

## PMI Heart Manual

To create a new member, go to the website control panel: <http://www.heartmanual.scot.nhs.uk/system>

Login using the following details:

**Username:** pmiheartmanual

**Password:** Pmi%Heart\$18

Once you are logged in, navigate to **Members > Register Member**. Each member requires a Username, Password and an Email Address. In cases in which email addresses were missing, we previously added non-existent emails (this works but will mean the member can't reset their password via the 'forgotten password' option).

The members should be placed in to the group 'Staff'.

You can edit existing members by navigating to **Members > View All** then clicking on the name of the member you want to edit.

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## Revasc Heart Manual

To create a new member, go to the website control panel: <http://www.hmrevasc.scot.nhs.uk/system/>

Login using the following details:

**Username:** pmiheartmanual

**Password:** Pmi%Heart\$18

Once you are logged in, click on the to **Members** button in the main menu. On the following page, you should see a list of members. Click on '**NEW**' in the top left of the screen next to All Members. Each member requires a Username, Password and an Email Address. In cases in which email addresses were missing, we previously added non-existent emails (this works but will mean the member can't reset their password via the 'forgotten password' option). You can also edit members from the list by clicking on their name.

The members should be placed in to the group 'Staff'.