

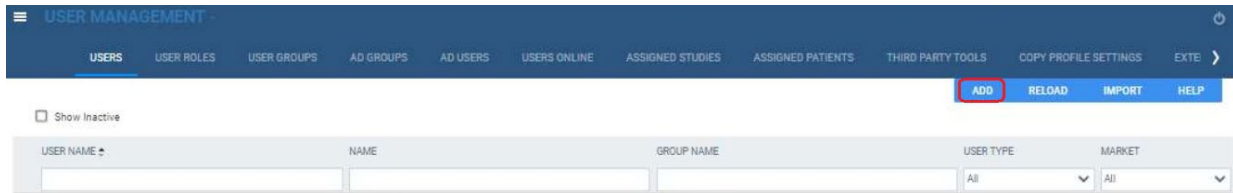
**symmetry**-Mini PACS

# Feature Summary

## Create New Users

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1. Sign in as an administrator.
2. On the burger  menu, select **Setup > User Management > Users > ADD**.



3. Enter the following settings for the new user.

Group Name \*   Hide AD Groups

Name \*

Mobile Phone

E-Mail

User Name \*   Inactive

Password \*


Confirm Password \*

Setting	Description
Group Name	Select the user's group:  <b>Facility Admin</b> – Access to all functions  <b>Technologist</b> – Access to all clinical functions (review images, add notes, scan documents, burn/import CDs, etc.)
Name	Type the user's first and last name. Optional: Type the user's middle initial and/or suffix.
Mobile Phone	Type the user's cell phone number.
E-Mail	Type the user's email address.
User Name	Type a unique user name for signing in.
Password	Type a password for signing in.

4. In the right side of the screen, enter security settings:

Access Expires After  days   
 One-Time Access  
 User Must Change Password Next Login

Market

Facilities \* 

Linked Provider User Type   
 Hide Order Menu

Setting	Description
Access Expires After	Type and select a duration after which the user's account expires. Leave blank to keep the account open indefinitely.
One-Time Access	Select to allow the user to sign in only once.
User Must Change Password Next Login	Select to require the user to create their own unique password after signing in the first time.
Market	Select the markets that the user serves.
Facilities	Select <b>all facilities</b> .
Linked Provider User Type	(Leave blank)
Hide Order Menu	Select to hide the navigation menu within the edit study screen.

5. Select **Save and Close**.