

Create New AudBase User

Definitions:

Provider: Any AudBase user, most commonly an Audiologist for this application

Clinical Group: Can be an institution, such as a hospital or clinic, or it can simply be a research study group

- Log in as Administrator with created username and password
- Click “File” from top toolbar and select “Provider Info”
 - o Select “New” to create a New Provider/End User account
 - Enter at least First and Last name of provider
 - Find “All Subject Privileges”, located in lower right corner, and default to “Yes”
 - Click Login/Signature Block/E-mail Tab on top
 - Create Login Name
 - Select “Sub Admin” if appropriate
 - Change Password
 - Save
 - o When all Audiologists have been given an account, click “Finish” from the Provider List

Each new end-user must now log in with their created account, and set their specific defaults

- From “File” select “Preferences” and make appropriate changes:
 - o Select “Modify Entry Lists” from right hand side of window
 - Click “Audio_Examiner”
 - Select “Modify List”
 - Click “Add Item”
 - Type in the name of new user as they would like it to appear on report
 - Click “Update”
 - Click “Finished”
 - o Select “Audiology (1)”
 - Set display option and new audiogram defaults on right side window
 - Make sure to go through display options and select the appropriate defaults by checking or un-checking selections (represented by small arrows to left of options)
 - o Select “Audiology (3)”
 - Click “Audiogram Single Print Forms”
 - Click and drag appropriate form(s) from right side window to left side window, you may also press and hold the <Shift> key and click on your selection to move it over.
 - Select “Update” once done
 - Click “Audiology Multi Print Forms”, this is the default for printing multiple audiograms for one selected patient (option for graphical or various serial threshold shift reports)
 - Follow instructions for selecting print forms above.
 - o Select “Subject Info/Navigation”
 - Set New Subject Defaults for Providers and Clinical Groups
 - This menu defines which names will be available for selection on all “New Subject” inputs
 - Move all Providers from left window to right window for each user log in
 - Select/Highlight the name of the currently logged in end-user and do this for each end-user
 - o This will assign that logged in end-user as “Primary Provider” for any new patient they create.
 - Set New Subject Defaults for Clinical Groups
 - This menu defines which Clinical Groups will be available for selection on “New Subject” inputs
 - Move all Groups from left window to right window for each user log in
 - Select/Highlight the name of the Group the currently logged on end-user is associated with
 - o This will assign that Group as the “Primary Group” for any new patient they create.
 - Click box below “Default Subject Input Form” and select “Input1”