

3d Unity – Registration Guide

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Introduction

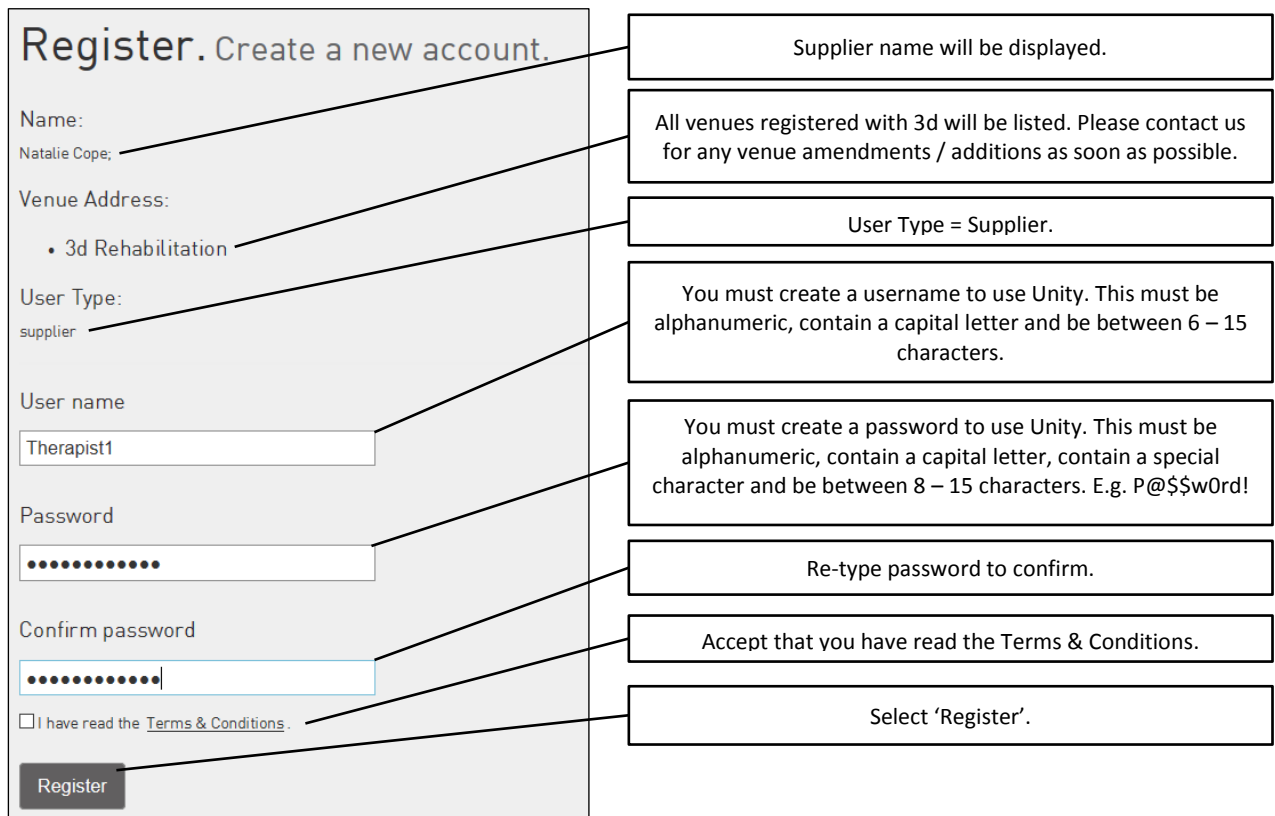
To become a Unity user it is necessary for the Business Administrator to register the practice by following the guide below. Once registered, the Business Administrator will be able to register each User at the relevant clinic.

1. Business Administrator Registration

You will receive a welcome email which contains a link in order to register your clinic to use Unity. Please click the link and follow the online instructions.

If you do not receive the welcome email you can contact unity.support@3drehab.co.uk and 3d will send the link to you. As we send the link via email, please ensure that you have direct access to the email account we have on file. This can be amended if necessary. If you are unsure of the email address that is currently registered with 3d please check with Unity Support on unity.support@3drehab.co.uk

When registration is complete, you will be automatically directed to the Unity Dashboard page where you can add Users to the practice. Details of how to add a User is contained within the Unity User Guide which can be found on the footer of the Unity Dashboard.



