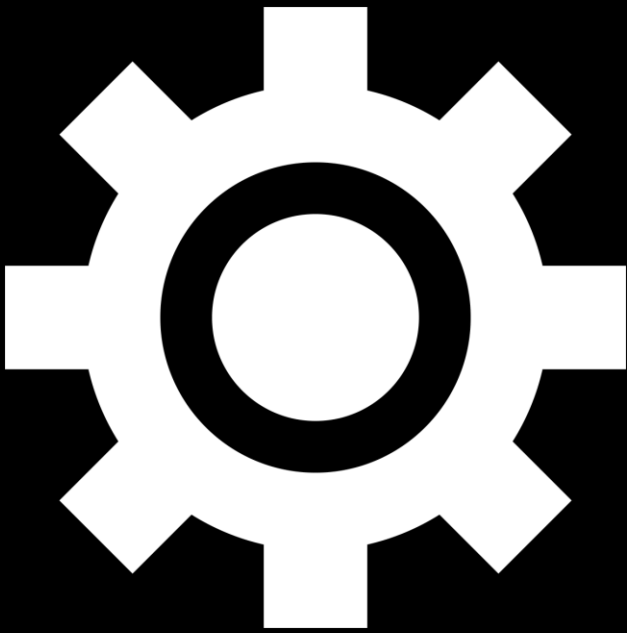


# DXC Assure Claims

## Sisense User Administration

October 2019



# GENERAL OVERVIEW

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## Document Purpose

This document describes how the Sisense Administrator can configure and manage users, groups, data sources, and system settings from the **Admin** page.

### Note

The Admin page is only displayed to users with the relevant privileges. In addition, certain settings are only available to certain user roles except for Administrators who have access to all settings.

## Advisory

Please go through of the following documents/sections on the DXC Assure Claim website for information and advisory prior to installing/upgrading to DXC Assure Claim v.19.3:

Technical Specifications document for Server hardware, software requirements and browser settings.

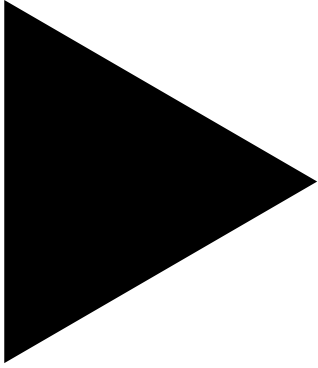
New Installation Instructions / Upgrade Installation Instructions documents for knowhow on installing/upgrading to DXC Assure Claim v.19.3.

Sisense/DA/Legacy Instructions section for details on installing/upgrading to Data Analytics Templates, please refer to the Sisense/DA/Legacy instructions. It is highly recommended to upgrade to the latest DA/Legacy products to ensure better experience and optimum utility.

