PWP System User Guide.

PWP System has two Users:

i. Users.

ii. Administrator.

HELP PER PAGE.

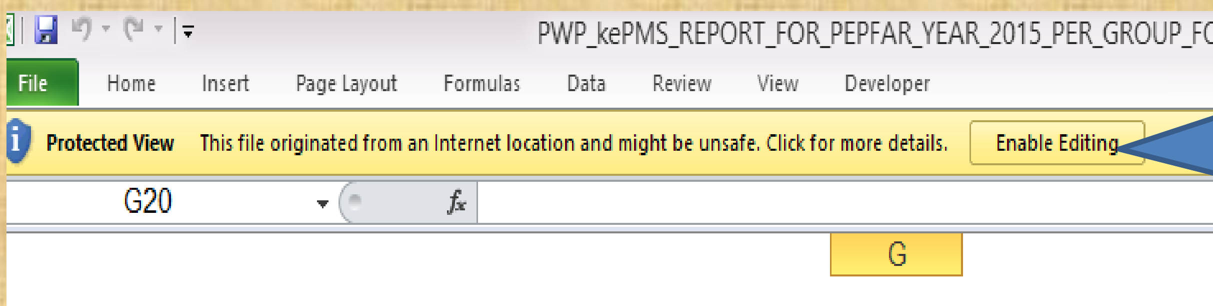
NOTE

- PWP System incorporates help for every page, if you are stuck when using the PWP System, click on this ? to get help for that page. Each page has its respective help.

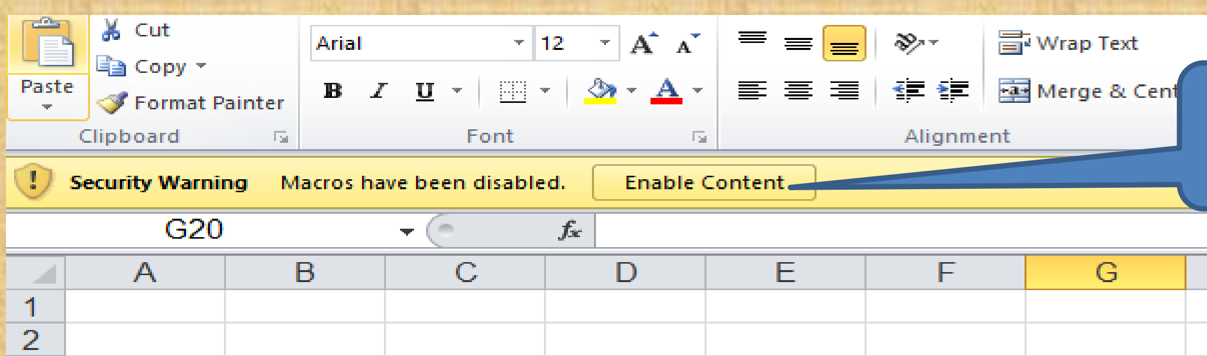
REPORTS.

NOTE

- Most of our reports needs users to click on **enable editing** and as well **enable content** for them to be able to view summarized report.



Step 1. click here (Enable editing)

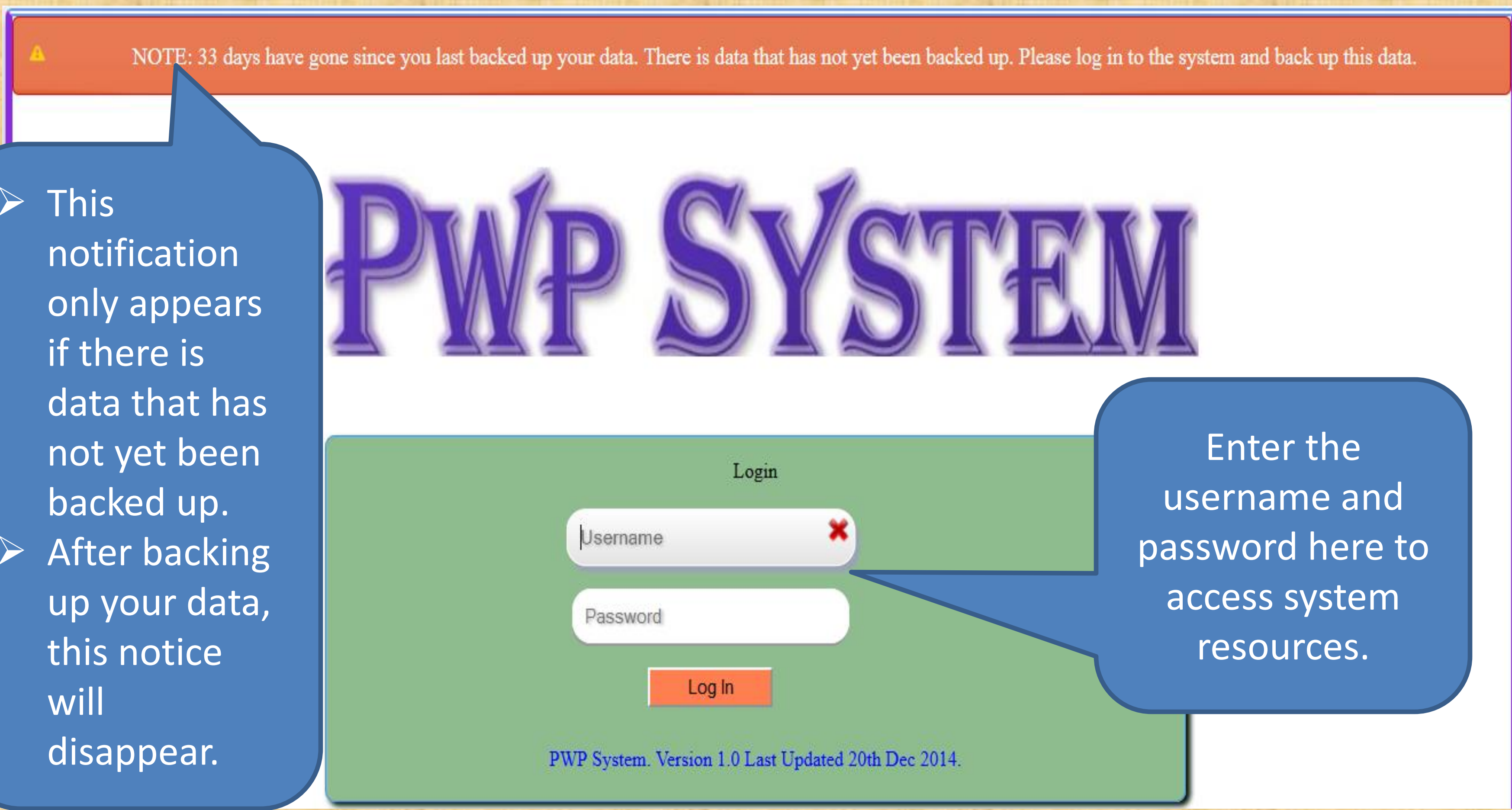


Step 2. Click here (Enable Content)

INDEX PAGE.

- Within the Index Page, All the system users are required to provide the credentials needed, to access any System resource. i.e. username and password.
- After Entering this, then press log in button.

Index Page.



- This notification only appears if there is data that has not yet been backed up.
- After backing up your data, this notice will disappear.

Enter the username and password here to access system resources.

USER'S MENU

The Following are the items within the clerk's Menu:

- *Add Entries*
- *PWP Form Entry*
- *Edit Entries*
- *Management*
- *Data*
- *Reports*
- *Help*
- *Log Out*

USER'S MENU

Move A mouse over any of the following item to view a sub-menu

Add users
Add clients
Add assessment form

Edit group details. Edit service provider.
Edit registration form.
Edit assessment form

DQA Module,
Set M&E Mail
Merge data
Send/Back up data

Get system help

Add Entries | PWP Form Entry | Edit Entries | Management | Data | Reports | Help | Log Out

Mark or edit PWP form

Edit profile.
Change last back up date
Move clients.

Generate system reports.

Log out of the system

ADD ENTRIES

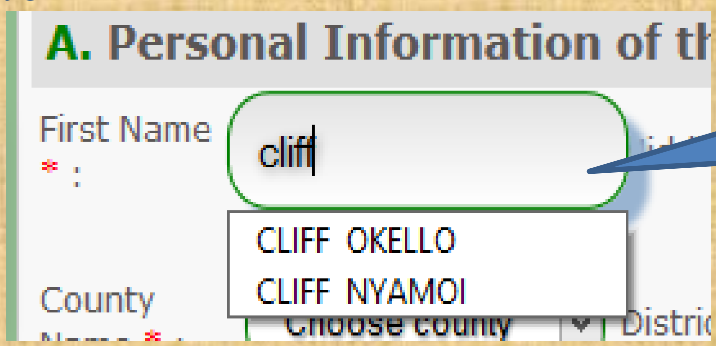
Users are able to :

- Add Other users and grant them privileges to access system resources
- Add clients.
- Add assessment form.

ADD CLIENTS.

PWP CLIENT REGISTRATION FORM.

- This module allows users to add client's data to the system.
- All fields marked * are mandatory/required fields.
- When a user enters client name, there will be a pop up list to show those clients who already exist(registered) in the system.



Shows all registered clients with cliff as their first name

- This will assist users avoid time wastage and double registration.

ADD CLIENTS.

PWP CLIENT REGISTRATION FORM.

- Users will not be able to navigate from one section to another(either previous or next) if all the required fields in the current section have not been field correctly.
- CCC NO will be used as a unique identifier for all the clients in the system. This means that no two clients will share the same CCC NO.
- National ID, client mobile number will be unique to clients but will not be used as a unique identifier for clients.

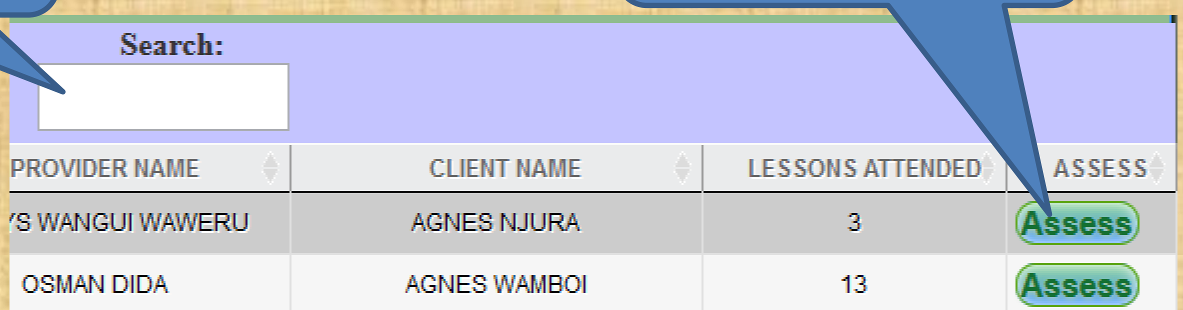
ADD ASSESSMENT FORM.

PWP CLIENT ASSESSMENT FORM.

- Clients will be able to be assessed once.
- Clients who have already been assessed, their assessment form can only be edited.
- Users can search for the client whom they want to assess, select that client, then click on assess as shown below.

