WIZARA YA AFYA NA USTAWI WA JAMII
MPANGO WA TAIFA WA KUDHIBITI MALARIA (LLIN MRC)
USER MANUAL DOCUMENTATION
PREFACE

The system is established to facilitate the distribution of medicated mosquito nets, keeping records of all data concerning the programme including personnel, equipment, medicines and all other materials facilitating the whole activity.

The system is capable to run on different platforms like operating systems (Windows and ubuntu), browsers such as Mozilla Firefox, Chromium, Safari, explorer and others, also will be accessed through two ways which are:
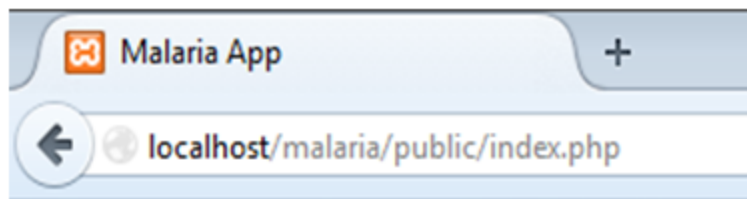
Requirements:

Computer with minimum of 2GB RAM, 2GHZ processor, and at least 150GB hard disk.

Server: phpmyadmin.

Browsers: Chromium, Mozilla Firefox or any browser.

  Locally**: localhost/LLIN/public/index.php**, by opening any of the mentioned above browsers and type localhost/malaria/public/index.php in the address bar and the first page for user login will open

Online: **http://104.131.161.8/LLIN/public/index.php/login**, by opening any of the mentioned above browsers and type http://104.131.161.8/LLIN/public/index.php/login in the address bar and the first page for user login will open

Fig 1: Login page

After the login page has opened the user will be required to enter the system by providing the username and password that has been given by the administrator during user registration prompted by the system and he/she will fill the required details as requested, and if success the

system will direct user to the home page with Home details as default in which he/she can do different tasks as shown on the snapshot, and if fail the system will redirect user to the login page asking the user to provide accurate data with the message Username or password is Incorrect

Fig 2: Home page

In the home page there are different information on the net distribution, on the upper bar there is the title for the system with two logos one on the left hand and one on the right hand side, below it there is a strip with some links which direct user to what task he/she wants to do, and those are Home, Registration, Reports, Supervisor, Statistics and Settings, and below the links strip is some details in summary with all region link for displaying Net Distribution Summary, and any of the region link is clicked the Net Distribution Summary will be displayed below the region list showing summary for a specific region.

REGISTRATION

The system is designed to register and monitor the coupons in order to ensure the equal distribution of nets to all villages. By hovering mouse on Registration link on the strip different options will be displayed as registration dropdown list.
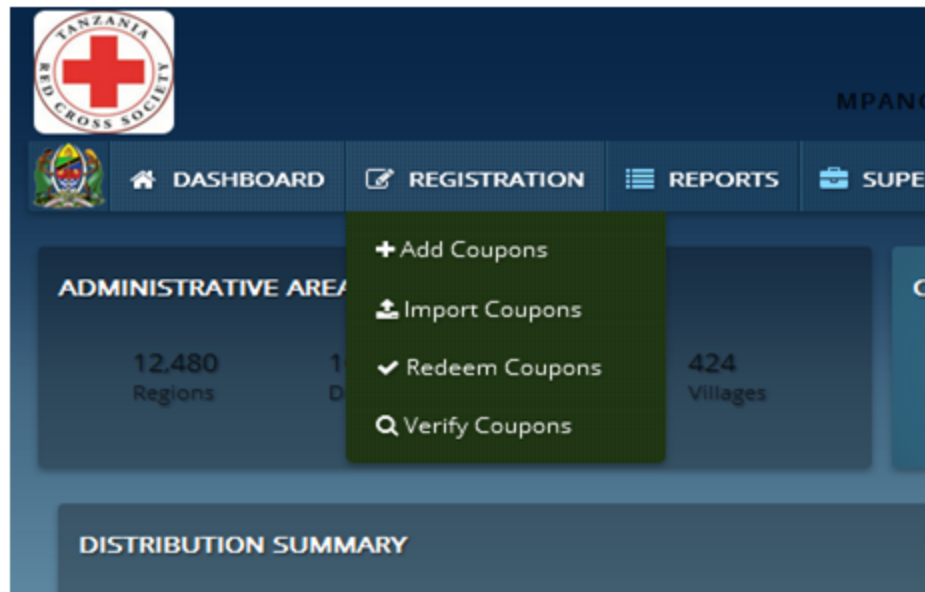

Fig 3: Registration dropdown list

Adding coupons

When the **Add Coupons** link is clicked the form for new coupon registration will be displayed that allows user to fill all required information like voucher number pre entered region with its districts, wards and villages and details to whom the nets are given to, while filling the coupon form for the case of voucher number there will be automatic barcode generation that will be shown on both form and on the right hand side will be displaying the well filled form that will be saved at last by clicking SAVE button bellow the form, and this form will be printed and given to the client for the confirmation of nets distribution by proving the barcode generated during adding of the coupons.

Fig 4: Adding coupon

Importing coupons

When **Import Coupons** is clicked the page for coupons importation will be displayed with directions on how to format the excel before uploading, before uploading the user must make sure the heading columns in the excel are on the first row the column names correspond the sample to be uploaded, and correct region, district, ward and village. To see the sample of excel to be uploaded user may click the sample file on rule number 4 and the sample file will be found in Downloads.

Or during choosing region, district, ward and village on the four fields the sample of excel sheet to be uploaded will be shown below, so user must study it carefully before start uploading the file, when the format is understood, and the excel sheet is prepared, user will click on Drop Xlxs or click to upload, or he/she may drag the file to the white space, and the file will start to upload into the system with all data required into the system with respective village.

Fig 5: Coupon importation

Coupon Redeeming

When **Redeem Coupons** is clicked the plain forms appears that are not editable with the option space on top of the page with title **"Scan(write) the Code on Voucher "** in which the barcode/ voucher number is scanned. These is done during redeem of the vouchers being recorded during registration of the client and assure the correct. When the voucher number/barcode is entered the system will automatic generate the required form with all pre filled details, when the code is incorrect the system will alert with
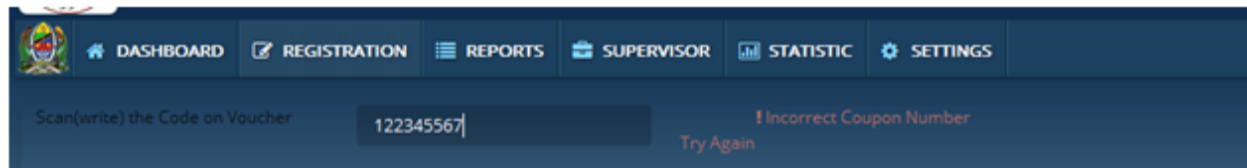

Fig 6: Response to wrong captured voucher number

and when the correct coupon is detected the system will show information including the number of nets needed to be offered with the blue color rounded tick when the tick is clicked the confirmation on registered voucher for people and the net to be distributed will be redeemed.
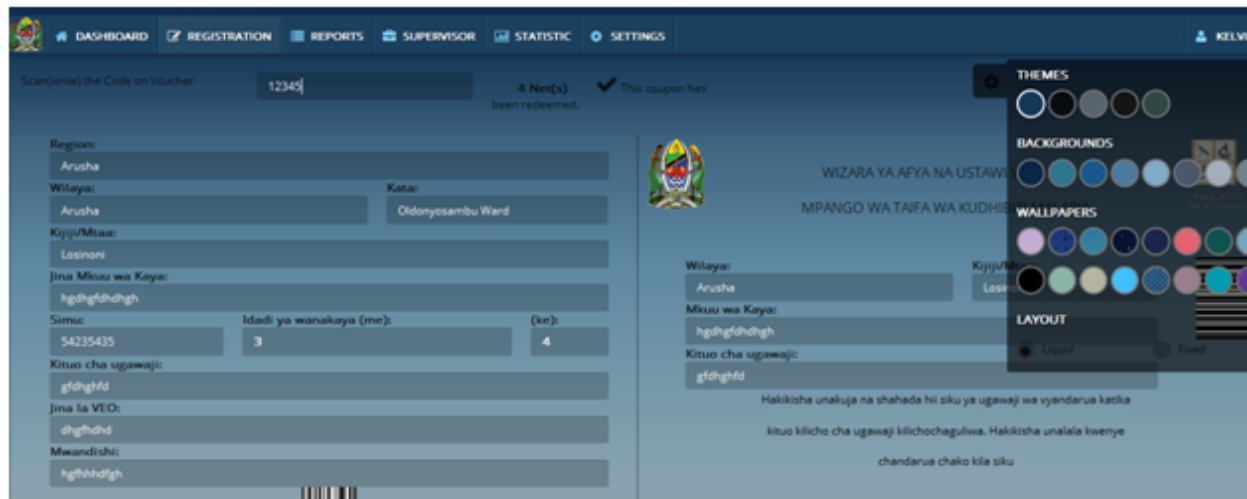

