



USER GUIDE FOR THE CHPRBN NSO APP

This document guides on how to use and manage the NSO App

Contents

System Walkthrough (Frontend vs Backend).....	2
Interface Demo.....	2
The Backend Interface.....	2
The Frontend Interface.....	3
User Types.....	4
App Overview.....	4
Accessing the Admin Dashboard.....	7
How to Log in to the Admin Dashboard.....	7
Navigating the Backend.....	8
Role Views.....	8
Admin view.....	8
Editor view.....	9
Editing Existing Content.....	10
How To Edit History and Examinations/Actions Records.....	10
How To Edit Findings on History and Findings on Examinations Records.....	12
How To Add and Edit Cases.....	12
How To Add and Edit Actions.....	14
How To Add and Edit Health Education records.....	15
Adding New Content.....	16
Uploading videos, PDFs, links; Adding texts.....	16
How To Save (Offline Mode).....	16
Quizzes and Assessments.....	17
How to Create a Quiz.....	17
How To Add questions to the Question Bank.....	18
How To Bulk – upload questions to the Question Bank.....	19
How To Create an Assessment.....	20
How To Approve a Book.....	21
How to reject an edit.....	22
How to add users and assign roles.....	23
How To Remove users.....	24



System Walkthrough (Frontend vs Backend)

This section provides a concise summary of the application, outlining both the frontend and backend components, their respective interfaces, and the primary categories of users expected to interact with the system

The **backend** is the admin dashboard where administrators can edit and approve books, assign roles, and manage permissions, while the **frontend** is the user-facing application that displays books, quizzes, and other learning resources. This training manual outlines how both systems work together to support seamless content management and user experience.

The backend also refers to the web view while the frontend refers to the mobile app.

Interface Demo

This section presents a comprehensive walkthrough of both the frontend and backend components of the application:

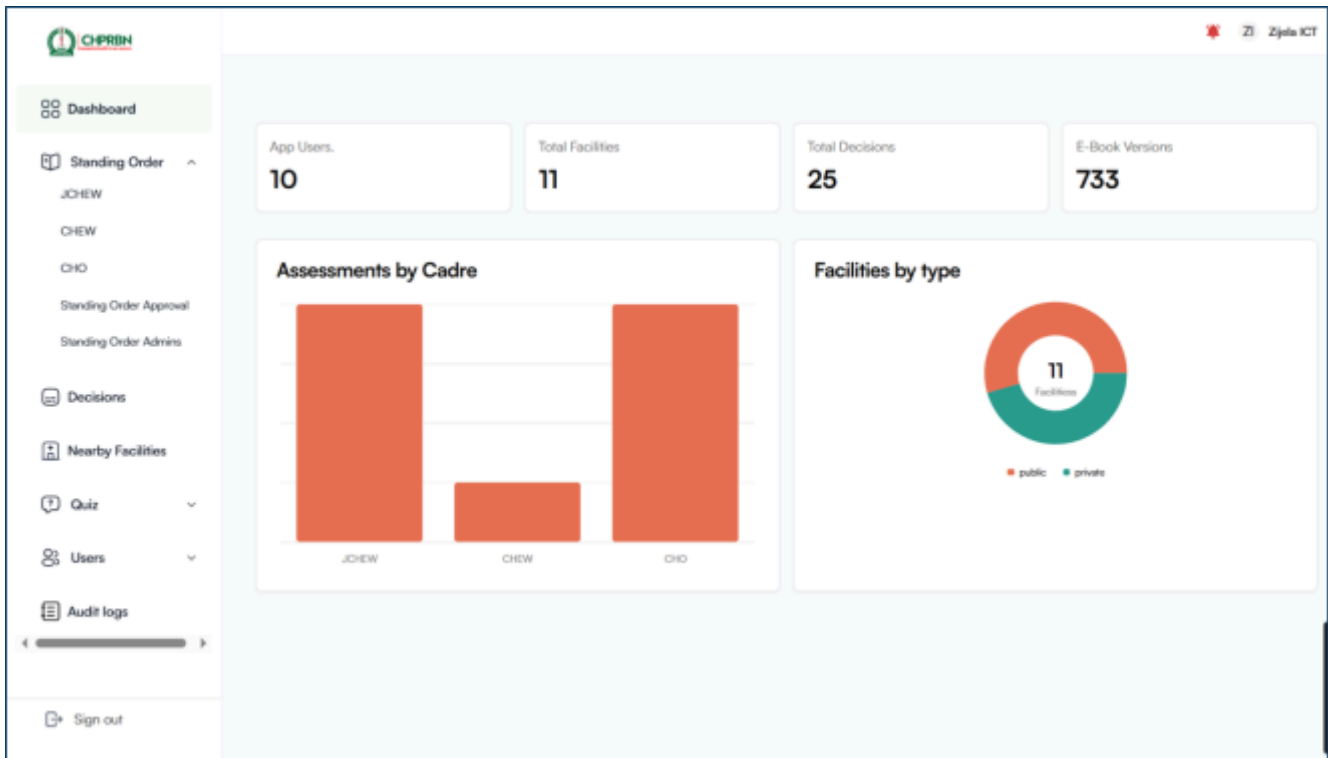
- **Backend Interface:** Tailored for administrators and editors, the backend provides advanced tools for managing users, approving content, editing training materials, and monitoring system activities. It includes a similar layout for consistency but with expanded access to management features, system logs, and configuration settings. The interface is optimized for efficient workflow and governance.
- **Frontend Interface:** Designed for end-users such as CHOs, CHEWs and JCHEWs, it features a clean layout with easy module navigation, a top header for notifications and user profile access, and a central content area where users can interact with the app. The layout is responsive and role-based, ensuring each user type sees only relevant features.

The Backend Interface

The back-end interface is organized into four primary sections:

- **Header Area:** Positioned at the top of the page, this section provides access to key utilities such as the notification bell, profile name, and profile icon/settings menu.
- **Sidebar (Left Navigation Panel):** Positioned on the left side of the interface, the sidebar provides streamlined access to key menu items and essential application modules. It prominently features the CHPRBN logo, reinforcing brand identity and aiding platform recognition. The menu content is dynamically tailored based on the role of the logged-in user. While general users see modules relevant to their responsibilities, the super admin is granted full access to all modules within the system.

- **Main Content Area:** The main content area occupies the central part of the interface and dynamically displays the contents of the selected menu item. It serves as the primary workspace, allowing users to engage with features, view data, and perform actions relevant to their roles and permissions within the system.
- **Sign Out:** The sign-out icon is located at the bottom-left corner of the interface. It provides users with a quick and accessible way to securely log out of the system, ensuring session safety and proper user management.



The Frontend Interface



The front-end interface is organized into four primary sections:

Header Area: Displays the CHPRBN logo along with the user's name and role (e.g., *Jane Doe - JCHEW*). It also holds the **refresh icon** for updating content and a **notification bell** for alerts and messages.

Navigation/ Search Area: Containing the Table of Contents dropdown for jumping between sections and the Search Standing Orders tab for keyword-based lookup. It also displays the section title as a dropdown showing the current section being viewed (e.g., *SECTION ONE: THE NEWBORN (0–28 DAYS)*). There is also a Search Page functionality to locate specific content within the current section.

Content Display Area: This is the scrollable content area that displays the standing order text and other content relevant to the selected section.



Pagination: This displays the page number and the Next button to navigate to the next or previous page

Footer Area: Five intuitive icons allow quick access to different modules:

- Standing Order: This displays the standing order relevant to the authenticated user.
- Nearby Facilities: Shows a list of health centers close to the user location. The app would request .
- Resources: Links to external resources.
- Quiz: Access to quizzes.
- More: For additional options and profile settings.

User Types

The application will be utilized by a range of user roles, including:

- **Administrators**, responsible for overall system management and configuration. The admin user can add other users and assign them roles.
- **CHO, CHEW and JCHEW Users**, who will access and interact with specific content relevant to their roles
- **Book Editors**, tasked with creating and modifying instructional materials. The book editors have access only to the books they are assigned to
- **Approvers**, responsible for reviewing and authorizing submitted content before publication
- **Other roles**, users that can be assigned to unique roles such as quiz author, faculty, etc.

App Overview

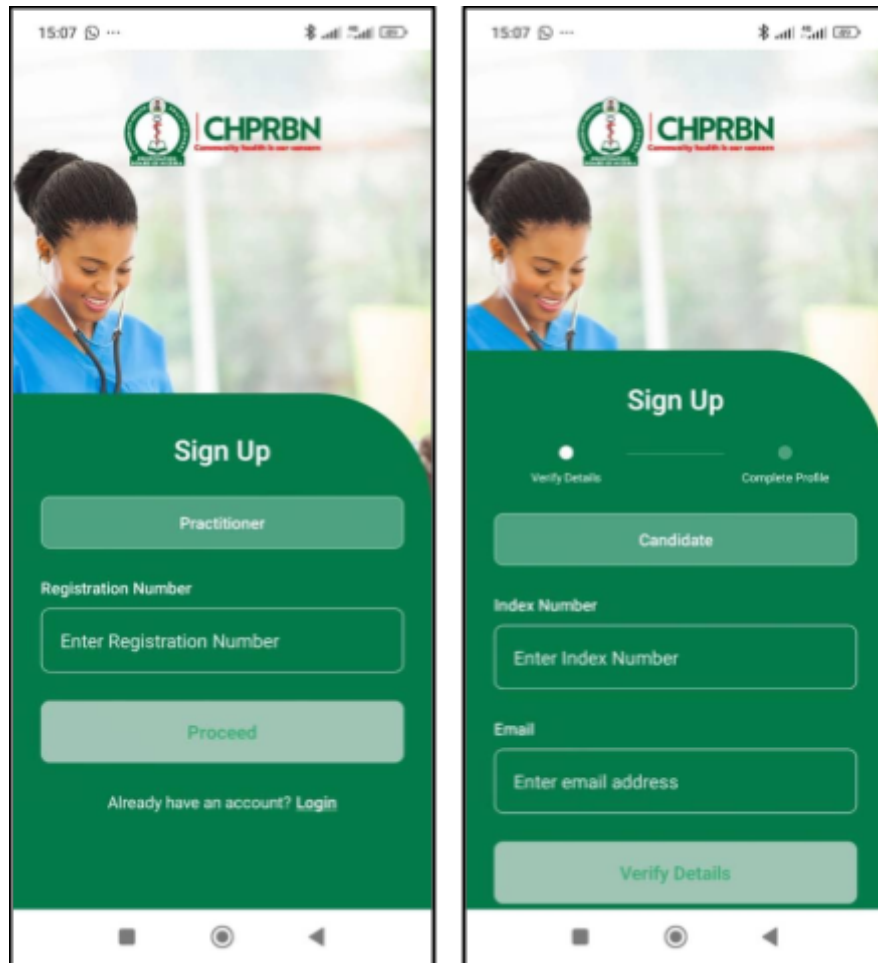
Signing into the App

The application features two sign-in interfaces: one for **Practitioners** and another for **Candidates**.

