

NMVS Portal User Guide for Local Organisations

Applicable To: Solidsoft Reply NMVS Release 10

Document Version: 5.0

Published: 05 April, 2022

Audience: Pharmacies, Wholesalers, Hospitals via NMVOs

Revision History

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

Document Approval

Name	Role/ Title	Signature and Date	Meaning of Signature
Nicholas Houghton	Author	<i>Nicholas Houghton</i> Nicholas Houghton (Apr 5, 2022 14:14 GMT+1)	I am signing to certify this document has been produced following the prescribed process and that it meets technical requirements.
Andy Peacock	Enterprise Architect	<i>Andy Peacock</i>	I am approving this document to clarify that it meets business requirements.
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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.

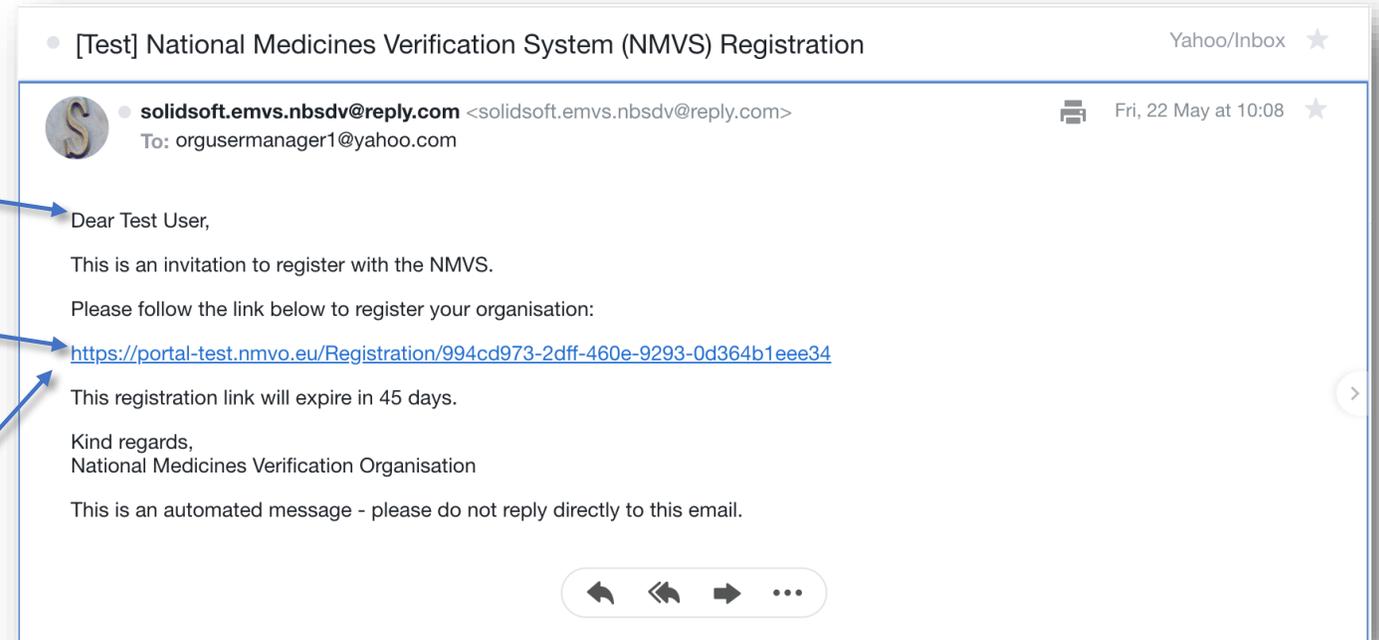
Clients/Client Systems

- 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.

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.



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

Logging in as the local organisation user

User Account - Login to the Portal

National Medicines Verification System

Authorised Users Only

User Name
orgusermanager1@yahoo.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 User Name and password in the login screen (the user name is the email address).
2. Click 'Sign In'.
3. After clicking 'Sign In' the Authorisation Code challenge screen will be presented.
4. If the User has forgotten password or wants to 'Reset' password then select the 'Password Reset' link.
5. 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.

Home > [Users](#) > Forgot Password

Medicines Verification Administration Portal

Forgot Password

* Email

Send

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

The current page is displayed here.

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

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 screenshot shows the 'Home' screen of the 'Medicines Verification Administration Portal'. On the left is a navigation menu with the following items: Home, Users, Locations, Organisation Settings, Change Password, Help and Advice, and Logout. The main content area is divided into two columns. The left column is titled 'CHANGE YOUR PASSWORD' and contains text recommending password changes, a list of password requirements (Upper case characters, Lower case characters, Numbers, and Special Characters !\$%&.=+@#.-_), and a blue 'Change Password' button. The right column is titled 'HELP AND ADVICE' and contains text about useful information, a list of topics (User Management, Endpoint Administration, and Reports), and text about contacting the service desk, along with a blue 'Help' button. Blue arrows point from the text annotations on the left to the corresponding menu items and buttons in the screenshot.

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.

Organisation Settings

Organisation Settings - Local Organisation Super User

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

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

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

The 'Roles' dropdown box presents the list of existing roles.

