

Severe Weather Impacts Monitoring System

SWIMS Team Admin

Guide

Interreg
North Sea Region
FRAMES
European Regional Development Fund



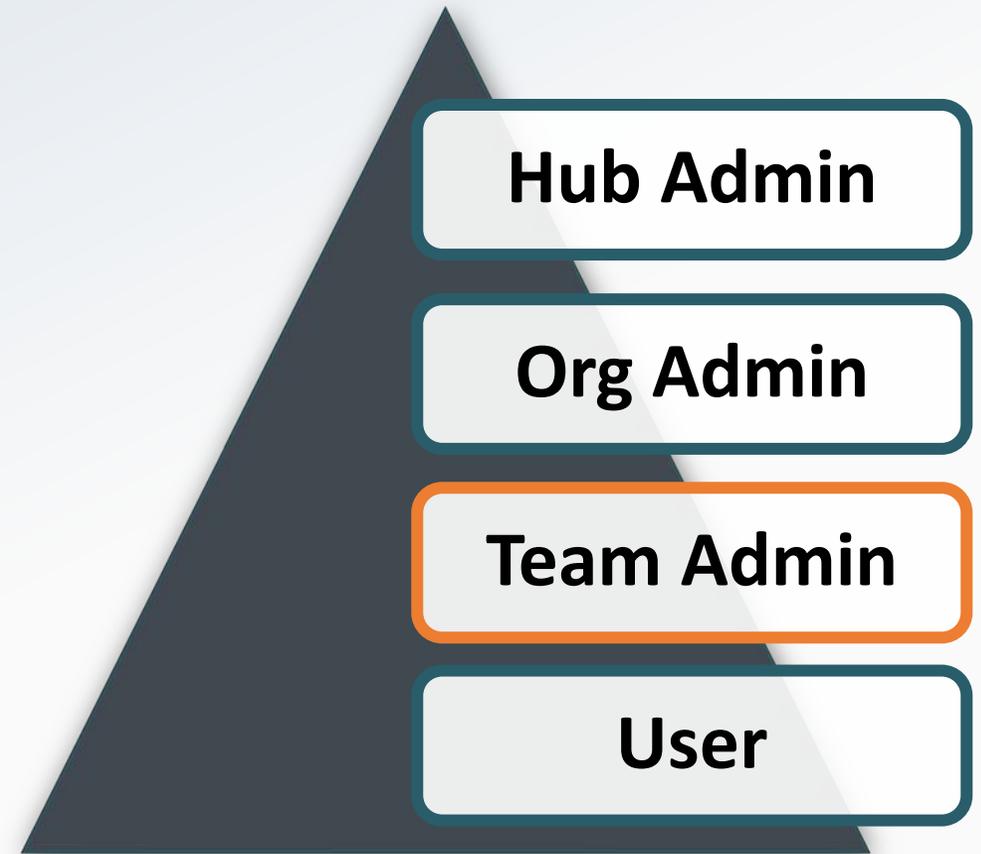
**Kent
County
Council**
kent.gov.uk



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](#)



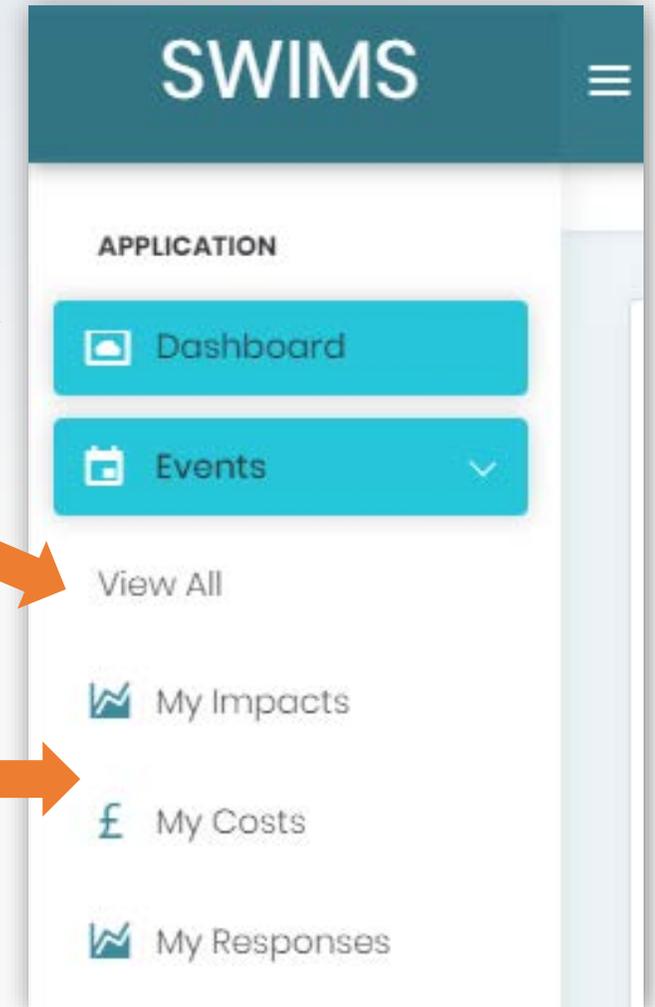
For information on all other functions in SWIMS please see the User Guide

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



Mailing Address

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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.

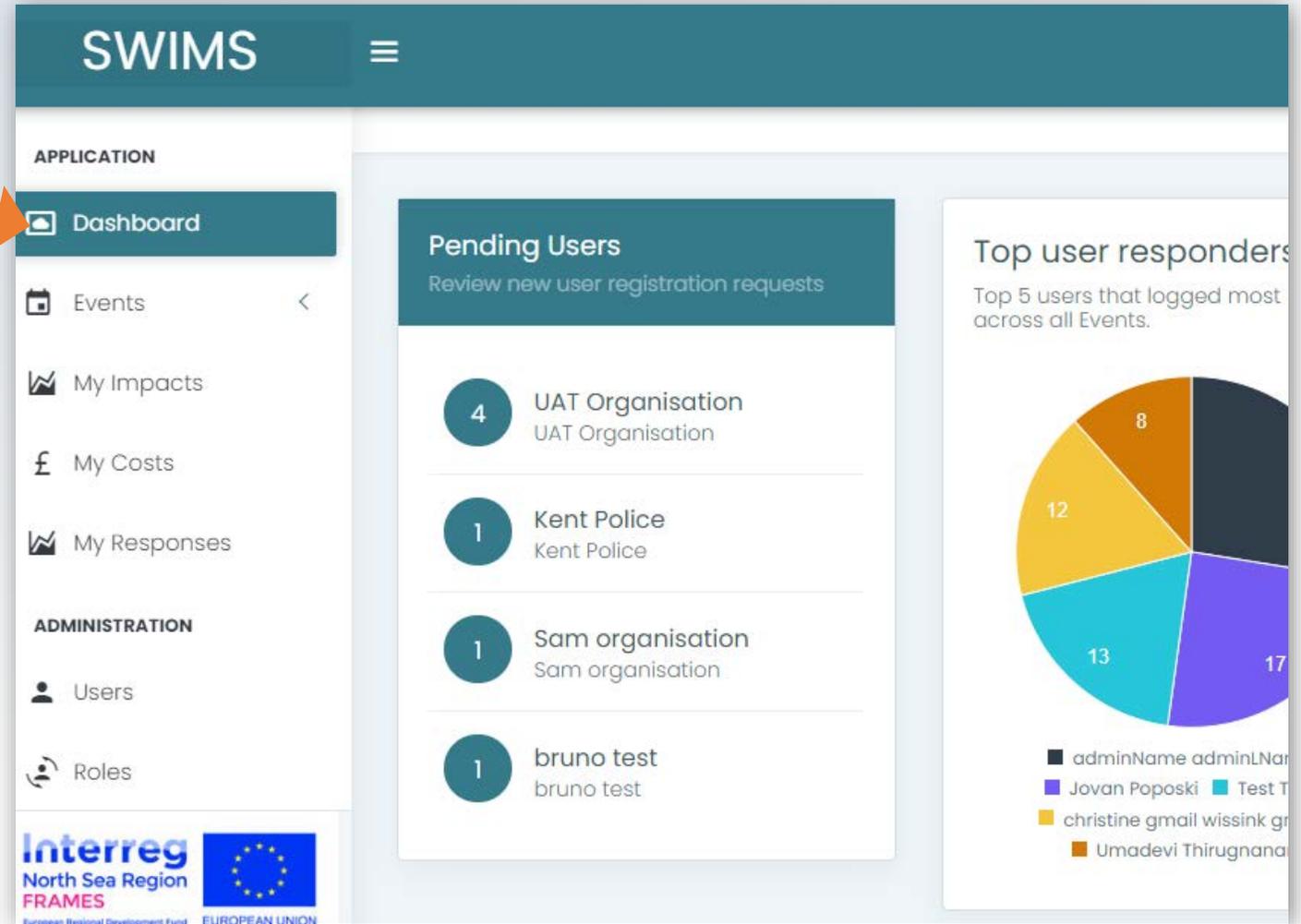
However, Org Admins and Hub Admins can also approve any user registering as part of their organisation or Hub in the system if needed.

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



The screenshot shows the SWIMS dashboard interface. The top navigation bar includes the SWIMS logo and a menu icon. The left sidebar contains navigation options under 'APPLICATION' (Dashboard, Events, My Impacts, My Costs, My Responses) and 'ADMINISTRATION' (Users, Roles). An orange arrow points to the 'Dashboard' option in the sidebar. The main content area features a 'Pending Users' section with the subtitle 'Review new user registration requests'. This section lists four pending users:

Count	Organization	User Name
4	UAT Organisation	UAT Organisation
1	Kent Police	Kent Police
1	Sam organisation	Sam organisation
1	bruno test	bruno test

To the right of the 'Pending Users' section is a 'Top user responders' section, which includes a pie chart and a legend. The pie chart shows the top 5 users by event participation:

User Name	Count
adminName adminLNar	17
Jovan Poposki	13
christine gmail wissink gr	12
Umadevi Thirugnanad	8
Test T	4

The footer of the dashboard includes the Interreg North Sea Region FRAMES logo and the European Union logo.

