

BFHD VacTrack

Facility Coordinator

This document is intended to be read after the 'New User' information packet. For information regarding personal account information and setup, please refer to that guide. It is available at the BFHD VacTrack site at www.bfhd.wa.gov/vactrack

Facility Coordinators (FC) are designated for each facility serviced by VacTrack. Each facility should have at least two Facility Coordinators setup by BFHD. This will allow for the management of your facilities authorized users, and for coverage of duties should one FC be unavailable. The primary duty of the FC is to manage users who will access the VacTrack site to track the facilities vaccine usage, temperature logs and inventory. FC's can also perform all task associated with the facility they manage.

Contents:

- Finding and Reviewing your facilities account information
- User Management for your facility

After logging in, FC's will see the name of their facility as a link at the top of every page. That link takes you to the Facility Management page. The left column contains the facility information. Please make sure the content in this column is complete and accurate. The right column allows you to manage Users at your facility.

Benton Franklin Health District Vaccine Tracking system v Beta 1.0 [Log off](#)

[Bfhd A Testuser](#) for [Benton Franklin Health District](#)

[Home](#) [Dashboard](#) [Temp Logs](#) [Inventory](#) [Usage](#)

PUBLIC HEALTH
Prevent • Promote • Protect

Name: *	<input type="text" value="Benton Franklin Health District"/>	User Account Information:	
Address:	<input type="text" value="7102 W Okanogan Pl"/>	Select User: <input type="text" value="Select One"/> Delete	
City:	<input type="text" value="Kennewick"/>	Account Email: *	<input type="text"/>
State:	<input type="text" value="Wa"/>	Status:	<input type="text" value="Select One"/>
Zip Code:	<input type="text" value="99336"/>	First Name: *	<input type="text"/>
Primary Contact Name:	<input type="text" value="Heather Hill"/>	Middle Initial:	<input type="text"/>
Phone Number: (###) ### - ####	<input type="text" value="(509) 460 - 4200"/>	Last Name: *	<input type="text"/>
Phone Extension:	<input type="text"/>	Phone Number: (###) ### - ####	<input type="text"/>
Notes:	<input type="text" value="Local health district account."/>	Phone Extension:	<input type="text"/>

* indicate required fields.

Managing the Users at your facility is the primary task of the Facility Coordinator. If you have no Users of the VacTrack system beyond the designated FC's then you may not have to worry about this process. Every site must have at least one FC, even though we recommend two. A Facility Coordinator has all the rights that a normal User has to the VacTrack system and can perform the tasks of vaccine tracking, temperature log tracking, and inventory management.

There are three main tasks related to managing Users on the VacTrack site.

- Creating New Users
- Updating User account information
- Deactivating/Reactivating Users

All three activities can be done from the 'User Account Information' section of the Facility Account Information page shown above.

To Create a New User:

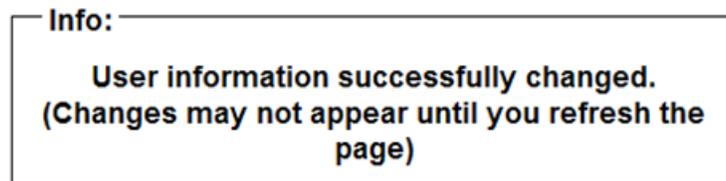
Choose "New" in the 'Select User' drop down box; then fill out the form with an unused e-mail address. You must also write in the Users First and Last Name. Fill in any other fields in that column and click the 'Save' button. You should see this message.



You cannot create a new user with the same e-mail address as an existing user in the system. If you need to re-use an e-mail address you must contact the BFHD VacTrack Administrator.

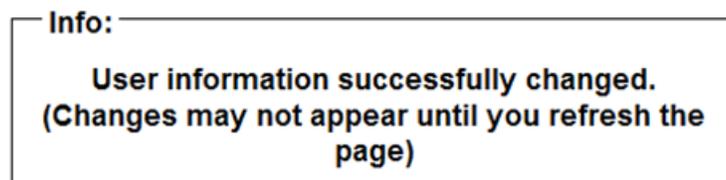
To Update a Users account information:

Select that User in the 'Select User' drop down and modify the appropriate fields. Click the 'Save' button and you should see the following message.



To Deactivate or Reactivate a User:

Select that User in the 'Select User' drop down and change the 'Status' drop down to the desired setting. Click the 'Save' button and you should see the following message.



Management of Facility Coordinators is handled by the VacTrack Administrative staff. If you have a change of staff at that level, please contact the BFHD VacTrack Staff.