**ADNAT EVALUATION STUDY**

**STANDARD OPERATING PROCEDURE: RESEARCH NURSES**

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| **STEP** | **PROCEDURE** |
| **1** | **Open the ADNAT website:** [http://myadnat.co.uk](http://myadnat.co.uk/) |
| **2** | **At the top of the page you will see a sign in button. Click on this.** |
| **3** | **Sign in using your chosen username (email address) and password.**  **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:**  **Click on the “Dashboard” link on the top menu.** |
| **5** | **Click on the ‘Add a Patient +’ link.** |
| **6** | **To register a patient:**  **Email** - use the generic email address:  site abbreviation, followed by "-", followed by sequence number @myadnat.co.uk  e.g. **ah-001@myadnat.co.uk**, ah-002@.... etc.  **Password** - assign a password using:  **“adnat” followed by a “-”, followed by the patient’s sequence number.**  e.g. **adnat-p001**, adnat-p002, adnat-p003, etc. |
| **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:**  **Search for them by name.**  **Click ‘Add to Care Team’.**  **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.** |
| **10** | **Provide the patient with a written record of their username and password.** |

**STANDARD OPERATING PROCEEDURE: PATIENTS**

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| **STEP** | **PROCEDURE** |
| **1** | **Open the ADNAT website:** [**www.myadnat.co.uk**](http://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.**  **The home page will show two client entry sites:** |
| **2** | **Click into the patient site** |
| **3** | **Click on the button:** |
| **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.**  **After adding to your home screen, only use the ADNAT icon as it will be where your answers are saved.**  **Sign in using the username and password given to you by the nurse.**  **Keep these safe so you do not forget them.** |
| **5** | **Complete the ADNAT questionnaire.**  **Remember you do not have to complete it all at the same time.**  **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.**  **This tells you your scores which are also translated into traffic light colours.** |