



## SITE MANUAL

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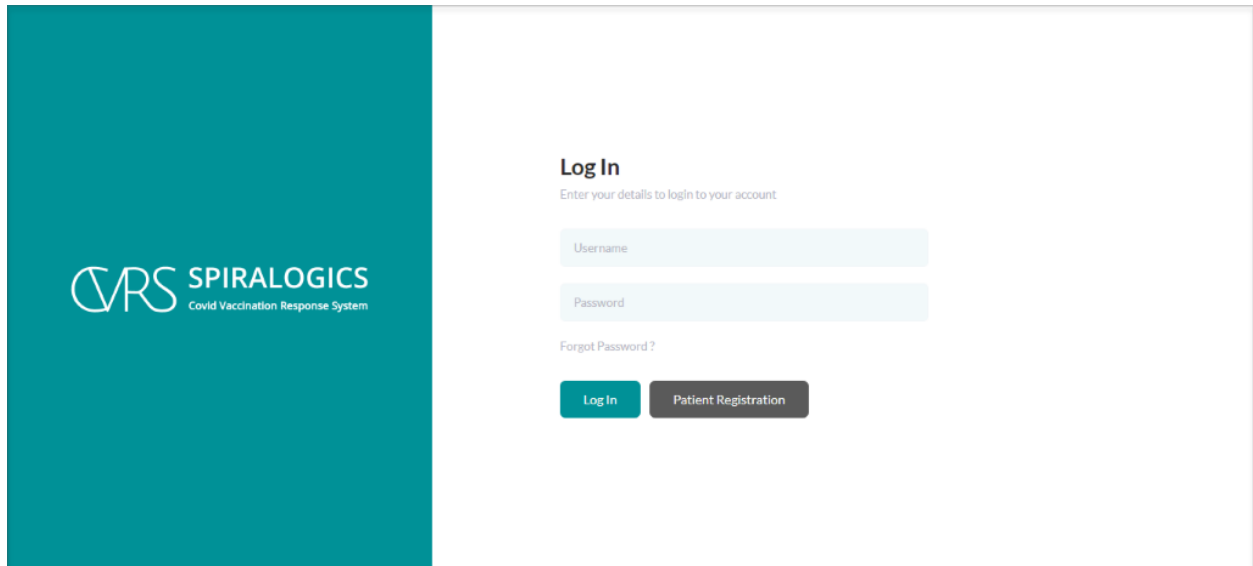
## 1. Introduction

The purpose of this document is to provide a step-by-step guide for using the CVRS (Covid Vaccination Response System) web portal.

The primary users of this manual are the individuals responsible for using the system and managing the appointments and patients in the CVRS system.

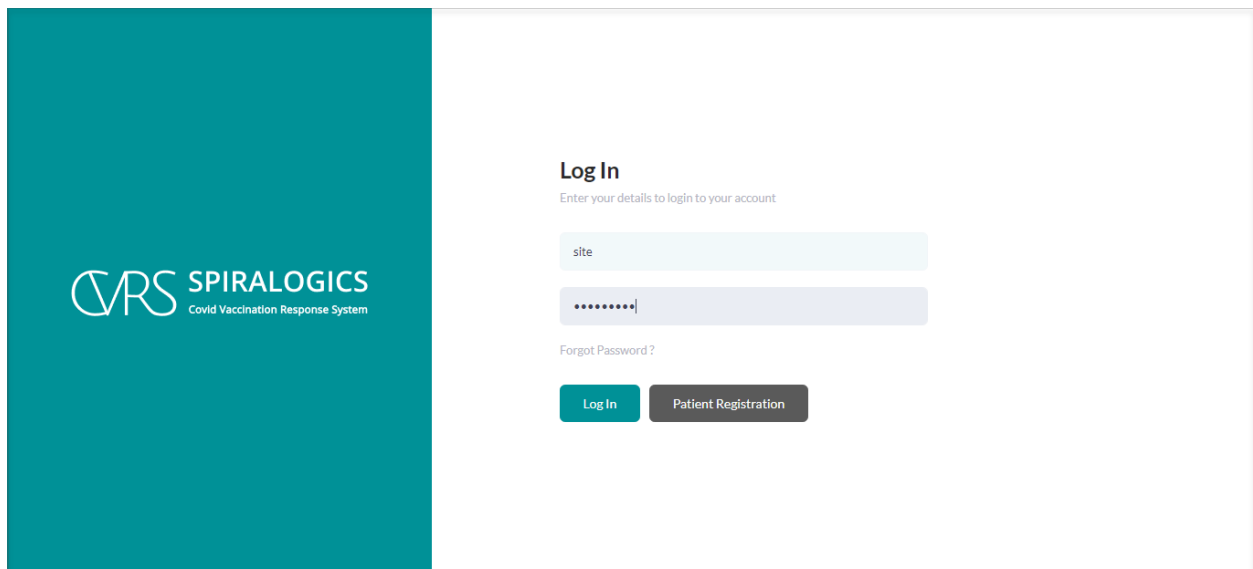
## 2. Getting into the System

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.

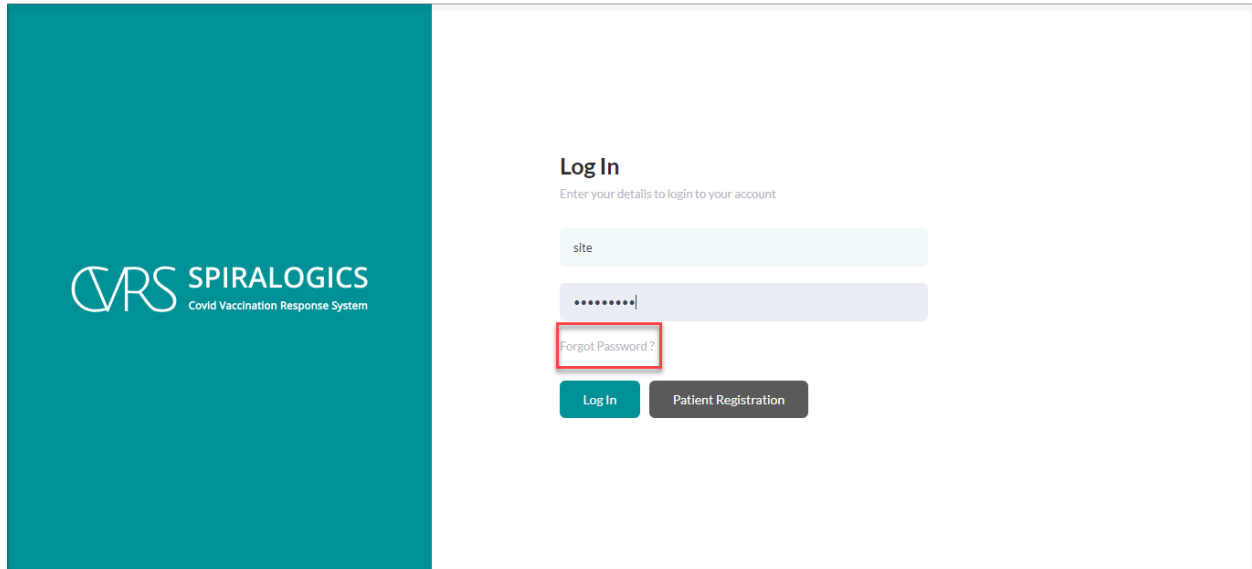


*Image 2: User Credentials*



### 3. Forgot Password

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



*Image 3: 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.

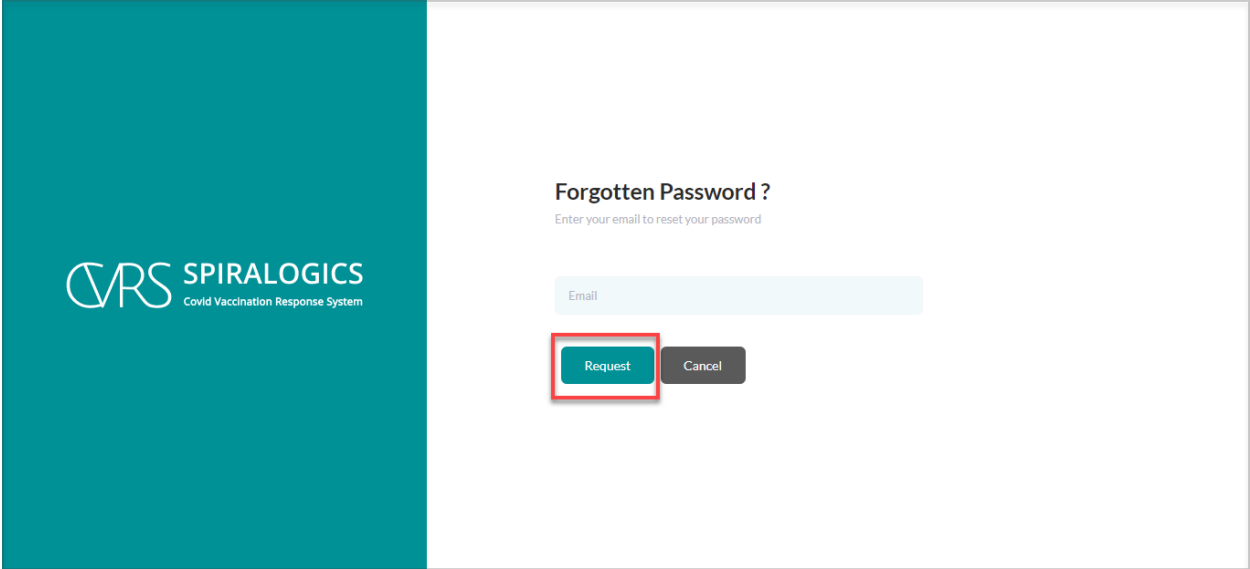


Image 4: Forgot Password Page

## 4. Using the System

### 4.1 Dashboard

For site managers, after logging into the system, you will see the dashboard with different types of buckets with counts which is also the homepage of the application.

The selected bucket is indicated by a light grey background.

You can also perform different actions from viewing patient demographic information, patient immunization information, re-scheduling appointment to deleting appointment which has further been explained below under the patient heading.

- **Today's Appointment:** When you first login, you are provided with the list of today's appoint for that site listed in the today's appointment bucket. The selected bucket is indicated by a light grey background.

