



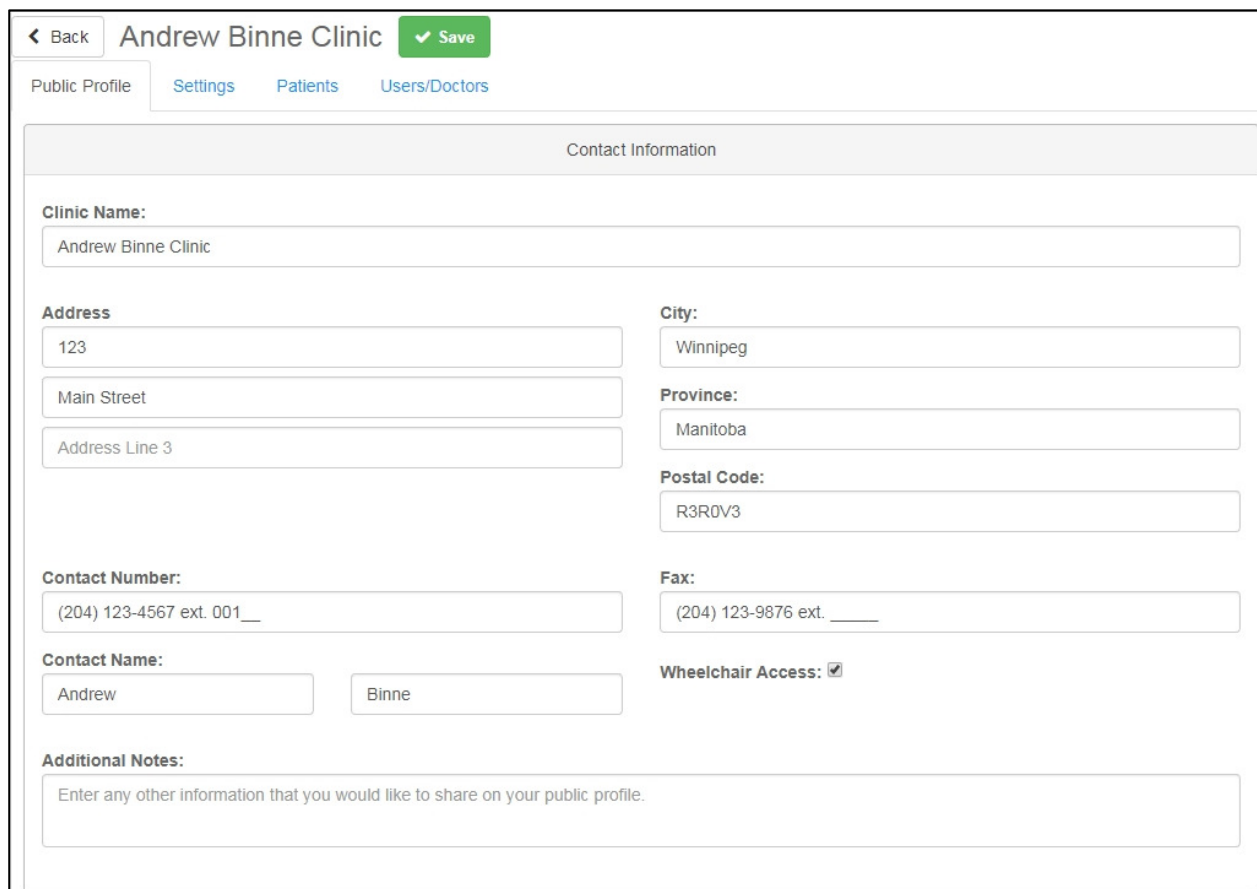
## dr2dr – Clinic Profile, Inviting Users to Join a Clinic

### View or Change Your Clinic’s Public Profile

To view or change your clinic’s public profile:

Click **Clinic Settings**  on your clinic account mailbox 

This will display the clinic’s public profile screen:



The screenshot shows the 'Andrew Binne Clinic' public profile settings page. At the top, there is a 'Back' button and a 'Save' button. Below the title, there are tabs for 'Public Profile', 'Settings', 'Patients', and 'Users/Doctors'. The 'Public Profile' tab is active. The page is titled 'Contact Information' and contains several input fields for clinic details:

- Clinic Name:** Andrew Binne Clinic
- Address:** 123, Main Street, Address Line 3
- City:** Winnipeg
- Province:** Manitoba
- Postal Code:** R3R0V3
- Contact Number:** (204) 123-4567 ext. 001\_\_
- Fax:** (204) 123-9876 ext. \_\_\_\_
- Contact Name:** Andrew, Binne
- Wheelchair Access:**
- Additional Notes:** Enter any other information that you would like to share on your public profile.

From here you can update:

- Clinic’s name, address, phone, and fax numbers
- Clinic contact name
- If the clinic owned or managed by AHS, PCN, or a faculty of medicine
- Wheelchair accessibility

# QuickStart Guide







## View Users Associated with a Clinic

1. Click **Clinic Settings** 
2. Click the **Users/Doctors** tab 

Users associated with this clinic will be listed in the doctors section:

Clinic Users							<a href="#">+ Invite Users/doctors To Clinic</a>
Name	Subscribe to New Conversations	Conversation Access			Edit Users	Edit Clinic Profile	<a href="#">Save</a>
		No Access	Read Only	Can Edit			
Default options	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Andrew Binne (You)	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">+</a>
Andrew Binne1	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">-</a>

## Invite a New User to dr2dr

1. Click **Clinic Settings**
2. Click the **Users/Doctors** tab 
3. Click **+Invite Users/Doctors to Clinic** 
4. Click **+Add Invite** 
5. In the new invite window, enter the invitee's name, email address, and role (if desired)
6. Edit their permissions:
  - a. Conversation Access:
    - i. **No Access:** user has no access to any of the clinic's conversations
    - ii. **Read Only:** user can only read a conversation
    - iii. **Can Edit:** user can fully edit any conversation
  - b. Clinic/Users:
    - i. **Subscribe to New:** user will receive notifications for any new messages sent to the clinic
    - ii. **Edit Clinic Profile:** user can edit the clinic profile
    - iii. **Edit Users:** user can edit the permissions of other users in the clinic
7. Create a security question and answer
8. If applicable, set the user as a doctor
9. Click **+Add** 
10. Add an optional message to your invite
11. Click **Send Invites** 
12. On the invite results window, click **Done** 

## Invite an Existing dr2dr User

12. Click **Clinic Settings**
13. Click the **Users/Doctors** tab
14. Click **+Invite Users/Doctors to Clinic**
15. Click **+New Invite**
16. Click the **Existing dr2dr User** tab
17. Search for the desired doctor or use
18. Edit their permissions
19. Click **+Add**
20. Add an optional message to your invite
21. Click **Send Invites**
22. On the invite results window, click **Done**