Introduction

This reference guide is aimed at managers who will be responsible for managing users within RiskMan where RiskMan is configured to use network logins. This guide is used in conjunction with the respective **RiskMan User Permissions Descriptions Guides** which can be accessed from the *Help -> References Guides* page

How do I access the User Profiles to create, modify or delete a user?

To create a new user you will need to navigate to the Administration -> User Permissions -> User Profiles page

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The User Profiles page is made up of tabbed sections. Each tabbed section represents the Registers that you have available in your RiskMan e.g. Incidents, Feedback, Risk, Quality Activity; with an additional non-register specific tab called **General**. Depending on your permissions you may see all tabs or just some of these tabs

The **General** User Profile is used to assign User permissions and Restriction Details that are common across all Registers as well as the Administrative Permissions

The information under each of the tabs allows you to, create or modify a user and also to activate/de-activate a user for a particular register. Users that no longer work for your organisation are deleted under the **General** tab only. Below are the definitions of the sections that are included under the Register tabs:

- Filter fields Used to search for an active, deleted or expired user or users who have no permission under the specific Register User Profile e.g. Risk
- Login Details Used to enter the details of a new user or modify the details of an existing user
- Current/Pending Delegation Used to create a delegation on behalf of another user (this section will only display if the user has the appropriate permission)

- Restriction Details Used to restrict users' entry/ update or reporting of notifications/items/activities based on common fields throughout RiskMan e.g. Site/Region & Campus/Location restrictions
- Specific Restrictions (<u>not available</u> under the General and Feedback tabs) - Used to restrict users' entry/update or reporting of notifications/items/activities for a specific Register
- Field Settings (<u>not available</u> under the General tab) -Specify the status of a field e.g. Hide, Entry Required, Read Only, Optional Entry on a specific Register. Field Settings are usually dictated by the user's assigned template
- User Permissions Specify a user's permissions that are either common across all registers e.g. administrative permissions (this is done under the General tab) or specific to a Register. User Permissions are usually dictated by the user's assigned template

Clients who have a User Licence

If your organisation has a User Licence rather than a Site Licence you will be limited to the number of users that you can create in RiskMan.

If the number of users is close to the maximum or you have reached the maximum, the following message will appear at the top of your User profiles page.



If you have reached the maximum number of users you will be able to delete and modify existing user but <u>will not</u> be able to create a new user. You will have the option to purchase more licences by contacting RiskMan International Pty Ltd, or delete users that are currently not using RiskMan

How do I create a New User?

Users can be setup under any of the tabbed sections of the User Profile. However, when you do create a user, depending on your RiskMan setup, a user may only be activated for specific Registers e.g. Incident & Feedback, but not activated under the Risk or Quality Activity Registers. All users will be activated under the **General** tab

In this guide, it will be assumed

- A user is always activated under the Incident & Feedback Registers but not under the Risk & Quality Activity Registers
- The person creating, modifying or deleting a user has access to all the Register and General User Profiles

Creating a User

If you do not have permission to all the Register & General User Profiles, a user can be created under one of the Register tabs or the General tab

Where a user is automatically activated e.g. under the Incident, Feedback & General tabs, they will be assigned the **"Default"** template. This will give the user the minimum access to RiskMan

If you wish the user to be assigned a different template then you will need to move between the Registers & General tab to assign the appropriate template.

If your role is to provide Administrative support to RiskMan then we suggest that you have permission to all the Register and General User Profiles

General tab

The General User Profiles only contain the

- User permissions that are common across all Registers
- The Restriction Details that are common across all Registers
- The Administrative Permissions
- 1. Under the General tab press the New User 0 button

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2. Creating a network user

 In the Login Details section, click on the Link network account ² button and search for the user

Note: The way you search for users will be dependent on how your IT has configured LDAP. In this example we are using a wildcard **"*"** so that we can find all users whose name starts with "anne"

- Type the users name into the search field and click search 6
- Click the users name in the list displayed
- The user's details e.g. Username, Display Name (in most cases) and Email Address will be autopopulated into the respective fields. The user's password won't be visible

3. Creating a non-network user

- Check the Network account NOT used ④ field
- Enter the user's Display Name, User Name (logon), Password and Email Address (it is advisable that all managers have an email address registered with their User Profile so they can receive emails from RiskMan). Note that you will

need to meet password complexity requirements, if your system is configured to mandate this.

