



# **ELSO Quality Reporting Platform Administrator Quick-Start Guide**

August 6, 2018

## Setting up your Practice Administrator Account

You will need to establish a new secure login for the ArborMetrix platform. This will be separate from your ELSO.org ID and password. Administrators will have the ability to create and provision additional users for your center.

### Instructions

1. Set up your practice administrator account by following the link in your activation email to set your password:

A new account has been created for you in the ELSO Quality Reporting Platform. The portal is accessible at:

<https://elso.arbormetrix.com>

Please click the link below to activate your account. This link will remain active for 48 hours. If the link is expired, please reply to this message to generate a support request.

[Account Activation](#)

We look forward to your participation.

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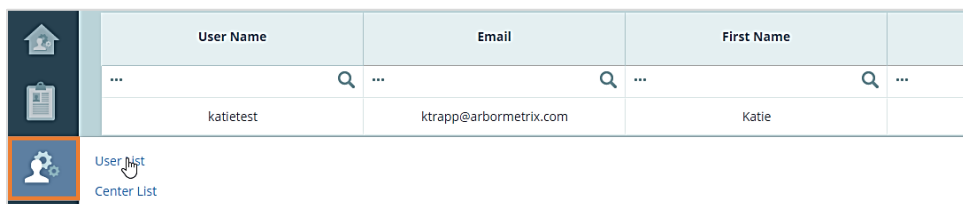
2. After setting your password, you will be able to login to the system. You should receive confirmation of this access in a second email once your account has been activated.

## Creating Users for your Center

Manage user access right within the ELSO Quality Reporting Platform.

### Instructions

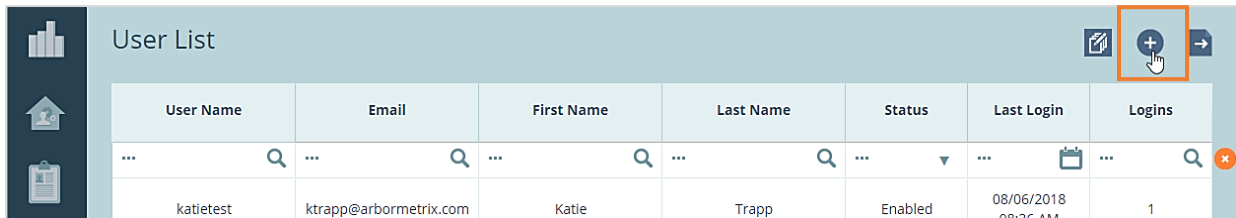
1. To create a user, navigate to the **User List** by clicking on the user icon in the main menu.



The screenshot shows a sidebar menu on the left with a 'User List' icon highlighted. The main content area displays a table with columns for User Name, Email, and First Name. The table contains one row with the following data:

User Name	Email	First Name
katieest	ktrapp@arbormetrix.com	Katie

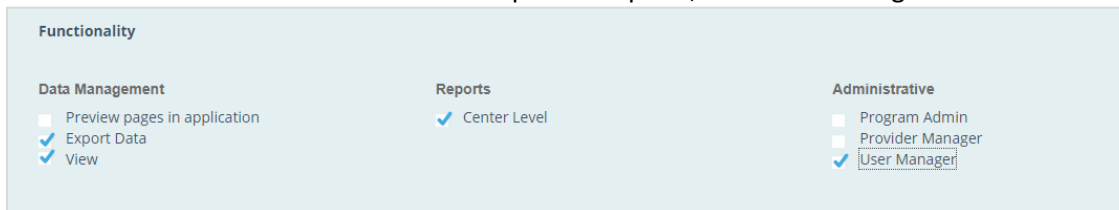
2. Under **User Management**, click the plus icon (+) to add a user:



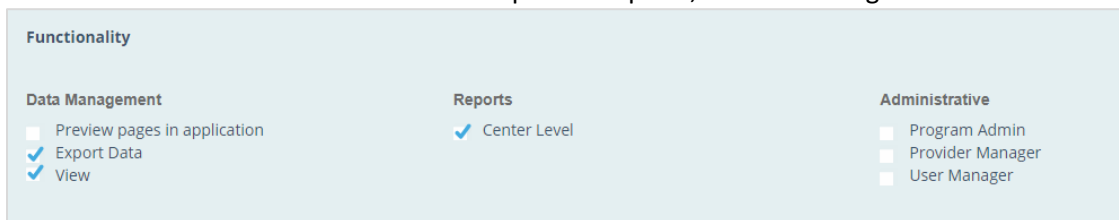
3. Fill out the form for each user at your center. Enable the **checkbox** for each role you would like to assign.

- **Data Management:** Determines if a user is able to view and export data.
- **Reports:** Determines what kinds of reports a user has access to view and share.
- **Administrative:** Determines if a user is able to manage other users. *NOTE: Only 'user manager' is applicable.*

For a center user to be able to view and export all reports, as well as manage users:



For a center user to be able to view and export all reports, but not manage users:



4. When you are finished, **click the save icon** in the top right-hand corner. This will send an activation email directly to the user.



5. To **send a password reset email** without changing anything about the user profile, click the key icon.

