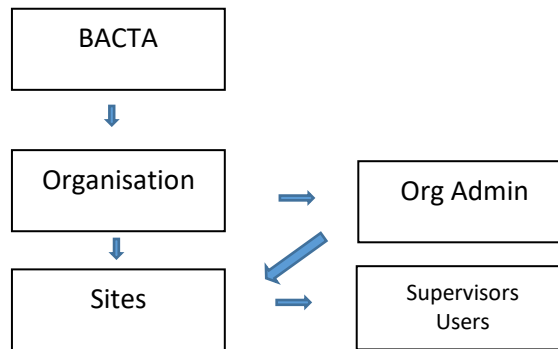


## Admin Guide

### Introduction

The Bacta Portal is a top down database which means that Organisations, Sites and Users are all sequential. That means you need to have an Organisation to attach Sites to, and Sites to add Users to.



### Adding a New Site

A new Site can be added to any existing Organisation. New Organisations can only be set up Bacta Admin.

User levels that can add a site are

- System Admin – Any sites within any Org
- BACTA Admin – Any sites within any Org
- Org Admin – Sites within that Org

Step 1 - From the Admin menu select Site



Step 2 - All relevant sites will be shown and simply select Add Site

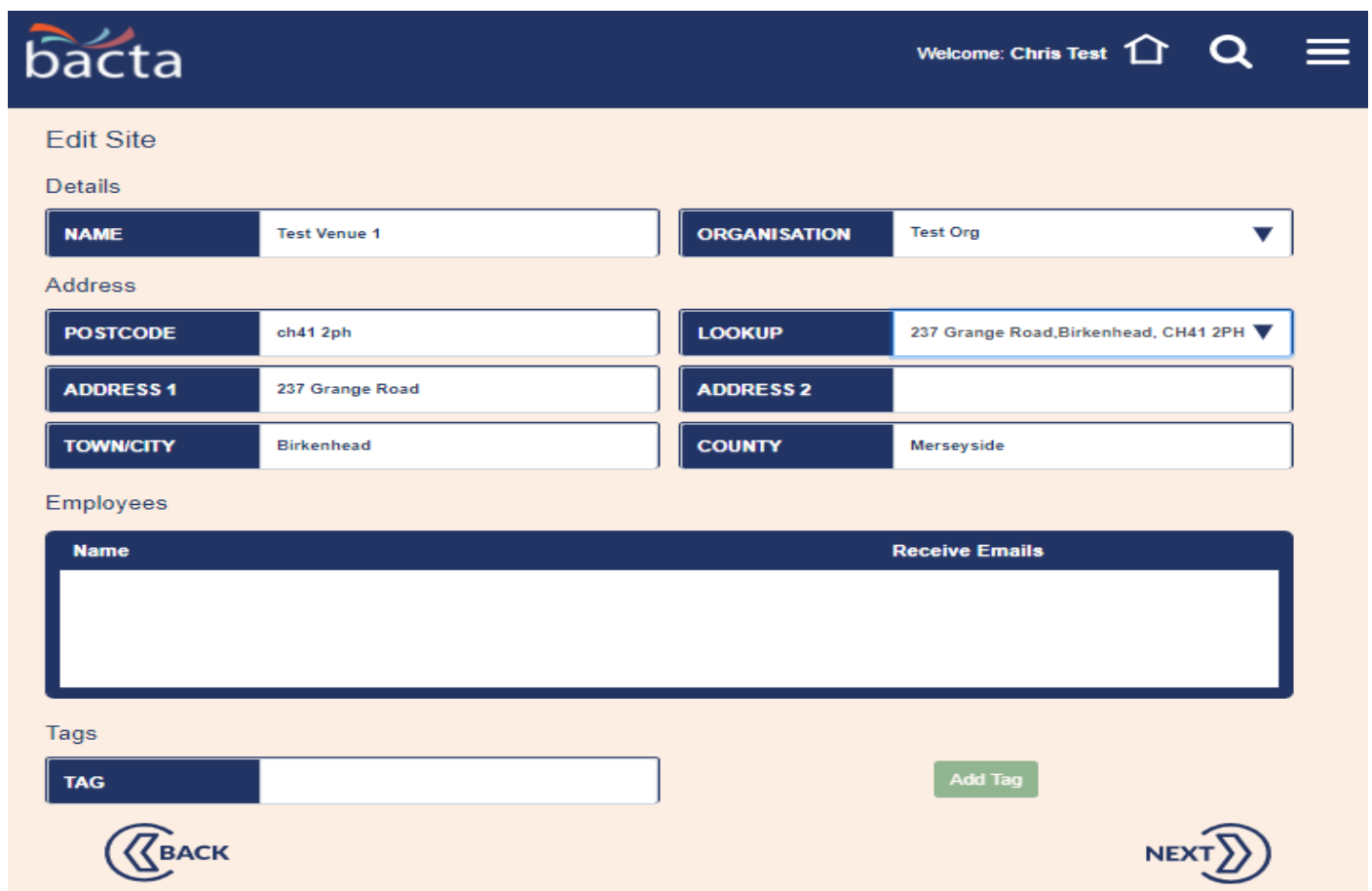


Site Name

Test Org Head Office

Add New Site

Step 3 - Add the Sites details



Edit Site

Details

NAME Test Venue 1 ORGANISATION Test Org

Address

POSTCODE ch41 2ph LOOKUP 237 Grange Road, Birkenhead, CH41 2PH

