

PHEMI Central User Guide

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About PHEMI

PHEMI is a process automation and analytics company that unlocks patient data to improve clinic productivity, patient outcomes, and medical research.

Logging On

The PHEMI Central user interface is web-based, using a web browser.

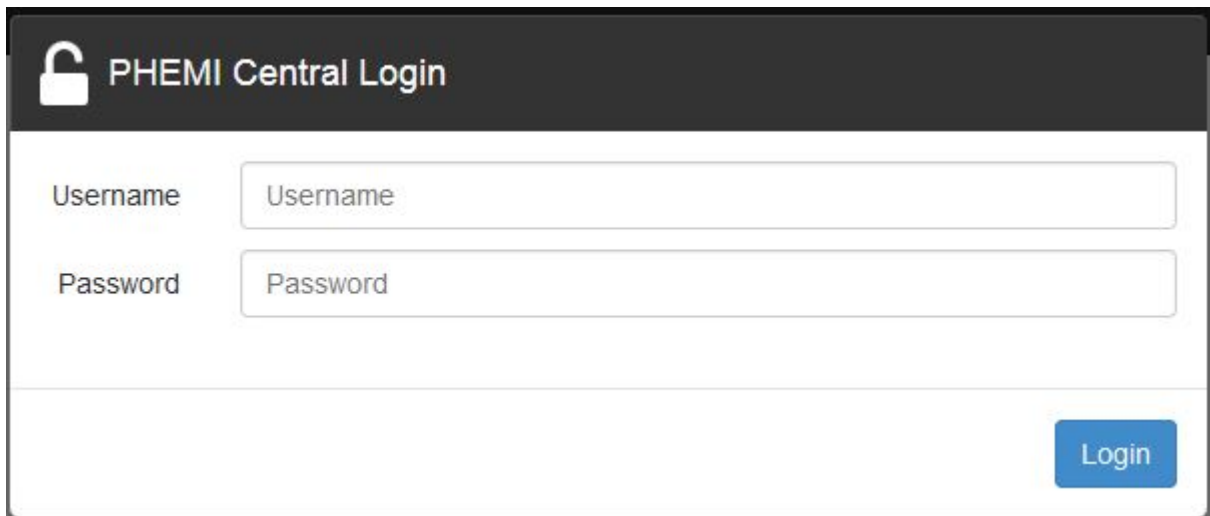
Access PHEMI Central using either Mozilla Firefox or Google Chrome. Microsoft Internet Explorer is not supported.

To access PHEMI Central from your web browser:

1. In the address bar of the browser, enter the address configured for your organization.

The URL is configured during installation and setup of the PHEMI system. Typically, the PHEMI system URL takes the form `phemi-central.your-company.com`, where *your-company* is the name of your company or organization.

The PHEMI Central login screen appears.



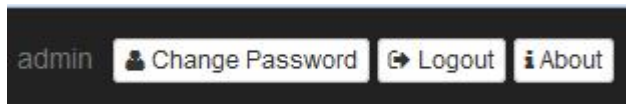
The screenshot shows the PHEMI Central Login interface. It features a dark gray header with a white padlock icon and the text "PHEMI Central Login". Below the header, there are two input fields: "Username" and "Password". The "Username" field has the placeholder text "Username" and the "Password" field has the placeholder text "Password". At the bottom right, there is a blue "Login" button.

2. Enter your username and password. Click **Login**.

PHEMI Central launches. The system initially opens on the Data Sources page. Subsequently, the system remembers the last page you viewed and opens on that page.

Quick Tasks

From the top right corner of the screen, a few tasks are always available as quick task buttons. Your username displays to the left of the quick task buttons.



You can quickly:

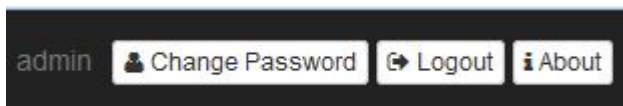
- [Change your password](#)
- [Log off](#)
- [Get system version information](#)

