Severe Weather Impacts Monitoring System

SWIMS Org Admin

Guide

Interreg North Sea Region FRAMES European Regional Development Fund

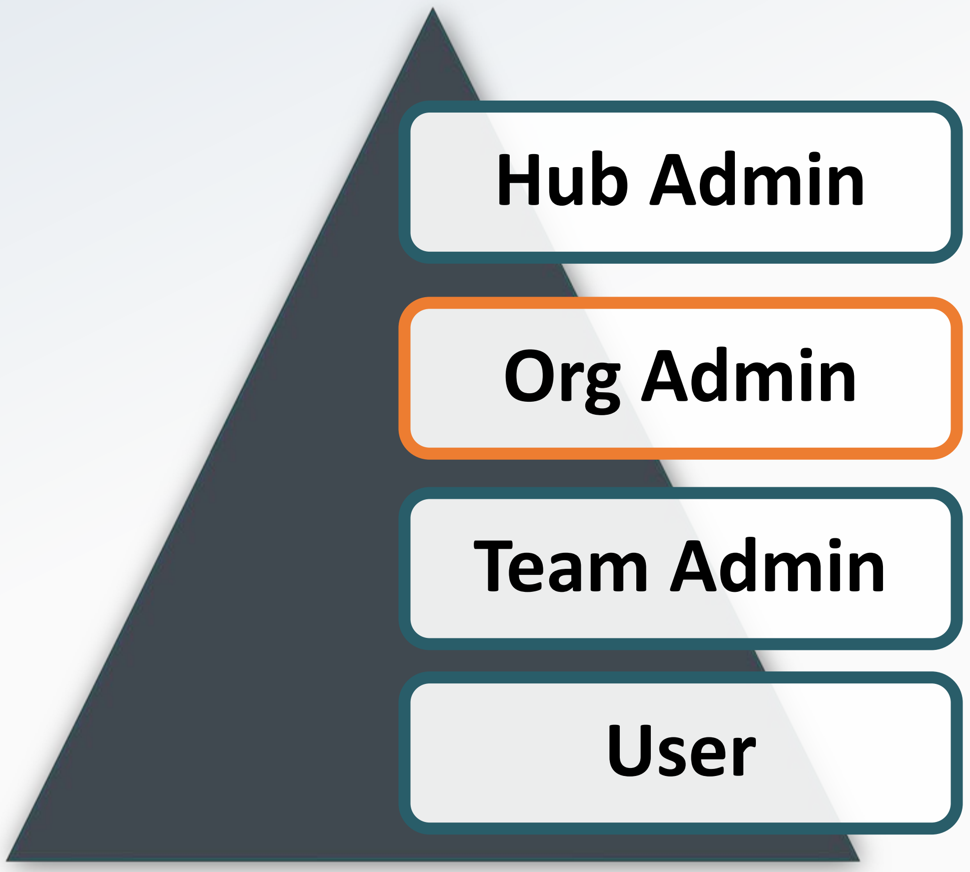
EUROPEAN UNION

Kent County Council kent.gov.uk

What is the user guide and who should use it?

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

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



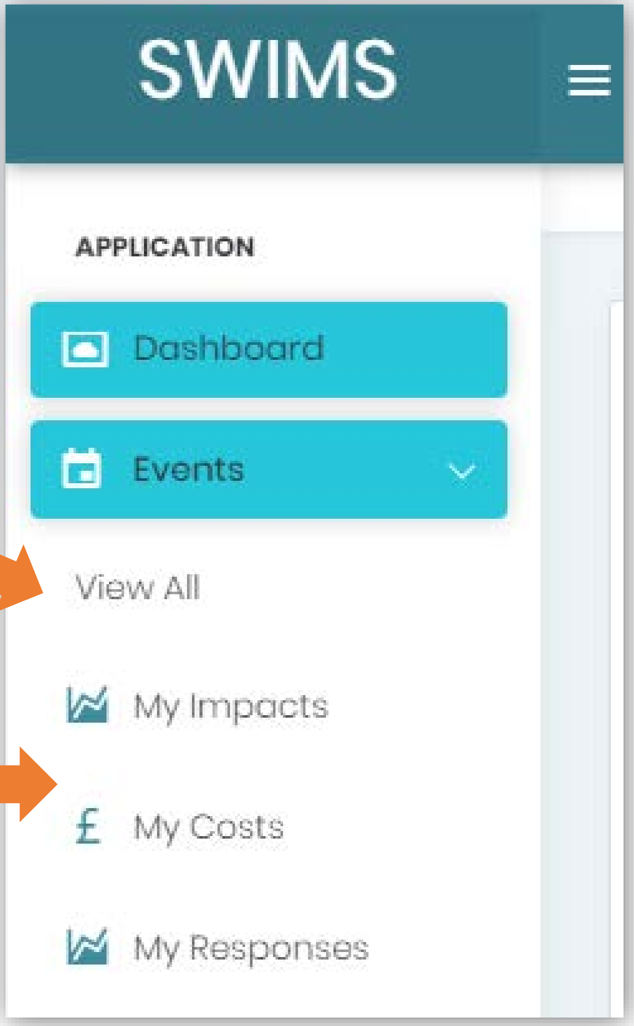
For information on all other functions in SWIMS please see the User Guide

Data you can view as Org Admin

Org Admins can see all the data entered by themselves, and all teams in their organisation on the **dashboard.**

Org Admins can see the total cost per event for costs entered by all teams in their Organisation on the **View All** events page

Org Admins can see all the data entered by themselves, and all teams in their organisation 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

Sustainable Business & Communities
Kent County Council
Invicta House
County Hall
Maidstone
Kent
ME14 1XX

Approve a New User for your Organisation

Org admins **can approve** registration requests for **all new users** from their Organisation requesting an account.

Org Admins **MUST approve** registration requests for new **users from their Organisation who are part of a new Team** that isn't already registered on SWIMS.

Top Tip

A User cannot create a new team when registering. The new team must be set up by the Org Admin first before the new user can register to the team. As per the User Guide Registration section, the new user will contact you with the new team name to be set up during registration process. After they have registered you can then approve their registration.

Top Tip

Team Admins should approve new users for their teams. However, Org Admins can also approve any user registering as part of their organisation in the system if needed.

Org Admins may need to approve new users in teams if:

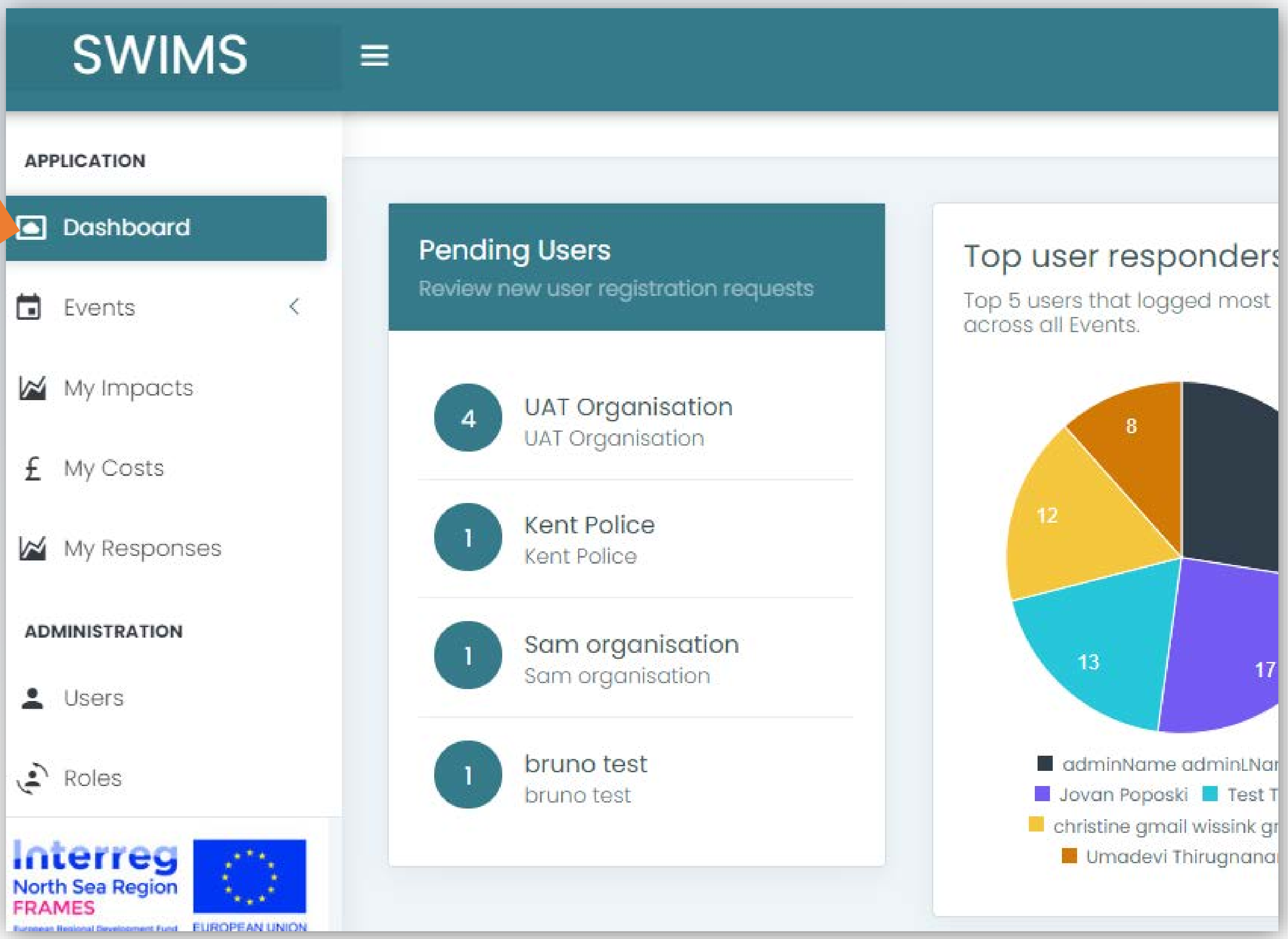
- **The Team Admins have not approved the user.**
- **The User has registered as part of a new team in your organisation.**

