ZOLL®

# Add New User -- Admin ZOLL Online

## Adding a New User

When **adding a new user** you'll add and choose all the settings including **account type, user groups**, and of course **product access** and **administrative roles and permissions**. Adding someone new to the system is a task that you'll likely perform frequently -- as someone new joins your organization.

Click **Add a user**

**Add a user**

Add **Personal Information**

1. First and Last name
2. Email address
3. Account type
4. User Groups (optional)

**Email Address**
This is the address that the welcome email will be sent to and it will also be the user's permanent **username** for logging into the system.

The address supplied **must be a valid account** that is **unique**.

**Account Type**
**Standard Users** will have access to the ZOLL online home page plus any **Product Access** you select.

**System Administrator** will have full control over the entire ZOLL Online platform by default.

**User Groups**
Assigning users to groups such as **Pre-Billers**, **Field Supervisors** or **QA** will help with defining their roles and assigned permissions easier in the various products.

Select **Product access & roles**

5. Product Access
6. Select Role (when available)

**Product Access & Roles**
Select access to the specific products using the **Product Access** drop-down. It's a simple **Yes** or **No** selection.

Some products like Billing and ePCR have role specific options.

Select **Administration roles & permissions**

7. Disable permissions not needed

Click Save

**Administration Roles and Permissions**
Selecting **System Administrator** as the **Account Type** automatically gives the user full control over the entire platform which means that all of the checkboxes here will be active.

You'll need to identify which checkboxes need to be enabled or disabled for each user.

After you click **Save**, the new user's **employee record** is created and they will be sent an email to log in with a temporary password.

After the employee logs in, changes their password, and accepts Terms Of Service, their **Account activated** status on the **Users Account** page will change to **Yes** and they are able to use the system.

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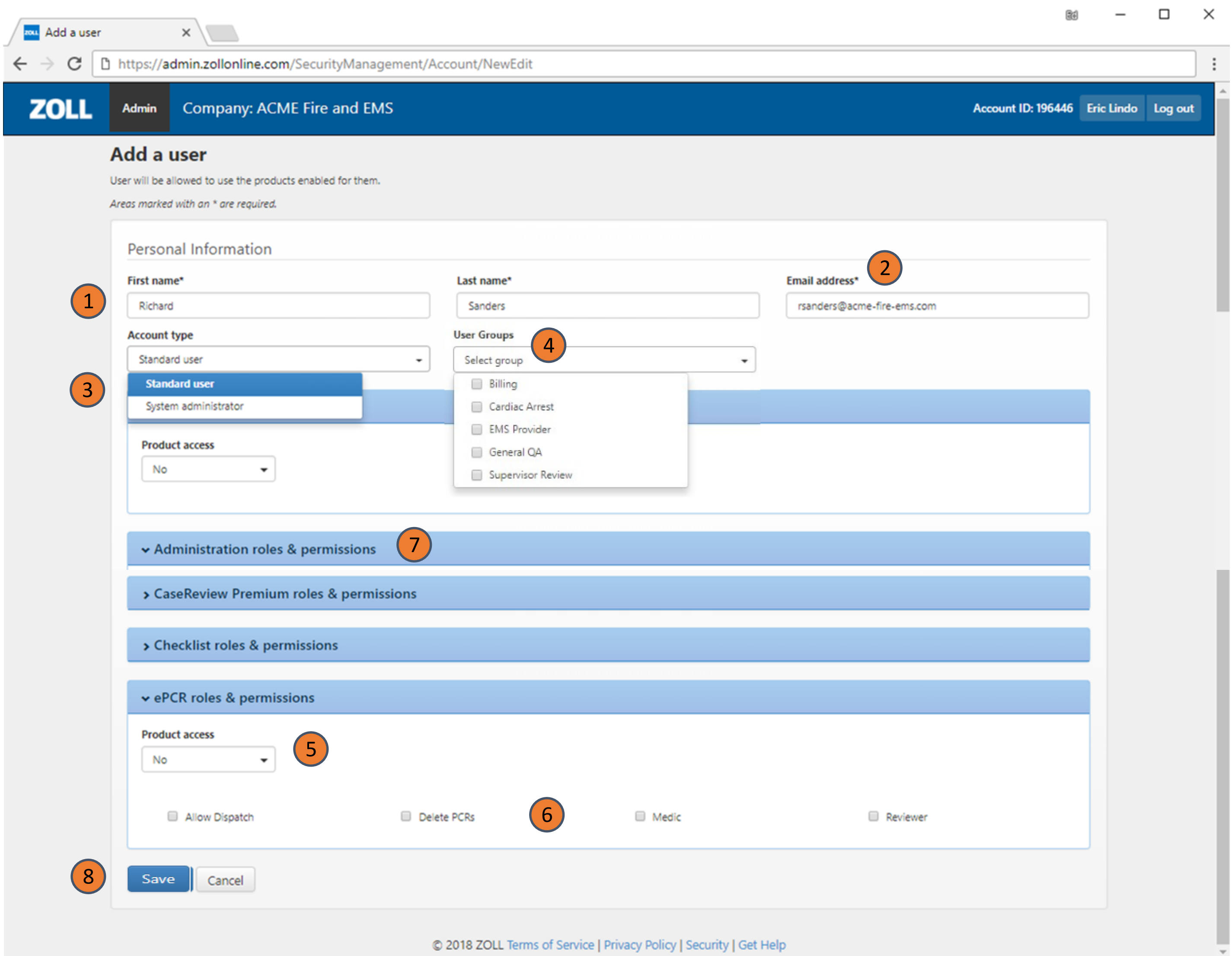


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