

# TUTORIAL :

## MyPal User Administration Panel



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# 1. Getting familiar with the user administration panel

Below we see the Home screen of the “User administration panel”. Some of these options might not be available to your account. This depends on the MyPal studies running at your clinical site (ADULT, CHILD) and the role/group of your account (Administrator, Clinician, Nurse).

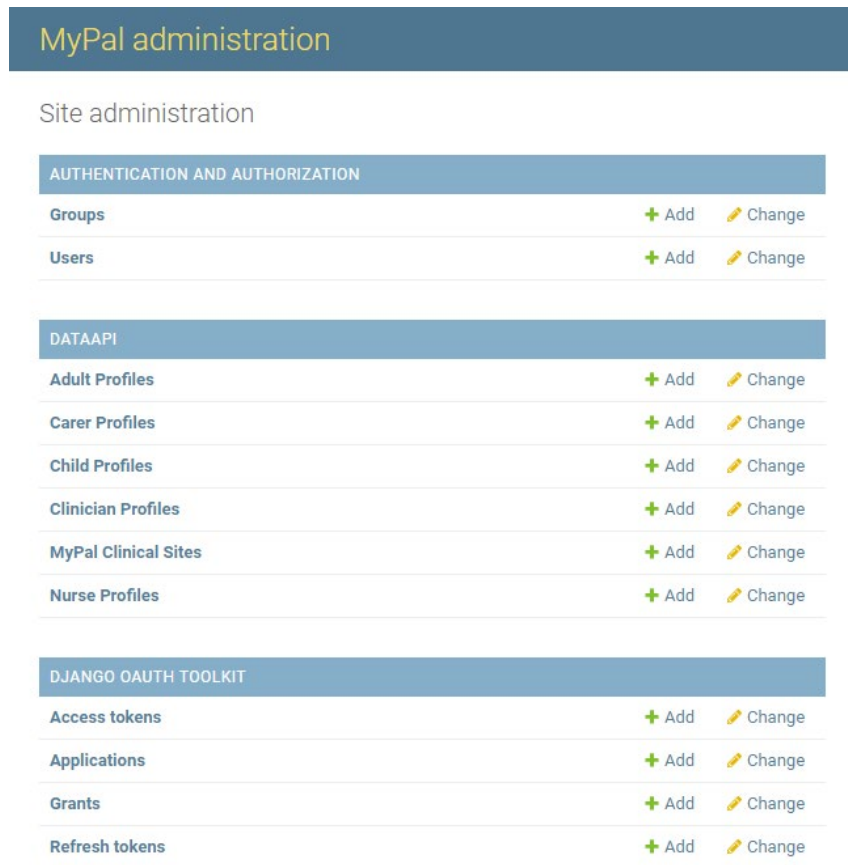


Figure 1. User Administration Panel – Home Screen

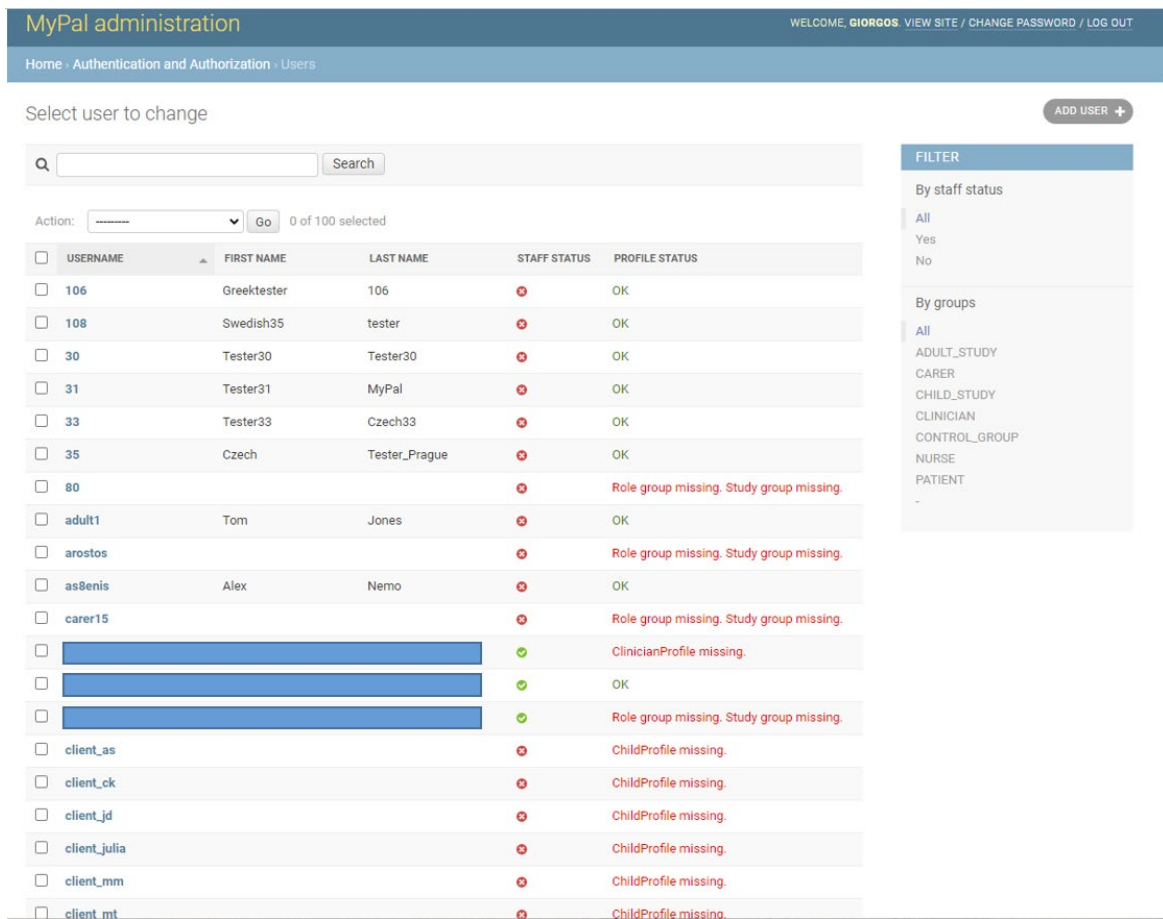
- In the section “Groups” you can see a list of group categories. Usually there is no need to view/modify anything in this section; these have been configured for MyPal during the initial installation of the platform.
- In the section “Users” you can view a list of the existing users (user accounts) or add/modify/delete a user account. We examine these options in more detail later in this document.
- In the sections under the category “DATAAPI” you can select and add/modify various types of user profiles. When you create a user account, you must create a corresponding user profile. We examine these options in more detail later in this document, where we explain how to create a new user account and user profile.
- The section “DJANGO OAUTH TOOLKIT” and its subsections are available only to superusers/administrators because modifications in those sections can significantly affect the functionality and the security of the platform. No need to modify anything in this section unless you have been instructed to do so.

## 2. User administration

### 2.1 Viewing the list of users

When we go at “Home -> Users” we view a screen similar to the following. In this screen we can see the list of users and some details about their account.

- The indication “**Staff status**” says whether this account can connect to this panel or not. For security reasons we grant this option only to administrators and health care professionals, not to patients.
- The message under the title “**Profile status**” is an indication whether a user account has been properly configured or whether something is still missing -usually a **User Profile**. When such an indication is displayed in red color we usually have to take some actions: change the group(s) this user belongs to, create a User Profile etc. We will see this in more detail later.
- We can filter the list of displayed users by selecting an appropriate filter on the right, to view or hide some user groups.



