



Alabama Trauma Registry (ATR) Web Portal

DI Administrative Module User Manual

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DI Administrative Module

The DI Administrative Module is used to complete system administrative functions. These functions include:

- Adding/editing users
- Adding/editing facilities
- Adding/editing staff
- Adding/editing roles
- Defining data entry defaults

Overview – Users, Accounts, and Roles

Users

Users are individuals that require a username and password to access the software.

Accounts

Each user must be assigned to an account. An account is used to activate a user within a facility. Users may be activated within multiple facilities.

Roles

A role is used to define permissions within the software. Each account will be assigned to at least one role.

Users

Adding a New User

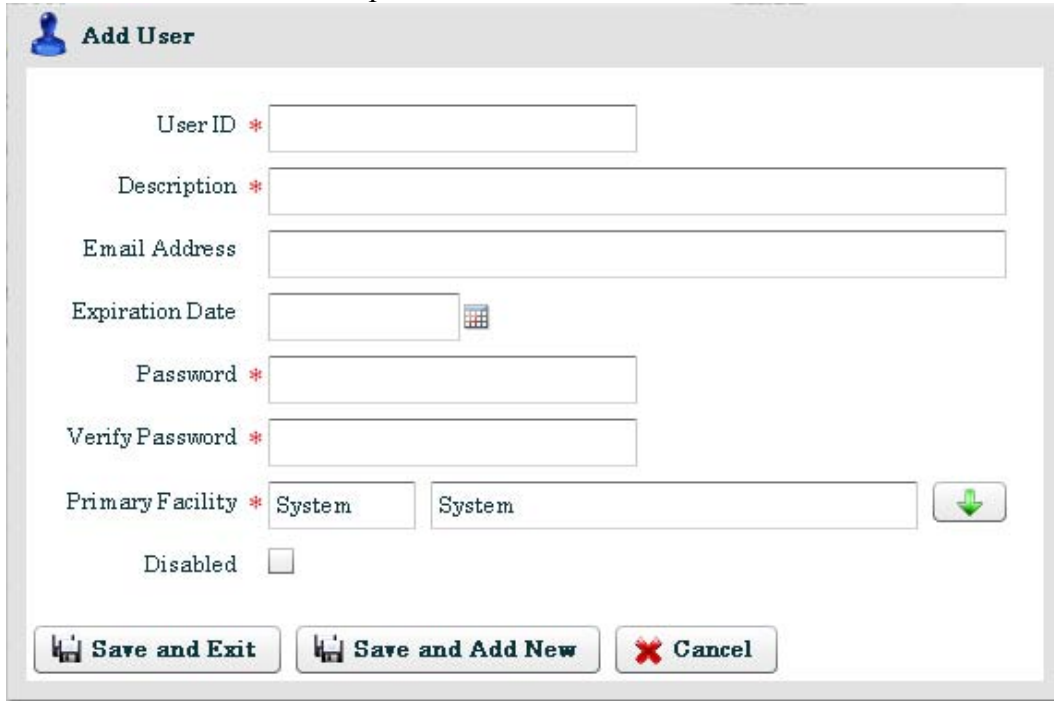
1. Select 'Users' from the Welcome Screen.



2. Select the 'Add' button on the Users Record Manager.



3. The 'Add User' screen opens.




Add User

User ID *


Description *

Email Address




Expiration Date 

Password *

Verify Password *



Primary Facility * 

Disabled

4. Complete data entry on the 'Add User' screen.

5. The definition of each field follows:

- a. User ID – utilized for login purposes. This is the User ID entered by the user at the login screen.
- b. Description – brief description of the User ID. Typically populated with first and last name of the user.
- c. Email Address – email address for the user.
- d. Expiration Date – expiration date for the user profile. If a user attempts to login after a user profile has expired, the user will receive an error indicating that the user is expired.
 - i. To select an Expiration Date using the Calendar, left click the Calendar  to the right of the field.
- e. Password – utilized for login purposes. This is the Password entered by the user at the login screen.
- f. Verify Password – re-enter the password. Passwords must match in order to save the user profile.
- g. Primary Facility – defaults to System.
 - i. To change the Primary Facility, left click the arrow  to the right of the field.
- h. Disabled – select this option to disable a user profile. If a user profile is disabled, the user will not be able to login.

6. The following required data elements must be entered prior to saving the form:
 - a. User ID
 - b. Description
 - c. Password
 - d. Verify Password
 - e. Primary Facility
7. Select 'Save and Exit' to save the record and return to the User Record Manager screen.
8. Select 'Save and Add New' to save the current record and add the next user record.
9. Select 'Cancel' to exit the record without saving changes.

Users Record Manager

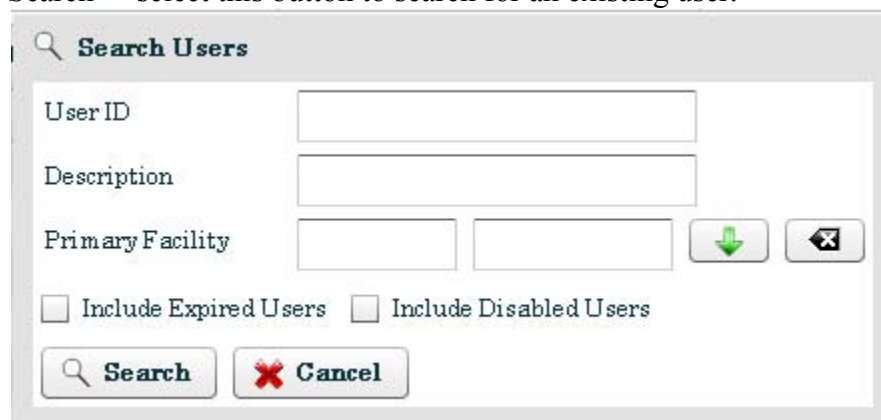
The Users Record Manager is used to manage the user records.



User ID	Description	Primary Facility	Expiration Date	Disabled	
Admin	Admin	System		<input type="checkbox"/>	Add Search
Admin1	Admin1	System		<input type="checkbox"/>	
Admin2	Admin2	System		<input type="checkbox"/>	

It includes the following functions:

- 'Add' – select this button to add a new user.
- 'Search' – select this button to search for an existing user.



Search Users

User ID


Description

Primary Facility

Include Expired Users Include Disabled Users

Search by:

- User ID
 - The User ID search is a **starts with** search. Example: Entering tes will return all records that *start with* tes or Tes. The search is not case sensitive.

- Description
 - The Description search is a **start with** search. Example: Entering tes will return all records that **start with** tes or Tes. The search is not case sensitive.
- Primary Facility
 - To search by Primary Facility, select the arrow .
 - To select a Facility from the menu, left-click with the mouse.
 - Choose the 'Select' button.
 - To clear a search by Primary Facility, select the 'Clear' button



The Selection Window dialog box contains a table with two columns: Id and Name. The table has three rows of data. Below the table are two buttons: Select and Cancel.

Id	Name
FacilityID	FacilityName
System	System

Select Cancel

- Include Expired Users – select this option to show expired users in the search results. The default User Record Manager does not display expired users.
- Include Disabled Users – select this option to show disabled users in the search results. The default User Record Manager does not display disabled users.