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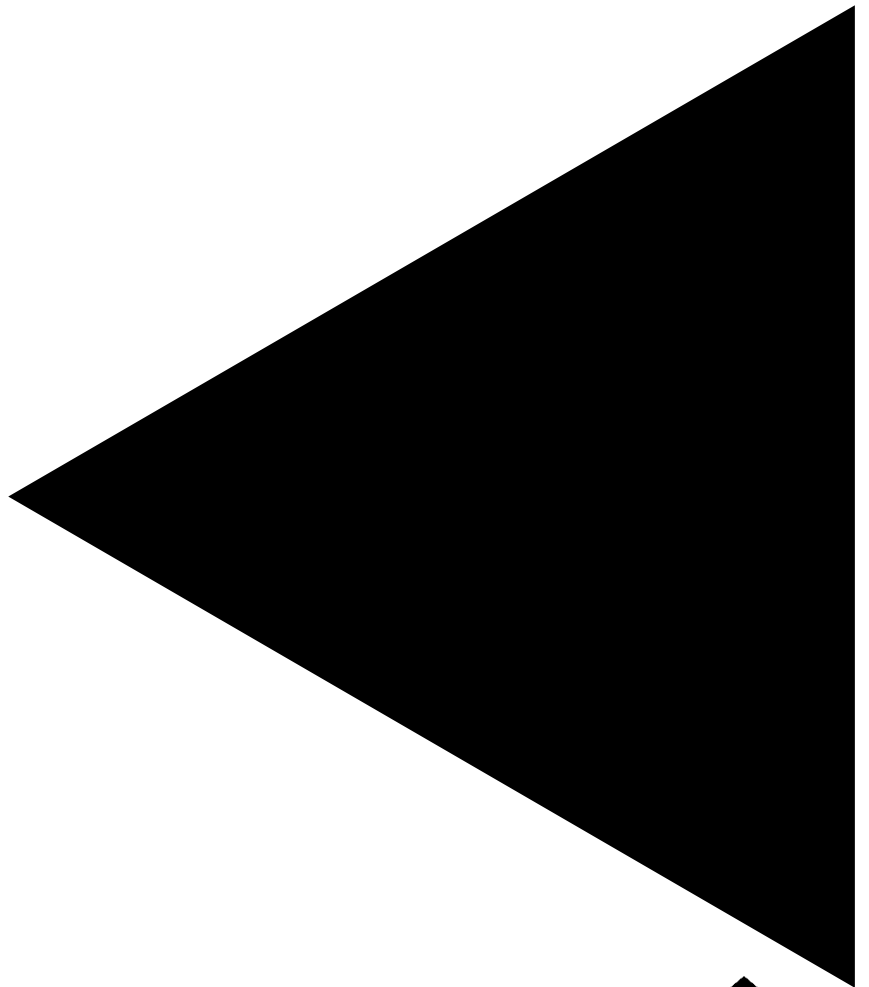
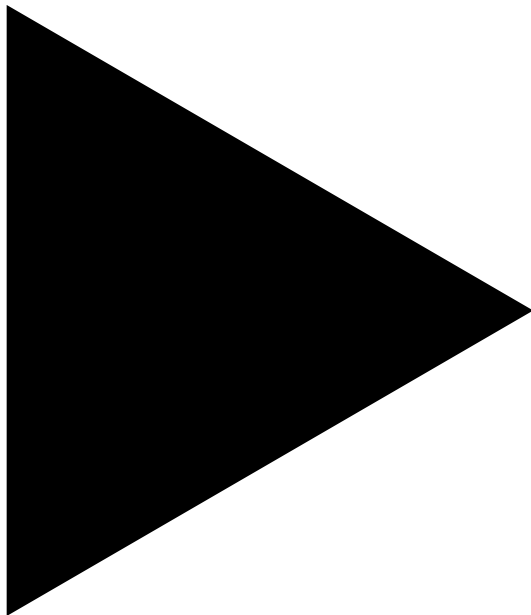
# DXC Assure Claims

## Sisense User Administration

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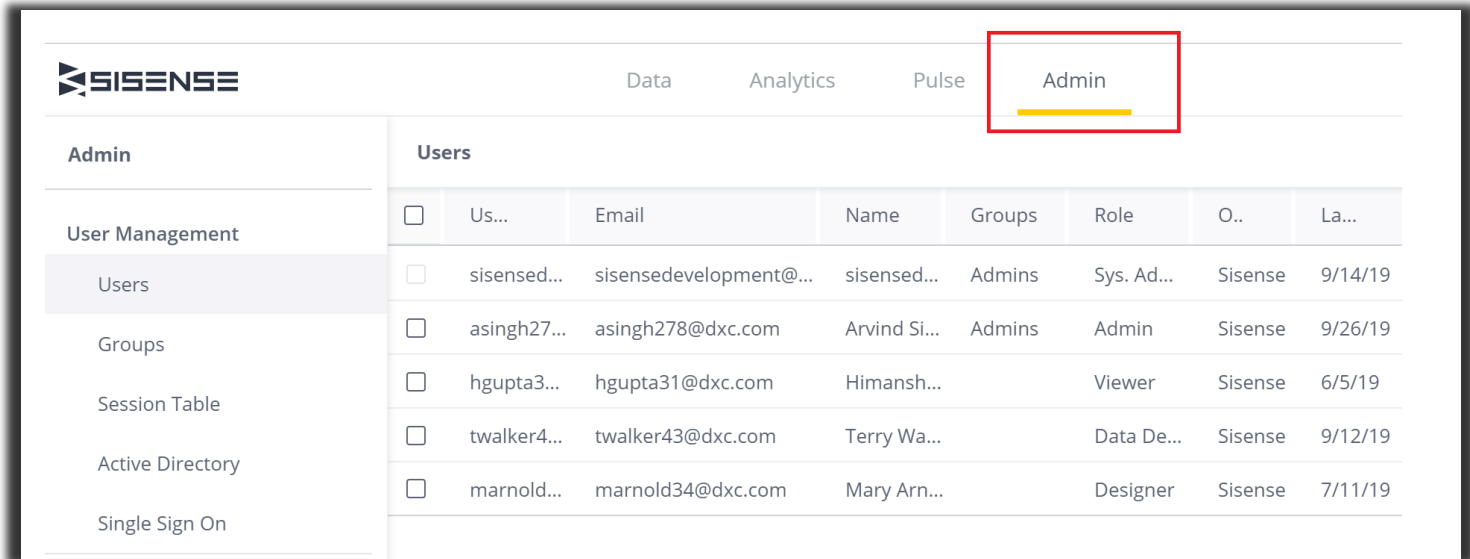
### INTRODUCTION

