Severe Weather Impacts Monitoring System

SWIMS Team Admin

Guide

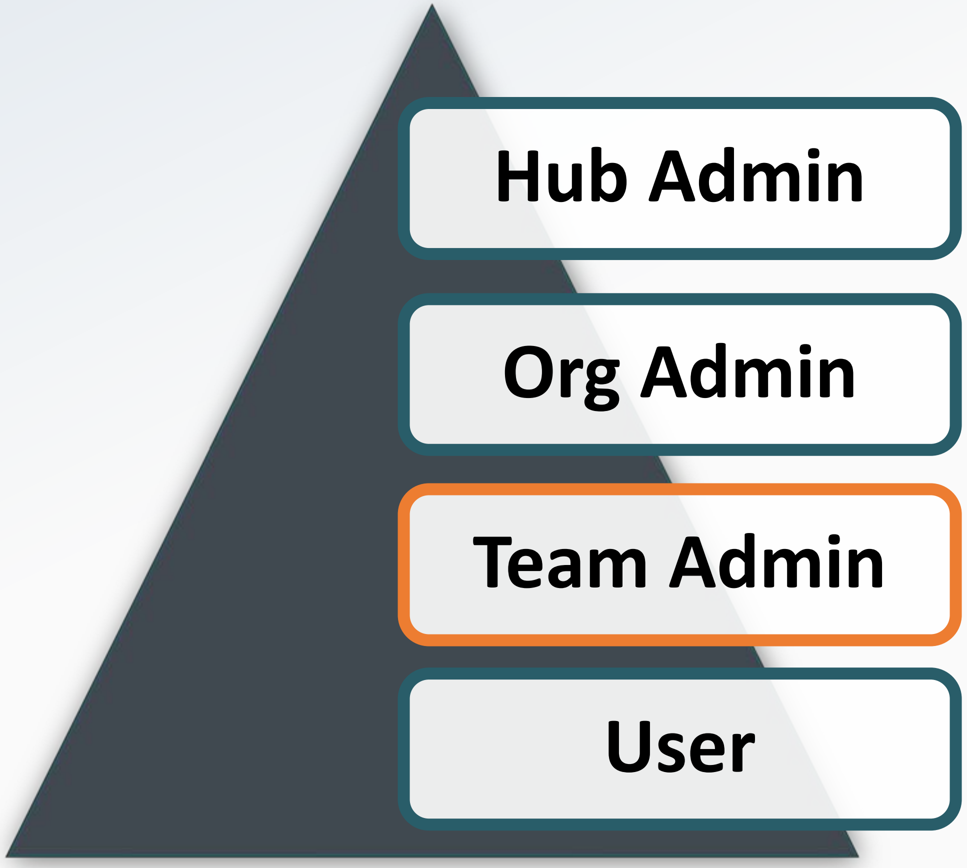
Interreg
North Sea Region
FRAMES
European Regional Development Fund
EUROPEAN UNION

Kent County Council
kent.gov.uk

What is the user guide and who should use it?

This user guide has been produced for **Team Admins** of SWIMS. It is supplementary guidance **covering additional functions that only Team Admins can perform in SWIMS**, including:

- Approve a new User
- Re-send registration confirmation email to new User
- Change a User's role
- Add Key Impact and Key Response Indicators
- Team Admin Widgets



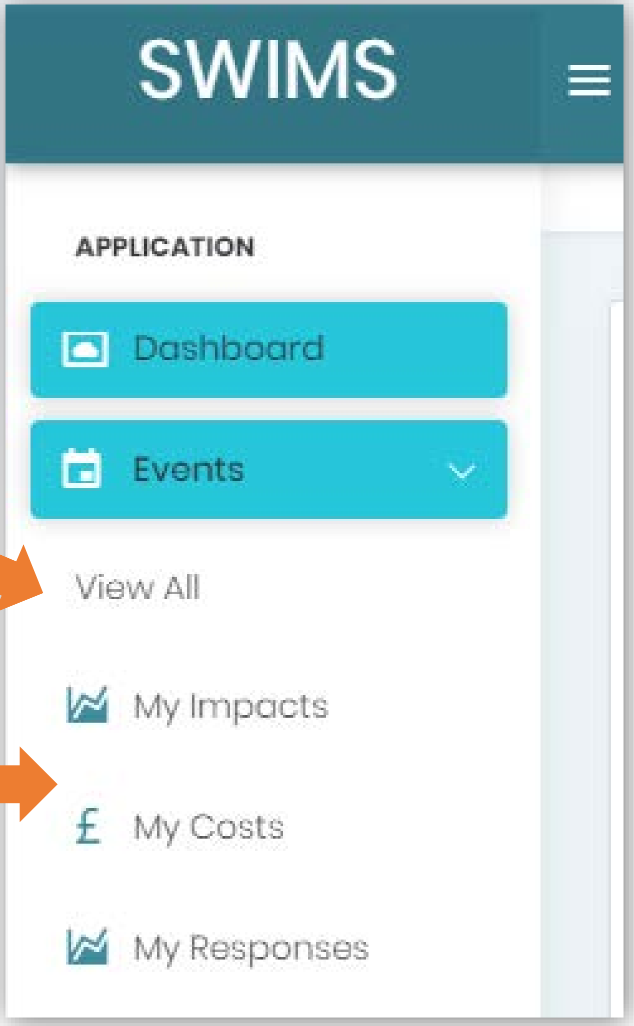
For information on all other functions in SWIMS please see the User Guide

Data you can view as Team Admin

Team Admins can see all the data entered by themselves, and other users in their team on the **dashboard**

Team Admins can see the total cost per event for costs entered by all users in in their team on the **View All** events page

Team Admins can see all the data entered by themselves, and other users in their team on the **My Impacts, My Costs and My Responses pages**.



Contact Us

SWIMS is a multi regional application. Please contact the administration centre closest to you.

Email us on:

SWIMS@kent.gov.uk

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Approve a New User for your Team

Team admins **should approve** registration requests for **all new users** requesting an account as part of their team.

Top Tip

Team Admins should approve new users for their teams.

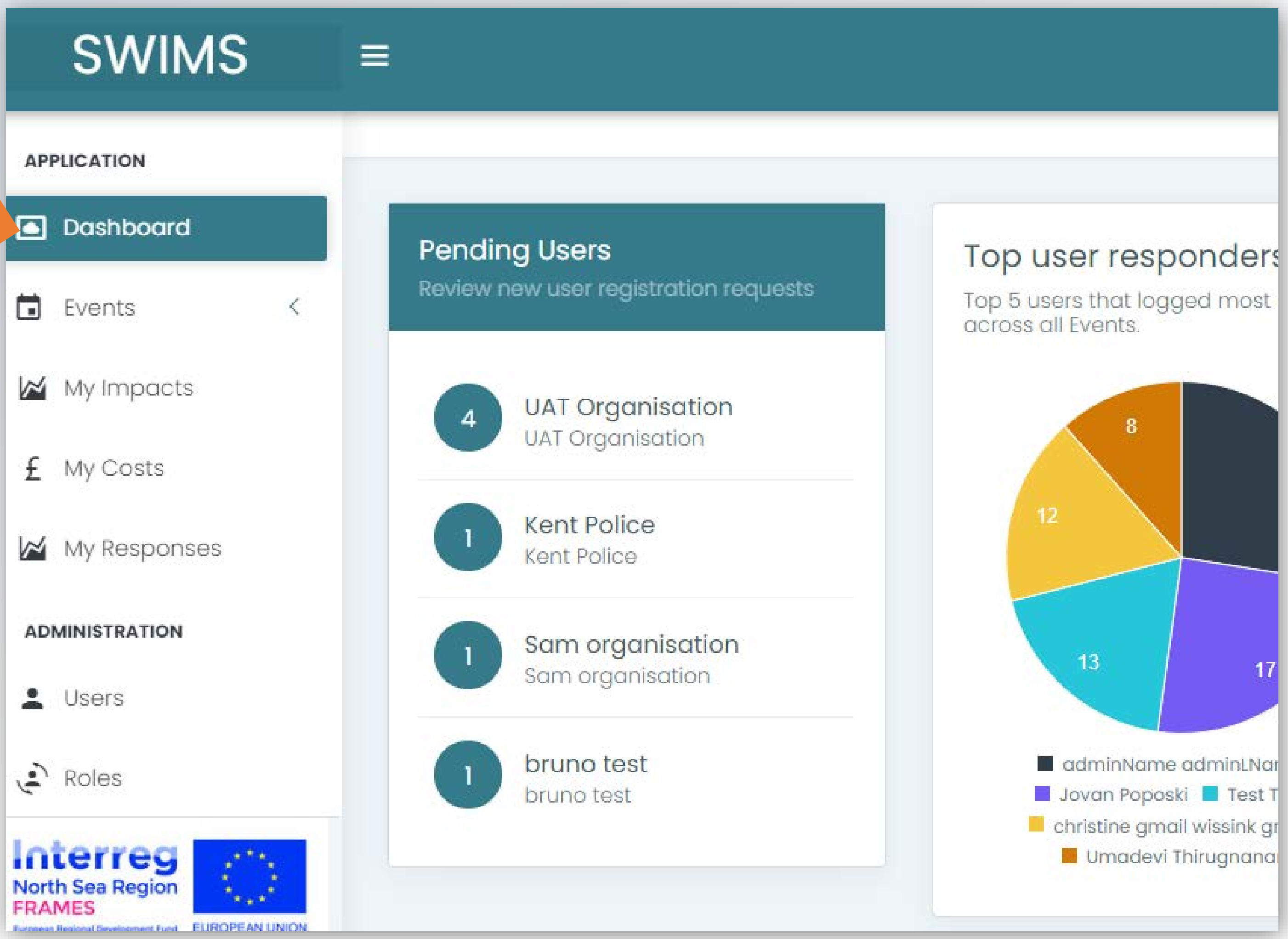
However, Org Admins and Hub Admins can also approve any user registering as part of their organisation or Hub in the system if needed.

