User Manual

Service name: Mainframe https://asb-manager.tech4care.eu

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Date of the version: 04/01/2021

Change history

Date	Version	Changes done

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Welcome to MainFrame,

with this service, it is possible to create accounts for professionals and configure groups and roles.

Groups and roles allow to define the information that can be viewed or inserted by the various accounts.

You can access the service by the web portal (https://asb-manager.tech4care.eu), inserting then the credentials provided.

This guide will deeply explain the services through the following chapters:

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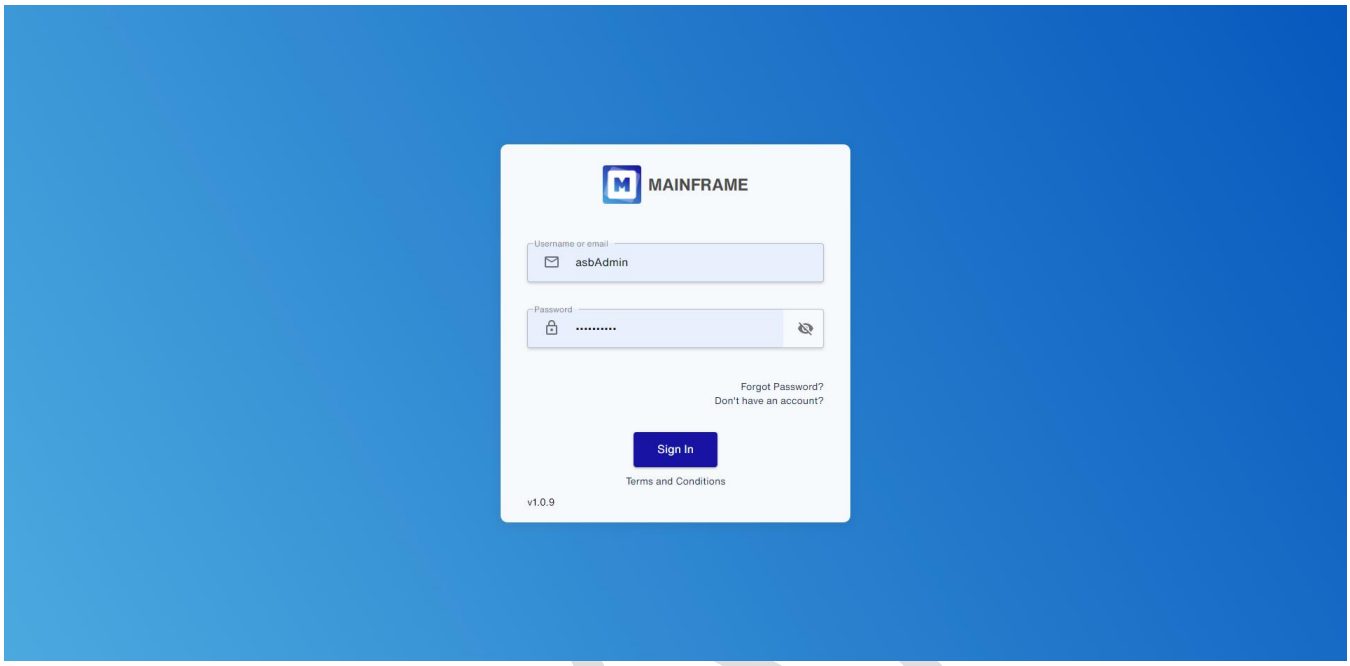
1. Access Mainframe service

To access the Mainframe service, it is necessary to open the page https://asb-manager.tech4care.eu in a web browser and insert your credentials (these will be provided by Tech4Care at first use and have to be changed at first login).



