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

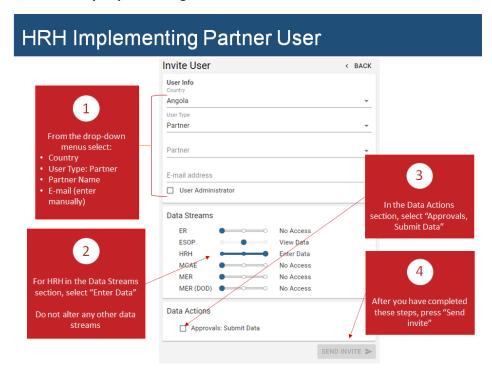Before you begin creating HRH user accounts, please consult the following resources:

- [User Administration Application Reference Guide](#)

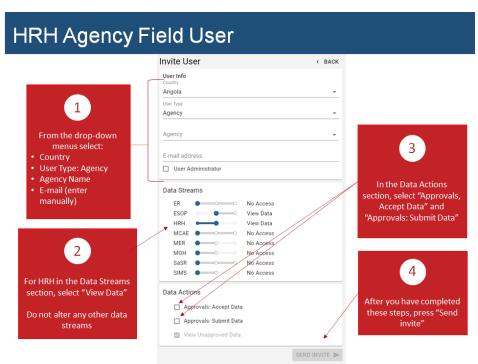- User Administration: HRH User Types and Account Requests

Send HRH user account invitations

- Navigate to DATIM and the User Administration App.

- Follow the instructions in the image below for each HRH account invitation you wish to send.

HRH Inventory Implementing Partner

HRH Agency Field

HRH Agency Field User

Invite User ‹ BACK

User Info
Country
Angola

User Type
Agency

Agency

E-mail address

☐ User Administrator

1
From the drop-down menus select:
• Country
• User Type: Agency
• Agency Name
• E-mail (enter manually)

Data Streams

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

SEND INVITE ➤

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

4
After you have completed these steps, press "Send invite"

HRH Agency HQ

HRH Global Agency (Agency HQ*) User

Invite User ‹ BACK

User Info
Country
Global

User Type
Global Agency

Agency

E-mail address

☐ User Administrator

1
From the drop-down menus select:
• Global
• User Type: Global Agency
• Agency Name
• E-mail (enter manually)

Data Streams

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

SEND INVITE ➤

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

4
After you have completed these steps, press "Send invite"