NMVS Portal User Guide for Local Organisations

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Revision History

* [Complete Revision History](#) can be found within the appendix.

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Document Approval

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Portal User Guide for Local Organisations

Introduction

This User Guide provides guidance to Local Organisations (i.e. Pharmacies, Wholesalers, and Hospitals) on the usage of the National Medicines Verification System.

The examples used in the slides may present data specific to a Wholesaler account, or a Pharmacy account, but all processes and features are equally applicable to the above organisation types.

Prerequisites to the Registration Process

The following are required prior to a Local Organisation beginning the registration process.

1. The NMVO has agreed with the Local Organisation the Prime Contact and a set of Known Facts.
2. The NMVO has sent the Prime Contact of the Local Organisation a registration email.

Terminology

National Medicines Verification Organisation (NMVO)
The organisation set up by national stakeholders to manage the National System and medicine verification for that country

National Medicines Verification System (NMVS)
A system in the European Medicines Verification landscape that serves as the verification platform for one country. Local Organisations check a product's authenticity using a connection to this system

Local Organisations
The organisations required to use the NMVS to check a product's authenticity

Prime Contact
The first point of contact in the Local Organisation for the registration process

Known Facts
A pre-agreed set of challenge questions and answers used to verify identity during the registration process and known only to the NMVO and the NCA

Introduction to Users and Clients

Users

- A User of the system is a physical user, i.e. a person.
- A User interacts with the NMVS through the NMVS Administration Portal and the NMVS Emergency Verification Portal.
- A User requires an NMVS account to login to the Administration Portal and Emergency Verification Portal.
- A User account is associated to one or more User Roles that defines the permissions available to the user.
- User Roles are defined through the NMVS Administration Portal. User Roles may be provided the full permissions set, or a reduced permissions set.

Clients/Client Systems

- A Client of the NMVS is another IT system (i.e. a Wholesaler/Pharmacy/Hospital IT System).
- The Client System interacts with the NMVS through a technical interface and is issued with Client System Credentials.
- The Client System Credentials used by Client Systems always provide the Client System with a Role that has the full permissions set according to their organisation type (e.g. an organisation of type Pharmacy does not have the permission to decommission a pack as Exported, Stolen, Free Sample or Locked, while an organisation of type Wholesaler does have it).
- It is not possible to modify the permission set for a Client System through the Portal.

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Logging in as the local organisation user

User Account - Login to the Portal

National Medicines Verification System

Authorised Users Only

User Name

wholesalersuperuser@example.com

Password

••••••••

Sign In

If you have forgotten your User Name, please contact a User Administrator in your Organisation.

If you have forgotten your password, please use the following link and carefully follow the instructions: Password Reset

wholesalersuperuser@example.com
••••••••

admin@example.com — login-dev.nmvo.eu
••••••••

ncasuperuser@example.com
••••••••

nmvosuperuser@example.com
••••••••

obp@example.com — login-dev.nmvo.eu
••••••••

Use passwords saved in your Google Account

Home > Users > Forgot Password

Medicines Verification Administration Portal

Forgot Password

* Email

Send

1. Enter User Name and password in the login screen (the user name is the email address).

2. Auto-complete feature is turned on/off depending on the market. Please contact your NMVO for more details.
Note: The auto-complete feature supports strong passwords. Disabling this feature may lead to weaker passwords and a potential compromise of an account.

3. Show password button can be clicked to display password as text instead of dots.

4. Click 'Sign In'.

5. After clicking 'Sign In' the Authorisation Code challenge screen will be presented.

6. If the User has forgotten their password, or wants to reset it, then select the 'Password Reset' link.

7. User can enter the 'User Name' i.e. relevant email address and select 'Send'. An email will be sent to the specified email address to reset their password.

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User Account - Two Factor Authentication

Terminology

Two Factor Authentication

For improved security of the NMVS portal, Two Factor Authentication is employed in the login process.

Two Factor Authentication requires an Authorisation Code to be entered in addition to the user password.

The Authorisation Code is sent to the email address of the registered user.

The Two Factor Authentication step applies to all login attempts for all users.

EMVS Authorization <emvsauthorization@emvs.eu>
to new.nmvo.user+TestWholesaler@gmail.com

Dear user,

Your authorisation code is: 774106

...

Kind regards,
National Medicines Verification Organisation

National Medicines Verification System

Authorised Users Only

Please enter your Authorisation Code

An access code has been sent to your registered email address. The code must be used within the next 5 minutes.
If you haven't received an email or the code expired, click the link to receive a new code. Send new code

Code

774106

Start Again   Continue

---

1. **Enter the Authorisation Code from the email into the Code field.**

2. **Note that the Authorisation Code expires within 5 minutes of being sent to the registered user's email address.**

3. **Click 'Continue' to progress to the Portal.**

4. **To return to the Login screen, click 'Start Again'.**

User Account - Home Screen

Upon successful login to the portal, the *Home* screen is presented.

The *Users* page provides access to the User Management features.

The *Locations* page provides access to *Location Management* features.

The *Reports* page provides access to *Report Request & Management* features.

The *Organisation Settings* page allows the user to manage the authorisation roles of the organisation.

The *Client Roles* page provides access to *Location Management* features.

IT Supplier Qualification page to manage Test Books (subject to permissions)

The *Change Password* page allows the password to be changed.

The *Help and Advice* page points to the local NMVO website.

Clicking 'Logout' will logout the current user.

The current page is displayed here.

This button presents the *Change Password* page

This button links to the local NMVO website

NOTE: The Users, Locations and Organisation Settings entries of the menu will be available to the user only if their role has the permission to manage users, locations or authorisation roles.

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Home

Medicines Verification Administration Portal

Home

Users

Locations

Reports

Organisation Settings

Client Roles

IT Supplier Qualification

Change Password

Help and Advice

Logout

CHANGE YOUR PASSWORD

It's recommended that you change your password on a regular basis to ensure that your account remains secure.

New passwords must be 8 characters long with at least 1 character from the following types:

- Upper case characters
- Lower case characters
- Numbers
- Special Characters !$%&=+@#.-_

Change Password

HELP AND ADVICE

This section of the site contains useful information about how to use the system.

- User Management
- Endpoint Administration
- Reports

There are also details in this section about how can contact the Solidsoft Reply NMVO service Desk

Help

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Logout Screen

This is the logout screen. It will be presented to the user on logging out of the system.

Note the language dropdown (defaulted to "English"). This dropdown is also present on the login screen and allows the user to specify in which language they prefer to use the system.

To return to the login screen, click the link indicated - "Medicines Verification Portal".
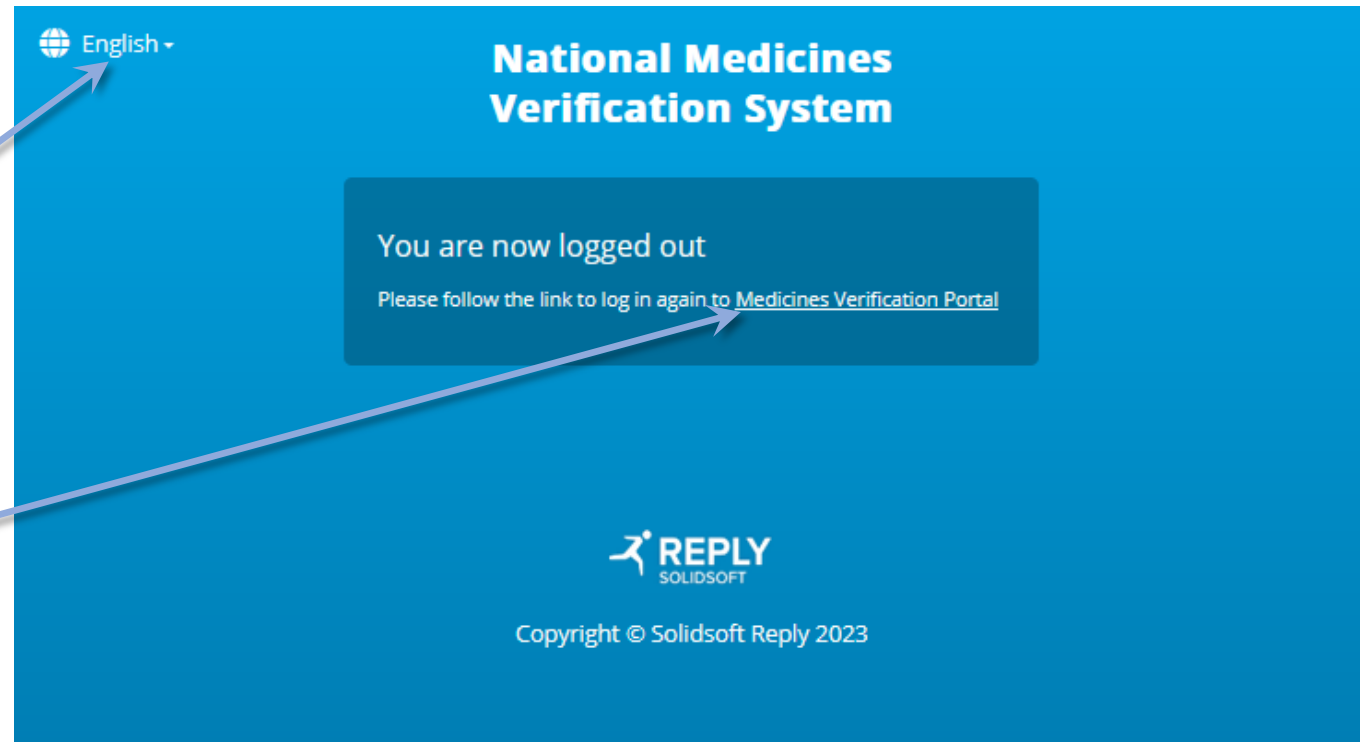
Timeout Session Screen

This is the screen that is presented when there has been no activity, by the currently logged in user, for a defined (configurable) period of time, usually 30 minutes.

By clicking on the link indicated and re-logging in, the user will be returned to the page and part of the system that they were on when the session expired.
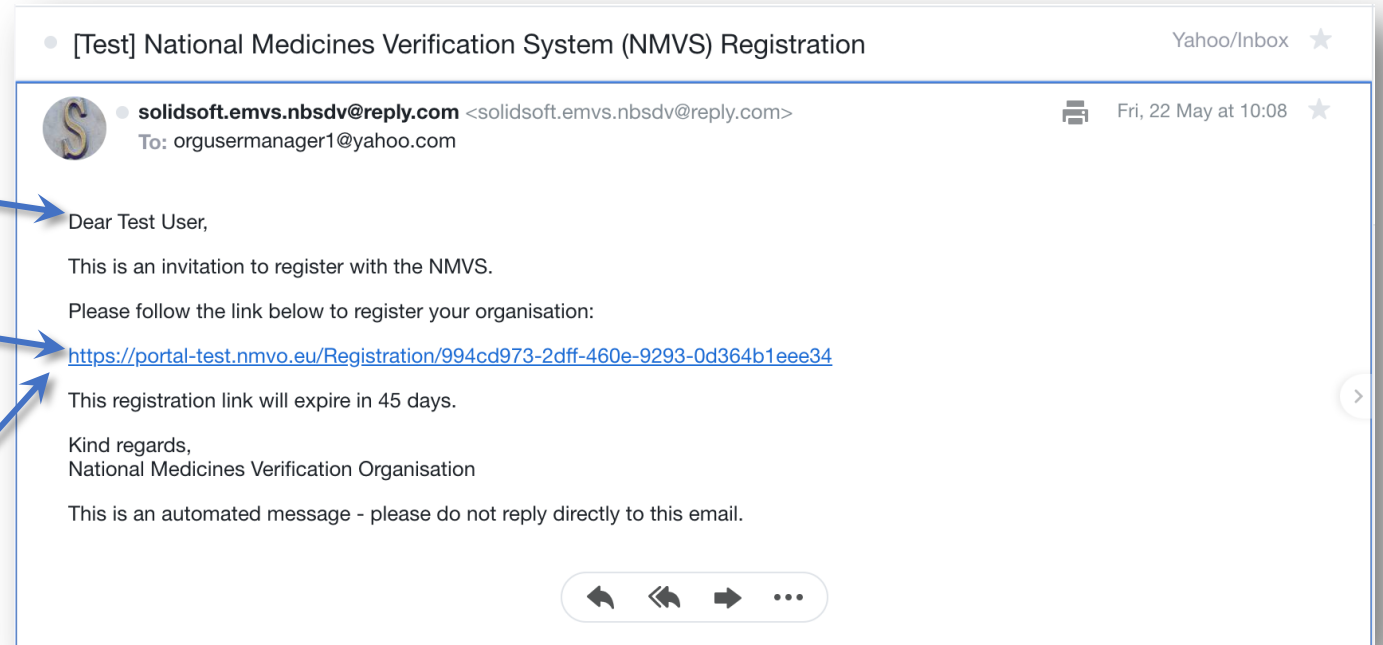
National Medicines Verification System

Login session expired

Your login session has expired.

Please click here to refresh the page and login.

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Locked Out Screen

This is the screen that is presented after too many failed login attempts - the Locked Out screen. An Admin user is required to unlock the user.
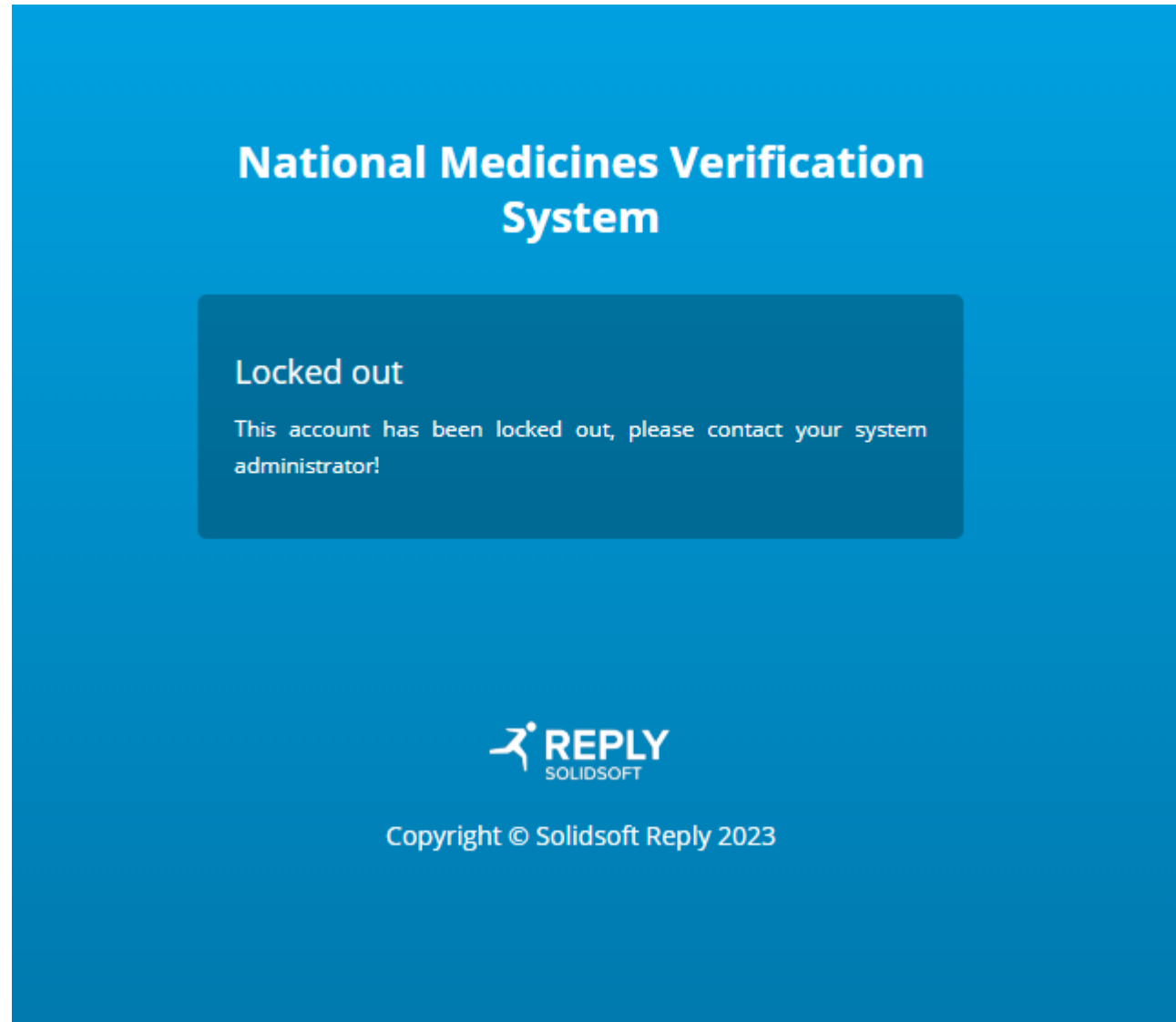
Local Organisation Registration

Local Organisation Registration - Email Invitation

1. **The NMVO initiates the Local Organisation registration process through its NMVO Portal.**

2. **As part of that process, the NMVO will send the Prime Contact of the Local Organisation a registration email inviting them to register.**

3. **Upon receipt of the registration email, click the link in the registration email (or copy and paste the URL into the browser address bar).**

4. **Note: Please check your spam/junk email folder if you are expecting the mail but it does not appear in your inbox.**

5. **Note: The URL in the email will be unique to the associated registration. The validity period is stated in the email. If registration is not completed within the time frame, contact the local NMVO.**

[Test] National Medicines Verification System (NMVS) Registration   Yahoo/Inbox ⭐

solidsoft.emvs.nbsdv@reply.com <solidsoft.emvs.nbsdv@reply.com>   🖶 Fri, 22 May at 10:08 ⭐
To: orgusermanager1@yahoo.com

Dear Test User,

This is an invitation to register with the NMVS.

Please follow the link below to register your organisation:

https://portal-test.nmvo.eu/Registration/994cd973-2dff-460e-9293-0d364b1eee34

This registration link will expire in 45 days.

Kind regards,
National Medicines Verification Organisation

This is an automated message - please do not reply directly to this email.

↩   ↩   ➡   ⋯

Local Organisation Registration - Known Facts Challenge Screen

1. Once the registration link has been opened in a web browser, the Known Facts challenge screen is presented (example screen shown to the right).

2. During the NMVO/Local Organisation engagement process, the Local Organisation will have agreed (or been provided) a set of questions and answers up to a maximum of 5 (the 'Known Facts').

3. The Prime Contact is required to input the agreed answers to all challenge questions in the text boxes:
   1. Example Challenge Question 1 (Registration Num)
   2. Example Answer 1 (12345678)
   3. Example Challenge Question 2 (License Num)
   4. Example Answer 2 (87654321)

4. When all answers have been supplied, click 'Next' to setup the initial Super User account.
5. The User name and Email are auto populated.
6. Enter the new password and confirm the new password.
7. Click complete to finish the registration process.

8. Once completed, a message detailing that the registration was successful will appear.

National Medicines Verification System

Hello, Sample Org

Please answer the known facts of your organisation.

All known facts are case sensitive, please ensure they are correct.

* **Registration Num**

12345678

* **License Num**

87654321

Next

Terminology

Super User
A user in the super user role, that grants them the full set of permissions for their type of organisation.
The first user created during the registration process will be a super user.

It should be noted that the Super User role is immutable, i.e. it cannot change and will persist. It is recommended to use an email account specifically set up with this in mind.

