

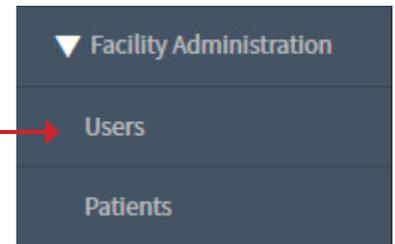


Quick Reference Guide

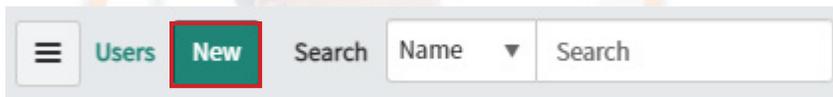
Creating a New NEPT User Profile (Private Facility's Only)

Only a facility administrator has the access to create a new user profile.

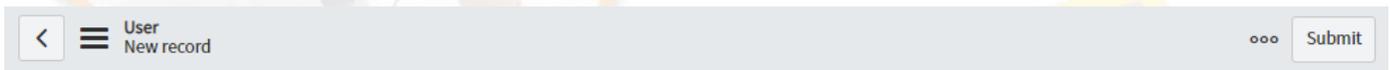
1. Select 'Users' from under the 'Facility Administration' section in the left hand navigation menu.



2. Select the 'New' button located at the top of the users page.



3. Enter the user details.



* User ID * Email

* First name Notification

* Last name * Business phone

* Position name Mobile phone

* Facility list Active

Password:

- Private Facilities users will automatically be emailed a temporary password to login to NEPT upon user creation.
- Queensland Health users do not require a user record to be manually created, they will login using their Queensland Health network credentials.
- The password field should only be used if the private facility user cannot reset their own password via the password reset link on the NEPT login page.

• **User ID** - it's recommended the user ID is an employees work email address (if available). Alternatively use the employees name to create a user ID i.e. PBEAR for Paddington Bear.

• **Position name** - there are some suggested positions for selection via the light bulb button. Alternatively you can type their position name in the data field.

• **Facility list** - select the lock icon to search.

* Facility list

• Select the magnifying glass icon to launch the search window, and choose your facility from the provided picklist.

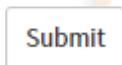
• Select the unlock icon to lock in the chosen facility.



4. Complete the users contact information.

- **Email** - is mandatory and will be used to alert users of their NEPT profile creation, any password reset requests and updates or outages involving the NEPT application.
- **Notifications** - it's recommended that notifications are enabled, so the user can receive alerts via email.
- **Business phone** - is mandatory and should be the best contact number for the user while at work.

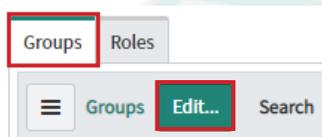
5. Select the 'Submit' button, this will create the new users profile. The facility administrator will be directed to the Users window.



6. Select the 'User ID' of the newly created user.

User ID	Name	Email	Active	Created	Updated
PBEAR	PADDINGTON BEAR	PBEAR@STJAMES.COM	true	21/04/2023 08:12	27/06/2023 13:34

7. Select the 'Edit' button under the 'Groups' tab to assign a user role.



8. Double click on a user role to add the role to the 'Groups List' column.

Note: If the employee is being allocated the 'Private Facility Administrator' role, they must also be provide the facilities 'Validating Group' role as well.

9. Select 'Save'.

10. Select the 'Update' button at the top of the users profile page.



The user will now be able to login and start requesting non-emergency ambulance transport.