



Implementing Nigeria's Master Facility List

Manual for the Administration of the Health Facility Registry

June 2019





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ORGANIZATION OF THE MANUAL

The Health Facility Registry (HFR) is a customized, open source, web-based application that allows users to access the Master Facility List (MFL): a list of all healthcare facilities, public and private, in Nigeria. In addition to government stakeholders who oversee facility management and the provision of healthcare services, additional stakeholders who may be interested include the authorities responsible for budgeting and allocation, human resource managers, those overseeing supply chain management, insurance companies, researchers assessing health system performance, and donors planning coverage for public health interventions. The system requires Internet connectivity to be accessed and is available to the general public.

The purpose of this manual is to provide a broad overview of the functions of the system that are available to administrators of the system who will add new facilities, modify records for existing facilities, and signal the closure of facilities. In addition, we will provide an overview of the workflows for the verification, validation, and publication of these requests. A complementary manual is available for public, nonadministrative users who want to query the MFL: “Implementing Nigeria’s Master Facility List: Manual for Public Access to the Health Facility Registry.”

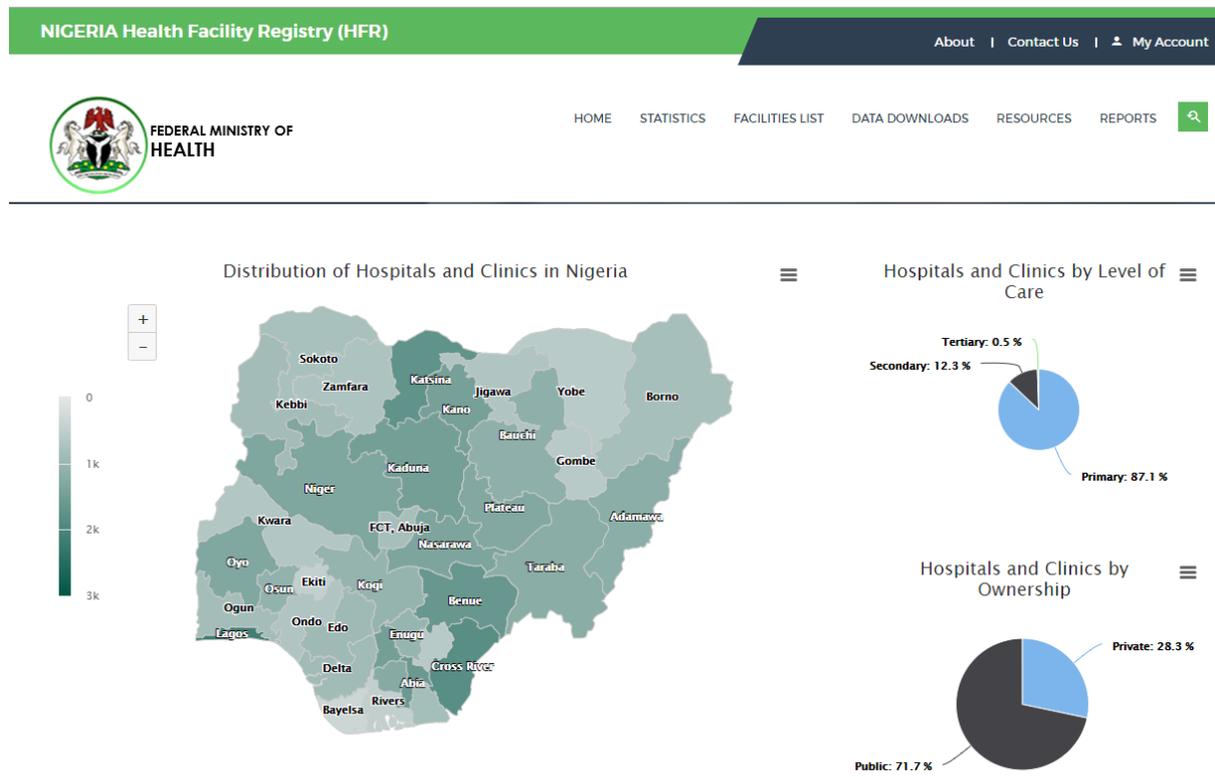
This and other resources that support Nigeria’s master facility list are available here: <https://www.measureevaluation.org/countries/nigeria/toolkit-for-implementing-the-health-facility-registry-in-nigeria/>.

ADMINISTRATOR ACCESS TO THE SYSTEM

Accessing the System

The system has been tested and works well with Google Chrome and Firefox. To access the system, you need the URL/link to the application. Type <https://hfr.health.gov.ng> in the address bar of your browser after connecting to the Internet. Hit **Enter** and you should get the home page displayed below on your browser.

Figure 1. HFR home page



To access the curation module, click on **My Account**. The log in page will be displayed.

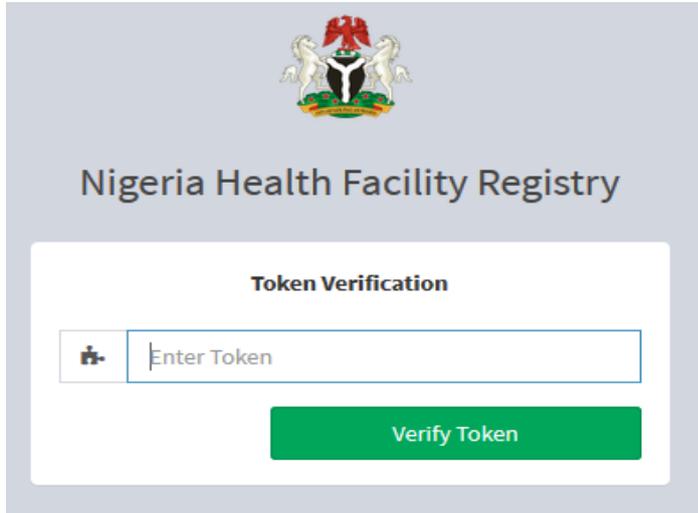
Figure 2. HFR log in

The login form contains the following elements:

- Form Title: Sign in to continue
- Email Field: Tadeo.Byamukama@thepalladiumgroup.com
- Password Field: Masked with dots
- reCAPTCHA: I'm not a robot checkbox
- Sign In Button: Green button with white text
- Forgot password? Link: Blue text at the bottom left

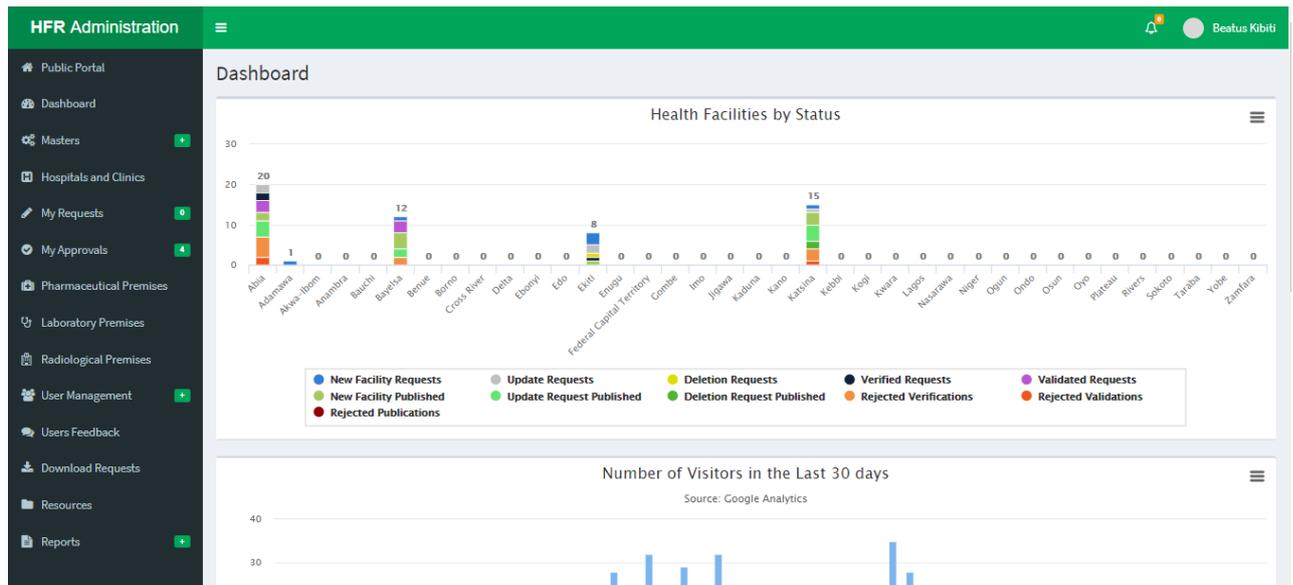
Supply the correct e-mail and password, verify you are not a robot by checking the box “I’m not a robot” to verify, and click on **Sign In**. If the log in details are correct, the system will send you a verification token in an mail and display the following screen.

Figure 3. Token verification



Enter the token from your e-mail and click **Verify Token**. After token verification, the system will redirect you to the curation module dashboard.

