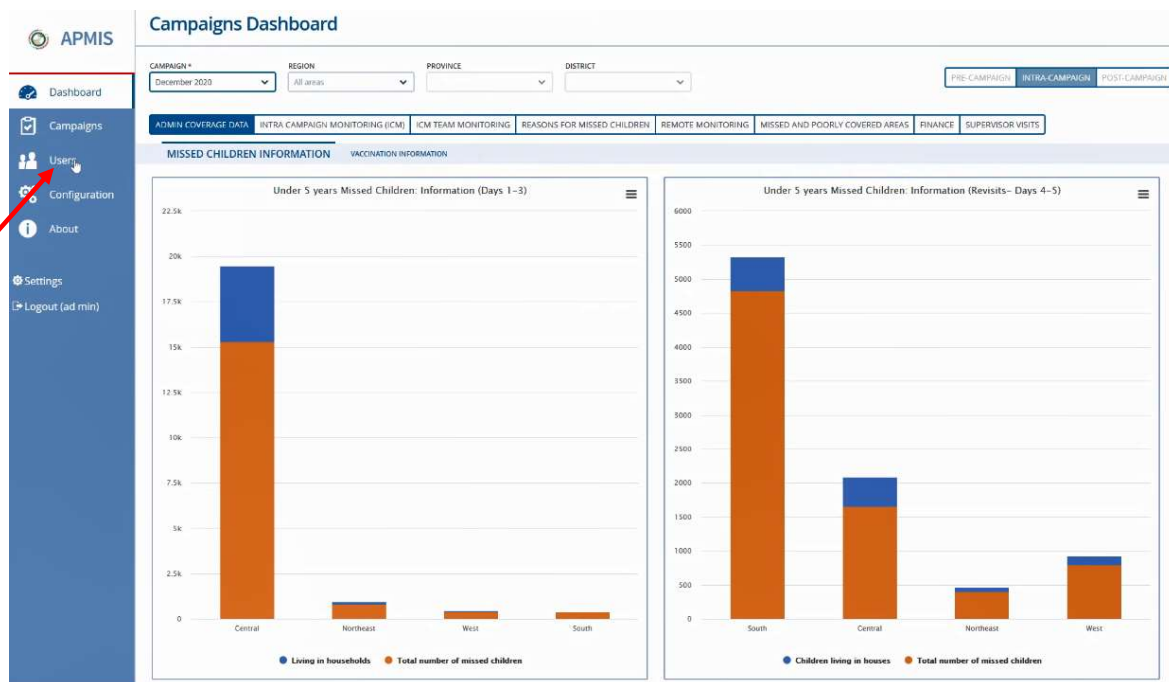




APMIS User management (Admin logins only)

Task: Manage users

Step 1. To create a new user, click on **Users** in the menu on the left.



Step 2. Click on **NEW USER**.

The User Management screen displays a table of users with columns: UID, ACTIVE?, USER ROLES, USER NAME, NAME, EMAIL, ADDRESS, DISTRICT, and FACILITY. A red arrow points to the "NEW USER" button in the top right corner. The table lists various roles such as National Coordinator, Admin, District Coordinator, Provincial Coordinator, etc.

UID	ACTIVE?	USER ROLES	USER NAME	NAME	EMAIL	ADDRESS	DISTRICT	FACILITY
W4P22U	<input checked="" type="checkbox"/>	National Coordinator, Admin	BenCDC	Ben CDC				
KT2NHE	<input checked="" type="checkbox"/>	District Coordinator	DistCoor	District Coordinator			Bamyan	
QJBK35	<input checked="" type="checkbox"/>	Provincial Coordinator	ProvCoor	Provincial Coordinator				
YK2GZF	<input checked="" type="checkbox"/>	National Coordinator	NatCoor	National Coordinator				
TFYPHC	<input type="checkbox"/>	Rest User	restuser	rest user				
UA7E95	<input type="checkbox"/>	POE Informant	PoeInf	Poe Informant			Default District	
T6RM7Q	<input type="checkbox"/>	National Clinician	NatCln	National Clinician				
RZFF3R	<input type="checkbox"/>	National Observer	CaseSup	Case Supervisor				
Q3QVYN	<input type="checkbox"/>	Lab Officer	LabOff	Laboratory Officer				
T8AVQ0	<input type="checkbox"/>	Event Officer	EveOff	Event Officer				
TJ5R6N	<input type="checkbox"/>	Contact Supervisor	ContSup	Contact Supervisor				
UHPHOM	<input type="checkbox"/>	Case Officer, Lab Officer, Contact Officer	ContOff	Contact Officer			Kandahar	
ULDO4Z	<input type="checkbox"/>	Hospital Informant	HospInf	Hospital Informant			Default District	Default Health Facility
TDR2IB	<input checked="" type="checkbox"/>	National Coordinator, Admin	Pilar	Pilar HP				
UDAMOL	<input checked="" type="checkbox"/>	Admin	admin	ad min				
SRSXWT	<input checked="" type="checkbox"/>	National Coordinator, Admin	Sunday	Sunday Arman				
QOM3GF	<input checked="" type="checkbox"/>	National Coordinator, Admin	NEOC	NEOC USER				
RVPSYV	<input checked="" type="checkbox"/>	Provincial Coordinator	Testafgh	Test afgha		Zabul		
YLGX5U	<input checked="" type="checkbox"/>	National Coordinator	ColCDC	Colleen CDC				
TZTNPR	<input checked="" type="checkbox"/>	National Coordinator	MusDOC	Musaddiq EDC				
TKF4QT	<input checked="" type="checkbox"/>	Cluster Coordinator	ClusCoor	Cluster Coordinator			Kandahar	



APMIS User management (Admin logins only)

Step 3. Fill in the user name, first name, last name and other fields as needed.

