



PEPFAR

U.S. President's Emergency Plan for AIDS Relief

**Digital Health Inventory (DHI)
Primary User Administrator (PUA) Job Aid**

PUA Job Aid

Introduction

The PEPFAR Digital Health Inventory (DHI) data stream is an annual data collection activity that enables PEPFAR to support alignment, functionality, scalability, and sustainability of digital health investments across different Operating Units (OU). Each user of DHI needs the required permissions to access, edit, or view.

IMPORTANT: In FY23, a new user role called “DHI Data Coordination and Review” has been added to the DATIM User Administration App. This role is intended for users of the new *DHI Coordination and Review* module. Please refer to the [DHI Support Page](#) for additional information.

This job aid is for Primary User Administrator (PUAs) to ensure users have access to the DHI tool with the appropriate roles based on their user type.

Provisioning Access to the DHI Tool

All users must be granted access to the DHI Application before they can view the tool. To give appropriate access to different users, the PUA must grant access via the DATIM User Administration App. For additional information about the DATIM User Administration App and how to provide access, please refer to the [DATIM Primary User Administrator \(PUA\) Guide](#).

Type of DHI Access

There are several access types available in DATIM that determine what permissions a user will get. These access types are also based on the different user available in DATIM. To learn more about these user types, please to the [DATIM User Type Reference Table](#).

Please use the tables - **Available Access based on user type** below to help you identify what permissions can be assigned based on the actions each user type will need to perform in DHI.



Table 1: Available Access based on user type - Country Users

Permission	Description of Permission	MoH	Partner	Agency	Interagency
DHI Data Coordination and Review	Create and assign discrete system in the coordination and review module	⊘	⊘	●	●
Data Entry	View Discrete system, Enter and View Digital Health Investment	⊘	●	●	●
Data Access	View Digital Health Investments	⊘	●	●	●

Table 2: Available Access based on user type – Global Users

Permission	Description of Permission	Partner	Agency	Global
Data Access	View Digital Health Investments	●	●	●

PUA Job Aid

Table – Symbol Key	
	User Administrators can select or unselect that permission, action, or access.
	User type can see this app in DATIM, but do NOT have access to its content or data

Assigning User Roles

Please refer to the table below to help determine what permissions you should enable based on the user type and the functions required.

Table 3: Permissions to Assign User based on their User Types

User Type	Actions User Can Perform	Permissions Needed	DHI Module
Agency/ Interagency	<ul style="list-style-type: none"> • Create Discrete Systems • Assign Mechanisms • Review DHI Submissions • Perform actions such as confirm, unassign, request update, unconfirm 	<ul style="list-style-type: none"> • Enter Data • DHI Data Coordination & Review 	Coordination and Review Module
	<ul style="list-style-type: none"> • Review Submissions • Perform actions such as confirm, request update, unconfirm 	<ul style="list-style-type: none"> • Enter Data 	
	<ul style="list-style-type: none"> • View Submissions only (cannot perform any actions) 	<ul style="list-style-type: none"> • View Data 	
Partner	<ul style="list-style-type: none"> • Enter and View DHI entries 	<ul style="list-style-type: none"> • Enter Data 	Implementing Partner Module
	<ul style="list-style-type: none"> • View DHI entries 	<ul style="list-style-type: none"> • View Data 	

Steps to Update User Account

1. Log into [DATIM](#) and navigate to the User Administration app.
2. Search for the user you want to give DHI access to and proceed to edit their user account.
NOTE: If user is not available in the list, please refer to the [DATIM Primary User Administrator \(PUA\) Guide](#) on the process for creating new DATIM accounts.
3. You should be presented with this screen below where you can:
 - Use the DHI slide under Data Streams highlighted in red to grant DHI Access or DHI Entry role
 - Check the “Data DHI Coordination and Review” box under the Data Actions section to give the DHI Coordination and Review role to the user.