- **Practitioners** are required to enter their *registration number* and click on **Proceed**.
- **Candidates** must enter their *index number* and *email address*, then click **Verify Details** to continue.

Logging into the App

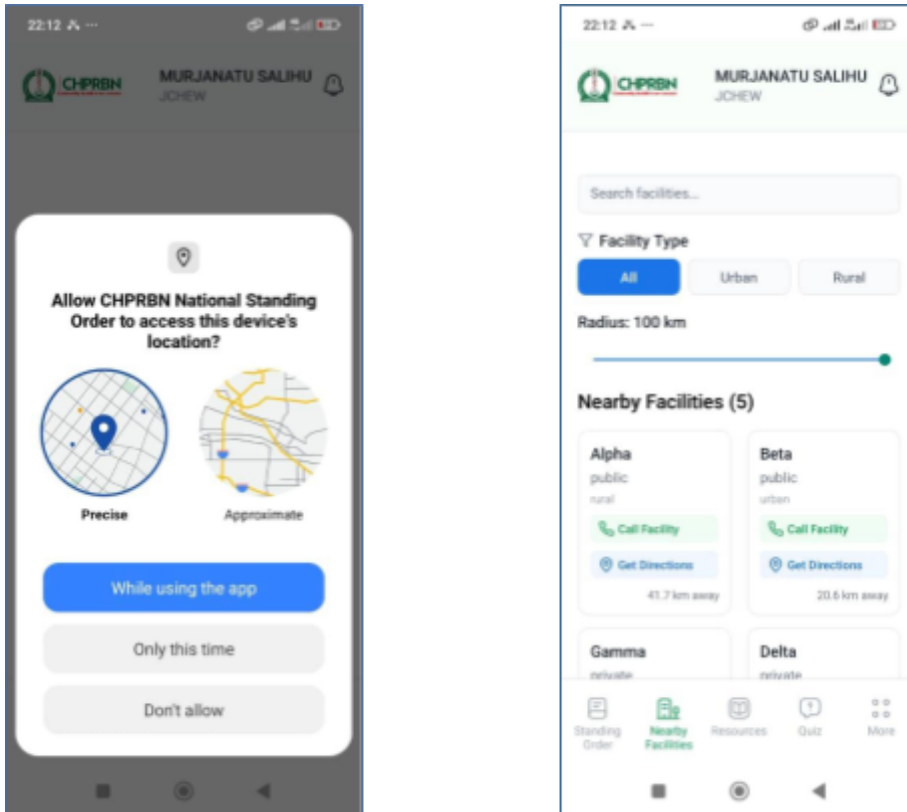
To access the app, enter your **email address** and **password**, then click **Log In**. There is also a forgot password option on the mobile app



Signing up as Practitioner or Candidate

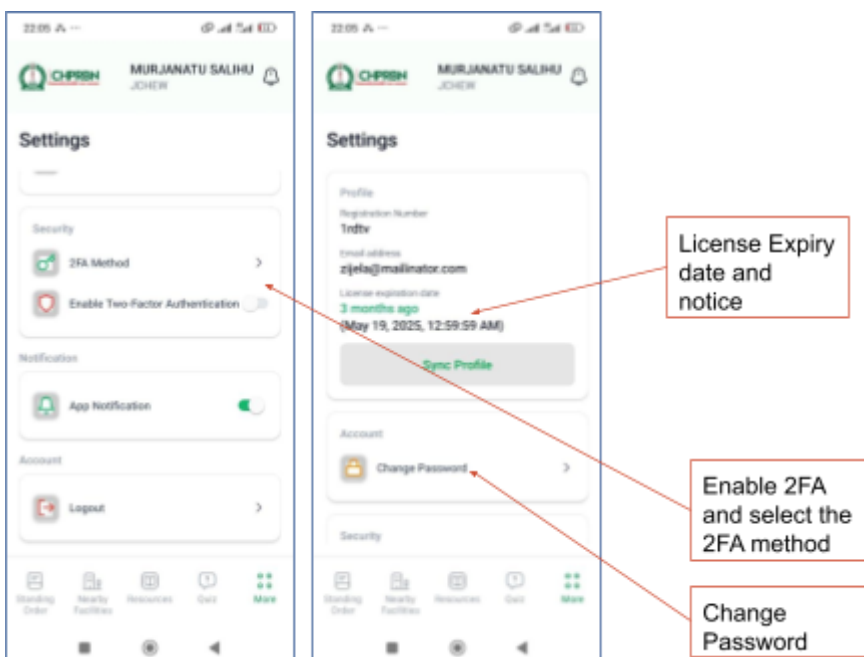
Nearby Facilities Module

This module displays nearby health facilities in a tile-based format. The app requests permission to access the device's location in order to accurately identify and present the closest healthcare centers to the user. The user can call the facility or get directions



App Settings

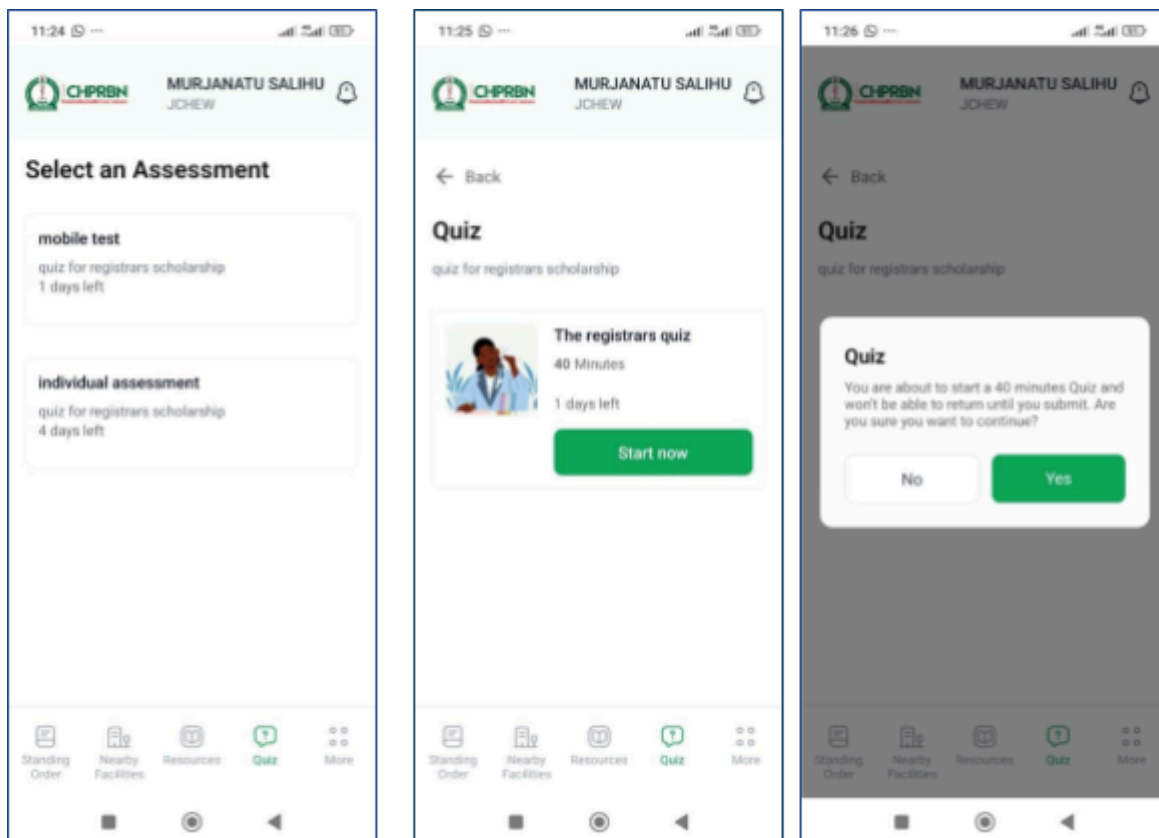
The app settings can be accessed by clicking the four-dot icon located at the lower right corner of the screen. Within the settings menu, users can view their profile details, including registration number, license expiry date, and time remaining. Additionally, users have the option to enable Two-Factor Authentication (2FA), choose their preferred 2FA method, and update their password for enhanced security.





Accessing Assessments on the App

Assessments assigned to individuals or specific cadres can be accessed by tapping the **Quiz** icon located in the footer menu of the mobile app. This will open the quiz page, displaying all available quizzes assigned to the user. Each quiz card shows the title, duration, and the remaining time before it closes. To begin, tap the **Start now** button on the desired quiz.



Accessing the Admin Dashboard

This section outlines the steps to access the backend dashboard. The dashboard is available at the following URL: <https://nso-admin.chprbn.gov.ng>.

