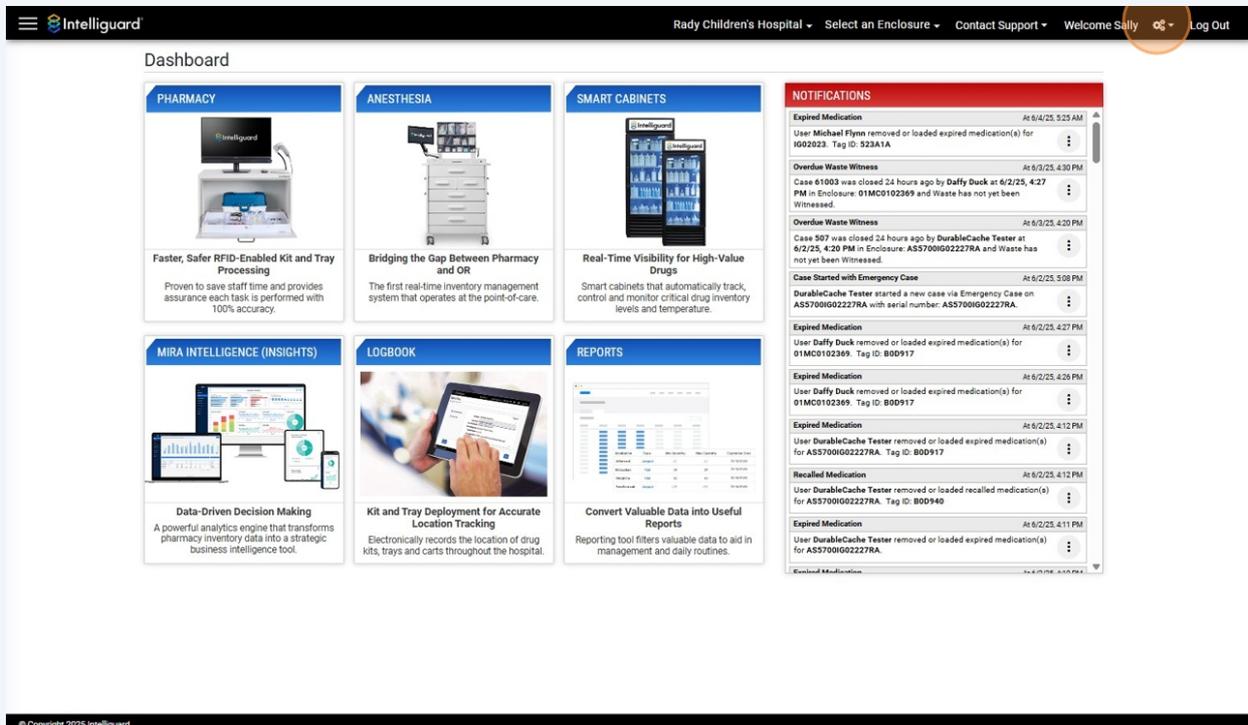


# How to Register and Update User Badges and Passwords



Users must have proper permissions in order to update their own and other users information within the system.

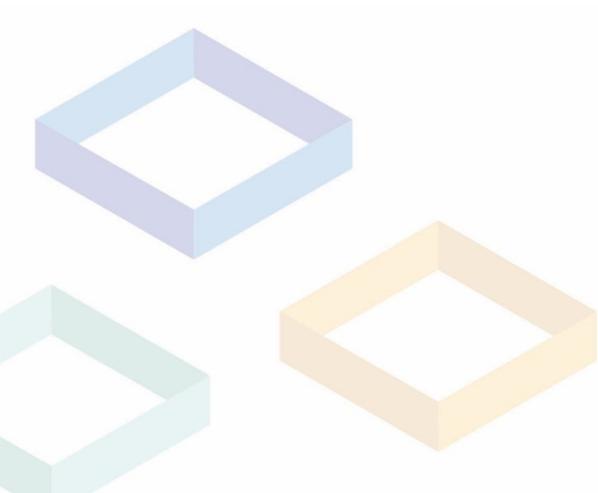
1 Click the "tools" three gears icon



The screenshot shows the Intelliguard dashboard for Rady Children's Hospital. The top navigation bar includes the Intelliguard logo, hospital name, enclosure selection, contact support, user name (Welcome Sally), and a log out button. The dashboard is divided into several sections:

