



Training Prewrite Guidance

View the demo video in its entirety then attempt the following tasks. If you have questions, please take notes, and share your questions during training.

PrepMod Video Demo (45 Minutes)

https://us02web.zoom.us/rec/share/BbWGg9jF_2UrT1xjyIlskyTZVOBJXTknf1tLZl4iRd1-f1suRBgeyxuuBLD66yKQ.kF8pYv7K3195eOtb

Passcode: 3Tje*nD8

FOR ADMINISTRATORS	
Patient, Provider, Business Sign-Up (Do this three times and remember the names you entered so you can search for them later)	
Go to PrepMod Public-Facing Homepage: https://demo.vaccineconsent.com/	
Search for a clinic	
Register someone using consent form	
Register additional family members for service	
Sign up for the waiting list	
Search for a new appointment	

<p>Go to the Administrative Site https://demo.vaccineconsent.com/clinics ID: demouser@test.com Password: Passwordtoday5!</p>	
CLINIC REGISTRATION LIST	
Generate a consent form	
Check to see if you are on the waiting list for the clinic for which you registered.	
View the history of five people	
CREATE CLINIC	
Enter clinic details	
Enter staff names	
Enter vaccine products for the clinic	
Search for the clinic on public-facing site (https://demo.vaccineconsent.com)	
See if information entered carries over to Activity Form	
View/EDIT CLINIC	
Add two new staff and see if they carry over to the Activity Form	
Add two new vaccines and see if they carry over to the Activity Form	
CLINIC ACTIVITY FORM	
Enter vaccine events/records for several people	
Click on vaccine events/records already entered (blue button is already filled) and see if the details you selected are displayed	
Leave page and return to see if information entered remains	

VIRTUAL QUEUE	
Review options to adjust virtual queue parameters	
Turn on and turn off virtual Queue	
Check in patients	
Mark patients as arrived	
Pause Automation	
Adjust the social distancing capacity	
FIND A RECORD	
Enter a health event/record for three people	
Enter a health event/record for the person you entered. Check Registration List to see if the new entry shows up when you click on the name in the Registration List.	
Did the person you registered show up in Find a Record?	
INVENTORY MANAGEMENT	
Enter New Supply	
Enter New Event (click on link of any item)	
Sync Selected Data (click on the boxes to the right of the product)	
MISCELLANEOUS	
Go to Send a Message, draft a message, and select recipients	

Go to Create Users and create three users (use a dummy email address or an email address you already have)	
Go to Change Password and change your password	
Go to Customized Reports and generate three customized reports	

FOR STAFF USERS	
Patient, Provider, Business Sign-Up (Do this three times and remember the names you entered so you can search for them later)	
Go to PrepMod Public-Facing Homepage: https://demo.vaccineconsent.com/	
Search for a clinic	
Register someone using consent form	
Register additional family members for service	
Sign up for the waiting list	
Search for a new appointment	
Sign Up as a Provider	
Sign Up as a Business	
Pre-Register	
Sign Up for News and Notifications	

<p>Go to the Administrative Site https://demo.vaccineconsent.com/clinics ID: demouser@test.com Password: Passwordtoday5!</p>	
CLINIC REGISTRATION LIST	
Generate a consent form	
Check to see if you are on the waiting list for the clinic for which you registered.	
View the history of five people	
EDIT CLINIC	
Add two new staff and see if they carry over to the Activity Form	
Add two new vaccines and see if they carry over to the Activity Form	
CLINIC ACTIVITY FORM	
Enter vaccine events/records for several people	
Click on vaccine events/records already entered (blue button is already filled) and see if the details you selected are displayed	
Leave page and return to see if information entered remains	
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Did the person you registered show up in Find a Record?	
INVENTORY MANAGEMENT	
Enter New Supply	
Enter New Event (click on link of any item)	
Sync Selected Data (click on the boxes to the right of the product)	
MISCELLANEOUS	
Go to Change Password and change your password	