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Navigating the Clinical Portal as a Clinic Admin Jay-Ileen (Ai) - 2023-07-21 - Clinic Admin Guides

Getting to Know the Clinical Portal as a Clinic Admin

- 1. On the upper right side of your screen, click Your Name.
- 2. Select Admin Panel.
 - You will be routed to the Admin view.



- 3. The Admin view will have the following Tabs:
 - $\circ~$ Dashboard This shows the following timeline data for the clinic:
 - Active Providers
 - Active Patients
 - Added Patients
 - Total Readings This Period
 - Practice Report
 - Active Users
 - $\circ~$ Clinic Allows you to view and edit Clinic and Health Details settings.
 - $\circ~$ Rooms Shows the different rooms under the clinic. (Note: This tab is not

relevant to the workflow yet, please avoid changing the settings on this tab.

- Users View, add or modify details of all users under the clinic. There is also a search function for larger clinics. You can also export currently viewed user details to a csv file.
- $\circ~\mbox{Report}$ View and export clinic login times for users on the clinic.
- Audit Logs See a more detailed view of users and particular activities done at the clinic while they are logged in. You can also export these details to a csv file.

Welch Allyn Home Pawhoard Clinic Rooms Users Report Auditugs												
Week • 📢 This Week & Mr 17 - 23, 2023 👂												
Jake Wallin's Clini	ic .								★ Favorites •	Search clinic/room (minimum 3 chars)	۹	
Total Active Providers			Total Active Patients				Patients Added This Period	Total Reading	Total Readings This Period			
				(no data)				(no data)		(no data)		
Practice Report								Active Users				
Date	*	New Patients	0	Active Patients	0	Total Readings	1	Active Patients Active Providers				
Wed												
Tue												
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Go back to the Admin Help Directory