4. For both network and non-network logons

 This user's RiskMan User Type is Select the template the user will be assigned to. This is used as a reference when templates are updated and changes are applied to all users on that template

Note: All restrictions under the Restriction Details section will either need to be manually selected for that user, or will need to be applied through the "Apply Template Changes" option which will affect all users on that template - refer to the RiskMan User Templates Guide

- Start Page **(**): A default start page (the page the user will be presented with when they first logon to RiskMan) may display depending on the assigned template. This can be changed if required
- If required, select the user's overall Restriction Details
 i.e. the restrictions that are <u>common</u> across all Registers. Once selected, they will be applied across all Registers
 - Entry/Update Restrictions: If the user can only enter or update Register specific notifications/ items/activities based on Sites and/or Locations, select accordingly. To select more than one item in a list hold your CTRL button and click on the list items

To view the Location restrictions

- Click on the **Filter List** button **1** under the Location Restriction box
- In the pop-up window, select the Site 2 and press the Filter list 6 button
- The list of Locations will populate into the **Restriction Details** section
- Highlight as required (Hold CTRL key if you wish to select more than one Location)

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To view the Location restrictions follow the steps described above under the Entry/Update restrictions

Note: Additional Entry/Update and Reporting Restrictions can be added under the Specific Restrictions section under each of the Register User Profiles. The Specific Restrictions section is not available under the General tab

6. To save the user, press Save User 8

Assign a Register Specific Template for the New User

Once the user has been created under the **General** tab, you will need to move between each of the other Registers to ensure the user has the correct permissions to the other Registers, where applicable.

The following pages describe setting up the new user under all the Registers that the user will have permission to access.

Note: Because RiskMan is configured according to the requirements of each client, the following scenario may not directly apply to you. It is likely that you will have fewer or more Registers than what is depicted in this User Guide.

Incident tab

Click on the Incident tab

 and the newly created user will be displayed (we have assumed the user is automatically active under this Register)

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- 2. Assign the appropriate Incident Template in the Login Details section
 - This user's RiskMan User Type is 2: Select the Incident template the user will be assigned to. This is used as a reference when templates are updated and changes are applied to all users on that template
 - Reset fields to this type 2: Select the same Incident template the user will be assigned to. The Incident fields, User permissions, Field Settings and any "Restrict to these Reports" and/or "Restrict to these Journal Types" restrictions for that template will be updated

Note: All other template specific restrictions will either need to be manually selected for that user, or will need to be applied through the **"Apply Template Changes"** option which will affect all users on that template - refer to the **RiskMan User Templates Guide**

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- Start Page S: If this was selected under the General tab it will also display here. If not, you can select a start page from this list.
- 3. **Restriction Details** (): If the user does not have any Restriction Details then this section will be collapsed.
 - To expose the Restriction Details section click on the section.
 - If the user has restrictions this section will be exposed. If you make any changes to these restrictions they will affect all Registers the user is active under (as these are the common restrictions)

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- 4. **Specific Restrictions S**: This section will display the Register specific restrictions
 - Highlight the Entry/Update, Reporting and/or Journal Type Restrictions as required
 - Show Only "Alerted" Incidents in Inbox: This
 option should <u>only</u> be checked if the user has
 access to the Incident Inbox (e.g. Risk/Quality
 Managers) and should only see incidents they have
 been alerted to
 - Show Only "Alerted" Incidents in Reports: This option should only be checked if the user has access to the Incident Reports (e.g. Risk/Quality Managers, Executives, Line Managers) and can only report on incidents they have been alerted to
 - If you restrict the list of reports the user <u>WILL NOT</u> have access to the Incident Custom Report Builder on the Incident Reports page to create, modify or delete Custom Report Layouts
- 5. To save the user, press Save User 6

Feedback Tab

Click on the Feedback tab

 and the newly created user will be displayed

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- Assign the appropriate Feedback Template in the Login Details section ② (refer to the description under the Incident Tab)
- Restriction Details S: In this version, there is no Specific Restrictions section. The Site & Location Entry/Update or Reporting restrictions will be carried across from all other Registers. In addition, on the Feedback User Profile, the following restrictions can be included
 - Show Only "Alerted" Feedback in Inbox: This option should only be checked if the user has access to the Feedback Inbox (e.g. Risk/Quality Manager, Consumer Advocate) and should only see feedback they have been alerted to
 - Show Only "Alerted" Feedback in Reports: This option should only be checked if the user has access to the Feedback Reports (e.g. Consumer Advocate, Risk/Quality Manager, Executives, Managers) and can only report on feedback they have been alerted to
- 4. To save the user, press Save User ④

<u>Risk Tab</u>

In our scenario, users are **<u>not</u>** automatically activated under the Risk Tab.

- 1. Click on the Risk tab **0**
- A message will display at the top of the page specifying that the user you have created does not have a record in the Risk Register User profile i.e. they are not activated under this Register
- 3. If you would like this user to be an active Risk Register user, press the **Save User** ⁽⁵⁾ button

General Inci	ent Quality Activity Risk Feedback						
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 Assign the appropriate Risk Template in the Login Details section (a) (refer to the description under the Incident Tab)

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- 5. **Restriction Details 6:** If the user does not have any Restriction Details then this section will be collapsed
 - To expose the Restriction Details section click on the section.
 - If the user has restrictions this section will be exposed. If you make any changes to these restrictions, they will affect all Registers the user is active under (as these are the common restrictions)
- 6. **Specific Restrictions ()**: This section will display the Register specific restrictions
 - Highlight the Entry/Update, Reporting and/or Journal Type Restrictions as required
 - Show Only "Alerted" Risk Items in Inbox: This option should <u>only</u> be checked if the user has the following Management Permission: Can Review Entries in Inbox (e.g. Risk/Quality Managers, Executives) and should only see Risks they have been alerted to
 - Show Only "Alerted" Risk Items in Reports: This option should only be checked if the user has access to the Risk Reports (e.g. Risk/Quality Managers, Executives, Managers) and can only report on risks they have been alerted to
 - If you restrict the list of reports, the user <u>WILL</u>
 <u>NOT</u> have access to the Risk Register Custom
 Report Builder on the Risk Reports page to create, modify or delete Custom Report Layouts
- 7. To save the user, press Save User 🔊

How do I modify an existing user?