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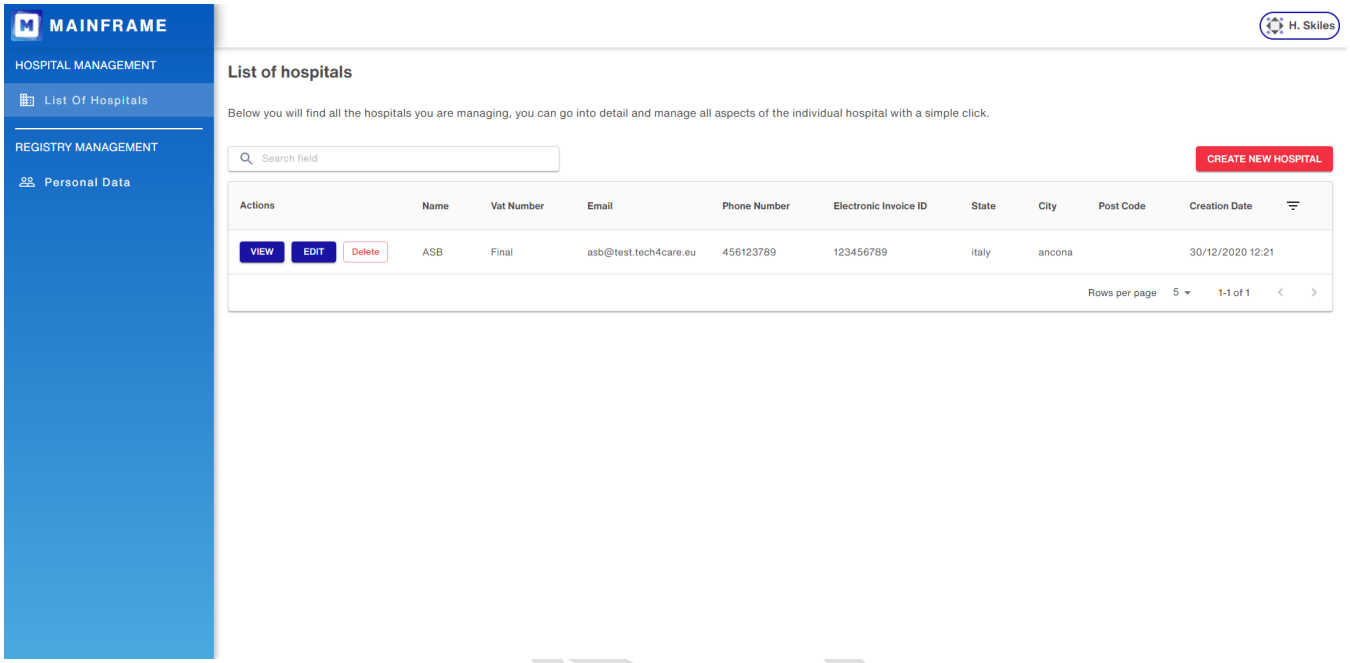
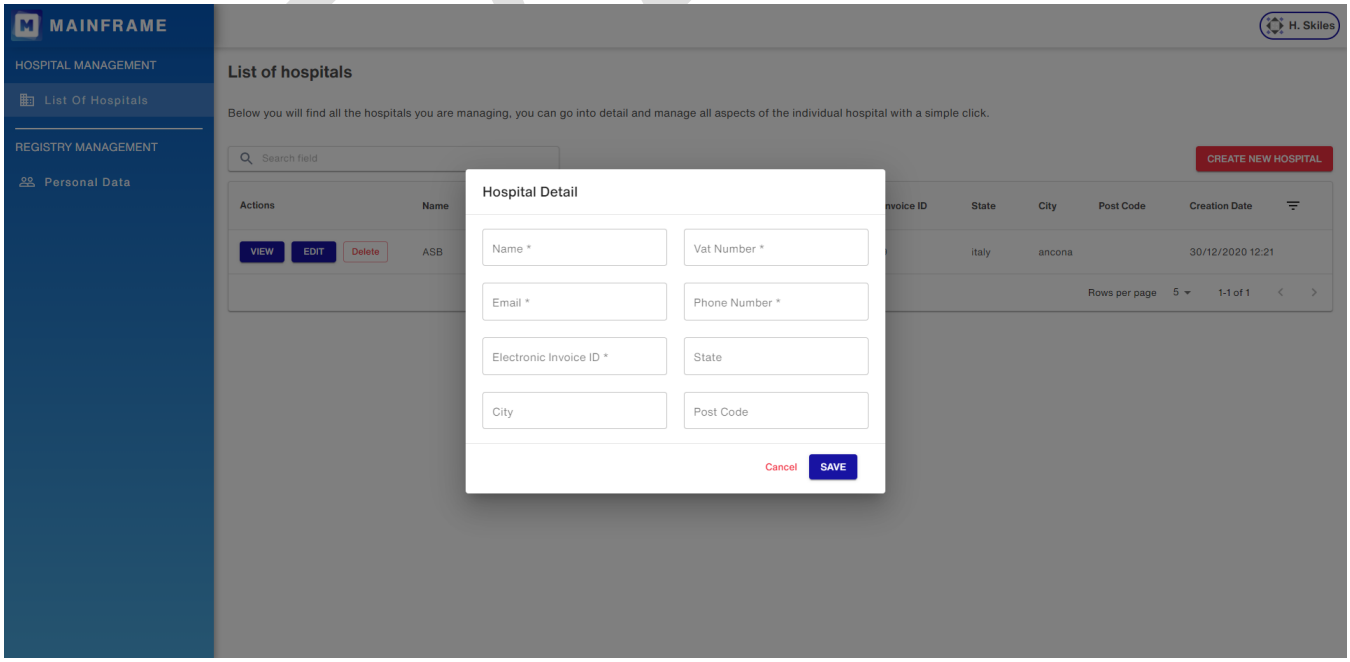
2. How to create one or more hospitals

By pressing *List of Hospitals* on the left side menu, you can see a list of the hospitals created.



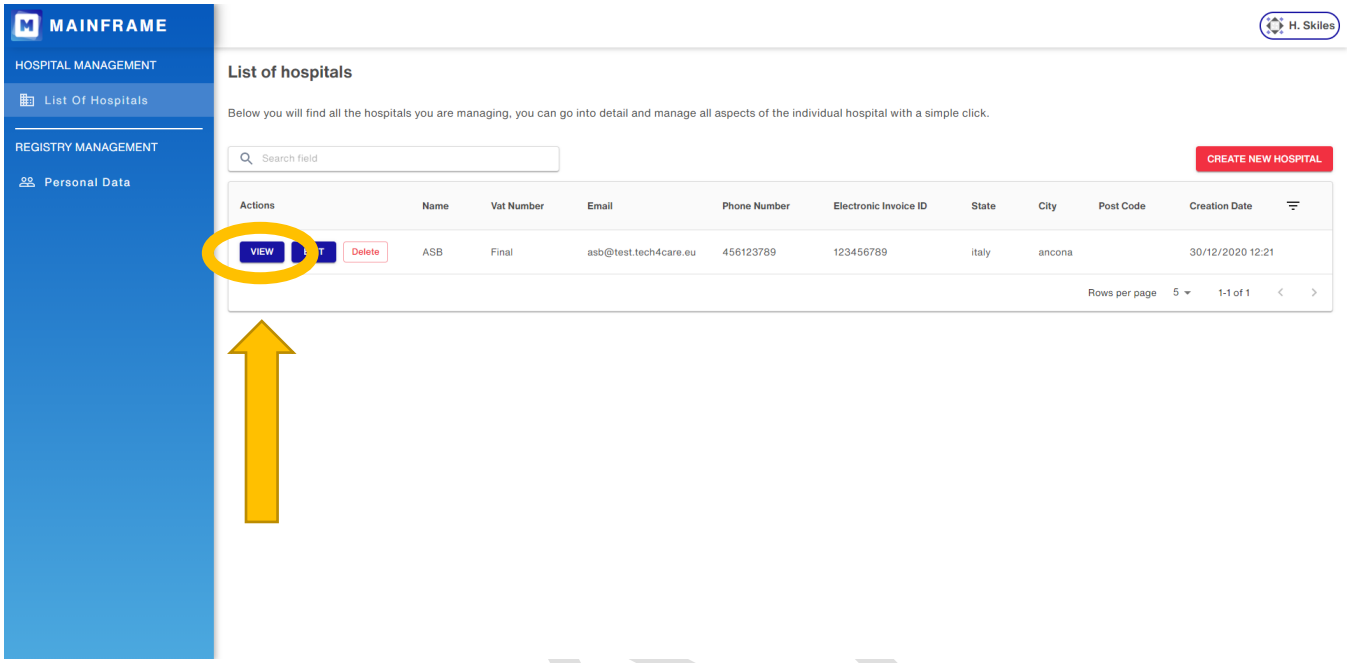
For every hospital in list, it is possible to see/edit its data or delete the hospital itself. WARNING: If a hospital gets deleted, all its users are going to be deleted as well.

