



Next Generation Trauma Registry

Role of Administrator



Learning Objectives

Define the role of the Trauma Center Administrator

Describe how to set up new users access for a Trauma Centers

Identify how to change a users password

Administrator Role

- Chosen by the Program Manager
- Set up trauma center user access to NGTR
- Act as first point of contact for user questions
- Reset forgotten passwords

Login

Login

User Id:

Password:

Facility Id:

WARNING: APPLICATION/SYSTEM ADMINISTRATION AND SECURITY MONITORING

The use of this application/system is restricted to authorized users only. This application/system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in the application/system including but not limited to information stored locally on the hard drive, by a user. There is no right of privacy in this application/system. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to law enforcement personnel and other personnel in conjunction with a report of improper or unauthorized use.

(Disclaimer - Any user who extracts information from the application/system unto media such as, but not limited to, a Floppy disk, CD, DVD, Flash Drive), becomes solely responsible for the safekeeping of that information).

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Enter user ID

Enter password (case sensitive)

Enter facility ID- ID assigned by NTDB

Administrator Module

Registries



Data Exchange



[Data Submission](#)

[Submission Review](#)

Reporting



[View Reports](#)

[Driller Analysis](#)

General



[Admin Module](#)

[Change Password](#)

[Support](#)

Administrator access is the same as registrar access with the addition of the admin module which is found under the general tab.

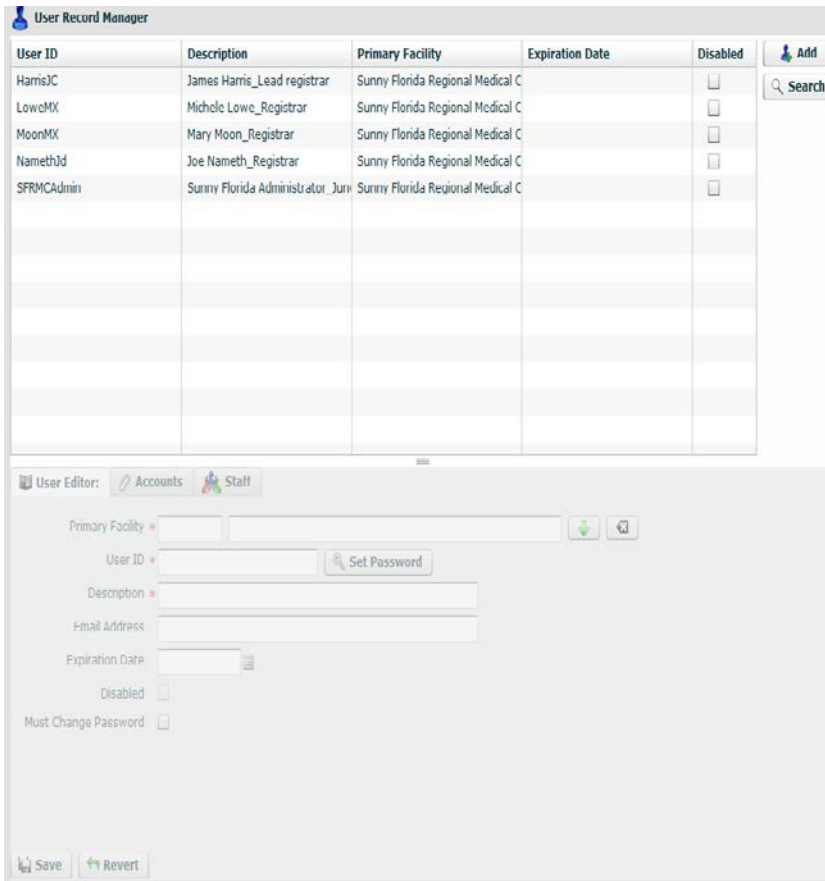
Admin Module



Users page- for setting up users and assigning accounts. Also used to reset passwords

Staff Page- Use of this page up to the discretion of the trauma center


User page





The screenshot displays the 'User Record Manager' interface. At the top, there is a table listing users with columns for User ID, Description, Primary Facility, Expiration Date, and Disabled. Below the table is a 'User Editor' form with fields for Primary Facility, User ID, Description, Email Address, Expiration Date, and checkboxes for Disabled and Must Change Password. The form also includes 'Save' and 'Revert' buttons.



