



# Compassionate Use Registry

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## User's Guide For LEO Masters/Managers

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This User's Guide is meant to be used while you have the system open, so you can follow along.

**Note: the Law Enforcement Managers and Master user has the same functions as a normal Law Enforcement User – they can conduct searches for possible Patients. Please review the Law Enforcement User guide for those tasks.**



# Compassionate Use Registry

## Logging in



### Compassionate Use Registry

HOME LOG IN

Hello and welcome to the Compassionate Use Registry

Please click on Login

Do We have any issues?

- issue 1
- issue 2
- issue 3
- issue 4

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To Log In as a Law Enforcement Manager, click the menu item titled "log in"



### Compassionate Use Registry

HOME LOG IN

The screenshot shows a login form titled "Log In" with two input fields: "Login:" containing "testuser|" and "Password:" containing "\*\*\*\*\*". Below the fields are three buttons: "New Physician", "Forgot Password", and "Log In". Arrows point from the text on the right to the "Login:" field, the "Password:" field, and the "Log In" button.

Supply your username,

and your password,

and click Log In

If you find you've forgotten your password, the Forgot Password button will change your existing password into a system-created one, and send an email to the email address on your account containing the new credentials.



# Compassionate Use Registry

## Changing Your Password



### Compassionate Use Registry

Welcome | TestingLawEnforcement

HOME PATIENT SEARCH CHANGE PASSWORD LOG OUT

#### Reset Password

Current Password:

New Password:

Confirm Password:

Change Password

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In order to change your password after you've logged in, you must supply your existing password.

Below this field, you must supply your new desired password, twice.

Because this system contains Protected Health Information, you must supply a 'strong' password that is no shorter than 8 characters, and contain a combination of lower and uppercase letters, one number, and at least one special character, such as an exclamation point.



# Compassionate Use Registry

## Creating a User

Welcome | leo admin

Florida HEALTH

Compassionate Use Registry

HOME PATIENT SEARCH CHANGE PASSWORD **USERS** NEW APPLICANTS LOG OUT

Welcome to the Registry UAT Environment!

- Note: This isn't Production. Work done here is for testing purposes only.
- Questions? Feedback? Contact Derek Prowse at Derek.Prowse@fiveptg.com.

To create a new user, click on "Users" tab,

HOME PATIENT SEARCH CHANGE PASSWORD **USERS** NEW APPLICANTS LOG OUT

User List New User

Filter By:

First Name: Last Name: Login Id:

Sort By...

Show: 10 Page: 1 of 1

Add, Audit	Login Id : TestAuditAdd13	Delete	Edit
admin, leo	Login Id : leoadmin	Delete	Edit
Law, Enforcement	Login Id : LawEnforcement	Delete	Edit

In the Users section, you can create a new user by clicking here.

Or, you can remove or edit an existing user here.

Let's go ahead and click New User.



# Compassionate Use Registry

User Information	
LoginId:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Street Address:	<input type="text"/>
Street Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	Florida ▾
Postal Code:	<input type="text"/>
Primary Phone:	<input type="text"/>
DateNextPasswordChange: (mm/dd/yyyy)	<input type="text"/>
Account Closure Date: (mm/dd/yyyy)	<input type="text"/>
County:	Select a County ▾
User Status:	Pending Training
User Role:	Law Enforcement ▾
Organization:	The Police

You'll be navigated to a 'blank' User Information panel, where you'll supply information about the user.

The LoginId is the username the new user will enter along with their password to log in.

Their First and Last Names will appear in various onscreen elements, along with their Street Address, City, State, Postal Code, Phone Number, and County.

An email address is needed in order to allow the user to be able to reset their password on their own.

If you want to force the user to update their password after a specific period of time, specify the date here.

If you want this user's account to close automatically at a specific date, such as for Researcher Users, supply the date here.

When you initially create a User, their status will be "Pending Training".

For Role, your choices are Law Enforcement (a person that can conduct searches only) and Law Enforcement Manager (someone who can search and also make other users).



# Compassionate Use Registry

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**You Must Sign for This application**

Enter your name exactly as it is stored in the system to electronically sign for this applicant.

Type in your First Name:

  

Type in your Last Name:

When you create a new user, you'll also need to provide an electronic signature as to their Account. Once you provide the signature and hit Save, the new user will be given a login and password emailed to them.

After that, they'll need to

1. Change their password
2. Sign for their account
3. Complete the training
4. Have their application reviewed by your Master user at your organization
5. Have their application reviewed by the OCU.



