

Activity: Creating organisation unit groups

Overview

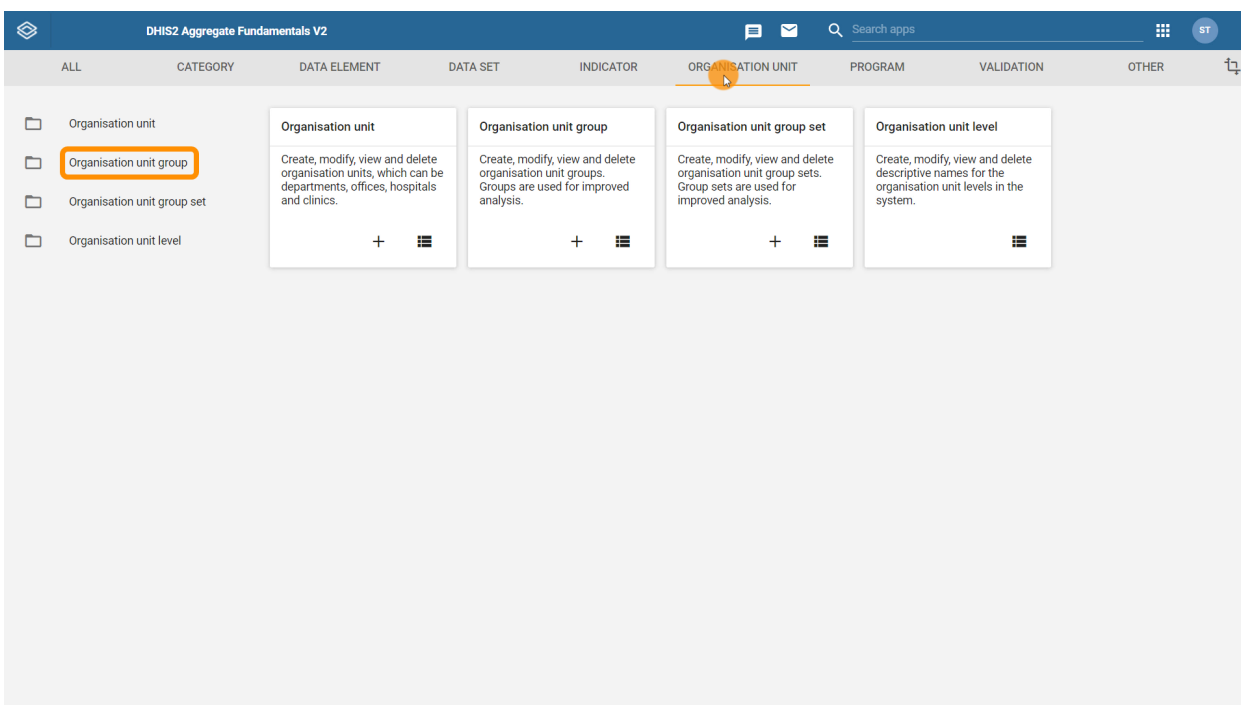
In this activity, you will create two organisation unit groups, Hospitals and Health Centers, and add the facilities you have created previously to each of them.

To be able to complete this exercise, you need to have completed the previous activity and created at least two facilities (one hospital and one health center). If you haven't created them and need step-by-step instructions, go back to the previous activity.

Instructions

Create the organisation unit group: Hospital

1. Sign in to your account in the **DHIS2 Customization database**
2. Open the **Maintenance application**
3. Navigate to the **organisation unit group management page**



4. Click on the **blue plus (+) sign** on the bottom right

5. Fill in the fields:

- a. **Name:** Hospital
- b. **Code:** HOSP
- c. **Organisation units:** Add in one or more hospital facilities you have created
 - i. To add a facility, you can navigate down the organisation unit hierarchy to the facility level and select organisation units that are hospitals
 - ii. Or search for hospital in the search field to filter out all facilities with the hospital in their name and then select them

The screenshot shows the 'DHIS2 Aggregate Fundamentals V2' interface. The 'Organisation Unit' tab is active. The 'Name' field is 'Hospital' and the 'Code' is 'HOSP'. The 'Organisation units' section shows a list of facilities with 'Peacock Private Hospital' selected. The 'SAVE' button is highlighted.

6. Click 'Save'

Create the organisation unit group: Health Center

1. Open the **Maintenance application**
2. Navigate to the **organisation unit group management page**
3. Click on the **blue plus (+) sign** on the bottom right
4. Fill in the fields:
 - a. **Name:** Health Center
 - b. **Code:** HC
 - c. **Organisation units:** Add in one or more health center facilities you have created

Note: Make sure that you add a different organisation unit to the ones that you added to the Hospital organisation group. The same facility cannot be Hospital and Health Center simultaneously. The same organisation unit should be only included in one group within the same group set.

5. Click **'Save'**