DATA.FI NIGERIA TOOL

National OVC Management Information System (NOMIS) User Set-Up Guide

Version 3.0

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PEPFAR

USAID FROM THE AMERICAN PEOPLE

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Version History

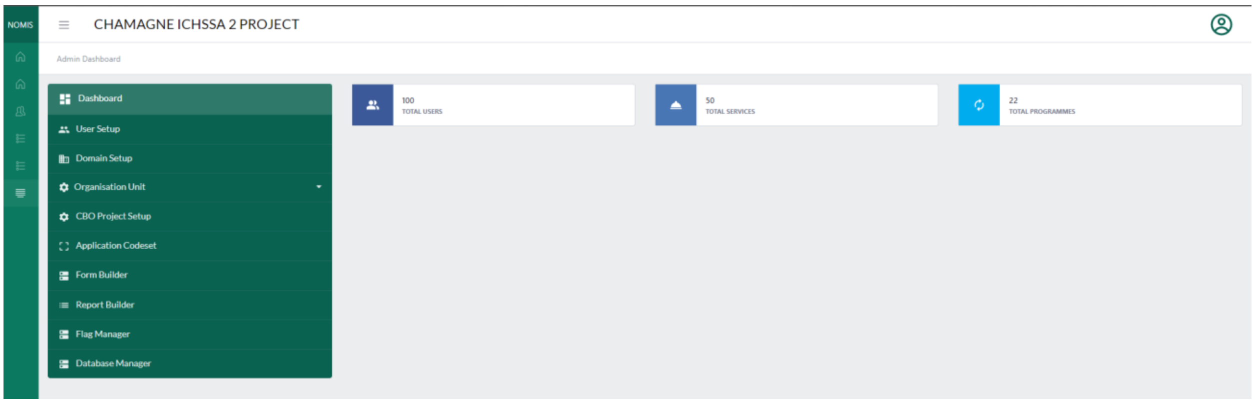
	Date	Author	Purpose
1	2022	Data.FI, Palladium	Draft version for review by early adopters

Contents

1. Administration

The administration page is used to manage the NOMIS application environment, from setting up users and user permissions to setting up domains, organization units and all other levels of access to the application.

Figure 1. Admin Page



The admin page displays the administrative functions and highlights the number of users and programs registered on the application.

1.1. USER SET-UP: ADD USER

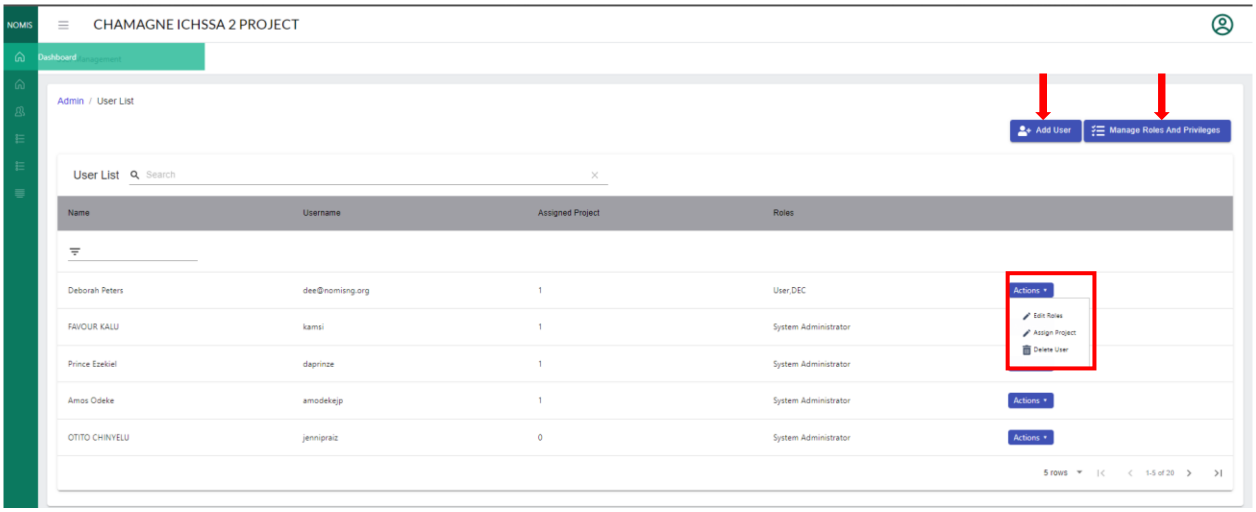
The user set-up function is used to set up different users and their user levels with different permissions and roles for access to the system.

The table below highlights the different user roles on the system.

S/N	User Roles
1	User
2	System Administrator
3	Data Entry Clerk (DEC)
4	Community Case Work
5	M&E officer
6	Assessing Officer
7	DEMO
8	Adhoc DEC

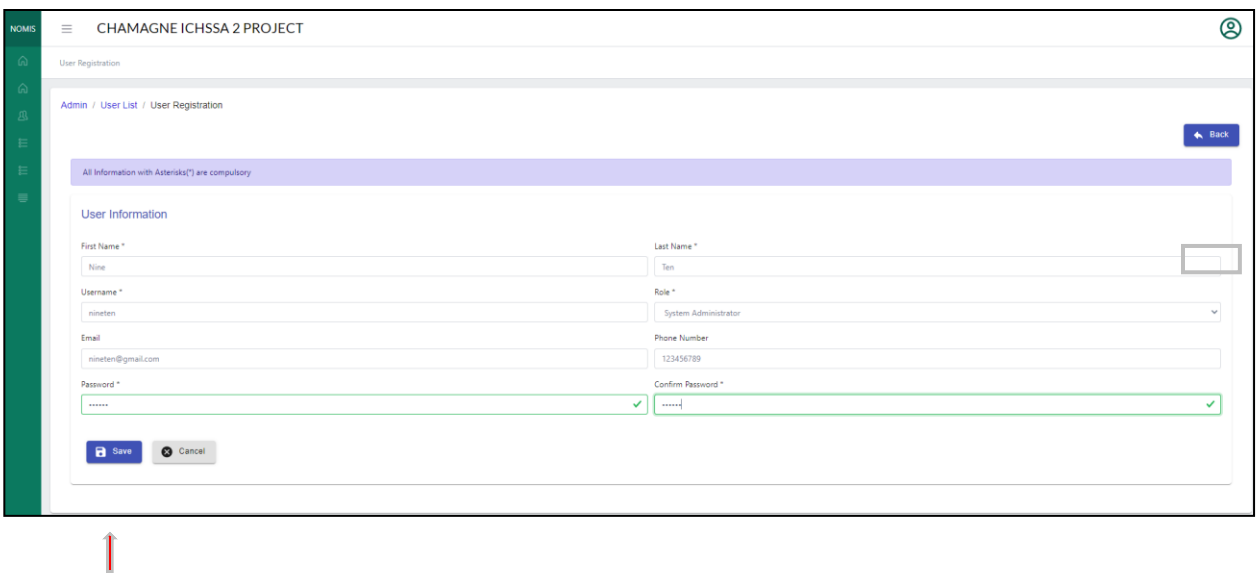
- To set up, a new user, select “User Set-up” on the admin page as shown in **Figure 11** above.
- A redirected page is displayed to add a new user. At the top right side of the screen, select “Add User” as shown in the figure below.

Figure 1.1.1. Add User



- The registration page below is displayed to document the user credentials.
- To modify, update or delete an already existing user, select the “Action” drop-down on the user list in **Figure 1.1.1** above.

Figure 1.1.2. User Information



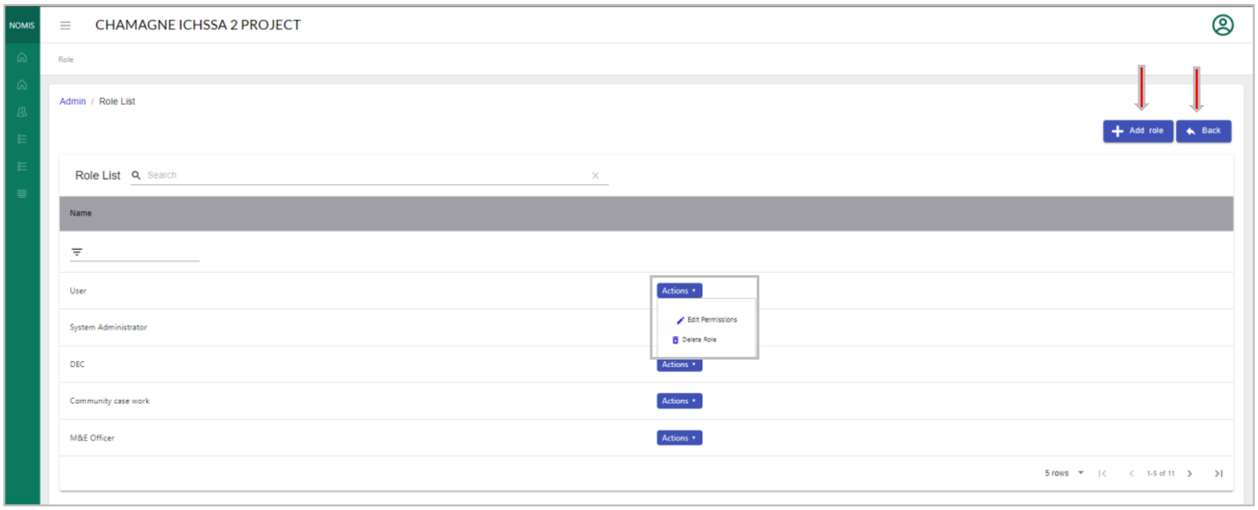
- Enter the user credentials in the appropriate fields provided
- Select “Save” to save the user. The “back” button is used to go back to the “Add User” page.