To create a new hospital, press the red *CREATE NEW HOSPITAL* button, fill in the requested data (as shown in the picture) and press *SAVE*.

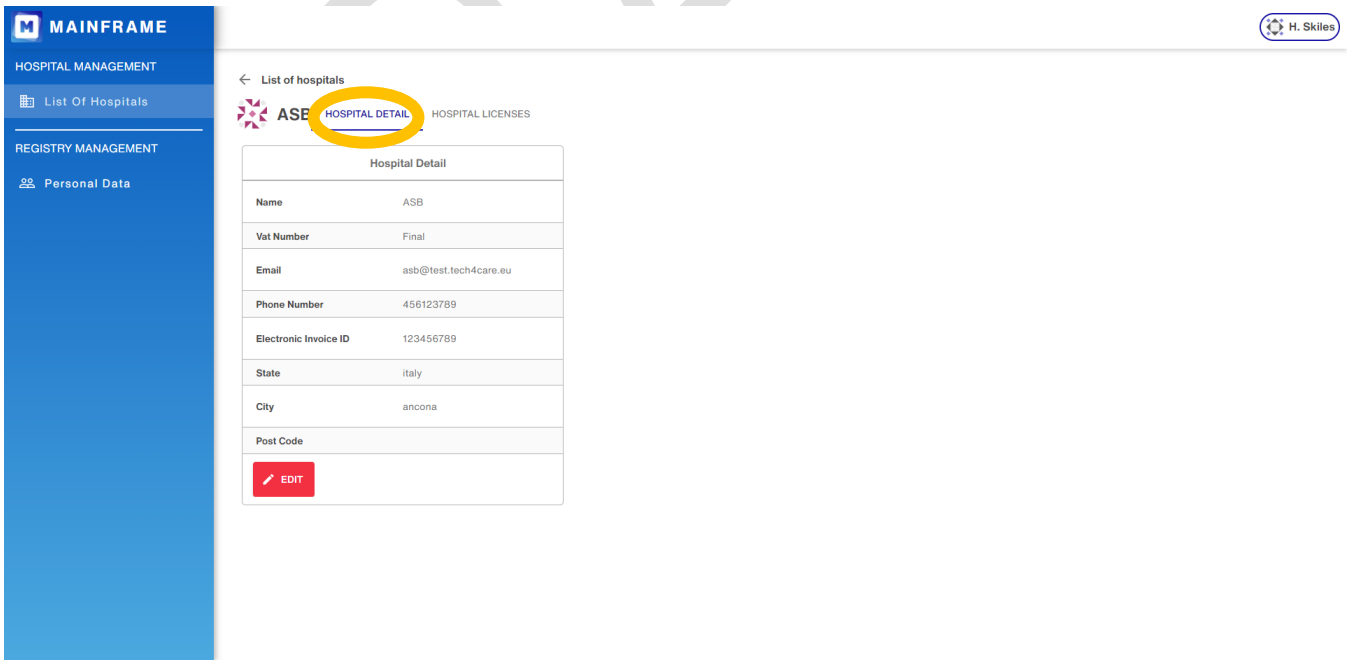


3. How to add a Sens4Care license to the created hospital

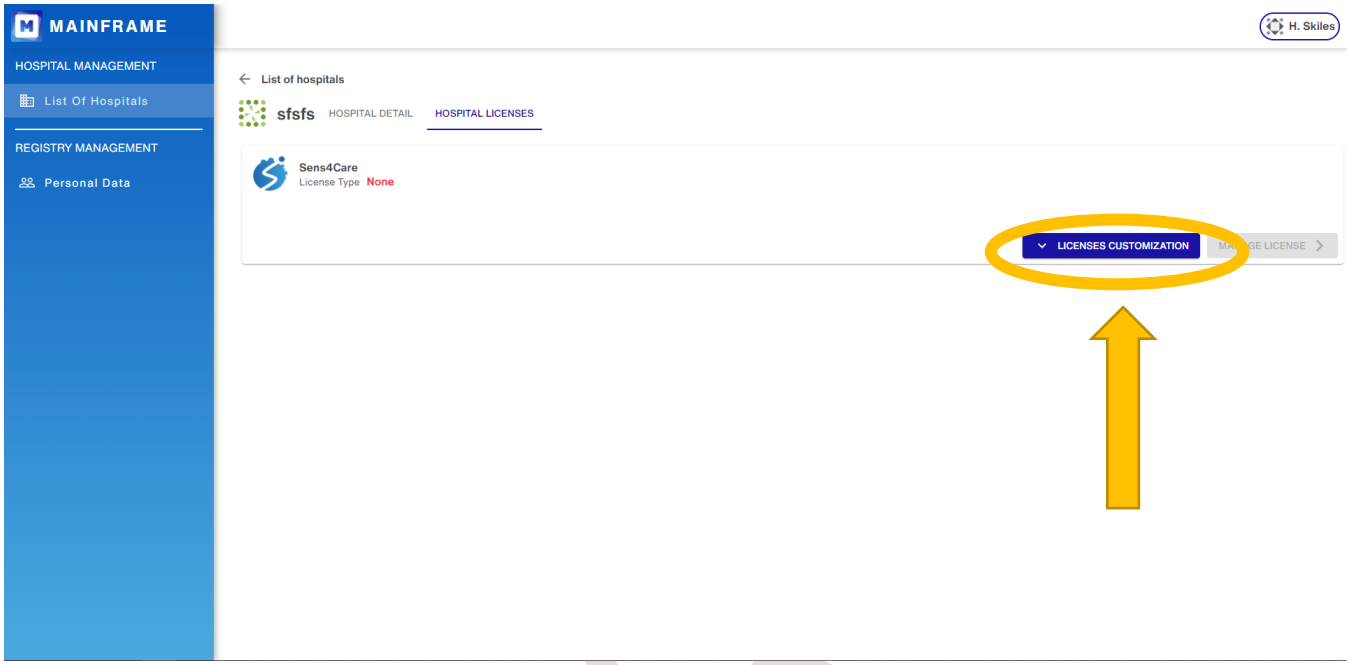
