

Quick Start Guide

Questions? Contact sarasupport@aimsplatform.com

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

Data Access

- Sara Alert user account information for users in your assigned jurisdiction
- You will not have access to individual monitoree records or the analytics summary

Actions

- Add and manage Sara Alert user accounts
- Assign jurisdictions
- Assign and modify user roles
- View/export list of users in your jurisdiction
- Reset passwords and lock accounts
- Configure Two-factor authentication
- Enable users' API access

2 How do I add a new Sara Alert user?

1. Login to the Administrator dashboard, select "Add User"
2. Enter the new user's email address
3. Configure the user's jurisdiction and role
4. Click "Save" to complete the process

3 What are the different roles I can assign?

Role	Enroll New Exposed Monitoree	Enroll New Case	Add Close Contacts	Enroll Close Contacts	View/Modify Enrollment Details	View Monitoring Line Lists	View/Modify Monitoring Actions	View/Add/ Modify Symptom Reports	View/Add Lab Reports	Transfer Records	View History/Add Comments	Import records	Export Records	View and export analytics	Add/modify system users	View list of system users	Record Access
Enroller	✓	✓			✓												Only records added by the user
Public Health			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			All records in jurisdiction
Public Health Enroller	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			All records in jurisdiction
Analyst														✓			Can view aggregate data only
Administrator															✓	✓	None; manages users in jurisdiction