

# eIPS Fidelity Project User Manual

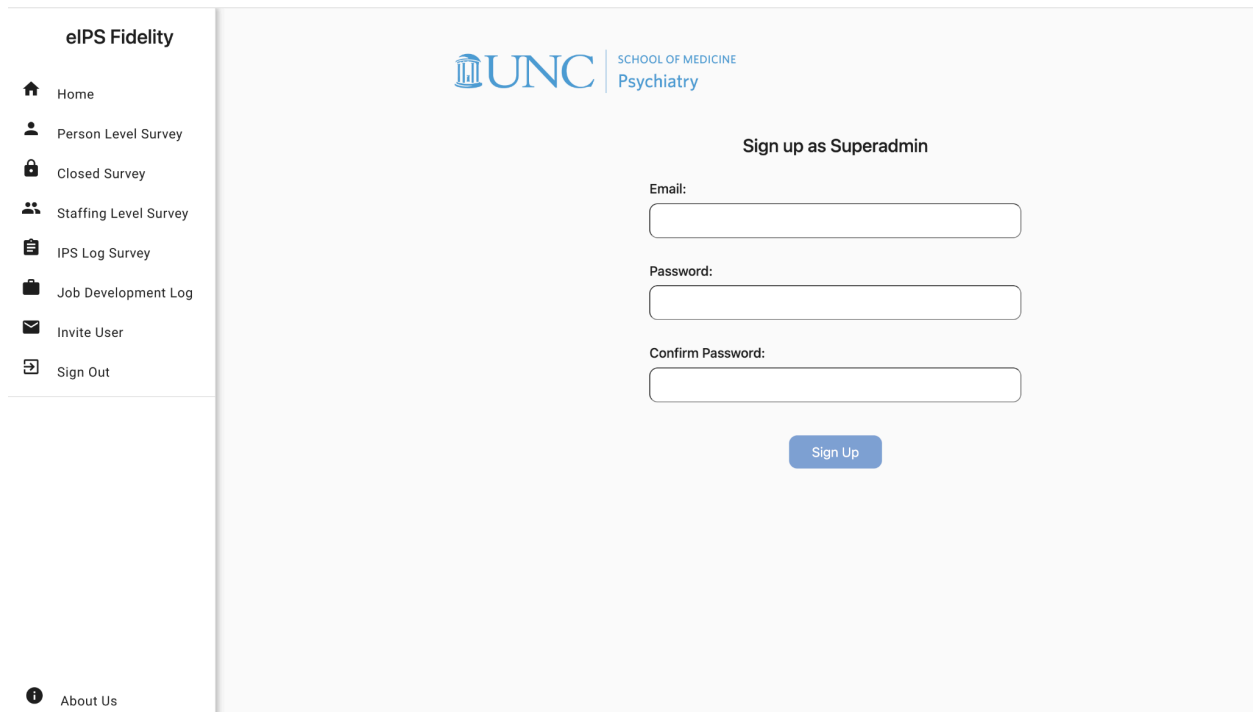
## Set up the Environment:

See detailed instructions in hand-off plan: <https://tarheels.live/s24teamc/hand-off-plan/>

## Role-specific Authorizations:

### Superadmin

To become a superadmin, the user must be invited by an existing superadmin.  
After getting the invitation email, click on the sign up link:



The screenshot shows the eIPS Fidelity user interface. On the left is a navigation menu with the following items: Home, Person Level Survey, Closed Survey, Staffing Level Survey, IPS Log Survey, Job Development Log, Invite User, Sign Out, and About Us. The main content area is titled 'Sign up as Superadmin' and contains three input fields: 'Email:', 'Password:', and 'Confirm Password:'. Below these fields is a blue 'Sign Up' button. The top of the page features the UNC School of Medicine Psychiatry logo.

After clicking Sign Up, the user need to verify their email:

Verify your email address



UNC Department of Psychiatry

to me ▾

Press [here](#) to verify your email. Thanks.

