

SOP: User Role and Privileges Administration

(Last update: March 2024)

TASK:	User Role Configuration
OBJECTIVE:	Effective Configuration of User Roles
WHO:	Facility System Admin, Partner supporting site HIS staff
REQUIRED MATERIALS:	Functional KenyaEMR

Background:

User role administration is crucial for maintaining the security, efficiency, and integrity of systems and data. By properly managing user roles and permissions, organizations can minimize the risk of unauthorized access and data breaches while empowering users to perform their job duties effectively.

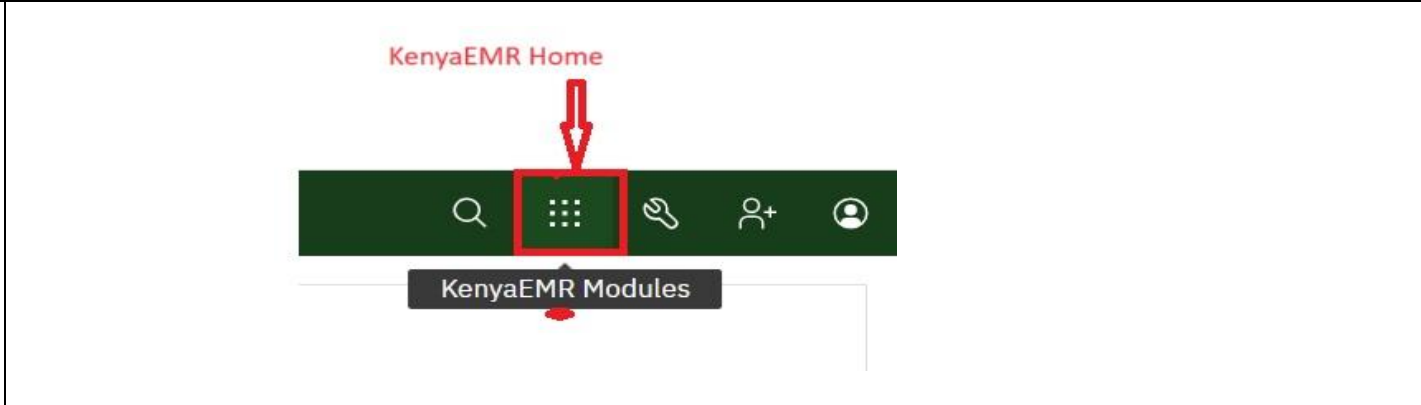
Objective:

Define different roles based on the responsibilities and access requirements within the system. Common roles might include administrators, managers, editors, viewers, etc. Each role has its own set of permissions.

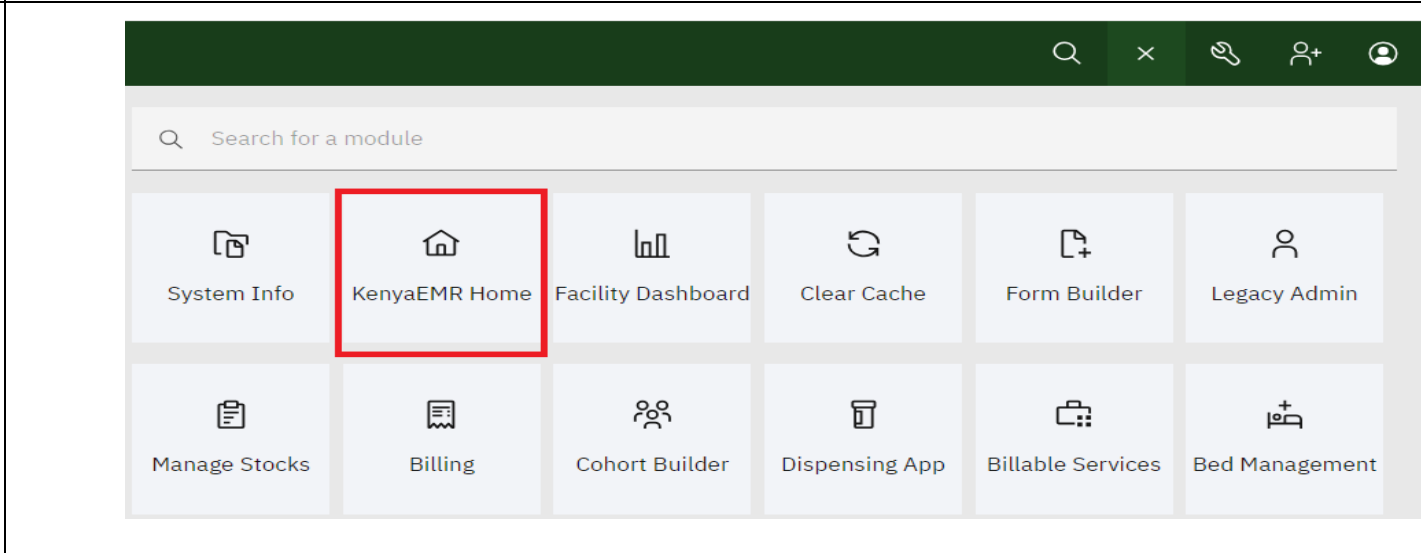
SECTION 1: Assigning User Roles

Permissions Assignment: Assign specific permissions to each role based on the tasks they need to perform. These permissions typically include actions like creating, editing, deleting, and viewing certain types of content or data.

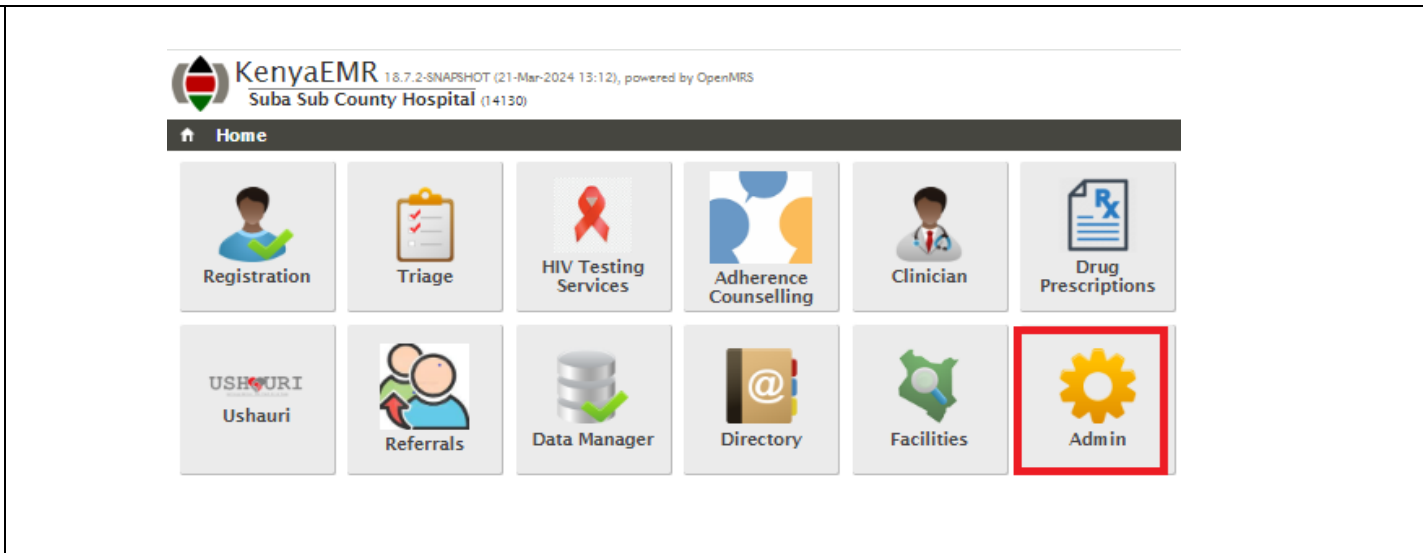
i. Navigate to KenyaEMR Modules
 - On Click you should see the modules.



