

DATE CREATED or REVIEWED: 1/21/2020
TEAM CREATED BY: Excellian Clinical Training

AFFECTED USERS: All Excellian Users
UPGRADE RELATED: NO

Selecting a Job Role at Log In

Quick Reference

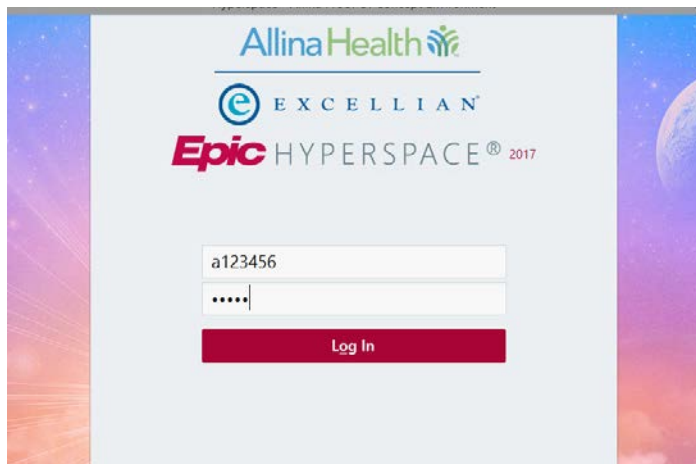
Users that have more than one job within Excellian need to select which role they are utilizing at login.

Details

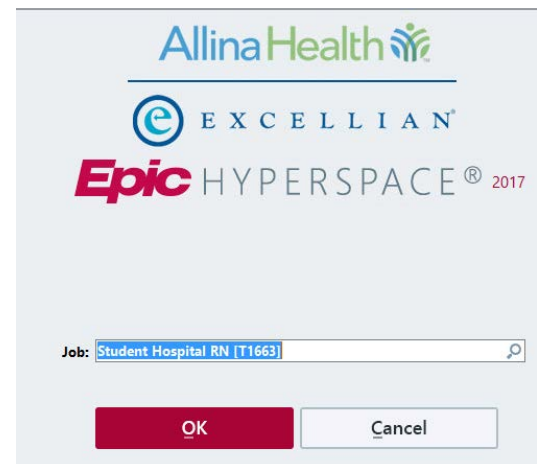
When a user has more than one job role security template built within Excellian (e.g. Clinic CMA and Student Nurse) they will need to select a job role before signing into Excellian.

Logging In:

Step #1: Enter Login Credentials



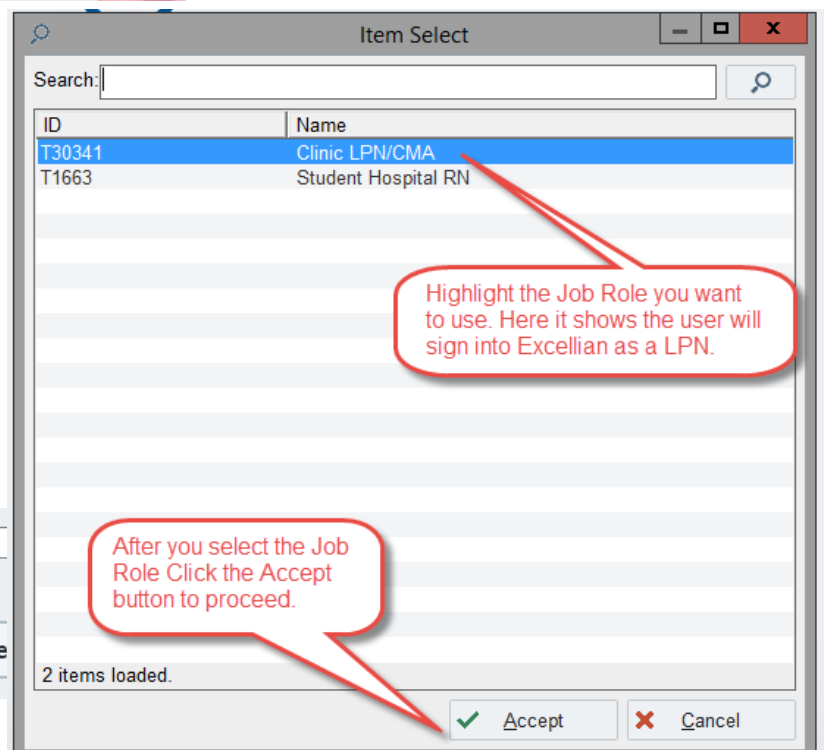
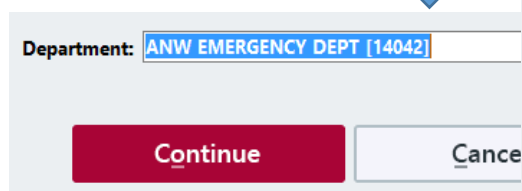
Step #2: Click the Magnify Glass



Step #3: Select Job Role for shift



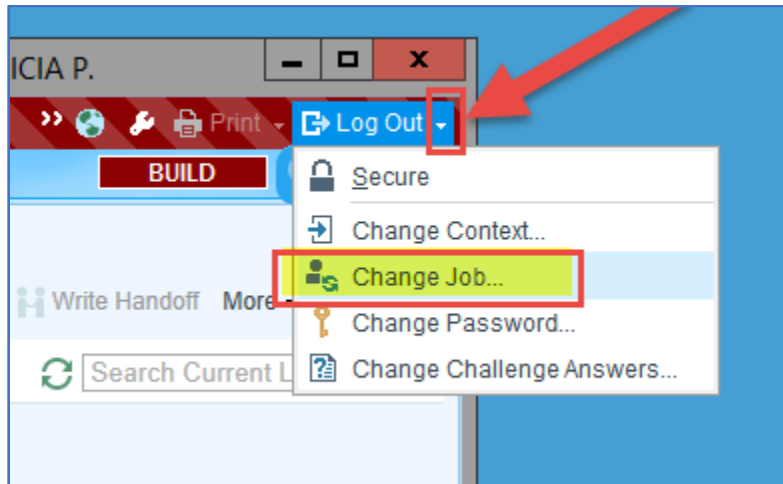
Step #4: Pick CORRECT DEPARTMENT. Simply changing department alone will not give you the different Excellian tools. Example, if you switch to ED Job, you must also switch to ED department.



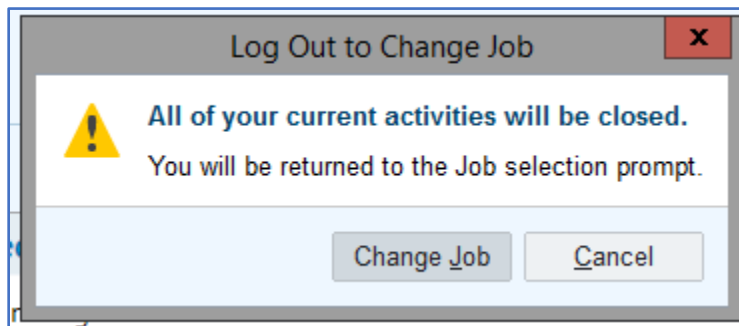
ID	Name
T30341	Clinic LPN/CMA
T1663	Student Hospital RN

Change job roles during shift:

Step #1: Click on the Drop Down Arrow on the right side of the Log Out Button (see red arrow). Then select Change Job...(see red box).



Step #2: Click on the Change Job button. Follow the process Step #2 above until logged in.



Step #3: Change your login Context if you are working somewhere else also.

