

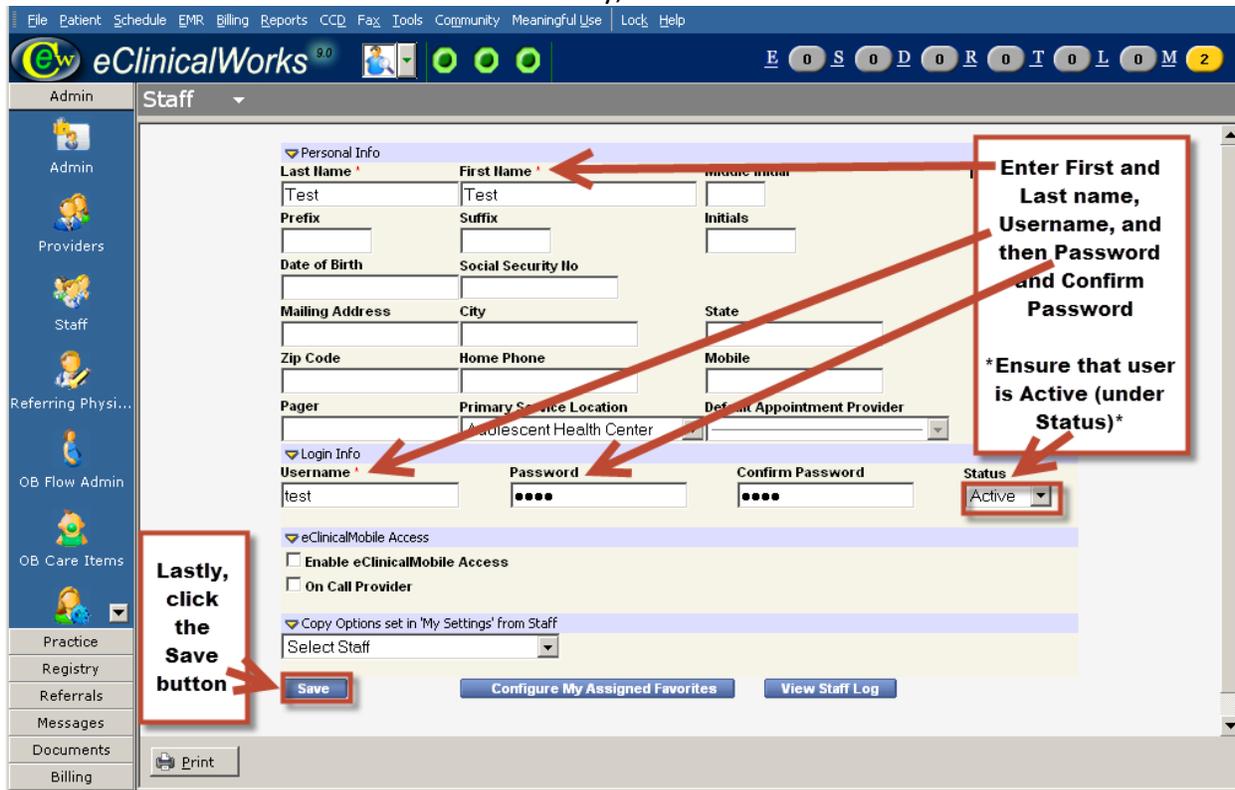


How to Create a Staff Test User with Admin Rights in your EHR

1. Go to the **Admin** band, click on **Staff**, then click the **Add** button.



2. Fill out the personal information like in the example below, then enter a **Username** (e.g., test, tesdoc) and **Password** and ensure the **Status** is "Active". Lastly, click the **Save** button.

