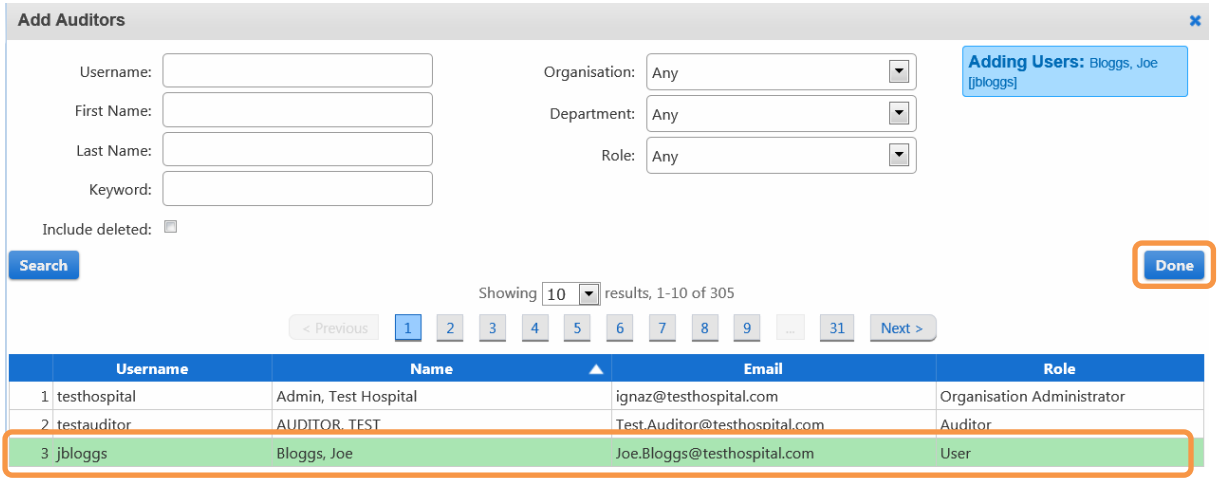
>Click Add New + next to Auditors



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. You can use the search criteria 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



>Click Done

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

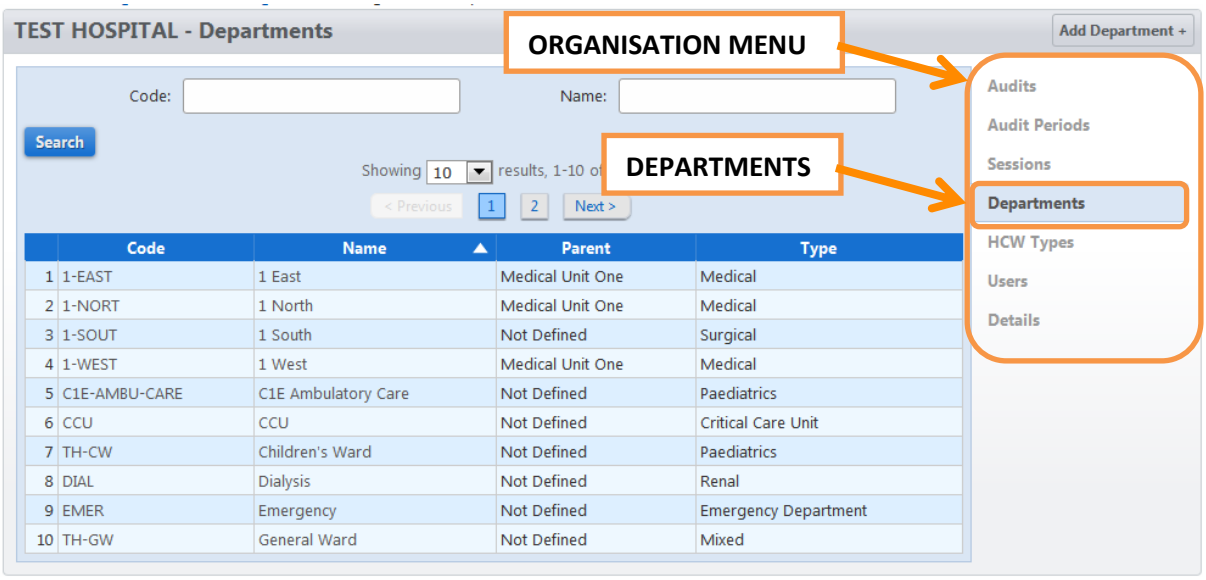
If an auditor has already been added to the HHCApp by an organisation that you are not an administrator for, you will need to contact a higher administrator who can access your organisation and the other organisation. For example, a region administrator would need to allocate a user from another organisation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

