

ADD OR EDIT FACILITY AND FACILITY USER

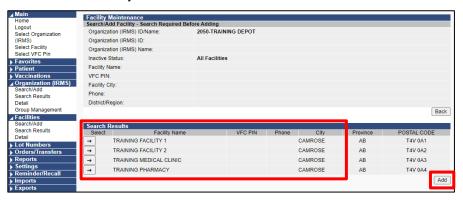


ADD A FACILITY

- Using the Navigation Menu, expand Facilities and then click Search/Add.
- 2. 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.



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



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

- 6. Enter the information for all **red labeled** fields, as well as:
 - i. Facility Name, Address and the Primary Contact information.
 - ii. **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.
 - iii. Facility Type
 - iv. Depot Selection and Return Depot Selection
 - v. Shipping Address

Facility Name:	TRAINING FACILITY 3
Facility Display Name:	
Organization (IRMS):	2050 - TRAINING DEPOT ✓
External Facility Inventory ID:	
Street Address:	O P.O. Box:
	Physical Address:
	T Try Social T Mark Social
	Street: 321 TRAINING STREET
Street Address 2:	
City:	CAMROSE
Province:	AB V
Postal Code:	T4V 0A5
County/Parish:	select V
Phone Number:	(780)456-1645
Phone Number Extension:	
Fax Number:	
Email:	jane.antibody@trainingfacility.ca
Primary Contact First Name:	JANE
Primary Contact Last Name:	ANTIBODY
Inactive:	
District/Region:	
Comments:	
VFC PIN:	TRN-333
Disable VFC/Publicly Supplied Functionality:	
Facility Designation:	✓ Facility
	Employer
Facility Type:	Physician
Reporting Method:	select
DTT Profile Name:	
Allow imports to decrement Organization (IRMS) inventory:	
	O None
Facility Group:	Facility Group Owner
	○ Facility Group:select ✔
Local Approval Organization (IRMS):	select ▼
Depot Selection:	Org - TRAINING DEPOT
Return Depot Selection:	Org - RTN-TRAINING-DEPOT ✓
Shipping Address Street:	456 Training Avenue
Shipping Address Street 2:	
Shipping Address City:	CAMROSE
Shipping Address Province:	AB v
Shipping Address County:	select V
Shipping Address Postal Code:	T4V 0A9



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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:		
Contact Details:		
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.

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

To manage order sets for a facility, please review the <u>Order Sets</u> quick reference guide that is available on the AVI home page.

Classification: Protected A

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.

Sea	Search Results							
Sol.	oct	Facility Name	Organization (IRMS)	VFC PIN	Phone	City	Province	POSTAL CODE
→		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.

Facility Maintenance Update					
Facility Name:	TRAINING FACILITY 3				
Facility Display Name:					
Organization (IRMS):	2050 - TRAINING DEPOT				
External Facility Inventory ID:					
Facility Id:	SIISCLIENT4969				
Street Address:	O P.O. Box:				
	Physical Address:				
	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:					

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



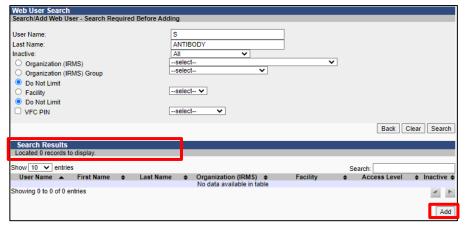
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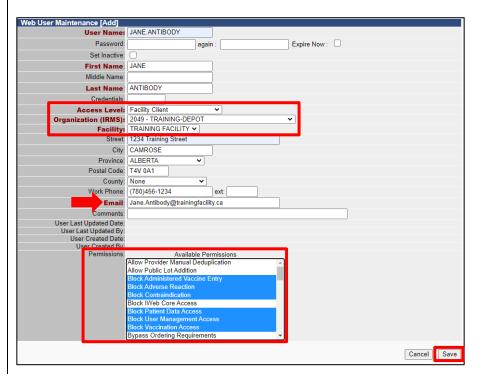
- 1. In the Navigation Menu, click on Administration. In the *User Management* section, click on *Search/Add User*.
- This will open the Web User Search screen. Before you add a new user, always ensure they do not already exist in AVI. Enter the <u>first letter</u> of their first name into the User Name, enter the Last Name, and then click the Search button.
- 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.
- 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.



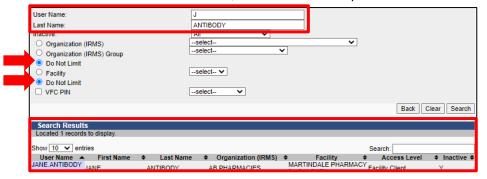


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- In the Navigation Menu, click on Administration. In the User
 Management section, click on Search/Add User. This will open the
 Web User Search screen.
- Enter the <u>first letter</u> of their first name into the **User Name**, enter the **Last Name**, 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.

Web User Maintenance [Update]			
User Name:	JANE.ANTIBODY		
Password:	again : Expire Now :		
Set Inactive:			
First Name:	JANE		
Middle Name:			
Last Name:	ANTIBODY		
Credentials:			
Street:	1234 TRAINING STREET		
City:	CAMROSE		
Province:	ALBERTA V		
Postal Code:	T4V 0A1		
County:	None		
Work Phone:	(780)456-1234 ext:		
Email:	JANE.ANTIBODY@TRAININGFACILITY.CA		
Access Level:			
	2049 - TRAINING-DEPOT ✓		
Facility:	TRAINING FACILITY V		
Comments:			
	2020/10/05 11:24:03 AM		
User Last Updated By:			
	2020/10/05 11:23:29 AM (TESSA.MEYER)		
Permissions:	Available Permissions Current Perm	issions	
	Allow Provider Manual Deduplication Block Administered Vaccine En		<u> </u>
	Allow Public Lot Addition Block Adverse Reaction		
	Block IWeb Core Access Block Contraindication		
	Bypass Ordering Requirements Slock Patient Data Access		
	CASA Export Block User Management Acces	iS	
	Correct Lot Decrementing Slock Vaccination Access		
	DTT Export Source Option Default Vaccine Management		
	DTT Import Access Lot Number Manager Access		
	DTT Profile Creator Executive Dashboard Access		
	Executive Dashboard Access		
Generate Password Reset URL and Update		Back	Update
Generale Flassword Reset ORL and Opdate		Dack	Opuate