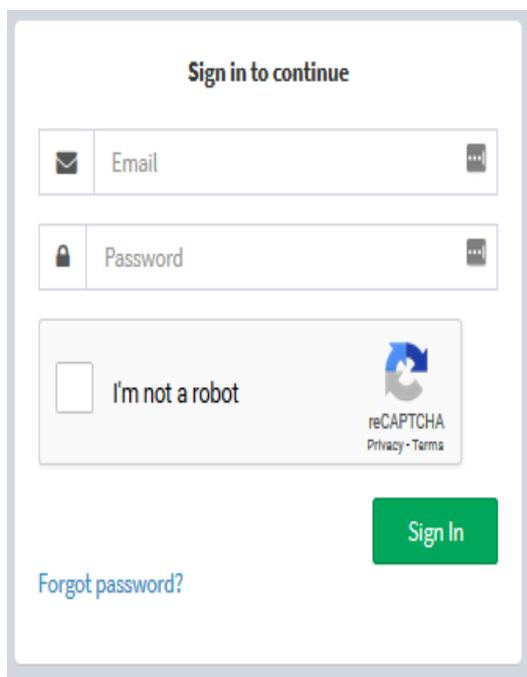
Figure 4. Curation landing page



The system provides a mechanism for you to reset your password without needing administrator assistance. When you forget your password, you can reset it at any time.

- To reset your password, go to the log in page. Public portal -> My account.
- On the log in page, click **Forgot Password**.

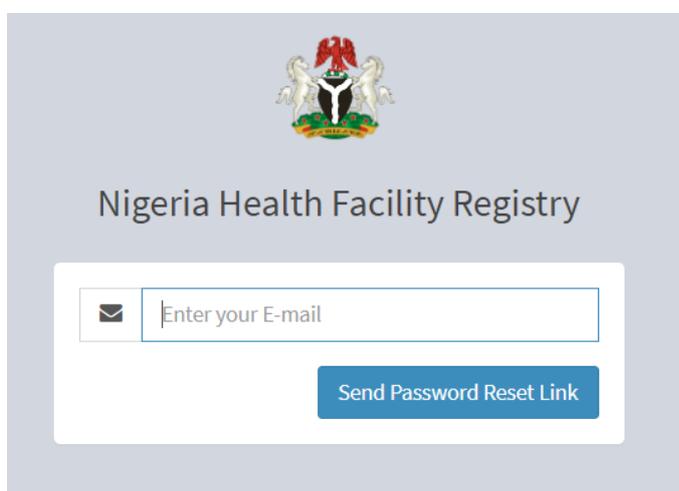
Figure 5. Forgot password



The screenshot shows a login form titled "Sign in to continue". It contains two input fields: "Email" and "Password". Below these fields is a reCAPTCHA widget with the text "I'm not a robot" and a "Sign In" button. A blue link labeled "Forgot password?" is located at the bottom left of the form.

Once you click **Forgot Password**, the following screen will be displayed.

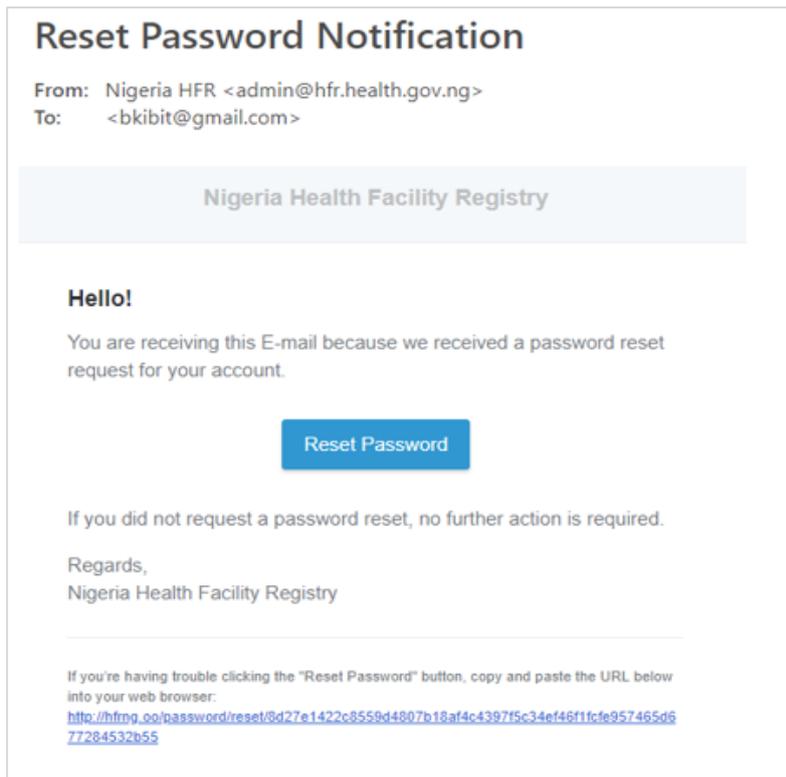
Figure 6. Forgot password e-mail request



The screenshot shows the Nigeria Health Facility Registry logo at the top. Below the logo is the text "Nigeria Health Facility Registry". Underneath is a form with an email input field labeled "Enter your E-mail" and a blue button labeled "Send Password Reset Link".

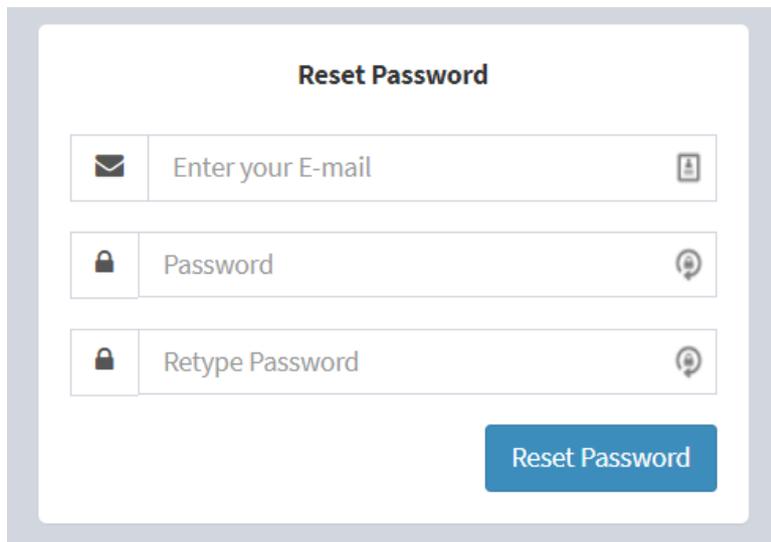
Enter your registered e-mail address and click on Send Password Reset Link. You will then see the following notification: "We have e-mailed your password reset link!" You will receive an e-mail similar to the one below.

Figure 7. Reset password e-mail notification



Click on **Reset Password**, copy the link in the e-mail, and paste it in your browser. The Reset Password form will appear.

Figure 8. Reset password form

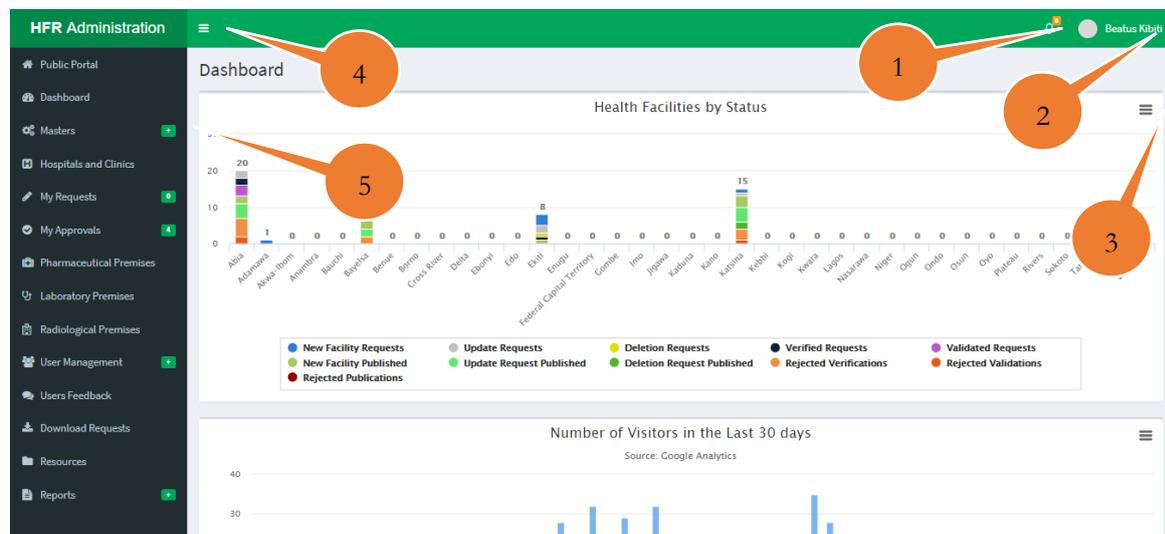


Enter your registered e-mail address, enter your new password, and retype the new password to confirm it. Then click **Reset Password**; your password will be reset and you will automatically be logged into the system.