Approve a New User for your Organisation

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

1

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



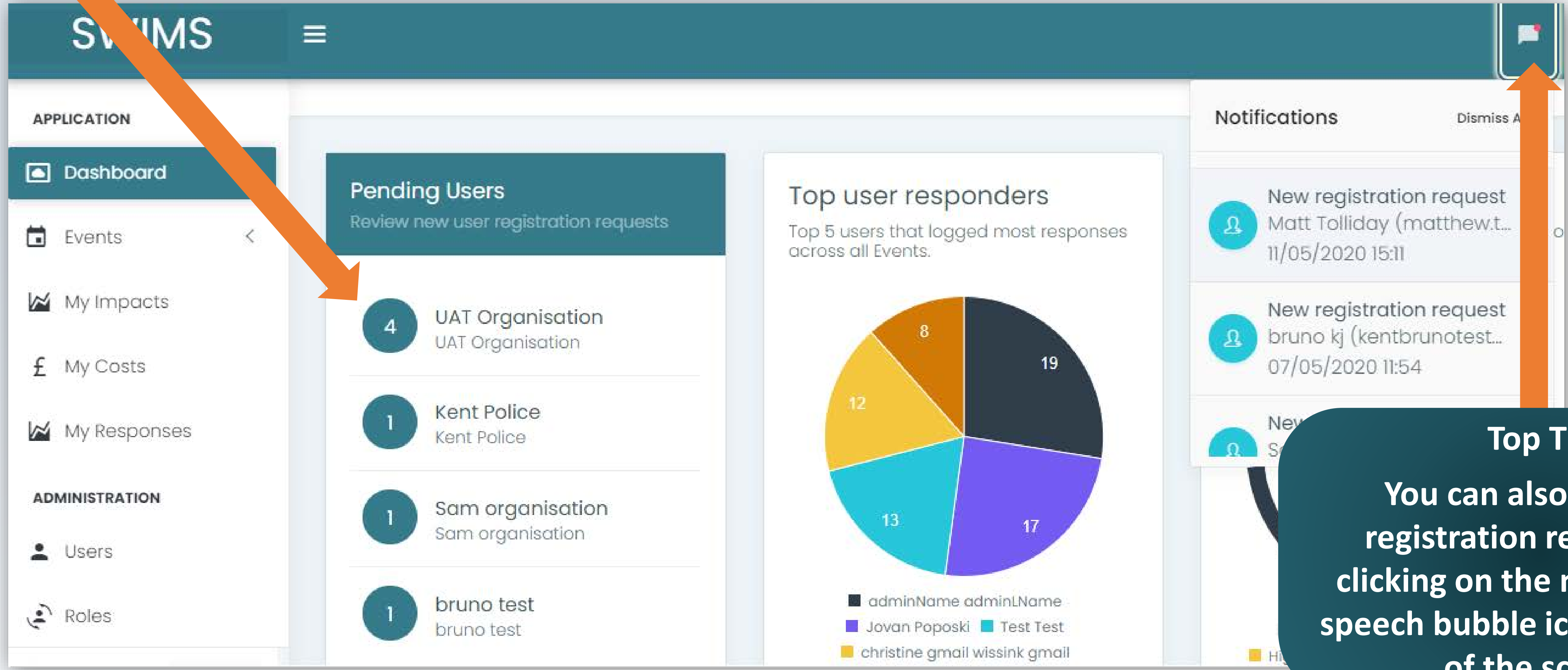
Approve a New User for your Organisation

2

Click on your organisation in the pending user widget to navigate to the User Management page

Top Tip

New users are grouped by Organisation in the pending users widget. In this example there are 4 pending registration requests from users in UAT Organisation



Top Tip

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

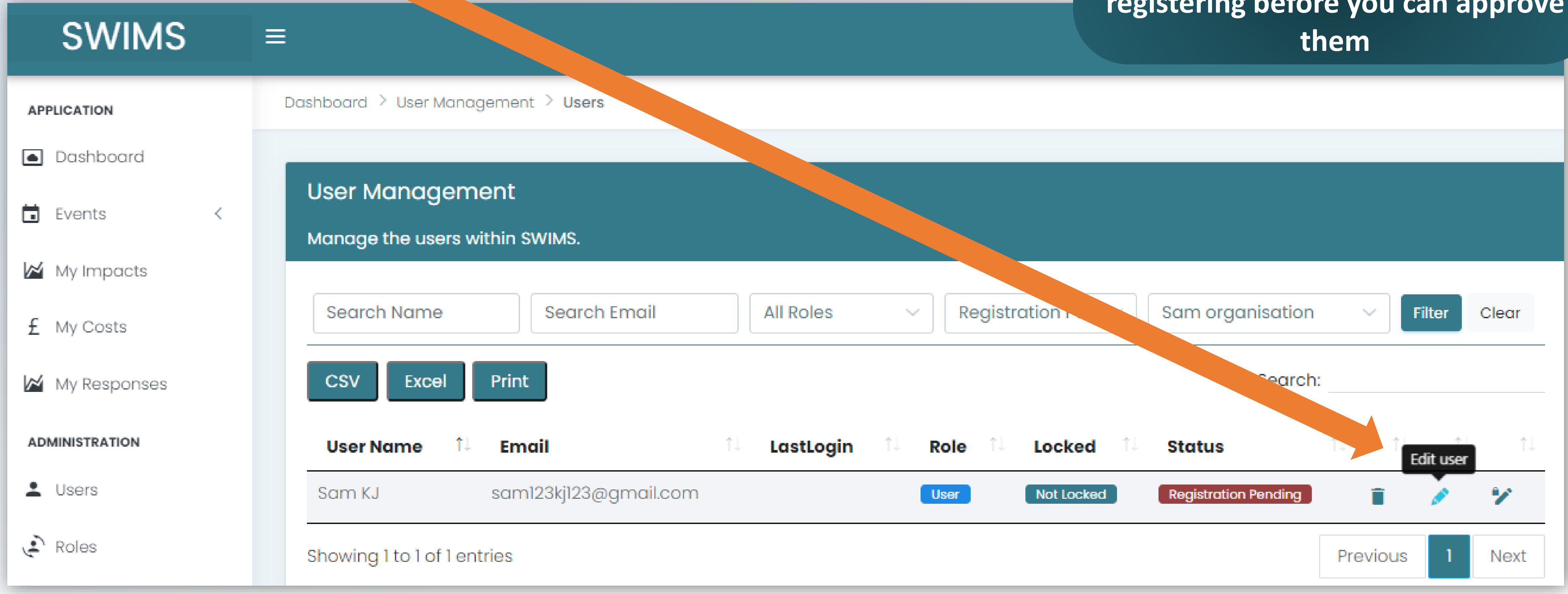
Approve a New User for your Organisation

3

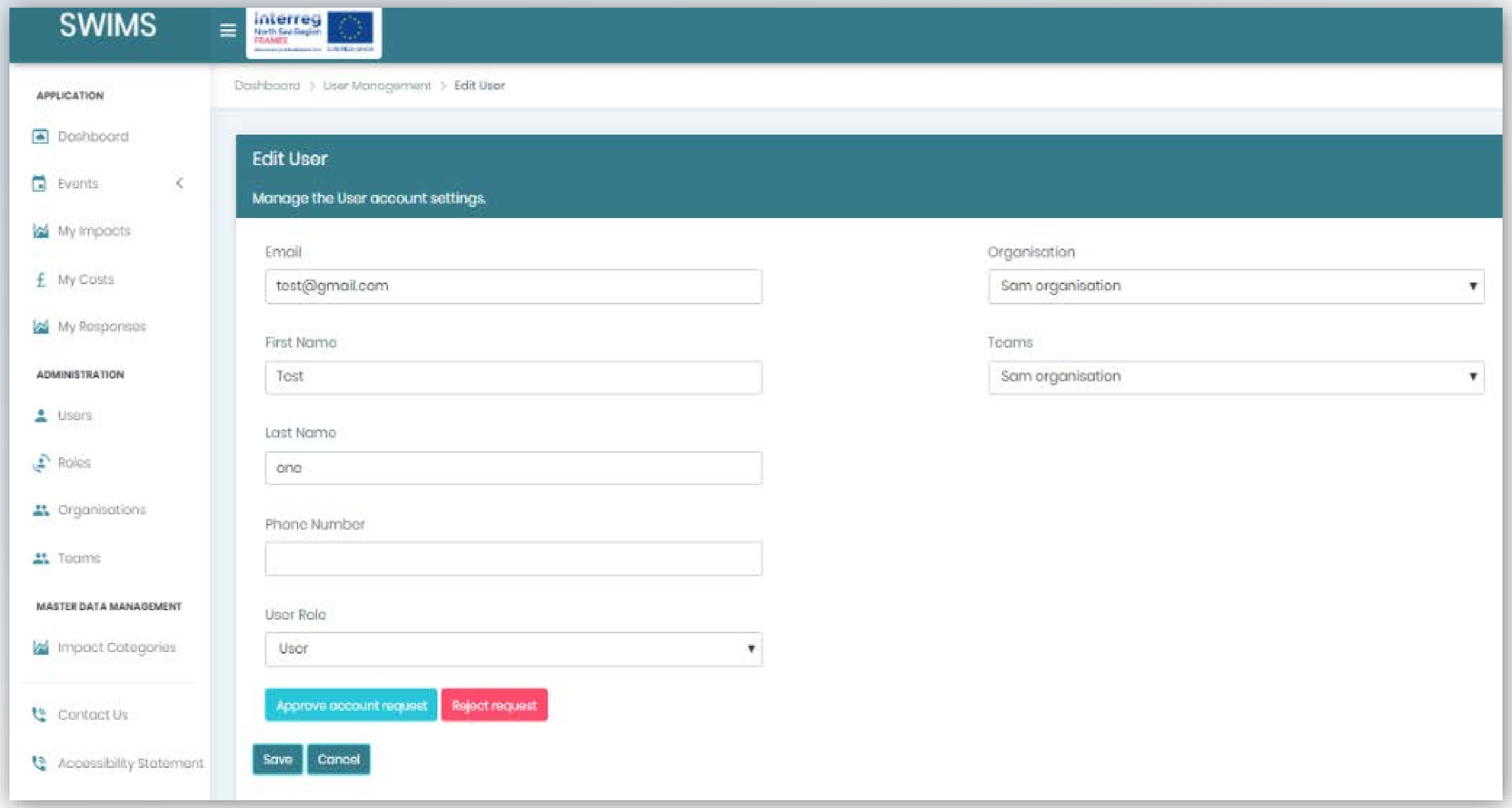
Click on the pencil icon on right of page, for the new user you want approve, to navigate to the 'Edit User' page

