

Granting permission to view/comment on DFR and QDFC reports to an existing user

If you are a master account holder and need to grant permission to view or comment on the DFR and QDFC reports to an existing user, please follow these steps.

1. Log in to the master account with the credentials provided to you by your network
2. When you are logged in, you will be taken to this screen:

The screenshot shows the DialysisData website interface. At the top, there are navigation links: 'Comments & Inquiries' (highlighted in blue), 'Manage Users' (also in blue), 'ESRD MEASURES', 'METHODOLOGY', 'FAQ', 'MY ACCOUNT', and 'LOG OUT'. Below the header, a message says 'You are currently logged in as the Master Account Holder for' followed by a placeholder name. To the right, it shows 'TIME UNTIL LOGOUT' with a timer at '00:29:44' and a 'Reset Timeout' button. A large black bar at the top contains the 'DialysisData' logo and the website address 'DIALYSISDATA.ORG'. Below this, a dark grey bar says 'Manage Users'. The main content area is titled 'User Accounts for' and includes buttons for 'Create New User' and 'Add Existing User'. A section for 'Current M&H Contact Info' shows 'Shelley Bunny' and 'shelley@sb.inc' with a 'Edit M&H Contact Info' button. A table lists user accounts:

First Name	Last Name	E-mail	Phone Number	Password Recovery	Account Status	Edit
Samantha	Smith	jnrsto@umich.edu	555-515-5555	Send Password Reset Link	Active	Edit

3. Click "edit" for the user for which you need to grant permission.
4. After you click edit, you will be taken to a form with the user's information, and their existing permissions.

Manage User Account

[Send Password Reset Email](#)

[Set As Master Account Contact](#)

First Name *

Samantha

Last Name *

Smith

Phone Number *

555-555-5555

Extension

Enable/Disable User *

Enabled

Can View DFR Report *

No



Can Comment on DFR Report & Discuss PII/PHI *

No



Can View QDFC Reports *

No



Can Comment on QDFC Report & Discuss PII/PHI *

No



Apply

5. Select “yes” or “no” for each of the permission fields, as desired for that user.
6. Click “apply”.