- PHARMACY:** Faster, Safer RFID-Enabled Kit and Tray Processing. Proven to save staff time and provides assurance each task is performed with 100% accuracy.
- ANESTHESIA:** Bridging the Gap Between Pharmacy and OR. The first real-time inventory management system that operates at the point-of-care.
- SMART CABINETS:** Real-Time Visibility for High-Value Drugs. Smart cabinets that automatically track, control and monitor critical drug inventory levels and temperature.
- MIRA INTELLIGENCE (INSIGHTS):** Data-Driven Decision Making. A powerful analytics engine that transforms pharmacy inventory data into a strategic business intelligence tool.
- LOGBOOK:** Kit and Tray Deployment for Accurate Location Tracking. Electronically records the location of drug kits, trays and carts throughout the hospital.
- REPORTS:** Convert Valuable Data into Useful Reports. Reporting tool filters valuable data to aid in management and daily routines.
- NOTIFICATIONS:** A list of system alerts including expired medication, overdue waste witness, and emergency cases.

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## 2 Click "Manage Users"

The screenshot shows the Intelliguard dashboard for Rady Children's Hospital. The top navigation bar includes the Intelliguard logo, hospital name, enclosure selection, support contact, user name (Sally), and a log out button. The dashboard is divided into several sections:
 

- PHARMACY:** Faster, Safer RFID-Enabled Kit and Tray Processing. Proven to save staff time and provides assurance each task is performed with 100% accuracy.
- ANESTHESIA:** Bridging the Gap Between Pharmacy and OR. The first real-time inventory management system that operates at the point-of-care.
- SMART CABINETS:** Real-Time Visibility for High-Value Drugs. Smart cabinets that automatically track, control and monitor critical drug inventory levels and temperature.
- MIRA INTELLIGENCE (INSIGHTS):** Data-Driven Decision Making. A powerful analytics engine that transforms pharmacy inventory data into a strategic business intelligence tool.
- LOGBOOK:** Kit and Tray Deployment for Accurate Location Tracking. Electronically records the location of drug kits, trays and carts throughout the hospital.
- REPORTS:** Convert Valuable Data into Useful Reports. Reporting tool filters valuable data to aid in management and daily routines.
- NOTIFICATIONS:** A list of alerts including expired medication, overdue waste witness, and emergency cases.

 A dropdown menu is open from the user profile, showing options: Manage Notifications, Manage My Account, Manage Roles, and **Manage Users** (highlighted with an orange circle).

## 3 Click the "Search User" field to search by name or use the "advance page" arrows at the bottom of the page

The screenshot shows the 'Edit Existing Users' page. At the top, there is a filter for 'Rady Children's Hospital' and a search field labeled 'Search: Search User' (highlighted with an orange circle). Below this is a table of users with the following columns: User Name, User Email, Employee ID, Status, and Actions.
 

User Name	User Email	Employee ID	Status	Actions
I, Tim your Smilee Father	sqa.testler.alex@gmail.com		Active	[Edit] [Delete] [Add to Facility]
0wb1tc45, vpzu7ri	3huh41ev5@c.com		Active	[Edit] [Delete] [Add to Facility]
1, PharmTech	1@mail.com		Active	[Edit] [Delete] [Add to Facility]
1Anesthesiologist, Mountain	ab@gmail.com		Active	[Edit] [Delete] [Add to Facility]
1Pharm, StageChampion	jliu@intell.com		Active	[Edit] [Delete] [Add to Facility]
2, Pharmacist	2@mail.com		Active	[Edit] [Delete] [Add to Facility]
4kdc19no1r9, d4c1cg99s	sevt80lfp@c.com	32154660341418	Active	[Edit] [Delete] [Add to Facility]
7e1euSyw, qadkb0nnn	fou1ohi2@c.com		Active	[Edit] [Delete] [Add to Facility]
aaroo, PS	aaroo@psg.com		Active	[Edit] [Delete] [Add to Facility]
Admin, Alex Supplies Admin	asa@mail		Active	[Edit] [Delete] [Add to Facility]

 At the bottom of the table, there is a legend with icons for Edit User, Delete User, and Add User to Facility. The footer shows 'Items per page: 10' and '1 - 10 of 588' with navigation arrows.

