

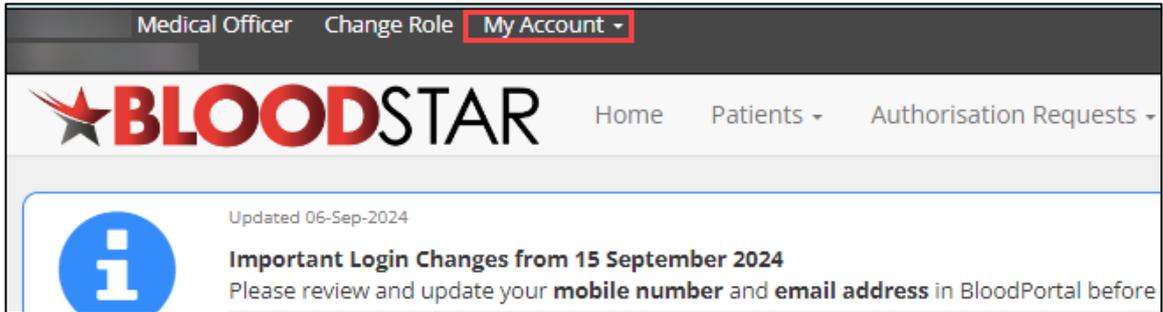
Deactivating and Editing Access in BloodSTAR

As a user of BloodSTAR, you can deactivate your role if you no longer require access to a facility as well as edit your contact details for each facility you have access to.

Deactivating Access

1. Log into [BloodPortal](#) with your BloodPortal Username and Password, then click into BloodSTAR.

2. Select **My Account** located above the BloodSTAR ribbon.



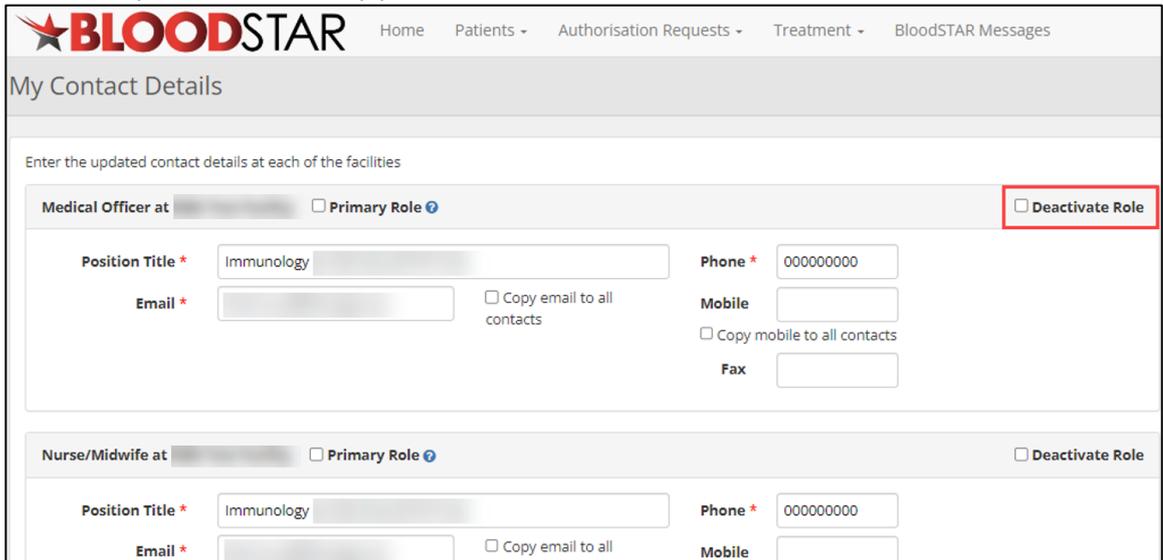
The screenshot shows the top navigation bar of the BloodSTAR application. The user is logged in as a 'Medical Officer'. The navigation menu includes 'Change Role' and 'My Account' (highlighted with a red box). Below the navigation bar is the BloodSTAR logo and navigation links for 'Home', 'Patients', and 'Authorisation Requests'. A blue information icon is visible on the left, and a notification banner on the right states: 'Updated 06-Sep-2024. Important Login Changes from 15 September 2024. Please review and update your mobile number and email address in BloodPortal before'.