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

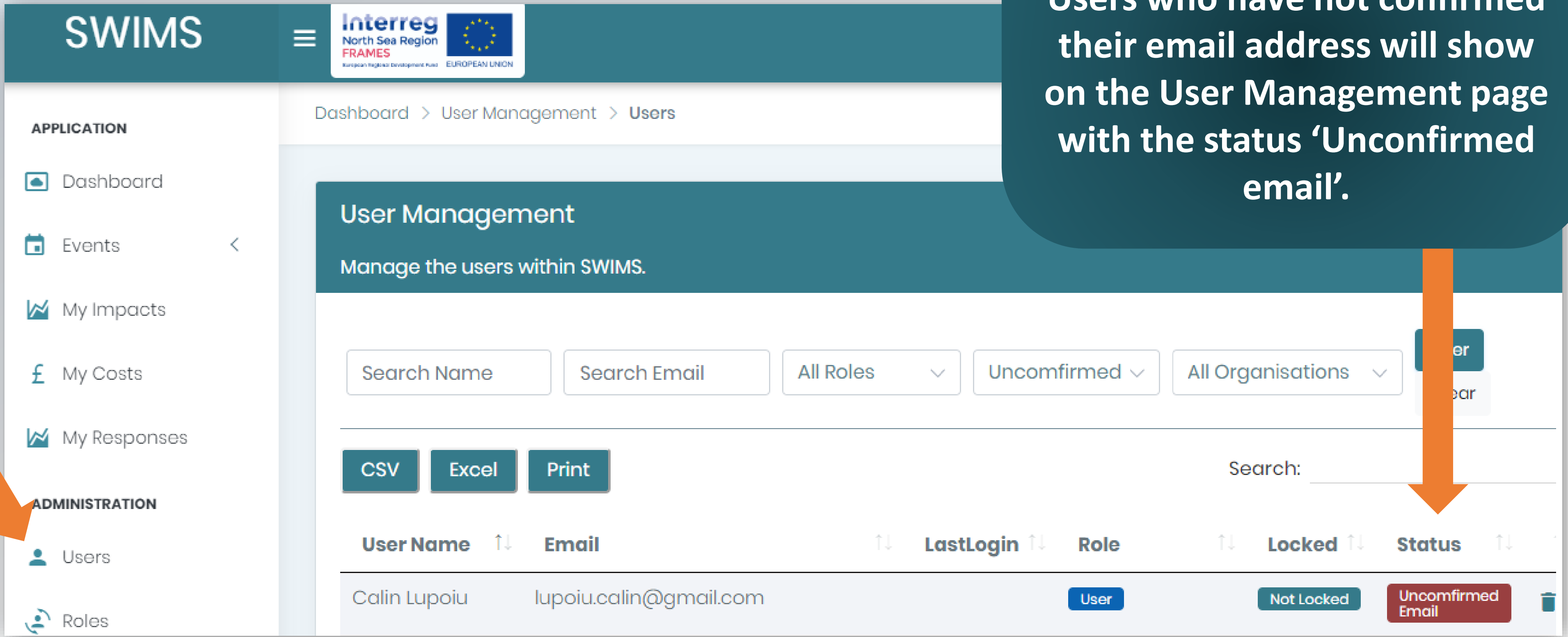
You cannot approve a user's registration request until the user has confirmed their email address by clicking the link in the email they received upon registering. **You can re-send the email to the user if its been lost or deleted**.

Top Tip

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

1

Select Users from menu to access the User Management page



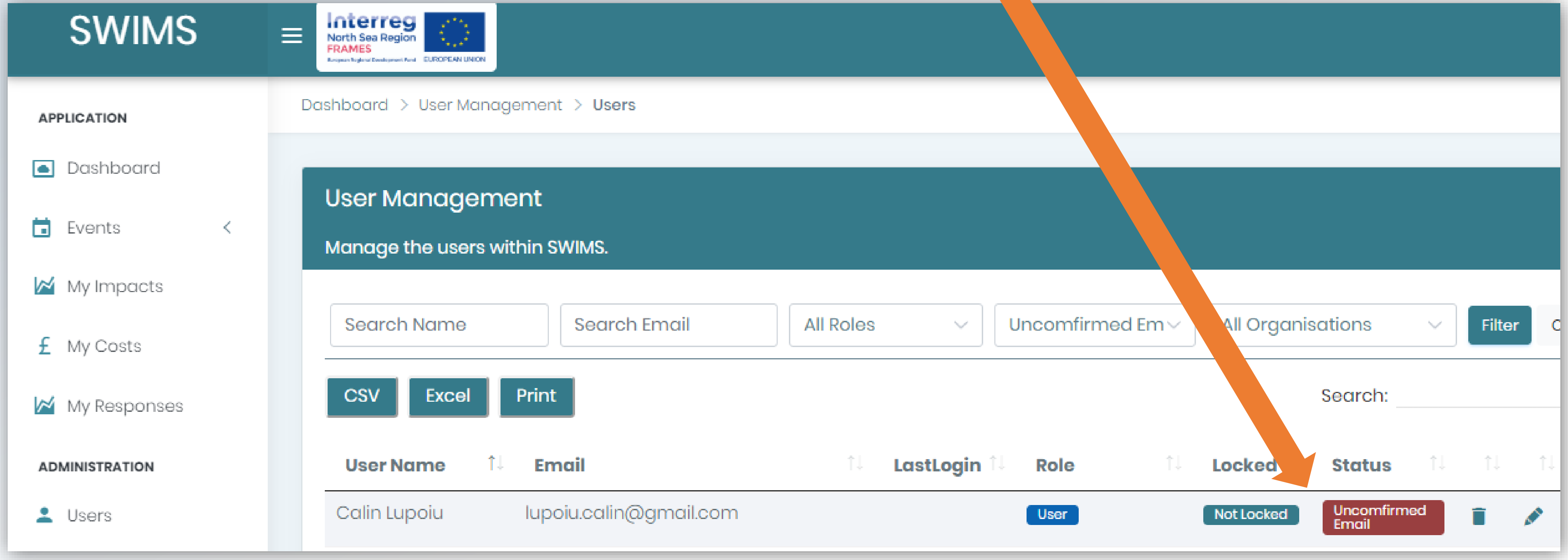
Re-send a registration confirmation email to a new user

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

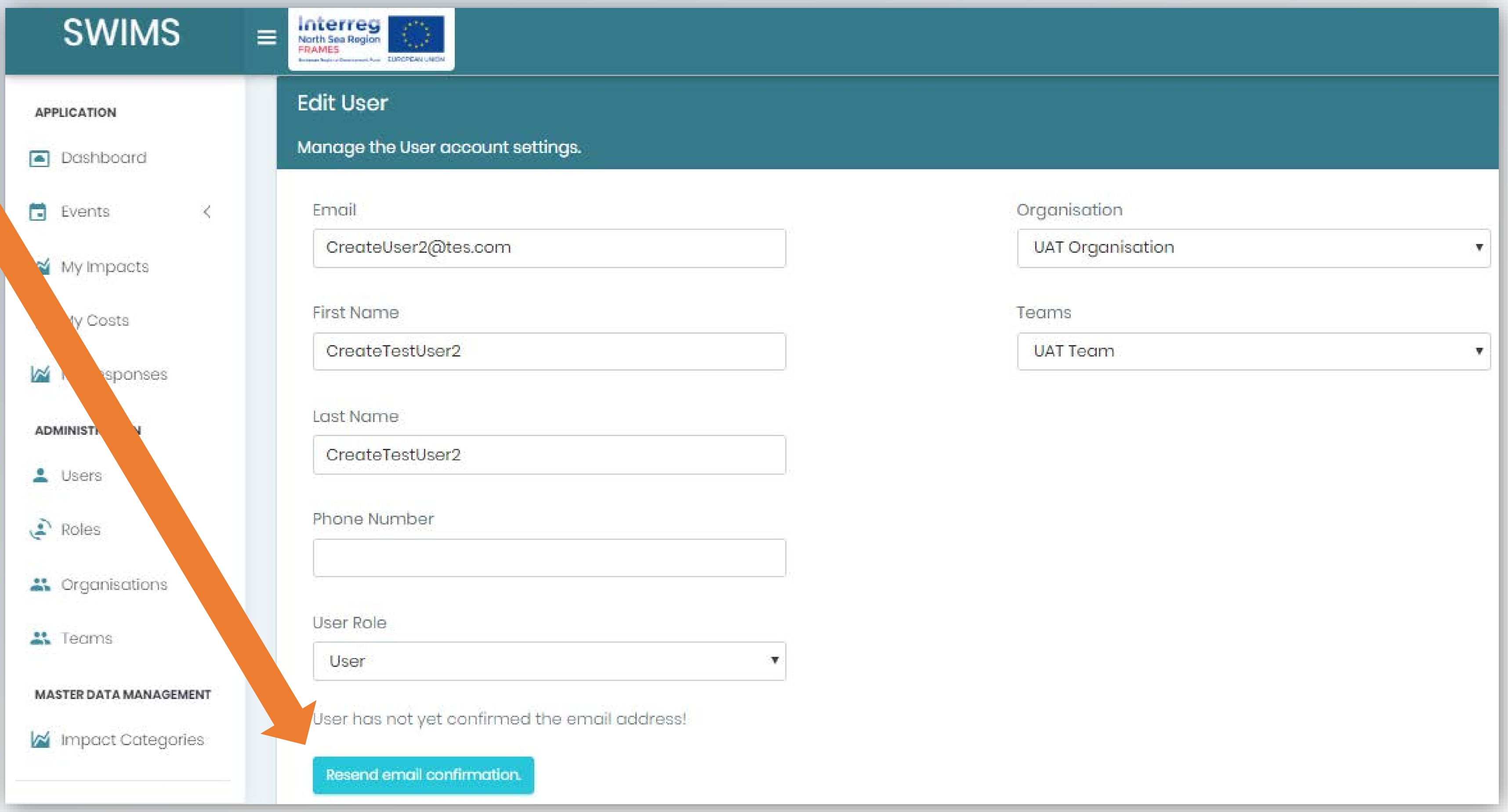
Check with users that their registration confirmation email is not in their junk mailbox



Re-send a registration confirmation email to a new user

3

On the edit user page click resend email confirmation



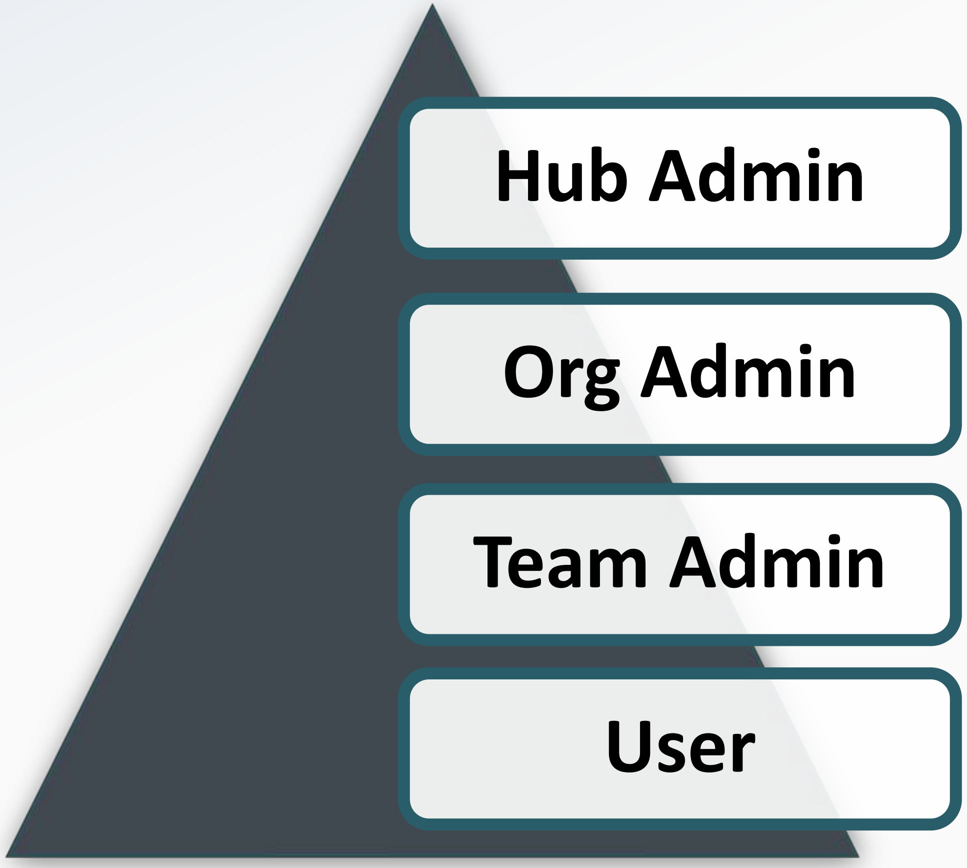
The user will now receive the registration confirmation email again. They can now confirm their email address and you can then approve their registration.

