

This tutorial shows you how to sharing your profile with other people.

You can share your profile with other people who are registered with MEDENOTES. What you need to have is the Medenotes account (email address) of the person you would like to share your profile.

1. You are required to login before you can share your profile.
2. You need to have the email address (of the person) ready. Click **Configure Settings** on the *Common Tasks Sidebar* located on the left hand side. It redirects you to the configure settings page where you can add new access to profile.

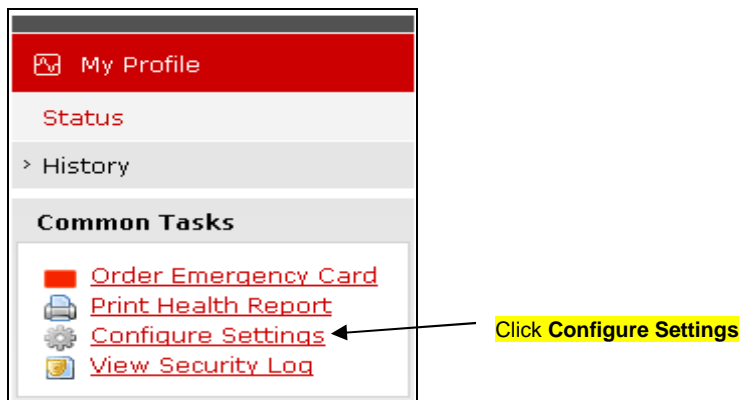


Fig 1 Sharing your profile – Configure Settings

3. Click the link Add new Access to your Profile under Profile Sharing section

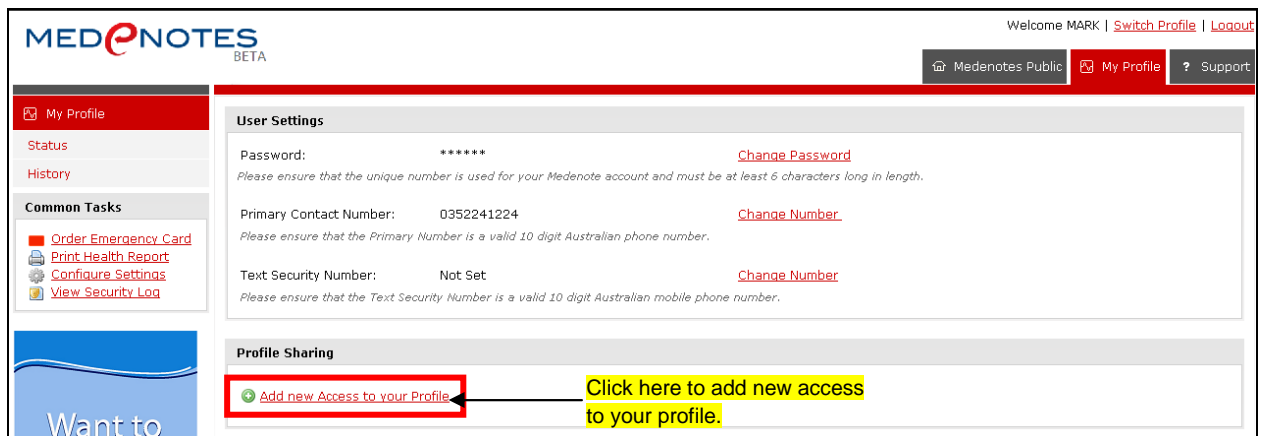


Fig 2 Sharing your profile – Profile Sharing

4. Enter the email address of the person who you are sharing your profile to. Ensure the email address you are given is correct and click **Save** button to finish or click **Cancel** button to cancel the operation.

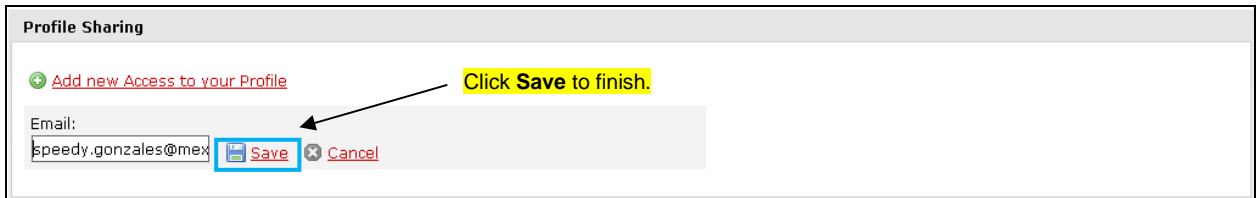


Fig 3 Sharing your profile – Enter email address.

