

Prostheses List Management System (PLMS) User Guide – Getting Started

Contents

Introduction	2
PLMS User Guides	3
1. Register.....	4
1.1 PLMS Log in	5
1.2 AUSKey Login	6
1.3 Confirm Details	7
1.4 Contact Information & Terms and Conditions.....	8
1.5 Complete.....	9
1.6 PLMS Home.....	10
2. Search.....	11
2.1 PLMS Home.....	12
2.2 Search Applications	13
3. Manage User Roles	14
3. Manage User Roles	15
3.1 PLMS Home.....	16
3.2 List of Users	17
3.3 Prostheses Manage User Details Page	18

Introduction

ABOUT

The Department of Health developed the Protheses List Management System (PLMS) to streamline the application process for listing a prosthesis device on the Protheses List. The system allows sponsors and suppliers to create, edit and monitor applications for protheses listings.

ABOUT THIS GUIDE

The purpose of this user guide is to assist sponsors and suppliers in using the Protheses List Management System (PLMS). Pictures of the screens from the online system are used throughout this guide in order to help navigate between the portal and the guide. These screenshots are to provide a visual representation of the look and feel and are not intended to be read in full.

The **PLMS User Guide – Prosthesis Device Application** will provide guidance on:

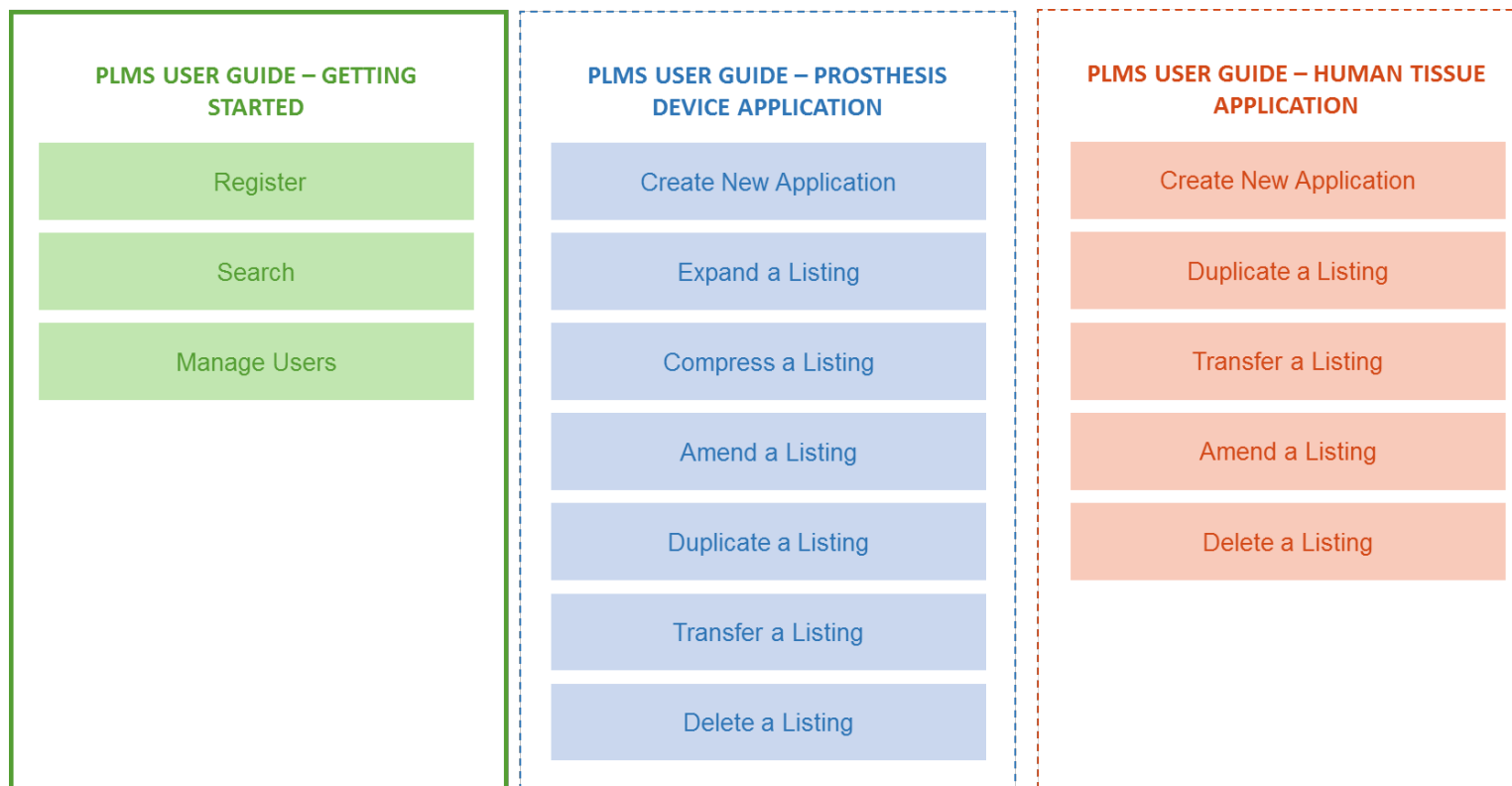
1. Registering for the PLMS
2. Searching applications
3. Managing User Roles