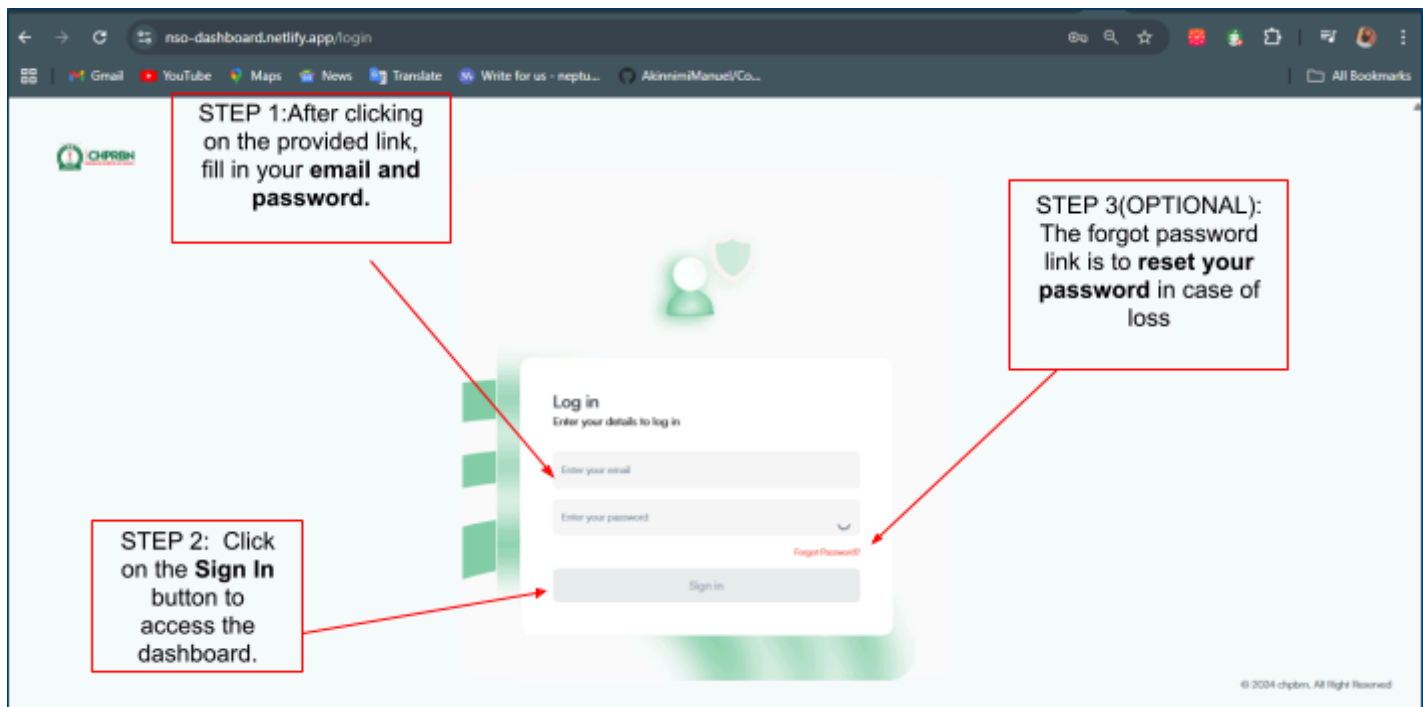
Users must be authenticated with appropriate credentials to gain access, and permissions are role-based.

How to Log in to the Admin Dashboard

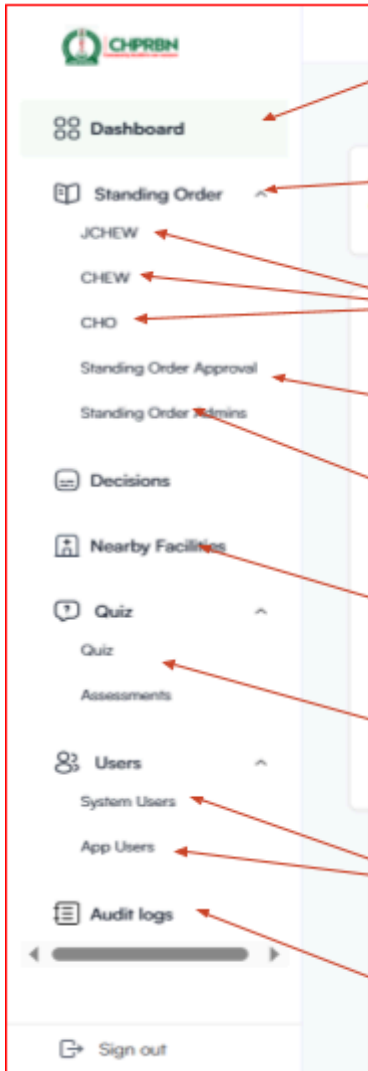
STEP 1: After navigating to the link, fill in your email and password.

STEP 2: Click on the Sign In button to access the dashboard.

STEP 3(OPTIONAL) : The forgot password link is to reset your password in case of loss of password.



Navigating the Backend



The screenshot shows the NSO APP Backend interface. The left sidebar contains the following menu items: Dashboard, Standing Order (with a carat symbol), JCHEW, CHEW, CHO, Standing Order Approval, Standing Order Admins, Decisions, Nearby Facilities, Quiz (with a carat symbol), Quiz, Assessments, Users (with a carat symbol), System Users, App Users, Audit logs, and a Sign out button at the bottom.

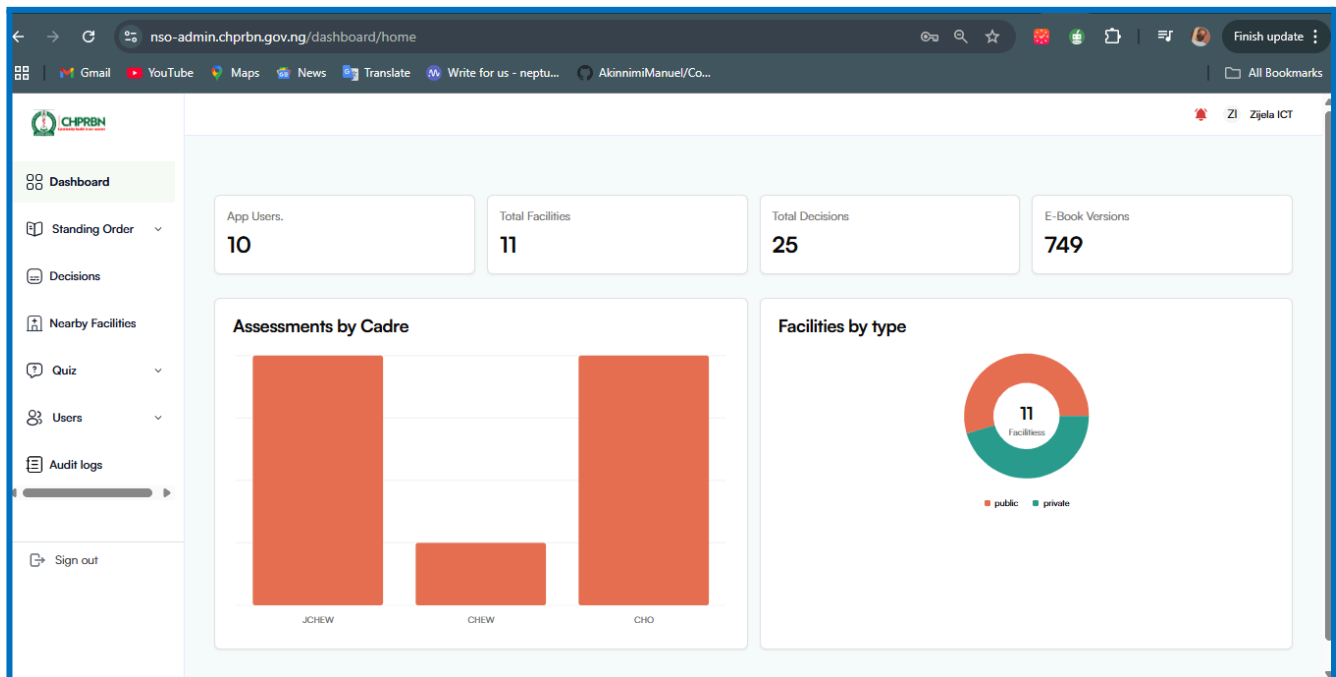
Callouts from the right side of the image point to specific features:

- Dashboard:** This will open the main interface where users can view key metrics and user engagement.
- Standing Order (Carat symbol):** Clicking the carat symbol will display the standing orders for the different cadres.
- JCHEW, CHEW, CHO:** Clicking on the cadre will display the contents of the standing order in the content area.
- Standing Order Approval:** This will open the interface for approving and un-approving standing order books.
- Standing Order Admins:** This will open the interface for assigning editors and approvers to the different books.
- Nearby Facilities:** Facilities are created with relevant information (type, location, status etc).
- Quiz and Assessments:** This navigates to the Quiz and Assessments module. Bulk upload of questions, adding questions, creation and assigning assessments.
- System Users and App Users:** The users module is where users are created. Roles and permissions are managed here. The System Users is where the backend users are managed while App Users handles the front end users.
- Audit logs:** The Audit logs is where content engagement and audit trail is viewed.

Role-based Views

Admin view

The **Admin View** is a comprehensive control panel that provides full oversight of the platform, enabling administrators to monitor activity, access complete data, and manage a wide range of operational functions. The Admin has access to all the modules



Editor view

The **Editor View** enables editors to modify the book assigned to them. Clicking the "**Start Edit**" button activates edit mode, which then toggles with the "Save" button. Changes must be saved for the edits to take effect. The menu items on the editor view are limited to the permissions assigned to the role.



