



Explorer Management Manual

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Logging into Polar Explorer

Open your internet browser and navigate to <https://polarexplorer.org.au>

You will be presented with the login screen.

Enter your username and password, then press **Log In**.

POLAR Log In

Username or email

Password

Log In

If you forgot your username or password, go to the following page to request a password reset:
[Forgot Username / Password](#)

Please Note

*If you have a username but do not know your password, see the ***Forgot Username or Password*** section of this document (Page 4)*



Forgot Username or Password

If you have been setup with access to Polar Explorer, but are unsure of your details, click the **Forgot Username/Password** button on the bottom of the login screen.

POLAR Log In

Username or email

Entered username or password is incorrect.

Password

Log In

If you forgot your username or password, go to the following page to request a password reset:
[Forgot Username / Password](#)

A webpage will open asking for the email address that is linked to your login.

POLAR About Contact Us

Forgot Username / Password

Please enter your email address and we will send you an email with your username and the ability to reset your password if needed.

Email Address

Send Reset Email

Once you have entered your email address, press the Send Reset Email button.

You will then see a confirmation screen and an email will have been sent to the entered email account.

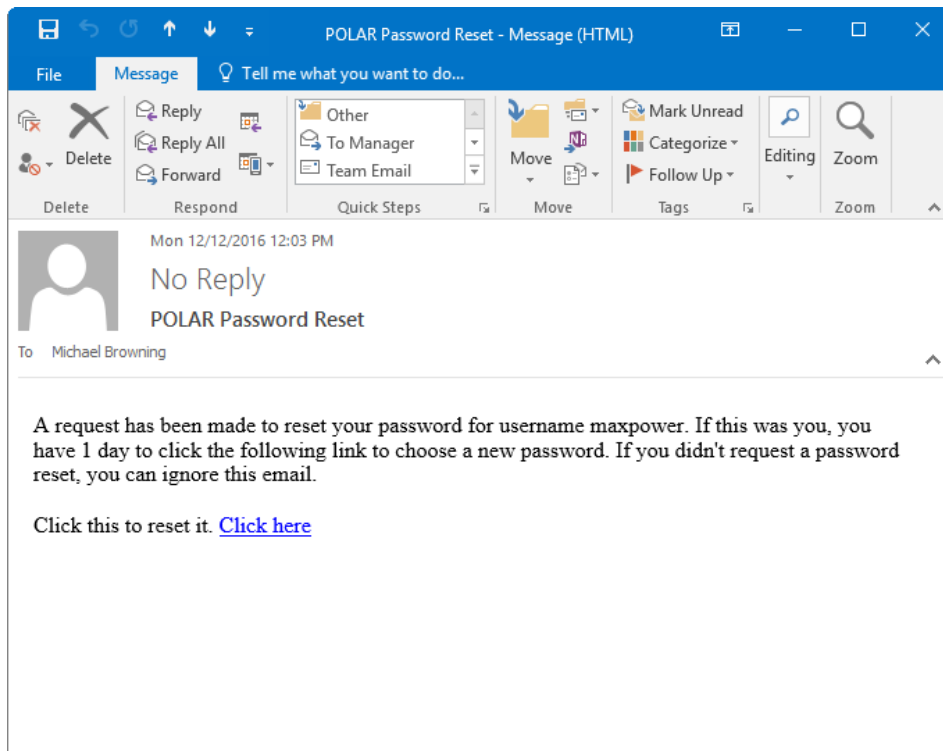
POLAR About Contact Us

Forgot Password

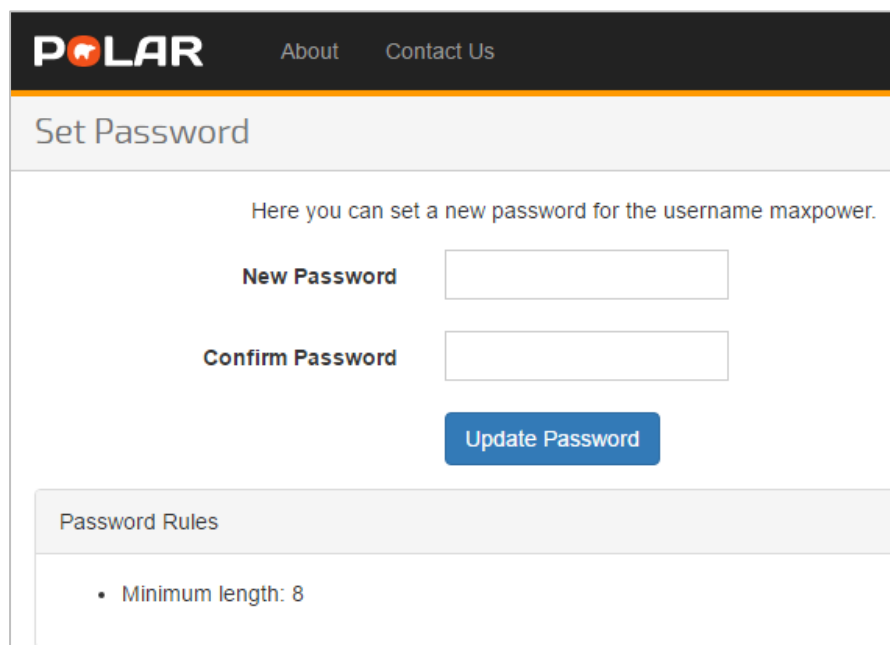
An email has been sent to mbrowning@outcomehealth.org.au to reset the password for the login **maxpower**.
Please check your email for further instructions.



The email that is sent contains your username and a link that is valid for 24 hours.



Clicking this link takes you to Polar Explorer and allows you to enter a new password.



The only requirement for the password is that it is at least 8 characters long. Pressing Update Password changes the password for the username in your email.



Navigation

When logging into Polar Explorer, your default home page will be the User Management page. You also have access to the About page and a Contact Us page.



User Management

The Management page of Polar Explorer allows you to:

- Create Users
- Maintain Users including:
 - Change Password
 - Activate/de-activate access
 - Control the reports the user has access to
 - Change their details, including name, email address, and username
 - Assign or withdraw administrator permissions
 - Delete users

Name	Administrator	Reports		
		POLAR Summary	POLAR Clinical Indicators	POLAR Business
Billy Idol	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eddie Murphy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Max Power	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Peter Pan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Healthy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Arto	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i Administrators are the people who are allowed to create, edit and remove user accounts and which reports they have access to.