Approve a New User for your Team

You will receive a **notification email** when a new user registers as part of your Team.

1

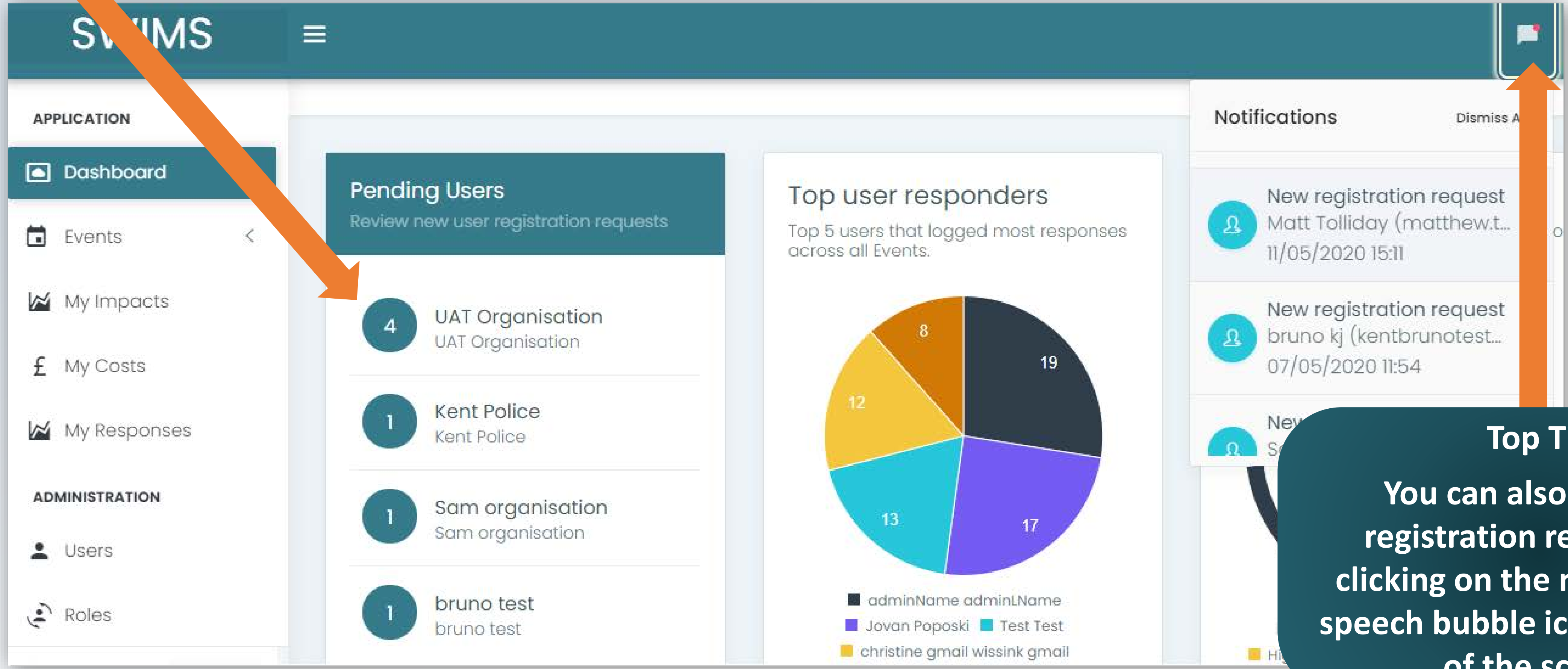
Click the link in the email you receive, log into SWIMS and go to the dashboard using the menu



Approve a New User for your Team

2

Click on the user you want to approve in the pending user widget to navigate to the User Management page



Top Tip

You can also see new registration requests by clicking on the notifications speech bubble icon at the top of the screen

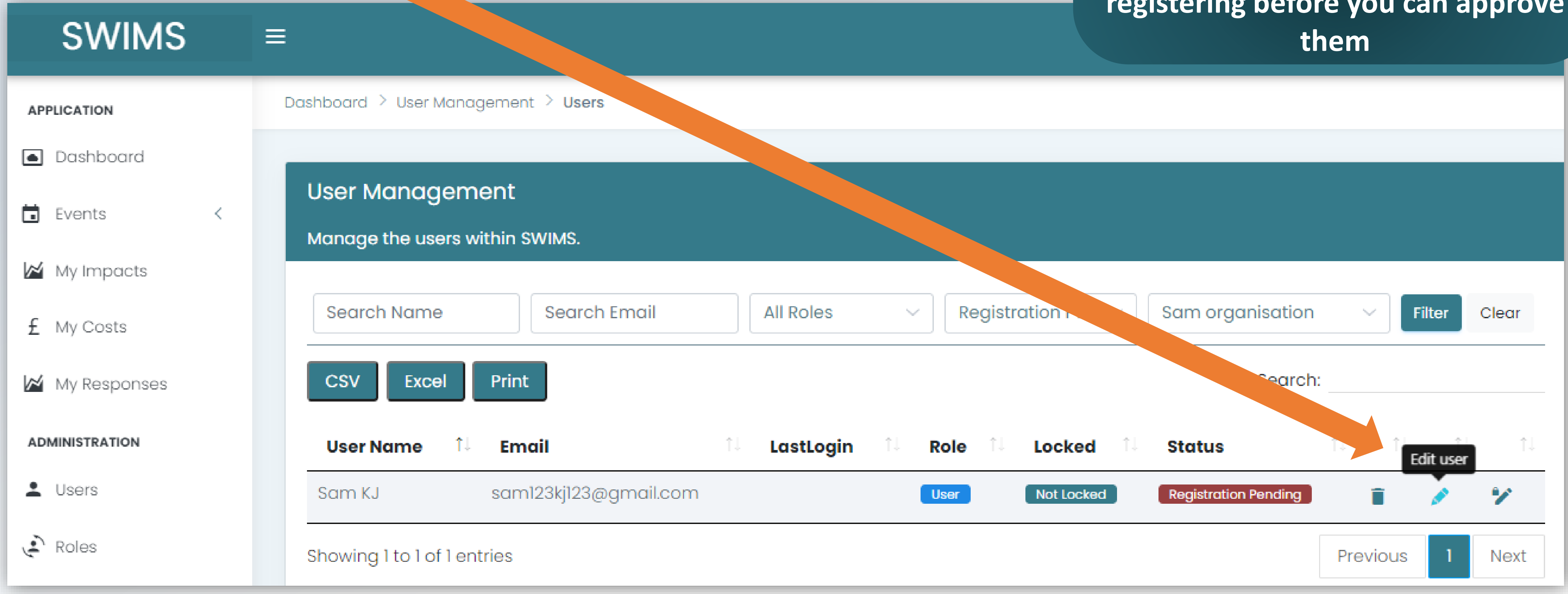
Approve a New User for your Team

3

Click on the pencil icon on right of page, for the new user you want approve, to navigate to the 'Edit User' page

