

User guide manual

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**1.Glossary**

Terms, Expressions and Acronyms (TEA).

| ***TEA* (EN)** | ***TEA* (PT)** | ***Description* (EN)** |
| --- | --- | --- |
| **Administrator manages** | **Administrador gere** | The administrator has the ability to create, delete and modify. |
| **Administrator** | **Administrador** | A person who ensures that an organization operates efficiently. |
| **AGES** | **AGES** | Acronym for *Agrupamentos de Centros de Saúde*. Establishes the regime for the creation, structuring and functioning of groups of health centers of the National Health Service (SNS). |
| **ARS** | **ARS** | Acronym for *Administração Regional de Saúde*. ARS is an entity responsible for the quality and availability of health care services in a certain geographical area. |
| **Astra Zeneca vaccine** | **Vacina AstraZeneca** | A vaccine for preventing coronavirus disease 2019 (COVID-19) in people aged 18 years and older. |
| **Application** | **Aplicação** | A computer program with a particular purpose of helping Pandemic Vaccination Management . |
| **CamelCase** | **CamelCase** | THE practice of writing phrases without spaces or punctuation, indicating the separation of words with a single capitalized letter, and the first word starting with either case. |
| **Center Coordinator** | **Coordenador do Centro** | That has the responsibility to manage the Covid19 vaccination proces, wants to monitor the vaccination process, to see statistics and charts, to evaluate the performance of the vaccination process, generate reports and analyze data from other centers, including data from law systems. |
| **Community Mass Vaccination Centers** | **Centro Comunitário de Vacinação em Massa** | The Community Mass Vaccination Centers are facilities specifically created to administer vaccines of a single type as response to an ongoing disease outbreak (e.g.: Covid-19). |
| **Covid-19** | **Covid-19** | A virus that is spread mainly from person to person through small droplets grom the nose or mouth, expelled when a person with COVID-19 cough or sneezing |
| **DGS** | **DGS** | A state-funded Portuguese healthcare system |
| **Digital Certificate** | **Certificado Digital** | This feature of the system that proves that the SNS User took the vaccine and its validaty. |
| **GHC** | **GHC** | Groups of Health Centers |
| **Health Care Centers** | **Centros de saúde** | Are community-based and patient-directed organizations that deliver vaccination administration to the SNS Users. |
| **Immunization** | **Imunização** | The process by which an individual`s immune system becomes fortified against an infectious agent |
| **JaCoCo plugin** | **Plugin JaCoCo** | JaCoCo (abbreviation for Java Code Coverage) plugin is an open-source code coverage tool for Java. It creates code coverage reports and integrates well with Integrated development environments. |
| **JavaFX 11** | **JavaFX 11** | Helps to create the design of the application with the client indications. |
| **Moderna vaccine** | **Vacina Moderna** | It is authorized for use in people aged twelve years and older in some jurisdictions and for people eighteen years and older in other jurisdictions to provide protection against COVID-19 |
| **NHS** | **NHS** | National Health Service |
| **NHS** | **NHS** | The system by which the State assures the right to the health protection in this case it is DGS. |
| **Nurse** | **Enfermeiro** | Nurse will work on the vaccination process in vaccination center, a nurse responsible for administering the vaccine and checking the user info and health conditions in the system. |
| **Pfizer vaccine** | **Vacina da Pfizer** | The first COVID-19 vaccine to be formally approved by the Food and Drug Administration(FDA) to protect people ages 16 and older against coronavirus. |
| **Process** | **Processo** | A series of actions that you take in order to do in this case the vaccination Process. |
| **Receptionist** | **Rececionista** | An employee that works on any vaccination center,this employee helps to schedule the vaccine appointment,registers the arrival of the SNS User. |
| **Recovery room** | **Sala de Recuperação** | A room where patients are placed after they have had the vaccine and wait to see if exists adverse reactions. |
| **RHA** | **RHA** | Regional Health Administration |
| **SMS** | **SMS** | SMS message with information about the scheduled appointment,and sends information to tell when the recovery time is over. |
| **SNS** | **SNS** | Acronym for “Serviço Nacional de Saúde” |
| **SNS User** | **Utente** | It refers to the person scheduling/taking vaccines. |
| **Software** | **Software** | software application to manage the vaccination process and to allow SNS users to schedule a vaccine and obtain a vaccination certificate. |
| **SVG** | **SVG** | SVG (abbreviation for Scalable Vector Graphics) is a type of image that is created from XML or HTML codes. Unlike other formats of images, SVG are completely formed from the codes, and so the images can be edited or updated by altering the coding. |
| **Vaccination** | **Vacinação** | The act of vaccinating someone. |
| **Vaccination Center** | **Centro de vacinação** | A place where vaccines are administrated. |
| **Vaccination Certificate** | **Certificado de Vacinação** | Certificate that gives the information about a SNS user vaccination state. |
| **Vaccination Process** | **Processo de Vacinação** | The Vaccination Process are all the actions that occurs inside a Vaccination Center to inoculate a vaccine in a SNS user. |
| **Vaccine Type** | **Tipo de Vacina** | The Vaccine Type defines which disease the vaccine protects (e.g.: Covid-19, Dengue, Tetanus, smallpox). |
| **Vaccine** | **Vacina** | Item that gets administered to the SNS User, to get the Digital Certificate. |
| **Waiting Room** | **Sala de Espera** | Room where SNS users are sent to wait for a Nurse to call them to administer them the vaccine. |