Wholesaler pre-defined roles are:

- Wholesaler Super User
- Wholesaler Administrator
- Stock Checker

Pharmacy pre-defined roles are:

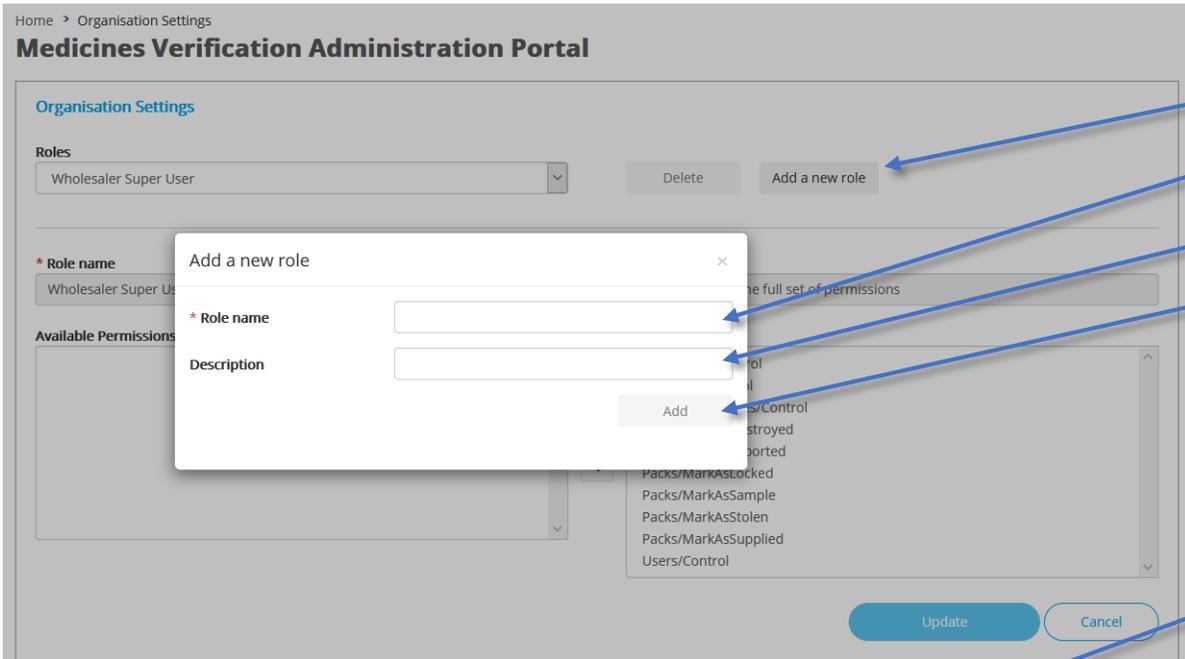
- Pharmacy Super User
- Pharmacy Administrator
- Pharmacist User

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

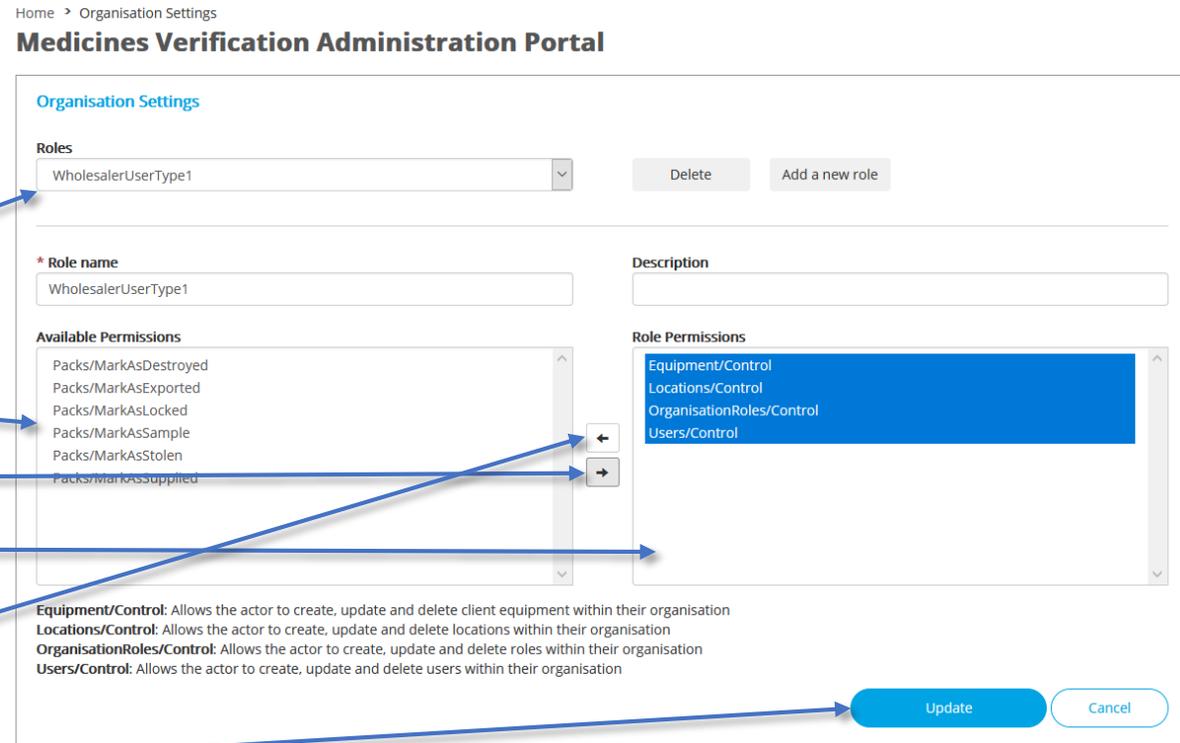
The Super User role has all available permissions, and the role cannot be modified.

