

Viewpoint Children's Hearing Administration

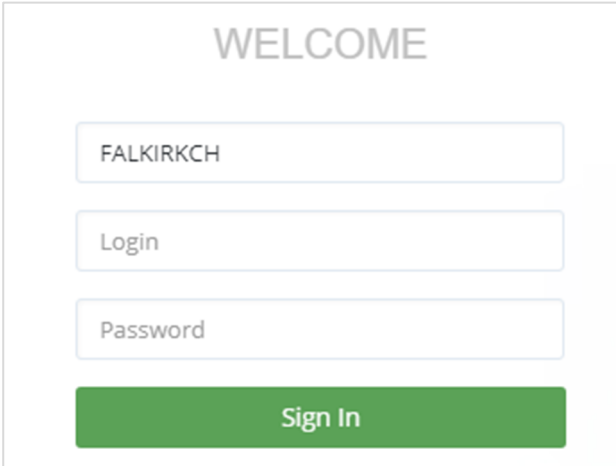
This guide is for administrators to outline the steps to create logins for young people to enable them to complete a feedback questionnaire for the Children's Hearing.

First you need to login to the Viewpoint Management Centre.

The web address is <https://vptweb.vptol.co.uk>

Then on the welcome page complete the boxes displayed

The Organisation to enter in the top box is FALKIRKCH then the login and password supplied



WELCOME

FALKIRKCH

Login

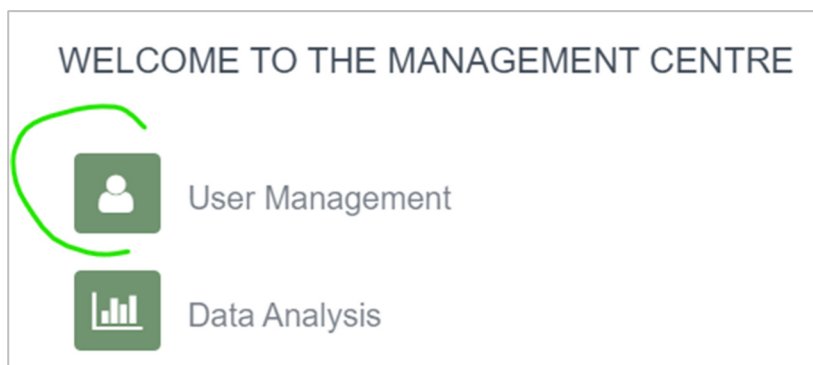
Password

Sign In

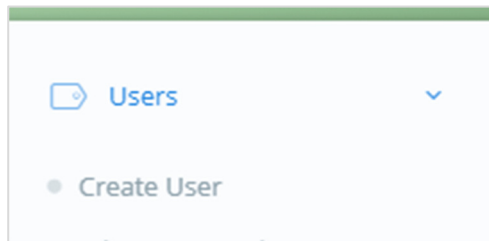
When you first login you will be asked to reset your password. Individuals are required to set a password of 7 characters with a combination of upper and lower case letters and numbers.

All individual users are authenticated before gaining access to the Viewpoint Information System. All accounts are locked after a 90-day period of inactivity or after 5 unsuccessful access attempts.

To create a user login first select User Management



Next select Users and Create User



Next enter the user details:

- You need to create a specific user. (This is the default setting)
- Enter the login id (This is a combination of the first 3 letters of the person's first name plus the last 3 numbers of their SWIS number plus the last 3 letters of their last name for example mur678dav)
- Next enter the young person's first name and last name
- Next for the password select **autogenerate**. A password will appear in the box. **Then select Use**. (This will automatically complete the password and confirm password box. The password is a combination of lower case letters and numbers)

NEXT select Questionnaire permissions at the bottom of the screen. Just click on the text and the section expands.

 A screenshot of a 'User Details' form. At the top right, there is a green button labeled 'Create' and a dropdown menu showing 'Specific User'. The form has two columns of fields.

 Left column:

- Login: 'mur678dav' with a blue 'Auto Generate' link.
- Your User ID: empty with a red 'X'.
- First Name: 'Murray'.
- Mobile: empty with a red 'X'.
- Password: '.....' with a question mark icon.
- Confirm Password: '.....'
- User Group: empty with a red 'X' and a 'new' link.

 Right column:

- Surname: 'Davies'.
- Phone: empty with a red 'X'.
- Auto Generate: '2jto3j4' with a blue 'Auto Generate' link and a green 'use' link.
- Password Reminder: empty.
- Manager To Email: empty.

 At the bottom left, there is a green circle around the text 'Questionnaire Permissions'.

In Questionnaire Permissions

Select the questionnaire and the web report and click NEXT

| User Details | | |
|---|--------------------------|-------------------------------------|
| Questionnaire Permissions | | |
| Language: English | | |
| Assign Questionnaire | Individual Report | Web Report |
| toggle | toggle | toggle |
| <input checked="" type="checkbox"/> My Children's Hearing Views | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

On the following page complete the fields in the profile and select UPDATE.

Please enter the following profile details, ensuring all dropdown list fields are completed:

| | |
|--------------------|---|
| Last Name | <input type="text" value="Davies"/> |
| First Name | <input type="text" value="Murray"/> |
| SWIS Number | <input type="text" value="123"/> |
| Age | <input type="text" value="13 years"/> |
| Gender | <input type="text" value="Male"/> |
| Ethnicity | <input type="text" value="White"/> |
| Living arrangement | <input type="text" value="Living at home"/> |

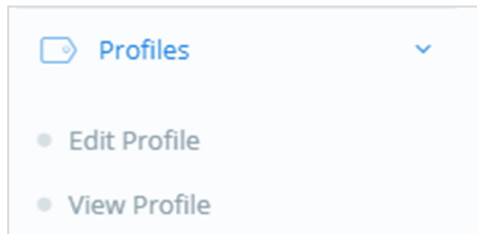
The login is then created and displayed on the screen. The login and password is shown. This information should be passed to the person nominated to complete the Children's Hearing questionnaire.

The following online user has been successfully created for organisation falkirkch on 09/03/2020. The user can change their password at login: No.

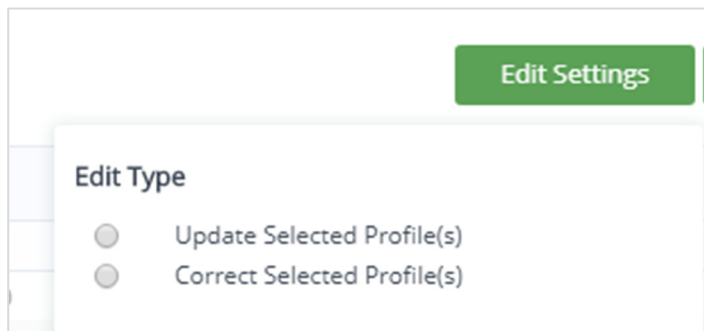
| Login | Password | Your User ID | User Name |
|-----------|----------|--------------|---------------|
| mur123dav | 2z24jm | | Murray Davies |

Viewing and editing profiles

If you need to check on the profile details that have been entered you can use the **View Profile** option or you can make changes using **Edit Profile**



To make changes select Edit Profile and then select either correct to correct an error or update to show a change

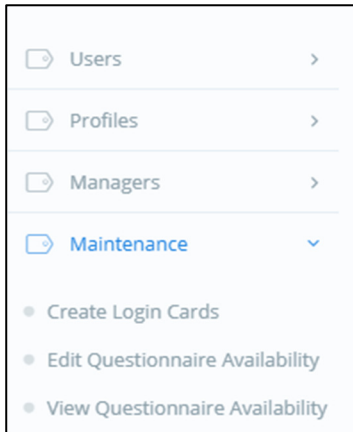


Then select the user login. The profile will appear. You can make the required changes and select the 'next' option.

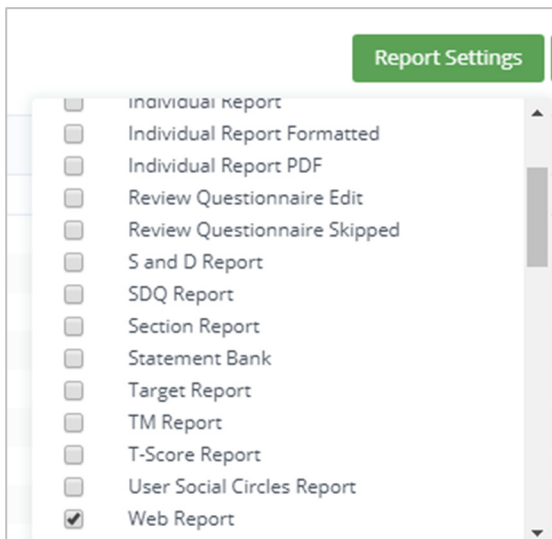
Edit questionnaire availability

The Children's Hearing questionnaire becomes available to complete again automatically 4 weeks after completion. If you need to make the questionnaire available within a shorter period you can do this using Edit Questionnaire Availability

In Viewpoint Management select Edit Questionnaire Availability under Maintenance



Next in Report settings untick all reports apart from 'web report'. You will only need to do this once when you first access the database.



Next select the user login and select the options below

[Cancel](#) [Next >>](#)

Questionnaire Availability

| Login | Questionnaire | Make available to start ONLY | Make available to restart | Hide resume on restart | Make available to resume | Web Report |
|-----------|-----------------------------|-------------------------------------|---------------------------|--------------------------|-------------------------------------|-------------------------------------|
| | | toggle | toggle | toggle | toggle | toggle |
| mur123dav | My Children's Hearing Views | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |