

# **ADMIN MANUAL**

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## 1. Introduction

The purpose of this document is to provide a step-by-step guide for managing systems in the CVRS (Covid Vaccination Response System) web portal. It includes instructions such as managing users, accounts and roles in the system.

The primary users of this manual are the individuals responsible for maintaining and managing the CVRS.

## 2. Getting into the System

This is the start page of the application which presents a user sign-in page.

Username Username Covid Vaccination Response System Password		<b>Log In</b> Enter your details to login to your account
	CVRS SPIRALOGICS	

Image 1: Login Page

You can sign into the application using the user login credentials.



## 2.1 Patient Registration

Patients can register themselves for vaccination appointment.

You can click on the 'Patient Registration' button in the login page as highlighted below.

Log In Enter your details to login to your account. Username Password Password
--------------------------------------------------------------------------------------------

Image 3: Patient Registration Button

Once you click on the patient registration button you are provided with a field to enter zip code and 'Show Sites' button and a map.

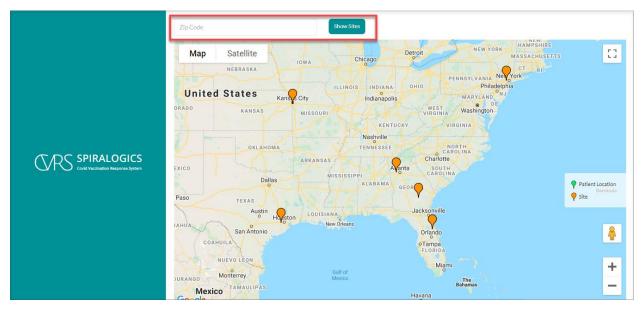
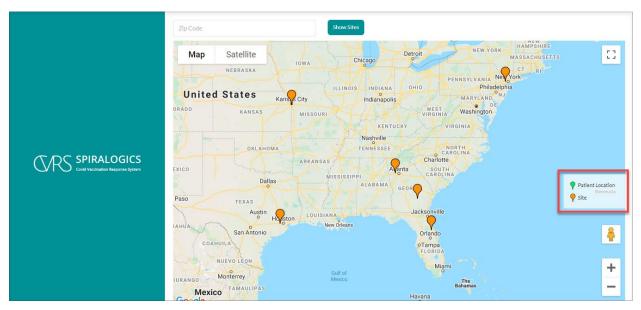


Image 4: Show Site Button

On the map, the green location icon represents the respective patient's location whereas the orange location icon represents the vaccination sites.



### Image 5: Vaccination Sites

You can either enter the zip code and click on the show sites button which provides you with the available vaccination sites. You can also directly select any of the suitable vaccination site from the map indicated by the orange location icon.

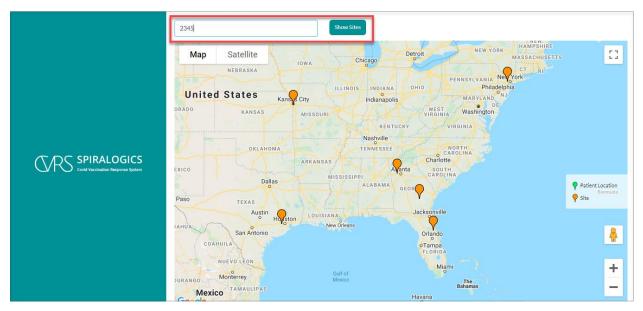


Image 6: Vaccination Site by Zip Code

Once you select the appropriate vaccination site, you are provided with the available date and time for you at that location.

	Zip Code i Map	Satellite			Show Sites		· 33	a sure	<u> </u>		[]										
				Avail	able Sche	dules			×												
		<		J	anuary 202	:1		>			<u></u>										
		Su	Мо	Tu	We	Th	Fr	Sa													
							1	2		$\mathcal{T}_{\mathcal{T}_{\mathcal{T}}}$	1996										
								4	5	6	7		9		84 C						
Covid Vaccination Response System													10	11	12	13	14	15	16	<b>.</b>	
						17	18	19	20	21	22	23	1		Patient Location						
	Sec.	8 am	(29)	9 am (30)		10 am (30)	11 ai	m (30)			Y Side										
		12 pn	า (30)	1 pm (30)		2 pm (30)	3 pr	n (30)													
	Beri	4 pm	(30)	5 pm (30)						Labrador Sea	<b>Å</b>										
		1			•		-0	ON QC	C NL		+										
	Google				WA OR	MT ID WY			NB PE ME NS MA	58	-										

Image 7: Available Vaccination Schedules

Select the suitable date and time for your appointment, and click on the 'Register for this site' button.

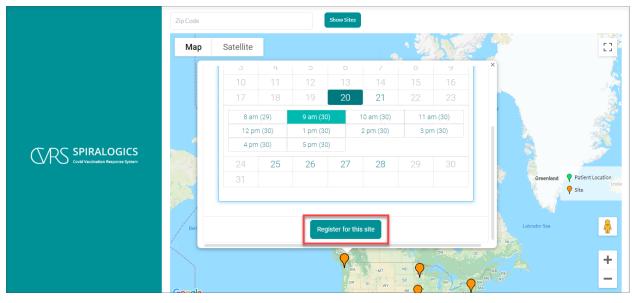


Image 8: Vaccination Site Registration

Once you click on 'Register for this site', you are required to fill up your basic information in the popup.

					-		
	Register for Vaccination	×		77.3974			
	Site: Robinswood Community Park		Date & time: 1/20/2021 09:00 AM				53
	First Name *	Middle Initial		Last Name *			
	Dr. Achecarss Middle Initial			Sanghs			
	Gender*		Date of Birth *				
	Male	~	12/28/2020				
	Phone		Email *				
	770922432-2		workerscosmpschedulerss@resurgens.com				
							LOUGH
				Close	ster	Greenland	Patient Location
		12 A M	NT			i de la	Site
			Car	Hudson Bay			
	Bering Sea					Labrador Sea	
	and the second sec			MB	C A NL		
				ON go			+
			Y wa				÷.
	Google		OR ID		IH NS		

Image 9: Basic Information for Patient Registration

After filling up your details and clicking on the 'Register' button, your reference number for registered site will be shown in the popup message.

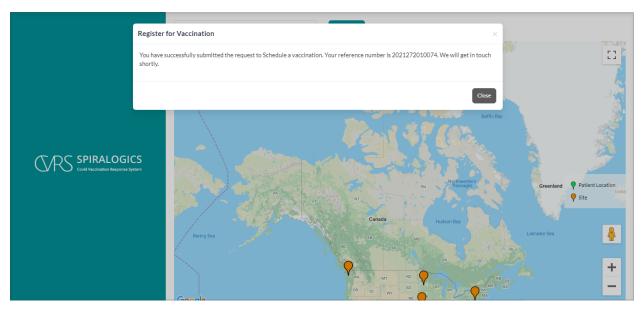


Image 10: Reference Number for Registered Site

## 3. Forgot Password

To reset a lost or forgotten password, you can click on the forgot password button as highlighted below:

	<b>Log In</b> Enter your details to login to your account Username
SPIRALOGICS Covid Vaccination Response System	Password Forgot Password ? Log In Patient Registration

Image 11: Forgot Password Button

You can enter the email address associated with your account and click on request to get password reset information in the email.

	Forgotten Password ? Enter your email to reset your password
Covid Vaccination Response System	Request

Image 12: Forgot Password Page

## 4. Using the System

### 4.1 Dashboard

Depending on the type of user or role associated with your account, you might see a different version of the dashboard.

For system users, after logging into the system, you will see the dashboard which is also the homepage of the application.

	Switch Site V
Hi, admin	
🗠 Dashboard	
🏖 Roles >	You are now in the admin console. Manage Vaccination Sites
ho Vaccination Site $ ightarrow$	
🚨 Users 💦 🔶	
🖹 Resource 🔷 🔿	
🕞 Sign Out	
	2021 © Covid Vaccination Response System. All rights reserved.

Image 13: Dashboard Navigation

When a user is logged into the system as an admin, you will see a list of menu items on the side panel.

From here, you can access the Admin Dashboard, Roles management, Vaccination Site management and Users management modules which are highlighted in the picture above.

You can click on the 'Manage Vaccination Sites' link in the admin console which has been highlighted down below.

CVRS SPIRALOGI Covid Vaccination Response S	CS <sub>ystem</sub>	Switch Site V
🔔 Hi, admin		
🛃 Dashboard		
Soles	>	You are now in the admin console Manage Vaccination Sites
Vaccination Site	>	
🔒 Users	>	
E Resource	>	
😝 Sign Out		
		2021 © Covid Vaccination Response System. All rights reserved.

Image 14: Manage Vaccination Sites

Once you click on manage vaccination sites link, it provides you with the manage vaccination sites page with all the available sites that can be managed and a 'Add Site' button.