Adding a Department Administrator or

A Department Administrator is a data entry only role. A user given this level of access can enter data for auditors for the department(s) they have been allocated to.

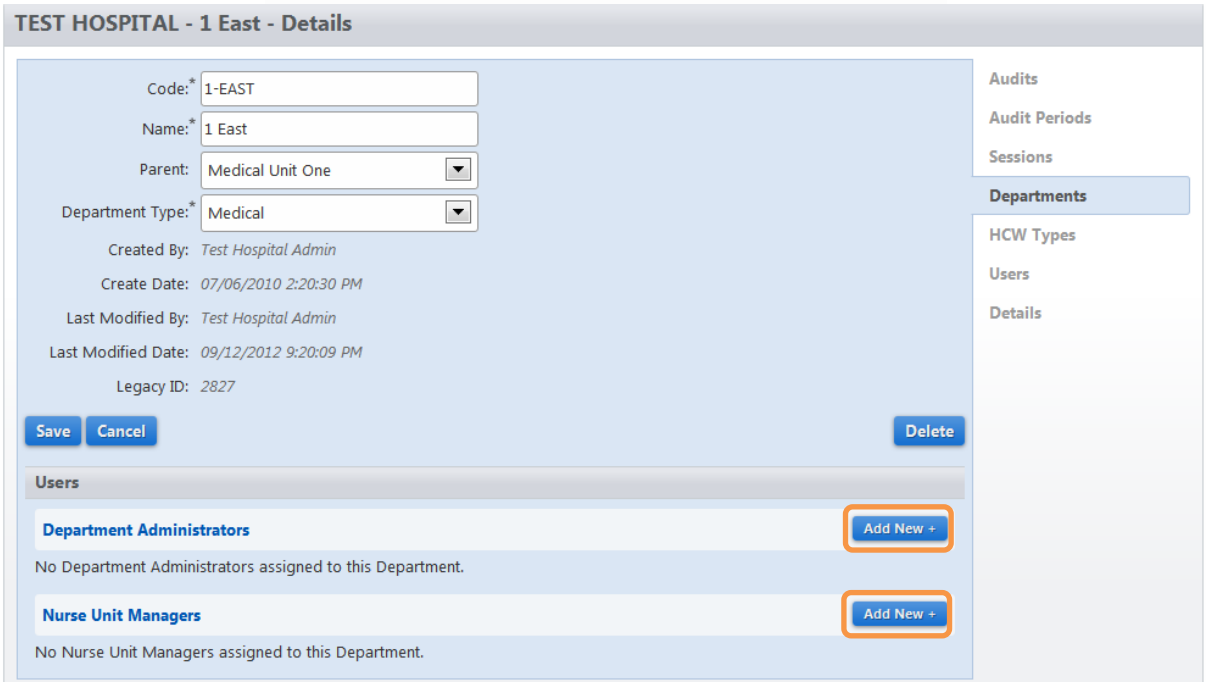
A Nurse Unit Manager is a reporting only role. A user given this level of access can generate reports for the department(s) they have been allocated to.

