



Registering a new practice in Explorer

How to register a practice

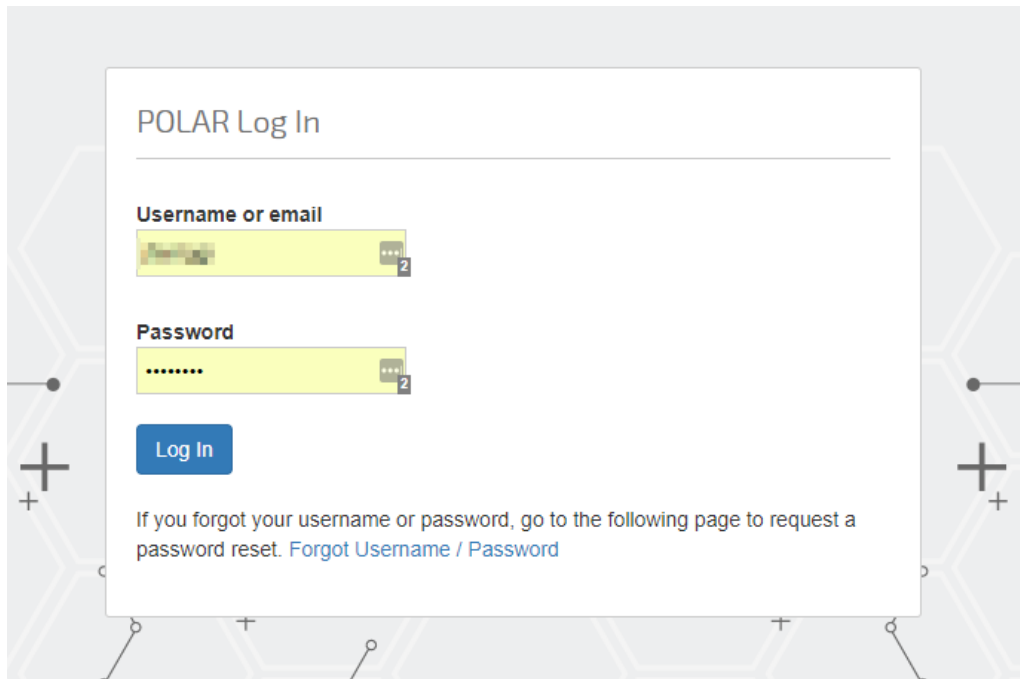
Step 1:

Enter the following link into a browser of your choice

<https://polarexplorer.org.au/Account/Login>

Step 2:

Enter your Username and Password



POLAR Log In

Username or email

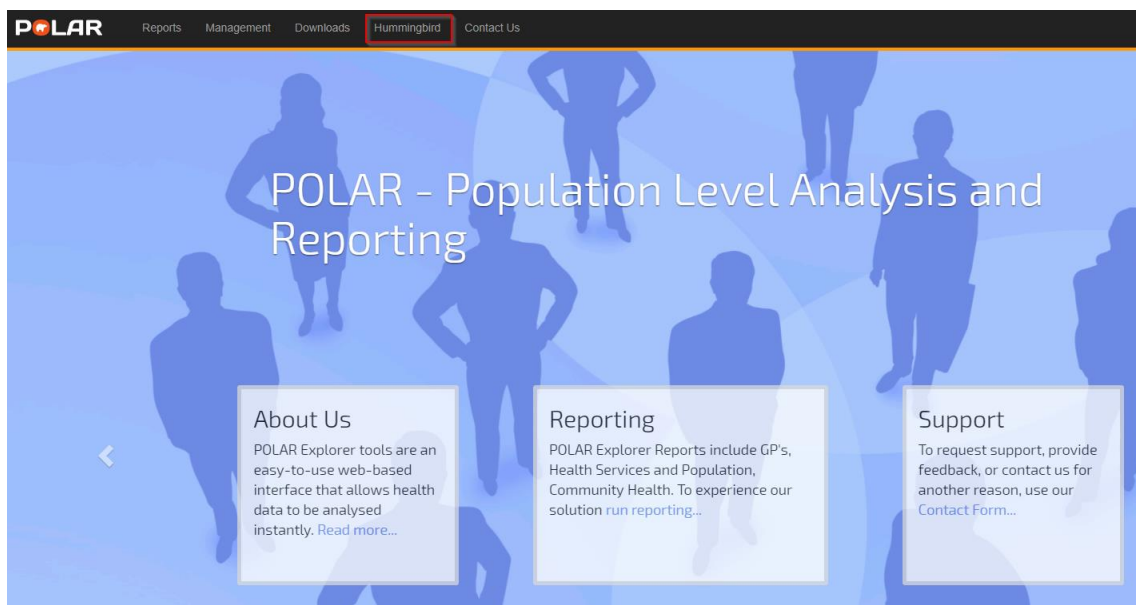
Password

Log In

If you forgot your username or password, go to the following page to request a password reset. [Forgot Username / Password](#)

Step 3:

Navigate to the Hummingbird link



POLAR Reports Management Downloads **Hummingbird** Contact Us

POLAR - Population Level Analysis and Reporting

About Us
POLAR Explorer tools are an easy-to-use web-based interface that allows health data to be analysed instantly. [Read more...](#)

Reporting
POLAR Explorer Reports include GP's, Health Services and Population, Community Health. To experience our solution run reporting...

Support
To request support, provide feedback, or contact us for another reason, use our [Contact Form...](#)

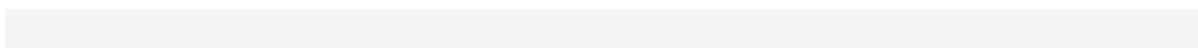
Step 4:

Select the New Site button

The screenshot shows the POLAR Hummingbird Sites management interface. At the top, there is a navigation bar with the POLAR logo and links for Reports, Management, Downloads, Hummingbird, and Contact Us. On the right side of the navigation bar, it says 'Hello Test' and 'Log off'. Below the navigation bar, there is a header for 'Hummingbird Sites' and a 'New Site' button highlighted with a red box. Below the header, there is a table with columns for Error, Id, Site Name, Parent Group, Clinical Software, and Status. The Site Name, Parent Group, and Clinical Software columns have dropdown menus.

Step 5:

Fill in the required Site Details and then select Save Site



Site Details

The 'Site Details' form contains the following fields:

- Clinical Software:** A dropdown menu with the text 'Select software type...' and a downward arrow.
- Site Name:** A text input field with a lock icon on the right.
- Address:** A text input field.
- Suburb:** A text input field.
- Post Code:** A text input field.
- Notes:** A large text area with a vertical scrollbar and a small icon in the bottom right corner.

Administrator User Details

The 'Administrator User Details' form contains the following fields:

- First Name:** A text input field.
- Last Name:** A text input field.
- Admin Login:** A text input field with the placeholder text 'firstname.lastname'.
- Position:** A text input field.
- Mobile:** A text input field.
- Clinic Phone:** A text input field.
- Email:** A text input field with the placeholder text 'name@example.com'.

Two buttons are located at the bottom right of the form: a 'Cancel' button and a 'Save Site' button. The 'Save Site' button is highlighted with a red box.