

Fundamentals of Setting Up Tiered Administrators

Course Description

Welcome to Fundamentals of Setting Up Tiered Administrators. You are introduced to some fundamentals of creating Tiered Administrators. You are introduced to setting up groups for Tiered Administrators, and granting the appropriate permissions. You learn some best practices of setting up tiered administrator permissions, and also of setting up group manager capabilities, in a lab.

- You may exit the course and return to where you left off at any time.
- To get credit for completing this course, you must complete each lesson as well as the lab.
- Completing all lessons, and the lab, takes about 25 minutes.

We encourage you to share ideas and questions with others taking the course by clicking "Course Discussion" on the right. If you'd like to leave feedback during the course, please click "Feedback" in the upper-right corner of the window. You'll also have the opportunity to leave feedback while taking the survey at the end of the course.

Learning Objectives:

By the end of the course, you should be able to:

- Create a Tiered Admin Group
- Learn about Group Management and Permissions
- Set up Tiered Administrators

Modules:

1. Introduction to Setting Up Tiered Administrators (2:00)

Why have Tiered Administrators?

Tiered Admins can help the main system administrators by taking care of one or more tasks. Because Tiered Administrators often work in departments, they can have direct access to users. As a result, they may help meet the needs of users faster, without having to submit a request to system administrators in IT. Tiered Administrators can be liaisons between users and sys admins, acting as the voice of the user. **Length:** 00:02:00 minutes

2. Creating a Tiered Admin Group for System Administrators (4:00)

By creating a Tiered Admin group, you allow other users to fulfill an important function, working with Vocera data to assist you in managing the overall system for the institution. In this lesson you learn about creating a Tiered Administrators group. You practice labeling the group, granting permissions, and adding users to the group.

Length: 00:04:00 minutes

3. Tiered Administrators Lab for System Administrators (15:00)

In this lab, you have agreed to allow the 4 West Nurse Manager group the ability to add new employees to the Vocera system and add them into the 4 West Nurse group as needed. You are going to set up this individual with tiered administrator/group manager capabilities. **Length:** 00:15:00 minutes