

## Quick Start Guide

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



### Analyst

- ✓ View data analytics summary
- ✗ No access to monitoree records

See **Quick Start Guide for Analytics Dashboard** for more detail



### Enroller

- ✓ Manually add 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

- ✓ Add, manage, and audit Sara Alert user accounts
- ✓ Enable users' API access
- ✗ No access to monitoree records

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



### Public Health User

- ✓ Fully access monitoree records, including symptom reports, lab reports, vaccinations, 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, vaccinations, 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
- ✓ 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



### 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**

LIMITED CAPABILITY

MODERATE CAPABILITY

ADVANCED CAPABILITY