User Set-up: Manage Roles and Privileges

To add user roles and privileges, select “Manage Roles And Privileges” on the “add user” page as seen in **Figure 11.1.1** above.

The page below is displayed to add user roles to a user.

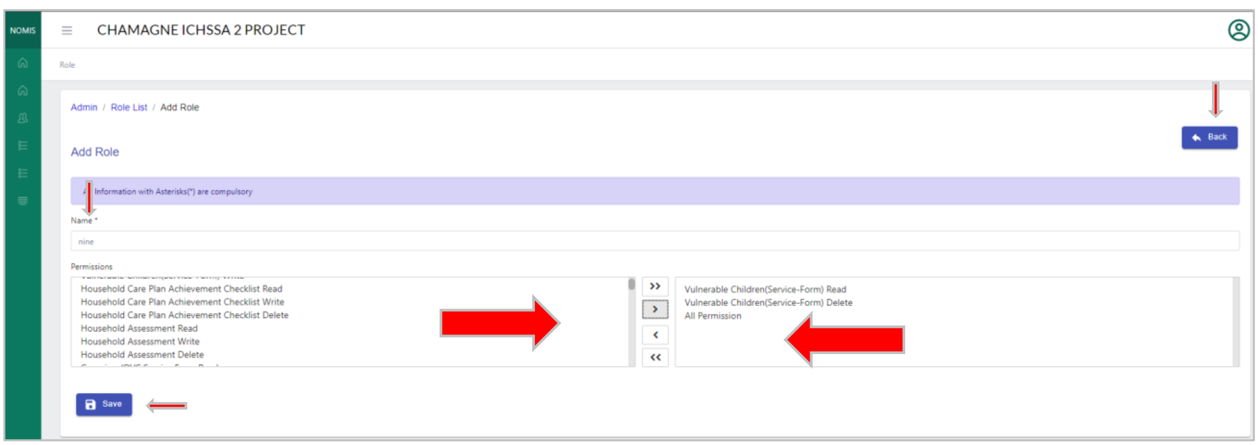
Figure 1.1.3. Role list



- Select “Add Role” to add the user roles and permissions.
- The role list search function is used to search for user roles registered on the system.
- The “Back” button takes you back to the “Manage Roles And Privileges” page.
- To edit or delete a user role, select the “Action” drop-down on the role list page in **Figure 11.1.1** above to edit user permission or delete a user role.

Add User Role

Figure 1.1.4. Add Role



To add a role, select the desired permission(s) on the permissions list and select the forward arrow (>).

To deselect user permission, select the permission on the right side and select the backward arrow (<).

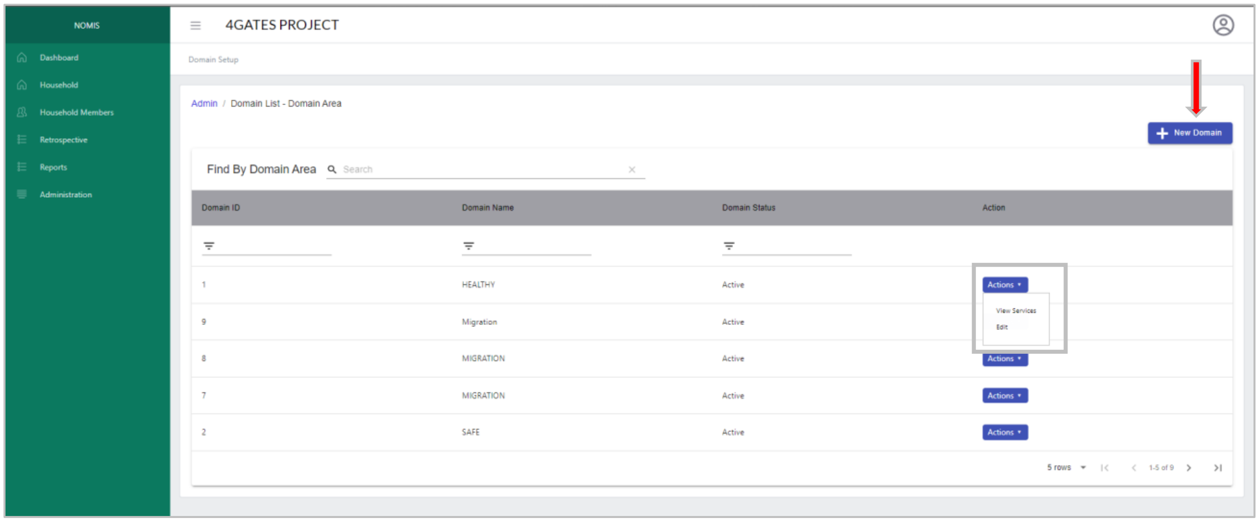
- Click “Save” to save user permission.
- Select “Back” to go back to the role list page.

1.2. DOMAIN SET-UP

The domain set-up is a function for setting up the different service domains used to document household/household member assessment and care plans.

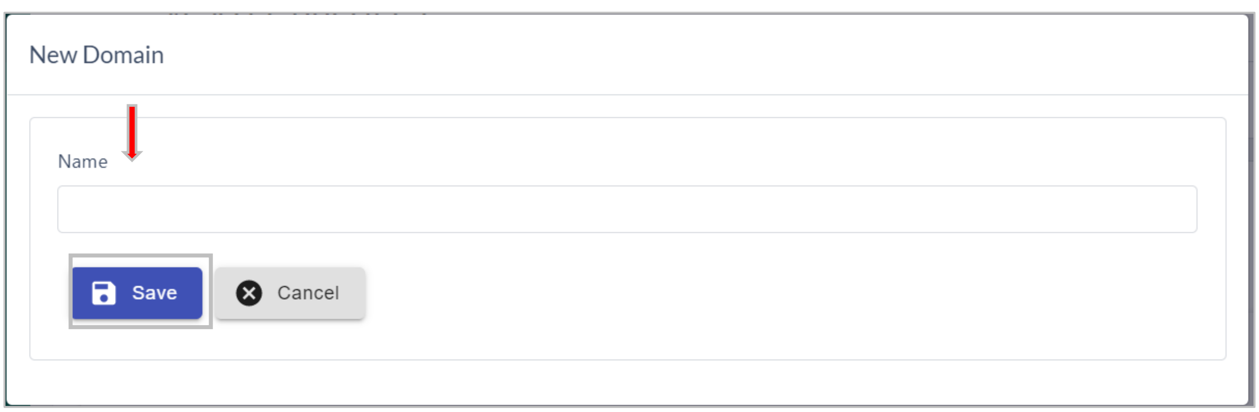
To set up a new domain, select “Domain” on the Administration dashboard, the domain page is displayed to create a new domain as depicted in the figure below.

Figure 1.2.1. Domain Area



- Select “New Domain” to create a new domain. A pop-up page is displayed to enter the domain name as shown in the figure below.
- To edit an already existing domain, depending on the user privilege, select the “Action” dropdown on the domain row you intend to edit and select edit. To view the services for the domain, select “view services”.
- Use the search function to search for a domain area.

Figure 1.2.2. Save New Domain



Enter the name of the new domain and click on the “Save” button to save the domain name.

Adding New Service

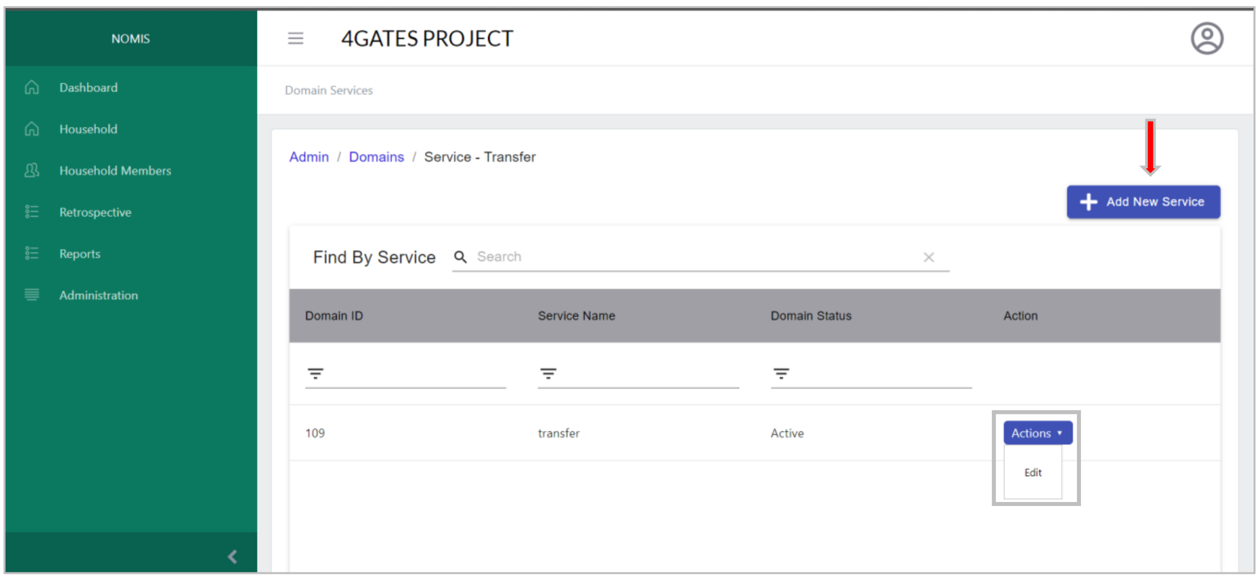
A new service is added to a domain after the domain is created. This service will be provided to the program beneficiaries.

To add a new service, on the domain list page, select the “Action” dropdown as seen in **Figure 11.6** above and select “View service”.

A redirected page is displayed to add new service(s) to the domain. Select “Add New Service” as displayed in the figure below.

