Users Overview

In EMSupply, users are the individuals to whom you grant access to the solution. The role you assign to the individual dictates the features they have access to and the tasks they can perform.

Multiple Domains

Most standard users and administrators can only access a single region or location within a region. However, as a Customer Administrator, you can grant access to multiple regions or locations if needed. You can only grant access to locations that you manage and if you grant access to multiple domains, the user must have the same role at each domain.

As a user, you can only view one location at a time. That is, you cannot view a composite of inventory or other data from multiple locations.

Roles

All users must have one of these roles:

- Standard
- Administrator
- View only

When a user logs in to the solution, the solution recognizes their role and shows only those summaries, details, and features to which the user has access.

Standard Role

The standard role is generally applied to a user who requires access to EMSupply in order to perform day-to-day tasks, such as viewing and adding inventory to their location. Standard users can also update their user profiles; the profile is available from the **Preferences** link as well as by clicking **Settings: My Profile**.

If the user has access to more than one location (facility or mobile unit), certain tasks may require them to select the appropriate domain before performing the task. Each user has a primary location, which is the location that opens when the user first logs in to the solution.

Administrator Role

A user with the administrator role has the same access as a standard user, plus the ability to manage certain aspects of the solution. For example, a Location Administrator can add and manage users at their location, maintain sub locations, and view their domain's category and item type structure. An administrator at the region level can perform these tasks for any of the locations in their region.

The domain-level administrator can add to the category structure, build kit templates, add and edit optional attributes at the item type and item levels, and much more.

View Only Role

A domain, region, or Location Administrator can assign the **View Only** role to an individual who needs access to high-level inventory information, such as item names and quantities. This user does not have access to any inventory detail or to any tasks within the category structure, domain administration, user management, and funding source pages.

For example, a Regional Administrator grants View Only access to the administrator of another region so the latter can see the inventory on hand. The second Regional Administrator cannot edit or otherwise manage the information from the first region. In another case, the client-level administrator wants certain hospitals to be able to view items and quantities available throughout the State without access to any other details or features. Viewers at the hospital level might peruse what is available and then make a request for specific items.

View Only users can access the inventory summary (*Manage Inventory*) page for the level to which they are assigned, and any domains beneath that level. For example, if a region grants the user this level of access, the user can view the inventory summary for the region, as well as any location or sub location within that region. In addition, this user can print the inventory report based on the Summary view.

Access

The **Role** drawer in the user's profile provides access to the user's role and domains.

The label to the right of the roles indicates the domain level at which this user currently resides. In this example, the user is a **Standard** user at the **LOCATION** level.

The **Domains** table shows the domains to which this user currently has access.

Fields

The following table lists a few key user account fields.

Field	Description
Contact Email	User's primary email address
Contact Phone **Alternate Phone**	Valid formats (where *n* is a numeric character): nnn-nnn-nnnn nnn-nnn-nnnn xnnnn If there is an extension, put an "x" in front of it. The extension can be 1-4 numbers in length.
Username	User's unique username; used to log in to the solution