



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.

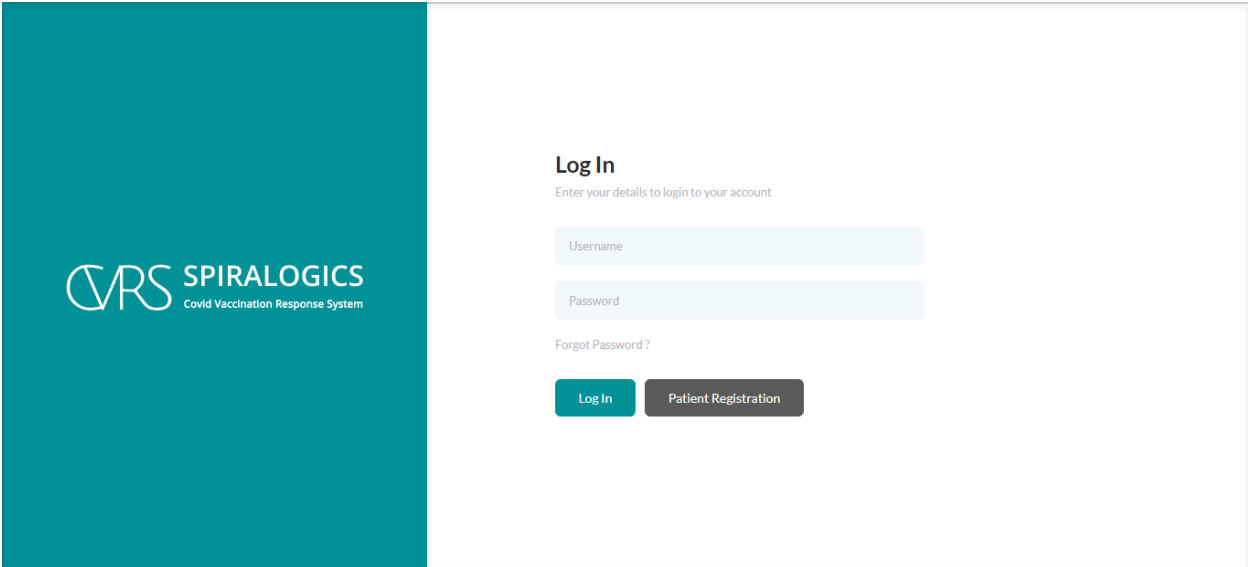


Image 1: Login Page

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

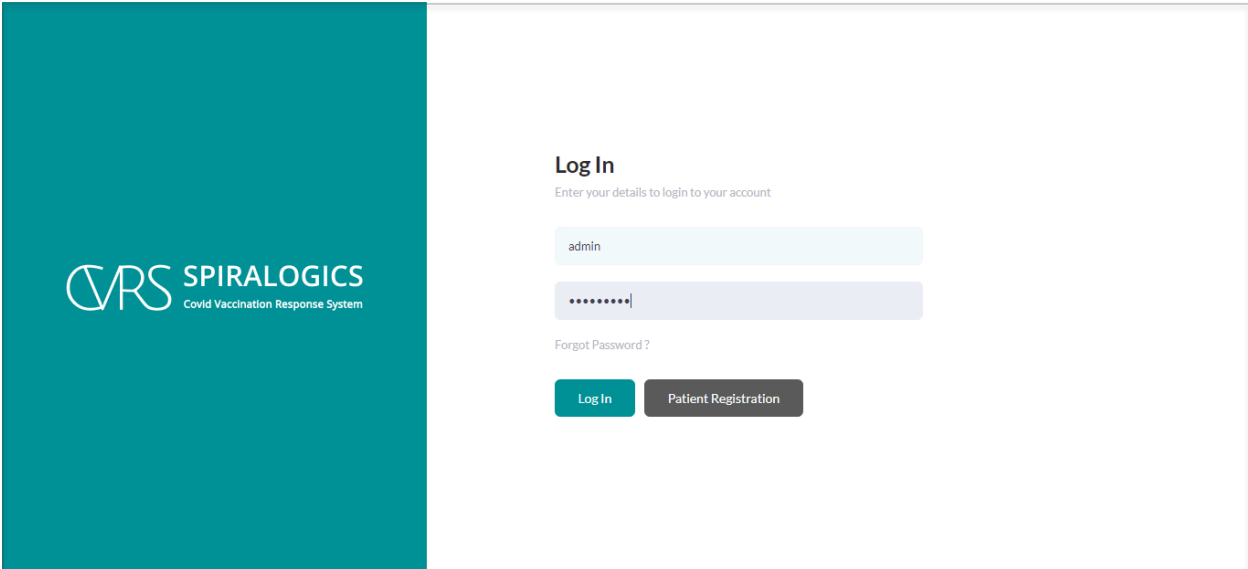


Image 2: User Credentials

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.

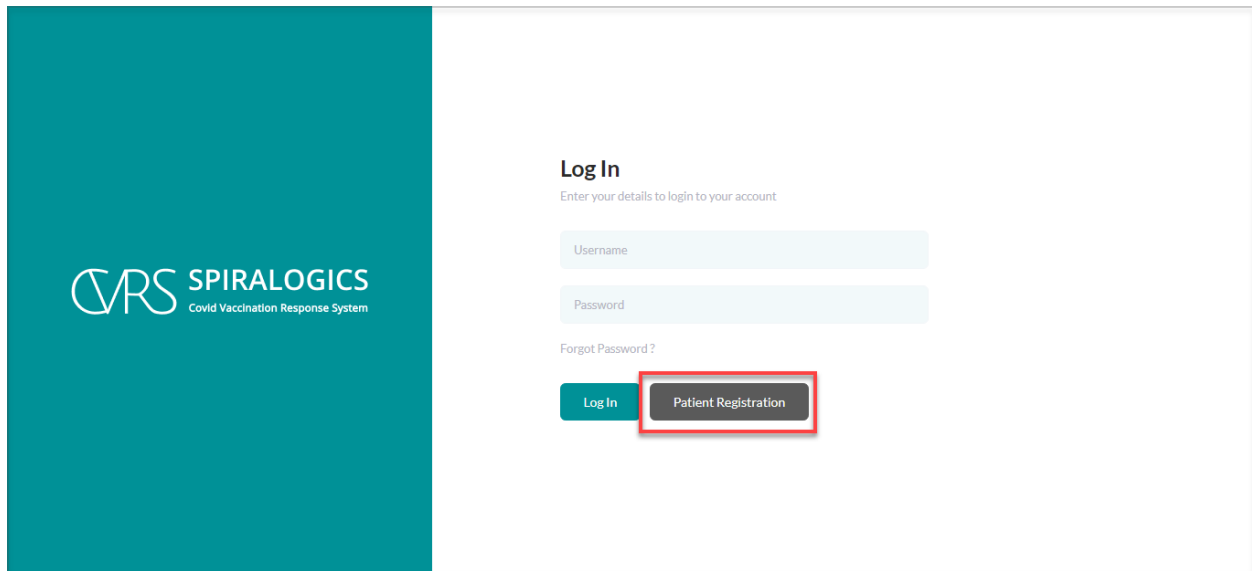


Image 3: Patient Registration Button

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.

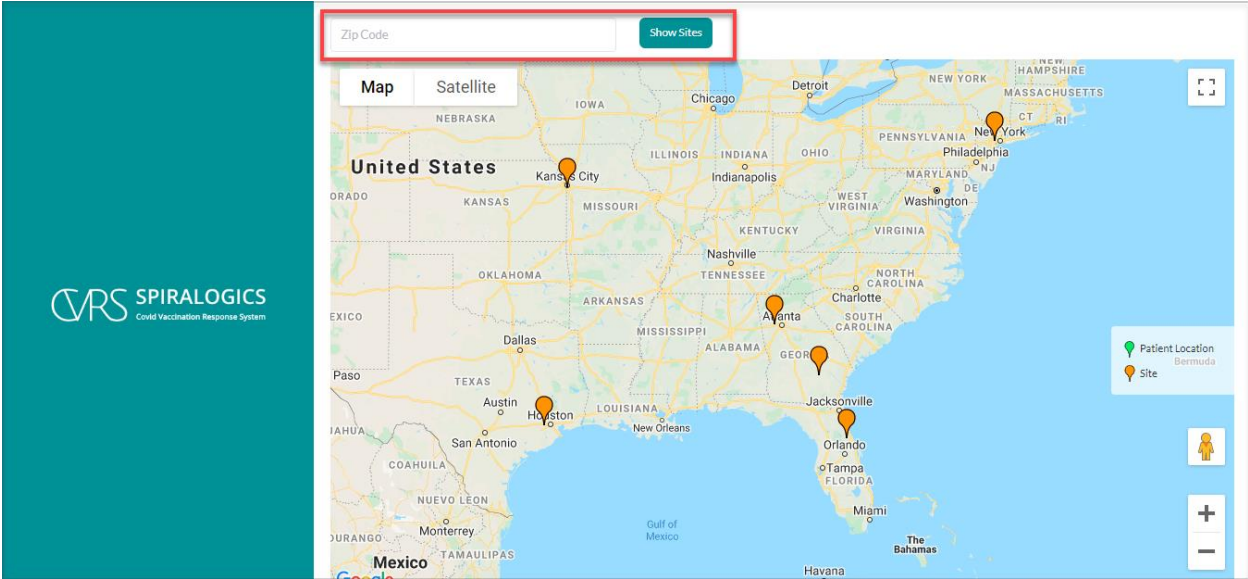


Image 4: Show Site Button

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

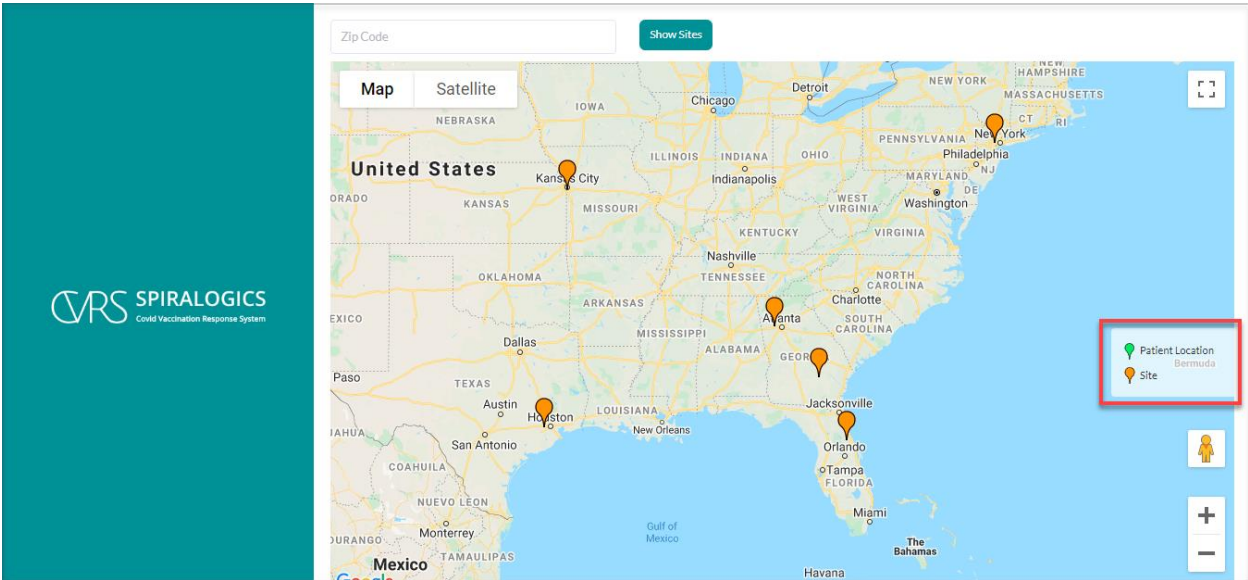


Image 5: Vaccination Sites

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.