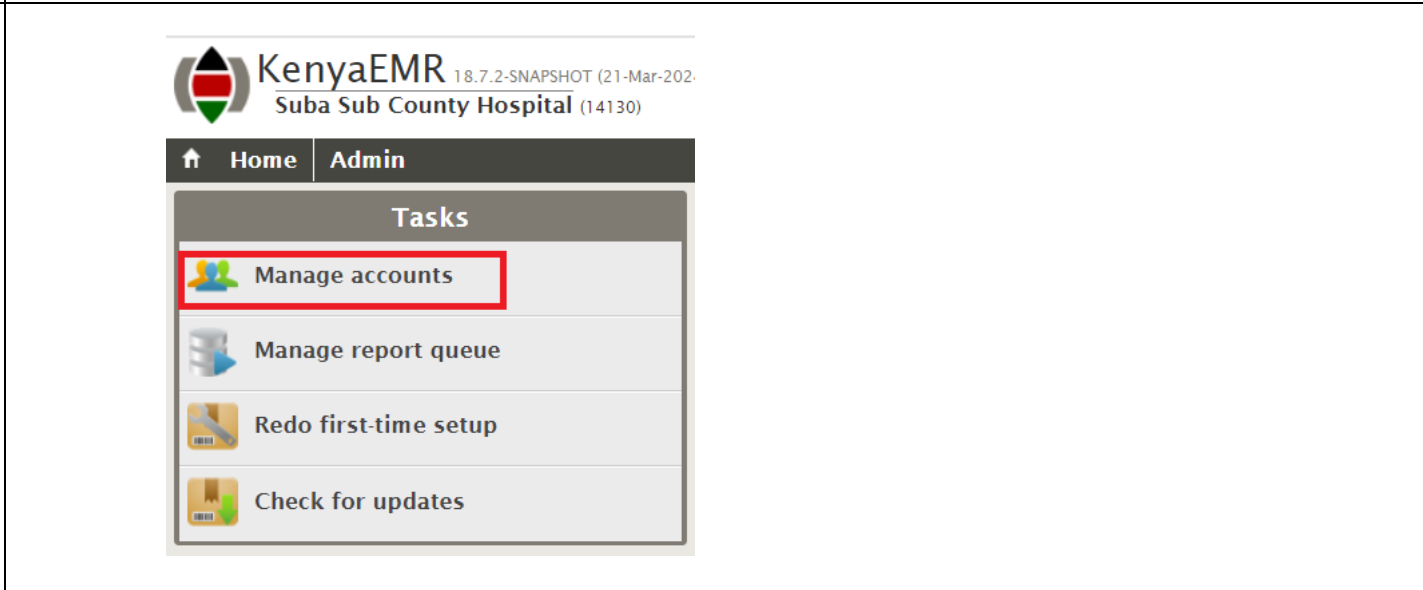
ii. Navigate to Patient Home
 On click it should take you to Legacy home



