

Users

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Users

User management allows you to say who can use the system to do what, and who can access what data.

PHEMI Central user management is organized around user roles and user authorizations. Your user role defines what parts of the Management and Governance Console and RESTful API you can use, and your user authorization together with data visibilities, are used in access policies that specify how user with your access authorizations are allowed to interact with data.

User information is set and modified on the **Manage Users** page. . The exception is user authorizations, which are defined as part of system configuration.

[Tell me about user authorizations.](#)

User Roles

User roles define what you are allowed to do within the PHEMI Central Management and Governance Console. Users can be assigned any or all of three roles.


Table 1: User Roles

| Role | Purpose | PHEMI Central Management Console Access |
|---------------------|--|---|
| PHEMI Administrator | Configures access to PHEMI Central and to data. | <ul style="list-style-type: none"> System configuration: password policy, dataset destinations, data retention behavior, data categories, data visibilities, and user authorizations Configure data collections, including deploying DPFs Create access policies Monitor system metrics Manage users Monitor audit logs |
| Privacy Officer | Responsible for governance policies that define the organization's approach for safeguarding data and assigning privileges to users. | The privacy officer has no functional ability within the PHEMI Central Management and Governance Console. The privacy officer elucidates the governance policies prior to system configuration. |
| Data Analyst | Submits data for ingestion and consumes data. | <ul style="list-style-type: none"> Ingest data Execute and export datasets |

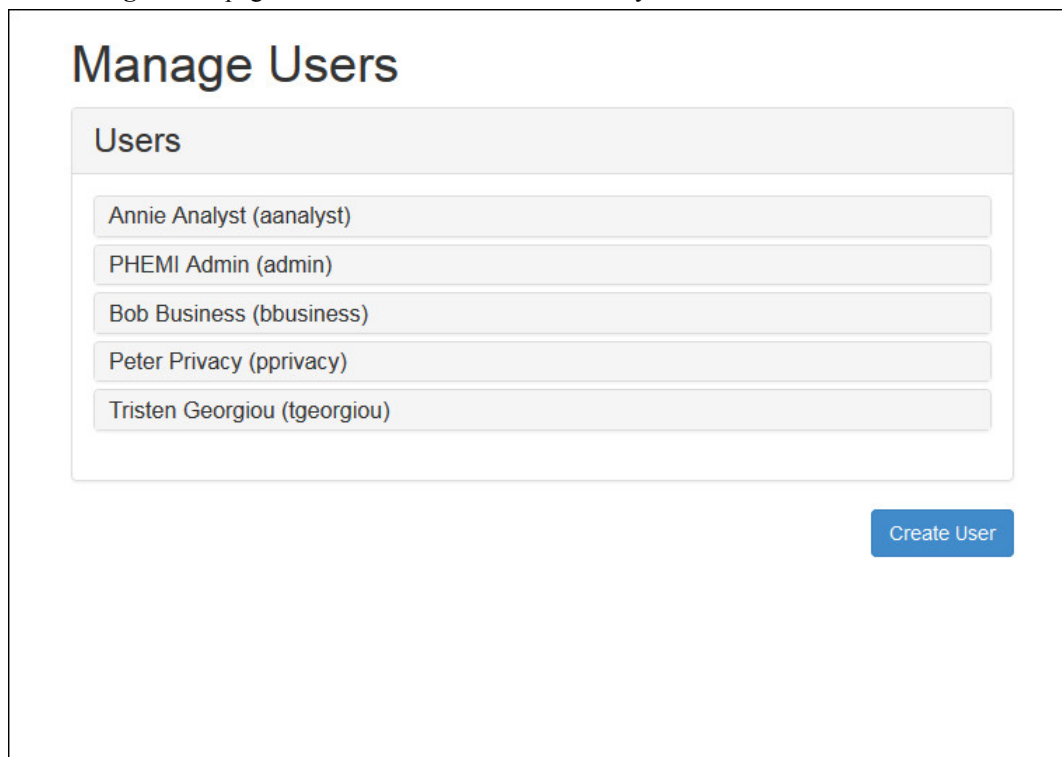
View System Users

View system users on the **Manage Users** page.

To view system users:

Open the **Manage Users** page, by clicking the **Users** icon in the left navigation bar. 

The **Manage Users** page lists all the users defined on the system.




Create a New User

Create a new user on the **Manage Users** page.

Before you can create users, you must configure user authorizations.

To create a new user:

1. Open the **Manage Users** page, by clicking the **Users** icon in the left navigation bar. 
The **Manage Users** page lists all users defined in the system so far.

Manage Users


Users

- Annie Analyst (aanalyst)
- PHEMI Admin (admin)
- Bob Business (bbusiness)
- Peter Privacy (pprivacy)
- Tristen Georgiou (tgeorgiou)

Create User

- Click the **Create User** button.

The **Create a New User** window opens.