		•						
💄 Hi, admin	Manage Vaccination	n Site						💩 Add Site
	Name	Address	City	State	Zip	Phone #	Capacity/Hr.	Actions
Dashboard	Q	Q	Q	Q	Q	Q	Q	
🔩 Roles 🔅	Alabama Child Garden	Alabama Street S3453	Texas	TX	23331	2021827381	23	İ 🗹 🛅
Vaccination Site	Weaver Lake School	7632 Eve Ln N	Maple Grove	MN	55311	6604299221	22	İ 🗹 🛍
	New Castle B Park	14220 SE 38th St	BELLEVUE	WA	98007	6604299222	22	İ 🖉 🛍
- Site List	Wayzata High School	4955 Peony Ln N	Plymouth	MN	55446	6604299222	10	İ 🗹 🖬
- Add Site	Bellevue High School	14615 SE 22nd St	Bellevue	WA	98007	6604255879	30	İ 🗹 🛅
Users >	Lake Hills Greenbelt	15416 SE 16th St	Bellevue	WA	98007	6604299220	20	İ 🗹 🖬
Resource	Robinswood Communit y Park	2303 151st PI SE	Bellevue	WA	98007	6604299223	30	<b>⊞ 2 1</b>
Sign Out	Missouri COVID Vaccin ation site	1270 Nutter Street	Blue Springs	MO	64015	816-229-5003	20	İ 🗹 🛅
	Atlanta Vaccination Ce nter	361 Edington Drive	Atlanta	GA	30318	678-764-1703	20	İ 🗹 🛅
	Appling Health Care Sy stems	163 East Tollison St.	Baxley	GA	31513	4044414125	20	İ 🗹 🛅
	10 20 30						Page 1 of 2 (12 it	ems) 1 2

Image 15: Add Site Button

The above manage vaccination sites can also be accessed from 'Site List' and you can also add sites from 'Add Site' option under the 'Vaccination Site' from the left side panel.

## 5. Roles

Each user in the application is assigned a particular role. Roles decide the type of access the user has on each module of the application.

The roles highlighted below with icons are the admin roles. Other non-admin roles, to whom the users are assigned, admin role cannot be assigned to them. If non-admin roles with the users are to be assigned with the admin role then, the users must be removed.

### 5.1 Add Roles

Admin can add new roles to the system. Each role can be created to give specific access to each module of the application.

You can add new role by clicking on 'Roles' menu located in the navbar which is shown in the picture below.

	Switch Site V
Hi, admin	
Mashboard	
Roles ~	You are now in the admin console. Manage Vaccination Sites
- Role List - Add Role	
Vaccination Site	
Users     >        Resource     >	
🕞 Sign Out	
	2021 © Covid Vaccination Response System. All rights reserved.

Image 16: Add Roles

After clicking on 'Add Role', you can fill the form to give specific access to the role you create.

		Switch Site ~			
😩 Hi, admin		Create Role and Set their Permissio	ns		Scancel Save
🗠 Dashboard		Role Name*			
🏤 Roles	~	Module Name	View Access	Create/Update Access	Full Access
- Role List		Report			
- Add Role		Role Management			
P Vaccination Site	>	Vaccination Site Management			
		Schedule Management			
🔒 Users	>	User Management			
🖹 Resource	>				
🕞 Sign Out					
			2021 © Covid Vaccination	n Response System. All rights reserved.	

Image 17: Add Role Page

After adding the role, you can view all the roles of the system.

			Successfully Added Role: Test	
🚢 Hi, admin	Manage Roles			Add Roles
	Role Name			
Dashboard	Site Manager			☞ 🖬 +
Le Roles 🗸 🗸	System Admin			⊠ 🖬 +
- Role List	Test			<b>⊠</b>
- Add Role				
♀ Vaccination Site >	Module Name	View Access	Create/Update Access	Full Access
🔒 Users >	Report	-		
Resource >	Role Management	✓	×	×
	Vaccination Site Management	×	×	×
🕞 Sign Out	Schedule Management	×	×	~
	User Management	✓	~	~

Image 18: Role Added Success Message

## 5.2 Role List

Admin can manage all the roles there are in the system. Each role can be managed to give specific access to each module of the application.

You can manage roles by clicking on 'Roles' menu located in the navigation bar and selecting the 'Manage Roles' which is shown in the picture below.

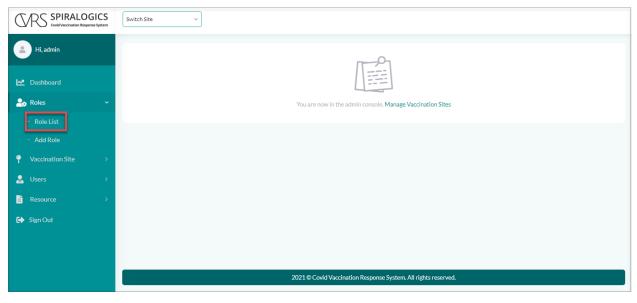


Image 19: Roles List

### 5.2.1 Edit Roles

Admin can edit the role by clicking on the edit icon as highlighted in the picture below.

		Switch Site v	
🔔 Hi, admin		Manage Roles	① Add Roles
🛃 Dashboard		Role Name Site Manager	<b>⊠</b> ∎ +
🚑 Roles - Role List	~	System Admin	C 🗊 +
- Add Role		Test	2 🖬 +
🌳 Vaccination Site	>		
🔒 Users	>		
Sign Out			
		2021 © Covid Vaccination Response System. All rights reserved.	

Image 21: Edit Role Button

SPRS SPIRALOGIC Covid Vaccination Response Syst	S Switch Site ~			
💄 Hi, admin	Update Role and Set their Permis	sions		© Cancel 🔯 Save
	Role Name*			
Dashboard	Test			
🟚 Roles	> Module Name	View Access	Create/Update Access	Full Access
Vaccination Site	> Report			
Users	> Role Management			
Resource	Vaccination Site Management			
Resource	Schedule Management			
Sign Out	User Management		0	0
		2021 @ Covid Vaccination P	sponse System. All rights reserved.	

You can edit the type of access the role has in each part of the application.



On clicking 'Save', the access of the specific role is changed.

		Switch Site ~		Successfully Updated Role: Test	
💄 Hi, admin		Manage Roles			Add Roles
		Role Name			
Dashboard		Site Manager			☑ 亩 +
2 Roles	~	System Admin			C 🖬 +
- Role List		Test			C i +
- Add Role		lest			<b>∞ ₩</b> +
Vaccination Site	>	Module Name	View Access	Create/Update Access	Full Access
🔒 Users		Report	-		
E Resource		Role Management	✓	×	×
Resource	1 - C	Vaccination Site Management	✓	×	×
🚯 Sign Out		Schedule Management	✓	~	~
		User Management	✓	~	×
			2021 @ Carid Mariantian	Response System, All rights reserved.	

Image 23: Roles Updated Success Message

### 5.2.2 Delete Roles

Admin can also delete a role present in the system. If a role has an existing user in it then it cannot be deleted.

You can delete a role from the system by clicking on the delete icon located right after the edit icon.

		Switch Site ~	
🔔 Hi, admin		Manage Roles	① Add Roles
▲ Dashboard		Role Name Site Manager	2 💼 +
Roles	~	System Admin	☞ = +
- Role List - Add Role		Test	2 🖬 +
Yaccination Site	>		
🔒 Users	>		
<ul> <li>Resource</li> <li>Sign Out</li> </ul>	>		
		2021 © Covid Vaccination Response System. All rights reserved.	

Image 24: Delete Role Button

You need to confirm the deletion of the role by clicking 'Yes' in the confirmation dialog box.

CVRS SPIRALOGICS Covid Vaccination Response System	Switch Site ~	Delete Role	×	
😩 Hi, admin	Manage Roles	Are you sure you want to delete this Role?		① Add Roles
Mashboard	Role Name Site Manager		⊗ No  Yes	☞ +
Le Roles 🗸 🗸	System Admin			C 🖬 +
- Role List	Test			<b>⊠</b>
	ICSL			C
Vaccination Site >	Module Name	View Access	Create/Update Access	Full Access
🔒 Users >	Report			
🖹 Resource >	Role Management	✓	<b>~</b>	<b>*</b>
🕞 Sign Out	Vaccination Site Management		✓ ✓	<b>~</b>
	User Management	✓	✓	×
		2021 © Covid Vaccination Re	sponse System. All rights reserved.	



<u> </u>				Role Deleted Successfully!	
💄 Hi, admin		Manage Roles			① Add Roles
🗠 Dashboard		Role Name			
		Site Manager			2 🖬 +
🕂 Roles	~	Module Name	View Access	Create/Update Access	Full Access
- Role List		Report	-		
- Add Role		Role Management	-	-	-
Vaccination Site	>	Vaccination Site Management	-	-	_
Users	>	Schedule Management	×	<b>✓</b>	~
Resource	>	User Management	-	-	-
Sign Out		System Admin			☞ +

On clicking 'Yes', the selected role is removed from the system.

Image 26: Role Delete Success Message

## 6. Vaccination Site

This is a feature that allows a user to add sites to the system. You can add new sites by clicking on 'Vaccination Site' menu located in the side panel as shown in the picture below.