3. Select **My Contact Details** to display all facilities you have access to.



The screenshot shows the top navigation bar of the BloodSTAR application. The user is logged in as a 'Medical Officer'. The navigation menu includes 'Change Role' and 'My Account'. A dropdown menu is open under 'My Account', with 'My Contact Details' highlighted in a red box.

4. Locate the position and facility you want to deactivate then select the **Deactivate Role** checkbox.



The screenshot shows the 'My Contact Details' page in the BloodSTAR application. The page title is 'My Contact Details'. Below the title is a section for entering updated contact details for each facility. The first section is for a 'Medical Officer' at a facility. It includes a 'Primary Role' checkbox and a 'Deactivate Role' checkbox (highlighted in red). The form fields include 'Position Title' (with 'Immunology' entered), 'Phone', 'Email', 'Mobile', and 'Fax'. There are also checkboxes for 'Copy email to all contacts' and 'Copy mobile to all contacts'. The second section is for a 'Nurse/Midwife' at a facility, with similar fields and a 'Deactivate Role' checkbox.

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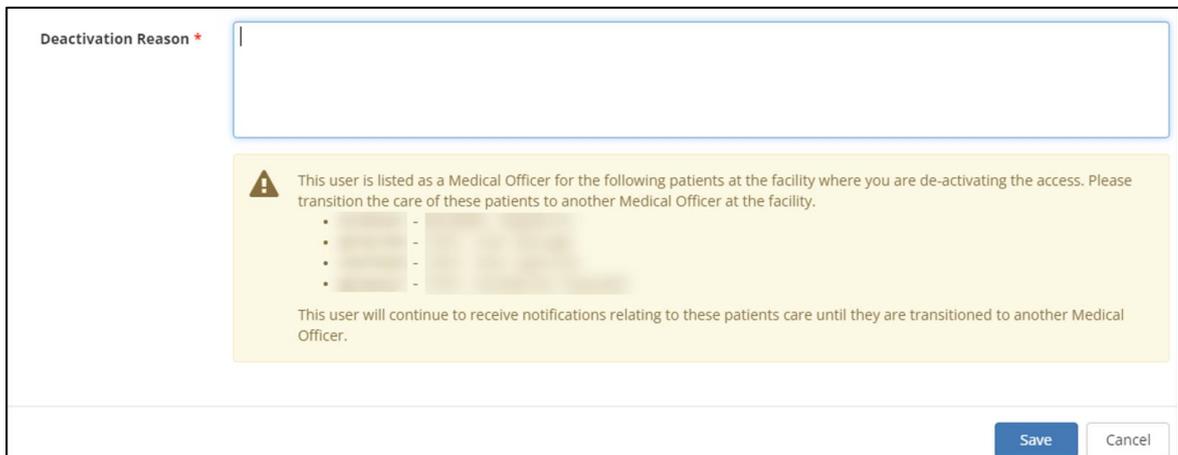
5. In the **Deactivation Reason**, enter in the mandatory field a reason for deactivating role. Once complete, select **Save**.



The screenshot shows a web form for deactivating a role. At the top, there are two checkboxes: Primary Role and Deactivate Role. Below these is a large text input field labeled "Deactivate Reason *". A red box highlights this field. At the bottom right of the form is a blue "Save" button.



Please note: If Medical Officers have patients listed under their care, they will be displayed in a yellow alert notification. Medical Officers must transition the care of these patients to another Medical Officer otherwise, they will continue to receive notifications relating to these patients.



This screenshot shows the same deactivation form as above, but with a yellow warning message displayed below the "Deactivate Reason" field. The message reads: "This user is listed as a Medical Officer for the following patients at the facility where you are de-activating the access. Please transition the care of these patients to another Medical Officer at the facility." Below the text is a list of three blurred patient names. At the bottom of the form, there are "Save" and "Cancel" buttons.

