# Adding a New WITS User (Prevention)

To add a new WITS user, the user must have either the Staff Administrator role or the Human Resources (Full Access) role attribute. If the Agency/Staff List menu pick is displayed, the user has one of the Staff Administration role attributes (Human Resources, Staff Management, Reset Logon).

***Note: Standard User will Require the following roles: ClientProfile (Full Access), Intake (Full Access), Prevention Plan(Full Access), Group Notes (Full Access) and Prevention (Full Access)***

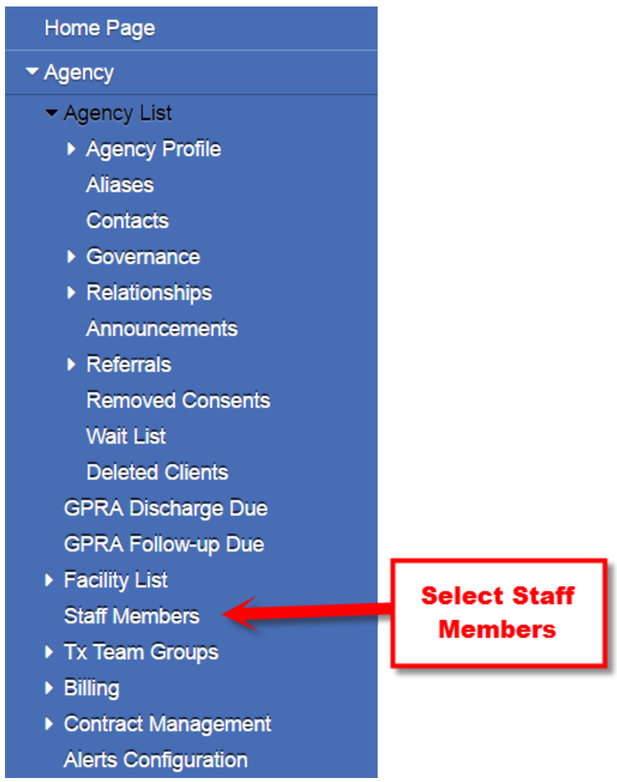
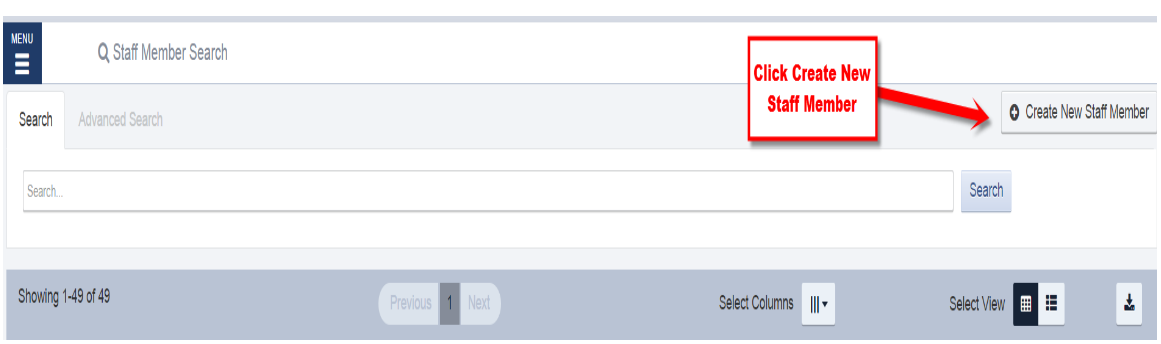


