

# Assign Tyro cloud users

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This feature allows **Zedmed Cloud** practices to control the Tyro terminals staff connect to. When enabled, a user can be set up for multiple terminals and select a terminal when they log in. This is important for Cloud customers who need flexibility with terminal selections. For on-prem users, it allows staff to use terminals not connected to their workstations.

Requires Zedmed v38.6.2 or later.

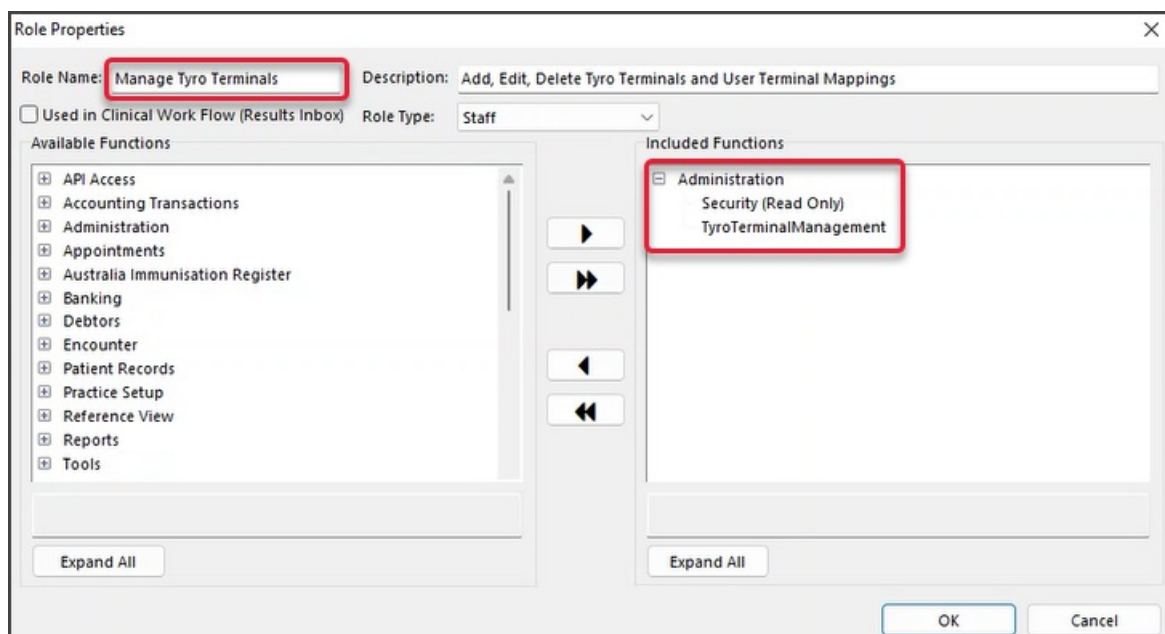
## Resources

- To select a terminal when logging in, see the [Terminal selection guide](#).
- To process a payment using Tyro, see the [Private Patient invoicing guide](#).

## Overview

### Requirements

To manage Tyro terminal access, the practice admin needs the '**TyroTerminalManagement**' function in the Zedmed Security module. We recommend creating a role with this function and adding it to the appropriate user(s). For Zedmed Cloud admins, this will give access to the required sections of the **Security** module.



### Workflow

The practice will need to add existing Tyro Terminals to the Security module to start using this feature. The practice can do this themselves, and when new terminals are installed, they may be able to do it with Tyro's assistance. Once the terminals have been added, you can then assign them to the appropriate users. The most

common task will be adding new users to the terminals they need. When a user with more than one Tyro Terminal assigned to them logs into Zedmed, they will be prompted to choose the terminal to use.

