

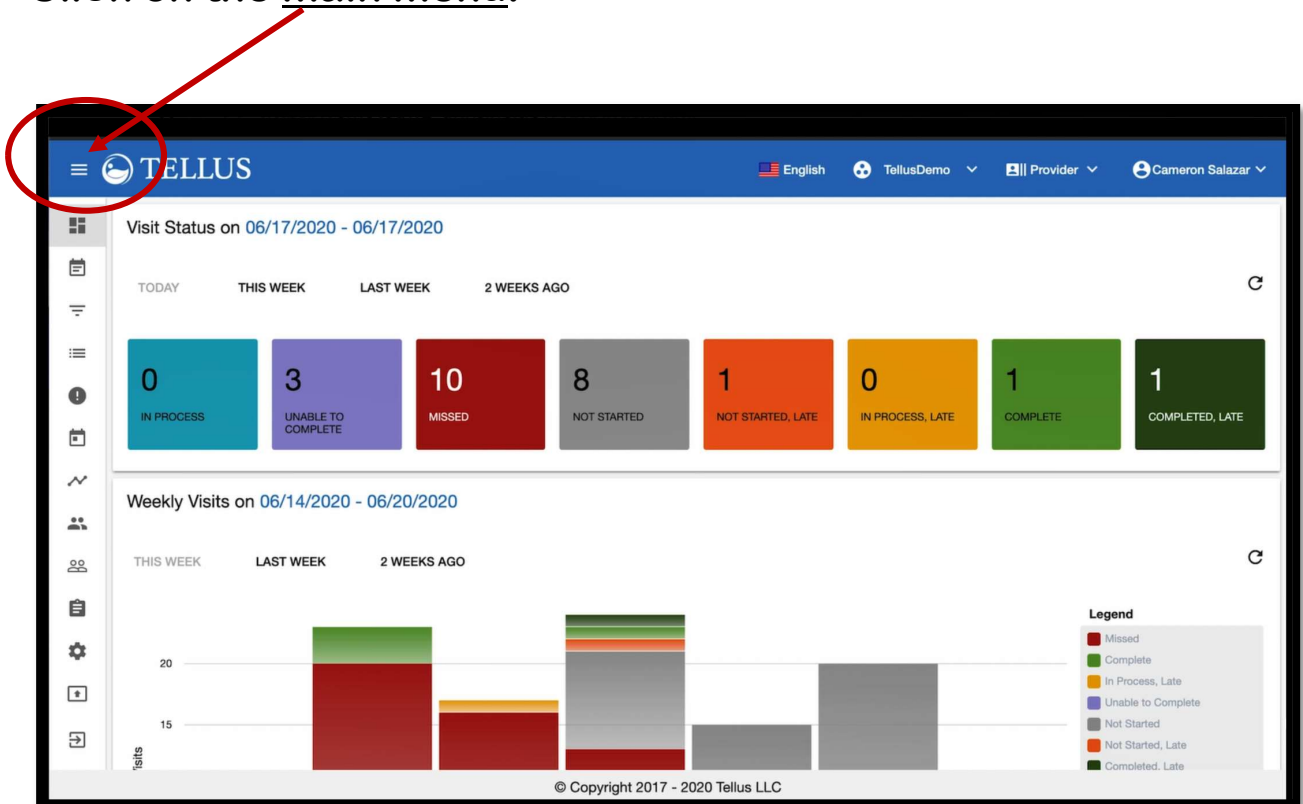
# STEP BY STEP GUIDE TO USER UPLOAD

**Congratulations! You have received your Username and Password and now you are in the Tellus Admin Console!**

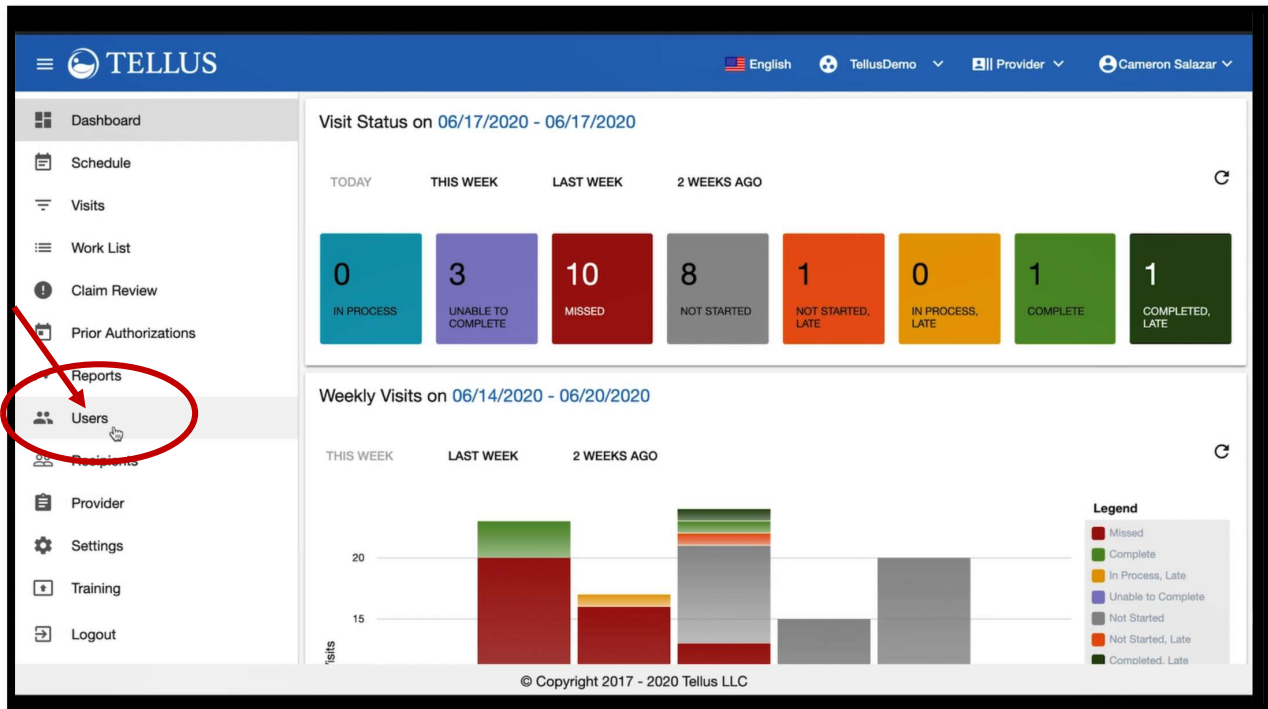
**After you login to the Tellus Admin Console displayed below:**

