# 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:**

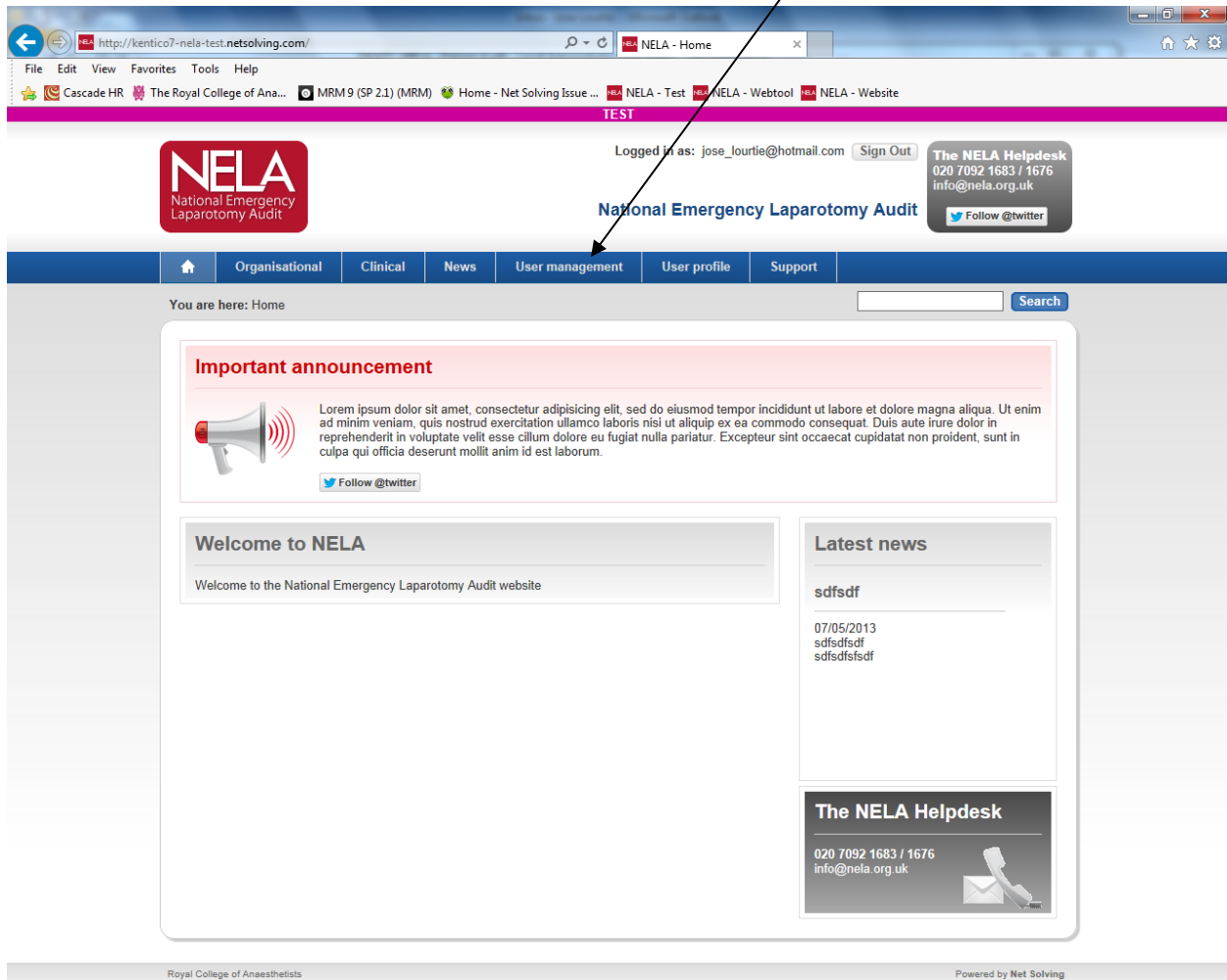1. To access the web tool enter the following web address:

