

Severe Weather Impacts Monitoring System

SWIMS Team Admin Guide

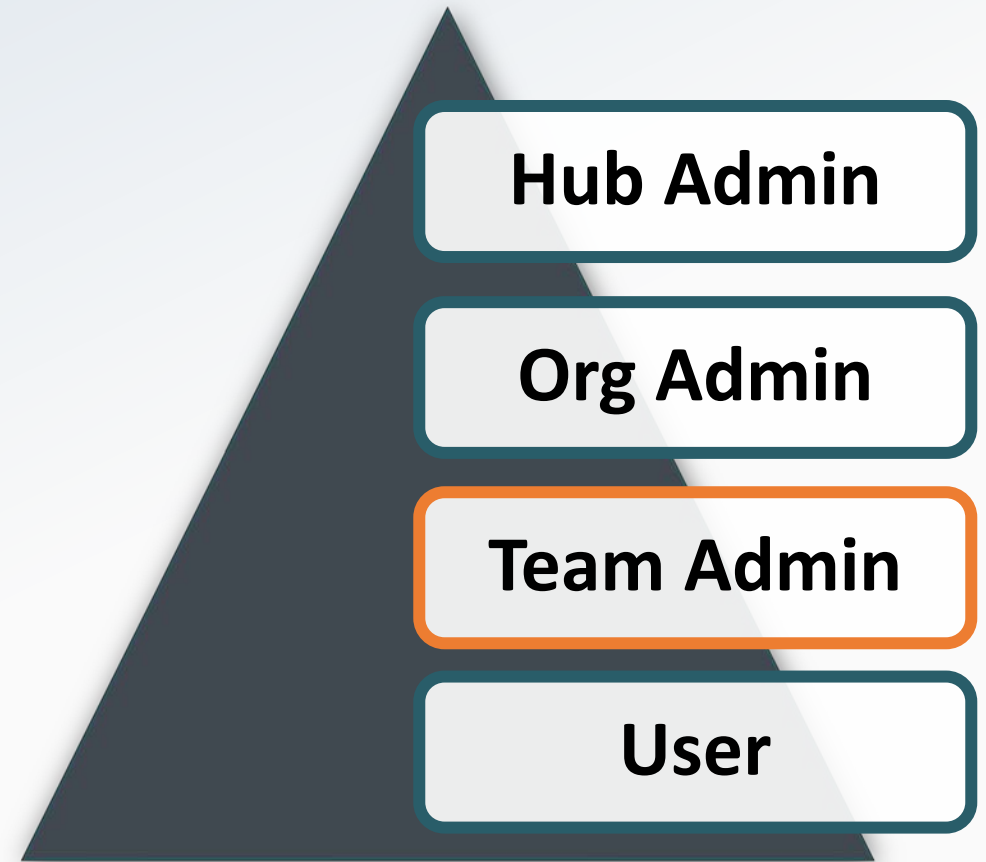
Interreg
North Sea Region
FRAMES
European Regional Development Fund



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](#)



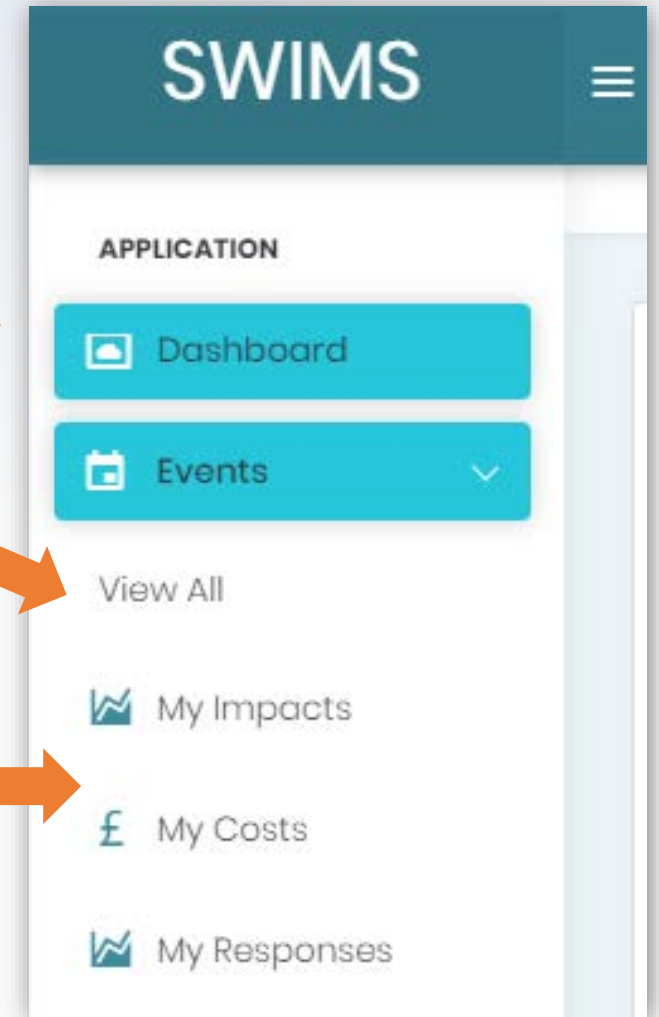
For information on all other functions in SWIMS please see the User Guide

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.

