Management of user accounts in VigiFlow

Uppsala
Monitoring
Centre

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.

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Who is a VigiFlow user?

- Any person who has access to VigiFlow

- Access to VigiFlow is granted by the national PV centre

- A VigiFlow user is registered to either the national PV centre or to any of the affiliated sub-organisations

- To access VigiFlow - each person should have its own individual user account

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"Administrator" role

- The head of the national centre should appoint at least one user that will have the "administrator" role.
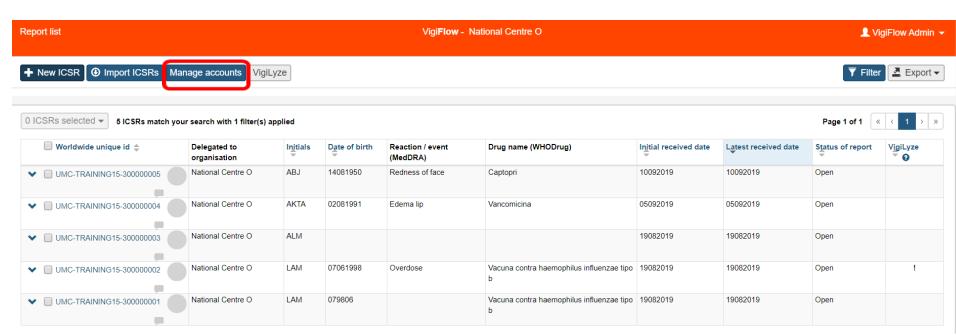
  The "administrator" has the responsibility of:

  - Adding or removing VigiFlow user accounts

  - Assigning the "administrator" role to other users

  - Creating the decentralised structure by adding or removing sub-organisations affiliated to the national PV centre

  - Granting the view and edit rights for each sub-organisation

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"Administrator" role

- Only user(s) with "*administrator*" role will be able to see the **Manage accounts** button from the **Report list**

- Click the button to create sub-organisations and manage accounts
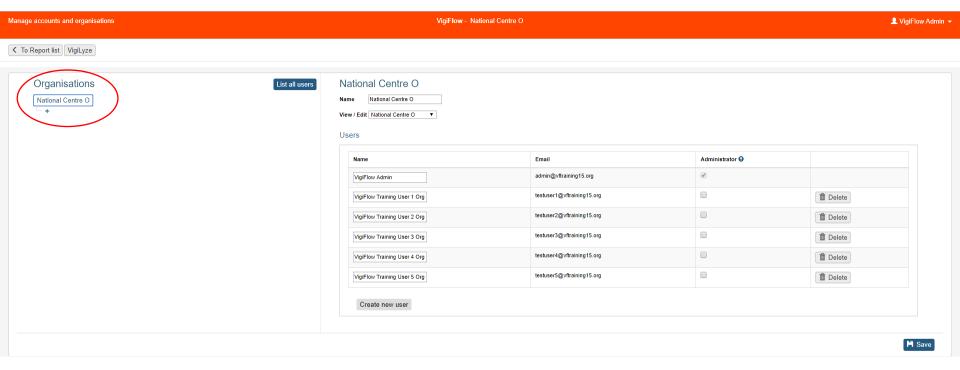
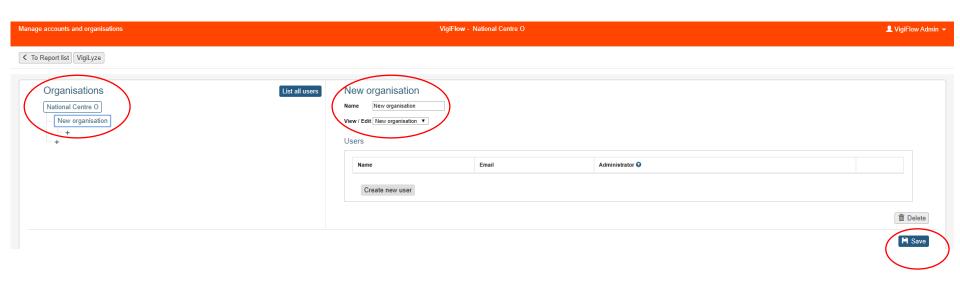# Create sub-organisations

Create sub-organisations

- Click on the + sign under the "National Centre O" to create a sub-organisation

Create sub-organisations

- Enter the name of the new sub-organisation and **Save**
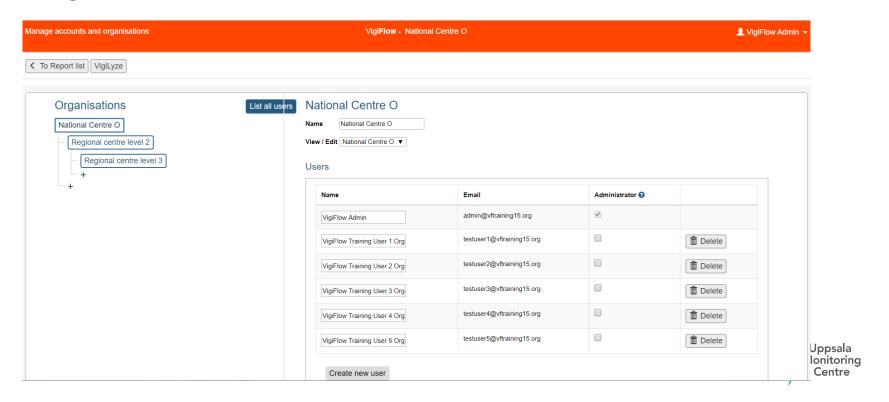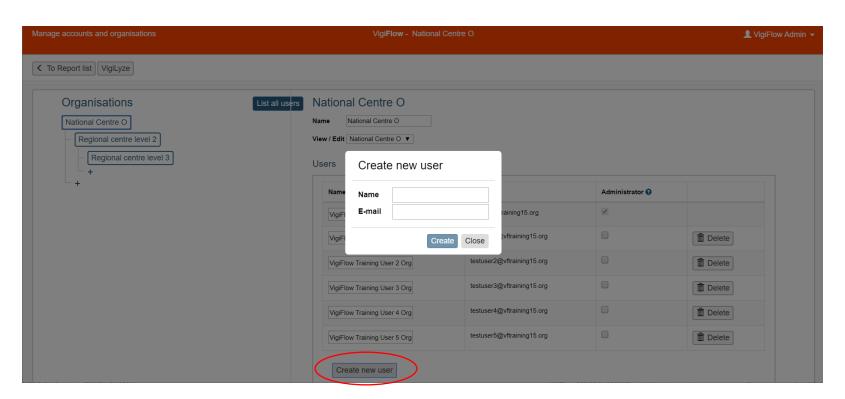
Create user accounts

Add users

- To add users to a specific organisation, click on the organisation name in the hierarchy and you will see the list of users for this specific organisation.
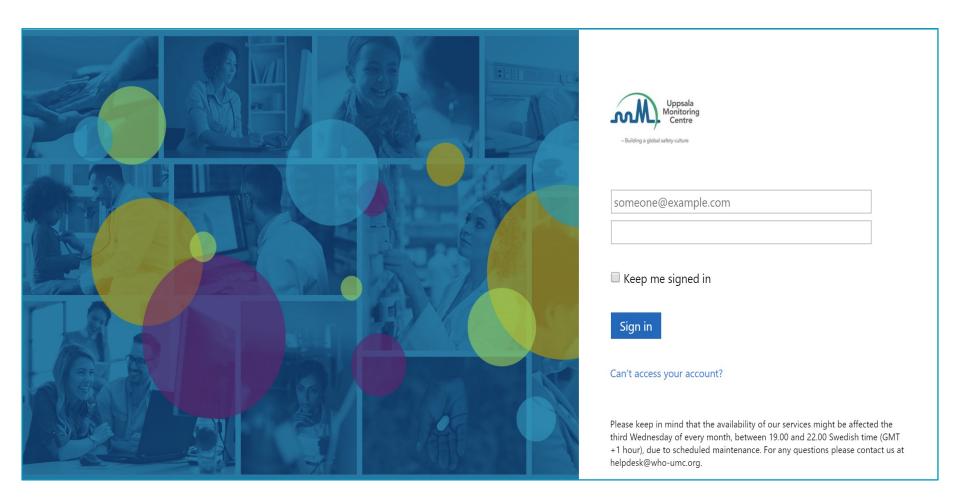
Add users

- Click on **Create new user**, add the person's name and e-mail address and **Create**

