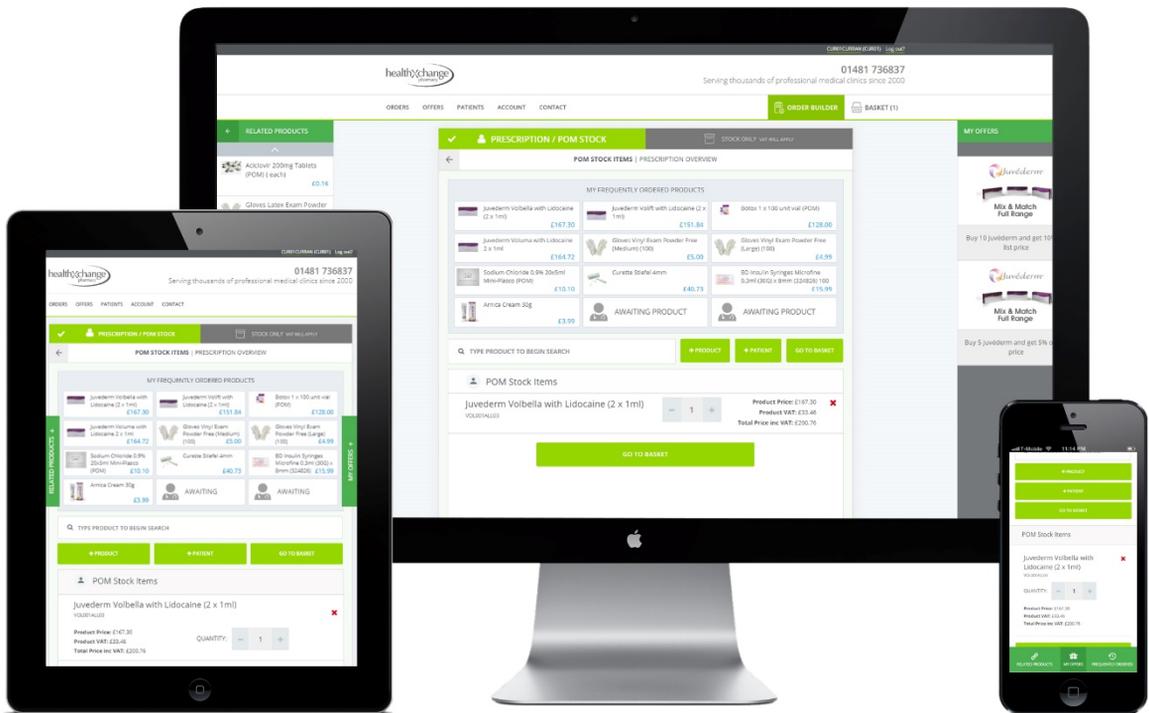


Healthxchange e-pharmacy

Adding users to your account



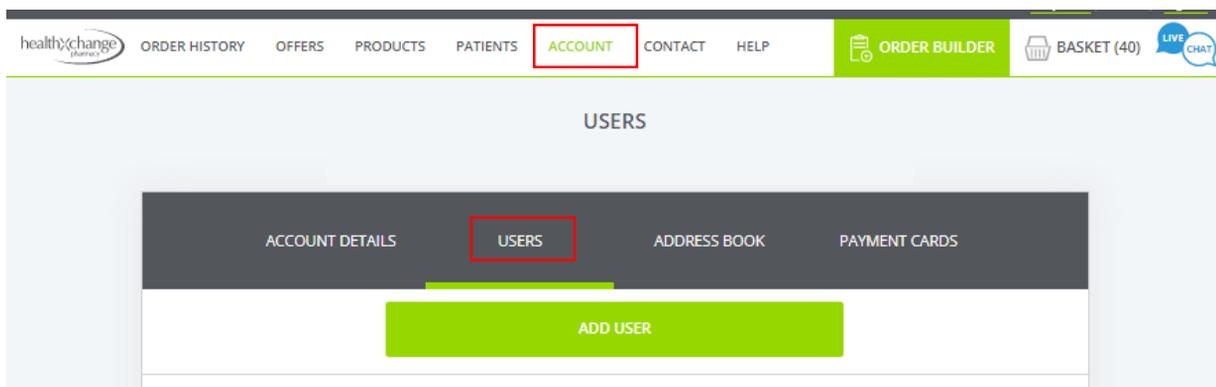
Adding users to your account

Adding new users to your e-pharmacy account is easy. You can add users and assign them the access you rights you want them to have. The below steps will walk you through that process

Please Note: To add a user you will need to have the Account Manager role within your e-pharmacy account.

Step 1.

To begin adding users navigate to the 'ACCOUNT' tab in the main navigation and then select 'USERS' from the table



Step 2.

Click 'ADD USER' and fill in the details on the new user form you will now see. You will need to fill in all the mandatory details that are marked with a red asterisk (*) as well as choosing the site permissions you want this new user to have.

Site permissions are as follows;

Permission	Details
Order Admin	Can create, edit and delete orders
Account Manager	Can add, remove, edit users and account data
Prescriber	Can e-sign prescription orders
Purchase Approver	Can approve orders before payment is taken
Academy User	Can log into Healthxchange Academy but can see nothing on the e-pharmacy

You can assign multiple roles to a user to increase or decrease their level of access to your account.

If the new user is a Prescriber they will be verified and approved by Healthxchange before they can log in – this is usually done within 1 working day.