By pressing the *VIEW* button for the desired hospital, it is possible to view its detailed information.

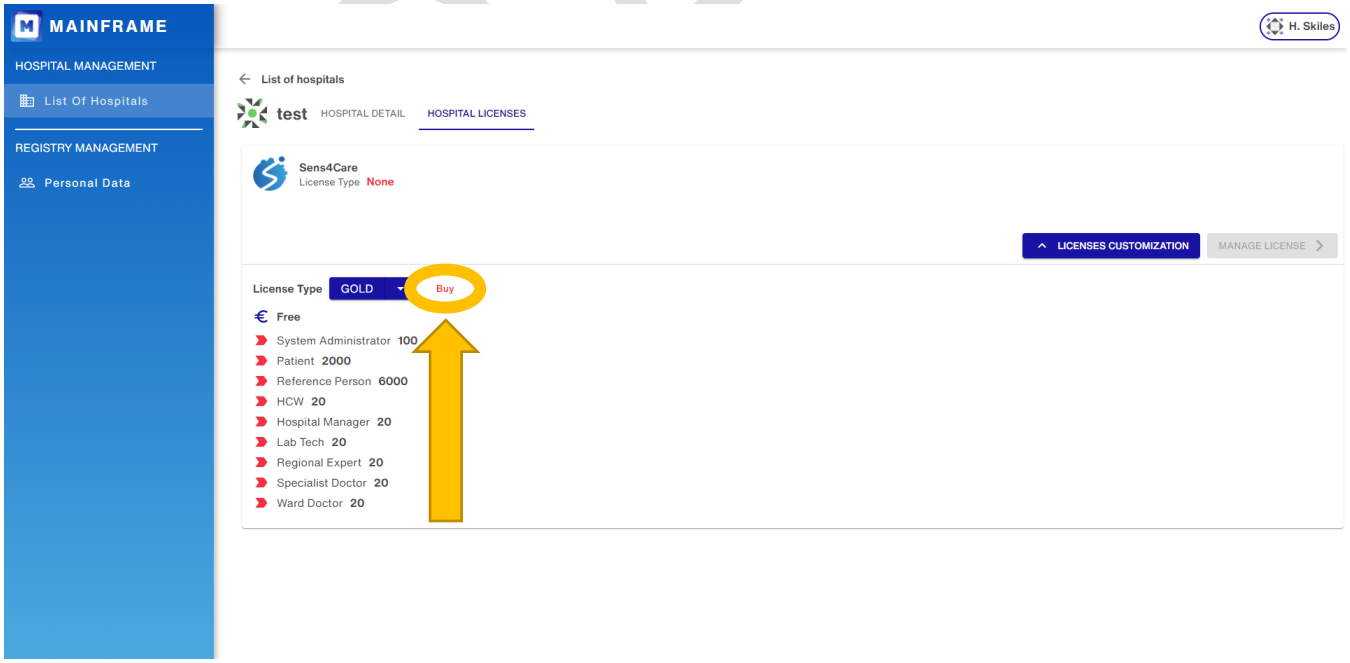


The first tab (***Hospital Detail***) will show the information inserted during the creation of the hospital