National Medicines Verification System

Register Organisation - Step 2

User Name	Test User
Email	orgusermanager1@yahoo.com
* New Password	··········
* Confirm Password	··········

Note that your password must be at least 8 characters with at least 1 character from the following types:

- Uppercase characters
- Lowercase characters
- Digits and Non alphanumeric characters (!$%&=+@#.-_)

Complete

National Medicines Verification System

Your registration was successful.

Your registration is confirmed. Follow the link and use your details to sign into the NMVO Dev Name Administration Portal.

Login to Medicines Verification Portal

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User Management

User Management - Main (1)

Click 'Create' to begin the process of creating a new user

Export user data, only for the organisation that the logged in user is part of. Two formats, Excel or CSV

'Creation Date' indicates the date of when the user was created by the organisation's user administrator.

Columns can be shown / hidden by (de)selecting the checkboxes

The User Management functions are found on the 'Users' page.

The columns are sortable. Click a column heading to sort by that field or to toggle the sorting direction.

Row records can be filtered

Note: The user accounts listed in the following slides are generic user accounts and do not map to the accounts made in the previous slides.

The 'User Name' field displays each user's email address/user name. The prime contact user will have their name displayed in parenthesis.

"Page next", "page previous" and Up/Down page controls can be used to scroll through list of users (depending on number of records)

The Prime Contact indicates the Super user who can be contacted by NMVO.

'Super Admin' indicates that user has the Super User role.

Actions are described in a later slide

The account status can be one of the following four values:
- **Active**
- **Suspended**
- **Locked** (too many incorrect login attempts)
- **Onboarding** (email sent and still active - not yet completed registration steps)

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Home > Users

Medicines Verification Administration Portal

Users

Create | Export CSV | Export Excel

⚙ All ▾

User Name	Prime Cont...	Super User	Account Sta...	Location Id	Location Name	Roles	Creation Da...	Created By	Created By ...	Actions
All ▾	All ▾	All ▾							All ▾	
nmvs.ssr+LockedOut2@gmail.com	✕	✕	Locked			Pharmacist User	03/08/2023	pharmacysuperuser@exa...	Organisation	
nmvs.ssr+Onboarding@gmail.com	✕	✓	Onboarding	8c950dc4-4cbb-482c-8877-e8!	Test Location 1	Pharmacy Super User	03/08/2023	pharmacysuperuser@exa...	Organisation	
nmvs.ssr+Suspended2@gmail.com	✕	✕	Suspended	8c950dc4-4cbb-482c-8877-e8!	Test Location 1	Pharmacy Administrator Pharmacist User	03/08/2023	pharmacysuperuser@exa...	Organisation	
pharmacist@example.com	✕	✕	Active			Pharmacist User	03/08/2023	test data script	Organisation	
pharmacyadmin@example.com	✕	✓	Active			Pharmacy Super User	03/08/2023	test data script	Organisation	
pharmacysuperuser@example.co...	✓	✓	Active			Pharmacy Super User	03/08/2023	NMVO User	NMVO	

Previous page | Page 1 of 1 | 10 rows | Next page

Sidebar: Home, Users, Locations, Reports, Organisation Settings, Client Roles, IT Supplier Qualification, Change Password, Help and Advice, Logout

Unselect All
- ☑ User Name
- ☑ Prime Contact
- ☑ Super User
- ☑ Account Status
- ☑ Location Id
- ☑ Location Name
- ☑ Roles
- ☑ Creation Date
- ☑ Created By
- ☑ Created By Organisation
- ☑ Actions

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User Management - Main (2)

Users

Create **Export CSV** **Export Excel** ⚙ All ▾

User Name	Prime Cont...	Super User	Account Sta...	Location Id	Location Name	Roles	Creation Da...	Created By	Created By ...	Actions
	All ▾	All ▾	All ▾						All ▾	
nmvs.ssr+LockedOut2@gmail.com	✗	✗	Locked			Pharmacist User	03/08/2023	pharmacysuperuser@exa...	Organisation	✏ 🗑 🔓 🚫 🔑
nmvs.ssr+Onboarding@gmail.com	✗	✓	Onboarding	8c950dc4-4cbb-482c-8877-e8f	Test Location 1	Pharmacy Super User	03/08/2023	pharmacysuperuser@exa...	Organisation	✏ ✈ 🗑 🔑
nmvs.ssr+Suspended2@gmail.com	✗	✗	Suspended	8c950dc4-4cbb-482c-8877-e8f	Test Location 1	Pharmacy Administrator Pharmacist User	03/08/2023	pharmacysuperuser@exa...	Organisation	✏ 🗑 ↺ 🔑
pharmacist@example.com	✗	✗	Active			Pharmacist User	03/08/2023	test data script	Organisation	✏ 🗑 🚫 🔑
pharmacyadmin@example.com	✗	✓	Active			Pharmacy Super User	03/08/2023	test data script	Organisation	✏ 👤 🗑 🚫 🔑
pharmacysuperuser@example.co...	✓	✓	Active			Pharmacy Super User	03/08/2023	NMVO User	NMVO	✏

Edit a user

Change the user's role(s) or their default location.
If the user is the prime contact, first and last name can be amended.

Delete a user

Permanent deletion of a user. The account is not recoverable.

Unlock a user

The answer for when a user has locked their account after too many failed login attempts (after 5 attempts).

Suspend a user

Suspension disables a user from being able to login to the Administration Portal or the Emergency Verification Application.

Reinstate a user

Reinstates a user following a suspension, enabling them to login to the Portals again.

Reassign Prime contact

Reassigns an organization prime contact from one super user to another super user.

Resend Invitation Email

Resends the invitation email to the user for activating their account.

Force Password Reset

To force the affected user to choose a new password on the next login.

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User Management - Create User (1)

1. Enter the email address of the new user.

2. User can optionally specify the location that will be automatically assigned to the new user when accessing the EVA portal.

3. The User Role must first be defined (through the *Organisation Settings* page) for the new user account being created.

   The possible User Roles are listed in the 'User Roles' box.

   Select the user's role(s). It is possible to assign multiple roles to a single user.

4. In this example a new user is created with both the 'Pharmacist User' and 'Pharmacy Administrator' user roles.

5. Click the 'Create' button.

6. An invitation email is sent to the new user to begin the registration process.

Create User

* Email
wholesaler@gsk.com

User Location
All Locations

* Roles
Pharmacist User ✕   Pharmacy Administrator ✕

Pharmacist User: Allows the user to perform transactions using the Emergency Verification Portal

Pharmacy Administrator: Allows the user to manage users, locations, and clients for the organisation

[Create]   [Close]

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User Management - Create User (2)

Users

Create	Export CSV	Export Excel								⚙ All ▾

User Name	Prime Contact	Super User	Account Status	Location Id	Location Name	Roles	Creation Da...	Created By	Created By Org...	Actions
	All ▾	All ▾	All ▾						All ▾	
nmvs.ssr+Locked@gmail.com	✗	✗	Locked			Pharmacist User	01/08/2023	pharmacysuperuser@...	Organisation	✏ 🗑 🔓 🚫 🔑
nmvs.ssr+OnboardingUser@g...	✗	✗	Onboarding			Pharmacist User	01/08/2023	pharmacysuperuser@...	Organisation	✏ ✈ 🗑 🔑
nmvs.ssr+Suspended@gmail....	✗	✗	Suspended			Pharmacist User	01/08/2023	pharmacysuperuser@...	Organisation	✏ 🗑 ↺ 🔑
pharmacist@example.com	✗	✗	Active			Pharmacist User	31/07/2023	test data script	Organisation	✏ 🗑 🚫 🔑
pharmacyadmin@example.com	✗	✗	Active			Pharmacy Administrator	31/07/2023	test data script	Organisation	✏ 🗑 🚫 🔑
pharmacysuperuser@exampl...	✓	✓	Active			Pharmacy Super User	31/07/2023	NMVO User	NMVO	✏

When a user is successfully created a new entry is listed in the 'Users' table.

Initially the user will be in the 'Onboarding' state, as shown in the 'Account Status' field.

This will change to 'Active' when the user has completed the registration process.

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User Management - Edit User

1. **To edit a user select the pencil icon in the row of the table for the user you wish to edit.**

Home > Users > Edit
Medicines Verification Administration Portal

Update User

User Name	wholesaleruser@example.com

2. **The User Name cannot be changed.**

Default Location	

3. **The default location can be changed.**

Roles	Wholesaler Super User
	Stock Checker
	Wholesaler Administrator

4. **User Roles may be selected or deselected. When selected a description of the role is displayed below (if a description has been created).**

- **Stock Checker:** Allows the user to perform transactions using the Emergency Verification Portal

[Update] [Cancel]

Home > Users > Edit
Medicines Verification Administration Portal

Update User

User Name	wholesalersuperuser@example.com
* First Name	John
* Last Name	Smith
Default Location	
Roles	Wholesaler Super User
	Stock Checker
	Wholesaler Administrator

- **Wholesaler Super User:** Grants the user the full set of permissions

[Update] [Cancel]

NOTE: When updating a prime contact user the First and Last Name are also displayed. The name will also be visible to the NMVO to assist in contact.

5. **Click 'Update' to finalise the changes.**

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User Management - Delete User

1. **To permanently delete a User, select the bin icon in the row of the table for the user you wish to delete.**

2. **Note: The account is not recoverable.**

Home > Users > Delete

Medicines Verification Administration Portal

Delete User

Please confirm to delete user: orgusermanager@gmail.com

[Delete] [Cancel]

3. **Check the User Name is correct for the account you want to delete.**

4. **Click 'Delete' to delete the user.**

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User Management - Unlock User

1. **To unlock a user (following account suspension due to too many failed login attempts), select the open padlock icon in the row of the table for the user you wish to unlock.**

Home > Users > Unlock User

Medicines Verification Administration Portal

Unlock User

Please confirm to unlock user: orgusermanager@gmail.com

[Unlock]   [Cancel]

2. **Check the User Name is correct for the account you want to unlock.**

3. **Click 'Unlock' to unlock the user**

User Management - Suspend User

1. To suspend a user and disable their account from accessing the Administration Portal or the Emergency Verification Application, select the stop icon in the row of the table for the user you wish to suspend.

Home > Users > Suspension

Medicines Verification Administration Portal

Suspend User

Please confirm you want to suspend this user: orgusermanager@gmail.com

Suspend   Cancel

2. Check the User Name is correct for the account you want to suspend

3. Click 'Suspend' to suspend the user

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User Management - Reinstate User

1. **To reinstate a user (following account suspension), select the tick icon in the row of the table for the user you wish to reinstate.**

Home > Users > Suspension

Medicines Verification Administration Portal

Reinstate User

Please confirm you want to reinstate this user: orgusermanager@gmail.com

[Reinstate]   (Cancel)

2. **Check the User Name is correct for the account you want to reinstate**

3. **Click 'Reinstate' to reinstate the user**

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User Management - Reassign Prime Contact

The Super user can reassign an organization prime contact from one Super User to another Super User.

The 'Prime Contact' icon will be shown in action list for the other super user who can be made as 'Prime Contact' for the Organisation.

On selection of the given 'Prime Contact' icon, it will present a popup where the user can enter the relevant 'First Name' and 'Last Name' for the new Prime Contact.

Users

Create | Export CSV | Export Excel

User Name	Prime Cont...	Super User	Account Sta...	Location Id	Location ...	User Roles	Creation Date	Created By	Created By Org...	Actions
	All ▾	All ▾	All ▾						All ▾	
nmvs.ssr+locked@gmail.com	✗	✗	Locked	7881ab4f-08d	ABC Wholes	Stock Checker	06/03/2024	nmvs.ssr...	Organisation	✏️ 🗑️ 🔓 🚫 🔑
nmvs.ssr+onboarding@gmail.com	✗	✗	Onboarding			Wholesaler Administ	06/03/2024	nmvs.ssr...	Organisation	✏️ 🗑️ 🔑
nmvs.ssr+suspended@gmail.com	✗	✓	Suspended			Wholesaler Super Us	06/03/2024	nmvs.ssr...	Organisation	✏️ 👤 🗑️ ↺ 🔑
nmvs.ssr+wholesaler@gmail.com (Ch...	✓	✓	Active			Wholesaler Super Us	01/03/2024	NMVO Us...	NMVO	

'Prime Contact' has been updated and the name of the user is included in parenthesis.

Prime Contact User Details ✕

Email	nmvs.ssr+suspended@gmail.com
* First Name	Gamma
* Last Name	November

You are reassigning your organisation Prime Contact. Are you sure you wish to change this? This will not remove their super user account.

Assign | Close

Home ▸ Users

Medicines Verification Administration Portal

The user account nmvs...
successfully made the...

Users

Create | Export CSV | Export Excel

User Name	Prime Cont...	Super User	Account St...	User Roles	Creation Da...	Created By	Created By ...	
	All ▾	All ▾	All ▾				All ▾	
nmvs.ssr+locked@gmail.com	✗	✗	Locked	7 A Stock Checker	06/03/2024	nmvs.ssr+w...	Organisation	✏️
nmvs.ssr+onboarding@gmail.com	✗	✗	Onboarding	Wholesaler Administrator	06/03/2024	nmvs.ssr+w...	Organisation	✏️
nmvs.ssr+superUser@gmail.com (Tomas One)	✓	✓	Active	Wholesaler Super User	06/03/2024	nmvs.ssr+w...	Organisation	✏️
nmvs.ssr+suspended@gmail.com	✗	✓	Suspended	Wholesaler Super User	06/03/2024	nmvs.ssr+w...	Organisation	✏️ 👤 🗑️ ↺ 🔑
nmvs.ssr+wholesaler@gmail.com	✗	✓	Active	Wholesaler Super User	01/03/2024	NMVO User	NMVO	👤

User Management – Resend Invitation Email

Note: At initial creation of a user, an email is sent to the new user to complete their registration. If somehow this email is lost, the resend invitation email button is available to help with the process.

The "Resend Invitation Email" icon will be shown in the action list for any users with an account status as "Onboarding".
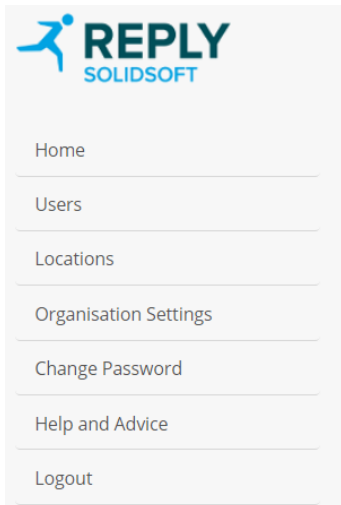
Home > Users

Medicines Verification Administration Portal

Users

[Create]

User Name	Prime Contact	Super Admin	Account Status	Creation Date	Actions
phaneendhra@user.com	False	True	Onboarding	08/06/2022	
stockchecker@example.com	False	False	Active	08/06/2022	
wholesaleradmin@example.com	False	False	Active	08/06/2022	
wholesalersuperuser@example.com (Super User)	True	True	Active	08/06/2022	

On selection of the given 'Resend Invitation Email' icon, it will present a popup where the user can click the "Resend" button to resend the invitation email to complete the registration. (The email field shown is read-only and cannot be modified)

Resend Invitation Email ✕

Email   phaneendhra@user.com

Do you want to resend the invitation email to this user?

[Resend] [Cancel]

User Management – Force Password Reset

1. **To force password reset a user, select the key icon in the row of the table for the user you wish to password reset.**

Force Password Change

×

Do you want to force user **pharmacyadmin@example.com** to change their password?

| Force | Close |

2. **Check the User Name is correct for the account you want to reset password**

3. **Click 'Force' to reset the user password**

REPLY
SOLIDSOFT

Location Management

Location Management - Main

Access Locations from the home page by clicking on 'Locations' tab

Columns are sortable

Columns can be filtered

The 'Show Locations with Proposed Changes Only' checkbox will only be displayed IF there are locations with pending changes (from the NMVO). Any location with pending changes will be listed in bold in the table.

Following columns can be displayed / hidden by clicking the 'All' button and selecting / deselecting individual columns

Home > Locations

Medicines Verification Administration Portal

Locations

Create

Show Locations With Proposed Changes Only ☐   ⚙ All ▾

☑ Location Id
☑ Location Name
☑ Address
☑ Status
☑ Number of equipment
☑ Actions

Location Id	Location Name	Address	Status	# Equipme...	Actions
			All ▾		
7881ab4f-08df-4baa-a4...	ABC Wholesalers Location 1	Via Costa Verde, 70, Torino di Sangro, 66020	Suspended	0	✏ 🗑 ↺
26ae2b3c-152f-4c0b-af...	ABC Wholesalers Location 2	Vico Ferrovia, 17/18, Napoli NA, 80142	Suspended by NMVO	0	✏ 🗑
184dd067-4d47-4b16-...	ABC Wholesalers Location 3	Via Giulio Romano, 23, Roma, 00166	Active	0	✏ 🗑 🚫
4be901e0-8450-44c2-...	ABC Wholesalers Location 4	Via Zagarolo, 121, Anzio 00042	Active	0	☰ ✏ 🗑 🚫
6ae4e235-5005-4a40-a...	ABC Wholesalers Location 5	Via Migliara 47, San Donato LT, 04016	Pending	0	✏ 🗑

Previous page   Page 1 ⇕ of 1

Locations can be suspended by the local Organisation or by the NMVO. To reinstate the location click the recycle arrow icon (further instructions on later slides). When a location is suspended by the NMVO this will be indicated in the location status.

Each Local Organisation will have at least one Location at which pack operations are performed.

Each Location shall be defined in accordance with the following steps.

The outcome of this process is the generation of Client System Credentials, which are required to be implemented in the Client Systems by the Local Organisation's IT Supplier.

✏ Edit location. Clicking on this icon opens the Locations details page where the address of the location can be edited, also client equipment can be managed (more details in later slides)

🗑 Delete location - Clicking opens a dialog to confirm deletion.

🚫 Suspend location – clicking this opens a dialog to confirm suspending a location

↺ Reactivate location – clicking this opens a dialog to confirm reactivating a suspended location

☰ Review Proposed Changes – when the NMVO makes changes to a location, the Prime Contact is notified of the proposed changes, and an authorised end-user of the local organisation must approve or reject the changes.

Location Management - Add Locations

1. To begin the process of adding a location, click 'Create' button. The 'Add Location' dialog will appear.

2. Enter details (address) of the new location in the popup dialog. Fields with a red asterisk * are mandatory

Location Name: The geographic location where pack operations will be performed.

Address: The physical address of the location where pack operations will be performed.

City: The city in which pack operations will be performed.

Postal Code: The postal code of the location at which operations will be performed. The postal code must be provided.

