



## GP Smart Referrals | Managing users

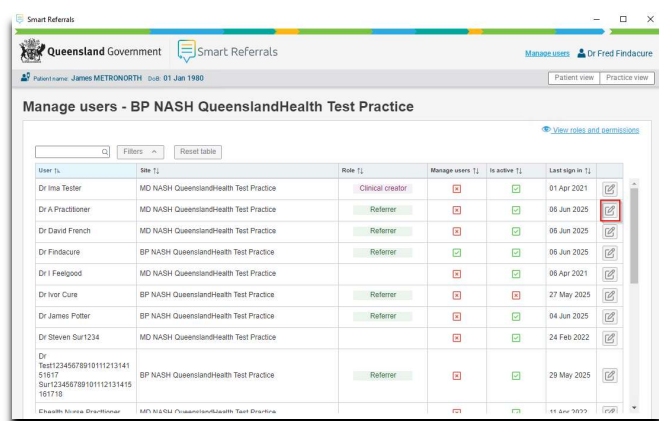
GP Smart Referrals users with the 'manage users' flag set to *true* have the ability to make changes to other users' role permissions within their practice or group of practices with the same HPI-O.

### Managing users

- Launch Smart Referrals and select the *Manage Users* button.



- Once the *Manage Users* page is displayed, select the *edit* icon on the right-hand side to view or make changes to the selected users role.



- Apply the required changes and select *Save Changes*

Manage User

Dr A Practitioner

MD NASH QueenslandHealth Test Practice

Role

☒ Referrer
 ☐ Clinical creator
 ☐ Practice admin

User can manage roles

☐ Yes
 ☒ No

User can access GPSR

☒ Active
 ☐ Inactive

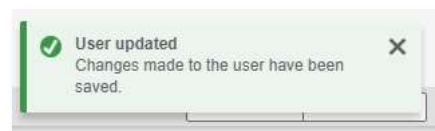
Save changes

Cancel changes



**NOTE:** Selecting *inactive* disables a GPSR user and the user will no longer be able to access the application.

- A notification will display in the right-hand corner of the screen advising the changes are successful.



### Viewing roles and permissions

- A detailed table of the user permissions can be found by clicking on the *view roles and permissions* button.

| Test Practice    |                                     |                                     |                 |
|------------------|-------------------------------------|-------------------------------------|-----------------|
| Role ID          | Manage users ID                     | Is active ID                        | Last sign in ID |
| Clinical creator | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 01 Apr 2021     |
| Referrer         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 06 Jun 2025     |
| Referrer         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 06 Jun 2025     |
| Referrer         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 06 Jun 2025     |
|                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 06 Apr 2021     |
| Referrer         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 27 May 2025     |
| Referrer         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 04 Jun 2025     |

- Hovering over the Role title will provide a brief description of each permission.

| Function                       | Roles                               |                                     |                                     |
|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
|                                | Practice admin                      | Clinical creator                    | Referrer                            |
| Launch GPSR from FMS           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Access List view - Patient     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Access List view - Practice    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Access Detail view (eye-con)   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Detail view - History          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Detail view - Referral details | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Create a request               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Copy a request                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Park a request                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Delete a parked request        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Resume a parked request        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Copy an RFA to referral        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Submit a request               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Update a request               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Continue a request             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Withdraw a request             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Close a request                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

### How to get help

Resources available on the [Smart Referrals webpage](#).

Phone Support: 1300 478 439

Email: [QH-SmartReferrals@health.qld.gov.au](mailto:QH-SmartReferrals@health.qld.gov.au)