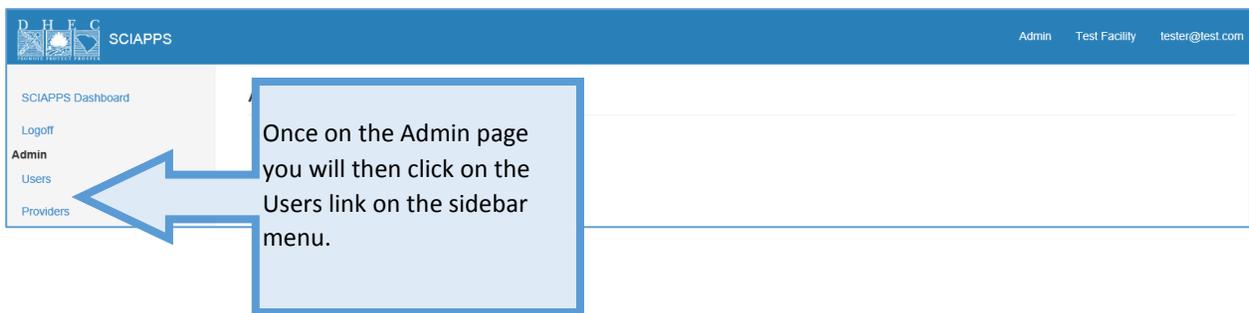
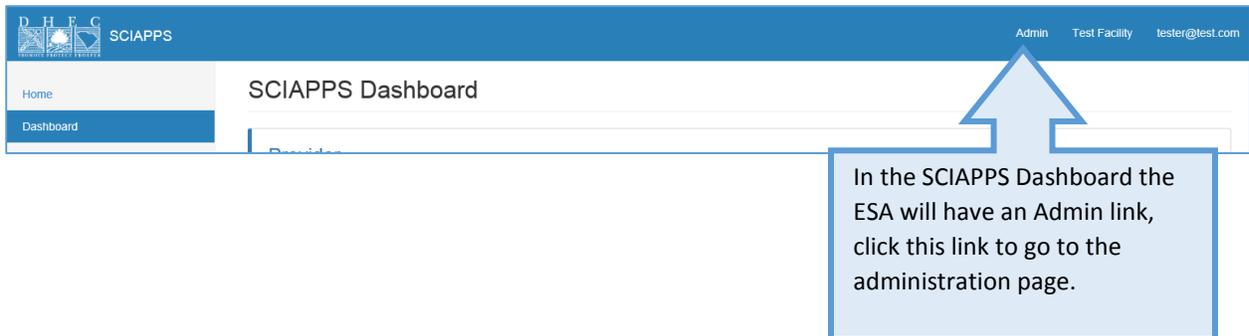