The Country Code field only appears for systems in Switzerland or Lichtenstein

Add Location ✕

* Location Name	Location X
Address	Via del Faro, 1
City	San Felice Circeo LT
* Postal Code	04017

Create   Close

3. Click 'Create' to add the new location. The dialog will be dismissed and user returned to main Locations page.

Home › Locations

Medicines Verification Administration Portal

The location 'Location 5' has been successfully created. ✕

Locations

Create   Show Locations With Proposed Changes Only ☐   ⚙ All ▾

Location Id	Location Name	Address	Status	# Eq...	Actions
			All ▾		
e9808e2a-816c-4a55-a3e3-3fe923227370	End2End Location	address 1, city 1, gu47	Active	1	✏ 🗑 ⊘
b6d20bcc-f8b8-49b5-8372-8930350a1b05	Estonia 1	estonia, oxford, ox141bn	Active	1	✏ 🗑 ⊘
541a80c2-1422-4509-8988-42303f767155	Location 2	Vico Ferrovia, 17/18, Napoli NA, 80142	Pending		✏ 🗑
6746c29e-fcc4-4516-9df3-016ee78807cf	Location 3	Viale dei Quattro Venti, Roma, 00152	Suspended	0	✏ 🗑 ↺
da5a71b1-e1e9-40c1-be87-b1e79ea58655	Location 4	Viale G. Marconi, 375, Pescara, 65127	Active	0	☰ ✏ 🗑 ⊘
1af899de-3d23-45ac-a164-d511259ea509	Location 5	Via Costa Verde, 70, Torino di Sangro, ...	Pending		✏ 🗑

4. A toast message will be briefly displayed.
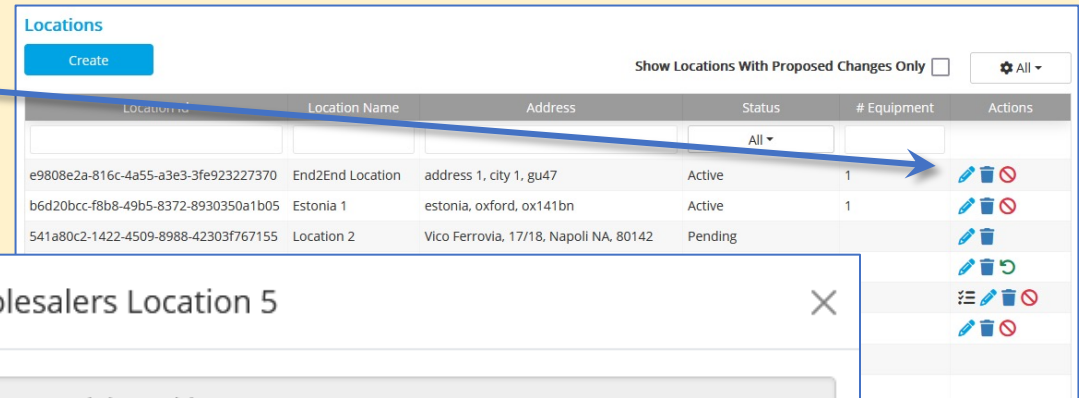
Newly added location will appear in Locations table with 'Pending' status. The NMVO will then review the location details and decide on whether to approve the location before the location can become active.

Note that this functionality may be disabled in your market. If so, created locations will move directly to being active.

Location Management - Edit Pending Location

When a location is in a pending state the edit functionality allows the local organisation to modify the properties that they have provided to the NMVO for legitimacy checking. Any modification will be visible to the NMVO while they are reviewing the pending location. Modifying the pending location properties may be a result of legitimacy check discussions with the NMVO, or to correct typographical errors.
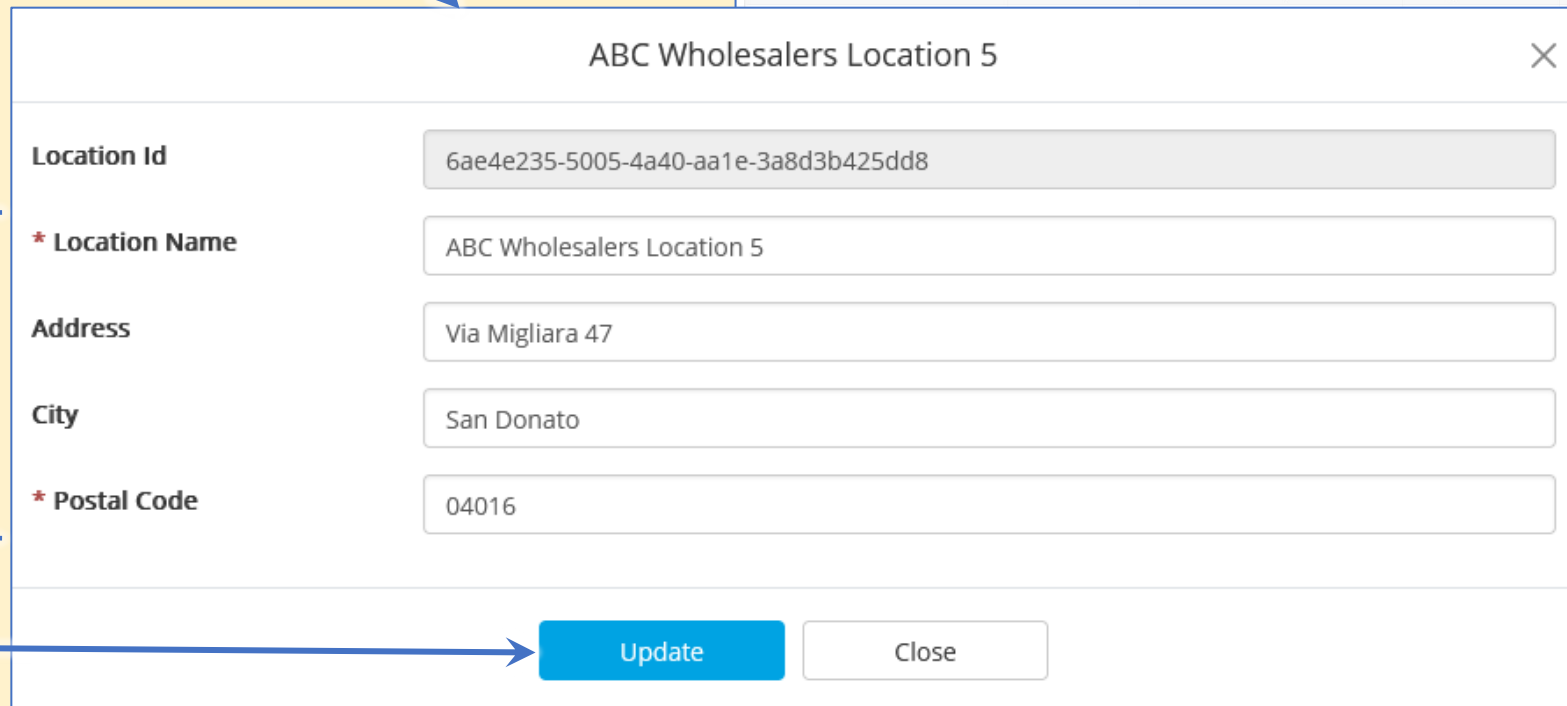
Main Location page

1. To edit a location, click the 'Edit' icon next to the Location to be edited and the Edit (Pending) Location dialog will be displayed.

Location Id	Location Name	Address	Status	# Equipment	Actions
			All ▾		
e9808e2a-816c-4a55-a3e3-3fe923227370	End2End Location	address 1, city 1, gu47	Active	1	✏ 🗑 🚫
b6d20bcc-f8b8-49b5-8372-8930350a1b05	Estonia 1	estonia, oxford, ox141bn	Active	1	✏ 🗑 🚫
541a80c2-1422-4509-8988-42303f767155	Location 2	Vico Ferrovia, 17/18, Napoli NA, 80142	Pending		✏ 🗑

Locations

Create

Show Locations With Proposed Changes Only ☐   ⚙ All ▾

Edit (Pending) Location dialog

ABC Wholesalers Location 5 ✕

Location Id
6ae4e235-5005-4a40-aa1e-3a8d3b425dd8

* Location Name
ABC Wholesalers Location 5

Address
Via Migliara 47

City
San Donato

* Postal Code
04016

Update   Close

2. It is possible to edit the information fields associated with a Location, i.e.:

- Location Name
- Address
- City
- Postal Code

It is not possible to change the Location ID generated by the portal.

3. When any field of the address is edited, the Update button becomes enabled. Click the 'Update' button and dialog is dismissed and user is returned to main location page. A toast message is briefly displayed on the main locations page.

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Location Management - Edit Non-Pending Location

Location Details dialog popup

2. It is possible to edit the information fields associated with a Location, i.e.:

- **Location Name**
- **Address**
- **City**
- **Postal Code**

It is not possible to change the Location ID generated by the portal.

Click the 'Create' button to open the dialog to add client equipment.

3. When any field of the address is edited, the Update button becomes enabled. Click the 'Update' button and dialog is dismissed and user is returned to main location page.

Location 5

Location Id	1af899de-3d23-45ac-a164-d511259ea509
* Location Name	Location 5
Address	Via Costa Verde, 90
City	Torino di Sangro
* Postal Code	CH 66020

Equipment List

Create

☼ All ▾

Equipment Id	Client Id	Client Role	Status	Actions
		All ▾	All ▾	
ClientEq1	cb1c25fa-c3b2-4904-9513-5fbc8185e7cb	Full Access	Active	✏ 🗑 🚫
ClientEq2	7e5c82b1-49d1-461d-a6f2-8bfc9a53f6c4	Full Access	Suspended	✏ 🗑 ↺
ClientEq3	e9e754f1-200d-4a22-9261-9839925188f1	Full Access	Suspended by NMVO	✏ 🗑

Update   Close

Main Location page

Locations
Create

Show Locations With Proposed Changes Only ☐   ☼ All ▾

Location Id	Location Name	Address	Status	# Equipment	Actions
			All ▾		
	End2End Location	address 1, city 1, gu47	Active	1	✏ 🗑 🚫
	Estonia 1	estonia, oxford, ox141bn	Active	1	✏ 🗑 🚫
	Location 2	Vico Ferrovia, 17/18, Napoli NA, 80142	Pending		✏ 🗑
	Location 3	Viale dei Quattro Venti, Roma, 00152	Suspended	0	✏ 🗑 ↺
	Location 4	Viale G. Marconi, 375, Pescara, 65127	Active	0	☰ ✏ 🚫
	Test Location 1	Via Robert Koch 1, Milano, 20152	Active	2	✏ 🗑

1. To edit a location, click the 'Edit' icon next to the Location to be edited and the Location details dialog will be displayed.

Actions that can be performed on Client Equipment. Client equipment management is described in other section.

✏ To edit a Client Equipment

🗑 To delete a Client Equipment

🚫 To suspend a Client Equipment

↺ To reinstate a suspended Client Equipment

REPLY
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Location Management - Suspend Location

There may be circumstances in which it is necessary to Suspend an entire Location.

Suspending a location will cause any requests, made to the NMVS, from equipment in that location to be rejected.

2. A confirmation window will prompt the user to confirm that the location is to be suspended. To enact the suspension, click 'Suspend'.

Suspend Location ✕

Do you want to suspend the location **Estonia 1**?

[Suspend] [Close]

Locations

[Create]

Show Locations With Proposed Changes Only ☐   ⚙ All ▾

Location Id	Location Name	Address	Status	# Equipment	Actions
			All ▾		
e9808e2a-816c-4a55-a3e3-3fe923227370	End2End Location	address 1, city 1, gu47	Active	1	✏ 🗑 🚫
b6d20bcc-f8b8-49b5-8372-8930350a1b05	Estonia 1	estonia, oxford, ox141bn	Active	1	✏ 🗑 🚫
541a80c2-1422-4509-8988-42303f767155	Location 2	Vico Ferrovia, 17/18, Napoli NA, 80142	Pending		✏ 🗑
6746c29e-fcc4-4516-9df3-016ee78807cf	Location 3	Viale dei Quattro Venti, Roma, 00152	Suspended	0	✏ 🗑 ↩
da5a71b1-e1e9-40c1-be87-b1e79ea5...	**Location 4**	**Viale G. Marconi, 375, Pescara, 65127**	**Active**	**0**	☰ ✏ 🗑 🚫
8c950dc4-4cbb-482c-8877-e8fbb26bdb66	Test Location 1	Via Robert Koch 1, Milano, 20152	Active	2	✏ 🗑 🚫

1. To suspend a location, click the 'Suspend' icon against the location record.

Location Management - Reinstate Location

Suspended locations may be reinstated, allowing requests made from that location to the NMVS to be accepted.

Reinstate Location ✕

Do you want to reinstate the location **Location 3**?

Reinstate   Close

Locations

Create

Show Locations With Proposed Changes Only ☐   ⚙ All ▾

Location Id	Location Name	Address	Status	# Equipment	Actions
			All ▾		
e9808e2a-816c-4a55-a3e3-3fe923227370	End2End Location	address 1, city 1, gu47	Active	1	✏ 🗑 🚫
b6d20bcc-f8b8-49b5-8372-8930350a1b05	Estonia 1	estonia, oxford, ox141bn	Active	1	✏ 🗑 🚫
541a80c2-1422-4509-8988-42303f767155	Location 2	Vico Ferrovia, 17/18, Napoli NA, 80142	Pending		✏ 🗑
6746c29e-fcc4-4516-9df3-016ee78807cf	Location 3	Viale dei Quattro Venti, Roma, 00152	Suspended	0	✏ 🗑 ↺
da5a71b1-e1e9-40c1-be87-b1e79ea5...	**Location 4**	**Viale G. Marconi, 375, Pescara, 65127**	**Active**	**0**	☰ ✏ 🗑 🚫
8c950dc4-4cbb-482c-8877-e8fbb26bdb66	Test Location 1	Via Robert Koch 1, Milano, 20152	Active	2	✏ 🗑 🚫

To reinstate a location following a suspension, click on the 'Reinstate' icon, then the 'Reinstate' button in the pop-up window.

Location Management - Delete Location

It may be necessary to delete locations, for example if a location is closed down, or no longer performs pack operations.

Locations

Location Id	Location Name	Address	Status	# Equipment	Actions
			All ▾		
e9808e2a-816c-4a55-a3e3-3fe923227370	End2End Location	address 1, city 1, gu47	Active	1	✏️ 🗑️ ⊘
b6d20bcc-f8b8-49b5-8372-8930350a1b05	Estonia 1	estonia, oxford, ox141bn	Active	1	✏️ 🗑️ ⊘
541a80c2-1422-4509-8988-42303f767155	Location 2	Vico Ferrovia, 17/18, Napoli NA, 80142	Pending		✏️ 🗑️
6746c29e-fcc4-4516-9df3-016ee78807cf	Location 3	Viale dei Quattro Venti, Roma, 00152	Suspended	0	✏️ 🗑️ ↺
da5a71b1-e1e9-40c1-be87-b1e79ea5...	Location 4	Viale G. Marconi, 375, Pescara, 65127	Active	0	☰ ✏️ 🗑️ ⊘
8c950dc4-4cbb-482c-8877-e8fbb26bdb66	Test Location 1	Via Robert Koch 1, Milano, 20152	Active	2	✏️ 🗑️ ⊘

Create | Show Locations With Proposed Changes Only ☐ | ⚙ All ▾

1. To delete a location, click the 'Delete' icon next to the Location to be deleted.

Delete Location ✕

Do you want to delete the location **Location 2**?

Type in 'Location 2' to continue

Delete | Close

2. A confirmation window will prompt the user to enter the name of the Location as a safety check before allowing the delete action to proceed.

3. When the location has been entered, click 'Delete' button.

4. Dialog will be dismissed and user returned to main locations page. A toast confirmation message will be briefly displayed.

Warning: Deleting a location will prevent any reactivation of packs decommissioned in this location since the location ID will have been permanently deactivated. Use with care.

Location Management - Add Client Equipment (1)

1. **To add more client equipment, click 'Create' and repeat the process.**

Following the creation of the credentials, the Client Equipment table is now populated with the new equipment.

Equipment List

Create

⚙ All ▾

Equipment Id	Client Id	Client Role	Status	Actions
		All ▾	All ▾	
ClientEq1	cb1c25fa-c3b2-4904-95...	Full Access	Active	✏ 🗑 🚫
ClientEq2	7e5c82b1-49d1-461d-a...	Full Access	Suspended	✏ 🗑 ↻
ClientEq3	e9e754f1-200d-4a22-92...	Full Access	Suspended by NMVO	✏ 🗑

Update   Close

Location Management - Add Client Equipment (2)

1. **Enter the 'Equipment Id' for the item of equipment that will be used to perform pack operations.**
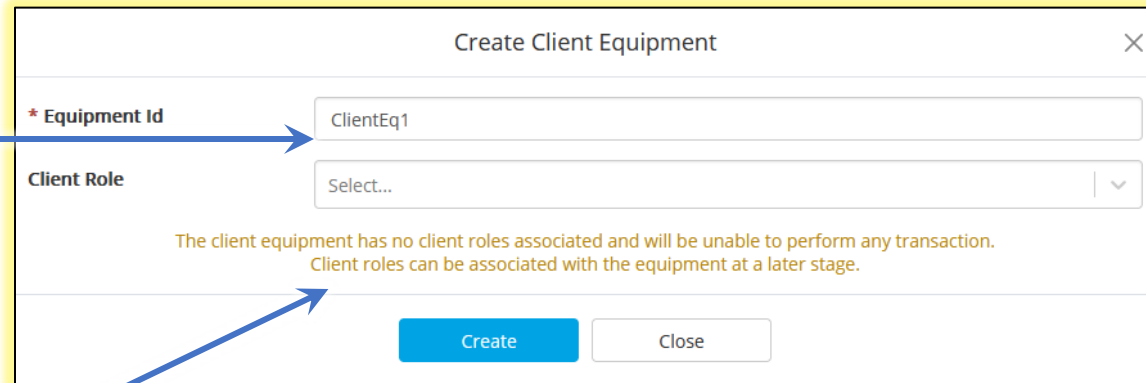
   This may be, for example, "POS Terminal 1", and may be informed by the Client System naming convention in place.

2. **A client role may be selected (optional) to define what parts of the system the equipment has access to. These roles are previously defined in the "Client Roles" area of the system.**
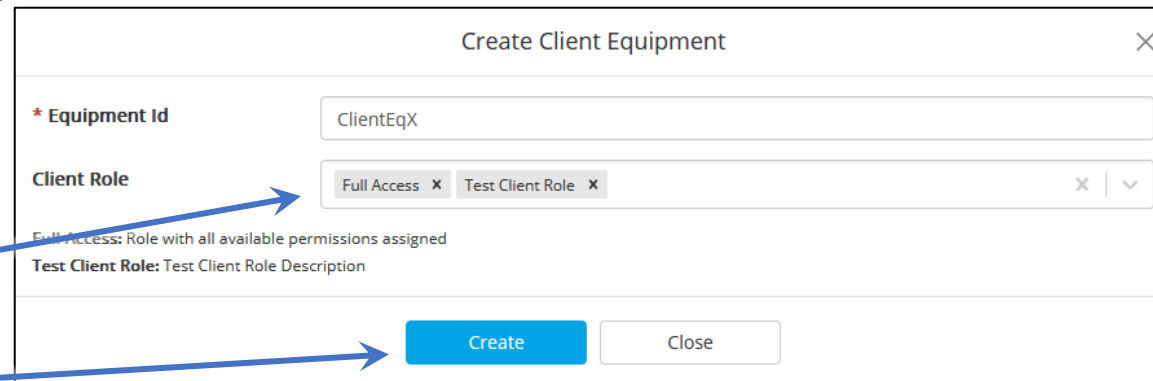
   If no role is selected a warning message is displayed to the user.

   More than one role can be selected.

1. **Click "Create" to create the Client System Credentials.**

Create Client Equipment

| * Equipment Id | ClientEq1 |
| Client Role | Select... |

The client equipment has no client roles associated and will be unable to perform any transaction. Client roles can be associated with the equipment at a later stage.