If you have any questions about using the Protheses List Management System, contact the Department of Health at prostheses@health.gov.au

PLMS User Guides

There are three user guides available for the PLMS:

- PLMS User Guide – Getting Started
- PLMS User Guide – Prosthesis Device Application
- PLMS User Guide – Human Tissue Application (in development)



1. Register

Before you register for the PLMS, you must have:

- A valid AUSKey
- AUSKey software installed on your device

For information on getting an AUSKey, visit the [Australian Business Register website](#).

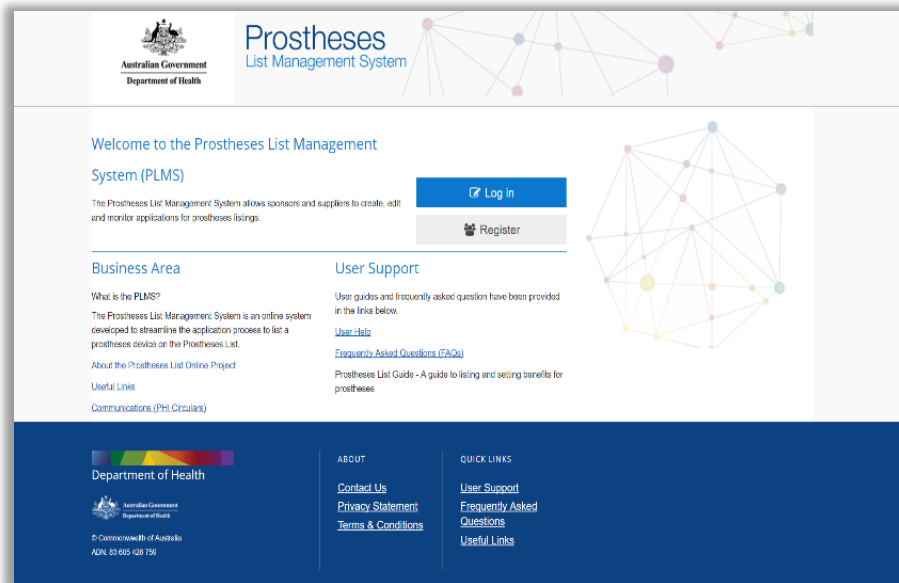
The steps to Register for the PLMS are:

Register

- 1.1 PLMS Log in
- 1.2 AUSKey Login
- 1.3 Confirm Details
- 1.4 Contact Information & Terms and Conditions
- 1.5 Complete
- 1.6 PLMS Home

1.1 PLMS Log in

You can access the system from the PLMS Homepage.



