

UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE GRIGORE T. POPA IAȘI

User Manual

National Programming Platform for Vaccination Against COVID-19



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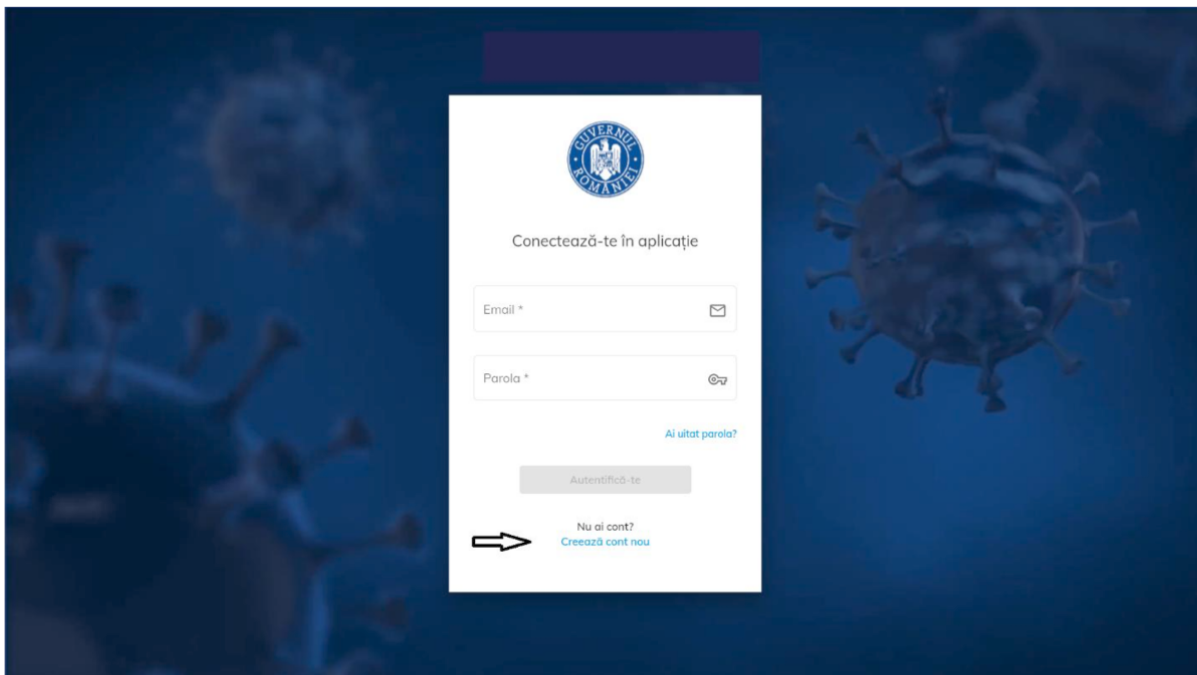
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1. Account

1.1 Creating your account

To access the electronic vaccination application against COVID-19 for online programming, the user will create an account, accessing this link: <https://programare.vaccinare-covid.gov.ro/>

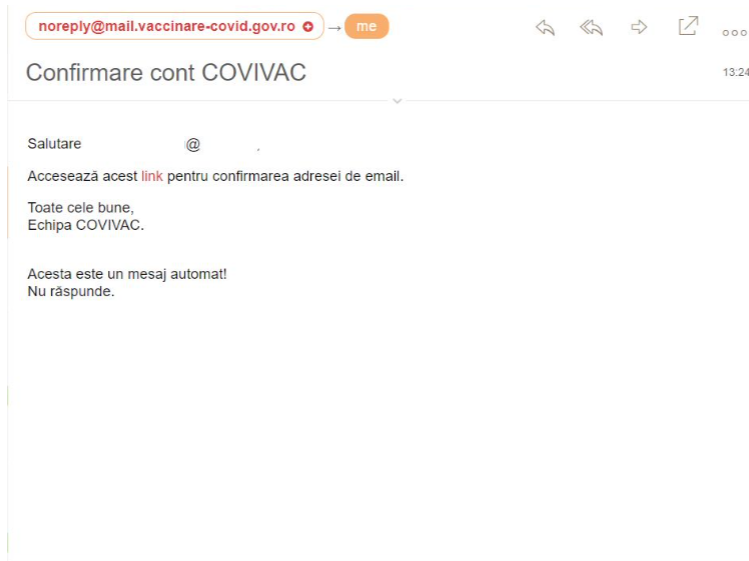
The system will open the **login interface in the app.**



The user will choose the option ‘Create a new account’ (Creeaza cont nou), and the system will open the page for entering credentials:

- ✓ **Email** (use the university professional mail: (@students.umfiasi.ro))
- ✓ **Password** - which will contain - **mandatory**:
 - A capital case
 - A lower case
 - A number
 - A special character
 - 8 characters
- ✓ **Password (Confirm)**

If the two fields - **password** and **confirm password** ‘confirma parola’, do not coincide, the user will receive an error message such as ‘Parola trebuie sa coincida – Password must coincide!’.



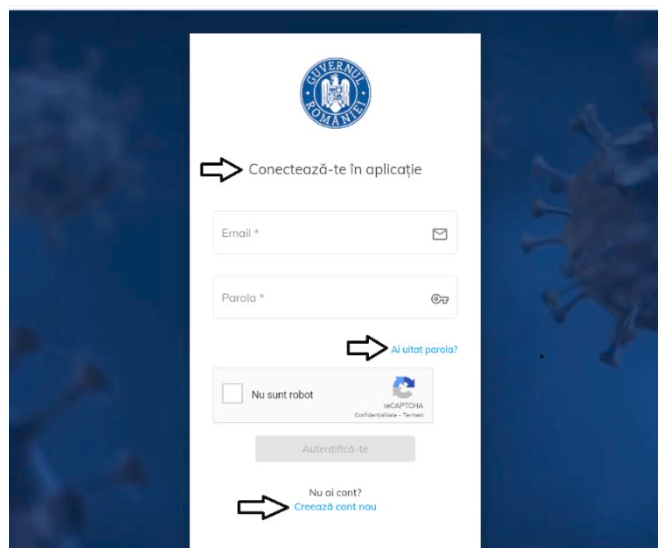
COVIVAC account confirmation

The user will access the email address, in the Inbox section and the link can be found.