To modify an existing user, ensure you are on the Administration -> User Permissions -> User Profiles page

Modifications that can be done under any of the Register tabs where the user is active

- Modifying the user's Login Details for a Network Account: The Display Name, Username, Email Address and Password will be controlled by your Network Logins, however all other parts of the Login Details can be modified if required
- Modifying the user's Login Details for a Non-Network Account: All the details under the Login Details section can be modified <u>except</u> for the Username. If you wish to modify the Username you will need to delete the User Profile and create a new one
- Creating or modifying a delegation for a user: This can be done under any Register tab where the user is active, provided you have the Administrative User Permission: Can modify other users Delegates under the General tab
- Modifying the Entry/Update and Reporting Restrictions under the **Restriction Details** section, as these are common across all Registers

Modifications that need to be done under the specific Register tab

- Changing the user's assigned template in the Login Details section
- Activating a user under a specific Register e.g. Risk or Quality Activity Registers
- Modifying the Entry/Update and Reporting Restrictions under the Specific Restrictions section as these are specific to a Register

It is <u>strongly recommended</u> that User Permissions and Field Settings are <u>not</u> modified under a specific User Profile, if the user is assigned to one of your main Templates e.g. Default, Manager, Executive, Risk Manager. This is because if any of these templates are modified and an "Apply Template Change" is done across RiskMan, the user's field settings and user permissions will be overwritten.

If the user is assigned a template where the users on this template have special needs that are dictated by their User Profile, then you can modify the user's individual field settings and user permissions. Ensure the template that these users are assigned to is <u>never modified</u>

General Incident Quality Activity Risk Feedback User Profiles (General) User Regely User Regely

Under any of the Register or General tabs, locate the user

- 1. Select the user from the Select User **0** list or
- 2. Enter filter criteria in **one** of the filter fields **2**
 - Press "Rebuild 'Select User' List Now"
 - Select the user from the Select User **0** list

Modifications: Template Changes & Specific Restrictions

- 1. Click on the specific **Register** tab **1** and locate the user
- Modify the Template changes in the Login Details
 as required
- This user's RiskMan User Type is: Select the template the user will be assigned to for the selected particular Register. This is used as a reference when templates are updated and changes are applied to all users on that template

Note: All other template specific restrictions will either need to be manually selected for that user, or will need to be applied through the **"Apply Template Changes"** option which will affect all users on that template - refer to the **RiskMan User Templates Guide**

- 3. Modify the **Specific Restrictions ()** as required
- 4. Press Save User 4

General	Inci	dent	Quality A	ictivity Risk	Feedback	
			User Pro	ofiles (Incident)	0	
ielect Users Lauren HAUP	т 🚺			User Registry	Save User New Us	er Delete User
3	5 Users found.					
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tetwork Username Filter:	-			Type rull to get unlinked users. % to get link	led users only.	
RiskMan User Type Filteri	-		v	Only Show Users with no permission:	s in this register:	
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Example: Modifying a User under the Incident Register User Profile

Searching for a User

Modifications: Login Details & Restriction Details

- 1. Click on the specific Register tab **0** and locate the user
- 2. Modify the Login Details 2 as required
 - If the user is a network user their username, password, email and in most cases display name will be controlled by your IT Dept and therefore cannot be modified in the User Profiles.
 - If the user is a non-network user, only the username cannot be changed. This cannot be changed because the username can be linked to Register Items
 - Template changes should be done under the respective Register or General tab - refer to the section <u>"Modifications: Template Changes &</u> <u>Specific Restrictions"</u>

Note: Advise that you <u>do not</u> modify the field settings or the user permissions as these are controlled by the User Templates and could potentially be overwritten if the templates are modified

3. Modify the **Restrictions Details ()** as required

4. Press Save User



Modifications: Adding or Modifying a Delegate

<u>for a User</u>

If a Manager is on annual leave or not available to perform their RiskMan duties for a period of time you can

- Check to see if the Manager has already assigned a delegate and if not assign a delegate on their behalf; or
- Modify a manager's delegation if the selected delegate becomes unavailable e.g. on sick leave

To assign a delegate

- 1. Locate the user under any Register or the General tab
- 2. Press the Edit Delegation 0 button
- 3. Press the Add Delegate 2 button
- Search for the delegate using the Filter icon and then select the user from the Delegate list 6
- Enter the delegation period 4 (End Date should be the date the user is returning)
- 6. Press Save 6

		U	Jser Profiles (Gen	eral)	
elect User: Hayden, 1 Users f	Anne (ahayden) ound.	*	User R	egistry Save User	New User Delete User
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User Created After D	ate:	Add Delegate	- ff	40	
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		Delegate	ne anna (Leone Anna)		
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To modify/delete an existing delegate