USING THE SYSTEM

Dashboard

Figure 9. Dashboard

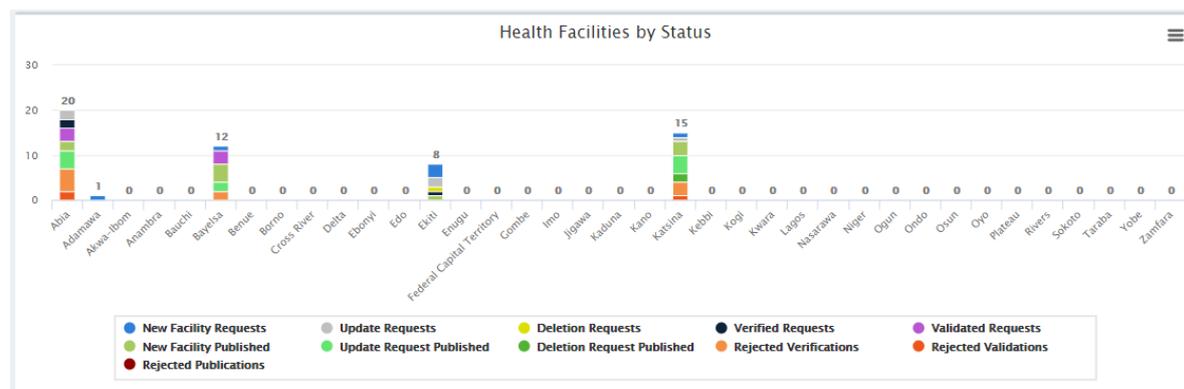


1. Shows the number of notifications the user has received.
2. Displays the logged-in user; click to view the profile.
3. Click this option to download the chart.
4. Click this icon to collapse or expand the left menu bar.
5. Click to see the submenu for the selected menu.

The dashboard displays three different charts:

- I. Health Facilities by Status. This chart shows the facility summaries, grouped by status, for each state. It allows the user to select and deselect the facility status on the graph legend to change the graph.

Figure 10. Health facilities by status



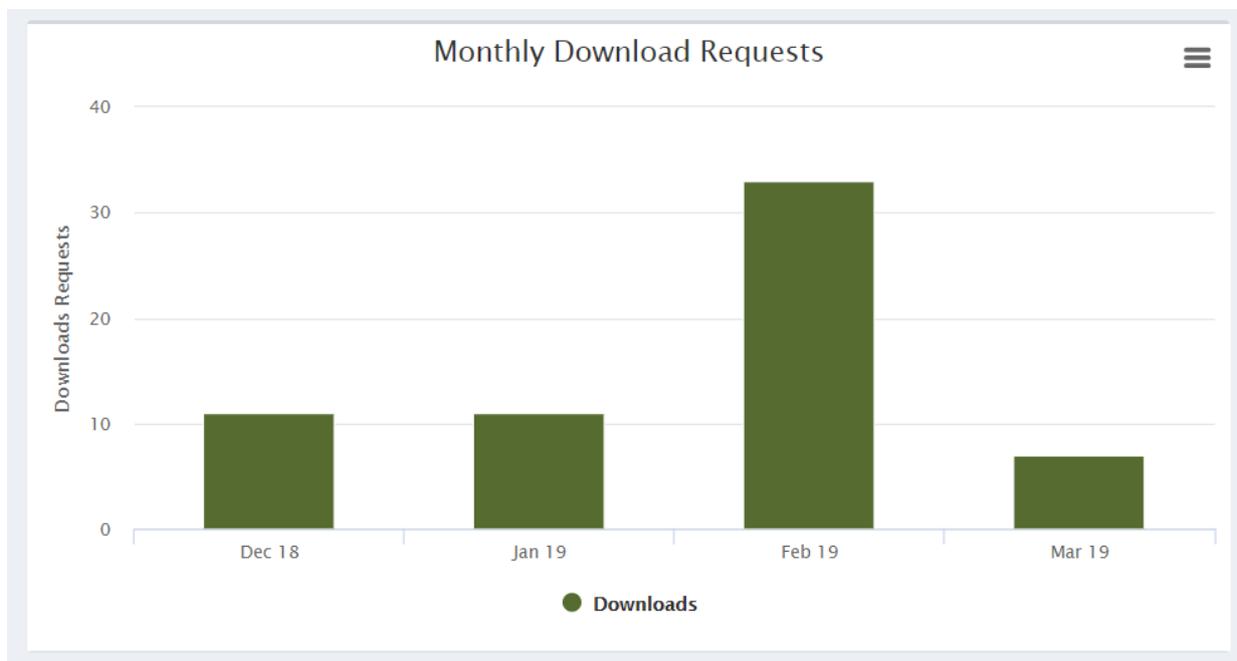
II. Number of Visitors. This chart shows the number of site visitors in the past 30 days.

Figure 11. Number of site visitors



III. Download Requests. This chart shows the number of users who have requested to download the facility list from a public portal.

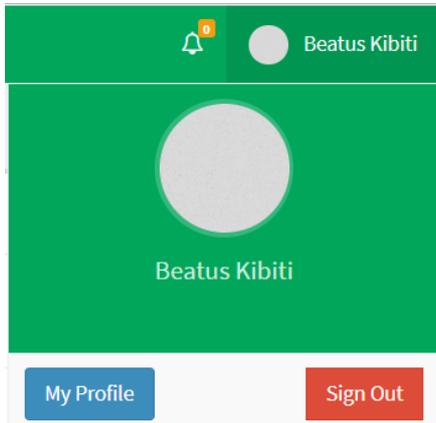
Figure 12. Number of monthly download requests



User Profile

Click on the username, found on the right-hand side of the dashboard, to expand the menu.

Figure 13. User profile



- To log out of the system, click **Sign Out**.
- To view and update your profile, click **My Profile**. The following screen will be displayed.

Figure 14. Update profile

You can update only your name, mobile number, job title, and organization. After changing the details, click **Update** to save the changes.

Figure 15. Change password

To change your password, enter your current password, enter a new password, confirm the new password by repeating it, and click **Change**. The password must contain a minimum of eight characters.

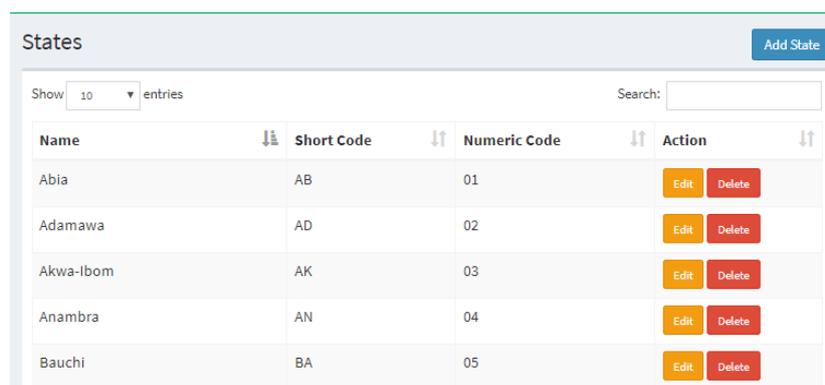
Master Data

“Master data” refers to the data elements that are considered the building blocks of the system. In this menu, administrators are able to change drop-down options for metadata collected from each facility. For example, if a new ward is created, administrators would add this ward in the Master data to make it available for assignment in the drop-down menu. Administrators can add, update, or delete master data elements.

Master States

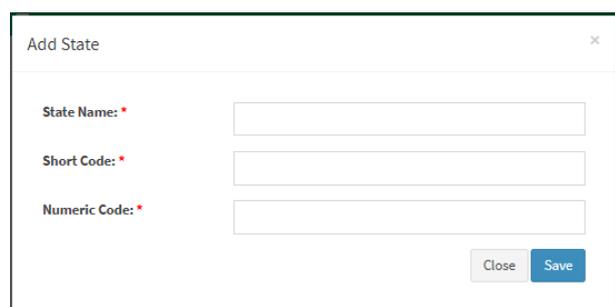
Under the state menu, administrators are able to add, update, or delete a state. To access the states master, click on the **Masters** menu and click **States** to display the list of available states.

Figure 16. List of states



Name	Short Code	Numeric Code	Action
Abia	AB	01	Edit Delete
Adamawa	AD	02	Edit Delete
Akwa-Ibom	AK	03	Edit Delete
Anambra	AN	04	Edit Delete
Bauchi	BA	05	Edit Delete

Figure 17. Add state



Add State

State Name: *

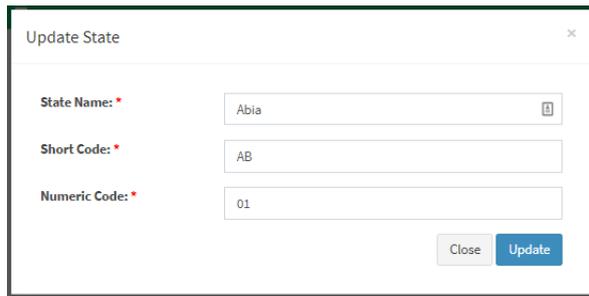
Short Code: *

Numeric Code: *

Close Save

- To add a new state, click on **Add State**. The following screen will be displayed.
- Next, enter the name of the state (e.g., Abia), the short code for the state (e.g., AB), and the numeric code for the state (e.g., 01), then click **Save** to save the record or **Close** to cancel the operation.
- To update a state, click on **Edit** for the desired state. The following screen will be displayed.

