National Immunisation & Vaccination System (NIVS)

The Superuser Guide

Please use 'CTRL Click' on the article you want to view/navigate to from the list below:

Contents

1. Introduction

The Superuser role has been designed to support organisations in their management of NIVS users and data quality. There are 4 functionalities of the Superuser role:

- Adding users
- Deleting a Pre-screening record
- Deleting a Vaccination record
- Deleting a Patient

This document aims to provide guidance on the new upgrade. It will contain information on:

- ➢ Requesting the Superuser role
- ➢ How to navigate the Superuser functionality
- ➢ Support details

Please note: Due to the sensitive nature of this of this role (having the ability to add users and delete entries from NIVS) we can only allow 3 Superusers per Trust. 3 is to allow for cover in case another Superuser is off. Requests for this role can only come from/approved by Organisation SPOCs.

Please note that any data shown on screen shots is not 'real' and has been created for training purposes only.

2. Requesting Superuser role

Upon logging in to NIVS, please click on your email address located at the top right.

This will take you to your user profile, where you can request the superuser role. Please Contact nivs@england.nhs.uk for access approval.

N.B. Please note: Requests for Superuser access can only come from SPOCs. Only 3 users per organisation can be approved for the superuser role.

2.1 Switching your role

If you already have access, you are able to switch your role.

Upon logging in, please click on your email address located at the top right, which will take you to your profile.

Select the desired role and click submit. A little green box will pop-up at the top to demonstrate that this action has been completed.

3. Add New User

The Superuser homepage has 2 areas to be able to Add New Users.

By clicking 'Add User', you will be able to fill in the required details to onboard a user onto NIVS.

The application will prevent users being added who are already in the system and alert you to that fact.

The application will also prevent email addresses that do not conform to OKTAs requirements, so email address such as @gmail.com and @hotmail.com are not allowed.

Email addresses should contain:

- @nhs.net
- @xxxxx.nhs.uk
- @gov.uk

Finally, you need to complete the working organisation of the user, start typing and the list will appear. Clicking save will register the user.

The user will receive and email from OKTA asking them to complete their password and security questions, then the user will be able to log into NIVS as a Covid Vaccinator Role.

N.B. Upon activating their account, users will automatically be assigned the 'Covid Vaccinator' role. They will then be able to login to the NIVS site: https://nivs-qa.ardengemcsu.nhs.uk/home

Please note: If you have a big list of users who need onboarding. Please contact nivs@england.nhs.uk with the list of users including (full name, email address, organisation and ODS code).

We can do a bulk upload. We aim to resolve this within 48 hours.

3. Delete a Pre-Screening

To delete a pre-screening, please search for the correct patient.

If the patient has a pre-screening record or a vaccination record the Delete icon will appear greyed out. Please Click on the edit icon to delete the pre-screening record.

Click on the red delete Icon to delete the Pre-screening record.

This will take you to the pre-screening record where you will be shown the below message. You can then click delete or cancel.

Are you sure you want to delete this Pre-screening?

↺ Cancel   🗑 Delete

3.1 Delete a Vaccination Record

To delete a vaccination record, click on the red delete icon.

Covid Vaccinations

Date	Vaccinator Name	Manufacturer	Vaccine Type	Edit	Delete
01/01/2021	Zaynab Bhana	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials (Secretary of State for Health)	✏	🗑
01/01/2021	Zaynab Bhana	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials (Secretary of State for Health)	✏	🗑

This will take you to the vaccination record, where you will be shown this message to confirm. You can then Click delete or Cancel request.

Are you sure you want to delete this Covid Vaccination? Deleting the vaccination will also delete the Pre-screening associated with it!

↺ Cancel   🗑 Delete

⛔ **N.B.** If a vaccination record has had an Adverse Reaction record you will not be able to delete that vaccination record. The delete icon will appear greyed out.

3.2 Delete a Patient

To delete a patient, please search for the correct patient. To delete a patient the icon will appear red.

A patient record can only be deleted if they do not have a pre-screening record or a vaccination record.

👤 **Patient Search**

NHS Number	Forename	Surname	DOB	Postcode
	zaynab		dd/mm/yyyy 📅	

🔍 Search

Patients   ➕ New Patient

NHS Number	Name	DOB	Postcode	Edit	Delete
4444444444	Zaynab Bhana	02/01/2005	LE5 5BP	✏	🗑
2222222222	Zaynab Bhana	03/01/2005	LE5 5BP	✏	🗑

By clicking on the delete icon. This will take you to the patient record, where you will see this message below. You can then delete the patient record or cancel request.

Are you sure you want to delete this Patient?

[↺ Cancel]   [🗑 Delete]
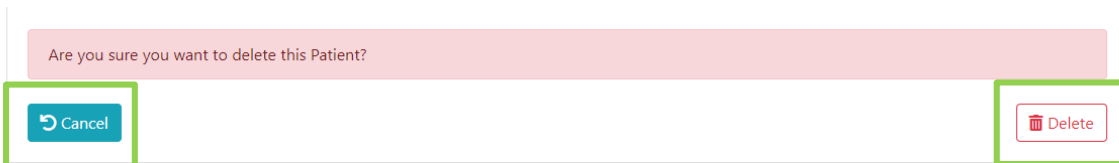
N.B. Once a record has been deleted, it cannot be retrieved.

4. Additional Support

However, where the above steps do not work then please use the *Knowledge Articles & Fixes* document which can be found HERE.

For any additional help please contact the service desk.

The service desk operates:

Monday to Friday -   8am to 6pm

Saturday & Sunday - 8am to 4pm

Email: nivs@england.nhs.uk

Phone: 0121 611 0187

You can find further information and supporting documentation for NIVS Covid HERE on the Arden & GEM website.

Version	Version Date	Author/Changes	Description
1.0	05/02/2021	Zaynab Bhana	Initial version
V.2	12/02/2021	Zaynab Bhana	Updated. Authorised by Elizabeth Rushton
V3	17/06/2021	Harrison Whitworth	Updated email address