Quick Start Guide

Questions? Contact sarasupport@aimsplatform.com

**User Types**

**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