

# THE VIRGINIA IMMUNIZATION INFORMATION SYSTEM

## How To Add And Edit Users in VIIS



- Administrators have the ability to add new user accounts and edit existing accounts in VIIS.
- A few of the options available include the ability to:
  - create new users
  - disable or reactivate existing users
  - and reset passwords
- Access these functions through the Manage/Access Account tab located above your site name and org code at the top of the homepage.

**VIIS**  
Virginia Immunization Information System

Training Region 1.0.0

**Maintenance**  
manage clinicians  
manage physicians

**Inventory**  
manage transfers  
shipping documents  
manage inventory  
accountability report  
request  
doses administered  
transaction summary  
inventory count list  
manage orders

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organization Vaccination Station/VX333 user **Jeremy Bearemy** • role IR Administrator

**announcements:**

- NEW 10/26/2018 ~ [MC Test](#)
- NEW 10/22/2018 ~ [My other test note](#)
- NEW 09/05/2018 ~ [MB test for VA name](#)

**release notes:**

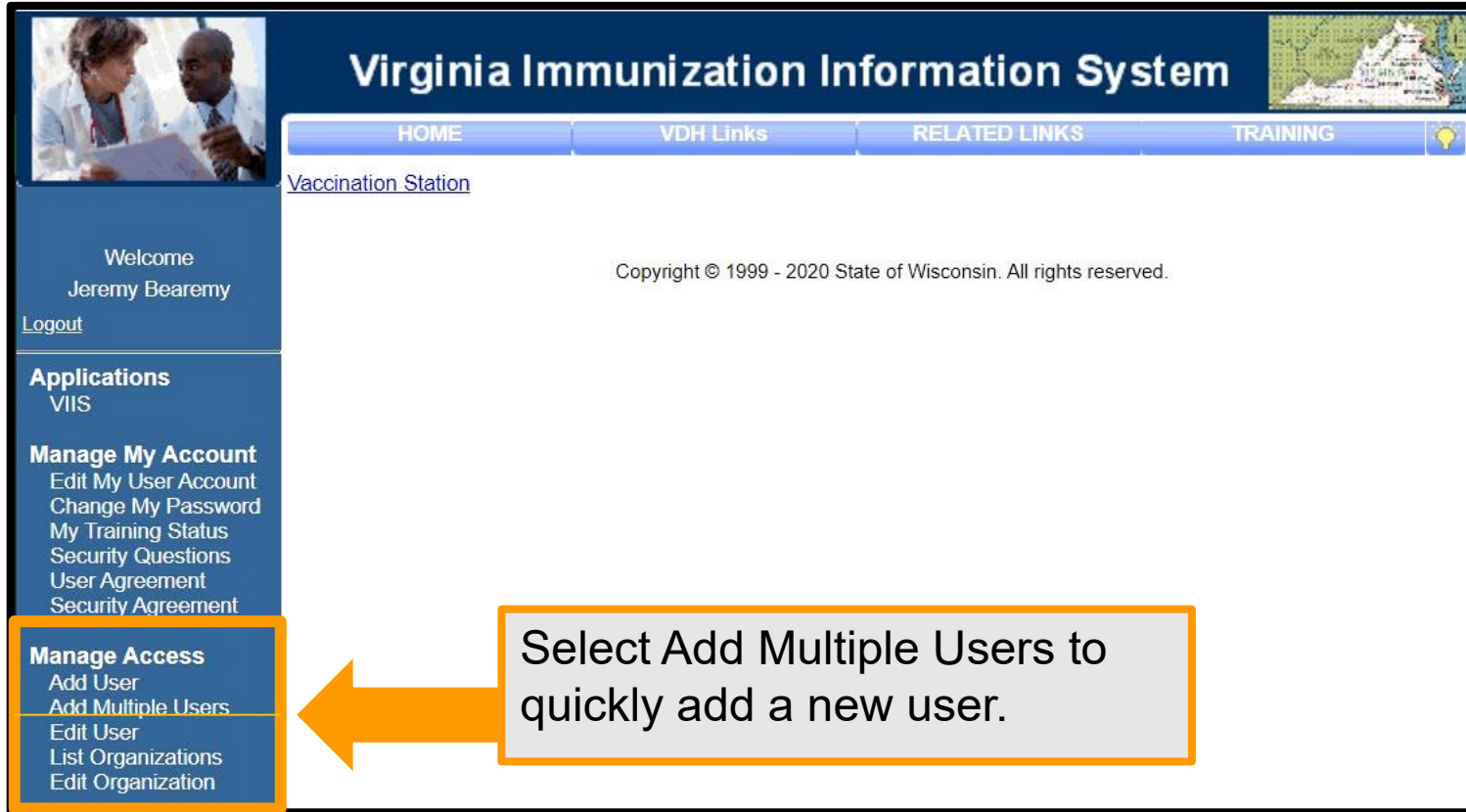
- NEW 09/05/2018 ~ [Release Version 0.0.0](#) MB test for VA name

**Vaccine Order/Transfer Notification ...**

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)			No Order Notification



- This is the Manage/Access page.
- Here you will see a [Manage/Access menu](#) in the navigation bar on the left side of the screen. In this menu, you will see the options available to you for adding new users to the system or editing existing user accounts.
- We will begin by adding a new user.
- The simplest method is to utilize the Add Multiple Users option.



