

---

# REMOTE LOGIN SOP

---

*Step by step walkthrough on Remote Login using the NASCOP System*

<b>FACILITY</b>	
<b>MFL CODE</b>	
<b>COUNTY</b>	
<b>VL TESTING LAB</b>	
<b>CONTACT PERSON</b>	<b>NAME:</b>  <b>CELL PHONE #:</b>  <b>EMAIL ADDRESS :</b>

## **REMOTE LOGIN SOP**

### **Definition**

*Remote Login is system functionality that enables facilities to Log / Register samples at the facility level onto the testing lab's LIMS, Monitor testing progress, view results and retrieve historical results.*

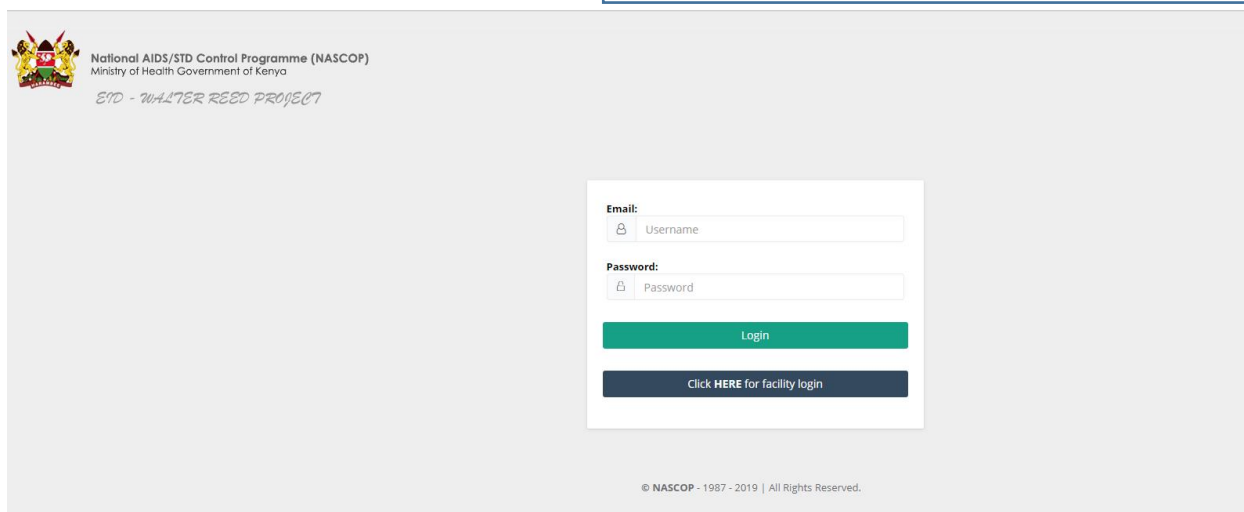
### **Background**

#### **Objective of Viral load remote login**

- To improve quality of HIV VL data entry.
- To reduce results turnaround time (From sample collection to results dispatch back to the requesting facility).
- To make results available to clinicians in a timely manner hence improving patient care.
- To reduce transcription and rejection errors.

## HOW TO LOGIN

The remote login link will be provided as this is specific to the various testing labs. This is a generic SOP for all testing labs. Write it in the following box



The screenshot shows the login interface for the National AIDS/STD Control Programme (NASCOP). In the top left corner, there is the Kenyan coat of arms, the text 'National AIDS/STD Control Programme (NASCOP) Ministry of Health Government of Kenya', and 'STD - WALTER REED PROJECT'. The main content area features a white login box with the following elements: an 'Email:' label above a 'Username' input field with a user icon; a 'Password:' label above a 'Password' input field with a lock icon; a green 'Login' button; and a dark blue button labeled 'Click [HERE](#) for facility login'. At the bottom of the page, a copyright notice reads '© NASCOP - 1987 - 2019 | All Rights Reserved.'

