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**MyABDR Website User Guide**

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# MyABDR Website

The MyABDR website allows users to track their own treatment and displays all entries recorded by the users. It includes treatments, bleeds, surgeries, stock on hand, memos, received products and discards. A MyABDR patient’s product inventory can be maintained by the patient via MyABDR.

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**Figurer 1: MyABDR Homepage**

# Multifactor Authentication (MFA)

Multi Factor Authentication has been introduced to login to the MyABDR website and mobile application. Users are required to enter their email address and password and then provide authentication by:

* Email (click a link and receive a code)
* Okta Verify App (receive a code)
* Okta Verify App (push notification)
* Phone (receive a code)

The mobile number and email used for authentication is the same as the one used for your account.

The Okta Verify Authentication App can be downloaded from the [**Google Play Store**](https://play.google.com/store/apps/details?id=com.okta.android.auth&hl=en_AU) or [**Apple Store**](https://apps.apple.com/us/app/okta-verify/id490179405). The app must be linked to your account using the QR code.

Users will be required to enter their email address and password along with a verification code each time they login.

# First Login with MFA

Perform the following procedure If you are an existing user:

| Steps | Actions |
| --- | --- |
|  | Navigate to [MyABDR - Login](https://www.myabdr.blood.gov.au/Account/Login?returnUrl=%2F) if not already there. Enter your **Email** and **Password** andselect **Sign in.**  **Result**: **Get a verification email** pop-up window appears. |
|  | Click on **Send me an email.**    **Result**: **A verification code** will be sent to your email. |
|  | Enter the 6-digit verification code you have received on your registered **email** and select **Verify**.    **Result**: A **Set up security methods** pop-up window will appear. |
|  | To **Set up security methods** via phone (if already not set up), select **Set up** button.  A screen shot of a computer screen  Description automatically generated  **Result**: **Set up Phone authentication** pop-up window will appear. |
|  | Enter your phone number and click on **Receive a code via SMS** to receive a 6-digit verification code.  A screenshot of a phone authentication account  Description automatically generated   |  |  | | --- | --- | | A red pencil in a square  Description automatically generated | If you haven’t received an SMS within 10 minutes, click **Send again.** | |
|  | Enter the code you have received on your phone and click **Verify.** |
|  | If you would like to set up Okta Verify as an alternative security method, please proceed to [Heading 5: Setting up Okta Verify on mobile app](#_Setting_up_Okta) otherwise, click Continue. |
|  | Security methods set up is now complete. User can now select one of the following Multi Factor Authentication options to login into MyABDR.  A screenshot of a phone number  Description automatically generated  **Result**: You can now access **MyABDR** Homepage and navigate the system as required. |

## On-going Login Process

Perform the following procedure if you are an **existing user**:

| Steps | Actions |
| --- | --- |
|  | Navigate to [MyABDR - Login](https://www.myabdr.blood.gov.au/Account/Login?returnUrl=%2F) if not already there. Enter your **Username** and **Password** andselect **Sign in.**  **Result**: Verification security methods pop-up window appears. |
|  | After the first login and selection of a verification method, future logins will remember and use the chosen method until the user changes to **Verify with something else**.     |  |  | | --- | --- | | A red pencil in a square  Description automatically generated | Enabling Push Notifications is recommended to reduce time taken to login using the Okta app. | |
|  | You will receive a **Time Sensitive** notification on the mobile.     |  |  | | --- | --- | | A red pencil in a square  Description automatically generated | * Using push notification is the quickest way to get into theaccount and user does not require to add a verification code. * User will only be prompted to receive a 6-digit verification code if user have chosen different security method. A one-time verification code will be sent to your chosen method. | |
|  | Click **Yes, it’s me**.  A screenshot of a computer  Description automatically generatedA screenshot of a black screen  Description automatically generated  **Result**: You can now access **MyABDR** Homepage and navigate the system. |
|  | You will receive an alert notification sent automatically to your email to confirm you are attempting to sign on. If this is not you, click on Report Suspicious Activity. |

# Forgot Password

Perform the following procedure if you have forgotten your **password**:

| Steps | Actions |
| --- | --- |
|  | Select the **Forgot Password?** link on the MyABDR homepage.  **Result**: A **Reset your password** pop-up window appears. |
|  | Enter your **Username** and select **Next**.    **Result: Verify security methods** pop-up window will appear. |
|  | Select one of the following options.    **Result**: A Verification Code will be sent based on the option user chooses. Enter the 6-digit Verification Code and select Verify. A window will appear with the option to create a new password.   |  |  | | --- | --- | | A red pencil in a square  Description automatically generated | This code expires in 10 minutes. | |
|  | Enter new password and select **Reset Password.**    **Result**: You can now access **MyABDR** Homepage and navigate the system as required. |

