

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 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.

[Tell me about user roles](#)

[Tell me about user authorizations](#)

[Tell me about data visibilities](#)



User information is set and modified on the **Manage Users** page.

User Roles

User roles define what you are allowed to do within the PHEMI Central Management and Governance Console. Users can be assigned one 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 sources, including deploying DPFs Create access policies Monitor system metrics Manage users Perform system maintenance 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 influence of privacy officer occurs before system configuration.
Data Analyst	Submits data for ingestion and consumes data.	<ul style="list-style-type: none"> Manually ingest data Build and execute datasets

User Authorizations

A user authorization is a label, much like Data Visibilities, but applied to users of the system. For example, a user may have "Advanced PII Handling Certification" or "SECRET Clearance". These authorizations are different than the roles a user may have in the system (e.g. a System Administrator) since they pertain to specific user capabilities, not system roles.

Authorizations are configurable properties assigned to PHEMI Central users. Authorizations are defined by the administrator in accordance with the organization's governance policies. Authorizations are combined with data visibilities to determine what permission a user has to interact with different data. For example, a user with Clinician authorization might be allowed to access all forms of health data, including confidential or identifiable information, while a user with Researcher authorization might be allowed to consume only with de-identified or nonidentified information.

Authorizations are used in access policies together with data visibilities that have been applied to data sources. The access policy matches the authorization against the data visibility to determine what action, if any, a user may take with respect to the data.

Some examples of possible user authorizations are as follows:

- **C_LEVEL:** The user is a C-Level individual (for example, CEO, COO, CIO, or CTO) with a privileged level of access. Individuals with C_LEVEL authorization, for example, might be permitted to read data with CONFIDENTIAL visibility.
- **DOCTOR:** A user with DOCTOR authorization might, for example, be permitted to read any information, including personally identifiable information or personal health information.
- **ANALYST:** A user with ANALYST information might be restricted to accessing de-identified or nonidentified data.

A user can be assigned multiple authorizations. Authorizations are defined as part of system configuration.



Note: Once defined, a user authorization may be neither edited nor deleted.

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.

Manage Users

Users

Annie Analyst (aanalyst)

PHEMI Admin (admin)

Bob Business (bbusiness)

Peter Privacy (pprivacy)

Tristen Georgiou (tgeorgiou)

Create User

Create a New User

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

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

2. 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

Data Owner

Select Authorizations

Authorizations

Administrator
Analyst
Doctor
Nurse
Researcher

Set Password

Password

Confirm Password

Close

Save User

- Enter the user information.

Option

Full Name

User name

Phone Number

Description

Mandatory. The user's full 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 (" _ ")

Optional. The user's phone number. You must configure this field if you want the system to send alerts to the user's phone.

Option	Description
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. Each user has exactly one role. Tell me about user roles.
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. Tell me about user authorizations.
Password	Mandatory. The password policy (such as minimum and maximum length, whether a password can be reused, and so on) is set by your administrator in system configuration. Passwords must be confirmed by re-entering.


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

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

Manage Users

Users

Annie Analyst (aanalyst)

User Name	aanalyst
Phone	123-456-7890
Email	aanalyst@phemi.com
Role	Data Analyst
Authorizations	Analyst

Modify

PHEMI Admin (admin)

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.

Manage Users

Users

Annie Analyst (aanalyst)

PHEMI Admin (admin)

Bob Business (bbusiness)

Peter Privacy (pprivacy)

Tristen Georgiou (tgeorgiou)

Create User

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

Manage Users

Users

Annie Analyst (aanalyst)

User Name aanalyst

Phone 123-456-7890

Email aanalyst@phemi.com


Role Data Analyst

Authorizations Analyst

Modify

PHEMI Admin (admin)

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

 **Edit User**

Contact Details

Full Name

User Name

Phone Number

Email

Select Role

Role

Data Analyst

Select Authorizations

Authorizations

Administrator

Analyst

Doctor

Nurse

Researcher

Reset Password

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. [Tell me about user information fields.](#)
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

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

Manage Users

Users

Annie Analyst (aanalyst)

User Name aanalyst

Phone 123-456-7890

Email aanalyst@phemi.com


Role Data Analyst

Authorizations Analyst

Modify

PHEMI Admin (admin)

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. 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.