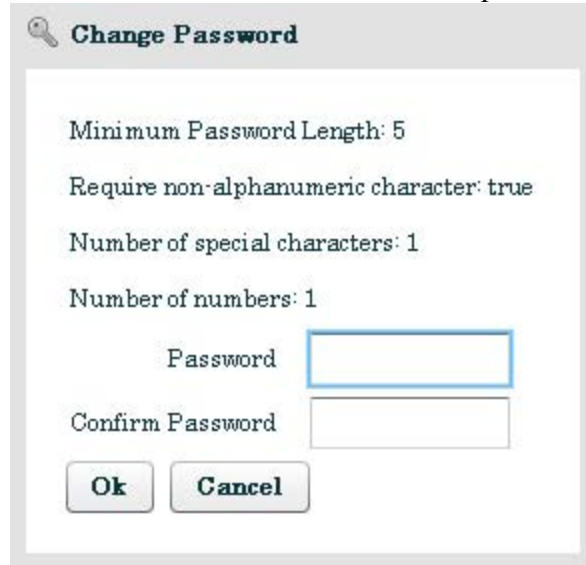
User Editor

When the user selects/highlights a user record in the Users Record Manager, the User Editor will display below the Users Record Manager. The User Editor is used to complete edits to a user profile *after* the user is initially added.



The screenshot shows the 'User Editor' window for a user named 'CentralSiteUser'. The window has a title bar with 'User Editor: CentralSiteUser' and two tabs: 'Accounts' and 'Staff'. The main area contains several input fields: 'Primary Facility' with a dropdown menu showing 'System', 'User ID' with the text 'CentralSiteUser' and a 'Set Password' button, 'Description' with the text 'CentralSiteUser', 'Email Address' (empty), 'Expiration Date' (empty with a calendar icon), and a 'Disabled' checkbox. At the bottom, there are 'Save' and 'Revert' buttons.

- Select the 'Save' button to save changes to the user.
- Select the 'Revert' button to cancel any edits. The 'Revert' button will remove any edits completed since the last 'Save'.
- Select the 'Set Password' button to reset a user's password.



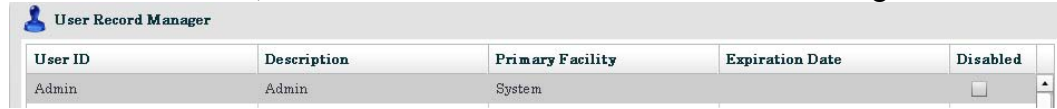
The screenshot shows a 'Change Password' dialog box. It has a title bar with a key icon and the text 'Change Password'. The dialog contains the following text: 'Minimum Password Length: 5', 'Require non-alphanumeric character: true', 'Number of special characters: 1', and 'Number of numbers: 1'. Below this text are two input fields: 'Password' and 'Confirm Password'. At the bottom, there are 'Ok' and 'Cancel' buttons.

- The Change Password Window will open.
- Enter a Password
- Confirm the Password
- Select the 'OK' button to save changes.

Accounts

Adding a New Account

1. To select a user, left-click the record on the Users Record Manager.



User ID	Description	Primary Facility	Expiration Date	Disabled
Admin	Admin	System		<input type="checkbox"/>

2. Click the Accounts tab below the Users Record Manager.



3. The Accounts Record Manager will appear. Select the 'Add' button.



Facility	Primary Role	Secondary Role	Expiration Date	
System	CentralSiteAdmin			<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

4. The 'Add Account' screen will appear.





Add Account



Facility: *

Primary Role: * **Admin** ▼

Secondary Role: ▼

Expiration Date:

5. Complete data entry on the 'Add Account' screen.
6. The definition of each field follows:
 - a. Facility – links/activates a user within a facility. A user may be linked/activated within multiple facilities by creating separate accounts for each facility.
 - i. To select a Facility, select the arrow  to the right of the field.
 - ii. To delete a Facility, select the 'Clear' button  to the right of the field.
 - b. Primary Role – the Primary Role determines the primary set of permissions for the account.

- c. Secondary Role – the Secondary Role determines the secondary set of permissions for the account. The Secondary Role is not used in the Alabama Configuration.
 - d. Expiration Date - expiration date for the account profile. If a user attempts to login after an account profile has expired, the user will receive an error indicating that the account is expired.
 - i. To select an Expiration Date using the Calendar, left click the Calendar  to the right of the field.
 - ii. To delete an Expiration Date, left click the .
7. The following required data elements must be entered prior to saving the form:
 - a. Facility
 - b. Primary Role
 8. Select ‘Save and Exit’ to save the record and return to the Accounts Record Manager screen.
 9. Select ‘Save and Add New’ to save the current record and add the next account record.
 10. Select ‘Cancel’ to exit the record without saving changes.

Accounts Record Manager

The Accounts Record Manager is used to manage the account records for the selected user.

Facility	Primary Role	Secondary Role	Expiration Date
System	Admin		

User Editor: Admin Accounts Staff

Add

Edit

Delete

It includes the following functions:

- ‘Add’ – select this button to add a new account.
- ‘Edit’ – select this button to edit an existing account.
- ‘Delete’ – select this button to delete an existing account.

Account Editor

The Accounts Editor is opened by selecting/highlighting the account record and then selecting the ‘Edit’ button on the Accounts Record Manager.

The Account Editor is used to complete edits to an account profile *after* the account is initially added.

- Select the 'Save' button to save changes to the account.
- Select the 'Cancel' button to cancel any edits.



Edit Account

Facility: * System System 

Primary Role: * CentralSiteAdmin ▼

Secondary Role: ▼

Expiration Date:  

Staff

Adding New Staff from the User Record Manager/User Editor

1. Select the User by clicking the user record on the Users Record Manager.



User ID	Description	Primary Facility	Expiration Date	Disabled
Admin	Admin	System		<input type="checkbox"/>

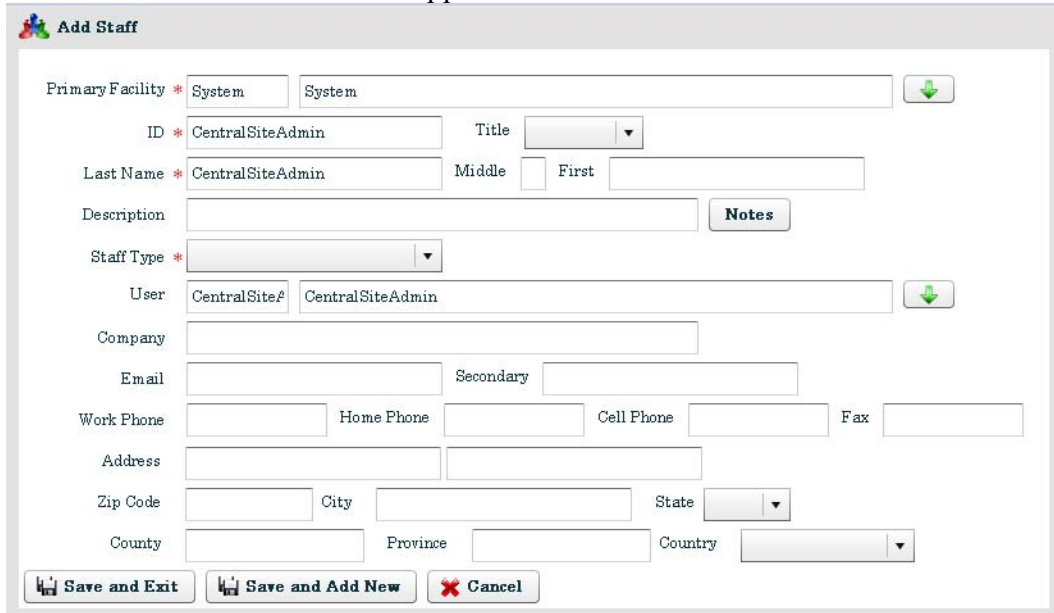
2. Click the Staff tab below the Users Record Manager.



3. Select the 'Add' button the right of the Select staff record field. This links the existing user to the newly created staff record and opens the 'Add Staff' screen.



