



Pacific Knowledge Systems

RippleDown User Management Guide

This document focuses on User Management in RippleDown using the Administrator Client.

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Overview

The administrator client us is used to manage users and user groups for the RippleDown applications.

A **User** is the login name for each RippleDown user.

A **User Group** is a named set of user permissions that can be defined to allow you to grant permissions to the applications, projects and queues for each user.

Specific functions are

- Managing user accounts
- Adding a new user account
- Managing user groups
- Generating a user and group report

It is best to firstly set up the user groups and associated permissions and then add the users to the relevant User Group/s

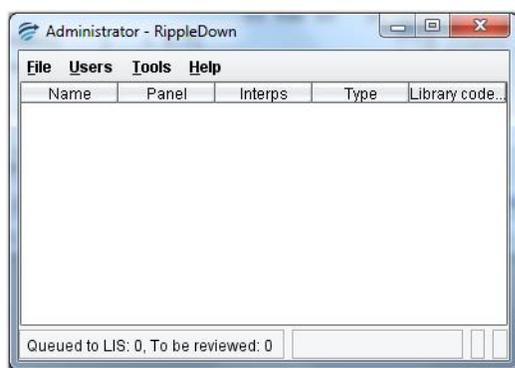
Administrator Client

To Log into the Administrator client:

1. From the menu shown below ensure the Administrator is selected:



2. Enter your username and password and click OK to open the Administrator:



User Groups

To modify an existing user group

1. Use the menu **Users | Manage user groups...**
2. Select the group that requires modification
3. Click the Modify button.
4. Click the appropriate check box against the required options as follows:

Login Permissions allow a user to login to the corresponding RippleDown application. The following application permissions are possible:

- Report Validator
- Knowledge Builder (clinical)
- Data Entry Auditor
- Audit Knowledge Manager
- Administrator
- Translator

Project Permissions allows a user to access a specific project and its associated validation queues or translations. The following project permissions are possible:

- Knowledge Builder - this allows a user to open the specific project using the Knowledge Builder
- Original queues - this allows a user to validate the default queue for the project, or a queue defined by rules.
- Copy queues - this allows a user to review a copy queue for the project. (All copy queues are defined by rules).
- Translations - this allows a user to open a specific translation for the project using the Translator.
- Report sections (only applicable to the Data Entry Auditor) - when a report is viewed in the Auditor, only those report sections for which a user has privileges will be shown.

Create a new user group

1. Use the menu **Users | Manage user groups...**
2. Click the Add button. The Add user group dialog will appear.
3. Enter a descriptive name for the user group
4. Select the permissions for the user group, then click OK to save the user group.
5. You can now add users to this group by modifying their user accounts.

Users

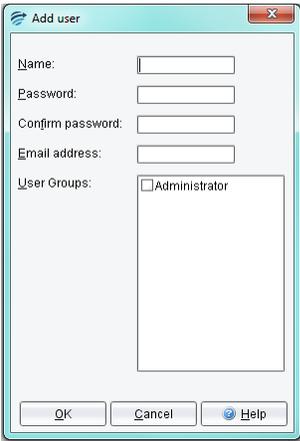
To Manage Users

From the Users menu select Manage users...



The Users box opens and shows the list of user currently active in RippleDown

There are three options available:

<p>Add</p>	<ol style="list-style-type: none"> 1. Click Add to show the following: <div data-bbox="617 940 917 1381" data-label="Image">  </div> <ol style="list-style-type: none"> 2. Enter the name and password 3. Confirm the password 4. Enter the optional email address. This can be use if cases are to be referred to this user from the Auditor or Validator 5. Select the user group that this user should belong to. If the list of user groups is empty it will be necessary to add user groups and then modify the user you have created 6. Click OK
<p>Modify</p>	<ol style="list-style-type: none"> 1. Click on the user 2. Click on Modify 3. Edit as required and click OK
<p>Remove</p>	<ol style="list-style-type: none"> 1. Click on the user name

-
2. Click on Remove and you will be asked to confirm the action
 3. Click on Yes if this is correct
-

Generating a User and Group report

To generate a PDF report of the users and user groups that have been defined:

1. Use the Administrator menu **Users | User and Group report...**
2. A dialog will appear prompting you for the name and location for the report. Enter the file name and folder name you require. Note: the file name you enter should end with the extension ".pdf", for example, "users.pdf"
3. Click the User and Group report button.
4. After a few seconds a dialog will appear indicating that the report has been exported
5. You can open the file with a PDF viewer and print if required.

The report comprises of two sections:

Users: The first section of the report lists each user, the groups that user is a member of, and the complete list of permissions these groups confer on that user.

Groups: The second section of the report lists each user group, the users in that group, and the permissions associated with that group.

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