

**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 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. 

## 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"> <li>System configuration: password policy, dataset destinations, data retention behavior, data categories, data visibilities, and user authorizations</li> <li>Configure data sources, including deploying DPFs</li> <li>Create access policies</li> <li>Monitor system metrics</li> <li>Manage users</li> <li>Perform system maintenance</li> <li>Monitor audit logs</li> </ul>
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.	<ul style="list-style-type: none"> <li>Manually ingest data</li> <li>Build and execute datasets</li> </ul>

## 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 information might be restricted to accessing de-identified or nonidentified data.

A user can be assigned multiple authorizations. User authorizations are set by the PHEMI Administrator during system configuration. [How do I configure user authorizations?](#)




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

## View System Users

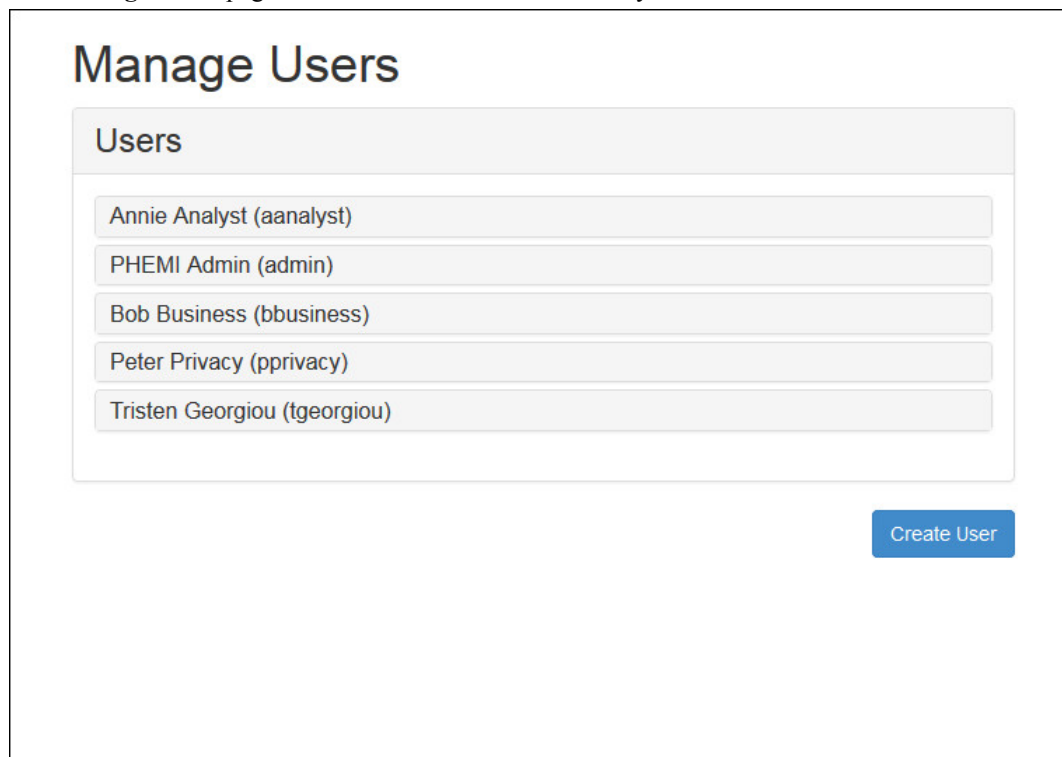
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View system users on the **Manage Users** page.

