

Management of user accounts in VigiFlow

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.

This PowerPoint presentation has been developed by the UMC for training purposes. This material may be passed on to other users of VigiFlow.

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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

“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

“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

Report list VigiFlow - National Centre O VigiFlow Admin

[+ New ICSR](#) [Import ICSRs](#) [Manage accounts](#) [VigiLyze](#) [Filter](#) [Export](#)

0 ICSRs selected 5 ICSRs match your search with 1 filter(s) applied Page 1 of 1

<input type="checkbox"/> Worldwide unique id	Delegated to organisation	Initials	Date of birth	Reaction / event (MedDRA)	Drug name (WHODrug)	Initial received date	Latest received date	Status of report	VigiLyze
<input type="checkbox"/> UMC-TRAINING15-300000005	National Centre O	ABJ	14081950	Redness of face	Captopri	10092019	10092019	Open	
<input type="checkbox"/> UMC-TRAINING15-300000004	National Centre O	AKTA	02081991	Edema lip	Vancomicina	05092019	05092019	Open	
<input type="checkbox"/> UMC-TRAINING15-300000003	National Centre O	ALM				19082019	19082019	Open	
<input type="checkbox"/> UMC-TRAINING15-300000002	National Centre O	LAM	07061998	Overdose	Vacuna contra haemophilus influenzae tipo b	19082019	19082019	Open	!
<input type="checkbox"/> UMC-TRAINING15-300000001	National Centre O	LAM	079806		Vacuna contra haemophilus influenzae tipo b	19082019	19082019	Open	

Create sub-organisations

Create sub-organisations

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

Manage accounts and organisations VigiFlow - National Centre O VigiFlow Admin

[To Report list](#) [VigiLyze](#)

Organisations

National Centre O +

[List all users](#)

National Centre O

Name:

View / Edit:

Users

Name	Email	Administrator	
<input type="text" value="VigiFlow Admin"/>	admin@vftraining15.org	<input checked="" type="checkbox"/>	
<input type="text" value="VigiFlow Training User 1 Org"/>	testuser1@vftraining15.org	<input type="checkbox"/>	Delete
<input type="text" value="VigiFlow Training User 2 Org"/>	testuser2@vftraining15.org	<input type="checkbox"/>	Delete
<input type="text" value="VigiFlow Training User 3 Org"/>	testuser3@vftraining15.org	<input type="checkbox"/>	Delete
<input type="text" value="VigiFlow Training User 4 Org"/>	testuser4@vftraining15.org	<input type="checkbox"/>	Delete
<input type="text" value="VigiFlow Training User 5 Org"/>	testuser5@vftraining15.org	<input type="checkbox"/>	Delete

[Create new user](#)

[Save](#)

Create sub-organisations

- Enter the name of the new sub-organisation and **Save**

The screenshot displays the 'Manage accounts and organisations' interface. At the top, there is an orange header with the text 'Manage accounts and organisations', 'VigiFlow - National Centre O', and 'VigiFlow Admin'. Below the header, there are navigation buttons: '< To Report list' and 'VigiLyze'. The main content area is divided into two sections. On the left, under the heading 'Organisations', there is a tree view showing 'National Centre O' and a sub-item 'New organisation' with a plus sign below it. On the right, under the heading 'New organisation', there is a form with a 'Name' field containing 'New organisation' and a 'View / Edit' dropdown menu also set to 'New organisation'. Below this is a 'Users' section with a table for adding users. The table has columns for 'Name', 'Email', and 'Administrator'. A 'Create new user' button is located below the table. In the bottom right corner of the main content area, there is a 'Delete' button and a 'Save' button, both of which are circled in red in the image.

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.