Create   **Close**

Create Client Equipment

| * Equipment Id | ClientEqX |
| Client Role | Full Access ✕   Test Client Role ✕ |

Full Access: Role with all available permissions assigned
Test Client Role: Test Client Role Description

Create   **Close**

1. **Client System Credentials consist of a Client ID and a Client Secret. These credentials need to be provided to the responsible owner of the IT System of the Local Organisation.**

2. **NB: The Client Secret is only displayed ONCE. If the screen is closed before recording it against the Client ID then new credentials will need to be generated by deleting and recreating the client.**

3. **When the credentials have been recorded, click 'Close' to close the window.**

4. **The credentials are sensitive and should not be shared with any party not directly involved in the Client System connection process.**

Client Credentials

These Client Credentials will be shown one time on the screen! Please copy them to configure your client system!

Client Id   a1e0a3b8-464c-437c-96be-fbb99745efeb

Client Secret   ad352180-0888-494d-b717-65072c221bd5

Close
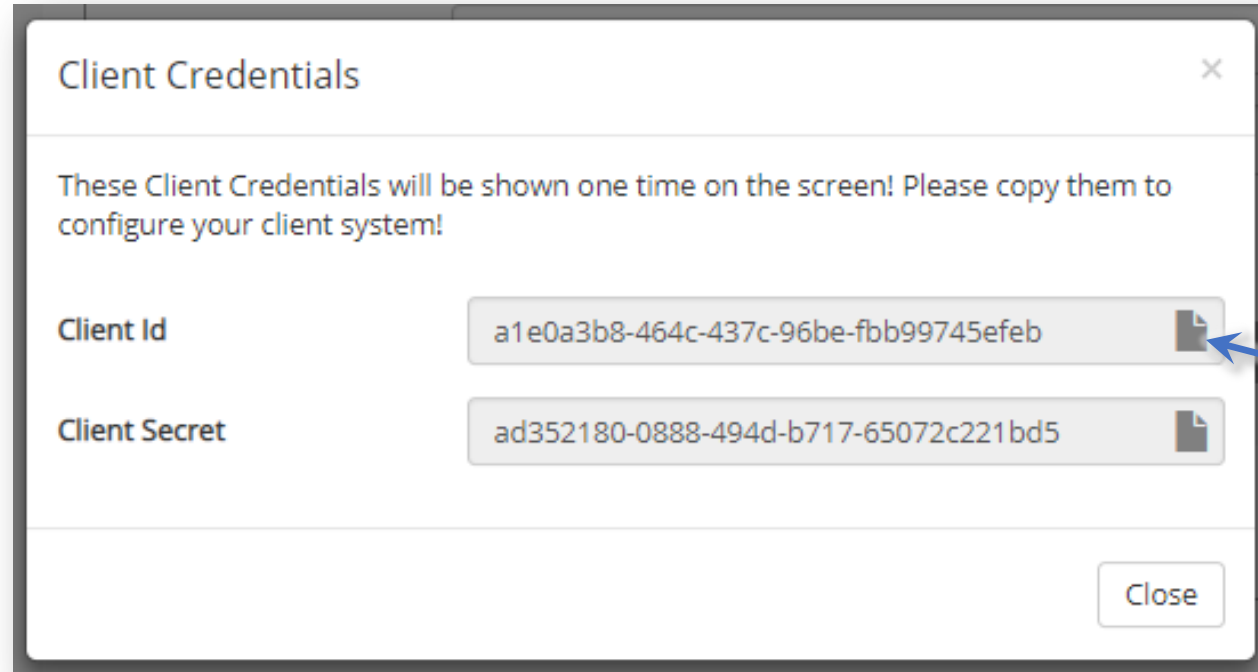
Clicking this icon will copy the credential to the clipboard, ready for pasting into other media, such as an email or spreadsheet.

Location Management - Edit Client Equipment

Location details dialog

Equipment List

Create

⚙ All ▾

Equipment Id	Client Id	Client Role	Status	Actions
		All ▾	All ▾	
CE-1	918af480-e1cc-4ab5-8b6d-e...		Active	✎ 🗑 🚫
CE-2	ecec0807-a594-4a6f-b131-d...	Test User Role 1	Active	✎ 🗑 🚫
CE-3	26b99dcb-9954-465f-b315-5...	Full Access	Active	✎ 🗑 🚫
CE-4	4fe0e901-53c1-4a5d-8350-b...	Test User Role 1	Active	✎ 🗑 🚫

1. Clicking the Edit icon will display the 'Edit Client Equipment' dialog popup.

Edit Client Equipment ✕

* Equipment Id

CE-2 Edited

Client Role

Full Access ✕ Test User Role 1 ✕   ✕ | ⌄

Full Access: Role with all available permissions assigned
Test User Role 1: Test User Role 1 Description

Update   **Close**

2. Make any change to the Equipment Id or the list of Client Roles. This will enable the 'Update' button.

3. Click 'Update' button. User will be returned to Location details dialog and the Client equipment record will be updated to reflect the changes.

Equipment List

Create

⚙ All ▾

Equipment Id	Client Id	Client Role	Status	Actions
		All ▾	All ▾	
CE-1	918af480-e1cc-4ab5-8b6d-e...		Active	✎ 🗑 🚫
CE-2 Edited	ecec0807-a594-4a6f-b131-d...	Full Access Test User Role 1	Active	✎ 🗑 🚫
CE-3	26b99dcb-9954-465f-b315-5...	Full Access	Active	✎ 🗑 🚫
CE-4	4fe0e901-53c1-4a5d-8350-b...	Test User Role 1	Active	✎ 🗑 🚫

Location Management - Suspend Client Equipment

There may be circumstances in which it is necessary to Suspend Client Equipment.

Suspending client equipment causes any requests made from that equipment to the NMVS to be rejected.

Location 5

Location Id	1af899de-3d23-45ac-a164-d511259ea509
* Location Name	Location 5
Address	Via Costa Verde, 90
City	Torino di Sangro
* Postal Code	CH 66020

Equipment List

Create   ⚙ All ▾

Equipment Id	Client Id	Client Role	Status	Actions
		All ▾	All ▾	
ClientEq1	cb1c25fa-c3b2-4904-9513-5fbc8185e7cb	Full Access	Active	✏ 🗑 🚫
ClientEq2	7e5c82b1-49d1-461d-a6f2-8bfc9a53f6c4	Full Access	Suspended	✏ 🗑 ↺
ClientEq3	e9e754f1-200d-4a22-9261-9839925188f1	Full Access	Suspended by NMVO	✏ 🗑

Update   Close

Suspend ✕

Do you want to suspend the client equipment with Equipment Id **ClientEq1**?

Suspend   Close

A confirmation window will prompt the user to confirm that the equipment is to be suspended. To enact the suspension, click 'Suspend'.

To suspend client equipment, click the 'Suspend' icon against the equipment to be suspended.

🚫

Location Management - Reinstate Client Equipment

Suspended Client Equipment may be reinstated, allowing requests made from that equipment to the NMVS to be accepted.

Location 5

Location Id	1af899de-3d23-45ac-a164-d511259ea509
* Location Name	Location 5
Address	Via Costa Verde, 90
City	Torino di Sangro
* Postal Code	CH 66020

Reinstate   ✕

Do you want to reinstate the client equipment **ClientEq2**?

[Reinstate]   [Close]

Equipment List

[Create]   [⚙ All ▾]

Equipment Id	Client Id	Client Role	Status	Actions
		All ▾	All ▾	
ClientEq1	cb1c25fa-c3b2-4904-9513-5fbc8185e7cb	Full Access	Active	✏ 🗑 🚫
ClientEq2	7e5c82b1-49d1-461d-a6f2-8bfc9a53f6c4	Full Access	Suspended	✏ 🗑 ↺
ClientEq3	e9e754f1-200d-4a22-9261-9839925188f1	Full Access	Suspended by NMVO	✏ 🗑

[Update]   [Close]

↺ **To reinstate client equipment following a suspension, click on the 'Reinstate' icon, then the 'Reinstate' button in the pop-up window.**

Location Management - Delete Client Equipment

There may be circumstances in which it is necessary to delete Client Equipment.

Location 5

Location Id	1af899de-3d23-45ac-a164-d511259ea509
* Location Name	Location 5
Address	Via Costa Verde, 90
City	Torino di Sangro
* Postal Code	CH 66020

Equipment List

Create   ⚙ All ▾

Equipment Id	Client Id	Client Role	Status	Actions
		All ▾	All ▾	
ClientEq1	cb1c25fa-c3b2-4904-9513-5fbc8185e7cb	Full Access	Active	✏ 🗑 🚫
ClientEq2	7e5c82b1-49d1-461d-a6f2-8bfc9a53f6c4	Full Access	Suspended	✏ 🗑 ↺
ClientEq3	e9e754f1-200d-4a22-9261-9839925188f1	Full Access	Suspended by NMVO	✏ 🗑

Update   Close

Delete Equipment

Do you want to delete the client equipment with Equipment Id **Equipment 2**?

Delete   Close

2. A confirmation window will prompt the user to confirm that the equipment is to be deleted. Click on 'Delete' button.

Dialog will be dismissed and user returned to Location details page.

1. To delete client equipment, click the 'Delete' icon against the equipment to be deleted.

Reports Management

The Admin Portal has the ability to generate reports for users with sufficient account privileges. A user with the "Report/Control" permission will see a 'Reports' menu after login.
NOTE: Reports can also be generated via the API

Navigate to Reports in the menu column.

Admin Portal reporting works as a two stage activity:

1) A report is requested by the user by clicking 'Request New Report'. A popup will appear with a list of the report types available to the user.

2) The user can filter by report category, type and description. To select the report to request click anywhere on the chosen report row. The user can press close to exit out of the request.

3) Following submission of any required report parameters (discussed on the next slide) the report and its status will appear in the table. Report generation is not instantaneous and the request status will be 'Running' with an icon to indicate the report is being generated. This page will auto-refresh.

4) After a report is completed, the report can then be downloaded from the filterable table in its available formats or deleted.

Requested Date	Category	Name	Report Type	Requested By	Status	Actions
	All ▾				All ▾	
21/07/2023, 09:37:13	Audit Trail	Transaction Log Client Report	Transaction Log Client Report	pharmacysuperuser@exa...	Completed	🔍 📄 📄 🗑
21/07/2023, 09:36:33	Audit Trail	Transaction Log Client Report	Transaction Log Client Report	pharmacysuperuser@exa...	Completed	🔍 📄 📄 🗑
21/07/2023, 09:36:20	Investigation	Returned Packs Client Report	Returned Packs Client Report	pharmacysuperuser@exa...	Completed	🔍 📄 📄 🗑
21/07/2023, 09:36:05	Management	Product Catalogue Data Client Report	Product Catalogue Data Client Report	pharmacysuperuser@exa...	Completed	🔍 📄 📄 🗑
21/07/2023, 09:35:49	Stakeholder	Contracted Wholesalers Stakeholder Report	Contracted Wholesalers Stakeholder Report	pharmacysuperuser@exa...	Completed	🔍 📄 📄 🗑
21/07/2023, 09:34:35	Audit Trail	Pack State Changes Client Report	Pack State Changes Client Report	pharmacysuperuser@exa...	Completed	🔍 📄 📄 🗑

This table is paginated, use the next and previous page buttons to navigate or page jump.
The user may also select how many reports are displayed in each page.

Previous page | Page [1] of 1 | 10 rows ▾ | Next page

Request New Report

All reports older than 60 days will be deleted.

Request New Report ×

Category	Report Type	Description
All ▾		
Stakeholder	Contracted Wholesalers Stakeholder Report	List of all Contracted Wholesalers for a given product.
Audit Trail	Pack State Changes Client Report	Provides counts of all successful pack state changes made during a specified time period and a...
Management	Product Catalogue Data Client Report	Lists some or all of the products in the product catalogue.
Investigation	Returned Packs Client Report	Provides a list of packs flagged as suspicious for a specified location and time period.
Audit Trail	Transaction Log Client Report	Lists all pack related transaction carried out in the specified organisation or organisation locati...

Close

REPLY SOLIDSOFT

Reports – Main (2)

Location-based Report generation.

The list of generated reports that are displayed depend on the Locations that the logged in user is associated with (this is done in the User Management area). Users can only generate and view reports for the locations they are assigned to.
If two different end users are assigned the same subset of locations, both will be able to view reports generated by the other for the subset location(s).
If user has access to multiple locations within the organisation, end-user chooses which location reports should be generated for.
If there are no locations assigned (organisation user), then user can see all reports generated for the organisation.

Reports that have been successfully requested will show in the filterable table of the Reports Home Screen. Requested reports will exhibit one of four statuses:
a) Queued: Report is waiting for batch processing.
b) Running: Report is being created.
c) Completed: Report is ready for download.
d) Failed: One or more report formats could not be created.

When the status of a report changes to 'Completed' it may be downloaded in its full list of available formats. In some cases a format may fail to process. In this case a report's status will be listed as 'Failed', however, not all report formats may fail and if the icon is displayed that format was successful and can be downloaded.

Reports that have been successfully requested can be seen by any user that has Reporting rights associated with their user account.

Generated reports can be sorted by column name

Generated reports can be filtered

Requested Date	Category	Name	Report Type	Requested By	Status	Actions
	All ▾				All ▾	
21/07/2023, 09:37:13	Audit Trail	Transaction Log Client Report	Transaction Log Client Report	pharmacysuperuser@exa...	☑ Completed	
21/07/2023, 09:36:33	Audit Trail	Transaction Log Client Report	Transaction Log Client Report	pharmacysuperuser@exa...	☑ Failed	
21/07/2023, 09:36:20	Investigation	Returned Packs Client Report	Returned Packs Client Report	pharmacysuperuser@exa...	☑ Queued	
21/07/2023, 09:36:05	Management	Product Catalogue Data Client Report	Product Catalogue Data Client Report	pharmacysuperuser@exa...	☑ Running	
21/07/2023, 09:35:49	Stakeholder	Contracted Wholesalers Stakeholder Report	Contracted Wholesalers Stakeholder Report	pharmacysuperuser@exa...	Completed	
21/07/2023, 09:34:35	Audit Trail	Pack State Changes Client Report	Pack State Changes Client Report	pharmacysuperuser@exa...	Completed	

Previous page   Page 1 of 1   10 rows ▾   Next page

Request New Report

All reports older than 60 days will be deleted.

A report can be deleted by the user using the icons displayed in the 'Actions' column.
Note: It is not necessary to remain logged into the Admin portal while a report is completed. Users are at liberty to log out and in again while the report is being processed

Action options from Left to Right are as follows:

🔍 • View report content online

📄 • Download report as CSV file.

📄 • Download report as PDF file.

🗑 • Delete report. (All reports older than 60 days will be automatically deleted.)

Reports - Report Actions

'View Report Content': The report will open as a table in a popup dialog, more details in later slide. This report example is the Transaction Log Client report

Delete the report (All reports older than 60 days will be automatically deleted)

Confirm Delete

Do you want to delete the report with name **Transaction Log Client Report**?

[Delete]   [Close]

'Download as CSV': Clicking this icon will download report in CSV format to file system
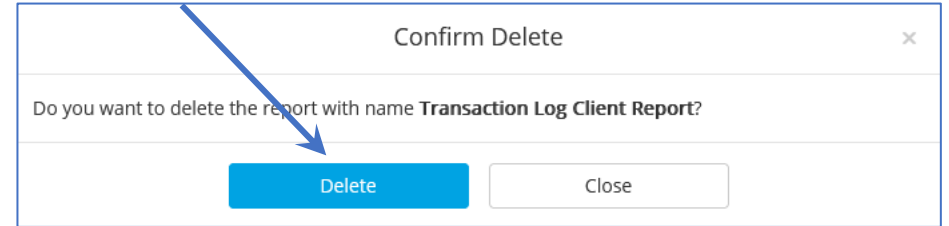
'Download as PDF': Clicking on the PDF icon will download the report and from there the user can open and view it on any PDF reader.
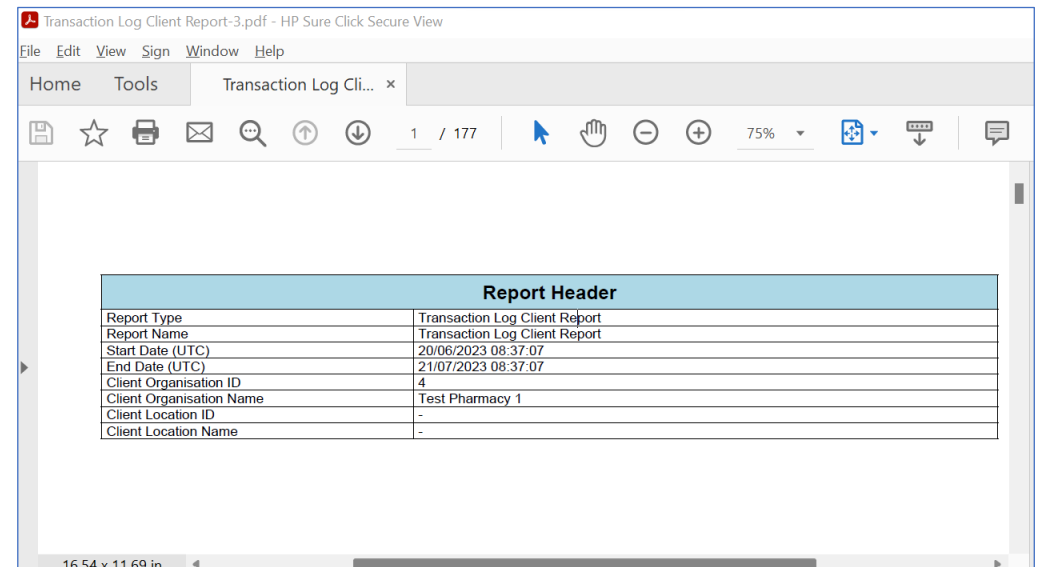
Reports – Report Actions - View Report Content

Report Header

Report Type	Transaction Log Client Report
Report Name	Transaction Log Client Report
Start Date (UTC)	20/06/2023 08:37:07
End Date (UTC)	21/07/2023 08:37:07
Client Organisation ID	4
Client Organisation Name	Test Pharmacy 1
Client Location ID	-
Client Location Name	-

Columns can be removed or added using the filter setting. This feature is per report tab, not per report. Different tabs (representing different sections in the report) will have a different set of columns.

This section has the same information that is in the report header – the request parameters with which the report was generated.

