User's Guide

Khyber Pakhtunkhwa PWD SC HR MIS

USAID Funded GHSC-PSM, Pakistan

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TABLE OF CONTENTS

LIST OF TABLES

1. INTRODUCTION

Khyber Pakhtunkhwa Population Welfare Department (PWD) has long relations with USAID and GHSC-PSM project with reference to Contraceptive LMIS (cLMIS) implementation. USAID and GHSC-PSM project being trusted partners of KP PWD since 2016. To digitize the SC Human Resource records KP PWD department has requested GHSC-PSM project. The objective is to have end-to-end visibility of FP commodities' supply chain and Human resource. After complete data entry of HR in SC HR MIS, supply chain and services will be further optimized in context to available HR and their capacities.

1.1. Purpose

Main purpose of the system is to digitize PWD SC HR data for real time data visibility and evidence-based decision making. System has Configuration Management Module, HR Profile, Transfer posting, Leave Management, Awards / notices management, dashboard module and alerts / notifications module. Configuration Management Module includes but not limited to organization, sanctioned positions, positions, statuses, categories, scales, etc., and admin users shall be able to tailor system with configuration management module to the maximum.

Dynamic search to view HR details. Role based access control allows users to access data as per their allowed access. System is for PWD and their facilities, district staff and Provincial HR team. System is implemented at PWD Head Office Peshawar and in all districts of KP.

System has different roles like Administrator, Strategic users, and data entry users.

- System is simple to use for all type of users.
- Medium sensitive application.
- Education level required is basic skill to operate computer.

1.2. Document Organization

This User's Manual provides guidance on the usage of the Khyber Pakhtunkhwa PWD SC HR MIS. The remaining sections are organized as follows:

- **Section 2. Prerequisites:** Provides details on any prerequisites in using and understanding this document.
- **Section 3. Software Overview:** Provides a brief overview of the application functionality and system architecture.
- **Section 4. Getting Started:** Provides information for all user roles on tasks required prior to accessing and using the Khyber Pakhtunkhwa PWD SC HR MIS.
- **Section 5: Usage Guidelines:** Provides instructions, tips, and suggestions on how to use the application.
- **Appendix A. Acronym List:** Lists the acronyms used within this document.
- **Appendix B. Message Table:** Provides a list of all error, validation, and other system messages a user may receive through the use of the application.

2. PREREQUISITES

To understand this user manual, basic Human Resource knowledge are pre-requisite.

End user must have basic computer skills like using the browser and navigating between different tabs, etc.

3. SOFTWARE OVERVIEW

## 3.1. Application Functionality

The newly developed system has a dynamic configuration management that manages the master data like training management, specialty, office / facility, district, user management, leave management, penalties management, reward management, quote management, university / boards, degree, cadre, category, inactive reasons, sanction designations, transfer status, marital status, status management, designation management, mode of appointment management, etc. In addition to the main module of HR Profile, transfer posting, leave management, incentive / penalty management modules are provided to ensure the smooth running of the system. System not only meets the PWD requirements, but its architecture is flexible to support HR MIS functionalities of any vertical health program. The System can be scaled for nationwide for other departments.

System will provide following user levels: System Administrator, Data Entry Operator and Provincial User.

With PWD SC HR MIS, manual record will be digitized for enhanced data visibility for evidence-based decision making.

3.2. Software Architecture

Application is based of web architecture. Application data is stored at centralized database for real time data input and visibility. It has three layers for data security, ease of use and real time information.

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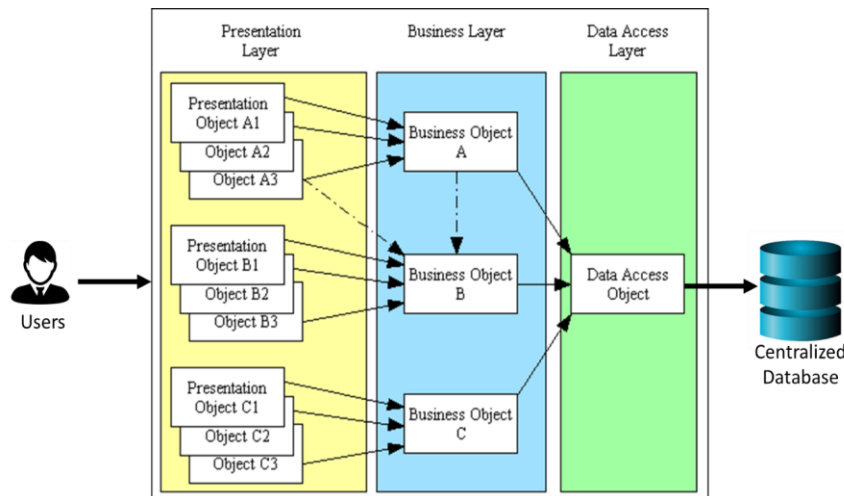
4. GETTING STARTED

The user manual is designed for three type of major user roles: Administrator, Data Entry Operator and Strategic users.

