

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 Chart Edit data **Admin**

Last update: 14/12/2017 22:54:14 by wjg@unicef.org
UNICEF orders last updated: 15 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). A red bar indicates an upcoming order.

National Vaccine Store			Alert	Category	Weeks of stock until minimum level						
Product	Stock level	Doses			Mar	Apr	May	Jun	Jul	Aug	
HC3	2,100,000		Not enough data								
DTP (wq) 1/0	1,000,000		Not enough data	✗							
HPV	0		Not enough data								
IPV2	3,875,064		Overstocked								
IPV3	301,000		Not enough data								
Influenza	0		Not enough data								
MR	0		Not enough data								
Mezqzfln	100		Not enough data								
PCV	1,616,103		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 Chart 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	john76@unicef.org	Read Access	12/19/2017 4:01:13 PM	Never	<input checked="" type="checkbox"/>	Edit Delete
<input type="checkbox"/>	ViVa Country User	wiva@unicef.org	Read Access	12/14/2017 1:07:47 PM	12/19/2017 2:29:24 PM	<input checked="" type="checkbox"/>	Edit Delete
<input checked="" type="checkbox"/>	Demis User	demis@unicefplatform.org	Administrator	12/14/2017 1:02:05 PM	3/5/2018 12:31:16 PM	<input checked="" type="checkbox"/>	Edit Delete
<input type="checkbox"/>	Anthony Hernandez	ahernandez19@unicef.org	Write Access	12/18/2017 2:28:20 PM	12/19/2017 2:29:10 PM	<input checked="" type="checkbox"/>	Edit Delete
<input type="checkbox"/>	George Washington Smith	gsmith@unicef.org	Write Access	12/18/2017 2:30:50 PM	12/19/2017 2:31:10 PM	<input checked="" type="checkbox"/>	Edit Delete
<input type="checkbox"/>	Jane Doe	jane10@unicef.org	Read Access	12/14/2017 1:09:45 PM	12/14/2017 2:00:06 PM	<input checked="" type="checkbox"/>	Edit Delete

- 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 Chart Edit data Admin

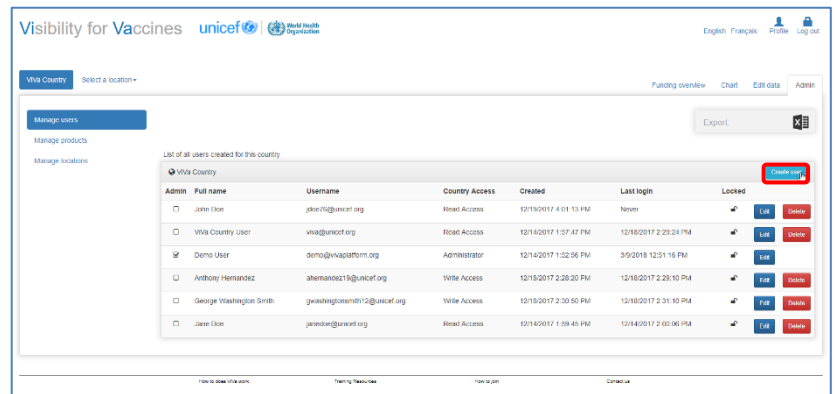
Manage users Manage products Manage locations

List of all users created for this country

Admin	Full name	Username	Country Access	Created	Last login	Locked	
<input type="checkbox"/>	John Doe	john76@unicef.org	Read Access	12/19/2017 4:01:13 PM	Never	<input checked="" type="checkbox"/>	Edit Delete
<input type="checkbox"/>	ViVa Country User	wiva@unicef.org	Read Access	12/14/2017 1:07:47 PM	12/19/2017 2:29:24 PM	<input checked="" type="checkbox"/>	Edit Delete
<input checked="" type="checkbox"/>	Demis User	demis@unicefplatform.org	Administrator	12/14/2017 1:02:05 PM	3/5/2018 12:31:16 PM	<input checked="" type="checkbox"/>	Edit Delete
<input type="checkbox"/>	Anthony Hernandez	ahernandez19@unicef.org	Write Access	12/18/2017 2:28:20 PM	12/19/2017 2:29:10 PM	<input checked="" type="checkbox"/>	Edit Delete
<input type="checkbox"/>	George Washington Smith	gsmith@unicef.org	Write Access	12/18/2017 2:30:50 PM	12/19/2017 2:31:10 PM	<input checked="" type="checkbox"/>	Edit Delete
<input type="checkbox"/>	Jane Doe	jane10@unicef.org	Read Access	12/14/2017 1:09:45 PM	12/14/2017 2:00:06 PM	<input checked="" type="checkbox"/>	Edit Delete

4

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



5

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

- **Username:** 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
- **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
- **Locations Access:** Select which stores the user should have access to, and what type of access (read only / read & write). The level of access should for each user should be agreed with the Ministry of Health focal point.

7

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:

Locked:

Country access: Read access

Locations access:

<input type="text" value="National Vaccine Store"/>	Read access
<input type="text" value="North Regional Store"/>	Read access
<input type="text" value="South Regional Store"/>	No access
<input type="text" value="testIS"/>	No access

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