



The United Republic of Tanzania
Ministry of Health and Social Welfare

CD4 COMMODITY

USER GUIDE AND DOCUMENTATION FOR AN ADMINISTRATOR

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ADMINISTRATOR

The following screen shots are to guide the administrator on how to navigate through their entire module after the administrator logs into the system with the proper credentials.

Once the administrator has logged in, he/she is directed to the facilities page, which will be bolded among the menu options. The other menu options are: equipment, users, change password and user guide.

Thursday, 15 May 2014 | Welcome **test Admin** | **CD4 LIMS** [Log Out](#)

The United Republic of Tanzania
Ministry of Health and Social Welfare
NATIONAL AIDS CONTROL PROGRAM

Facilities Equipment Users Change Password User Guide

Facility Details

Show **10** entries Search:

#	Facility Name	District	Region	Partner	# equipment	# Users	Actions
1	514KJ	Makambako Town	Njombe	TUNAJALI	0	0	Rollout Edit Details
2	Bukumbi	Misungwi	Mwanza	CSSC	1	0	Rollout Edit Details
3	Bulwa	Muheza	Tanga	AIDS RELIEF	1	1	Rollout Edit Details
4	Idodo	Iringa District	Iringa	TUNAJALI	1	0	Rollout Edit Details
5	Igavilo	Mbeya City	Mbeya	DOD	1	0	Rollout Edit Details
6	Igomu	Mbeya District	Mbeya	DOD	1	0	Rollout Edit Details
7	Inyala	Mbeya District	Mbeya	DOD	1	0	Rollout Edit Details
8	Ipinda	Kyela	Mbeya	DOD	1	0	Rollout Edit Details
9	Imani	Iringa District	Iringa	TUNAJALI	1	0	Rollout Edit Details
10	Iyunga	Mbeya City	Mbeya	DOD	1	0	Rollout Edit Details

Showing 1 to 10 of 44 entries

[Add Facility](#) [Districts](#) [Regions](#) [Partners](#)

Notifications

- 17 Devices Did not upload Last Month.
- 76 Errors (7.37%) reported last month out of 1031 tests
- 1 unrecognized devices tried to upload data

Side Menu

- 1. My Profile
- 2. Settings
- 3. Attempt a System Upload
- 4. Change Password

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On the right side there are the notification section and the side menu section. On the notification panel you will see details of devices that did not perform uploads in the past month, error statistics, and unrecognized devices that attempted to upload data. On the side menu panel there are a number of options that include:

My profile

In this section the administrator is able to edit their profile such as the: Full names, phone number and their email address. The part of the username has been made in such way that the administrator cannot edit it.

Edit Profile

Username:	admin
Full Names :	Test Admin
Phone :	0653127272
E-mail :	mtesigwa@clintonhealthaccess.org

[Save Changes](#)

Change Password

Friday, 16 May 2014 | Welcome Test Admin |
CD4 LIMS | Log Out

Facilities | Equipment | Users | **Change Password**

Show 10 entries

#	Facility Name	District	Region
1	S14 KJ	Makambako Town	Njombe
2	Bukumbi	Mtungwi	Mwanza
3	Bukwa	Muheza	Tanga
4	Idodo	Iringa District	Iringa
5	Igawilo	Mbeya City	Mbeya
6	Igoma	Mbeya District	Mbeya
7	Inyela	Mbeya District	Mbeya
8	Ipinda	Kiyela	Mbeya
9	Isman	Iringa District	Iringa

Change Password

Old Password :

Password :

Confirm Password :

[Save password](#)
[Close](#)

Notifications

- 17 Devices Did not upload Last Month.
- 76 Errors (7.31%) reported last month out of 1040 tests
- 1 unrecognized devices tried to upload data

Side Menu

- 1. My Profile
- 2. Settings
- 3. Attempt a System Upload
- 4. Change Password


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When the administrator selects the change password menu, he/she is brought to pop-up page that requires the old password, the new password that the administrator intends to be using and then retying of the new password to ensure that the submitted password is as intended. Once the password is changed the old password becomes obsolete and would not work again unless the password is changed back to the old one.

Facilities

The facilities page shows a table of the facility details which contains the facility's name, the district it belongs to, the region the facility belongs to, the partner, the equipment number, the users and actions which include; rollout and an edit option for the various facilities.

