• Click the forward or back arrows on the bottom of each page to navigation between slides.
• Pictures embedded in slides will have a zoom summary option at the end of the slideshow and some slides will have a small image on the slide that if clicked on it will “zoom in”.
• In “zoom mode” to return to normal view use the back space or left directional arrow button on the keyboard.
• To end the slideshow use the “esc” button.
Learning Objectives

• Define the role of the Acute Care Center Administrator
• Describe how to set up new end users' access for a facility
• Identify how to change an end user's password
• Describe data entry into the Web Registry
Administrator Role

- Chosen by the program’s manager
- Set up acute care end user’s access to the NGTR (Next Generation Trauma Registry)
- Act as first point of contact for end user’s questions
- Authority to reset passwords
Login

See next slide for instructions
Login

- URL: www.fltraumaregistry.com
- Enter end user’s ID
- Enter password (case sensitive)
- Enter facility ID
  (This is the Florida Hospital License number assigned by the Agency for Health Care Administration “ACHA”)
Login Alternative

• As of January 2021, the NGTR must be accessed through a special web browser as Adobe Flash support was discontinued.

• When you log into the system there are instructions on how to access the Download Link: ESO Browser Install Package. (If a hospital’s IT Security prevents this installation, please contact: support@esosolutions.com)
This is the hub of the NGTR and any pertinent message pertaining to system updates or data submission deadlines will be displayed here.
ESO Browser Download Information

As an interim solution to the retirement of Adobe Flash from commercial browsers, any users completing data entry in or using the Driller product for reporting out of the Florida State Registry will need to install the ESO Browser. Below is a link to download the ESO Browser application and the installation guide.

Download Link: [ESO Browser Install Package](#)
Instructions and User Guide: [ESO Registry Installation and User Guide](#)

Note: After December 31, 2020 the Florida State Registry will be accessible for data entry and Driller reporting only via the ESO Browser or Internet Explorer 11. Data entry functionality will no longer be supported by commercial browsers such as Microsoft Edge or Google Chrome.

**Hospitals completing data submission from an FL v5 registry to the FL web portal will not need to download the ESO Browser to submit data.**

Please contact ESO support [support@esosolutions.com](mailto:support@esosolutions.com) for assistance with installation.
Administrator’s access is the same as the registrar’s access with the addition of the Admin Module, located under the General tab.
- Users Page - allows the administrator to set-up, review, or disable end users’ accounts, or reset passwords for an end user.
Admin Module

- Staff Page- allows a hospital to create demographic information on end users. (Not Required.)
Overview of User page

• The User Record Manger Page will list all the end users for the hospital.
Overview of User page

End users can be added, disabled or search for on this screen.
# Overview of User page

Click on the end user’s name to see their account information on the bottom part of the screen.

<table>
<thead>
<tr>
<th>User ID</th>
<th>Description</th>
<th>Primary Facility</th>
<th>Expiration Date</th>
<th>Disabled</th>
<th>Must Change Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>HarrisLC</td>
<td>James Harris_Lead Registrar</td>
<td>Sunny Florida Regional Medical C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LoweMC</td>
<td>Michele Lowe_Registrar</td>
<td>Sunny Florida Regional Medical C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MoonMK</td>
<td>Mary Moon_Registrar</td>
<td>Sunny Florida Regional Medical C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NamMix</td>
<td>Joe NamMix_Registrar</td>
<td>Sunny Florida Regional Medical C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SFHCAdmin</td>
<td>Sunny Florida Administrator_Jun</td>
<td>Sunny Florida Regional Medical C</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To add a user, click the add button from the user page.
Adding a user

Required fields are denoted with a red asterisk.
Adding a user

User ID-
• Last name, first initial,(Optional- middle initial or X)

Description-
• End user’s full name and role/title

• Password must be a minimum of 8 characters, requires 1 upper case, 1 special character and one number
Adding a user

- The facility should auto-populate, if not, select appropriate facility from drop down arrow.
- Check “Must Change Password” for end user to supply unique password during initial sign on or to reset their password.
- Save and Exit (For adding multiple end users “Save and Add New”)
Adding a user

- Disable button not used during initial set-up of an end user.
- Make sure to save your changes.
Adding a user

After adding an end user, permissions must be granted for an end user to access the NGTR.
Adding a user

- Click on the Accounts tab on the User Editor screen (accounts tab is located on the bottom half of the user record manager page).
- A user must be selected from the list in order to complete the accounts tab.
Assigning an Account

To assign the account click the “Add” button.
Assigning an Account

• Verify the facility or use the drop-down arrow to choose the facility.
• Assign the end user’s role. (This determines what permissions the user will have for the system - Trauma Admin or Facility Registrar.)
• Secondary Role: not required
• Expiration date: only fill if the access is temporary
• Save changes
Changing a user password

- An administrator can add, disable or change passwords for their facility’s end users
- Change password- click “Set Password” box, enter the new password and confirm
- Changes take affect immediately
WEB REGISTRY OVERVIEW

- Brief overview of the web registry data entry process.
- Trauma Admins and Registrars' roles grants end user’s the ability to enter data.
- The Florida Acute Care Trauma Registry Manual, 2016, which can be found on the DOH website outlines the required patient data (http://www.floridahealth.gov/licensing-and-regulation/trauma-system/trauma-registry/index.html).
From the home screen click “Web Registry” on the Registries tab to data enter.
Click on the add button to “Add” a new record
Web Registry

- Each tab (highlighted) has fields that are required (required fields are denoted by blue/bold font).
- The data manual gives specific instructions on the type of data accepted for each field.
After all pertinent data has been entered, click the “Check” button for the system to conduct a preliminary data validation.
Web Registry

Correct any issues by clicking on the Source field and click “GoTo”. After corrections have been made, “Recheck” and “Validate” each field to clear the listed error(s).
Web Registry

Close the Check Failure box, “Save/Exit” the record. (This step can be completed even if the error(s) cannot be resolved in order to “close” the record in the database.)
Bureau of Emergency Medical Oversight

Questions/Assistance

Email: Trauma.Registry@flhealth.gov
Software Issues Email: support@esosolutions.com