



USER GUIDE ADMINISTRATION

Authors Dr. Jessica Vasseur
 Medical Informatics Group
 Universitätsklinikum Frankfurt

jessica.vasseur@kgu.de

Version 2.0
 02-Jan-2020

Previous versions

- 1.1 06-Nov-2015 Dr. Marita Muscholl / Dennis Kadioglu



Gefördert durch:



aufgrund eines Beschlusses
des Deutschen Bundestages

TABLE OF CONTENTS

Table of Contents	1
1 User management.....	3
1.1 Defining locations.....	4
1.2 Defining roles.....	5
1.3 Defining users.....	6
1.4 Setting up local administrators	7

1 CONFIGURATION

1.1 LOGGING IN AS ADMINISTRATOR

Open a web browser and enter the address of your newly installed OSSE server into the URL bar.

Opening the registry for the first time will produce a certificate error and the browser will ask if you want to open the webpage anyways. It is safe to do that in this case as the respective server is under your control. To omit this error, you will have to acquire an SSL-certificate from your IT department or one of the certification authorities on the market.

After loading the webpage, you have to log in as administrator with the following details to set up the registry:

username: *"admin"*

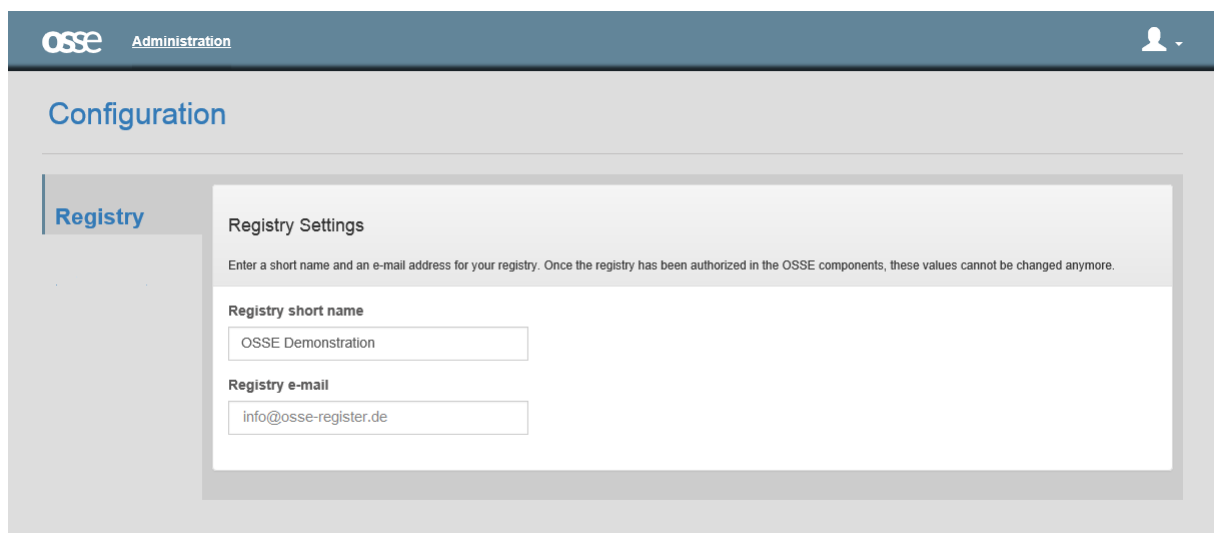
password: *"admin"*

Please remember to change the password as soon as possible via the administrator's profile by clicking on the small white head in the upper right corner of the page.

1.2 REGISTERING YOUR REGISTRY

After starting a registry for the first time, the configuration area only contains one tab called "Registry".

Enter a *short name* for your registry and a registry-specific *email address* and click on 'Save'. Your registry will automatically register at the central authentication service (Figure 1). The *email address* and the *short name* of your registry will be used to authenticate your registry against other OSSE components (Metadata Repository, OSSE Form Editor).



The screenshot shows the OSSE Administration interface. At the top, there is a dark blue header with the OSSE logo and the word "Administration". On the right side of the header is a user profile icon. Below the header, the main content area has a light gray background. A blue sidebar on the left contains the word "Registry". The main content area is titled "Configuration" in blue. Below this title, there is a white box with the heading "Registry Settings". Inside this box, there is a line of text: "Enter a short name and an e-mail address for your registry. Once the registry has been authorized in the OSSE components, these values cannot be changed anymore." Below this text are two input fields. The first is labeled "Registry short name" and contains the text "OSSE Demonstration". The second is labeled "Registry e-mail" and contains the text "info@osse-register.de".

Figure 1

2 USER MANAGEMENT

Before starting to use a registry you have to define your access policy, i.e. define registry locations, assign users and roles or permissions. Locations of a research network can include research centres, clinical departments or medical practices, who share a registry. Each location may have a location administrator who is appointed by the registry administrator. A user can log on to a registry and has roles that provide him with the required permissions to perform data entry and retrieval tasks within the registry.

2.1 DEFINING LOCATIONS

First you have to define the different locations where patient data will be entered. Go to the “Locations” page, to access the list of existing locations (Figure 2). Click ‘Add new location’ and enter the location name, address and contact data for each location (Figure 3). Please note that it is not recommended to modify details of a location retrospectively, since this can cause issues regarding the assignment of patients to this location.

