



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **Electronic Dental Record Interface**

(EDRI)

## **EIE Management Portal Manual**

Version 1.0  
February 2010

Office of Information Technology (OIT)  
Division of Information Resource Management  
Albuquerque, New Mexico

## Document Revision History

<b>Date of Change</b>	<b>Location of Revision</b>	<b>Revision</b>
05/2009		First published
06/2009		Corrections
02/2010		Updated prior to national release

## Preface

The purpose of this manual is to provide user information about the Ensemble Interface Engine's Management Portal to assist in using the application. The document contains two parts: a section to assist the end user with the tool, and a section to provide OIT personnel technical information to help the end user configure the interface and troubleshoot problems. Although this manual has been written to allow users to monitor the Ensemble Integration Engine, the Beta testing process has identified that users should not use these features, but should use the FULL Ensemble System Management Portal and the Ensemble Management Portal for the Integration Engine.

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## 1.0 Introduction

For over a decade, hospitals and health centers of the Indian Health Service (IHS) and numerous tribal health programs have utilized an information system called the Resource and Patient Management System (RPMS). The RPMS is a highly integrated system consisting of some 50 healthcare and administrative applications. Virtually all of these applications directly interact with one or more, and sometimes many, of the other RPMS applications.

During this same period, IHS and tribal dental programs have made use of the RPMS Dental Data System (DDS) as their primary system for maintaining a history of individual patient services; contributing dental data to the RPMS electronic clinical record; producing provider and department workload data; and contributing statistical data to the national data center located in Albuquerque, New Mexico. At many sites, data captured in the DDS has also been utilized in the RPMS Third Party Billing System.

With the replacement of the RPMS Dental Data System with an Electronic Dental Record (EDR), it is required that RPMS applications interact with the EDR to meet the needs of both the Dental Department and the local health program as a whole. The Ensemble Interface Engine (EIE) has been introduced as a mechanism to allow this interaction between RPMS and the EDR.

This manual describes the tools that are provided to manage and monitor the EIE. The first section describes to the end user how to use the portal in the day-to-day management of the interface. The second section describes the portal in more technical detail for OIT personnel to assist the end user in configuring the EIE and in troubleshooting problems.

## 2.0 End User Documentation

This section describes how to use the management portal specifically developed for the EDR Dental end user. The Ensemble System Management Portal contains all of the components to properly manage the EIE. The management portal documented below is a subset of the ESMP and contains screens to view the interface operation without having full access to all of the operations. The documentation below must be activated by OIT before this can become operational. The EDR support team recommends using the full Ensemble System Management Portal to properly monitor the EIE. A WebEx training program is currently under development. This training tool must be coordinated with the roll out training offered by OIT in support of the entire enterprise deployment of Ensemble. This documentation will be altered based on the implementation of new Security requirements with the full Ensemble standard server configuration requirements hard coded for the security of RPMS

### 2.1 Accessing the Portal

Please read the End User Documentation above before proceeding.

The management portal is accessed by launching Internet Explorer (“the browser”) and navigating to the following URL:

[http://\(EIEserver:port\)/csp/ensrpms/BADE.Zen.Home.cls](http://(EIEserver:port)/csp/ensrpms/BADE.Zen.Home.cls)

Upon entering the URL into the browser, the user will be presented with the EIE Login page:

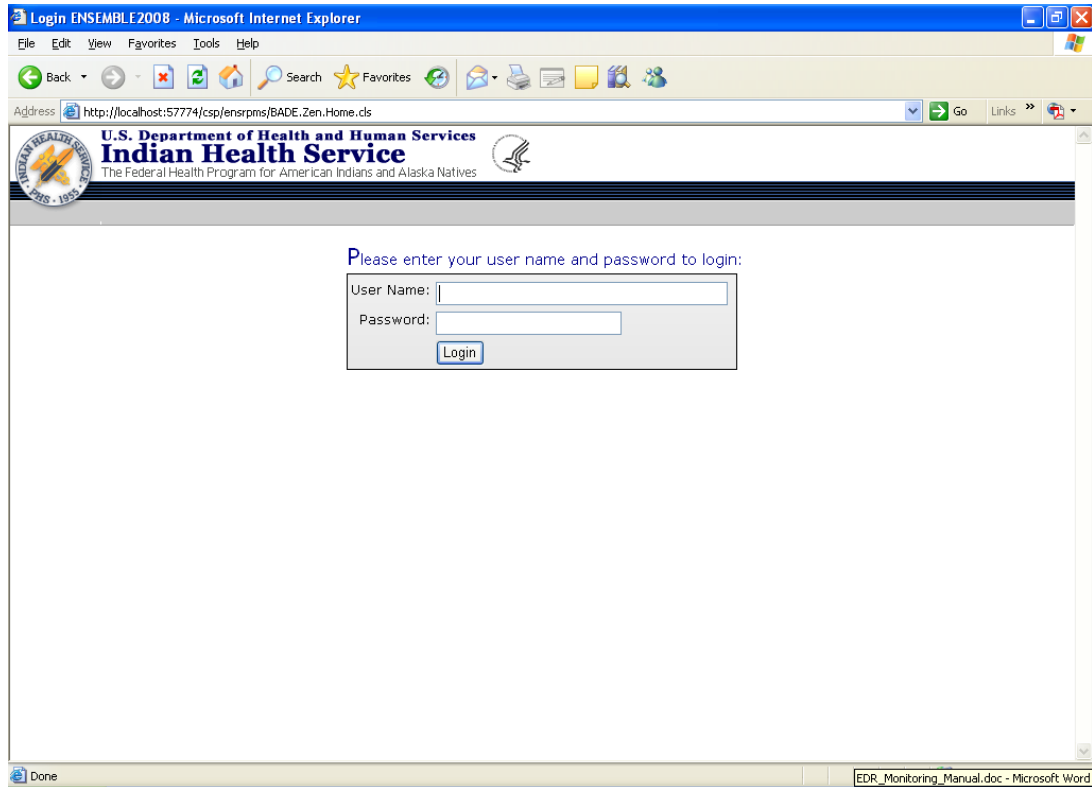


Figure 2-1: EIE login page

Initially, the user will need to log in as an Ensemble super user (i.e., one that holds the %All role). Otherwise, the user will not have the necessary security permissions to access the portal.

## 2.2 Anatomy of a Page

A typical page in the EIE Management Portal looks like the following:

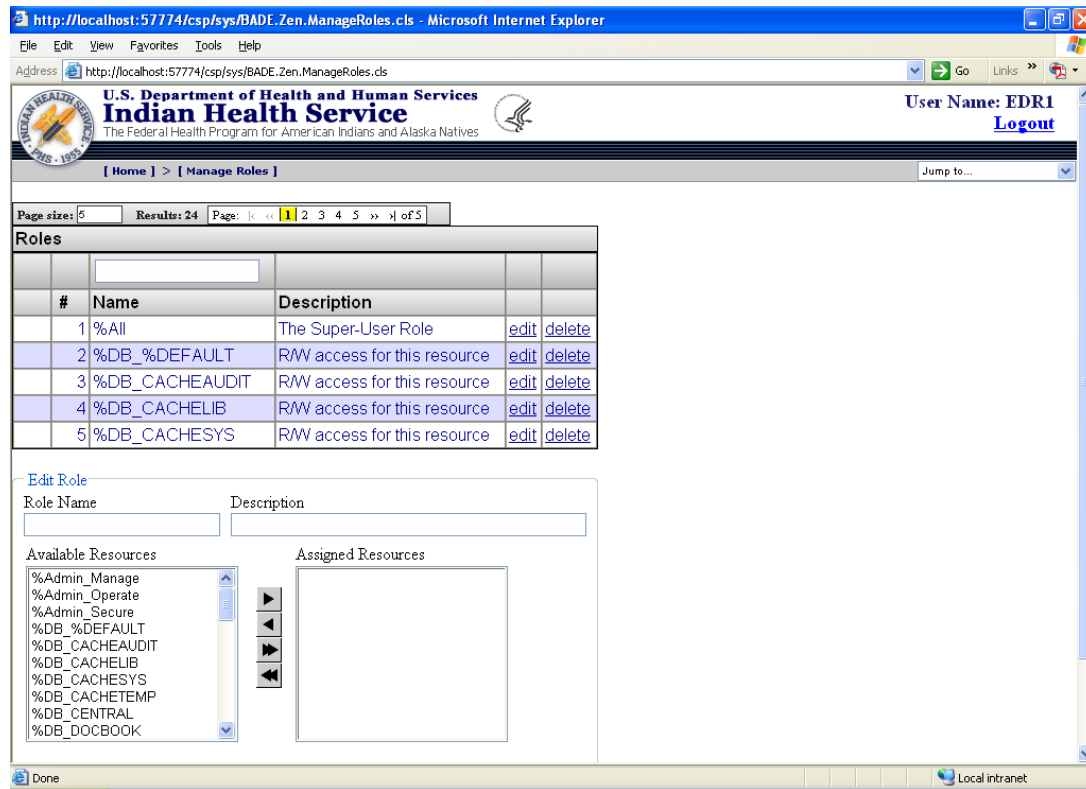


Figure 2-2: Sample EIE management portal page

**Title Bar.** The title bar is at the top of the page. It consists of IHS graphics, the user name, and a Logout link. At the bottom of the title bar are navigation breadcrumbs (“[Home] > [Manage Roles]”) and a drop-down menu of pages to which the user can navigate.