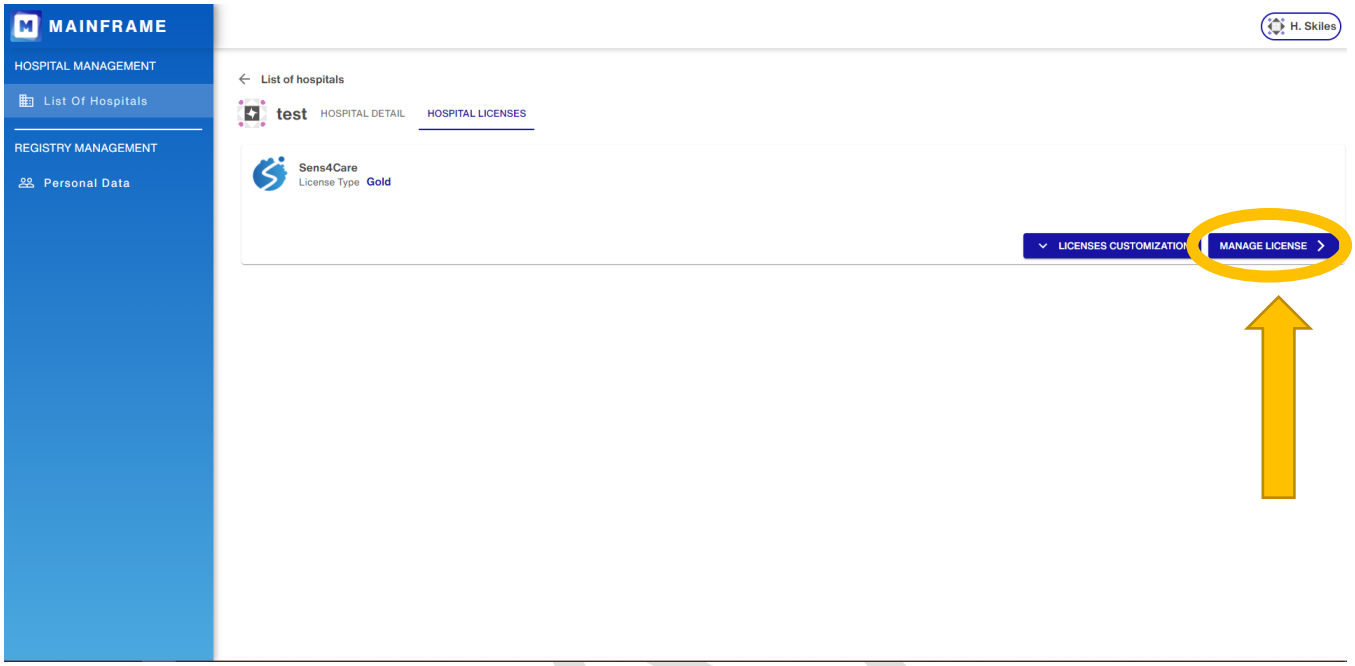
In the second tab (***Hospital Licenses***) it is possible to add the Sens4Care license to the selected hospital by pressing the *LICENSES CUSTOMISATION* button and then pressing *BUY* to complete the operation.



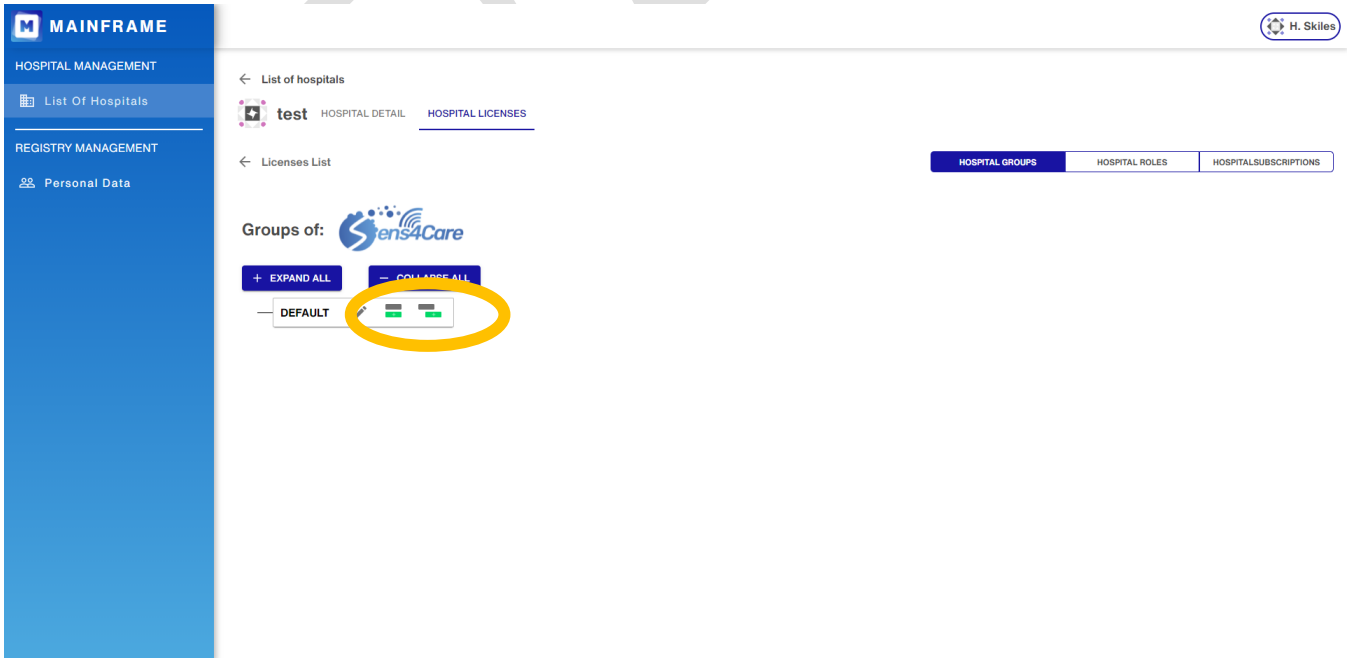


4. How to create groups for hospitals

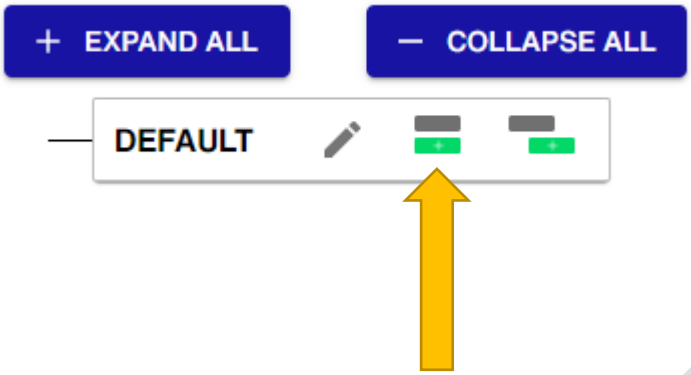
Once the license has been added, it is possible to manage groups by pressing the *Manage License* button.



