# User manual

## 1 Brief:

[intro]

Here is the useual manual, naviguate

If you are a clinician the sections relevant to you are 2.3, 3 (common area) and.1, 4…

2 Logging in / Registration Process

For all users to login in you will need to navigate to our platform, you can do this by following this link: https://nhsw.sjain.dev/. Once on the platform you can click either the "Log in" or "Login or Register" button to begin:
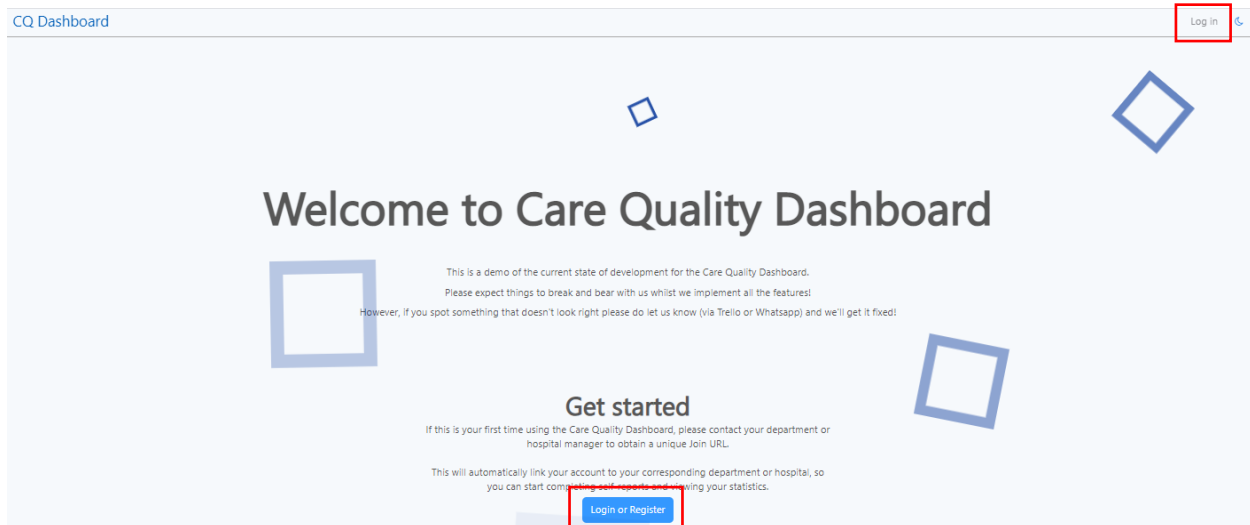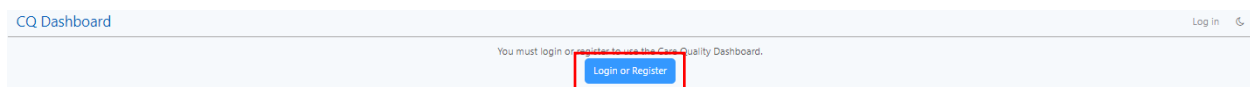