This section can be expanded / collapsed by toggling the double chevron icon

Records are sortable

Columns can be filtered

User can scroll through more pages of records, depending on how many records have been loaded, using "Next page", "Previous page" and page controls

Transaction Log Client Report

Report Type	Transaction Log Client Report
Report Name	Transaction Log Client Report
Start Date (UTC)	2023-06-20T08:37:07.000Z
End Date (UTC)	2023-07-21T08:37:07.000Z
Client Organisation ID	4
Client Organisation Name	Test Pharmacy 1
Client Location ID	-
Client Location Name	-

Filter options:
- ☑ Date and Time (UTC)
- ☑ Transaction Type
- ☑ Client Location ID
- ☑ Client Equipment ID
- ☑ Product Code Scheme
- ☑ Product Code
- ☑ Batch Number
- ☑ Pack Serial Number
- ☑ Pack State
- ☑ Transaction Successful
- ☑ Operation Code
- ☑ Event Message
- ☑ Event Name

Date and Ti...	Transaction...	Client Locat...	Client Equi...	Product Co...	Product Code	Batch Num...	Pack Serial ...	Pack State	Transaction...	Operation ...	Evs
2023-07-03T08	State Change	8c950dc4-4cbb	pharmacyclien	GTIN	050609175100	delta2	dd-LocalSuppli		False	B1020000	The
2023-07-03T13	State Change	03543107-c24a	TestLoc1	GTIN	102823861557	00001	0000000002		False	B1020000	The
2023-07-03T14	Verify	03543107-c24a	TestLoc1	GTIN	104366435584	000000	0000000002		False	41020001	The
2023-07-03T14	Verify	03543107-c24a	TestLoc1	GTIN	104366435584	000000	1		False	41020001	The
2023-07-03T14	Verify	03543107-c24a	TestLoc1	GTIN	107105775444	000000	1163fDekLqvB	Active	True	11110100	
2023-07-03T14	Verify	03543107-c24a	TestLoc1	GTIN	107105775444	000000	1163fDekLqvB	Active	True	11110100	
2023-07-03T14	Verify	03543107-c24a	TestLoc1	GTIN	107105775444	000000	1163fDekLqvB	Active	True	11110100	

Load more data   Close

Report Body – contains the report data

Report with report header section collapsed

Transaction Log Client Report

2023-07-03T08	State Change	8c950dc4-4cbb	pharmacyclien	GTIN	050609175100	delta2	dd-LocalSuppli	
2023-07-03T13	State Change	03543107-c24a	TestLoc1	GTIN	102823861557	00001	0000000002	
2023-07-03T14	Verify	03543107-c24a	TestLoc1	GTIN	104366435584	000000	0000000002	
2023-07-03T14	Verify	03543107-c24a	TestLoc1	GTIN	104366435584	000000	1	
2023-07-03T14	Verify	03543107-c24a	TestLoc1	GTIN	107105775444	000000	1163fDekLqvB	Active
2023-07-03T14	Verify	03543107-c24a	TestLoc1	GTIN	107105775444	000000	1163fDekLqvB	Active	True	11110
2023-07-03T14	Verify	03543107-c24a	TestLoc1	GTIN	107105775444	000000	1163fDekLqvB	Active	True	11110
2023-07-03T14	Verify	03543107-c24a	TestLoc1	GTIN	107105775444	000000	1163fDekLqvB	Active	True	11110
2023-07-03T14	Verify	03543107-c24a	TestLoc1	GTIN	107105775444	000000	1163fDekLqvB	Active	True	11110

Previous page   Page 1 of 1   100 rows   Next page

Load more data   Close

The amount of data (records) loaded is controlled. 10,000 records are loaded initially, then each time the "Load more data" button is clicked 10,000 more records are loaded, up to a maximum of 1,000,000

Reports - Submitting Report Parameters Example

Once a report has been selected, additional information must be provided. The nature of any additional information will depend on the report type. For a full list of report types and the additional information required for each, please refer to the 'NMVS Report List' slide in Appendix.

The example provided is of a 'Contracted Wholesalers Stakeholder' report. The user must provide the mandatory fields (denoted by an asterisk *). They are:
• Report Name
• Product Code Scheme, and Product Code.

Depending on the source of data used to create the report, the information that will be captured in the report may not be up to date. The latest available data shows the timestamp of the last update of the data source for the report.

Once the additional information has been supplied, the user is required to click the 'Request Report' button. In this example a validation error is returned because the fields were not entered. Entering a product code will allow the user to successfully request a report. Similar validation errors will be returned for other reports and the user will be provided with a message to indicate why.

After successfully requesting a report, the user will be returned to the Reports Home Screen and the requested report will show as an entry in the table with a queued status.

The user can close the popup with the 'Close' or 'X' buttons.

The user can navigate back to the list of available reports with the 'Go Back' button

Contracted Wholesalers Stakeholder Report

Latest available data: 21/07/2023 10:00:00 UTC

List of all Contracted Wholesalers for a given product.

* Report Name   Contracted Wholesalers Stakeholder Report

* Product Code   GTIN   86728833222771

Go back   Request Report

Contracted Wholesalers Stakeholder Report

Latest available data: 21/07/2023 10:00:00 UTC

List of all Contracted Wholesalers for a given product.

* Report Name   Contracted Wholesalers Stakeholder Report

* Product Code   GTIN
Product Code can't be empty.

Go back   Request Report   Close

Home > Reports

The report I.1 - Audit trail of a suspected medicinal product pack has been successfully requested.

Medicines Verification Administration Portal

Reports   Report Client Credentials

Requested Date	Category	Name	Report Type	Requested By	Status	Actions
	All ▾				All ▾	
13/07/2021, 16:36:38	Investigation	I.1 - Audit trail of a suspected medicinal product ...	I.1 - Audit trail of a suspected medicinal product ...	ncasuperuser@example.co...	Queued	🗑
13/07/2021, 16:25:01	Pharma	Ph.3 - Active Packs Available Report	Ph.3 - Active Packs Available Report	ncasuperuser@example.co...	Completed	🗑

REPLY SOLIDSOFT

Reports

Reports - Pack State Changes Client Report

This report provides a count of pack state changes made during a specified time period at a specified client location. It is available via a networked API call into the NMVS (also available via Admin portal).

The first table in this report details parameters entered or selected by the report requester before the report was generated. Report output is based on this information.

Report Header	
Report Type	Pack State Changes Client Report
Report Name	Test NMVO report
Start Date & Time (UTC)	21/03/2019 06:13:59
End Date & Time (UTC)	22/05/2020 06:17:59
Client Location ID	47355EA8-CB34-4493-A874-6FC03530FC47

Note : Location ID is automatically populated with the location associated to the client that is making the request. It is used to only scope the report to those transactions made by that location.

Pack State Changes Client Report

Latest available data: 06/03/2024 09:21:19 UTC

Provides counts of all successful pack state changes made during a specified time period and at a specified location.

* Report Name: Pack State Changes Client Report

* Start Date (UTC): 04/02/2024 09:49:14

* End Date (UTC): 06/03/2024 09:49:14

* Location Id: [   ] Select...

Go back | Request Report | Close

Pack State Changes Client report request dialogue

Report Details	
Pack State	Count
Active	9
Destroyed	1
Exported	2
FreeSample	2
Locked	1
Sample	2
Supplied	2

Count of packs by each possible pack state.

Report is requested for this location. Any user that is assigned the same location, or an organisation level user (no set locations), can see the generated report. The dropdown beside 'Location Id' field contains all locations for the Local Organisation and can help in selecting / setting the correct Location Id.

If the actor requesting the report is a location user, then the list of locations IDs will be limited to their associated locations (or filter is not provided if the actor is only associated to 1 location).

REPLY SOLIDSOFT

Reports - Transactions Log Client Report

This report provides a list of product pack related transactions initiated by a pharmacist or wholesaler for a specified location and time period. It is available via a networked API call into the NMVS (also available via Admin portal) .

Note : Organisation ID is automatically populated with the ID of the organisation associated to the client performing the request.
Location ID is optional, if left blank it will return the list of transactions for all the locations associated to the organisation of the client. If Location ID is specified, any user that is assigned the same location, or an organisation level user (no set locations), can see the generated report.

The first table in this report details parameters entered or selected by the report requester before the report was generated. Report output is based on this information.

Transactions Log Client report request dialogue

Transaction Log Client Report

Latest available data: 06/03/2024 09:21:19 UTC

Lists all pack related transaction carried out in the specified organisation or organisation location.

* Report Name: Transaction Log Client Report
* Start Date (UTC): 04/02/2024 09:59:27
* End Date (UTC): 06/03/2024 09:59:27
Location Id: Select...

Go back | Request Report | Close

Report Header

Report Type	Transaction Log Client Report
Report Name	Test NMVO report
Start Date & Time (UTC)	21/03/2019 06:13:59
End Date & Time (UTC)	22/05/2020 17:17:59
Client Organisation ID	7187
Client Organisation Name	Test Wholesaler 1
Client Location ID	47355EA8-CB34-4493-A874-6FC03530FC47
Client Location Name	Test Location 2

'Location Id' has an associated dropdown containing all locations for the Local Organisation. It can help in finding the correct location Id.

If the actor requesting the report is a location user, then the list of locations IDs will be limited to their associated locations.

Location ID of the client from where the transaction is performed.

Equipment ID of the client from which the transaction is performed.

Product code scheme associated with the transaction performed. GTIN or PPN.

Product code associated with the transaction performed.

Batch number of the product on which transaction is performed.

Serial number of the Pack associated with transaction.

State of the pack associated with transaction.

Transaction Status.

Operation code related to the transaction.

Date and Time of the transaction.

Type of transaction performed on pack.

Report Details

Date and Time (UTC)	Transaction Type	Client Location ID	Client Equipment ID	Product Code Scheme	Product Code	Batch Number	Pack Serial Number	Pack State	Transaction Successful	Operation Code
22/05/2020 13:46:56	State Change	47355EA8-CB34-4493-A874-6FC03530FC47	test	PPN	012119209804	DBOPS	112233445566217584		False	11420100
Event Message	The pack cannot be reactivated. It is already active.									
Event Name	PackStateTransitionFailedReactivate									
22/05/2020 13:47:28	State Change	47355EA8-CB34-4493-A874-6FC03530FC47	test	PPN	012119209804	DBOPS	112233445566217584		True	11210200
Event Message										
Event Name	PackStateTransitionSuccessful									

Rows will repeat in multiples for each transaction performed.

REPLY SOLIDSOFT

Reports - Returned Packs Client Report

This report provides a list of packs flagged as suspicious transaction for a given location and time period. It is available via a networked API call into the NMVS (also available via Admin portal). The report includes the Unique Pack Return Code generated for each suspicious transaction as well as any serialisation data. Note the serialisation data supplied is potentially falsified and may not be in the EMVS data bases.
The report may be used to retrieve the unique pack return codes for packs in cases where the user was unable to print/write down the unique pack return code at the time the pack return code was issued.

The first table in this report details parameters entered or selected by the report requester before the report was generated. Report output is based on this information.

Report Header

Report Type	Returned Packs Client Report
Report Name	Test NMVO report
Start Date & Time (UTC)	21/03/2019 06:13:59
End Date & Time (UTC)	22/05/2020 06:17:59
Client Location ID	47355EA8-CB34-4493-A874-6FC03530FC47

Note : Location ID is automatically populated with the location associated to the client that is making the request. It is used to only scope the report to those transactions made by that location.

Report is requested for this location. Any user that is assigned the same location, or an organisation level user (no set locations), can see the generated report.

Returned Packs Client report request dialogue

Returned Packs Client Report ✕

Latest available data: 06/03/2024 09:46:13 UTC

Provides a list of packs flagged as suspicious for a specified location and time period.

* Report Name — Returned Packs Client Report

* Start Date (UTC) — 04/02/2024 10:28:29

* End Date (UTC) — 06/03/2024 10:28:29

* Location Id — [ ] Select... ▾

Go back | Request Report | Close

'Location Id' has an associated dropdown containing all locations for the Local Organisation. It can help in finding the correct location Id.

If the actor requesting the report is a location user, then the list of locations IDs will be limited to their associated locations.

Date and Time of the Returned Packs

Product code scheme associated to the transaction. GTIN or PPN.

Product code associated to the transaction.

Batch number of the product associated to the transaction.

Serial number of the Pack associated to the transaction.

Unique Pack Return Code generated for each suspicious transaction.

Report Details

Date and Time (UTC)	Product Code Scheme	Product Code	Batch Number	Pack Serial Number	UPRC
19/05/2020 10:50:00	GTIN	11653356032414	000002	11IV79ZOVGYXI70UJ92Q	XX-KT9-6ZL-QGG-EPZ-DBY
19/05/2020 10:50:00	GTIN	11653356032414	000002	109SR4I18PYT16O4RV33	XX-KT9-6ZL-RPP-PHC-9X8
19/05/2020 10:50:00	GTIN	11653356032414	000002	11SS48Y2SMEIX3U3CQMW	XX-KT9-6ZL-UD9-LAW-J9Z
19/05/2020 10:56:42	GTIN	11653356032414	000002	11IV79ZOVGYXI70UJ92Q	XX-KT9-76A-8SK-Z2D-ZVF
19/05/2020 10:56:42	GTIN	11653356032414	000002	109SR4I18PYT16O4RV33	XX-KT9-76A-AVW-CGW-LV8
19/05/2020 10:56:42	GTIN	11653356032414	000002	11SS48Y2SMEIX3U3CQMW	XX-KT9-76A-CCX-8VL-78P

REPLY SOLIDSOFT

Reports - Product Catalogue Data Client Report

This report provides a list of all products currently stored in the product catalogue, together with details of the market authorisation holder and designated wholesalers. It is available via a networked API call into the NMVS (also available via Admin portal).

The first table in this report details parameters entered or selected by the report requester before the report was generated. Report output is based on this information.

Report Header	
Report Type	Product Catalogue Data Client Report
Report Name	Product Catalogue Data Client Report
Start Date & Time (UTC)	24/03/2020 16:37:00
Product Code	
Product Code Scheme	

Product Catalogue Data Client report request dialogue

Product Catalogue Data Client Report

Latest available data: 21/07/2023 08:20:00 UTC

Lists some or all of the products in the product catalogue.

* Report Name — Product Catalogue Data Client Report

Start Date (UTC) — DD/MM/YYYY HH:mm:ss

Product Code — GTIN — 86728833222771

Go back | Request Report | Close

Product code scheme specified during the report request, or all product code schemes applicable if no scheme was supplied. GTIN or PPN.

Product code number specified during the report request, or all product code numbers applicable if no product code was supplied.

Date and time when the product was uploaded.

Current product state. Active \ Withdrawn

Free text name of the product as entered by the product owner

Doses in pack.

Strength of pack.

Drug form.

National Healthcare Reimbursement Number.

Field not used at present.

Title row for product that is described in the next 8 rows.

Product Code Scheme	Product Code	Update Date	Product State	Name	Common Name	Pack Size	Strength	Pack Type	National Code	Article 57 Code
GTIN	10191817161552	24/04/2020 10:20:00	Active	R6.1 Bug Repro-2	Common Name for product	20	200	APPLICATOR	NS Code	57code
Form	BUCCAL FILM									
MAH ID	MAH ID New R6.1-1									
MAH Name	MAH Name New R6.1-1									
MAH Address	MAH Street New R6.1									
MAH Town	MAH City New R6.1									
MAH Postcode	Postcode									
MAH Country	GB									
Wholesaler Details	Wholesaler ID: Whole ID, Wholesaler Name: Whole Name, Wholesaler Address 1: Whole Street, Wholesaler Address 2: Whole Street, Wholesaler Town: Whole City, Wholesaler Postcode: Postcode, Wholesaler Country: xx									

MAH name.

MAH ID number.

Form of drug pack.

MAH postal address, postcode & country.

All designated wholesaler details in string format.

Rows will repeat in multiples for each product returned.

REPLY SOLIDSOFT

Reports - Contracted Wholesalers Stakeholder Report

This report lists the contracted wholesalers for a given product. It is available via networked API call (also available via Admin portal).

The URS requires that this report is provided to client systems (pharmacists and wholesalers). However, this is now redundant after inclusion of additional requirements for product data download capabilities. Client systems can make programmatic requests to obtain the list of contracted wholesalers for a single product code or a list of product codes. In addition, they can programmatically request a report that provides this information for every product in the NMVS product catalogue.

The first table in this report details parameters entered or selected by the report requester before the report was generated. Report output is based on this information.

Report Header	
Report Type	Contracted Wholesalers Stakeholder Report
Report Name	Contracted Wholesalers Stakeholder Report
Date & Time (UTC)	24/04/2020 16:35:50
Product Code Scheme	GTIN
Product Code	97774433090018

Contracted Wholesalers Stakeholder Report

Latest available data: 21/07/2023 08:20:00 UTC

List of all Contracted Wholesalers for a given product.

* Report Name	Contracted Wholesalers Stakeholder Report
* Product Code	GTIN ⌄ 86728833222771

Go back   Request Report   Close

Contracted Wholesalers Stakeholder report request dialogue

Unique Wholesaler ID. Assigned during on-boarding to the EMVS.

Name of Wholesaler.

Address of Wholesaler.

Address of Wholesaler.

City of Wholesaler.

Postcode of Wholesaler.

Report Details						
ID	**Name**	**Address Line 1**	**Address Line 2**	**City**	**Postcode**	**Country Code**
Whole ID	Whole Name	Whole Street	Whole Street	Whole City	Postcode	xx

Country of Wholesaler.

Rows will repeat in multiples for each wholesaler returned.

REPLY SOLIDSOFT

User Roles

User Roles - Local Organisation Super User

The 'User Roles' page allows the user to define new roles, manage existing roles, and delete existing roles.

NOTE: *Client Roles* allow fine-grained control access to client credentials, defining who can generate, read and exclude reports on a per report basis. *Client Roles* also controls which users can perform pack state changes and verifications. (To control access to all other part of the system, *User Roles* would be used to set these other permissions)

To create a new user role click the 'Create' button. The 'Create User Role' dialog will popup. This functionality is described in the next slide.

The portal has pre-defined roles for each Local Organisation type.

The 'Roles' dropdown box presents the list of existing roles. The Super User role has all available permissions, and the role cannot be modified.

Wholesaler pre-defined roles are:

-Wholesaler Super User
-Wholesaler Administrator
-Stock Checker
Pharmacy pre-defined roles are:

-Pharmacy Super User
-Pharmacy Administrator
-Pharmacist User

Role name and description describe the purpose of the role. These can be modified for non-immutable roles.

Access User Roles from the home page by clicking on the 'User Roles' tab

Fundamental to the management of User Roles is the ability to define and manage the Role Permissions associated with a Role type.

Update permissions:

Permissions can be enabled or disabled by toggling.

REPLY SOLIDSOFT

Medicines Verification Administration Portal

Home › User Roles

User Roles

Create

* Roles   Stock Checker   Update

* Role name   Stock Checker   Revert

Description   Allows the user to perform transactions using the Emergency Verification Portal   Delete

Category	Permission	Description	Assigned
All ▾			All ▾
Client Roles	Control	Allows the actor to create, update and delete roles for their client credentials	✕
Equipment	Control	Allows the actor to create, update and delete client equipment within their organisation	✕
Locations	Control	Allows the actor to create and update locations within their organisation	✕
Packs	MarkAsDestroyed	Allows the actor to mark a pack or packs as destroyed	✓
Packs	MarkAsExported	Allows the actor to mark a pack or packs as exported	✓
	MarkAsLocked	Allows the actor to mark a pack or packs as locked	✓

Sidebar: Users, Locations, Reports, User Roles, Client Roles, Change Password, Help and Advice, Logout

User Roles - Creating New Roles

1. To create a new role, Click the main 'Create' button. A popup will open.

2. Type a new role name into the Role Name field.

3. There is the option to add a description.

4. Click the 'Create' button on the dialog to add the role. A Toast message is briefly displayed.

Create User Role dialog

Create User Role

* Role name
New Example User Role 1

Description
Optional description for New User Role 1

Create   Close

5. When permissions are enabled/disabled, the 'Update' and 'Revert' buttons become enabled.
Click the 'Update' to save the permissions to the new role. Click 'Revert' to undo changes.

6. By default, new roles are created with no permissions. In the 'Assigned' column, grant permissions by (enabling) clicking the specific permission. This is a toggle switch, so revoke a permission by toggling off (disabling).

Note: The user defining or changing the permissions associated with a role can only make changes to the roles whose permissions are available to their user account.

For example, a user without the 'Client Roles/Control' permission may not grant that permission to another role.