## 4 Click the "edit" pencil button

The screenshot shows the Intelliguard user management interface. At the top, there is a navigation bar with the Intelliguard logo, the user's name 'Sally', and a 'Log Out' button. Below the navigation bar is a table of users. The table has columns for user name, email, and status. The 'test, test' user is highlighted, and the 'edit' pencil icon in the action column is circled in orange. Below the table, there is a legend with buttons for 'Edit User', 'Delete User', and 'Add User to Facility'. The footer shows the copyright notice '© Copyright 2025 Intelliguard'.

User Name	Email	Status	Action
Pharmacist, Jim	jp@ig.solutions	Active	[edit] [lock] [trash]
Regression Test, New User	updatedemail@updatedemail.com	Active	[edit] [lock] [trash]
Regression, Test	abcdef@intelliguardhealth.com	Active	[edit] [lock] [trash]
roleUser, testing	gvivek1234@intelliguardhealth.com	Active	[edit] [lock] [trash]
Ros, Kevin	Kros@TEST-RCHSD.ORG	Inactive	[edit] [lock] [trash]
Saw, Sandra	ssaw@test-rchsd.org	Active	[edit] [lock] [trash]
Sey, Mark	msey@test-rchsd.org	Active	[edit] [lock] [trash]
stage, tester	testerstage@ig.solutions	Active	[edit] [lock] [trash]
Super, Sally	sally@ig.solutions	Active	[edit] [lock] [trash]
Test, Anesthesiologist	tst-Anesthesiologist@TEST-RCHSD.ORG	Active	[edit] [lock] [trash]
Test, Etester041425	e@tester.com	Active	[edit] [lock] [trash]
TEST, ITG	tstigt@test-rchsd.org	Active	[edit] [lock] [trash]
Test, Pharmacist	Tst-Pharmacist@TEST-RCHSD.ORG	Active	[edit] [lock] [trash]
test, test	test@mail.com	Active	[edit] [lock] [trash]
Tester, Anes	anestester@ig.solutions	Active	[edit] [lock] [trash]
Tester, DurableCache	gvivekanandan90@intelliguardhealth.com	Active	[edit] [lock] [trash]
Tester, Pharm	pharmtester@ig.solutions	Active	[edit] [lock] [trash]

Items per page: 50 1 - 50 of 56

Legend [edit] Edit User [trash] Delete User [lock] Add User to Facility

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## 5 To add or edit a badge number click "Scan Badge"

The screenshot shows the 'Manage Account' form in the Intelliguard interface. The form is divided into three sections: 'Personal Information', 'Account Information', and 'Additional Information'. The 'Personal Information' section includes fields for First Name, Middle Name, Last Name, Cell/Text Number, Office Phone Number, Employee ID, EHR Resource ID, Time Zone, Email, and Confirm Email. The 'Account Information' section includes fields for Password, Confirm Password, Authentication PIN, and Confirm Authentication PIN. The 'User Role(s)' dropdown is expanded, showing 'User Badge' and 'Fingerprint Scan' options. The 'Scan Badge' button under 'User Badge' is highlighted with an orange circle. The 'Update User' button is visible at the bottom right. The footer shows the copyright notice '© Copyright 2025 Intelliguard'.