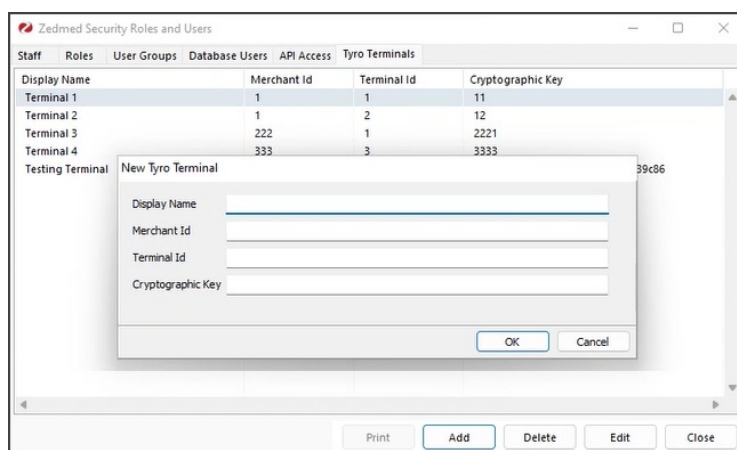
## Adding a Tyro Terminal

To add a Tyro terminal:

1. Go to Zedmed's **Utilities** tab.
2. Select **Security**.

The **Zedmed Security Roles and User** screen will open at the **Staff** tab.

3. Select the **Tyro Terminals** tab.
4. Select **Add**.

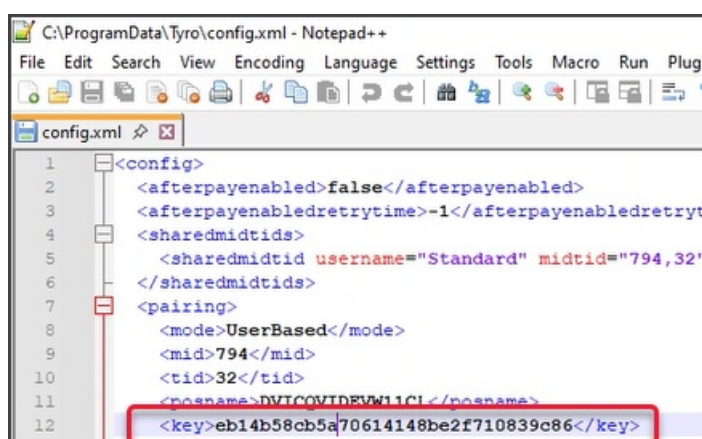


5. Enter the **Display Name**, **Merchant ID**, and **Terminal ID**.

To locate this information, see [Setting up Tyro Terminals](#).

6. Enter the **Cryptographic Key**.

If Tyro is installed in the terminal, they will be able to provide this. You can also see the key by opening the **Tyro\config.xml** file and locating the **<key>** entry.



7. Select **OK** to save.

## Adding a Terminal to a user

The Tyro Terminals added to the Security module can be assigned to user profiles.

To assign terminals to users:

1. Go to Zedmed's **Utilities** tab.
2. Select **Security**.

The **Zedmed Security Roles and User** screen will open at the **Staff** tab.

3. Open the user who requires access.

This will open the **Edit Staff Member** screen.

4. Select the **Tyro Terminals** tab.
5. Use the arrow icons to move the required terminals to the **Included Terminals** pane.
6. Select **OK** to save.

The screenshot shows the 'Edit Staff Member' window with the 'Tyro Terminals' tab selected. The window contains various fields for user information, including User Name (PDAVIS), Staff ID (PD), Dr Code (PD (Phillip Da)), Given Name (Phillip), Family Name (Davis), Mobile Phone, Title (Dr), and checkboxes for password expiration and inactivity. Below these are fields for EHealthID (HPI-I), Healthcare Role, Single Sign On (OIDC) User ID (testphillip@example.com), and Clinical History User Group. The 'Tyro Terminals' tab is highlighted with a red box. It features two panes: 'Available Terminals' (containing Terminal 4) and 'Included Terminals' (containing Terminal 1, Terminal 2, Terminal 3, and Testing Terminal). Between the panes are four arrow icons for moving terminals. At the bottom are 'OK' and 'Cancel' buttons.

If a user has access to more than one Tyro Terminal, they will be prompted to select the terminal they need after logging into Zedmed.

The screenshot shows the 'Zedmed Office Login' window with a 'Select Tyro Terminal' dialog box open. The dialog has a 'Tyro Terminal' label and a dropdown menu. The dropdown menu is open, showing a list of options: Terminal 1, Terminal 2, Terminal 3, Terminal 4, Terminal Test, and No terminal required. The background shows the Zedmed Office Login interface with a logo and a large 'D' button. At the bottom, there is a copyright notice: '© 2004-2025 Zedmed Pty. Ltd. All rights reserved.' and a build number: 'Build 38.5.0.10697'.