# Users

# Contents

# Users

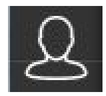
User management allows you to say who can use the system to do what, and who can access what data.

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. | • System configuration: password policy, dataset destinations, data retention behavior, data categories, data visibilities, and user authorizations<br>• Configure data sources, including deploying DPFs<br>• Create access policies<br>• Monitor system metrics<br>• Manage users<br>• Perform system maintenance<br>• 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 goernance policies prior to system configuration. |
| Data Analyst | Submits data for ingestion and consumes data. | • Manually ingest data<br>• Build and execute datasets |

## User Authorizations

User authorizations are configurable labels you can assign to PHEMI Central users. Authorization definitions are configured in PHEMI Central by the PHEMI Administrator in accordance with the organization's governance policies.

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 inform[illegible] might be restricted to accessing de-identified or nonidentified data.

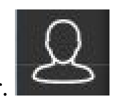
A user can be assigned multiple authorizations. User authorizations are set during system configuration. *How do I configure user authorizations?*

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

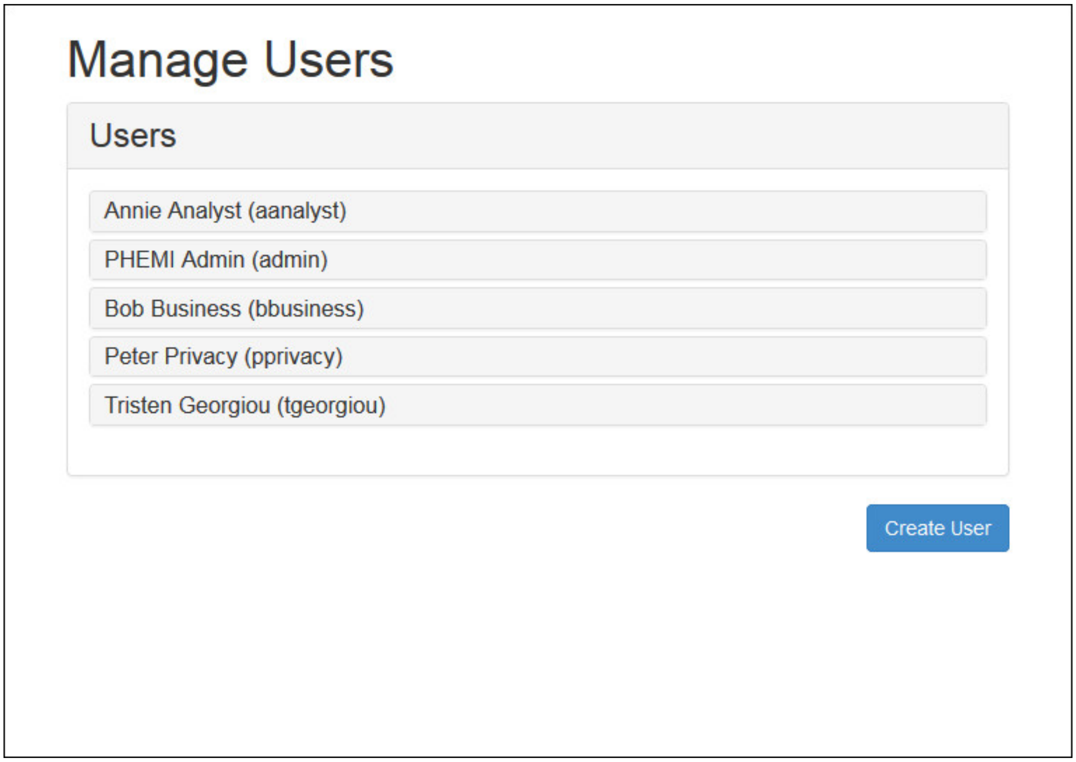
## View System Users

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.

