



The web based application CARE-ICU IPSE WP5

User manual for National administrators

User roles

The application uses personal logins

Individual user roles define which tasks a specific user can access and for which ICU:s.

Defined user roles

Task/	ICU	Region	National	Global
web based data entry	X	X	X	
data import from data file				X
statistics (data presentation)	X	X	X	X
data export to files	X	X	X	X
administration			X	X

Login

You need a user ID and a password to be able to access the application

To obtain a personal user ID you should contact one of your national administrators

After completed work session you should click on “Logout” in the menu.

Task descriptions

Administrator functions

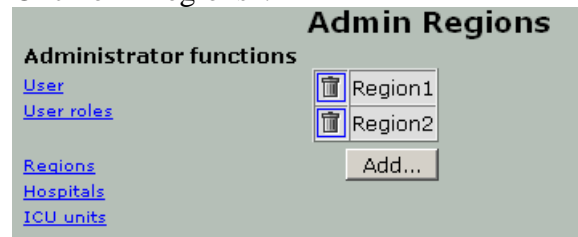
After login you can access the Administrator functions menu provided that you have National administrator privileges

The screenshot shows the application header with the European Union flag and the text "IPSE - Improving Patient Safety in Europe" and the IPSE logo. Below the header, there are two links: "[Menu]" and "[Logout]". Underneath, the section "Administrator functions" is displayed, containing a list of links: "User", "User roles", "Regions", "Hospitals", and "ICU units".

Define Regions, Hospitals and ICU:s

Regions

Click on “Regions”.



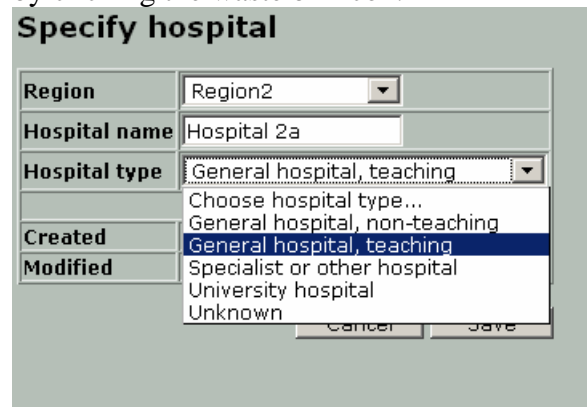
You are presented with a list of already defined regions (within your country). You can define a new region by clicking the “Add” button, writing the name of the new region and clicking “Save”. You can delete a region by clicking the waste bin icon.

Hospitals

Click on “Hospitals”.



You are presented with a list of already defined hospitals (within your country). You can define a new hospital by clicking the “Add” button. You can delete a hospital by clicking the waste bin icon.



When adding a hospital you have to select a defined region, write the name of the hospital, select a hospital type and click on “Save”. These data can be revised via the Pen and pad icon.

ICU:s

Click on “ICU units”.

Defined hospitals

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Country	Region	Hospital	Hospital type
EUtestland	Region1	Hospital1	University hospital

Add...

You are presented with a list of already defined ICU:s (within your country).

You can define a new ICU by clicking the “Add” button. You can delete an ICU by clicking the waste bin icon.

Specify ICU

Hospital: Hospital1
ICU name: ICU 1a
ICU-type: Mixed

Choose ICU type...
Created: Burns
Modified: Cardiothoracic
Coronary care unit
Medical
Mixed
Neonatal
Neurosurgical
Other
Pediatric
Surgical
Unknown

When adding a hospital you have to select a defined hospital, write the name of the ICU, select an ICU type and click on “Save”. These data can be revised via the Pen and pad icon.

You should note that in the Statistics data presentations the individual ICU:s are identified only by the name that is entered as ICU name. The Hospital name is not displayed. The reason is that hospital names often are long and tend to clutter up the graphs and tables. In Sweden we have instead chosen to define an ICU name as an abbreviated form of the type of ICU in combination with a short name identifying the hospital. For example "IVA Halmstad" identifies the mixed ICU in the only hospital in the city of Halmstad and "TIVA Sahlgrenska" means the Cardiothoracic ICU in Sahlgrenska University Hospital in Gothenburg.

Create user ID:s

Click on "User"

[Menu] [Logout]

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User overview

	Username	First Name	Last Name	Is Active	Last Logon	Country	County
	testlandadm	adm	testland	true	2006-09-01 14:44:58.759	EUtestland	-
	careicuedu	edu	careicu	true	2006-09-01 09:51:06.191	EUtestland	-

[1-2] Add

You are presented with a list of already defined users (within your country).

You can define a new user ID by clicking the "Add" button. You can delete a user ID by clicking the waste bin icon.

Add/Edit User

Username	<input type="text"/>		
Password	<input type="password"/>	Confirm Password	<input type="password"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
E-mail Address	<input type="text"/>	Phone Number	<input type="text"/>
Country	EUtestland <input type="button" value="v"/>	Region	<input type="text"/>
Iva	<input type="text"/>		
Title	<input type="text"/>	Comment	<input type="text"/>
Last Login		Modified	
Created			
<input checked="" type="checkbox"/> Is Active			
<input type="button" value="Cancel"/> <input type="button" value="Save"/>			

You have to specify at least user name, password, first and last name. Depending on privileges you also may have to select country, region and ICU. Click on "Save". These data can be revised via the Pen and pad icon.

When a user ID is created you have to assign user privileges.

Click on "User roles"

Roles:

Available users:
testlandadm
careicuedu

Added users:
careicuedu

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To add a role to a user – Select the role, click on the user ID in the left window and click on “→”. To remove a role from a user – Select the role, click on the user ID in the right window and click on “←”.

The following user roles are available:

ROLE_ADMIN_NATIONAL - National administrator

ROLE_INPUT_ICU - Input ICU

ROLE_INPUT_REGIONAL - Input regional

ROLE_INPUT_NATIONAL - Input national

ROLE_STATS_ICU - Statistics ICU

ROLE_STATS_REGIONAL - Statistics regional

ROLE_STATS_NATIONAL - Statistics national

ROLE_EXPORT_ICU - Export ICU

ROLE_EXPORT_REGIONAL - Export regional

ROLE_EXPORT_NATIONAL - Export national

ROLE_IMPORT – Import

*Observe that for each country at least one user with National Input privileges is needed whose task is to check all submitted reports (via the “Administrate Reports” menu choice) and change their status from “Submitted” to “Public” or “Hidden”.
See If: Report administration in the User manual*