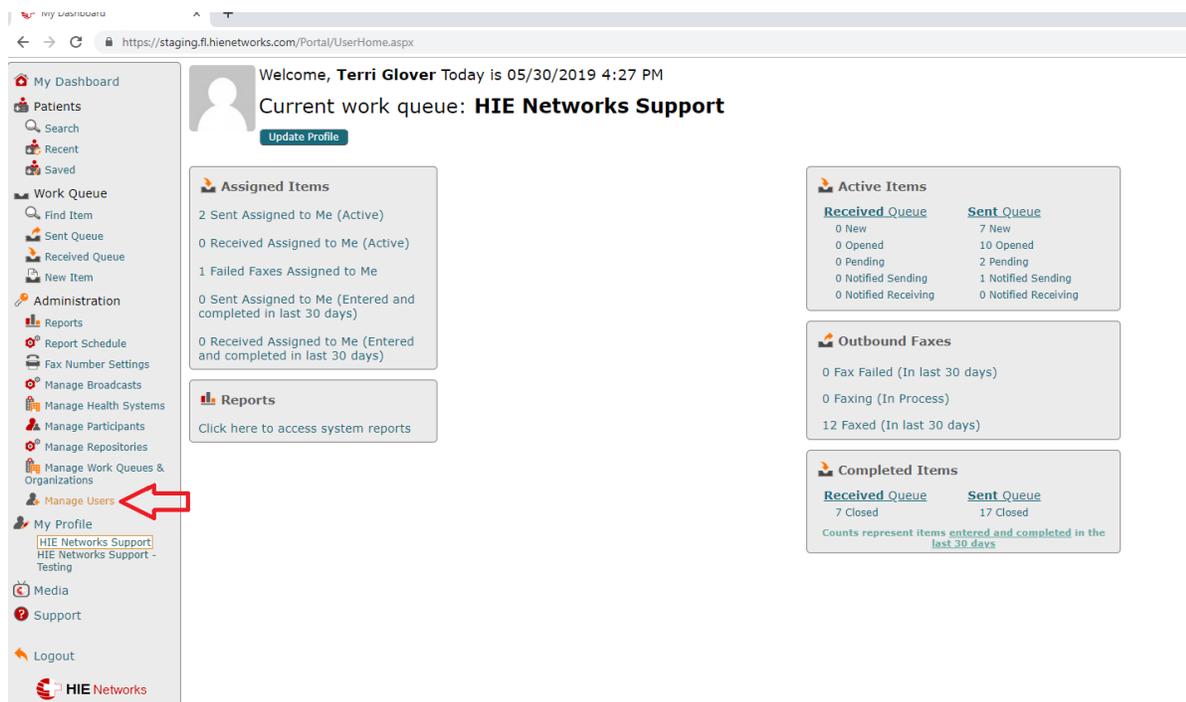
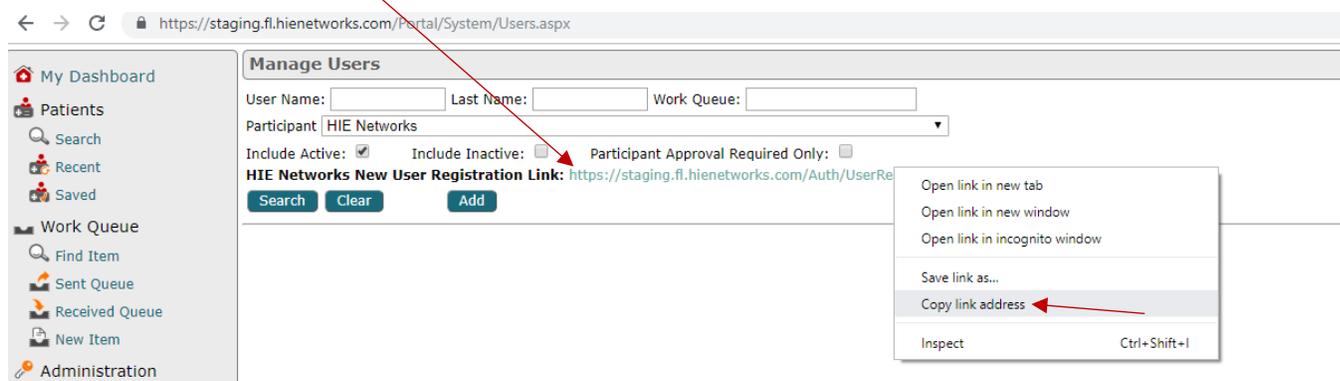


Setting Up a New User

1. Log into the hPortal (<https://secure.fl.hienetworks.com>) and click Manage Users from your dashboard.



2. Once selected, right click on the link, and select Copy Link Address, send this link to users requesting access. The link will allow the user to create their own account.



