



Ministry of Health  
Division of Leprosy, Tuberculosis and Lung Disease

1/14/2014

## DLTLD SYSTEM USER GUIDE

This is a guide on how to access, and use the various functionalities within the DLTLD System.

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## OVERVIEW

The Division of Leprosy, Tuberculosis and Lung Disease (DLTLD) System is a web based system which is accessed by clicking on a browser (e.g. Mozilla Firefox, Google Chrome) and typing an URL Address provided by the System Administrator/ IT Support Team.

The system at the moment has been developed to accommodate 4 different user groups, these are:-

### **I. Project manager**

The main role of the project manager is to view national statistic from all the 47 counties in the country. It is from these statistics that he is able to carry out his managerial role from an informed perspective from what is happening on the ground, with the efficiency and effectiveness provided by this system.

### **II. Lab Technician**

- Add/Edit DTS request forms
- Approve DTS Samples Results
- View test analytics

### **III. System Administrator**

- User Account Management (Add/Edit/Disable/Enable)
- Facility Details Management ( Add/Edit /Delete/Update)

### **IV. Assessor**

- Add/Edit facility assessment data

Each user group only views what is in line with their roles and responsibilities within the system. For Example, an assessor will not be able for example to approve sample results, as that is restricted to only lab tech.

## LOG IN

Upon typing the URL address and pressing Enter, the user will be directed to the system Log In Page, as shown below.



The screenshot displays the login interface for the Ministry of Health, Division of Leprosy, Tuberculosis and Lung Disease. At the top left is the national emblem of Kenya. To its right, the text "Ministry of Health" and "Division of Leprosy, Tuberculosis and Lung Disease" is displayed. Below this header is a light gray box with a subtle drop shadow, titled "Sign In". Inside this box, there are two input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. Below the password field is a yellow "Sign in" button and a blue link that reads "Forgot your password?". At the bottom of the page, below a horizontal line, is the copyright notice "© 2014 GOK".

Figure 1: System Log In Page

Here, the user is expected to type in his Username & Password (given by System Administrator), then clicking the 'Sign In' button.

## PROGRAM MANAGER LEVEL

Upon successful log in, the user will be directed to the Home Page, as shown below.

