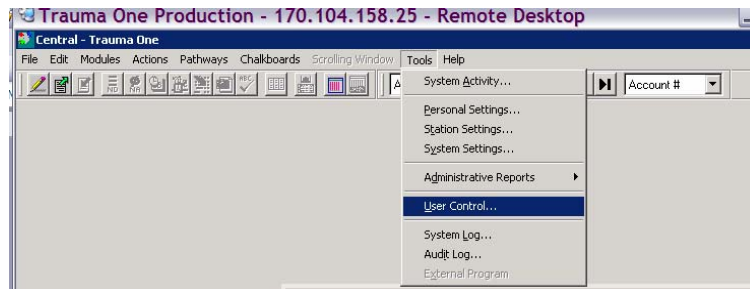


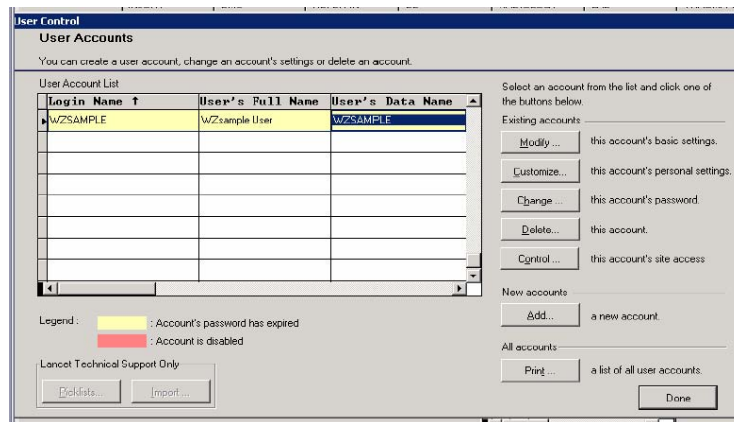
Managing user access

Making changes to existing users can be done in the *User Control* window by anyone with Site Supervisor privileges. *Note: It is the responsibility of the CBE or Site Supervisor to delete old users from having access to your trauma registry, or either notify the State to have them delete that user.*

1. From the Master Desktop select *Tools > User Control*.



2. The *User Control* dialog box opens.



To delete a user:

- Place your cursor on the user's name, and click the *Delete* button. It will prompt you with a message to verify if okay to delete.

To modify a user's access:

1. Select the user that you want to change.
2. Next, click on the *Control* button. Change the user access under *Privileged Groups*. When finished, click *Done*.

To un-lock a user's account:

1. Place your cursor on the user's name.
2. Next, click on the **Modify** button. If the user account is locked, it will be stated in the *Details* area. To unlock user's account, check the "Unlock Account" box. Click *OK*, then click *Done*.

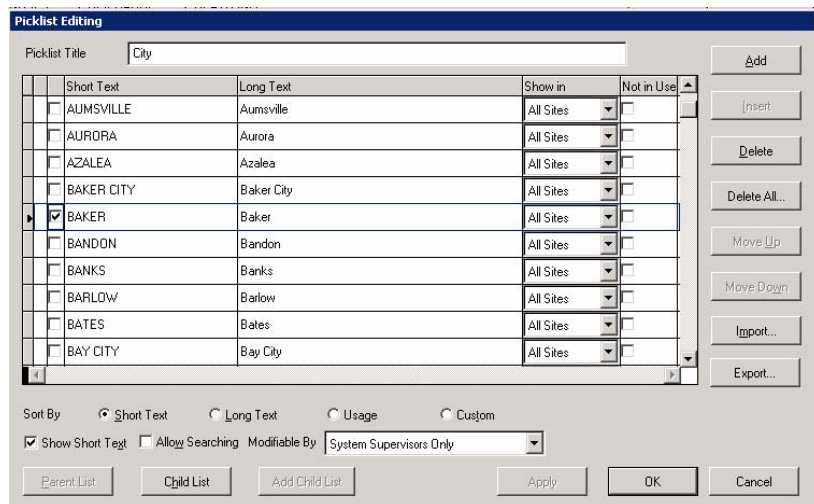
Altering Picklists

For the hospital users, the ability to alter picklists is limited to Physicians and PI, and then, only by a Site Supervisor. When you have this function, you can alter a picklist's title, add, delete, and modify entries, change the sort order for entries, and more.



Changes to picklists are made in the **Picklist Editing** dialog box. To open this dialog, click the **Alter Picklist** icon in the picklist you wish to edit. If this icon is grayed out, this picklist cannot be altered. After making changes in the Picklist Editing dialog, be sure to click *OK* to save your changes.

I. Editing picklist entries



	Short Text	Long Text	Show in	Not in Use
<input type="checkbox"/>	AUMSVILLE	Aumsville	All Sites	<input type="checkbox"/>
<input type="checkbox"/>	AURORA	Aurora	All Sites	<input type="checkbox"/>
<input type="checkbox"/>	AZALEA	Azalea	All Sites	<input type="checkbox"/>
<input type="checkbox"/>	BAKER CITY	Baker City	All Sites	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BAKER	Baker	All Sites	<input type="checkbox"/>
<input type="checkbox"/>	BANDON	Bandon	All Sites	<input type="checkbox"/>
<input type="checkbox"/>	BANKS	Banks	All Sites	<input type="checkbox"/>
<input type="checkbox"/>	BARLOW	Barlow	All Sites	<input type="checkbox"/>
<input type="checkbox"/>	BATES	Bates	All Sites	<input type="checkbox"/>
<input type="checkbox"/>	BAY CITY	Bay City	All Sites	<input type="checkbox"/>

The most prominent feature of the **Picklist Editing** dialog box is the window listing the picklist entries. Notice that each entry has two columns, **short text** and **long text**. Long text represents the value the user sees when she opens a picklist (or runs a report), while short text represents the value that is actually entered into the field. In the screenshot above, the **Picklist Editing** box for the field City, the short text and long text are nearly identical. Some

picklists, however, have short text and long text that are not at all alike. For example, in E-code picklists, the long text will be a written description of the injury, while the short text will be only the code itself. The Picklist Editing dialog box requires that all entries have both short and long text, even if they are identical.

To edit short text or long text for existing entries:

1. Highlight the entry you wish to change, either by clicking in it or moving to it with the arrow keys. Highlighted entries can appear both as boxed in blue and as white text on a blue background.
2. Type any additions or changes, using the backspace or delete key to eliminate any unwanted text.

To add or insert a new entry:

1. For *Sort By*, click the button next to *Custom*.
2. Add or insert an entry.
 - To add a new entry to the bottom of the list, click the *Add* button.
 - To insert a new entry directly above the currently highlighted entry, click the *Insert* button.

To delete an entry:

1. Highlight the short text or long text of the entry you wish to delete.
2. Click the *Delete* button.

A small dialog box appears asking “Delete?” Click *OK*. If the entry you are deleting has attached child lists, click *Item and Sublists* to delete the entry and all child lists, or *Sublist Only* to delete only the child lists while saving the parent entry.

II. Editing child lists

To edit a child list, highlight an entry with an attached child list, then click the *Child List* button. The Picklist Editing dialog box and all options within it are identical for parent and child lists. To return to the parent list, click the *Parent List* button. (For general information on child lists, See “Child lists” on page 17.)

To create a new child list:

1. Highlight an entry with no attached child list.
2. Click the *Child List* button.
3. A small dialog appears saying “This item has no child list. Do you want to create one?” Click *OK*.