![NADA network of alcohol and other drugs agencies logo]

Using NADABASE – as service administrator

Are you a service administrator?

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You are a Service Administrator if the following applies to you:

- You are *the* point of contact for NADAbase-related enquiries in your service
- You are responsible for reviewing reports prior to submission to funders, and being familiar with the reporting timelines and expectations for your service

What you can do	What you can't do
✔ You can provide access to users (active and new) via the 'User List' tab.	✘ If you are also an Importer, you *cannot* make any manual edits through the 'Data Maintenance' tab. All data edits in NADAbase must be done by importing data into bespoke CMS. This helps preserve the integrity of the data from your bespoke CMS into NADAbase. Otherwise, the un-edited data from your bespoke CMS will re-appear in NADAbase each time you import data into NADAbase.
✔ You can edit / delete Clients or Episodes using the 'Data Maintenance' tab.	
✔ You have all standard user functions (manual data entry/access program and data reports/ etc.).	
✔ You can also act as a Data Importer for your service if authorised.	To delete episodes, you must contact the NADAbase Support with the relevant info.

Pages and functions

🏠	Brings you to the homepage where the organisational dashboard sits	**Organisation Options**	Only available to Administrators. Enables you to alter Survey stages, Survey Options and Reporting Options – dependent upon your user access
Client/Episode Information	Enables you to add or update information that relates to the client or the episode.		
Reports	Enables you to view a range of reports including Activity Summary reports, Episode Analysis reports, Organisation Treatment Outcome reports and Data Quality Check Reports	**User List**	Only available to Administrators. Allows you to manage NADAbase users of your programs (add / remove / assign administrator)
Export Records	Enables you to generate MDS/NMDS or COMS reports for a specific month or time period and export to an Excel spreadsheet	**Data Maintenance**	Only available to Administrators
User Information	Enables you to update your account details and change your password.		

Please refer to the NADAbase tutorial website for demonstration videos and additional info.