

# Features for the OpenRIMS Supervisor User

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## Supervisor User

A Supervisor User is an NRA subject area expert responsible for configuring and supervising workflows and reporting. Additionally, a Supervisor User can be involved in activities of some workflows.

The e-learning courses, Wiki, and community support can be found at <https://www.openrimis.org/>.

## Management of offices, employees, and applicants. Change the “admin” password

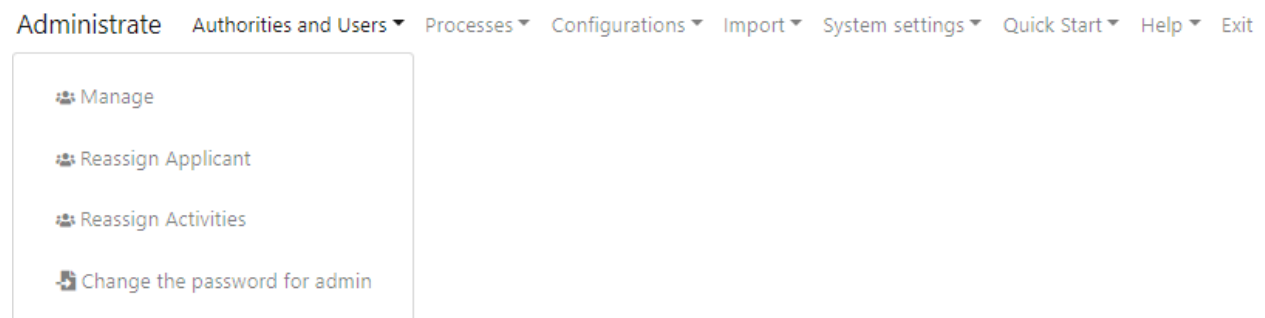


Figure 1 Where to find user's management?

**Manage** territory offices, employees, and access to the applications

**Reassign Applicant** allows change an applicant's email by the applicant's demand

**Reassign Activities** allows the reassignment of jobs from one employee to another

**Change the password for the admin user**

## Configuration of workflows. Testing email for workflows

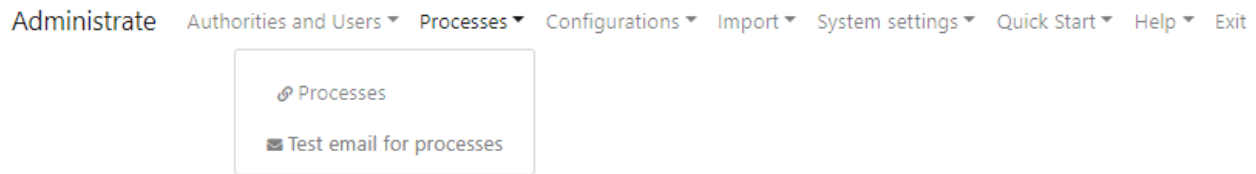


Figure 2 Adding new and changing existing workflows. Testing email for workflows

**Processes** allow configuration or validation workflows

**Test email for process** allows ensure the email sending feature

## Messages, custom date format, Dictionaries, File Resources, EL, Electronic Forms, Reports- Renewing and Management, Tiles on Welcome Pages