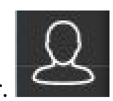


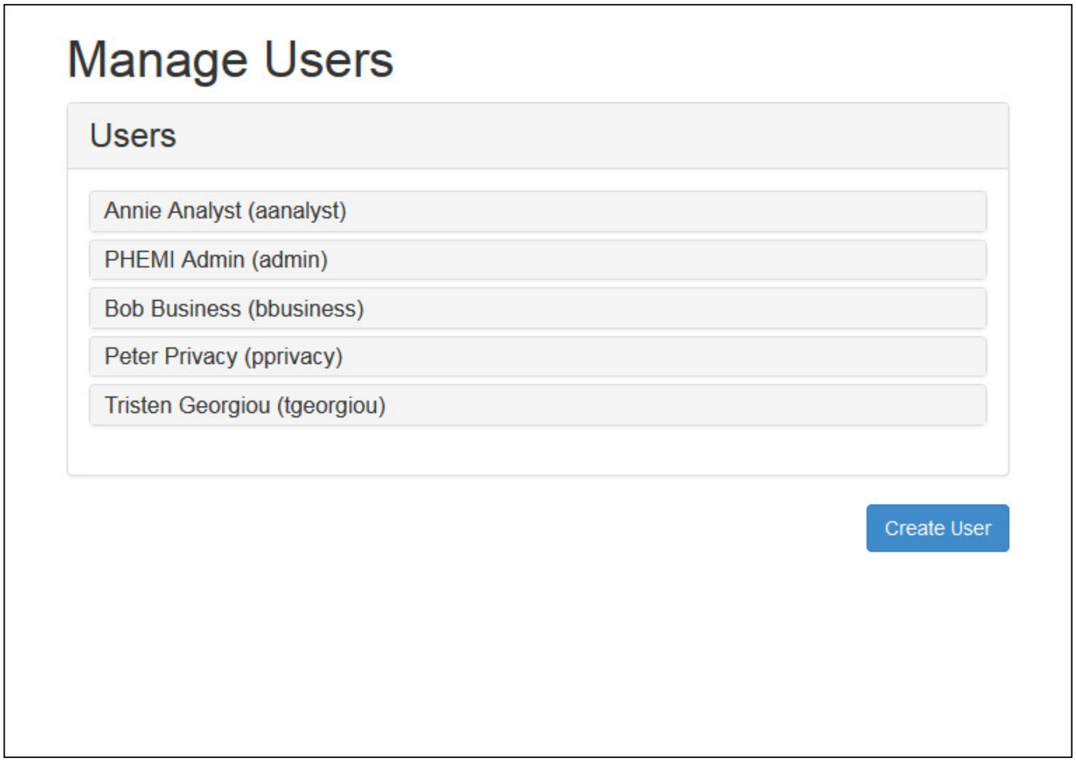

## Create a New User

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

Before you can create users, you must configure user authorizations. *How?*

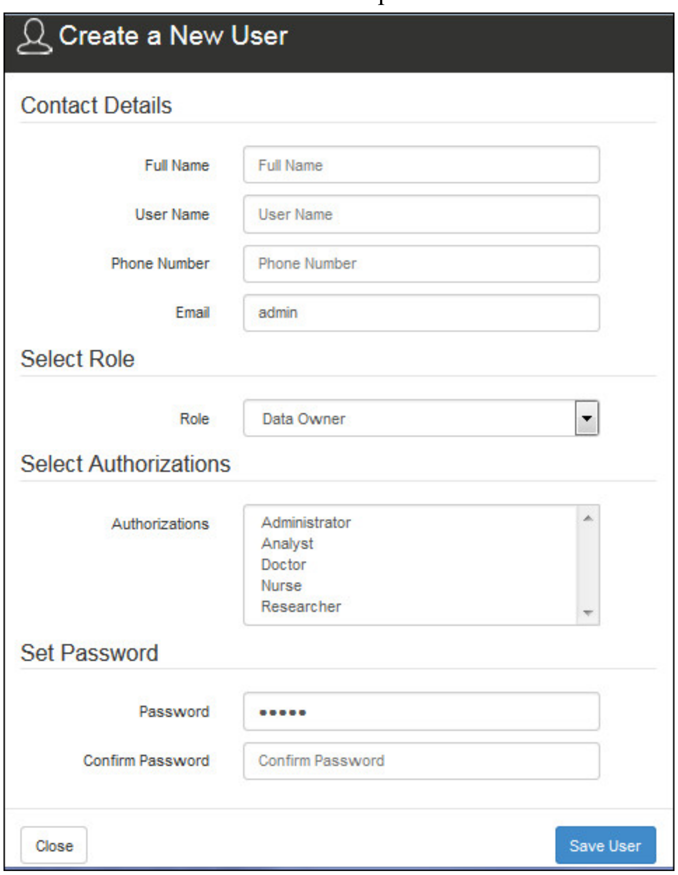
To create a new user:

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.