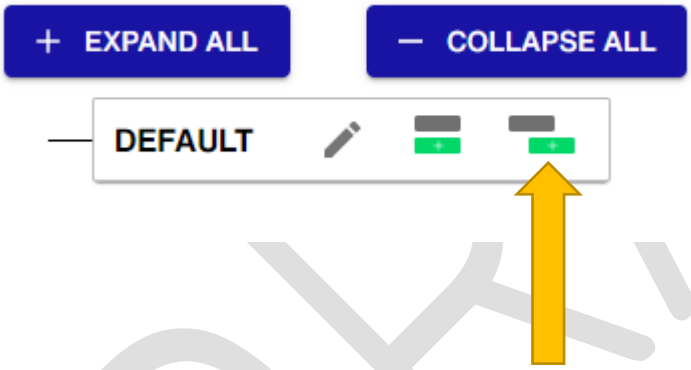
The system automatically creates the first group, named "default" (it can be renamed later on). Group creation is made through the two buttons with horizontal bars, allowing the creation of "child" or "brother" groups, as shown in the following picture.



With the first button (the one with aligned bars), it is possibile te create “brother” groups. This means that all its users won’t be able to see users belonging to other “brother” groups or in a higher level in the hierarchy.



The secondo button (the one with misaligned bars), instead, permits the creation of “child” groups. This means that its users won’t be able to see groups other than those in a lower lever of the hierarchy (so other child groups).



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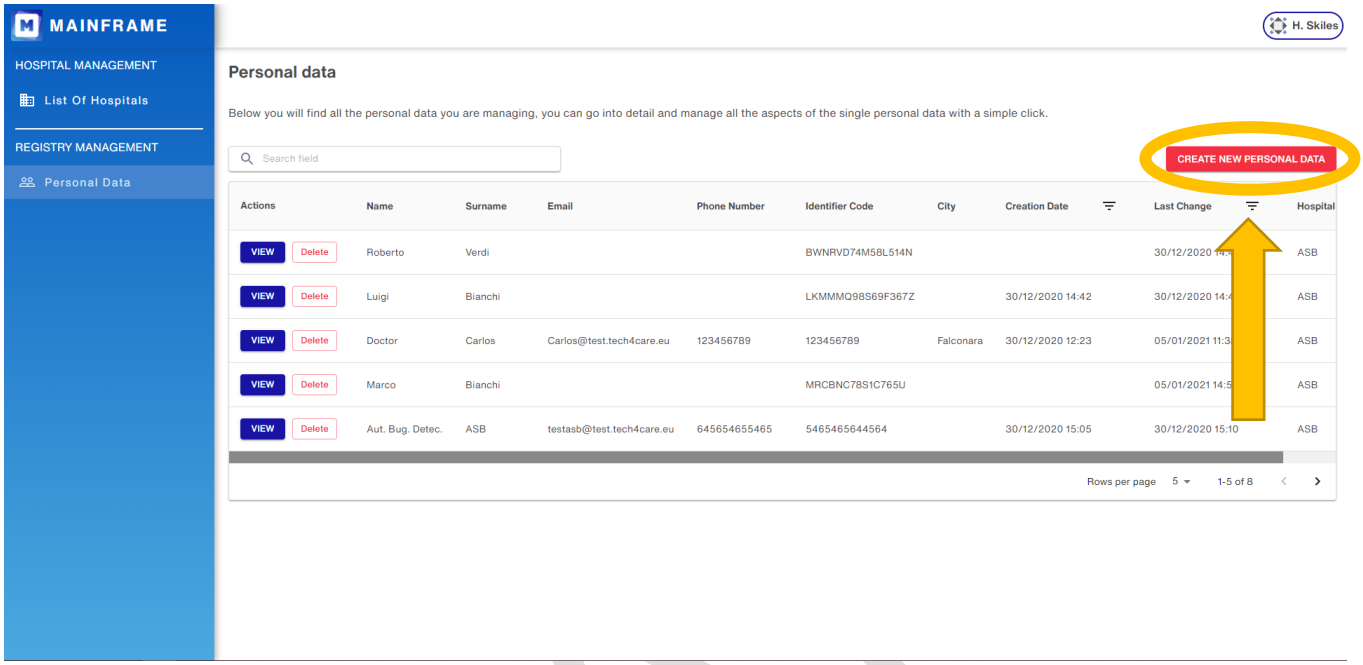
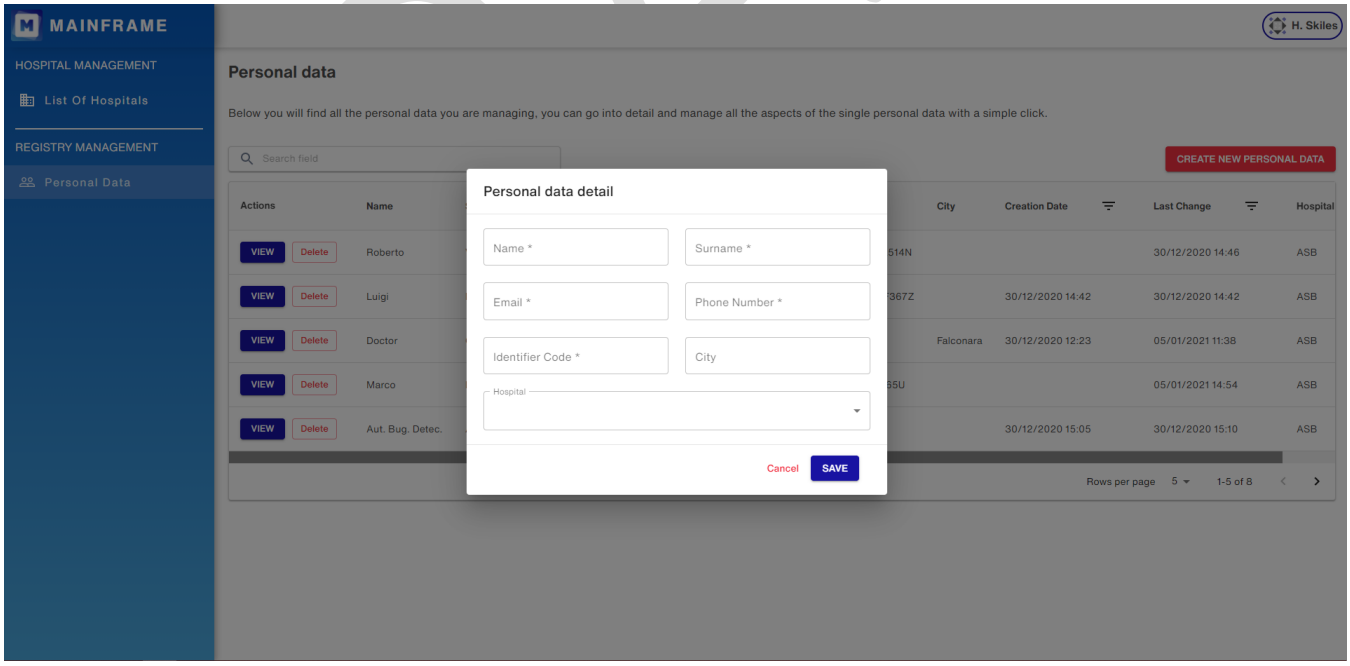
5. How to insert users in the database

