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ProviderHub

ProviderHub training guide

How to action requests as a ProviderHub administrator





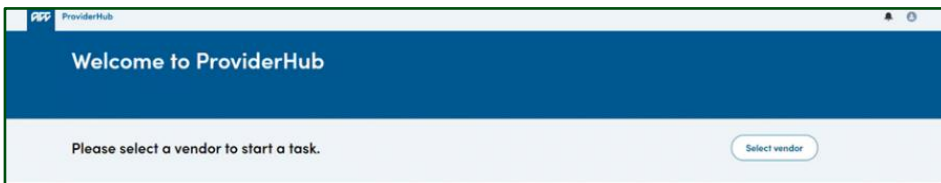
How to action requests as a ProviderHub administrator

This guide covers:

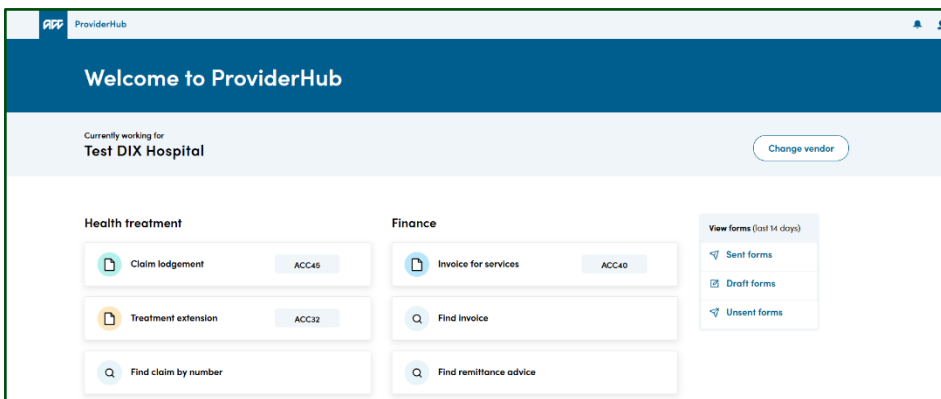
- how ProviderHub administrators approve or decline ProviderHub access requests from other colleagues within their organisation
- how requestors are notified of approvals or declines, how to view their tasks and status.

ProviderHub administrator – notifications and approvals

As a ProviderHub administrator, you will receive an email notification that a colleague has requested access to a task. You will need to log in to ProviderHub to action this.

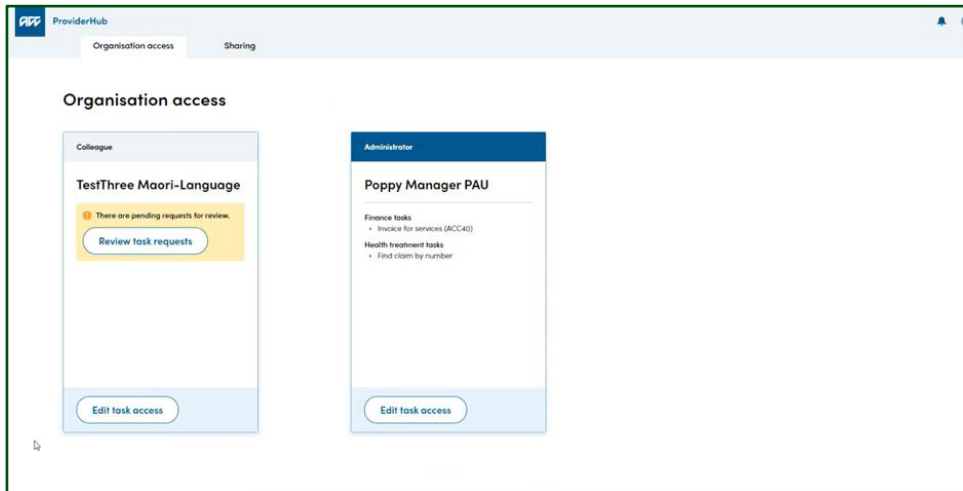


After logging in, you will be brought to the home page. Click **Select vendor**.



1. Select your vendor in the dropdown box.

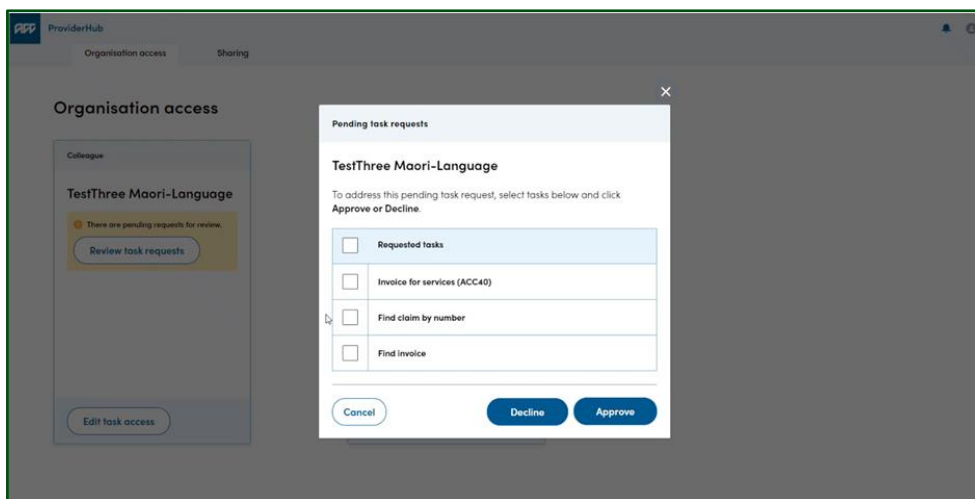




2. Select **Manage organisation access** to view access requests from your colleagues.

You'll need to review the details of each request. Take into consideration the following:

- is the requested access to this task appropriate?
- are the permissions they have requested appropriate? (e.g. view only and edit only).



Once you've reviewed the request, you can select each task and **Approve** or **Decline**.

