

Admin Web Portal Guide

Note: Some portion are Work In Progress

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Overview

The FloodLAMP Mobile App and Admin Web Portal are a system that manages pooled surveillance testing, including:

- participant onboarding, as individuals and households;
- electronic consent signing;
- self-directed pooled sample collection and accessioning;
- tracking, processing, and resulting sample tubes;
- participation and results monitoring.

There are 3 main roles for users of the system and corresponding views of the app and portal.

Participants - people submitting samples for testing.

The Participant View of the FloodLAMP Mobile App is used for:

- updating profile information such as name, email, and phone number;
- adding minors under a guardian's account;
- registering pooled sample collections by listing the names of who is contributing samples;
- checking the status of previously collected sample tubes.

All users of the system typically have the privileges of the Participant role (able to be added to a collection) whether or not they actually have the role included.

Staff - people processing samples (i.e. running the actual test in the lab)

The Staff View of the FloodLAMP Mobile App is used for:

- intaking collected tubes by scanning their QR codes;
- batching tubes together for processing;
- updating the status tubes at various points of processing (optional);
- entering test results (positive, negative, inconclusive, invalid).

Users who have been granted the Staff role should also be granted the AccessStaff role as well, and the term "Staff" usually refers to the users with both roles. These Staff can access the Staff View where they process tubes without access to Personal Identifiable Information (PII). Staff will require moderate training.

Admin - program managers

The Admin Web Portal is only available via desktop/laptop browser and not through the FloodLAMP Mobile App, though both are accessing the same database of information. It is used for:

- managing the entire testing program;
- overseeing the onboarding process;
- adding users and granting roles;
- customizing messages and information;
- viewing the status of tubes and participants;
- reviewing results and participation history.

The FloodLAMP Mobile App runs on the Appivo Platform and typically, admin privileges should be granted in each. The "Admin" role is granted within the FloodLAMP Mobile App (under "My Apps" in the Appivo Platform) and gives access to the Admin Web Portal. "System Administrator" is granted in the Appivo Platform and enables granting roles both within the App and Appivo Platform (see above [Adding Users and Granting Staff and Admin Roles](#)).

All Roles - Brief Description

Participant	can be added to collections, only needed if user has no other roles
Sponsor	can perform collections with approval (ignore if using SuperSponsor for all)
SuperSponsor	can perform collections on anyone, i.e. see everyone in their group when adding to collection
Staff	can use the Staff View to process tubes
AccessStaff	add together with Staff role, used for "Access Groups" of Staff to link to Groups (participants)
PI	special role that receives email and text notifications with PII for Positive and Inconclusive results
Administrator	can view and utilize the Admin Web Portal
System Administrator (Appivo platform role)	can change user roles from the Appivo User view in top right

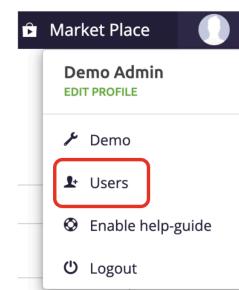
Admin - Main Tasks

Login

Log in at <https://apps.appivo.com/> - your account must have been granted the "Admin" role by a System Administrator in order to view the Admin Web Portal.

Adding Users and Granting Staff or Admin roles

Go to the Appivo User view (in top right corner under the head circle icon)



- pencil edit icon edits user profile info

A screenshot of the Appivo User list view. The header says 'Demo (4 Users)'. On the left is a sidebar with 'NAVIGATE' sections: 'My Apps', 'Marketplace', 'Account', and 'Users' (which is selected and highlighted in green). On the right is the main user list table with columns: 'USER', 'STATUS', and 'ACTIONS'. There are four rows of users:

- Alice Smith (AS icon)
- Bob Smith (BS icon)
- Demo Admin (DA icon)
- John Doe (JD icon)

Each row has a status switch (green), an edit icon (pencil), a flag icon, and a trash bin icon. The 'Edit' icon for John Doe is highlighted with a red box. At the bottom of the table, it says 'NO MORE USERS TO LOAD'.