Figure 18. Update state



Update State

State Name: * Abia

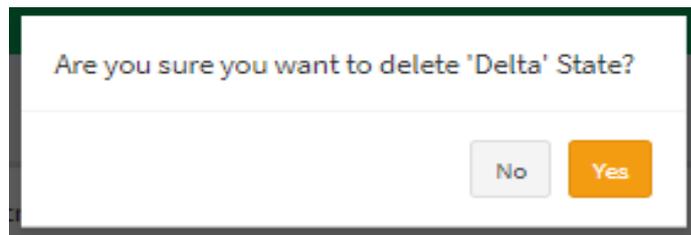
Short Code: * AB

Numeric Code: * 01

Close Update

- Update the name, short code, and numeric code for a state, then click on **Update** to save the record or **Close** to cancel the operation.
- To delete state, click on **Delete** for that state. The following screen will be displayed.

Figure 19. Delete state



Are you sure you want to delete 'Delta' State?

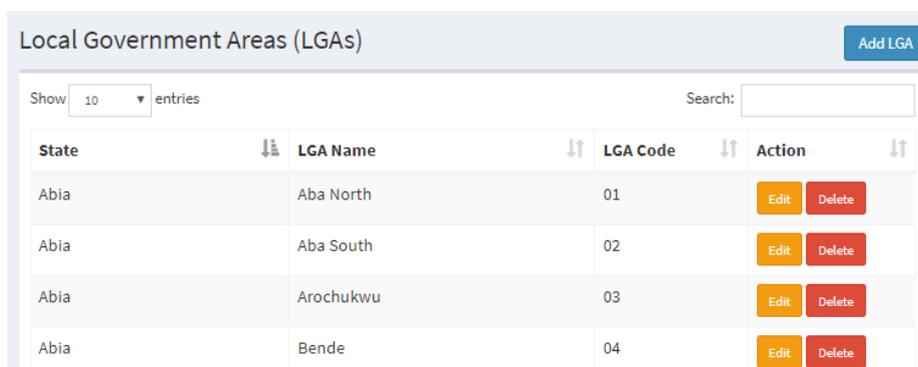
No Yes

- Click **Yes** to delete or **No** to cancel the operation.

Local Government Area (LGA)

This function allows the administrator to add, update, or delete an LGA. To access the LGA master, go to the Masters menu; then click LGAs. This screen will display the list of available LGAs.

Figure 20. List of LGAs



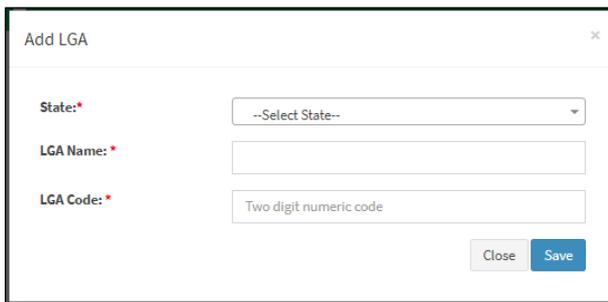
Local Government Areas (LGAs) Add LGA

Show 10 entries Search:

State	LGA Name	LGA Code	Action
Abia	Aba North	01	Edit Delete
Abia	Aba South	02	Edit Delete
Abia	Arochukwu	03	Edit Delete
Abia	Bende	04	Edit Delete

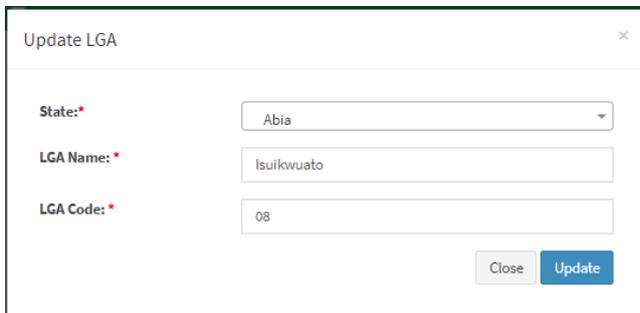
- To add a new LGA, click on **Add LGA**. The following screen will be displayed.

Figure 21. Add LGA



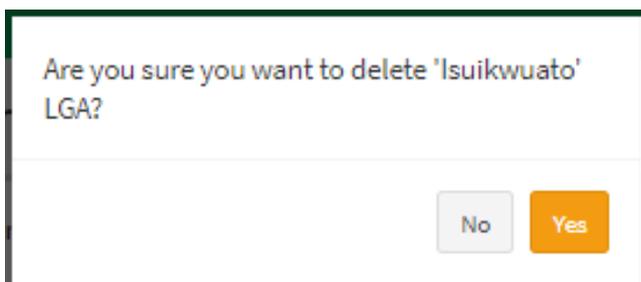
- Next, select the state to which it belongs and enter the LGA name and a two-digit LGA code. Click on **Save** to save the record or **Close** to cancel the operation.
- To update an LGA, click **Edit** for that LGA. The following screen will be displayed.

Figure 22. Update LGA



- Next, update the name of the state, LGA name, and LGA code, click on **Update** to save the record, or **Close** to cancel the operation.
- To delete an LGA, click on **Delete** button for the appropriate state. The following screen will be displayed.

Figure 23. Delete LGA

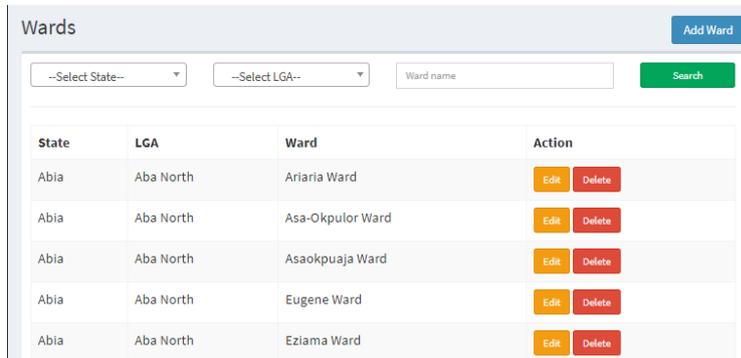


- Click **Yes** to delete or **No** to cancel the operation.

Ward

The ward master allows the administrator to add, update, or delete a ward. To access the ward master, go to the Masters menu, then click on **Wards** to display the list of available wards.

Figure 24. List of wards

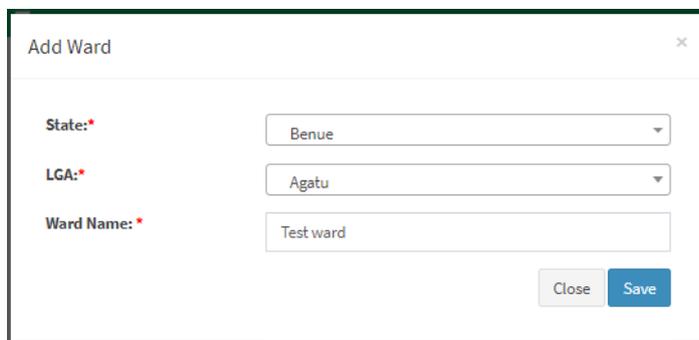


The screenshot shows a web interface titled "Wards". At the top right is an "Add Ward" button. Below the title are three search filters: a dropdown for "State" (currently "--Select State--"), a dropdown for "LGA" (currently "--Select LGA--"), and a text input for "Ward name" with a "Search" button. Below the filters is a table with the following data:

State	LGA	Ward	Action
Abia	Aba North	Ariaria Ward	Edit Delete
Abia	Aba North	Asa-Okpulo Ward	Edit Delete
Abia	Aba North	Asaokpuaja Ward	Edit Delete
Abia	Aba North	Eugene Ward	Edit Delete
Abia	Aba North	Eziama Ward	Edit Delete

- To add a new ward, click on **Add Ward**. The following screen will be displayed.

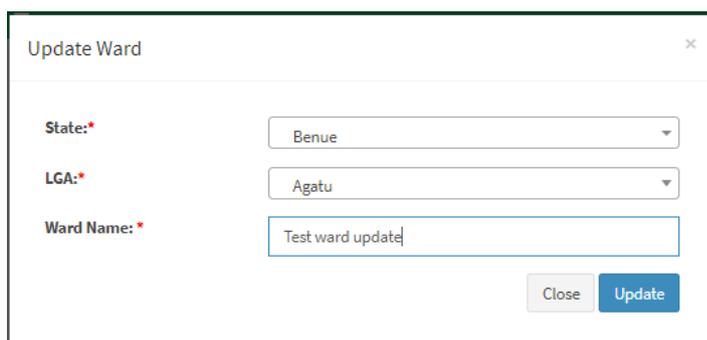
Figure 25. Add ward



The screenshot shows a modal window titled "Add Ward" with a close button (X) in the top right corner. It contains three required fields: "State:" with a dropdown menu showing "Benue", "LGA:" with a dropdown menu showing "Agatu", and "Ward Name:" with a text input field containing "Test ward". At the bottom right are "Close" and "Save" buttons.