### Home Page

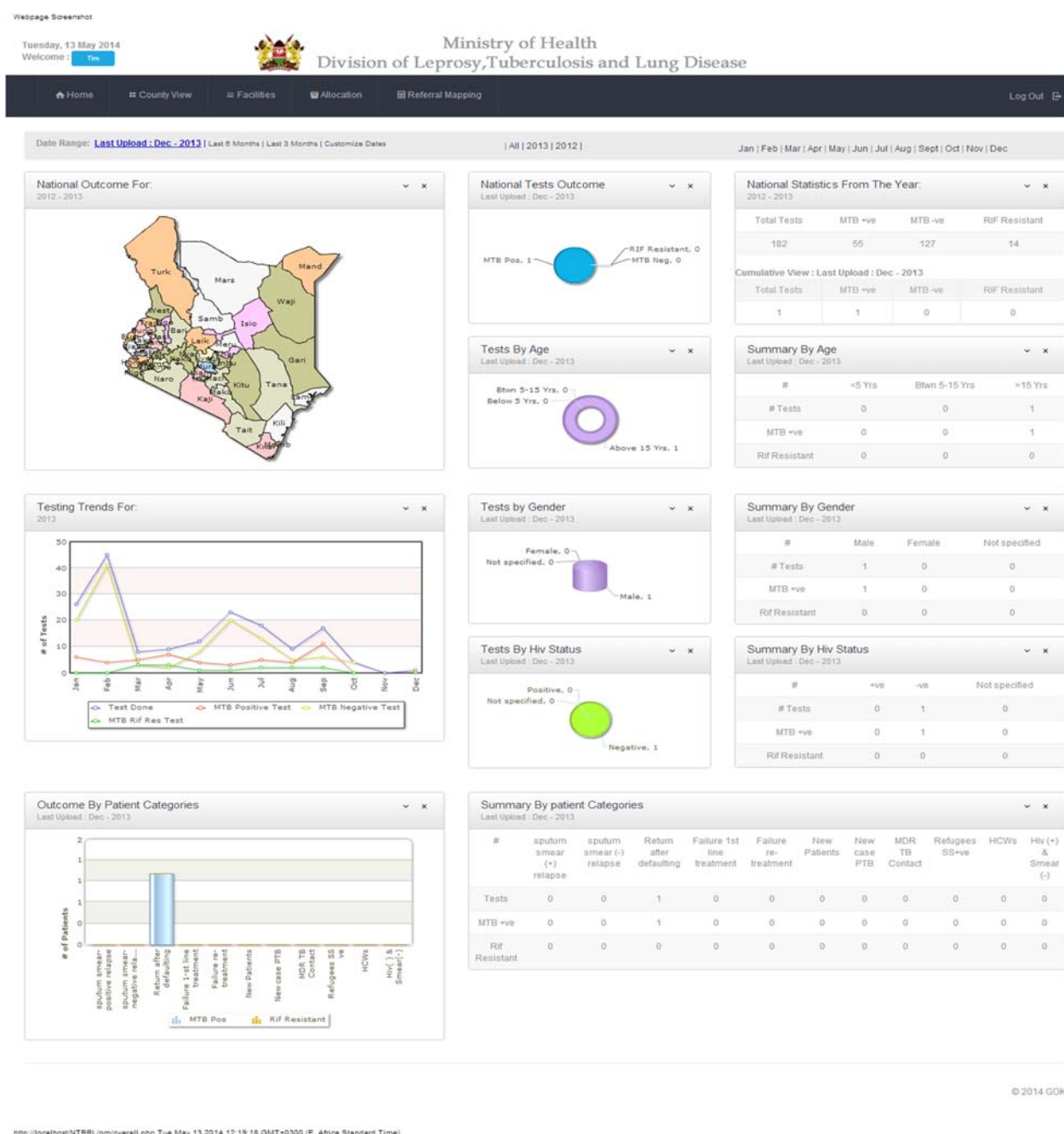


Figure 2 : Project Manager Home Page

The Top Menu Links (to aid in easier navigation), are explained as follows:--

## County View

View summarized data of all the facilities in a particular country according to the tests done over a given period.



Figure 3: county view

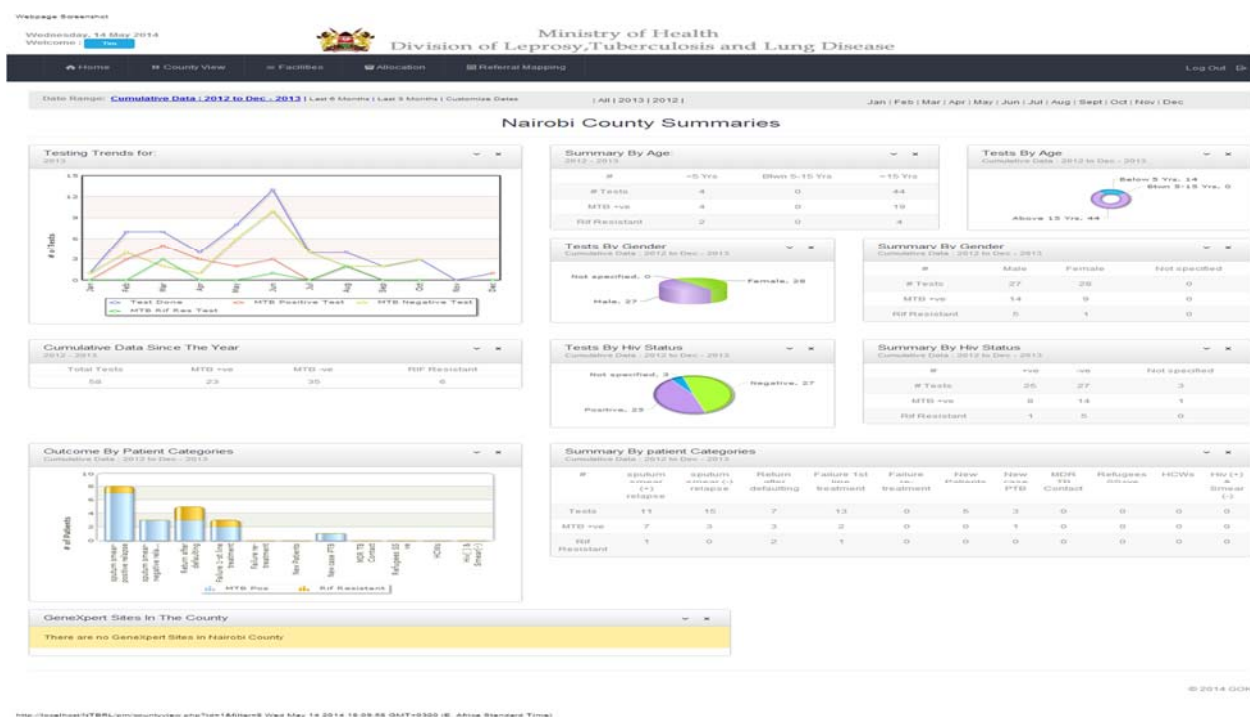



Figure 4: County Analytics

## Facilities

View all facilities in the country displaying the MFL Code, District and County of each facility.

Webpage Screenshot

Wednesday, 14 May 2014  
Welcome: **Tim**

 Ministry of Health  
Division of Leprosy, Tuberculosis and Lung Disease

Home County View Facilities Allocation Referral Mapping Log Out

### Mapping of all facilities in the country

10 records per page Search:

MFL Code	Facility	District	County	Province
10001	Abel Migwi Johana Laboratory	Kirinyaga West	Kirinyaga	Central
10002	Aberdare Medical & Surgical Clinic	Nyeri South	Nyeri	Central
10003	Aberdare Health Services	Kigumo	Muranga	Central
10004	Abrahams Clinic	Kirinyaga West	Kirinyaga	Central
10006	Alya Link Ngurubani Clinic	Kirinyaga South	Kirinyaga	Central
10007	Alya Bora Medical Clinic (Muhagere)	Kirinyaga East	Kirinyaga	Central
10008	Alya Bora Medical Clinic (Nyeri South)	Nyeri Central	Nyeri	Central
10009	Alya Health Services	Mukurweini	Nyeri	Central
10010	Alya Medical Clinic (Muranga North)	Mathioya	Muranga	Central
10011	Alya Bora Clinic (Mwea)	Kirinyaga North	Kirinyaga	Central

Showing 1 to 10 of 9,402 entries

< 1 2 3 4 5 >

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http://localhost/NTBRL/pm/dlt\_facility.php Wed May 14 2014 18:19:51 GMT+0300 (E. Africa Standard Time)

Figure 5: Facilities List

## Allocation

- **View Allocation** – View reported facilities and allocate depending on the consumption.



