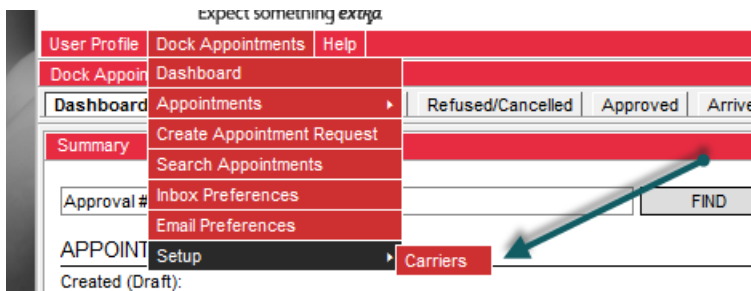


Adding other users to your scheduling account

If you have been designated as the User admin for your carrier account you can add, delete or edit the users on your scheduling account. If you do not have the ability, or need to designate someone else at your company to set up users, contact a CVS logistics team member tammy.beuparlant@cvshealth.com; michael.tavares@cvshealth.com; suzanne.lussier@cvshealth.com

Finding set up area to add/edit or delete users

After logging in, navigate to the menu under "dock appointments". Look for the **set up option**. Then depending on your role select carrier or supplier. Only one role will be showing (below shows the carrier role)



Adding a User

To create a new user, click the **New** button to create a new row in the Carrier/Supplier user area

Carrier Users

User Name	UA	Email Address
ABC Test		
h h		suzanne.lussier@cvshealth.com
password1 password1	✓	tammy.beuparlant@cvshealth.com

ABC Test [dropdown] [checkbox]

reminder e-mail 48 hrs before appointment time

notify me only if appointment was submitted by me

[NEW] [DELETE] [EDIT USER]

Then select the **Not in list...** option.

[dropdown] [checkbox]

Not in List... [dropdown] [checkbox]

Appointment request is approved

The **Create User** window will appear. Enter all user information. Make sure to enter email for email notifications and select which emails user should receive. Also make sure to enter email for password/login retrieval if it is forgotten.

Hit save to close the create user box when done. Also make sure to hit the **“save”** on the carrier detail page or the user will not be able to sign into the application.

Make sure to enter email so user can receive appointment notifications email

Bottom most box in set up area is for email address to send password resets to. Should be filled in for easier login/password retrieval

Make sure to hit save on carrier detail page to save to carrier/supplier

Editing a User

To edit a user, select a user from the Carrier/supplier user area by clicking on their name and click the **Edit User** button. The **Edit User** window will appear. Hit save when edit is complete.

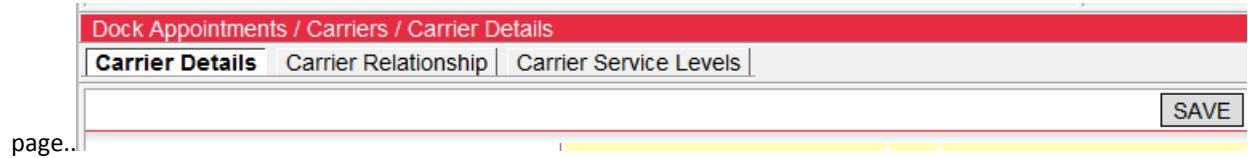
test | **supplier 2**

tsu2@dsg.com

tsu2

Removing a User

To remove a user from the carrier or supplier, Carrier/supplier user area by clicking on their name and click the **Delete** button underneath. The carrier or supplier user will be removed from the table. Once the user is removed, be sure click the save button as well on the Carrier detail



Setting a users email preferences

The admin can preset the new users email notifications when setting them up, or editing a user. Suggested emails to set are "approved, arrived, departed, refused, no show, comment added by another user, rescheduled. A user can go in at any time afterwards and reset email preferences by navigating to email preferences.

Setting a users inbox preferences

To keep the inbox (first screen entered after logging into system) less cluttered, user can navigate to "inbox preferences after logging in. Suggested settings are 10 days of approved-arrived refused and no show appointments.