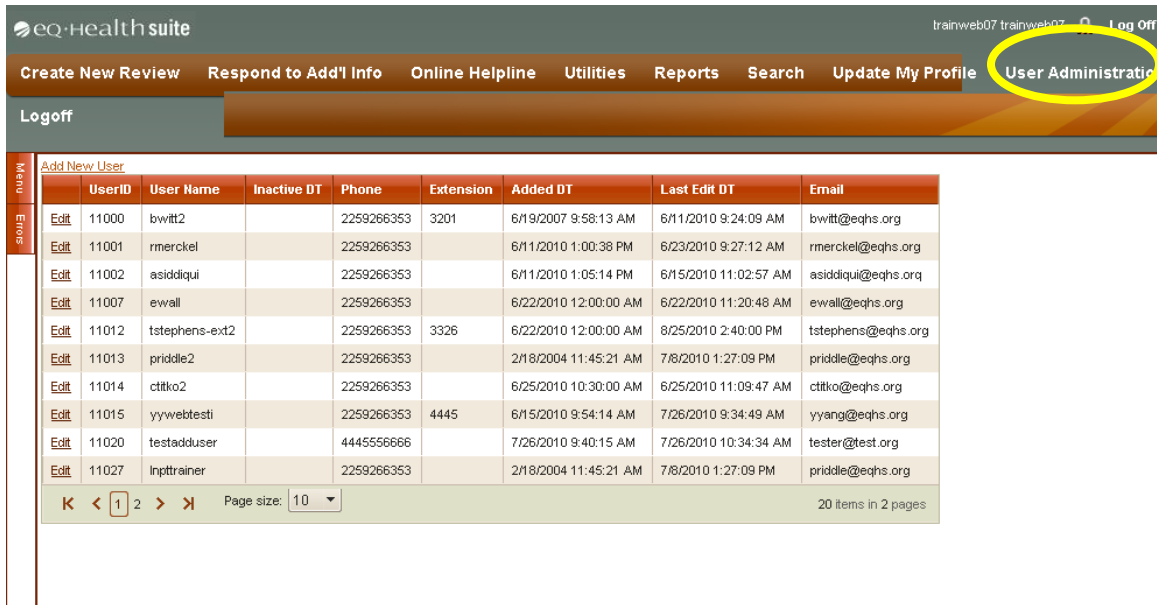


## Web Administrator User Guide

- Each hospital designates their eQHealth Solutions Web Administrator. This may be the same as or different from the hospital eQHealth Liaison. The Web Administrator has the authority to:
  - Add new users and allow access to
    - Run reports with hospital-specific review information and/or
    - Submit review requests online
  - Change passwords
  - Inactivate users who should no longer have access to the system
- If for any reason the Web Administrator is no longer with the facility or will no longer serve in this position, eQHealth Solutions must be contacted (complete a eQHealth Hospital Contact Form to assign a new Web Administrator) and the master files will be updated to give administrator rights to the new person.

### Accessing the User Administration Module

From the eQSuite homepage, the eQHealth Web Administrator will have an additional menu button at the top right side of their screen – User Administration.



The screenshot shows the eQHealth Suite interface. At the top right, there is a navigation bar with the following items: Create New Review, Respond to Add'l Info, Online Helpline, Utilities, Reports, Search, Update My Profile, and User Administration (circled in yellow). Below this is a Logoff button. The main content area displays a table of users with columns for User ID, User Name, Inactive DT, Phone, Extension, Added DT, Last Edit DT, and Email. The table contains 13 rows of user data. At the bottom of the table, there is a pagination control showing 'Page size: 10' and '20 items in 2 pages'.

