

Data with Integrity: Quick Guide

Introductory webinar and instructions

On 24 January 2023, SAMED conducted an overview and training on how to access the [Data with Integrity](#) platform, adding users and completing the required data sets. The webinar also covers the various security measures which SAMED has included to protect your data.

Please [watch the webinar](#) as it will outline using the platform and may address queries.

Primary and alternate contacts: adding users

Primary and alternate contacts are at the centre of the circle of value and will be responsible for the allocation of users to the various data sets as categorised with suggested users below.

Primary Contact	SAMED Principal Representative / CEO / Other
Alternate Contact	PA to CEO / Other
Company details	Principal representative or office manager
Financial	Head of finance or person who has access to company sales revenue, turnover and expenditure data
Employment	Head of human resources or person who has access to employment demographics, B-BBEE
Regulatory	Head of regulatory/Authorised Representative who has access to company Medical Device Establishment Licence details and quality management
Local R & D	Head of product development/design/Authorised Representative
Local Manufacturing	Head of product development/Authorised Representative or person who has access to company manufacturing output, capabilities, and processing data
Import and export	Head of logistics or Sales or authorised person who has access to company import and export data

Primary and alternate contacts will receive a link to the live interactive platform calling on them to add or update users prior to a data run.

DATA INTEGRITY PORTAL

We appreciate your participation in the SAMED data integrity initiative.

Please view the video on the right which explains the initiative.

Data is important to governments, associations,

and companies for a variety of reasons, i.e.



LOGIN

Username

Username

Password

Password

[Forgot Password?](#)

[Login](#)

- increases efficiencies - allows identification of priority areas and direct scarce resources
- allows proactive responses to challenges before they become a crisis
- allows determination of the root cause of problems and enables effective and accurate solutions
- provides indisputable evidence to make informed decisions and take action to improve the sustainability of the medtech sector
- allows establishment of baselines, benchmarks, and goals to keep moving forward and track achievements
- helps determine how well strategies are performing, and whether an approach needs to be tweaked or changed over the long-term
- is a key component to advocacy and will help present a strong argument for positions and change requests and will help explain decisions to stakeholders
- allows replication of areas of strength across organizations

The data collected from members may be aggregated to generate industry specific reports which SAMED will use to inform strategies, decisions, submissions and engagement with stakeholders, be it on medical device regulations, economic policy, localization, National Health Insurance, transformation, sector sustainability or future pandemics. Such data provides credibility and integrity to SAMED's work at the table and members can access their own dashboard and reports.

The platform is secured using a variety of measures and technologies including:

- Strong password requirements
- Regular password resets
- Deactivation of dormant accounts
- The website domain has a security certificate
- Azure platform encryption

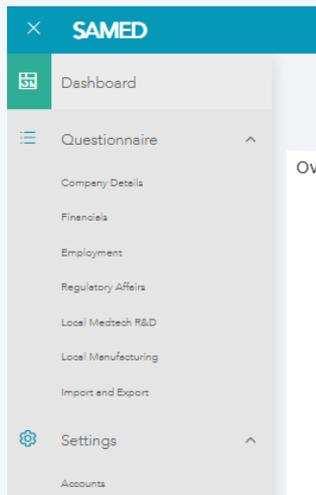
The estimated completion time is around 2 hours for the entire questionnaire, but this can vary depending on access to the requested information and will be less for each individual section.

Should you have any queries please reach out to communication@samed.org.za

HELP DOCUMENTS

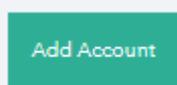
1. Instruction to primary and alternate contact (link)
2. FAQ (link)

If you have not previously set up a password, or if you cannot remember your password, click on “Forgot Password?” and reset your password to a password that contains 8 characters including one capital letter, one number and one special character. Passwords will be automatically reset from time to time as a security measure. In these instances, the “Forgot Password?” link will reset a new password.



Navigating to the left side of landing page you will find a menu and at the end of that menu is the Settings – Accounts tab.

Click on Accounts and this will display all users linked to your profile. Initially, all users will need to be added by clicking on the Add Account button but thereafter you can edit each users with the pen icon.



When you are creating the users, use their email as their username and set a strong password for them. You can then allocate them to the various account roles (see to the right) depending on which data set they must complete. You can add multiple people to a account role and you can add multiple account roles to a single users depending on your internal requirements.



Important notes for submitting data

For each data run, SAMED will trigger automated emails requesting data to be completed by the allocated users. Any users that were not captured prior to the trigger will not receive an automated request to complete information and the primary user may need to follow up with them.

The allocated users can log into the platform in the same manner as above, however, they will be able to only see the data sets which have been allocated to them within the lefthand menu.

We remind first time users in the Finance and Employee data sets to please also provide us with back dated data from 2019. This will only be request on the initial submission.

The image displays two screenshots of the SAMED platform interface. The top screenshot is titled 'CREATE NEW FINANCIALS' and features a 'back to list' link in blue. Below the title is a 'Back capture year *' dropdown menu with 'Current' selected. The bottom screenshot is titled 'CREATE NEW EMPLOYMENT' and also features a 'back to list' link in blue and a 'Back capture year *' dropdown menu with 'Current' selected.

When entering the back capture data, change the year and then type over any date which may appear in the field. Save between years – you will not be saving over existing data until you use the same year from the drop down.

Queries

Should you encounter any challenges in accessing functionality, should a question be unclear, should you wish to recommend additional questions or should you require a non-disclosure agreement with SAMED. Please contact 011 704 2445 or communication@samed.org.za.

We look forward to your participation and the development of up-to-date, credible and accurate data on our sector.