The screenshot displays the 'Organisation Settings' page for the 'Wholesaler Super User' role. The page is part of the 'Medicines Verification Administration Portal' and is accessed via 'Home > Organisation Settings'. The left sidebar contains navigation links: Home, Users, Locations, Organisation Settings (selected), Change Password, Help and Advice, and Logout. The main content area shows the 'Organisation Settings' form for the 'Wholesaler Super User' role. The form includes a 'Roles' dropdown menu with 'Wholesaler Super User' selected, a 'Delete' button, and an 'Add a new role' button. Below this, there are input fields for '* Role name' (containing 'Wholesaler Super User') and 'Description' (containing 'Grants the user the full set of permissions'). The 'Available Permissions' section is empty, and the 'Role Permissions' section lists various permissions such as 'Equipment/Control', 'Locations/Control', 'OrganisationRoles/Control', 'Packs/MarkAsDestroyed', 'Packs/MarkAsExported', 'Packs/MarkAsLocked', 'Packs/MarkAsSample', 'Packs/MarkAsStolen', 'Packs/MarkAsSupplied', and 'Users/Control'. At the bottom right, there are 'Update' and 'Cancel' buttons.

Organisation Settings - Creating New Roles (1)



1. To create a new role, Click 'Add a new role'. 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 'Add' button to add the role.



5. The screenshot shows the creation of a new role called 'WholesalerUserType1'.
6. Define the permissions to be allocated to the new role by selecting them from the 'Available Permissions' box.
7. Click the 'Right' arrow to allocate the selected permissions to the role.
8. The allocated permissions will now be displayed in the 'Role Permissions' list.
9. To remove permissions from a role, select the permissions to be removed from the 'Role Permissions' list, and click the 'Left' arrow to revoke.
10. The revoked permissions will be displayed in the 'Available Permissions' list.
11. Click 'Update' when the permission allocation is complete and correct.
12. Alternatively, to exit this screen without saving any changes, press 'Cancel'.

Organisation Settings - Creating New Roles (2)

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.

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

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

Home > Organisation Settings

Medicines Verification Administration Portal

Organisation Settings

Roles

Wholesaler Administrator

*** Role name**

Wholesaler Administrator

Description

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

Available Permissions

- Packs/MarkAsDestroyed
- Packs/MarkAsExported
- Packs/MarkAsLocked
- Packs/MarkAsSample
- Packs/MarkAsStolen
- Packs/MarkAsSupplied

Role Permissions

- Equipment/Control
- Locations/Control
- OrganisationRoles/Control
- Users/Control

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
OrganisationRoles/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

Selecting an entry (or entries) in the 'Available Permissions' or 'Role Permissions' window presents a summary description of the permission.

User Management

User Management - Main (1)

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 Management functions are found on the 'Users' page.

User Name	Prime Contact	Super Admin	Account Status	Creation Date	Actions
wholesalersuperuser@example.com (Super User)	True	True	Active	14/01/2022	
wholesaleradmin@example.com	False	False	Active	14/01/2022	
stockchecker@example.com	False	False	Active	14/01/2022	

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

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

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

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

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)

User Management - Main (2)



Home > Users

Medicines Verification Administration Portal

The 'Actions' field contains icons to represent the various actions that can be performed on a user account.

Users

Create

User Name	Prime Contact	Super Admin	Account Status	Creation Date	Actions
wholesalersuperuser@example.com (Super User)	True	True	Active	14/01/2022	 
wholesaleradmin@example.com	False	False	Active	14/01/2022	   
stockchecker@example.com	False	False	Active	14/01/2022	   



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.

User Management - Create User (1)

This section describes how to create and invite new users

1. Navigate to the 'Users' page to access the function to add new users.
2. Click 'Create' to begin the process of creating a new user.
3. The list of existing users is displayed in the table.

Home > Users

Medicines Verification Administration Portal

Users

Create

User Name	Prime Contact	Super Admin	Account Status	Creation Date	Actions
wholesalersuperuser@example.com (Super User)	True	True	Active	14/01/2022	 
wholesaleradmin@example.com	False	False	Active	14/01/2022	   
stockchecker@example.com	False	False	Active	14/01/2022	   

User Management - Create User (2)

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.
4. The possible User Roles are listed in the 'User Roles' box.
5. Select the user's role(s). It is possible to assign multiple roles to a single user.
6. In this example a new user is created with the 'Stock Checker' user role.
7. Click the 'Create' button.
8. An invitation email is sent to the new user to begin the registration process.

Home > Users > Create

Medicines Verification Administration Portal

[Add New User](#)

* Email

Default Location

* Roles

- Wholesaler Super User
- Stock Checker**
- Wholesaler Administrator

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

User Management - Create User (3)

Home > Users

Medicines Verification Administration Portal

The user account wholesaleruser@example.com has been successfully created.