Create User

From the User Management page, select **Create User**.

POLAR Management About Contact Us

Create User

Name

Login

First Name

Last Name

Email

Email

Confirm Email

Password

Password Show Password

Confirm Password

Creating the user will assign them a random password and an email will be sent to the user to log in and change their password in the next 7 days.

You must enter a login/username for the new user. This must be unique. If it has already been selected, the following message will appear.

Name

Login

User already exists with this login.

If you leave the Password section empty, the newly created user will receive an email with a link that will ask them to set their password within 7 days.



Maintain Existing User

From the User Management page, you can give a user Administrator permissions.

Administrators are the people who are allowed to create, edit and remove user accounts.

You can also give specific report access to individual users.

The tick box for each item on the User Management page is dynamic, and automatically saves when selected.

The screenshot shows the POLAR user management interface. At the top, there is a navigation bar with 'POLAR', 'Management', 'About', and 'Contact Us'. A search bar and user information 'Hello Max Log off' are also present. Below the navigation bar, the page title 'Health@Home' and a 'Create User' button are visible. The main content area features a table with columns for 'Name', 'Administrator', and 'Reports' (subdivided into 'POLAR Summary', 'POLAR Clinical Indicators', and 'POLAR Business').

Name	Administrator	Reports		
		POLAR Summary	POLAR Clinical Indicators	POLAR Business
Billy Idol	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eddie Murphy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Max Power	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Peter Pan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Healthy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Arto	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below the table, there is an information box: **i** Administrators are the people who are allowed to create, edit and remove user accounts and which reports they have access to.

Selecting a user from the User Management page allows you change their username, first name, last name, email address and password.

You can also change their password from this screen.

Press Save at the bottom of the screen when all changes are made.

The screenshot shows the user edit form. It includes the following fields and controls:

- Name** section:
 - Login: maxpower
 - First Name: Max
 - Last Name: Power
- Email** section:
 - Email: mbrowning@outcomehealth.org.au
 - Confirm Email: (empty)
- Group** section:
 - Group Administrator:
- Buttons**:
 - Change Password
 - Delete User
 - Save



Delete User

From the User Management page, click the name of the user you want to delete.
From the User page, click Delete User at the top right.

Name

Login

First Name

Last Name

Email

Email

Confirm Email

Group

Group Administrator

You will be asked to confirm the deletion of this user, this cannot be undone.

Delete User ✕

Are you sure you would like to delete this user?