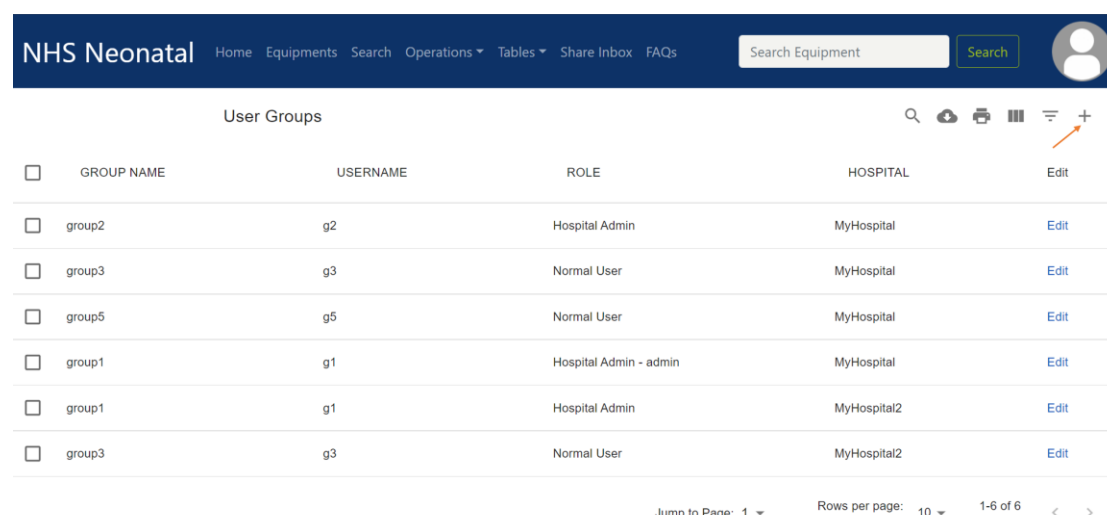# ClinicalKitQR User Guide

UCL IXN Team 7

CONTENTS

HOW TO LOGIN?

If you are a normal user or a hospital admin, please select your trust first before selecting your hospital. Then enter your departmental username and your password. If you don't know your password or your departmental username, please contact your admin or relative staffs.

If you are a trust admin, please select your trust first and then select Trust Admin in hospital list. After this, enter your departmental username and your password just like others.

HOW TO CREATE AN ACCOUNT?

Only hospital admins and trust admins can create accounts. At home page go to User Group tab and at the top right corner of the user group table, there is a tool bar with a plus button on the right-hand side of the bar. Click the plus button and follow the instructions in the page to create an account.

When selected Trust Admin as the hospital of the account, the created account is automatically a trust admin.

Please note that hospital admins can only create normal user accounts and hospital admin accounts within the same hospital. Trust admin can create any accounts in any hospitals within this trust.

HOW TO EDIT AN ACCOUNT?

Only hospital admins and trust admins can edit accounts. At home page go to User Group tab. Then in the table click the edit hyperlink of the account which you want to edit and follow the instructions in the page to edit an account.

Please note that hospital admins can only edit normal user accounts and hospital admin accounts within the same hospital. Trust admin can edit any accounts in any hospitals within this trust.

HOW TO DELETE AN ACCOUNT?

Only hospital admins and trust admins can delete accounts. At home page go to User Group tab. Then check the check box on the left of each row to select accounts to be deleted. Press the bin button on the top right corner to delete the selected accounts.
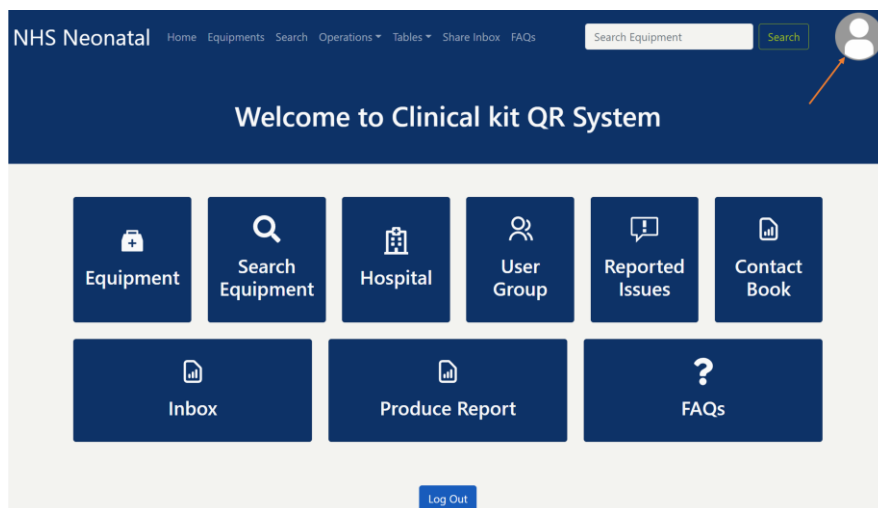
Please note that hospital admins can only delete normal user accounts and hospital admin accounts within the same hospital. Trust admin can delete any accounts in any hospitals within this trust.