Register. Create a new account.

Name: Natalie Cope;

Venue Address:
• 3d Rehabilitation

User Type:
supplier

User name
Therapist1

Password
.....

Confirm password
.....

I have read the [Terms & Conditions](#).

Register

Supplier name will be displayed.

All venues registered with 3d will be listed. Please contact us for any venue amendments / additions as soon as possible.

User Type = Supplier.

You must create a username to use Unity. This must be alphanumeric, contain a capital letter and be between 6 – 15 characters.

You must create a password to use Unity. This must be alphanumeric, contain a capital letter, contain a special character and be between 8 – 15 characters. E.g. P@\$w0rd!

Re-type password to confirm.

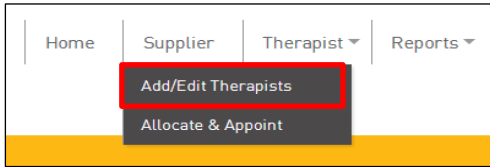
Accept that you have read the Terms & Conditions.

Select 'Register'.

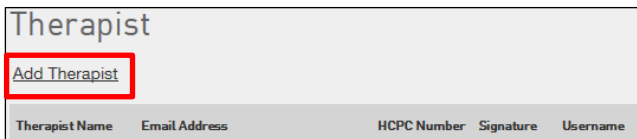
2. Add a User

The Business Administrator can add a User to a venue by following the steps below.

- Select Supplier from the menu button on the dashboard. Select Add / Edit Therapist from the options available under the supplier header.



- Select Add Therapist from within the Therapist screen.



- Enter User information details, within the Add Therapists screen, once completed select Create.

Add Therapist

Therapist Name

HCPC Number

Email Address

Upload Signature

Available Venues

Input the Therapists name.

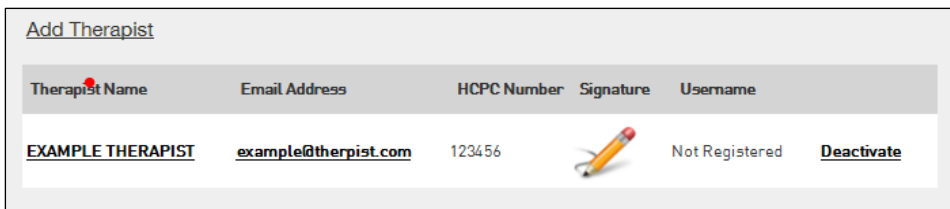
Input the Therapists HCPC number.

Input the Therapists email address. P.N Each Therapist needs their own individual email address in order to receive a registration link.

Ability to upload a signature here or alternatively leave this section blank and the therapist name will be typed at the end of the report in place of a signature.

Business Administrator must allocate a user to a venue address by clicking the 'none selected' drop down list. Once clicked, all available venues will be displayed with ability to select Business Administrator must select each venue that the User works at. If there are any new venues to be added or removed, please contact 3d Panel Management

The Business Administrator will be taken back to the Add Therapist screen. A list of all Therapists will be displayed, including the registration status.