**Table.** In the main section of the page, there is a table containing information that varies according to which page the user is on. Each column in the table can be sorted by clicking on the column header. Clicking once sorts the data in that column by ascending order. A second click on the column header sorts the data in that column by descending order. A third click on the column header removes the sorting in the column.

**Sorting The Table.** Certain columns can be used to filter the data in the table, thereby reducing the number of entries in the table. Some columns can be filtered by entering a date/time range, selecting a value from a drop-down list, or entering the first few characters of a name.

**Note:** It is necessary to press the Enter key or click somewhere else on the page after entering the filter criteria for the table to update.



**Filtering the Table.** At the top of the table is the table navigation bar. It can be used to increase or decrease the number of rows displayed at a time. The navigation bar can also be used to navigate between pages in the table, either by clicking on the arrows or by clicking on a page number.

**Table Links.** In the right column(s) of the table, there can be links to view, edit, or delete a record, depending on the page and the user's level of security.

**Form.** Below the table is the form section of the page. The form is where the user can view details about an existing record in the table. In some cases, the user can be able to enter a new record or edit an existing record in the form, depending on the page and the user's level of security. Buttons at the bottom of the form provide the user with the ability to enter a new record, save changes to a record, or other functionality, depending on the page.

## 2.3 Production Monitor

Upon successfully logging in, the user will be directed to the Production Monitor page. Depending on the user's security level, the page will look like one of the following:



Figure 2-3: Production Monitor page



Figure 2-4: Another example of a Production Monitor page

### 2.3.1 Dashboard

The first part of the screen comprises the production dashboard. It consists of the following meters:

- **Production Status.** The leftmost image is a traffic light showing the current state of the production. Green indicates that the production is currently running. Yellow indicates that the production is having a problem and can need to be recovered. Red indicates that the production is not running.
- **RPMS Messages.** The center image is a speedometer indicating the number of messages that have been received from the RPMS system.
- **EDR Messages.** The rightmost image is a speedometer indicating the number of messages that have been received from the EDR system.

### 2.3.2 Production Settings

Users with the appropriate level of security will see a form below the dashboard with various production settings.

- **Start/Stop/Recover Production.** Clicking the button starts, stops, or recovers the production depending on the current state of the production.
- **Throttle.** The user can change the current throttle level by entering the number of milliseconds to wait between messages, then clicking Update.
- **Interval.** The user can change the interval settings by entering the number of messages processed per call interval and the duration of the call interval in seconds, then clicking Update.

### 2.3.3 Error Log

The EIE Error Log page displays errors occurring in the EIE interface.

The screenshot shows the EIE Error Log page. At the top, there is a navigation bar with the U.S. Department of Health and Human Services Indian Health Service logo and text. The user is logged in as EDR1. The page title is "Error Log". Below the header is a search bar and a table with columns: #, ID, Time Logged, Type, Job, Session, and Message. The table currently shows "No results". Below the table is an "Error Detail" section with fields for "Error text", "Message contents", "Source", and "Method".

Figure 2-5. Error log page

The user can sort, filter, and navigate the table as described in Section 2.2. When the user finds an error of interest, he/she can click on the detail link for that error. Details about that error will appear in the form below the table. The following fields will be displayed:

- **Error Text.** The error text generated by the EIE.

- **Message Contents.** If the error was related to an HL7 message, then the content of the message will be shown in this box.
- **Source.** The EIE source of the message.
- **Method.** The EIE method in which the error occurred.

## 2.4 Message Browser

The EIE Message Browser displays messages that have been processed by the system. It includes messages sent from RPMS to the EDR, as well as messages sent from the EDR to RPMS. Depending on the user's security level, the Message Browser will look like one of the following:

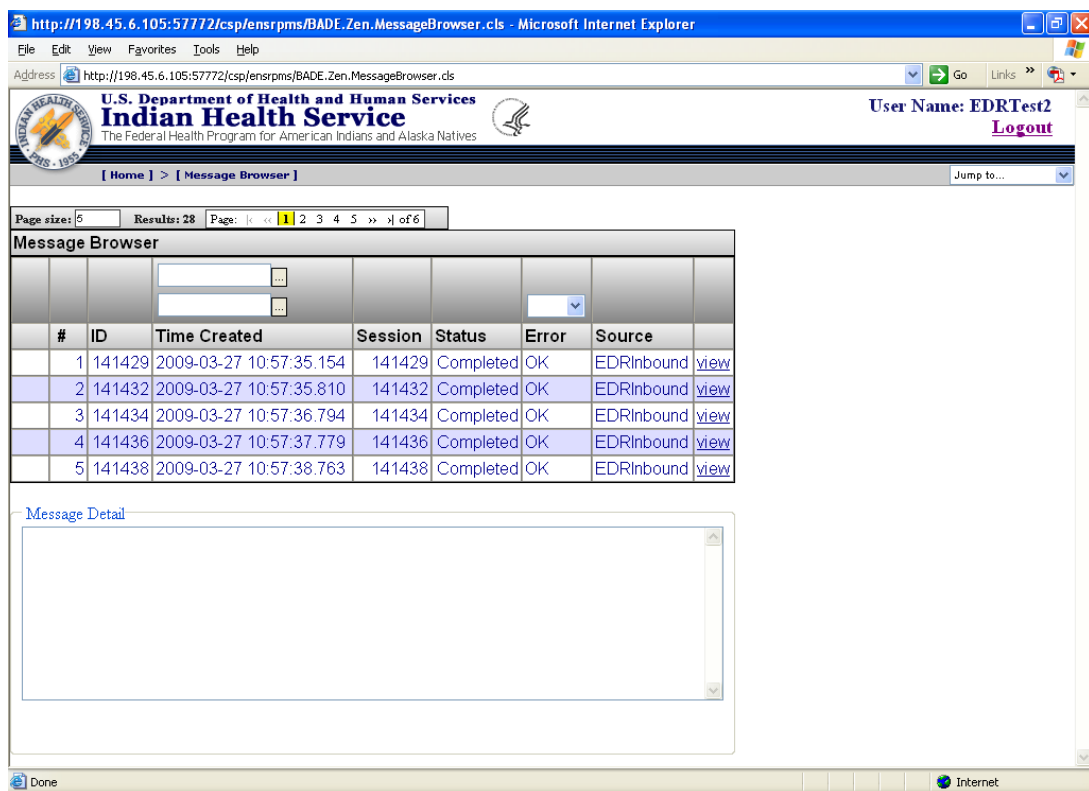


Figure 2-6: Example of a Message Browser window

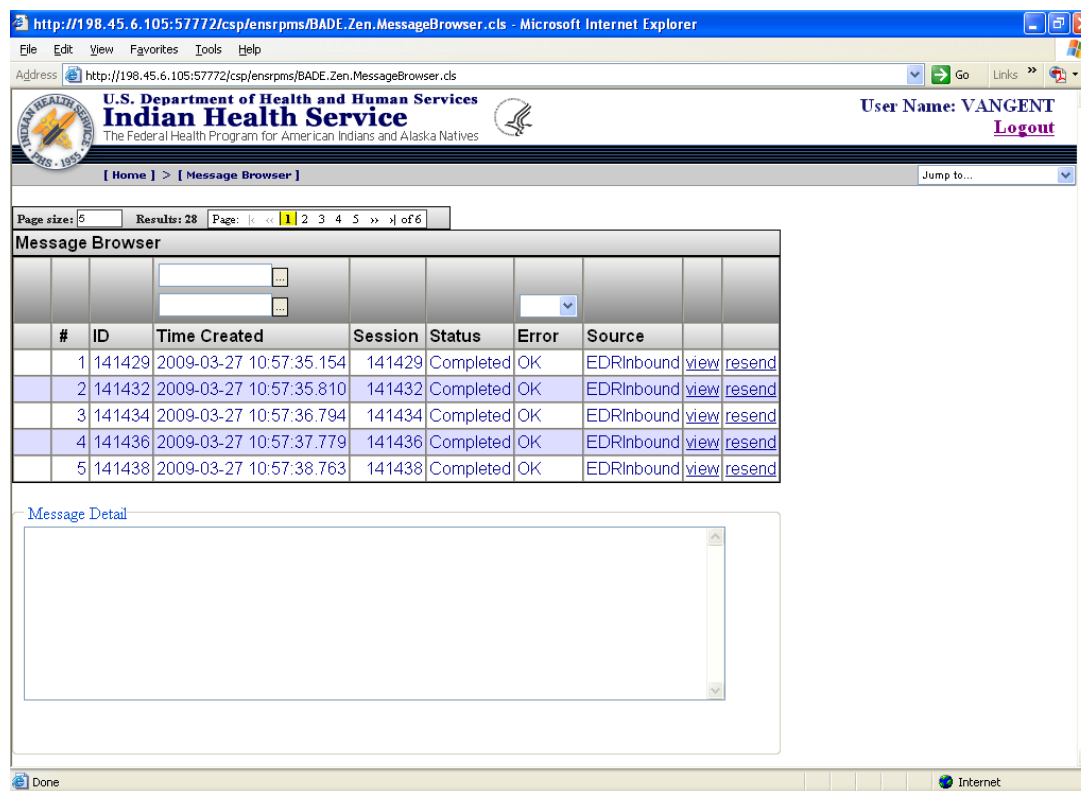


Figure 2-7: Another example of a Message Browser window

The user can sort, filter, and navigate the table as described in section 2.2. When the user finds a message of interest, he/she can click on the view link for that message. The contents of the message will display in the form below the table:

- Message Detail.** Contains the contents of the selected message.
  - If the user has the appropriate level of security, he/she can click the Resend link to optionally edit and then resend the selected message.
- Message Detail.** Contains the contents of the message. If the user wants to edit the message before resending it, he/she can edit the contents in this box.
- Resend.** When Resend is clicked, the EIE will attempt to send the message using the contents from the Message Detail box. The user will see a message indicating if the message was successfully resent or there was a problem.
- Cancel.** Clicking Cancel will cause any changes in the Message Detail to be ignored and the message will not be resent.

## 2.5 Manage Roles

The EIE Manage Roles page displays the roles that are currently defined in the system.

U.S. Department of Health and Human Services  
**Indian Health Service**  
 The Federal Health Program for American Indians and Alaska Natives

User Name: EDR1  
[Logout](#)

[ Home ] > [ Manage Roles ]

Page size: 5    Results: 24    Page: | << 1 2 3 4 5 >> | of 5

#	Name	Description		
1	%All	The Super-User Role	<a href="#">edit</a>	<a href="#">delete</a>
2	%DB_%DEFAULT	R/W access for this resource	<a href="#">edit</a>	<a href="#">delete</a>
3	%DB_CACHEAUDIT	R/W access for this resource	<a href="#">edit</a>	<a href="#">delete</a>
4	%DB_CACHELIB	R/W access for this resource	<a href="#">edit</a>	<a href="#">delete</a>
5	%DB_CACHESYS	R/W access for this resource	<a href="#">edit</a>	<a href="#">delete</a>

[Edit Role](#)

Role Name:     Description:

Available Resources:

- %Admin\_Manage
- %Admin\_Operate
- %Admin\_Secure
- %DB\_%DEFAULT
- %DB\_CACHEAUDIT
- %DB\_CACHELIB
- %DB\_CACHESYS
- %DB\_CACHETEMP
- %DB\_CENTRAL
- %DB\_DOCBOOK

Assigned Resources:

Permissions:

R     W     U

Figure 2-8: The Manage Roles page

The user can sort, filter, and navigate the table as described in Section 2.2. When the user wants to edit a role, he/she can click on the edit link for that role. The current values for the selected role will appear in the form below the table:

- **Role Name.** The Role Name is the name given to the role. It cannot be the same as any other role or user.
- **Description.** The Description helps the portal user understand the purpose of the role. It is not used by the system.
- **Available Resources.** The box of Available Resources contains all the resources that the selected role does not currently hold.
- **Assigned Resources.** The box of Assigned Resources contains all the resources that the currently selected role currently holds, along with the associated permissions.
- **Permissions.** The Permission check boxes allow the user to select which permissions to assign to the selected resources.

- **Arrows.** Resources can be moved between the Available Resources and Assigned Resources boxes by clicking the arrow buttons. Right-pointing arrows move resources from the Available Resources box to the Assigned Resources box; left-pointing arrows move resources from the Assigned Resources box to the Available Resources box. Single arrows move only the selected resources; double arrows move all the resources in the box.
- **Save.** Clicking Save will cause the current role to be saved to the EIE, either as a new role (if no role was selected in the table) or as changes to an existing role (if an existing role was being edited).
- **New.** Clicking New will deselect the currently selected role and clear the form of any values.

### 2.5.1 Working with Roles

**Adding a New Role.** If a role is currently selected, the user clicks New to deselect the role and clear the form. This step is not necessary if the user has not selected a role since navigating to the page or since saving a role. Once the form is clear, the user should enter a unique name and a description for the role. Resources can be assigned to the role by selecting the resources from the Available Resources box, checking the appropriate permissions, and clicking the right-pointing arrow icon. When all the values have been entered, the role can be saved by clicking Save.

**Editing an Existing Role.** To edit an existing role, click the Edit link in the table corresponding to the role to be edited. The role's values will appear in the form. The name cannot be changed. However, the other values can be edited. When the desired changes have been made, click Save to save the changes to the role.

**Deleting a Role.** To delete a role, click the delete link in the table corresponding to the role to be deleted. When the EIE asks for confirmation, click OK to delete the role or Cancel to keep the role.

## 2.6 Manage Users

The EIE Manage Users page displays the users that are currently defined in the system.

The screenshot shows the 'Manage Users' page. At the top, there is a navigation bar with the Indian Health Service logo and the text 'U.S. Department of Health and Human Services Indian Health Service The Federal Health Program for American Indians and Alaska Natives'. The user name 'EDR1' and a 'Logout' link are visible in the top right. Below the navigation bar, there is a breadcrumb trail: '[ Home ] > [ Manage Users ]'. A 'Page size: 5' and 'Results: 11' indicator is present, along with a 'Page: |< << 1 2 3 >> | of 3' navigation. The main content is a table of users:

#	User Name	FullName	Enabled		
1	_PUBLIC	(Internal use - not for login)	N	<a href="#">edit</a>	<a href="#">delete</a>
2	_SYSTEM	SQL System Manager	Y	<a href="#">edit</a>	<a href="#">delete</a>
3	Admin	System Administrator	Y	<a href="#">edit</a>	<a href="#">delete</a>
4	CSPSystem	CSP Gateway user	Y	<a href="#">edit</a>	<a href="#">delete</a>
5	EDR1	EDR User1	Y	<a href="#">edit</a>	<a href="#">delete</a>

Below the table is an 'Edit User' form. It includes fields for 'User Name', 'Password', 'Full Name', 'Enabled' (checked), and 'Change Password' (unchecked). There are two lists of roles: 'Available Roles' (containing roles like %All, %DB\_%DEFAULT, %DB\_%CACHEAUDIT, etc.) and 'Assigned Roles' (currently empty). 'Save' and 'New' buttons are at the bottom of the form.

Figure 2-9: The Manage Users page

The user can sort, filter, and navigate the table as described in Section 2.2. To edit a user, click on the edit link for that user. The current values for the selected user will appear in the form below the table:

- **User Name.** The User Name is the login name given to the user. It cannot be the same as any other user or role.
- **Password.** Password is the password the user will enter to access the management portal.
- **Full Name.** The Full Name is to help the user understand who the selected user is in real life. It is not used by the system.
- **Enabled.** The Enabled check box specifies whether the user login is enabled (i.e., whether the user name can be used to log in).
- **Change Password.** If the Change Password check box is checked, users will be required to change their passwords the next time they log in. For security, it is recommended that this box be checked when someone other than the user enters a password into the system.
- **Available Roles.** The box of Available Roles contains all the roles the selected user does not currently hold.