- Next, select the state and LGA to which the ward belongs, and enter the state of the ward (e.g., *Benue*), its LGA (e.g., *Agatu*), and the name of the ward (e.g., *Test ward update*). Click on **Save** to save the record or **Close** to cancel the operation.
- To update a ward, search for the ward you want and then click on **Edit**. The following screen will be displayed.

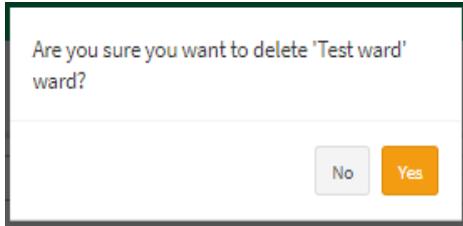
Figure 26. Update ward



The screenshot shows a modal window titled "Update Ward" with a close button (X) in the top right corner. It contains three required fields: "State:" with a dropdown menu showing "Benue", "LGA:" with a dropdown menu showing "Agatu", and "Ward Name:" with a text input field containing "Test ward update". At the bottom right are "Close" and "Update" buttons.

- Next, update the name of state, LGA name, and ward name (e.g., *Test ward update*), then click on **Update** to save the record or **Close** to cancel the operation.
- To delete a ward, search for the ward and then click on **Delete**. The following screen will be displayed and click on Sign In.

Figure 27. Delete ward



- Click **Yes** to delete or **No** to cancel the operation.

Hospital Services

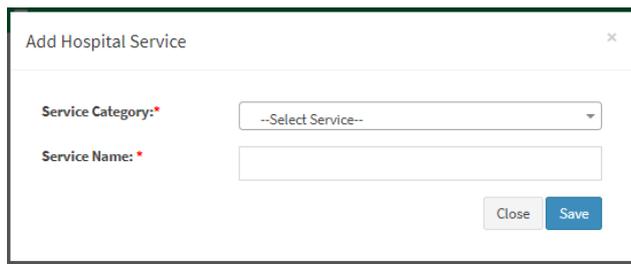
The Hospital Services master allows an administrator to add, update, or delete services options for facilities. This function is not used to add services for a specific facility but to provide the list of available services during a facility's creation. A data entry person will select the services offered by that facility. To access the hospital services master, go to Masters, and click on **Hospital Services**. The list of services will be displayed.

Figure 28. List of hospital services

Hospital Services			Add Service	
Show	10	entries	Search: <input type="text"/>	
Service Category	Service	Action		
Dental Services	Oral and Maxillo-Facial Surgery	Edit	Delete	
Dental Services	Periodontics	Edit	Delete	
Medical Services	Cardiology	Edit	Delete	
Medical Services	Dermatology	Edit	Delete	
Medical Services	Endocrinology	Edit	Delete	

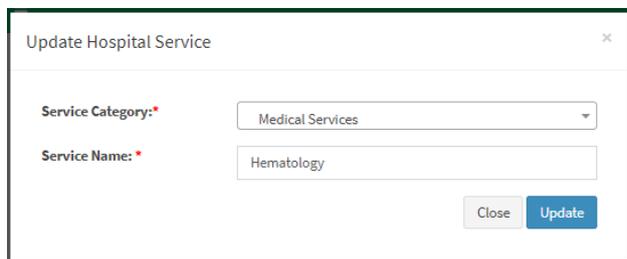
- To add a new hospital service, click on **Add Service**. The following screen will be displayed.

Figure 29. Add hospital service



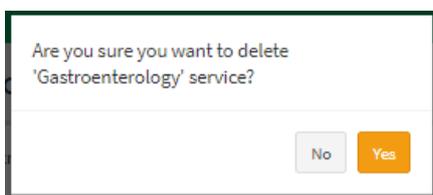
- Next, select the service category to which the new service belongs, enter the service name, and click on **Save** to save the record or **Close** to cancel the operation.
- To update a hospital service, search for the service you want and then click on **Edit**. The following screen will be displayed.

Figure 30. Update hospital service



- Update the category or service name, then click **Update** to save the record or **Close** to cancel the operation.
- To delete a hospital service, search for the service to delete and then click on **Delete**. The following screen will be displayed.

Figure 31. Delete hospital service

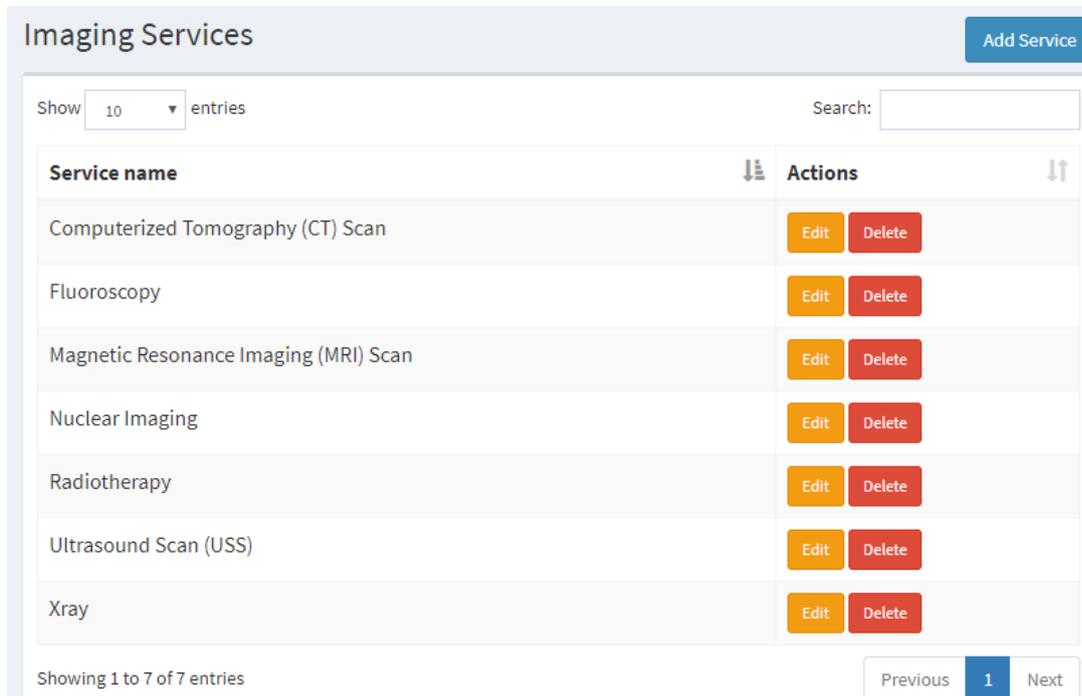


- Click **Yes** to delete or **No** to cancel the operation.

Imaging Services

The imaging services master allows an administrator to add, update, or delete services options for radiology and imaging facilities. To access the imaging services master, go to Masters and click on **Imaging Services**. The list of services will be displayed, as shown below.

Figure 32. List of imaging services

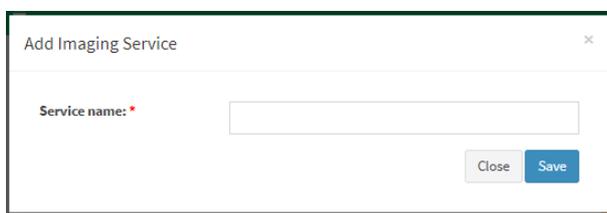


The screenshot shows the 'Imaging Services' master interface. At the top right is an 'Add Service' button. Below it, there is a 'Show 10 entries' dropdown and a 'Search:' input field. The main area contains a table with two columns: 'Service name' and 'Actions'. The table lists seven services: Computerized Tomography (CT) Scan, Fluoroscopy, Magnetic Resonance Imaging (MRI) Scan, Nuclear Imaging, Radiotherapy, Ultrasound Scan (USS), and Xray. Each service has an 'Edit' button (yellow) and a 'Delete' button (red) in the 'Actions' column. At the bottom left, it says 'Showing 1 to 7 of 7 entries'. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

Service name	Actions
Computerized Tomography (CT) Scan	Edit Delete
Fluoroscopy	Edit Delete
Magnetic Resonance Imaging (MRI) Scan	Edit Delete
Nuclear Imaging	Edit Delete
Radiotherapy	Edit Delete
Ultrasound Scan (USS)	Edit Delete
Xray	Edit Delete

- To add a new imaging service, click on **Add Service**. The following screen will be displayed.