1.2 In-app authentication

User authentication will be done first by accessing the link: <https://programare.vaccinare-covid.gov.ro/> and fill in the login information: **email address and password**. **Confirmation of authentication within the app is done by pressing the authentication button.**

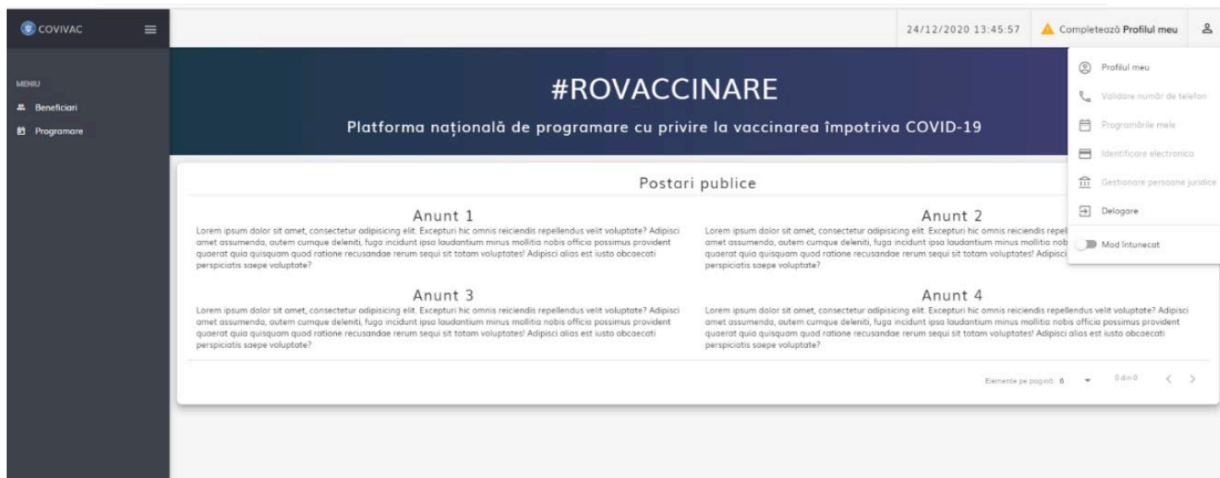
The system will open the main page.



In-app authentication

1.3 My Account (Profilul meu)

Completing the **My Account** (Profilul meu) section is mandatory for the use of the national online programming platform for vaccination against COVID-19.



My Account

Therefore, the user accesses the section and fills in the fields:

- **Family Name (Name)***
- **First Name (Prenume)***
- **CNP***
- **ID series**
- **ID Number**

- **International students who do not have a Serie/Number ID - will complete it in this way**

Serie *	Număr *
RO	123456

- **The phone number is must be Romanian (e.g. 07xx xxx xxx)**
- **Email address - recommended UMF professional address (@students.umfiasi.ro)**

Telefon mobil *	E-mail
0741111111	adresa email UMF (@students.umfiasi.ro)

The successful completion of the user registration is marked by the system by displaying the message "**Successful added person**" (Persoană adăugată cu succes).

1.5 Validate phone number

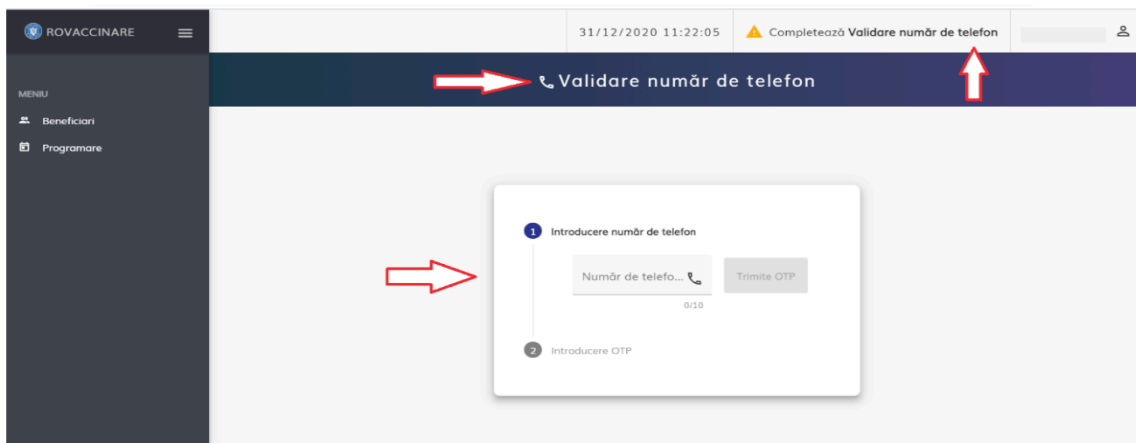
The system guides the user by:

- ✓ Open the interface for validating your phone number
- ✓ It is shown the message "Complete phone number validation" (Completează validare număr de telefon)

User:

- ✓ **Enter your phone number** (made up of 10 digits) and press the **Send Verification Code button** (Trimite cod de verificare)
- ✓ The system sends an **SMS** with a **verification code generated** to the phone number introduced
- ✓ The user will receive the **Verification Code**, which it's entered in the field with the same name
- ✓ Go to **OTP Introduction** and enter the received code
- ✓ Press the **Validate Phone Number button** (Validează număr de telefon)

Confirmation of this action is shown by a successful message: **Phone number** has been **successfully verified!** (Numărul de telefon a fost verificat cu succes!)



Validate phone number

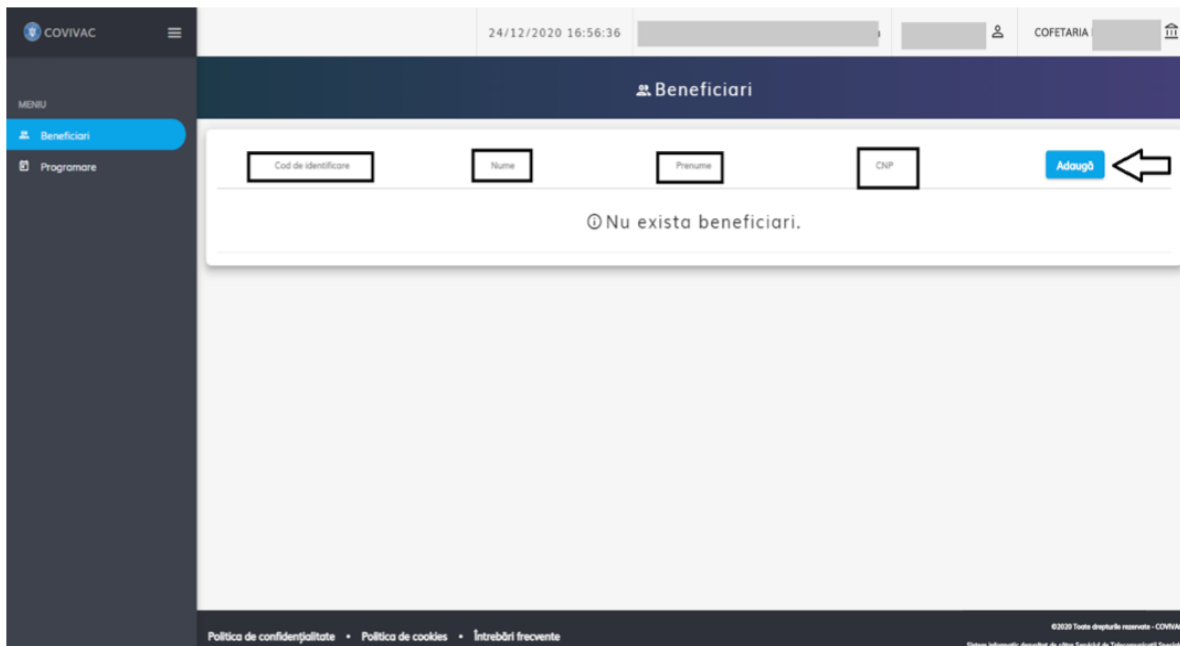


2. Menu

2.1 Add Beneficiary (Beneficiari)

When accessing the Beneficiary tab, the user can see the information listed as:

- **Identification code**
- **Family Name (Nume)**
- **First Name (Prenume)**
- **CNP**
- **Actions: Add (Adauga)**



Beneficiary

When you press the **Add Beneficiary** (Adaugă beneficiar) button, the system opens the **Add Beneficiary** (Adaugă beneficiar) page.