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 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. 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. Note that the password must comply with your organization's password policy. *Tell me about the password policy* |

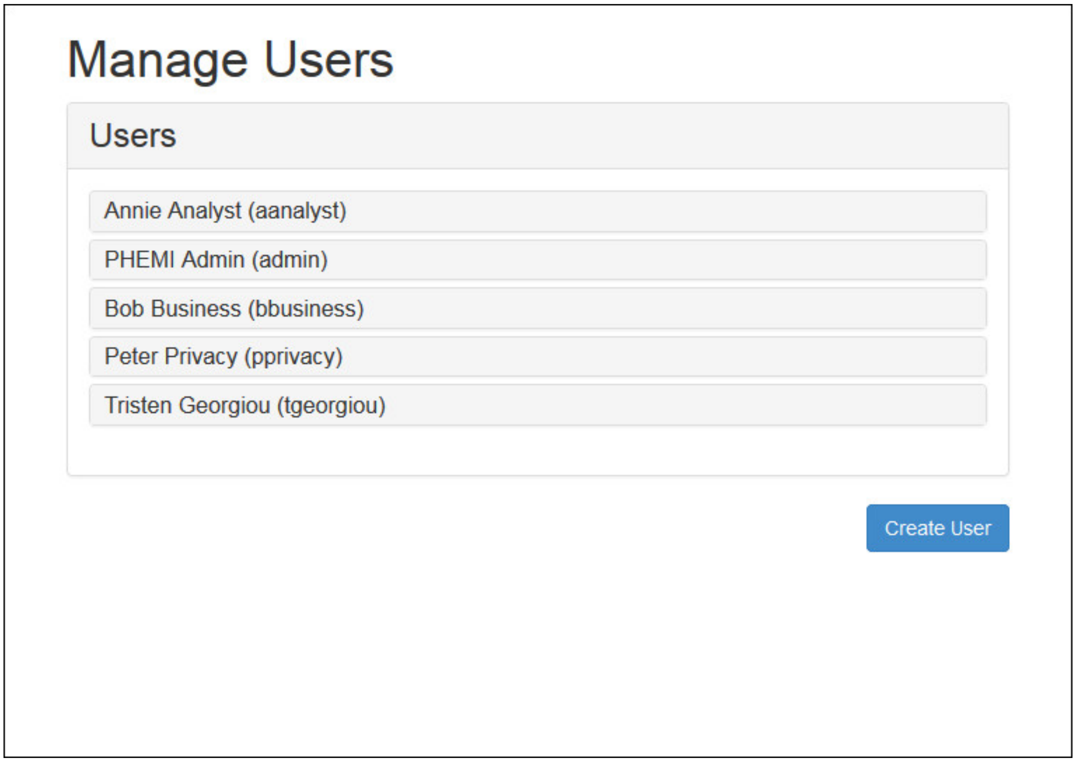
4. Save the user information by clicking the **Save User** button. The system confirms when the user has been successfully saved. Click **Close** to close the screen.

