The Explanation Based Auditing System (EBAS) integrates with your existing organizational structure. EBAS users are assigned to **organizations**, arranged in a tree structure broken down by regions and locations. **Managers** assign users to specific subsets of the organization, and set **privileges** to limit what data each user can access. This guide covers:

* Setting up an organization hierarchy
* Moving users within an organization
* Adding users to an organization
* Understanding and changing user privileges

To get started, go to the **Manage Organizations** page by clicking “**Organizations**” in the dropdown menu under your login.

# Setting up an Organizational Hierarchy

On the Manage Organization page, the hospital name is at the top. You can add regions within the hospital (e.g. East, West), and locations within each region. Data can be uploaded to specific parts of this hierarchy.

1. From the Manage Organizations page, scroll down through the list of members to the bottom, then click **Add a region**.

Hospital

Region

#1

Region

#2

Location

#1

Location

#2

Location

#3

1. Specify a name for the region and click **Add**.
2. On the next page, you can add a location within your new region. You can also remove the new region or location with the red buttons.
3. Re-login to EBAS to update the system with the new hierarchy.

# Moving Users within an Organization

Users are assigned to teams within the organization hierarchy. They can see all data lower in the hierarchy.

In the example above, if a user is assigned to Region #1, they can see all data from Region #1, including data from Locations #1 and #2.

1. On the Manage Organizations page, find the user you wish to move by scrolling through the list, or by clicking a

**Region** at the bottom. Clicking an organization or region provides a list of all affiliated users.

1. Click the crosshairs  next to the user’s current organization.
2. On the next page, select the new team from the dropdown menu and click the blue **Transfer member** button.

*If the name of the new team does not appear in the dropdown menu, you may need to add it.*

(*See above* ***Setting Up an Organization Hierarchy****.*)

1. Re-login to EBAS to update the system with the new assignment.

# Add a new member with overlay.jpgAdding Users to an Organization (Managers only)

Managers are the only users who can add new users, and set user privileges. Managers will see the **Add a new member** form on the right side of their **Manage Organizations** page.

Managers can enter an email address for the new member, and use the form to specify an organization, role, and privileges for the new user.

*Managers can also invite reviewers to help with investigations.*

(*See the Investigation Guide for more details.*)

# Understanding & Changing User Privileges (Managers only)

Managers can click **Edit Privileges** buttons on the **Manage Organizations** page to change privileges for any user. Re-login to EBAS to update the system with any changes.





**Each privilege allows users to:**

**Upload** – upload new data and adjust data upload settings. *Recommended for IT professionals*.

**Configure explanations** – turn explanations on/off and create new explanations. *Recommended for IT professionals*.

**Explore accesses and review analytics** – search the access log and create graphs. **Investigate** – initiate an investigation, and view investigation details when assigned to one. **Approver** – view all investigations within an organization.

**Reviewer** – comment on investigations when assigned to one, but cannot see all investigation details.

**Superuser** –manage organizations, user privileges, and settings. When combined with Upload privileges, a super user can also delete uploaded data. *Used by Maize Analytics to manage/support organizations.*

Privileges grant users access to different parts of the system. The chart below outlines which privileges are associated with which EBAS pages. Managers can use the chart to inform privilege selections for different users.

* User can **view** this page
* User can view this page, and **add/modify** data within it