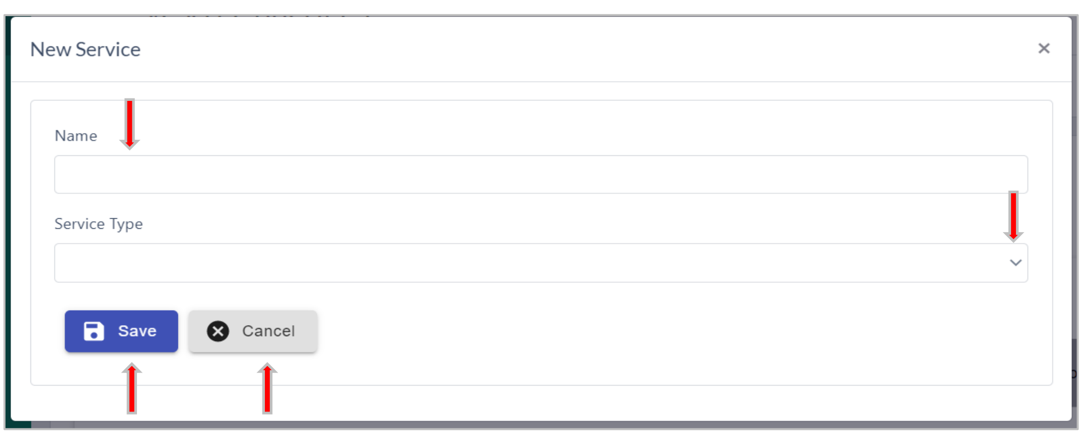
An already created service can be edited using the “Action” function

Figure 1.2.3. Adding New Service



At the click of “Add New Service”, a pop-up page is displayed to enter the name of the service and select the service type (VC, Caregiver, or both) as shown below.

Figure 1.2.4. New Service



Click on the “Save” button to save the service and click on “Cancel” to cancel the process.

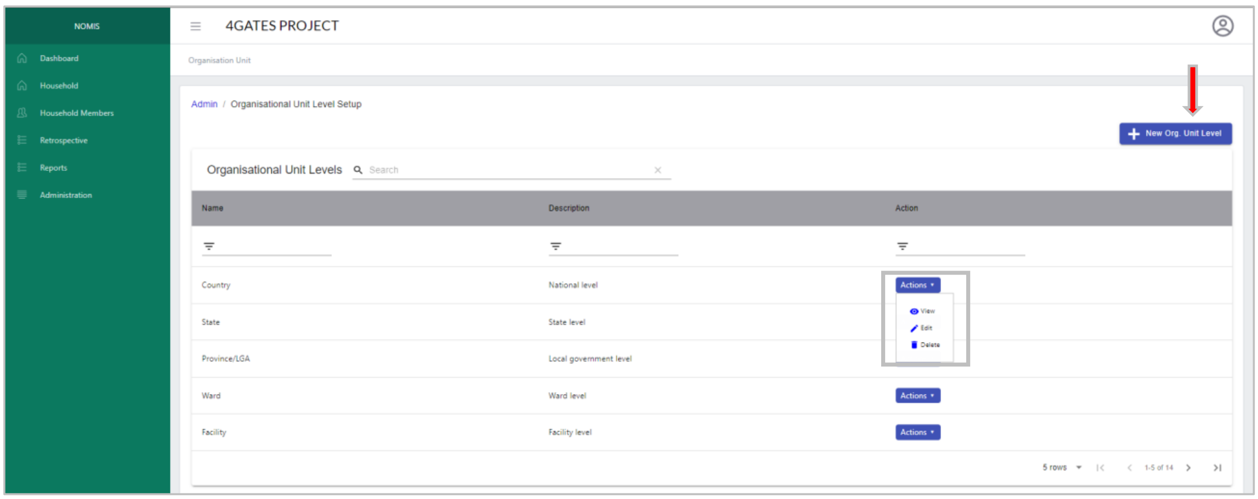
1.3. ORGANIZATION UNIT

The organizational unit set-up is used to set up the different institutions under the government hierarchy that support and implement the OVC program.

The organization unit level is set up first to determine the hierarchy for each organization unit that will be created under an Org unit level.

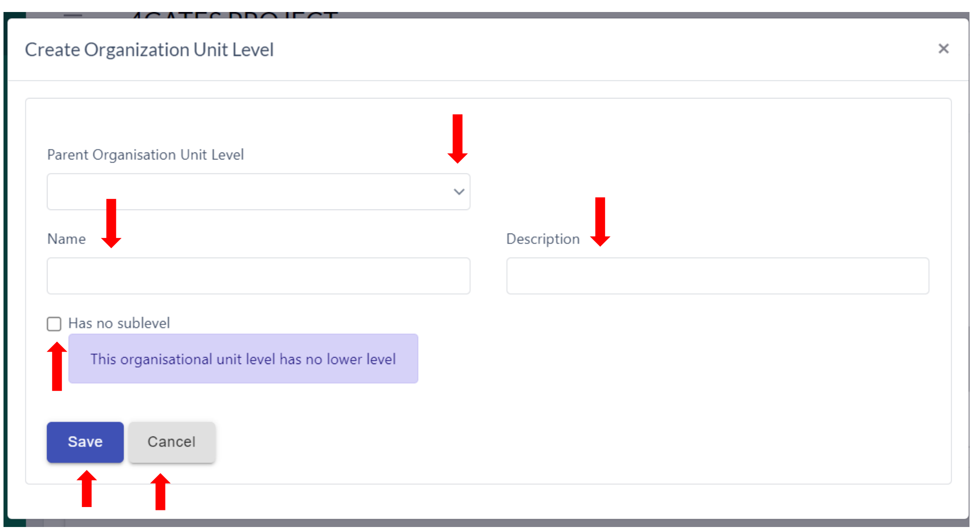
- To set up organizational unit level, select “Organization Unit” on the Administration menu, then select “Organization Unit set-up”.
- The organizational unit level set-up page is displayed below.

Figure 1.3.1. New Org Unit Level



Select “New Org. Unit Level”, and a pop-up page is displayed to create an organizational unit level

Figure 1.3.2. Create Organization Unit level



Select “A parent Organization Unit Level”. This means that the Organization unit level being created will be a sub org unit to the parent organization unit level selected.

Enter the name of the new Org unit and a brief description of the Org unit

If the Org unit being created has no sublevel, check the “Has no sublevel” checkbox.

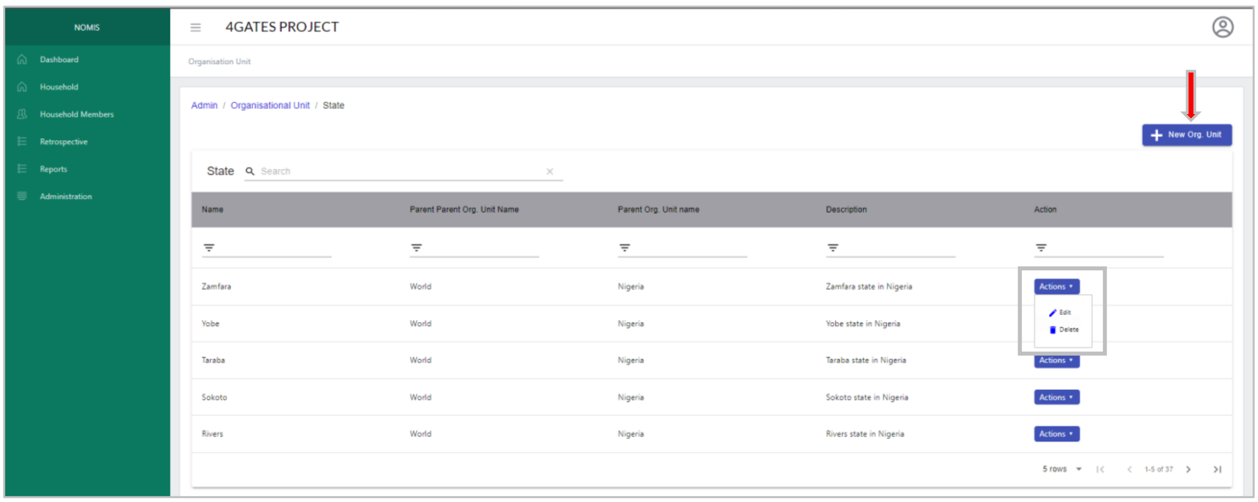
Select save to save the new Org unit.

Organization Unit set-up:

The organization unit refers to the implementing bodies and stakeholders who implement the OVC program. They are created at each organizational level.

- To set up an organization unit under an Org unit level, select the “Action” drop-down on the “Organization unit level set-up page”, and click “view”.

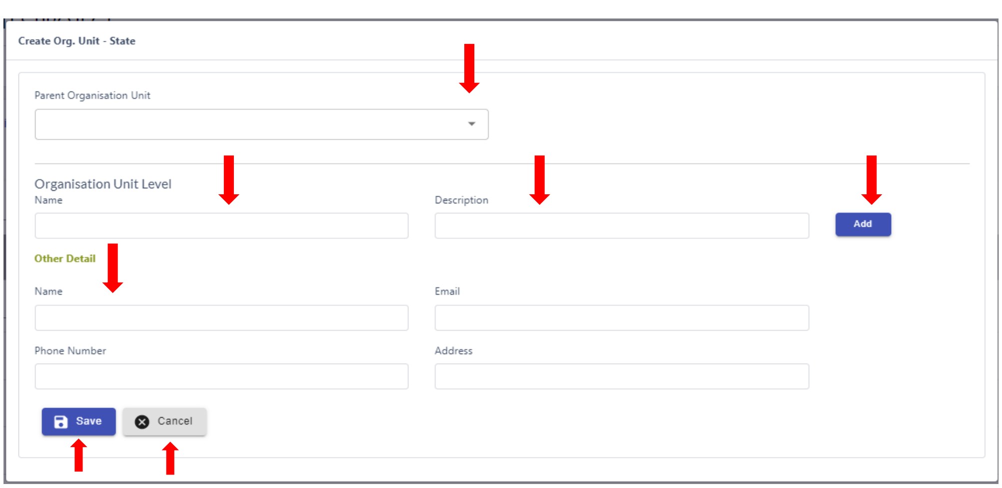
Figure 1.3.3. New Org Unit



The Organizational Unit page is displayed to create a new Org unit. Select “New Org. Unit”.