6. The role will be deactivated, and a notification will display contacts have been updated.

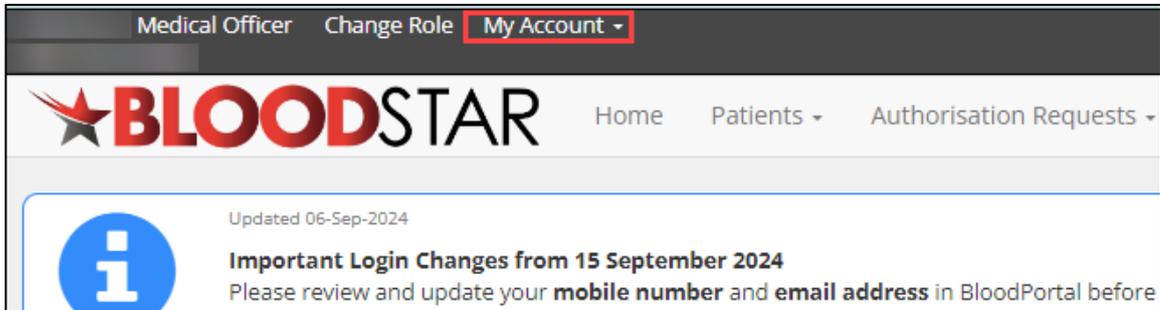


A light blue notification banner with a warning icon (a triangle with an exclamation mark) on the left and the text "Contacts have been updated." in the center.

Editing Access Details

1. Log into [BloodPortal](#) with your BloodPortal Username and Password, then click into BloodSTAR.

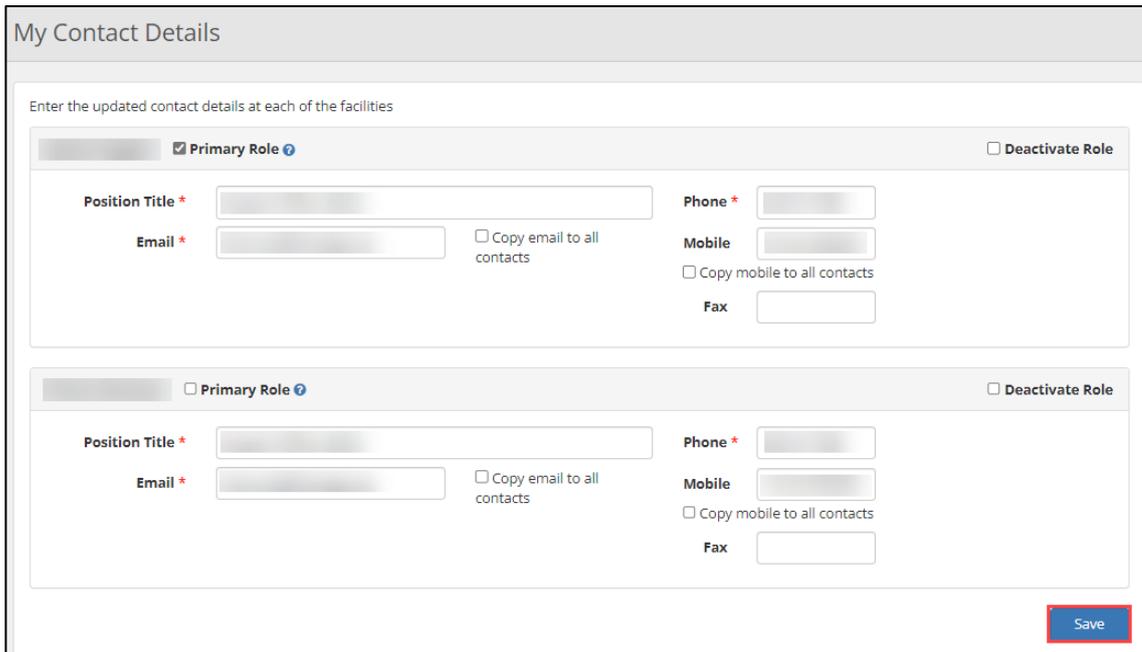
2. Select **My Account** located above the BloodSTAR ribbon.