- **Assigned Roles.** The box of Assigned Roles contains all the roles the currently selected user currently holds.
- **Arrows:** Roles can be moved between the Available Roles and Assigned Roles boxes by clicking on the arrow buttons. Right-pointing arrows move roles from the Available Roles box to the Assigned Roles box, and left-pointing arrows move roles from the Assigned Roles box to the Available Roles box. Single arrows move only the selected roles; double arrows move all the roles in the box.
- **Save:** Clicking Save will save the current user name to the EIE either as a new user (if no user name was selected in the table), or as changes to an existing user (if an existing user name was being edited).
- **New:** Clicking New will deselect the currently selected user name and clear the form of any values.

### 2.6.1 Working with Users

**Adding a New User.** If a user name is currently selected, the user should click New to deselect the user name and clear the form. This step is not necessary if the portal user has not selected a user name since navigating to the page or saving a user name. Once the form is clear, the user should enter a unique name, password, and full name for the new user. Generally, the Enabled box will be checked to allow the user to login. For security, it is recommended that the Change Password box be selected, forcing new users to change their passwords. Roles can be assigned to the user by selecting the roles from the Available Roles box and clicking the right-pointing arrow icon. When all values have been entered, the user name can be saved by clicking Save.

**Editing An Existing User.** To edit an existing user name, click the Edit link in the table corresponding to the user name to be edited. The user's values will appear in the form. The user name cannot be changed. However, the other values can be edited. If the Password box is left blank, then the user's password will remain unchanged. When the desired changes have been made, click Save to save the changes to the user name.

**Deleting A User.** To delete a user name, click the Delete link in the table corresponding to the user name to be deleted. When the EIE asks for confirmation, click OK to delete the user name or Cancel to keep the user name.

**Inactivating a User.** To temporarily deactivate a user login, click the Edit link in the table corresponding to the user name to be deactivated. Uncheck the Enabled check box and click Save. To reactivate the user name, follow these steps, but check the Enabled check box.

## 2.7 Manage Email Addresses

The EIE Manage Email Addresses page displays the alert email addresses that are currently defined in the system. These are the email addresses the EIE will send alerts to when they occur.

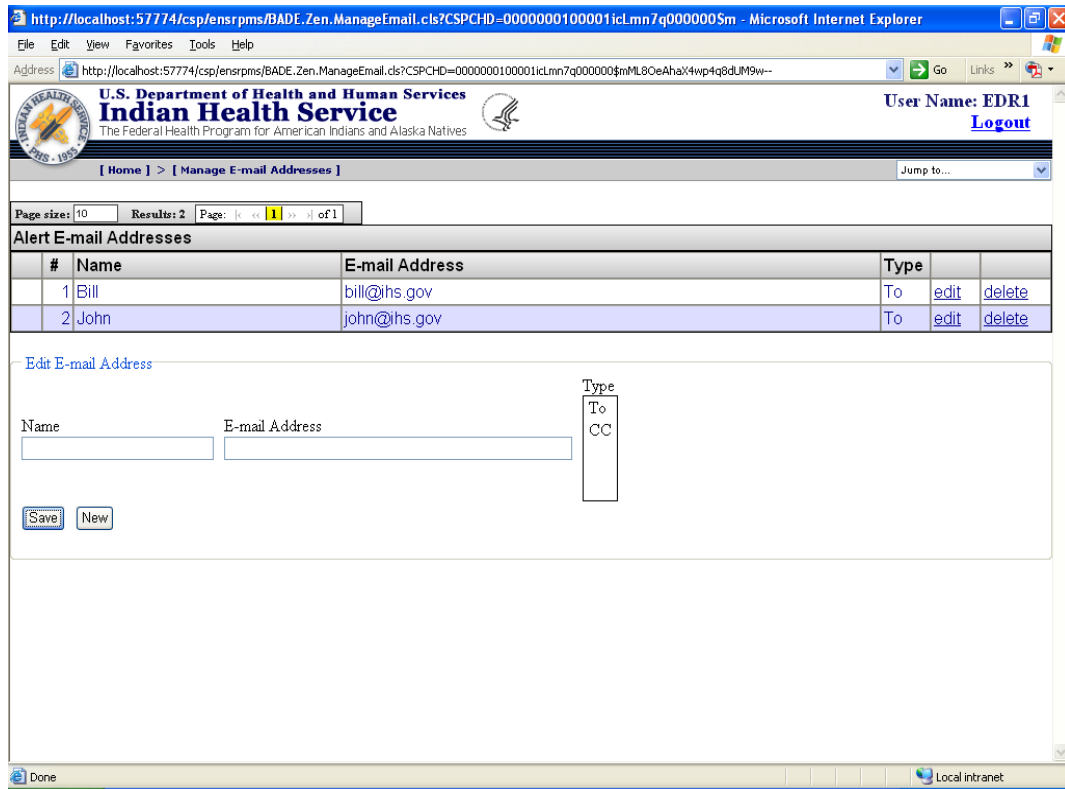


Figure 2-10: The Manage Email Addresses page

The user can sort and navigate the table as described in Section 2.2. To edit an email address, the user can click on the Edit link for that email address. The current values for the selected email address will appear in the form below the table:

- **Name.** This is the name of the person with the given email address. It helps the portal user understand to whom the address belongs. It is not used by the system.
- **Email Address.** Email Address is the full email address to which alerts will be sent.
- **Type.** Type indicates whether the person will be one of the “To” recipients or “CC” recipients.
- **Save.** Clicking Save will cause the current email address to be saved to the EIE either as a new email address (if no email address was selected in the table), or as changes to an existing email address (if an existing email address was being edited).

- **New.** Clicking New deselects the currently selected email address and clears the form of any values.

### 2.7.1 Working with Email Addresses

**Adding A New Email Address.** If an email address is currently selected, the user clicks New to deselect the email address and clear the form. This step is not necessary if the user has not selected an email address since navigating to the page or since saving an email address. Once the form is clear, the user enters a name, email address, and type. When all the values have been entered, the email address can be saved by clicking Save.

**Editing An Existing Email Address.** To edit an existing email address, click the Edit link in the table corresponding to the email address to be edited. The email address values will display in the form. Any value can be edited. When the desired changes have been made, click Save to save the changes to the email address.

**Deleting An Email Address:** To delete an email address, click the Delete link in the table corresponding to the email address to be deleted. When the EIE asks for confirmation, click OK to delete the email address or Cancel.

## 3.0 OIT Documentation

This section describes how to use the management portal for OIT personnel.

### 3.1 Accessing the Portal

The Management Portal is accessed by launching Internet Explorer (the browser) and navigating to the following URL:

[http://\(EIEserver:port\)/csp/ensrpms/BADE.Zen.Home.cls](http://(EIEserver:port)/csp/ensrpms/BADE.Zen.Home.cls)

Upon entering the URL into the browser, the EIE Login page will display:

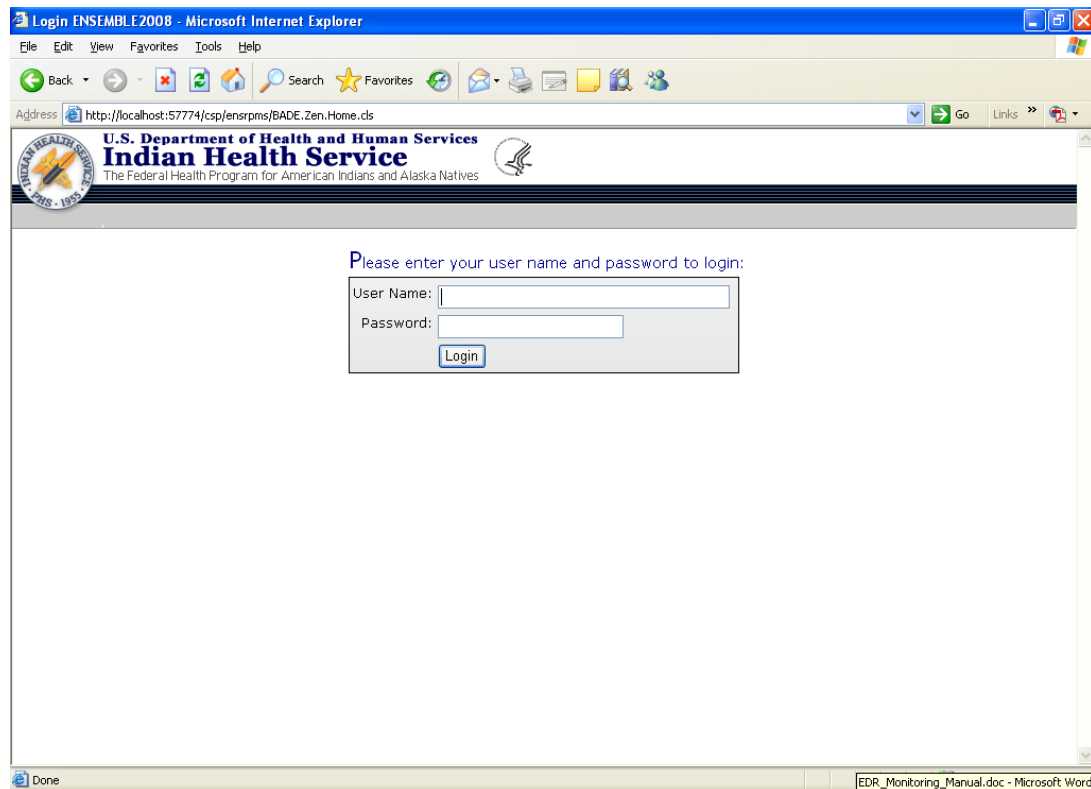


Figure 3-1: The EIE Login page

Initially, the user will need to log in as an Ensemble super user (i.e., one that holds the %All role). Otherwise, the user will not have the necessary security permissions to access the portal. Once logged in as a super user, the user should set up the facility's roles and users so that the use of the super user login can be discontinued for security purposes.

The following resources are defined for the application:

- **BADE\_Portal:U.** Grants the user access to the EIE Management Portal. Without this resource, the user will not be able to access any part of the portal. The EIE also requires the user hold the %DB\_ENSRPMS:RW resource/permission pair.
- **BADE\_Production:U.** Grants the user the ability to start, stop, and recover the production and to change production settings.
- **BADE\_Errors:U.** Grants the user the ability to view the error log.
- **BADE\_MessageView:U.** Grants the user permission to view the message browser and to view details about a specific message.
- **BADE\_MessageResend:U.** Grants the user the ability to edit and resend a message. The user will need to hold the BADE\_MessageView resource in order to view and select a message.
- **BADE\_Security:U.** Grants the user permission to manage roles and users. The EIE also requires the user hold the %Admin\_Manage:U, %Admin\_Secure:U, and %DB\_CACHESYS:RW resource/permission pairs.
- **BADE\_Email:U.** Grants the user permission to manage alert email addresses.

## 3.2 Anatomy of a Page

A typical page in the EIE Management Portal looks like the following:

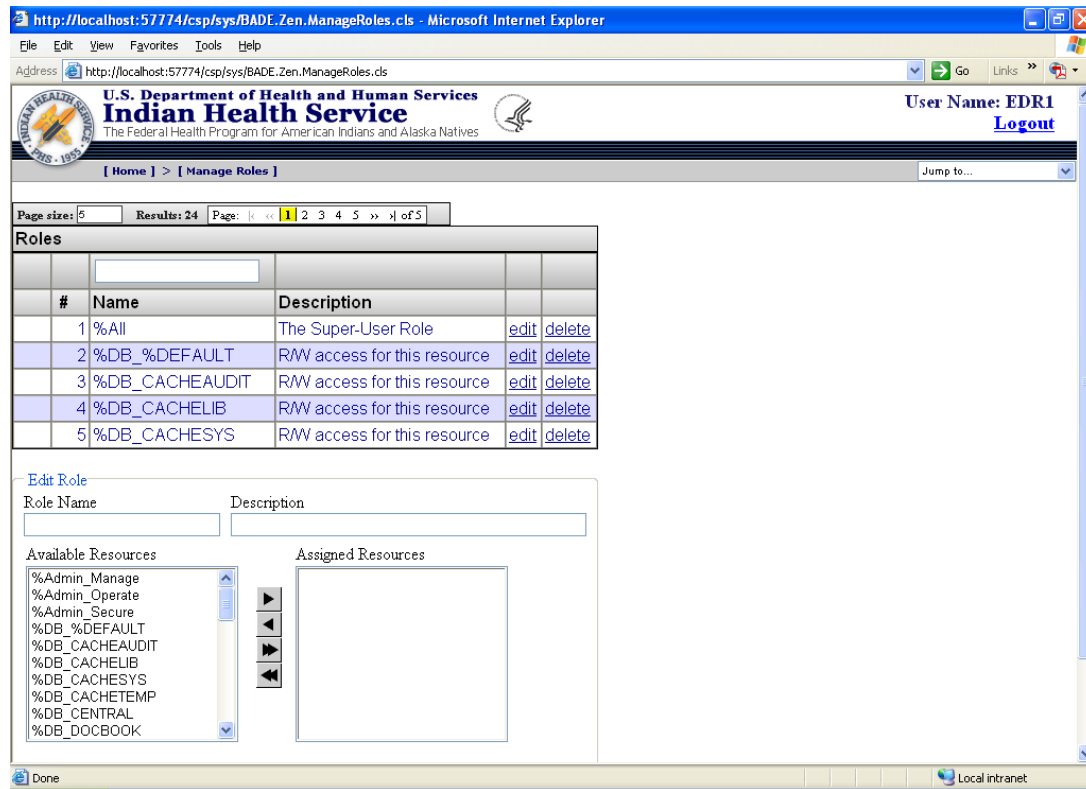


Figure 3-2: Typical page in the EIE Management Portal

- Title Bar.** At the top of the page is the title bar. It consists of IHS graphics, the user name, and a Logout link. At the bottom of the of the title bar are navigation breadcrumbs (“[Home] > [Manage Roles]”) and a drop-down menu of pages to which the user can navigate.
- Table.** A table in the main section of the page contains information that varies according to which page the user is on. Each column in the table can be sorted by clicking the column header. Clicking once sorts the data by that column in ascending order. A second click on the column header sorts the data by that column in descending order. A third click on the column header removes the sorting on that column.
- Sorting The Table.** Certain columns can used to filter the data in the table, thereby reducing the number of entries in the table. Some columns can be filtered by entering a date/time range, selecting a value from a drop-down list, or entering the first few characters of a name.

**Note:** It is necessary to press Enter or click somewhere else on the page after entering the filter criteria for the table to update.

- **Filtering The Table.** At the top of the table is the table navigation bar. It can be used to increase or decrease the number of rows displayed at a time. The navigation bar can also be used to navigate between pages in the table, either by clicking on the arrows or by clicking on a page number.
- **Table Links.** In the right column(s) of the table, there can be links to view, edit, or delete a record, depending on the page and the user's security level.
- **Form.** Below the table is the form section of the page. The form is where the user can view detail about an existing record in the table. In some cases, the user can enter a new record or edit an existing record in the form, depending on the page and the user's security level. Buttons at the bottom of the form allow the user to enter a new record, save changes to a record, or other functionality, depending on the page.

