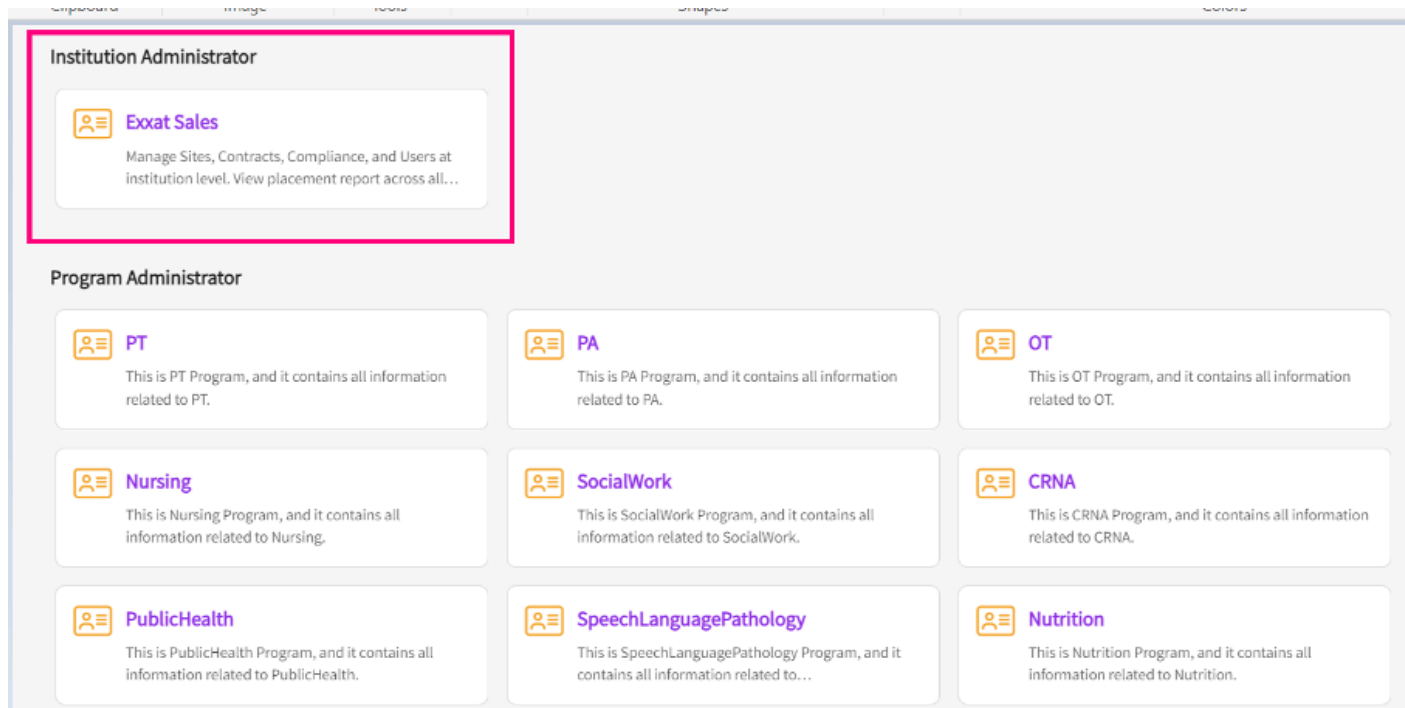
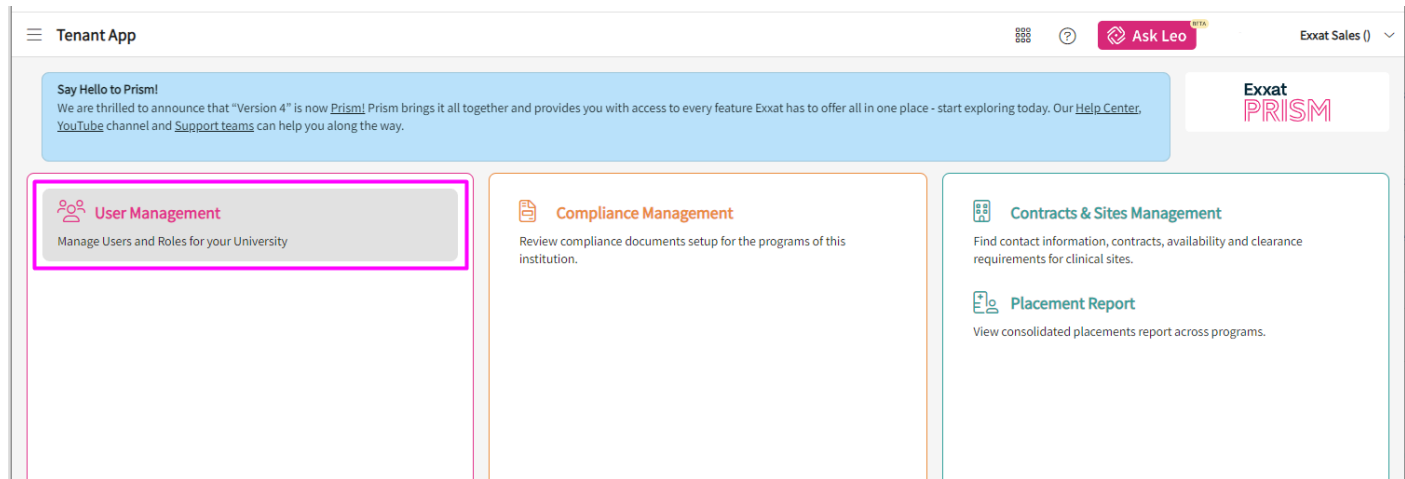


