

Using the ClearPath system.

The ClearPath Workstation is delivered with the ClearPath software already loaded.

Logging on

By default the ClearPath program is set to start up automatically when the PC is started, however if the program has been closed it can be started by double-clicking (left mouse key) on the 'Run Nexoft' icon.

Starting the program produces this or a similar log on screen.



There are two logon modalities:

A correct username and password must be entered.

User:

The user logon is the usual mode for the use of the program. Users can use all of the application features, including priming the Partner, collecting and downloading data, analysing data and editing and printing reports. Some installations include a factory default user named 'nexan' with a default password of 'nexoft'. New users can be added in [administration](#) mode (see below)

Administrator:

Administration of the system is undertaken as an Administrator of the system. Administrators have access to all of the 'Housekeeping' aspects of the system including Audit logs, Regional Settings, Global Analyzer configuration, Archiving and Restoring data and adding/deactivating users. The factory loaded default is 'Admin' the default password set on installation is **nexoft2**

NOTE: Passwords are case sensitive: Nexoft2 is NOT the same as nexoft2

Setting up users.

A word about setting up users. Although it is possible to use the system without changing or adding to the factory settings it is **strongly recommended** that on delivery the primary user takes ownership of the system by becoming the administrator. There is no reason why the administrator should not have a user name also (indeed this will normally be the case).

With the primary user set as administrator there is no risk of unintended changes to the system, furthermore if all users are provided with their own usernames and passwords only legitimate users will be able to access patient data.