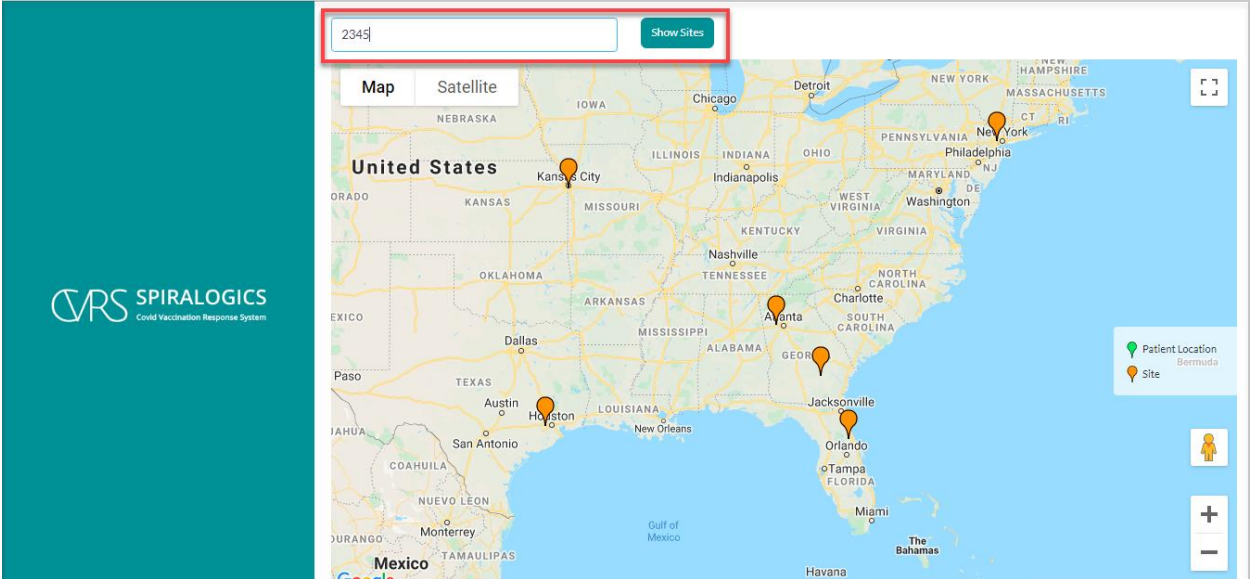


Image 6: Vaccination Site by Zip Code

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

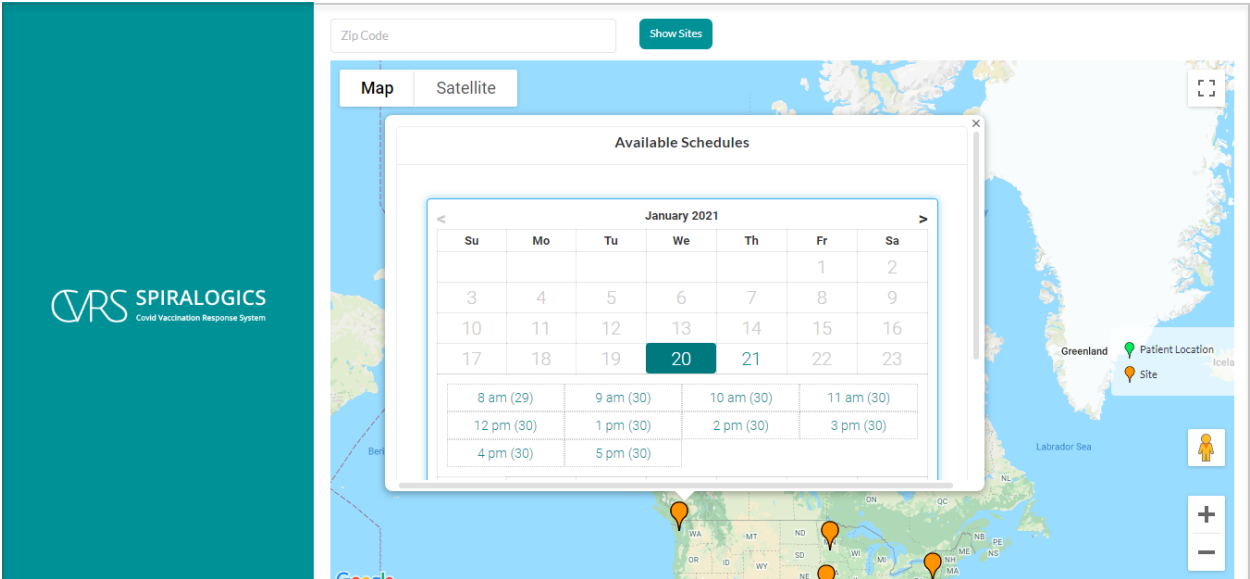


Image 7: Available Vaccination Schedules

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

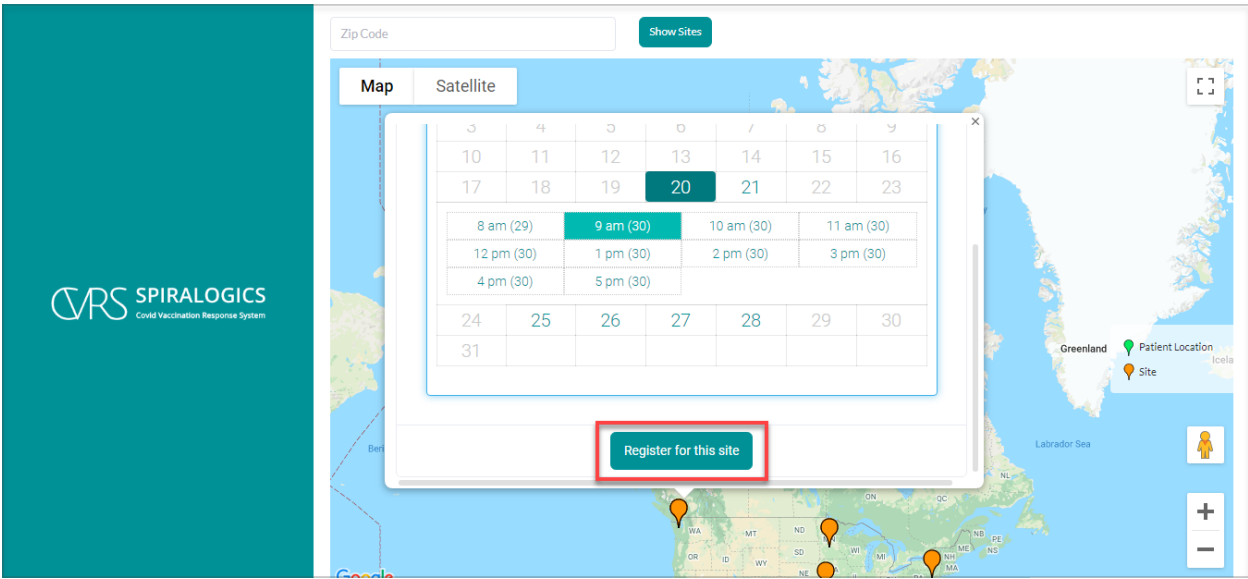


Image 8: Vaccination Site Registration

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

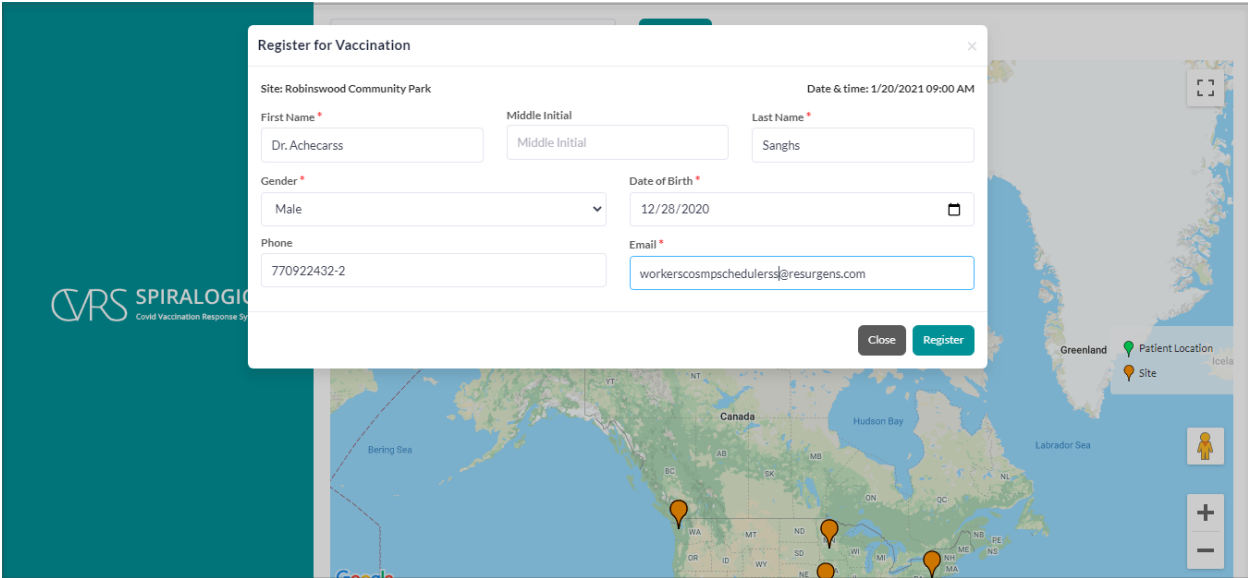


Image 9: Basic Information for Patient Registration

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

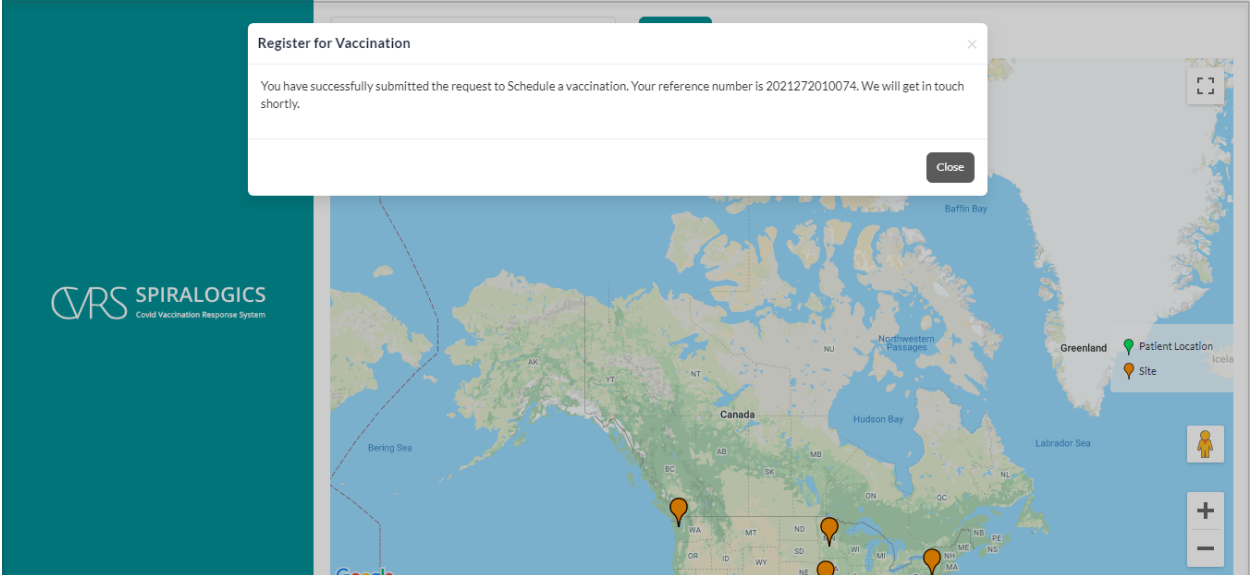


Image 10: Reference Number for Registered Site

3. Forgot Password

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

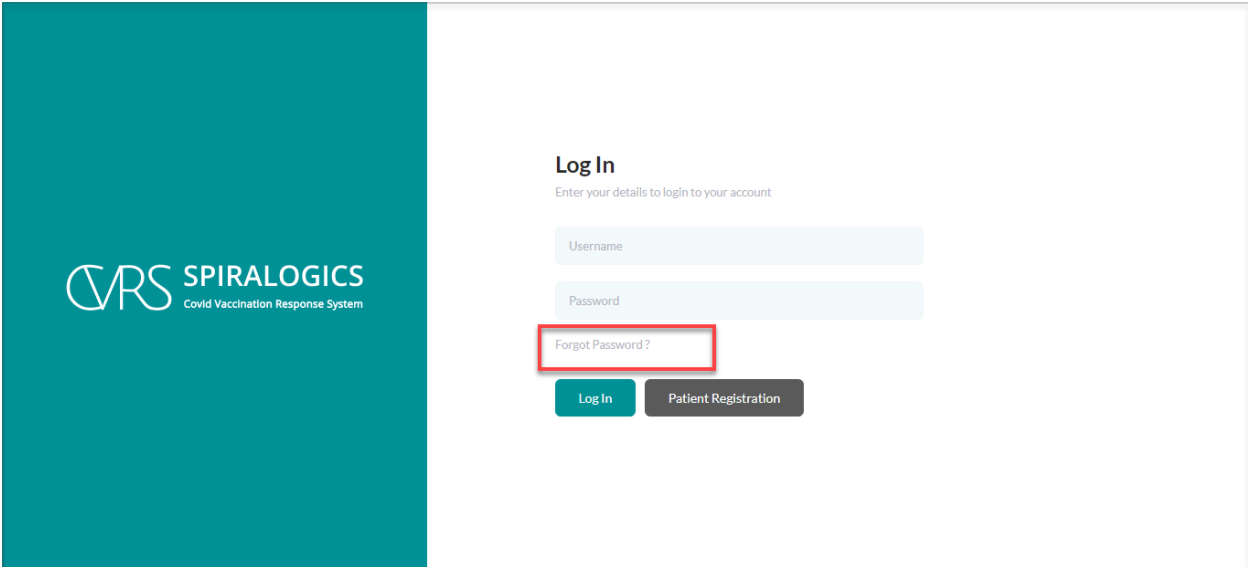


Image 11: Forgot Password Button

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

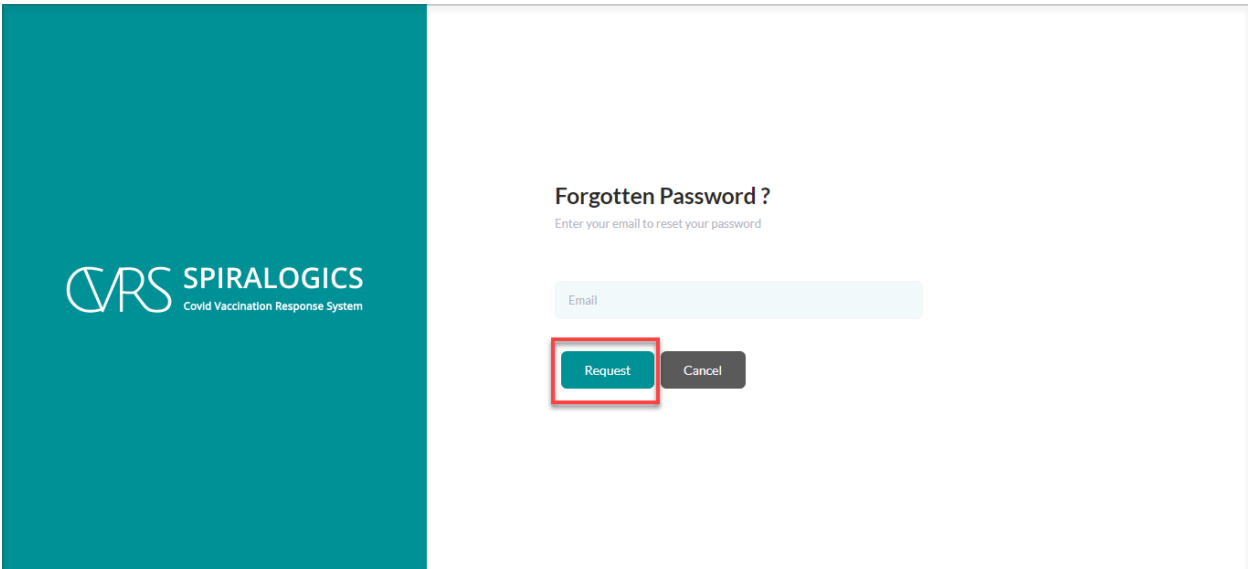


Image 12: Forgot Password Page

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.

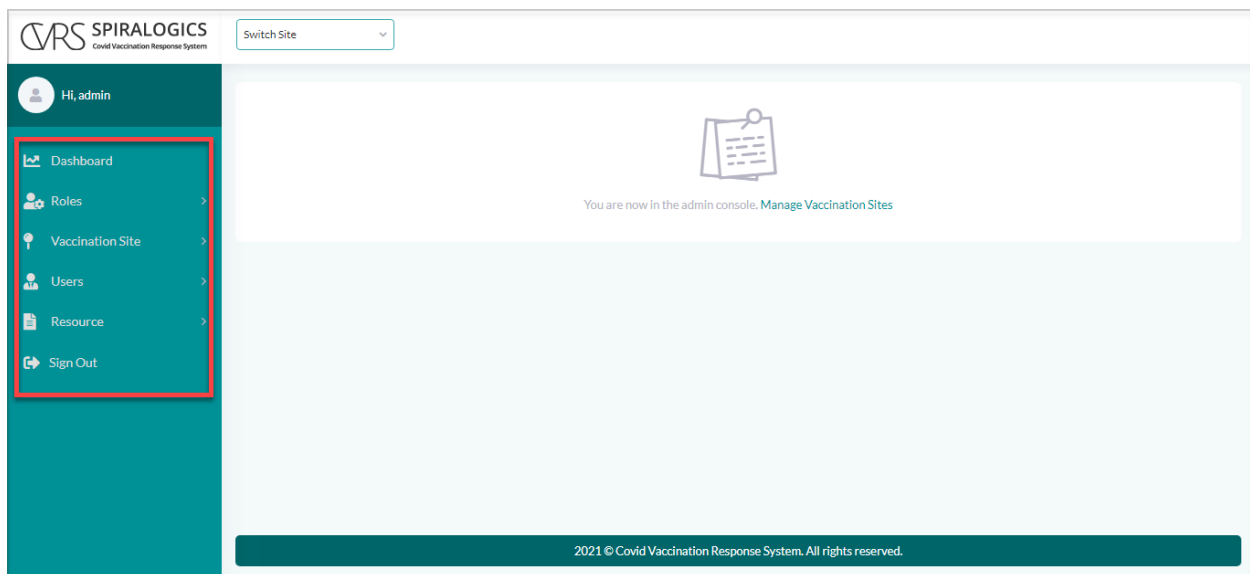


Image 13: Dashboard Navigation

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.

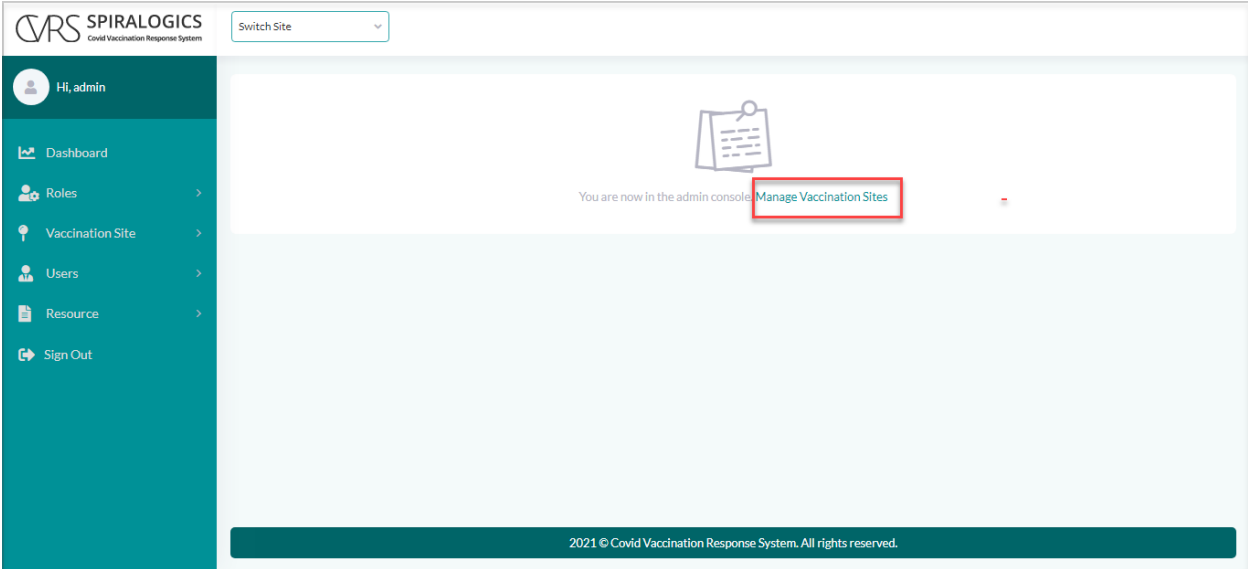


Image 14: Manage Vaccination Sites

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.

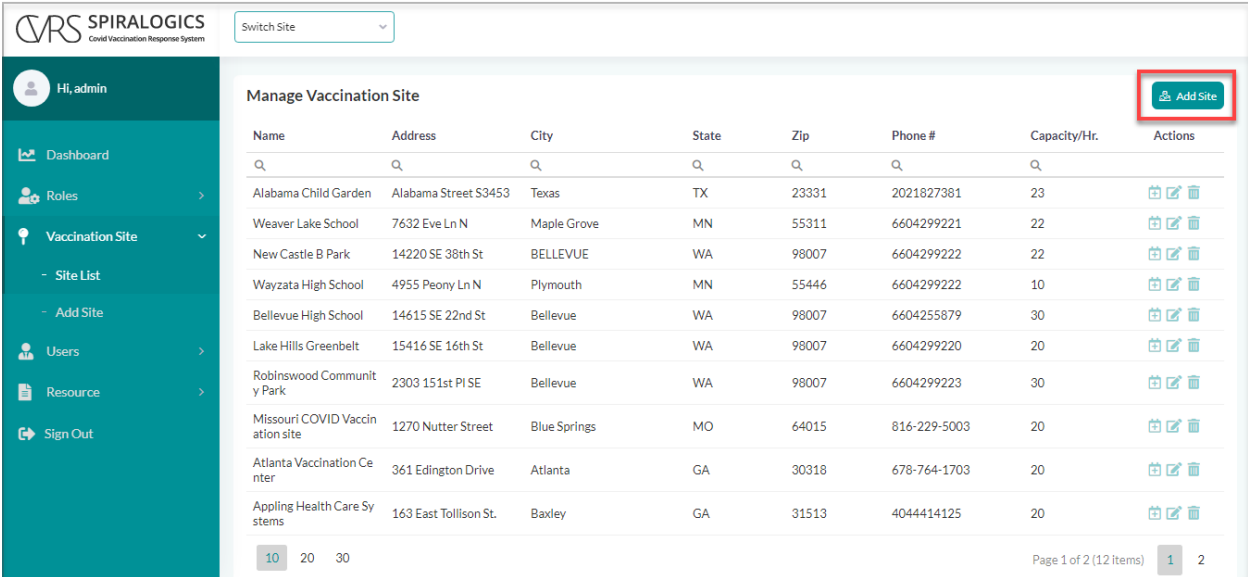


Image 15: Add Site Button

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.

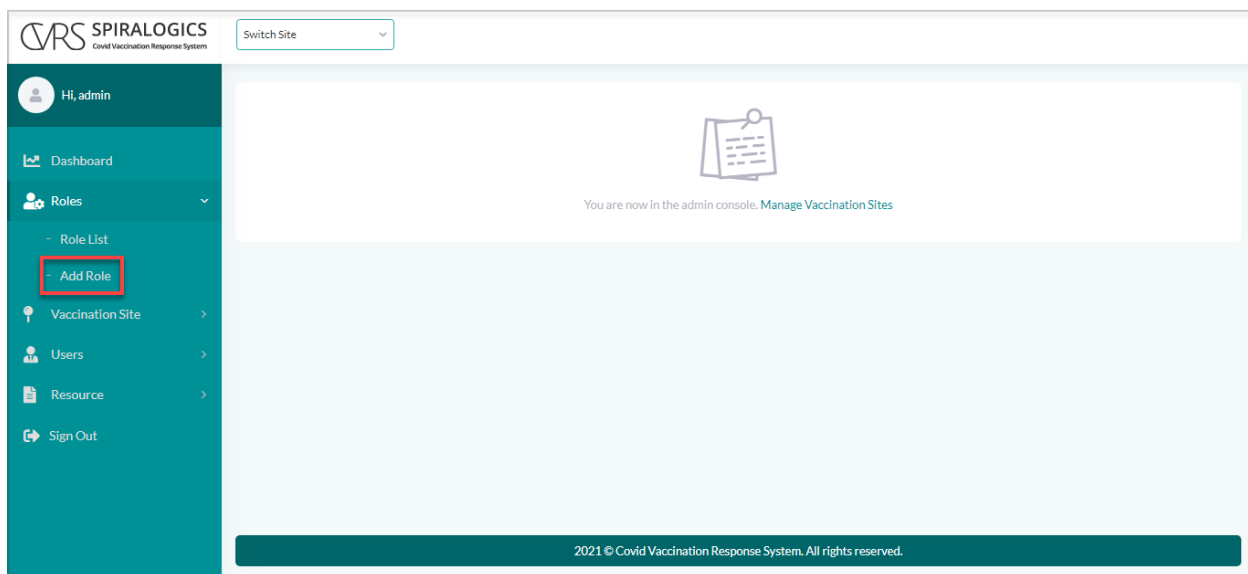


Image 16: Add Roles

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

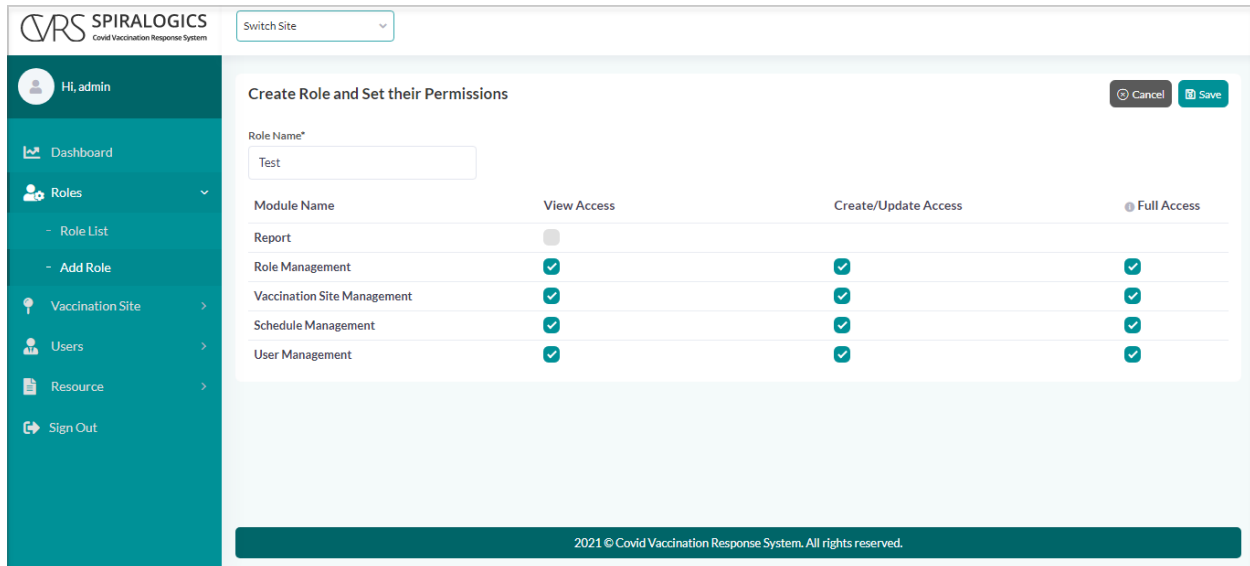


Image 17: Add Role Page

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

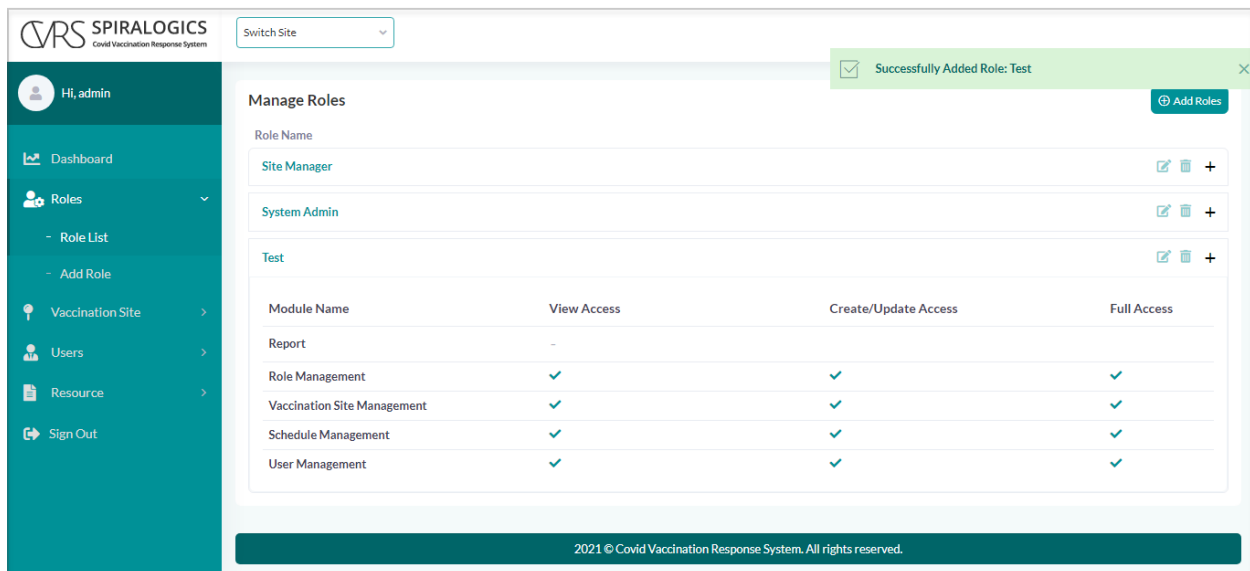


Image 18: Role Added Success Message

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.

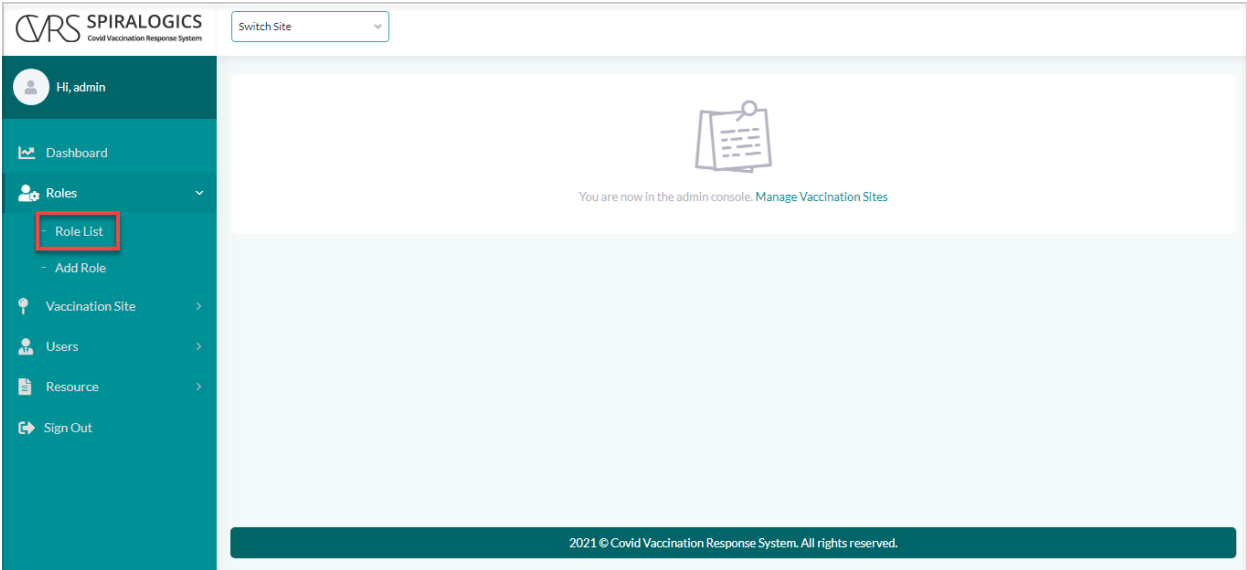


Image 19: Roles List

5.2.1 Edit Roles

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

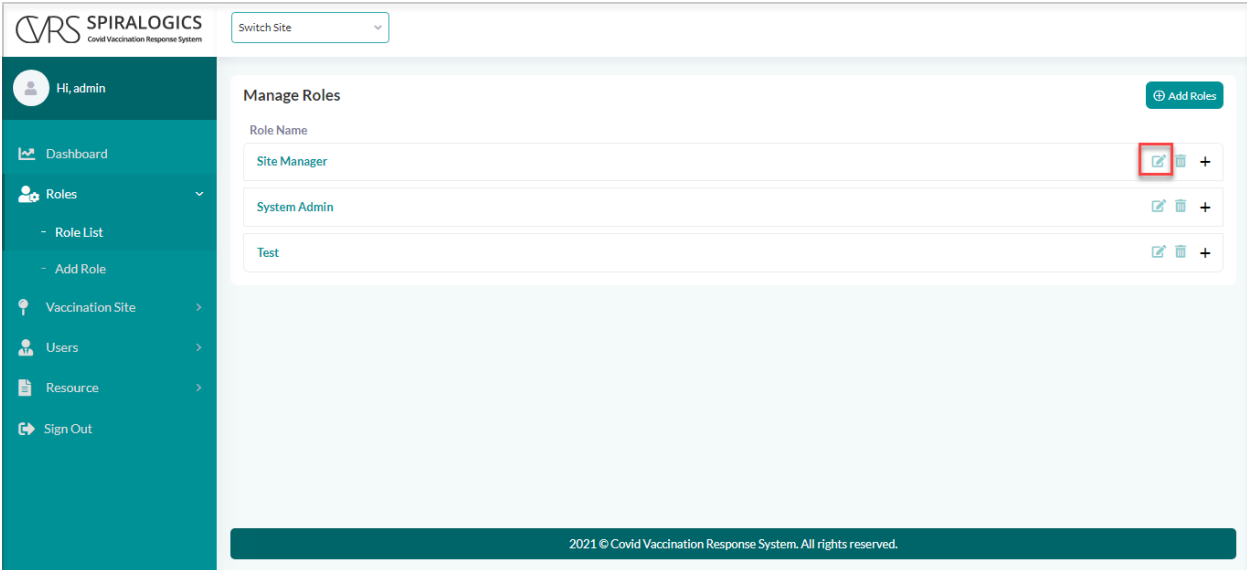


Image 21: Edit Role Button

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

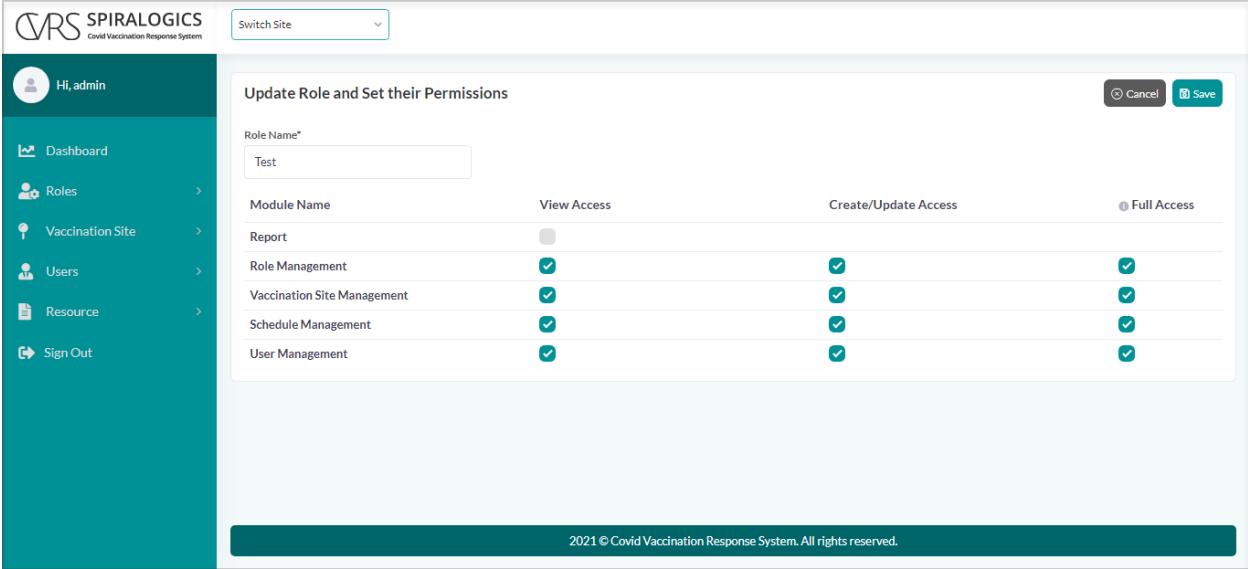


Image 22: Edit Role Page

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

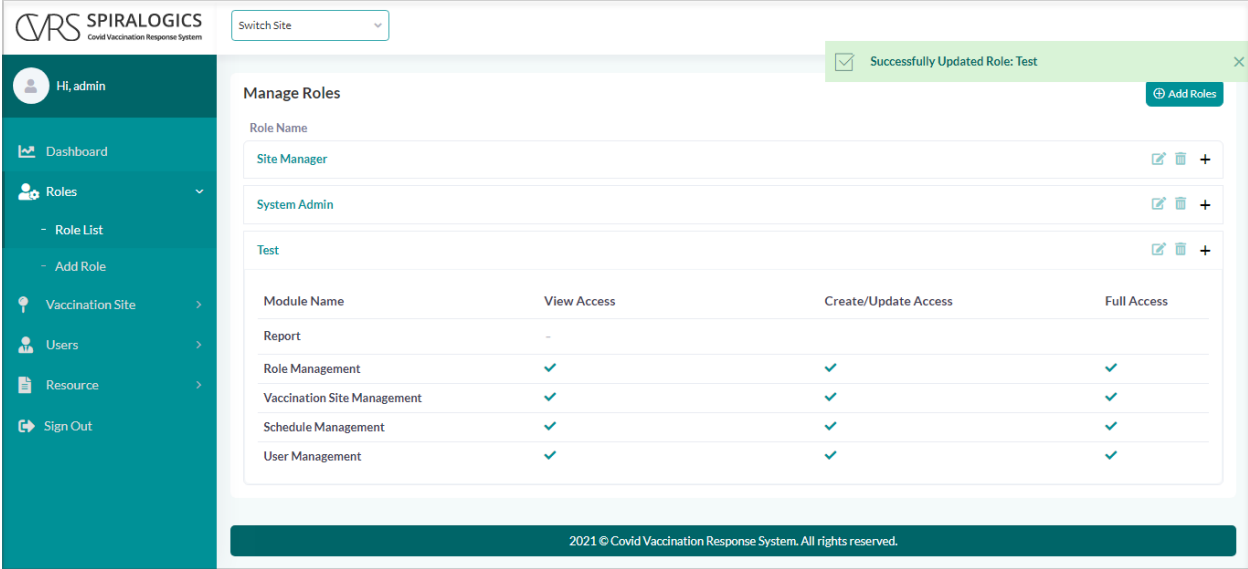


Image 23: Roles Updated Success Message

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.

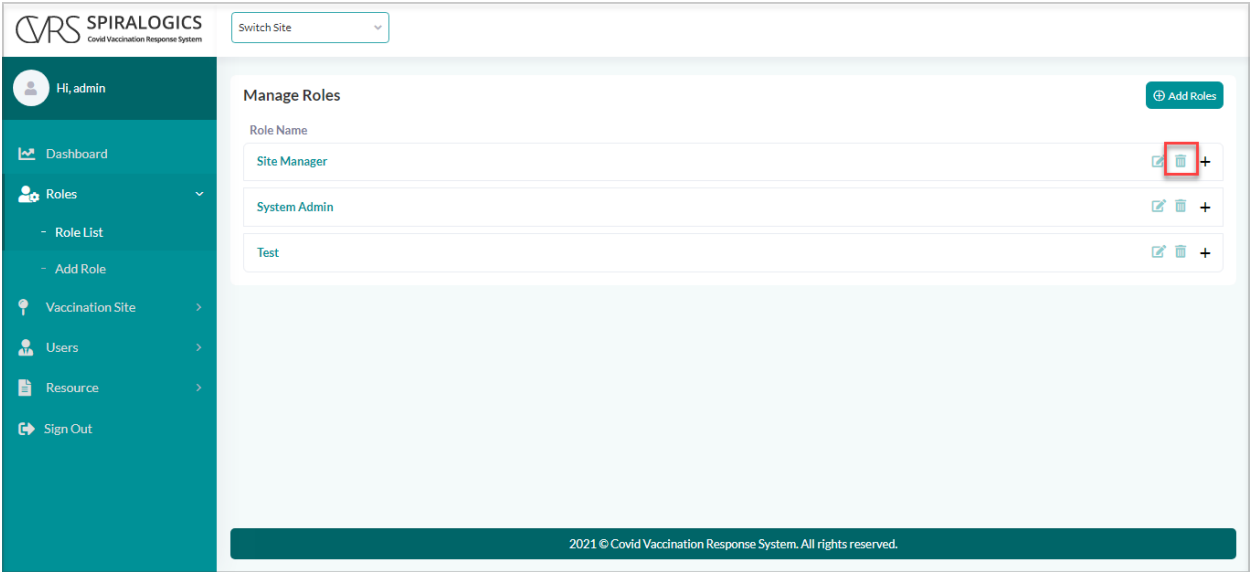


Image 24: Delete Role Button

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

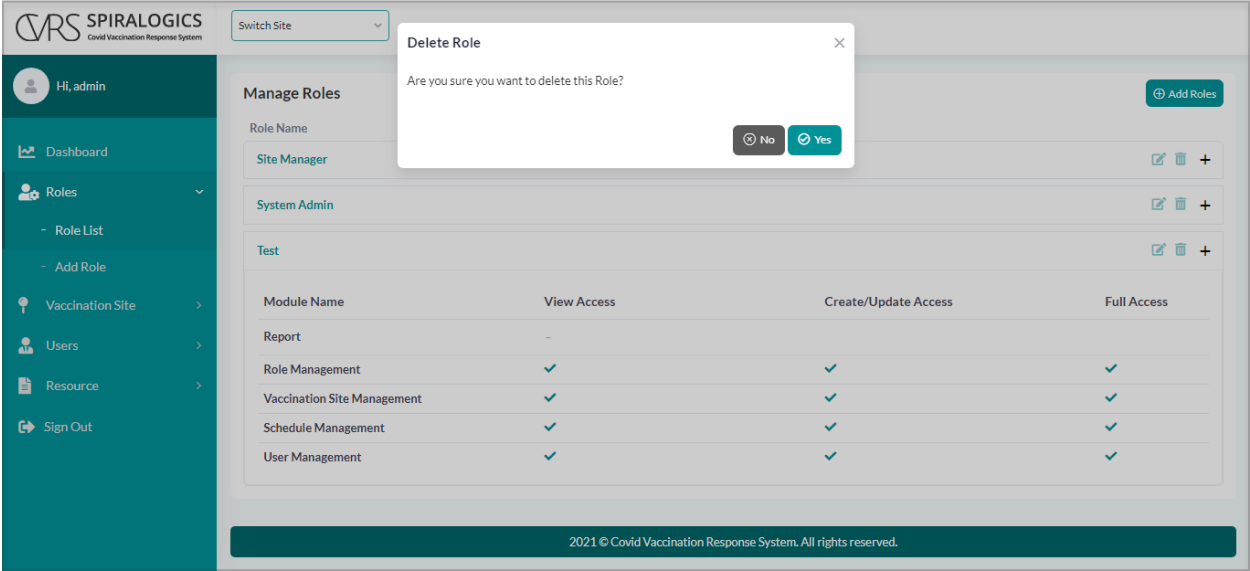


Image 25: Delete Role Confirmation Box

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

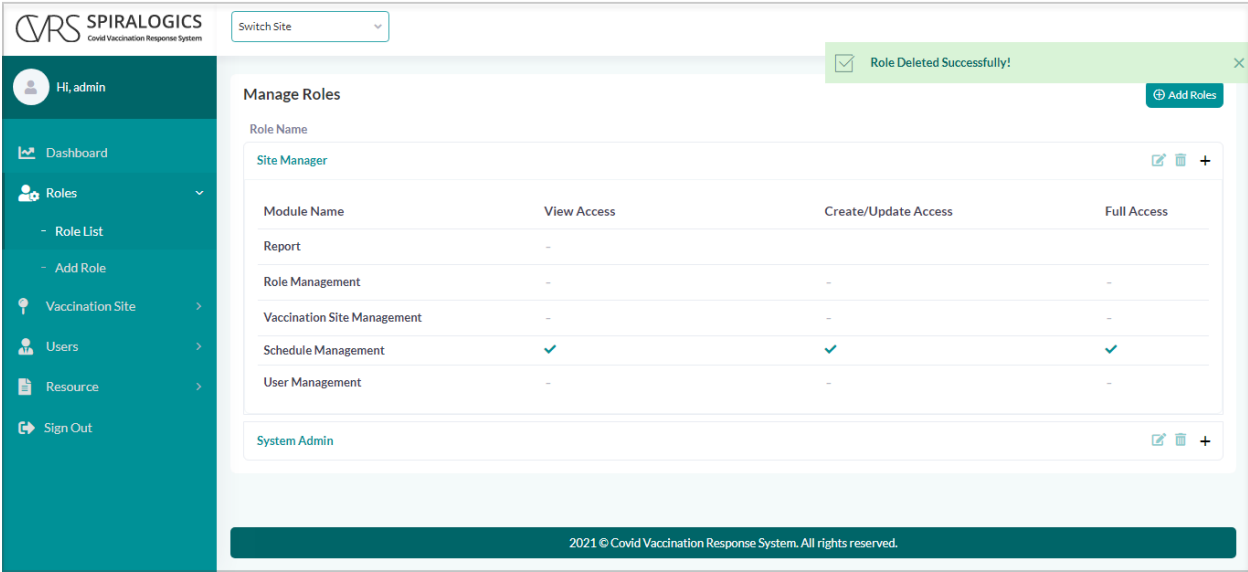


Image 26: Role Delete Success Message

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.

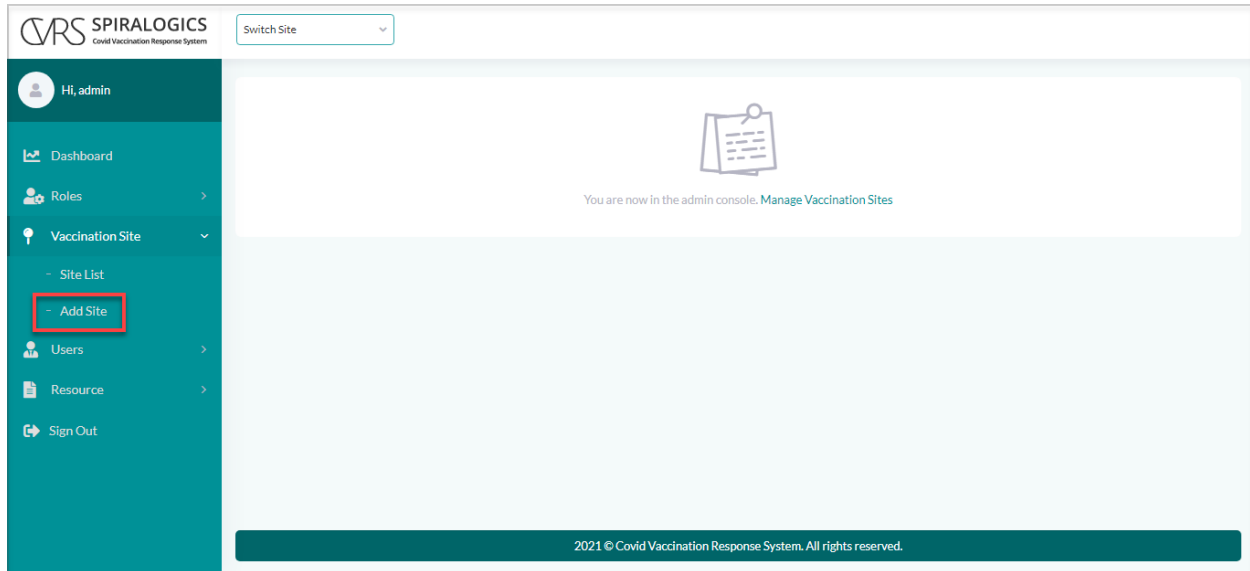


Image 27: Add Site

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.

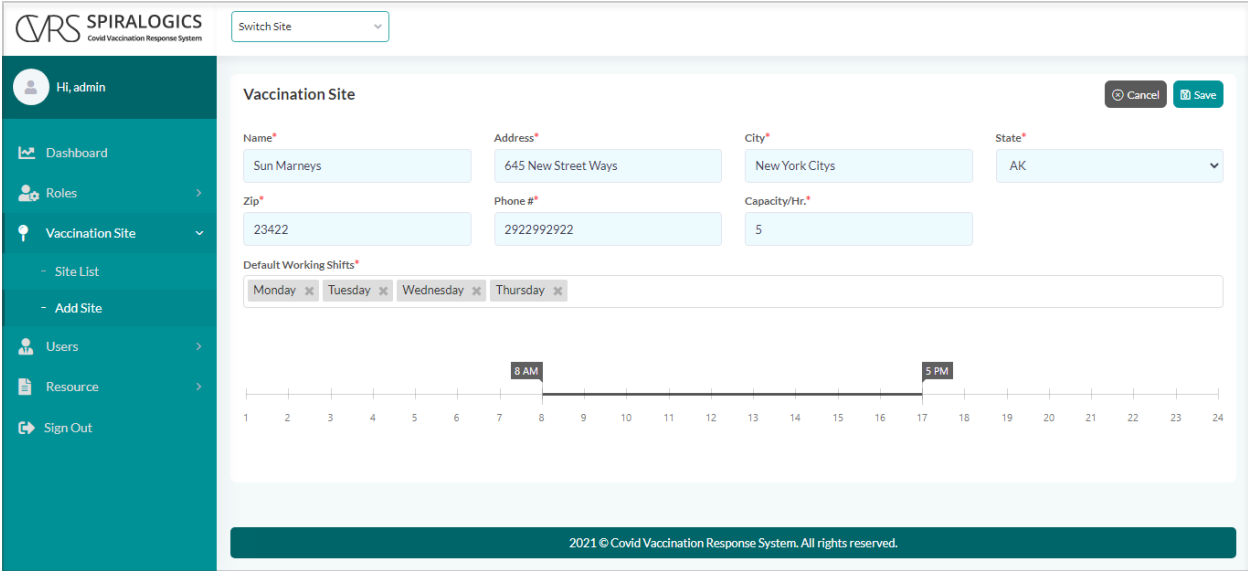


Image 28: Add Site Page

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.

