


Vim Admin Console Overview



As a Console User, you are able to manage all organizations utilizing your data source. This guide will show you how to navigate the Admin Console.

Getting Started

Access Vim Console [here](#). Then, log in using your email and password and then complete the two factor authentication by entering the code sent to your email.

 Console

Login

 
[Forgot Password?](#)**Submit**

Check your email

Verification code was sent to your email. Please enter the code below.

[Resend Code](#)**Login**

Your Organization

After signing in, you can view details regarding your organization

Console CGIA Pediatrics example@email.com

Organization / CGIA Pediatrics

Basic Info		Account	
EHR Vendor	ecw	NPI	
EHR URL	https://cgiapediatricsehr.com		
Organization ID	740	Organization Key	vLDmd7JSuQ21DEBZKMwYRW TIN

Apps

Sources	
Care Gaps	Example Health Plan of America
Diagnosis Gaps	Example Health Plan of America Health Insurer of USA

Here you will see all connected sources by application

This will be the key you use when downloading Vim to any additional workstations



Vim Connect Users

You can see relevant information on individual users in your organization within the “Vim Connect Users” section.

CGIA Pediatrics users (228)

Download Add Upload Search

Select All Live (20) / Created (9) / Failed Login (0) / Inactive (43)

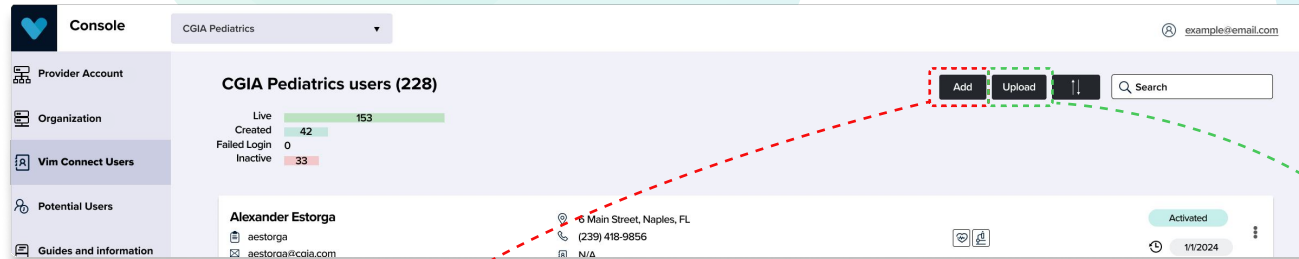
Name	Contact Info	Address	Status	Last Login
Alexander Estorga aestorga aestorga@cgia.com	(239) 418-9856 N/A	6 Main Street, Naples, FL	Activated	1/1/2024
Michael Trujillo mtrujillo mtrujillo@cgia.com	(239) 418-4123 N/A	6 Main Street, Naples, FL	Created	12/21/2023
Debra Goncalves dgoncalves dgoncalves@cgia.com	(239) 765-2378 N/A	6 Main Street, Naples, FL	Inactive	11/23/2023
Walter Stacey wstacey wstacey@cgia.com	(239) 277-2376 N/A	6 Main Street, Naples, FL	Live	1/12/2024
Melissa Gerbey mgerbey mgerbey@cgia.com	(239) 277-3245 N/A	6 Main Street, Naples, FL	Live	1/18/2024

Status Description

- A user with login in the past 30 days. **Live** last login date.
- A user password is set but no login attempts. **Activated** password set date.
- A user that was created, and no login attempt was ever done. **Created** creation date.
- A user with no login in the last 30 days, but had logins in the past. **Inactive** last login date.
- A user whose last login attempt failed. **Failed Login** last failed login attempt date.

Vim Connect Users - Add User

To add new users:



Choose the username and email.

Enter in personal details, *denotes a required field.

Select which applications you want the user to access.

System identifiers

EHR username*
Email address

Personal Details

First name* Last name* Roles
Phone number National provider ID Tax ID number
Ten digits, starting from area code. E.g. 2051234567
Address

Applications

Applications
Diagnosis Gaps

Cancel Submit

Upload Users from CSV

File must be CSV and contain one line of header. Titles are:
Email | First Name* | Last Name* | Npi | Tin | Ehr Username* | Applications | Title |
Phone Number | Address Line 1 | Address Line 2 | City | State | Zip
* -mandatory

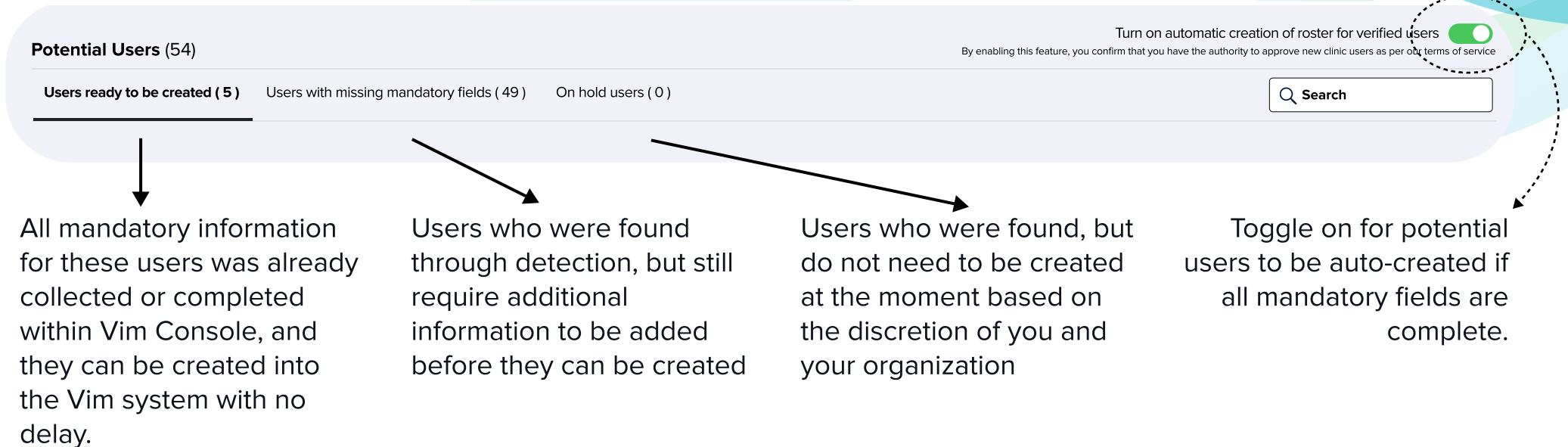
Browse Files

Cancel Submit

Users can be group uploaded using a properly formatted CSV file.

Potential Users

View and manage all users that Vim detects as having our software installed on their machine, but are not yet activated as users within the Vim system. This subset of users need to be created and designated as Vim users prior to them logging and using all the Vim Connect applications.



Console Users

Select **Console Users** in the selection dropdown under the name in the upper right corner

example@email.com ^

- Console Users
- Recent Activity
- Log Out

Create other Console Users to help manage your organization.

The screenshot shows the 'Console Users (1)' interface. At the top, there is an 'Add User' button, a dropdown menu with 'Michael Trujillo', and a search bar. Below this, a user profile card is displayed for 'Michael T. Trujillo' with the email 'mtrujillo@cgjapediatrics.com' and a role of 'ACCOUNT OWNER'. The phone number is listed as 'N/A'.