

DocView

Location Administrator Guide

A Location Administrator has the rights to create and deactivate users from accessing DocView at their location. They can also run queries on user access and patient record access for their assigned location.

1. Go to <https://docview2.midwaydata.com>
2. Log in with your assigned username and password

Prenatal Reports Retrieval Logon

Logon

User:

Password:

Login

Security Notice

Unauthorized use is prohibited. Use of this private computer system is your consent to be monitored and recorded. We reserve the rights to seek all remedies for unauthorized use. Evidence of suspected illegal use may be given to law enforcement.

3. Click the **Admin Actions** link

Prenatal Reports Retrieval

Change Password Admin Actions Logout

Patient Search

Provider: (Select)

Last Name: First: Birth Date: Search

4. On the Admin menu, click **User Access Editor**

DocView Site Admin Menu

Change Password Admin Actions Logout

User Access History	Display DocView patient and system access information by User Id.
Patient Access History	Display access attempts and document access for a specific patient.
User Access Editor	Enable, disable, create new user logins.
DocView	Go to the DocView system entry page.

5. Select your location from the **Location** pulldown. You will see existing users displayed.

- To enter a **NEW user**, enter a desired Logon Name, First Name, Last name and Password, check the appropriate Roles box and hit the Add button.

Roles:

- Nurses that view only should have the **Doc Retrieval** role only
- Supervisors that will to this admin function should also have the **Audit** and **Admin** boxes checked
- To **disable a user**: Click **Select** next to their name, then click the **Disabled** radio button and hit the **Disable** button
- To **reset a user's password**, hit Select next to the name of the person to reset, then enter a new password into the Password field, then hit the "**Pswd Reset Only**" button.

After a user is created or password reset, the system will ask them to enter a new secure password when they log in.

DocView Site Admin
User Maintenance by Location

[Change Password](#) [Admin Actions](#) [Logout](#)

Add/Edit User:

Location:

Logon Name **First Name** **Last Name**

User:

Password:

Roles: Doc Retrieval Audit Admin

Enabled Disabled

Existing User List:

	User ID	Last Name	First Name	Enabled	Role	Created By	Created Date	Updated By	Updated Date
Select				True					
Select				True					