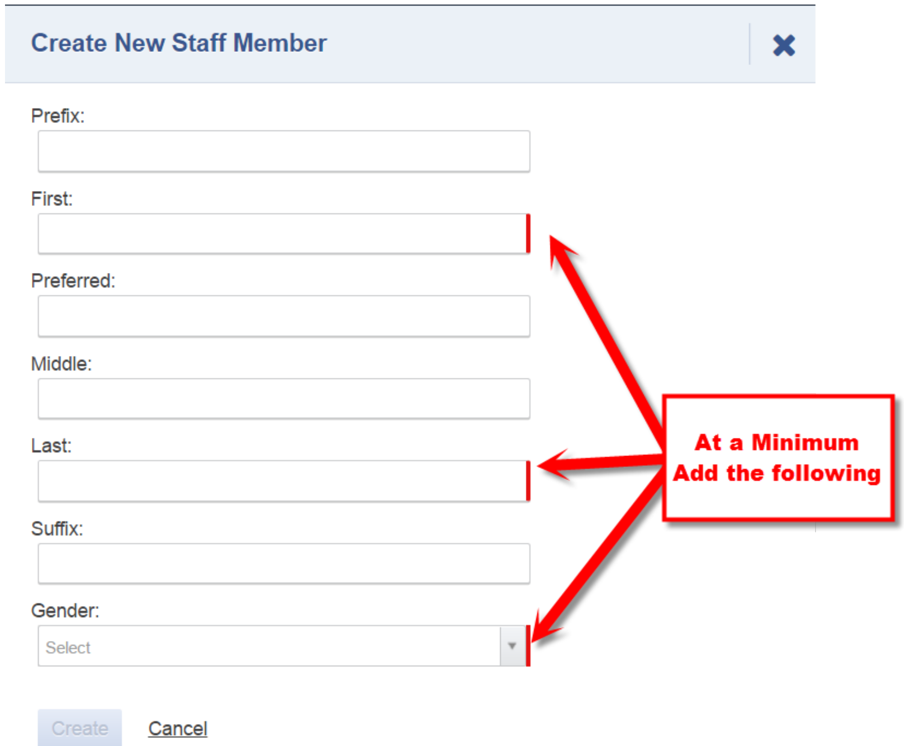

**Figure x.1 – Agency Menu with Staff List Menu Pick**

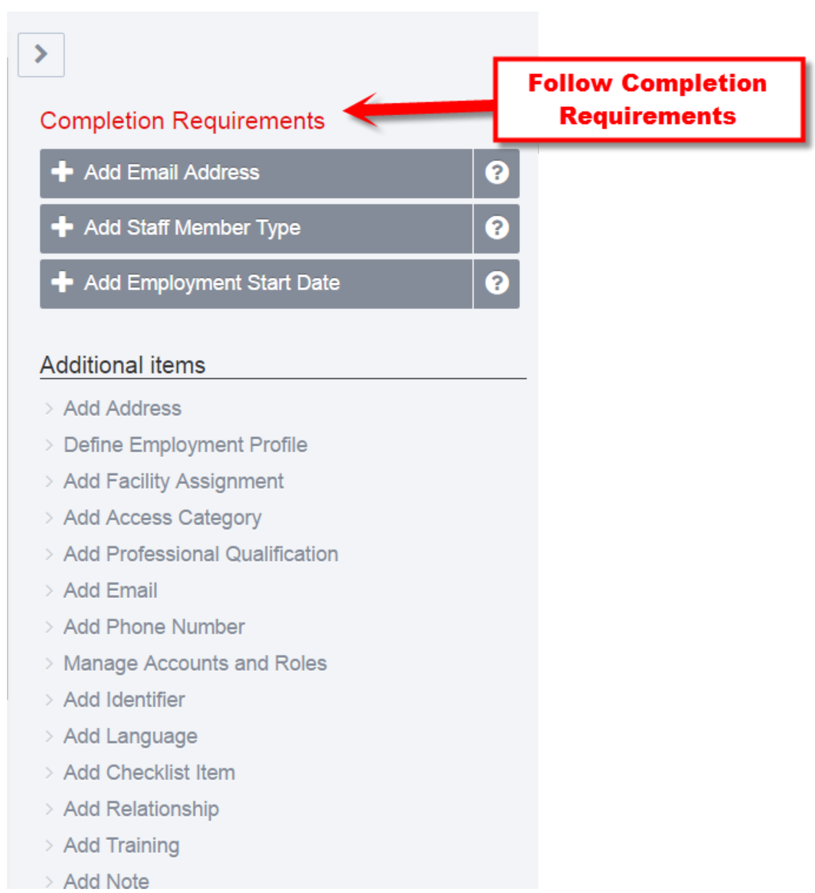
To add a new WITS user, click on the Staff Members menu pick. The Agency Staff Search screen will be displayed.

a. Click on '*Create New Staff Member*'.



