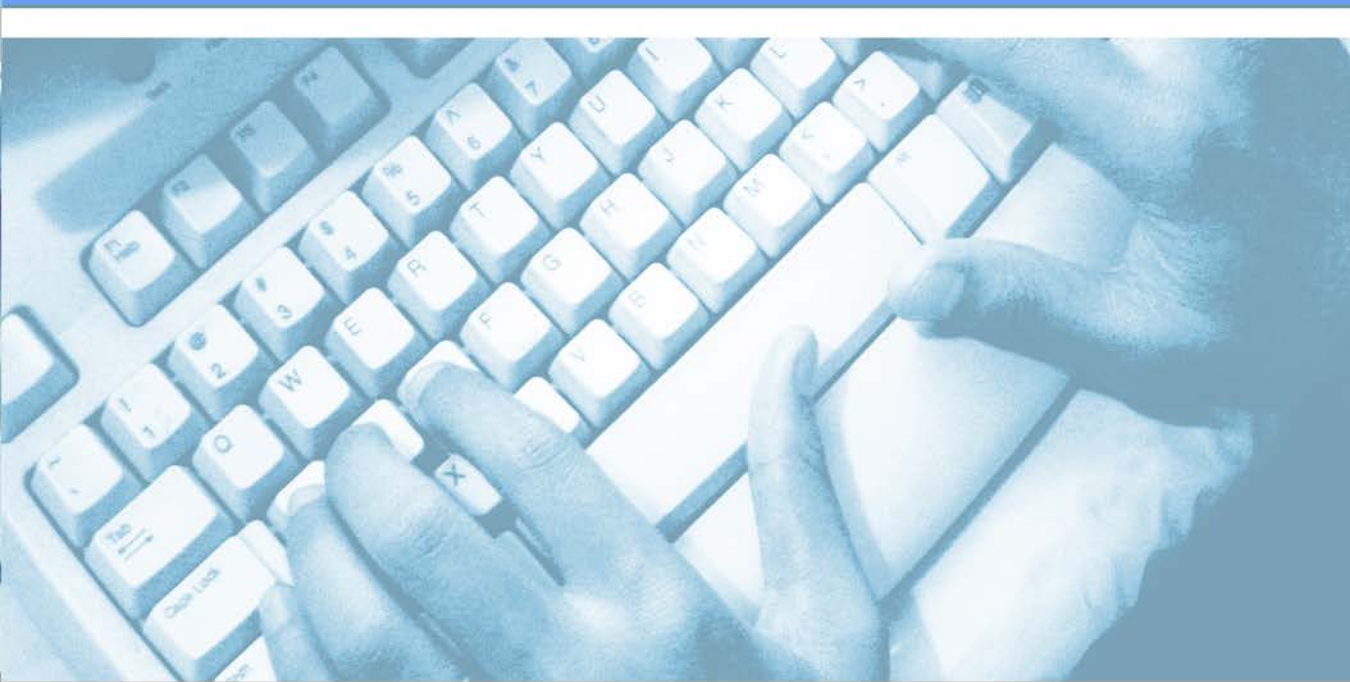




# AEMPS USER MANAGEMENT APPLICATION User Manual

Version 2.00

**Spanish Agency of Medicines  
and Medical Devices**



 agencia española de  
medicamentos y  
productos sanitarios

 Sede  
Electrónica



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## 1. INTRODUCTION

The **AEMPS User Management application**, is intended and designed to provide users of the different laboratories and companies, updating of data and their user management mechanisms. Currently there are two user roles for access to the application: STANDARD AND ADMINISTRATOR.

## 2. GETTING ACCESS

For access to the application, the users have to use their credentials of access (user and password).

### ● IMPORTANT:

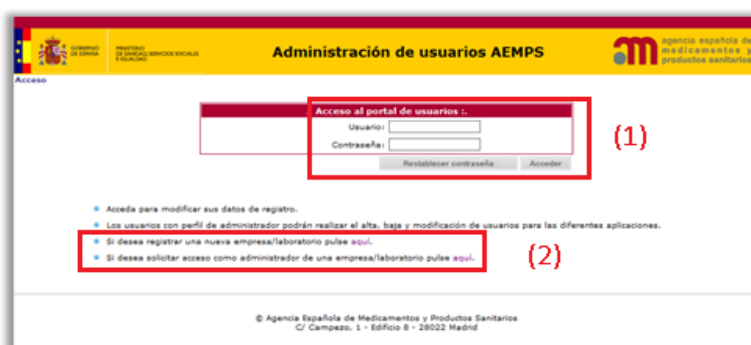
- In case the user not have credentials of access and the company already exists in our database, should put in contact with the **user administrator** of the company to request for credentials.
- In case the user and company, both not exist in our database. User and company have to sign up in our main web page (entrance portal).