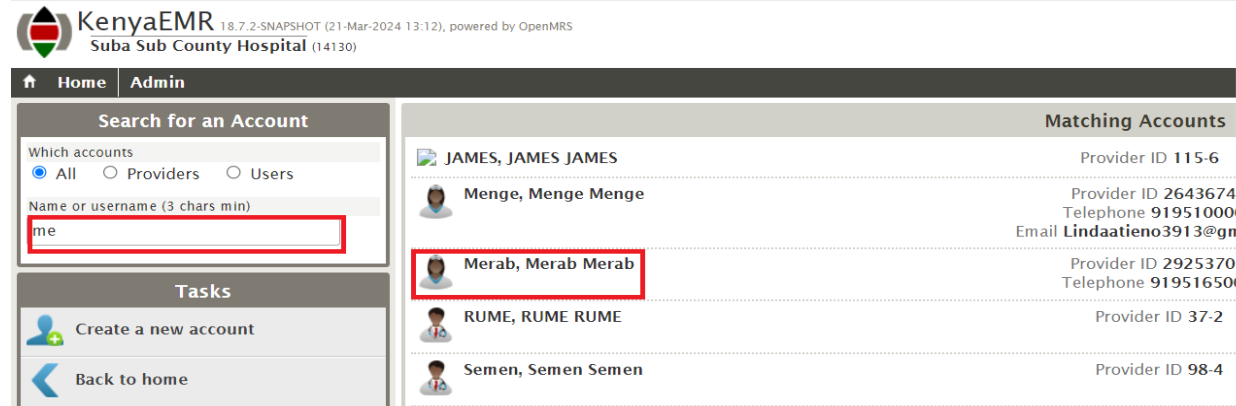
iii. Click on the admin module which will take you to the administration page



iv. Navigate to the admin panel. And click on manage accounts to search for users.



- v. Use the search feature to get the user account.
- vi. Click on the user name to update the user roles.



KenyaEMR 18.7.2-SNAPSHOT (21-Mar-2024 13:12), powered by OpenMRS
Suba Sub County Hospital (14130)

Home Admin

Search for an Account

Which accounts
 All Providers Users

Name or username (3 chars min)

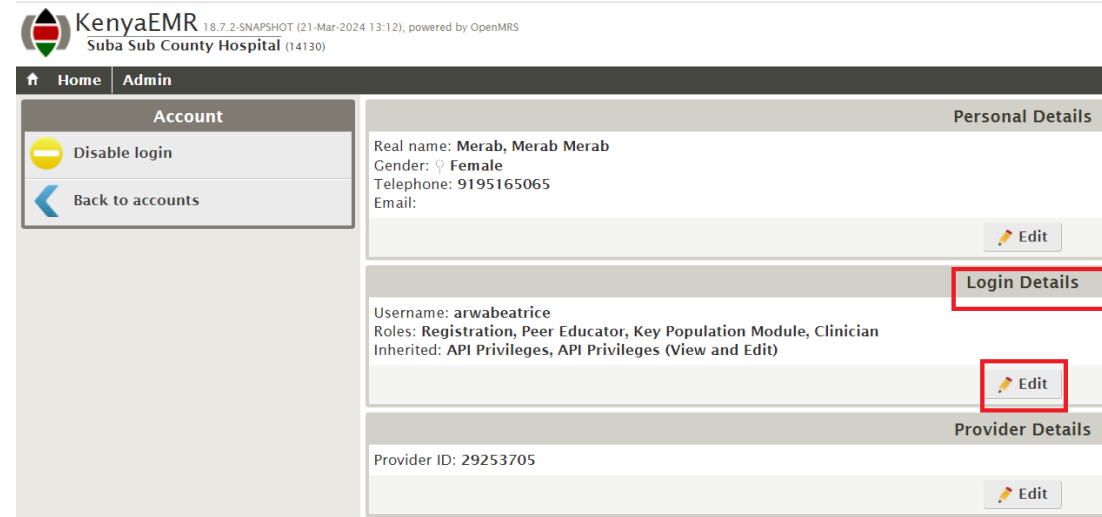
Tasks

- Create a new account
- Back to home

Matching Accounts

JAMES, JAMES JAMES	Provider ID 115-6
Menge, Menge Menge	Provider ID 2643674 Telephone 91951000 Email Lindaatieno3913@gn
Merab, Merab Merab	Provider ID 2925370 Telephone 91951650
RUME, RUME RUME	Provider ID 37-2
Semen, Semen Semen	Provider ID 98-4

- vii. Click on the edit Button below the login Details to assign roles.