Manage accounts and organisations VigiFlow - National Centre O VigiFlow Admin ▾

[← To Report list](#) [VigiLyze](#)

Organisations

- National Centre O
 - Regional centre level 2
 - Regional centre level 3

[List all users](#) **National Centre O**

Name

View / Edit

Users

Name	Email	Administrator	
<input type="text" value="VigiFlow Admin"/>	admin@vftraining15.org	<input checked="" type="checkbox"/>	
<input type="text" value="VigiFlow Training User 1 Org"/>	testuser1@vftraining15.org	<input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="text" value="VigiFlow Training User 2 Org"/>	testuser2@vftraining15.org	<input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="text" value="VigiFlow Training User 3 Org"/>	testuser3@vftraining15.org	<input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="text" value="VigiFlow Training User 4 Org"/>	testuser4@vftraining15.org	<input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="text" value="VigiFlow Training User 5 Org"/>	testuser5@vftraining15.org	<input type="checkbox"/>	<input type="button" value="Delete"/>

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

The screenshot displays the VigiFlow user management interface. The top navigation bar includes 'Manage accounts and organisations', 'VigiFlow - National Centre O', and a user profile 'VigiFlow Admin'. The main content area is divided into 'Organisations' and 'Users'. The 'Organisations' section shows a tree view with 'National Centre O' selected. The 'Users' section shows a table of users with columns for Name, E-mail, and Administrator. A modal dialog box titled 'Create new user' is open, containing input fields for Name and E-mail, and 'Create' and 'Close' buttons. The 'Create new user' button in the bottom left of the Users section is circled in red.

Name	E-mail	Administrator	
VigiFlow Training User 1 Org	testuser1@vfrtraining15.org	<input checked="" type="checkbox"/>	
VigiFlow Training User 2 Org	testuser2@vfrtraining15.org	<input type="checkbox"/>	Delete
VigiFlow Training User 3 Org	testuser3@vfrtraining15.org	<input type="checkbox"/>	Delete
VigiFlow Training User 4 Org	testuser4@vfrtraining15.org	<input type="checkbox"/>	Delete
VigiFlow Training User 5 Org	testuser5@vfrtraining15.org	<input type="checkbox"/>	Delete

To access VigiFlow

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



– Building a global safety culture

Keep me signed in

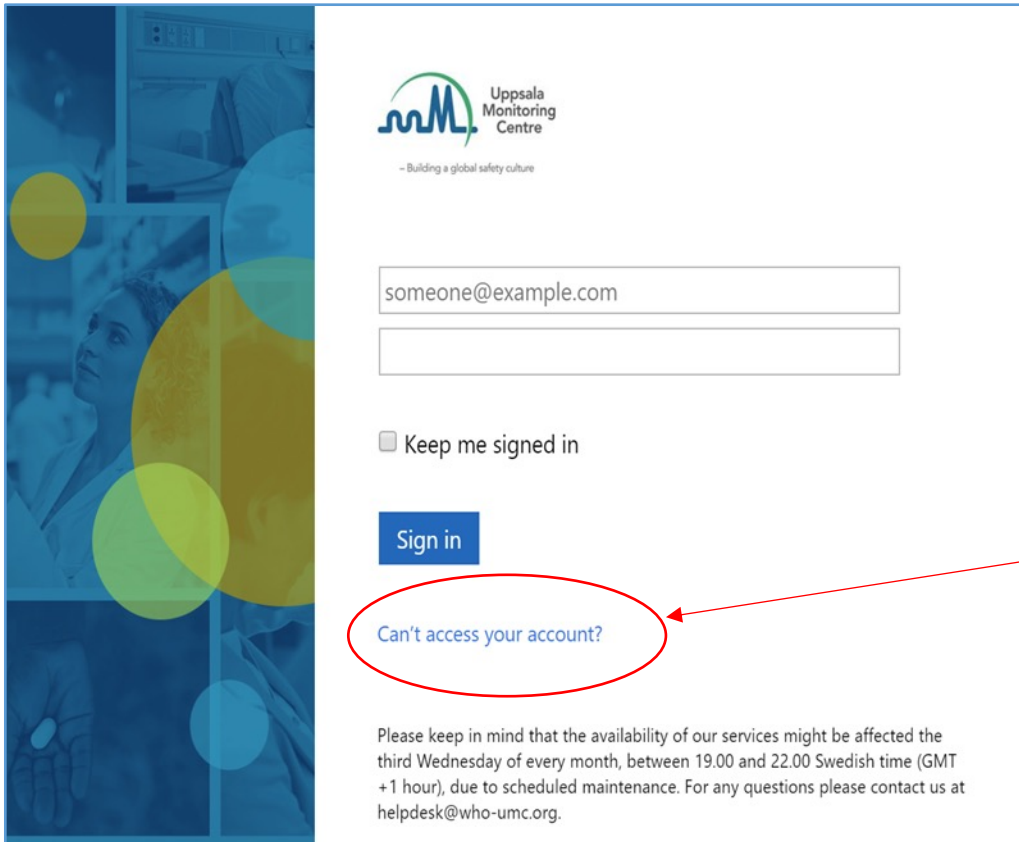
Sign in


[Can't access your account?](#)

Please keep in mind that the availability of our services might be affected the third Wednesday of every month, between 19.00 and 22.00 Swedish time (GMT +1 hour), due to scheduled maintenance. For any questions please contact us at helpdesk@who-umc.org.

First time logging into VigiFlow

- Click the button “*can’t access your account?*”



 Uppsala
Monitoring
Centre
- Building a global safety culture

someone@example.com

Keep me signed in

Sign in

Can't access your account?

Please keep in mind that the availability of our services might be affected the third Wednesday of every month, between 19.00 and 22.00 Swedish time (GMT +1 hour), due to scheduled maintenance. For any questions please contact us at helpdesk@who-umc.org.

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

The screenshot displays the 'Manage accounts and organisations' interface for 'VigiFlow - National Centre O'. The user is logged in as 'VigiFlow Admin'. The interface shows a tree view of organisations on the left and a user management table on the right. The 'National Centre O' organisation is selected, and the 'Users' table is displayed. The 'Administrator' role is assigned to the 'VigiFlow Admin' user, indicated by a red circle around the 'Administrator' label in the table.