3. Select **My Contact Details** to display all facilities you have access to.



4. Edit the relevant details and select **Save** to finalise.



The screenshot displays the 'My Contact Details' form. At the top, it says 'Enter the updated contact details at each of the facilities'. There are two identical sections for each facility. Each section has a 'Primary Role' checkbox (checked in the first section) and a 'Deactivate Role' checkbox. The input fields include 'Position Title *', 'Email *', 'Phone *', 'Mobile', and 'Fax'. There are also checkboxes for 'Copy email to all contacts' and 'Copy mobile to all contacts'. A blue 'Save' button is located at the bottom right of the form and is highlighted with a red rectangular box.

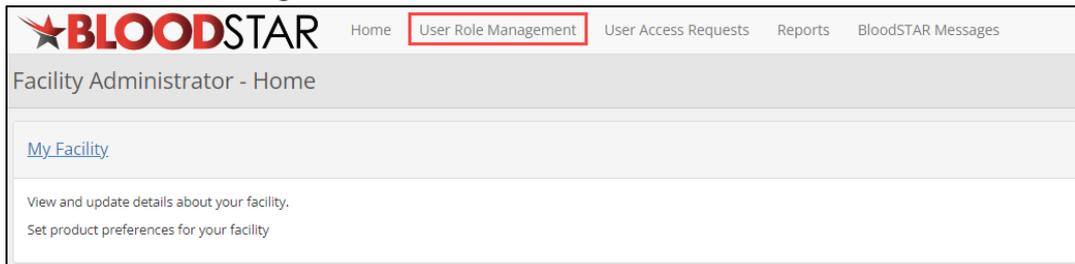
Deactivating and Editing a User's Access in BloodSTAR – Facility Administrator Role

BloodSTAR Facility Administrators are nominated staff members within a hospital/facility with the authority to deactivate and edit a BloodSTAR user's access.

Deactivating Access

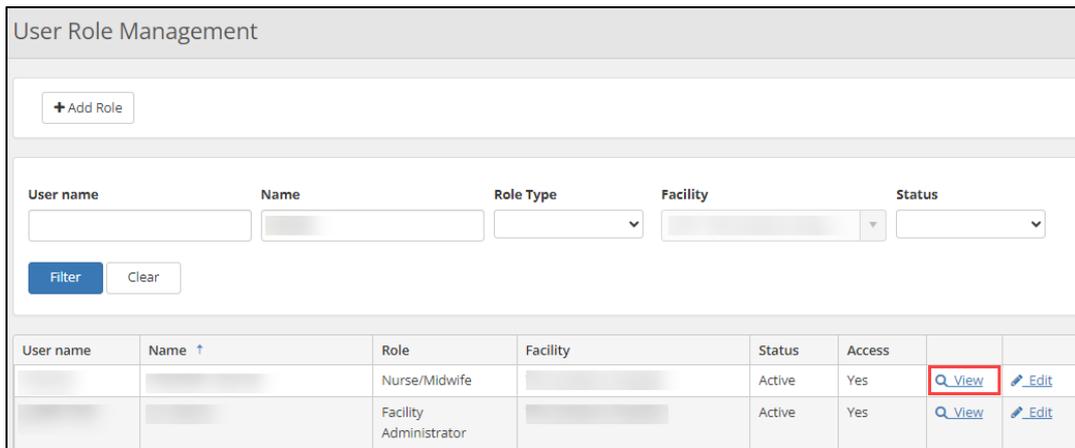
1. Log into [BloodPortal](#) with your BloodPortal Username and Password, then click into BloodSTAR.

2. Select **User Role Management**.



The screenshot shows the BloodSTAR interface for a Facility Administrator. The top navigation bar includes 'Home', 'User Role Management' (highlighted with a red box), 'User Access Requests', 'Reports', and 'BloodSTAR Messages'. Below the navigation, the page title is 'Facility Administrator - Home'. There is a link for 'My Facility' and a section for facility details with the text: 'View and update details about your facility. Set product preferences for your facility.'

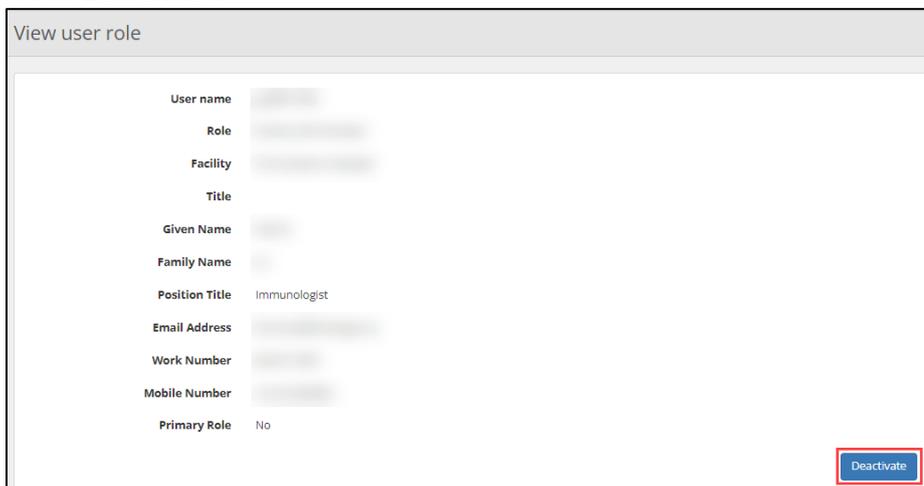
3. Using filters, search for the user you would like to deactivate. Once you have located user, select **View**.



The screenshot shows the 'User Role Management' page. It features a '+ Add Role' button and a search filter section with fields for 'User name', 'Name', 'Role Type', 'Facility', and 'Status'. Below the filters is a table of users:

User name	Name ↑	Role	Facility	Status	Access	View	Edit
		Nurse/Midwife		Active	Yes	View	Edit
		Facility Administrator		Active	Yes	View	Edit

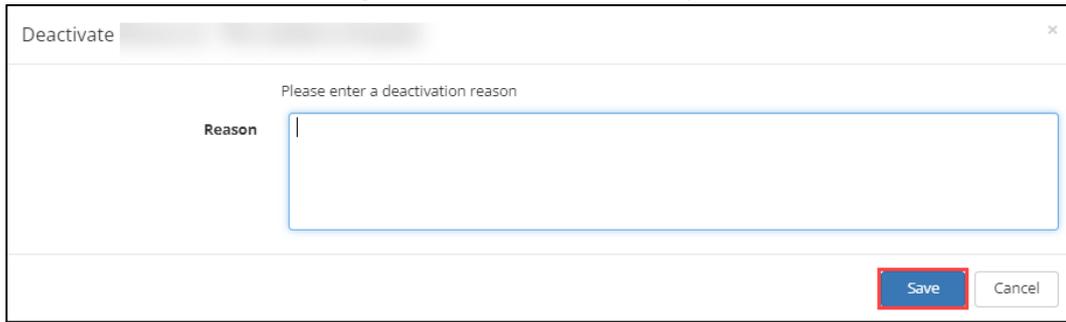
4. Select **Deactivate**.