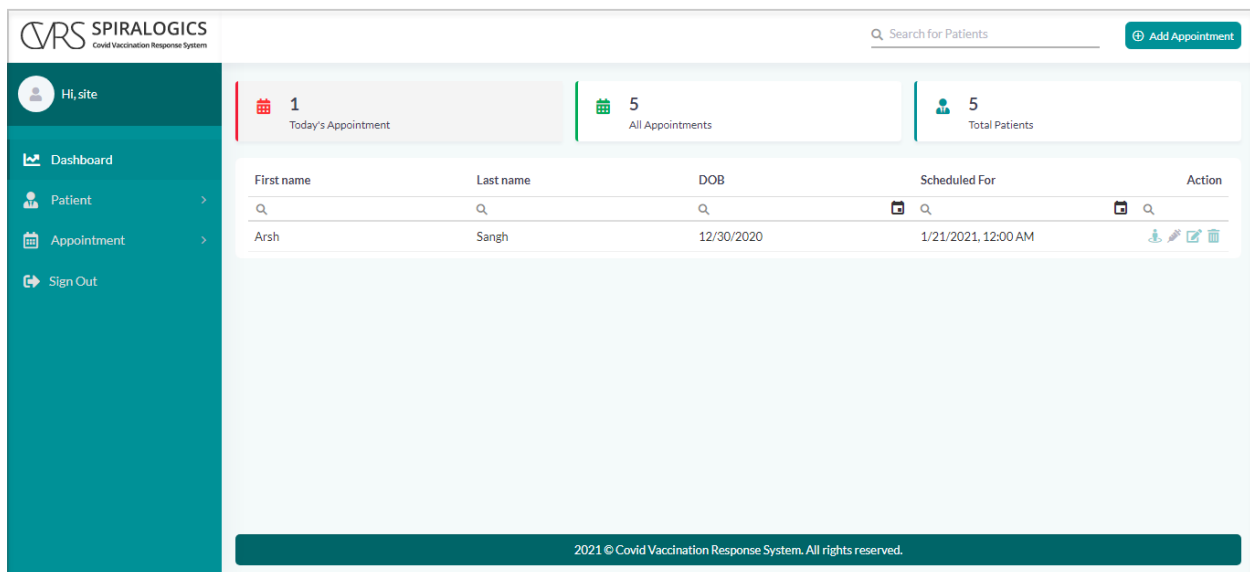


Image 5: Dashboard and Today's Appointment list

- **All Appointments:** In this bucket, all the appointments of that site can be displayed.



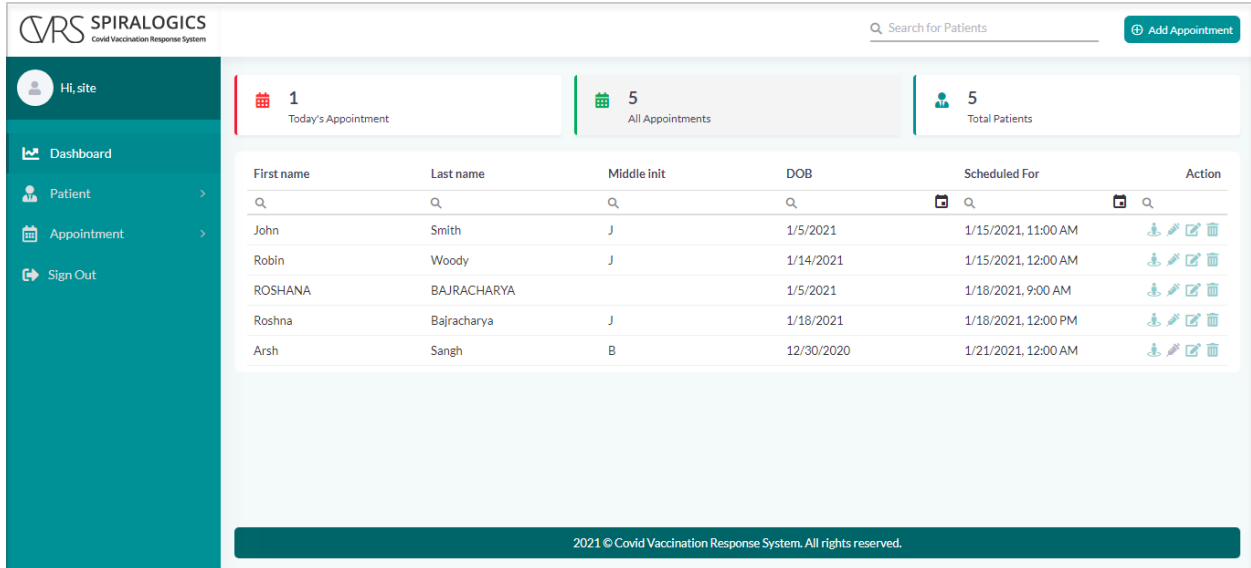


Image 6: All Appointment List

- **Total Patients:** The last bucket lists out the all the patients of that site.

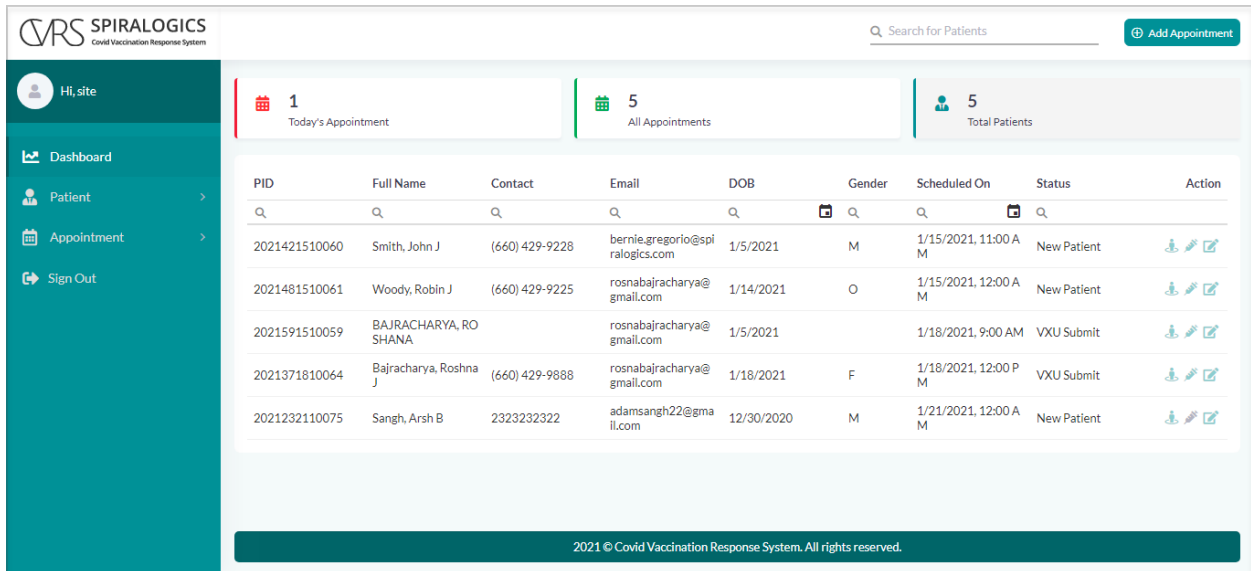


Image 7: Total Patients List

## 4.2 Search for Patients

You can use the search engine at the top right of the page to search for any patients in that site.

You can search for patients by their first name, last name, patient's identification number (PID) and email address.

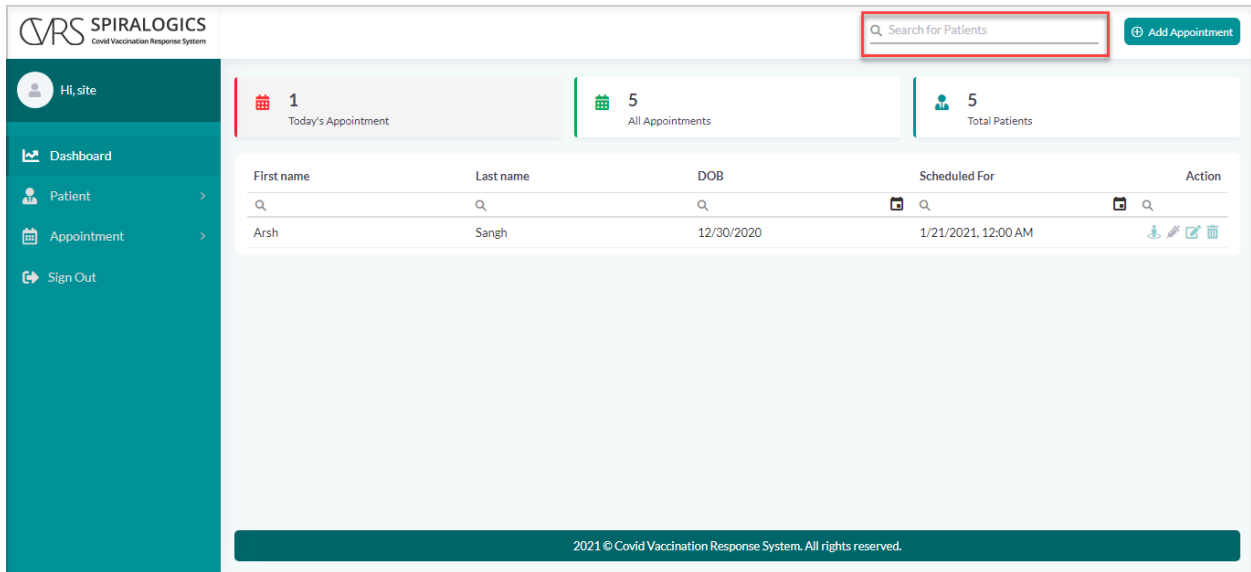


Image 8: Search for Patients

When you enter the text to search for a patient based on the fields mentioned above, it displays the patients related to that entered text.