Editing Existing Content

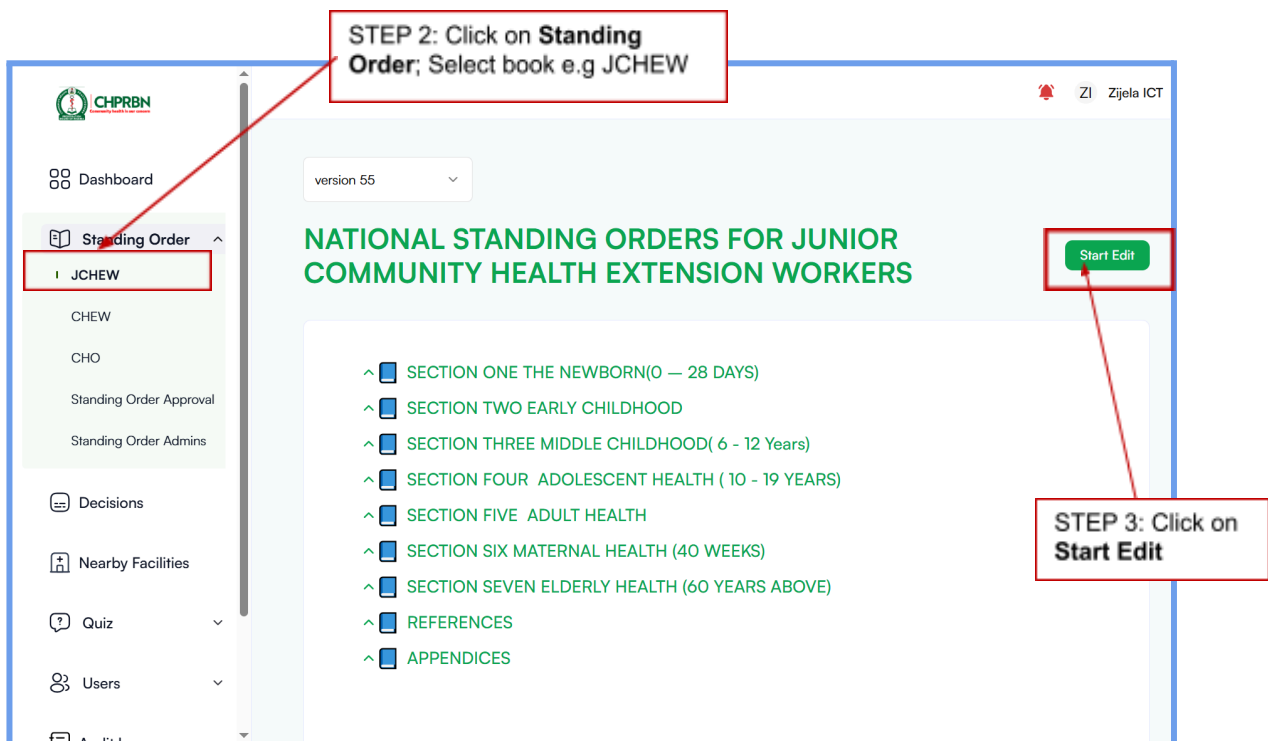
The Decision Tree is the name given to the table which contains History, Examination records and Findings. The decision tree usually ends with the Health Education section

How To Edit History and Examinations/Actions Records

STEP 1: Log in to the web with admin credentials

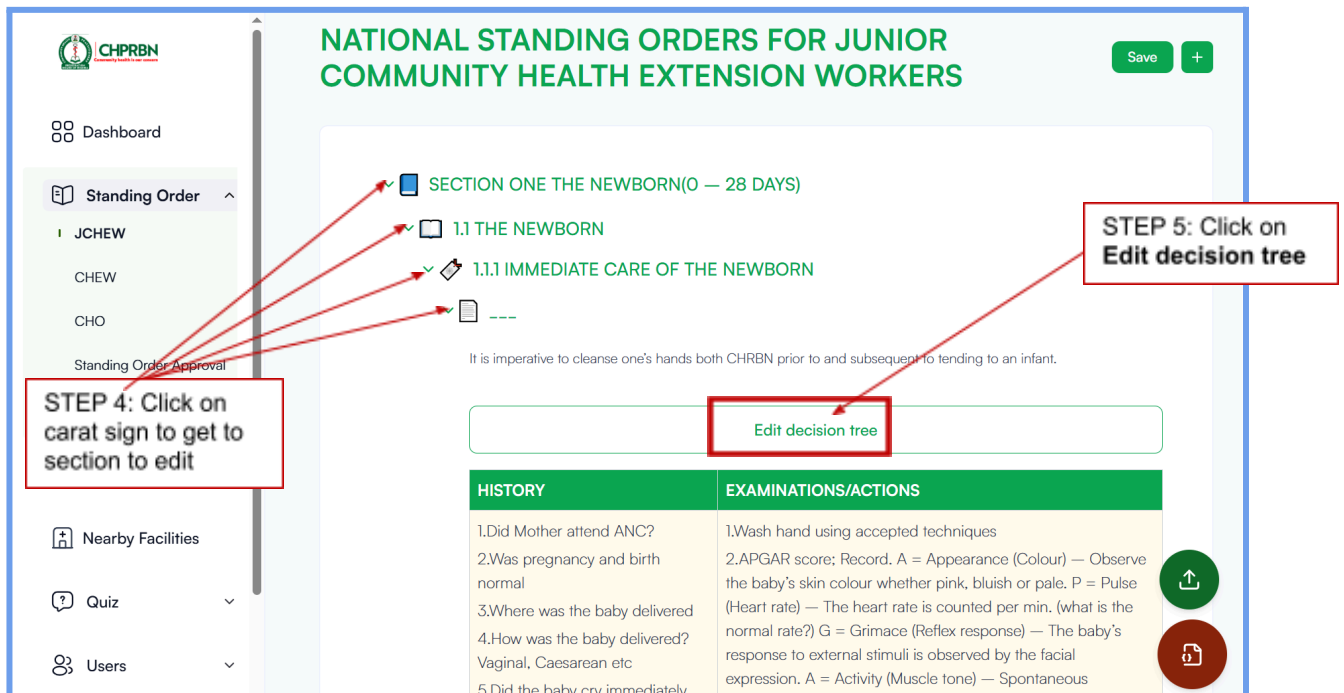
STEP 2: Click on **Standing Order** and select the book to edit

STEP 3: Click on **Start Edit**



STEP 4: Click on the carat signs to get to the desired section

STEP 5: Click on **Edit decision tree**

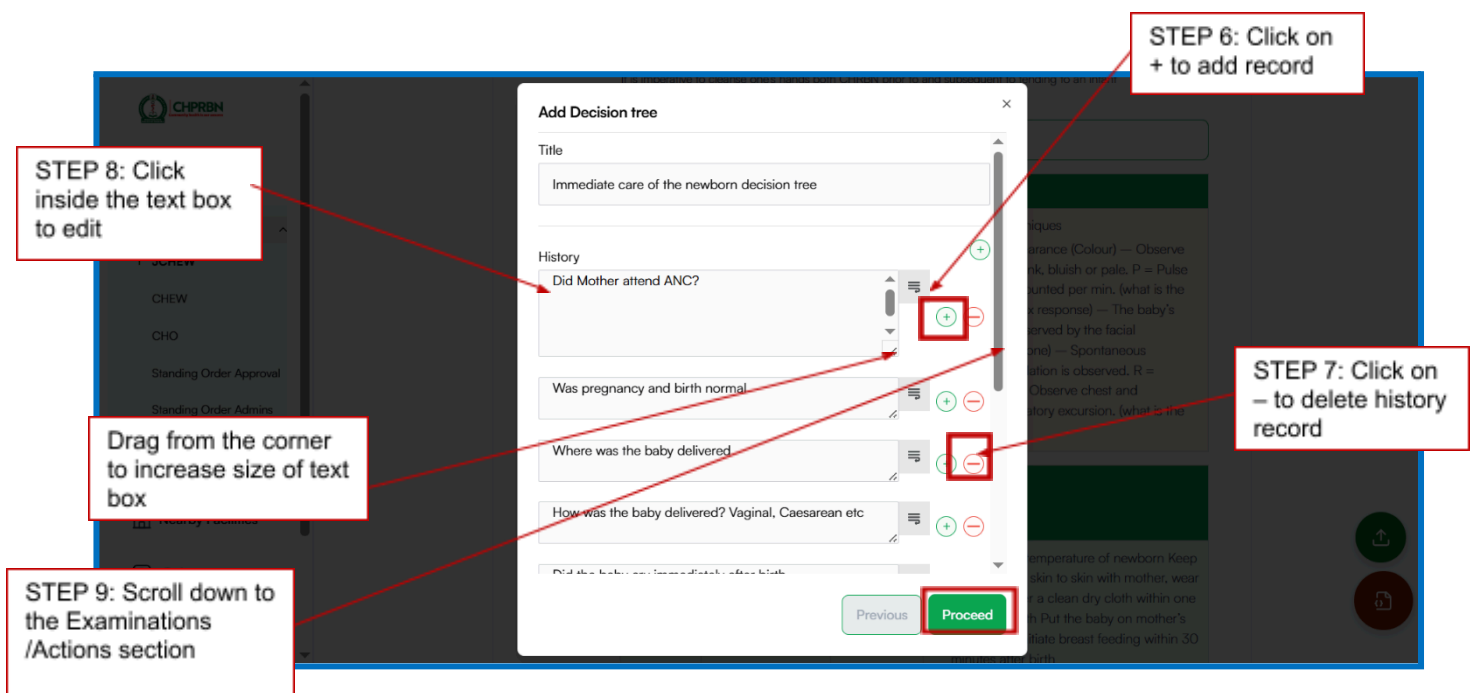


STEP 6: Click on **+** to add a new history record

STEP 7: Click on **-** to delete history record

STEP 8: Click inside the text box to edit the history record

STEP 9: Scroll down to edit Examinations/Actions section.



STEP 10: Click on **Proceed** to continue to Findings section.

How To Edit Findings on History and Findings on Examinations Records

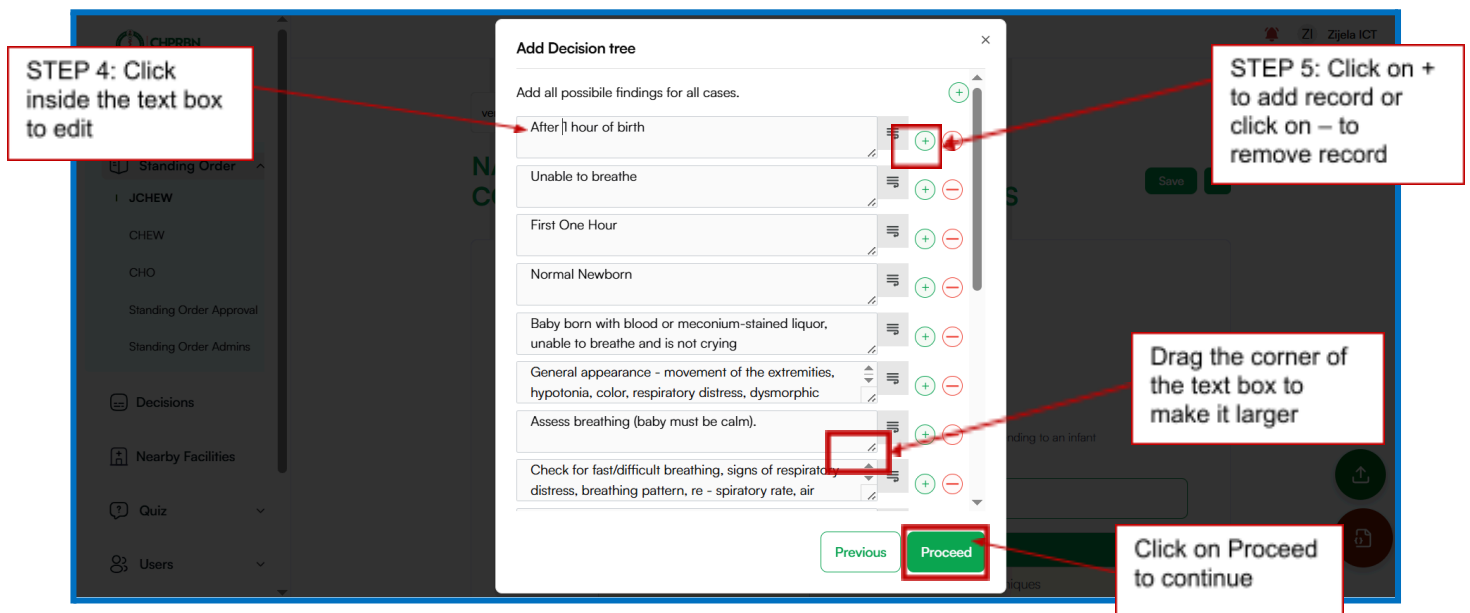
STEP 1: Click on **Start Edit**

STEP 2: Click on **Edit decision tree**

STEP 3: Click on **Proceed** to go to Findings section (Add all possible findings for all cases)

STEP 4: Click inside text box to edit

STEP 5: Click on + to add record or click on – to remove record



STEP 6: Click on **Proceed** to continue to Cases section.