Top Tip

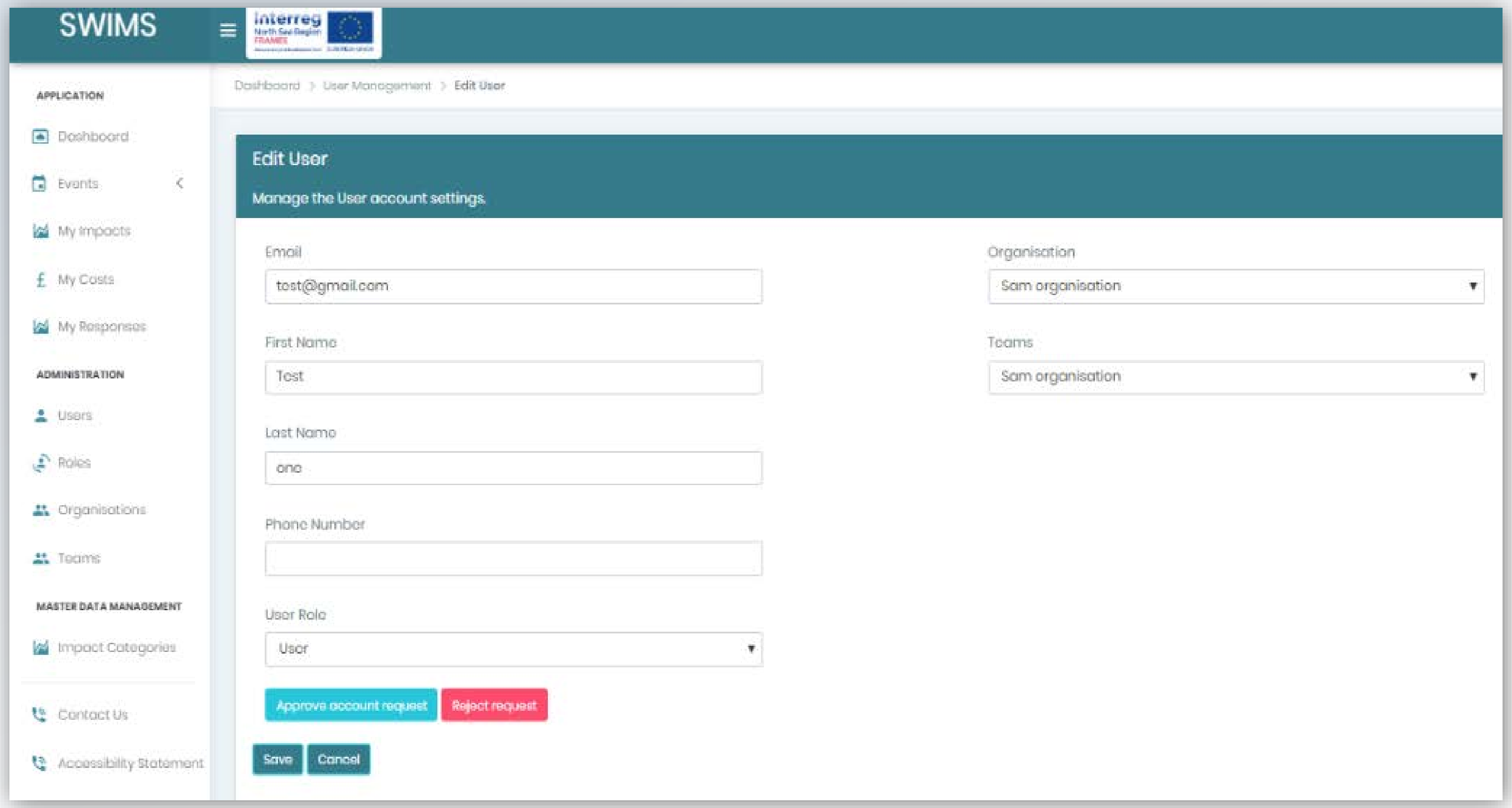
New users must confirm their registration by clicking the link in the email they receive when registering before you can approve them



Approve a New User for your Organisation

4

Click approve account request



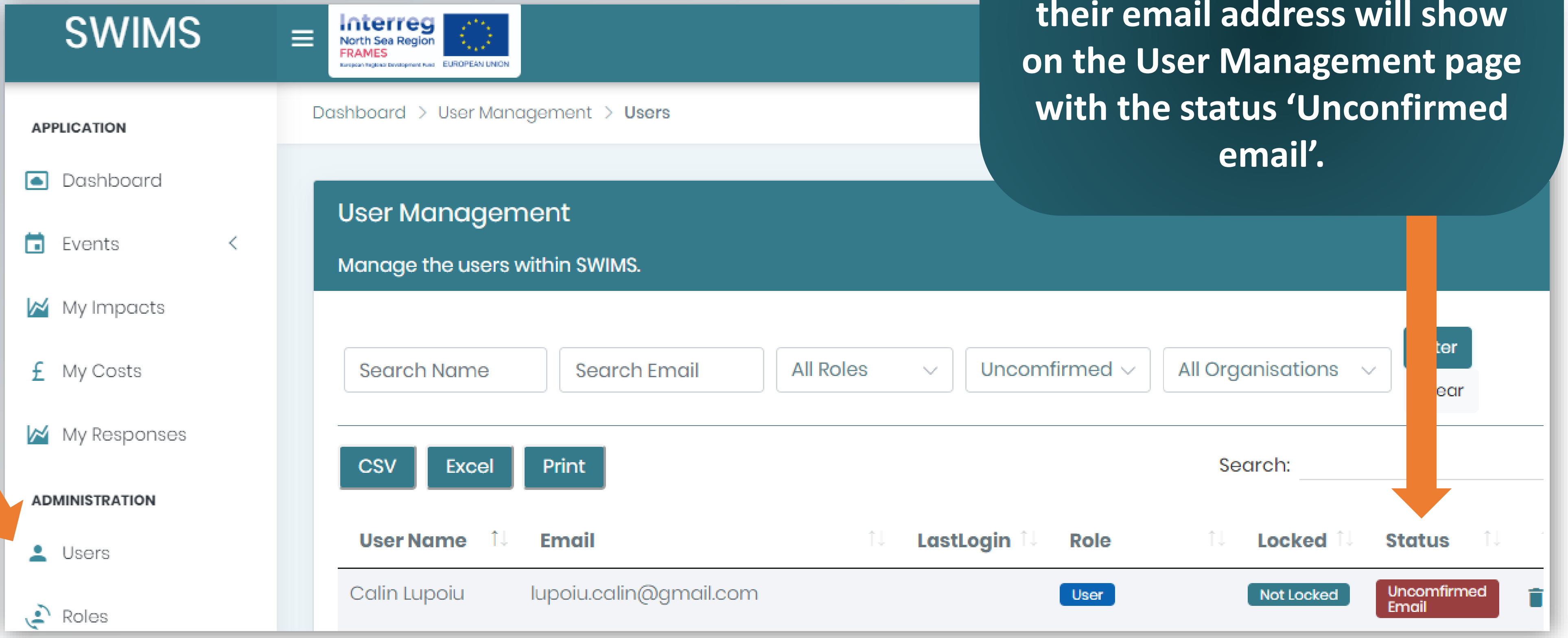
The user will now receive an email notifying them that they can log into SWIMS

Re-send a registration confirmation email to a new user

You cannot approve a user's registration request, for your team, until the user has confirmed their email address by clicking the link in the email they received upon registering. **You can re-send the email to the user if its been lost or deleted**.

1

Select Users from menu to access the User Management page



Top Tip

Users who have not confirmed their email address will show on the User Management page with the status 'Unconfirmed email'.

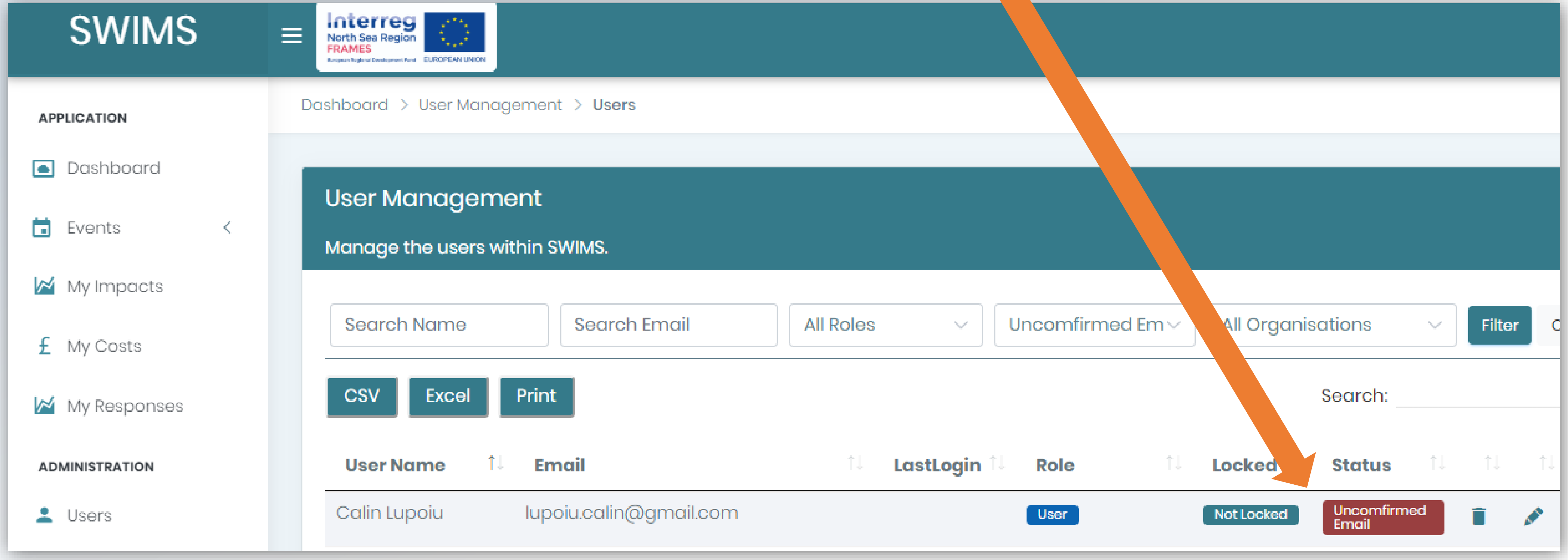
Re-send a registration confirmation email to a new user

2

On the user management page, click on the pencil icon for the user you want to re send the email to, to access the edit user page

