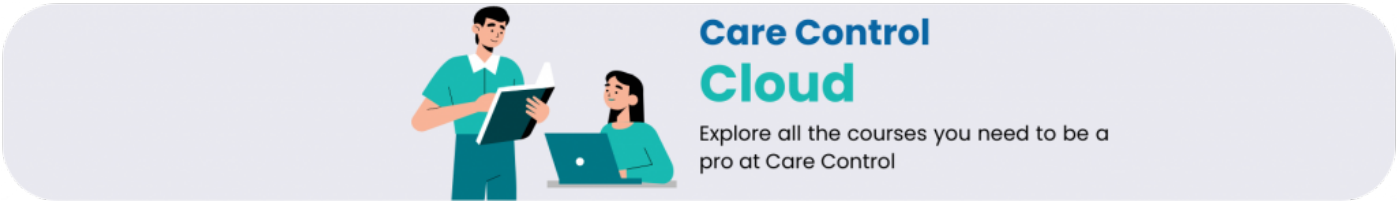
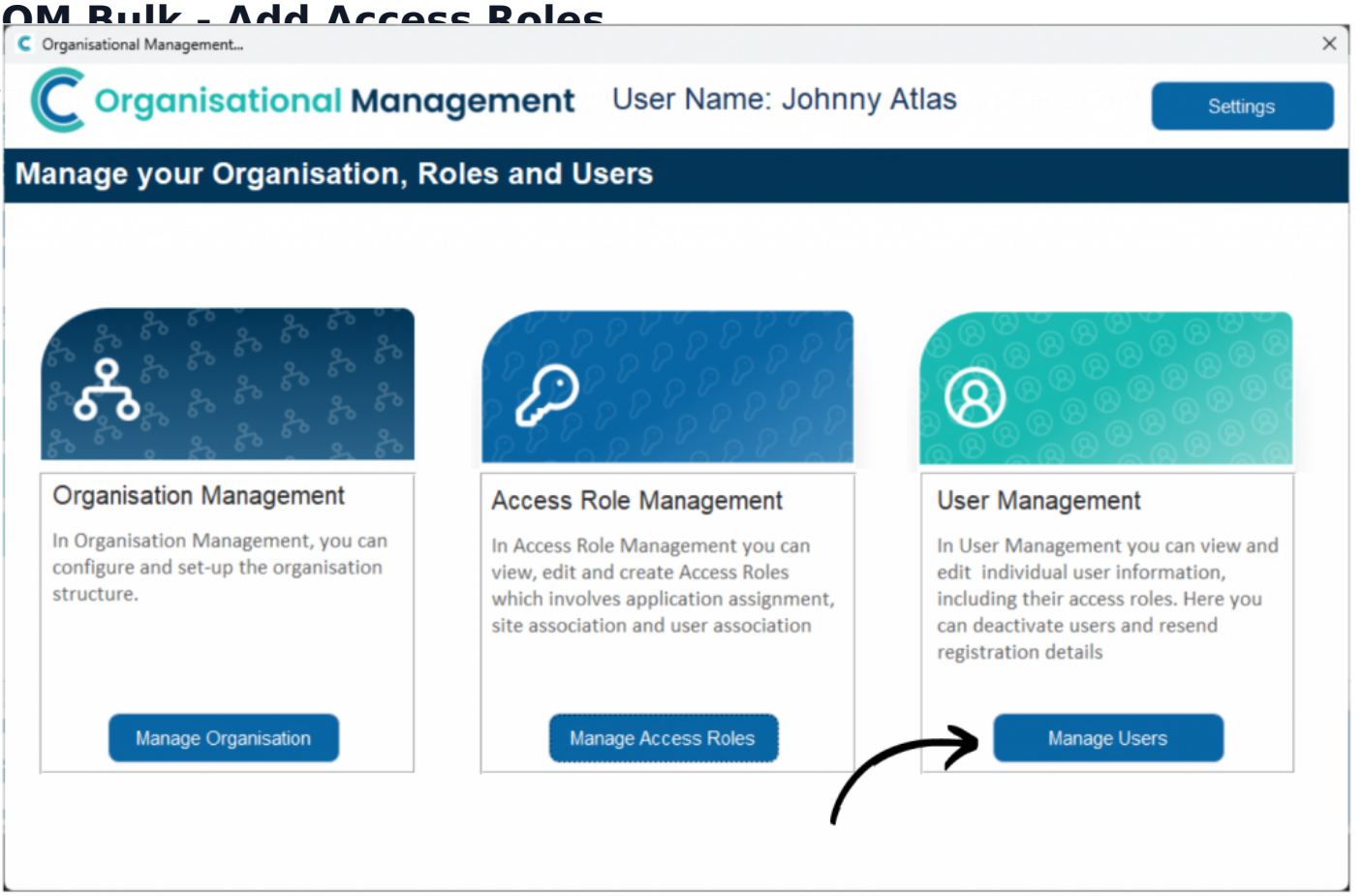
OM Bulk – Add Access Roles