Create new user

Person data

FIRST NAME *

LAST NAME *

EMAIL

Used to send E-Mail notifications.

PHONE NUMBER

Used to send SMS notifications. Needs to contain country code.

LANGUAGE

Address

PROVINCE

DISTRICT

CLUSTER

FACILITY CATEGORY

FACILITY TYPE

FACILITY

STREET

HOUSE NUMBER

ADDITIONAL INFORMATION

POSTAL CODE

CITY

AREA TYPE (URBAN/RURAL)

CLUSTER CONTACT PERSON

GPS LATITUDE

GPS LONGITUDE

GPS ACCURACY

User data

☒ Active?

USER NAME *

USER ROLES *

- ☐ Admin
- ☐ National Coordinator
- ☐ Provincial Coordinator
- ☐ Admin Surveillance Supervisor
- ☐ District Coordinator
- ☐ Hospital Informant
- ☐ Cluster Coordinator
- ☐ Clinician
- ☐ Case Officer
- ☐ Contact Supervisor
- ☐ Contact Officer
- ☐ Event Officer
- ☐ Lab Officer
- ☐ External Lab Officer
- ☐ National Observer
- ☐ Province Observer
- ☐ District Observer
- ☐ National Clinician
- ☐ FOC Informant
- ☐ FOC Supervisor
- ☐ FOC National User
- ☐ Import User
- ☐ External Visits User
- ☐ RuT User

Step 4. A user name will be automatically generated. Take note of this username.

Create new user

STREET

HOUSE NUMBER

ADDITIONAL INFORMATION

POSTAL CODE

CITY

AREA TYPE (URBAN/RURAL)

CLUSTER CONTACT PERSON

GPS LATITUDE

GPS LONGITUDE

GPS ACCURACY

User data

☒ Active?

USER NAME *

USER ROLES *

- ☐ Admin
- ☐ National Coordinator
- ☐ Provincial Coordinator
- ☐ Admin Surveillance Supervisor
- ☐ District Coordinator
- ☐ Hospital Informant
- ☐ Cluster Coordinator
- ☐ Clinician
- ☐ Case Officer
- ☐ Contact Supervisor
- ☐ Contact Officer
- ☐ Event Officer
- ☐ Lab Officer
- ☐ External Lab Officer
- ☐ National Observer
- ☐ Province Observer
- ☐ District Observer
- ☐ National Clinician
- ☐ FOC Informant
- ☐ FOC Supervisor
- ☐ FOC National User
- ☐ Import User
- ☐ External Visits User
- ☐ RuT User



APMIS User management (Admin logins only)

Step 3. Choose the appropriate USER ROLES checkboxes.

Step 4. Click on SAVE.

Step 5. You will now see the new user's password. Take note of this password. The auto-generated password is a strong password. Users choose their own passwords. New/replacement passwords must be generated using this method.

Step 6. Provide the username and password to the user and ask them to log in to the system.



APMIS User management (Admin logins only)

APMIS

Dashboard

Campaigns

Users

Configuration

About

Settings

Logout (ad min)

User Management

Account

User roles

Responsibilities

Search

Open menu

No. of users: 25

UID	Active	User Roles	User Email	Spn	Email	Address	District	Facility
QA2011	✓	Admin	Test User	Test User's Test Last Name				
QA2011	✓	National Coordinator, Admin	San CDC	San CDC				
AT2012	✓	District Coordinator	District	District Coordinator				Bahar
QA2013	✓	Provincial Coordinator	Provincial	Provincial Coordinator				
QA2014	✓	National Coordinator	National	National Coordinator				
QA2015	✓	Admin User						
QA2016	✓	PGS Informant					Default District	
QA2017	✓	National Liaison						
QA2018	✓	National Observer						
QA2019	✓	Lab Officer						
QA2020	✓	Event Officer						
QA2021	✓	Control Supervisor	Control	Control Supervisor				
QA2022	✓	Cash Officer, Lab Officer, Contact Officer	Contact	Contact Officer			Nandhar	
QA2023	✓	Hospital Informant	Hospital	Hospital Informant			Default District	Default Health Facility
QA2024	✓	National Coordinator, Admin	Pro	Pro				
QA2025	✓	Admin	Admin	Admin				
QA2026	✓	National Coordinator, Admin	Admin	Admin				
QA2027	✓	National Coordinator, Admin	Admin	Admin				
QA2028	✓	National Coordinator, Admin	Admin	Admin				
QA2029	✓	Provincial Coordinator	Provincial	Provincial			2001	
QA2030	✓	National Coordinator	National	National				
QA2031	✓	National Coordinator	National	National				

New password

Please copy this password, it is shown only once.

EaxNjnqefdBh