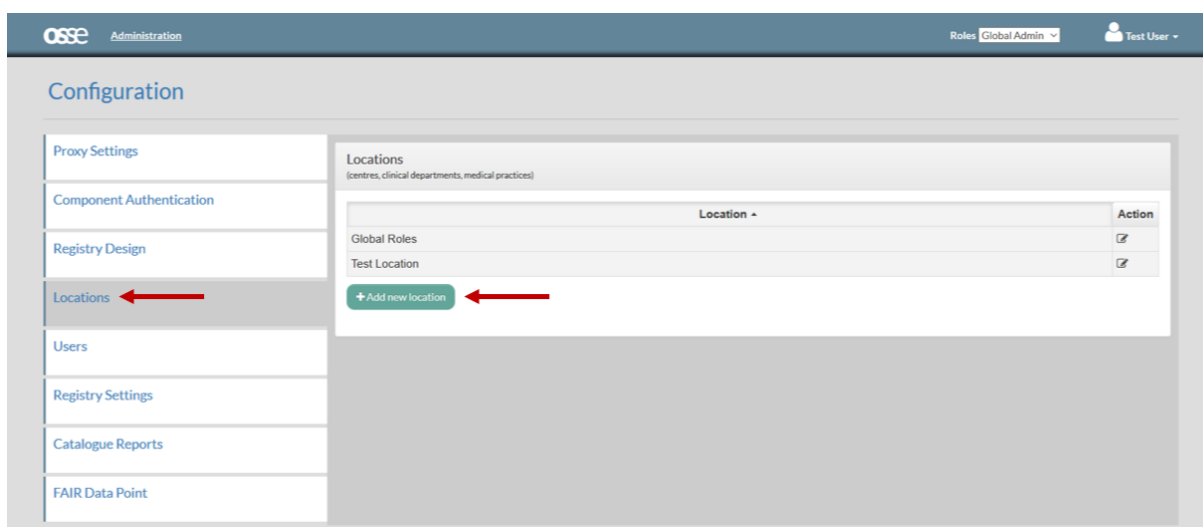


Figure 2

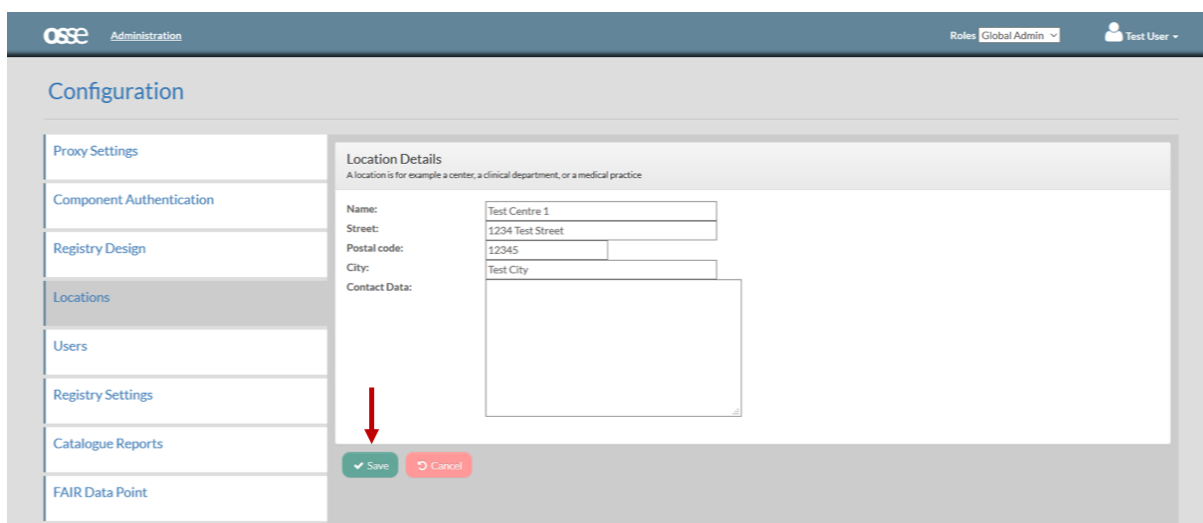


Figure 3

2.2 DEFINING ROLES

Roles are necessary in order to assign the appropriate permissions to registry users according to their tasks and location.

To define a new role, go to the “Users” page, select ‘Roles’ and click on ‘Add new role’ (Figure 4). Here you have to enter a role name and location and select permissions for the role by dragging and dropping items from the list on the right (Figure 5). In the current version OSSE provides pre-defined permission sets; in a later version there will be an enhanced interface for a more fine-grained definition of permissions.

The following permission sets are currently available in OSSE:

- “DataEntry”: permission to read and enter medical data
- “DataEntry+”: permission to add new patients and to read and enter medical data
- “DataRead”: permission to read data
- “DataReport”: permission to change the form status from open to reported
- “DataValidation”: permission to change the form status from reported to validated
- “RemoveValidation”: permission to change the form status from validated to open again
- “DataExport”: permission to export all medical data
- “PatientAccounts”: permission to handle patient accounts
- “See my IDAT”: permission to see the IDAT of patients of your own location
- “See all IDAT”: permission to see the IDAT of any patient, not only those of your own location