To insert a new user, select ***PERSONAL DATA*** on the left side menu, and then press the red *CREATE NEW PERSONAL DATA* button.

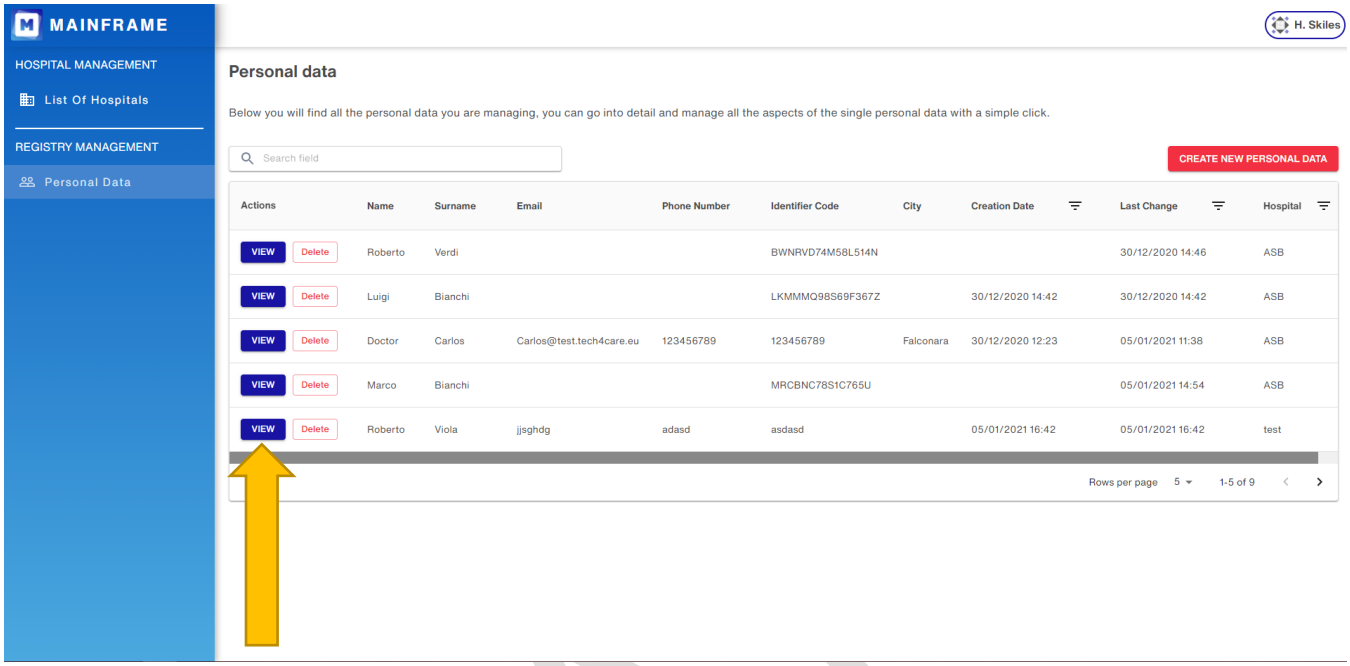


Now please fill in the data requested in the form that appears. <u>WARNING: it is necessary to provide a valid e-mail address.</u>