Top Tip

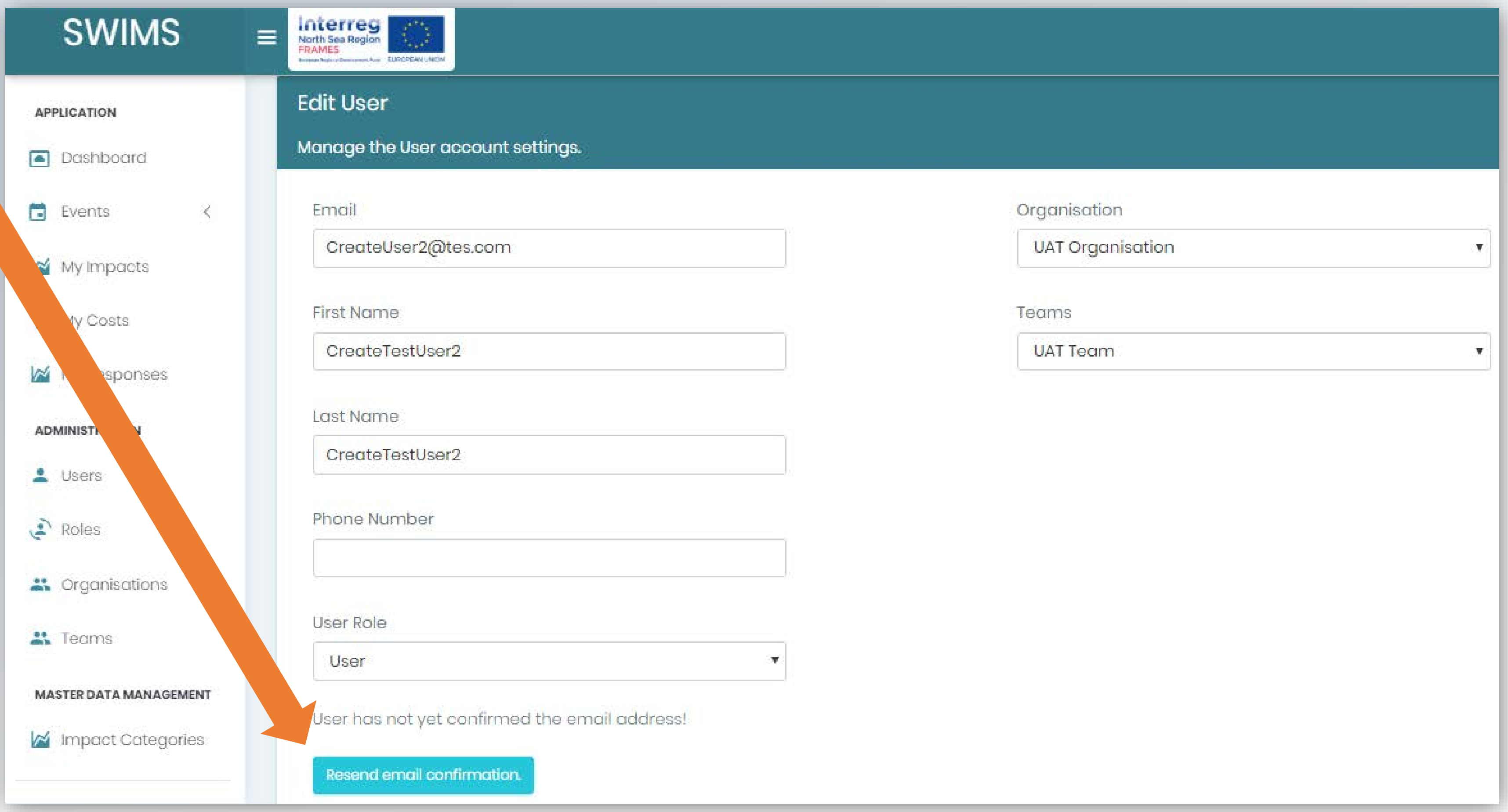
Check with users that their registration confirmation email is not in their junk mailbox



Re-send a registration confirmation email to a new user

3

On the edit user page click resend email confirmation



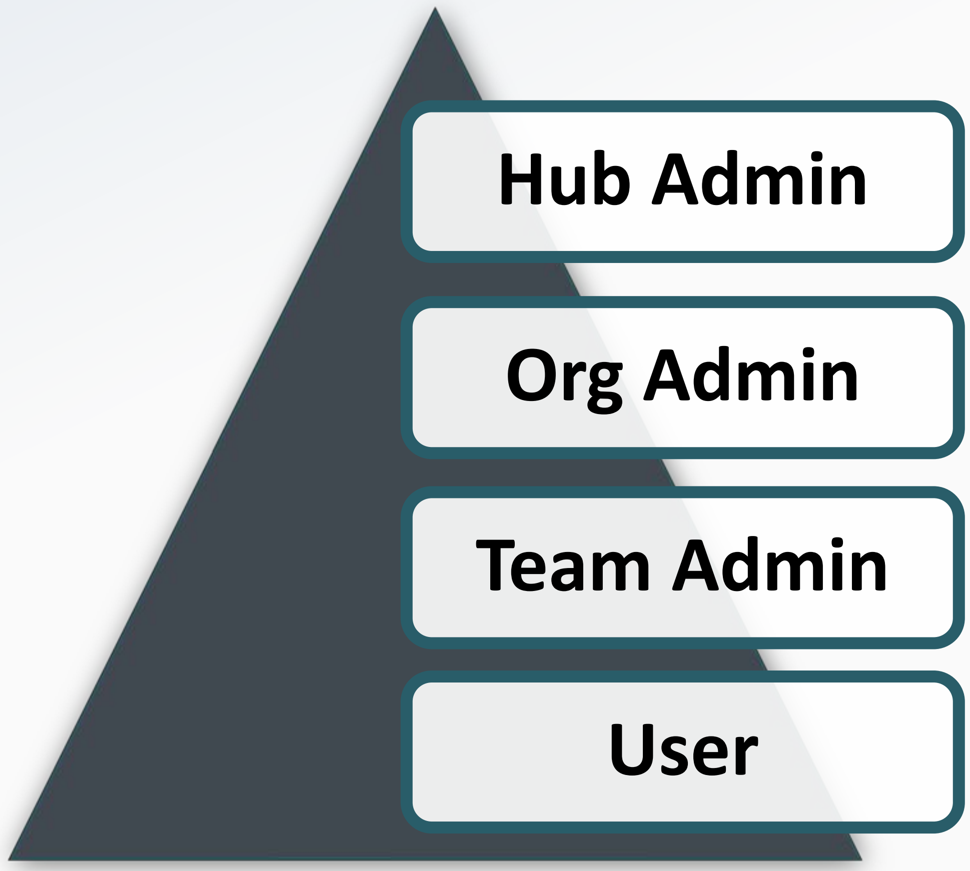
The user will now receive the registration confirmation email again. They can now confirm their email address and you can then approve their registration.

Change a User’s Role

All users are assigned the **User** role by default when registering on SWIMS. There may be occasions when you need to assign a user a different role, for example if you need to assign a new Team Admin for your team.

You can change the roles of all users registered to your Team:

- **Team Admin** Role
- **User** Role

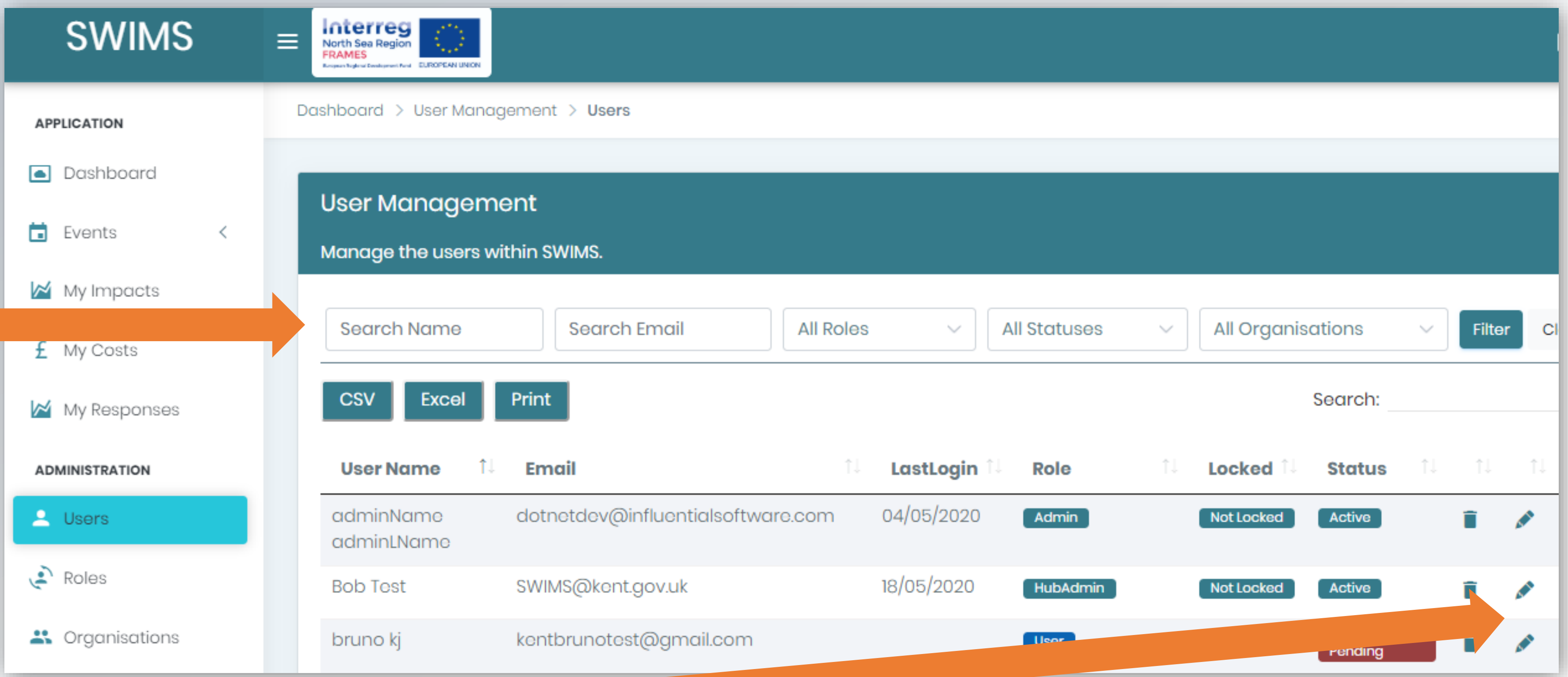


Change a User's Role

1 Click on Users from the menu to see all users in your Team

2 Search for the user you want to assign a different role using the search function

3 Click on the pencil icon for the user you want to assign a new role to navigate to edit user page

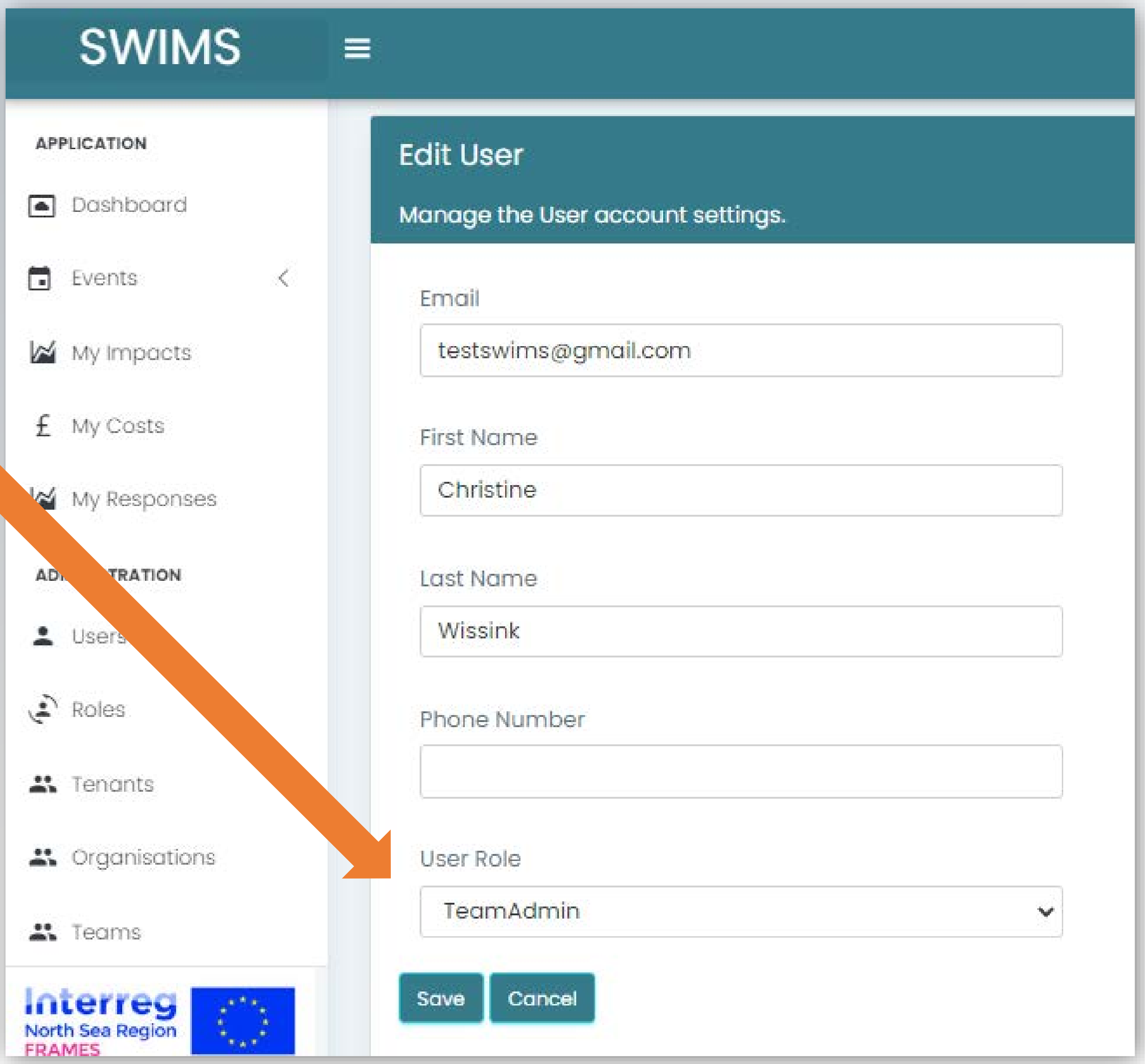


Change a User's Role

4 Select a new role for the user using the drop down list

5 Click save

The user will be assigned the new role when they log in

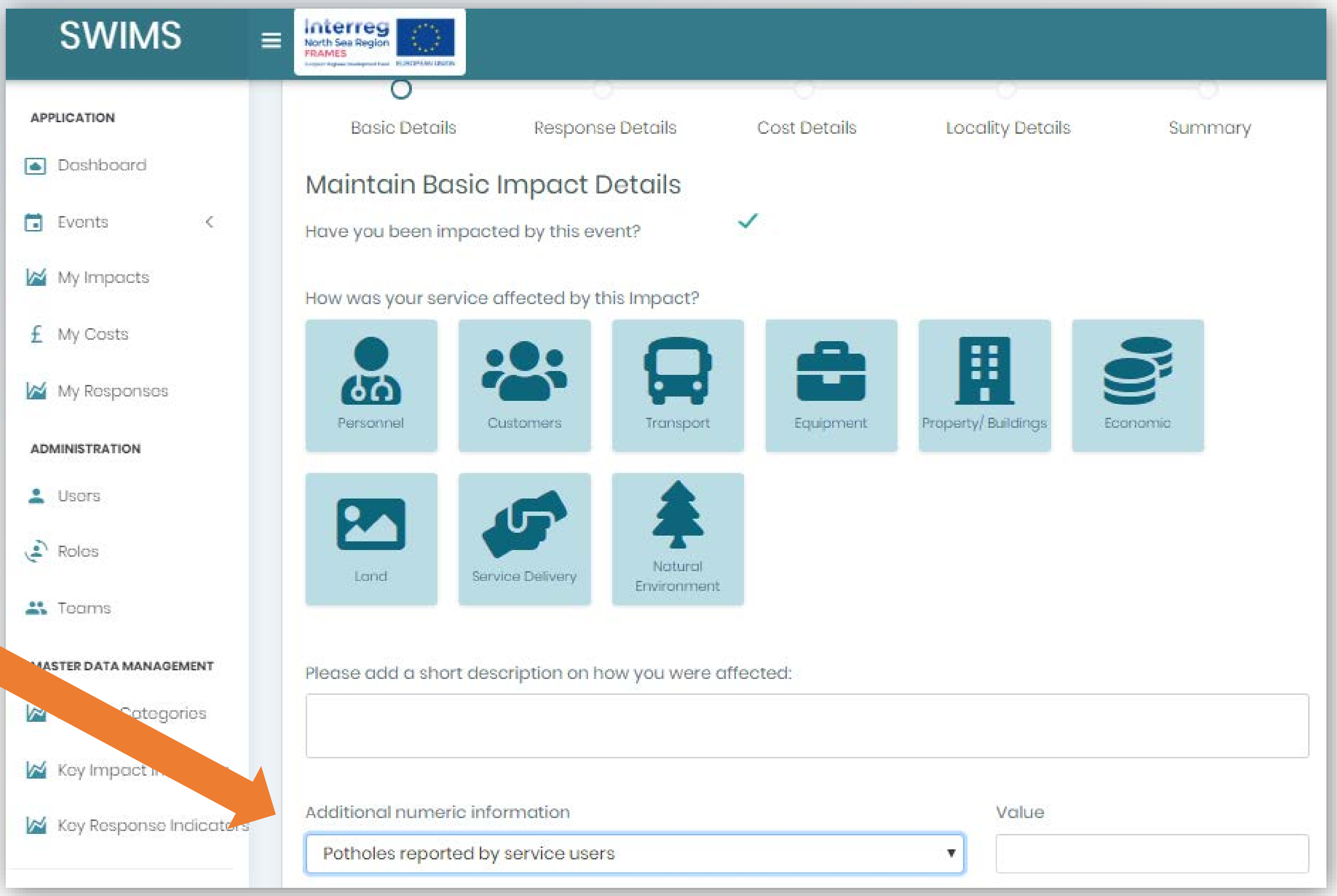


Add a Key Impact Indicator (KII) for your Team

KII’s are numerical indicators that are associated with impacts from severe weather events that you want to record. SWIMS has an inbuilt list of popular Key Impact Indicators however **you can add new Key Impact Indicators for your Team**