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

The screenshot shows the SWIMS dashboard interface. On the left is a navigation menu with sections for 'APPLICATION' (Dashboard, Events, My Impacts, My Costs, My Responses) and 'ADMINISTRATION' (Users, Roles). The main content area features three widgets: 'Pending Users' (with a list of users), 'Top user responders' (with a pie chart), and 'Notifications' (with a list of recent registration requests). An orange arrow points from the number '2' to the 'UAT Organisation' entry in the 'Pending Users' list. Another orange arrow points from the top-right corner of the dashboard to a speech bubble icon in the notifications panel.

Count	Organization	User Name
4	UAT Organisation	UAT Organisation
1	Kent Police	Kent Police
1	Sam organisation	Sam organisation
1	bruno test	bruno test

User	Count
adminName adminLName	19
Jovan Poposki	17
Test Test	13
christine gmail wissink gmail	12
Other	8

Message	Time
New registration request Matt Tolliday (matthew.t...)	11/05/2020 15:11
New registration request bruno kj (kentbrunotest...)	07/05/2020 11:54
New registration request

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

The screenshot shows the SWIMS User Management interface. The left sidebar contains navigation options under 'APPLICATION' (Dashboard, Events, My Impacts, My Costs, My Responses) and 'ADMINISTRATION' (Users, Roles). The main content area is titled 'User Management' and includes search filters for Name, Email, Roles, Registration, and Organisation. Below the filters are buttons for CSV, Excel, and Print. A table lists users with columns for User Name, Email, LastLogin, Role, Locked, and Status. The user 'Sam KJ' is listed with a status of 'Registration Pending'. An 'Edit user' button is visible next to the user's name, highlighted by an orange arrow. The bottom of the page shows pagination controls for 'Showing 1 to 1 of 1 entries'.

User Name	Email	LastLogin	Role	Locked	Status
Sam KJ	sam123kj123@gmail.com		User	Not Locked	Registration Pending

Approve a New User for your Organisation

4

Click approve account request

The screenshot shows the SWIMS application interface. The top navigation bar includes the SWIMS logo, a menu icon, and logos for Interreg North East England and the European Union. The breadcrumb trail reads 'Dashboard > User Management > Edit User'. The left sidebar is divided into three sections: 'APPLICATION' (Dashboard, Events, My Impacts, My Costs, My Responses), 'ADMINISTRATION' (Users, Roles, Organisations, Teams), and 'MASTER DATA MANAGEMENT' (Impact Categories, Contact Us, Accessibility Statement). The main content area is titled 'Edit User' and contains the following fields: Email (test@gmail.com), First Name (Test), Last Name (one), Phone Number (empty), User Role (User), Organisation (Sam organisation), and Teams (Sam organisation). At the bottom of the form, there are three buttons: 'Approve account request' (highlighted in cyan), 'Reject request' (red), and 'Save' (teal) and 'Cancel' (teal).

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

The screenshot shows the SWIMS application interface. The top navigation bar includes the SWIMS logo, a hamburger menu, and logos for Interreg North Sea Region FRAMES and the European Union. The breadcrumb trail reads 'Dashboard > User Management > Users'. The left sidebar is divided into 'APPLICATION' and 'ADMINISTRATION' sections. Under 'APPLICATION', there are links for Dashboard, Events, My Impacts, My Costs, and My Responses. Under 'ADMINISTRATION', there are links for Users and Roles. The main content area is titled 'User Management' with the subtitle 'Manage the users within SWIMS.'. It features search filters for Name, Email, Roles, Status (set to 'Unconfirmed'), and Organisations. Below the filters are buttons for CSV, Excel, and Print. A table lists users with columns for User Name, Email, LastLogin, Role, Locked, and Status. One user, Calin Lupoiu, is shown with the status 'Unconfirmed Email'. An orange arrow points from the 'Users' menu item to the 'Unconfirmed Email' status label.

User Name	Email	LastLogin	Role	Locked	Status
Calin Lupoiu	lupoiu.calin@gmail.com		User	Not Locked	Unconfirmed Email

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

SWIMS

Interreg North Sea Region FRAMES

Dashboard > User Management > Users

User Management

Manage the users within SWIMS.

Search Name Search Email All Roles Unconfirmed Em All Organisations Filter

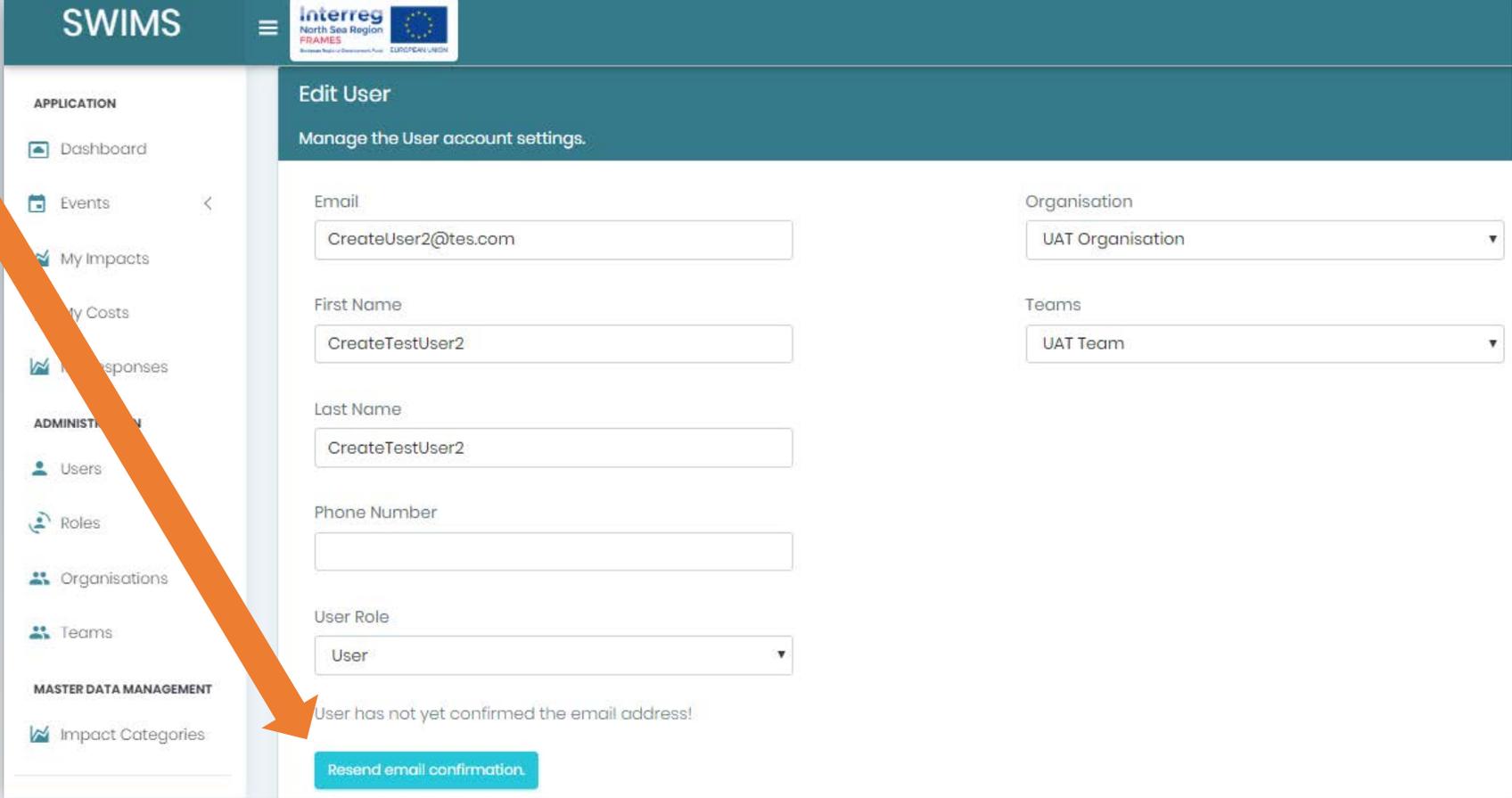
CSV Excel Print

User Name	Email	LastLogin	Role	Locked	Status
Calin Lupoiu	lupoiu.calin@gmail.com		User	Not Locked	Unconfirmed Email

Re-send a registration confirmation email to a new user

3

On the edit user page
click resend email
confirmation



The screenshot shows the 'Edit User' page in the SWIMS application. The page title is 'Edit User' and the subtitle is 'Manage the User account settings.' The page contains several form fields: Email (CreateUser2@tes.com), Organisation (UAT Organisation), First Name (CreateTestUser2), Last Name (CreateTestUser2), Phone Number (empty), and User Role (User). A message at the bottom states 'User has not yet confirmed the email address!' and a blue button labeled 'Resend email confirmation.' is visible. An orange arrow points from the text on the left to the 'Resend email confirmation.' button.

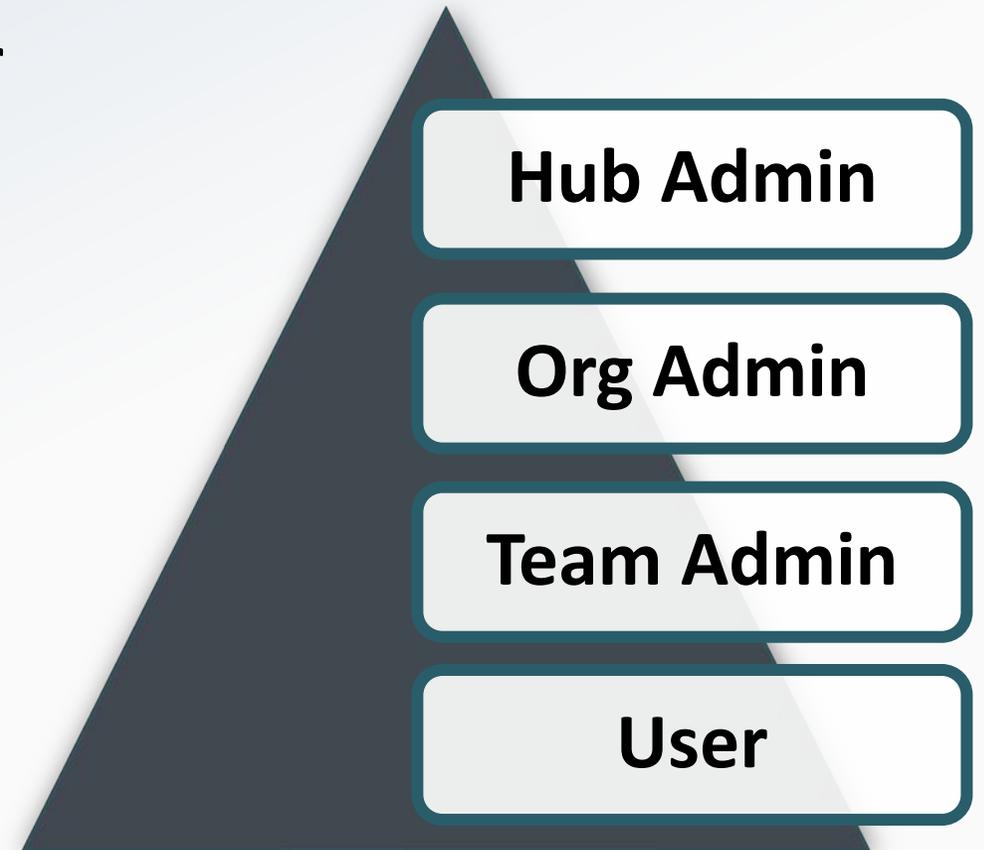
The user will now receive the registration confirmation email again. They can now confirm their email address and you can then [approve their registration](#).

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

SWIMS

Interreg North Sea Region FRAMES European Union

Dashboard > User Management > Users

User Management

Manage the users within SWIMS.

Search Name Search Email All Roles All Statuses All Organisations Filter

CSV Excel Print

User Name	Email	LastLogin	Role	Locked	Status
adminName adminLNamo	dotnotdev@influentialsoftware.com	04/05/2020	Admin	Not Locked	Active
Bob Test	SWIMS@kont.gov.uk	18/05/2020	HubAdmin	Not Locked	Active
bruno kj	kontbrunotest@gmail.com		User	Pending	

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

SWIMS

APPLICATION

- Dashboard
- Events
- My Impacts
- My Costs
- My Responses

ADMINISTRATION

- Users
- Roles
- Tenants
- Organisations
- Teams

Edit User
Manage the User account settings.