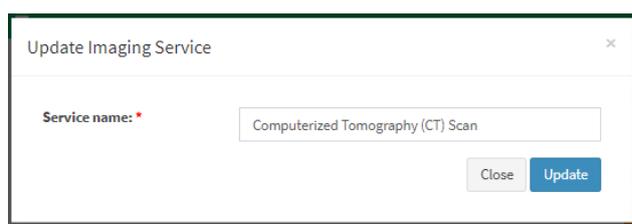
Figure 33. Add imaging service



The screenshot shows a dialog box titled 'Add Imaging Service'. It has a close button (X) in the top right corner. Below the title, there is a label 'Service name: *' followed by an empty text input field. At the bottom right of the dialog, there are two buttons: 'Close' and 'Save'.

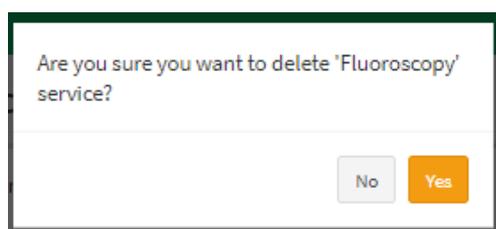
- Next, enter a new service name, then click on **Save** to save the record or **Close** to cancel the operation.
- To update a service, search for the service you want and then click on **Edit**. The following screen will be displayed.

Figure 34. Update imaging service



- Update the service name and then click on **Update** to save the record or **Close** to cancel the operation.
- To delete a service, search for the service to delete, then click on **Delete**. The following screen will be displayed.

Figure 35. Delete imaging service



- Click **Yes** to delete or **No** to cancel the operation.

Laboratory Equipment

The laboratory equipment master allows an administrator to add, update, or delete lab equipment. Lab equipment data are used when adding or updating laboratory facilities. To access the laboratory equipment master, go to Masters, then click on **Laboratory Equipment**. The list of equipment will be displayed.

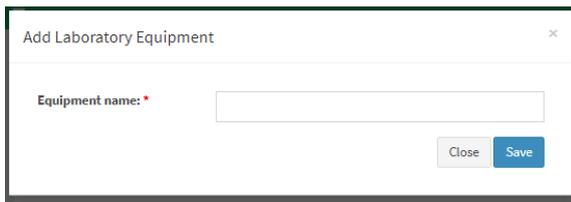
Figure 36. List of laboratory equipment



Equipment name	Actions
Gene Expert Machine	Edit Delete
Polymerase Chain Reaction (PCR) Machine	Edit Delete
Testing Kits Such as RTD's	Edit Delete

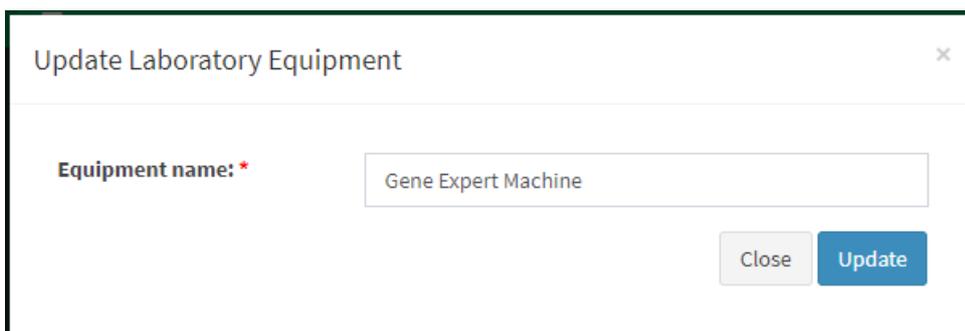
- To add new equipment, click on **Add Equipment**. The following screen will be displayed.

Figure 37. Add laboratory equipment



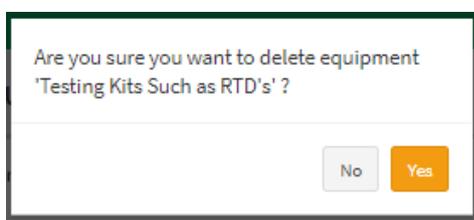
- Next, enter the name of the equipment and click on **Save** to save the record or **Close** to cancel the operation.
- To update an equipment listing, search for the equipment you want and then click on **Edit**. The following screen will be displayed.

Figure 38. Update laboratory equipment



- Update the name of the equipment and click on **Update** to save the record or **Close** to cancel the operation.
- To delete an item of equipment, search for the equipment to delete and click on **Delete**. The following screen will be displayed.

Figure 39. Delete laboratory equipment

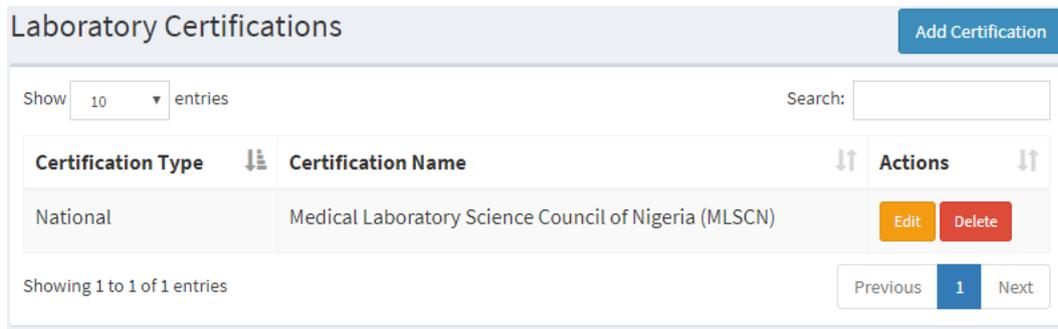


- Click **Yes** to delete or **No** to cancel the operation.

Laboratory Certifications

The laboratory certifications master allows an administrator to add, update, or delete laboratory certifications. Lab certifications data are used when adding or updating laboratory facilities. To access the laboratory certifications master, go to Masters and click on **Laboratory Certifications**. The list of available certifications will be displayed.

Figure 40. Laboratory certifications



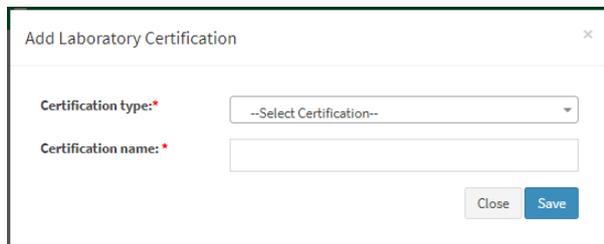
Certification Type	Certification Name	Actions
National	Medical Laboratory Science Council of Nigeria (MLSCN)	Edit Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

- To add a new certification, click on **Add Certification**. The following screen will be displayed.

Figure 41. Add Laboratory certification



Add Laboratory Certification

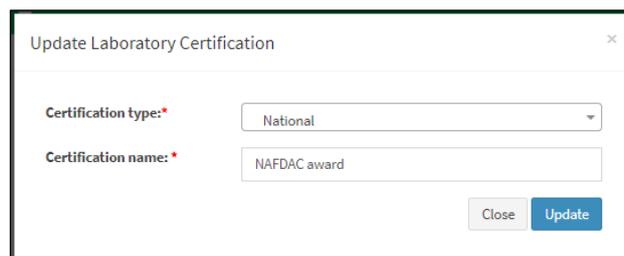
Certification type: * --Select Certification--

Certification name: *

Close Save

- Select the certification type, and you will see the option to choose national or international. Enter the name of the certification, and click on **Save** to save the record or **Close** to cancel the operation.
- To update a certification, search for the certification you want and click on **Edit**. The following screen will be displayed.

Figure 42. Update laboratory certification



Update Laboratory Certification

Certification type: * National

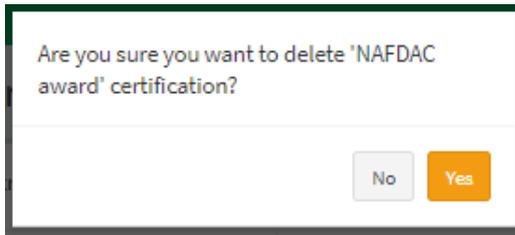
Certification name: * NAFDAC award

Close Update

- Update the certification name or type and click on **Update** to save the record or **Close** to cancel the operation.

- To delete a certification, search for the certification you want to delete and click on **Delete**. The following screen will be displayed.

Figure 43. Delete laboratory certification



- Click **Yes** to delete or **No** to cancel the operation.

Hospitals and Clinics

This section of the system allows authorized users to create, edit, delete, or update information on facilities. To access this section, click on the **Hospitals and Clinics** menu. The list of hospitals will be displayed.

