



Healthy Aging Programs Integrated Database (HAPI-D) User Permissions Definitions

What types of users are available in HAPI-D?

Users in the new database are set up as either ‘Super Users’ or ‘Data Entry Users.’ The following table summarizes the actions and permissions allowed for each user type.

Action	Super User	Data Entry User
View a listing of active hosts organizations and implementation sites associated with your network and account.	Yes	Yes
View workshops created by you or your team	Yes	Yes

Create workshops	Yes	Yes
Edit workshop you or others created	Yes	Yes
Add, edit, or delete participants in workshops created by you or others on your account	Yes	Yes
Delete a workshop created by you	Yes	Yes
Delete a workshop created by someone else	Yes	No
Change the evidence-based program/workshop type (e.g. Matter of Balance, Walk With Ease) to another workshop type on an existing workshop record	May require Admin assistance	May require Admin assistance
Move a workshop from one host organizations or implementation site to another	Yes	No
Move a workshop from one program target to another	Yes	Yes
Create host organizations & Implementation sites	Yes	Yes
Edit or delete host organizations & implementation sites	Yes	No
Create a facilitator	Yes	Yes

Edit a facilitator	Yes	Yes
Delete a facilitator	Yes	No
Create a non-ACL program target	Yes	No
Create an ACL program target	No	No
View & export reports/dashboards	Yes	No
Create surveys	Will enable in 2024; until the, contact Admin for help customizing surveys	No