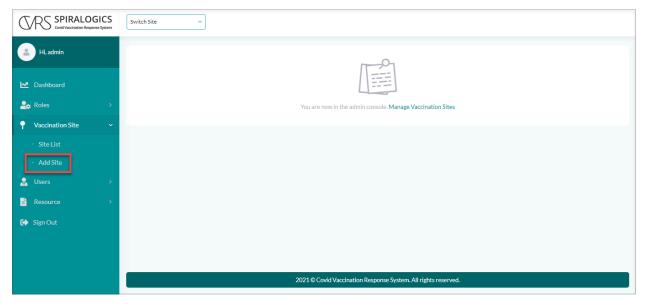


Image 27: Add Site

## 6.1 Add Vaccination Site

Admin can add vaccination sites to the system.

Once you click on the 'Add Site' under the 'Vaccination Site' from the menu bar, you are provided with the following add vaccination site page.

		Switch Site ~			
💄 Hi, admin		Vaccination Site			ⓒ Cancel 🔀 Save
🗠 Dashboard	>	Name* Sun Marneys Zip*	Address* 645 New Street Ways Phone #*	City* New York Citys Capacity/Hr.*	State*
Vaccination Site	~	23422	2922992922	5	
- Site List - Add Site		Default Working Shifts* Monday 💥 Tuesday 💥 Wednesday	🕱 Thursday 😠		
🔝 Users	>		8 AM	5 PM	
🕞 Sign Out		1 2 3 4 5 6	7 8 9 10 11 12	13 14 15 16 17 18	19 20 21 22 23 24
			2021 © Covid Vaccination Res	ponse System. All rights reserved.	

Image 28: Add Site Page

You need to enter the required fields with valid information and click on the 'Save' button, to add the site to the system as highlighted below.

	Switch Site	~						
💄 Hi, admin	Manage Vaccinatio	n Site						초 Add Site
	Name	Address	City	State	Zip	Phone #	Capacity/Hr.	Actions
Dashboard	Q	Q	Q	Q	Q	Q	Q	
🍰 Roles	Williams Winters, Psyc hiatrist	719 Beville Rds	South Daytonas	AK	32112	232323232323	5	İ 🗹 面
Yaccination Site	Sun Marney	645 News Street Way	New York City, City	AL	23422	2323232222	5	İ 🗹 前
- Site List	Sun Marneys	645 New Street Ways	New York Citys	AK	23422	2922992922	5	<b>ḋ ⊘ n</b>
- Add Site	Adam Sanghs	645 New Streets Way	News York City	AK	23422	232323222222	5	İ 🖍 🛍
🔒 Users 🔅								
Resource 🔅								
😝 Sign Out								
	10 20 30						Page 2 of 2 (14 it	ems) <b>1 2</b>

### Image 29: Newly Added Site

## 6.2 Manage Vaccination Sites

Admin can manage all the available vaccination sites in the system.

You are directed to the manage vaccination site once you have added a new site. You can also access the manage vaccination sites page from 'Site List' under the 'Vaccination Site' from the left side panel.

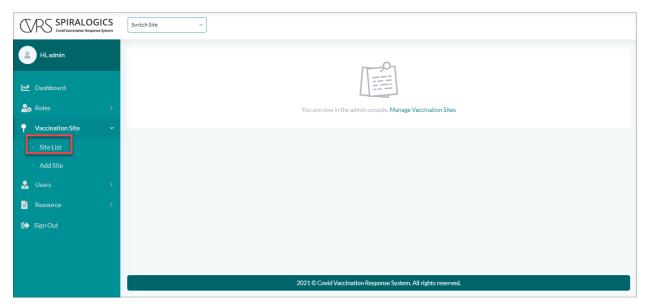


Image 30: Site List

Once you click on the 'Site List', you are provided with the lists of all the available sites in the system.

SPIRALOGICS Covid Vaccination Response System	Switch Site	~						
💄 Hi, admin	Manage Vaccinatio	n Site						💩 Add Site
	Name	Address	City	State	Zip	Phone #	Capacity/Hr.	Actions
Dashboard	Q	Q	Q	Q	Q	Q	Q	
🏖 Roles >	Alabama Child Garden	Alabama Street \$3453	Texas	TX	23331	2021827381	23	İ 🗹 🛅
Vaccination Site ~	Weaver Lake School	7632 Eve Ln N	Maple Grove	MN	55311	6604299221	22	İ 🗹 🛅
	New Castle B Park	14220 SE 38th St	BELLEVUE	WA	98007	6604299222	22	İ 🗹 🛅
- Site List	Wayzata High School	4955 Peony Ln N	Plymouth	MN	55446	6604299222	10	İ 🗹 💼
- Add Site	Bellevue High School	14615 SE 22nd St	Bellevue	WA	98007	6604255879	30	İ 🖉 💼
🔒 Users 🛛 🔿	Lake Hills Greenbelt	15416 SE 16th St	Bellevue	WA	98007	6604299220	20	İ 🖉 🖬
E Resource >	Robinswood Communit y Park	2303 151st PI SE	Bellevue	WA	98007	6604299223	30	İ 🖍 🖬
🕞 Sign Out	Missouri COVID Vaccin ation site	1270 Nutter Street	Blue Springs	МО	64015	816-229-5003	20	İ 🗹 前
	Atlanta Vaccination Ce nter	361 Edington Drive	Atlanta	GA	30318	678-764-1703	20	İ 🗹 🛅
	Appling Health Care Sy stems	163 East Tollison St.	Baxley	GA	31513	4044414125	20	İ 🗹 💼
	10 20 30						Page 1 of 2 (14 ite	ems) 1 2

Image 31: Manage Vaccination Site

## 6.2.1 Schedule Site Routine

You can schedule a particular site's routine by clicking on the calendar button as highlighted below.

Manage Vaccination	Address	City					💩 Add Site
Q		City					
			State	Zip	Phone #	Capacity/Hr.	Actions
	Q	Q	Q	Q	Q	Q	_
Alabama Child Garden	Alabama Street \$3453	Texas	ТХ	23331	2021827381	23	<b>⊞</b> ⊿`≣
Weaver Lake School	7632 Eve Ln N	Maple Grove	MN	55311	6604299221	22	<b>⊞</b> 🖬 🖬
New Castle B Park	14220 SE 38th St	BELLEVUE	WA	98007	6604299222	22	İ 🖉 🛅
Wayzata High School	4955 Peony Ln N	Plymouth	MN	55446	6604299222	10	İ 🖉 💼
Bellevue High School	14615 SE 22nd St	Bellevue	WA	98007	6604255879	30	İ 🖉 🛅
Lake Hills Greenbelt	15416 SE 16th St	Bellevue	WA	98007	6604299220	20	İ 🖉 🖬
Robinswood Communit y Park	2303 151st PI SE	Bellevue	WA	98007	6604299223	30	Ü 🗹 🗑
Missouri COVID Vaccin ation site	1270 Nutter Street	Blue Springs	мо	64015	816-229-5003	20	İ 🗹 🖬
Atlanta Vaccination Ce nter	361 Edington Drive	Atlanta	GA	30318	678-764-1703	20	İ 🖌 🖬
Appling Health Care Sy stems	163 East Tollison St.	Baxley	GA	31513	4044414125	20	İ 🗹 🛍
	New Castle B Park Wayzata High School Bellevue High School Lake Hills Greenbelt Robinswood Communit y Park Missouri COVID Vaccin ation site Atlanta Vaccination Ce Appling Health Care Sy	New Castle B Park     14220 SE 38th St       Wayzata High School     4955 Peony Ln N       Bellevue High School     14615 SE 22nd St       Lake Hills Greenbelt     15416 SE 16th St       Robinswood Communit     2303 151st PI SE       Missouri COVID Vaccin     1270 Nutter Street       Atlanta Vaccination Ce stems     361 Edington Drive	New Castle B Park     14220 SE 38th St     BELLEVUE       Wayzata High School     4955 Peony Ln N     Plymouth       Bellevue High School     14615 SE 22nd St     Bellevue       Lake Hills Greenbelt     15416 SE 16th St     Bellevue       Robinswood Communit     2303 151st PI SE     Bellevue       Missouri COVID Vaccin storin site     1270 Nutter Street     Blue Springs       Atlanta Vaccination Ce nter     361 Edington Drive     Atlanta	New Castle B Park         14220 SE 38th St         BELLEVUE         WA           Wayzata High School         4955 Peony Ln N         Plymouth         MN           Bellevue High School         14615 SE 22nd St         Bellevue         WA           Lake Hills Greenbelt         15416 SE 16th St         Bellevue         WA           Robinswood Communit y Park         2303 151st PI SE         Bellevue         WA           Missouri COVID Vaccin storn Site         361 Edington Drive         Atlanta         GA           Appling Health Care Sy stems         163 East Tollison St.         Baxley         GA	New Castle B Park14220 SE 38th StBELLEVUEWA98007Wayzata High School4955 Peony Ln NPlymouthMN55446Bellevue High School14615 SE 22nd StBellevueWA98007Lake Hills Greenbelt1516 SE 16th StBellevueWA98007Robinswood Communit y Park2303 151st PI SEBellevueWA98007Missouri COVID Vacch ation site1270 Nutter StreetBlue SpringsMO64015Atlanta Vaccination Ce stems641 Edington DriveAtlantaGA30318	New Castle B Park         14220 SE 38th St         BELLEVUE         WA         98007         6604299222           Wayzata High School         4955 Peony Ln N         Plymouth         MN         55446         6604299222           Bellevue High School         14615 SE 22nd St         Bellevue         WA         98007         6604299220           Lake Hills Greenbelt         1516 SE 16th St         Bellevue         WA         98007         6604299220           Robinswood Communit         2303 151st PI SE         Bellevue         WA         98007         6604299223           Missouri COVID Vacch         1270 Nutter Street         Blue Springs         MO         64015         816-229-5003           Atlanta Vaccination Ce         361 Edington Drive         Atlanta         GA         30318         678-764-1703           Appling Health Care Sy stems         163 East Tollison St.         Baxley         GA         31513         4044414125	New Castle B Park         14220 SE 38th St         BELLEVUE         WA         98007         6604299222         22           Wayzata High School         4955 Peony Ln N         Plymouth         MN         55446         6604299222         10           Bellevue High School         14615 SE 22nd St         Bellevue         WA         98007         6604299220         20           Lake Hills Greenbelt         15416 SE 16th St         Bellevue         WA         98007         6604299220         20           Robinswood Communit V Park         2303 151st PI SE         Bellevue         WA         98007         6604299223         30           Missouri COVID Vacch         1270 Nutter Street         Blue Springs         MO         64015         816-229-5003         20           Atlanta Vaccination Ce         361 Edington Drive         Atlanta         GA         30318         678-764-1703         20           Appling Health Care Sy terms         163 East Tollison St.         Baxley         GA         31513         4044414125         20

