User Tip Sheet -Facility Administrator role

BLOODSTAR

Deactivating or Editing a User's Access Details in BloodSTAR

How to deactivate a user's access to your facility

1. Go to <u>https://www.bloodstar.blood.gov.au/</u> and Login with your BloodPortal Username and Password.

2. Click on 'User Role Management.

BLOOD STAR	Home	User Role Management	User Access Requests	Reports	BloodSTAR Messages	
Facility Administrator - Home			n 'User Role Management	: :		
<u>My Facility</u>						
View and update details about your facility. Set product preferences for your facility						

3. Under the **'User Role Management'** page filter to find the person you would like to deactivate and click **'View'** next to the user's access.

User Role Management							
		•	+ Add Role				
User name	Name		Role Type	Facility	ospita 💌	Status	•
Filter	Clear			3 Click 'Vi	ew' on the user	r's access	
User name	Name 1	Role	Facility	Status	Access		
lg_test01	TEST01, lg	Medical Officer	The Canberra Hospital	Active	Yes	Q_View	<u> </u>
lg_test03	TEST03, Ig	Medical Officer	The Canberra Hospital	Active	Yes	Q_View	<u> </u>
lg_test05	TEST05, Ig	Medical Officer	The Canberra Hospital	Active	Yes	Q_View	<u> </u>

4. Click 'Deactivate'

Support phone: 13 000 BLOOD (13 000 25663) email: <u>support@blood.gov.au</u> fax: 02 6151 5210

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	5. Enter in a deactivation r	eason and click "Save"					• •	• •		• •			
	Deactivate lg TEST01 - The Canberra	Hospital									×		
	Reason	Please enter a deactivation reason											
			5	Provide a rea leactivation	ason for and click 'Sav	e' —			Save	Can	icel		

How to edit a user's access details

1. Under the 'User Role Management' page filter to find the person you would like to view.

2. To edit the user's position title, email or phone number click on 'Edit' next to the user's access.

User Role I	Management	ī							
			•	+ Add Role					
User name Filter	Clear	Name test		Role Type	ACT - T	he Canberra Ho	Si ospita v lick 'Edit' on the	atus e user's acce	•
User name	Name 1		Role	Facility		Status	Access		
lg_test01	TEST01, Ig		Medical Officer	The Canberra Hospital		Active	Yes	Q_View	<u> </u>
lg_test03	TEST03, Ig		Medical Officer	The Canberra Hospital		Active	Yes	Q_View	

3. Edit the relevant details and click 'Save' to finalise.

Update Contact D	etails - lg TEST01 (lg_test01)		
Enter the updated contact of	letails at each of the facilities		
Medical Officer at The C	anberra Hospital 🛛 Primary Role 🖌		
Position Title *	Canberra Doctor	Phone *	02 85284411
Email *	lg_test01@Canberra.com.au	Mobile	
		Fax	
		3	Edit the required details and click 'Save'