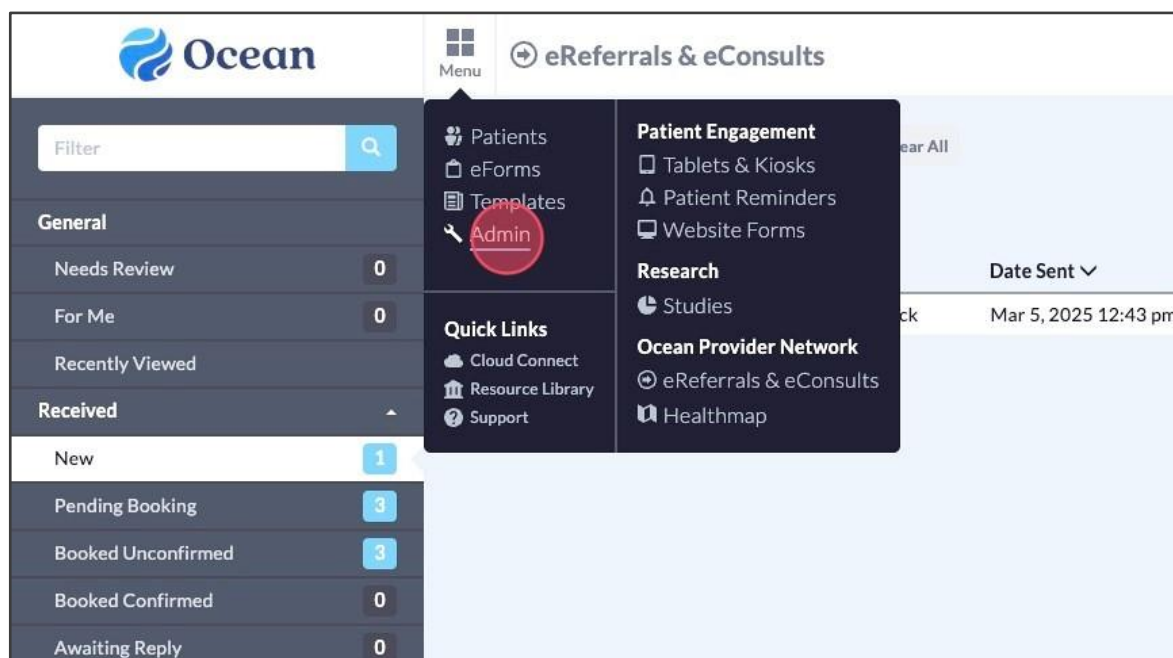


Invite users to join your Ocean site

This guide walks you through the steps to invite users to your Ocean site from the admin settings.

Step 1: Open the Admin settings

1. Sign in to your OceanMD account.
2. Select the Menu icon in the top-left corner next to the Ocean logo, then select Admin.



Step 2: Navigate to the Users section

1. Under **Site Settings**, select **Users**.

Admin Settings

Site Settings

Site Account

View and configure basic information about your account such as site name, number, notification emails and timezone.

Encryption

Set up or view your site's shared encryption key.

Users

Invite and manage users at your site.

Licence Management

Add, remove, and manage licences for Online Booking, Patient Reminders and Patient Messages.

Billing

Setup your site's payer and view your site's credit balances and invoices.

Reports

Additional Functions

Site Features

Enable or disable site features

Website Form Links

Create or update Website Form

Canned Responses

Create or update canned response

Integrations

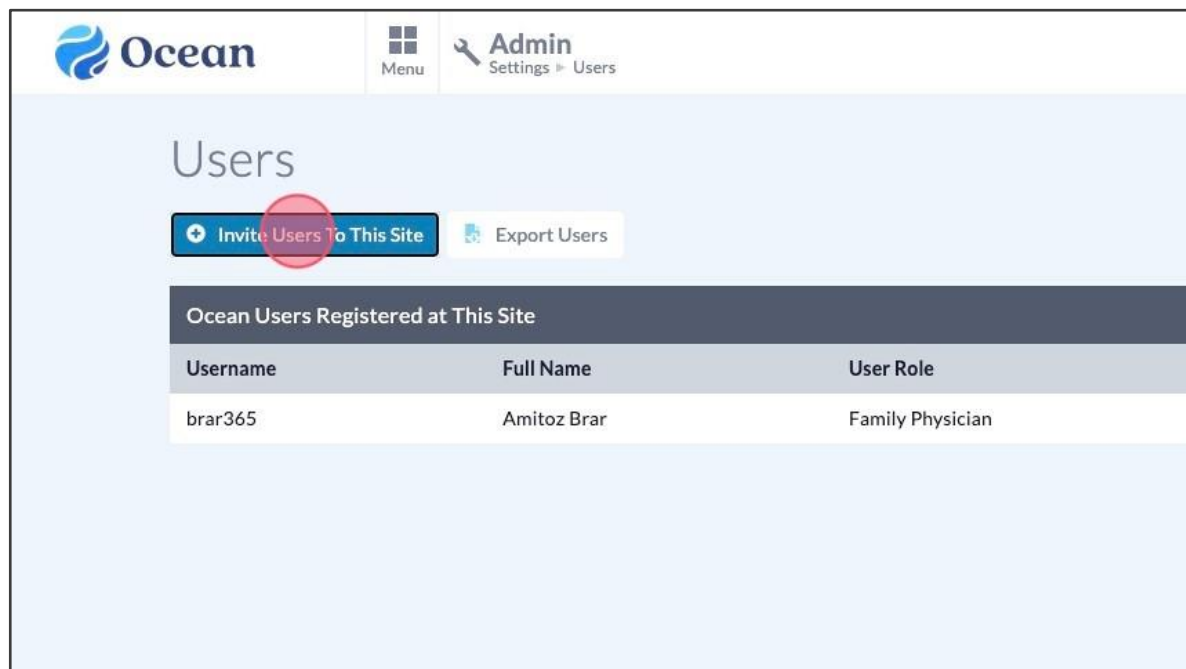
EMR Field Mapping

Map data gathered in Ocean F

Manage Credentials

Step 3: Start the invitation process

1. Select the **Invite Users To This Site** button.



The screenshot shows the 'Ocean' Admin interface for 'Users'. At the top, there's a navigation bar with the 'Ocean' logo, a 'Menu' icon, and an 'Admin' section with links to 'Settings' and 'Users'. Below the navigation bar, the title 'Users' is displayed. There are two buttons: 'Invite Users To This Site' (highlighted with a red circle) and 'Export Users'. Below these buttons is a table titled 'Ocean Users Registered at This Site'.

Username	Full Name	User Role
brar365	Amitoz Brar	Family Physician

Step 4: Enter user email addresses

1. In the **Email** field, enter the email addresses of the users you want to invite.
2. To invite more users, select **Add Another Invitation**.

Ocean Menu Admin Settings > Users

Users

Invite Users to Site

Email Address	Full Name (Optional) - Used in the Salutation of the
testing@phsa.ca	Full Name (Optional)
Email Address	Full Name (Optional)
Email Address	Full Name (Optional)

+ Add Another Invitation Send Invitations

Ocean Users Registered at This Site

Username	Full Name	User Role	Sit
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Step 5: Send the invitations

1. Select **Send Invitation** to email the invites to your colleagues.

Users

Invite Users to Site

Email Address	Full Name (Optional)
<input type="text" value="testing@phsa.ca"/>	<input type="text" value="Full Name (Optional)"/>
<input type="text" value="Email Address"/>	<input type="text" value="Full Name (Optional)"/>
<input type="text" value="Email Address"/>	<input type="text" value="Full Name (Optional)"/>

[+ Add Another Invitation](#)[✉ Send Invitations](#)

Ocean Users Registered at This Site