- The "administrator" must inform the new user that the account has been created and the steps the new user should follow to access VigiFlow
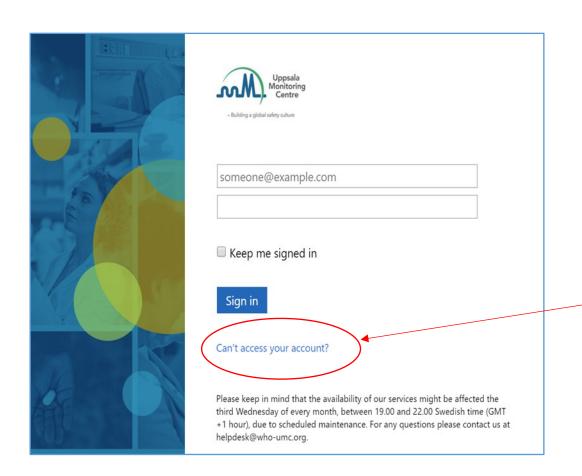
To access VigiFlow

Please go to the following url: https://vigiflow.who-umc.org/

First time logging into VigiFlow

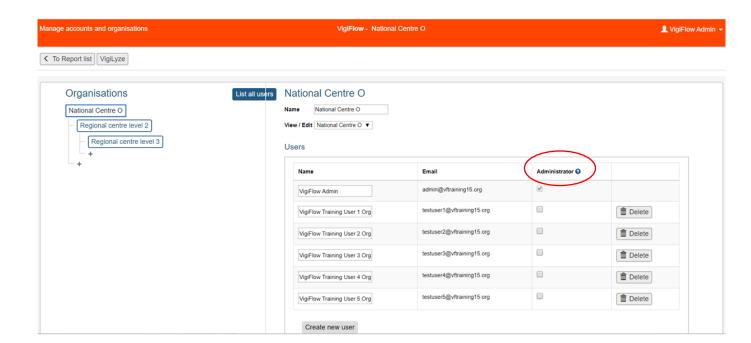- Click the button *"can't access your account?"*

Click this button

Administrator rights

- It is possible to give administrator rights to users on level 2 or 3. However, these administrators will be able to modify any organisations and accounts at any of the organisation in the structure

- It is recommended to limit the amount of administrator users if the national PV centre wants to have more control of the national PV system
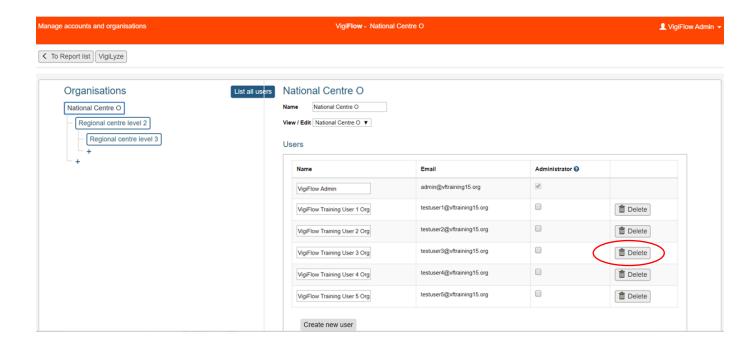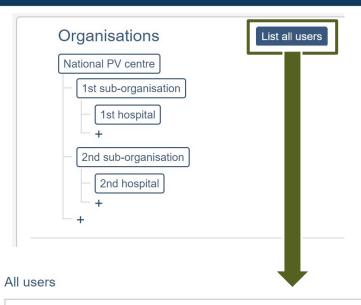
Delete user accounts

Delete users

- What should the administrator do when a certain user is not working at one of the organisations anymore?
  - *Remove the user from a certain organisation by clicking on **Delete** on corresponding row and the account will be deleted*

List all users

Organisations

List all users

National PV centre
— 1st sub-organisation
— 1st hospital
+
— 2nd sub-organisation
— 2nd hospital
+
+

The **List all users button** makes is possible to list all users within an organisational structure

The list shows all users in alphabetical order, their e-mail and the organisation they belong to

All users

Name	Email	Organisation
Darrel Bell	darrel.bell@hospital2.org	2nd hospital
Jung Martz	jung.martz@nationalpv.org	National PV centre
Malin Zaar	malin.zaar@who-umc.org	National PV centre
Nona Ginn	nona.ginn@sub2.org	2nd sub-organisation
Reta Atherton	reta.atherton@nationalpv.org	National PV centre
Romelia Orta	romelia.orta@sub1.org	1st sub-organisation
Willodean Leggett	willodean.leggett@hospital1.org	1st hospital

Manage accounts – List all users

- If you are looking for a specific user you can use the Find function in your browser (*Ctrl + F*).

If you need a list of email addresses you can copy-paste it into Excel for further filtering

Select in VigiFlow and copy-paste into Excel

Questions:
subscription@who-umc.org