**2. Introduction**

The User Manual contains all essential information for the user to make full use of the information system.

This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use.

**2.1 Purpose and Scope**

The main purpose of this manual is to clarify the technical aspects of our application and help any user to fully use it and get the best out of it. This manual covers technical aspects.

**2.2 System Overview**

DGS is a state-funded Portuguese healthcare system that wants an application to manage the vaccination process in Portugal to manage the Covid-19 vaccination process.

As Coronavirus might not be the last pandemic in our lifetime, the application should be designed to easily support managing other future pandemic events requiring a massive vaccination of the population.

The software application should also be conceived having in mind that it can be further commercialized to other companies and/or organizations and/or healthcare systems besides DGS.

**2.3 System Requirements**

The System runs on Mac OS, Windows, and Linux.

The Computer Requirements are 8 GB of ram.

**2.4 Software Installation**

(Procedure and relevant specifications to install the application)

**3. System Features**

**3.1 Feature# Register a new Employee**

**Uma imagem com texto

Descrição gerada automaticamenteUma imagem com texto

Descrição gerada automaticamente**

On this first Part, you Login with your Administrator credentials.

You get the option that you want “Register a new Employee”, then you register with valid information, or the app will not accept.

**Uma imagem com texto

Descrição gerada automaticamente**

**Uma imagem com texto

Descrição gerada automaticamente**

**Uma imagem com texto

Descrição gerada automaticamente**

Then you will receive the Information on the Screen of the Employee role that you need to choose from, after that it will print the Information if correct you agree, if not you disagree.

Last you will receive the Email and the password for the employee to get access to the application.

**3.2 Feature# Get a list of Employees**

Uma imagem com texto

Descrição gerada automaticamente

When you login on the admin menu, you will receive 6 options, and then you will choose the option two.

Where you will have 4 types of employees, the Receptionist, the Administrator, the Center Coordinator, and the Nurse.

Uma imagem com texto

Descrição gerada automaticamente

After you choose the employee, you will receive the list of the employees with that role.

**3.3 Feature# Load a list of SNS Users**

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Descrição gerada automaticamente

When you login on the admin menu, you will receive 6 options, and then you will choose the option five.

Uma imagem com texto

Descrição gerada automaticamente

You insert your excel file location, and the app will automatically receive the information and create a SNS User on the application, then you can decide if you agree with the information that was inputted on the system or not.

Uma imagem com texto

Descrição gerada automaticamente

If you agreed with the information, the SNS User will be created on the application and then will show you the User info to enter on the application(T he email and the password).

**3.5 Feature#**