

In this job aid, users will learn on how to appropriately match a VASE+ user account with their corresponding WebVISION provider account, if one exists. If not, the user will learn how to accurately enter in a provider position number prior to administering a vaccine. This job aid applies to Administrators, Locality Admins, Site Admins, and vaccine administrators. Please reference job aid "VASE+ Security Module" for additional information on assigning user roles.

Administrators: Matching Provider Accounts

Once an account has been created in VASE+, admin users must navigate to the "CE Providers Accounts" tab to verify any incomplete WebVISION providers in VASE+. On the CE Providers tab (figure 1), the user will see a list of users who have an incomplete WebVISION Provider ID and Position Number and another tab for completed WebVision Providers. The user shall select the appropriate user they are trying to match and click on "Provider Search" (figure 1).

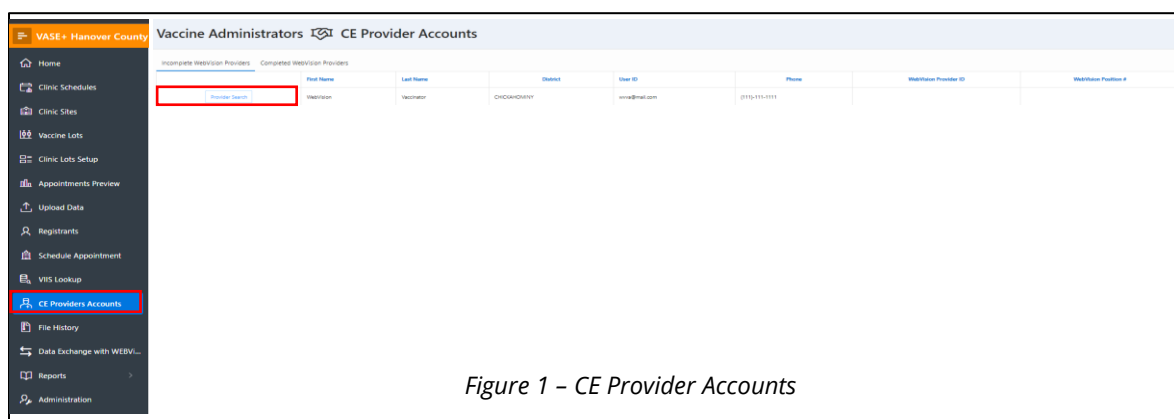


Figure 1 – CE Provider Accounts

Once "Provider Search" (figure 1) has been clicked, the user will be provided a prompt to further narrow the search results by entering in a "Position Number" (figure 2) and then click on "Search Providers" (figure 2).



Figure 2 – Searching for Provider

If a provider match is found, VASE+ will display results with corresponding Provider information and the user shall verify and "select" the appropriate provider (figure 3). A pop-up window (figure 4) will be displayed to confirm the information prior to a position number and provider ID being associated with a VASE+ account.