4. The 'Add Staff' screen will appear.





The screenshot shows the 'Add Staff' form with the following fields and values:

- Primary Facility: System (with a green down arrow button to the right)
- ID: CentralSiteAdmin
- Title: (dropdown menu)
- Last Name: CentralSiteAdmin
- Middle: (checkbox)
- First: (checkbox)
- Description: (text input)
- Notes: (button)
- Staff Type: (dropdown menu)
- User: CentralSiteAdmin (with a green down arrow button to the right)
- Company: (text input)
- Email: (text input)
- Secondary: (text input)
- Work Phone: (text input)
- Home Phone: (text input)
- Cell Phone: (text input)
- Fax: (text input)
- Address: (text input)
- Zip Code: (text input)
- City: (text input)
- State: (dropdown menu)
- County: (text input)
- Province: (text input)
- Country: (dropdown menu)

Buttons at the bottom: Save and Exit, Save and Add New, Cancel.

5. Complete data entry on the 'Add Staff' screen.

6. The definition of each field follows:

- a. Primary Facility – this defaults from the Primary Facility on the user profile. To change the Primary Facility, click the down arrow to the right of the field
 - i. To select a Facility, select the arrow  to the right of the field.
- b. ID – this defaults from the User ID entered on the user profile
- c. Title – salutation
- d. Last Name – staff member last name
- e. Middle – staff member middle initial
- f. First – staff member first name
- g. Description – enter additional details to identify the staff member
- h. Notes – enter any additional notes on the staff member
- i. Staff Type – drop-down menu for type of staff
- j. User – this defaults from the user information on the selected user profile
 - i. To change the User, select the arrow  to the right of the field.
- k. Company – enter company details, where applicable
- l. Email – this defaults from the email address entered on the user profile
- m. Secondary – enter secondary email address, where applicable
- n. Work Phone – enter work phone
- o. Home Phone – enter home phone

- p. Cell Phone – enter cell phone
 - q. Fax – enter fax number
 - r. Address – enter facility address 1 and address 2
 - s. Zip code – enter facility zip code
 - t. City – enter facility city
 - u. State – enter facility state
 - v. County – enter facility county
 - w. Province – enter facility province
 - x. Country – enter facility country
7. The following required data elements must be entered prior to saving the form:
- a. Primary Facility
 - b. Staff ID
 - c. Staff Name
 - d. Staff Type
8. Select ‘Save and Exit’ to save the record.
9. Select ‘Save and Add New’ to save the current record and add the next staff record.
10. Select ‘Cancel’ to exit the record without saving changes.

Adding New Staff from the Staff Record Manager

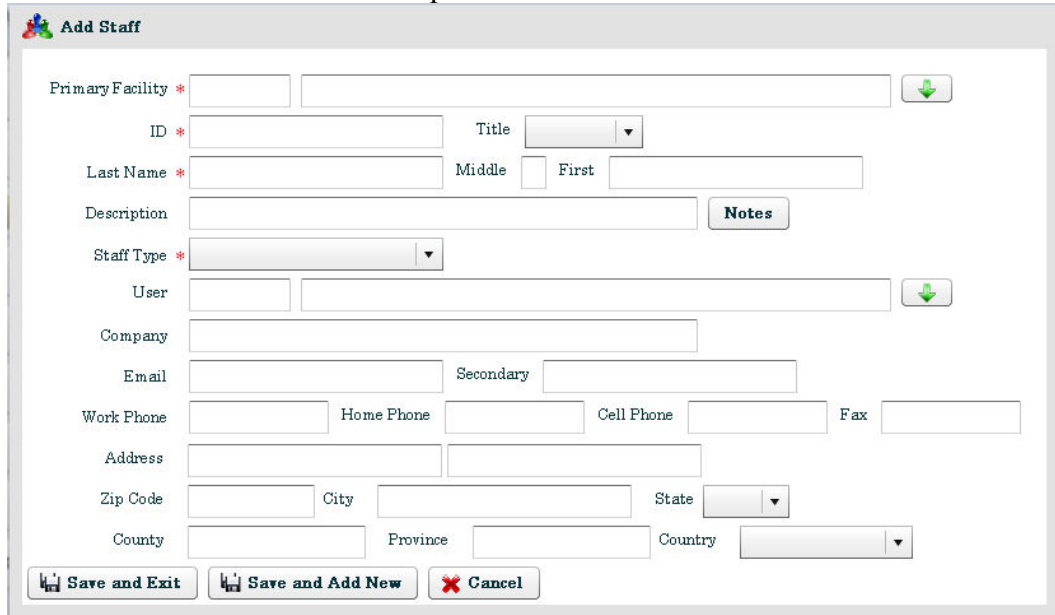
1. Select ‘Staff’ from the Welcome Screen.



2. Select the ‘Add’ button on the Staff Record Manager.



- The 'Add Staff' screen will open.



The 'Add Staff' form contains the following fields and controls:

- Primary Facility * (text input)
- ID * (text input)
- Title (dropdown menu)
- Last Name * (text input)
- Middle (checkbox)
- First (text input)
- Description (text input)
- Notes (button)
- Staff Type * (dropdown menu)
- User (text input)
- Company (text input)
- Email (text input)
- Secondary (text input)
- Work Phone (text input)
- Home Phone (text input)
- Cell Phone (text input)
- Fax (text input)
- Address (text input)
- Zip Code (text input)
- City (text input)
- State (dropdown menu)
- County (text input)
- Province (text input)
- Country (dropdown menu)

Buttons at the bottom: Save and Exit, Save and Add New, Cancel.

- Complete data entry on the 'Add Staff' screen.
- Select 'Save and Exit' to save the record.
- Select 'Save and Add New' to save the current record and add the next staff record.
- Select 'Cancel' to exit the record without saving changes.

Staff Record Manager

The Staff Record Manager is used to manage staff records.

- To access the Staff Record Manager, select 'Staff' from the Welcome Screen.



- The Staff Record Manager will open.



Staff Record Manager					Add
ID	Name	Type	Facility	Hidden	Delete
2000	Robert Smith	Employee	South Alabama University - I	<input type="checkbox"/>	Search

- ‘Add’ – select this button to add a new staff member.
- ‘Delete’ – select this button to delete an existing staff member.
- ‘Search’ – select this button to search for an existing staff member.



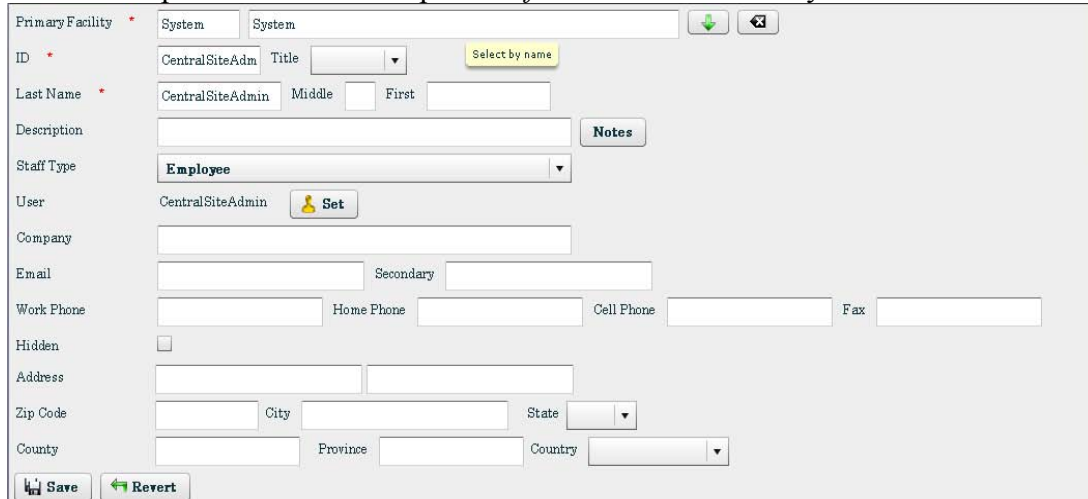
The screenshot shows a dialog box titled "Search Staff" with a magnifying glass icon in the top left corner. It contains three input fields: "Staff ID", "Staff Name", and "Primary Type". The "Primary Type" field is a dropdown menu. Below these fields is a checkbox labeled "Include Hidden". At the bottom of the dialog are two buttons: "Search" with a magnifying glass icon and "Cancel" with a red 'X' icon.