The “Create Org. Unit” pop-up page is displayed to enter the Org unit information. Click “Save” to save the new Org unit and “Cancel” to cancel the process

Figure 1.3.4. Create Org Unit



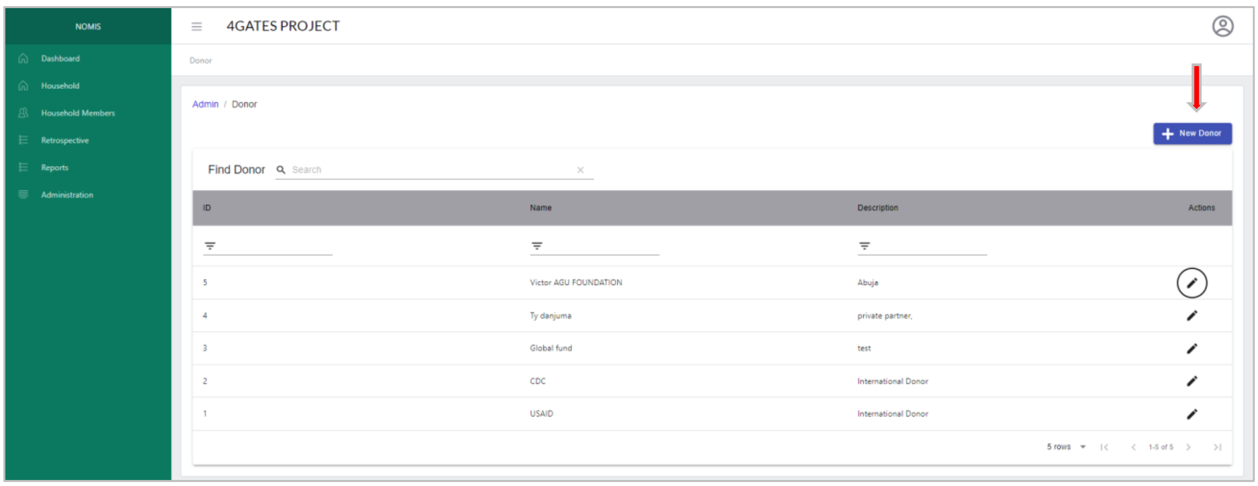
1.4. DONOR SET-UP

The Donor set-up function is used to create new donors who fund and support the OVC program.

- To create a new donor, on the Administration menu, select the “Organization Unit” drop-down and click “Donor Set-up”.
- The Donor page is displayed below. Select “New Donor” to enter the donor credentials.
- To view an already existing donor information, select the edit icon on the left side of the donor details.

Administration > Organization Unit > Donor Set-up

Figure 1.3.5. New Donor

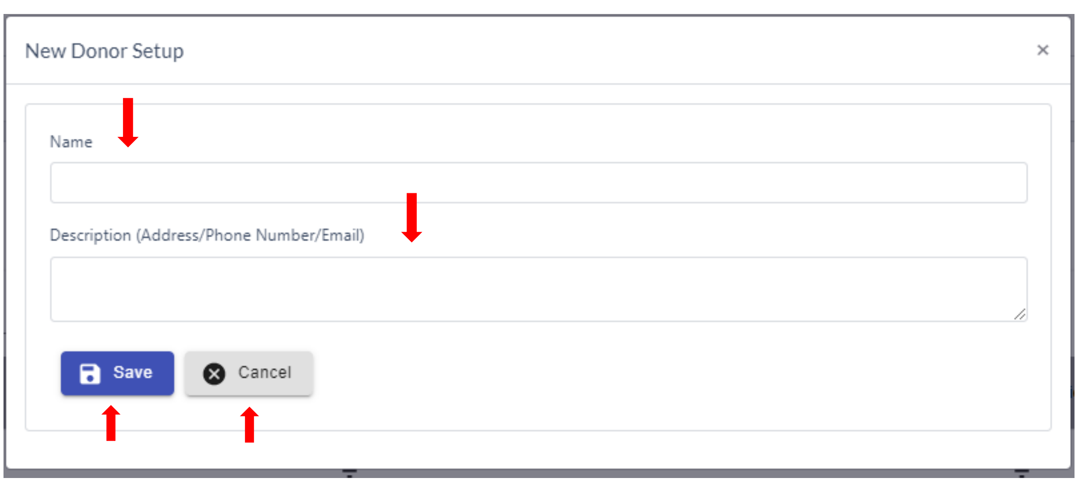


As seen in the image below, Enter the name of the donor and brief information about the donor in the description box.

Click on the “Save” button to save and “Cancel” to abort the process.

Administration > Organization Unit > Donor Set-up>New Donor

Figure 1.3.6. New Donor Set-up



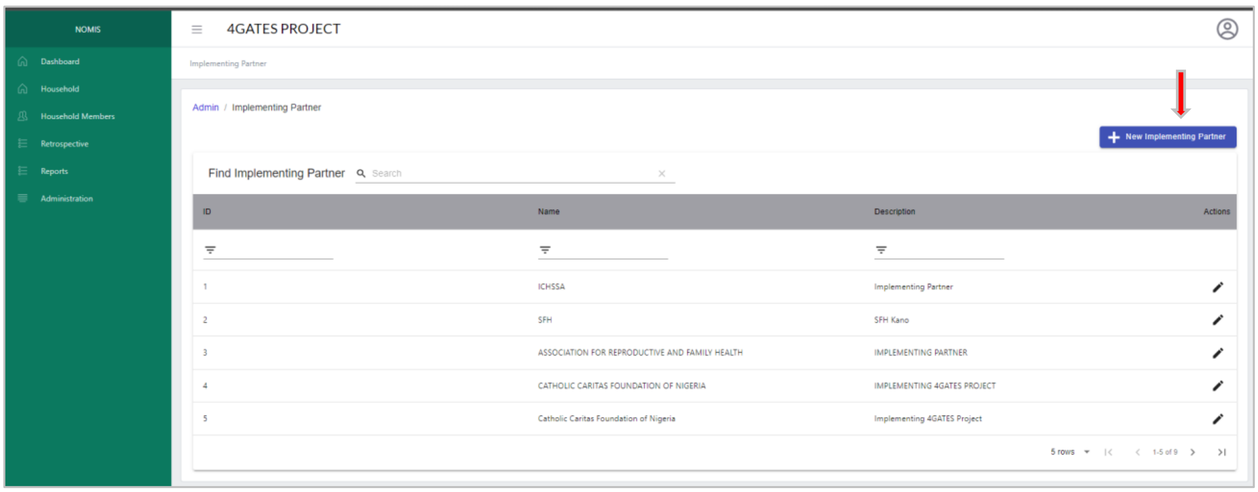
Implementation Partner Set-up

Implementing partners are support partners funded by donor agencies who support the OVC program. A partner who implements the OVC program and needs access to the NOMIS must be created on the system.

To create a new implementing partner, follow the steps highlighted above, in **Figure 11.3.5**, and select "New Implementing Partner".

Administration > Organization Unit > Implementing Partner Set-up

Figure 1.3.7. New Implementing Partner

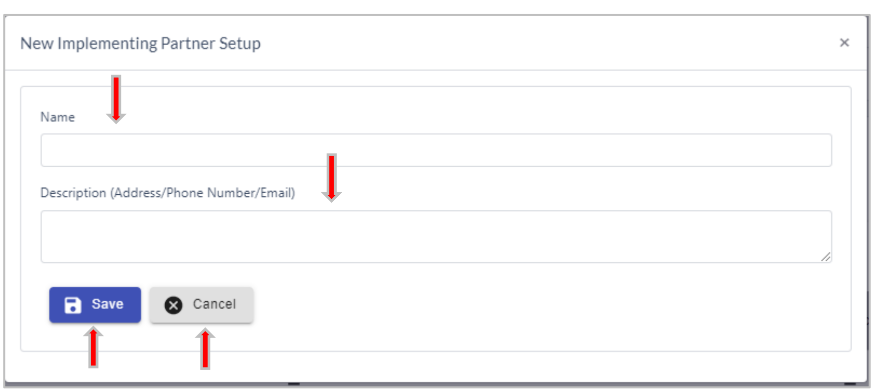


Enter the name of the Implementing partner and brief information about the partner in the description box as seen in the figure below.

Click on the "Save" button to save and "Cancel" to abort the process.

