

ConcizuTrace[™] Web Portal Super User

SUPPORT GUIDE

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WHAT IS THE SUPER USER?

RANDOX
NEW: Super User Role Available
We have upgraded the platform to include a super user role.
You can now upgrade your account to have the Super User role in addition to your current role.
Super Users are responsible for managing the users within the HTC. Super Users can:
✓ View all users in HTC
 Update each users details Add pow users to the HTC
 Add new dsers to the fire Finable and disable users
 Approve new self-registration users to this HTC
Please be aware that you will be required to provide the "Super User Access Code" delivered to you by your Novo Nordisk representative.
Should you no longer wish to be a Super User at any time, you may assign another user the Super User role before removing the Super User Role from your account.
Skip Continue

- Each HTC will have at least one dedicated Super User.
- The Super User role has permissions to create and invite users to the Randox ConcizuTrace™ Portal.
- They can invite users to sign up to the portal or directly create new accounts.

NAVIGATION – THE RANDOX CONCIZUTRACE™ PORTAL SUPER USER DASHBOARD

The Super User Dashboard shows the number of accounts at each stage/ permission for their HTC.

A "Users" tab is now available in the navigation menu.

	Users List of users.							No	te George	0 0
A Users v	Invited	Pending	Limited Access	ul Access	Super Users	Inactive				
? Support					° 🔮					
E+ Logout								Invite Users	+ Crea	te User
	invited users									
	Prote sent to	Invited by		cast invitation sens		Number of Invitorion Sens				
								Iberra per page 10 💌	o or o	$\langle \rangle$
	Pending									
	93a	Norra		Emoil	estitution		Last Modified			
								Iterns per page 10 👻	0.010	$\langle \rightarrow \rangle$
	Limited Access									
	Tide.	Norrie .	E.	Email	Institution		Last Modified			
								items per page 10 👻	0.000	$\langle \rangle$
	Full Access									

There are two additional buttons that can be used to setup new user accounts, "Invite Users" and "Create Users". Each will be covered in detail.



NAVIGATION – THE RANDOX CONCIZUTRACE™ PORTAL, VIEWING ACCOUNTS

RANDOX	Users						Nate George
Dashboard	List of super users.						
2 Users	Super users						
Create User	Search here	Q					
nvited							
ending	Invited	Pending	Limited Access Full Access	Super users inactive			
Imited Access	Tide		Name	Errol	Institution	Lost Modified	
ull Access (5)	Mr		John Smith	John.Smiths8l@outlook.com	Randox Treatment Centre	22 days ago	1
Super users 🔹	Dr		Nate George	Note.George80@outlook.com	Randox Treatment Centre	52 seconds ago	0
nactive (1)	Ms		Nicola Johnson	Nicola Johnson 80 (Boutlook.com	Randox Treatment Centre	I month ago	0
? Support							kemsperpage ₩ 💌 1+8 of 8 <
[→ Logout							

Selecting "Users" from the navigation menu on the left, will allow the Super User to toggle to different pages to view the status of users either pending to be set up, or those with different permissions.



The Super User will be the only account registered for the HTC initially, they will be able to see and edit their own account by selecting the pencil icon to the right of their account.

NAVIGATION – THE RANDOX CONCIZUTRACE™ WEB PORTAL, EDITING THE SUPER USER

The Super User can enter further details about themselves.

They can change their language enable/ disable their account and enable/ disable email notifications.

RANDOX	Update User		Note George			
Doshboard	On this page you can update an existing user and as	sign their roles.				
د Users ۸	Update User Form					
Create User						
Invited	User					
Pending	Title *	First Nome *	Last Name *			
Limited Access	Select title *	Note	George			
Full Access	Email Address *	Language *	User Stotus			
Super users 1	Nate.George80@outlook.com	English *	Cabled Enabled			
Inactive						
? Support	Email Notifications					
De Logout	Enabled					
	Role User Role *	Permissions Granted Full Access, Super User				
	Full Access *	d Burde a bad avia	A Manuscript and status of test outers			
	Super User (Yes)	✓ Create a test order ✓ See All Test Orders	 View content and status of test orders Access to sample collection kit management 			
	View All Test Orders (Yes - can view all HTC orders)	 Add blood sample collection details 	Submit an order			
	HTC Details Access (Yes)	 Cancel a test order 	 View/download test results 			
	Kit Stock Access (Yes)	✓ Create a user	Invite users			
	-	 View all users 	✓ Edit user details			
		 Disable a user 				
•	€ Back		Resend Invitation (moli Update User			

Super Users can do this for ALL accounts associated with the HTC.

