

AutoMed – Create Doctor User

This guide will take you through how to create a Doctor User in the AutoMed Dashboard.

Why create a Doctor User?

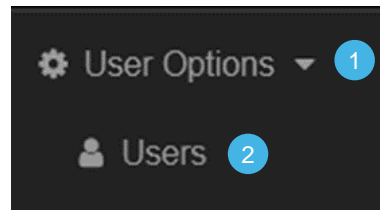
Give your Doctors access to the AutoMed Doctor Portal.

From here, Doctors can view Tenant Fees, Scripts and Referrals, and use the Appointment book features.

Create Doctor User

From the main menu:




1. Select **User Options**
2. Click **Users**



Users Screen

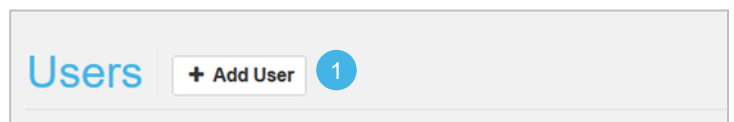
This will take you to the Users screen, where you can create or update existing Users.

You can view who has access to the Dashboard and when they last logged in.

Users		+ Add User		
Name	Email	Group	Last Logged In	Delete
 Tim Smith		Doctors	2023-08-16 08:52:07	<input type="checkbox"/>
 Michael Botham		Practice Manager	2022-09-13 11:09:34	<input type="checkbox"/>
 Alison Warne		Practice Manager	2023-06-19 14:02:03	<input type="checkbox"/>

To create a new User:

1. Click **+ Add User**



You'll be taken to a new screen, where you'll need to enter the details of the User you are creating.

AutoMed – Create Doctor User

Complete the following area:

1. Email (Username)
2. First Name
3. Last name
4. Select **Doctor** for the Group
5. Select **Doctor** for the Type
6. Select the **Doctors Name**

Important! Please keep **Activate User** ticked.

This ensures an Activation Email is sent to your Doctor

7. Click **Submit**

User Details

Email(username):
 1

First Name:
 2

Last Name:
 3

Group:
 4

Type:
 5

Doctor:
 6

Activate User

i Password will be automatically generated and will be emailed to user.

7

Once submitted, you'll return to the [User Screen](#).

You'll get confirmation the User has been created and you'll see the Doctor in your list of Users.

Users
+ Add User

User created successfully. ✕

	Name	Email	Group	Last Logged In	Delete
	Tim Smith		Doctors	2023-08-16 08:52:07	<input type="checkbox"/>
	Michael Botham		Practice Manager	2022-09-13 11:09:34	<input type="checkbox"/>
	Alison Warne		Practice Manager	2023-06-19 14:02:03	<input type="checkbox"/>
	Support AutoMed Systems	support@automedsystems.com.au	Doctors		<input type="checkbox"/>

Delete Checked Users

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Next Steps

The Doctor will receive an **Activation Email** to the email entered as their Username.

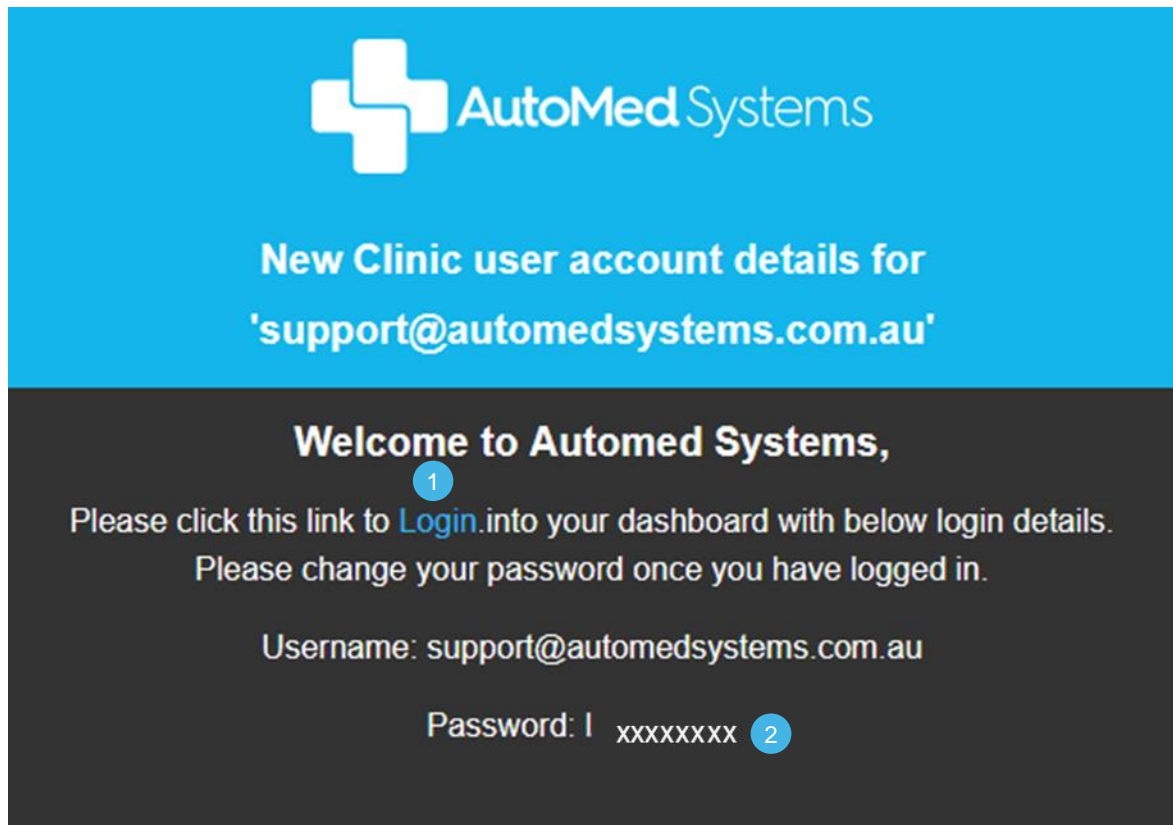
Doctors will need to do the following:

1. Click on **Login** in the email

This will open the Dashboard in their default web browser.

2. Enter the **Password** provided in the Activation Email

Once logged into the Dashboard, the Doctor can reset the password and start using the Doctor's Portal.



Need further assistance?

Reach out to our **Support Team** for any day-to-day assistance with AutoMed System

- Email: support@automedsystems.com.au