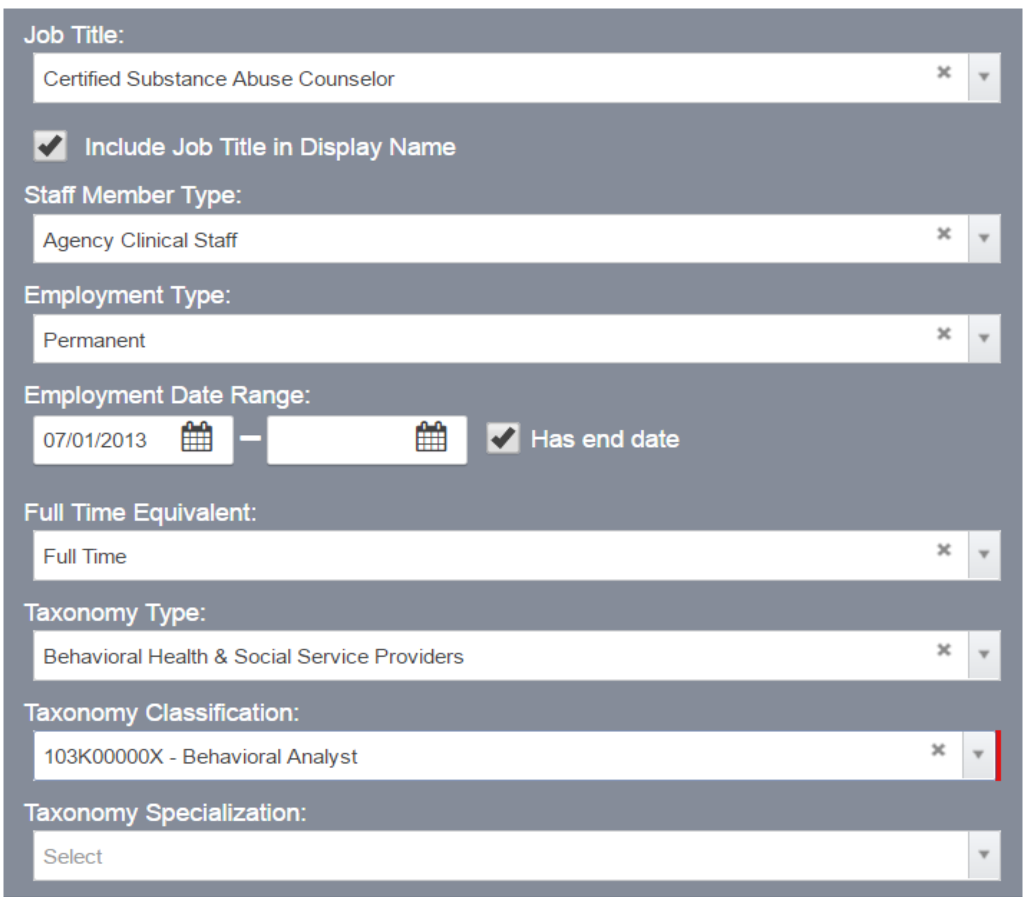
b. Enter, at a minimum, the following Staff Profile information.



1) First Name
2) Last Name
3) Select Gender (1 = Male; 2 = Female; 7 = Unknown)
4) Email address which is required for receiving system assigned password and PIN.
5) Select the Staff Type from the dropdown list.
6) Select the Manager Name from the dropdown list. If the manager name is not there, you can just add the Staff Profile information of the manager.
7) Start Date – Date staff started working for the agency

NOTE: If the staff will <u>not</u> be accessing WITS, you can stop here. The following steps are required for the staff to access WITS.

