

(2) PA Admin

Are you the administrator for the Purchasing Authority (Purchaser)?

In this manual you will be known as the **PA Admin**.

In your role as PA Admin your tasks are to:

1. Create (or delete) clinics
2. Add a Clinic Administrator (Clinic Admin) to a clinic and allocate this role to them
3. Edit staff details
4. Receive notification of annual recalibration for the Zenalyser (if you wish to)

You will be sent a username (your email address) and a password.

- type data.zenamed.co.uk into the address bar of your computer
- enter your username and password into the ZenaMed Data Portal
- click **Log in** to enter the ZenaMed Database



You will be taken to the 'Clinics' page. **THIS IS YOUR MAIN PAGE**

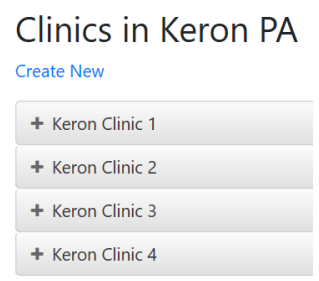


You will see a list of the clinics in your Purchasing Authority (once they have been added).

1. In order to carry out the tasks of your role, please follow the instructions below:

To create a new clinic

- click 'Create New' at the top left of the list
- fill out the details in the form provided (see below)
- click the 'Create' button at the end of the form
- click 'Back to List' to return to the list of clinics



Form details:

- Name of clinic and address details
- 'Override default Sample results messages to Client (leave empty to use default)':
 - At present there are English language default messages sent to a ZenDroid tablet after a breath sample has been given
 - 'Well done. Good result!'
 - 'Only just passed - be careful!'
 - 'Please contact clinic'
 - You can insert any text you want to replace the default messages
 - There are also English language default texts that are sent to supporters and monitors after a breath sample has been given
 - 'Good'
 - 'Borderline'
 - 'Fail'
 - You can insert any text you want to replace the default messages
- Language for Email/SMS templates – at present the database supports English and German

Once you have created a clinic, to carry out your other tasks select that clinic:

- click on the clinic you wish to select. Once in a clinic you can use the links on the right.

Admin ▾ Purchasing Authority ▾ Contact

Log off

Clinics in Keron PA

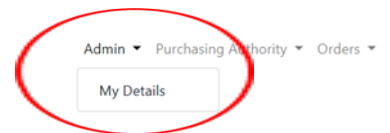
[Create New](#)

Keron Clinic 1	
Number of Clinicians 0	Add
11 Archibald Close	Delete
Digton	Edit
...	View Staff

- click '[Add](#)' to add a member of staff to a clinic and allocate their role i.e. Clinician
 - complete the staff details, and select their role (i.e. Clinician)
 - click '[Create](#)' button
 - if you need to hand over the PA Admin role to someone else, add their details and allocate the PA Admin role to them
 - remember that one person can have more than one role e.g. a clinician can also have the Clinic Admin role, and even the PA role too
- click '[Delete](#)' to delete a clinic (you can undelete later for a small charge)
- click '[Edit](#)' to edit the details of a clinic – including date format and time zone
- click '[View Staff](#)' to go to the '**Clinic Staff**' page
Use the buttons on the right of the table to:
 - 'Edit' staff details
 - 'Delete' a member of staff
 - 'Details' to review staff details and roles

2. You can now move to other pages in the ZenaMed Database:

- click **Admin**
 - click **'My Details'**
 - click [\[Change your password\]](#) if you want to
 - click [\[Change\]](#) or [\[Remove\]](#) your telephone contact details
 - click **'Enable'** if you want two **two-factor authentication** to enter the ZenaMed Data Portal i.e. your password (your email address) plus a code
 - if two-factor authentication is enabled the next time you log in you will be asked if you want to receive a code by email or phone
 - submit your choice
 - the code will then be sent to you
 - enter the code
 - click **'Submit'** to enter the ZenaMed Data Portal
 - click [\[Change notification preferences\]](#) if you want to be notified that a Zenalyser is due for annual recalibration
 - click **'Save'** button when you have managed each account setting
-
- click **Purchasing Authority** to go to the **'Purchasing Authority'** page
 - click **'Detail'** to go to the **'PA details'** page



Manage.

Change your account settings

Password:
[\[Change your password \]](#)

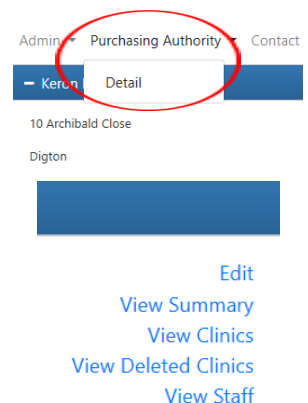
Phone Number:
 07763895656 [\[Change \]](#) [\[Remove \]](#)

Two-Factor Authentication:
 Disabled [Enable](#)

Notification Preferences
[\[Change notification preferences \]](#)

You can use the links on the right

- click **'Edit'** to modify your PA details
- click **'View Clinics'** to go back to your main **'Clinics'** page
- click **'View Deleted Clinics'** to see a list of deleted clinics
 - click **'Un-Delete'** to un-delete a clinic



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Log off

Deleted Clinics in Keron PA

Name	Deleted	Un-Delete Cost	
Clinic 2	12/12/2019	5	Un-Delete
Clinic 2	16/11/2019	5	Un-Delete

1 of 1 pages (2 items)

- click 'View Staff' - this will take you to the 'PA Staff' page

Keron PA staff

[Add New Staff](#)

First Name ▼	Last Name ▼	Email ▼	Phone ▼	Purchaser ▼	Admin ▼	
Keron1	Fletcher	fletcherkeron1@gmail.com	07763895656	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete Details

- click 'Add New Staff' (top left) to add another member of staff and allocate the PA Admin role to another person if you need to

Use the buttons on the right of the table to:

- 'Edit' staff details
- 'Delete' a member of staff
- 'Details' to see a staff member's details and review their roles

Admin ▼ Purchasing Authority ▼ [Contact](#)

Contact ZenaMed

Mitre House
Pitt Street West
Burslem
Stoke on Trent ST6 3JW

- click **Contact** to go to the 'Contact ZenaMed' page

Exercises using the Zenalyser Database as the PA Admin

Enter the ZenaMed Database:

- type data.zenamed.co.uk into the address bar of your computer
- insert your username (email address) and password into the ZenaMed Data Portal
 - click Log in to enter the ZenaMed Database

Exercise 1: create a new clinic

Exercise 2: add a Clinician into the clinic and allocate the clinician role to this person

Exercise 3: add a Clinic Admin into the clinic and allocate the clinic admin role to this person

Exercise 4: change your password

Exercise 5: change your notification preferences so that you receive warning of Zenalyser recalibration by email