Create / Modify / Delete Employee Login

Use the Login screen to setup new employee logins that need access to Barnestorm. Instructions below also include how to update passwords and delete logins for terminated employees.

From Barnestorm Office select **Codes > Security > Logins.**

Add New Employee Login

- **Employee Login Name** = Enter the user login name for the employee.
- **Employee #** = Enter the four digit Barnestorm employee number.
- **Password** = Enter their assigned Barnestorm password. If you are not an Admin user (from Admin > Employee Security) then the password will be obscured (****).
- **Discipline M0080** = 1 RN, 2 PT, 3 SLP/ST, 4 OT. Others: 5 MSW, 0 for clerical staff.
- **Default Data Access Level** = 9 has the most security rights whereas 1 has the least (we recommend also setting up the Employee Security for new employees for detailed access level).
- From the **Default Data Access Level** field, press tab to activate and the **Save** button, click the **Save** button.

Update Employee Password

- Select the employee from the list at the bottom of the Login screen (instructions on how this section works can be found below).
- Update the password field.
- Click on **Save**.

Change Employee Login

In order to change the login name you must first create a new login, then delete the old login information. Follow the directions under **Add New**

Employee Login to add the updated name; then, follow the directions under **Delete a Login** to remove the users old login information. Deleting a user name does not delete any of their electronic information - the logins are tied into the employee code.

Note: If the employee uses Point of Care they will need to complete a sync under their old user name before the new one will show up. If the user has any issues logging in they can start a chat and a Barnestorm rep can load the data.

Delete a Login

When an employee is terminated you should delete their login so that they can no longer log into Barnestorm. As needed, you can also lock the user out of Barnestorm so that their password does not work (from Admin > Employee Security) - this is mainly for POC users who may still have their laptop and are still able to login.

- Select the employee from the list at the bottom of the Login screen (instructions on how this section works can be found below).
- Select the **Delete** button.
- A message will appear asking if you are sure you want to delete - click on **Yes**.

Search for Employees or Logins

The list of logins defaults to show in the order by employees last name. All employees will appear if the list has 50 or less logins. If there are more than 50 logins the list will be blank and you can search for the employee by using the **Search for** field or check the **Show All** checkbox. Select the bullet for how you want to search for the employee: Employee First Name, Last Name, or Login. The Active Employees Only checkbox will be checked by default; uncheck to show terminated

employees who still have a login. Use the **Remove Logins** button to delete employees with a termination date greater than 60 days ago. You can sort the employee list by clicking the column headers.