Email
testswims@gmail.com

First Name
Christine

Last Name
Wissink

Phone Number

User Role
TeamAdmin

Save Cancel

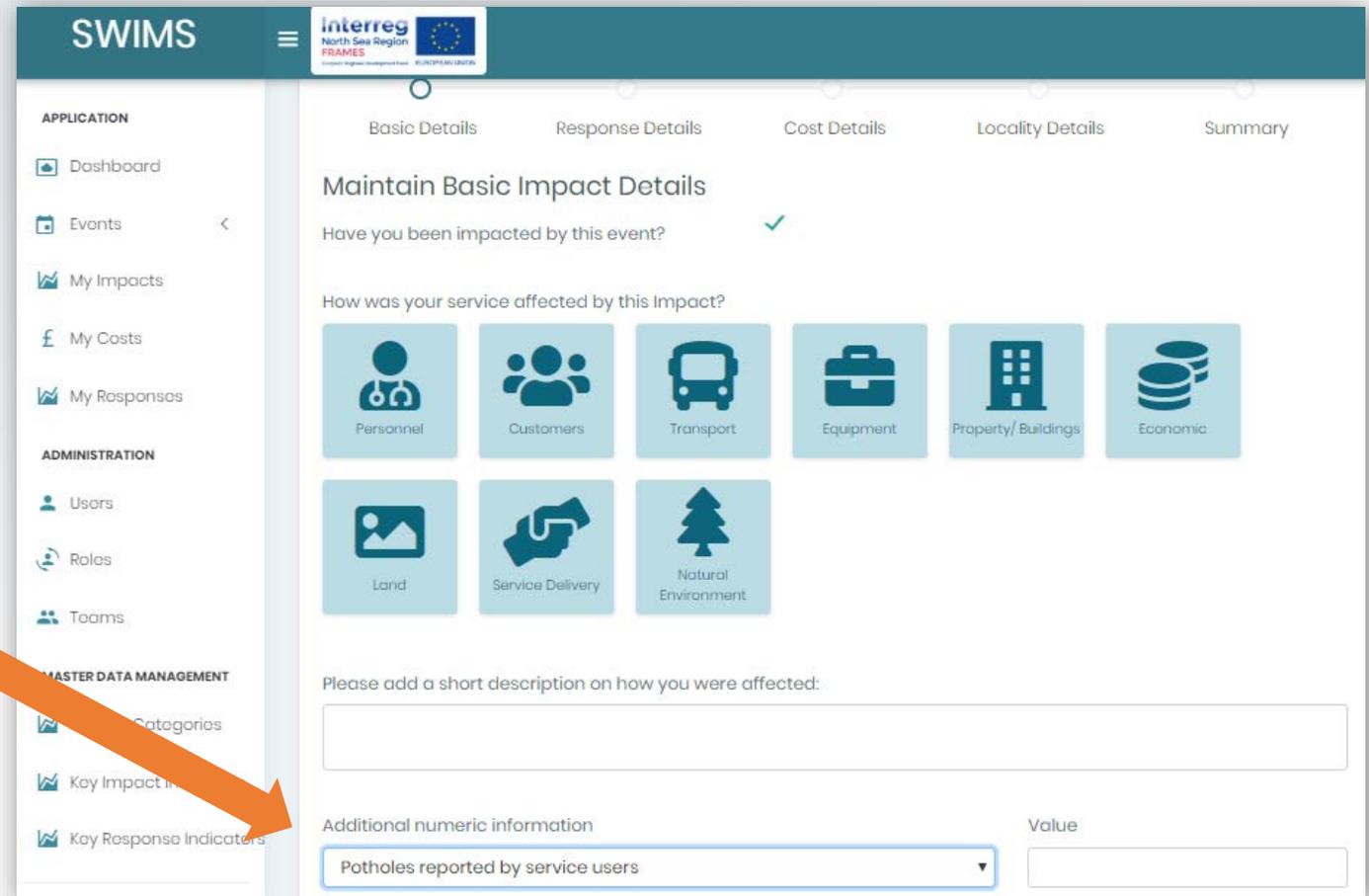
Interreg North Sea Region FRAMES

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



The screenshot displays the SWIMS application interface. The header includes the SWIMS logo, a hamburger menu, and logos for Interreg North Sea Region FRAMES and the European Union. The sidebar menu is visible on the left, with categories like APPLICATION, ADMINISTRATION, and MASTER DATA MANAGEMENT. The main content area shows the 'Maintain Basic Impact Details' form, which includes a dropdown menu for 'Additional numeric information' and a text input field for 'Value'. The dropdown menu is currently set to 'Potholes reported by service users'.

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

The screenshot displays the SWIMS application interface. The top navigation bar includes the SWIMS logo, a hamburger menu, and logos for Interreg North Sea Region FRAMES and the European Union. The left sidebar contains a navigation menu with categories: APPLICATION (Dashboard, Events, My Impacts, My Costs, My Responses), ADMINISTRATION (Users, Roles, Teams), and MASTER DATA MANAGEMENT (Impact Categories, Key Impact Indicators). The main content area shows the 'Key Impact Indicators Management' page, which includes a breadcrumb trail (Dashboard > Key Impact Indicator Management > Key Impact Indicators), a title bar, a subtitle 'Manage the key impact indicators within SWIMS.', a 'Show 10 entries' dropdown, and a table with columns for Name, Status, and Actions. The table lists two entries: 'KeyImpactIndicator1' and 'Test', both with an 'Active' status and delete/edit icons. A 'Create' button is located at the bottom of the table.

Name	Status	Actions
KeyImpactIndicator1	Active	
Test	Active	

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

The screenshot displays the SWIMS application interface. The top navigation bar includes the SWIMS logo, a hamburger menu icon, and logos for Interreg North Sea Region FRAMES and the European Union. The breadcrumb trail reads: Dashboard > Key Impact Indicators Management > Create New Key Impact Indicator. On the left, an 'APPLICATION' sidebar lists: Dashboard, Events, My Impacts, My Costs, and My Responses. The main content area features a teal header for 'Create New Key Impact Indicator', a 'Name' label, an empty text input field, and two buttons: 'Create' and 'Go Back'.