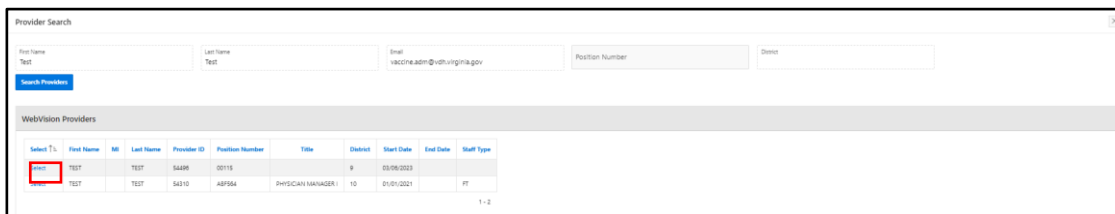


Figure 3 – Selecting correct corresponding WebVISION Provider with VASE+ User

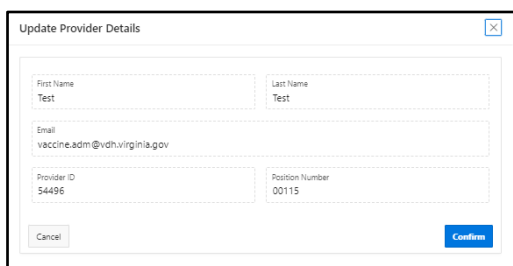
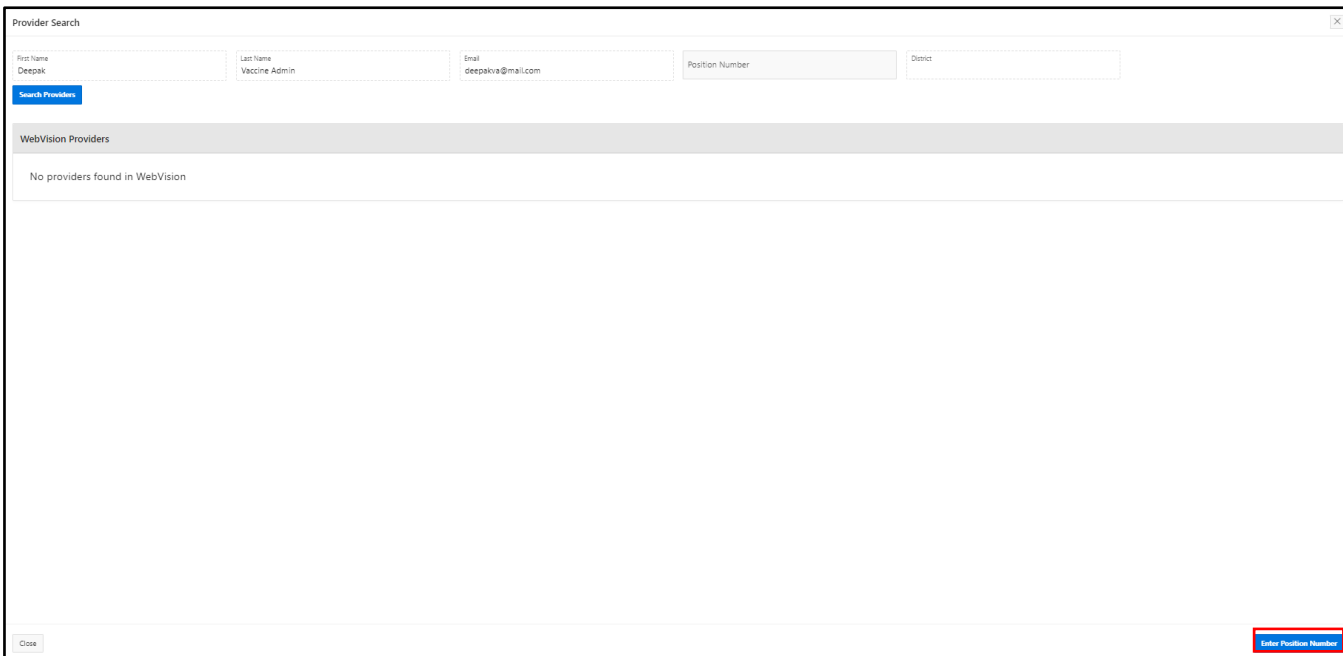


Figure 4 – Confirming CE Provider Match Information

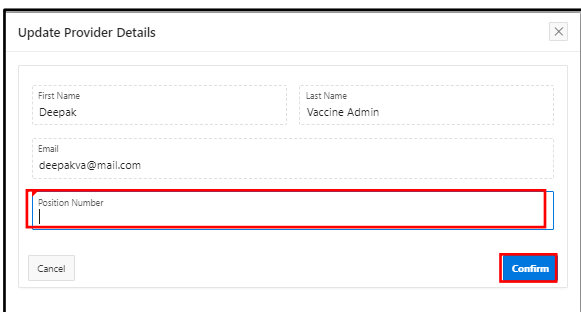
Administrators: Matching Provider Accounts

If no providers are found in WebVISION, VASE+ will display and option to manually enter the Position Number for VASE+ accounts to administrators (figure 5). A pop-up screen will be displayed to enter in the position number and confirm the details (figure 6).



