

Panorama: View User Account

Purpose

The purpose of this guide is to walk through the required steps to view a user account

Scenario

Analyst wants to confirm a user has a Panorama Account or wants to know what role the user has assigned

Steps are:

- Search for existing user account for the user
- If the account is found view it

Data required to create an account in Panorama:

- Users first and last name or myeHealth username

Not Included in this Step Guide

- Steps to create accounts

Related Policies

View Panorama User Account - Steps

Step	Action	Description	Expected Outcome
1	Log into Panorama.		
1.1	Logon to Panorama	<ul style="list-style-type: none"> Prod URL: https://services.ehealthsask.ca/panorama/SecurityWeb/Portal 	User is logged on to Panorama and at the splash page.
1.2	Enter user credentials (myeHealth)		
1.3	Click the Ok button		
1.4	Select Role (if applicable)		
1.5	Click the Continue button		
<i>Note: The role selection option is only available to users with multiple roles</i>			
2	Navigate to the ADMIN screen		
2.1	On the top navigation bar click ADMIN		System Administration screen is displayed
3	Navigate to the Manage User Accounts screen		
3.1	Click the Manage User Accounts link in the Security Management section		User screen is displayed
4	Search for the user		
4.1	Enter search criteria and click the Search button (%=wildcard)	Search Fields include: <ul style="list-style-type: none"> User ID < Easiest Role Organization Email Address Last Name First Name Middle Name Phone Number Date range 	Search for user account
<i>*Note: myeHealth usernames are typically the users 1st initial of first name and 1st 7 characters of the last name.</i>			
5	View the account (if one exists)		
5.1	Select the radio button beside the account you want to view		User account is viewed
5.2	Click the Preview button – a User Preview is presented just a above the search result table – see screenshot below.		

