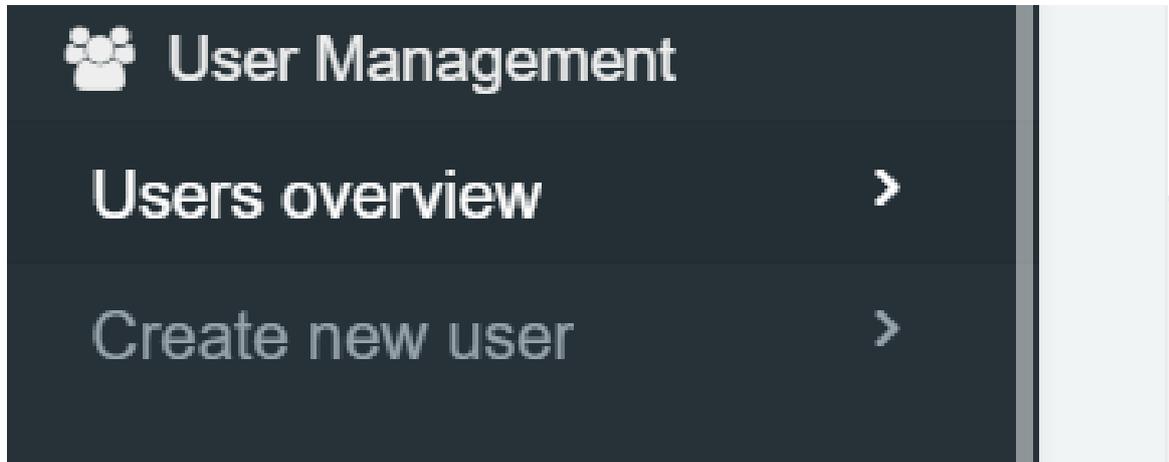


You can add and remove managers and have control over their access. In 'users overview' you will have an overview of all managers with portal access.



By clicking into a specific user, you will be able to see their personal information as well as their user rights and accessible departments.

Accessible departments

- All (including non-assigned)
- All non-assigned
- Clerical
- Medical

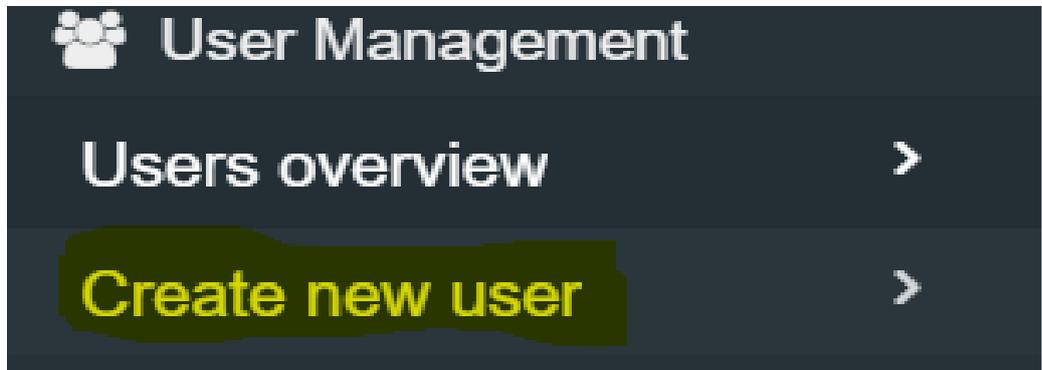
User rights: [?](#)

- Edit employee details
- Case management
- Recall management
- User management
- Absence management
- Bulk case reallocation
- Statistics/Charts
- Questionnaire management

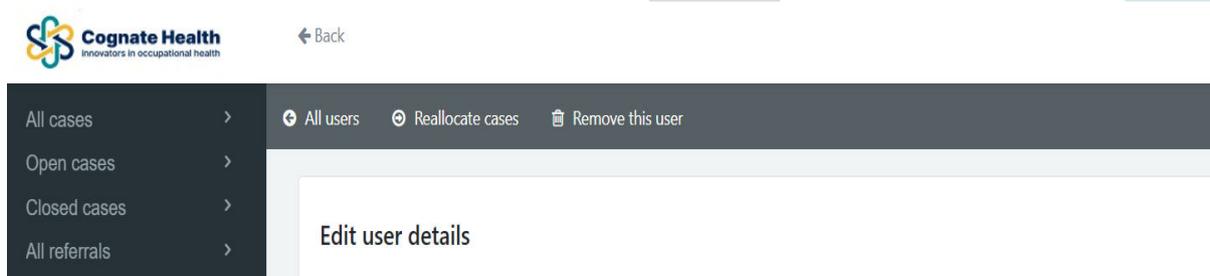
\* Required

Save

To add a user to the portal, click on create new user and enter their details to give them access to the portal.



To remove a user from the portal go into 'users overview' and find the user you wish to remove. 'Remove this user'.



You can also reallocate the cases belonging to this user by clicking on 'Reallocate cases' and entering the details of the user that will now be managing these cases.

