

QuickStart Guide Series

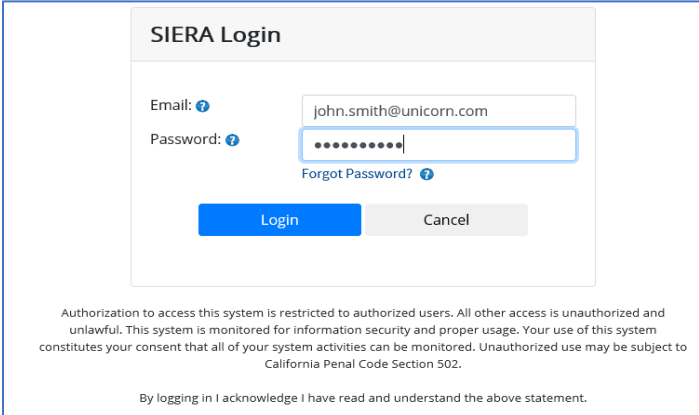
Utilization Report

3 Managing Users

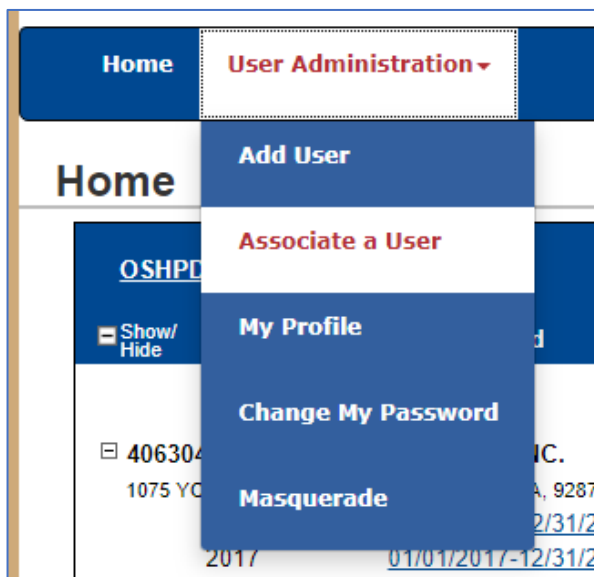
Start

- 1 Login to SIERA Utilization at <https://siera.oshpd.ca.gov>.

(Only Primary Contacts are able to add new and associate existing users)



- 2 Go to the User Administration tab, click the tab, and then click Associate a User.



- 3 The Associate User page opens, where you can link or assign SIERA users to your facilities.

Annual Utilization Reports

Home User Administration -

Associate User

To find the person you want to associate to a facility, enter the person's name, organization, or email address into the Search for User box. When their name appears below the box, click on their name and then click the Select button. You can also locate a person by scrolling through the user list. Once you find the person, click on their Select button. If you cannot find a user and want to add them as a user, click [Add User](#).

Search for User:

OR

Find User in the List:

User Name	Organization	
John Smith	ACME Hospital	<input type="button" value="Select"/>
Bob Jones	First Medical Center	<input type="button" value="Select"/>

- 4 Search or find an existing user by either 1) entering their name in the Search box, and when their name appears, click it, and then click the button, or 2) find their name in the user list and click the button.

Note: If you need to add the person as a new user before you can associate them, click the [Add User](#) link and follow the instructions on that page.

- 5 After clicking the button, the Select Facility page will open.

Select Facility

To associate this user to one or more facilities simply click the checkbox next to each facility name and click the Modify Associations button.

1 facilities found.
1 facilities has been selected

John Smith (ACME) has been selected

Select All Facility OSHPD ID Apply Filter Clear

Facility Name	OSHPD ID	Status
<input checked="" type="checkbox"/> ACME	106XXXXX	01/01/00 - Open

To modify facility association of existing users, check or uncheck the boxes next to the facilities. Then click . After confirming the change, SIERA will send an email to you.

Associating/Disassociating Yourself

Users may find a need to be associated or disassociated from a facility. SIERA does not allow non-primary contact users to associate or disassociate themselves. The user must ask the primary contact of the facility to associate them. The user may also contact OSHPD for help.

Finish

If you have any questions about how to use SIERA-Utilization, you will find help information in the Help links found at the bottom of most pages. For additional assistance, please contact the OSHPD Utilization team at utilization@oshpd.ca.gov or (916) 326-3854.