- The link will send the user to this page to create their account.



HIE NETWORKS | Manage Workflow
Measure Productivity
Meet Privacy Standards

New User Registration: User Information

Please enter your information to create a secure account.

*** Required Fields**

Participant: **HIE Networks**

* First Name:

Middle Name:

* Last Name:

Email:

Allow Email Notifications

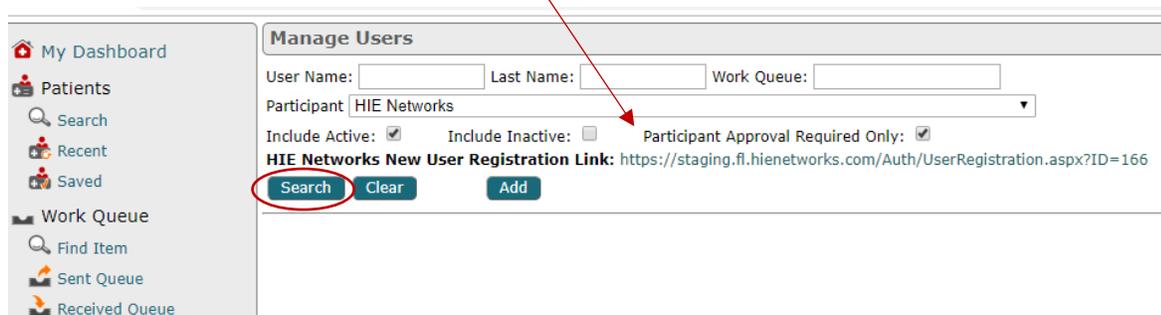
Phone Number: ext

* Default Work Queue:

Acts as your "sending" work queue.

[Continue Registration](#)

- After a user has created their account, you as the Account Designee must approve their account before they can log in and use the system. To approve a user and grant them access, click Manage Users from your dashboard. This time ensure Participant Approval Required Only is checked. Click Search.



Manage Users

User Name: Last Name: Work Queue:

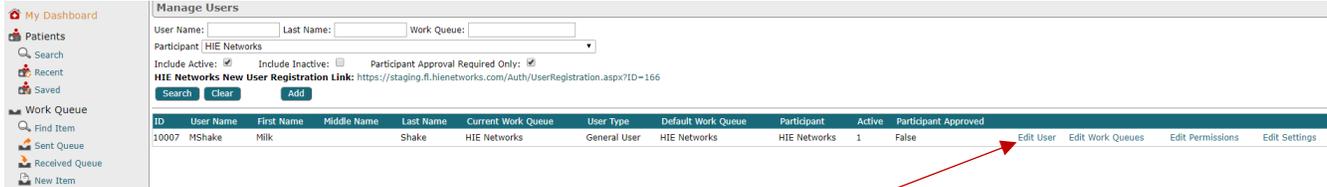
Participant **HIE Networks**

Include Active: Include Inactive: Participant Approval Required Only:

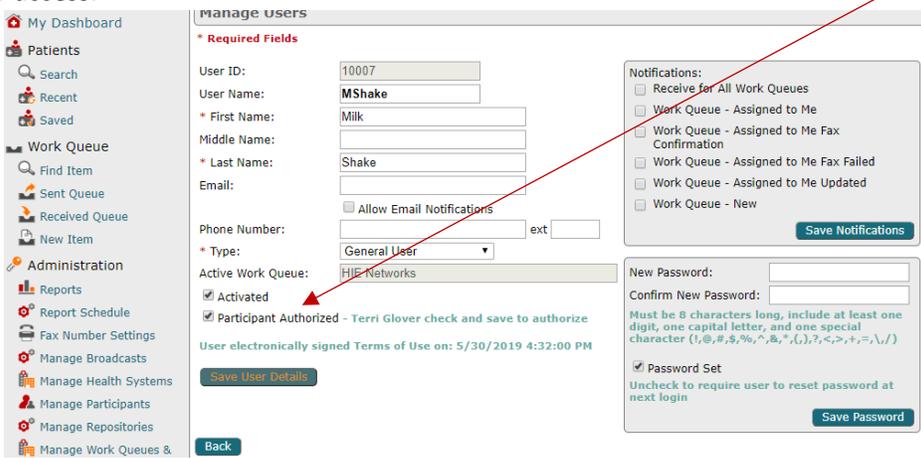
HIE Networks New User Registration Link: <https://staging.fl.hienetworks.com/Auth/UserRegistration.aspx?ID=166>

[Search](#) [Clear](#) [Add](#)