User fills in manually:

- **Family Name (Nume)**
- **First Name (Prenume)**
- **CNP**
- **ID series – international students will complete this with (RO - 123456)**
- **ID number**
- **Phone number – it must be a Romanian Phone number (e.g. 07xx xxx xxx)**
- **E-mail – recommended UMF professional address (@students.umfiasi.ro)**
- The **Phone Number** and **E-mail** fields are pre-filled with the information entered by the user in the **My Profile** section. **The information is editable.**
- **County/Equivalent (Județ - Residency)**
- **Town (Localitate - Residency)**
- **Risk group**

The **Save button** (Salvează) becomes active after completing all the required information.

Pressing the **Save button** (Salvează) **saves the recipient's information.**

Confirmation of the action is marked by the system by the message: **The vaccine beneficiary has been successfully added!** (Beneficiarul vaccinului a fost adăugat cu succes!)

Therefore, if the beneficiary has already been added - the system will invalidate the process, displaying a message: **There is a beneficiary with the same CNP!** (**Exista un beneficiar cu același CNP!**)

ROVACCINARE 31/12/2020 09:39:52

Adaugă beneficiar

NUMĂR

Beneficiari

Programare

Nume *

Prenume *

CNP *

Serie *

Număr *

Telefon mobil *

Email *

Județ/Echivalent (rezident)

Localitate (rezident)

Alege grupa de risc a persoanei juridice

Salvează

Add Beneficiary

ROVACCINARE 31/12/2020 09:53:41

Beneficiari

Filtrare beneficiari

Nume	Prenume	CNP	Cod identificare	Adaugă
				Adaugă
				✓
				✓
				✓
				✓
				✓
				✓
				✓
				✓
				✓

Beneficiar adăugat și neprogramat

Beneficiar adăugat și programat

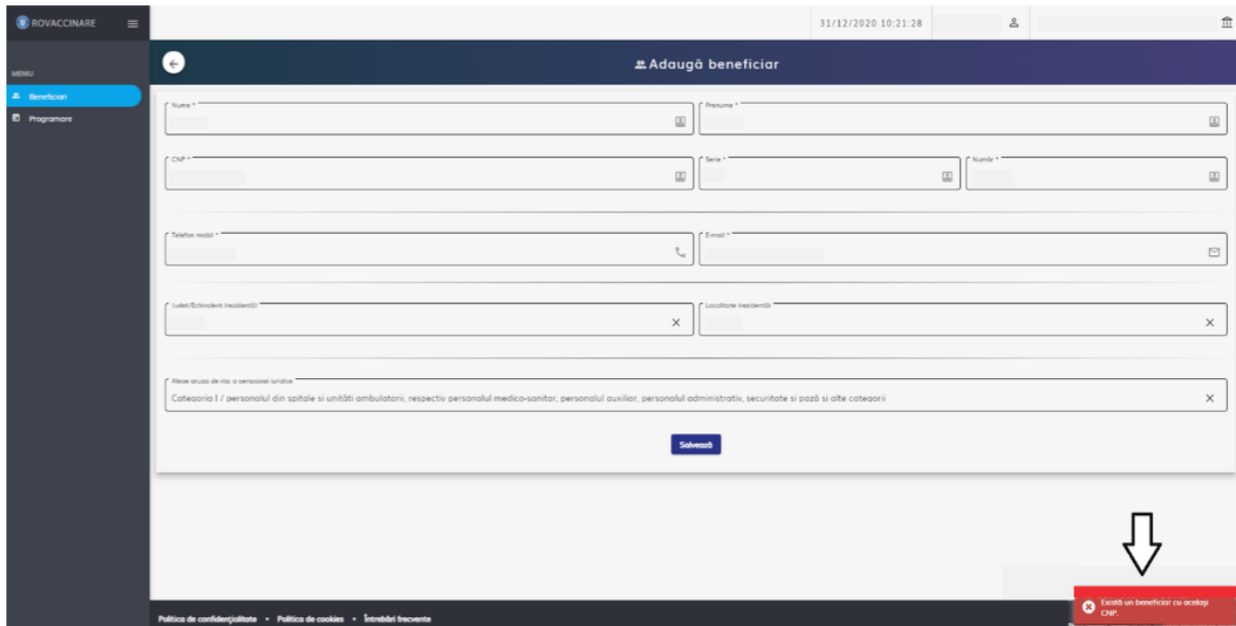
Elemente pe pagină: 10 1 - 1 din 1

Salvează

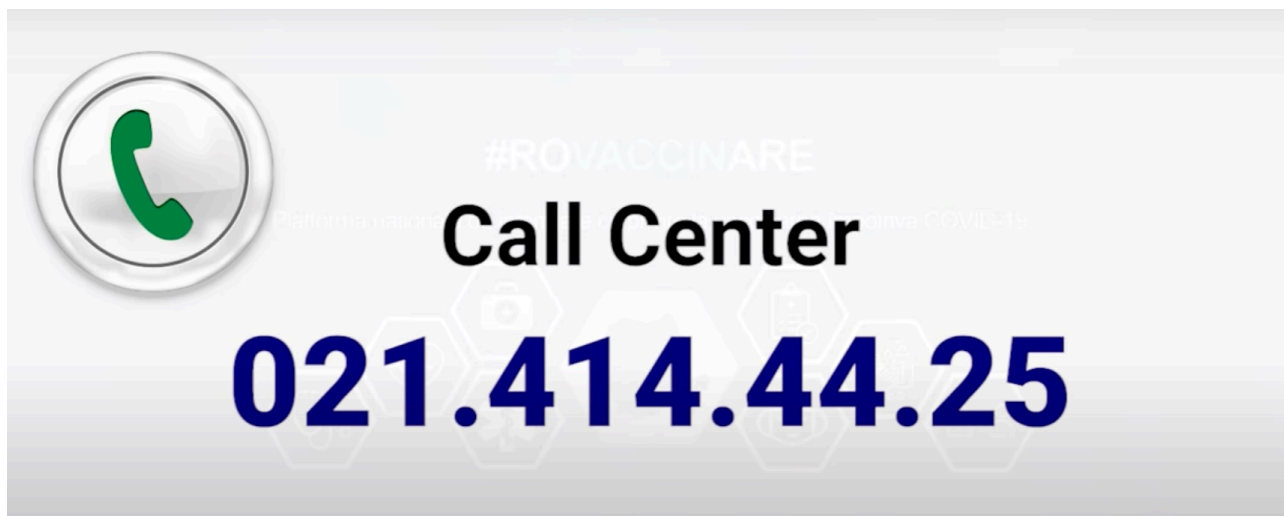
Beneficiarul vaccinului a fost adăugat cu succes!

