

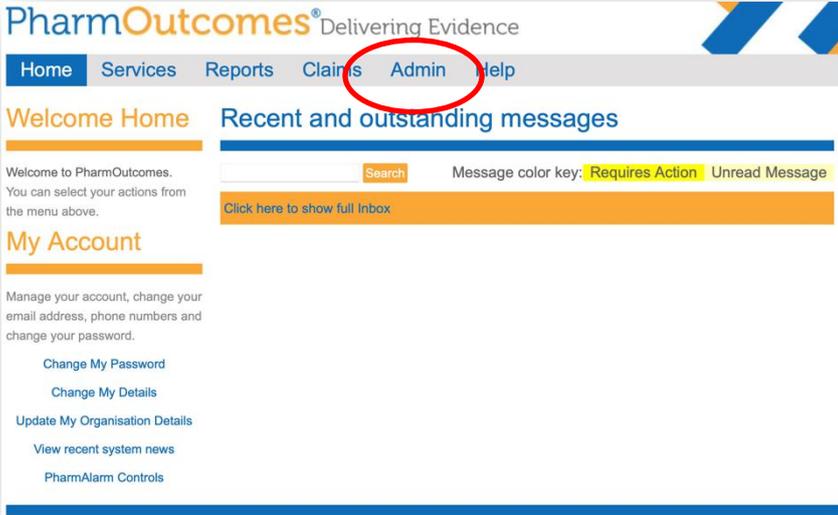


## Administrator Guide - COVID vaccination sites

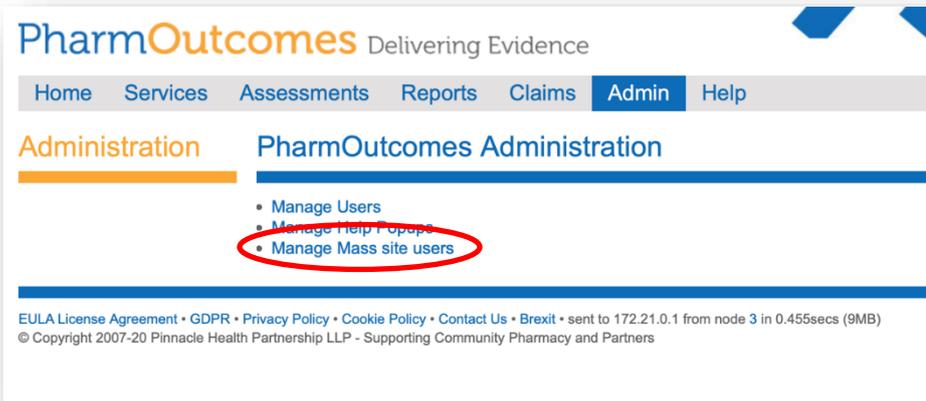
### Accessing the Administrator screen

Site administrators can add site users and set relevant permission profiles for staff working at their site.

To access administrator controls, from the home page click the “Admin” tab.