Use this to search for client

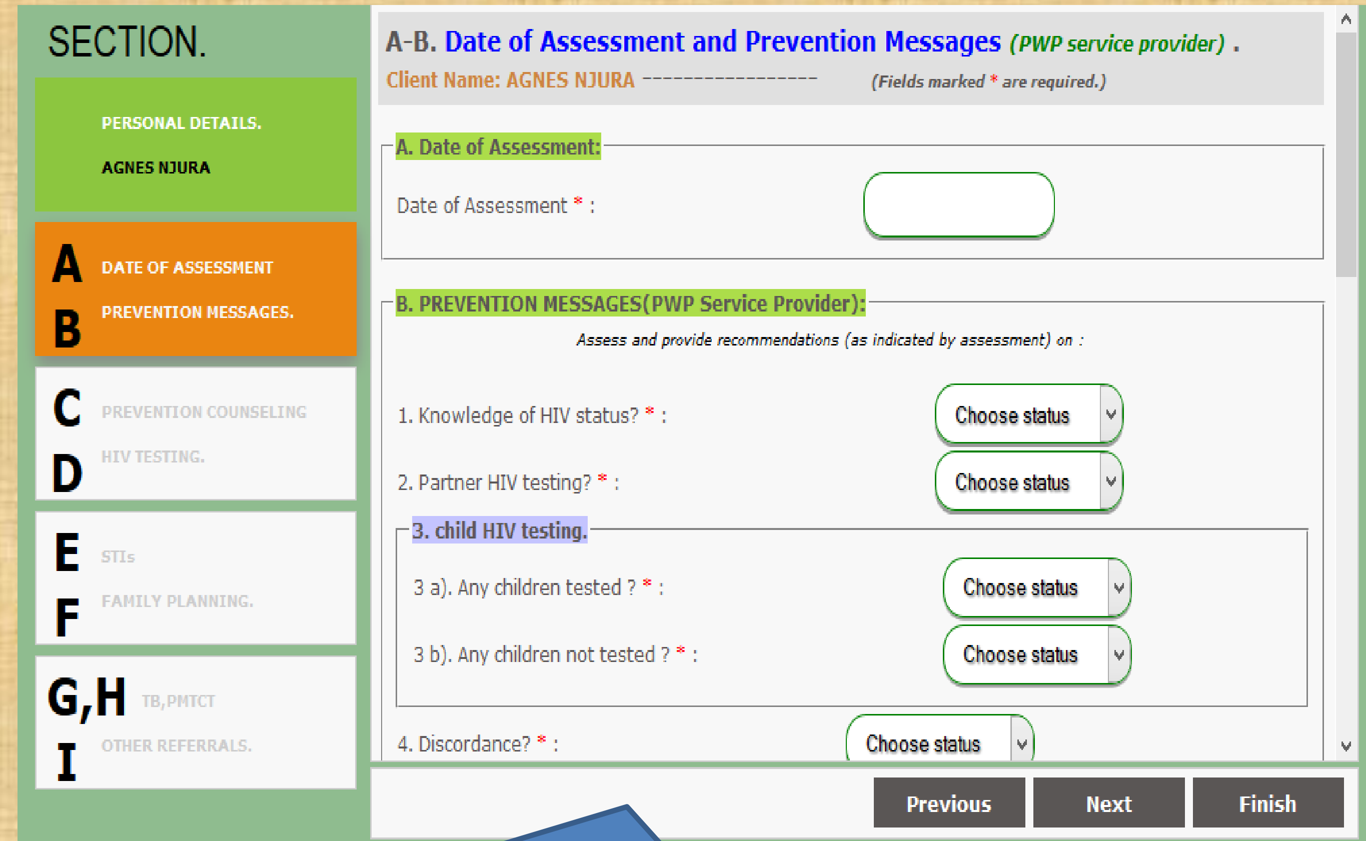
Click here to assess this client.



ADD ASSESSMENT FORM.

PWP CLIENT ASSESSMENT FORM.

- All fields marked * are required.
- Enter all details for each section & then click next.



Use this to scroll down here.

Errors will be shown here.

PWP FORM ENTRY

This is the main section of the system. It includes 5 steps for group sessions and 4 steps for individual

GROUP SESSIONS.

- Step 1/5 : Select group/ individual sessions.
- Step 2/5 : Select messages given.
- Step 3/5 : Enter Session Details.
- Step 4/5 : Select attendance for each message.
- Step 5/5 : Tick the services provided.

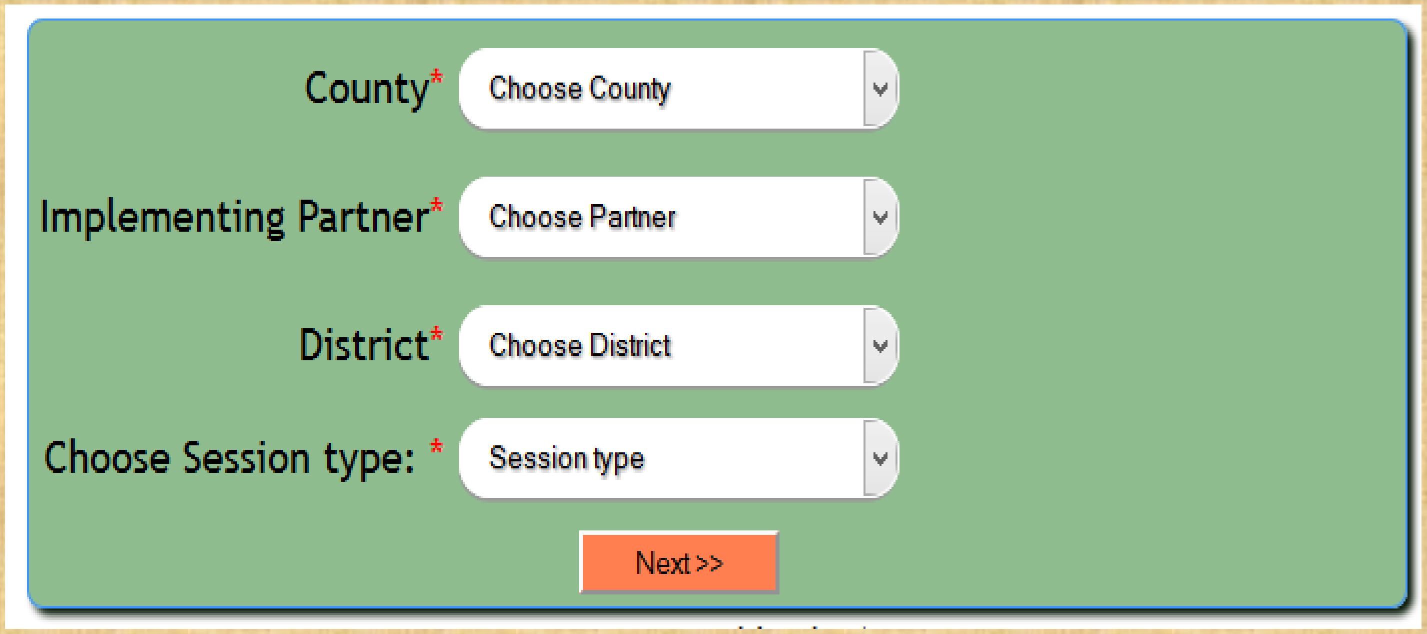
NOTE:

Incase you did not complete marking up to step 5/5, the following page will always appear on the first page of the PWP Form Entry.

This will always appear if the user only marked up to step 4/5..

STEP 1/5 . SELECT SESSION TYPE.

Within this page, users are able to select either group or individual sessions based on the type of sessions the client(s) took:



Step 1/5 . Select Session Type.

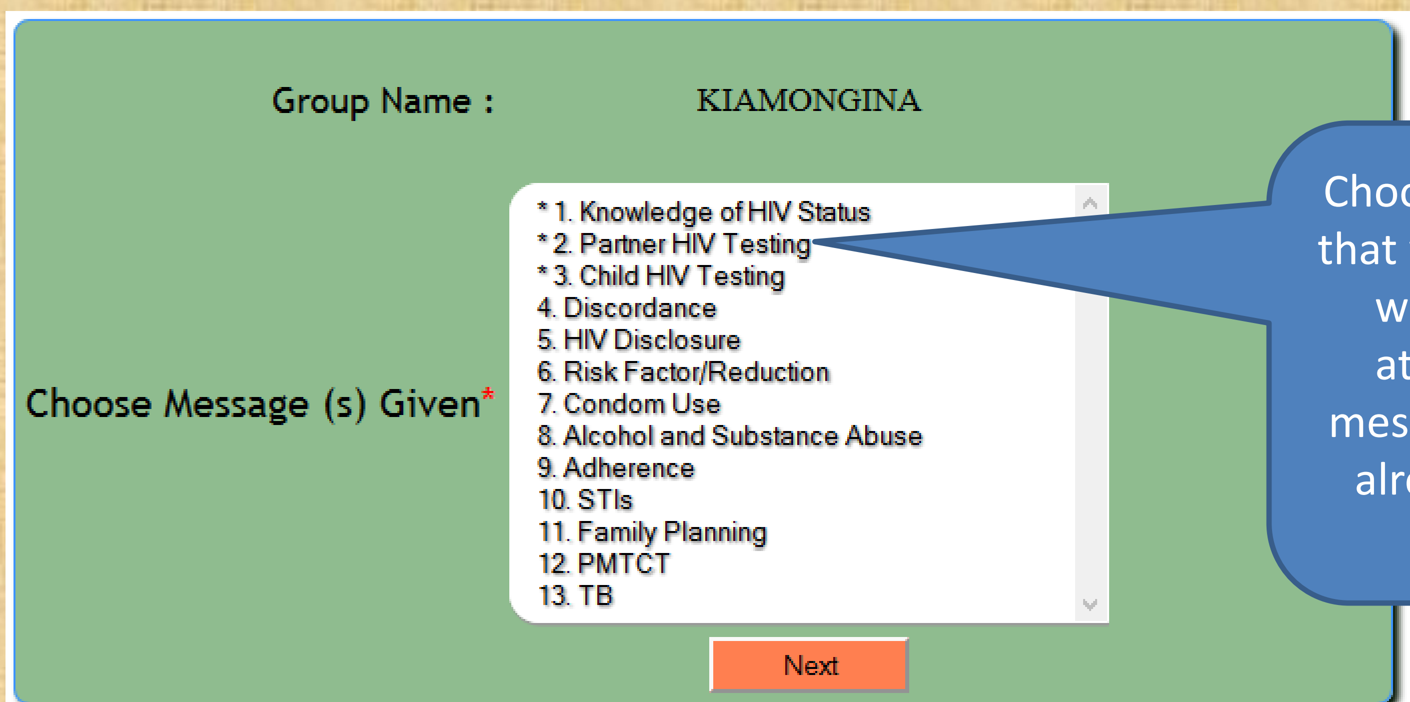
Users will be directed to different pages depending on the type of session that they took.

- For group sessions, users will be directed to page 2/5 where they are supposed to select the message that he/she need to add/edit for the selected group.
- For individual sessions, users will be directed to page 2/4 where they will be required to select the clients that he/she needs to add/update their attendance register or services provided.

GROUP SESSIONS
(STEP 2/5. SELECT MESSAGE (S) GIVEN).

In this section the user is supposed Select the message (s) they want to mark its attendance.

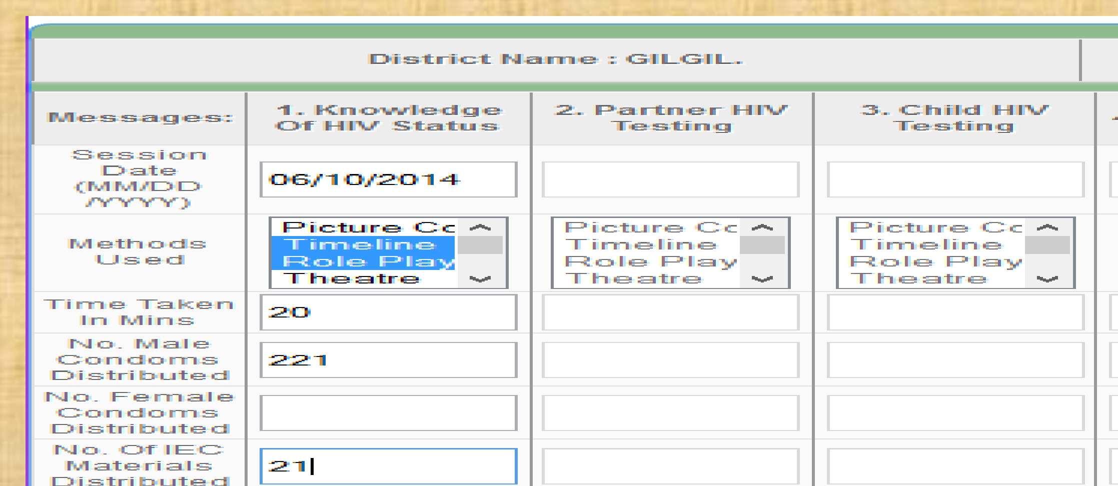
Press and hold CTRL Button to select more than one message.



