



SYSTEM ADMINISTRATOR IN THE WAIS

Office of Immunization

MS Teams Features

- Q&A Feature allows participants to ask questions.
- Chat will be used to provide links, can also be used for questions. If you prefer to ask your question verbally, you will need to unmute yourself before talking.
- Closed captions/audio settings can be accessed by clicking More on the tool bar and selecting Audio Settings or Language and Speech.
- This meeting is being recorded and will be posted to the IIS Webinars page along with Q&A.

Agenda

- Organization and Facility Structure in the WAIS
- System Administrator
 - What is an IIS System Administrator?
 - Responsibilities
- End User Access Levels
 - User Account Types
- Adding/Updating/Inactivating User Accounts
 - WAIS
- Best Practice/Tips
- Update: Single Sign-On
- IIS Training Resources

Organization and Facility Structure in the IIS

The WA IIS is structured by **organizations** and **facilities**.

It is important to understand this structure because it affects vaccination data and access to the system.



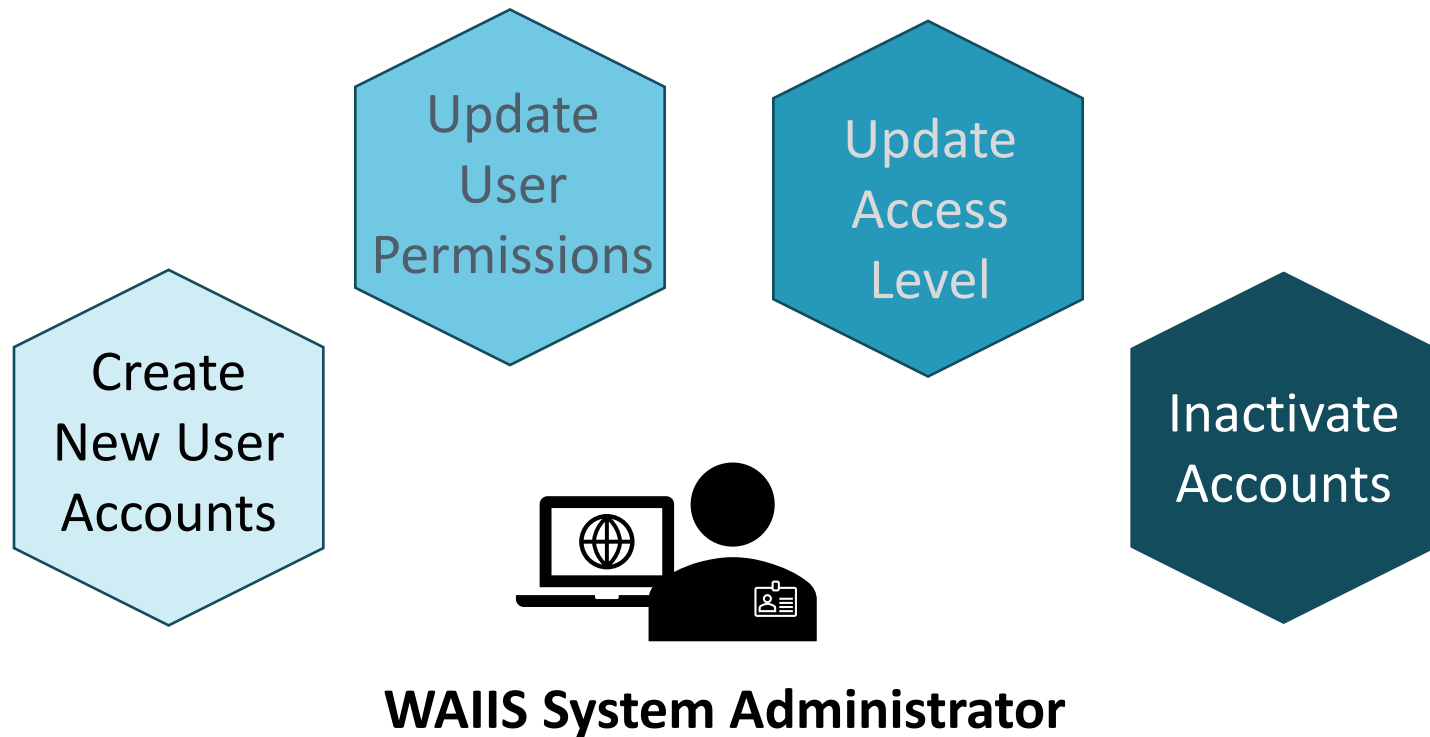
Organization & Facility Structure in the IIS

System Administrator

- System administrator is a permission given to a designated IIS user at the organization level when an **exchange** information sharing agreement (ISA) is submitted for access to the WAIS.
- If the system administrator for your facility or organization is no longer available, please reach out to the WAIS Help Desk for further assistance.

