



National Emergency Laparotomy Audit

NELA Local Administrator User Notes

As the NELA local administrator you have access to the admin screen of the data collection web tool. Once the audit is underway you will be responsible for adding new users on to the system so that they can login and input data.

How to access the online web tool:

1. To access the web tool enter the following web address:

<https://data.nela.org.uk/>

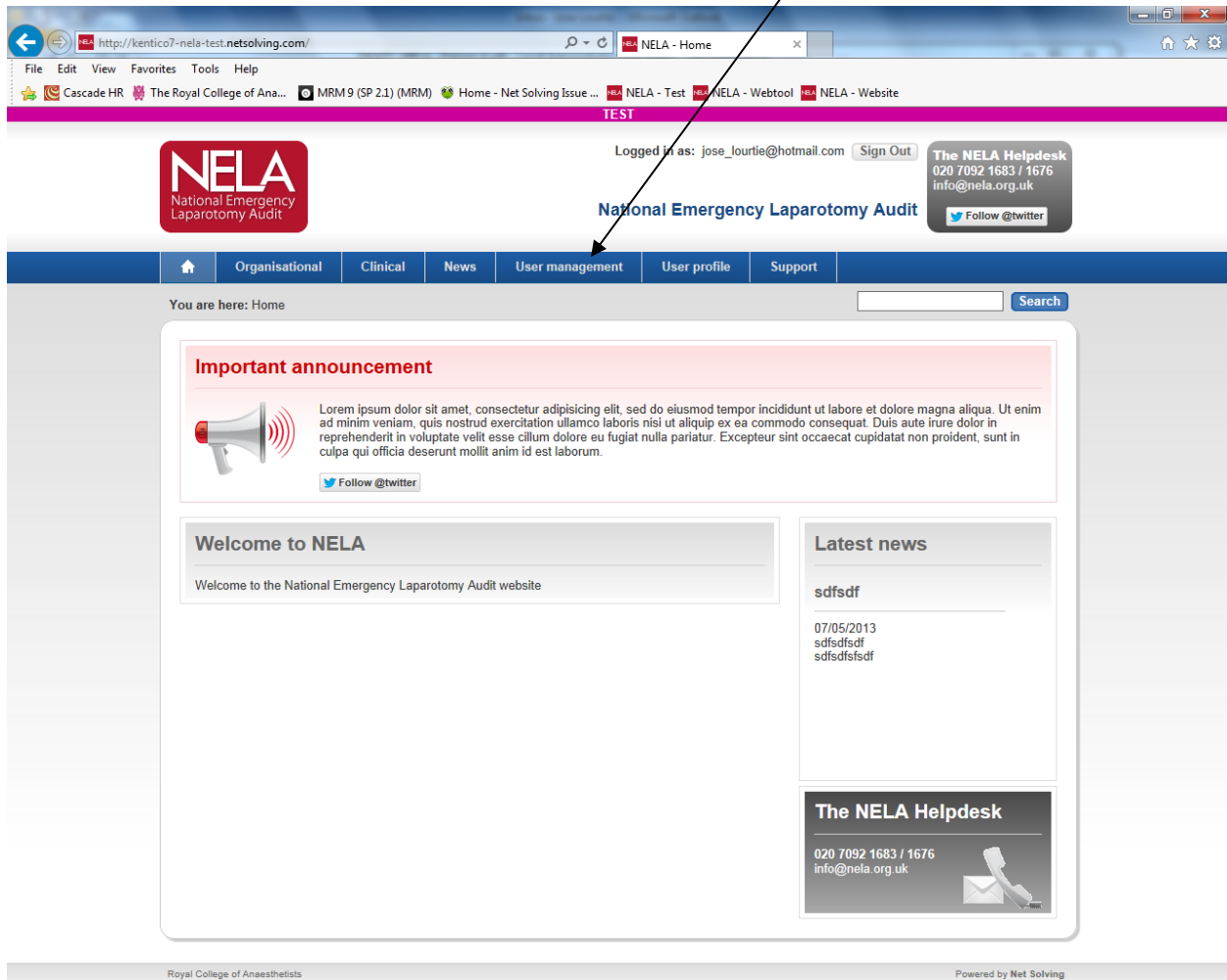
2. You will see the welcome page below, to enter the site enter your User name and Password in the login box.