- 1. Locate the User under any Register or the General tab
- 2. Press the Edit Delegation 1 button
- 3. Double click the **Delegate's Name** 2 in the list
- If you wish to modify the details of the delegate, make any respective changes and press Update 6
- 5. If you wish to delete the delegation press Delete @

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1 Users fe	und.	•		User Registry	Save User	New User	Delete User	
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		Delegate	leone anna (Leone Anna)		8	-		
Login Details		Start Date	Tuesday, 22 May 2012	~	8	4		I
		End Date	Thursday, 31 May 2012	*	Update	Delete		I
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Password:		Delegate's Usern	Delegate's Nan	ie .	Delegation start of	jate D	elegation end date	
Email Address	anne@riskm	Leone Anna	2 leone anna		22 May 2012	3	1 May 2012	
Phone Number:	1							
Profile Duration:	C Expires (
	Never Es							
corrent/pending Dele	gation							
Edit Delegation								

Modifications: Activate a User under a Register

Users can be active under some Registers e.g. Incidents & Feedback but not necessarily active in other Registers e.g. Risk & Quality Activity. This will depend on how your system is setup.

All users will be active under the General & Feedback tabs

If a user is not active under a Register, then they can be activated as follows:

1. Click on the specific Register tab **0** e.g. Risk

General I	ncident	Quality	/ Activity	() Risk	Feedbac	^t k
			User Profi	les (Risk)		
Select Users 7 Users found.	•			User Registry	Save User	New User Delete User
User Name Filter:				Only Show Users with no p	ermissions in this re	gister: Rebuild 'Select User' List Now
Network Username Filter:		Type	null to get unlinked	users, % to get linked users o	nly.	
RiskMan User Type Filter						
User Position Filter:						
User Position Filter: User Created After Date:		-		Include users with no Per	missions in Search:	

- 2. If the user is not in the **Select User** List and the user can logon to RiskMan, it means that the user has a user profile in RiskMan, but is not active under that Register
 - Enter the user's first or last name in the User
 Name Filter Ø field
 - Check the Only Show Users with no permissions in this register ⁽⁵⁾ option
 - Press the Rebuild Select User List Now @ button

General	Incident	Quality	Activity	Risk Feedback
			User Profile	es (Risk)
Select User: 1 Users found.				User Registry Save User New User Delete User
Jser Name Filter:	arti 🔼		• 6	Only Show Users with no permissions in this register: Rebuild 'Select User' List Now
Network Username Filter:	-	Type	ull to get unlinked u	sers. % to get linked users only.
iskMan User Type Filter:		-		
Iser Position Filter:				
Iser Created After Date:				Include users with no Permissions in Search:
				Only show active users in search:

- 3. Select the user from the Select User ⁽⁵⁾ list
- 4. Press Save User 6
 - A message will display to inform you that the User is now activated

		User	Profiles (Risk)	6		
Select User: Lauren HAUP	r 💌 🌀 E Users found.		Usur Registry S	eve User New User Delete U	er.	
User Name Filter:			Rebuild 'Select User' List New			
Network Username Filter:			Type null to get unlinked users, 1% to get linked users	sely.		
RiskMan User Type Filteri		V	Only Show Users with no permissions in this e	egisten		
User Pesition Filteri	Dropdown Details Not Pr	hand				
User Created After Dates			Include users with no Permissions in Searche			
User Has Associated Client Restrictions			Only show active users in search			
Login Details						
Uuar Display Name:	Leuren HAUFS		This user's position is:	Dropdours Details Not Found		
Associated Network User:	Laures Haupt Linked netwo	erk account 😵				
Network account NOT used						
User Name:	Laures Haupt		This user's RiskMan User Type is:	Client Mgt Team		
				Reapply the above template permission	ć	
	Lauren@riskman.net.au		Alternate Email Address			
Irmail Address			Mobile Nambar			
lmait Addressi Phone Number:			Start Page:	My lisme Fage		
Email Address Phone Number: Profile Duration:	C Expires On					
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Innel Antreas Plans Number: Profile Duration: Current/Pending Delegation	Expires On Never Expires		Last Login Date:	20 Sep 2018 08:26:42		

 If required, modify the User's Profile as appropriate e.g. Assign the appropriate template in the Login Details section and press Save User

How do I delete a user?

Users can ONLY be deleted from the General tab

If you delete a user from any of the Register tabs it will **only de-activate** them from that specific Register

If you wish to delete a user who no longer works for your organisation then prior to deleting the user the following should be checked

- Does the user have staff reporting to them or they report to a manager? Check under the Administration -> Manager Staff -> Staff Hierarchy page and edit under the Administration -> Manager Staff -> Edit Staff page. Remove all relationships for that user
- Does the user have an alert assigned to them? Check under the Administration -> Alert Management page.
 Either remove the user from the allocated user list for that alert and assign a replacement, or delete the alert

To de-activate a user from a Register

- Click on the specific **Register 1** tab e.g. Risk, Incident, Quality
- 2. Locate the user. Either
 - Select the user from the Select User 2 list; or
 - Enter filter criteria in one of the filter fields ⁽²⁾ and Press "Rebuild 'Select User' List Now" ⁽²⁾. Select the user from the Select User ⁽²⁾ list
- 3. Press Delete User 6
- 4. A **message (**) will display to let you know that this user has been deleted from this Register only.