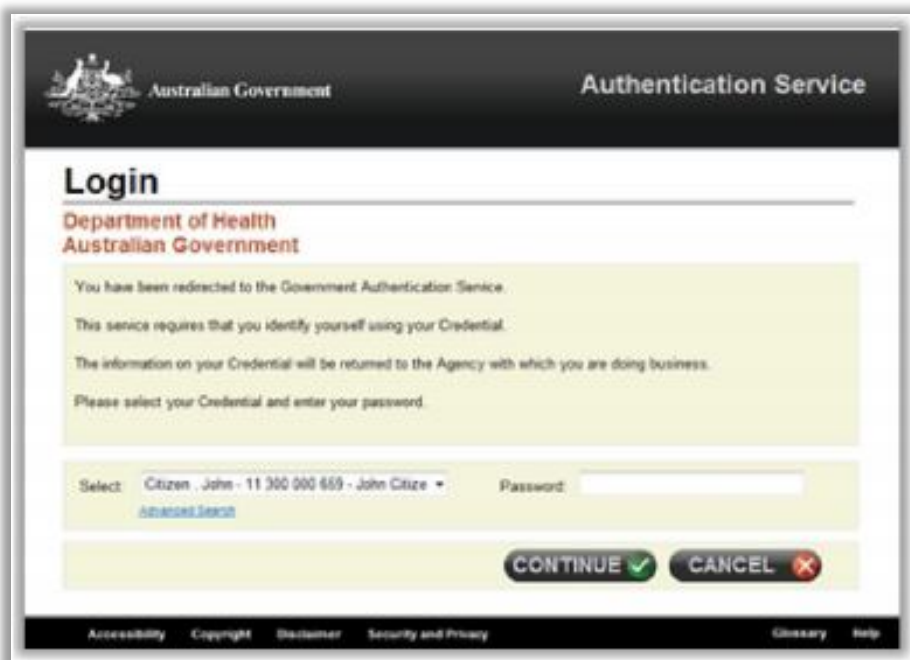
STEP 1 – Go to <http://protheses.health.gov.au>

STEP 2 – For first time users, click **Register** on the right hand side of the screen.

1.2 AUSkey Login

1.1 **1.2** 1.3 1.4 1.5 1.6

The Australian Government Authentication Service page will be displayed. You will need your AUSkey to login.



The screenshot shows the Australian Government Authentication Service Login page. The header includes the Australian Government logo and the text "Authentication Service". The main heading is "Login" under the "Department of Health Australian Government" logo. The page contains the following text: "You have been redirected to the Government Authentication Service. This service requires that you identify yourself using your Credential. The information on your Credential will be returned to the Agency with which you are doing business. Please select your Credential and enter your password." Below this text is a form with a "Select:" dropdown menu showing "Citizen - John - 11 300 000 659 - John Citize" and a "Password:" input field. There is a "Advanced Search" link below the dropdown. At the bottom of the form are "CONTINUE" and "CANCEL" buttons. The footer contains links for "Accessibility", "Copyright", "Disclaimer", "Security and Privacy", "Glossary", and "Help".

STEP 1 – Read the information displayed on the screen.

STEP 2 – **Select** your AUSkey from the drop down menu.

There may be more than one user registered to your business accessing the PLMS from the same computer as you. Some users may also have different profiles for different businesses. Please make sure you select the correct AUSkey profile from the list provided.

STEP 3 – Enter your **AUSkey Password**.

STEP 4 – Click **Continue** to go to the next page.

1.3 Confirm Details

1.1 1.2 **1.3** 1.4 1.5 1.6

Read through your details to ensure they are correct.

The screenshot shows the 'Prostheses List Management System' registration interface. The header includes the Australian Government Department of Health logo and the system name. A blue navigation bar contains a 'Registration' link. A progress indicator on the left shows four steps: 1. Authentication, 2. Confirm Details (active), 3. Contact Information and Terms & Conditions, and 4. Complete. The main content area is titled 'Confirm Details' and contains the following text: 'Please confirm your AUSKey details, certify below and click Next to proceed. If any of the information is incorrect, click Cancel. Please return to the Prostheses List Management System once you have obtained the correct AUSKey.' Below this text are four input fields: 'First Name' (Charlie), 'Last Name' (Work), 'ABN' (12300000880), and 'Organisation' (TEST Org with ABN 12300000880). At the bottom, there is a checkbox labeled '* I certify that the information above is true and correct.' and two buttons: 'Cancel' and 'Next'.

STEP 1 – Check your AUSKey details are correct.

