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.

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.
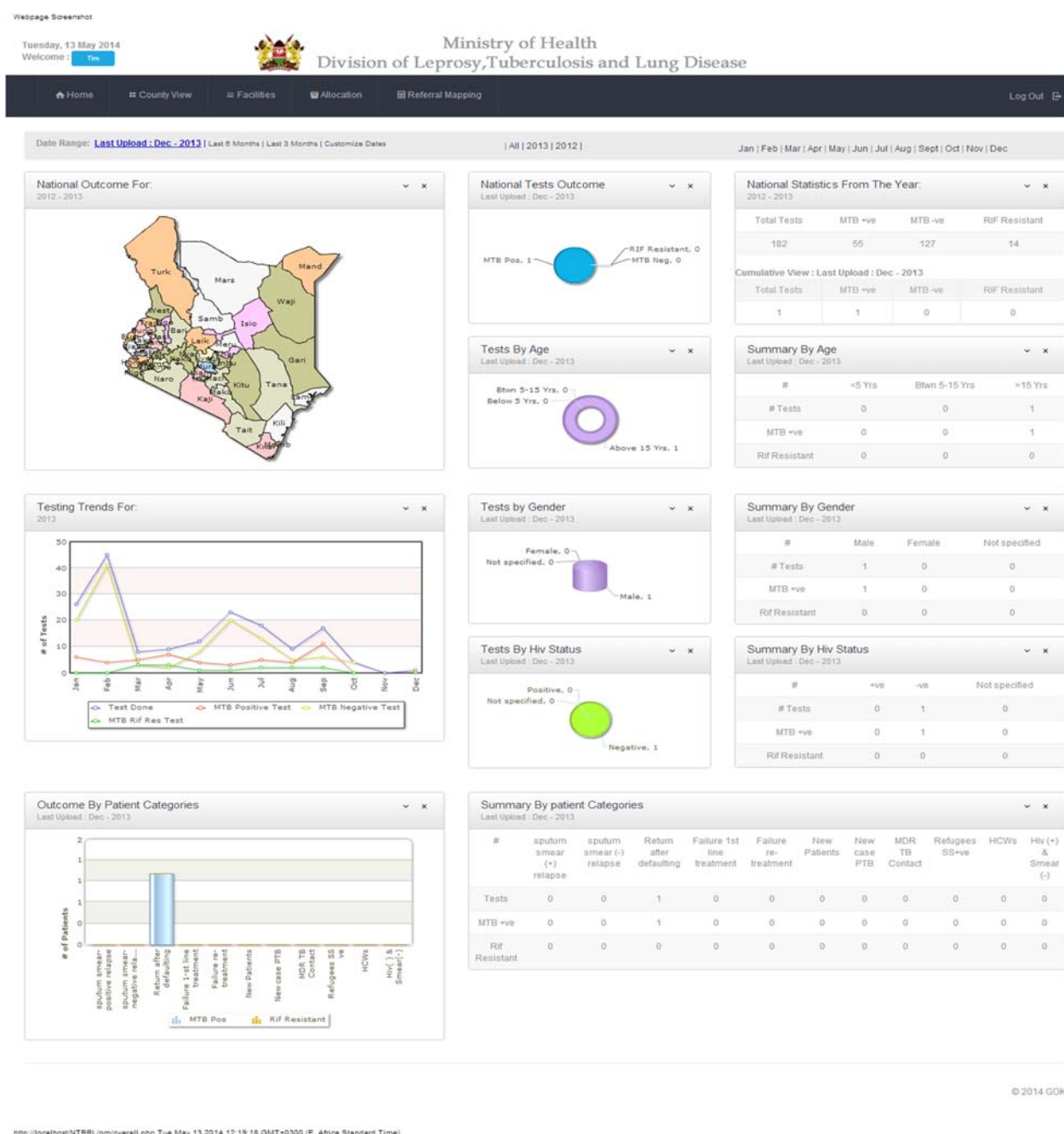
Home Page