General	ncident Qua	lity Activity	Risk Feedback
		User Profil	es (Risk)
Select User: Andrew Martin (arr 1 Users found.	nartin) * 2		User Registry Save User New User Delete I
User Name Filter:	andrew		Only Show Users with no permissions in this register: Rebuild 'Select User' Lis
User Name Filter: Network Username Filter:	andrew	O Type null to get unlinke	Only Show Users with no permissions in this register: Rebuild 'Select User' Lis d users, % to get linked users only.
User Name Filter: Network Username Filter: RiskMas User Type Filter:	andrew	O Type null to get unlinke	Only Show Users with no permissions in this registers Rebuild Select User' Lis d users. % to get linked users only.
User Name Filter: Network Username Filter: RiskMan User Type Filter: User Position Filter:	andrew	Type null to get unlinke	Only Show Users with no perminations in this registerr Rebuild 'Select User' Lie d users, % to get linked users only.
User Name Filter: Network Username Filter: RiskMan User Type Filter: User Position Filter: User Created After Date:	andrew	Type null to get unlinke	Only Show Users with no permissions in this registers Robuild "Select User" Lis d users, is to get linked users only. Include users with no Permissions in Search:

		Us	er Profil	les (Risk)		
The User Profile 'a	martin' for regi	ster Risk ha	s been r	marked as dele	ted (not physicall	y deleted), and can
Select Users v Zero Users for	ed.	Dere	stored in	i neccostiry.		
				User Regi	stry Save User	Delete Oser
User Name Filter:	andrew	_	0	Only Show Users wi	th no permissions in this registers	Rebuild 'Select User' List Now
User Name Filter: Network Username Filter:	andrew	Type nul) to get unlinke	Only Show Users wi	th no permissions in this register: secs only.	Rebuild 'Select User' List Now
User Name Filter: Network Username Filter: RiskMan User Type Filter:	andrew	Type nul) to get unlinke	Only Show Users wi ed users, % to get linked u	the permissions in this registers sees only.	Rebuild 'Select User' List Now
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User Name Filter: Network Username Filter: RiskHan User Type Filter: User Position Filter: User Created After Date:	andrew	Type nul v	O I to get unlinke	Only Show Users wi ed users, % to get linked u Include users with	th no permissions in this registers sees only.	Rebuild 'Select User' List Now

To delete a user from RiskMan

Deleting a user from RiskMan can only be done via the General tab

1. Click on the General **0** tab

General	Incident	Quality Activity	Ris	k Fe	edback	
		User Profiles (Gene	ral)			6
Select User: Andrew Nartin (amarti 1 Users found.	n) 🔻		User Registry	Save User	New User	Delete Us
	andrew			A	build 'Select User' Lis	t Now
User Name Filter:						
User Name Filter: Network Username Filter:		Type null to get unlinked use	ara, 😘 to get linker	d users only.		
User Name Filter: Network Username Filter: RiskMan User Type Filter:	6	Type null to get unlinked use	ers, <mark>%</mark> to get linker st	d users only.		
User Name Filter: Network Username Filter: RiskMan User Type Filter: User Position Filter:		Type null to get unlinked use Conly Show Expired User Conly Show Deleted User	ara, % to get linke: St Si	d users only.		
User Name Filter: Network Username Filter: RiskMan User Type Filter: User Position Filter: User Created After Date:		Type null to get unlinked use Cody Show Expired User Cody Show Deleted User Toclude Deleted/Expire	era, % to get linker st si d Users in Search:	d users only.		

- 2. Locate the user. Either
 - Select the user from the Select User 2 list; or
 - Enter filter criteria in one of the filter fields

 and
 Press "Rebuild 'Select User' List Now" (2). Select
 the user from the Select User (2) list
- 3. Press Delete User 6

If the user has **not used RiskMan** they will be deleted from the database (as per example below).

General	Incident	Quality Activit	ty Risk	Feedback
		User Profiles (Ger	ieral)	
	The User	Profile 'Anne Hayden'	has been delet	ed.
Select User:	•		User Registry Sa	ve User New User Delete Use
TT OPEN TOUND				
User Name Filteri				Rebuild 'Select User' List Now
Network Username Filters		Type null to get unlinked	users. % to get linked users	: only.
RiskMan User Type Filter:		 Only Show Expired Us 	iers:	
User Position Filter:		 Only Show Deleted U 	sers:	
User Created After Date:		Include Deleted/Exp	ired Users in Search:	
Hear Has Occasolication? Pacticition		- @ Exclude Deleted/Exp	ired Users from search:	

If the user <u>has used RiskMan</u> then their user profile will be flagged as deleted and can be restored if required.

