



Re: nForm Publisher Role Removal

From Melissa McDonald [KDHE] <Melissa.McDonald@ks.gov>
Date Wed 8/26/2026 2:45 PM
To Gilbert Tabares [KDHE] <Gilbert.Tabares@ks.gov>; Raksa Ma [KDHE] <Raksa.Ma@ks.gov>

Raksa,
I let Doug know our plan and he is good with it, so please go ahead and remove the super user role from listed staff's profiles.
Thanks!

Melissa McDonald
785.296.5610

From: Gilbert Tabares [KDHE] <Gilbert.Tabares@ks.gov>
Sent: Wednesday, August 26, 2026 1:24 PM
To: Melissa McDonald [KDHE] <Melissa.McDonald@ks.gov>; Raksa Ma [KDHE] <Raksa.Ma@ks.gov>
Subject: RE: nForm Publisher Role Removal

Thanks, Melissa.

Gilbert Tabares, CIS
DOE Technology Manager
785-296-8119

From: Melissa McDonald [KDHE] <Melissa.McDonald@ks.gov>
Sent: Wednesday, August 26, 2026 1:02 PM
To: Raksa Ma [KDHE] <Raksa.Ma@ks.gov>; Gilbert Tabares [KDHE] <Gilbert.Tabares@ks.gov>
Subject: Re: nForm Publisher Role Removal

Interesting. I don't believe Mike would need it or even want it, so that just leaves Julie to be who would have issues when we remove the role. I plan to speak to Doug about it today. After I let him know (I will update you)- go ahead and make the change.

Thanks,

Melissa McDonald
785.296.5610

From: Raksa Ma [KDHE] <Raksa.Ma@ks.gov>
Sent: Wednesday, August 26, 2026 10:02 AM
To: Melissa McDonald [KDHE] <Melissa.McDonald@ks.gov>; Gilbert Tabares [KDHE] <Gilbert.Tabares@ks.gov>
Subject: Re: nForm Publisher Role Removal

Melissa, this is a list of all staffs who will be removed from nVIRO Super Users role

Julie Halbert
Mike Martin

The data report from nVISAGE is not accurate. Christy, Matthew, Josephine, Vivien and others do not have nVIRO Super User roles but falsely listed to have this role in the data. The data is corrupted but has been fixed in UAT.

Production Report: [nVISAGE Reporting](#)
UAT Report: [nVISAGE Reporting](#)

Raksa Ma
Environmental Data Program Manager, BOA
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[Book time to meet with me](#)

From: Melissa McDonald [KDHE] <Melissa.McDonald@ks.gov>
Sent: Wednesday, August 26, 2026 9:16 AM
To: Gilbert Tabares [KDHE] <Gilbert.Tabares@ks.gov>; Raksa Ma [KDHE] <Raksa.Ma@ks.gov>
Subject: Re: nForm Publisher Role Removal

Yes, I am good with this plan, but prior to making this change Raksa, please send me a list of all staff who will be losing this super user role. I would like to brief Doug on our plan, so he is aware if he gets questions/complaints.

Thanks,

Melissa McDonald
 785.296.5610

From: Gilbert Tabares [KDHE] <Gilbert.Tabares@ks.gov>
Sent: Wednesday, August 26, 2026 7:44 AM
To: Raksa Ma [KDHE] <Raksa.Ma@ks.gov>; Melissa McDonald [KDHE] <Melissa.McDonald@ks.gov>
Subject: RE: nForm Publisher Role Removal

Raksa,

Please remove all nVIRO Super User roles from all staff except for Lyndsie and Melissa. The goal is to evaluate who truly needs the Super User role based on the updates they are unable to make.

Ideally, I would like to limit this capability to supervisory staff so changes in KEIMS can be properly tracked, reviewed, and either approved or completed by you.

If anyone has concerns with the change, we can discuss why they need that level of access. I will be there to support you in those conversations.

Melissa, are you okay with this?

Gilbert Tabares, CIS
 DOE Technology Manager
 785-296-8119

From: Raksa Ma [KDHE] <Raksa.Ma@ks.gov>
Sent: Tuesday, August 25, 2026 11:31 AM
To: Gilbert Tabares [KDHE] <Gilbert.Tabares@ks.gov>; Melissa McDonald [KDHE] <Melissa.McDonald@ks.gov>
Subject: Re: nForm Publisher Role Removal

Yes BOA – nVIRO Super User limit user from Publishing any forms. That's the only change to it.

