COLORECTAL CANCER DATABASE - USER MANUAL

ADD A NEW HOSPITAL

1. Only a user with the role of Admin or Data manager can access the Hospitals administration screen.

2. Following successful login to the database, select the Hospitals tab on the Main Patient Listing screen to display the Hospitals listing.

3. All hospitals are listed on individual hospital record lines, with the Name data field displayed:

4. The user may select to Add Hospital, the New Hospital screen is displayed.
5. The user enters the *Name*.

6. The use may select **Cancel** to cancel the operation.

7. The user selects **Create Hospital** to create the new user.

8. The **show hospital** screen is displayed with the hospital details.

9. The user may select to edit an existing hospital by selecting **Edit** on the **hospital record line**.

10. The user may select to show the details of an existing hospital by selecting **Show** on the **hospital record line**.

11. Within the **show user** screen, the user may select to **Edit Hospital**.

12. To log out, select the **Logout** option at the top right of the screen.