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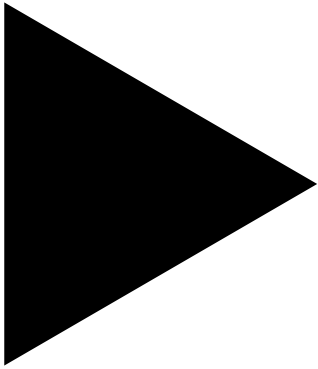
# INTRODUCTION

Sisense supports several Sisense User Roles with Administrative privileges for customizing Sisense for the company. The following roles: System Administer, Data Administrator, and Administrator have varying levels of access to the system including servers, users, ElastiCubes and more. The **Admin** page is the dedicated location in the company's web application for managing the system.



Admin		Users							
User Management		<input type="checkbox"/>	Us...	Email	Name	Groups	Role	O..	La...
Users		<input type="checkbox"/>	sisensed...	sisenseddevelopment@...	sisensed...	Admins	Sys. Ad...	Sisense	9/14/19
Groups		<input type="checkbox"/>	asingh27...	asingh278@dxc.com	Arvind Si...	Admins	Admin	Sisense	9/26/19
Session Table		<input type="checkbox"/>	hgupta3...	hgupta31@dxc.com	Himansh...		Viewer	Sisense	6/5/19
Active Directory		<input type="checkbox"/>	twalker4...	twalker43@dxc.com	Terry Wa...		Data De...	Sisense	9/12/19
Single Sign On		<input type="checkbox"/>	marnold...	marnold34@dxc.com	Mary Arn...		Designer	Sisense	7/11/19