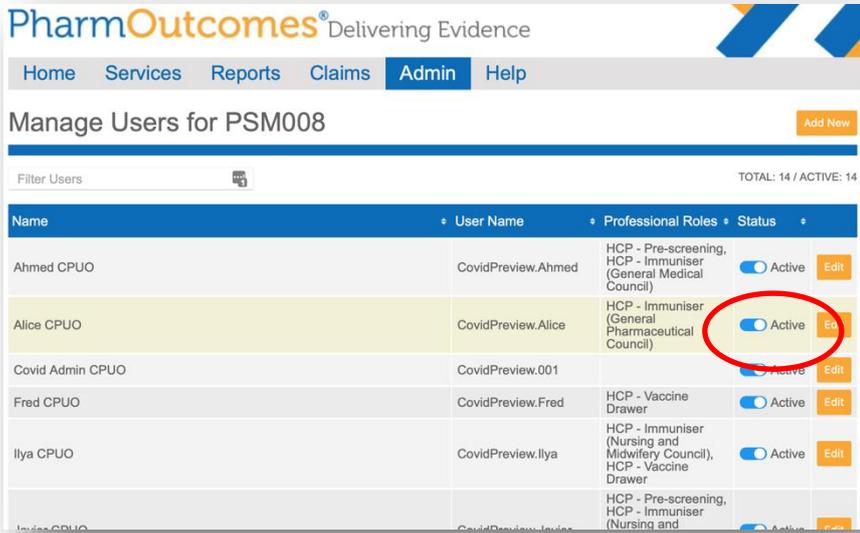
Click on “Manage Mass site users” link



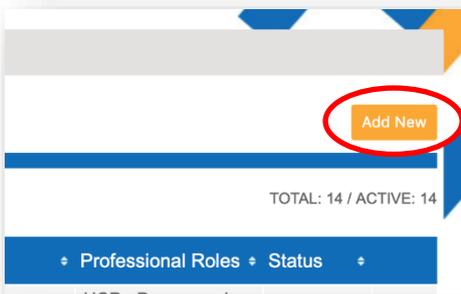
## Adding and editing users

This page provides the ability to:

1. **Mark users as active or inactive** by simply using the slider. Marking a user as inactive will prevent user selection in any service role fields. This is useful for periods of absence such as holiday etc.



2. **Add new users** – From the top of the “Manage mass site users” page, click the orange “Add New” button

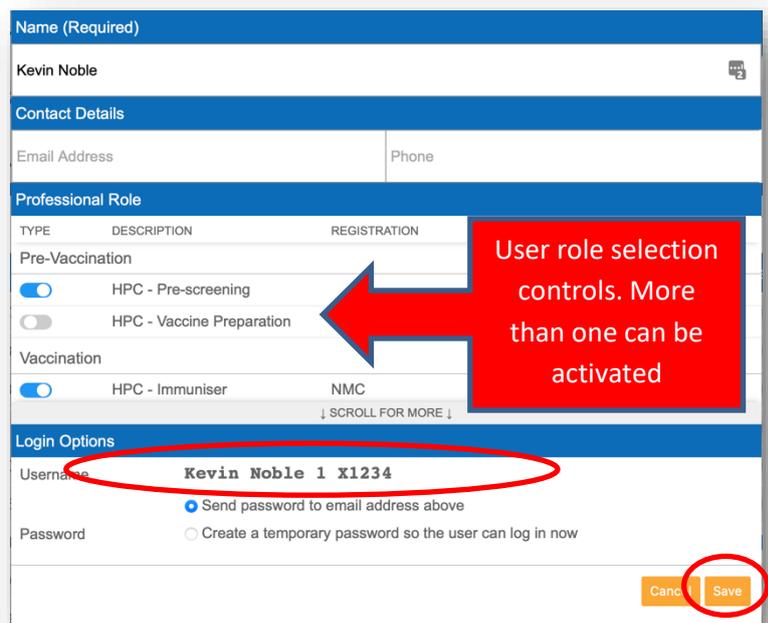


A window appears that allows entry of the user’s name, user email address, user phone number and user role selection via the use of sliders.

The lower part of this screen will display the system generated username and allows the administrator a choice of:

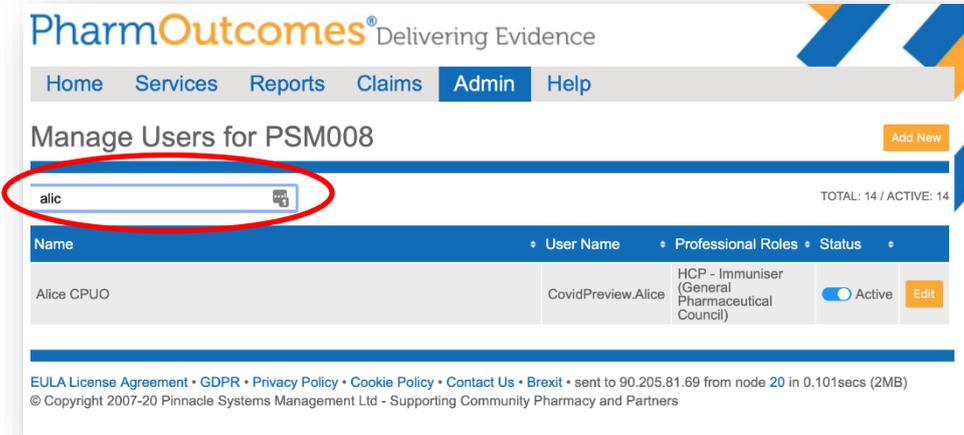
1. Sending the initial user name and password information via email - Here the access information will be sent to the users email on clicking the orange “Save” button
2. Creating a temporary password instantly. Here the temporary password is displayed on screen and the access information can be passed to the user instantly.

The second approach would be adopted by site administrators when a site user requires immediate system access. When all required information has been entered click the orange “Save” button.



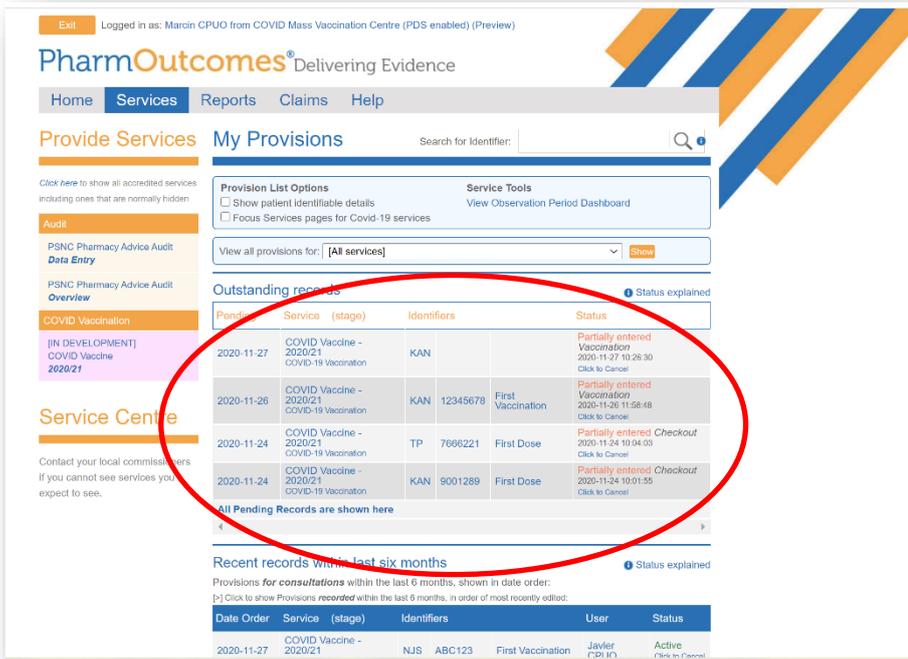
### Searching for active users

Administrators can search the “Manage Mass site users” page for specific practitioner types. Below a search for screening staff is being carried out. Enter search criteria into the field to search the page.



### Incomplete Records – End of Day

At the end of each day any records that remain in a partially completed state will be visible at the top of the services screen. These records relate to interventions that have not been marked as complete. This will apply where patients have been through screening and the record has been partially saved with the patient being passed on to a vaccinator but the vaccination has either not taken place or has not been recorded. Or if the record was not marked as complete after the vaccination stage? Don't know if you want to mention this but I'm sure it will happen



Clicking on the record will open it and allow record review.

If a patient has decided to leave after screening and has withdrawn consent, then the record can be amended to reflect this and the record closed – see video guide.

If the practitioner feels the patient should be contacted to check reasons why the record has not been completed then this can take place to confirm if the patient either plans to return or if the record should be closed.