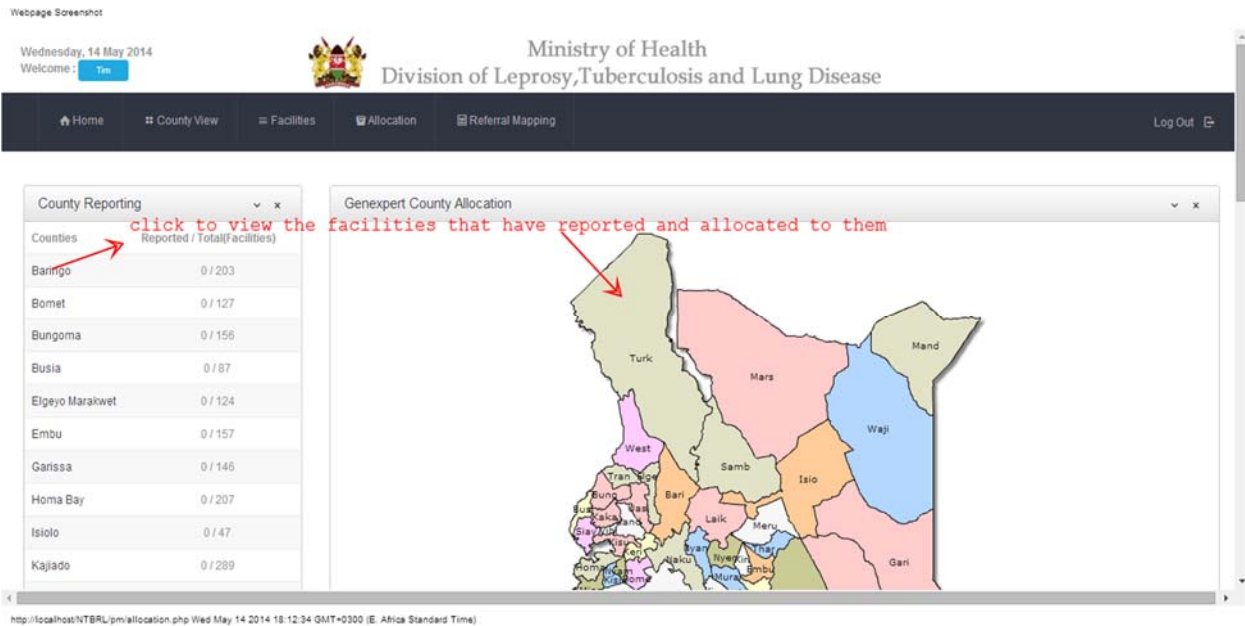


Figure 6: View for selecting a specific county

Upon clicking, you are directed to a page with reported facilities in a given county as shown below.

