

# Security

## Local Administrator Function

- To add or remove TER users

## Assign User ID & Password

- Reset password

## Assign User Location

## Assign User Processes

# User Security Maintenance

In order to gain access to TER, a user profile must be created and maintained for each user within User Security Maintenance. A user's profile determines the menus and processes that are available to that user within TER.

TER provides the capability for the TDSHS system administrator to maintain the user profiles. Each user profile shall at minimum contain the following data elements:

- a) User ID (mandatory)
- b) User Password (mandatory)
- c) User Name (mandatory)
- d) User Title (mandatory)
- e) User Phone Number (mandatory)
- f) Department
- g) Email Address
- h) Manager Name
- i) Manager Phone
- j) Special Permissions

The User ID field must be unique for each user profile.

TER will allow the Administrator to

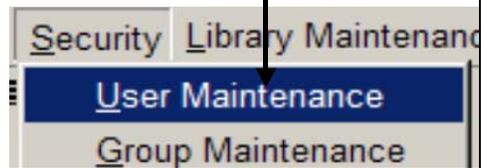
- add new users,
- find existing users,
- delete existing users,
- update all user information except for the user ID,
- assign specific application processes to a user's profile, and
- designate specific locations available to the user at logon and designate each user as any of the following: Local Admin and Not Admin.

TER will require that each new user be assigned to at least one location (facility, office, etc.). Being assigned to a location means that the user is limited to accessing birth records associated with that location. Birth records added by the user when logged in at a location are associated with that location. A user who is associated with more than one location must specify the location to be accessed as part of the login process. A user with a single location will not need to specify a location in the login process.

TER provides a pick list of all available distinct processes in the system and allows any individual process to be added to an individual user's profile. If a user has a process in his or her profile, the corresponding menu and tool-bar option to access that process will appear for that user when they log in and access the appropriate menu. If a process is not included in the user's profile, the menu and toolbar option to access that process will not appear for that user.

# Role of TER Local Administrator

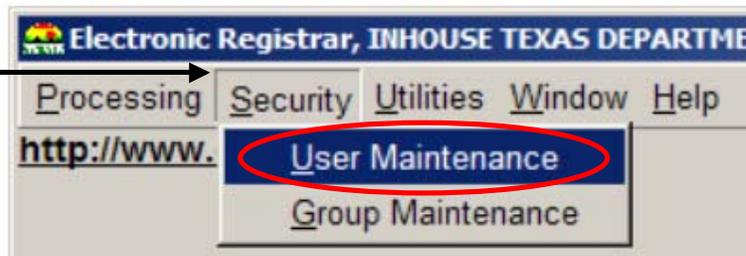
- Set-up by Vital Statistics (Austin)
- Local administrator is usually supervisor
- Responsible for assigning user IDs & passwords to new and current users
- Responsible for removing or replacing user information in TER
- Log in: select Security / User Maintenance
- Assigns location 
- Assigns processes 



TEXAS *Electronic*  
**REGISTRAR**

## Adding or Removing TER Users

1. Local administrator logs into TER.
2. To add or remove a user, choose Security from main menu.
3. Choose User Maintenance



# User Setup or Removal

To add a new user, click "New" icon for blank screen

To remove a user, select user, then select the "Delete" icon, then SAVE.

CUSERID	CUSERNAME	CTITLE	CPHONENUMBER	CAGENCYNAME
ERAMIREZ	ERIKA RAMIREZ	ADMINISTRATOR	(956) 350-7308	VALLEY REGIONAL
OLETT	ORPHETTA LETT	REVIEWER		2558 BVS
ABERRY	ALFRED BERRY	REVIEWER		3390 BVS
JESSENIA	JESSENIA JIMENEZ	BIRTH REGISTRAR	(956) 389-1713	VALLEY BAPTIST ME
AKOWALSKI	ANNETTE KOWALSKI	PROCESSING SPECIALIST	5124587111X2575	VITAL STATISTICS
MPECHE	MILLIE PECHE	PROCESSING SPECIALIST	5124587111X2668	VITAL STATISTICS
LTSMITH	LATHRESIEA SMITH	PROCESSING SPECIALIST	5124587111X2536	VITAL STATISTICS
BSSELLARS	BREANN SELLARS	PROCESSING SPECIALIST	5124587111X8595	VITAL STATISTICS
ALARA	ANNETTE LARA	PROCESSING SPECIALIST	5124587111X2562	VITAL STATISTICS

# New User Setup

For new user "Ann Example", type user name "AEXAMPLE"

Type a password that is at least 8 characters long, including alpha and numeric – "AN01EXAM" and re-type to verify.  
The password CANNOT start or end with a number.

CUSERID	CUSERNAME	CTITLE	CPHONENUMBER	CAGENCYNAME
ERAMIREZ	ERIKA RAMIREZ	ADMINISTRATOR	(956) 350-7308	VALLEY REGIONAL
OLETT	ORPHETTA LETT	REVIEWER		2558 BVS
ABERRY	ALFRED BERRY	REVIEWER		3390 BVS
JESSENIA	JESSENIA JIMENEZ	BIRTH REGISTRAR	(956) 389-1713	VALLEY BAPTIST ME
AKOWALSKI	ANNETTE KOWALSKI	PROCESSING SPECIALIST	5124587111X2575	VITAL STATISTICS
MPECHE	MILLIE PECHE	PROCESSING SPECIALIST	5124587111X2668	VITAL STATISTICS
LTSMITH	LATHRESIEA SMITH	PROCESSING SPECIALIST	5124587111X2536	VITAL STATISTICS
BSSELLARS	BREANN SELLARS	PROCESSING SPECIALIST	5124587111X8595	VITAL STATISTICS
ALARA	ANNETTE LARA	PROCESSING SPECIALIST	5124587111X2562	VITAL STATISTICS

## New User Setup (continued)

Type new user's basic information, follow this general format.

Choose "Not an Administrator"

CUSERID	CUSERNAME	CTITLE	CPHONENUMBER	CAGENCYNAME
ERAMPREZ	ERIKA RAMPREZ	ADMINISTRATOR	(956) 350-7300	VALLEY REGIONAL
OLETT	ORPHE TTALETT	REVIEWER		2558 BVS
ABERRY	ALFRED BERRY	REVIEWER		3390 BVS
JESSENA	JESSENA JIMENEZ	BIRTH REGISTRAR	(956) 309-1713	VALLEY BAPTIST ME
AKOWALSKI	ANNETTE KOWALSKI	PROCESSING SPECIALIST	512-458/1119-2575	VITAL STATISTICS
MPECHE	MILLIE PECHE	PROCESSING SPECIALIST	512-458/1119-2688	VITAL STATISTICS
LTSMITH	LATHRESIA SMITH	PROCESSING SPECIALIST	512-458/1119-2536	VITAL STATISTICS
BSELLARS	BREANN SELLARS	PROCESSING SPECIALIST	512-458/1119-6595	VITAL STATISTICS
ALARA	ANNETTE LARA	PROCESSING SPECIALIST	512-458/1119-2582	VITAL STATISTICS

## New User Setup: Location

Assign a location by clicking on the Location icon



CUSERID	CUSERNAME	CTITLE	CPHONENUMBER	CAGENCYNAME
REDGEHILL	RUTH EDGEHILL	BIRTH REGISTRATION	(713) 456-5717	MEMORIAL HERMAN
TCERVANTES	TAMMY CERVANTES	BIRTH REGISTRATION	(713) 704-6048	MEMORIAL HERMAN
TOMY	TOM YOUNG	PROJECT MANAGER	717-909-9518	GENESIS
AEXAMPLE	ANN EXAMPLE	BIRTH REGISTRATION	512-555-1212	GENERAL HOSPITAL
CFHILLEY	CYNTHIA PHILLEY	HIM COORDINATOR	281 477-1605	METHODIST WILLOV
SJACILDO	SHANNON JACILDO	TER-ADMINISTRATOR	(281) 897-3174	CYPRESS FAIRBANK
SARAG	SARA GARCIA	BIRTH CERTIFICATE SPECIALIST	972-487-5475	BAYLOR.MED.CTR.A
MARWOOD	MARGARET WOOD	LOCAL REGISTRAR	325-643-2594	BROWN COUNTY CL

# New User Setup: Location

Choose and highlight your facility from the list of locations on the left.

Click the right arrow to move selection to User Location, and then click save.



# New User Setup: Processes

Choose the Processes icon from this screen OR the previous information screen



# New User Setup: Processes (continued)

Using the same steps as Location, choose security processes appropriate for your staff.

This example shows both hospital AND local registrar

The screenshot shows the 'Process Maintenance' window for 'INHOUSE TEXAS DEPARTMENT OF HEALTH - KTODD'. It is divided into three main sections:

- Security Processes:** A list of user details for 'AEXAMPLE'. The 'DEPARTMENT' is 'BIRTH REGISTRATION' and the 'AGENCY NAME' is 'GENERAL HOSPITAL'. The 'LOCAL REGISTRAR' checkbox is checked.
- Groups and Processes:** A tree view of security groups. 'LocalAdminHosp(SCHENEY)' is selected.
- Processes Assigned:** A list of assigned processes. 'LocalAdminHosp(SCHENEY)' is highlighted with a red circle. Other processes like 'BirthCertifier(SCHENEY)' and 'HospitalReports(SCHENEY)' are also circled in red.

## Assign Processes

### HOSPITAL

The screenshot shows the 'Process Maintenance' window for 'PARKLAND HOSPITAL'. It is divided into three main sections:

- Security Processes:** User details for 'YALANDA PINA'. The 'AGENCY NAME' is 'PARKLAND HOSPITAL'. The 'LOCAL REGISTRAR' checkbox is checked.
- Groups and Processes:** A tree view of security groups. 'LocalAdminHosp(SCHENEY)' is selected.
- Processes Assigned:** A list of assigned processes. 'LocalAdminHosp(SCHENEY)' is highlighted with a red circle. Other processes like 'Birth Cert.(HNELSON)', 'BirthCertifier(SCHENEY)', and 'HospitalReports(SCHENEY)' are also listed.

# Assign Processes

## LOCAL REGISTRAR



Process Window Help

**Security Processes**

ID: 042870  
 NAME: YALANDA PINA  
 TITLE: HIM CLERKII  
 PHONE NUMBER: 214 590-5495  
 AGENCY NAME: PARKLAND HOSPITAL  
 DEPARTMENT: MEDICAL RECORDS  
 E-MAIL ADDRESS: N/A

**Groups and Processes**

- jean(JBALEN)
- LCMC(DUNMORE)
- LLABORDE(PWILLIAMS)
- Local Administrator(RROUNTREE)
- LocalAdminHosp(SCHENEY)
- LocalCertifier(SCHENEY)
- LocalInquiry(SCHENEY)
- LocalRegClerk(SCHENEY)
- LocalRegistrarReports(SCHENEY)
- LOOKUP/ONLY(SCHENEY)
- Lovers Lane Birth Center(DWARANCH)
- MANAGEMENT(KIMCATHRINER)
- MANAGER/EXECUTIVE(SCHENEY)
- MANAGER/EXECUTIVE/ASSISTANT(SCHENEY)
- MCNTE(RWEBB)
- medical center of lewisville(TRAKUERS)
- medical records(DRENFR0)
- MEMORIAL HERMANN(TCERVANTES)

**Processes Assigned**

Security

- Groups
  - LocalAdminHosp(SCHENEY)
  - LocalCertifier(SCHENEY)
  - LocalRegClerk(SCHENEY)
  - LocalRegistrarReports(SCHENEY)
- ADHOC REPORTS - USER
- CERTIFIED BY CERTIFIER
- FACILITY DELINQUENT RECORD LIST
- HOSPITAL AFFIDAVIT FREQUENCY REPO
- NEWBORN ADMISSIONS LIST
- OPERATOR PRODUCTIVITY REPORT
- PRINTER SETUP
- UNCERTIFIED RECORDS BY CERTIFIER
- UNRESOLVED BIRTH RECORDS
- USER PARAMETERS

Single Processes

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# User Setup

Remember to save new user or deleted user.



The new user will appear under the "Current User" grid. The deleted user will be removed when deleted.



User Maintenance, INHOUSE TEXAS DEPARTMENT OF HEALTH - KT0DD

User Edit Window Help

User ID: AEXAMPLE Password: \*\*\*\*\*

**Security**

Special Permissions

- Not an Administrator
- Local Administrator
- System Administrator
- Fee Allocation Indicator

User Name: ANN EXAMPLE  
 Title: BIRTH REGISTRATION  
 Phone Number: 512-555-1212  
 Agency Name: GENERAL HOSPITAL  
 Department: BIRTH REGISTRATION  
 E-mail Address: AEXAMPLE@GENHOSP.COM  
 Manager Name:  
 Manager Phone:

Save

**Current Users**

USERID	USERNAME	TITLE	CPHONENUMBER	CAGENCYNAME
ERAMIREZ	ERIKA RAMIREZ	ADMINISTRATOR	(956) 350-7308	VALLEY REGIONAL
OLETT	ORPHETTA LETT	REVIEWER		2558 BVS
ABERRY	ALFRED BERRY	REVIEWER		3390 BVS
JESSENA	JESSENA JIMENEZ	BIRTH REGISTRAR	(956) 389-1713	VALLEY BAPTIST ME
AKOWALSKI	ANNETTE KOWALSKI	PROCESSING SPECIALIST	5124587111X2575	VITAL STATISTICS
MPECHE	MILLIE PECHE	PROCESSING SPECIALIST	5124587111X2668	VITAL STATISTICS
LTSMITH	LATHRESIEA SMITH	PROCESSING SPECIALIST	5124587111X2536	VITAL STATISTICS
ISELLARS	BREANN SELLARS	PROCESSING SPECIALIST	5124587111X2585	VITAL STATISTICS
ALARA	ANNETTE LARA	PROCESSING SPECIALIST	5124587111X2562	VITAL STATISTICS