Fig 7: Successful redeemed coupon

Coupon Verification

When **Verify Coupons** is clicked the plain forms appears that are not editable with the option space on top of the page with title **"Scan(write) the Code on Voucher "** in which the barcode/ voucher number is scanned. These is done during verification of the vouchers being recorded during registration of the client and assure the correct. When the voucher number/barcode is entered the system will automatically generate the required form with all pre filled details, when the code is incorrect the system will alert with
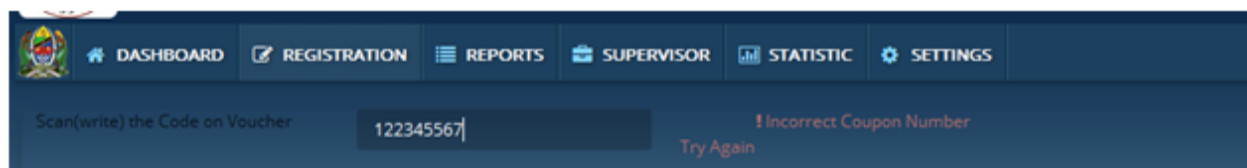
Fig 8: Coupon verification

and when the correct coupon is detected the system will show information including the number of nets needed to be offered with the blue color rounded tick when the tick is clicked the confirmation on registered voucher for people and the net to be distributed will be verified.

Fig 9: Coupon verification page

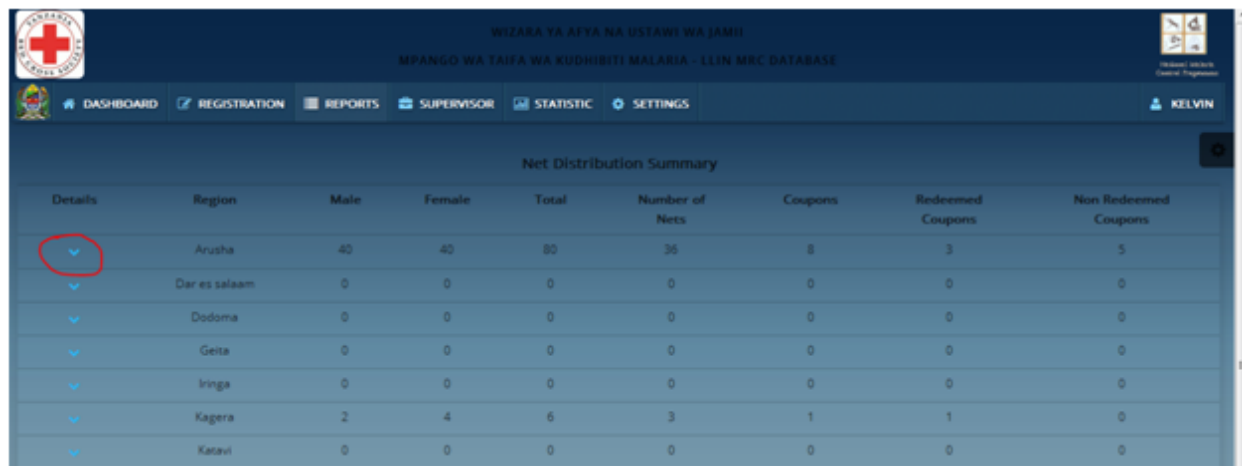**REPORTS GENERATION**

The system is capable to generate different type of report that are needed and useful for the government and offering organization for different uses like statistic and planning for development of the country. When mouse is hovered on **Report** link the list of **Summary, Distribution List and Issuing List** dropdown appears
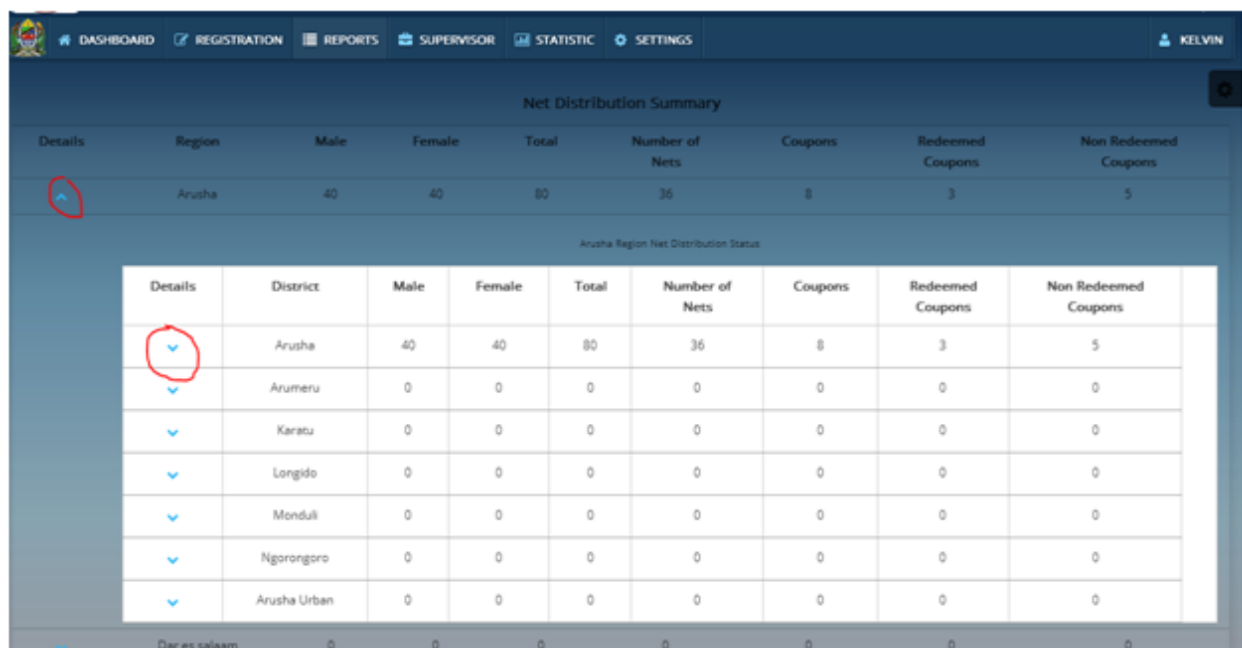

Fig 10: Dropdown for Report

When **Summary link** is clicked the list of all regions is displayed showing the total number of people in each family/kaya separating female from male the number of nets to be offered, coupons, redeemed coupons and not redeemed coupons. Also in the summary page in each region on the left hand side there is dropdown arrow which show the extension to the district from district to wards and finally to village showing the same summary on the data involved in distribution of nets

Details	Region	Male	Female	Total	Number of Nets	Coupons	Redeemed Coupons	Non Redeemed Coupons
⌄	Arusha	40	40	80	36	8	3	5
⌄	Dar es salaam	0	0	0	0	0	0	0
⌄	Dodoma	0	0	0	0	0	0	0
⌄	Geita	0	0	0	0	0	0	0
⌄	Iringa	0	0	0	0	0	0	0
⌄	Kagera	2	4	6	3	1	1	0
⌄	Katavi	0	0	0	0	0	0	0

Fig 11: Summary for regions level

Net Distribution Summary

Details	Region	Male	Female	Total	Number of Nets	Coupons	Redeemed Coupons	Non Redeemed Coupons
⌃	Arusha	40	40	80	36	8	3	5

