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

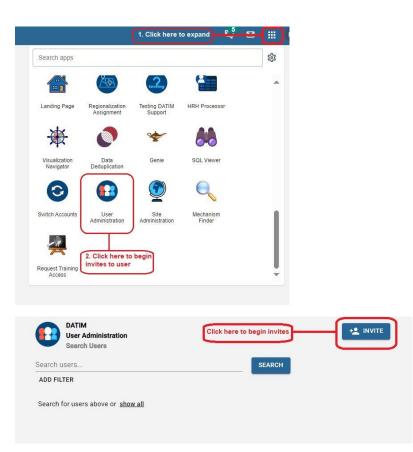
Before you begin creating HRH user accounts, please consult the following resources:

- <u>User Administration Application Reference Guide</u>
- 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

| DATIM | |
|--------------|---|
| ** | Sign in |
| | Username |
| | Password |
| | Sign in |
| | Forgot password? |
| | Sign in with Okta |
| | Last Synced: 2024-08-01 19:56:52 UTC |
| | Get Support |
| | |



HRH Inventory Implementing Partner

| | Invite User | < BACK | |
|---|---|---|---|
| | User Info | | |
| | E-mail address of Okta account | | |
| From the dropdown | Note to help user identify this DATIM account | | |
| menus select: • Email (enter | Language English | - 3 | |
| Motes | Country | | |
| Language (English default) Country | User Type Partner | In the Data Actions section, select | |
| User Type: Partner | User Administrator | "Approvals: Submit Dat | а |
| | Data Streams | | |
| | CXAE No Access | | |
| | ER No Access | | |
| 2 | ESOP View Pata | 4 | |
| | HRH Epter Data | | |
| For HRH in the Data | MCAE • No Access | After you have | |
| Streams section, select Enter Data" | MER No Access | completed these steps press "Create Account" | |
| | Data Actions | | |
| Do not alter any other data streams | Approvals: Submit Data | | |

HRH Agency Field

| | Invite User | < BACK |
|------------------------------|---|-------------------------------------|
| | User Info | |
| | E-mail address of Okta account | |
| m the dropdown | Note to help user identify this DATIM account | |
| nus select: Email (enter | Language English | · |
| nanually) lotes | Country | . 3 |
| anguage (English lefault) | User Type | |
| Country | Agency | In the Data Actions |
| Jser Type: Agency | User Administrator | section, select |
| | Data Streams | "Approvals: Accept |
| | CXAE | Data" & "Approvals: Submit Data" |
| | DHI • No Access | Sublint Data |
| | ER • No Access | |
| | ESOP O View Data | |
| | HRH View Data | |
| HRH in the Data | MCAE O No Access | |
| eams section, select | MER • No Access | |
| ew Data" | MOH No Access | |
| | SaSR • No Access | |
| not alter any other | SIMS No Access | |
| ata streams | Data Actions | After you have |
| | Apprevals: Accept Data | completed these steps |
| | Approvals: Submit Data | press "Create Account" |
| | | |
| | View Unapproved Data | |

HRH Agency HQ

| | al Agency (Age | < BACK | , |
|---|---|--------|---|
| | User Info | | |
| | E-mail address of Okta account | | |
| | Note to help user identify this DATIM account | | |
| rom the dropdown | Language | | |
| Email (enter | English | Ψ | |
| manually) | Country | | 3 |
| Notes Language (English | User Type | | In the Data Actions |
| default) | Global Agency | - / | section, select |
| Country User Type: Global | | | "Approvals: Accept Data" & "Approvals: |
| Agency Agency Name | Agency User Administrator | | Submit Data" |
| | Data Streams | | |
| | CXAE | | |
| | DHI O No Access | · | |
| 2 | ER • Enter Data | | |
| | ESOP View Data | | After you have |
| r HRH in the Data eams section, select | nun vew bala | / | completed these steps, |
| iew Data" | Data Actions | | press "Create Account" |
| | Approvals: Accept Data | | |
| not alter any other ta streams | Approvals: Submit Data | | |
| | | ¥ | |