To log in, you select your facility by either keying in the facility name or MFL code and using a valid batch no for that facility.

**NB:** You can get a batch number from recent results (last 3 months).



EID - WALTER REED PROJECT

Facility:

15358 - Njoro Health Centre (Nakuru)

Batch No:

4198

Login

© NASCOP - 1987 - 2019 | All Rights Reserved.

Navigate to specific  
Section

Navigation menu: EID Samples, EID Results, VL Samples, VL Results, EID POC Samples, VL POC Samples, POC Worklists, EID SMS Log, VL SMS Log

Left sidebar menu:

- EID Patient List
- VL Patient List
- Add EID Sample
- Add VL Sample
- Add POC EID Sample
- Add POC VL Sample
- Create POC EID Worklist
- Create POC VL Worklist
- Update POC EID Results
- Update POC VL Results
- EID Reports
- VL Reports
- POC User Guide
- EID Form**
- VL Form**
- Search for EID batch
- Search for EID patient
- Search by EID Lab ID
- Search for VL batch
- Search for VL patient
- Search by VL Lab ID

Table: SAMPLES BY BATCH

Click To View: All Batches | In-Process Batches | Awaiting Dispatch | Dispatched Batches | Batches Overdue for Receipt at Lab (10 days) | Batches Meeting Lab TAT (10 days)

Batch No	Facility	Date		Entered By	# of samples				TAT (Dys)	Status	Task
		Received	Entered		Total	Rejected	Results	No Result			
101654	Njoro Health Centre		18-Feb-2019	JEFF	10	0	0	10		In-Process	View
101641	Njoro Health Centre		18-Feb-2019	JEFF	10	0	0	10		In-Process	View
101504	Njoro Health Centre		15-Feb-2019	DANIEL NJENGA	6	0	0	6		In-Process	View
101435	Njoro Health Centre	18-Feb-2019	15-Feb-2019	RUTH	5	0	0	5	1	In-Process	View
101430	Njoro Health Centre		15-Feb-2019	DANIEL NJENGA	10	0	0	10		In-Process	View
101080	Njoro Health Centre	15-Feb-2019	13-Feb-2019	RUTH	6	0	6	0	2	Complete	View   Summary   Individual   Envelope   Email
101078	Njoro Health Centre	15-Feb-2019	13-Feb-2019	RUTH	10	0	10	0	2	Complete	View   Summary   Individual   Envelope   Email
101073	Njoro Health Centre	15-Feb-2019	13-Feb-2019	RUTH	10	0	10	0	2	Complete	View   Summary   Individual   Envelope   Email
100783	Njoro Health Centre	13-Feb-2019	11-Feb-2019	RUTH	7	0	7	0	4	Complete	View   Summary   Individual   Envelope   Email
100782	Njoro Health Centre	13-Feb-2019	11-Feb-2019	RUTH	10	0	10	0	4	Complete	View   Summary   Individual   Envelope   Email
100197	Njoro Health Centre	08-Feb-2019	07-Feb-2019	RUTH	2	0	2	0	6	Complete	View   Summary   Individual   Envelope   Email
100192	Njoro Health Centre	08-Feb-2019	07-Feb-2019	RUTH	10	0	10	0	6	Complete	View   Summary   Individual   Envelope   Email
100183	Njoro Health Centre	08-Feb-2019	07-Feb-2019	RUTH	10	0	10	0	6	Complete	View   Summary   Individual   Envelope   Email
100160	Njoro Health Centre	08-Feb-2019	07-Feb-2019	RUTH	7	0	7	0	6	Complete	View   Summary   Individual   Envelope   Email
100160.5	Njoro Health Centre	08-Feb-2019	07-Feb-2019	RUTH	3	0	0	3	7	In-Process	View

## DOWNLOAD OF STANDARD FORMS

You Can Download the Latest VL and EID request forms from the system by clicking on the following

links.

