



**Bactosure**

**Get Started**

## 1 SETTING UP YOUR BACTOSURE ACCOUNT

You will need to have a Bactosure account in order to view your test reports and manage users.

1. Go to **bactosure.com** and click the **Login** button in the top right-hand corner.
2. If you are setting up your account for the first time and are the organisation's administrator, click **Forgot Your Password?**
3. A reset password email will be sent to your email. Click on the **Reset Password** link in the email to create a new password linked to your account.

## 2 MANAGING USERS IN YOUR ORGANISATION

You can manage the users within your organisation who are authorised to collect samples, run tests and view results in your Bactosure account. You can easily add new members, update existing user permissions, or remove users in the **Organisations** tab.

**Note:** Only users with **Admin** access can update, invite and remove other users from the organisation.

**Note:** As an **Admin**, you can assign specific permissions to members with **User** access – a **User** can be authorised to collect samples and/or view results.

## 3 SETTING UP YOUR BACTOSURE APP (OPTIONAL)

Downloading and using the Bactosure app is an easy way to keep track of sampling and testing, especially if you want to access your results primarily on a mobile device. Using the Bactosure app is optional – it is not necessary for collecting samples and viewing test results.

1. Visit **bactosure.com/app** and follow the on-screen instructions to complete the installation.
- Or**
2. Download the app from either the **App Store (iPhone)** or **Play Store (Android)** by searching **Bactosure**.

**Note:** If users plan on using the Bactosure app, they must use the email address associated with their Apple App Store or Google Play Store on the mobile that will be used when collecting samples. This might be different from their work email address.

*Example: Anaru has a work email address of [A.Smith@mywork.com](mailto:A.Smith@mywork.com) and a personal email address of [Anaru61@gmail.com](mailto: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](mailto:Anaru61@gmail.com).*

#### 4 CONNECT THE BACTOSURE DEVICE TO WIFI

You will need to connect your Bactosure device to WiFi before you run your first test.

1. Turn on your Bactosure device.
2. On the device screen, press the Settings menu. Click on Wifi Setup.
3. Scan the QR code on the screen or open your WiFi settings to connect your mobile phone or computer to the "BACTOSURE" WiFi network.
4. Scan the QR code on the device screen or open a browser and go to <https://4.3.2.1/wifi>.
5. Enter your WiFi credentials to connect the device to your network.

**Troubleshooting Tip:** If the device fails to connect, first try to move closer to your wireless access point and ensure that you are entering the correct WiFi password. If this fails, try moving further away from the wireless access point as there could be some radio interference.