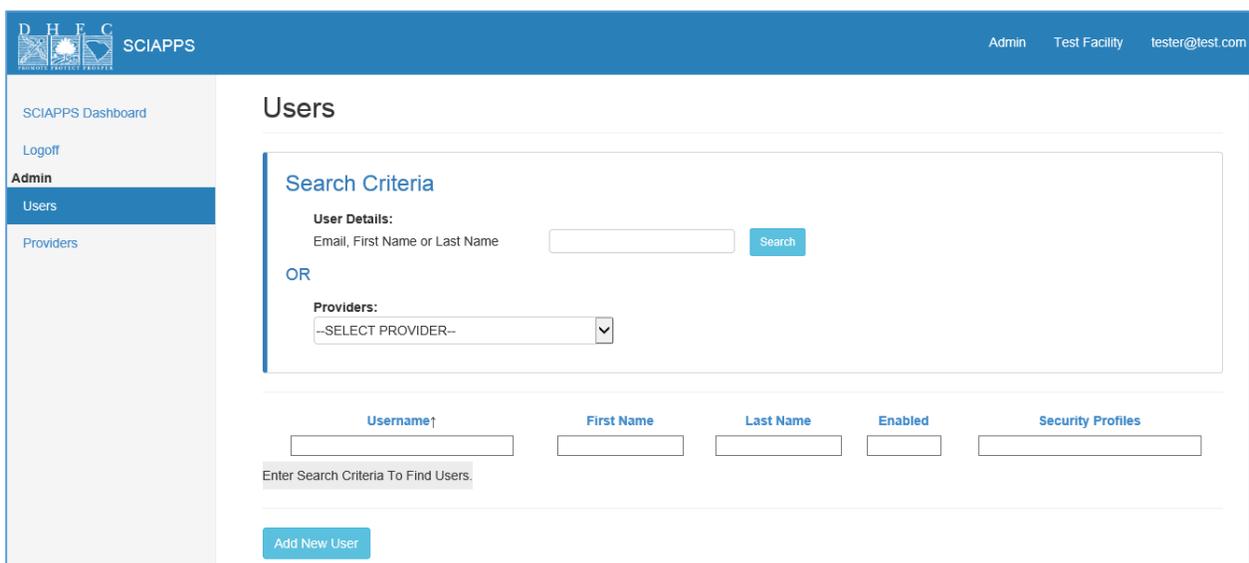
The purpose of the Quick Reference Guide User Maintenance is to provide step-by-step instructions for user maintenance which will include assignment of individual user’s security profiles.

To begin, log into SCIAPPS (<https://www.scdhec.gov/apps/health/sciapps>). Once on the SCIAPPS Dashboard a user with the correct authorization will have an *Admin* link, click this link to go to the administration page.



## Search Users

On the Users page, authorized user will be able to add, edit or search users.



### User Search by User Details

**Search Criteria**

User Details:  
Email, First Name or Last Name

OR

Providers:

5 records found.

Username	First Name	Last Name	Enabled	Security Profiles
<a href="#">esa@testfacility.com</a>	esafirstname	esalastname	True	Electronic Signature Authority
<a href="#">lsa@testfacility.com</a>	lsafirstname	lsalastname	True	Legal Signature Authority
<a href="#">rustester@test.com</a>	rustester	walker	True	Electronic Signature Authority
<a href="#">tester@test.com</a>	firsttest	lasttest	True	Electronic Signature Authority
<a href="#">testersa@test.com</a>	fnamelsa	lsnamelsa	True	Legal Signature Authority

Enter the user's email, first name or last name and any users matching the criteria will appear in the grid.

Clicking on the username link will load a page with that user's details for updating.

### User Search by Provider Details

The screenshot shows the 'Users' management interface in SCIAPPS. On the left is a navigation menu with 'Admin', 'Users', and 'Providers'. The main content area is titled 'Users' and contains a 'Search Criteria' section. This section has a text input for 'User Details: Email, First Name or Last Name' and a 'Search' button. Below this is an 'OR' section with a 'Providers:' dropdown menu. A blue callout box with an arrow points to the dropdown menu, containing the text 'Select a provider to view all related users.' Below the search criteria is a table of 5 records found. The table has columns for Username, First Name, Last Name, Enabled, and Security Profiles. At the bottom left of the table is an 'Add New User' button. A blue callout box with an arrow points to the 'esa@testfacility.com' link in the Username column, containing the text 'Clicking on the username link will load a page with that user's details for updating.'

Username	First Name	Last Name	Enabled	Security Profiles
<a href="#">esa@testfacility.com</a>	esafirstname	esalastname	True	Electronic Signature Authority
<a href="#">lsa@testfacility.com</a>	lsafirstname	lsalastname	True	Legal Signature Authority
<a href="#">rustester@test.com</a>	rustester	walker	True	Electronic Signature Authority
<a href="#">tester@test.com</a>	firsttest	lasttest	True	Electronic Signature Authority
<a href="#">testerlsa@test.com</a>	fnamelsa	lasnamelsa	True	Legal Signature Authority

Clicking on the username link will load a page with that user's details for updating.