The screenshot shows the NELA Home page in a Microsoft Internet Explorer browser window. The address bar displays <http://data.nela.org.uk/default.aspx>. The page features the NELA logo and the text 'National Emergency Laparotomy Audit'. A 'Sign in' link is visible in the top right corner. The main content area is titled 'Welcome to NELA' and 'NATIONAL EMERGENCY LAPAROTOMY AUDIT PILOT Audit Data Entry Web Tool'. It includes a brief description of the site and a login box with fields for 'User name:' and 'Password:', a 'Remember me' checkbox, and a 'Log on' button. A 'Forgotten password' link is also present. A sidebar on the right contains 'The NELA Helpdesk' contact information: 020 7092 1683 / 1676 and info@nela.org.uk. The footer shows 'Royal College of Anaesthetists' and 'Powered by Net Solving'.

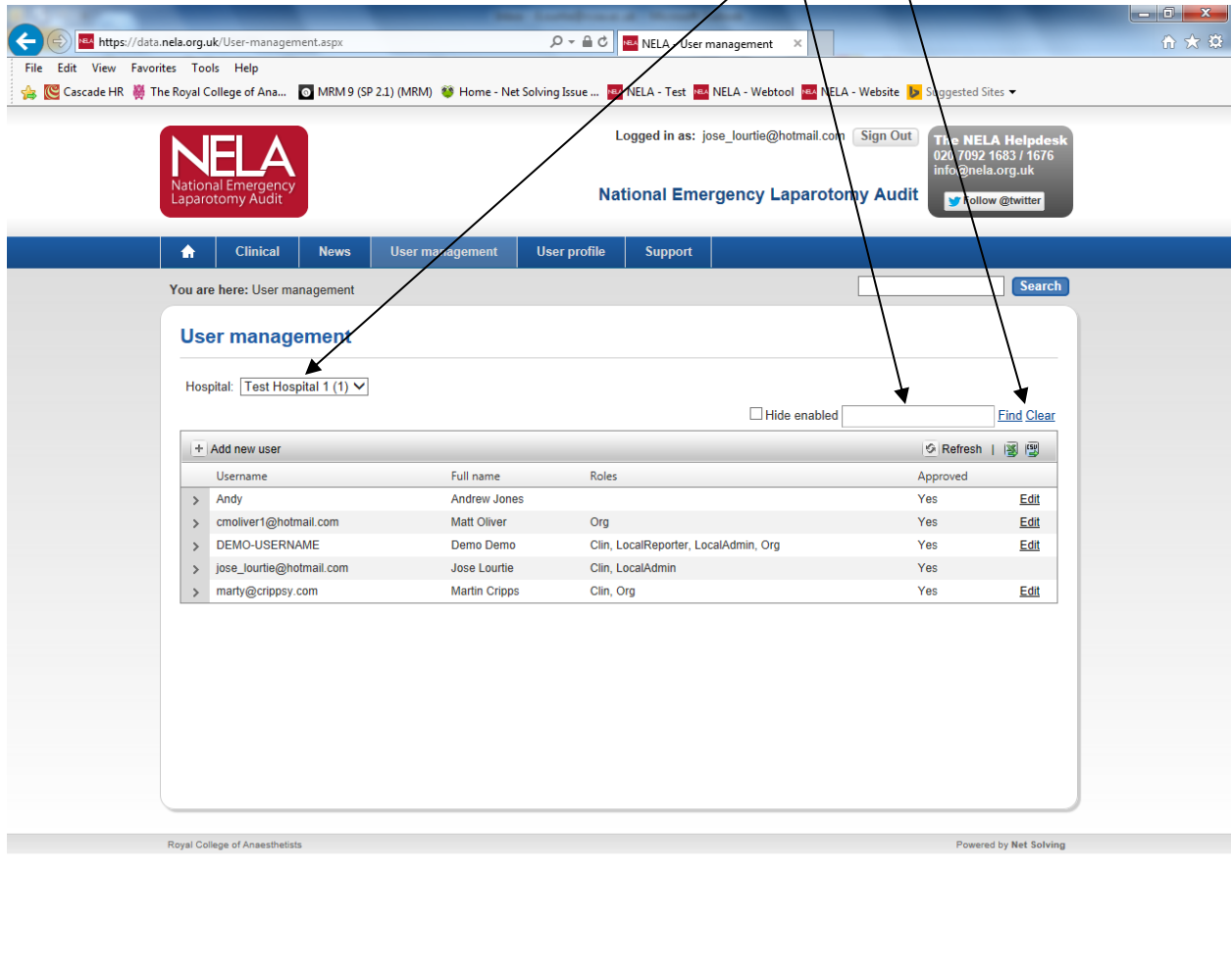


Accessing the Admin section of the web tool

3. To access the Admin section of the web tool click on the 'User Management' button at the top of the page.



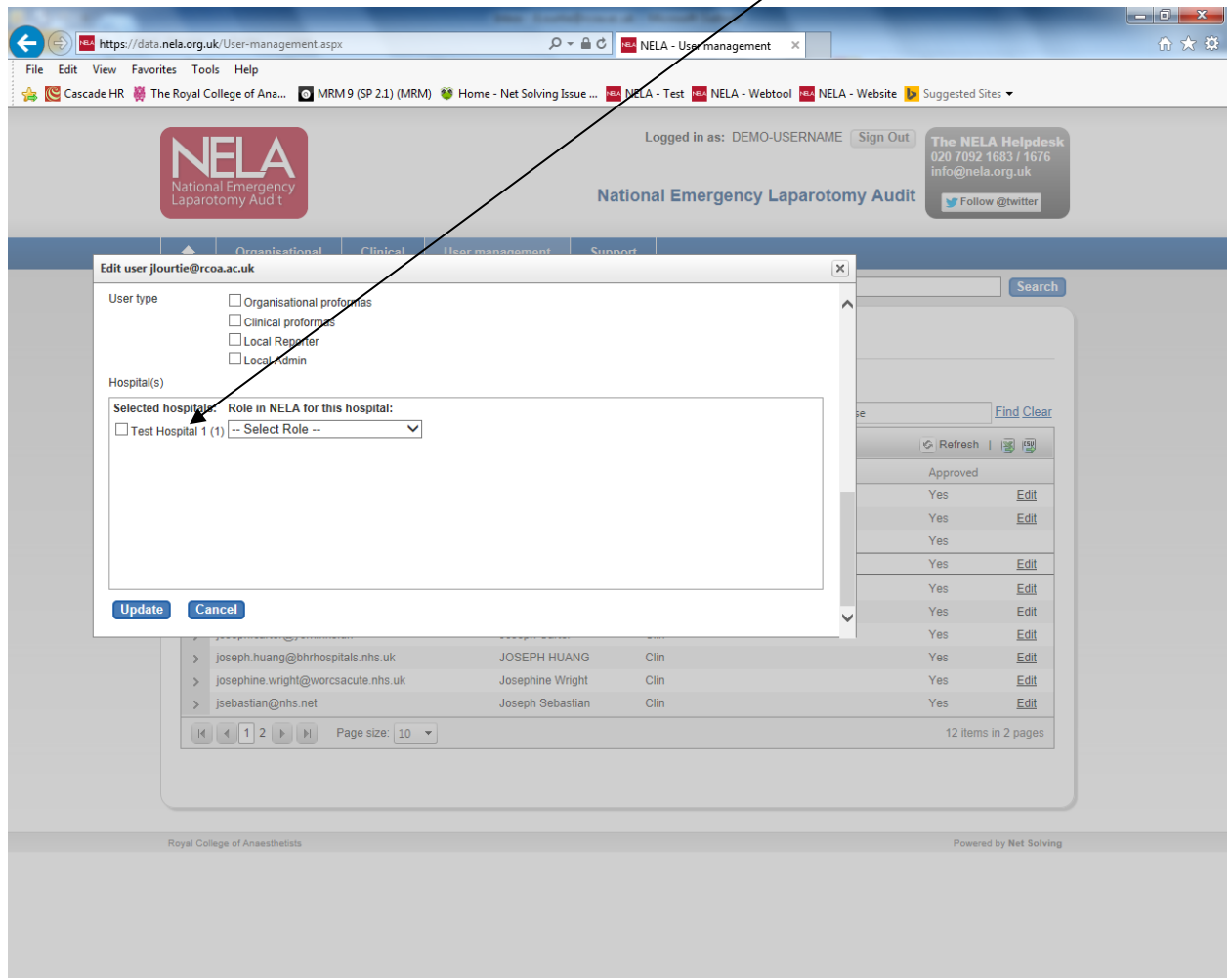
4. This will show all users already on the system. You can now search to see if the user you want to assign to your hospital already exists. If they do exist you can click on 'Edit' and assign them to your hospital. To see users just at your Hospital(s) choose your hospital name in the drop down menu.