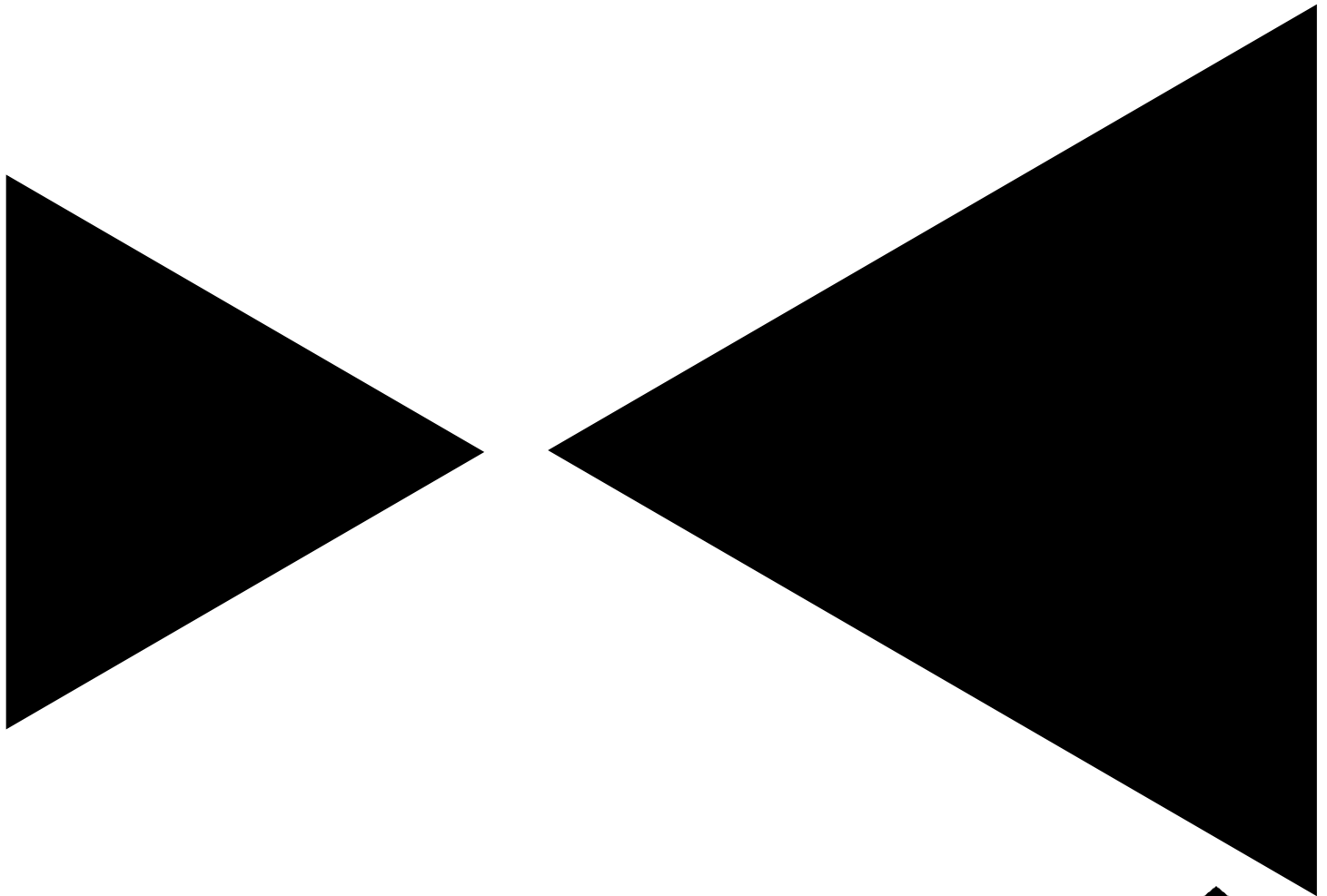


# DXC Assure Claims

## Sisense User Administration

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# TYPES OF SISENSE USER ROLES



# TYPES OF SISENSE USER ROLES

Sisense have three major categories of user roles:

## Administrator

### 1. Admin:

- Administrators can access the **Admin** page of the Sisense Web Application from where they can manage all system configuration, data sources, ElastiCubes, users, user groups and more. Sisense supports multiple Administrators.
- **Sys. Admin** is a special type of Administrator who installs Sisense on your system. There is only one Sys. Admin per account.

### 2. Data Admin:

- Data Administrators can manage all data sources in the system. They have access to the **Admin** page of the Sisense Web Application where they can only manage ElastiCubes and live connections.
- Data Administrators do not have access to User Management and System Configuration.

## Designer

### 1. Data Designer:

- Data Designers can create and edit ElastiCubes they created or were shared with them.
- Data Designers can access the Admin page of the Sisense Web Application where they can manage the ElastiCubes and live Connections they have access to in the Data Sources page.

### 2. Designer:



- Designers can create, design, edit and share dashboards. Sisense Designers determine whether the user with who they share a dashboard has editing rights (is a Designer) or only viewing rights (Viewer).

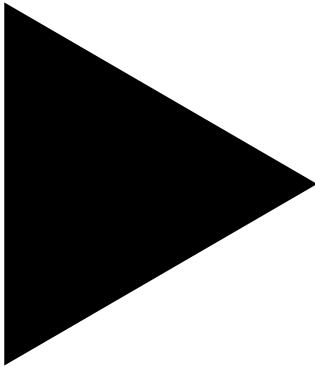
## Viewer

### 1. Viewer:

- Viewers can view, explore, drill down, make selections and filter the dashboards that Designers share with them.
- Viewers only need a standard web browser; no plugins or downloads. They cannot create new dashboards or edit existing ones.





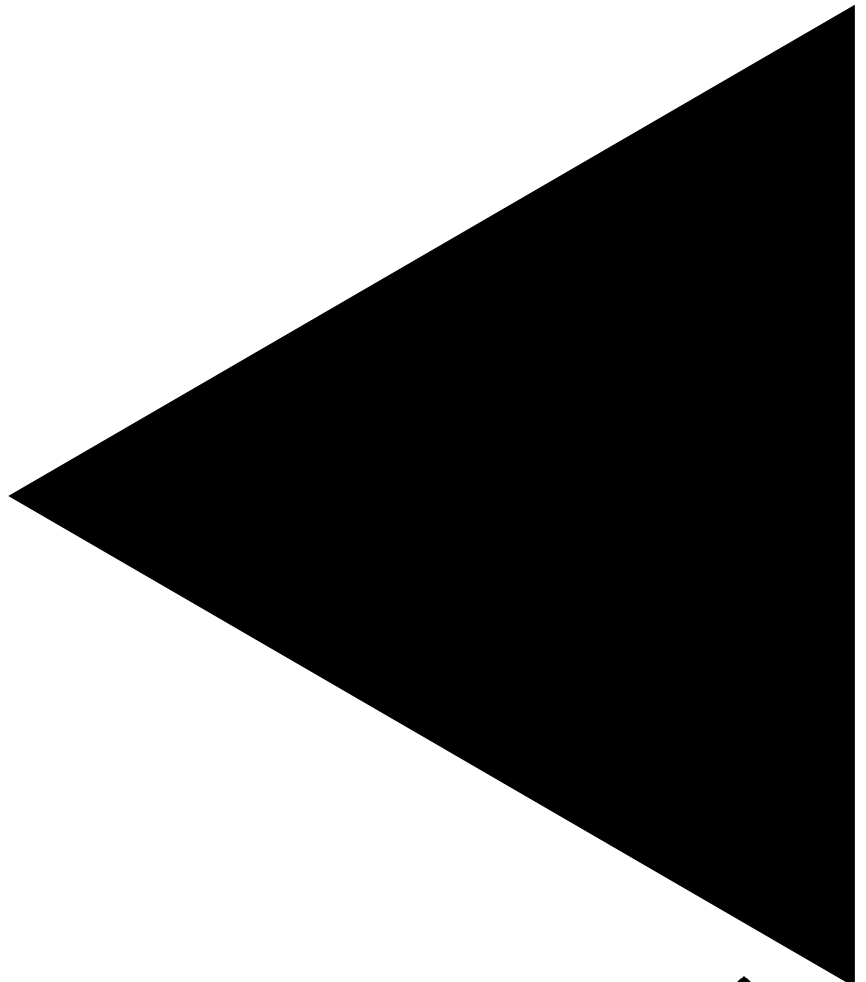
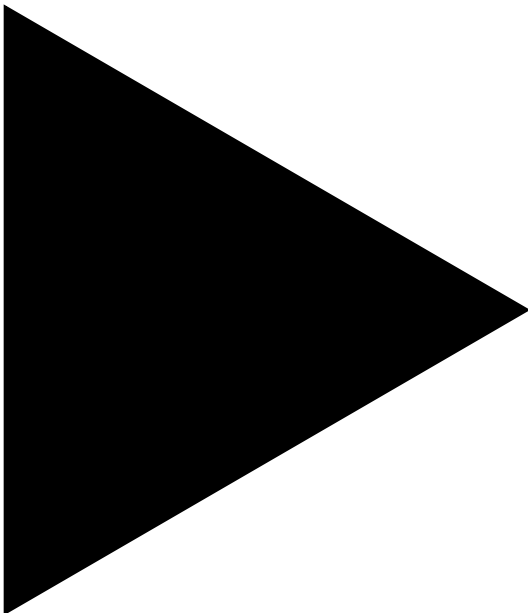


