



Add and edit a user

Task card

This task card discusses the following:

- [Steps to undertake prior to requesting access](#)
- [Access levels](#)
- [Access the manage users link](#)
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- [Assign an outlet and program activity to a user](#)
 - [To assign an outlet to a user](#)
 - [To assign a program activity to a user](#)
- [Viewing a user's role](#)
- [Editing a user](#)
 - [Upgrading a user's role to a Data Exchange Organisation administrator](#)
 - [Removing Organisation administrator access](#)

KEY HIGHLIGHTS

- Prior to requesting a Data Exchange account an organisation and an individual account holder must have their own myGovID.
- Only a Data Exchange Organisation administrator can add and maintain user and outlet information in the Data Exchange.
- The email address entered for a new user must match the email address that has been set up in Relationship Authorisation Manager (RAM) for that user.
- A user can only edit or view information for an outlet or program activity that they have been attached to by the Data Exchange Organisation administrator.
- A user's access can be updated to a Data Exchange Organisation administrator by the organisation's current Data Exchange Organisation administrator at any time.

Access levels

The following access levels within the Data Exchange are available:

- **Data Exchange Organisation administrator (Org administrator) access:** Each organisation will need at least one Data Exchange **Organisation administrator** who will **set up** the organisation details, create and manage users, outlets, program activities and delivery partners. The Data Exchange Organisation administrator is the first person to access the web-based portal and will maintain user and outlet information.

Data Exchange Organisation administration access should be granted to staff members who will be responsible for setting up the Data Exchange, managing users and if applicable, uploading XML files.

NOTE: An organisation must have their first Data Exchange Organisation administrator complete a [User access request form](#). Once this has been approved by the Data Exchange Helpdesk, they can then set up other Data Exchange Organisation administrators for their organisation via the Data Exchange web-based portal. Refer to the [Updating a user's role to a Data Exchange Organisation administrator](#) section in this task card.

- **Editor access:** A Data Exchange Organisation **Editor** has access to **add** and **edit** records within the web-based portal. Access is restricted to outlets and program activities to which the organisation's Data Exchange Org Administrator has granted access to the editor. This access is also mirrored in their access to data that can be viewed in reports. **Editor** access should be granted to program and activity delivery staff members that are required to enter data into the Data Exchange.
- **View only access:** A Data Exchange Organisation **View Only** user has access to **view** cases, clients and sessions but **cannot enter or edit records**. Access is restricted to outlets and program activities to which the organisation's Data Exchange Org Administrator has granted access to the view only user. This access is also mirrored in their access to data that can be viewed in reports. **View Only** access should be granted to organisation staff members who need information regarding clients and services, but are not expected to enter information.

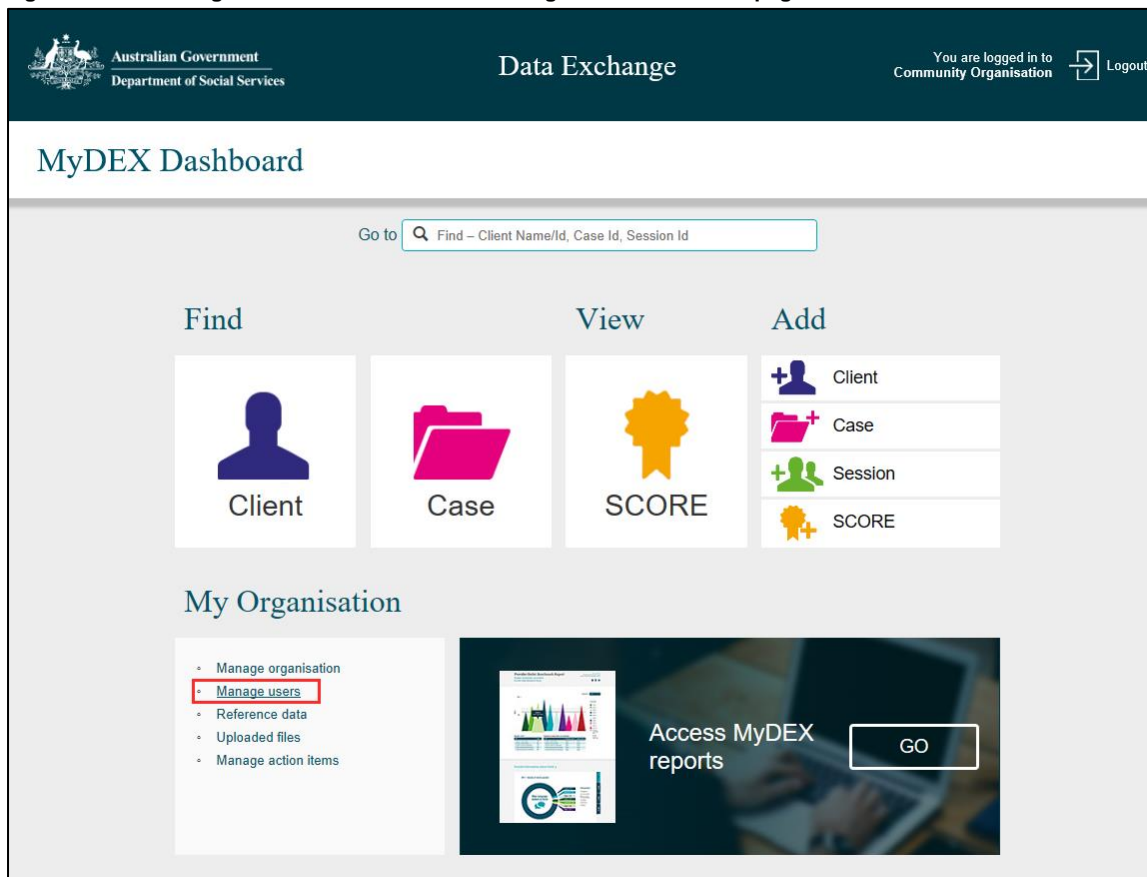
All clients entered into the Data Exchange web-based portal by the service are visible to **all users** within the organisation.

