atmolytics

Administrative Functions

User Guide v2.66

imosphere

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1 Introduction

The Administration area of the Atmolytics software enables system administrators to carry out a wide range of activities, including the following:

Access Management

- Setting up **Roles and Permissions**
- Setting up new **Users**
- Viewing information about **Atmolytics Licenses**

Report Management

- Monitoring of **Pending Reports** and **Report Schedule**
- Setting up and managing default **Result Bandings** for continuous variables such as costs and length of stay

System Management

- Managing **Announcements**
- Managing **Cohort Insights**
- Managing **Cohort Insight Sets** for other users
- Setting up **Personnel Groups** (e.g. all clinicians, all researchers) to make for easy selection and reporting
- **ETL Overview**
- Carrying out **Housekeeping**
- Management of the **Cultures and Languages** used throughout the system
- Management of the **Resources** (e.g. key terms, screen labels) used throughout Atmolytics
- **System Configuration** of Admission types and Report types

System Monitoring

- **System Status**
- **Nightly Job Overview**
- **Quartz Schedule**
- **Queue Status**
- **Data Integrity**
- **Audit Logs**
- **System Logs**

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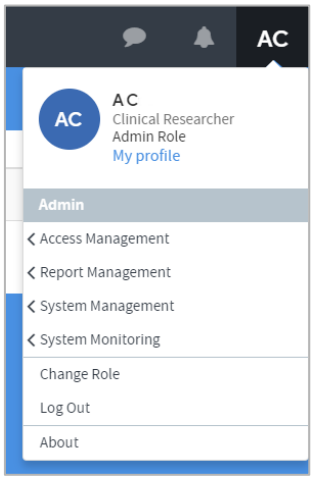
The Administration menu can be accessed by clicking your initials at the far right of the top menu bar:



2 A Note about Terminology

Because Atmolytics is fully configurable, different organizations may use different terms to describe the individuals and events they are working with, and these will be reflected in the Atmolytics screens. For example, one organization's **patients**, **admissions** and **reports** may be another organization's **service users**, **involvements** and **explorations**.

Your organization may use different terminology in their implementation of Atmolytics, and in later chapters you'll learn how to configure terms to meet your own organization's requirements.

In this user guide, we've used the terminology **patients**, **admissions** and **reports** throughout.

We refer to the 'start' area of Atmolytics (found by clicking the icon) as the **Home** area.

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3 Roles and Permissions

Atmolytics has a flexible security system which is based around roles.

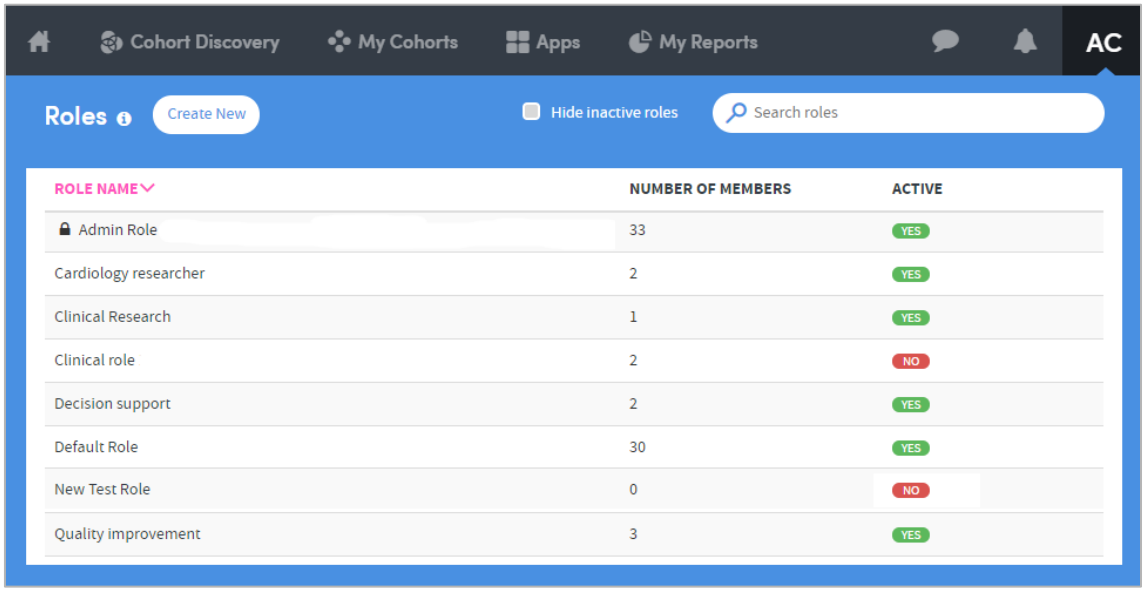
A role is a type of profile which specifies the patients, data, reporting Apps and locations that anyone with that role can access. Additionally, permissions are set for reading, creating and sharing both cohorts and reports.

Roles are created by the system administrator. Permissions are assigned to these roles, and roles are assigned to users.

This allows the creation of roles to represent projects, groups, or related staff members who should share certain permissions. In this way, protected health information (or other types of sensitive data) can be restricted to certain roles.

A user can have more than one role. If they do, they will be prompted to select the one they want to use for the current session after they have logged in.

Click your initials at the top right of the screen and choose **Access Management > Roles & Permissions** from the menu. You will see a screen similar to the one below:



This is a list of all the roles currently available on the system. Tick or untick the check box at the top of the screen to view or hide **Inactive** roles. These are explained below.

Click **Create New** on the top left of the screen to add a new role, or click the name of an existing role to edit it. Whichever you choose, you will be presented with a screen containing several tabs, each of which is explained in the following sections.

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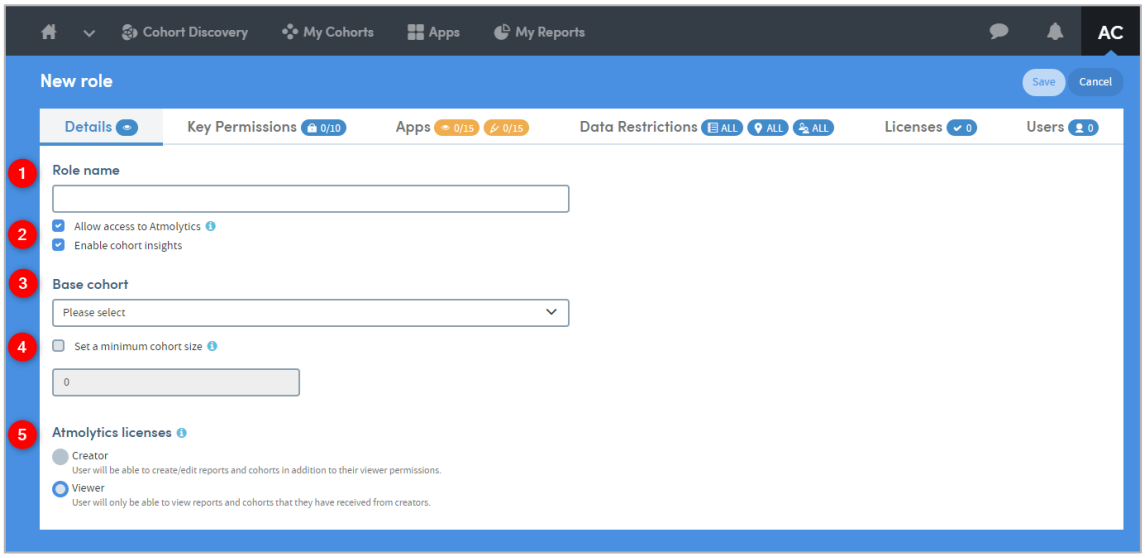
3.1 Details



Highlighted features are as follows:

1 Add or edit the **Role name**.

2 It is possible to control **access to Atmolytics**. If this checkbox is unticked, the role becomes **Inactive**. It can still be assigned to users, but it won't be selectable by users when logging on to Atmolytics. In this way, roles can be hidden without having to delete them or remove each user's access to them.

Enable cohort insights to allow the role to view the Cohort Insights section of Atmolytics.

3 Any cohort can be selected as the **Base Cohort** for the role. The base cohort is the entire group of patients that the person with this role can report upon. Atmolytics will not permit users to access any patient data if that data does not belong to a member of their base cohort.

4 It is possible to set a minimum cohort size to be included in any report, to prevent identification of individuals by the use of multiple selection criteria. If a minimum number is set, and the user tries to produce a report on a cohort containing less than that number, they are given a message to the effect that they are not permitted to do so, and the report will not run.

5 There are two Atmolytics licenses available to assign to a role: **Creator** and **Viewer**.

Selecting one of these imposes a default set of permissions on the role. As well as these 'blanket' licenses, it is possible to further edit the default set of permissions on a role-by-role basis, using the tabs at the top of the Roles screen.

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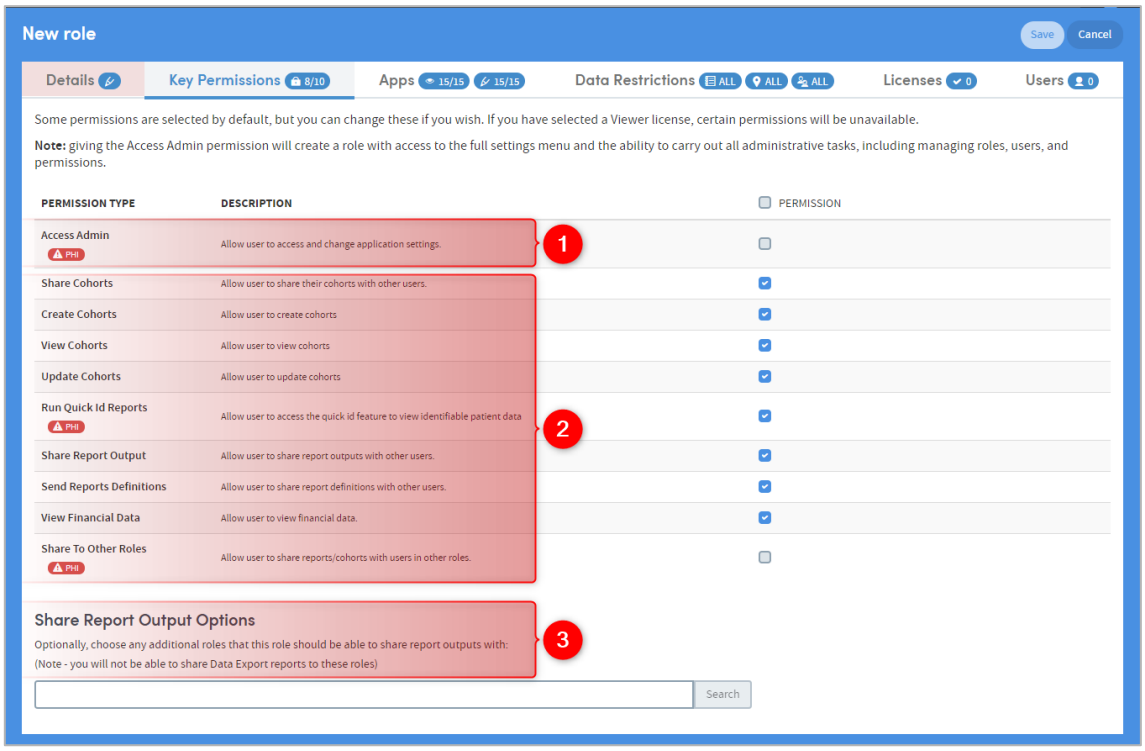
A **Creator** can create and edit reports and cohorts. In addition, a **Creator** can be assigned any or all permissions from the tabs at the top of the Roles screen.

A **Viewer** can only view reports and cohorts that they have received from a creator. They cannot edit or change any of the cohorts, report criteria or generated reports made available to them by a creator. In addition, selecting the **Viewer** option means that several permissions from the tabs at the top of the Roles screen become unavailable and cannot be assigned to the user.

3.2 Key permissions

The key functional permissions contained within this tab are listed below:



1 **Access Admin**. A user assigned this role can access and change all the application settings available in the Admin menu of Atmolytics.

2 **Share Cohorts**. Allows the user to share a cohort with other users of the system. In fact, the user is sharing a **cohort definition**: a set of filtering criteria which are applied to a base cohort to produce a subset of that base cohort. These cohort definitions can be shared with users of any role, which means that the recipient may have a different base cohort from the sending user. However, even when a cohort definition is shared, the receiving user will not be able to use it to produce reports that go beyond the scope of their own base cohort. Note also that because subgroups do not comprise sets of filters but rather lists of IDs, Atmolytics does NOT allow them to be shared, as this could result in the permissions model being broken.

Create Cohorts. Allows users to create cohorts using the **Cohort Discovery** and **subgroup** functions. Without this permission, users receive a message stating that they

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cannot create cohorts. Cloning is not permitted and nor is access to the Cohort Discovery area.

View Cohorts. Allows users to view cohorts.

Update Cohorts. This allows the user to edit an existing cohort. However, this permission on its own does not enable users to create cohorts, so both **Create** and **Update** options should be enabled in the normal run of things, when setting up a user to work with cohorts.

Run Quick ID Reports. The Cohort Discovery section of Atmolytics contains a **Quick ID** function, which enables users to download a list of names and IDs of all the patients belonging to the selected cohort. Access to this function can be controlled here.

Share Report Output. This allows users to share **outputs** of reports that they have created. Users can only share outputs with users sharing the same role as themselves, unless their permission level is extended using the **Share Report Output Options** below.

Send Report Definitions. Allows the user to share a report **definition** with other users. Report definitions can be shared with users of any role, which means that the recipient may have a different base cohort from the sending user. However, note that when shared, the report definition will not permit the receiving user to run the report on patients to whom they do not have permitted access, nor will the system share a report that uses an App to which the receiving user does not have access.

View Financial Data. Allows users to view financial data.

Share To Other Roles. Allows users to share report definitions and cohorts with other roles (this works in concert with **Share Cohorts** and **Send Report Definitions** above). If this is unchecked, the user cannot see or access other roles in the system. If they are permitted to share cohorts or report definitions, they can only do so within their own role if this permission is not checked.

Share Report Output Options. By default, users can only share report outputs with other users sharing the same role as themselves and, therefore, the same base cohort. This is to prevent the risk of users from other roles receiving and viewing report output data that they should not be permitted to see. However, in some circumstances this is overly restrictive; e.g. it might mean that a junior doctor could not share a worrying finding with his head of department because they had different roles. Hence, the system allows the specification of additional roles that the user can share output data with, over and above their own, as required. **Note that in effect this is potentially overriding other users' role restrictions and so should be used sparingly, and with care.**

Items marked as Protected Health Information (**PHI**) allow users to view Protected Health Information data or share Protected Health Information data with others. There may also be datasets containing PHI data. These should not be made available to non-PHI roles.

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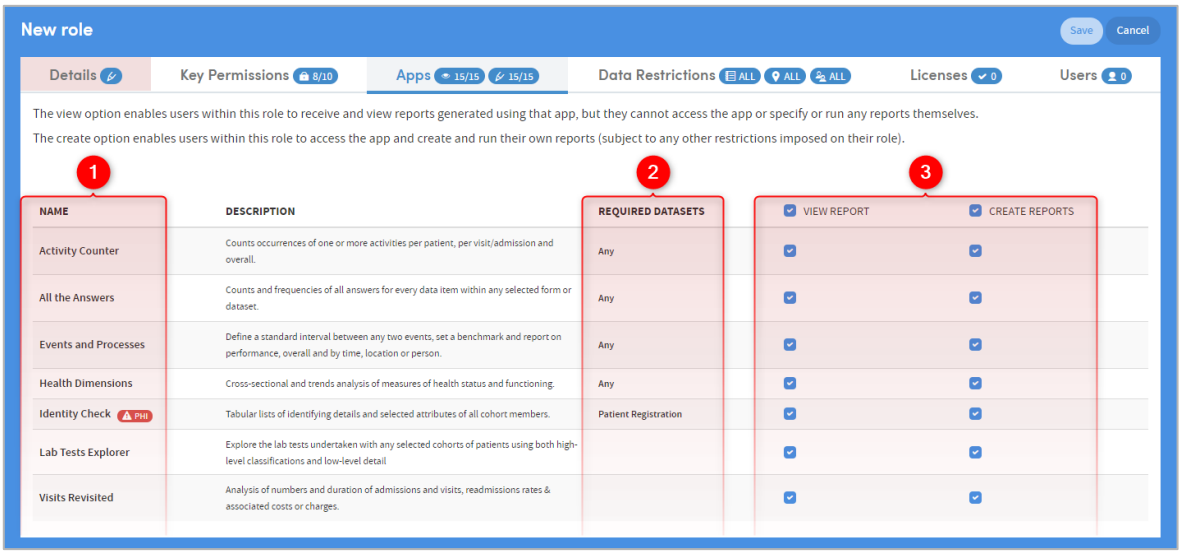
The responsibility for ensuring that PHI permissions are only assigned to roles that should be permitted to view PHI data lies with the user creating the role.

3.3 Apps

This tab is used to determine which Apps are available for users of this role. The key functional permissions contained within the tab are listed below:



1 All the reporting Apps available in the system are listed here.

2 Some Apps require specific datasets to be available in order to run, e.g. the Identity Check App requires a patient registration dataset.

3 Any role can be given **view reports** and/or **create reports** permissions for any App. The permissions available here may be restricted, depending on which Atmolytics license (**Creator** or **Viewer**) has been assigned to the role.

3.4 Data restrictions

Administrators can restrict user access (on a role-by-role basis) to selected datasets, locations or staff if required.

3.4.1 Datasets

This is where administrators can determine whether users within this role can see and work with **any** dataset when specifying a report or creating a cohort, or only **selected** datasets.

If a dataset is not selected, users within this role cannot see or choose it when specifying a report or creating a cohort, and no data from that dataset will be included in any report they generate.