Arusha Region Net Distribution Status

Details	District	Male	Female	Total	Number of Nets	Coupons	Redeemed Coupons	Non Redeemed Coupons
⌄	Arusha	40	40	80	36	8	3	5
⌄	Arumeru	0	0	0	0	0	0	0
⌄	Karatu	0	0	0	0	0	0	0
⌄	Longido	0	0	0	0	0	0	0
⌄	Monduli	0	0	0	0	0	0	0
⌄	Ngorongoro	0	0	0	0	0	0	0
⌄	Arusha Urban	0	0	0	0	0	0	0
⌄	Dar es salaam	0	0	0	0	0	0	0

Fig 12: Summary for district level

Net Distribution Summary

Details	Region	Male	Female	Total	Number of Nets	Coupons	Redeemed Coupons	Non Redeemed Coupons
	Arusha	40	40	80	36	8	3	5

Arusha Region Net Distribution Status

Details	District	Male	Female	Total	Number of Nets	Coupons	Redeemed Coupons	Non Redeemed Coupons
	Arusha	40	40	80	36	8	3	5

Arusha District Net Distribution Status

Details	Ward	Male	Female	Total	Number of Nets	Coupons	Redeemed Coupons	Non Redeemed Coupons
	Oldonyosambu Ward	40	40	80	36	8	3	5
	Olkokola Ward	0	0	0	0	0	0	0
	Ilkiding'a Ward	0	0	0	0	0	0	0
	Bangata Ward	0	0	0	0	0	0	0
	Sokon II Ward	0	0	0	0	0	0	0
	Oltoroto Ward	0	0	0	0	0	0	0

Fig 13: Summary for wards level

Net Distribution Summary

Details	Region	Male	Female	Total	Number of Nets	Coupons	Redeemed Coupons	Non Redeemed Coupons
	Arusha	40	40	80	36	8	3	5

Arusha Region Net Distribution Status

Details	District	Male	Female	Total	Number of Nets	Coupons	Redeemed Coupons	Non Redeemed Coupons
	Arusha	40	40	80	36	8	3	5

Arusha District Net Distribution Status

Details	Ward	Male	Female	Total	Number of Nets	Coupons	Redeemed Coupons	Non Redeemed Coupons
	Oldonyosambu Ward	40	40	80	36	8	3	5

Oldonyosambu Ward Net Distribution Status

Village	Male	Female	Total	Number of Nets	Coupons	Redeemed Coupons	Non Redeemed Coupons
Losinoni	33	32	65	29	6	3	3
Oldonyowas	7	8	15	7	2	0	2
Lemong'o	0	0	0	0	0	0	0

Fig 14: Summary for villages level

When the **Distribution List** link is clicked the two text fields appear on the distribution page, in which the user can specify the region the district so that the specific area can be grabbed with the details. On clicking Mkoa space the region dropdown appears and user may select region then on the second space is the dropdown for districts also he/she may choose the required district.
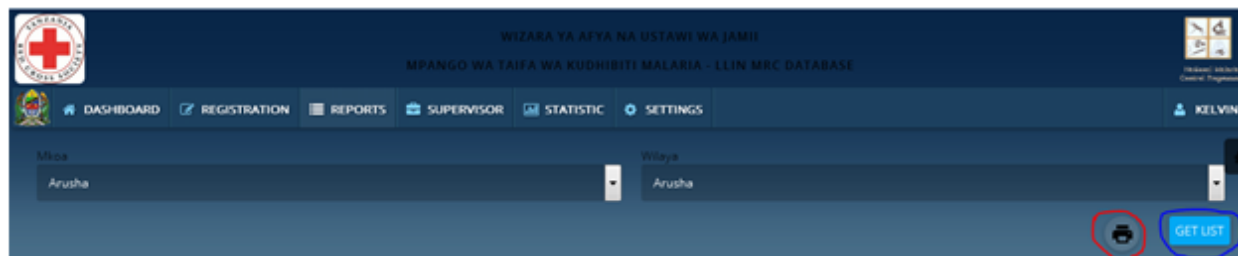
Fig 15: Distribution list page

Below Mkoa and Wilaya there are two button the first black picture for printer with red round on figure …. allows user to print the information for specific region showing the summary on the net distribution across the country in PDF format. This sheet will be used by the net distributer across the district to confirm the exact number of nets to be given to each household, the space for **Buffer** will be used only if there is extra nets for each house/kaya.

Fig 16: Downloaded word document for distribution list

And when the Get list button is clicked the list of all villages in selected district will be displayed showing the number of coupons, nets distributed in each village.

Village	Number of Coupons	Number of Nets	Buffer
Banyibanyi	0	0	
Chamae	0	0	
Chamkoroma	0	0	
Chang'ombe	0	0	
Chigwingwili	0	0	
Chilanjilizi	0	0	
Chimotolo	0	0	
Chitego	0	0	
Chiwe	0	0	
Hembahemba	0	0	

Fig 17: Page for listing all distribution list

When the **Issuing List** link is clicked the page with fields will appear showing blank space to be filled with information. User must select the region, district, ward, village, and other information gathered during voucher registration.

Fig 18: Page for listing all issuing list

After that he/she can print the details in PDF format by clicking the black printer picture rounded by blue color and the system will download the pdf of those information. And this sheet will be used by the Village Executive Officer (VEO) to confirm the number of nets provided for his/her village.

Fig 19: Downloaded word document for issuing list

when the Get list button which is surrounded by red color is clicked the list of all registered village with all information will be displayed. It is useful for the net provider to confirm the delivery of nets at each village. This will be done through making a call to VEO to assure the delivery of nets to certain village.

Fig 20: Page for listing all issuing list

SUPERVISION

It is used by the net distribution supervisor for closing up the net distribution activity, net delivery confirmation and timeline for each district. The closing of net distribution will be done every time the time scheduled for the exercise is completed for every district. When mouse is hovered on Supervisor link the dropdown appears Activity Closing, Net delivery and timeline links.
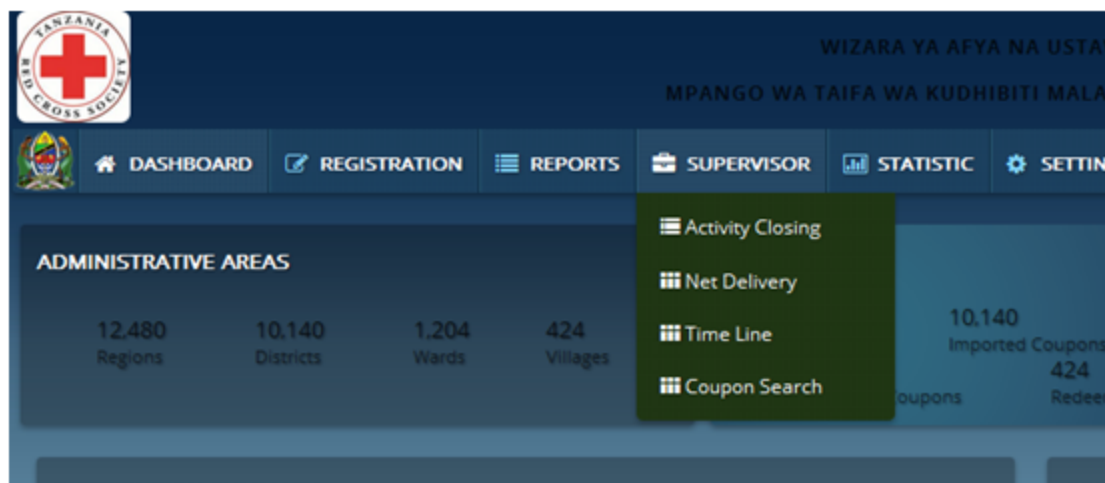

Fig 21:Dropdown for supervision activities

When is **Activity Closing** clicked the net distribution activities closing page appears with two empty field for Mkoa and Wilaya in which he/she will select region and respective district for closing the activity, this will be done each time the activity is finished at particular district. After select the region and district he/she must click SHOW SUMMARY button below the field and

the list of the net distribution summary will be displayed showing the number of nets, coupon, redeemed coupons and non-redeemed coupon where he/she can close the activity by clicking CLOSE NET DISTRIBUTION FOR DISTRICT and the activity will be closed.