### Image 32: Calendar Button

When you click on the calendar button, you are provided with a list of appointments that you can manage of that specific site.

CVRS SPIRALOGICS	Switch Site	~								
💄 Hi, admin	Appointments								1/20/2021	۵
Dashboard	PID	Full Name	Contact	Email	DOB		Gender	Scheduled On	Status	Action
	Q	Q	Q	Q	Q		Q	۹ 🖬	Q	
Let Roles	2021012010068	Case By UP, Test		ujjwal.poudel@spir alogics.com	3/8/1994		М	1/20/2021, 10:00 AM	VXU Submit	1 / 2 1
Vaccination Site >	2021562010069	pasachhe, sajan	21323423423	email@gmail.com	5/20/1995		0	1/20/2021, 3:00 P M	VXU Submit	1 / 2 1
🔝 Users >	2021012010073	hghj, sdsd h		jhjhj	12/29/2020		м	1/20/2021, 3:00 P M	New Patient	1 / 2 🖬
Resource >										
🔂 Sign Out										
				2021 © Covid Vaccina	tion Response Sy	/stem	. All rights reserved.			

Image 33: Appointments Page

### 6.2.1.1 Demographic

You can update the demographic information of a specific patient by clicking on the demographic

button as highlighted below.

CVRS SPIRALOGICS	Switch Site	~								
💄 Hi, admin	Appointments								1/20/2021	
Dashboard	PID	Full Name	Contact	Email	DOB		Gender	Scheduled On	Status	Action
Dashboard	Q	Q	Q	Q	Q		Q	۹ 🖬	Q	
Roles >	2021012010068	Case By UP, Test		ujjwal.poudel@spir alogics.com	3/8/1994		М	1/20/2021, 10:00 AM	VXU Submit	i. 🖉 🖻
Vaccination Site >	2021562010069	pasachhe, sajan	21323423423	email@gmail.com	5/20/1995		0	1/20/2021, 3:00 P M	VXU Submit	±≠⊂ î
🖁 Users >	2021012010073	hghj, sdsd h		jhjhj	12/29/2020		м	1/20/2021, 3:00 P M	New Patient	1. / C 🖬
Resource >										
Sign Out										
				2021 © Covid Vaccina	tion Response Sy	/stem	. All rights reserved.			

Image 34: Demographic Button

Once you click on the demographic button, you are provided with the patient demographic page where the basic information of the patient can be viewed at the top of the page.

Image 35: Demographic Page

### WAITING FOR NEW PUBLISH FOR DEMOGRAPHIC PAGE SCREENSHOT

You can click on the 'Update' button, to update the information about the patient.

### 6.2.1.2 Immunization

You can also manage the immunization details of a patient by clicking on the 'Immunization' button as highlighted below.

		Switch Site	~								
💄 Hi, admin		Appointments								1/20/2021	۵
Dashboard		PID	Full Name	Contact	Email	DOB		Gender	Scheduled On	Status	Action
Dashboard		Q	Q	Q	Q	Q		Q	۹ 🖬	Q	
ᆋ Roles	>	2021012010068	Case By UP, Test		ujjwal.poudel@spir alogics.com	3/8/1994		М	1/20/2021, 10:00 AM	VXU Submit	i 🖉 Z 🖬
Vaccination Site	>	2021562010069	pasachhe, sajan	21323423423	email@gmail.com	5/20/1995		0	1/20/2021, 3:00 P M	VXU Submit	1 × C 🖬
🔒 Users	>	2021012010073	hghj, sdsd h		jhjhj	12/29/2020		М	1/20/2021, 3:00 P M	New Patient	1. × 12 🖬
Resource	>										
🔸 Sign Out											
					2021 © Covid Vaccina	tion Response S	ystem	n. All rights reserved.			

Image 36: Immunization Button

Once you click on the immunization button, you are provided with the patient's immunization information grid with the name of the patient, PID, DOB, age, contact and the email address being displayed at top.

	n	~					
💄 Hi, admin	Case By UP, Test Patient Immunizat		DOB: 03/08/1994   A	ge: 26Y 10M 15D   Gender: M	Contact: , ujjwal.poudel	@spiralogics.com	⊕ Add Vaccine ⓒ Cancel
Dashboard			2		<b>0</b>		
20 Roles	Vaccine	Date	Dose	Manufacturer	Status	RefusalReason	Action
Vaccination Site	> botulinum antitoxin	1/20/2021	1 ml	! Pfizer	CP		ľ
users :	>						
Resource	s -						
Sign Out							
			2021 ©	Covid Vaccination Response	System. All rights reserv	ved.	

Image 37: Patient Basic Information

You can edit the specific patient's immunization information by clicking on the edit button as highlighted below.

	GICS onse System	Switch Site						
🔔 Hi, admin		Case By UP, Test	ID #: 2021012010068   DOB	:03/08/1994   Age	: 26Y 10M 15D   Gender: M   (	Contact: , ujjwal.poudel@spira	logics.com	
Dashboard		Patient Immunizati	on					Add Vaccine S Cancel
20 Roles	>	Vaccine	Date	Dose	Manufacturer	Status	RefusalReason	Action
		Q	۹ 🖬	Q	QQ	Q		٩
Vaccination Site	>	botulinum antitoxin	1/20/2021	1 ml	! Pfizer	CP		
🔒 Users	>							_
Resource	>							
Sign Out								
				2021 <u>©</u> C	ovid Vaccination Response Sy	stem. All rights reserved.		
				2021 © C	ovid Vaccination Response Sy	stem. All rights reserved.		

Image 38: Edit Patient Button

When you click on the edit button, you are provided with the administer vaccine page where you can edit the immunization information of the patient.

Q	RS SPIRALO		Switch Site	~						
-	Hi, admin		Case By UP, Te	est PID #: 20210120100	068   DOB: 03/08/1994	Age: 26Y 10M 15D	Gender: M   Contact: , ujjy	wal.poudel@spiralogics.co	om	
M	Dashboard		Administer Vac	cine					© Cancel	B Save
2.	Roles	>	botulinum antitoxin		•					
Ģ	Vaccination Site	\$	Dose *		Units*		Date*			
			1		ml		1/20/2021	G		
-	Users	>	Lot*		Manufacturer *		Administered-At			
	Resource		5		Pfizer	•				
	Resource		Provider Family Name		Provider First Name		New Immunizat			
•	Sign Out						New Immunizat	ion		
			Completion Status*		Refusal Reason					
			Complete	~	Select		~			
			Body Site*		Route*					
			Right Arm	•	Intravenous	•				
			Observation							Add Observation
			Set Id	Value Type	Observations	Group Id	Observation Value	Result Status	Observation Date	
									۹ (	

Image 39: Edit Patient Page

Click on the 'Save' button and the information is saved in the system.

## 6.2.1.3 Re-schedule Appointment

You can re-schedule the appointment and edit personal information about the patients by clicking on the 'Re-schedule' button as highlighted below.

Hi, admin	Appointments							1/20/2021	
🖉 Dashboard	PID	Full Name	Contact	Email	DOB	Gender	Scheduled On	Status	Action
	Q	Q	Q	Q	۹ 🖬	Q	۹ 🖬	Q	
Roles >	2021012010068	Case By UP, Test		ujjwal.poudel@spir alogics.com	3/8/1994	м	1/20/2021, 10:00 AM	VXU Submit	1. × 🗹 🖬
Vaccination Site >	2021562010069	pasachhe, sajan	21323423423	email@gmail.com	5/20/1995	0	1/20/2021, 3:00 P M	VXU Submit	1 / C î
	2021012010073	hghj, sdsd h		jhjhj	12/29/2020	м	1/20/2021, 3:00 P M	New Patient	1. / C î
Resource >									
Sign Out									

Image 40: Re-schedule Button

Once you click on the re-schedule button, you are provided with a re-schedule popup to edit information and re-schedule the appointment details.