Top Tip

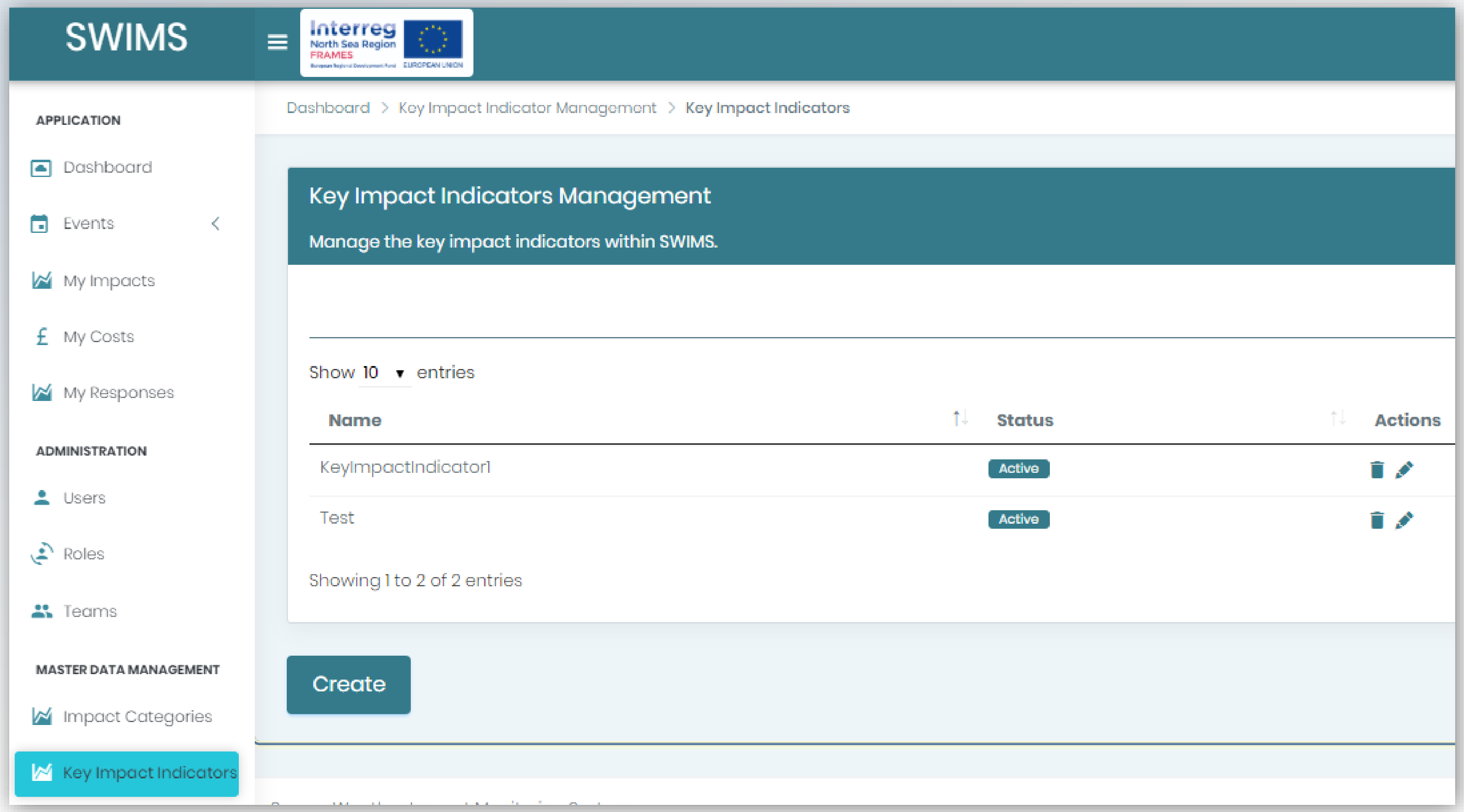
To avoid duplicating Key Impact Indicators you can check the inbuilt dropdown list by accessing Step 1 Basic Details of the Impacts Wizard



Add a Key Impact Indicator (KII) for your Team

Users from your Team will send you an email with name of Key Impact Indicator to be added.

1. Click on Key Impact Indicators from menu
2. Click Create



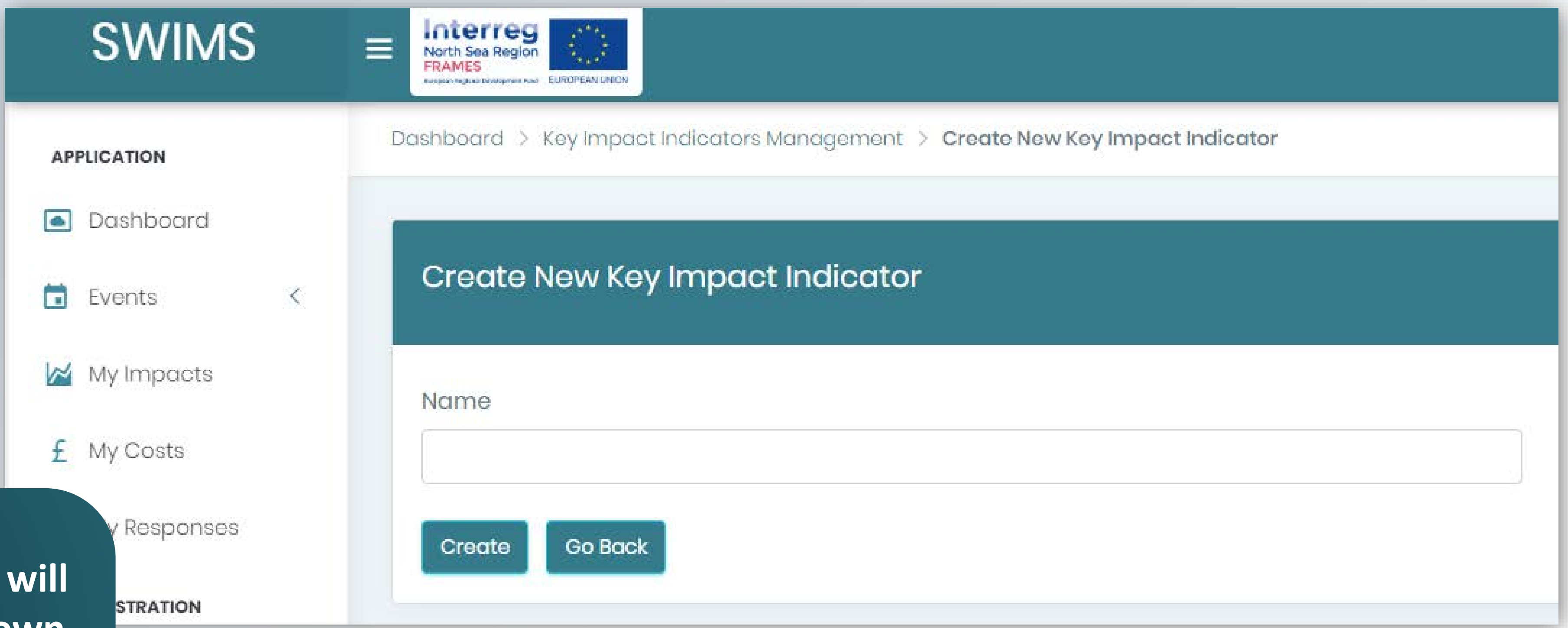
Top Tip

You can also edit Key Impact Indicators you have created on this page using the pencil icon. Do not delete any KII's from this page because they will be deleted for all users in your Team

Add a Key Impact Indicator (KII) for your Team

3 Add name of new KII

4 Click Create



Top Tip

Key Impact Indicators you add will be added to the inbuilt dropdown list in Step 1 Basic Details of the Impacts Wizard for all users in your Team

