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# **ViVa Onboarding Form**

Please use this form to request a new country profile to be created in the ViVa platform. Complete the form and send to [viva@unicef.org](mailto:viva@unicef.org)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date**  dd/mm/yyyy | \_\_\_/\_\_\_/\_\_\_\_\_\_ | **Country name**  (as you want it to appear in ViVa) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## New ViVa Users

There are different types of ViVa users and different levels of access to the platform, please read the information below before completing the form.

* **Read-only users:** They have access to all the charts in ViVa so they can visualize vaccine arrivals, monitor stock status and view alerts. They cannot edit data or make any modifications. It is recommended to provide this level of access to those who need to be informed about the vaccine stock situation but do not directly manage stocks (e.g. EPI manager). Read-only users are requested to complete basic training to be able to navigate the ViVa platform and interpret graphs.
* **Read & write users:** They have access to all the charts in ViVa so they can visualize vaccine arrivals, monitor stock status and view alerts. In addition, they can also update stock levels and modify different settings in the platform. It is recommended to provide this level of access to those who manage vaccine stocks (e.g. vaccine store manager) and those who are directly involved in vaccine planning, forecasting or procurement. Read & write users are requested to complete basic training to be able to navigate the ViVa platform and interpret graphs, and also a module on how to update stock data and edit other settings in the platform.
* **Country administrator:** The country administrator has the same level of access as the read & write users, but in addition s/he also has administrator rights to the platform. The country admin is responsible for creating or deleting other user profiles, managing the list of vaccines to be monitored in ViVa and managing the list of vaccine warehouses in the country. The country admin is requested to complete the same training as the read & write users, plus an additional module on administrator functions.

In addition to assigning a level of access to each user, the country is also requested to appoint ViVa focal points, as explained below:

* **UNICEF CO Focal Point:** This is the person who will be responsible for coordinating all ViVa related activities in country (e.g. trainings) and will serve as the liaison between UNICEF Supply Division and the Ministry of Health for any issues related to the ViVa platform.
* **Government Focal Point:** This is the person who will coordinate all ViVa related activities in country (e.g. trainings) on behalf of the Ministry of Health.

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| Enter details for each user who would like to have access to ViVa. **The email address provided will be the login to ViVa.** | | | |
| **Full name** (first, last) |  | | |
| **Job title & Organisation** |  | | |
| **Email address** |  | | |
| **Level of access**  (select only one) | Read-only | Read & write | Country administrator |
| **ViVa focal point?**  (select only one) | No | Yes, UNICEF CO focal point | Yes, government focal point |
|  | | | |
| **Full name** (first, last) |  | | |
| **Job title & organisation** |  | | |
| **Email address** |  | | |
| **Level of access**  (select only one) | Read-only | Read & write | Country administrator |
| **ViVa focal point?**  (select only one) | No | Yes, UNICEF CO focal point | Yes, government focal point |
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| **Full name** (first, last) |  | | |
| **Job title & organisation** |  | | |
| **Email address** |  | | |
| **Level of access**  (select only one) | Read-only | Read & write | Country administrator |
| **ViVa focal point?**  (select only one) | No | Yes, UNICEF CO focal point | Yes, government focal point |
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| **Full name** (first, last) |  | | |
| **Job title & Organisation** |  | | |
| **Email address** |  | | |
| **Level of access**  (select only one) | Read-only | Read & write | Country administrator |
| **ViVa focal point?**  (select only one) | No | Yes, UNICEF CO focal point | Yes, government focal point |
|  | | | |
| **Full name** (first, last) |  | | |
| **Job title & Organisation** |  | | |
| **Email address** |  | | |
| **Level of access**  (select only one) | Read-only | Read & write | Country administrator |
| **ViVa focal point?**  (select only one) | No | Yes, UNICEF CO focal point | Yes, government focal point |
|  | | | |
| **Full name** (first, last) |  | | |
| **Job title & Organisation** |  | | |
| **Email address** |  | | |
| **Level of access**  (select only one) | Read-only | Read & write | Country administrator |
| **ViVa focal point?**  (select only one) | No | Yes, UNICEF CO focal point | Yes, government focal point |
|  | | | |
| **Full name** (first, last) |  | | |
| **Job title & organisation** |  | | |
| **Email address** |  | | |
| **Level of access**  (select only one) | Read-only | Read & write | Country administrator |
| **ViVa focal point?**  (select only one) | No | Yes, UNICEF CO focal point | Yes, government focal point |
|  | | | |
| **Full name** (first, last) |  | | |
| **Job title & Organisation** |  | | |
| **Email address** |  | | |
| **Level of access**  (select only one) | Read-only | Read & write | Country administrator |
| **ViVa focal point?**  (select only one) | No | Yes, UNICEF CO focal point | Yes, government focal point |
|  | | | |
| **Full name** (first, last) |  | | |
| **Job title & Organisation** |  | | |
| **Email address** |  | | |
| **Level of access**  (select only one) | Read-only | Read & write | Country administrator |
| **ViVa focal point?**  (select only one) | No | Yes, UNICEF CO focal point | Yes, government focal point |
|  | | | |