### 3.3 Production Monitor

Upon successfully logging in, the user will be directed to the Production Monitor page. Depending on the user's security level, the page will look like one of the following:

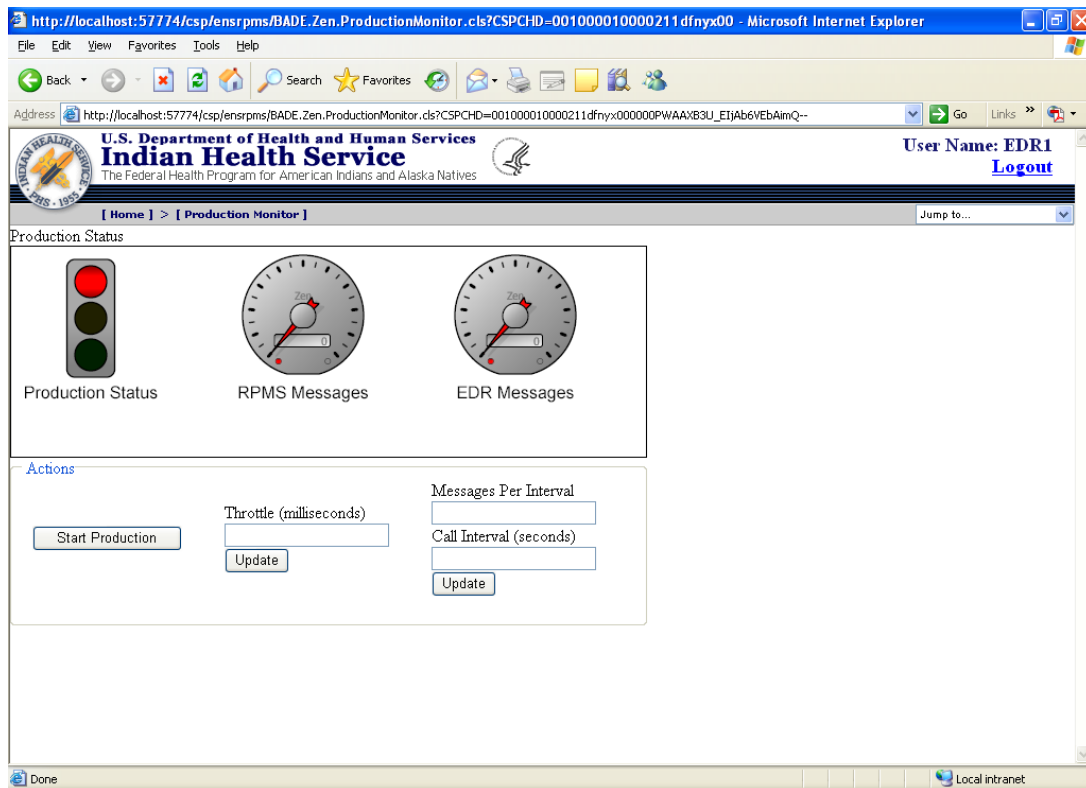


Figure 3-3: Example of a Production Monitor page

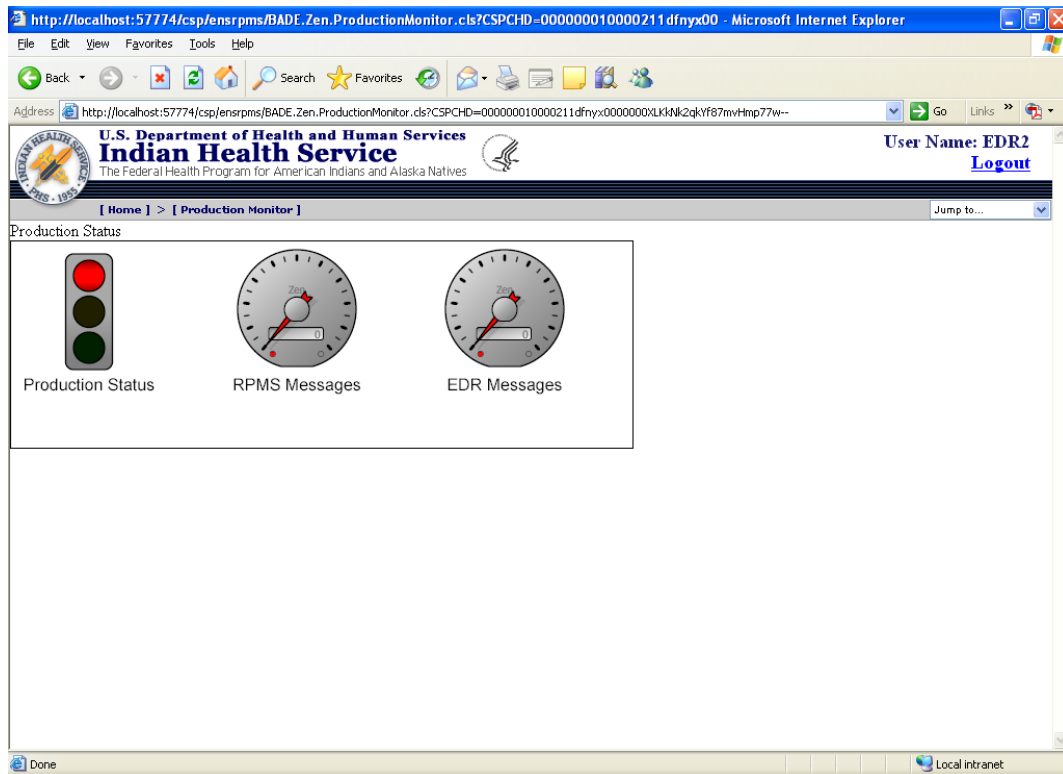


Figure 3-4: Another example of a Production Monitor page

### 3.3.1 Dashboard

The first part of the screen comprises the production dashboard. It consists of the following meters:

- Production Status.** The left-most image is a traffic light indicating the current state of the production. Green indicates that the production is currently running. Yellow indicates that the production is having a problem (a suspended or troubled production). Red indicates that the production is not running.
- RPMS Messages.** The center meter is a speedometer indicating the number of messages received from the RPMS system. Specifically, this is the number of messages sent from the RPMSInbound business service.
- EDR Messages.** The right-most meter is a speedometer indicating the number of messages received from the EDR system. Specifically, this is the number of messages sent from the EDRInbound business service.

### 3.3.2 Production Settings

Users with Use permission on the BADE\_Production resource will see a form below the dashboard with various production settings.



- **Start/Stop/Recover Production.** Clicking the button starts, stops, or recovers the production depending on the current state of the production. Recover is used to shut down and clean up a production that was running when Ensemble was shut down (a “troubled” production).
- **Throttle.** The user can change the current throttle level by entering the number of milliseconds to wait between messages, then clicking Update. Entering a non-zero value for the throttle causes the EIE to pause for the specified number of milliseconds after processing each message from RPMS. This can be used to reduce the burden on the system in the event the EIE is slowing the system to an unacceptable level.
- **Interval.** The user can change the interval settings by entering the number of messages processed per call interval and the duration of the call interval in seconds, then clicking Update. The EIE will process no more than the specified number of messages (Messages Per Interval) in the specified interval (Call Interval). If the EIE processes the maximum number of messages before the call interval has elapsed, the system will wait until the call interval has elapsed before processing any further messages. These settings can be used to reduce the burden on the system in the event the EIE is slowing the system to an unacceptable level.

## 3.4 Error Log

The EIE Error Log page displays errors occurring in the EIE interface. This screen is available only to users with Use permission on the BADE\_Errors resource.

U.S. Department of Health and Human Services  
**Indian Health Service**  
 The Federal Health Program for American Indians and Alaska Natives

User Name: EDR1  
[Logout](#)

[ Home ] > [ Error Log ]

Page size: 10 Results: 0 Page: 1 of 1

# ID	Time Logged	Type	Job	Session	Message
No results					

[Error Detail](#)

Error text

Message contents

Source  Method

Figure 3-5: The EIE Error Log page

The user can sort, filter, and navigate the table as described in Section 2.2. When an error of interest is detected, the user can click on the detail link for that error. Details about that error will appear in the form below the table. The following fields will be displayed:

- **Error Text.** The error text generated by the EIE.
- **Message Contents.** If the error was related to an HL7 message, the content of the message will be shown in this box.
- **Source.** The EIE source of the message. This can be used along with the error text and other information to determine the cause of the error.
- **Method.** The EIE method in which the error occurred. This can be used along with the error text and other information to determine the cause of the error.

### 3.5 Message Browser

The EIE Message Browser displays messages that have been processed by the system. It includes messages sent from RPMS to the EDR, as well as messages sent from the EDR to RPMS.