Clients are associated to your organisation and not just the program that they may initially access.

Access the Manage users link

As a Data Exchange **Org** Administrator, log into the Data Exchange web-based portal and select the **Manage users** link under the My Organisation heading. Refer Figure 1.

Figure 1 – The Manage users link on the Data Exchange web-based home page



The **Manage users** screen will display. Refer Figure 2.

Figure 2 – Manage Users screen

Manage Users

Search



Given name:

Family name:

Email:

[Clear](#)

Results (2)

Name	Phone	Email
 training1_DSstraining	0212345678	training1old@dsstraining.gov.au
 training1_DSstraining	0212345678	training1@dsstraining.gov.au

Add a new user

If already created, a list of existing users will be displayed at the bottom of the screen.

If you wish to add a new user to the system, select **ADD USER**.

The **Add user** screen will display. Refer to Figure 3.

Figure 3 – Add user screen

Home > Manage business users > Add user

Add user

All fields marked with an asterisk (*) are required.

User details

Given name: *

Family name: *

Phone: *
Must enter 10 digits

Mobile:
Must enter 10 digits

Email: *

System role: *

Conditions of Data Exchange User Access

Individual user account and password security is provided to access the DSS IT resources. User accounts and passwords must not be disclosed or shared with other people.

Information stored on the Data Exchange is protected under the Privacy Act. Access to records is on a need to know basis and information should only be accessed for the purpose(s) under which it was collected.

Actions prejudicial to security may result in access being suspended or ceased without notice.

Everyone with access to DSS IT resources have particular responsibilities in respect of:

- Password security. No-one is to attempt to bypass or defeat DSS' IT security system.
- Everyone is responsible for maintaining the integrity of software and hardware under their ownership and ensuring that its condition does not prejudice the integrity of DSS' propriety or licensed software or hardware.

☐ By creating this person as a Data Exchange user, I am agreeing to inform the user of the Conditions of access outlined above. *

☐ I certify that the nominated user needs access to the Data Exchange, that their user details are correct, and they are authorised to access this information on behalf of my organisation. *

[Cancel](#)

Table 1 – Add user screen field descriptions (Refer Figure 3)

FIELD	DESCRIPTION
Given name	Enter the new user's given name.
Family name	Enter the new user's family name.
Phone	Enter the new user's work contact phone number.
Mobile	Enter the new user's mobile phone number.
Email	Enter the new user's work email address.

FIELD	DESCRIPTION
System role	<p>Select the required system role:</p> <ul style="list-style-type: none"> Organisation View Only – can only view records. Organisation Editor – can create, edit and view records. <p>Note: These roles can be upgraded to a Data Exchange Organisation administrator by an organisation's current Data Exchange Organisation administrator at any time.</p>
Conditions of Data Exchange User Access	<p>The Data Exchange Organisation administrator must check off the two mandatory items in this section to create and save this new user.</p> <p>They must advise the new user of the terms and conditions of Data Exchange user access.</p>

Complete the required fields and select **SAVE**.

The **User profile** screen will display. Refer Figure 4.

Figure 4 – User profile screen

User profile

DELETE USER
EDIT USER DETAILS
GRANT ADMIN ACCESS

User details

Given name: Jenny
Family name: Jones
Phone: 0261465604
Mobile: 0401010101
Email: jenny.jones@org.com.au
System role: OrgEditor

Organisation: Community Organisation
ABN: 11005906054
Source Organisation ID: 4-13UI4P
Source Organisation name: Community Organisation

Linked credentials

User has not linked any credentials to this account.

Outlets

MANAGE OUTLETS

No outlets are associated with this user account

Program activities

MANAGE PROGRAM ACTIVITIES

No program activities are associated with this user account

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Assign an outlet and program activity to a user

Once a new user has been created, they need to be **assigned** to at least one outlet and one program activity to be able to enter and/or view data.

Users will **only** be able to view the detailed case and session details for outlets and program activities they have been assigned to via this function by their Data Exchange Organisation administrator. However, users will still be able to see any clients that the organisation has engaged with and recorded in the Data Exchange.

