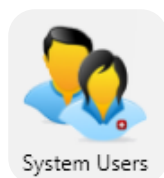


## Office – eMAR Portal

Note: Some variable medications are excluded from stock warnings.



Click on the Office icon



Select the **System Users** icon.

Then choose the required service user that needs access to eMAR portal.



Click on **Edit** icon.

 A screenshot of a web form for user registration. The form has a light gray background and a white border. It contains the following fields and options:
 

- Status: A dropdown menu with 'Active' selected.
- Prescriber Access: A checkbox that is unchecked.
- Daily Reports: A checkbox that is checked.
- Email Address: A text input field containing 'test@test.com'.
- Password: A password input field with dots for masking.

Tick the daily reports box and enter a valid email address that you would like to receive the eMAR portal link.



Click Save.

The user will receive an email each day with a link to access the eMAR portal.

eMAR Portal

Log in using your usual eMAR username and password.

The user will now have access to the web portal dashboard.