Following the creation of a new role, or the modification of an existing role, it is possible to allocate the new or modified role to a user in the 'Users' page.

Home > User Roles

Medicines Verification Administration Portal

The user role 'Local Org Test User Role 1' has been successfully created.

User Roles

Create

* Roles   Local Org Test User Role 1   Update

* Role name   Local Org Test User Role 1   Revert

Description   Local Org Test User Role 1 Description   Delete

Category	Permission	Description	Assigned
All ▾			All ▾
Client Roles	Control	Allows the actor to create, update and delete roles for their client cred...	⊗
Equipment	Control	Allows the actor to create, update and delete client equipment within t...	⊗
Locations	Control	Allows the actor to create and update locations within their organisation	⊗
Packs	MarkAsDestroyed	Allows the actor to mark a pack or packs as destroyed	⊗
Packs	MarkAsSample	Allows the actor to mark a pack or packs as sample	⊗
Packs	MarkAsSupplied	Allows the actor to mark a pack or packs as supplied	⊗
Qualification Testing	Control	Allows the actor to view, generate qualification test books, reset the te...	⊗
Report	ContractedWholesalersStakeholderReport	Allows the actor to create, read and delete Contracted Wholesalers Sta...	⊗
Report	Control	Allows the actor to access the report screen in the portal	⊗
Report	PackStateChangesClientReport	Allows the actor to create, read and delete Pack State Changes Client R...	⊗
Report	ProductCatalogueDataClientReport	Allows the actor to create, read and delete Product Catalogue Data Clie...	⊗

The Permissions table shows the name and description of each user permission, and the category it belongs to. By default, the 'NMVO Super User' has all permissions.

User Roles – Updating existing roles

Update User Role ✕

The permissions associated to the role will be modified, and will be applied to all users associated with the role.

Do you want to update the user role **New Example User Role 1**?

[Update]   [Close]

Note: The user defining or changing the permissions associated with a role can only make changes to the roles whose permissions are available to their user account.

For example, a user without the 'Report/Control' permission may not grant that permission to another role.

Role names and descriptions can be changed by editing the Role Name and Description fields respectively.

User Roles

[Create]

| * Roles | Local Org Test User Role 1 | ∨ | [Update] |

| * Role name | Local Org Test User Role 1.5 | [Revert] |

| Description | Local Org Test User Role 1.5 Description | [Delete] |

Category	Permission	Description	Assigned
All ▾			All ▾
Client Roles	Control	Allows the actor to create, update and delete roles for their client cred...	✓
Equipment	Control	Allows the actor to create, update and delete client equipment within t...	✗
Locations	Control	Allows the actor to create and update locations within their organisation	✓
Packs	MarkAsDestroyed	Allows the actor to mark a pack or packs as destroyed	✓

When permissions are enabled/disabled, the 'Update' button becomes enabled.

Click the 'Update' to save the permissions to the new role.

Updated permissions.

Permissions can be enabled or disabled by toggling.

REPLY
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User Roles – Reverting changes

Revert   ✕

Do you want to revert the changes you have made?

[Revert]   [Close]

1. When permissions are enabled/disabled, the 'Update' and 'Revert' buttons become enabled.

Click 'Revert' to undo changes. The Revert Change dialog will be displayed

2. To confirm reversion of the changes, click the 'Revert' button on the 'Revert' popup dialog.

User Roles

[Create]

* Roles	Local Org Test User Role 1 ⌄		Update
* Role name	Local Org Test User Role 1.5		Revert
Description	Local Org Test User Role 1.5 Description		Delete

Category	Permission	Description	Assigned
All ▼			All ▼
Client Roles	Control	Allows the actor to create, update and delete roles for their client cred…	✓
Equipment	Control	Allows the actor to create, update and delete client equipment within t…	✕
Locations	Control	Allows the actor to create and update locations within their organisation	✓
Packs	MarkAsDestroyed	Allows the actor to mark a pack or packs as destroyed	✓

Updated permissions.
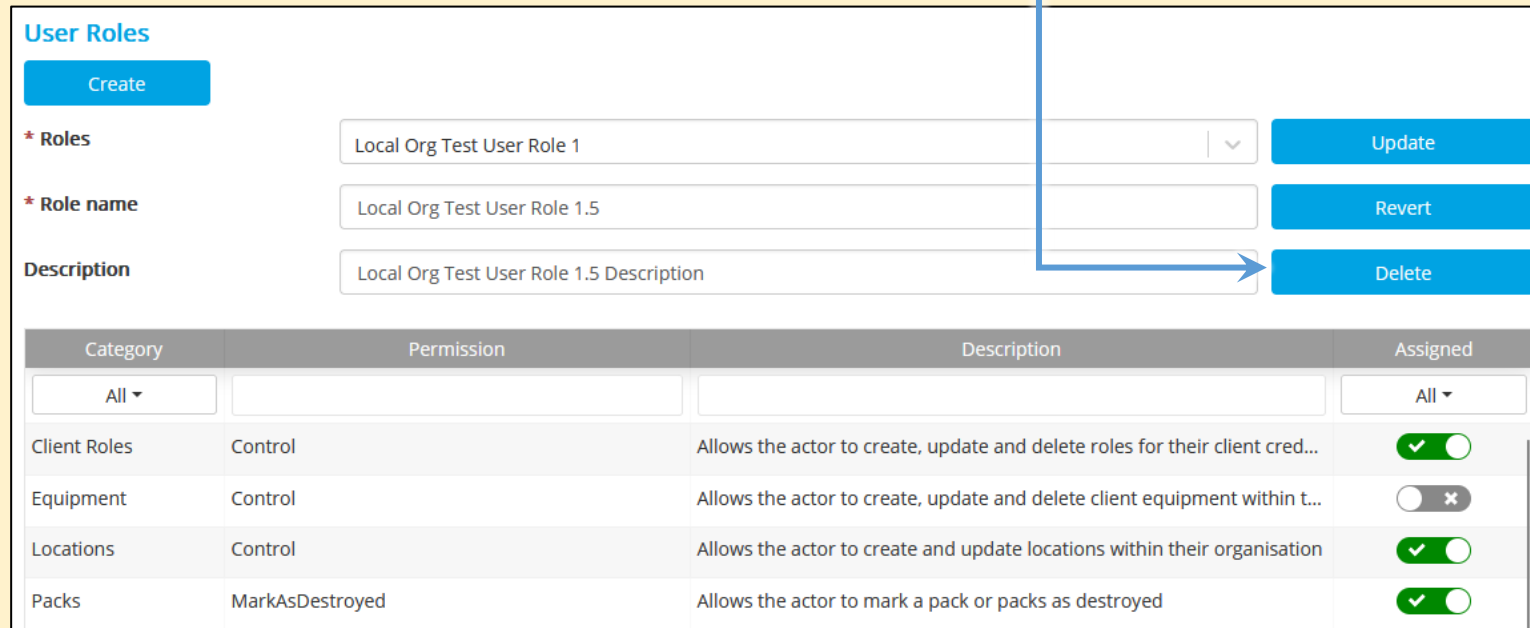
Permissions can be enabled or disabled by toggling.

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User Roles – Delete a role

Delete User Role ✕

The role will be removed from all users that are currently associated with it.

Do you want to delete the user role **New Example User Role 1**?

[Delete] [Close]
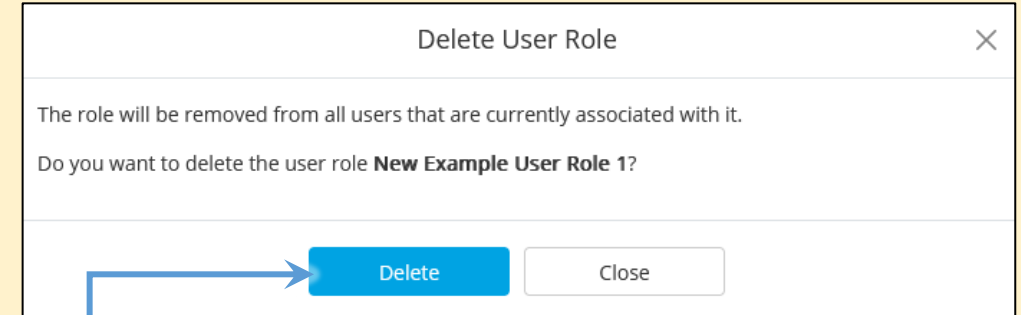
1. Click on the 'Delete' button on the User Roles page and the confirm Delete dialog modal will appear.

2. To confirm deletion of the selected role, click the 'Delete' button on the popup dialog.

User Roles

[Create]

* Roles	Local Org Test User Role 1 ⌄	Update
* Role name	Local Org Test User Role 1.5	Revert
Description	Local Org Test User Role 1.5 Description	Delete

Category	Permission	Description	Assigned
All ▾			All ▾
Client Roles	Control	Allows the actor to create, update and delete roles for their client cred...	✓
Equipment	Control	Allows the actor to create, update and delete client equipment within t...	✗
Locations	Control	Allows the actor to create and update locations within their organisation	✓
Packs	MarkAsDestroyed	Allows the actor to mark a pack or packs as destroyed	✓

REPLY SOLIDSOFT

Client Roles

Client Roles - Main

Client Roles allow fine-grained control access to client credentials, defining who can generate, read and exclude reports on a per report basis. *Client Roles* also controls which users can perform pack state changes and verifications. (To control access to all other part of the system, *Organisation Settings* would be used to set these other permissions)

Access Client Roles from the home page by clicking on tab
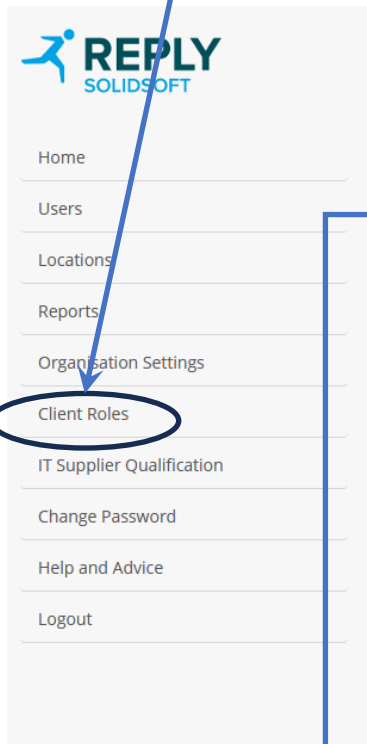
All possible permissions listed in the table

A description of what feature a particular Permission enables / disables.

Update button will save changes to Role name / description. By default it is disabled until there are pending changes

To undo any changes to the permissions before saving / updating, use the "Revert" button. By default it is disabled unless there are pending changes

REPLY
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Home

Users

Locations

Reports

Organisation Settings

Client Roles

IT Supplier Qualification

Change Password

Help and Advice

Logout

Home > Client Roles

Medicines Verification Administration Portal

Client Roles

Create

* Roles	Full Access ∨	Update
Role name	Full Access	Revert
Description	Role with all available permissions assigned	Delete

Category	Permission	Description	Assigned
All ▾			All ▾
Packs	MarkAsActive	Allows the actor to mark a pack or packs as active (reactivate)	✓
Packs	MarkAsDestroyed	Allows the actor to mark a pack or packs as destroyed	✓
Packs	MarkAsSample	Allows the actor to mark a pack or packs as sample	✓
Packs	MarkAsSupplied	Allows the actor to mark a pack or packs as supplied	✓
Packs	ProductDataDownload	Allows the actor to retrieve product data from the product catalogue	✓

Columns are sortable and can be filtered

Clicking on Create button will open the Create Role dialogue, where the name and details of the new role can be defined.

To update the name of a Role or its Description, enter the text in the "Role Name" or "Description" text boxes and click the "Update" button

Clicking on Delete button will open the Delete Role dialogue, where deletion can be confirmed.

Click to toggle permission On (Granted) or Off (Not Granted) .

The permissions fall into two broad categories: Report category, that allows a user to generate and manage reports, and these permissions are on a per report basis. Packs category, that allow the user to verify packs and run transactions.

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Client Roles – Add

Create Client Role

* Role name	Test Client Role
Description	Test Client Role Description

[Create] [Close]

Add

Enter the role name and description. Once the "Create" button is clicked the dialogue will be dismissed, returning user to main client roles page and adding a new user role.

If attempt is made to add a Role with the same name as an existing Role, a validation message will appear

Create Client Role

* Role name	Full Access
Description	

A role with this name already exists.

[Create] [Close]

Home > Client Roles

Medicines Verification Administration Portal

The client role 'Test Role ABC' has been successfully created.

Client Roles

[Create]

* Roles	Test Role ABC ⌄	[Update]
* Role name	Test Role ABC	[Revert]
Description	Role Creation 2	[Delete]

Permission	Description	Assigned
		All ⌄
BatchRecallAuditTrailReport	Allows the actor to create, read and delete Batch Recall A...	◯ ✕

When the new role is created successfully, a confirmation toast message is briefly displayed on the main client roles page.

Client Roles – Update & Revert

Role Name and/or Description changed

When changes are saved using Update button, a confirmation toast message is briefly displayed

Client Roles

Create

The client role 'Test Role ABC' has been successfully updated.

* Roles	Test Client Role	Update
* Role name	Test Client Role	Revert
Description	Test Client Role Description	Delete

Update and Revert buttons only become enabled when there are pending changes

Permission	Description	Assigned
All ▾		All ▾
BatchRecallAuditTrailReport	Allows the actor to create, read and delete Batch Recall Audit Trail Reports	✔
BatchRecallStakeholderReport	Allows the actor to create, read and delete Batch Recall Stakeholder Reports	✔
ConnectingStakeholdersMetricsReport	Allows the actor to create, read and delete Connecting Stakeholders Metrics Reports	✕
ContractedWholesalersStakeholderReport	Allows the actor to create, read and delete Contracted Wholesalers Stakeholder Reports	✕
DailySnapshots	Allows the actor to create, read and delete Daily Snapshots	✕

Permissions changed

Update

If the Update button on the main dialogue is clicked, the "Update Client Role" dialogue will appear. Clicking on the Update button in the dialog will save the changes, clicking on "Close" button in the dialogue will simply dismiss the dialogue without the changes being saved.

Update Client Role

The role permissions will be changed, and will be applied to all clients that are currently associated with the role.

Affected Client Ids: **None**

Do you want to update the client role **Test Client Role**?

Update   Close

Update Client Role

Do you want to update the client role **Test Client Role**?

Update   Close

Update

Different Update Client Role dialogs can appear, depending on whether a change was made in the permissions or not.
If a change was made in the permissions, the dialogue will list Client Ids that will be affected by the change.

If the change was just to the Client role name and/or description, the dialogue will not mention Client Ids.

Revert

If the Permissions are changed (Granted / Revoked), or the Role Description is edited, the Revert and Update buttons become enabled. Clicking on the Revert button causes a confirmation dialogue to appear. Clicking on "Revert" button on the popup dialogue causes the changes to be undone and the dialogue dismissed.

Revert

Do you want to revert the changes you have made?

Revert   Close

Client Roles – Delete

Delete Client Role ✕

The role will be removed from all clients that are currently associated with it.

Affected Client Ids: **None**

Do you want to delete the client role **ABC Client Role**?

[Delete] [Close]

Delete

Clicking the "Delete" button on the Delete dialogue will delete the client role and return the user to the main dialogue. A confirmation message will also be shown.

When the role is successfully deleted a confirmation toast message will briefly appear on the main client roles panel

Home > Client Roles

The client role 'Test Role Gamma Phi' has been successfully deleted. ✕

Medicines Verification Administration Portal

Client Roles

[Create]

* Roles | Full Access | ⌄ | [Update]

Role name | Full Access | Revert

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IT Supplier Qualification

The purpose of the Qualification Test Book (the 'test book') is to provide a set of test cases to be executed by IT Suppliers to support qualification of their systems. Following successful qualification, the IT Supplier may connect their system to their National Medicines Verification System (NMVS).

IT Supplier Qualification - Environment

The test book will be generated for a specific NMVS Integrated Quality Environment (IQE) market. The test book can only be used for the intended market in which the associated data has been generated. The API endpoints of the intended market where the test book has been generated can be found in section 2.1 on the test book and the **endpoints page** within the ITE Developer Portal.

The IT Supplier Qualification Test Book can be self-service generated via the IQE NMVS Administration Qualification Test Book page. Links to the NMVS Administration Portal can also be found on the endpoints page linked above. The functionality to generate and manage IT Supplier Qualification Test Books must be assigned to a local organisation, this authorisation is provided by the NMVO. **If your organisation is unable to navigate to the Qualification Test Book page within the NMVS Administration Page please contact the NMVO.**

2. Qualification Test Guidance

2.1 Environment

This test book has been generated for the xx NMVS Integrated Quality Environment (IQE). The client solution must consume the following endpoints:

Authorization Endpoint	https://api-xx-iqe.nmvo.eu/identity/connect/token
Pack API Endpoint	https://api-xx-iqe.nmvo.eu/verification/
Reporting API Endpoint	https://api-xx-iqe.nmvo.eu/report/

Please note the following market specific configuration values, these will be used during the testing phase to determine the expected response from certain scenarios. At the time of the test book generation the NMVS environment has been configured with the following values:

- *Double Dispense Limit:* 9
- *Double Dispense Time Limit:* 10.00:00:00
- *AMS Link (ignore if empty):* https://app.example-ams.com/AlertDetails.aspx?id={{uprcToken}}

Please refer to section 2.6.2 for further information about expected result variations and the market specific configuration values.

IT Supplier Qualification - Portal

NOTE: IT Supplier Qualification functionality is only available on IQE.

Action to create a new test book

Rows in the Test Book table can be filtered according to the data in them.

Columns can be shown / hidden using column selector

Test Book status can be one of:

Home > IT Supplier Qualification

Medicines Verification Administration Portal

IT Supplier Qualification

Create

☑ Active
☑ Certified
☑ Failed
☑ Review
☑ Revoked

Active – *the default state for a test book. Testing can be performed while the test book is Active. Test data resets can be performed while Active.*

Certified – *testing has been completed and the NMVO has reviewed and certified the outcome of the test book.*

ID	IT Supplier ...	API Version	Client Syste...	Barcode Sc...	Client Locat...	Location Na...	Client Id	Equipment I...	IT Supplier ...	IT Supplier ...	Template V...	Created Dat...	Completed ...	Start Date o...	End Date of ...	Test Book S...	Actions
		All ▾														All ▾	
xx_125	Example W...	3.0	FMD Soluti...	Tera Barco...	68213424-4...	Test Locatio...	21f38a06-3...	Equipment ...	example@e...	Example M...	3.	14/03/2024 ...				Active	
xx_124	Example W...	3.1	FMD Soluti...	Scanner_1	68213424-4...	Test Locatio...	21f38a06-3...	Equipment ...	example@e...	Example M...	3.1	14/03/2024 ...	14/03/2024 ...	14/03/2024 ...	14/03/2024 ...	Review	

Previous page   10 rows ▾   Next page

Failed – *testing has been completed and the NMVO has reviewed and considered the outcome and deemed the testing to have failed.*

Review – *the NMVO is reviewing the test evidence after submittal by the IT Supplier.*

Revoked – *when a previously certified test book has its certification revoked.*

The IT Supplier Qualification page will display the following columns:

• **Qualification Testbook Id**
• **IT Supplier Name**
• **API Version**
• **Client System Build/Version Number**
• **Barcode Scanner Model**
• **Client Location Id**
• **Location Name**
• **Client Id**
• **Equipment Id**
• **IT Supplier Test Manager Contact Email**
• **IT Supplier Test Manager Contact Name**
• **Template Version**
• **Created Date (UTC)**
• **Completed Date (UTC)**
• **Start Date of Testing (UTC)**
• **End Date of Testing (UTC)**
• **Test Book Status**
• **Actions**

A row is created for each generated test book containing the unique ID of the test book as well as the IT supplier information provided when the test book was generated.

It also contains dates and times of when the testing was performed as well as when the test book was generated.

The state of the test book can also be viewed here.

Actions

Manage Test Evidence

View submitted test evidence by the IT against a test book that is not Active.

Download a Test Book

Downloads the docx. generated Qualification Test Book.

Reset Test Data

Allows the IT supplier to reset the test data for an Active test book.

Submit Test Book

Clicking this button will open the submit test book. The IT supplier can upload supporting test evidence. Finalising a submittal will move the test book from Active to Review.

Delete Test Book

Allows the IT supplier to delete a test book. This option is available on Active, Failed and Revoked test books.

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IT Supplier Qualification – Create

The IT Supplier will be required to submit the following information within section 2.5 of their generated test book. The majority of this information will be requested at the point of self-service generation of a test book and will be automatically added to the generated test book. At the point of submitting the test book please ensure that this section is completed and the information provided is correct.

- **IT Supplier name*** – name of supplier performing the testing.

- **IT Supplier test manager contact email*** – the contact email address of the manager performing the testing.

- **IT Supplier test manager contact name*** – the contact name of the manager performing the testing.

- *Environment Tested Against – the national market IQE that testing is being performed against. This information will be automatically generated.*

- **Client System Build/Version Number*** – the version of their client software in the 'User-Agent' header. This may be used to check if the software being used is the same as that which was certified, and to identify if any issues are related to a specific client type.

- **Barcode Scanner Model*** – the vendor and model of the barcode used for testing.

- **Scanner Connection Mode*** – the method of connection for which the scanner connects to the computer. I.e. BT, USB, HID Keyboard, Keyboard Wedge, Serial port, etc. See Integrating Scanning Hardware for more details.

- **Start and End Time of Testing** – the time when the testing was performed, this will be used by Solidsoft Reply operations to extract transaction logs for the testing activity. *This information shall be updated by the IT supplier and provided as part of evidence when submitting the test book for review.*

- **Client Location ID*** – used by the system to extract transaction logs for the testing activity.

- **Client ID*** – used by the system to extract transaction logs for the testing activity.

- **Client Equipment ID*** – used by the system to extract transaction logs for the testing activity.

- **National System API Version*** – version of the API used to integrate with the National System, specified by the "emvs-api-version" HTTP header in the requests (e.g. 3.0). This will be set based on the API version of the requested test book.

Information with an * shall be provided at the point of generating the test book. This information shall be inserted automatically into section 2.5 of the generated test book.

Create Qualification Test Book

Field	Value	
* IT Supplier Name	Example Wholesaler	
* IT Supplier Test Manager Contact Email	example@example.com	
* IT Supplier Test Manager Contact Name	Example Manager	
* Client System Build/Version Number	FMD Solution 23.00201/v5	
* Barcode Scanner Model	Scanner_1	
* Scanner Connection Mode	HID Keyboard	
* Client Location Id	68213424-4811-4624-9d20-51545368e2cb	Test Location 1
* Client Id	21f38a06-3516-4709-8727-4b7ce3996ff3	Equipment Id 1
* API Version	3.1	

Create   Close

2.5 IT Supplier Information

IT Supplier Name	Example Wholesaler
IT Supplier Test Manager Contact Email	example@example.com
IT Supplier Test Manager Contact Name	Example Manager
Environment Tested Against	xx IQE
Client System Build/Version Number	FMD Solution 23.00201/v5
Barcode Scanner Model	Scanner_1
Scanner Connection Mode[1]	HID Keyboard
Start and End Date/Time of Testing (UTC)	<Enter Start and End Date/Time>
Client Location ID	68213424-4811-4624-9d20-51545368e2cb
Client ID	21f38a06-3516-4709-8727-4b7ce3996ff3
Client Equipment ID	Equipment Id 1
National System API Version	3.1

Table 1: IT Supplier Information

IT Supplier Qualification – Test Data and Test Book

Test data associated with each test case is based upon functional scenarios, these scenarios are explained at the start of each test case and test step.

The scenario and the action that shall be provided within the test step.

The test product, batch, serial number, 2D data matrix barcode and expected result will be provided for each test step. In some cases you may be required to perform an action again on a previous test step pack.

There are several steps throughout the test book that will generate alert IDs. These test steps are listed below and the "images" icon is displayed within each Test Case to indicate the step at which a screenshot is required.

Ensure the following evidence is clearly presented or attached to your completed test book for each test step that generates an alert ID:

- Alert ID
- Result Code
- Operation Code
- Warning

Test case applicability and the time of test completion (if applicable) must be provided for each test case.

The expected result of the action performed is provided and must match what the client received. The expected results lines up to the test step data in the left hand column.

The result of the test step must also be completed.

Pass - the response received is the same as the expected result

Fail - the response received differs from the expected result

N/A- the test scenario is not applicable to the IT Suppliers solution (e.g., a pharmacy solution unable to perform wholesaler requests)

The results from certain test cases within the test book vary depending on differences in market configuration such as the double dispense limit and the double dispense time limit. Where this is occurs the expected results will inform that there are varied responses and contain each of the possible expected results, separated by 'OR'.

3.2 Test Case ID: 02_BULK_SUPPLY: NMVS/E2E/Bulk Pack/Supply

The IT Supplier software that supports bulk operations must be able to perform a bulk supply transaction of multiple packs in various different conditions

Test Case Applicability (Yes/No)	
Date and Time of Test Case Completion (UTC)	
Comments	

Test Step	Expected Result
1. Prerequisite: Supply an Active pack via a single pack operation, in order to perform a double supply of the same pack in the next step as part of a bulk supply operation. Attempt to **SUPPLY** the following pack in a single pack operation:	

Product Code GTIN: 05430002045948
Serial Number: 10FXuhI3dHDNPMqiGt6w
Batch ID: xx_124_BS_1_1
Expiry Date: 290314
Initial Public Pack State: Active
	200 OK
	{
	  "operationCode": "11210200",
	  "state": "Supplied",
	  "information": "The pack has been supplied.",
	  "productName": "SolidsoftTestBookProduct"
	}

Test Step Result:	Comments:
2. Supply four packs with a bulk supply operation Attempt to **SUPPLY** the following 4 packs in a bulk operation:	

Product Code GTIN: 05430002045948
Serial Number: 12UjbzhrtVNqe7j1hPSv
Batch ID: xx_124_BS_2_1
Expiry Date: 290314
Initial Public Pack State: Active

Add pack to the bulk supply request. This pack was SUPPLIED in pre-requisite step 1.

Product Code GTIN: 05430002045948
Serial Number: 10FXuhI3dHDNPMqiGt6w
Batch ID: xx_124_BS_1_1
Expiry Date: 290314

- only if market setting for double dispense limit[1] ≤ 1 or double dispense time limit[2] is exceeded)

(Response varies dependant on configured double dispense limit of market)

200 OK
{
"operationCode": 12200000,
"packs": [
{
"pack": {
"productCodeScheme": "GTIN",
"productCode": "05430002045948",
"serialNumber": "12UjbzhrtVNqe7j1hPSv",
"batchId": "xx_124_BS_2_1",
"expiryDate": "290314"
},
"result": {
"operationCode": "11210200",
"state": "Supplied",
"information": "The pack has been supplied.",
"productName": "SolidsoftTestBookProduct"
}
},
{
"pack": {
"productCodeScheme": "GTIN",
"productCode": "05430002045948",
"serialNumber": "10FXuhI3dHDNPMqiGt6w",
"batchId": "xx_124_BS_1_1",
"expiryDate": "290314"
},
"result": {
"operationCode": "1   00", (Limit ≥ 3)
"state": "Suppl
"warning   e pack was previously supplied at this location.",
         Name": "SolidsoftTestBookProduct",
         erOfAttempts": 2
OR
"operationCode": "11220201", (Limit = 2)

IT Supplier Qualification – Test Evidence

Test evidence can be submitted through the NMVS Administration Portal upon submitting the test book for review.

The testing period should be specified, along with any other necessary testing evidence.

Files may be attached by using the 'Add Files' button, and there is an option to categorise file types and provide a description.

Please note that the permissible file types are limited to jpg, pdf, docx, png, csv, and xlsx. When a test book is under review further test evidence cannot be submitted via the NMVS Administration Portal.

Where a test case generates an alert and causes the Client System Graphical User Interface (GUI) to display a warning, it is necessary to take a screenshot of the warning and record it. The IT supplier is required to return the generated Qualification Test Book, with all necessary information filled in (IT Supplier Information, Test Case Applicability, and Test Step Results). The IT supplier is also required to submit transaction logs of all transactions performed as part of the testing with the completed test book (in either an Excel or CSV file format).

Please note that sections of the test book that are deemed incomplete, and missing required evidence, will require resubmission and will cause delay in qualification.

2.5 IT Supplier Information

IT Supplier Name	Example Wholesaler
IT Supplier Test Manager Contact Email	example@example.com
IT Supplier Test Manager Contact Name	Example Manager
Environment Tested Against	xx IQE
Client System Build/Version Number	FMD Solution 23.00201/v5
Barcode Scanner Model	Scanner_1
Scanner Connection Mode[1]	HID Keyboard
Start and End Date/Time of Testing (UTC)	12/03/2024 10:00:00 – 12:00:00
Client Location ID	68213424-4811-4624-9d20-51545368e2cb
Client ID	21f38a06-3516-4709-8727-4b7ce3996ff3
Client Equipment ID	Equipment Id 1
National System API Version	3.1

Table 1: IT Supplier Information

3.9 Test Case ID: 09_ALERTS: NMVS/E2E/Single Pack/Alerts

IT Supplier Qualification – Action Submit Testbook

Submit Test Book ×

* Start Date of Testing (UTC) 07/03/2024 16:30:00
Start Date of Testing (UTC) must be more than 07/03/2024 16:53:37.

* End Date of Testing (UTC) 07/03/2024 18:30:00
End Date of Testing (UTC) must be less than 07/03/2024 16:56:54.

Please choose the time period during which the testing was conducted and upload the completed test book, accompanied by any supporting evidence.

Add Files

File Name
NMVS Qualification Test Book v3.0_34.docx
NMVS Qualification Test Book Data v2.4_50.xlsx

Please ensure all files have a category selected.

Validation: Start Date and End Date of testing are mandatory fields, and must fall within valid datetime range. Start Date must be after the Testbook was created. End Date cannot be in the future.

Submit Test Book ×

* Start Date of Testing (UTC) 07/03/2024 16:53:38

* End Date of Testing (UTC) 07/03/2024 16:56:54

Please choose the time period during which the testing was conducted and upload the completed test book, accompanied by any supporting evidence.

Add Files

File Name	Categories	Description	Uploaded By	File Size	Actions
	All ▾				
NMVS Qualification Test Book v3.0_34.docx	Test Book ✕ ✕ | ⌄		nmvs.ssr+wholesaler@gmail.com	0.60 MB	🗑
Screenshot (493).png	Screenshot ✕ ✕ | ⌄		nmvs.ssr+wholesaler@gmail.com	0.21 MB	🗑
	Test Book				
	Log				
	Other				

Submit   Close

Test evidence files (pdf, xlsx, jpg, docx) can be added using the 'Add Files' button

Validation: All evidence files uploaded must be given a category: Test Book, Screenshot, Log or Other.

Submit button becomes enabled when there are changes. Click it to submit Testbook to system, user is returned to main panel.

Text describing the file added can be entered here. This field is optional, can be blank.

Individual test evidence files can be removed by clicking the delete icon

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Change Password

The 'Change Password' screen can be used to change the password of any active user registered via the Administration Portal.

1. **Enter the email address associated with the user account that requires a new password.**

2. **Enter the current password that needs to be changed.**

3. **Enter and confirm the new password.**

4. **Select the 'Confirm' button.**

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Home > Users > Change Password

Medicines Verification Administration Portal

Home
Users
Locations
Reports
User Roles
Client Roles
IT Supplier Qualification
Change Password
Help and Advice

Change Password

* Email

* Old Password

* New Password

* Confirm Password

Confirm

Client System Credentials

Client System Credentials - How are they used?

- Allocation of Client System Credentials to your IT System is the responsibility of your IT Supplier.
- Each independent terminal is considered a unique piece of equipment and must be issued credentials individually.
- Independent terminals at the same location have a different equipment name but the same location name.
- A pharmacist at a location with two terminals may, if they wish, use one terminal to supply a pack and the other to reactivate the same pack, however the pharmacy cannot reactivate a pack from a different location even if it is within the same user organisation.
- A Local Organisation may have many locations and each location may have many pieces of equipment (client systems) , see diagram.
- Users should be aware that each time client credentials are presented to the NMVS, this represents a formal confirmation by the Local Organisation as to the location of the client system and the equipment which is connecting to the NMVS.
- This confirmation is mandated by the EMVS requirements in order to comply with the EU Delegated Regulation.
- Any misrepresentation may be deemed an abuse of the system by the NMVO and/or the national competent body.
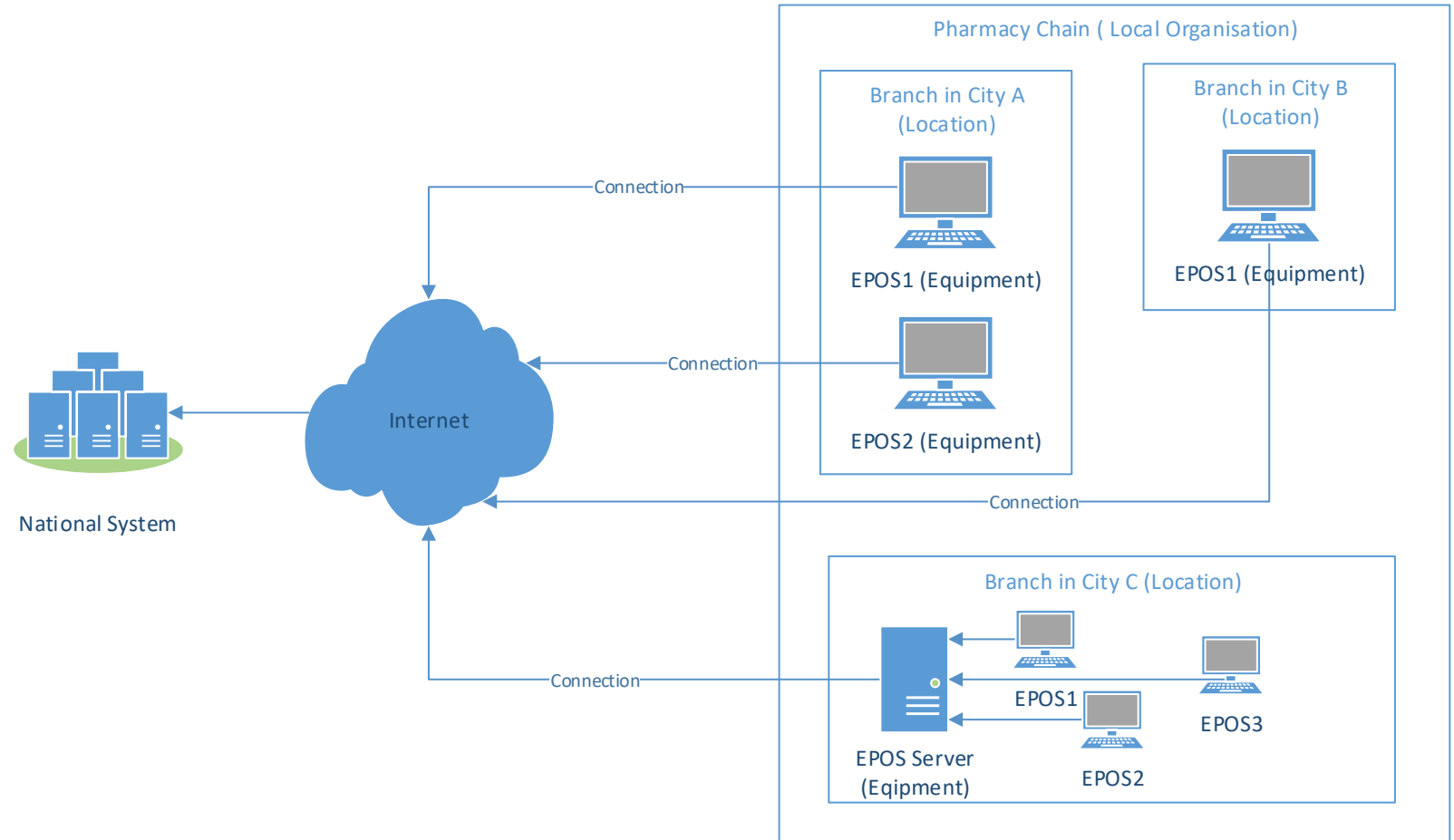
Client System Credentials - Deleting/Revoking Client System Credentials

- Client System Credentials are used during a request for an access token to the NMVS.

- Access tokens represent authorisation of the system to perform actions against the NMVS. The access tokens expire every 30 minutes.

- If a client is suspended any access token remains valid until it expires, so a suspended client may continue to access the system for up to 30 minutes.

- A suspended client will still be issued with a new access token, but any attempt to perform a transaction with the verification or reporting API will fail with an unauthorized response.

- Should the equipment be deleted then a new set of Client System Credentials need to be generated and applied before that client can request a new access token.

Note:
The NMVS does not authenticate users of client systems. This is the responsibility of the client system. No mechanism is provided to client systems to inform the NMVS about the user of the client system or their roles or permissions. The NMVS does not record any information about the local user.

