Setting up groups on aTouchAway dashboard

1. Go to dashboard: https://dashboards.uk.aetonix.xyz and log in using your organisation’s aTouchAway admin login: e.g admin01@gstt.icu (same password as tablet logins).

2. Click on ‘Management Groups’ under ‘Group Management’. Here will be a list of all current groups made.

3. To add a new group: click ‘Create a Management Group’ and enter the name of the group (ward). Click ‘Create’. A new group is now created.

4. Edit the group by clicking the cogwheel icon. Tick the box next to ‘Contacts’ and ‘Submit’. This allows tablets to see patients’ contacts.

5. Go back to the dashboard home screen by clicking on the AE logo on the top left corner.

6. Click on ‘Staff’ under ‘Group Management’. This shows a list of all the tablets (staff) used in your organisation.

7. To add tablets (staff) as managers of groups: click on ‘Edit’ on the top left and select all tablets (staff) that you wish to make managers of a particular group.

8. Click ‘Change Manager Groups’ and add these staff to the group you wish them to manage.

9. These tablets (staff) will now be able to view the lists of the patients within the particular groups they are managing.

10. Edit the patients under ‘Creation/Token’ tab to put them into the groups created. Please also refer to document: ‘How to create using dashboard’.