

Navigating GBVIMS+

The GBVIMS module of Primero is a data entry, case management and reporting tool to help collect, store, and analyze information on acts of gender-based violence reported to service providers.

Logging In

To log in to Primero/GBVIMS+ you will need a username and password that should be assigned to you by an administrator. Click in the username box and type in your unique username. Then, enter your password in the field below.

A screenshot of a login form titled "Login details". It contains two input fields: "User Name" and "Password". Below the fields is a "LOG IN" button.

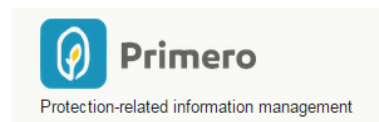
Header Navigation Bar

The header navigation is the dark bar across the top of the screen in which you can navigate to your home page (or dashboard), cases, incidents, and reports. It also has a quick search field that can help you find a specific case quickly.



Dashboard or Home Page

The dashboard, or home page, is where you can quickly find information about the cases and incidents you have access to. This includes recent activities (recently created or modified cases) or incidents. It also includes a bar on the right side to note cases that are flagged for follow-up and options for filtering. Clicking on the Primero icon from any page will take you back to the dashboard.



Logout, My Account and Contact & Help Links

Above the Header Navigation bar, there are small links that bring you to pages that allow you to logout of the system, help to manage your account and contact information, as well as find out who is your site administrator.

[Logout](#) | [My Account](#) | [Contact & Help](#)

List View

When you want to see a list of the cases or incidents you have access to, click on 'cases' or 'incidents' from the header navigation to see a list. This list view can be filtered (see the right side panel) and/or sorted by column.

Displaying cases 1 - 20 of 34 in total

FLAG ACTIONS NEW CASE FILTER: Clear Filters APPLY FILTER

| | ID# | AGE | SEX | REGISTRATION DATE | CASE OPEN DATE | PHOTO | SOCIAL WORKER |
|--------------------------|------------------------|-----|--------|-------------------|----------------|-------|---------------|
| <input type="checkbox"/> | 805A6BA | 17 | Female | 12-Feb-2015 | 12-Feb-2015 | | primero_gbv |
| <input type="checkbox"/> | F7BE4C3 | 13 | Female | 28-Oct-2014 | 19-Dec-2014 | | primero_gbv |
| <input type="checkbox"/> | 17308AF 2 | 31 | Female | 20-Oct-2014 | 20-Oct-2014 | | primero_gbv |
| <input type="checkbox"/> | 28C8C5F | 17 | Female | 29-Sep-2014 | 19-Dec-2014 | | primero_gbv |
| <input type="checkbox"/> | 9FF2B35 | 16 | Female | 29-Sep-2014 | 19-Dec-2014 | | primero_gbv |
| <input type="checkbox"/> | 530C315 | 12 | Female | 11-Sep-2014 | 19-Dec-2014 | | primero_gbv |
| <input type="checkbox"/> | A0F8073 | 14 | Female | 19-Sep-2014 | 19-Dec-2014 | | primero_gbv |
| <input type="checkbox"/> | 193FE0B | 15 | Female | 19-Sep-2014 | 19-Dec-2014 | | primero_gbv |
| <input type="checkbox"/> | 9515233 | 11 | Female | 19-Sep-2014 | 19-Dec-2014 | | primero_gbv |
| <input type="checkbox"/> | B81EC9E | 83 | Female | 09-Dec-2014 | 19-Dec-2014 | | primero_gbv |
| <input type="checkbox"/> | 4C3F0E9 | 15 | Male | 28-Oct-2014 | 19-Dec-2014 | | primero_gbv |

FLAGGED:
 Flagged?

FIELD/CASE/SOCIAL WORKER:
 mgriggs
 primero
 primero_cp
 primero_gbv
 primero_mgr_cp
 primero_mgr_gbv
 primero_mgr_mmm

STATUS:
 Open
 Closed
 Transferred
 Duplicate

AGE RANGE:
 0-5
 6-11
 12-17
 18+

SEX:
 Male
 Female

Action Buttons and Anchored Header

The action buttons are located just below the header navigation bar. In what is called **the Anchored Header**, meaning it stays at the top of the screen when scrolling. This allows users to perform an action on an individual case or multiple cases. The possible actions, depending on your permission, include:

- Flag
- Export
- Import
- Transfer
- Refer
- Save
- Cancel

Filtering

You can filter the list view to narrow down to a case or cases. For example, you can filter the list to show not only if a case has certain characteristics but contains specific information within those characteristics as well. For example, you can filter by females only, but you can also filter by specific type of violence, and the incident report date range. The filter is on the right side navigation panel under the list view.

FILTER: APPLY FILTER

[✖ Clear Filters](#)

FLAGGED:

Flagged?

FIELD/CASE/SOCIAL WORKER:

mgriggs

primero

primero_cp

primero_gbv

primero_mgr_cp

primero_mgr_gbv

primero_mgr_mrm

STATUS:

Open

Closed

Transferred

Duplicate

AGE RANGE:

0-5

6-11

12-17

18+

Quick Search

Quick Search refers to the search field in the header navigation bar. From here you can type in your search and return a list of possible matches. This is useful when searching for a specific name or case ID. After searching, you can filter results further.

SEARCH >

Creating a New Case or Incident

When creating a new survivor entry (either by clicking new case from the 'cases' page or new incident from the 'incidents' page) the system will open a page for you to enter information. TIP: if you are planning to create a new case and a new incident for the same survivor, enter the case first and create the incident from inside the case to ensure the two are linked in the system.

NEW CASE

NEW INCIDENT

To edit an existing record (to correct an error or add new information), you can click on the case, and will be brought to a page that allows you to first view the case. From here, you can view all the data and the forms you have access to for that record. To edit the record, you need to click on the 'edit' button.

EDIT

Creating an Incident from a New Case

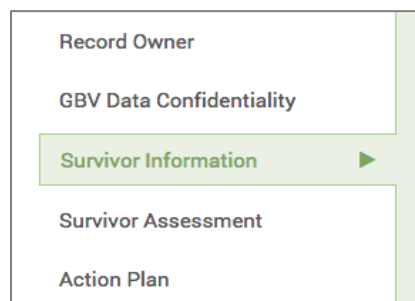
Once a case is created, you can then create an incident that is linked to that case. In the Anchored Header, there is a **Create Incident** button that is available to click once you have saved the case.



Click on this button, and you will be redirected to the incident forms to create a linked incident. Once in the incident, you can navigate to the proper forms to enter information about the survivor, incident, alleged perpetrator, and service referrals etc.

Navigating Forms

Once you are creating or editing a form, you will see a left panel navigation list. This is how you can navigate through the forms. The titles in the left navigation list are called **Form Groups**. If you have clicked on a form and are adding, editing or viewing content it will show up as highlighted (as below).



If a Form Group has only one form, you can simply click on it and it will display the form. If it has more than one, you can click on the Form Group name or the expand icon to the right of the name to expand it and see all the forms in the group. Once the form group is expanded you can then click on any of the form names to enter into the chosen form.

Navigating Sub-Forms

Some forms have sub-forms. You will most likely see these sub-forms when an action is commonly repeated, for example follow-up visits, of which there may be multiple. This allows you to add details for each follow-up visit. To navigate these sub-forms, there is an expand/collapse function, and add or remove functions.