NOTE: The text box can be dragged from the corner to increase size of text box

How To Add and Edit Cases

STEP 1: Click on **Start Edit**

STEP 2: Click on **Edit decision tree**

STEP 3: Click on **Proceed** twice to get to Cases Section

STEP 4: Click on **Add new case** to add a new case

STEP 5: For a new case, click on the Case number to reveal the case form;

To edit an existing case, click on the case name to reveal the form



The screenshot shows the 'Add Decision tree' form. It has a list of cases: 'I. No Complaint (Routine Visit)', 'II. Any Abnormal Findings', and 'Case 3'. The 'Case 3' entry is highlighted with a red box. A red arrow points from a text box 'STEP 5: Click on the Case number to reveal the case form' to the 'Case 3' entry. Another red arrow points from a text box 'STEP 4: Click on Add new case' to the 'Add new case' button at the bottom of the list. There are also 'Previous' and 'Proceed' buttons at the bottom.

STEP 6: Enter the Finding on History (name of ailment) in the first text box

STEP 7: Enter the Clinical Judgement (severity level) in the second text box

STEP 8: Select all Findings on Examination for the case from the list and click on close

The screenshot shows the 'Add Decision tree' form with the 'Case 3' entry selected. It has two text boxes: 'Finding on history(Name of ailment)' and 'Clinical judgement(severity level)'. The 'Finding on history' box is highlighted with a red box. A red arrow points from a text box 'STEP 6: Enter Finding on History' to the 'Finding on history' box. Another red arrow points from a text box 'STEP 7: Enter Clinical Judgement' to the 'Clinical judgement' box. A third red arrow points from a text box 'STEP 8: Select all Findings on Examination for the case' to the 'Select all symptoms associated with this ailment' dropdown menu. The dropdown menu is open, showing a list of symptoms: '(Select All)', 'I. Yellow eye with or without swelling of hands and feet', '•Yellow eyes', 'II. Yellow eyes with or without bone pains, abdominal pains', and '•Yellow eyes •Bone pain Abdominal pain'. The '•Yellow eyes' option is highlighted with a red box. There are also 'Previous' and 'Proceed' buttons at the bottom.



STEP 9: Click on Compulsory findings and select same Findings on Examination as above and click on close (or click anywhere on the form)

NOTE: If the dropdown is very long use the search bar to reduce the scrolling (or use the scroll bar to the right of the drop down box)

Clinical judgement(severity level)
Clinical Judgement

Select all symptoms associated with this ailment
Select options

Correlation score
0

Compulsory findings
Select options

Actions

Add new case

Previous Proceed

STEP 9: Click on Compulsory findings and select same Findings on Examination as above and click on close

Click on Proceed to continue

How To Add and Edit Actions

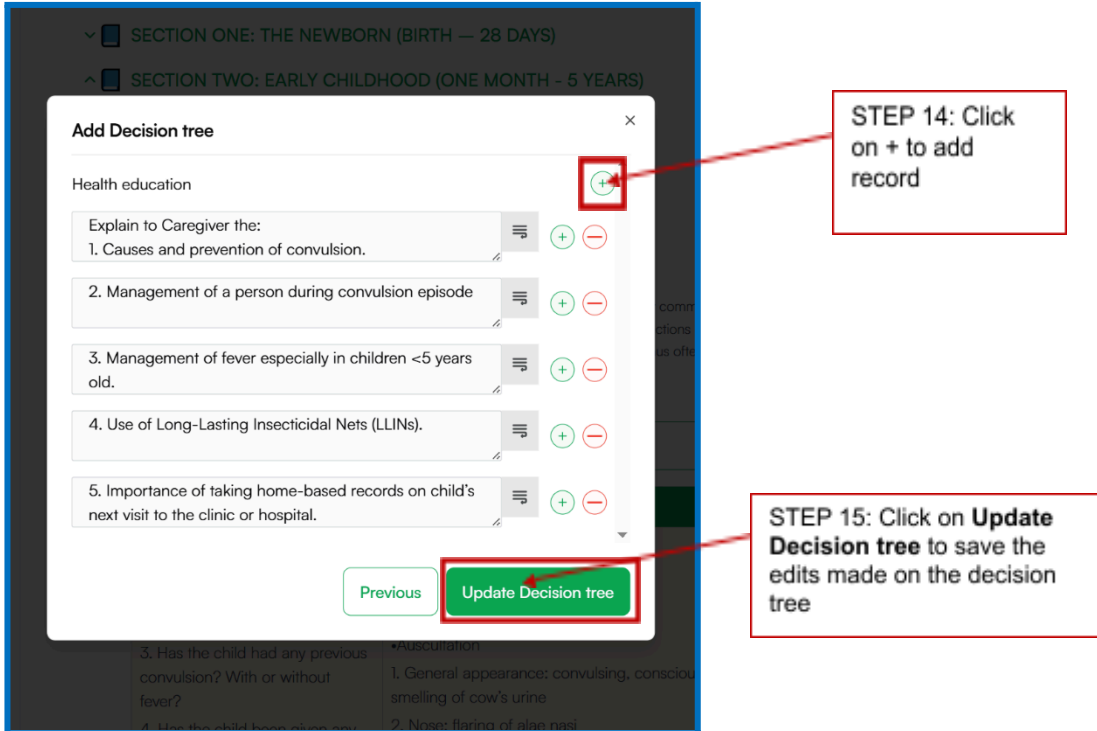
STEP 10: Click inside the Actions text box to edit Actions

STEP 11: Click on + to add New Action or click on - to remove Action

STEP 12: Click inside the Actions text box to edit Actions

STEP 13: Click on **Proceed** to continue

How To Add and Edit Health Education records



SECTION ONE: THE NEWBORN (BIRTH — 28 DAYS)

SECTION TWO: EARLY CHILDHOOD (ONE MONTH - 5 YEARS)

Add Decision tree

Health education

Explain to Caregiver the:

1. Causes and prevention of convulsion.
2. Management of a person during convulsion episode
3. Management of fever especially in children <5 years old.
4. Use of Long-Lasting Insecticidal Nets (LLINs).
5. Importance of taking home-based records on child's next visit to the clinic or hospital.

Previous Update Decision tree

STEP 14: Click on + to add record

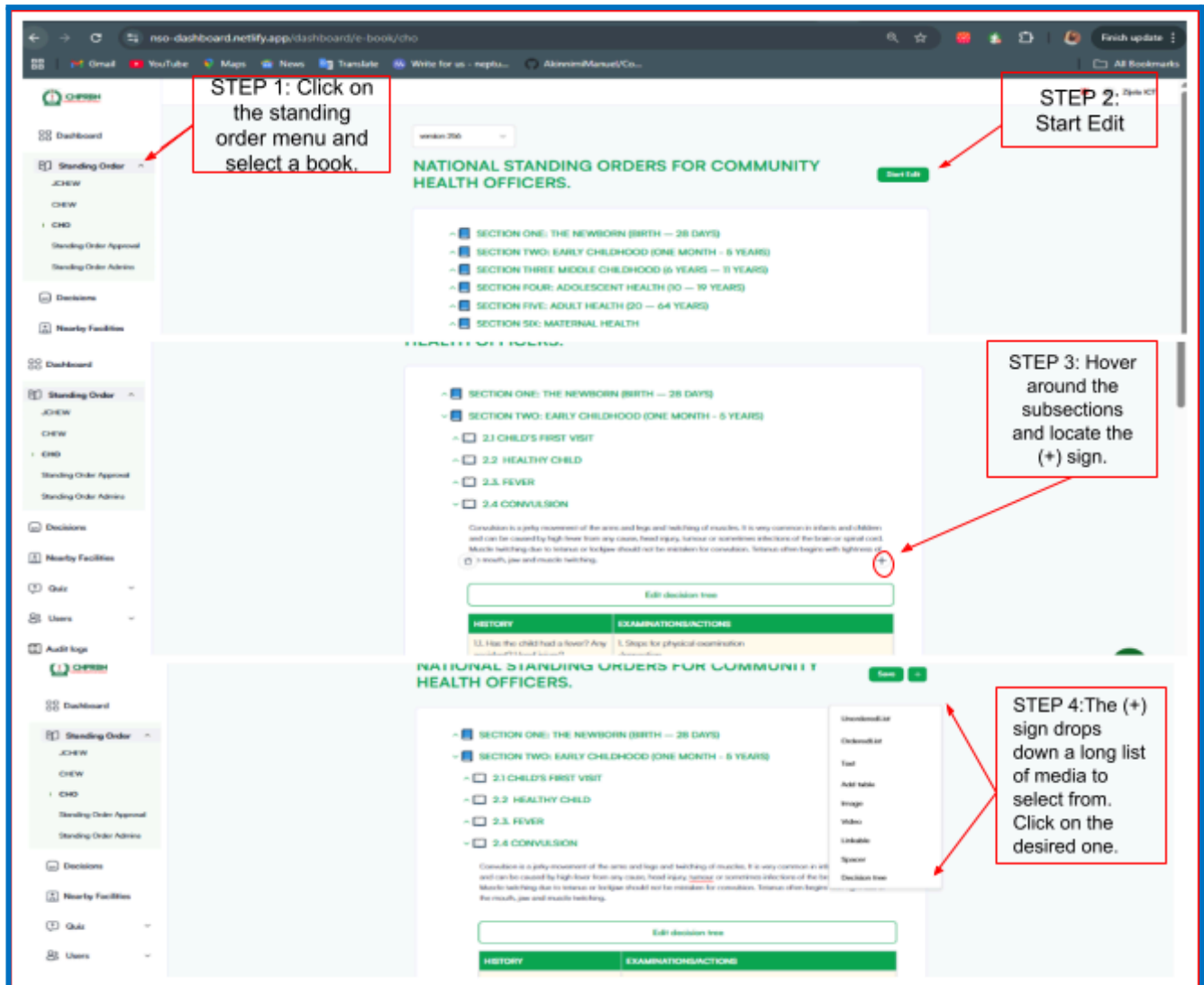
STEP 15: Click on Update Decision tree to save the edits made on the decision tree

STEP 14: Click on + to add New Health Education record or click on — to remove the record

STEP 15: Click on **Update Decision tree** to save the edits made on the decision tree

Adding New Content

Uploading videos, PDFs, links; Adding texts



STEP 1: Click on the standing order menu and select a book.