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

The screenshot displays the SWIMS application interface. The top header features the SWIMS logo and the Interreg North Sea Region FRAMES logo. The left sidebar lists navigation options under 'APPLICATION' (Dashboard, Events, My Impacts, My Costs, My Responses) and 'ADMINISTRATION' (Users, Roles, Teams). The main content area is titled 'Maintain Response Details' and includes tabs for 'Basic Details', 'Response Details', 'Cost Details', 'Locality Details', and 'Summary'. The 'Response Details' tab is active, showing a 'Gritters dispatched' KRI with a value of 4. An orange arrow points from the 'Top Tip' box to the 'Add key response indicator' dropdown menu.

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

The screenshot shows the SWIMS application interface. The top header features the SWIMS logo and logos for Interreg North Sea Region FRAMES and the European Union. The sidebar menu is open, showing categories like APPLICATION, ADMINISTRATION, and MASTER DATA MANAGEMENT. The 'Key Response Indicators' option is highlighted. The main content area displays the 'Key Response Indicators Management' page, which includes a table with one entry: 'Test Key Response Indicator' with a status of 'Active'. A 'Create' button is visible at the bottom left of the main content area. An orange arrow points from the 'Click Create' instruction to the 'Create' button.

Name	Status	Actions
Test Key Response Indicator	Active	 

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

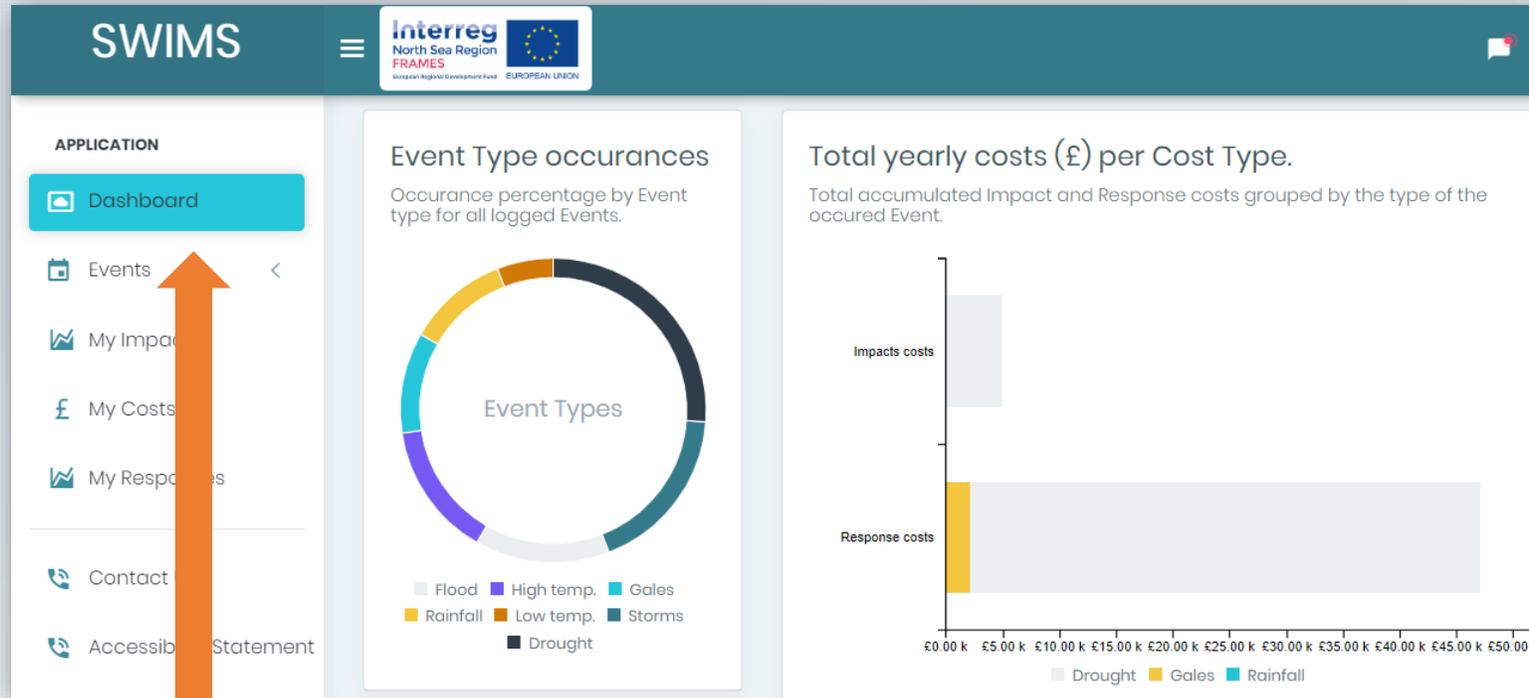
Key Response Indicators you add will be added to the inbuilt dropdown list in Step 2 Response Details of the Impacts Wizard for all users in your Team

The screenshot displays the SWIMS application interface. The top navigation bar includes the SWIMS logo, a menu icon, and logos for Interreg North Sea Region FRAMES and the European Union. The breadcrumb trail reads: Dashboard > Key Response Indicators Management > Create New Key Response Indicator. On the left, an 'APPLICATION' sidebar lists: Dashboard, Events, My Impacts, My Costs, Responses, and ADMINISTRATION. The main content area features a teal header 'Create New Key Response Indicator' and a form with a 'Name' label and an empty text input field. Below the input field are two buttons: 'Create' and 'Go Back'.

