

## About Users

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Users are the people who have EMResource accounts and, as a result, access to view events, update statuses, and/or manage resources in EMResource.

Some users may only need minimal access, for example, to view certain types of events. Other users may need more extensive rights that allow them to initiate events, update statuses, manage resources, create forms, and generate reports.

Access to EMResource is specified through the user account, according to the user type and roles, views, resource rights, and advanced options. User access is determined by regional or resource [administrators](#) when they create, configure, and manage users.

## Users List

With appropriate permissions, through the main menu, under **Setup**, click **Users** to access the *Users List*. You may be able to edit user accounts, reset passwords, and assign regions.

The list identifies people by their full name, username, organization, and login email, as well as providing information about their regions, last login date, and more.

MENU

JUVARE

EMResource

Springfield, USA (DEMO)
 

JF

Springfield, USA (DEMO)
Setup
Users
EVENTS

Heat Advisory

Hospital Intoxication Patient Surveillance

Users List

HELP

+ CREATE USER

EXPORT

IMPORT USER

BULK CHANGE

One or more users have invalid contact information. VIEW THESE USERS

(Any Resource Group)
(Any Notification Status)
(Any Role)
(Any Resource Type)

	Active	Full Name	Username	Organization	Login Email	Regions
<input type="checkbox"/>	✓	emr19	emr19			1
<input type="checkbox"/>	✓	EMTRACKNEWUSER01 EMTRACKNEWUSER01	EMTRACKNEWUSER01			1
<input type="checkbox"/>	✓	EOC - Springfield USA	demoadmin	EMSystem		1
<input type="checkbox"/>	✓	Friendly Sir	friendlisyir			1
<input type="checkbox"/>	✓	HICS Demo	hicdemo	Springfield USA		1
<input type="checkbox"/>	✓	Hospital Name	hospitalname	Hospital Name		1
<input type="checkbox"/>	✓	Hospital User	HICASO	HCA		

RESET

COLUMNS

FILTERS 1



You can use the filter and search options to locate people by name, resource group, notification status, role, or resource type. You may be able to create, import, print, or export the list of users.

## User Accounts

On the *Users List*, locate a user and click on their name to open their account and review their profile, which is organized by sections, including the *User Profile*, *Contact Information*, *Roles and Rights*, and *Views*.

## User Profile

The *User Profile* section contains basic information, such as your name, full name, organization, and administrative comments. Located above the User Profile, various buttons offer quick access to return to the Users List, view and edit the person's preferences and regions, or copy and edit the user.

 View User: Dave Blue  HELP

[GO TO LIST](#) [PREFERENCES](#) [REGIONS](#) [DASHBOARD](#) [COPY](#) [RESET PASSWORD](#) [EDIT](#)

### User Profile

Full Name \*  
Dave Blue

Name shown to identify this person.

First Name  
Dave

Middle name

Last Name  
Blue

Organization  
University Hospital

Center, service or location for whom the person works.

Administrative Comments

## Contact Information


The contact information section allows you to enter your contact details for receiving notifications through various methods, including email, text, pager, and voice.

**Note:** You must have a voice phone number on your profile to receive event notifications by phone.



After details are added, they appear in the appropriate section. If the information is not formatted correctly or EMResource is otherwise unable to successfully send messages, a checkmark indicates the address or number cannot be validated.

**Note:** When editing, you can reorder contact methods to have EMResource contact one method before another. Use the up and down arrows to arrange your preferences.


### Contact Information

 Email \*  
dave@hospital.com

Label  
Work Email

 Text \*  
 +1 (404) 897-0123

Label

 Pending

Confirmation has not been received. Text +17606484700 with YES to confirm.

## Roles and Rights

**Roles** are assigned to determine which features and functions are available to users. Assigning roles grant the person a predefined set of **rights**, which in turn, control and manage their access to features and functions.

When new users are created, they are automatically assigned your region's default role and, thereby, the rights associated with it. These users also have viewing rights for resources in the region default view.

Likewise, when you grant people from other regions the right to log in to your region, they are assigned the default role and view rights. As you work with a person's account, you can change these settings. For more information about roles, go to the article [About Roles](#).

## Roles and Rights

### Assigned Roles

Administrator Hospital

### Roles This User Can Administer

Hospital Team Deploy

Note: To assign roles, 'Administer User' must be selected for at least one resource.

### Additional User Rights

Form - User may activate forms \* IPN - Receive Incoming Patient Notifications \*

## Views

Views are designed to consolidate and display information about resources in a region. Views are commonly configured by resource type (such as clinics, emergency medical services, hospitals, or shelters), location (within a city, county, or metro area), or service (dialysis, memory, psychiatric, or physical therapy).

The information provided in a view can include a wide array of details such as the status, status type, availability, contact details, comments, and date of last update.

Specifying what views the user has access to, including their default view, determines what information they see when they access their account or navigate between views. If your region has mutual aid agreements with other regions, you can decide if a user needs access to these regions too. This feature is particularly helpful along borders.

## Views

### Views in this Region

Bed Availability Bed Capacities Blood Products Chempack Sites Demo MRV Dialysis Services EMS View Functional Needs Shelters  
Health System Example Hospital + EMS View HPP Site Visits Mass Casualty Incident Narcan Region Default Springfield Intensive Psych  
Surge Capacity Trailers Toxicity - Currently Treating

### Other Region Views

Florida RDSTF 5 Springfield Intensive Psych (DEMO) Training yDemo zzzFlorida RDSTF 3 zzzFlorida RDSTF 4 zzzFlorida RDSTF 6

## Resource Rights

When you choose to edit a person's account, you gain access to their resource rights, which determine what resources, and information about those resources, are accessible. However, even when people are granted access to a view, they only see resources to which they have rights in that view.

At the top of this section, click Filters for additional options that help you to search for specific resources. Resources are listed as rows, and for each resource, there are five columns.

**Important:** The **View** right is a precursor to all other rights on a resource. If you want a user to have **Associated**, **Update**, **Reports**, and/or **Administer Users** rights, you must first grant them the **View** right on that resource.

Access rights by column include:

- **Associated**, links the user to the resource, as a participant for inclusion in notifications, events, and reports.
- **Update**, grants the access and opportunity to update resource statuses.
- **Reports**, grants the access and opportunity to run general reports about the resource. Access to various reports is further controlled through.
- **View** (required for any other rights to be applicable), offers access to information about the resource through views, events, and other tools. Refine allows you to limit resource view rights by status type.
- **Administer Users**, grants the user control to create, edit, and otherwise manage users that are associated with a resource.

Additionally, user rights to sub-resources are inherited from the resource. For example, a user who has view rights to a resource can also view its sub-resources. A user who has the update rights for a resource can also update its sub-resources' statuses.

# Notification Preferences

Available when viewing a person's account, the Preferences option at the top offers access to various notification preferences that allow you to identify the method for sending notifications to the user for specific types of events, status changes, system notifications, and multi-region events.

Notification options include:

- [Event Notifications](#)
- [Status Change Notifications](#)
- [System Notifications](#)
- Multi-Region Event Rights