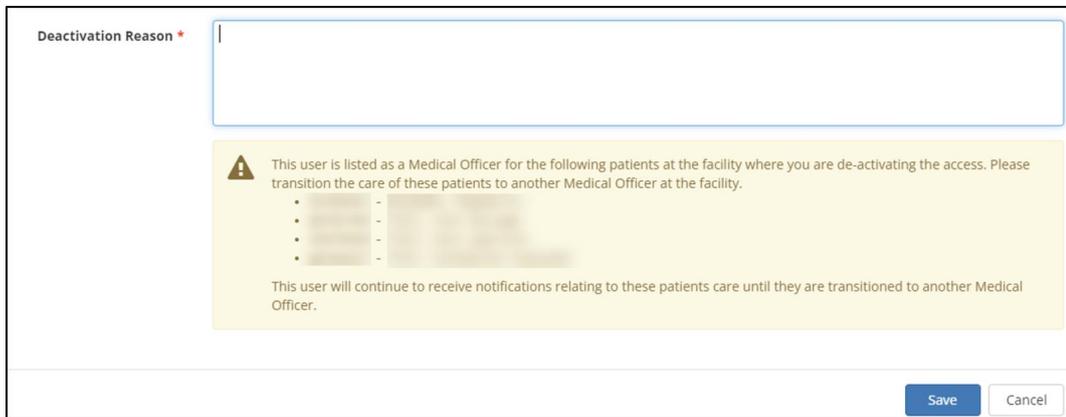
The screenshot shows the 'View user role' page. It displays a list of user details: 'User name', 'Role', 'Facility', 'Title', 'Given Name', 'Family Name', 'Position Title' (Immunologist), 'Email Address', 'Work Number', 'Mobile Number', and 'Primary Role' (No). A 'Deactivate' button is highlighted with a red box at the bottom right of the page.

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5. Enter a reason for deactivating the user's role. Once complete, select **Save**.



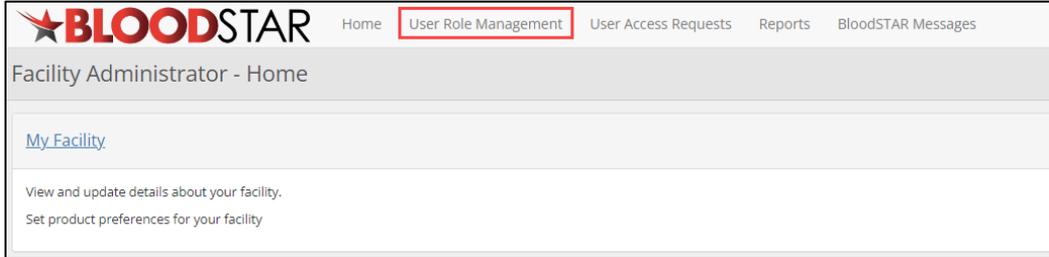
Please note: If Medical Officers have patients listed under their care, they will be displayed in a yellow alert notification. Medical Officers must transition the care of these patients to another Medical Officer otherwise, they will continue to receive notifications relating to these patients.



Editing a User's Access Details

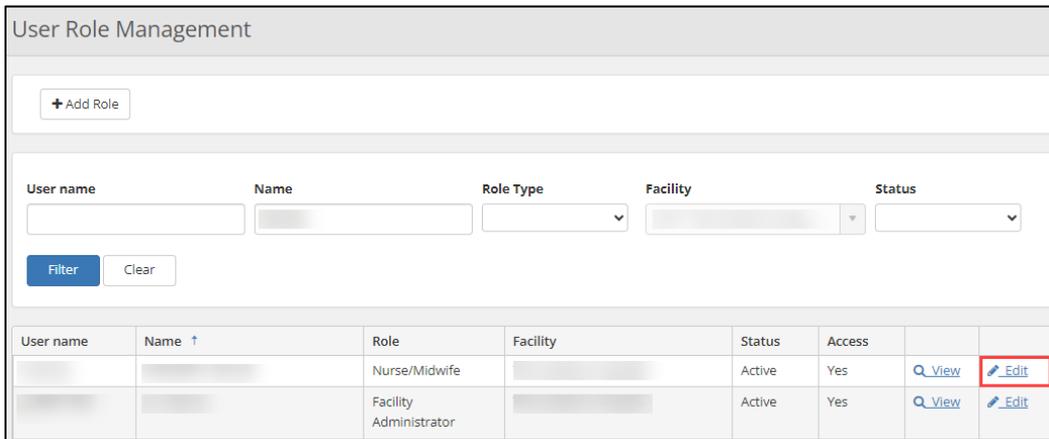
1. Log into [BloodPortal](#) with your BloodPortal Username and Password, then click into BloodSTAR.

