



Instructions for CAPSLink Group Sign On

Please Note: The Group sign on feature must be set up for each user by CAPS. To apply for Group Sign-On visit info-capsordersonline.com and you will find a link to the application form in the Documents section.

With the release of CAPSLink 3.1 the “Group Sign-on” feature was added. A user that has been set up for Group Sign On will have the ability to access multiple customer accounts with one login. When the user first logs into the CAPSLink application they will be connected to their default customer. The account that the user is currently logged into will be indicated in the dropdown located in the lower left corner of the application screen (see Fig 1). Only the data for the current customer account (i.e. patients, orders, reports) will be accessible in the CAPSLink screens and reports.

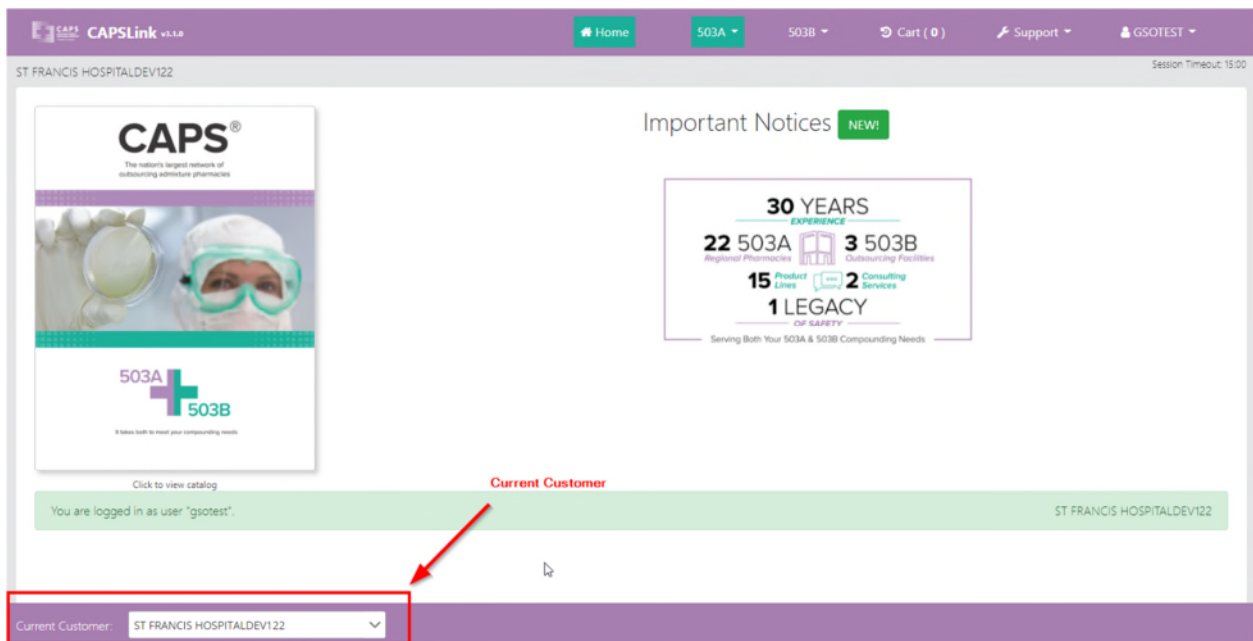


Fig 1 – Current Customer

To switch to a different customer account the user just needs to click on the customer dropdown in the lower left corner of the screen and select which customer account they would like to access (see Fig 2). After they select the customer account, only the data for that customer becomes accessible.