MyPal administration WELCOME, GIORGOS VIEW SITE / CHANGE PASSWORD / LOG OUT

Home · Authentication and Authorization · Users

Select user to change ADD USER +

Search:  Search

Action:  Go 0 of 100 selected

<input type="checkbox"/>	USERNAME	FIRST NAME	LAST NAME	STAFF STATUS	PROFILE STATUS
<input type="checkbox"/>	106	Greektester	106	✖	OK
<input type="checkbox"/>	108	Swedish35	tester	✖	OK
<input type="checkbox"/>	30	Tester30	Tester30	✖	OK
<input type="checkbox"/>	31	Tester31	MyPal	✖	OK
<input type="checkbox"/>	33	Tester33	Czech33	✖	OK
<input type="checkbox"/>	35	Czech	Tester_Prague	✖	OK
<input type="checkbox"/>	80			✖	Role group missing. Study group missing.
<input type="checkbox"/>	adult1	Tom	Jones	✖	OK
<input type="checkbox"/>	arostos			✖	Role group missing. Study group missing.
<input type="checkbox"/>	as8enis	Alex	Nemo	✖	OK
<input type="checkbox"/>	carer15			✖	Role group missing. Study group missing.
<input type="checkbox"/>	[REDACTED]			✔	ClinicianProfile missing.
<input type="checkbox"/>	[REDACTED]			✔	OK
<input type="checkbox"/>	[REDACTED]			✔	Role group missing. Study group missing.
<input type="checkbox"/>	client_as			✖	ChildProfile missing.
<input type="checkbox"/>	client_ck			✖	ChildProfile missing.
<input type="checkbox"/>	client_jd			✖	ChildProfile missing.
<input type="checkbox"/>	client_julia			✖	ChildProfile missing.
<input type="checkbox"/>	client_mm			✖	ChildProfile missing.
<input type="checkbox"/>	client_mt			✖	ChildProfile missing.

**FILTER**

By staff status

- All
- Yes
- No

By groups

- All
- ADULT\_STUDY
- CARER
- CHILD\_STUDY
- CLINICIAN
- CONTROL\_GROUP
- NURSE
- PATIENT
- 

Figure 2. List of Users



We can select a user account, by clicking on the username, to view or change more details about this user account.

## 2.2 Viewing generic details of a user account

When we select a user (in this case having the username “p1”) from the list of users (“Home -> Users”) we can view or modify some generic details of the account. These details are common to all user accounts regardless of their group (Clinician, Patient, etc.). We can view specific options that depend on the user group on the corresponding User Profile, that we examine later on the corresponding section of this document.

## MyPal administration

Home · Authentication and Authorization · Users · p1

### Change user

#### Personal info

**Username:**   
Required. 150 characters or fewer. Letters, digits and @/./+/\_ only.

**First name:**

**Last name:**

**Email address:**

**Password:** **algorithm:** pbkdf2\_sha256 **iterations:** 150000 **salt:** 13XvOx\*\*\*\*\* **hash:** ZAngBN\*\*\*\*\*  
Raw passwords are not stored, so there is no way to see this user's password, but you can change the password using this form.

#### Groups and Permissions 1

Instructions:  
A) Select the **Staff status** only for the MyPal staff (Clinicians and Nurses), not for Patients and their Carers.  
B) Users cannot change their own **Staff status** in order to prevent locking themselves out of this panel.  
C) Non-superusers cannot create superusers, to prevent permission escalation. The **Superuser status** is needed only for admins in special cases, it is not neces:  
D) **Do not forget to create an appropriate user profile after you create a new user account.**

**MyPal Study:**  ADULT\_STUDY  
 CHILD\_STUDY

**MyPal Role:**  CLINICIAN  
 NURSE  
 CARER  
 PATIENT

**Staff status**  
Designates whether the user can log into this admin site.

**Superuser status**  
Designates that this user has all permissions without explicitly assigning them.

Figure 3. Generic Details of User Account

So, in this screen we can:

- View/modify the **name** of the user, or the **username**.

- Modify the **password** of the user. We can never view the password in raw text as it is always stored in encrypted form but we change it if needed.
- We can select the **MyPal study** (ADULT, CHILD) in which this user belongs to / has access. Please note that this option depends on whether both studies are running at your clinical site. In many cases only one of the two will be available; in this case it will be preselected and you will not be able to unselect it as it is the only available option.
- We can select the **MyPal Role** (Clinician, Nurse, Carer, Patient) of the user. Each user has different permissions and access rights that depend on this Role.
- We can select the **“Staff status”**. By selecting this option for a user, the user will be able to connect to this administration panel. Select this option only for administrators and health care personnel (Clinicians, Nurses) and not for patients or their carers.
  - By default, this option will be disabled when a user examines his/her own account, to avoid accidents/mistakes that a user locks himself out of the administration panel.
- We can select the **“Superuser status”**. Usually we select this option for users that will have administrative/elevated access rights. It is not necessary for the most usual tasks.
  - This field is disabled for non-superusers, to avoid unauthorized permission escalation. So, a user that is not a superuser, cannot make his own account or another account as a superuser.