Choose the messages that we given and you want to mark its attendance. The messages marked (*) already have been marked

GROUP SESSIONS (STEP3/5 . MARK/EDIT SESSIONS.)

The assumption is each message has its session. For the 13 session only the messages which were selected for marking are active the rest are de-activated. Enter the date, method used, time taken , male cds and female cds given. Lastly enter iec materials distributed. Do that for all the earlier selected messages.

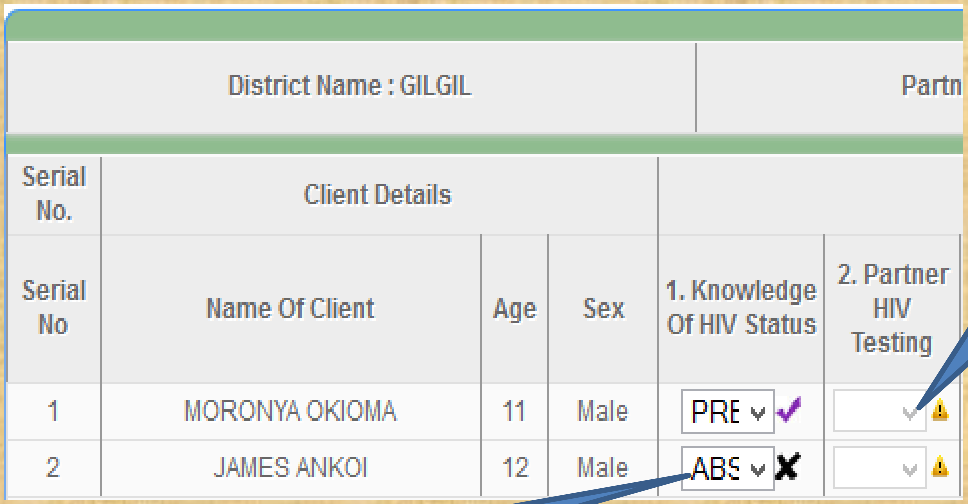


District Name : GILGIL.

Messages:	1. Knowledge Of HIV Status	2. Partner HIV Testing	3. Child HIV Testing	4
Session Date (MM/DD/YYYY)	06/10/2014			
Methods Used	Picture Cc Timeline Role Play Theatre	Picture Cc Timeline Role Play Theatre	Picture Cc Timeline Role Play Theatre	
Time Taken In Mins	20			
No. Male Condoms Distributed	221			
No. Female Condoms Distributed				
No. Of IEC Materials Distributed	21			

GROUP SESSIONS (STEP 4/5. MARK/EDIT ATTENDANCE.)

Select appropriately the status of each individual on the attendance of the various selected sessions/messages. For all the 13 messages, only those which were selected can be marked others are disabled.



District Name : GILGIL | Partn

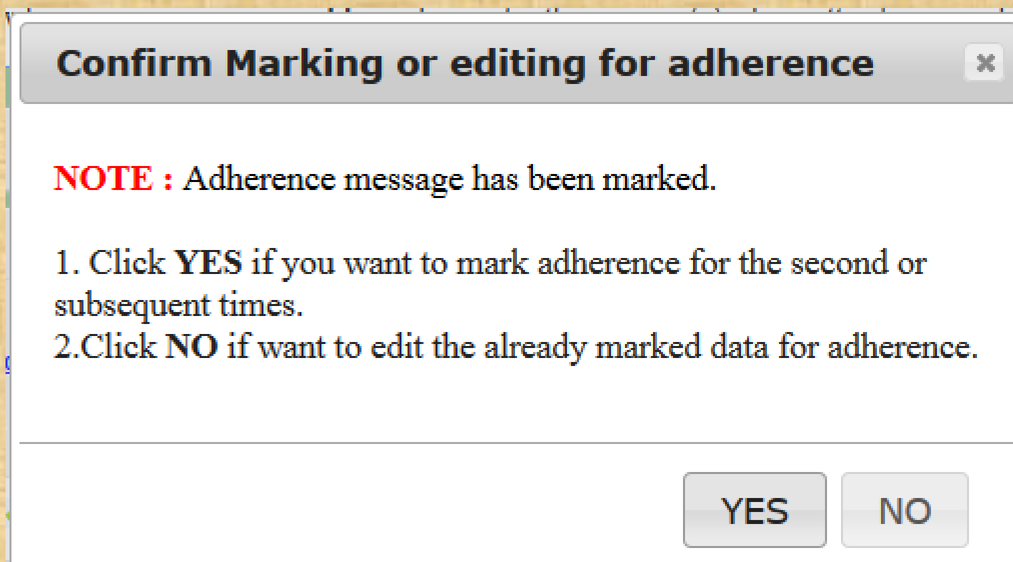
Serial No.	Client Details				
Serial No	Name Of Client	Age	Sex	1. Knowledge Of HIV Status	2. Partner HIV Testing
1	MORONYA OKIOMA	11	Male	PRE	
2	JAMES ANKOI	12	Male	ABS	

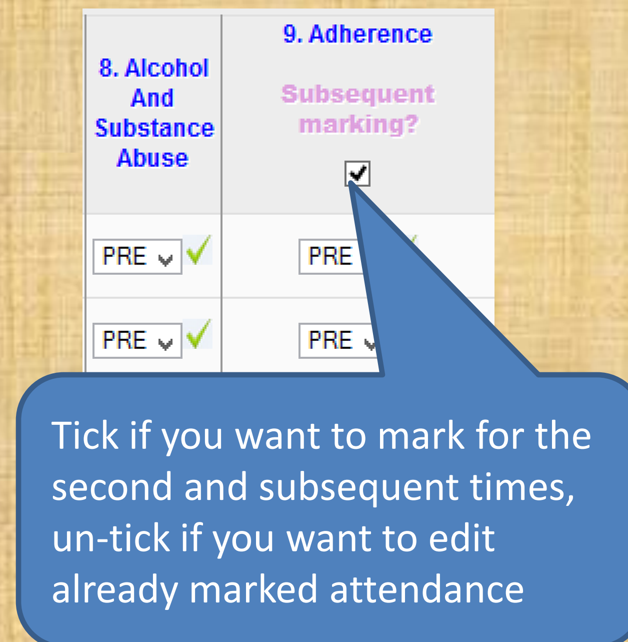
Disabled hence its attendance cant be marked

Attendance can be marked.

Group Sessions (Step 4/5. Adherence Message.)

- Since uses can be given adherence message more than once, when a user selects to mark adherence message and this message had already been given, he will be prompted as shown below.





- Click on either yes or no based on the marking/editing that is needed.
- Yes will automatically tick adherence message, no will un-tick adherence message.

Group Sessions (Step 5/5. Select Services Provided.)

For each session attended services are offered. If the client was absent his/her row is disabled hence no services can be given. Enter remarks, prepared by, reviewed by and date of submission and then save.

District Name : GILGIL	Partner Name : GSK	Group Name : MENENGAI WOMEN GROUP

Serial No.	Client Details			PWP Services Provided (Tick Where Applicable)							
Serial No	Name Of Client	Age in Years	Sex	Received Contraceptives	Referred to Service Point	No Of Condoms Given	Screened For TB	Screened For STIs	Partner Tested	Children Tested	Disclosed Status
1	MORONYA OKIOMA	11	Male	☑	☑	No. of CDs	☑	☑	☑	☑	☑
2	JAMES ANKOI	12	Male	☐	☐	No. of CDs	☐	☐	☐	☐	☐

Remarks: Remarks Prepared By : Prepared By : Reviewed By : Reviewed By : Date Of Submission(MM/DD/YYYY) : Date Of Submiss

Save

Disabled

Users must enter remarks, prepared by reviewed by and date of submission whether services were given

GROUP SESSIONS
EDIT PWP FORM.

- Incase you marked the form wrongly and wish to edit, Follow the same steps as outlined when marking attendance.
- First you need to go to step 1/5 where you are able to select a group which you need to edit its attendance.
- On step2/5, select the message that you want to edit its attendance.
- Make all the edits as required and continue up to the last step i.e 5/5.

Individual Sessions

(Step 2/4 Select/ Tick Clients)

Click here to select the number of records you want to appear in this page. Maximum is 100 records/clients

Enter text here to search client name or service providers.

If you click here, you will be able to select all clients who appear in this page.

Show 10 entries

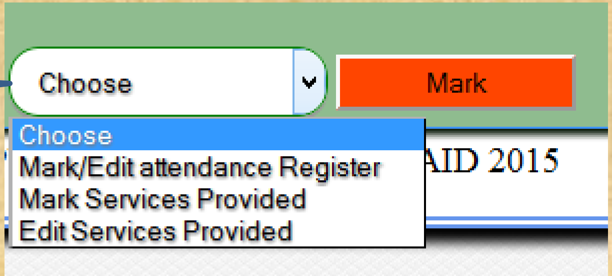
Search:

NO	PARTNER NAME	DISTRICT NAME	GROUP NAME	PROVIDER NAME	CLIENT NAME	EDIT
1	KNOTE	GILGIL	INDIVIDUAL	SAKAYO MATHEW	CLIFF OKELLO	☐
2	KNOTE	GILGIL	INDIVIDUAL	JAMAIA MASA	JAMES KERONCHE	☐
3	KNOTE	GILGIL	INDIVIDUAL	JAKAKIMBA SAMMY	NYAMAO ZAKEUS	☐

Showing 1 to 3 of 3 entries

Previous 1 Next

Choose the marking type here and then click on Mark.



INDIVIDUAL SESSIONS

(STEP 3/4 MARKING ATTENDANCE/REGISTER)

Within this page, users can mark/edit attendance for any message and client. For every client, enter date of session and then select attendance status (present/absent).

Serial No	Name Of Client	Age	Sex	1. Knowledge Of HIV Status	2. Partner HIV Testing	3. Child HIV Testing	4. Discordance
1	CLIFF OKELLO	28	Male	02/04/20 PRE:	02/03/20 PRE:	02/11/20 PRE:	date of se Choo
2	JAMES KERONCHE	4	Male	02/03/20 PRE:	02/03/20 PRE:	02/10/20 PRE:	02/10/20 ABSI

Unmarked message

Client was not given this message.

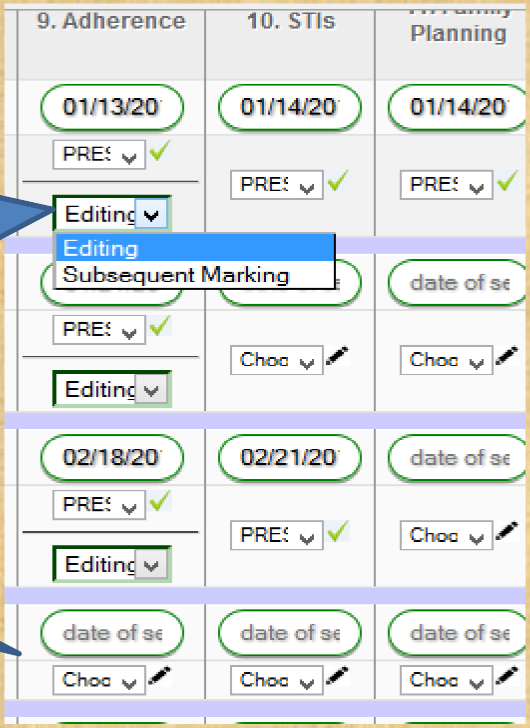
Client was given this message.

Individual Sessions
(Step 3/4 Adherence Message)

For Clients who are being given adherence message for the second and consecutive rounds, Users will be required to click and select as shown below.