	Use	r Profiles (General)
	The User Device	leave that has a second a la Distance
In order not to loce t	The User Profile	amartin has records in RiskMan.
th order not to lose i	ne historical record, i	t has been marked as deleted (not physically deleted), and
Select User:	can be	restored in necessary.
· zero users round.		Contractory Inter Contractory
User Name Filter:	andrew	Rebuild 'Select User' List Now
User Name Filter: Network Username Filter:	andrew	Rebuild 'Select User' List Now Type null to get unlinked users, % to get linked users only.
User Name Filter: Network Username Filter: RiskMan User Type Filter:	andrew	Rebuild Select User List Now Type null to get unlinked users, % to get linked users only. Only Show Expired Users:
User Name Filter: Network Username Filter: RiskHan User Type Filter: User Position Filter:	andrew	Type null to get unlinked users, % to get linked users only. Only Show Expired Users: Only Show Deleted Users
User Name Filter: Network Username Filter: RiskNan User Type Filter: User Position Filter: User Created After Date:	andrew •	Rebuild "Select User" List Now Type rull to get unlinked users only. Only Show Expired Users Only Show Expired Users: Type rull to get unlinked users in the service in the service of the service

How do I restore a deleted user?

If a user has been deleted from RiskMan from the **General** tab and their User Profile was flagged as deleted, it will need to be restored under the **General** tab and then reactivated under each of the other Register tabs as required

Note: Users will automatically be activated in the Feedback User Profile

To restore a user that was flagged as deleted from <u>RiskMan</u>

- 1. Click on the General **0** tab
- In the Filter Criteria section check "Only Show Deleted Users"
- 3. Press the Rebuild 'Select User' List Now ⁽³⁾ button
 - The Select User ④ list will now show all users who have been flagged as deleted. Select the user from this list

Note: It is optional to also include the other filter fields to locate the deleted users

General	Incident	Quality Activity RISK Feedback
		User Profiles (General)
Select User: Andrew Martin (amartin)	4	User Registry Save User New User Delete Use
User Name Filteri	andrew 2	B Rebuild 'Select User' List Now
Network Username Filter:		Type null to get unlinked users, % to get linked users only.
RiskMan User Type Filter:		 Only Show Expired Users:
User Position Filter:		 Only Show Deleted Users:
User Created After Date:		O Include Deleted/Expired Users in Search:
the second second second second second second		a C Fundada Dalatad (Pantard Unara Gam ananda

4. Press the **Undelete User S** button

General	Incident Qu	ality Activity	Risk	Feedback
	Us	er Profiles (General)		6
felect User: Andrew Martin (amartin 1 Users found.) •		User Reg	jistry New User Undelete User
User Name Filter:	andress			Rebuild 'Select User' List Now
Network Username Filter:		Type null to get unlinked users, % to	o get linked users onl	ly.
RiskMan User Type Filteri		Only Show Expired Users:		
User Position Filter:		Only Show Deleted Users:		
User Created After Date:		Include Deleted/Expired Users	in Search:	
User Has Organisation* Restriction:		Exclude Deleted/Expired Users	from search:	
	(This user was	deleted on 28 May 2 any changes. Undelete first if change	012 17:10)	

- 5. The User is now restored **6** under the **General** tabs
 - If there are no changes to the user's profile, it will not be necessary to press the Save User button
 - If you wish to make changes to the user's profile, modify as required and press Save User
- Repeat steps 2 5 under each Register tab from which you wish to restore this user e.g. Incidents, Risk, Quality

		User Profiles (Ge	eneral)
		A	
alast Verse		User Undelet	ea.
Andrew Martin (amartin) •		User Registry Save User New User Delete U
Jser Name Filteri	andrew		Rebuild 'Select User' List Now
Jser Name Filter: letwork Username Filter:	andrew	Type null to get unlinke	Rebuild 'Select User' List Now
Jser Name Filter: fetwork Username Filter: UskMan User Type Filter:	andrew	Type null to get unlinke	Rebuild 'Select User' List Now id users. % to get linked users only. Users:
Jser Name Filter: ietwork Username Filter: UskMan User Type Filter: Jser Position Filter:	andrew	Type null to get unlinke Conty Show Expired Only Show Deleted	Rebuild 'Select User' List Now d users. % to get linked users only. Users: Users: Users:
User Name Filter: Network Username Filter: RiskMan User Type Filter: User Position Filter: User Created After Date:	andrew	Type null to get unlinke	Rebuild (Select User) List Now d users. No to get linked users only. Users: Users:

To reactivate a user under a specific Register

Note: This does not apply to the Feedback Register

- 1. Click on the specific **Register** tab e.g. Risk, Incident, Quality
- In the Filter Criteria section check "Only Show Deleted Users"
- 3. Press the Rebuild 'Select User' List Now button
 - The Select User list will now show all users who have been flagged as deleted. Select the user from this list

Note: It is optional to also include the other filter fields to locate the deleted users

- 4. Press the **Undelete User** button
- 5. The User is now activated under the selected Register
 - If there are no changes to the user's profile, it will not be necessary to press the Save User button
 - If you wish to make changes to the user's profile, modify as required and press Save User

