

Guidance on managing delegated users

To access your delegated user details, please log into the web portal under <https://portal.rqia.org.uk>.

Click on “Permissions”, then “Delegated Users”



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Permissions

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 existing user details (e.g. name), or edit permissions (i.e. what the user can perform on behalf of the service). The QIPs and post inspection evaluations will be performed by the manager of the service / ward via the Manager Administration menu.

[Manager Administration](#)
[Delegated Users](#)

On the Delegated User Screen, select your service:

Delegated Users

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Service: -- Please Select --

Create User Edit User Contact Details Edit User Permissions Unlock User

Remove User

Once the service is selected, you will see a list of associated users:

Service: Sample Service (12345)

Create User Edit User Contact Details Edit User Permissions Unlock User

Remove User

	Name	Id	Email	Locked Out
<input checked="" type="radio"/>	Insa	CT013210	insa.osterhus@test.com	<input type="checkbox"/>

Select the radio (circular) button next to the user name.

- To ensure the user still has the correct permissions, select “Edit User Permissions”
- To delete a user from your list, select “Remove User”

Please repeat the above for any service that you manage/are responsible for.