Users

Create

User Name	Prime Contact	Super Admin	Account Status	Creation Date	Actions
stockchecker@example.com	False	False	Active	14/01/2022	
wholesaleradmin@example.com	False	False	Active	14/01/2022	
wholesalersuperuser@example.com (Super User)	True	True	Active	14/01/2022	
wholesaleruser@example.com	False	False	Onboarding	18/01/2022	

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.

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

Default Location

Roles

Wholesaler Super User
Stock Checker
Wholesaler Administrator

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

2. The User Name cannot be changed.

3. The default location can be changed.

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

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.

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

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

4. Click 'Delete' to delete the user.

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

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

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

A screenshot of a web application dialog box titled 'Reinstate User'. The dialog box contains the text 'Please confirm you want to reinstate this user: orgusermanager@gmail.com'. Below the text are two buttons: a blue 'Reinstate' button and a white 'Cancel' button. A blue arrow points from the right side of the dialog box to the user name 'orgusermanager@gmail.com'. Another blue arrow points from the bottom of the dialog box to the 'Reinstate' button.

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

3. Click 'Reinstate' to reinstate the user

User Management - Reassign Prime Contact

Home > Users

Medicines Verification Administration Portal

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

User Name	Prime Contact	Super Admin	Account Status	Creation Date	Actions
stockchecker@example.com	False	True	Active	14/01/2022	
wholesaleradmin@example.com	False	False	Active	14/01/2022	
wholesalersuperuser@example.com (Super User)	True	True	Active	14/01/2022	
wholesaleruser@example.com	False	False	Onboarding	18/01/2022	

The user account stockchecker@example.com has been successfully made the Prime Contact.

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

Users

Create

User Name	Prime Contact	Super Admin	Account Status	Creation Date	Actions
stockchecker@example.com (John Smith)	True	True	Active	14/01/2022	
wholesaleradmin@example.com	False	False	Active	14/01/2022	
wholesalersuperuser@example.com	False	True	Active	14/01/2022	
wholesaleruser@example.com	False	False	Onboarding	18/01/2022	

Prime Contact User Details

Email: stockchecker@example.com

* First Name: John

* Last Name: Smith

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

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.

