



REPUBLIC OF KENYA

KMHFL LOGIN SITE SEARCHING & EDITING A FACILITY



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Session Objective

By the end of this session the participants will be able to

- Search and edit a facility on the KMHFL login site.





How to Search a Facility

Search:	Facility Code:	<input type="checkbox"/> Open Public Holidays
<input type="text" value="Search all facilities"/>	<input type="text" value="Enter facility code .."/>	
County:	KEPH Level:	<input type="checkbox"/> Open Weekends
<input type="text" value="Select a county..."/>	<input type="text" value="Select a KEPH Level ..."/>	<input type="checkbox"/> Open 24 Hours
Sub-County:	Facility Type:	<input type="checkbox"/> Open 8:00 AM to 5:00 PM
<input type="text"/>	<input type="text" value="Select a facility type..."/>	Date From
Constituency:	Operation Status	<input type="text" value="dd-mm-yy"/>
<input type="text"/>	<input type="text" value="Select a operation status..."/>	Date to
Ward:	Facility Owner	<input type="text" value="dd-mm-yy"/>
<input type="text"/>	<input type="text" value="Select a facility owner..."/>	
<input type="button" value="Search"/>	<input type="button" value="Reset"/>	



Searching a Facility

- Type facility name or code for facility to edit in the search box
- Click on the **search button**.
- Click on the facility name.





Edit a Facility

- The screen will appear showing all the details of the facility.
- The following functions can be performed:
 1. Close
 2. Upgrade-downgrade
 3. Edit facility details
 4. View change log
 5. Print cover letter/ Facility details





How to Edit a Facility Basic Detail

- Search for the facility.
- Click on the facility to display facility data.
- Click on **Edit Facility**.
- Update the required details under **Facility details**.
- Click on the **Next** button with save and continue.
- Update the required details under geo code screen then click save and continue.





Editing a Facility Basic Detail Cont'd ...

- Update the required details under facility address details then click save and continue
- Update the required details under facility regulations then click save and continue
- Update the required details under facility services then click save and finish

NB: in every section you can click the finish button if there is no other details to be updated





How to Edit a Facility

- A review page appears for your review.
- If it is consistent with your selection then click on **finish entry**.





Thank You

