

Setting up a Federated User in EMIS Web

To use **Vision360**, you must complete the following three steps:

- Step 1 Create a new user in EMIS Web.
- Step 2 Activate Vision360 using EMAS Manager.
- Step 3 Add the Federated user to Vision360.

Step 1 - Create a new user in EMIS Web

To create a new user in EMIS Web:

1. Login to EMIS Web.





, select **Configuration** then select







3. Select Add and choose Add New User:



4. Create the user as per your installation guide.



Step 2 - Activate Vision360 using EMAS Manager

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To activate Vision360 using EMAS Manager:

1. From the EMIS home screen Manager:

, select System Tools and EMAS





2. At the bottom of the Navigation pane, select Partner API.





3. All the Partner APIs display. Scroll down and select Vision360:

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4. From the toolbar, select **Activate Application**. **Vision360** activates and a green tick displays **Vision 360**.



Step 3 - Adding the Federated User to Vision360

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To add the federated user to Vision360:

1. From the EMIS home screen Manager:

, select System Tools and EMAS



2. At the bottom of the navigation pane, select Partner API:





3. All the Partner APIs display. Scroll down and select Vision360:



4. Select Edit Users



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- 6. Select **OK**.
- 7. Now, select Login Access.
- 8. From the Application Login Access screen, tick Auto Login and Allow Login:

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9. Select **OK**.