Create a New User

Contact Details

Full Name

User Name

Phone Number

Email

Select Role

Role

Select Authorizations

Authorizations

Set Password

Password

Confirm Password

Close

Save User

- Enter the user information.


| Option | Description |
|-----------------------|--|
| Full Name | Mandatory. The user's full name. |
| User name | Mandatory. The user ID for this user. The User Name field autopopulates with the first initial and last name entered for as the user's full name. For example, if the user's full name is Jane Smith, the User Name field autopopulates with jsmith. The user ID can be edited after it has been autopopulated. IDs can be up to 16 characters long. Alphabetic and numeric characters are permitted, as well as underscore (" _") |
| Phone Number | Optional. The user's phone number. You must configure this field if you want the system to send alerts to the user's phone. |
| Email | Mandatory. The user's email address. If you configure the system to send email alerts to the user, this is the email address that will be used. |
| Role | Mandatory. The user's system role. Together with the user authorization configured and the visibility set for data, the user role determines what access the user will have to data. A user can be assigned more than one role. |
| Authorizations | Optional. The types of data the user is authorized to access. Use either the Shift key or the Ctrl key to make multiple selections. |
| Password | Mandatory. Note that the password must comply with your organization's password policy. |

4. Save the user information by clicking the **Save User** button. The system confirms when the user has been successfully saved. Click **Close** to close the screen.

View User Information

View user information from the **Manage Users** page.

To view user information:

1. Open the **Manage Users** screen, by clicking the **Users** icon in the left navigation bar. 

Manage Users

Users

Annie Analyst (aanalyst)
PHEMI Admin (admin)
Bob Business (bbusiness)
Peter Privacy (pprivacy)
Tristen Georgiou (tgeorgiou)

Create User

- Click the user's name to expand the user record.

Manage Users

Users

Annie Analyst (aanalyst)
PHEMI Admin (admin)

User Name
aanalyst

Phone
123-456-7890

Email
aanalyst@phemi.com

Role
Data Analyst

Authorizations
Analyst

Modify


Click the user's name a second time to collapse the user record again.

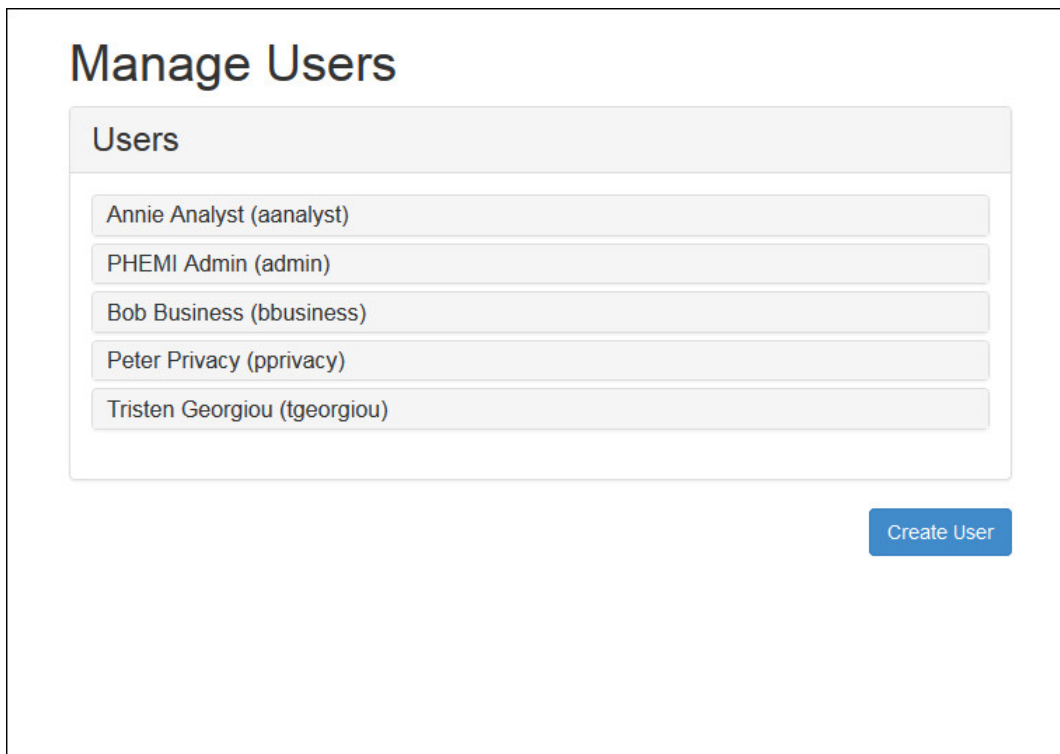
Modify User Information

Modify user information on the **Manage Users** page.

You must know a user's password in order to change their user information.