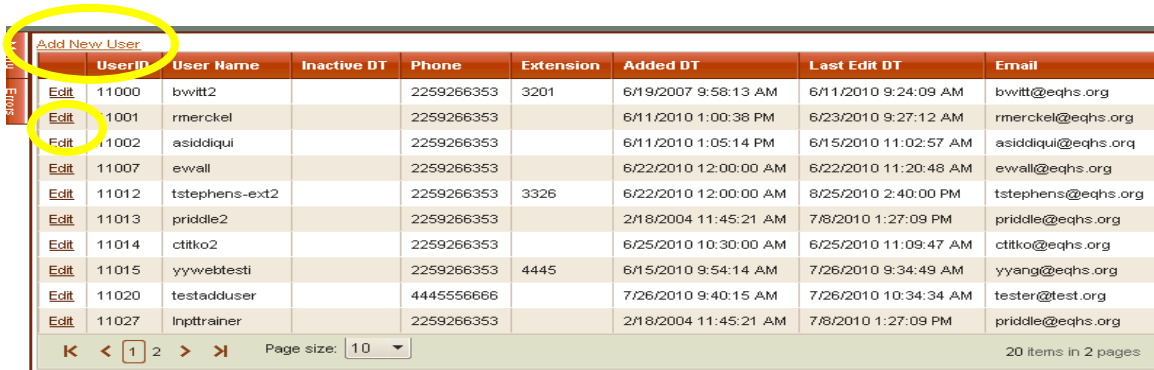
	UserID	User Name	Inactive DT	Phone	Extension	Added DT	Last Edit DT	Email
Edit	11000	bwitt2		2259266353	3201	6/19/2007 9:58:13 AM	6/11/2010 9:24:09 AM	bwitt@eqhs.org
Edit	11001	rmerckel		2259266353		6/11/2010 1:00:38 PM	6/23/2010 9:27:12 AM	rmerckel@eqhs.org
Edit	11002	asiddiqui		2259266353		6/11/2010 1:05:14 PM	6/15/2010 11:02:57 AM	asiddiqui@eqhs.org
Edit	11007	ewall		2259266353		6/22/2010 12:00:00 AM	6/22/2010 11:20:48 AM	ewall@eqhs.org
Edit	11012	tstephens-ext2		2259266353	3326	6/22/2010 12:00:00 AM	8/25/2010 2:40:00 PM	tstephens@eqhs.org
Edit	11013	priddle2		2259266353		2/18/2004 11:45:21 AM	7/8/2010 1:27:09 PM	priddle@eqhs.org
Edit	11014	cttko2		2259266353		6/25/2010 10:30:00 AM	6/25/2010 11:09:47 AM	cttko@eqhs.org
Edit	11015	yywebtesti		2259266353	4445	6/15/2010 9:54:14 AM	7/26/2010 9:34:49 AM	yyang@eqhs.org
Edit	11020	testaduser		4445566666		7/26/2010 9:40:15 AM	7/26/2010 10:34:34 AM	tester@test.org
Edit	11027	lnptrainer		2259266353		2/18/2004 11:45:21 AM	7/8/2010 1:27:09 PM	priddle@eqhs.org

### Adding/Modifying User Logon Information

**NOTE:** Every Web User ID and password is tied to a “unique” hospital provider number. Hence, users at multiple campuses can **NOT** be added using the same login. Example: a user at campus A cannot perform reviews for campus B using the same user name and password. They will have to be set up with individual user IDs and passwords for each facility.

Once in the User Administration module, the authorized users screen will be displayed. As your Web users are linked to the review requests they submit, *this screen displays a list of all users past and present for your facility.* The Web Administrator can add a new user or edit login access or information for an existing user.

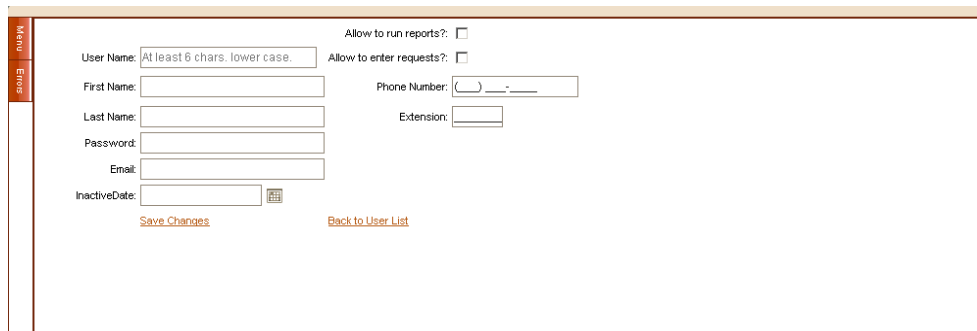
- To enter information for a new user, click on **Add New User** link.
- To edit existing users, click on the “Edit” link in the first column.