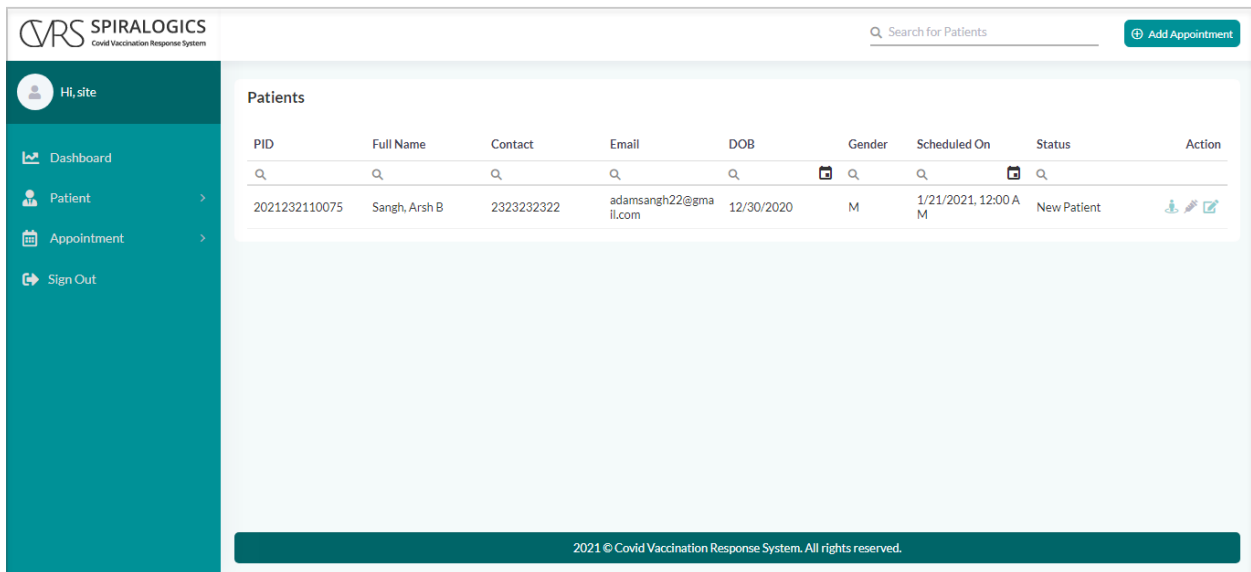
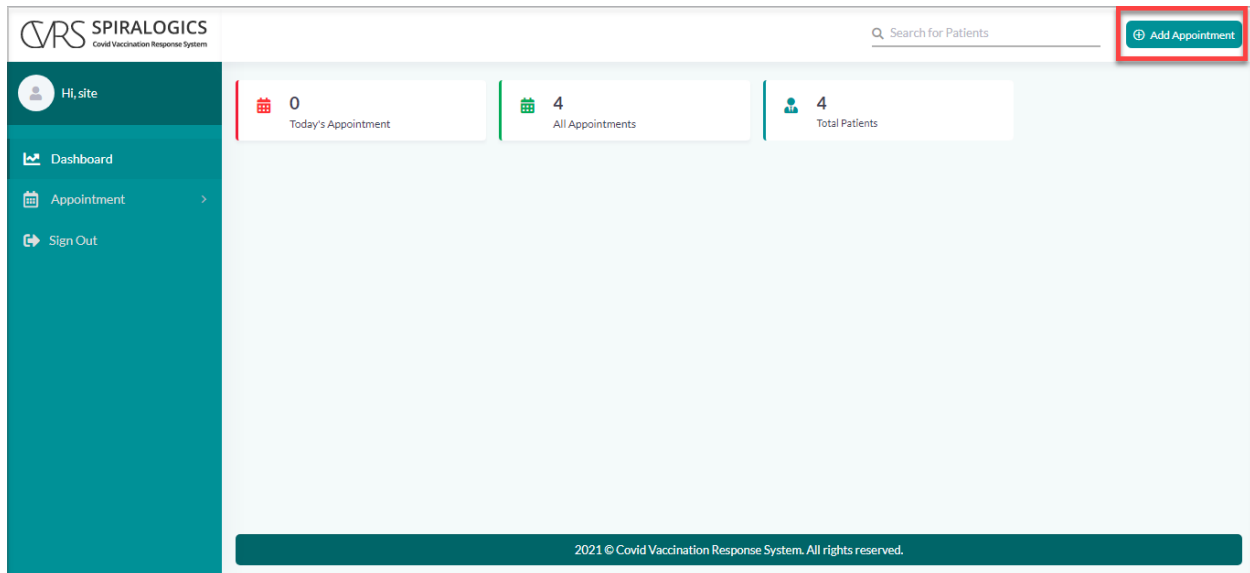


Image 9: Search Result for Patient

### 4.3 Add Appointment

You can add appointment for a specific site by clicking on the 'Add Appointment' button at the top right of the page. This add appointment button can be accessed from any other pages in the application.



*Image 10: Add Appointment Button*

When you click on the add appointment button, you are provided with a schedule appointment popup to enter the following details.

- Appointment date and time
- First Name
- Middle Initial
- Last Name
- Date of Birth
- Gender
- Phone Number
- Email Address

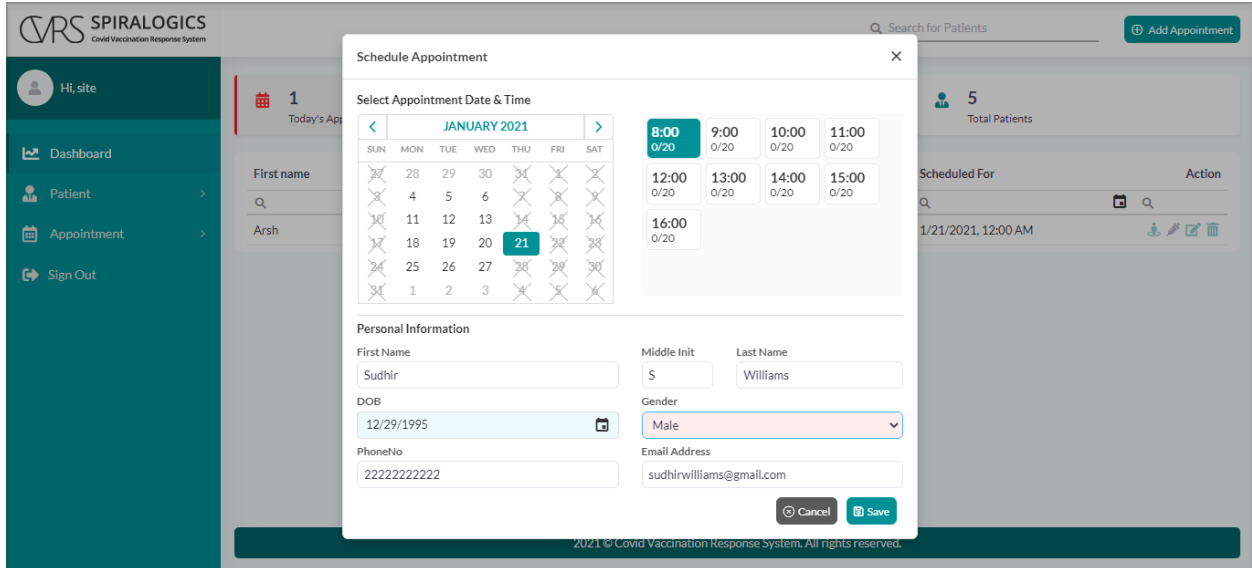


Image 11: Schedule Appointment Popup

Clicking on the save button adds a new appointment in the system which can be viewed either in the Patient list or under the appointment list from the menu.

## 5. Patient

You can view all the patients of the site either from the total patients bucket or from the 'Patient List' under the 'Patient' from the side menu.

The screenshot shows the SPIRALOGICS COVID Vaccination Response System interface. The top navigation bar includes the logo, a search bar for patients, and an 'Add Appointment' button. The left sidebar contains a menu with 'Hi, site', 'Dashboard', 'Patient' (highlighted with a red box), 'Appointment', and 'Sign Out'. The 'Patient' menu item has a sub-item 'Patient List'. The main content area displays summary statistics: '1 Today's Appointment', '5 All Appointments', and '5 Total Patients'. Below this is a table with columns for First name, Last name, DOB, Scheduled For, and Action. A single patient entry is visible: Arsh Sangh, DOB 12/30/2020, Scheduled For 1/21/2021, 12:00 AM. The footer contains the copyright notice: '2021 © Covid Vaccination Response System. All rights reserved.'

Image 12: Patient List

When you click on the patient list, you are provided with a list of all the patients in the site.

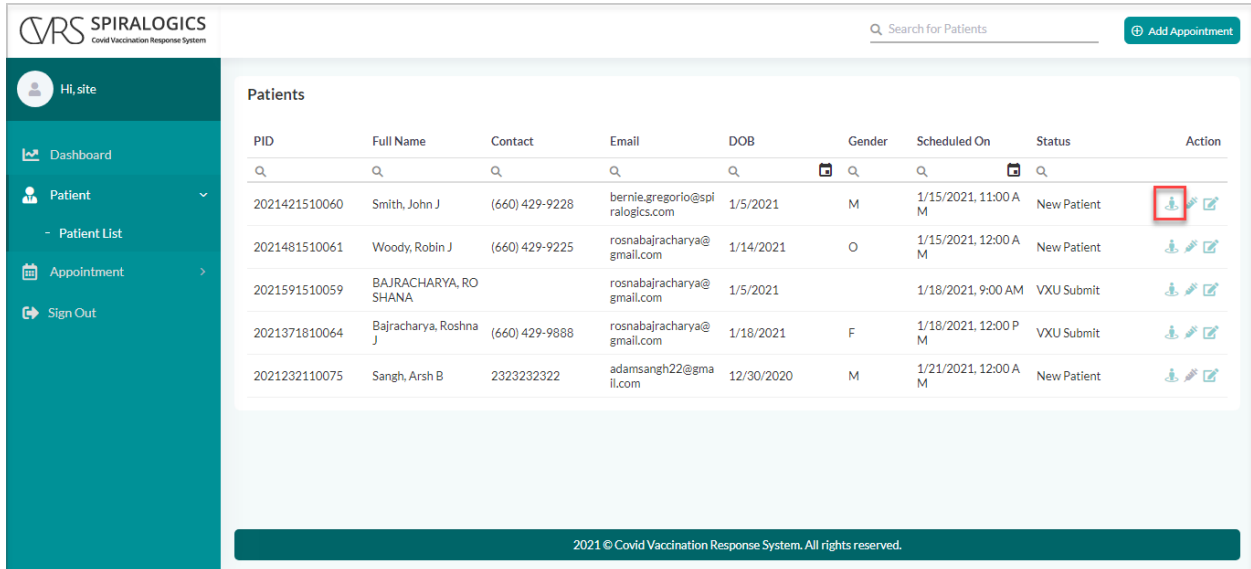
The screenshot shows the SPIRALOGICS COVID Vaccination Response System interface with the 'Patient List' view active. The left sidebar is the same as in Image 12. The main content area displays a table titled 'Patients' with columns: PID, Full Name, Contact, Email, DOB, Gender, Scheduled On, Status, and Action. The table contains five patient entries. The footer contains the copyright notice: '2021 © Covid Vaccination Response System. All rights reserved.'

| PID           | Full Name             | Contact        | Email                           | DOB        | Gender | Scheduled On        | Status      | Action |
|---------------|-----------------------|----------------|---------------------------------|------------|--------|---------------------|-------------|--------|
| 2021421510060 | Smith, John J         | (660) 429-9228 | bernie.gregorio@spiralogics.com | 1/5/2021   | M      | 1/15/2021, 11:00 AM | New Patient |        |
| 2021481510061 | Woody, Robin J        | (660) 429-9225 | rosnabajracharya@gmail.com      | 1/14/2021  | O      | 1/15/2021, 12:00 AM | New Patient |        |
| 2021591510059 | BAJRACHARYA, RO SHANA |                | rosnabajracharya@gmail.com      | 1/5/2021   |        | 1/18/2021, 9:00 AM  | VXU Submit  |        |
| 2021371810064 | Bajracharya, Roshna J | (660) 429-9888 | rosnabajracharya@gmail.com      | 1/18/2021  | F      | 1/18/2021, 12:00 PM | VXU Submit  |        |
| 2021232110075 | Sangh, Arsh B         | 2323232322     | adamsangh22@gmail.com           | 12/30/2020 | M      | 1/21/2021, 12:00 AM | New Patient |        |