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 a Team Admin has left your Organisation and you need to assign another user as the Team Admin for that team.

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

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

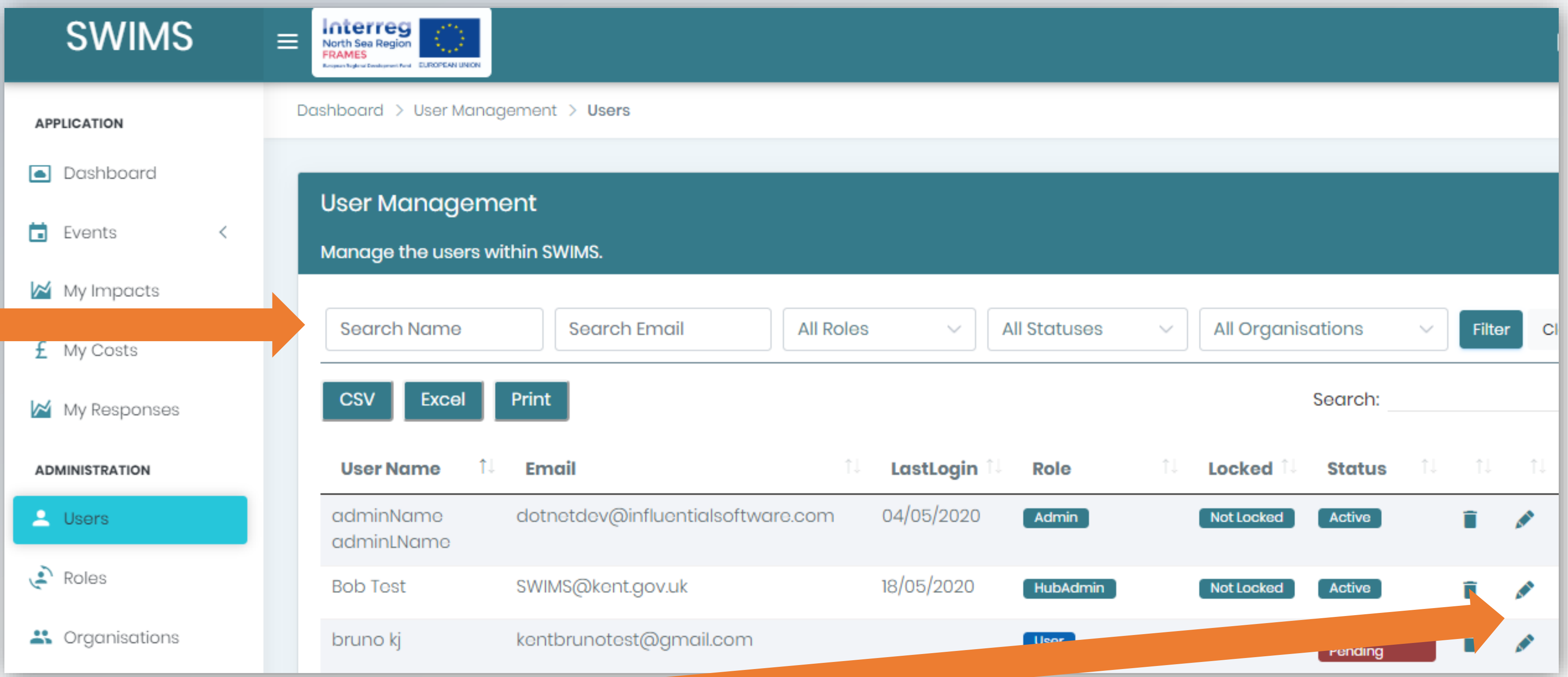


Change a User's Role

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

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

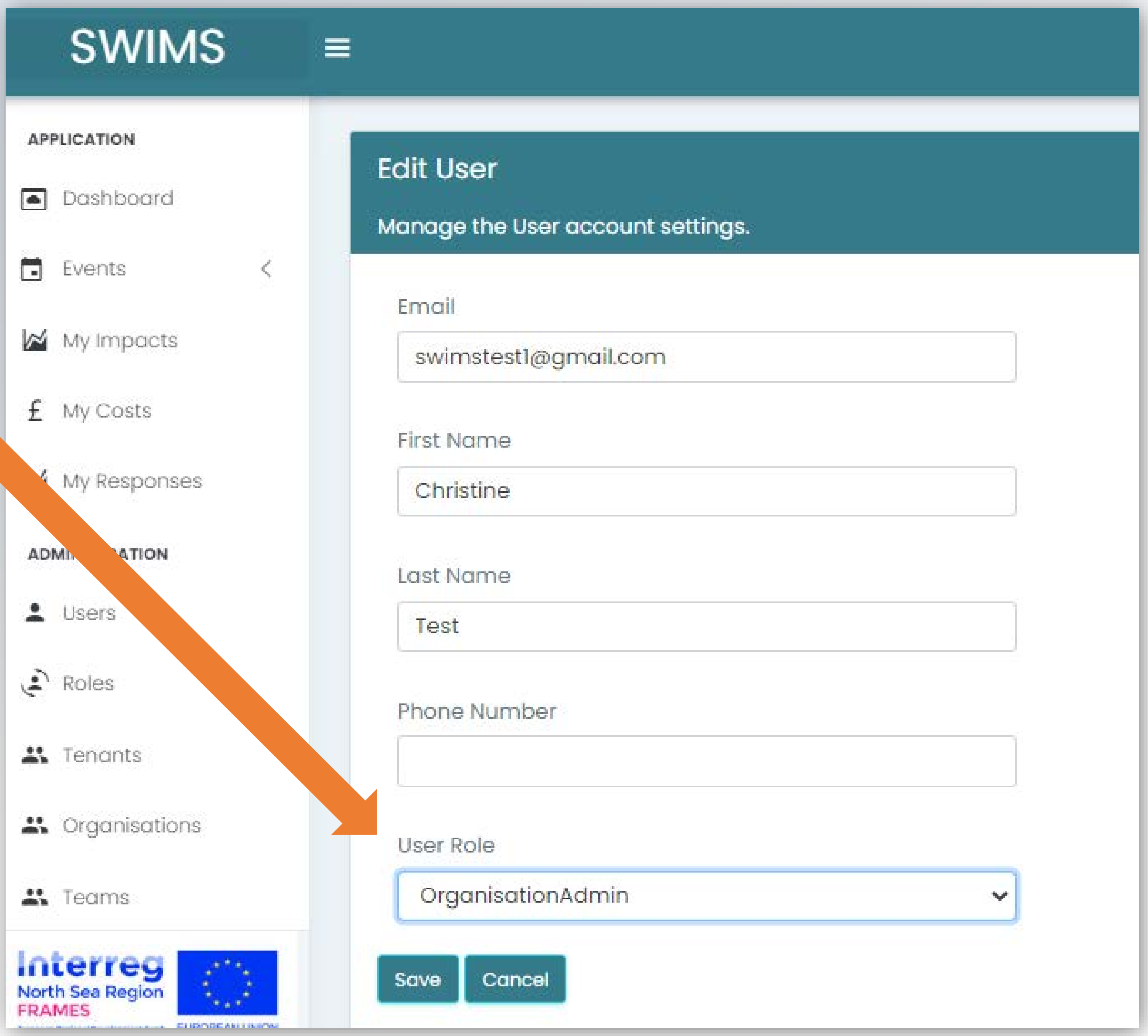


Change a User’s Role

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



Create a New Team

As an Org Admin **you are responsible for approving and creating new teams** for your Organisation.

Org Admins must **create new Teams** for their Organisation.

Hub Admins can also **add new teams** to organisations in their hub however **this function should be performed by Org Admins** in most circumstances.

Top Tip

A User cannot create a new team when registering. The new team must be set up by the Org Admin first before the new user can register to the team. As per the User Guide Registration section, the new user will contact you with the new team name to be set up during registration process. After they have registered you can then approve their registration.

Top Tip

To avoid duplication, before creating a new team make sure the team does not already exist in SWIMS by checking the Teams page from the menu

