

PEDStestOnline

MyAdmin Features

This document gives a brief tutorial on features available under the MyAdmin section.

Information in the document which is only applicable to a Master Account has been labelled **For Master**

Sections.

1. Dashboard (Home Page)
2. Latest account activity
3. View most recent screens
4. Portal screens
5. Searching screens
6. Extract
7. Finding and removing duplicate records.
8. Password settings
9. View and edit account information
10. Add a new sub-account. (**For Master**)
11. Sub-Account usage report. (**For Master**)
12. Sub-Account access control. (**For Master**)

1.Dashboard (Home Page)

Home-Page of MyAdmin called as Dashboard, Gives insight into various data aspects of your account. Information like account details number of screens, latest account activity is visible on the dashboard.

Here is how the Dashboard looks like

- Home
- Screens
- Reference
- Account Settings
- PedsTestOnline Analytics
- Parent Portal Info
- Peds Online New Screen
- Contact Us
- Logout

Dashboard

1. Account Logo



2. Number of Screens Submitted

2

Screens Today

[View Screen Details](#)

3. Account Type

Trial

Account

[View Account Details](#)

Notifications

Password Changes

If you have not done so, Please update your Password as per our new standards. It should contain at least one numeric, one uppercase, one lowercase and one special character. Visit [Change Account Password](#) page to update your login information

EMR Integration

Are you interested in integrating PEDS Online results with your EMR patient records? Find out more with our [Document on EMR Integration](#). Please [Contact Us](#) if you need more information.

4. Account Notifications.

Account Details

This is a Trial account.

Your License Expires Dec 31, 2018

Screen Issued 99

Uses Left 31

Rate: 0

Is a Master Account: Yes

5. Account Details.

Latest Account Activity

No screens today for your primary account (#8798).

2 tests were administered today (2018-07-24) by all your sub accounts.

Visit [Latest Account Activity](#) page for more details.

6. Latest Account Activity

Master Account Options

[+ Add New User/Location](#)

[Usage Report for Associate Accounts](#)

PEDS Path Report for Associate Accounts

Number of Associated accounts: 5

Associated Sub-Accounts

| License Id | Facility | Action |
|------------|------------------------|-------------------------------------|
| 8843 | durham account | ✎ 🗑 |
| 8879 | charlotte facility | ✎ 🗑 |
| 9202 | raleigh facility | ✎ 🗑 |
| 9649 | greensboro | ✎ 🗑 |
| 9652 | winston salem facility | ✎ 🗑 |

Associated Portal Accounts

| License Id | Facility | Action |
|------------|---|-------------------------------------|
| 10378 | Portal Account Associated with facility charlotte facility , License # 8879 | ✎ 🗑 |
| 10379 | Portal Account Associated with facility greensboro , License # 9649 | ✎ 🗑 |

7. Master Account Options.
 - Usage Report for Sub-Account
 - Add New Sub-Account
 - View List of Associated Sub-Accounts

1. **Account Logo** : This is where you see your current account logo, You can click on link [Change Account Logo](#) to update the Logo, Account Logo usually appears on top of Referral Letter for your patients.
2. **Number of Screens** : This block shows the number of screens submitted from your account today. **For Master** : This block shows the number of screens submitted by Master account + all of your sub-accounts including sub-accounts.
3. **Account Type** : This indicates weather you hold a Trial or Billable account with PedsTestOnline
4. **Account Notifications** : This section is dedicated to Notifications pushed by PedsOnline Staff for their clients. Keep an Eye on this section for upcoming changes.
5. **Account Details** : This section gives more insight into the account details, Number of uses left and expiry are usually applicable to the Trial accounts.
6. **Latest Account Activity** : This section gives count of screen submitted by your account. You can click on Link [Latest Account Activity](#) to see more details of the screen submitted today. **For Master** : This section shows the seperate screen counts by Master account and Sub-accounts.