Home > Users > Change Password

Medicines Verification Administration Portal

Change Password

* Email

* Old Password

* New Password

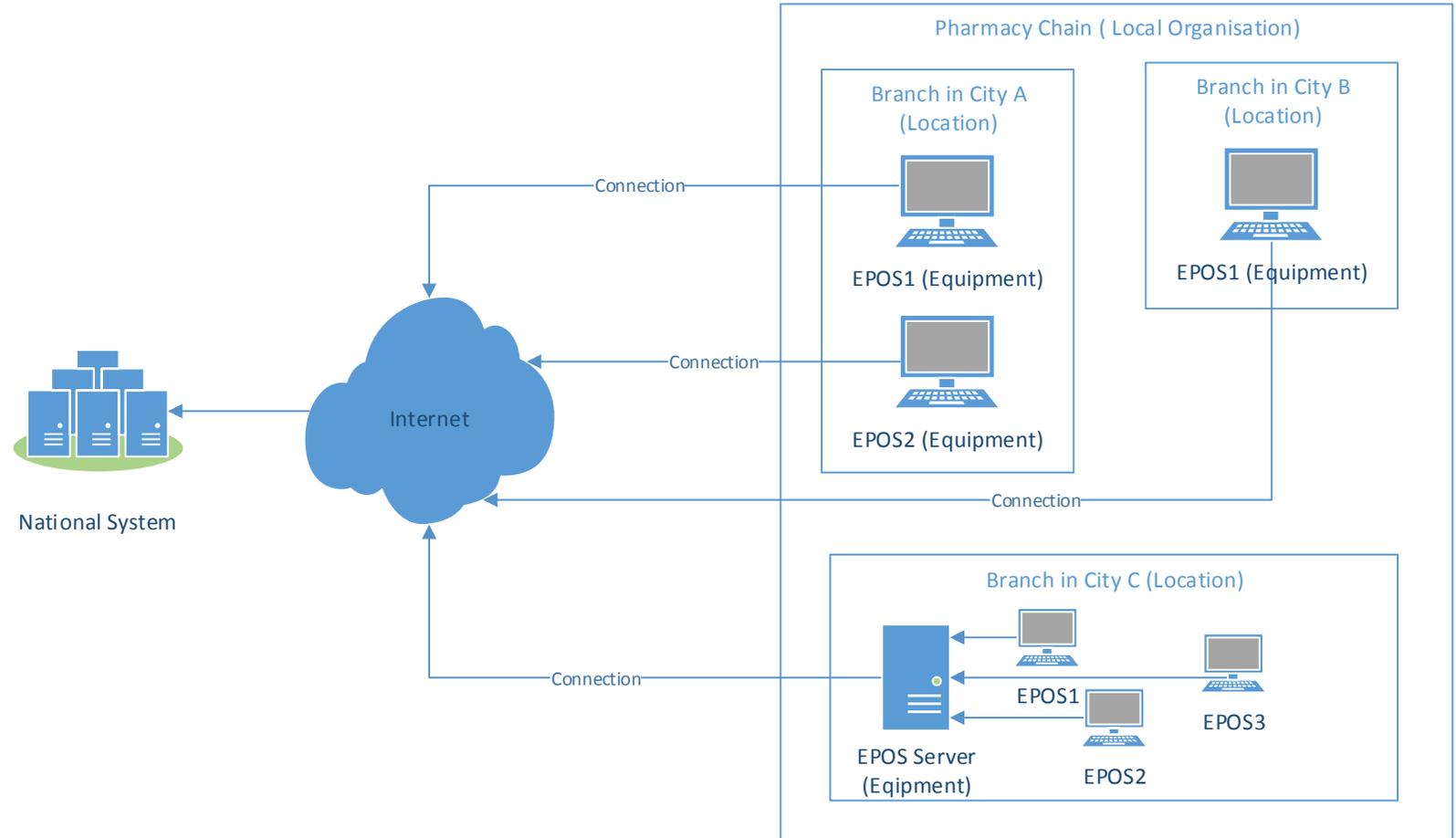
* Confirm Password

[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 tokens, 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.

Location Management

Location Management - Adding Locations (1)

The portal provides functions to manage the client systems connecting to the National Systems. These are presented in the 'Locations' page.

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.

Locations can be suspended by the local Organisation and can also be suspended by the NMVO. When a location is suspended by the NMVO this will be indicated in the location status. To reinstate the location click the return arrow (further instructions on slides 46-47)

Home > Locations

Medicines Verification Administration Portal

Locations

Search

Location Name	Address	Status	Actions
Example Location to be Suspended by NMVO	ABC 123	Suspended by NMVO	 
Example Location to be Suspended by Org	NDS 120	Suspended	  
Test Location 1	Alencon Link, Basingstoke, RG21 7TN	Active	  
Test Location 2	Iliffe Close, Reading, RG1 2QE	Active	  

Add Location

1. To begin the process of adding a location, click 'Add Location'.

Location Management - Adding Locations (2)

2. Complete the following fields:

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.

Home > Locations > Create

Medicines Verification Administration Portal

Location Detail

* Location Name

Address

City

* Postal Code

Save

Cancel

3. Click 'Save' to add the new location.

Location Management - Adding Locations (3)

1. A confirmation message will be displayed stating that the location was successfully created.
2. The Location will be assigned a 'Location ID'.
3. Now that the Location has been established, it is necessary to define Client Equipment.
4. Click 'Add Client Equipment' to begin the process of defining new Client Equipment.

Home > Locations > Edit

Medicines Verification Administration Portal

Location successfully created. ×

Location Detail

Location Id	5de01cce-7bc7-4693-ac58-9162f4baa578	Update
* Location Name	Test Org Location 1	Cancel
Address	Pharmacy Street	Delete Location
City	London	
* Postal Code	SW1	

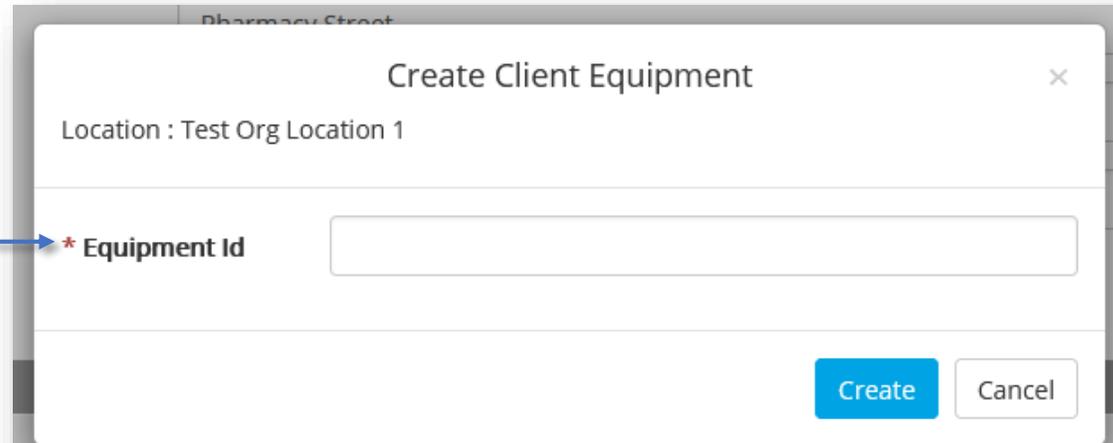
Client Equipment

Equipment Id	Client Id	Status	Actions
No client equipments found.			

