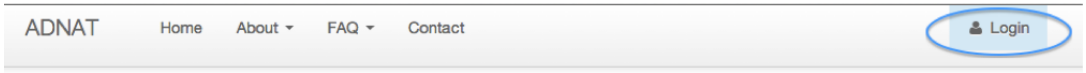
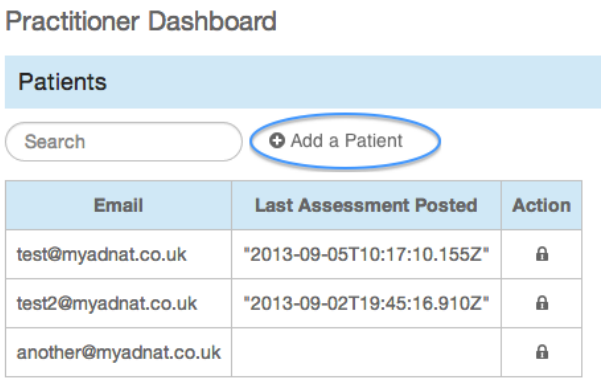
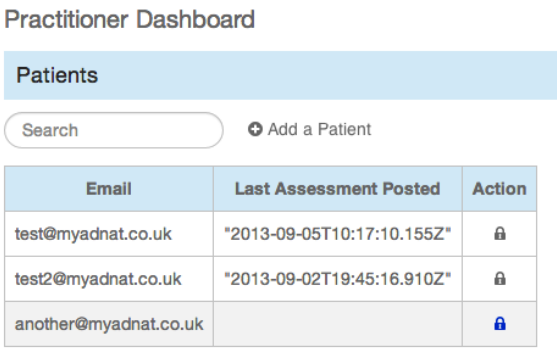
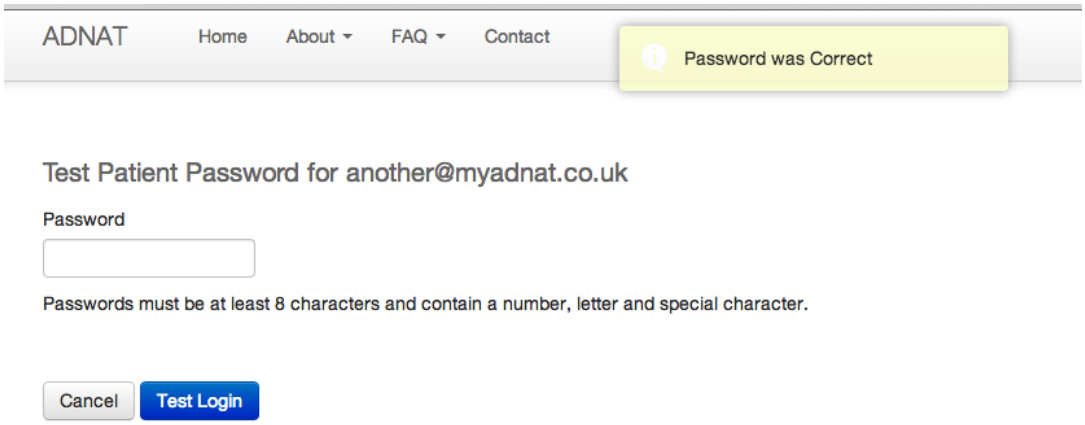
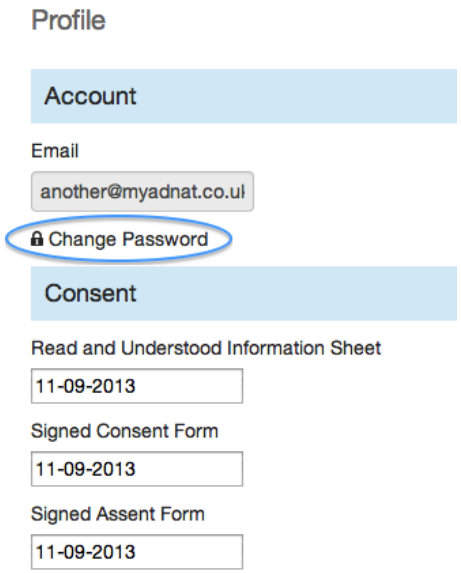
# ADNAT EVALUATION STUDY

