Establishment Administrator

View and Approve User Requests for New Users

Welcome to the Public Health Information System. In this demonstration, you will learn how to view and approve user requests for new users. I'll guide you through the steps of accomplishing this task.

First, click User Management.
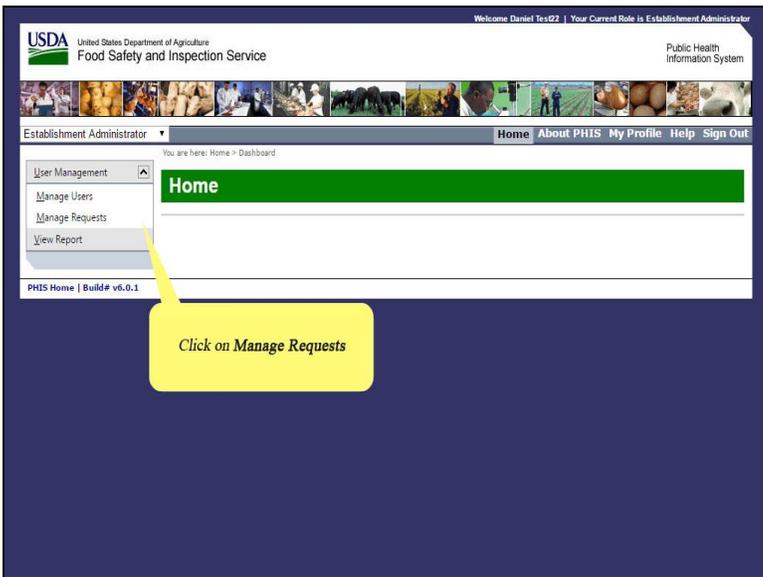
Next, click Manage Requests.
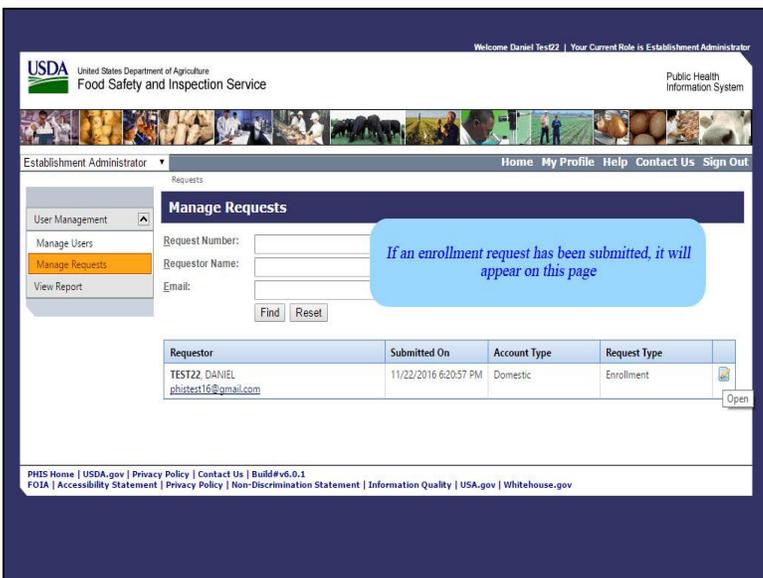
If an enrollment request has been submitted, it will appear on this page.

Click the edit icon for the desired user.