Add Client Equipment

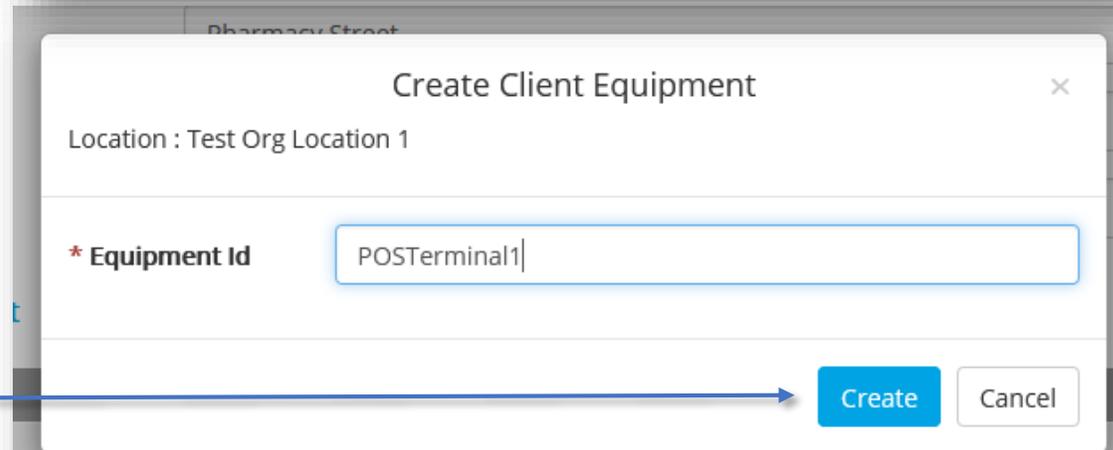
Location Management - Adding Client Equipment (1)

1. Enter the 'Equipment Id' for the item of equipment that will be used to perform pack operations.



The screenshot shows a dialog box titled "Create Client Equipment" with a close button (X) in the top right corner. Below the title, it says "Location : Test Org Location 1". There is a text input field labeled "* Equipment Id" which is currently empty. At the bottom right, there are two buttons: "Create" (highlighted in blue) and "Cancel". A blue arrow points from the first step of the instructions to the "Equipment Id" input field.

2. This may be, for example, "POS Terminal 1", and may be informed by the Client System naming convention in place.

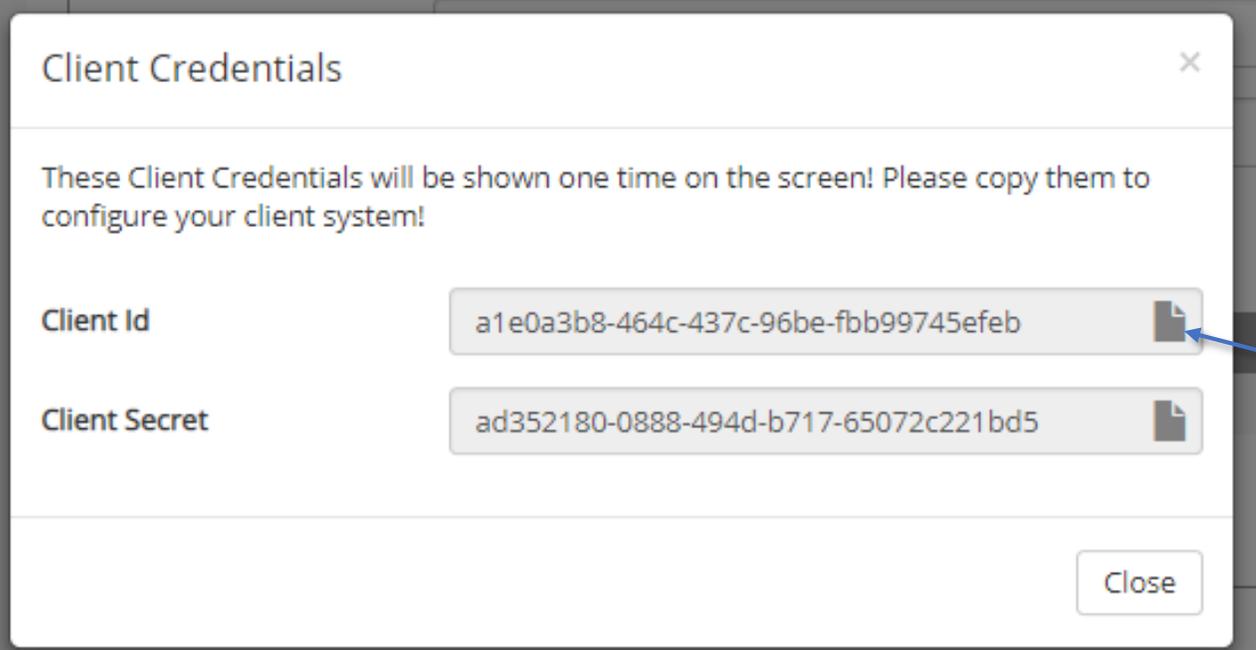


The screenshot shows the same "Create Client Equipment" dialog box. The "Equipment Id" input field now contains the text "POSTerminal1". The "Create" button remains highlighted in blue. A blue arrow points from the third step of the instructions to the "Create" button.

3. Click "Create" to create the Client System Credentials.

Location Management - Adding Client Equipment (2)

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 - Adding Client Equipment (3)

1. Following the creation of the credentials, the Client Equipment table is now populated with the new equipment.
2. To add more client equipment, click 'Add Client Equipment' and repeat the process.

Client Equipment

Equipment Id	Client Id	Status	Actions
POSTerminal1	d4a2e2c0-ab6b-4ddd-a679-ecb7ac60ab29	Active	 

[Add Client Equipment](#)

Location Management - Edit Location (1)

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.

Home > Locations

Medicines Verification Administration Portal

Locations

Location Name	Address	Status	Actions
Example Location to be Suspended by NMVO	ABC 123	Suspended by NMVO	 
Example Location to be Suspended by Org	NDS 120	Suspended	  
Test Location 1	Alencon Link, Basingstoke, RG21 7TN	Active	  
Test Location 2	Iliffe Close, Reading, RG1 2QE	Active	  

To edit a location, click the 'Edit' icon next to the Location to be edited.



