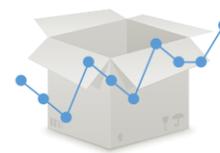


ViVa Visibility for Vaccines



QUICK REFERENCE: Managing Country Users

ViVa now enables a focal point in each country to become a country admin. The country admin can add or remove users 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.

Visibility for Vaccines | unicef | World Health Organization

English | Français | Profile | Log out

ViVa Country: Select a location

Funding overview | Chat | Edit data | **Admin**

Last update: 16/01/2018 22:54:34 by sp@unicef.org
UNICEF orders last updated: 19 Dec 2017

Export

Overview of all products and locations for this country

Blue bars indicate the weeks of stock remaining until reaching the reorder point (minimum level). Airplane icon indicates an upcoming order.

National Vaccine Store			Weeks of stock until minimum level						
Product	Stock level	Alert	Category	Mar	Apr	May	Jun	Jul	Aug
BCG	2,154,000	Not enough data							
DTP-1/2/3 Hib	1,025,000	Not enough data		✘					
HPV	0	Not enough data							
IPV-R	5,873,084	Overstocked							
IPV-S	561,000	Not enough data							
Influenza	0	Not enough data							
M/R	0	Not enough data							
Meningitis	103	Not enough data							
PCV	1,676,103	No alert							
Rota	0	Stockout		✘					

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

Visibility for Vaccines | unicef | World Health Organization

English | Français | Profile | Log out

ViVa Country: Select a location

Funding overview | Chat | Edit data | Admin

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	john7@unicef.org	Read Access	12/19/2017 4:01:13 PM	Never	<input type="checkbox"/>	Edit	Delete
<input type="checkbox"/>	ViVa Country User	viva@unicef.org	Read Access	12/14/2017 1:37:47 PM	12/19/2017 2:29:24 PM	<input type="checkbox"/>	Edit	Delete
<input checked="" type="checkbox"/>	Doreo User	doreo@vivaplatform.org	Administrator	12/14/2017 1:02:58 PM	3/9/2018 12:51:16 PM	<input type="checkbox"/>	Edit	Delete
<input type="checkbox"/>	Anthony Hernandez	anahernandez19@unicef.org	Write Access	12/18/2017 2:28:23 PM	12/19/2017 2:29:10 PM	<input type="checkbox"/>	Edit	Delete
<input type="checkbox"/>	George Washington Smith	gwsmith@unicef.org	Write Access	12/18/2017 2:30:59 PM	12/19/2017 2:31:10 PM	<input type="checkbox"/>	Edit	Delete
<input type="checkbox"/>	Jane Doe	jandoe@unicef.org	Read Access	12/14/2017 1:29:45 PM	12/14/2017 2:00:06 PM	<input type="checkbox"/>	Edit	Delete

View user details | Toggle Access | View user | Details

3 You will see all the users that have been created for the country and the date of their last login. You can edit user details or delete a user via the “Edit” and “Delete” buttons.

To export a list of all users in Excel, click on the Excel icon in the upper right-hand corner.

Visibility for Vaccines | unicef | World Health Organization

English | Français | Profile | Log out

ViVa Country: Select a location

Funding overview | Chat | Edit data | Admin

Manage users | Manage products | Manage locations

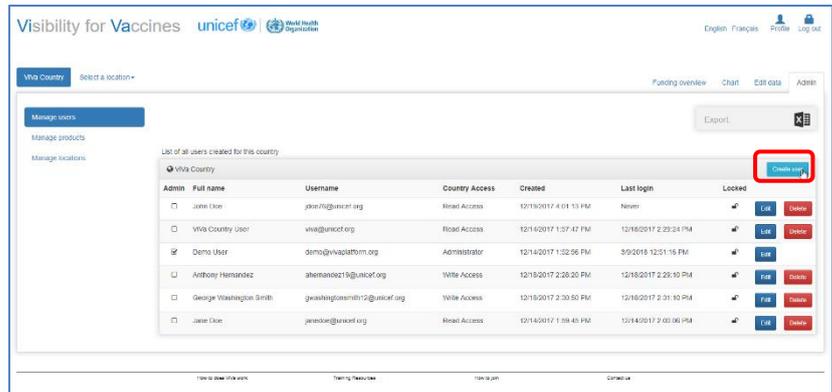
List of all users created for this country

Admin	Full name	Username	Country Access	Created	Last login	Locked		
<input type="checkbox"/>	John Doe	john7@unicef.org	Read Access	12/19/2017 4:01:13 PM	Never	<input type="checkbox"/>	Edit	Delete
<input type="checkbox"/>	ViVa Country User	viva@unicef.org	Read Access	12/14/2017 1:37:47 PM	12/19/2017 2:29:24 PM	<input type="checkbox"/>	Edit	Delete
<input checked="" type="checkbox"/>	Doreo User	doreo@vivaplatform.org	Administrator	12/14/2017 1:02:58 PM	3/9/2018 12:51:16 PM	<input type="checkbox"/>	Edit	Delete
<input type="checkbox"/>	Anthony Hernandez	anahernandez19@unicef.org	Write Access	12/18/2017 2:28:23 PM	12/19/2017 2:29:10 PM	<input type="checkbox"/>	Edit	Delete
<input type="checkbox"/>	George Washington Smith	gwsmith@unicef.org	Write Access	12/18/2017 2:30:59 PM	12/19/2017 2:31:10 PM	<input type="checkbox"/>	Edit	Delete
<input type="checkbox"/>	Jane Doe	jandoe@unicef.org	Read Access	12/14/2017 1:29:45 PM	12/14/2017 2:00:06 PM	<input type="checkbox"/>	Edit	Delete