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

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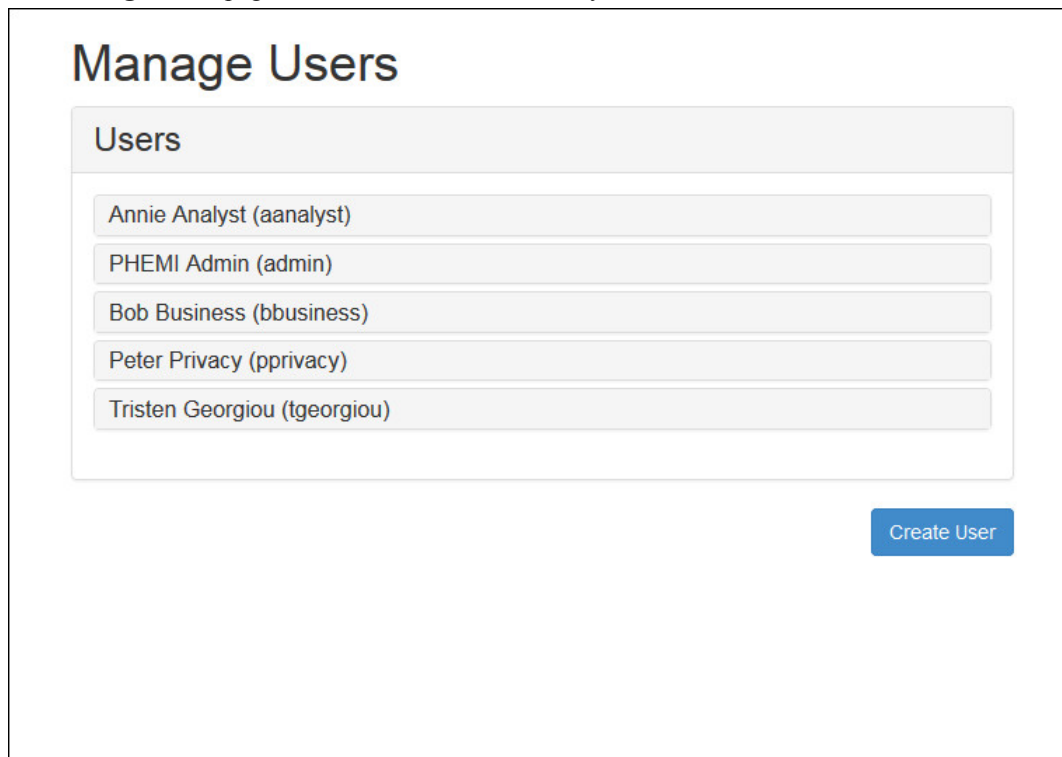
Create a new user on the **Manage Users** page.

Before you can create users, you must configure user authorizations. [How do I 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.



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:

**Select Authorizations**

Authorizations:

**Set Password**

Password:

Confirm Password:

3. Enter the user information.


Option	Description
<b>Full Name</b>	Mandatory. The user's full name.
<b>User name</b>	Mandatory. The user ID for this user. The <b>User Name</b> 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 <b>User Name</b> 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 (" _")
<b>Phone Number</b>	Optional. The user's phone number. You must configure this field if you want the system to send alerts to the user's phone.
<b>Email</b>	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.
<b>Role</b>	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. <a href="#">Tell me about user roles.</a>
<b>Authorizations</b>	Optional. The types of data the user is authorized to access. Use either the <b>Shift</b> key or the <b>Ctrl</b> key to make multiple selections. <a href="#">Tell me about user authorizations.</a>
<b>Password</b>	Mandatory. Note that the password must comply with your organization's password policy. <a href="#">Tell me about the password policy.</a>

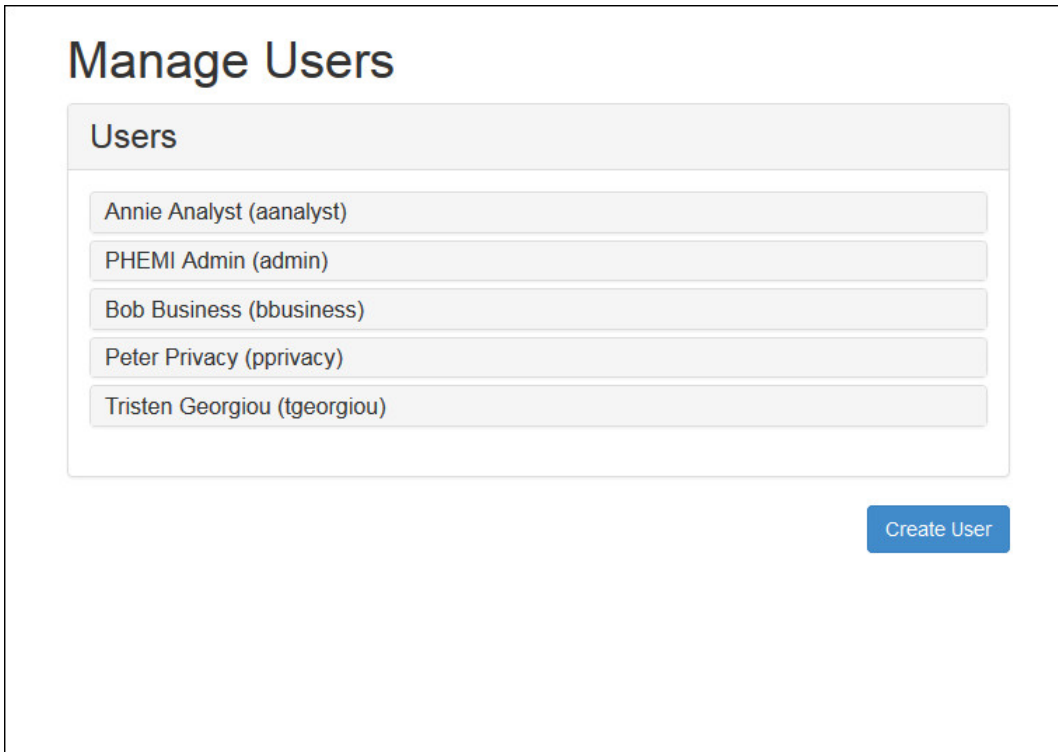
4. Save the user information by clicking the **Save User** button. The system confirms when the user has been successfully saved. Click **Close** to close the screen.