The screenshot shows a 'Provider Search' window with a search bar and a 'Search Providers' button. Below the search bar, there is a section titled 'WebVision Providers' which displays the message 'No providers found in WebVision'. A red box highlights the 'Enter Position Number' button in the bottom right corner.

Figure 5 – No match found



The screenshot shows an 'Update Provider Details' pop-up window. It contains fields for 'First Name' (Deepak), 'Last Name' (Vaccine Admin), and 'Email' (deepakva@mail.com). The 'Position Number' field is highlighted with a red box. There are 'Cancel' and 'Confirm' buttons at the bottom.

Figure 6 – Manually entering Position Number

Logging in: Adding Position Number

If an admin does not add the position number through the “CE Providers Accounts” process, the provider will have the ability to add their position number when they log into VASE+. When a provider logs in, they will have a small warning message indicating that their position number is missing (figure 7). They can click on the “Position Number” icon and enter in their position number through the pop-up screen (figure 8)



Figure 7 – Entering Position Number when logging in

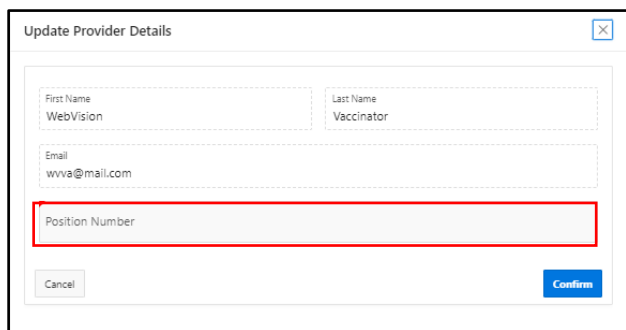
A screenshot of a "Update Provider Details" pop-up window. The window has a title bar with a close button. Inside, there are four input fields: "First Name" (WebVision), "Last Name" (Vaccinator), "Email" (wvva@mail.com), and "Position Number". The "Position Number" field is highlighted with a red border. At the bottom left is a "Cancel" button and at the bottom right is a "Confirm" button.

Figure 8 – Entering A position Number

Pre-Vaccination: Adding Position Number

If the position number has not been added by an admin or at the time of log in, then the provider will be prompted to enter in their position number prior to administering their first vaccine for a community event in VASE+. Once the provider clicks on “Administer Vaccine”, a pop up (figure 9) will prompt them to enter in their position number prior to moving forward with vaccinating

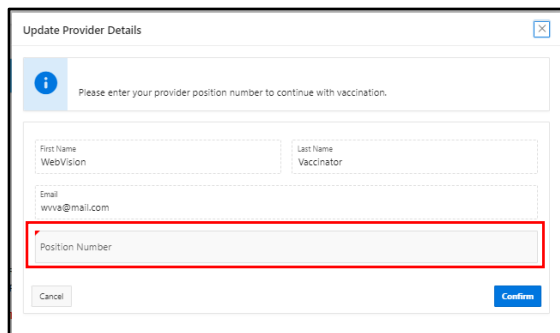
A screenshot of a "Update Provider Details" pop-up window. At the top left, there is an information icon and a message: "Please enter your provider position number to continue with vaccination." Below this are the same four input fields as in Figure 8: "First Name" (WebVision), "Last Name" (Vaccinator), "Email" (wvva@mail.com), and "Position Number". The "Position Number" field is highlighted with a red border. At the bottom left is a "Cancel" button and at the bottom right is a "Confirm" button.

Figure 9 – Entering A position Number prior to vaccination