# DXC Assure Claims

## Sisense User Administration

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### CREATE\UPDATE USER



# CREATE\UPDATE USER

Users are managed from the **Admin** page through the Users tab displayed below:

Username	Email	Name	Groups	Role	Origin	Last A...	Days Since Last...
gideon@science...	gideon@science.com	gideon	Admins	Sys. Admin	Science	6/11/18	0
jamesb@science...	jamesb@science.com	James B		Data Designer	Science	6/11/18	0
sally@science.com	sally@science.com	Sally James		Viewer	Science		

## Adding a New User

Step 1: Click .

Step 2: Fill in the user's details in the window.

**Add Users** Single User Import Many

Email

First Name  Optional

Last Name  Optional

Language  Group/System Lang...

Role  Viewer

Define Password OFF ON

\* The user will receive an email containing a password activation link.

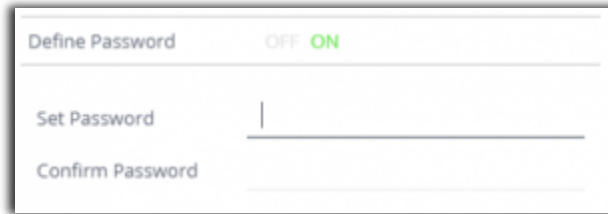


Step 3: Select the **Role** of the user:

Step 4: Click **Save**. The user then receives an email from Sisense that redirects the user to activate their account and set a password.

Optional: **To manually set a password for the new user:**

Set the **Define Password** option to **ON** and enter a password before saving.



The screenshot shows a form with three main sections. The top section is labeled 'Define Password' and has a toggle switch set to 'ON' (indicated by a green dot). Below this is a section labeled 'Set Password' with a text input field. The bottom section is labeled 'Confirm Password' with another text input field. The form is enclosed in a light gray border.


## Adding Multiple Users

**To add multiple users:**

1. Click the **Import Many** option at the top right of the Add users window.
2. In the displayed text box, paste a comma separated list of emails and click **Next**.
3. The next screen enables assigning User rights to the users that was entered and to verify that the user count and permissions match the license.
4. After you click **Add**, each user receives an activation email.

## Editing an Existing User


**To edit an existing user:**

1. Click **Admin** and select the **Users** tab on the left.
2. Click  on the right of the user's entry in the list.

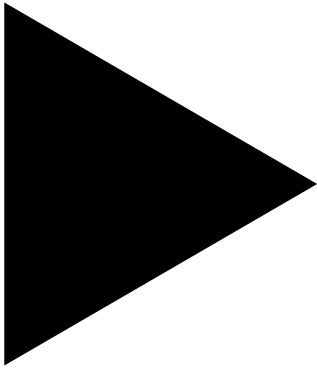
## Deleting a User

**To delete an existing user:**



1. Click **Admin** in the upper right corner and select the **Users** tab on the left.
2. Click  at the right of the user's entry in the list.



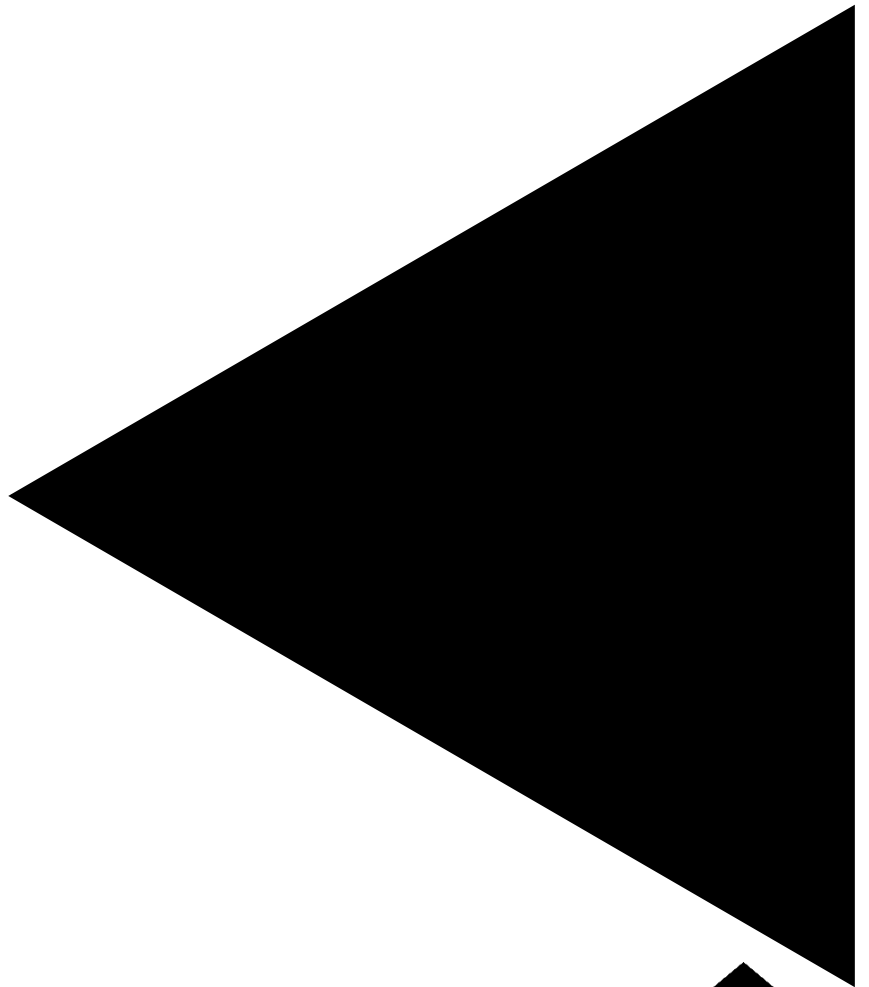
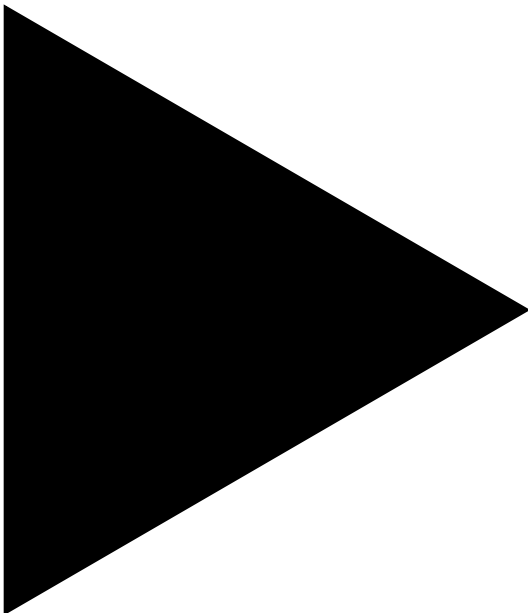


# DXC Assure Claims

## Sisense User Administration

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# MANAGING USER GROUPS



# Managing User Groups.

## Accessing User Group Management

We can add, edit and delete user groups, and assign users to them.

### To access the user group settings:

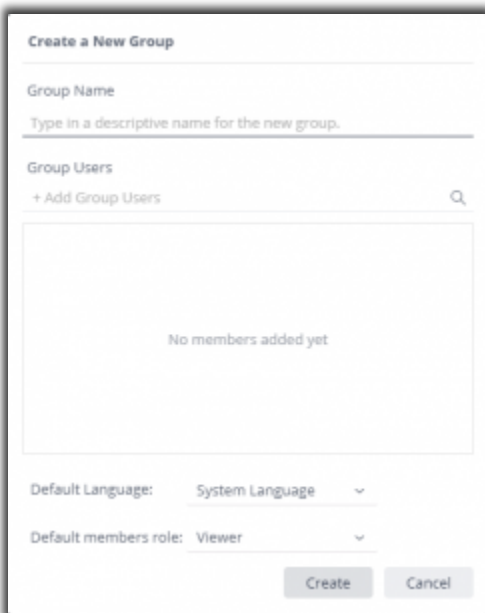
- Click **Admin** and select the **Groups** tab on the left. A list of the previously defined user groups is displayed.
- If no user groups have yet been defined, the following message is displayed: No Groups Found.

