

Adding New Users and Granting Access Rights

A key aspect of biospatial’s data security postures and HIPAA compliance is ensuring that the data access is strictly controlled. To that end, the biospatial platform has been developed to support tiered data access that is controlled by organization administrators. Specifically, all users of the system have, by default, only access to aggregate analytics. To enable higher levels of access, data owners must explicitly grant that access to specific organizations, which in turn may grant access to users within that organization.

Organization administrators are able to add new users to the platform and add organizational rights to those users. Administrators of parent organizations may also add users and grant rights to child organizations.

To add a new user, first open the *UAM Dashboard* by selecting it from the *Admin* dropdown (figure 1).

If adding a user who will have either full organization access or default level access, it is easiest to do this directly on the UAM Dashboard. To add a new user, click on the  icon in the *Users* table (figure 2). This will open the *Add New User* modal (figure 3).

Administrators of multiple organizations can select the desired organization in the *Organization* dropdown. To add a user to the selected organization, type the user’s email into the *Email* box. All organization rights can be assigned to the user and the user can be assigned as an administrator by clicking the corresponding box. Only parent level organization administrators may assign administrator rights to child organizations.

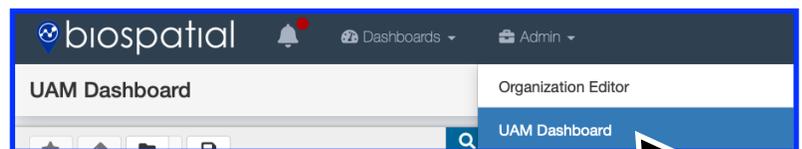


Figure 1



Figure 2

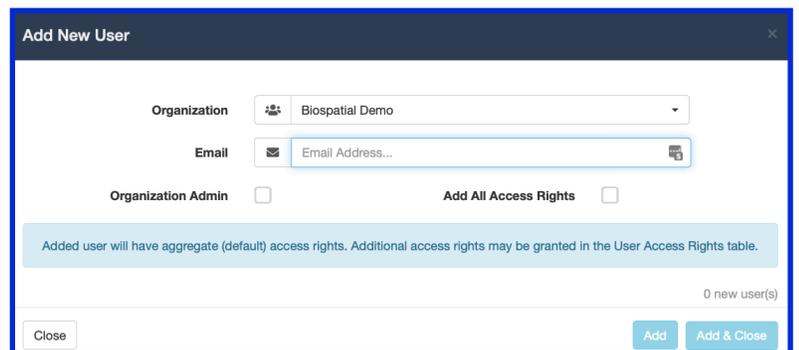


Figure 3

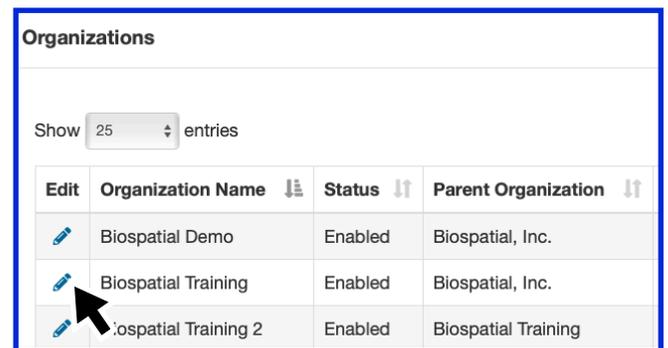
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Page 2

An administrator may want to grant a subset of access rights to a user. The User Access and Management (UAM) plan is available on the [support](#) page for a full description of user access. The UAM plan explains the structure of users and organizations, and the access rights that may be granted.

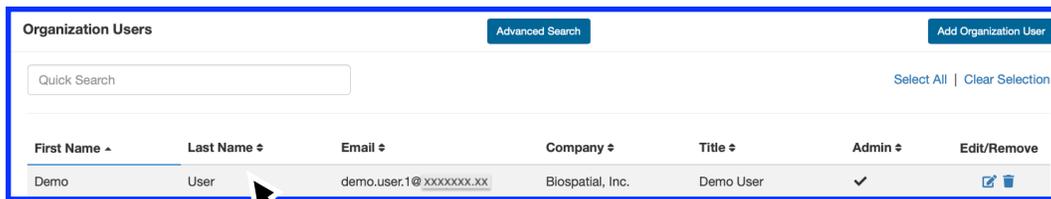
To grant access rights, open the *Organization Editor*. To access the Organization Editor, click the icon  in the organization's row on the *Organizations* table (figure 4).

In the Organization Editor, administrators can add additional users and add or edit the rights of those users. To add a new user from the Organization Editor, select the **Add Organization User** button in the *Organizations Users* table (figure 5). A new user may be added as described on page 1 of this document.



Edit	Organization Name	Status	Parent Organization
	Biospatial Demo	Enabled	Biospatial, Inc.
	Biospatial Training	Enabled	Biospatial, Inc.
	Biospatial Training 2	Enabled	Biospatial Training

Figure 4

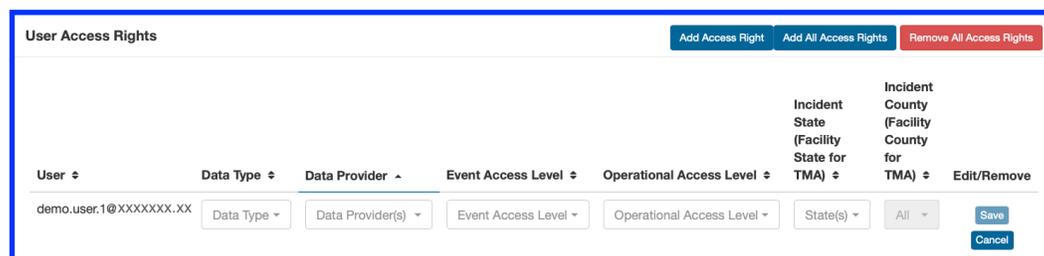


First Name	Last Name	Email	Company	Title	Admin	Edit/Remove
Demo	User	demo.user.1@xxxxxxxx.xx	Biospatial, Inc.	Demo User	✓	 

Figure 5

To add or edit the rights of an existing user, select the user by clicking on the row. When selected, the user will be highlighted. Multiple users may be selected to edit the rights of all the selected users.

When one or more users are selected, the User Access Rights table will open (figure 6). Specific access rights may be assigned by clicking the **Add Access Right** button. The dropdown selections will contain the available rights that may be assigned to a user. When complete, click the **Save** button.



User	Data Type	Data Provider	Event Access Level	Operational Access Level	Incident State (Facility State for TMA)	Incident County (Facility County for TMA)	Edit/Remove
demo.user.1@xxxxxxxx.xx	Data Type	Data Provider(s)	Event Access Level	Operational Access Level	State(s)	All	Save Cancel

Figure 6