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

www.fltraumaregistry.com

Enter user ID
Enter password (case sensitive)
Enter facility ID- ID assigned by NTDB
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
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.
Adding a user

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

Password must be entered twice, should be 8 characters, 1 non-alphanumerical and 1 number
Facility chose from drop down
Click “must change password” to make user to change password
Adding a user

Disable button not used during setting up a new user
Make sure to save your changes
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

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

Click “set password” box
Enter the new password and confirm it
Changes take affect immediately
Questions?

Thank you for attending