After verified and logged in as a superadmin, the user is able to view all survey data provided by everyone:

eIPS Fidelity

Home  
Person Level Survey  
**Closed Survey**  
Staffing Level Survey  
IPS Log Survey  
Job Development Log  
Invite User  
Sign Out

About Us

Closed Logs Add Log

UID	ESP	Closure Date	Employment Status	Engagement Activities	Closure Reason		
12345	1	2024-03-22	Employed	phone calls	unable to contact		
54321	1	2024-03-22	Employed	phone calls	unable to contact		
abc	1	2024-05-04	Employed	phone calls	unable to contact		

Delete All Records

The superadmin can also invite new users to join the organization under **Invite User** tab:

eIPS Fidelity

Home  
Person Level Survey  
Closed Survey  
Staffing Level Survey  
IPS Log Survey  
Job Development Log  
**Invite User**  
Sign Out

About Us

Invite User

Email:

Invite Superadmin  Invite Admin  Invite Provider

Send Invite Email

The new user will get an invitation email to sign up:

You are invited to join the eIPS Fidelity Project as an admin



**UNC Department of Psychiatry** <qianqianhong56@gmail.com>

to me ▾

Press [here](#) to sign up as an admin. Thanks.

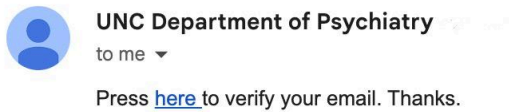
## Admin

To become an admin, the user must be invited by an existing superadmin.  
After getting the invitation email, click on the sign up link:

The screenshot shows the 'Sign up as Admin' form in the eIPS Fidelity system. The form is located on the right side of the page, with a sidebar on the left containing navigation links: Home, Person Level Survey, Closed Survey, Staffing Level Survey, IPS Log Survey, Job Development Log, Invite User, and Sign Out. The form itself has a header with the UNC School of Medicine Psychiatry logo and the title 'Sign up as Admin'. Below the title are three input fields: 'Email:', 'Password:', and 'Confirm Password:'. A blue 'Sign Up' button is positioned below the 'Confirm Password' field. At the bottom left of the page, there is an 'About Us' link.

After clicking Sign Up, the user need to verify their email:

Verify your email address



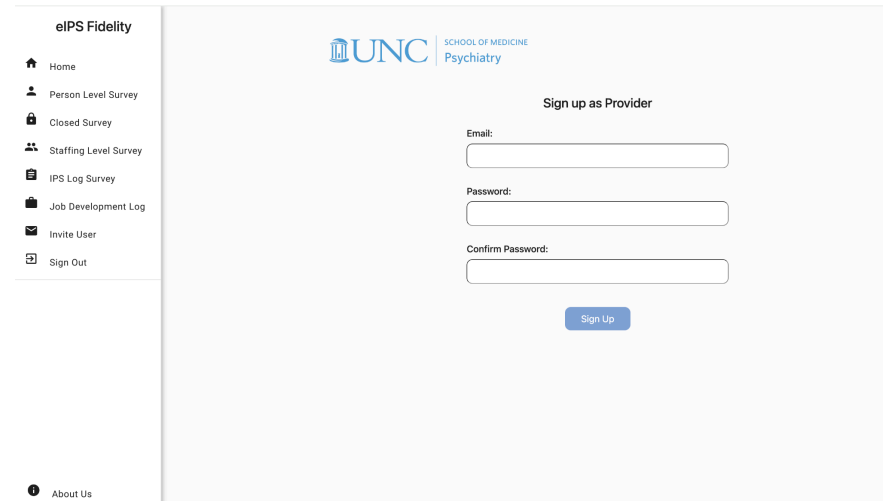
After verified and logged in as an admin, the user is able to view all survey data provided by everyone:

The screenshot shows the 'Closed Logs' table in the eIPS Fidelity system. The table is located on the right side of the page, with a sidebar on the left containing navigation links: Home, Person Level Survey, Closed Survey, Staffing Level Survey, IPS Log Survey, Job Development Log, Invite User, and Sign Out. The table has a header with columns: 'UID', 'ESP', 'Closure Date', 'Employment Status', 'Engagement Activities', and 'Closure Reason'. Below the header are three rows of data. A blue 'Add Log' button is located at the top right of the table. A red 'Delete All Records' button is located at the bottom left of the table. At the bottom left of the page, there is an 'About Us' link.

