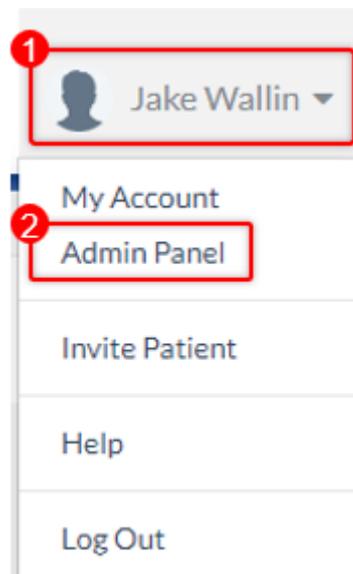


Navigating the Clinical Portal as a Clinic Admin

Jay-Ileen (Ai) - 2023-07-21 - Clinic Admin Guides

Getting to Know the Clinical Portal as a Clinic Admin

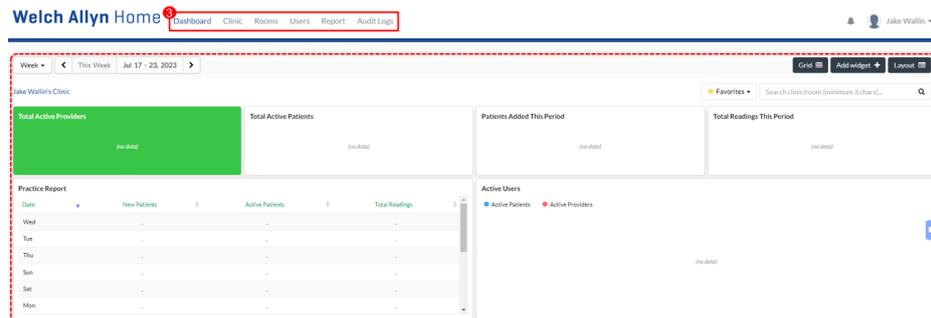
1. On the upper right side of your screen, click Your Name.
2. Select Admin Panel.
 - *You will be routed to the Admin view.*



3. The Admin view will have the following Tabs:
 - Dashboard - This shows the following timeline data for the clinic:
 - Active Providers
 - Active Patients
 - Added Patients
 - Total Readings This Period
 - Practice Report
 - Active Users
 - Clinic - Allows you to view and edit Clinic and Health Details settings.
 - 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.
- 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.



[Go back to the Admin Help Directory](#)

Tags
admin panel