Windows Org Man Archive · https://cclearninghub.co.uk/docs/om-bulk-add-access-roles/

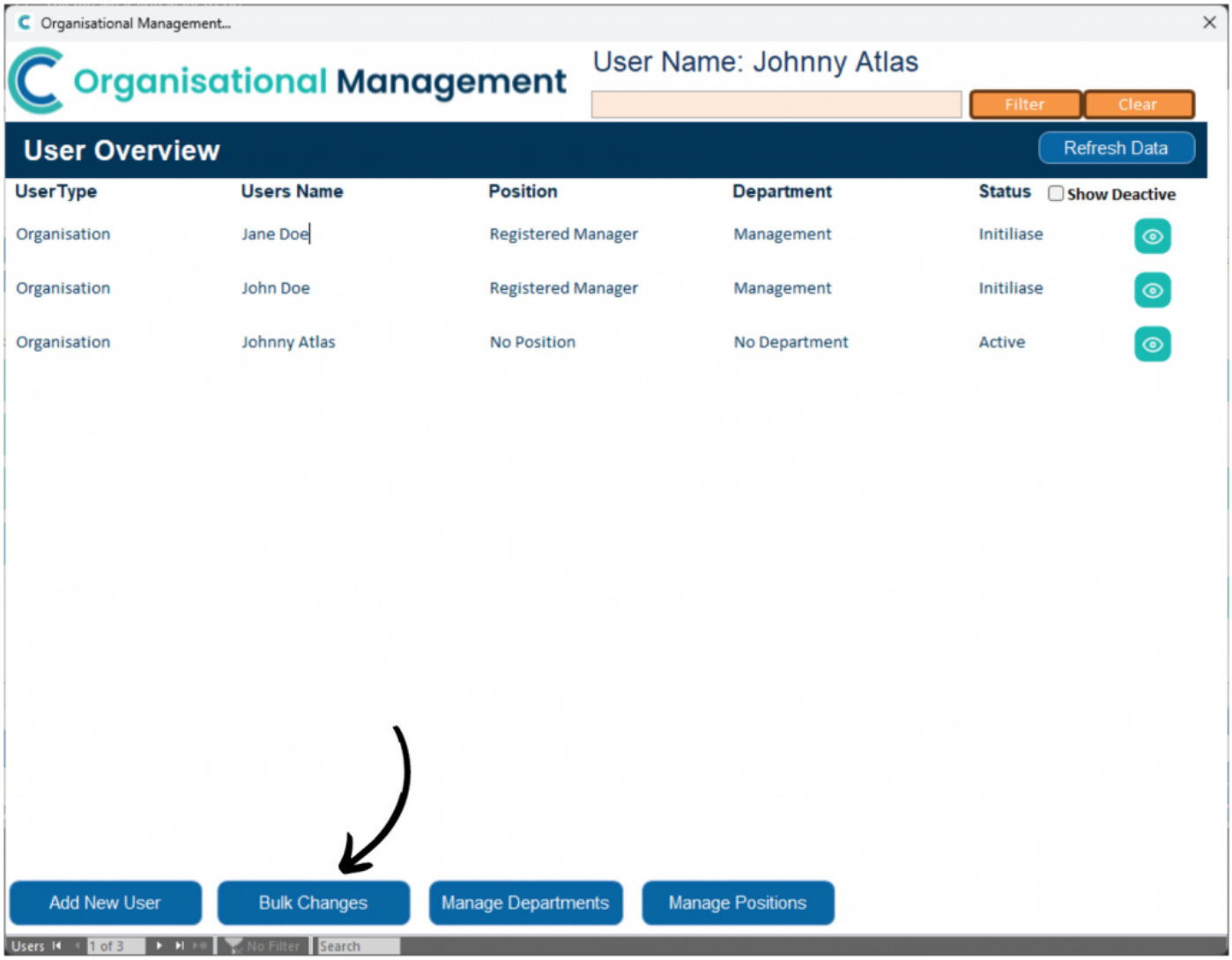


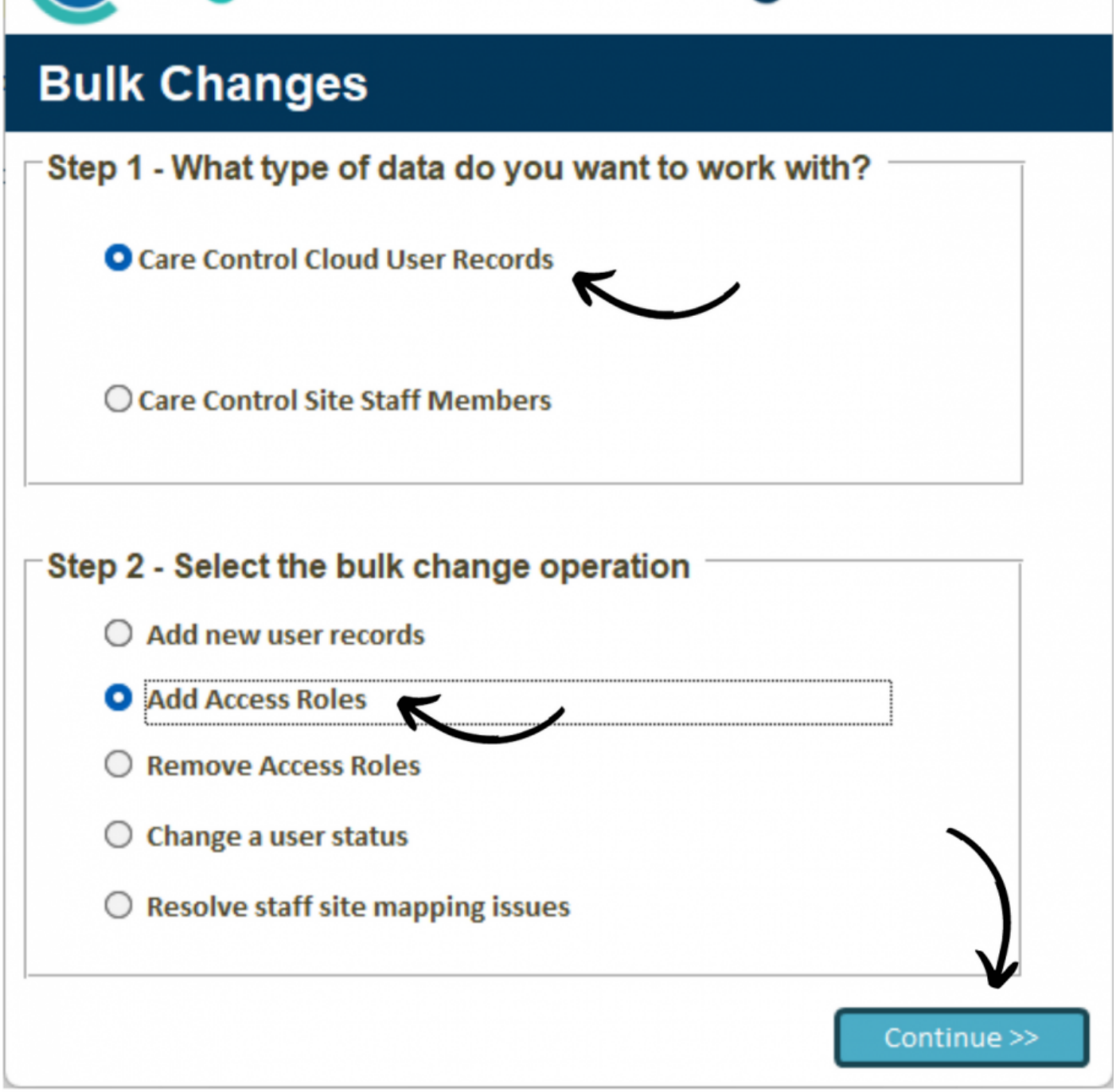
OM Bulk - Add Access Roles



1

Within the **Organisational Management** tool on Care Control Windows, select **Manage Users**.


Organisational Management...
Organisational Management
User Name: Johnny Atlas
Filter
Clear
User Overview
Refresh Data
UserType
Users Name
Position
Department
Status
Show Deactive
Organisation
Jane Doe
Registered Manager
Management
Initiliase
Organisation
John Doe
Registered Manager
Management
Initiliase
Organisation
Johnny Atlas
No Position
No Department
Active
Add New User
Bulk Changes
Manage Departments
Manage Positions
Users
1 of 3
No Filter
Search



