Adding a New Anywhere User

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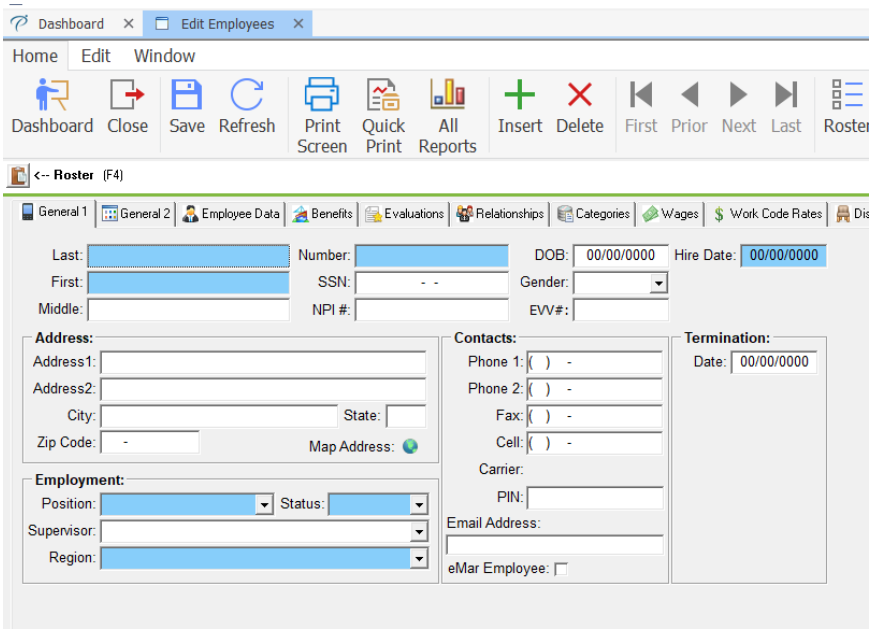
Edit Employees

- Go to the Employees module, select Edit Employees
- Select the New button
- Fill out the 'Blue' required Fields
    - For EVV a new employee must have their First and Last Name, a social security number, and a valid/unique email address
    - Number is a unique identifier for the employee but does not effect EVV or Billing. It can be anything the agency decides. Example: an employee named Bob Smith may have a 'Number' field of BS.
    - If using eMar, check the box and assign the cart.
- Save using the icon on the Toolbar



Security

- Go to the Administration Module and go to Security
- Use the Insert button on the Toolbar
- Fill in the 'Blue' required fields.
    - The User ID must be unique to the user
    - Make sure to fill out the Name in Demographics drop down with the Employees name. This ties the Edit Employee record to the user ID.

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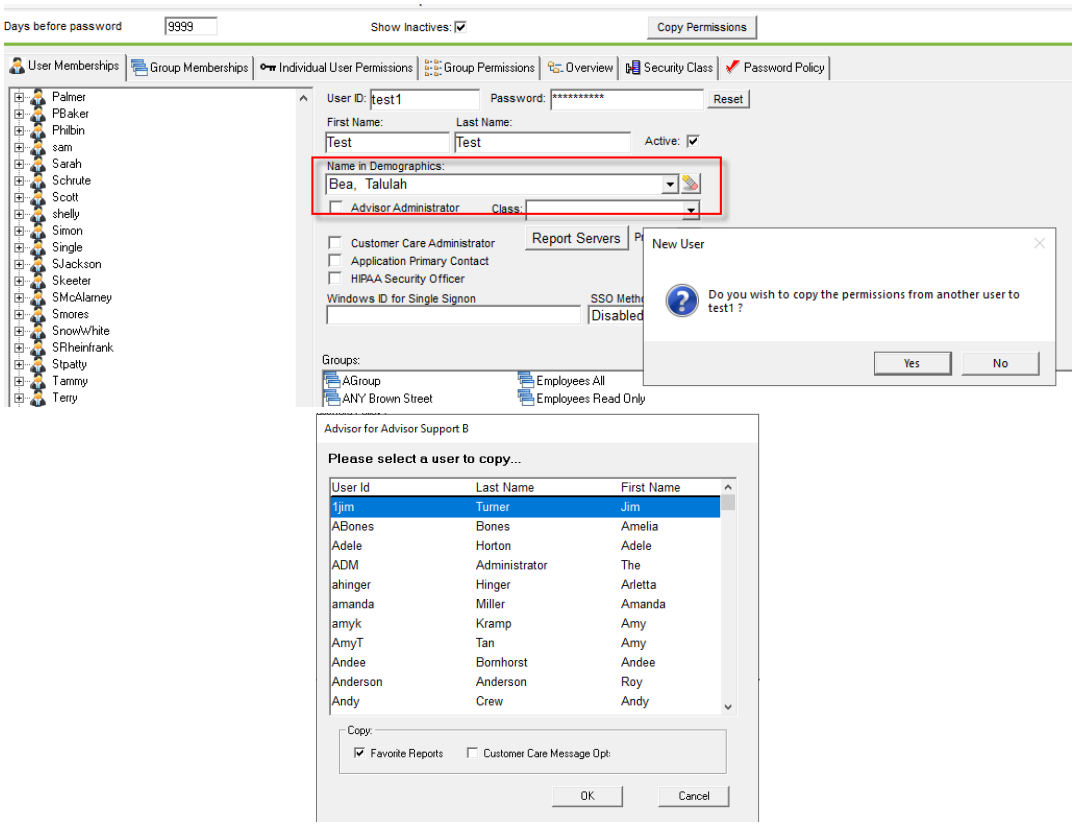
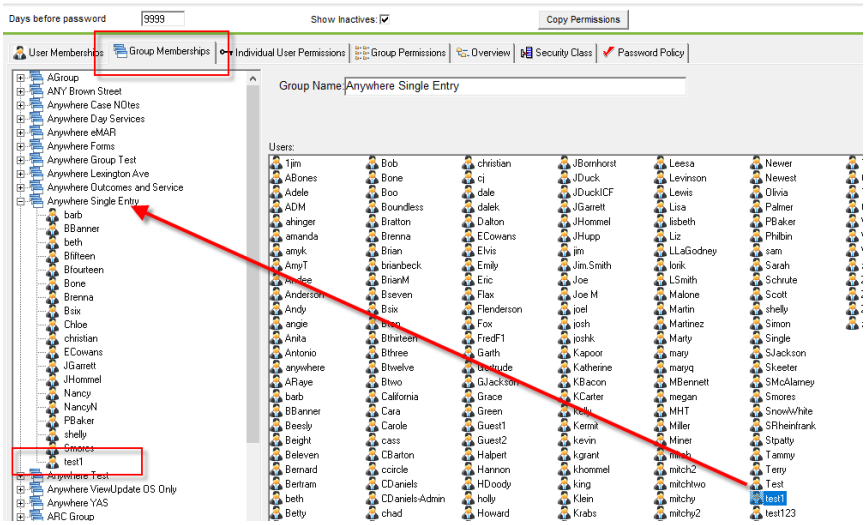
- Select the Insert New User button
- A box will appear asking if you would like to copy permissions from another user to the new user. If that answer is yes, select the user to copy permissions from.
- Be sure to Save the window.



- Even if copying permissions be sure that the user has the permissions they need.
  - If there is an Anywhere user group used for staff, go to the User Memberships tab and drag the new users name to the Group.



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