

# ViVa *Visibility for Vaccines*



## QUICK REFERENCE: Managing Country Locations

ViVa now

enables a focal point in each country to become a country admin, making it easy for countries to roll out ViVa at the subnational level. This will allow you to view vaccine stock levels and orders at subnational stores. The country admin can manage locations in the country in ViVa without contacting the ViVa Project team to request these changes.

**1** From the Location Overview page, click on the “Admin” tab.

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English Français Profile Logout

Viva Country Select a location

Funding overview Chart Edit data **Admin**

Export

Last update: 16/12/2018 22:54:34 by sp@unicef.org  
UNICEF users last updated: 15 Dec 2017

Overview of all products and locations for this country

Blue bars indicate the weeks of stock remaining and reaching the reorder point (green bars mean). Airplane icon indicates an upcoming order.

Product	Stock level	Alert	Category	Weeks of stock until minimum level											
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov				
BCG	2,100,000		Not enough data												
DTP1 (aP) 11b	1,009,000		Not enough data	✗											
HPV	0		Not enough data												
IPV-R	3,873,084		Overstocked												
IPV-S	561,000		Not enough data												
Influenza	0		Not enough data												
MR	0		Not enough data												
Meningitis	160		Not enough data												
PCV	1,070,513		No alert												
Rota	0		Stockout	✗											

**2** From the Admin page, click on “Manage Locations.”

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Funding overview Chart Edit data Admin

Export

Manage users

Manage products

**Manage locations**

List of all users created for this country

Admin	Full name	Username	Country Access	Created	Last login	Locked
<input type="checkbox"/>	John Doe	jdoe76@unicef.org	Read Access	12/15/2017 4:31:15 PM	Never	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Viva Country User	viva@unicef.org	Read Access	12/14/2017 1:27:47 PM	12/18/2017 2:29:24 PM	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	State User	demo@vivaplatform.org	Administrator	12/14/2017 1:32:26 PM	3/6/2018 3:20:22 PM	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Anthony Hernandez	ahernandez19@unicef.org	Write Access	12/18/2017 2:28:20 PM	12/18/2017 2:29:30 PM	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	George Washington Smith	gsmith@unicef.org	Write Access	12/18/2017 2:30:50 PM	12/18/2017 2:31:10 PM	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Jane Doe	jdoe@unicef.org	Read Access	12/14/2017 1:29:45 PM	12/14/2017 2:00:36 PM	<input type="checkbox"/> <input type="checkbox"/>

**3** You will see the central store and any other subnational stores already created.

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Viva Country Select a location

Funding overview Chart Edit data Admin

Manage users

Manage products

**Manage locations**

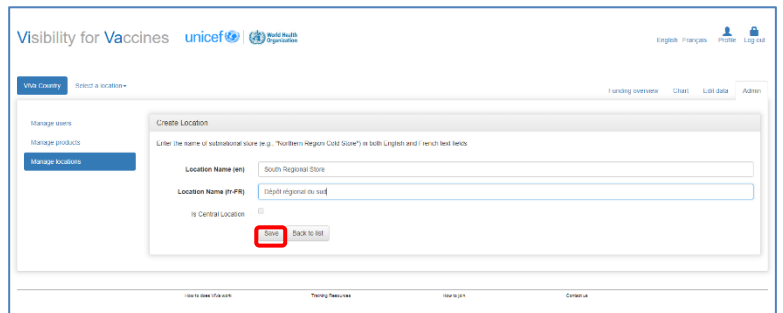
Viva Country

Store Name	Full Name	Access	Created	Last Login	Locked
National Vaccine Store	National Vaccine Store	Full			<input type="checkbox"/> <input type="checkbox"/>
North Regional Store	North Regional Store	Full			<input type="checkbox"/> <input type="checkbox"/>
Test	Test	Full			<input type="checkbox"/> <input type="checkbox"/>

**4** Click on “new location” to create a new subnational store.



**5** Enter the name of the new location in English and French. Click on “save” to confirm your inputs and to apply your changes.



**6** The new location will appear in the list of locations. This location will have the same products as the central location. You will also notice that you can delete this new subnational location.

