## STEPS TO ADD THE PERSON CLASS TO NURSE USERS. ENTER: 163W00000X

Core Applications ... Device Management ... Menu Management ... Programmer Options ... **Operations Management ...** Spool Management ... Information Security Officer Menu ... Taskman Management ... User Management ... FM VA FileMan ... Application Utilities ... Capacity Planning ... HL7 Main Menu ... Test an option not in your menu

Select Systems Manager Menu Option: USER Management

Add a New User to the System Grant Access by Profile Edit an Existing User Deactivate a User Reactivate a User List users User Inquiry Switch Identities Clear Electronic signature code **Electronic Signature Block Edit** List Inactive Person Class Users Manage User File ... OAA Trainee Registration Menu ... **Person Class Edit** Reprint Access agreement letter

Select User Management Option: PERSON Class Edit Select NEW PERSON NAME: ADAMS, CHRIS CA **USER'S NAME** 

**Edit of Person Class** NAME: ADAMS, CHRIS

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NAME: ADAMS,CHRIS	Edit of Person Class	5	
Person Class 163w00000x <mark>-</mark>		Effective	Expired
COMMAND:		Press <fl>H for</fl>	help Insert

## ENTER: 163W00000X

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Edit of Pers	on Class			
				_
Person Class	E	Effective	Expired	
105400000				
Nursing Service Providers 163W00000	)x			
0K? Yes//				
				-

## HIT ENTER AT "YES" RESPONSE

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Edit of Person Class					
NAME. ADAMS, CHRIS					
Person Class		Effective	Expired		
163W00000X					
Are vou adding 'Nursing Service Provide	rs'as				
a new PERSON CLASS? No// YES					
				-	

ENTER "YES" TO ADD THE NEW PERSON CLASS.