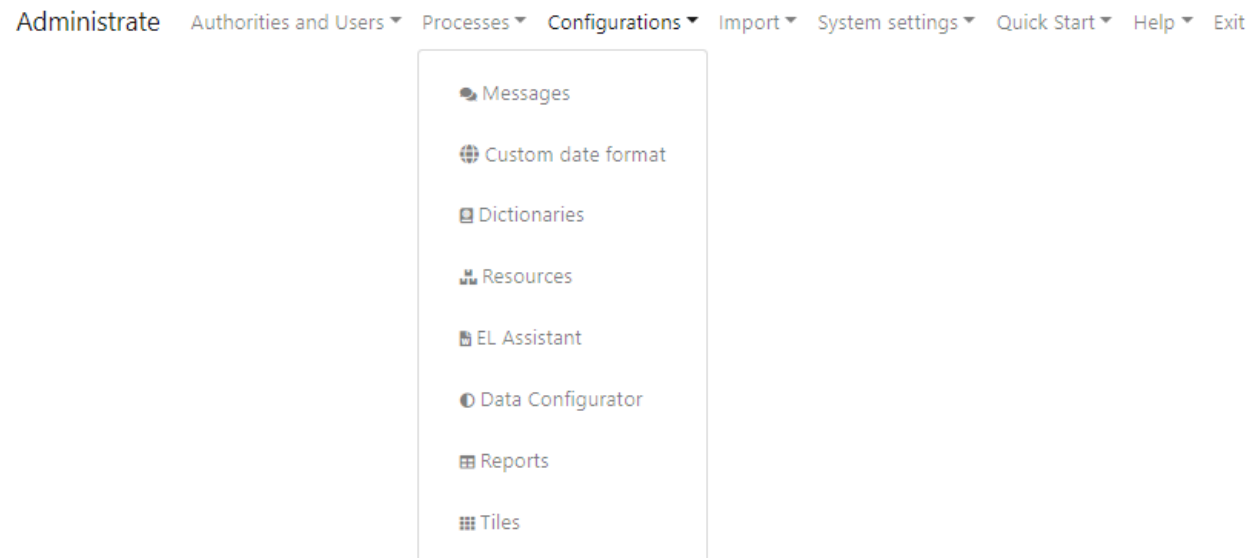


Figure 3 Configuration of anything

- **Messages** – changing, adding, or importing electronic form labels and other messages
- **Custom date format** allows displaying and printing dates in a familiar way
- **Dictionaries** allow including lists for predefined selections to electronic forms, selecting addresses in the country, managing which files should be uploaded or downloaded, and fine-tuning some system classifiers
- **Resources** allow provide files for downloading as well as document templates
- **EL Assistant** assists in extracting data for document generation
- **Data Configurator** allows electronic form creation and editing
- **Reports** allow organizing links to reports created by the external reporting tool as well as actualizing data for them

- **Tiles** allow configure the Home Page for a user of any role

## Importing legacy data, administrative units, ATC codes, and workflow definitions

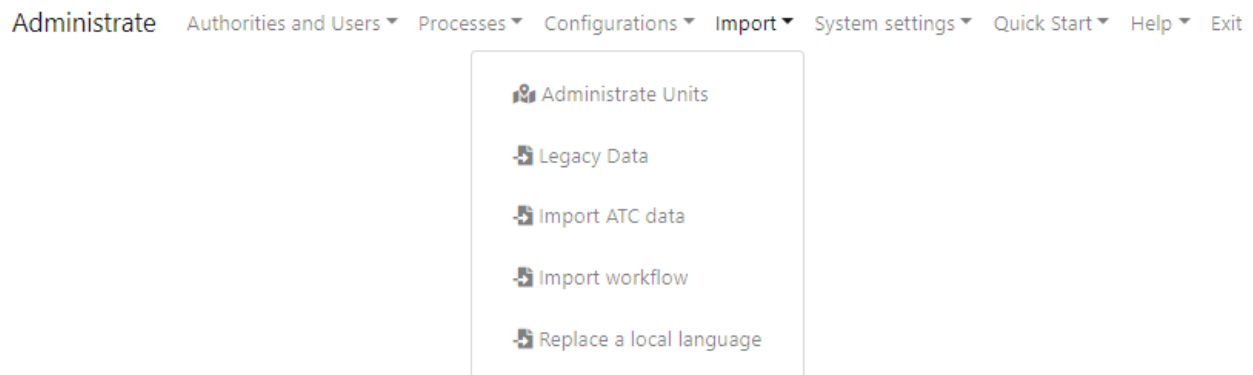


Figure 4 Importing data from outside

**Administrate Units** allow importing country's addresses from MS Excel file

**Legacy Data** allows importing issued certificate data from MS Excel file

**Import ATC** allows importing Anatomical Therapeutic Chemical Classification and Defined Daily Dose (DDD) from the Excel file that can be ordered from WHO ([https://atcddd.fhi.no/atc\\_ddd\\_index\\_and\\_guidelines/order/](https://atcddd.fhi.no/atc_ddd_index_and_guidelines/order/))

**Import Workflow** allows the import of electronic forms, checklists, and activities of a workflow from another OpenRIMS server

**Replace a local language** allows replacing the second language of OpenRIMS, e.g. French to Portuguese.

## System Settings – experimental features

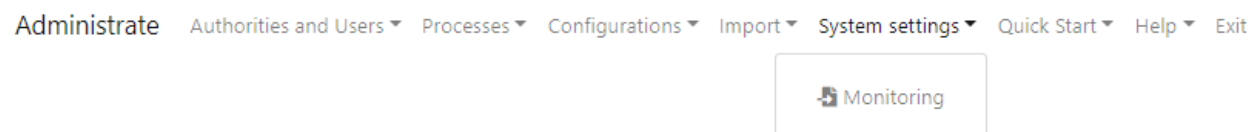


Figure 5 All the newest and experimental features

**Monitoring** allows monitoring system health directly in the OpenRIMS User Interface