

Voyager Web User Registration Portal

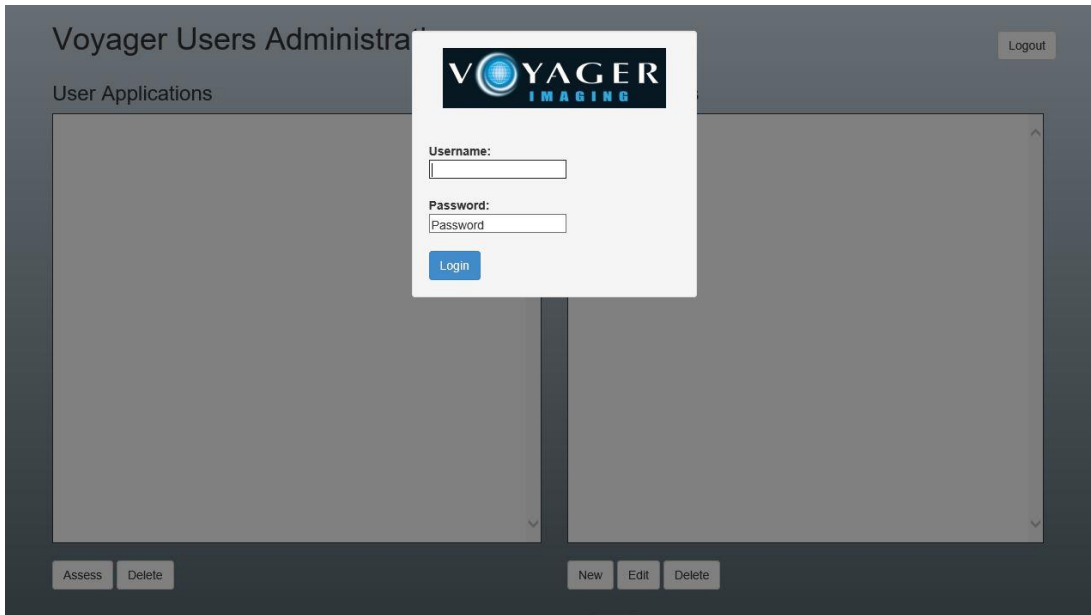
Voyager Web User Administration Portal gives Practice Managers power to create new users and to approve the incoming Login request's sent by an individual GP, Specialist or a GP Clinic.

Please follow the steps below to use the portal:

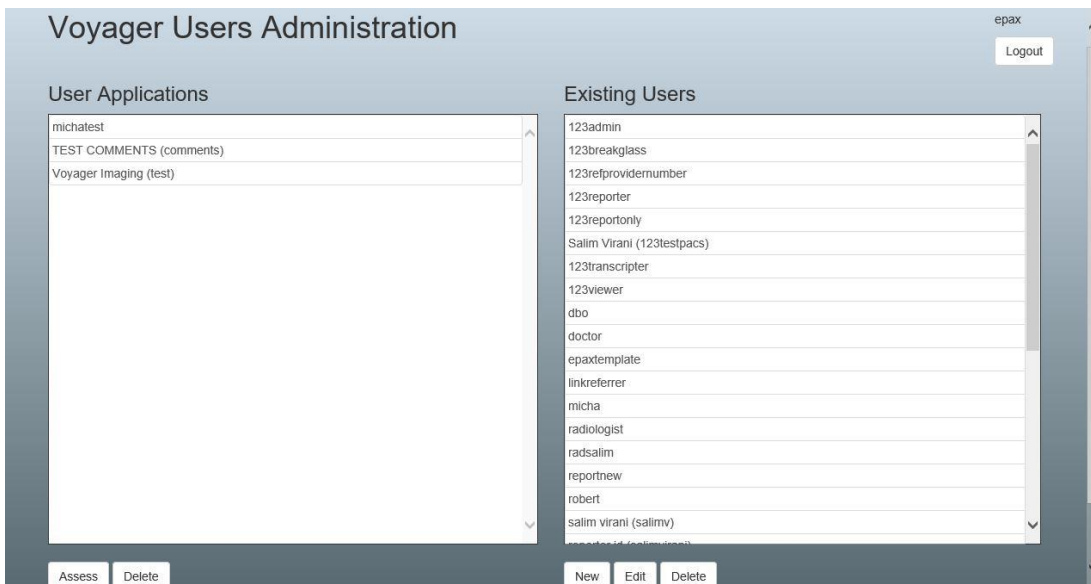
1 – Open any **Internet Browser (Google Chrome, Safari, Firefox, Internet Explorer (V 8.0 & above), Microsoft Edge etc.)** and in the address bar type in your practice web link