Manage Account \*Required

**Personal Information**

First Name: test  
Middle Name: Enter Middle Name  
Last Name: test  
Cell/Text Number: Enter Cell/Text Number  
Example: 222-555-1212  
Office Phone Number: Enter Office Phone Number

Employee ID: Enter Employee ID  
EHR Resource ID: Enter EHR Resource ID  
Time Zone: United States - Eastern Time  
Email: test@mail.com  
Example: B.Smith@company.com  
Confirm Email: test@mail.com

**Account Information**

Password: [input] Confirm Password: [input]  
Password must contain at least: 8 Characters  
Authentication PIN: [input] Numbers only, 4 digits required. Confirm Authentication PIN: [input]

Active:   
Facility(ies): Rady Children's Hospital, Rady Testing Facility  
User Role(s): All the permissions (This role includes Advanced Permissions)  
User Badge: Scan Badge  
Fingerprint Scan: Register Fingerprint

**Additional Information**

Note: [input]

Cancel Update User

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6

Scan the new badge into the system and then click "Register Badge"

The screenshot shows the 'Manage Account' interface for a user named 'test'. A modal dialog box titled 'Register Badge to User' is open, displaying the instruction 'Place badge on badge reader.' and a 'Badge ID' input field. A 'Register Badge' button is highlighted with an orange circle. The background form includes sections for Personal Information, Account Information, and Additional Information, with various input fields and buttons like 'Cancel' and 'Update User'.

7

Click "OK" and the new badge will now be associated with that user

The screenshot shows the same 'Manage Account' interface. The modal dialog box now displays the message 'Badge identification successfully captured.' and an 'OK' button, which is highlighted with an orange circle. The background form remains visible, showing the 'Update User' button at the bottom right.

8

Click the "Password:" field to update or enter in a new password

Manage Account

Personal Information

First Name\*: test

Middle Name: Enter Middle Name

Last Name\*: test

Cell/Text Number: Enter Cell/Text Number  
Example: 222-555-1212

Office Phone Number: Enter Office Phone Number

Employee ID: Enter Employee ID

EHR Resource ID: Enter EHR Resource ID

Time Zone\*: United States - Eastern Time

Email\*: test@mail.com  
Example: B.Smith@company.com

Confirm Email\*: test@mail.com

Account Information

Password:  Confirm Password:

Password must contain at least:  
8 Characters

Authentication PIN:  Numbers only.  
4 digits required.

Confirm Authentication PIN:

Active:

Facility(ies)\*: Rady Children's Hospital, Rady Testing Facility

User Role(s)\*: All the permissions (This role includes Advanced Permi

User Badge Scan Badge

Fingerprint Scan Register Fingerprint

Additional Information

Note:

Cancel

9

Confirm the new password

Intelliguard

Rady Children's Hospital Select an Enclosure Contact Support Welcome Sally Log Out

Manage Account \*Required

Personal Information

First Name\*: test

Middle Name: Enter Middle Name

Last Name\*: test

Cell/Text Number: Enter Cell/Text Number  
Example: 222-555-1212

Office Phone Number: Enter Office Phone Number

Employee ID: Enter Employee ID

EHR Resource ID: Enter EHR Resource ID

Time Zone\*: United States - Eastern Time

Email\*: test@mail.com  
Example: B.Smith@company.com

Confirm Email\*: test@mail.com

Account Information

Password: ..... Confirm Password\*: |

Password must contain at least:  
8 Characters

Authentication PIN:  Numbers only.  
4 digits required.

Confirm Authentication PIN:

Active:

Facility(ies)\*: Rady Children's Hospital, Rady Testing Facility

User Role(s)\*: All the permissions (This role includes Advanced Permissions)

User Badge Scan Badge

Fingerprint Scan Register Fingerprint

Additional Information

Note:

Cancel Update User

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10

Click the "Update User" button

IntelliGuard Rady Children's Hospital Select an Enclosure Contact Support Welcome Sally Log Out

### Manage Account \*Required

**Personal Information**

First Name*	test	Employee ID:	Enter Employee ID
Middle Name:	Enter Middle Name	EHR Resource ID:	Enter EHR Resource ID
Last Name*	test	Time Zone*	United States - Eastern Time
Cell/Text Number:	Enter Cell/Text Number Example: 222-555-1212	Email*	test@mail.com Example: B.Smith@company.com
Office Phone Number:	Enter Office Phone Number	Confirm Email*	test@mail.com