Figure 44. List of hospitals and clinics

Hospitals and Clinics							Add Hospital or Clinic		
Search +									
State	LGA	Ward	Facility ID	Facility Name	Facility Level	Ownership	Actions		
Bayelsa	Brass	Brass 1 Ward 1	06/01/1/1/1/0001	Agrisaba Primary Health Center	Primary	Public	View	Edit	Delete
Bayelsa	Brass		06/01/1/2/1/0001	Akassa Cottage Hospital	Secondary	Public	View	Edit	Delete
Bayelsa	Brass		06/01/1/1/1/0002	Apparanbie Health Post	Primary	Public	View	Edit	Delete
Bayelsa	Brass		06/01/1/1/1/0003	Bekekiri Comprehensive Health Centre	Primary	Public	View	Edit	Delete
Bayelsa	Brass		06/01/1/1/2/0001	Crusanta Solace Clinic	Primary	Private	View	Edit	Delete
Bayelsa	Brass	Brass 2 Ward 2	06/01/1/1/1/0004	Diema Primary Health Centre	Primary	Public	View	Edit	Delete
Bayelsa	Brass		06/01/1/2/2/0001	Dogas Hospital	Secondary	Private	View	Edit	Delete

Search for a Facility

To search for a facility, click on the plus (+) button + at the top right of the screen to expand the search window.

Figure 45. Search for a facility

Search -

- You can search for a facility by state, LGA, ward, facility level, ownership, operation status, registration status, license status, facility coordinates, or by specifying a facility name.
- You will be able to manage and view only those facilities within the state to which you have been assigned.
- After selecting the desired search criteria, click on **Search**. The list of facilities will be displayed based on your selection.
- Click on **Reset** to clear the search option you previously selected.

View Facility Details

To view the details of a facility, search for the desired facility and click on **View**. The facility details form will be displayed. The details are grouped in different categories; click on the **Category** tab to view the details for each.

Figure 46. Facility details

The screenshot shows a window titled "Hospital/Clinic Details" with a close button (X) in the top right corner. The form is organized into several sections, each with a tab-like header:

- Identifiers**: This section contains the following fields:

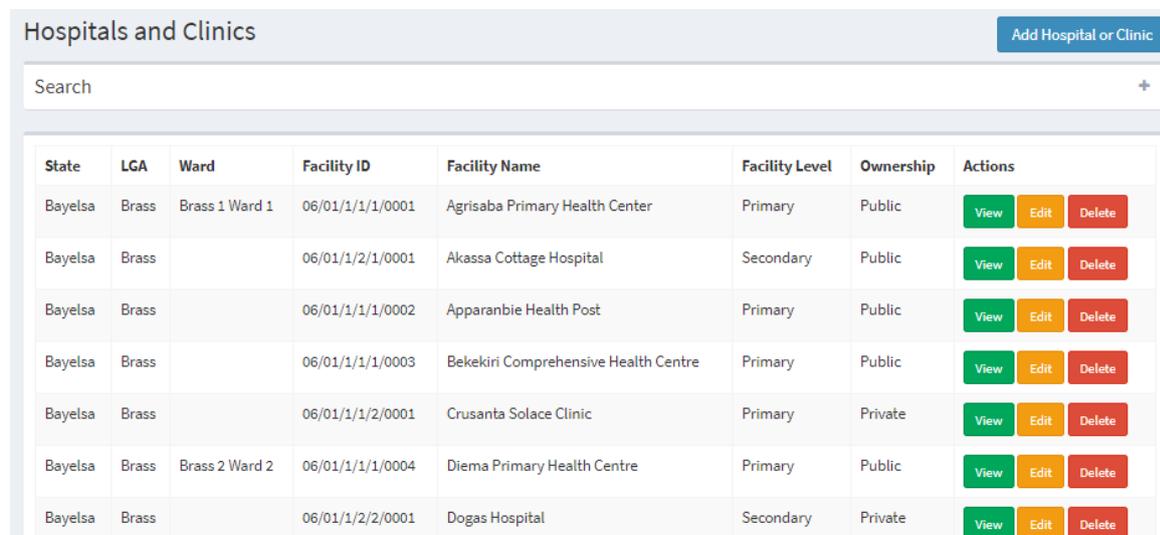
Unique ID:	06/01/1/1/1/0001
State Unique ID:	
Registration No:	
Facility Name:	Agrisaba Primary Health Center
Alternate Name:	
Start Date:	2019-03-01
Ownership:	Public
Ownership Type:	State Government
Facility Level:	Primary
Facility Level Option:	Primary Health Center
Days of Operation:	
Hours of Operation:	
- Location**: A section for location details.
- Contacts**: A section for contact information.
- Status**: A section for facility status.
- Services**: A section for available services.
- Personnel**: A section for staff details.

At the bottom right of the form, there is a "Close" button.

Add a New Hospital or Clinic

To add a new hospital or clinic, on the Hospitals and Clinics page click on **Add Hospital or Clinic** (blue button).

Figure 47. List of hospitals and clinics



State	LGA	Ward	Facility ID	Facility Name	Facility Level	Ownership	Actions
Bayelsa	Brass	Brass 1 Ward 1	06/01/1/1/1/0001	Agrisaba Primary Health Center	Primary	Public	View Edit Delete
Bayelsa	Brass		06/01/1/2/1/0001	Akassa Cottage Hospital	Secondary	Public	View Edit Delete
Bayelsa	Brass		06/01/1/1/1/0002	Apparanbie Health Post	Primary	Public	View Edit Delete
Bayelsa	Brass		06/01/1/1/1/0003	Bekekiri Comprehensive Health Centre	Primary	Public	View Edit Delete
Bayelsa	Brass		06/01/1/1/2/0001	Crusanta Solace Clinic	Primary	Private	View Edit Delete
Bayelsa	Brass	Brass 2 Ward 2	06/01/1/1/1/0004	Diema Primary Health Centre	Primary	Public	View Edit Delete
Bayelsa	Brass		06/01/1/2/2/0001	Dogas Hospital	Secondary	Private	View Edit Delete

The system will redirect you to the data entry page, shown below.

- Enter the facility details from the hospital and clinics data collection form.
- All fields marked * are mandatory.
- The data entry form has three sections: signature elements, service elements, and human resources. Click on each section to expand the form.
- After filling in all options, click on **Submit Request**. You will receive either a “Request submitted successfully” message or an error message if you provided incorrect data.
- If your submission is successful, the request will be sent to a verifier for review. The facility will not be visible in the system until it has gone through all required approval processes.
- If you want to discard a facility addition operation, click on **Return Back** to go back to the list of facilities.

Figure 47. Add new hospital or clinic

Signature Elements

State Unique ID:

Registered Name:

Commencement Date:

LGA:

Hospital/ Clinic Level:

Ownership:

Physical Location:

Latitude:

Phone Number:

Email Address:

Days of Operation: Select all Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Hours of Operation:

Registration Status:

Registration No:

Alternate Name:

State:

Ward:

Ownership Type:

Postal Address:

Longitude:

Alternate Number:

Website:

Operation Status:

License Status:

Service Elements

Human Resources

[Return Back](#) [Submit Request](#)

Update a Hospital or Clinic

To update a hospital or clinic entry, on the Hospitals and Clinics page search for the facility you want to update and click on **Edit** (yellow button).

Figure 49. List of hospitals and clinics

Hospitals and Clinics [Add Hospital or Clinic](#)

Search

State	LGA	Ward	Facility ID	Facility Name	Facility Level	Ownership	Actions
Bayelsa	Brass	Brass 1 Ward 1	06/01/1/1/1/0001	Agrisaba Primary Health Center	Primary	Public	View Edit Delete
Bayelsa	Brass		06/01/1/2/1/0001	Akassa Cottage Hospital	Secondary	Public	View Edit Delete
Bayelsa	Brass		06/01/1/1/1/0002	Apparanbie Health Post	Primary	Public	View Edit Delete
Bayelsa	Brass		06/01/1/1/1/0003	Bekekiri Comprehensive Health Centre	Primary	Public	View Edit Delete
Bayelsa	Brass		06/01/1/1/2/0001	Crusanta Solace Clinic	Primary	Private	View Edit Delete
Bayelsa	Brass	Brass 2 Ward 2	06/01/1/1/1/0004	Diema Primary Health Centre	Primary	Public	View Edit Delete
Bayelsa	Brass		06/01/1/2/2/0001	Dogas Hospital	Secondary	Private	View Edit Delete

The system will redirect you to the data entry screen for an existing facility.

Figure 50. Data entry screen

Signature Elements

State Unique ID:	State Unique Identifier	Registration No:	Corporate Affairs Registration Number
Registered Name: *	Aba Holy Wounds Hospital 2	Alternate Name:	Alternate Facility Name
Commencement Date:	1970-01-01	State: *	Abia
LGA: *	Aba North	Ward: *	Ariaria Ward
Hospital/ Clinic Level: *	Secondary	Ownership Type: *	State Government
Ownership: *	Public	Postal Address:	
Physical Location:	Not P.O. Box or PMB	Longitude:	7.34134
Latitude:	5.11445	Alternate Number:	
Phone Number:	0080-360-0212	Website:	
Email Address:		Days of Operation:	<input type="checkbox"/> Select all <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday
Hours of Operation:	24hrs / 08:00AM-06:00PM	Operation Status: *	Operational
Registration Status:	Not Applicable	License Status:	Not Applicable

- The page will open with current facility information.
- After updating the desired fields, click on **Submit Update Request**. You will receive either a “Request submitted successfully” message or an error message if you provided incorrect data.
- If the submission is successful, the update request will be sent to a verifier for review. The facility updates will not be visible until the request has gone through all required approval processes.
- If you want to discard a facility update operation, click on **Return Back** to go back to the list of facilities.