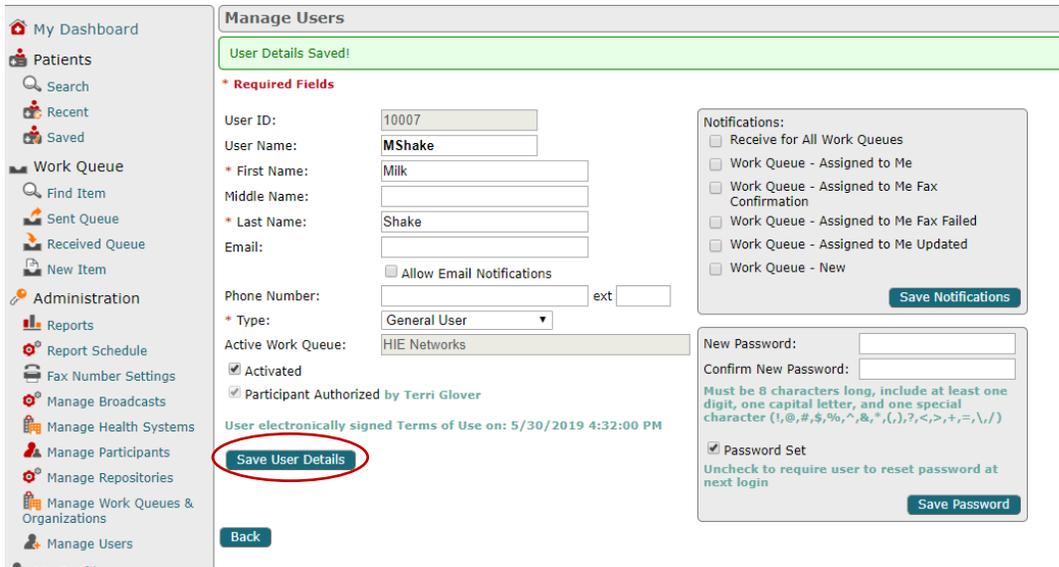
5. Once searched, a list of all users that need your approval will populate.



6. Select the user you would like to grant access to by clicking Edit User. Check Participant Authorized to grant this user access.

