

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:

Comments & Inquiries Manage Users

DialysisData
DIALYSISDATA.ORG

ESRD MEASURES METHODOLOGY FAQ MY ACCOUNT LOG OUT

You are currently logged in as the Master Account Holder for **Shelley Bunny** shelley@sb.inc

TIME UNTIL LOGOUT
00:29:44
[Reset Timeout](#)

Manage Users

User Accounts for

[Create New User](#) [Add Existing User](#)

Current MAH Contact Info
Shelley Bunny
shelley@sb.inc
[Edit MAH Contact Info](#)

First Name	Last Name	E-mail	Phone Number	Password Recovery	Account Status	Edit
Samantha	Smith	jrsto@umich.edu	555-555-5555	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”.