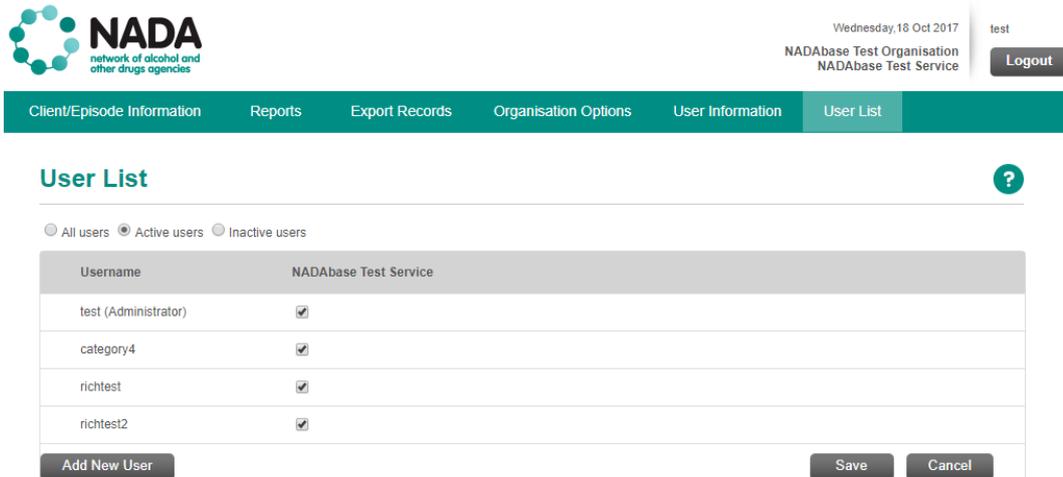


SERVICE ADMINISTRATOR – DETAILED GUIDE

User Login Management

Located in the 'User List' on the menu tab is where administrators will view and manage all users that have a NADAbase login. Radio buttons in the window will provide administrators with the flexibility to view: All Users, Active Users, Inactive Users.



Wednesday, 18 Oct 2017 test
NADAbase Test Organisation
NADAbase Test Service Logout

Client/Episode Information Reports Export Records Organisation Options User Information **User List**

User List

All users Active users Inactive users

Username	NADAbase Test Service
test (Administrator)	<input checked="" type="checkbox"/>
category4	<input checked="" type="checkbox"/>
richtest	<input checked="" type="checkbox"/>
richtest2	<input checked="" type="checkbox"/>

Add New User Save Cancel

For those members with multiple programs these will be displayed in the table alongside one another in the following header.

Username	NADAbase Test Service
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In this section administrators will also have oversight of the programs users have access to, including the ability to activate and deactivate simply by ticking or un-ticking the related box as shown above in the user list. An example of when this may occur is a staff member currently accessing programs 'X, Y and Z' however is then moved onto a new program called 'W' and no longer requires access to the data in the other programs.

Adding a New User

Prior to adding a new user administrators should always check the organisation's inactive user list in case the 'new user' was previously employed by the organisation and had access. This will save setting up the same user again.

To add a new user select the 'Add New User' icon within the 'User List' tab, as displayed here.

User List



All users Active users Inactive users

Username	NADAbase Test Service
test (Administrator)	<input checked="" type="checkbox"/>
category4	<input checked="" type="checkbox"/>
richtest	<input checked="" type="checkbox"/>
richtest2	<input checked="" type="checkbox"/>

Add New User

Save

Cancel

To create a new user fill in the mandatory fields marked with an asterisk. As the first and last name is entered this will automatically generate the Username, as displayed here.

Add New User



First Name:	<input type="text" value="Cass"/>	*
Last Name:	<input type="text" value="McN"/>	*
Username:	<input type="text" value="cassm"/>	*
Position:	<input type="text"/>	
E-mail:	<input type="text"/>	*
Category:	<input type="text"/>	*
Administrator:	<input type="checkbox"/> Administrator	

The Category field provides a drop-down menu to select either: Normal User or Read Only. A 'normal user' is one who can input and alter client data, a 'read only' user can only view the data.

Administrator rights can be provided to another user simply by selecting the 'Administrator' box. This may be required in the instance that the main administrator is on planned leave or only works part time or if it is a shared responsibility.

Additional user information can be captured such as address and contact numbers however it is not mandatory. It is suggested to follow your own organisation's protocol on this matter.

Contact Details

Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Suburb:	<input type="text"/>
State:	<input type="text"/>
Post Code:	<input type="text"/>
Phone:	<input type="text"/>
Mobile:	<input type="text"/>

Setting a Password

The last stage of adding a new user is setting the password. This can be created using any combination. Once all necessary fields have been completed select SAVE. The administrator is then required to communicate to the new user their username and password, reiterating that these details should not be shared.

Security Details

Password:	<input type="password"/>	*
Confirm Password:	<input type="password"/>	*

Resetting Passwords and Editing User Details

From the User List select the relevant staff member. For example: selected here will be user: 'richtest'.

User List



All users Active users Inactive users

Username	NADAbase Test Service
test (Administrator)	<input checked="" type="checkbox"/>
category4	<input checked="" type="checkbox"/>
richtest	<input checked="" type="checkbox"/>
richtest2	<input checked="" type="checkbox"/>

This will then display the User Details screen. To update/edit details select the edit icon.

User Details



First Name:	Rich
Last Name:	Test
Username:	richtest
Position:	Tester
E-mail:	rich@gmail.com
Category:	Normal user
Administrator:	No
Inactive:	No

[Edit](#)

Contact Details

Address 1:	--
Address 2:	--
Suburb:	--
State:	--
Post Code:	--
Phone:	--
Mobile:	--

[Edit](#)

If the user has forgotten their password it is in this screen the administrator will view the staff member's current password.

To change the password enter and confirm the new password in the relevant fields, to save select 'Change Password', as shown below.

Security Details

Current Password:	test
New Password:	<input type="text"/> *
Confirm New Password:	<input type="text"/> *

[Change Password...](#)

A message will be displayed that the password has been updated successfully. To view and check the new password, click out of the screen and back in to view the same user's information.

This screen can also be used to check which service the user has access to.

Service Details

Program Name	Parent Organisation	Agency Code	Location	Post Code
NADAbase Test Service	NADAbase Test Organisation	N/A-Test	15920	2389

Enhancing Security - some tips

- Ensure employees who have left the organisation are made inactive immediately.
- Consideration should be given to temporarily inactivating logins for staff on long periods of planned leave ie. Maternity leave, long service leave, or Secondment.
- It is recommended each user has their own username and password.
- Encourage users not to share login information.