ADDRESS 1 237 Grange Road ADDRESS 2

TOWN/CITY Birkenhead COUNTY Merseyside

Employees

Name	Receive Emails
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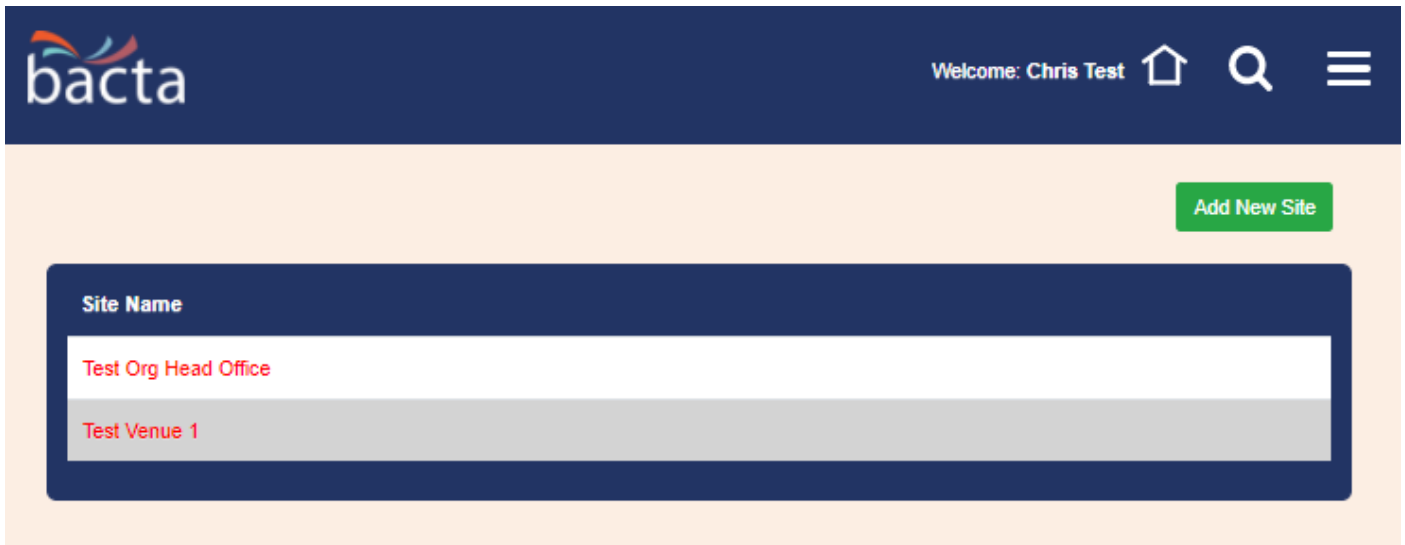
Tags

TAG Add Tag

BACK NEXT

**Please Note:** There are no employees listed on the site as a site needs to exist before an employee can be added. They can be added later

Step 4 - Press **Next** and you will see the new site is now available as part of your Organisation



The screenshot shows the 'Add New Site' page in the Bacta Portal. The header includes the Bacta logo, a welcome message 'Welcome: Chris Test', and navigation icons for home, search, and a menu. A green 'Add New Site' button is located in the top right corner. Below the button is a dark blue box with the title 'Site Name'. Inside this box is a search bar containing two entries: 'Test Org Head Office' and 'Test Venue 1', both displayed in red text.