To assign an outlet to a user

Select **MANAGE OUTLETS** from the **User profile** screen. Refer to Figure 4.

The **Manage outlets** screen will display. Refer Figure 5.

Figure 5 – Manage outlets screen

The screenshot shows the 'Manage outlets' screen. At the top, it says 'Manage outlets' in a large blue font. Below that, it says 'Available outlets (64)'. There is a table with two columns: 'Outlet name' and 'Address'. Each row in the table has a checkbox on the left and a house icon next to the outlet name. The outlets listed are: abc, Adelaide, All, Amaroo Group, An outlet, Ballarat, beach party, benalla, Berkeley School, and Blues Brothers Community Centre. At the bottom of the table, there are pagination buttons: 'Previous', '1', '2', '3', '4', '5', '6', '7', and 'Next'. Below the pagination buttons, there is a green button labeled 'ATTACH SELECTED OUTLETS'. At the very bottom, there is a grey button labeled '< BACK'.

	Outlet name	Address
<input type="checkbox"/>	abc	12 street wagga wagga ACT 2650
<input type="checkbox"/>	Adelaide	15 George Court ADELAIDE SA 5000
<input type="checkbox"/>	All	Department Of Social Services 71 Athllon Dr GREENWAY ACT 2900
<input type="checkbox"/>	Amaroo Group	75 Katherine Ave AMAROO ACT 2914
<input type="checkbox"/>	An outlet	12 Mort st Canberra City ACT 2600
<input type="checkbox"/>	Ballarat	916 Eyre St BALLARAT VIC 3350
<input type="checkbox"/>	beach party	Gubinge Rd CABLE BEACH WA 6726
<input type="checkbox"/>	benalla	1 Camp St BRIGHT VIC 3741
<input type="checkbox"/>	Berkeley School	Noah Street BERKELEY NSW 2506
<input type="checkbox"/>	Blues Brothers Community Centre	23 Furzer St PHILLIP ACT 2606

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ATTACH SELECTED OUTLETS

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Assign the outlet(s) to the user by checking the tick box(s) next to the relevant outlet(s) name.

Select **ATTACH SELECTED OUTLETS**. Refer Figure 6.

Figure 6 – Outlets selected

Available outlets (64)

	Outlet name	Address
<input type="checkbox"/>	abc	12 street wagga wagga ACT 2650
<input type="checkbox"/>	Adelaide	15 George Court ADELAIDE SA 5000
<input type="checkbox"/>	All	Department Of Social Services 71 Athllon Dr GREENWAY ACT 2900
<input checked="" type="checkbox"/>	Amaroo Group	75 Katherine Ave AMAROO ACT 2914
<input checked="" type="checkbox"/>	An outlet	12 Mort st Canberra City ACT 2600
<input type="checkbox"/>	Ballarat	916 Eyre St BALLARAT VIC 3350
<input type="checkbox"/>	beach party	Gubinge Rd CABLE BEACH WA 6726
<input type="checkbox"/>	benalla	1 Camp St BRIGHT VIC 3741
<input type="checkbox"/>	Berkeley School	Noah Street BERKELEY NSW 2506
<input type="checkbox"/>	Blues Brothers Community Centre	23 Furzer St PHILLIP ACT 2606

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ATTACH SELECTED OUTLETS

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The outlets will display under the **Selected outlets** heading. Refer Figure 7.

Once you have assigned the outlet for the user, select **<BACK**.

Figure 7 – Selected outlets heading

Manage outlets

Available outlets (62)

	Outlet name	Address
<input type="checkbox"/>	abc	12 street wagga wagga ACT 2650
<input type="checkbox"/>	Adelaide	15 George Court ADELAIDE SA 5000
<input type="checkbox"/>	All	Department Of Social Services 71 Athllon Dr GREENWAY ACT 2900
<input type="checkbox"/>	Ballarat	916 Eyre St BALLARAT VIC 3350
<input type="checkbox"/>	beach party	Gubinge Rd CABLE BEACH WA 6726
<input type="checkbox"/>	benalla	1 Camp St BRIGHT VIC 3741
<input type="checkbox"/>	Berkeley School	Noah Street BERKELEY NSW 2506
<input type="checkbox"/>	Blues Brothers Community Centre	23 Furzer St PHILLIP ACT 2606
<input type="checkbox"/>	Brendos Laundry	71 Athllon Dr TUGGERANONG ACT 2619
<input type="checkbox"/>	Brisbane	100 Creek st Brisbane QLD 4000

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Next

ATTACH SELECTED OUTLETS

Selected outlets (2)

	Outlet name	Address
<input type="checkbox"/>	Amaroo Group	75 Katherine Ave AMAROO ACT 2914
<input type="checkbox"/>	An outlet	12 Mort st Canberra City ACT 2600


REMOVE SELECTED OUTLETS

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The **User profile** screen will display. Refer Figure 8.

Figure 8 – User profile screen highlighting outlets attached to a user

[Home](#) > [Manage users](#) > User Profile: New Person



User New PERSON has not been assigned to outlets and/or program activities. This user must be assigned to at least one outlet and program activity. The outlet must deliver that program activity in order to view and enter data within the system.

User profile

[DELETE USER](#) [EDIT USER DETAILS](#) [GRANT ADMIN ACCESS](#)

User details



Given name:	New
Family name:	Person
Phone:	0936728191
Mobile:	
Email:	new@man.com.au
System role:	OrgEditor
Organisation:	Community Organisation
ABN:	11005906054
Source Organisation ID:	4-13UI4P
Source Organisation name:	Community Organisation

Linked credentials

User has not linked any credentials to this account.

Outlets (2)

[MANAGE OUTLETS](#)

Outlet name	Address
 Amaroo Group	75 Katherine Ave AMAROO ACT 2914
 An outlet	12 Mort st Canberra City ACT 2600

Program activities

[MANAGE PROGRAM ACTIVITIES](#)

No program activities are associated with this user account

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I WANT TO...

[Find a client](#)

[Find a case](#)

[View a client SCORE](#)

[Add a client](#)

[Add a case](#)

[Add a session](#)

[Add a client SCORE](#)

[Manage organisation](#)

[Manage users](#)

[Reference data](#)

[Uploaded files](#)

[Go to home page](#)

To assign a program activity to a user

Select **MANAGE PROGRAM ACTIVITIES** from the **User profile** screen. Refer to figure 9.

Figure 9 – User profile screen

The screenshot shows the 'User profile' screen for a user named 'New Person'. The breadcrumb trail is 'Home > Manage users > User Profile: New Person'. A message states: 'User New PERSON has not been assigned to outlets and/or program activities. This user must be assigned to at least one outlet and program activity. The outlet must deliver that program activity in order to view and enter data within the system.' The 'User profile' section has buttons for 'DELETE USER', 'EDIT USER DETAILS', and 'GRANT ADMIN ACCESS'. The 'User details' section lists: Given name: New, Family name: Person, Phone: 0936728191, Mobile: (blank), Email: new@man.com.au, System role: OrgEditor, Organisation: Community Organisation, ABN: 11005906054, Source Organisation ID: 4-13UI4P, and Source Organisation name: Community Organisation. The 'Linked credentials' section states 'User has not linked any credentials to this account.' The 'Outlets (2)' section has a 'MANAGE OUTLETS' button and a table with two outlets: 'Amaroo Group' at '75 Katherine Ave AMAROO ACT 2914' and 'An outlet' at '12 Mort et Canberra City ACT 2600'. The 'Program activities' section has a 'MANAGE PROGRAM ACTIVITIES' button (highlighted with a red box) and a message: 'No program activities are associated with this user account'. A '< BACK' button is at the bottom left. On the right, a sidebar titled 'I WANT TO...' lists actions: Find a client, Find a case, View a client SCORE, Add a client, Add a case, Add a session, Add a client SCORE, Manage organisation, Manage users, Reference data, Uploaded files, and Go to home page.

Home > Manage users > User Profile: New Person

User New PERSON has not been assigned to outlets and/or program activities. This user must be assigned to at least one outlet and program activity. The outlet must deliver that program activity in order to view and enter data within the system.

User profile

DELETE USER EDIT USER DETAILS GRANT ADMIN ACCESS

User details

Given name: New
Family name: Person
Phone: 0936728191
Mobile:
Email: new@man.com.au
System role: OrgEditor
Organisation: Community Organisation
ABN: 11005906054
Source Organisation ID: 4-13UI4P
Source Organisation name: Community Organisation

Linked credentials

User has not linked any credentials to this account.

Outlets (2)

MANAGE OUTLETS

Outlet name	Address
Amaroo Group	75 Katherine Ave AMAROO ACT 2914
An outlet	12 Mort et Canberra City ACT 2600

Program activities

MANAGE PROGRAM ACTIVITIES

No program activities are associated with this user account

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I WANT TO...

- Find a client
- Find a case
- View a client SCORE
- Add a client
- Add a case
- Add a session
- Add a client SCORE
- Manage organisation
- Manage users
- Reference data
- Uploaded files
- Go to home page

The **Manage program activities** screen will display.

Only the program activity(s) that are attached to the selected outlet will display under the **Available program activities** heading.

1. Assign the program activity(s) to the user by checking the tick box(s) next to the relevant program activity(s) name.
2. Select **ATTACH SELECTED PROGRAM ACTIVITIES**. Refer Figure 10.