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Select Add Multiple Users to quickly add a new user.



Benefits of the Add Multiple Users option include:

- streamlined entry system for creating a new account
- a list of all current and previous users for your site.

by clicking on the headers of each column, you are now able to sort the list by name, username, role, and status.

Status types in VIIS:

- **Active:** user account is currently able to access VIIS through the associated organization.
- **Inactive:** user account has been granted access by the organization locked out by the system for not logging in for the past 60 days
- **Disabled:** user account was manually locked by an Administrator because the user does not need access or left organization.

Add Multiple Users

Organization: Vaccination Station

Refresh

Select Add between each user you want to add.

Once you change application or organization, a new list starts.

Last Name	First Name	User Name	Password	Role	Add User
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<div>Add</div>

User List

Last Name	First Name	User Name	Role	Status
Squirrel	Secret	ssquirrel	IR School User	Inactive
Pike	Christopher	cpike	IR Typical User	Inactive
Parker	Peter	pparker	IR School Admin	Inactive
Octavius	Otto	oocavious	IR Administrator	Inactive
Mouse	Danger	dmouse	IR Program Staff	Inactive
Leonard	McCoy	lmccoy	IR Typical User	Inactive
Grayson	Richard	rgrayson	Data Exchange - Typical User	Inactive
Ant	Adam	aant	IR Client Reports Only	Disabled
XDoNotUse	Jeramy	xjbexarxexmy	IR Administrator	Active
Pennyworth	Alfred	apennyworth	IR VIIS Help Desk	Active
Bearemy	Jeremy	jbearmy	IR Administrator	Active
Barham	Casey	cbarh2	IR Administrator	Active

Click the headers to sort the list by column.





### To enter a new user:

1. enter their legal name in the name fields
2. create a username using the first letter of the user's first name and their full last name in all Lowercase Letters.
3. Assign a temporary password of at least five characters.
4. Assign the user's security role from the drop-down menu.
5. Click **Add User**.

### Security Roles Include:

**IR School User:** lookup only role that allows the user to find and print patient records without editing options

**IR Typical User:** allows users to lookup patients and edit or update their immunization records in VIIS.

### Add Multiple Users

Organization: Vaccination Station

Refresh

Select Add between each user you want to add.

Once you change application or organization, a new list starts.

Last Name	First Name	User Name	Password	Role	Add User
Person	Nice	nperson	....	<input type="text" value="v"/>	Add

IR School User


IR Typical User

### User List


Last Name	First Name	User Name	Role	Status
Ant	Adam	aant	IR Client Reports Only	Disabled
Barham	Casey	cbarh2	IR Administrator	Active
Bearemy	Jeremy	jbearemy	IR Administrator	Active
Grayson	Richard	rgrayson	Data Exchange - Typical User	Inactive
Leonard	McCoy	lmccoy	IR Typical User	Inactive
Mouse	Danger	dmouse	IR Program Staff	Inactive
Octavius	Otto	ooctavius	IR Administrator	Inactive
Parker	Peter	pparker	IR School Admin	Inactive
Pennyworth	Alfred	apennyworth	IR VIIS Help Desk	Active
Pike	Christopher	cpike	IR Typical User	Inactive
Squirrel	Secret	ssquirrel	IR School User	Inactive
XDoNotUse	Jeramy	xjbexarxexmy	IR Administrator	Active



- Another way of adding a user is the Add User option.