**Locate the arrow that is pointed to the main menu.**

**Click on the main menu.**



## Locate the Users tab

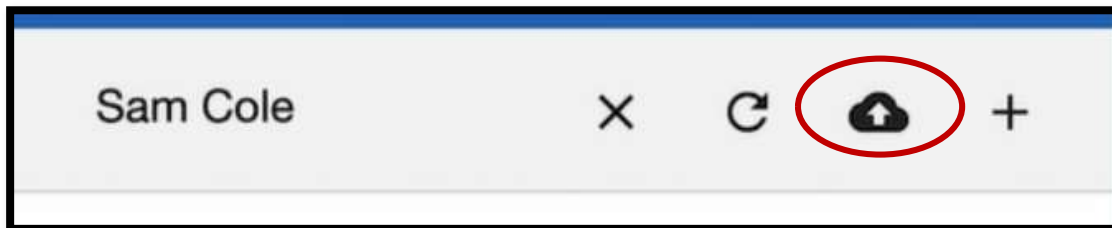


It is highly recommended that you use the template upload!

### TEMPLATE UPLOAD

You can upload using the template by clicking on the Cloud icon.

If you have many employees, simply click on the **Cloud** icon to batch invite your user. Click on the **Cloud** icon, and **follow the template instruction.**



This is where you will see all your Users. If this is the first time you are using it, this page will be **EMPTY!**

## MANUALLY UPLOADING A USER

If you wish to manually upload a user, here's the instruction below.

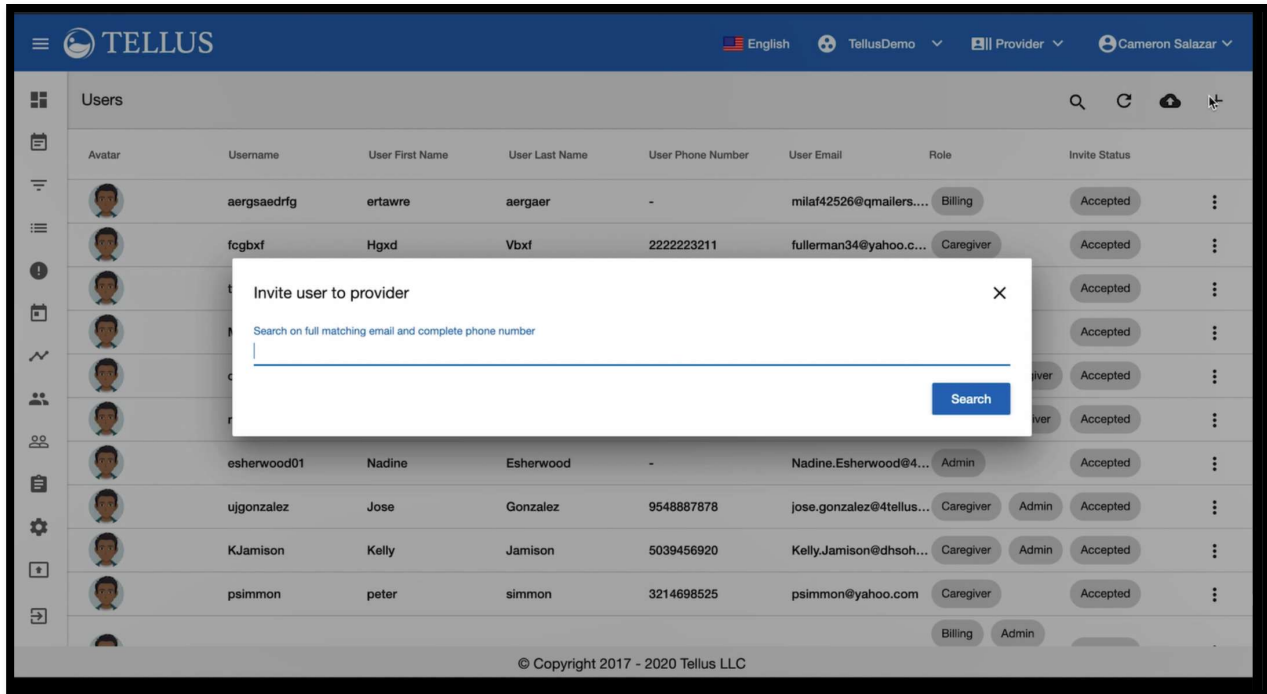
Locate the **+** icon to manually upload a user.