To add a Department Administrator or Nurse Unit Manager user to a department you need to access an organisation's department page via the organisation menu



	Code	Name	Parent	Type
1	1-EAST	1 East	Medical Unit One	Medical
2	1-NORT	1 North	Medical Unit One	Medical
3	1-SOUT	1 South	Not Defined	Surgical
4	1-WEST	1 West	Medical Unit One	Medical
5	C1E-AMBU-CARE	C1E Ambulatory Care	Not Defined	Paediatrics
6	CCU	CCU	Not Defined	Critical Care Unit
7	TH-CW	Children's Ward	Not Defined	Paediatrics
8	DIAL	Dialysis	Not Defined	Renal
9	EMER	Emergency	Not Defined	Emergency Department
10	TH-GW	General Ward	Not Defined	Mixed

>Click the department you wish to add the user to select it



>Click Add New + and select the users in the same manner as for adding an auditor to an organisation

You can also remove a Department Administrator or Nurse Unit Manager in the same manner as deleting an auditor from an organisation (as above).

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.

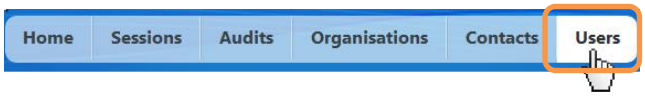
If the Department Administrator or Nurse Unit Manager is not already a user in the HHCApp you will need to create them as new user (see Creating a new User below).

If a user has already been added to the HHCApp 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 would need to allocate a user from another organisation from the same region or a region group or state administrator would need to allocate a user from another region.

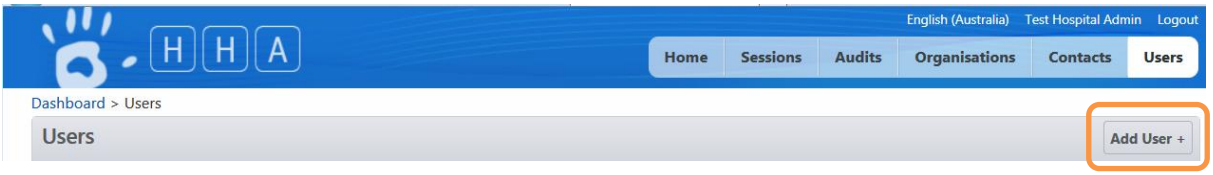
Creating a new User

>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

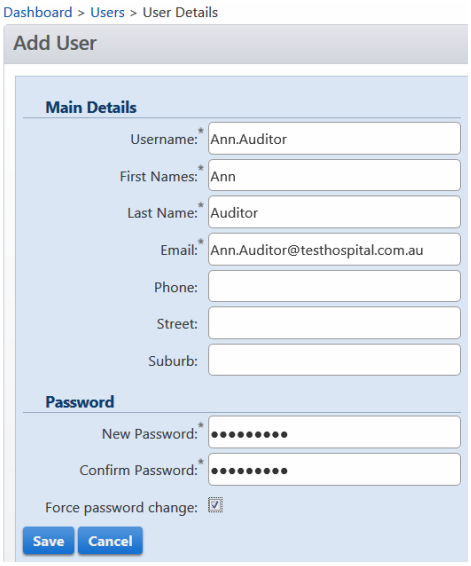
>Enter an email address that can be used to recover a lost password

>Enter the user's contact details (optional)

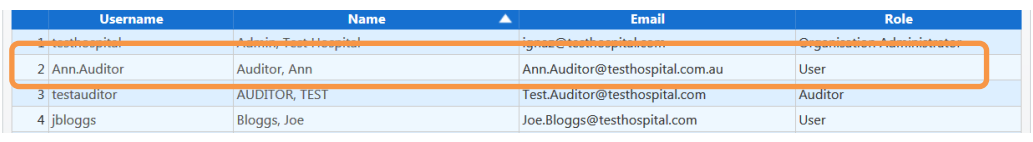
>Enter a Password of your choice.
>Confirm the Password by re-entering it.

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.



The new user can now be allocated to a role as an Auditor via the Organisation Users page; or as a Department Administrator or Nurse Unit Manager via the Organisation Departments page.



	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

Hand Hygiene Australia
www.hha.org.au