



NATIONAL AIDS/ STD CONTROL PROGRAM (NASCOP)
MINISTRY OF HEALTH GOVERMNMENT OF KENYA

CD4 SYSTEM

USER GUIDE AND DOCUMENTATION

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Introduction

The system has Three main modules:-

1. Partners Module
2. System Administrator Module
3. National Program View Module

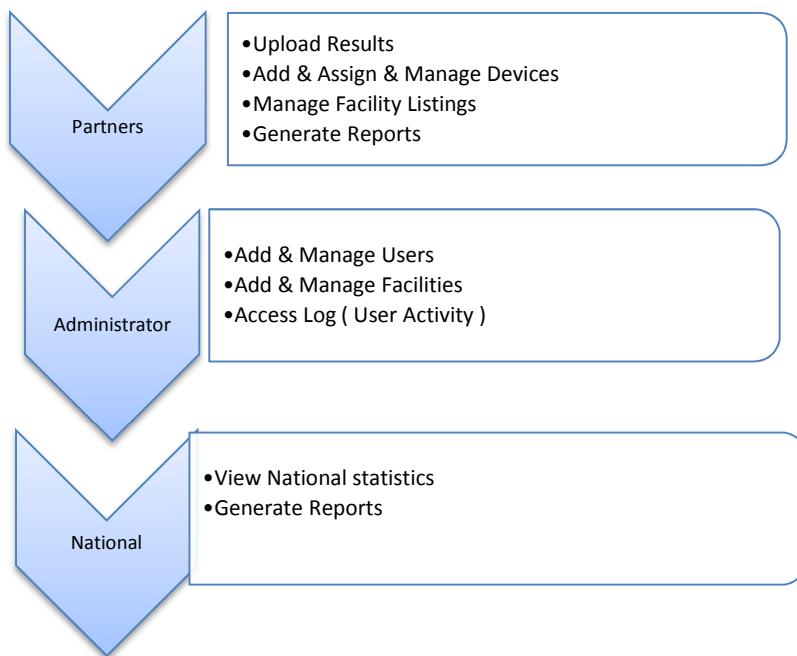


Figure 1 : System modules

User Module

Accessing CD4

1. Browse to Mozilla Firefox (Most recommended browser) or other browser of your choice. You can use shortcut icons or use the start menu to start the browser.



Figure 2 : Access the browser on your machine

2. Access the CD4 system by entering the below web address.



Figure 3 : Enter URL to access the CD4 system

Login

A log in page as illustrated below will be loaded automatically after accessing the system prompting the users to enter his/her Username and Password.



National AIDS/STD Control Programme (NASCOP)
Ministry of Health Government of Kenya

POC LOG IN

Username

Password

[Forgot Password](#)

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Figure 4 : System Login

NB: The login credentials will be given to you in advance during field visits by administrators but one is supposed to change their passwords upon first login.

Homepage

After successful log in, the user will be directed to a homepage. This page shows summary statistics and graphs as well as quick links to aid in navigation through the system.

Graphs and summaries

1. **Summary of test reports:** Gives a breakdown of Tests Done with Definite Result vs those with errors in the selected period.
2. **Statistical Summary:** Gives a summary of total tests done, those with CD4 < 350 cells/mm³, total errors, total devices places vs devices reporting in the selected period.
3. **Reporting Rates:** Gives a breakdown of devices allocated to the partner that are reporting and those not reporting in the selected period.
4. **Errors Reported:** Gives a breakdown of the errors encountered from the tests done in the selected period.
5. **IQA/QC:** Gives a breakdown on the IQA/QC Controls for the tests done and whether the controls passed or failed in the selected period.
6. **Reporting Trend:** Gives a trend of the tests done vs Errors encountered in the given year.

Quick Links

1. **Date menu:** Gives users the option to filter the view based on criteria of their choice.
2. **Notifications:** Shows all the devices that are due or waiting result upload.
3. **Results List:** Link user to list of all results uploaded grouped by month.
4. **Devices-**Directs user to device lists from where device allocating, editing and deleting can be done.
5. **Quick Links:** Gives user a list of tasks frequently e.g. Upload Results, Add Devices, Assign Devices, and Change Password etc.
6. **Reports:** Links to Report Page where one can generate reports on tests outcomes.
7. **Log out-** It ends the user's session and returns to the system log in page.

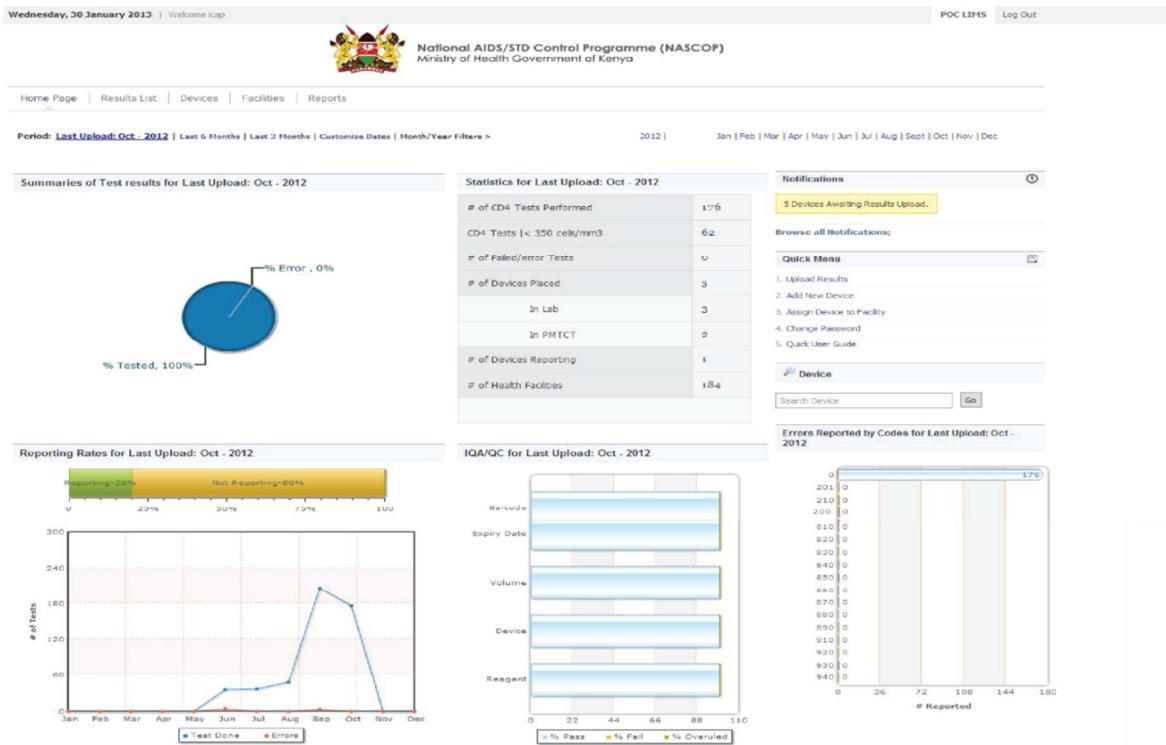


Figure 5 : Home page

Manage User Account

This page allows the user to change their password either during the first login or subsequently for account security. A strong password should;

- 1. Be longer than 6 digits.**
- 2. Contain both letters and numbers.**
- 3. Contain alphanumeric values e.g. @#\$%^&***



Home Page | Results List | Devices | Facilities | Reports

Period: [Last Upload: Oct - 2012](#) | [Last 6 Months](#) | [Last 3 Months](#) | [Customize Dates](#) | [Month/Year Filters >](#)

2012 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec

Change login password to the system

*Current Password:	<input type="text"/>
*New Password:	<input type="text"/>
*Confirm password	<input type="text"/>
<input type="button" value="Reset"/> <input type="button" value="Change Password"/>	

Notifications ⓘ

5 Devices Awaiting Results Upload.

[Browse all Notifications;](#)**Quick Menu**

1. [Upload Results](#)
2. [Add New Device](#)
3. [Assign Device to Facility](#)
4. [Change Password](#)
5. [Quick User Guide](#)

Device

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Figure 6 : Password Change

Test Results

Upload Results

The user should place the mouse over the *upload results* link on the quick menu bar.

The user should then upload excel forms from the test centers by clicking on choose file then browsing to the specific excel sheet then click on Save and leave to save the specific tests and be redirected to the result summary page.

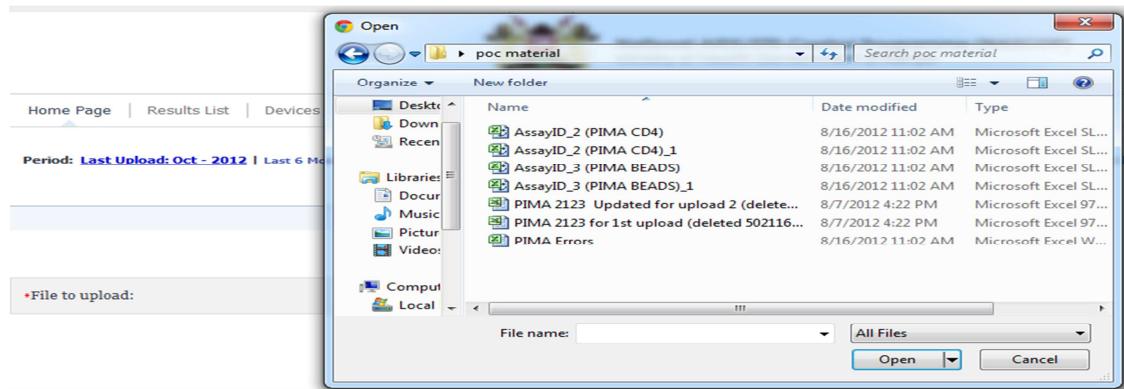


Figure 7 : Browse for file Upload

Adding multiple test results

The user may click on the Save file and continue button at the bottom of the upload form. This will upload the specified test result and allow a user to upload another result if they own more than one device.

Figure 8 : Upload results

Viewing Reports

The user should place the mouse over the **Results List** link on the menu bar and click on it.

The test results are grouped by months Total errors encountered in the month displayed. To view the specific errors, click on the error number.

The screenshot shows the 'PIMA Result List' page. At the top, there is a logo of the National AIDS/STD Control Programme (NASCOP) and a navigation bar with links for Home Page, Results List, Devices, Facilities, and Reports. Below the navigation is a search bar with dropdowns for 'Select month' and 'select year', a 'Go' button, and a 'Per Page' dropdown set to 10. The main content area displays a table of monthly test results:

Month/Year	Date of Upload	Error Number	Error Categories	Devices reported	Percentage	Action
June,2012	23-Nov-2012	4	3	1	20 %	View details
July,2012	23-Nov-2012	No errors	No errors	1	20 %	View details
August,2012	23-Nov-2012	No errors	No errors	1	20 %	View details
September,2012	23-Nov-2012	3	3	1	20 %	View details
October,2012	23-Nov-2012	No errors	No errors	1	20 %	View details

To the right of the table, there is a 'Notifications' section with a message about 5 devices awaiting results upload. Below that is a 'Quick Menu' with links for Upload Results, Add New Device, Assign Device to Facility, Change Password, and Quick User Guide. There is also a 'Search Device' input field.

Figure 9 : Results List

The view details link gives the specific test results for the month chosen as uploaded.

The screenshot shows the 'Monthly Results for Jan 2012' page. It has a similar header and search interface as Figure 9. The main content area displays a table of individual test results:

Test Number	Device Number	Sample Number	Error	CD Count	Operator	Date of Upload

Figure 10 : Individual Results

Devices

Add devices

Click on the **Add New Device** link on the quick menu.

This page allows you to add a device by entering its Number and location. The devices can be located either in Labs or PMTCT.

Thursday, 31 January 2013 | Welcome icap POC LIMS Log Out

National AIDS/STD Control Programme (NASCOP)
Ministry of Health Government of Kenya

Home Page | Results List | Devices | Facilities | Reports

Period: Last Upload: Oct - 2012 | Last 6 Months | Last 3 Months | Customize Dates | Month/Year Filters > 2012 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec

Add PIMA devices to the system

*Device Number

*Location

Notifications (5)
5 Devices Awaiting Results Upload.
Browse all Notifications;

Quick Menu
1. Upload Results
2. Add New Device
3. Assign Device to Facility
4. Change Password
5. Quick User Guide

Device
Search Device

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Figure 11 : Add device

View device details

Click on the **Devices** link on the top menu. To edit or delete a device, use the action icons and use the allocate device menu to link device to a facility.

Thursday, 31 January 2013 | Welcome icap POC LIMS Log Out

National AIDS/STD Control Programme (NASCOP)
Ministry of Health Government of Kenya

Home Page | Results List | Devices | Facilities | Reports

Period: Last Upload: Oct - 2012 | Last 6 Months | Last 3 Months | Customize Dates | Month/Year Filters > 2012 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec

PIMA Devices

Total Devices (5) Per Page 1

Action	Device Number	Location	Date Added	Facilities Tied to it
	PIMA-D-003016	PMTCT	01-Oct-2012	1 Allocate More Facilities
	PIMA-D-003017	Lab	01-Oct-2012	1 Allocate More Facilities
	PIMA-D-003021	Lab	01-Oct-2012	0 (Click to Allocate Facilities)
	PIMA-777777	Lab	25-Jan-2013	0 (Click to Allocate Facilities)
	PIMA-S16771	PMTCT	28-Jan-2013	0 (Click to Allocate Facilities)

Notifications (5)
5 Devices Awaiting Results Upload.
Browse all Notifications;

Quick Menu
1. Upload Results
2. Add New Device
3. Assign Device to Facility
4. Change Password
5. Quick User Guide

Device
Search Device

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Figure 12 : View Devices

NOTE: you can't delete a device that is allocated to a facility

Edit device

Allows you to edit details of the device you have chosen

Home Page | Results List | Devices | Facilities | Reports

Period: [Last Upload: Oct - 2012](#) | [Last 6 Months](#) | [Last 3 Months](#) | [Customize Dates](#) | [Month/Year Filters >](#)

2012 | [Jan](#) | [Feb](#) | [Mar](#) | [Apr](#) | [May](#) | [Jun](#) | [Jul](#) | [Aug](#) | [Sept](#) | [Oct](#) | [Nov](#) | [Dec](#)

Edit PIMA Device Number PIMA-D-003016

* Device Number: PIMA-D-003016

* Location: PMTCT

[Update Device Details](#) [Cancel Edit](#)

Notifications ⓘ

5 Devices Awaiting Results Upload.

[Browse all Notifications;](#)

Quick Menu

1. Upload Results
2. Add New Device
3. Assign Device to Facility
4. Change Password
5. Quick User Guide

Device

Search Device

Figure 13 : Edit Device

Allocate device

Choose the facility to which you want to assign a device.

Thursday, 31 January 2013 | Welcome icap POC LIMS Log Out

Home Page | Results List | Devices | Facilities | Reports

Period: [Last Upload: Oct - 2012](#) | [Last 6 Months](#) | [Last 3 Months](#) | [Customize Dates](#) | [Month/Year Filters >](#)

2012 | [Jan](#) | [Feb](#) | [Mar](#) | [Apr](#) | [May](#) | [Jun](#) | [Jul](#) | [Aug](#) | [Sept](#) | [Oct](#) | [Nov](#) | [Dec](#)

Allocate Facilities to PIMA Device Number PIMA-D-003016

** Allocation can be done for 10 Facilities at a time
, click 'Save & Allocate More Facilities To this Device' to continue allocating Facilities for same Device and
'Save & Complete Allocation for this Device' when done allocating facilities to same Device and wish to allocate facilities to another Device **

Device Number	PIMA-D-003016
Check all Uncheck all	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

[Save & Complete Allocation for this Device](#) [Save & Allocate More Facilities To this Device](#) [Reset](#)

Notifications ⓘ

5 Devices Awaiting Results Upload.

[Browse all Notifications;](#)

Quick Menu

1. Upload Results
2. Add New Device
3. Assign Device to Facility
4. Change Password
5. Quick User Guide

Device

Search Device

Figure 14 : Assign Device to Facilities

Facilities

View Facilities

The user can view all the facilities that he supports. One can also edit the details of the facilities or unallocated themselves from that facility. The controls can be used on the actions column where you edit or remove yourself from a facility.

The screenshot shows the 'PIMA Facilities' page. At the top, there is a logo of the National AIDS/STD Control Programme (NASCOP) and the Ministry of Health Government of Kenya. Below the logo, a navigation bar includes links for Home Page, Results List, Devices, Facilities, and Reports. A date range selector shows 'Period: Last Upload: Oct - 2012 | Last 6 Months | Last 3 Months | Customize Dates | Month/Year Filters >' and a date '2012 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec'. The main content area displays a table titled 'PIMA Facilities' with columns: Action, Facility Name, District, Contact Person, Telephone #, G4S Branch Name, and More details. The table lists five facilities: Aid Intergrated Programme Mangu Dispensary, Gilive Medical Clinic, Kieni Dispensary (Gatundu), Kiganjo Dispensary, and Kimunyu (PCEA) Dispensary. Each row has edit and delete icons in the 'Action' column. To the right of the table is a 'Notifications' sidebar with a message '5 Devices Awaiting Results Upload.' and a link 'Browse all Notifications:'. Below this is a 'Quick Menu' with links: 1. Upload Results, 2. Add New Device, 3. Assign Device to Facility, 4. Change Password, and 5. Quick User Guide. At the bottom right of the page is a copyright notice '© 2013 NASCOP'.

Figure 15: Facilities

To search for a particular facility, the user can type letters in the 'search facility' textbox.

To get more information on a given facility, click on the 'more details' link which will specify the details as shown below;

Action	Facility Name	District	Contact Person	Telephone #	G4S Branch Name	Facility Type
	Aid Intergrated Programme Mangu Dispensary	Gatundu	B.Njeri	0729-319673	Thika	Medical Clinic - Clinical officer

Figure 16 : Facility details

Reports

Reporting criteria

Select the criteria which should be used to generate the reports. The main categories are;

1. Criteria- can either be by **Device or facility**.
2. Duration- can be either **monthly, quarterly, bi-annually or annually**.
3. Format-this is format for generating the report. It can either be **PDF-for summary reports or Excel-for detailed reports**.

National AIDS/STD Control Programme (NASCOP)
Ministry of Health Government of Kenya

Home Page | Results List | Devices | Facilities | Reports

Period: [Last Upload: Oct - 2012](#) | [Last 6 Months](#) | [Last 3 Months](#) | [Customize Dates](#) | [Month/Year](#)
Filters >

2012 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec

Generate Report

*Criteria:

*Duration:

*Format: Summary in Detailed in

Notifications ⓘ
3 Devices Awaiting Results Upload.

Browse all Notifications:

Quick Menu

1. Upload Results
2. Add New Device
3. Assign Device to Facility
4. Change Password
5. Quick User Guide

Device
Search Device

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Figure 17 : Reports

The user chooses the criteria to use for generating the reports. When you choose criteria, it pops up and allows you to choose the specific reports you are looking for as below;

Generate Report

*Criteria:

Device Number

*Duration:

Quarterly

*Format: Summary in Detailed in

Figure 18 : Reporting criteria

The user can then either generate the reports by clicking **Generate Report** or send them directly to your email by clicking **Generate and Email**.

The screenshot shows a PDF document with the Kenyan national emblem at the top. Below it, the title "POC Reports" is centered. A table follows, displaying test results with columns for Sample No, Device No., Upload Date, Operator Name, Result Date, CD Count, and Error. Three rows of data are listed.

Sample No	Device No.	Upload Date	Operator Name	Result Date	CD Count	Error
CCC/PD/56446	PIMA-D-003014	2012-11-23	WANJUI	2012-06-02	1148	0
CCC/PD/56447	PIMA-D-003014	2012-11-23	WANJUI	2012-06-02	501	0
CCC/PD/56448	PIMA-D-003014	2012-11-23	WANJUI	2012-06-02	0	0

Figure 19 : PDF report

For excel generated reports, the excel file will download either automatically or after prompting the user as shown below;



Figure 20 : Excel Download

The excel file, once opened may prompt the user to confirm the format due to upgrades in the excel programs. To open the excel file click on the **Yes** button as shown below.

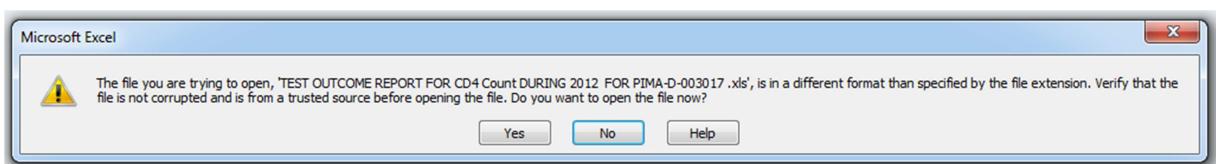


Figure 21 : Excel prompt