



REPUBLIC OF KENYA

ADDING ADMIN CONTACTS TO THE KMHFL LOGIN SYSTEM



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Session Objectives

By the end of this session the participants will be able to demonstrate how to manage Admin Offices.






Types of Admin Offices

- There are 3 types of administration offices:
 - National Admin Offices
 - County Admin Offices
 - Sub-county Admin Offices
- The naming format will be – Office name for example
 - Health Management Office Ruiru Sub County
 - Health Management Office Kiambu County




Listing and Creating Admin Offices

 KHMFL

HomeFacilitiesCHUsUsersSystem SetupReportsAdmin OfficesDownloads

Jane Juliet ▾Help

All Admin Offices

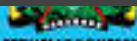
 Admin Offices

Add Admin Office

Export

Showing 1 - 15 of 15 records

County	Sub-county	First Name	Last Name	Job-title	National	Phone Number	Actions
Garissa	Lagdera	sds	ds	Provincial Health Records and Information Officer - Public Health and Sanitation	No	25209835	View
		WERWR	WERWER	System Configuration and Programming	Yes	E9340803	View
Kisii	Bomachoge Chache	xcz	ascsa	Hospital Director	No	0768676767	View
Nairobi	Langata	asfa	asf	System Configuration and Programming	No	575775	View
Nairobi	Langata	asfa	asf	System Configuration and Programming	No		View
Nairobi	Langata	asfa	asf	System Configuration and Programming	No		View
Nairobi	Langata	asfa	asf	System	No		View

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Adding Admin Office

Add Admin Office

Delete

Office Name*:

Enter Office Name Here...

☐ Is National Office

County:

Sub-County:

Email*:

Enter Email Here...

Phone Number*:

Enter Phone Number Here...

Save

Cancel



Add /Edit Admin Office

Click on the Admin Office

Select “view” office then edit – to be completed



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Thank You