## HOW TO EDIT/DELETE MY OWN ACCOUNT?

If you are a normal user, please contact your admin or relative staffs.

If you are a hospital admin or a trust admin, please click the user icon at the top right corner of the page, then click edit/delete button and fill in any details which you want to change if edit button is collected.
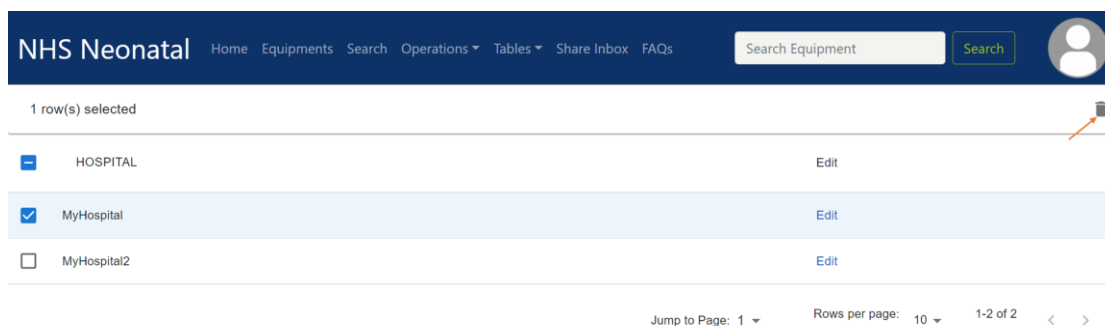
HOW TO CREATE/EDIT HOSPITAL?

Only trust admin can create/edit hospital. At home page go to hospital tab. At hospital table, by clicking the plus button on the right-hand side of the table tool bar to create a new hospital. To edit a hospital is by clicking edit hyperlink of the hospital which you want to edit.
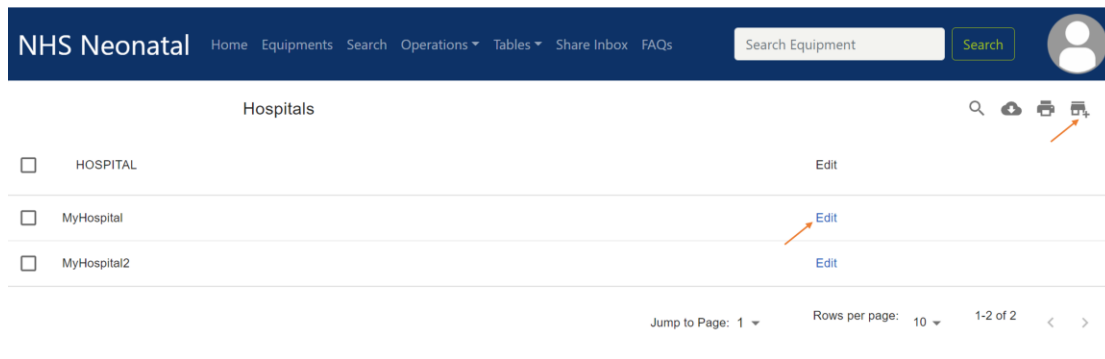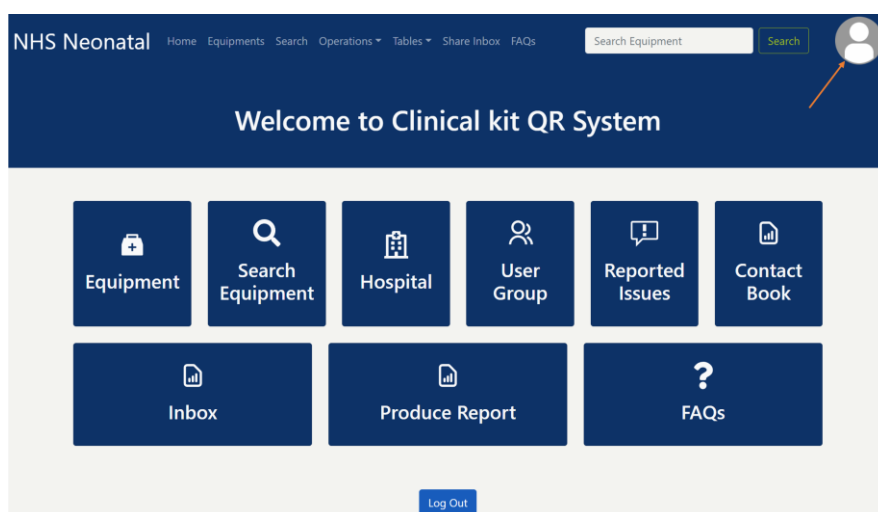
HOW TO DELETE A HOSPITAL?

Only trust admin can delete hospital. At home page go to hospital tab. At home page go to Hospital tab. Then check the check box on the left of each row to select hospitals to be deleted. Press the bin button on the top right corner to delete the selected hospitals.

Please note that when deleting a hospital all the data within this hospital will be lost.

HOW TO CREATE/DELETE TRUST?

Only trust admin can create/delete trust. please click the user icon at the top right corner of the page, then click add new trust/delete trust button to create or delete trust.

Please note that when deleting a trust all the data within this trust will be lost. Also, you have to create a trust admin account for the new trust when creating a new trust.

EQUIPMENT EDUCATION SYSTEM

HOW TO VIEW AN EQUIPMENT PAGE?

You can view it by scanning QR code or find it on the website.

If you are a normal user, use search equipment tab or the search bar at the top right corner of the page to search for the equipment page you want to view.

If you are a hospital admin or a trust admin, you can do the operations above or use the equipment table to find the equipment you want to view.

HOW TO CREATE/EDIT AN EQUIPMENT PAGE?

Only hospital/trust admin can create/edit equipment page. At home page go to Equipment tab. At equipment table, by clicking the plus button on the right-hand side of the table tool bar to create a new equipment page. To edit an equipment page is by clicking edit hyperlink of the equipment page which you want to edit.
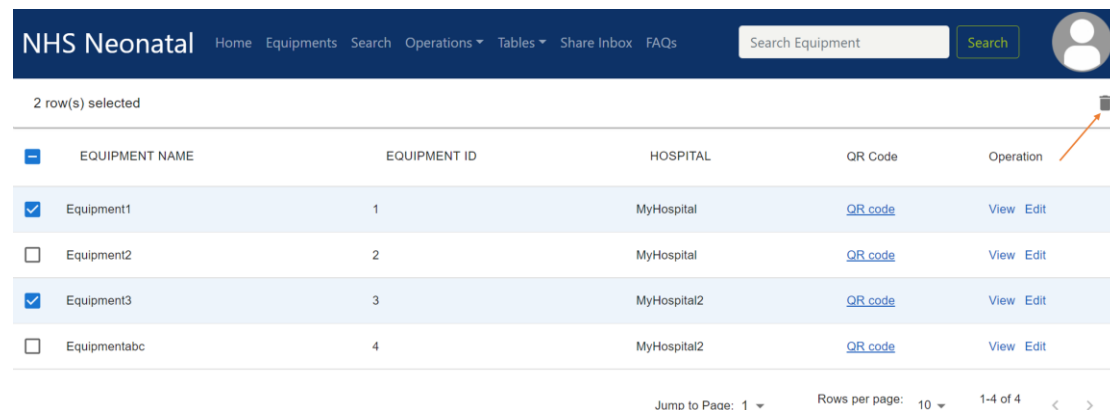
HOW TO ACCESS QR CODE OF AN EQUIPMENT PAGE?

Only hospital/trust admin can access the QR code of equipment page. At home page go to Equipment tab. At equipment table, by clicking QR code hyperlink of the equipment page you can access the QR code of destinated equipment page.

HOW TO DELETE AN EQUIPMENT PAGE?

Only hospital admins and trust admins can delete equipment page. At home page go to Equipment tab. Then check the check box on the left of each row to select equipment to be deleted. Press the bin button on the top right corner to delete the selected equipment.

HOW TO REPORT ISSUES OF EQUIPMENT EDUCATION PAGE?

At equipment page, there is a report issue button near the title, and you can press it and raise any issue before submitting it to the server. The admins can view all reported issues by clicking Reported Issues tab at home page.

HOW TO VIEW VIEWING REPORT OF EQUIPMENT PAGE?

