ADMINISTRATOR SETUP

Revised: 12/12/2014
The Administrator Setup application allows Administrators to add/manage logins for other staff. There can be one Administrator per location. Existing user logins can be managed using the ‘Edit’ links. New users are added by clicking the ‘Continue’ button.

To add logins, Administrators will first select an Entity and click ‘Go.’
Administrators will complete all required fields and will select the site applications the user should have access to. Administrators can currently only give users access to only one location. If a user needs access to more than one location, they will need to set the user up with access to one and then contact Magellan to request the user be linked to additional locations.