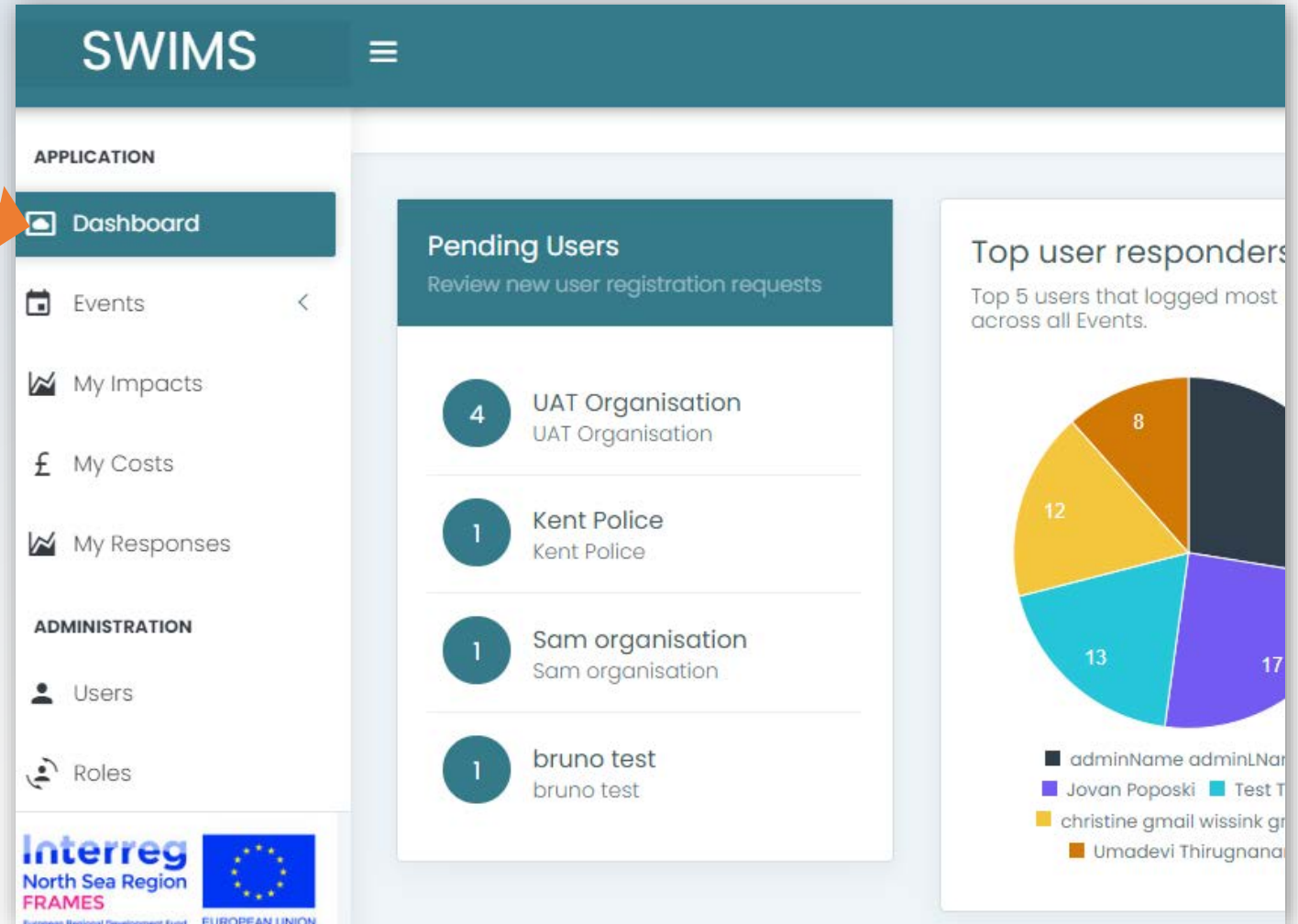
However, Org Admins and Hub Admins can also approve any user registering as part of their organisation or Hub in the system if needed.

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



SWIMS

APPLICATION

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

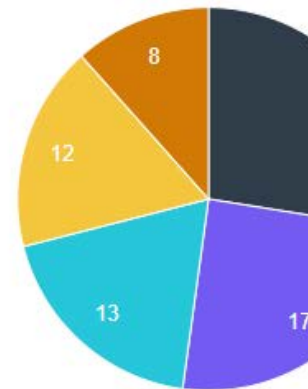
ADMINISTRATION

- Users
- Roles

Pending Users
Review new user registration requests

- 4 UAT Organisation
UAT Organisation
- 1 Kent Police
Kent Police
- 1 Sam organisation
Sam organisation
- 1 bruno test
bruno test

Top user responders
Top 5 users that logged most across all Events.