# Unlock Account

Perform the following procedure if you have forgotten your **username**:

| Steps | Actions |
| --- | --- |
|  | If you enter the incorrect information 3 times your account will be locked for 5 minutes. Alternately you can unlock your account. Click on **Unlock account?** on **Sign in page.**  **Result: Verify security methods** pop-up window will appear. |
|  | Enter your **Username** and follow the prompts to **Verify the security method**.    **Result**: A **Verification Code** will be sent based on the option user chooses. Enter the 6-digit **Verification Code** and select **Verify**. **Verify with your password** window will appear.   |  |  | | --- | --- | | A red pencil in a square  Description automatically generated | This code expires in 10 minutes. | |
|  | Enter the password to log in to your **MyABDR** account. |

# New User/Click here to register

Perform the following procedure to create a new BloodPortal Account:

| Steps | Actions |
| --- | --- |
|  | If you are a new user, go to [MyABDR - Login](https://st.apps.sector.local/BDR/MyABDR/Account/Login) and click the [MyABDR Account Login](https://st.apps.sector.local/BDR/MyABDR/Account/Login) hyperlink, located directly below the **Sign in** button.   |  |  | | --- | --- | | A red pencil in a square  Description automatically generated | You can add this link to your Favourites bar for ease of access for the next time you log in. |   **Result**: The **MyABDR** registration page will open.     |  |  | | --- | --- | | A red pencil in a square  Description automatically generated | * Fields marked with a red Asterix (\*) are mandatory to create a MyABDR account and for the NBA to confirm your identity before granting access. * The Email Address and Mobile Phone number you provide will be used if you forget your Username or Password. * Keep your personal information such as email or phone number, up to date. Log into MYABDR and change your Account details if/as required. * Two (2) additional verification questions have been implemented to enhance the security of your account. These will be prompted in case of a locked account, forgotten username or password reset is required. * If you have any concerns regarding privacy of your personal information, refer to <http://www.blood.gov.au/privacy> or email [privacy@blood.gov.au](mailto:privacy@blood.gov.au) before selecting ‘**Accept’.** * The [privacy@blood.gov.au](mailto:privacy@blood.gov.au) email is sent to a Group “Freedom of Information’ mailbox that includes a member of the Legal Counsel and the Executive team. * A temporary password for your new account will be sent to your nominated email address and mobile phone number. | |
|  | Completethe form, click on thecheckbox to view the **Terms and Conditions** and click **Accept** and **Submit** to continue. |
|  | If **Step 2** succeeds, you will be taken to the **Account Registered** screen, indicating your account has been registered.   |  |  | | --- | --- | | A red pencil in a square  Description automatically generated | * A Temporary Password will be sent to your nominated email address and mobile phone number within 30 seconds. * The first time you login with your **Username** and **Temporary Password**, you will be prompted to **Set up password**. | |
|  | Once you set up a password as per password requirements, Click **Change Password.**    **Result**: **Set up security methods** popup screen appears. |
|  | To Set up security methods, please refer to [Heading 1 First Login with MFA](#_First_Login_with) and follow the steps. |

# Setting up Okta Verify on mobile app

| Steps | Actions |
| --- | --- |
|  | To set up **Okta Verify**, select **Set up**.    **Result:** A **QR code** will generate on the screen and prompt you to download **Okta Verify app.** |
|  | Download the Okta application and open on your device.   * For Android Devices, please download the app from the [**Google Play Store**.](https://play.google.com/store/apps/details?id=com.okta.android.auth&hl=en_AU) * For Apple Devices, please download the app from the[**Apple Store**](https://apps.apple.com/us/app/okta-verify/id490179405) |
|  | Tap the **+** sign on the top right-hand corner or alternatively, tap **Add Account.**  A screenshot of a phone  Description automatically generated |
|  | Tap **Organisation.**  A screenshot of a phone  Description automatically generated |
|  | Tap **Skip,** unless you are adding account from another device.  A screenshot of a phone  Description automatically generated |
|  | Okta will prompt you to scan the QR code found in **step 1** to link your account.  A screenshot of a qr code  Description automatically generated |
|  | Once scanned, tap **Allow** Push Notifications.  A screenshot of a phone  Description automatically generated   |  |  | | --- | --- | | A red pencil in a square  Description automatically generated | * Enabling Push Notifications is recommended to reduce time taken to login using the Okta app. * Using push notification is the quickest way to get into theaccount and user does not require to add a verification code. | |

# MyABDR Homepage Menu

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# Home

MyABDR page has shortcuts on the homepage for quick access to record treatments and bleeds, manage treatment product stock and view treatment plan.