The screenshot shows the NELA User management interface. At the top, there is a navigation bar with links for Clinical, News, User management, User profile, and Support. Below this, a breadcrumb trail indicates 'You are here: User management'. The main content area is titled 'User management' and features a dropdown menu for 'Hospital' set to 'Test Hospital 1 (1)'. To the right of the dropdown is a search bar with a 'Find' button and a 'Clear' link. Below the search bar is a table of users with columns for Username, Full name, Roles, and Approved. The table lists five users: Andy, cmoliver1@hotmail.com, DEMO-USERNAME, jose_lourtie@hotmail.com, and marty@crippsy.com. Each user has an 'Edit' link next to their name. Arrows from the text above point to the hospital dropdown, the search button, and the 'Edit' link for the user 'jose_lourtie@hotmail.com'.

Username	Full name	Roles	Approved	
> Andy	Andrew Jones		Yes	Edit
> cmoliver1@hotmail.com	Matt Oliver	Org	Yes	Edit
> DEMO-USERNAME	Demo Demo	Clin, LocalReporter, LocalAdmin, Org	Yes	Edit
> jose_lourtie@hotmail.com	Jose Lourtie	Clin, LocalAdmin	Yes	Edit
> marty@crippsy.com	Martin Cripps	Clin, Org	Yes	Edit

- Once you click 'Edit' a pop up box will appear and here you will be able to assign this user to your hospital.





6. If the user does not exist already you can add the user. To add a new user, click on the 'Add new user' button.

http://kenticot7-nela-test.netsolving.com/User-management.aspx

NELA - User management

File Edit View Favorites Tools Help

Cascade HR The Royal College of Ana... MRM 9 (SP 2.1) (MRM) Home - Net Solving Issue ... NELA - Test NELA - Webtool NELA - Website

TEST

NELA National Emergency Laparotomy Audit

Logged in as: jose.jeddie@hotmail.com Sign Out

The NELA Helpdesk
020 7092 1683 / 1676
info@nela.org.uk
Follow @twitter

National Emergency Laparotomy Audit

Home Organisational Clinical News User management User profile Support

You are here: User management

Search

User management

Hospital: Test Hospital 1 (289)

☐ Hide enabled test Find Clear

+ Add new user Refresh

Username	Full name	Roles	Approved
> acns_admin_test	ACNS Admin	Admin	Yes Edit
> acns_all_test	ACNS All	ClinImport, Clin, LocalReporter, LocalAdmin, Org	Yes Edit
> acns_clin_test	ACNS Clinical	Clin	Yes Edit
> acns_clinimport_test	ACNS Clinical Import	ClinImport, Clin	Yes Edit
> acns_leadcontact_test	ACNS Lead contact	LocalReporter	Yes Edit
> acns_manager_test	ACNS Manager	LocalAdmin	Yes Edit
> acns_org_test	ACNS Organisational	Org	Yes Edit

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- A box will pop up where you can enter the new user details. Here you will add their email address (which will be their user name) and create a password. Please be aware that only NHS or hospital email addresses will be accepted.

The screenshot shows the 'User management' section of the NELA CMS Desk. A modal window titled 'Add new user' is open, displaying a form with the following fields:

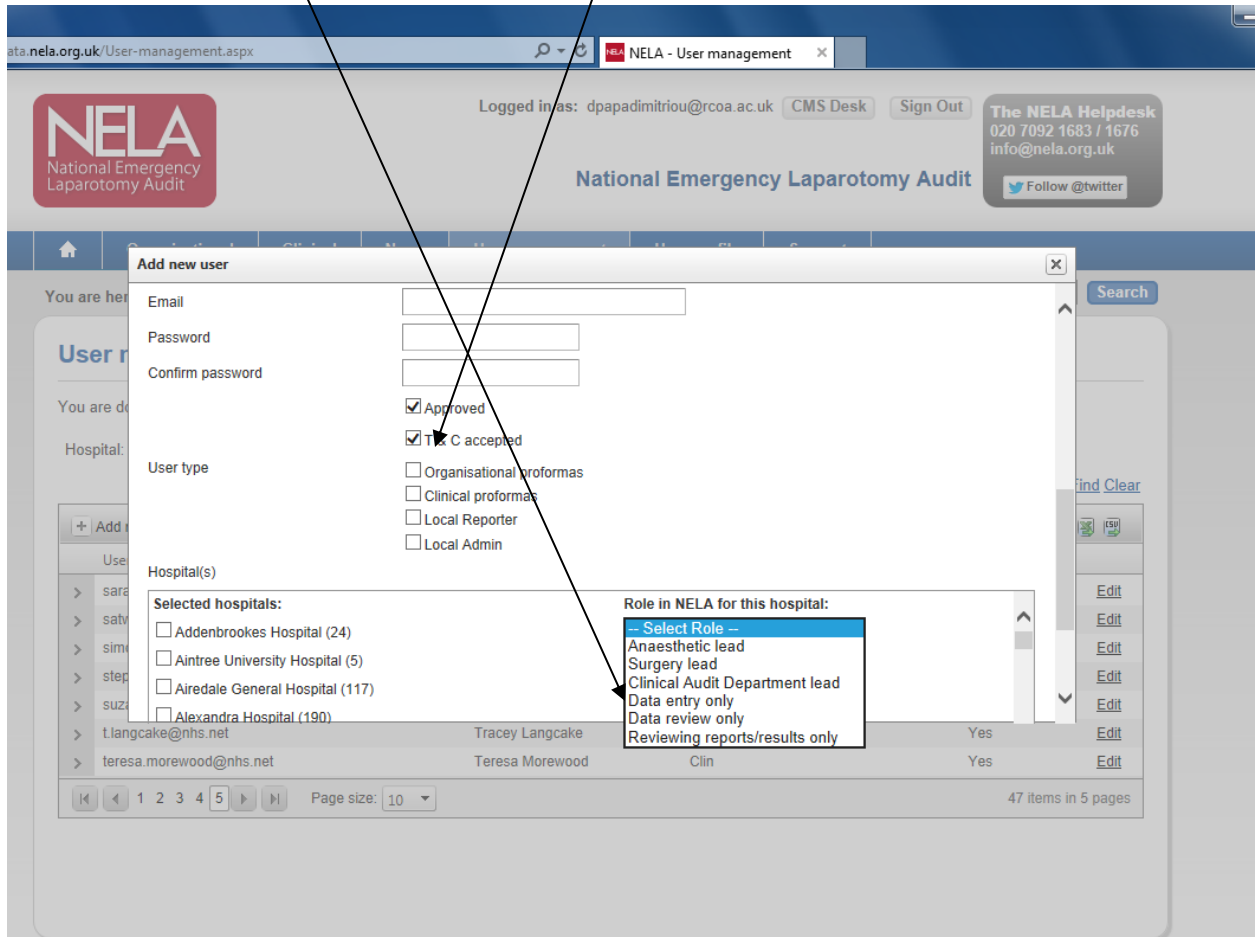
- Title
- First name
- Last name
- Job title
- Speciality
- Department
- Address
- County
- Postcode

On the left side of the modal, there is a list of existing users with their email addresses, which serve as their usernames. On the right side, there is a table with columns for 'Approved', 'Edit', and 'Delete'.

Approved	Edit	Delete
Yes	Edit	Delete
Yes	Edit	Delete
Yes	Edit	Delete
Yes	Edit	Delete
Yes	Edit	Delete
Yes	Edit	Delete
Yes	Edit	Delete
Yes	Edit	Delete
Yes	Edit	Delete
Yes	Edit	Delete

At the bottom right of the modal, it indicates '579 items in 58 pages'.

8. You will also assign their 'User type' and 'Role'. 'User type' should always be 'Clinical proformas' (make sure you do not tick the Local Admin box as there should only be one Local Administrator per hospital). The 'Role' will most likely be 'Data entry only', unless the user you are creating is one of the hospital's leads. Once you have entered the required information click on 'Insert' at the bottom of the pop up box.



The screenshot shows the 'Add new user' form in the NELA User Management system. The form includes fields for Email, Password, and Confirm password. There are checkboxes for 'Approved', 'TMC accepted', 'Organisational proformas', 'Clinical proformas', 'Local Reporter', and 'Local Admin'. A dropdown menu for 'Hospital(s)' is open, showing a list of hospitals. A 'Role in NELA for this hospital' dropdown is also open, showing options like 'Anaesthetic lead', 'Surgery lead', 'Clinical Audit Department lead', 'Data entry only', 'Data review only', and 'Reviewing reports/results only'. The interface also shows a list of existing users at the bottom.

You as the 'NELA Local Administrator' will then need to provide the user with the information on how to login. We suggest you send them their login details, the 'NELA Webtool User Notes' and explanation below.

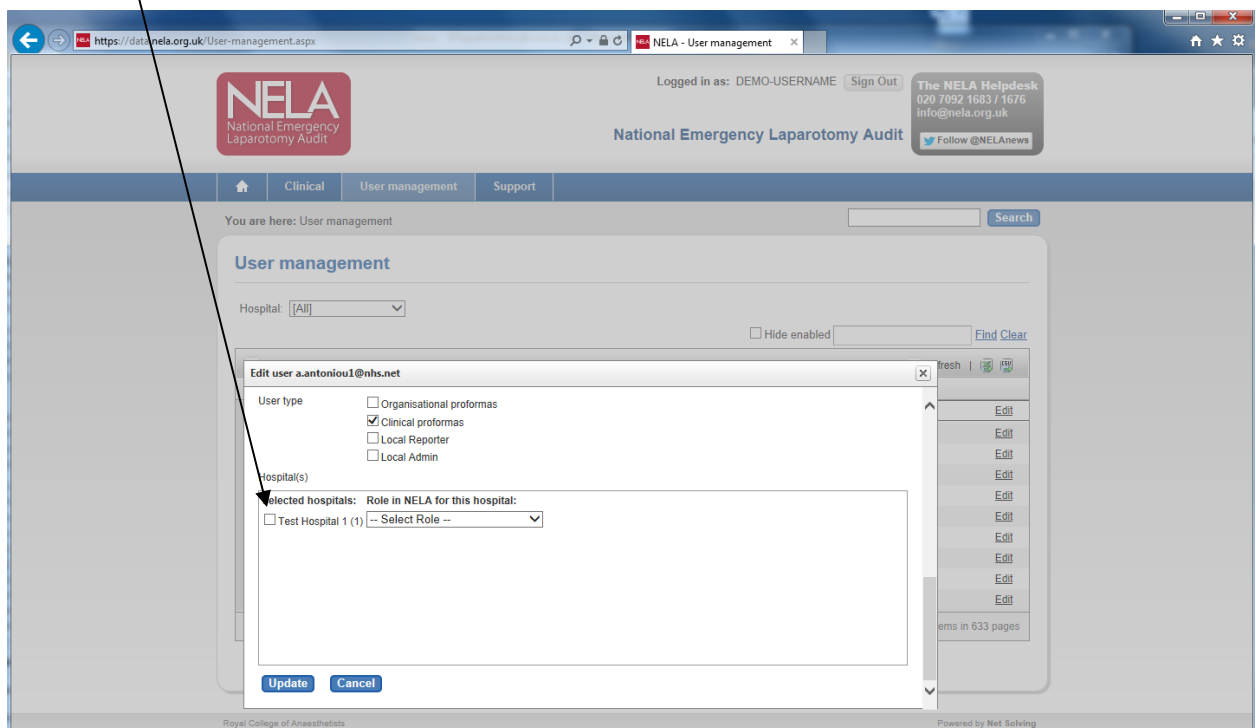
Login details:

Website: <https://data.nela.org.uk/>

User name: 'This is the registered NHS email address'

Password: On the front page of the web tool please click on 'Forgotten Password' and reset your password to something of your choosing. You will then be able to login using this password. When creating a password, please make sure it contains lower and uppercase letters as well as numbers.

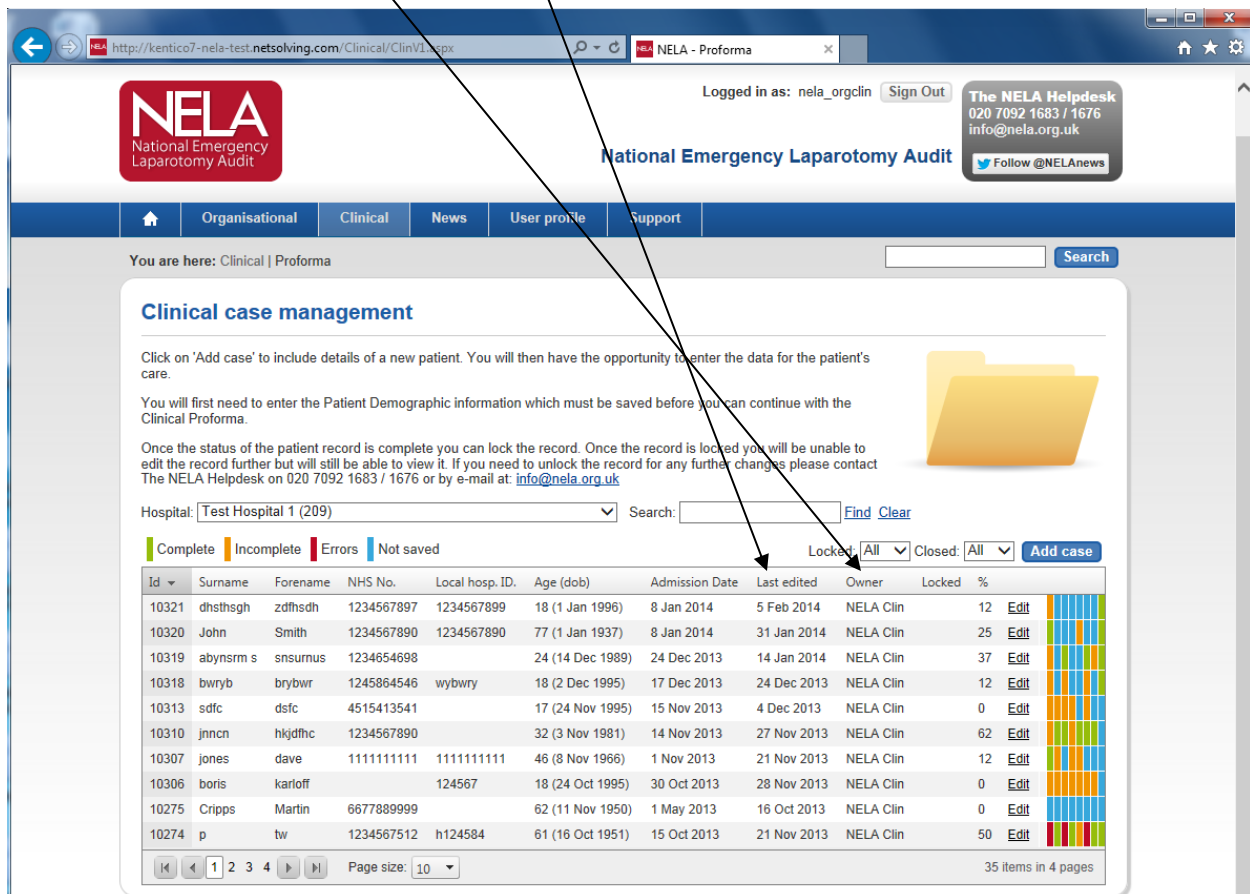
9. Additionally, members of the hospital staff who have left the hospital should no longer have access to patient information at a site at which they no longer work. It is therefore your responsibility to remove users no longer at your site from your hospital's list of web tool users. To do this simply find each user under the 'User management' screen, click on 'Edit' to the right of the user's name and 'un-tick' the box to the left of your hospital's name. You can then click on 'Update' and the username will no longer appear on your hospital's list users or have access to cases entered by you or your colleagues.



