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 SBC(GTM) 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 SBC(GTM) Option: EDIT an Existing User Select NEW PERSON NAME: STOUTE, TO STOUTENBURG, TONY TS REVIEW

UTILIZATION

Tab Down to the Select Division Field and Type ?? and press enter to see what divisions the user already has:

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Edit an Existing User				
NAME: STOU	TENBURG, TONY		Page 1 of 5	
NAME	STOUTENBURG, TONY	INITIAL: TS		
TITLE:	UTILIZATION REVIEW	NICK NAME:		
SSN:		DOB:		
DEGREE:		MAIL CODE:		
DISUSER:		TERMINATION DATE:		
Terminat:	ion Reason:			
	DETWIEV MENU OPTION. MSC CLINI	CAL BASIC MENU		
Select SF(CONDARY MENU OPTIONS: OP CERS	CAL DASIC MENO		
Want to edit ACCESS CODE (V/N):				
Want to ed:	it VERIFY CODE (Y/N): Reg	guire Verify Code Change ()	Y/N):	
	Select DIVISION: <mark>S</mark> BC			
	SERVICE/SECTION: NURSING &	S REHABILITATIVE		
			_	
			=	
Evit Sou	ze Nevt Dage Drewieus Ded	ve Defreeh Ouit	HELD Incert	
Exit Sa	ve mext rage Previous Pag	je <u>Kerresn</u> Qurt		



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Edit an Existing User					
NAME: STOUTENBURG, TONY	Page 1 of 5				
NAME STOUTENBURG, TONY	INITIAL: TS				
TITLE: UTILIZATION REVIEW	NICK NAME:				
SSN:	DOB:				
DEGREE:	MAIL CODE:				
DISUSER: Termination Beagan:	TERMINATION DATE:				
PRIMARY MENU OPTION: MSC CLINICAL	BASIC MENU				
Select SECONDARY MENU OPTIONS: OR CPRS GUI C	HART				
Want to edit ACCESS CODE (Y/N): FILE MA	NAGER ACCESS CODE:				
Want to edit VERIFY CODE (Y/N): Require	· Verify Code Change (Y/N):				
Select DIVISION: <mark>SBC</mark>					
SERVICE/SECTION: NURSING & REHABILITATIVE					
	_				
Choose from:					
SBC-BCOM-TR	=				
SBC-BCON-IK					
Type <enter> to continue or '^' to exit:</enter>					

Notice the user has the SBC and the SBC-BCOM-IR division:

Type ^ to stop reviewing what divisions they already have. Then go back to the Select Division field and add BCOM. Notice the division is spelled out:

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Edit an Existing User 🔨						
NAME: STOUTENBURG, TONY Page 1 of 5						
NAME	STOULENBURG, IONI	INTITAL:	15			
CGM.	OTILIZATION REVIEW	NICK NAME:				
DECDEE.		MAIL CODE:				
DEGREE:		TERMINATION DATE				
Terminati	on Reason.	TERMINATION DATE				
iciminaci	on Acabon.					
	PRIMARY MENU OPTION: MSC C	LINICAL BASIC MENU				
Select SEC	ONDARY MENU OPTIONS: OR CP	RS GUI CHART				
Want to edi	t ACCESS CODE (Y/N):	FILE MANAGER ACCESS CODE:				
Want to edi	t VERIFY CODE (Y/N):	Require Verify Code Chang	re (Y/N):			
	Select DIVISION: BEHAV					
	SERVICE/SECTION: NURSI	NG & REHABILITATIVE				
You may enter a new DIVISION, if you wish						
The name of a Division that this user may sign on to.						
Choose from	1 2		=			
AUSTIN		200				
Exit Sav	e Next Page Previous	Page Refresh Quit	HELP Insert \sim			

Type some of the name and press enter. A prompt will appear asking if you want to add that as a new division for the user. Type a Y for Yes and press enter:

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Edit an Existing User					
NAME: STOUTENBURG, TONY	Page 1 of 5				
NAME STOUTENBURG, TONY	INITIAL: TS				
TITLE: UTILIZATION REVIEW	NICK NAME:				
SSN:	DOB:				
DEGREE:	MAIL CODE:				
DISUSER:	TERMINATION DATE:				
Termination Reason:					
PRIMARY MENU OPTION: MSC CLI	NICAL BASIC MENU				
Select SECONDARY MENU OPTIONS: OR CPRS	GUI CHART				
Want to edit ACCESS CODE (Y/N): FILE MANAGER ACCESS CODE:					
Want to edit VERIFY CODE (Y/N): Require Verify Code Change (Y/N):					
SEPUICE/SECTION: NUBSING	C DEMARTI ITATIVE				
SERVICE/SECTION: NURSING & REHABILITATIVE					
IORAL CENTER OF MICHIGAN	070A2				
Are you adding 'BEHAVIORAL CENTER OF MICHIGAN' as					
a new DIVISION (the 3RD for this NEW PERSON)? No// Y					
	×				

Then Save and Exit:



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NAME: STOUT	ENBURG, TONY		Page 1 of 5 ㅅ		
NAME TITLE: SSN: DEGREE:	STOUTENBURG, TONY UTILIZATION REVIEW	INITIAL: T NICK NAME: DOB: MAIL CODE:	3		
DISUSER: Terminati	on Reason:	TERMINATION DATE:			
Select SEC Want to edi Want to edi	PRIMARY MENU OPTION: MSC C ONDARY MENU OPTIONS: OR CP t ACCESS CODE (Y/N): t VERIFY CODE (Y/N):	LINICAL BASIC MENU RS GUI CHART FILE MANAGER ACCESS CODE: Require Verify Code Change	(¥/N):		
	Select DIVISION: <mark>SBC</mark> SERVICE/SECTION: NURSI	NG & REHABILITATIVE	=		
Exit Save Next Page Previous Page Refresh Quit Click on one of the above COMMANDs, or on a FIELD					
COMMAND: EX	IT		HELP Insert 🗸		