For Master

7. **Master Account Options** : This section is only visible to the Master accounts. Options like adding a new sub-account , sub-accounts usage reports etc. can be accessed from here. More details about these options are available further in this document.

2. Latest Account Activity

*Latest Account Activity page gives insight into the screens submitted via your account on particular day. This page can reached by clicking on inside the panel with heading Latest Account Activity in dashboard. Or by Navigating to **Screens** -> **Latest Account Activity**.*

This is how the page looks like

| Latest Account Activity | |
|--|----------------|
| Tests administered today (2018-07-25) for your primary account (#8798) | |
| Child's Name | Measures Taken |
| amanda bell | PEDS |
| Tests administered today (2018-07-25) by Sub Accounts | |
| 8879 - charlotte facility | |
| Child's Name | Measures |
| tim root | PEDS + MCHAT-R |
| jonny cook | PEDS |

This page shows the details of screens submitted today. This includes Child's and measures taken. You can click on the Child's name to open the screening report.

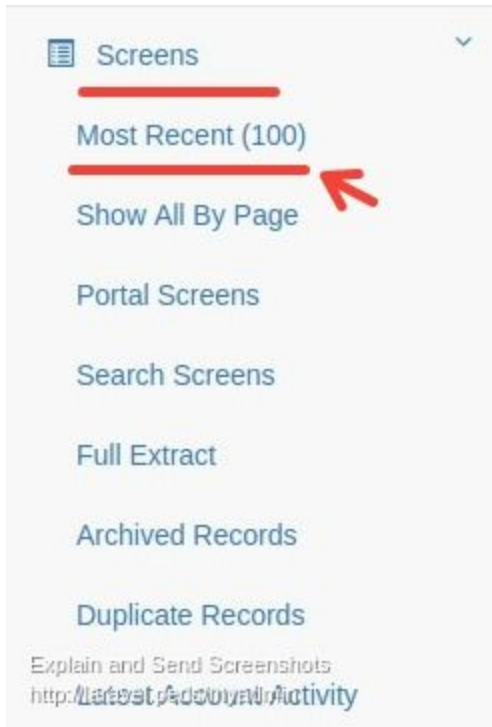
For Master

Master accounts will see the list of screens submitted today by their account as well as by their sub-accounts.

3. Most Recent Screens

If you want to see the screens administered from your account most recently you can do so in the Most Recent Page.

*To Navigate to Most Recent Page click on **Screens** on the left Navigation and then click **Most Recent Screens***



Most Recent Screens page will show you the most recent 100 screens submitted from your account .

Most Recent Screens

= Edit PEDS
 = Review PEDS:DM
 = Delete Record
 = Trial Screens

Most Recent Screens (Limit 100)

Sort By: Test Date Sort

| No. | Child's Name | Test Date | Child ID | Birth Date | Measures Taken/Results | Edit |
|-----|---------------------------------|------------|----------|------------|--|------|
| 1 | amanda bell | 07-25-2018 | | 01-02-2017 | PEDS: Path D/E Age group: 18-23 Months English | |
| 2 | tushartest test | 05-24-2018 | | 05-15-2014 | PEDS: Path D/E Age group: 4 to 4-1/2 years English | |
| | tushartest test | 05-24-2018 | | 05-15-2014 | PEDS: Path D/E Age group: 4 to 4-1/2 years | |

On the Most Recent Screens page you see the list of screens and along with that you also get the option to Edit or Delete the screens.

4. Portal Screens





If you want to see the screens submitted by your associated portal account you can go to Portal Screens Page

To Navigate to Portal Screens click on **Screens** on left Navigation and then click on **Portal Screens**.