## Adding a New User Group

The following procedure describes how to add a new user group by selecting users from existing users in Sisense.

### To add a new user group:

1. Click **Admin** and select the **Groups** tab on the left.
2. Click **Add Group**.



**Create a New Group**

Group Name  
Type in a descriptive name for the new group.

Group Users  
+ Add Group Users

No members added yet

Default Language: System Language

Default members role: Viewer

Create Cancel

3. In a **Group Name** field, enter the name for this user group.



4. In the **Group Users** field select each of the users that belong to this group. To add each user, start typing in the user's name. An auto-complete list is displayed showing the users that already exist in Sisense. Select a username to add to the group.
5. Click **Create**.

## Adding Users to an Existing User Group

The following procedure describes how to add one or more users to an existing user group.


### To add multiple users to a user group:

1. Click **Admin** and select the **Users** tab on the left.
2. Select the relevant users.
3. Click **+ Add to Group**.
4. In the **Group Users** field, you can type additional usernames to add more users. An auto-complete list is displayed showing the users that already exist in Sisense. Select a username to add to the group.
5. Click **Add**.

## Adding Users to an Existing User Group

The following procedure describes how to add one or more users to an existing user group.

### To add multiple users to a user group:


1. Click **Admin** and select the **Users** tab on the left.
2. Select the relevant users and click  to edit their profile.



3. Click **+ Add to Group**.
4. In **Group Users**, you can type additional groups to add the user to the groups. An auto-complete list is displayed showing the Sisense and Active Directory groups that already exist in Sisense. Select a group to add the user to it.
5. Click **Save**.

## Editing an Existing User Group

To edit an existing user group:

1. Click **Admin** and select the **Groups** tab on the left.
2. Click  on the right of the user group's entry in the list.

**Note:** To remove a user from the Group, hover over the user name in the list and click .

## Deleting a User Group


When a user group that was entered in Sisense is deleted, its users are not deleted. They remain active users in Sisense.

When a user group that was imported from Active Directory is deleted, a prompt is displayed asking whether you want to also delete all the users in this user group from Sisense.

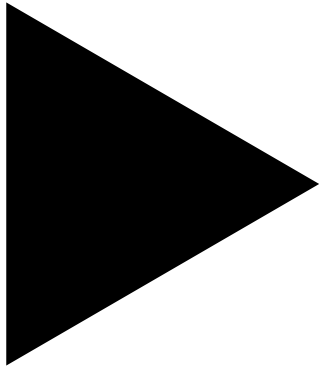




**To delete an existing user group:**

1. Click **Admin** and select the **Groups** tab on the left.
2. Click  at the right of the user group's entry in the list.