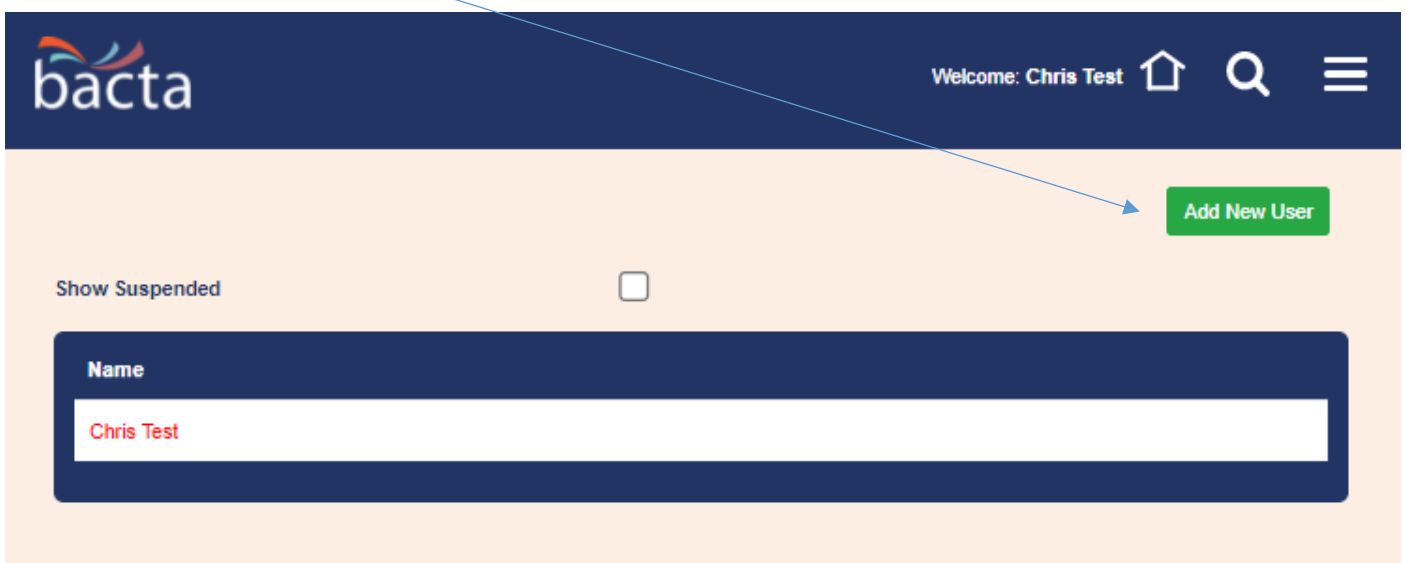
## Adding a User

Users can be added by any level higher than the User level you are trying to add

- System Admin – Can add all users
- Bacta Ad – Can add all users
- Org Admin- Can add Supervisors and Users within their Org
- Supervisor – Can Users within their site
- Users – Cannot add any Users

