OpenRIMS Dictionaries creation/maintenance manual

Contents

Definition

A dictionary keeps a list of pre-defined data items. An example is the Administrative Units Dictionary, which keeps administrative units in the country-specific hierarchy.
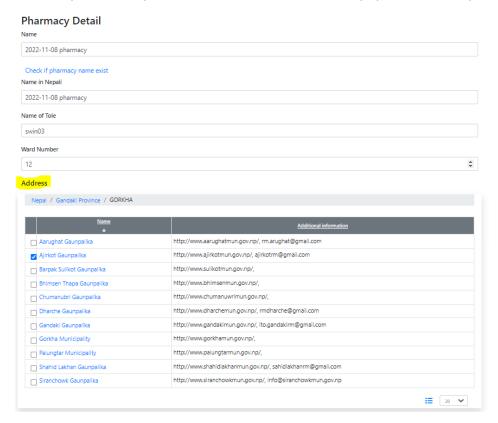

Figure 1 Municipality administrative unit selected from the province-district hierarchy

A dictionary item definition is multi-lingual. It means that the data may be defined separately for any language available in the particular OpenRIMS installation.
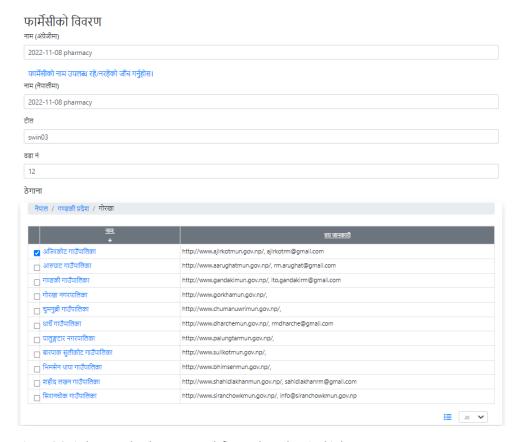

Figure 2 Switch to another language to define and use data in this language

1. A dictionary can be created by a Supervisor User or provided by the OpenRIMS software
2. Dictionary items can be maintained only by a Supervisor User.
   2.1. A dictionary can be used as an application data classifier, administrative units' reference, checklists definitions, list of files to upload, list of files to download, and system parameters.
   2.2. Any dictionary allows the Supervisor to edit existing items, but some dictionaries do not allow adding new items.
   2.3. It is possible to define one or multi-level dictionary items.
   2.4. Depending on the usage context, any dictionary may allow single-item or multi-item choices.
3. Any given dictionary has a unique identifier or URL[1]. The URL should start with the word "dictionary" For example "dictionary.system.resources.images"
4. For any dictionary item definition consists of a preferred label and description. For the provided dictionaries the item definition is extended [Item definitions for the provided dictionaries]

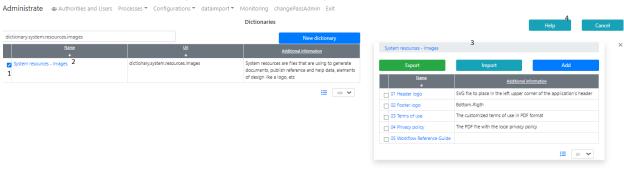[1] Universal Resource Locator

How to locate and "open" a dictionary?

Figure 3 Any dictionary can be located by a URL or any part of the URL,e.g., dictionary.system.resources.images

1. Open a list of items
2. Manage a dictionary
3. The list of items
4. This document

How to manage a dictionary?

Managing a dictionary means creating a new one and renaming an existing one.

Figure 4 Click on the dictionary name to manage a dictionary

1. Click to manage an existing dictionary
2. Click to add a new empty dictionary
3. Click to allow edit the dictionary URL. Please use this only for new dictionaries or in case of a mistake
4. The human-readable name of the dictionary. It is multi-language
5. The description of the dictionary. It is multi-language

It is possible to create a new or rename an existing dictionary. There is no way to remove a dictionary

How to add, remove and extend items?

Figure 5 Select a dictionary using the checkbox to manage items

1. Click to edit the item
2. Select a checkbox to extend the item to the next level, e.g., country->province
3. Add a new item to the current level

   The list of items is alphabetically sorted.

