

Settings

How do I change our password?

With your first audit DRINFO provides you with a temporary password. We recommend you change this password. It needs to be at least 6 characters and we recommend using a combination of letters in uppercase and lowercase as well as numbers. Remember it is a practice password, not individual.


Click on settings

When you log into your DRINFO audit, the first screen (before you access a month audit report folder) has a tool bar on the left hand side.



Click on the **settings** icon to change your password, update practice name, address or phone information, or add email addresses etc.



Click on **edit**  and type your new password in both boxes. The first time it will appear as dots and the second time you will be able to see the characters.

Save Changes

Remember **to save changes** by clicking

How do I add email addresses of our practice team?

Click on settings

When you log into your DRINFO audit, the first screen (before you access a month audit report folder) has a tool bar on the left hand side.



Click on the **settings** icon to change your password, update practice name, address or phone information, or add email addresses etc.



Click on **edit** and add email the addresses of the Practice Manager, Nurses and Doctor (separated by a ;) so that they will receive our newsletters and notifications of when each months audit has been processed.

A button with the text 'Save Changes' in a light blue box with a grey border.

Save Changes

Remember to **save changes** by clicking