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.
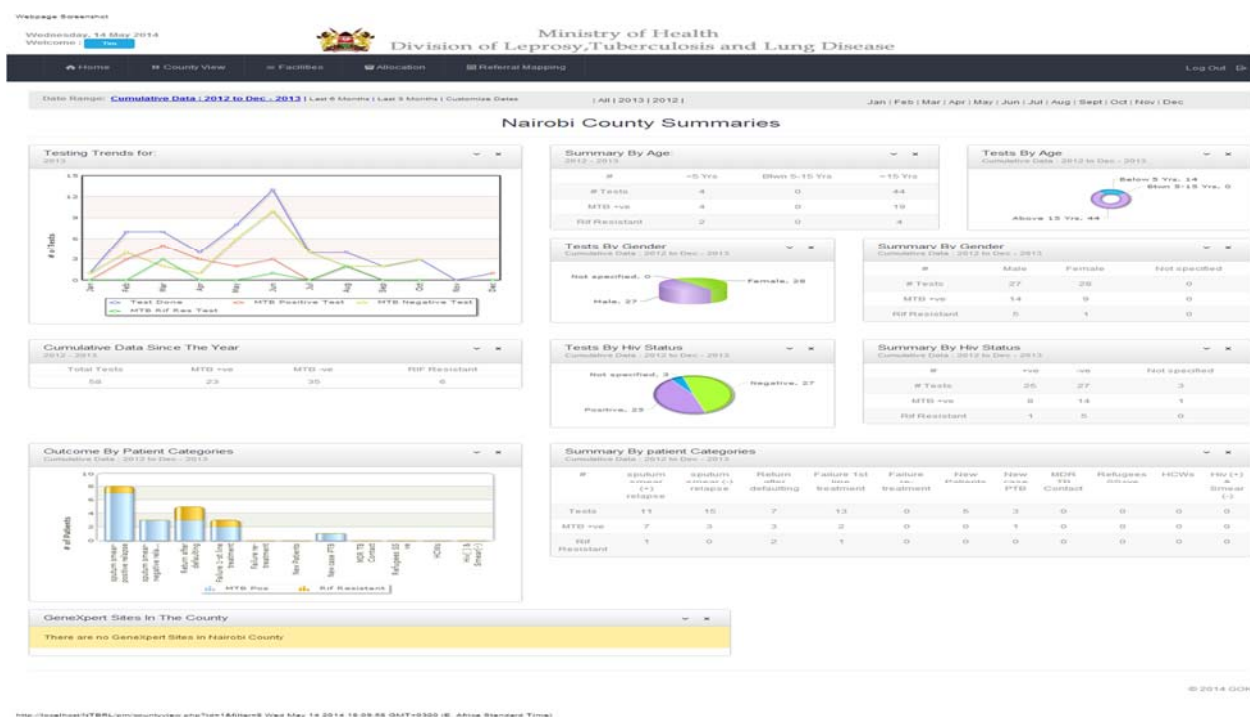

