



## IPHis: User Roles

Once you receive e-mail that your role has been approved, log in to IPHis and review your account. If this is an additional role request, you may need to log out and return to apply the role change.

**\*\*Users should consult survey protocol and management direction for proper user role assignment.**

IPHis User Role	Description
Data Collector	Allows the user to <b>collect and enter data</b> for surveys and compliance agreements/inspections. This user can only access screens that are related to data entry, such as the Location, Activity, and Compliance Agreement Inspection pages.  This role cannot access anything related to management of the system.
Data Manager	Has access to <b>management components</b> of the system as well as the same access as a Data Collector (i.e. Survey Template, Compliance Templates, etc.).
Data Supervisor (Data Validator)	This is the only role that can <b>validate</b> data (i.e. New Locations, Activity data, etc.).
HQ Approver	This is only role that can review and approve or deny <i>survey supply orders</i> at the <b>headquarters</b> level. It is also one of two roles that can access the <b>Orders tab</b> .
Quality Assurance	This role is assigned to those who will identify and address data quality.
Read Only	Every IPHis user should have this role. This role can generally <b>view all data</b> within the system but cannot change any data.
Regional Approver	This is the only role that can review and approve or deny <i>survey supply orders</i> at the <b>regional</b> level.
Security Officer	Approves role changes one per designated group. This is the only role that can <b>manage user access</b> .
SPHD (State) Approver	The only role that can review and approve or deny <i>survey supply orders</i> at the <b>state</b> level.
Warehouse User	This role can only access Home, Survey Supplies, Orders, and Reporting tabs. Users with this role will <i>primarily</i> interact with the system through the <b>Orders tab</b> (manage shipments, orders, and inventory).

2021 Disclaimer: Training techniques or workflows held within are designed as basic job aids. Mobile collection tools and technology used are constantly being improved upon. End users should consult with management for current workflows and standards.