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

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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 sidebar with navigation links: Dashboard, Events, My Impacts, My Costs, My Responses, Users, and Roles. The main content area features three widgets. The 'Pending Users' widget, titled 'Review new user registration requests', lists four users: UAT Organisation (4), Kent Police (1), Sam organisation (1), and bruno test (1). An orange arrow points from the number '2' to the 'UAT Organisation' entry. The 'Top user responders' widget displays a pie chart showing the top 5 users by response count: adminName (19), Jovan Poposki (17), Test Test (13), christine gmail (12), and wissink gmail (8). The 'Notifications' widget on the right shows two new registration requests: one from Matt Tolliday and another from bruno kj. An orange arrow points from a speech bubble icon in the top right corner of the dashboard to a 'Top Tip' box.

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

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

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

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

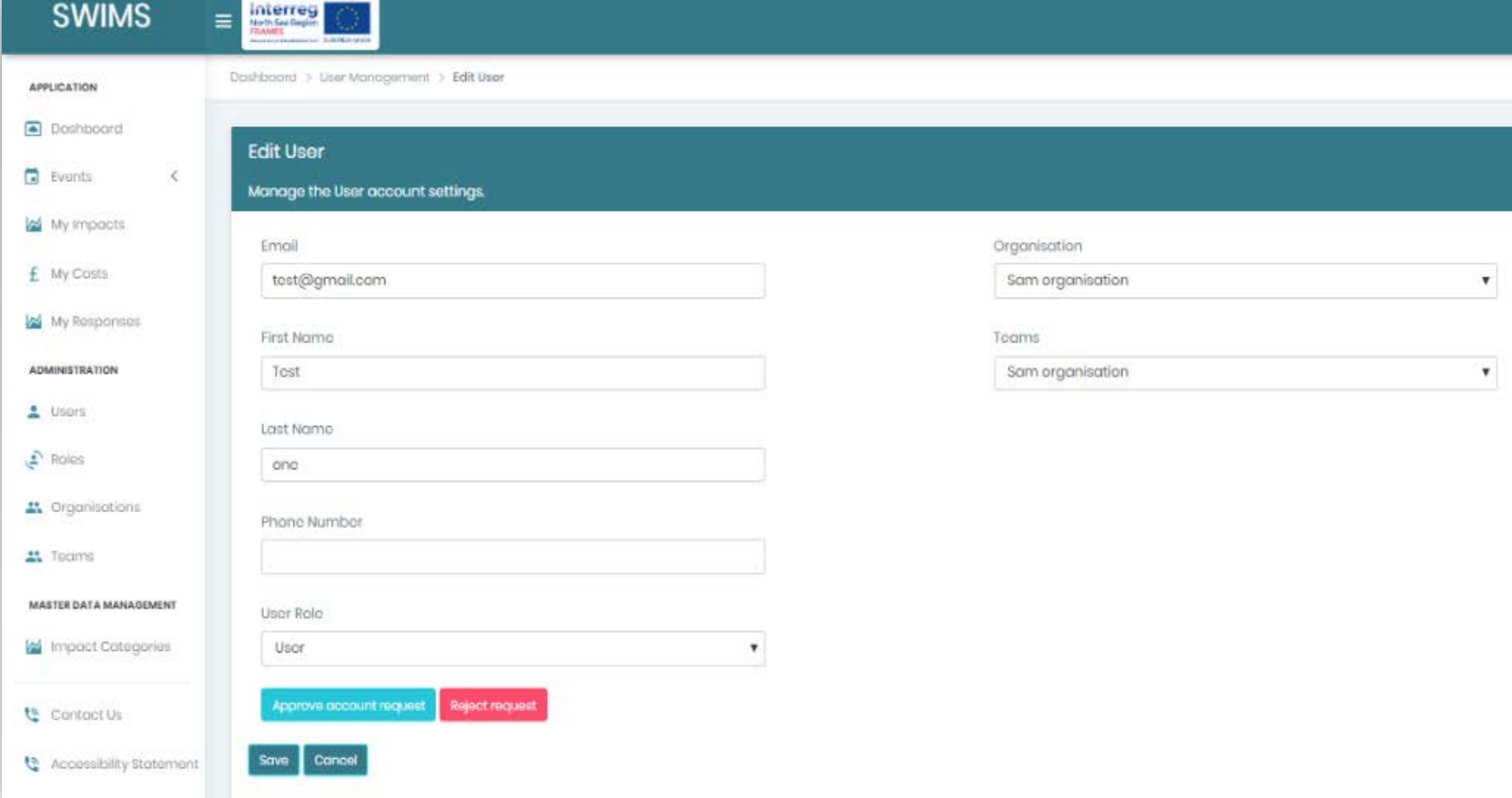
The screenshot shows the SWIMS application interface. The left sidebar contains navigation links for Dashboard, Events, My Impacts, My Costs, My Responses, Users, and Roles. The main content area is titled 'User Management' and includes search filters for Name, Email, Roles, Registration, and Organisation. 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. One user, 'Sam KJ', is shown with a 'Registration Pending' status. An orange arrow points from the instruction text to the pencil icon in the actions column for this user, which is labeled 'Edit user' in a tooltip. The bottom of the page shows pagination controls for 'Showing 1 to 1 of 1 entries'.

User Name	Email	LastLogin	Role	Locked	Status	Actions
Sam KJ	saml23kj123@gmail.com		User	Not Locked	Registration Pending	 Edit user

Approve a New User for your Organisation

4

Click approve account request



The screenshot displays the 'Edit User' interface within the SWIMS application. The left sidebar contains navigation links under '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 shows the 'Edit User' form with the following fields: Email (test@gmail.com), Organisation (Sam organisation), First Name (Test), Teams (Sam organisation), Last Name (one), Phone Number, and User Role (User). At the bottom, there are buttons for 'Approve account request' (in a blue box), 'Reject request' (in a red box), 'Save', and 'Cancel'. The top header includes the SWIMS logo, a menu icon, and logos for Interreg North Sea Region and the European Union.

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 menu 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. An orange arrow points from the 'Users' link in the sidebar to the main content area. The main content area is titled 'User Management' with the subtitle 'Manage the users within SWIMS.' It features search filters for Name, Email, Roles, Unconfirmed status, and Organisations. Below these are buttons for CSV, Excel, and Print. A table lists users with columns for User Name, Email, LastLogin, Role, Locked, and Status. One user is listed: Calin Lupoiu, lupoiu.calin@gmail.com, with a role of 'User', 'Not Locked', and a status of 'Unconfirmed Email'. An orange arrow points from a 'Top Tip' box to the 'Unconfirmed Email' status.

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

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

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

The screenshot shows the SWIMS application interface. The top header includes the SWIMS logo and the Interreg North Sea Region FRAMES logo. The left sidebar lists various application and administration options. The main content area is titled 'User Management' and contains a table of users. An orange arrow points from the 'Top Tip' box to the pencil icon in the user row for Calin Lupoiu.

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

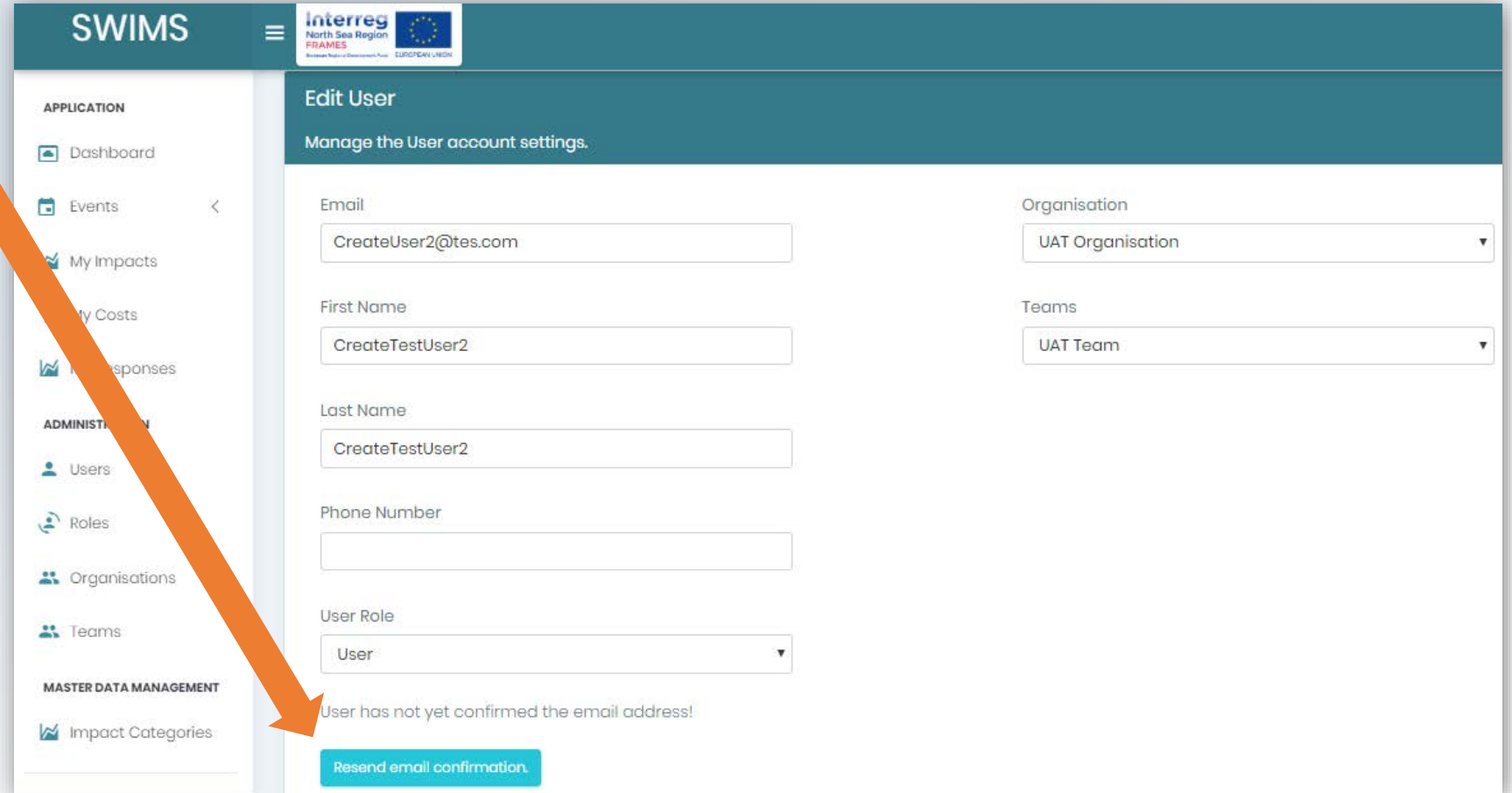
CSV Excel Print Search:

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' interface in the SWIMS application. The left sidebar contains a menu with sections: APPLICATION (Dashboard, Events, My Impacts, My Costs, Responses), ADMINISTRATION (Users, Roles, Organisations, Teams), and MASTER DATA MANAGEMENT (Impact Categories). The main content area is titled 'Edit User' and 'Manage the User account settings.' It contains several form fields: Email (CreateUser2@tes.com), Organisation (UAT Organisation), First Name (CreateTestUser2), Last Name (CreateTestUser2), Phone Number, User Role (User), and Teams (UAT Team). At the bottom, a message 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 this button.

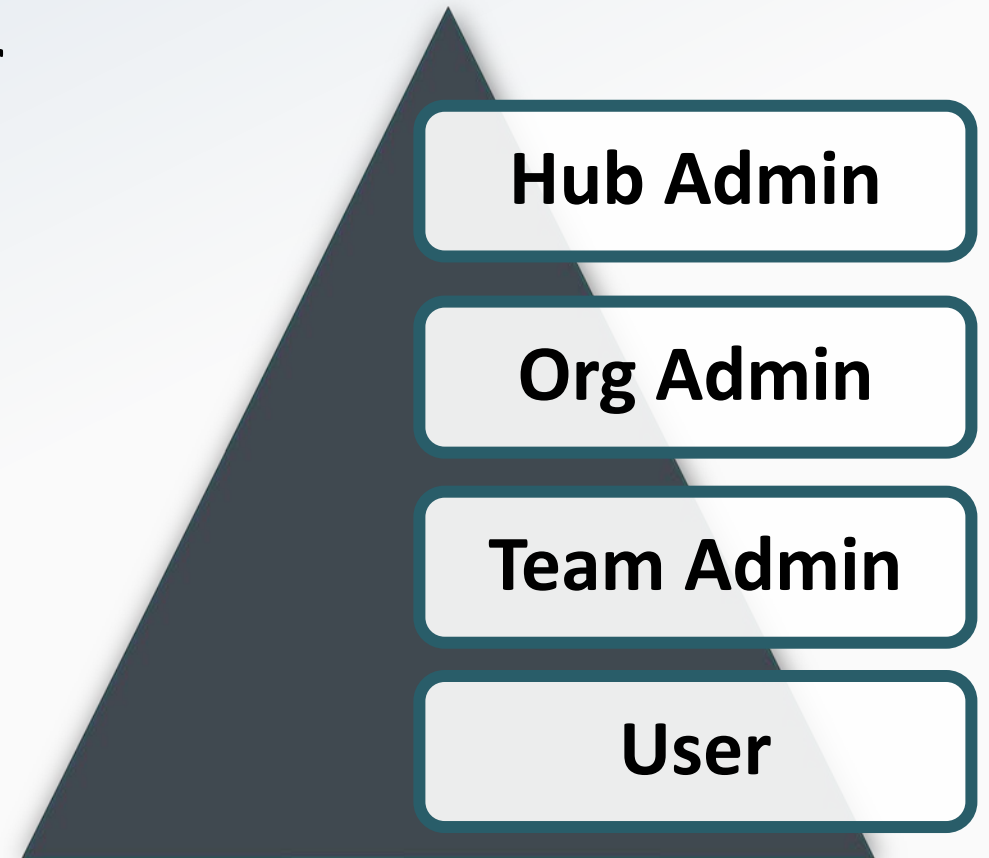
The user will now receive the registration confirmation email again. They can now confirm their email address and you can then [approve their registration](#).

