



REPUBLIC OF KENYA

Master Facility List v2.0

Employee Number or Email Address
matshare@mfctest.slade360.co.ke

Password
|

[Login](#) [Forgot password](#)

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MANAGING USER ACCOUNTS ON THE LOGIN SITE



REPUBLIC OF KENYA





Session Objectives

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

- Demonstrate how to manage users account login site.
- Demonstrate how to add a user.
- Demonstrate how to change their own details on the KMHFL.





Adding a User

- Click on Add User.
- Create the user by inputting details.
- Click on Add User.
 - Type the user's full name.
 - Type the Employee Number.
 - Type the password.
 - Confirm password.
 - full name with first name and last name.
 - Email address.



How to Manage Users

Master Facility List v2.0 Home Facilities Community Units Users Reports Ann Kamau About

Users Manage users Add User

Search anything... Export Showing 1 - 17 of 17 records

Name	Employee Number	Email	Last Login	Is Active
westlands westlands	694590	westlands@mftest.slade360.co.ke		Yes
dagoretti north dagoretti north	697125	dagoretti north@mftest.slade360.co.ke		Yes
dagoretti south dagoretti south	699660	dagoretti south@mftest.slade360.co.ke		Yes
langata langata	702195	langata@mftest.slade360.co.ke		Yes
kibra kibra	704730	kibra@mftest.slade360.co.ke		Yes
roysambu roysambu	707265	roysambu@mftest.slade360.co.ke		Yes
kasarani kasarani	709800	kasarani@mftest.slade360.co.ke		Yes
ruaraka ruaraka	712335	ruaraka@mftest.slade360.co.ke		Yes
embakasi south embakasi south	714870	embakasi south@mftest.slade360.co.ke		Yes
embakasi north embakasi north	717405	embakasi north@mftest.slade360.co.ke		Yes
embakasi central embakasi central	719940	embakasi central@mftest.slade360.co.ke		Yes
embakasi east embakasi east	722475	embakasi east@mftest.slade360.co.ke		Yes



Adding a User

New User

Delete

First Name *

Last Name *

Other Names

Email *

Employee Number *

Job Title

Select Job Title

Password *(The password must be at least 8 characters and contain both letters and numbers)

Confirm Password *(The password must be at least 8 characters and contain both letters and numbers)

Contact Type*

Contact Details*

No Contacts Assigned to User

Add Contact

Group*

No Groups Assigned to User

Add Group

Cancel

Save



REPUBLIC OF KENYA



Creating User Rights

- This is at the bottom section of the page in the 'group' field.
- Select the group that the user belongs to e.g CHRIO.
- Click on the add group button.
- Choose the administrative area for the user i.e Specified Sub county / County
- Click on 'save'





Adding user

Group*

County Health Records Information Officer

✕

Add Group

Administrative Area

County

Nairobi ✕

Sub-County

Select a sub county...

« Cancel

Save



How to save user details

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Users Edit User Delete

Basic Details User Contacts User Groups Sub County

First Name
Kadenge

Last Name
Joe

Other Names
joek

Email
kadenge3555@gmail.com

Employee Number
6346363

Password

Confirm Password

☒ Is active

« Cancel

Finish Save & Continue »

View Changelog



How to Edit a User's Account

First Name *

Steve

Last Name *

County

Other Names

Test

Email *

swaweru@healthit.uonbi.ac.ke

Employee Number *

25038435

Job Title

County Health Records and Information Officer-MOH

Password *(The password must be at least 8 characters and contain both letters and numbers)

Confirm Password *(The password must be at least 8 characters and contain both letters and numbers)

☒ Is active

Contact Type*

Contact Details*

No Contacts Assigned to User

Add Contact

Group*

County Health Records Information Officer

Add Group

Administrative Area

County

Nairobi

Sub-County

Select a sub county...

Cancel

Save





Editing Own Account

- Click on your name and then profile.
- Your user profile is displayed.
- You can change user password by clicking on **Manage Password**.



Editing Own Account

Master Facility List v2.0 Home Facilities Community Units Users Reports

Mark Waruinge About

Manage profile
Contacts
Manage password

Basic Details

Profile Log Out

First name
Mark

Last name
Waruinge

Other names

Email
mathare@mfttest.slade360.co.ke

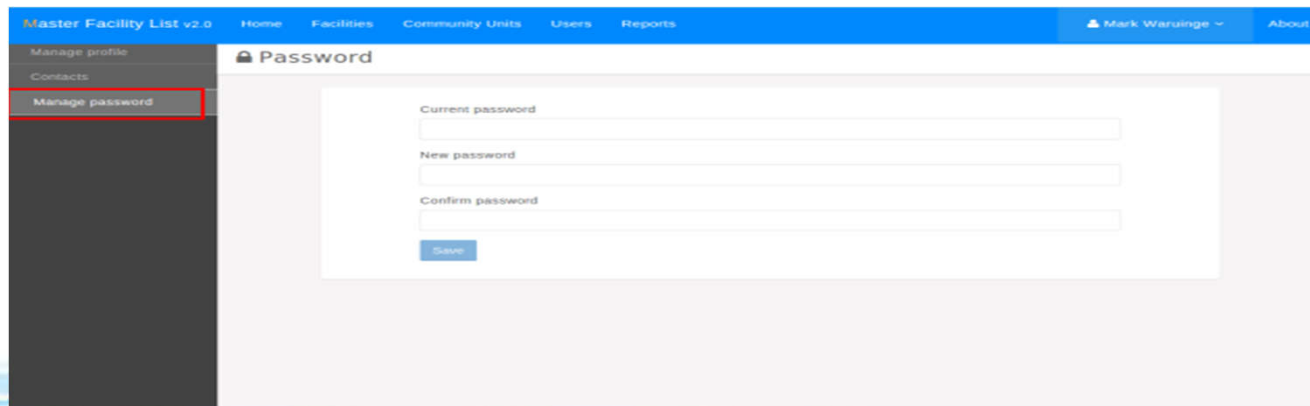
Username
mathare

Save



Change User Password

- Click on **Manage Password**.
- Input the current password.
- Input the new password.
- Confirm the new password.
- Click on **Change password**.



Master Facility List v2.0 Home Facilities Community Units Users Reports Mark Waruinge About

Manage profile
Contacts
Manage password

Password

Current password

New password

Confirm password

Save





Password Reset

Click forgot password



Kenya Master Health Facility List

Employee Number or Email Address

Password

Login

[Forgot password](#)



Password Reset cont.

Enter your valid email address – that was used to register your KMHFL account

The screenshot shows a web interface for a password reset. At the top is a blue header bar with the text "KMHFL" on the left and a hamburger menu icon on the right. Below the header, the title "Request Password Reset" is displayed. The main content area contains a form with a label "Email Address" above a text input field. The entire form is outlined with a red hand-drawn rectangle. Below the input field are two buttons: "Send Request" (blue) and "Cancel" (white with a grey border).



Password Reset cont.

Click the submit button and then check your email inbox/spam.

The screenshot shows a web interface for a password reset. At the top is a blue header with the text 'KHMFL' on the left and a hamburger menu icon on the right. Below the header is a white section titled 'Request Password Reset'. Inside this section is a light gray box containing the form. The form has a label 'Email Address' above a text input field. Below the input field are two buttons: 'Send Request' and 'Cancel'. The 'Send Request' button is highlighted with a red rectangular border.

KHMFL

Request Password Reset

Email Address

Send Request Cancel



Password Reset cont.

Hi ,

You are receiving this email because you had requested a password reset for your MFL v2 user account.

Please go to the following page and choose a new password:

http://admin.kmhfl.health.go.ke/#/reset_pwd_confirm/MjUxNw/4p2-dca55f2a69a9f768f0f9

Thanks for using our site!

Warm Regards,

The MFL Team <http://kmhfl.health.go.ke>





Password Reset cont.

- Enter your new password and confirm password details
- Click confirm password reset button to submit changes

Password Reset Confirmation

Password ()

Confirm Password ()

Confirm Password Reset


Cancel





Password Reset cont.

Login using your new password

 **Kenya Master Health Facility List**

Password reset instructions have been sent to your email. ×

Employee Number or Email Address

Password

[Forgot password](#)



Thank you