Search by:

- Staff ID
 - The Staff ID search is a **starts with** search. Example: Entering tes will return all records that *start with* tes or Tes. This search is not case sensitive.
- Staff Name
 - The Staff Name search is a **starts with** search. Example: Entering tes will return all records that *start with* tes. Or Tes. This search is not case sensitive.
- Primary Type
 - Select the arrow to view a list of Staff Types.
- Include Hidden – select this option to include those staff members hidden from menus.

Staff Editor

When the user selects/highlights a staff record in the Staff Record Manager, the Staff Editor will display below the Staff Record Manager. The Staff Editor is used to complete edits to a staff profile *after* the staff is initially added.



The screenshot shows a form for editing a staff profile. The form includes the following fields and controls:

- Primary Facility:** Two dropdown menus, both set to 'System', with a green download icon and a refresh icon.
- ID:** A dropdown menu set to 'CentralSiteAdm', a 'Title' dropdown, and a 'Select by name' button.
- Last Name:** Three text input fields for 'Last Name', 'Middle', and 'First', with the 'Last Name' field containing 'CentralSiteAdmin'.
- Description:** A text input field and a 'Notes' button.
- Staff Type:** A dropdown menu set to 'Employee'.
- User:** A dropdown menu set to 'CentralSiteAdmin' and a 'Set' button with a person icon.
- Company:** A text input field.
- Email:** A text input field and a 'Secondary' text input field.
- Work Phone:** A text input field, a 'Home Phone' text input field, a 'Cell Phone' text input field, and a 'Fax' text input field.
- Hidden:** A checkbox.
- Address:** A text input field.
- Zip Code:** A text input field, a 'City' text input field, a 'State' dropdown menu, and a 'Country' dropdown menu.
- Province:** A text input field.
- Country:** A dropdown menu.
- Buttons:** 'Save' and 'Revert' buttons at the bottom left.

- Select the 'Save' button to save changes to the staff.
- Select the 'Revert' button to cancel any edits. The 'Revert' button will remove any edits completed since the last 'Save'.

Facilities

Adding a New Facility

1. Select 'Facilities' from the Welcome Screen.

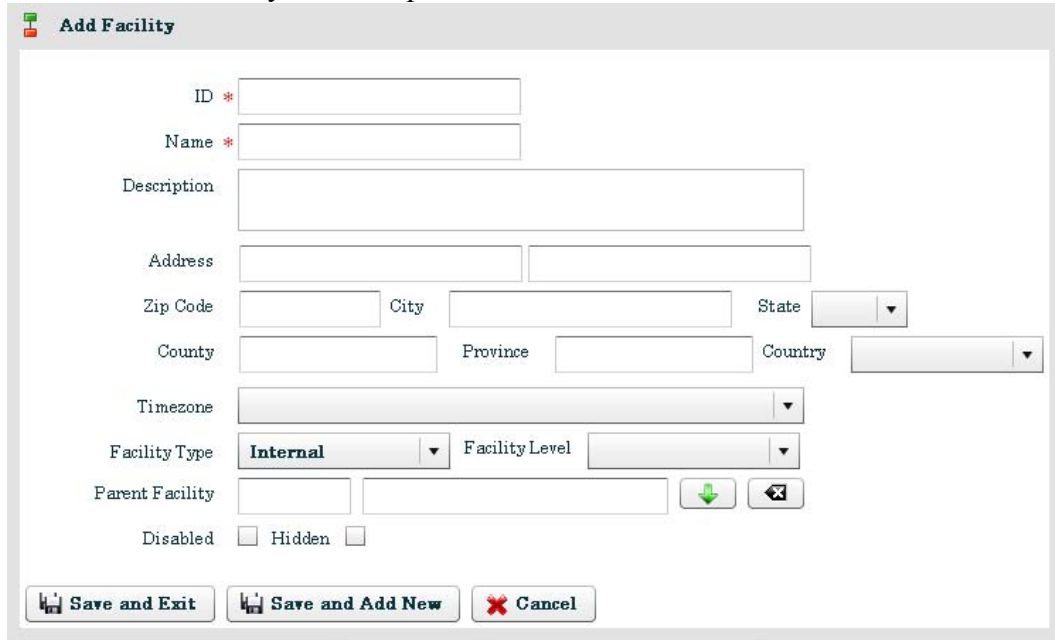


2. The Facilities Record Manager will open. Select the 'Add' button on the Facilities Record Manager.

Facility Record Manager



ID	Name	Type	Level	Hidden	
System	System	Internal		<input type="checkbox"/>	<input type="button" value="Add"/> <input type="button" value="Search"/>
100	South Alabama University - FULL	Internal		<input type="checkbox"/>	
200	Children's Hosp of AL - VIEW	Internal		<input type="checkbox"/>	
300	St. Joseph's Medical Center - NO	Internal		<input type="checkbox"/>	
400	North AL Medical CenterTest	Internal		<input type="checkbox"/>	
KCTestFacility	KCTestFacility	Internal		<input checked="" type="checkbox"/>	

3. The 'Add Facility' screen opens.



4. Complete data entry on the 'Add Facility' screen.

5. The definition of each field follows:

- a. ID – typically a state assigned facility/hospital ID
- b. Name – facility name
- c. Description – enter additional details on the facility
- d. Address – enter facility address 1 and address 2
- e. Zip code – enter facility zip code
- f. City – enter facility city
- g. State – enter facility state
- h. County – enter facility county
- i. Province – enter facility province
- j. Country – enter facility country
- k. Timezone – enter time zone information
- l. Facility Type – used to differentiate between different types of facilities (for example Adult vs. Pediatric)
- m. Facility Level – used to differentiate between different trauma levels (for example Trauma Level 1 vs. Trauma Level 4)
- n. Parent Facility – used to assign a facility relationship or grouping
 - i. To select a Facility, select the arrow  to the right of the field.
 - i. To delete a Facility, select the 'Clear' button  to the right of the field.
- o. Disabled – select this option to deactivate or disable a facility

- p. Hidden – select this option to hide the facility from the facility menus during data entry
6. The following required data elements must be entered prior to saving the form:
 - a. Facility ID
 - b. Facility Name
7. Select ‘Save and Exit’ to save the record and return to the Facility Record Manager screen.
8. Select ‘Save and Add New’ to save the current record and add the next facility record.
9. Select ‘Cancel’ to exit the record without saving changes.

Facility Record Manager

The Facilities Record Manager is used to manage the facility records.

ID	Name	Type	Level	Hidden
System	System	Hospital	Level V	<input type="checkbox"/>
hospital1	hospital1	Hospital	Level IV	<input type="checkbox"/>
hospital2	hospital2	Hospital	Level V	<input type="checkbox"/>
hospital3	Hospital 3	Hospital	Level III	<input type="checkbox"/>

It includes the following functions:

- ‘Add’ – select this button to add a new facility.
- ‘Search’ – select this button to search for an existing facility.