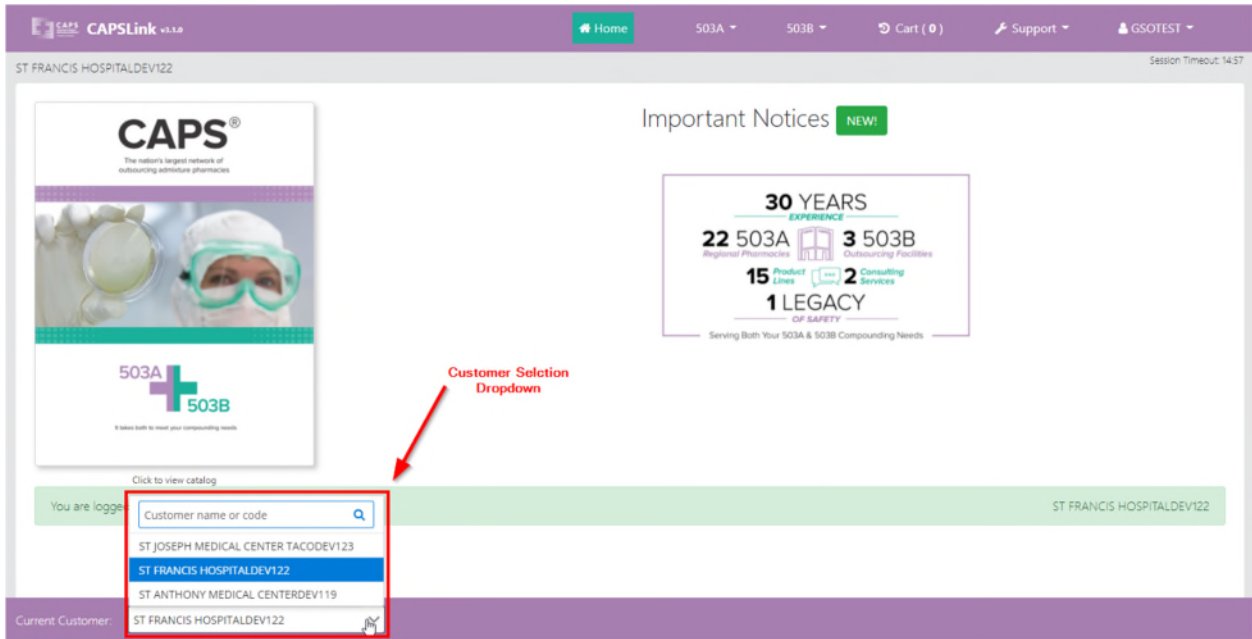


Fig 2 – Customer Selection Dropdown

Default (Primary) Account

When a user first logs into CAPSLink they will be taken to their “Default” account. If a user would like to change the Default account they can do so in the User Settings by selecting the Group Sign on Default Customer (see fig 3).

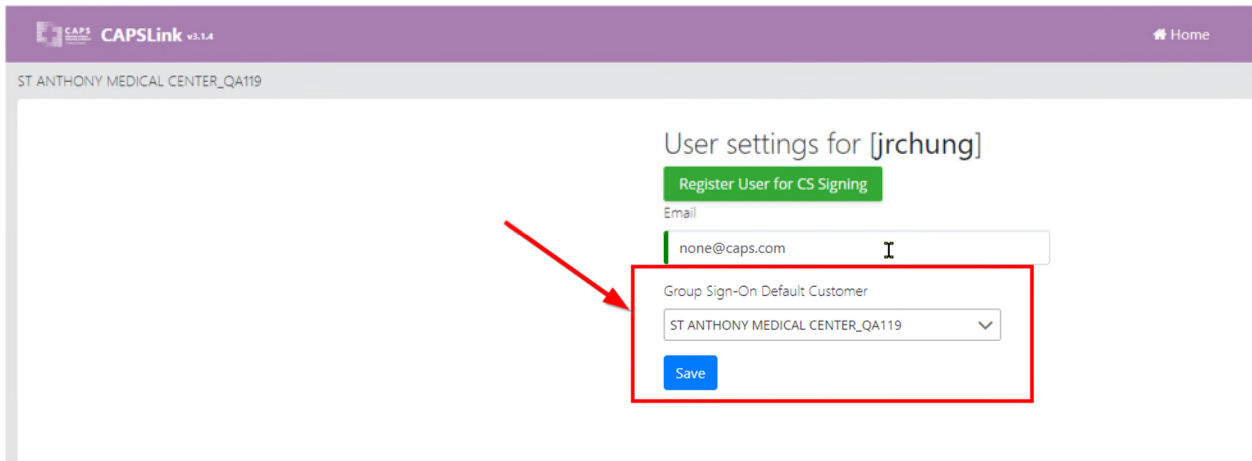


Fig 3 – Setting the Default Customer