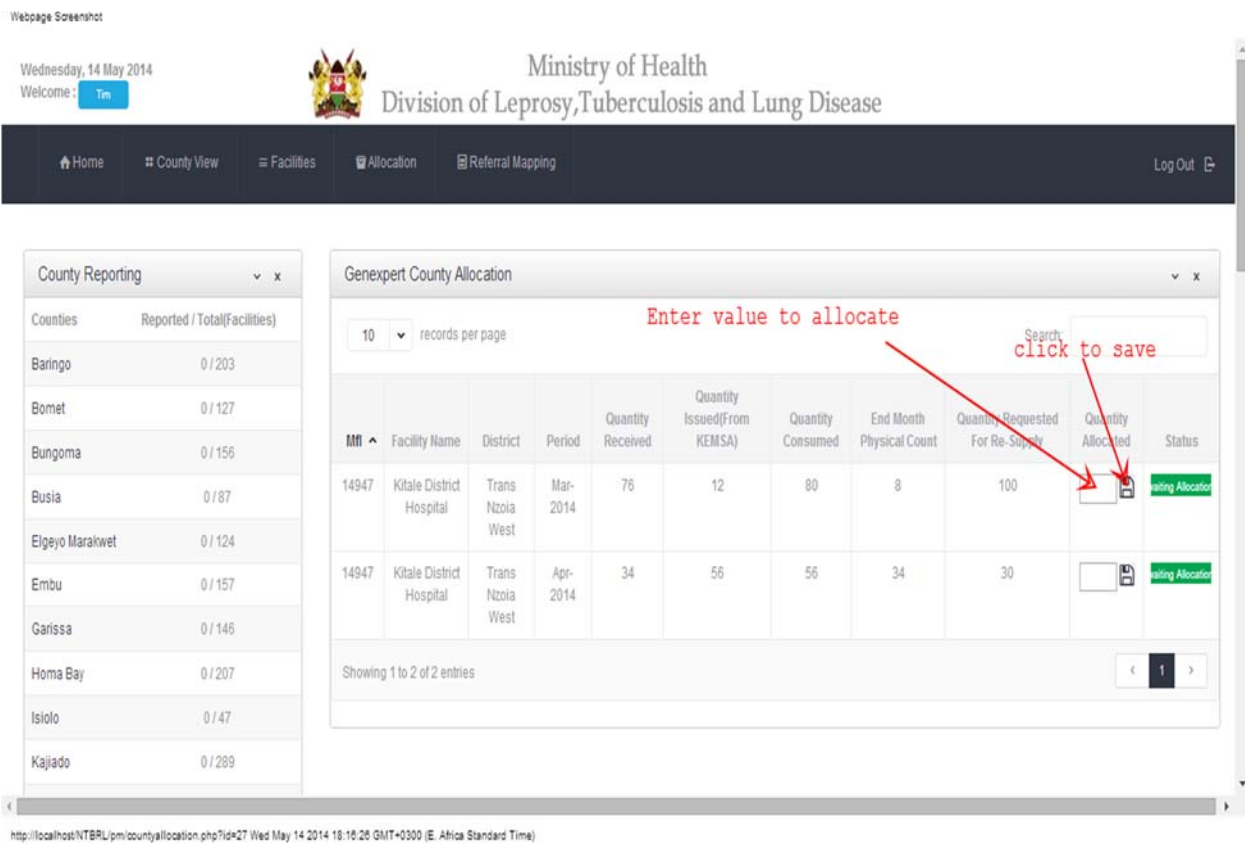


Figure 7: Reported facilities in a given county

- **Allocation Summary** – View summaries of the reporting/allocations done and generate report on the same.



Figure 8: Allocation Reporting

## Regional Mapping

View all assessed facilities grouped by per county level.



Figure 9: Referral Mapping

**Logout** – Redirects you to the Login page.

## LAB TECH LEVEL

Upon successful logging in, the user will be directed to the Home Page, as shown below.

### Home Page

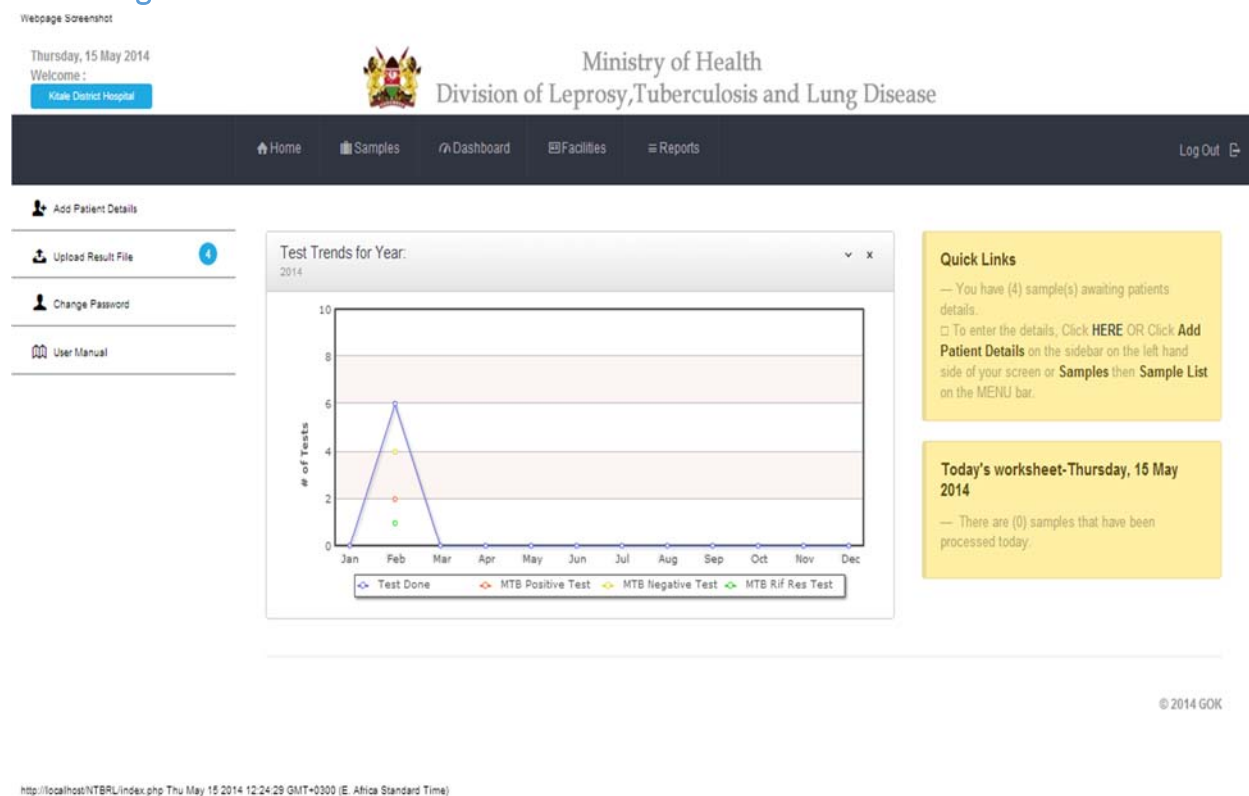


Figure 10: Lab Tech Home Page

### Adding a patient into a lab register

This page is accessed by clicking 'Add patient details' on the sidebar on the left side of the screen. The Lab Tech is required to register a patient before carrying out a test just like the case of the manual procedure of booking the patient into the lab register. On this page, the Lab Tech can search an existing patient who has ever been registered into the system before from any other facility. This helps in keeping track of the patient and avoiding redundancy of data entry. Below is a snap shot of the page.