Portal Screens

 = Edit PEDS  = Review PEDS:DM  = Delete Record  = Trial Screens

Page 1 of 1

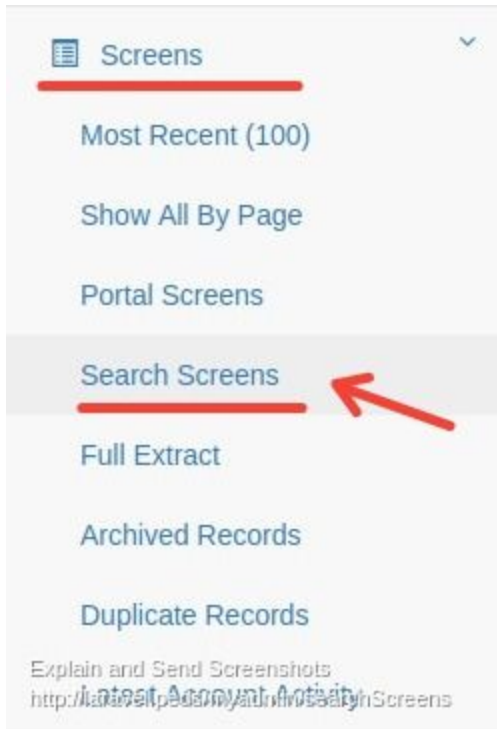
| Portal Screens (Limit 5) | | | | | | |
|---|--------------|------------|----------|------------|--|---|
| Sort By: <input type="text" value="Test Date"/> <input type="button" value="Sort"/> | | | | | | |
| No. | Child's Name | Test Date | Child ID | Birth Date | Measures Taken/Results | Edit |
| 1 | asdfa asdfas | 07-28-2018 | | 10-18-2015 | PEDS: Path D/E MCHAT-R: FAIL Age group: 2 years English |   |
| 2 | camden smith | 07-28-2018 | | 12-12-2016 | PEDS: Path D/E MCHAT-R: FAIL PEDS:DM (Milestones) Met: Receptive Language, Gross Motor, Expressive Language Unmet: Self Help, Fine Motor, Social Emotional Age group: 18-23 Months English |   |

On Portal Screens page you see the list of screens submitted via your portal account and also get an option to Edit or Delete the screen.

5. Searching Screens

With Search Screens Option , you can search the administered screens through your account. This tool comes handy when you need to get the screen which was submitted in the past.

To Navigate to Search Screens Page, Click on **Screens** on Left Navigation and then Click on **Search Screens**.



On the Search Screens page, You will see a form

Search Screens

Search Screens

Search for:

Start Date:
End Date:
ex: 2008-06-10.
Search for previous one month result if dates left empty.

*** Check if you want include these in search**

Portal Screens (screens submitted via your portal account)

Explain and Send Screenshots
<http://laravel.peds/myadmin/searchScreens>

Enter the Name of the Subject which you are trying to find and the time frame in which the screen was submitted.

If you want to include the screens submitted via your associated portal account in the search then Check the Portal Screens checkbox.

Note: If you are willing to get all the screens in the selected date range, you can leave the Search For field empty.

For Master

If you are a master account and you want to include screens submitted by your sub-accounts in the search then check the SubAccounts Screens checkbox in the Search Form.

Search for previous one month result if dates left empty.

*** Check if you want include these in search**

- Portal Screens (screens submitted via your portal account)
- SubAccounts Screens (screens submitted via your sub-accounts)

Search

Explain and Send Screenshots
<http://laravel.peds/myadmin/searchScreens>

6. Extract

If you are willing to extract the screening data submitted via you account to an Excel sheet to view it in HTML you can do so in Full Extract Section.

*To Navigate to Full Extract Page, Click on **Screens** on Left Navigation and then Click on **Full Extract**.*

You will see the following page.

Extract / Export Data

The screenshot shows a web form titled 'Export Options'. At the top, it says 'Use this form to export the screen data.' Below this are two input fields: 'Start Date: *' and 'End Date: *'. A red box highlights these two fields, and a red arrow points from the text 'Enter TimeFrame for Full Extract' to the 'End Date' field. Below the date fields is a section for 'Export Format:' with a dropdown menu currently set to 'Show as HTML page'. A red arrow points from the text 'Choose extract format.' to this dropdown menu. At the bottom left of the form is a blue button labeled 'Export Data'.