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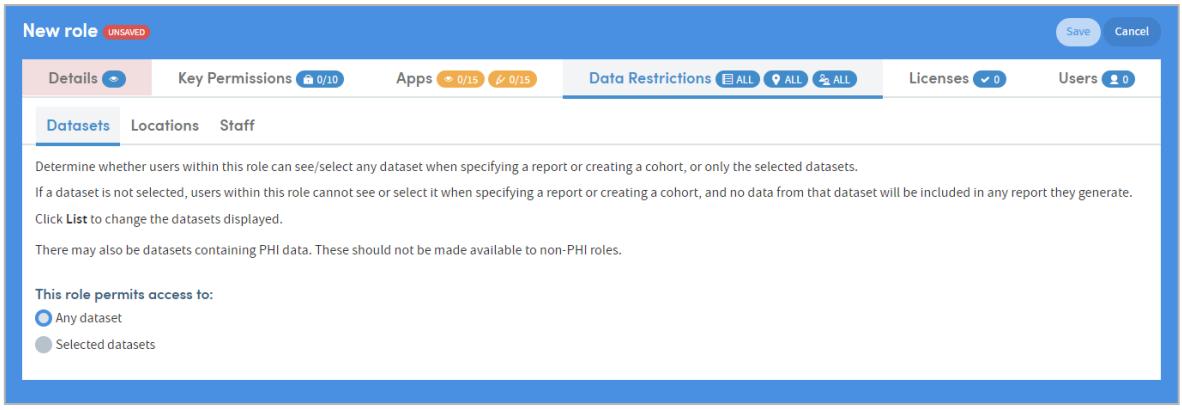
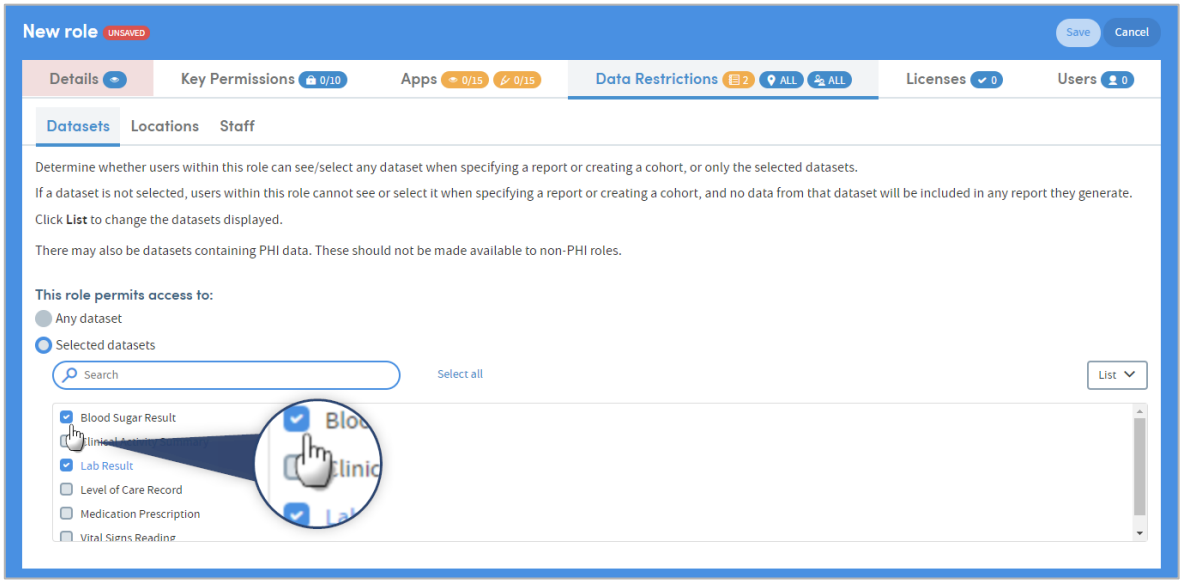


To set restrictions, click **Selected datasets** and choose the **permitted** datasets from the list by checking the boxes:



3.4.2 Locations

This is where administrators can determine whether users within this role can see and work with **any** location when specifying a report or creating a cohort, or only **selected** locations.

These permissions are specifically for restricting admission data and will not affect anything else.

To set restrictions, click **Selected locations** and choose the **permitted** locations from the list by checking the boxes:

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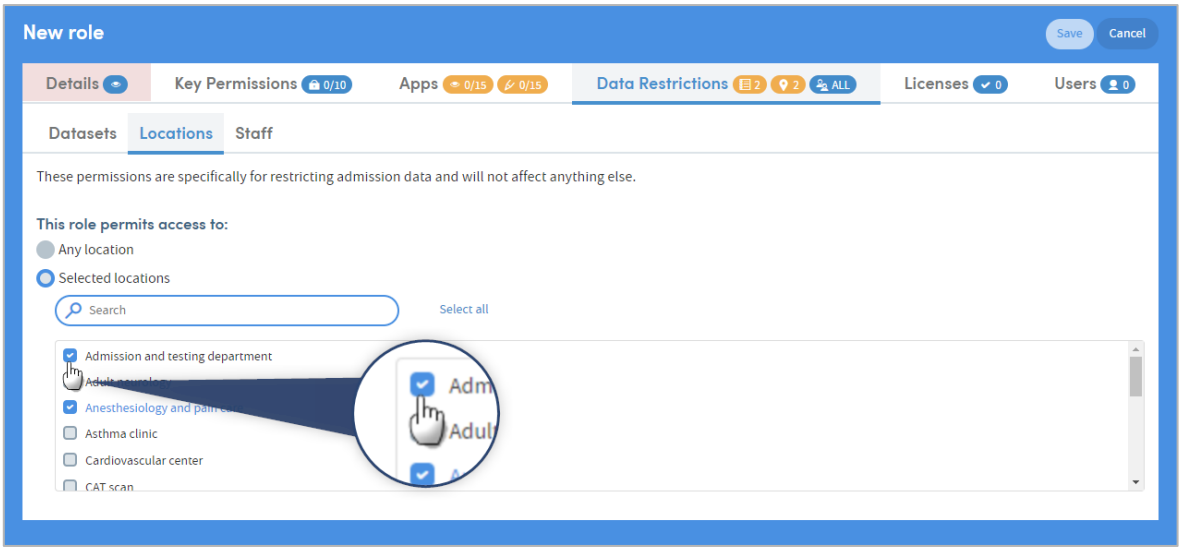
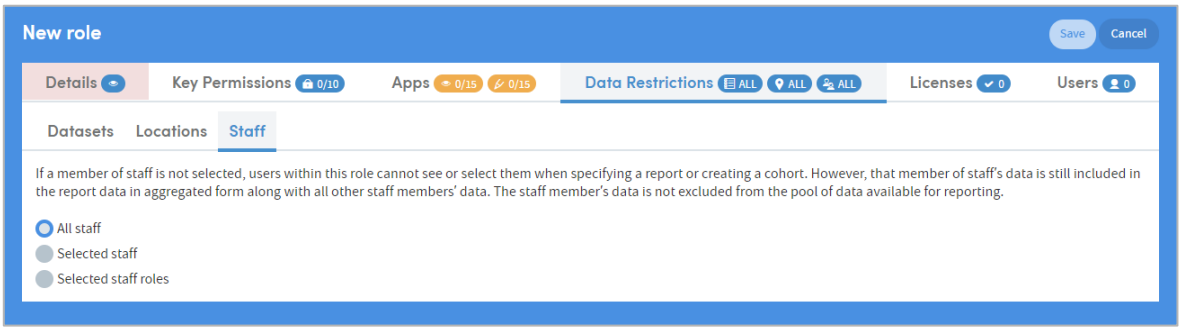


3.4.3 Staff

This is where administrators can determine whether users within this role can see and work with **any** members of staff when specifying a report or creating a cohort, or only **selected** staff or staff roles.

If a member of staff is not selected, users within this role cannot see or select them when specifying a report or creating a cohort. However, that member of staff's data is still included in the report data in aggregated form along with all other staff members' data. The staff member's data is not excluded from the pool of data available for reporting.



To set restrictions, click **Selected staff** and choose the **permitted** staff or staff roles by entering your search text and selecting from the list by checking the boxes.

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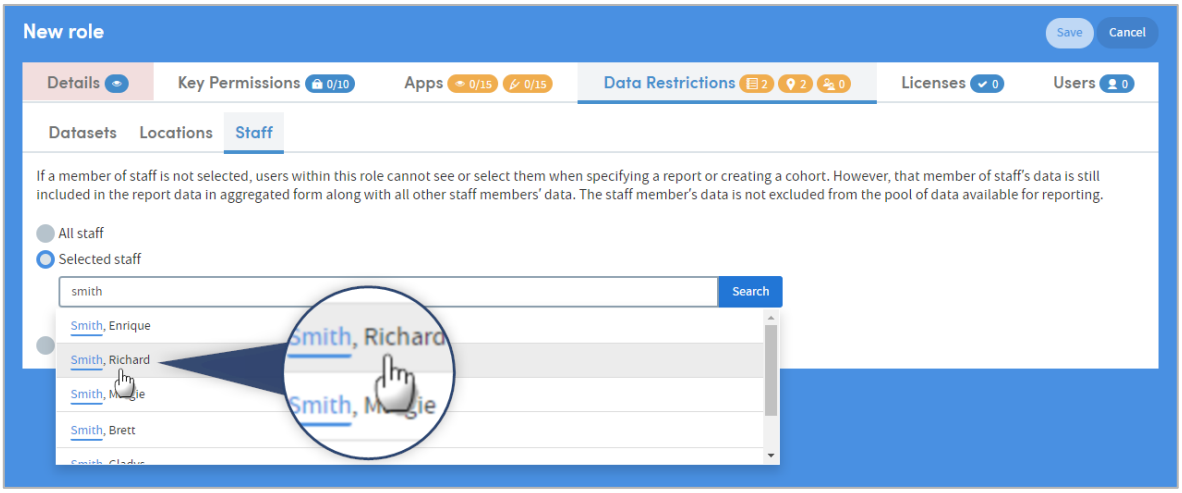
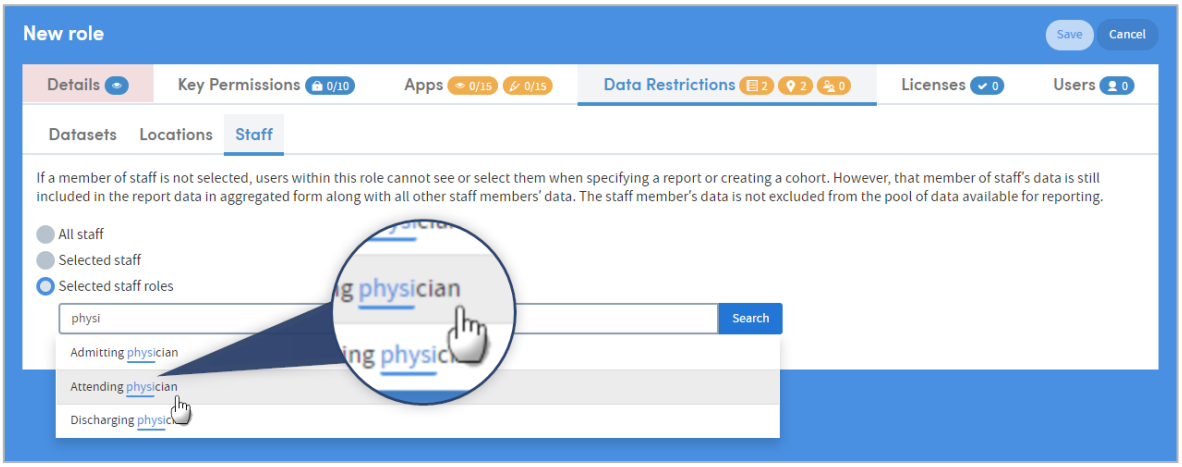
Staff members:

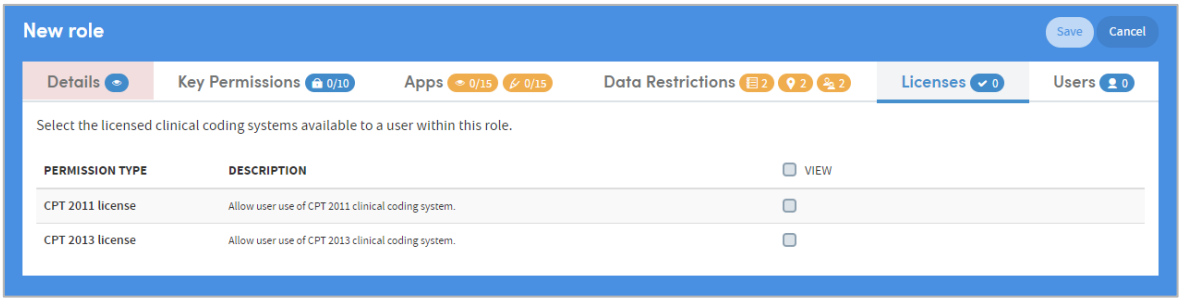


Staff roles:



3.5 Licenses

This tab is used to determine whether users have access to particular clinical coding systems. Tick the checkboxes to make the selections:



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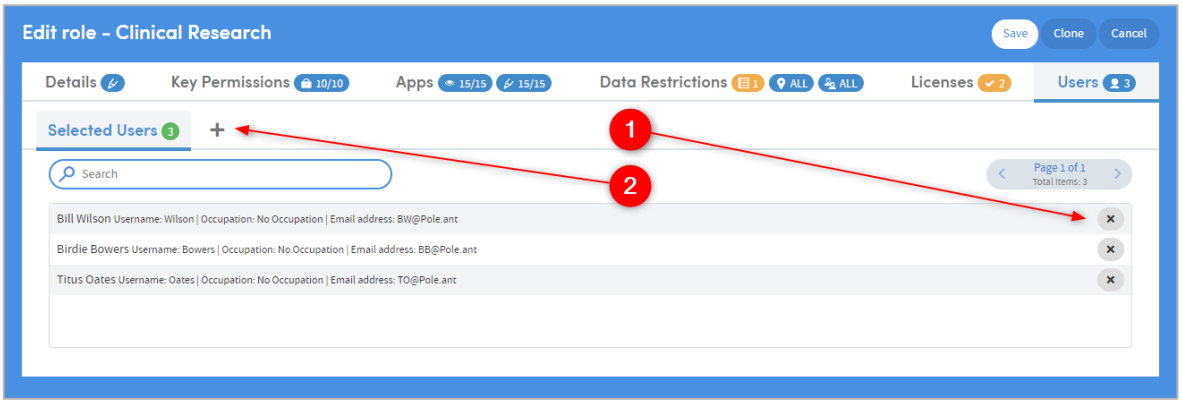
3.6 Users

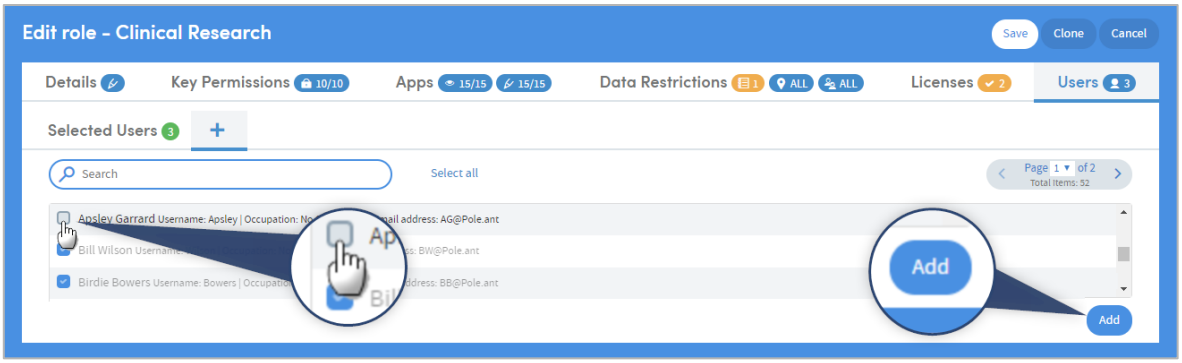
The **Users** tab is where users are added to and removed from roles. In this example, we'll look at the Users tab of a role (Clinical Research) which has already been created, and has three users assigned to it.

The **Selected Users** tab shows the users assigned to this role:

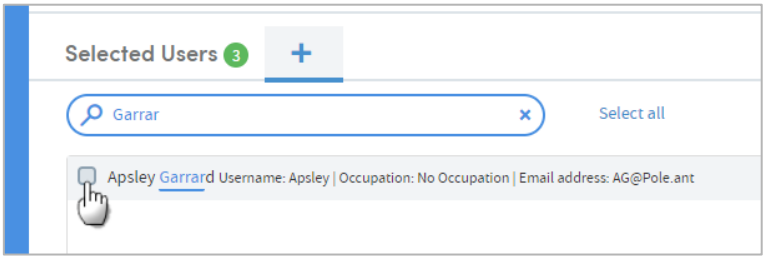


1 Click the **X** next to a user's name to remove them from this role.

2 Click the **+** symbol to access the Add Users tab:



Click the check boxes next to users' names to add them to the role. Be sure to click **Add** when you have made your selections. Alternatively, you can enter text in the search box to narrow down the list of users:



Again, be sure to click **Add** (towards the bottom-right of the screen) when you have made your selection.

The **Selected Users** tab will reflect the choices you have made:

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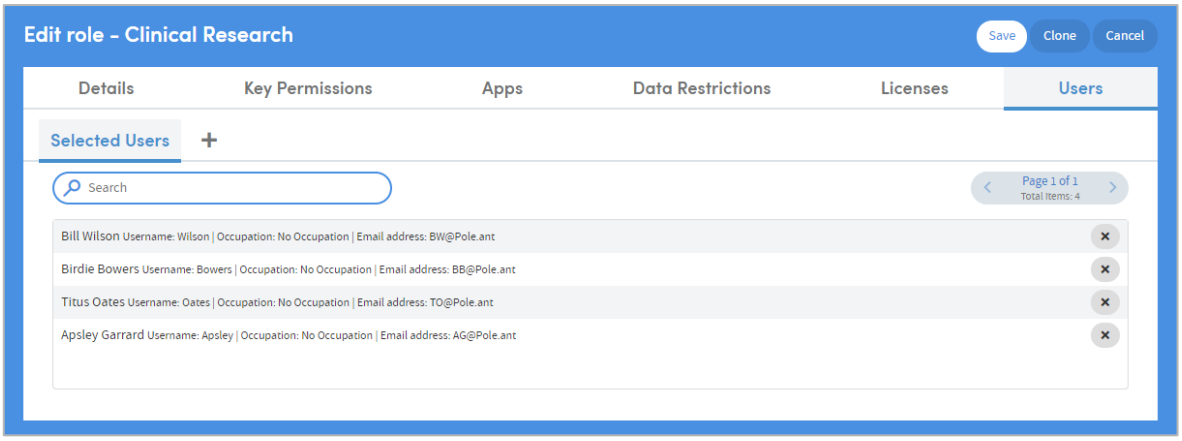


Confirm your selections by clicking **Save** (towards the top-right of the screen).