4.1. Prerequisites

To use this system, end user must have desktop / laptop / tablet or mobile device with minimum 0.5GB usable memory and internet browser. System must have minimum 1MB internet connectivity. System must be connected while end user access the application by typing in the following URL:
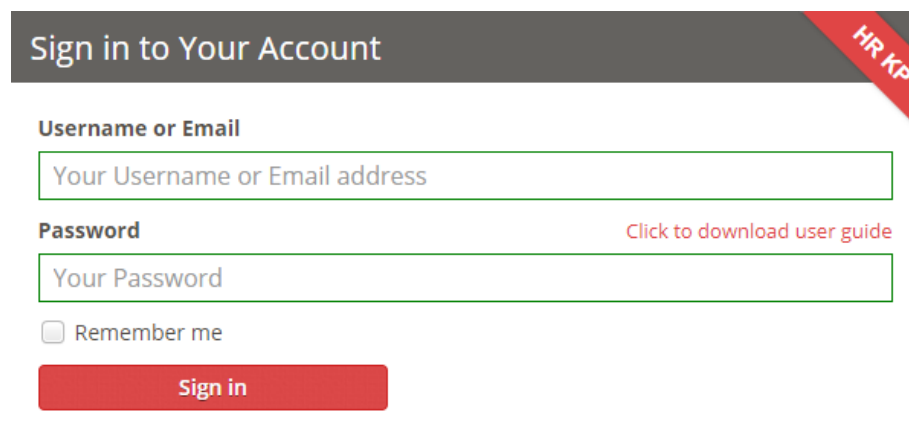http://175.107.63.111/~insuldckp/

4.2. Obtaining Access Rights

To obtain the login for the application, end user must contact their respective Department Health Officer or KP PWD HR Director, Khyber Pakhtunkhwa.

4.3. Logging in for the First Time

If you are logging the first time, please make sure that your device is connected with internet. Open your web browser and type in http://beta.lmis.gov.pk/hrpwd , enter your login and password and press the login button. After successful login, you will see a menu at your left side. You can use your menu to access the required functionality, like accessing the data entry form or search the record, etc.

4.4. Obtaining Assistance

If you require any assistance, please do send email at support@lmis.gov.pk or contact your KP PWD officer.

5. USAGE GUIDELINES

User must have the either of the following browsers to use the application.

1. Google Chrome (Windows, Mac, Linux, Android, IOS)
2. Mozilla Firefox (Windows, Mac, Linux, Android, IOS)
3. Internet Explorer 9 and above (Windows)

Before You Begin...

It is recommended to use the application with Google Chrome or Mozilla Fire Fox. Older generations of browsers are also supported; however, their use can lead to issues with on-screen formatting and display.

5.1. First time or Recursive use

Step 1: Make sure your machine is connected to internet and have suffice bandwidth (Min 1MB up and download)

Step 2: Open the available web browser, in the address bar type in the following:

http://beta.lmis.gov.pk/hrpwd

Step 3: Login page will be loaded. Enter your username and password and press login button.

Confidentiality:

Please make sure that you do not share you login and password with anyone.

Step 4: After successful login, application will load the menu on the left side of your interface. Menu will be as per your access rights. If your role changed due to any reason, please do inform the concerned department, or contact our service desk by sending an email at support@lmis.gov.pk

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Password Reset

Please regularly change your password and use combination of Alphabets, digits, and special characters. Strong passwords are more than eight characters. To reset the password, please click your username on right top, select change.

Password reset option.

5.2.   Data Entry User

If you are a data entry user, from menu select "Profile" to create new HR Profile or search for already entered HR or update its following information:

1. Personal Record
2. Educational Record
3. Specialties
4. Training / Certification Record
5. Spouse Record
6. Children Record
7. Posting Record

5.2.1 How to enter a new HR Profile?

From Main Menu select "Profile" and then click ⊕ Add button.

S#	New Fields	Example / Possible Values
1	Gender	Male | Female | Transgender
2	Name	Maheen Ali
3	Father Name	Ali Khan
4	CNIC	61101-234567-8
6	District of Domicile	Charsadda
7	Date of Birth	01/01/1980
8	Nationality	Pakistan, USA (Multiple values can be selected)
9	Passport Number	C190011000
10	Mode of Appointment	Initial | Merit | By Transfer
11	Quota	Disable | Minority | etc.
12	Current BPS	1 to 22
13	Actual Designation	MS | DMS | MO, etc.
14	Joining Date	01/01/2005
15	Contact Number	03331110222
16	Email	Ali@yahoo.com
17	Postal Address	House 749, Street 17, Charsadda, KP.
18	Professional Reg#	PMC# 1 -1424545
19	Marital Status	Married | Single
20	Status	On Job
21	Temp Address	House 749 Street 17 Charsadda
22	Temp Address City	Charsadda

23	Permanent Address	House 749 Street 17 Charsadda
24	Permanent Address City	Charsadda
25	Seniority List#	12
26	Cadre	Technical
27	Category	Fixed Pay
28	DDO Number	MD 4951
29	DDO Description	Principal Regional Charsadda

Gender
Male

Name
Ahmed Khan

Father Name
Ali Zafar

CNIC (00000-0000000-0)
15402-4766000-0

District of Domicile
Malakand

Date of Birth (dd/mm/yyyy)
02/03/1989

Nationality *
Afghanistan
Albania
Algeria
American Samoa

Passport #
nil

Quota *
Merit

Mode of Appointment *
Initial

Current BPS *
13

Actual Designation *
Projectionist (BPS-13)

Joining Date *
2021-04-02

Contact No (03001234567)
03468530000

Email
pwd@gmail.com

Postal Address
Village Zoormandi, P.O. Palai, Tehsil Batkhela, Distr

Professional Reg# (If Applicable)
nil

Marital Status (Single / Married)
Married

Status
Select

Residential/Temporary Address
Village Zoormandi, P.O. Palai, Tehsil Batkhela, Distr

Residential/Temporary City
Malakand

Permanent Address
Village Zoormandi, P.O. Palai, Tehsil Batkhela, Distr

Professional Reg# (If Applicable)	Marital Status (Single / Married)	Status
nil	Married ⌄	Select ⌄

Residential/Temporary Address	Residential/Temporary City	Permanent Address
Village Zoormandi, P.O. Palai, Tehsil Batkhela, Distr	Malakand ⌄	Village Zoormandi, P.O. Palai, Tehsil Batkhela, Distr

Permanent City	Personal/Employee Number	Seniority List Number
Malakand ⌄	452849	18

Cadre Value	Category	DDO Number
Technical ⌄	Fixed Pay ⌄	MD 4951

DDO Description

Principal Regional Training Institute, Malakand

Update

Educational Record

Select Level

Select ⌄

Ending Month	Ending Year	GPA
January ⌄	1950 ⌄	

Obtained GPA	Percentage	Total Marks

Obtained Marks

Add

No.	University Name	Degree Title	Ending Month	Ending Year	GPA	Obtained GPA	Percentage	Total Marks	Obtained Marks	Actions
1	BISE Malakand	SSc	2002-03-01	2003-03-30			60.47%	514/850		🗑

Specialities Record

Speciality

Select ▼   Add

No.	Speciality	Actions
1	Computer Skills	🗑

Training / Certification Record

Training / Certification   Start Years   Start Months

Select ▼   1950 ▼   January ▼   Add

No.	title	Start Year	Start Month	End Year	End Month	Actions
1	LMIS	2012	8	2012	8	🗑
2	PMIS Training	2017	3	2017	3	🗑
3	PMIS Training	2021	3	2021	3	🗑

Children's Record

Name   Date of Birth   School Name

[   ]   [   ]   [   ]   Add

Posting Record

Post name   Posting place   Appointment Start Date

Select ▼   Select ▼   [   ]

☑ Currently working on Post

Sanctioned_Designation   Additional Charge   Transfer Status   Pay Scale

Select ▼   [   ]   Select ▼   17 ▼

Appointment letter

Choose File No file chosen

Add

Save HR Data

To save HR data, Press Save button. For multi value sections like education, skills, etc., press add for each entry.

5.2.2 How to search, update HR Profile?

Screen visible to end user has the following:

1. Search dropdown to select data field to be searched.
2. Action Column with Add /Edit Picture, Status Active/Inactive, View/Edit.

From Main Menu select "Profile". Search the desire record by using filters. From action column, click the button for specific action mentioned below:

To add or edit picture of HR profile, click the picture icon and add or update the picture.

To make record inactive, click the inactive icon, select the apt reason from dropdown and save.

To view and edit profile, from Action column, select [icon] icon to view and edit the record. Screen is same as Add new Profile.

Human Resource - Khyber Pakhtunkhwa

Advance Search

| Personal Information | Name | Enter Personal Info | Status | Status | Select |
| Employee Information | Select | | Posting Information | Name | Enter Posting Info |

Search

Export to Excel   Print

No.	Name of Employee	Father/Husband Name	Domicile District	Designation/Post	Place of Posting	Additional Charge	Picture	Reason/Status	Actions
1			Malakand	Account Assistant	RHSC-A Shangla	Junior Scale Steno		Active	
2			Chitral (Upper)	Family Welfare Worker	FWC Arrandu	Nil		Active	
3				Tehsil Population Welfare Officer	Directorate General Population Welfare KP	No		Active	

5.2.3 Transfer Posting

From Menu select "Transfer Posting". User interface displays the following fields:

S#	New Fields	Example / Possible Values
1	Search by	CNIC - Enter CNIC for which transfer posting is to be made. Emp Number – Enter Employee Number for which transfer posting is to be made. Name – Enter Employee Name for which transfer posting is to be made. District of Domicile – Enter Domicile for which transfer posting is to be made. Current City – Enter current posted city for which transfer posting is to be made. BPS – Enter BPS for which transfer posting is to be made.
2	Transfer to District	From Drop down select District where employee to be transferred.
3	Transfer to Office	From Drop down select Office / Facility where employee to be transferred.
4	Transfer to Designation	From Drop down select Designation on which employee to be transferred.
5	Transfer Status	Promoted | Temporary
6	Additional Charge	MO
7	Pay Scale	BPS 1 to 22
8	Proposed Joining Date	01/01/2021
9	Attached file	Can attach official letter
10	Posting Form Number	210419-124053 (Auto generated)
11	Current Date	01/02/2021 (Disabled)
12	Document Ref Number	PST-0001
13	Description	Posting on the orders of CM
14	Copy to	CC List can be added here

For each entry, press **Save** Button. To save complete form **Save & Preview** press this button.

5.2.3 Report

End user have been provided with Sanction Posts Report

From Menu select, "Sanction Posts Report".

5.3.   Administrator

Basic purpose of Administrator to configure the application to tailor it as per organization needs. This role gives more power to business owners to maintain their application without need of IT resources.

a)   Organization
b)   User Management
c)   Roles
d)   Users
e)   Location

f) Oral Drugs

g) Diabetic Complications

h) Suppliers

i) Generic Names

5.3.1 User Management

User management allows administrator to create users and assign pre-defined roles.

In user interface, administrator enters the user's full name, designation, Login ID, Password, Email, Contact Number, Province, District, Role, Status, and Center.

If current user information needs to be updated, administrator can use view option to search the specific user and then update the information.

5.3.2 Center / Hospital (Facility)

To define, edit or update Center or Hospital (Facility), from configuration management, choose option "Center / Hospital". Select Province, District, Tehsil, UC, Center type (BHU, RHC, etc.) and enter name of center, facility code, contact person, contact person designation, contact number, address, longitude, and latitude. Press "Save" button to save addition or changes.

Add Center / Hospital

Province*	District *	Tehsil	UC
Select	Select	Select	Select
Center Type*	Full Name of center*	Facility / Center Code	Contact Person
Select			
Contact Designation	Contact Number	Address	
Longitude	Latitude		

Add

IR LMIS User Manual.doc - Compatibility

mn visibility ▾   Search:

No.	Facility / Center Name	Province	District	Facility Type	Action	
1	Project Office	Punjab	Peshawar	THQ	Edit	✕ Disable
2	Mardan Center	Punjab	Gujranwala	BHU	Edit	✕ Disable

5.3.3 Location (Organization)

To define, edit or update location, from menu choose "Location". Select Location level and system auto show fields required for that specific level. Enter all values marked with red asterisk (mandatory).

Add Locations

Location Level*	Province *	Location Name *	Longitude
District	Khyber Pakhtunkhwa		
Latitude			

Save **Reset**

Locations

No.	Location Name	Location Type
1	Jati2	National
2	Khyber Pakhtunkhwa	Province
3	AJK	Federal Territory
4	FATA	Federal Territory

5.3.4 Product

To define, edit or update product, from menu choose "Product". Enter product name, select generic name, select strength, type, manufacturer, category and enter registration number, barcode, GTIN, description, no of items in once packet, no of packets in one carton, limit for issuance to HRs, daily unit in single item.

