

CRANE Database
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CLEFT REGISTRY & AUDIT NETWORK

Registering for CRANE Database accounts & updating details including passwords.

Prepared by the CRANE Database team

1. How to register for a CRANE Database Account

The most up-to-date version of the Cleft Registry and Audit Network (CRANE) Database was launched in May 2016.

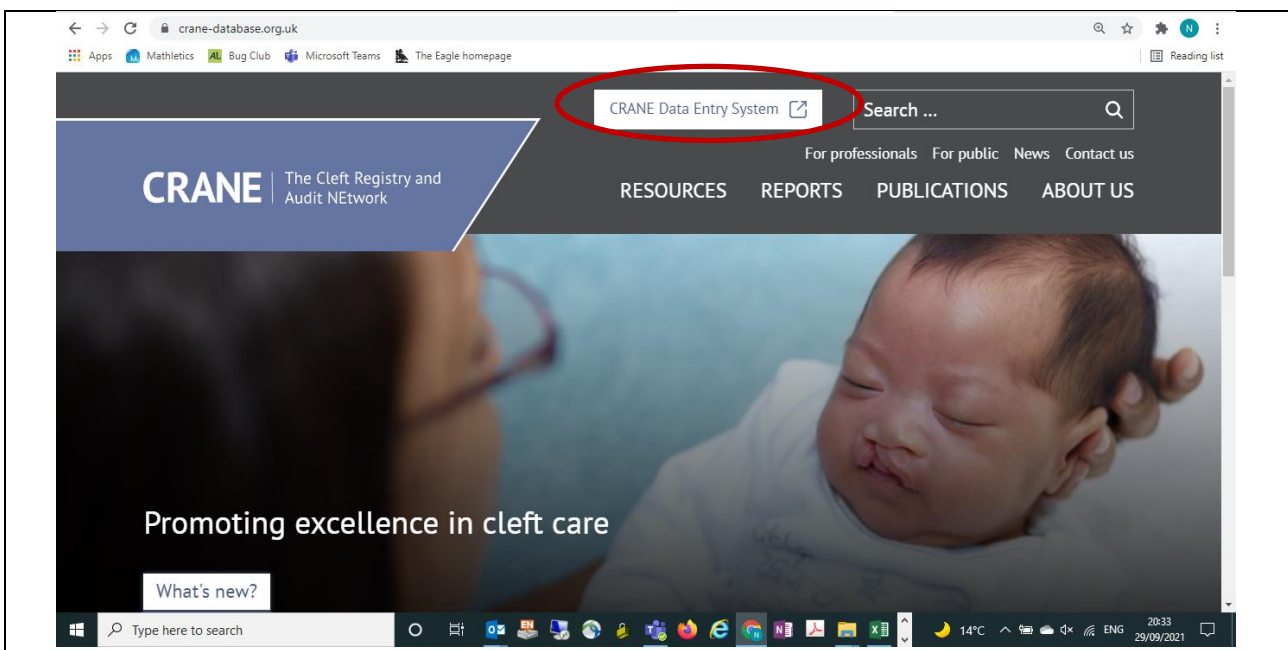
All existing users are required to re-register after the launch; in order to access the secure data entry and reporting system. Re-registration will ensure that we have everyone's correct and up-to-date contact details on record. New users should also follow this process.

- **To register**, please request an account by completing the following online form – <https://www.crane-database.org.uk/professionals/request-an-account/>

Without completing the registration process, you will not be able to access the CRANE Database.

Please allow 3 working days for your request to be processed. Once your account is ready to be accessed, you will receive an email with further steps to activate your account.

2. Logging in to the Database from the CRANE Website



2.a. Once you have completed your registration, and been emailed your temporary log-in details, visit the main CRANE Website at www.crane-database.org.uk. Other useful guides and information are found here.

The "CRANE Data Entry System" (see above) brings you to the following landing page for the Database:

CRANE
The Cleft Registry and Audit Network

Homepage
Request an Account
Contact Us

Welcome to the CRANE Database

If you are an authorised user, please log in as usual – using the link top-right

New CRANE website
Click here to access news, reports and publications

The Cleft Registry and Audit Network (CRANE) Database collects information about all children born with cleft lip and/or cleft palate in England, Wales and Northern Ireland. This database was set up by the Department of Health in 2000.

