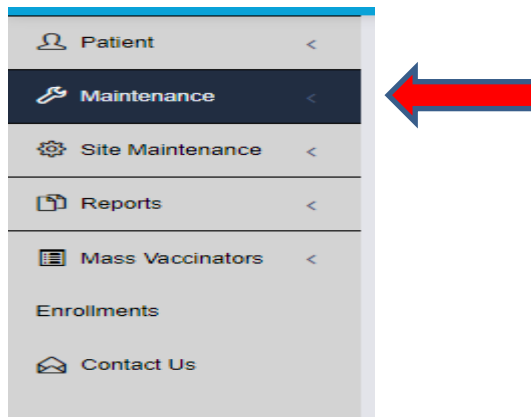


Assigning VFC Coordinator Roles

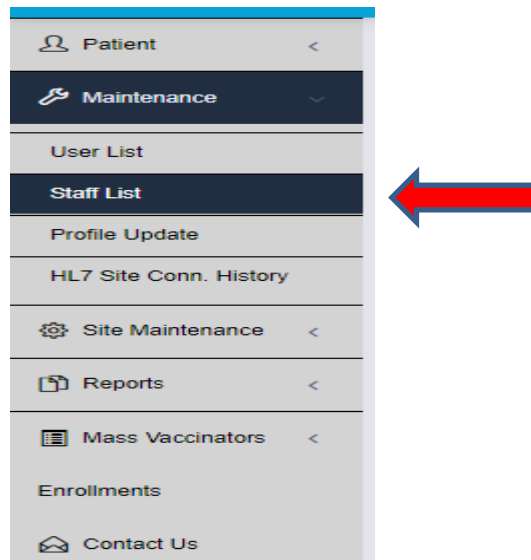
****Only the Site Administrator has the ability to assign VFC Coordinators.****

Step 1: Have the Site Administrator log in to ImmPrint.

Step 2: Release the Maintenance tab



Step 3: Select the Staff List tab



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Step 4: Assign coordinator by checking the box that applies

Instructions

1. There can only be 1 VFC Primary and 1 VFC Backup Coordinator for a site
2. VFC Primary and VFC Backup cannot be the same user
3. Only Active users with Clinic User, Site Administrator and Pharmacy User Access can be assigned the VFC Primary and VFC Backup Coordinator roles

Userid	Name	Access Level	Active	VFC Primary Coordinator	VFC Backup Coordinator
10783	Test Jones	Clinic User	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10291	Jane Test	Clinic User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10342	John Doe	Site Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 5: Select Update



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