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

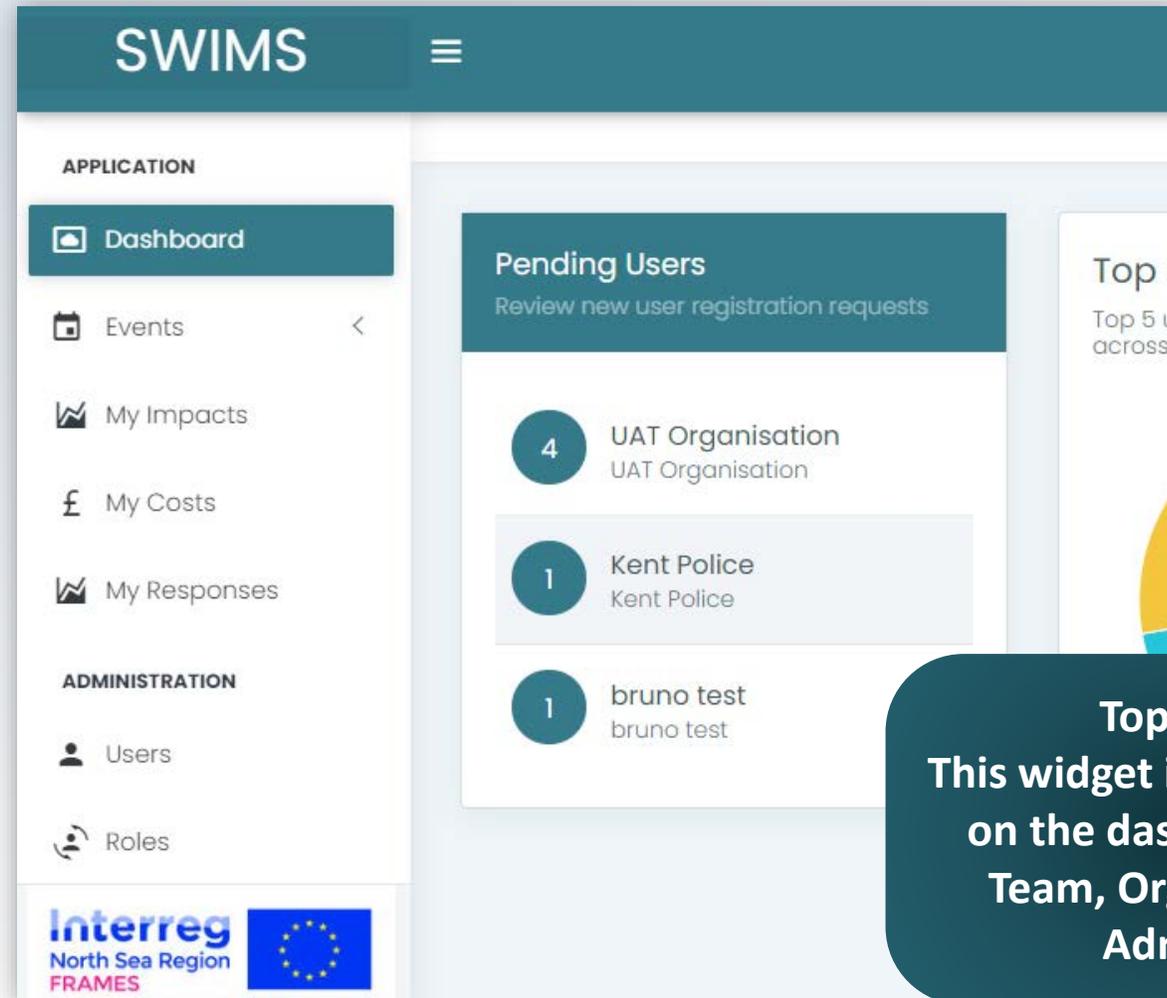
Data is displayed in different **widgets** on the dashboard which can be accessed from the menu.

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**



The screenshot shows the SWIMS dashboard interface. The top navigation bar includes the SWIMS logo and a menu icon. The left sidebar contains navigation options under 'APPLICATION' (Dashboard, Events, My Impacts, My Costs, My Responses) and 'ADMINISTRATION' (Users, Roles). The main content area features a 'Pending Users' widget with the subtitle 'Review new user registration requests'. The widget displays a list of pending users:

Count	Organisation	User Name
4	UAT Organisation	UAT Organisation
1	Kent Police	Kent Police
1	bruno test	bruno test

At the bottom of the dashboard, there is a logo for 'Interreg North Sea Region FRAMES' and the European Union flag.

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**