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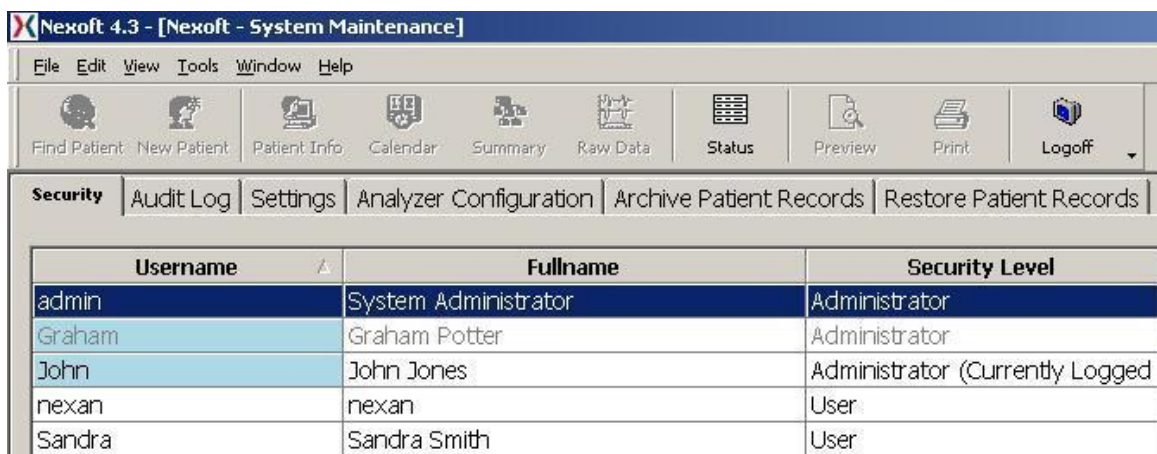
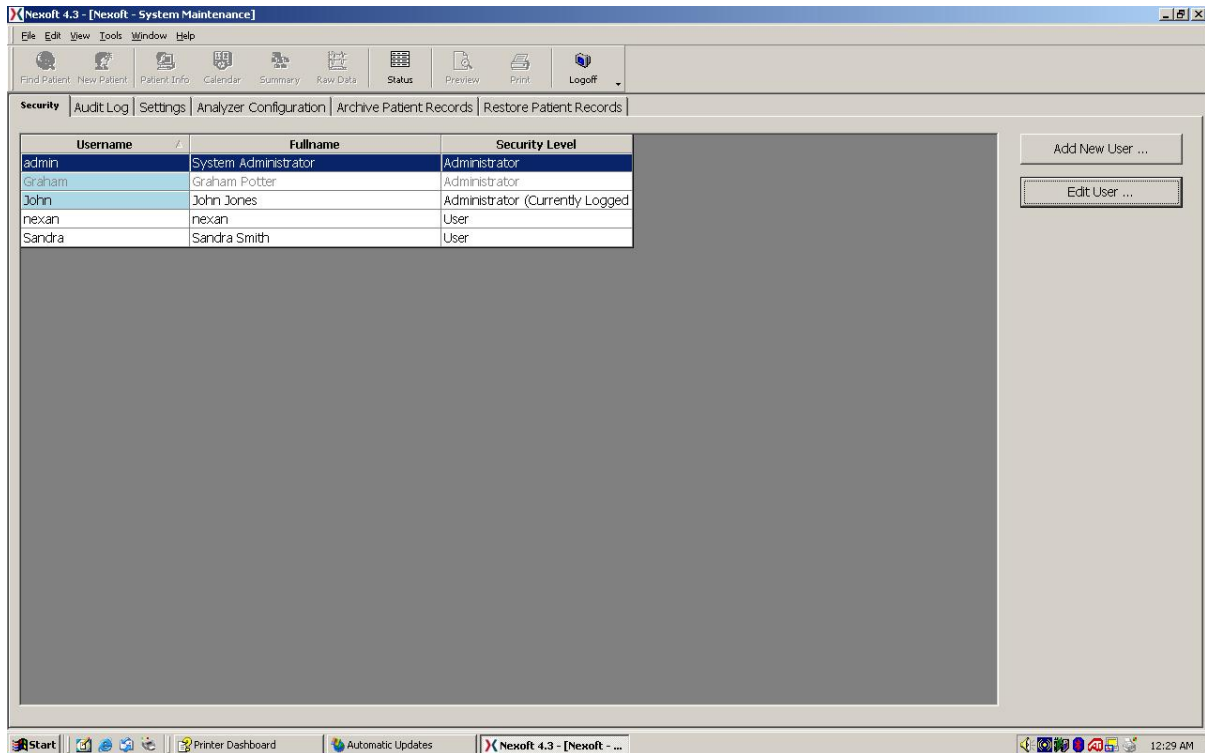
Use of the correct username has the added benefit that edited reports will show the correct user on the Summary Report printout rather than the generic user: Nexan.

Administration mode.

On entering 'Admin' as the username and the password 'nexoft2' a new system will enter the administration mode. (The title bar will show the software revision level and the title **System Maintenance**)