## Central Vaccine Warehouse

|  |  |
| --- | --- |
| Enter the name of the central warehouse as you would like it to appear in ViVa. Enter the name of the primary person responsible for updating stock data at that store. (the user details should have been provided in the previous section) | |
| **Name of central store** |  |
| **Name of responsible user** |  |

## Vaccine List

The list below provides the most commonly used vaccines, select the ones which are part of your immunization program and that you would like to monitor using the ViVa platform. Only select vaccines which are currently in use in your country. If any vaccines are introduced or phased-out at a later date the country administrator will be able to edit the list.

**Important note:**

* Complete **TABLE A only** if your country does **not** count routine and supplementary stock separately. Only one product chart will be created for each vaccine (e.g. OPV).
* Complete **both TABLE A and TABLE B** if your country counts vaccines for routine and supplementary activities separately. Two different product charts will be created for each vaccine (e.g. OPV-R and OPV-S).

|  |  |  |
| --- | --- | --- |
| **TABLE A- ROUTINE VACCINES** | | |
| **Product group** | **Stock level in doses** | **Date of stock count** |
| BCG |  | DD / MM / YYYY |
| CHOLERA |  |  |
| DT |  |  |
| DTP |  |  |
| DTP-HepB-Hib |  |  |
| HepB |  |  |
| HPV |  |  |
| Influenza |  |  |
| IPV |  |  |
| JEV |  |  |
| Measles |  |  |
| Meningitis |  |  |
| MMR |  |  |
| MR |  |  |
| bOPV |  |  |
| PCV |  |  |
| Rota |  |  |
| Td |  |  |
| TT |  |  |
| YF |  |  |
| Other (write name) |  |  |
| Other (write name) |  |  |
| Other (write name) |  |  |
| **TABLE B- SUPPLEMENTARY VACCINES (only if managed separately)** | | |
| **Product group** | **Stock level in doses** | **Date of stock count** |
| BCG |  |  |
| CHOLERA |  |  |
| DT |  |  |
| DTP |  |  |
| DTP-HepB-Hib |  |  |
| HepB |  |  |
| HPV |  |  |
| Influenza |  |  |
| IPV |  |  |
| JEV |  |  |
| Measles |  |  |
| Meningitis |  |  |
| MMR |  |  |
| MR |  |  |
| bOPV |  |  |
| PCV |  |  |
| Rota |  |  |
| Td |  |  |
| TT |  |  |
| YF |  |  |
| Other (write name) |  |  |
| Other (write name) |  |  |

**Confidentiality**: Information that you submit for ViVa is confidential. UNICEF will not share this information with external parties unless specifically requested by one of the focal points.

**Disclaimer**: ViVa displays information about stock levels and upcoming forecasts and orders from UNICEF Supply Division. The information shown is approximate and reflects the estimated week of delivery.