Raksa Ma
 Environmental Data Program Manager, BOA

From: Gilbert Tabares [KDHE] <Gilbert.Tabares@ks.gov>
Sent: Tuesday, August 25, 2026 11:30 AM
To: Melissa McDonald [KDHE] <Melissa.McDonald@ks.gov>; Raksa Ma [KDHE] <Raksa.Ma@ks.gov>
Subject: RE: nForm Publisher Role Removal

That seems reasonable to me. Also, Raksa, does the BOA – nVIRO Super User have any limitations?

Gilbert Tabares, CIS
 DOE Technology Manager

785-296-8119

From: Melissa McDonald [KDHE] <Melissa.McDonald@ks.gov>
Sent: Tuesday, August 25, 2026 11:26 AM
To: Gilbert Tabares [KDHE] <Gilbert.Tabares@ks.gov>; Raksa Ma [KDHE] <Raksa.Ma@ks.gov>
Subject: Re: nForm Publisher Role Removal

Gilbert,
Thank you for your review and approval. So, Julie is still a super user so this will not limit her ability. The goal is to have every agency user have to notify Raksa to make changes in production. Does that seem reasonable or not?

Thanks,

Melissa McDonald
785.296.5610

From: Gilbert Tabares [KDHE] <Gilbert.Tabares@ks.gov>
Sent: Tuesday, August 25, 2026 10:40 AM
To: Raksa Ma [KDHE] <Raksa.Ma@ks.gov>; Melissa McDonald [KDHE] <Melissa.McDonald@ks.gov>
Subject: RE: nForm Publisher Role Removal

Hi Raksa,

I'm in agreement with your proposed role changes.

Gilbert Tabares, CIS
DOE Technology Manager
785-296-8119

From: Raksa Ma [KDHE] <Raksa.Ma@ks.gov>
Sent: Tuesday, August 25, 2026 10:00 AM
To: Melissa McDonald [KDHE] <Melissa.McDonald@ks.gov>; Gilbert Tabares [KDHE] <Gilbert.Tabares@ks.gov>
Subject: nForm Publisher Role Removal

Melissa, and Gilbert

As we have discussed, there are 12 current users that has the ability to design and publish forms through **nVIRO Super Users**, and **Form Specialist**. I have tested created new role in UAT called **BOA - Form Designer Only**, and **BOA - nVIRO Super Users**. I have thoroughly tested these roles and confirm that user with the new roles can change a form to draft mode but cannot publish the form. Here is my proposed role change

Internal User	Old Role	New Role
Christy Thurman	nVIRO Super Users, Form Specialist, System Administrator - Configuration	BOA - nVIRO Super Users, BOA - Form Designer Only, System Administrator - Configuration
Connie Ellis	Form Specialist	BOA - Form Designer Only
Dr. Josephine Boac	nVIRO Super Users, Form Specialist, System Administrator - Configuration	BOA - nVIRO Super Users, BOA - Form Designer Only, System Administrator - Configuration
Hannah Pippert	Form Specialist, System Administrator - Configuration	BOA - Form Designer Only, System Administrator - Configuration
Julie Halbert	nVIRO Super Users, Form Specialist, System Administrator - Configuration	BOA - nVIRO Super Users, BOA - Form Designer Only, System Administrator - Configuration
Lyndsie Un	nVIRO Super Users	BOA - nVIRO Super Users
Matthew Reynolds	Form Specialist, System Administrator - Configuration	BOA - Form Designer Only, System Administrator - Configuration
Melissa McDonald	nVIRO Super Users	BOA - nVIRO Super Users
Mike Martin	nVIRO Super Users, Form Specialist, System Administrator - Configuration	BOA - nVIRO Super Users, BOA - Form Designer Only, System Administrator - Configuration
Pam Paden	Form Specialist, System Administrator - Configuration	BOA - Form Designer Only, System Administrator - Configuration
Raksa Ma	nVIRO Super Users, Form Specialist	nVIRO Super Users, Form Specialist
Stephen Bartels	Form Specialist, System Administrator - Configuration	BOA - Form Designer Only, System Administrator - Configuration

Vivien Smith

Form Specialist, System Administrator - Configuration

BOA - Form Designer Only, System Administrator -
Configuration

After applying this role, only me can publish the form. Let me know if I can go ahead to make change in production.

The only back door to this is people who are nVIRO Super Users can go to their own profile and re-add their previous role.

Best regards,

Raksa Ma

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