

# Aria guide for User Admins

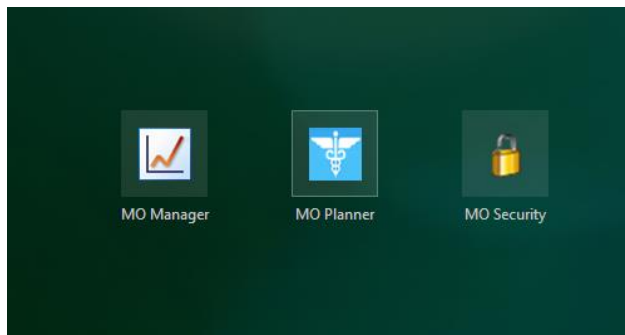
## Introduction

This guide should direct the user administrator to navigate the areas of the Aria prescribing programme needed for their role. Only staff who have completed Aria training should undertake any actions in Aria.

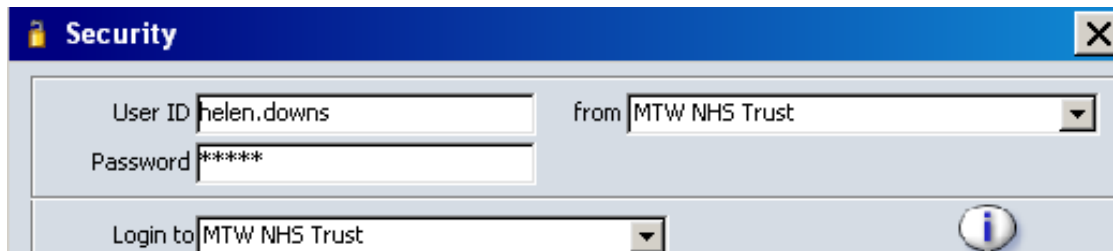
## LOG-IN



Enter your user name and password. These are the same as your windows details. Ensure you are working from the correct domain. This should be the trust that you work from or if you are cross-site, this should be your base trust



Select MO Security



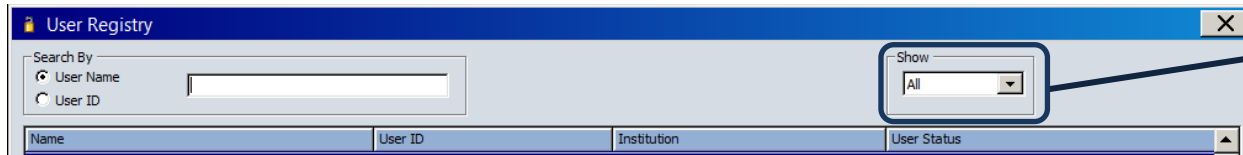
Enter your username as **User ID**. This is usually firstname.surname format. **From** should always be MTW NHS Trust and **Log into** should be the same

Your password must be between 6 and 10 characters long, start with a capital letter and be mixed case. It should contain at least 2 numbers, no special characters and be unique from the previous 5 passwords

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| Written by | H Downs   | Checked by | Chemo EP Group | Date               | June 2019 |             |

## Aria guide for User Admins

### USERS → USER REGISTRY



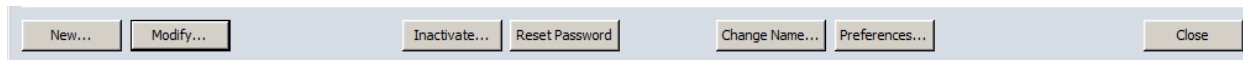
List of current users is displayed below. Select from drop down list to display All, Suspended or Inactive

**New:** Create a new user. See Page 4 & 5

**Modify:** to amend anything within the General tab of the user **Inactivate:** to inactivate a user's account. Users are never deleted completely from the system so this function can also be used for those on long term leave that will need re-instating at a later date. Inactivated users will also still appear on the users list but with inactive written in red under their status. Select OK to complete inactivation of account

**Reset Password:** Select then select **Yes** to reset the users password. The generic default password for new users and password resets is password. The user will then be prompted to create a new password next time they log in

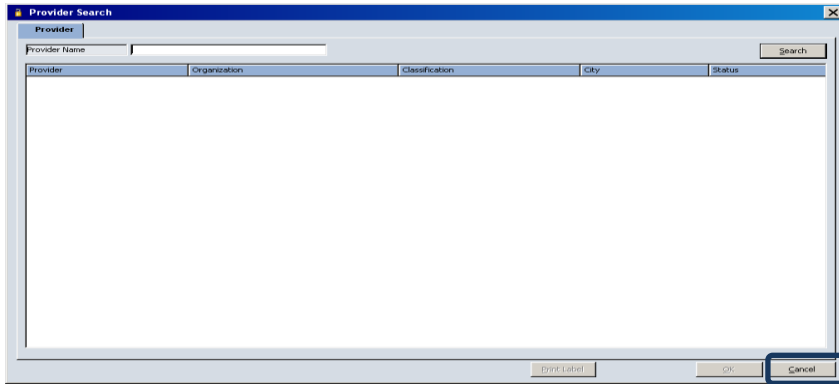
**Change Name:** Complete name changes for **userID**, display names and title here using the same process as for new users



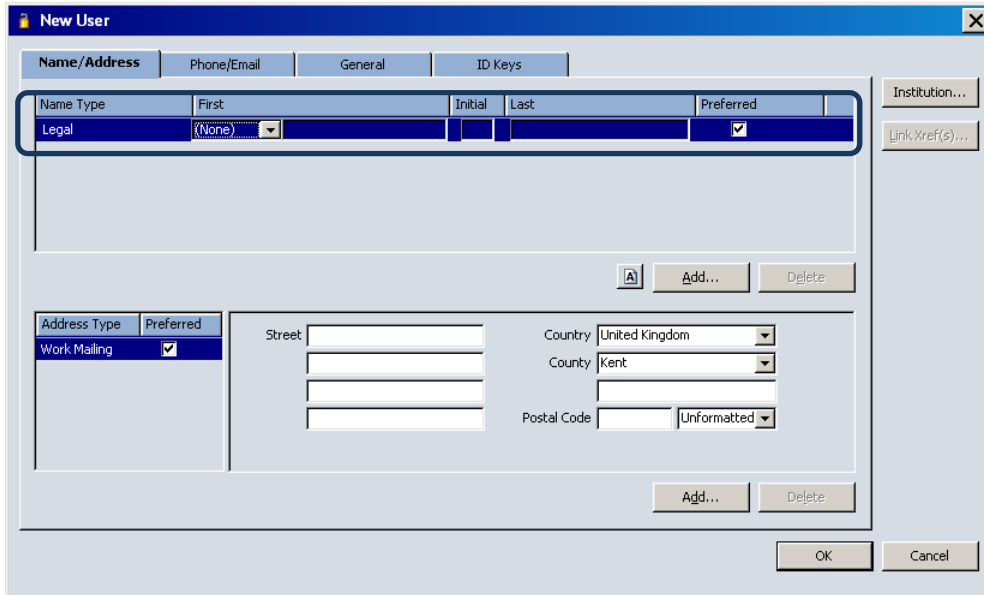
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# Aria guide for User Admins

## USER REGISTRY → NEW USER



Select **Cancel**



**Name/Address tab**  
 Complete **Title** from drop-down list if known.  
 Complete **First** and **Last** names then select  
**General** tab

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## Aria guide for User Admins

### USER REGISTRY → NEW USER → Non-Prescriber

**General tab**  
Leave these boxes blank

Select **OK** to complete and save

**User ID:** Format of firstname.surname all lower case  
**From:** ALWAYS MTW NHS Trust  
**User Group:** Select from drop down list. Select Consultant for ALL prescribers including registrars and non-medical prescribers  
**Discipline:** Select from drop-down list as appropriate. Continued below....

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## Aria guide for User Admins

### USER REGISTRY → NEW USER → Prescriber

Check **Provider** box for prescribers

Select Institutions. Continued below....

**User ID:** Format of firstname.surname all lower case  
**From:** ALWAYS MTW NHS Trust  
**Discipline:** Select Physician  
**Designation:** Leave blank  
**Classification:** Select Clinical or Medical Oncologist, Haematologist or Paediatrician for Consultants only. This entry is essential for the SACT data submission. Leave blank for other prescribers

Add ward level locations that the user will be prescribing at. Click once on the location on the left then select Add to add. Click on the added location once then on Remove to remove from their access. Select OK to complete.

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## Aria guide for User Admins

### USER REGISTRY → NEW USER → Prescriber

The screenshot shows the 'ID Keys' tab of a user registry application. The 'Institution' is set to 'MTW NHS Trust'. A table under 'Global Identifier' lists several identifiers with checkmarks in the 'Valid Entry' column:

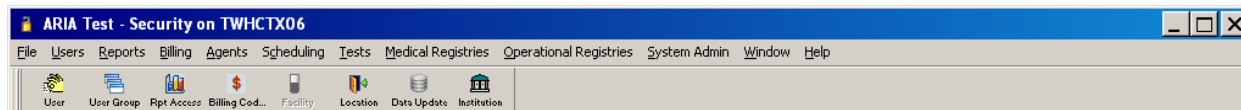
| Provider                 | Value | Valid Entry                         | Entered On | Expiry Date |
|--------------------------|-------|-------------------------------------|------------|-------------|
| <b>Global Identifier</b> |       |                                     |            |             |
| GMC #                    |       | <input checked="" type="checkbox"/> |            |             |
| GP Practice Code         |       | <input checked="" type="checkbox"/> |            |             |
| GP_ID                    |       | <input checked="" type="checkbox"/> |            |             |
| PAS ID                   |       | <input checked="" type="checkbox"/> |            |             |

Buttons for 'Institution...', 'Link Xref(s)...', 'OK', and 'Cancel' are visible.

**ID Keys tab**  
 Enter the user's GMC number prefixed with C.  
 This entry is essential for the SACT data submission

Select OK to complete and Save

### EXIT SECURITY



Always use **File** then **Exit** to close the application and log yourself off. Never use X as this will close the window but leave you logged in

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## USER GROUPS

User groups defined in ARIA are all prefixed MTW and are named as follows:

- Accredited checking pharmacy tech
- Consultant (Use for ALL prescribers including registrars, non-medical prescribers etc.)
- HCA - View and print + Vital signs entry
- Informatics - View and print + access to reports
- Nurse
- Nurse Manager + Planner - Nurse + questionnaire building access in the Planner app
- Nurse Manager + Scheduling
- Pharmacist
- **Pharmacists System Admin –Refer requests to KMCC System Administrator**
- **Pharmacists Validation - Refer requests to KMCC System Administrator**
- Pharmacy Tech
- **Radiation Therapy – NOT CURRENTLY IN USE**
- Scheduler
- **Users Admin - Refer requests to KMCC System Administrator**
- View & Print
- **OpTxVaris Development – NOT TO BE USED**
- **VMS Development – NOT TO BE USED**

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