**NB:** Only use the latest forms since most fields are coded in the system using the latest form that might be different in the older forms.

## Searching for Results

Search for EID batch

Search for EID patient

Search by EID Lab ID

Search for VL batch


Search for VL patient

Search by VL Lab ID

You can Search using the following for both VL and EID

1. Patient ID
2. Batch ID
3. Lab ID

## SAMPLE LOGIN



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

EID Patient List

VL Patient List

Add EID Sample

Add VL Sample

Add POC EID Sample

Add POC VL Sample

Create POC EID Worklist

Create POC VL Worklist

Update POC EID Results



Update POC VL Results

EID Reports

VL Reports

SAMPLES BY BATCH

Click To View: All Batches | In-Process Batches | Awaiting Dispatch | Dispatched Batches | Batches Overdue for Receipt at Lab (10 days) | Batches

Select Date   Filter From: 

Batches table

Batch No	Facility	Date		Entered By	# of samples			
		Received	Entered		Total	Rejected	Results	N
101780	Njoro Health Centre	20-Feb-2019	19-Feb-2019	JEFF	3	0	0	3
101776	Njoro Health Centre	20-Feb-2019	19-Feb-2019	JEFF	10	0	0	10
101654	Njoro Health Centre		18-Feb-2019	JEFF	10	0	0	10
101641	Njoro Health Centre		18-Feb-2019	JEFF	10	0	0	10
101504	Njoro Health Centre		15-Feb-2019	DANIEL NJENGA	6	0	0	6
101435	Njoro Health Centre	18-Feb-2019	15-Feb-2019	RUTH	5	0	0	5
101420	Njoro Health Centre		15-Feb-2019	DANIEL NJENGA	10	0	0	10

Click on the highlighted links to register an EID or VL sample.

ADD SAMPLE

Welcome, Njoro Health Cent  
Thursday, 21 February 2019

Please fill the form correctly.  
Fields with an asterisk(\*) are mandatory.

Facility \* Search for facility

Patient Information

Phone No (format 254725\*\*\*\*\*)

Patient's Preferred Language ☐ English ☐ Kiswahili

Patient / Sample ID \*

Confirm Re-Entry (Sample Exists but should not be flagged as a double-entry) ☐

Patient Names

Date Of Birth \*

Age (In Years) Fill this or set the DOB.

Sex \* Select One

PMTCT(if Female) Select One

Sample Type \* Select One

Date of Collection \*

Date of Separation

All the fields with Asterisk (\*) are mandatory fields and Must be filled before adding the sample.

Add EID Sample

Add VL Sample

Add POC EID Sample

Add POC VL Sample

Create POC EID Worklist

Create POC VL Worklist

Update POC EID Results

Update POC VL Results

EID Reports

VL Reports

POC User Guide

EID Form

VL Form

Search for EID batch

Search for EID patient

Search by EID Lab ID

Search for VL batch

Search for VL patient

Search by VL Lab ID

Date of Separation

Date Started on ART \*

Date Dispatched from Facility

Current Regimen \* Select One

Date Initiated on Current Regimen

1st or 2nd Line Regimen \* Select One

Justification \* Select One

Entered By \*

Comments (from facility)

Save & Release sample

Save & Add sample

After completing the form, You click on **Save & Add sample** if you have another sample to register; Or **Save and Release** if you are done with sample registration and the samples in the batch are less than 10.

**NB:** A batch has the following characteristics.

1. Contains Min of 1 sample and Maximum of 10 samples
2. Contains Samples from the same facility
3. Contains samples logged in on the same day
4. Contains samples Logged in by the same person.