   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.
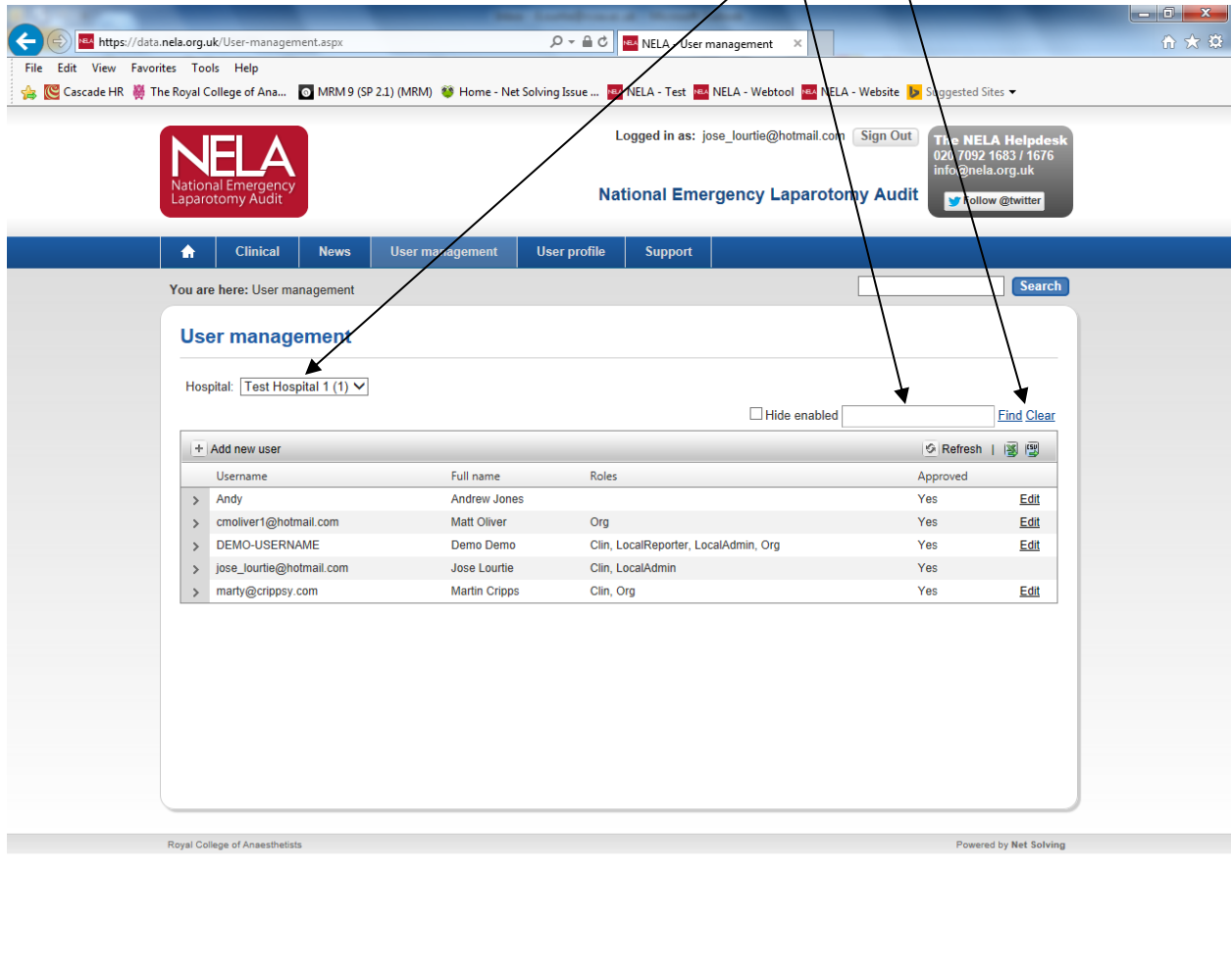
## Accessing the Admin section of the web tool

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.