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Suba Sub County Hospital (14130)

Home Admin

Account

- Disable login
- Back to accounts

Personal Details

Real name: Merab, Merab Merab
 Gender: ♀ Female
 Telephone: 9195165065
 Email:

Edit

Login Details

Username: arwabeatrice
 Roles: Registration, Peer Educator, Key Population Module, Clinician
 Inherited: API Privileges, API Privileges (View and Edit)

Edit

Provider Details

Provider ID: 29253705

Edit

Hold (ctrl and -) buttons on the keyboard to enable you navigate to the bottom of the page.



Assign the appropriate user roles then click on the save button at the bottom of the screen.

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Government of Kenya
Ministry of Health

Edit login details for Merab, Merab Merab

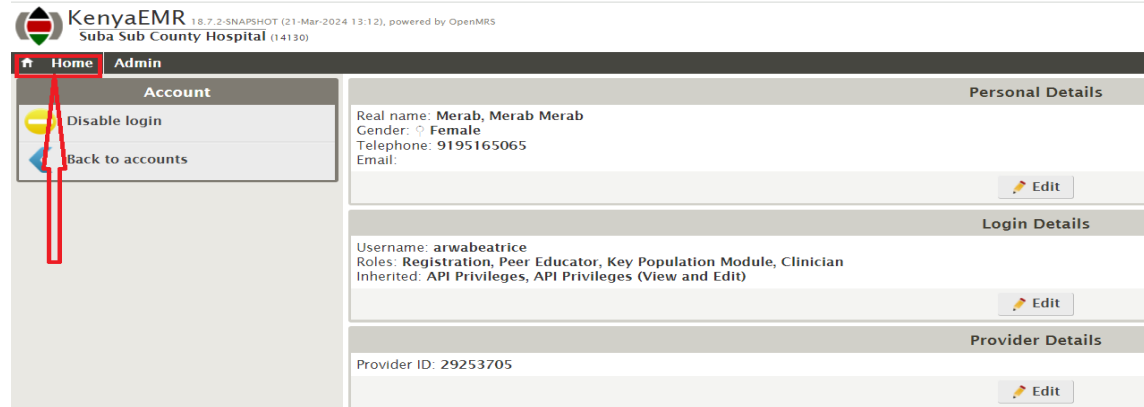
- Application: Configure special rates reports module (Role for configuring special rates reports)
- Clinician (Can access the registration, triage, clinician, chart and reports apps)
- covid-19 app administration (Can access covid-19 app)
- Data Clerk (Can access the chart, reporting and data quality apps)
- Edit Settings Role (Can edit settings)
- ETL Administration (Can access ETL Admin app)
- HTS Counsellor (Can access the hts and reporting apps)
- IL Administration (Can access IL Admin app)
- Intake (Can access the registration and triage apps)
- Inventory Administrator (This Role enables full access to stock management application)
- Inventory Clerk (This Role enables access to daily stock operations)
- Inventory Dispensing (This Role enables a provider to dispence inventory items)
- Inventory Manager (This enables managing stock management operations across the stock management application)
- Inventory Provider Access (This Role enables a provider to view inventory items and access quantities available)
- Inventory Reporting (This Role enables a provider to access reports)
- Key Population Module (Can access Key Population module App)
- Lab Manifest (Can access the lab manifest app)
- Lab Manifest Administration (Can access Order Entry Admin app)
- Lab Technician (Can access the lab requests app)
- Manager (Can access all apps except admin)
- ML administration (Can access ML app)
- ML pull risk scores from NDWH (Can administer ML risk scores from NDWH)
- nimeCONFIRM app administration (Can access nimeCONFIRM app)
- o3 Cashier (Manage billing and financial transaction)
- o3 Clinician (o3 Clinician to provide care to patient)
- o3 Lab Tech (o3: Lab tech to perform and key in lab results)
- o3 Pharmacy (o3: Dispense medication)
- o3 Stock Manager (o3: Manage stock Items)
- Peer Educator (Can access Key Population module App)
- Pharmacist (Can access the drug prescriptions app)
- Referral Administration (Can access Referral Admin app)
- Registration (Can access the registration app)
- Stock Management Base Role (This Role is the default Role for stock management with basic functionality with less privileges)
- System Administrator (Can access the admin app)
- Upi verification (Can access the upi verification app)
- Ushauri Administration (Can access Ushauri Admin app)

SECTION 2: Assigning Privileges for the 3.x User roles

After assigning the 3.x user roles, you need to assign privileges as well.

