

Tip Sheet

User Approval Process by Facility Administrator

Purpose

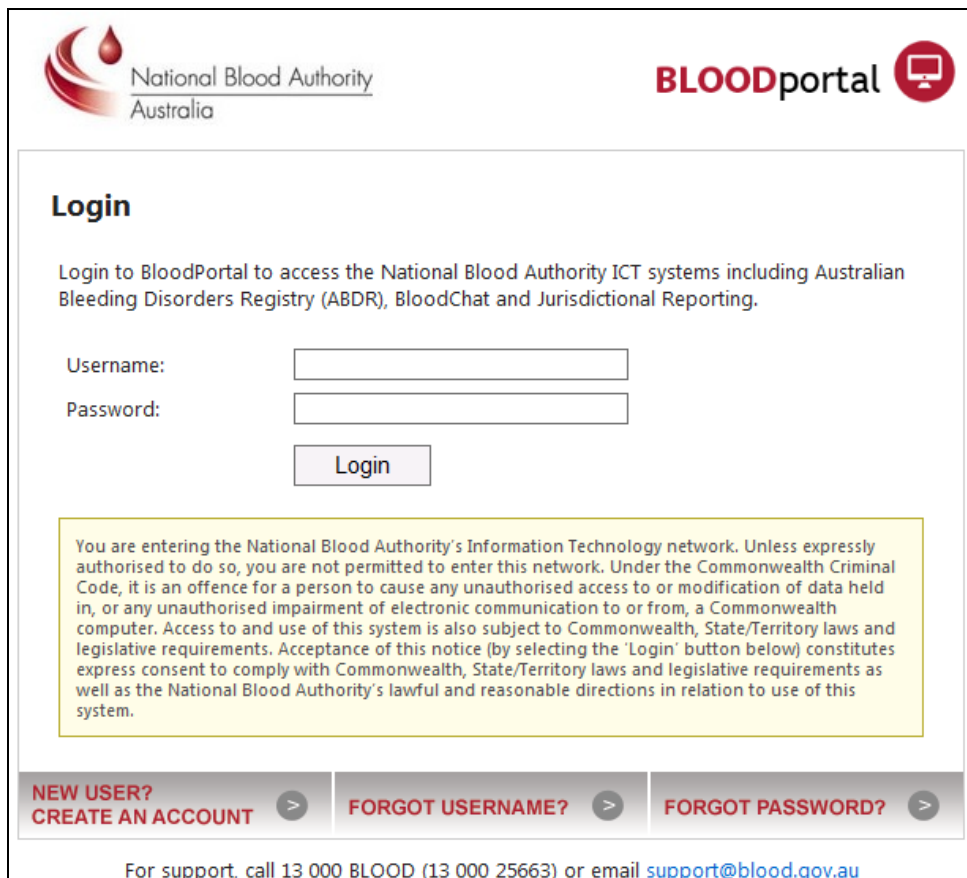
This Tip Sheet is designed for facility administrators to understand how to approve requests for access to your BloodNet facility so that users can access their site in BloodNet.

Pre-requisite

Facility administrators must have already created their own BloodPortal account at <http://portal.blood.gov.au>, have requested access to BloodNet and been approved by another facility administrator (or the NBA if you are the first facility administrator to apply at your site). Please refer to the *Registering for an individual login to BloodNet Tip Sheet* if you have not already created your account.