Organisations

- National Centre O
 - Regional centre level 2
 - Regional centre level 3

Users

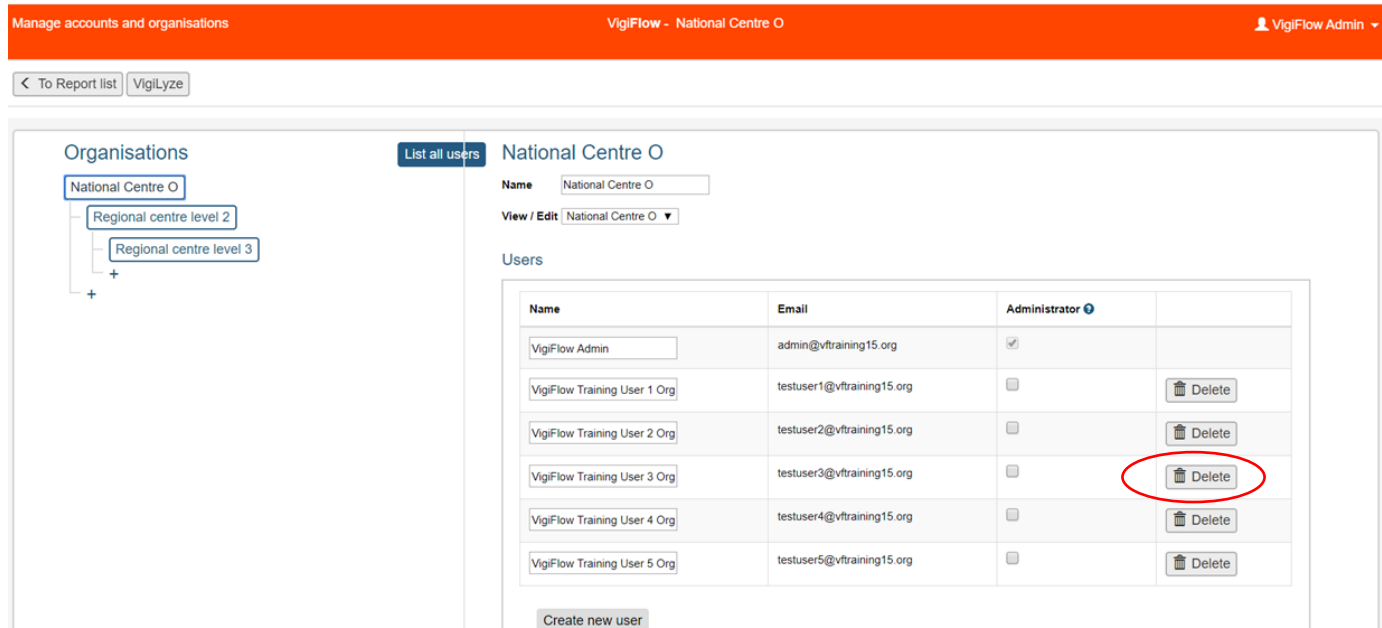
Name	Email	Administrator	
VigiFlow Admin	admin@vftraining15.org	<input checked="" type="checkbox"/>	
VigiFlow Training User 1 Org	testuser1@vftraining15.org	<input type="checkbox"/>	Delete
VigiFlow Training User 2 Org	testuser2@vftraining15.org	<input type="checkbox"/>	Delete
VigiFlow Training User 3 Org	testuser3@vftraining15.org	<input type="checkbox"/>	Delete
VigiFlow Training User 4 Org	testuser4@vftraining15.org	<input type="checkbox"/>	Delete
VigiFlow Training User 5 Org	testuser5@vftraining15.org	<input type="checkbox"/>	Delete

Create new user

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*



The screenshot displays the 'Manage accounts and organisations' interface for 'National Centre O'. On the left, a tree view shows the organizational structure: National Centre O, Regional centre level 2, and Regional centre level 3. The main area shows a list of users for 'National Centre O'. The table below contains the user data:

Name	Email	Administrator	
Vigiflow Admin	admin@vtraining15.org	<input checked="" type="checkbox"/>	
Vigiflow Training User 1 Org	testuser1@vtraining15.org	<input type="checkbox"/>	Delete
Vigiflow Training User 2 Org	testuser2@vtraining15.org	<input type="checkbox"/>	Delete
Vigiflow Training User 3 Org	testuser3@vtraining15.org	<input type="checkbox"/>	Delete
Vigiflow Training User 4 Org	testuser4@vtraining15.org	<input type="checkbox"/>	Delete
Vigiflow Training User 5 Org	testuser5@vtraining15.org	<input type="checkbox"/>	Delete

The 'Delete' button for the third user (Vigiflow Training User 3 Org) is circled in red. A 'Create new user' button is located at the bottom of the table.

List all users



The **List all users button** makes it 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

All users

Name	Email	Organisation
Darrell Bell	darell.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
Rita Atherton	rita.atherton@nationalpc.org	
Romelia Ortha	romelia.ortha@sub1.org	
Willodean Leggett	willodean.leggett@hospital1.org	

Select in VigiFlow and copy-paste into Excel

	A	B	C
1	Darrell Bell	darell.bell@hospital2.org	2nd hospital
2	Jung Martz	jung.martz@nationalpv.org	National PV centre
3	Malin Zaar	malin.zaar@who-umc.org	National PV centre
4	Nona Ginn	nona.ginn@sub2.org	2nd sub-organisation
5	Rita Atherton	rita.atherton@nationalpc.org	National PV centre
6	Romelia Ortha	romelia.ortha@sub1.org	1st sub-organisation
7	Willodean Leggett	willodean.leggett@hospital1.org	1st hospital
8			

Questions:
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