5. Once you click 'Edit' a pop up box will appear and here you will be able to assign this user to your hospital.
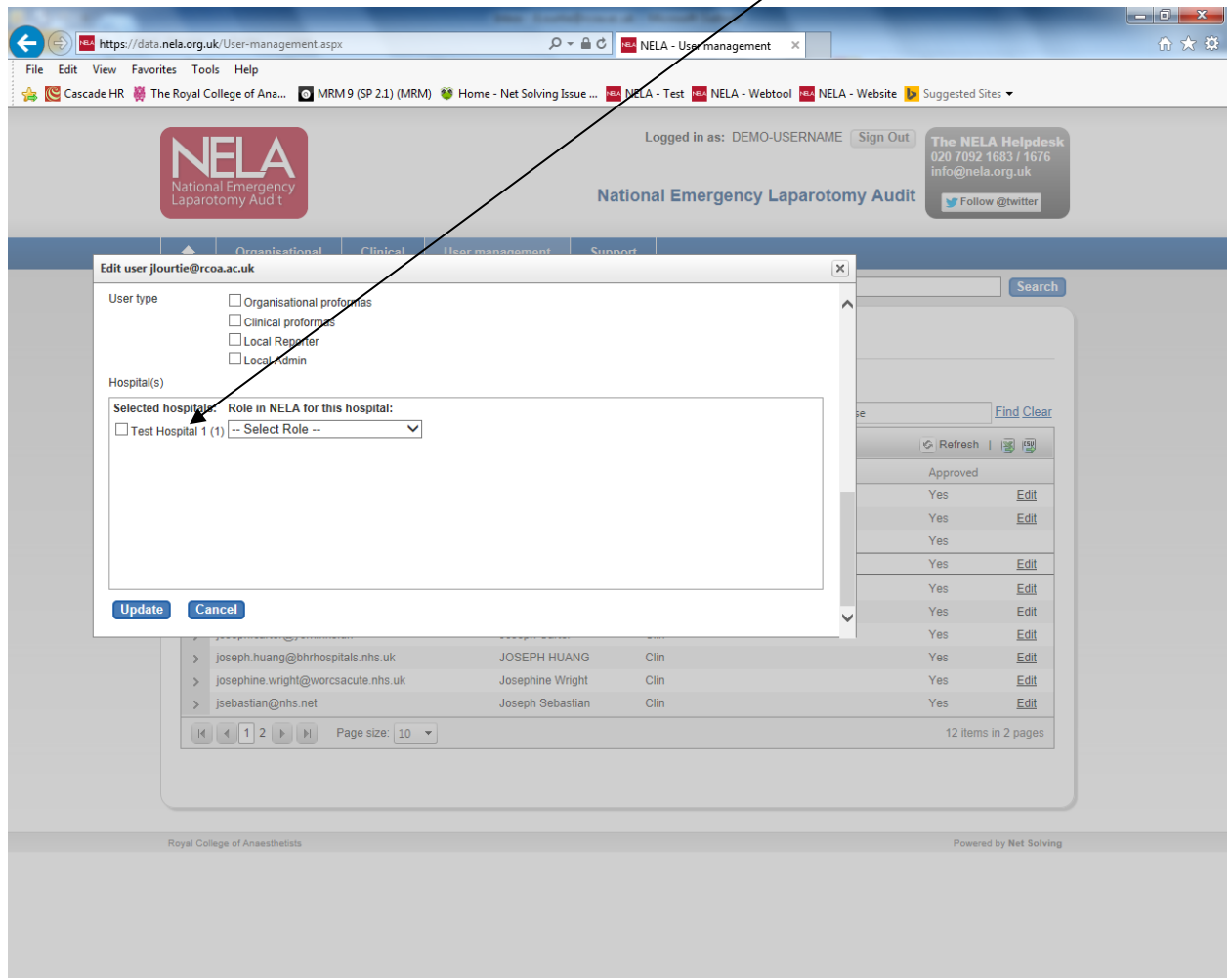
6. If the user does not exist already you can add the user. To add a new user, click on the 'Add new user' button.

7. 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.

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.



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.
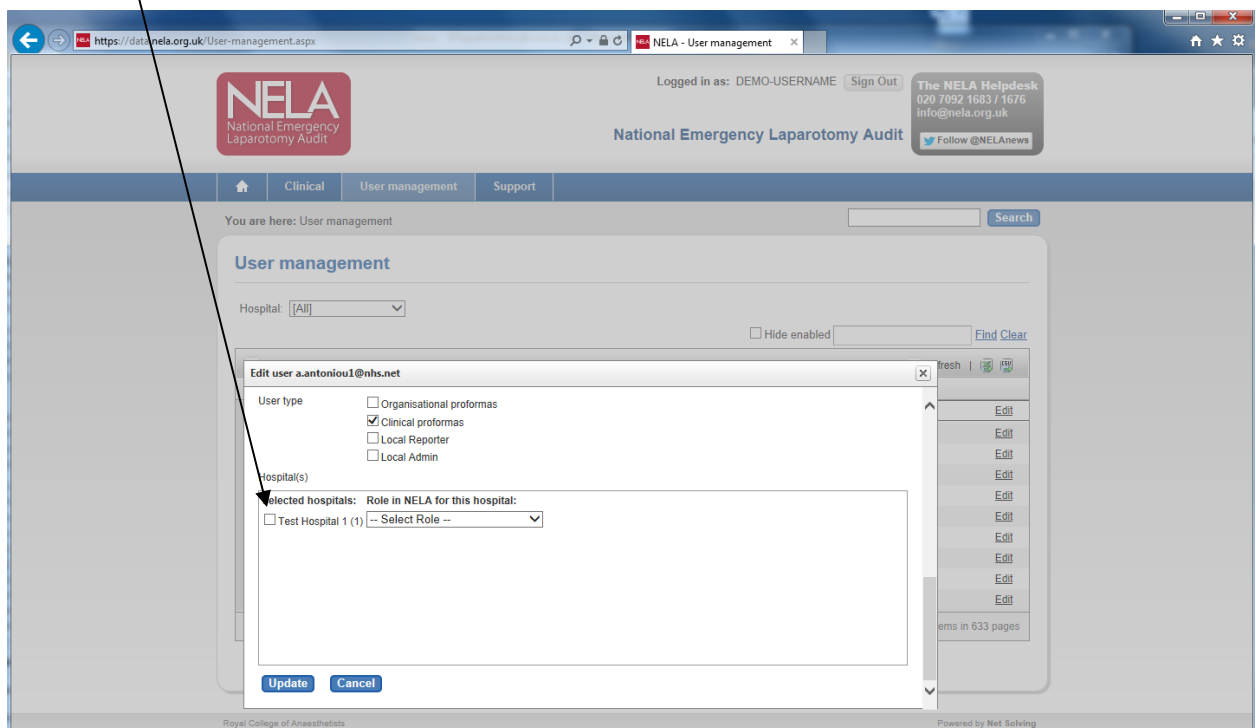
**Login details:**