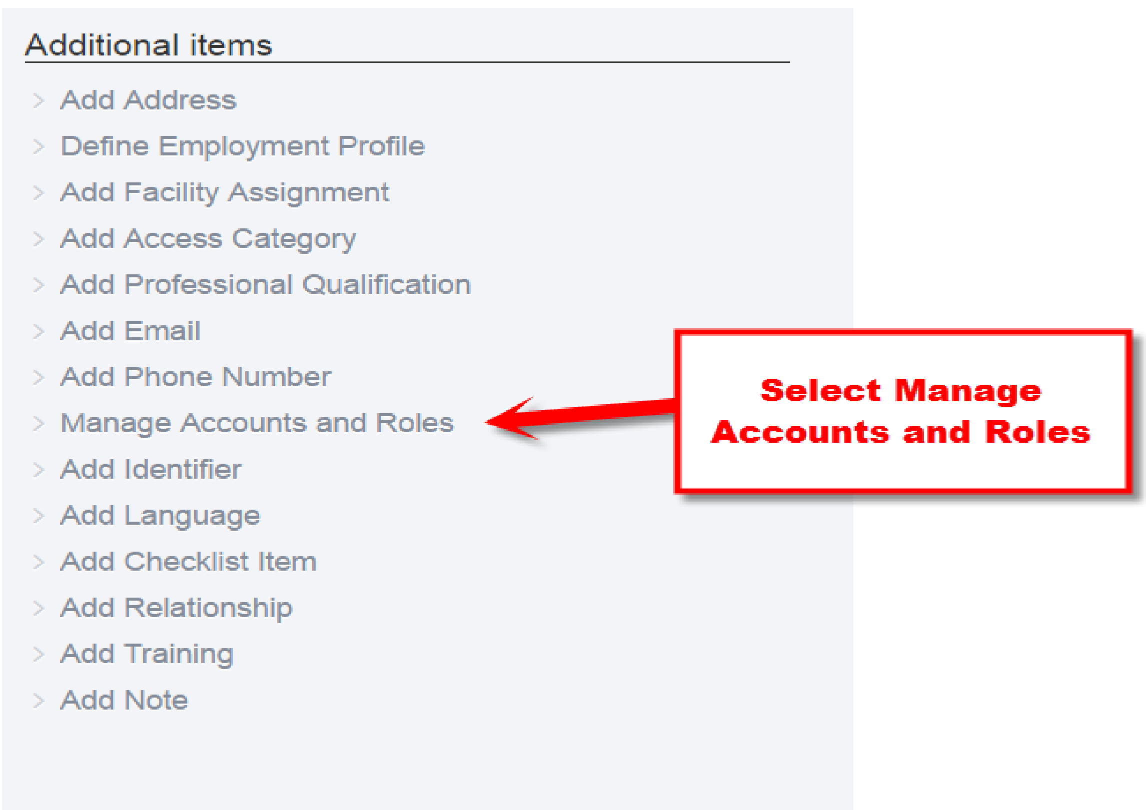



To allow access to the WITS system the following information needs to be added:

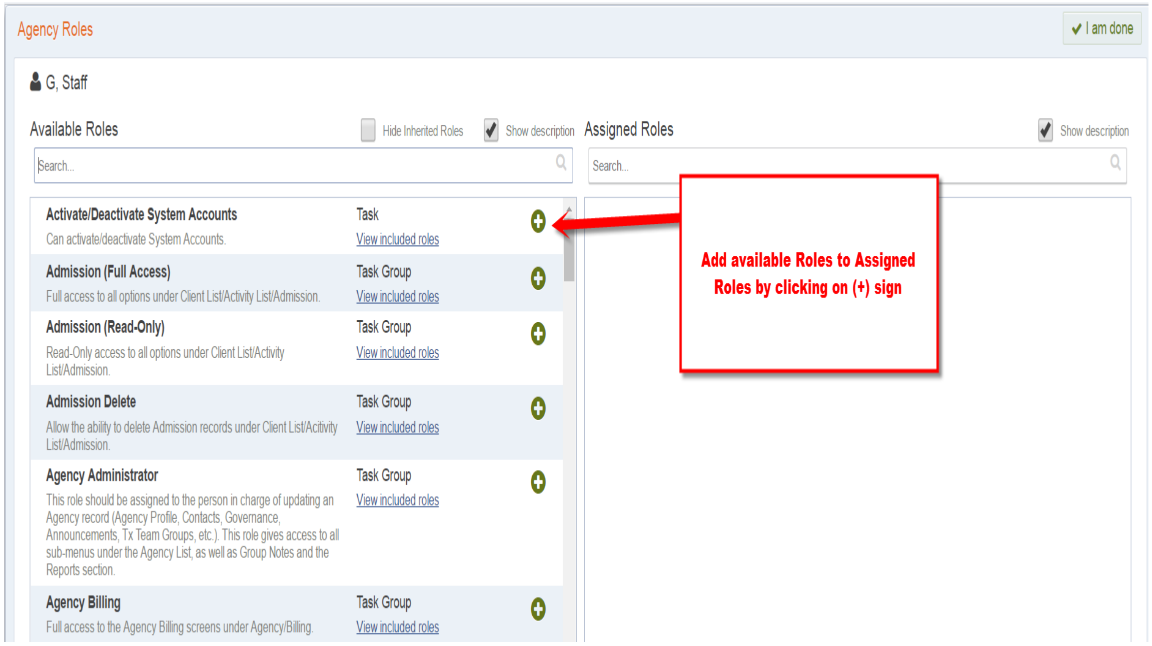
c. Create User Logon ID. Go to Account Information screen by clicking on Account Information menu pick.