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Emergency Verification Application (EVA)

EVA - What is the EVA and how is it used

- **The Emergency Verification Application (EVA) provides support for business continuity in the event that a Client System fails. It can be accessed from any computer that has an attached keyboard, a supported web browser and internet connectivity.**

- **The EVA is accessed via a web URL that is unique to each market.**

- **The EVA can be used to verify and decommission packs of medicine. It does not support a scanner, and is not intended to be used as a permanent replacement for an integrated client system.**

- **This method of drug pack verification is intended for use when EPOS equipment is unavailable at a pharmacy or wholesaler.**

- **Individuals wishing to use the EVA must already have approved user accounts with their National System, as set up via the NMVS Administration Portal. Users must have sucessfully completed the registration process.**

- **Options presented with the EVA will depend on the type of user; pharmacy users and wholesaler users are presented with a different set of options:**
  - **Pharmacists** can decommission packs as: *Destroyed, Sample and Supplied*
  - **Wholesalers** (Stockchecker) can decommission packs as : *Destroyed, Sample, Supplied , Locked, Exported and Stolen*

- *Note:* pack reactivation via the EVA is not permitted nor the decomision as free sample.
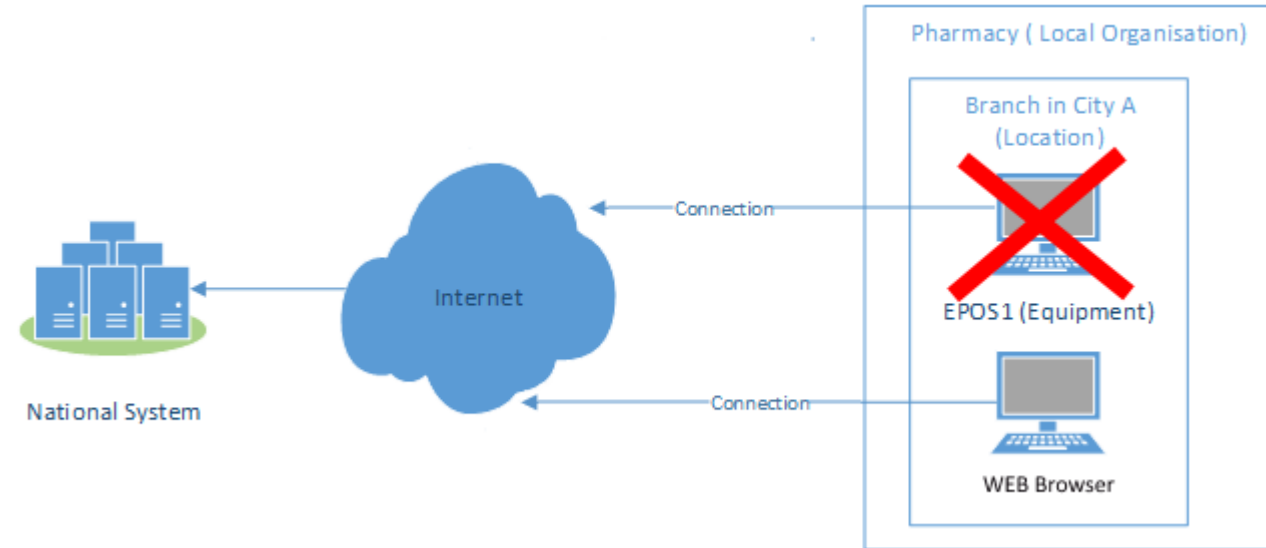
EVA Client Requirements

- **Hardware: Keyboard and mouse input devices. Colour display minimum resolution 1280x600.**
- **Operating System (OS): Any OS in current support by Microsoft.**
- **Browser: Any browser in current support by Microsoft, Google or Mozilla. JavaScript required.**
- **Network: Unrestricted TCP network port access.**
- **Internet Connectivity: Yes.**

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EVA - Portal URLs

Each NMVO has its own EVA which is accessed via a unique URL:

Bulgaria: https://eva-bg.nmvo.eu
Croatia: https://eva-hr.nmvo.eu
Cyprus: https://eva-cy.nmvo.eu
Czech Republic: https://eva-cz.nmvo.eu
Denmark: https://eva-dk.nmvo.eu
Iceland: https://eva-is.nmvo.eu
Ireland: https://eva-ie.nmvo.eu
Lithuania: https://eva-lt.nmvo.eu
Malta: https://eva-mt.nmvo.eu
Slovenia: https://eva-si.nmvo.eu
Sweden: https://eva-se.nmvo.eu
Switzerland: https://eva-ch.nmvo.eu

To access your chosen EVA, open a supported web browser and enter the URL into the address field, then select 'Enter' on the keyboard.
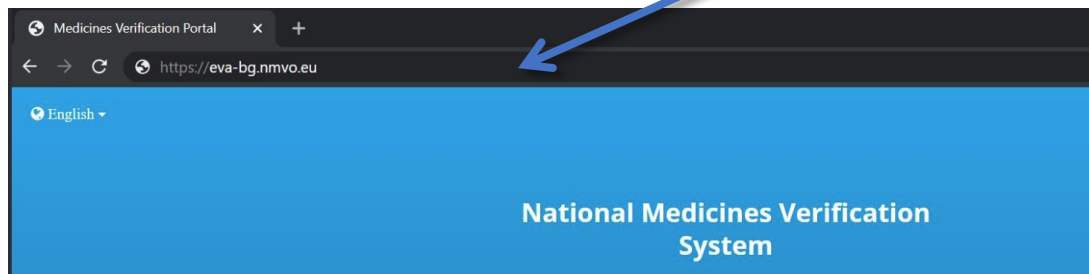
EVA - Login to the Portal

National Medicines Verification System

Authorised Users Only

User Name

pharmacysuperuser@example.com

Password

●●●●●●●●●●

Sign In

If you have forgotten your User Name, please contact a User Administrator in your Organisation.

If you have forgotten your password, please use the following link and carefully follow the instructions: Password Reset

1. Enter an approved user name and password in the login screen (the user name is the email address).

2. Click 'Sign In'.

3. Select your current physical location from the drop-down list. This list is created from location details supplied via the Administration Portal. A user must be associated with a location since any packs that they decommission must have the location of decommissioning associated with them.

4. If the user has already been assigned default location then user will not be prompted to choose the location.

5. Click 'Sign In' again.

National Medicines Verification System

Authorised Users Only

User Name

pharmacysuperuser@example.com

Password

●●●●●●●●●

Location

Test Location 1

Sign In

If you have forgotten your User Name, please contact a User Administrator in your Organisation.

If you have forgotten your password, please use the following link and carefully follow the instructions: Password Reset

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EVA - Home Screen

The 'HomeScreen' is presented after login. Return to this screen at any time by selecting the 'Home' menu option.

The 'Change Password' menu option is used to change the password of any Active user.

The 'Logout' menu option is used to exit the EVA.

The 'Pack Details' section is where drug details are entered via keyboard. Details must be entered as they appear on the pack.

Home

Change Password

Logout

Home

Emergency Verification Application

Insert pack details

* Product Code Scheme   GTIN

* Product Code

* Serial Number

* Batch Number

Batch Expiry Date   Day   Month   Year

Next

Select 'GTIN' or 'PPN' from the drop down list.

Pack information

Select 'Next' once all pack information has been entered.

EVA - Pack Operations – Pharmacy – Verify Success

The verify operation has been executed successfully. ✕

Insert pack details

Product Code Scheme PPN

Product Code 012119245453

Serial Number 112233445566102703

Batch Number DBOPS21194454

Result

OperationCode	11110200
Information	The pack has been supplied.
State	Supplied

Pack Operations

[Verify]

[Destroyed] [Sample] [Supplied]

Pack details entered via the 'HomeScreen' are displayed again on the 'Pack Details Screen'.

1. Select the 'Verify' option to verify the pack details. Pack information is verified against the National System.

2. Verification results are displayed above the 'Verify' option and at the top of the screen.

3. Following successful verification, the pack may be marked as 'Destroyed', 'Supplied' or 'Sample' via option buttons.

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EVA - Pack Operation – Pharmacy – Verify Failure

Pack details entered via the 'HomeScreen' are displayed again on the 'Pack Details Screen'.

1. **Select the 'Verify' option to verify the pack details. Pack information is verified against the National System.**

2. **Verification results are displayed above the 'Verify' option and at the top of the screen.**

Home > Pack Operation

Emergency Verification Application

The verify operation has failed.

Choose Pack Operation

Product Code Scheme	PPN
Product Code	012119200922
Serial Number	112233445566206565
Batch Number	DBOP
Batch Expiry Date	220810

Result

Operation Code	41020003
Warning	The batch identifier mismatches the recorded batch identifier. An alert has been raised.
Alert Id	XX-KST-1PH-9W9-W22-3JB

Pack Operations

[Verify]

[Destroyed] [Sample] [Supplied]

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EVA - Pack Operation – Wholesaler– Verify Success

Home > Pack Operation

Emergency Verification Application

The verify operation has been executed successfully.   ×

Choose Pack Operation

Product Code Scheme	GTIN
Product Code	12317070523014
Serial Number	10vSu57YT(;?v'roYwr,
Batch Number	000004

Result

Operation Code	11111200
Information	The product has been withdrawn.
State	Withdrawn

Pack Operations

[Verify]

[Destroyed]   [Exported]   [Locked]

[Sample]   [Stolen]   [Supplied]

Pack details entered via the 'HomeScreen' are displayed again on the 'Pack Details Screen'.

1. **Select the 'Verify' option to verify the pack details. Pack information is verified against the National System.**

2. **Verification results are displayed above the 'Verify' option and at the top of the screen.**

3. **Following successful verification, the pack may be marked as 'Destroyed', 'Exported', 'Locked', 'Sample', 'Stolen' or 'Supplied' via option buttons.**

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EVA - Change Password

The 'Change Password' screen can be used to change the password of any active user registered via the Administration Portal.

1. Enter the email address associated with the user account that requires a new password.

2. Enter the password that is to be changed.

3. Enter and confirm the new password.

4. Select the 'Confirm' button.

Emergency Verification Application

Change Password

* Email

* Old Password

* New Password

* Confirm Password

Confirm

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Report List

Reports		
Report Title	**Additional Report Parameters***	**Description**
Pack State Changes Client Report	Duration (Start and End date) Client Location Id	This report provides a count of pack state changes made during a specified time period at a specified client location.
Transactions Log Client Report	Duration (Start and End date and time) Client Location Id	This report provides a list of product pack related transactions initiated by a pharmacist or wholesaler for a specified location and time period.
Returned Packs Client Report	Duration (Start and End date and time) Client Location Id	This report provides a list of packs flagged as suspicious transaction for a given location and time period.
Product Catalogue Data Client Report	Product Details (code and scheme) Start date and time	This report provides a list of all products currently stored in the product catalogue, together with details of the market authorisation holder and designated wholesalers.
Contracted Wholesalers Stakeholder Report	Product Details (code and scheme)	This report lists the contracted wholesalers for a given product.

Key: Fields in RED are optional and can be left empty.

***All reports are required to have a 'Report Name'. This field is pre-populated for the user with an appropriate title. The title can be modified by the user requesting the report but this is not mandatory.**

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Pharmacy Permissions

Client Roles/Control: Allows the actor to create, update and delete roles for their client credentials
Equipment/Control: Allows the actor to create, update and delete client equipment within their organisation
Locations/Control: Allows the actor to create, update and delete locations within their organisation
Packs/MarkAsDestroyed: Allows the actor to mark a pack or packs as destroyed
Packs/MarkAsSample: Allows the actor to mark a pack or packs as sample
Packs/MarkAsSupplied: Allows the actor to mark a pack or packs as supplied
Qualification Testing/Control: Allows the actor to view, generate qualification test books, reset the test data and submit for review
Report/ContractedWholesalersStakeholderReport: Allows the actor to create, read and delete Contracted Wholesalers Stakeholder Reports
Report/Control: Allows the actor to access the report screen in the portal
Report/PackStateChangesClientReport: Allows the actor to create, read and delete Pack State Changes Client Reports
Report/ProductCatalogueDataClientReport: Allows the actor to create, read and delete Product Catalogue Data Client Reports
Report/ReturnedPacksClientReport: Allows the actor to create, read and delete Returned Packs Client Reports
Report/TransactionLogClientReport: Allows the actor to create, read and delete Transaction Log Client Reports
User Roles/Control: Allows the actor to create, update and delete roles within their organisation
Users/Control: Allows the actor to create, update and delete users within their organisation

Wholesaler Permissions

Client Roles/Control: Allows the actor to create, update and delete roles for their client credentials
Equipment/Control: Allows the actor to create, update and delete client equipment within their organisation
Locations/Control: Allows the actor to create, update and delete locations within their organisation
Packs/MarkAsDestroyed: Allows the actor to mark a pack or packs as destroyed
Packs/MarkAsExported: Allows the actor to mark a pack or packs as exported
Packs/MarkAsLocked: Allows the actor to mark a pack or packs as locked
Packs/MarkAsSample: Allows the actor to mark a pack or packs as sample
Packs/MarkAsStolen: Allows the actor to mark a pack or packs as stolen
Packs/MarkAsSupplied: Allows the actor to mark a pack or packs as supplied
Qualification Testing/Control: Allows the actor to view, generate qualification test books, reset the test data and submit for review
Report/ContractedWholesalersStakeholderReport: Allows the actor to create, read and delete Contracted Wholesalers Stakeholder Reports
Report/Control: Allows the actor to access the report screen in the portal
Report/PackStateChangesClientReport: Allows the actor to create, read and delete Pack State Changes Client Reports
Report/ProductCatalogueDataClientReport: Allows the actor to create, read and delete Product Catalogue Data Client Reports
Report/ReturnedPacksClientReport: Allows the actor to create, read and delete Returned Packs Client Reports
Report/TransactionLogClientReport: Allows the actor to create, read and delete Transaction Log Client Reports
User Roles/Control: Allows the actor to create, update and delete roles within their organisation
Users/Control: Allows the actor to create, update and delete users within their organisation

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NMVS Release <mark>14.0</mark> – Client Role Permissions

Pharmacy client role permissions

Category	Permission	Description
Packs	MarkAsActive	Allows the actor to mark a pack or packs as active (reactivate)
Packs	MarkAsDestroyed	Allows the actor to mark a pack or packs as destroyed
Packs	MarkAsSample	Allows the actor to mark a pack or packs as sample
Packs	MarkAsSupplied	Allows the actor to mark a pack or packs as supplied
Packs	ProductDataDownload	Allows the actor to retrieve product data from the product catalogue
Packs	SystemStatus	Allows the actor to retrieve the current system status
Packs	Verify	Allows the actor to verify packs
Report	ContractedWholesalersStakeholderReport	Allows the actor to create, read and delete Contracted Wholesalers Stakeholder Reports
Report	PackStateChangesClientReport	Allows the actor to create, read and delete Pack State Changes Client Reports
Report	ProductCatalogueDataClientReport	Allows the actor to create, read and delete Product Catalogue Data Client Reports
Report	ReturnedPacksClientReport	Allows the actor to create, read and delete Returned Packs Client Reports
Report	TransactionLogClientReport	Allows the actor to create, read and delete Transaction Log Client Reports

Wholesaler client role permissions

Category	Permission	Description
Packs	MarkAsActive	Allows the actor to mark a pack or packs as active (reactivate)
Packs	MarkAsDestroyed	Allows the actor to mark a pack or packs as destroyed
Packs	MarkAsExported	Allows the actor to mark a pack or packs as exported
Packs	MarkAsFreeSample	Allows the actor to mark a pack or packs as free sample
Packs	MarkAsLocked	Allows the actor to mark a pack or packs as locked
Packs	MarkAsSample	Allows the actor to mark a pack or packs as sample
Packs	MarkAsStolen	Allows the actor to mark a pack or packs as stolen
Packs	MarkAsSupplied	Allows the actor to mark a pack or packs as supplied
Packs	ProductDataDownload	Allows the actor to retrieve product data from the product catalogue
Packs	SystemStatus	Allows the actor to retrieve the current system status
Packs	Verify	Allows the actor to verify packs
Report	ContractedWholesalersStakeholderReport	Allows the actor to create, read and delete Contracted Wholesalers Stakeholder Reports
Report	PackStateChangesClientReport	Allows the actor to create, read and delete Pack State Changes Client Reports
Report	ProductCatalogueDataClientReport	Allows the actor to create, read and delete Product Catalogue Data Client Reports
Report	ReturnedPacksClientReport	Allows the actor to create, read and delete Returned Packs Client Reports
Report	TransactionLogClientReport	Allows the actor to create, read and delete Transaction Log Client Reports

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Complete Revision History

Version	Date	Description	Author
1.2	03-Jun-20	"NMVS Portal User Guide for Local Organisations - Release 6.2" version 1.2 was approved for Release 6.2	Prashant Hatle
1.3	17-Aug-20	Revised for Release 7.1	Alice Firth
2.0	11-Nov-20	Version 2.0 approved (Release 7.1)	Alice Firth
2.1	25-Feb-21	Revised for Release 8.0	Alice Firth
2.2	14-May-21	Updated following Quality Review	Danish Pal
2.3	16-Jun-21	Minor formatting changes applied. Document changes since the last release 7.1 guide document are represented in colour by either: amber text in slide content, amber text in slide title descriptions and yellow borders on screen images indicating updated or new screens.	Trupti Davé
3.0	18-Jun-21	Version 3.0 approved (Release 8/8.0.1)	Alice Firth
3.1	05-Jul-21	Revision for NMVS Release 9.0 Yellow background – indicates new page Yellow highlight/border – indicates addendum to existing page or new image/text. • Removed edited text highlighted for v3.0 of document. • Slide edited 35 • Slide created 46, 47 • Changed reference from "NBS" to "NMVS" on slides 33, 49, 50, 51, 52, and 64	Nicholas Houghton
4.0	12-Nov-21	Version 4.0 approved (Release 9.0)	Nicholas Houghton
4.1	17-Jan-2022	Revision for NMVS Release 10.0 • Removed edited text highlighted for v4.0 of document. • Slides edited 18, 19, 20, 21, 22, 23, 28, 64	Nicholas Houghton
5.0	05-Apr-2022	• Approved to v5.0	Nicholas Houghton

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Version	Date	Description	Author
a) 5.1	09-Jun-22	Revision for NMVS Release 11.0 • Removed edited text highlighted for v5.0 of document. • Slides edited 10, 18, 19, 23, 27, 28, 64 • Slide created 29	Tak Li
6.0	16-Aug-22	Approved to v6.0	Tak Li
6.2	17-Mar-23	Revision for NMVS Release 12.0. Added CAPA 938 note to Login screen. Added Logout and Session Timeout screens.	David Joyce
6.3	03-Apr-23	Addressed FC comments	David Joyce
6.4	20-Apr-23	Added major release number to the revision history Description of document versions v4.1, 5.1 and 6.2 to address comments from Anna Juhlin (following customer representatives review)	Fabian Cantu
7.0	20-Apr-23	Approved to version 7.0 (NMVS Release 12.0)	David Joyce
7.1	08-Aug-23	Revision for NMVS Release 13.0 (yellow highlighted text and background indicates changes) • Removed edited text highlighted for v7.x of document. • Slides edited 9, 17, 18, 19, 20, 31, 32, 33, 50, 51, 52, 53, 54 • Slides created 12, 28, 43, 44, 45, 46, 47, 48, 59, 60, 61, 62, 63, 64, 65, 66, 67, 83	David Joyce
7.2	01-Sep-23	• Updated slides 50-54 to state that reports are also available through the Portal • Clarified Organisation and client roles on slide 56 • Updated slide 65 to include IQE for IT Supplier Qualification	David Joyce
8.0	01-Sep-2023	Approved to v8.0	David Joyce
8.1	15-Mar-24	• Slides edited: 30, 31, 33, 34, 35, 36, 37, 38, 41, 42, 43, 51, 52, 53, 57, 58, 59, 88, 89 • Slides created: 32, 40, 60, 61, 67, 68, 69, 70, 71, 72, 73	David Joyce
9.0	02-Apr-2024	Approved to v9.0	David Joyce

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Document Review History

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2.1	01-Mar-21	Formal Review	Roberto Bacciocchi
2.1	02-Mar-21	Content Review	Ian Gilroy
2.1	13-May-21	Quality Review	Indu Marimuthu Nanditha Kartik
2.2	20-May-21	Quality Review	Nanditha Kartik Matt Rymell
2.3	17-Jun-21	Quality Review	Nanditha Kartik
3.1	27-Oct-2021	Content Review	Danish Pal
3.1	28-Oct-2021	Quality Review	Nanditha Kartik
4.1	20-Jan-2022	Quality Review	Nanditha Kartik
5.1	04-Jul-2022	Quality Review	Nanditha Kartik
6.2	27-Mar-2023	Quality Review	Fabian Cantu
6.3	13-Apr-2023	Customer Representatives Review	Customer Representatives
7.1	22-Aug-2023	Quality Review	Matt Stellmacher
7.2	01-Aug-2023	Quality Review	Matt Stellmacher
8.1	18-Mar-2024	Quality Review	Nanditha Kartik

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