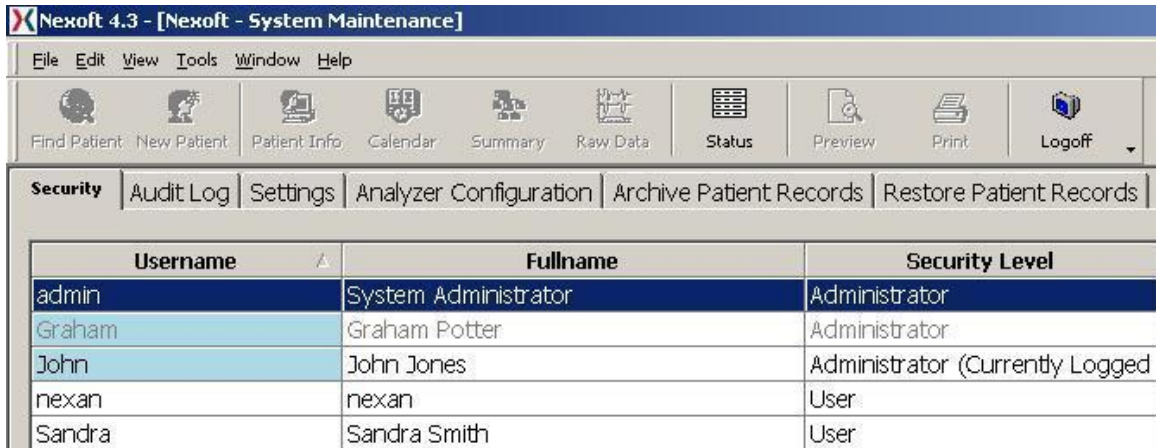
This page shows 6 tabs, labelled

[Security](#) | [Audit Log](#) | [Settings](#) | [Analyzer Configuration](#) | [Archive Patient Records](#) | [Restore Patient Records](#)



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Security.



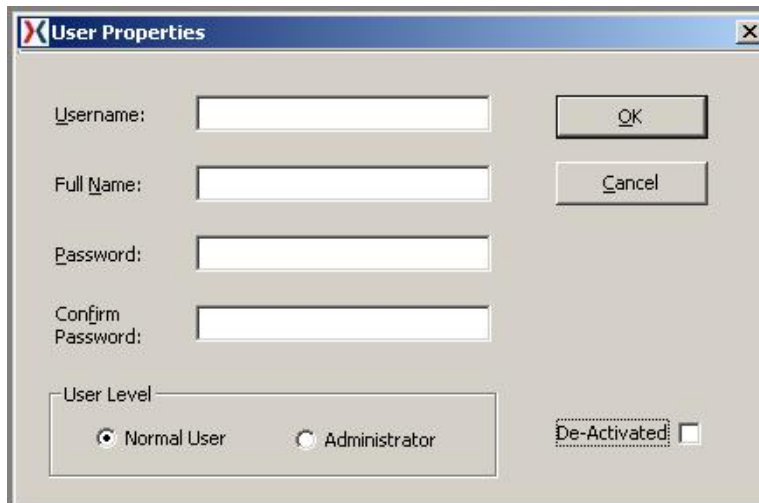
The screenshot shows the 'Security' tab in the Nexoft 4.3 application. The window title is 'Nexoft 4.3 - [Nexoft - System Maintenance]'. The menu bar includes 'File', 'Edit', 'View', 'Tools', 'Window', and 'Help'. The toolbar contains icons for 'Find Patient', 'New Patient', 'Patient Info', 'Calendar', 'Summary', 'Raw Data', 'Status', 'Preview', 'Print', and 'Logoff'. The 'Security' tab is active, showing a table with columns for 'Username', 'Fullname', and 'Security Level'.

Username	Fullname	Security Level
admin	System Administrator	Administrator
Graham	Graham Potter	Administrator
John	John Jones	Administrator (Currently Logged)
nexan	nexan	User
Sandra	Sandra Smith	User

This tab opens the page where users can be added or deactivated. The term deactivation is used as previous users cannot be deleted from the system as this would impact later users' ability to see who had generated/amended patient reports. For this reason users are not completely deleted, however deactivation makes the system unavailable to them.

It is possible to edit users' details/change passwords by clicking on the edit users box, or double clicking on their name. The user properties box will appear allowing changes to be made (for example if you wish to change a password).

Adding a user. To add a new user click on the Add New User box. A pop up box will appear:



The 'User Properties' dialog box contains the following fields and controls:

- Username: [Text Input]
- Full Name: [Text Input]
- Password: [Text Input]
- Confirm Password: [Text Input]
- User Level: Radio buttons for 'Normal User' (selected) and 'Administrator'.
- De-Activated: [Checkbox]
- Buttons: 'OK' and 'Cancel'.

allowing entry of the Username, Full name of the user and the Password that the user will use to log on. Choosing the User level as Normal User allows normal use of the program, with no access to the administrative functions. Choosing Administrator enables administration privileges.

NOTE: To be have both Normal User and Administrative logons you will need to generate two users, with different passwords for each level.