How to Grant Access Level View All User's Schedulers For A Standard User

Question:

How do I grant a user the ability to view all user's schedulers?

Pre-set Conditions:

- First, the only user who can grant access to view all user's schedulers is the Super Admin.
- Second, the default to see everyone's schedule is granted automatically to Super Admins and Administrators.

Solution:

Step #1 - The Super Admin would open Setup \rightarrow Users found on the ribbon



Setup #2 – Select the user from the list of users

Select a User:	Alice Jones 🔹
Attributes Schedule	Alice Jones
	Auditor
r: NICA	Beverly Remm
isor User ID:	Dylan Admin



How to Grant Access Level View All User's Schedulers For A Standard User

Step #3

- 1. First click the [Edit] button
- 2. Then click the Customized tab
- 3. Select "View All User's Schedule" under Denied Area
- 4. Next, click the right-pointing arrow to move your selection to Allowed Areas

Setup > User Administration		
Order By User Name User ID		Select a User: Alice Jones 🔻
General Customized IHS NDW Electro	onic Signature	Attributes Schedule
Denied Areas		Allowed Areas
View All Users' Schedules		Admission/Discharge
		ASAM Continuum
	4	Assessments
	>>	Chart Management
		Client Diagnosis
		Client Intake
		Client Reports
		Clinical Forms
		Custom Forms
		▼
	Cancel	Delete Print Close
Add Edit Save Cancel Delete Print Close		

Step #4

- 5. Verify the View All User's Scheduler is under Allowed Areas
- 6. Click the [Save] button to update the user access

Setup > User Administration	
Order By: ^O User Name ^{User ID}	Select a User: Alice Jones 👻
General Customized IHS NDW	Electronic Signature Attributes Schedule
Denied Areas	Allowed Areas Setup -> Sample Plans Sign-Off on a Document Supplemental Questions System Questionnaires TEDS Treatment Plans Treatment Plans Treatment Services Review View All Users' Schedules Voucher Management
Add Edit	Save Cancel Delete Print Close

For additional questions, contact AccuCare Support at 800-324-7966 or email support@orionhealthcare.com and we will be happy to assist you!

