

## Voyager Web User Registration Portal

Voyager Web User Administration Portal gives Practice Managers the power to create new users and to approve the incoming Login requests sent by an individual GP, Specialist or a GP Clinic.

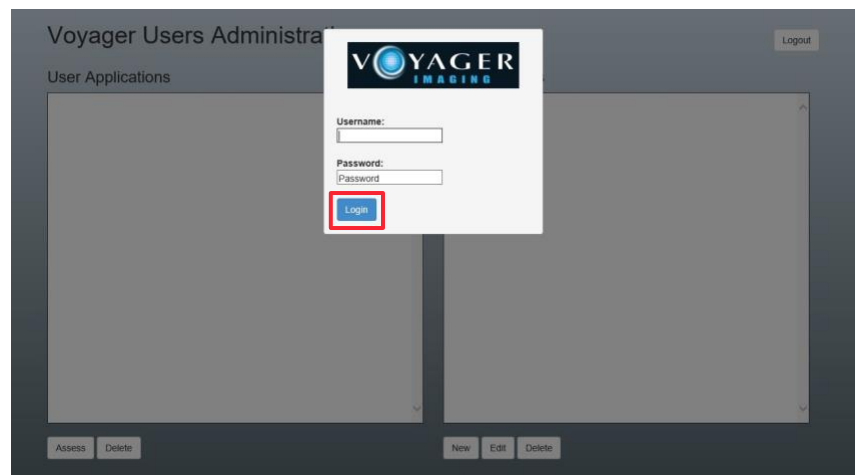
Please follow the steps below to use the portal:

1. Open any Internet Browser (Google Chrome, Safari, Firefox, Internet Explorer (V 8.0 & above), Microsoft Edge etc.) and in the address bar type in your practice web link <https://images.infocusradiology.com.au> and click 'Enter'.

2. The login pop-up will load on your screen.

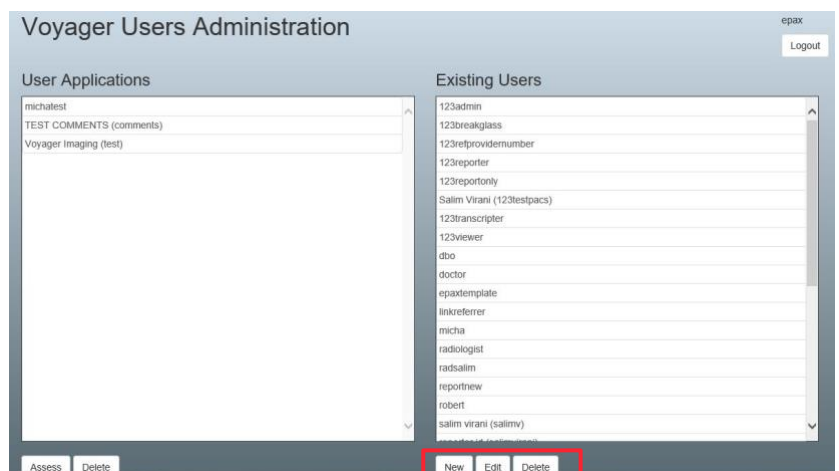
Enter your Username/Password and click 'Login'.

If you don't have a username and password yet you can request one at [www.infocusradiology.com.au/images](http://www.infocusradiology.com.au/images)



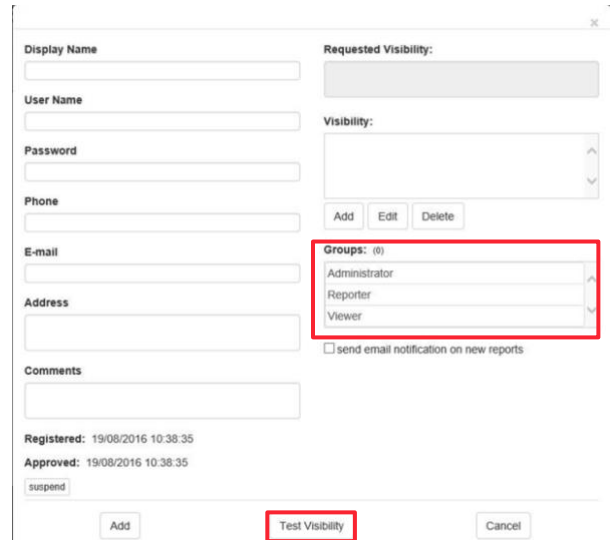
3. The 'Voyager Users Administration' window opens and presents the PACS Admin with following options:

- A. Creating new users click 'New'
- B. Approve new access requests submitted via Voyager Self Registration Portal click 'Assess'
- C. Editing existing users click 'Edit'



