Using NADABASE – as a standard user

Are you a standard user?

You are a standard user if the following applies to you:

- You are responsible for manual data entry for client treatment information, treatment episodes, and client outcome measures

What you can do	What you can't do
✔ You can manually enter data for client treatment information, treatment episodes, and client outcome measures. ✔ You can access data reports for your service.	✘ You cannot import data from a bespoke CMS – reserved for Data Importers (*please refer to Data Importer Cheat Sheet).* ✘ You cannot provide access to new users in your service. ✘ You cannot edit/delete clients or episodes - reserved for Service Administrators *(please refer to Service Administrator Cheat Sheet)*

Pages & Functions

🏠	Brings you to the homepage where the organisational dashboard sits
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
Export Records	Enables you to generate MDS/NMDS or COMS reports for a specific month or time period and export to an Excel spreadsheet
User Information	Enables you to update your account details and change your password.

Logging in For the First Time

After your Service Adminstartor has added you as a new user, you need to visit the NADAbase login page and enter your email address as Username.

Step 1 - **Reset Link**
Keep the Password field empty and click on 'Forgot Password'. Follow the prompts and a password-reset link will be emailed to your email (also containing your username, should you like to use that instead of your email)

Step 2 – Access Code
Once you reset your password, another email will be sent to you with an access code for verification.

*As a troubleshoot, please copy the code *without the last character* using Ctrl C, Ctrl V. Then type in the last character and click on the 'Authenticate' button (to avoid any accidental extra spaces).
Welcome to NADAbase!

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