MEDILOGIK
ems™
ENDOSCOPY MANAGEMENT SYSTEM

OVERVIEW

This Guide has been created for Site or System Administrators of the MEDILOGIK EMS™ software who are required to add, edit or delete users of the system. Users should take care when adding a member of staff to EMS™ that the user has not already been created and then deleted. You will be alerted if the user already exists.

ADDING A NEW USER

To access the list of users:

1. Log In to EMS.

2. Select **HOME / ADMINISTRATION / STAFF**. This will present you with the "Staff Administration" screen showing existing users. This screen will allow users with appropriate permission to add, edit or delete users.

3. Click **[Create Staff]** to add a new user. The screen is divided into three key areas.

4. Staff Details
Title, Given Name and Family Name will be used on correspondence.
GMC / NMC as appropriate
Procedure Role this is the role the user will be in the procedure room.

5. System Access
a) Roles: select the users roles to determine the system permissions available to them.
b) Sites: the locations that the users can access data relating to. This is appropriate for multi-site organisations.

6. Authentication Type
In this section the staff profile may be linked to the organisations Active Directory (AD) credentials. This only requires the entry of the username. Alternatively EMS authentication allows the creation of a local account requiring a username and password.

7. Click **[OK]** to confirm entry.

Further information about these features can be found by accessing the help files within the EMS software

TECHNICAL ABILITY

When a user has their procedure role set as Endoscopist or similar, an additional tab is presented to the user. The "Technical Ability" tab relates to the specific Diagnostic and Therapeutic skills of the Endoscopist:

1. Select the relevant procedure for the Endoscopist.

2. Confirm all of the diagnostic and therapeutic procedures that they are able to complete.

3. Click **[OK]** to complete the screen.
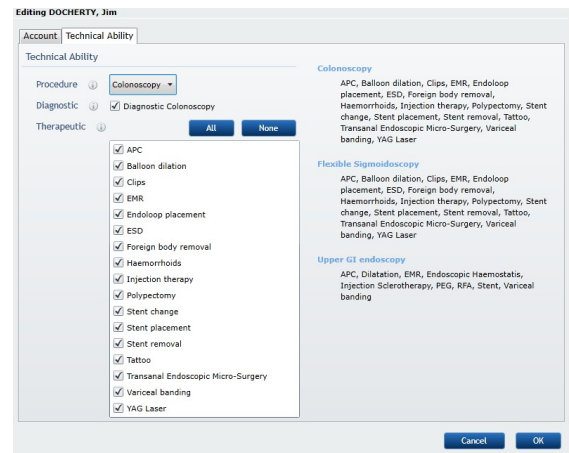
EDITING STAFF DETAILS

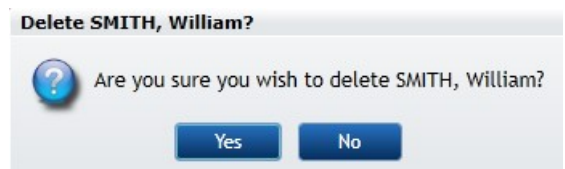When a user is created in EMS there may be a need to alter or correct some of the details:

1. To edit a user, log In to EMS.

2. Select **HOME / ADMINISTRATION / STAFF**.

3. You will see the list of staff.

4. Select the record to be updated.

5. Click **[Edit]** and then make the changes.

6. Click **[OK]** to complete the record.

DELETING STAFF

On occasion you may need to delete a member of staff, this will not delete reports written by an Endoscopist:

1. To delete a user, log In to EMS.

2. Select **HOME / ADMINISTRATION / STAFF**.

3. You will see the list of staff.

4. Highlight the person to be deleted and click **[Delete]**.

5. You will be asked to confirm the deletion. Click **[Yes]** to delete the user.

    NOTE: Users can be re-instated if required after they have been deleted.

Further information about these features can be found by accessing the help files within the EMS software