Users

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Users

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

PHEMI system user management is organized around user roles and user authorizations. User roles and authorizations are used to define data access policies that allow fine-grained control over data access.

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

About User Roles

Users can be assigned one of four roles.

Table 1: User Roles

Role	Responsibility
Administrator	Configuring and maintaining the system. Managing users.
Privacy Officer	Defining access policies. Approving data policies based on data-sharing agreements.
Data Analyst	TBD
Data Owner	Creating and managing data sources. Creating and managing datasets for export from the system.

About User Authorizations

Authorizations control the data a user can access. Each user can be multiple authorizations. A user's authorizations, combined with the user's role, are matched against your organization's access policies. Together, these control which data each user is allowed to access.

Table 2: User Authorizations

Role	Responsibility
Administrator	TBD
Analyst	TBD
Doctor	TBD
Nurse	TBD
Researcher	

View System Users

View system users on the Manage Users page.

To view system users:

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

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

Create a New User

Create a new user on the Manage Users page.

To create a new user:

1. Open the **Manage Users** screen, by clicking the **Users** icon in the left navigation bar.
2. Click the **Create User** button.

   The **Create a New User** window opens.
3. 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 values are permitted, as well as hyphen ("-") and underscore ("_"). Spaces are not permitted.
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. 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.
2. Click the user's name to expand the user record.

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

Modify User Information

Modify user information from 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** screen, by clicking the **Users** icon in the left navigation bar.
2. Click the user's name to expand the user record.
3. Click the **Modify** button.

   The **Edit User**screen opens.
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** screen, by clicking the **Users** icon in the left navigation bar.
2. Click the user's name to expand the user record.
3. Click the **Modify** button.

   The **Edit User**screen opens.
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.