## 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.




**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.

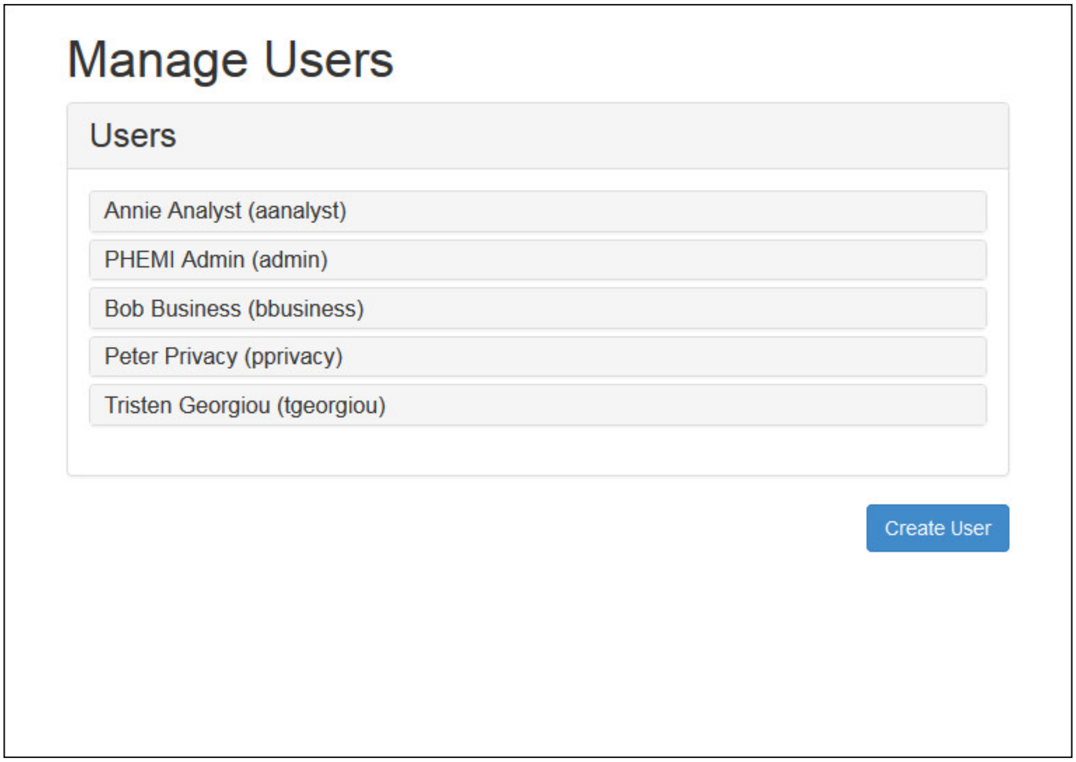
## Modify User Information

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

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

To modify user information:

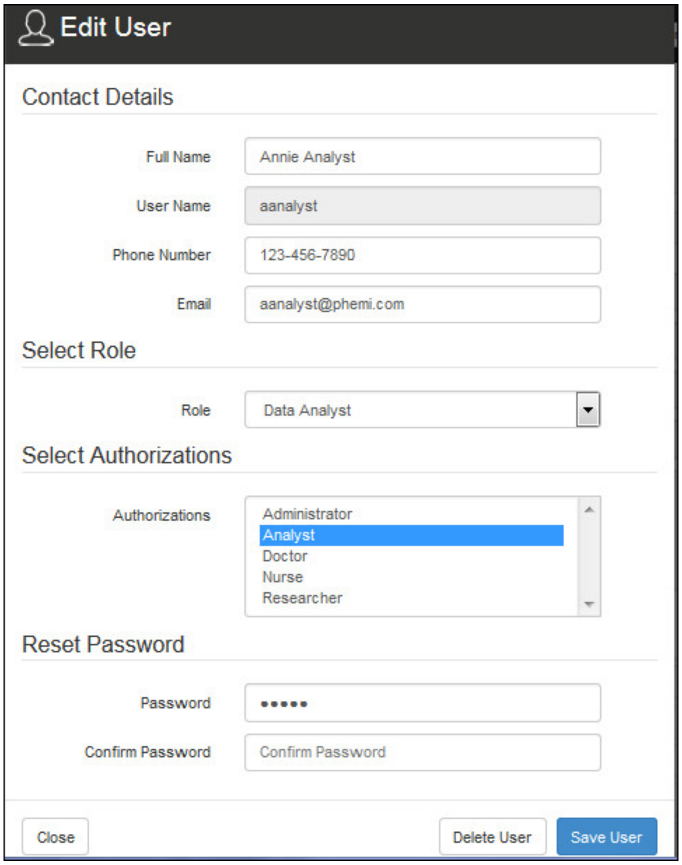
1. Open the **Manage Users** page, by clicking the **Users** icon in the left navigation bar. 




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


3. Click the **Modify** button.

   The **Edit User**screen opens.

