

Administration Menu Heading

The System Administration permission may only be granted by VacTrAK Support.

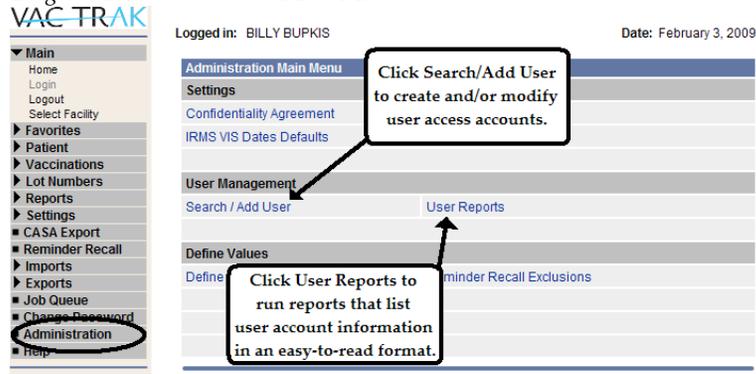
System Administration allows you to:

- Create and update VacTrAK usernames and passwords for your clinical staff.
- Change the VacTrAK access level and permissions of your clinical staff.
- Inactivate user accounts for staff who are no longer a part of your organization.

Keep VacTrAK Secure

Help keep the registry secure by maintaining and inactivating user accounts. If an employee is no longer a part of your organization, or if you suspect inappropriate use of the registry, please inactivate the user account. Inactivate an account by clicking the *Set Inactive* checkbox (Circled in Diagram 3). If the employee returns to your organization, you can reactivate the account by un-checking the box.

Diagram 1: Administration Main Menu



Add/Update Users

1. From the *Administration Main Menu* page (Diagram 1), click Search/Add User to move to the *Web User Search* page (Diagram 2).
2. To find a specific user account, enter the appropriate criteria and click the **Search** button.
3. To edit a user account, select the appropriate account by clicking on the arrow to the left of the Username and then click **Update**. To add a new user, click the **Add** button to create a new account.
4. From the *Web User Maintenance* page (Diagram 3), you will be able to add or update the user's information. Required fields are highlighted in red.

*Note: When creating or resetting a user's password, enter a temporary password and click the **Expire Now** check box to the right of the password fields. When the user logs onto the system, he or she will be automatically prompted to change his or her password.*

5. Choose the Access Level and, if applicable, the Permissions (see the reverse of this guide for details).
6. Once you have entered all appropriate information, click the **Save** or **Update** button to save your changes and return to the *Web User Maintenance (Detail)* page.

Diagram 2: Web User Search Page

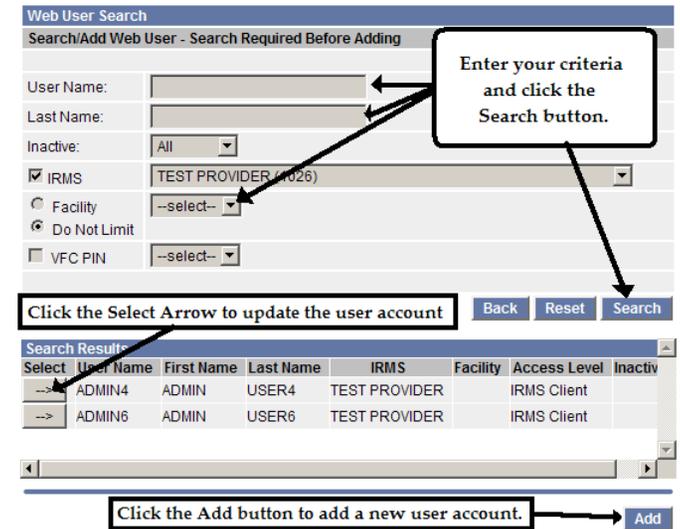
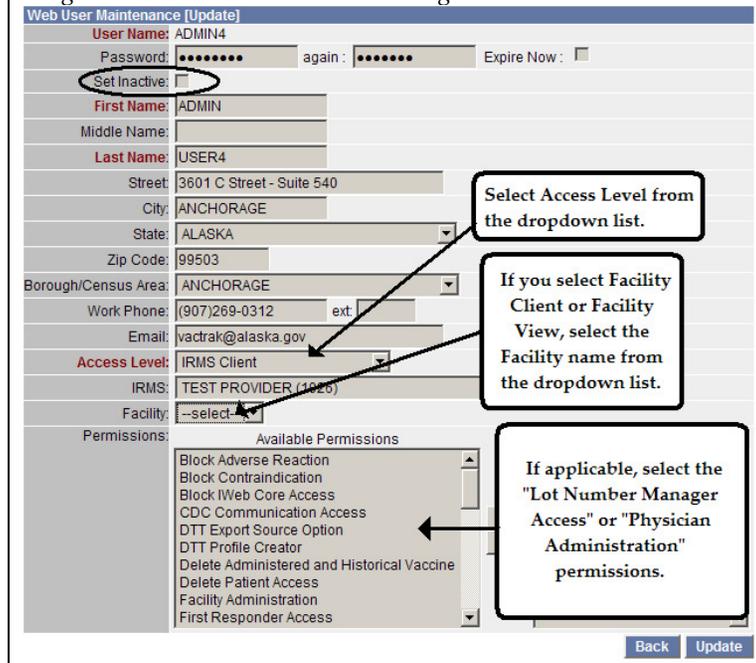