The beneficiary has been successfully added

If the system invalidates the process, displaying its message: There is a beneficiary with the same CNP! (**Exista un beneficiar cu același CNP!**) Contact the UMF support team (the contact details of the UMF support team can be found on the last page of this manual) or contact the national vaccination program call centre department by phone at **021.414.44.25**.



There is a beneficiary with the same CNP!

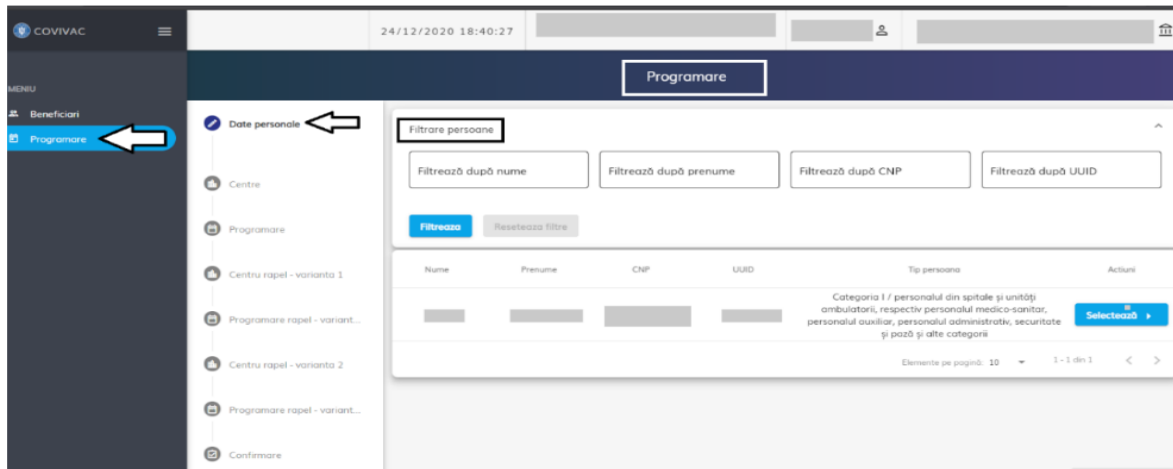


2.2 Plan your appointment (Programare)

2.2.1 Personal data

The user finds in this section:

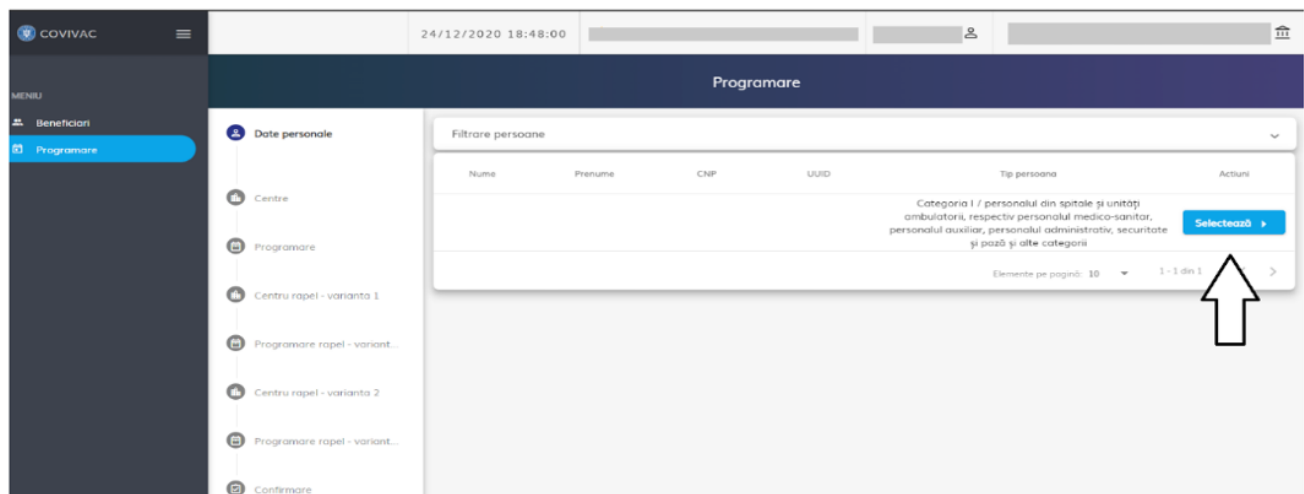
- ✓ Results on beneficiaries registered in the platform
- ✓ Filters: **Name, First Name, CNP, UUID** on which to get the desired results



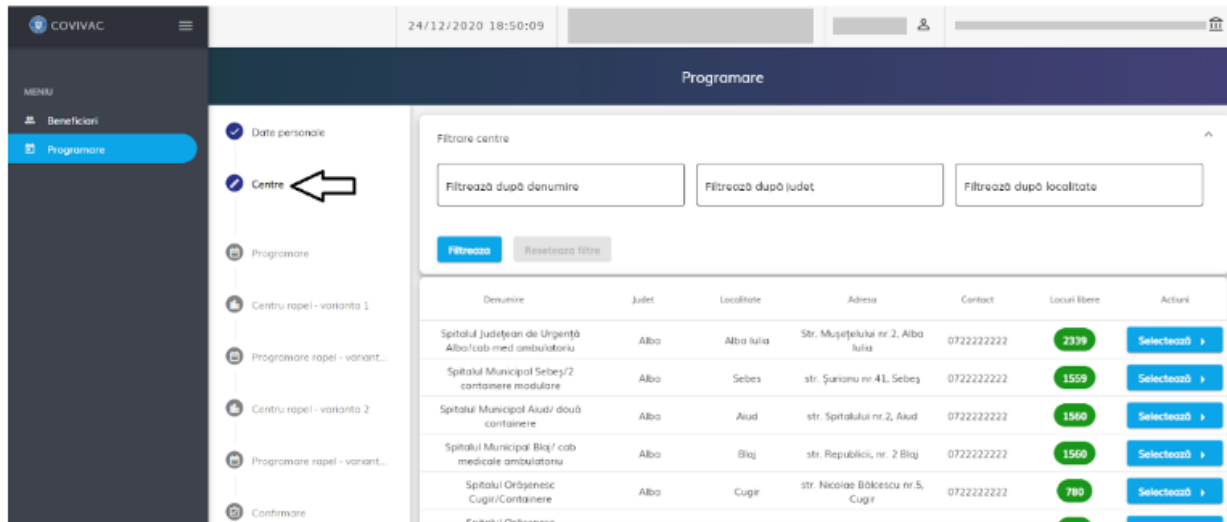
Personal Data

2.2.2 Vaccination Center Selection

Press the **Select button** (Selectează - next to **the personal data record, Date personale**) which opens the Center section.



Therefore, the user can also access the **Centers** section on the left side of the menu.



Centres

It is intended for:

- ✓ **Center filtering by Name, County, City**
- ✓ **Selection of a centre to schedule the beneficiary for vaccination**

The system displays the following information about the **Vaccination Center**:

- ✓ **Name**
- ✓ **County**
- ✓ **Town**
- ✓ **Address**
- ✓ **Contact phone number**
- ✓ **Availability**
- ✓ **People in Waiting Lists**
- ✓ **Select Center Actions**

Informative cannot be changed.

