 User Management   Data Analysis

The Viewpoint Management Centre provides two main functions:

User Management to create logins for young people

Data Analysis to generate individual reports.

To access the Management Centre go to https://vptweb.vptol.co.uk

Then on the home screen

WELCOME

FALKIRK16

Login

Password

Sign In

Forgot your password?

In the box labelled Organisation

Enter FALKIRK16

Followed by your individual login and password

You will then see this page

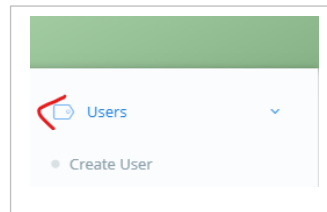WELCOME TO THE MANAGEMENT CENTRE

 User Management

 Data Analysis

Advice is available from the Viewpoint helpdesk. Email helpdesk@vptorg.com

User Management

Data Analysis

To create user logins.

Select **User Management**

And then Users and Create

On the Create User page there are two sections: User Details and Questionnaire Permissions

Under User Details

- Specific User 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 forexample mur678dav)
- Enter First Name and Surname
- (An email notification can be sent to an administrator when a questionnaire is completed. To do this highlight a name from the list.

User Management

Data Analysis

Next expand questionnaire permissions to select the questionnaire

Select the questionnaire requested.

Usually this will be one of the Wellbeing questionnaires

- My Wellbeing (YP) - young people 8 to 17 years
- My Wellbeing (Child) - child aged 5 to 5 years

Also select web report

			Create Specific User ⌄		Next >>

User Details

Questionnaire Permissions

Assign Questionnaire	Individual Report	Individual Report Formatted	TM Report	Web Report
toggle	toggle	toggle	toggle	toggle
☐ My Wellbeing (YP)				☐
☐ My Wellbeing (Child)				☐
☐ My Wellbeing PSQ			☐	☐
☐ My Life Skills				☐
☐ Sort a Problem	☐			
☐ Joint Assessment Tool	☐	☐		

Next complete the profile fields. All fields need to be completed

		Cancel	Update

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

|	
User Surname	Davies
User First Name	Murray
SWIS Number	45678
User Birth Year	2007 ⌄
Gender	Male ⌄
Ethnicity	White ⌄ Scottish ⌄
Living Arrangement	Other ⌄
District	Other ⌄

User Management

Data Analysis

Click update.

The login will be displayed. Keep a record of the login and password. (You will see that the password is the same as the login.

The following online user has been successfully created for organisation FALKIRK16 on 25/02/2021.
The user can change their password at login: No.

Login	Password	Your User ID	User Name	Manager To Email
mur4567dav	mur4567dav		Murray Davies	

Edit Questionnaire Availability

Occasionally it may be necessary to change the questionnaire allocated to a young person. To do this in Management: **Select Maintenance and Edit Questionnaire Availability**
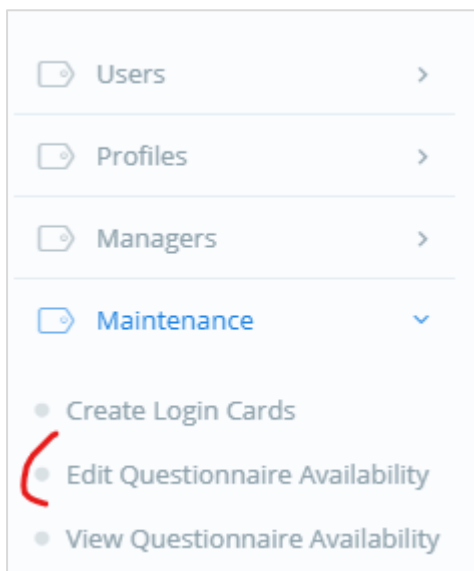
In report settings ensure that only 'Web Report' is ticked in Report settings (You only have to do this once)
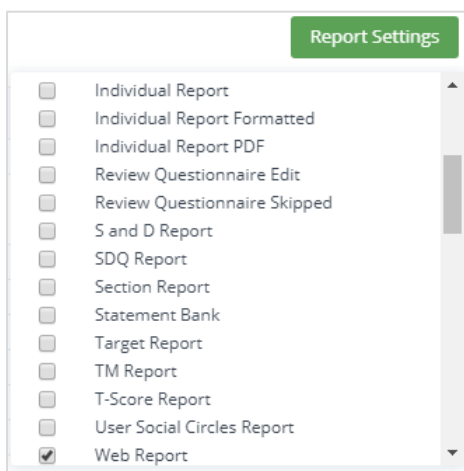
Then select a login and select NEXT

	Login	Name	Created
☑	m12345d	Murray Davies	13/12/2019

Next select the questionnaire to be allocated

- ➢ Make available to start
- ➢ Make available to resume
- ➢ Web report
- ➢ Next

The new questionnaire will then be allocated ready to start

				Cancel	Next >>

Questionnaire Availability

Login	Questionnaire	Make available to start ONLY	Make available to restart	Hide resume on restart	Make available to resume	Individual Report	Individual Report Formatted	TM Report	Web Report
		toggle	toggle	toggle	toggle	toggle	toggle	toggle	toggle
mur4567dav	My Wellbeing (Child)	☐	☐	☐	☐	☐	☐	☐	☐
mur4567dav	My Wellbeing (YP)	☐	☑	☐	☑	☐	☐	☐	☑

Creating web reports.

Once a questionnaire has been completed an individual report can be generated for a Review Meeting.

Go to Data Analysis and under General Reports select Web Report

User Management   Data Analysis

Next select the login. (If a questionnaire has been completed more than once you can select up to 4 logins to display previous responses in the report) Select the report format and create report. A web report will then appear

Report Formats

○ None
◉ SHANARRI LAC at Home YP (Ind)

Questionnaire: LAC at home Young Person ▼

☐	Login	Date	Name
A			
☑	athdav	26/10/2016	athen davis
☑	athdav	17/01/2016	athen davis

The web report can be saved/printed using the pdf functionality on your computer. You may need to use the keys Ctrl P or Ctrl S to bring up the print or save functionality