Figure 10 – Manage program activities screen

Home > Manage Users > User profile: New PERSON > Manage program activities

Manage program activities

Available program activities (98)

Program activity	Start date	End date
<input checked="" type="checkbox"/> Assistance with Care and Housing	1/07/2014	31/12/2025
<input checked="" type="checkbox"/> Be Connected	1/07/2014	31/12/2025
<input checked="" type="checkbox"/> Beyond Barbed Wire	1/01/2019	31/12/2025
<input type="checkbox"/> Budget Based Funded Program	1/07/2014	31/12/2025
<input type="checkbox"/> Building Capacity in Australian Parents	1/07/2014	30/06/2019
<input type="checkbox"/> Care Relationships and Carer Support	1/07/2014	31/12/2025
<input type="checkbox"/> Career Pathways Pilot for Humanitarian Entrants	1/07/2014	31/12/2025
<input type="checkbox"/> Carer Information and Support Service	1/07/2014	31/12/2025
<input type="checkbox"/> Carers and Work	1/07/2014	31/12/2025
<input type="checkbox"/> Children and Parent Support Services	1/07/2014	31/12/2025


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ATTACH SELECTED PROGRAM ACTIVITIES

[< BACK](#)

The program activities will display under the **Selected program activities** heading. Refer Figure 11. Once you have assigned the program activities for the user, select **<BACK**.

Figure 11 - Selected program activities section

 Successfully attached program activity/s

Manage program activities

Available program activities (95)

Program activity	Start date	End date
<input type="checkbox"/> Budget Based Funded Program	1/07/2014	31/12/2025
<input type="checkbox"/> Building Capacity in Australian Parents	1/07/2014	30/06/2019
<input type="checkbox"/> Care Relationships and Carer Support	1/07/2014	31/12/2025
<input type="checkbox"/> Career Pathways Pilot for Humanitarian Entrants	1/07/2014	31/12/2025
<input type="checkbox"/> Carer Information and Support Service	1/07/2014	31/12/2025
<input type="checkbox"/> Carers and Work	1/07/2014	31/12/2025
<input type="checkbox"/> Children and Parent Support Services	1/07/2014	31/12/2025
<input type="checkbox"/> Children's Contact Services	1/07/2014	31/12/2025
<input type="checkbox"/> Commonwealth Financial Counselling and Financial Capability	1/07/2014	31/12/2025
<input type="checkbox"/> Commonwealth Financial Counselling and Financial Capability - Service Continuity	1/01/2018	31/12/2025

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ATTACH SELECTED PROGRAM ACTIVITIES

Selected program activities (3)

Program activity	Start date	End date
<input type="checkbox"/> Assistance with Care and Housing	1/07/2014	31/12/2025
<input type="checkbox"/> Be Connected	1/07/2014	31/12/2025
<input type="checkbox"/> Beyond Barbed Wire	1/01/2019	31/12/2025

REMOVE SELECTED PROGRAM ACTIVITIES

[< BACK](#)

The **User profile** screen will display. Refer Figure 12.

Figure 12 – User profile screen

[Home](#) > [Manage users](#) > User Profile: New Person

User profile

DELETE USEREDIT USER DETAILSGRANT ADMIN ACCESS

User details



Given name:	New
Family name:	Person
Phone:	0936728191
Mobile:	
Email:	new@man.com.au
System role:	OrgEditor
Organisation:	Community Organisation
ABN:	11005906054
Source Organisation ID:	4-13UI4P
Source Organisation name:	Community Organisation

Linked credentials

User has not linked any credentials to this account.




Outlets (2)

MANAGE OUTLETS

Outlet name	Address
 Amaroo Group	75 Katherine Ave AMAROO ACT 2914
 An outlet	12 Mort st Canberra City ACT 2600

Program activities (3)

MANAGE PROGRAM ACTIVITIES

Program activity	Start date	End date
 Assistance with Care and Housing	1/07/2014	31/12/2025
 Be Connected	1/07/2014	31/12/2025
 Beyond Barbed Wire	1/01/2019	31/12/2025

I WANT TO...

- Find a client
- Find a case
- View a client SCORE
- Add a client
- Add a case
- Add a session
- Add a client SCORE
- Manage organisation
- Manage users
- Reference data
- Uploaded files
- Go to home page

Note: Linked credentials information will update once the user has accessed the Data Exchange web-based portal for the first time.

Viewing a user's role


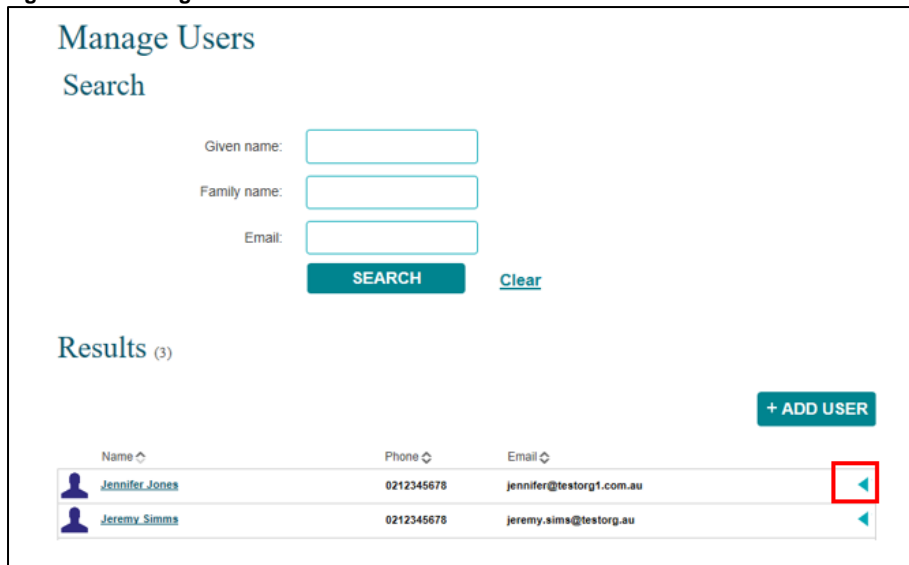
Go to the Manage Users screen and search for the relevant user. Select the  next to the user's name. Refer Figure 15.

