

HOW TO ADD A USER TO A LOCATION

Logging in

1. Access to the Infusion Center Locator's admin panel at <https://admin.infusioncenter.org>.
2. Enter your email address. This will be either the admin's email or the one an admin account invited you from and click 'Send Email Link'.
3. A message will appear that confirms the email address the login link was sent to and tells you to check your email. Click 'Go Back' and the original Login form should re-appear.
4. Open your email and look for the email with subject "Sign in to Infusion Center Locator." Click on the "Sign in to Infusion Center Locator" link inside of the email. You will be redirected to the Membership Resources page under the Admin Panel, which is on the left side of the screen.

Adding a User

1. Go to 'Organizations' in the Admin Panel.
2. You should see 1 organization called "My Organization".
3. Click the 'Edit' button if you would like to change the name of your organization for internal reference purposes or '+ Invite Users' if you would like to add an individual to maintain that specific center's locator profile.
4. A box will pop up and the email address of the user you are logged in as should appear in the "users" section without a delete ('x') for it.
5. Enter the email address of an individual you would like to 1) be associated with the account and 2) someone who will be able to maintain and edit information in the existing profile(s) and also add/edit any future locations. The new user(s) will appear in the list with an 'x' next to it (do not click that 'x').
 - Continue to add the number of individuals you would like. There is no limit on the number, however for security purposes, we suggest only adding those who will be actively maintaining or adding locations. Click 'Save'.
6. To ensure you added the users correctly, click the 'Edit' button. The box will pop up and all users should still be listed. If not, please repeat above.
7. The individual(s) should receive an email saying they have been added to the organization.
8. Refresh the page.



9. When the invited person logs in, the only location(s) they will be able to see and edit will be in the Location Manager within the Admin Panel. They will be able to click on 'Organizations' within the Admin Panel and edit the location's name to whatever is desired.
 - Please note that editing a location's name is only for the user. Publicly viewable information must be changed in each listing within the Location Manager.

10. For admins: please note that all locations added or edited by the individuals you invited to help manage the account can be seen in the 'Location Manager' and 'Organizations' and you can edit these as well.
 - Please note also that if you ever need to remove a user from a location, you can go to that location, click '+ Users', and click the 'x' next to the person's email address. Be sure to click 'Save' after doing that.

11. For invited users: you can purchase both Member Resources and Individual or Location Memberships for the locations you have been invited to manage. We suggest consulting with the admin before making these purchase to eliminate duplicated efforts and charges.
 - Please note, you will be able to see the memberships and other items purchased by your Admin user because they were made for your organization. These can be found in 'Memberships' and 'Purchase History' within the Admin Panel.

Please contact Ashley Kana (ashley.kana@infusioncenter.org) with any questions or concerns.

