



Create and Configure New Staff Accounts in SmartClinic India

Learn how to create a new staff account, set login credentials, assign roles like Receptionist, and configure module permissions including Pathology Management and Settings access in Smart Clinic.

Get Started

SmartClinic India

Search menu...

New Registration

OVERVIEW >

PATIENT CARE >

DIAGNOSTICS >

PHARMACY >

FINANCE >

ENGAGEMENT >

ADMINISTRATION >

Doctors

Staff

Analytics

MIS Reports

Referral Agents

Referral Doctors

TV Display

Settings

Support

Install App

Log out

Good afternoon, ANIL 🙌
Here's your clinic at a glance.

Quick Actions

New Patient

Book Appointment

Live Queue

New Bill

0 Patients today
0 New 0 Follow-up

0 Appointments

0 In queue

Clinic Overview

1 Total Patients

Enter PIN to view
Total Revenue

0 Pending Bills

1 OPD

Live Queue



Search menu...

New Registration

OVERVIEW >

PATIENT CARE >

DIAGNOSTICS >

PHARMACY >

FINANCE >

ENGAGEMENT >

ADMINISTRATION >

Good afternoon, ANIL 🖐️

Here's your clinic at a glance.

Live · Wed, 7 Oct, 2026

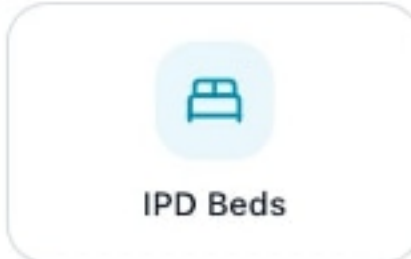
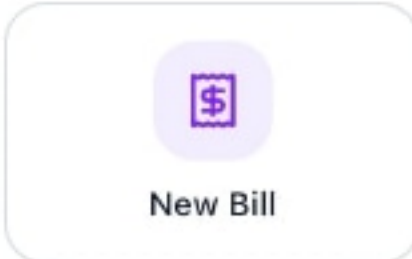
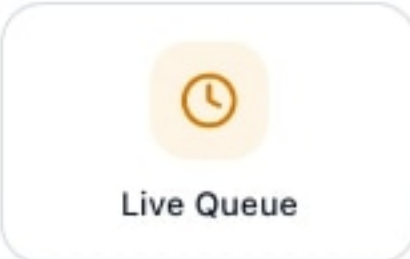
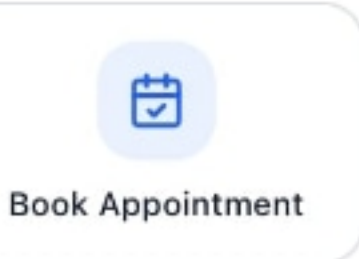
Edit Layout

Customize

Start by clicking the
Administration menu option in the
left sidebar.



SHORTCUTS



0 Patients today

0 New 0 Follow-up

0 Appointments

0 In queue

₹0 Revenue today

Clinic Overview

1 Total Patients	Enter PIN to view Total Revenue	0 Pending Bills	₹0 Pending Amount
------------------	---------------------------------	-----------------	-------------------

1 OPD

View Analytics →

Live Queue

Settings

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Q Search menu...

 New Registration

- OVERVIEW >
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- DIAGNOSTICS >
- PHARMACY >
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- ADMINISTRATION
-  Doctors
 -  Staff
 -  Analytics
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Good afternoon, ANIL 🖐️

Here's your clinic at a glance.

● Live · V

 Edit Layout

⚡ Quick Actions

New Patient

Book Appointment

Live Queue

New Bill

IPD Beds

Pathology

Following that, click the Staff option to access staff management settings.



— 0%

0
Patients today

0 New 0 Follow-up

**0**
Appointments

**0**
In queue

**₹0**
Revenue today

Clinic Overview

1
Total Patients

 Enter PIN to view
Total Revenue

0
Pending Bills

₹0
Pending Amount

 1 OPD



Q Search menu...

 New Registration

OVERVIEW >

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PHARMACY >

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ENGAGEMENT >

ADMINISTRATION ▾

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Staff Management

Add, edit, and manage your clinic staff members

 Clinic Staff (0)



No staff members yet

Click "Add Staff" to create staff accounts

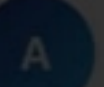
Following that, click the Add Staff button to create a new staff account.



ANIL KUMAR
DEMO CLINIC



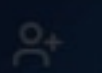
 Add Staff



Staff Management

Add, edit, and manage your clinic staff members

Clinic Staff (0)



Add Staff

Add New Staff Member



Full Name *

John Doe

Email *

st

Password *

w

Now, enter the staff member's full name in the Full Name field.



Use at least 6 characters. Avoid very common passwords.