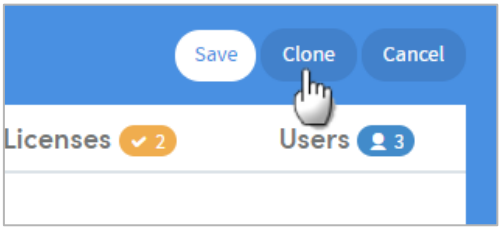
3.7 Cloning roles

To avoid repeating a long series of possibly complex steps in order to create two separate roles which are configured in the same way or in very similar ways, it is possible to clone an existing role. Cloned roles can be edited if any changes are needed.

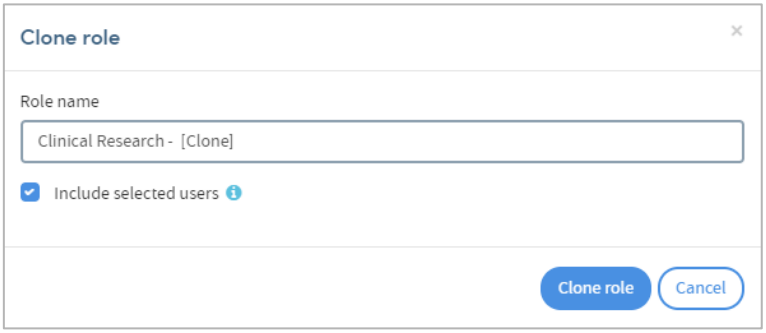
Administrators can also clone the role's membership, meaning that all users who were members of the original role will also be members of the clone role. Alternatively, the clone can be created as an empty role which users can be assigned to.

Go to **Access Management > Roles & Permissions**, and open an existing role by clicking its name in the list.

Click **Clone** (towards the top right of the screen):



You will be prompted to name the clone, and choose whether to include the users who are already assigned to the original role. Click **Clone role** to confirm your choices:



The cloned role will appear in DRAFT form:

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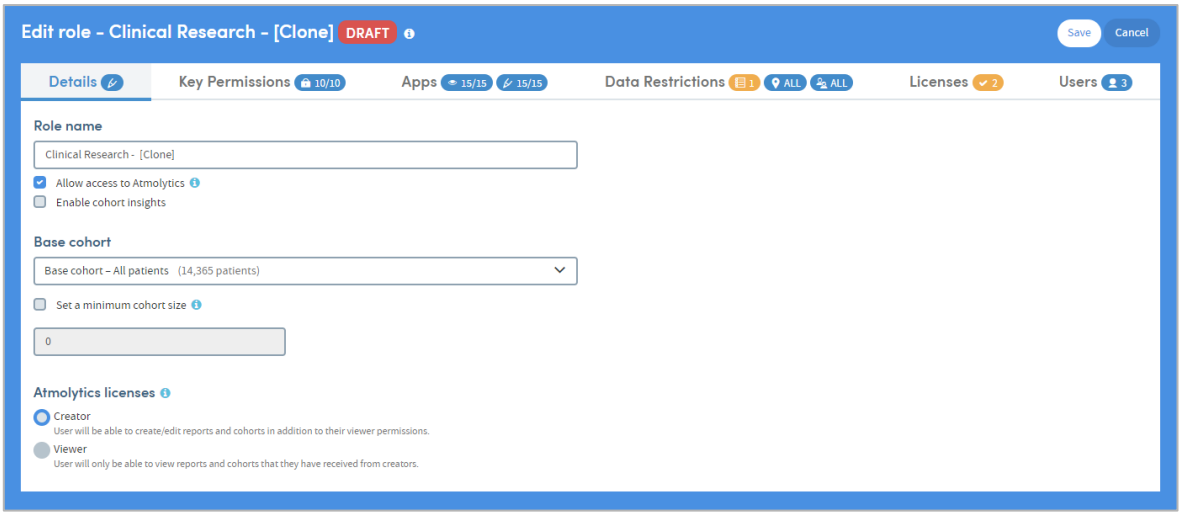
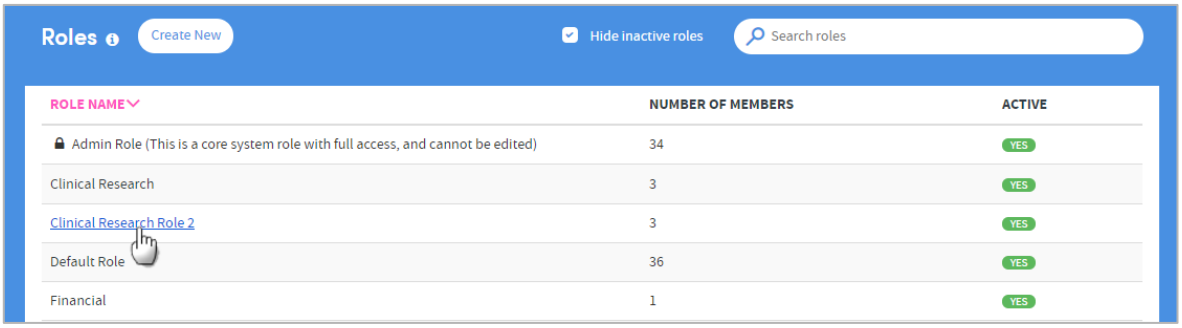


Make any changes you require, and click **Save** to confirm. The clone will appear in the roles list, where it can be edited and assigned in the same way as any other role:



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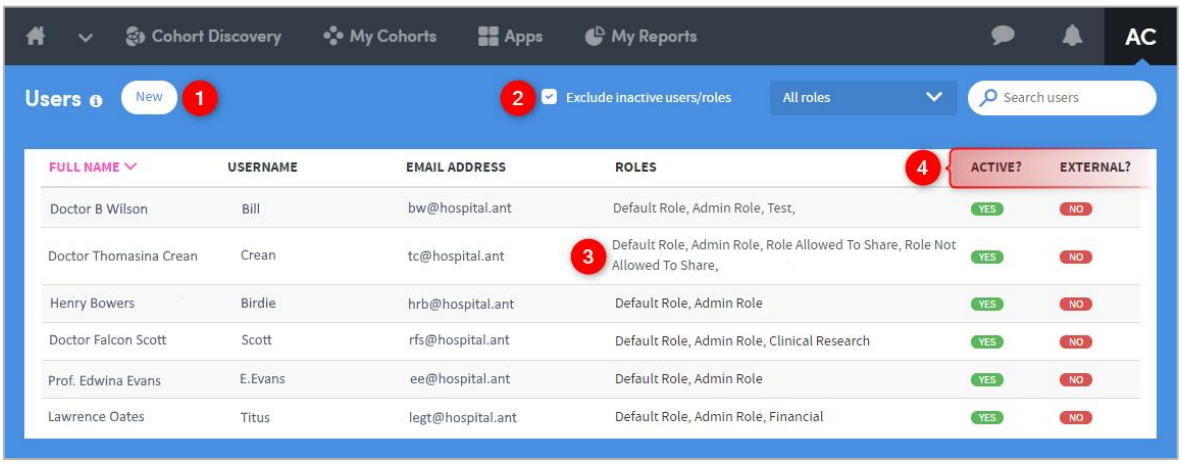
4 Users

System administrators can create new users, edit user details, and assign roles to users. Users who are not system administrators cannot view or access this part of the Atmolytics software. They cannot change their usernames, roles or permissions, but they are able to edit some of their own personal details and change their own passwords via the **My Details** option in the drop-down menu below their username.

Click your initials at the top right of the screen and choose **Access Management > Users** from the menu. You will see a screen similar to the one below:



1 Click **Create New** to create a new user. You can also select an existing user from the list if you wish to edit their details, including the roles assigned to them.

2 Include or exclude inactive users from the user list.

3 View the list of roles that each user has assigned to them (any user can have multiple roles).

4 **Active?** Indicates whether users are currently active or inactive.

External? Indicates whether a user has logged-in via external access, using Atmodentity. External users cannot be created in the Users admin area. They are automatically created when they log-in for the first time.

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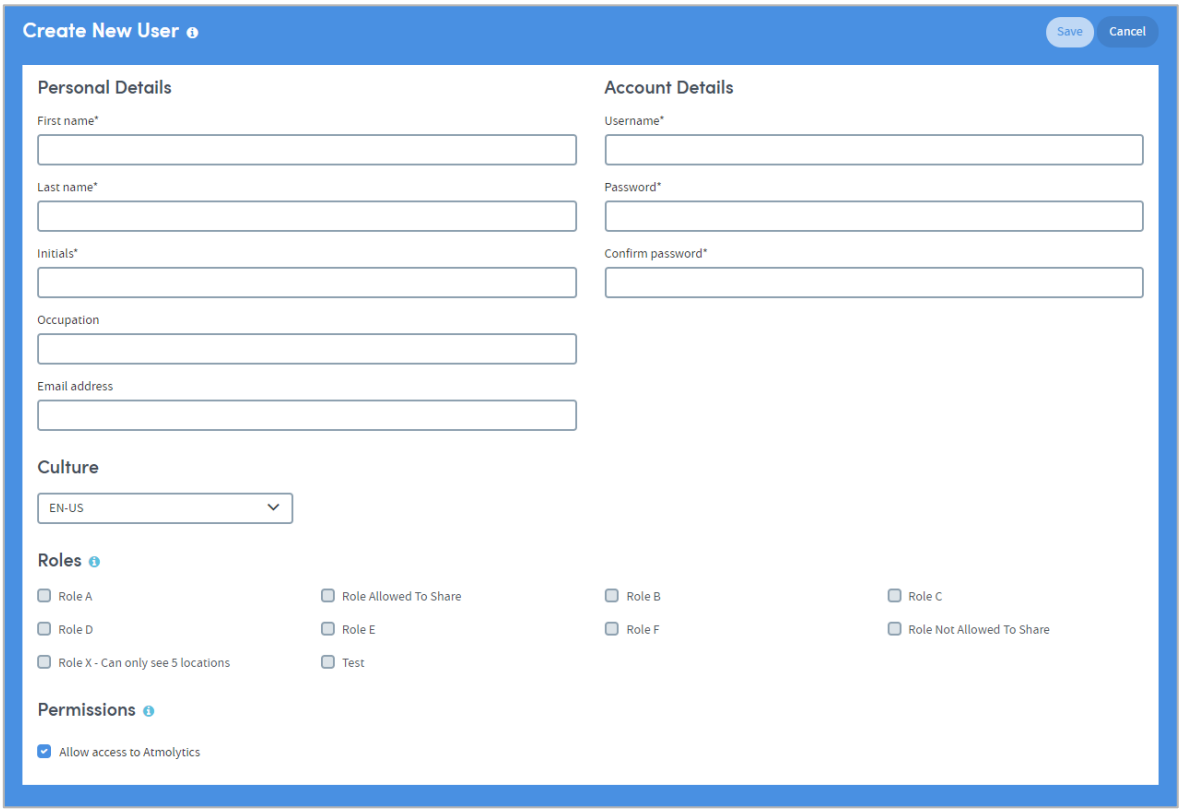
4.1 Create or edit users



Use this page to enter or update a user's details. Click **Save** when finished.

Use the tick boxes to select the **Roles** you wish to assign to this user. The user will only be able to see and access the roles assigned to them here.

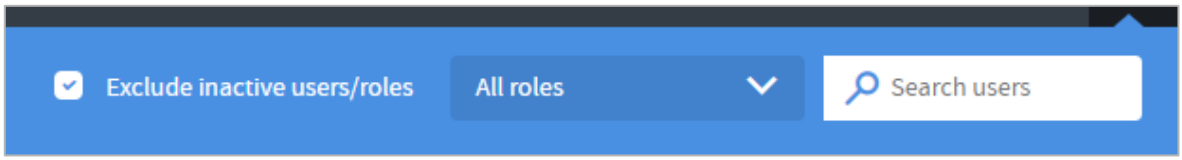
If the **Permissions** box is unticked, the user will not be able to log onto and access the Atmolytics software. See section 4.2 for more information about user access status.

4.2 User access status: active and inactive

On the **Access Management > Users** screen you can see all active and inactive users.

Inactive users cannot log onto and access the Atmolytics software.

You may need to untick the **Exclude inactive users/roles** button at the top of the screen to see inactive users, as they are hidden by default:



To change the status of a user:

Locate their name in the **Full Name** column and click on the text. In this example we're going to de-activate Bill Wilson's user status, but the process is the same for activation:

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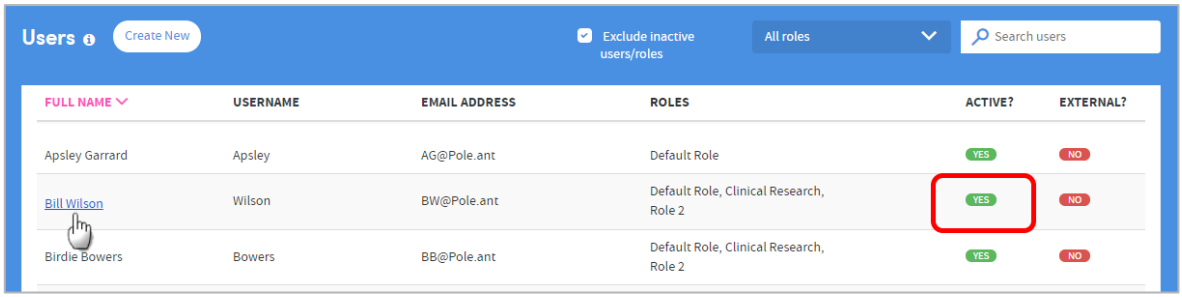
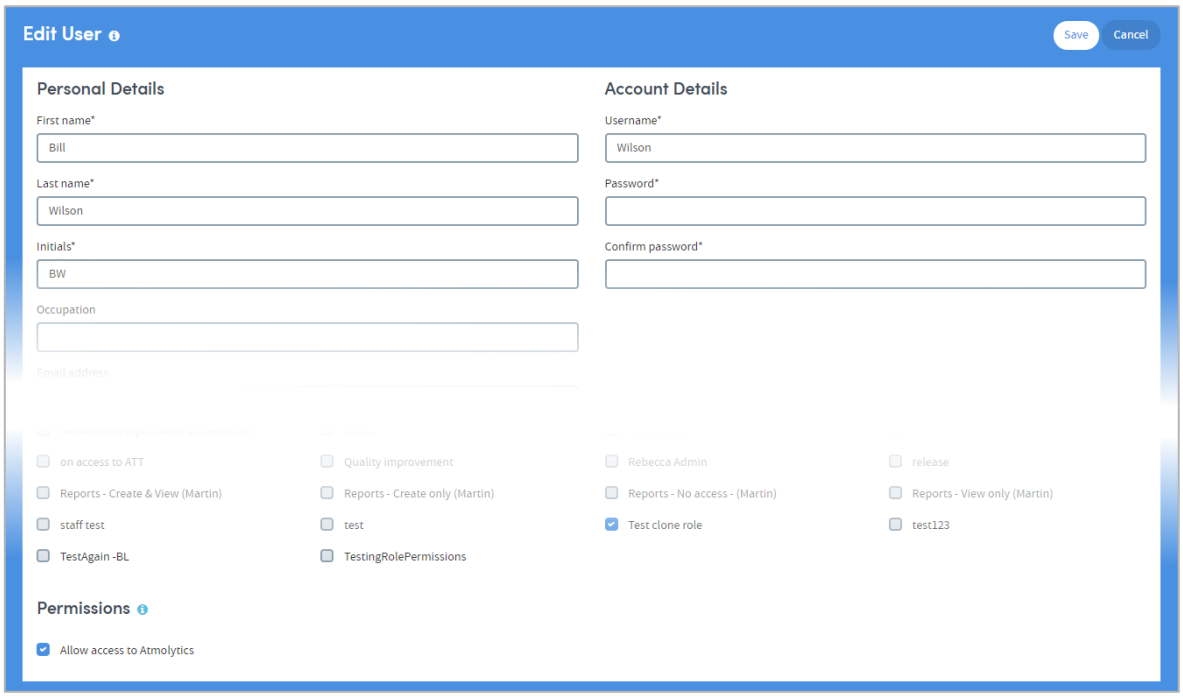
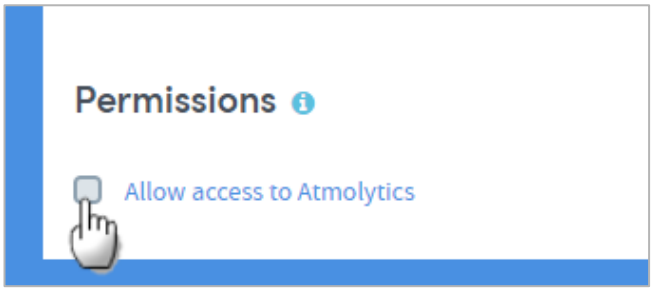


The **Edit User** screen will appear:

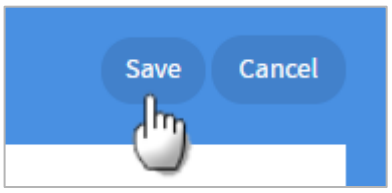


At the bottom of the page is a small check box under the **Permissions** heading.