## View User Information

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

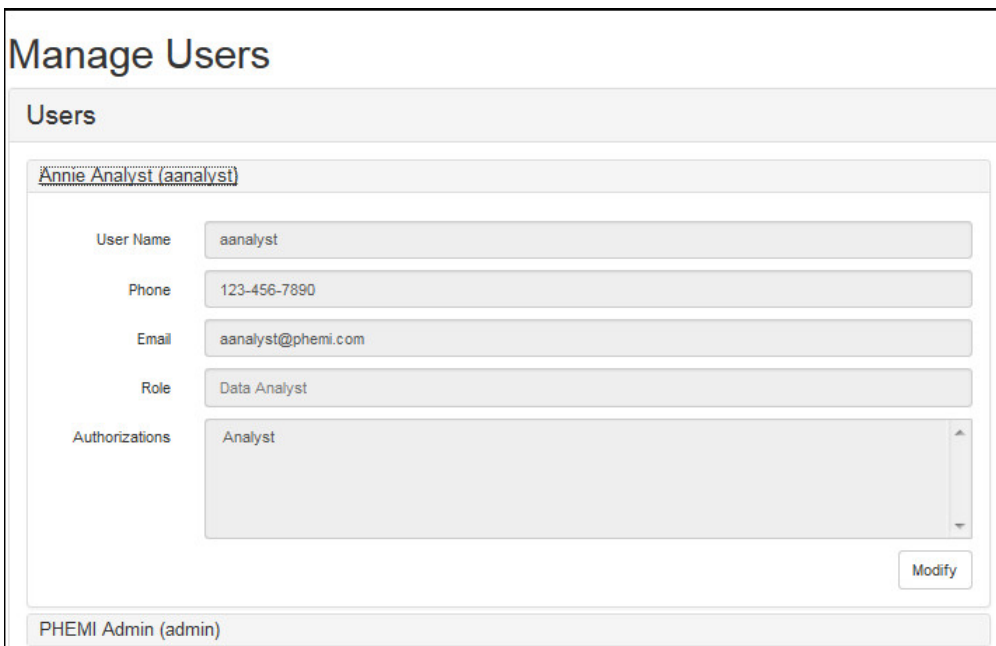
To view user information:

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



The screenshot shows the 'Manage Users' interface. 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.



This screenshot shows the 'Manage Users' interface 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.