4. To create a new user, click on **'New'** and this window will appear:

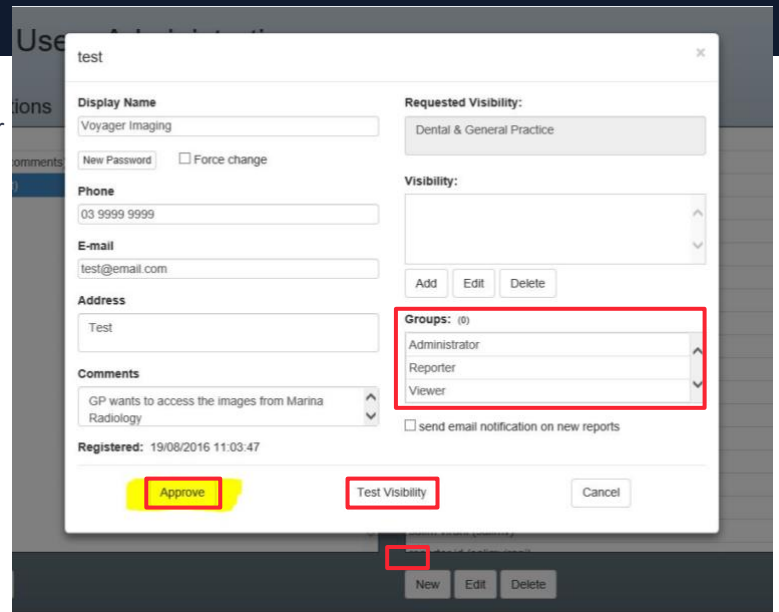
- Enter Display Name
- Enter Username and Password
  - i) The password should be of 8 characters or more and should contain characters from three of the following categories:
  - ii) Uppercase letters of European languages (A through Z)
  - iii) Lowercase letters of European languages (a through z)
  - iv) Base 10 digits (0 through 9)
  - v) Non-alphanumeric characters (special characters):  
(~!\$%^&\* \_+=`|\(){}[]:;'"<>,.?/@#)
- Enter the Phone Number, E-Mail ID, Address (if available)
- Add visibility restriction (Refer to Step 5 for help)
- Select the relevant **'User Group'**
- Check if the restrictions have been applied correctly by clicking on **'Test Visibility'**
- Click **'Approve'** to add the user



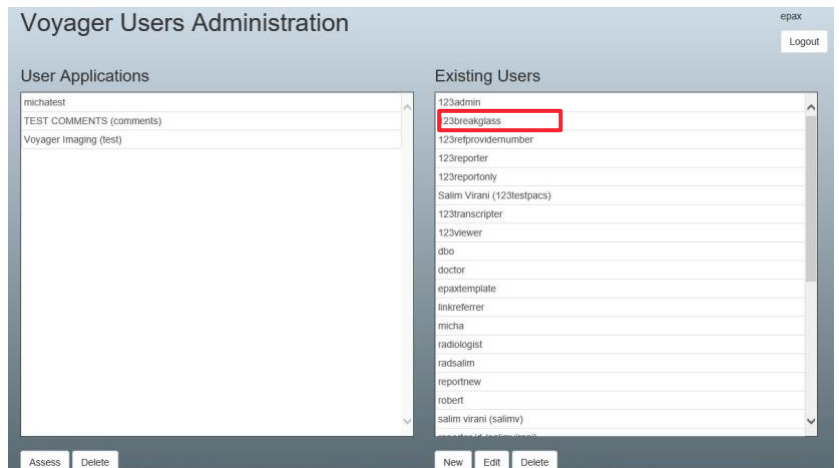
In this example a request was received from 'Voyager Imaging'. The request is assessed by clicking on Voyager Imaging and then selecting Assess.

The PACS Admin can assess the request by:

- Adding the visibility restriction (Refer to Step 5 for help)
- Selecting the relevant 'User Group'
- Checking if the restrictions have been applied correctly by clicking on 'Test Visibility'
- Clicking on 'Approve' to add the user.



To edit an already present user, highlight the username from the right-hand side pane on the WebRegAdmin Home page, click on 'Edit' and then make the required changes to the user and click 'Save'.

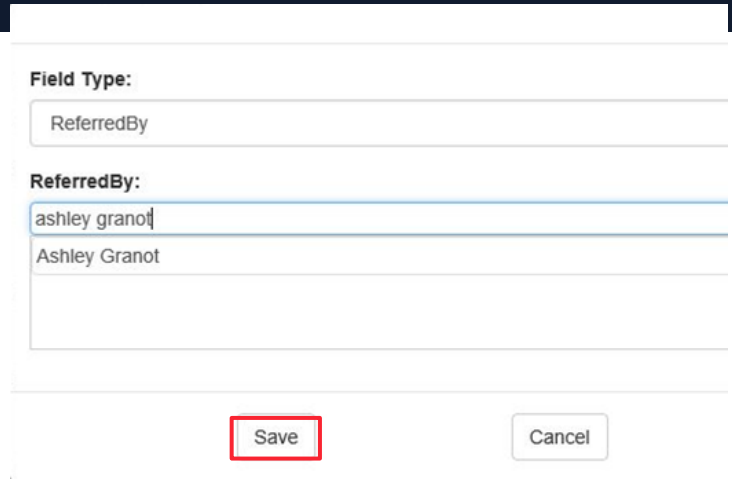


5. The restrictions can be set by using the following Field Types - Referred By, Provider Number or Institution Name. There is an option to add Plain SQL statements also.

This is an example of the restriction being applied using the Referring Doctor's name.

- Click '**Add**' under Visibility
- Choose the Field Type
- Enter the restriction information
- Click on '**Save**' to add restriction
- Multiple restrictions can be added to a user in this fashion

**Note:** Try all the possible ways in which a Referring Doctor's name would be appearing in the ReferredBy field in Voyager Workstation.



Field Type:  
ReferredBy

ReferredBy:  
ashley grano  
Ashley Granot

Save Cancel

- END -