IPHIS Offices and User Roles

IPHIS uses a branching hierarchy to define relationships between organizations and offices, which in turn define security rights and the visibility of data. Offices under one hierarchy cannot edit or view data within an office under a different hierarchy unless permitted by contract or granted by the office. USDA/APHIS/PPQ offices fall under one hierarchy and state and local cooperators under a separate hierarchy.

There are several user roles available within each office. The first role granted is that of Security Officer.

Security Officer: the only role that can manage user access.

Data Collector (data entry): can only access screens that are related to data entry, such as the Location, Activity, and Compliance Agreement Inspection pages. This role cannot access anything related to management of the system.

Data Supervisor (data validator): the only role that can validate data (i.e. New Locations, Activity data, etc.).

Data Manager: has access to management components of the system as well as the same access as a Data Collector (i.e. Survey Template, Compliance Templates, etc.).

SPHD (state) Approver: the only role that can review and approve or deny survey supply orders at the state level.

Regional Approver: the only role that can review and approve or deny survey supply orders at the regional level.

HQ Approver: the only role that can review and approve or deny survey supply orders at the headquarters level; one of two roles that can access the Orders tab.

Warehouse User: Role can only access Home, Survey Supplies, Orders, and Reporting tabs. Users with this role will primarily interact with the system through the Orders tab (manage shipments, orders, and inventory)

Read Only: role can generally view all data within the system but cannot change any data.

Review role and request additional roles

Once you receive e-mail that your role has been approved, log in to IPHIS and review your account. If your account is the first login to your Office, you will have been given the role of Security Officer, and if this is your first time into IPHIS click on your name, just after "Logged in as:" in the upper right. The Update User Profile window will appear (Figure 2).

Figure 2 - Update User Profile form

Click the "Request a New Role" button in the lower right and request the roles "data collector," "data manager" and "data supervisor" (Figure 3).

Figure 3 - Request a New Role form

Each role will require a new request and subsequent approval (Figure 4).
Once you have approved your new roles, log out and back in to IPHIS for the new roles to take effect.
This is the same process for granting other users access to your office, although most others will not require the roles of Security Office or Data Supervisor.

Figure 4 - User Approval form