### 2.1. Access portal

The following link will be used to access the application:

<https://sinaem.agemed.es/registroaemps/Pages/acceso.aspx>

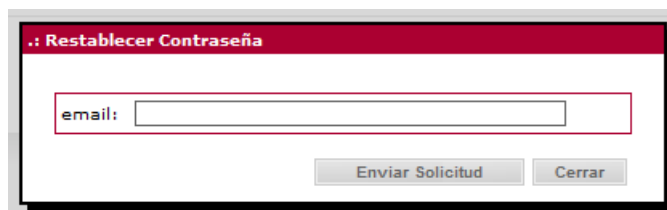
To click on the URL, you can see the gateway to the application, from where can access to the application with your credentials **(1)**, and/or get access to the "application of new company/laboratory" and "administrator permissions request" forms **(2)**.



### Available buttons:

**LOGIN:** After entering the username and password, click this button to access user management module (Control Panel).

**RESET PASSWORD:** If you don't remember your password, you can press this button to receive a link to the email address that was registered and thus be able to reset it.





In addition to the buttons, you will find two hyperlinks to apply for the registration of a new company/laboratory and request administrator permissions in the application:

**APPLICATION REQUESTS NEW COMPANY/LABORATORY:** If you want to enroll a new company/laboratory click on the link and will take you to the registration form.

- **IMPORTANT:** The user that should not have been previously registered in our systems.

**REQUESTS ADMINISTRATOR PERMISSIONS:** If you are interested to obtain permissions as administrator in the application for your laboratory, click on the link and access the application form.

- **IMPORTANT:** The user must be registered previously in our systems; even if it is not necessarily standard user of the laboratory for which permits are requested.

### 2.1.1. Application requests new company/laboratory

To request the registration of a new laboratory / company and a new user (who will be the first user administrator for this company/laboratory), fill in the form of request and send it attaching the documentation corresponding.

**Administración de usuarios AEMPS**

Acceso >> Registro Usuario

**Registro de Usuario**

- Este registro es exclusivamente para nuevos usuarios y nuevas empresas. En cualquier otro caso solicite el alta al administrador de la empresa/laboratorio  
 - Los campos marcados con \* son obligatorios.  
 - La contraseña debe contener mayúsculas y minúsculas, tener al menos 1 número y una longitud entre 8 y 10 caracteres.

**Datos Usuario**

Nombre: \*  
 Apellido 1: \*  
 Apellido 2:  
 País: España  
 Provincia:  
 NIF/NIE:  
 Teléfono: \*  
 Usuario: \*  
 Correo electrónico: \*  
 Confirmar Correo electrónico: \*  
 Contraseña: \*  
 Confirmar Contraseña: \*

**Datos Compañía**

Nombre Compañía: \*  
 Dirección: \*  
 Código Postal: \*  
 Localidad: \*  
 País: \* España  
 Teléfono: \*  
 Fax:  
 Correo electrónico: \*  
 CIF: \*

**Acceso a la aplicación**

Aplicación: Rot: Añadir  
 No hay datos disponibles

**Documentación**

Examinar... Adjuntar  
 Solicitar Acceso Cancelar

## Sections

**User data:** Fill in the data relating to the user indicating at least the fields marked with an asterisk (\*).

- **IMPORTANT:** The user that should not have been previously registered in our systems.

**Data Company:** You must fill in the data of the company (company/laboratory).

**Choose the application:** Select the applications software to which you want to have access. Once you select the application in the drop-down, choose the role (if there is more than one), and don't forget to click the button  then this will be added to the request. You can select more than one application.

**Documentation:** At this section you must attach the [Application Form Access to the AEMPS Virtual Office](#).

- **IMPORTANT:** Don't forget to press the button  after the file is selected.