STEP 2: Start Edit

STEP 3: Hover around the subsections and locate the (+) sign.

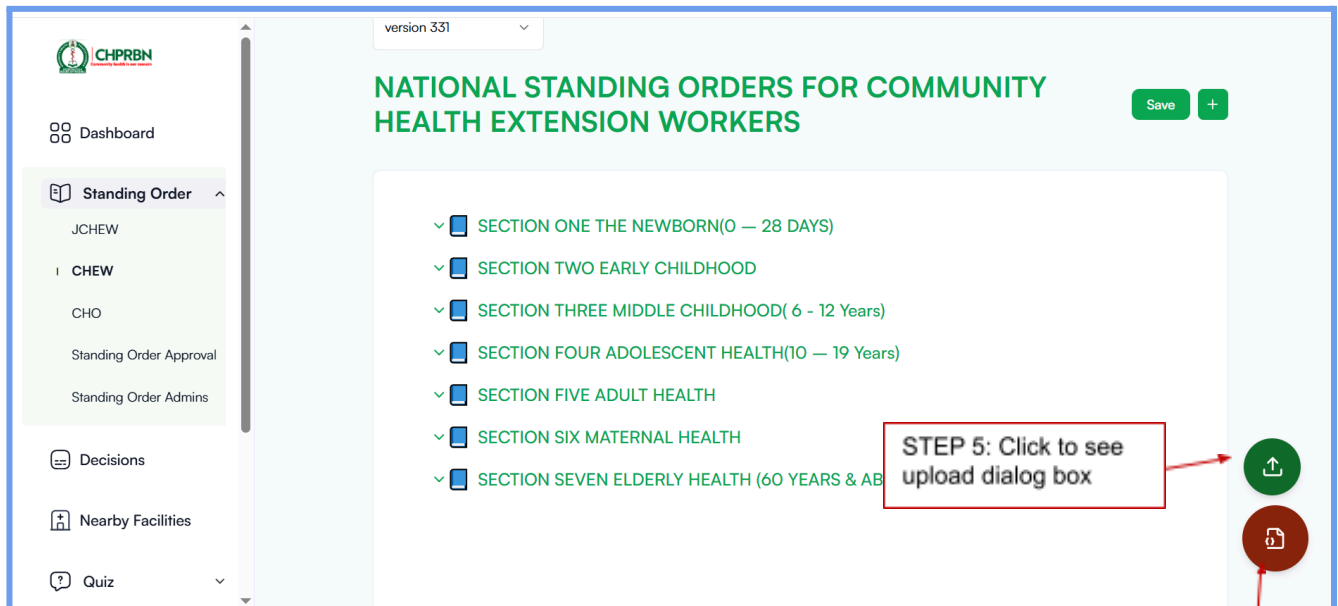
STEP 4: The (+) sign drops down a long list of media to select from. Click on the desired one.

How To Save (Offline Mode)

STEP 1: Log in to the web

STEP 2: Click on **Standing Order** and select desired book

STEP 3: Click on **Start Edit**

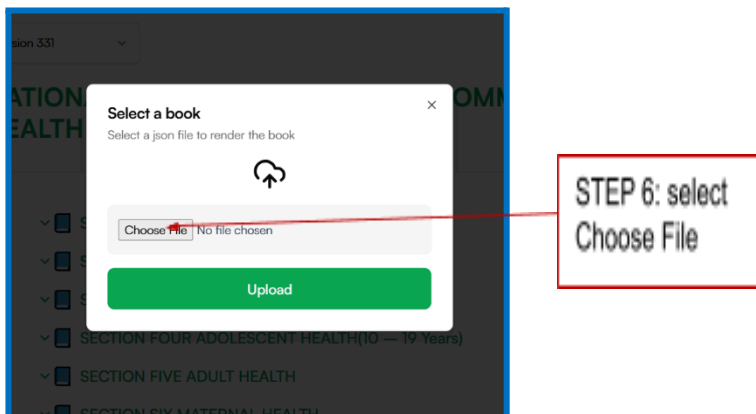


STEP 4: Click on the red JSON Download Icon to download the book unto the system

STEP 5: Click on the green upload button to see upload dialog box

STEP 6: Select Choose File to select downloaded JSON file

STEP 4: Click on JSON Download Icon



STEP 7: Click **Upload**

STEP 8: **NOTE - After Uploading the JSON file it is still mandatory to click on the Save button to save the book**

Quizzes and Assessments

This section focuses on the creation quizzes, creating questions, uploading bulk questions and using the question bank. It also describes how assessments are assigned to the different cadres or to individuals

How to Create a Quiz

STEP 1: Log in to the web



STEP 2: Click on **Quiz** then select Quiz

STEP 3: Enter the Quiz title and Quiz Description

STEP 4: Click on **Add Questions from Bank**

CHPRBN

Dashboard

Standing Order

Decisions

Nearby Facilities

Quiz

Assessments

Users

New Quiz Question bank

Input quiz title

Quiz description

Add Questions from Bank

Upload questions

STEP 3: Enter the Quiz title and Quiz Description

STEP 5: Select Questions from question bank and click on Return to Quiz

JCHEW

CHEW

CHO

Standing Order Approval

Standing Order Admins

Quiz

Assessments

Users

New Quiz Question bank

+ Add New Question

What should be avoided in treating a child with diarrhea?

What is the recommended treatment for diarrhea in children?

How is fever defined in early childhood?

Which symptom in a child requires immediate attention?

Return to Quiz (3 selected)

STEP 5: Select Questions from question bank and click on Return to Quiz

How To Add questions to the Question Bank

STEP 1: Log in to the web

STEP 2: Click on **Quiz** then select Quiz

STEP 3: Click on **Question bank**

STEP 4: Click on **Add New Question**

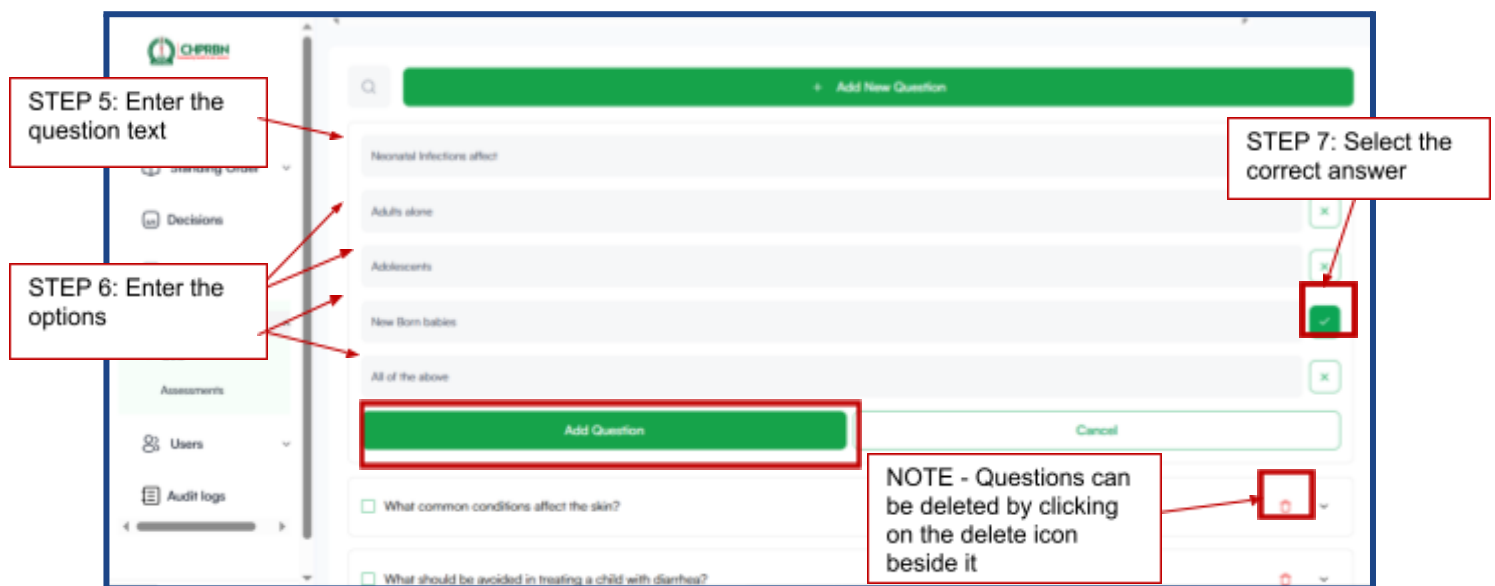
STEP 5: Enter the question text

STEP 6: Enter the options

STEP 7: Select the correct answer to the question by clicking on the x

STEP 8: Click on **Add Question**

NOTE - Questions can be deleted by clicking on the delete icon beside it



How To Bulk – upload questions to the Question Bank

STEP 9: Click on **Upload Question**

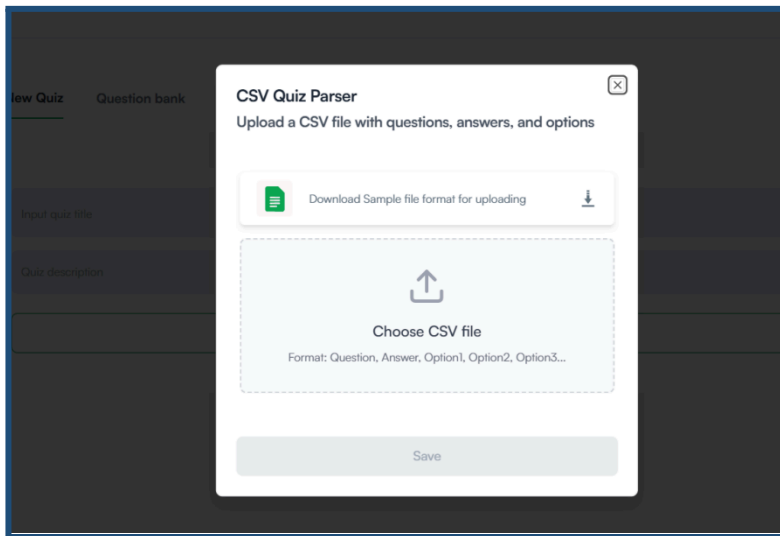
STEP 10: Click on **Add Question**

STEP 11: Click on the Download sample file button to download a sample template.