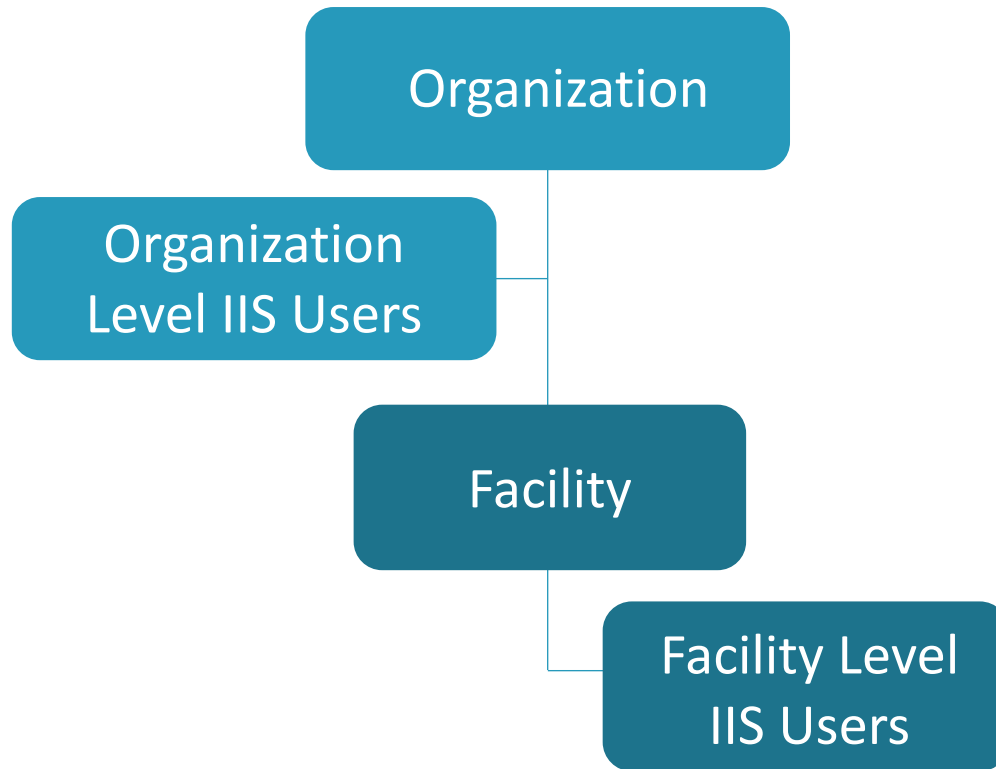
WAISHelpDesk@doh.wa.gov or 1-800-325-5599