## SAMPLE EDIT

**BATCHES**

Batch Details

Batch: 101780 Facility: 15358 - Njoro Health Centre (Nakuru)

Entry Type: Site Entry Date Entered: 19-Feb-2019 Entered By: Njoro Health Centre JEFF

Date Received: 20-Feb-2019 Received By: Chepkorir Date Dispatched:

**Sample Log**

Patient Information					Sample Information				History Information						
#	Lab ID	Patient CCC No	Sex	Age	DOB	Sample Type	Collection Date	Received Status	Worksheet	Current Regimen	ART Initiation Date	Justification	Viral Load	Task	Delete
1	560476	15358/06030	Male	4	22-Sep-2014	DBS Venous	2019-02-18	Accepted		TDF+3TC+EPV	28-Dec-2016	Routine VL		View   Edit   Release As Redraw	Delete
2	560478	15358-TI 310	Male	46	15-Jun-1972	DBS Venous	2019-02-18	Accepted		TDF+3TC+EPV	29-May-2014	Routine VL		View   Edit   Release As Redraw	Delete
3	560480	15358/00637	Female	47	15-Jun-1971	DBS Venous	2019-02-18	Accepted		TDF+3TC+NVP	08-Aug-2006	Routine VL		View   Edit   Release As Redraw	Delete

While in the Sample Batch.... Click on the **View or Edit** button to open the sample record

Sample Record opens. Make the changes and then click on **Update Sample**

Sample Type: 4 DBS Venous

Date of Collection: 2019-02-18

Date of Separation:

Date Started on ART: 2016-12-28

Date Dispatched from Facility:

Current Regimen: 1 TDF+3TC+EPV

Date Initiated on Current Regimen: 0000-00-00

1st or 2nd Line Regimen: 1st

Justification: 1 Routine VL

Entered By: JEFF

Comments (from facility):

**Update Sample**

## REGISTER SAMPLES FOR OTHER FACILITIES

If a facility is a hub, then it can be able to log samples for peripheral sites. The system allows the hub to register the sample within their account without the need to log out and log in with credentials for the specific peripheral facility. This will enable the facility to view and monitor samples that they logged in despite them being from other facilities.

To be able to do this, the user will need to **Cancel and Release** the system from their current batch. Click on Add VL / EID sample and follow the steps as earlier indicated. The only difference is that, Under the facility tab, ensure that you select the facility you want to register the sample for.





 <b>MINISTRY OF HEALTH</b> <b>NATIONAL AIDS AND STD CONTROL PROGRAM (NASCOP)</b> <b>VIRAL LOAD TEST RESULTS SUMMARY</b>			
Batch No.: 101080 Njoro Health Centre		LAB: KEMRI/Walter Reed CRC Lab, Kericho	
<b>NOTICE: The Viral Load Test is now available in all EID testing sites. Samples can be collected in DBS form and shipped using the A/C C00339. Call the official EID lines for more information. Thank you.</b>			
Date Samples Were Dispatched From Facility:			
Facility Name: Njoro Health Centre	Contact: DANIEL NJENGA	Tel(personal): 254721922005	
MFL Code: 15358	Subcounty: Njoro	County: Nakuru	
Receiving Address (via Courier): P.O. Box 141 20106 Njoro			
Email (optional-where provided results will be emailed and also sent by courier): dmohnjoro2012@yahoo.com / danielnjenga141@gmail.com			