This client has already been given adherence message, user can decide to either edit the already marked attendance or give adherence message for the second or subsequent time (subsequent marking)

This client has not been given adherence message, users are only allowed to mark their attendance for this adherence message.



Individual Sessions
(Step 4/4 Tick services provided.)

Only those clients who were present in one or more messages and marking for their services has not yet been done, will be loaded in this section for service provision as shown In the next page.

All those clients who were absent will not appear in this list because they are not legible to be given services.

INDIVIDUAL SESSIONS
(STEP 4/4 TICK SERVICES PROVIDED.)

Remember to select the message here.

Enter/ tick the services that were provided here.

Serial No.	Client Details			PWP Services Provided (Tick Where Applicable)								
Serial No	Name Of Client	Age in Years	Sex	Message Given*	Received Contraceptives	Referred to Service Point	No Of Condoms Given	Screened For TB	Screened For STIs	Partner Tested	Children Tested	Disclosed Status
1	CLIFF OKELLO	28	Male	*Partner HI\ Knowledge *Risk Facto *Child HIV T	☐	☐	No. of CDs	☐	☐	☐	☐	☐
2	JAMES KERONCHE	4	Male	*Alcohol an *Child HIV T *Risk Facto STIs HIV Disclos	☐	☐	No. of CDs	☐	☐	☐	☐	☐

After ticking the services as required, please enter remarks, prepared by, reviewed by and date of submission.

INDIVIDUAL SESSIONS
(STEP 2/4 EDIT SERVICES PROVIDED.)

STEP 2/4. Mark Individual Sessions. ?

Search:

NAME	GROUP NAME	PROVIDER NAME	CLIENT NAME	EDIT ☑
.	INDIVIDUAL	SAKAYO MATHEW	CLIFF OKELLO	☑
.	INDIVIDUAL	JAMAIA MASA	JAMES KERONCHE	☑
.	INDIVIDUAL	JAKAKIMBA SAMMY	NYAMAO ZAKEUS	☑

f 3 entries

Previous 1

Edit Services Provic | Choose Message | Mark

- Choose
- Mark/Edit attendance Register
- Mark Services Provided
- Edit Services Provided

INDIVIDUAL SESSIONS
(STEP 4/4 EDIT SERVICES PROVIDED.)

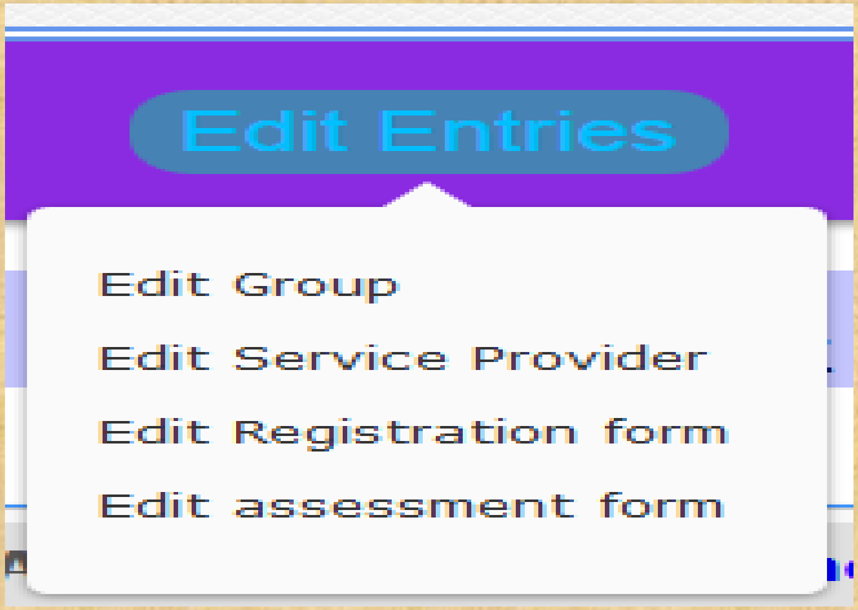
Edit the services as required and then save the changes by clicking on the save button.

Serial No.	Client Details			PWP Services Provided (Tick Where Applicable)							
Serial No	Name Of Client	Age in Years	Sex	Received Contraceptives	Referred to Service Point	No Of Condoms Given	Screened For TB	Screened For STIs	Partner Tested	Children Tested	Disclosed Status
1	CLIFF OKELLO	28	Male	☐ ✖	☐ ✖	0	☐ ✖	☐ ✖	☐ ✖	☐ ✖	☐ ✖
2	JAMES KERONCHE	4	Male	☐ ✖	☑ ✓	0	☐ ✖	☑ ✓	☐ ✖	☐ ✖	☐ ✖
3	NYAMAO ZAKEUS	14	Male	☑ ✓	☑ ✓	0	☐ ✖	☐ ✖	☐ ✖	☐ ✖	☐ ✖

Save

Edit Entries.

Users are able to make edits for the following entries.



Click on the type of edit that you need to perform within the above sub-menu.

EDIT GROUP

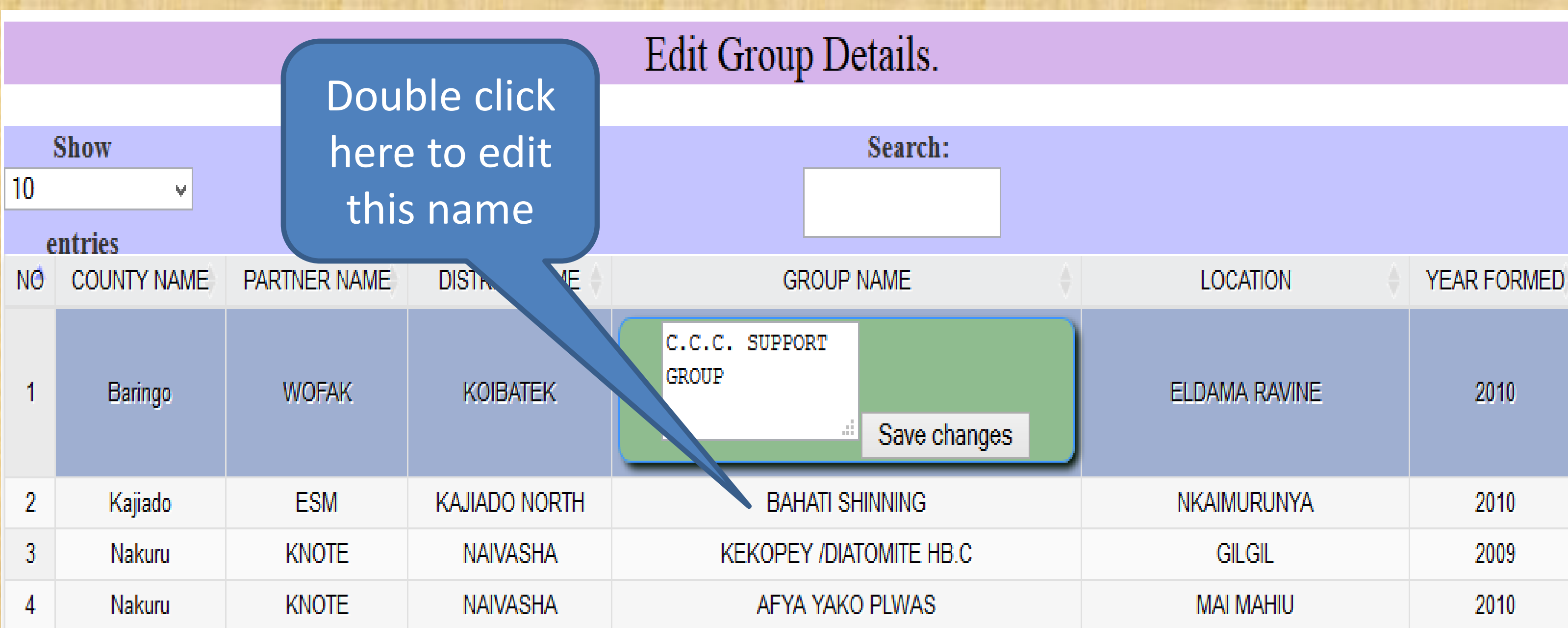
Users are also able to edit group details like group name, location and the year this group was formed. This can be achieved by following the outlined steps.

When you move your mouse to the edit entries button, the menu shown above will show. Click on edit group.

EDIT GROUP

All groups that exist in the system will be listed as shown below.

Users are only able to edit group name, location and year formed. Double click on the field that you need to edit as shown below.



EDIT SERVICE PROVIDERS.

- Users are also able to edit service provider's basic data including name and phone number as shown below.
- Double click on either first name, middle name, last name or phone number to edit its data. Use the search button to search for a provider in the system.
- All fields with * are editable fields.

Show 10 entries

Search:

NO	COUNTY NAME	PARTNER NAME	GROUPS	FIRST NAME *	MIDDLE NAME *	LAST NAME *	PHONE NUMBER *	NO. OF CLIENTS
1	Kajiado	AJAM	NURU SHALOM ROIMEN,	RAHAB	NASHIPAE	ONSEUR	0726123797	14
2	Kajiado	CDON-KAJIADO	UMOJA,	ALICE	Click to edit	GEORGE	Click to edit	0
3	Kajiado	CDON-KAJIADO	KIMANA CCC,	LYDIA	W	KIMANI	0725060402	14
4	Kajiado	CDON-KAJIADO	KIMANA CATHOLIC, NATUMO,	CHRISTINE	Click to edit	WAMBUI	0711943883	23

Double click here to edit this field data.

EDIT/DELETE CLIENTS' DATA

- Users are able to edit client's data.
- First the user needs to select parameters shown above and all the clients matching these details will be loaded as shown.
- Users can use the available search box to filter all the clients matching the format he/she needs.

Show 10 entries Search:

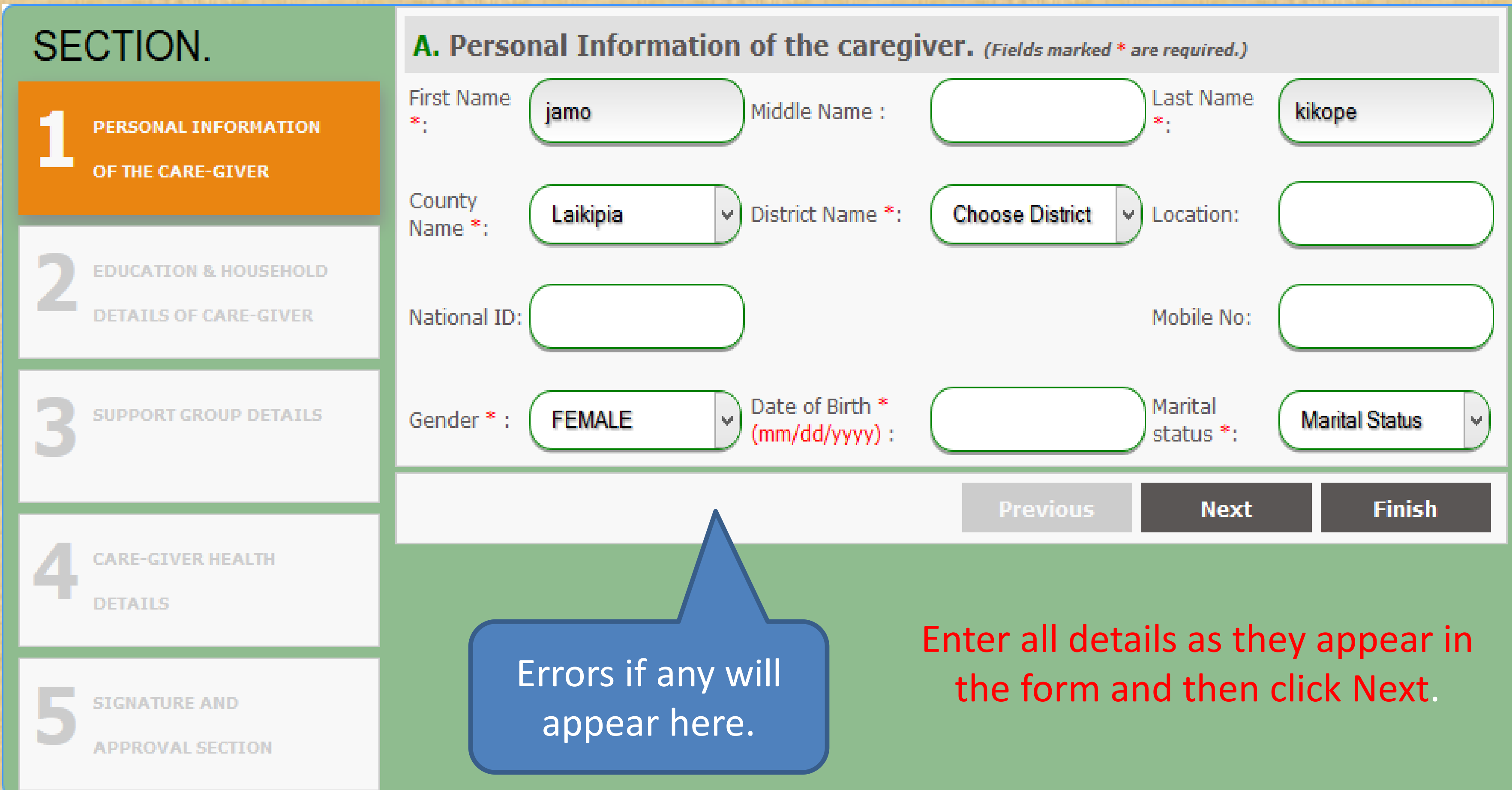
NO	PARTNER NAME	DISTRICT NAME	GROUP NAME	PROVIDER NAME	CLIENT NAME	LESSONS ATTENDED	STATUS*	EDIT	DELETE
1	DC NGONG AJAM	KAJIADO NORTH	JITEGEMEA	ELIZABETH WAITHERA KAMAU	ELIZABETH KAPOLI	9	ACTIVE	Edit	Delete
2	DC NGONG AJAM	KAJIADO NORTH	JITEGEMEA	ELIZABETH WAITHERA KAMAU	MIRIAM WANZILA (Un-edited)	9	ACTIVE	Edit	Delete
3	DC NGONG AJAM	KAJIADO NORTH	JITEGEMEA	ELIZABETH WAITHERA KAMAU	NANCY NJERI KAMAU (Un-edited)	9	ACTIVE	Edit	Delete

Users with administrative privileges are able to edit and delete clients from the system. Others users are only able to edit client's details.

- NOTE: Delete a client only if he/she has been registered more than once or for any other legible reason.
- Upon finding the correct client, users are supposed to click on edit button to change clients details.

EDIT CLIENT'S REGISTRATION FORM.

All fields marked with * are required fields.



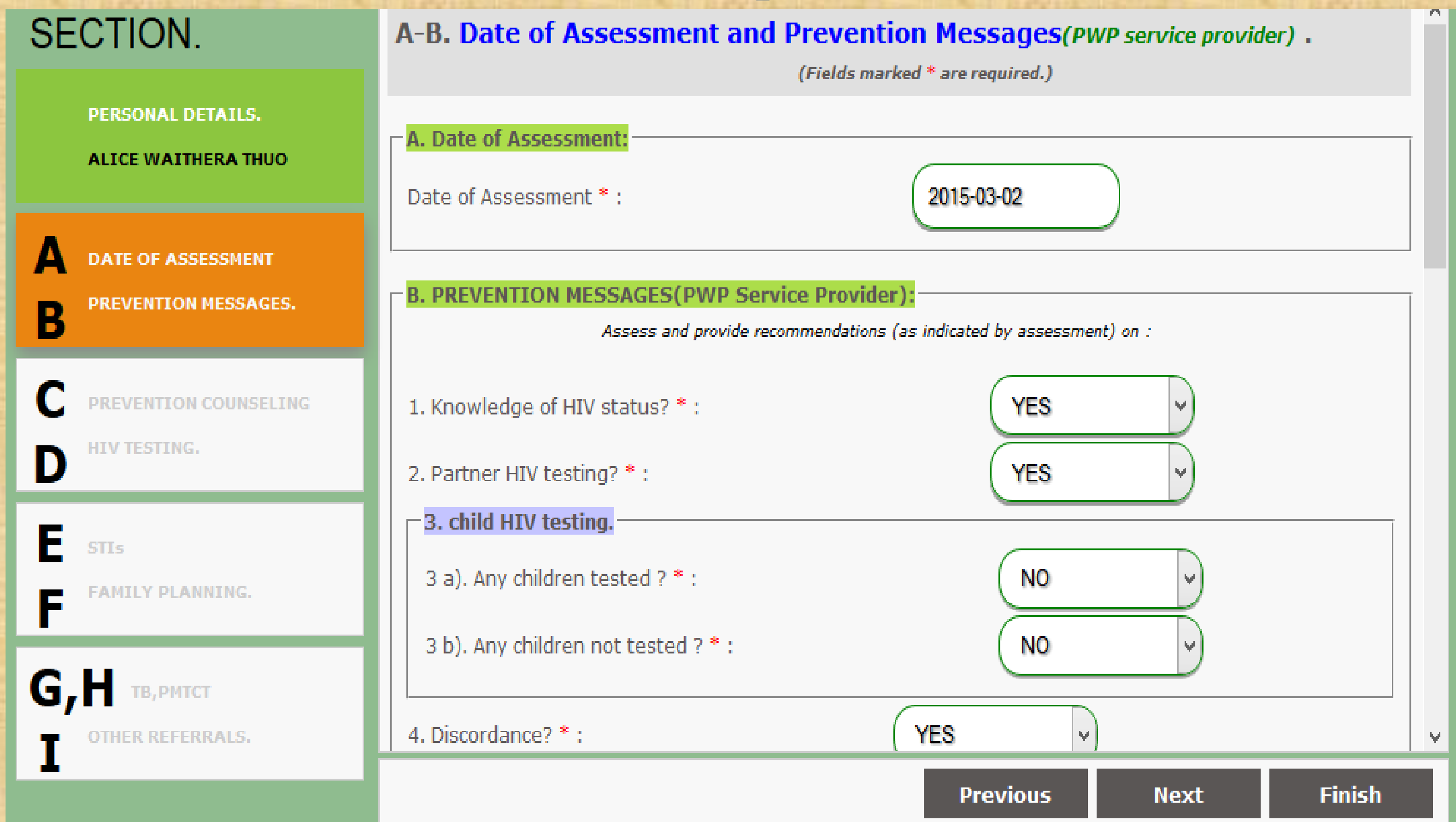
Errors if any will appear here.

Enter all details as they appear in the form and then click Next.

EDIT CLIENT'S ASSESSMENT FORM.

All fields marked with * are required fields.

Edit the assessment form as required and then click on finish.



SECTION.

PERSONAL DETAILS.

ALICE WAITHERA THUO

A DATE OF ASSESSMENT

B PREVENTION MESSAGES.

C PREVENTION COUNSELING

D HIV TESTING.

E STIs

F FAMILY PLANNING.

G,H TB,PMTCT

I OTHER REFERRALS.

A-B. Date of Assessment and Prevention Messages*(PWP service provider)* .

*(Fields marked * are required.)*

A. Date of Assessment:

Date of Assessment * : 2015-03-02

B. PREVENTION MESSAGES(PWP Service Provider):

Assess and provide recommendations (as indicated by assessment) on :

1. Knowledge of HIV status? * : YES

2. Partner HIV testing? * : YES

3. child HIV testing.

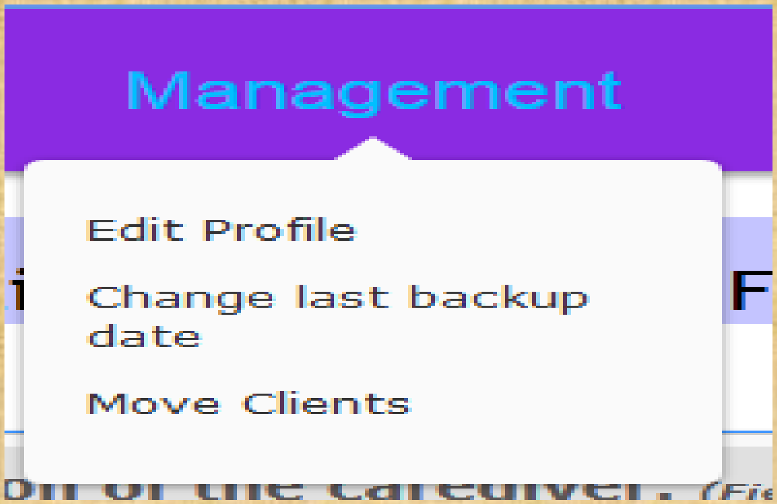
3 a). Any children tested ? * : NO

3 b). Any children not tested ? * : NO

4. Discordance? * : YES

Previous Next Finish

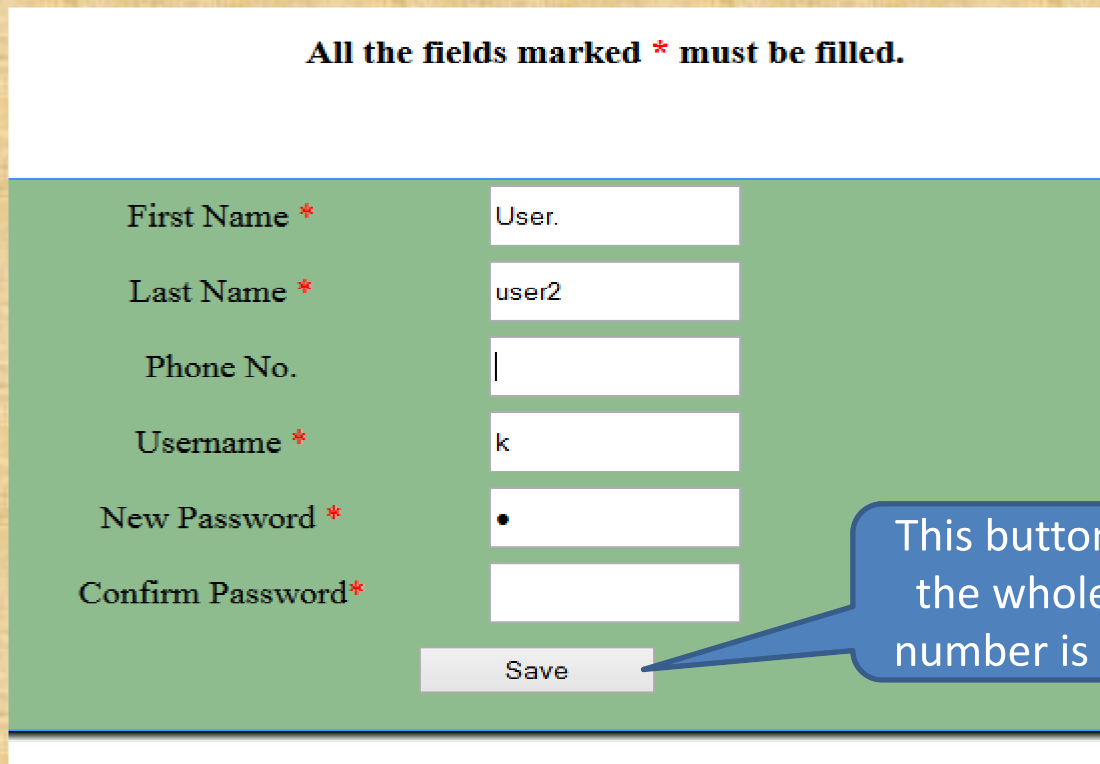
MANAGEMENT.



Within the management module, users are able to :

1. Edit their own profile.
2. Change the last time data was backed up
3. Move clients from the old PWP client form to new PWP client registration form. This is only done once.

