# **Training instructions**



#### **Disclaimers**

This material is based on the latest version of VigiFlow, released in May 2020. Some features are still under development, therefore the system appearance might differ from the slides included in this package.

This PowerPoint presentation has been developed by the UMC for training purposes. This material may be passed on to other users of VigiFlow.

The UMC does not take any liability for the correctness or quality of any altered, translated or partial versions of this material.



## **Training objective**

#### During the self-training period you should be able to:

- Practice manual data entry in VigiFlow from ADR paper forms, including finding reactions in MedDRA and drugs in WHODrug
- Get familiar with the minimum requirements to send a copy of the ICSR to VigiBase
- Search entered ICSRs and generate statistics for further analysis



## **During the training**

In item 6 of the starter package you will find some ICSRs that can be used for practicing data entry in VigiFlow. You can also enter other <u>fake</u> cases if you want to practice more. Do NOT enter real cases in the training environment.

Be aware that the training accounts are shared with other national PV centres.



## After the training

You should notify the UMC when your team has concluded the training and you feel ready to start using VigiFlow.

The UMC changes the passwords of the training accounts in every 3 months, therefore we recommend that you conclude the training before this period.



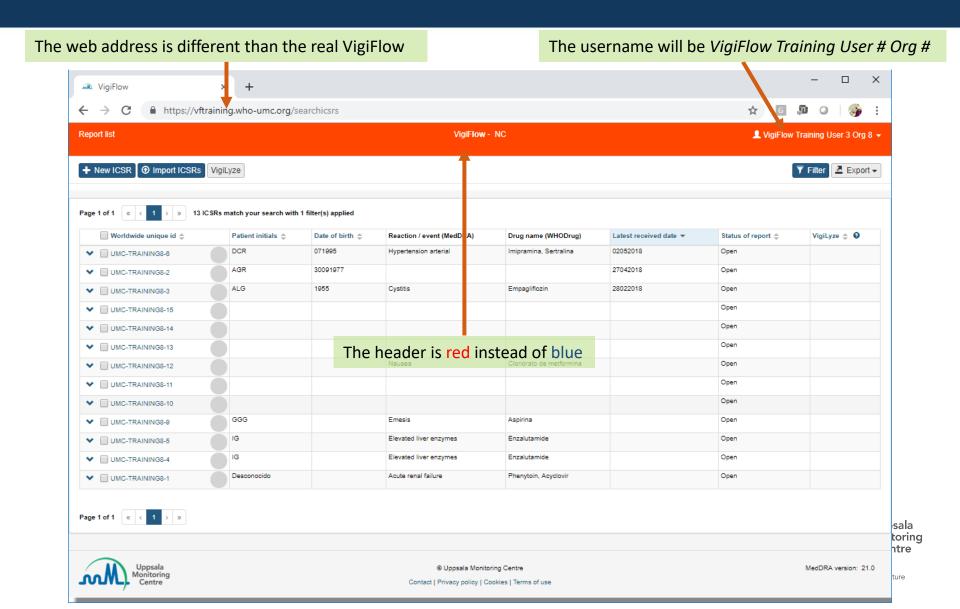
## **Access to VigiFlow Training environment**

Web address: <a href="https://vftraining.who-umc.org">https://vftraining.who-umc.org</a>

Login and password will be provided to you in a separate document.



# How to identify that you are in the training environment



#### Questions:

vigibase@who-umc.org



- Building a global safety culture