Figure 3: county view

Figure 4: County Analytics

Facilities

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

Figure 5: Facilities List

Allocation

- **View Allocation** – View reported facilities and allocate depending on the consumption.
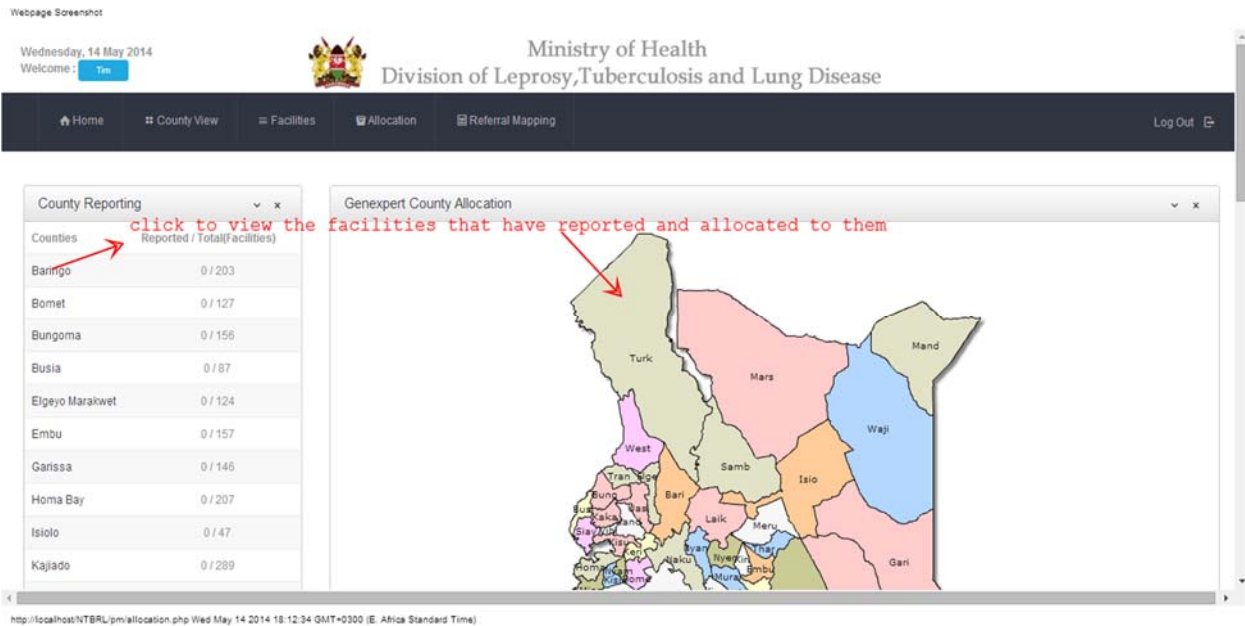
Figure 6: View for selecting a specific county

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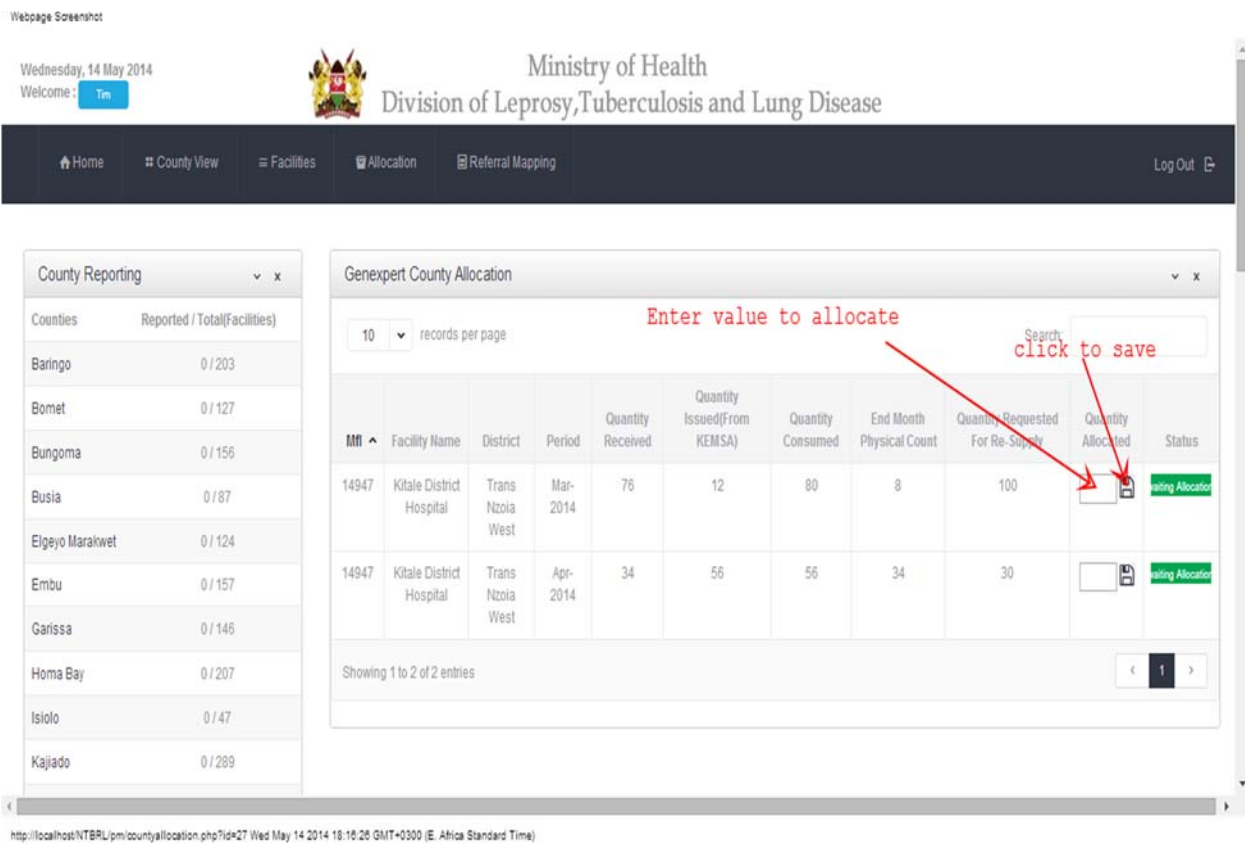

Figure 7: Reported facilities in a given county

- **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

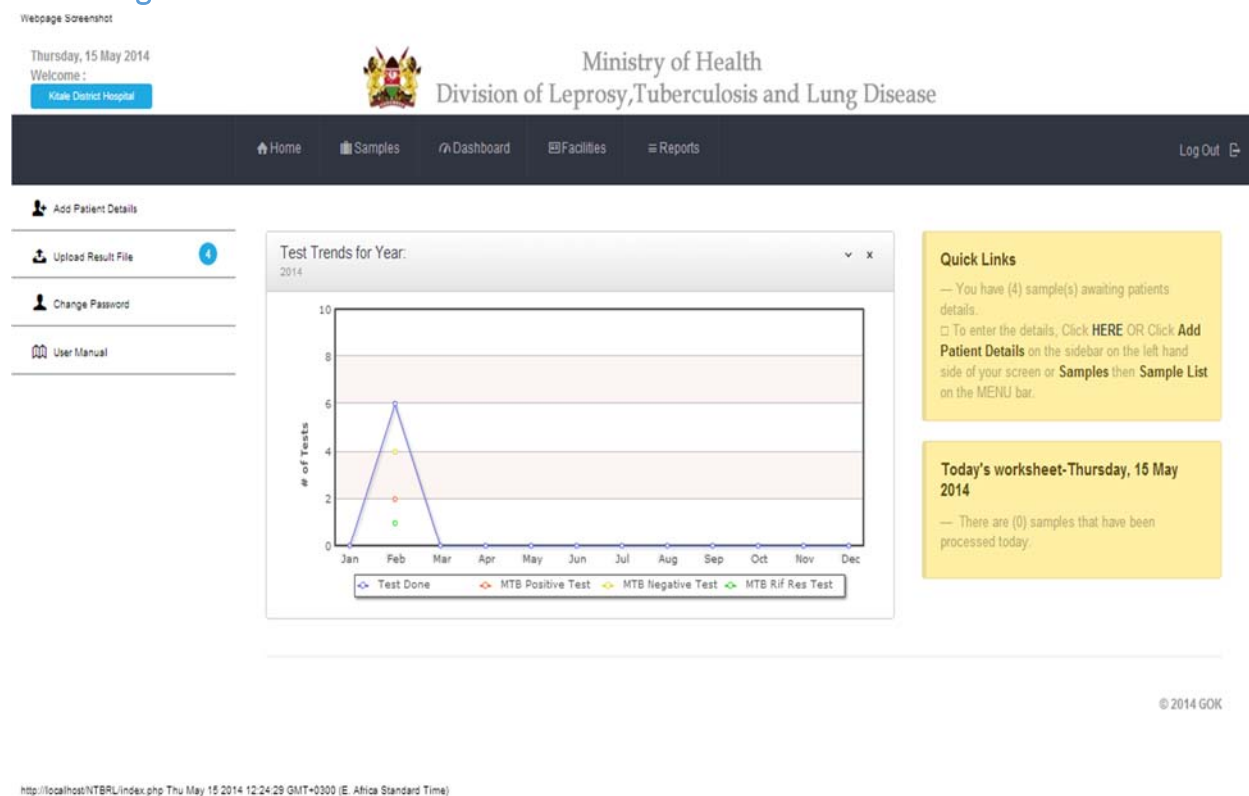Upon successful logging in, the user will be directed to the Home Page, as shown below.