MANAGEMENT.-EDIT PROFILE

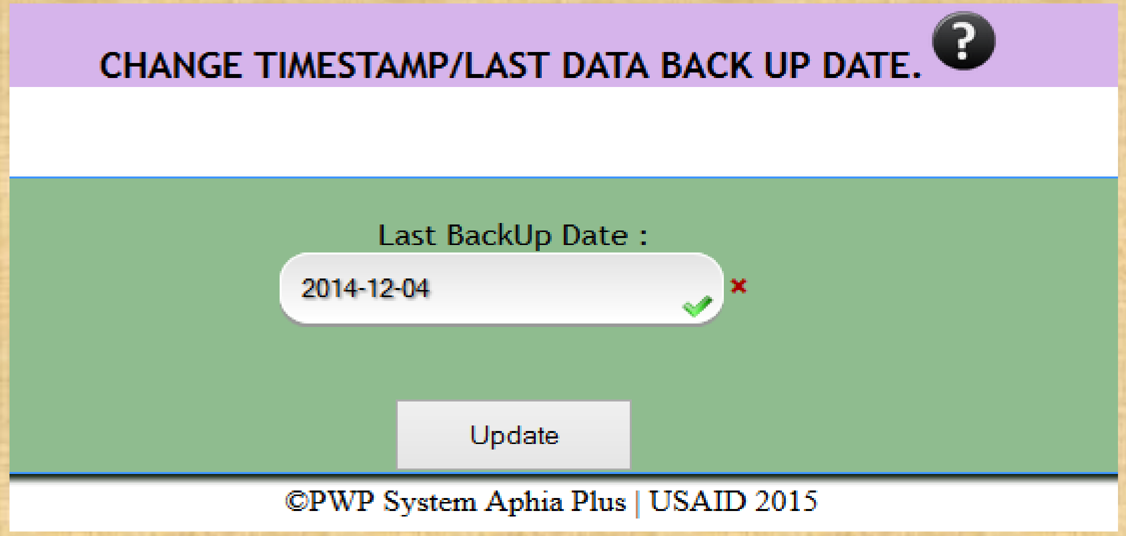


This button is inactive until the whole of your phone number is correct or blank.

Please ensure you provide the correct phone number. If the phone number is incorrect, the save button will be disabled.

MANAGEMENT.-CHANGE BACK-UP DATE

Users are able to access this module and change the last time their data was backed up. This is helpful incases where we need to get a back up of the previous data.

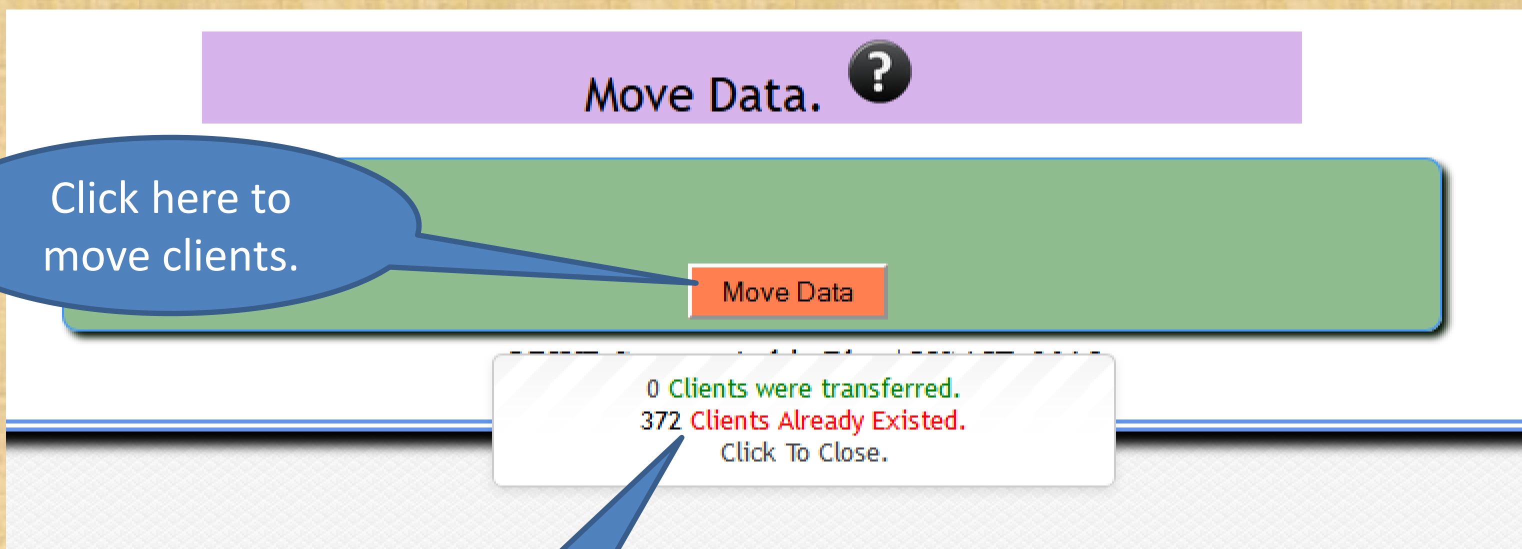


Change the details as required and then click on update to change the last back up date.

MANAGEMENT.-CHANGE BACK-UP DATE

NOTE: This is one time activity. It is only done once.

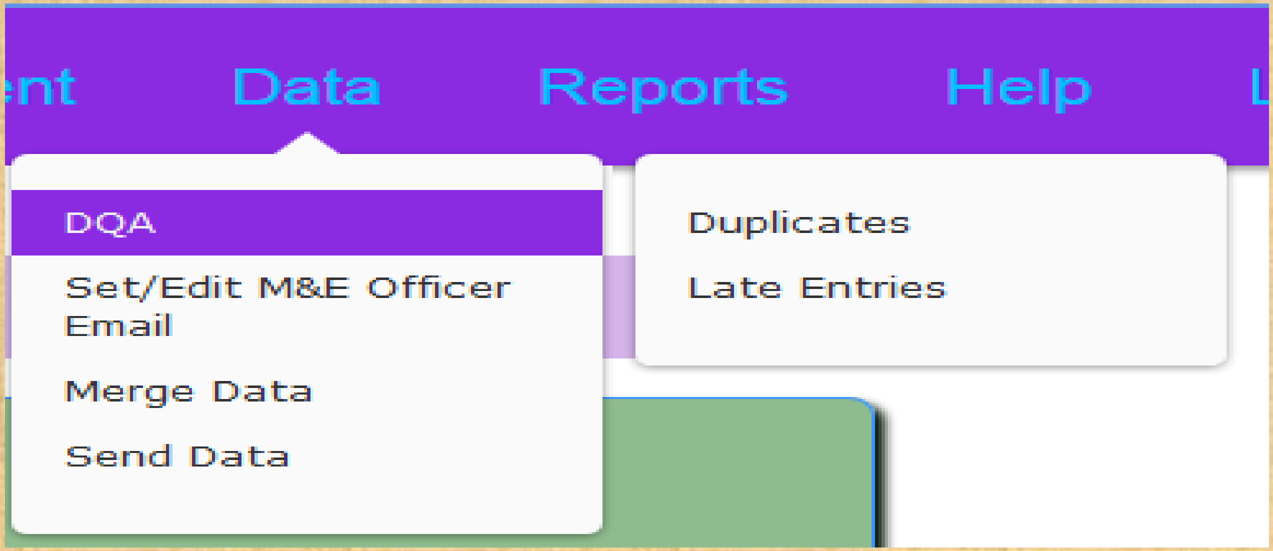
This is usually done to move clients so that they conform to the new format of client registration form.



Click here to move clients.

Status report.

DATA



Within the data module, users are able to access:

- DQA Module(duplicate entries, late entries report.)
- Set M&E email address
- Merge data
- Send data/ create back up.

DATA - DQA .

Within the DQA Module, the user is able to:

Users are able to:

- View Possible duplicates and then delete them accordingly.
- Generate raw data that was entered within specific period.

DQA - Duplicates.

NOTE: These are only possible duplicates.. Please counter check to confirm that the data you have in the system is clean.

We have not captured all the instances of duplicate entries. E.g mis-spelt names.

DQA –DELETE CLIENTS.

Within the DQA Module, M&E Officers have a privilege to delete clients incase they are duplicates. This module is only accessible by the M&E Officer and the system administrator.

Choose Parameter Here: Full name

Click here to select a parameter

Save data to any of this formats

Save to csv | Save to xls | Save to pdf

Show 10 entries

Search:

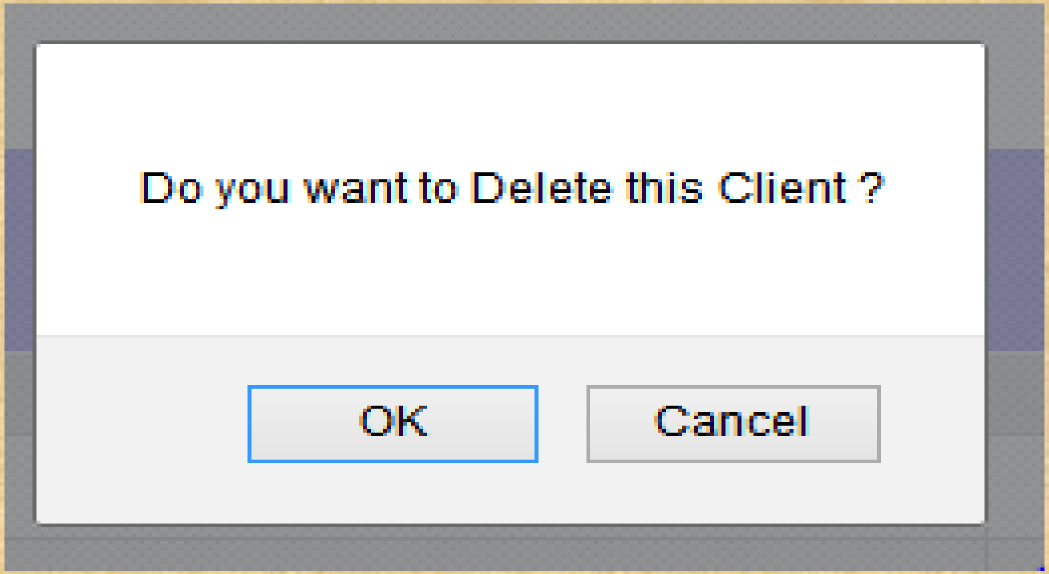
Search using this.

No	COUNTY	PARTNER	DISTRICT	HEALTH FACILITY	GROUP	SERVICE PROVIDER	CLIENT NAME	AGE	YEAR	SESSIONS ATTENDED	DELETE
1	Narok	NADINEF	NAROK NORTH	Narok District Hospital	SIYIAPEI FOUNTAIN OF HOPE	HENRY MAGIROI	AGNES MAGIROI	40	2014	4	DELETE
2	Narok	NADINEF	NAROK NORTH	Narok District Hospital	SIYIAPEI FOUNTAIN OF HOPE	HENRY MAGIROI	AGNES MAGIROI	32	2014	0	DELETE
3	Nakuru	FAIR	NJORO	GSN Joppa Medical Clinic	INDIVIDUAL 2N	DORCAS WANJIRU	AGNES WANJIRU MWANGI	52	[illegible]	[illegible]	DELETE
4	Nakuru	FAIR	RONGAI	Ol-Rongai Dispensary (Rongai)	INDIVIDUAL50	DORCAS LUGANYI	ALBERT LUGANYI	54	[illegible]	[illegible]	DELETE
5	Nakuru	FAIR	RONGAI	Lelechwet Dispensary (Rongai)	INDIVIDUAL62	DORCAS LUGANYI	ALBERT LUGANYI	55	2014	1	DELETE

Click here to delete.

DQA –Delete Clients.

On clicking delete client, you will be prompted to confirm if you are really sure that you want to delete a client.



If you click OK, the client and all his/her associated data will be deleted.