i.e. <https://patients.nowraradiology.com.au> and click ENTER

2 – Below screen will load up on your screen.



3 – Type your Username / Password and click on Login.



4 – The above window then opens and presents the PACS Admin following options:

- Creating new users
- Approve new access requests submitted via Voyager Self Registration Portal.
- Editing existing users

(i) To create a new user, click on 'New' and the following window will appear:

- Enter Display Name
- Enter Username and Password
- Enter the Phone Number, E-Mail ID, Address (if available)
- Add visibility restriction (Refer to Step 5 for help)
- Select the relevant 'User Group'
- Check if the restrictions have been applied correctly by clicking on 'Test Visibility'
- Click 'Approve' to add the user

(ii) In the example below, a request was received from 'Voyager Imaging'. The request is assessed by clicking on Voyager Imaging and then selecting Assess.

(iii) The PACS Admin can assess the request by:

- Adding the visibility restriction (Refer to Step 5 for help)
- Selecting the relevant 'User Group'
- Checking if the restrictions have been applied correctly by clicking on 'Test Visibility'
- Clicking on 'Approve' to add the user.

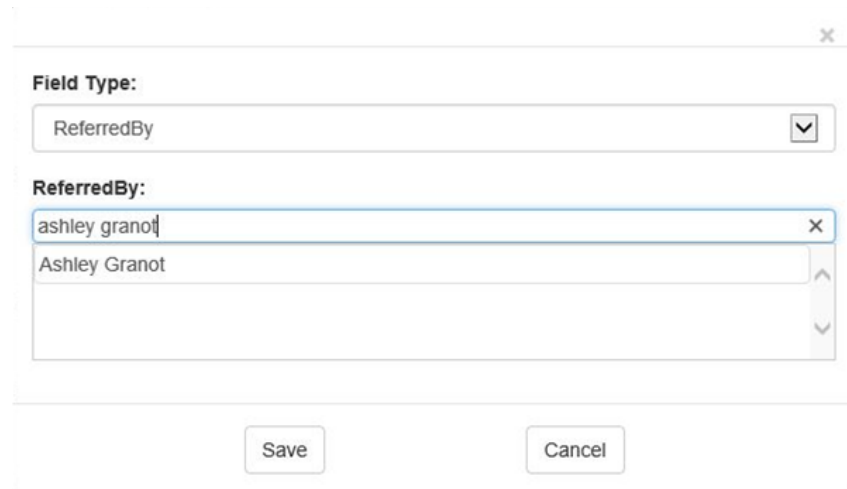
(iv) To edit an already present user, highlight the username from the right hand side pane on the WebRegAdmin Home page, click on Edit and then make the required changes to the user and click on save.

5 – The restrictions can be set by using the following Field Types - Referred By, Provider Number or Institution Name. There is an option to add Plain SQL statements also.

Below is an example of the restriction being applied using the Referring Doctor's name.

- Click 'Add' under Visibility
- Choose the Field Type
- Enter the restriction information
- Click on 'Save' to add restriction
- Multiple restrictions can be added to a user in this fashion

Note: Try all the possible ways in which a Referring Doctor's name would be appearing in the ReferredBy field in Voyager Workstation.



The image shows a dialog box for configuring a restriction. It has a title bar with a close button (X). The dialog is divided into two main sections. The first section is labeled "Field Type:" and contains a dropdown menu with "ReferredBy" selected and a small downward arrow icon to its right. The second section is labeled "ReferredBy:" and contains a text input field with "ashley granot" entered. To the right of this input field is a small "X" icon. Below the input field is a list box containing the text "Ashley Granot". At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

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