

Pinnacle/PharmOutcomes - COVID Site Admin User Guide

This guide will aid staff in Setting up Pinnacle/PharmOutcomes to enter COVID Vaccinations.

REGISTERING AND LOG IN

Staff should receive log on details via email. If you have not received these, speak to your local site administrator.

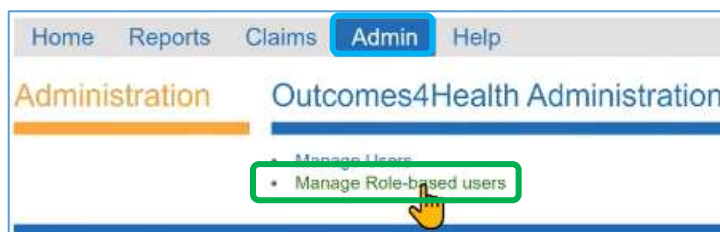
Navigate to the webpage <https://outcomes4health.org/o4h/> , enter the username and password provided. Select **Go** to log in.



ADDING STAFF

Once you are logged in, go to the **Admin** tab at the top of the page.

From here go to **Manage Role-based users**.



On the manage users screen you can search for users within this screen using the **search box** at the top. You can see what **professional roles** they have been assigned and whether their account is **active/inactive**.

If you wish to edit an account you can do so by clicking the **edit button**, or you can create a completely new profile by selecting **Add New**.



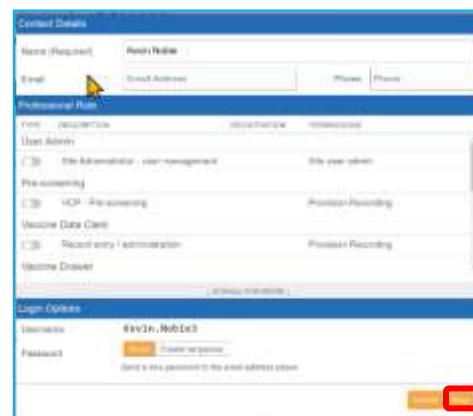
Enter the new staff members name, the **site telephone number** and the staff members **nhs.net** email address. The nhs.net email address can be used to send their log on details to.

N.B Do not enter any personal phone numbers or email addresses.

Select the professional roles that will be assigned to this person. Assigning things like Pre-Screening and Vaccinator will allow their name to show in a drop-down list when filling in those fields.

In the Login options section, you can choose to send their details via email or creating temporary will show the password on screen for them to write down.

When you have finished select **Save**.



ADDING BATCH INFORMATION

From your homepage select the COVID Batch Management icon.



Enter all of the batch information and make sure this batch is set to **Active**.

You can **save and enter another** if you are adding more than one batch.

Once you have finished adding all batches, select **Save**.

Once this batch has run out you can mark it as **Finished** so that it can no longer be chosen when administering.