If your AUSKey details are incorrect, please go to the [Australian Business Register](#) website, or contact 1300 AUSKEY (1300 287 539).

STEP 2 – Tick the box under your details to certify that the information above is true and correct.

STEP 3 – Click **Next** to save information and go to the next page.

1.4 Contact Information & Terms and Conditions

You will need to provide contact information, and accept the Terms and Conditions to gain access to the PLMS.

The screenshot shows a registration form with a blue header and a sidebar on the left. The sidebar contains four steps: 1 Authentication, 2 Confirm Details, 3 Contact Information and Terms & Conditions (highlighted), and 4 Complete. The main content area is titled 'Contact Information' and includes a note: '* Mandatory field'. Below this is a text box with the instruction: 'Please provide your contact details below, accept to the terms & conditions, and click Next to finalise your registration.' There are three input fields: 'Contact Number 1 *', 'Contact Number 2', and 'Your email address *'. A dropdown menu is open for 'Contact Number 1 *', showing options: '-- Choose type --', 'Office', 'Mobile', 'Home', 'Personal', and 'Business'. Below the input fields is a section titled 'Terms and Conditions' containing a paragraph of placeholder text. At the bottom, there is a checkbox labeled '* I accept the terms and conditions listed above.'

STEP 1 – Select a **Contact Number** type from the drop down menu, and enter your number into the space provided.

You can also add a second contact number.

STEP 2 – Enter your email address.

STEP 3 – Read the **Terms and Conditions** and tick the box underneath if you accept.

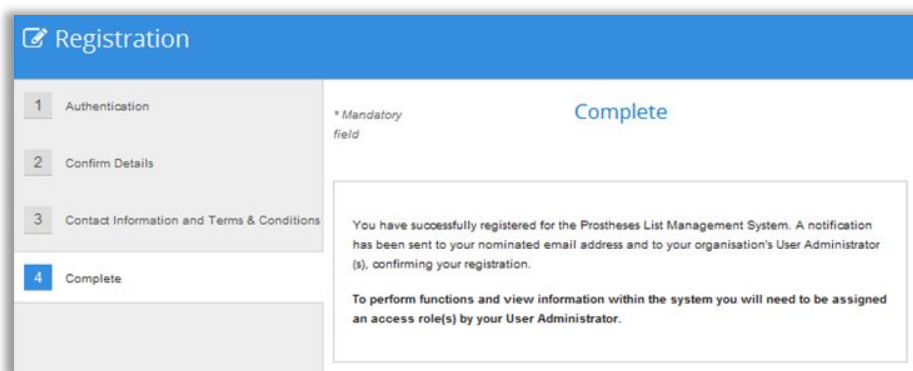
STEP 4 – Click **Next** to complete your registration.

1.5 Complete

1.1 1.2 1.3 1.4 **1.5** 1.6

If you are presented with this screen, then you have successfully registered for the Protheses List Management System.

Before you can view or edit applications, the User Administrator for your organisation must assign you a User Role(s). If you do not know who the User Administrator for your organisation is, contact the Department of Health at prostheses@health.gov.au