Image 13: Patient List

## 5.1 Demographic

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



The screenshot displays the SPIRALOGICS COVID Vaccination Response System interface. On the left is a teal sidebar with navigation options: Dashboard, Patient (with a dropdown arrow), Patient List, Appointment (with a right arrow), and Sign Out. The main content area is titled 'Patients' and contains a table with columns: PID, Full Name, Contact, Email, DOB, Gender, Scheduled On, Status, and Action. The first row of the table is for patient John J. Smith (PID: 2021421510060). The 'Action' column for this row contains three icons: a person icon, a pencil icon, and a trash icon. The person icon is highlighted with a red square. At the bottom of the interface, there is a footer: '2021 © Covid Vaccination Response System. All rights reserved.'
















| PID           | Full Name             | Contact        | Email                           | DOB        | Gender | Scheduled On        | Status      | Action  |
|---------------|-----------------------|----------------|---------------------------------|------------|--------|---------------------|-------------|---|
| 2021421510060 | Smith, John J         | (660) 429-9228 | bernie.gregorio@spiralogics.com | 1/5/2021   | M      | 1/15/2021, 11:00 AM | New Patient |    |
| 2021481510061 | Woody, Robin J        | (660) 429-9225 | rosnabajracharya@gmail.com      | 1/14/2021  | O      | 1/15/2021, 12:00 AM | New Patient |    |
| 2021591510059 | BAJRACHARYA, RO SHANA |                | rosnabajracharya@gmail.com      | 1/5/2021   |        | 1/18/2021, 9:00 AM  | VXU Submit  |    |
| 2021371810064 | Bajracharya, Roshna J | (660) 429-9888 | rosnabajracharya@gmail.com      | 1/18/2021  | F      | 1/18/2021, 12:00 PM | VXU Submit  |    |
| 2021232110075 | Sangh, Arsh B         | 2323232322     | adamsangh22@gmail.com           | 12/30/2020 | M      | 1/21/2021, 12:00 AM | New Patient |    |

Image 14: 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.

**SPIRALOGICS** Covid Vaccination Response System

Search for Patients Add Appointment

Hi, site

**Smith, John** PID #: 2021421510060 | DOB: 01/05/2021 | Age: 0Y 0M 16D | Gender: M | Contact: (660) 429-9228, bernie.gregorio@spiralogics.com

**Patient Demographics** Update Cancel

**Basic Information**

First Name \* John Family Name \* Smith Mother's Maiden Family Name Hall Name Type Code \* Birth Name

DOB \* 1/5/2021 Multiple Birth Indic. Birth Order Gender Male Race Identifier | Text | Coding System Ethnic Group Identifier | Text | Coding System

**Mailing Address**

Address Type \* Type Code Street Line of Address \* 14221 NE 48th S Second Line of Address

City \* BELLEVUE State \* WA Zip \* 98006 Country \* Select

**Contact Information**

Use Code \* ORN | Other residence number Equipment Type Coded Value | Description Email Address

Area/City Code Local Number Extention

Image 15: Patient Demographic Page

You can click on the 'Update' button, to update the information about the patient.

**SPIRALOGICS** Covid Vaccination Response System

Search Patient Information Saved Successfully

Hi, site

**Smith, John** PID #: 2021421510060 | DOB: 01/05/2021 | Age: 0Y 0M 16D | Gender: M | Contact: (660) 429-9228, bernie.gregorio@spiralogics.com

**Patient Demographics** Update Cancel

**Basic Information**

First Name \* John Family Name \* Smith Mother's Maiden Family Name Hall Name Type Code \* Birth Name

DOB \* 1/5/2021 Multiple Birth Indic. Birth Order Gender Male Race Identifier | Text | Coding System Ethnic Group Identifier | Text | Coding System

**Mailing Address**

Address Type \* Type Code Street Line of Address \* 14221 NE 48th S Second Line of Address

City \* BELLEVUE State \* WA Zip \* 98006 Country \* Select

**Contact Information**

Use Code \* ORN | Other residence number Equipment Type Coded Value | Description Email Address

Area/City Code Local Number Extention

Image 16: Patient Demographic Saved Success Message

## 5.2 Immunization

You can also manage the immunization details of a patient by clicking on the 'Immunization' button as highlighted below.

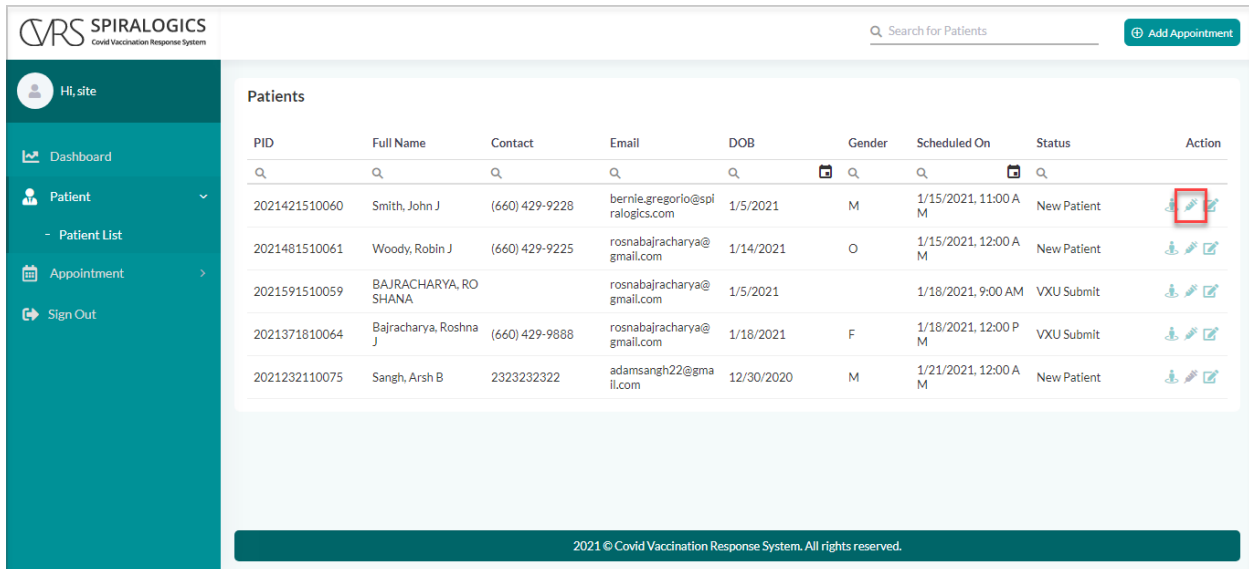


Image 17: Immunization Button

Once you click on the immunization button, you are provided with the patient’s immunization information grid with a add vaccine button and the cancel button.

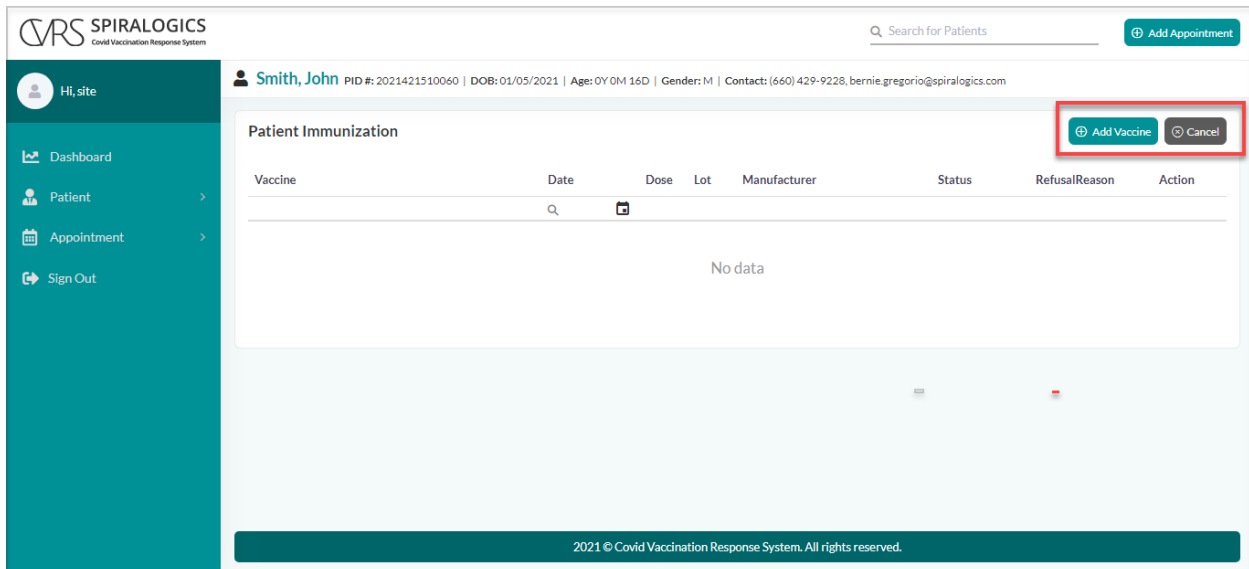


Image 18: Add Vaccine and Cancel Buttons

The name of the patient, PID (patient identification number), DOB (date of birth), age, contact and the email address is being displayed at the top.



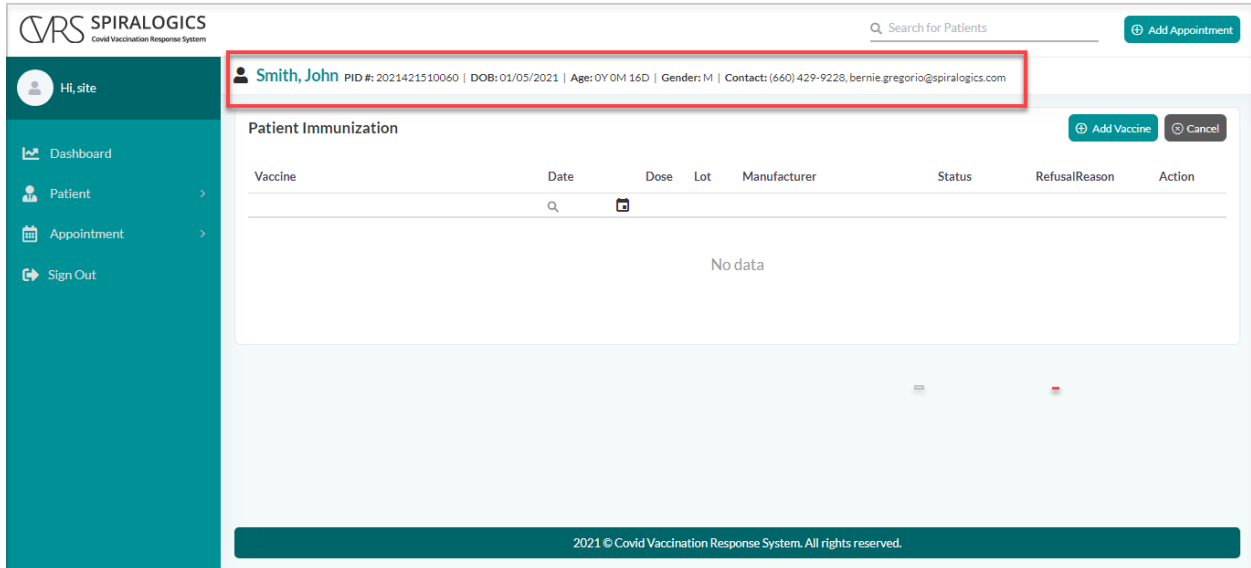


Image 19: Basic Information of Patient

Clicking on the 'Cancel' button leads to the patient list page.

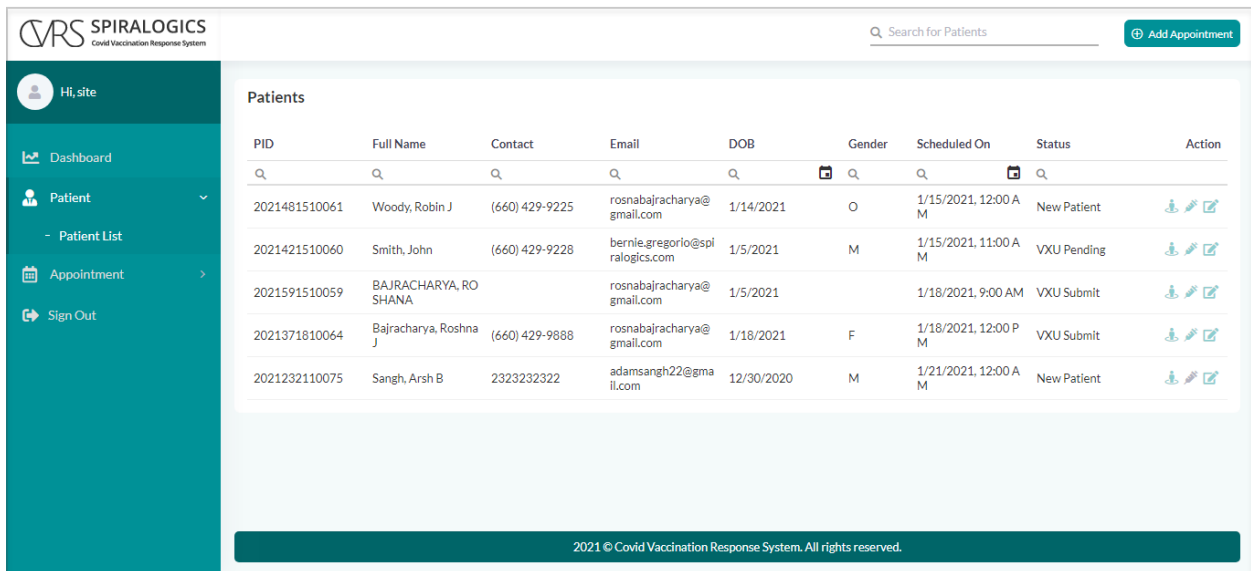


Image 20: Patient List

### 5.2.1 Add Vaccine

You can add the vaccine information for each specific patient by clicking on the 'Add Vaccine' page as highlighted below.

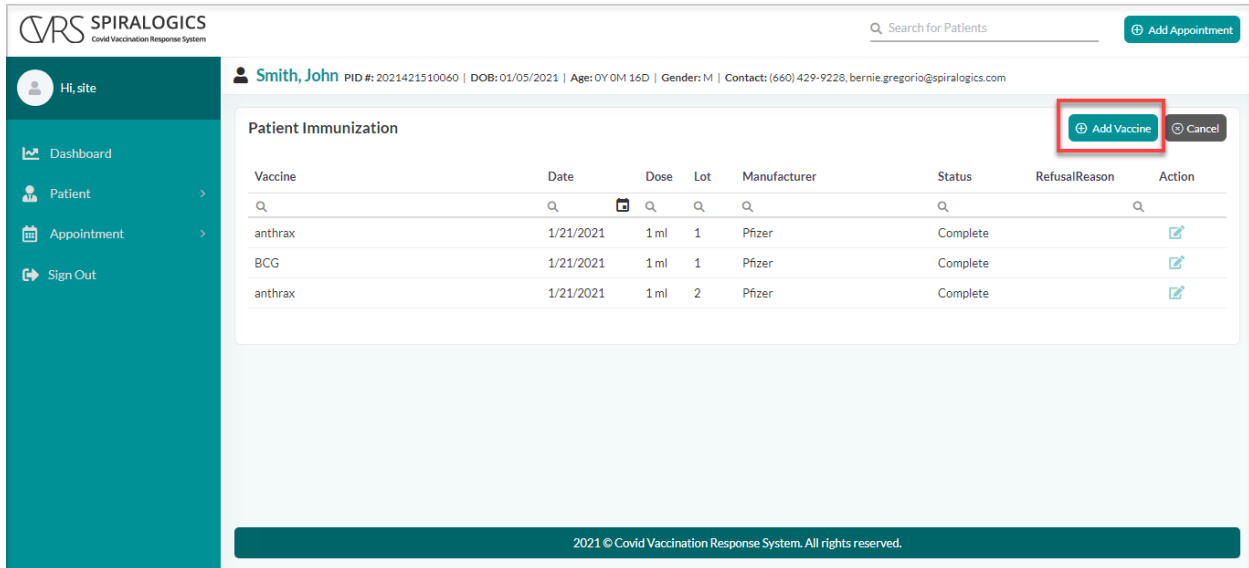


Image 21: Add Vaccine Button

Once you click on the add vaccine button, you are provided with the administer vaccine page where you can enter the details about the vaccine to be provided along with the other required fields.

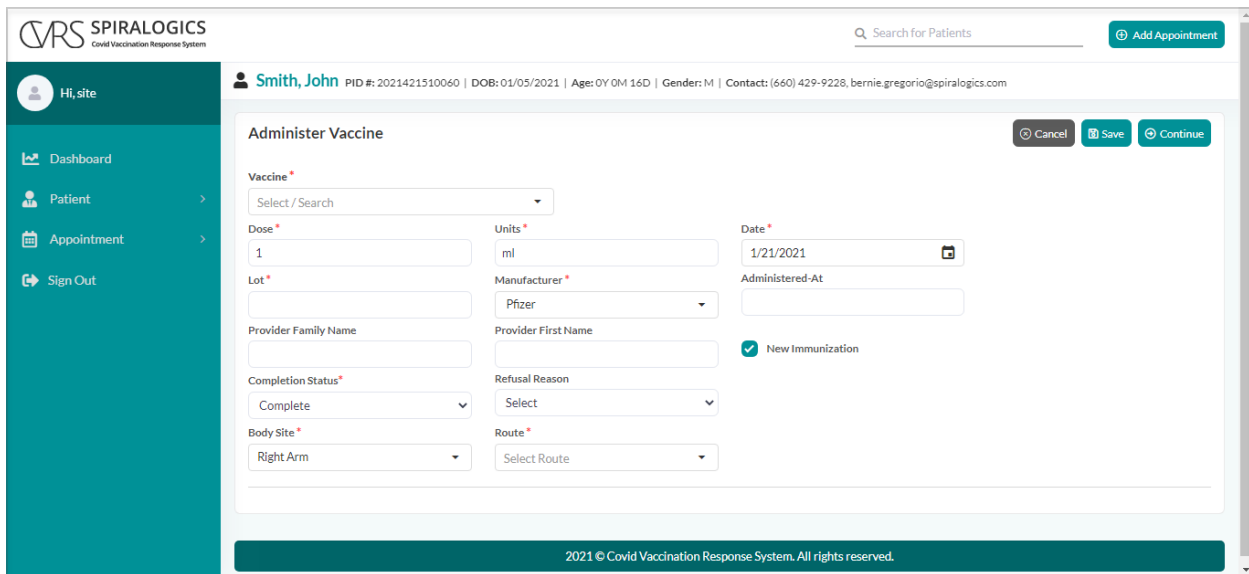


Image 22: Add Vaccine Page

Click on the 'Save' button, after entering the required and valid data, the information about the vaccine is saved in the system.

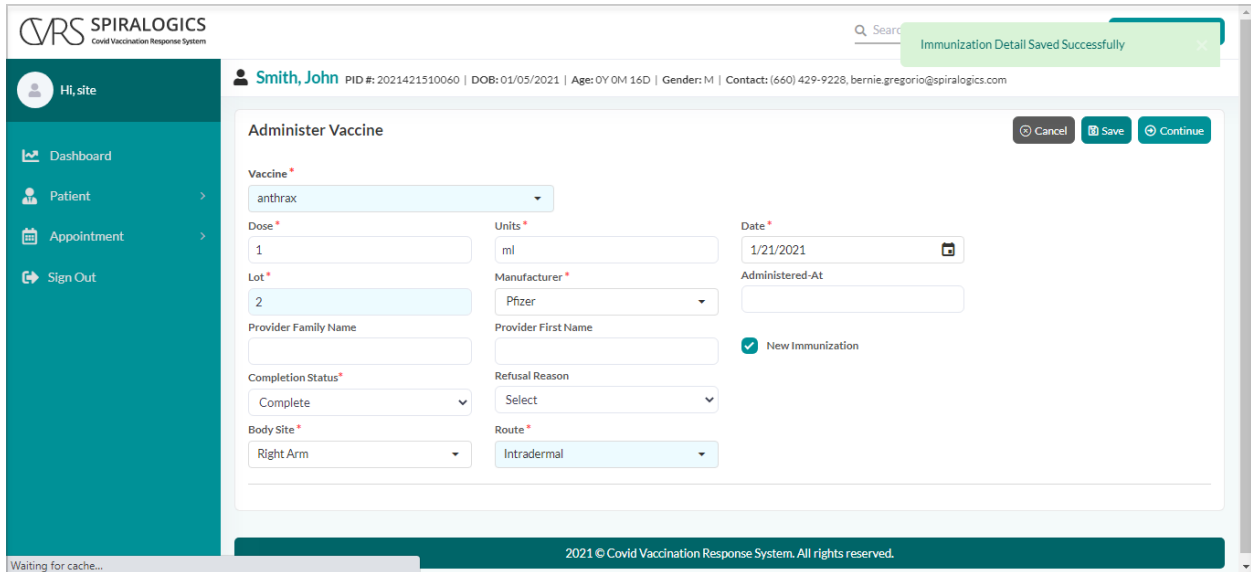


Image 23: Immunization Detail Saved Success Message

You can click on the 'Continue' button to save the entered and to add the further information about the observation of the patient.