User ID	Description	Primary Facility	Expiration Date	Disabled
HarrisJC	James Harris_Lead registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>
LoweMX	Michele Lowe_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>
MoonMX	Mary Moon_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>
NamethJd	Joe Nameth_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>
SFRMCAdmin	Sunny Florida Administrator, Jun	Sunny Florida Regional Medical C		<input type="checkbox"/>


The user page contains the record manager listing all users. Information will appear at the bottom of the screen once a user name is clicked on. Add and search button are found here.

 **User Record Manager**

User ID	Description	Primary Facility	Expiration Date	Disabled	 Add
HarrisJC	James Harris_Lead registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>	 Search
LoweMX	Michele Lowe_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>	
MoonMX	Mary Moon_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>	
NamethJd	Joe Nameth_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>	
SFRMCAdmin	Sunny Florida Administrator_Jun	Sunny Florida Regional Medical C		<input type="checkbox"/>	


 **User Editor: HarrisJC**  Accounts  Staff

Primary Facility * 103000 Sunny Florida Regional Medical Center  

User ID * HarrisJC  Set Password

Description * James Harris_Lead registrar

Email Address

Expiration Date 

Disabled

Must Change Password

 Save  Revert

Adding a user

Add User

User ID *

Description *

Email Address

Expiration Date

Password *

Verify Password *

Primary Facility *

Disabled

Must Change Password

Save and Exit Save and Add New Cancel

User ID- Last name, first initial, middle initial
Description-user name and role

Password must be entered twice, should be 8 characters, 1 non-alphanumeric and 1 number

