

# Quick Reference Guide

## Adding a Users Profile Permissions (Queensland Health users only)

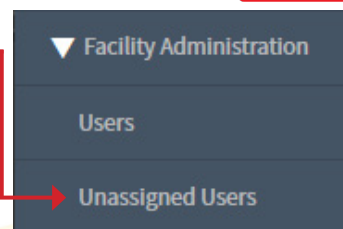
Queensland Health employees will access the NEPT application via their single-sign-on credentials. Once an employee logs in to the NEPT application they may not be able to perform any functions without a group being assigned. A facility administrator will be required to perform the below process to assign a user permissions.

- Ensure the employee has logged into NEPT via the desktop shortcut application, this will generate their profile where a facility administrator can then assign them a user role.



1. Select 'Unassigned Users' from under the 'Facility Administration' section in the left hand navigation menu.
2. Ensure the global default search is set to 'Name' from the drop down options at the top of the Users page.

Users New Search Name ▼ Search



3. Search for the employees profile using either their first or last name in the global search field.

Users New Search Name ▼ FIRST

4. Select the appropriate employees email address below the 'User ID' Column.

User ID  
first4.last4@health.qld.gov.au

5. Select the 'Groups' tab at the bottom of the page.

Groups Roles

6. Select the 'Edit' button.

Groups Edit...

7. Choose which user role the employee requires.

- **Public Facility Administrator** - has the same access as a Facility Validator and Facility User, and holds the over-arching responsible position for managing NEPT within their facility.
- **Facility Validator** - has the same access as a Facility User, and is an individual who works within a validating hub or transit hub who will review requests for ambulance transport prior to sending to QAS for processing.
- **Facility User** - is responsible for generating the initial request for NEPT on behalf of the facility, ward or medical practitioner.

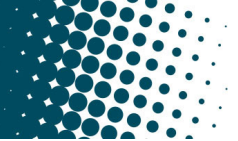
Facility User  
Facility Validator  
Public Facility Administrator  
QH HOSPITAL Facility Admin

8. Double click on the required user role(s) to add to the Groups List.

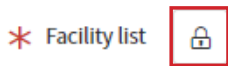
**Note:** If the employee is being granted Public Facility Administrator access, you must also add your facility QH Administrators role.

9. Select the 'Save' button.

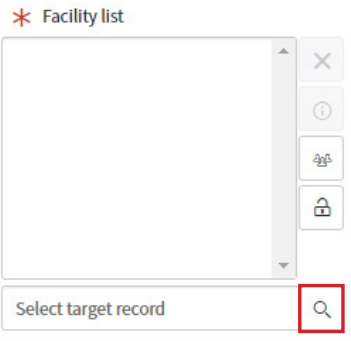
Save



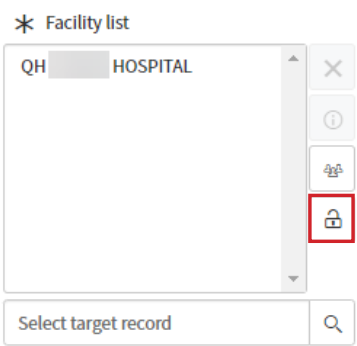
10. Select the 'Lock' button beside facility list.



11. Select the 'Magnifying glass' icon to choose your facility.



12. Select the 'Unlock' icon to secure your selection.



13. Update the remaining mandatory data fields in the users profile.

- Position name.
- Business phone.

\*\* It is recommended that the notification is set to **Enabled**.

User - First2 Last2

User ID: first2.last2@health.qld.gov.au

Email: first2.last2@health.qld.gov.au

\* First name: First2

\* Last name: Last2

\* Position name: [Empty field]

\* Facility list: [Lock icon] QH HOSPITAL

Notification: Enable

\* Business phone: [Empty field]

Mobile phone: [Empty field]

14. Select the 'Update' button, to save the employees profile.