## Available buttons

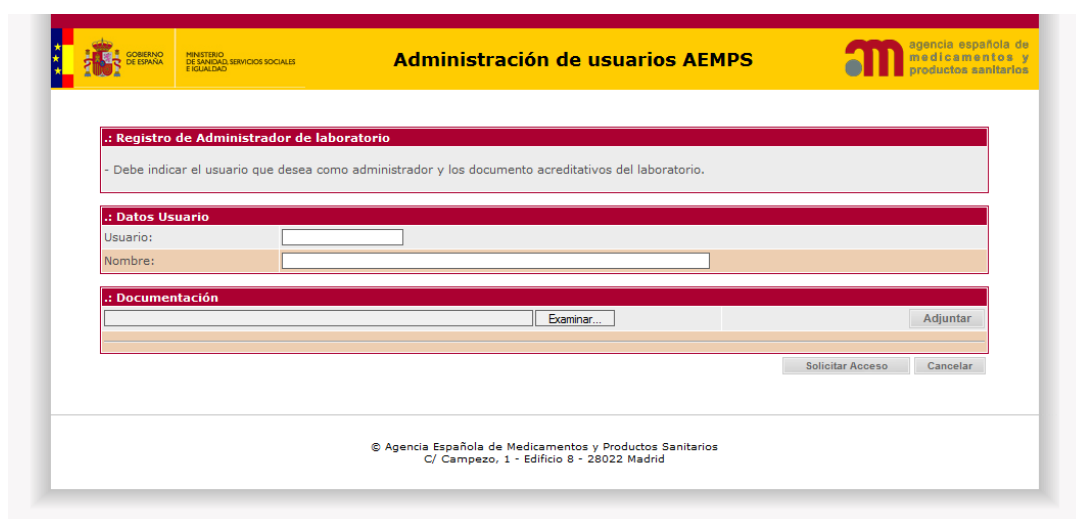
**SEND FORM:** Save and send the request form to the AEMPS. When the request is processed, you will received an email confirming or denying the access (this will indicate you the reasons for the refusal).

**CANCEL:** This button cancel your request and redirects you to the main portal.

### 2.1.2. User administrator permissions request (For users previously registered in the AEMPS)

In this section you may request user administrator permissions for the different laboratories.

- **IMPORTANT:** Remember that the role of USER ADMIN, implies that you will be the responsible of managing the users access to the laboratory of which you are administrator.



## Sections

**User Data:** You have to indicate a username already registered in our systems. Of this way the name of the user will be shown at the NAME field.

- **IMPORTANT:** If you was not registered in the systems of the AEMPS previously, you have to contact with the administrator of users of the company/laboratory holder for credentials. In case you do not know who the Admin user of the laboratory is, should send a letter of authorization from the titular lab to [edossier@aemps.es](mailto:edossier@aemps.es). In this letter of authorization, the company/laboratory holder must indicate clearly that we have to give you permissions as user administrator for this company/laboratory.

**Documentation:** In this section, you have to attach a letter of authorization from the company/laboratory holder. In this letter of authorization, the company/laboratory holder must indicate clearly that we have to give you permissions as user administrator for this company/laboratory.

- **IMPORTANT:** Don't forget to press the button ADD after selecting the file to upload it.

### Available buttons

**SEND FORM:** Save and send the request form to the AEMPS. When the request is processed, you will received an email confirming or denying the access (this will indicate you the reasons for the refusal).

**CANCEL:** This button cancel your request and redirects you to the main portal.

- **IMPORTANT:** Take into account that having administrator permissions does not means to manage the products of the company/laboratory ; therefore, once granted permissions, if you want to get access to the laboratory products from AEMPS applications, you must be given access to yourself as a Standard User in **User Management by Laboratory** (point 2.2.2 of this manual).

## 2.2. Panel Control Access (User management module)

To access the **CONTROL PANEL** of User Management AEMPS application, you must use your user credentials (username and password).