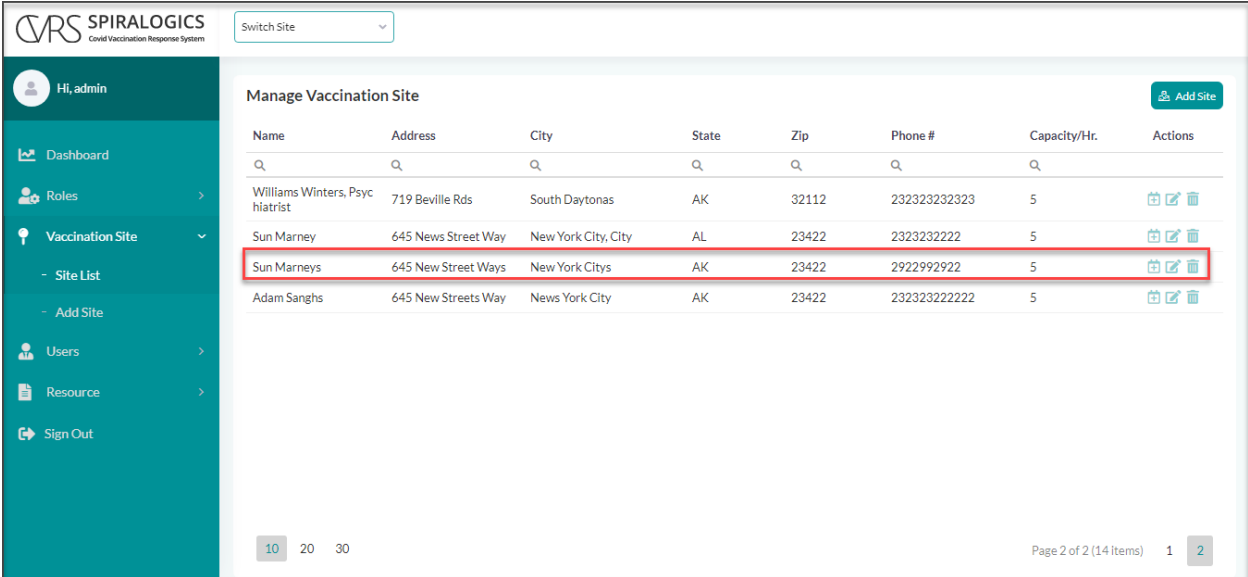


Image 29: Newly Added Site

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.

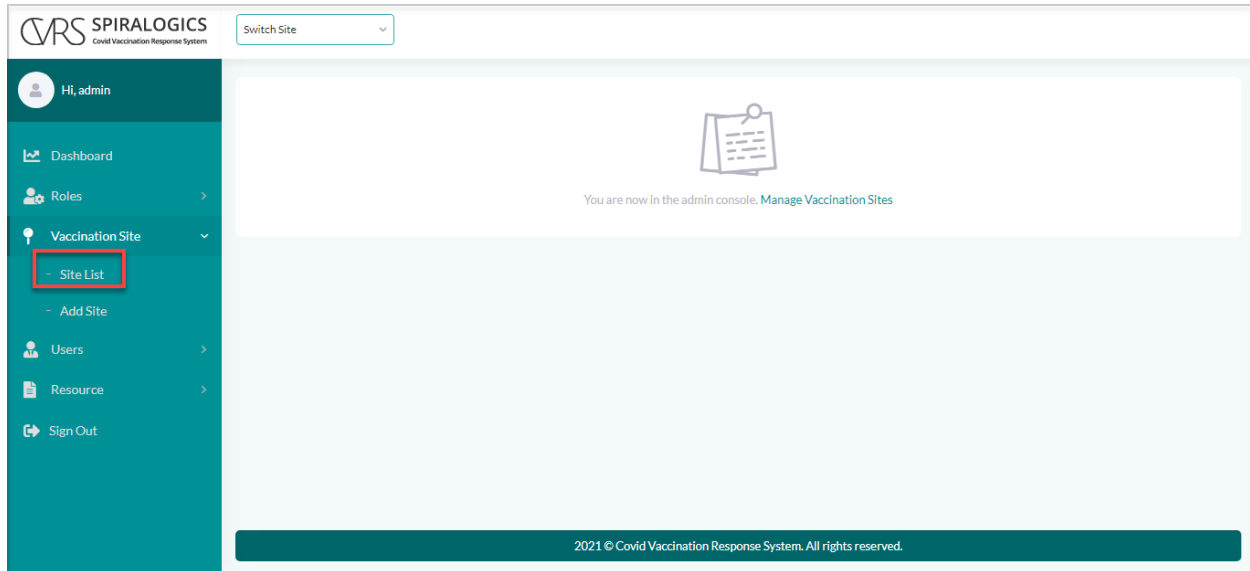


Image 30: Site List

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

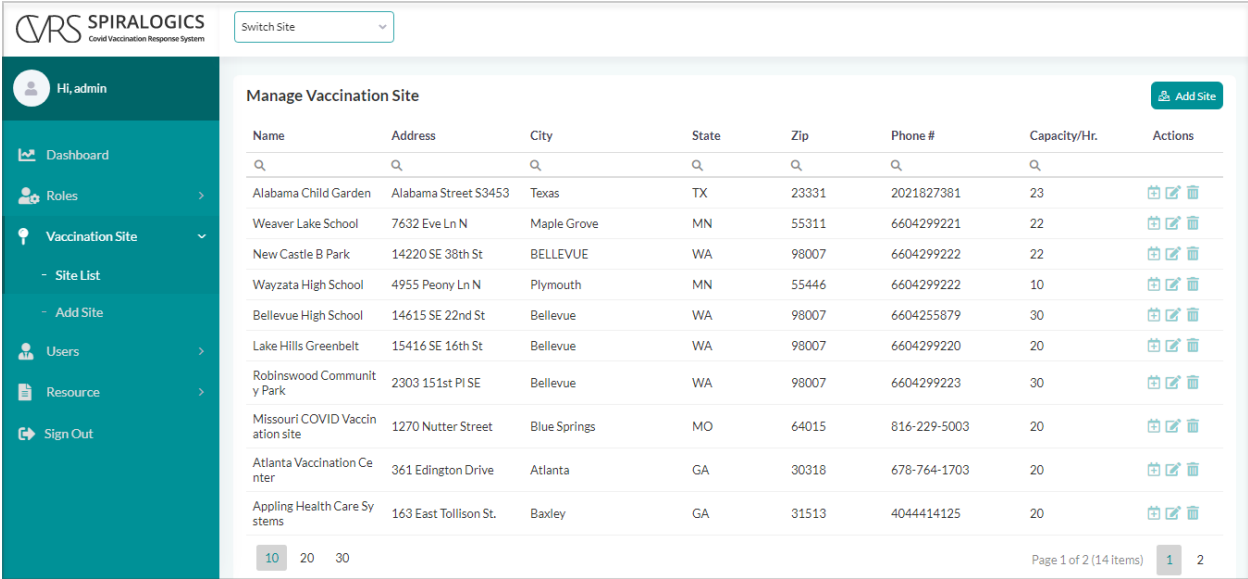


Image 31: Manage Vaccination Site

6.2.1 Schedule Site Routine

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

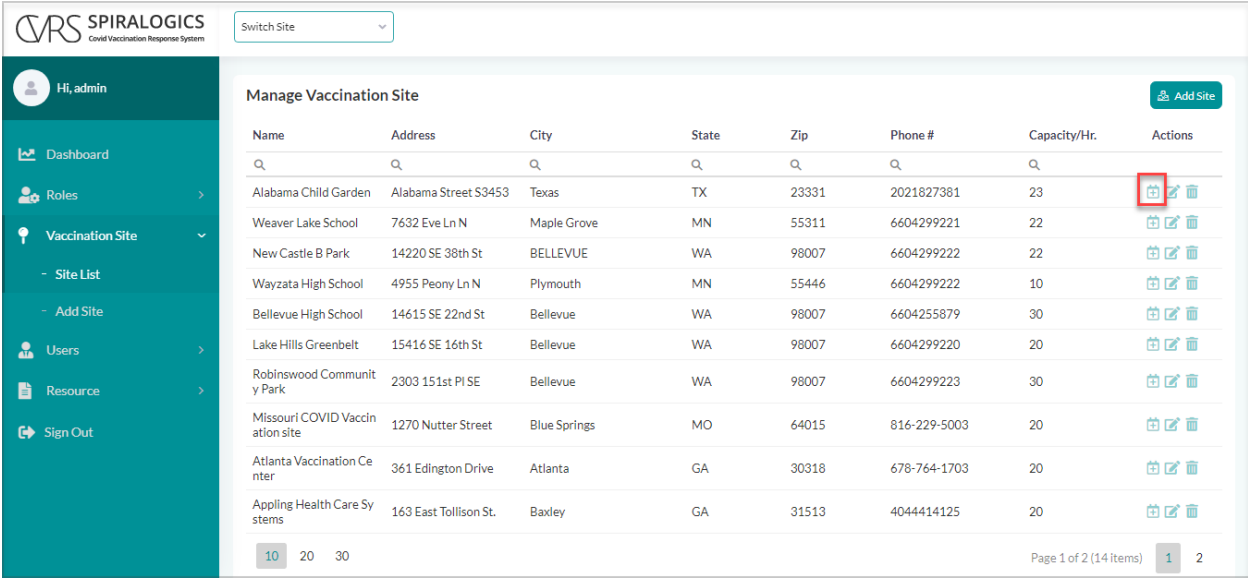


Image 32: Calendar Button

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

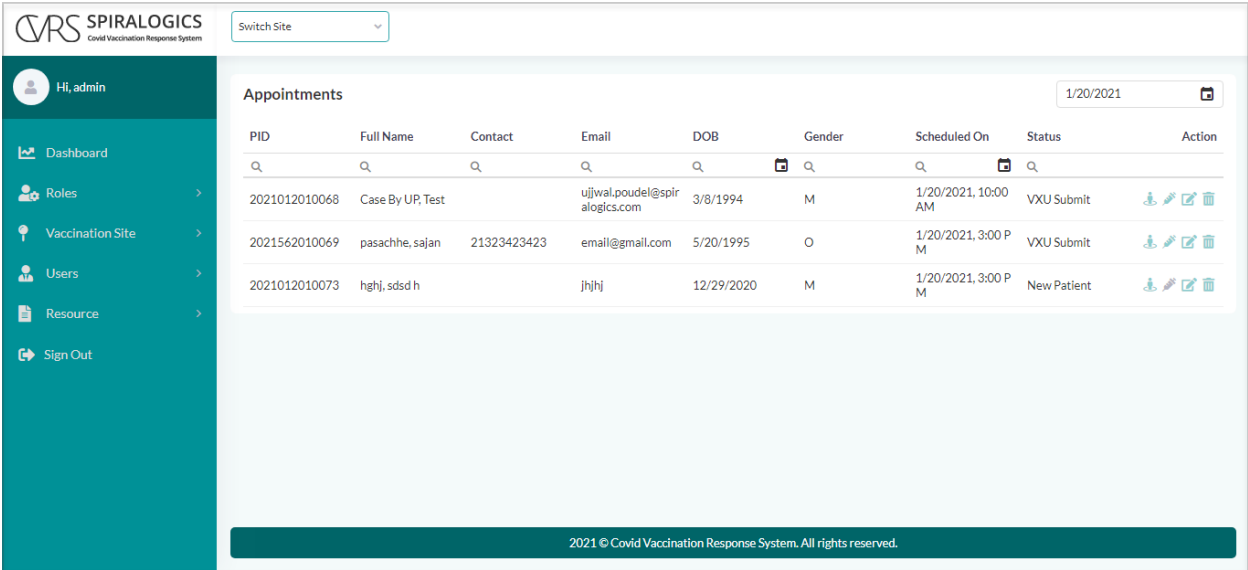


Image 33: Appointments Page

6.2.1.1 Demographic

You can update the demographic information of a specific patient by clicking on the demographic button as highlighted below.

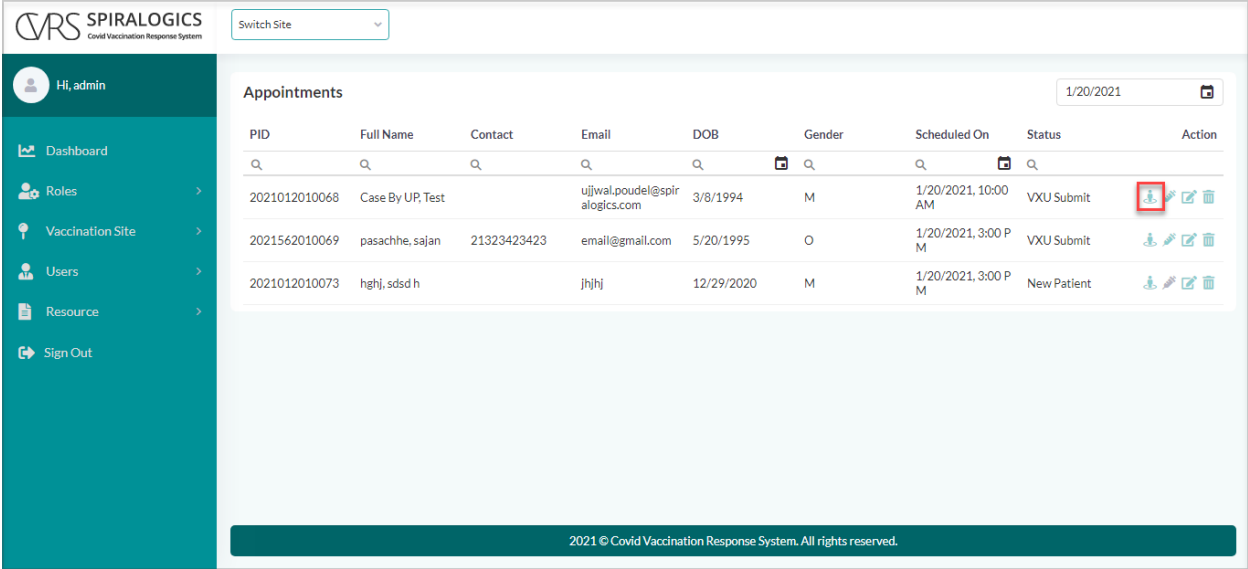


Image 34: Demographic Button

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.

The screenshot displays the SPIRALOGICS CVRS Admin interface. On the left is a teal sidebar with navigation options: Dashboard, Roles, Vaccination Site, Users, Resource, and Sign Out. The main content area shows an 'Appointments' table with columns for PID, Full Name, Contact, Email, DOB, Gender, Scheduled On, Status, and Action. The first row of the table has a red box highlighting the 'Action' column, which contains icons for edit, update, and delete. The footer of the page reads '2021 © Covid Vaccination Response System. All rights reserved.'

PID	Full Name	Contact	Email	DOB	Gender	Scheduled On	Status	Action
2021012010068	Case By UP, Test		ujjwal.poude@spiralogics.com	3/8/1994	M	1/20/2021, 10:00 AM	VXU Submit	[Edit] [Update] [Delete]
2021562010069	pasachhe, sajan	21323423423	email@gmail.com	5/20/1995	O	1/20/2021, 3:00 P M	VXU Submit	[Edit] [Update] [Delete]
2021012010073	hghj, sdsd h		jhjhj	12/29/2020	M	1/20/2021, 3:00 P M	New Patient	[Edit] [Update] [Delete]

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.

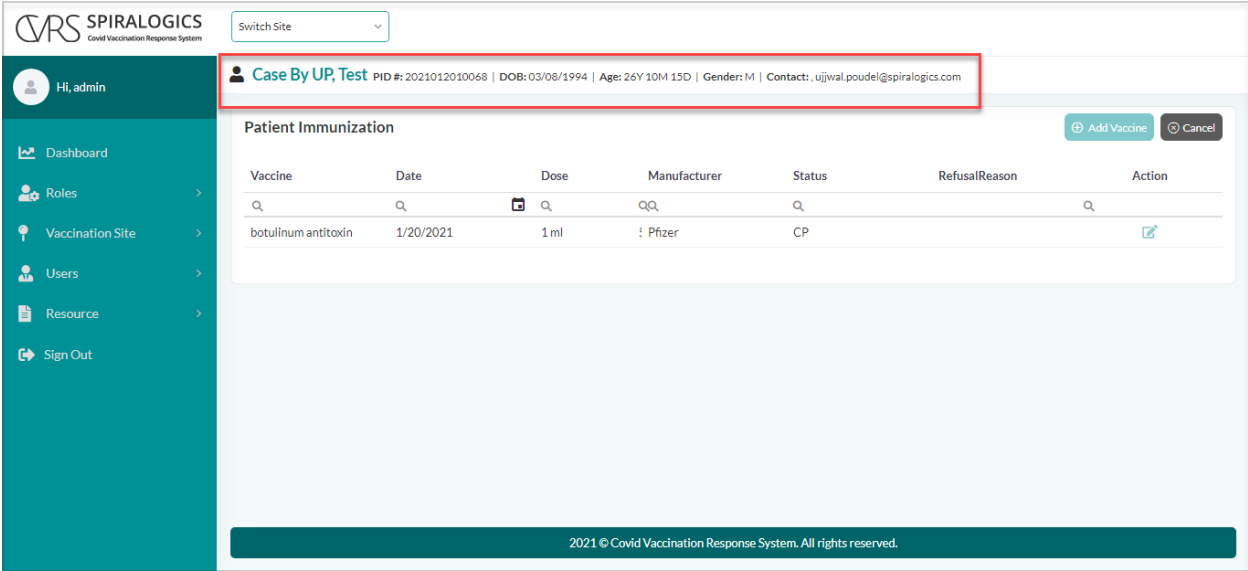


Image 37: Patient Basic Information

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

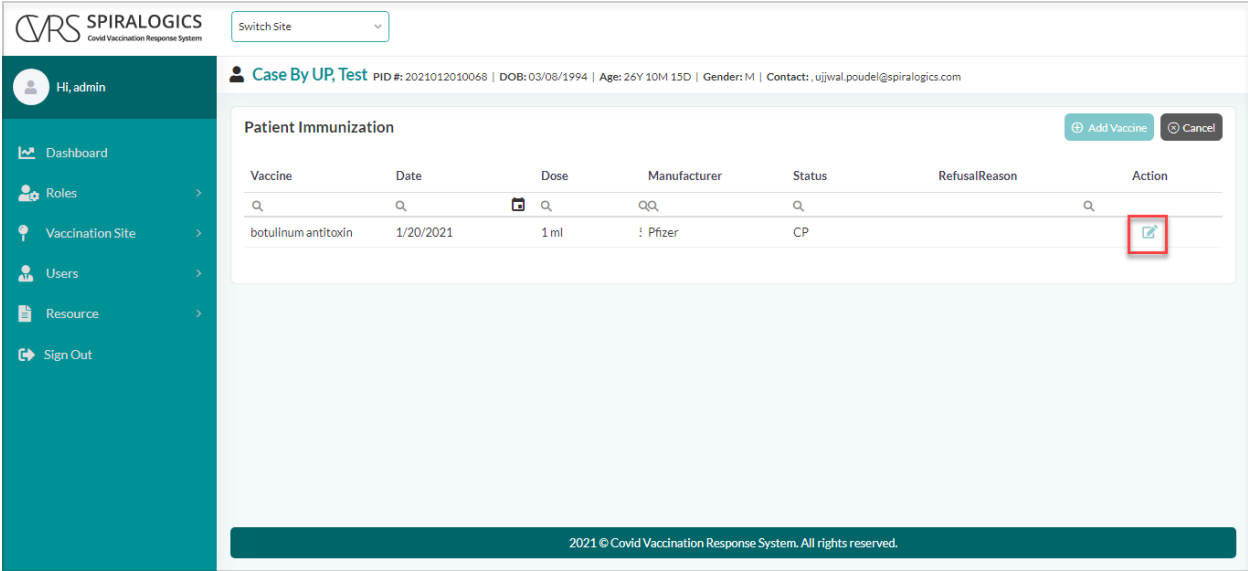


Image 38: Edit Patient Button

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.

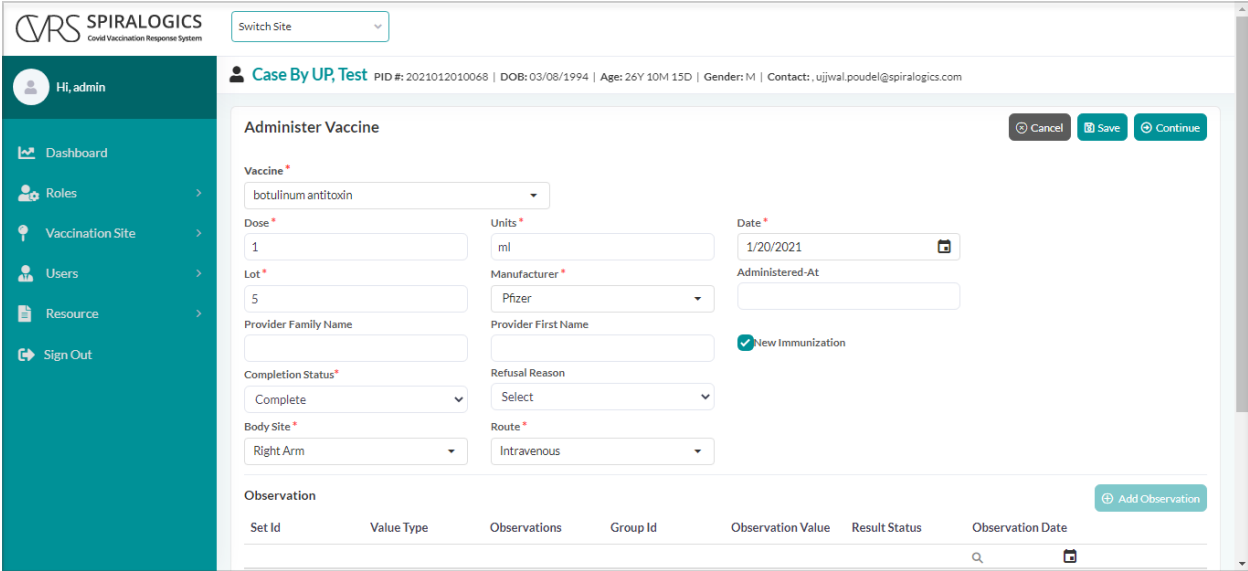


Image 39: Edit Patient Page

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.

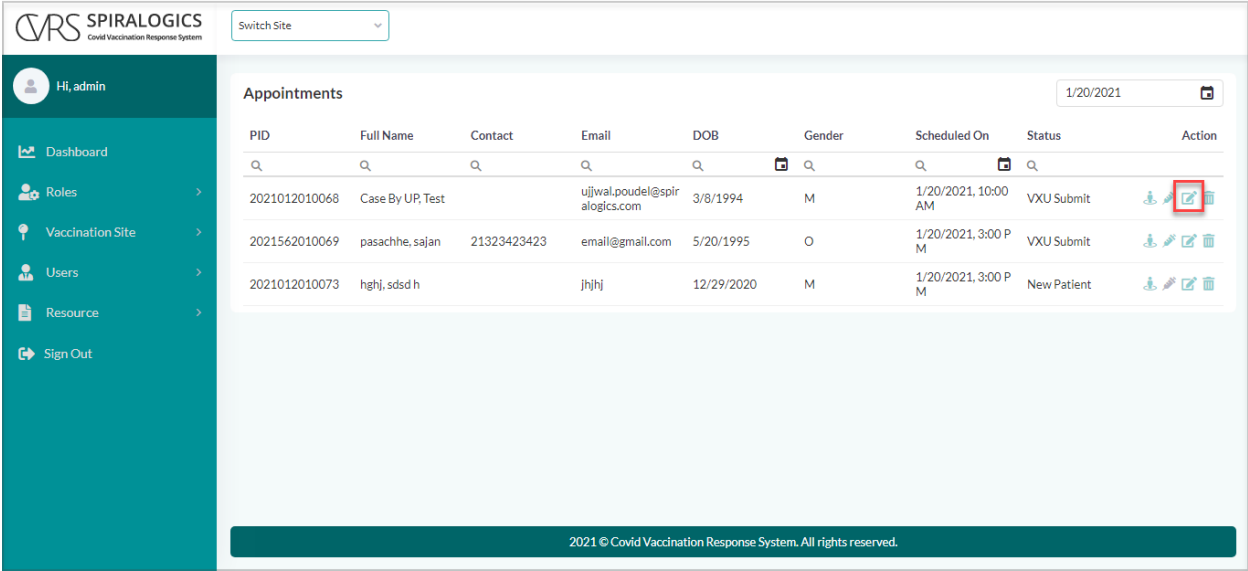


Image 40: Re-schedule Button

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.

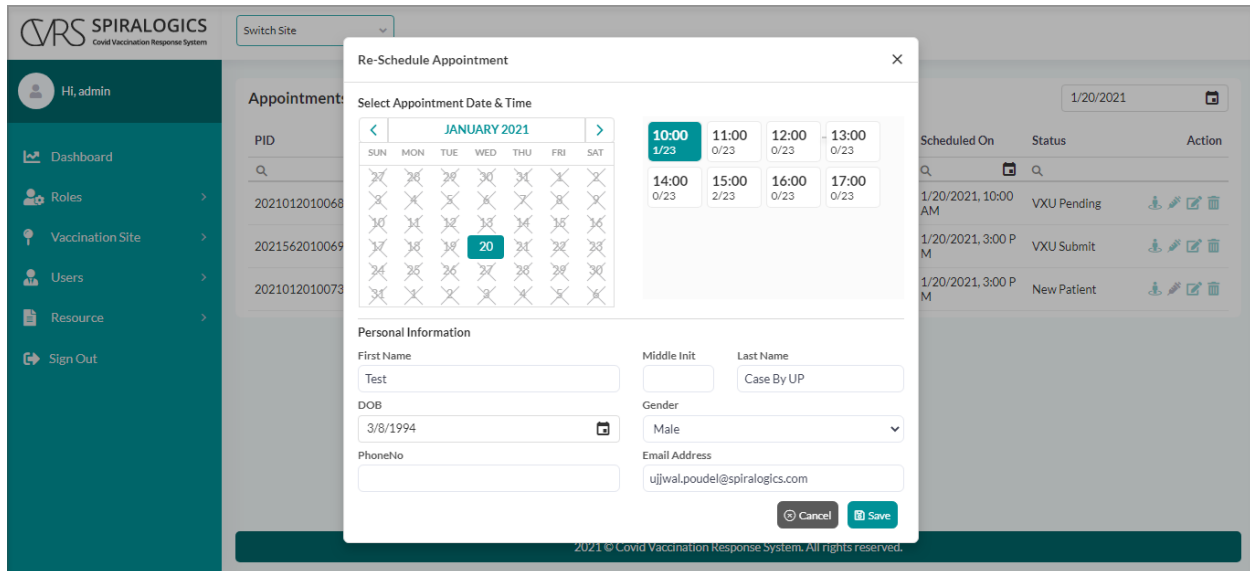


Image 41: Re-schedule Appointment Popup

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.

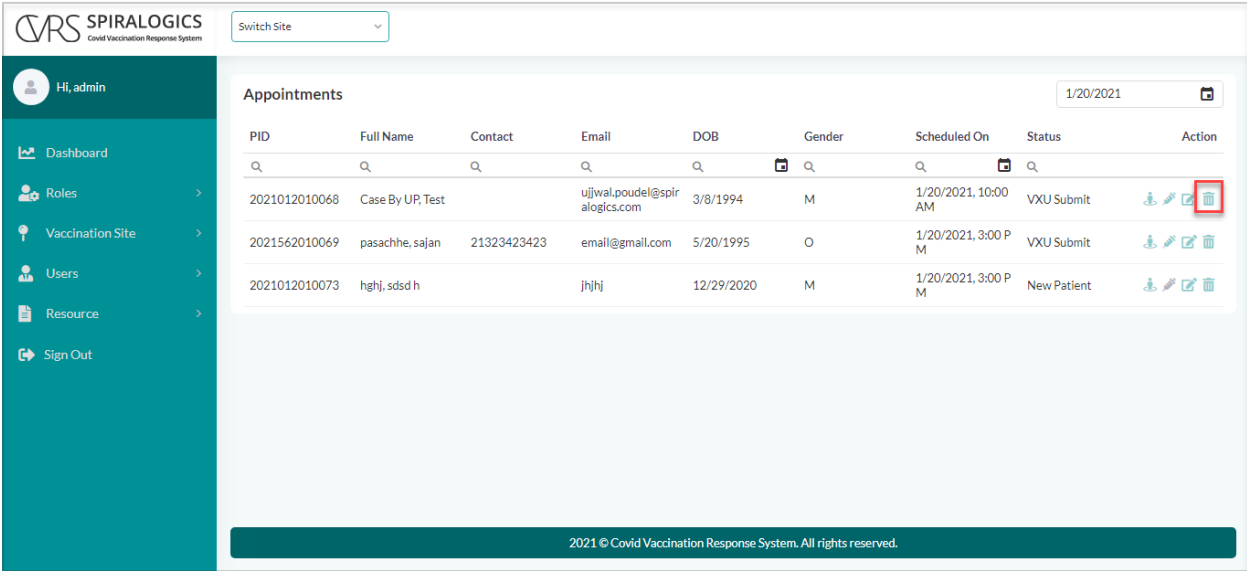


Image 42: Delete Appointment Button

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.

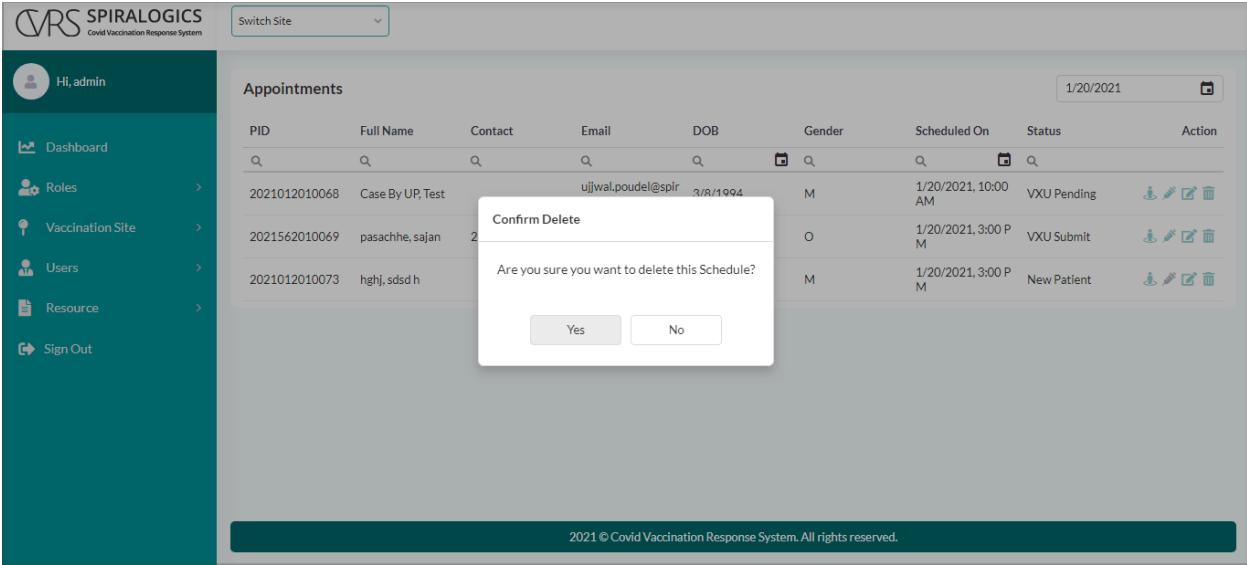
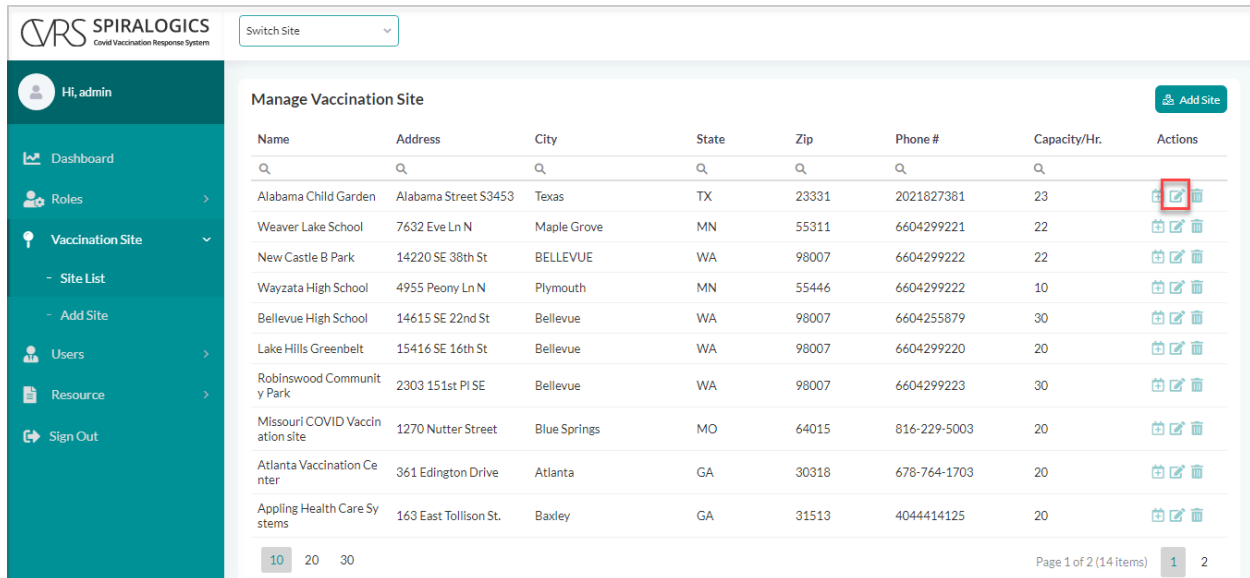


Image 43: Delete Appointment Confirmation Box

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.

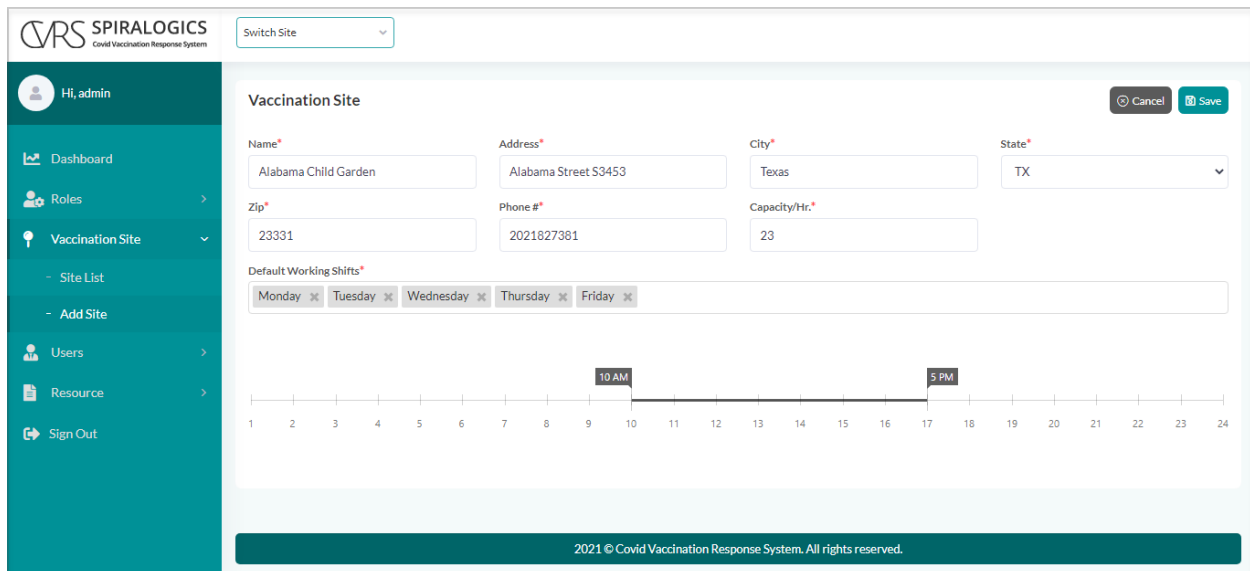


The screenshot shows the 'Manage Vaccination Site' interface. A table lists various vaccination sites with columns for Name, Address, City, State, Zip, Phone #, Capacity/Hr., and Actions. The 'Actions' column for the first row, 'Alabama Child Garden', has three icons: a plus sign, a pencil (highlighted with a red box), and a trash can. A sidebar on the left contains navigation options like Dashboard, Roles, Vaccination Site, Users, and Resource. The top right has an 'Add Site' button.

Name	Address	City	State	Zip	Phone #	Capacity/Hr.	Actions
Alabama Child Garden	Alabama Street 53453	Texas	TX	23331	2021827381	23	[Add] [Edit] [Delete]
Weaver Lake School	7632 Eve Ln N	Maple Grove	MN	55311	6604299221	22	[Add] [Edit] [Delete]
New Castle B Park	14220 SE 38th St	BELLEVUE	WA	98007	6604299222	22	[Add] [Edit] [Delete]
Wayzata High School	4955 Peony Ln N	Plymouth	MN	55446	6604299222	10	[Add] [Edit] [Delete]
Bellevue High School	14615 SE 22nd St	Bellevue	WA	98007	6604255879	30	[Add] [Edit] [Delete]
Lake Hills Greenbelt	15416 SE 16th St	Bellevue	WA	98007	6604299220	20	[Add] [Edit] [Delete]
Robinswood Community Park	2303 151st PI SE	Bellevue	WA	98007	6604299223	30	[Add] [Edit] [Delete]
Missouri COVID Vaccination site	1270 Nutter Street	Blue Springs	MO	64015	816-229-5003	20	[Add] [Edit] [Delete]
Atlanta Vaccination Center	361 Edington Drive	Atlanta	GA	30318	678-764-1703	20	[Add] [Edit] [Delete]
Appling Health Care Systems	163 East Tollison St.	Baxley	GA	31513	4044414125	20	[Add] [Edit] [Delete]

Image 44: Edit Vaccination Site Button

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



The screenshot shows the 'Vaccination Site' edit form. It includes input fields for Name, Address, City, State, Zip, Phone #, and Capacity/Hr. There is also a section for 'Default Working Shifts' with checkboxes for Monday through Friday. A timeline at the bottom shows a shift from 10 AM to 5 PM. The 'Save' button is highlighted in green.

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.

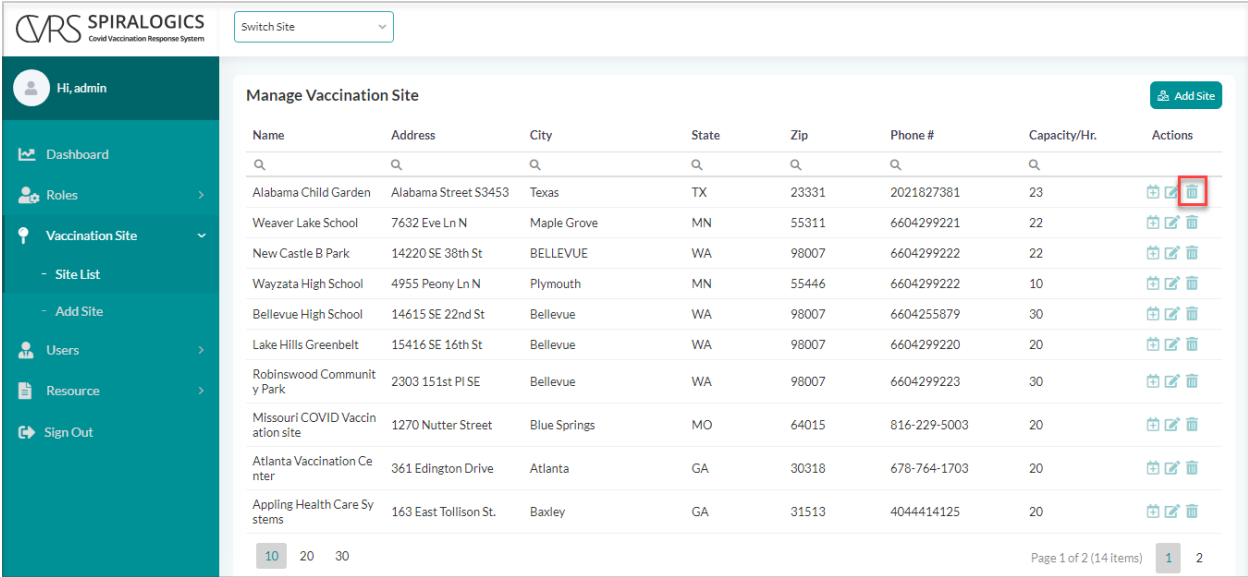


Image 46: Delete Vaccination Site Button

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.

