

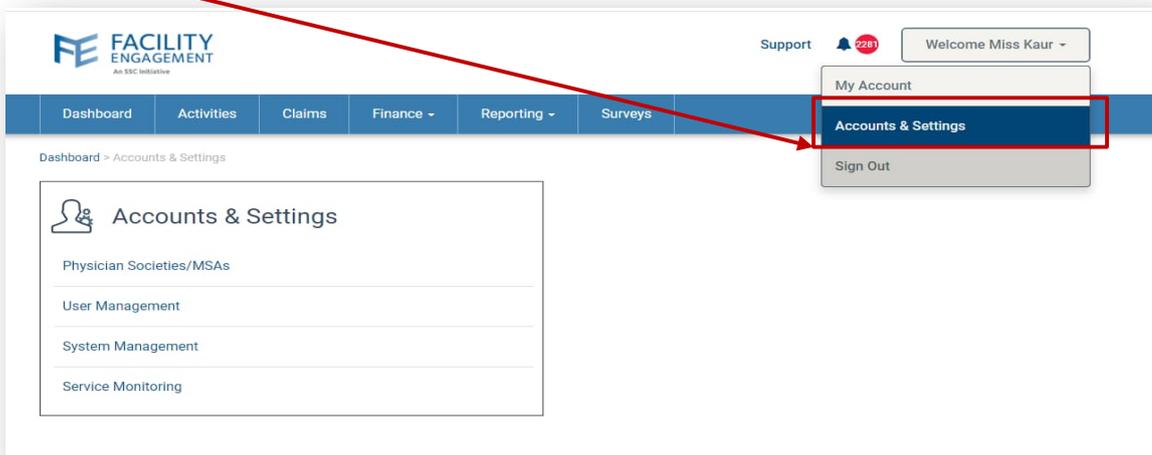
FEMS Tip Sheet: How to Add a User to Your MSA

How to solve it in FEMS

1. Click on the “Welcome *username*” button at the top right corner of the screen.



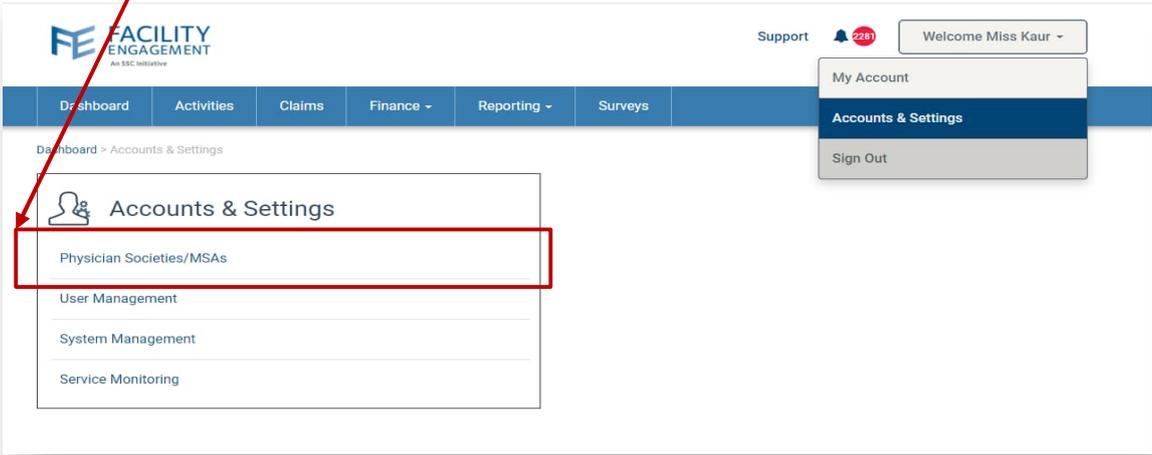
2. Select “Account and Settings” option from the drop down.