SETTING UP A NEW USER ACCOUNT METHOD 1 - CREATE USER

This method allows the Super User to enter details on the user, including title, name, email address and assign user permissions.

+ Create User

KANDO	X	Create New User				Note George
Dashboard		On this page you can submit a new user and assign their roles.				
Sample Collection Kit Management	~	New User Form				
Test Orders	~					
Results	*	User				
Concelled Orders		Title *		First Name *	Lost Name *	
& Users	^	Select title		Enter user first name	Enter user last name	
Inecte User		Email Address *		Language *	Email Notifications	
nvited		Enter user email address		Select longuage	ID Disabled	
rending						
imited Access		Bala				
ul Access (1)		User Role *				
uper users (2)		Select user role	*			
noctive						
Manage institution Details		← Book				Add
? Support						_
Resource Hub						
logout						

Once all mandatory fields are filled and permissions assigned, the Super User can select "Add User" – a welcome email will then be sent to the new end user.

The user will receive the following welcome message to their email address. The message will detail that an account has been created for the recipient by their Super User and provides details on the purpose of the portal.

The user can select "Click to Complete Account Activation" to be taken to the portal.



Upon clicking the link, the user will see the welcome message.

The User should click "Continue" to proceed.

The user will be prompted to enter their email address and select "Send verification code" to receive their access code.



Once received via email, the user should enter the code and select "Verify code" to continue. The option to "Send new code" will be available if required.

RANDOX	
ser Activation	
ification code has been sent to your inbox. Please copy it to input box below.	
PortalTestingEng03@outlook.com	-
Verification Code	
Verify code	
Send new code	
Continue	

Once the code has been entered correctly, the user can continue to set-up their password.

The password requirements must be adhered to, and the same password entered twice to allow the user to proceed.



The possion of mult be between U and 64 characters. Your possion dimethous of of the following: - a lowercose letter - a signed setter - a symbol - a symbol Confirm New Possword



SETTING UP A NEW USER ACCOUNT METHOD 2 -**INVITE USERS**

This method will allow the Super User to enter the email addresses of multiple users at once.



RAND	X	Invite New Users	Note George
Dashboard		On this page you can invite new users by email address.	
Sample Collection Kit Management	*		
Test Orders	~	Users Email Addresses	
Results	*	Emnil Aritrass	
Cancelled Orders		Enter email address 1	
& Users	^		
Create User		Enter emoil oddress 2	
Invited			
Pending		Enter email address 3	×
Limited Access			
Full Access		+ Add email	
Super users 1			
Inactive		← Book	Invite Users
Manage Institution Details			
2 Support			

The user will receive the following welcome message to their email address.

The message will detail that the user has been invited to complete their account registration.

The user will have the option to select "Click to Complete Account Activation" to be taken to the portal.

RANDOX

Welcome to the Randox ConcizuTrace™ portal details the purpose of the portal



07 Setting up a new user account

Firstly, the user will see the welcome message, which again

for account completion.

and lays out the steps required

In order to create the account – the user will be prompted to first enter their professional email address that is associated with their HTC. Once the email address is entered the user should select "Send verification code."

The "Verification code" field will appear enabling the 6-digit pass code to be entered.

The user will also have the option to select "Send new code" if required.

The user should enter the code provided and select "verify code" to continue.

A valid code must be entered to proceed.

Note the code may be delivered to the user's junk mail.

<image>

RANDOX Create an account Please complete the form below. About you Please netry num hospital email address. "fields are required."

