

OMNICELL USER ACCESS TIP SHEET

You can access superuser functions including **ADD USER FINGERPRINT** and **ADD A TEMP NURSE** by doing the following:

1. Logging in.
2. Selecting “Main Menu” in the lower left corner of the screen. Then selecting “User Menus” at the bottom of the screen.

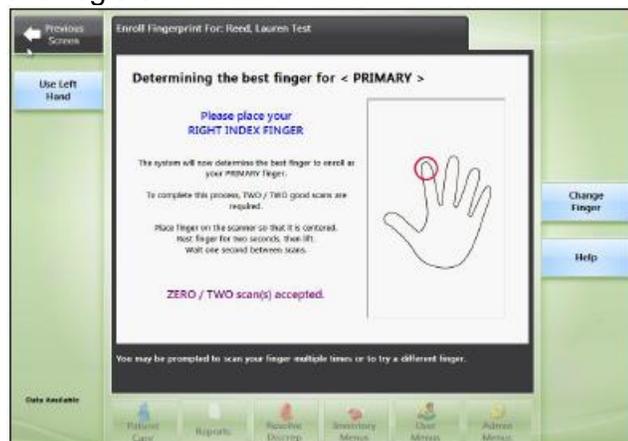


Registering User Fingerprints:

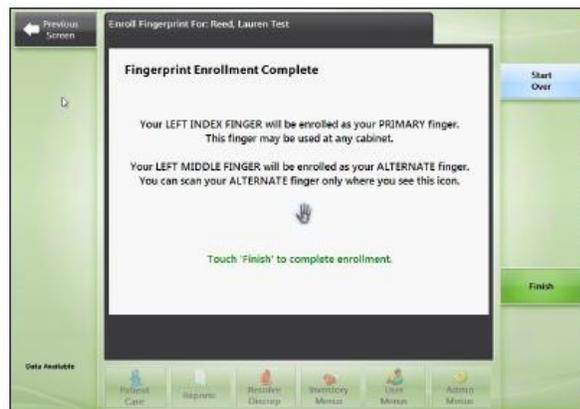
1. Follow instructions at top.
2. Select “Add User Fingerprint” (Bottom button on right side of screen)
3. Have user log in with new **6 digit login “H + employee or college ID”** (you should NOT be prompted for a password – if you do, let leadership know and they will need to request a “reset” of your account).



4. User will need to enter a password and then processed to fingerprinting.
5. Select finger user wants to register.



6. Select "OK" in upper right corner of screen.
7. Have user place finger on sensor flat and square until finger print appears in one of the four gray boxes. Once fingerprint appears, remove finger.
8. Repeat Step 6 until all four gray boxes have prints. Once the fourth print is accepted you will register a second fingerprint.
9. FINISHED!



Fingerprinting Tips:

- Do not apply too much pressure. If the finger tip turns bright red you are pressing too hard.
- Place finger in same place (Generally) each time or you will be prompted to start over several times.
- If fingers are cold, keep finger on sensor. It will eventually pick the print up.
- If hands are extremely dry, apply extremely small amount of hand lotion.

**If user login is "invalid" or asking for a password on initial login you can add user as temp nurse. Follow-up with area leadership to get permanent access.

Adding Temporary Nurses:

1. Follow instructions above.
2. Select "Add Temp. Nurse." (Located on left side of screen)
3. Write down the User ID which Starts with the letter T.
4. Type First Name and Last name in Fields provided.
5. Select "Add Nurse" (Green Button in upper Right corner of screen)
6. Exit