Location Management - Edit Location (2)

1. The 'Edit Location' window will be presented.
2. It is possible to edit all fields apart from the Location ID.
3. Make the required changes to the contents of the Location fields, then click 'Update' to update the Location details.

From the 'Locations > Edit' window it is also possible to add new client equipment and manage existing client equipment

Home > Locations > Edit

Medicines Verification Administration Portal

Location Detail

Location Id	5de01cce-7bc7-4693-ac58-9162f4baa578	Update
* Location Name	Test Org Location 1	Cancel
Address	Pharmacy Street	Delete Location
City	London	
* Postal Code	SW1	

Client Equipment

Equipment Id	Client Id	Status	Actions
POSTerminal1	2eff5120-c875-4ce7-9953-794ee18a3ec6	Active	

[Add Client Equipment](#)

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.

Home > Locations

Medicines Verification Administration Portal

Locations

Search

Location Name	Address	Actions
LocalOrgLocation1	Pharmacy Street, London, SW1	

Add Location

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 LocalOrgLocation1?

Number of client equipments contained: 1

Type in 'LocalOrgLocation1' to continue

Delete Cancel

2. A confirmation window will prompt the user to enter the Location to be deleted as a safety check before allowing the delete action to proceed.
3. When the location has been entered, press 'Delete'.

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 - 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.

Home > Locations > Edit

Medicines Verification Administration Portal

Location Detail

Location Id: 5de01cce-7bc7-4693-ac58-9162f4baa578 Update

* Location Name: Test Org Location 1 Cancel

Address: Pharmacy Street Delete Location

City: London

* Postal Code: SW1

Client Equipment

Equipment Id	Client Id	Status	Actions
POSTerminal1	2eff5120-c875-4ce7-9953-794ee18a3ec6	Active	

Add Client Equipment

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

Suspend Client Equipment ×

Do you want to suspend the client equipment with Equipment Id POSTerminal1?

Suspend Cancel

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

Location Management - Reinstate Client Equipment

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

Home > Locations > Edit

Medicines Verification Administration Portal

Location Detail

Location Id: 5de01cce-7bc7-4693-ac58-9162f4baa578 Update

* Location Name: Test Org Location 1 Cancel

Address: Pharmacy Street Delete Location

City: London

* Postal Code: SW1

Client Equipment

Equipment Id	Client Id	Status	Actions
POSTerminal1	2eff5120-c875-4ce7-9953-794ee18a3ec6	Suspended	 

Add Client Equipment

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

Reinstate Client Equipment ×

Do you want to reinstate the client equipment with Equipment Id POSTerminal1?

Reinstate Cancel

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.

Home > Locations

Medicines Verification Administration Portal

Locations

Location Name	Address	Status	Actions
Example Location to be Suspended by NMVO	ABC 123	Suspended by NMVO	  
Example Location to be Suspended by Org	NDS 120	Active	  
Test Location 1	Alencon Link, Basingstoke, RG21 7TN	Active	  
Test Location 2	Iliffe Close, Reading, RG1 2QE	Active	  

Suspend Location

Do you want to suspend the location **Example Location to be Suspended by Org**?

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

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

Location Management - Reinstate Location

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

Home > Locations

Medicines Verification Administration Portal

Locations

Location Name	Address	Status	Actions
Example Location to be Suspended by NMVO	ABC 123	Suspended by NMVO	 
Example Location to be Suspended by Org	NDS 120	Suspended	  
Test Location 1	Alencon Link, Basingstoke, RG21 7TN	Active	 
Test Location 2	Iliffe Close, Reading, RG1 2QE	Active	 

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

Reinstate Location ×

Do you want to reinstate the location **Example Location to be Suspended by Org**?

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.

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.

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.

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.

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	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

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.

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.

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.

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.

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

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.

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	

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.

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.

Report Details										
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									

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

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.

Reports - Contracted Wholesalers Stakeholder Report

This report lists the contracted wholesalers for a given product.

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.

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



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.

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

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

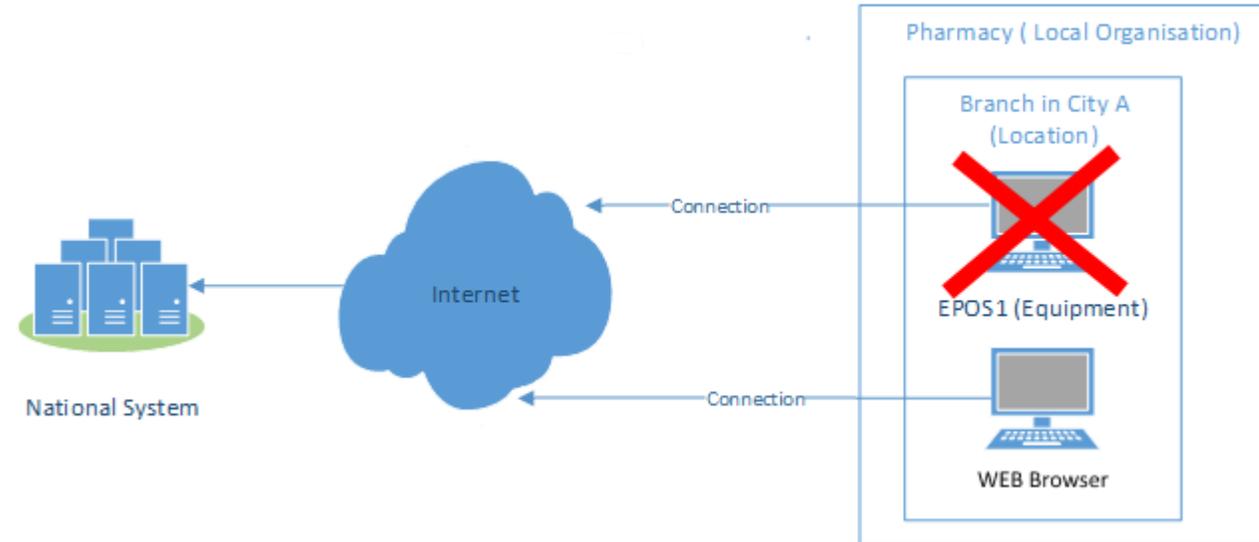
Rows will repeat in multiples for each wholesaler returned.