Typically, children with a cleft lip and/or palate need a mixture of care, from birth to adulthood, from professionals from different disciplines. This is why it is important to record information on these children from birth or diagnosis, to inform their care.

The database is funded by the National Health Service through the Specialist Service Commissioners, who have responsibility for the delivery of care to children born with cleft lip and palate in England, Wales, and Northern Ireland. An independent body, the Cleft Development Group (CDG), which represents patient representative groups, clinicians and commissioners, has the overall responsibility for running the database.

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High security level
This database is fully secure and meets all data protection and information governance requirements.

898
301
Records in database
Registrations for the 2020 birth year
Registrations for the 2021 birth year

HelpDesk
Need help - contact CRANE support on:
020 7869 6139 (Mon-Fri 9.00-5.00) E-mail:
crane@rcseng.ac.uk

You can then 'Login' using the button in the upper right-hand-side of the screen (see above).

2.b. This will take you to the following login page where you will be able to log-in:

CRANE
The Cleft Registry and Audit Network

Before logging in, please read...

The Cleft Registry and Audit Network (CRANE) Database collects information about all children born with cleft lip and/or cleft palate in England, Wales and Northern Ireland. This database was set up by the Department of Health in 2000.

This service is for authorised users only. Computer Misuse Act 1990 - It is an offence to use this system if you are not authorised to do so. Under no circumstances should users pass their login details or disclose their passwords to others. If you believe that your password has been compromised you should inform the helpdesk team immediately. If you detect what you believe is a breach of security or confidentiality, then it is your responsibility not to disseminate the information obtained and to report the event to the helpdesk team immediately. Note: You are subject to the confidentiality obligations in your NHS contract when using this database. Please protect patient data and system security at all times.

Email

Password

Login

Forgot password?

For further information about the CRANE database, or in the event of a website problem or query please contact:

Telephone: 020 7869 6610
EMail: crane@rcseng.ac.uk

2.c. If at any point you prefer not to log-in, and wish to return to the website homepage, you can go 'back' or click on the logo at the top of the page.

2.d. Please note that the 'Complete Registration' email link will only be valid for 4 days. If the link has expired, and you haven't completed your registration, you will see an "Invitation not found" message when you try to complete the process. In this situation you will need to contact us at crane@rcseng.ac.uk and ask us to re-send the invitation.

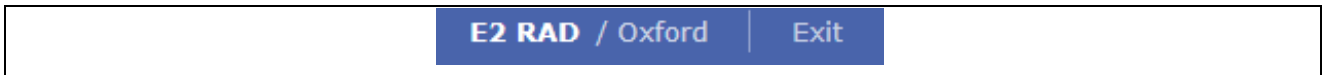
You will be asked to re-set your password every 90 days, so you may find that you are prompted to do this at the log-in point.

3. Password reset

3.a. If you already have an account with us you but have forgotten your password, you can request a password reset by contacting us at crane@rcseng.ac.uk.

4. Updating your contact details and/or changing your password

4.a. Once you have logged into the system, click on your name showing at the top right-hand-side of the screen; next to the 'Exit' button. See example for test user "E2 RAD / Oxford" below:



4.b. You will be taken to the following screen where you can choose to **Edit** your profile / contact details:

A screenshot of the CRANE user profile page. The header includes the CRANE logo and the text 'The Cleft Registry and Audit Network'. A navigation menu on the left lists various system functions, with 'Users' highlighted. The main content area shows the user's profile for 'Jibby Viewer', a 'Crane Viewer' with 'CEU' status. An 'Edit' button is circled in red. Below the profile name is a table of user details.