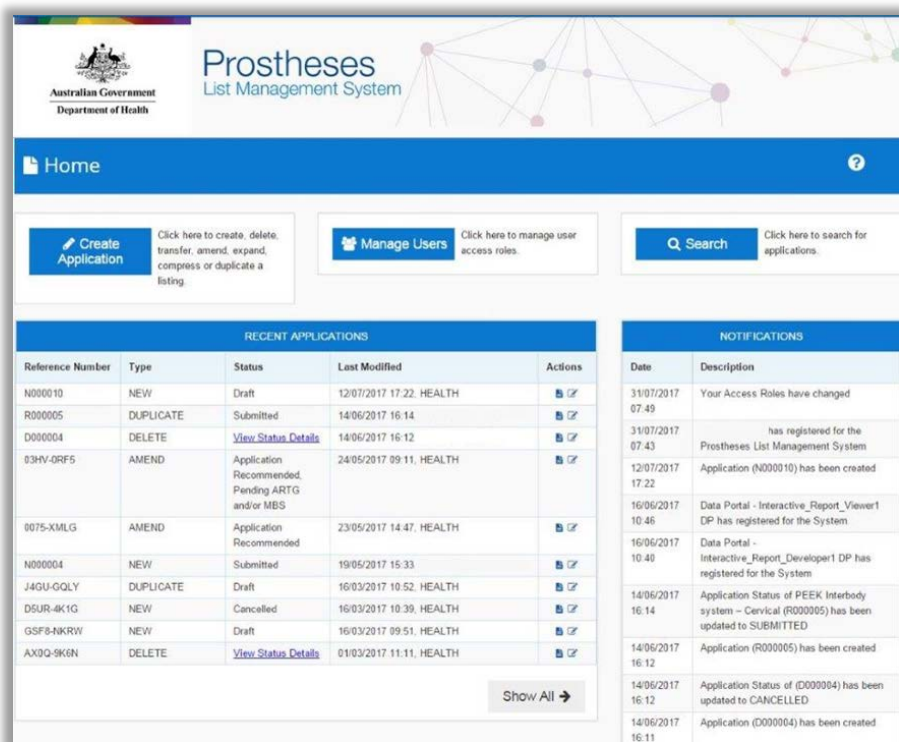


STEP 1 – Click **Finish** to go to the PLMS Home.

Before you can view or edit applications, the User Administrator for your organisation must assign you a User Role(s).

1.6 PLMS Home

Once you have registered for the PLMS, you will be redirected to the PLMS Home. After the User Administrator for your organisation allocates you a User Role(s) in the system, you will be able to access a number of functions from the PLMS Home.



Click **Create Application** to create, expand, compress, duplicate, transfer, amend or delete a listing from the Protheses List.

Click **Search** to search applications.

Click **Manage Users** to manage User Roles (User Administrators only).

Click the icon to view the Application Summary of an application.

Click the icon to view and edit an application.

Click **Show All** to view a list of all of your applications.

2. Search

You can use the search function to search applications from your organisation.

You can search for applications by either:

- Application Number (Reference Number)
- Application Type (Create New, Amend, Expand, Compress, Duplicate, Transfer and Delete)

The steps to Search applications are:

Search

- 2.1 PLMS Home
- 2.2 Search Applications

2.1 PLMS Home

2.1 2.2

You can access the search function from the PLMS Home.

The screenshot shows the PLMS Home interface. At the top, there is a header with the Australian Government Department of Health logo and the text 'Protheses List Management System'. Below this is a blue navigation bar with 'Home' and a help icon. Three main action buttons are visible: 'Create Application', 'Manage Users', and 'Search'. The 'Search' button is highlighted with a blue box. Below the buttons are two tables: 'RECENT APPLICATIONS' and 'NOTIFICATIONS'.

RECENT APPLICATIONS				
Reference Number	Type	Status	Last Modified	Actions
N000010	NEW	Draft	12/07/2017 17:22, HEALTH	📄 🗑️
R000005	DUPLICATE	Submitted	14/06/2017 16:14	📄 🗑️
D000004	DELETE	View Status Details	14/06/2017 16:12	📄 🗑️
03HV-ORF5	AMEND	Application Recommended, Pending ARTG and/or MBS	24/05/2017 09:11, HEALTH	📄 🗑️
0075-XMLG	AMEND	Application Recommended	23/05/2017 14:47, HEALTH	📄 🗑️
N000004	NEW	Submitted	19/05/2017 15:33	📄 🗑️
J4GU-GQLY	DUPLICATE	Draft	16/03/2017 10:52, HEALTH	📄 🗑️
DSUR-4K1G	NEW	Cancelled	16/03/2017 10:39, HEALTH	📄 🗑️
GSF8-NKRW	NEW	Draft	16/03/2017 09:51, HEALTH	📄 🗑️
AX0Q-9K6N	DELETE	View Status Details	01/03/2017 11:11, HEALTH	📄 🗑️

NOTIFICATIONS

Date	Description
31/07/2017 07:49	Your Access Roles have changed
31/07/2017 07:43	has registered for the Protheses List Management System
12/07/2017 17:22	Application (N000010) has been created
16/06/2017 10:46	Data Portal - Interactive_Report_Viewer1 DP has registered for the System
16/06/2017 10:40	Data Portal - Interactive_Report_Developer1 DP has registered for the System
14/06/2017 16:14	Application Status of PEEK Interbody system - Cervical (R000005) has been updated to SUBMITTED
14/05/2017 16:12	Application (R000005) has been created
14/06/2017 16:12	Application Status of (D000004) has been updated to CANCELLED
14/06/2017 16:11	Application (D000004) has been created

STEP 1 – Click **Search** on the right hand side of the screen.

