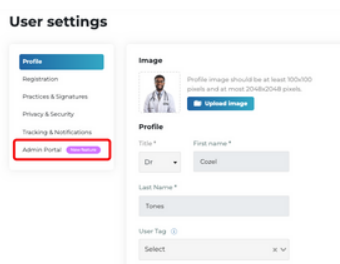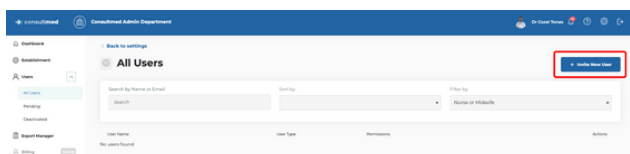# Welcome to Admin Portal
Manage your team's access to Consultmed

Add a staff member to your establishment
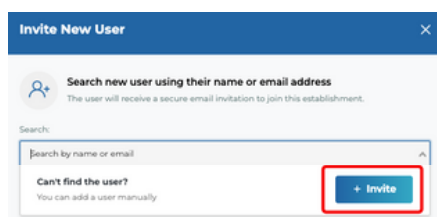
Step 1: In your Consultmed account, click the '⚙' in the top-right corner to open **'User Settings'.** Click **'Admin Portal'.**

Step 2: Under the **'Users'** tab, select **'+ Invite New User'** in the top right of your screen.

Step 3: Search and invite existing Consultmed users, or select **'+ Invite'** to invite a staff member to create a Consultmed account.

**Step 4:** Enter their basic details and adjust account permissions.

Step 5: The staff member will receive an email invitation to join your establishment.

> **Note:** Once the staff member accepts the invitation, you will be notified via email and in-app.

## Accept/Decline a staff member's request to join your establishment

> **Note:** The 'request to join' email is an important email that needs to be actioned based on your knowledge of the requesting user.

Step 1: From your **'request to join'** email, select **'Go to Admin Portal.'**
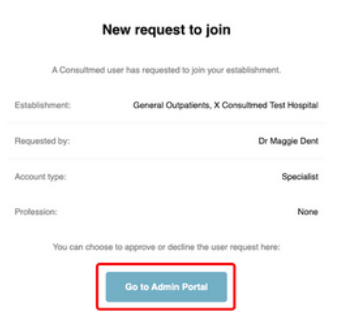
Step 2: You will be directed to the **'All Users'** page, where you can locate the new join request.

**Step 3:** Select **'View request'.** A window will appear from the right of your screen.
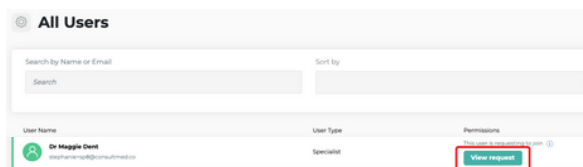
Step 4: Review the request details, adjust account permissions as required and select **'Approve'**, or **'Decline'** the request.

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Need support or want to learn more? Contact us here.

Best experience:
🌐 Chrome　　🌐 Edge　　🦊 Firefox

Not supported: 🌐 Internet Explorer, due to security concerns
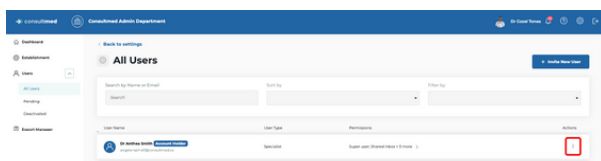
Welcome to Admin Portal
Manage your team's access to Consultmed

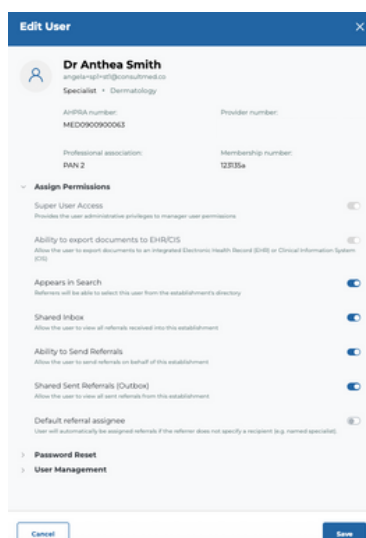## Change a staff member's permission level

Step 1: In your Consultmed account, click the '⚙' in the top-right corner to open **'User Settings'.** Click **'Admin Portal'.**
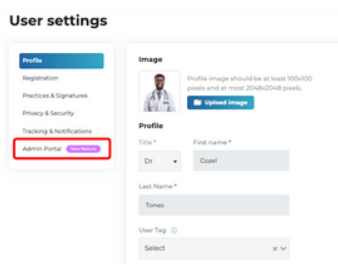
Step 2: Under **'All Users',** locate the specific staff member and select the '⋮' on the right under the column **'Actions'.**

Step 3: A window will appear on the right of your screen. Navigate to **'Assign Permissions'** and toggle **'on/off'** the appropriate settings for the user.


Note: Permission options include enabling user access to the establishment's shared inbox and allowing user to be visible for receiving referrals.

Step 4: Once done, select **'Save'** to implement the changes.

Remove a staff member from your establishment

Step 1: Under **'All Users',** locate the specific staff member you wish to remove from your Establishment.

Step 2: Select '⋮' on the right, under the column **'Actions'.**
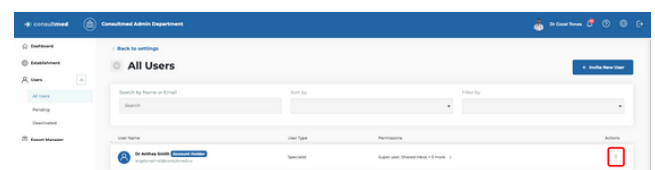
Step 3: A window will appear from the right of your screen. Navigate to **'User Management',** and select **'Remove User'.**

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Best experience:

🌐 Chrome   🌐 Edge   🦊 Firefox

Not supported: 🌐 Internet Explorer, due to security concerns