Home Page

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

Add Patient Details

Upload Result File

Change Password

User Manual

Test Trends for Year:
2014

# of Tests

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Test Done   MTB Positive Test   MTB Negative Test   MTB Rif Res Test

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.

Today's worksheet-Thursday, 15 May 2014

— There are (0) samples that have been processed today.

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http://localhost/NTBRL/index.php Thu May 15 2014 12:24:29 GMT+0300 (E. Africa Standard Time)

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.

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.

Figure 12: Results Awaiting Csv data Notification.

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

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.

Figure 14: Results Uploading

Complete records

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

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.

Figure 16: Patient View

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

Figure 18: Facilities List

Reports

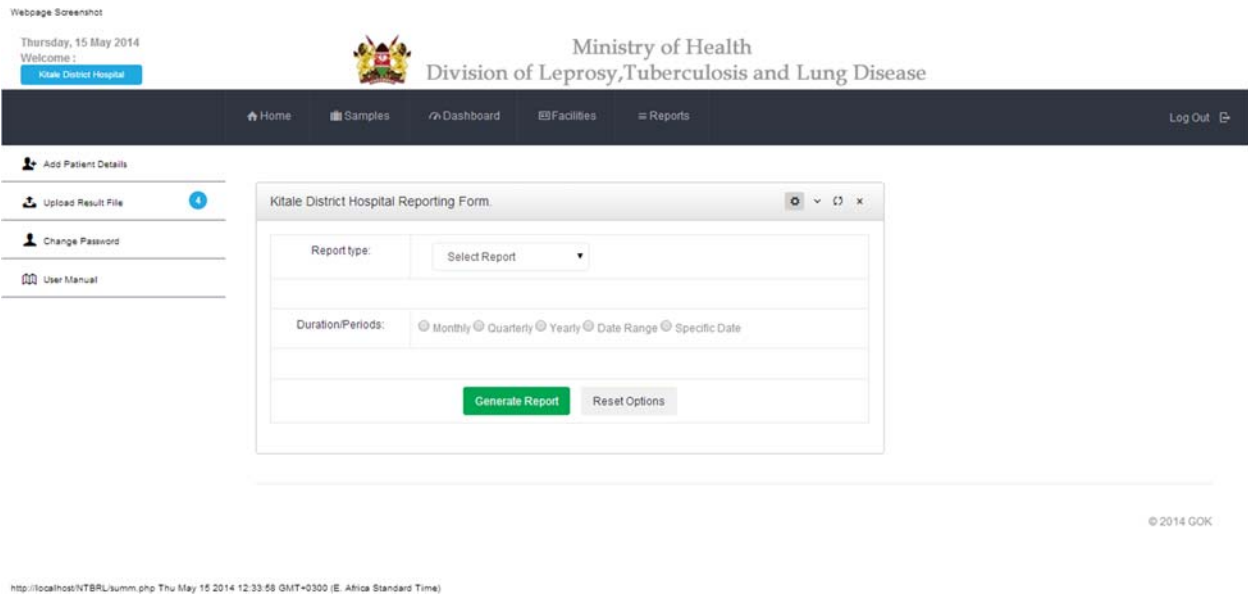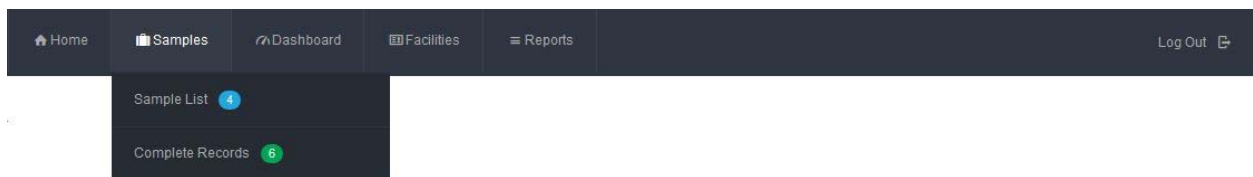Click on the 'Reports' Link on the top Menu. This page gives a mapping of where each sample was tested from.