The screenshot shows the NELA User management interface. The main heading is 'User management'. Below it, there's a 'Hospital' dropdown set to '[All]'. A modal window titled 'Edit user a.antoniou1@nhs.net' is open. Inside the modal, under 'User type', there are four checkboxes: 'Organisational proformas' (unchecked), 'Clinical proformas' (checked), 'Local Reporter' (unchecked), and 'Local Admin' (unchecked). Below this, under 'Hospital(s)', there's a section 'Selected hospitals:' with a checkbox for 'Test Hospital 1 (1)' which is currently unchecked. To the right of this checkbox is a dropdown menu labeled 'Role in NELA for this hospital:' with the option '-- Select Role --'. At the bottom of the modal are 'Update' and 'Cancel' buttons. On the right side of the modal, there's a vertical list of 'Edit' buttons for other users. The footer of the page mentions 'Royal College of Anaesthetists' and 'Powered by Net Solving'.

Ensuring cases are not left incomplete

10. The Owner column under the Case Management screen allows you to see which web tool user initially created each case. This function was added specially to assist Local Administrators in chasing users who have added a case but have not entered all requested information. If a case remains incomplete and the Last edited column shows that it has not been updated in over a week, we encourage you to contact the case's owner to inform them of their obligation to fill in all mandatory Proforma fields.



Clinical case management

Click on 'Add case' to include details of a new patient. You will then have the opportunity to enter the data for the patient's care.

You will first need to enter the Patient Demographic information which must be saved before you can continue with the Clinical Proforma.

Once the status of the patient record is complete you can lock the record. Once the record is locked you will be unable to edit the record further but will still be able to view it. If you need to unlock the record for any further changes please contact The NELA Helpdesk on 020 7092 1683 / 1676 or by e-mail at: info@nela.org.uk

Hospital: Search: [Find](#) [Clear](#)

Complete ☐ Incomplete ☐ Errors ☐ Not saved ☐ Locked: Closed: [Add case](#)

Id	Surname	Forename	NHS No.	Local hosp. ID.	Age (dob)	Admission Date	Last edited	Owner	Locked	%
10321	dhsthsgh	zdfhsdh	1234567897	1234567899	18 (1 Jan 1996)	8 Jan 2014	5 Feb 2014	NELA Clin	12	Edit
10320	John	Smith	1234567890	1234567890	77 (1 Jan 1937)	8 Jan 2014	31 Jan 2014	NELA Clin	25	Edit
10319	abynsrms	snsurnus	1234654698		24 (14 Dec 1989)	24 Dec 2013	14 Jan 2014	NELA Clin	37	Edit
10318	bwryb	brybwr	1245864546	wybwry	18 (2 Dec 1995)	17 Dec 2013	24 Dec 2013	NELA Clin	12	Edit
10313	sdfc	dsfc	4515413541		17 (24 Nov 1995)	15 Nov 2013	4 Dec 2013	NELA Clin	0	Edit
10310	jnnn	hkjdffc	1234567890		32 (3 Nov 1981)	14 Nov 2013	27 Nov 2013	NELA Clin	62	Edit
10307	jones	dave	1111111111	1111111111	46 (8 Nov 1966)	1 Nov 2013	21 Nov 2013	NELA Clin	12	Edit
10306	boris	karioff		124567	18 (24 Oct 1995)	30 Oct 2013	28 Nov 2013	NELA Clin	0	Edit
10275	Cripps	Martin	6677889999		62 (11 Nov 1950)	1 May 2013	16 Oct 2013	NELA Clin	0	Edit
10274	p	tw	1234567512	h124584	61 (16 Oct 1951)	15 Oct 2013	21 Nov 2013	NELA Clin	50	Edit

Page size: 35 items in 4 pages



The NELA Helpdesk:

Tel: 020 7092 1683

Tel: 020 7092 1676

E-mail: info@nela.org.uk