Administration > Organization Unit > Implementing Partner Set-up>New Implementing Partner

Figure 1.3.8. New Implementing Partner Set-up

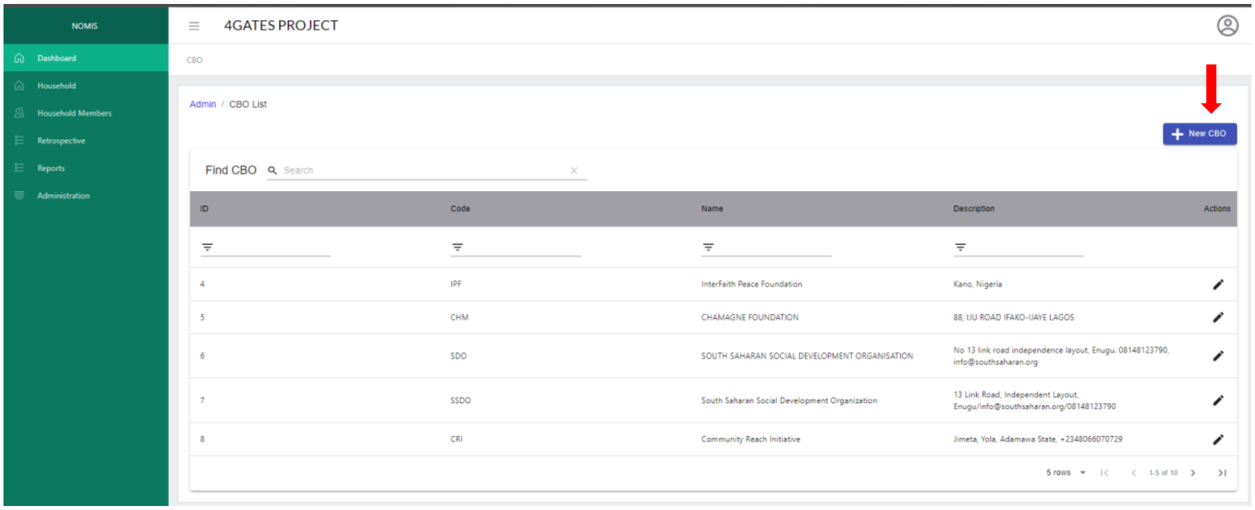


CBO set-up:

To create a new CBO, Follow the steps highlighted above, in **Figure 11.3.5**, and select “CBO Set-up”.

Administration > Organization Unit > CBO Set-up

Figure 1.3.9. New CBO



- Enter the name and code of the CBO and brief information about the partner in the description box as seen in the figure below.
- Click on the “Save” button to save and “Cancel” to abort the process.

Administration > Organization Unit > CBO Set-up>New CBO

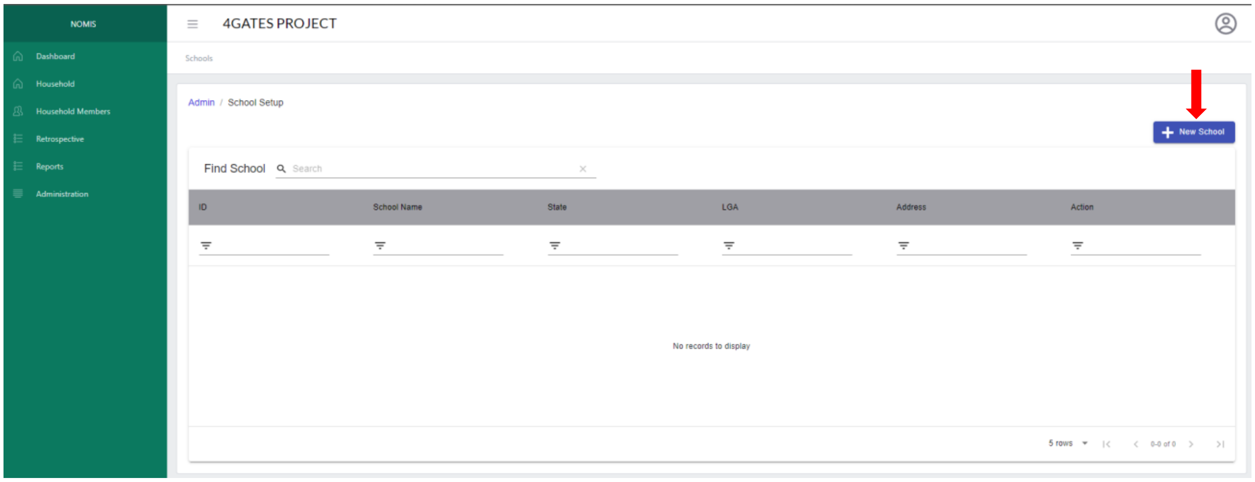
Figure 1.3.10. New CBO Set-up

School Set-up

To create a new school, Follow the steps highlighted above, in **Figure 11.3.5**, and select “School Set-up”.

Administration > Organization Unit > School Set-up

Figure 1.3.11. New School



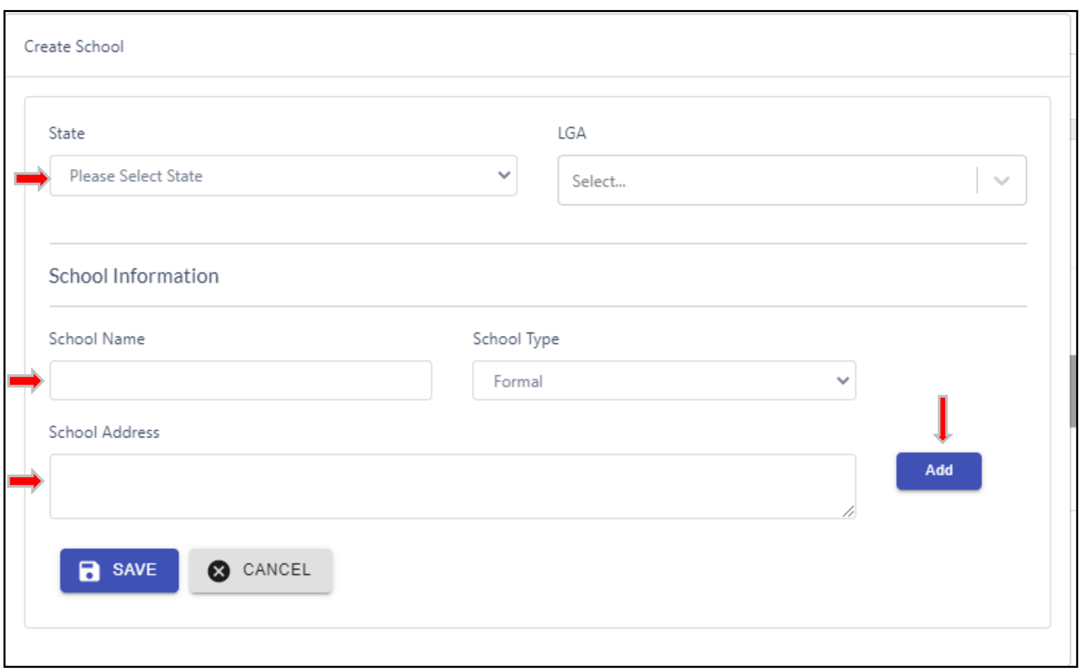
Select the state and LGA where the school is located.

Enter the school information in the space provided.

Click on the "Save" button to save and "Cancel" to abort the process.

Administration > Organization Unit > School Set-up> New School

Figure 1. 3.12. Create School



1.5. CBO PROJECT SET-UP

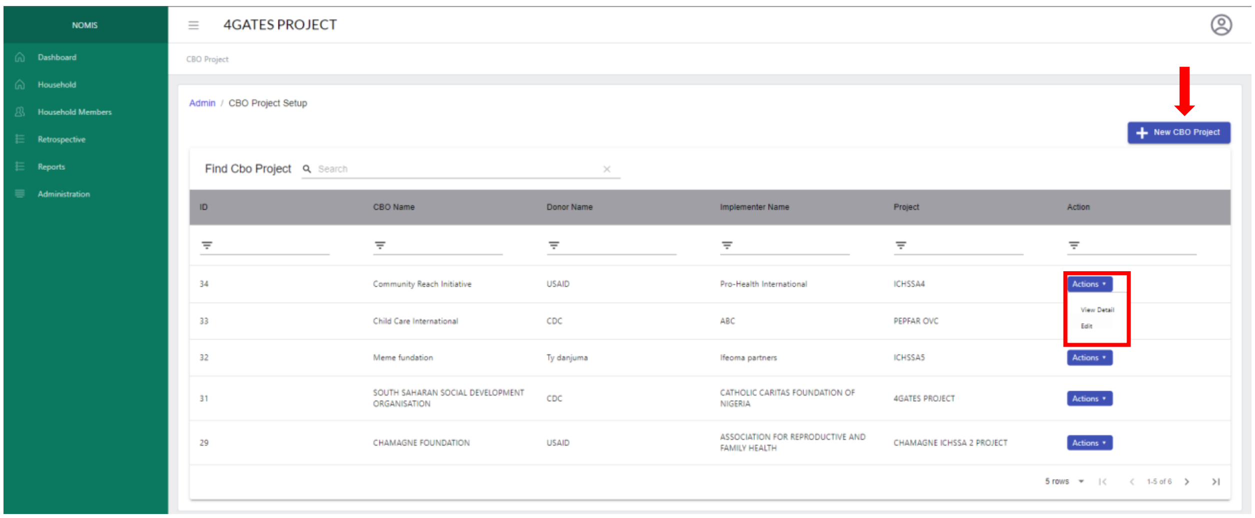
The CBO project Set-up lets you set up different projects implemented by the CBO as an administrative user. This is to map each CBO user to the project they implement when assessing the system.

To set up, a CBO project, select the Administration menu, on the general menu page, then select "CBO Project Set-up". The CBO project set-up page is displayed as seen below.

Administration>CBO Project Set-up

To view the details or edit an already created CBO Project, select the "Actions" drop-down.

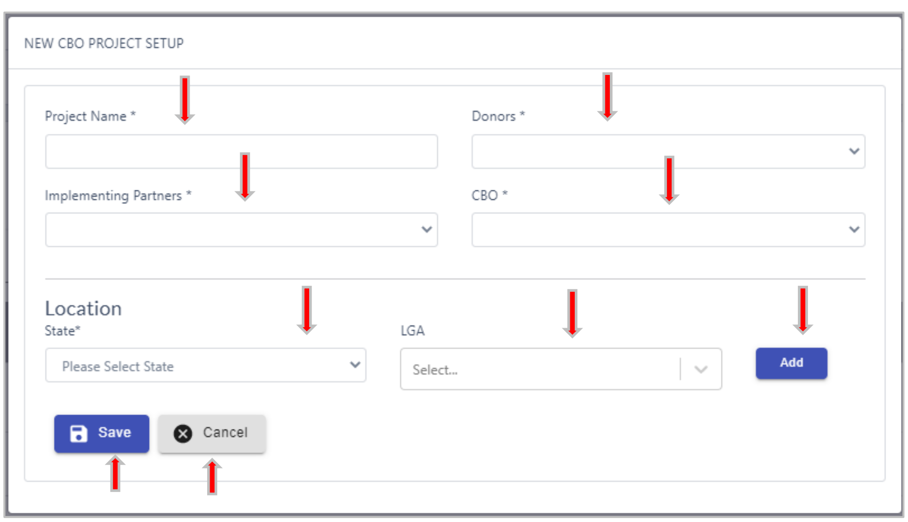
Figure 1.4.1. NEW CBO Project



A pop-up page is displayed to enter the CBO project details.