Facility chose from drop down

Click “must change password” to make user to change password

Adding a user

Add User

User ID *

Description *

Email Address

Expiration Date

Password *

Verify Password *

Primary Facility *

Disabled

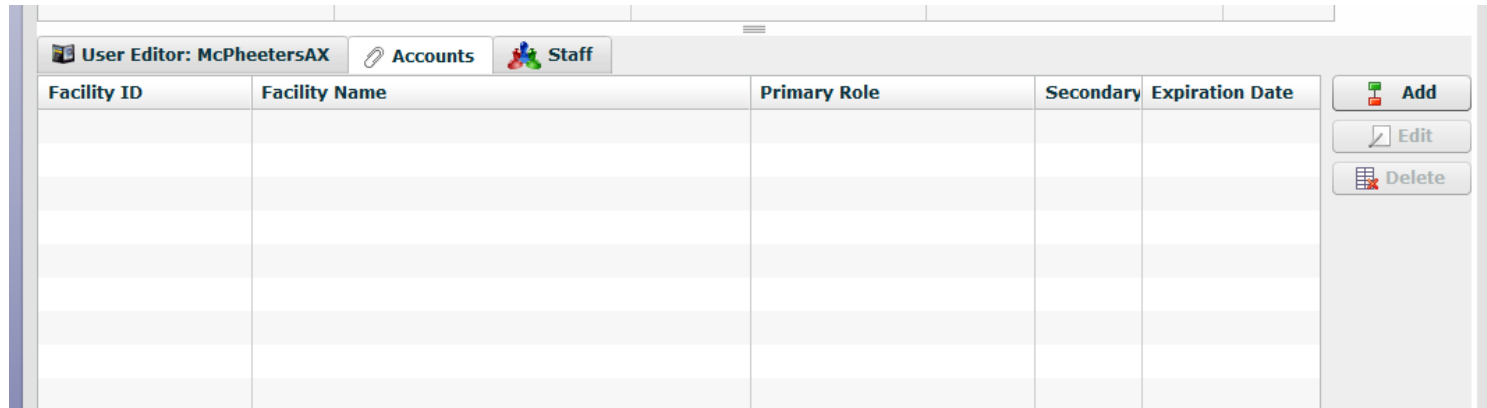
Must Change Password

Save and Exit Save and Add New Cancel

Disable button not used during setting up a new user

Make sure to save your changes

Assigning an Account



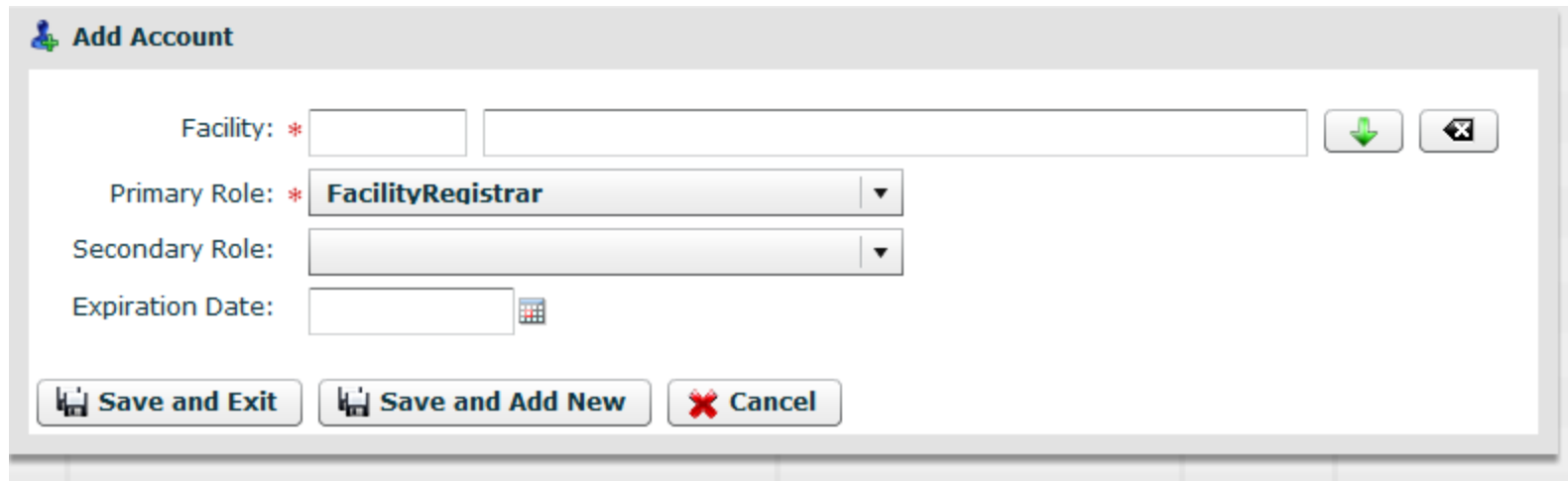
The screenshot shows a web application interface for a user editor. At the top, there are three tabs: "User Editor: McPheetersAX", "Accounts", and "Staff". Below the tabs is a table with five columns: "Facility ID", "Facility Name", "Primary Role", "Secondary", and "Expiration Date". The table is currently empty. To the right of the table are three buttons: "Add" (with a green plus icon), "Edit" (with a pencil icon), and "Delete" (with a red minus icon).

Facility ID	Facility Name	Primary Role	Secondary	Expiration Date

Assigning an account gives the user the permissions they need to access the system.

Click add button on the right side of the screen

Assigning an Account



The screenshot shows a window titled "Add Account" with the following fields and controls:

- Facility:** A text input field with a red asterisk, a green download icon, and a close icon.
- Primary Role:** A dropdown menu with "FacilityRegistrar" selected and a downward arrow.
- Secondary Role:** A dropdown menu with a downward arrow.
- Expiration Date:** A text input field with a calendar icon.
- Buttons:** "Save and Exit", "Save and Add New", and "Cancel".