This will take you to the login page where if you want to login you can just enter you email and password and then press the sign in button:
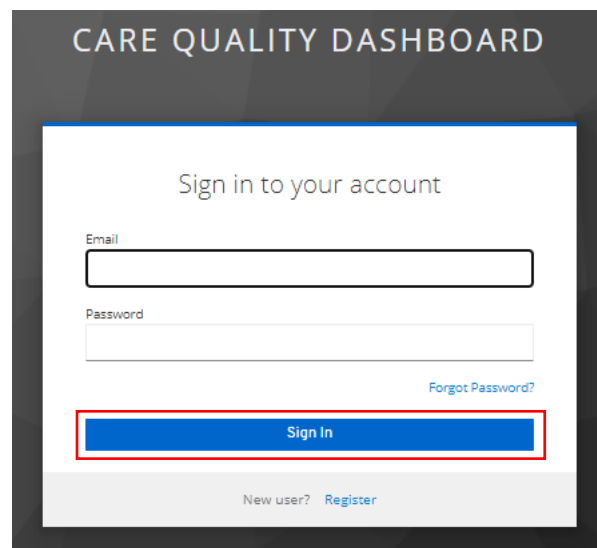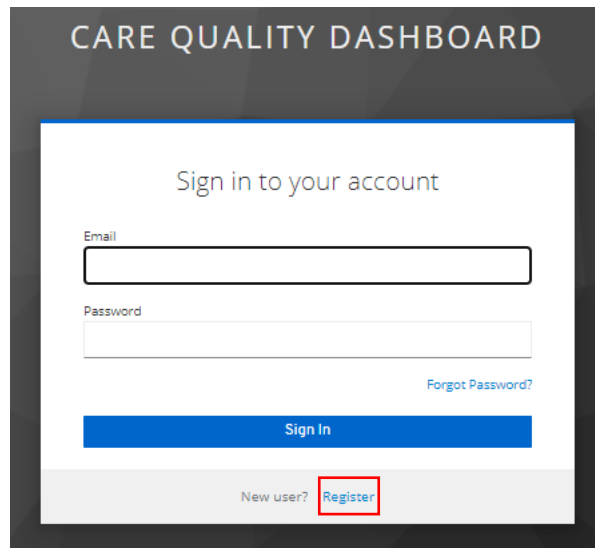

2.1 Registering as a clinician user

If you are a clinician registering onto the platform you should have a unique link provided for you to register and join your department, for example: "https://nhsw.sjain.dev/join/clinician/bbb-bbb-bbb". You can paste your link into your chosen browser, press enter, and this should take you to this page where you need to click the "Login or Register" button:

This should bring you to this page, where you need click the "Register" text:

You can then fill in your username and chosen password and press the "Register" button once you are ready:

Then you should be redirected to this page informing you that you have successfully joined your department. Now you can click the "Click here to go back to the homepage" button and start using the platform:

2.2 Registering as a department user

If you are a department manager registering onto the platform you should have a unique link provided for you to register and become a manager in your department, for example

"https://nhsw.sjain.dev/join/department_manager/aaa-aaa-aaa". You can paste your link into your chosen browser, press enter, and this should take you to this page where you need to click the "Login or Register" button:
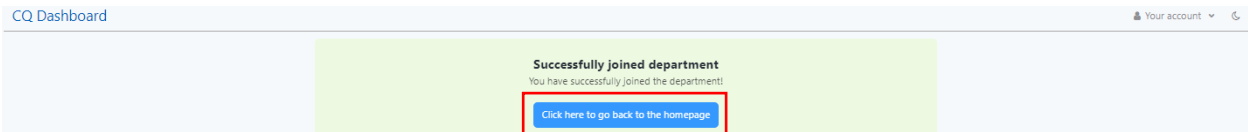

This should bring you to this page, where you need click the "Register" text:

You can then fill in your username and chosen password and press the "Register" button once you are ready:

Then you should be redirected to this page informing you that you have successfully joined your department. Now you can click the "Click here to go back to the homepage" button and start using the platform:

Successfully joined department
You have successfully joined the department!

Click here to go back to the homepage

2.3 Registering as an Admin/Health Board/Hospital user

If you are one of these users you need to contact your system administrator with your email, what user you are and the name of your Hospital/Health Board if you are that type of user. They will then provide you with a login, which you can use to login by following the steps in section "2 Logging in / Registration Process". You should also change your password as you will be given a default password, you can do this by following the steps in section "6.3 Setting up Two-factor authentication".