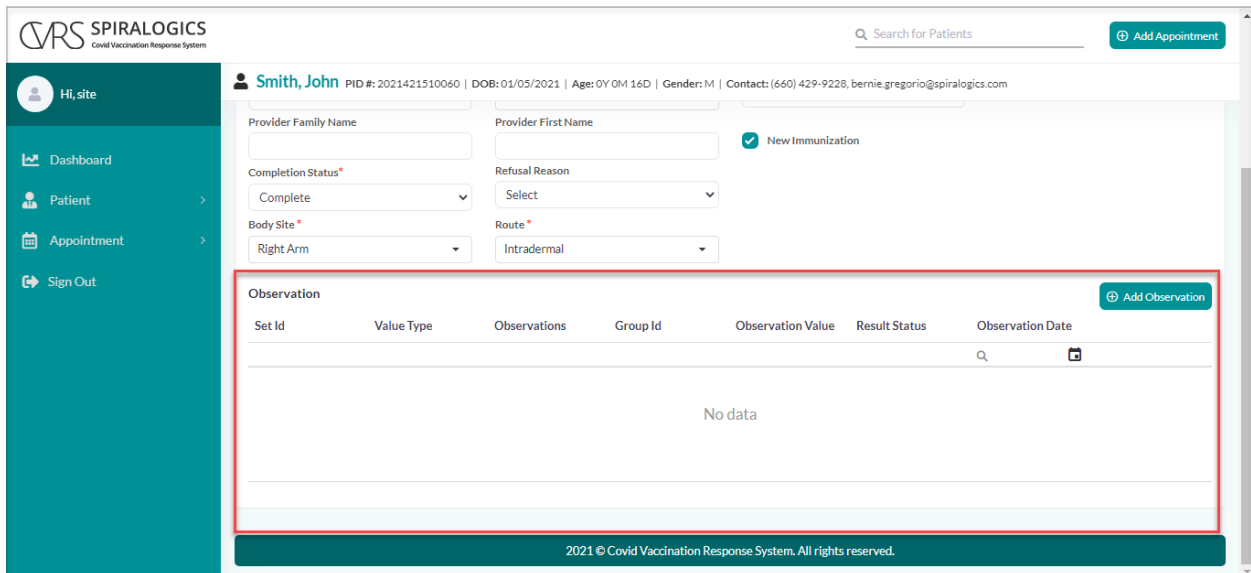


Image 24: Immunization Observation Section

### 5.2.1.1 Add Observation

One patient immunization may have many observations which can be recorded in the system by clicking on the 'Add Observation' button.

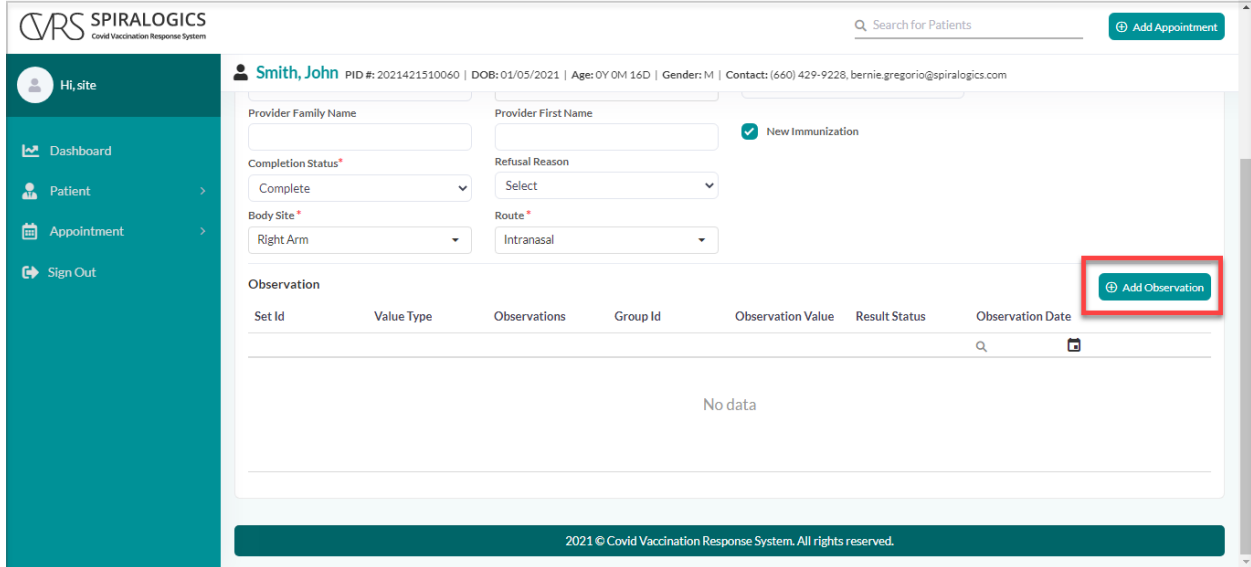


Image 25: Add Observation Button

Once you click on the 'Add Observation' button, a popup is shown to enter the required fields about the immunization observation.

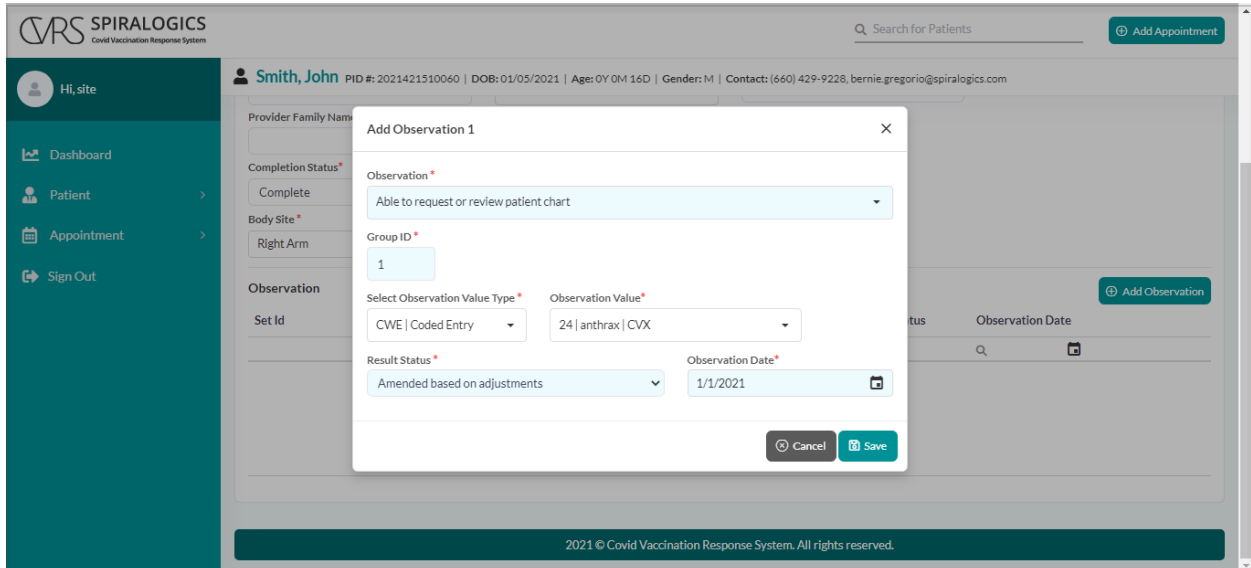


Image 26: Add Observation Popup

After adding the required fields, click on the 'Save' button which will add the observation information of the immunization and will be displayed in the observation grid.

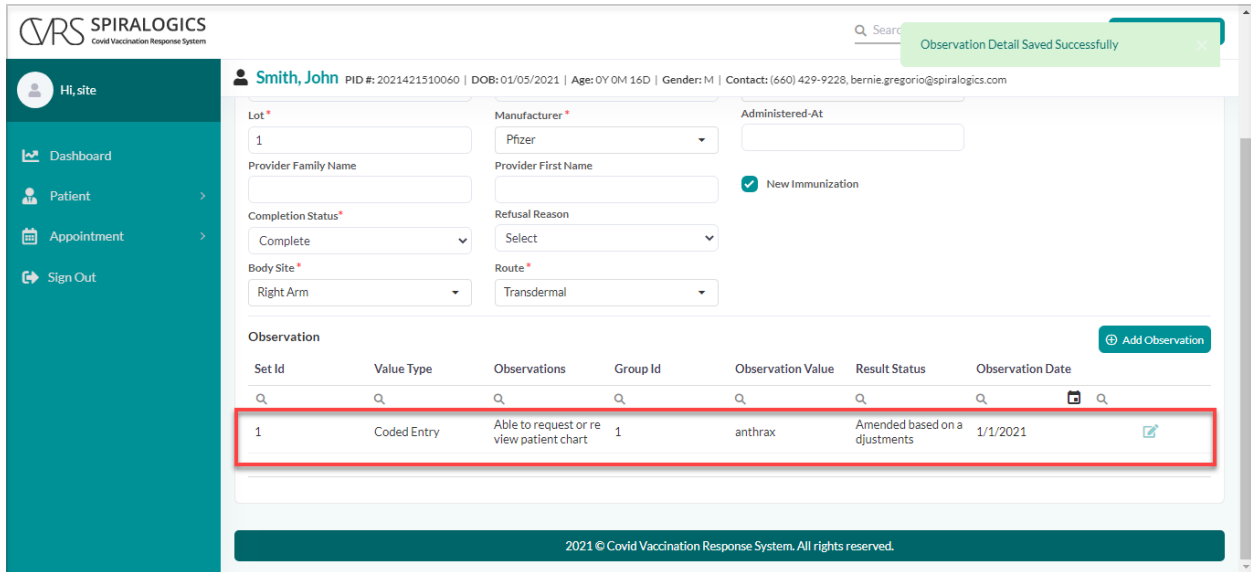


Image 27: Observation Added Success Message

### 5.2.1.2 Edit Observation

You can edit the observation information about the immunization by clicking on the 'Edit' button in the observation grid as highlighted below.

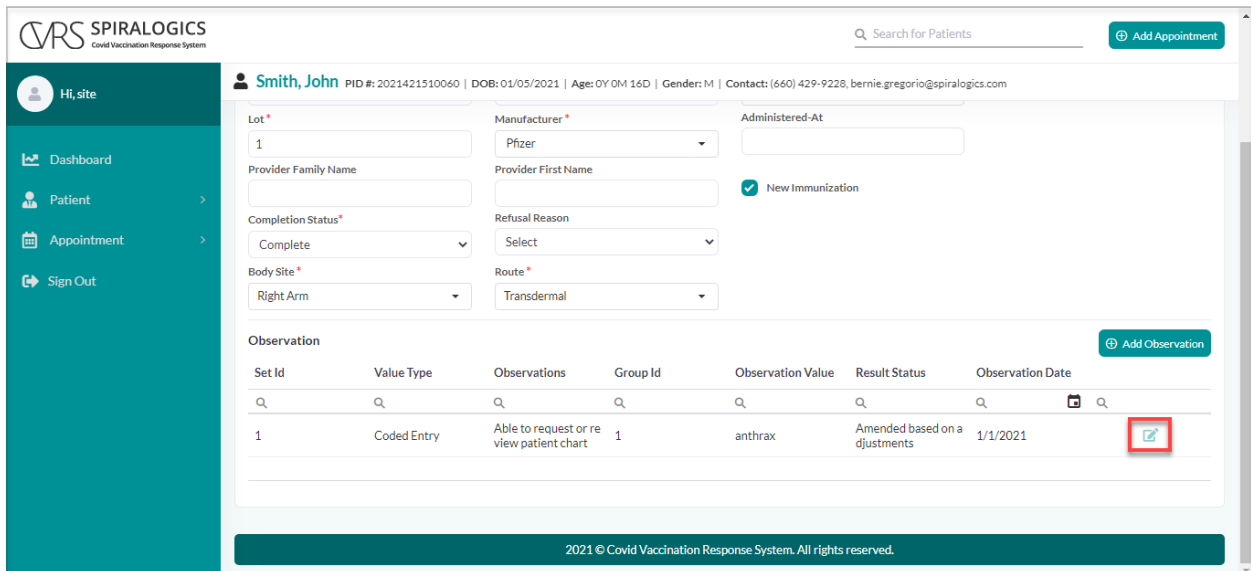


Image 28: Edit Observation Button

When you click on the edit observation button an edit observation popup is shown.

Click on the save button to successfully update the observation information in the system.

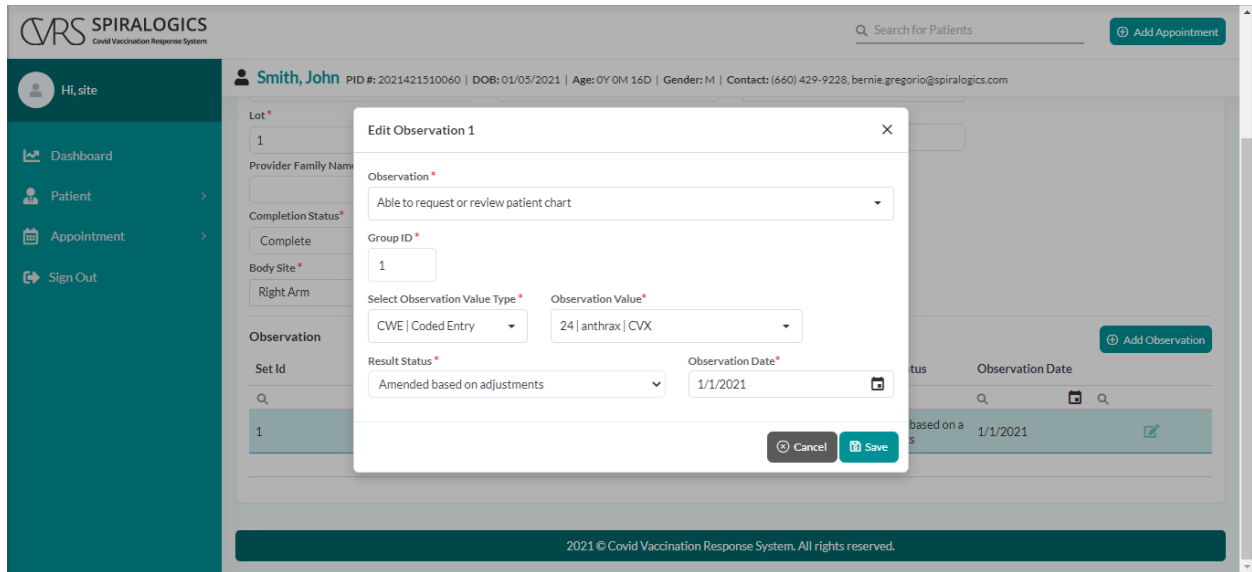


Image 29: Edit Observation Popup

## 5.2.2 Edit Patient Immunization

You can edit the information about the patient immunization by clicking on the 'Edit' button in the patient immunization grid as highlighted below.

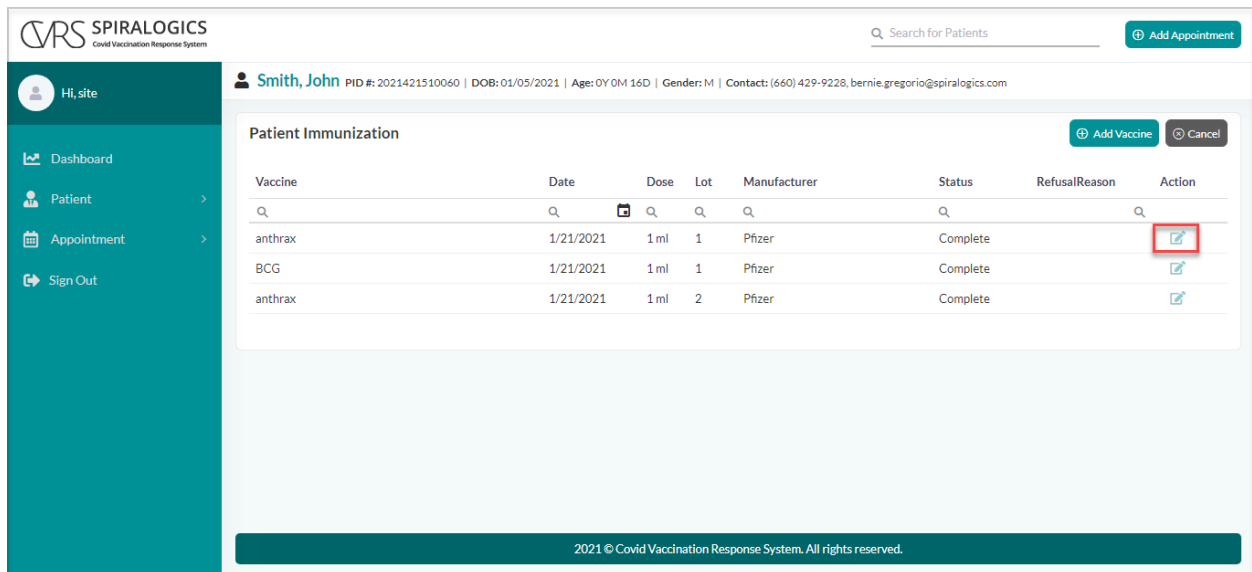


Image 30: Edit Observation Button

When you click on the edit patient immunization button, you are provided with the edit vaccine page.

Click on the save button to successfully update the information in the system.

The screenshot shows the 'Administer Vaccine' form in the SPIRALOGICS system. The form is titled 'Administer Vaccine' and includes a 'Cancel' button, a 'Save' button, and a 'Continue' button. The form fields are as follows:

- Vaccine: anthrax
- Dose: 1
- Units: ml
- Date: 1/21/2021
- Lot: 1
- Manufacturer: Pfizer
- Provider Family Name: (empty)
- Provider First Name: (empty)
- Completion Status: Complete
- Refusal Reason: Select
- Body Site: Right Arm
- Route: Transdermal
- New Immunization:

Below the form is an 'Observation' table with columns: Set Id, Value Type, Observations, Group Id, Observation Value, Result Status, and Observation Date. There is an 'Add Observation' button in the top right corner of the table area.

Image 31: Edit Vaccine Page

### 5.3 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.

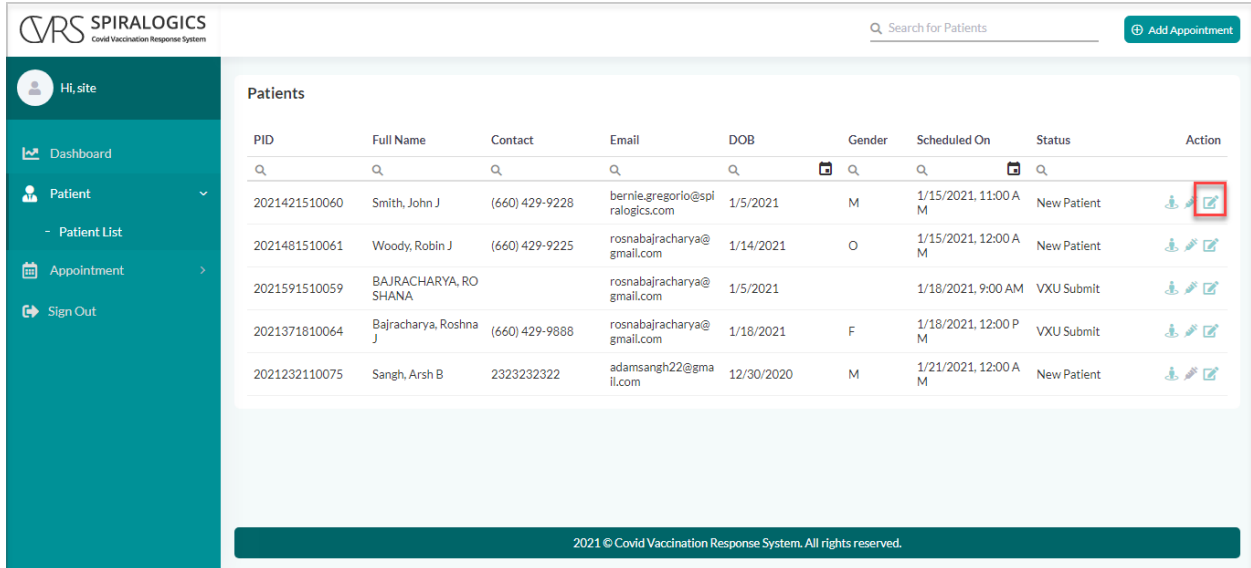


Image 32: Re-schedule Appointment Button

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.

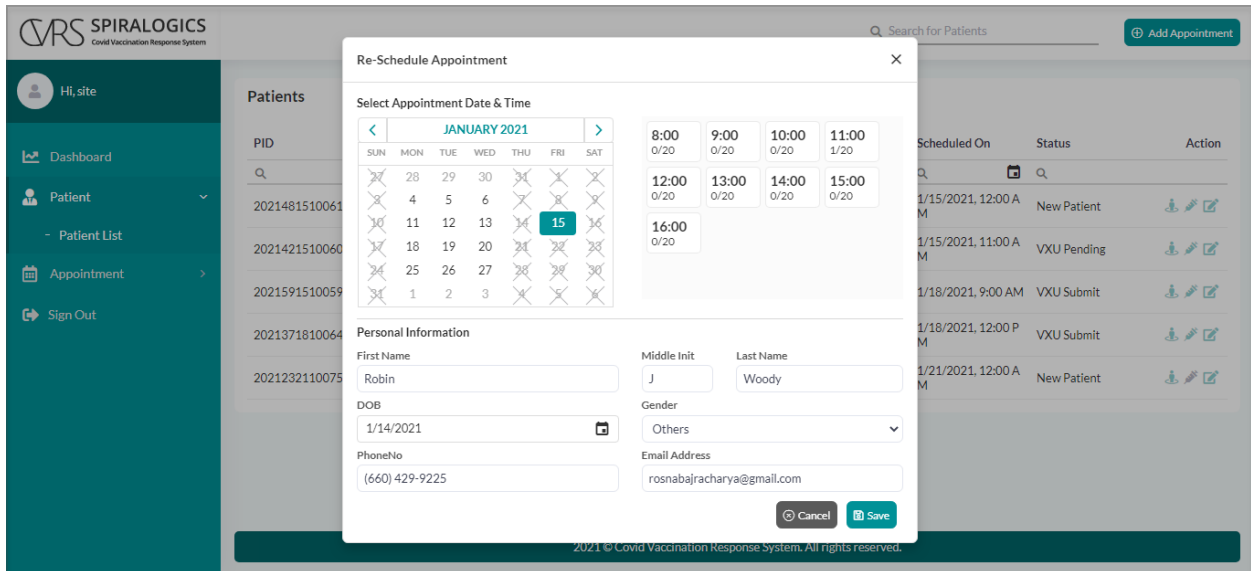


Image 33: Re-schedule Appointment Popup

Click on the 'Save' button to save the edited information and re-scheduled appointment details.



## 6. Appointment

You can view all the appointments of the site by clicking on the 'Appointment List' under the 'Appointment' in the menu.

The screenshot displays the SPIRALOGICS COVID Vaccination Response System interface. The top navigation bar includes the logo, a search bar for patients, and an 'Add Appointment' button. A sidebar on the left contains navigation options: 'Hi, site', 'Dashboard', 'Patient', 'Appointment' (highlighted with a red box), and 'Sign Out'. The 'Appointment' dropdown menu is open, showing 'Appointment List'. The main content area features three summary cards: 'Today's Appointment' (2), 'All Appointments' (6), and 'Total Patients' (6). Below these is a table with columns for First name, Last name, DOB, Scheduled For, and Action. Two rows of appointment data are visible.

| First name | Last name | DOB        | Scheduled For       | Action  |
|------------|-----------|------------|---------------------|---------|
| Arsh       | Sangh     | 12/30/2020 | 1/21/2021, 12:00 AM | [Icons] |
| Arsh       | s         | 1/14/2021  | 1/21/2021, 12:00 AM | [Icons] |

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Image 34: Appointment

Once you click on the 'Appointment List', you can view all the appointments of the site and perform different actions which includes viewing demographic patient information, immunization detail of the patient, re-schedule appointment and delete appointments.

All the actions except for delete appointment is same as mentioned above in the patient manage.

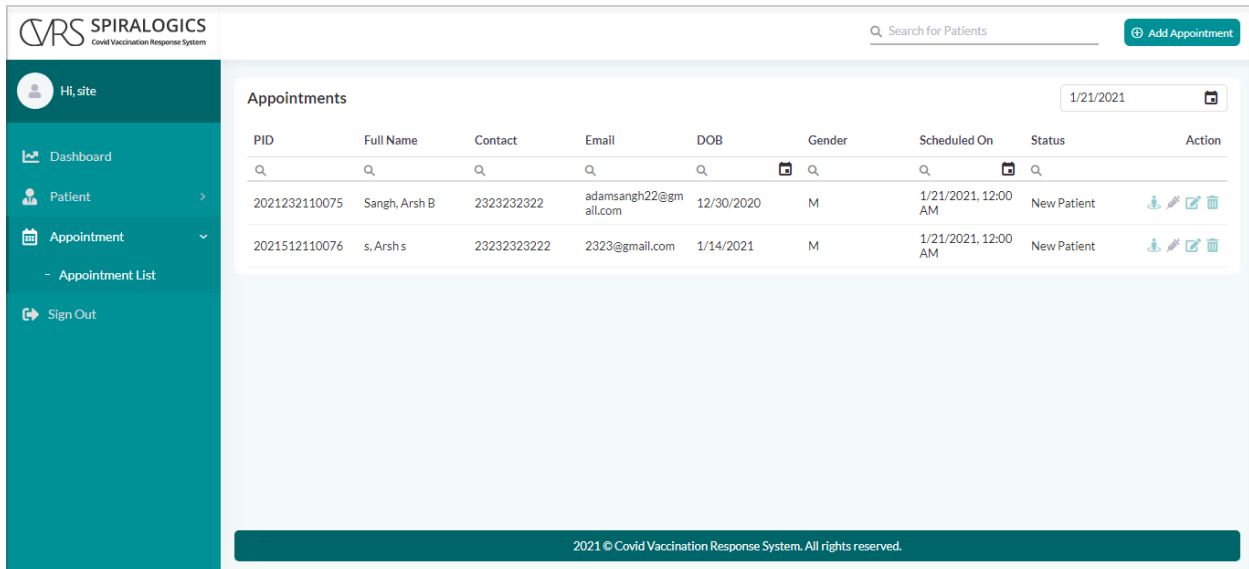


Image 35: Appointment List

Click on the 'Delete' button as highlighted below to delete the appointment from the system.

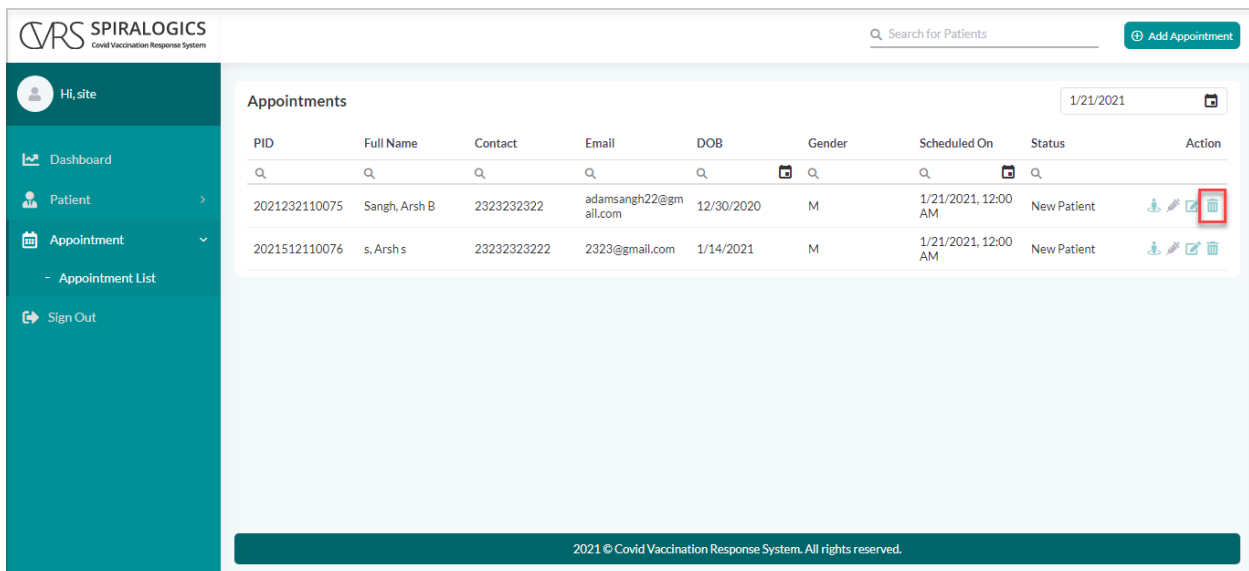
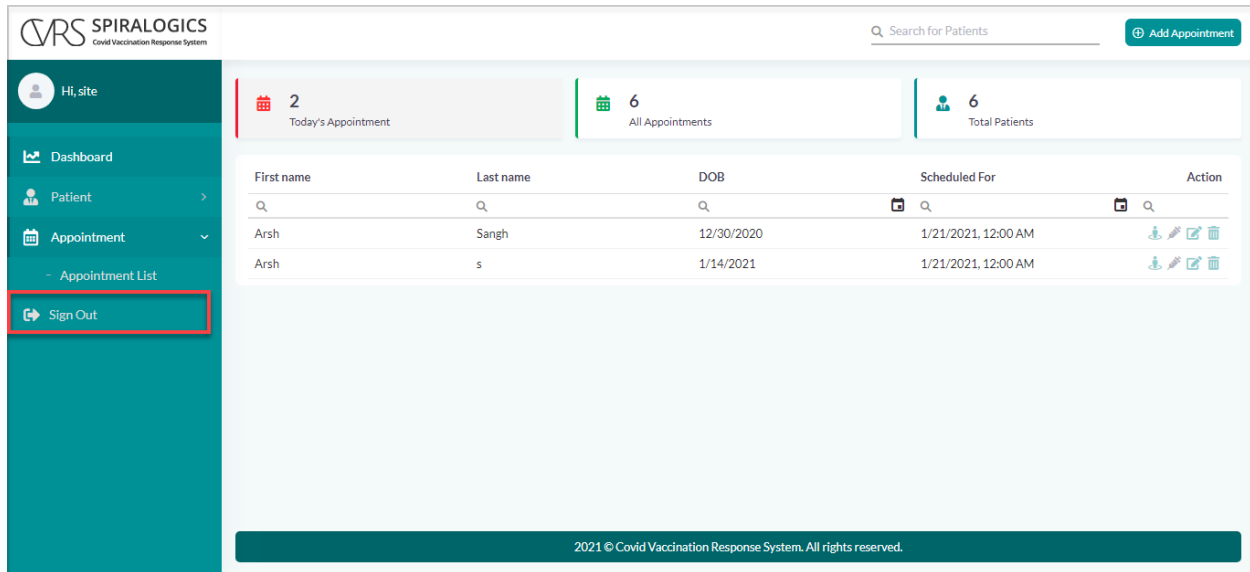


Image 36: Delete Appointment

Once you click on the delete button, a delete confirmation box is shown. Click on the 'Yes' button to delete the appointment. To cancel the deletion of the appointment, click on the 'No' button in the confirmation box.

## 7. Sign Out

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



The screenshot displays the CVRS SPIRALOGICS interface. The top header includes the logo, a search bar for patients, and an 'Add Appointment' button. The left sidebar contains navigation options: 'Hi, site', 'Dashboard', 'Patient', 'Appointment' (with a sub-option 'Appointment List'), and 'Sign Out', which is highlighted with a red box. The main content area shows summary statistics for appointments and a table of appointment details.

| Today's Appointment | All Appointments | Total Patients |
|---------------------|------------------|----------------|
| 2                   | 6                | 6              |

| First name | Last name | DOB        | Scheduled For       | Action  |
|------------|-----------|------------|---------------------|---------|
| Arsh       | Sangh     | 12/30/2020 | 1/21/2021, 12:00 AM | [Icons] |
| Arsh       | s         | 1/14/2021  | 1/21/2021, 12:00 AM | [Icons] |

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Image 37: Sign Out