2.2 Search Applications

2.1 **2.2**

The screenshot shows the 'Search Applications' page of the Protheses List Management System. The page header includes the Australian Government Department of Health logo and the system name. The search form contains an 'Application Number' input field, an 'Application Type' dropdown menu, and 'Search' and 'Clear' buttons. Below the form is a 'RESULTS' section with a table header and a message indicating 'No records found'. The table header includes columns for Reference Number, Product / System Name, Type, Status, Last Modified Date, Last Modified By, and Actions. The 'Showing 0 to 0 of 0 entries' message is displayed below the table, along with 'Export' and 'Cancel' buttons.

STEP 1 – Search for an application by:


- Typing in the **Application Number** (Reference Number) in the space provided.

OR

- Selecting an **Application Type** from the drop down menu.

STEP 2 – Click **Search**. A list of search results will appear based on your search criteria.

GENERAL

Select the  icon to view the Application Summary for an application.

Select the  icon to view or edit an application.

Click **Export** to export your Results into an Excel spreadsheet.

Click **Cancel** to cancel your search.

You can filter your search results by clicking the headings under Results.

You have the option to filter search results by:

- *Reference Number*
- *Product/ System Name*
- *Type*
- *Last Modified Date*
- *Last modified By*

3. Manage User Roles

Only the User Administrator for an organisation has the authority to manage User Roles.

The User Role(s) determines what a user can see and do in the PLMS.

There are four types of User Roles in the PLMS:

1. User Administrator
2. Reader
3. Author
4. Approver

Once a user has registered for the system, the User Administrator must assign them a User Role(s). Users will not be able to view or edit applications unless they are assigned a User Role(s).

The steps to Manage User Roles are:

Manage User Roles

- 3.1 PLMS Home
- 3.2 List of Users
- 3.3 Protheses Manage User Details Page

3. Manage User Roles

There are four types of User Roles in the PLMS:

- 1 User Administrator
- 2 Reader
- 3 Author
- 4 Approver

Overview of User Roles

USER ROLE	User Administrator	Approver	Author	Reader
Manage User Roles	✓			
Submit applications		✓		
Create new applications		✓	✓	
Edit applications		✓	✓	
Cancel applications		✓	✓	
View contents of applications		✓	✓	✓
View PLMS Home		✓	✓	✓
Apply application specific access rights		✓	✓	✓

Note: A user can have more than one User Role assigned to their profile, e.g. a user can be both a User Administrator and a Reader.

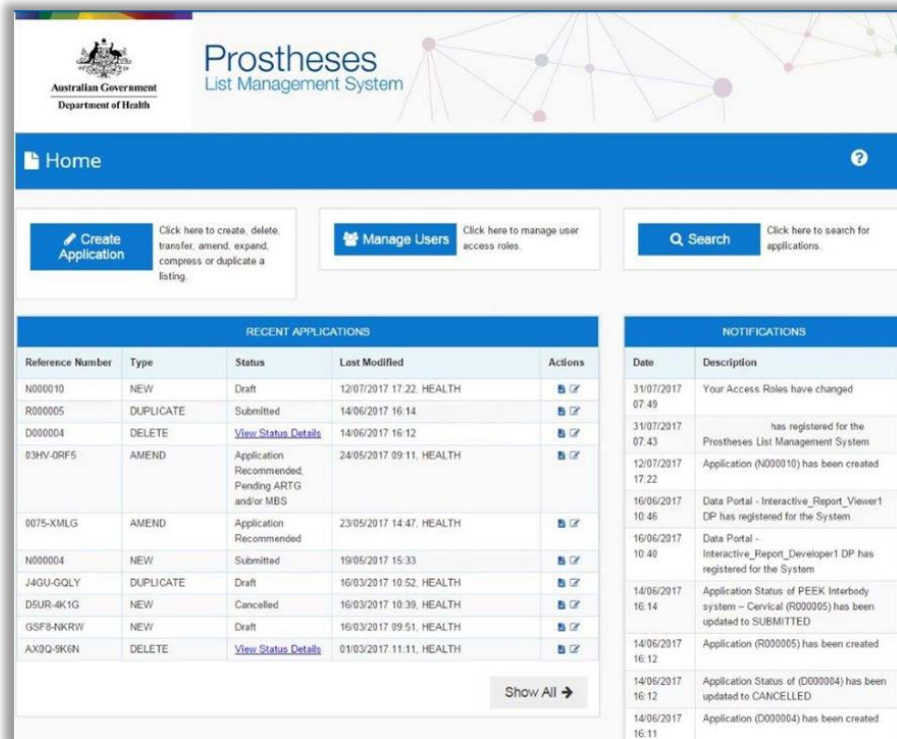
For more information on User Roles, view the [Quick Reference Guide: PLMS User Roles](#).

