

### ADD A FACILITY

- Using the **Navigation Menu**, expand **Facilities** and then click **Search/Add**.
- This will open the **Facility Maintenance** screen. Before you add a new facility, always ensure the facility does not already exist in AVI.
- Select the appropriate **Organization (IRMS) ID/Name** and click the **Search** button. Only the facilities that are assigned under the organization will be displayed.

- If the facility is not found, click the **Add** button in the lower right corner to add a new facility.

Select	Facility Name	VFC PIN	Phone	City	Province	POSTAL CODE
→	TRAINING FACILITY 1			CAMROSE	AB	T4V 0A1
→	TRAINING FACILITY 2			CAMROSE	AB	T4V 0A2
→	TRAINING MEDICAL CLINIC			CAMROSE	AB	T4V 0A3
→	TRAINING PHARMACY			CAMROSE	AB	T4V 0A4

- This will open the **Facility Maintenance Update** screen.

- Enter the information for all **red labeled** fields, as well as:
  - Facility Name**, **Address** and the **Primary Contact** information.
  - VFC PIN** from the list of PINs assigned to your depot. The VFC PIN is required for the facility to order vaccine and must be unique.
  - Facility Type**
  - Depot Selection** and **Return Depot Selection**
  - Shipping Address**

vi. **Contact Details** for each person who will be a contact for the facility.

Mailing Address Street 2:	
Mailing Address City:	
Mailing Address Province:	--select--
Mailing Address County:	--select--
Mailing Address Postal Code:	
<b>Contact Details:</b>	
Type1:	Vaccine Delivery
Contact First Name1, Middle Initial 1 and Last Name 1:	JANE ANTIBODY
Phone Number1:	(780)456-1645
Phone Number Extension1:	
Fax Number1:	
Email Address1:	jane.antibody@trainingfacility3.ca
Type2:	Mailing
Contact First Name2, Middle Initial 2 and Last Name 2:	ELEANOR IMMUNITY
Phone Number2:	(780)456-1645
Phone Number Extension2:	
Fax Number2:	
Email Address2:	eleanor.immunity@trainingfacility3.ca

vii. **Vaccine Management** to be completed as it applies to the facility you are adding.

viii. Select the **Save** button to complete the new facility profile.

<b>Vaccine Management</b>	
Freezer average temperature of 5°F or colder:	<input type="checkbox"/>
Separate, insulated freezer door:	<input type="checkbox"/>
Freezer Measuring Device:	Standard fluid filled
Other Device:	
Allow Online Orders:	<input checked="" type="checkbox"/>
Default physical inventory on order:	<input checked="" type="checkbox"/>
Default doses used last month on order:	<input checked="" type="checkbox"/>
Allow Vaccine Transfers:	<input type="checkbox"/>
Allow Vaccine Returns:	<input checked="" type="checkbox"/>
Order Frequency:	--select--
Order Timing:	--select--
Order Frequency Start Month:	--select--
Order Threshold Percent:	
Recommended Quantity Calculation:	Based on Administered Doses
Enable Auto-Receive:	<input type="checkbox"/>
Order Set / Order Type:	
Bypass Dose-Level Accountability:	<input type="checkbox"/>
Upload Temperature Data:	<input type="checkbox"/>
Allow only one brand selection per vaccine:	<input type="checkbox"/>
Cancel Reset <b>Save</b>	

To manage order sets for a facility, please review the [Order Sets](#) quick reference guide that is available on the AVI home page.

### EDIT OR INACTIVATE A FACILITY

1. In the **Navigation Menu**, expand **Facilities** and then click **Search/Add**.
2. In the **Facility Maintenance** screen, enter the name of the facility to be edited in the **Facility Name** field and click the **Search** button.

4. Click on the **Select Arrow** next to the given Facility.

Select	Facility Name	Organization (IRMS)	VFC PIN	Phone	City	Province	POSTAL CODE
<input checked="" type="checkbox"/>	TRAINING FACILITY 1	2050			CAMROSE	AB	T4V 0A1

5. In the **Facility Maintenance [Detail]** page, select the **Edit** button. This will bring you to the **Facility Maintenance Update** screen.

**Note:** To inactivate a Facility, select the **Inactive** box.

<b>Facility Maintenance Update</b>	
Facility Name:	TRAINING FACILITY 3
Facility Display Name:	
Organization (IRMS):	2050 - TRAINING DEPOT
External Facility Inventory ID:	
Facility Id:	SIISCLIENT4969
Street Address:	<input type="checkbox"/> P.O. Box: <input type="text"/>
Physical Address:	<input type="checkbox"/> Street: 321 TRAINING STREET
Street Address 2:	
City:	CAMROSE
Province:	AB
Postal Code:	T4V 0A5
County/Parish:	--select--
Phone Number:	(780)456-1645
Phone Number Extension:	
Fax Number:	
Email:	JANE.ANTIBODY@TRAININGFACILIT
Primary Contact First Name:	JANE
Primary Contact Last Name:	ANTIBODY
Inactive:	<input type="checkbox"/>

6. Once you have updated the appropriate details for the Facility, select the **Save** button at the bottom of the page.

### ADD A FACILITY USER

1. In the **Navigation Menu**, click on **Administration**. In the **User Management** section, click on **Search/Add User**.
2. This will open the **Web User Search** screen. Before you add a new user, always ensure they do not already exist in AVI. Enter the **first letter** of their first name into the **User Name**, enter the **Last Name**, and then click the **Search** button.
3. View the **Search Results** section to ensure there is no duplication of the user. If a new user is not found, click the **Add** button in the lower right corner to add a new user.

4. In the **Web User Maintenance [Add]** screen, assign a **User Name**. It is recommended to use **First.LastName** format.  
*Note: Do not use spaces or special characters to create a user name as this can cause errors in the system. The user name cannot be changed once it is saved.*
5. Enter as much information as possible. At minimum, the **red labeled** fields must be completed or AVI will display warning messages at the top of the page and will not allow you to save your information.

**Note:** The AVI system will automatically generate an email to the new user with a hyperlink to set their password. A temporary password does not need to be assigned to the new user.

6. Click on the dropdown for **Access Level** and select Facility Client.
7. Select the appropriate **Organization (IRMS)** and **Facility** that the system user will be assigned to.
8. Scroll down to the **Permissions**. Select the below permissions for the facility user by holding down the CTRL button on your keyboard.
  1. Block Administered Vaccine Entry
  2. Block Adverse Reaction
  3. Block Contraindication
  4. Block User Management
  5. Default Vaccine Management
  6. Lot Number Manager Access
  7. Provider Ordering
9. Select the **Save** button to complete the new user profile.

EDIT OR INACTIVATE A FACILITY USER

1. In the **Navigation Menu**, click on **Administration**. In the **User Management** section, click on **Search/Add User**. This will open the **Web User Search** screen.
2. Enter the first letter of their first name into the **User Name**, enter the **Last Name**, and then click the **Search** button.  
*Note: Double check that **Do Not Limit** is selected when applicable.*

3. In the **Search Results** section, select the user to update.

4. In the **Web User Maintenance [Detail]** page, select the **Update** button.

5. In the **Web User Maintenance [Update]** screen, update the appropriate details required and select the **Update** button.
  - a. To inactivate a facility user, check the **Set Inactive** box.
  - b. To reset a password, click the **Generate Password Reset URL and Update** button.