Fig 21: Activity closing

Net delivery confirmation is done every time the nets have been delivered by the VEO at the village level, and this is done by the supervisor by **clicking Net Delivery** and the form with some pre entered data will be displayed, in this section the supervisor will be calling the VEO for particular village asking/verifying if the nets are received as needed, the time and the name of the receiver, this is done for verification of net delivery.

Fig 22: Net delivery

Timeline enables user to view activity schedules for all the activities which have already been done. Here user can only view time but cannot change or make any modifications.

Fig 23: Time line showing the all activity schedule

Coupon search is done after all coupon has been registered into the system, so during verification supervisor may use the interface for searching coupons and check for the validity of that coupon, and verify the information by clicking the tick symbol at each information, this is useful when the coupon number/barcode is forgotten in which it helps user to use few information to collect other in order to verify the coupons.

Fig 24: Coupon search

STATISTICS

Statistics enable system users to get analyzed and organized data from information collected. Data is presented based on a certain report type for a certain administrative unit i.e. regions, districts, wards or village.Under report type is a list of reports that can be presented to the system user. It includes **coupon summary**, **distribution summary**, **population**, **coupon quality**, **administrative units** and **delivery summary**.

For a user to get a statistical data will have to choose type of report by clicking report type e.g. coupon summary, then choose the administrative unit corresponds to that report e.g. region and then select a region e.g. Arusha.

When selecting **coupon summary**, user will choose type of administrative unity whether it is region wise, district wise or at the village level, those administrative units will appear in dropdown in which user can select by clicking respective administrative unit, and all selected units will appear with a tick marks, and while doing the page with statistical data will be displayed below the fields, with details on coupon status, that is redeemed coupons and non-redeemed coupons.
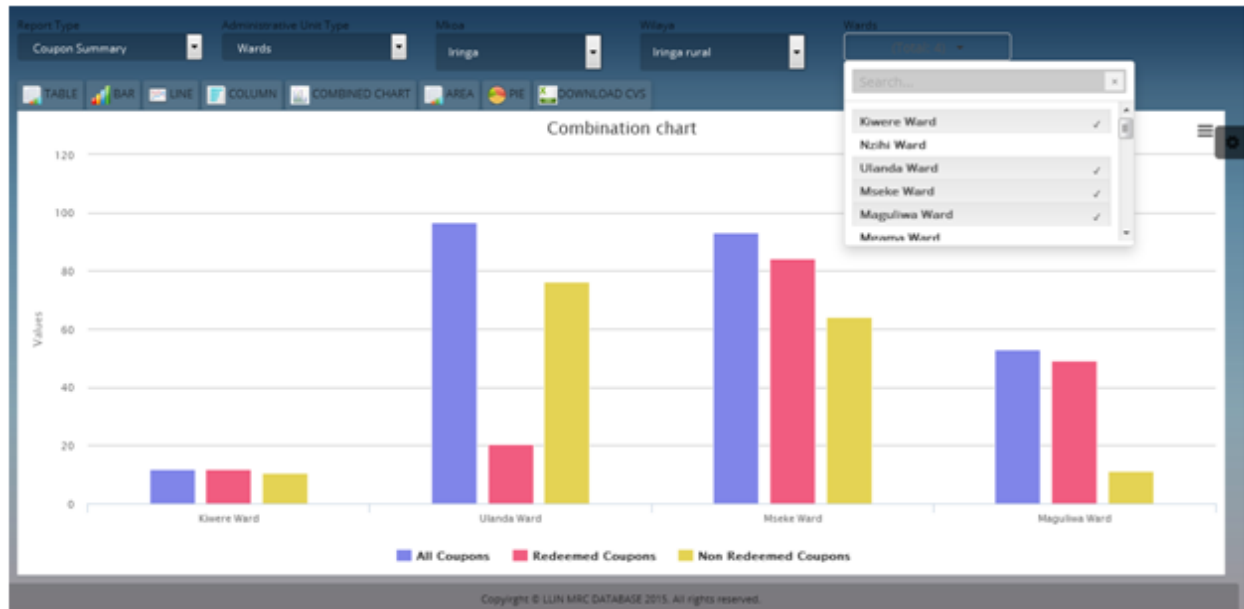
Fig 25: Bar chart showing Coupon summary

And those statistical data can be displayed in any style the user wants like table, pie charts, lines, bar, area, column and combined charts, according to the requirement from data consumers, and for each style of statistical data display user can print the data when computer is connected to printer by clicking Print Chart or download the data in different format like pdf, picture of png, jpeg or svg format
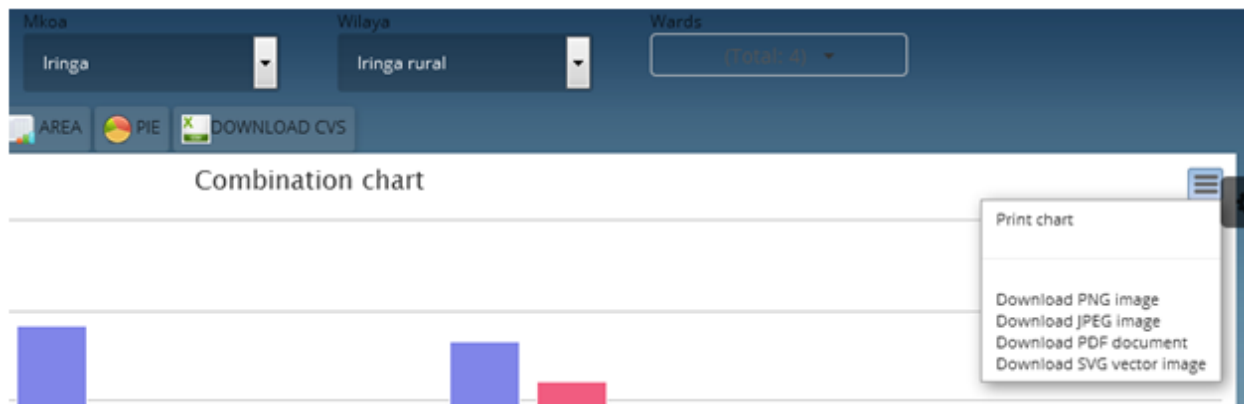

Fig 26: Print and download options

When selecting **distribution summary**, user will choose type of administrative unity whether it is region wise, district wise or at the village level, those administrative units will appear in dropdown in which user can select by clicking respective administrative unit, and all selected units will appear with a tick marks, and while doing the page with statistical data will be displayed below the fields, with details on number of coupons and number of nets to be distributed at villages. And those statistical data can be displayed in any style the user wants like table, pie charts, lines, bar, area, column and combined charts, according to the requirement from data consumers, and for each style of statistical data display user can print the data when

computer is connected to printer by clicking Print Chart or download the data in different format like pdf, picture of png, jpeg or svg format
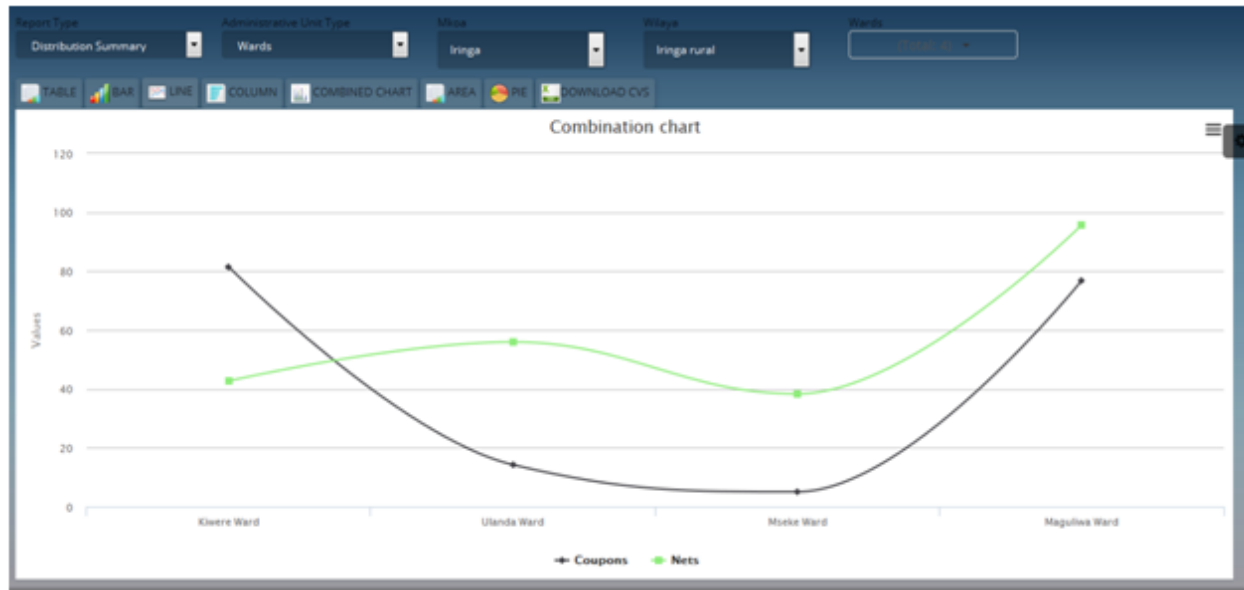