3.1 PLMS Home

3.1 3.2 3.3

User Administrators can access the Manage Users function from the PLMS Home.

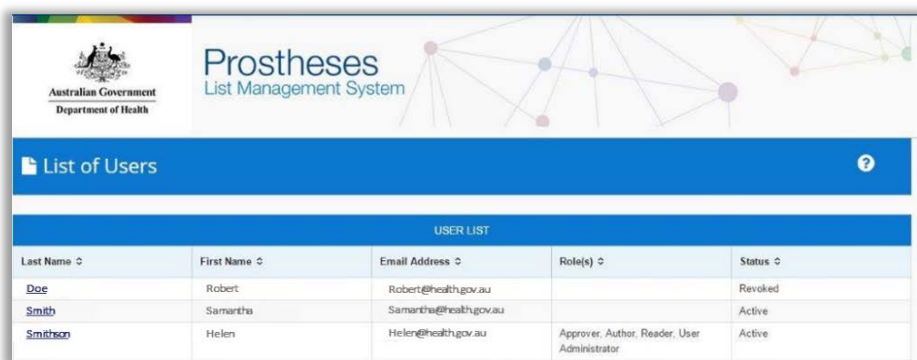
Only the User Administrator for an organisation has the authority to manage User Roles. If you do not have a User Administrator role, this function will be unavailable to you.



STEP1 – Click **Manage Users** on the top middle of the screen.
Only User Administrators for an organisation will be able to access the Manage Users function.

3.2 List of Users

A screen showing a List of Users for your organisation will be shown.



Last Name	First Name	Email Address	Role(s)	Status
Doe	Robert	Robert@health.gov.au		Revoked
Smith	Samantha	Samantha@health.gov.au		Active
Smithson	Helen	Helen@health.gov.au	Approver, Author, Reader, User Administrator	Active

STEP 1 – Click the **Last Name** on the user profile you would like to view.

You can filter users by clicking the headings under **User List**.

You have the option to filter by:

- *Last Name*
- *First Name*
- *Email Address*
- *Role(s)*
- *Status*

3.3 Prostheses Manage User Details Page

3.1 3.2 **3.3**

A User Administrator can manage User Roles and User Status information from this page.

CONTACT INFORMATION

Contact information is prefilled by the user.

The User Administrator will not be able to change Contact Information.

ROLE(S)

Tick the boxes relating to the User Role(s) or access permissions you want to assign to the user.

Click **Save** to save any changes on the page.

You can assign more than one User Role to a user.

The Department of Health grants the User Administrator role to the first registered user in an organisation. User Administrators cannot assign additional User Administrator roles in the system.

If your organisation would like to change the User Administrator role to another person or assign the role to additional users, contact the Department of Health at prostheses@health.gov.au

USER STATUS

Use the **User Status** drop down menu to manage user access to the PLMS portal (e.g. Active, Revoked).

If you have revoked user access to the PLMS, please choose a **Reason** in the drop down menu.

Click **Save** to save any changes on the page.