UID	ESP	Closure Date	Employment Status	Engagement Activities	Closure Reason		
12345	1	2024-03-22	Employed	phone calls	unable to contact		
54321	1	2024-03-22	Employed	phone calls	unable to contact		
abc	1	2024-05-04	Employed	phone calls	unable to contact		

## Provider

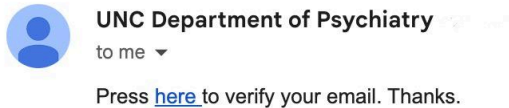
To become a provider, the user must be invited by an existing superadmin.  
After getting the invitation email, click on the sign up link:



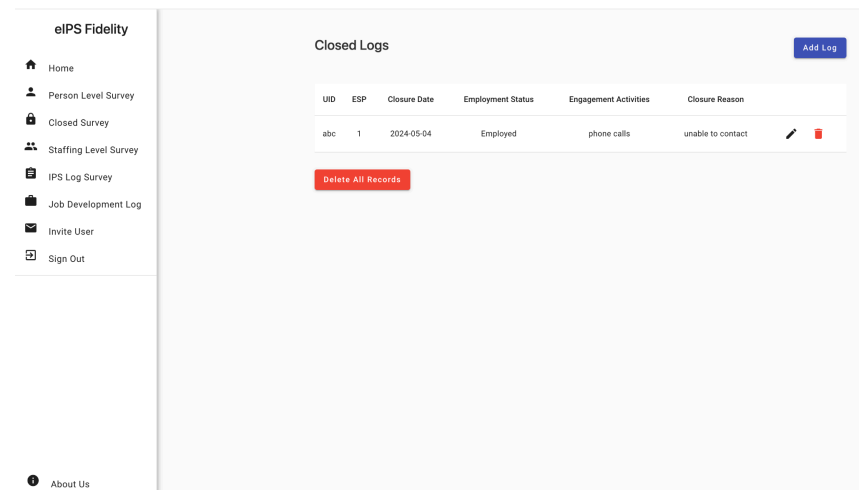
The screenshot shows the 'Sign up as Provider' form in the eIPS Fidelity system. The form is located on the right side of the page, with a navigation menu on the left. The navigation menu includes: Home, Person Level Survey, Closed Survey, Staffing Level Survey, IPS Log Survey, Job Development Log, Invite User, Sign Out, and About Us. The form itself has the UNC School of Medicine Psychiatry logo at the top. Below the logo, the text 'Sign up as Provider' is displayed. The form contains three input fields: 'Email:', 'Password:', and 'Confirm Password:'. A blue 'Sign Up' button is located at the bottom of the form.

After clicking Sign Up, the user need to verify their email:

Verify your email address



After verified and logged in as a provider, the user is able to view only survey data provided by themselves:



The screenshot shows the 'Closed Logs' table in the eIPS Fidelity system. The table is located on the right side of the page, with a navigation menu on the left. The navigation menu includes: Home, Person Level Survey, Closed Survey, Staffing Level Survey, IPS Log Survey, Job Development Log, Invite User, Sign Out, and About Us. The table has a blue 'Add Log' button in the top right corner. The table columns are: UID, ESP, Closure Date, Employment Status, Engagement Activities, and Closure Reason. The table contains one row of data: UID: abc, ESP: 1, Closure Date: 2024-05-04, Employment Status: Employed, Engagement Activities: phone calls, Closure Reason: unable to contact. Below the table, there is a red 'Delete All Records' button.

UID	ESP	Closure Date	Employment Status	Engagement Activities	Closure Reason
abc	1	2024-05-04	Employed	phone calls	unable to contact