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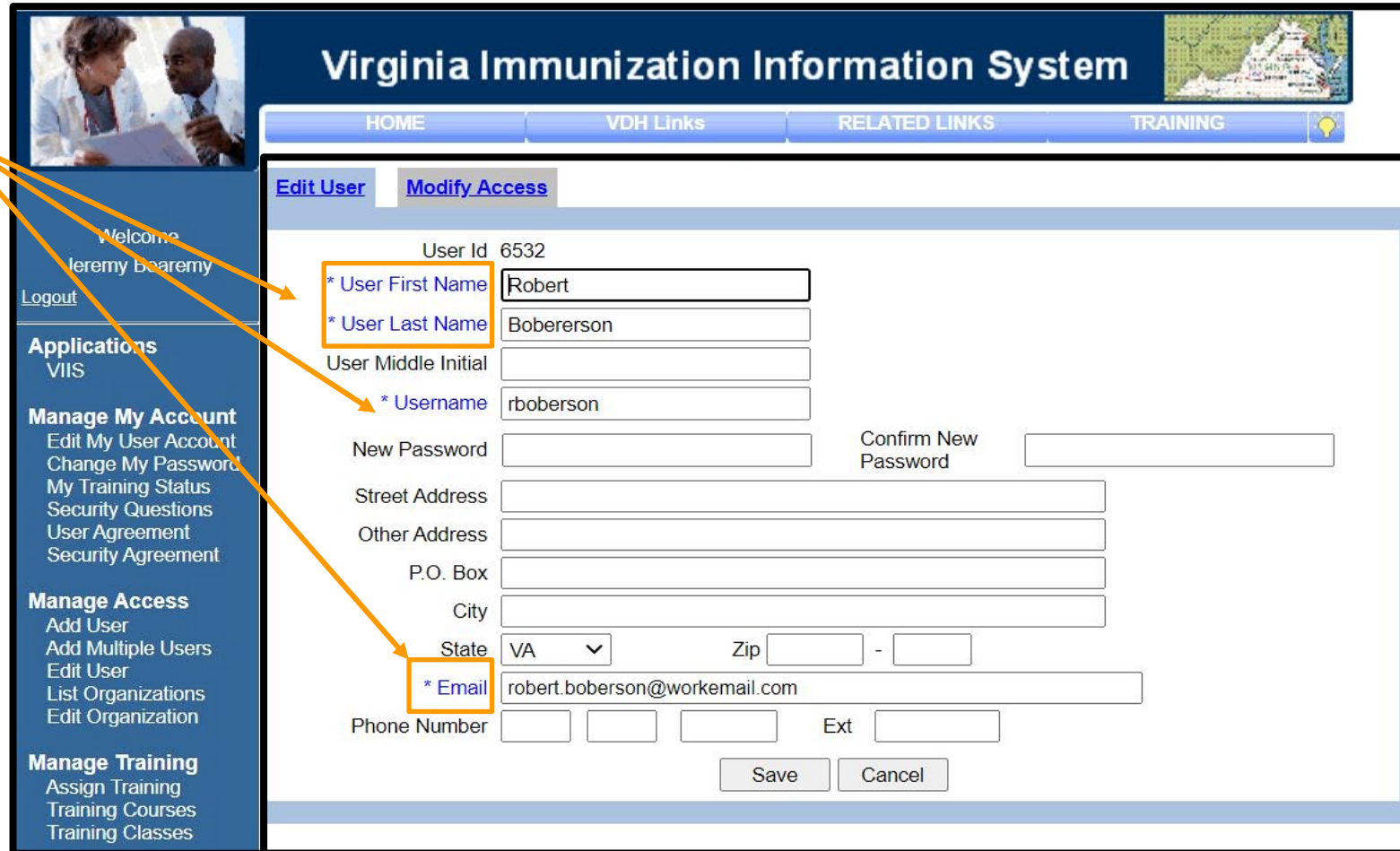
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Select Add Users for a detailed way to add a new user.





- Here, you have the option to add the user's contact information.
- On this screen, all fields that are labeled in blue are required fields.
- create a username consisting the first letter of the user's first name and their complete last name in lowercase letters.
- Assign a temporary password with at least 5 characters.
- Don't forget to add the user's email address. This is necessary for password resets.



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User Id 6532

\* User First Name

\* User Last Name

User Middle Initial

\* Username

New Password  Confirm New Password

Street Address

Other Address

P.O. Box

City

State  Zip  -

\* Email

Phone Number    Ext



Once you are finished, click save on the bottom, and proceed to the modify access tab that now appears at the top of the screen.

**\*\* User Added, please proceed to Modify Access Tab. User does not have access until you do! \*\***

[Edit User](#) [Modify Access](#)

User Id 6532

\* User First Name

\* User Last Name

User Middle Initial

\* Username

New Password  Confirm New Password

Street Address

Other Address

P.O. Box

City

State  Zip  -

\* Email

Phone Number    Ext

The Modify Access Tab is where you will assign the security role.





- Select the security role that you wish to add.
- You also have the option to assign the username to any other sites that are in your organization.
- Once the appropriate role has been selected, click add

[Edit User](#) [Modify Access](#)

Add or remove applications and organizations to which this user has access.