SAMPLE LOG												
Patient Information				Samples Information				Lab Information				
No	Patient CCC No	DOB & Age (yrs)	Sex	Sample Type	ART Initiation Date	Current Regimen	Date Initiated on Current Regimen	Justification	Date Collected	Date Received	Date Tested	Date Dispatched
1	15358/002794	15-Jun-1964 (54)	Female	DBS Venous	12-Oct-2010	AZT+3TC+NVP	12-Oct-2010	Routine VL	11-Feb-2019	15-Feb-2019	18-Feb-2019	18-Feb-2019
2	15358/TI.25	15-Jun-1973 (45)	Female	DBS Venous	02-Jan-2012	TDF+3TC+EFV	04-Sep-2013	Routine VL	11-Feb-2019	15-Feb-2019	18-Feb-2019	19-Feb-2019
3	15358/TI.79	06-Oct-1959 (59)	Male	DBS Venous	09-Oct-2008	AZT+3TC+LPVr	30-Nov-0001	Routine VL	11-Feb-2019	15-Feb-2019	18-Feb-2019	19-Feb-2019
4	15358/04712	22-Sep-1986 (32)	Female	DBS Venous	23-Mar-2016	TDF+3TC+EFV	23-Mar-2016	Routine VL	11-Feb-2019	15-Feb-2019	18-Feb-2019	19-Feb-2019
5	15358/06065	10-Oct-2016 (2)	Female	DBS Venous	09-Feb-2017	ABC+3TC+LPVr	09-Feb-2017	Confirmation of Treatment Failure (Repeat VL)	12-Feb-2019	15-Feb-2019	18-Feb-2019	19-Feb-2019
6	15358/TI.377	04-Apr-1989 (29)	Female	DBS Venous	26-Aug-2014	TDF+3TC+EFV	26-Aug-2014	Routine VL	12-Feb-2019	15-Feb-2019	18-Feb-2019	19-Feb-2019

Result Reviewed By: Kenduiywa Lynn Date Reviewed: 18-Feb-2019

**NOTE:** Always provide the facility's up-to-date email address(es) and mobile number(s) on the sample requisition form so as to get alerts on the status of your samples.  
To Access & Download your current and past results go to : <http://nascop.org>

#### LAB CONTACTS

<b>Kericho Lab</b>
KEMRI/Walter Reed CRC Lab, Kericho
Hospital Road, Kericho
052 30388/21064
0716430281
<a href="mailto:eid-kericho@googlegroups.com">eid-kericho@googlegroups.com</a>

Summary Report will be downloaded.

 <b>MINISTRY OF HEALTH</b> <b>NATIONAL AIDS AND STD CONTROL PROGRAM (NASCOP)</b>			
Batch No.: 101080 Njoro Health Centre		Testing Lab: KEMRI/Walter Reed CRC Lab, Kericho	
<b>Viral Load Results</b>		<b>Historical Information</b>	
Patient CCC No	15358/002794	Sample Type	DBS Venous
DOB & Age (years)	15-Jun-1964 (54)	Justification	Routine VL
Gender	Female		
Date Collected	11-Feb-2019	ART Initiation Date	12-Oct-2010
Date Received	15-Feb-2019	Current ART Regimen	AZT+3TC+NVP
Date Tested	18-Feb-2019	Date Initiated on Current Regimen	12-Oct-2010
<b>Test Result</b>	Viral Load < LDL copies/ml		
No circulating virus ie. level of HIV in blood is below the threshold needed for detection by this test. Doesn't mean client is Negative HIV-1 RNA quantitative assay on Abbott M2000 system			
<b>Comments:</b> Confirm adherence & Routine follow up. Result Reviewed By: Kenduiywa Lynn Date Reviewed: 18- Date Dispatched: Feb-2019 19-Feb-2019			
<b>Previous VL Results</b> N/A			

If you have questions or problems regarding samples, please contact the KEMRI/Walter Reed CRC Lab, Kericho at [eid-kericho@googlegroups.com](mailto:eid-kericho@googlegroups.com)  
To Access & Download your current and past results go to : <https://aidash.nascop.org>