Add Items / Medicines / Products

Product Name *	Generic Name * +	Strength * +	Method type * +
	Select	Select	Select
Manufacturer * +	Category * +	Registration Number	
Select	Select		
Barcode	Code/GTIN	Description	No of items in one packet
No of packets in one carton	Limit for issuance to Patients (0 = No Limit)	Daily units in single item	

Save   Reset

5.3.3 Manufacture

To define, edit or update Manufacturers, from configuration management, choose Manufacturers. Enter the name of the manufacturer while system will auto generate its Code.

Code *	Name *
Auto GID	

5.3.4 Supplier

To define, edit or update Suppliers, from configuration management, choose Suppliers. Enter the name of the supplier, while system will auto generate its code. End user can provide contact name , number , email and office address of main office and sub office, in addition to National Tax Number and General Sales Tax Number.

5.3.5 Category

Administrator can define categories as per organization needs. It can be as alphabets (A, B, C, etc.) or names like Vehicles, Furniture & Fixture, Land, etc.

5.3.6 Asset & Specs

Administrative can enter Asset Master data by Selecting Category, entering Asset Name, Specifications and Fiscal year.

5.3.7 Status

To define, edit or update Status, from configuration management, choose status. Enter the status while system will auto generate its Code.

Code *

Auto GID

Name *

5.3.8 Purchase Type

Administrator can define Purchase Type as per organization needs. It can be as Local, Foreign, Free of Cost, Funded, etc.

Name *

5.3.9 Funding Source

Administrator can define Funding Source as Department of Health, USAID, WHO, etc.

Name *

5.4. Strategic User (Provincial / District)

Strategic user are the decision makers and need reports, analytics, and dashboards to make the decision. These are also available to other users but limited to their access role like Tehsil or Health Facility. Strategic users have wider access, normally at provincial or district level.

1. Reports
   a. Detail Report
   b. Summary at Glance
   c. User Detail (Logs)
2. Analytics
   a. Business Intelligence Tool

≋ Reports ⌄

Detail Report
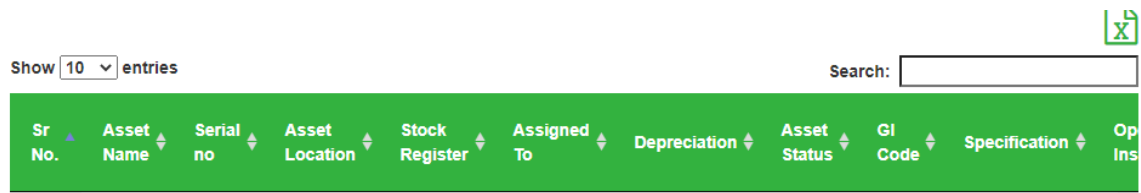
Summary at Glance

User Detail

≋ Analytics ⌄

5.4.1 Detail Report

It allows user to select range of dates and type of information required from drop down:

   a. Asset Warranty Expired

   b. Repair Warranty Expired

   c. Manufacturer wise

   d. Status wise

   e. Funding Source Wise

   f. Supplier Wise

   g. Category Wise

   h. Purchase Type Wise

In output it shows all Asset related fields like Asset Category, Name, Manufacturer, Supplier, Etc. Report interface allows user for the following:

   1. Export the data into MS-Excel.

   2. Further filter the information by using search box.

   3. Sort Ascending / Descending of all columns via column header up / down arrows.

5.4.2 Summary at Glance Report

It allows user to select range of dates and type of information required from drop down:

   a. Asset Warranty Expired

   b. Repair Warranty Expired

   c. Manufacturer wise

   d. Status wise

   e. Funding Source Wise

   f. Supplier Wise

   g. Category Wise

   h. Purchase Type Wise

In output it shows summary with the following options:

   1. Export the data into MS-Excel.

   2. Further filter the information by using search box.

   3. Sort Ascending / Descending of all columns via column header up / down arrows.

4. Drill down to view details

5. **5.4.2 Summary at Glance Report**

6. It allows user to select range of dates and type of information required from drop down:
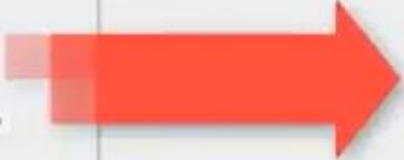

5.4.3 Business Intelligence Tool

This is free hand tool to create different data views and graphs by simply placing data elements in rows, columns, intersection. It also allows to filter the data elements even it is not selected in the data. Complete video tutorial on how to use the BI tool is available on the following link:

https://youtu.be/u3ueCS446_Y

APPENDIX A: ACRONYMS AND DEFINITIONS

Table 1: Acronyms and Definitions

Acronym	Definition
BI	Business Intelligence
Sys	System
Mgmt.	Management
DHO	District Health Officer
DG	Director General
KP	Khyber Pakhtunkhwa