# Effective Vaccine Management (EVM)
# Assessor Quick Start Guide



**1. Request an EVM account** + **2. Sign into your EVM account** + **3. Request assessor access** + **4. Install the EVM app** + **Conduct 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**:
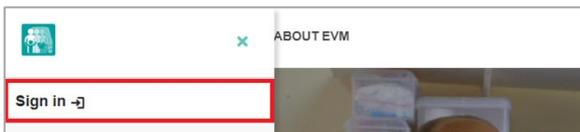


3. Select the email address that you used to request EVM access or select **Use another account** to enter the email address.

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 assessor 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 *Assessor (locations)*.

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 National Manager for the country will review and approve your request.

   Once approved, you can sign into the EVM website to download and upload the country questionnaires you are assigned from your EVM mobile app.

# 4. Install the app

The EVM Assessor app is available on Android, Windows, and Apple devices. Whichever device you choose, we recommended using a device with a screen size of at least six inches, that is, using a tablet or laptop rather a mobile phone.

> **!** During installation, an internet connection is required. However, this is only required during the installation process. Once the installation has completed, the app can function without an internet connection.

## Android

| Requirement | Minimum | Recommended |
|---|---|---|
| Android OS | Version 6 | 9 or higher |
| Internal hard disk | 8GB | 16GB or higher |
| RAM | 2GB | 4GB or higher |
| CPU | 1.5 GHz / quad-core | N/A |
| Battery | 4000mAh | N/A |

1.  Open the Google Play Store and search for 'EVM Assessor' or select the following link:

    https://play.google.com/store/apps/details?id=com.who.evm.assessmenttool

2.  Select **Install** and follow the on-screen instructions.

3.  Once installed, open the app. The app will check for content updates and download them if available. Select **OK** to close the confirmation message.

## Apple

| Requirement | Minimum | Recommended |
|---|---|---|
| iOS | 11 | iPhone 4, iPad Pro, iPad Mini, iPad 2 or later. |

1.  Open the Apple App Store and search for 'EVM Assessor' or select the following link:
    https://apps.apple.com/gb/app/evm-assessor/id1465486280

2.  Select **Download** and follow the on-screen instructions.

3.  Once installed, open the app. The app will check for content updates and download them if available. Select **OK** to close the confirmation message.

## Windows

| Requirement | Minimum | Recommended |
|---|---|---|
| Windows 10 OS | 10.0.16299 | |

1.  Open the Microsoft Store and search for 'EVM Assessor' or select the following link:

    https://www.microsoft.com/en-gb/p/evm-assessor/9ncwfc8lgv5m

2.  Select **Install** and follow the on-screen instructions.

3.  Once installed, open the app. The app will check for content updates and download them if available. Select **OK** to close the confirmation message.

To check your operating system version:

https://support.microsoft.com/en-us/help/13443/windows-which-operating-system

# 5. Conduct assessments

You can now use the EVM Assessor mobile app to conduct health facility assessments as part of a national EVM assessment or standalone facility assessment. You can use the app to:

- Create standalone EVM questionnaires for self-assessment or training purposes.
- Download questionnaires they have been assigned.
- Conduct health facility assessments by completing EVM questionnaires.
- Analyse health facility performance based on assessment scores.
- Upload completed questionnaires.

> For detailed guidance on how you can use the EVM Assessor mobile app to conduct health facility assessments as part of an EVM assessment, please refer to the EVM Assessor Guide:
>
> **https://www.technet-21.org/en/library/main/6094**
>
> If you experience any issues, please contact your National Manager.