POLAR EXPLORER - Login to polarexplorer.org.au to access practice Reports; add and delete user accounts; create, reset and change user account passwords.

POLAR Explorer is used to access your practice Reports; add and delete user accounts; create, reset and change user account passwords, email addresses, and manage Report access permissions.

LOGIN
1. Open Google Chrome, or Mozilla Firefox web browser
2. Logon to polarexplorer.org.au

If you have your POLAR username and do not know your POLAR password, click on Forgot Username/Password to request a password reset.

Note: the POLAR username format is

- **firstname.lastname** (if you are a single practice, e.g. john.citizen); or
- **firstname.lastname.prefix** (if you have more than one practice, e.g. at Bentleigh it may be john.citizen.b, and at Elsternwick it may be john.citizen.e)
3. The menu choices are Reports, Management, Downloads and Contact Us and Log Off

REPORTS
4. Click on Reports to view your available practice Reports

5. Click on Clinic Summary Report

6. The Clinic Summary Report has drop down menu choices relating to Patients, Practice, MBS Items, Patient List, Help and Bookmarks. Click on a drop down menu item to see its pages and your practice data

ACCOUNTS
Below is your practice’s user accounts management screen. It shows your practice’s users and the Reports they can access.
7. Click on Management menu, to manage user accounts and Report access permissions. Only POLAR Administrators have this level of access.

8. Click on the Reports tick boxes to **add or remove access** for each user.

You can also select your POLAR Administrators, these users also have access to financial information (where available) in each Report.

9. Click on the Administrator tick boxes to **add or remove access** for each user.

To Manage User Accounts

10. Click on the user name

Make changes and save or choose Password options.

To add a new user account

11. Click on Create User from the User Management screen.

12. Fill in the user details including Name, Email, and Password.
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13. Click on Create