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, manage, and audit Sara Alert user accounts
- Assign jurisdictions
- Assign and modify user roles
- Add or edit notes about each user
- View/export list of users in your jurisdiction
- Reset passwords and lock accounts
- Configure Two-factor authentication
- Enable users’ API access

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, and add a note if desired
4. Click “Save” to complete the process

What are the different roles I can assign?
Administrators should assign a new user the role with the fewest capabilities and least record access required to perform their job.

<table>
<thead>
<tr>
<th>Capability</th>
<th>Enroller</th>
<th>Public Health</th>
<th>Public Health Enroller</th>
<th>Contact Tracer</th>
<th>Analyst</th>
<th>Administrator</th>
<th>Super User</th>
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</thead>
<tbody>
<tr>
<td>Enroll New Exposed Monitoree</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Enroll New Case</td>
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<tr>
<td>Add Close Contacts</td>
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<tr>
<td>Enroll Close Contacts</td>
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<td>View/Modify Enrollment Details</td>
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<td>View Monitoring Line Lists</td>
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<td>View/Modify Monitoring Actions</td>
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<td>View/Add Lab Reports</td>
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<tr>
<td>View Record History/Add Comments</td>
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<tr>
<td>Export Records</td>
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<tr>
<td>View and export analytics</td>
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<tr>
<td>Record Access</td>
<td>Only records added by the user</td>
<td>All records in jurisdiction</td>
<td>All records in jurisdiction</td>
<td>None; View Aggregate Data Only</td>
<td>None; Manage users in jurisdiction</td>
<td>All records and users in jurisdiction</td>
<td></td>
</tr>
</tbody>
</table>

Questions? Contact sarasupport@aimsplatform.com