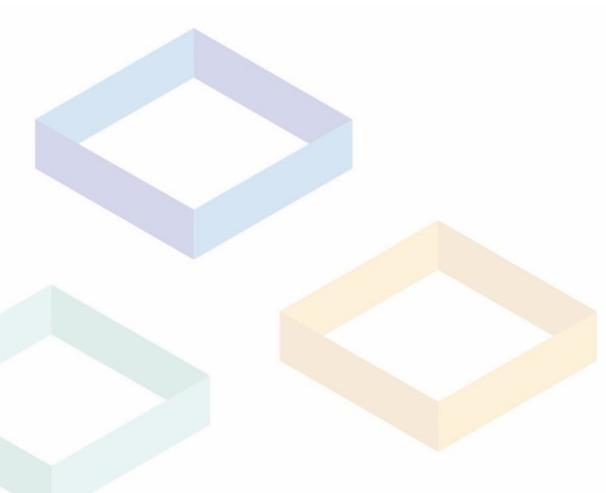
**Account Information**

Password:	.....	Confirm Password:	.....	Active:	<input checked="" type="checkbox"/>
Password must contain at least: ✔ 8 Characters		Authentication PIN:		Facility(ies)*:	Rady Children's Hospital, Rady Testing Facility
Numbers only, 4 digits required.		Confirm Authentication PIN:		User Role(s)*:	All the permissions (This role includes Advanced Permissions)
				User Badge	Fingerprint Scan
				<input type="button" value="Scan Badge"/>	<input type="button" value="Register Fingerprint"/>

**Additional Information**

Note:

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# Updating Your Own Badge and Password

- 11 To update your own badge number or password click the "tools" three gears icon

The screenshot shows the top navigation bar with the following items: 'Rady Children's Hospital', 'Select an Enclosure', 'Contact Support', 'Welcome Sally', a 'tools' icon (three gears) highlighted with a red circle, and 'Log Out'. Below the navigation bar are four main content areas: 'ANESTHESIA', 'SMART CABINETS', 'LOGBOOK', and 'REPORTS'. On the right side, there is a 'NOTIFICATIONS' panel with a scrollable list of alerts. The 'tools' icon is located in the top right corner of the page.

- 12 Click "Manage My Account"

This screenshot is similar to the previous one, but with a dropdown menu open from the 'tools' icon. The dropdown menu contains four options: 'Manage Notifications', 'Manage My Account' (highlighted with a red circle), 'Manage Roles', and 'Manage Users'. The rest of the interface, including the navigation bar and content panels, remains the same as in the previous screenshot.

13

You can now follow steps 5-10 from above to update your badge information or password from this screen

IntelliGuard | Rady Children's Hospital | Select an Enclosure | Contact Support | Welcome Sally | Log Out

### Manage Account \*Required

#### Personal Information

First Name:	<input type="text" value="Sally"/>	Employee ID:	<input type="text" value="123"/>
Middle Name:	<input type="text" value="Namerd2pqedl"/>	EHR Resource ID:	<input type="text" value="Enter EHR Resource ID"/>
Last Name:	<input type="text" value="Super"/>	Time Zone:	<input type="text" value="United States - Pacific Time"/>
Cell/Text Number:	<input type="text" value="(123) 455-678"/> <small>Example: 222-555-1212</small>	Email:	<input type="text" value="sally@ig.solutions"/> <small>Example: B.Smith@company.com</small>
Office Phone Number:	<input type="text" value="(123) 457-8"/>	Confirm Email:	<input type="text" value="sally@ig.solutions"/>

#### Account Information

Password:	<input type="password"/>	Confirm Password:	<input type="password"/>	Active:	<input checked="" type="checkbox"/>
<small>Password must contain at least: 8 Characters</small>				Facility(ies):	<input type="text" value="Kevin Test, Rady Children's Hospital, Rady Testing Facility"/>
Authentication PIN:	<input type="text"/> <small>Numbers only, 4 digits required.</small>	Confirm Authentication PIN:	<input type="text"/>	User Role(s):	<input type="text" value="System Administrator (This role includes Advanced Permissions)"/>

User Badge  
Scan Badge

Fingerprint Scan  
Register Fingerprint

#### Additional Information

Note:

CancelUpdate User

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