The user presses the **Select button** (Selectează) next to the centre they want to be programmed for testing at, and the system opens the Schedule page.

To sort the vaccination centres according to the vaccinated preparation administered can be done by searching the profile of each centre at <http://vaccin.live>



Au fost incarcate centre noi de vaccinare!



	Pfizer*	Moderna*	AstraZeneca*	TOTAL NATIONAL
Locuri disponibile	0	0	11.258	11.258
Lista de asteptare	603.259	49.304	86.354	738.917
Centre vaccinare	481	76	163	720

Select the county (e.g. Iași) and a list of centres in the selected county will appear on the screen, along with other information such as:

- The vaccinated preparation of each centre (e.g. Pfizer BioNTech AstraZeneca etc.);
- The location and address of the centre;
- The number of available appointments and the number of people on each centre's waiting list.

Alerta	Vaccin*	Localitate	Adresa	Locuri	Lista asteptare
	Pfizer	Iasi	Str. M. Kogalniceanu Nr. 10	0	953
	Pfizer	Iasi	Str. Toma Cozma, Nr. 4	0	1036
	Pfizer	Podu Iloaiei	Podu-iloaiei	0	434
	Pfizer	Iasi	Str. Grigore Ureche, Nr. 3	0	1508
	Pfizer	Belcesti	Belcesti	0	298
	Pfizer	Deleni	Deleni	0	245
	Pfizer	Iasi	Str. Gheorghe Saulescu Nr. 43a, Iasi	0	1336
	Pfizer	Tomesti	Sat Chicerea Com. Tomesti	0	686
	Pfizer	Iasi	Str. Berthelot Henri Mathias Nr.7-9, Iasi	0	859
	Pfizer	Iasi	Str. Aeroportului Nr 2, Iasi	0	774
PAGINA: 1 2 3					
				TOTAL JUDET	638 20647

If you opt for a specific vaccination centre but there are no places available for immediate scheduling, you can choose to sign up for waiting lists and be notified by email and SMS (at the email address and phone number associated with your account).

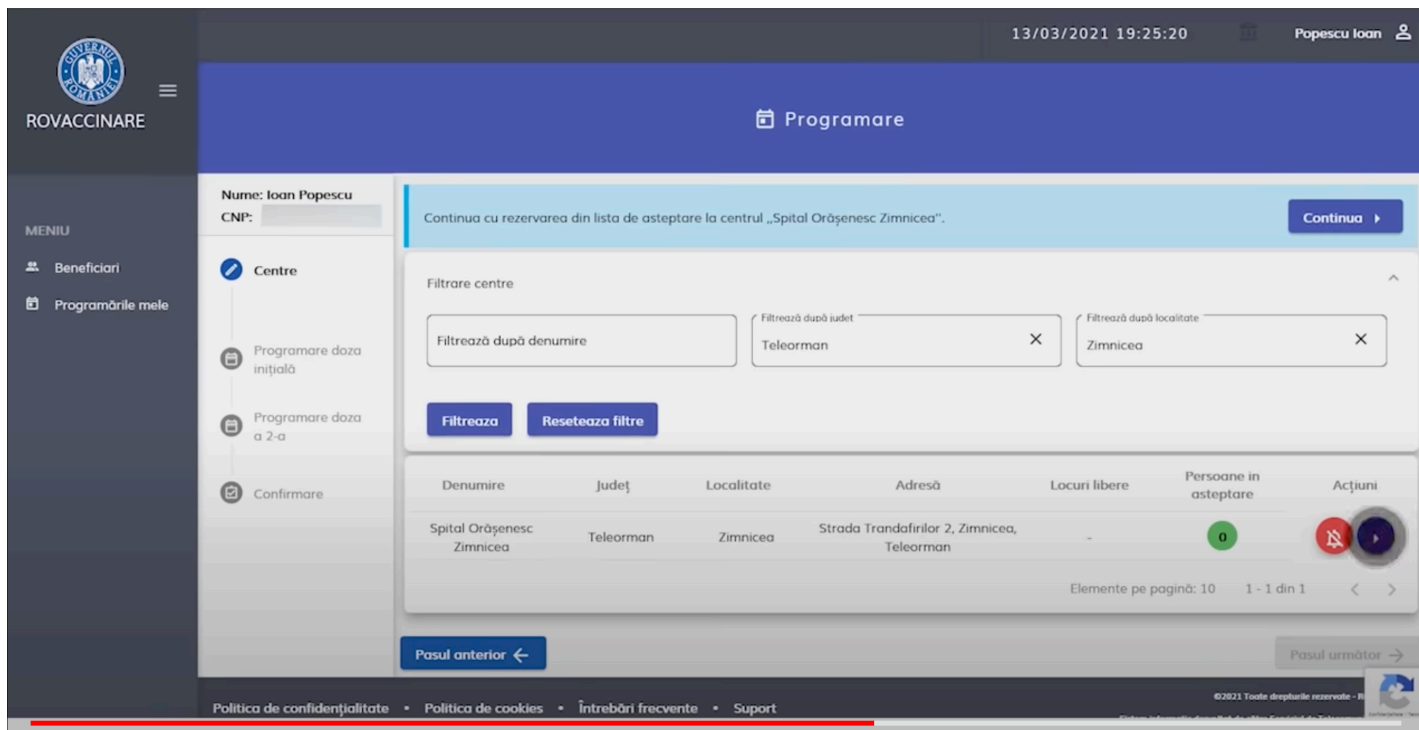
Once the notification is received, you are required to confirm the appointment on the ROVACCINATION platform within 24 hours of receiving it. If the 24-hour deadline is not observed, you will receive 2 more notifications, and if the appointment remains unconfirmed, you will lose the possibility of scheduling.