	-	Re-Schedule Appointment	×	_		
Hi, admin	Appointment	Select Appointment Date & Time			1/20/2021	
	PID	JANUARY 2021         >           SUN MON TUE WED THU FRI SAT	<b>10:00</b> 1/23 11:00 12:00 - 13:00 0/23 0/23 0/23	Scheduled On	Status	Action
	Q	SUN         MON         TUE         WED         THU         FRI         SAT           27         28         29         30         34         34         34	14:00 15:00 16:00 17:00	۹ 🖬	Q	
	> 2021012010068		14:00 15:00 16:00 17:00 0/23 2/23 0/23 0/23	1/20/2021, 10:00 AM	VXU Pending	1 × 2 0
	> 2021562010069			1/20/2021, 3:00 P M	VXU Submit	1 × C 🖬
	> 2021012010073			1/20/2021, 3:00 P M	New Patient	1 × Z 🖬
	>	Personal Information				
Sign Out		First Name	Middle Init Last Name			
		Test	Case By UP			
		DOB	Gender			
		3/8/1994	Male 🗸			
		PhoneNo	Email Address			
			ujjwal.poudel@spiralogics.com			
			⊗ Cancel 🔀 Save			

Image 41: Re-schedule Appointment Popup

Click on the 'Save' button to save the edited information and re-scheduled appointment details.

### 6.2.1.4 Delete Appointments

You can delete the appointments of specific sites by clicking on the 'Delete' button as highlighted below.

Hi, admin	Appointments							1/20/2021	
Dashboard	PID	Full Name	Contact	Email	DOB	Gender	Scheduled On	Status	Action
Dashboard	Q	Q	Q	Q	۹ 🖬	<b>1</b> Q	۹ 🖬	Q	
Roles >	2021012010068	Case By UP, Test		ujjwal.poudel@spir alogics.com	3/8/1994	М	1/20/2021, 10:00 AM	VXU Submit	1. × 2 🖬
Vaccination Site >	2021562010069	pasachhe, sajan	21323423423	email@gmail.com	5/20/1995	0	1/20/2021, 3:00 P M	VXU Submit	1 / 2 1
	2021012010073	hghj, sdsd h		jhjhj	12/29/2020	М	1/20/2021, 3:00 P M	New Patient	1 / 2 1
Resource >									
Sign Out									

Image 42: Delete Appointment Button

You are provided with a confirmation box with yes and no buttons.

Click on the 'Yes' button to delete appointment. Click on the 'No' button to cancel deletion of appointment.

CVRS SPIRALOGICS Covid Vaccination Response System	Switch Site	~								
💄 Hi, admin	Appointments								1/20/2021	۵
	PID	Full Name	Contact	Email	DOB		Gender	Scheduled On	Status	Action
🗠 Dashboard	Q	Q	Q	Q	Q		Q	۹ ا	<b>]</b> Q	
🄩 Roles >	2021012010068	Case By UP, Test	-	ujjwal.poudel@spir	3/8/1994	1	М	1/20/2021, 10:0 AM	0 VXU Pending	i 🖉 🖬 🛍
Vaccination Site >	2021562010069	pasachhe, sajan	Confirm Dele	te			0	1/20/2021, 3:00 M	P VXU Submit	
Users >	2021012010073	hghj, sdsd h	Are you sure	you want to delete t	his Schedule?		м	1/20/2021, 3:00 M	P New Patient	
Resource >										
➔ Sign Out				Yes No						
				2021 © Covid Vaccina	tion Response Sy	ystem	. All rights reserved.			

*Image 43: Delete Appointment Confirmation Box* 

On clicking 'Yes' button, the appointment is deleted from the system.

### 6.2.2 Edit Vaccination Site

You can edit the specific site information by clicking on the 'Edit' button as highlighted below.

	Switch Site							
💄 Hi, admin	Manage Vaccination	n Site						💩 Add Site
	Name	Address	City	State	Zip	Phone #	Capacity/Hr.	Actions
Dashboard	Q	Q	Q	Q	Q	Q	Q	
🔩 Roles 🔷 🖓	Alabama Child Garden	Alabama Street \$3453	Texas	TX	23331	2021827381	23	ē 🗹 🖻
Vaccination Site	Weaver Lake School	7632 Eve Ln N	Maple Grove	MN	55311	6604299221	22	<b>⊡ ⊿ </b> 🖬
vaccinationsite	New Castle B Park	14220 SE 38th St	BELLEVUE	WA	98007	6604299222	22	İ 🗹 🖻
- Site List	Wayzata High School	4955 Peony Ln N	Plymouth	MN	55446	6604299222	10	İ 🗹 🖬
- Add Site	Bellevue High School	14615 SE 22nd St	Bellevue	WA	98007	6604255879	30	🗄 🗹 🛅
Users >	Lake Hills Greenbelt	15416 SE 16th St	Bellevue	WA	98007	6604299220	20	İ 🗹 🖬
Resource >	Robinswood Communit y Park	2303 151st PI SE	Bellevue	WA	98007	6604299223	30	Ü 🗹 🖬
Sign Out	Missouri COVID Vaccin ation site	1270 Nutter Street	Blue Springs	MO	64015	816-229-5003	20	İ 🗹 💼
	Atlanta Vaccination Ce nter	361 Edington Drive	Atlanta	GA	30318	678-764-1703	20	İ 🗹 🛅
	Appling Health Care Sy stems	163 East Tollison St.	Baxley	GA	31513	4044414125	20	÷ 🖍 🖬
	10 20 30						Page 1 of 2 (14 it	ems) <b>1 2</b>

#### Image 44: Edit Vaccination Site Button

When you click on the edit button, you are provided with the edit site page.

		Switch Site v													
💄 Hi, admin		Vaccination Site										(	Cancel	🛙 Sa	ave
🗠 Dashboard		Name* Alabama Child Garden		Address*	itreet \$3453		City* Texas			State*					~
Let Roles	>	Zip*		Phone #*			Capacity/Hr.*								
Vaccination Site	~	23331		20218273	81		23								
- Site List		Default Working Shifts*													
- Add Site		Monday 🛪 Tuesday 🛪	Wednesday 💥	Thursday 3	< Friday 🗙										
🔒 Users	>														
Resource	>	· · · · · · · · · · · · · · · · · · ·			10 AM				5 PM						
😝 Sign Out		1 2 3 4	5 6	7 8	9 10	11 12	13 14	15 16	17 18	19	20	21	22	23	24
					2021 © Covid \	/accination Resp	onse System. All i	rights reserved.							

Image 45: Edit Vaccination Site Page

Click on the 'Save' button to update the information about the site.

### 6.2.3 Delete Site

You can also delete a specific site by clicking on the 'Delete' button as highlighted below.

Hi, admin	Manage Vaccination	n Site						💩 Add Sit
	Name	Address	City	State	Zip	Phone #	Capacity/Hr.	Actions
Dashboard	Q	Q	Q	Q	Q	Q	Q	_
🔩 Roles 🛛 🔸	Alabama Child Garden	Alabama Street \$3453	Texas	ТХ	23331	2021827381	23	Ü 🗹 🛅
Vaccination Site ~	Weaver Lake School	7632 Eve Ln N	Maple Grove	MN	55311	6604299221	22	Ö 🗹 🖻
	New Castle B Park	14220 SE 38th St	BELLEVUE	WA	98007	6604299222	22	İ 🖉 💼
- Site List	Wayzata High School	4955 Peony Ln N	Plymouth	MN	55446	6604299222	10	Ö 🗹 🗊
- Add Site	Bellevue High School	14615 SE 22nd St	Bellevue	WA	98007	6604255879	30	İ 🖉 💼
🔒 Users 🛛 🔶	Lake Hills Greenbelt	15416 SE 16th St	Bellevue	WA	98007	6604299220	20	Ö 🗹 🖻
Resource >	Robinswood Communit y Park	2303 151st PI SE	Bellevue	WA	98007	6604299223	30	<b>⊞</b> ∎ 🖬
🕞 Sign Out	Missouri COVID Vaccin ation site	1270 Nutter Street	Blue Springs	мо	64015	816-229-5003	20	₩ <b>`</b>
	Atlanta Vaccination Ce nter	361 Edington Drive	Atlanta	GA	30318	678-764-1703	20	₩ <b>°</b>
	Appling Health Care Sy stems	163 East Tollison St.	Baxley	GA	31513	4044414125	20	Ö 🗹 🖬

Image 46: Delete Vaccination Site Button

On the click of the delete button, you need to confirm your deletion by clicking 'Yes' in the confirmation dialog box.

To cancel the deletion, click on the 'No' button.