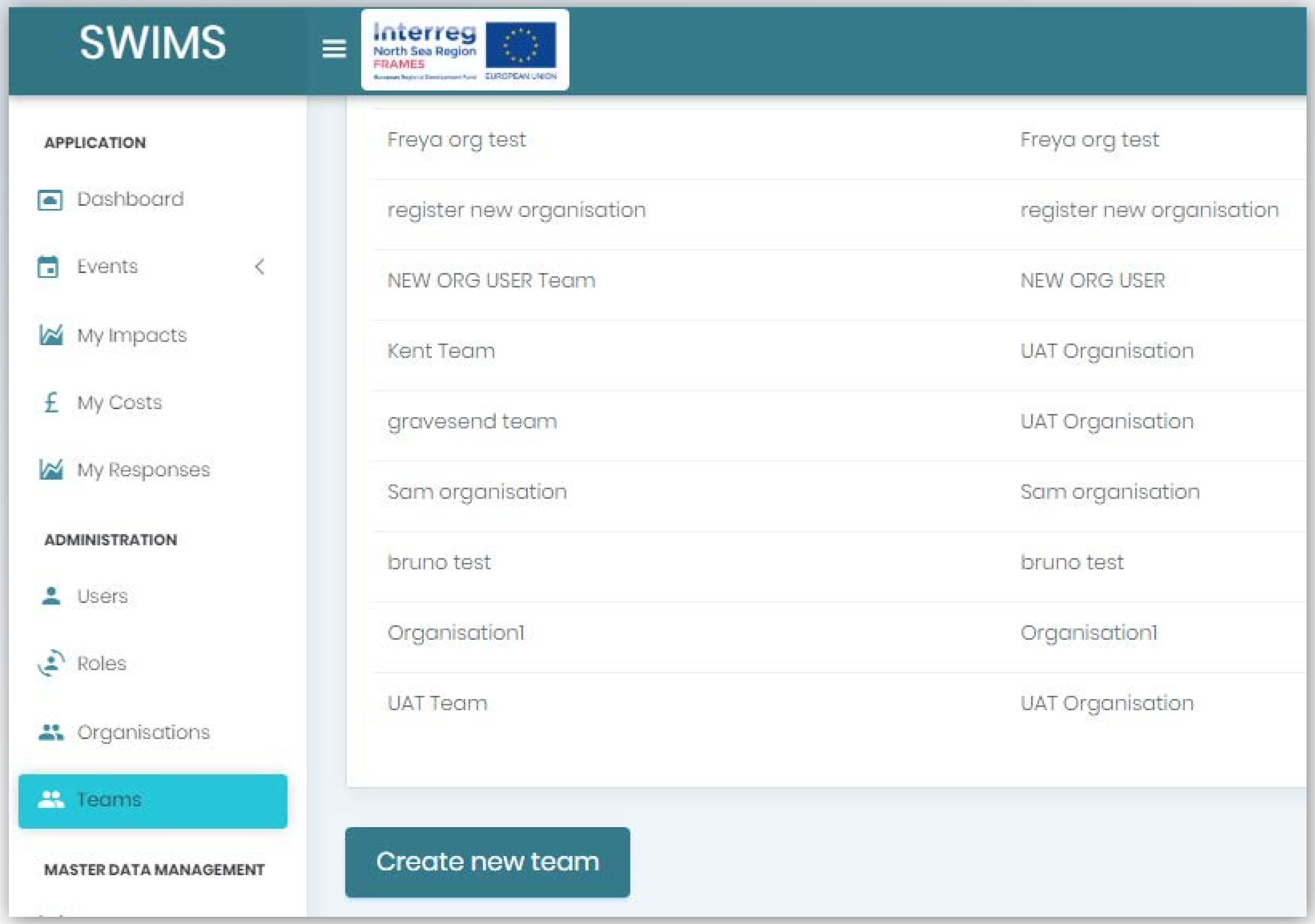
Create a New Team

1 Click on **Teams** in the menu

2 Scroll down and click on the **Create New Team** button at the bottom of the page

Top Tip

If you are creating a new team for a user requesting an account, remember to inform them that you have created their teams so they can complete registration



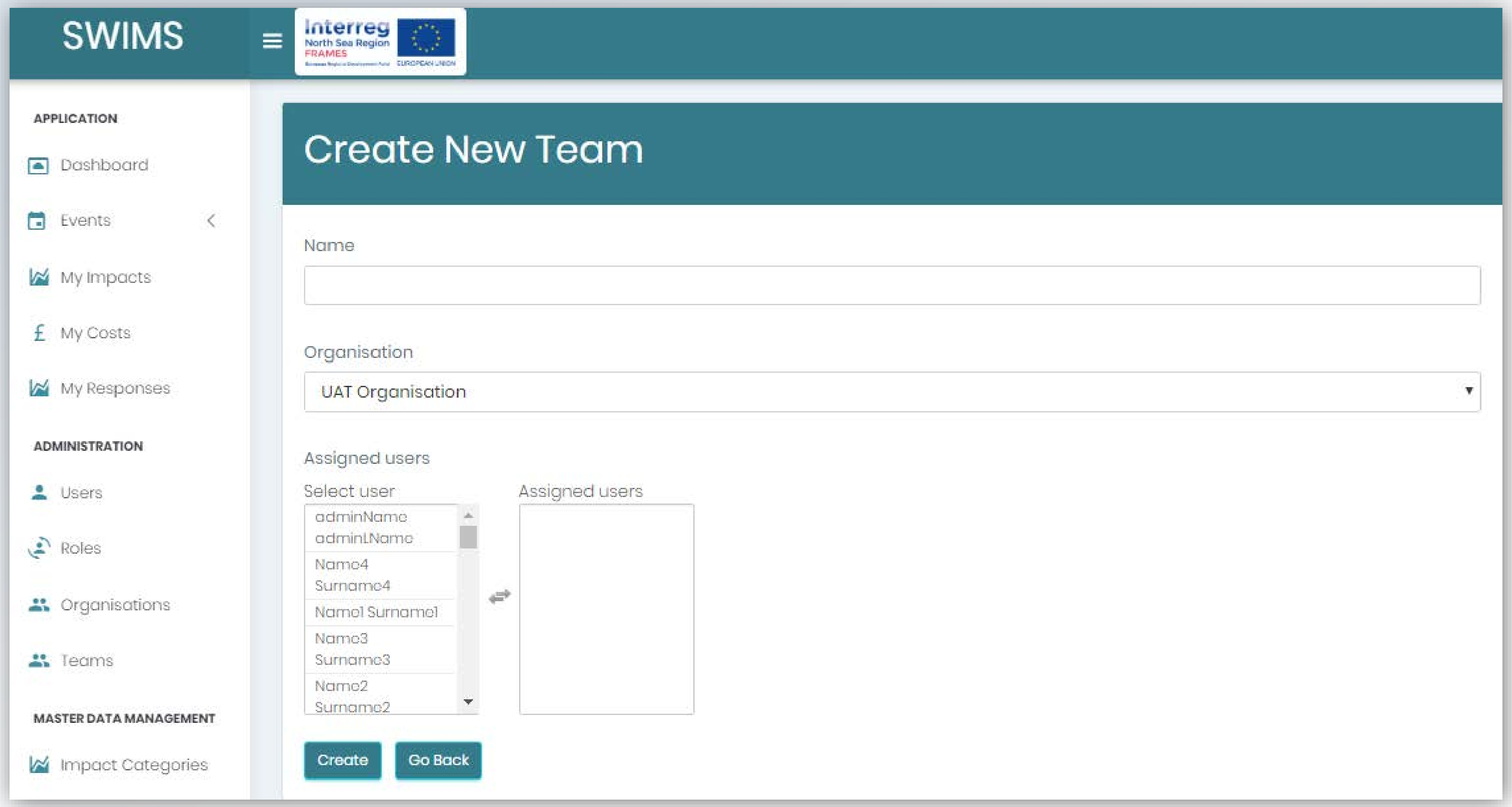
Create a New Team

3

Name the team and **assign users to the team** from current users in your Organisation using the dropdown list or leave the team without users until a new user registers to the team when requesting an account

4

Click **Create**



The **new team** will now be **saved**

Change a User's Team

Users select their team when registering but may need to change team at a later date. **You can assigns users registered to your Organisation to different teams.**

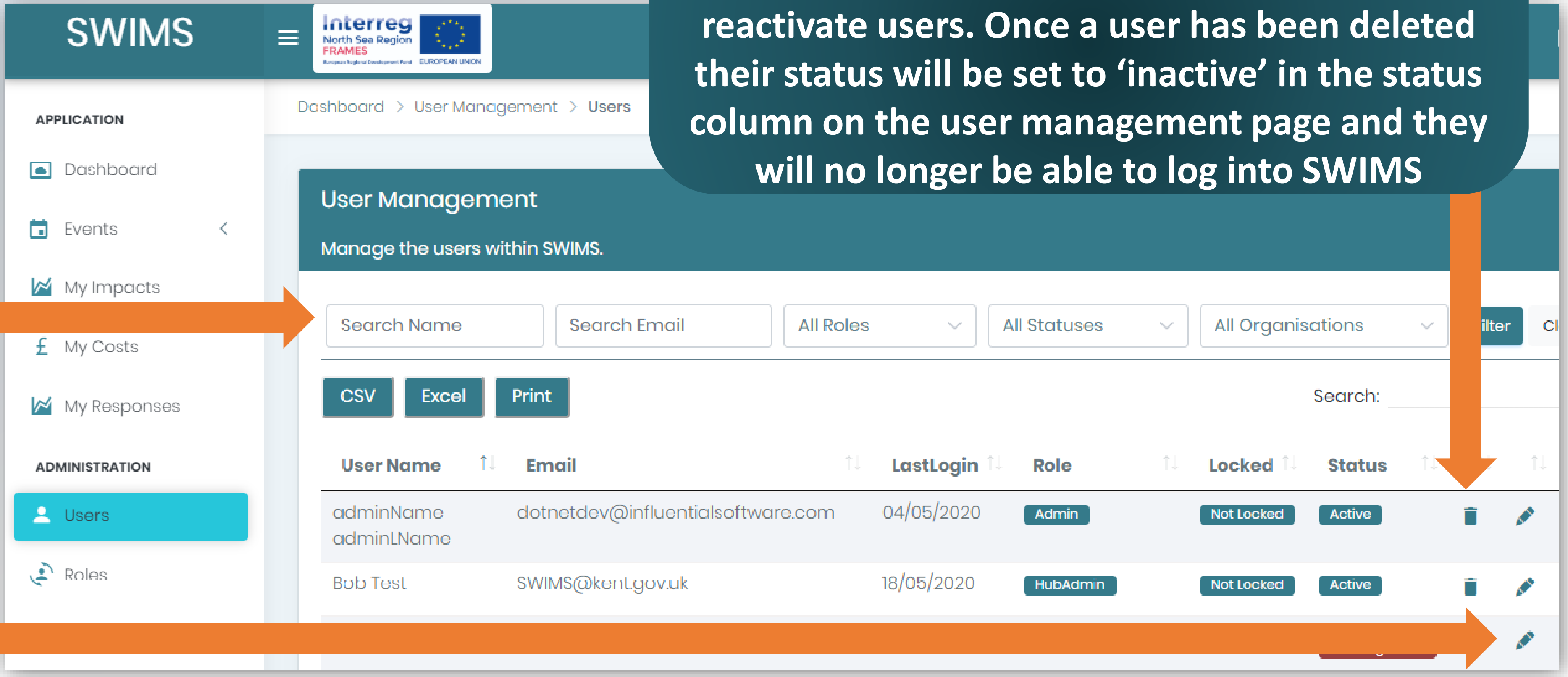
Top Tip

Use the bin and person icons to delete and reactivate users. Once a user has been deleted their status will be set to 'inactive' in the status column on the user management page and they will no longer be able to log into SWIMS