How to add items from the external source

Import items from the existing dictionary to the newly created

Figure 6 It is possible to export items from one dictionary and import them into another

1. Export one level of items into an MS Excel file. For multi-level items, repeat for each level
2. Add previously exported MS Excel items to the current level of the newly created dictionary

Import items from web site or other information systems

It is possible to import the dictionary items from the website or other information systems. Suppose it should be dosage forms from the FHIR site https://build.fhir.org/valueset-medication-form-codes.html

Figure 7 Create a new empty dictionary

Figure 8 Export an empty list of items to the Excel file

Figure 9 Copy values from the website to the exported Excel file

Figure 10 Import them

Item definitions for the provided dictionaries

dictionary.guest.applications

Applications for getting a permit

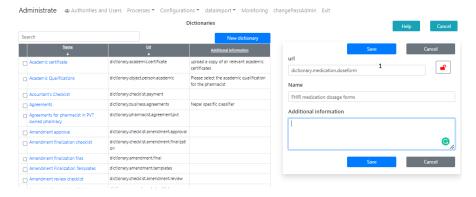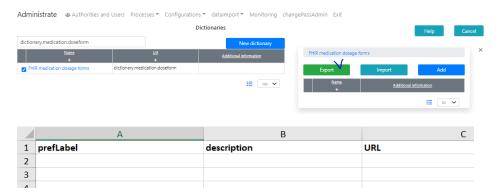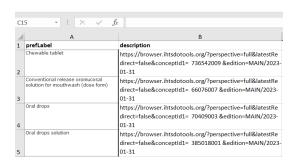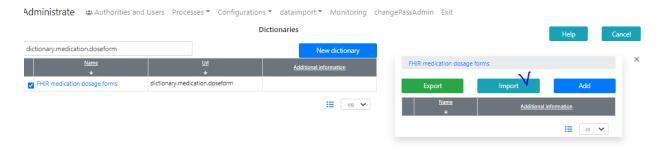| Parameter	Description	Example
Name	The short human-readable name of collaboration. It may be multi-lingual	Register a company
Additional information	The detailed description of a collaboration. It may be multi-lingual	Allow registering a company and users that may act on behalf of a company
URL	Application data configuration URL	applicant.data
Application URL	Collaboration process configuration (Administrative-Processes-Workflows) Can be the same for many collaborations	application.register.company
Data Configuration URL	The same as the URL	applicant.data
Checklist Dictionary URL	The dictionary contains a self-check checklist, e.g., the checklist that should be filed before the applicant applies to self-ensure that the application has been filled out properly.	dictionary.applicant.checklist

dictionary.host.applications

NRA initiated collaborations

Parameter	Description	Example
Name	The short human-readable name of collaboration. It may be multi-lingual	Register a company
Additional information	The detailed description of a collaboration. It may be multi-lingual	Allow registering a company and users that may act on behalf of a company
URL	Application data configuration URL	applicant.data
Application URL	Collaboration process configuration (Administrative-Processes-Workflows) Can be the same for many collaborations	application.register.company
Data Configuration URL	Data configuration URL defined in the dictionary.guest.applications or an empty string. Allows run this workflow from the Monitoring Feature	applicant.data

dictionary.guest.amendments

Collaborations related to modifications of the permit that are asked by the permit holder.

Parameter	Description	Example
Name	The short human's readable name of a collaboration	Owner
Additional information	The detailed description of a collaborations	Add a new owner or remove an existing owner. Note that if the pharmacy is changing owner, you need to add the new first, then delete the old owner after
URL	*The URL of the modification subject electronic form. This form should contain the same or fewer variables that are defined for the modified page*	*site.owners.modification*
Application URL	Collaboration process configuration (Administrative-Processes-Workflows) Can be the same for many collaborations	application.modification
Data Configuration URL	Application data configuration URL	modification.person.owner
Checklist Dictionary URL	The dictionary contains a self-check checklist, e.g., the checklist that should be filed before the applicant applies to self-ensure that the application has been filled out properly.	dictionary.amendment.owner.checklist

dictionary.guest.deregistration

Collaborations to cancel a permit initiated by a permit holder.