Check or uncheck the box as required. Here we've unchecked it:



Click **Save** at the top of the **Edit User** screen:



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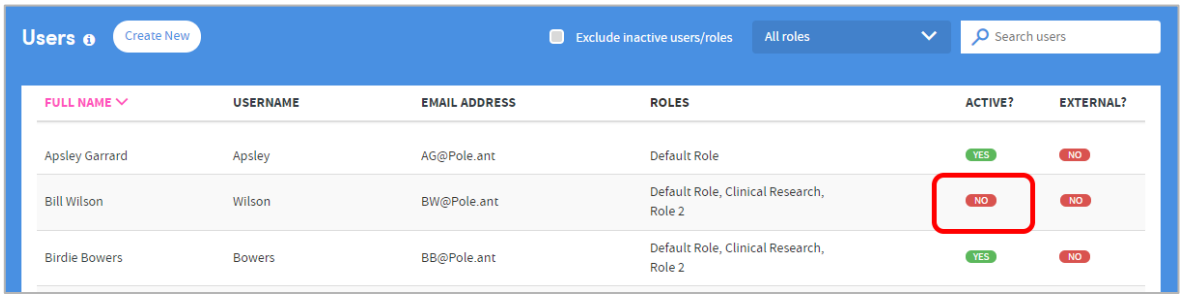
You'll be taken back to the main **Users** screen, where you'll see that the user's status has been updated:



Now, if Bill Wilson tries to log onto Atmolytics, he will see the following message after entering his login details, and he won't be able to access Atmolytics:

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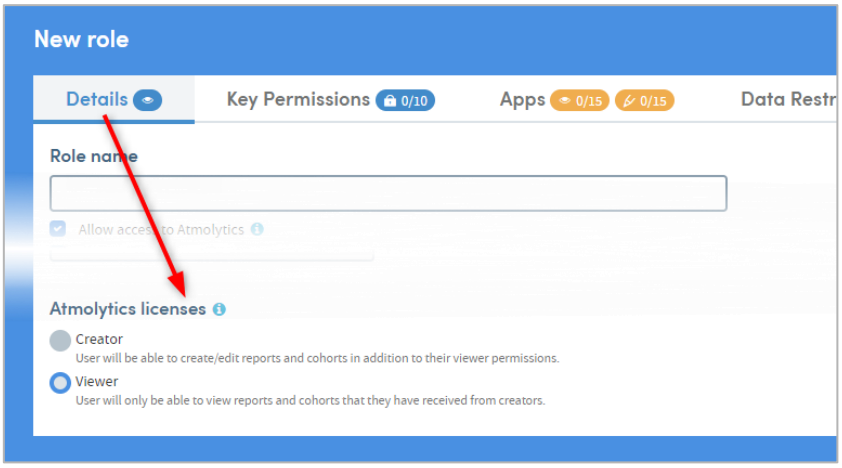
5 Atmolytics Licenses

A system administrator assigns roles to users of Atmolytics. These roles give the user certain permissions when accessing and using the software. Roles are created and edited by the system administrator, and a license must be assigned to every role that is created.

To assign a license, click your initials at the top right of the screen, and choose **Access Management > Roles & Permissions** from the menu. From the list that appears on screen, click the name of a role to see its details.

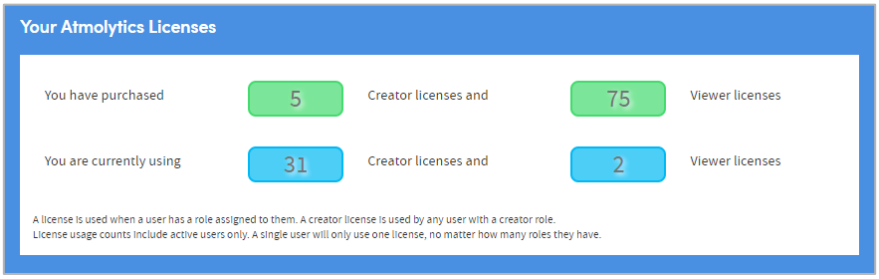
There are two Atmolytics licenses available to assign to a role: **Creator** and **Viewer**.



Selecting one of these imposes a default set of permissions on the role. As well as these 'blanket' licenses, it is possible to further edit the default set of permissions on a role-by-role basis.

- A **Creator** can create and edit reports and cohorts. In addition, a **Creator** can be assigned any or all of the permissions available within Atmolytics.
- A **Viewer** can only view reports and cohorts that they have received from a creator. They cannot edit or change any of the cohorts, report criteria or generated reports made available to them by a creator. Assigning a **Viewer** license means that several other permissions become unavailable and cannot be assigned to the user.

You can see the number of Atmolytics **Creator** and **Viewer** licenses you have purchased and how many are currently in use, by clicking your initials at the top right of the screen, and choosing **Access Management > Licenses** from the menu:



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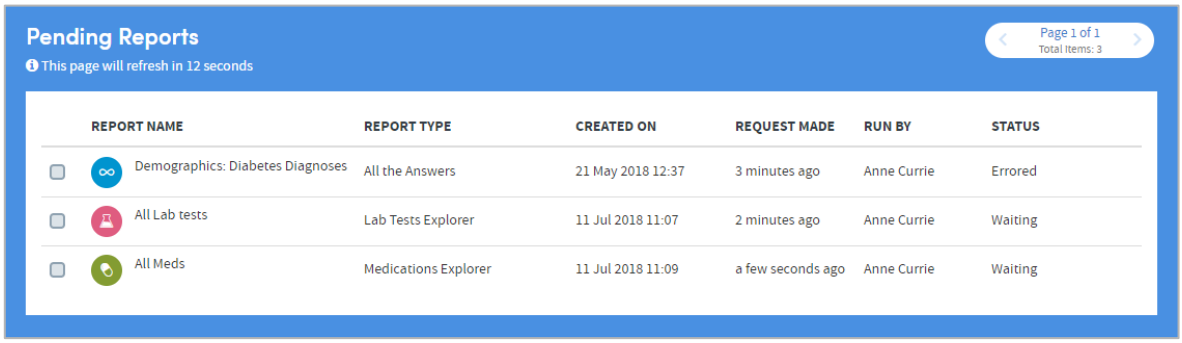
6 Report Management

6.1 Pending reports

Click your initials at the top right of the screen and choose **Report Management > Pending Reports** from the menu. You'll see details of pending reports and their status:



6.2 Report schedule

Click your initials at the top right of the screen and choose **Report Management > Report Schedule** from the menu. You'll see details of scheduled reports:

6.3 Result bandings

Where applicable, data can be divided into bands for reporting purposes. Banding can be applied to all data items used to collect numeric data. If banding applies to a particular data item, the details are displayed when the user makes their report output selections.

The **Result Banding** feature enables a system administrator to set default bandings for these data items. Users can also edit bandings if they wish, when making their report output selections.

Click your initials at the top right of the screen, and choose **Report Management > Result Banding** from the menu:

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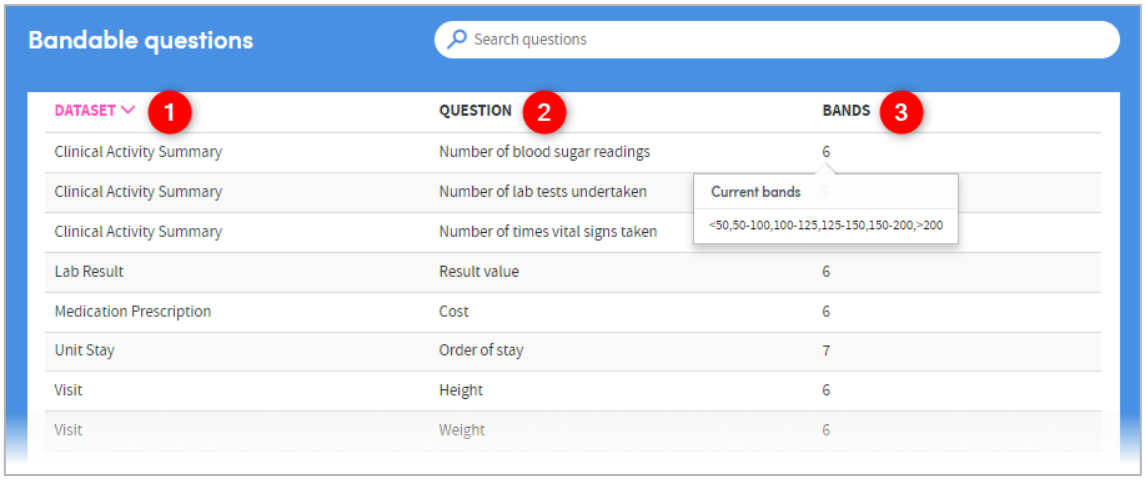


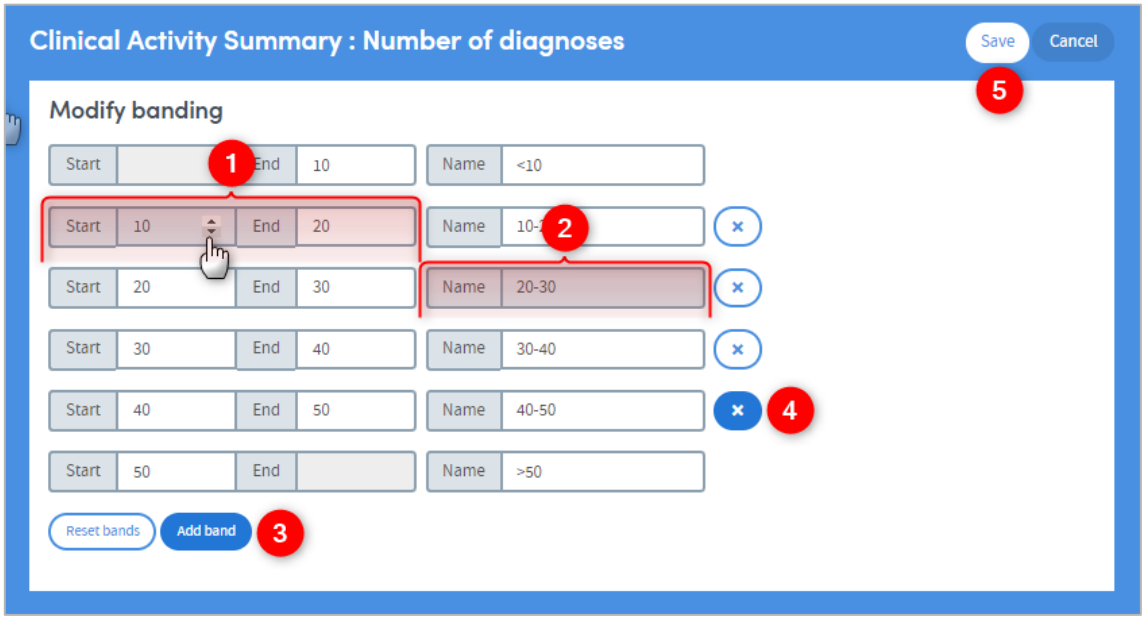
1 The forms/datasets containing bandable questions are listed here. Click the text in this column to set or modify the bands belonging to the question to the right of this column (see below for more information).

2 Each question belonging to the relevant dataset is listed here.

3 The number of bands already set for this question is listed here. Hover the mouse over the number to see basic details of these bandings.

6.3.1 Modify or create bandings

Once you have clicked on an item in the list, you will see a screen similar to the one below:



Here you can add, remove and modify bandings, as well as giving them a name.

1 Click and type, or click the up and down arrows to set the band limits.

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2 Click and type a name for the band. The name you enter will be used in generated reports as labels for the charts and graphs.

3 Click **Add band** to add a band to the list. Click **Reset bands** to revert the bands to their most recently-saved settings.

4 Click the cross to delete a band from the list.

5 Click **Save** when you have finished, or **Cancel** to discard your changes and go back to the list of bandable questions.

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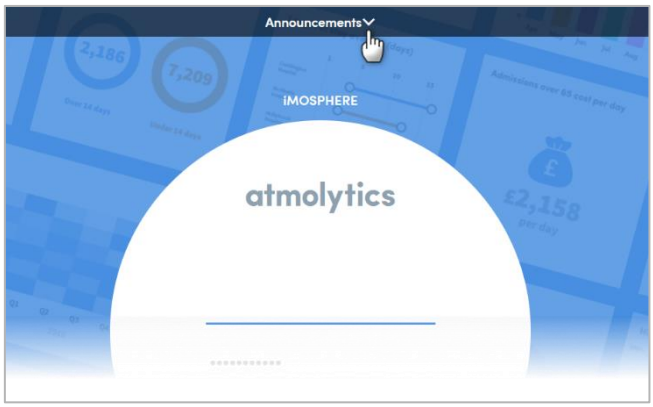
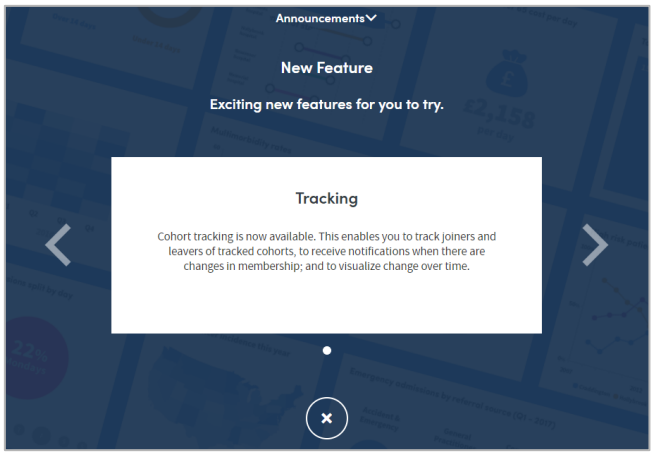
7 Announcements

Atmolytics allows administrators to issue announcements on the login page, offering an ideal way to communicate and engage with users.

Announcements appear on the login screen as a bar at the top of the page:

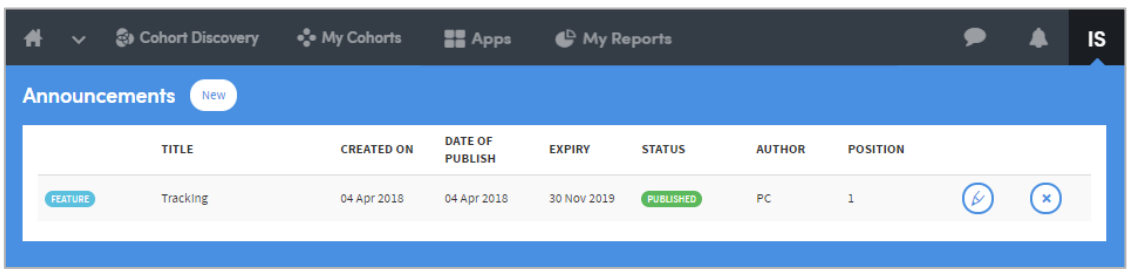


Clicking the banner expands the panel and displays a carousel of messages:



7.1 Managing announcements

Click your initials at the top right of the screen, and choose **System Management > Announcements** from the menu:



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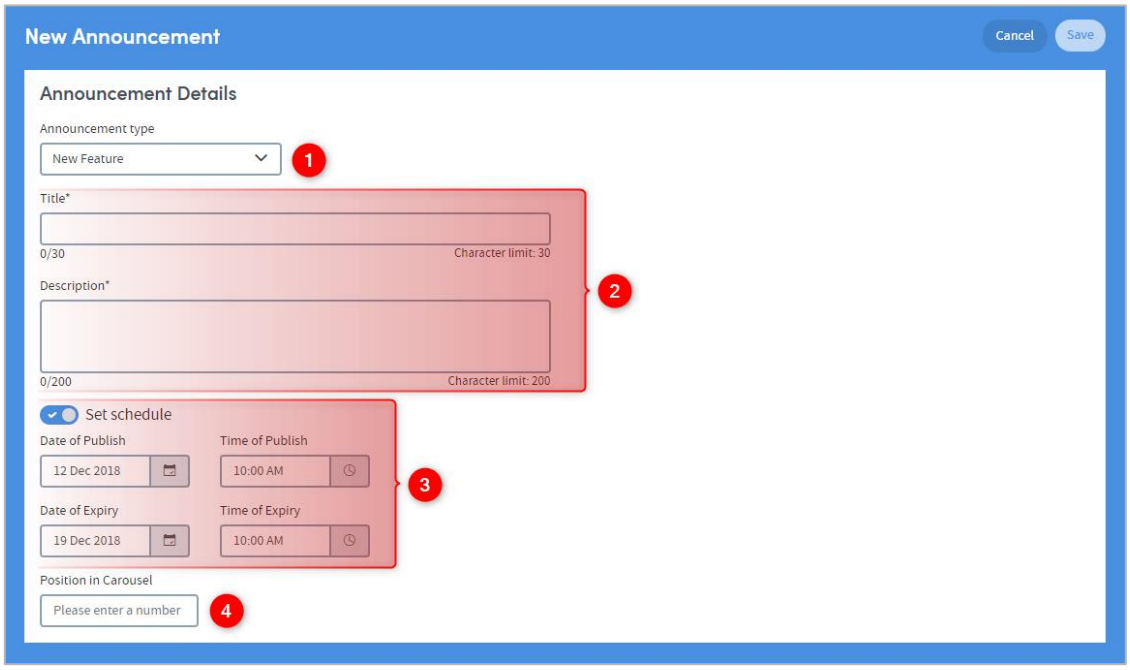
Use the buttons on the right to **Delete** or **Edit** an existing announcement.

Click Create new to create a new announcement. The following screen will appear:



1 Choose an announcement type:

Alerts: Use this to alert users of important events. For example, planned system outages or upgrades.

New feature: Use this to highlight new features or share news about Atmolytics.

2 Add a title and description.

3 You can schedule the announcement to appear and be removed on a date and time of your choosing. If you don't set a schedule the announcement will appear on the login screen until you remove it from the list in **System Management > Announcements**.