3 Self-Reporting

The Self Reporting Page is for clinicians or department managers. It allows you
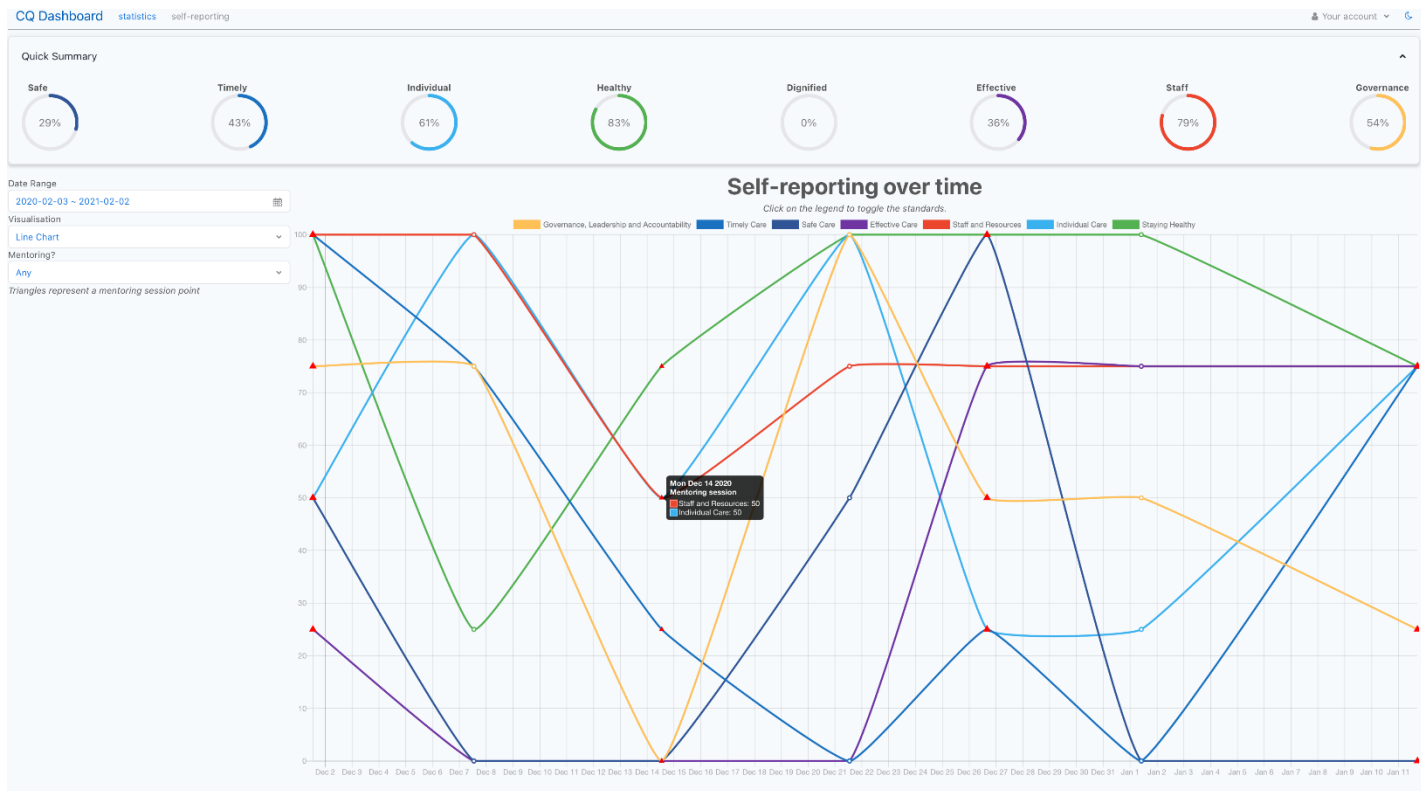
4 Statistics

Common section

The statistics page allows you to visualise in a clear manner the data you have entered in the self-reporting form. It is composed of filters, a line chart / word cloud

4.1 Clinician user filters

You can visualise your own data

4.2 Department user filters

4.3 Hospital user filters

4.4 Health board user filters

5 Manage page

5.1 Admin user manage page

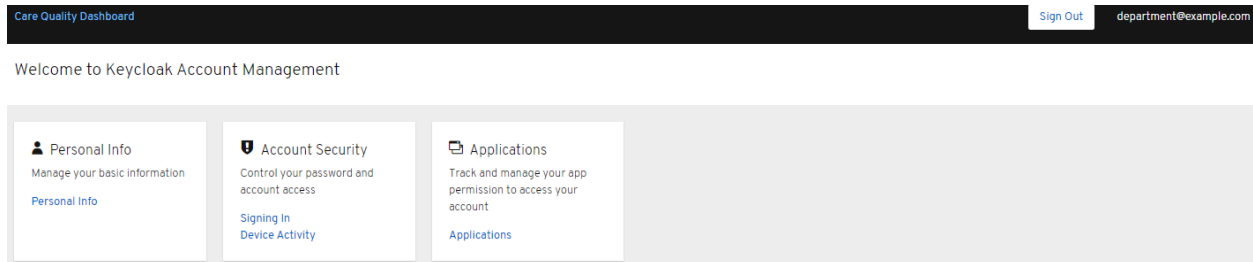## 5.2 Hospital user manage page

5.3 Department user manage page

6 Account settings

To navigate to your account settings you can use the "Your account" dropdown and then click on the "Account settings":
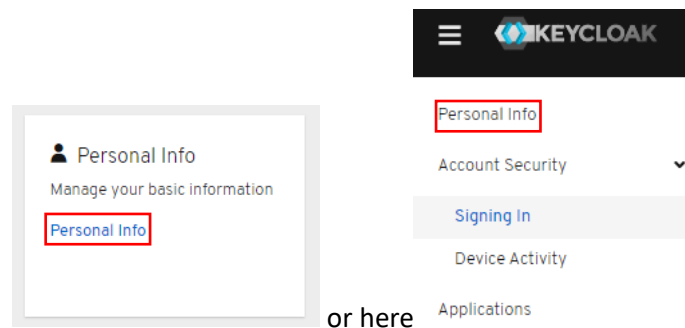

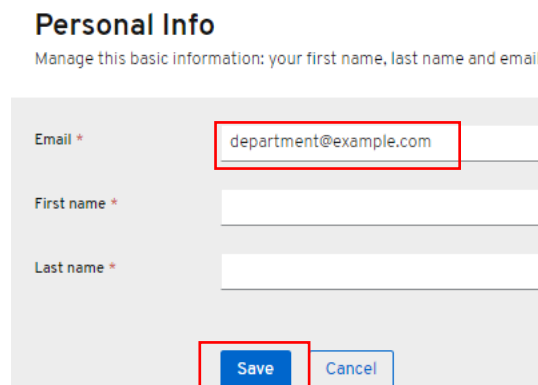This should bring you to this keycloak page where you can manage your account:

6.1 Updating your e-mail

Once in account settings, to update your accounts e-mail address you can click on the "Personal info" option:
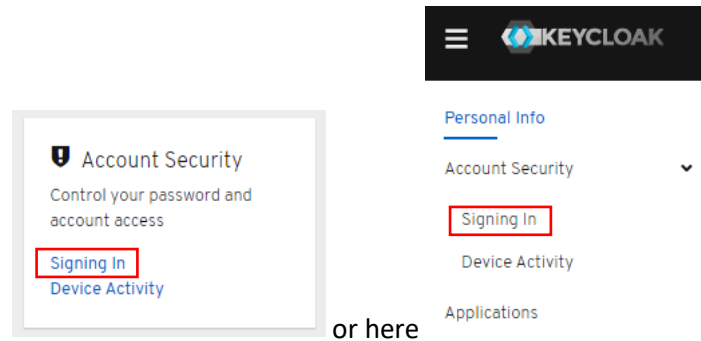
 or here