Parameter	Description	Example
Name	The short human's readable name of a collaboration	De-register retail pharmacy owned by a company
Additional information	The detailed description of a collaborations	
URL	*The URL of application data that will be de-registered*	*retail.site.owned.pvt*
Application URL	Collaboration process configuration (Administrative-Processes-Workflows) Can be the same for many collaborations	application.deregistration
Data Configuration URL	Application data configuration URL	retail.site.owned.pvt.deregistration
Checklist Dictionary URL	The dictionary contains a self-check checklist, e.g., the checklist that should be filed before the applicant applies to self-ensure that the application has been filled out properly.	dictionary.checklist.deregistration

dictionary.shutdown.applications

Revoke/suspend permit collaboration

Parameter	Description	Example
Name	The short human's readable name of a collaboration	De-register retail pharmacy owned by a company
Additional information	The detailed description of a collaborations	
URL	*The URL of application data that will be de-registered*	*retail.site.owned.pvt*
Application URL	Collaboration process configuration (Administrative-Processes-Workflows) Can be the same for many collaborations	pharmacy.permit.revoke.application

dictionary.admin.units

Dictionary, which keeps administrative units in the country-specific hierarchy

Parameter	Description	Example
Name	The name of an administrative unit	Bagmati Province
Additional information	A detailed description of the administrative unit	Bagmati is named after the Bagmati River which runs through the Kathmandu valley. The river is considered the

		source of the Newar civilization and urbanization
URL	Not used	
GIS	The GIS location of the convenient center of the admin unit. The convenience center is very often not the same as the geographical one. Imagine, that the geographical center is in the middle of the lake or desert.	27.703430;85.318418
Zoom	Some number, typically between 12 and 20, helps to display the administrative unit using Google Map.	12

dictionary.system.tiles

This dictionary is to configure software features for each user's role. There are two levels in the dictionary. The first level determines a user's role and the second - is a group of features available for the role.

Parameter	Description	Possible values
Name	The human-readable name of a role. This name is not multi-lingual.	guest, admin, moderator, screener, inspector, accountant, reviewer, secretary, landing
The other parameters are not in use		

Table 1 The first level is a role

It is strongly recommended to edit this dictionary using Administrate-Configuration-Tiles

Parameter	Description	Example
Name	The name of a group of features. It will be placed on the bottom of the closed tile. The name is multi-lingual	Applications
Additional information	This text will be placed inside the opened tile to explain the features available. The text is multi-lingual	This section allows you to start and track the processes related to medicines manufacturing and marketing authorization, importation recommendations and permissions, and pharmacy registration.
URL	Not used	
iconurl	The URL of a picture. The best format of the picture is SVG format. The picture decorates a closed tile. The URL of the picture may be internal or external. The pictures available internally can be found in the initial software installation.	/img/tiles/registration.jpg
moreurl	URL link to the features. The features may be external or internal. The features available internally can be found in the initial software installation	/guest#applications – internal features https://datastudio.google.com/reporting/0393b44a-678c-4e28-a839-fc5d244b6455 - external features
morelbl	A label to start the group of features. It is multilingual	Start
layout	The on-screen position of the tile (Row, Col)	0;0

Table 2 A group of features available for a role

dictionary.system.finalization

Human readable names for collaboration finalization actions. This dictionary is used internally in collaboration configurations. It allows making the action`s names multi-lingual as well as adding descriptions to them.

Parameter	Description	Example
Name	The name of a finalization action. The name is multi-lingual	Approve
Additional information	The detailed description of a finalization action	Approve an application

dictionary.system.role

Human readable names for user's roles. This dictionary is used internally in the collaboration and access control configurations. It allows adapting role names to the particular NMRA organization structure and existing SOPs.

Parameter	Description	Example
Name	The name of a role. The name is multi-lingual	Secretary
Additional information	The detailed description of a role	The front-office person responsible

dictionary.shutdown.applications

Not used for now. Will be used for Collaboration to cancel a permit initiated by the NMRA

dictionary.system.lifecycle

Not used for now.

dictionary.system.submit