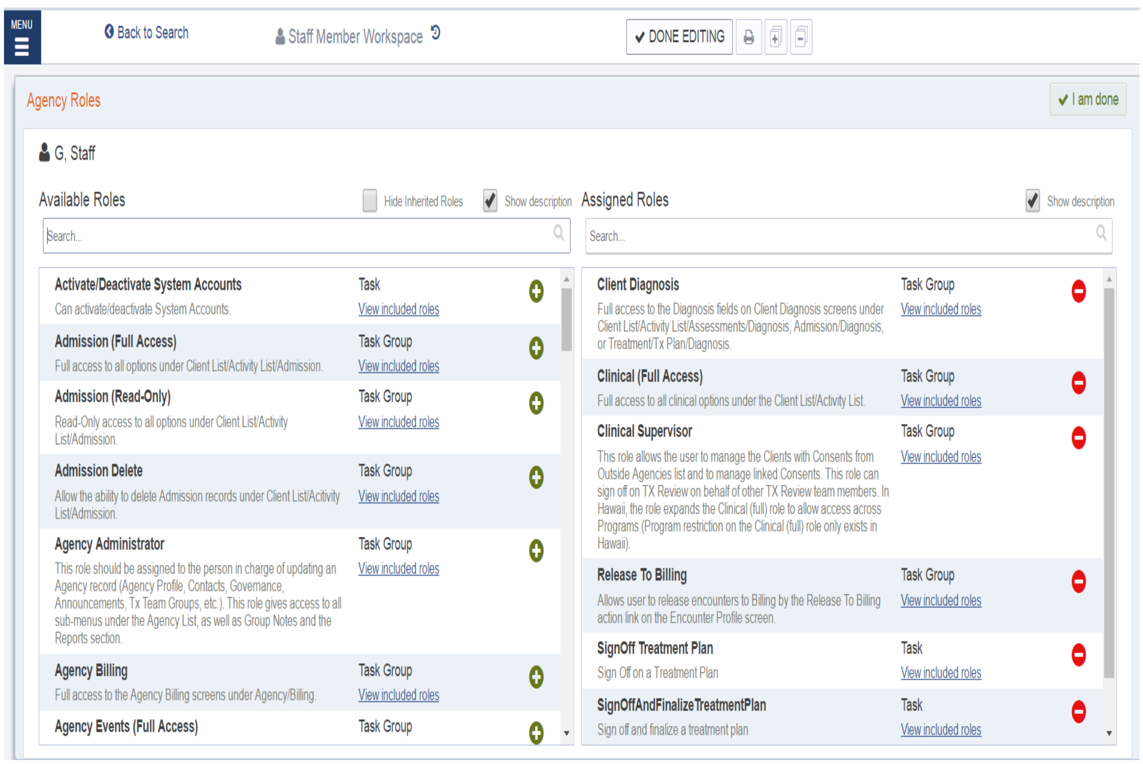

1) Assign a user logon ID. WITS practice is to use the following user logon Id naming format – staff first name-period-staff last name, e.g. joseph.manager.

2) Click on the '*Create Account*' under Administrative Actions.

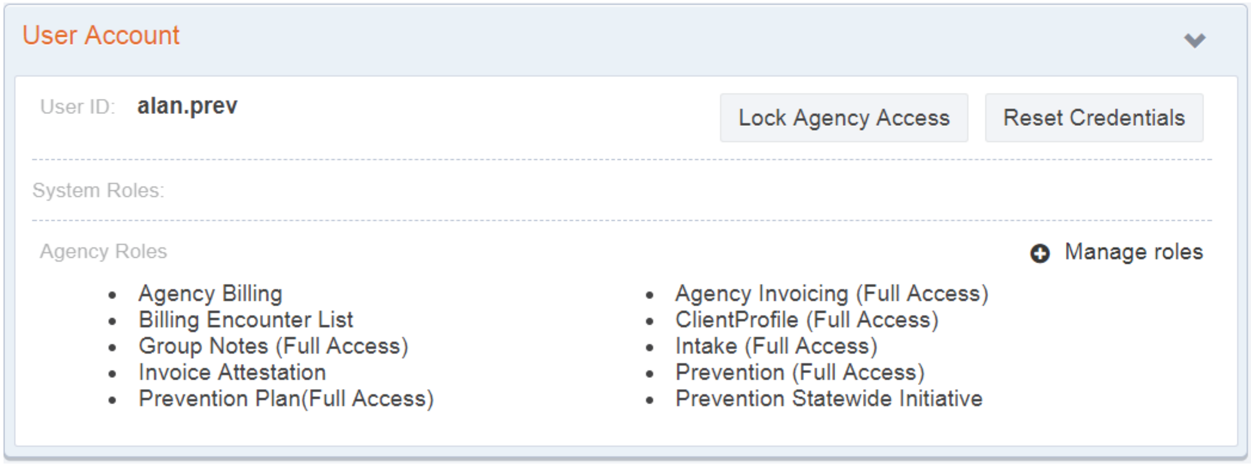


d. Assign Roles (1) and Role Attributes (2). See sample system access settings.



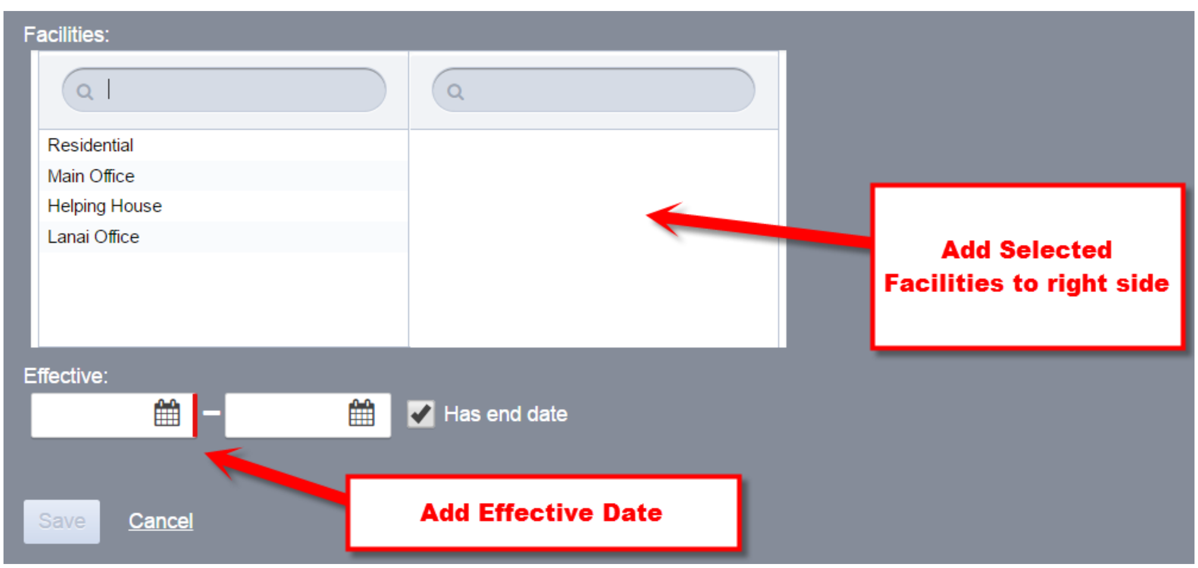



e. Prevention Staff Roles as follows




f. Prevention Billing Roles


g. Assign staff to facility(s)