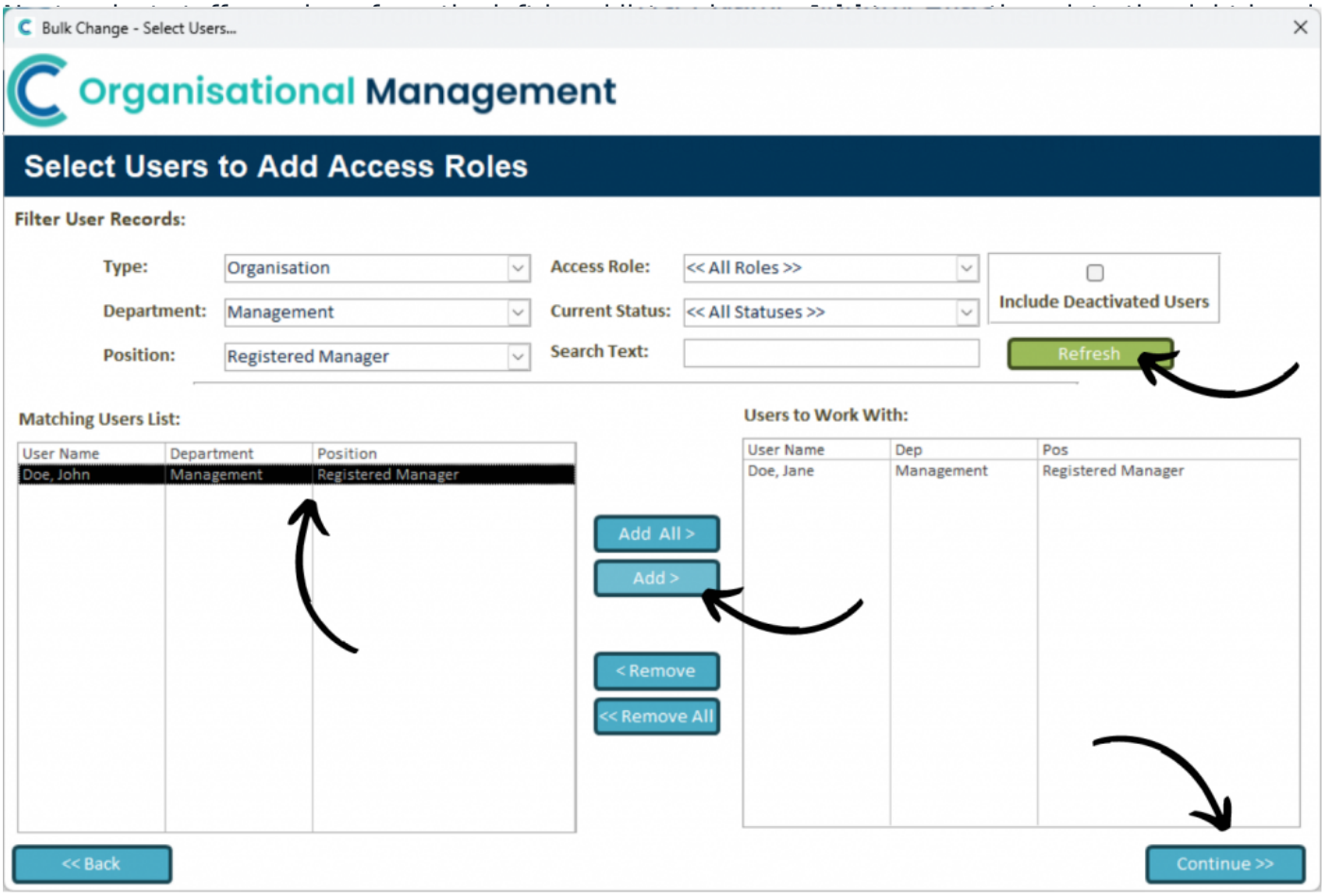
3

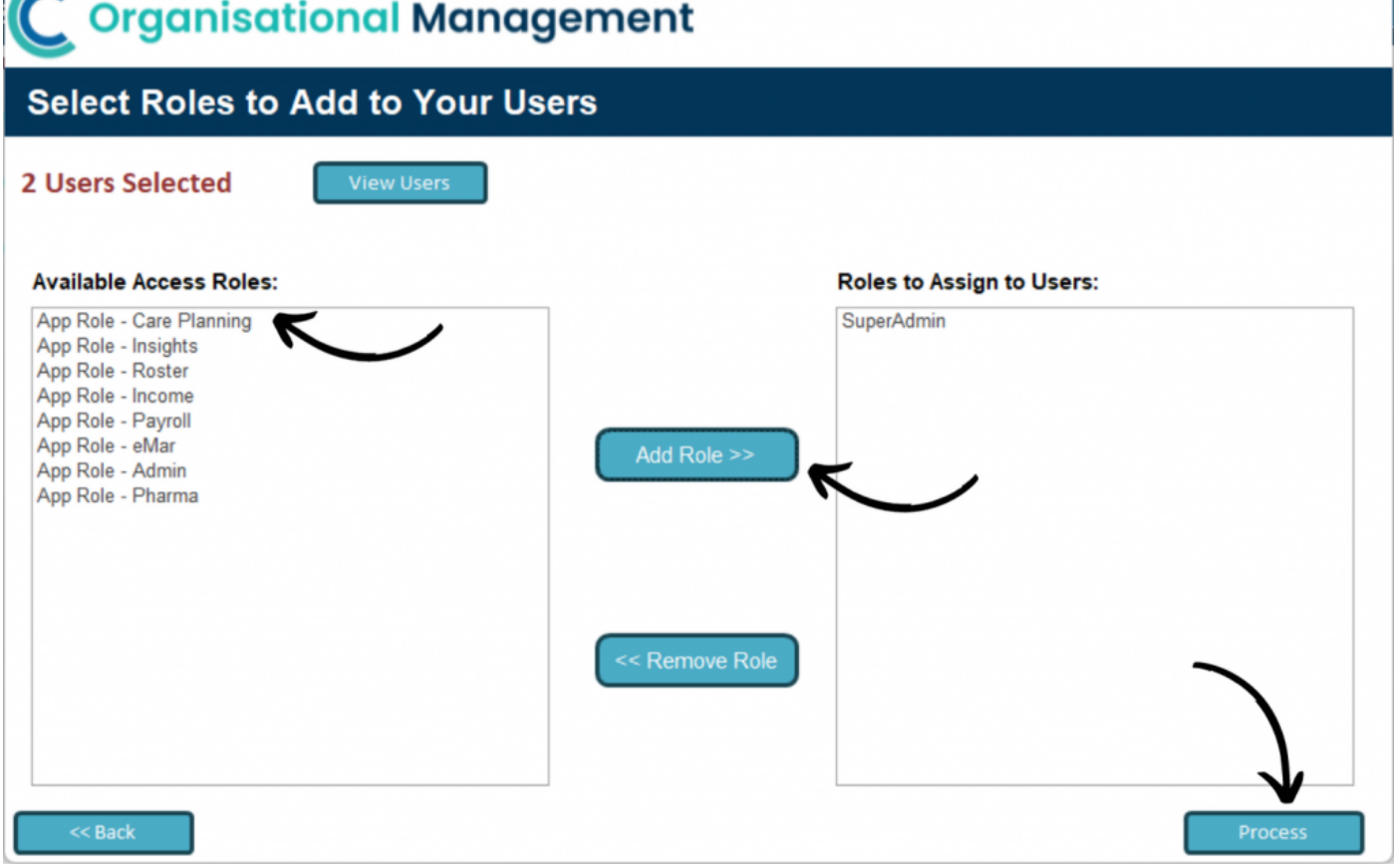
The bulk configuration window will open. Here, select **Care Control Cloud User Records**, then, **Add Access Roles**.