Webpage Screenshot

Thursday, 15 May 2014  
Welcome :  
Kitale District Hospital

Ministry of Health  
Division of Leprosy, Tuberculosis and Lung Disease

Home Samples Dashboard Facilities Reports Log Out

Patient's Register

\*Search By Ip/No, Op/No or Referring Site Reg No:

Search

Add Patient Details

Upload Result File 4

Change Password

User Manual

Add New Patient

Testing Facility: Kitale District Hospital

\*Referred From(facility): Select Facility

Lab No: 150514\_14947\_00013

\*Op No: Op No

\*IP No: IP No

\*Referring Site Reg No: Referring Site Reg no

\*Patient Name: Patient Name

\*Age: Age

\*Gender: Select Gender

Date of Visit: 15-May-2014

Physical Address: Physical Address

\*Patient Mobile No: Patient Mobile No

\*Type of Patient: Type of Patient

\*Smear(+ve/-ve): Select Type

\*Hiv Status: Select Status

\*Examination Required: Select Examination

DTLC's Email: DTLC Email

DTLC's Mobile No: DTLC's Mobile No

Clinician Name: Clinician Name

Clinician Email: Clinician Email

Save Details Reset

© 2014 G

http://localhost/NTBRL/samp1.php Thu May 15 2014 12:27:34 GMT+0300 (E. Africa Standard Time)

Figure 11: Adding patient's into the Lab Register.

After registration, a notification on the home page will notify the user on any results awaiting editing, as shown below.

**Quick Links**

— You have (4) sample(s) awaiting patients details.

□ To enter the details, Click **HERE** OR Click **Add Patient Details** on the sidebar on the left hand side of your screen or **Samples** then **Sample List** on the MENU bar.

Figure 12: Results Awaiting Csv data Notification.

Upon clicking the notification link, the user will be directed to a page as shown below.

Webpage Screenshot

Thursday, 15 May 2014  
Welcome :  
Kileleshwa District Hospital

Ministry of Health  
Division of Leprosy, Tuberculosis and Lung Disease

Home Samples Dashboard Facilities Reports Log Out

Add Patient Details  
Upload Result File  
Change Password  
User Manual

Sample(s) with Pending GeneXpert Details

10 records per page

Search:

Lab No	Patient Name	Age	Gender	Type of patient	Smear(+ve/-ve)	Actions
040414_14947_00005	peter	23	Male	New case PTD	Positive	
050514_14947_00012	motoo	56	Male	sputum smear-negative relapse	Negative	
150414_14947_00007	ek	78	Male	New Patients	Positive	
150414_14947_00011	motoo	56	Male	sputum smear-negative relapse	Negative	

Showing 1 to 4 of 4 entries

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http://localhost/NTBRL/sampleview.php Thu May 15 2014 12:34:39 GMT+0300 (E. Africa Standard Time)

Figure 13: Data Awaiting Updating

On Clicking 'the green pen icon' Link on the right hand side of the screen, the user will be directed to a page where he will be able to choose a csv file containing the test results that will edit the existing data of the patient.

Below is the page for uploading the csv file.

Webpage Screenshot

Thursday, 15 May 2014  
Welcome :  
Kileleshwa District Hospital

Ministry of Health  
Division of Leprosy, Tuberculosis and Lung Disease

Home Samples Dashboard Facilities Reports Log Out

Add Patient Details  
Upload Result File  
Change Password  
User Manual

UPDATE TEST RESULTS FOR COMPLETED RUNS

Date of Upload: 15-May-2014

Locate the .CSV Result File to Import:  No file chosen

The Results Upload & Entering Patient Details Must be Done as Follows:  
i) Save the .CSV File in a Flash Disk/ Network Folder i.e (save as filename .CSV)  
ii) Locate the Specific .CSV file for Result Update  
e.g v3008- estermwangi\_2013.06.06\_10.31.42.csv  
iii) Click "Upload File" Button  
iv) A Confirmation Message on Successful / Unsuccessful Upload

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http://localhost/NTBRL/ldr\_upload.php Thu May 15 2014 12:30:25 GMT+0300 (E. Africa Standard Time)

Figure 14: Results Uploading

## Complete records

To view this page, click on 'Complete Records' link under Samples on the top menu.

Webpage Screenshot

Thursday, 15 May 2014  
Welcome :  
Kisumu District Hospital

Ministry of Health  
Division of Leprosy, Tuberculosis and Lung Disease

Home Samples Dashboard Facilities Reports Log Out

Add Patient Details  
Upload Result File 4  
Change Password  
User Manual

Sample Results With Patient Details

10 records per page Search:

Patient Name ^	Age	Referred Facility	Date Tested	MTB Result	Actions	Actions
ek	78	(NPI SHAP)	22-Feb-2014	MTB NOT DETECTED	  	 
gf2q	4	78 Tank Battalion Dispensary	22-Feb-2014	MTB DETECTED MEDIUM, Rif Resistance DETECTED	  	 
kadush xxxx	30	AAR Nakuru Clinic	22-Feb-2014	MTB DETECTED HIGH, Rif Resistance NOT DETECTED	  	 
qazwqw	21	Cherangany Health Centre	22-Feb-2014	MTB NOT DETECTED	  	 
qazxc	34	AAR Thika Road Clinic	22-Feb-2014	MTB NOT DETECTED	  	 
qwerty	14	10 Engineer VCT	22-Feb-2014	MTB NOT DETECTED	  	 

Showing 1 to 6 of 6 entries

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http://localhost/NTBRL/allsampleview.php Thu May 15 2014 12:35:21 GMT+0300 (E. Africa Standard Time)

Figure 15: List of complete data

On this page you can search for a particular sample, sort depending on what you want to view. One can also view more details of a particular sample by either clicking the 'Full profile' or 'Machine Info' tabs as shown below.