Explain and Send Screenshots
<http://laravel.peda/myadmin/extract>

Choose a Start Date and End Date as the timeframe between which you want to generate the extract report.

Next you have to choose an Export Format. There are two options to choose from

1. **Show as HTML Page** : In this option the extract report of records will be shown to you in the HTML table column format in the new window of your browser. You can choose to copy the records and paste it at your desired place.
2. **Export as Excel Sheet** : In this option the extract data report will be downloaded as an Excel formatted sheet.

Once you fill the form Click on the Export Data button to generate the extract report.

Note : If you are license has large amount of screens it is advisable to limit the time-frame to a month or quarter.

For Master

If you are a master account, you will see an additional check-box on the export form which says **Include Data from Sub Licenses**.

Include Data from Sub Licenses

Export Format:

If you choose this option, the export data will include the data from all of your sub-accounts as well, otherwise it will only export screening data submitted from your master account.

7. Finding and Removing Duplicates.

Duplicates are one or more records for the same child created on the same day. They are usually caused when the test administrator submits a test for scoring more than once. They can also be caused when an administrator tests again to correct a mistake. You can avoid creating a duplicate test when correcting an error by using the "EDIT" function for a test.

Note: Be sure to delete only the duplicate record, leaving the accurate record in your account for future review.

The PEDS Online staff does not remove ANY records from your account unless specifically asked to do so. We ask that test administrators and supervisors look over their account records carefully, search for duplicates and remove them before the next billing cycle.

Following are the steps to find duplicates in your account.

Step 1. Login to your MyAdmin account, and navigate to Duplicate Records page.

PEDSTESTONLINE MYADMIN

Home

Screens

- Most Recent (100)
- Show All By Page
- Portal Screens
- Search Screens
- Full Extract
- Archived Records
- Duplicate Records**
- Latest Account Activity

Reference

Account Settings

Dashboard

Change your Logo

Notifications

- MyAdmin Password Changes**
Please update your Password for myadmin section (www.pedstestonline.com) It should contain at least one numeric, one uppercase, one lowercase and one special character. Click [Admin Password](#) page to update your login information
- EMR Integration**
Are you interested in integrating PEDS Online results with your EMR patient information system?

Step 2: Select License-Id , Start Date and End Date Range.

Next, you have to select start date and end date between which you find the duplicates.

Finding and Removing Duplicate Records in your account

Please remove duplicate records before your next billing cycle.

Duplicates are one or more records for the same child in the same day, usually caused when the test administrator makes a mistake. (Errors can actually be corrected using the "EDIT" function for any test).

Be sure to delete only the duplicate record, leaving the accurate record in your account for future review.

The PEDS Online staff does not remove ANY records from your account unless specifically asked to do so. We do not delete duplicates and remove them before the next billing cycle.

License ID:

8798 - Tushar Gugnani (Master)

Start Date:

End Date:

Provide Start Date and End date
to find duplicates

Get Duplicate Screens

Explain and Send Screenshots
<http://laravel.peds/myadmin/duplicateRecords>

For Master : For Master accounts, in the select drop-down you should see all your sub-accounts under the License-Id select box. You can select any of your sub-account to find the duplicates.

License ID:

9649 - Asheville clinic
8798 - Tushar Gugnani (Master)
9649 - Asheville clinic
9202 - charlotte facility
8879 - durham facility
8843 - raleigh account




End Date:

Once, you have selected the License Id, Start Date and End Date, Click on **Get Duplicate Screens** to find the duplicates for selected criteria.

