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

First log in using your email and password and then complete the two factor authentication by entering the code sent to your email.

Console

Login

example@email.com

•••••• 👁̶

Forgot Password?

Submit

The services provided under this platform are governed by Vim's Provider Master Terms of Service, Vim's Privacy Policy, Vim's Providers Business Associate Agreement, and any changes thereof, as agreed between Vim and your clinic.

Check your email

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

Enter Code

Resend Code

Login

Your Organization

After signing in, you can view details regarding your organization

Console	CGIA Pediatrics ▼	example@email.com

Provider Accounts

Organizations

Vim Connect Users

Potential Users

Guides and information

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.

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:
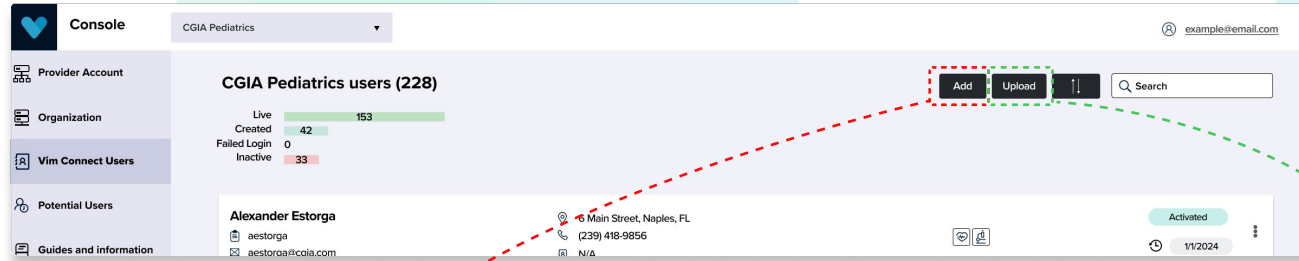
Choose the username and email.

Enter in personal details, *denotes a required field.

Select which applications you want the user to access.
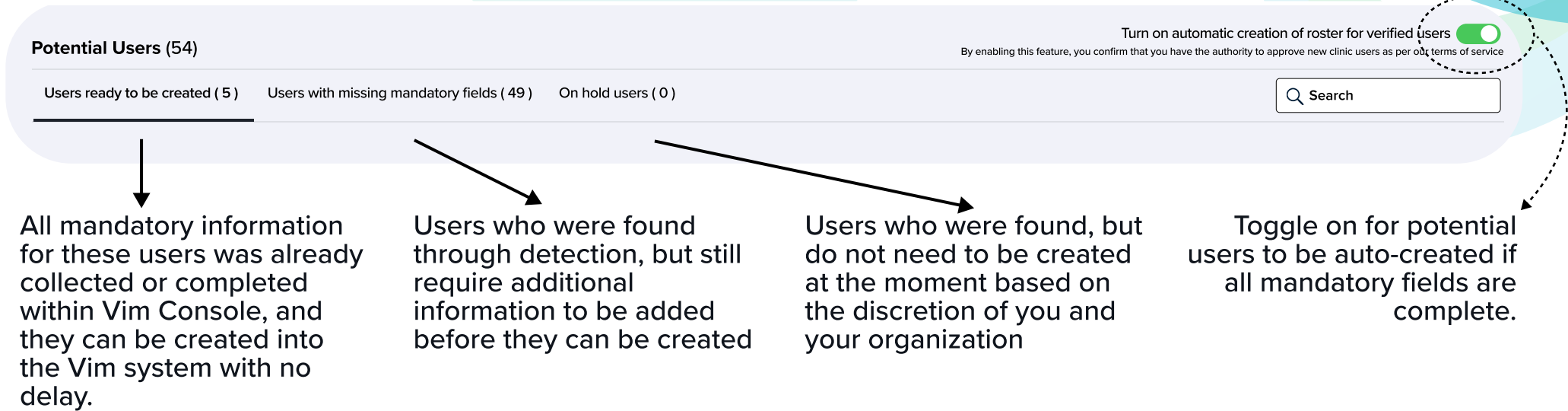
Users can be group uploaded using a properly formatted CSV file.

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.

Potential Users (54)

Turn on automatic creation of roster for verified users

By enabling this feature, you confirm that you have the authority to approve new clinic users as per our terms of service

Users ready to be created (5)   Users with missing mandatory fields (49)   On hold users (0)

🔍 Search

All mandatory information for these users was already collected or completed within Vim Console, and they can be created into the Vim system with no delay.

Users who were found through detection, but still require additional information to be added before they can be created

Users who were found, but do not need to be created at the moment based on the discretion of you and your organization

Toggle on for potential users to be auto-created if all mandatory fields are complete.

Console Users

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

Create other Console Users to help manage your organization.

⊗ example@email.com ⌃

    🧑‍💼 Console Users

    🕐 Recent Activity

    ⬅ Log Out

Console Users (1)

Add User | Michael Trujillo ▼ | 🔍 Search

Michael T.
📄 mtrujillo   ✉ mtrujillo@cgiapediatrics.com   📞 N/A   ACCOUNT OWNER