Export

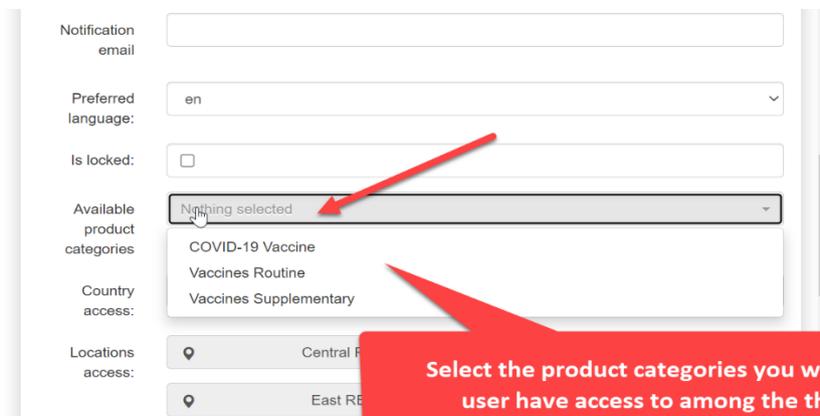
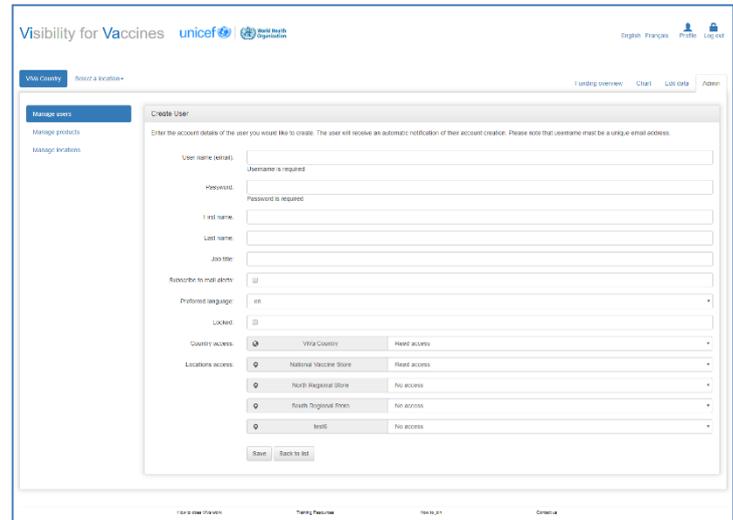
View user details | Toggle Access | View user | Details

4 To add a new user, click on "Create user."



5 A new window will appear. Please fill in the following options:

- **User name:** This is the user's email address, and also their login to ViVa.
- **First name**
- **Last name**
- **Job title**
- **Subscribe to mail alerts:** You can subscribe the user to receive email alerts from ViVa on a daily, weekly, or monthly basis.
- **Notification email:** only use this if the user wishes to receive notifications on an account separate than the main email address provided above.
- **Preferred Language:** Select the language for the email alerts.
- **Is locked:** Tick this box only if you want to disable the user account temporarily. Untick the box to reactivate the account.
- **Available product categories:** Select the products the user should have access to. This step is very important, as the user will not be able to access the ViVa graphs if no product category has been selected at this step. The user will only view the graphs related to the product categories they have been granted access to.



Select the product categories you want the user have access to among the three product categories: COVID-19 Vaccines, Vaccines routine, Vaccines Supplementary.

Notification email	<input type="text"/>
Preferred language:	en
Is locked:	<input type="checkbox"/>
Available product categories	COVID-19 Vaccine, Vaccines Routine, Vaccines Supplementary COVID-19 Vaccine ✓ Vaccines Routine ✓ Vaccines Supplementary ✓
Country access:	Central REMT Read access East REMT Read access

- **Locations Access:** Select which stores the user should have access to, and what type of access (read only / read & write).

Create user

Enter the account details of the user you would like to create. The user will receive an automatic notification of their account creation. Please note that username must be a unique email address.

User name (email):

First name:

Last name:

Job title:

Subscribe to mail alerts:

Notification email:

Preferred language: en

Is locked:

Available product categories: Nothing selected

Country access: Cote d'Ivoire
 Read access
 Read access
 Write access
 Country administrator

Locations access: Central Depot DCPEV

Save Back to list

- 6** Click "Save." The user will automatically receive an email from ViVa informing them of their account creation.

Create User

Enter the account details of the user you would like to create. The user will receive an automatic notification of their account creation. Please note that username must be a unique email address.

User name (email): Username is required

Password: Password is required

First name:

Last name:

Job title:

Subscribe to mail alerts:

Preferred language: en

Locked:

Country access: ViVa Country Read access

Locations access:

- National Vaccine Store Read access
- North Regional Store Read access
- South Regional Store No access
- testIS No access

Save Back to list

Please note that Country Admins are not able to create other Country Admins. If a new staff needs to be given administrator access, please contact viva@unicef.org