

## **Admin Portal**

The SPICE Admin Portal is a powerful tool that enables administrators to manage users, facilities, workflows, medication databases, and lab test databases, and customize the platform at the region and account levels.

### **Key Features**

- **User Management:** The Admin Portal allows administrators to manage user accounts, including creating, editing, and deactivating user profiles. Administrators can assign roles and permissions to ensure proper access control.
- **Facility Management:** Administrators have the ability to set up and maintain facilities within the SPICE platform. This includes creating new facilities, managing facility details, and assisting with account setups and resets.
- **Workflow Customization:** The Admin Portal provides flexible workflows with customizable clinical capabilities. Administrators can on/off clinical workflows according to specific requirements, such as hypertension, diabetes, mental health, maternal health, HIV, TB, and malaria.
- **Medication Database Management:** The Super Admin, who has master administrative privileges, is responsible for managing the medication database. They can add country-relevant medication information to the web portal database, ensuring accurate and up-to-date medication records.
- **Region-Level Customization:** The SPICE platform allows for region-level customization, empowering administrators to configure specific settings and features based on the geographical region they are operating in. This ensures alignment with local healthcare practices and guidelines.
- **Account-Level Workflow Customization:** Administrators can customize workflows at the account level, adapting the platform to suit the unique requirements of each organization or institution. This allows for tailored workflows that align with specific healthcare processes and practices.

### **User Roles**

The SPICE Admin Portal supports different user roles with varying levels of access and responsibilities. These roles include:

**Super Admin:** The Super Admin is the master administrator responsible for setting up regions, accounts, customization, and user management. They have full control over all aspects of the Admin Portal and can perform all administrative functions.

**Regional Admin:** The Regional Admin manages accounts in specific regions and assists with facility setup, maintenance, and account management. They have the authority to perform account-level administrative tasks and provide support to local administrators.

**Account Admin:** The Account Admin is responsible for managing a specific account within the SPICE platform. They handle account setup, operating unit management, and user creation. Account Admins can perform administrative functions within their assigned accounts.

**OU Admin:** The OU Admin operates at the Operating Unit (OU) level and has administrative privileges within their assigned OU. They can create sites, groups, and users, and perform administrative tasks specific to the OU they manage.