Setting up user access

Preferences

Choosing the Preferences menu item from the file menu opens a window with a side bar. Clicking on a subject in the side bar shows the options for that subject:

General

**Organisation name: ** Enter the hospital name here.

**Country: **Enter the country you are located in.

**Max picture size: **Enter the maximum size of patient pictures that can be inserted. We suggest you set this value to 500KB.

**Maximum number of users: ** Enter the maximum number of users that can log into the HIS system at one time. For example, if you purchase a 10 user license, and assign 6 users to the HIS system, it will allow 4 users to log in to the pharmacy (mSupply) module.

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