Duplicate Screens Results

Duplicates found: 4

Showing Duplicate Records for Account (License # 8798) and it's associated portal account (License # 10296)

| No. | Name | Test Date | License Id | Actions |
|-----|-------------|------------|------------|--|
| 1. | Ben, Stokes | 2018-07-17 | 8798 |  |
| 2. | Ben, Stokes | 2018-07-17 | 8798 |  |
| 3. | Joe, Root | 2018-07-17 | 8798 |  Option to delete the screen |
| 4. | Joe, Root | 2018-07-17 | 8798 |  |

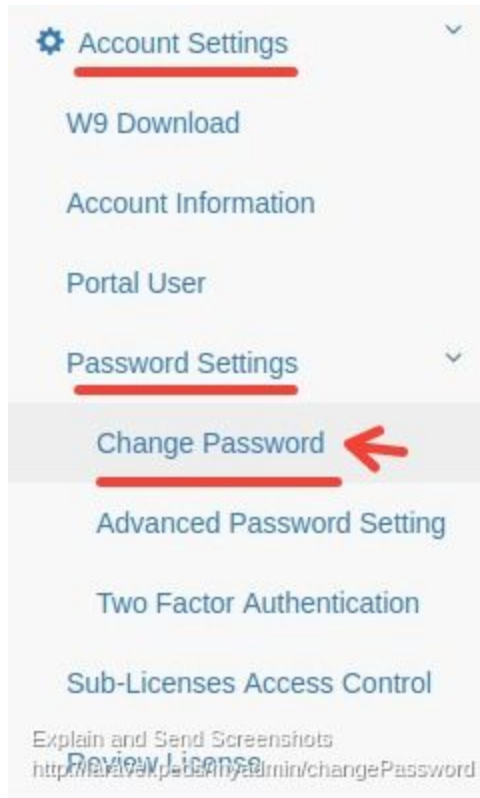
Explain and Send Screenshots
http://maravel.peds/myadmin/post/DuplicateRecords?license_id=8798&start_date=2018-07-17&end_date=2018-07-17

In the Duplicate Screens Results you will see the list of Duplicate Screens submitted, by the license selected and it's associated portal account. You will also see the date on which the duplicate screen was submitted and an option to Delete the unwanted screen.

8. Change Account Password

You can choose to change your account password. It is advisable to keep changing your account password at regular intervals to keep your account secure. If you wish to change your account password you can do so in Myadmin Section.

To Navigate to Change Password page click on Account Settings -> Password Settings and then click on Change Password.



Once you are on Change Password page, you will see an Change password form by which you can change your account password.

Change Password

Current Password

New Password

Confirm New Password

Change Password

Explain and Send Screenshots
<http://laravel.peds/myadmin/changePassword>

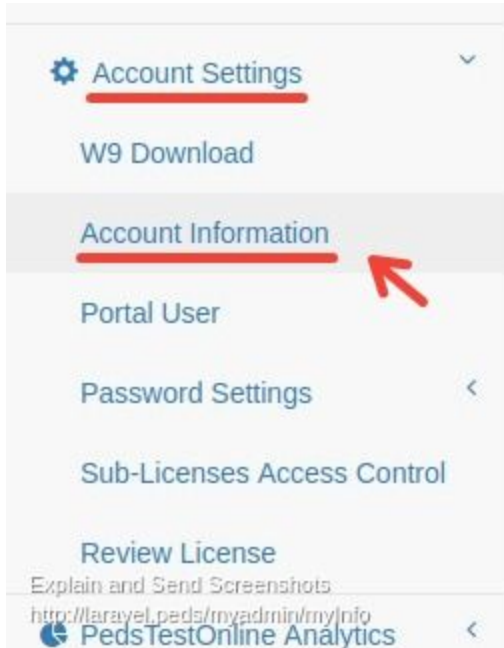
Provide your Current Account Password in the Current Password field. In the New Password field provide the New Account password you want for your account and Confirm the new password again.

Click Change Password to change your account password.

You will need to provide the new account password on your next login to pedstestonline application.


9. View and Edit Account Information

*To View the Account Information related to your license like Facility Name, Contact Number , email etc. You can go to Account Information page, To Navigate to Account Information Page click on **Account Settings** in left Navigation and click on **Account Information***



On the account information page you will see the information which is specific to your account. Here is how the account information page looks like.