5. If the email address is incorrect, an error message appears.

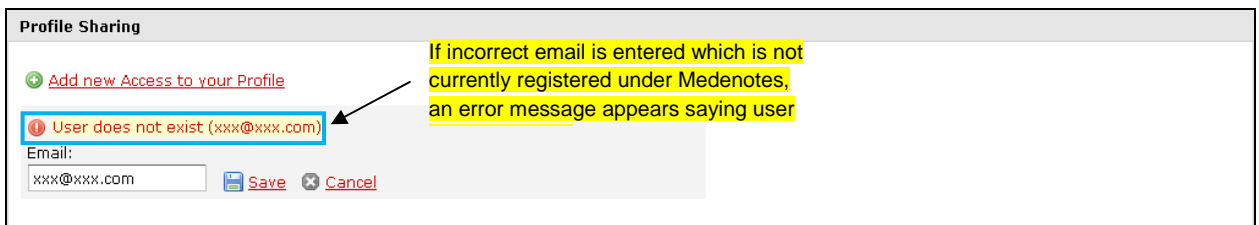


Fig 4 Sharing your profile – User does not exist.

The new access to your profile is accepted if the email address is correct. You can repeat the step to give access to more people. The new user access to your profile has no private notes access rights initially. Click the icon to change the private note access rights.

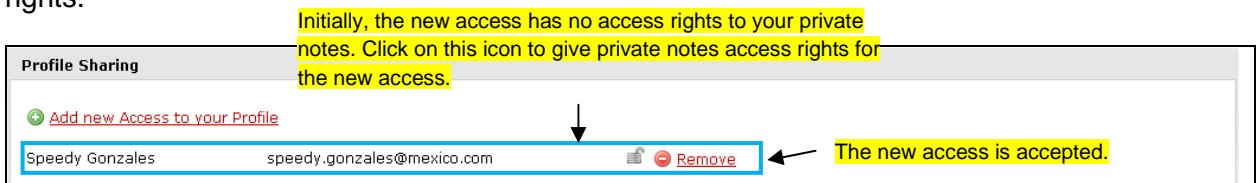


Fig 5 Sharing your profile – New access accepted.

If you would like to give private note access to a particular user, click the private note access icon. A pop-up screen appears.

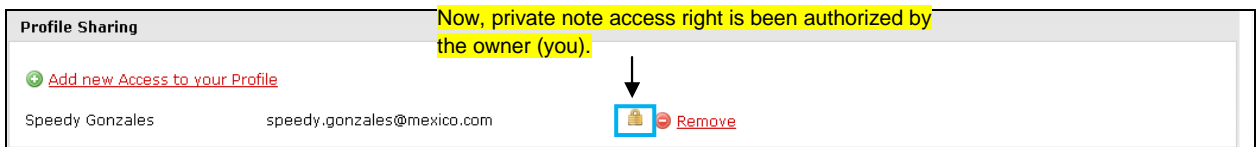
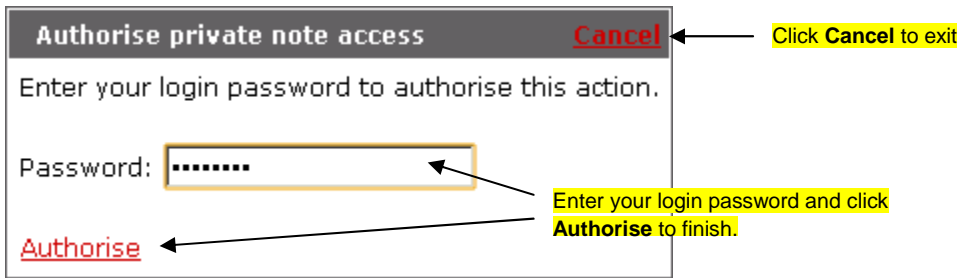


Fig 6 Sharing your profile – New access accepted.