- o3 Cashier (Manage billing and financial transaction)
- o3 Clinician (o3 Clinician to provide care to patient)
- o3 Lab Tech (o3: Lab tech to perform and key in lab results)
- o3 Pharmacy (o3: Dispense medication)
- o3 Stock Manager (o3: Manage stock items)

Navigate back to home.



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Suba Sub County Hospital (14130)

Home Admin

Account

- Disable login
- Back to accounts

Personal Details

Real name: Merab, Merab Merab
Gender: Female
Telephone: 9195165065
Email:

Edit

Login Details

Username: arwabeatrice
Roles: Registration, Peer Educator, Key Population Module, Clinician
Inherited: API Privileges, API Privileges (View and Edit)

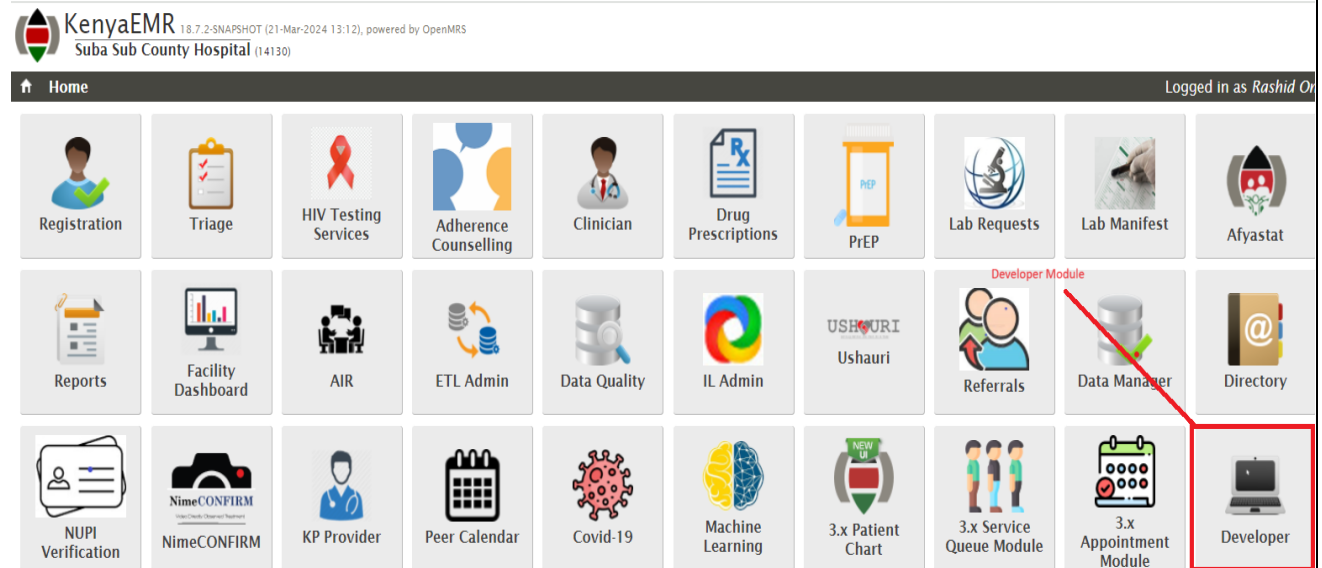
Edit

Provider Details

Provider ID: 29253705

Edit

Click on the 'Developer' module.

