

# Subusers

## The Three Types of Users

### Test Technicians

Test Technicians will have the most limited access of the three users. Declaring a user as a Test Technician will allow them to set up testing sessions for patients, but will limit their access to data as they can only view reports after a testing session is complete with the permission of an Account Administrator.

### Test Coordinators

A user named a Test Coordinator will have access to all necessary testing areas and can function independently of the Account Administrator for testing, viewing reports, purchasing sessions, and can also manage testing codes in the Remote Testing platform.

### Account Administrators

This designation is reserved for users who should have access to all aspects of the CNS Vital Signs account. In addition to being able to administer testing sessions and view all reports, Account Administrators will be able to make permanent changes to the account like: editing/customizing test configurations, viewing the audit log, editing account data, and adding/editing users.

	Test Technicians	Test Coordinators	Account Administrators
Perform Testing Sessions	✓	✓	✓
View Reports	✓*	✓	✓
Purchase Sessions / Order		✓	✓
Access to Remote Testing Platform		✓	✓
Add New Users			✓
Edit Account Data			✓
Edit Assessment Configurations			✓
View the Audit Log			✓

\* Requires permission from Account Administrator and reports can only be viewed immediately following a testing session

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## User Editing Tools

- A User Information**  
Create a unique User Name with a valid email address (using the email address as the User Name is encouraged) and add a password that will be used for sign-in purposes. If the user's 'Active' box is checked, they will be able to log into their account with the correct credentials.
- B User Type**  
Select a user type from the three options in the dropdown menu: Test Technician, Test Coordinator, and Account Administrator. More information on User Types on page 1.
- C Test Presentation Settings**  
The checkbox controls if this user can choose/edit a test configuration when setting-up a testing session. Using the Test Configuration dropdown menu, you can set the default test configuration for this user, which can either limit them to that setting (checkbox unselected), or autofill the test configuration with that setting while maintaining the capability to edit the configuration prior to the testing session (checkbox selected)
- D End of Test / Report Settings**  
These settings will determine the report type, whether the report is displayed at the end of an in-office testing session, if the report will require a password to view, and if you'd like to include our supplemental Interpretation Page to the report. You can also enable End of Assessment notifications to be sent to the email address entered.

The screenshot shows a user editing form with the following sections:

- A** User Name, Password, Name First, Email Address, Active checkbox, Confirm Password, Last Name.
- B** User Type dropdown menu.
- C** Display Test selection on Confirm Test Settings checkbox, Test Config dropdown menu.
- D** Default Report Type dropdown menu, Email end of assessment notification checkbox, Require end of assessment password checkbox, Display short reports when available checkbox, Display report at test completion checkbox, Add Interpretation Page to Report checkbox.
- E** Group dropdown menu, Allow user to view radio buttons (All test session reports in account, Only test session reports in group, Only test session reports by user).

- E Report Viewing Permissions**  
Use the radio buttons to define access to reports for this user. You have the choice to restrict the user to reports created through their testing sessions or by anyone with the same 'Group' name. If you restrict this user to only reports in the group, you should define a group name to use for multiple users.

## Steps to Create A New Subuser or Edit Existing User

- 1 Log into your account using the Sign In - Manage Account button in the upper right corner of the CNS Vital Signs homepage. ([www.cnsvs.com](http://www.cnsvs.com))
- 2 Click on the 'Users tab on the top right side of the account dashboard.
- 3 Press the 'Add New User' button to create a subuser, or click on an existing user to edit.
- 4 Use the User Editing Tools (explained above) to customize or edit the new/existing user settings.
- 5 Save your account settings using the 'Save Configuration' button.

