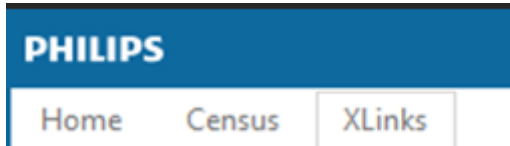
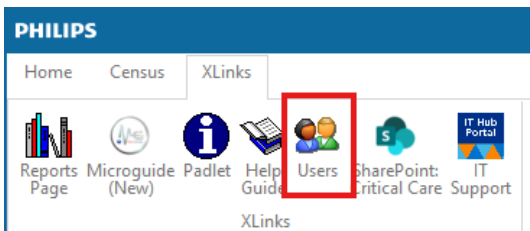
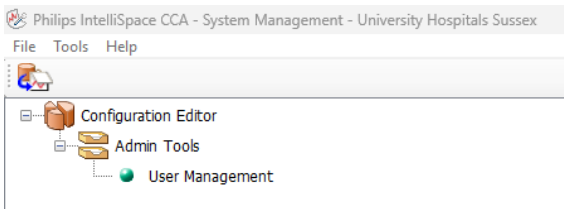
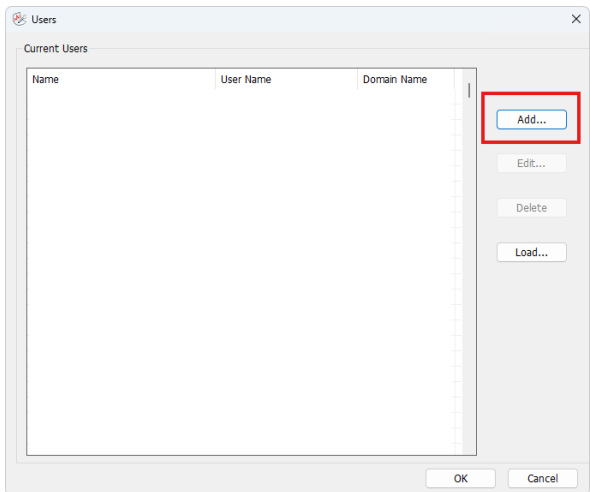
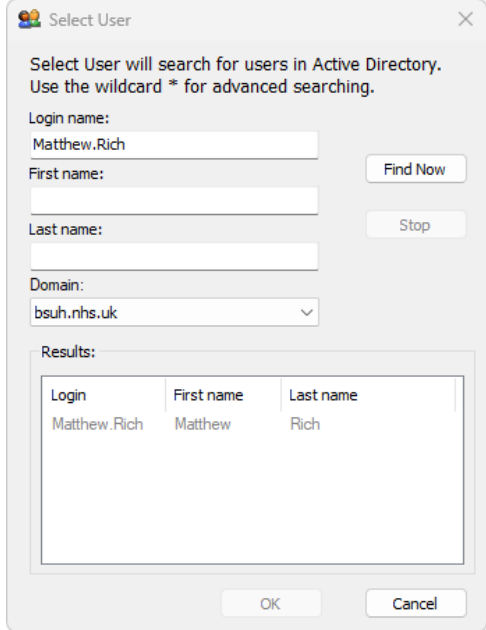
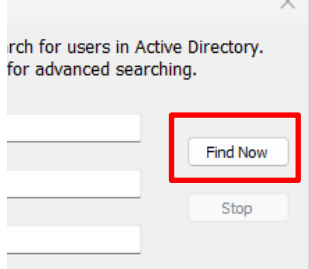


| System Administrator – Add a new user                                                              |                                                                                      |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| This guide is only for those with system administrator access, standard users cannot add new users |                                                                                      |
| Log in to ICCA as usual                                                                            |                                                                                      |
| While in census view, Navigate to the <b>Xlinks</b> tab                                            |    |
| Click ' <b>Users</b> '                                                                             |    |
| Log in to the System Management tool with your Trust AD username/password (same as ICCA)           |                                                                                      |
| Open <b>Configuration Editor &gt; Admin Tools &gt; User Management</b>                             |  |
| Click <b>Add</b>                                                                                   |  |

| System Administrator – Add a new user                                                                                      |                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Ensure the domain is set to the user's domain (likely BSUH.nhs.uk for RSCH and PRH and Sussex.nhs.uk for WGH, SRH and SOU) |                                        |
| If user is not found in the next step, then try the other domain(s)                                                        |                                                                                                                          |
| Search for the new user using their AD login or name                                                                       |                                                                                                                          |
| Click <b>Find Now</b>                                                                                                      |                                      |
| Double-check that you have the correct account to add the user and set permissions                                         |                                                                                                                          |
| For users to be found they must have an active AD account to be added to ICCA                                              | This should be provided as part of Trust recruitment, if this is not in place then they cannot be granted access to ICCA |
| If the result is greyed out, then they are already added to ICCA                                                           |                                                                                                                          |