STEP 12: Click on the Choose CSV File link to upload the questions file

STEP 13: The preview of the question file is displayed

STEP 14: Click on **Save**



How To Create an Assessment

STEP 1: Log in to the web

STEP 2: Click on **Quiz** then select Assessment

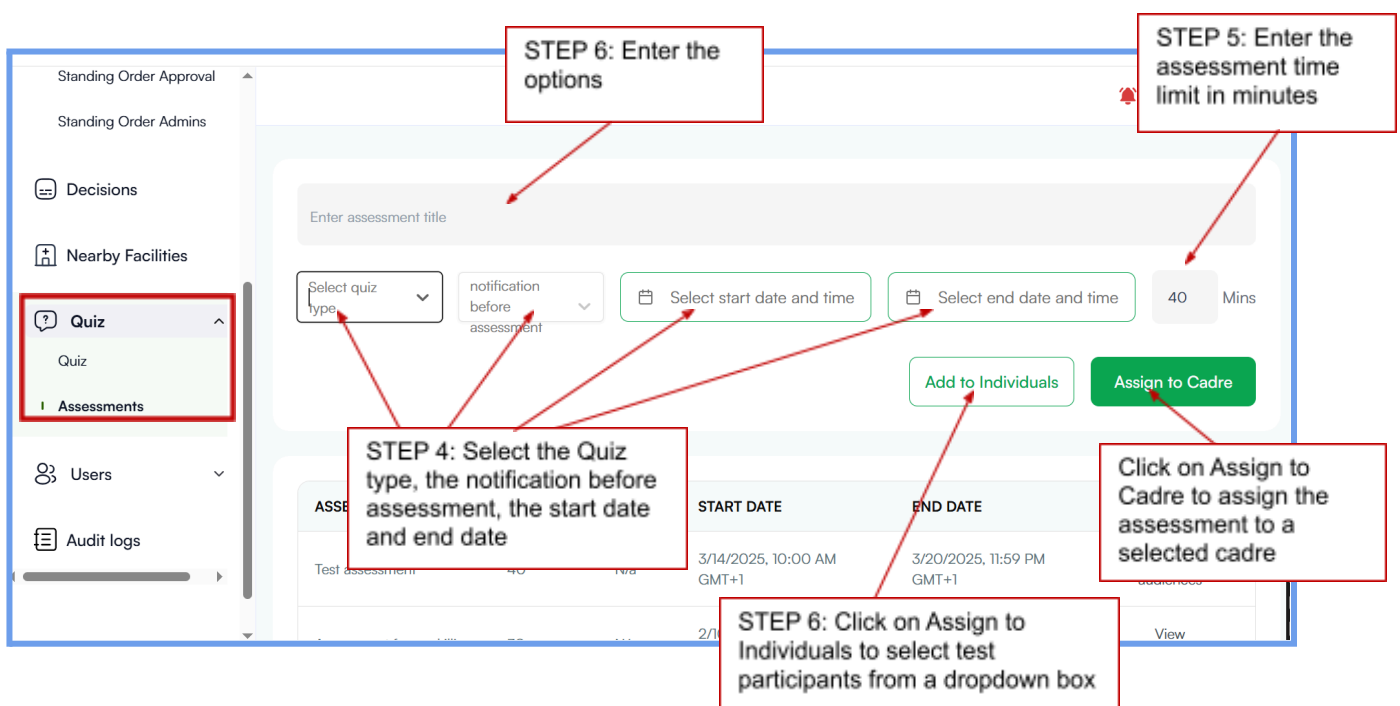
STEP 3: Enter the assessment title

STEP 4: Select the Quiz type, the notification before assessment, the start date and end date

STEP 5: Enter the assessment time limit in minutes

STEP 6: Click on Assign to Individuals to select test participants from a dropdown box

OR click on Assign to Cadre to assign the assessment to a selected cadre





STEP 7: Click on Create Assessment

ASSESSMENT TITLE	DURATION	CADRE	START DATE	END DATE	AUDIENCES
Test assessment	40	N/a	3/14/2025, 10:00 AM GMT+1	3/20/2025, 11:59 PM GMT+1	View audiences ✓
Assessment for upskilling	30	N/a	2/10/2025, 11:00 AM GMT+1	2/19/2025, 12:59 AM GMT+1	View audiences ✓
New assessment	40	CHEW	2/6/2025, 10:00 AM GMT+1		

STEP 8: Click on View Audiences to view the cadre or individuals assigned to the assessment

STEP 7: Click on Create Assessment

STEP 8: Click on View Audiences to view the cadre or individuals assigned to the assessment

How To Approve a Book

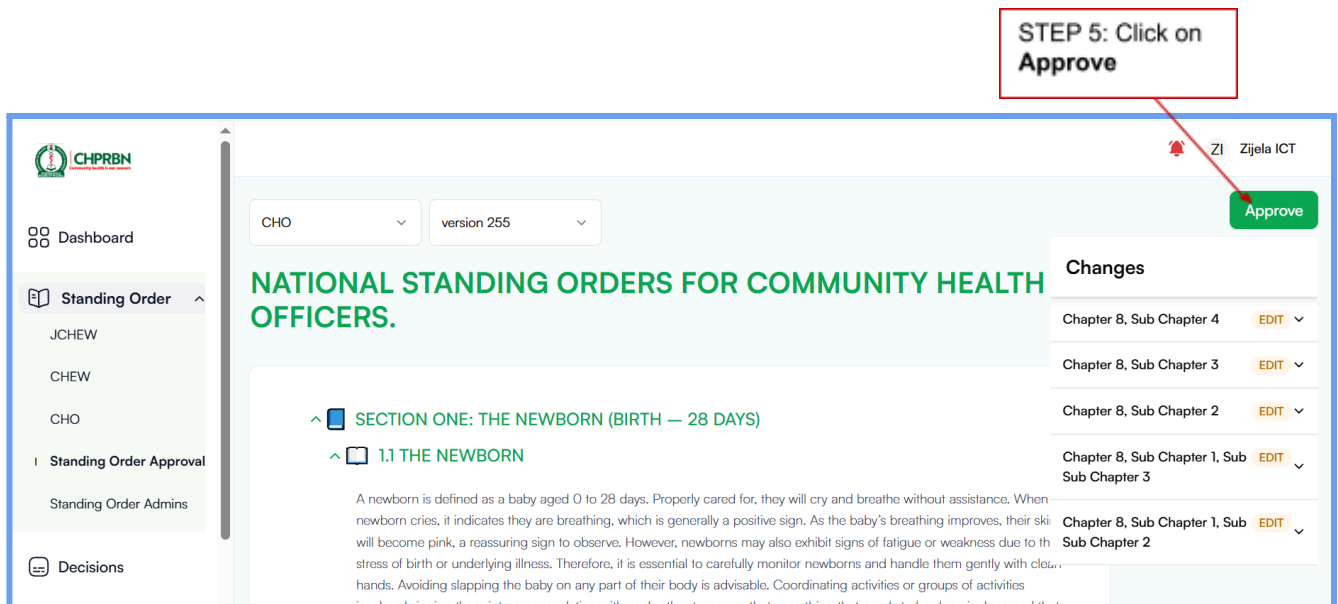
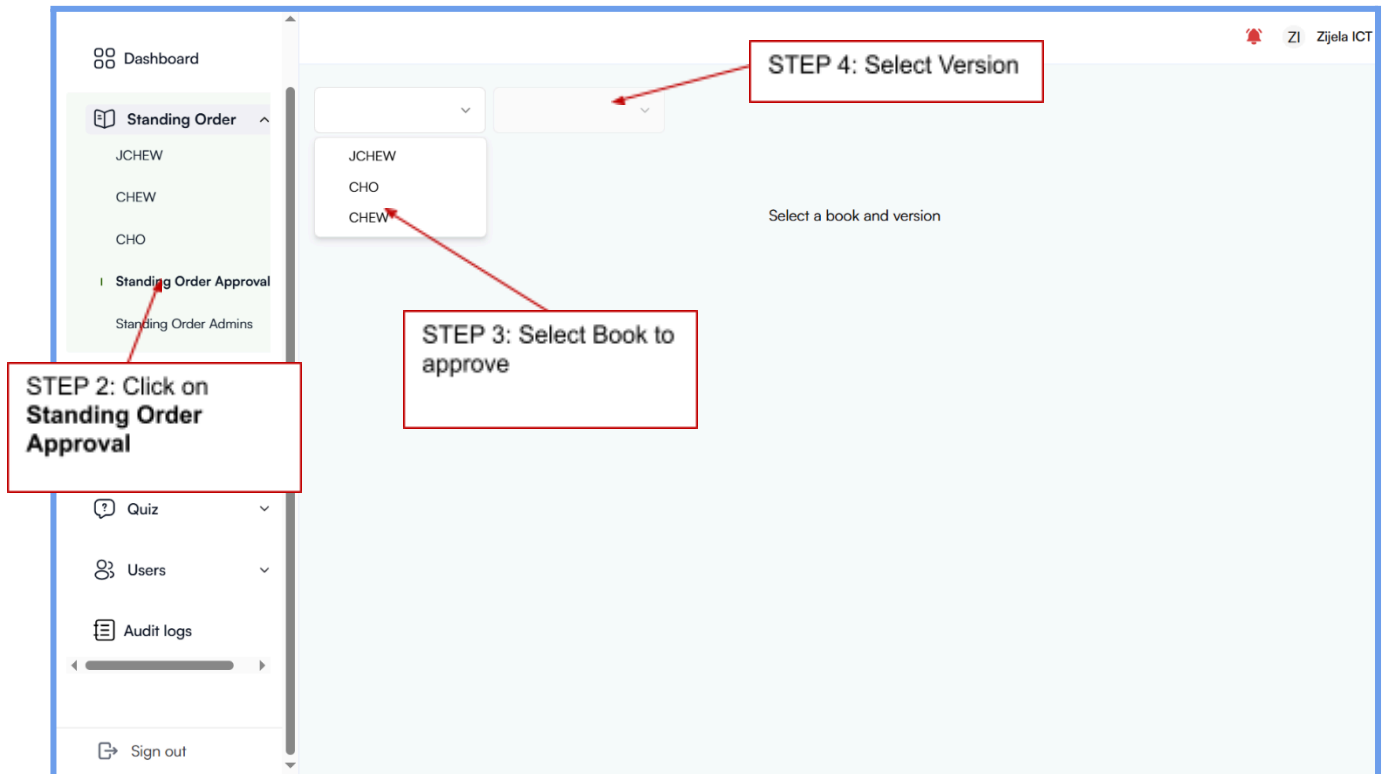
STEP 1: Log in to the web with admin credentials