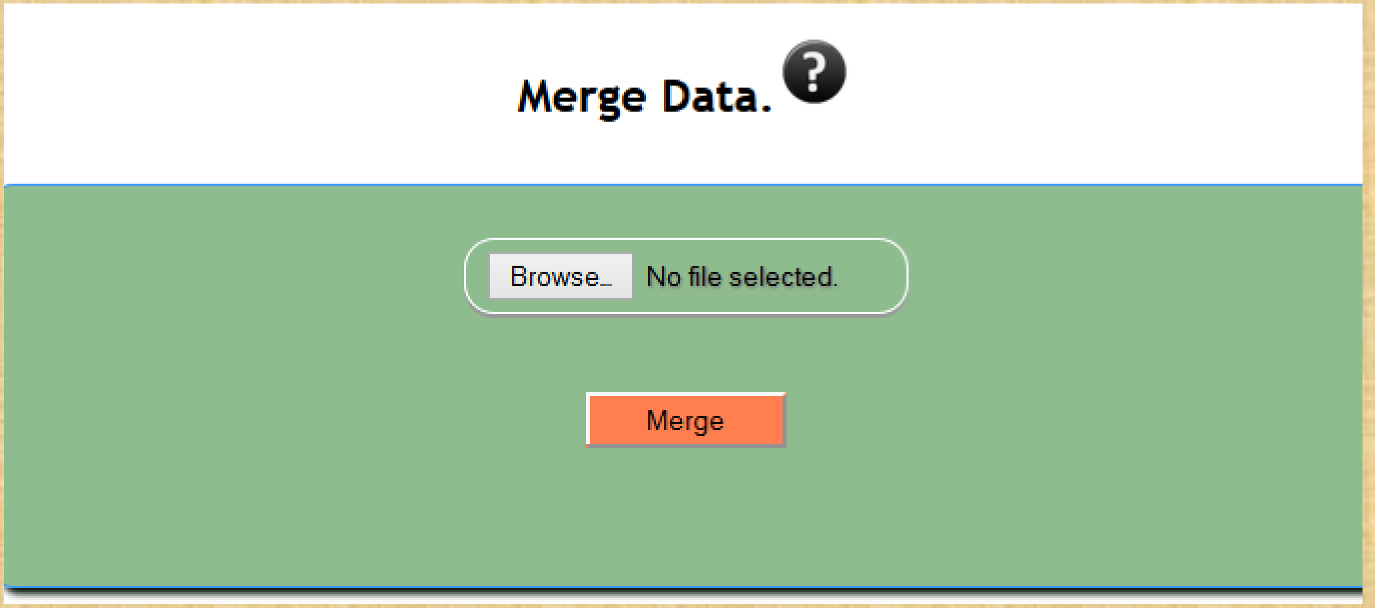
DATA- SET M$E EMAIL ADDRESS

Users are also able to set or change existing M&E email address.

Enter all details as shown below and then click on update button.

DATA- MERGE DATA

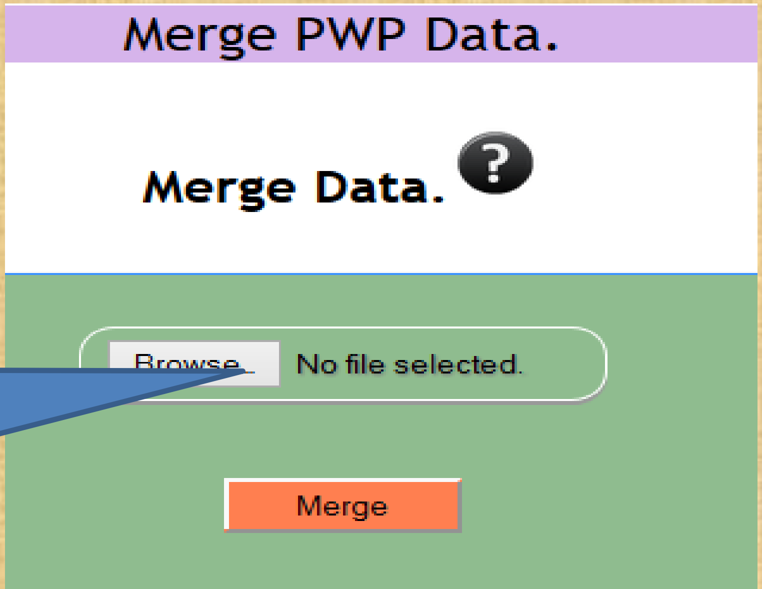
Select the file whose data needs to be merged with the rest in the system. And then click on merge button. Click on browse to select the correct .sql data file.



Administrator –Management-Merge Data.

The M&E Officer at the county level is supposed to collect all the data from the pwp users by creating the back up as shown later. This collected back up includes his/her own back up.

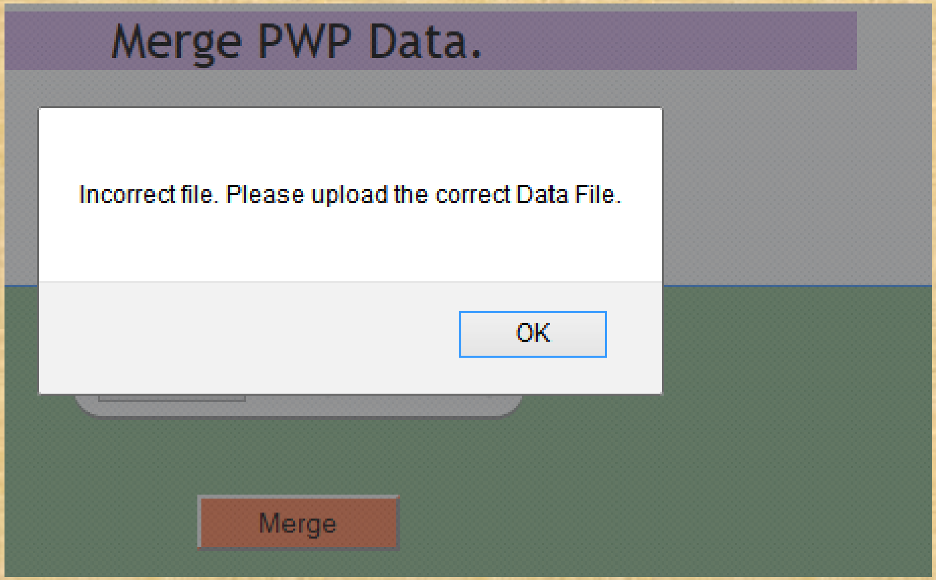
On collecting the data, the officer will click on the merge data sub-button and the following page will appear.



Click here to select the file that you want to merge its data.

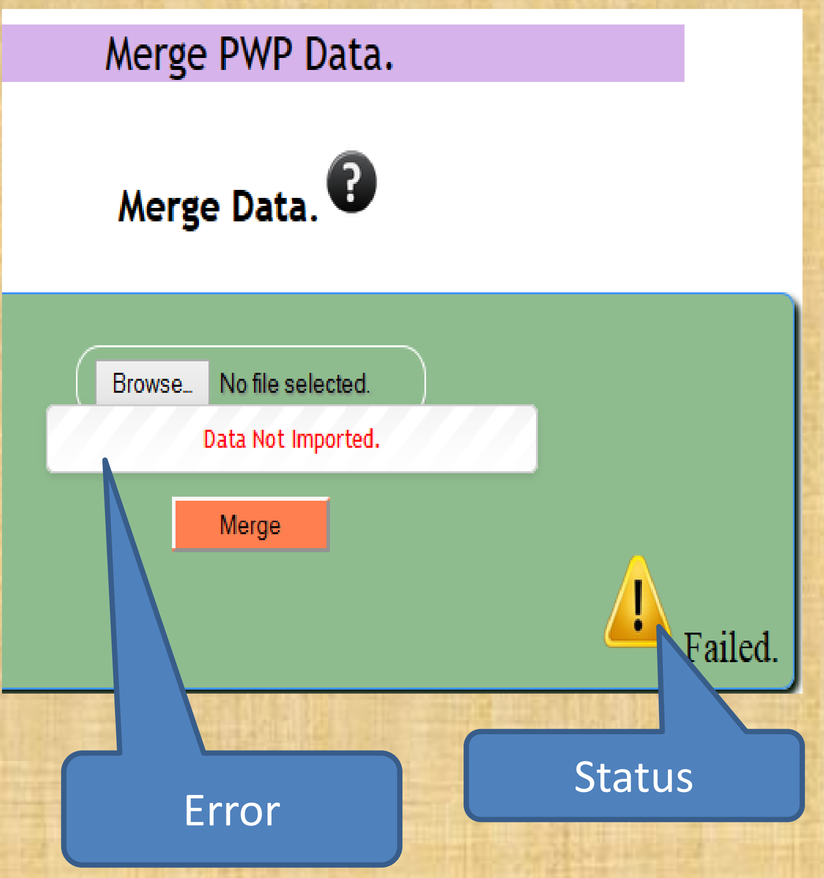
MERGE DATA – ERRORS 1.

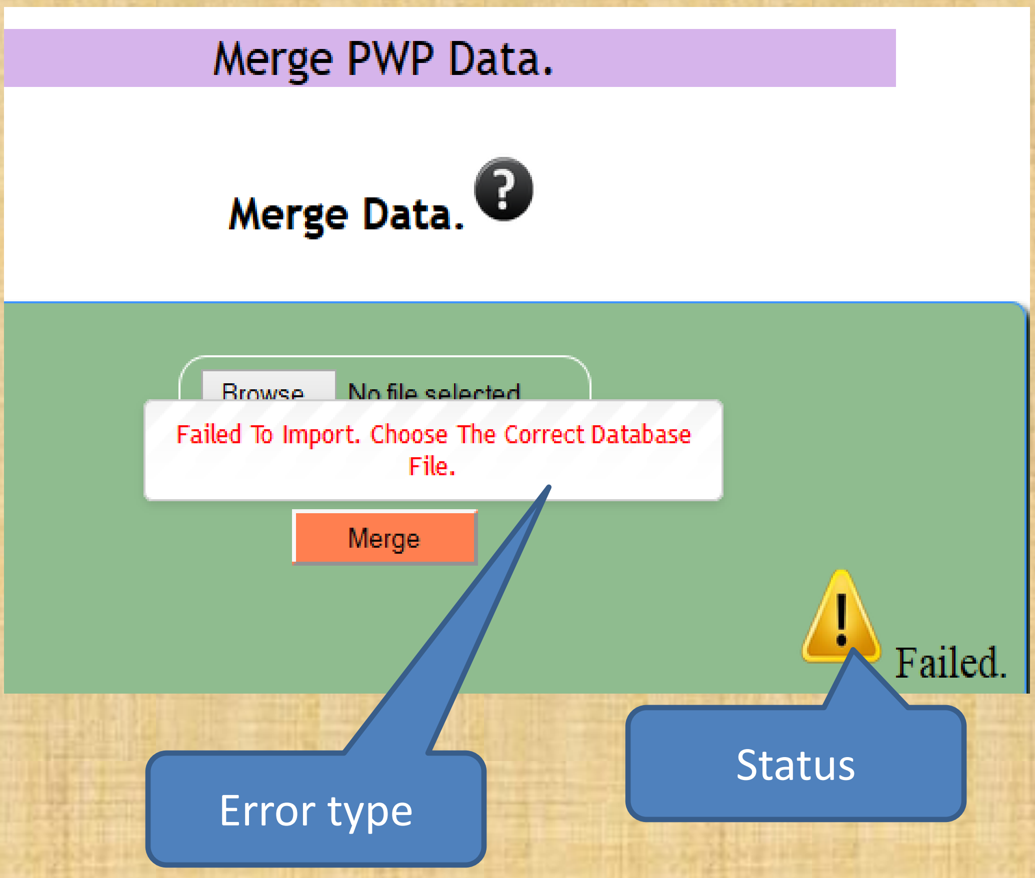
NOTE: The M&E Officer needs to select the correct database file i.e xxxxxxxxx.sql, this is very essential because if a wrong file is chosen, an error will appear as shown bellow.