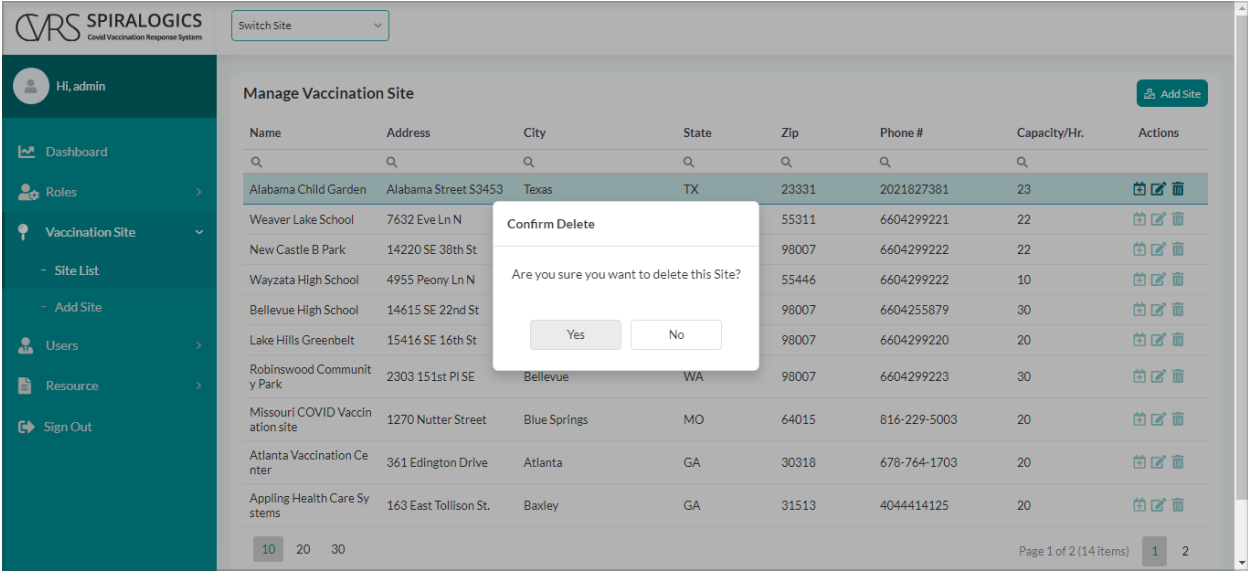


Image 47: Delete Vaccination Site Confirmation Box

7. User Management

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

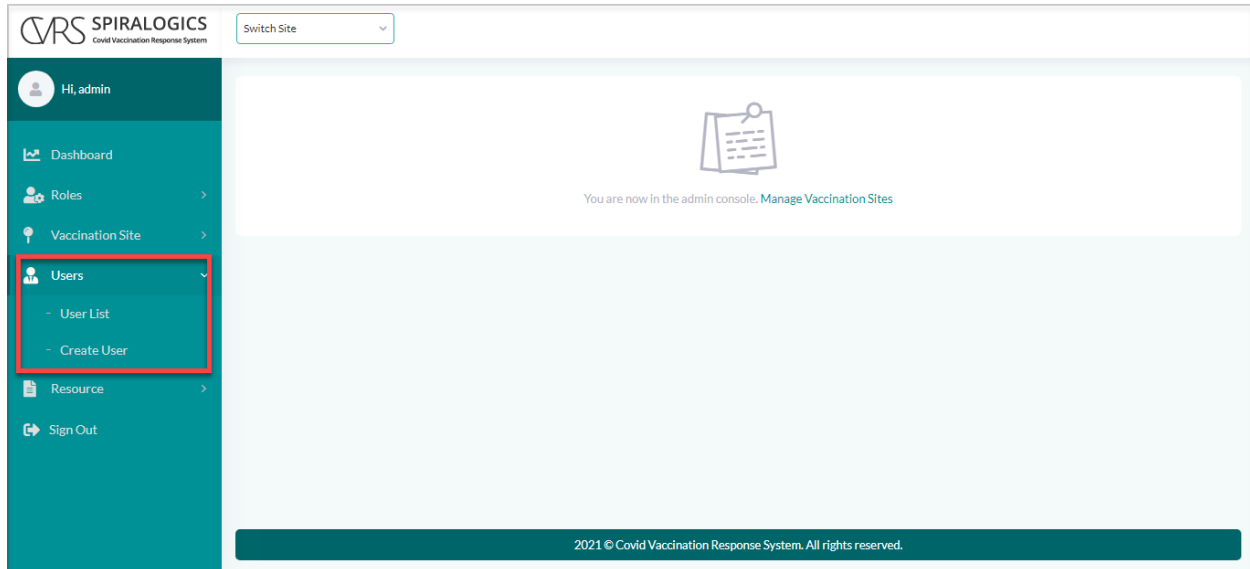


Image 48: User Management

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.

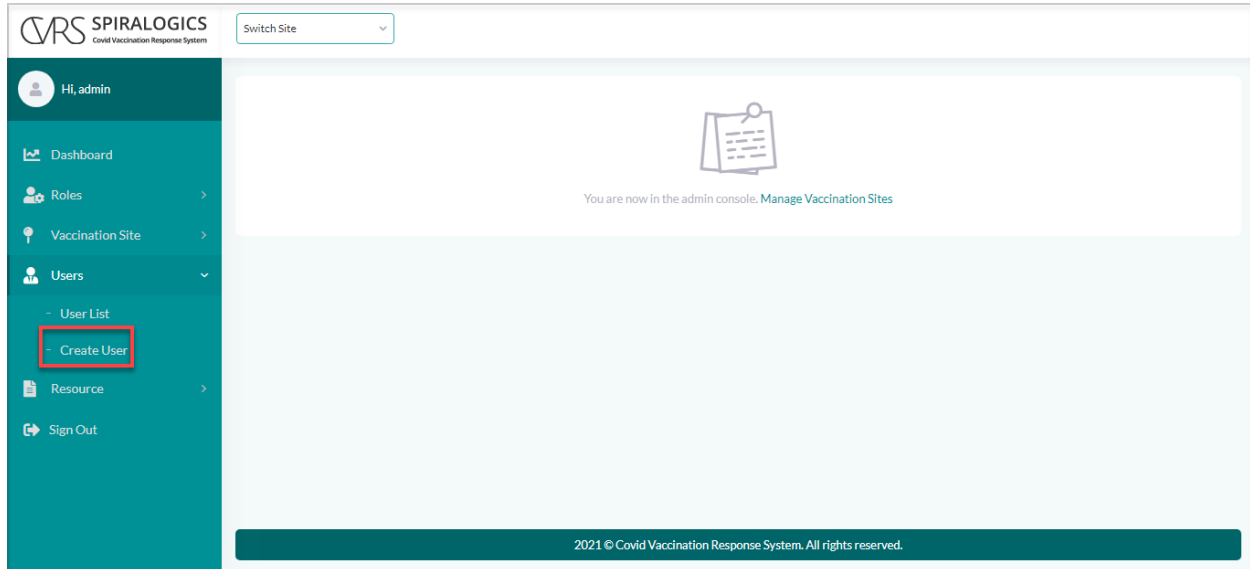


Image 49: Create User

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

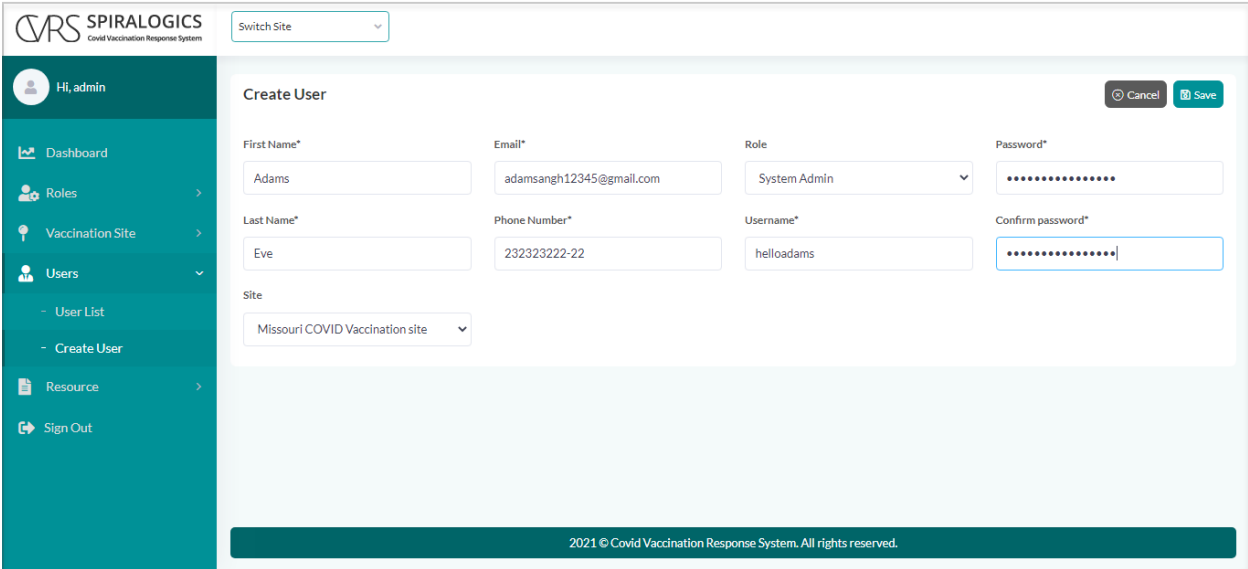


Image 50: Create User Page

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.

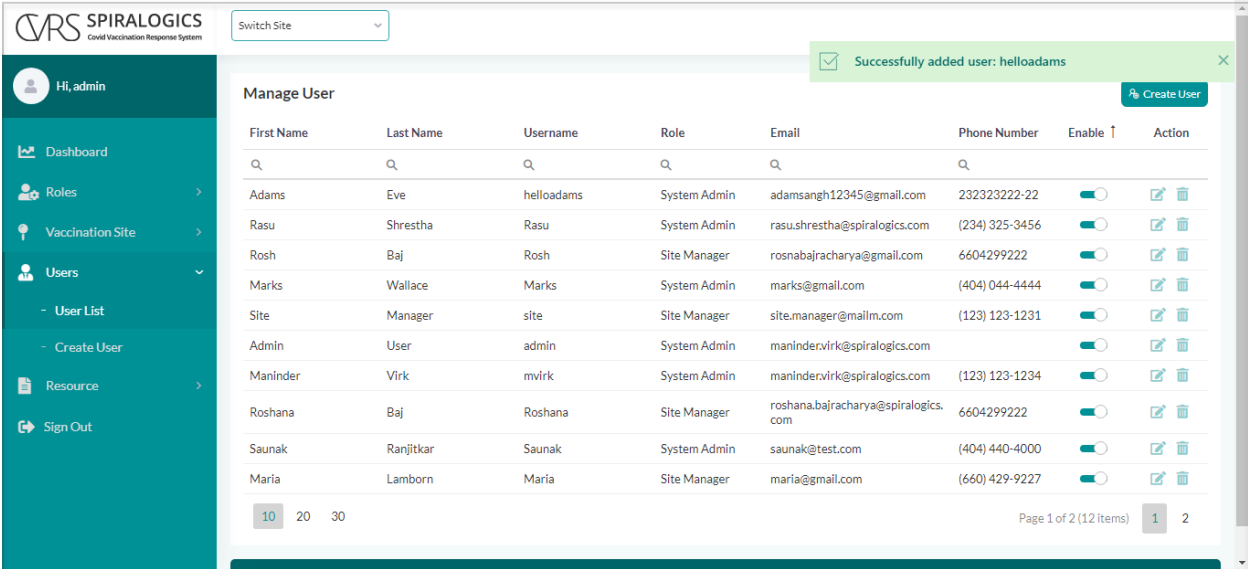


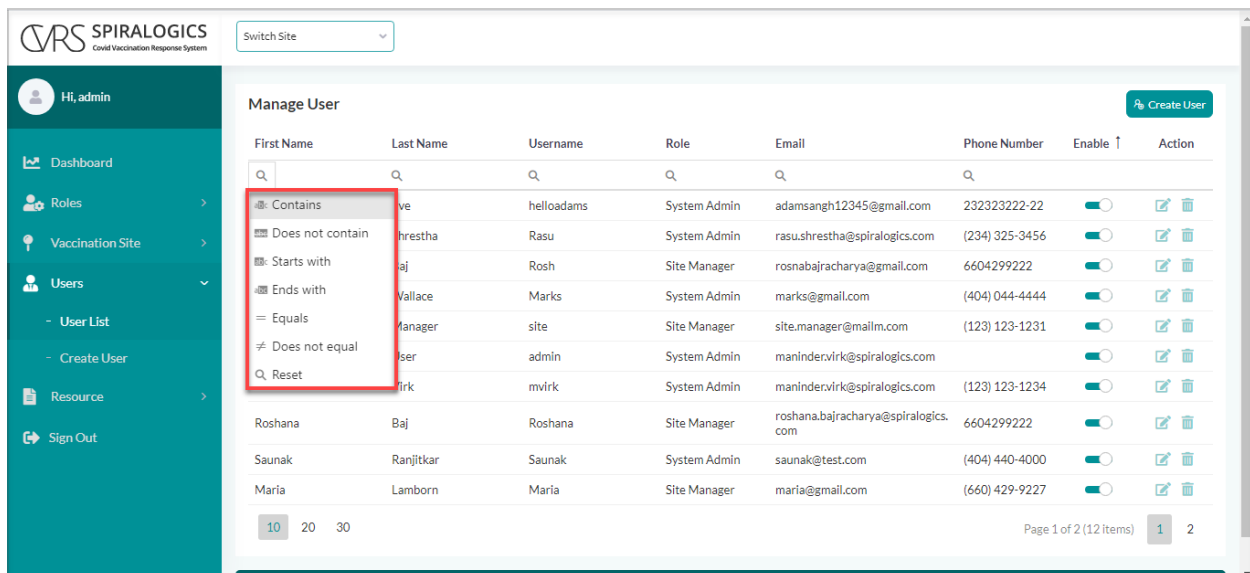
Image 51: User Added Success Message

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



The screenshot shows the 'Manage User' interface in the SPIRALOGICS CVRS Admin panel. A dropdown menu is open over the search filters, listing the following options: Contains, Does not contain, Starts with, Ends with, Equals, Does not equal, and Reset. The 'Contains' option is highlighted with a red box. The table below shows a list of users with columns for First Name, Last Name, Username, Role, Email, Phone Number, Enable, and Action.

First Name	Last Name	Username	Role	Email	Phone Number	Enable	Action
ve		helloadams	System Admin	adamsangh12345@gmail.com	232323222-22	<input type="checkbox"/>	
hrestha	Rasu	Rasu	System Admin	rasu.shrestha@spiralogics.com	(234) 325-3456	<input type="checkbox"/>	
aj	Rosh	Rosh	Site Manager	rosnabajracharya@gmail.com	6604299222	<input type="checkbox"/>	
Vallace	Marks	Marks	System Admin	marks@gmail.com	(404) 044-4444	<input type="checkbox"/>	
manager	site	site	Site Manager	site.manager@mailm.com	(123) 123-1231	<input type="checkbox"/>	
ser	admin	admin	System Admin	maninder.virk@spiralogics.com		<input type="checkbox"/>	
vir	mvirk	mvirk	System Admin	maninder.virk@spiralogics.com	(123) 123-1234	<input type="checkbox"/>	
Roshana	Baj	Roshana	Site Manager	roshana.bajracharya@spiralogics.com	6604299222	<input type="checkbox"/>	
Saunak	Ranjitkar	Saunak	System Admin	saunak@test.com	(404) 440-4000	<input type="checkbox"/>	
Maria	Lamborn	Maria	Site Manager	maria@gmail.com	(660) 429-9227	<input type="checkbox"/>	

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.

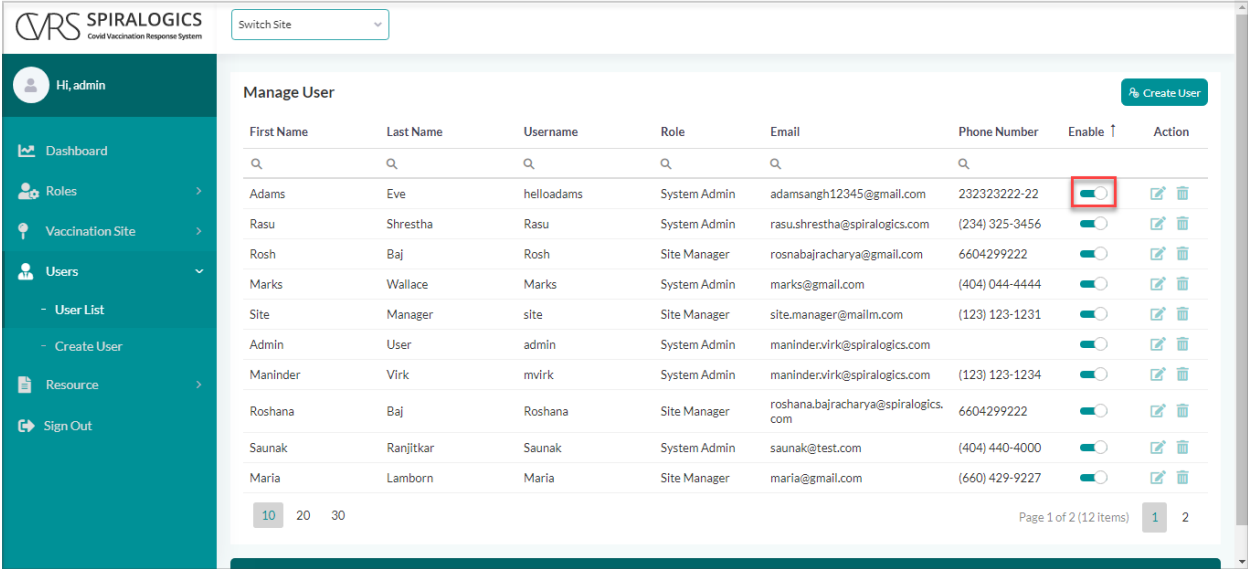


Image 53: Deactivate User Button

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

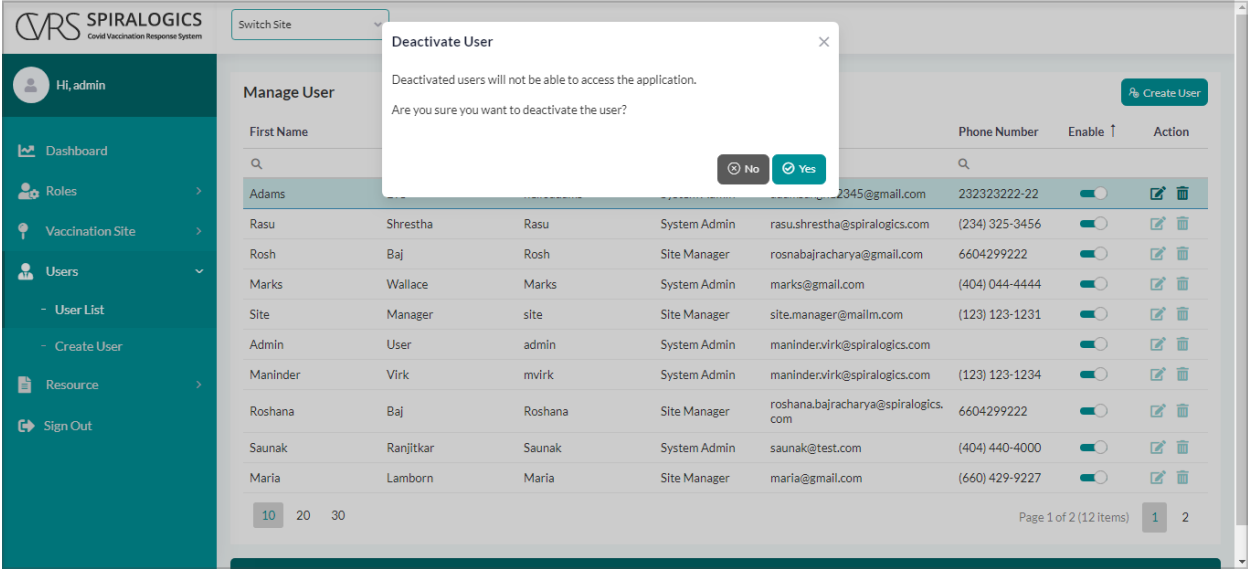


Image 54: Deactivate User Confirmation Box

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

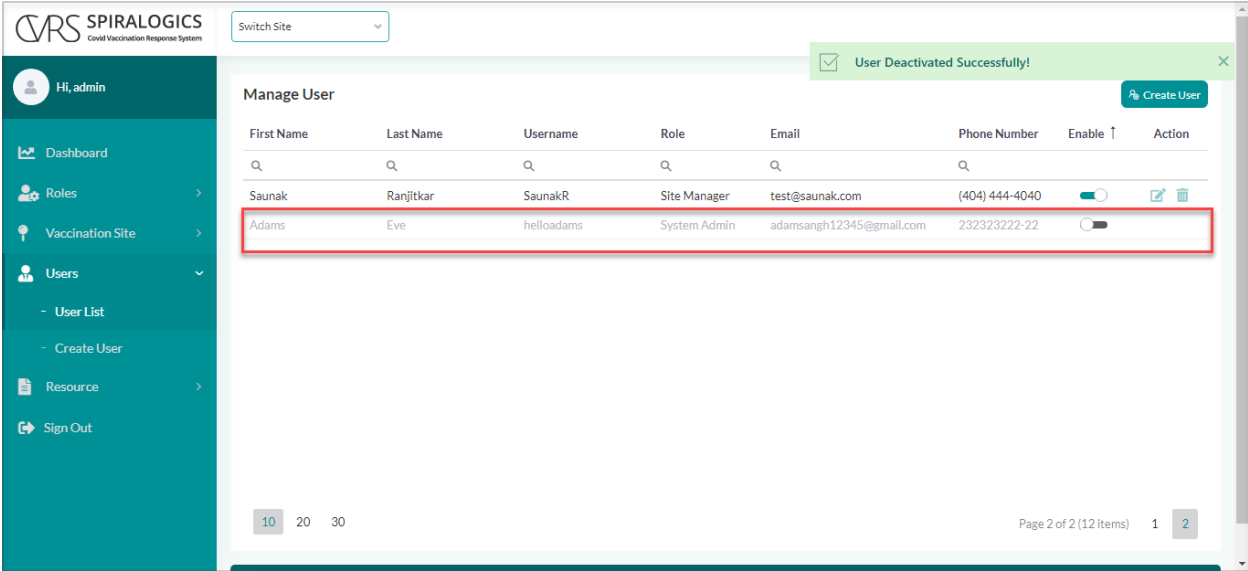


Image 55: Deactivated User highlighted

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

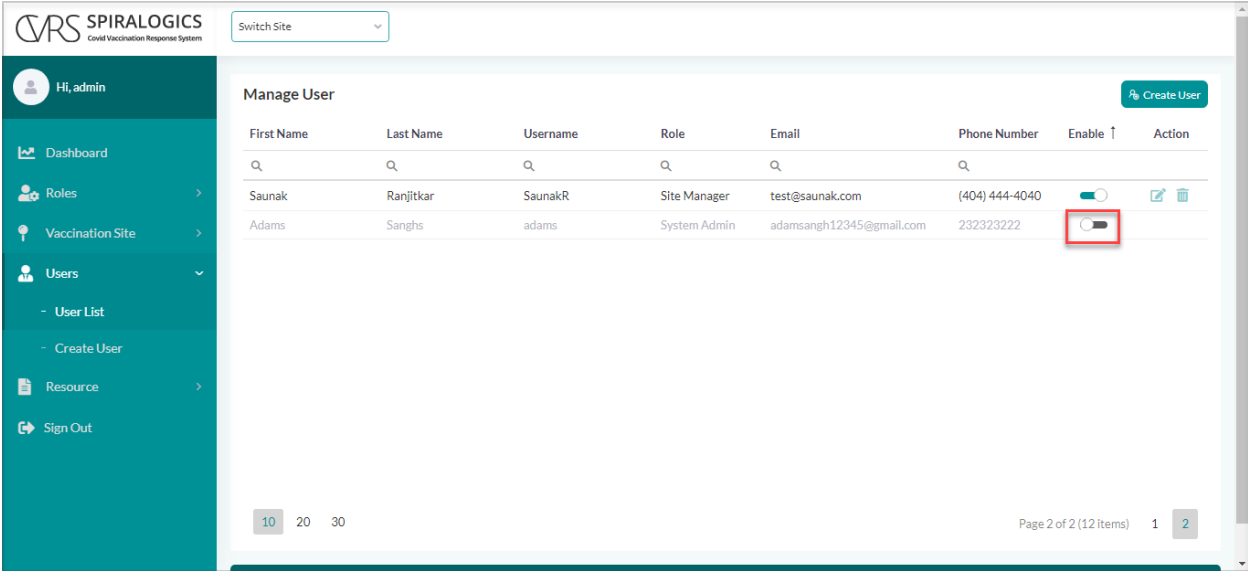


Image 56: Activate User Button

Dialog Box Prompts to confirm the activation of the user.

