# Effective Vaccine Management (EVM)
# Manager Quick-Start Guide



**1. Request an EVM account** + **2. Sign into your EVM account** + **3. Request manager access** + **4. Set up EVM** + **5. Create assessments**
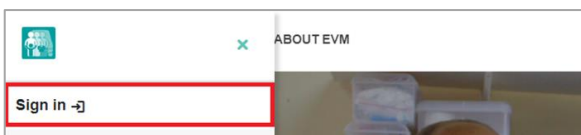
## 1. Request an EVM account

Contact the EVM Global Administrator at evmadmin@who.int with the following details:

- Name
- Email address
- Organisation
- Job title
- Telephone number
- Address

The EVM Global Administrator will review your request and notify you once it is approved.

## 2. Sign into your EVM account

1. Open the EVM website:

   https://extranet.who.int/evm2/web/Public

2. Select the menu in the top left of the screen, then select **Sign in**:



3. Select the email address that you used to request EVM access or select **Use another account** to enter the email address.

4. Enter and confirm your authentication details. The EVM home screen is displayed.

   Your currently selected assessment country and language are shown in the top right of the screen. Your username and role are shown in the menu.
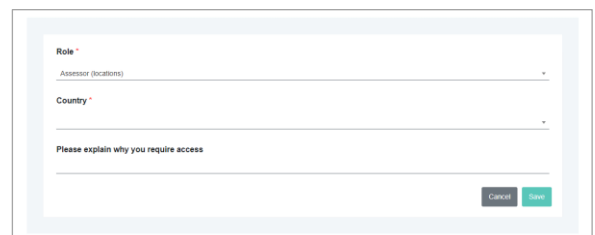
   ⓘ After any period of inactivity, you will be automatically logged out and will need to sign in again to continue using the EVM website.

## 3. Request manager access

1. Sign into your EVM account (see page 1).

2. Select the menu in the top left of the screen, then select **<your name> > Profile**.

3. The **User details** tab is displayed by default. Select the **Permissions** tab to display it:



4. Select **Request permission**. The *Request permission* screen is displayed:



   ⓘ Fields marked with a **\*** are mandatory.

5. In the **Role\*** field, select *Manager*.

6. In the **Country\*** field, select the country you want to assess.

7. In the **Please explain why you require access** field, enter an explanation of why you require access.

8. Select **Save**. The EVM Global Administrator will review and approve your request.
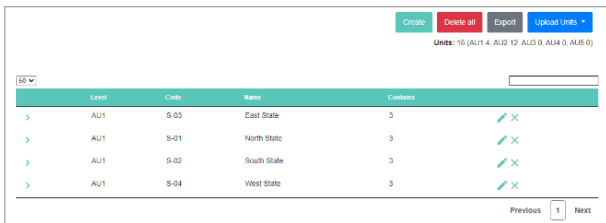
   Once approved, you can sign into the EVM website to download and set up your country's EVM environment and manage the accounts of users for your country.

# 4. Set up EVM

There are a number of tasks that you need to perform before you can conduct an EVM assessment for a country. Sign into your EVM account, ensure that you are viewing the correct country, and complete the following country setup tasks.
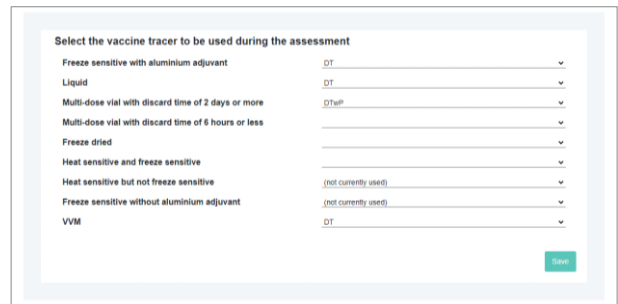
## Add administrative units (AUs)

Organise the country into at least two sub-national levels for reporting purposes and assign sub-national access (if required). Select the menu in the top left of the screen, then select **Setup > Units**.



✔ We recommend that you use the import tool to create the AUs and locations at the same time.
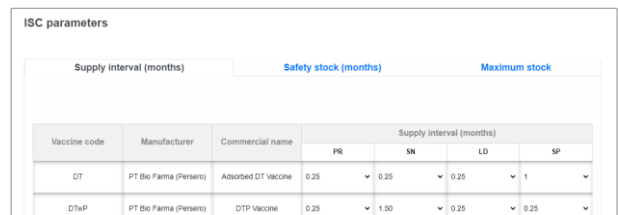
## Add locations

Add the country's health facilities to the EVM database so that they can be included in assessments. Select the menu in the top left of the screen, then select **Setup > Locations**.



## Add vaccines

Add every vaccine used in the country's immunisation schedule, at the national and sub-national levels, so that the storage capacity requirements can be calculated. Select the menu in the top left of the screen, then select **Setup > Vaccines**.

## Choose tracers

Specify which of the vaccines in the country's immunisation schedule should be used as tracer products during the assessment. Select the menu in the top left of the screen, then select **Setup > Tracers**.



## Update ISC parameters (optional)

Update the default values for the vaccine and dry goods supply interval, safety stock, and maximum stock level for each supply chain level. Select the menu in the top left of the screen, then select **Setup > ISC parameters**.



## Customise the home screen (optional)

Customise the default home screen shown to National Managers and Assessors when signing in to the EVM website. Select the menu in the top left of the screen, then select **Setup > Manage country customization**.

# 5. Create assessments

You can now use the EVM website to create and manage your country's health facility assessments. You can use the website to:

- Customise and create assessments
- Assign locations to Assessors
- Manage submitted questionnaires
- Analyse assessment results
- Complete assessments

For detailed guidance on how you can use the EVM website to create and deliver EVM assessments, please refer to the EVM Manager Guide:

**https://www.technet-21.org/en/library/main/6350**

If you experience any issues, please contact the EVM Global Administrator.