Webpage Screenshot

Thursday, 15 May 2014  
Welcome :  
[Kileleshwa District Hospital](#)

Ministry of Health  
Division of Leprosy, Tuberculosis and Lung Disease

Home Samples Dashboard Facilities Reports Log Out

Add Patient Details  
Upload Result File  
Change Password  
User Manual

Tuberculosis Culture & DST Request Form for: ek

Lab No:	150414_14947_00009	Full Name:	ek	Age:	78
Gender:	Male	Mobile No:	4588997711	Physical address:	90 nrb
HIV Status:	Not Done	Examination Required:	Sensitivity	Type of patient:	New Patients
Clinician Name:	Alphayo Aruwa	Date of collection:	15-Apr-2014		
GeneXpert Result:	MTB NOT DETECTED				

Close Profile View

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http://localhost/NTBRL/patientview.php?id=150414\_14947\_00009 Thu May 15 2014 12:35:40 GMT+0300 (E. Africa Standard Time)

Figure 16: Patient View

Webpage Screenshot

Thursday, 15 May 2014  
Welcome :  
[Kileleshwa District Hospital](#)

Ministry of Health  
Division of Leprosy, Tuberculosis and Lung Disease

Home Samples Dashboard Facilities Reports Log Out

Add Patient Details  
Upload Result File  
Change Password  
User Manual

Test Result for : ek

System Name:	GeneXpert PC	Report User Name:	Alphayo Aruwa	Need Lot Specific Parameters:	On
Test Status:	Done	Start Time:	22-Feb-2013	End Time:	22-Feb-2014
Assay:	Xpert MTB-RIF Assay G	Assay Version:	5	Assay Type:	In Vitro Diagnostic
Reagent Lot Number:	107	Reagent Lot ID:	10713	Expiration Date:	26-May-2013
Cartridge SIN:	204304834	Module Name:	A3	Module SIN:	618174
Instrument SIN:	708008	SW Version:	4.3	Exported Date:	13-Oct-2010

Close Machine View

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http://localhost/NTBRL/machineview.php?id=150414\_14947\_00009 Thu May 15 2014 12:36:41 GMT+0300 (E. Africa Standard Time)

Figure 17: Machine View

## Dashboard

To view this page, click on 'Dashboard' tab on the top menu. At the moment, the page is still under construction.

## Facilities

Click on the 'Facilities' Link on the top Menu. This page displays all the facilities in the whole country

Webpage Screenshot

Thursday, 15 May 2014

Welcome :

Kisumu District Hospital



Ministry of Health  
Division of Leprosy, Tuberculosis and Lung Disease

Home

Samples

Dashboard

Facilities

Reports

Log Out

Add Patient Details

Upload Result File

Change Password

User Manual

Mapping of all Facilities in Trans Nzoia County

10 records per page

Search:

Code	Facility	District	County
14203	Andersen Medical Centre	Kisumu	Trans Nzoia
14208	Annex Medical Clinic (Trans Nzoia West)	Trans Nzoia West	Trans Nzoia
14258	Birunda (Lyavo project) Clinic	Trans Nzoia West	Trans Nzoia
14264	Bondeni Dispensary (Trans Nzoia West)	Trans Nzoia West	Trans Nzoia
14332	Chephoina Dispensary	Kisumu	Trans Nzoia
14363	Chepiro Dispensary	Trans Nzoia East	Trans Nzoia
14379	Cherangany Health Centre	Trans Nzoia East	Trans Nzoia
14380	Cherangany Nursing Home	Trans Nzoia West	Trans Nzoia
14399	Crystal Medical Clinic	Trans Nzoia West	Trans Nzoia
14433	Eldo-Kit Clinic	Trans Nzoia West	Trans Nzoia

Showing 1 to 10 of 146 entries

< 1 2 3 4 5 >

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http://localhost/NTBRL/facility.php Thu May 15 2014 12:33:20 GMT+0300 (E. Africa Standard Time)

Figure 18: Facilities List

## Reports

Click on the 'Reports' Link on the top Menu. This page gives a mapping of where each sample was tested from.