Only hospital admins and trust admins can view such report. At home page go to Produce Report tab. Then select the equipment which you want to view and optionally you can select the time interval which you want to view the report, then you can view the report in either bar chart or pie chart.
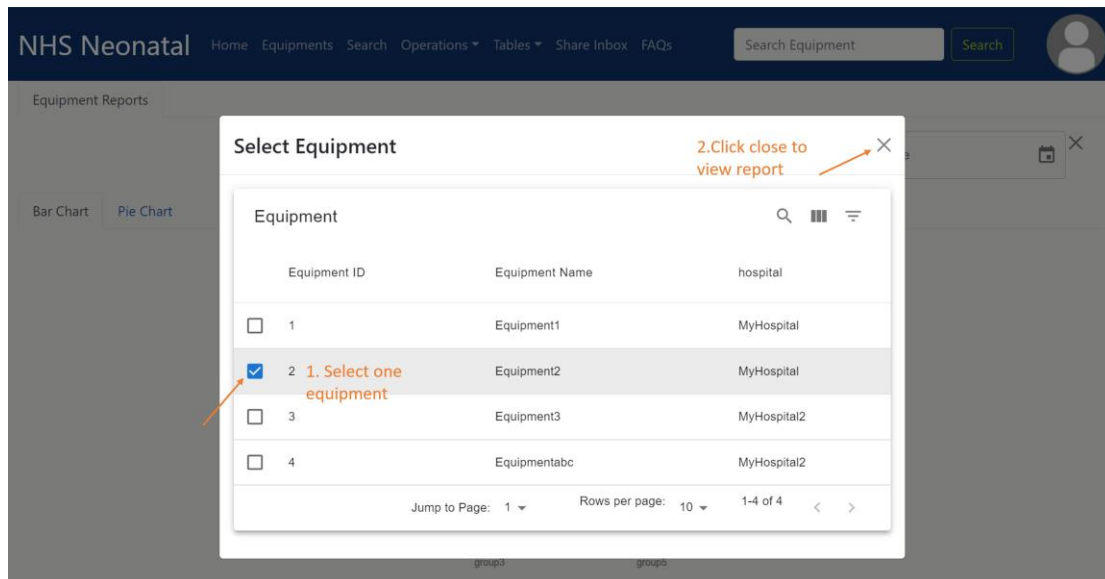
HOW TO SHARE EQUIPMENT PAGE TO OTHER ADMINS?

Only hospital admins and trust admins can share equipment page to other admins. At home page go to Inbox tab. Then press the new share button, on the right of the menu bar you can select admins and equipment which you want to share with and fill in title and description of your sharing. At the end, press the send button to send your sharing.
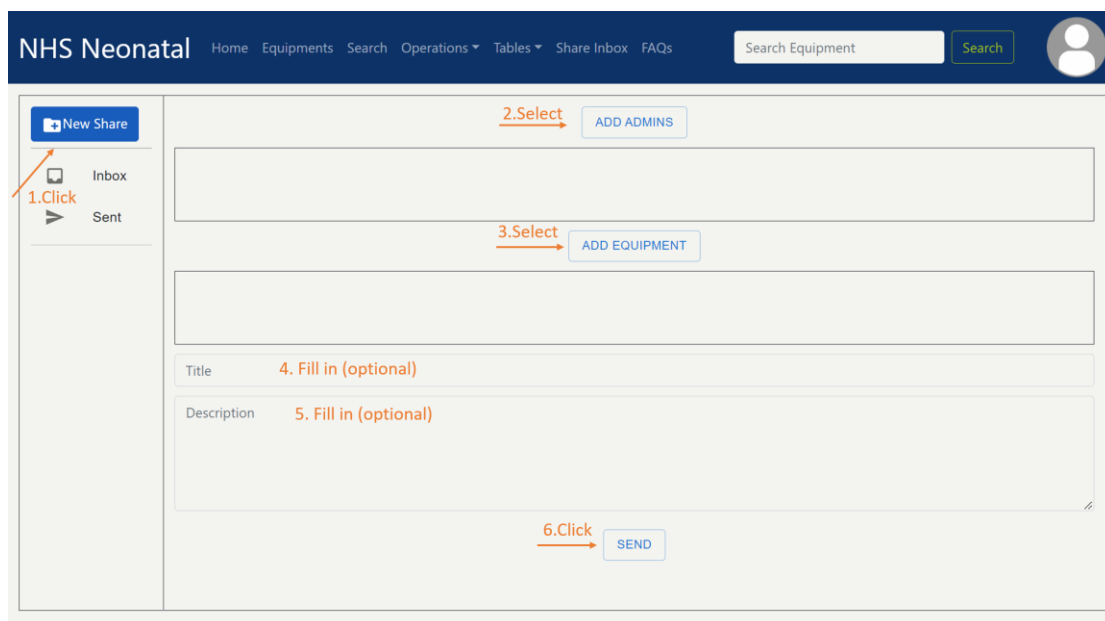
Please note that any admins can send sharing to any other admins across trusts, however, hospital admins can only share equipment pages within this admin's hospital. While trust admins can share equipment pages across all hospitals within the trust to the others.