**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.
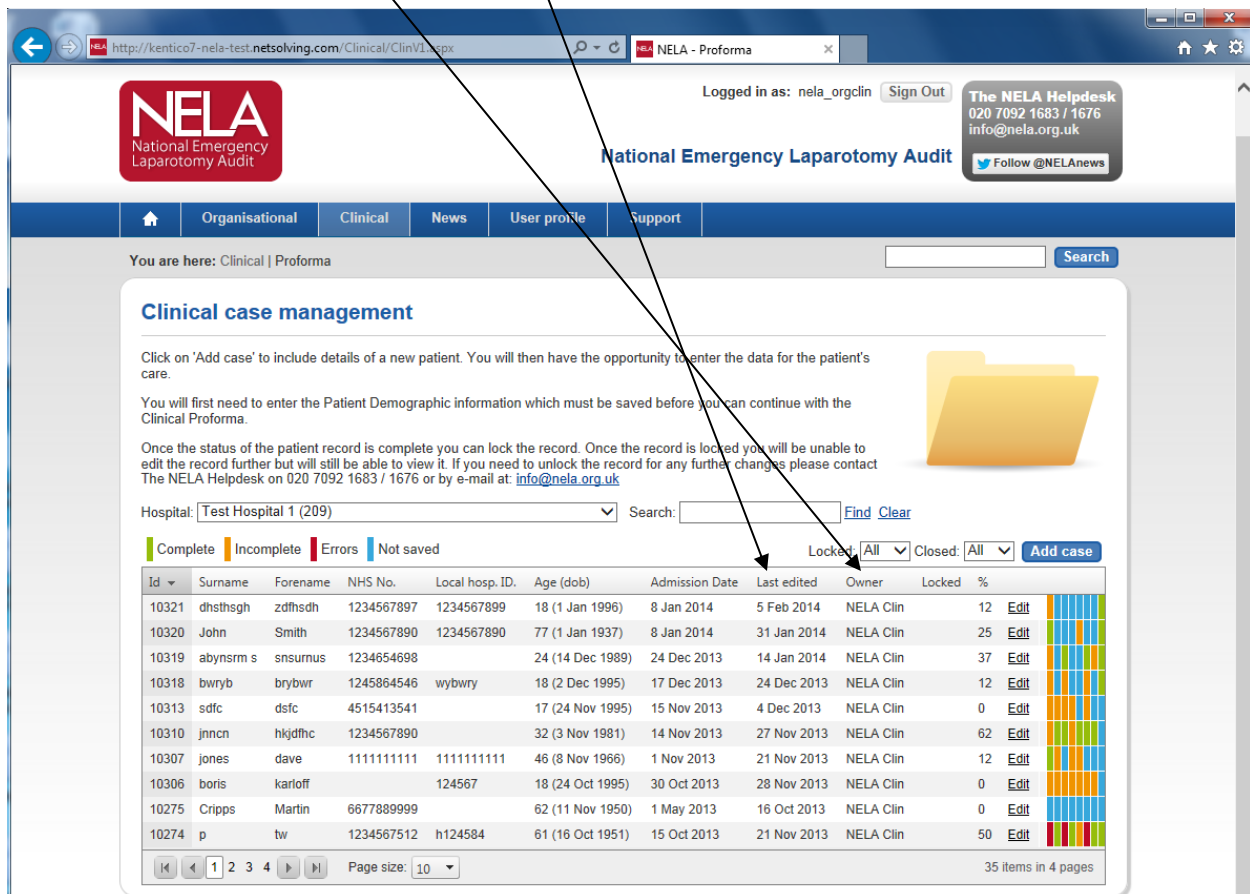
9. Additionally, members of the hospital staff who have left the hospital should no longer have access to patient information at a site at which they no longer work. It is therefore your responsibility to remove users no longer at your site from your hospital's list of web tool users. To do this simply 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.

## 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.

**The NELA Helpdesk:**

**Tel: 020 7092 1683**
**Tel: 020 7092 1676**
**E-mail: info@nela.org.uk**