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

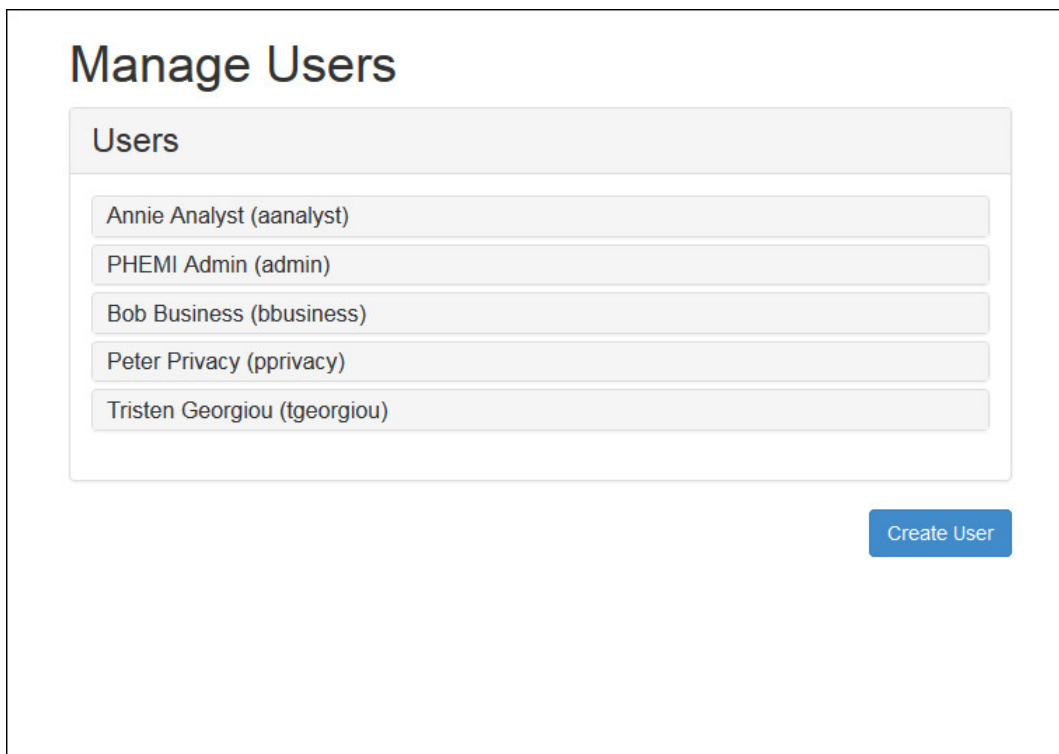
## Modify User Information

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

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

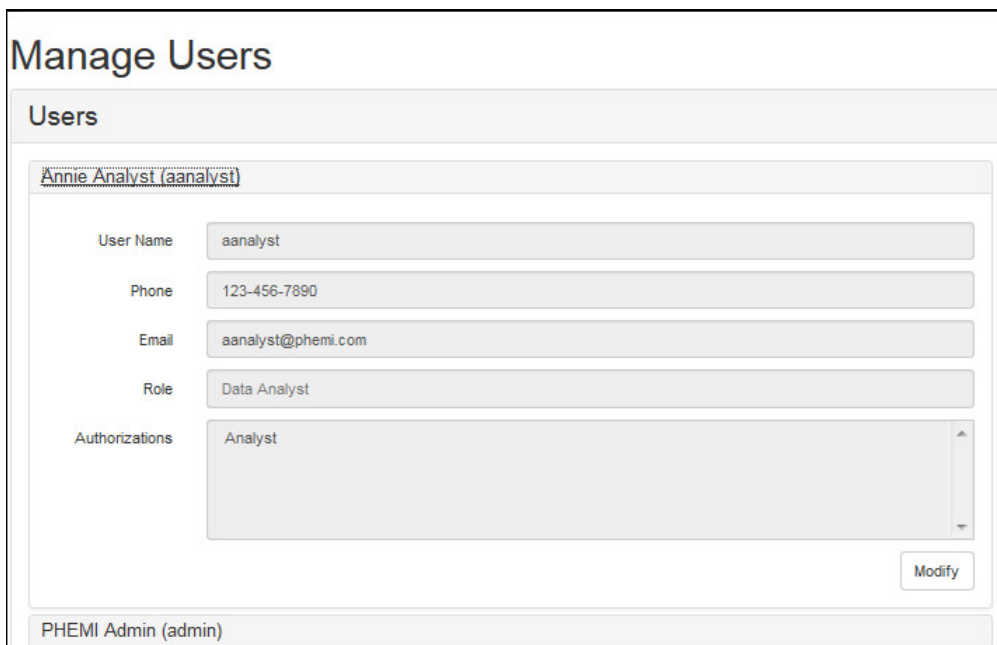
To modify user information:

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). At the bottom 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 user record for 'Annie Analyst (aanalyst)' expanded. The expanded record shows the following details: User Name (aanalyst), Phone (123-456-7890), Email (aanalyst@phemi.com), Role (Data Analyst), and Authorizations (Analyst). There is a 'Modify' button at the bottom right of the expanded record. Below the expanded record, the 'PHEMI Admin (admin)' user is partially visible.



3. Click the **Modify** button.

The **Edit Users** 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. *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

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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.