4 Choose the position of the announcement in the carousel.

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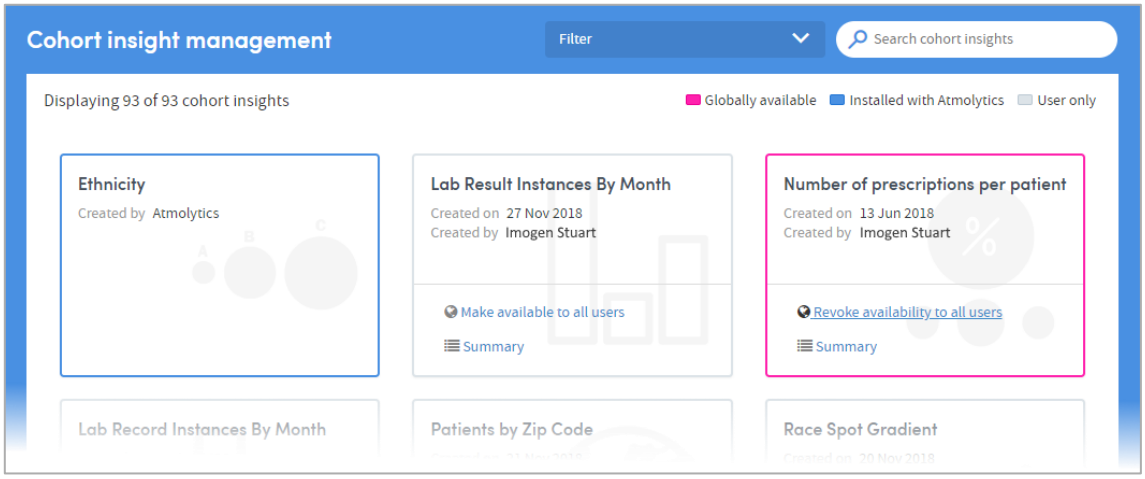
8 Cohort Insight Management

This feature allows administrators to view details of every cohort insight in the Atmolytics system. As an admin, you can also choose which insights to make globally available.

Click your initials at the top right of the screen, and choose **System Management > Cohort Insight Management** from the menu:



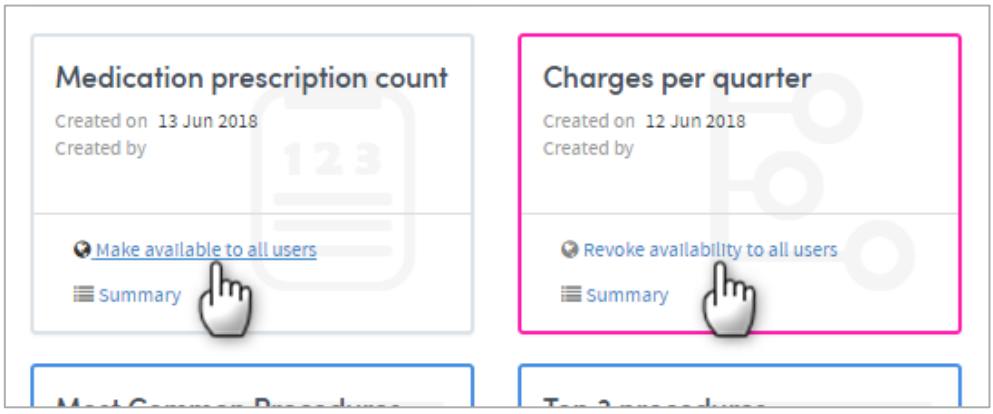
The list of insights can be filtered and searched using the features in the top menu.

The status of an insight is denoted by the colour of its outline:

Blue insights are pre-installed into Atmolytics and automatically available to every user. This availability cannot be changed by an administrator. The only way to restrict access to pre-loaded cohort insights is by creating a **Role** that does not allow access to the cohort insights feature, and assigning that role to users.

Grey insights are user-created insights which can only be accessed by that user.

Pink insights are user-created insights which an administrator has made available across all of Atmolytics, using this Cohort Insight Management feature. Global availability can also be revoked by an administrator:



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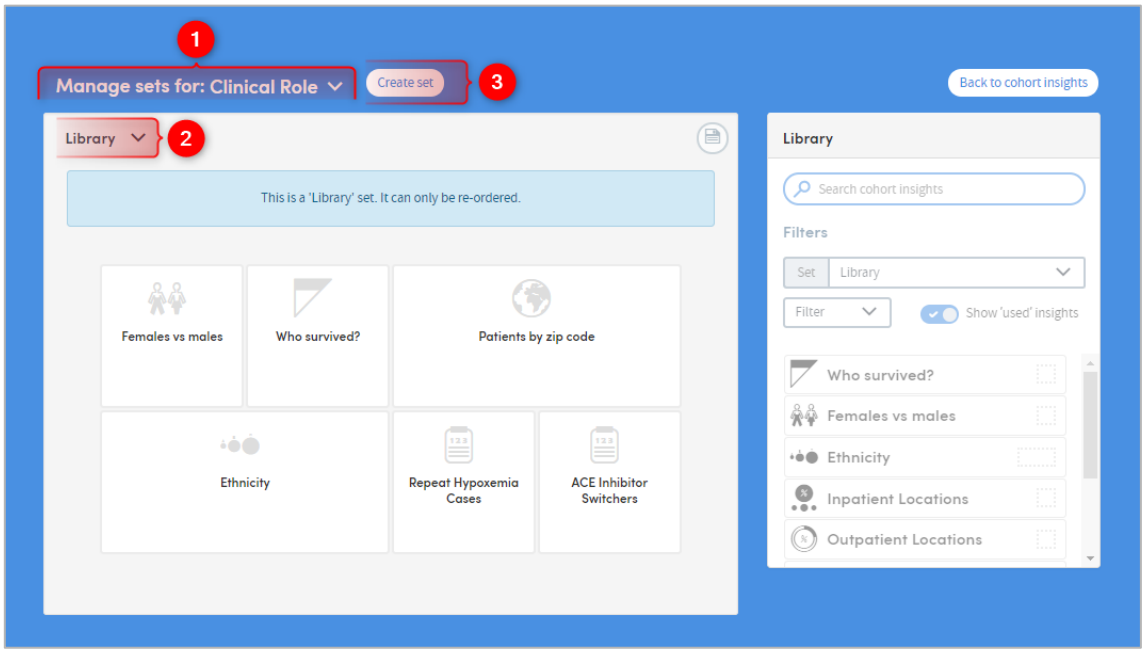
9 Manage Sets for Others

An administrator can create and edit sets of cohort insights which apply to specific **Roles**. Every user who is assigned that role will also be assigned these sets of cohort insights.

Insight sets can be useful in many ways. For example, as an admin you could create sets including insight types which apply to roles with specific areas of interest (demographics, diagnoses, financial information, etc).

A cohort insight can belong to any number of sets, and there's no limit to the number of sets you can create and assign to a role.

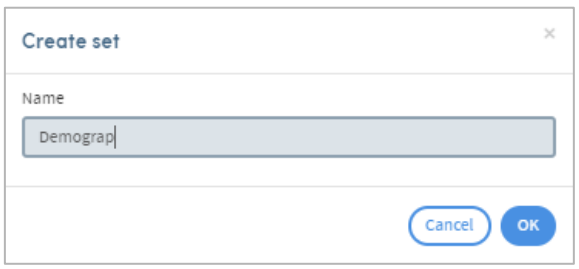
Click your initials at the top right of the screen, and choose **System Management > Manage Sets For Others** from the menu:



1 Click the down-arrow to select a role whose insight sets you want to work with:

2 Click the down-arrow to choose an insight set for editing, or:

3 Click **Create set** to create a new insight set for the role you've selected. You will be prompted to name the new set. Type in a name and click **OK**:



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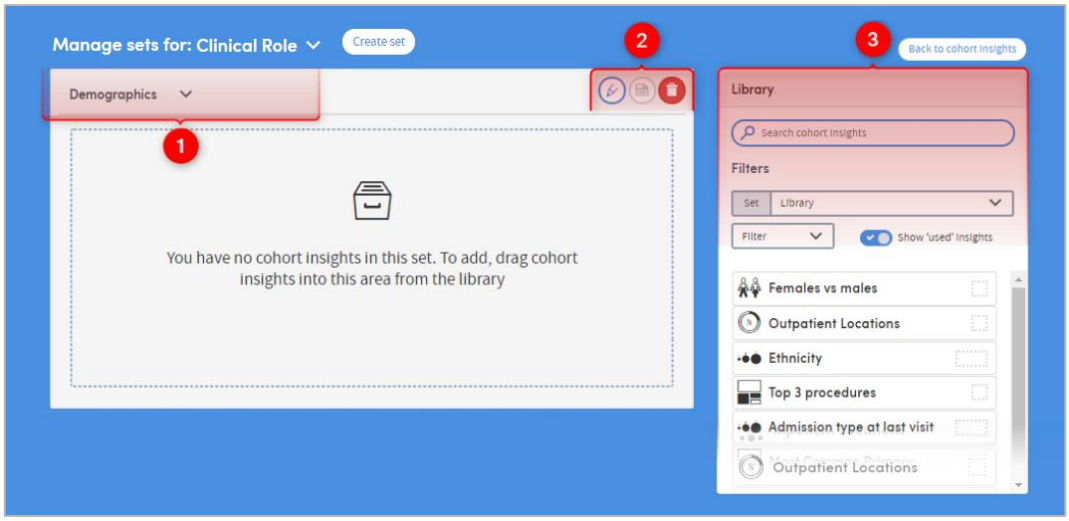
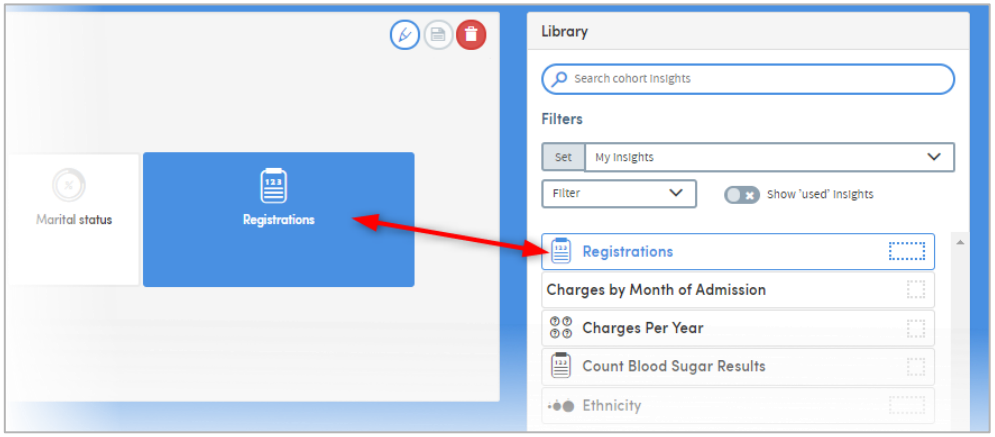


1 Here you can see the name of the set you're working with.

2 You can rename a set, save any changes you make, or delete a set here.

3 If you have a lot of insights to choose from, you can search by name, or use the **Filters** options to reduce the number of insights in your list and make navigation easier.

To build your set, click and drag insights from the list on the right over to the pane on the left. You can also click and drag the insights within the pane, to arrange them in whatever order you prefer. Click the **Save** icon when you have finished.



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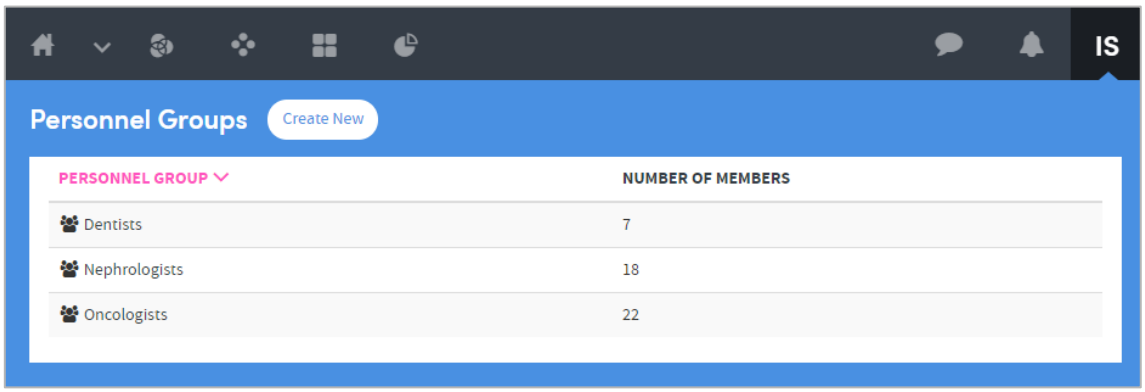
10 Personnel Groups

Selections of staff may be grouped into **Personnel Groups** by Administrative users of the system. Any member of staff may belong to any number of personnel groups.

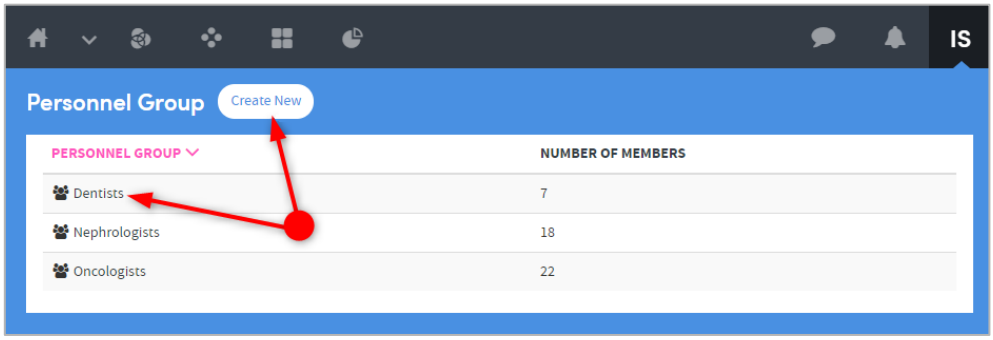
Currently, such groups are made available for selection in the following areas of the software:

- Selection of clinicians within the **Scope** area of **Cohort Discovery**.
- Within Apps where the option to split the output by staff member/person is available; e.g. within the **Visits Revisited** and **Events and Processes** Apps.

Click your initials at the top right of the screen, and choose **System Management > Personnel Groups** from the menu:



10.1 Create or edit personnel groups



Select a personnel group from the list on screen if you wish to edit its name, or add or remove members from the group.

Alternatively, click **Create New** to create a new Personnel Group:

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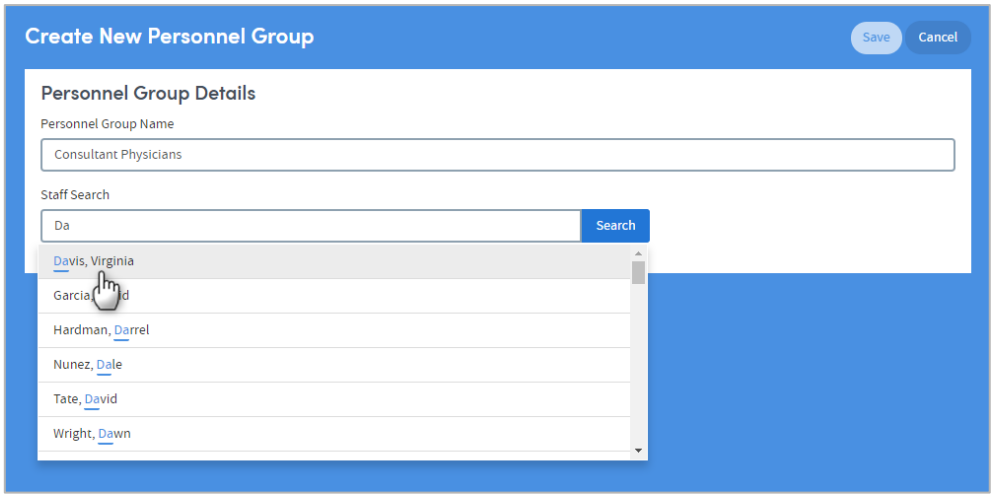
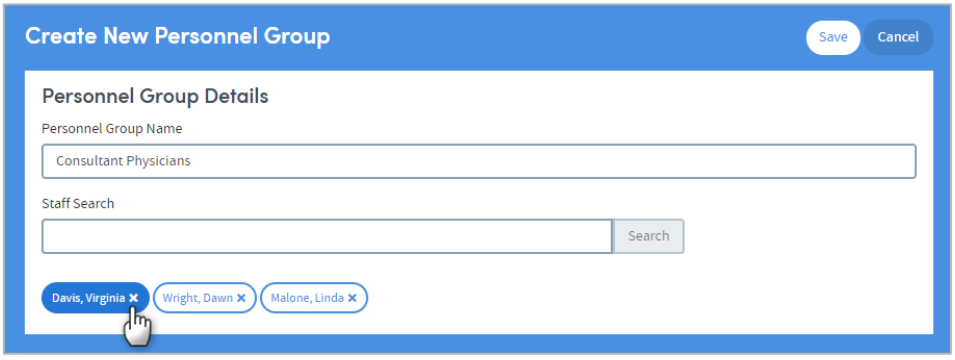


Enter the name of the group, then click **Staff Search** to find and select the staff you wish to add to the group. Click a name to select it, and it will be added to the list at the bottom of the screen:



If you want to remove a member, click the cross on the right of their name.

Click **Save** when you have finished creating or editing the group.

