Sara Alert™
Secure monitoring and reporting for public health

Quick Start Guide for *Administrators*

1 **What data can I access? What actions can I take?**

You will only be able to manage Sara Alert users for your assigned jurisdiction. You will not have access to see monitoree records or the analytics summary.

- Add and manage Sara Alert user accounts
- Assign jurisdictions
- Assign or change user roles (public health, enroller, public health enroller or analyst)
- View list of users for your jurisdiction
- Reset password and lock account
- Configure Two-factor authentication

2 **How do I add a new Sara Alert user?**

1. From the Administrator dashboard, select "Add User"
2. Enter the new user's email address
3. Select the user's jurisdiction and role from the drop-down list
4. Click "Add User" to complete the process

3 **How do I view or export analytics for my jurisdiction?**

Delivering an Enduring National Resource for Disease Containment and Mitigation
SaraAlert.org

CMS Alliance to Modernize Healthcare (Health FFRDC)

Role	Enroll New Monitoree	View/Modify Enrollment Details	View Monitoree Line Lists	View/Add/Modify Symptom Reports	Document Public Health Actions, End Monitoring Period	Transfer Record to Other Jurisdiction	Import records	View and export analytics	Add/modify users	View list of users
Enroller	✓	✓								
Public Health			✓	✓	✓	✓	✓	✓		
Public Health Enroller	✓	✓	✓	✓	✓	✓	✓	✓		
Analyst								✓		
Administrator									✓	✓

All questions, issues, and feature requests should be submitted via email to the Sara Alert Help Desk. Emails are monitored Monday-Friday, 8am-5pm ET

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