User management helps universities to ensure the right people have access to necessary resources by effectively managing users and roles.



1. When you click on the tile for institution administrator, the following dashboard appears:



2. Click on User Management to view a list of all users across all your programs.

**User Management** Ask Leo <sup>beta</sup> Exat Sales ()

By Role **By Name**

Search

*The icon indicates that if we didn't track when users were created and last updated, we set the date and time to when the institute joined Exat.*

NAME ↑	USER NAME	EMAIL ID	ASSOCIATED ROLES	MODULE ACCESS	PROGRAM NAME	LAST LOGIN TIME
Admin, Mock	MockAdminDemo@example.com	MockAdminDemo@example.com	1	Admin	PA	05/01/2024, 02:47
Admin, Mock	mock_admin@example.com	mock_admin@example.com	4	Admin	Nursing, Tenant Level Role	05/07/2024, 08:21
Admin, Mock	mockadminSW@example.com	mockadminSW@example.com	1	Admin	SocialWork	07/26/2024, 01:17
Admin, Mock	mockadminPH@example.com	mockadminPH@example.com	1	Admin	PublicHealth	06/29/2024, 01:04
Admin, Mock	MockAdminPharm@example.com	MockAdminPharm@example.com	1	Faculty	Pharmacy	No data found
Admin 1, Utopia	Utopiaadmin1@example.com	Utopiaadmin1@example.com	1	Admin	Utopia College	03/19/2024, 06:30
Admin 10 Read only, Utopia	Utopiaadmin10@example.com	Utopiaadmin10@example.com	1	Admin	Utopia College	No data found
Admin 11, Utopia	Utopiaadmin11@example.com	Utopiaadmin11@example.com	1	Admin	Utopia College	No data found
Admin 12, Utopia	Utopiaadmin12@example.com	Utopiaadmin12@example.com	1	Admin	Utopia College	No data found
Admin 13, Utopia	Utopiaadmin13@example.com	Utopiaadmin13@example.com	1	Admin	Utopia College	No data found

3. In the "By Name" section you can see all the users with the program name, roles assigned to them, & how many roles are assigned to each user.

**User Management** Ask Leo <sup>beta</sup> Exat Sales ()

By Role **By Name**

Search

*The icon indicates that if we didn't track when users were created and last updated, we set the date and time to when the institute joined Exat.*

NAME ↑	USER NAME	EMAIL ID	ASSOCIATED ROLES	MODULE ACCESS	PROGRAM NAME	LAST LOGIN TIME
Admin, Mock	MockAdminDemo@example.com	MockAdminDemo@example.com	1	Admin	PA	05/01/2024, 02:47
Admin, Mock	mock_admin@example.com	mock_admin@example.com	4	Admin	Nursing, Tenant Level Role	05/07/2024, 08:21
Admin, Mock	mockadminSW@example.com	mockadminSW@example.com	1	Admin	SocialWork	07/26/2024, 01:17
Admin, Mock	mockadminPH@example.com	mockadminPH@example.com	1	Admin	PublicHealth	06/29/2024, 01:04
Admin, Mock	MockAdminPharm@example.com	MockAdminPharm@example.com	1	Faculty	Pharmacy	No data found
Admin 1, Utopia	Utopiaadmin1@example.com	Utopiaadmin1@example.com	1	Admin	Utopia College	03/19/2024, 06:30
Admin 10 Read only, Utopia	Utopiaadmin10@example.com	Utopiaadmin10@example.com	1	Admin	Utopia College	No data found
Admin 11, Utopia	Utopiaadmin11@example.com	Utopiaadmin11@example.com	1	Admin	Utopia College	No data found
Admin 12, Utopia	Utopiaadmin12@example.com	Utopiaadmin12@example.com	1	Admin	Utopia College	No data found
Admin 13, Utopia	Utopiaadmin13@example.com	Utopiaadmin13@example.com	1	Admin	Utopia College	No data found

4. When you click on the number in "Associated Roles" you can also see each role assigned to the user with definition of that role.