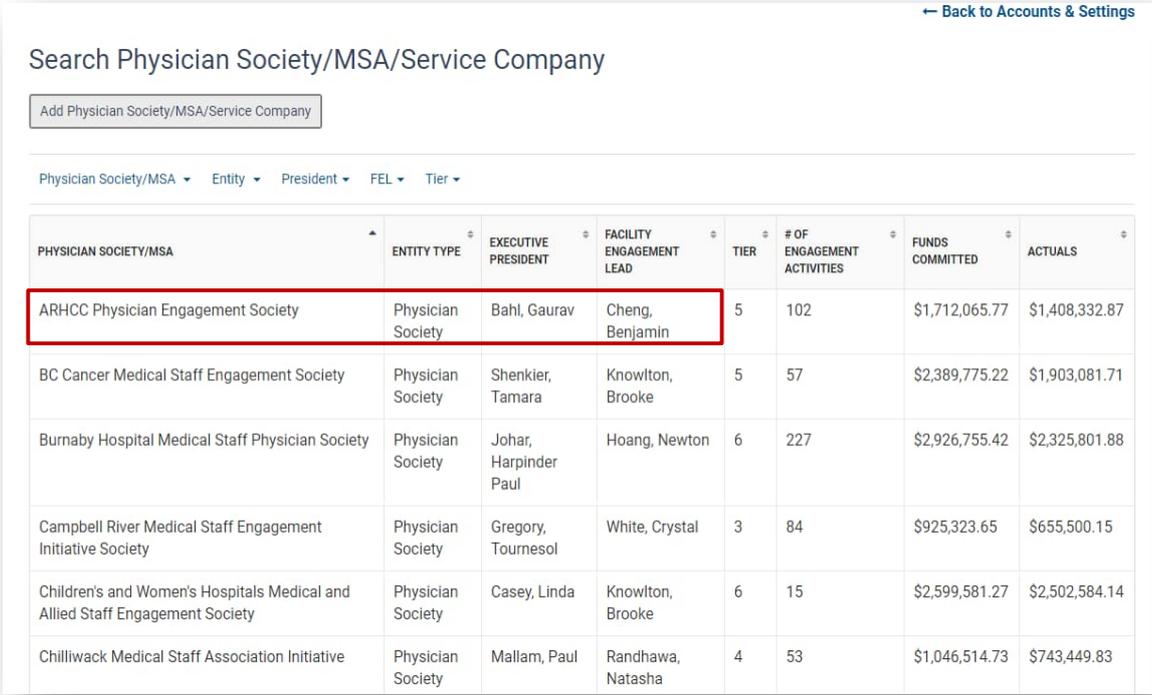
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3. Select “Physicians Societies/MSAs” option from the “Accounts and Settings” menu.

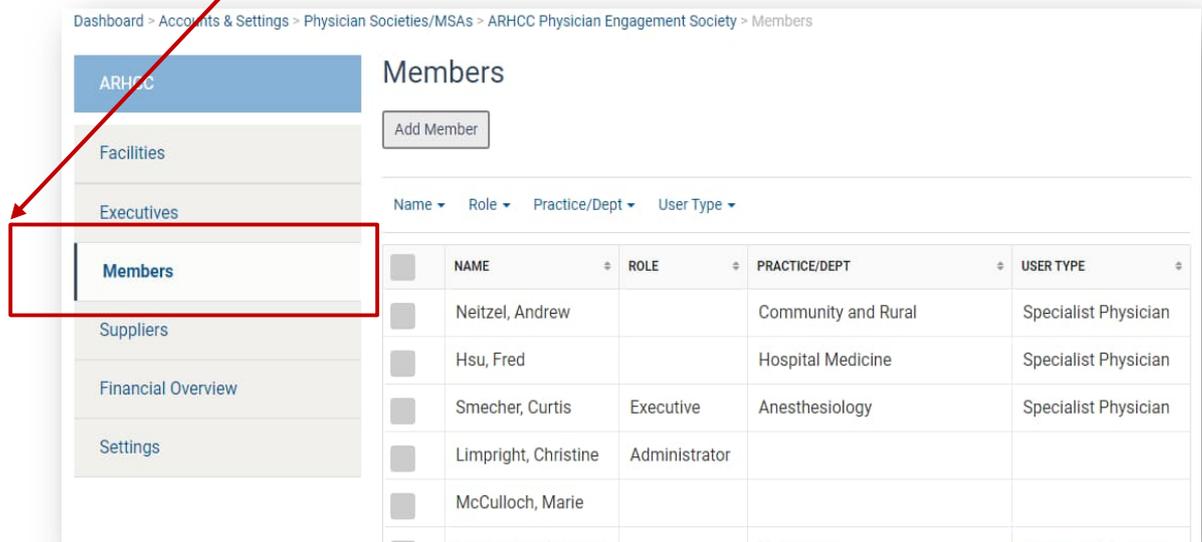


4. Click on your MSA name.



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5. Click on the “Members tab” on the left side panel.



Dashboard > Accounts & Settings > Physician Societies/MSAs > ARHCC Physician Engagement Society > Members

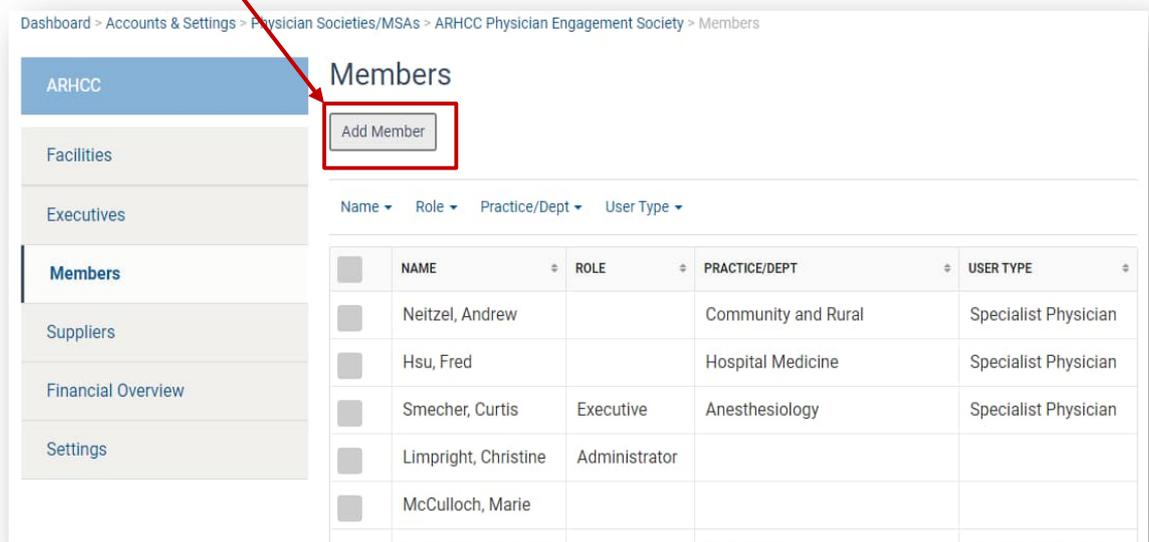
Members

Add Member

Name Role Practice/Dept User Type

	NAME	ROLE	PRACTICE/DEPT	USER TYPE
<input type="checkbox"/>	Neitzel, Andrew		Community and Rural	Specialist Physician
<input type="checkbox"/>	Hsu, Fred		Hospital Medicine	Specialist Physician
<input type="checkbox"/>	Smecher, Curtis	Executive	Anesthesiology	Specialist Physician
<input type="checkbox"/>	Limpright, Christine	Administrator		
<input type="checkbox"/>	McCulloch, Marie			
<input type="checkbox"/>	Costantino, Anthony		Neurology	Specialist Physician

6. Click on the “Add Member” button available above the member’s grid.



Dashboard > Accounts & Settings > Physician Societies/MSAs > ARHCC Physician Engagement Society > Members

Members

Add Member

Name Role Practice/Dept User Type

	NAME	ROLE	PRACTICE/DEPT	USER TYPE
<input type="checkbox"/>	Neitzel, Andrew		Community and Rural	Specialist Physician
<input type="checkbox"/>	Hsu, Fred		Hospital Medicine	Specialist Physician
<input type="checkbox"/>	Smecher, Curtis	Executive	Anesthesiology	Specialist Physician
<input type="checkbox"/>	Limpright, Christine	Administrator		
<input type="checkbox"/>	McCulloch, Marie			
<input type="checkbox"/>	Costantino, Anthony		Neurology	Specialist Physician

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7. If the member is already in FEMS then search for the member using the “Contacts” dropdown and then press “Submit” button beside it to add the member to the current Physician society or MSA.

The screenshot shows the 'Quick Add Member' page. On the left is a navigation menu with 'Members' selected. The main area has a 'Contacts' dropdown menu open, listing several names. A red box highlights the 'Submit' button next to the dropdown. A red arrow points from the instruction text to the 'Submit' button.

	PRACTICE/DEPT	USER TYPE	STATUS
<input type="checkbox"/> Dr. Tavassoli, Dr. Tavassoli		Supplier	Active
<input type="checkbox"/> Fraser Valley Trauma Education Foundation, Fraser Valley Trauma Education Foundation		Supplier	Active

8. If the member is not in FEMS then press the “Create New Member” button to add the information of the new member.

The screenshot shows the 'Quick Add Member' page. The 'Contacts' dropdown menu is closed, and the 'Create a New Member' button is highlighted with a red box. A red arrow points from the instruction text to this button.

Bulk Add

Names ▾ Practices/Dept ▾ User Types ▾ Statuses ▾

	NAME	PRACTICE/DEPT	USER TYPE	STATUS
<input type="checkbox"/>	Dr. Tavassoli, Dr. Tavassoli		Supplier	Active
<input type="checkbox"/>	Fraser Valley Trauma Education Foundation, Fraser Valley Trauma Education Foundation		Supplier	Active