## System Administrator – Add a new user

### User Tab:

- Check correct name and email address. No editing required unless incorrect information has been supplied by the AD lookup.
- Leave 'Professional Domain' <blank>

**Edit User**

User Authorization Roles Clinical Units Professional Roles

User Logon Name: \* Matthew.Rich

Domain Name: bsuh.nhs.uk

Professional Title:

First Name: Matthew

Middle Name:

Last Name: \* Rich

Initials:

Name Suffix:

Credentials:

Employee Number:

National ID:

Professional Domain: <blank>

Email Address: matthew.rich@nhs.net

Care Provider ID:

☐ Test User ☐ Locked

OK Cancel

### Authorisation Roles tab:

- Select 'Nursing' from 'All Roles' list and click Add > to move to 'Current Roles'
- The 'Nursing' role provides access to nursing workflow documentation, allows medication administration, and enables nursing orders (e.g. feeds, supplements) for this account
- To add a medical user, apply the 'Physician' role instead. This role grants prescribing rights (physician orders) and access to the medical workflow documents

**Edit User**

User Authorization Roles Clinical Units Professional Roles

Roles

All Roles

- Nursing
- Perfusionist
- Pharmacist
- Pharmacist (Read Only)
- Physician
- Physiotherapists
- SALT
- Security Officer
- Senior Nurse
- Student Nurse
- System Manager
- System Operator
- Unit Secretary
- User Management
- VIP Viewer

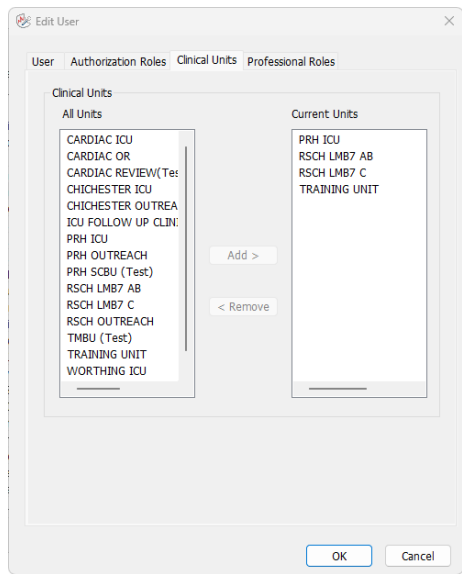
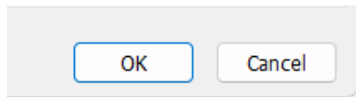
Add >

< Remove

Current Roles

- Nursing

OK Cancel

| System Administrator – Add a new user                                                                                                                                                                                                                                                                                                 |                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p><b>Clinical Units tab:</b></p> <ul style="list-style-type: none"> <li>Select 'PRH ICU', 'RSCH LMB7 AB', 'RSCH LMB7 C' (as appropriate) and 'TRAINING', and Add &gt; to apply</li> </ul>                                                                                                                                            |    |
| Nothing required in Professional Roles tab                                                                                                                                                                                                                                                                                            |                                                                                      |
| Select 'OK' to return to main Users editor, then 'OK' again to close the User Management editor and confirm your changes                                                                                                                                                                                                              |  |
| Close the ICCA configuration editor. The user should now have access to ICCA using the configured AD account, with the permissions you have applied.                                                                                                                                                                                  |                                                                                      |
| <p>Orientate the user to key system features and advise that they complete the relevant <a href="#">IRIS ICCA modules</a> as soon as is practical</p> <p>Inform <a href="mailto:uhsussex.ICCA.Admin@nhs.net">uhsussex.ICCA.Admin@nhs.net</a> of urgent user creations, to review permissions and allow monitoring of this process</p> |                                                                                      |