Fig 27: Line chart showing Distribution summary

When selecting **population**, user will choose type of administrative unity whether it is region wise, district wise or at the village level, those administrative units will appear in dropdown in which user can select by clicking respective administrative unit, and all selected units will appear with a tick marks, and while doing the page with statistical data will be displayed below the fields, with details on number of registered people at each selected level, that will show the actual population that registered and supposed to be given nets with categories on men and women.
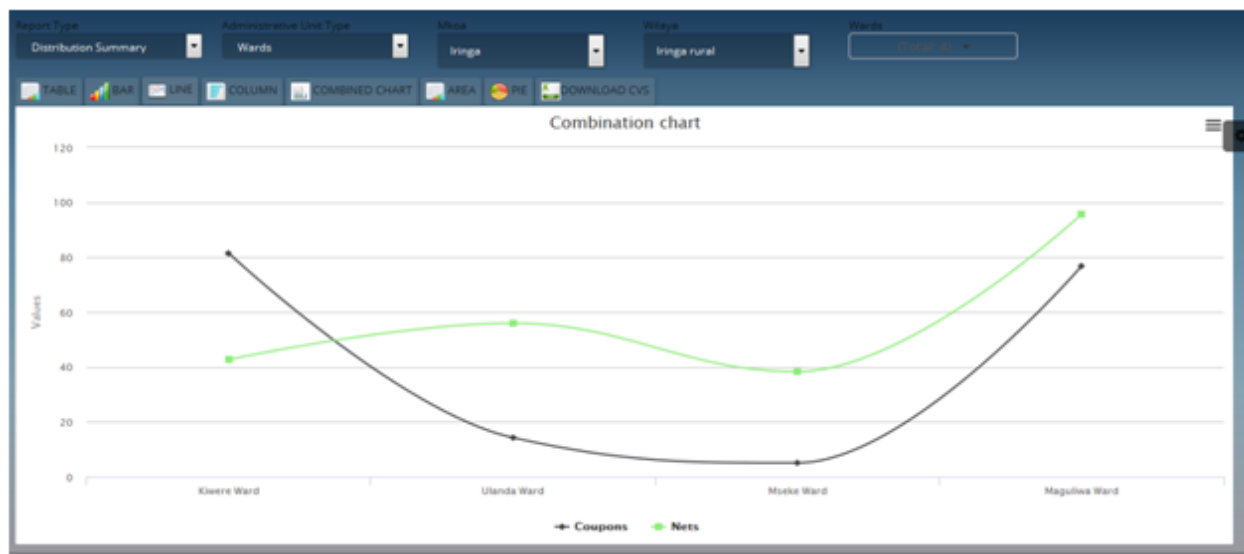

Fig 28: Line chart showing Population of men against women at each village

And those statistical data can be displayed in any style the user wants like table, pie charts, lines, bar, area, column and combined charts, according to the requirement from data consumers, and for each style of statistical data display user can print the data when computer is connected to printer by clicking Print Chart or download the data in different format like pdf, picture of png, jpeg or svg format

When selecting **coupon quality**, user will choose type of administrative unity whether it is region wise, district wise or at the village level, those administrative units will appear in dropdown in which user can select by clicking respective administrative unit, and all selected units will appear with a tick marks, and while doing the page with statistical data will be displayed below the fields, with details on number all imported coupons and the coupons that have been verified. And those statistical data can be displayed in any style the user wants like table, pie charts, lines, bar, area, column and combined charts, according to the requirement from data consumers, and for each style of statistical data display user can print the data when computer is connected to printer by clicking Print Chart or download the data in different format like pdf, picture of png, jpeg or svg format
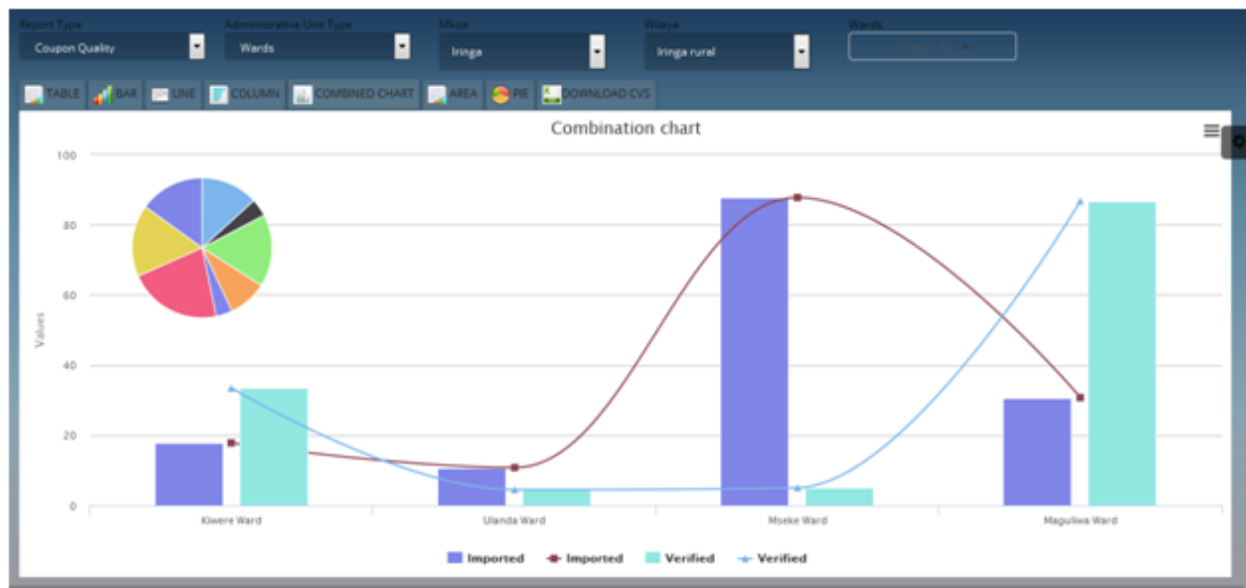

Fig 29: Combined Chart for Coupons quality

When selecting **administrative unit**, user will choose type of administrative unity whether it is region wise, district wise or at the village level, those administrative units will appear in dropdown in which user can select by clicking respective administrative unit, and all selected units will appear with a tick marks, and while doing the page with statistical data will be displayed below the fields, with details showing the number of all registered administrative unit. And those statistical data can be displayed in any style the user wants like table, pie charts, lines, bar, area, column and combined charts, according to the requirement from data consumers, and for each style of statistical data display user can print the data when computer is connected to

printer by clicking Print Chart or download the data in different format like pdf, picture of png, jpeg or svg format

When selecting **delivery summary**, user will choose type of administrative unity whether it is region wise, district wise or at the village level, those administrative units will appear in dropdown in which user can select by clicking respective administrative unit, and all selected units will appear with a tick marks, and while doing the page with statistical data will be displayed below the fields, with details showing the number of all required nets and those already delivered. And those statistical data can be displayed in any style the user wants like table, pie charts, lines, bar, area, column and combined charts, according to the requirement from data consumers, and for each style of statistical data display user can print the data when computer is connected to printer by clicking Print Chart or download the data in different format like pdf, picture of png, jpeg or svg format.
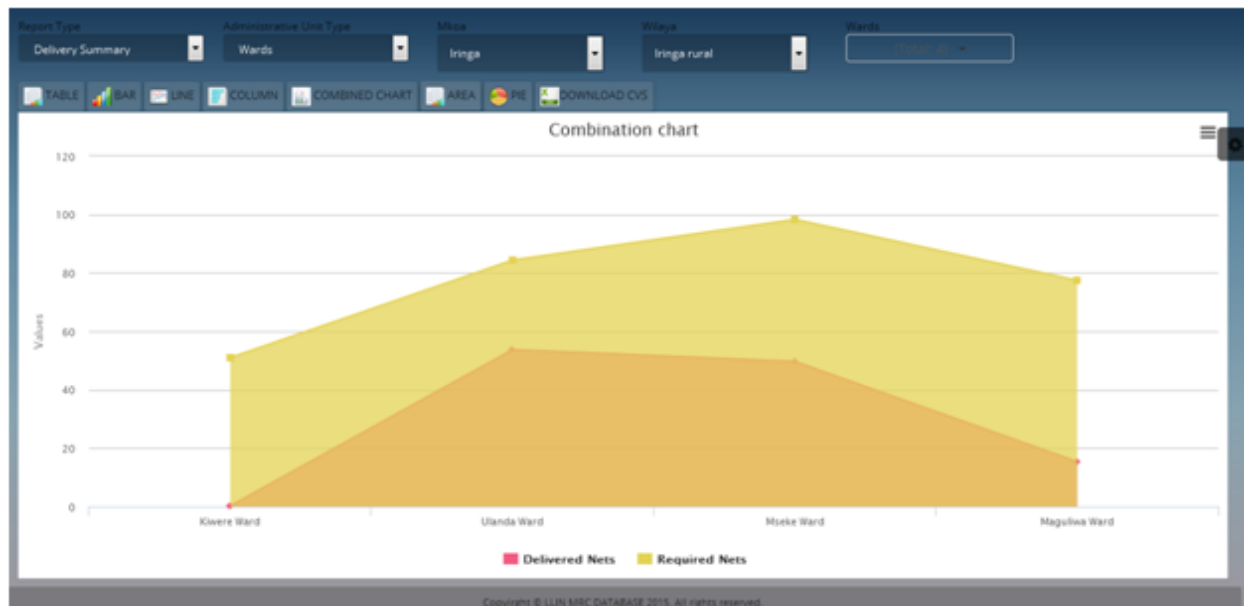
Fig 30: Area Chart for net delivery summary

SETTINGS

This is where the Region, district, wards with respective villages and users of the system's information can be managed , where they can be added, edited or deleted. When the mouse is hovered on Settings link the dropdown with administrative unit, user, time line and message recipients links appears below it.
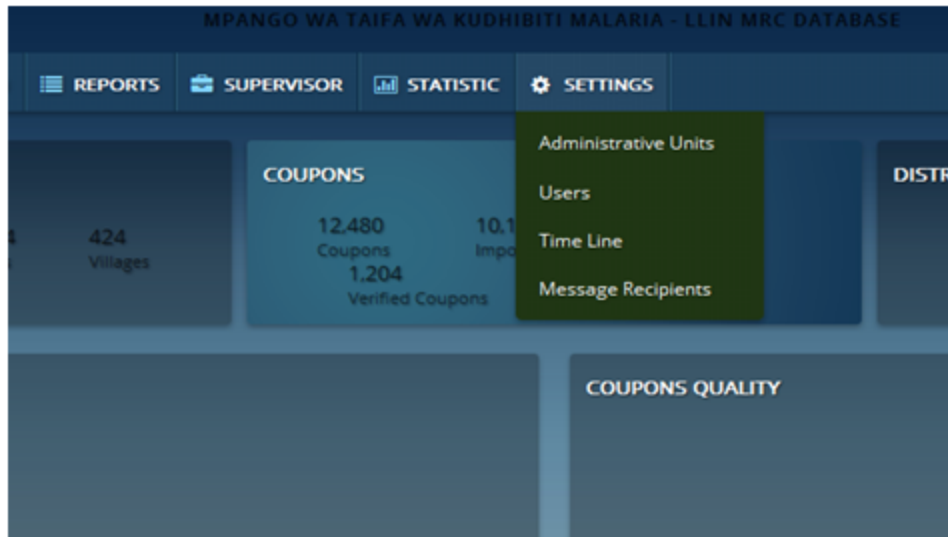
Fig 31: Dropdown showing all settings

When **Administrative Unit** link is clicked, the page with the list of entered regions will be displayed at right hand side and the text area at left hand side in which the administrator can add new region in case the new region is required to be added by selecting the empty field and type the name of the region, during typing the adding button will change color to blue and clickable showing that the region can be added, by clicking the ADD button the region will be added into the system and it will be displayed below the regions list making tree structure from the country(Tanzania).
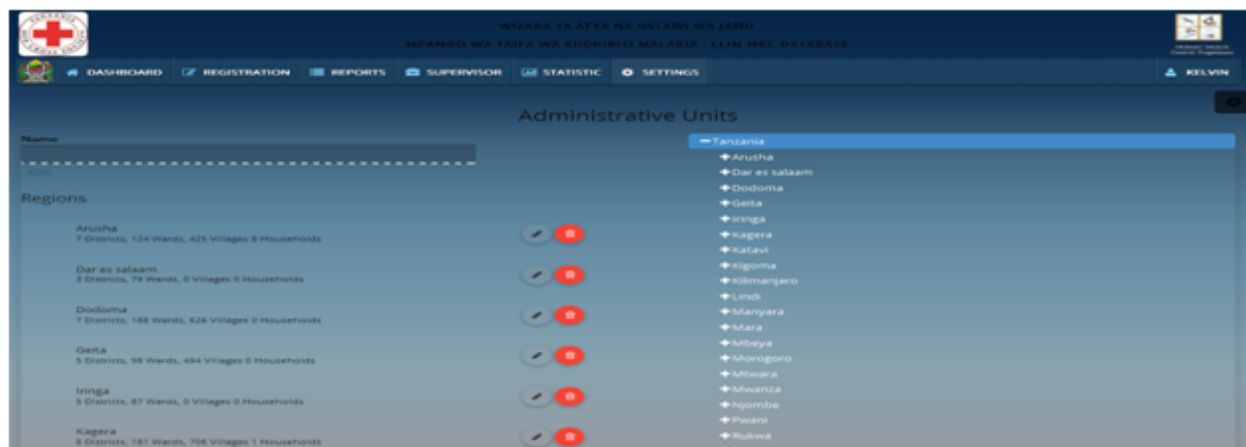
Fig 32: Administrative units

On clicking the region if it empty no district will be shown as siblings, and on adding new district user must select the specific region, type the name of district on the text area found on the left hand side as when adding Region, then the district will be added and be displayed below the region as sibling. The same will be done on adding Wards and village only thing is when you add ward district must be clicked and for village ward must be clicked first respectively.

After all have been added or on adding, user can manage the entered information on the left hand side of that page in which at any information added there will be two buttons for editing and deleting that information, the delete button will only be used if the information is not needed into the system, otherwise it is advised not to do with bad intentions.