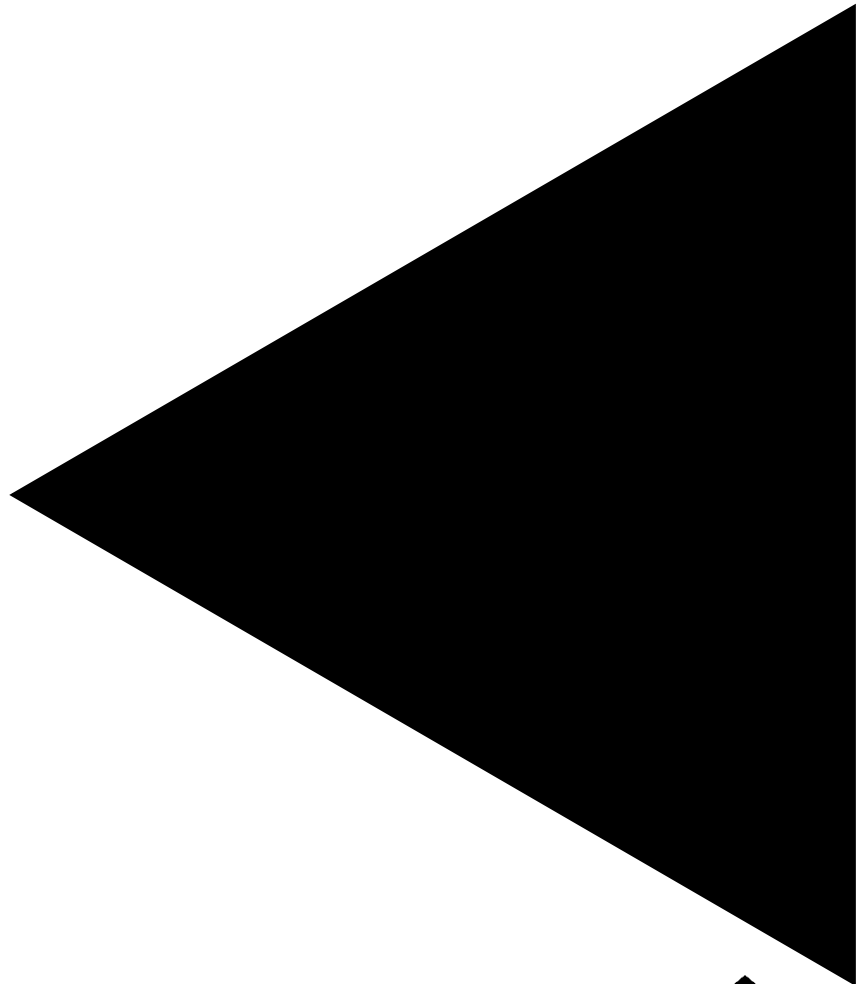
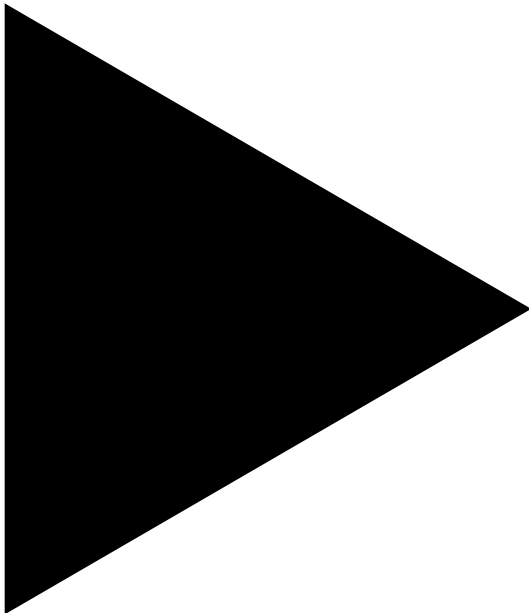
# DXC Assure Claims

## Sisense User Administration

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### ABOUT & CONTACT

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# DXC TECHNOLOGY: NEW. BUT NOT BORN YESTERDAY.

## About DXC Technology

The company was formed on April 1, 2017, by the merger of CSC and the Enterprise Services business of Hewlett Packard Enterprise. DXC Technology has successfully guided the world's largest enterprises and government agencies through successful change cycles. With some 137,000 employees worldwide, the company's deep experience gives it a clear and confident vision to help clients navigate the future.

DXC Technology is a Fortune 500 company and represented in the S&P 500 Index. The company works to create greater value for clients, partners and shareholders, and to present growth opportunities for its people. DXC Technology is ranked among the world's best corporate citizens.

DXC Technology's extensive partner network helps us drive collaboration and leverage technology independence. The company has established more than 250 industry-leading global Partner Network relationships, including 15 strategic partners: Amazon Web Services, AT&T, Dell EMC, HCL, Hitachi Vantara, HP, HPE, IBM, Lenovo, Micro Focus, Microsoft, Oracle, PwC, SAP and ServiceNow.

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## About DXC Insurance RISKMASTER™

DXC Insurance RISKMASTER™ is an integrated Claims Administration Platform that consolidates multiple functions into one cohesive solution to provide accurate and up-to-date business functions using the latest technology.

This browser-based software provides real-time analytics to help you spot trends and mitigate future losses. It gives your staff a highly efficient system that simplifies workflows and promotes best practices throughout your organization. It helps ensure that your claimants receive first-class service, besides providing your management team with a means to track key metrics to control costs and improve performance.

Thousands of Risk and Claim professionals rely on Insurance RISKMASTER to manage all types of Claims, making it one of the industry's leading Claims Management Systems. This active client community ensures that Insurance RISKMASTER is continually supported and enhanced – keeping your Claims processing running smoothly today and in the future.

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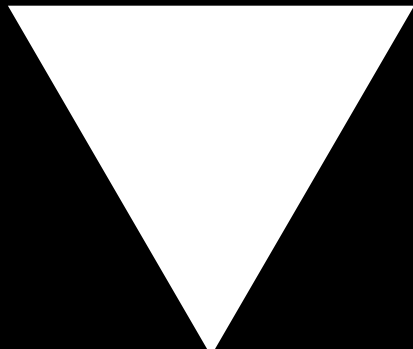


1-877-275-3676



risksupp@dxc.com





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