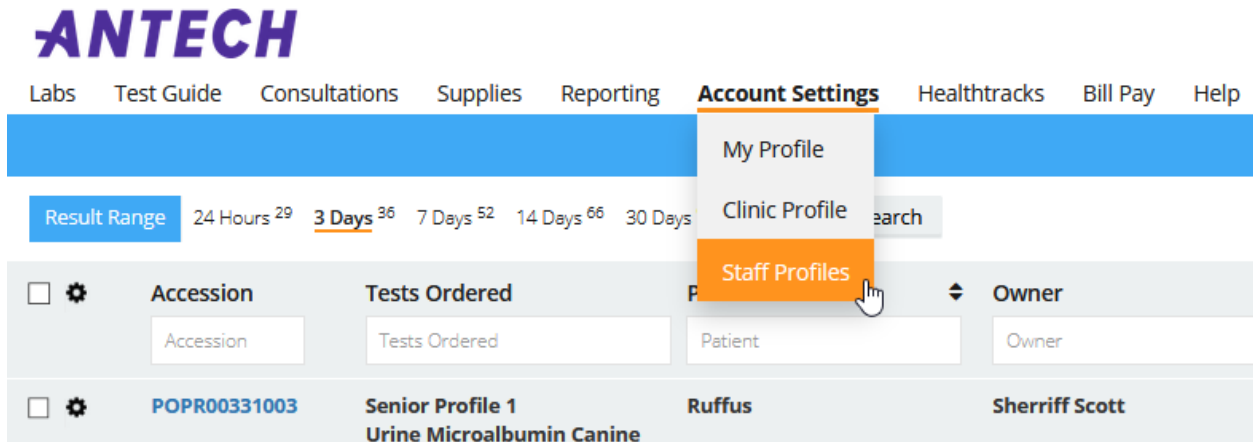


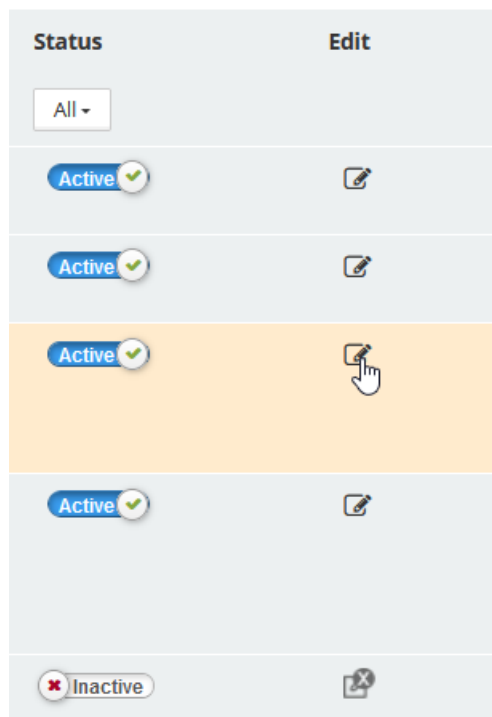
How do I manage my users?

****You must be assigned in a Clinic Admin role to manage users and create new users****

1. Click on the “Account Settings” tab under the main navigation pane.
2. Choose Staff Profiles from the dropdown menu.



3. On the Staff Profiles page, administrative users can add and update ANTECH Online users.
4. **To edit existing users**, please click on the edit icon located to the right of the user information. You can also quickly activate or inactivate users by click on the status icon.



5. **To add a new user**, click the Add New User icon and fill out the provided fields.

Level of Access for User Roles

Clinic Admin- The user has access to manage users and all ANTECH Online features.

User- The user has access to ANTECH Online, but cannot manage users.

Veterinarian- The user has access to ANTECH Online, but cannot manage users. The user also appears in selectable areas like lab ordering and the consultations page.

Client Communications User/Admin- Client Communications gives the user access to send out patient reports directly to your pet owner via text message to their smart device. - THIS ROLE IS ONLY DEFINED FOR USERS IN UNITED STATES

Labs Test Guide Consultations Supplies Reporting Admin **Account Settings** Client Communications Bill Pay Help

Staff Profiles **Add New User**

My Profile
Clinic Profile
Staff Profiles

Personal Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Cell Phone Number	<input type="text"/>

Username and Password

Username	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>

Staff Roles

☐ User ☐ Veterinarian ☒ Clinic Admin ☒ Client Communications User

Client Communications Preferences:

☒ Email ☐ Text

Add user