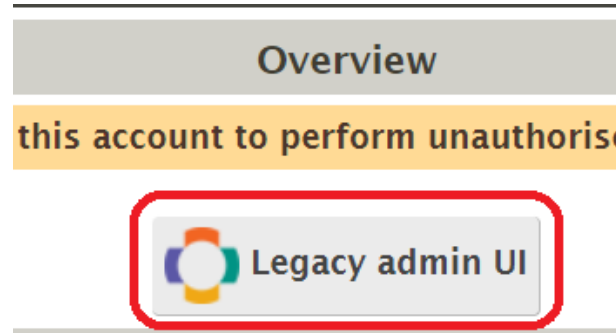


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Home Logged in as Rashid On

Registration	Triage	HIV Testing Services	Adherence Counselling	Clinician	Drug Prescriptions	PrEP	Lab Requests	Lab Manifest	Afyastat
Reports	Facility Dashboard	AIR	ETL Admin	Data Quality	IL Admin	USHURI Ushauri	Referrals	Data Manager	Directory
NUPI Verification	NimeCONFIRM	KP Provider	Peer Calendar	Covid-19	Machine Learning	3.x Patient Chart	3.x Service Queue Module	3.x Appointment Module	Developer

Click on the **Legacy admin UI**

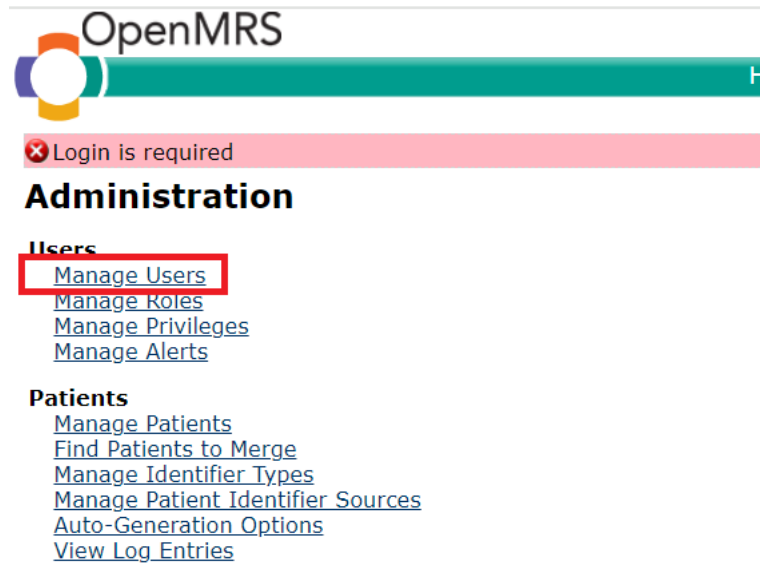


Overview

this account to perform unauthorise

Legacy admin UI

Click on **Manage Users**



OpenMRS

Home

✖ Login is required

Administration

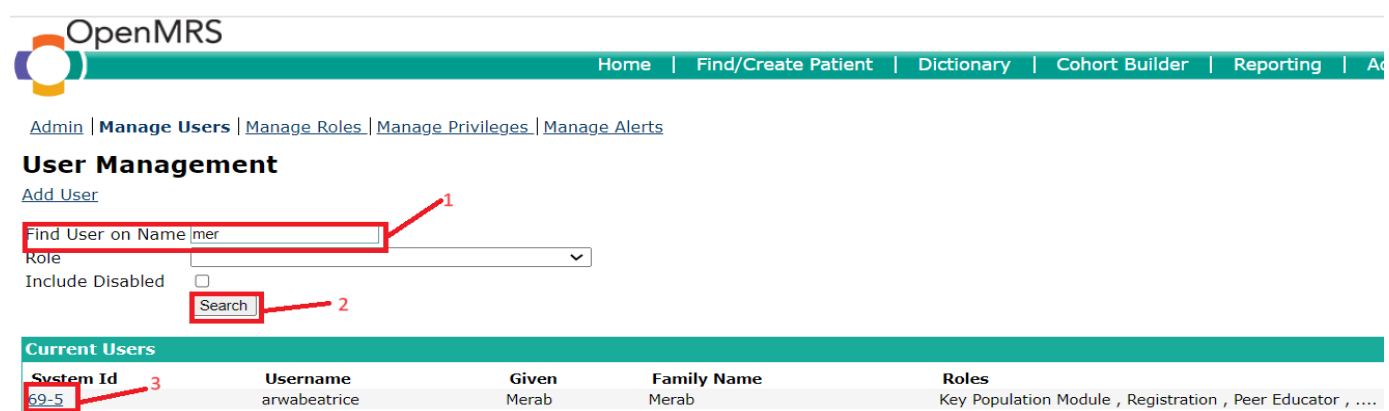
Users

- Manage Users**
- Manage Roles
- Manage Privileges
- Manage Alerts

Patients

- Manage Patients
- Find Patients to Merge
- Manage Identifier Types
- Manage Patient Identifier Sources
- Auto-Generation Options
- View Log Entries