### Groups and Permissions 2

Instructions:  
A) The **Groups** and **User permissions** are assigned automatically by selecting a **MyPal Role** and **MyPal Study** in the section above. The fields below are set in read-only mode to avoid conflicting settings. There is no need to configure anything in this section, it is shown only for cross-checking.

Groups: ADULT\_STUDY, PATIENT  
The groups this user belongs to. A user will get all permissions granted to each of their groups.



---

User permissions:  
Specific permissions for this user.



---

### Important dates

Instructions:  
No need to configure anything in this section. Change these values only if you know what you are doing.

Last login: Date:  Today   
Time:  Now   
Note: You are 3 hours ahead of server time.

---

Date joined: Date:  Today   
Time:  Now   
Note: You are 3 hours ahead of server time.

---

Delete Save and add another Save and continue editing SAVE

Figure 4. Groups and User Permissions

We can view additional details for a user account on this screen, but we don't need to change any of these details, it's just for informational and development debugging usage.

## 2.3 Creating a user account

You can create a new user either by the Home screen, selecting “+ Add” at the Users section



Or by selecting the Users section and then pressing the “ADD USER +” button, on Top Right of your screen.



When you select any of these options, you will see a screen asking for the following details:

### MyPal administration

Home > Authentication and Authorization > Users > Add user

#### Add user

First, enter a username and password. Then, you'll be able to edit more user options.

<b>Username:</b>	<input type="text"/>
	Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only.
<b>Password:</b>	<input type="password"/>
	Your password can't be too similar to your other personal information. Your password must contain at least 8 characters. Your password can't be a commonly used password. Your password can't be entirely numeric.
<b>Password confirmation:</b>	<input type="password"/>
	Enter the same password as before, for verification.

Figure 5. Add User



After you provide a username and a password (adhering to the proposed restrictions) and you press **SAVE**, then the user account is created and you are automatically directed to the “**User details**” screen that we examined previously, where you can add more specific details for this user, such as the name of the user and his Role in the MyPal study. Press again **SAVE** and your new user account is ready. Ready -but not yet complete!

<input type="checkbox"/>	patient1	PATIENT1	PATIENT1_LASTNAME	✖	AdultProfile missing.
<input type="checkbox"/>	patient2	PATIENT2	PATIENT2_LASTNAME	✖	OK
<input type="checkbox"/>	patient3	PATIENT3	PATIENT3_LASTNAME	✖	OK
<input type="checkbox"/>	patient4	PATIENT4	PATIENT4_LASTNAME	✖	OK
<input type="checkbox"/>	patient5	PATIENT5	PATIENT5_LASTNAME	✖	OK

Figure 6. Error message for missing profile in Users List

As we can see in the users list, our user is there but an AdultProfile is missing. This message could indicate also that a ClinicianProfile, NurseProfile, ChildProfile or CarerProfile is missing, depending on the user role that we have previously selected when we create that user. Below in the next section we will see how to create this profile.

## 3. Creating a user profile

When you create a new user account, you are only halfway there. You have provided some generic information about the user (username, name, role and participating study) but, depending on the user type (Clinician, Nurse, Patient, Carer) you have to provide some additional information. We call this information “**User Profile**”.

### 3.1 Creating a Clinician Profile

So, you have created a user account and you have selected that this user belongs to the “**Clinician**” user group. What is still needed is to go to the section “**Home -> Clinician Profiles**” and press the button “**ADD CLINICIAN PROFILE +**”. Then you are directed to the following screen, where you select the user account you have created so that the account is linked to this profile.

## MyPal administration

Home › Dataapi › Clinician Profiles › Add Clinician Profile

### Add Clinician Profile

Clinician:

The user account of the clinician. In order to be considered as a Clinician, a user must be assigned to the CLINICIAN group.

Clinician name:

-

Last login:

-

Last login of the user.

**Figure 7. Clinician profile creation**

Don't forget to press **SAVE** after you select the user you want.

That's it. You don't have to provide any other information for a Clinician.



## 3.2 Creating a NurseProfile

So, you have created a user account and you have selected that this user belongs to the "Nurse" user group. What is still needed is to go to the section "Home -> Nurse Profiles" and press the button "ADD NURSE PROFILE +". Then you are directed to the following screen, where you select the user account you have created so that the account is linked to this profile.

## MyPal administration

Home › Dataapi › Nurse Profiles › Add Nurse Profile

### Add Nurse Profile

**Nurse:**   

The user account of a nurse. In order to be considered as a nurse, a user must be assigned to the NURSE group.

---

**Nurse contact info:**

Optional. Contact information of the study nurse (phone number, email or other contact info).

---

**Is contact person**  
Required. Could this nurse be contacted if needed for the MyPal study? If YES, please fill in appropriate contact info details.

---

**Nurse name:** -

**Figure 8. Nurse profile creation**

You select the user account that will be linked with this profile from the drop down list. You can also (optionally) select if this nurse can be used as a contact person for this MyPal study at your clinical site and provide any appropriate contact details.

In the MyPal study, patients will be provided with a mobile application to submit some questionnaires and other information. In any case that they feel that they need to contact a MyPal person for instructions or if they have any problem with the application, this Nurse could be used as a contact person. Finally, don't forget to **SAVE** your newly created Nurse Profile.

**Note that the contact person is used only regarding MyPal study issues, not any clinical issue! For clinical issues of course the patients continue to contact appropriate healthcare personnel as they would always do.**



### 3.3 Creating an Adult patient profile

So, you have created a user account and you have selected that this user belongs to the “**Patient**” user group and to the “**ADULT**” MyPal Study. What is still needed is to go to the section “**Home -> Adult Profiles**” and press the button “**ADD ADULT PROFILE +**”. Then you are directed to the following screen, where you select the user account you have created so that the account is linked to this profile.

## MyPal administration

Home > Dataapi > Adult Profiles > Add Adult Profile

### Add Adult Profile

<b>Patient:</b>	<input type="text" value="-----"/> ▼  	The user account of an adult patient. In order to be considered as an adult patient, a user must be assigned to the PATIENT group and the ADULT_STUDY group.
<b>Age:</b>	<input type="text"/>	Required. Age in years.
<b>Gender:</b>	<input type="text" value="-----"/> ▼	Required. Valid input: MALE,FEMALE
<b>Diagnosis:</b>	<input type="text" value="-----"/> ▼	Required. Valid input : CLL,MDS
<b>Treatment:</b>	<input type="text" value="-----"/> ▼	Required. Valid input : Treatment-Naive,Relapsed/Refractory
<b>Disease status:</b>	<input type="text" value="-----"/> ▼	Required. Valid input : PROGRESSIVE,STABLE
<b>Treatment status:</b>	<input type="text" value="-----"/> ▼	Required. Valid input : Watch & Wait,Chemoimmunotherapy,Targeted agents
<input type="checkbox"/> On treatment		Required. Does the patient take any drugs in general ?
<input type="checkbox"/> Takes cll or mds drugs		Required. Does the patient take drugs for CLL or MDS treatment ?
<b>Patient name:</b>	-	

**Figure 9. Adult patient profile creation**

In this case you have to fill in some clinical information regarding this user. If you are filling in this information we suppose that you know what each of these fields corresponds to.

Select the user from the drop down list so that his account is linked with this profile and don't forget to press **SAVE** after you finish with this.

### 3.3.1 Modify/delete an Adult profile

When we want to modify an existing Adult profile, we go to "**Home -> Adult profiles**" and we select the profile of the user that we want. When we open the Profile, we can modify whatever value we want and then press **SAVE** to store the new information to the user profile.

If we select **DELETE** then this AdultProfile will be deleted and dissociated from the user account, so be careful if you press this one. A confirmation screen will be shown, to avoid accidents and loss of information. Note that if we Delete a user profile, only the profile is deleted and not the user account so even if we delete by accident a user profile we can create a new one and link it again to the same user account. Note of course that we can have only one user profile linked to a user account.

### 3.4 Creating a Child patient profile

So, you have created a user account and you have selected that this user belongs to the “**Patient**” user group and to the “**CHILD**” MyPal Study. What is still needed is to go to the section “**Home -> Child Profiles**” and press the button “**ADD CHILD PROFILE +**”. Then you are directed to the following screen, where you select the user account you have created so that the account is linked to this profile.



