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.



From the Location Overview page, click on the "Admin" tab.

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Product	Stock level	Alert	Category	Weeks of stock	until minimum level	May	lun	Jul	Aug		
Product BCG	Stock level Doses 2,100,000	Alert	Category Not enough data	Weeks of stock Mar	until minimum level Apr	Мау	Jun	Jul	Aug		
Product BCG DTP-HepB-Hb	Stock level Doses 2,100,000 1,009,000	Alert	Category Not enough data Not enough data	Weeks of stock Mar	until minimum level Apr	Мау	Jun	Jul	Aug		
Product BCG DTP-Hep8-Hb HPV	Stock level Doses 2,100,000 1,009,000 0	Alert	Category Not enough data Not enough data Not enough data	Weeks of stock Mar	until minimum ievel Apr	May	Jun	Jul	Aug		
Product BCG DTP-Hep8-Hb HPV IPV-R	Stock level Doses 2,100,000 1,009,000 0 3,673,084	Alert	Category Not enough data Not enough data Not enough data Overstocked	Weeks of stock Mar	until minimum level Apr	May	Jun	Jul	Aug		
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From the Admin page, click on "Manage Users."

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	0	Anthony Hemandez	ahemandez19@unicef.org	Write Access	12/18/2017 2:28:20 PM	12/18/2017 2:29:10 PM		Lde De
		George Washington Smith	gwashingtonsmith12/guricef.org	Write Access	12/18/2017 2:30:50 PM	12/18/2017 2:31:10 PM		Fat De
	0	Jane Doe	janed:e@unicef.org	Read Access	12/14/2017 1:59 45 PM	12/14/2017 2:00:05 PM	-	

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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.





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

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Manage users							Export.	
Manage products	List of all	users created for this country						_
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		George Washington Smith	gwashingtonsmith12@unicef.org	Write Access	12/16/2017 2:30:50 PM	12/18/2017 2 31:10 PM	÷	Tet .
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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 encount concern

A County Select a location+				Funding overview Charl Edit data Ad
Manage esers	Create User			
Vanage products	Enter the account details of the us	er you would like to create. The user will receive a	n automatic notification of their account creation. Please note that us	semane mast be a unique email accisess.
lanage locations	User name (email).	Increase is new low!		
	Password.	Passavel is encoded		
	List name.	[
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	Preferred language:	en		
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	Country access.	Vita Country	Head access	
	Locations access:	National Vaccine Store	Read access	
		North Regional Store	No access	
		South Regional Etran	No azons	
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		Save Back to list		

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 <u>the user will not be able to access the ViVa graphs if no</u> <u>product category has been selected at this step</u>. The user will only view the graphs related to the product categories they have been granted access to.





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Available	COVID-19 Va	accine, Vaccines Routine, \	accines Supplementary	•
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• 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 yo	ou 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	~
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Available product categories	Nothing selected	*
Country access:	Cote d'Ivoire Read access	~
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	Save Back to list	

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

Enter the account details of the user yo User name (email): Username is required Password: Password is required First name: Last name: Job title: to mail alerts: ed language: en Locked: Country access: Q ViVa Country Read access Locations access: Q National Vaccine Store Read access North Regional Store
Read access . South Regional Store
No access test6
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 <u>viva@unicef.org</u>



creation.

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