

Dr Portal Super User

Web Portal Admin Guide

How to create and configure Super User logins for account emulation in the ABS Dr Portal.

For labs using the ABS Dr Portal, you can create **Super User** account logins. A Super User is a single login that can emulate other accounts — whether or not they are associated — eliminating the need to manage multiple logins.

Common uses:

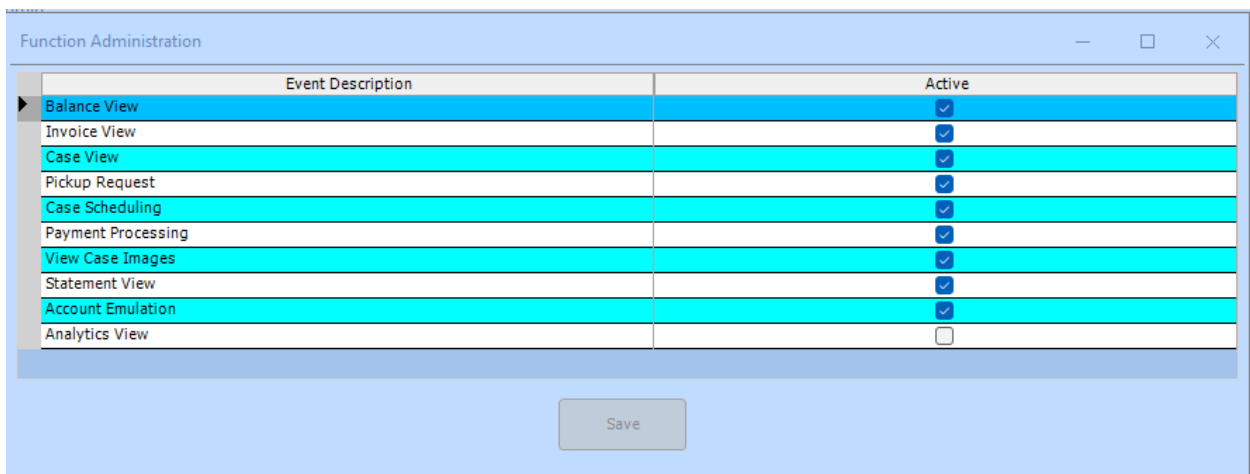
- A single login for a group of **Bill-to** accounts, including access to their associated sub-accounts.
- A single login for multiple accounts that are not linked but belong to the same practice or DSO.

Note: A Super User can be associated with a specific EvoData account, but does not have to be.

More detail: For full information on Super Users, see the User Guide – Web Portal Admin App (listed under Additional Operations), in the “Creating and Maintaining Super User Account Logins” section.

Enabling the Super User Feature

Open the **EvoWebAdmin** program, then go to **Configuration and Setup > Function Configuration**. Check the **Account Emulation** function and save the change.



The screenshot shows a window titled "Function Administration" with a table of functions. The table has two columns: "Event Description" and "Active". The "Active" column contains checkboxes. The "Account Emulation" function is highlighted in blue and has its checkbox checked. A "Save" button is located at the bottom of the window.

Event Description	Active
Balance View	☒
Invoice View	☒
Case View	☒
Pickup Request	☒
Case Scheduling	☒
Payment Processing	☒
View Case Images	☒
Statement View	☒
Account Emulation	☒
Analytics View	☐

Creating Super User Logins

1. In **EvoData**, go to **Maintenance > Dr Portal Logins**.
2. Create a new login, or open an existing login.

3. Check the **Super User Account** flag in the upper-left section.

4. In the **User Functions** grid, check the **Allowed** box for **Account Emulation**.
5. Select **Save**.

6. With the Super User account highlighted, select the **Emulation Setup** button at the bottom of the form to open the **Account Emulation Maintenance** form. From the existing logins in the right grid, select and highlight an account, then use the left arrow to move it to the left.
7. No Save is required on this form — closing it saves your changes.

Use to select and deselect accounts

Use to move accounts up or down for Dr Portal display

Tip: Move every account the Super User should be able to emulate into the left grid. Each account listed there becomes available for that login to access.

Need help?

If you have any questions while setting up Super User logins, our team is happy to help.

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