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1. Record Treatment

|  |  |
| --- | --- |
| A red pencil in a square  Description automatically generated | A patient cannot record treatments in MyABDR unless their Stock On Hand has sufficient quantity of product, therefore it is critical that a patient’s Product Inventory is kept up to date. |

Perform the following procedure to record treatment:

| Steps | Actions |
| --- | --- |
|  | Select the **Record Treatment** shortcut on the home screen. |
|  | Enter **Treatment Date/Time** and the **Treatment Type**.   |  |  | | --- | --- | | A red pencil in a square  Description automatically generated | Options may vary depending on treatment type user chooses. |   A screenshot of a computer  Description automatically generated   |  |  | | --- | --- | | A red pencil in a square  Description automatically generated | Tap on the  information icon for a list of the treatment definitions:   * Routine Prophylaxis - Your regular treatment to prevent “spontaneous” bleeds occurring. * Bleed - Treatment for a bleed, including follow-up treatments. * Preventative - Treatment before activity to prevent bleeds. * Temporary Prophylaxis - Short-term regular treatment to manage a specific bleed or joint problem. * Surgery/Procedure - Treatments before, during or after surgery or a medical/dental procedure. * Immune Tolerance Therapy - Treatment for inhibitors involving frequent doses of factor concentrates over a long period of time in an attempt to train the body to recognise * the treatment product. * Other - Treatments for other reasons. Type in the reason. | |
|  | A **Bleed** field will appear underneath (Only if user selects Bleed, first infusion/ Bleed, follow-up infusion/Bleed, no treatment). Select the **Bleed** and it will open a **Add Bleed Location**.  A screenshot of a computer  Description automatically generated |
|  | Then select **Add** **Record Bleed**.  A screenshot of a computer  Description automatically generated  Select **Body Area**, **Body location** and **Severity of Bleed.** Select **Save and Close.**   |  |  | | --- | --- | | A red pencil in a square  Description automatically generated | Tap on the  information icon for a list of the severity definitions.   * Minor Bleed is barely noticeable. It does not make you uncomfortable or have any effect on what you normally do during the day or how you do it. * Moderate Bleed makes you uncomfortable. It affects how you do the things you routinely do every day. * Major Bleed is very painful or uncomfortable. It stops you from doing normal daily activities. It may keep you awake when you are trying to sleep. You may need to go to hospital for treatment or review. |   Enter the **Reason** of the bleed, **Bleed Notes** and select **Save**. |
|  | If you have more than one Location, select **Add Bleeding Location** or select **Save** to continue. |
|  | Select **Products** to add product. Select the product type used and select **Save**. |
|  | Photos of injury and bleeds can also be added by selecting **Photos**.  A screenshot of a computer  Description automatically generated |
|  | Upload photo from your Camera/Gallery and Select **Save** and **Close.** |

1. Record Product

It is important add your treatment product stock to your inventory first before recording a treatment.

Perform the following procedure to record treatment:

| Steps | Actions |
| --- | --- |
|  | Select **Record Product** on the home screen. You can either Copy a Previous Product or fill out all the fields marked with an \* Astrix.  A screenshot of a computer  Description automatically generated   |  |  | | --- | --- | | A red pencil in a square  Description automatically generated | Only the treatment products that are in your treatment plan will be shown. | |
|  | Enter product details and Select **Save** when finished.   |  |  | | --- | --- | | A red pencil in a square  Description automatically generated | Timesaver for clotting factor products! Start typing the first couple of characters find your batch number. When you select it, the full batch number, product name and expiry date will autocomplete | |

1. Treatment Plan

Treatment Plan is a detailed plan outlines the patient’s diagnosis and severity of condition. It also includes the current weight, the type of products used during bleeds and dosing instructions for managing severe/ traumatic bleeds.

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# Treatments

The Treatments tab shows a complete history of treatments recorded by MyABDR users for the patient with the most recent record displayed first. The details of each treatment displayed includes treatment date/time, treatment type, part of body treated, if treatment type = bleed, product, total dose, treatment notes if recorded and attachments

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|  |  |
| --- | --- |
| A red pencil in a square  Description automatically generated | A Treatment can also be recorded by selecting **Record Treatment** in the **Treatments** tab. |

# Details

Details tab enables users to update and manage patient information effectively in MyABDR. Users can update, view and manage following selections:

* Weight/Height
* Treatment Plans
* Memos
* Update Contact And Delivery Details
* Request Patient Card
* Change Privacy Consent.

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# Inventory

This tab facilitate efficient product management by enabling users to monitor the inventory. User can view, record, track and manage the product for effective inventory management through following selections:

* Stock On Hand
* Received Products
* Discarded Products

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|  |  |
| --- | --- |
| A red pencil in a square  Description automatically generated | It is important to add your treatment product stock to your inventory first before recording a treatment. |

# Reports

The Reports tab provide users with the ability to download the data over the selected time period for the following selections:

* Product Use - a bar chart showing the total amount of each product used per month
* Time to Treatment - a pie chart showing the number of bleeds recorded for selected time period
* Bleed Location over Time - a pie chart showing the number of bleed events recorded for selected time period and body location
* Product Treatment over Time - a stacked bar chart showing the total amount of product per used month
* Bleeds Overtime - a bar chart showing the total number of bleed events recorded in the selected time period
* Data Extract - allows user to download treatment, bleed and product use data to a Microsoft Excel spreadsheet
* Treatments and Bleeds - allows user to download treatment and bleeds for selected time period

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