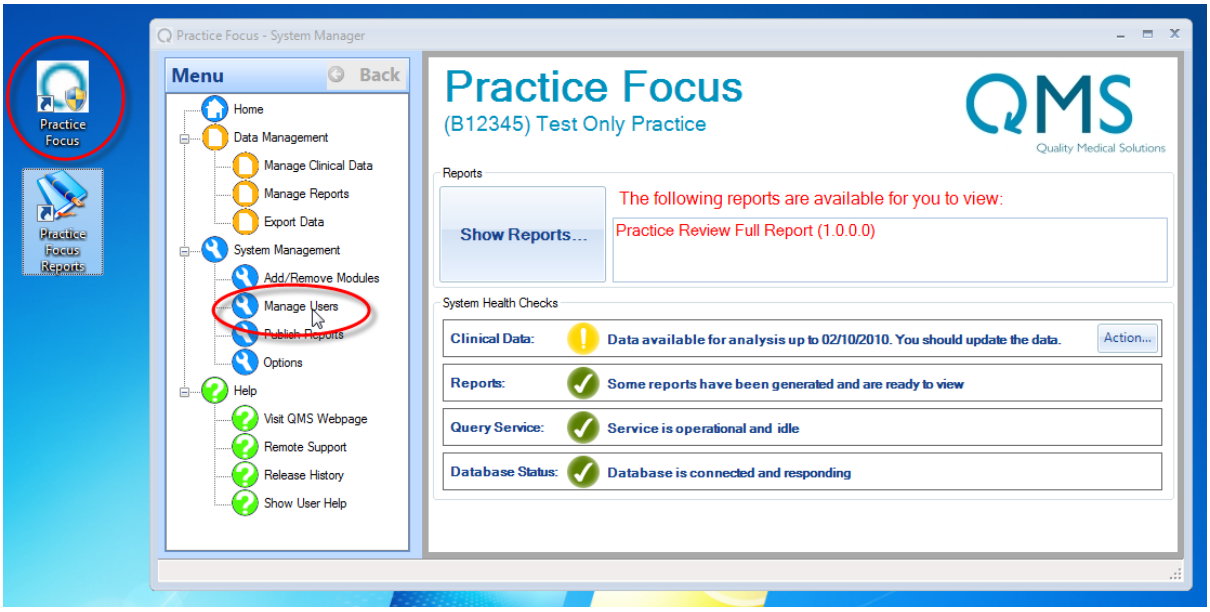
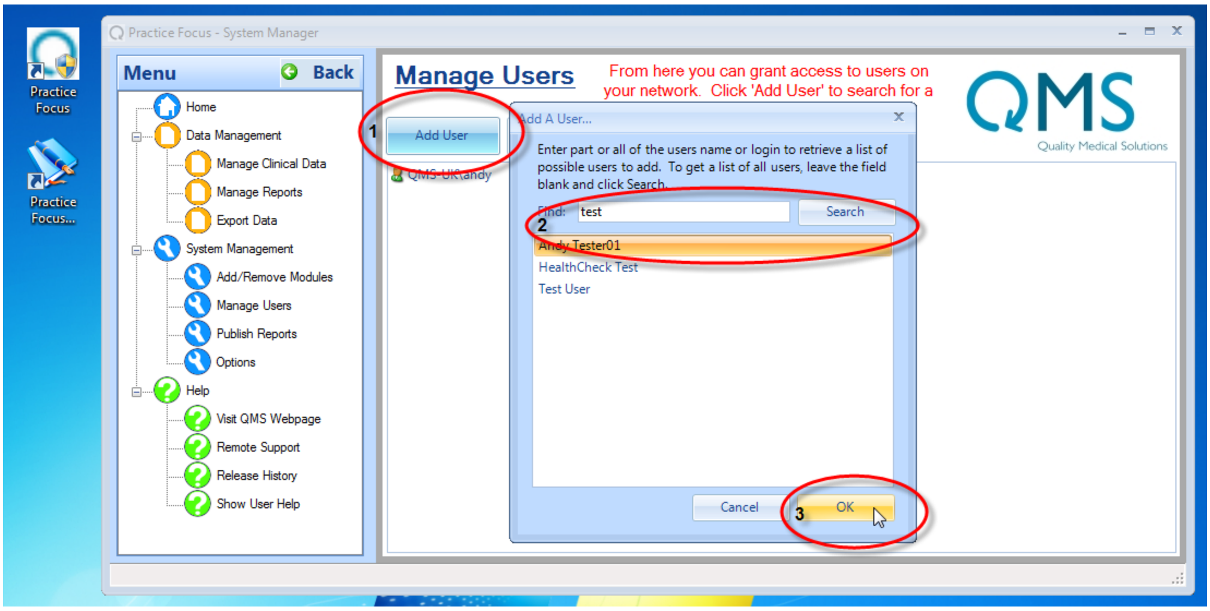
Adding new user accounts to QMS Practice Focus

In order to have access to patient reports in QMS Practice Focus, users must be added to the user list using the following procedure. If a user account is replaced, please make sure that the new user account is added to the user list using the following procedure:

1. Log in to the QMS virtual machine as a user with Admin privileges.
2. Open Practice Focus from the desktop shortcut
3. Click 'Manage Users'



4. In the 'Add User' screen, click the 'Add User' button.
5. Type the user's name and click 'Search'.
6. Select the appropriate user and click 'OK'



7. Ask the user to open the Practice Focus reports and ensure they can successfully connect to QMS Practice Focus.
8. Once the continued working of the application is verified, the old user account can be removed.