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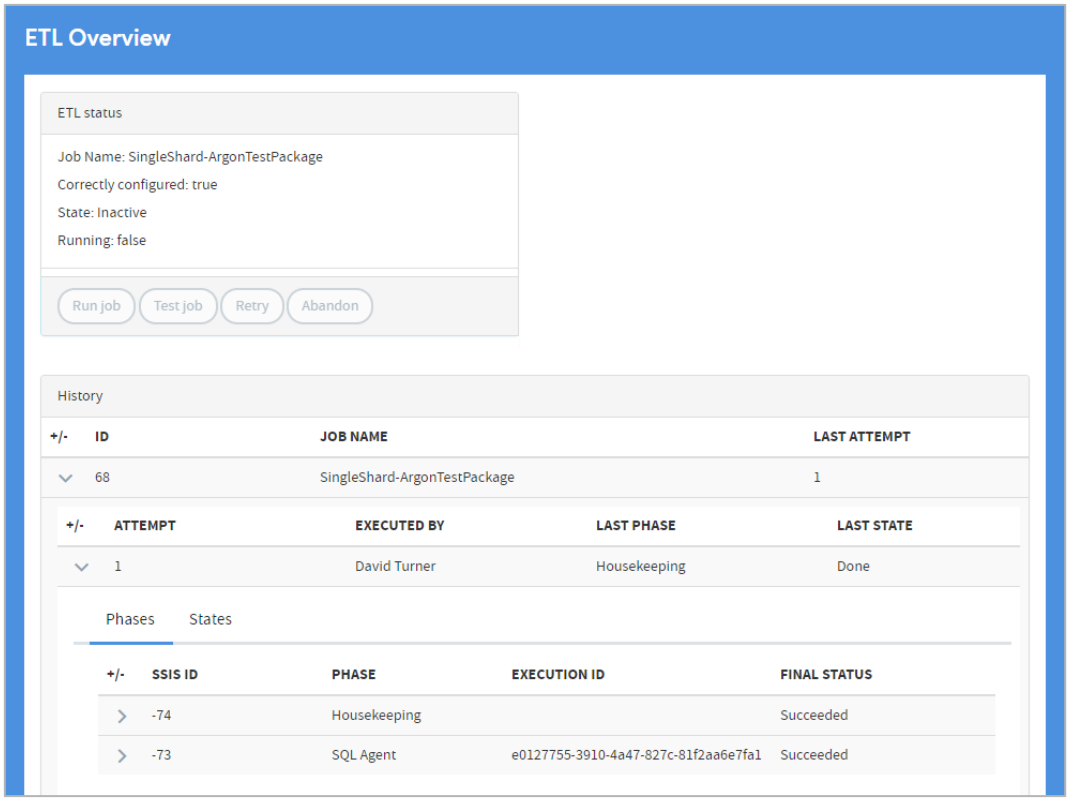
11 ETL Overview

The ETL Overview screen is an important area for system administrators as it helps manage the loading of patient data into Atmolytics.

Click your initials at the top right of the screen, and choose **System Management > ETL Overview** from the menu:



This feature:

- Gives a clear indication of when the SQL Agent job is correctly configured.
- Allows failed data load attempts to be retried (after manual corrective action has been taken or the cause of the transitive failure has been removed).
- Allows failed data load attempts to be abandoned and the system to be lifted out of maintenance mode.
- Live status updates in the user interface are available to all users in the admin role, not just the user who initiated the ETL.
- Shows a clear breakdown of the data load status (into runs; with attempts under runs, and phases under attempts).
- The Test job option allows administrators to test the end-to-end configuration of the SQL Agent job without transferring any data

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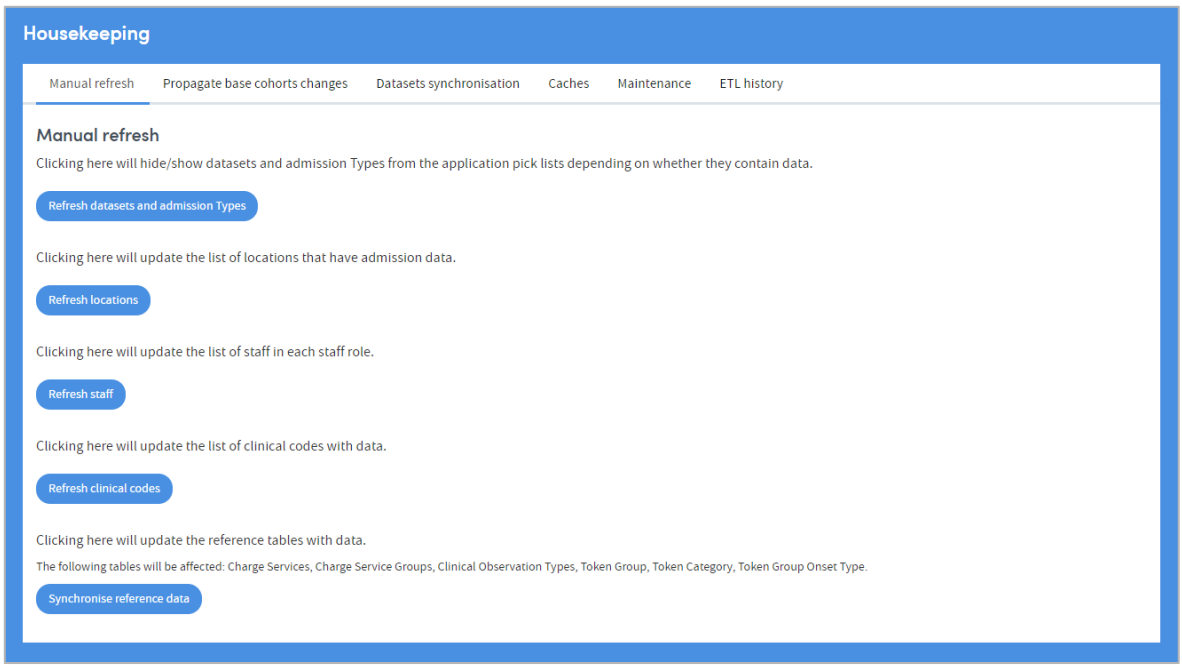
12 Housekeeping

Use these features to refresh and update the data available to Atmolytics users.

Click your initials at the top right of the screen, and choose **System Management > Housekeeping** from the menu:

12.1 Manual refresh



Here you can:

- **Refresh dataset(s) and admission types**
  Enables you to hide/show dataset(s) and admission types from the application pick lists depending on whether they contain data.
- **Refresh locations**
  Enables you to update the list of locations that have admission data.
- **Refresh staff**
  Enables you to update the list of staff in each staff role.
- **Refresh clinical codes**
  Enables you to update the list of clinical codes with data.
- **Synchronise reference data**
  Enables you to update the reference tables with data.

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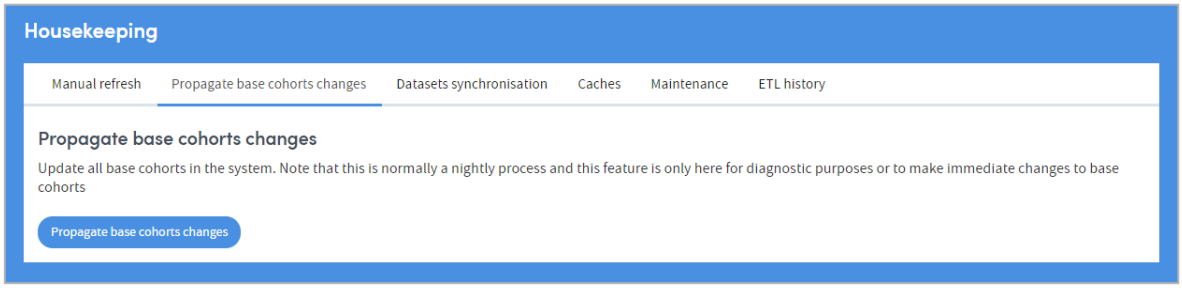
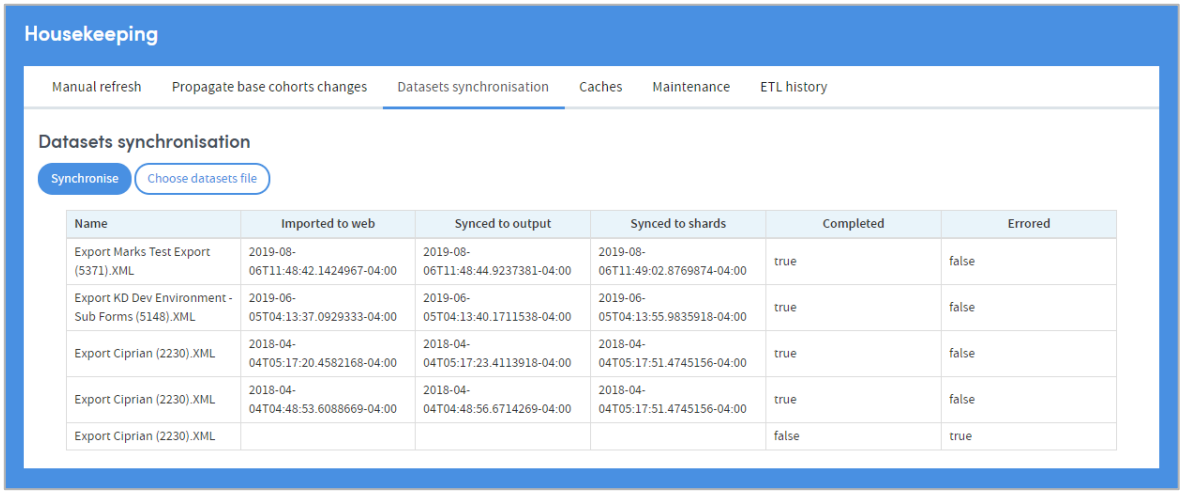
12.2 Propagate base cohorts changes

This feature enables you to update all base cohorts in the system. Note that this is normally a nightly process and this feature is only here for diagnostic purposes, or to make immediate changes to base cohorts.



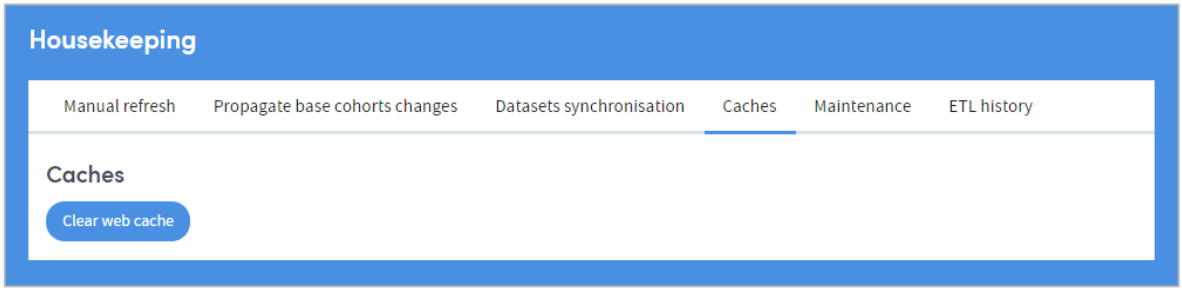
12.3 Datasets synchronisation

Use this feature to select and synchronise datasets:



12.4 Caches

Use this feature to clear the web cache.



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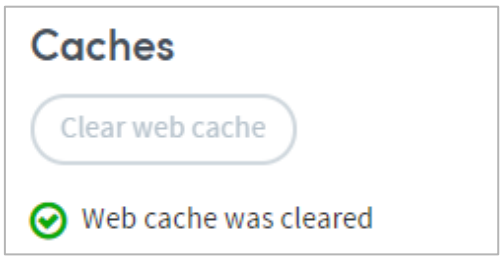
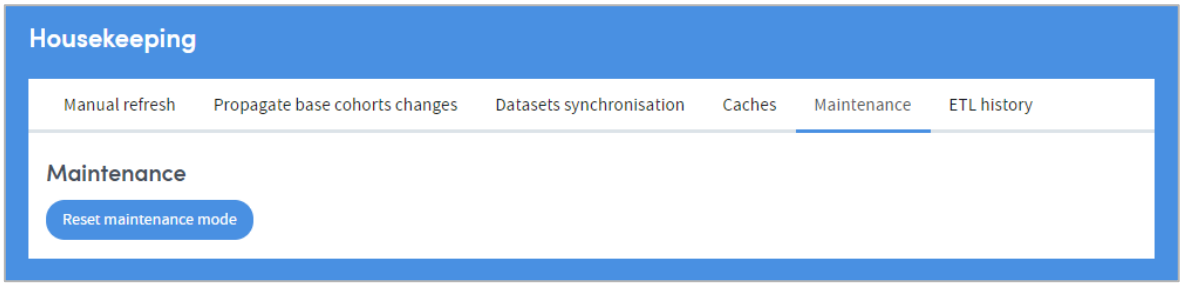
You'll receive a notification once the cache has been successfully cleared.



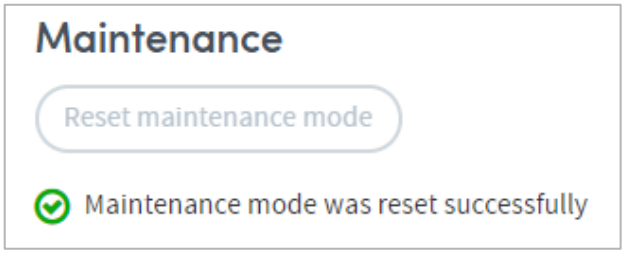
12.5 Reset maintenance mode

It's possible to reset maintenance mode in **Housekeeping > Maintenance**.

If the system is under maintenance or pending maintenance, it can be changed to the live ("normal") state using this feature.



You'll receive a notification if the reset was successful.



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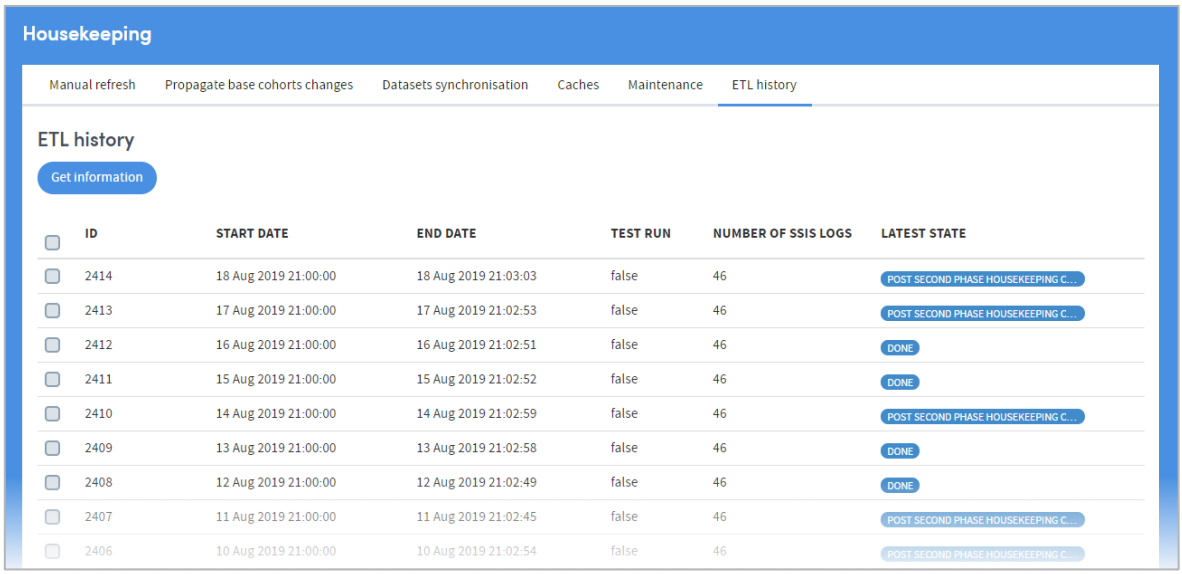
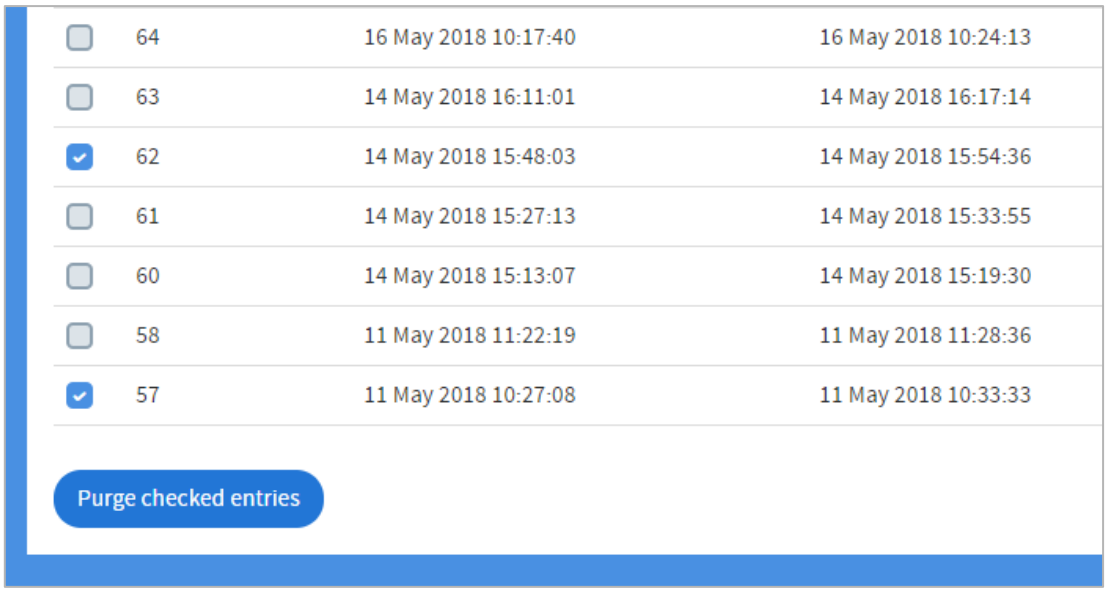
12.6 ETL history

Use this feature to view ETL history. Click **Get information** to view the logs:

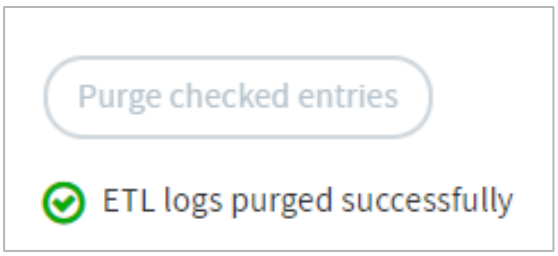


ID	START DATE	END DATE	TEST RUN	NUMBER OF SSIS LOGS	LATEST STATE
2414	18 Aug 2019 21:00:00	18 Aug 2019 21:03:03	false	46	POST SECOND PHASE HOUSEKEEPING C...
2413	17 Aug 2019 21:00:00	17 Aug 2019 21:02:53	false	46	POST SECOND PHASE HOUSEKEEPING C...
2412	16 Aug 2019 21:00:00	16 Aug 2019 21:02:51	false	46	DONE
2411	15 Aug 2019 21:00:00	15 Aug 2019 21:02:52	false	46	DONE
2410	14 Aug 2019 21:00:00	14 Aug 2019 21:02:59	false	46	POST SECOND PHASE HOUSEKEEPING C...
2409	13 Aug 2019 21:00:00	13 Aug 2019 21:02:58	false	46	DONE
2408	12 Aug 2019 21:00:00	12 Aug 2019 21:02:49	false	46	DONE
2407	11 Aug 2019 21:00:00	11 Aug 2019 21:02:45	false	46	POST SECOND PHASE HOUSEKEEPING C...
2406	10 Aug 2019 21:00:00	10 Aug 2019 21:02:54	false	46	POST SECOND PHASE HOUSEKEEPING C...

