

nmds-scTM
national minimum
data set for social care



Managing users on NMDS-SC

January 2018
Version 1

Users at Establishment

Updating User Details

Check that your details are correct.


Users at Establishment

[S F Care](#), [S Care](#)

[Edit](#)

If you need to make changes or add other users for your establishment click the edit button.

Users at Care for you

 [Add User](#)

Users with Edit Permissions

User ID	Name	Status	Creator	Created On	Primary User?	Data User?
sfcare1	S F Care	active		05/06/2012	✔	Data User
scare12	S Care	active	sfcare1	01/03/2013	✔	Read Only Deactivate Primary

Read-Only Users

User ID	Name	Status	Creator	Created On	Access Worker List	Data User?
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Click the user ID to update your details.

Each establishment can have 3 users that can edit information and 3 users that can view reports only.

Adding a User

Firstly click on Add User at the top of your Users at Establishment page.

Then enter the details for the user including their name, job title, email address, user ID and temporary password.

The password must be between 8 – 40 Characters in length, contain at least 1 number, 1 upper case and 1 lower case character.

Complete the page by entering your own password for validation and click on save to add the user.

You will see a message saying “Record Saved Successfully” and an email will be sent to the new user who will need to contact you for their temporary password.

Edit Rights or View Only Rights

By default the new user is put in the edit rights category, if you choose to give the user view only rights you have to change this by clicking the link “read only”.

Once you have clicked make read only you will have to decide whether to give the new user access to the worker list.

Users at Care for you

Users with Edit Permissions

User ID	Name	Status	Creator	Created On	Primary Data User?	Data User?
sfcare1	S F Care	active		05/06/2012	✓	Data User
scare12	S Care	active	sfcare1	01/03/2013	✓	Read Only Deactivate Primary

Read-Only Users

User ID	Name	Status	Creator	Created On	Access Worker List	Data User?
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To do this click the Access Worker List check box. Please remember the worker list may contain sensitive data.

Users at Care for you [Add User](#)

Users with Edit Permissions

User ID	Name	Status	Creator	Created On	Primary Data User?
sfcare1	S F Care	active		05/06/2012	<input checked="" type="checkbox"/>

[Data User](#)

Read-Only Users

User ID	Name	Status	Creator	Created On	Access Worker List	Data User?
scare12	S Care	active	sfcare1	01/03/2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Allow Edit](#) [Deactivate](#)

You can change this to edit rights at any time by clicking the “Allow edit” link.

Deleting a user

To delete a user from your establishment firstly ensure the user you wish to remove is neither a primary nor a data user. Once you have swapped these options to another user you can then deactivate the user account by selecting deactivate from the right hand side. Once clicked this link will change to delete. Clicking delete will remove the user permanently.

Users at Care for you [Add User](#)

Users with Edit Permissions

User ID	Name	Status	Creator	Created On	Primary Data User?
sfcare1	S F Care	active		05/06/2012	<input checked="" type="checkbox"/>
scare12	S Care	active	sfcare1	01/03/2013	<input checked="" type="checkbox"/>

[Data User](#) [Read Only](#) [Deactivate](#) [Primary](#)

Read-Only Users

User ID	Name	Status	Creator	Created On	Access Worker List	Data User?

Primary Users


A primary user is the user that will receive automatic updates from the NMDS-SC system, this could be reminder emails or targeted emails letting you know of changes that are happening or have happened to the system.

To make a user the primary user they have to have an active editable account. Simply click the link "primary".

Data Users

A data user is selected to help inform Skills for Care of which user would benefit from targeted emails regarding the outputs of NMDS-SC, this may be people working in Workforce Planning etc. A data user can be any of the users attached to your account or could indeed be the same person that is the primary user.

To make a user the data user they have to have an active editable account. Simply click the link "Data User".

Users at Care for you  [Add User](#)

Users with Edit Permissions

User ID	Name	Status	Creator	Created On	Primary User?	Data User?
sfcare1	S F Care	active		05/06/2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
scare12	S Care	active	sfcare1	01/03/2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Note: A red circle highlights the 'Primary User?' and 'Data User?' columns in the original image.

Read-Only Users

User ID	Name	Status	Creator	Created On	Access Worker List	Data User?
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