Click the main menu icon to shrink the side bar to see the data better.

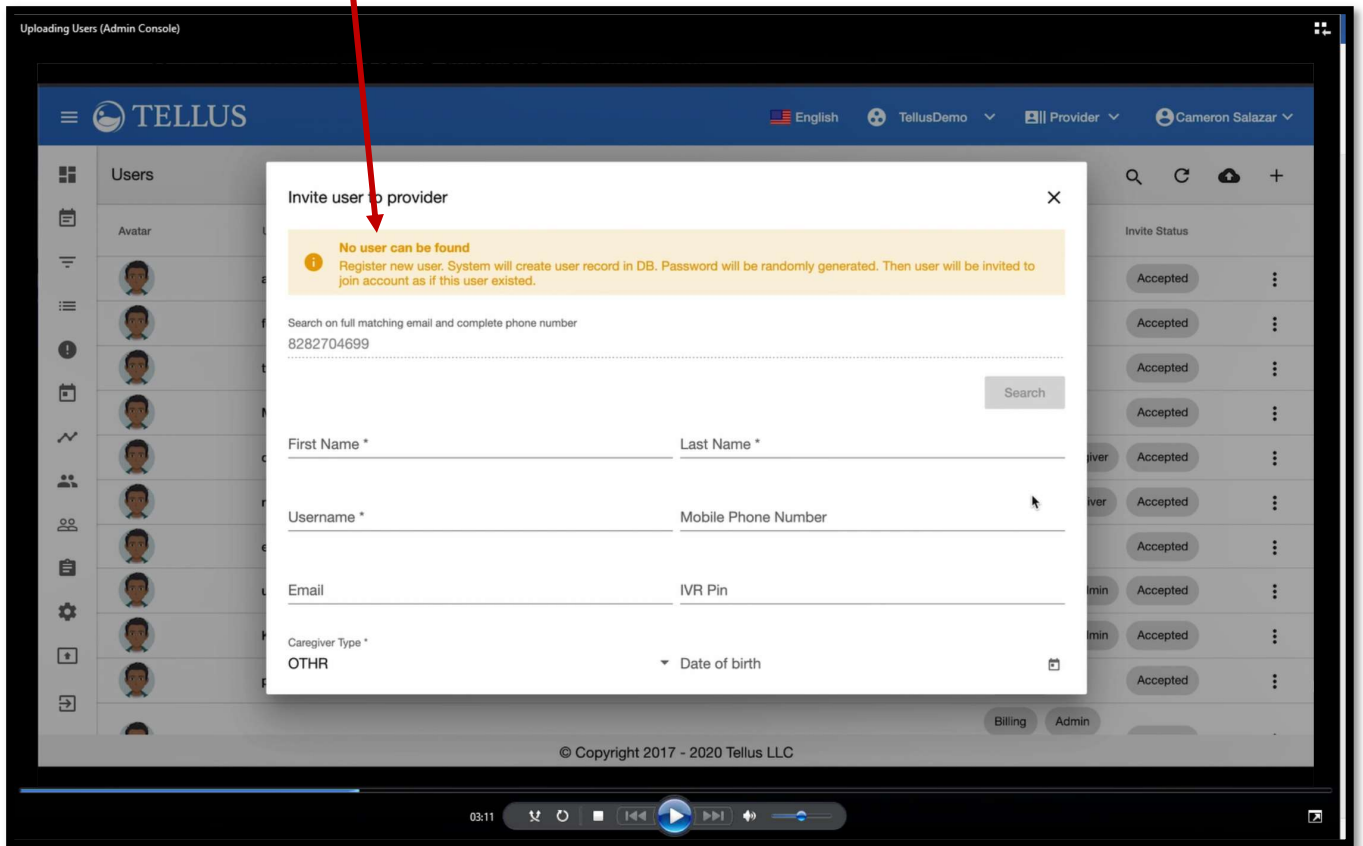
A screenshot of the TELLUS web application interface. The top navigation bar is blue and contains the TELLUS logo, language settings (English), user profile (Cameron Salazar), and a red-circled plus icon for manual uploads. The main content area is titled 'Users' and displays a table of user records. The table has columns for Avatar, Username, User First Name, User Last Name, User Phone Number, User Email, Role, and Invite Status. The footer shows the copyright information: © Copyright 2017 - 2020 Tellus LLC.

Avatar	Username	User First Name	User Last Name	User Phone Number	User Email	Role	Invite Status
	aergsaedrfg	ertawre	aergaer	-	milaf42526@qmailers...	Billing	Accepted
	fcgbxf	Hgxd	Vbxf	2222223211	fullerman34@yahoo.c...	Caregiver	Accepted
	ttraining2019	Training	Test	5619822090	test123@4training.com	Caregiver	Accepted
	Monk567	Monica	Burch	1236549877	tester1234@mailr24.c...	Admin	Accepted
	cit.052520202	cit	lastname	-	cit.052520202@keups...	Admin Caregiver	Accepted
	rmoser	Robert	Moser	1254569632	r_mose@gmail.com	Billing Caregiver	Accepted
	esherwood01	Nadine	Esherwood	-	Nadine.Esherwood@4...	Admin	Accepted
	ujgonzalez	Jose	Gonzalez	9548887878	jose.gonzalez@4tellus...	Caregiver Admin	Accepted
	KJamison	Kelly	Jamison	5039456920	Kelly.Jamison@dhs...	Caregiver Admin	Accepted
	psimmon	peter	simmon	3214698525	psimmon@yahoo.com	Caregiver	Accepted

Once you located the + icon, you are prompted by the system to enter an email or phone number of the user you want to invite. Tellus does that to ensure there is no duplication of data in their system. Enter the phone number or email then click **SEARCH**.



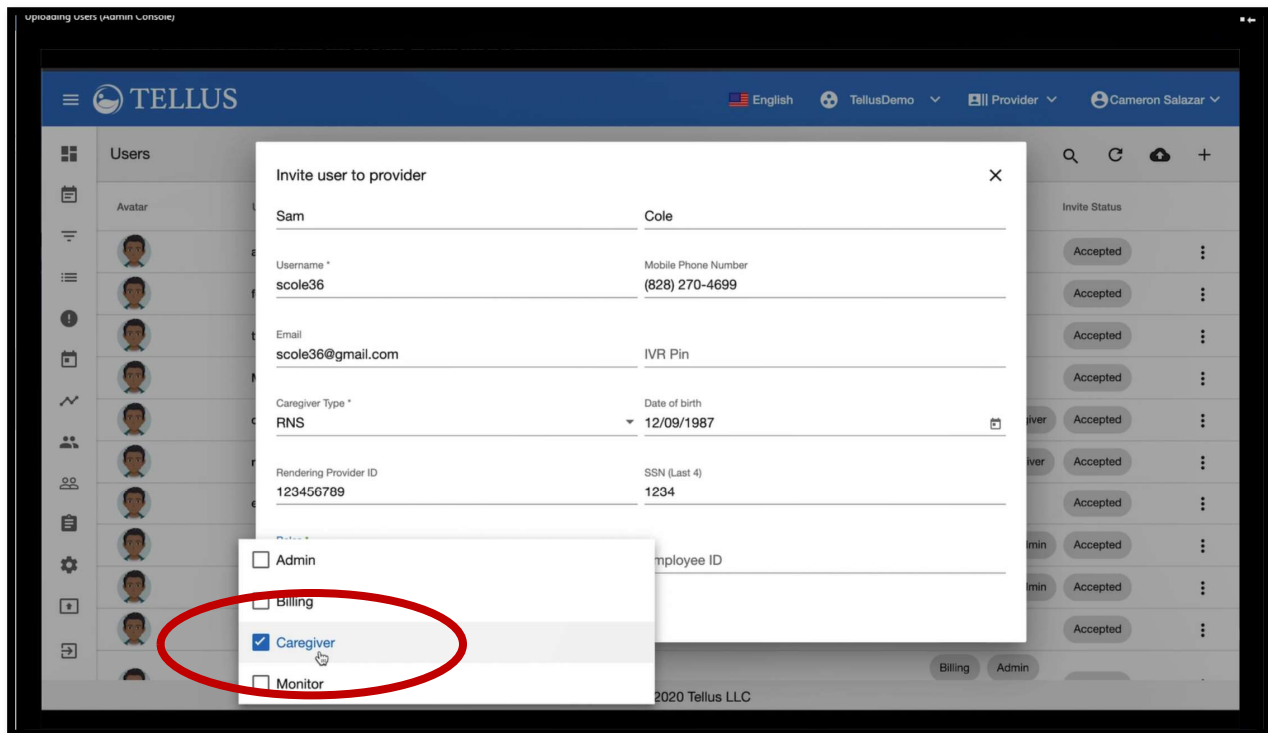
You will see a display on the Tellus screen with a message “No User can be found”