2.2.3 Waiting lists registration

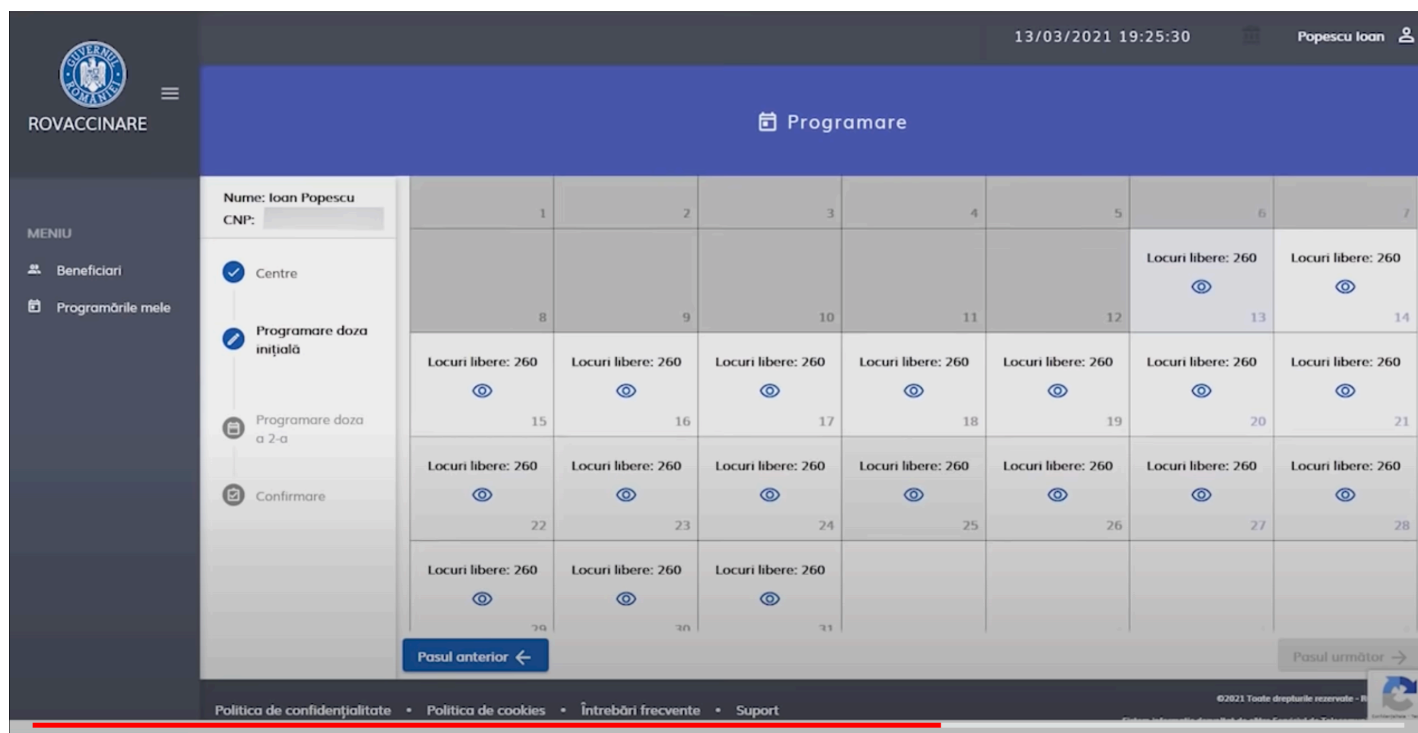
The image displays two screenshots from the ROVACCINATION platform. The top screenshot shows the 'Programare' (Scheduling) section. It features a sidebar menu with options like 'Beneficiari' and 'Programările mele'. The main area is titled 'Filtrare centre' (Filter centres) and includes search filters for 'Denumire' (Name), 'Județ' (County) set to 'Teleorman', and 'Localitate' (Locality) set to 'Zimnicea'. Below the filters is a table of vaccination centres. The first entry is 'Spital Orășenesc Zimnicea' in Teleorman, with 1300 people in the waiting list. The bottom screenshot shows the 'Beneficiari' (Beneficiaries) section. It has a table with columns for 'Nume și prenume' (Name and surname), 'CNP', 'Cod identificare' (Identification code), 'Adăugat de' (Added by), 'Listă de așteptare' (Waiting list), 'Expirare' (Expiration), and 'Acțiuni' (Actions). The first entry is 'Ioan Popescu' with a waiting list at 'Spital Orășenesc Zimnicea'. A green confirmation message at the bottom right states: 'Beneficiarul a fost adăugat cu succes în lista de așteptare.' (The beneficiary has been successfully added to the waiting list.)

Confirmation of registration on the waiting list at the centre selected

After receiving the notification by email and SMS, go to the ROVACCINATION platform on your account and confirm the appointment by following the steps below:



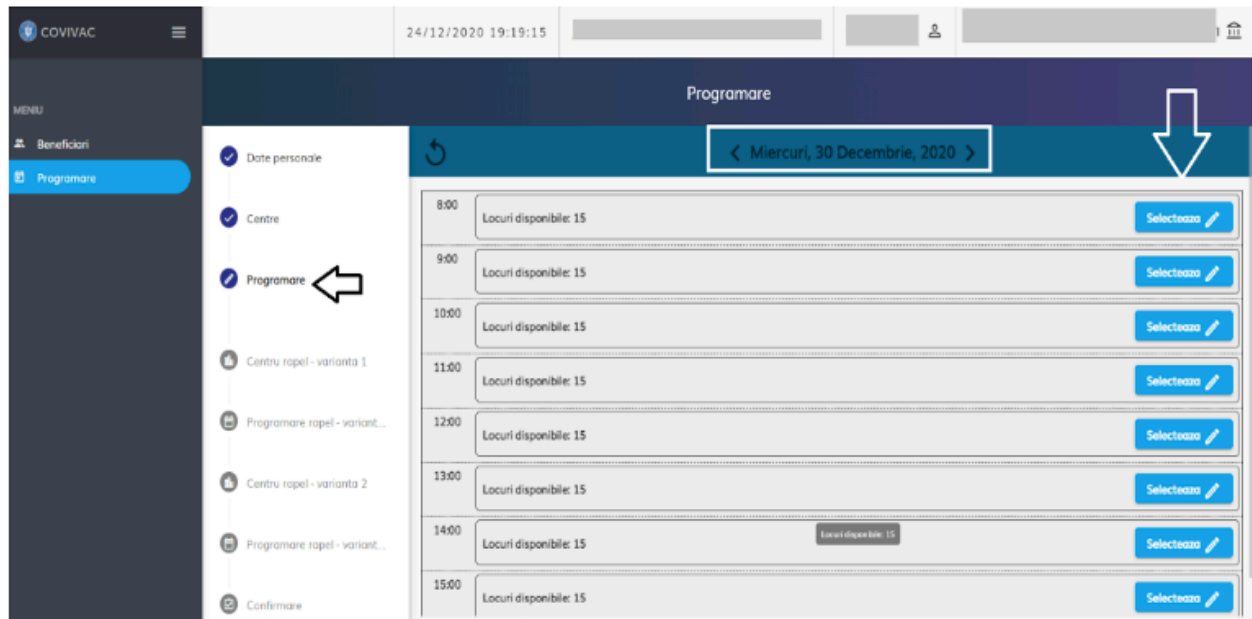
Appointment Confirmation



Select the day and the time interval available for the appointment chosen

To select an appointment, the user will choose a day when there is at least one available appointment (press the eye button), and the system will display the time interval (with the number of available appointment).

The user will select **the appointment time**.