**User Management** | Role Access Details

By Role | **By Name**

Search

The icon indicates that if we didn't track when users were assigned to a role, we set the date and time to when the institute joined Exxat.

PROGRAM	ROLE NAME	ROLE DESCRIPTION	MODULE ACCESS	ASSIGNED DATE AND TIME	ACTIONS
Nursing	Program Super Administrator	This role would grant complete access to all the functionalities within the PRISM application at the program level.	Admin	12/31/2019, 07:00:00 PM EST	👁️
Tenant Level Role	Institutional Level User Management Administrator	This role provides access to the User Management section at the Institutional Level.	Admin	08/31/2023, 03:34:39 PM EDT	👁️
Tenant Level Role	Institutional level Sites and Contracts Administrator	This role is for the users who manage the sites and contracts at the institutional level across all the programs within the institution. Users will be able to view details, add/edit sites and contracts based on their access level.	Admin	08/31/2023, 03:35:21 PM EDT	👁️
Tenant Level Role	Institutional level Compliance Management Administrator	This role allows users access to the Compliance Management section at the institutional level and have full access to compliance data of all programs they have access to already.	Admin	08/31/2023, 03:35:55 PM EDT	👁️

5. In the "By Role" section you can see the definition of every role, along with the number of users assigned to each role.

**User Management** | Ask Leo | Exxat Sales ()

**By Role** | By Name

Search

ROLE NAME	ROLE TYPE	TOTAL USERS ↓	ROLE DESCRIPTION	ACTION
Standard Faculty Role	Standard	94	This role would grant faculty access to the user.	👁️
Student Compliance Administrator	Standard	20	This role grants full access to compliance and student modules. It is typically reserved for clients who are using ONLY Approve and are not using PRISM.	👁️
Program Super Administrator	Standard	15	This role would grant complete access to all the functionalities within the PRISM application at the program level.	👁️
Exxat Sales - Read Only Admin	Custom	3	This is a custom role created by Exxat as per your requirements. If you need more details about this role, please contact Exxat support	👁️
Exxat One Access	Standard	3	This standard role grants access to the Exxat One application via the PRISM application. It's an additive role, enabling only the Exxat One application tile on the Program Dashboard. Consider pairing it with...	👁️
Program Read Only Administrator	Standard	2	This role is for program administrators who need read only access for all the functionalities that PRISM provides.	👁️
Institutional Level User Management Administrator	Standard	1	This role provides access to the User Management section at the Institutional Level.	👁️
Institutional level Sites and Contracts Administrator	Standard	1	This role is for the users who manage the sites and contracts at the institutional level across all the programs within the institution. Users will be able to view details, add/edit sites and contracts based o...	👁️

6. You can also filter & download a list of users from the "By Name" section in an excel spreadsheet by clicking here.

By Role **By Name**

Search



The icon indicates that if we didn't track when users were created and last updated, we set the date and time to when the institute joined Exxat.

Export

NAME ↑	USER NAME	EMAIL ID	ASSOCIATED ROLES	MODULE ACCESS	PROGRAM NAME	LAST LOGIN TIME
Admin, Mock	MockAdminDemo@example.com	MockAdminDemo@example.com	1	Admin	PA	05/01/2024, 02:47:
Admin, Mock	mock_admin@example.com	mock_admin@example.com	4	Admin	Nursing, Tenant Level Role	05/07/2024, 08:21:
Admin, Mock	mockadminSW@example.com	mockadminSW@example.com	1	Admin	SocialWork	07/26/2024, 01:17:
Admin, Mock	mockadminPH@example.com	mockadminPH@example.com	1	Admin	PublicHealth	06/29/2024, 01:04:
Admin, Mock	MockAdminPharm@example.com	MockAdminPharm@example.com	1	Faculty	Pharmacy	No data found
Admin 1, Utopia	Utopiaadmin1@example.com	Utopiaadmin1@example.com	1	Admin	Utopia College	03/19/2024, 06:30:
Admin 10 Read only, Utopia	Utopiaadmin10@example.com	Utopiaadmin10@example.com	1	Admin	Utopia College	No data found
Admin 11, Utopia	Utopiaadmin11@example.com	Utopiaadmin11@example.com	1	Admin	Utopia College	No data found
Admin 12, Utopia	Utopiaadmin12@example.com	Utopiaadmin12@example.com	1	Admin	Utopia College	No data found
Admin 13, Utopia	Utopiaadmin13@example.com	Utopiaadmin13@example.com	1	Admin	Utopia College	No data found