Account Information

[Make Changes to your account information](#)  To Edit Account Information.

Your Account Information

Your Company/Clinic Contact Information

Tushar Gugnani
Facility: Tushar Gugnani
Address: 10000
City: ...
State: ...
Zip: ...

Phone: ...
Office Email: ...

Notifications sent to:
Primary contact: Tushar Gugnani
Contact E-mail: ...
Practice: test practice
Description:
Extra Comments: This license added on: 2014-11-30
Website:

[Test Access Login](#)

Logon: ...
Password: ****

Screen Uses Issued with License 8798: 99
Uses Left : 30

Your License Expires: Dec 31, 2018

[You can make changes to your account information, username and password.](#)

If want to change some information on the account you can click the button on the top **Make Changes to your account information**.

Clicking on the button will open a form page with heading **Update your Information** with all your account information.

You can change the information you want to edit leaving the rest of information as it is, and click **Update Now**, this will update the account information in our database.

For Master

Master account can view and update the information on their account as well as on their sub-accounts. To view and edit the information of any of their sub-account.

Go to the MyAdmin Dashboard and click on Sub Account License Id under **Master Account Options**.

A screen with all the screens submitted by your sub-account will open, If you again click on the License_id on this page, This will open the Account information page for the sub-account and you can also edit the information by clicking on Modify Button.

10. Add a new sub-account

For Master : *This option is only applicable for the Master accounts.*

As a Master account if you wish to add a sub-account under your account, you can do so under myadmin section.

To add a new sub-account, login to myadmin and go to Master account options in Dashboard page. Click on Button Add New User/Location.

Master Account Options

[+ Add New User/Location](#)

[Usage Report for Associate Accounts](#)

PEDS Path Report for Associate Accounts

Number of Associated accounts: 5

Associated Sub-Accounts

| License Id | Facility |
|---|----------------|
| 8843 <small>Explain and Send Screenshots http://www.wel.peds/inyadmin</small> | durham account |

Clicking this button will open a new form page with heading Add New sub Account to your Master Account.

Provide all the information to add a new sub-account, All the form fields are required, Once you have provided the details click on button **Submit Now**.

In the next step, it asks you to confirm the details provided, you can review the changes and click on Take me back link to correct any information provided.

Add new sub account to your Master account - Draft Review

Please review the sub account information below

| You entered this information: | |
|-------------------------------|-------------------|
| Company/Organization: | Tushar Gugnani |
| Clinic/Facility: | florida facility |
| Logon: | floridaclinic |
| Password: | ***** |
| Primary Contact: | |
| Clinic/Contact E-mail: | |
| Clinic Address: | 2894 Luther Drive |
| City: | Atlanta FL |
| Zip: | 28734 |
| Phone: | |
| Practice: | florida practice |

Explain and Send Screenshots
<http://laravel.peds/myadmin/reviewMasterAddUser>

Confirm New User / Location

Once you are review the information, click on [Confirm New User / Location](#) , With this new sub-account will be added to your account.

You can now use the newly created logon and password credentials to login into the pedstestonline.

11. Sub-account usage report.

For Master : This option is only applicable for the Master accounts.

If you have a master account you have the access to usage reports of your sub-accounts. With this feature, you can view how many screens are submitted by your sub-account. And also how many total screens are submitted including all your sub-accounts.

To Navigate to Sub-Accounts usage reports page, Login to Myadmin and go to Master Account Options in Dashboard page. Click on Button Usage Reports for Associate Accounts



Master Account Options

[+ Add New User/Location](#)

[Usage Report for Associate Accounts](#)

[PEDS Path Report for Associate Accounts](#)

Number of Associated accounts: 5

Associated Sub-Accounts

| License Id | Facility |
|------------|----------------|
| 8843 | durham account |

Explain and Send Screenshots
http://laravel.peds/myadmin/home

Clicking on this button will open Reports Associates page where you can select a particular sub-accounts license id to see the usage report.