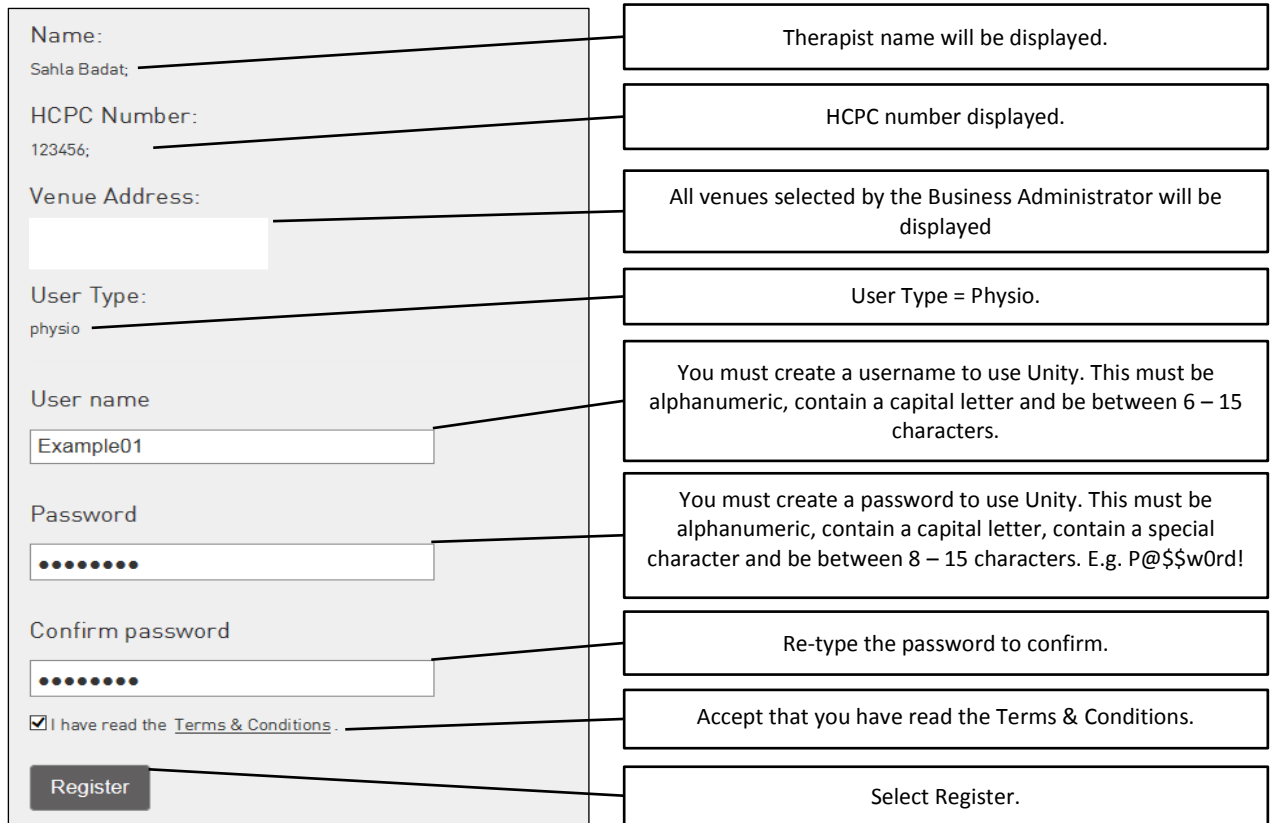
By clicking on the name of the therapist the Business Administrator will have the ability to edit any user details. Only once the User has completed the registration process will the system allow the Business Administrator to allocate referrals to the User.

Should a Business Administrator also be a User, then both a Business Administrator and separate User profile will need to be created. A unique email address will be required for each registration.

3. User Registration

The User will receive a registration email once the Business Administrator has added these details to Unity.

Upon receiving the registration email, the user must click on the link provided within the email and complete the registration process.



The registration form includes the following fields and callouts:

- Name:** Sahla Badat; Callout: Therapist name will be displayed.
- HCPC Number:** 123456; Callout: HCPC number displayed.
- Venue Address:** [Redacted]; Callout: All venues selected by the Business Administrator will be displayed.
- User Type:** physio; Callout: User Type = Physio.
- User name:** Example01; Callout: You must create a username to use Unity. This must be alphanumeric, contain a capital letter and be between 6 – 15 characters.
- Password:** [Redacted]; Callout: You must create a password to use Unity. This must be alphanumeric, contain a capital letter, contain a special character and be between 8 – 15 characters. E.g. P@\$w0rd!
- Confirm password:** [Redacted]; Callout: Re-type the password to confirm.
- I have read the [Terms & Conditions](#); Callout: Accept that you have read the Terms & Conditions.
- Register** button; Callout: Select Register.

When registration is complete, you will be automatically directed to the Unity Dashboard page. Please refer to the Unity User Guide which explains how to use Unity to progress referrals.

The Unity User Guide can be found on the footer of the Unity Dashboard.