		Switch Site	~						
🔒 Hi, admin		Manage Vaccinatio	n Site						盏 Add Site
		Name	Address	City	State	Zip	Phone #	Capacity/Hr.	Actions
Dashboard		Q	Q	Q	Q	Q	Q	Q	
💂 Roles	>	Alabama Child Garden	Alabama Street S3453	3 Texas	TX	23331	2021827381	23	İ 🗹 🖬
Vaccination Site	~	Weaver Lake School	7632 Eve Ln N	Confirm Delete		55311	6604299221	22	İ 🗹 🗰
		New Castle B Park	14220 SE 38th St			98007	6604299222	22	İ 🗹 🗰
- Site List		Wayzata High School	4955 Peony Ln N	Are you sure you wa	nt to delete this Site?	55446	6604299222	10	İ 🗹 🛅
		Bellevue High School	14615 SE 22nd St			98007	6604255879	30	İ 🖉 🖬
🔒 Users	>	Lake Hills Greenbelt	15416 SE 16th St	Yes	No	98007	6604299220	20	İ 🖉 🛅
E Resource	>	Robinswood Communit y Park	2303 151st PI SE	Bellevue	WA	98007	6604299223	30	İ 🗹 🖬
		Missouri COVID Vaccin ation site	1270 Nutter Street	Blue Springs	МО	64015	816-229-5003	20	Ö 🗹 🗑
		Atlanta Vaccination Ce nter	361 Edington Drive	Atlanta	GA	30318	678-764-1703	20	Ü 🖍 💼
		Appling Health Care Sy stems	163 East Tollison St.	Baxley	GA	31513	4044414125	20	Ŭ 🗹 面
		10 20 30						Page 1 of 2 (14 it	ems) 1 2

Image 47: Delete Vaccination Site Confirmation Box

## 7. User Management

Admin users are responsible for maintaining and monitoring the system. They can create new vaccination sites, users, and roles for users.

CARS SPIRALOGICS	Switch Site v
😩 Hi, admin	1-2-1
🗠 Dashboard	
Acles >	You are now in the admin console. Manage Vaccination Sites
♀ Vaccination Site →	
<ul> <li>Users</li> <li>User List</li> <li>Create User</li> </ul>	
Create User     Resource	
🛟 Sign Out	
	2021 © Covid Vaccination Response System. All rights reserved.

Image 48: User Management

## 7.1 Create User

As an admin of the system, you can add new users to the system by clicking on the Users menu as highlighted in the picture.

	GICS 156 System	Switch Site v
😩 Hi, admin		
Mashboard		
Let Roles	>	You are now in the admin console. Manage Vaccination Sites
Vaccination Site	>	
🔒 Users	~	
- User List - Create User		
Resource	>	
😝 Sign Out		
		2021 Covid Vaccination Response System. All rights reserved.

Image 49: Create User

When you click on the 'Create User' button, you are provided with create user page with the following fields to be entered:

- First Name
- Last Name
- Email
- Phone No.
- Role
- Username
- Password
- Select Site

		Switch Site 🗸			
Hi, admin		Create User			© Cancel 🔀 Save
🗠 Dashboard		First Name*	Email*	Role	Password*
🚑 Roles	>	Adams	adamsangh12345@gmail.com	System Admin 🗸	•••••
P Vaccination Site	>	Last Name*	Phone Number*	Username*	Confirm password*
🔒 Users	~	Eve	232323222-22	helloadams	•••••
- User List		Site			
- Create User		Missouri COVID Vaccination site 🗸 🗸			
Resource	>				
🚯 Sign Out					
			2021 © Covid Vaccination Res	ponse System. All rights reserved.	

Image 50: Create User Page

After providing the required and valid data and clicking on the Save button, a new user is added to the system and you are presented with the list of all users in the system.

Dashboard	Manage User First Name	Last Name					<del>م</del>	Create User
✓ Dashboard		Last Name						
	0		Username	Role	Email	Phone Number	Enable 1	Action
here a construction of the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second sec	~	Q	۹	Q	Q	Q		
	Adams	Eve	helloadams	System Admin	adamsangh12345@gmail.com	232323222-22		2
Vaccination Site >	Rasu	Shrestha	Rasu	System Admin	rasu.shrestha@spiralogics.com	(234) 325-3456		2
🔒 Users 🗸 🗸	Rosh	Baj	Rosh	Site Manager	rosnabajracharya@gmail.com	6604299222		2
osers 🔹	Marks	Wallace	Marks	System Admin	marks@gmail.com	(404) 044-4444		2
- User List	Site	Manager	site	Site Manager	site.manager@mailm.com	(123) 123-1231		2
- Create User	Admin	User	admin	System Admin	maninder.virk@spiralogics.com			2
Resource >	Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(123) 123-1234		2
🗕 🔁 Sign Out	Roshana	Baj	Roshana	Site Manager	roshana.bajracharya@spiralogics. com	6604299222		2 🖬
	Saunak	Ranjitkar	Saunak	System Admin	saunak@test.com	(404) 440-4000		2
	Maria	Lamborn	Maria	Site Manager	maria@gmail.com	(660) 429-9227		2 🖬

Image 51: User Added Success Message

Users in the list can be sorted in ascending or descending order on the basis of their details i.e. First Name, Last Name, Username, Role, Email, Phone Number. You can also use other filtering methods provided by the application to find the user you want.

Filtering Methods:

- Contains
- Does not Contain
- Starts With
- Ends With
- Equals
- Does not Equal

CVRS SPIRALOGICS Covid Vaccination Response System	Switch Site	~						
💄 Hi, admin	Manage User						A	b Create User
	First Name	Last Name	Username	Role	Email	Phone Number	Enable 1	Action
Dashboard	۹	Q	Q	Q	Q	Q		
Acles >	-國: Contains	ve	helloadams	System Admin	adamsangh12345@gmail.com	232323222-22		2 🖬
♀ Vaccination Site →	📼 Does not contain	hrestha	Rasu	System Admin	rasu.shrestha@spiralogics.com	(234) 325-3456		2
	🕮: Starts with	aj	Rosh	Site Manager	rosnabajracharya@gmail.com	6604299222		<b>1</b>
🔒 Users 🗸 🗸	a Ends with	Vallace	Marks	System Admin	marks@gmail.com	(404) 044-4444		2 🖬
- User List	= Equals	1anager	site	Site Manager	site.manager@mailm.com	(123) 123-1231		2 🖻
- Create User	≠ Does not equal	lser	admin	System Admin	maninder.virk@spiralogics.com			2 🖻
Resource >	Q, Reset	firk	mvirk	System Admin	maninder.virk@spiralogics.com	(123) 123-1234		2 🖬
Sign Out	Roshana	Baj	Roshana	Site Manager	roshana.bajracharya@spiralogics. com	6604299222		2
	Saunak	Ranjitkar	Saunak	System Admin	saunak@test.com	(404) 440-4000		<b>1</b>
	Maria	Lamborn	Maria	Site Manager	maria@gmail.com	(660) 429-9227		2 🖬
	10 20 30					Page 1	of 2 (12 items)	1 2

### Image 52: Filter Options for Users

Users receive an email from the application along with the credentials that they can use to log in to the system.

## 7.2 Enabling or Disabling the User

Admin can enable or disable the user by clicking on a toggle button. Disabling the user will prevent that user from accessing the system and making any changes to the system.

You can click on the button, highlighted in the picture, to toggle between enable and disabled.

Hi, admin	Manage User						Ą	Create User
	First Name	Last Name	Username	Role	Email	Phone Number	Enable 1	Action
Mashboard	۹	Q	Q	Q	Q	Q		
🔓 Roles >	Adams	Eve	helloadams	System Admin	adamsangh12345@gmail.com	232323222-22	-	2
Vaccination Site	Rasu	Shrestha	Rasu	System Admin	rasu.shrestha@spiralogics.com	(234) 325-3456		<b>1</b>
•	Rosh	Baj	Rosh	Site Manager	rosnabajracharya@gmail.com	6604299222		2
🖁 Users 🗸 🗸	Marks	Wallace	Marks	System Admin	marks@gmail.com	(404) 044-4444		2
- User List	Site	Manager	site	Site Manager	site.manager@mailm.com	(123) 123-1231		2 💼
- Create User	Admin	User	admin	System Admin	maninder.virk@spiralogics.com			2 💼
Resource >	Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(123) 123-1234		2
🗲 Sign Out	Roshana	Baj	Roshana	Site Manager	roshana.bajracharya@spiralogics. com	6604299222		2
	Saunak	Ranjitkar	Saunak	System Admin	saunak@test.com	(404) 440-4000		2 🖬
	Maria	Lamborn	Maria	Site Manager	maria@gmail.com	(660) 429-9227		<b>1</b>



When clicking, the application shows you the confirmation dialog box about disabling the user. You can click on 'Yes' to disable the user.