If you are looking to get usage reports for all of your sub-accounts including the master account. Select the Master accounts license id in the dropdown.

Provide a valid start-date and end-date as a timeframe between which you are willing to get the usage report.

Associate Reports

License ID:

8798 - Tushar Gugnani (Master) [Select License Id](#)

Start Date:

2018-07-01

End Date:

2018-07-31

 [Select Date Range.](#)

[Get Screens](#)

Explain and Send Screenshots

http://laravel.peds/myadmin/get_report_associates

Click on button **Get Screens** to generate the usage report.

You will the number of screens submitted by sub-accounts in the result in the given format.

| | |
|---|--------------------------------|
| Tushar Gugnani Facility: winston salem facility | LID: 9652 |
| <u>No screens in date range</u> | |
| Tushar Gugnani Facility: greensboro | LID: 9649 |
| <u>2 Screens</u> (1 Professional Screens and 1 Portal Screens) | Get Duplicates |
| Tushar Gugnani Facility: raleigh facility | LID: 9202 |
| No screens in date range | |
| Tushar Gugnani Facility: charlotte facility1 | LID: 8879 |
| <small>Explain and Send Screenshots http://laravel.peds/myadmin/get_report_associates</small> | |

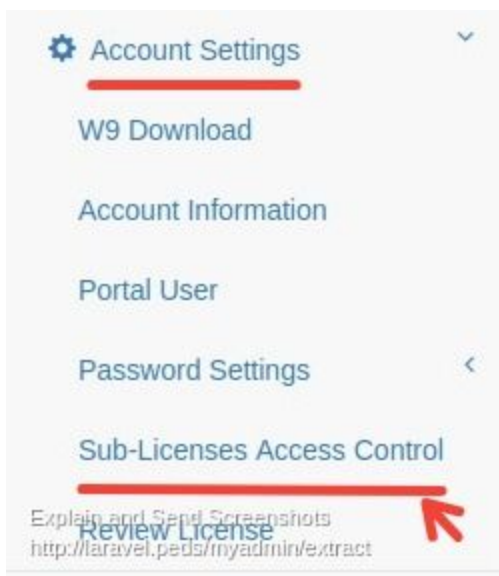
12. Sub-account access control.

For Master : This option is only applicable for the Master accounts.

By default all your sub-accounts have access to both the section of PedsTestOnline Application. Professional (/test) section access allows sub-accounts to login and administer a new test. Myadmin (/myadmin) section access allows sub-accounts to carry out various admin activities that are included in this document.

With Sub-accounts access control, you can Allow / Dis-allow access to particular section to any of your sub-account.

To Navigate to sub account access control page click on **Account Settings** on left navigation and then click on **Sub-Licenses access control**



This will open a new page with heading Sub Accounts Access Control, which looks like below image

Sub Accounts Access Control

| Access Control | | | |
|----------------|------------------------|---|---|
| License Id | Facility | Professional (/test) Access | Myadmin (/myadmin) Access |
| 8843 | durham account | <input checked="" type="checkbox"/> Allow | <input type="checkbox"/> Disallow |
| 8879 | charlotte facility1 | <input checked="" type="checkbox"/> Allow | <input checked="" type="checkbox"/> Allow |
| 9202 | raleigh facility | <input checked="" type="checkbox"/> Allow | <input checked="" type="checkbox"/> Allow |
| 9649 | greensboro | <input checked="" type="checkbox"/> Allow | <input checked="" type="checkbox"/> Allow |
| 9652 | winston salem facility | <input checked="" type="checkbox"/> Allow | <input checked="" type="checkbox"/> Allow |

Explain and Send Screenshots
<http://laravel.peds/myadmin/accessControl>

The page shows which of your sub-account have access to Professional and Myadmin section respectively. The Green Allow text shows that the account can currently access the section, to Disallow access click on the button and it will turn to red with text Disallow.