Modifying the Field & Section Labels/Colours on a Register Form

The label of a Field or Section Name and the background

colour of a Section can be modified if the following icon appears in front of the Label

H Who Was Affected?	
A Incident Involved	Entry Required 👻
Grirst Name	Entry Required 👻
Asurname	Entry Required 👻
An-serie Richt	Atter Required

Example: Fields on the Incident Entry form

To be able to modify the label of a field or background colour of a section on a Register form

- The user requires the following Administrative Permission under the General tab: Can Modify Global Settings
- A user profile needs to be open in the respective Register
- 1. Click on the respective Register **0** tab
- 2. Select any user from the **Select User 2** list

General Incident Duality Actis	vity Rick Foodb	ack			
ancia Incluent	User Profi	les (Incident)			
elect Userr Maydan, Anna (ahaydan) 2	-	User Registry	Save User	New User	Delete User
Iser Name Filters	🗇 Only	Show Users with no permissions it	in this register:	ebuild 'Select User	' List Now
liskMan User Type Filter:					
Iser Position Filter:					
Iser Created After Date:	() Inch	de users with no Permissions in S	earch:		
Iser Has Ornanisation* Restriction:	* @ Only	show active users in search			

To modify a field label

1. Click on the 4 icon **1** next to the respective field

Summary	Entry Required 🔽	-
hDetails	Optional Entry 🗸	~

Entry							
Title 🔞	Details	2					×
Report							
Title 🕜	Details	B					
	Display 🔞	~	Condition	1	Group 🕜		
Alert							
Title 🕜	Details	4					
	Display 🕜	~	Condition				
Advanced-							
Post Cell 🔞	<img alt="C</td><td>heck</td><td>Spelling" image<="" src="</td><td>" td=""/> <td>s/spellcheck.g</td> <td>gif" onclick=</td> <td>="parent.fnSp</td>	s/spellcheck.g	gif" onclick=	="parent.fnSp			
Script 🕢	onfocus="pa	rent.	fnPreSpellChe	ck(this);"		Ó
	ld 🕢				Obj Class 🧑		
	TD Class 🔞				TR Class 🕜		

- Enter the label in the New Title Text ② field (this is the field on the respective Register form)
- The new title should be reflective in the **Reports** and Alerts, so modify the New Reporting Title ③ and Alert Title ④ fields accordingly
- 3. If your Entry form has more than one label with the same name, ensure the labels for the **Alert Title** and **Report Title** are such that users are able to distinguish which Entry form label the field is referring to (refer to examples below of the "Notify of Associated Incidents" label on the Risk Entry form)

				-			Hide	Key Perso	nnel Se
sk Owner	Dont Display	~	I	ANotif	fy of Associ	ated Incid	lents 🗖	ont Display	~
sk Coordinator	Dont Display	~	I	ANotif	fy of Associ	ated Incid	lents D	ont Display	~
ened By	Optional Entry	r 🗸		Repo	orted To		0	ptional Entr	y 💙
osed By	Oont Display	~							
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ntry									
itle 🔞 🛛 🛛	Votify of As	socia	ted Incid	ents					×
- L									
Report									
itle 🕜 🛛 🛛	Notify Acco	untab	le Execu	tive of As	ssociated I	ncident			
D	isplay 🕜	~	Condit	tion 👩	Grou	ıp 🔞 🧧	~		
lert									
itle 🕢 🗍	Notify Acco	untab	le Execu	tive of As	ssociated I	ncident			
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2					Tana				
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т	D Class 🕜				TR C	lass 🕜			

Example: "Notify of Associated Incidents" referring to the Accountable Executive on the Risk Entry form

and the first					
Entry					
Title 🔞	Notify of Associate	d Incidents			×
Report					
Title 🕜	Notify Accountable	Executive of Ass	ociated Incident	t.	
	Display 👩 🔽	Condition 🍘 🖌	🗸 Group 🔞	~	
Alert					
Title 🕢	Notify Accountable	Executive of Ass	ociated Incident	l.	
	Display 🍘 🔽 🛛	Condition 🕜 🔓	2		
Advanced					
Post Cell 🔞	1				0
Script 🕜					0
	ld 🕡		🛛 Obj Class 🕝		
	TD Class 🕜		TR Class 🔞		

Example: "Notify of Associated Incidents" referring to the Responsible Manager on the Risk Entry form

 If a field label is determined by the Global Settings e.g. Site, Location, Program; the Title Text, Report Title and Alert Title will be displayed in a similar way to that in the example below of the "Site" field

Entry		
Title 🕜	*GS_ SiteName	
Report		
Title 🕜	*GS_ SiteName	
	Display 🝘 🗹 Condition 🍘 🗹 Group 🝘 🔽	1
Alert		
Title 🕜	*GS_ SiteName	×
	Display 🍘 🖌 Condition 🝘 🖌	
Advanced		
Post Cell 🔞	5	0
Script 🕢		0
	ld 🕡 📃 Obj Class 🕡 🛛	
	TD Class 🝘 🛛 🛛 TR Class 🔞	
	Dave	Current

 If you make a change to any of these labels, it will only affect the label on that Register Entry form and will <u>NO</u> <u>LONGER</u> obey the Global Settings label. An example where this may be useful