When mouse hovered on Edit the title will displaying alerting that you are editing the specific data, and on clicking, the name of the field will be editable and the button will be changing to green tick that when mouse hovered on it, there will be the title Save Changes, and when clicked the changes will be saved into the system,
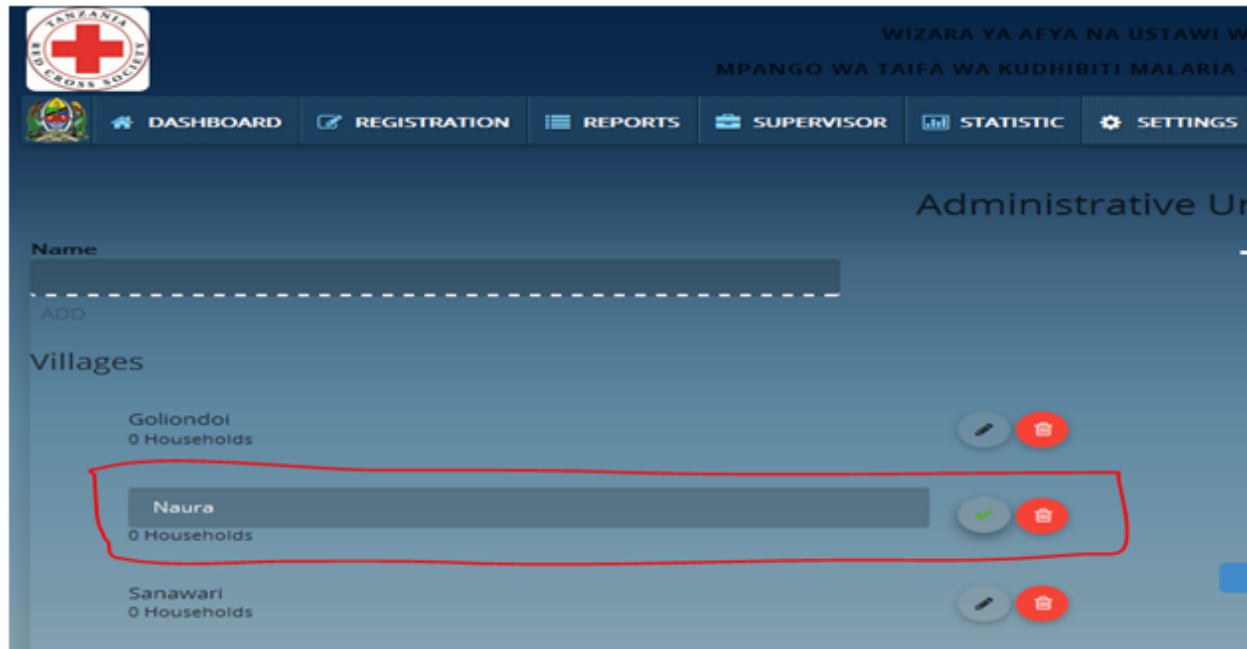
Fig 33: Editing the administrative unit

On deleting the information the user will click the red button with trash picture, in which when clicked pop up window appear asking user if he/she is sure wants to delete that data, if sure, user will click DELETE button and the data will be removed from the database, and if CANCEL button is clicked the data won't be deleted. This is made to avoid accidentally deletion of data.
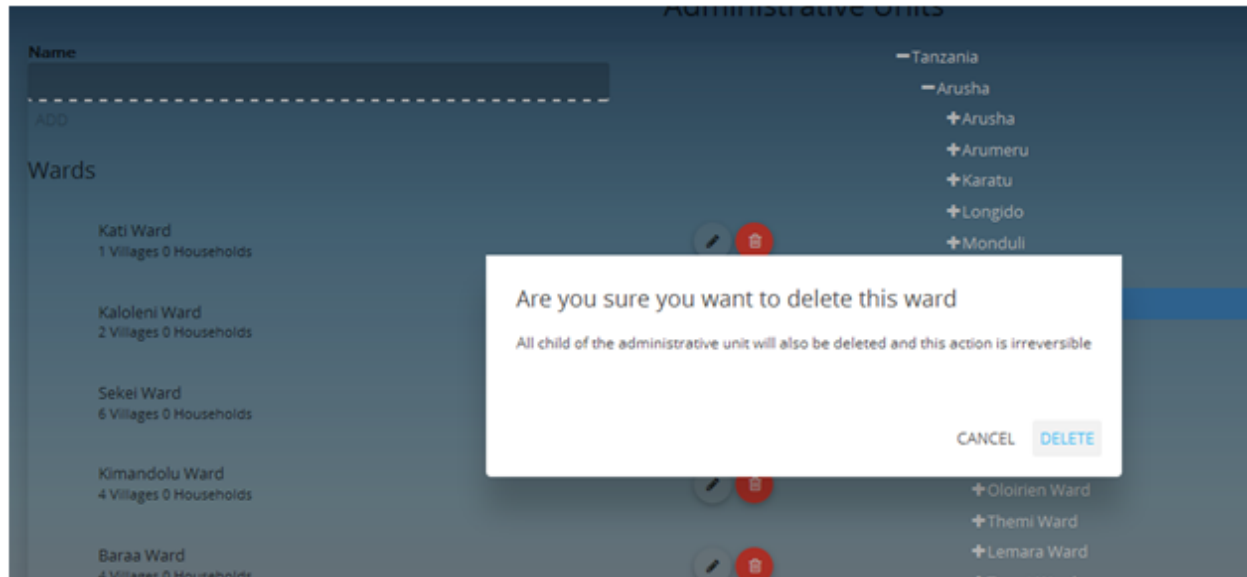
Fig 34: Delete Administrative unit

USERS MANAGEMENT

This is done when users of the system's information can be added edited, deleted and user level granting. On clicking **Users** the user page will be displayed showing the list of already added users of the system with all important information like username and email which are important for the system requirement.
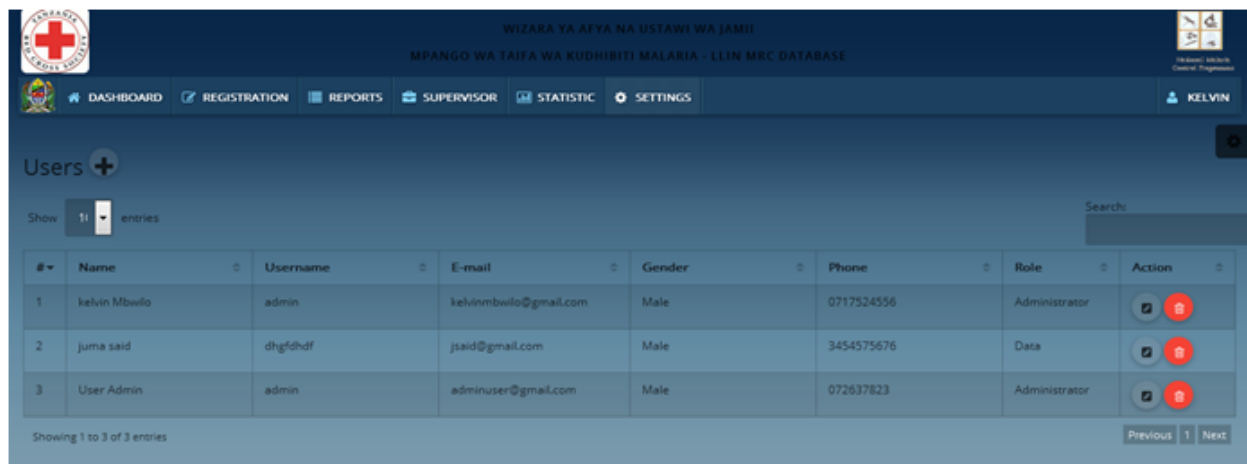

Fig 34: User listing

Users are added by clicking the plus sign that when mouse hovered on it the title **Add User** will appear then page for adding user will be displayed in which all important information required into the system will be entered, the Role being most important which enable user to login into the

system and directed to the specific area of his/her field, username and password are required during login so the user must know his/her username and password every time entering the system. After filling the all form user will be added by clicking SAVE button, and if user wants to reset the form in case the user is not required into the system he/she will click CANCEL button and the form will be reset.

Fig 35: Adding new user page

After the user has been added into the system, his/her information can be edited in case some information have changed by clicking Edit button found on each person information, when the button is clicked the form with pre entered information will be displayed in which the required data supposed to be modified can be edited and then by clicking Update button the information will be updated into the system, when Cancel button is clicked the data will be reset hence no changes has been done into the system.