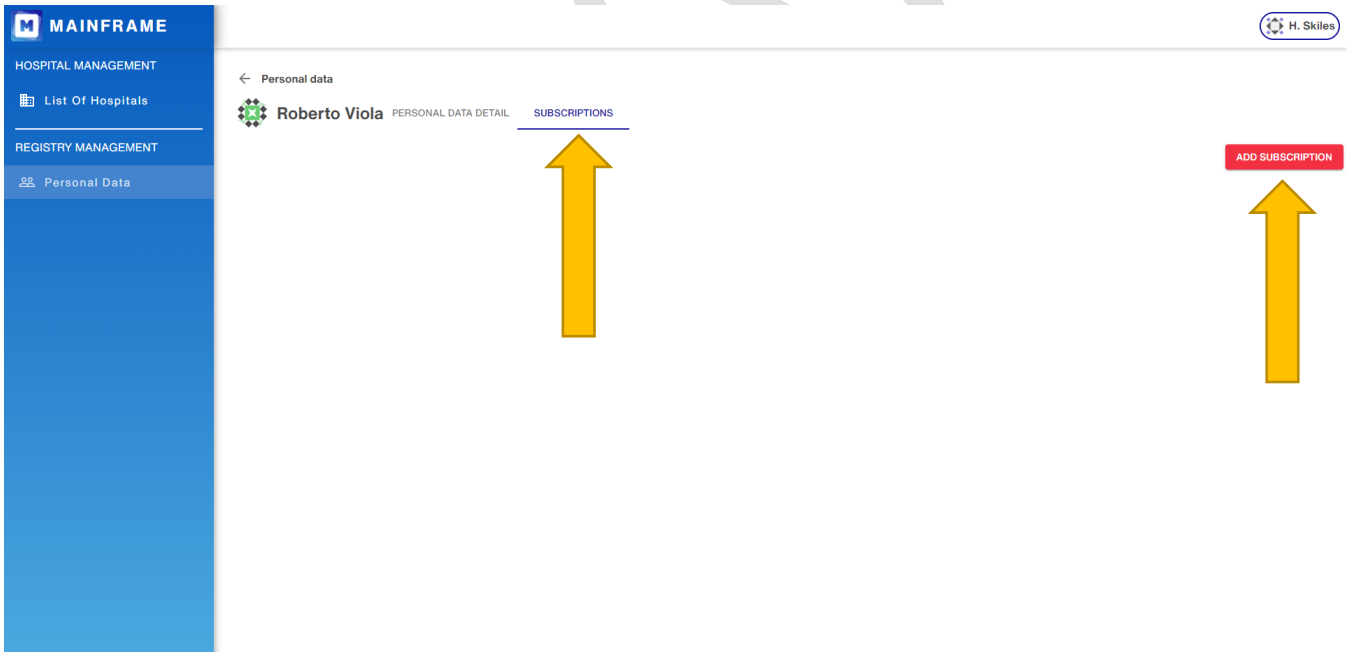


6. How to assign a user to Sens4Care, a group and a role.

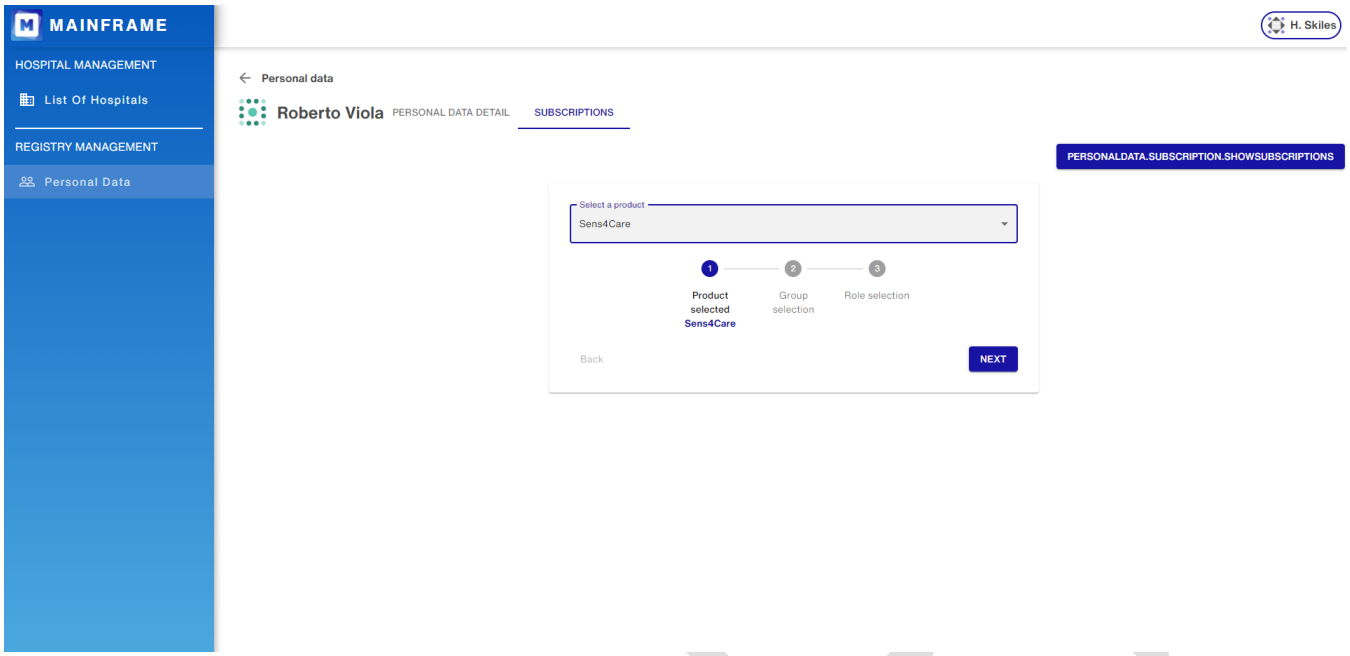
Once a user has been created, click the VIEW button of the user you want to assign.



Then go to the tab *Subscriptions* and press the red *ADD SUBSCRIPTION* button.



Now you can follow the wizard that allows you to select product, group and role, step by step.



Once this operation has been completed, an e-mail containing a link to generate credentials for the assigned product (Sens4Care) will be sent to the address inserted in the record.

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