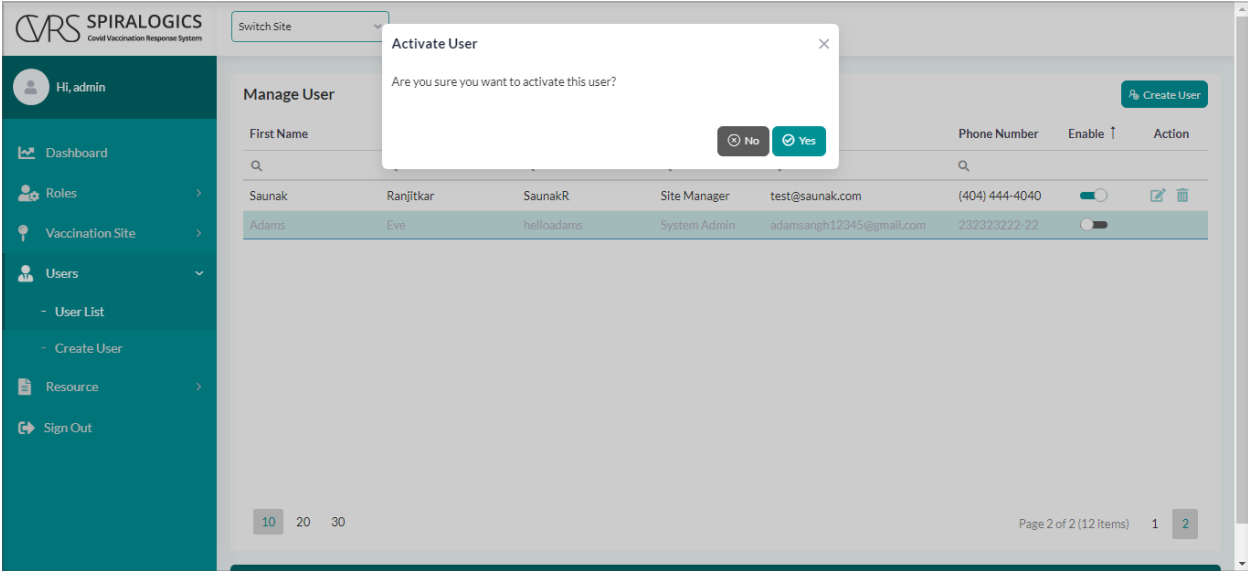


Image 57: Activate User Confirmation Box

On clicking ‘Yes’, the user is enabled into the system.

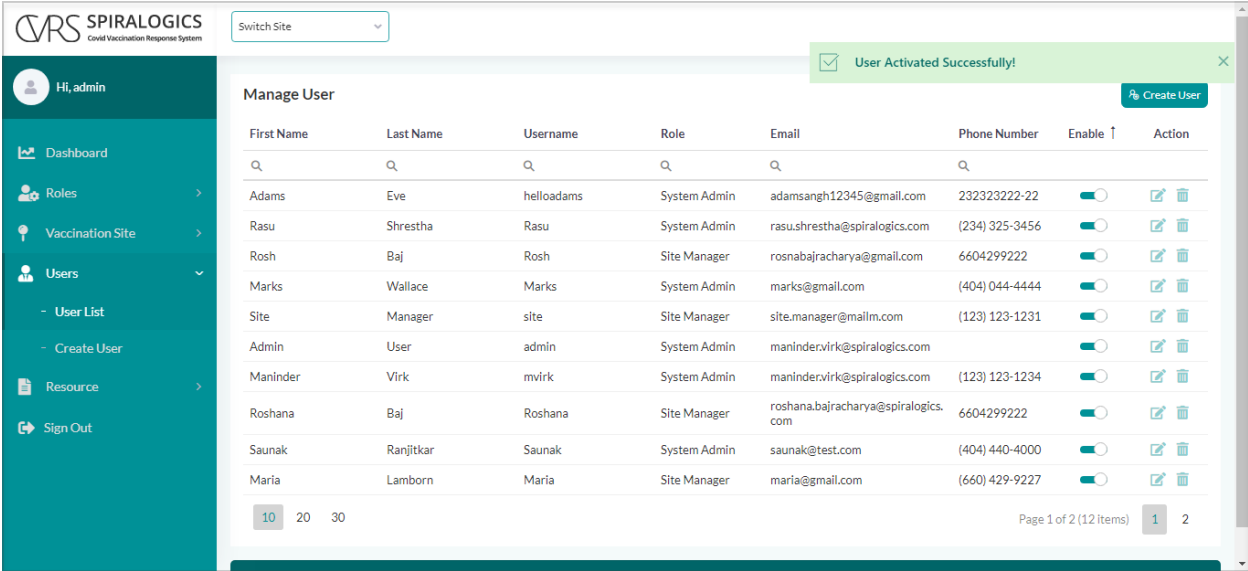


Image 58: User Activated Success Message

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.

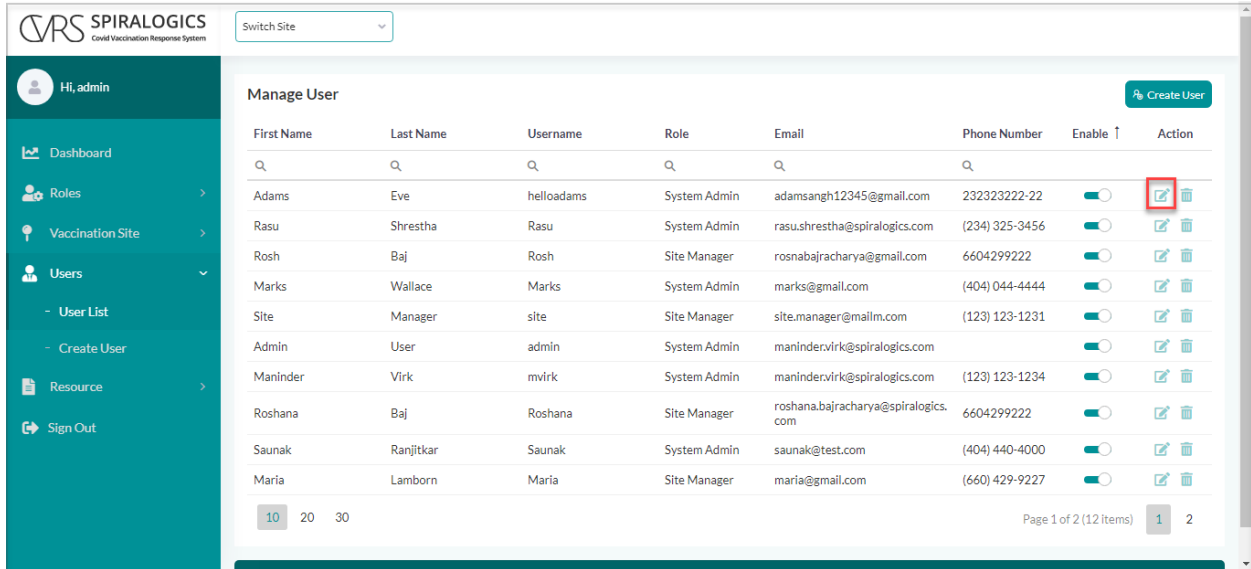


Image 59: Edit User Button

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

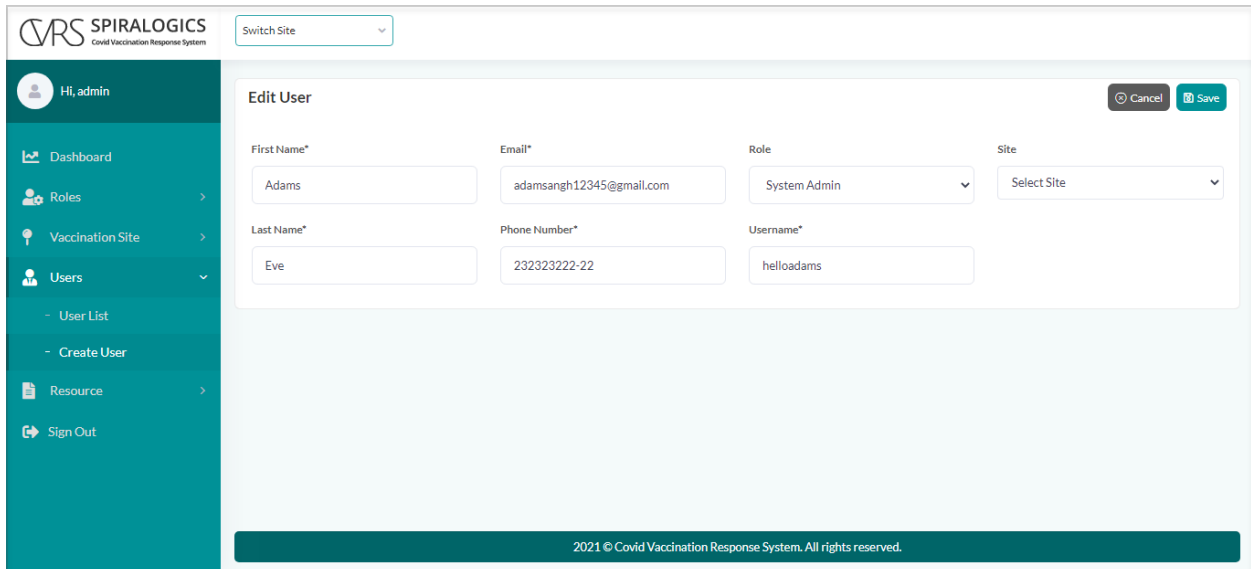


Image 60: Edit User Page

7.4 Delete User

Admin can also delete the user from the system.

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

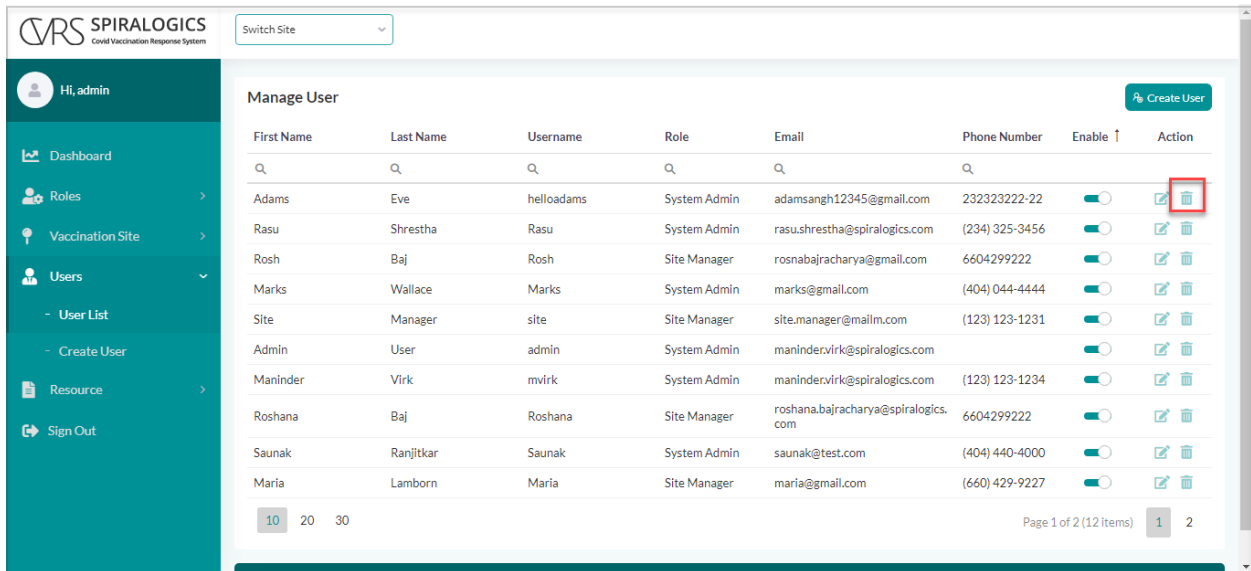


Image 61: Delete User Button

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

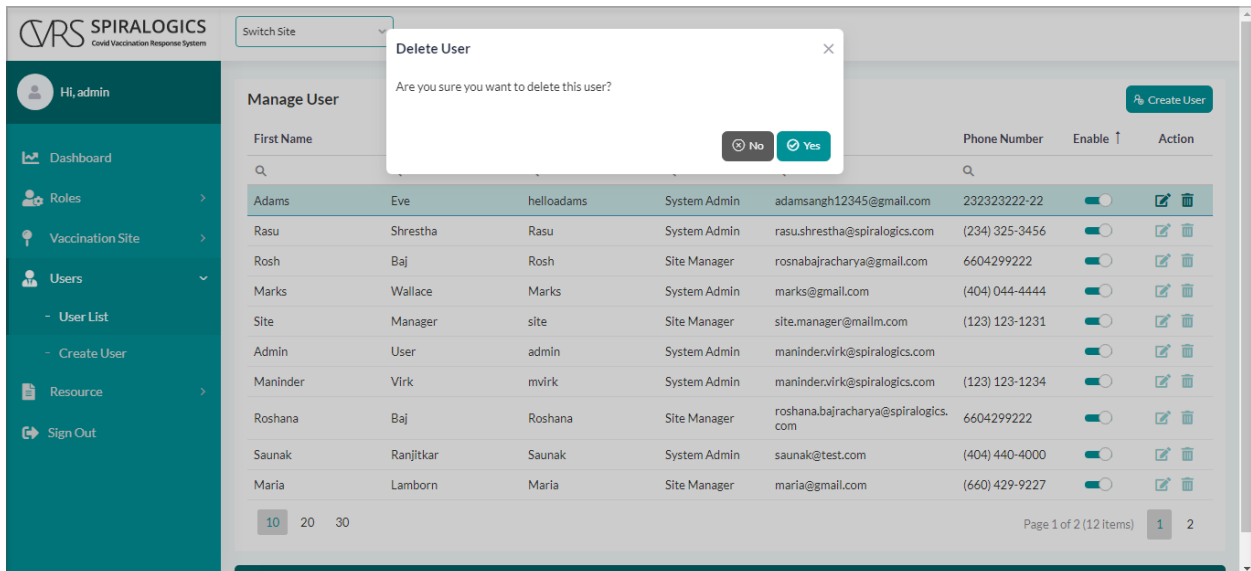


Image 62: Delete User Confirmation Box

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

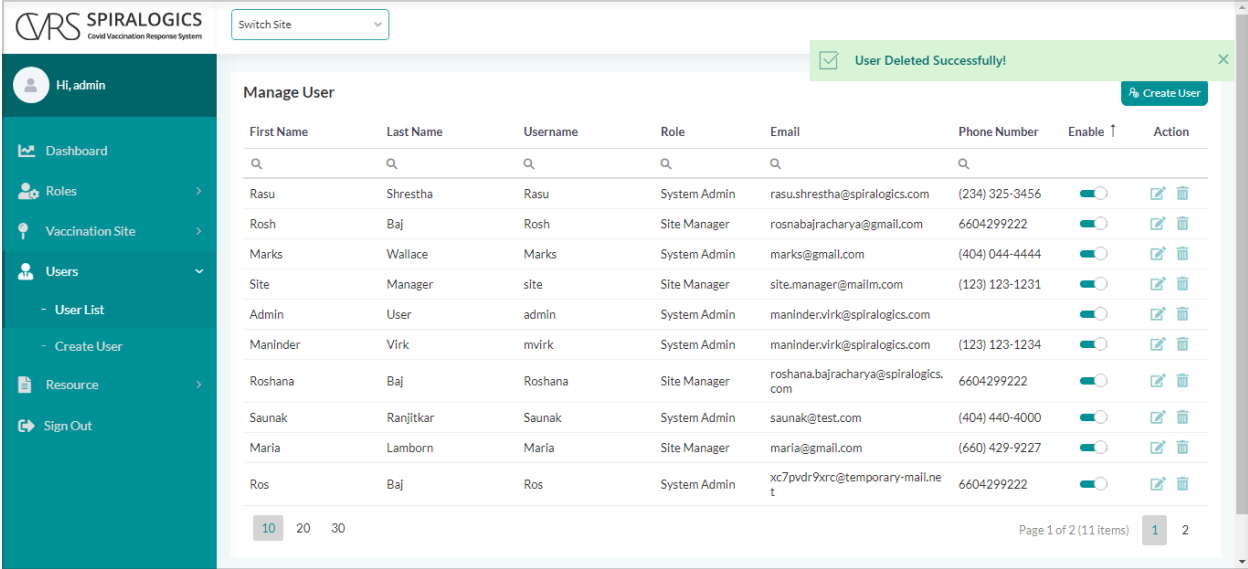


Image 63: User Deleted

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.

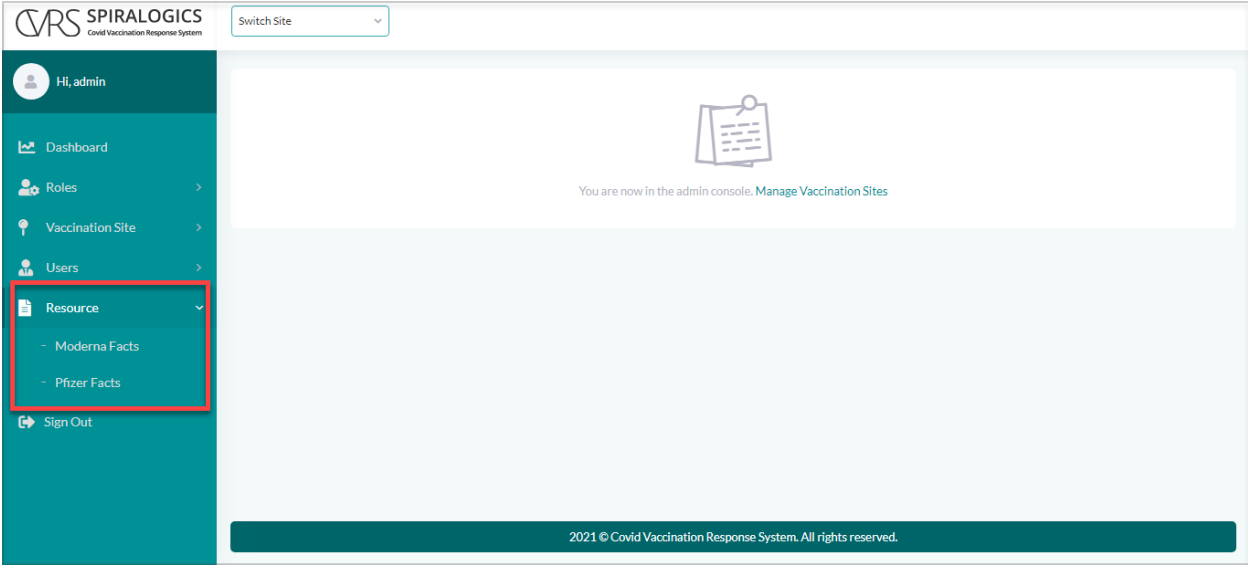


Image 64: Resource

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.

