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   UTILIZATION
REVIEW

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

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

```
                          ov01e1-sbc.openvista.net - PuTTY              _  □  X

                        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 CLINICAL 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):

               Select DIVISION: SBC
               SERVICE/SECTION: NURSING & REHABILITATIVE
_____
Choose from:
   SBC
   SBC-BCOM-IR



Type <Enter> to continue or '^' to exit: █
```

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... STOUTENBURG,TONY                       INITIAL: TS
      TITLE: UTILIZATION REVIEW                    NICK NAME:
        SSN:                                             DOB:
     DEGREE:                                       MAIL CODE:
    DISUSER:                                 TERMINATION DATE:
  Termination Reason:

            PRIMARY MENU OPTION: MSC CLINICAL 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):

               Select DIVISION: BEHAV█
               SERVICE/SECTION: NURSING & REHABILITATIVE
_____
     You may enter a new DIVISION, if you wish
The name of a Division that this user may sign on to.
Choose from:
   AUSTIN                                       200

Exit      Save      Next Page      Previous Page      Refresh      Quit      HELP      Insert
```

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 CLINICAL 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):


             Select DIVISION:  BEHAV
             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:

```
                        ov01e1-sbc.openvista.net - PuTTY          _  □  X
                          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 CLINICAL 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):


             Select DIVISION:  SBC
             SERVICE/SECTION:  NURSING & REHABILITATIVE
 ─────────────────────────────────────────────────────────────────
Exit      Save     Next Page     Previous Page     Refresh     Quit

Click on one of the above COMMANDs, or on a FIELD

COMMAND: S                                          HELP   Insert
```

```
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 CLINICAL 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):


              Select DIVISION: SBC
              SERVICE/SECTION: NURSING & REHABILITATIVE


Exit      Save      Next Page      Previous Page      Refresh      Quit

Click on one of the above COMMANDs, or on a FIELD

COMMAND: EXIT                                              HELP   Insert
```