System Administrator Responsibilities

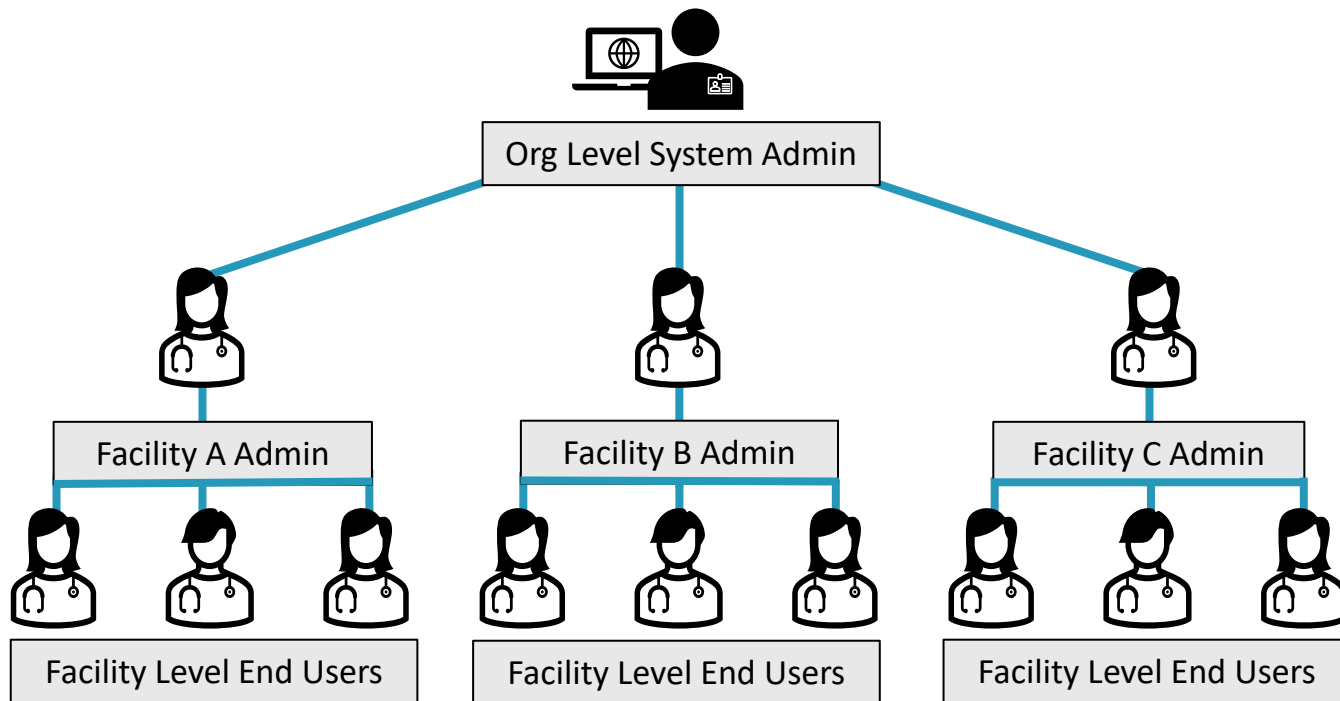


End User Access Levels

- IIS users can have access to 1 facility under an organization **or** multiple facilities under an organization



End User Access Levels



**IIS accounts must be created for each individual user.
DO NOT SHARE ACCOUNTS.**

End User Account Types

Account Types

Client Accounts

- For users that will be adding or editing patient records
- Organization must have an exchange type of information sharing agreement

View Accounts

- For users that will only be viewing records and reports

Secure Access Washington ([SAW](#))

In addition to a WAIS account, all authorized users need a SAW account to log into the registry.

Adding/Updating/Inactivating User Accounts

- Organization Level System Administrator
 - Organization & facility level users
 - Promote facility level users to organization level access to access other facilities
- Facility Level System Administrator
 - Facility level users assigned to the same facility
- Update user permissions
 - Roles/responsibilities require different permissions
- Inactivate user accounts for those who no longer need access

System Administrator Responsibilities

- Create user accounts for staff
 - Administration>Search/Add User
 - Users that contact the IIS Help Desk for user account needs will be directed to their clinic's IIS System Administrator
- Update permissions/access levels for staff & Inactivate accounts
 - For **individual users**: Administration>Search/Add User
 - For **multiple users**:
Administration>Inactivate Multiple Users and/or Physicians & Vaccinators

System Administrator Responsibilities

Inactivate Multiple Users and/or Physicians & Vaccinators

IIS Users

Show entries

Search:

Username	First Name	Last Name	Organization	Facility	Promote to Org Client	IIS User Type	Inactivate
ABGATOR	ABBIE	GATORADE	EVOSS TEST ORG			Organization (IRMS) Client	<input type="checkbox"/>
TESTUSERAB	ABBY	VOSSY	EVOSS TEST ORG			Organization (IRMS) Client	<input type="checkbox"/>
AUGUSTVOSSRC	ALAN	VOSS	EVOSS TEST ORG			Organization (IRMS) Client	<input type="checkbox"/>
ALLENAB	ALLEN	ABBEY	EVOSS TEST ORG	VOSSTESTFAC1	<input type="checkbox"/>	Facility Client	<input type="checkbox"/>
ABWASHINGTON	AMEY	WASHINGTON	EVOSS TEST ORG	MAY TEST FAC	<input type="checkbox"/>	Facility Client	<input type="checkbox"/>
ACALLEN	AMY	ALLENCO	EVOSS TEST ORG	VOSSTESTFAC1	<input type="checkbox"/>	Facility Client	<input type="checkbox"/>
AMACTESTOC	APRIL OC	MCCLELLAN	EVOSS TEST ORG			Organization (IRMS) Client	<input type="checkbox"/>
VOSSTESTOC1	ERIN	VOSS OC	EVOSS TEST ORG			Organization (IRMS) Client	<input type="checkbox"/>

Showing 1 to 8 of 8 entries

First Previous 1 Next Last

Best Practice

- Many menu options/tabs/buttons are associated with a permission.
- User name must be 4 characters or more.
- Avoid special characters in user name.
- Provide necessary permissions only.
- Refer to [IIS System Administrator](#) for specific guidance on roles and permissions.
- Inactivate accounts when access is no longer needed.
- Include email address when creating/updating user accounts.
- Organizations and/or facilities may have more than 1 system administrator.
- IIS user accounts are specific to each organization. Individuals who access the IIS for different organizations will need separate user accounts under each organization.

Update: Single Sign-On (SSO)

To ensure success with SSO System Administrators should:

- Ensure users each have individual IIS accounts.
- Review active users list and inactivate users that no longer need access to the IIS.
- Ensure all accounts have an email address.

For a list of IIS users for your facility/organization:

Administration>User Reports (can limit to active/inactive or both) **or** Inactivate Multiple Users and/or Physicians & Vaccinators

Questions?



IIS Training Resources

IIS Training Resources

- [IIS System Administrator](#)
- [Organization and Facility Structure in the WA IIS](#)

Request IIS Training - [Immunization Information System \(IIS\) Training Request Survey](#)

Visit the IIS Training Materials Portal - www.doh.wa.gov/trainingIIS

Visit the IIS YouTube Channel [here](#)

IIS Questions & Assistance

Contact the Help Desk

- 1-800-325-5599
- WAIISHelpDesk@doh.wa.gov



DOH 348-1115 To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.