The Provider User Manager is a flexible tool that allows administrators to assign any combination of hundreds of individual permissions to users, tailoring their access to CAREWare.

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. 6 total user groups
Manage Providers	Select a provider and manage users and permissions. 1 total providers
User Notices	Manage user notices

The Provider User Manager allows CAREWare Administrators to create permission templates for <u>user groups</u> such as Data Entry or Physician and assign these templates to users. It also allows provider-specific restrictions, unlocking <u>user accounts</u>, <u>retiring users</u>, and management of all providers via Central Administration.

In Central Administration, the Provider User Manager can be used for:

- adjusting provider permissions and user groups
- granting permissions to share data in reports
- adding and deactivating providers

Here are instructions for managing providers.

The <u>User Notices</u> feature in the Provider User Manager generates a message when users log in that requires the user to acknowledge the message. This can be used as a reminder of the Provider's policies or to prompt users to complete data entry.

In provider domains, the Provider User Manager can be used to manage a number of tasks including <u>unlocking users</u>, resetting the <u>internal 2 Factor Key</u>, resetting security challenge questions, or managing *Open ID Connect* values for users. Instructions for Provider level options in the Provider User Manager can be viewed <u>here</u>.