Acceso

**Administración de usuarios AEMPS**

agencia española de medicamentos y productos sanitarios

**Acceso al portal de usuarios :**

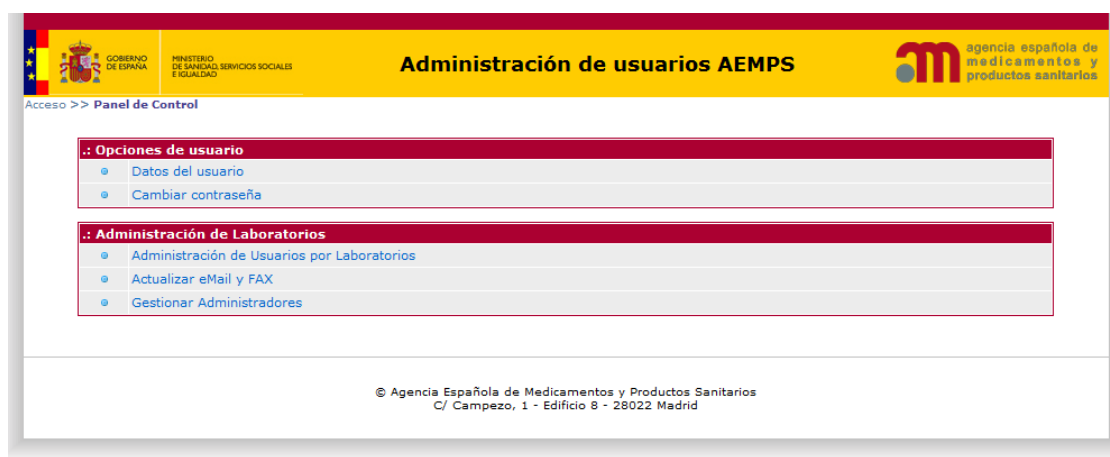
Usuario:

Contraseña:

Restablecer contraseña Acceder

- Acceda para modificar sus datos de registro.
- Los usuarios con perfil de administrador podrán realizar el alta, baja y modificación de usuarios para las diferentes aplicaciones.
- Si desea registrar una nueva empresa/laboratorio pulse [aquí](#).
- Si desea solicitar acceso como administrador de una empresa/laboratorio pulse [aquí](#).

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Acceso >> Panel de Control

**Administración de usuarios AEMPS**

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**Options de usuario**

- Datos del usuario
- Cambiar contraseña

**Administración de Laboratorios**

- Administración de Usuarios por Laboratorios
- Actualizar eMail y FAX
- Gestionar Administradores

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Operations related to your personal data as a standard user (update data and change of password) may be made through the **CONTROL PANEL**. In addition, in case you have administrator permissions, can perform operations related to the management of the users of the laboratory (user register, user un-register, and grant / remove administrator permissions to users).

## Sections

**User information:** From here you can update your personal details and change your password.

**Administration of Laboratories:** From here you can manage the user's access to laboratories of which you are administrator.

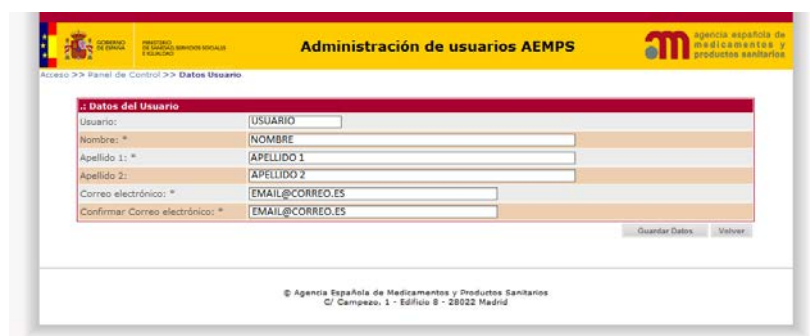
### 2.2.1. User information



- **USER DATA**

In this section you could change your personal data (surname, family name and email).

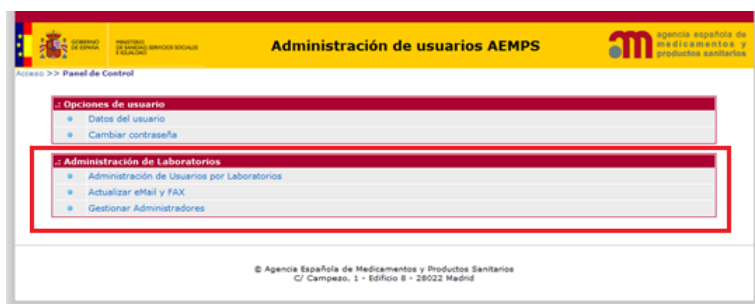
- **IMPORTANT:** Don't forget to press the button GUARDAR DATOS to save the changes.



- **CHANGE PASSWORD**


Don't forget the new password must contain uppercase and lowercase, at least one number and must have a length of between 8 and 10 characters.