# STANDARD OPERATING PROCEDURE: RESEARCH NURSES

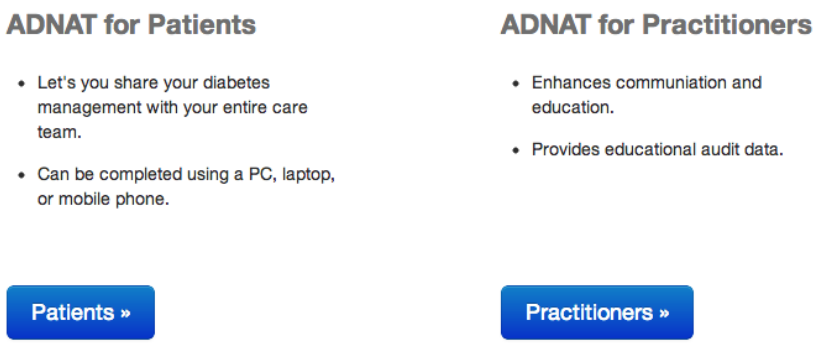
*Date (29/01/14)*

| STEP | PROCEDURE |
|---|---|
| 1 | **Open the ADNAT website:** http://myadnat.co.uk |
| 2 | **At the top of the page you will see a login button. Click on this to sign in.**<br>  |
| 3 | **Sign in using your chosen username (email address) and password.**<br><br>**If you forget your password, click the 'Forgot Password' link on the Sign In page and a reset link will be sent to your email address.** |
| 4 | **Now you are signed in to register patients for the study:**<br>**Click on the "Dashboard" link on the top menu.**<br> |
| 5 | **Click on the 'Add a Patient +' link.**<br>  |
| 6 | **To register a patient:**<br>**Email** - use the generic email address:<br>`letter 'p', followed by sequence number, followed by site abbreviation @myadnat.co.uk`<br>e.g. `p1ah@myadnat.co.uk` and `p2ah@myadnat.co.uk`<br><br>**Password** - assign a password using:<br>`letter 'p', followed by sequence number, followed by site abbreviation`<br>e.g. `p1ah and p2ah` |
| 7 | **Tick the Information Sheet, Consent and Assent form acknowledgements by selecting the date the acknowledgement was made by the patient.** |
| 8 | **Add relevant member(s) of the diabetes team to the patient:**<br>**Search for them by name.**<br>**Click 'Add to Care Team'.**<br><br>**These practitioners will now have access to the ADNAT questionnaire for this** |

| | |
|---|---|
| | **patient, and be notified by email when it has been submitted by the patient.** |
| **9** | **Click the 'Save' button so complete patient setup.**<br> |
| **10** | **Confirm the patient password. Click the blue lock icon on the right side of the patient list.**<br>  |
| **11** | **Enter the patient password and click the 'Test Login' button. If the password input here matches what was stored, then you will see the message 'Password**<br>  <br>**was Correct' in light yellow.** |

| | |
|---|---|
| 12 | **If the password does not show the 'Password was Correct' message, use the 'Change Password' link to set the desired password.**<br>  |
| 13 | **Provide the patient with a written record of their username and password.** |

**STANDARD OPERATING PROCEEDURE: PATIENTS**

| STEP | PROCEDURE |
|---|---|
| 1 | **Open the ADNAT website: www.myadnat.co.uk using a PC, laptop, iPad, Android tablet and/or iPhone and Android smart phones such as Samsung Galaxy and HTC phones.**<br><br>**The home page will show a site for patients and a site for practitioners:**<br><br>  <br> |
| 2 | **Click into the patient site** |
| 3 | **Click on the button:**<br><br> <br> |
| 4 | **If you are on an iPad, iPod or iPhone, you may add the app to your home screen by following the directions when it is loaded.**<br><br>**After adding to your home screen, only use the ADNAT icon as it will be where your answers are saved.**<br><br>**Sign in using the username and password given to you by the nurse.**<br>**Keep these safe so you do not forget them.** |
| 5 | **Complete the ADNAT questionnaire.**<br><br>**Remember you do not have to complete it all at the same time.**<br>**You can return to it later as it saves your answers each time you use it.** |
| 6 | **Once completed you must click on the 'submit' button. This will send it to the nurse who registered you to use ADNAT and to your diabetes nurse.** |
| 7 | **You can also click on the 'My results' button.**<br>**This tells you your scores which are also translated into traffic light colours.** |