⦸ User can view this page, and add/modify/**delete** data within it

**Privileges**

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| **EBAS pages** | **Manager** | | | | | | | **Member** | | | | | | |
| Upload | Configure Explanations | Explore Accesses & Review Analytics | Investigate | Approver | Reviewer | Superuser | Upload | Configure Explanations | Explore Accesses & Review Analytics | Investigate | Approver | Reviewer | Superuser |
| DASHBOARD | | | | | | | | | | | | | | |
| Overview Dashboard | ● | ● | ● | ● | ● |  | ● | ● | ● | ● | ● | ● |  | ● |
| Data Dashboard | ● |  |  |  |  |  |  | ● |  |  |  |  |  |  |
| Explanations Dashboard |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Search Dashboard |  |  | ● |  |  |  |  |  |  | ● |  |  |  |  |
| Reporting and Analytics Dashboard |  |  | ● |  |  |  |  |  |  | ● |  |  |  |  |
| Investigate Dashboard |  |  | ● | ● | ● | ● |  |  |  | ● | ● | ● | ● |  |
| Workflow |  |  | ● |  |  |  |  |  |  | ● |  |  |  |  |
| DATA | | | | | | | | | | | | | | |
| Manage Data | ● |  |  |  |  |  |  | ● |  |  |  |  |  |  |
| Upload Data | ○ |  |  |  |  |  |  | ⦸ |  |  |  |  |  |  |
| Add Patient/User Entry | ○ |  |  |  |  |  |  | ○ |  |  |  |  |  |  |
| Patient (VIPs) | ○ |  |  |  |  |  |  | ○ |  |  |  |  |  |  |
| User (Watchlist) | ○ |  |  |  |  |  |  | ○ |  |  |  |  |  |  |
| White List | ○ |  |  |  |  |  |  | ○ |  |  |  |  |  |  |

**Privileges**

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| **EBAS pages** | **Manager** | | | | | | | **Member** | | | | | | |
| Upload | Configure Explanations | Explore Accesses & Review Analytics | Investigate | Approver | Reviewer | Superuser | Upload | Configure Explanations | Explore Accesses & Review Analytics | Investigate | Approver | Reviewer | Superuser |
| EXPLANATIONS | | | | | | | | | | | | | | |
| Manage Explanations |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| All Explanations |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Create |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Mine |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Test |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Reports |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Edges |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Create Edges |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Generate Edges |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Delete Edges |  | ○ |  |  |  |  |  |  | ○ |  |  |  |  |  |
| My Explanations |  | ● |  |  |  |  |  |  |  |  |  |  |  |  |
| Create |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Mine |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Test |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Reports |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Edges |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Create Edges |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Generate Edges |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Delete Edges |  | ○ |  |  |  |  |  |  | ○ |  |  |  |  |  |
| Enhanced Explanations |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Diagnosis Responsibility |  | ○ |  |  |  |  |  |  | ○ |  |  |  |  |  |
| View Entries |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Mine Entries |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Employee Collaboration |  | ○ |  |  |  |  |  |  | ○ |  |  |  |  |  |

**Privileges**

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| **EBAS pages** | **Manager** | | | | | | | **Member** | | | | | | |
| Upload | Configure Explanations | Explore Accesses & Review Analytics | Investigate | Approver | Reviewer | Superuser | Upload | Configure Explanations | Explore Accesses & Review Analytics | Investigate | Approver | Reviewer | Superuser |
| EXPLANATIONS (*continued*) | | | | | | | | | | | | | | |
| View Collaborations |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Create Entries |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Mine Entries |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| General Responsibility |  | ○ |  |  |  |  |  |  | ○ |  |  |  |  |  |
| View Mappings |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Create Mappings |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Employee MRN |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| View Employee MRNs |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Identify Employee MRNs |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Geo-Coding |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Mine Neighbors |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| View Uploads |  | ● |  |  |  |  |  |  |  |  |  |  |  |  |
| Patient Neighbors |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| User Neighbors |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Access Action Whitelist |  | ○ |  |  |  |  |  |  | ○ |  |  |  |  |  |
| View Whitelisted Actions |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Create Whitelisted Actions |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Create Bulk Whitelisted Actions |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Rank |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Access Anomaly Classifier |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |
| Rerun Rank |  | ● |  |  |  |  |  |  | ● |  |  |  |  |  |