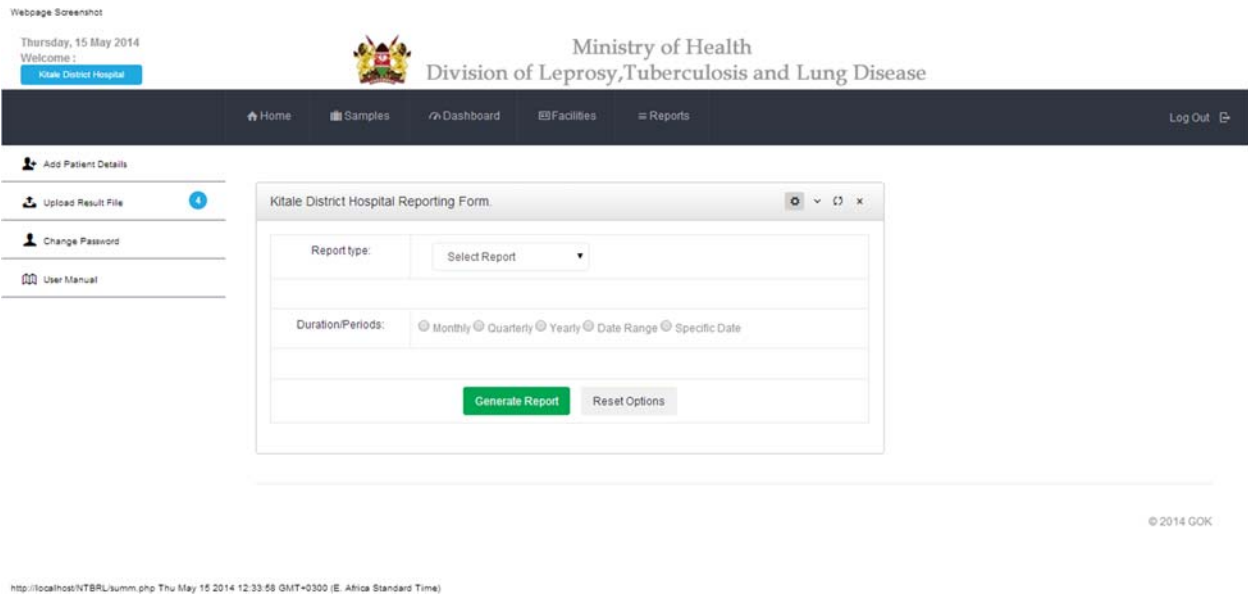
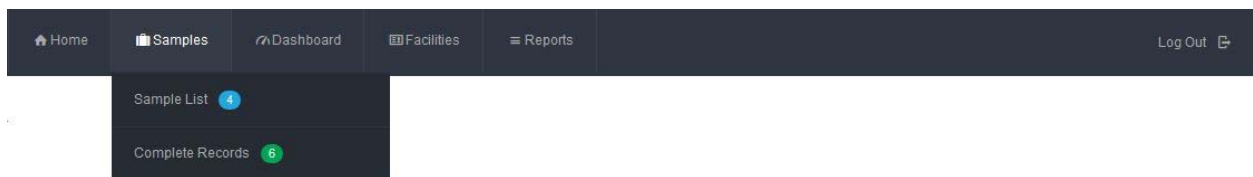


Figure 19: Report View

## Summary



### Samples

- **Sample List** – List samples awaiting GeneXpert data
- **Complete Records** – View all Samples that have been fully edited with patient's & GeneXpert data.

**Dashboard** – Displays analytics from the sample tested in that facility.

**Facilities** – View all the Facilities in a particular county where the base facility is together with all their details.

**Reports** – View and download data on tests done in that facility.

**Logout** – Redirects you to the Login page.

## ASSESSOR LEVEL

Upon successful log in, the user will be directed to the Home Page, as shown below.

### Home Page

Webpage Screenshot

Tuesday, 14 January 2014 | Welcome | [DLTD](#) [Log Out](#)

 **Ministry of Health**  
Division of Leprosy, Tuberculosis and Lung Disease

[Homepage](#) | [Add Assessment](#) | [View Assessment](#) | [Log Out](#)

[Section I](#) | [Section II](#) | [Section III](#) | [Section IV](#) | [Section V](#) | [Section VI](#)

[Save & Continue](#)

**Section 1.1**

Name of Assessor:  Date of Assessment:

Facility Name:

**Section 1.2**

Position:	Name:	Phone Number:
Medical Superintendent/ Facility in-charge:	<input type="text"/>	<input type="text"/>
TB Clinic in-charge:	<input type="text"/>	<input type="text"/>
Lab Manager:	<input type="text"/>	<input type="text"/>
GenoAlert bench Tech:	<input type="text"/>	<input type="text"/>
DTIC:	<input type="text"/>	<input type="text"/>

http://localhost/NTBRL/assessment/sections.php Tue Jan 14 2014 11:05:51 GMT+0300 (E. Africa Standard Time)

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Figure 20: Assessor Home Page