Step 1 – Select Site to add the User to by clicking on Admin, then User

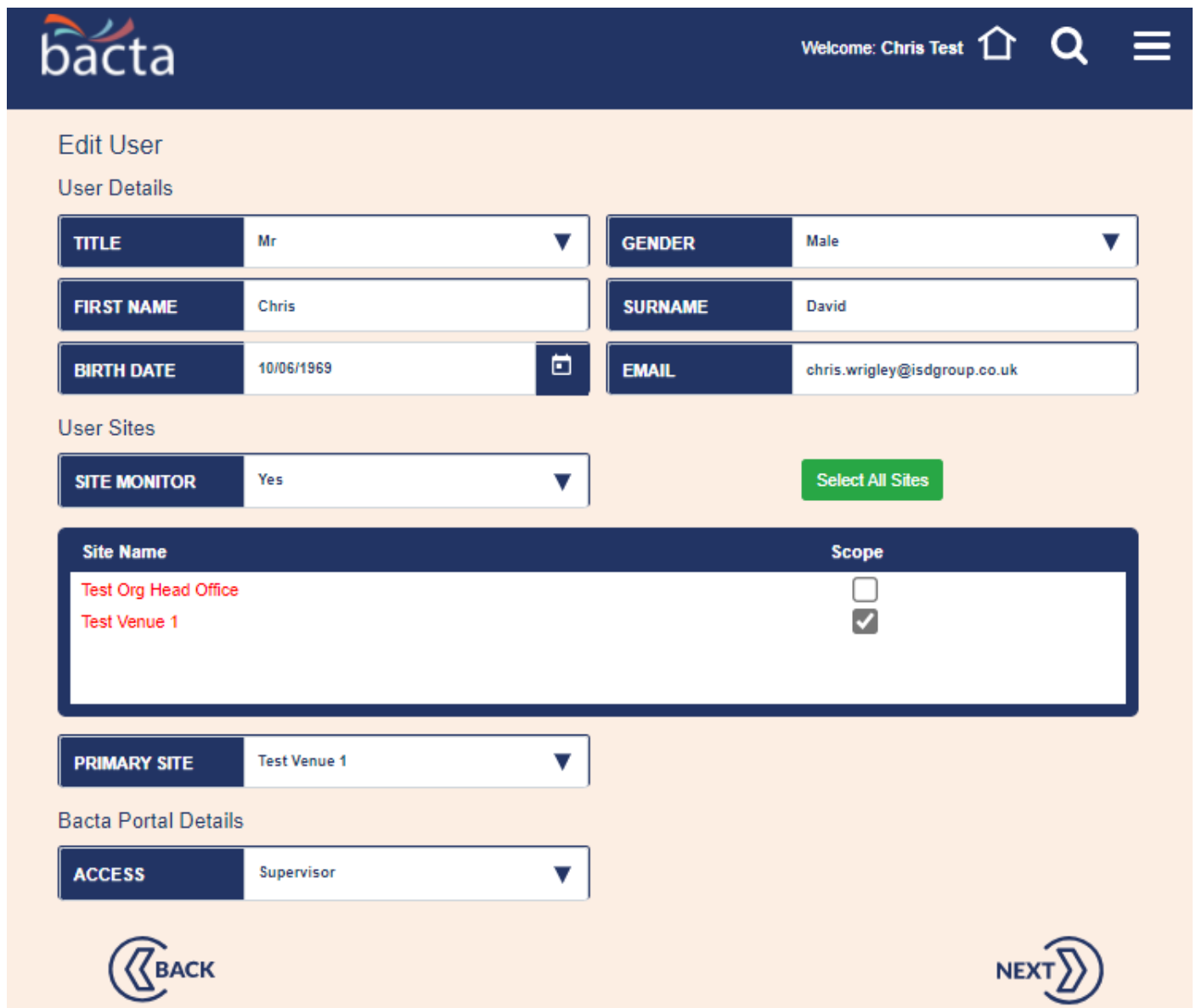
Step 2 – Select Add New User



The screenshot shows the 'Add New User' page in the Bacta Portal. The header is identical to the previous screenshot. A green 'Add New User' button is located in the top right corner. Below the button is a dark blue box with the title 'Name'. Inside this box is a search bar containing one entry: 'Chris Test', displayed in red text. A blue arrow points from the 'Add New User' button in this screenshot to the 'Add New User' button in the previous screenshot.

### Step 3 – Add details of the new User

- Email address will be the one that any alerts need to be sent to
- Site Monitor – Allows User to be included in notifications
- Site Name – Add as many sites to the user by using tick boxes
- Primary Site – Use Drop down to select site. Only sites within Org will be shown
- Access – Use Drop down to select Access Level



**Edit User**

User Details

TITLE	Mr	GENDER	Male
FIRST NAME	Chris	SURNAME	David
BIRTH DATE	10/06/1969	EMAIL	chris.wrigley@jsdgroup.co.uk

User Sites

SITE MONITOR: Yes Select All Sites

Site Name	Scope
Test Org Head Office	<input type="checkbox"/>
Test Venue 1	<input checked="" type="checkbox"/>

PRIMARY SITE: Test Venue 1

Bacta Portal Details

ACCESS: Supervisor

BACK NEXT

### Step 4 – Press **Next**



Step 5 – You will now be prompted to add the User credentials

- Log in – This is the name that the User will use to login with. This does NOT need to be an email
- Password – Needs to be minimum of 8 characters and contain at least 1 uppercase, special and numeric character

Bacta Portal Details

ACCESS	Supervisor	LOGIN	chris@super
PASSWORD	*****	CONFIRM	*****

[+ SET CREDENTIALS](#)

[BACK](#) [Suspend User](#) [NEXT](#)

Step 6 – Press Set Credentials

The new User will now be displayed in the list of Users

bacta Welcome: Chris Test [Home](#) [Search](#) [Menu](#)

[Add New User](#)

Show Suspended

Name
Chris Test
Chris David

### Setting up User Notifications

Now that you have set up Users you can add them to sites to receive notifications

Step1 – Select Sites from Admin

Step 2 - Select the site you want to update from the list

**bacta** Welcome: Chris Test

[Add New Site](#)

Site Name
Test Org Head Office
Test Venue 1

Step 3 – Simply tick the box next to any User that you want to receive notifications from this Site

**bacta** Welcome: Chris Test

### Edit Site

Details

<b>NAME</b>	Test Venue 1	<b>ORGANISATION</b>	Test Org
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Address

<b>POSTCODE</b>	CH412PH	<b>LOOKUP</b>	
<b>ADDRESS 1</b>	237 Grange Road	<b>ADDRESS 2</b>	
<b>TOWN/CITY</b>	Birkenhead	<b>COUNTY</b>	Merseyside

Employees

Name	Receive Emails
Chris David	<input type="checkbox"/>

Tags

<b>TAG</b>	<input type="text"/>	<a href="#">Add Tag</a>
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