1. Type atleast the first 3 letters of the user name.
2. Click on the search button to get the user.
3. Click on the user's System Id to navigate to the user's profile.



OpenMRS Home | Find/Create Patient | Dictionary | Cohort Builder | Reporting | Ad

[Admin](#) | [Manage Users](#) | [Manage Roles](#) | [Manage Privileges](#) | [Manage Alerts](#)

User Management

[Add User](#)

Find User on Name 1

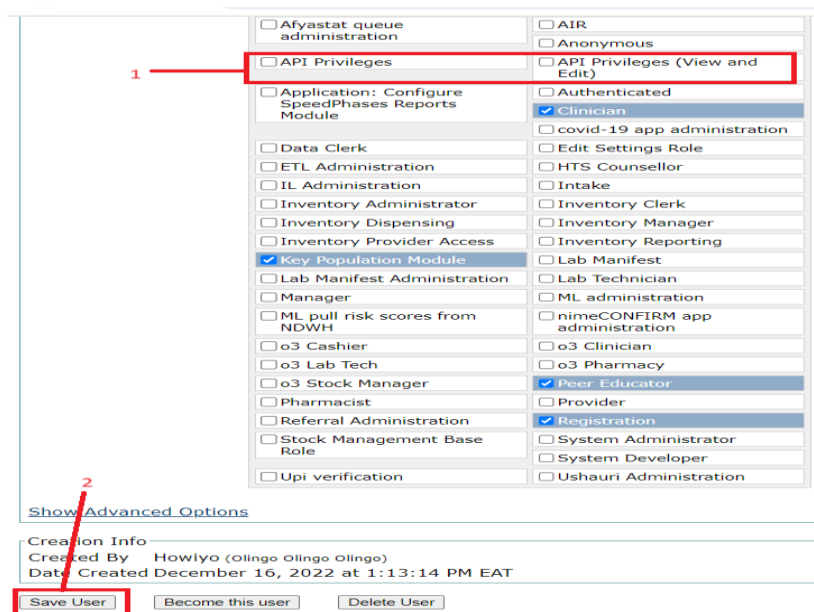
Role v

Include Disabled

2

System Id	Username	Given	Family Name	Roles
69-5 3	arwabeatrice	Merab	Merab	Key Population Module , Registration , Peer Educator , ...

1. Check both *Api Privileges* *Api Privileges (View and Edit)*.
2. Click on the save button to submit the changes.



1 API Privileges API Privileges (View and Edit)

Key Population Module Peer Educator

Registration

[Show Advanced Options](#)

Creation Info
 Created By Howiyo (Olingo Olingo Olingo)
 Date Created December 16, 2022 at 1:13:14 PM EAT

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