1 Click on **Users** in the menu

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

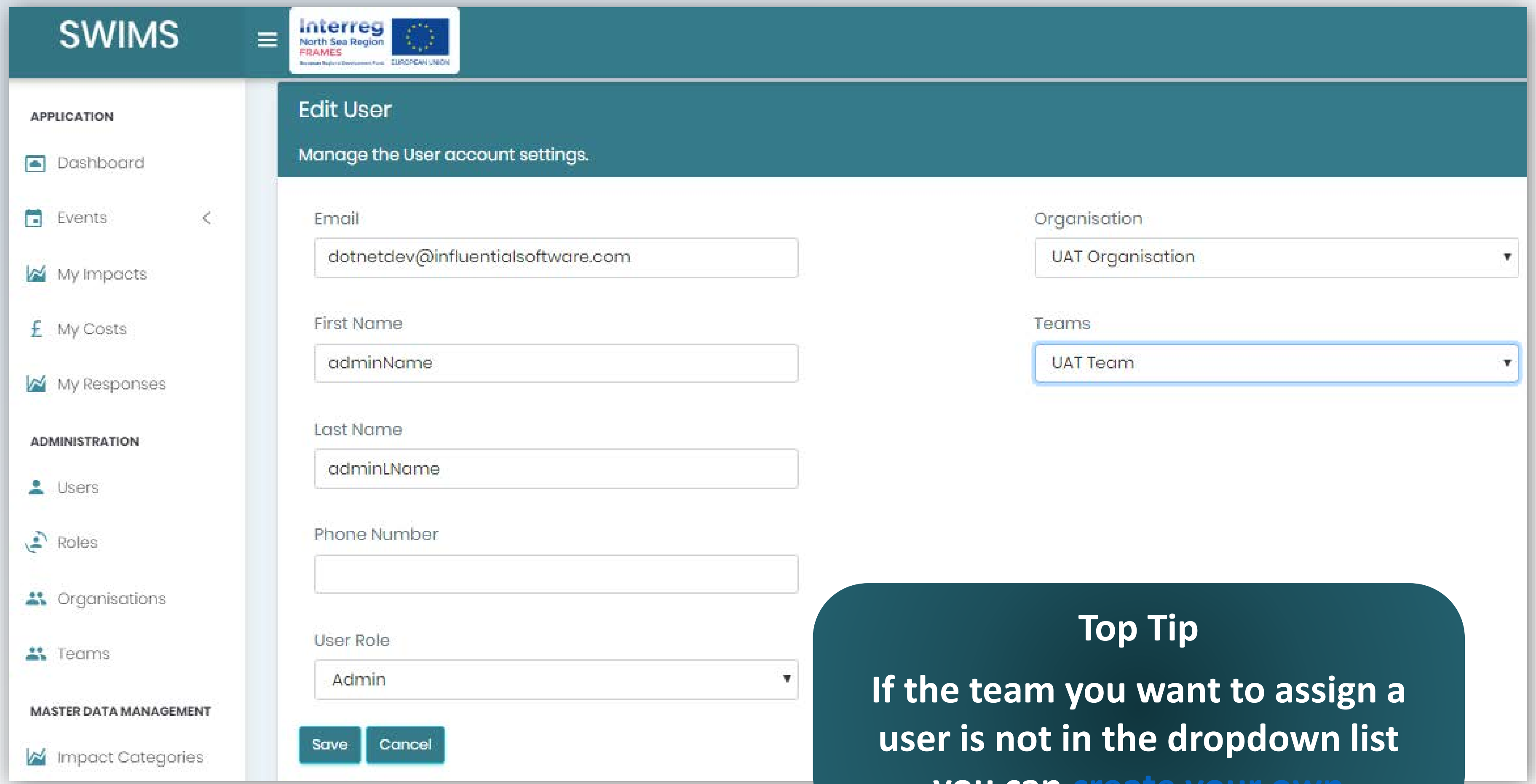
3 Click on the pencil icon for the user



Change a User's Team

4 Choose a new team for the user using the drop down list

5 Click save



Top Tip

You can also use this page to edit user details e.g. change an email address

Top Tip

If the team you want to assign a user is not in the dropdown list you can create your own

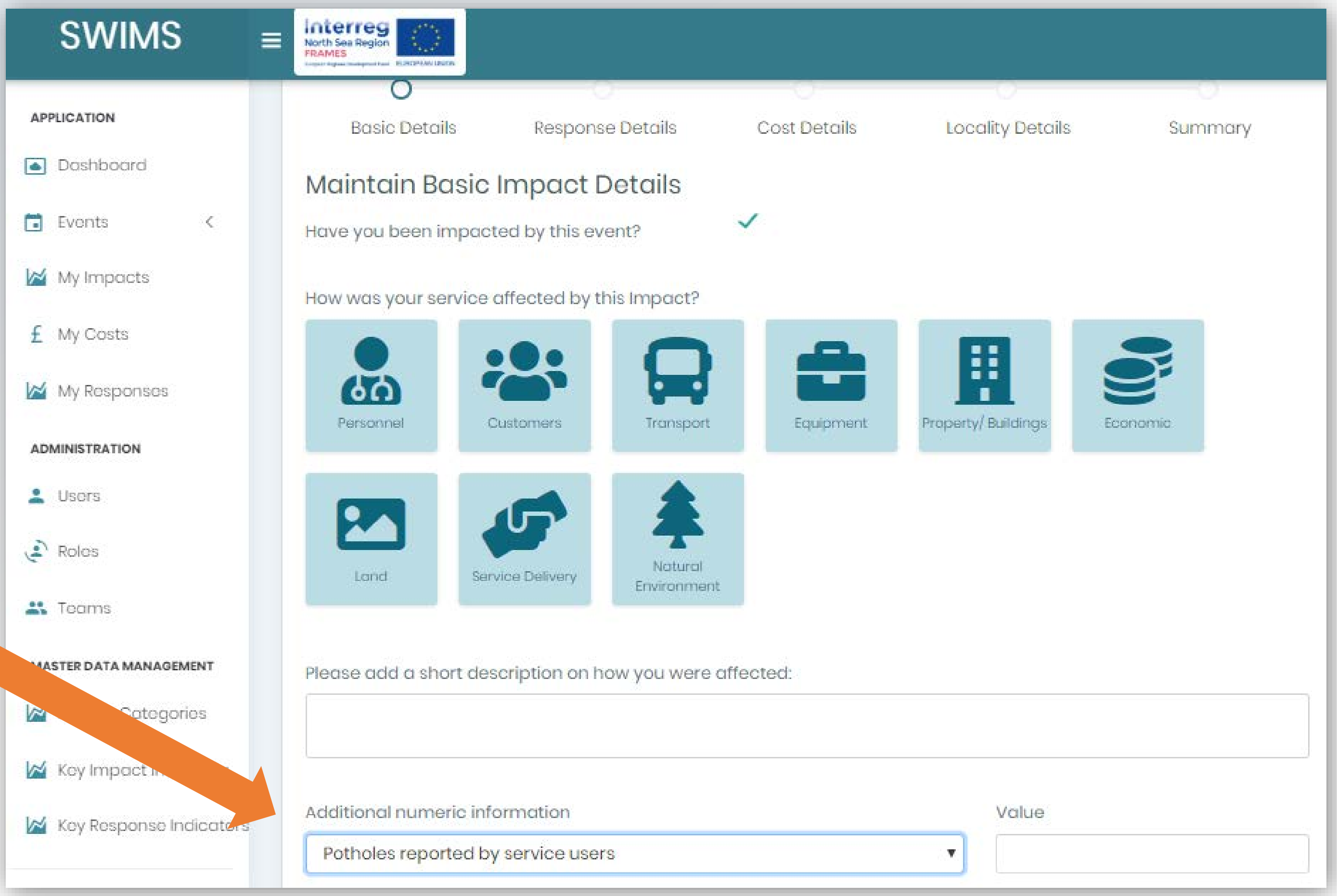
The user will now be **assigned to the new team** when they log in

Add a Key Impact Indicator (KII) for your Organisation

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 Organisation**

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

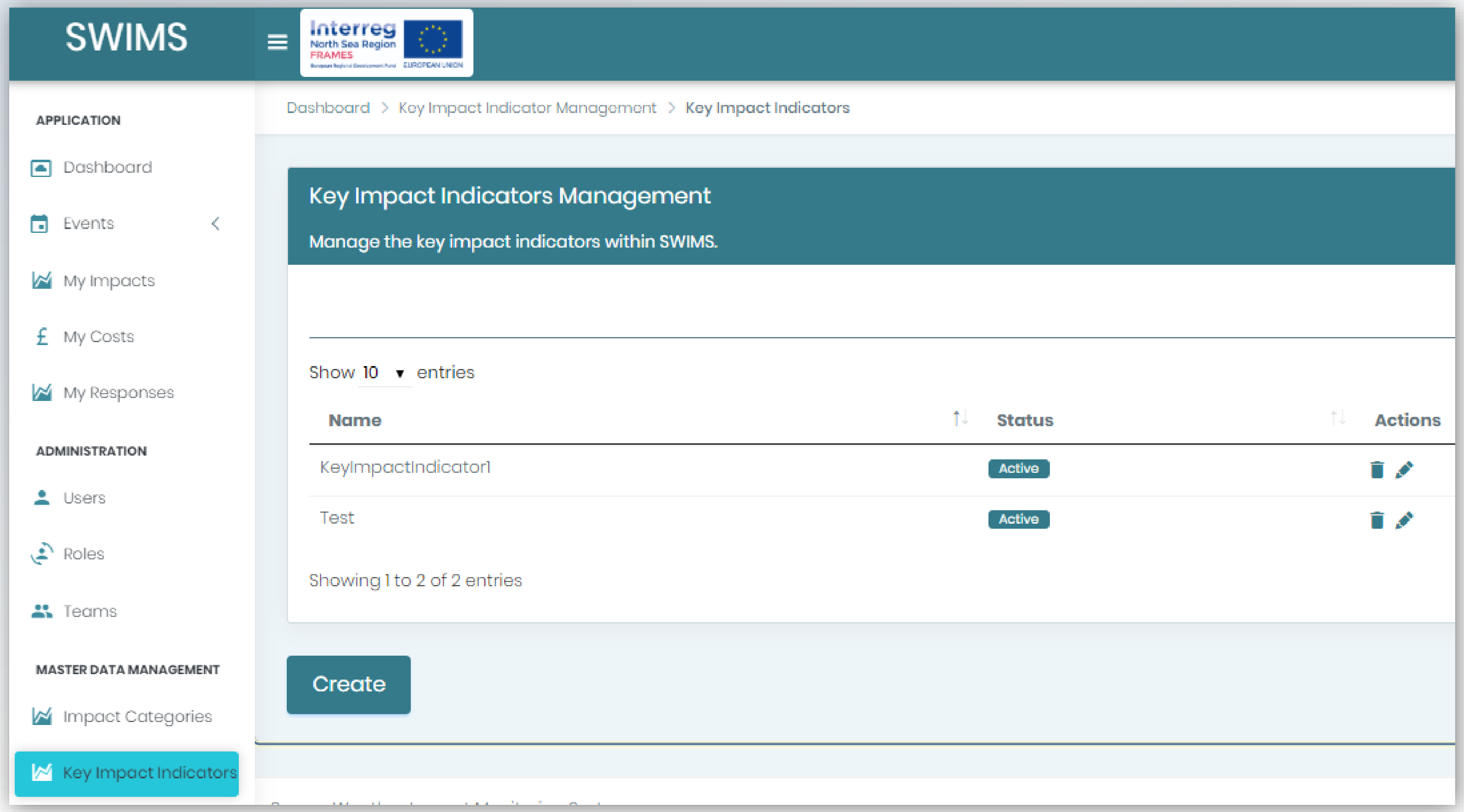


Add a Key Impact Indicator (KII) for your Organisation

Users from your Organisation 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

