

View, Add, and Edit Providers

These instructions detail how users with administrative privileges can view, add, and edit providers.




View Provider

1. Log in to the Perinatal Hepatitis B application and click the **Sys Admin > Providers** menu link.







2. The Provider List page opens. Locate the provider in the list.
3. Click on the provider's row. The View Provider page opens with the provider's details.

Add a New Provider

1. Log in to the Perinatal Hepatitis B application and click the **Sys Admin > Providers** menu link.
2. Scroll down to the bottom of the Provider List page and click the **Add New Provider** button (). The Add Provider page opens.
3. Enter information into all of the required fields (marked with asterisks) and click the **Save Page** icon ().
4. To cancel without saving any changes, click the **Cancel** icon ().

Edit a Provider

1. Log in to the Perinatal Hepatitis B application and click the **Sys Admin > Providers** menu link.
2. Locate the provider in the list and click on the row. The View Provider page opens with the provider's details pre-populated in the fields.
3. Click the **Edit** icon () to edit the information.
4. Click the **Save Page** icon () to save the changes.
5. To cancel without saving any changes, click the **Cancel** icon ().
6. To return to the list of providers, click the **Return to the Previous Page** icon ().