



# Your Administrator Task Bar

Revised: July 25, 2015

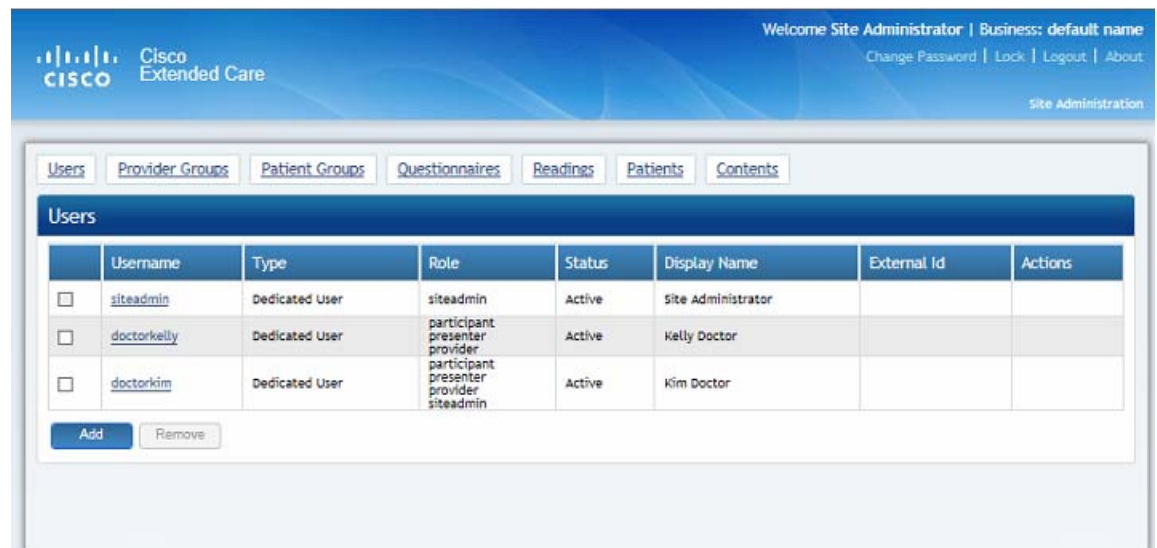
After you enter your password, you will see the *Home Screen/Users* screen as shown in [Figure 5-1](#).



**Note**

On this screen, the word *Users* actually refers to your care-team providers.

**Figure 5-1** Home Screen/Users Screen



## Administrator Task Bar Tabs

The administrator task bar tabs display at the top of every one of your screens, where ever you are in your Extended Care sample portal. You control all your primary tasks by clicking on these tabs. The tabs are described in [Table 5-1](#). Additional tasks can be performed by clicking on the context-dependent buttons at the bottom of all your screens.

**Table 5-1 Administrator Task Tabs Descriptions**

| Tab                    | Use  |
|------------------------|--|
| Users                  | Displays the list of all authenticated <i>providers</i> in the system, as show in <a href="#">Figure 5-1</a> From this screen, you can edit provider settings, delete/remove providers, or add/enable new providers.                           |
| Provider Groups        | Displays the list of configured Provider Groups. From that list you can create on-call appointment schedules for any provider in that Provider Group.<br><b>This tab is present only if Provider Groups are enabled for this installation.</b> |
| Patient Groups         | Displays the list of configured Patient Groups. This tab is present only if Patient Groups are enabled for this installation.  |
| Questionnaires         | Displays the list of configured Questionnaires. This tab allows you to Add, Update, and Delete Questionnaires.   |
| Reading Configurations | Displays the list of configured Readings. This tab allows you to Add, Update and Delete Reading Configurations.  |
| Patients               | Displays the list of all authenticated patients in the system. From this screen, you can edit patient settings, disable patients, or enable new patients.  |
| Contents               | Displays the list of configured Contents. This link allows you to Add, Update and Delete Contents.   |