ADDING NEW USERS

How To Add Staff and Doctors in MEDENT

1 New User

Under Practice Management, click Setup > Users/Depts/Security > Users. Then, click New.

2 Enter Name

Enter the user's first and last name. NOTE: Delete the Doctor # if it prefills for a staff member.

3 Enter Doctor Info

If the user is a doctor, enter the Doctor # from the Doctor Master File. NOTE: All doctors should be added to the master file before adding them as users.

4 Assign User Role

Click Security Privileges > Assign User Role. Select an appropriate user role and click the check mark to save.

5 Temporary Password

Upon saving the user information, a popup will appear with a temporary password. Write this down and provide it to the user. NOTE: This is case sensitive.

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