

POLAR Walkthrough- Setting up and editing User Accounts

Step 1

Open POLAR and select Management
note you will need to be assigned
ADMIN level access to see
Management
Select User Accounts

Polarexplorer.org.au/login

Management

Step 2

In this screen you can add users by
selecting the New User Account in
the top right hand side.

+ New User Account

Step 3

The following form will appear the
user name will default to First Name
. Last Name you can override this by
typing in the Username.

Assign a role such as
Nurse/GP/Practice Manager etc leave
the default ticked.

Save the user who will then receive a
password reset email.

Step 4

To find current users select user
account under Management and
open the user you will see the user
name that is used to login to POLAR
you can also reset passwords or
send password reset emails. Delete
users that are no longer valid by
selecting the user scrolling down
and delete.

You can now give access to the
reports or Walrus notifications by
selecting user then ticking the
reports, selecting the mailed reports
and Walrus icons and notification s
you want to give access to for each
user.

Account

Account Type

User

First Name

Last Name

Username

Roles

☐ POLAR Admin
☐ Nurse

☒ Default
☐ Practice Manager

☐ Doctor
☐ Reception

User Details

Email

Confirm Email

Mobile

Password

Password

Confirm Password

Generate Password

Delete Account

Reports Mailed Reports Walrus Sections Walrus Notifications

Access

Yes No

☒

Clinic Summary
Patient level data discovery report

☒

Hepatitis
HBV and HCV components

☒

Hospitalisation Avoidance Tool
POLAR Version 2 Calculation

☒

PfPR Clinic
PfPR Clinic Report

☒

Puffin
GPACI Management Report

☒

GPIC Clinic Report
GPIC Report



Where to get help

EMPHN general practice improvement & digital enablement:
digitalhealth@emphn.org.au.