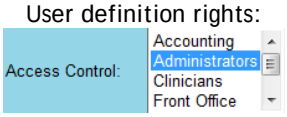
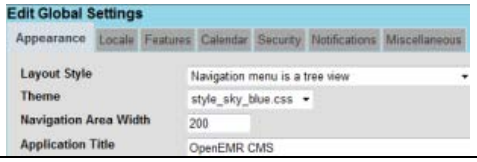
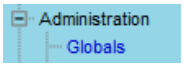
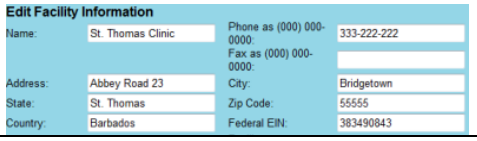
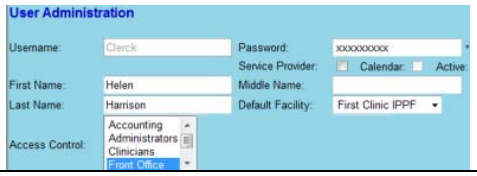
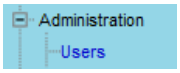
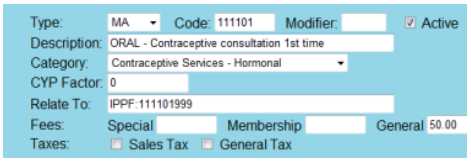
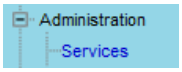
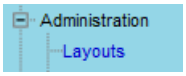
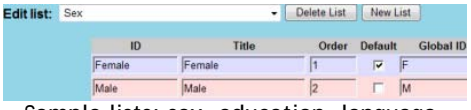
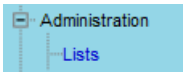
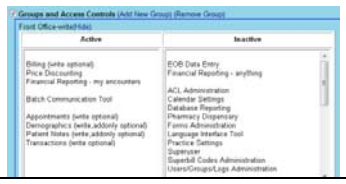
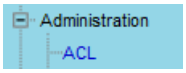
SUMMARY GUIDE OF SYSTEM ADMINISTRATION – CUSTOMIZATION FUNCTIONS – VERSION 4.0 (June 2010)

POSSIBLE ROLES: IT MGR / CMIS STEERING COMMITTEE SUPERVISION	PROCESS 6.1.0 to 6.7.0

#	Step	Observations	Menu options or screen information
0	**Warning**: Only User(s) with System Administration access rights (see Access Control user rights) should manage functions described here. Inappropriate use of these functions may cause information loss and inconsistencies in the system.	Given that definitions in this section will be used across all clinics in an Association, they should be supervised and approved by the CMIS Steering Committee, and configured in a central server as a basis for replication.	User definition rights: 
1	**6.1.0 Global settings** • Definition of configuration parameters including: appearance, local, features, calendar, security, notification, and miscellaneous settings		
2	**6.2.0 Facilities** • Virtual locations in which services and/or products are provided to clients. Facilities can be understood as 'cost centers'		
3	**6.3.0 Users** • User administration allows creating or editing of system users, and granting individual access rights. A list of existing users allows adjustment of user attributes		
4	**6.4.0 Services** • Definition of institutional list of services and their corresponding prices. This section allows mapping of local clinic services against IPPF service framework		
5	**6.5.0 Layouts** • Mechanism to create and update data entry forms, with specification of mandatory or optional fields, data type, default values and other key attributes.		
6	**6.6.0 Lists** • Mechanism to create and update master lists containing information associated to data entry fields. List contents are reflected in drop-down menus for easy and consistent data entry	 Sample lists: sex, education, language, marital status, and User Defined lists	
7	**6.7.0 Access Control List (ACL)** • Mechanism to create individual user access rights (User Membership), indicatic active and inactive ACL profiles; and • Groups or generic access profiles related to roles and responsibility levels. Groups are defined in term of detailed active and inactive specific functionalities