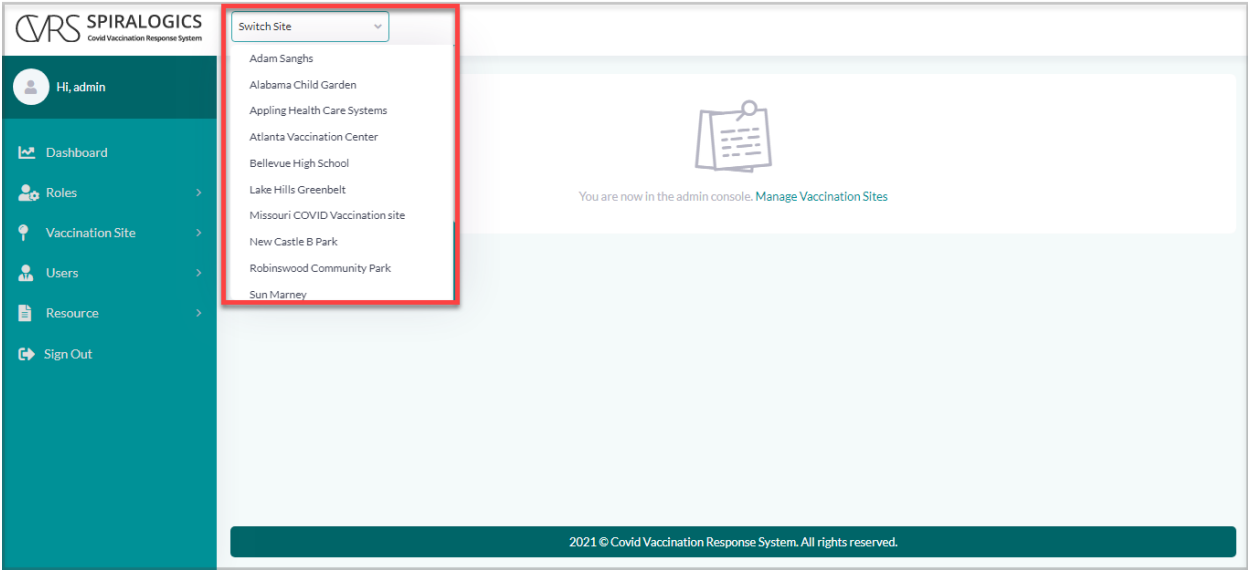


Image 65: Switch Site Dropdown Box

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

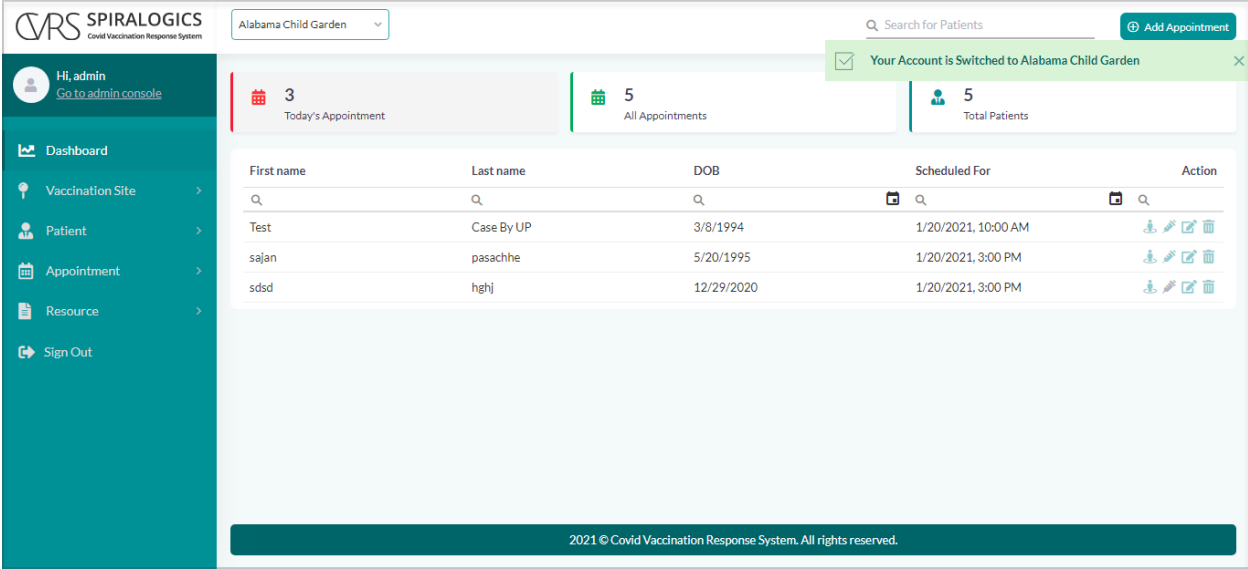


Image 66: Site Switched Success Message

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.

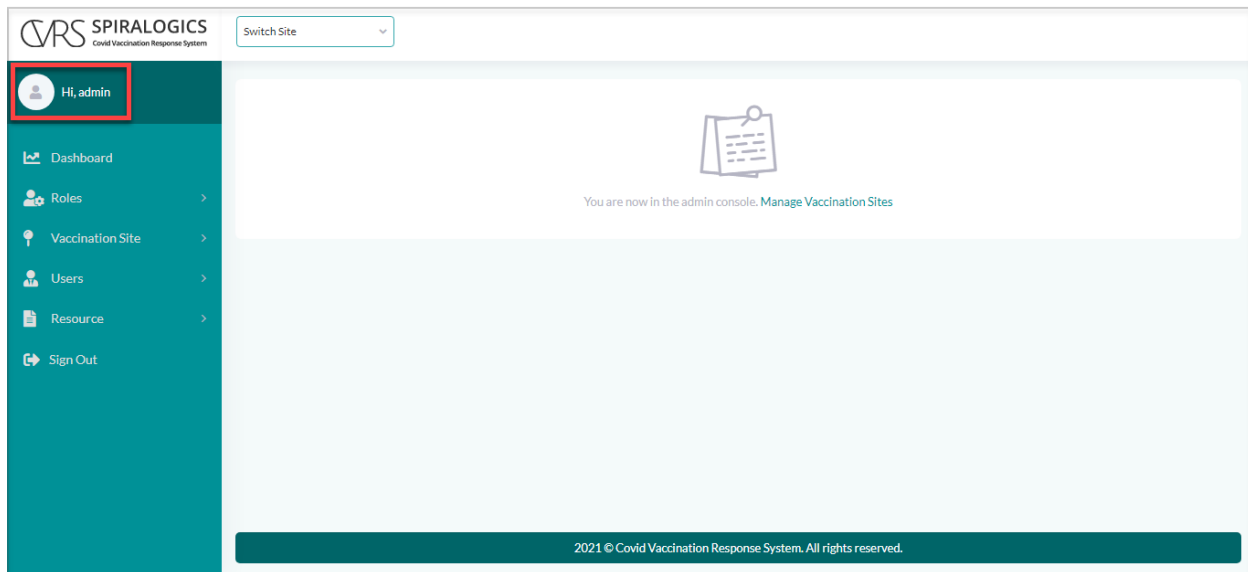


Image 67: User Profile

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

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

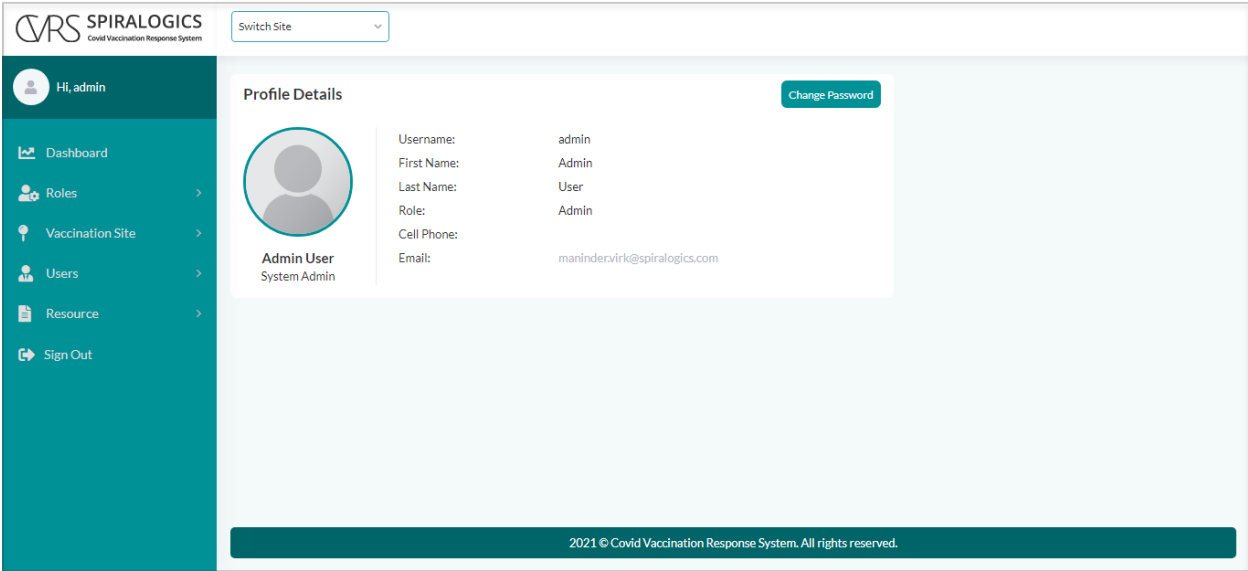


Image 68: User Profile Details Page

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.

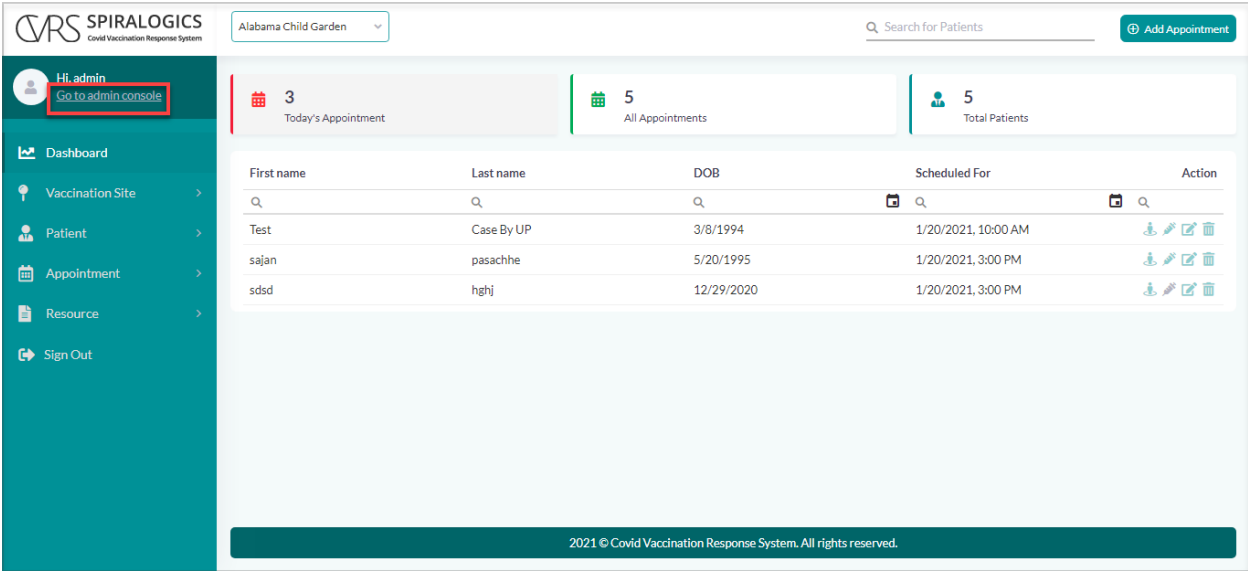


Image 69: Go to Admin Console

Clicking on the ‘Go to admin console’ switches to the admin dashboard.

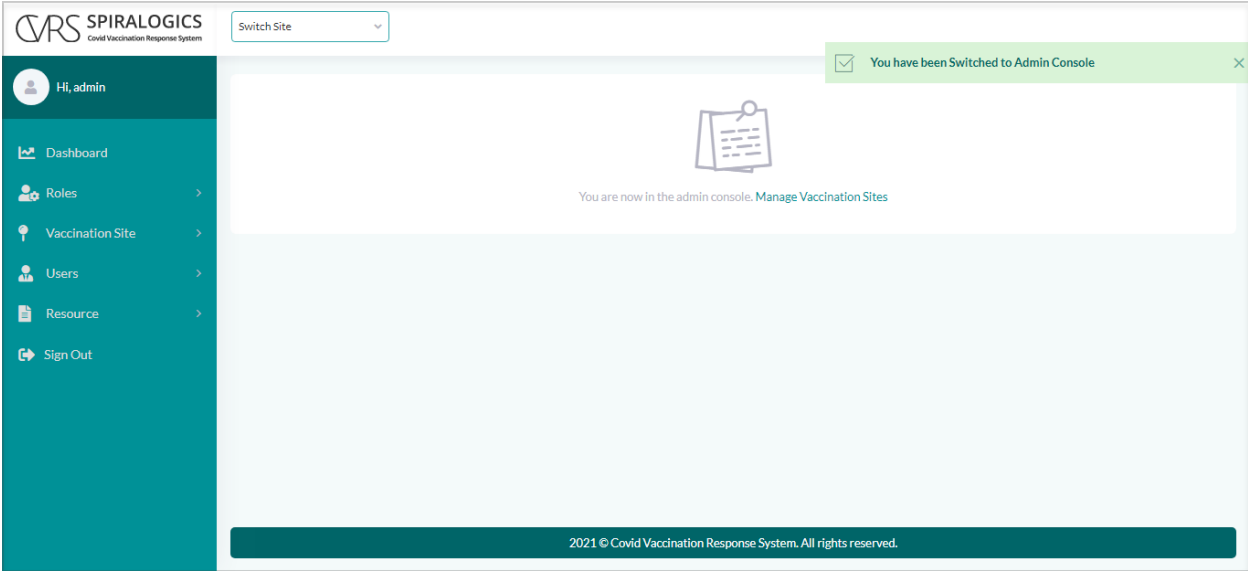


Image 70: Switched to Admin Console Success Message

10.1 Change Password

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

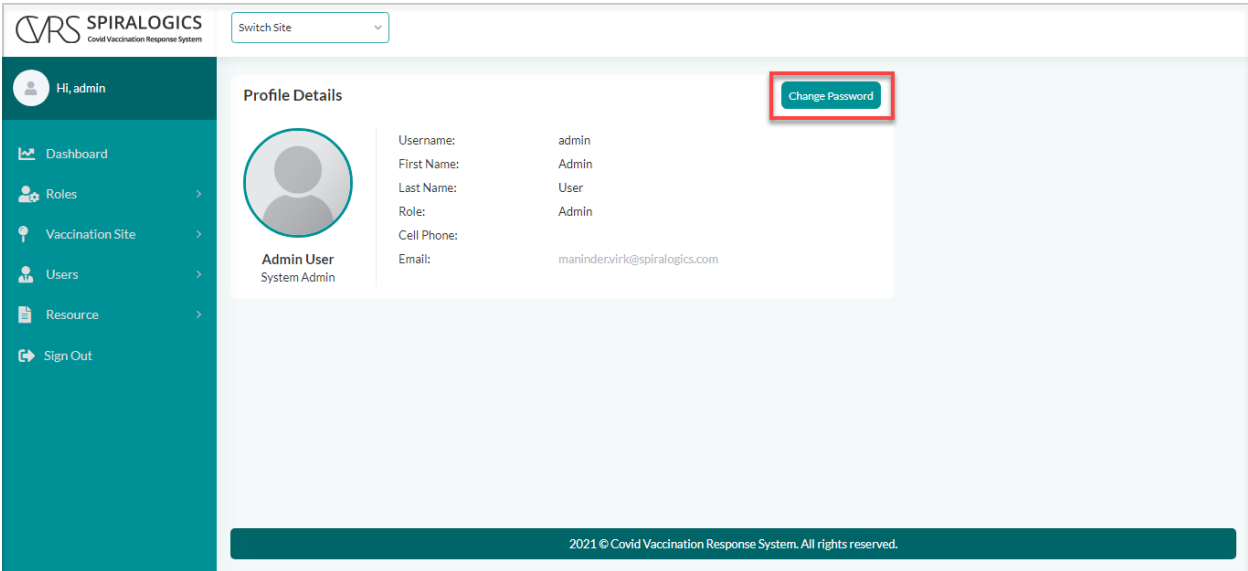


Image 71: Change Password Button

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

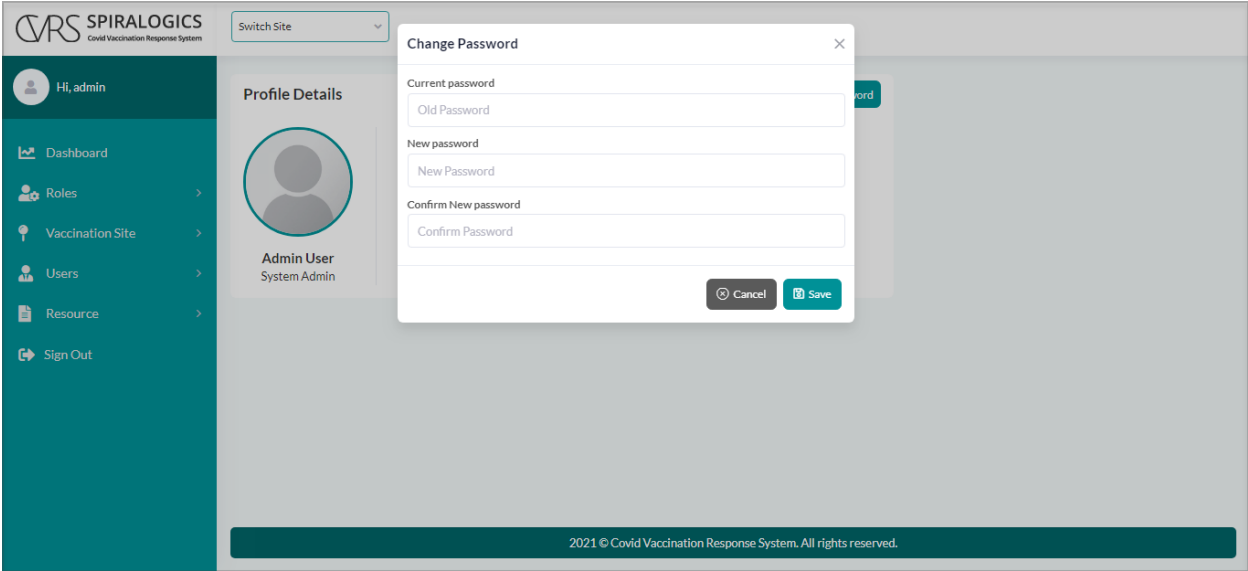


Image 72: Change Password Popup

11. Sign Out

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

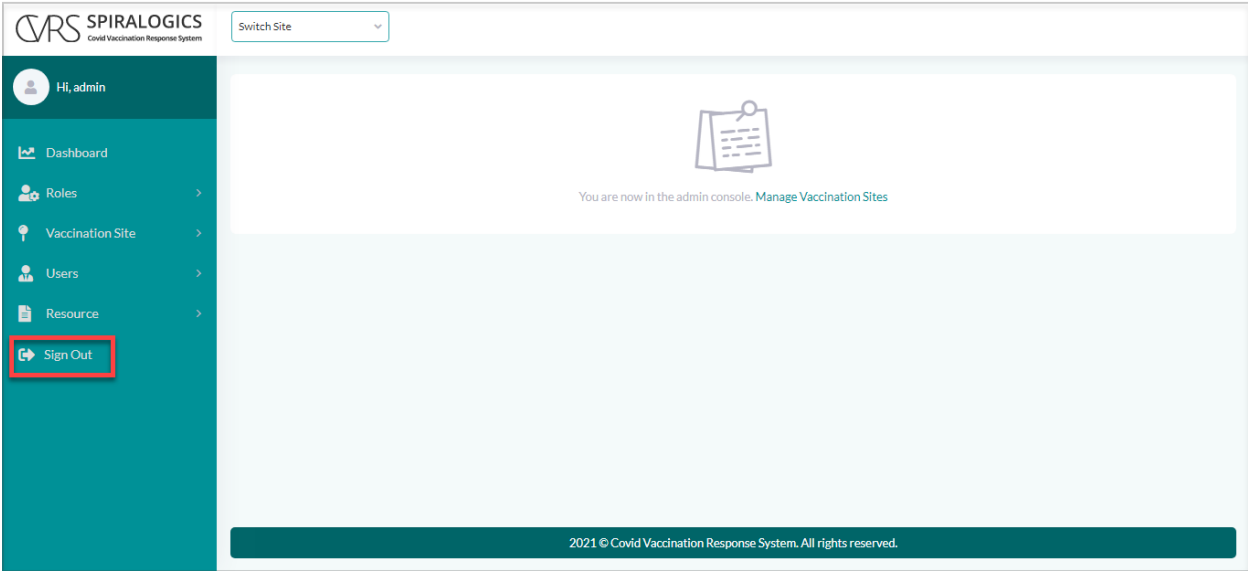


Image 73: Sign Out