Global Settings = Site where Incident Occurred

This would be useful on the Incident Entry form but not on the Risk Register, Feedback Entry or Quality Activity form. You might want to call this field

- Site of Risk in the Risk Register
- Site on the Quality Activity form
- Site where Feedback is initiated in Feedback*
- 8. Press **Save** when complete

To modify a Section Title/Colour or Background Colour

1. Click on the 🌌 icon 🕕 next to the Section Title

Received and	Deat Dicelau	
Admission Date	Done Display	
Incident Date	Entry Required	-
Notification Date	Dont Display	-
Data Clored	Dont Display	-

2. Modify the label in the **Current Section Title** *•***)** field (*this is the field on the respective Register form*)

Note: If the title starts with *GS_ it means that the label is coming from the Naming Conventions in the Global Settings. If the label is changed it will not be affected by future Global Setting changes and will only affect that Register

Section -					
Title 🕝	GS_Date	sSectionName 🙋	3		×
	Fill 🔞 🔵	#997788	📄 Text 🍘 🤇	#FFFFFF	\supset
		6		4	

 To change the background colour and text colour of the section click on the respective Choose Background Colour

 or Choose Text Colour

 buttons and a colour picker will display. Select your colour. If you want the colours to be the same as another section, copy the respective Colour code e.g. #997788 from one section to the other

Note: If you want Black text enter the colour code **#000000**. Be careful with choosing colours. Make sure they complement each other. If you need assistance with colour matching please contact RiskMan Support - support@riskman.net.au

4. Press Save when complete

Dont Display	
Done Dispidy	-
Entry Required	~
Dont Display	~
	Dont Display

Example: "Dates" section after changing the text and background colours

How can I view a summary listing of all the users in RiskMan?

The **"User Registry"** page provides you with a summary list of all registered users in your RiskMan. Depending on any Entry/Update restrictions you have in your User Profile, you will only be able to view users that match your restrictions

To access the User Registry page either

 Click on the User Registry button at the top of any of the User Profiles pages or select Administration -> User Permissions -> User Registry from the menu

	L	ser Profiles	s (Incid <u>ent)</u>
Select Useri Andrew Martin (amartin) 13 Users found.	•		User Registry Save User New User Delete User
User Name Filter:	1		Only Show Users with no permissions in this register: Rebuild 'Select User' List N
Network Username Filters	T	pe nul to get unlinio	ed users. % to get linked users only.
RiskMan User Type Filter:			
User Position Filter:			
User Created After Date:			Include users with no Permissions in Search:
User Has Organisation Restriction:			Only show active users in search:

 The list of users you have permission to view (this could be all users or users matching your Entry/Update Restriction Details) will be listed. These users may be grouped by a column (depending on the last time you visited this page) or ungrouped

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Display Option Definitions

- Show Columns: Uncheck the columns that you do not want displayed in your list. Some columns will always display and therefore will not be an option to hide
- **Display:** Select the type of users that you wish to display in your list ie. Deleted Users, Expired Users, Active Users
- Expand: Click this button if you wish to view all the users in your list if the list is collapsed. Alternatively if you only wish to expand a specific group of users, click on the button next to the collapsed group of users
- Collapse: Click this button if you wish to collapse an expanded list of users that have been grouped.
 Alternatively if you only wish to collapse a specific group of users click on the button next to the expanded group of users
- To export your list to Excel[™] click on the Export button

<u>User List</u>

The following is a list of options available in the User List

• Username link: If you click on the <u>username</u> it will direct you to the User profiles page. This is useful if you wish to make an alteration to a specific user profile e.g. delete the user (from the General tab) as they are no longer employed, change the user's template in one or more Registers

To then return to your **User Registry** page, click on the **User Registry** button at the top of any of the User Profile tabbed sections

 Email Address Link: If you wish to send an email to a particular user, click on the user's respective <u>email</u> <u>address</u> link. An email will open with the email address auto-populated ready for you to send an email

Suggested Groupings for your User Profile List

The list of users can be grouped by any of the column headings – *refer to examples below*

 Templates – Indicates the General or Register specific Template a user is assigned to.

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Example: User's grouped by their assigned General Template

			Use	or Regis	try				
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Example: Users grouped by their assigned Feedback Template.

2. **Display Name** – Checks to see if a non-network user has more than one logon in RiskMan

S Display Name Employment Role 🙎 User Name 8 User Display Name: Anne Hayder
 Anne Hayden Trainer Acting Charge Nurse User Display Name: Arti Nazareth Trainee 8 Acting Charge Nurse 🕞 User Display Nar default Acting Charge Nurse 🕒 User Display Name: Dhiraj D Dhiraj CEO User Display Name: Esler, Sc Scott Esler 🕒 User Display Name: Executiv Executive User Display Name: Faulkner, Lau
 lauraf Priest 🕒 User Display Name: Fernandez, Brett Doctor - Consultant Brett

How do I assign staff to Managers?

Refer to the RiskMan Manager/Staff Relationships Guide

accessible via the menu Help -> Reference Guides