The user must have Use permission on the BADE\_MessageView resource to view the screen. Depending on whether or not the user also holds Use permission on the BADE\_MessageResend resource, the Message Browser will look like one of the following:

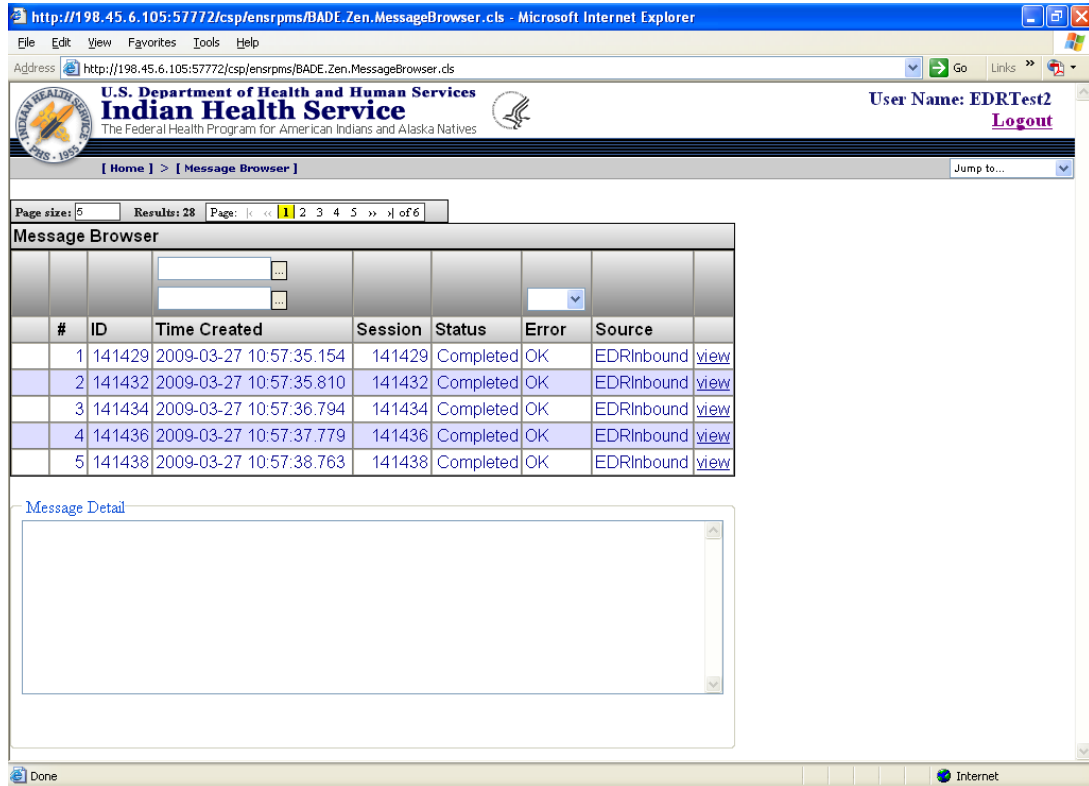


Figure 3-6: A Message Browser window

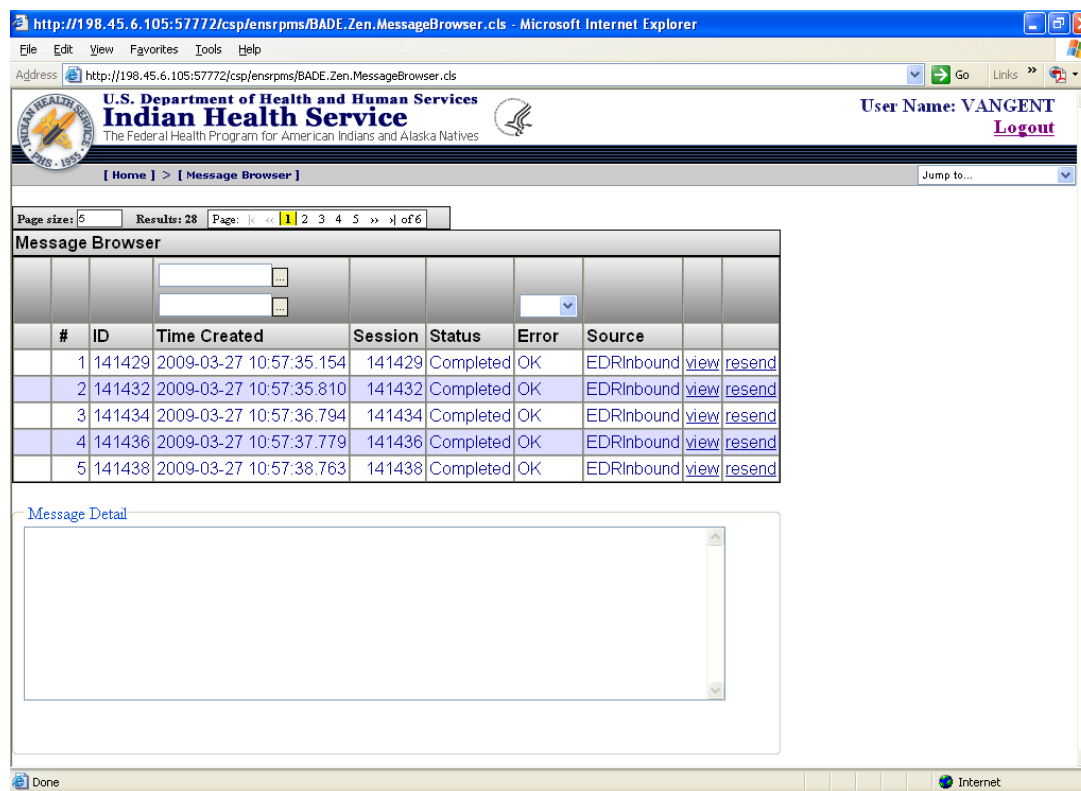


Figure 3-7: Another Message Browser window

The user can sort, filter, and navigate the table as described in Section 2.2. When a message of interest is detected, the user can click on the view link for that message. The contents of the message will appear in the form below the table:

- **Message Detail.** Contains the contents of the selected message. If the user has Use permission on the BADE\_MessageResend resource, the user can click on the Resend link to optionally edit and then resend the selected message.
- **Message Detail.** Contains the contents of the message. To edit the message before resending it, the user can edit the contents in this box.
- **Resend.** When Resend is clicked, the EIE will attempt to send the message using the contents from the Message Detail box. The user will be shown a message indicating if the message was successfully resent or if there was a problem. Error messages are generated by the Ensemble HL7 message parser and indicate why the message does not meet the HL7 specifications for that message type.
- **Cancel.** Clicking Cancel will cause any changes in the Message Detail to be ignored and the message will not be resent.

## 3.6 Manage Roles

The EIE Manage Roles page displays the roles that are currently defined in the system. The user must have Use permission on the BADE\_Security resource to view the page.

U.S. Department of Health and Human Services  
**Indian Health Service**  
 The Federal Health Program for American Indians and Alaska Natives

User Name: EDR1  
[Logout](#)

[ Home ] > [ Manage Roles ]

Page size: 5    Results: 24    Page: 1 2 3 4 5 of 5

#	Name	Description		
1	%All	The Super-User Role	<a href="#">edit</a>	<a href="#">delete</a>
2	%DB_%DEFAULT	R/W access for this resource	<a href="#">edit</a>	<a href="#">delete</a>
3	%DB_CACHEAUDIT	R/W access for this resource	<a href="#">edit</a>	<a href="#">delete</a>
4	%DB_CACHELIB	R/W access for this resource	<a href="#">edit</a>	<a href="#">delete</a>
5	%DB_CACHESYS	R/W access for this resource	<a href="#">edit</a>	<a href="#">delete</a>

[Edit Role](#)

Role Name:     Description:

Available Resources:

Assigned Resources:

Permissions: R  W  U

Figure 3-8: The EIE Manage Roles page

The user can sort, filter, and navigate the table as described in Section 2.2. To edit a role, the user can click on the edit link for that role. The current values for the selected role will appear in the form below the table:

- **Role Name.** The Role Name is the name given to the role. It cannot be the same as any other role or user.
- **Description.** The Description helps the portal user understand the purpose of the role. It is not used by the system.
- **Available Resources.** The box of Available Resources contains all the resources the selected role does not currently hold.
- **Assigned Resources.** The box of Assigned Resources contains all the resources the currently selected role holds, along with the associated permissions.

- **Permissions.** The Permission check boxes allow the user to select which permissions to assign to the selected resources.
- **Arrows.** Resources can be moved between the Available Resources and Assigned Resources boxes by clicking on the arrow buttons. Right-pointing arrows move resources from the Available Resources box to the Assigned Resources box and left-pointing arrows move resources from the Assigned Resources box to the Available Resources box. Single arrows move only the selected resources; double arrows move all the resources in the box.
- **Save.** Clicking Save will save the current role to the EIE, either as a new role (if no role was selected in the table) or as changes to an existing role (if an existing role was being edited).
- **New.** Clicking New deselects the currently selected role and clears the form of any values.