You can purge ETL logs from the database by checking the boxes on the left, and clicking **Purge checked entries** at the bottom of the screen:



You'll receive a notification if the purge was successful



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13 Cultures and Languages

The language, terms and even some of the Help images used in Atmolytics are fully configurable. A system administrator can define and select their own terms and images for the following **Resources**:

- **Key terms** (such as patient/service user, visit/admission)
- **Labels and buttons**
- **Error messages**
- **Information messages**
- **Help images**

(See chapter 14 for more information about Resources)

A **Culture** is a collection of these admin-defined **Resources** which is then applied across Atmolytics. Cultures are structured as nested lists: so, for example, EN is a parent of EN-US, which is a parent of EN-US-COH.

The nested structure of cultures allows you to group similar sets of resources together in a logical way. For example, you could use the following arrangement:

Level 1 = Language (e.g. all cultures at and below this use English language terms)

Level 2 = Colloquialisms (e.g. differences in spellings/terminology between US and UK English)

Level 3 = Organization-level terms (e.g. all employees of the organization are referred to as Staff Members)

Level 4 = Group-level terms (e.g. terms specific to a particular project or department within an organization)

On first creation, each child inherits its parent's resources. Following this, the child's resources can be further edited.

Administrators can enable or disable cultures and make cultures available to users. You can copy an existing culture and edit particular resources, either within Atmolytics itself, or by downloading and uploading resource information as a .csv file.

Click your initials at the top right of the screen, and choose **System Management > Cultures & Languages** from the menu:

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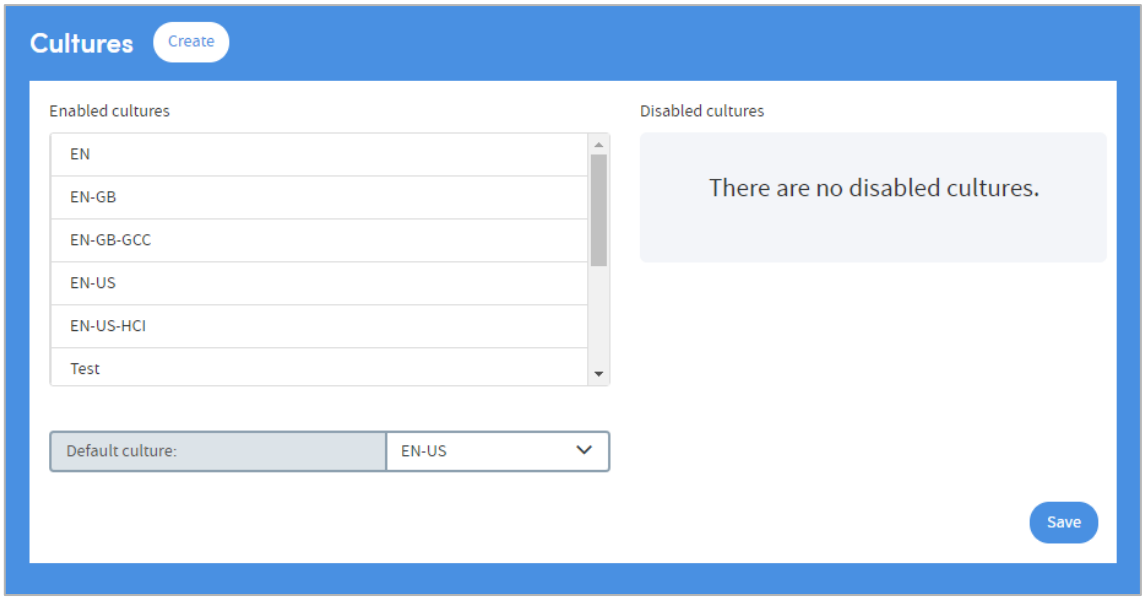
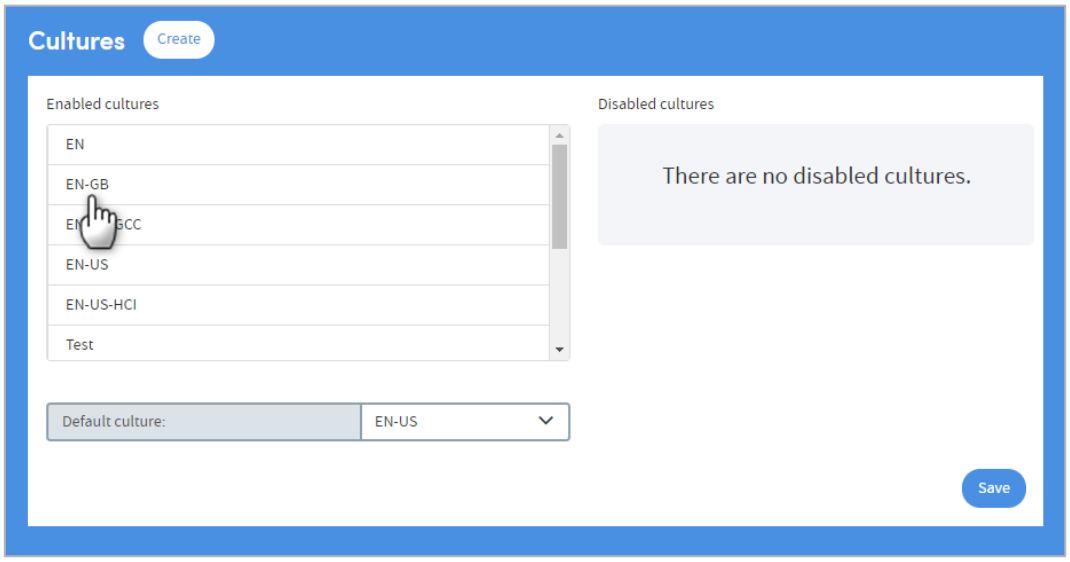


The cultures available in Atmolytics are listed here.

The **Default culture** is the culture that is used across your Atmolytics system. You can change this by selecting from the drop-down list.

13.1 Enabling and disabling cultures

Disabled cultures cannot be selected as the default culture. If you're editing the resources within a culture, you may prefer to disable it first to prevent it being used before it's ready. Click the name of a culture to move it from enabled to disabled, and vice versa:



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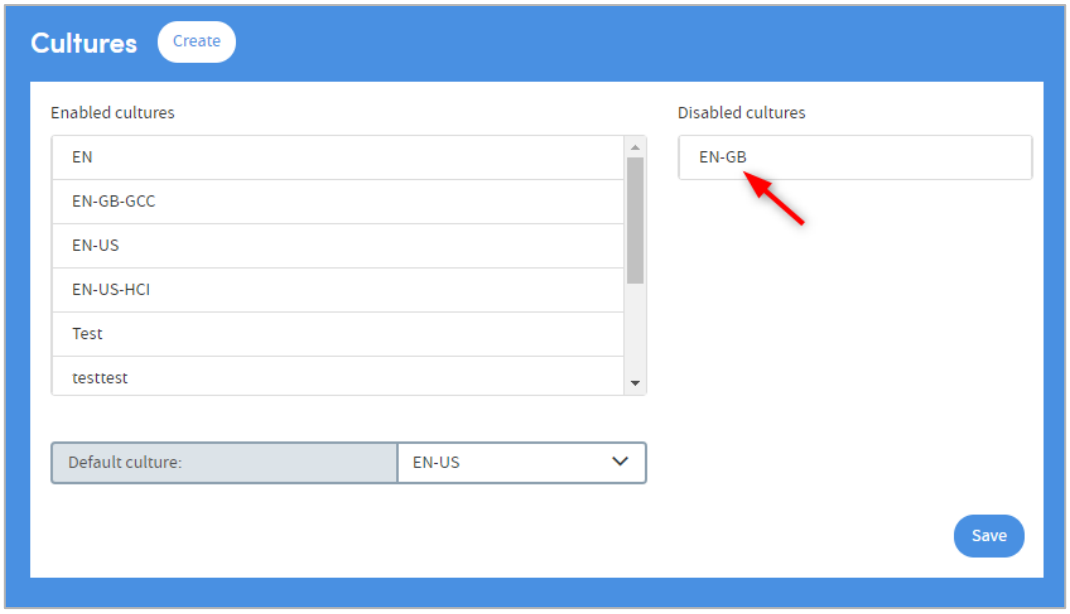

Click **Save** when you've finished.

13.2 Creating a new culture

Click **Create**. The following panel will appear:

You need to select a Parent Culture from the drop-down list. Your new culture will contain all the resources of the parent culture. You can then edit the resources of the new culture as desired. Click **Create** when you've chosen the parent, and named the new culture.

The new culture will be disabled until you choose to enable it.

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14 Resources

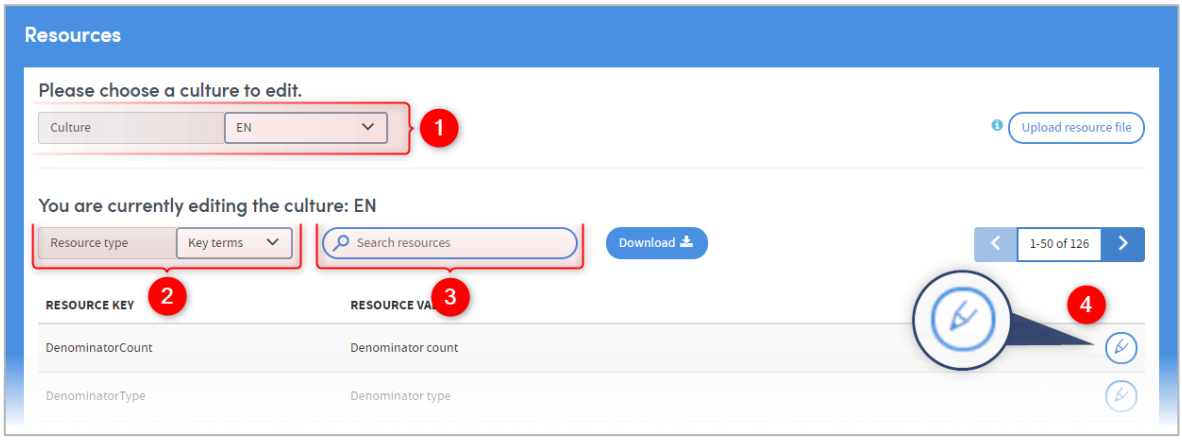
The language, terms and even some of the Help images used in Atmolytics are fully configurable. There are fixed **Resource Keys** which Atmolytics refers to when applying, for example, screen labels or key terms to areas of the software. A system administrator can define their own **Resource Values** for these Resource Keys which will then apply across Atmolytics. The following features can be configured in this way:

- **Key terms** (such as patient/service user, visit/admission)
- **Labels and buttons**
- **Error messages**
- **Information messages**
- **Help images**

A **Culture** is a collection of these admin-defined **Resources** which is then applied across Atmolytics. The resources defined in each culture can be edited either within Atmolytics itself, or by downloading, editing and uploading resource information as a .csv file. See chapter 13 for more information about cultures.

NOTE: If you're editing the resources within a culture, you may prefer to disable it first to prevent it being used before it's ready. See section 13.1 for more information about enabling and disabling cultures

Click your initials at the top right of the screen, and choose **System Management > Resources** from the menu:



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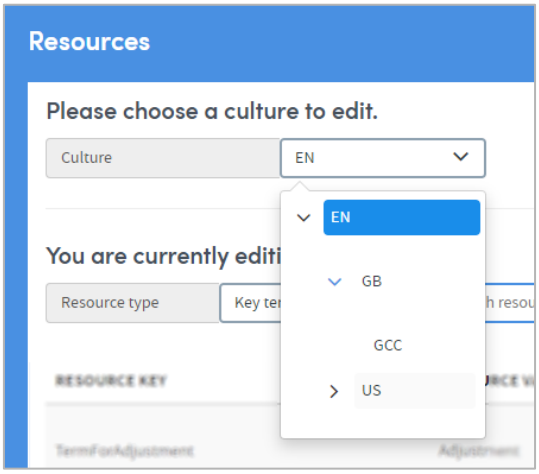
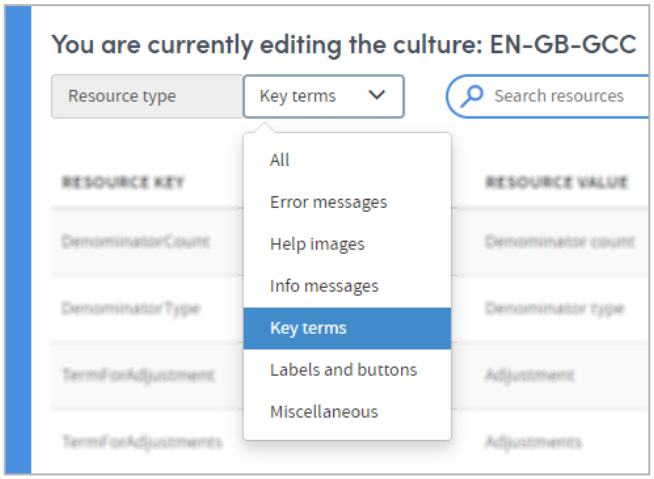
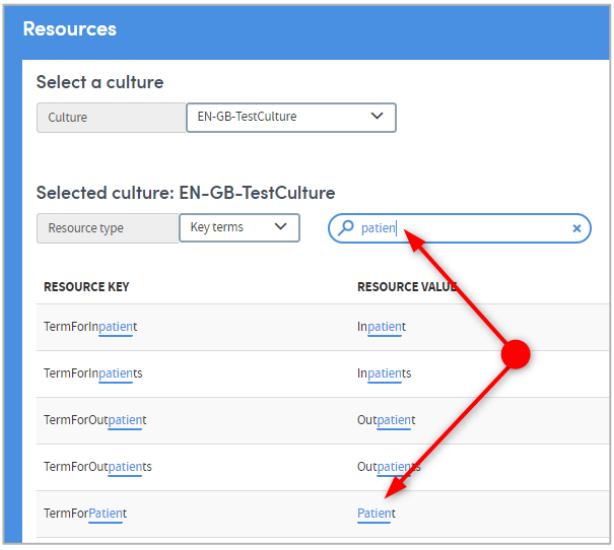
1 This shows the **Culture** you are working with. By default, it will show the culture that you are currently logged on with. Select from the drop-down list:



2 Choose the **Resource type** you want to work with from the drop-down list. By default, **Key terms** will be selected:



3 You can narrow down the lists by searching for terms in the **Resource Key** and **Resource Value** columns:



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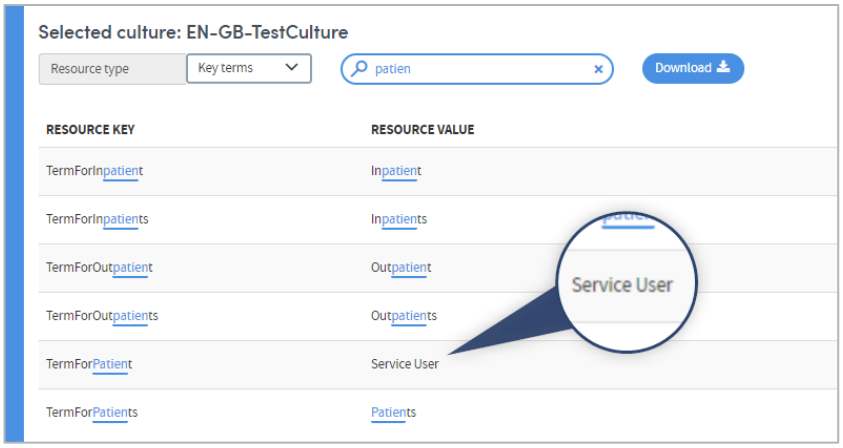
4 Click the pencil icon to edit a **Resource Value.**

Here, we're editing the Resource Value attached to the Resource Key **TermForPatient**, from **Patient** to **Service User**:

Click **Save** when you've finished. The Resource Value is now **Service User**:



The Resource Values you create will be applied anywhere they appear in the Atmolytics software, replacing any previous versions:

14.1 Downloading and uploading resource files

If you prefer, you can download a complete list of resources as a .csv file and edit it in a separate software package, before uploading it back into Atmolytics. Do this by utilising the **Download** and **Upload resource file** buttons.

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15 System Configuration

Here you can name the admission types used in Atmolytics, and enable or disable individual report types and cohort insight types.

Click your initials at the top right of the screen, and choose **System Management > System Configuration** from the menu:

15.1 Manage admission types

Type in the name of the admission type(s) if you wish to change them.

