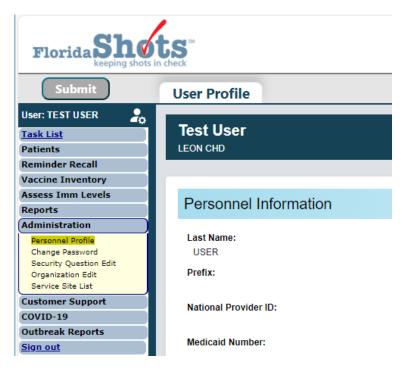
Florida SHOTS New Feature Update:

User Profile

1/12/24

The User Profile and similar updates are being introduced to help improve personnel maintenance by allowing a user to verify their information and choose their specific service site(s) within their organization. Local Organization Administrators (LOAs) will periodically review this information to keep their personnel list up-to-date, as well as help them to better identify users within their location. This particular update is for the User Profile.



The User Profile page may be accessed by any system user by clicking the "person-with-gear" icon to the right of their name at the top of the menu or by choosing the "User Profile" menu option under "Administration" in the main menu.

The User Profile is designed so users can review, and edit, their information, while also providing additional account details. If anything appears to be incorrect, users are encouraged to contact their LOA or the Florida SHOTS Helpdesk for assistance.

Users will be required to choose the site(s) where they work within their organization. These are the "Associated Service Sites," which will be used in future updates to support user access review by LOAs. Additionally, a valid email address is now required - improving communication between users, LOAs, and also Florida SHOTS.

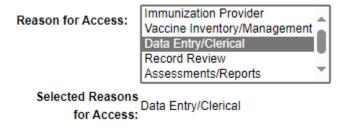
Users may select one, or more, sites by switching the toggle to the left of its name. For orgs with multiple sites, a "Find Site" box can help. Just start typing in parts of your site name, address, or VFC pin to easily narrow down the search.



Update for administrators:

Although LOAs can add and/or update email addresses for their users through Personnel List/Personnel Maintenance (now required when creating new users), they cannot do so for the new "Associated Service Sites." Each user will be adding and/or updating that selection themselves on their User Profile.

A new field (also required) shows a user's "Reason for Access." Now, when LOAs add new users and include this information with their title and selected role(s), it will provide a clear reason for that user's access to Florida SHOTS. LOAs may select more than one option.



Clicking "View User Profile" at the bottom of the page leads to additional information not shown on Personnel Maintenance.



LOAs should confirm users have selected their appropriate sites, because future updates will rely on this information to allow for periodic user access review.

<u>When in doubt – read the help text!</u> Clicking the blue diamond with the question mark on the top-right of Florida SHOTS pages is great for finding detailed information.