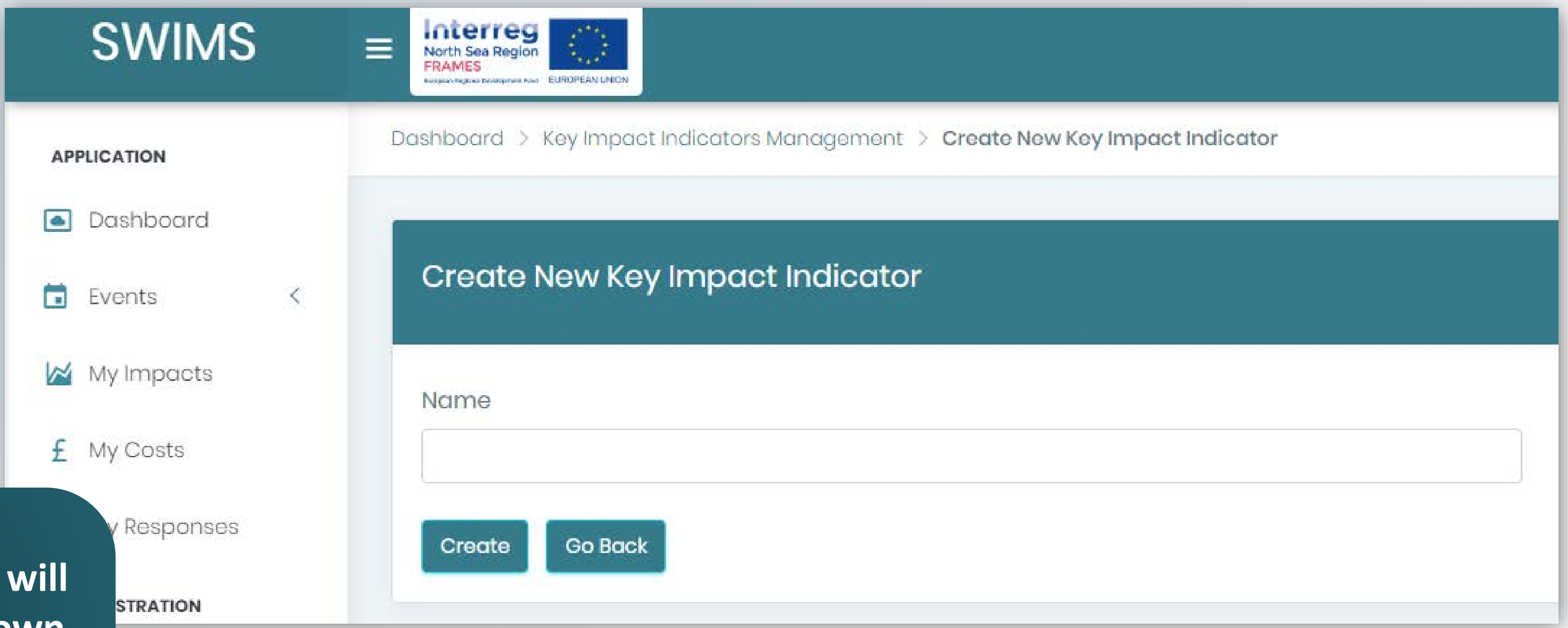


Top Tip

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 Organisation

Add a Key Impact Indicator (KII) for your Organisation

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 Organisation

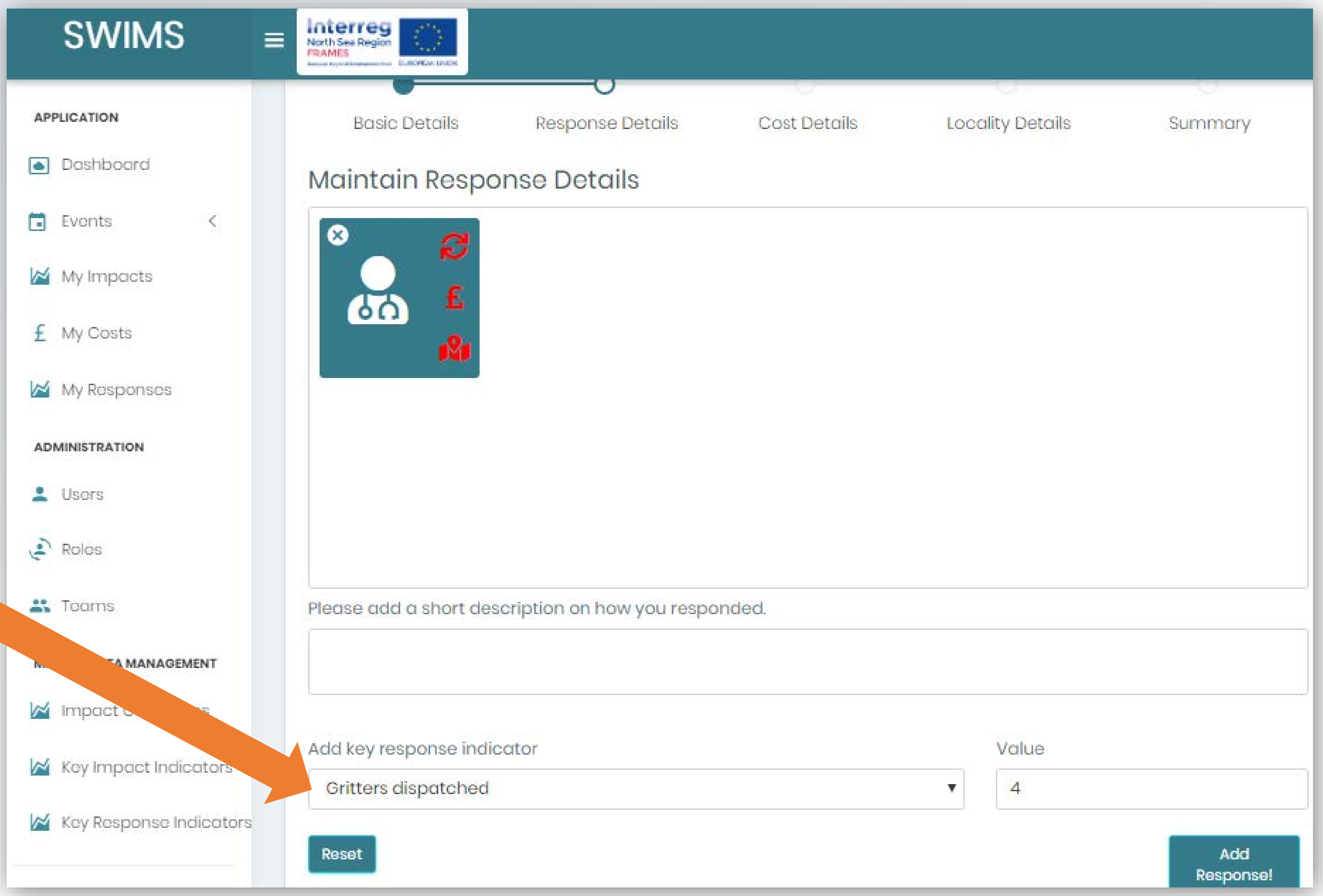
New KII will now be populated in the drop down list for **Step 1 Basic Details of Impact Wizard**

Add a Key Response Indicator (KRI) for your Organisation

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 Organisation**

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

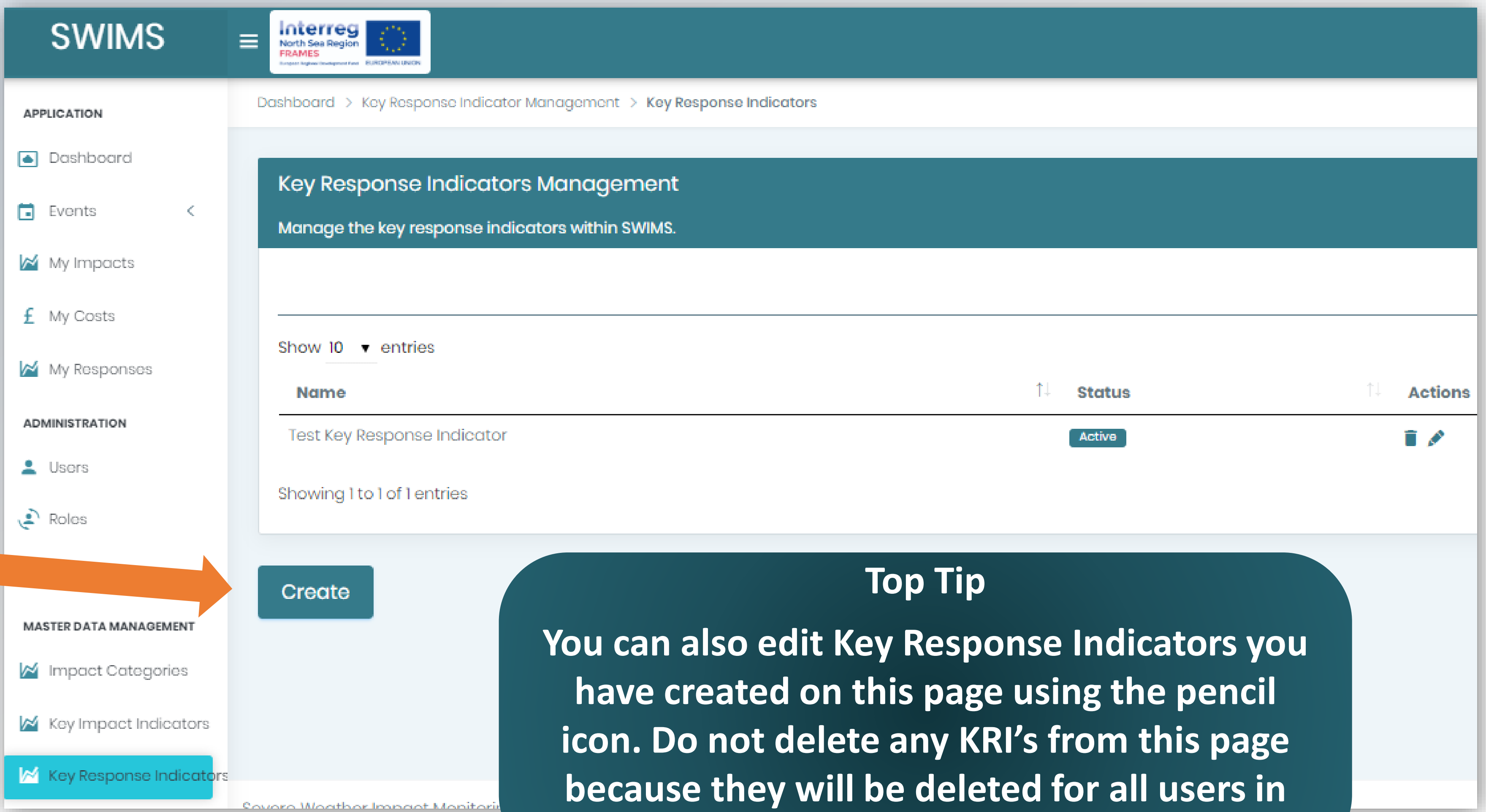


Add a Key Response Indicator (KRI) for your Organisation

Users from your organisation 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 Organisation