PUA Job Aid

Data Streams

DHI	<input checked="" type="checkbox"/>	Enter Data	
ER	<input type="checkbox"/>	No Access	
ESOP	<input type="checkbox"/>	No Access	
HRH	<input type="checkbox"/>	No Access	
MCAE	<input type="checkbox"/>	No Access	
MER	<input type="checkbox"/>	No Access	
MOH	<input type="checkbox"/>	No Access	
SaSR	<input type="checkbox"/>	No Access	
SIMS	<input type="checkbox"/>	No Access	

Data Actions

<input checked="" type="checkbox"/>	DHI Data Review and Coordination
-------------------------------------	----------------------------------

If access issues persist after following steps above, please submit a ticket to [DATIM support](#).

DHI User Types

DHI Access & Permission Level				Role Description	Example
User Type	View Data	Enter Data	DHI Data Review and Coordination		
Implementing Partner	No	No	N/a	Can view DHI app, but sees a message that this user does not have DHI access	EGPAF user in Uganda, can see the app in DHIS2 app drawer, but gets message that the user is not authorized to see DHI (in line with other DATIM apps)
	Yes	No	N/a	Can view this partner's investment entries in this OU in read-only mode	EGPAF user in Uganda, can only view all EGPAF investment entries in Uganda
	Yes	Yes	N/a	Can edit and submit this partner's investment entries in this OU	EGPAF user in Uganda, can view and edit (including submit) EGPAF entries in Uganda

PUA Job Aid

DHI Access & Permission Level					
User Type	View Data	Enter Data	DHI Data Review and Coordination	Role Description	Example
Agency	No	No	No	Can view DHI app, but sees a message that this user does not have DHI access	USAID user in Uganda, can see the app in DHIS2 app drawer, but gets message that not authorized to see DHI
	No	No	Yes	Can view DHI app, but sees a message that this user does not have DHI access	USAID user in Uganda, can see the app in DHIS2 app drawer, but gets message that not authorized to see DHI
	Yes	No	No	Can see this agency's discrete systems and investment entries in this OU, not able to act on them	CDC user in Uganda, cannot see PCO module, can see CDC investment entries for Uganda
	Yes	No	Yes	Can see this agency's discrete systems and investment entries in this OU, not able to act on them - coordination requires edit access level	CDC user in Uganda, cannot see PCO module, can see CDC investment entries for Uganda
	Yes	Yes	No	Can view this agency's discrete systems, can perform actions on investment entries (e.g. confirm)	DOD user in Uganda, cannot see PCO discrete system module, can see all DOD investments for Uganda. Can act on investment entries (e.g. confirm)
	Yes	Yes	Yes	Can create/edit discrete systems and assign to mechs (from all agencies), can perform actions on this agency's investment entries. Can view entries from other agencies	DOD user in Uganda, can see and edit discrete systems for all agencies (due to coordinator role). Can view and act on DOD investments, can view all investment entries, but cannot act on other agencies' investment entries (except for unassign mechanism)

PUA Job Aid

DHI Access & Permission Level				Role Description	Example
User Type	View Data	Enter Data	DHI Data Review and Coordination		
Interagency	No	No	No	Can view DHI app, but sees a message that this user does not have DHI access	Interagency user in Uganda, can see the app in DHIS2 app drawer, but gets message that the user is not authorized to see DHI
	No	No	Yes	Can view DHI app, but sees a message that this user does not have DHI access	Interagency user in Uganda, can see the app in DHIS2 app drawer, but gets message that the user is not authorized to see DHI
	Yes	No	No	Can view see all discrete systems and investment entries, cannot perform any actions	Interagency user in Uganda, cannot see PCO module, can see investment entries from all agencies for Uganda
	Yes	No	Yes	Can view see all discrete systems and investment entries, cannot perform any actions - coordination require edit access level	Interagency user in Uganda, cannot see PCO module, can see investment entries from all agencies for Uganda
	Yes	Yes	No	Can view all country discrete systems and investments, but not act on them.	Interagency user in Uganda, can see all investments. Cannot perform any actions
	Yes	Yes	Yes	Can create/edit discrete systems and assign to mechs (from all agencies). Can view investments, but not act on them.	Interagency user in Uganda, can see/edit all Uganda discrete systems. Can view all investment entries, but cannot act on them.

Verifying Access

After assigning roles and access to different users, as the PUA it is recommended that you verify with the users that they have appropriate access.

Please contact [DATIM Support](#) if you have any issues.