Phone

+91 9876543210

Role *

Receptionist



Module Permissions

- | | |
|--|--|
| ☒ Dashboard | ☒ Appointments |
| ☒ Billing | ☒ Queue |
| ☒ OPD Management | ☒ Pathology Management |
| ☒ IPD Management | ☒ Pharmacy 2.0 |
| ☒ Patient Register | ☒ New Registration |
| ☒ Staff Management | |

Select All Deselect All

Create Staff Account

Staff Management

add, edit, and manage your clinic staff members

👤 Clinic Staff (0)

👤 Add Staff

Add New Staff Member



Full Name *

John Doe

Email (Login ID) *

staff@clinic.com

Password *

W@

Use at

Phone *

+91

After that, enter the staff email address in the Email Login ID field to proceed.



Role *

Receptionist

🔓 Module Permissions

- | | |
|--|--|
| ☒ Dashboard | ☒ Appointments |
| ☒ Billing | ☒ Queue |
| ☒ OPD Management | ☒ Pathology Management |
| ☒ IPD Management | ☒ Pharmacy 2.0 |
| ☒ Patient Register | ☒ New Registration |
| ☒ Staff Management | |

Select All Deselect All



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Support



Staff Management

Add, edit, and manage your clinic staff members

Clinic Staff (0)

Add New Staff Member

Full Name *

John Doe

Email (Login ID) *

staff@clinic.com

Password *

w@war8q8E%%9WJ

Use at least 6 characters. Avoid very common passwords

From here, enter a secure password meeting the minimum character requirements.



Module Permissions

- | | |
|--|--|
| ☒ Dashboard | ☒ Appointments |
| ☒ Billing | ☒ Queue |
| ☒ OPD Management | ☒ Pathology Management |
| ☒ IPD Management | ☒ Pharmacy 2.0 |
| ☒ Patient Register | ☒ New Registration |
| ☒ Staff Management | |

Select All Deselect All

Create Staff Account

Support Desk

What's New?





Staff Management

Add, edit, and manage your clinic staff members

Clinic Staff (0)

Add New Staff Member

Full Name *

John Doe

Email (Login ID) *

staff@clinic.com

Password *

w@war8q8E%%9WJ

Use at least 6 characters. Avoid very common passwords.

Phone

+91 9876543210

Role

Receptionist

OPD Management

IPD Management

Patient Register

Staff Management

Pathology Management

Pharmacy 2.0

New Registration

Select All Deselect All

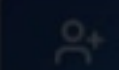
Create Staff Account

Following this, enter the staff member's phone number in the designated field.

Staff Management

Add, edit, and manage your clinic staff members

 Clinic Staff (0)

 Add Staff

Add New Staff Member

Full Name *

John Doe

Email (Login ID) *

staff@clinic.com

Password *

w@war8q8E%%9WJ



Use at least 6 characters. Avoid very common passwords.

Phone

+91 9876543210

Role *

Receptionist



 Module Permissions

- | | |
|--|--|
| ☒ Dashboard | ☒ Appointments |
| ☒ Billing | ☒ Queue |
| ☒ OPD Management | ☒ Pathology Management |
| ☒ IPD Management | ☒ Pharmacy 2.0 |
| ☒ Patient Register | ☒ New Registration |
| ☒ Staff Management | |

Select All Deselect All

Create Staff Account

Then, click the Role dropdown to select Role from the available staff positions.





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Staff Management

Add, edit, and manage your clinic staff members

Clinic Staff (0)

Add Staff

Add New Staff Member



Full Name *

John Doe

Email (Login ID) *

staff@clinic.com

Password *

w@war8q8E%%9WJ



Use at least 6 characters. Avoid very common passwords.

Phone

+91 9876543210

Role *

Receptionist



Module Permissions

- | | |
|--|--|
| ☒ Dashboard | ☒ Appointments |
| ☒ Billing | ☒ Queue |
| ☒ OPD Management | ☒ Pathology Management |
| ☒ IPD Management | ☒ Pharmacy 2.0 |
| ☒ Patient Register | ☒ New Registration |
| ☒ Staff Management | |

Select All Deselect All

Create Staff Account



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Staff Management

Add, edit, and manage your clinic staff members

Clinic Staff (0)

Add Staff

Add New Staff Member

Full Name *

John Doe

Email (Login ID) *

staff@clinic.com

Password *

w@war8q8E%%9WJ

Then, select the checkboxes to enable the module permissions for the new staff member.

Module Permissions

- | | |
|--|--|
| ☒ Dashboard | ☒ Appointments |
| ☒ Billing | ☒ Queue |
| ☒ OPD Management | ☒ Pathology Management |
| ☒ IPD Management | ☒ Pharmacy 2.0 |
| ☒ Patient Register | ☒ New Registration |
| ☒ Staff Management | ☒ Settings |

Select All Deselect All

Create Staff Account

Full Name *

John Doe

Email (Login ID) *

staff@clinic.com

Password *

w@war8q8E%%9WJ



Use at least 6 characters. Avoid very common passwords.

Phone

+91 9876543210

Role *

Receptionist



Module Permissions



Billing



Queue



From here, click the Create Staff Account button to complete staff member setup.



Select All Deselect All

Create Staff Account



Enjoyed the guided demo?

Learn more about our features and benefits on our website!

[Visit SmartClinic India](#)

 [Replay](#)