*Provider* permissions, data sharing settings, and user access can be managed in *Central Administration* in the *Provider User Manager* by clicking *Manage Providers*.

Administrative Options > P Back	rovider User Manager
Provider Us	er Manager
Manage Active Users	Select an active user and manage access to features. 1 total users
Manage Retired Users	Select and manage a retired user. 0 total users
Manage User Groups	Work with user permission groups that can be assigned to users. 9 total user groups
Manage Providers	Select a provider and manage users and permissions. 1 total providers
User Notices	Manage user notices

To add providers, follow these instructions:

- 1. Click Manage Providers.
- 2. Click Add Provider.

Adminis	strative Options > Provider User Manager > Manage Providers > Manage Providers	
Save	Back	
Ad	d Provider	
Provid	Jer Name: Test Provider	
	ADAP:	

Note: ADAP is only checked for an ADAP provider, which reports services for the <u>ADR</u>. CAREWare can only have a single ADAP provider.

- 3. Enter the Provider Name.
- 4. Click Save.

A new provider needs permissions granted, users added, and the provider setup completed.

Granting permissions for the *provider* can be completed by following the instructions <u>here</u>. *Managing users* for the provider can be completed by following the instructions <u>here</u>. *Provider setup* can be completed by following the instructions <u>here</u>.

If <u>Data Sharing</u> options are enabled, permissions need to be granted to the *provider* to allow shared data to be included in <u>Custom Reports</u> by making changes to the *cross-provider report fields*.

To make changes to the *cross-provider report fields*, follow these instructions:

1. Click Change Cross-Provider Report Fields.

Administrative Options > Provider Us	er Manager > Manage Providers > Test Provider
Back	
Test Provider	
Manage Users	Select a user and manage access to features within the provider. No users assigned
Manage User Groups	Work with user permission groups that can be assigned to users. No user group assigned
Manage Permissions	0 / 358 permissions granted
Deactivate Provider	Provider currently active
Change Cross-Provider Report Fields	0 / 332 permissions granted

2. Select each permission that should be granted.

Note: Each permission represents a custom report field selection or report filter. *Select All* can be clicked to select all of the permissions for one page.

- 3. Click Grant Selected Permissions.
- 4. Click Back.

The *cross-provider report fields* have been updated, which is indicated by the change in the number of permission granted.

Administrative Options > Provider Us	er Manager > Manage Providers > Test Provider
Back	
Test Provider	
Manage Users	Select a user and manage access to features within the provider. No users assigned
Manage User Groups	Work with user permission groups that can be assigned to users. No user group assigned
Manage Permissions	0 / 358 permissions granted
Deactivate Provider	Provider currently active
Change Cross-Provider Report Fields	3 / 332 permissions granted

Once the *provider* permissions are granted, users are active, and the *provider* setup is complete, the *provider* is ready for data entry and further configuration.

In some cases, *providers* need to be deactivated. Once *Deactivate Provider* is clicked permissions and access for users are denied. The *provider* no longer appears as an option to select when logging into CAREWare. To activate the *provider* again, click *Reactivate Provider*.