Import Users

If your organization is using more than one of our products and Common Account Management (CAM), the User Import Search section appears at the top of the User Administration - Create New User window.

Use this section to search for the username to determine whether it already exists in the user database (also known as the CAM common user directory). If it is in use, you may be able to import the user.

To import a user

1. On the upper right, click **System Settings**.
2. On the left, under *Users & Devices*, click **Users**. The *Users* page opens.
3. Click **New User**. The *Choose User Access Type* window opens.
4. Click **Password**. The User *Administration - Create New* window opens.
5. Enter the user's username in the **Search by login name** field.
6. Click **Search**. One of three things occurs:
   a. The system finds the user in your Region's user directory and you have the authority to import the user's account.
   b. The system does not find the name in the directory and displays the message "Login name of (name you entered) could not be found." You can proceed to add a new user with this username.
   c. The system finds the name, but you do not have the authority to import this user. You can proceed to add this user but with a different username.
7. If you imported the user account, complete or change the appropriate fields:

Field	Description
First Name, Middle Name, Last Name	User's name.
Organization	User's organization affiliation.
Time Zone	User's time zone.
Work Phone, Mobile Phone, Text Pager, Email	User's contact information.
State, Level, License #	User's healthcare provider information, such as their level (doctor, nurse, EMT) and license number.
Location, Role	User's default location (division) and role at that location.

8. Click **Save**.