POLAR

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

username

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.

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

Once you have entered your email address, press the Send Reset Email button.
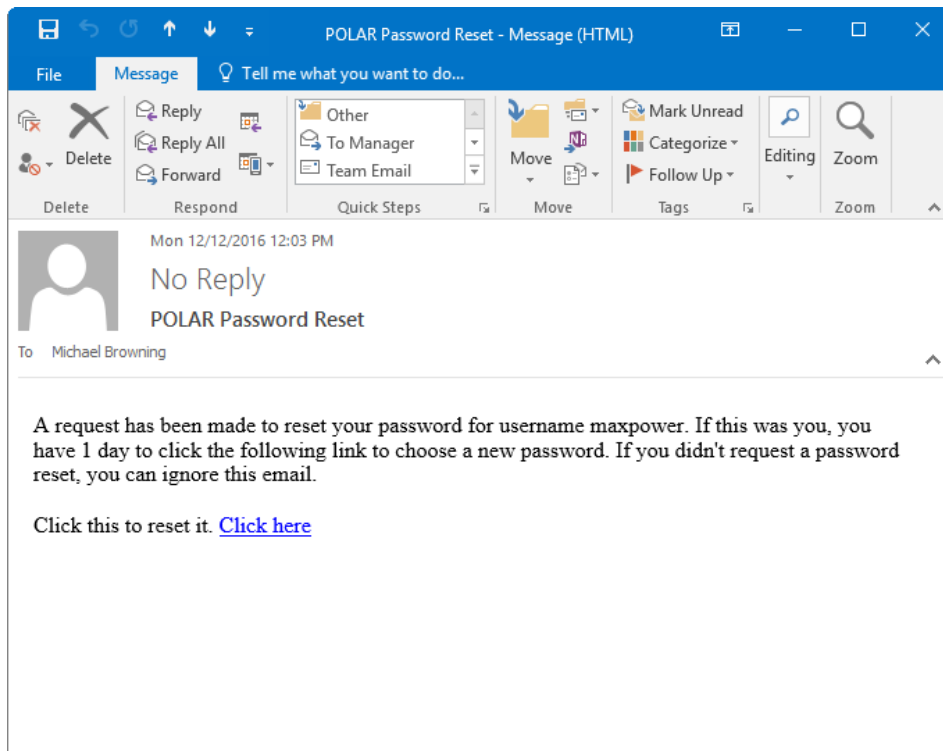You will then see a confirmation screen and an email will have been sent to the entered email account.

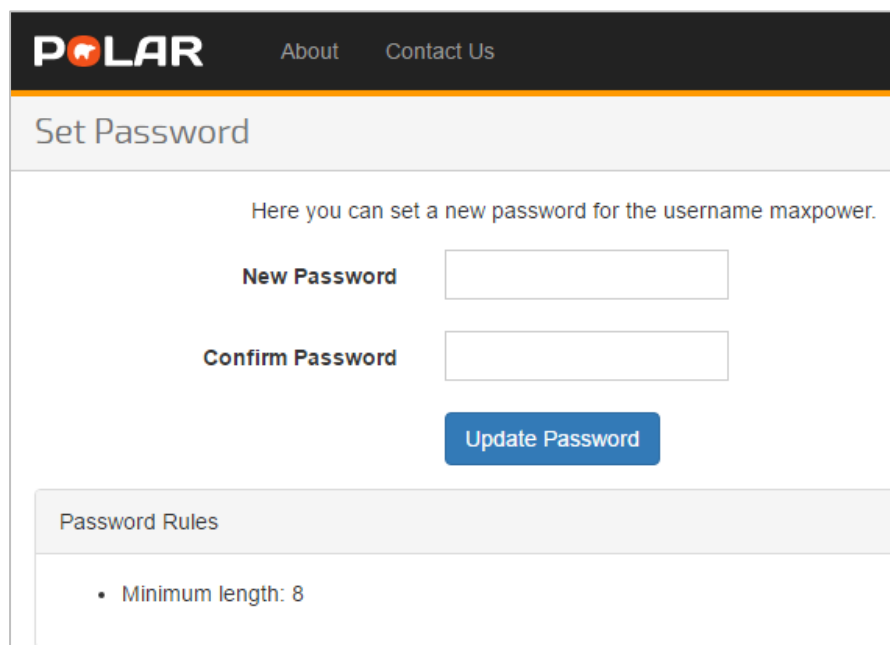The email that is sent contains your username and a link that is valid for 24 hours.

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	POLAR Summary	POLAR Clinical Indicators	POLAR Business
Billy Idol	☐	☑	☑	☐
Eddie Murphy	☐	☑	☐	☐
Jack Johnson	☐	☐	☑	☐
Mary Smith	☐	☐	☐	☐
Max Power	☑	☑	☑	☑
Peter Pan	☐	☐	☐	☐
Test Healthy	☑	☑	☑	☐
Tom Arto	☑	☑	☐	☐

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**.

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.

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.

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.

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.

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