Search Facilities

Facility ID

Name

Facility Type

Facility Level

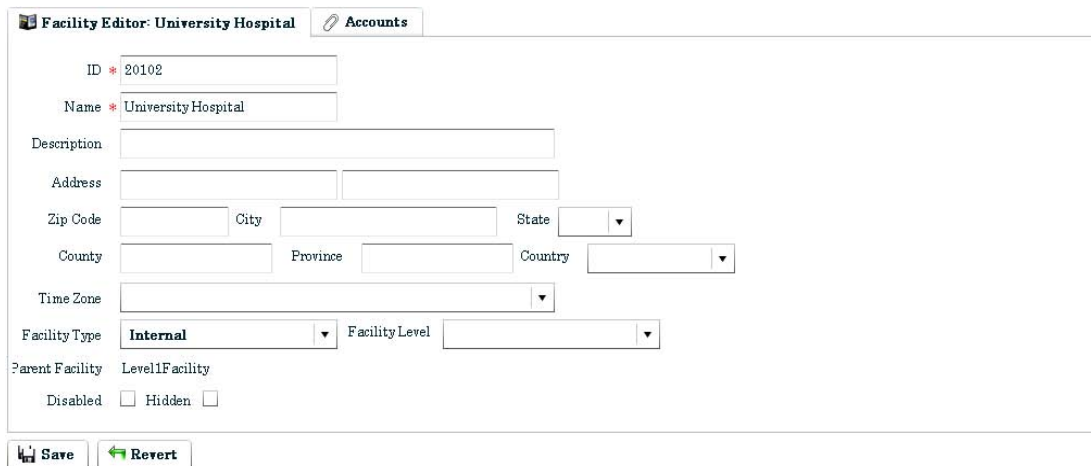
Search by:

- Facility ID
 - To search by Facility ID, select the arrow.

- Name
 - The Name search is a **starts with** search. Example: Entering tes will return all records that *start with* tes or Tes. This search is not case sensitive.
- Facility Type
 - To search by Facility Type select the arrow.
- Facility Level
 - To search by Facility level, select the arrow.

Facility Editor

When the user selects/highlights a facility record in the Facility Record Manager, the Facility Editor will display below the Facility Record Manager. The Facility Editor is used to complete edits to a facility profile *after* the facility is initially added.



Facility Editor: University Hospital Accounts

ID * 20102

Name * University Hospital

Description

Address

Zip Code City State

County Province Country

Time Zone

Facility Type Internal Facility Level

Parent Facility LevelFacility

Disabled Hidden

Save Revert

- Select the ‘Save’ button to save changes to the facility.
- Select the ‘Revert’ button to cancel any edits. The ‘Revert’ button will remove any edits completed since the last ‘Save’.

Facility Groups

Facility groups are used to classify facilities into groups.

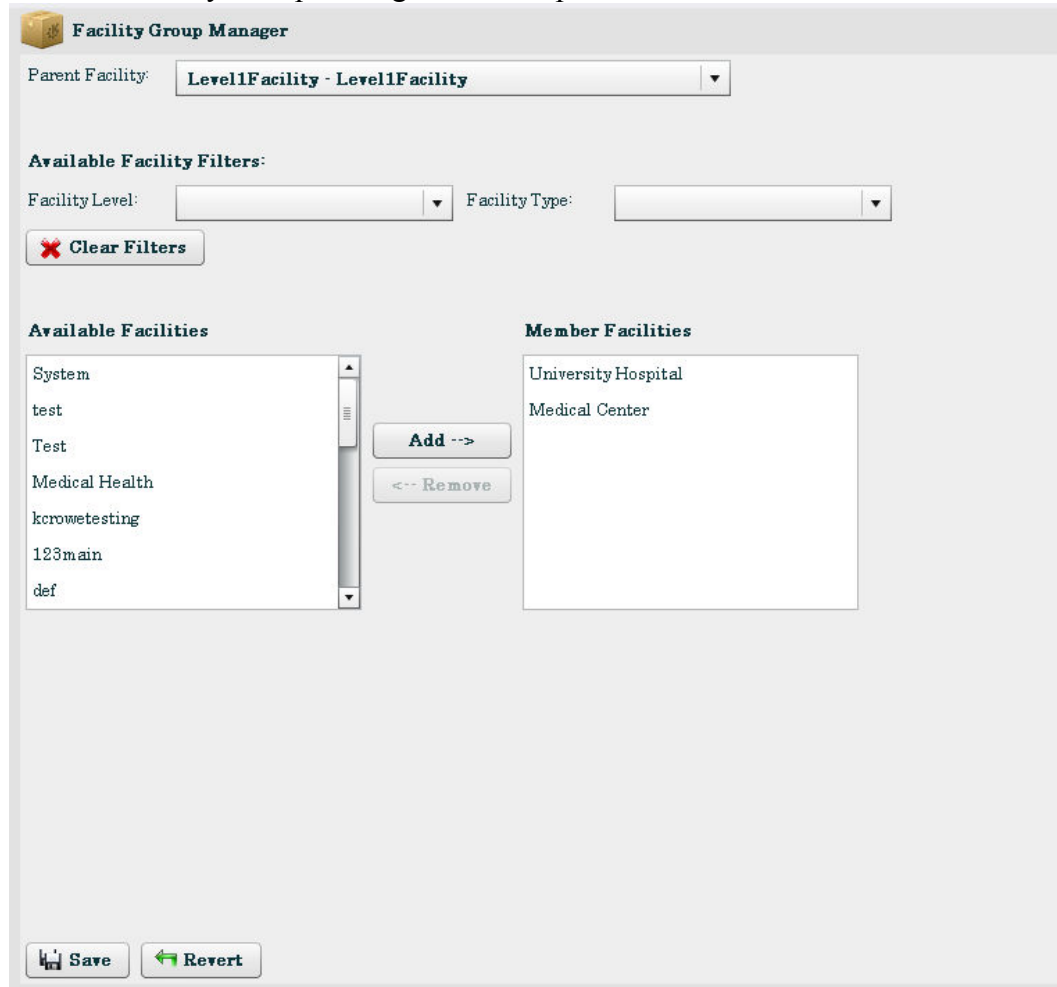
For example, a user may need to group facilities by regions. The user would first create a “facility” for the region. For example, the SouthEast Region. SouthEast region would become the “parent” facility. The facilities located in the SouthEast region would become the member (or child) facilities.

Creating a Facility Group

1. Select 'Facility Groups' from the Welcome Screen.



2. The 'Facility Group Manager' screen opens.



The screenshot shows the 'Facility Group Manager' interface. At the top, there is a title bar with a yellow cube icon and the text 'Facility Group Manager'. Below the title bar is a dropdown menu for 'Parent Facility' with the selected value 'Level1Facility - Level1Facility'. Underneath is the 'Available Facility Filters' section, which includes two dropdown menus: 'Facility Level' and 'Facility Type'. Below these is a 'Clear Filters' button with a red 'X' icon. The main area is divided into two columns: 'Available Facilities' on the left and 'Member Facilities' on the right. The 'Available Facilities' list contains: System, test, Test, Medical Health, kcrowetesting, 123main, and def. The 'Member Facilities' list contains: University Hospital and Medical Center. Between the two lists are two buttons: 'Add -->' and '<-- Remove'. At the bottom of the screen are two buttons: 'Save' and 'Revert'.

3. Complete data entry on the 'Facility Group Manager' screen.
4. Select the Parent Facility from the Facility menu.
5. Facility Level is a filter that limits the list of Available Facilities that may be included in this Facility Group. For example, if a user selects a Facility Level equal to Trauma Level 1, then only Trauma Level 1 facilities are

included in the list of available facilities.