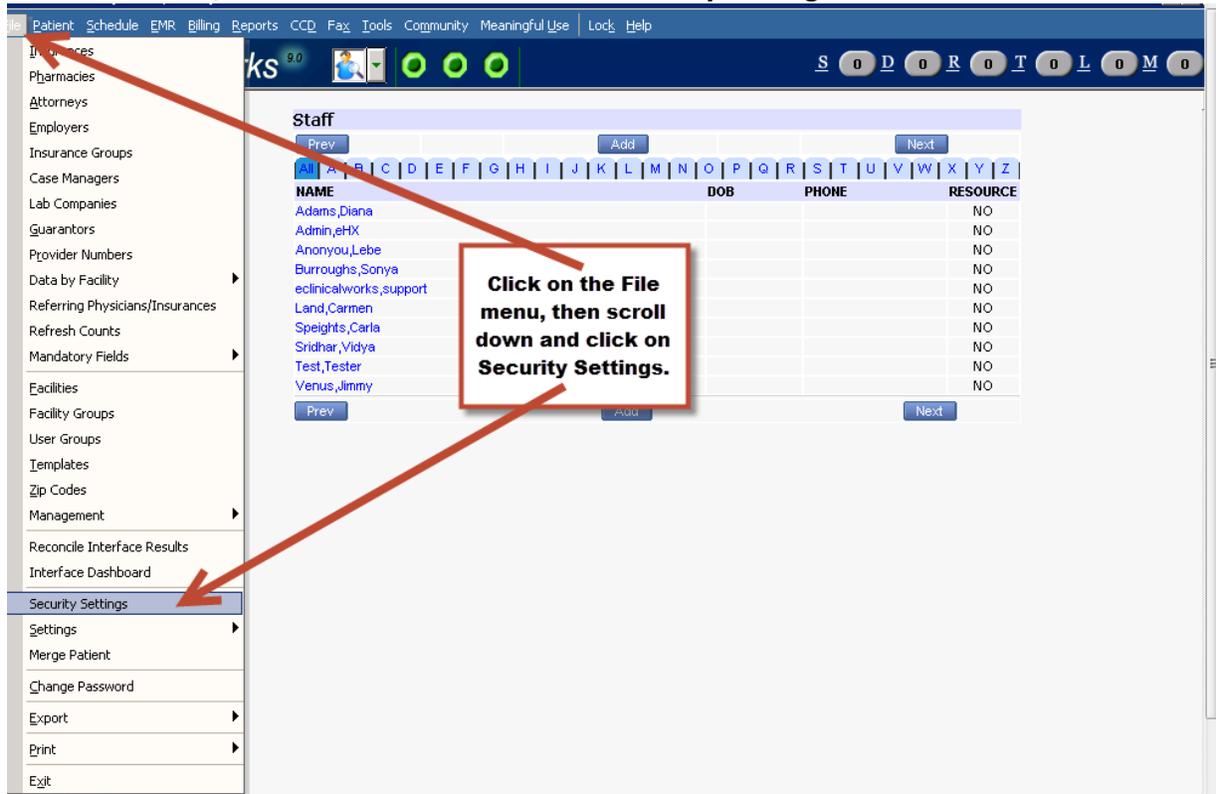


Your staff test user "Test, Test" is now created. The next step is to give him/her administrative rights, so that the CIQN team can troubleshoot any eEHX issues in your EHR and do quality testing.

* *Credentialing messages will not pop up at login for staff users, but only for provider users.*

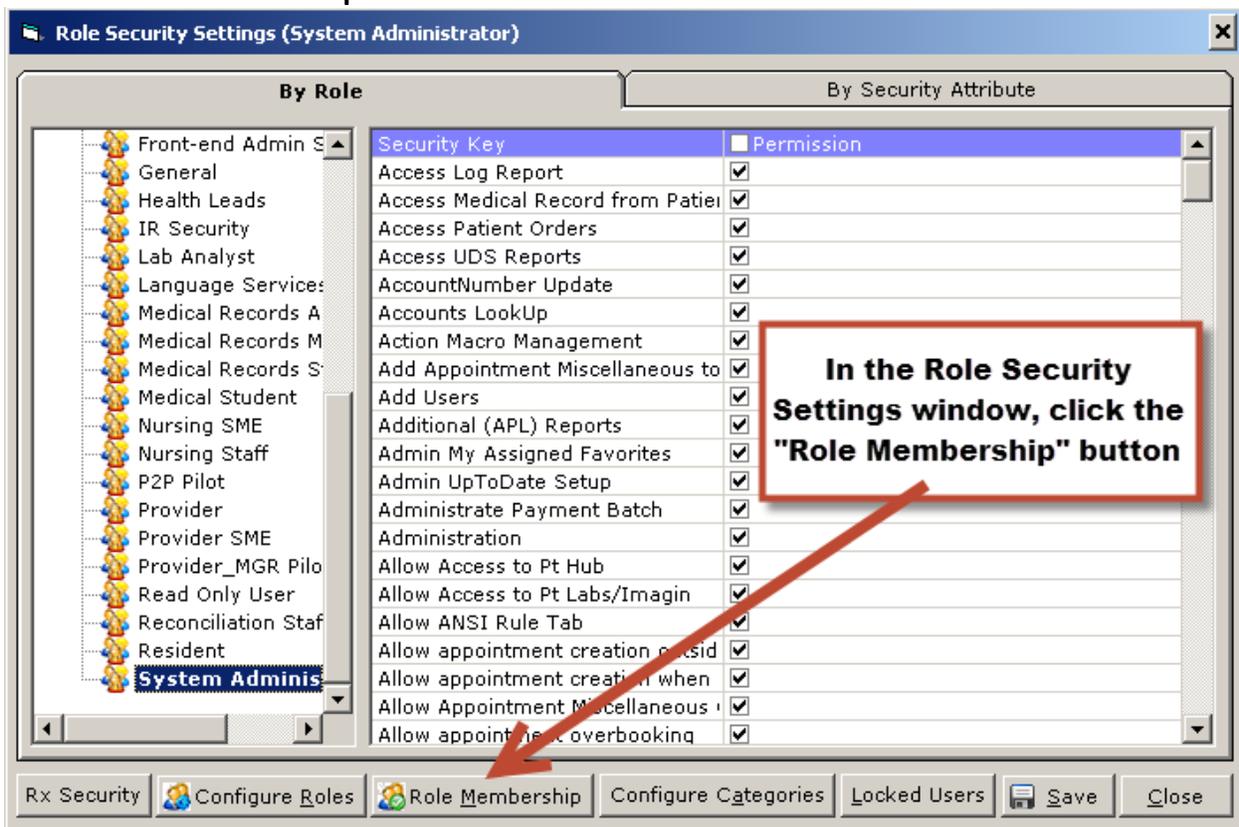
**Please note that every practice roles, categories, and security attributes will vary according to practice customization and installation.*

1. Go to the **File** menu, then scroll down and click on **Security Settings**.



**If you are set up "by role" and have an "Administrator" or "System Administrator" role created in your EHR, go to Step 2 and 3; if not, go to Step 4.*

2. Click on the **Role Membership** button.



3. Click on the **By Role** tab, then click on **"Administrator"** or **"System Administrator"** in the left window pane, usually the last role in the list. Find your staff test user (in our example, "Test, Test") and check the box next to this user; then click the **Save** button. Your staff test user "Test, Test" now has administrative rights.