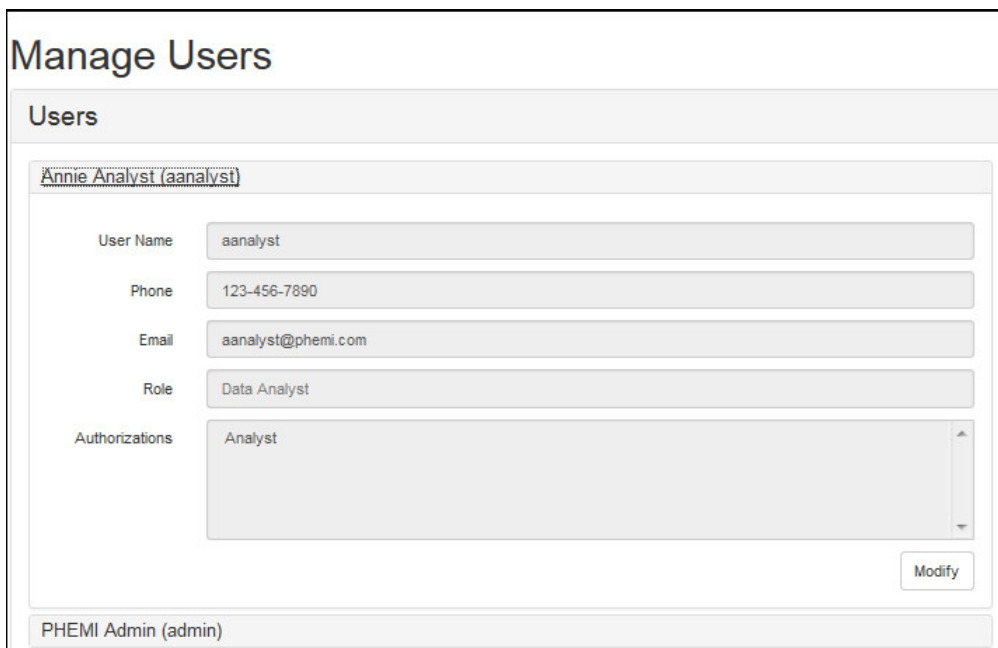
To modify user information:

1. Open the **Manage Users** page, by clicking the **Users** icon in the left navigation bar. 



The screenshot shows the 'Manage Users' page. At the top, there's a header 'Manage Users'. Below it is a section titled 'Users' containing a list of five users: Annie Analyst (aanalyst), PHEMI Admin (admin), Bob Business (bbusiness), Peter Privacy (pprivacy), and Tristen Georgiou (tgeorgiou). Each user name is enclosed in a light gray box. To the right of the list is a blue button labeled 'Create User'.

2. Click the user's name to expand the user record.



The screenshot shows the 'Manage Users' page with the 'Annie Analyst (aanalyst)' record expanded. The expanded record displays the following details: User Name (aanalyst), Phone (123-456-7890), Email (aanalyst@phemi.com), Role (Data Analyst), and Authorizations (Analyst). A 'Modify' button is located at the bottom right of the expanded record. Below the expanded record, the 'PHEMI Admin (admin)' record is partially visible.

3. Click the **Modify** button.
The **Edit Users** screen opens.

Edit User

Contact Details

Full Name: Annie Analyst

User Name: aanalyst

Phone Number: 123-456-7890

Email: aanalyst@phemi.com

Select Role

Role: Data Analyst

Select Authorizations

Authorizations: Administrator, **Analyst**, Doctor, Nurse, Researcher

Reset Password

Password: •••••

Confirm Password: Confirm Password


Close Delete User Save User

4. Modify the user information as necessary. You must confirm the user's password by typing it in both the **Password** and the **Confirm Password** fields. *What do these fields mean?*
5. Save the changes by clicking the **Save User** button. The system confirms when the user has been successfully saved. Click **Close** to close the screen.

Delete a User

Delete a user from the **Manage Users** page.

To delete a user:

1. Open the **Manage Users** page, by clicking the **Users** icon in the left navigation bar. 

Manage Users

Users

Annie Analyst (aanalyst)
PHEMI Admin (admin)
Bob Business (bbusiness)
Peter Privacy (pprivacy)
Tristen Georgiou (tgeorgiou)

Create User

- Click the user's name to expand the user record.

Manage Users

Users


Annie Analyst (aanalyst)
PHEMI Admin (admin)

User Name
Phone
Email
Role
Authorizations

aanalyst
123-456-7890
aanalyst@phemi.com
Data Analyst
Analyst

Modify

- Click the **Modify** button.
The **Edit Users** screen opens.

 **Edit User**

Contact Details

Full Name

Annie Analyst

User Name

aanalyst

Phone Number

123-456-7890

Email

aanalyst@phemi.com

Select Role

Role

Data Analyst

Select Authorizations

Authorizations

Administrator

Analyst

Doctor

Nurse

Researcher

Reset Password

Password

•••••

Confirm Password

Confirm Password

Close

Delete User

Save User

- Click the **Delete User** button. The system asks you to confirm. Click the **Confirm Delete** button. The system confirms when the user has been successfully deleted. Click **Close** to close the screen.