STEP 2: Click on **Standing Order Approval**

STEP 3: Select the book to approve

STEP 4: Select the version (the latest version is the first on the list by default)

STEP 5: Click on **Approve**



How to un-approve an edit

STEP 1: Log in to the web with admin credentials

STEP 2: Click on **Standing Order Approval**

STEP 3: Select the book to approve

STEP 4: Select the version (the latest version is the first on the list by default)

STEP 5: Click on **Unapprove**



STEP 2: Click on Standing Order Approval

STEP 3: Select Book to approve

STEP 4: Select Version

Select a book and version

STEP 5: Click on Unapprove

NATIONAL STANDING ORDERS FOR COMMUNITY HEALTH EXTENSION WORKERS

SECTION ONE THE NEWBORN - 28 DAYS

1.1 THE NEWBORN

A newborn is an infant aged 0-28 days old who can cry and breathe unassisted when properly cared for. Crying is often a positive indicator of the newborn's breathing, as their skin will become pink once their respiratory function improves. However, newborns may experience fatigue or weakness from the strain of birth or be born with certain illnesses. Therefore, it is crucial to handle them gently with clean hands and observe them carefully without slapping any part of their body.

Newborns are susceptible to becoming cold due to being wet; thus, they must remain dry and well-wrapped at all times. It is highly recommended that mothers bring in their children for regular check-ups - monthly visits within the first two years of life, followed by every three months until age five - as well as ensure timely immunisation until the child has been fully vaccinated.

1.1.1 IMMEDIATE CARE OF THE NEWBORN

It is imperative to cleanse one's hands both prior to and subsequent to tending to an infant.

FINDINGS ON HISTORY	FINDINGS ON EXAMINATION	CLINICAL JUDGMENT	ACTIONS
1. First One	1. Normal Newborn		1. Wash your hands thoroughly and



How to add users and assign roles

The screenshot shows the NSO APP user management interface. The left sidebar contains a menu with options: Dashboard, Standing Order, Decisions, Nearby Facilities, Quiz, Users, System Users, App Users, Audit logs, and Sign out. The 'Users' menu item is highlighted. The main content area displays a table of users with columns: FIRST NAME, LAST NAME, EMAIL, ROLE, STATUS, and ACTIONS. The table lists several users, including Zipsa KCT, David Johnson, and others. Two red callout boxes provide instructions: STEP 1: Navigate to the user menu and click on system user (pointing to the 'System Users' menu item); STEP 2: Use the create user button to open up the page for a new user. (pointing to the 'Create User' button).

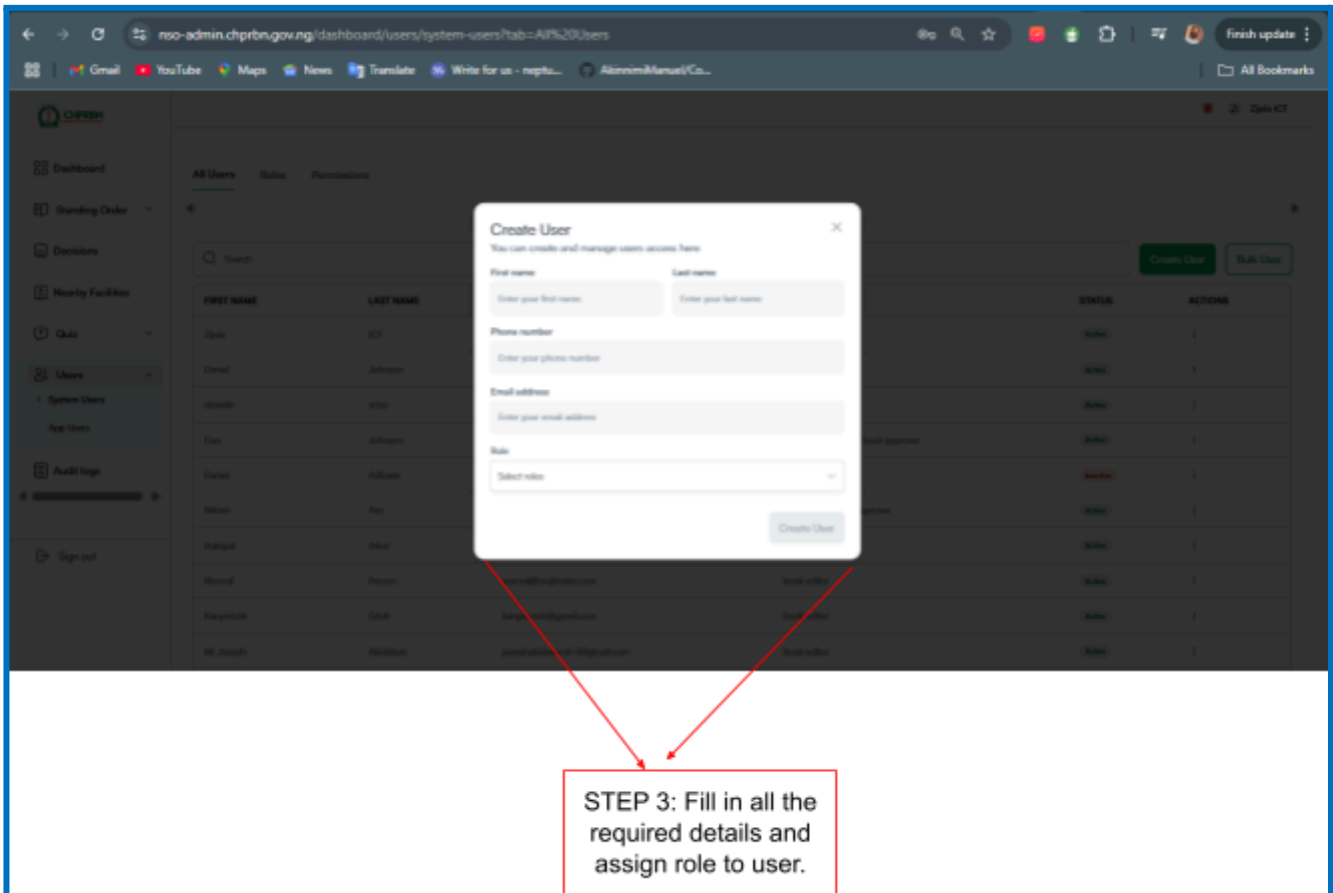
STEP 1: Navigate to the user menu and click on **system user**

STEP 2: Use the **create user** button to open up the page for a new user.

FIRST NAME	LAST NAME	EMAIL	ROLE	STATUS	ACTIONS
Zipsa	KCT	zipsa@nso.gov.ng	super admin	Active	1
David	Johnson	johnson.david@nso.gov.ng	initiator	Active	1
David	Johnson	johnson.david@nso.gov.ng	admin, book editor, book approver	Active	1
David	Johnson	johnson.david@nso.gov.ng	admin, book editor	Inactive	1
David	Johnson	johnson.david@nso.gov.ng	book editor, book approver	Active	1
David	Johnson	johnson.david@nso.gov.ng	book editor	Active	1
David	Johnson	johnson.david@nso.gov.ng	book editor	Active	1
David	Johnson	johnson.david@nso.gov.ng	book editor	Active	1
David	Johnson	johnson.david@nso.gov.ng	book editor	Active	1
David	Johnson	johnson.david@nso.gov.ng	book editor	Active	1

STEP 1: Navigate to the **user** menu and click on **system user**

STEP 2: Use the **create user** button to open up the page for a new user.



STEP 3: Fill in all the required details and assign role to user.

STEP 3: Fill in all the required details and assign role to user.

How To Remove users

STEP 1 : Click on the three dots under the actions column

STEP 2: From the menu displayed, click on “deactivate user”



STEP 1 : Click on the three dots under the actions column

STEP 2: From the menu displayed, click on "deactivate user"

FIRST NAME	LAST NAME	EMAIL	ROLE	STATUS	ACTIONS
Zipke	ICT	zipk@zipke.com	super_admin	Active	⋮
David	Johnson	johnson.david-test@gmail.com	initiator	Active	⋮
David	Johnson	johnson.david-test@gmail.com	admin	Active	⋮
David	Johnson	johnson.david-test@gmail.com	admin, book editor, book approver	Active	⋮
David	Johnson	johnson.david-test@gmail.com	admin, book editor	Inactive	⋮
William	Ali	williamali@gmail.com	book editor, book approver	Active	⋮
Rohayel	Aliel	AlielRohayel@gmail.com	book editor	Active	⋮
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