# Compassionate Use Registry

## Managing Applicants

When you create a new user, they'll be sent an email that will give them their login information.

Before being able to search for patients, or create other users, every new user must

1. Log in, reset their password, and electronically sign.
2. Complete the in-system training.
3. Get approved by the Manager that created them,
4. Get approved by the OCU.

Master and Manager users can keep tabs on the status of their applicants at the New Applicant's Page.

When you see that they are Signed and Trained, you may click View Application to approve them.

You may approve them once they've completed their training and signature.

Once you've approved them, the OCU will also review the application and do their approval. The user will be notified when their account is ready for use.



# Compassionate Use Registry

## Managing Your Users

Welcome | leo.adn

Compassionate Use Registry

HOME PATIENT SEARCH CHANGE PASSWORD USERS NEW APPLICANTS LOG OUT

Welcome to the Registry UAT Environment!

- Note: This isn't Production. Work done here is for testing purposes only.
- Questions? Feedback? Contact Derek Prowse at Derek.Prowse@fiveptg.com.

To manage an existing user, click on the "Users" tab,

User List New User

Filter By:

First Name: Last Name: Email Address:

Sort By...

Show: 10 Page: 1 of 0

Johnson, Jane	Login Id : TestingDispenser	Delete	Edit
Murphy, Alex	Login Id : TestingLawEnforcement	Delete	Edit
Norton, Dennett	Login Id : TestingResearcher	Delete	Edit
Stork, Travis	Login Id : TestingPhysician	Delete	Edit
User, Test	Login Id : TestUser	Delete	Edit

The User List lets you filter the list by name and email address,

or sort the list by name, email address, or last login date.

Below this is the listing of Users. You're shown their Last Name, First Name, and LoginID.



# Compassionate Use Registry

Johnson, Jane	Login Id : TestingDispenser	Delete	Edit
Murphy, Alex	Login Id : TestingLawEnforcement	Delete	Edit
Norton, Dennett	Login Id : TestingResearcher	Delete	Edit
Stork, Travis	Login Id : TestingPhysician	Delete	Edit
User, Test	Login Id : TestUser	Delete	Edit

In the Users List, you're offered the word 'Delete' next to each user.

Show: 10 Page: 1 of 0

Johnson, Jane	Login Id : TestingDispenser	Delete	Edit
me, delete		manually	Delete Edit
Murphy, Alex		Enforcement	Delete Edit
Norton, Dennett	Login Id : TestingResearcher	Delete	Edit
Stork, Travis	Login Id : TestingPhysician	Delete	Edit
User, Test	Login Id : TestUser	Delete	Edit

**Delete User**

Are you sure you want to delete this user. This action cannot be undone.

Delete Cancel

After Clicking 'Delete', the system will check to make sure this was intentional – click Cancel to go back, or click Delete to remove the user.

**Note:** Deleting a user does not remove their identity from the system's record of past events. If you Delete a Dispenser user for example, you still retain proof of that user's Dispensations. If you wish to permanently remove a person's ability to log into the system, Delete is the best method.



# Compassionate Use Registry

## Editing a User

Johnson, Jane	Login Id : TestingDispenser	Delete	Edit
Murphy, Alex	Login Id : TestingLawEnforcement	Delete	Edit
Norton, Dennett	Login Id : TestingResearcher	Delete	Edit

In the User List, you're offered the Edit link. Clicking this link pulls up the User Information page for this user.

### User Information

LoginId:  
LawEnforcement

First Name:  
Enforcement

Last Name:  
Law

Email Address:  
Derek.prowse@fiveptg.com

Street Address:  
327 Tanaga St

Street Address 2:

City:  
FLORIDA

State:  
Florida

Postal Code:  
32413

Primary Phone:  
8503193870

DateNextPasswordChange: (mm/dd/yyyy)

Account Closure Date: (mm/dd/yyyy)

County:  
Alachua

User Status:  
Active

User Role:  
Law Enforcement

Organization:  
The Police

At the User information page, you can edit the user's details, such as their LoginID, first and last Names, email address, and so on.

You can also change the date that you want their existing password to expire,

or the date at which you wish for their account to self-close.

You can also change the user's Status. [This is how you manage the user's access as the maintainer of the system.](#)

*Active* = normal use. The user can log in normally.

*Inactive* = the user is forbidden from using the system. They cannot log in with this setting.

*Locked* = the user must reset their password to continue using the Registry.

Click Save to save your changes.

If you wish to send a new system-generated password to the user's email address, click Reset Password.