

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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