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[Facilities](#) | [Equipment](#) | [Users](#) | [Change Password](#) | [User Guide](#)

Facility Details

Show **10** entries Search:

#	Facility Name	District	Region	Partner	# equipment	# Users	Actions
							Rollout <input type="checkbox"/> Edit Details <input type="checkbox"/>
1	514 KJ	Makambako Town	Njombe	TUNAJALI	0	0	<input checked="" type="checkbox"/> <input type="checkbox"/>
2	Bukumbi	Misungwi	Mwanza	CSSC	1	0	<input checked="" type="checkbox"/> <input type="checkbox"/>
3	Bulwa	Muheza	Tanga	AIDS RELIEF	1	1	<input checked="" type="checkbox"/> <input type="checkbox"/>
4	Idodo	Iringa District	Iringa	TUNAJALI	1	0	<input checked="" type="checkbox"/> <input type="checkbox"/>
5	Igawilo	Mbeya City	Mbeya	DOD	1	0	<input checked="" type="checkbox"/> <input type="checkbox"/>
6	Igoma	Mbeya District	Mbeya	DOD	1	0	<input checked="" type="checkbox"/> <input type="checkbox"/>
7	Inyala	Mbeya District	Mbeya	DOD	1	0	<input checked="" type="checkbox"/> <input type="checkbox"/>
8	Ipinda	Kyela	Mbeya	DOD	1	0	<input checked="" type="checkbox"/> <input type="checkbox"/>
9	Isman	Iringa District	Iringa	TUNAJALI	1	0	<input checked="" type="checkbox"/> <input type="checkbox"/>
10	Iyunga	Mbeya City	Mbeya	DOD	1	0	<input checked="" type="checkbox"/> <input type="checkbox"/>

Showing 1 to 10 of 44 entries

[Add Facility](#) | [Districts](#) | [Regions](#) | [Partners](#)

Show **10** entries Search:

Notifications

- 17 Devices Did not upload Last Month.
- 76 Errors (7.37%) reported last month out of 1031 tests
- 1 unrecognized devices tried to upload data

Side Menu

- 1. My Profile
- 2. Settings
- 3. Attempt a System Upload
- 4. Change Password

When an administrator decides to edit a specific facility the page below pops up to allow that action to be done.

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Edit Facility Details

Show **10** entries Search:

#	Facility Name	District	Region	Partner	# equipment	# Users	Actions
							Rollout <input type="checkbox"/> Edit Details <input type="checkbox"/>
1	514 KJ	Makambako Town	Njombe	TUNAJALI	0	0	<input checked="" type="checkbox"/> <input type="checkbox"/>

Showing 1 to 1 of 1 entries

Facility name:

District: Region:

Partner:

email:

phone:

Rollout Status : ☐ Rolledout ☒ Not Rolledout

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Below the facility details table are additional tabs. When the page first loads the add facility tab is selected. These additional tabs allow the administrator to:

- 1) Add facilities

[Add Facility](#)
[Districts](#)
[Regions](#)
[Partners](#)

Region:

Partner:

Facility Name:

email:

Phone no:

National Data

2) View districts

[Add Facility](#)
[Districts](#)
[Regions](#)
[Partners](#)

Show	10	entries	Search:	
#	District Name	Region	Partner	
1	Arumeru	Arusha	EGPAF	
2	Arusha City	Arusha	EGPAF	
3	Arusha District	Arusha	EGPAF	
4	Babati District	Manyara	AIDS RELIEF	
5	Babati Town	Manyara	AIDS RELIEF	
6	Bagamoyo	Pwani	ICAP	
7	Bahi	Dodoma	TUNAJALI	
8	Bariadi	Simiyu	AIDS RELIEF	
9	Biharamulo	Kagera	ICAP	
10	Buhigwe	Kigoma	ICAP	

Showing 1 to 10 of 170 entries

National Data

3) View regions

[Add Facility](#)
[Districts](#)
[Regions](#)
[Partners](#)

Show	10	entries	Search:	
#	Region Name	Partner		
1	Arusha	EGPAF		
2	Dar es Salaam	MDH		
3	Dodoma	TUNAJALI		
4	Geita	AIDS RELIEF		
5	Iringa	TUNAJALI		
6	Kagera	ICAP		
7	Katavi			
8	Kigoma	ICAP		
9	Kilimanjaro	EGPAF		
10	Lindi	EGPAF		

Showing 1 to 10 of 30 entries

National Data

4) View partners


[Add Facility](#)
[Districts](#)
[Regions](#)
[Partners](#)

Show	10	entries	Search:	
#	Partner	Email	Phone	
1	AIDS RELIEF			
2	CSSC			
3	DOD			
4	EGPAF			
5	ICAP			
6	MDH			
7	THPS			
8	TUNAJALI			
Showing 1 to 8 of 8 entries				

National Data

Equipment

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[Change Password](#)
[User Guide](#)

Equipment Details								Notifications	
Show	10	entries	Search:					17 Devices Did not upload Last Month. 76 Errors (7.37%) reported last month out of 1031 tests 1 unrecognized devices tried to upload data	
#	Facility Name	Equipment	Serial Number	Date Added	Date Removed	Deactivation Reason	Status	Edit Details	Side Menu 1. My Profile 2. Settings 3. Attempt a System Upload 4. Change Password
1	Kisesa	Alere PIMA	PIMA-D-002540	2013, Aug, 25			✓	Edit	
2	Nasa	Alere PIMA	PIMA-D-002340	2013, Aug, 25			✓	Edit	
3	Nyangugue	Alere PIMA	PIMA-D-002148	2013, Aug, 25			✓	Edit	
4	Misula	Alere PIMA	PIMA-D-002362	2013, Sep, 25			✓	Edit	
5	Misasi	Alere PIMA	PIMA-D-002682	2013, Sep, 25			✓	Edit	
6	Bukumbi	Alere PIMA	PIMA-D-002300	2013, Oct, 25			✓	Edit	
7	Makongoro	Alere PIMA	PIMA-D-001500	2013, Oct, 25			✓	Edit	
8	Kiredboma	Alere PIMA	PIMA-D-003005	2013, Oct, 25			✓	Edit	
9	Tunguli	Alere PIMA	PIMA-D-002696	2013, Oct, 25			✓	Edit	
10	Kibirashi	Alere PIMA	PIMA-D-003691	2013, Oct, 25			✓	Edit	
Showing 1 to 10 of 43 entries									
Add Equipment to Facility Equipment Equipment Category									

National Data

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This section shows facilities with equipment. It shows the facility to which each equipment belong to, whether it was removed, and reason for deactivation. The status of the equipment is also shown whether it is functional dysfunctional or obsolete. The administrator can change the status of the equipment depending on its actual status. The last column in the table is a link that allows the administrator to edit details about the equipment. The section on the top left allows the administrator to view the equipments in groups of 10, 25, or 100. The user can also search for a facility using the search section on the top right most corner of the table.

Below the equipment details table are addition tabs that enable the administrator to:

- Add equipment to a facility

Here the administrator assigns an equipment category to a facility then adds a serial number to the equipment.

- Add description to equipment

In this section for every equipment category, a description is added to it.

#	Description	Category
1	BD Facs Count	CD4 Equipment
2	BD Facs Calibur	CD4 Equipment
3	Partec Cyflow	CD4 Equipment
4	Alere PIMA	CD4 Equipment

- Add Descriptions

In this section the administrator is able to add the various categories of equipment.

Add Equipment to Facility
Equipment
Equipment Category

Description :

Save
Discard

Show 10 entries
Search:

#	Category
1	CD4 Equipment
2	Hematology (FBC) Equipment
3	Chemistry Equipment


Showing 1 to 3 of 3 entries

National Data

Users

This section shows the details of the users in the system. It shows the users usernames, their names, their phone number, their email, the type of user they are, their status, whether active, pending activation, locked or removed. The status has a link that allows the administrator to activate, lock, remove or put a user on pending activation when he/ she clicks on their status. The last column of the table has a link that allows the administrator to be able to edit some of the details of the users such as the phone number, the name and their email.

Thursday, 15 May 2014
Welcome Test Admin
search
CD4 LIMS
Log Out


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User Guide

User Details

#	Username	Name	Phone Number	Email	Type	Status	Actions			
							Reset Password	Activate	Remove	Edit Details
1	csc	CSSC	0	testpartner@cd4.co.tz	Partner	active				
2	region	Test Region	31234-4234	region@poc.com	Regional Coordinator	active				
3	district	Test District	31234-4234	region@poc.com	District Coordinator	active				
4	facility	Test Facility	31234-4234	region@poc.com	Facility	active				
5	admin	Test Admin	0653127272	rmtesigwa@clintonhealthaccess.org	Admin	active				
6	district1	Test District	31234-4234	region@poc.com	District Coordinator	active				
7	partner1	Test Partner	3123-4234	testpartner@cd4.co.tz	Partner	active				
8	julus	Juma Shilinde		jshilinde@gmail.com	District Coordinator	active				
9	aonyango	Anastazia		oanastazia@yahoo.com	District Coordinator	active				

Notifications

17 Devices Did not upload Last Month.

76 Errors (7.37%) reported last month out of 1031 tests

1 unrecognized devices tried to upload data

Side Menu

1. My Profile

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Below the user details table are tabs that enable the administrator to:

- Add users

Add User User Types

Name :
 Username :
 Email :
 Phone :

User Type: *Select a user Group* ▼
 Save Discard

National Data

- Add user types

Add User User Types

Description :
 Save Discard

Show 10 entries Search:

#	Description
1	Super Admin
2	Admin
3	Partner
4	NACP
5	Device Manufacturer
6	Facility
7	System
8	District Coordinator
9	Regional Coordinator
11	test

Showing 1 to 10 of 10 entries

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The change password section is as described in page 2.

User Guide

In this section when the user clicks on this link, he/she will be redirected to a page that shows them a user manual of the system. It shows how the users are able to navigate in the web application. It also shows them the functionality of the various modules in the system.