Figure 15 – Manage Users screen

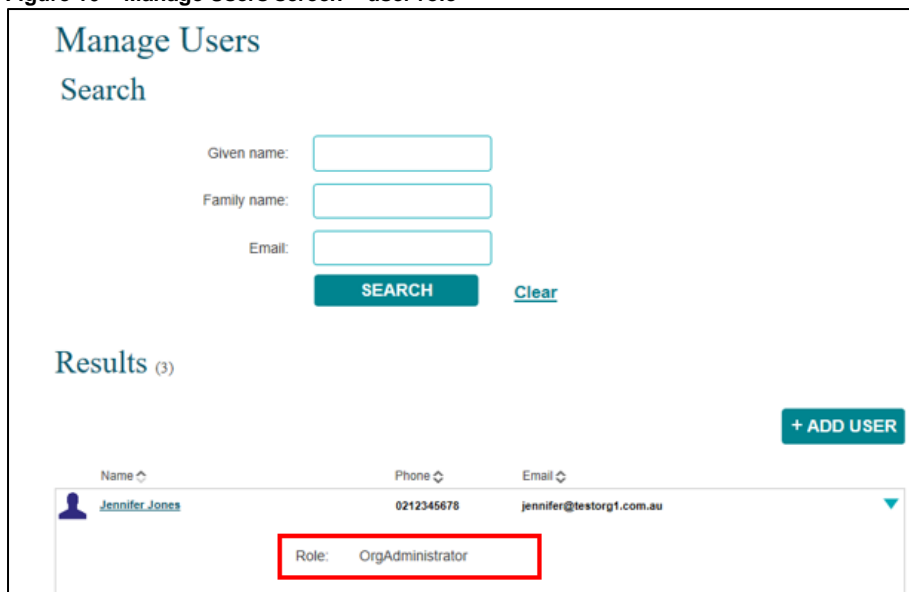


The screenshot shows the 'Manage Users' interface. At the top, there's a 'Search' section with input fields for 'Given name', 'Family name', and 'Email', followed by a 'SEARCH' button and a 'Clear' link. Below this, a 'Results (3)' section displays a table of users. The table has columns for 'Name', 'Phone', and 'Email'. Two users are listed: 'Jennifer Jones' and 'Jeremy Simms'. A red box highlights the chevron left icon next to 'Jennifer Jones'.

Name	Phone	Email
Jennifer Jones	0212345678	jennifer@testorg1.com.au
Jeremy Simms	0212345678	jeremy.sims@testorg.au

The user's role will display. Refer Figure 16.


Figure 16 – Manage Users screen – user role



This screenshot shows the same 'Manage Users' interface, but with the user role displayed. A red box highlights the 'Role: OrgAdministrator' field below the user's name.

Name	Phone	Email
Jennifer Jones	0212345678	jennifer@testorg1.com.au

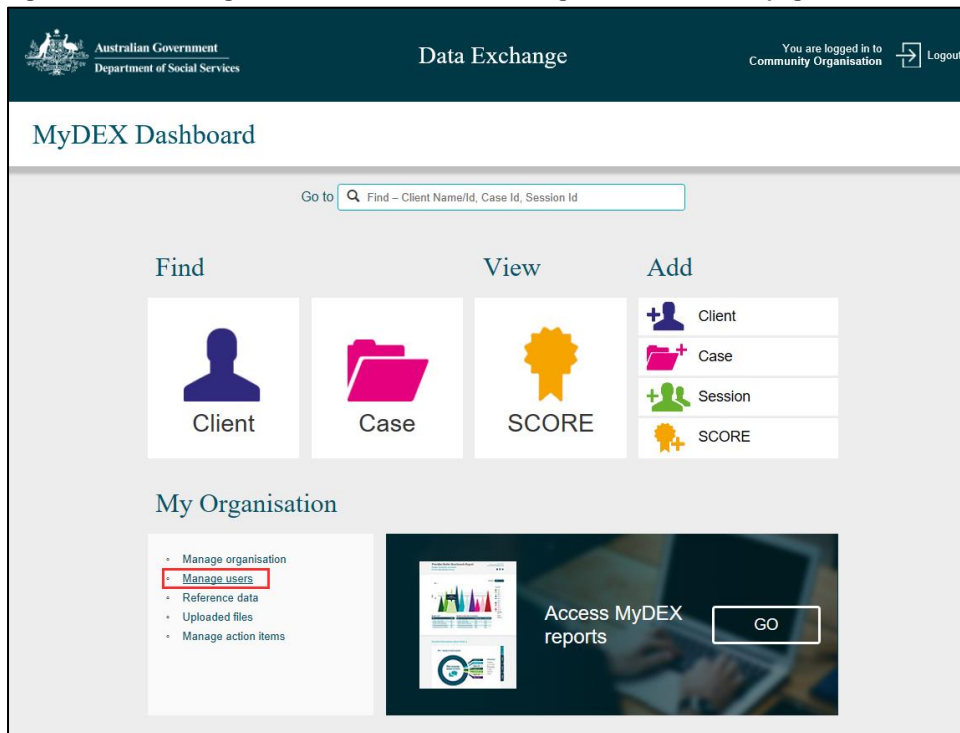
Role: OrgAdministrator

Select the  to collapse the view.

