How to add a user to SAMBA

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

Click users in the top menu

Fill in the email address and click add user
Fill in their name and tick the ‘reader’ and ‘writer’ box.

Site Study User administration

User Name:

test@test.com

Name:

Test Test

Roles:
- [ ] Admin
- [x] Writer
- [x] Reader
- [ ] Reporting
- [ ] Emailler
- [ ] Exporter
- [ ] Importer

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.

Welcome to CaseCapture, you have been setup with a username of administrator@acutemedicine.org.uk.

Please set your password by clicking the following link: https://data.casecapture.com/Account/ResetPassword.aspx?code=LP4k9PBohzq7w2kcZJXYqDj67jtSF1w%2bCGrKj7e9b%2fb0Vz3%2bJMN0AIYJeUkDMq3e41GzO3Yd8Bi8ATTPFL2o5IMB9Kp1o1GzdHf15vgHuw9auPhnE%2fJSJNdQGD5qvWX7v9AzAECugJd8PIMzPXlahaEnvgUpqeSyk01qtkOTLp0nUumB8uhGx97Qzq8Nw%3d%3d. This Link will expire in 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.