Administration>CBO Project Set-up>New CBO Project

Figure 1.4.2. New CBO Project Set-up



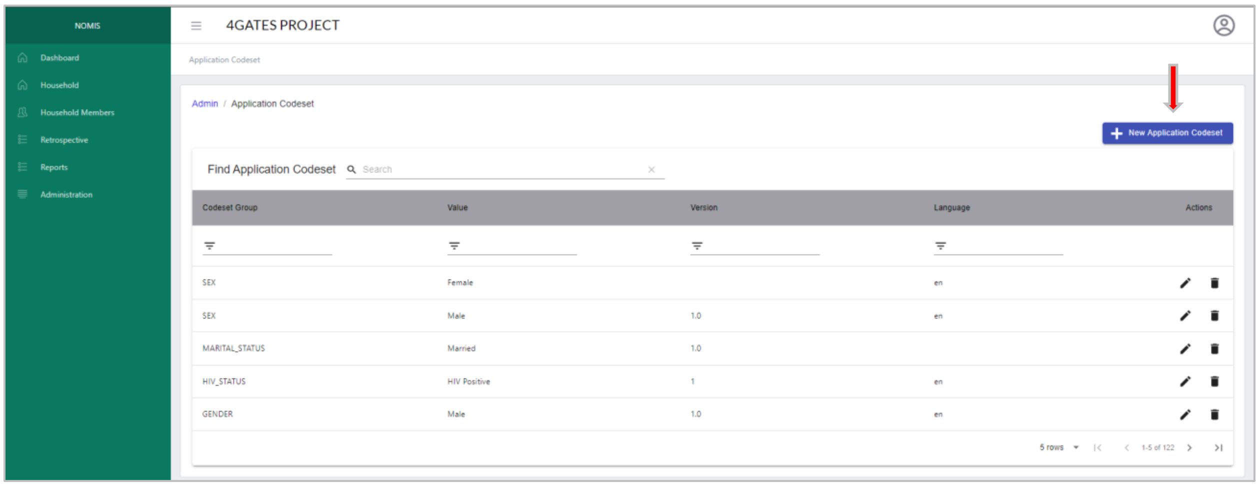
1.6. APPLICATION CODESET

The application code set-up lets you set up some specific functions and codded values for specific features on the system by a user with such privilege.

- To create a new application code set, select the Administration menu, on the general menu page, then select "Application Codeset". The Application codeset page is displayed as seen below.

Administration>Application Codeset

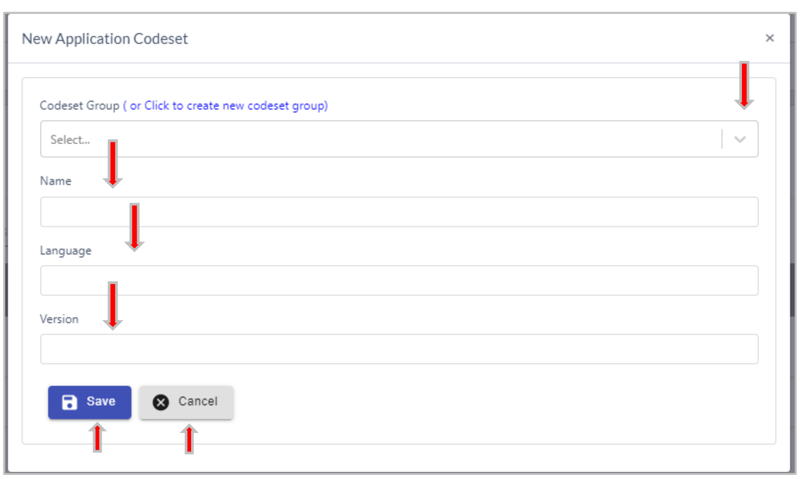
Figure 1.5.1. Application Codeset



- Select the "New Application Codeset" menu to create a new application codeset.
- A pop-up page is displayed as seen below. Select the "Codeset Group" that the variable falls under.
- Enter the variable name, language, and the version.
- Click on the "Save" button to save and "Cancel" to abort the process.

Administration>Application Codeset>Create codeset

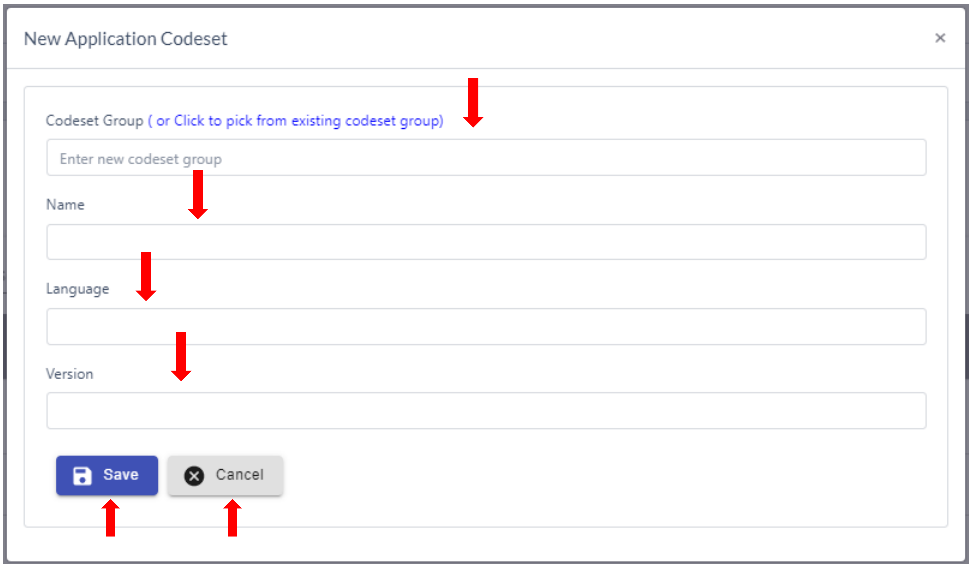
Figure 1.5.2. New Application Codeset



- To create a new codeset group, click the option highlighted in purple (or click to create a new codeset group) in **Figure 11.5.2.**
- The options will change to create a new codeset group as seen in the figure below.

Administration>Application Codeset>Create new codeset group

Figure 1.5.3. Create Codeset Group



- Fill in the required information and click save. A new codeset group will be created.
- To view an already existing variable, select the edit icon and select the delete icon to delete a variable.

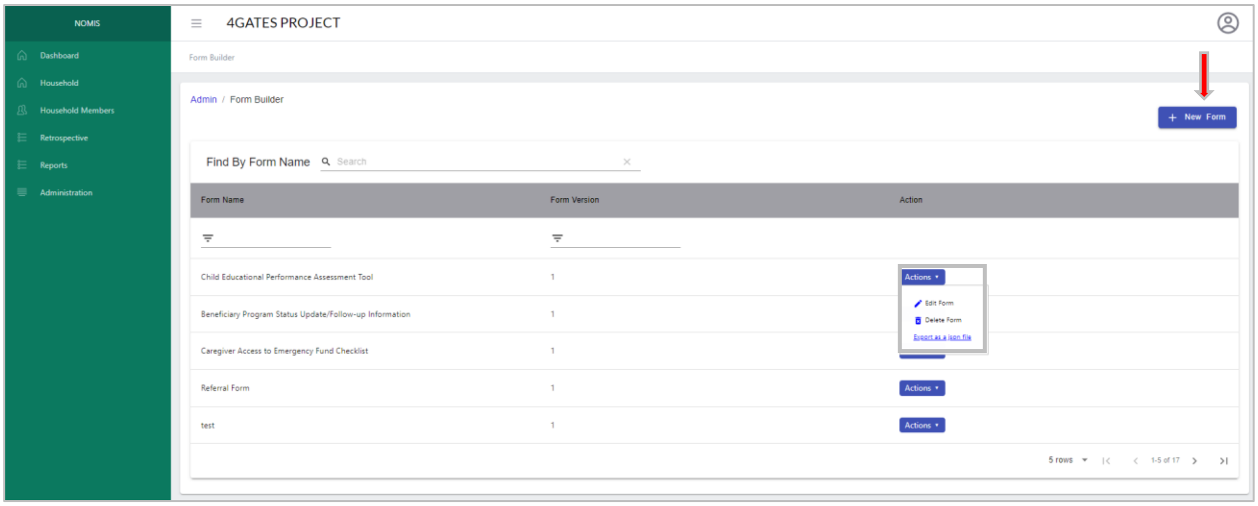
1.7. FORM BUILDER

The form builder functionality is an add-on functionality that can be used to create new forms on the system in a less complex way by a user with the given privilege.

- To create a form, select Administration on the general menu pane, and click on “Form Builder”
- The form builder page is displayed. Click on “New Form” as seen in the figure below.
- To edit or delete an already existing form, click on the “Action” drop-down.