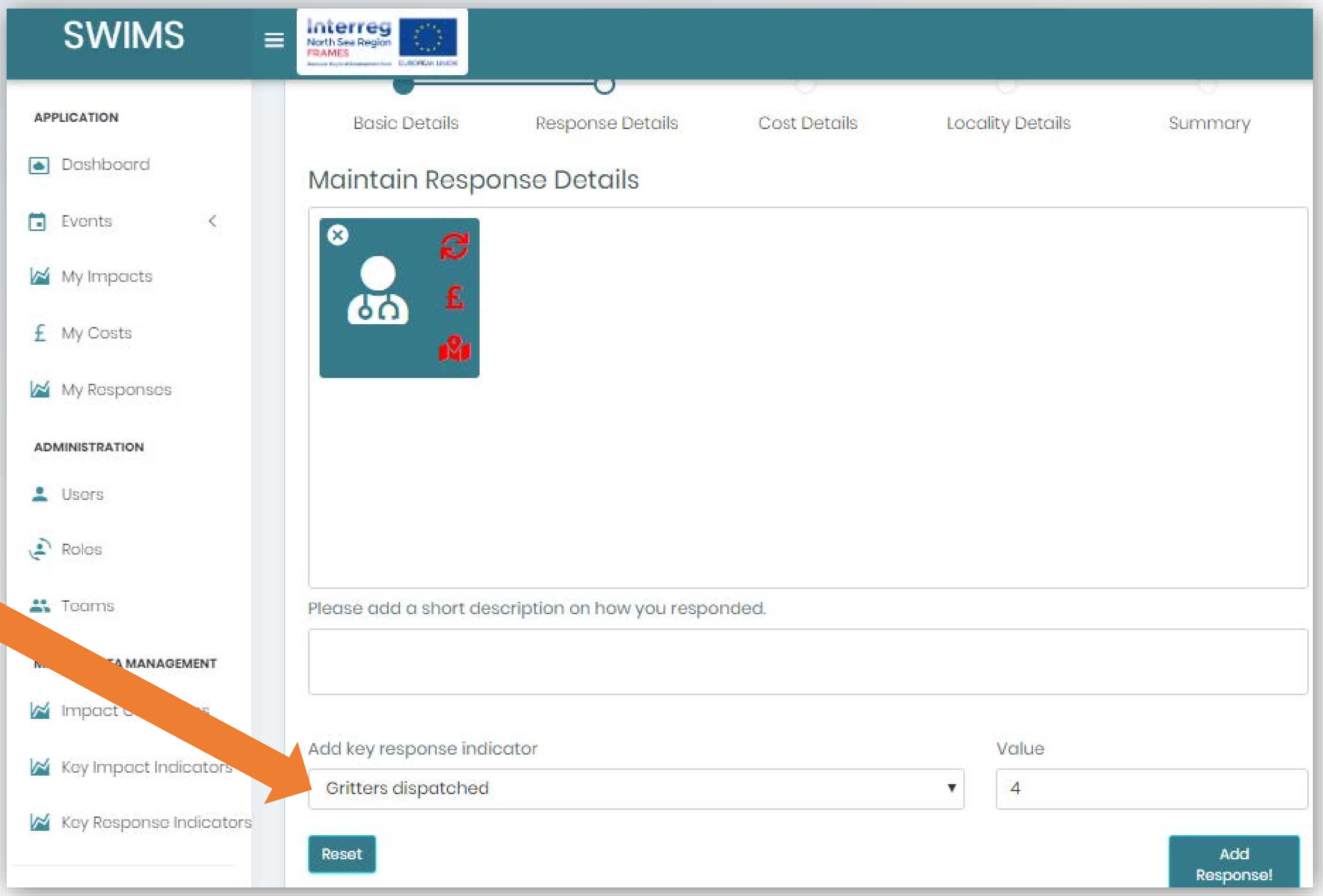
New KII will now be populated in the drop down list for **Step 1 Basic Details of Impact Wizard**

Add a Key Response Indicator (KRI) for your Team

KRI's are numerical indicators that are associated with responses to each impact from severe weather that you want to record. SWIMS has an inbuilt list of popular Key Response Indicators however **you can add new Key Response Indicators for your Team**

Top Tip

To avoid duplicating Key Response Indicators you can check the inbuilt dropdown list by accessing Step 2 Response Details of the Impacts Wizard

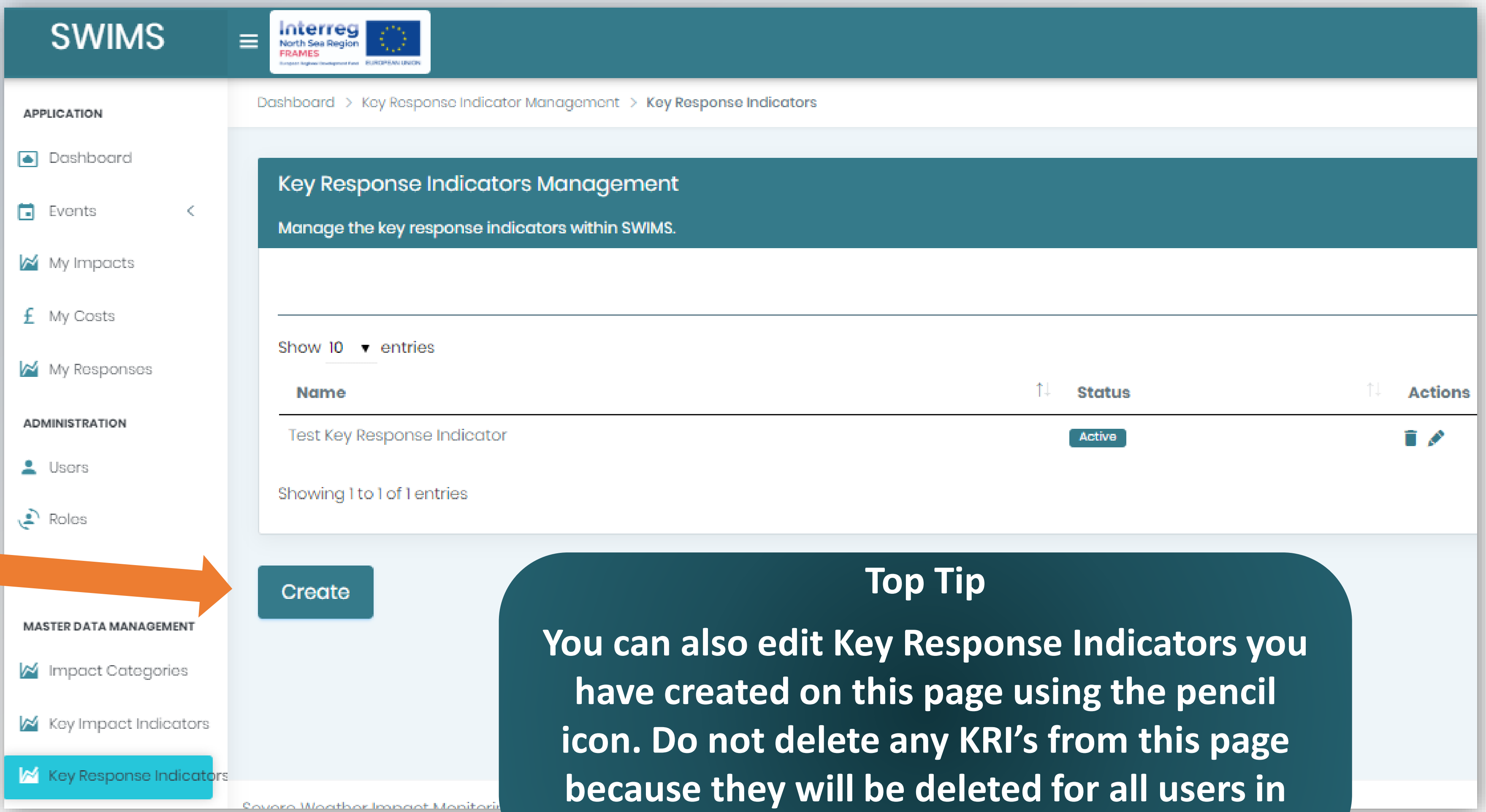


Add a Key Response Indicator (KRI) for your Team

Users from your Team will send you an email with name of Key Response Indicator to be added.

1. Click on Key Response Indicators from menu

2. Click Create



Top Tip

You can also edit Key Response Indicators you have created on this page using the pencil icon. Do not delete any KRI's from this page because they will be deleted for all users in your Team

Add a Key Response Indicator (KRI) for your Team

3 Add name of new KRI

4 Click Create

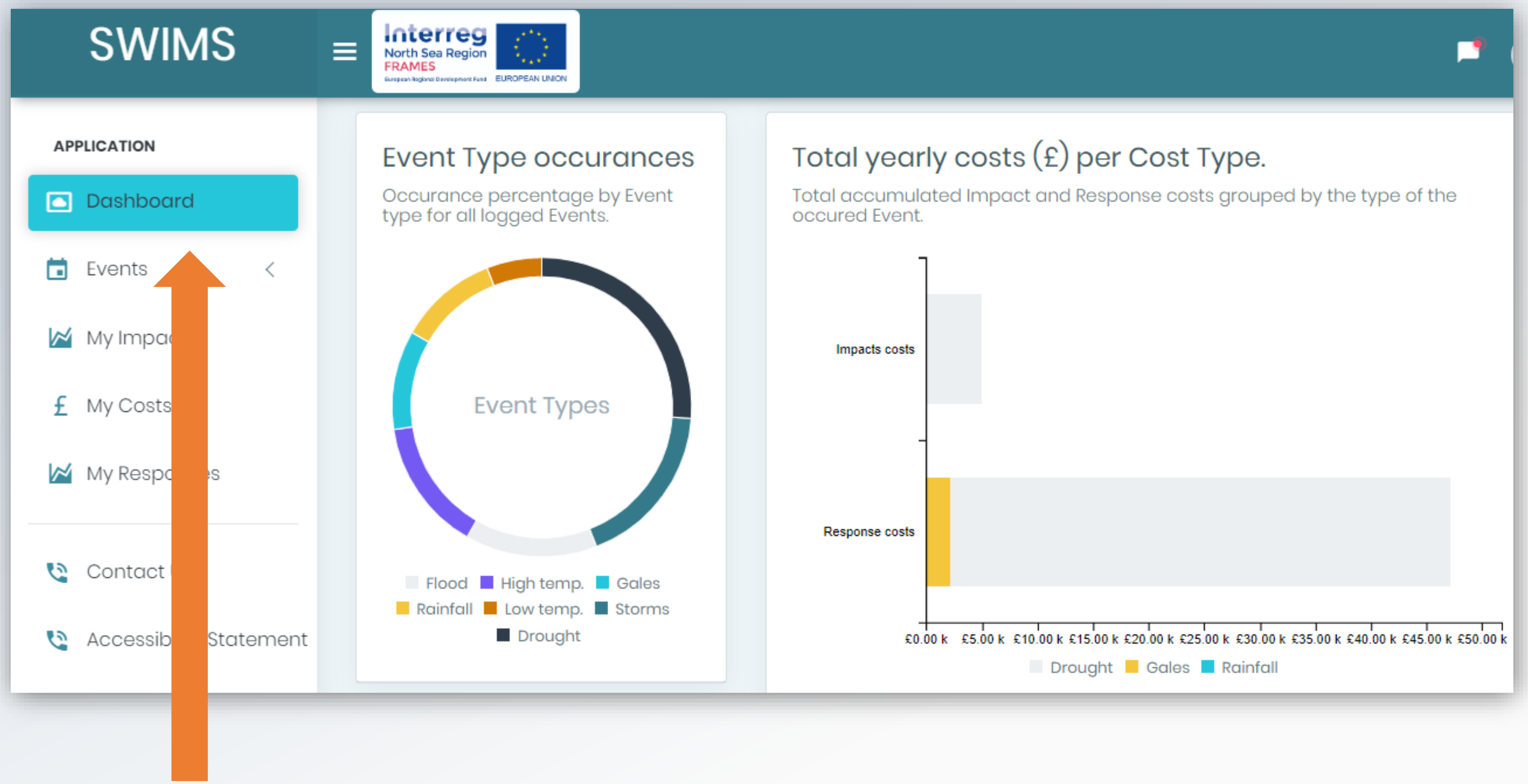
Top Tip

Key Response Indicators you add will be added to the inbuilt dropdown list in Step 2 Response Details of the Impacts Wizard for all users in your Team