Fig 36: Editing user page

The user of the system's information can be removed from the system by clicking the Delete button, but the system will prompt the one deleting the details whether he/she is sure on the action by displaying the prompt window with such question, and if sure user will click DELETE

button and that particular user will be removed from the system, and when clicking CANCEL button the details will remain unchanged.
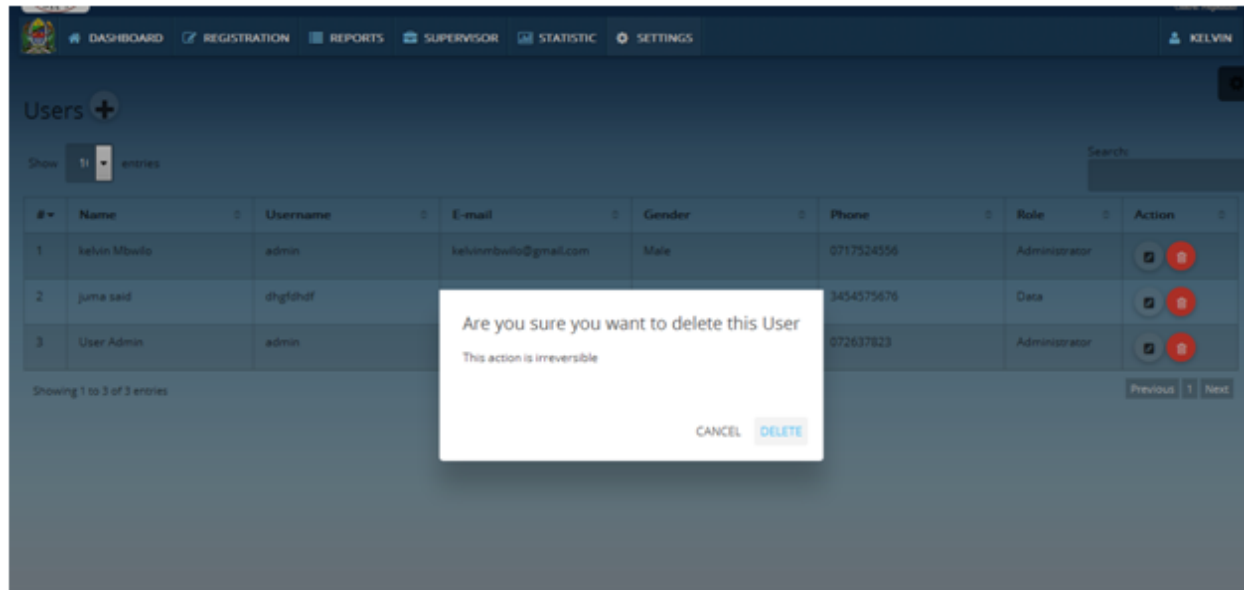

Fig 37 Delete user page

The system is capable to find users of the system in case the database contains many user which leads to difficulties in manual search, by providing search engine in which user of the system that has logged in can search users by entering any keyword in the Search text field, if the data entered matches any of the information will display all users with that keyword.
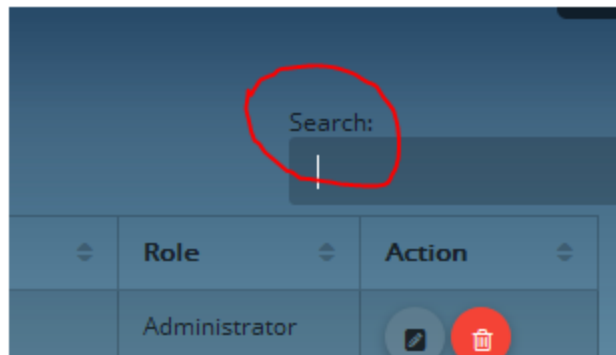
Fig 38: Searching option

When the number users of the system has become large the system uses the pagination of the list, and it is the user's choice to list by 10, 25,50 or 100 users per page by clicking show entries button which shows numbers dropdown on clicking, but by default the first page contains ten users and user may navigate through pages by clicking Next and Previous buttons below the list of users and will see all users registered into the system

On clicking **Timeline Link** the page for activity timeline setting will be displayed, that enables users to set plan on the assigned task against time limit. Here user can add new project timeline

by clicking plus (+) sign then fill in start date, end date and description of the task and save it by clicking save button.

After saving it user can mark as complete project, update or delete project timeline by clicking the tick , update and delete symbols at the right side of the project timeline table.

USER PROFILE

This gives system users ability to manage their accounts. The dropdown list containing profile, change password and logout options appears when mouse is hovered
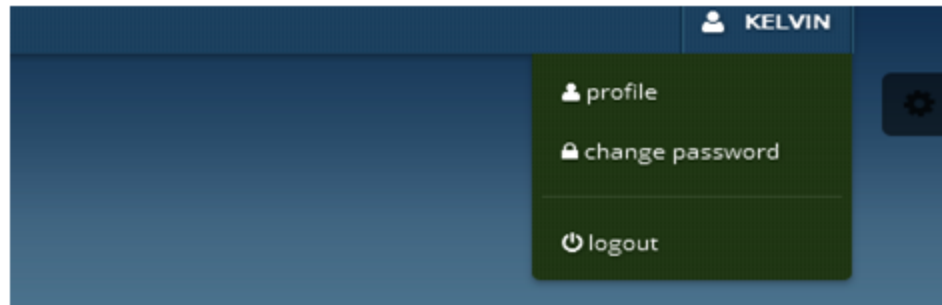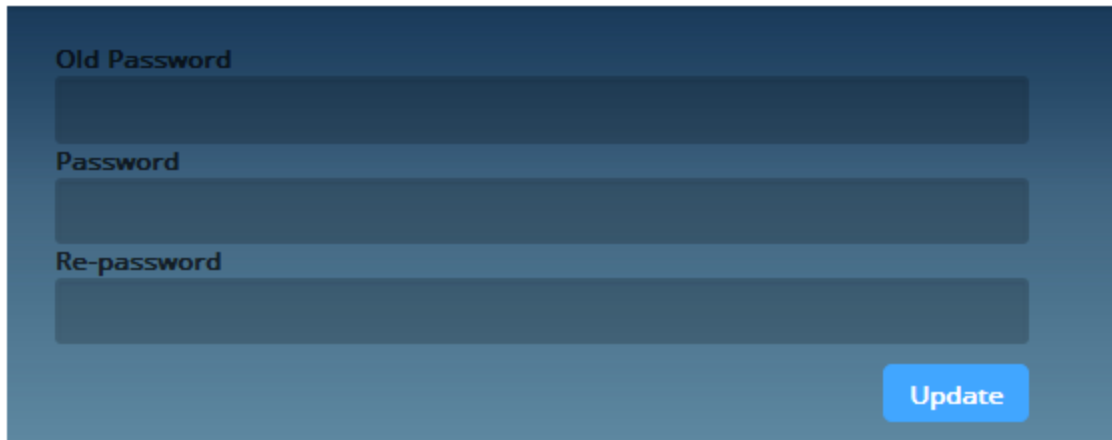

Fig 39: Dropdown for profile password and logout

Profile option contains user information like first name, last name, email, phone, gender and username where a system user can manage his/her account by changing these information and then click the update button down the lists.

Fig 40: User profile editing

When clicking **Change password**, old password, password and re-password buttons appears where by user can change his/her password by filling in an old password followed by the new password and finish by confirming/re-typing the new password then click the update button.

Fig 41: Change password option

The **logout** option is used to enable user to logout the system by clicking it which will take user back to the login page that will require him/her to fill in his/her username and password to login to the system again.

THEMES/BACKGROUND/WALLPAPERS AND LAYOUT

This allows system user to set background color, themes wallpapers and layout of his/her choice. The layout helps user to adjust screen according the screen size, this is done by clicking the rotating free wheel like image on the top right corner of the contents.
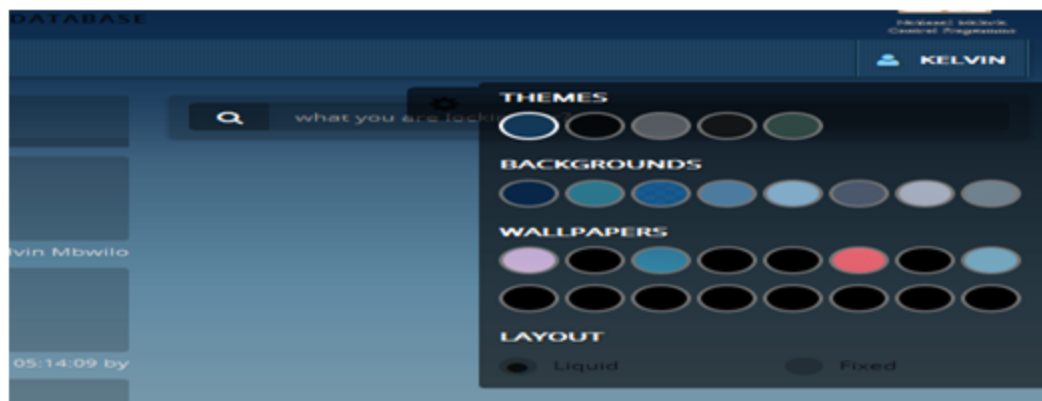

Fig 42: Themes, backgrounds, wallpapers and layout settings