Review the request. You can scroll down to view the remainder of the record.
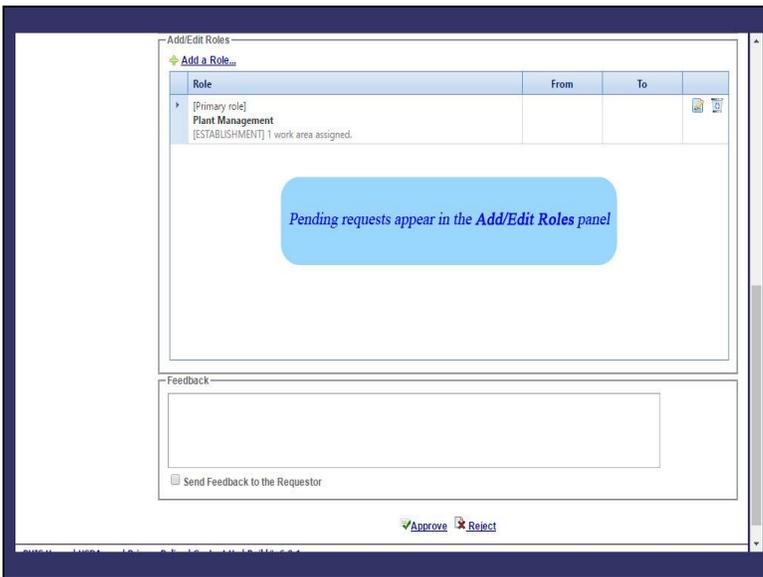
Pending requests appear in the Add/Edit Roles panel.
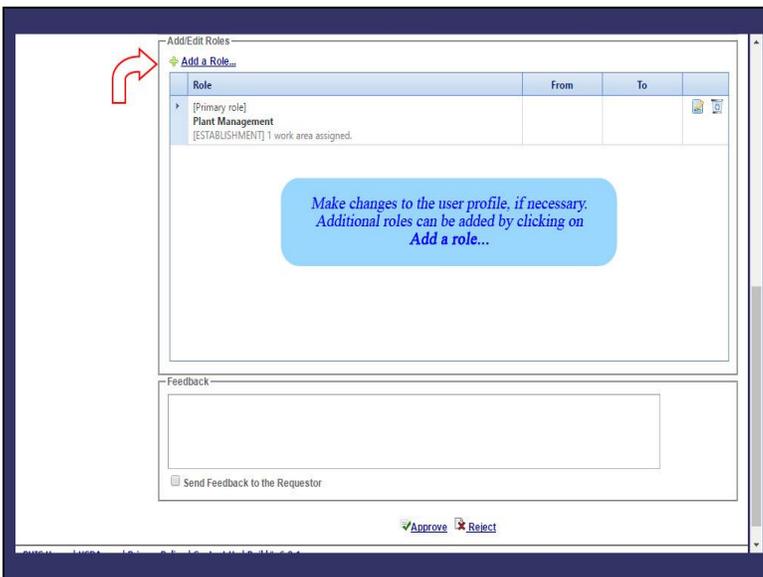
Make changes to the user profile, if necessary. Additional roles can be added by clicking on Add a Role.
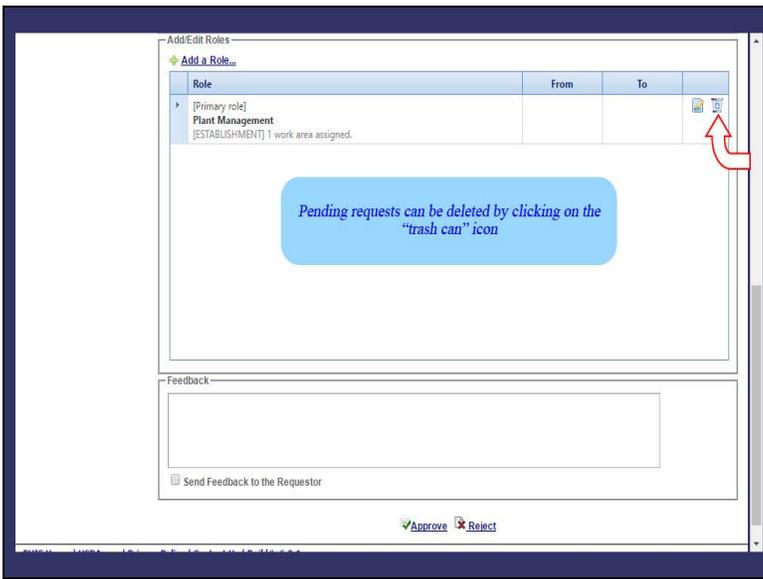
Pending requests can be deleted by clicking on the trash can icon.
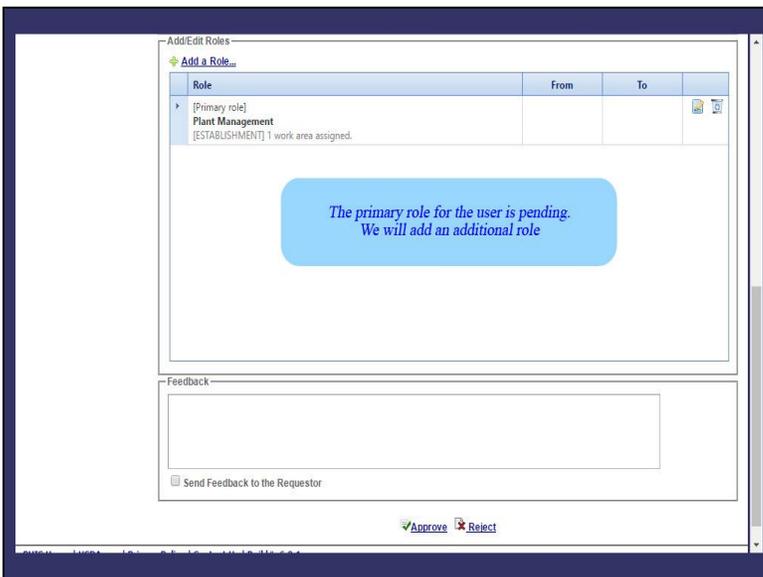