New KRI will now be populated in the drop down list for **Step 2 Response Details of Impact Wizard**

Overview of the Dashboard

The Dashboard is a **quick and easy** way to **view key data** recorded in SWIMS.



Top Tip
Inbuilt analysis allows you to view your data in real time, gather information on impacts, costs and responses and observe patterns and trends

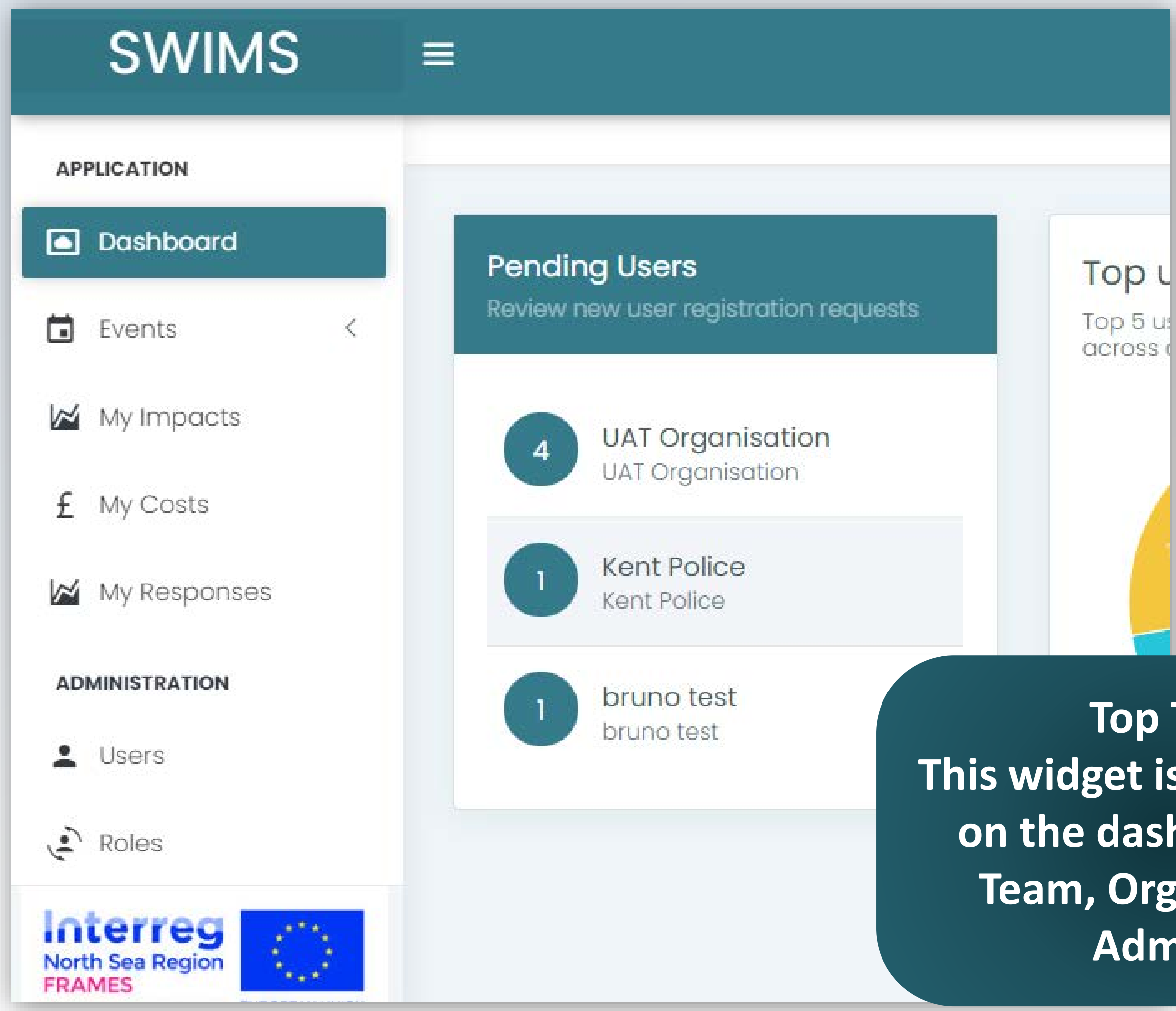
Data is displayed in different **widgets** on the dashboard which can be accessed from the menu.

As an Team Admin there are **two widgets that you can access that the User Role cannot**.

Pending User Registration Widget

This widget shows the user **total pending user registration requests**

Hub admins can see pending requests for their hub, Org Admins can see pending requests for their organisation and **Team Admins can see pending request for their team**



Top Tip:
This widget is only visible on the dashboards of Team, Org and Hub Admins

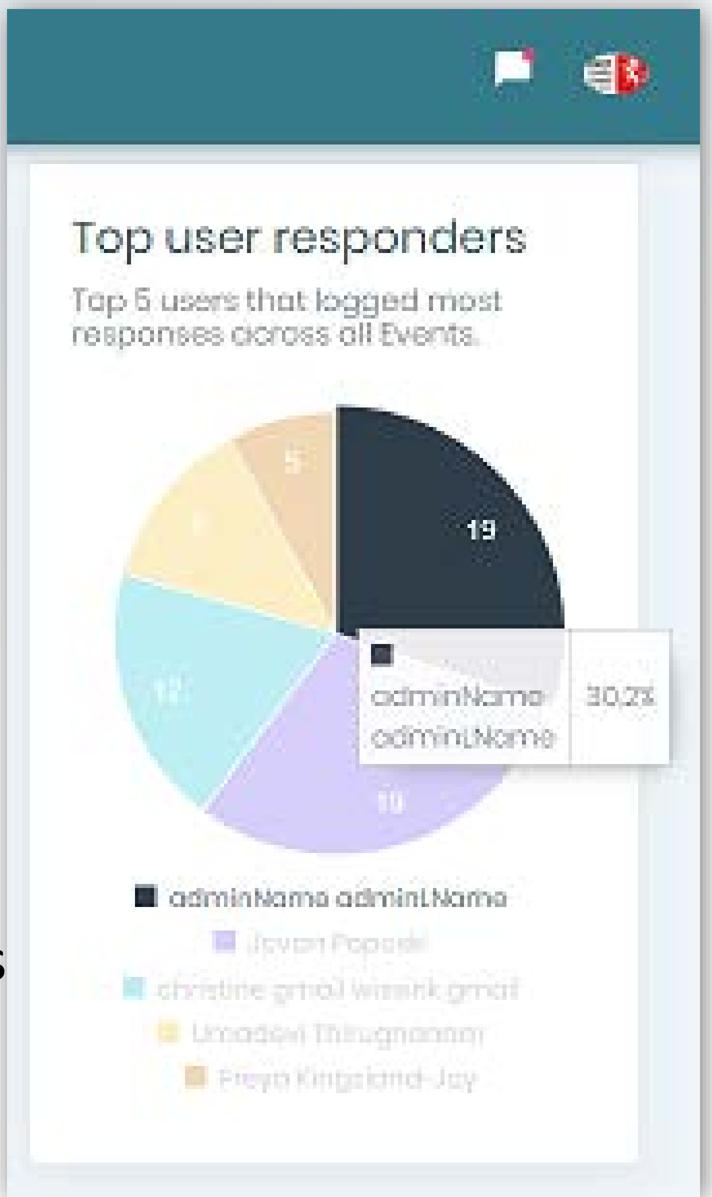
For more information on **approving registrations** please visit the [Approve New Users for your Team](#) Page

Top User Responder Widget

This widget demonstrates the **top 5 users in your team** that have logged the most responses across all events

Top Tip:
This widget is only visible on the dashboards of Team, Org and Hub Admins

Top Tip:
By hovering over the widget with a mouse, you can see the % response rate of the top 5 user responders. In this example the top responder has responded to events 19 times and makes up 30.2% of the top 5 responders



Hub admins can see the top responders for their Hub, Org Admins can see the top responders for their organisation and **Team Admins can see the top responders in their team**