

1.1 How to complete a manager application

A new manager application needs to be created on the system within the log in of the individual making the application. A manager application cannot be made on behalf of someone else. The responsible person will have read only access to their manager application form within the registration section of their own web portal.

If the manager application is in respect of a user that is not already using iConnect, please read 1.2 “How to create a new delegate user”.

If the user already exists, please ensure that they have permission to create a manager application.

1.2 How to create a new delegate user

The proposed manager needs to be created as a ‘delegated user’ on the web portal and be granted permissions to complete the F01 manager application.

Create new user record

- On the main screen, select on the permissions tab on the left side of the screen.
- Click on the delegated user’s submenu.
- Select the appropriate service in the drop down menu and then click the ‘create user’ button.

The screenshot displays the RQIA Portal interface. On the left is a navigation menu with the following items: Home, Notifications, Changes to registration, Registration of a new service, Post inspection evaluations, Paperlite, Report & QIP, and Permissions. The 'Permissions' section is expanded to show 'Delegated Users'. The main content area is titled 'Delegated Users' and includes a 'Service:' dropdown menu currently set to '-- Please Select --'. Below this are four buttons: 'Create User', 'Edit User Contact Details', 'Edit User Permissions', and 'Unlock User'. A 'Remove User' button is located below the 'Create User' button. A blue arrow points from the 'Create User' button in the screenshot to the 'Create User' button in the list of instructions above. Another blue arrow points from the 'Remove User' button in the screenshot to the 'Remove User' button in the list of instructions above. The top right of the page shows 'rrr rrr - Last Login -- Logout'. The bottom left corner indicates 'RQIA Portal Version 1.0.0.41'.

Complete user details

- Complete the details for the new user including their email address.
- When all the mandatory fields have been completed, click the 'Submit' button.



Home
Notifications
Changes to registration
Registration of a new service
Post inspection evaluations
Paperlite
Report & QIP
Permissions

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Create User

Service: *	rrr (000204) <input type="checkbox"/>
	<input checked="" type="radio"/> New Contact <input type="radio"/> Existing Contact
Salutation: *	Dr <input type="checkbox"/>
First Name: *	test
Last Name: *	test
Date of Birth: *	10/10/2016
Email: *	rrr@rrr.co
Contact Telephone (no spaces): *	44444 <input type="checkbox"/>

Assigning of Permissions

- When the user form is submitted you will be prompted to assign permissions to this new user.
- In order to allow this person to complete the manager application form you should grant them full access to the 'Access Submenu Registration of new manager' (see below).
- You may also wish to grant them permissions to other sections of the portal (e.g. QIP return or notifications). Alternatively you can edit these permissions at a later stage.
- When you are finished allocating permissions click the 'Submit' button.

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Edit Permissions

Service: rrr (020204)

Name: test test

Choose the permissions for this user below. For a description of each option please hold the mouse pointer over the relevant Permission Name.

Permission Name	No Access	Full Access
Access Button Download QIP	<input checked="" type="radio"/>	<input type="radio"/>
Access Button Upload QIP	<input checked="" type="radio"/>	<input type="radio"/>
Access Menu Post Inspection Evaluations	<input checked="" type="radio"/>	<input type="radio"/>
Access Submenu Application Cancellation	<input checked="" type="radio"/>	<input type="radio"/>
Access Submenu Delegated Users	<input checked="" type="radio"/>	<input type="radio"/>
Access Submenu Form 1a - Initial Notification - Adult Services	<input checked="" type="radio"/>	<input type="radio"/>
Access Submenu Notification of Absence	<input checked="" type="radio"/>	<input type="radio"/>
Access Submenu Registration of new manager	<input type="radio"/>	<input checked="" type="radio"/>
Access Submenu Variation	<input checked="" type="radio"/>	<input type="radio"/>

Permission Name	Read Only	No Access	Full Access
Access Menu Manage Paperlite	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

Cancel Submit

Log in details for new user

- When you are returned to the delegated user's menu you should see a new user created on the system against the establishment.
- The system will email the new user their password; however the username will need to be provided by the person registering the new user.
- Please note the ID number which will begin with the letters 'CT'. This is this user's 'Username' which they will need in order to log into the system. You should supply your new user with this ID.
- Once the user has updated their password and accepted the terms and conditions the new user will be able to access and complete the manager application form (along with any other forms you have granted them permission to use).

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Delegated Users

Permissions updated

From this menu you can control who can login on behalf of your services. All people that can login to your service are listed in the Delegated User menu. This will allow you to add new users, edit existing user details (e.g. name), or edit permissions (i.e. what the user can perform on behalf of the service).

Service:

Create User Edit User Contact Details Edit User Permissions Unlock User

Remove User

Name	Id	Email	Locked Out
test test	CT011723	rrr@rrr.co	<input type="checkbox"/>

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