

USERS ENTERING DATA FOR MULTIPLE PROVIDERS

After a user record is added, it may be adjusted to permit the user to enter data at multiple providers. (See Figure 1-14)



Figure 1-14

1. Click **Enter Data As Groups** to move into this area. **(1)** (See Figure 1-15)

Note: *Enter Data As groups are constructed in the Provider Group section of ServicePoint Administration. An Enter Data As group should contain providers that agree to share data entry responsibility, or providers that are operated by the same organization, and therefore share personnel.*



Figure 1-15


2. In this example an **Enter Data As** group has been assigned to the user. The user may enter data for all providers included in the group named "Bowman Center."
3. Click **Add Group** to add a group to the user. **(1)** Click the **Group ID** or the **Group Name** to examine the details of the group. **(2)** Click the **Red Minus** icon  to remove a group from the user. **(4)** The **Enter Data As Group Search** screen will display when **Add Group** is clicked. (See Figure 1-16)



Figure 1-16

- To locate a group, enter key words in the **Search** field **(1)** and click **Search**. **(2)** An **Enter Data As Group** search results list will display. Click **Create New Group** **(3)** to build a new **Enter Data As** group. Adding a new group is explained in the [Provider Group](#) area of the help file. Click **Clear** **(4)** to reset the **Search** field. (See Figure 1-17)

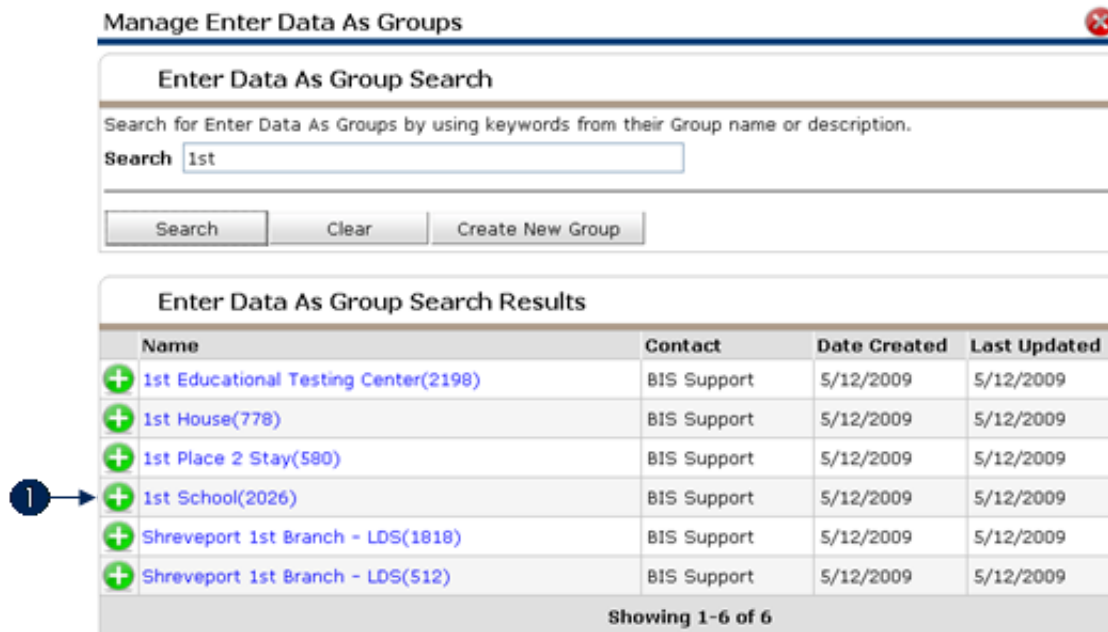


Figure 1-17

- From the **Enter Data As Group Search Results** click the **Green Plus** icon **(1)** to add the **Enter Data As** group to the user.