The screenshot shows the 'Add Child Profile' form in the MyPal administration panel. The breadcrumb trail is 'Home > Dataapi > Child Profiles > Add Child Profile'. The form contains several fields:

- Patient:** A dropdown menu with a pencil and plus icon. Below it, a note states: 'The user account of a child patient. In order to be considered as a child patient, a user must be assigned to the PATIENT group and the CHILD\_STUDY group.'
- Age:** A dropdown menu. Below it, a note states: 'Required: Age group.'
- Gender:** A dropdown menu. Below it, a note states: 'Required : MALE, FEMALE'
- Diagnosis:** A dropdown menu. Below it, a note states: 'Required. Valid input choices: Leukemia, Solid tumor, Brain tumor'
- New or relapse:** A dropdown menu. Below it, a note states: 'Required.'
- Leukemias stage or risk:** A dropdown menu. Below it, a note states: 'Optional. Specify in case of Leukemia.'
- Solid tumors stage:** A dropdown menu. Below it, a note states: 'Optional. Specify in case of solid tumors.'
- Metastatic cancer:** A dropdown menu. Below it, a note states: 'Optional. In case of solid tumors, is it metastatic cancer? YES / NO'
- Solid tumors location:** A large text area. Below it, a note states: 'Optional. In case of solid tumors specify location.'

At the bottom, there is a checkbox labeled 'On treatment' with the text 'Multiple treatment answers possible' below it.

Figure 10. Child patient profile creation

On treatment

Multiple treatment answers possible

Treatment chemotherapy:

Select in case CHEMOTHERAPY treatment is to be given.

Treatment surgery:

Select in case SURGERY treatment is to be given .

Treatment radiotherapy:

Select in case RADIOOTHERAPY treatment is to be given .

Treatment immunotherapy:

Select in case IMMUNOTHERAPY treatment is to be given .

Treatment targeted therapy:

Select in case TARGETED THERAPY treatment is to be given .

Treatment only palliative care:

Select in case ONLY PALLIATIVE CARE treatment is to be given .

Expected outcome:

Optional.

Karnofsky index:

Optional. Karnofsky Index at time of inclusion into MyPal project study: 100% to 10%.

Handicap:

Optional. Is the patient handicap?

Handicap info:

Optional. Please specify in case that HANDICAP=YES .

Has siblings:

Optional. Please specify if the child has siblings -not necessarily ill)

**Figure 11. Child patient profile creation (cont)**

In this case you have to fill in some clinical information regarding this user. If you are filling in this information we suppose that you know what each of these fields corresponds to.

Select the user from the drop down list so that his account is linked with this profile and don't forget to press **SAVE** after you finish with this.

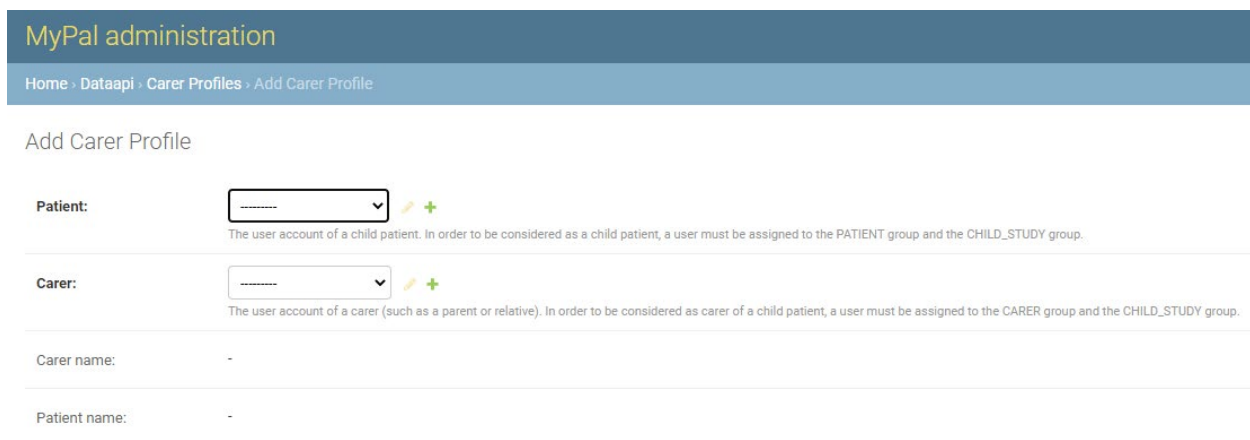
### 3.4.1 Modify/delete a Child profile

When we want to modify an existing Child profile, we go to “**Home -> Child profiles**” and we select the profile of the user that we want. When we open the Profile, we can modify whatever value we want and then press **SAVE** to store the new information to the user profile.