HOW TO ACCEPT/DELETE SHARING?

Only hospital admins and trust admins can accept equipment page sharing. At home page go to Inbox tab. Then press the Inbox button at the left, on the right of the menu bar you can select the sharing which you wish to view. Then you can preview the shared equipment, if you want to save it to your

hospital's database, press SAVE or SAVE ALL buttons. Please note that each equipment can only be saved once in order to avoid saving duplicate copies.
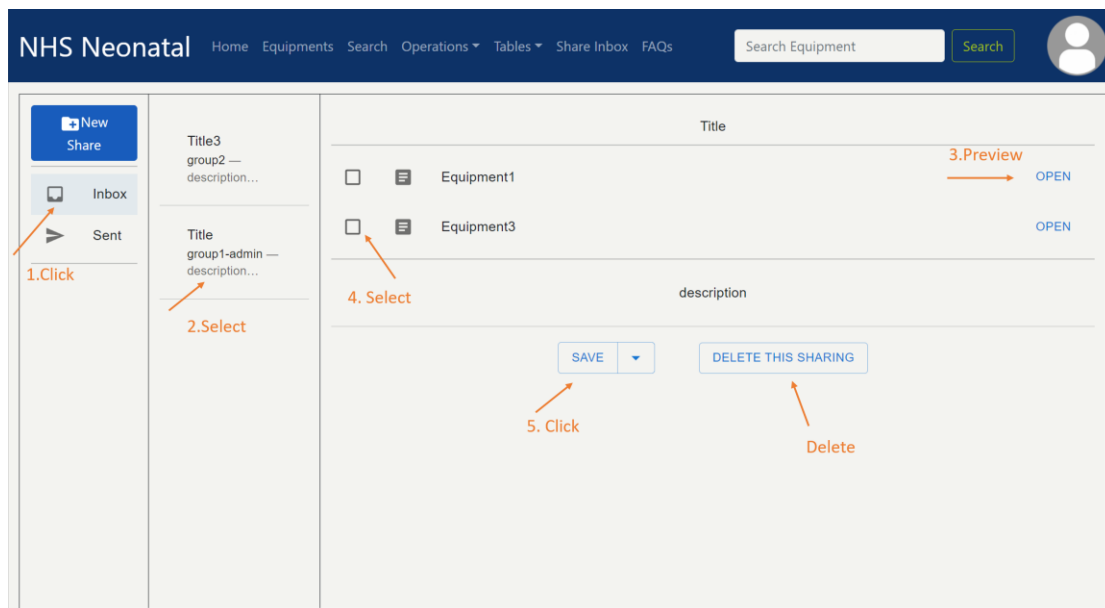
If you do not want to save the sharing, you can either leave it or delete it, to delete it press DELETE THIS SHARING button.

HOW TO ADD VIDEO/IMAGE/FILES/LINK TO EQUIPMENT EDUCATION PAGE?

Only hospital admins and trust admins can do so. At home page go to Equipment tab. Then press Edit for the corresponding equipment education page which you want to edit. If there is no tab under Page Data section, create a new one before opening the tab you want to add resources on.

In rich text editor inside the opening tab, choose the corresponding icons on the tool bar of the editor when adding resource. You can add images and videos by URL in insert video and insert image function. You can also upload your local video, image and files when using insert video, insert image and upload files function in respect. Please note that when uploading files, even when the progress

bar is displaying 100%, DO NOT close the progress bar window until a link is appeared in the source section of the function.

FAQ SYSTEM

HOW TO ADD/DELETE NEW FAQ?

Only hospital admins and trust admins can add/delete FAQ in FAQ section. At home page go to FAQ tab. Then press the add new button and fill in the question and answers of this FAQ before submitting it.

Please note that updating FAQ will apply to all hospitals and trusts as it is a public section across all trusts and hospitals.