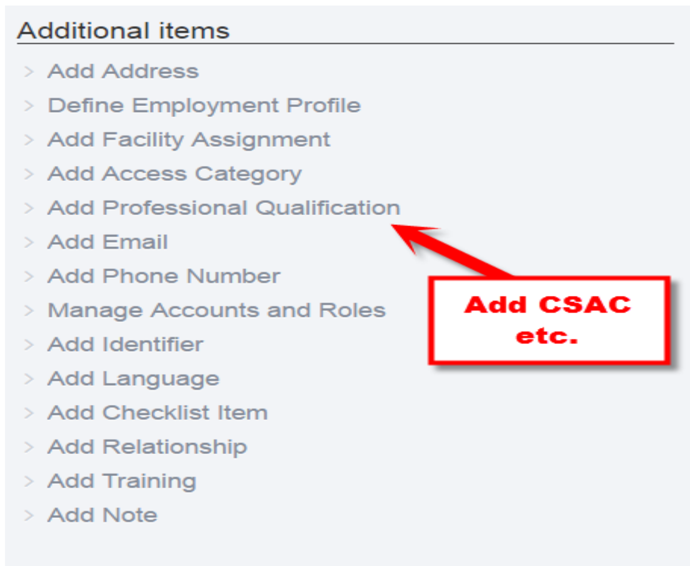
1) Select the facilities. At least one (1) facility is required for anyone accessing WITS.

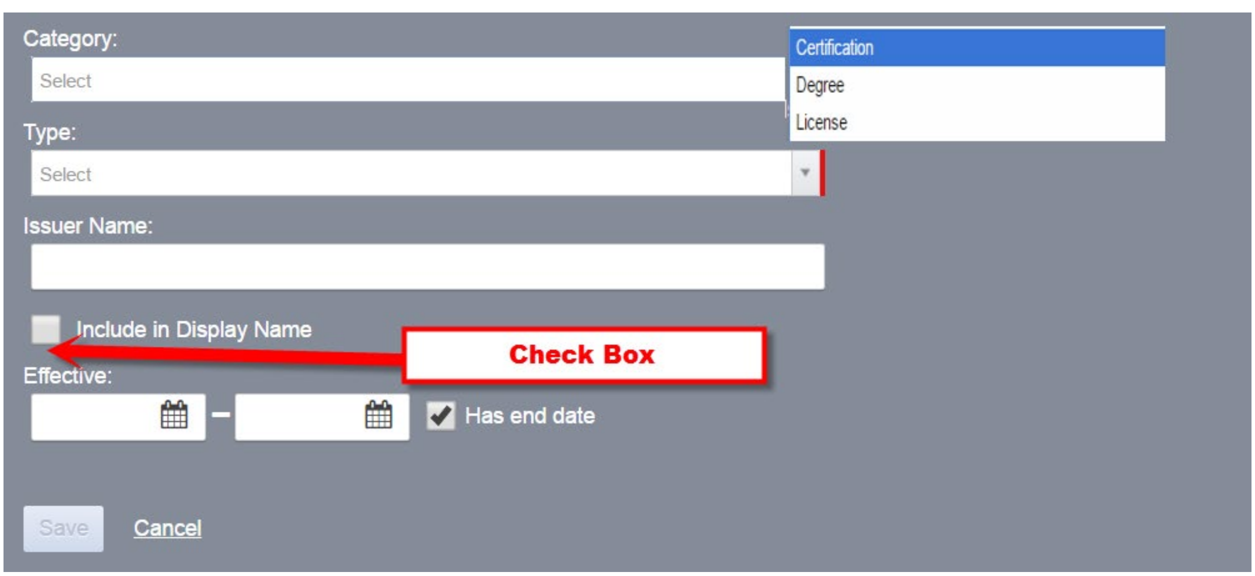
2) Select the client access categories. If this feature is not used, leave as is, however, please ensure the when creating client profiles, that no Access Category is assigned.