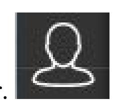


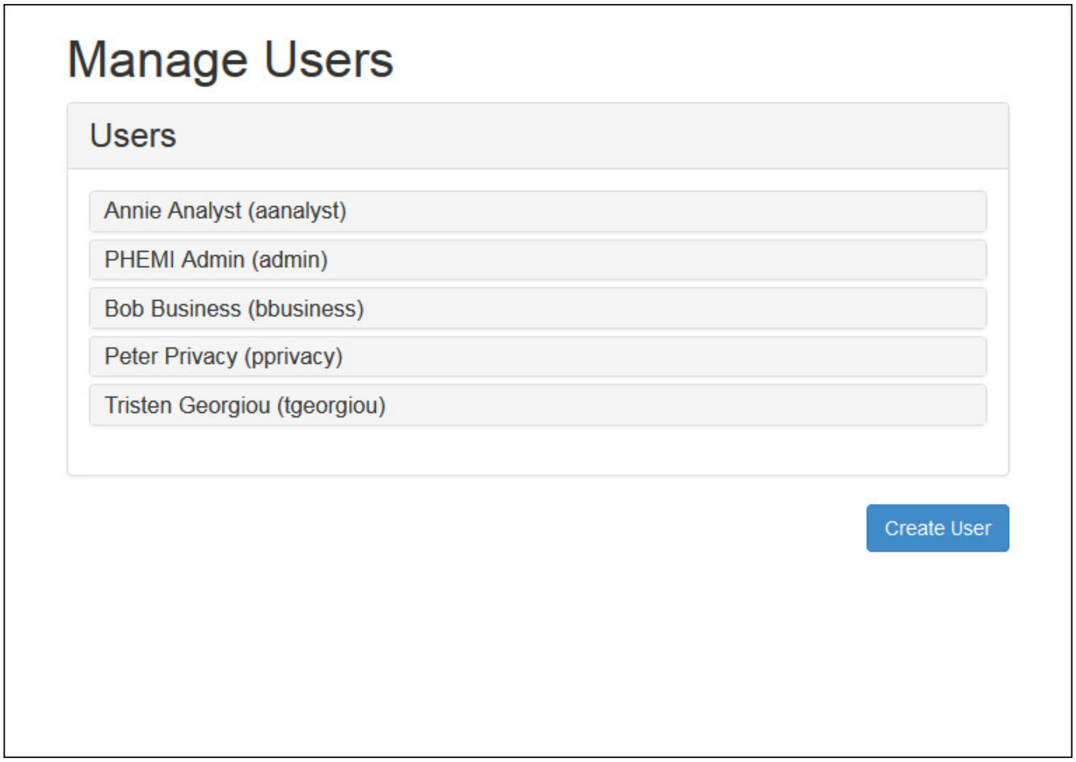

4. Modify the user information as necessary. You must confirm the user's password by typing it in both the **Password** and the **Confirm Password** fields. *Tell me about user information fields*
5. Save the changes by clicking the **Save User** button. The system confirms when the user has been successfully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

## Delete a User

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

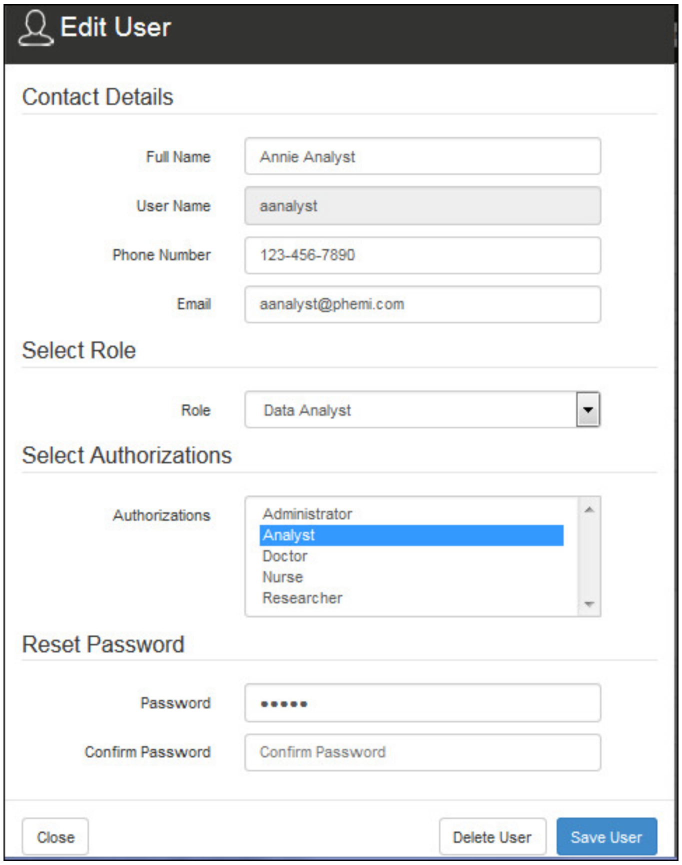
To delete a user:

1. Open the **Manage Users** page, 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.