



How to add a user to SAMBA

To start, click the pen symbol at the very far right.

Netsolving

My studies

Search... Find Clear Current Studies

Study	Schedule Status	Managed By	Target number of cases	
SAMBA Patient Level	Always active		0	
SAMBA Unit Level	Always active		0	









Page size: 10 2 items in 1 pages

Click users in the top menu

Netsolving

Add record Show search FAQ **Users** Study Information

SAMBA Clinical

Id	Caseld	Age	Gender	Time of arrival	Owner	Record status
13	1...				alex.horton@net...	Not saved  
6	6	40-49	Female	Evening 20:00 - 00:00	d.s.lasserson@b...	Complete  
3	3	60-69	Male	From midnight 00:00 - 08:00	alex.horton@net...	Incomplete  
2	2	70-79	Female	Daytime 08:00 - 20:00	alex.horton@net...	Complete  

Page size: 10 4 items in 1 pages

Fill in the email address and click add user

Users of SAMBA Patient Level at Netsolving

Email of user to add:

Add user

Export to CSV

User name	Full Name	Roles		
administrator@acutemedicine.org.uk	administrator@acutemedicine.org.uk	Admin,Writer,Reader		

Fill in their name and tick the 'reader' and 'writer' box.

Site Study User administration

User Name:

Name:

Roles:

Admin

Writer

Reader

Reporting

Emailer

Exporter

Importer

Insert

Cancel

Roles

Admin,Writer,Reader

Admin,Writer,Reader

Reader

Admin,Writer,Reader

Admin,Writer,Reader

Click insert.

Then repeat for the other study. E.g. if you started with the patient level, now do the same steps for the unit level.

Done!

An email will be sent to the user. The email looks like this and the link is valid for 24 hours.



If the link expires, the user can set a password by going to <https://data.casecapture.com/account/Login>

Then follow the link “Need to set your password or forgotten your password? – click here –“

Their username is their email address. Please follow the instructions to set up a password

If their work computer does not allow them to click the <https://data.casecapture.com/account/Login> hyperlink, please copy and paste the link into the browser.