Country of Wholesaler.

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 successfully 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 decommission as free sample.



EVA Client Requirements

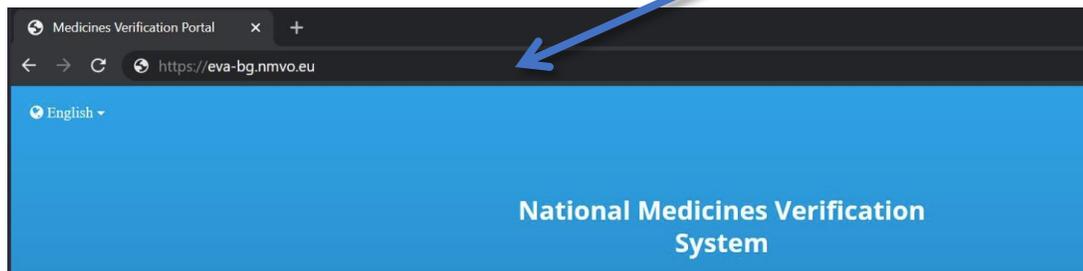
- **Hardware:** Keyboard and mouse input devices. Colour display minimum resolution 1280x600.
- **Operating System (OS):** Any OS in current support by Microsoft.
- **Browser:** Any browser in current support by Microsoft, Google or Mozilla. JavaScript required.
- **Network:** Unrestricted TCP network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

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

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

Password

Location

[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](#)

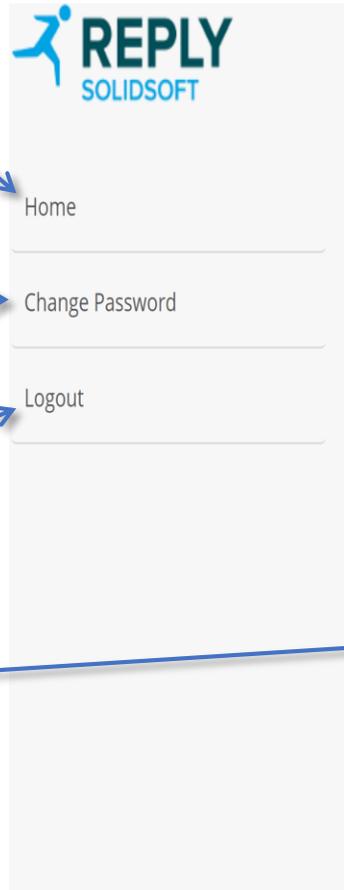
EVA - Home Screen

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 Emergency Verification Application

Insert pack details

* Product Code Scheme

* Product Code

* Serial Number

* Batch Number

Batch Expiry Date

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

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.

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

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.

EVA - Pack Operation – Pharmacy – Verify Failure

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

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.

EVA - Pack Operation – Wholesaler– Verify Success

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.

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

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.

EVA - Change Password

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

Emergency Verification Application

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.

Change Password

* Email

* Old Password

* New Password

* Confirm Password

Confirm

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.

NMVS Release 10.0 - Permissions

Pharmacy Permissions

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

OrganisationRoles/Control: Allows the actor to create, update and delete roles 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

Users/Control: Allows the actor to create, update and delete users within their organisation

Wholesaler Permissions

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

OrganisationRoles/Control: Allows the actor to create, update and delete roles 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

Users/Control: Allows the actor to create, update and delete users within their organisation

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	Yellow background – indicates new page Yellow highlight/border – indicates addendum to existing page or new image/text. <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Removed edited text highlighted for v4.0 of document. • Slides edited 19, 20, 21, 22, 23, 24, 29, 64 	Nicholas Houghton
5.0	05-Apr-2022	<ul style="list-style-type: none"> • Approved to v5.0 	Nicholas Houghton

Document Review History

Version	Date	Client / Department / Function	Reviewed By
2.1	01-Mar-21	Formal Review	Roberto Baccocchi
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

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Final Audit Report

2022-04-06

Created:	2022-04-05
By:	Indumathi Marimuthu (i.marimuthu@reply.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzFYfGizIU2H6_5Km8EfSZ5XxM-_g0EeL

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