The primary role for the user is pending. We will add an additional role as well.
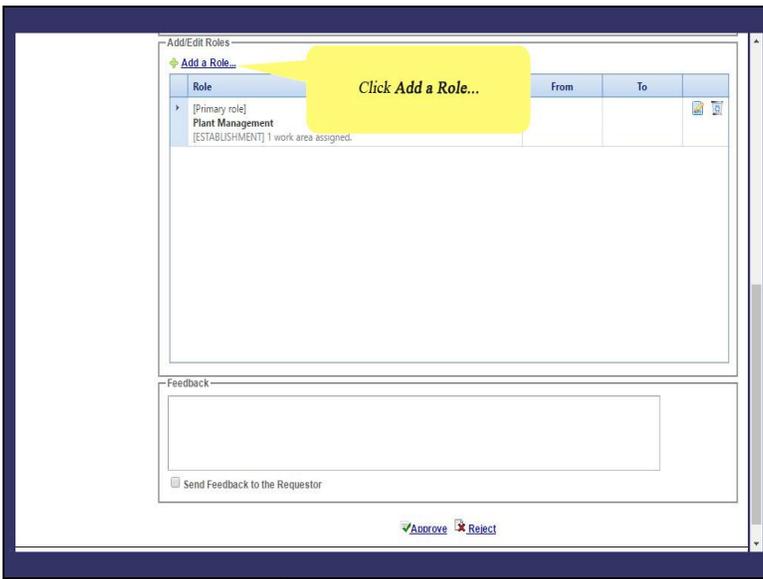
Click Add a Role.
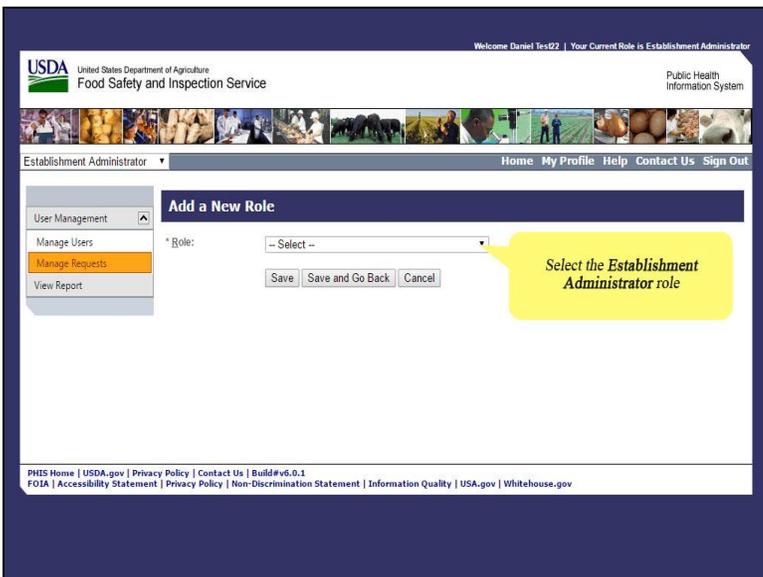
Select the Establishment Administrator role.
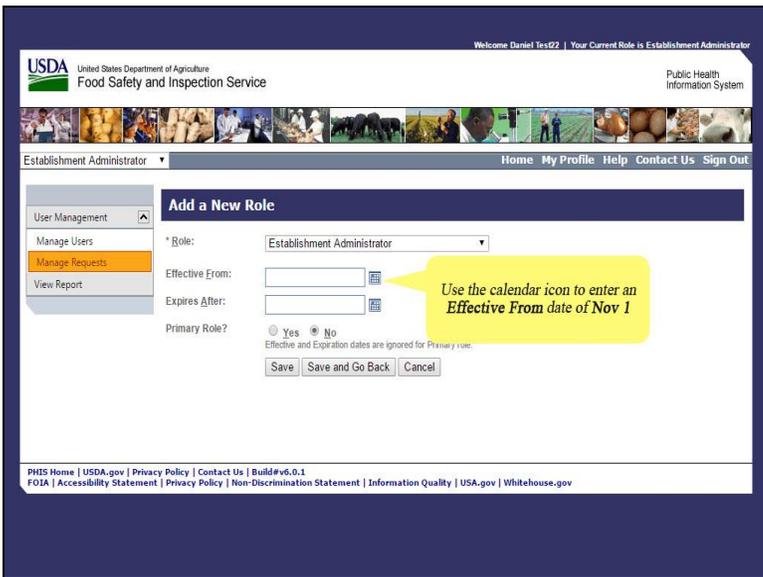
Use the calendar icon to enter an "Effective From" date of November 1st.
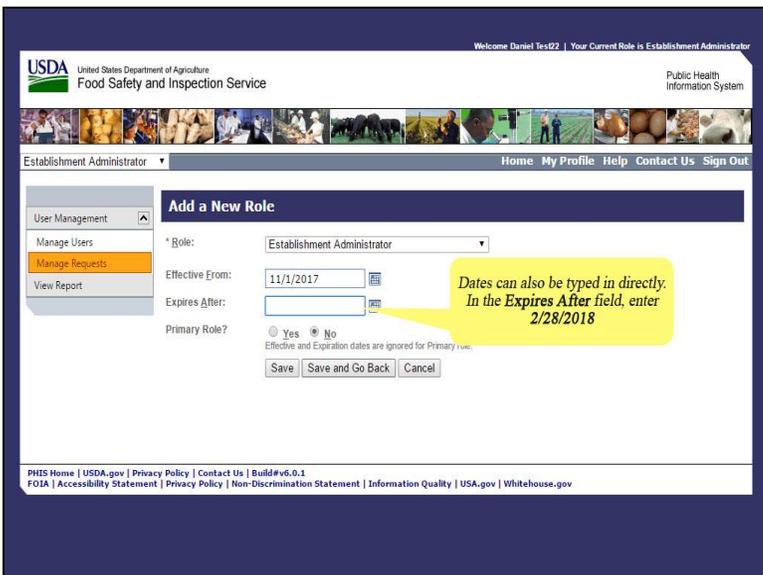
Dates can also be typed in directly. In the "Expires After" field, enter 2/28/2018.