Add New User								
	User ID	User Name	Inactive DT	Phone	Extension	Added DT	Last Edit DT	Email
Edit	11000	bwitt2		2259266353	3201	6/19/2007 9:58:13 AM	6/11/2010 9:24:09 AM	bwitt@eqhs.org
Edit	1001	rmerckel		2259266353		6/11/2010 1:00:38 PM	6/23/2010 9:27:12 AM	rmerckel@eqhs.org
Edit	11002	asiddiqui		2259266353		6/11/2010 1:05:14 PM	6/15/2010 11:02:57 AM	asiddiqui@eqhs.org
Edit	11007	ewall		2259266353		6/22/2010 12:00:00 AM	6/22/2010 11:20:48 AM	ewall@eqhs.org
Edit	11012	tstephens-ext2		2259266353	3326	6/22/2010 12:00:00 AM	8/25/2010 2:40:00 PM	tstephens@eqhs.org
Edit	11013	priddle2		2259266353		2/18/2004 11:45:21 AM	7/8/2010 1:27:09 PM	priddle@eqhs.org
Edit	11014	ctitko2		2259266353		6/25/2010 10:30:00 AM	6/25/2010 11:09:47 AM	ctitko@eqhs.org
Edit	11015	yywebtesti		2259266353	4445	6/15/2010 9:54:14 AM	7/26/2010 9:34:49 AM	yyang@eqhs.org
Edit	11020	testadduser		4445556666		7/26/2010 9:40:15 AM	7/26/2010 10:34:34 AM	tester@test.org
Edit	11027	lnptrainer		2259266353		2/18/2004 11:45:21 AM	7/8/2010 1:27:09 PM	priddle@eqhs.org

### Creating A New User

- The hospital-assigned Web Administrator must designate a User ID and password for every new user. The User ID must be in all lowercase letters. **NOTE:** User IDs are not specific to each hospital; therefore they may already exist in our system. If an error message occurs stating the profile already exists, simply change the User ID by adding a numerical sequence after the user name. Example: mnurse411.



Allow to run reports?  
 Allow to enter requests?

User Name:   
 First Name:   
 Last Name:   
 Password:   
 Email:   
 Inactive Date:

Phone Number:   
 Extension:

[Save Changes](#)      [Back to User List](#)

- Enter the first and last name of the user.
  - This name will be automatically copied to every review request that is submitted to eQHealth Solutions online. It is maintained on the review record and is printed on the certification letters.
- Depending on what access rights you want to give the person, **select either Allowed to Run Reports or Allowed to Submit Review Requests check boxes.**  
*NOTE: You can give the user access to both.*
- The **Inactive Date** acts to inactivate a user. Enter in the current date or a future date when you want the user to no longer access to the system (click Save/Exit).
- **Enter the user's email address.** This is important if they are using Online Helpline.
- Be sure to click **Save/Exit** to end. If the system does not detect any errors, you will be given a message verifying that the user login information was successfully saved.  
*NOTE: Every Web User ID and password is tied to a "unique" hospital provider number. Hence, users at multiple campuses can NOT be added using the same login. Example: a user at campus A cannot perform reviews for campus B using the same user name and password. They will have to be set up with individual user IDs and passwords for each facility.*
- If for any reason the Web Administrator is no longer with the facility or will no longer serve in this position, eQHealth Solutions must be contacted (complete a eQHealth Hospital Contact Form to assign a new Web Administrator) and the master files will be updated to give administrator rights to the new person.