

How to set up a new User in the Outcome Measurement System

Setting up new users in OMS

There are two roles available for new OMS users:

- NGO_ADMIN_USER
- NGO_USER

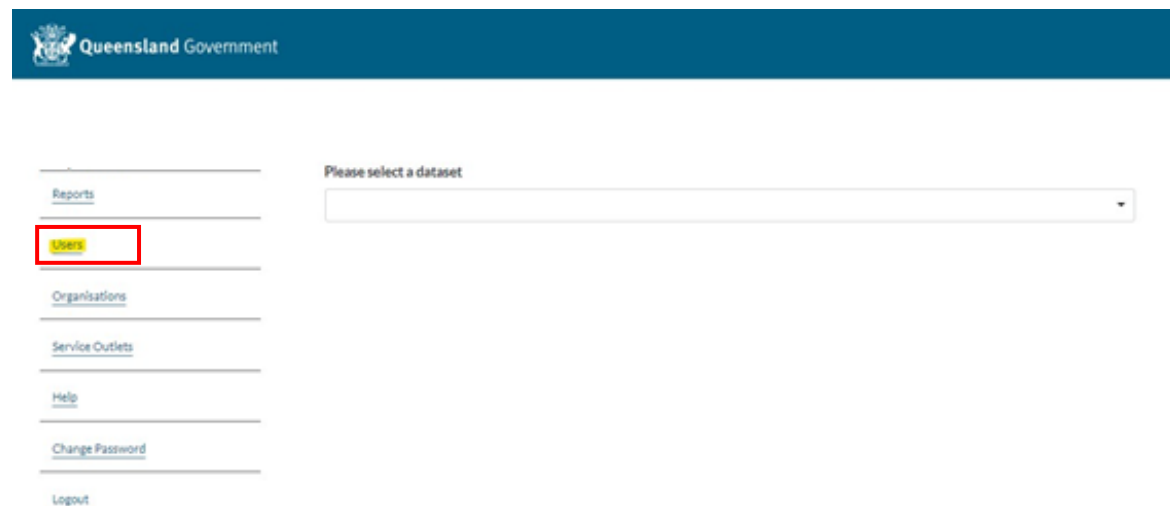
NGO_ADMIN_USER can set up other users AND complete reporting in OMS.

NGO_USER can only complete reporting in OMS.

HINTS AND TIPS:

- Users cannot be deleted from OMS – they can only be made inactive.
- Unlike P2i, user accounts will not be automatically made inactive if users have not accessed the OMS system within a specific period of time.
- Inactive accounts can be made active again if needed – the NGO_ADMIN_USER can do this.

Once you have logged into OMS using your email and password, select the 'Users' link on the left-hand side of the screen



Click 'Add new user'.

User management



Items per page: 10 No items

Action	#	First name	Last name	Email	Role	Organisation	Last login	Is active
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Populate the details of the person you are adding as an OMS user.

Ensure the 'Is active' box is ticked then click 'Save'.

Adding new user

First name *

Last name *

Email *

Role *

Organisation *

Is active

Save Close

The new user is now set up and they will receive an email with their OMS log in details.