Add a Key Response Indicator (KRI) for your Organisation

3 Add name of new KRI

4 Click Create

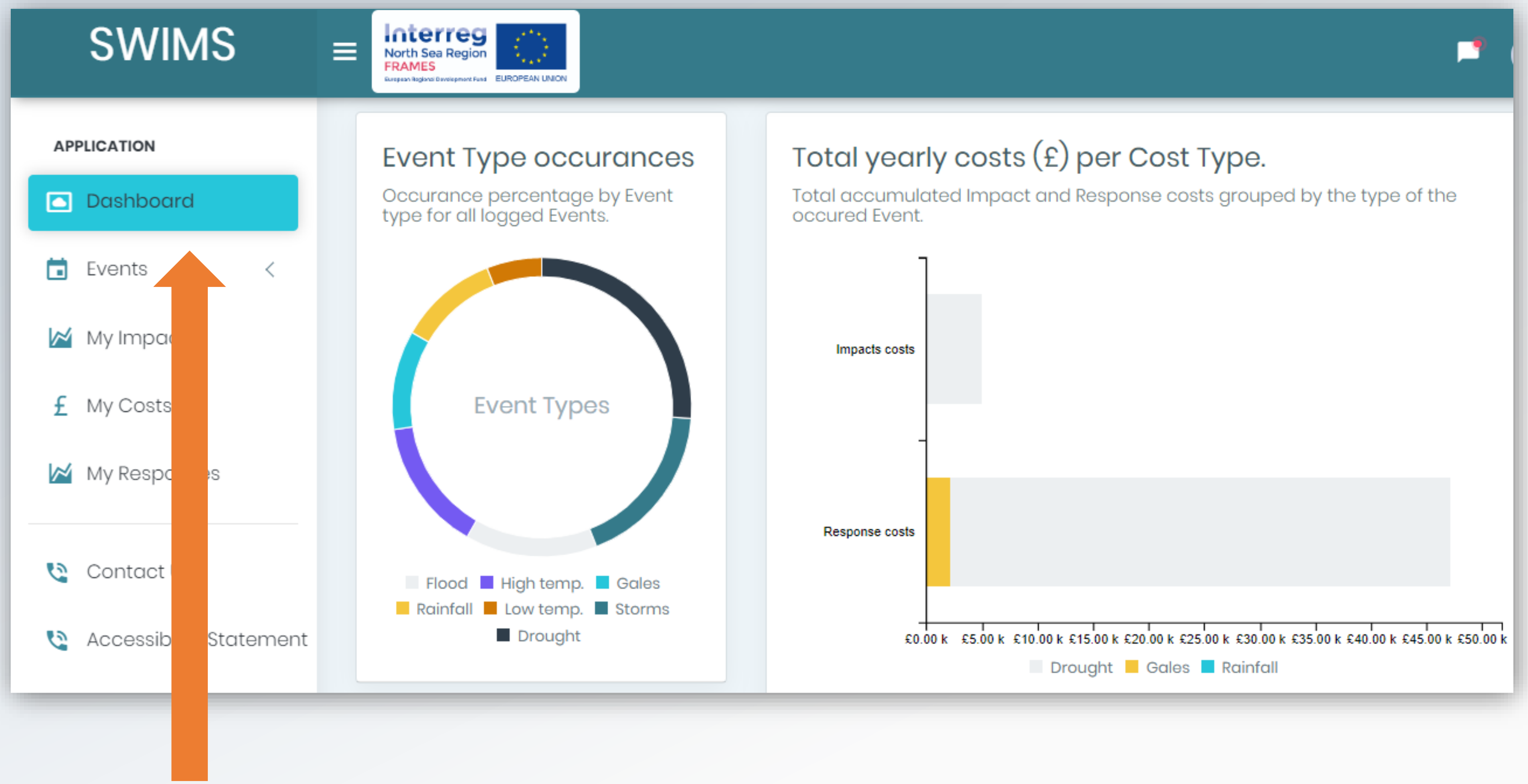
Top Tip

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 Organisation

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

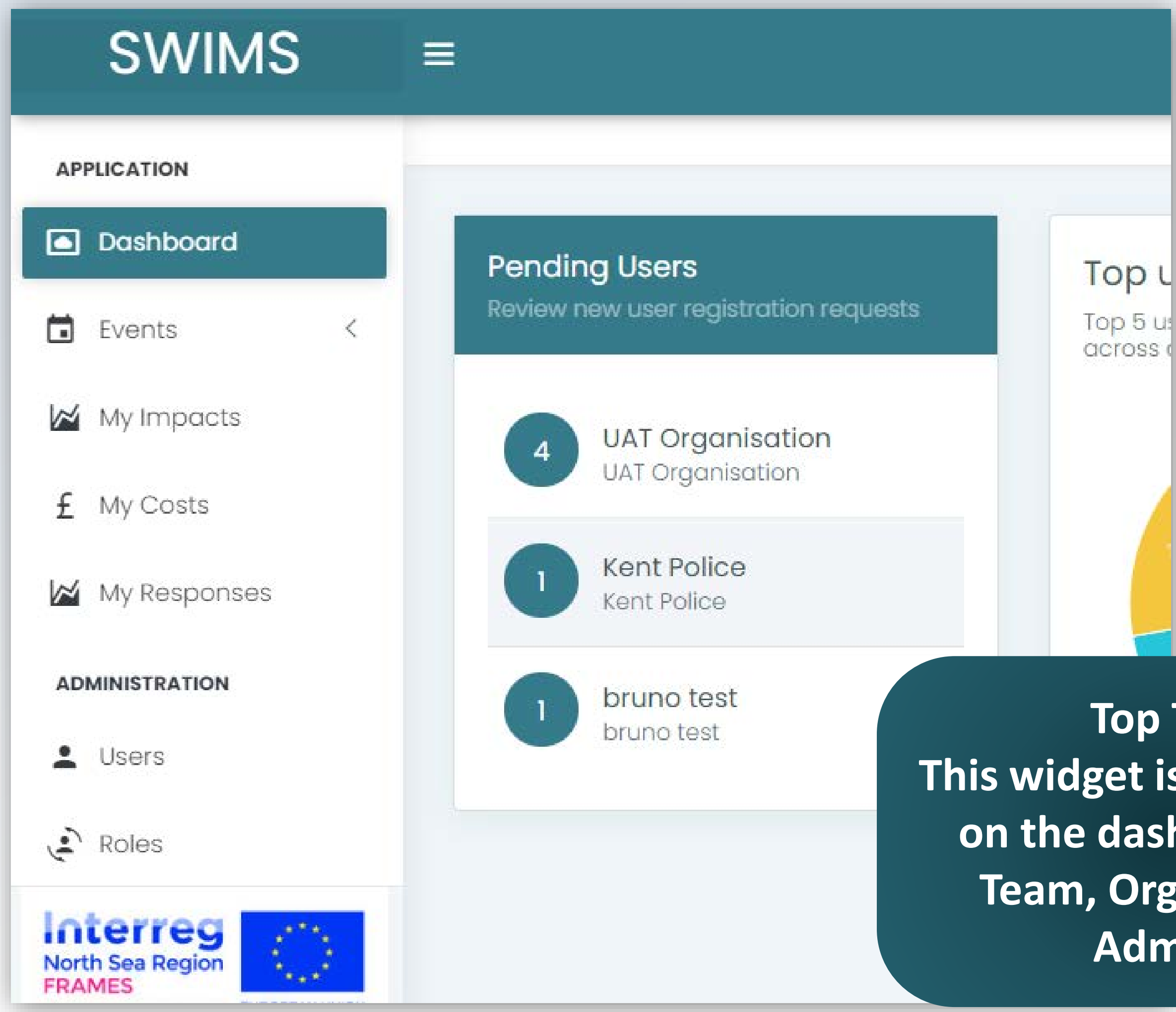
Data is displayed in different **widgets** on the dashboard which can be accessed from the menu.

As an Org 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

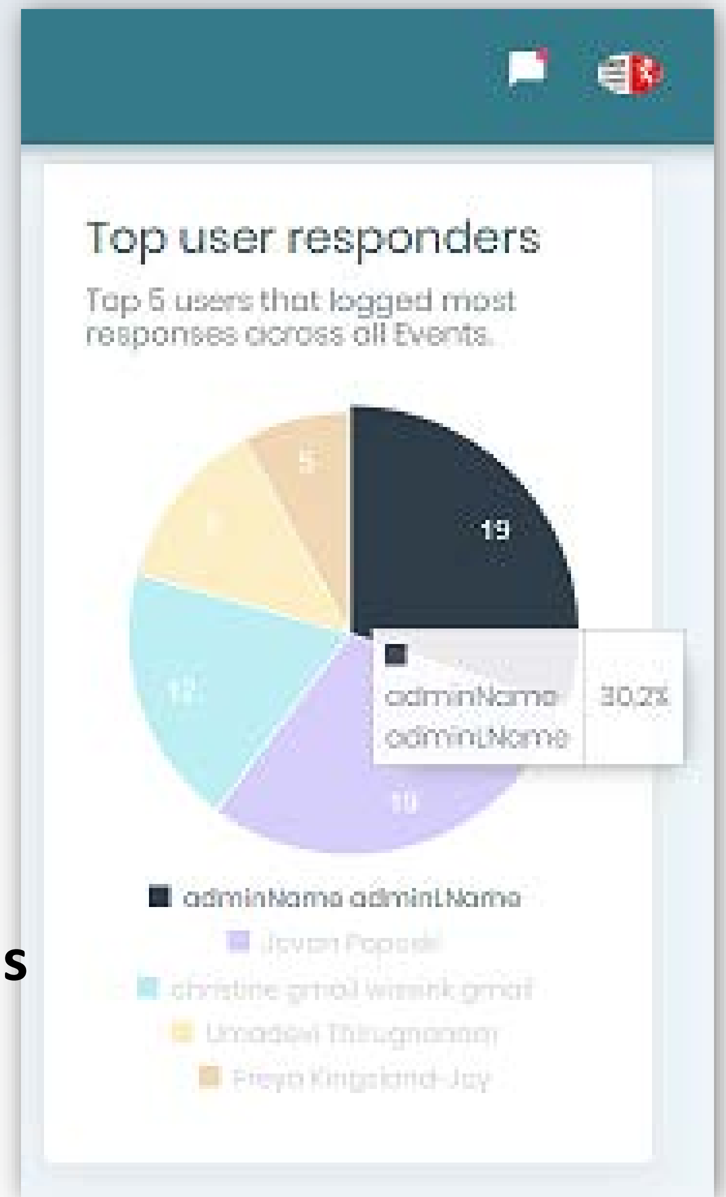
For more information on **approving registrations** please visit the [Approve New Users for your Org](#) section.

Top User Responder Widget

This widget demonstrates the **top 5 users in your Organisation** 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