You can remove the access at anytime you desired to. Click the **Remove** icon on a specific user access to remove.

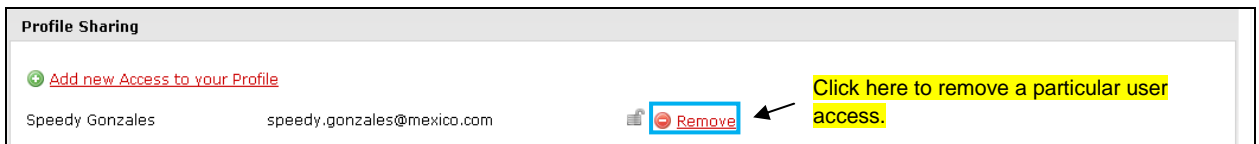


Fig 7 Sharing your profile – Remove user access.

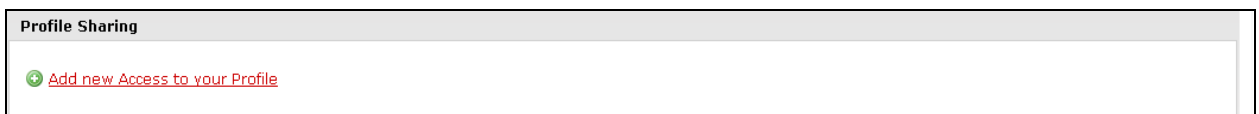


Fig 8 Sharing your profile – User access removed.

This tutorial shows you how to switch to another profile.

You can switch to another person’s profile if you have been granted by the owner.

1. You are required to login before you can share your profile.
2. You need to click “Switch Profile”. You can find it at the top -right of the screen within the login status panel. It redirects you to the switch profile page where you can see what profile you are current viewing and switch to other profile if you have been authorized by the owner.



Fig 1 Switching your profile – Switch profile link location.

3. Initially, you are viewing your own personal profile only.

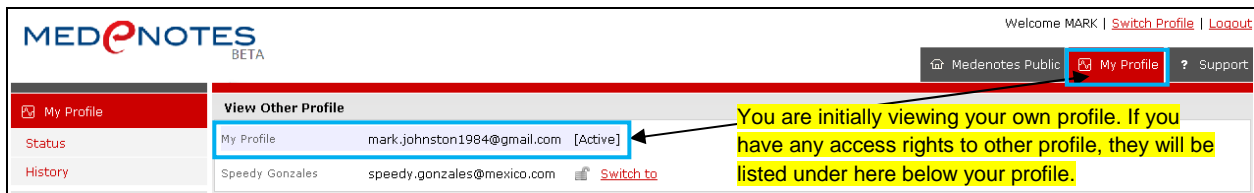


Fig 2 Switching your profile – Current active profile.

If you have access to other user profile, they will be listed. Click the corresponding **Switch to** link button to start switching.

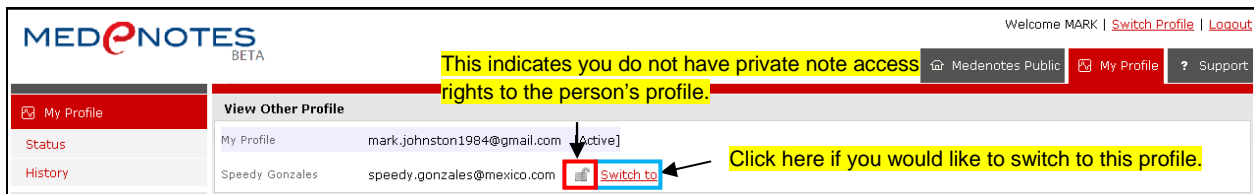


Fig 3 Switching your profile – Switch to another profile with no private note access rights