Press **Continue**.

4

A new window will open. The top of the window contains **Filter** options for the list of the staff members on the left hand side. After inputting any filters, press **Refresh** to update the list.





5

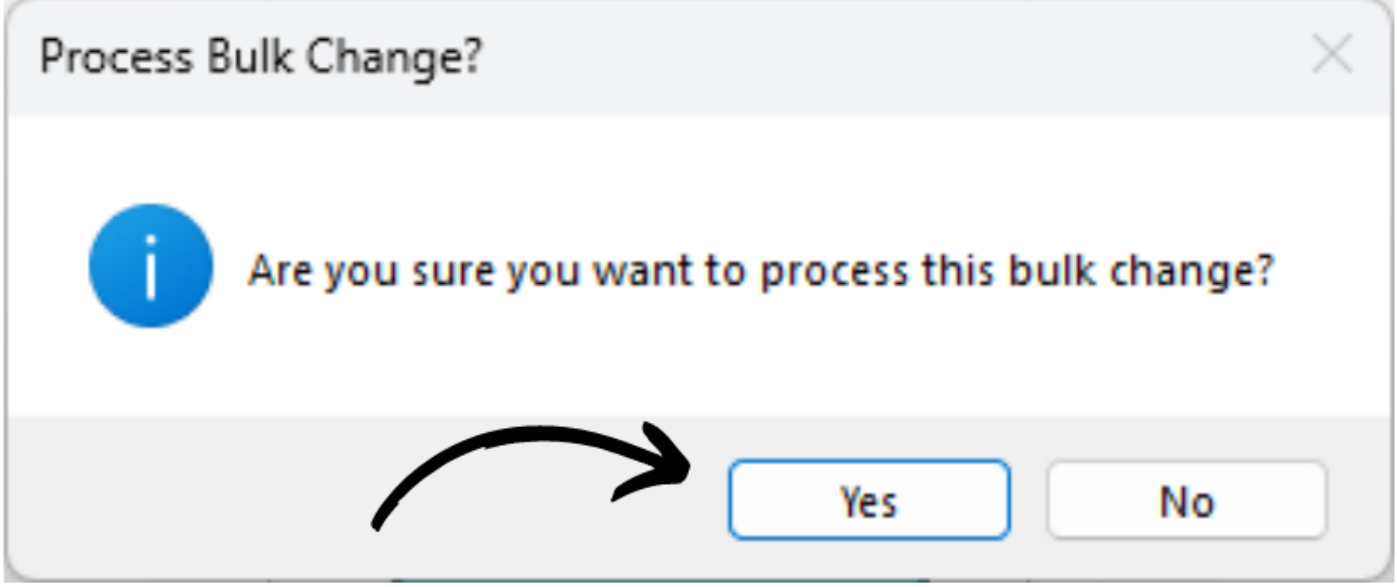
After selecting your users, you can now assign **Access Roles**.

Simply select the roles you wish to assign from the left hand list and press **Add Role** to move them to the right.

Finally, press **Process**.

6

Press **Yes** to confirm the changes.


Process Bulk Change?
Are you sure you want to process this bulk change?
Yes
No