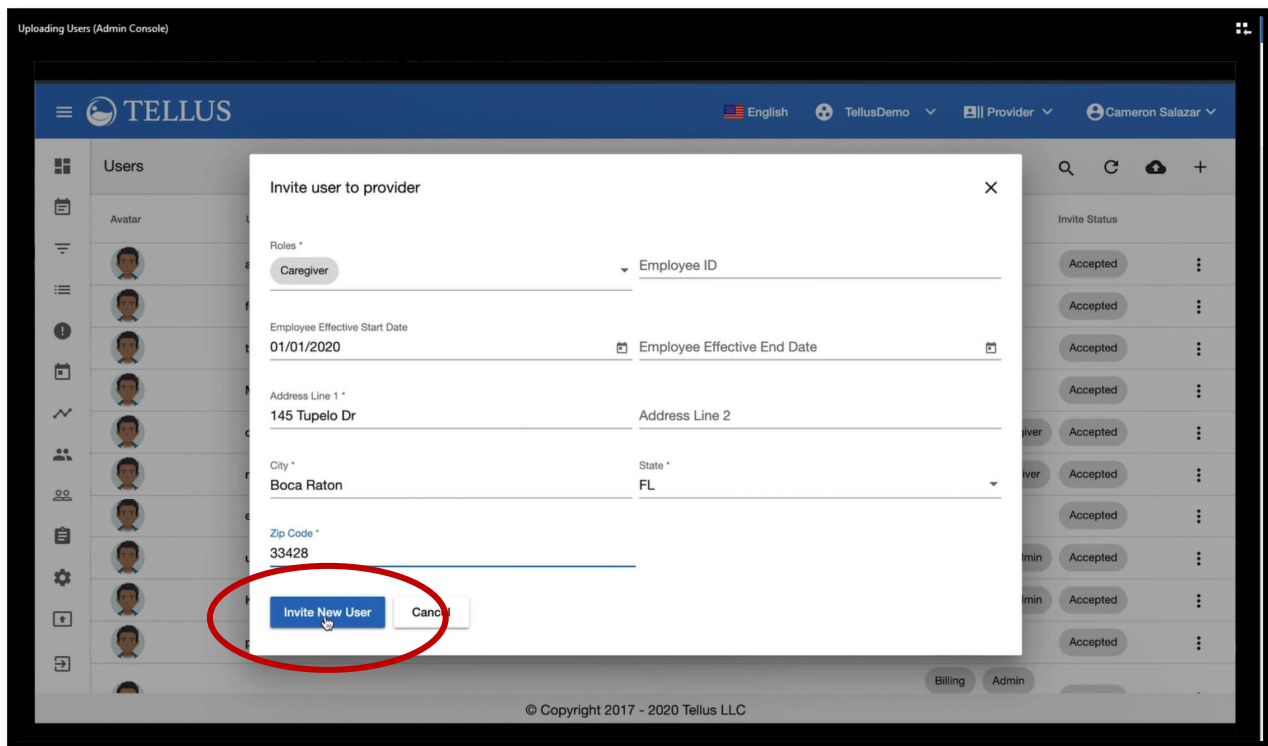
Make sure you enter all the necessary fields CAREFULLY. There are optional fields, and you can enter at your discretion. Under roles, you need to pick the most appropriate one for your user. This is **IMPORTANT**, so please select the role most appropriate to your user in your organization.

Roles consist of:

Admin / Billing / Caregiver / Monitor

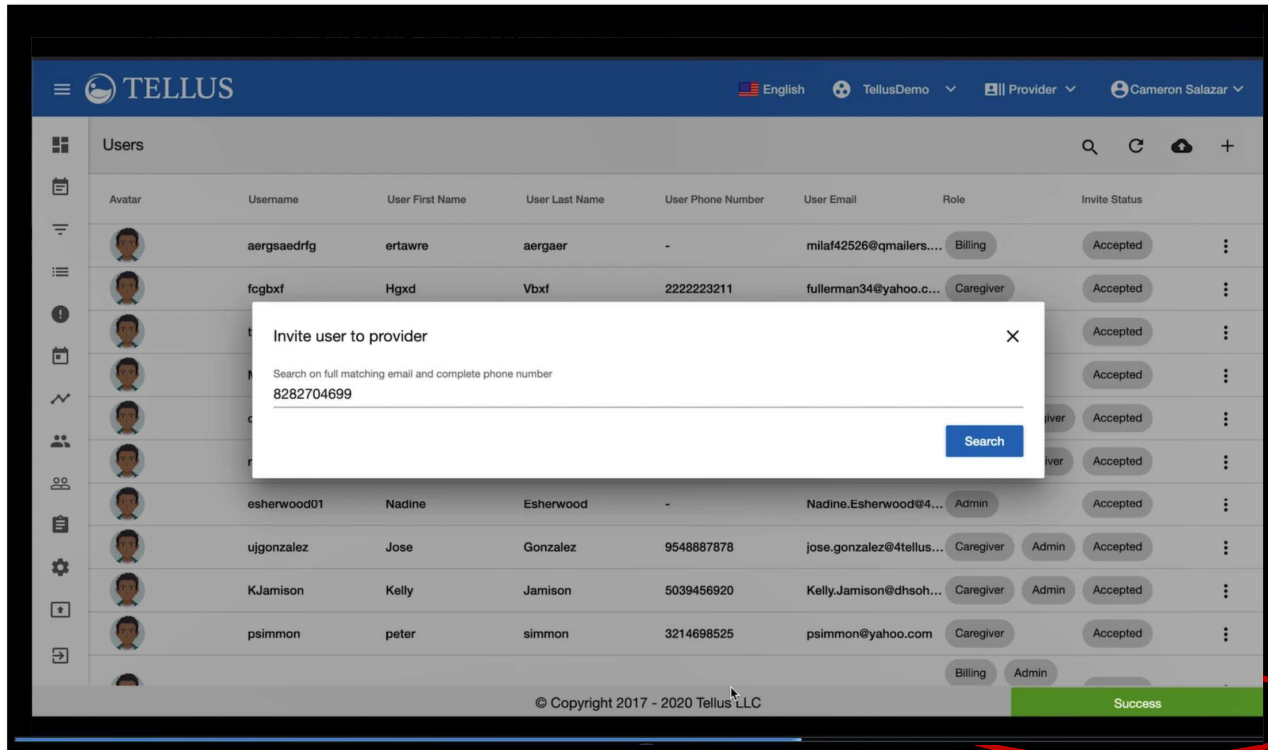


Enter the Start Date of the User, but, you do **NOT** need to enter an End date. Once you completed all this information, **check, double check and triple check!** If everything looks good, you click Invite New User.

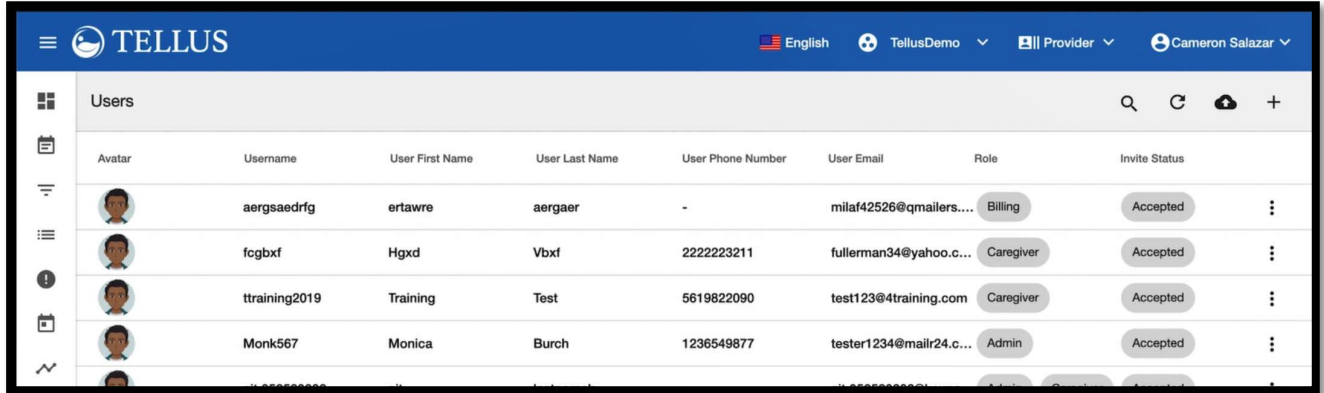




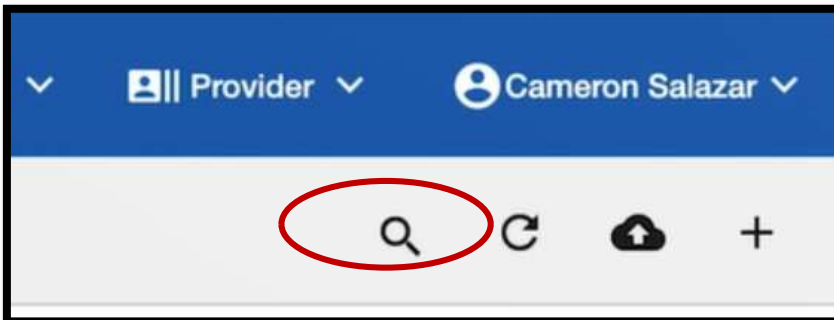
Tellus will inform you that you have successfully entered your data. The screen will display a 'Success' message at the lower right hand corner. That means you have successfully entered in your first user!!



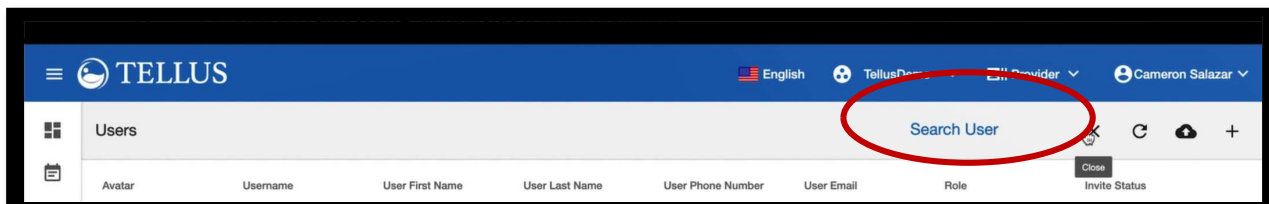
Now that you have entered the user (screen will now look something like this as you populate more users), you need to know how to search for the user you entered.



Click on the **SEARCH** icon.