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

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

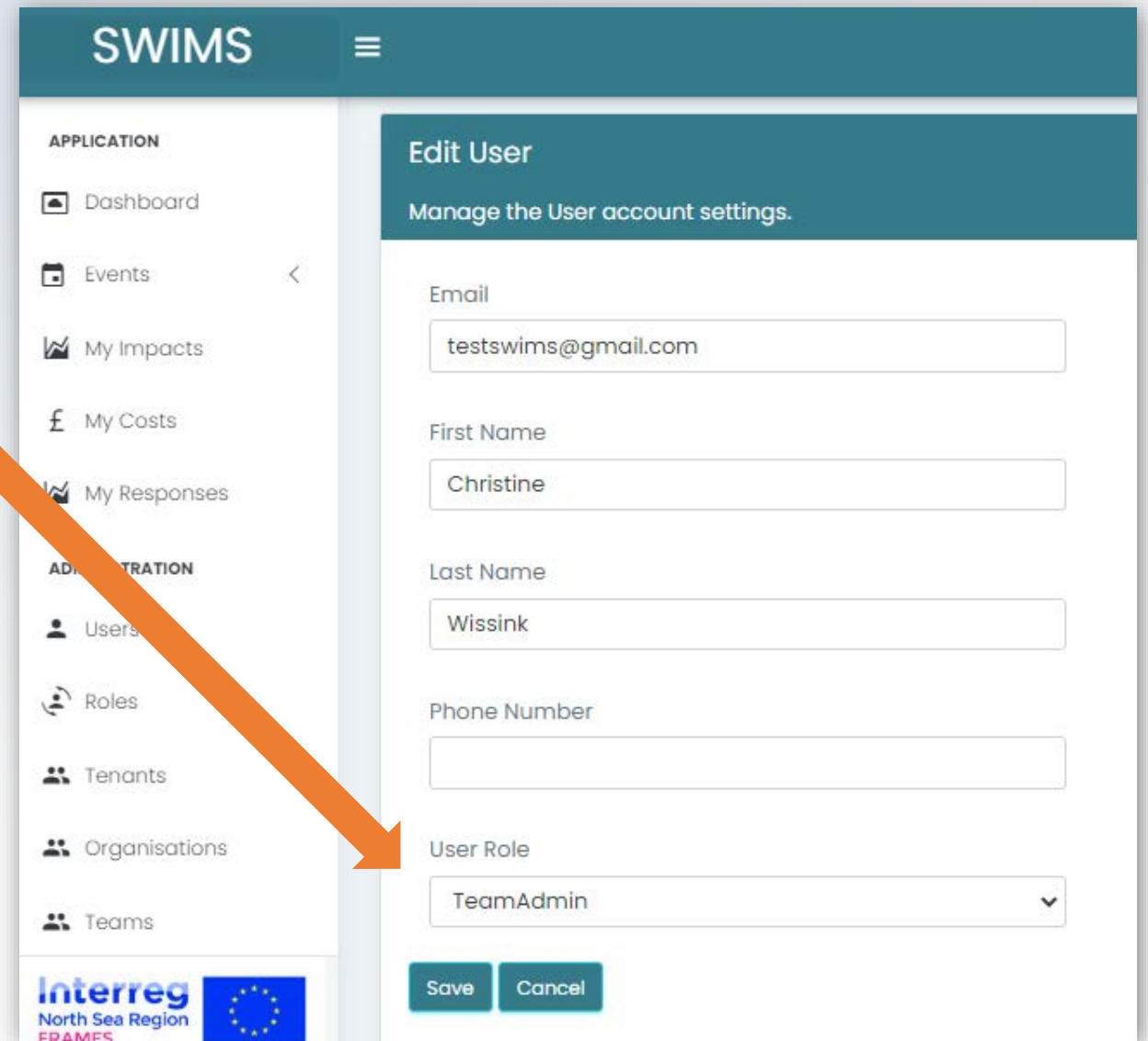
4

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



The screenshot shows the SWIMS application interface. On the left is a sidebar menu with sections: 'APPLICATION' (containing Dashboard, Events, My Impacts, My Costs, My Responses) and 'ADMINISTRATION' (containing Users, Roles, Tenants, Organisations, Teams). The 'Users' link is highlighted. The main content area is titled 'Edit User' with the subtitle 'Manage the User account settings.' It contains several input fields: Email (testswims@gmail.com), First Name (Christine), Last Name (Wissink), and Phone Number (empty). The 'User Role' field is a dropdown menu currently showing 'TeamAdmin'. At the bottom right are 'Save' and 'Cancel' buttons. An orange arrow points from the instruction text to the 'User Role' dropdown.

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

SWIMS  

APPLICATION

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

ADMINISTRATION

- Users
- Roles
- Teams

MASTER DATA MANAGEMENT










- Categories
- Key Impact Indicators
- Key Response Indicators

Basic Details | Response Details | Cost Details | Locality Details | Summary

Maintain Basic Impact Details

Have you been impacted by this event? ☒

How was your service affected by this Impact?

 Personnel	 Customers	 Transport	 Equipment	 Property/ Buildings	 Economic
 Land	 Service Delivery	 Natural Environment			

Please add a short description on how you were affected:

Additional numeric information

	Value
Potholes reported by service users	<input type="text"/>

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 shows the SWIMS application interface. The top header includes the SWIMS logo, a hamburger menu, and logos for Interreg North Sea Region FRAMES and the European Union. The left sidebar contains a menu with sections: 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 is titled 'Key Impact Indicators Management' and includes a sub-header 'Manage the key impact indicators within SWIMS.' Below this is a 'Show 10 entries' dropdown and a table with columns 'Name', 'Status', and 'Actions'. The table lists two entries: 'KeyImpactIndicator1' and 'Test', both with 'Active' status. The 'Actions' column contains trash and edit icons for each entry. At the bottom of the table is a 'Showing 1 to 2 of 2 entries' message and a 'Create' button.

Name	Status	Actions
KeyImpactIndicator1	Active	
Test	Active	

Showing 1 to 2 of 2 entries

Create

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, 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 'Create New Key Impact Indicator' and a form with a 'Name' label and an empty text input field. At the bottom of the form are 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 shows the SWIMS application interface. The header includes 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'. Below the tabs is a form with a header icon, a text input field for a description, and a section for adding key response indicators. The 'Add key response indicator' dropdown menu is open, showing 'Gritters dispatched' selected. The 'Value' input field contains the number '4'. There are 'Reset' and 'Add Response!' buttons at the bottom.

Add key response indicator	Value
Gritters dispatched	4

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

SWIMS

Interreg North Sea Region FRAMES

Dashboard > Key Response Indicator Management > Key Response Indicators

Key Response Indicators Management

Manage the key response indicators within SWIMS.

