User Administration: Creating New HRH User Accounts

Purpose

This article describes how to process Human Resources for Health (HRH) Inventory account requests and is relevant for Primary User Administrators and User Administrators only.

Background

Why do users need an account in DATIM for Human Resources for Health?

To perform Human Resources for Health Inventory data entry and approval, all Implementing Partner and Agency Field users will need a DATIM account that has permissions for HRH. Agency HQ users will also need a DATIM account; however, this user type is specific to HRH, ER and PBPE, and thus should not cross over with other data streams.

User administration in DATIM

Before you begin creating HRH user accounts, please consult the following resources:

- [User Administration Application Reference Guide](#)

- User Administration: HRH User Types and Account Requests

Send HRH user account invitations

- Sign into DATIM using the "Sign in with Okta" button

- Navigate to DATIM and the User Administration App

- In the upper right side of the window, click the "Invite" button

- Follow the instructions in the images below for each HRH account invitation you wish to send
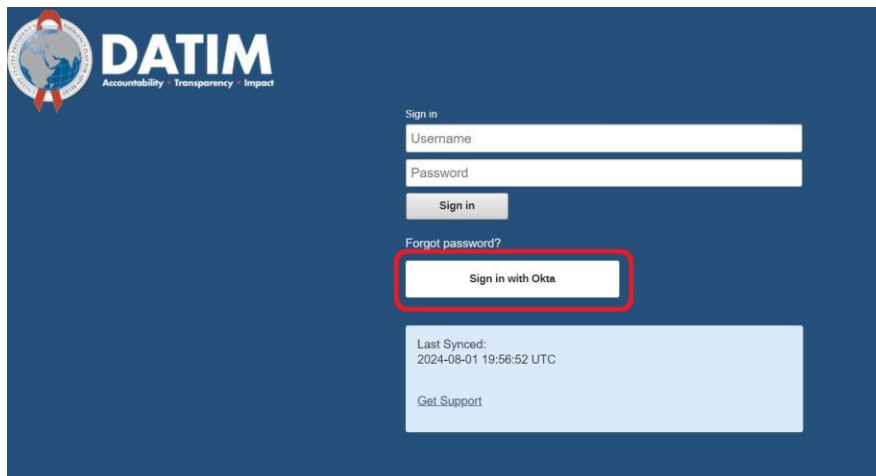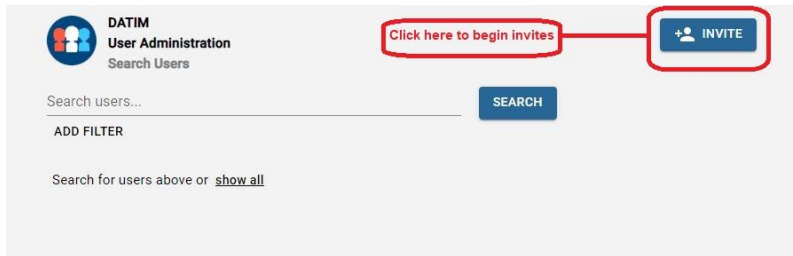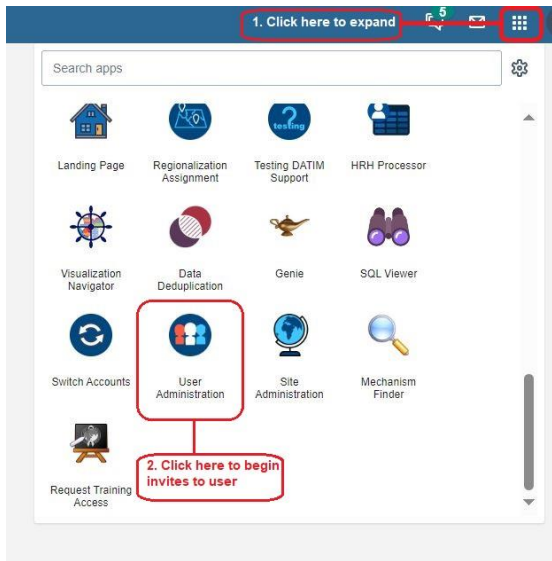
HRH Inventory Implementing Partner

HRH Implementing Partner User

Invite User   < BACK

1 From the dropdown menus select:
- Email (enter manually)
- Notes
- Language (English default)
- Country
- User Type: Partner

User Info

E-mail address of Okta account

Note to help user identify this DATIM account

Language
English

Country

User Type
Partner

☐ User Administrator

Data Streams

CXAE	No Access
DHI	No Access
ER	No Access
ESOP	View Data
HRH	Enter Data
MCAE	No Access
MER	No Access

2 For HRH in the Data Streams section, select "Enter Data"

Do not alter any other data streams

3 In the Data Actions section, select "Approvals: Submit Data"

Data Actions

☐ Approvals: Submit Data

4 After you have completed these steps, press "Create Account"

CREATE ACCOUNT ➤

HRH Agency Field

HRH Agency Field User

Invite User   ‹ BACK

User Info

E-mail address of Okta account

Note to help user identify this DATIM account

Language
English

Country

User Type
Agency

☐ User Administrator

1
From the dropdown menus select:
• Email (enter manually)
• Notes
• Language (English default)
• Country
• User Type: Agency

Data Streams

CXAE	No Access
DHI	No Access
ER	No Access
ESOP	View Data
HRH	View Data
MCAE	No Access
MER	No Access
MOH	No Access
SaSR	No Access
SIMS	No Access

2
For HRH in the Data Streams section, select "View Data"

Do not alter any other data streams

Data Actions

☑ Approvals: Accept Data
☑ Approvals: Submit Data
☑ View Unapproved Data
☐ Data DHI coordination and review

CREATE ACCOUNT ➤

3
In the Data Actions section, select "Approvals: Accept Data" & "Approvals: Submit Data"

4
After you have completed these steps, press "Create Account"

HRH Agency HQ

HRH Global Agency (Agency HQ*) User

Invite User   ‹ BACK

User Info

E-mail address of Okta account

Note to help user identify this DATIM account

Language
English

Country

User Type
Global Agency

Agency

☐ User Administrator

1
From the dropdown menus select:
• Email (enter manually)
• Notes
• Language (English default)
• Country
• User Type: Global Agency
• Agency Name

Data Streams

CXAE	No Access
DHI	No Access
ER	Enter Data
ESOP	View Data
HRH	View Data

2
For HRH in the Data Streams section, select "View Data"

Do not alter any other data streams

Data Actions

☑ Approvals: Accept Data
☑ Approvals: Submit Data

CREATE ACCOUNT ➤

3
In the Data Actions section, select "Approvals: Accept Data" & "Approvals: Submit Data"

4
After you have completed these steps, press "Create Account"