

Adding a New Staff Member

- From your profile screen – go to where it says My Profile
- Go to Administration
- Select Users

The screenshot shows the 'Responder 5 Applications' window. The main content area is titled 'My Settings' and contains a 'Password' section with the following fields:

- Old Password:
- New Password:
- Verify Password:
- Default screen:
- Default Unit/Team:

A 'Password hint' dialog box is open, containing a table with the following rows:

Password hint	
What is the town you were born in?	
What is your pet's name?	
What is the name of the street you grew up on?	
What is your favorite movie?	
What is your favorite sport's team?	

At the bottom of the dialog box are 'Save' and 'Cancel' buttons.

The interface also shows a navigation menu on the left with 'Administration' selected, and a 'Users' button. The top right corner displays 'Welcome Valerie Brzykcy' and a 'My Preferences' button. The bottom left corner shows 'RGS: (Active)' and the bottom right corner shows '9:36 AM 3/31/2014'.

- Go to the User – Staff Tab
 - Scroll all the way to the bottom using the bar on the right side.

Responder 5 Applications Administration Welcome Valerie Brzykcy

Administration - Users

User - Staff User - Device

Active
 Inactive
 Locked out
 All

Employee	User Na	Passwor	First Nam	Middle N	Last Nam	Staff Level	Role	PermanentD	Permanent B	Barcode	Last Logi	Locked	Activ
▶ 00000	mbentley	*****	Matthew		Bentley	RN	5 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
0000000	Admin	*****	Admini		Strator	None	AdminR				03/28/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04451	pflores	*****	Patricia		Flores	Tech	9 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
08796	lfuller	*****	Lafayette		Fuller	Tech	9 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
11614	ccabagay	*****	Crisostomo		Cabagay	RN	5 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
11855	cmiranda	*****	Cleo		Miranda	RN	5 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
1234	valerie	*****	Valerie		Brzykcy	RN	5 Nurse				03/31/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12384	sbell	*****	Samuel		Bell	Tech	8 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
20137	cbergquist	*****	Catherine		Bergquist	RN	5 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
20406	rquintanilla	*****	Rosalinda		Quintanilla	RN	9 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
20416	jmizelle	*****	Joann		Mizelle	RN	9 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
20426	rrodriguez	*****	Roger		Rodriguez	Tech	5 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
20472	adellosa	*****	Annaline		Dellosa	RN	5 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
20633	rgarcial	*****	Rebecca		Garcia	RN	8 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
20664	jgresham	*****	Jeffery		Gresham	RN	5 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
20740	srobertson	*****	Susan		Robertson	RN	5 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
20752	sdelacruz	*****	Sara		DeLaCruz	RN	5 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
20754	ihernandez	*****	Maria	I	Hernandez	RN	5 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
20793	rperry	*****	Rosa		Sanchez-Perry	RN	9 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
20808	rhopkins	*****	Rodney		Hopkins	Tech	5 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
20811	credentor	*****	Calma		Redentor	RN	5 Nurse					<input type="checkbox"/>	<input checked="" type="checkbox"/>
	mnamem		Mne		Nadem-		-					<input type="checkbox"/>	<input checked="" type="checkbox"/>

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 Last Modified By: Valerie Brzykcy

RGS: (Active) 9:37 AM 3/31/2014

You will need to enter the following information:

- Employee Number (**THIS CAN NOT BE BLANK**)
- User Name (first initial last name – no spaces)
- Password (start with 234567) will need to change after first login
- First Name
- Middle Name (if applicable)
- Last Name
- Staff Level – use the arrow to get to a dropdown list and select the appropriate level.
- Role you can use the arrow to get to a dropdown list (or just type the floor, e.g., 5, 6, 7, etc)
 - unit you work in i.e., 5 Nurses/Techs, 6 Nurses/Tech – these give you access to Acute and ICU for that floor
- Make certain Active is checked (it is by default)
- Click OK

Responder 5 Applications

Administration Welcome Valerie Brzykcy

Administration - Users

User - Staff User - Device

Active Inactive Locked out All Search

Employee	User Name	Passw	First Nam	Middle	Last Nam	Staff Level	Role	Permane	Permane B	Last Lo	Locke	Acti
39688	rmiller	*****	Richard		Miller	Tech	9 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
39702	jcaballero	*****	Jesus		Caballero	Tech	5 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
39828	jgutierrez	*****	Jaclyn		Gutierrez	Tech	5 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
39829	rgonzales	*****	Renee	Mae	Gonzales	RN	5 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
39834	mbehnam	*****	Mandana		Behnam	RN	5 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
39844	lcarraway	*****	Luke		Carraway	Tech	9 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
39872	sroe	*****	Samantha		Roe	RN	5 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
39883	gperez	*****	Glenise		Perez	RN	5 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
39900	mguerra	*****	Martha		Guerra	RN	8 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
39913	trovillo	*****	Tess		Rovillo	RN	5 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
39914	anelson	*****	Allan		Nelson	RN	5 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
39915	lirish	*****	Lindsey		Irish	RN	8 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
39981	ccuellar	*****	Cassandra		Cuellar	Tech	8 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
39996	kmichalic	*****	Karen		Michalic	RN	8 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
40006	ltozer	*****	Leslie		Tozer	RN	9 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
40031	aadams	*****	Alicia		Adams	Tech	5 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
56789	evillegas	*****	Erika		Villegas	Tech	5 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
78901	zperrin	*****	Zane		Perrin	Tech	5 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
8888	bill	*****	Bill		Nations	RN	Admins				<input type="checkbox"/>	<input checked="" type="checkbox"/>
90780	mcastanon	*****	Maria		Castanon	Tech	5 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
9999	mpayne	*****	Michael		Payne	RN	9 Nurses/Techs				<input type="checkbox"/>	<input checked="" type="checkbox"/>
* 12345	firstinitial last name	*****	First Name		Last Name	None					<input type="checkbox"/>	<input checked="" type="checkbox"/>

Changes pending. OK

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