Covid Vaccination Respo	nse System	Switch Site	Deactivate Us	er		×			
💄 Hi, admin		Manage User		s will not be able to access the a want to deactivate the user?	pplication.			R	Create User
		First Name					Phone Number	Enable 1	Action
Dashboard		Q				Ø Yes	Q		
Le Roles	>	Adams			-,	2345@gmail.com	232323222-22	-0	2 🖬
Vaccination Site	>	Rasu	Shrestha	Rasu	System Admin	rasu.shrestha@spiralogics.com	(234) 325-3456		<b>1</b>
		Rosh	Baj	Rosh	Site Manager	rosnabajracharya@gmail.com	6604299222		2 🖬
🔒 Users	× I	Marks	Wallace	Marks	System Admin	marks@gmail.com	(404) 044-4444		2 🖬
- User List		Site	Manager	site	Site Manager	site.manager@mailm.com	(123) 123-1231	-0	2 🖬
		Admin	User	admin	System Admin	maninder.virk@spiralogics.com			2 🖬
Resource	>	Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(123) 123-1234		2 🖬
Sign Out		Roshana	Baj	Roshana	Site Manager	roshana.bajracharya@spiralogics. com	6604299222		2 🖬
		Saunak	Ranjitkar	Saunak	System Admin	saunak@test.com	(404) 440-4000		2 🖬
		Maria	Lamborn	Maria	Site Manager	maria@gmail.com	(660) 429-9227	-0	2
		10 20 30					Page 1	of 2 (12 items)	1 2

*Image 54: Deactivate User Confirmation Box* 

After the user is deactivated, the user is marked as disabled in the list and the toggle button is greyed out.

	Switch Site	~							
Hi, admin	Manage User				User Deactivate	ed Successfully!		🗟 Create User	×
	First Name	Last Name	Username	Role	Email	Phone Number	Enable 1	Action	)
Dashboard	Q	Q	Q	Q	Q	Q			
🎍 Roles 🔹 🔶	Saunak	Ranjitkar	SaunakR	Site Manager	test@saunak.com	(404) 444-4040		2 🖬	
♀ Vaccination Site >	Adams	Eve	helloadams	System Admin	adamsangh12345@gmail.com	232323222-22			
🔒 Users 🗸 🗸	-								1
- User List									
- Create User									
Resource >									
😝 Sign Out									
	10 20 30					Page 2	2 of 2 (12 items)	1 2	

Image 55: Deactivated User highlighted

To enable the user, you can follow the same step by clicking the toggle button.

CVRS SPIRALOGICS	Switch Site	~						
👱 Hi, admin	Manage User						R	Create User
	First Name	Last Name	Username	Role	Email	Phone Number	Enable 1	Action
Dashboard	۹	Q	Q	Q	۹	Q		
🎍 Roles >	Saunak	Ranjitkar	SaunakR	Site Manager	test@saunak.com	(404) 444-4040		2
Vaccination Site >	Adams	Sanghs	adams	System Admin	adamsangh12345@gmail.com	232323222		
🔒 Users 🗸 🗸								
- User List								
- Create User								
Resource >								
🔂 Sign Out								
	10 20 30					Page 2	of 2 (12 items)	1 2

Image 56: Activate User Button

Dialog Box Prompts to confirm the activation of the user.

	Switch Site	<u> </u>						
Covid Vaccination Response System		Activate User	•		×			
😩 Hi, admin	Manage User	Are you sure you	u want to activate this user?				R	Create User
	First Name			(⊗ N	IO VES	Phone Number	Enable 1	Action
Dashboard	Q					Q		
La Roles	Saunak	Ranjitkar	SaunakR	Site Manager	test@saunak.com	(404) 444-4040		2 🖬
♀ Vaccination Site >	Adams	Eve	helloadams	System Admin	adamsangh12345@gmail.com	232323222-22		
🤱 Users 🗸 🗸								
- User List								
Resource >								
🕞 Sign Out								
	10 20 30					Page 2	2 of 2 (12 items)	1 2

Image 57: Activate User Confirmation Box

On clicking 'Yes', the user is enabled into the system.

<u> </u>					User Activated	Successfully!		
Hi, admin	Manage User						Я	🗟 Create User
	First Name	Last Name	Username	Role	Email	Phone Number	Enable 1	Action
Mashboard	Q	Q	Q	Q	Q	Q		
🔩 Roles	> Adams	Eve	helloadams	System Admin	adamsangh12345@gmail.com	232323222-22		2
Vaccination Site	Rasu	Shrestha	Rasu	System Admin	rasu.shrestha@spiralogics.com	(234) 325-3456		2
· • · · ·	Rosh	Baj	Rosh	Site Manager	rosnabajracharya@gmail.com	6604299222		2
🔒 Users	Marks	Wallace	Marks	System Admin	marks@gmail.com	(404) 044-4444		2
- User List	Site	Manager	site	Site Manager	site.manager@mailm.com	(123) 123-1231		2
- Create User	Admin	User	admin	System Admin	maninder.virk@spiralogics.com			2
Resource	Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(123) 123-1234		2
- Sign Out	Roshana	Baj	Roshana	Site Manager	roshana.bajracharya@spiralogics. com	6604299222		2 🖻
	Saunak	Ranjitkar	Saunak	System Admin	saunak@test.com	(404) 440-4000		2 🖬
	Maria	Lamborn	Maria	Site Manager	maria@gmail.com	(660) 429-9227		2 🖬
	10 20 30					Deer 1	of 2 (12 items)	1 2

Image 58: User Activated Success Message

## 7.3 Edit User Information

Admin can also edit the user's account information. You can click on the edit icon, located right next to the toggle button, to edit the user information.

Hi, admin	Manage User						R	Create User
	First Name	Last Name	Username	Role	Email	Phone Number	Enable 1	Action
Mashboard	۹	Q	Q	Q	Q	Q		
Alles >	Adams	Eve	helloadams	System Admin	adamsangh12345@gmail.com	232323222-22		2
Vaccination Site >	Rasu	Shrestha	Rasu	System Admin	rasu.shrestha@spiralogics.com	(234) 325-3456		<b>1</b>
•	Rosh	Baj	Rosh	Site Manager	rosnabajracharya@gmail.com	6604299222		2
🔒 Users 🗸 🗸	Marks	Wallace	Marks	System Admin	marks@gmail.com	(404) 044-4444		2 🖻
- User List	Site	Manager	site	Site Manager	site.manager@mailm.com	(123) 123-1231		2 🖻
- Create User	Admin	User	admin	System Admin	maninder.virk@spiralogics.com			2 🖻
Resource >	Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(123) 123-1234		2
🗕 🔁 Sign Out	Roshana	Baj	Roshana	Site Manager	roshana.bajracharya@spiralogics. com	6604299222		2 🖻
	Saunak	Ranjitkar	Saunak	System Admin	saunak@test.com	(404) 440-4000		2 🖻
	Maria	Lamborn	Maria	Site Manager	maria@gmail.com	(660) 429-9227		2 🖬



After clicking the edit button, you can update the information about the user and click on Save.

		Switch Site v			
Hi, admin		Edit User			⊙ Cancel Save
Dashboard		First Name*	Email*	Role	Site
🍰 Roles	>	Adams	adamsangh12345@gmail.com	System Admin 🗸	Select Site 🗸
• Vaccination Site	>	Last Name*	Phone Number*	Username*	
🔒 Users	~	Eve	232323222-22	helloadams	
- User List					
- Create User					
🖹 Resource	>				
🕞 Sign Out					
			2021 © Covid Vaccination Res	ponse System. All rights reserved.	

### Image 60: Edit User Page

## 7.4 Delete User

Admin can also delete the user from the system.

Hi, admin	Manage User						Я	👌 Create User
	First Name	Last Name	Username	Role	Email	Phone Number	Enable 1	Action
Dashboard	Q	Q	Q	Q	Q	Q		
Roles	> Adams	Eve	helloadams	System Admin	adamsangh12345@gmail.com	232323222-22		2 🖬
Vaccination Site	Rasu	Shrestha	Rasu	System Admin	rasu.shrestha@spiralogics.com	(234) 325-3456		2 🖻
	Rosh	Baj	Rosh	Site Manager	rosnabajracharya@gmail.com	6604299222		2 🖻
Users	Marks	Wallace	Marks	System Admin	marks@gmail.com	(404) 044-4444		2 🖻
- User List	Site	Manager	site	Site Manager	site.manager@mailm.com	(123) 123-1231		2 🖻
- Create User	Admin	User	admin	System Admin	maninder.virk@spiralogics.com			2 💼
Resource	Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(123) 123-1234		2 🖬
Sign Out	Roshana	Baj	Roshana	Site Manager	roshana.bajracharya@spiralogics. com	6604299222		2 🖻
	Saunak	Ranjitkar	Saunak	System Admin	saunak@test.com	(404) 440-4000		2 🖬
	Maria	Lamborn	Maria	Site Manager	maria@gmail.com	(660) 429-9227		<b>1</b>

You can use the delete icon, located right next to the edit icon to delete the user from the system.



After clicking delete, you need to confirm your deletion by clicking 'Yes' in the confirmation dialog box.

