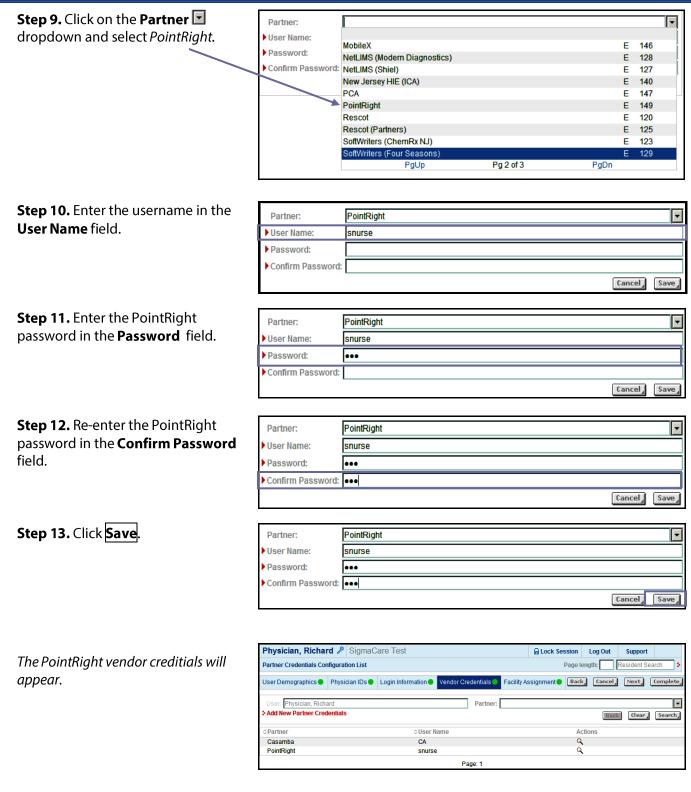# PointRight: User Credential Setup

This document will assist PointRight coordinators/ MDS Coordinators who have been given the requisite permission to set up users for PointRight in SigmaCare.

Setting Up PointRight User Credentials in SigmaCare

Do this…

See this…

Step 1. Click **Setup** on the Navigation bar.

> Reports
> Setup

Step 2. Click **User Setup**.

> • Setup Audit Log - view audit log for setup changes
> ➤ User Setup - add or edit users, group, preferences and permissions
> • Vendor Setup - add or edit vendors

Step 3. Click **User Management**.

> ➤ User Management - add or update user information
> • Physician ID - add or edit active physician identification in

Step 4. Enter the user's first and last name in the **Last Name** and **First Name** fields.

Step 5. Click **Search**.

Physician, Richard 🔑 SigmaCare Test		Lock Session	Log Out	Support	Help
User List		Page length:	Resident Search
User Name:	Date from:	To:
Last Name: physician	First Name: Richard
Status: Active	Group:
Title:	User Type:
Facility:	Unit:
Discipline:	
➤ Add New	Back	Clear	Search

Step 6. Click on the user's name.

| ⬍ Last Name | ⬍ First Name | ⬍ User Name | ⬍ Group |
| Physician | Richard | rphysician | Clinical Orders |

Step 7. Click on the **Vendor Credentials** tab.

Physician, Richard 🔑 SigmaCare Test		Lock Session	Log Ou
User Demographics		Page length:
User Demographics ●	Physician IDs ●	Login Information ●	Vendor Credentials ●	Facility Assignment ●	Back	Can

Step 8. Click **>Add New Partner Credentials**.

Physician, Richard 🔑 SigmaCare Test		Lock Session	Log O
Partner Credentials Configuration List		Page length:
User Demographics ●	Physician IDs ●	Login Information ●	Vendor Credentials ●	Facility Assignment ●	Back	Can
User: Physician, Richard	Partner:
➤ Add New Partner Credentials	

Step 9. Click on the **Partner** ▾ dropdown and select *PointRight*.

Step 10. Enter the username in the **User Name** field.

Step 11. Enter the PointRight password in the **Password** field.

Step 12. Re-enter the PointRight password in the **Confirm Password** field.

Step 13. Click Save.

The PointRight vendor creditials will appear.

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https://www.survs.com/survey/P26HVA1VNL