Choose facility from drop down

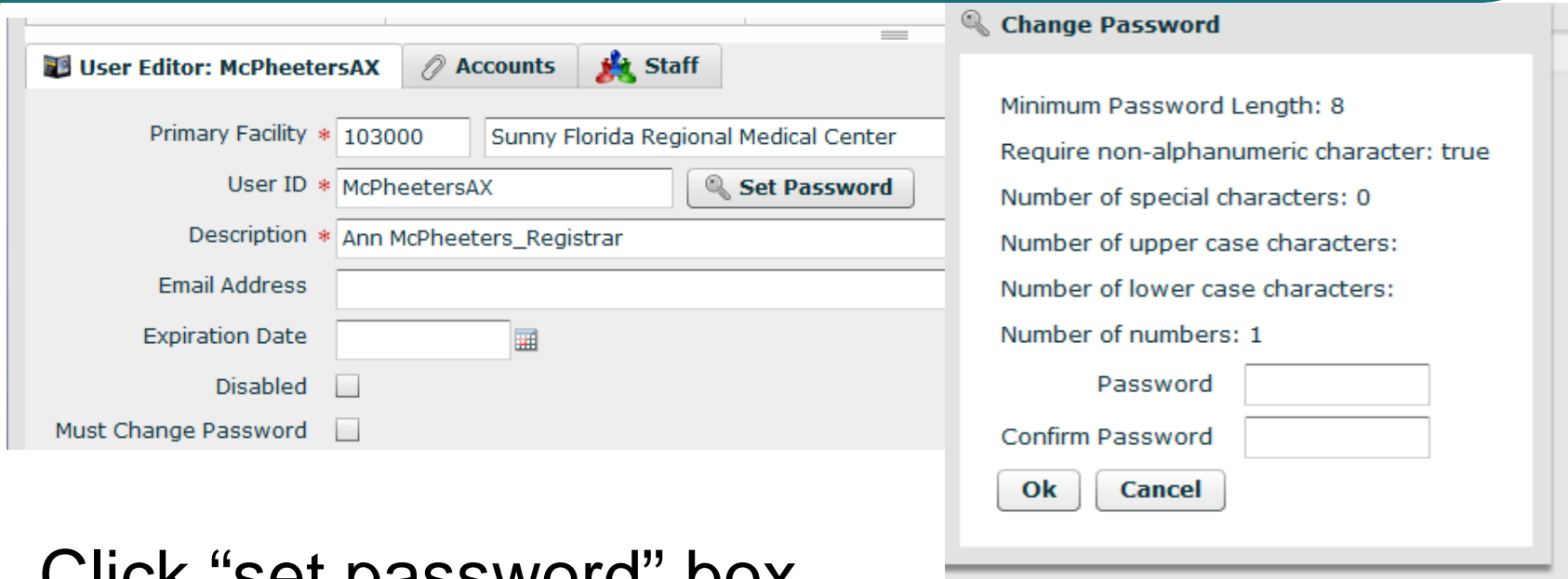
Role: facility registrar or trauma administrator

Secondary Role: Not necessary at this time

Expiration date: only fill in if the access should be temporary

Save changes

Changing a user password



The image shows a software interface for editing a user. The main window is titled "User Editor: McPheetersAX" and has tabs for "Accounts" and "Staff". The user's details are as follows:

- Primary Facility: 103000 Sunny Florida Regional Medical Center
- User ID: McPheetersAX (with a "Set Password" button)
- Description: Ann McPheeters_Registrar
- Email Address: (empty)
- Expiration Date: (empty)
- Disabled:
- Must Change Password:

An overlay dialog box titled "Change Password" is open, showing the following password requirements:

- Minimum Password Length: 8
- Require non-alphanumeric character: true
- Number of special characters: 0
- Number of upper case characters: (empty)
- Number of lower case characters: (empty)
- Number of numbers: 1

The dialog box contains two input fields: "Password" and "Confirm Password", and "Ok" and "Cancel" buttons.

Click "set password" box

Enter the new password and confirm it

Changes take affect immediately



Questions?

Thank you for attending