First name	Jibby
Last name	Viewer
Job title	
E-mail	
Work tel.	
Mobile tel.	
Last Login date	21/04/2016 15:22:11
Privileges	

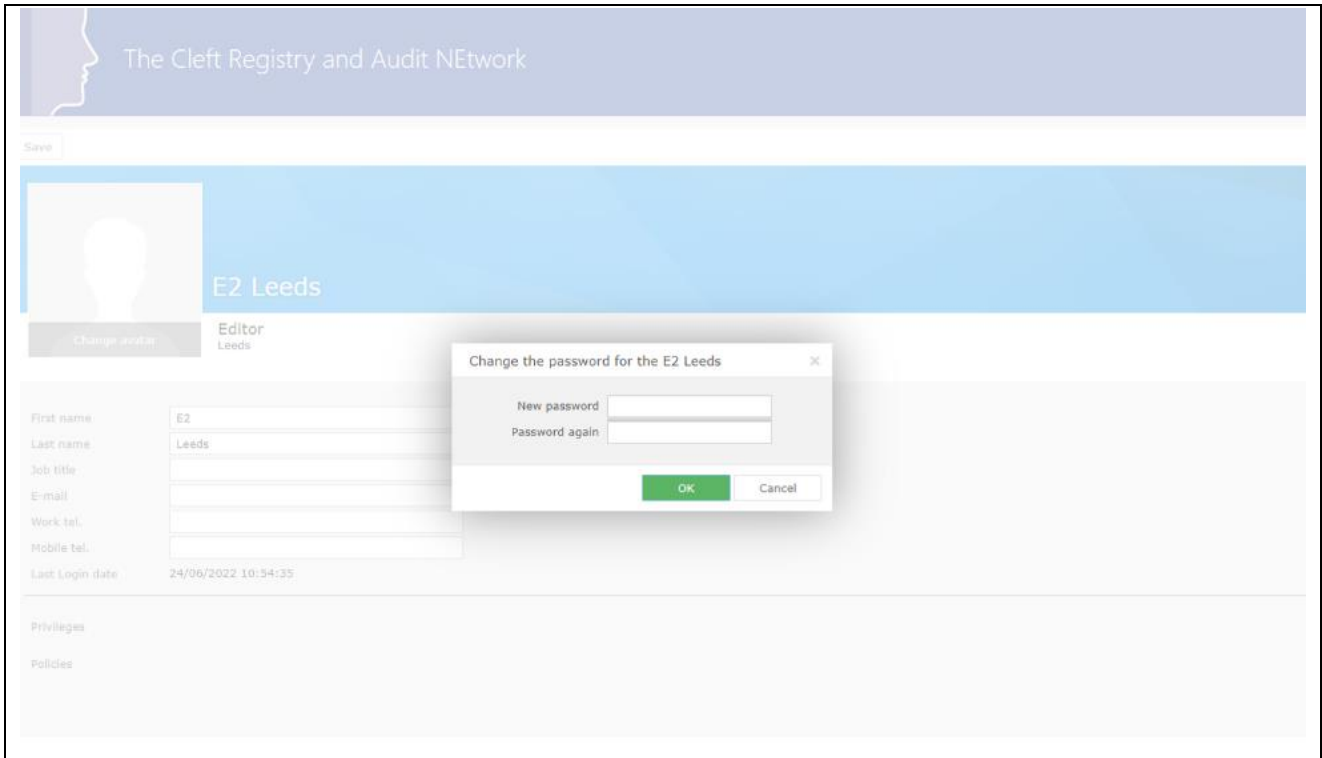
4.c. To change your password, select the drop down from the grey box in the right-hand corner...

The screenshot displays a user profile interface. At the top left, there is a 'Save' button. The user's name 'E2 Leeds' is prominently displayed next to a placeholder for an avatar, with a 'Change avatar' link below it. The user's role is listed as 'Editor Leeds'. On the right side, there is an 'Authority' dropdown menu and a 'Change password' button. The profile details section includes the following information:

First name	E2
Last name	Leeds
Job title	
E-mail	
Work tel.	
Mobile tel.	
Last Login date	24/06/2022 10:54:35

Below the profile details, there are sections for 'Privileges' and 'Policies'.

4.d. This will open a window that will allow you to change your password (as below).



Thank you very much for your work with the CRANE Database project.

If you have any questions about this User Guide, or wish to provide us with any feedback on this document, please contact us on 020 7869 6610 or crane@rcseng.ac.uk.