



BACTOSURE PRIME

Get Started

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Setup Quick Guide

Step 1: Set up your account

1. Open the Gmail account by clicking this button:
2. Use the Gmail Account Credentials to Login.
3. Open the **Email Verification** email
4. Post opening, click on the link and verify the email
5. Go to admin.bactosure.com, and use the Bactosure Admin credentials to login.

[CLICK HERE](#)

Step 2: Add users

1. Navigate to the "**Users**" tab and click [+ | Add User](#)
2. Fill in the required details for your water supply:
 - **First Name:** Bactosure
 - **Last Name:** Test
 - **Number:** 0223728528
 - **Email:** bactosurestudy+6@gmail.com
 - **Password:** Password@123
 - **Select Role:** Mobile User
3. Click [Add User](#) to complete adding the user.

Step 3: Add water supplies

1. Navigate to the "**Water Supplies**" tab and click [+ | Add Water Supply](#)
2. Fill in the required details for your water supply:
 - **Supply ID:** BT1
 - **Source Name:** Wellington Water
 - **Location:** 32 Salamanca Road
 - **Description:** Potable water
 - **Select:** Bactosure Study
3. Click [Add Water Supply](#) to complete adding the water supply.

Step 4: Set up your Mobile App

1. Open the **gmail app on the mobile phone** and click **App download link** email.
2. Click on the link in the email, a pop will appear with the heading **Open with**.
3. Click on the **Package installer**, confirm the details and tap **install**.

Setup Quick Guide

4. After the installation is done, you will see a message with App installed, click **Open** to start the application.
 5. Complete the **3-step intro** and click **Login with Google** and choose the **Bactosure study account: bactosurestudy@gmail.com**
 6. Select the preferred language and complete the quiz.
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Setting up your Bactosure Account

Once your subscription has been confirmed, you can log in on the Bactosure website.

<https://admin.bactosure.com>



Setup Users

People who collect samples for you must be authorised to do so before they can start collecting samples.

- Step 1: Add users to your account by selecting on the **Users** menu.
- Step 2: After clicking on the **Users** menu, click the **Add User** button.
- Step 3: A dialog box will pop up and in the box input all the user-related information.

Notes:

You must use the email address associated with their Apple App Store or Google Play Store on the mobile that they will use when collecting samples. This might be different from their work email address.

- Example: Anaru has a work email address of A.Smith@mywork.com and a personal email address of Anaru61@gmail.com. He uses this personal address with a mobile phone app store. Anaru will be using his personal mobile phone for collecting data so you should add his email address as Anaru61@gmail.com.

Role will always be Mobile User. You can disable and delete the mobile users if you need to.

- For example, if the person leaves the organisation or no longer collects samples for the organisation.

- **Step 4:** After filling in all the details, click **Add User** and this will create a new user under the organisation name.



Updating or Deleting Users

You can manage users in your Bactosure account by updating their details or removing them when necessary. Follow these steps to update or delete a user:

Step 1: Access the user management section

1. Log in to admin.bactosure.com.
 2. From the main menu, navigate to the "Mobile Users" section to view the list of all users assigned to your organisation.
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Step 2: Update a user's details

1. Locate the user you want to update from the list of mobile users.
 2. Click the **Edit** button next to the user's name.
 3. In the dialog box that appears, update the necessary details (e.g., name, email address, or assigned role).
 4. After making changes, click **Save** to confirm the updates.
 5. You will receive a confirmation message indicating that the user's details have been successfully updated.
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Step 3: Update a user's details

1. Locate the user you wish to delete from the "Users" section.
2. Click the **Delete** button next to the user's name.
3. A confirmation dialog box will appear asking you to confirm the deletion.
4. Click **Confirm** to permanently delete the user from the system. **Note: Deleting a user will revoke their access to the Bactosure app and remove their ability to collect samples for your organization.**

Setup Water Supplies

You can manage water supplies at Bactosure.com.

- **Step 1:** Add water supplies by selecting **Water Supplies** on the menu.
- **Step 2:** After clicking on the Water Supplies menu, click **Add Water Supply**.
- **Step 3:** A dialog box will pop up to add water supply related information. The required details will be:
 - **Supply ID:** This is the unique identifier of the supply.
 - **Source Name:** Describes the name of the source which is connected to the supply.
 - **Location:** Captures the location of the water supply.
 - **Description:** It can be used to add the description related to supply type, supply components, etc.
 - **Users:** These will be the mobile users who can collect water samples for the water supply.
- **Step 4:** After filling in all the details, click **Add Water Supply** and this will create a water supply allocated to the allowed users.

You can edit and delete the water supply details if you need to. For example, if you want to update the user access only to Anaru Smith.

Notes:

If applicable, we recommend using the same data for the Water Supply related information that is used by your water regulator (such as Taumata Arowai in New Zealand). This can streamline your compliance reporting in the future.