Covid Vaccination Response System		Delete User			×			
Hi, admin	Manage User	Are you sure you	want to delete this user?				R	Create User
	First Name			(⊗ N	o ⊘ Yes	Phone Number	Enable 1	Action
Mashboard Dashboard	Q					Q		
🎍 Roles 💦 🔶	Adams	Eve	helloadams	System Admin	adamsangh12345@gmail.com	23232322-22		<b>1</b>
Vaccination Site >	Rasu	Shrestha	Rasu	System Admin	rasu.shrestha@spiralogics.com	(234) 325-3456		2
•	Rosh	Baj	Rosh	Site Manager	rosnabajracharya@gmail.com	6604299222		2 🖬
🚠 Users 🗸 🗸	Marks	Wallace	Marks	System Admin	marks@gmail.com	(404) 044-4444		2
- User List	Site	Manager	site	Site Manager	site.manager@mailm.com	(123) 123-1231		2
	Admin	User	admin	System Admin	maninder.virk@spiralogics.com			2 🖬
🖹 Resource >	Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(123) 123-1234		2
- Sign Out	Roshana	Baj	Roshana	Site Manager	roshana.bajracharya@spiralogics. com	6604299222		2
	Saunak	Ranjitkar	Saunak	System Admin	saunak@test.com	(404) 440-4000		2 🖬
	Maria	Lamborn	Maria	Site Manager	maria@gmail.com	(660) 429-9227		2 🖻
	10 20 30					Page 1 of	2 (12 items)	1 2

Image 62: Delete User Confirmation Box

					User Deleted Su	ccessfully!		
Hi, admin	Manage User						٩	🔒 Create User
🗠 Dashboard	First Name	Last Name	Username	Role	Email	Phone Number	Enable 1	Action
Cashboard	Q	Q	Q	Q	Q	Q		
Roles >	Rasu	Shrestha	Rasu	System Admin	rasu.shrestha@spiralogics.com	(234) 325-3456		2
Vaccination Site >	Rosh	Baj	Rosh	Site Manager	rosnabajracharya@gmail.com	6604299222		2
🖁 Users 🗸 🗸	Marks	Wallace	Marks	System Admin	marks@gmail.com	(404) 044-4444		2 🖬
To Sers V	Site	Manager	site	Site Manager	site.manager@mailm.com	(123) 123-1231		2 🗊
- User List	Admin	User	admin	System Admin	maninder.virk@spiralogics.com			2
- Create User	Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(123) 123-1234		2 🖬
Resource >	Roshana	Baj	Roshana	Site Manager	roshana.bajracharya@spiralogics. com	6604299222		2 🖬
🕞 Sign Out	Saunak	Ranjitkar	Saunak	System Admin	saunak@test.com	(404) 440-4000		2 🖬
	Maria	Lamborn	Maria	Site Manager	maria@gmail.com	(660) 429-9227		2
	Ros	Baj	Ros	System Admin	xc7pvdr9xrc@temporary-mail.ne t	6604299222		2 🖬

## On clicking 'Yes', the user is deleted from the system.

Image 63: User Deleted

## 8. Resources

You can download various resources available in the system by clicking on the resources from the side menu bar and selecting one of the resources.

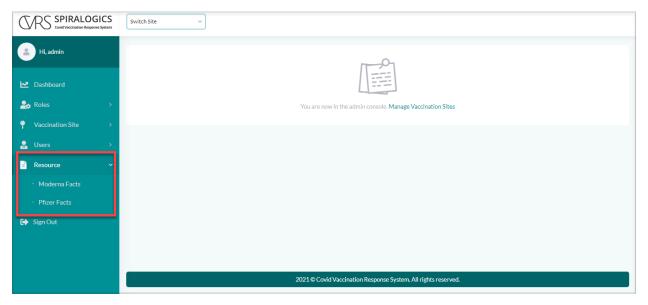


Image 64: Resource

## 9. Switch Sites

The admin users are able to switch between the different sites.

Admin can switch sites by clicking on the 'Switch Sites' dropdown and selecting one of the sites from the list.

CARS SPIRALOGICS	Switch Site ~	
	Adam Sanghs	
🔔 Hi, admin	Alabama Child Garden	
	Appling Health Care Systems	
	Atlanta Vaccination Center	
🛃 Dashboard	Bellevue High School	
Lage Roles →	Lake Hills Greenbelt	You are now in the admin console. Manage Vaccination Sites
	Missouri COVID Vaccination site	
Vaccination Site >	New Castle B Park	
🔒 Users >	Robinswood Community Park	
	Sun Marney	
Resource >		
🕞 Sign Out		
Cy Signour		
		2021 @ C., : 1) /
		2021 © Covid Vaccination Response System. All rights reserved.

Image 65: Switch Site Dropdown Box

Once the site is switched, it displays all the information related to that site.

CVRS SPIRALOGICS	Alabama Child Garden 🗸 🗸			Q Search for Patients	Add Appointment
Hi, admin Go to admin console	🛗 3 Today's Appointment	<b>#</b>	5 All Appointments	Your Account is Switched to Alabama Child	I Garden X
Dashboard	First name	Last name	DOB	Scheduled For	Action
♀ Vaccination Site >	Q	Q	۹.		
🔝 Patient >	Test	Case By UP	3/8/1994	1/20/2021, 10:00 AM	1. × C 🖬
🛗 Appointment >	sajan	pasachhe	5/20/1995	1/20/2021, 3:00 PM	1. × C 🟛
E Resource >	sdsd	hghj	12/29/2020	1/20/2021, 3:00 PM	1 1
😝 Sign Out					
		2021 © C	ovid Vaccination Response System. All ri	ghts reserved.	



## 10. User Profile

You can view your profile by clicking on your username. This is located on the top left of the page, below the application logo.

CVRS SPIRALOGICS	Switch Site v
Hi, admin	
🍰 Roles 💦 🔶	You are now in the admin console. Manage Vaccination Sites
♀ Vaccination Site >	
🧟 Users >	
Resource >	
🕞 Sign Out	
	2021 © Covid Vaccination Response System. All rights reserved.

Image 67: User Profile

By clicking on your username, the following information of the logged-in user is displayed.

- Username
- First Name
- Last Name
- Role
- Cell Phone
- Email

		~			
😐 Hi, admin	Profile Details			Change Password	
Dashboard  Roles  Vaccination Site  Users	Admin User System Admin	Username: First Name: Last Name: Role: Cell Phone: Email:	admin Admin User Admin manindervirk@spiralogics.com		
<ul><li>Resource</li><li>Sign Out</li></ul>	>				
			2021 © Covid Vaccination Response	System. All rights reserved.	

Image 68: User Profile Details Page

As you can switch between sites, you can also return to admin dashboard by clicking on the 'Go to admin console' below the user profile button as highlighted below.

	Alabama Child Garden 🛛 🗸			Q Search for Patients	Add Appointment
Hi. admin Go to admin console	🗰 <b>3</b> Today's Appointment		all Appointments	1 5 Total Patients	
Dashboard	First name	Last name	DOB	Scheduled For	Action
P Vaccination Site >	Q	Q	Q		
🔒 Patient >	Test	Case By UP	3/8/1994	1/20/2021, 10:00 AM	i. 🖉 🖬 🛅
🛗 Appointment >	sajan	pasachhe	5/20/1995	1/20/2021, 3:00 PM	i 🖉 🖬 🛅
Resource >	sdsd	hghj	12/29/2020	1/20/2021, 3:00 PM	i / 🗹 🛅
🕞 Sign Out					
		202	1 © Covid Vaccination Response System. All rig	ths reserved.	

Image 69: Go to Admin Console

Clicking on the 'Go to admin console' switches to the admin dashboard.

	Switch Site V
🔔 Hi, admin	You have been Switched to Admin Console
Dashboard	
🔩 Roles	You are now in the admin console. Manage Vaccination Sites
🌳 Vaccination Site	
🔒 Users	
🖹 Resource	
🕞 Sign Out	
	2021 © Covid Vaccination Response System. All rights reserved.

Image 70: Switched to Admin Console Success Message

## 10.1 Change Password

You can change your log in password by clicking on the 'Change Password' button as highlighted below.

		~	
🔔 Hi, admin	Profile Details		Change Password
Dashboard     Roles     Vaccination Site     Users	AdminUser	Username: First Name: Last Name: Role: Cell Phone: Email:	admin Admin User Admin maninder.virk@spiralogics.com
Resource	System Admin		
			2021 © Covid Vaccination Response System. All rights reserved.

Image 71: Change Password Button

Clicking on the change password button displays a popup with the fields that need to be filled up in order to change the password.

	Switch Site ~	Change Password ×
Hi, admin	Profile Details	Current password Oid Password
☑ Dashboard ♣ Roles >		New password New Password
Vaccination Site >		Confirm New password Confirm Password
<ul> <li>↓ Users →</li> <li>▲ Resource →</li> </ul>	Admin User System Admin	() Cancel 🔀 Save
Sign Out		
		2021 © Covid Vaccination Response System. All rights reserved.

Image 72: Change Password Popup

## 11. Sign Out

To logout of the application, select 'Sign Out' from the left side panel.

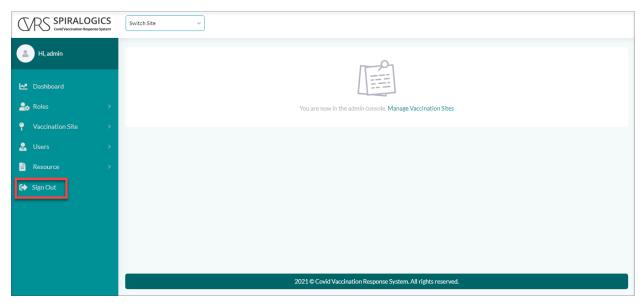


Image 73: Sign Out