Editing a user

A user's profile can be updated by an organisation's Data Exchange Organisation administrator at any time. As a Data Exchange Organisation Administrator, log into the Data Exchange web-based portal and select the **Manage users** link under the **My Organisation** heading. Refer Figure 17.

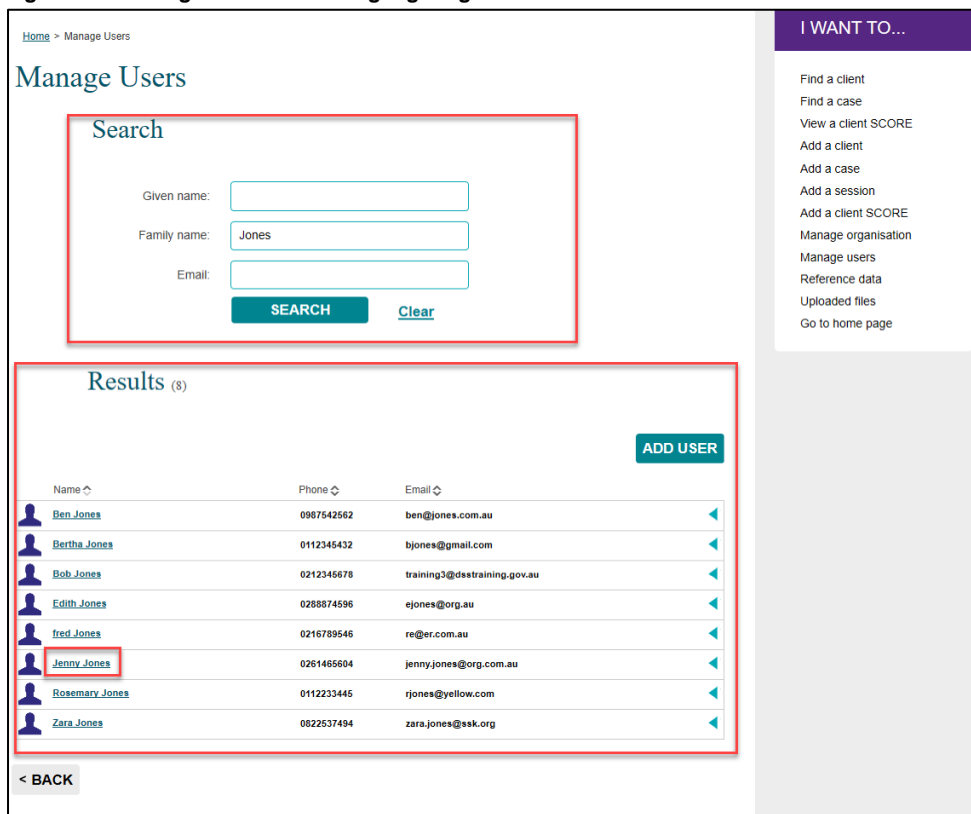
Figure 17 – The Manage users link on the Data Exchange web-based home page



The **Manage Users** screen will display. Refer Figure 18.

Find the relevant user by either using the **Search** fields or the **Results** section.

Figure 18 – Manage Users screen highlighting relevant user



Select the hyperlink of the relevant user. The **User profile** screen will display. Refer Figure 19.

Select **EDIT USER DETAILS**.

Figure 19 – User profile - Edit user details button

User profile

DELETE USER **EDIT USER DETAILS** **GRANT ADMIN ACCESS**

User details

Given name: New
Family name: Person
Phone: 0936728191
Mobile:
Email: new@man.com.au
System role: OrgEditor

Organisation: Community Organisation
ABN: 11005906054
Source Organisation ID: 4-13UI4P
Source Organisation name: Community Organisation

Linked credentials

User has not linked any credentials to this account.

Outlets (2) **MANAGE OUTLETS**

Outlet name	Address
Amaroo Group	75 Katherine Ave AMAROO ACT 2914
An outlet	12 Mort st Canberra City ACT 2600

Program activities (3) **MANAGE PROGRAM ACTIVITIES**

Program activity	Start date	End date
Assistance with Care and Housing	1/07/2014	31/12/2025
Be Connected	1/07/2014	31/12/2025
Beyond Barbed Wire	1/01/2019	31/12/2025

< BACK

The **Edit user details** screen will display. Refer Figure 20.