The Top Menu Links (to aid in easier navigation), are explained as follows:--

**Add assessment** – Add assessment details of the already assessed facilities.

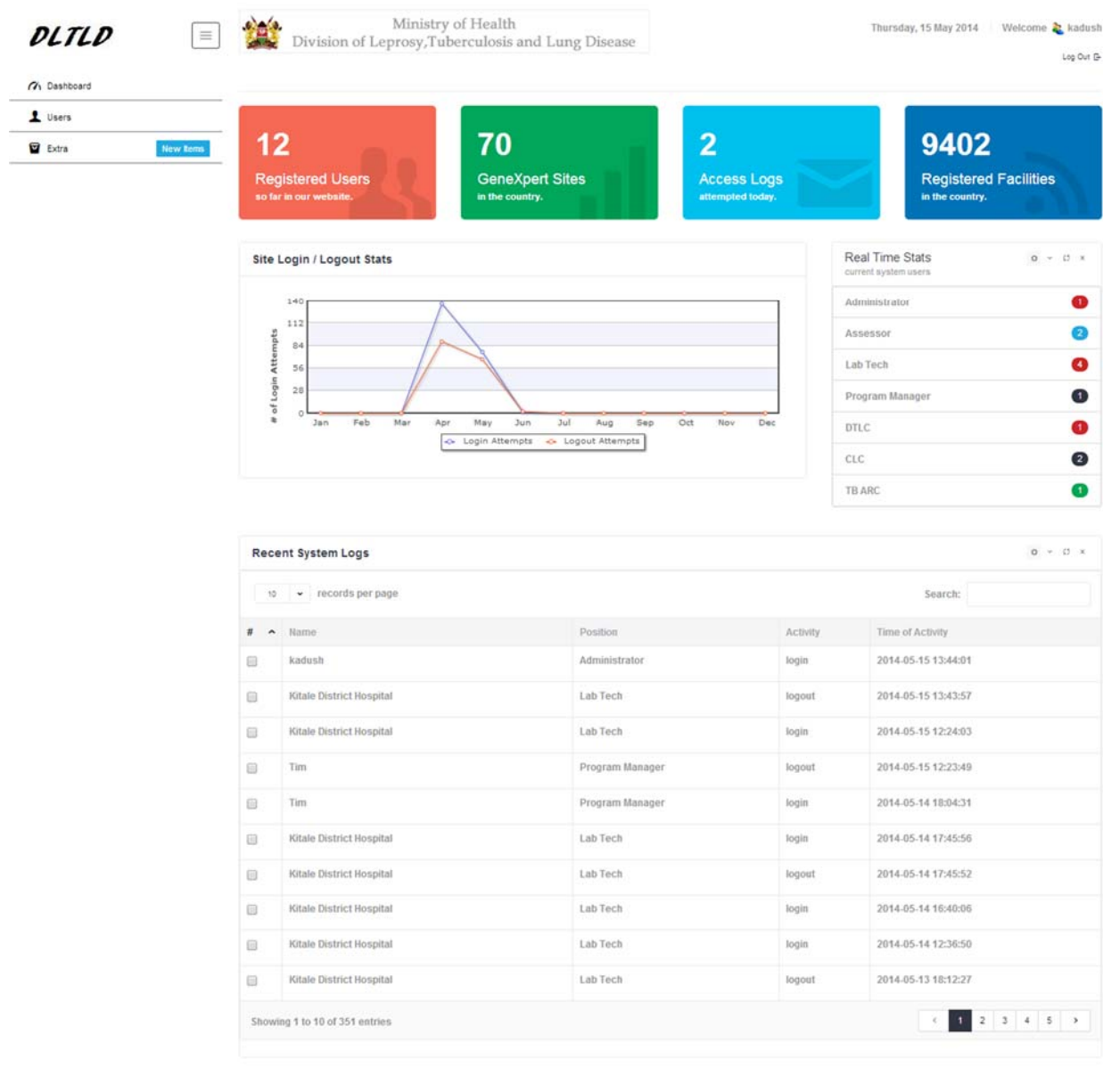
**View Assessment** – View assessment details of all the assessed.

We have the content of the webpage marked as Section I, II, III, IV, V and VI. These sections represent the hard copy the is currently in use.so the assessor should key in the information on the hardcopy into the system and after each section click the button ‘Save & Continue’

## SYSTEM ADMINISTRATOR LEVEL

Upon successful logging in, the user will be directed to the Home Page, as shown below.

### Home Page



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Figure 21: System Administrator Home Page

The Top Menu Links (to aid in easier navigation), are explained as follows:--

**Users** – Add/View/Activate/Deactivate users' accounts authorized to use the system.

**DLTLTD** Ministry of Health  
Division of Leprosy, Tuberculosis and Lung Disease

Thursday, 15 May 2014 Welcome kadush Log Out

Dashboard Users Add/View Users Add/View UserGroups Extra New Items

View Users Add User

10 records per page Search:

User ID	Username	User Category	Status	Action
1	kadush	Administrator	Active	
2	jirdi	Lab Tech	Active	
4	tim	Program Manager	Active	
5	skadina	Assessor	Active	
6	onjathi	Assessor	Active	
7	labtech1	Lab Tech	Active	
8	Kenyatta National Hospital	Lab Tech	Active	
9	Elvoh	DTLC	Active	
10	kamene	CLC	Active	
12	A.L.C Ebenezer	CLC	Disabled	

Showing 1 to 10 of 12 entries

Figure 22: User Management

**User Groups** – Add/View user categories into the system.

**DLTLTD** Ministry of Health  
Division of Leprosy, Tuberculosis and Lung Disease

Thursday, 15 May 2014 Welcome kadush Log Out

Dashboard Users Add/View Users Add/View UserGroups Extra New Items

Add New Group

Usergroup:  Save Group

Existing User Group/Current Number of Users

Administrator	1
Assessor	2
Lab Tech	4
Program Manager	2
DTLC	1
CLC	2
TB ARC	1

Figure 23: User group management

## **Extras**

- **County**
  - **Facilities** – Add/View all the Facilities and their Details.
- **GeneXpert Sites**
  - **GeneXpert Sites** – Add/View/Edit GeneXpert sites.
- **Change Password** – change login credentials