Diagram 3: Web User Maintenance Page



Access Levels

The access level determines how a registry user interacts with VacTrAK. There are four available options when assigning user access to the registry. IRMS accounts should only be given to users who work at more than one facility within your IRMS.

- **Facility or IRMS View:** Users may view patient and vaccination records but cannot edit records. They may also print patient specific reports.
- **Facility or IRMS Client:** Users may view, add, edit and print patient and vaccination records. They also have access to the Reminder/Recall and CoCASA Export features.

Permission Functions

There are two additional permissions that may be applicable to your organization. Permissions are optional and are not required for users to view and update patient records.

- **Physician Administration:** Ability to add, update, and inactivate the physician/vaccinator names that appear in the dropdown list on the *Administered Vaccine Detail* and *Patient Demographic Record* pages.
- **Lot Number Manager Access:** Ability to add, update, and inactivate the vaccine lots available at your facility. This permission allows the user to run the state vaccine accountability reports (See the *Inventory Quick Reference Guide*).

Username and Password Rules

- Usernames must be at least 4 characters.
- Passwords must be at least 6 characters and include at least 1 number.
- Passwords will expire every 90 days. Once a password has expired, the user will be prompted to create a new password when they next access VacTrAK.

Add User as Vaccinator

Users who have accounts with VacTrAK can also be added as physicians or vaccinators in the system.

1. In the *Administration* page, search and select the user you would like to add as a vaccinator or physician.
2. Click the **Add User as Vaccinator** button.
3. From the *Physician/Vaccinator Maintenance* page, follow the directions under the *Physicians & Vaccinators* heading in the next column, starting with *Step 5*. Complete and save your physician/vaccinator information.

Diagram 4: Web User Maintenance Screen

Web User Maintenance [Detail]

User Name:	KCRANE
Inactive:	
First Name:	KRISTINA
Middle Name:	
Last Name:	CRANE
Street:	
City:	
State:	
Zip Code:	
County/Parish:	
Work Phone:	ext
Email:	
Access Level:	Facility Client
IRMS:	1573 - TEST CLINIC
Facility:	TEST CLINIC
Permissions:	Lot Number Manager Access Physician Administration System Administration

Buttons: Back to Search, **Add User as Vaccinator**, Update, Current User Report

Physicians & Vaccinators

To add or edit physicians or vaccinators who are not already users, click on the **Physicians/Vaccinators** menu heading.

1. Click Search/Add to bring up the *Physician/Vaccinator Maintenance* screen.
2. To find a specific physician/vaccinator, enter the appropriate criteria and click the **Search** button.
3. To edit a physician/vaccinator, select the appropriate account by clicking on the arrow to the left of the name and then click **Update**. To add a new physician/vaccinator, click the **Add** button to create a new account.
4. Enter the required fields (highlighted in red).
5. Select the appropriate **Type** for each person:
 - **Physician** – the name will appear under the physician dropdown list on the *Patient Demographics Record* page.
 - **Vaccinator** – the name will appear on the vaccinator dropdown list on the *Administered Vaccine Detail* page.
 - **Both** – the name will appear on both the physician and vaccinator dropdown lists.
6. After entering the appropriate information, click the **Save** button.

Diagram 5: Physician/Vaccinator Maintenance Screen

Physician/Vaccinator Maintenance [Add]

First Name:	Susie
Middle Name:	
Last Name:	Smith
Suffix:	MA
SSN:	
BOMEX:	
DO:	
Medicaid PIN:	
Medicaid Group:	
IRMS:	1573 - TEST CLINIC
Facility:	TEST CLINIC
Phone Number:	
Phone Number Extension:	
Fax Number:	
Email:	
District/Region:	
Inactive:	<input type="checkbox"/>
Automatic Ownership Blocked:	<input type="checkbox"/>
Type:	<input type="radio"/> Physician <input checked="" type="radio"/> Vaccinator <input type="radio"/> Both

Buttons: Cancel, **Save**