- this is also where you can trigger a Password Reset to be sent to the user (**Triggering password reset links**)

A screenshot of a 'Generate New Password' dialog box. It has fields for 'First Name' (Demo) and 'Last Name' (Admin), and 'Email' (demo@floodlamp.bio) and 'Phone' (Phone). Below these is a section for 'Generate New Password' with a note: 'Details will be sent to your registered email address.' A 'Reset Password' button is highlighted with a red box. At the bottom, there's a section for 'Protect your account with 2-Step Verification' with a 'Enable Now' button, and a large green 'Update' button.

- clicking the user name or anywhere in the line opens up the view to edit their roles

The screenshot shows the appIVO Admin Portal interface. On the left is a sidebar with navigation links: My Apps, Marketplace, Account, Users (which is selected and highlighted in green), Help, Documentation, Tutorials, and Forum. The main area is titled "Demo (4 Users)" and contains a table of users:

USER	STATUS	ACTIONS
AS Alice Smith jackie+alice@floodlamp.bio	<input checked="" type="checkbox"/>	
BS Bob Smith jackie+bob@floodlamp.bio	<input checked="" type="checkbox"/>	
DA Demo Admin demo@floodlamp.bio	<input checked="" type="checkbox"/>	
JD John Doe jackie+john@floodlamp.bio	<input checked="" type="checkbox"/>	

At the bottom of the table, it says "NO MORE USERS TO LOAD".

Example Admin:

This screenshot shows a detailed view of a user profile for "Demo Admin". It includes a blue circular icon with "DA", the email address "demo@floodlamp.bio", and a green "Active" status indicator.

Below this, there are two sections for "My Apps":

- System**: Administrators
- FloodLAMP**: AccessStaff, Admin, Participant, PI, Sponsor, Staff, SuperSponsor

Each section has an "Edit Roles" button at the bottom.

Example Staff:

This screenshot shows a detailed view of a user profile for "John Doe". It includes a yellow circular icon with "JD", the email address "jackie+john@floodlamp.bio", and a green "Active" status indicator.

Below this, there are two sections for "My Apps":

- FloodLAMP**: AccessStaff, Sponsor, Staff, SuperSponsor

Each section has an "Edit Roles" button at the bottom.

To get back to the Admin Web Portal:

- 1) click "My Apps" from top right menu bar
- 2) click the "FloodLAMP" logo on the left side

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Adding users with csv “Import Users” function

Specify role - typically SuperSponsor which includes Participant role privileges)

WIP

Monitoring Onboarding

From the Users tab, you can check if folks who have signed up through the form or had their accounts created (import or manual) have actually clicked through to set their password, signed into the app (where they are prompted right away to sign the consent), and have added minors.

First Name	Last Name	Consent Signed	Minors	Group	Email	Phone Number
Admin	Jones	N	None	primary	demo+admin@floodlamp.bio	5555555555
Jack	Smith	Y	Billy Rae, Another Minor	primary	demo+jack@floodlamp.bio	
Jill	Smith	N	None	primary	demo+jill@floodlamp.bio	
Tester	Doe	N	None	primary	demo+tester@floodlamp.bio	

Using Kits and Tubes views

These tabs are used to check the status or result of a tube or participant who added to a collection.

It's also used to review tubes collected that day and who is in them.

"Kits" shows a view where each line is an individual QR coded tube - which could contain a single sample from an individual or from several people in a pool.

"Tubes" shows a view where each line is a Participant, but this is sorted by the Tube ID so you will see the people in a pool listed together.

Apologies to the mixed up terminology - these will be changed shortly.