### 3.6.1 Working with Roles

- **Adding a New Role.** If a role is currently selected, the user presses New to deselect the role and clear the form. This step is not necessary if the user has not selected a role since navigating to the page or since saving a role. Once the form is clear, the user enters a unique name and a description for the role. Resources can be assigned to the role by selecting the resources from the Available Resources box, checking the appropriate permissions, and clicking the right-pointing arrow icon. When all the values have been entered, the role can be saved by clicking the Save button.
- **Editing an Existing Role.** To edit an existing role, click the Edit link in the table corresponding to the role to be edited. The role's values will appear in the form. The name cannot be changed. However, the other values can be edited. When the desired changes have been made, click Save to save the changes to the role.
- **Deleting a Role.** To delete a role, click the Delete link in the table corresponding to the role to be deleted. When the EIE asks for confirmation, click OK to delete the role or Cancel to keep the role.
- **Note About Adding/Editing Roles in the Ensemble System Management Portal.** The EIE Management Portal automatically grants and revokes certain SQL tables depending on the assigned resources. If resources are added or removed from a role via the Ensemble System Management Portal, select access to the following SQL tables should be granted (if the resource is added) or revoked (if the resource is removed).

Resource	Table
BADE_Errors	Ens_Util.Log
BADE_MessageView	Ens.MessageHeader

Resource	Table
BADE_Security	Security.Roles Security.Users
BADE_Email	BADE.AlertEmailAddress

### 3.7 Manage Users

The EIE Manage Users page displays the users that are currently defined in the system. The user must have Use permission on the BADE\_Security resource to view the page.

The screenshot shows the 'Manage Users' page in the EIE system. At the top, there is a navigation bar with 'Home' and 'Manage Users' links. Below this is a table of users:

#	User Name	FullName	Enabled		
1	_PUBLIC	(Internal use - not for login)	N	<a href="#">edit</a>	<a href="#">delete</a>
2	_SYSTEM	SQL System Manager	Y	<a href="#">edit</a>	<a href="#">delete</a>
3	Admin	System Administrator	Y	<a href="#">edit</a>	<a href="#">delete</a>
4	CSPSystem	CSP Gateway user	Y	<a href="#">edit</a>	<a href="#">delete</a>
5	EDR1	EDR User1	Y	<a href="#">edit</a>	<a href="#">delete</a>

Below the table is an 'Edit User' form. It includes fields for 'User Name', 'Password', and 'Full Name'. There is a checkbox for 'Enabled' which is currently checked. Below these fields are two lists: 'Available Roles' and 'Assigned Roles'. The 'Available Roles' list includes roles like '%All', '%DB\_%DEFAULT', '%DB\_CACHEAUDIT', '%DB\_CACHELIB', '%DB\_CACHESYS', '%DB\_CACHETEMP', '%DB\_CENTRAL', '%DB\_DOCBOOK', '%DB\_ENSDMO', and '%DB\_ENSEMBLE'. There are 'Save' and 'New' buttons at the bottom of the form.

Figure 3-9: The EIE Manage Users page

The user can sort, filter, and navigate the table as described in Section 2.2. To edit a user name, the user can click on the Edit link for that user name. The current values for the selected user name will appear in the form below the table:

- **User Name.** The User Name is the login name given to the user. It cannot be the same as any other user or role.
- **Password.** Password is the password the user will enter to access the management portal.

- **Full Name.** The Full Name helps the user understand who the selected user is in real life. It is not used by the system.
- **Enabled.** The Enabled check box specifies whether the user login is enabled (i.e., whether the user name can be used to log in).
- **Change Password.** If Change Password is checked, users will be required to change their passwords the next time they log in. For security, it is recommended that this box be checked when someone other than the user enters a password into the system.
- **Available Roles.** The box of Available Roles contains all the roles the selected user does not currently hold.
- **Assigned Roles.** The box of Assigned Roles contains all the roles the currently selected user currently holds.
- **Arrows.** Roles can be moved between the Available Roles and Assigned Roles boxes by clicking on the arrow buttons. Right-pointing arrows move roles from the Available Roles box to the Assigned Roles box and left-pointing arrows move roles from the Assigned Roles box to the Available Roles box. Single arrows move only the selected roles; double arrows move all the roles in the box.
- **Save.** Clicking Save will cause the current user name to be saved to the EIE, either as a new user (if no user was selected in the table) or as changes to an existing user (if an existing user was being edited).
- **New.** Clicking New will deselect the currently selected user and will clear the form of any values.

### 3.7.1 Working with Users

**Adding A New User.** If a user name is selected, the user should press New to deselect the user and clear the form. This step is not necessary if the portal user has not selected a user name since navigating to the page or saving a user name. Once the form is clear, the user should enter a unique name, password, and full name for the new user. Generally, the Enabled box will be checked to allow the user to login. For security, it is recommended that the Change Password box be selected, forcing new users to change their passwords. Roles can be assigned to the user by selecting the roles from the Available Roles box and clicking the right-pointing arrow icon. When all the values have been entered, the user name can be saved by clicking Save.

**Editing An Existing User.** To edit an existing user name, click the Edit link in the table corresponding to the user name to be edited. The user's values will appear in the form. The user name cannot be changed. However, the other values can be edited. If the password box is left blank, the user's password will remain unchanged. When the desired changes have been made, click Save to save the changes to the user name.



**Deleting A User.** To delete a user name, click the Delete link in the table corresponding to the user name to be deleted. When the EIE asks for confirmation, click OK to delete the user name or Cancel to keep the user name.

**Deactivating A User.** To temporarily deactivate a user login, click the edit link in the table corresponding to the user to be deactivated. Uncheck the Enabled check box and click Save. To reactivate the user, follow these steps, but check the Enabled check box.

## 3.8 Manage Email Addresses

The EIE Manage Email Addresses page displays the alert email addresses currently defined in the system. These are the email addresses the EIE will send alerts to when they occur. The email addresses are used to construct the “recipient” and “cc” list of email addresses in the EmailAlert business operation’s adapter settings.

The screenshot shows the 'Manage E-mail Addresses' page in a web browser. The page title is 'U.S. Department of Health and Human Services Indian Health Service'. The user is logged in as 'EDR1'. The page displays a table of 'Alert E-mail Addresses' with the following data:

#	Name	E-mail Address	Type		
1	Bill	bill@hs.gov	To	<a href="#">edit</a>	<a href="#">delete</a>
2	John	john@hs.gov	To	<a href="#">edit</a>	<a href="#">delete</a>

Below the table is an 'Edit E-mail Address' form with the following fields:

- Name:
- E-mail Address:
- Type:  (dropdown menu with options To and CC)

Buttons:

Figure 3-10: The EIE Manage Email Addresses page

The user can sort and navigate the table as described in Section 2.2. To edit an email address, the user can click on the edit link for that email address. The current values for the selected email address will appear in the form below the table:

- **Name.** Name is the name of the person with the given email address. It helps the portal user understand to whom the address belongs. It is not used by the system.
- **Email Address.** Email Address is the full email address to which alerts will be sent.
- **Type.** Type indicates whether the person will be one of the “To” recipients or “CC” recipients.
- **Save.** Clicking Save causes the current email address to be saved to the EIE, either as a new email address (if no email address was selected in the table) or as changes to an existing email address (if an existing email address was being edited).
- **New.** Clicking New deselects the currently selected email address and clears the form of any values.

### 3.8.1 Working with Email Addresses

**Adding A New Email Address.** If an email address is currently selected, the user presses New to deselect the email address and clear the form. This step is not necessary if the user has not selected an email address since navigating to the page or saving an email address. Once the form is clear, the user enters a name, email address, and type. When all the values have been entered, the email address can be saved by clicking Save.

**Editing An Existing Email Address.** To edit an existing email address, click the Edit link in the table corresponding to the email address to be edited. The email address values will appear in the form. Any value can be edited. When the desired changes have been made, click Save to save the changes to the email address.

**Deleting An Email Address.** To delete a email address, click the Delete link in the table corresponding to the email address to be deleted. When the EIE asks for confirmation, click OK to delete the email address or Cancel to keep the email address.

## 4.0 Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

**Phone:** (505) 248-4371 or (888) 830-7280 (toll free)

**Fax:** (505) 248-4363

**Web:** <http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm>

**Email:** [support@ihs.gov](mailto:support@ihs.gov)