Mobile Clinic EMR - Admin guide

# Add new users

* Login with a user having the role ‘Mobile Clinic Admin User’
* Go to Administration – Manage Users
* Add user with creating a new person with values
  + Names & gender
  + Username (needs to be unique in the system, common practice is first character of firstname and then lastname, e.g. cneumann)
  + Password
  + Roles
    - Check ‘Mobile Clinic Application User’ for ordinary data officers
    - Additionally check ‘Mobile Clinic Admin User’ for users being allowed to change the system (e.g. adding other users and providers)

# Delete users

Users can’t be deleted, but should be disabled instead to keep the historical data.

* Login with a user having the role ‘Mobile Clinic Admin User’
* Got to Administration – Manage Users
* Search for and open the username
* Enter Disable Account Reason and disable user

# Add providers manually on a single system

* Login with a user having the role ‘Mobile Clinic Admin User’
* Add a new user with name of provider following ‘Add new user’ description
* Choose always the same password for these users (e.g. the default admin password)
* Only select ‘Provider’ as user role
* Go to Administration – Manage providers
* Add provider and enter name of the newly created user into the person field
* Select the matching user (in case there are multiple ones choose the one without an age attached)

# Add providers automatically

There is a way to ‘mass-update’ providers through the ‘Update EMR process’. However as this is done through the technical way to update a full installation, some technical knowledge is required. Therefore as of now only a developer can do this. (Hint for the developer: https://github.com/PIH/openmrs-module-haitimobileclinic-tools/blob/master/metadata/providers\_2013\_april.sql)

# Delete provider

Provider can’t be deleted, but should be disabled instead to keep the historical data.

* Login with a user having the role ‘Mobile Clinic Admin User’
* Got to Administration – Manage Providers
* Search for and open the provider
* Retire the provider while specifying a retire reason

# Update EMR installation

Most parts of the local EMR installation can be updated semi-automatically. In the start under EMR a shortcut labeled update-emr can be found. Once the system has Internet connectivity and invoked, the script checks for available updates and automatically applies them.

A complete shutdown of the EMR is required upfront. The black & white OpenMRS console window needs to be closed.

Technical background information: Updates are pulled from a github repository (https://github.com/PIH/openmrs-module-haitimobileclinic-tools) and can modify these elements:

* OpenMRS modules
* OpenMRS metadata (mainly concepts, various XYZ types, address hierarchy, HTML Forms, Locations, Reports, and others)
* Custom SQL updates
* OpenMRS webapp

# Restore a backup

Backups from the USB backup flash drives can be automatically applied to the system. As this overwrites all data currently available on the system, this needs to be done very carefully. To restore data the USB flash drive needs to be connected to the laptop and the logged in with the user Informatics.

Once the USB drive is connected, navigate with the Windows Explorer to the backup data that needs to be restored. The backup creates directories with the name of the system and timestamps for the various backup versions. Most likely the most recent version is the one that should be restored.

When the relevant directory is identified, then open it, go to the directory openmrs-module-haitimobileclinic-tools\backup and invoke the script restore.bat. This will restore the data from this backup snapshot.

A complete shutdown of the EMR is required upfront. The black & white OpenMRS console window needs to be closed.

This restore can also be used to prepare the spare system as a replacement or to create a new system after finishing the instruction from the Installation Guide.

# Reset database

For testing purpose it can be helpful to reset all patients with their encounters and observations. E.g. this allows using a currently not used system as a training or testing installation. Once the training or testing is over, all the patient related data can be removed.

This step should be carefully considered as the data will be lost completely and be only done if it is certain that the data is no longer needed. In doubt a backup of the current system before the training/testing session should be made. Afterwards this backup can be restored again.

To delete all patient data, open the ‘EMR tools’ link under the EMR folder of the startmenu. Then navigate to the misc folder and start the script delete\_all\_patients.bat.

# Execute SQL statements

In rare case it might be necessary to execute SQL directly to modify/fix problems on the level of the database. For such cases a shell to the OpenMRS database can be open. Click on the ‘EMR tools’ link under the EMR folder of the startmenu. Then navigate to the misc folder and start the script open\_mysql\_shell.bat.

Here SQL statements provided by a developer can be manually invoked, e.g. by copy and pasting them into this window.

# Remote access

Eventually all systems are supposed to be accessible throughout a public IP address. However the details and policies around when and how to make a system available are not yet established. Until then an intermediate solution is available upon request with access through the software called TeamViewer.