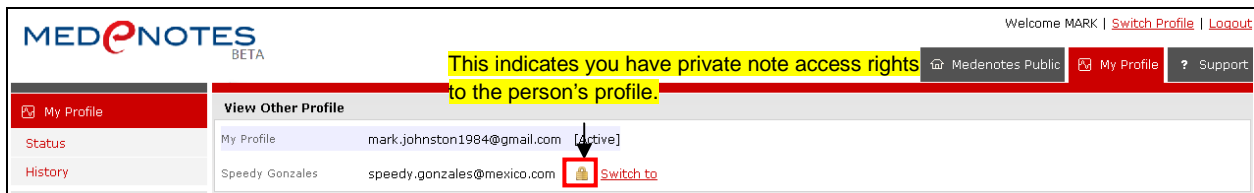


Fig 4 Switching profile – Switch to another profile with private note access rights

- After you did the switch, you are redirected to the person’s profile immediately and shows notes that are under the person’s profile. In this case, “Speedy Gonzales”

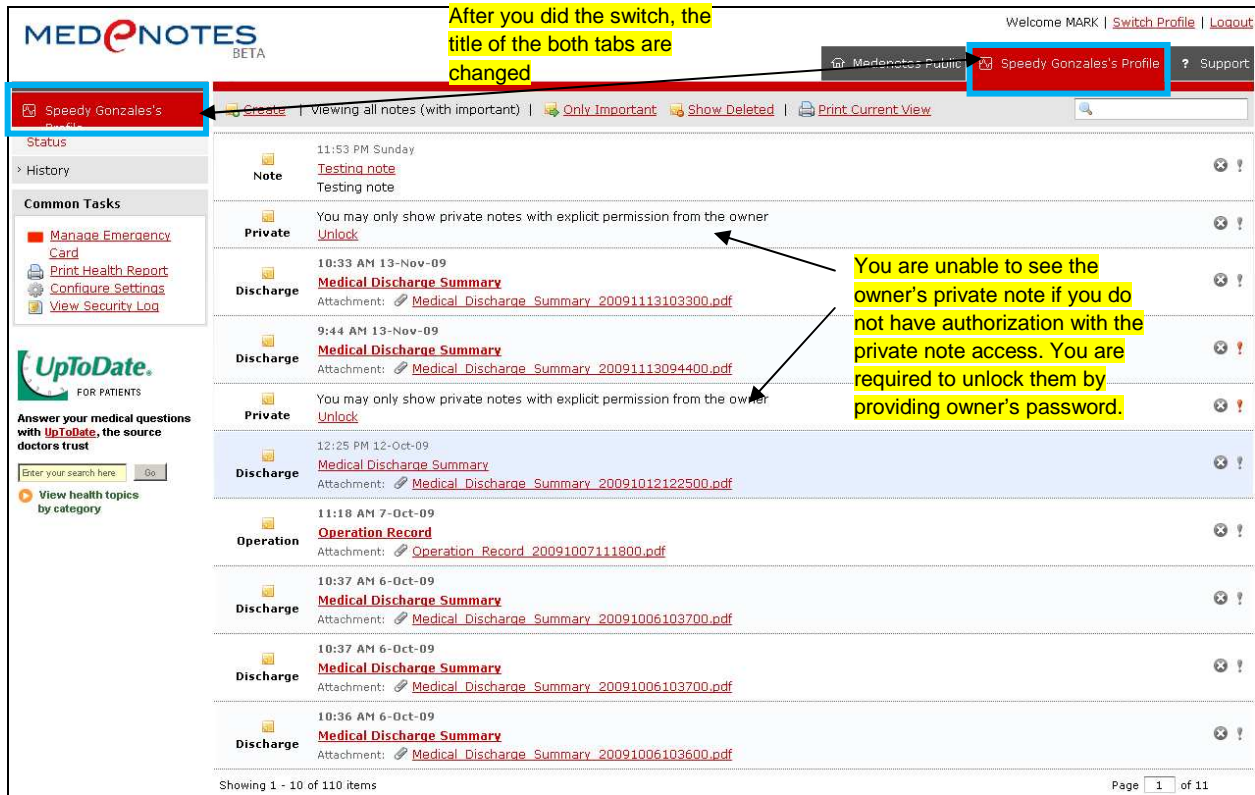


Fig 5 Switching your profile – Profile switched with no private note access authorized.