Ification Code

Verify onde

Gend new code

New Passeod

New Passeod

Codim New Passeod

Codim New Passeod

Anome
End come

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I

Verify your email address Thanks for verifying your portaltestingeng04@outlook.com account! Your code is 359350 Sincerely, Randor internal Testing This massage was seen from an unrecollated enail address. Rease do not reply to the massage.

Upon logging in – the user will be prompted to select their HTC from the drop-down menu.

Once selected, the user should click "Continue" to proceed.

The user will then arrive at this window, which details that their account is pending and must be enabled by the Super User. The contact details of the Super User will also be provided.

Once the end user has completed their set-up, the relevant Super User will receive an email notification alerting them that an account is pending within the Randox ConcizuTrace[™] Portal.

RANDOX Please select your Institution Cancel Continue RANDOX Your account is pending. A Super User must enable account for you to login. We have informed the super user within your institution that your account is pending. Super User Name: John Smith Email Address: PortalTestingEng03@outlook.com Back to login New pending user: John Smiths This is a system generated notification email. John Smith Message: New pending user: John Smiths john.smiths01@outlook.com has requested creation of a new user account. This is now pending your approval. Click here to go to Web Portal

When the Super User logs into their account, they will see an account waiting at the "Pending" stage.

Limited	Access Full A	ccess Super U	sers Inactive	
e 0	2	2	0	8
	2 0			

The Super User will also receive an inportal notification which can be viewed by selecting the bell icon on the top right side of the portal.

Ļ ³	New Notifications	\otimes
	New pending user: John Smiths john.smiths01@outlook.com has requested creation of a new user account. This is now pending your approval. 2 minutes ago	Ō

The Super User can select "Users", followed by "Pending" from the navigation window or select the "Pending" timeline from the dashboard. This will take the Super User to the screen where all pending accounts can be viewed.

RANDO	X	Users									Nate Georg	• 4
Dashboard		List of pending users.										
Sample Collection Kit Management	~	Pending										
Test Orders	~	Search here	۹									
Results	~											
Cancelled Orders		Invited	Pending	Limited Access	Full Access	Super users	Inactive					
2 Users	^	Title		Name		Email		Institution	Last Modified			
Create User				John Smiths		John.Smiths80@outlook.com		Randox Treatment Centre	10 minutes ago			0
Invited				•						terns ner none 10	1-1011	
Pending										and the page 1	-	
Limited Access												
Full Access												
Super users 1												
Inactive												

The Super User can complete the creation of the account by adding the new users title.

Once complete the Super User should click "Update User".

RANDOX	Update User			Note George	¢ 0		
Dashboard							
Sample Collection Kit v	Update User Form						
Test Orders 🗸	Hear						
🖸 Results 🗸 🗸	Title *	First Name *	Last Name *				
Cancelled Orders	· · · · · · · · · · · · · · · · · · ·	labe	feelba				
& Users ^		3011	SHIDIB		_		
Creote User	Email Address *	Language *	User Status				
Invited	John.Smiths80@outlook.com	English *	- Enabled				
Pending 1							
Limited Access	Email Notifications						
Full Access (1)	Ended						
Super users 1	Role	O Permissions Granted Did Leaves Dures likes					
Inactive	USAR RUND -	C Permissions ordined For Access, super user			_		
Manage Institution Details	Full Access	✓ Create a test order	 View content and status of test orders 				
? Support	Super User (Yes)	 See All Test Orders 	 Access to sample collection kit management 				
Resource Hub	View All Test Orders (Yes - can view all HTC orders)	 Add blood sample collection details 	✓ Submit an order				
C. Logout	HTC Details Access (Yes)	✓ Cancel a test arder	 View/download test results 				
	Kit Stock Access (Yes)	✓ Create a user	✓ Invite users				
		View on users	 Eat user details 				
		 Dipople a gale 					
• •	€ took		Reserved Invitation	imali Update U	-		

Now when the new user logs in, they will be taken to the main dashboard of the Randox ConcizuTrace™ Portal.