Figure 20 – Edit user details screen

Home > Manage business users > Edit user details

Edit user details

All fields marked with an asterisk (*) are required.

User details

User type: Business

Given name: * Jennifer

Family name: * Jones

Phone: * 0261465604

Mobile: 0401010101

Email: * jenny.jones@org.com.au

System role: * Organisation Editor

Cancel **SAVE**

Update the details as required and select **SAVE**.

Upgrading a user's role to a Data Exchange Organisation administrator

A user's role can be upgraded from an Organisation **Editor** or Organisation **View only** to a **Data Exchange Organisation administrator**. This can be completed by the organisation's current Data Exchange Organisation administrator without the need of completing a User access request form.

Note: The change to the Data Exchange Organisation administrator user role will provide the user with access to data for all outlets and program activities for that organisation.

Select **GRANT ADMIN ACCESS** from the User profile screen. Refer Figure 21.

The system role in this example is **OrgEditor**.

Figure 21 – User profile screen updating role

Home > Manage users > User Profile: Jennifer Jones

Successfully saved.

User profile

DELETE USER **EDIT USER DETAILS** **GRANT ADMIN ACCESS**

User details

Given name: Jennifer
Family name: Jones
Phone: 0261465604
Mobile: 0401010101
Email: jenny.jones@org.com.au
System role: **OrgEditor**
Organisation: Community Organisation
ABN: 11005906054
Source Organisation ID: 4-13UI4P
Source Organisation name: Community Organisation

I WANT TO...

- Find a client
- Find a case
- View a client SCORE
- Add a client
- Add a case
- Add a session
- Add a client SCORE
- Manage organisation
- Manage users
- Reference data
- Uploaded files
- Go to home page

The Grant admin access? pop up box will display. Refer Figure 22.

Figure 22 – Grant admin access? pop up box

Grant admin access?

Organisation Administrator access allows a user to read and create records, manage Outlets and administer user access within your organisation.

As the highest level of access, Organisation Administrators will automatically be granted full access to all Outlets and Program Activities within an organisation. Are you sure you wish to proceed?


YES **NO**


Select **YES**.

The **User profile** screen will display with the users system role upgraded to **OrgAdministrator (Organisation Administrator)**. Refer Figure 23.

Figure 23 – User profile screen - Updated user details

Home > Manage users > User Profile: Jennifer Jones

 Successfully saved.

 Jennifer JONES has access to all outlets and program activities within the organisation. These access permissions cannot be changed.

User profile

REMOVE ADMIN ACCESS

User details

Given name: Jennifer
Family name: Jones
Phone: 0261465604
Mobile: 0401010101
Email: jenny.jones@org.com.au
System role: **OrgAdministrator**
Organisation: Community Organisation
ABN: 11005906054
Source Organisation ID: 4-13UI4P
Source Organisation name: Community Organisation

Removing Organisation administrator access

A user can have their Data Exchange Organisation administrator access removed and reverted back to their original system role by another Data Exchange Organisation administrator.

Select **REMOVE ADMIN ACCESS** from the User profile screen. Refer Figure 24.

Figure 24 – User profile screen – Removing admin access

User profile

REMOVE ADMIN ACCESS

User details

Given name: New
Family name: Person
Phone: 0936728191
Mobile:
Email: new@man.com.au
System role: OrgAdministrator
Organisation: Community Organisation
ABN: 11005906054
Source Organisation ID: 4-13UI4P
Source Organisation name: Community Organisation

The Remove admin access pop up box will display. Refer Figure 25.

Figure 25 – Remove admin access? pop up box

Remove admin access?

By removing Organisation Administrator access, read and create records will be limited to the Outlets and Program Activities applied to the profile, and will no longer be able to manage Outlets and administer user access within your organisation. Are you sure you wish to proceed?

YES **NO**

Select **YES**.

The **User profile** screen will display with the users system role updated to **Organisation Editor**. Refer Figure 26.

Figure 26 – Updated User profile screen

The screenshot shows a 'User profile' interface. At the top, there are three buttons: 'DELETE USER', 'EDIT USER DETAILS', and 'GRANT ADMIN ACCESS'. Below these is the 'User details' section. It lists the following information: Given name: Jennifer, Family name: Jones, Phone: 0212345678, Email: jennifer@testorg.com.au, System role: OrgEditor (highlighted with a red box), Organisation: Test organisation, ABN: 15000002522, Source Organisation ID: 1-UX-54, and Source Organisation name: Test organisation.

Given name:	Jennifer
Family name:	Jones
Phone:	0212345678
Email:	jennifer@testorg.com.au
System role:	OrgEditor
Organisation:	Test organisation
ABN:	15000002522
Source Organisation ID:	1-UX-54
Source Organisation name:	Test organisation

More information on outlets, clients, cases and sessions can be found in the [Data Exchange Protocols](#) and the [Training](#) tab.

For technical support: contact the Data Exchange Helpdesk by email dssdataexchange.helpdesk@dss.gov.au or on 1800 020 283 between 8.30am - 5.30pm (AEST/AEDT) Monday to Friday.