Change Your Password

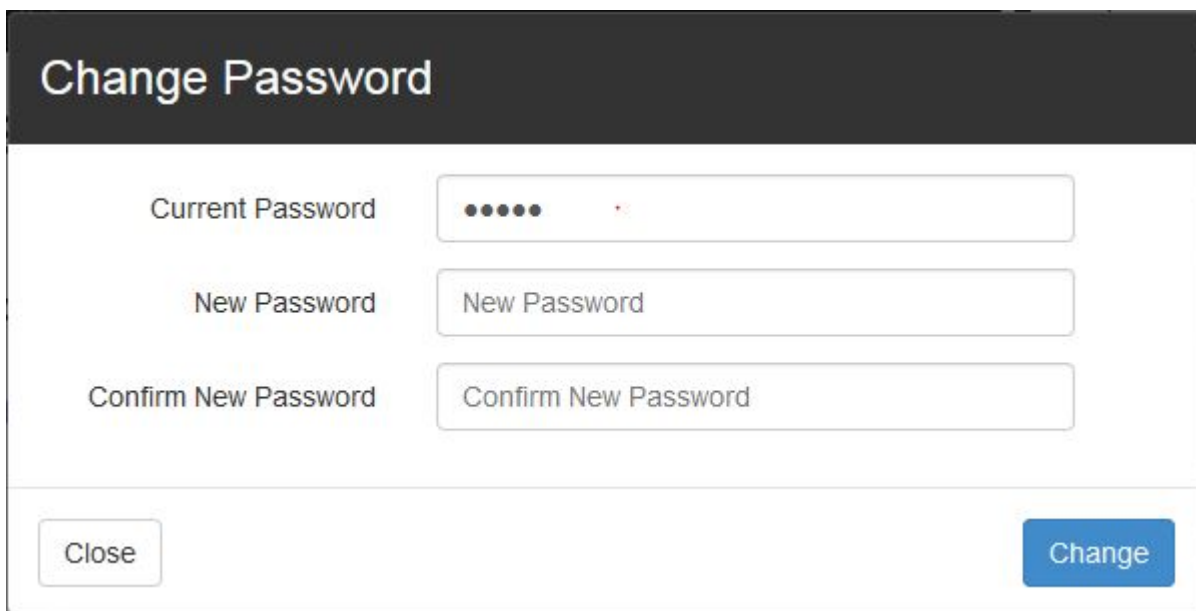
Change your password quickly using the quick tasks buttons at the top of any screen.

To change your password:

1. Locate the quick task buttons, next to your username at the top right of the screen.



2. Click the **Change Password** button. The **Change Password** window opens.

A modal window titled 'Change Password' in a dark header. The main area is white and contains three input fields stacked vertically. The first is labeled 'Current Password' and contains five black dots. The second is labeled 'New Password' and contains the placeholder text 'New Password'. The third is labeled 'Confirm New Password' and contains the placeholder text 'Confirm New Password'. At the bottom left is a light gray button labeled 'Close'. At the bottom right is a blue button labeled 'Change'.

The current password is supplied, but not shown in plain text.

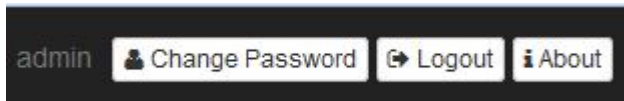
3. Enter the new password in the **New Password** field. Retype your new password in the **Confirm New Password** field.
4. Click the **Change** button to submit the change.

Log Off

Log off from any screen by using the quick tasks buttons at the top of the screen.

To log off the system:

1. Locate the quick task buttons, next to your username at the top right of the screen.



2. Click the **Logout** button. You are logged off the system and the **Login** screen displays.

Get System Version Information

Get system version information from any screen by using the quick tasks buttons at the top of the screen.

To get system version information:

1. Locate the quick task buttons, next to your username at the top right of the screen.
2. Click the **About** button. The **About PHEMI Central** window opens.

Click **Close** to dismiss the window.

Users

PHEMI Central user management is organized around user roles and user authorizations. Through the use of access policies, user roles and authorizations can combine to 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	

Select Authorizations

Authorizations


Administrator
Analyst
Doctor
Nurse
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.

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** 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 **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

3. Enter the user information:

- Enter the user's full name. Mandatory.
- Create a username for the user. Mandatory. 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 username can be edited after it autopopulates. Names can be up to 16 characters long. Alphabetic and numeric values are permitted, as well as hyphen ("-") and underscore ("_"). Spaces are not permitted.
- Enter a phone number for the user. Optional.
- Enter an email address for the user. Mandatory.
- Select one role for the user. Mandatory. [Tell me about user roles.](#)
- Select one or more authorizations for the user. Optional. Use either the **Shift** key or the **Ctrl** key to make multiple selections. [Tell me about user authorizations.](#)
- Type a password for the user. Mandatory. Passwords must be from 8 to 16 characters in length and can consist of alphabetic and numeric characters, as well as hyphen ("-") and underscore ("_").
- Confirm the password by typing it in again. Mandatory.

- 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 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.

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** 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 Us

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.