Adding a New User on Cloud through Org Management

Org Man Users · https://cclearninghub.co.uk/docs/adding-a-new-user-on-cloud/

Org Man Adding a New User

This guide will cover adding a new user in Organisational Management

Please follow the interactive guide below, a written guide is also available at the bottom of the page.



Embedded media:

https://demo.arcade.software/XkMy005SahIn4pVRNS6w?embed&embed_mobile=tab&embed_desktop=inline&show_copy_l

Written guide

1. Enter the **Org Management** App.
2. Select to **Visit the Users Area.**
3. Click **Add New User.**
4. You can either **Populate from a Staff Record,** this will pull the information from a current Staff Member and automatically fill sections. Otherwise, you can manually input the data. All fields with an asterisk are mandatory.
5. When finished, click **Save Changes.**

- **User Type** – organisation (works within the organisation; most common), GP, Pharmacist etc.
- **Position** – the CC Cloud equivalent of a staff role
- **Department** – the CC Cloud equivalent of a staff category
- **Start-Up Application** – which area of CC Cloud will open when the staff member logs in
- **Analysis Level** – the level of detail in analysis reports the staff member can view

- **Default Site** – the main site the staff member will be associated with