2. Select **User Role Management**.



The screenshot shows the BloodSTAR interface. At the top, there is a navigation bar with 'Home', 'User Role Management' (highlighted with a red box), 'User Access Requests', 'Reports', and 'BloodSTAR Messages'. Below this is a header for 'Facility Administrator - Home' and a link for 'My Facility'. The main content area contains the text: 'View and update details about your facility. Set product preferences for your facility.'

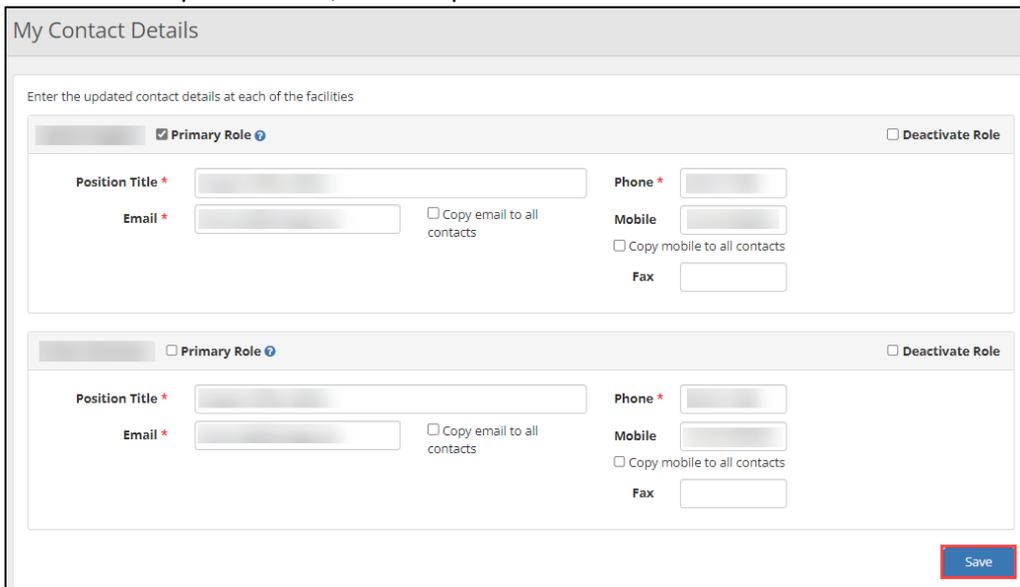
3. Using filters, search for the user you would like to deactivate. Once you have located user, select **Edit**.



The screenshot shows the 'User Role Management' page. It features a '+ Add Role' button and a filter section with fields for 'User name', 'Name', 'Role Type', 'Facility', and 'Status'. Below the filter is a table with the following columns: 'User name', 'Name', 'Role', 'Facility', 'Status', 'Access', and two columns for 'View' and 'Edit' actions. The table contains two rows of data. The second row, representing a 'Facility Administrator', has its 'Edit' button highlighted with a red box.

User name	Name	Role	Facility	Status	Access	View	Edit
		Nurse/Midwife		Active	Yes	View	Edit
		Facility Administrator		Active	Yes	View	Edit

4. Edit the user's position title, email or phone number then Select **Save**.



The screenshot shows the 'My Contact Details' page. It has a header 'My Contact Details' and a sub-header 'Enter the updated contact details at each of the facilities'. There are two sections for contact details, each with a 'Primary Role' checkbox and a 'Deactivate Role' checkbox. The first section is for a 'Primary Role' and contains fields for 'Position Title', 'Email', 'Phone', 'Mobile', and 'Fax'. There are also checkboxes for 'Copy email to all contacts' and 'Copy mobile to all contacts'. A 'Save' button is located at the bottom right of the page.

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5. A notification will display contacts have been updated.



Contacts have been updated.