For primary role, click No for the establishment administrator role.

Click Save and Go Back.

Scroll down to see the remainder of the record.

The Establishment Administrator role has been added. This role will automatically expire on the "To" date.
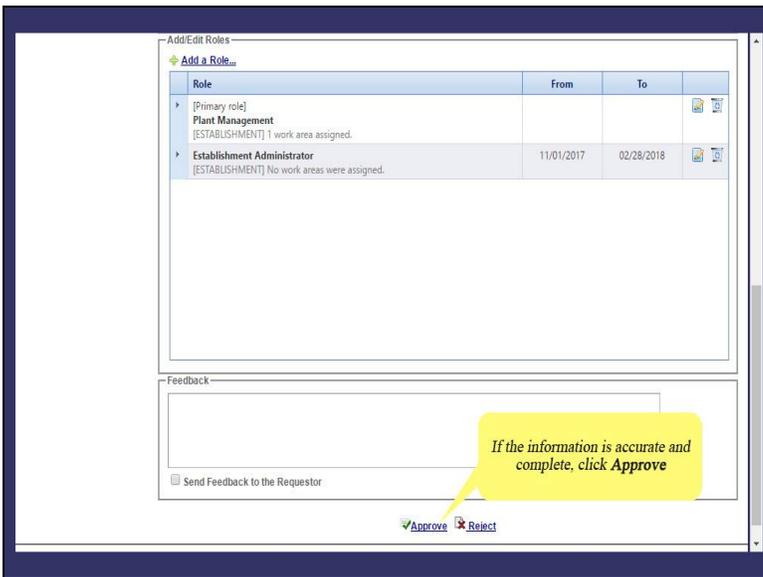
If the information is accurate and complete, click Approve.
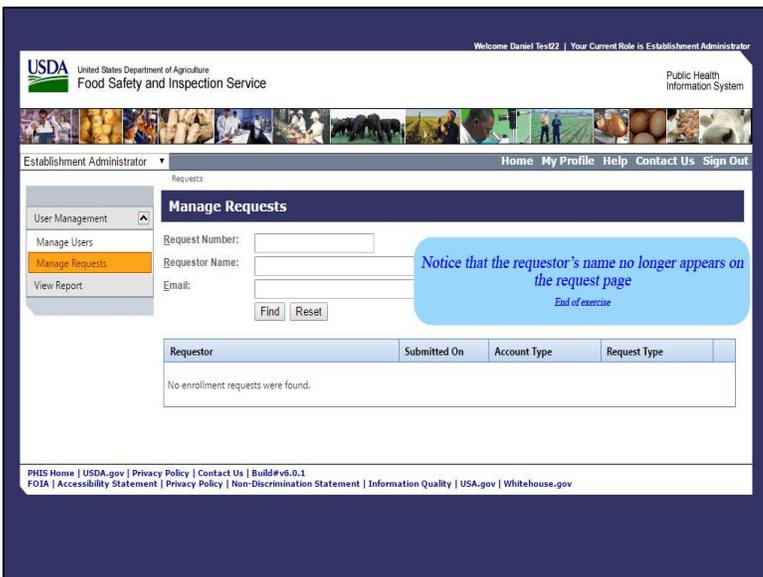
Notice that the requestor's name no longer appears on the request page, since the request has been fulfilled.

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.