Step 1

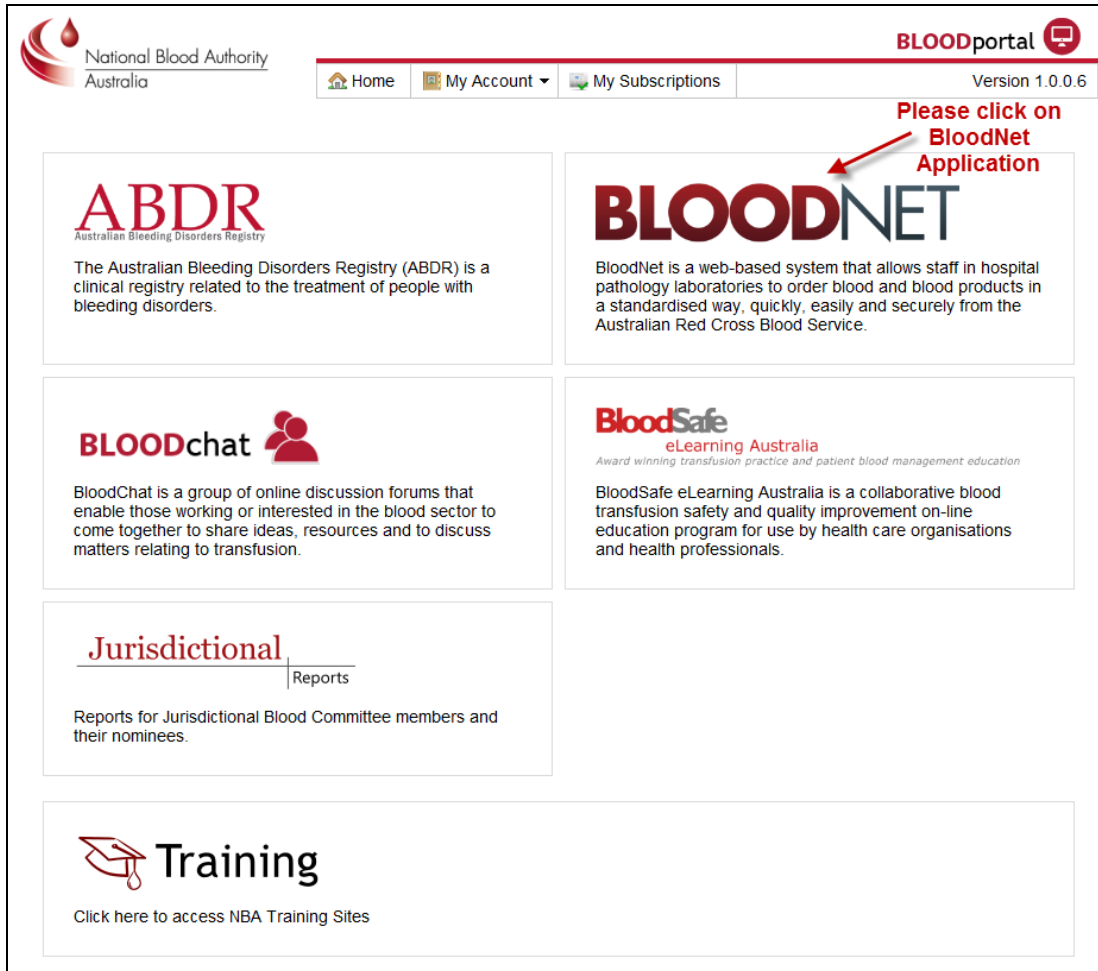
Navigate in a web browser to <https://portal.blood.gov.au> and login using the username and password you have previously created.



The screenshot shows the BloodPortal login interface. At the top left is the National Blood Authority Australia logo. At the top right is the BLOODportal logo with a computer monitor icon. The main heading is "Login". Below this is a paragraph: "Login to BloodPortal to access the National Blood Authority ICT systems including Australian Bleeding Disorders Registry (ABDR), BloodChat and Jurisdictional Reporting." There are two input fields: "Username:" and "Password:". Below these is a "Login" button. A yellow box contains a disclaimer: "You are entering the National Blood Authority's Information Technology network. Unless expressly authorised to do so, you are not permitted to enter this network. Under the Commonwealth Criminal Code, it is an offence for a person to cause any unauthorised access to or modification of data held in, or any unauthorised impairment of electronic communication to or from, a Commonwealth computer. Access to and use of this system is also subject to Commonwealth, State/Territory laws and legislative requirements. Acceptance of this notice (by selecting the 'Login' button below) constitutes express consent to comply with Commonwealth, State/Territory laws and legislative requirements as well as the National Blood Authority's lawful and reasonable directions in relation to use of this system." At the bottom, there are three buttons: "NEW USER? CREATE AN ACCOUNT", "FORGOT USERNAME?", and "FORGOT PASSWORD?". At the very bottom, it says "For support, call 13 000 BLOOD (13 000 25663) or email support@blood.gov.au".

Step 2

Click on the BloodNet Application link:



The screenshot shows the BLOODportal website interface. At the top left is the National Blood Authority Australia logo. The top right corner displays 'BLOODportal' with a computer icon and 'Version 1.0.0.6'. Below this is a navigation bar with links for 'Home', 'My Account', and 'My Subscriptions'. The main content area is divided into several sections:

- ABDR** (Australian Bleeding Disorders Registry): A clinical registry related to the treatment of people with bleeding disorders.
- BLOODNET**: A web-based system that allows staff in hospital pathology laboratories to order blood and blood products in a standardised way, quickly, easily and securely from the Australian Red Cross Blood Service. This section is highlighted with a red arrow and the text 'Please click on BloodNet Application'.
- BLOODchat**: A group of online discussion forums that enable those working or interested in the blood sector to come together to share ideas, resources and to discuss matters relating to transfusion.
- BloodSafe eLearning Australia**: Award winning transfusion practice and patient blood management education. BloodSafe eLearning Australia is a collaborative blood transfusion safety and quality improvement on-line education program for use by health care organisations and health professionals.
- Jurisdictional Reports**: Reports for Jurisdictional Blood Committee members and their nominees.
- Training**: Click here to access NBA Training Sites.