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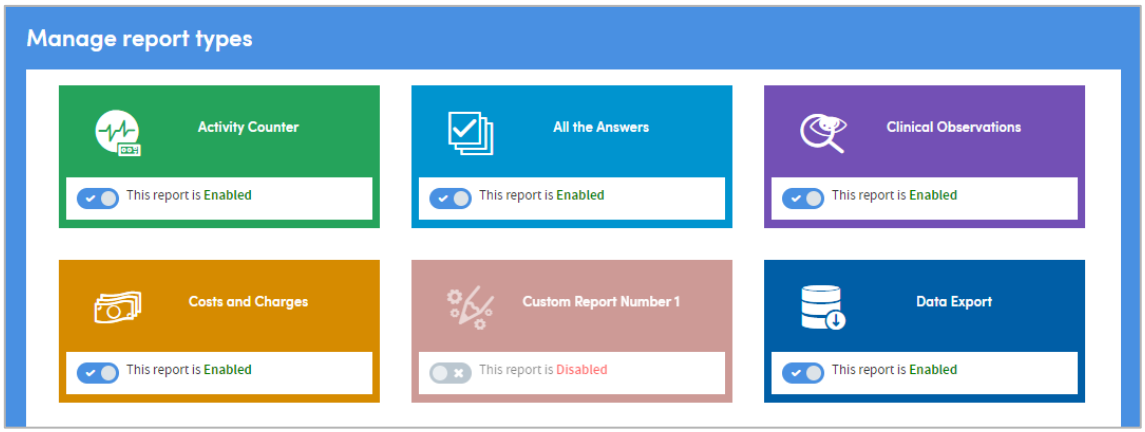
15.2 Manage report types

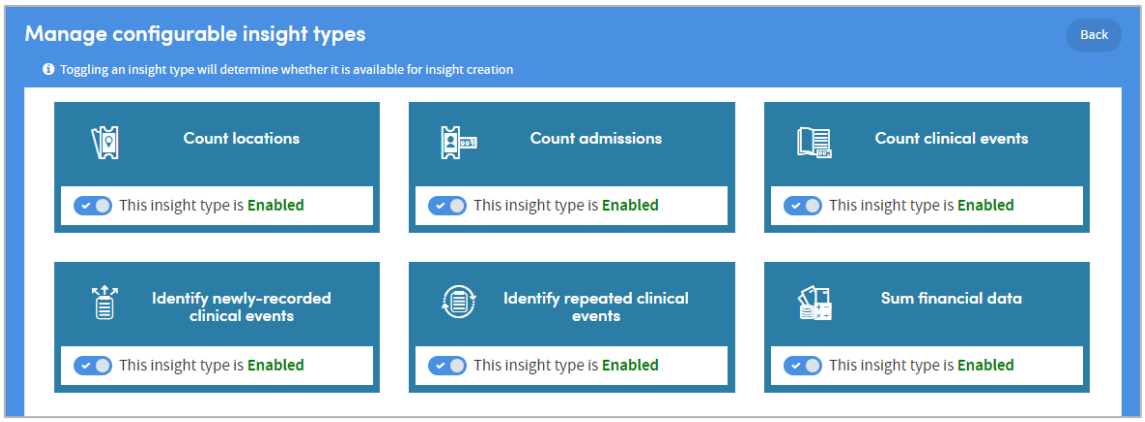
Click the toggle for each report type to enable or disable it:



Disabled report types will be removed from users' report lists, and the App will be removed from the App selection screen so cannot be accessed by users. If the report type is re-enabled, the reports are reinstated, and the App can be accessed again.

15.3 Manage configurable insight types

Click the toggle for each insight type to enable or disable it. This will determine if it is available to users for creation of their own insights.



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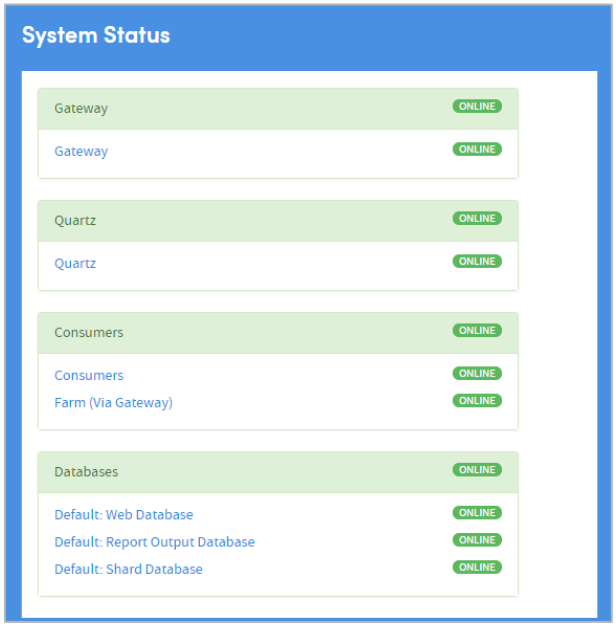
16 System Monitoring

Click your initials at the top right of the screen, and choose **System Monitoring** from the menu. System monitoring functions include:

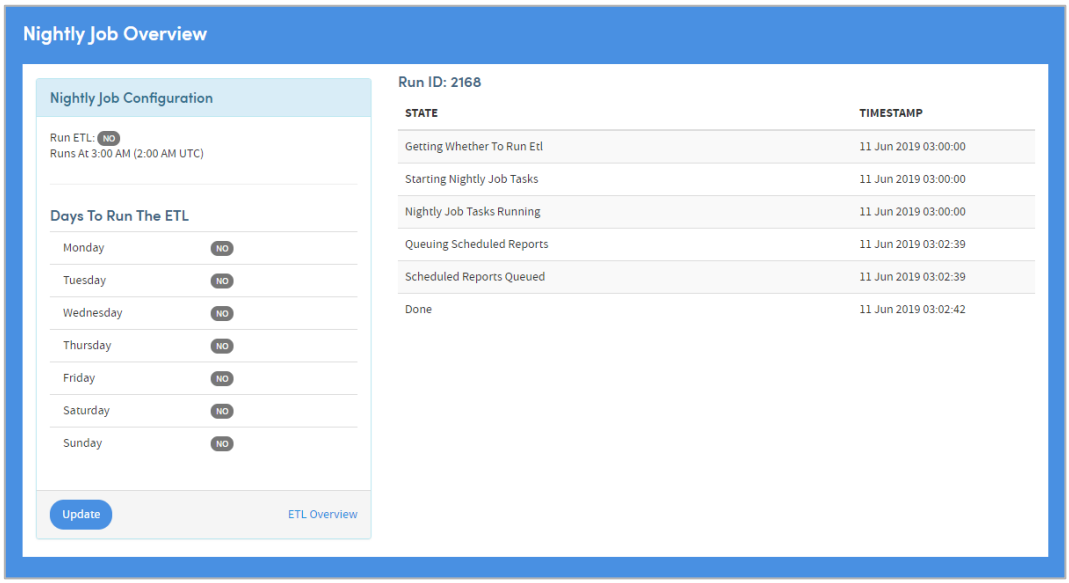
16.1 System status

Atmolytics uses a distributed architecture. The system status page reports on the status of each of the Atmolytics components allowing for outages to be quickly identified:



16.2 Nightly job overview

The Nightly Job Overview page shows system administrators a summary of the nightly job process's configuration:



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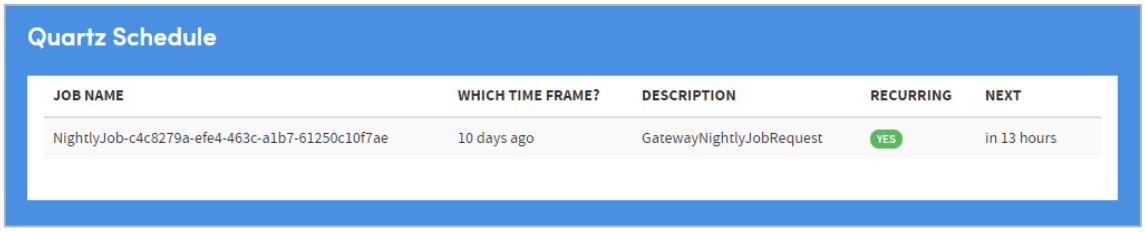
The nightly job runs background tasks every night at the configured time (which is shown in local time and UTC). It can also be configured to trigger the ETL on some or all nights of the week. Which nights it will trigger the ETL are shown in the left-hand panel. If the nightly job is configured to never run the ETL, all days will be labelled **No**.

The right-hand panel shows details of the most recent run of the nightly job. The **Run ID** can be used for fault-finding investigation in the system database. A table of the key background tasks that were run, along with timestamps, is provided to give confidence that an otherwise-invisible background process is functioning correctly.

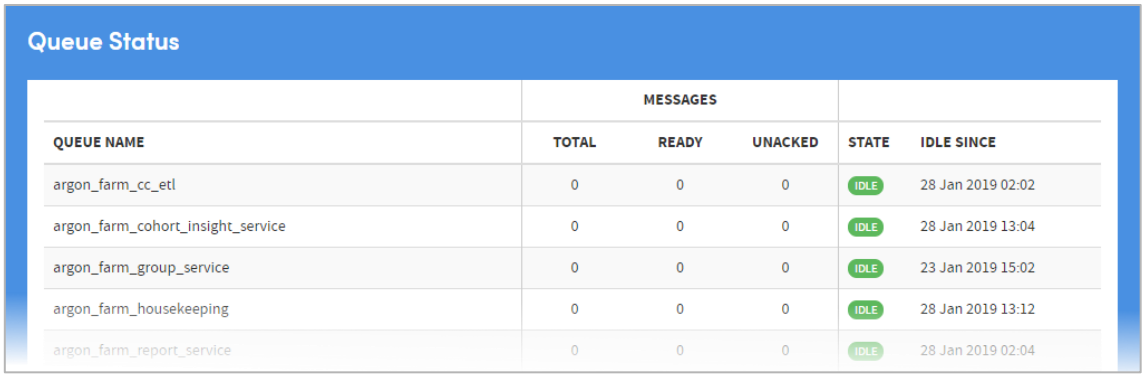
16.3 Quartz schedule

This feature indicates which reports and housekeeping jobs are scheduled to run for the next 24 hours:



16.4 Queue status

This feature indicates the status of the job queues used by Atmolytics:



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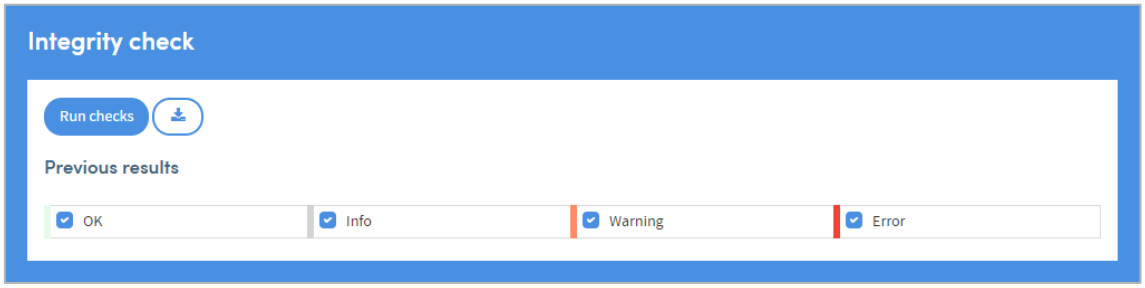
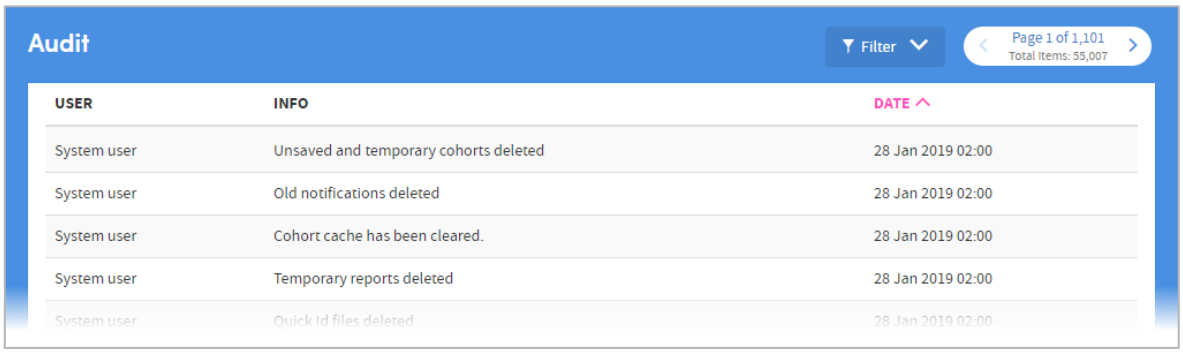
16.5 Data integrity

This feature checks that the patient data is in a consistent and complete state. Running the integrity checks places significant demands on the background services so typically should only be run outside of normal operational hours.

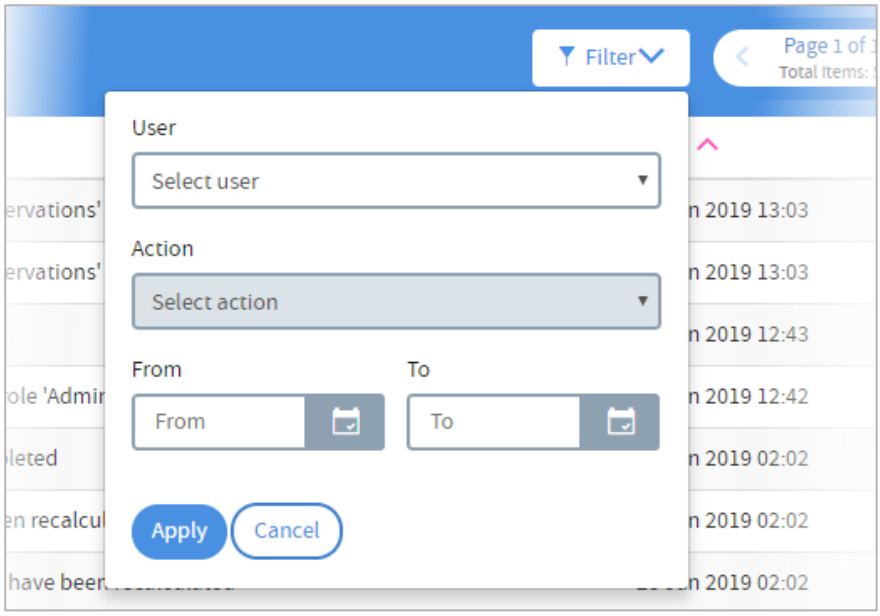


16.6 Audit logs

Here, you can view the system's audit log, and monitor user activity:



You can filter the information in several ways:



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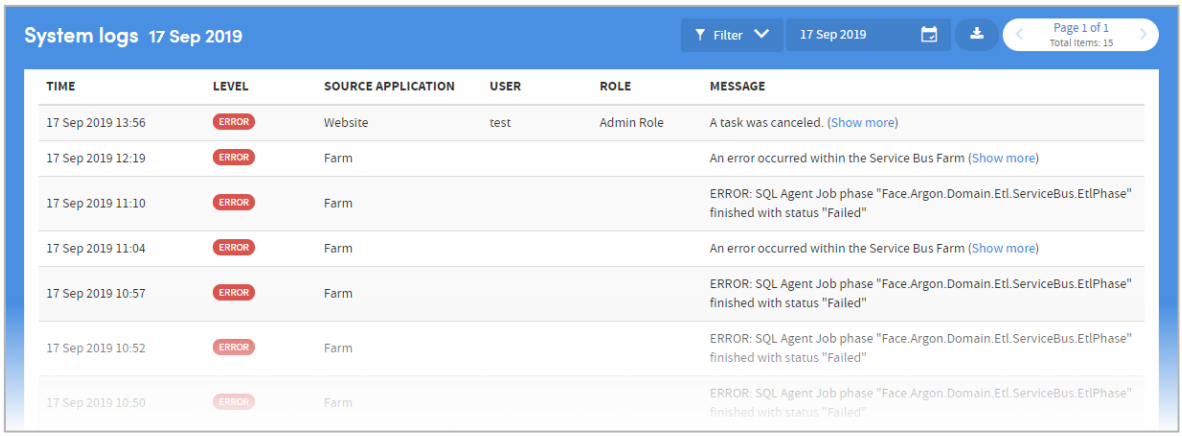
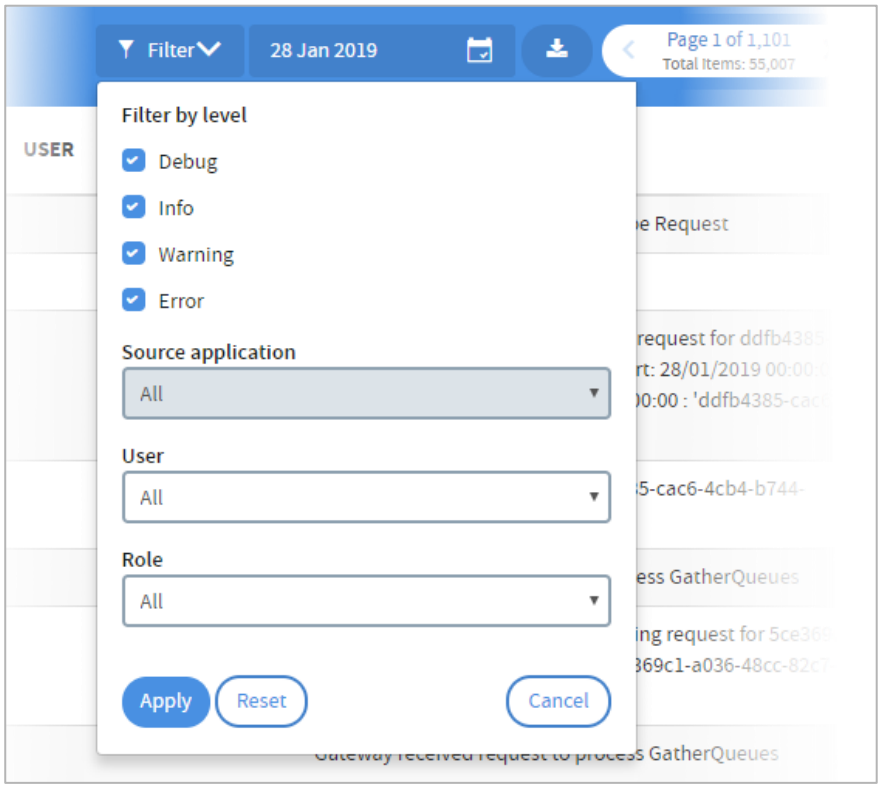
16.7 System logs

This feature enables you to view the system's log files and filter down the results. The log files monitor general system usage and capture any error conditions that may arise.



The information can be filtered in several ways:



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