User Robert Bobererson

Application	Organization	Role	Add Access
VIIS	Vaccination Station	<div> <div>▼</div> <div> IR School User  IR Typical User </div> </div>	<div>Add</div>

Current list of organizations and applications. Select user from this list to update their role or status.

Select

Application	Organization	Role	Status	Select
<div>Save</div> <div>Cancel</div>				

- Choose the site or sites you want to assign the user to here.



Once you have finished assigning the user to your sites, click the save button.

[Edit User](#) [Modify Access](#)

Add or remove applications and organizations to which this user has access.

**User** Robert Bobererson


Application	Organization	Role	Add Access
VIIS	Vaccination Station		<input type="button" value="Add"/>

**\*\* Update in progress, press Save to keep \*\***


Current list of organizations and applications. *Select user from this list to update their role or status.*

Application	Organization	Role	Status	Select
VIIS	Vaccination Station	IR Typical User	Active	<input type="checkbox"/>





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Select Edit User to reactivate or disable an account or to reset a password.



- Select a status and click find to pull up all users with that status.
- Or use the Name fields to find a specific user.
- Now able to search for just inactive statuses.
- Once you have located the account you would like to edit, click on the user's last name.

Application:

VIIIS

Organization:

Vaccination Station - VX333

Find

Refresh

Status

Active ☒

Inactive ☐

Disabled ☐

Last Name

First Name

User Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

Last Name	First Name	MI	User Name	Org Code	Status
<a href="#">Barham</a>	Casey		cbarh2	VX333	Active
<a href="#">Bearemy</a>	Jeremy		jbearmy	VX333	Active
<a href="#">Bobererson</a>	Robert		rbobererson	VX333	Active
<a href="#">Pennyworth</a>	Alfred		apennyworth	VX333	Active

Click the link in the user's name to select the account.



- If the account is active and only needs a password reset, enter the new password and click save.
- To reactivate or disable the account, click on the Modify Access tab for additional options.

**\*\* User Added, please proceed to Modify Access Tab. User does not have access until you do! \*\***

[Edit User](#) [Modify Access](#)

User Id 6532

\* User First Name

\* User Last Name

User Middle Initial

\* Username

New Password  Confirm New Password

Street Address

Other Address

P.O. Box

City

State  Zip  -

\* Email

Phone Number    Ext

The Modify Access Tab is where you will change the status of the account.





- To change the status of the account, click the Select box next to the account Status and then click the Select button.

[Edit User](#) [Modify Access](#)

Add or remove applications and organizations to which this user has access.

**User** Robert Bobererson

Current list of organizations and applications. *Select user from this list to update their role or status.* [Select](#)

Application	Organization	Role	Status	Select
VIIS	Vaccination Station	IR Typical User	Active	<input checked="" type="checkbox"/>

[Save](#) [Cancel](#)

2. Then click this button.

1. Check this box.



- After selecting the account, click Active to Reactivate the account or Disable to Disable the account.
- Click update to secure the changes made to the account status.

[Edit User](#)
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Add or remove applications and organizations to which this user has access.

**User** Robert Bobererson

App.	Organization	Role	Status	Update
VIIS	Vaccination Station	IR Typical User	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<a href="#">Update</a>

Current list of organizations and applications. *Select user from this list to update their role or status.* [Select](#)

Application	Organization	Role	Status	Select
VIIS	Vaccination Station	IR Typical User	Active	<input checked="" type="checkbox"/>

[Save](#)
[Cancel](#)

Select the appropriate status to reactivate or disable the user. Then click Update when finished.



- Don't forget to reset the password, if the user account was Activated or Reactivated.

- After you have updated the status, click save to keep the new status.
- If the account was reactivated, you will need to return to the Edit User tab to reset the password.

[Edit User](#)
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Add or remove applications and organizations to which this user has access.

**User** Robert Bobererson

Application	Organization	Role	Add Access
VIIS	Vaccination Station	IR Typical User	<input type="button" value="Add"/>

**\*\* Update in progress, press Save to keep \*\***

Current list of organizations and applications. *Select user from this list to update their role or status.*

Application	Organization	Role	Status	Select
VIIS	Vaccination Station	IR Typical User	Disabled	<input type="checkbox"/>



# Questions?

**For technical assistance please contact:**

**VIIS Helpdesk**

Monday – Friday 8:30am – 5:00pm

Email: [VIIS\\_helpdesk@vdh.virginia.gov](mailto:VIIS_helpdesk@vdh.virginia.gov)

Phone Number: (866) 375 – 9795

**For all training requests please contact:**

Email: [VIISinfo@vdh.virginia.gov](mailto:VIISinfo@vdh.virginia.gov)

**Additional training guides and resources can be found at:**

<https://www.vdh.virginia.gov/immunization/viis/viisregorgs/>