## 2.2.2. Administration of Laboratories (Only available for administrators)

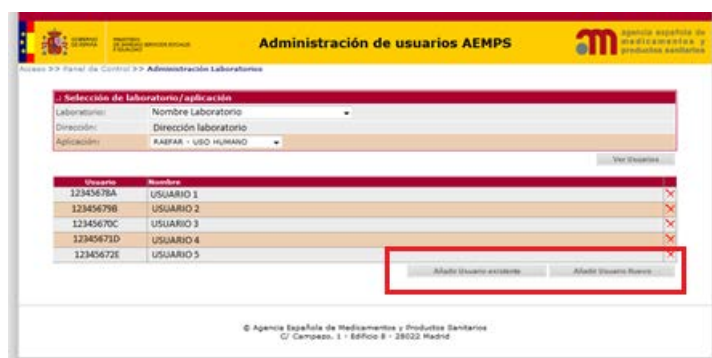


- **USER MANEGEMENT FOR LABORATORIES**


In this section, the user administrator could see the users who have access to the laboratory or laboratories of which is administrator. For this, should select the "laboratory" and the "application" in the drop-down corresponding, and then press the button "SEE USERS" to show them.

The application will show you the list of standard users with permissions of access for such combination of "laboratory-application". From here, the user administrator could delete the users who should not have access by pressing in the image , in the row of the user to be deleted. Furthermore, the admin can add users by pressing in the buttons located below the list of users.

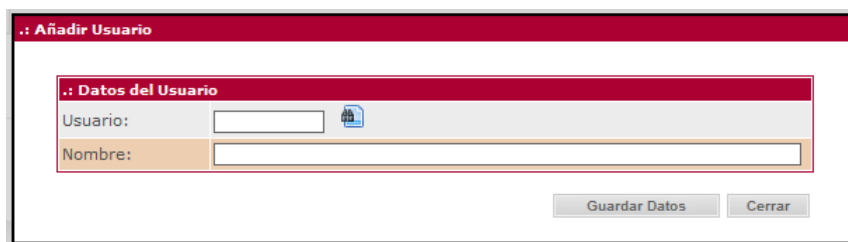
- **IMPORTANT:** Remember that the role of USER ADMIN, implies that you will be the responsible of managing the users access to the laboratory of which you are administrator.



### Available buttons

**ADD EXISTING USER:** From here, the admin can add users **who are registered in the AEMPS previously**. You only have to write the **username** to be added and press the button . If the user exists in our database, the system regained the name and it will be shown in the NAME field; conversely, if the user has not been registered previously an error message will be shown.

Press the "SAVE DATA" button, then the user will be added as a standard user of the lab.





- **ADD NEW USER:** From here, the admin can create new users (**not registered previously**). All fields marked with an asterisk (\*) must be completed. The system will confirm that not exist any other user with the same username and email.

The password must comply with the requirements of security (case-sensitive, unless one number and between 8 and 10 characters in length).

Press the button "SAVE DATA" and the user will be created in our database and he/she will be added to the laboratory corresponding.

- **UPDATE EMAIL AND FAX NUMBER**

In this section, the ADMIN can update the laboratory data (email and fax number), for communications/notifications from AEMPS. **It is mandatory to indicate an email at least.**


- **ADMINISTRATORS MANAGER**

Usuario	Nombre
12345678Z	Usuario Admin 1
12345679A	Usuario Admin 2
12345670B	Usuario Admin 3
12345671C	Usuario Admin 4

In this section, the ADMIN can SEE, ADD and REMOVE ADMINISTRATOR PERMISSIONS to the users according to the case.


Go to the drop-down, choose a laboratory and you will see the user admins whose have (just like you), administrator permissions in the laboratory.

### Available buttons

**ADD NEW ADMIN USER:** From here, the ADMIN can designate more user admins to the laboratory. To do this, should indicate the username and press the button . If the user exists in our database, the system will regain the name and show it in the NAME field, otherwise, you will receive an error message.

Press the button “SAVE” and the user will be assigned as USER ADMIN for the laboratory.

- **IMPORTANT:** Remember that even though you have the role of **admin users** in a laboratory, it does not mean that you can manage their medications/products in the different applications. Therefore, if you want to also manage the laboratory products, you have to grant access to yourself as a standard user in **user management by laboratory** (point 2.2.2).

**REMOVE ADMINISTRATOR PERMISSIONS:** To remove administrator permissions to a user, you have to click the image , at the right column of this.

Usuario	Nombre	
1234567B2	Usuario Admin 1	X
12345679A	Usuario Admin 2	X
12345670B	Usuario Admin 3	X
12345671C	Usuario Admin 4	X