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

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.
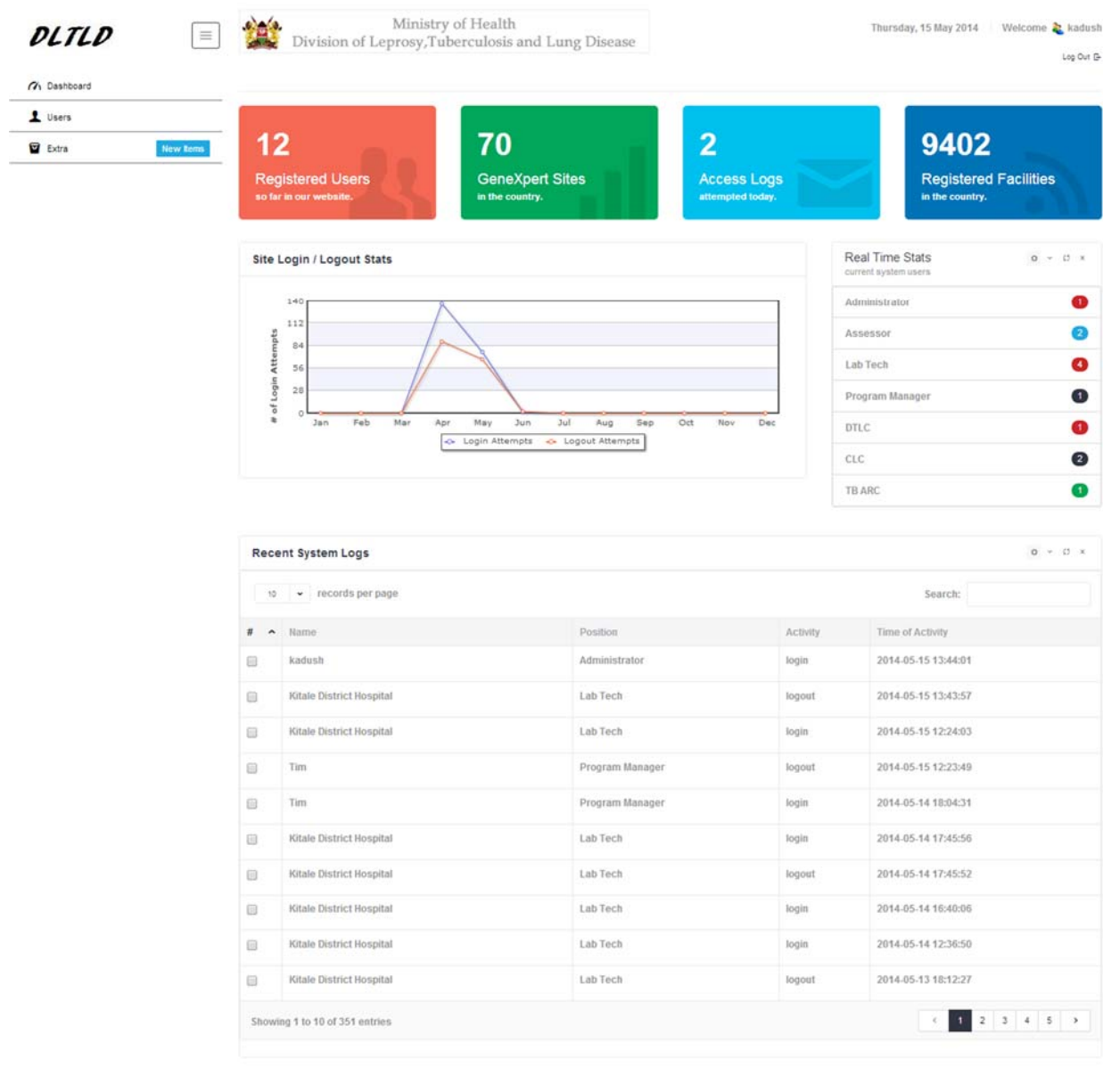
Home Page

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.

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

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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