## User Add/Edit

The user add and edit pages will display all of the user information so it can be updated. There are multiple actions that can be taken on a specific user.

- Reset Password
- Update User Details
- Update Related Providers
- Update Security

\*Note: If a new user is being added, they will receive an email with a link and instructions about setting their password.

## Reset Password

At the top of the user page, click on the Reset Password button. This will reset that user's password and send an email with a link and instructions to follow.

## Update User Details

Any of the user details can be updated except for the username which once set cannot be updated.

### Update Related Providers

Admin Test Facility tester@test.com

SCIAPPS Dashboard

Logoff

**Admin**

Users

Providers

**Providers**

Provider Name	PIN	Remove
No Providers Found		

Providers:

--SELECT PROVIDER--

Select the provider to associate with the user from the dropdown. Once selected click on the Add Selected Provider button to add the provider to the grid. Multiple providers can be added if necessary.

Admin Test Facility tester@test.com

SCIAPPS Dashboard

Logoff

**Admin**

Users

Providers

Phone Number:

Enabled:  Yes  No

**Providers**

Provider Name	PIN	Remove
Test Facility		<a href="#">REMOVE</a>

Providers:

--SELECT PROVIDER--

After a provider is added to the user, the provider's name will appear in the grid.

### Update Security

Select the desired security profile from the drop down and then hit the *Assign Selected Profile* button to add the profile to the user. The list of available security profiles are also displayed to guide what access should be assigned.

The screenshot shows the SCIAPPS interface with a sidebar on the left containing 'Logoff', 'Admin', 'Users', and 'Providers'. The main content area is titled 'Security' and contains a table of security profiles:

Security Profile	Description
Legal Signature Authority	Access to Terms of use on the Direct Data Entry Enrollment system and HL7 Enrollment system.
Provider Registry Override User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application with override rights.
Provider Registry Read Only User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application in ReadOnly mode.
Provider Registry Standard User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application.
SCION User	Access to SCIONx Enrollment System.

Below the table is a 'Security Profiles To Add:' section with a dropdown menu labeled '--Select Security Profile--' and a blue 'Assign Selected Profile' button. A callout box with an arrow points to the button.

Select the desired security profile from the drop down and then click on the Assign Selected Profile button to add the profile to the user.

This screenshot shows the same interface as the previous one, but now the 'Legal Signature Authority' profile is listed in the table below the main list. The 'Remove' button next to it is highlighted in blue. A callout box with an arrow points to this row.

Security Profile	Description	Remove
Legal Signature Authority	Access to Terms of use on the Direct Data Entry Enrollment system and HL7 Enrollment system.	REMOVE

After the security profile is added to the user, it will appear in the grid.

## Save User

The screenshot shows the 'Save User' page in the SCIAPPS application. The top navigation bar includes the SCIAPPS logo and the user's role 'Admin' with the email 'tester@lest.com'. The left sidebar contains links for 'Logoff', 'Admin', 'Users', and 'Providers'. The main content area is divided into several sections:

- Provider Information:** A table with columns 'Provider Name', 'PIN', and 'Remove'. It lists 'Test Facility' with PIN '12-1234567' and a 'REMOVE' link.
- Providers:** A dropdown menu labeled '--SELECT PROVIDER--' and an 'Add Selected Provider' button.
- Security:** A section titled 'Security' containing a table of security descriptions.
- Security Profiles:** A table with columns 'Security Profile' and 'Remove'. It lists 'Legal Signature Authority' with a 'REMOVE' link.
- Security Profiles To Add:** A dropdown menu labeled '--Select Security Profile--' and an 'Assign Selected Profile' button.
- Save User:** A blue button at the bottom left of the main content area.

After completing all of the user details, related providers and security profiles, the user can be saved by clicking the Save User button.