Show 10 entries

Name	Status	Actions
Test Key Response Indicator	Active	

Showing 1 to 1 of 1 entries

Create

Severe Weather Impact Monitor

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

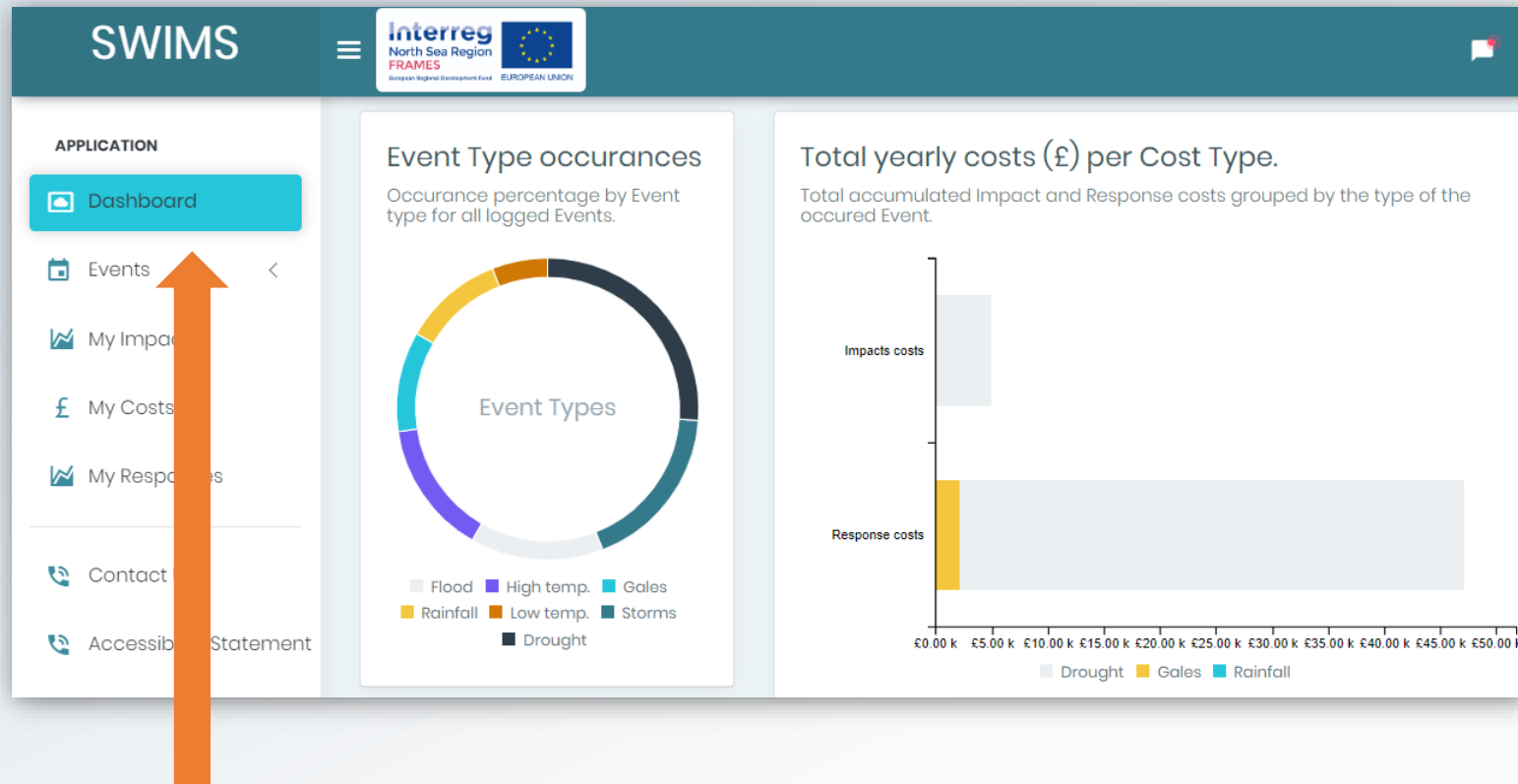


The screenshot displays the SWIMS application interface. The top header bar is teal and contains the 'SWIMS' logo, a hamburger menu icon, and logos for 'Interreg North Sea Region FRAMES' and the 'EUROPEAN UNION'. A breadcrumb trail reads 'Dashboard > Key Response Indicators Management > Create New Key Response Indicator'. On the left, an 'APPLICATION' sidebar lists 'Dashboard', 'Events', 'My Impacts', 'My Costs', 'Responses', and 'REGISTRATION'. 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. At the bottom of the form are two teal 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

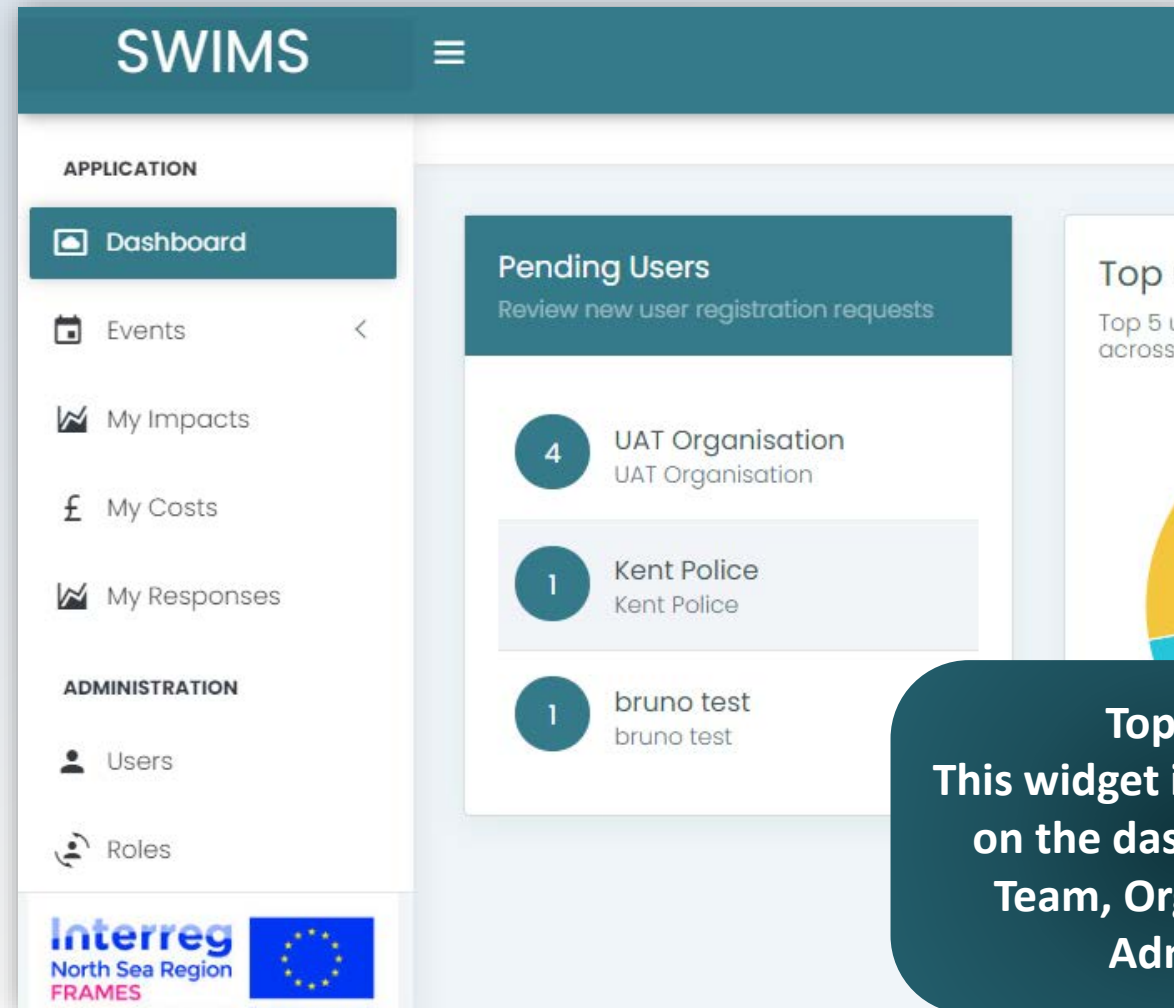
Data is displayed in different **widgets** on the dashboard which can be accessed from the menu.

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**



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**