PC-----

 <b>MINISTRY OF HEALTH</b> <b>NATIONAL AIDS AND STD CONTROL PROGRAM (NASCOP)</b>			
Batch No.: 101080 Njoro Health Centre		Testing Lab: KEMRI/Walter Reed CRC Lab, Kericho	
<b>Viral Load Results</b>		<b>Historical Information</b>	
Patient CCC No	15358/TI.25	Sample Type	DBS Venous
DOB & Age (years)	15-Jun-1973 (45)	Justification	Routine VL
Gender	Female		
Date Collected	11-Feb-2019	ART Initiation Date	02-Jan-2012
Date Received	15-Feb-2019	Current ART Regimen	TDF+3TC+EFV
Date Tested	18-Feb-2019	Date Initiated on Current Regimen	04-Sep-2013
<b>Test Result</b>	Viral Load < LDL copies/ml		
No circulating virus ie. level of HIV in blood is below the threshold needed for detection by this test. Doesn't mean client is Negative HIV-1 RNA quantitative assay on Abbott M2000 system			
<b>Comments:</b> Confirm adherence & Routine follow up. Result Reviewed By: Kenduiywa Lynn Date Reviewed: 18- Date Dispatched: Feb-2019 19-Feb-2019			
<b>Previous VL Results</b> N/A			

If you have questions or problems regarding samples, please contact the KEMRI/Walter Reed CRC Lab, Kericho at [eid-kericho@googlegroups.com](mailto:eid-kericho@googlegroups.com)  
To Access & Download your current and past results go to : <https://aidash.nascop.org>

This is Sample Individual report from the system

## SAMPLE MANIFEST

The sample manifest is aimed at reducing the problem where a lab receives a sample and for reasons maybe of a back log, or whatever reason, they hold samples and declare receipt once they are ready to process the samples. In so doing the sample manifest enforces the reporting of the correct turn around time.

### How it works

Once a hub/facility completes doing remote entry of the samples and is ready to transport the samples, the user clicks on the link(s): EID Report or VL Report on the left menu.

The screenshot shows the NAIKOP web application interface. On the left is a vertical menu with options: Add EID Sample, Add VL Sample, Add POC EID Sample, Add POC VL Sample, Create POC EID Worklist, Create POC VL Worklist, Update POC EID Results, Update POC VL Results, EID Reports, VL Reports, POC User Guide, EID Form, and VL Form. The 'EID Reports' and 'VL Reports' items are highlighted with a red box, and a red arrow points to 'VL Reports'. The main content area is titled 'FACILITIES' and contains a form for facility information. The form is divided into two sections: 'Facility Information' and 'Facility Contact Details'. The 'Facility Information' section includes fields for Code (15204), Name (Moi Teaching Referral Hospital), Sub County (Ainabkoi), and County (Uasin Gishu). The 'Facility Contact Details' section includes fields for Postal Address (P.O. Box 3 Eldoret), Physical Address, Telephone 1 (254721468785), Telephone 2, Fax (0818), Email, and SMS Printer No. Below these sections is a 'Facility Contact Person' section with fields for Full Name(s) (Linah Kipkulei), Contact Email Address, Contact Tel. No. 1 (254715027837), and Contact Tel. No. 2 (254727870896).

These links open the reports page. On this page, select the “Overall” check box first, then the period you wish to generate the manifest for. Finally, on the report type, select the option, “Print/Generate sample manifest”. Once these parameters are set, click “Generate Report”.

The screenshot shows the 'Test Outcome Report [ All Tested Samples ]' page. The page has a green header bar with the title. Below the header, there is a section for selecting the report type. The 'Overall' radio button is selected and highlighted with a red box. Below it, the 'Date Range' radio button is selected and highlighted with a red box. The 'Monthly', 'Quarterly', and 'Annually' radio buttons are also visible. Below the 'Date Range' section, the 'Print/Generate Sample Manifest' radio button is selected and highlighted with a red box. The 'All Samples Tested', 'Rejected Samples', 'All POC Samples Tested', 'TAT Report', and 'Failed Tests' radio buttons are also visible. At the bottom, the 'Generate Report' button is highlighted with a red box, and the 'Reset Options' button is also visible.

This will generate the list of the samples entered for the specified period and ready for transportation. Once received at the lab, this similar manifest is generated at the lab to set the date received at the lab.

## LOGOUT

After you are through with the system, Logout using the logout button on the right top corner of the screen.

-----

**End**