6. Facility Type is a filter that limits the list of Available Facilities that may be included this Facility Group. For example, if a user selects a Facility Type equal to Adult Hospital, then only Adult Hospitals are included in the list of available facilities.
7. After setting a Facility Level filter or a Facility Type filter, select the 'Clear Filters' button to remove the filters.
8. To add facilities to a new Facility Group, do the following:
 - a. Select the facility name from the list of Available Facilities.
 - b. Select the 'Add' button.
 - c. This moves the Facility from the list of Available Facilities to the list of Member Facilities.
9. To remove facilities from a Facility Group, do the following:
 - a. Select the facility name from the list of Member Facilities.
 - b. Select the 'Remove' button.
 - c. This moves the Facility from the list of Member Facilities to the list of Available Facilities.
10. Select 'Save' to save the record and return to the Facility Group Record Manager screen.
11. Select 'Revert' to exit the record without saving changes.


Roles

Adding a New Role


1. Select 'Roles' from the Welcome Screen.



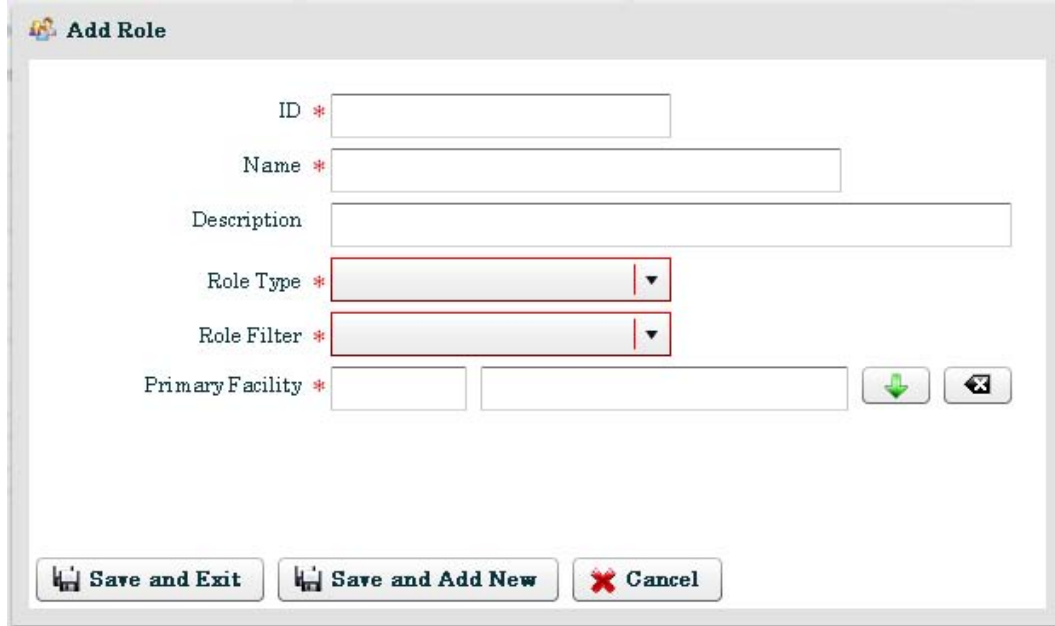
2. The Roles Record Manager will appear. Select the 'Add' button.

 Role Record Manager

ID	Name	Primary Facility	Type
Admin	Adminygyy	System	Primary
FullTest	FullTest	System	Primary

 Add



3. The 'Add Role' screen opens.



The screenshot shows the 'Add Role' form with the following fields and controls:

- ID * (text input)
- Name * (text input)
- Description (text input)
- Role Type * (dropdown menu, highlighted with a red border)
- Role Filter * (dropdown menu, highlighted with a red border)
- Primary Facility * (text input with a green arrow button and a clear button to its right)

At the bottom of the form are three buttons: 'Save and Exit', 'Save and Add New', and 'Cancel'.

4. Complete data entry on the 'Add Role' screen.
5. The definition of each field follows:
 - a. ID – unique ID assigned to the role
 - b. Name – unique Name assigned to the role
 - c. Description – enter additional details regarding the role
 - d. Role Type – select Primary. The Account option is not used in the Alabama configuration.
 - e. Role Filter
 - i. Select *Central Site* if the role is for use by Central Site staff only.
 - ii. Select *Hospital* if the role is for use by Central Site staff *or* Hospital staff.
 - f. Primary Facility
 - i. To select a Facility, select the arrow  to the right of the field.
 - ii. To delete a Facility, select the 'Clear' button  to the right of the field.
6. The following required data elements must be entered prior to saving the form:
 - a. ID
 - b. Name
 - c. Role Type
 - d. Role Filter

- e. Primary Facility
7. Select ‘Save and Exit’ to save the record and return to the Role Record Manager screen.
8. Select ‘Save and Add New’ to save the current record and add the next role record.
9. Select ‘Cancel’ to exit the record without saving changes.

Role Record Manager

The Role Record Manager is used to manage the role records.

 Role Record Manager

ID	Name	Primary Facility	Role Type	Role Filter	 Add
Admin	Admin	System	Primary	Any	
CentralSiteAdmin	CentralSiteAdmin	System	Primary	Internal	


It includes the following functions:


- ‘Add’ – select this button to add a new role.



Role Editor

When the user selects/highlights a role record in the Role Record Manager, the Role Editor will display below the Role Record Manager. The Role Editor is used to complete edits to a role profile *after* the role is initially added.

- Select the ‘Save’ button to save changes to the Role.
- Select the ‘Revert’ button to cancel any edits. The ‘Revert’ button will remove any edits completed since the last ‘Save’.

 **Role Record Manager**

ID ▲	Name	Primary Facility	Role Type	Role Filter	Add
Admin	Admin	System	Primary	Any	 Add
CentralSiteAdmin	CentralSiteAdmin	System	Primary	Internal	
HospitalAdmin	HospitalAdmin	System	Primary	Any	
HospitalUser	HospitalUser	System	Primary	Any	
TestRole	TestRole	System	Primary	Internal	
User	User	System	Primary	Internal	
ViewOnlyRole	ViewOnlyRole	System	Primary	Any	

Primary Facility *  

ID *

Name

Description

Role Type * ▼

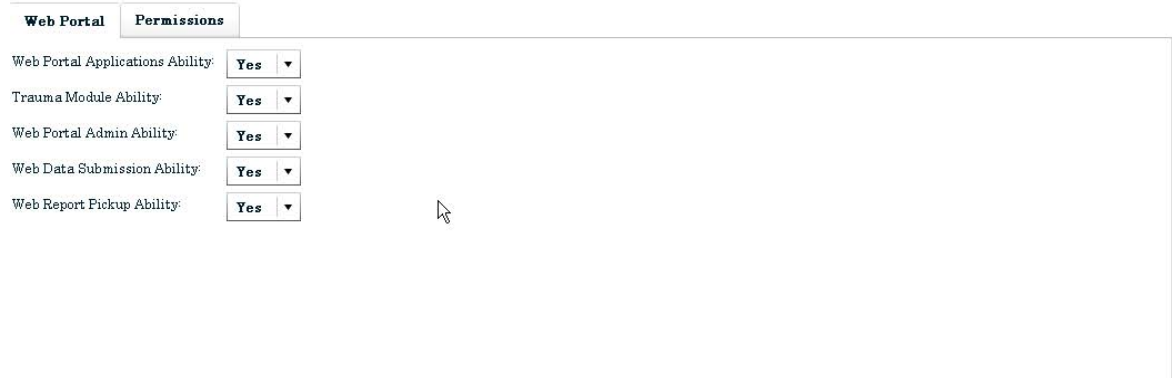
Role Filter * ▼

View Permissions

To view the permissions or rights assigned to a role, select the ‘View Permissions’ button.