If we select **DELETE** then this ChildProfile will be deleted and dissociated from the user account, so be careful if you press this one. A confirmation screen will be shown, to avoid accidents and loss of information. Note that if we Delete a user profile, only the profile is deleted and not the user account so even if we delete by accident a user profile we can create a new one and link it again to the same user account. Note of course that we can have only one user profile linked to a user account.

## 3.5 Creating a Carer profile

So, you have created a user account and you have selected that this user belongs to the “**Carer**” user group and to the “**CHILD**” MyPal Study. What is still needed is to go to the section “**Home -> Carer Profiles**” and press the button “**ADD CARER PROFILE +**”. Then you are directed to the following screen.



The screenshot shows the 'MyPal administration' interface. At the top, there is a breadcrumb trail: 'Home > Dataapi > Carer Profiles > Add Carer Profile'. Below this, the page title is 'Add Carer Profile'. The form contains the following fields:

- Patient:** A dropdown menu with a pencil icon and a plus sign. Below it, a note reads: 'The user account of a child patient. In order to be considered as a child patient, a user must be assigned to the PATIENT group and the CHILD\_STUDY group.'
- Carer:** A dropdown menu with a pencil icon and a plus sign. Below it, a note reads: 'The user account of a carer (such as a parent or relative). In order to be considered as carer of a child patient, a user must be assigned to the CARER group and the CHILD\_STUDY group.'
- Carer name:** A text field containing a hyphen (-).
- Patient name:** A text field containing a hyphen (-).

**Figure 12. Carer profile creation**

In this screen you select :

- The user account of a Child patient.



- The user account of the Carer (such as a parent, a relative or other appropriate person) so that there is a link between these two accounts.

The Carer that you have selected will now have more access rights, to act as a proxy and view/submit information for this Child patient.

## 4. General administrative ‘housekeeping’ actions

When you select to view the list of users (**Home -> Users**) you will see a list like the following. If everything is alright then all (or most) of the users will have an indication **OK** on their Profile Status. This means that everything is configured alright with these users.

MyPal administration

Home > Authentication and Authorization > Users

Select user to change

Q  Search

Action:  Go 0 of 100 selected

<input type="checkbox"/>	USERNAME	FIRST NAME	LAST NAME	STAFF STATUS	PROFILE STATUS
<input type="checkbox"/>	106	Greektester	106	⊗	OK
<input type="checkbox"/>	108	Swedish35	tester	⊗	OK
<input type="checkbox"/>	30	Tester30	Tester30	⊗	OK
<input type="checkbox"/>	31	Tester31	MyPal	⊗	OK
<input type="checkbox"/>	33	Tester33	Czech33	⊗	OK
<input type="checkbox"/>	35	Czech	Tester_Prague	⊗	OK

**Figure 13. Users list : correct profile status message**

In case there is an indication that a User Profile is missing (like in the example below), then refer to the sections above and create an appropriate profile for that user(s).

<input type="checkbox"/>	kakalou_carer_test	carer	test	⊗	OK
<input type="checkbox"/>	kakalou_child_test	child	test	⊗	ChildProfile missing.
<input type="checkbox"/>	kakalou_clinician2_test	cli	b	⊗	OK
<input type="checkbox"/>	kakalou_clinician_test	C	K	⊗	ClinicianProfile missing.

**Figure 14. Missing profile error message in users list**

A user that participates in the MyPal study should have an appropriate profile, otherwise the user will not have access to the MyPal platform, to various functionalities, or appropriate permissions and access rights. The only exception to this is when the user is an administrator; in this case we don't care that the user uses any other modules of the MyPal study other than the "User administration panel", so there is no problem if for example he doesn't have a Clinician profile.