Once you navigate here you can input a new e-mail/change the current in the respective input field and click the save button to confirm you changes:
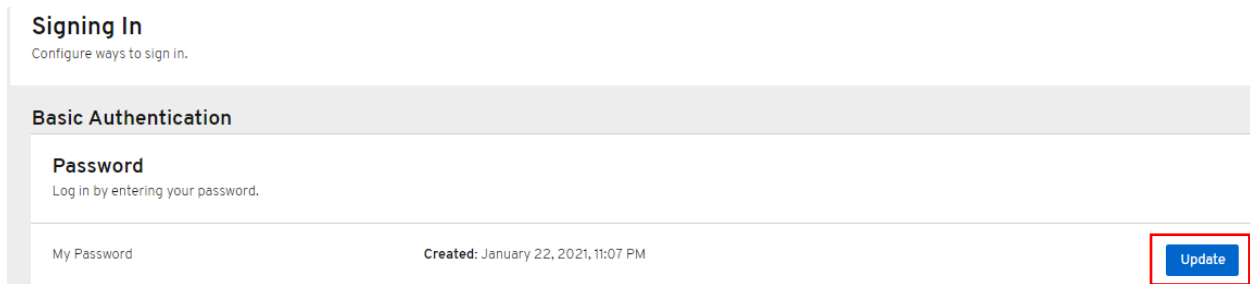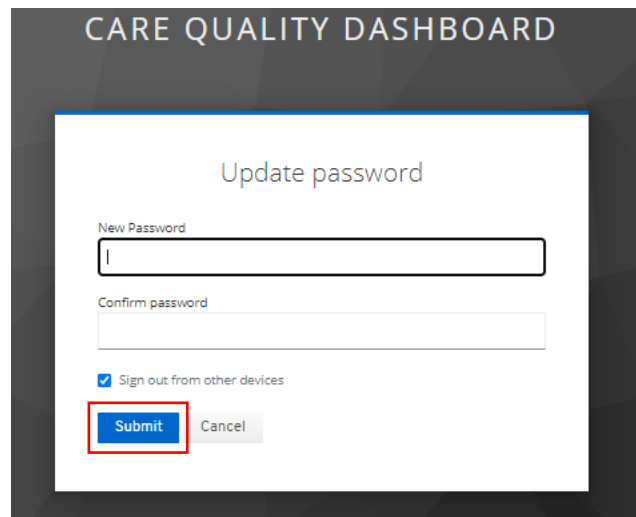
6.2 Updating your password

Once in account settings, to update your accounts password you can click on the "Signing in" option:

 or here

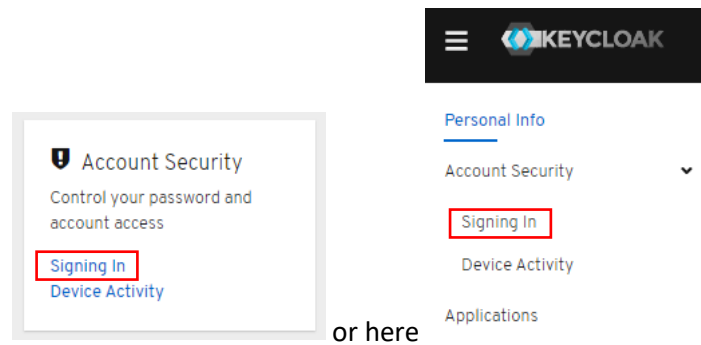Once you navigate here to update your password you can click the update button:

Then you can enter a new password and press submit to update your password successfully:
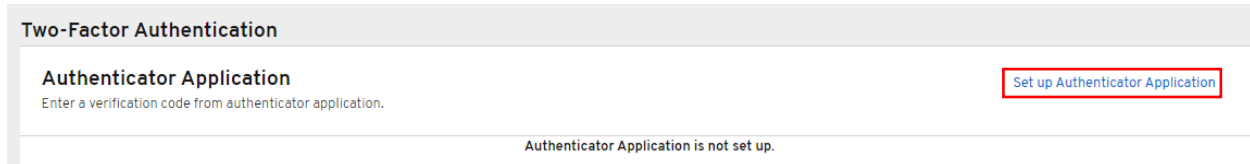
6.3 Setting up Two-factor authentication

Once in account settings, to set up two-factor authentication for your account you can click on the "Signing in" option:

 or here

Once you navigate here to set up two-factor authentication you need to click on the "Set up Authenticator Application" text:

And then follow the instructions to successfully set up two-factor authentication.