**Creating User Types**

In EMIS all user types are based on 5 default user type profiles:

* Administration
* Doctor
* Nurse
* Other
* Principal

As “Administration” does not allow the user to be marked as a consulter, the user type of “Other” is widely used as a catch all. By creating additional named user types with the default profile of “**other**” the practice can benefit from enhanced user-based analysis without affecting the user’s current functionality.

**Add a New User Type**

* From the Main Module Page select **UM - User Manager**
* From the **V - View** Menu select **User Types**

Graphical user interface, text, application, chat or text message

Description automatically generated

* Click **Add** and complete the dialog box as appropriate
* Choose “**Other**” in the **Details Required** drop down

Graphical user interface, text, application

Description automatically generated

* Click **OK**

The User type will now appear in the user type list and can be selected when creating or amending an existing user

Recommended User Types to add

|  |  |  |
| --- | --- | --- |
| **Mnemonic** | **Description** | **Detail Required** |
| PM+ | Practice Manager + | Other |
| Phlb | Phlebotomist | Other |