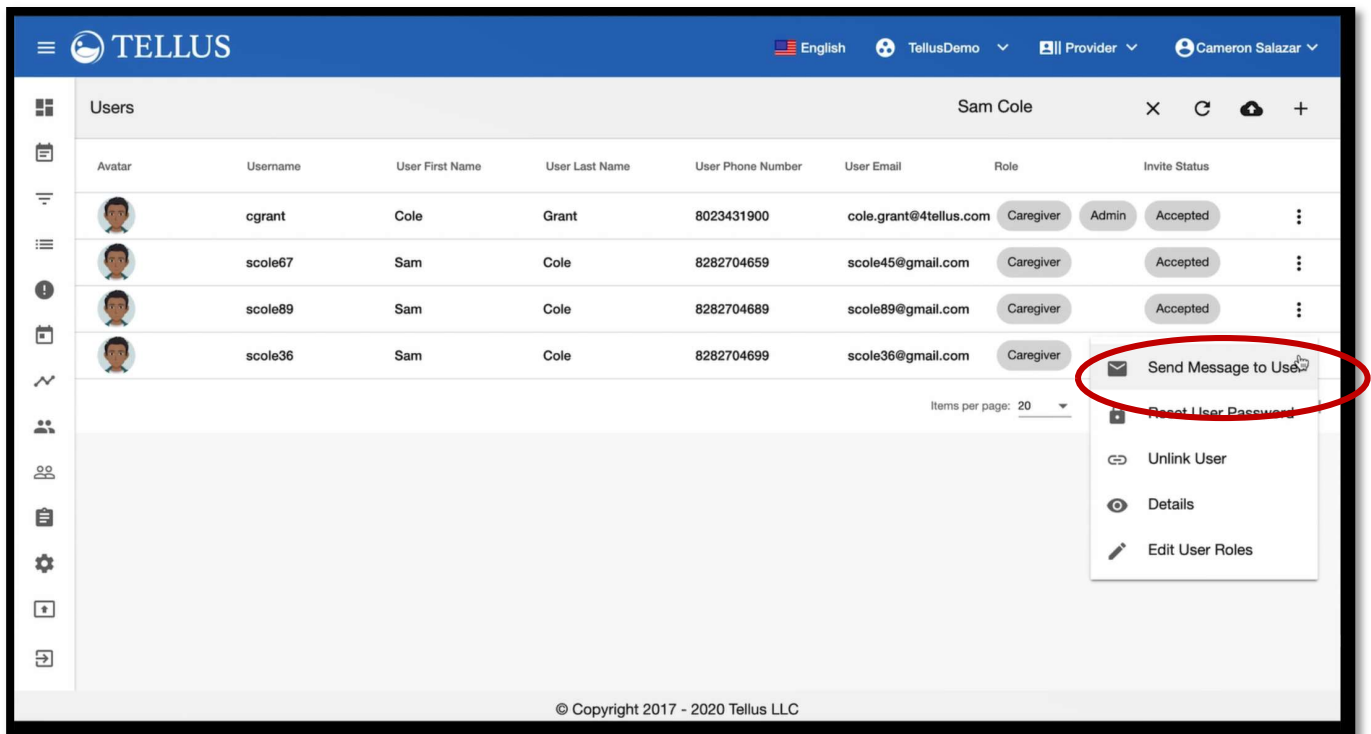
Where **Search User** is displayed, you type in the name of the User you are trying to search.



Some **unique features** in Tellus: on the right of each individual user there are three dots that look like this:



If you want to communicate with a user, (let's say your caregiver/provider is providing services to a Medicaid participant and you wish to communicate with your employee, a caregiver/provider), you can send a message to the user. This feature is **HIPAA compliant (very secure)!**

