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:  Accounting Administrators Clinicians Front Office
1	<ul> <li>6.1.0 Global settings</li> <li>Definition of configuration parameters including: appearance, local, features, calendar, security, notification, and miscellaneous settings</li> </ul>	Edit Global Settings  Appearance Locale Features Calendar Security Notifications Miscellaneous  Layout Style Navigation menu is a tree view  Theme style_sky_blue.css  Navigation Area Width Application Title OpenEMR CMS	Administration Globals
2	<ul> <li>6.2.0 Facilities</li> <li>Virtual locations in which services and/or products are provided to clients. Facilities can be understood as 'cost centers'</li> </ul>	Edit Facility Information   Phone as (000) 000-   333-222-222     Fax as (000) 000-	E Administration Facilities
3	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	Username: Clerck Password: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	- Administration Users
4	<ul> <li>6.4.0 Services</li> <li>Definition of institutional list of services and their corresponding prices. This section allows mapping of local clinic services against IPPF service framework</li> </ul>	Type: MA - Code: 111101 Modifier:  Active  Description: ORAL - Contraceptive consultation 1st time  Category: CYP Factor: 0  Relate To: IPPF:111101999  Fees: Special Membership General 50.00  Taxes: Sales Tax General Tax	-Services
5	<ul> <li>6.5.0 Layouts</li> <li>Mechanism to create and update data entry forms, with specification of mandatory or optional fields, data type, default values and other key attributes.</li> </ul>	Basic Data	- Administration - Layouts
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	Edit list: Sex	Administration Lists
7	<ul> <li>6.7.0 Access Control List (ACL)</li> <li>Mechanism to create individual user access rights (User Membership), indicatic active and inactive ACL profiles; and</li> <li>Groups or generic access profiles related to roles and responsibility levels. Groups are defined in term of detailed active and inactive specific functionalities</li> </ul>	Clerck(Hids)   Inactive	Administration ACL