MERGE DATA – ERRORS 2.

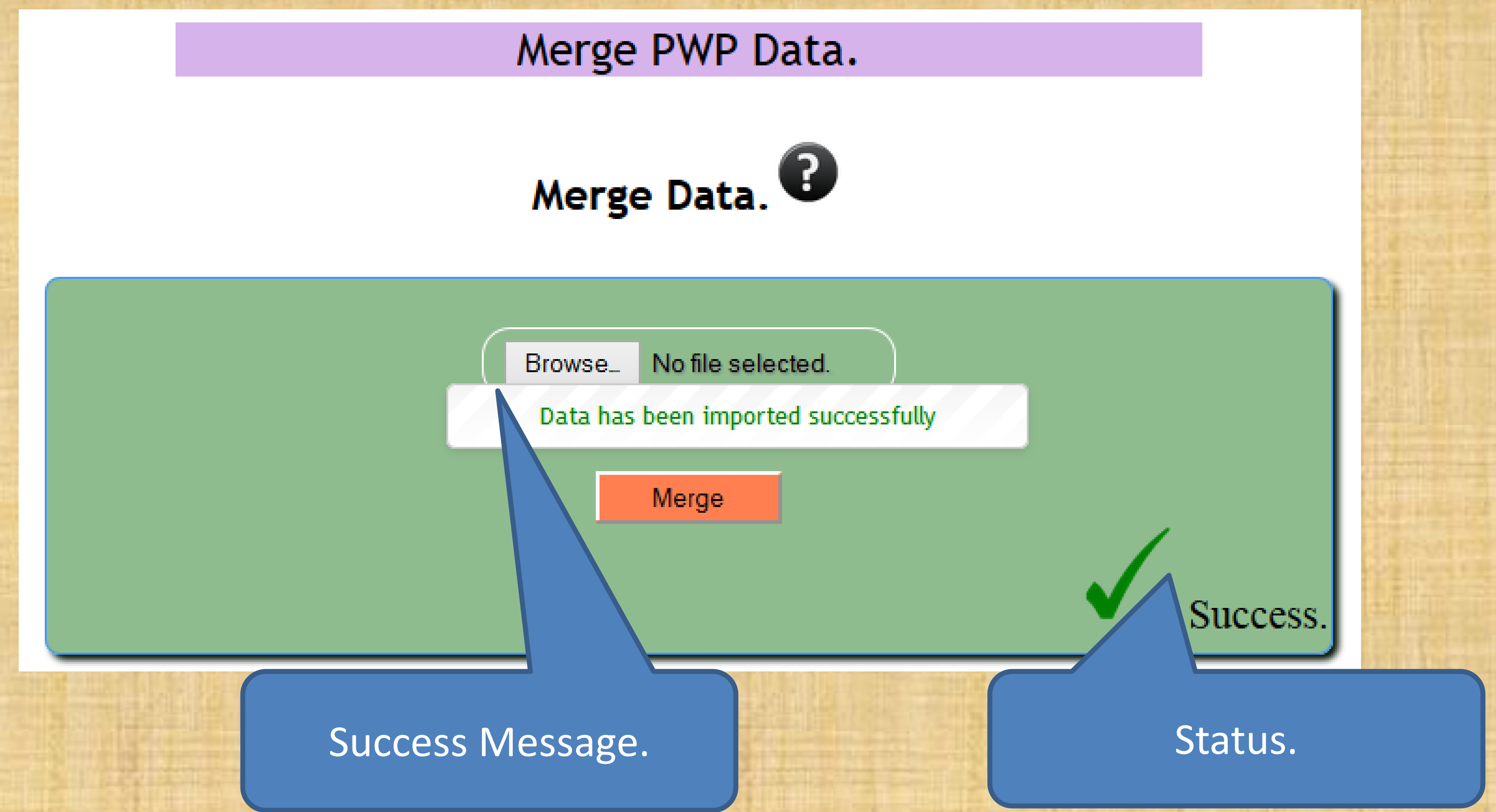
If the M&E Officer chooses a database file for a different database, an error show below will occur. And the database will not be merged.



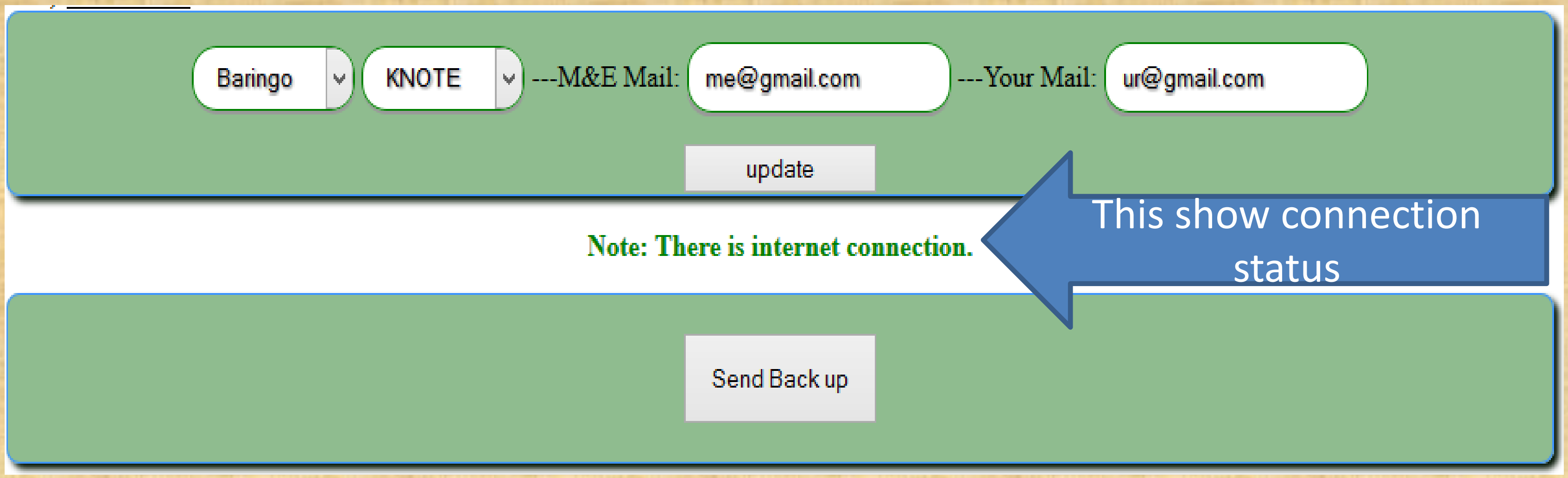


MERGE DATA – SUCCESS.

If data is imported and merged to completion without any errors, a message shown below will appears.



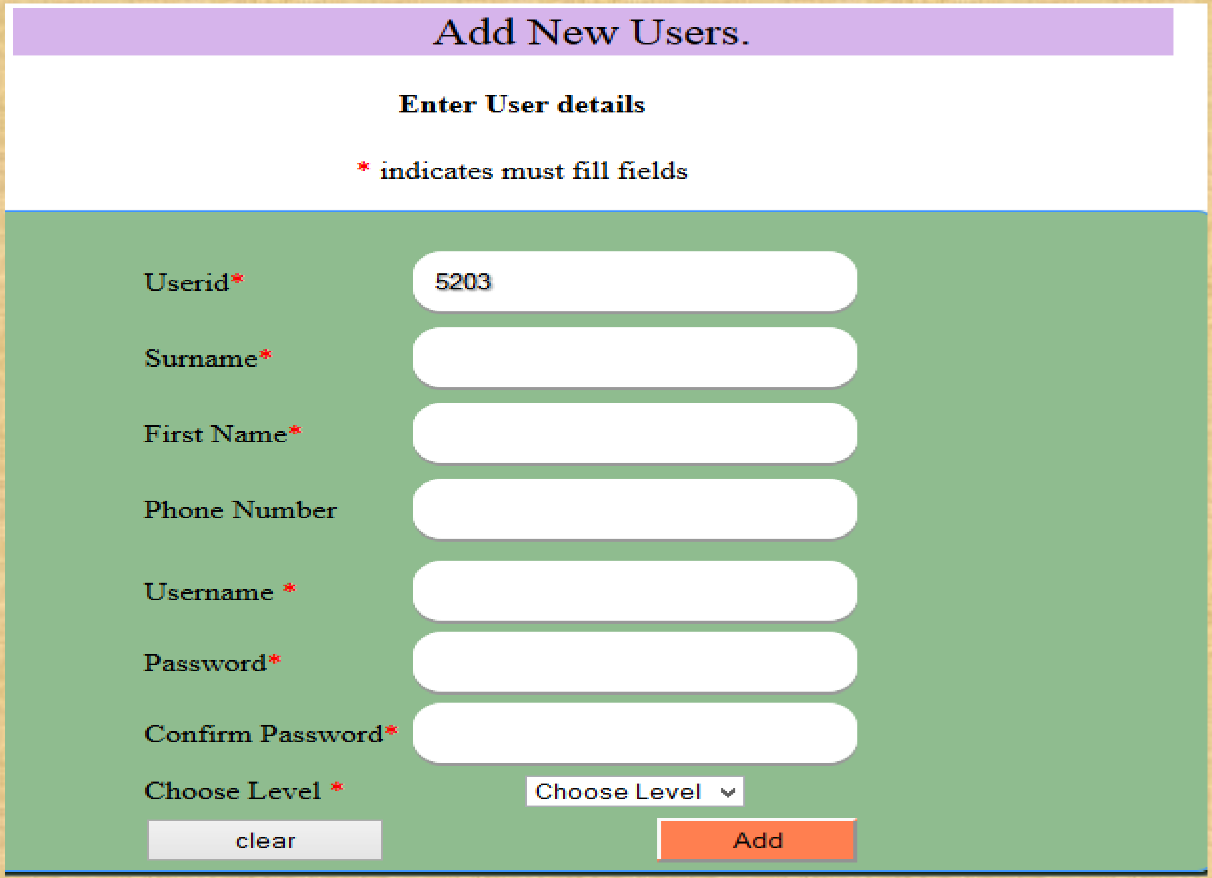
MANAGEMENT-CREATE BACK UP.



- Users are supposed to counter check on the set details above before creating any back up. This will ensure that data is sent to correct M&E email address.
- Once data back up has been created, it is sent via email to head office and the set county M&E email address.

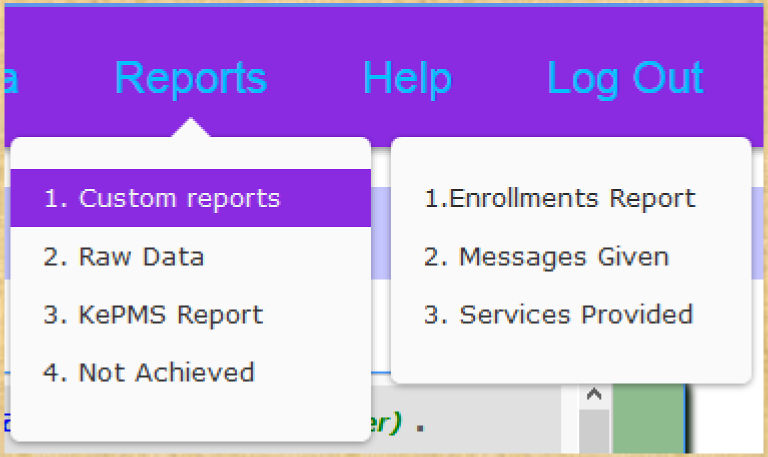
ADMINISTRATOR –ADD USERS.

The administrator has the rights to add other system users. This is achieved by clicking on the User button. Here is the adding users page.



REPORTS.

All the system users are able to generate reports . Once a mouse is hovered over this link a sub menu appears from which the user can be able to click and generate a report.



Click any of the 4 reports.

HELP

By clicking on the Help button, the system is able to download a user guide which will guide you on how to use the system.

END.

END