Tubes Tab

The Tubes tab shows the results of a screening session. This can be used or to track down a Participant or their sample tube. Each row of the table on this tab represents a unique collection event (i.e., Tube ID + Participant or Tube ID + Minor). The Tubes tab allows you to:

- Find Participants & Minors within a positive pool
- View timestamp of Staff collection and results
- See notes added by the Sponsor
- Search by name or Tube ID
- Export all data or a date-limited set of data

Tube ID	Sponsor	Participant	Minor	Note	Result	Collection Date-Time	Result Date-Time
ADDTOBATCHTEST	Brandon Smith				Null	Aug 30, 2022, 12:31:16 PM	Aug 30, 2022, 12:31:36 PM
TESTENTRY3NOBAT	Theresa Ling	Theresa Ling			Null	Aug 30, 2022, 12:28:17 PM	Aug 30, 2022, 12:28:41 PM
AG1028	Theresa Ling	Theresa Ling			Null	Aug 30, 2022, 12:25:18 PM	Aug 30, 2022, 12:27:41 PM
TESTENTRY2	Theresa Ling	Theresa Ling			Null	Aug 30, 2022, 12:21:09 PM	Aug 30, 2022, 12:21:43 PM
TESTENTRY1	Theresa Ling	Theresa Ling			Null	Aug 30, 2022, 12:11:40 PM	Aug 30, 2022, 12:12:02 PM
TENANTTEST8-24-22	Theresa Ling	Theresa Ling			Negative	Aug 24, 2022, 9:58:38 PM	Aug 24, 2022, 10:00:13 PM

Kits Tab

The screenshot shows the appIVO Admin Portal. The top navigation bar has tabs for 'appIVO', 'Users', 'Groups', 'Settings', 'Access', 'Tubes', 'Participant Groups', and '...'. A red box highlights the 'Kits' tab. The left sidebar is titled 'FloodLAMP' and contains a message about overviewing collections, a 'EXPORT DATA AS CSV' button, 'Select Status' dropdown (set to 'All'), 'Select Result' dropdown (set to 'Null'), and two checkboxes for 'Hide Notified Collections' and 'Hide Rejected'. The main area is titled 'Kits' and displays a table with the following data:

Barcode	Collected	Sponsor	Status	Result	Participants	Email	Report Updated	Notified?	Groups	Deposited	Batch
ADDTOBATCHTEST1	Aug 30, 2022, 12:31:16 PM	Brandon Smith	Received		1	brandon+abrome	Aug 30, 2022, 12:31:36 PM	<input type="checkbox"/>			220830-1
TESTENTRY3NOBA	Aug 30, 2022, 12:28:17 PM	Theresa Ling	AMP		1	theresa+abrome	Aug 30, 2022, 12:28:41 PM	<input type="checkbox"/>			
AG1028	Aug 30, 2022, 12:25:18 PM	Theresa Ling	INACTIV		1	theresa+abrome	Aug 30, 2022, 12:27:41 PM	<input type="checkbox"/>			RealTubeTest
TESTENTRY2	Aug 30, 2022, 12:21:09 PM	Theresa Ling	Received		1	theresa+abrome	Aug 30, 2022, 12:21:43 PM	<input type="checkbox"/>			220830-4
TESTENTRY1	Aug 30, 2022, 12:11:40 PM	Theresa Ling	Received		1	theresa+abrome	Aug 30, 2022, 12:12:02 PM	<input type="checkbox"/>			220830-2
TENANTTEST8-24-22	Aug 24, 2022, 9:58:38 PM	Theresa Ling	Result	Negative	1	theresa+abrome	Aug 24, 2022, 10:00:13 PM	<input checked="" type="checkbox"/>			
T09022219	Sep 2, 2022, 4:15:04 PM	Brandon Smith	Collected		1	brandon+abrome		<input type="checkbox"/>			

Exporting csv of results

Available from either the Kits or the Tubes tab.

Admin – Troubleshooting

Troubleshoot tubes that do not intake (“No such barcode exists” error message)

- This is usually because a participant forgot to complete the collect step (on Participant view of App).
- Can also be caused by the barcode/QRcode being manually typed in and being incorrect (such as having a trailing whitespace character).

Troubleshoot user that can't be added at collection step

- If Minor, it's likely because they are not searching the Guardian name first. Minors are nested underneath the Guardian user that added them.
- May be due to the email for the Participant user being entered incorrectly.
- May be due to the Participant user not being included in the group.

Admin – Advanced

Changing Consent (must get written approval from FloodLAMP)

WIP

Adding a new participant group

WIP