

## Quick Start Guide

Questions? Contact [sarasupport@aimsplatform.com](mailto:sarasupport@aimsplatform.com)

LIMITED CAPABILITY



### Analyst

- ✓ Views data analytics summary
- ✓ No access to monitoree records

See **Quick Start Guide for Analysts** for more detail



### Enroller

- ✓ Manually adds monitorees
- ✓ View/edit monitoree enrollment details only
- ✗ **CANNOT** import monitorees or view line lists

See **Quick Start Guide for Enrollers** and **User Guide for Enrollers** for more detail



### Administrator

- ✓ Manages users
- ✓ Add users, lock/unlock accounts, reset passwords
- ✗ No access to monitoree records

See **Quick Start Guide for Administrators** and **User Guide for Administrators** for more detail

MODERATE CAPABILITY



### Public Health User

- ✓ Fully access monitoree records, including symptom reports, lab reports, and monitoree history
- ✓ View and manage monitoree line lists and workflows
- ✓ Manually move monitorees to different line lists, workflows, and jurisdictions
- ✓ Import monitoree information to bulk enroll
- ✓ Export monitoree records
- ✓ View and export data analytics summary
- ✗ **CANNOT** manually add monitorees or enroll from the close contacts list



### Public Health Enroller

- ✓ Combined abilities of **Public Health User** and **Enroller**
- ✓ Fully access monitoree records, including symptom reports, lab reports, and monitoree history
- ✓ View and manage monitoree line lists and workflows
- ✓ Manually move monitorees to different line lists, workflows, and jurisdictions
- ✓ Import monitoree information to bulk enroll
- ✓ Export monitoree records
- ✓ View and export data analytics summary
- ✓ Manually add monitorees or enroll from the close contacts list



### Contact Tracer

- Same capabilities as **Public Health Enroller**, except for the following:
- ✗ **CANNOT** Import monitoree information to bulk enroll
  - ✗ **CANNOT** transfer monitorees to different jurisdictions
  - ✗ **CANNOT** export monitoree records and data
  - ✗ **CANNOT** view and export analytics data summary

ADVANCED CAPABILITY



### Super User

Combined capabilities of **All User Types**:

- ✓ Manage users
- ✓ Manually enroll and import monitorees
- ✓ View and manage monitoree line lists and workflows
- ✓ Manually move monitorees to different line lists, workflows, and jurisdictions
- ✓ Export monitoree records and data
- ✓ View and export data analytics summary

**NOTE: Jurisdictions should limit access to this role to only highest-level users**