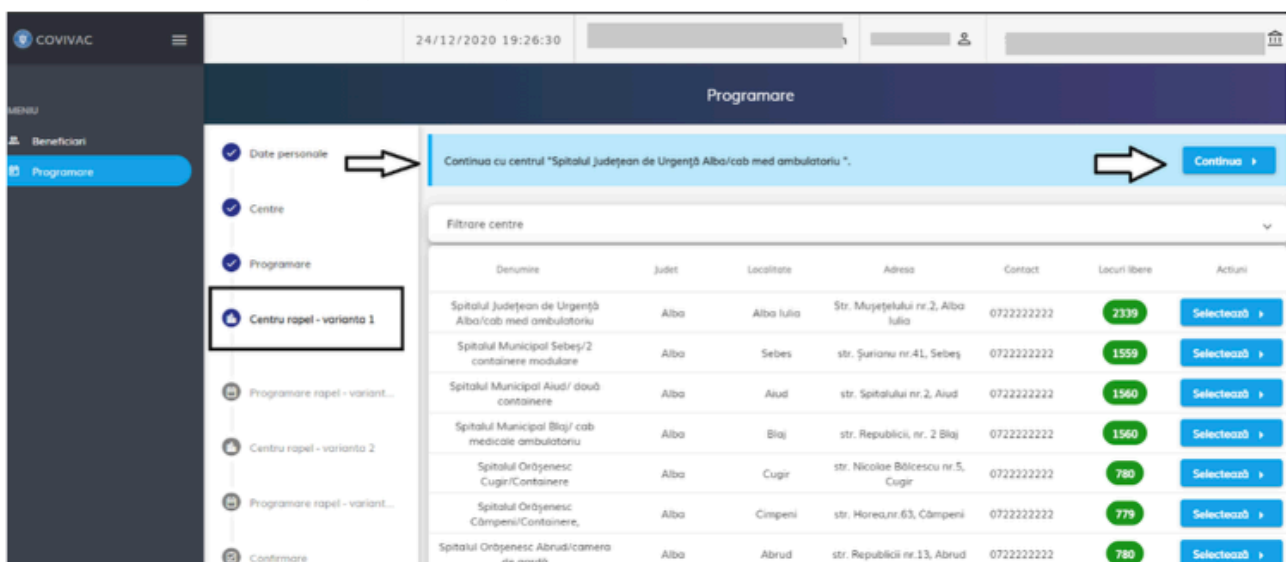
Select the available time interval

2.2.4 Second Dose - Variant 1

After selecting the time of the appointment, the system opens the Second Dose - Variant 1.

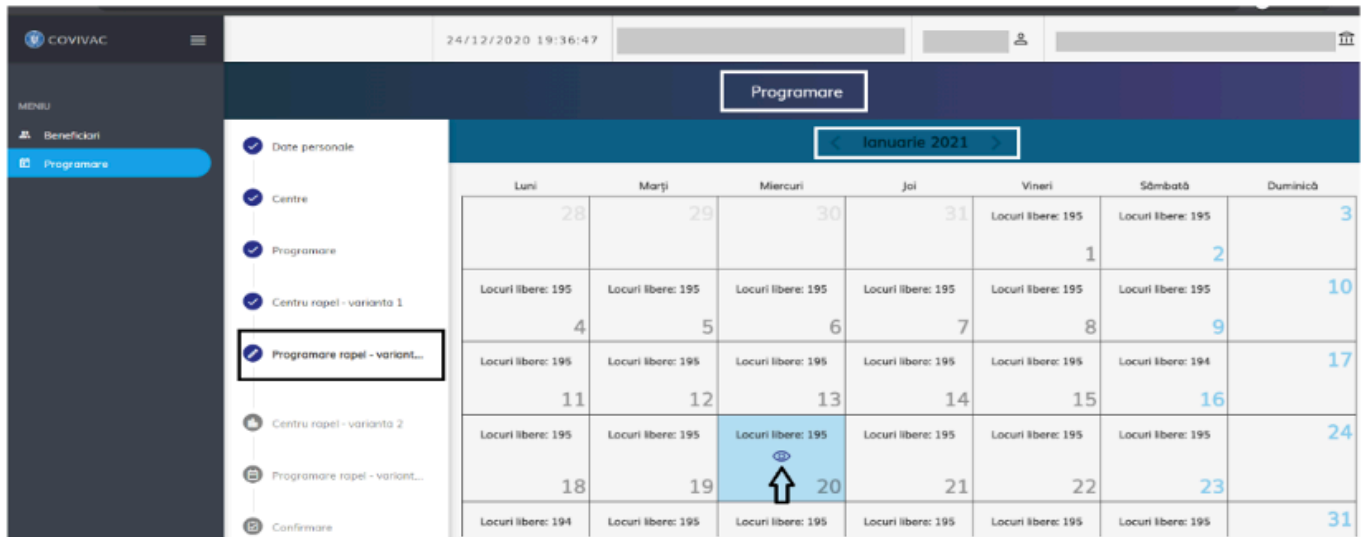
Therefore, user:

- ✓ Can continue setting an appointment at the already selected centre - press the **Continue button** (Continua)



2.2.5 Second Dose Appointment Planning - Variant 1

The user will select the desired time interval, provided there is at least one available appointment.



Second Dose Appointment Planning - Variant 1



Select the available time interval

2.2.8 Confirmation of the appointment

Scroll through all sections of the programming:

- ✓ Personal data
- ✓ Center
- ✓ Appointment Planning
- ✓ Second Dose Center - Variant 1
- ✓ Second Dose Appointment Planning - Variant 1
- ✓ Second Dose Center - Variant 2
- ✓ Second Dose Appointment Planning - Variant 2

I allow **confirmation of the appointment**.

Thus, the user views the **summary of the appointment and agrees to the information entered**.

Confirmation of the schedule is done by pressing the **Finish button** (Finalizează), and the system displays a successful completion message.

COVIVAC 24/12/2020 20:02:41

Programare

Sumar programare

Programare initiala

Data si ora: 30-12-2020 12:00 Judet: Alba

Localitate: Alba Iulia Centru: Spitalul Judetean de Urgenta Alba/cab med ambulatoriu

Adresa: Str. Musetelului nr.2, Alba Iulia Telefon centru: 072222222

Rapel - varianta 1

Vaccin: Pfizer Data si ora: 20-01-2021 11:00 Telefon centru: 072222222

Confirmare

Summary of the appointment

COVIVAC

Programare

Rapel 21 de zile

Vaccin: Pfizer Data si ora: 20-01-2021 11:00 Telefon centru: 072222222

Judet: Alba Localitate: Alba Iulia

Centru: Spitalul Judetean de Urgenta Alba/cab med ambulatoriu Adresa: Str. Musetelului nr.2, Alba Iulia

Rapel 28 de zile

Vaccin: Moderna Data si ora: 27-01-2021 11:00 Telefon centru: 072222222

Judet: Alba Localitate: Alba Iulia

Centru: Spitalul Judetean de Urgenta Alba/cab med ambulatoriu Adresa: Str. Musetelului nr.2, Alba Iulia

Confirmare

Cunoscând prevederile art. 326 din Codul penal privind falsul în declarații, declar pe proprie răspundere faptul că am dreptul de a programa o persoană în vederea efectuării vaccinului împotriva SARS-CoV-2, ale cărei date le-am completat mai sus, în baza acordului precizabil al acestuia, iar datele completate sunt corecte și corespund realității.