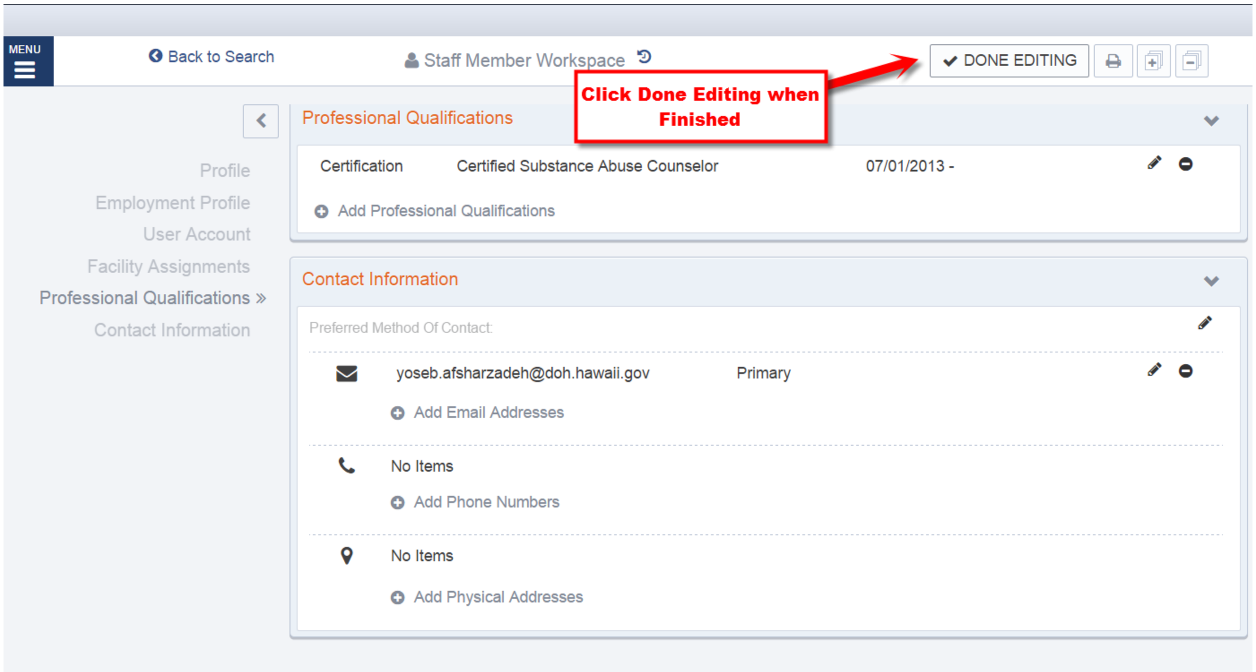
3) Assign facility-programs that the user will have access to. This allows the user to view the information in the program enrollment.

4) Add Professional Qualification

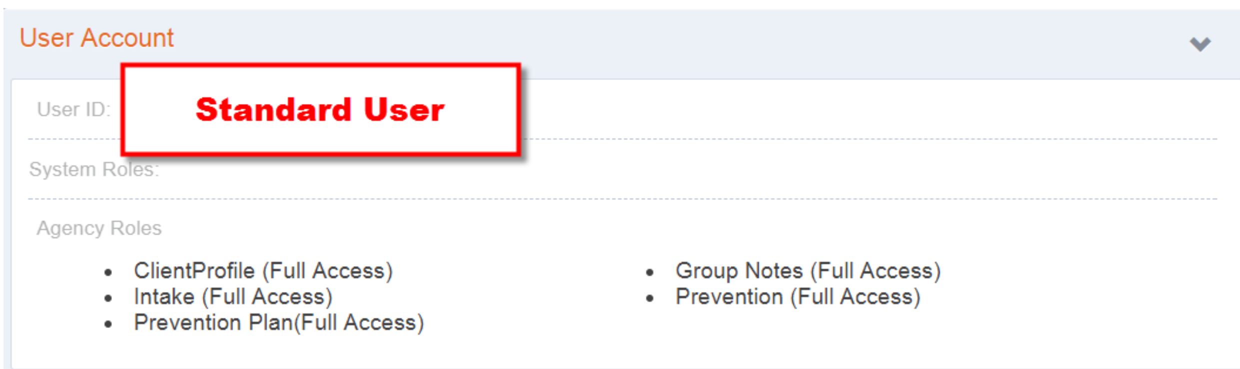
   **NOTE:** If a user is assigned the Clinical Supervisor role, they have access to all programs in the Facilities Approved For selected box.






## *Standard User Roles:*




## *Billing User Roles:*