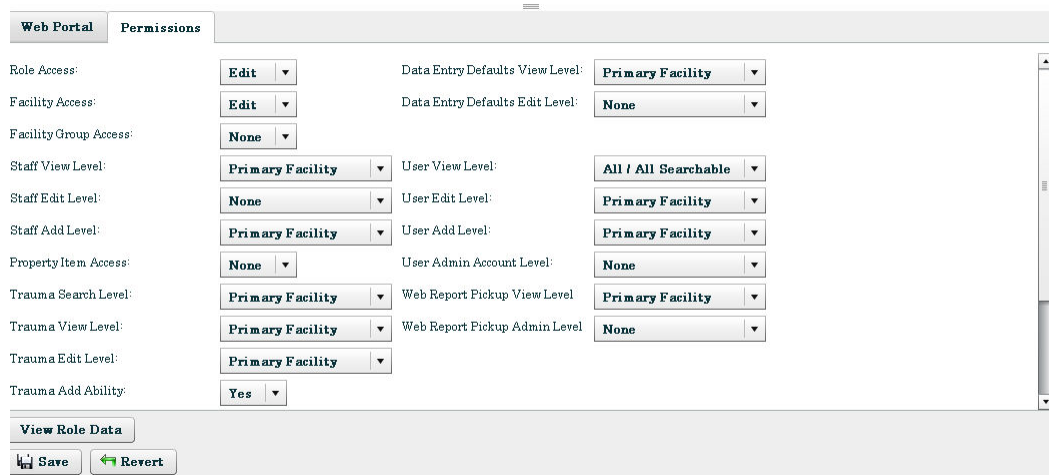
The 'Permissions Window' will open. The 'Web Portal' screen will display. On the Web Portal screen, assign permissions to each Web Portal option. A permission must be assigned to each Web Portal option in order to save the role.



Web Portal	Permissions
Web Portal Applications Ability:	Yes ▾
Trauma Module Ability:	Yes ▾
Web Portal Admin Ability:	Yes ▾
Web Data Submission Ability:	Yes ▾
Web Report Pickup Ability:	Yes ▾

- Web Portal Applications Ability
 - Select 'Yes' to allow access to the Web Portal. The Web Portal is the primary website the end users login to.
 - Select 'No' to prevent access to the Web Portal.
- Trauma Module Ability
 - Select 'Yes' to allow access to the Trauma Module. The Trauma Module is the application used for the trauma data entry.
 - Select 'No' to prevent access to the Trauma Module.
- Web Portal Admin Ability
 - Select 'Yes' to allow access to the Web Portal Administrative Module. The Web Portal Administrative Module is used to perform System Administrator functions. For example, adding new users or setting up new accounts.
 - Select 'No' to prevent access to the Web Portal Administrative Module.
- Web Data Submission Ability
 - Select 'Yes' to allow access to the Web Data Submission Module. The Web Data Submission Module is used to manage data submissions.
 - Select 'No' to prevent access to the Web Data Submission Module.
- Web Report Pickup Ability
 - Select 'Yes' to allow access to the Web Report Pickup Module. The Web Report Pickup Module is used to drop-off and retrieve reports.
 - Select 'No' to prevent access to the Web Report Pickup Module.

Click the 'Permissions' tab. Permissions must be assigned to each area in order to save the role.



Role Access:	<input type="button" value="Edit"/>	Data Entry Defaults View Level:	<input type="button" value="Primary Facility"/>
Facility Access:	<input type="button" value="Edit"/>	Data Entry Defaults Edit Level:	<input type="button" value="None"/>
Facility Group Access:	<input type="button" value="None"/>		
Staff View Level:	<input type="button" value="Primary Facility"/>	User View Level:	<input type="button" value="All / All Searchable"/>
Staff Edit Level:	<input type="button" value="None"/>	User Edit Level:	<input type="button" value="Primary Facility"/>
Staff Add Level:	<input type="button" value="Primary Facility"/>	User Add Level:	<input type="button" value="Primary Facility"/>
Property Item Access:	<input type="button" value="None"/>	User Admin Account Level:	<input type="button" value="None"/>
Trauma Search Level:	<input type="button" value="Primary Facility"/>	Web Report Pickup View Level:	<input type="button" value="Primary Facility"/>
Trauma View Level:	<input type="button" value="Primary Facility"/>	Web Report Pickup Admin Level:	<input type="button" value="None"/>
Trauma Edit Level:	<input type="button" value="Primary Facility"/>		
Trauma Add Ability:	<input type="button" value="Yes"/>		

- **Role Access**
 - Select 'View' to allow the user to view all roles.
 - Select 'Edit' to allow the user to edit all roles.
 - Select 'None' to prevent the user from accessing the roles.
- **Facility Access**
 - Select 'View' to allow the user to view all facilities.
 - Select 'Edit' to allow the user to edit all facilities.
 - Select 'None' to prevent the user from accessing the facilities.
- **Facility Group Access**
 - Select 'View' to allow the user to view all facility groups.
 - Select 'Edit' to allow the user to edit all facility groups.
 - Select 'None' to prevent the user from accessing the facility groups.
- **Staff View Level**
 - Select 'None' to prevent the user from viewing staff.
 - Select 'Primary Facility' to allow the user to view staff members assigned to the same primary facility
 - Select 'All/All Searchable' to allow the user to view all staff members, regardless of primary facility.
- **Staff Edit Level**
 - Select 'None' to prevent the user from editing staff.
 - Select 'Primary Facility' to allow the user to edit staff members assigned to the same primary facility
 - Select 'All/All Searchable' to allow the user to edit all staff members, regardless of primary facility.
- **Staff Add Level**
 - Select 'None' to prevent the user from adding staff.

- Select 'Primary Facility' to allow the user to add staff members assigned to the same primary facility
 - Select 'All/All Searchable' to allow the user to add all staff members, regardless of primary facility.
- Property Item Access
 - Select 'View' to allow the user to view property items.
 - Select 'Edit' to allow the user to edit property items.
 - Select 'None' to prevent the user from accessing property items.
- Trauma Search Level
 - Select 'None' to prevent the user from searching trauma records.
 - Select 'Primary Facility' to allow the user to search trauma records in the same primary facility.
 - Select 'All/All Searchable' to allow the user to search all trauma records.
- Trauma View Level
 - Select 'None' to prevent the user from viewing trauma records.
 - Select 'Primary Facility' to allow the user to view trauma records in the same primary facility.
 - Select 'All/All Searchable' to allow the user to view all trauma records.
- Trauma Edit Level
 - Select 'None' to prevent the user from editing trauma records.
 - Select 'Primary Facility' to allow the user to edit trauma records in the same primary facility.
 - Select 'All/All Searchable' to allow the user to edit all trauma records.
- Trauma Add Ability
 - Select 'Yes' to allow the user to add trauma records.
 - Select 'No' to prevent the user from adding trauma records.
- Trauma Delete Ability
 - Select 'Yes' to allow the user to delete trauma records.
 - Select 'No' to prevent the user from deleting trauma records.
- Trauma Number Edit Ability
 - Select 'Yes' to allow the user to edit Trauma Numbers.
 - Select 'No' to prevent the user from editing Trauma Numbers.
- Data Entry Defaults View Level
 - Select 'None' to prevent the user from viewing data entry defaults.
 - Select 'Primary Facility' to allow the user to view data entry defaults for the assigned primary facility.
 - Select 'All/All Searchable' to allow the user to view all data entry defaults.
- Data Entry Defaults Edit Level
 - Select 'None' to prevent the user from editing data entry defaults.
 - Select 'Primary Facility' to allow the user to edit data entry defaults for the assigned primary facility.