Finalizează ✓

Politica de confidențialitate · Politica de cookies · Întrebări frecvente

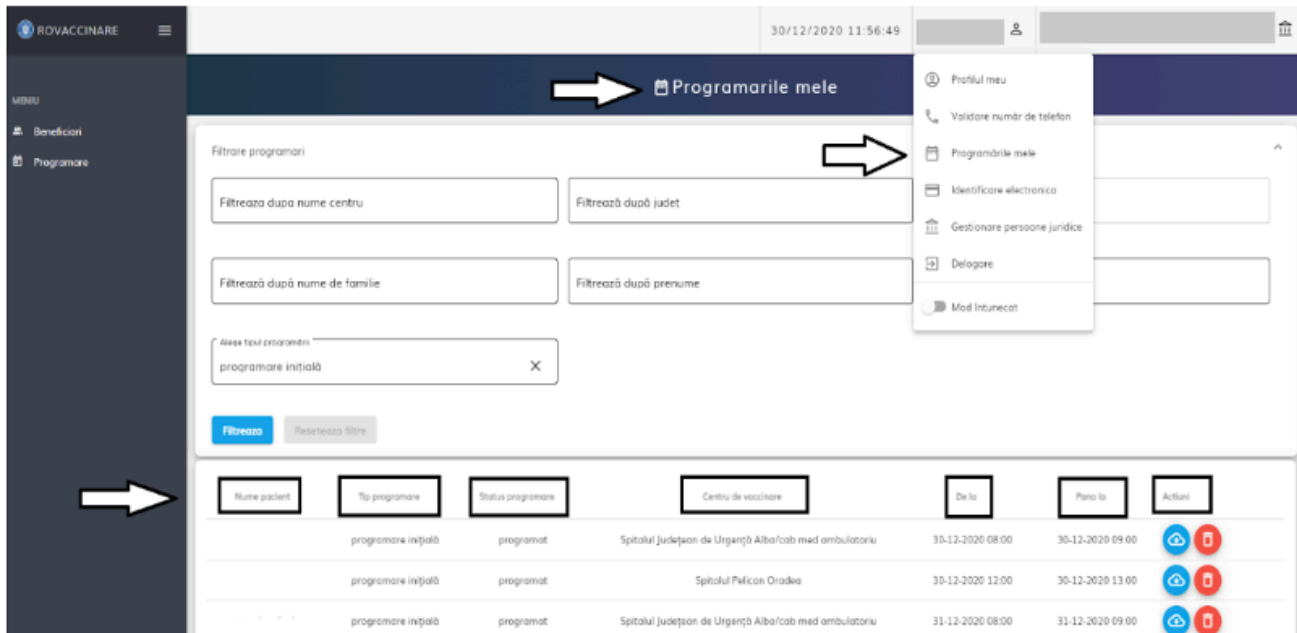
Numa pacient	Tip programare	Status programare	Centru de vaccinare	De la	Pana la	Actiuni
	programare injectiã	programat	Spitalul Județean de Urgențã Alba/cab med ambulatoriu	30-12-2020 08:00	30-12-2020 09:00	
	programare injectiã	programat	Spitalul Pelican Oradea	30-12-2020 12:00	30-12-2020 13:00	
	programare injectiã	programat	Spitalul Județean de Urgențã Alba/cab med ambulatoriu	31-12-2020 08:00	31-12-2020 09:00	
	programare injectiã	programat	Spitalul Județean de Urgențã Alba/cab med ambulatoriu	31-12-2020 08:00	31-12-2020 09:00	
	programare injectiã	programat	Spitalul Județean de Urgențã Alba/cab med ambulatoriu	06-01-2021 08:00	06-01-2021 09:00	

Successful appointment registration

The user will retrieve the beneficiary appointment in the **My Appointments** section (Programările mele). The user can also access the available filters to view one/more appointments.

The actions available for the listed recorded are:

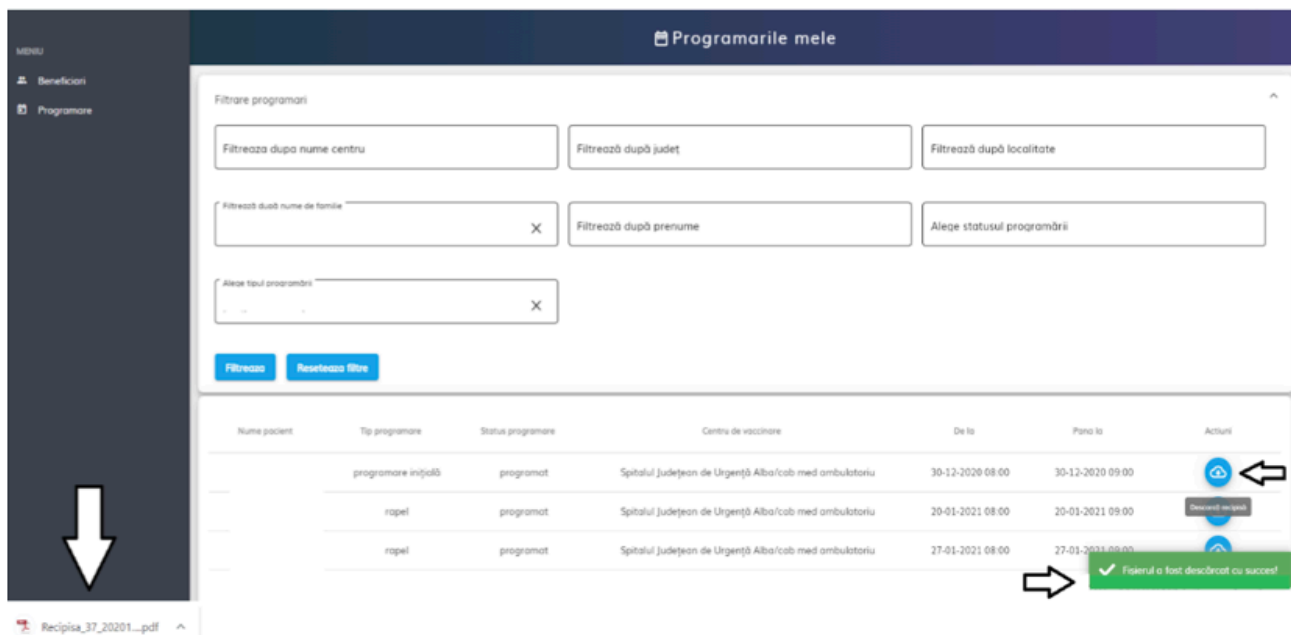
- ✓ **Download the receipt (Descarca recipisa)**
- ✓ **Cancel the appointment (Anuleaza programarea)**



My Appointments section

When the user presses the **Download Receipt (from Actions)** button (Descarcă recipisa), the system will download the receipt (with all three types of registered appointments).

The system will display a confirmation message: **The file has been successfully downloaded!** (Fișierul a fost descărcat cu succes!), and the user will open the **pdf file**, which can be printed.



Download Receipt



Receipt

If you are having problems on the platform (account creation/programming in the centre for which you have opted) please contact your professional representatives of the year, leaving your contact details (name, first name), and the issue will be resolved within 3 days.

For students in the study programs with teaching in the Romanian language: any difficulties will be reported to the professional representatives of the year

For students in the study programs with teaching in the English language: any difficulties will be reported at the e-mail address: anna-bella.ia.burciu@students.umfiasi.ro

For students in the study programs with teaching in the French language: any difficulties will be reported at the e-mail address: camil-alii.n.bourhila@students.umfiasi.ro

At the same time, for a faster resolution of any difficulties encountered in the registration process on the platform, you can also call the national unique number: 021.414.44.25