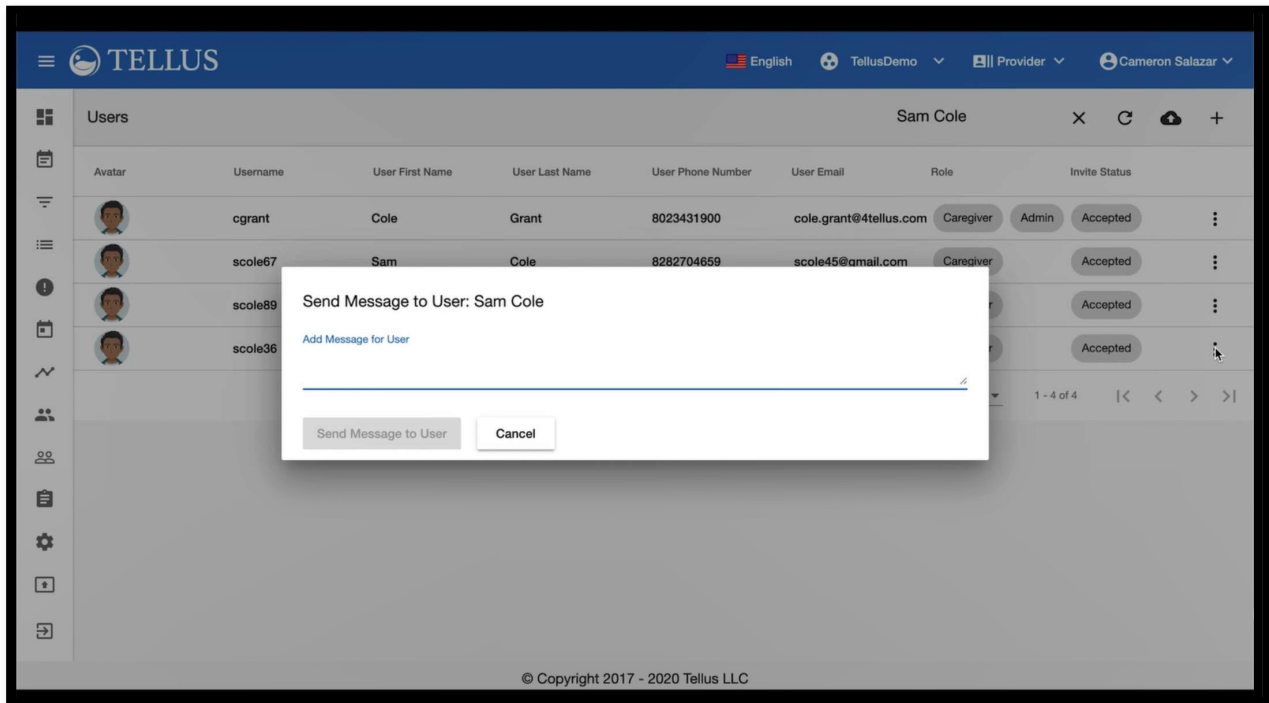


Avatar	Username	User First Name	User Last Name	User Phone Number	User Email	Role	Invite Status
	cgrant	Cole	Grant	8023431900	cole.grant@4tellus.com	Caregiver Admin	Accepted
	scole67	Sam	Cole	8282704659	scole45@gmail.com	Caregiver	Accepted
	scole89	Sam	Cole	8282704689	scole89@gmail.com	Caregiver	Accepted
	scole36	Sam	Cole	8282704699	scole36@gmail.com	Caregiver	

Items per page: 20

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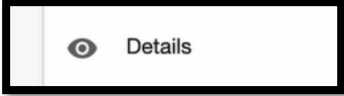
Send message function looks like this:



You can also use this function to reset User password, if your employee forgot his/her password.

The screenshot shows a vertical menu of user management actions. The 'Reset User Password' option is highlighted. Callout boxes provide the following information:

- Reset password for your employee** (points to 'Reset User Password')
- If your employee left your agency, you can unlink the user** (points to 'Unlink User')
- This is to edit the User role (See below for example!)** (points to 'Edit User Roles')
- Click on Details to see your User profile! Once you click on that, you can edit your User profile (see below steps to edit User information!)** (points to 'Details')

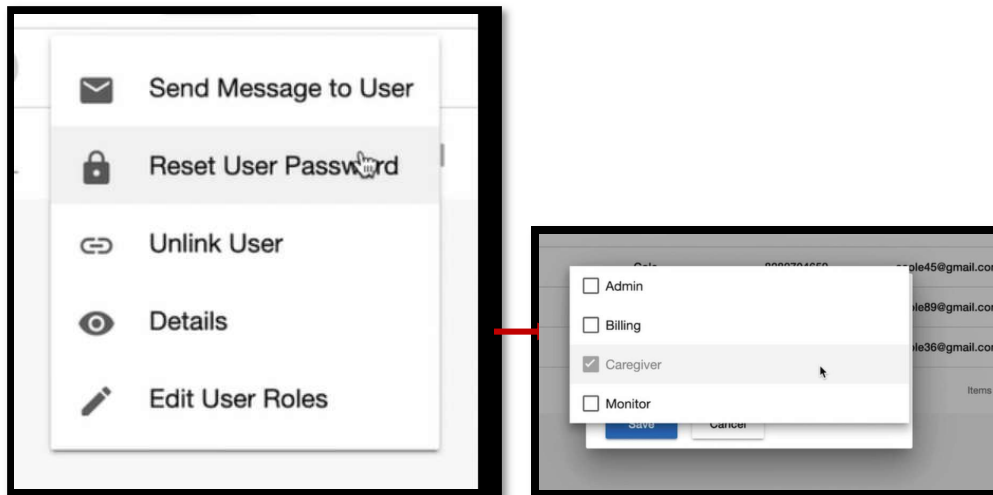


Click on Details to see your User profile.

On your user profile, where the 'pencil' icon is, click on it to edit your User information.

A screenshot of a user profile page. On the left is a cartoon illustration of a man with dark hair and a green jacket. To the right of the illustration, the name "Sam Cole" is displayed in a large font. Next to the name is a blue circular icon containing a white pencil. This name and icon are circled in red, with a red arrow pointing from the text above to the pencil icon. Below the name is a grey pill-shaped button labeled "Caregiver". The rest of the page is a list of user information in a two-column layout. The left column contains fields like "Mobile Phone Number", "Email", "Username", "IVR Pin", "Date of birth", "Employee ID", "Employee Start Date", "Employee End Date", and "SSN (Last 4)". The right column contains fields like "Address Line 1", "Address Line 2", "City", "State", "Zip Code", "Caregiver Type", and "Rendering Provider ID". All values are in a light blue font.

Edit User Roles allow you to change your User role from Caregiver to Admin or Billing or Monitor.



**THANK YOU!**