

Activity: Creating a default dataset and configuring the options

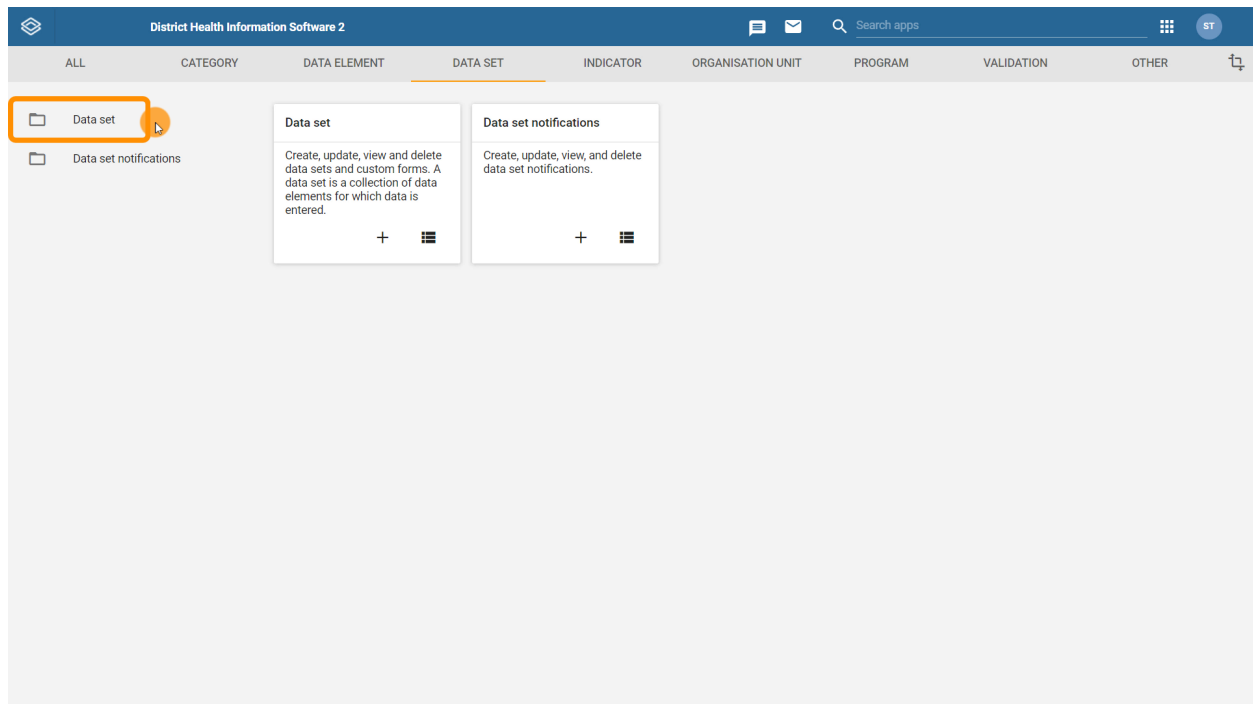
Overview

In this activity, you will create a data set with a default data entry form. You will configure its basic information, such as, name, period of collection, data elements associated with the data set and organisation units where the data will be entered.

Instructions

Create a data set: Default form

1. Sign in to your account in **DHIS2 Customization Practice**
2. Open the **Maintenance application**
3. Select the **data set tab** and choose data set from the left menu



4. Click on the **blue plus (+) sign** on the bottom right to create a new data set
5. Fill in the fields:

- a. **Name:** *Your initials_RMNCAH*
- b. **Period type:** Monthly
- c. **Category combination:** None

6. Add data elements

- a. **Add all data elements from the RMNCAH dataset**

Tip: You can find them by scrolling through the list of available data elements or using the search field to find them. If you use the search field you can search for RMNCAH to filter all program related data elements.. Move data elements one by one by double clicking on them, or by clicking on the data element and using the arrow to the right to move it to the selected box. You can also select multiple data elements or a range of data elements by using the command/control or shift buttons and then clicking the arrow to the right to move the items to the selected box

7. Assign all facilities in your hierarchy to the data set

- a. You can assign organisation units by selecting the box next to the organisation unit
- b. Or you can use the “Select levels” field, choose “Facility” and click ‘Select’

The screenshot shows the DHIS2 interface with the 'Filtering organisation units by name' dialog open. The dialog has a search bar at the top. Below it, a tree of organisation units is displayed. The 'Food Region (6)' is expanded, showing 'Dinner District (2)', 'Fruit District (2)', and 'Vegetable District (2)'. Under 'Dinner District (2)', 'Lasagne Private Hospital' and 'Spaghetti Health Center' are selected. Under 'Fruit District (2)', 'Apple Health Center' and 'Banana District Hospital' are selected. Under 'Vegetable District (2)', 'Carrot District Hospital' and 'Spinach Health Center' are selected. To the right of the tree, there are two dropdown menus: 'Organisation unit level' (set to 'Facility') and 'Organisation unit group'. Below these are 'SELECT' and 'DESELECT' buttons. At the bottom of the dialog are 'SELECT ALL' and 'DESELECT ALL' buttons. A 'SAVE' button is at the bottom left of the dialog.

8. Click ‘Save’

Now you have created a data set with a default form. In the next activity, you will create a section form headings and arrange the data elements within the various sections.