Administration>Form Builder

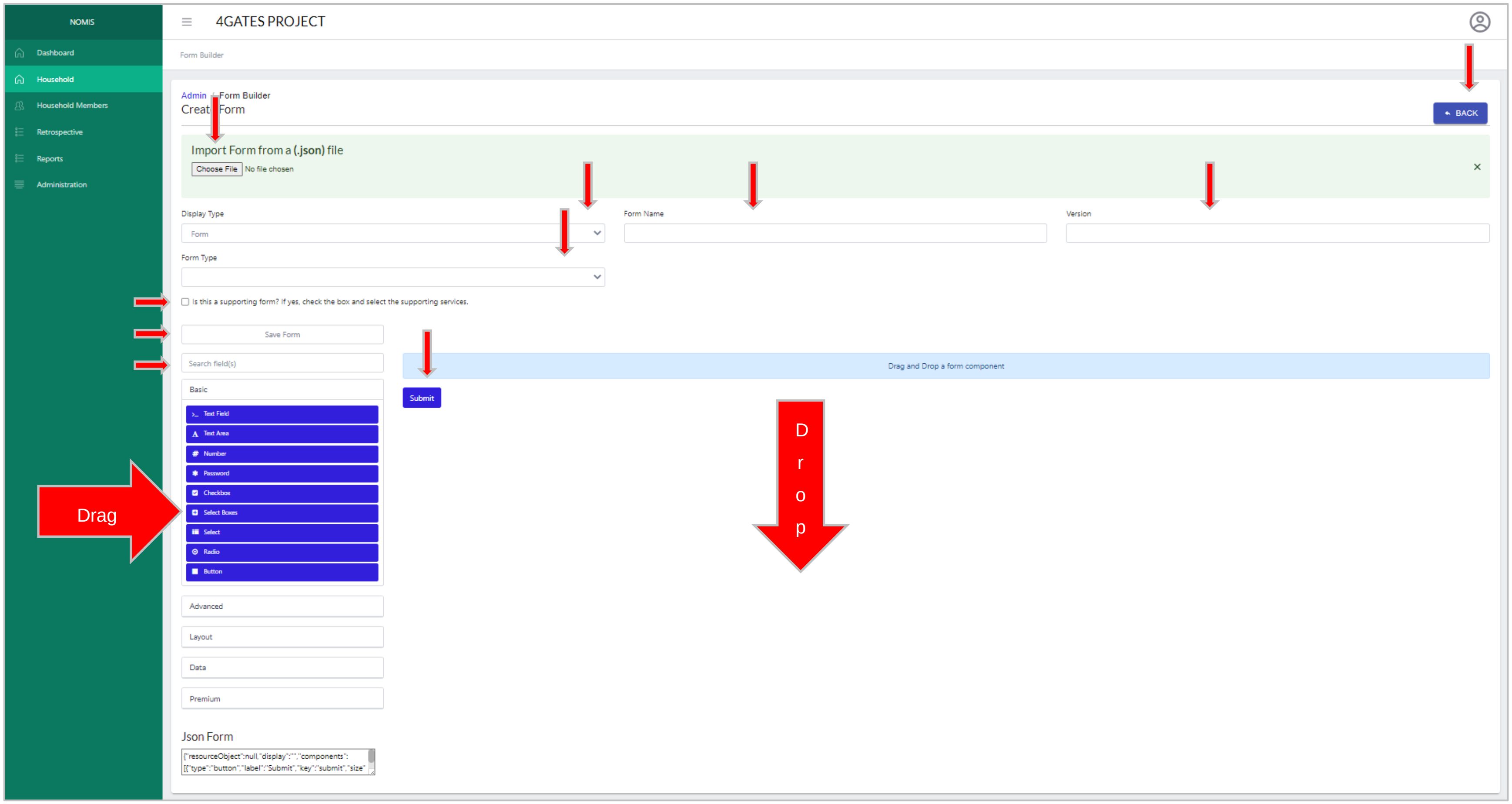
Figure 1.6.1. Form Builder



- A redirected page is displayed to create the forms in the figure below.
- Select the display type, and the form type, and fill in the name of the form and the version.
- If the form is a supporting form, check the box provided.
- Click the “Save Form” to save the form and resume later to avoid data loss.
- The form builder has a drag and drop feature and is intuitive to create your desired fields and/or custom fields for the form.
- After successfully creating your desired form, select the submit button to complete the process.
- To go back to the form builder home page, select the back option at the top right side of the screen.
- An already built form can also be imported into the system using the “import form” feature as seen in the figure below.

Administration>Form Builder>New Form

Figure 1.6.2. Create new Form



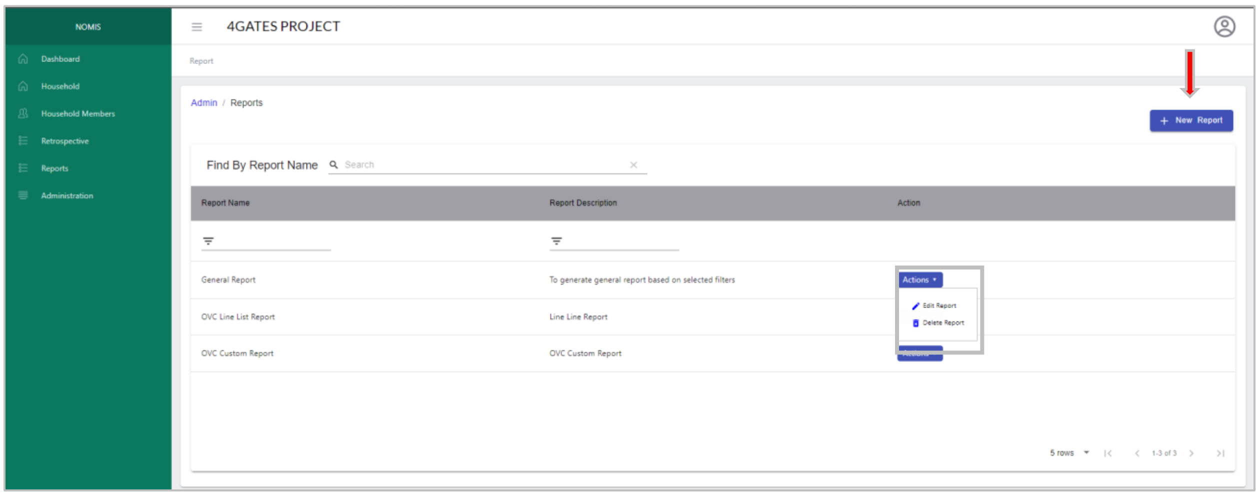
1.8. REPORT BUILDER

Just like the form builder, the report is a report creation tool used to develop simple or custom reports based on the data collected.

- To create a report, select Administration on the general menu pane, and click on “Report Builder”.
- The report builder page is displayed. Click on “New Report” as seen in the figure below.
- To edit or delete an already existing form, click on the “Action” drop-down.

Administration>Report Builder

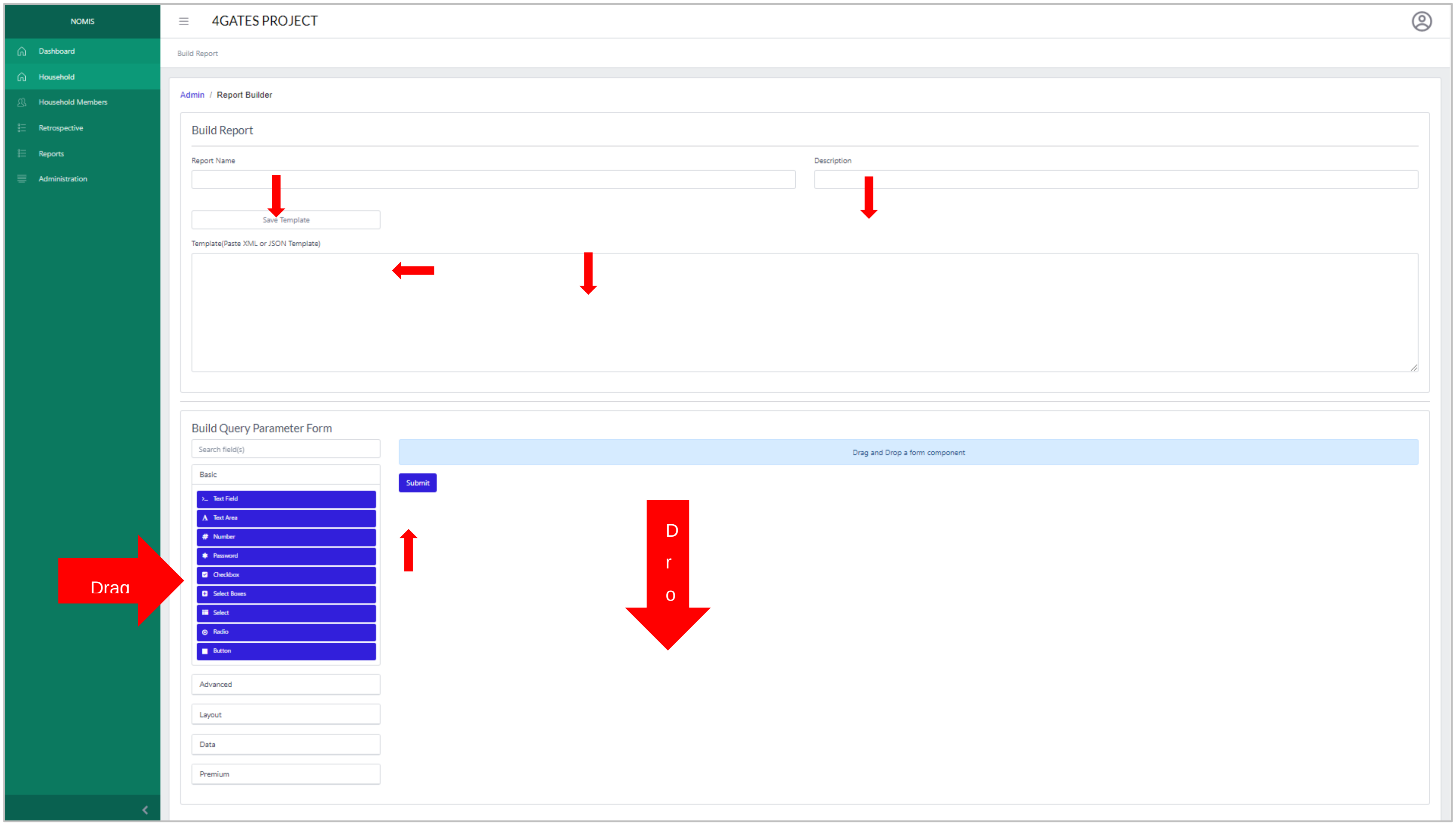
Figure 1.7.1. Report Builder



- A redirected page is displayed to create the report in the figure below.
- Fill in the desired name and description of the report and save it as a template while building the report parameters.
- Paste the report template in the box provided.
- The report builder has a drag and drop feature and is intuitive to create your desired fields and/or custom fields for the report.
- After successfully creating your desired report, select the submit button to complete the process.

