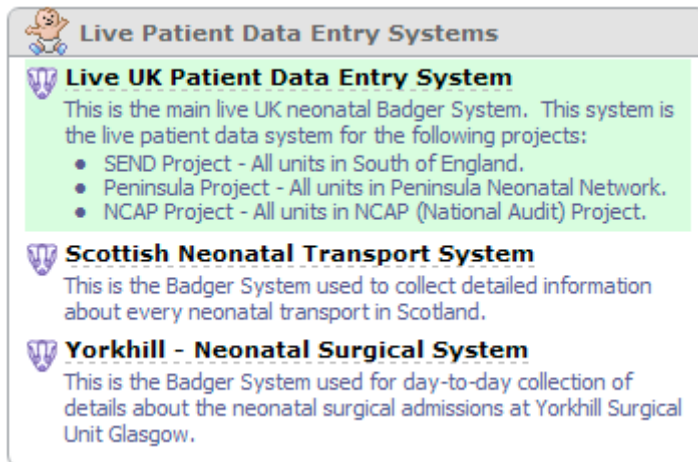


Login <http://nww.neonatal.nhs.uk> as before.

You will see that the format has changed.

To enter Live Patient Data:-

Click on the text "Live Patient Data Entry System" not the icon



Live Patient Data Entry Systems

Live UK Patient Data Entry System
This is the main live UK neonatal Badger System. This system is the live patient data system for the following projects:

- SEND Project - All units in South of England.
- Peninsula Project - All units in Peninsula Neonatal Network.
- NCAP Project - All units in NCAP (National Audit) Project.

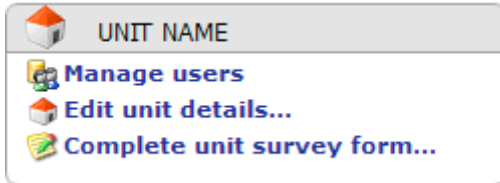
Scottish Neonatal Transport System
This is the Badger System used to collect detailed information about every neonatal transport in Scotland.

Yorkhill - Neonatal Surgical System
This is the Badger System used for day-to-day collection of details about the neonatal surgical admissions at Yorkhill Surgical Unit Glasgow.

Continue as before.

USER MANAGERS – SEND Project

As User Manager, when you login, you will see a list of all the Units for which you have access to add and remove users and edit user details, reset passwords etc.



Within this box there are three options:-







Manage users- to add/remove users, update user details, **reset user passwords**.

To edit User details for an existing User or to reset their password.

- Click on their name to edit user details.
- A form will appear which can be completed.
- To save click on SUBMIT or select Cancel to cancel.

With each User you can edit their access rights. The Legend below explains what each icon/picture represents.

Legend

-  **PW: Patient Write Access**
User can select patients that have previously been admitted to this unit, and can update the patient record.
-  **ST: Staff Member**
User is a member of staff of this units hospital trust.
-  **KC: Key Contact**
User is a contact person for this unit. Announcements, news and system events are sent by email to all Key Contact users.
-  **UM: User Manager**
User is a user manager for this unit. User Managers can see this page and add/remove users for this unit. Note: User Managers can create other User Managers.
-  **RO: Patient Read Only Access**
User can select patients that have previously been admitted to this unit, but cannot edit or add to the patient record in any way.
-  **UR: Unit Report Access**
Users can see unit reports published for this unit. This includes Neonatal Network reports for this units network.

It is very important that each Unit has a Key Contact nominated for your unit with corresponding email address. The Key Contact will receive announcements, news and system events by email.

Adding New Users

This module has not changed.



Click on “+” icon beside “Add new or existing User”

- This brings up the “Select new or existing user” form.
- Insert surname of personnel with first initial of first name.
- This prompts a list of all users with that surname.
- If the name of the person is not there then you will create a username for them.
- This is surname + first initial of their first name:-

For example:- Janet Patterson would be pattersonj (*NB! If pattersonj exists but not for Janet Patterson, then you can create a username pattersonja. That is, adding another character of the individuals name to create a unique username.*)

- Complete the form and the password is the same as the username which will be their login as well.
- On second login the user will be asked to change their password to one of their own choice (min 5 letters/characters).

Eg:- Login **pattersonj** and password **pattersonj** in the first instance.

Note:

If the user has come from another NHS unit and has had access to the *Neonatal.net* platform before, their password will still be valid. However, you must check that they have been removed from the previous unit’s user listing. If they are still associated with their previous unit they will still have access to that units patient data. It is therefore important that the list of users you have in your unit is keep up to date.

Once created or added you should complete the user form giving them access rights as required. See **Manage Users** above.

Edit unit details -Unit information can be edited here. Address, Telephone number, Principal User/Key Contact Person contact details. This is the nominated person to receive updated information, announcements regarding the *Neonatal.net* platform (SEND Project) for your unit.

Note:

It is vital that there is a Key Contact/Principal User nominated for your Unit with their current email address as this User will receive updated information about system features, upgrades, downtime etc.). The Key Contact should therefore have the KC icon against their name in your list of Users.

Complete Unit Survey Form – this form will provide feedback to Clevermed Ltd.