Step 3

Click on the *Access Request* link in the top right hand corner and it will direct you to the page shown below. This screen will display a list of all users who have requested access to the BloodNet sites that you are a facility administrator for. Please click the *Action* link as indicated by **B** below to view the request details. You can also click on *Filter Access Requests* (see **A** below) to filter requests by pending, approved or rejected as required. Each page only displays 10 records at a time so check for additional pages to ensure no requests have been left out.

BloodNet Approvals

Filter Access Requests Clear Filter

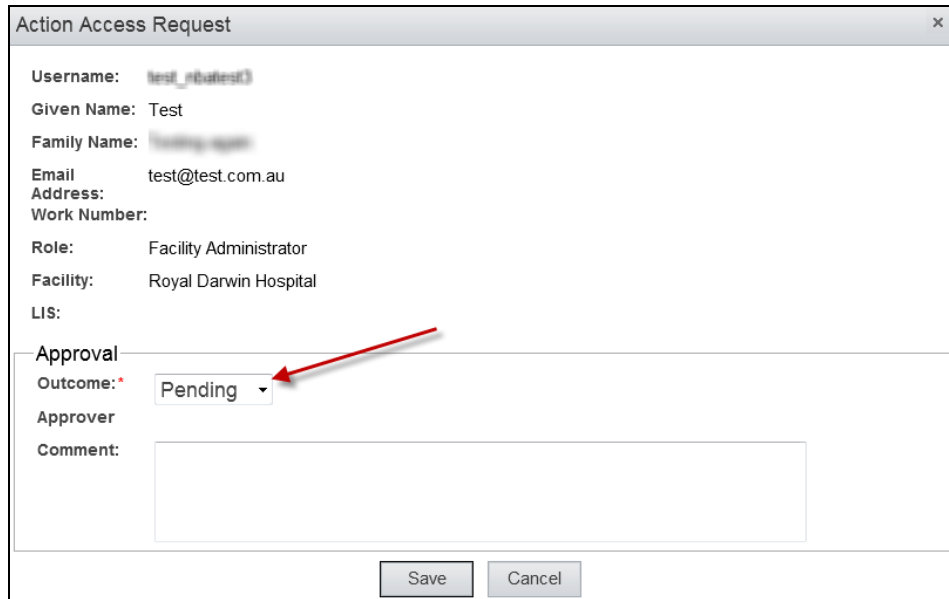
Action	Submitted	User Name	Role	Facility / LIS Name	Approval Status
Action	23/11/2012 4:01:40 PM +11:00	tes_nbatest3	Facility Administrator	Royal Darwin Hospital	Pending
Action	23/11/2012 2:21:21 PM +11:00	tes_nbatest2	Facility Administrator	Royal Darwin Hospital	Rejected
Action	23/11/2012 2:19:19 PM +11:00	tes_nbatest2	Facility User	Royal Darwin Hospital	Accepted
Action	23/11/2012 11:32:31 AM +11:00	tes_nbatest	Facility Administrator	Royal Darwin Hospital	Accepted
Action	17/11/2012 12:25:46 AM +11:00	Claudine Cassella	Facility Administrator	Royal Darwin Hospital	Pending

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Step 4

Once you have clicked on *Action* the screen below will pop up. Please review the details and choose an outcome and make any comments.



Action Access Request

Username: test_nba@test3
Given Name: Test
Family Name: [blurred]
Email: test@test.com.au
Address: [blurred]
Work Number: [blurred]
Role: Facility Administrator
Facility: Royal Darwin Hospital
LIS: [blurred]

Approval
Outcome: * Pending
Approver: [blurred]
Comment: [text area]

Save Cancel

When you are finished please click the *Save* button.

Step 5

You are now finished. The user will now have access to your BloodNet site from 5pm (AEDT) 19 January 2013 onwards. **Important:** In the interim existing users can still order and receipt blood and blood products using their existing generic logins. NBA will notify all users on the 19 January when new logins have been activated.

For Further Assistance

If you need further assistance please contact us on 13 000 BLOOD (13 000 25663) or email support@blood.gov.au.