Administration>Report Builder>Create Report

Figure 1.7.2. Create New Report



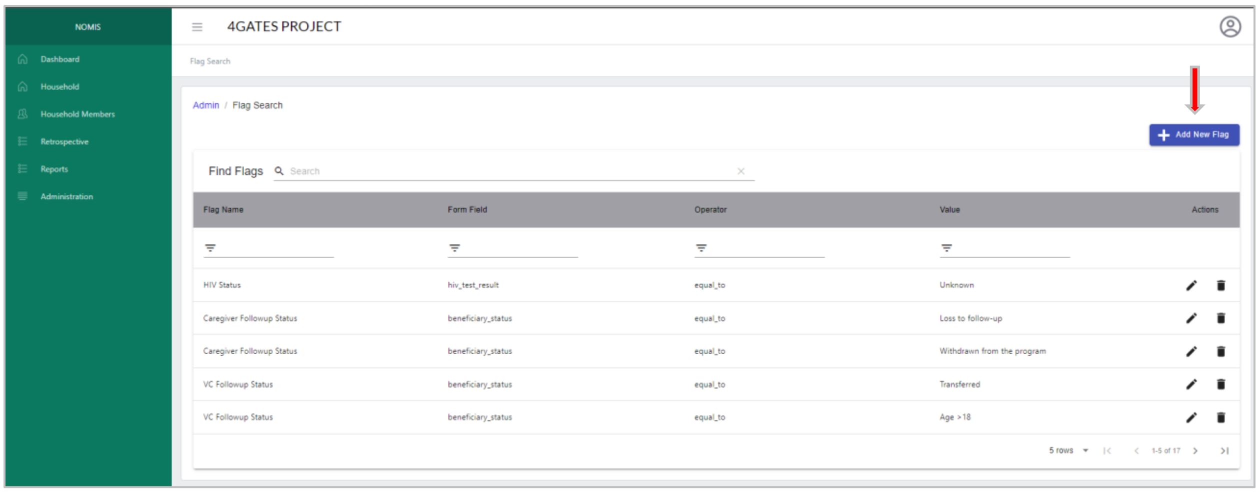
1.9. FLAG MANAGER

The file manager lets you create flags that are used as a signal for a function or a process when using the system to let users know that a certain condition is required or has been met for system efficiency.

- To create a new flag, select Administration on the general menu pane, and click on “Flag Manager”.
- The Flag search page is displayed. Click on “Add New Flag” as seen in the figure below.
- To edit or delete an already exiting flag, click on the icons on the side of each flag.

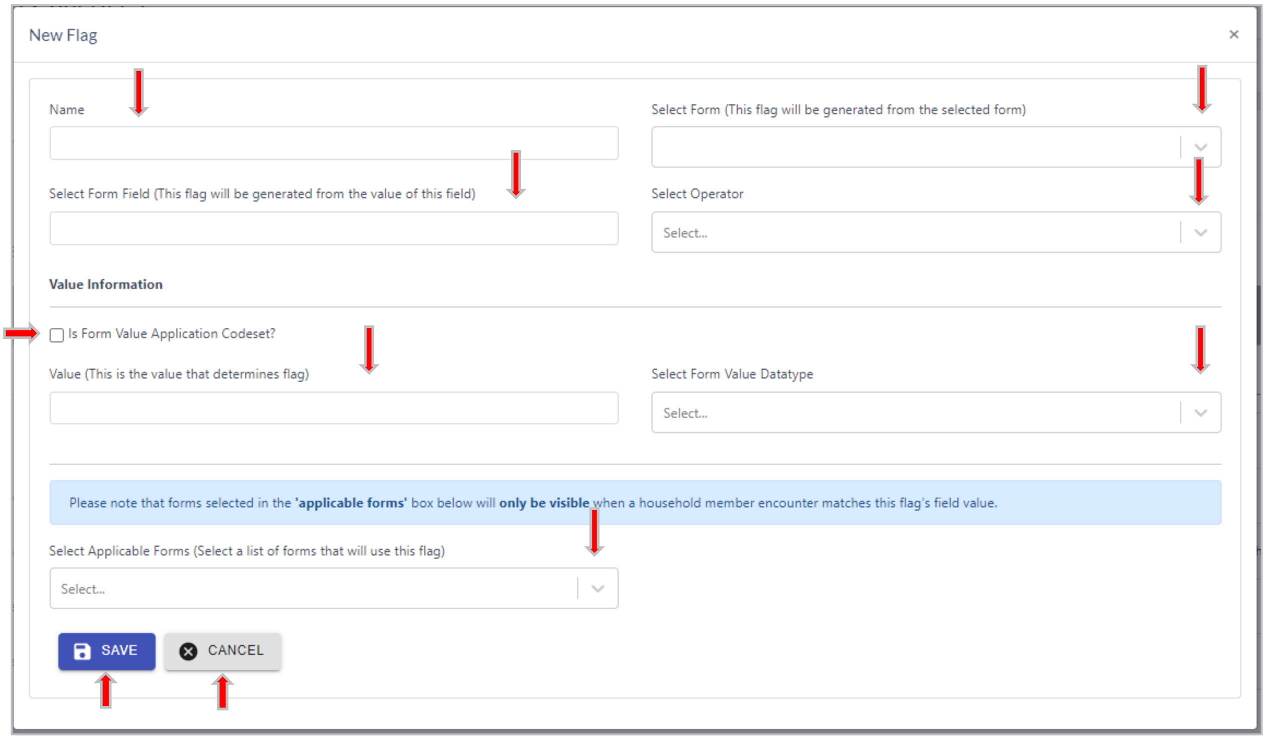
Administration>Flag Manager

Figure 1.8.1. Flag Manager



- A redirected page is displayed create a new flag in the figure below.
- Fill in the desired name of the flag and enter the name of the field (select form field) where you intend to have the flag.
- Select the form where the flag should appear under “Select Form”.
- Select the operator that determines the flag signal or output.
- If the value is an application code set, check the box and enter the value that determines the flag and select the value data type.
- Select the form that the flag will apply to and click save to save the flag. Click cancel to abort the process.

Figure 1.8.2. Create New Flag

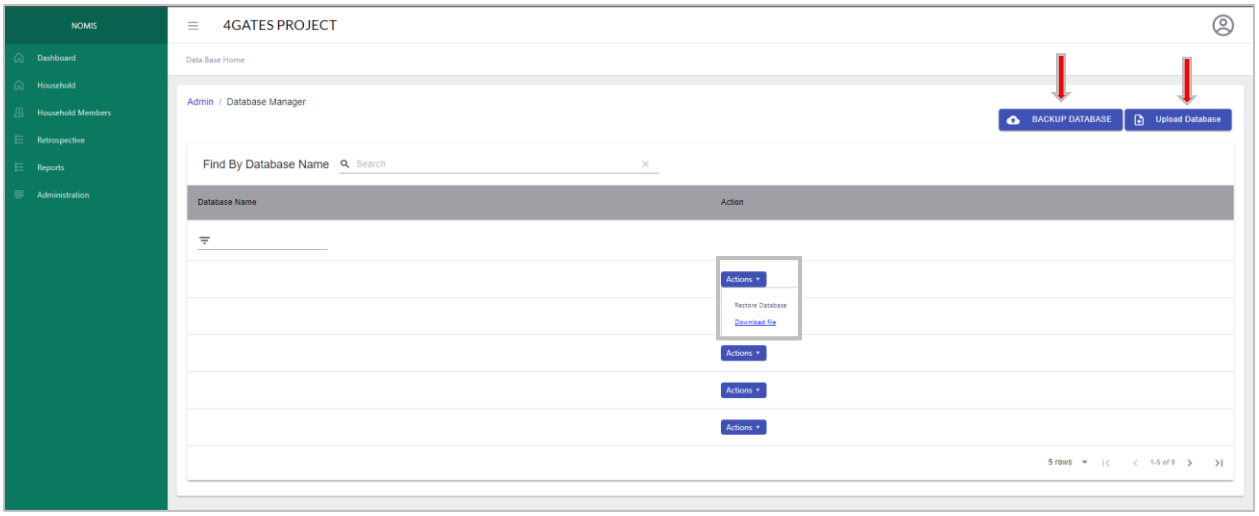


1.10. DATABASE MANAGER:

To manage your database, select Administration on the general menu pane, and click on “Database Manager”.

The database home page is displayed. To back up a database, select the “BACKUP DATABASE” tab, and you will receive a pop-up notification telling you the status of your database backup process.

Figure 1.9.1. Database Manager



To upload a database, select the “Upload Database” tab on the database home page, and a redirected page will be displayed to select the database location on your system.

Click “UPLOAD’ to upload the database and “BACK” to go back to the database home page.

Figure 1.9.2. Upload Database

TL-22-33

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