**Privileges**

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| **EBAS pages** | **Manager** | | | | | | | **Member** | | | | | | |
| Upload | Configure Explanations | Explore Accesses & Review Analytics | Investigate | Approver | Reviewer | Superuser | Upload | Configure Explanations | Explore Accesses & Review Analytics | Investigate | Approver | Reviewer | Superuser |
| SEARCH | | | | | | | | | | | | | | |
| Search |  |  |  |  |  |  |  |  |  | ● |  |  |  |  |
| Saved Search |  |  |  |  |  |  |  |  |  | ● |  |  |  |  |
| REPORTING AND ANALYTICS | | | | | | | | | | | | | | |
| Analytics |  |  | ● |  |  |  |  |  |  | ● |  |  |  |  |
| Create Graph |  |  | ● |  |  |  |  |  |  | ● |  |  |  |  |
| My Graphs |  |  | ● |  |  |  |  |  |  | ● |  |  |  |  |
| Side-by-Side Graphs |  |  | ● |  |  |  |  |  |  | ● |  |  |  |  |
| Patient Timeline |  |  | ● |  |  |  |  |  |  | ● |  |  |  |  |
| Surfer Graphs |  |  | ● |  |  |  |  |  |  | ● |  |  |  |  |
| User Variance |  |  | ● |  |  |  |  |  |  | ● |  |  |  |  |
| Executive Reporting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Generate or Schedule Reports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| View Existing Reports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| INVESTIGATIONS | | | | | | | | | | | | | | |
| Investigate |  |  | ● | ● | ● | ● |  |  |  | ● | ● | ● | ● |  |
| Create New Investigation |  |  | ● | ● | ● |  |  |  |  | ● | ● | ● |  |  |
| Investigation Details |  |  | ● | ● | ● |  |  |  |  | ● | ● | ● |  |  |
| Additional Documentation |  |  | ● | ● | ● |  |  |  |  | ● | ● | ● |  |  |
| Manage Reviewers |  |  | ● | ● | ● |  |  |  |  | ● | ● | ● |  |  |
| Review |  |  | ● | ● | ● | ● |  |  |  | ● | ● | ● | ● |  |
| Files |  |  | ● | ● | ● |  |  |  |  | ● | ● | ● |  |  |
| Investigation Change Log |  |  | ● | ● | ● |  |  |  |  | ● | ● | ● |  |  |
| Statistics |  |  | ● | ● | ● |  |  |  |  | ● | ● | ● |  |  |

**Privileges**

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| **EBAS pages** | **Manager** | | | | | | | **Member** | | | | | | |
| Upload | Configure Explanations | Explore Accesses & Review Analytics | Investigate | Approver | Reviewer | Superuser | Upload | Configure Explanations | Explore Accesses & Review Analytics | Investigate | Approver | Reviewer | Superuser |
| EMAIL LOG IN DROP DOWN MENU | | | | | | | | | | | | | | |
| Utilities | ● | ● | ● | ● | ● |  | ● | ● | ● | ● | ● | ● |  | ● |
| Tasks | ● | ● | ● | ● | ● |  | ● | ● | ● | ● | ● | ● |  | ● |
| Admin | ● | ● | ● | ● | ● |  | ● | ● | ● | ● | ● | ● |  | ● |
| Docs | ● | ● | ● | ● | ● |  | ● | ● | ● | ● | ● | ● | ● | ● |
| Organizations | ● | ● | ● | ● | ● |  | ● | ● | ● | ● | ● | ● |  | ● |
| Manage Organizations | ● | ● | ● | ● | ● |  | ● |  |  |  |  |  |  | ● |
| View User Logs |  |  | ● |  |  |  |  |  |  |  |  |  |  |  |
| View Explanation Logs |  |  | ● |  |  |  |  |  |  |  |  |  |  |  |
| Privileges | ● | ● | ● | ● | ● |  | ● | ● | ● | ● | ● | ● |  | ● |
| Manage Privileges | ● | ● | ● | ● | ● |  | ● |  |  |  |  |  |  |  |
| Settings | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| Upload Notifications |  |  |  |  |  |  | ● |  |  |  |  |  |  | ● |
| Explanation Settings |  |  |  |  |  |  | ● |  |  |  |  |  |  | ● |
| Modify MRN Data Inputs |  |  |  |  |  |  | ● |  |  |  |  |  |  | ● |
| Nearest Neighbor Ranking |  |  |  |  |  |  | ● |  |  |  |  |  |  | ● |
| System Settings |  |  |  |  |  |  | ● |  |  |  |  |  |  | ● |
| Change Password | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| Support | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| Logout | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |