

How to Add User

1. In the side selection click the navigation **Accounts** then below click the **Add User**.

The screenshot shows the 'Medical Record System' interface. On the left sidebar, 'ACCOUNTS' is highlighted with a red box and an arrow labeled '1'. Below it, 'Add User' is also highlighted with a red box and an arrow labeled '2'. The main content area is titled 'Add User' and contains a form with the following fields: 'Group' (a dropdown menu), 'First Name', 'Middle Name', 'Last Name' (each with a text input field and a user icon), 'Username' (with a text input field and a user icon), and 'Password' (with a text input field and a password icon). There is an 'Add' button in the top right corner of the form.

2. You need to click first the **Add** button in the side to proceed in adding user.

This screenshot shows the same 'Add User' form as the previous one. A red arrow points to the 'Add' button in the top right corner of the form, which is highlighted with a red box.

3. Fill out the Add User Form. Then click **Save** button.

ACCOUNTS <

User List

Add User

DOCTORS >

STAFFS >

MEDICALS RECORDS >

REPORTS >

MAINTENANCE >

HELP >

USER INFORMATION

Group

Doctor

First Name

Dianne

Middle Name

Opinaldo

Last Name

Olbinado

Username

dianne

Password

Save Cancel

4. Once you click the **Save** button, go to **User List** to view users or the added user.

MEDICAL RECORD SYSTEM

Mark Anthony Tomboc

DASHBOARD

ACCOUNTS

User List

Add User

DOCTORS >

STAFFS >

MEDICALS RECORDS >

REPORTS >

MAINTENANCE >

HELP >


Manage Users

Users List

Search

#	First Name	Last Name	Username	Group	Actions
1	Aquilino	Navalta	admin	Administrator	Q X
2	Rose Anne	Balbuena	rose	Doctor	Q X
3	Angeliza	Dulay	anglizsydy	Staff	Q X
4	Mark Anthony	Tomboc	doctor	Doctor	Q X
5	Dianne	Olbinado	dianne	Doctor	Q X

5. User Added.

MEDICAL RECORD
SYSTEM

DASHBOARD

ACCOUNTS

User List

Add User

DOCTORS

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Users List

Q Search

#	First Name	Last Name	Username	Group	Actions
1	Aquilino	Navalta	admin	Administrator	<div>Q</div> <div>x</div>
2	Rose Anne	Balbuena	rose	Doctor	<div>Q</div> <div>x</div>
3	Angeliza	Dulay	angizsydy	Staff	<div>Q</div> <div>x</div>
4	Mark Anthony	Tomboc	doctor	Doctor	<div>Q</div> <div>x</div>
5	Dianne	Olbinado	dianne	Doctor	<div>Q</div> <div>x</div>