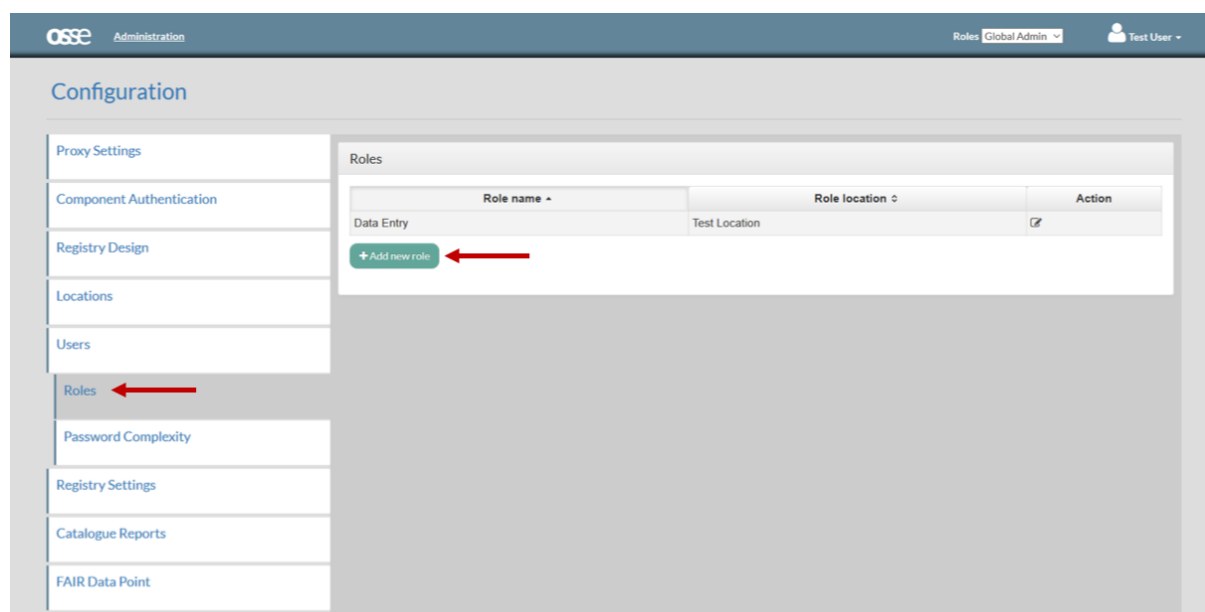


Figure 4

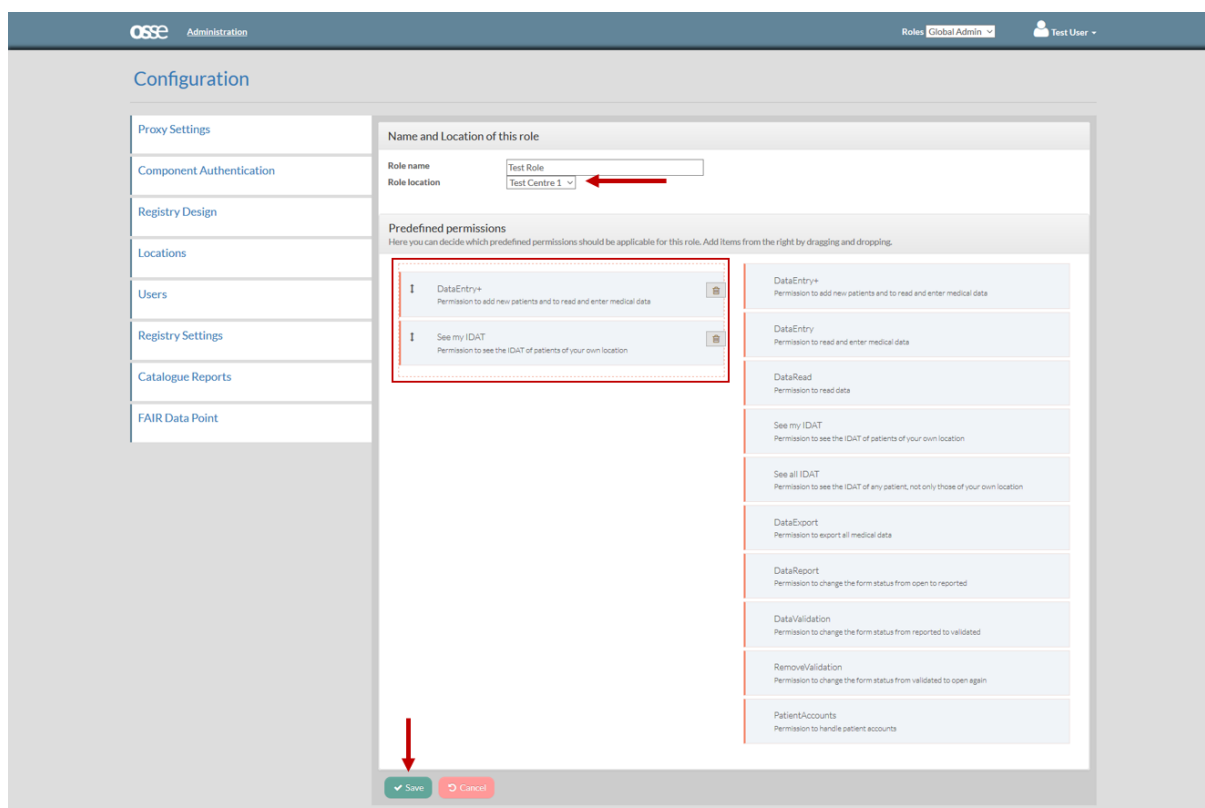


Figure 5

2.3 DEFINING USERS

Go to the “Users” page to add registry users by clicking on ‘Add new user’ (Figure 6). For each new user enter the real name (first name, last name) and a user name and provide an email address in the corresponding field. Assign as many roles to the user as necessary by clicking ‘Add new entry’ and selecting a role from the drop-down list; each user can hold one or more roles. Enter and repeat a password and save the user by clicking ‘Add new user’ (Figure 7).

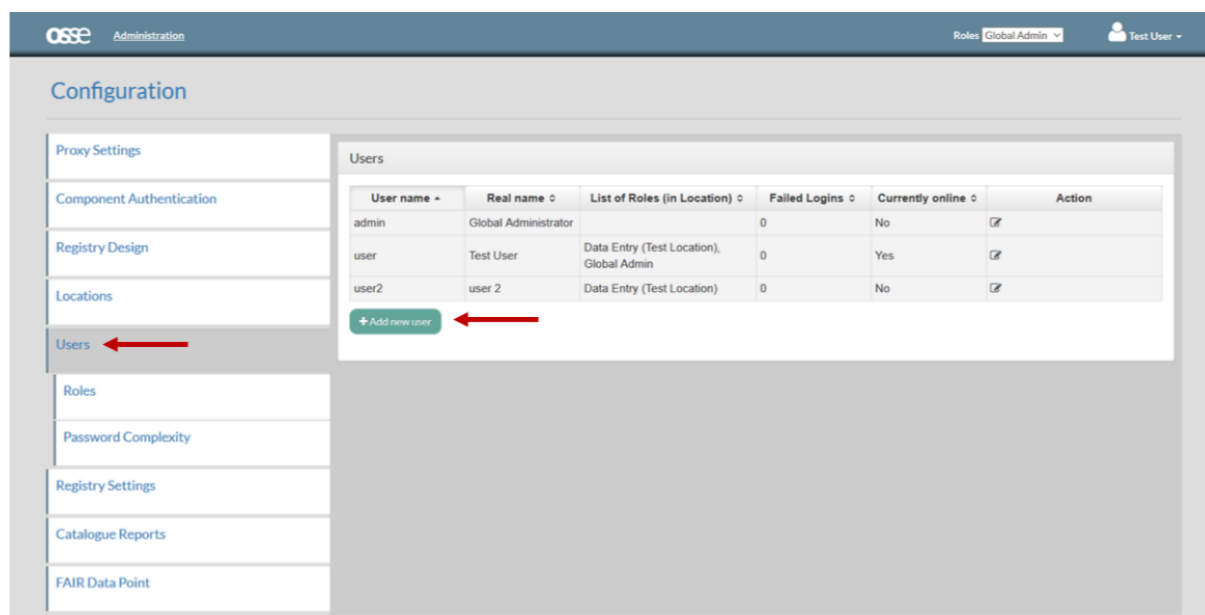


Figure 6

Configuration

User name
Enter the name of the person, the designated username in the registry

Username:

Title:

First name:

Last name:

Email address:

Roles of the user
Define which roles the user shall have in the registry.

Role	Action
<input type="text" value="Test Role (PRO)"/>	<input type="button" value="✕"/>
<input type="text" value="Test Centre 1 Admin"/>	<input type="button" value="✕"/>

Password

Password:

Repeat password:

Figure 7

The password complexity can be defined in the corresponding menu on the left. You can also modify the details or role assignment of existing users or user passwords by selecting a user name from the list on the “Users” page and amending the data accordingly. Click ‘Change user data’ to save any changes made.

2.4 SETTING UP LOCAL ADMINISTRATORS

As registry administrator you can appoint local administrators, who can create users and assign roles at their individual locations. Select the users intended for this task and assign the corresponding location administrator roles that were automatically created.