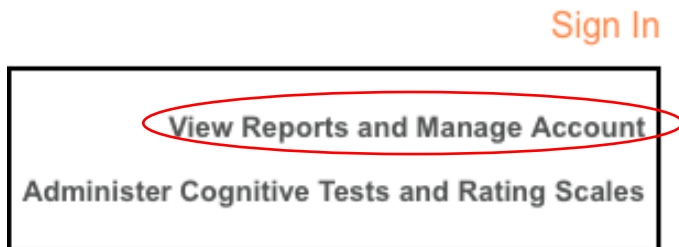


CNS Vital Signs – Adding Users

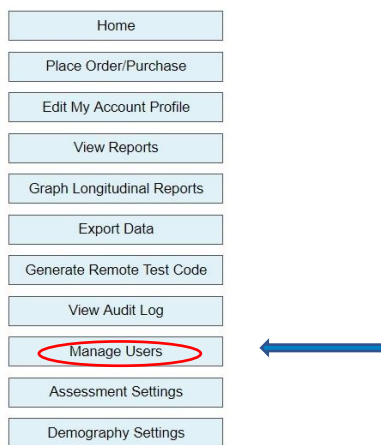
1 2 3

- ❑ Go to www.cnsvs.com
- ❑ In the upper right-hand corner of the page select **Sign In**
- ❑ Select **View Reports and Manage Account**



4

- ❑ Find **Manage Users** in the left-hand column of your account management page.



- ❑ Assign each person with access to CNS Vital Signs their own username and password
- ❑ This is important for security, tracking activity in the Audit Log, and with sending End of Test (EOT) notifications
- ❑ The three User Types are:
 - ❑ **Test Technician** – lowest level user, can only test In-Clinic; cannot log in and View Reports
 - ❑ **Test Coordinator** – middle level user. Can send Remote Links, View Reports, Graphs and Purchase. Typically the main type of user.
 - ❑ **Account Admin** – highest level user and the 'Jedi Knight' of CNS VS. Can Add/Delete Users, View the Audit Log and customize Assessments & the Account itself.
- ❑ There is no limit to the number or type of users. For example, you can have five Account Admins if you want.

Adding Users

CNS Vital Signs – Adding Users

5

- ❑ To add a new user, complete the blank form and select **Add New User**
- ❑ To update an existing user, select **Edit** for that user
- ❑ To remove an existing user, select **Delete** for that user

HINT: If the username and password field are filled out already, this is from your browser's autofill settings and does **NOT** mean you are viewing an existing user's profile. Clear these fields before proceeding.

The screenshot shows the CNS Vital Signs user management interface. On the left is a navigation menu with options like Home, Place Order/Purchase, Edit My Account Profile, View Reports, Graph Longitudinal Reports, Export Data, Generate Remote Test Code, View Audit Log, Manage Users, Assessment Settings, Demography Settings, Download VS4 Software, 2020 Reimbursement Guide, Free Training Webinar, and How-To Tutorials. The main area displays a table of existing users and a form to add a new user.

	User Name	Name	Type	Group	Active
<input type="button" value="Edit"/>	JHaze	Jimi Hendrix	Test Coordinator		Y
<input type="button" value="Edit"/>	KesselRunner	Han Solo	Test Technician		Y
<input type="button" value="Edit"/>	SE-Neuro	Scott Henderson	Account Admin		Y

Annotations:

- Blue boxes:** "Use these buttons to update or remove EXISTING USERS" (pointing to Edit/Delete buttons) and "Use this form to add NEW USERS" (pointing to the user form).
- Gold circles:** Highlighted fields in the form include User Name, Password, Confirm Password, User Type, and Email end of assessment notification.
- Yellow box:** "The fields circled in gold are the most important. The other fields are optional."
- Red circles:** Highlighted buttons include "Add New User" and the "Edit" buttons in the table.
- Blue arrows:** Point from the hints and annotations to the relevant fields and buttons.

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