- Select 'All/All Searchable' to allow the user to edit all data entry defaults.
- User View Level
 - Select 'None' to prevent the user from viewing users.
 - Select 'Primary Facility' to allow the user to view users in the same primary facility.
 - Select 'All/All Searchable' to allow the user to view all users.
- User Add Level
 - Select 'None' to prevent the user from adding new users.
 - Select 'Primary Facility' to allow the user to add new users in the same primary facility.
 - Select 'All/All Searchable' to allow the user to add any new user.
- User Edit Level
 - Select 'None' to prevent the user from editing users.
 - Select 'Primary Facility' to allow the user to edit users in the same primary facility.
 - Select 'All/All Searchable' to allow the user to edit any user.
- User Admin Account Level
 - Select 'None' to prevent the user from adding, viewing or editing accounts.
 - Select 'Primary Facility' to allow the user to add, edit and view accounts assigned to the same primary facility.
 - Select 'All/All Searchable' to allow the user to add, edit and view all accounts, regardless of the primary facility.
- Web Report Pickup View Level
 - Select 'None' to prevent the user from viewing web reports.
 - Select 'Primary Facility' to allow the user to view web reports assigned to the same primary facility.
 - Select 'All/All Searchable' to allow the user to view all web reports, regardless of the primary facility.
- Web Report Pickup Admin Level
 - Select 'None' to prevent the user from deleting web reports.
 - Select 'Primary Facility' to allow the user to delete web reports assigned to the same primary facility.
 - Select 'All/All Searchable' to allow the user to delete all web reports, regardless of the primary facility.
- User Account Role Filter(s)
 - i. Select 'Hospital' if the role is for use by Hospital staff only.
 - ii. Select 'Hospital' and 'Central Site' if the role is for use by Central Site staff and Hospital staff.



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DI Administrative Module User Manual

Pre-Configured Alabama Roles

The chart below displays the pre-configured roles in the Alabama Administrative Module.

	Central Site Admin	Central Site Registrar	Central Site General	Hospital Admin	Hospital Registrar	Hospital General
<i>Web Portal Applications Ability</i>	Yes	Yes	Yes	Yes	Yes	Yes
<i>Trauma Module Ability</i>	Yes	Yes	Yes	Yes	Yes	Yes
<i>Admin Ability</i>	Yes	Yes	Yes	Yes	Yes	No
<i>Data Submission Ability</i>	Yes	Yes	No	Yes	Yes	No
<i>Web Report Pickup Ability</i>	Yes	Yes	No	Yes	Yes	No
<i>Role Access</i>	Edit	View	View	View	View	None
<i>Facility Access</i>	Edit	View	View	View	View	None
<i>Facility Group Access</i>	Edit	None	None	None	None	None
<i>Staff View Level</i>	All / All Searchable	All / All Searchable	All / All Searchable	Primary Facility	Primary Facility	None
<i>Staff Edit Level</i>	All / All Searchable	All / All Searchable	None	Primary Facility	Primary Facility	None
<i>Staff Add Level</i>	All / All Searchable	All / All Searchable	None	Primary Facility	Primary Facility	None
<i>User View Level</i>	All / All Searchable	All / All Searchable	All / All Searchable	Primary Facility	Primary Facility	None
<i>User Edit Level</i>	All / All Searchable	None	None	Primary Facility	None	None
<i>User Add Level</i>	All / All Searchable	None	None	Primary Facility	None	None
<i>User Admin Account Level</i>	All / All Searchable	None	None	Primary Facility	None	None
<i>Data Entry Defaults View Level</i>	All / All Searchable	All / All Searchable	None	Primary Facility	Primary Facility	None
<i>Data Entry Defaults Edit Level</i>	All / All Searchable	All / All Searchable	None	Primary Facility	Primary Facility	None
<i>Trauma View Level</i>	All / All Searchable	All / All Searchable	All / All Searchable	Primary Facility	Primary Facility	Primary Facility
<i>Trauma Search Level</i>	All / All Searchable	All / All Searchable	All / All Searchable	Primary Facility	Primary Facility	Primary Facility
<i>Trauma Edit Level</i>	All / All Searchable	All / All Searchable	None	Primary Facility	Primary Facility	None
<i>Trauma Add Ability</i>	Yes	Yes	No	Yes	Yes	No
<i>Trauma Delete Ability</i>	Yes	Yes	No	Yes	Yes	No
<i>Trauma Number Edit Ability</i>	Yes	Yes	No	Yes	Yes	No
<i>Web Report Pickup View Level</i>	All / All Searchable	All / All Searchable	None	Primary Facility	Primary Facility	No
<i>Web Report Pickup Admin Level</i>	None	None	None	None	None	None
<i>User Account Role Filter(s)</i>	Central Site; Hospital	Central Site; Hospital	Central Site; Hospital	Hospital	Hospital	Hospital
<i>Property Item Access</i>	Edit	None	None	None	None	None

Defaults Manager

Forms

The default forms functionality is used to set default data elements on the forms.

1. Select 'Defaults' from the Welcome Screen.

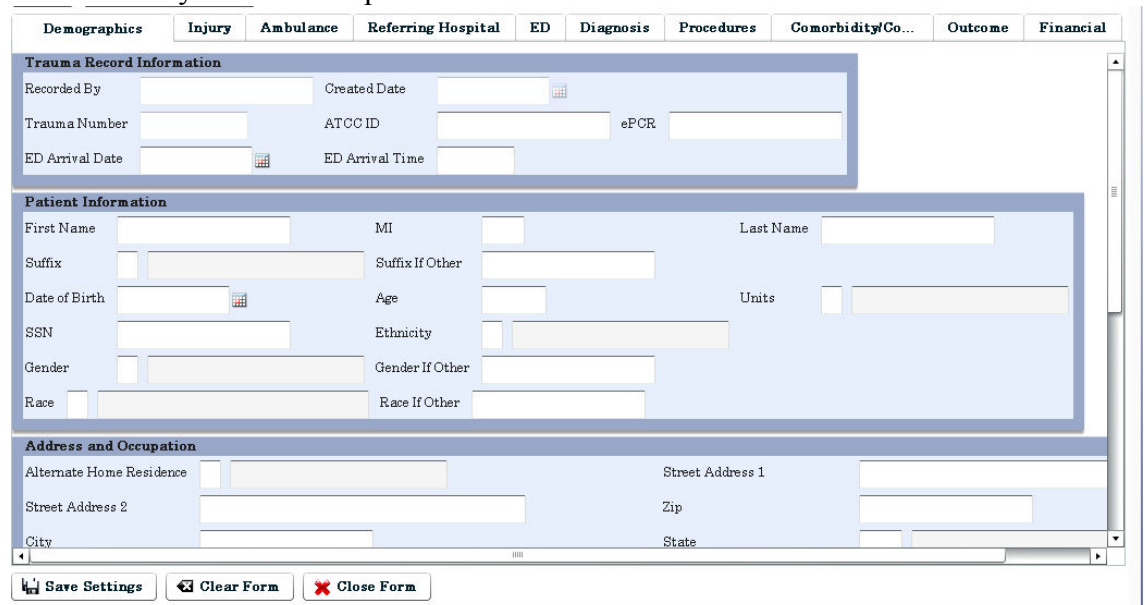


2. Select AlabamaTrauma under the Select form option.

3. Select System under the Select facility option.



4. Select the 'Load' button.
5. The data entry screen will open.



6. Enter in the desired defaults.
7. Select 'Save Settings' to save all defaults.



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8. Select 'Clear Form' to clear all defaults.

Trauma Sequence Numbers

This functionality is used to set your starting Trauma Number. Digital Innovation pre-configures this prior to software implementation. For assistance with re-setting the starting Trauma Number, consult Digital Innovation, Inc.



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