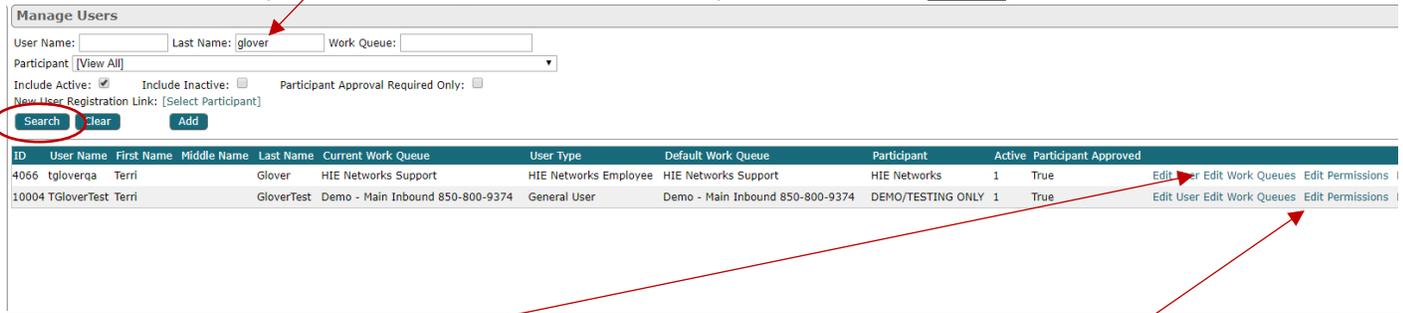


7. Select Save User Details. The user is now able to log in with the username and password they have created.



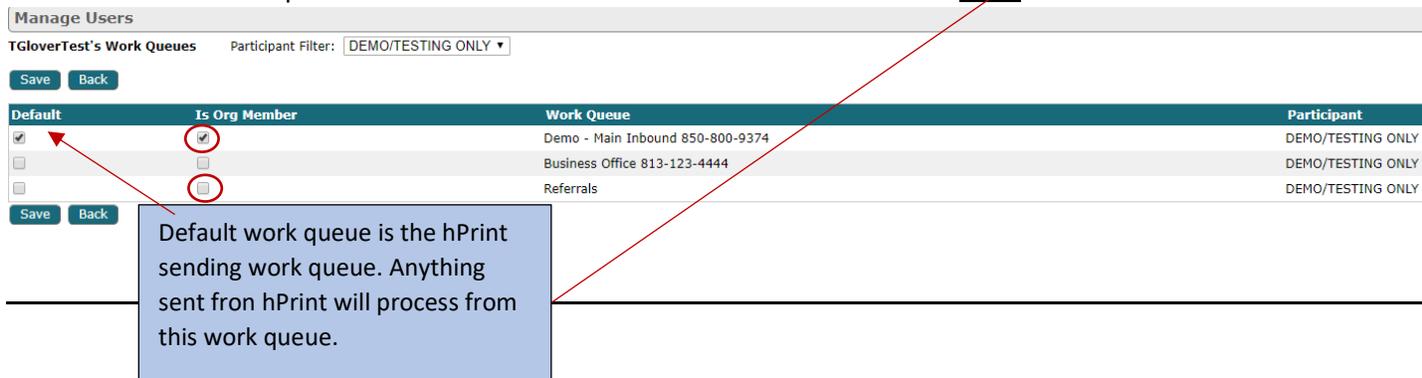
User Settings

8. As the Account Designee you are able to edit user access. First, search for the user you would like to edit. You can search for them by their last name, username, or work queue. Then, click search.



| ID | User Name | First Name | Middle Name | Last Name | Current Work Queue | User Type | Default Work Queue | Participant | Active | Participant Approved | |
|-------|-------------|------------|-------------|------------|----------------------------------|-----------------------|----------------------------------|-------------------|--------|----------------------|---|
| 4066 | tgloverqa | Terri | | Glover | HIE Networks Support | HIE Networks Employee | HIE Networks Support | HIE Networks | 1 | True | Edit User Edit Work Queues Edit Permissions |
| 10004 | TGloverTest | Terri | | GloverTest | Demo - Main Inbound 850-800-9374 | General User | Demo - Main Inbound 850-800-9374 | DEMO/TESTING ONLY | 1 | True | Edit User Edit Work Queues Edit Permissions |

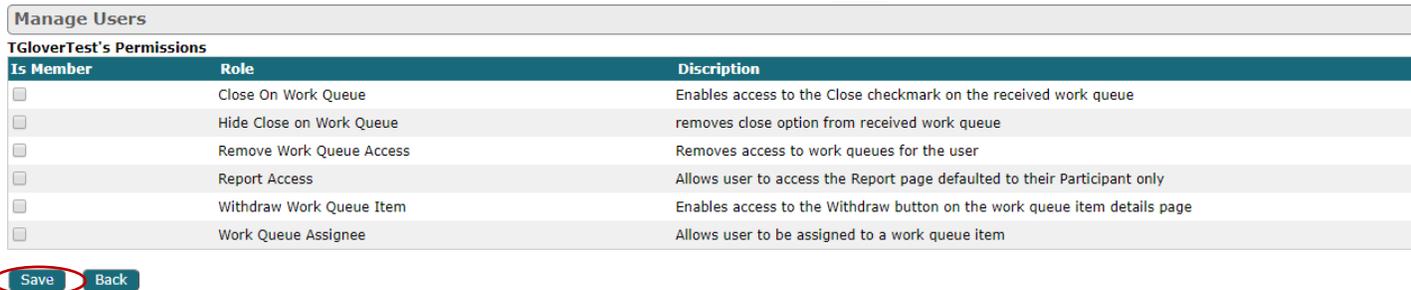
9. You can then click Edit Work Queues, to grant them access to other work queues in your organization or remove access if they are associated to a work queue they do not need. Add check marks under Is Org Member to give them access to a work queue. Remove check marks to remove access. Then click Save.



| Default | Is Org Member | Work Queue | Participant |
|-------------------------------------|-------------------------------------|----------------------------------|-------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Demo - Main Inbound 850-800-9374 | DEMO/TESTING ONLY |
| <input type="checkbox"/> | <input type="checkbox"/> | Business Office 813-123-4444 | DEMO/TESTING ONLY |
| <input type="checkbox"/> | <input type="checkbox"/> | Referrals | DEMO/TESTING ONLY |

Default work queue is the hPrint sending work queue. Anything sent from hPrint will process from this work queue.

10. You can also click Edit Permissions, to change what a user is able to do in the system. Each permission has a short description of what the role would allow them to do to. Then click Save.



| Is Member | Role | Discription |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | Close On Work Queue | Enables access to the Close checkmark on the received work queue |
| <input type="checkbox"/> | Hide Close on Work Queue | removes close option from received work queue |
| <input type="checkbox"/> | Remove Work Queue Access | Removes access to work queues for the user |
| <input type="checkbox"/> | Report Access | Allows user to access the Report page defaulted to their Participant only |
| <input type="checkbox"/> | Withdraw Work Queue Item | Enables access to the Withdraw button on the work queue item details page |
| <input type="checkbox"/> | Work Queue Assignee | Allows user to be assigned to a work queue item |