

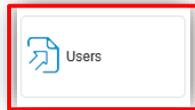
Associating Your Facility or Campus with an Active or Terminated User or Data Provider Account

Note: This process is for those instances when a new user or data provider needs associated with your facility or campus and he/she already has a DAVE™ account (active or terminated) established in a different facility or campus. If you are the facility account manager for multiple facilities or campuses, immediately after login choose the facility or campus to which you need to associate the new user or data provider.

1

If the individual is a data provider, go to [Step #4](#).

If the individual is a general User – from the Home screen, click the [Users](#) fast link.



2

Enter the Username or Last Name.

Search for a User

Username	Last Name	Office
	Byler	

Then click the [Search All](#) button.

Search All

3

Click the [user name](#) link in the **User Name** field in the search results to display the User Summary. Go to [Step #7](#).

User Name ↑	Name	Office Name	Start Date	End Date
MByler	Byler, Martha	Harrisburg Hospital Martha B Byler (FBC)	01/01/1900	

4

From the Table Maintenance menu on the Home screen, select *Organizations* and then *Data Providers*.



5

Enter the Last Name or License Number.

Search for a Data Provider

Last Name	License Number	Data Provider Type
	MD032015L	

Then click the [Search All](#) button.

Search All

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Click the name in the **Last Name** field in the search results to display the User Summary.

Last Name ↓	First Name	Facility	Start Date	End Date	Data Provider Type
Shepherd	Derek	Harrisburg Hospital	1/1/1900		Medical Certifier

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Click the **Update Offices/Roles/Business Functions** link on the User Summary.

User Information: User Id: 7159, User Name: dshepherd, Password Expiration: 03/28/2016, Start Date: 01/01/1900, End Date: , Logon Attempts: 0

Personal Details: Name: Derek Shepherd, Title: MD, User Address: 100 Front Street, Harrisburg, Pennsylvania 17110, User Mailing Address: 100 Front Street, Harrisburg, Pennsylvania 17110

Contact Information: Work Number: - Ext, Cell Number: -, Home Number: - Ext, Fax Number: - Ext, E-mail: dshepherd@hhospital.com, Preferred Contact: E-Mail

Licenses: Medical License: MD032015L, NPI Number: , Funeral Director License:

Summary Boxes:

- User Type: Medical Certifier, Total records: 1
- Office: Harrisburg Hospital, Total records: 1
- Roles: Default Death Medical Certifier, Total records: 1
- Additional Business Functions: No data found.

Update Offices/Roles/Business Functions

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The Update User screen displays. Select your facility or campus name from the **Available Office Affiliations** field and click the **Add Arrow** button to add your facility or campus to the **Office Affiliations Assigned to the user** field.

9

Your facility or campus name has been added to the **Office Affiliations Assigned to the user** field. Click the **Next** button.

Note: If you are the facility account manager for multiple facilities or campuses, you will only be able to select the facility or campus you selected at login. If the user or data provider requires access to your other facilities or campuses, log out after you create this account. Then log back in, selecting the office link for the next facility or campus you need to add. Complete **Steps #1 – #14** to add that facility or campus to the user or data provider’s account.

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Confirm the correct **User Type** is selected, and click the **Add** button.

6. User Types

Please select User type for each Office Affiliation:

User Types: Medical Certifier

Offices: Holy Spirit

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The **User Type** is associated to the new **Office Affiliation**.

User Type	Office Affiliation
Medical Certifier	Harrisburg Hospital
Medical Certifier	Holy Spirit

Confirm that the Death checkbox is selected **only** for MD, DO, CRNP or PA-C accounts.

Death

Click the **Next** button.

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Select the appropriate role for the user from the Available Roles field:

- For a **User Type** of *Medical Facility User*, select the **User Role** of **Default Death Facility User Active**.
- For a **User Type** of *Medical Certifier*, select the **User Role** of **Default Death Medical Certifier**.

Available Roles

Default External Birth Clerk - PA
Default Death Facility User Active
Default Death Medical Certifier

Roles Assigned to the user

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The role is now assigned to this user. Click the **Next** button.

Available Roles

Default External Birth Clerk - PA
Default Death Facility User Active

Roles Assigned to the user

Default Death Medical Certifier

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The Business Functions screen displays. Do not make any changes.

Click the **Finish** button.

15

The User Summary displays with your facility or campus added. Review and verify that all the user or data provider information is correct.

Harrisburg Hospital
Derek Shepherd is authorized to sign for the following events: Death

User Type	Office	Roles	Additional Business Functions
Medical Certifier Total records : 1	Harrisburg Hospital Holy Spirit Total records : 2	Default Death Medical Certifier Total records : 1	No data found.

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When finished, you will be able to successfully locate the account information by performing a user or data provider search.