## SYSTEM OVERVIEW

Achiever is available to researchers and biobanking staff who are required to store relevant material under the University's Human Tissue Act Research Sector Licence no. 12534.
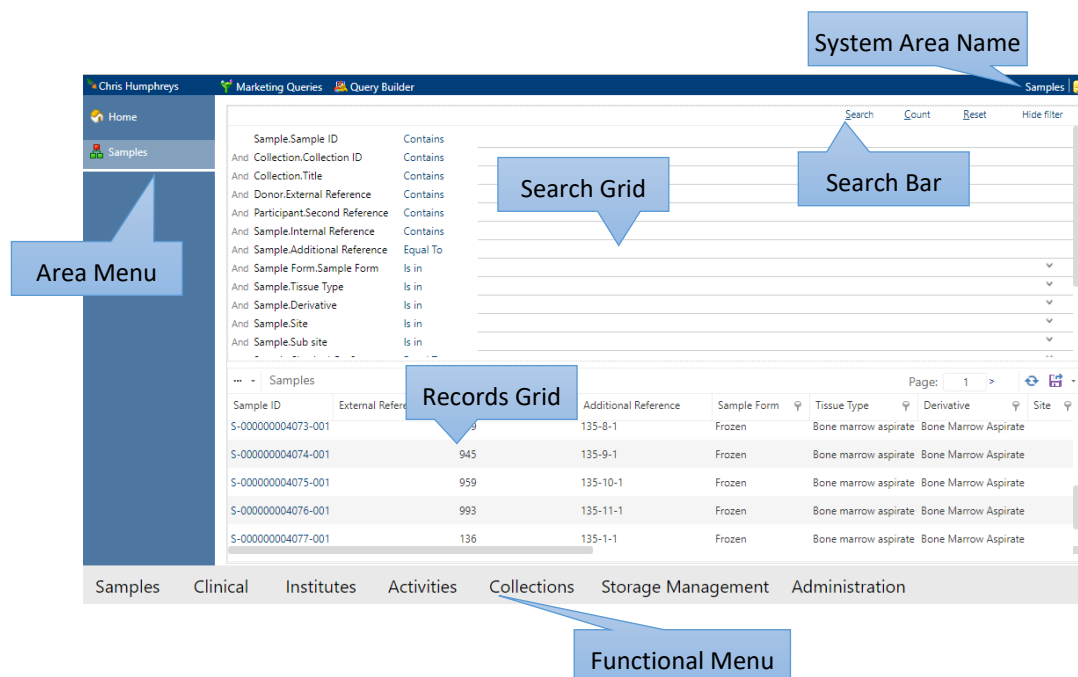
Access is usually facilitated through the appropriate Person Designated, and granted following completion of Achiever training. Users will have access to a Training environment in addition to the Live system, which may be used to test functionality before working on live data.

### LOGGING IN

- Achiever can be accessed using Edge or Chrome web browsers.
    - Remote access (off-campus) requires a University-managed laptop with Direct Access enabled, however see below for alternative URLs.
- Users may access the Live system at https://www.achiever.ncl.ac.uk/live (Direct Access users use https://achiever.campus.ncl.ac.uk/live)
- The training environment is available at https://www.achiever-training.ncl.ac.uk/training (Direct Access users use https://achiever-training.campus.ncl.ac.uk/training)
    - Users may use the training environment as they wish, no changes will impact the Live environment.
    - The training environment is periodically refreshed, to incorporate changes made to the Live environment. When this occurs the previous edits on Training are lost
- You will be given a username and password to access the Training environment. The Live environment uses single sign-on and you will be logged on automatically providing you are using a Windows PC connected to campus.
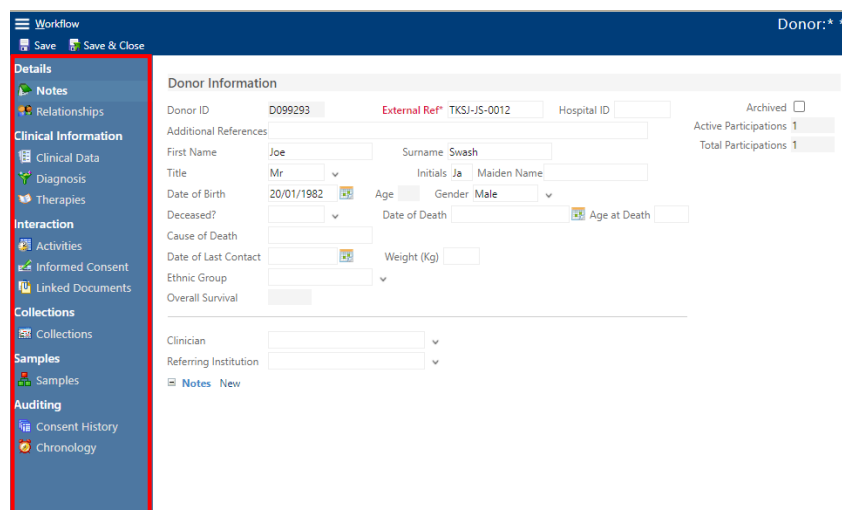
## INTERFACE LAYOUT

The Achiever interface consists of a number of elements, as shown in the image below



| | |
|---|---|
| Functional Menu | Each functional area is indicated by a button on the bottom of the interface, each functional menu has its own area menu |
| Area Menu | Shown on the left of the screen, each option will determine what is shown elsewhere on the page |
| System Area Name | The name of the selected functional area and area menu combined is displayed |
| Search Grid | Most area menu screens comprise of a search grid and a records grid. The search lists the fields which can be used to search for records. Operators can be set and the values entered for each search field |
| Search Bar | The buttons on this bar are used to trigger searches, count records or to reset the search criteria and records grid |
| Records Grid | Results of the search are displayed here. Hyperlinks within the results allow you to click-through to open relevant records |

When opening a record, a screen is presented which typically includes a navigation menu. Similarly to the area menu on the main screen, each option will affect what is shown in the main window. However the main details window of the record will always be displayed. In the below image, the navigation menu is highlighted. The top half of the remaining screen shows the main record details, while the bottom half displays the selected navigation menu item, which is Notes.



## SEARCHING RECORDS

For details on searching records and applying filters to grids, see the training guide titled *Searching*.