Figure 51. Update hospital or clinic

State Unique ID:	<input type="text" value="State Unique Identifier"/>	Registration No:	<input type="text" value="Corporate Affairs Registration Number"/>
Registered Name:*	<input type="text" value="Registered Facility Name"/>	Alternate Name:	<input type="text" value="Alternate Facility Name"/>
Commencement Date:*	<input type="text" value=""/>	State:*	<input type="text" value="Anambra"/>
LGA:*	<input type="text" value="--Select LGA--"/>	Ward:*	<input type="text" value=""/>
Hospital/ Clinic Level:*	<input type="text" value="--Select Level of Care--"/>	Ownership Type:*	<input type="text" value=""/>
Ownership:*	<input type="text" value="--Select Ownership--"/>	Postal Address:	<input type="text" value=""/>
Physical Location:	<input type="text" value="Not P.O. Box or PMB"/>	Longitude:	<input type="text" value="007.12345"/>
Latitude:	<input type="text" value="003.12345"/>	Alternate Number:	<input type="text" value=""/>
Phone Number:	<input type="text" value=""/>	Website:	<input type="text" value=""/>
E-mail Address:	<input type="text" value=""/>		
Days of Operation:	<input type="checkbox"/> Select all <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		
Hours of Operation:	<input type="text" value="24hrs / 08:00AM-06:00PM"/>	Operation Status:*	<input type="text" value="--Select Operation Status--"/>
Registration Status:	<input type="text" value="--Select Registration Status--"/>	License Status:	<input type="text" value="--Select License Status--"/>

Delete Hospital or Clinic

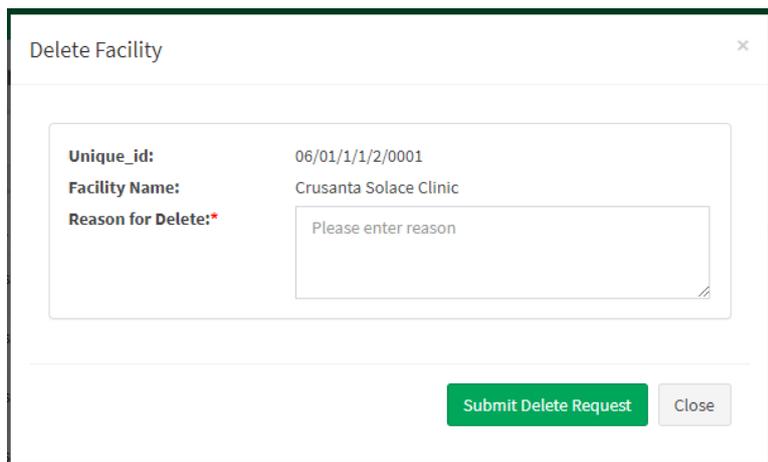
To delete a hospital or clinic, search for the facility you want and click on **Delete** (red button on the Hospitals and Clinics page).

Figure 52. List of hospitals and clinics

Hospitals and Clinics								Add Hospital or Clinic		
Search										
State	LGA	Ward	Facility ID	Facility Name	Facility Level	Ownership	Actions			
Bayelsa	Brass	Brass 1 Ward 1	06/01/1/1/1/0001	Agrisaba Primary Health Center	Primary	Public	View	Edit	Delete	
Bayelsa	Brass		06/01/1/2/1/0001	Akassa Cottage Hospital	Secondary	Public	View	Edit	Delete	
Bayelsa	Brass		06/01/1/1/1/0002	Apparantie Health Post	Primary	Public	View	Edit	Delete	
Bayelsa	Brass		06/01/1/1/1/0003	Bekekiri Comprehensive Health Centre	Primary	Public	View	Edit	Delete	
Bayelsa	Brass		06/01/1/1/2/0001	Crusanta Solace Clinic	Primary	Private	View	Edit	Delete	
Bayelsa	Brass	Brass 2 Ward 2	06/01/1/1/1/0004	Diema Primary Health Centre	Primary	Public	View	Edit	Delete	
Bayelsa	Brass		06/01/1/2/2/0001	Dogas Hospital	Secondary	Private	View	Edit	Delete	

The following screen will be displayed.

Figure 53. Delete hospital or clinic



Delete Facility

Unique_id: 06/01/1/1/2/0001

Facility Name: Crusanta Solace Clinic

Reason for Delete:*

Please enter reason

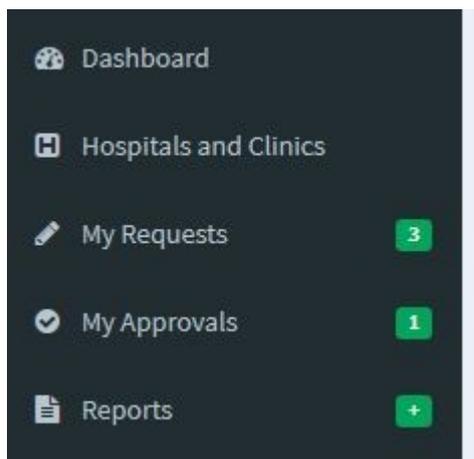
Submit Delete Request Close

- Enter the reason you want to delete the facility and click on **Submit Delete Request**. You will receive a “Request submitted successfully” message.
- The deletion request will be sent to a verifier for review. The facility will not be deleted until the request has gone through all required approval processes.

My Request

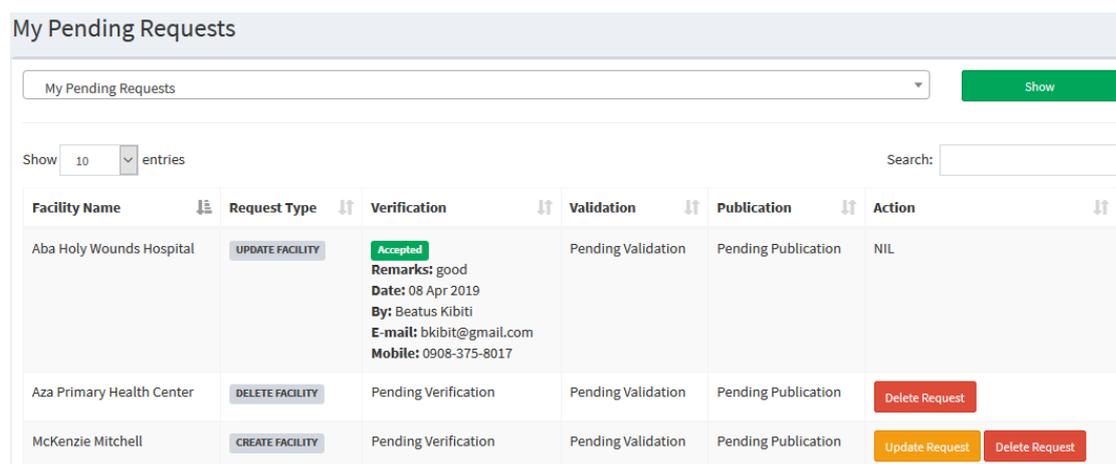
On the side menu, click on “My Requests.”

Figure 54. My Requests menu



The **My Pending Requests** menu will then appear and provides options for users to track all new facility requests, updates, or deletion requests they have submitted. To learn how to submit requests, refer to Section 4.4. When you click My Request, a default list of all pending requests will be displayed. A pending request refers to those that have not been published; the request can be at any stage of the approval process.

Figure 48. My pending requests

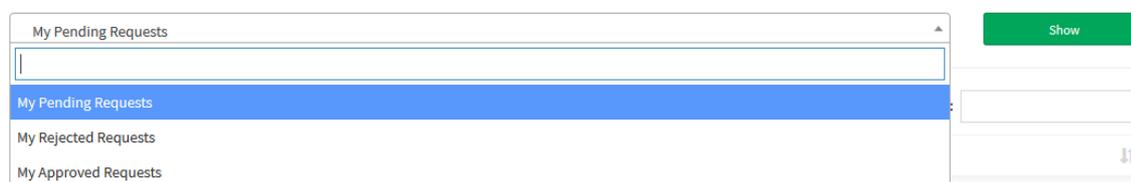


Facility Name	Request Type	Verification	Validation	Publication	Action
Aba Holy Wounds Hospital	UPDATE FACILITY	Accepted Remarks: good Date: 08 Apr 2019 By: Beatus Kibiti E-mail: bkibit@gmail.com Mobile: 0908-375-8017	Pending Validation	Pending Publication	NIL
Aza Primary Health Center	DELETE FACILITY	Pending Verification	Pending Validation	Pending Publication	Delete Request
McKenzie Mitchell	CREATE FACILITY	Pending Verification	Pending Validation	Pending Publication	Update Request Delete Request

Filtering Requests

You can view your requests by different statuses.

Figure 56. Request status



- My Pending Requests: all of your requests that have not yet been published
- My Rejected Requests: all of your requests that have been rejected at any stage of approval
- My Approved Requests: all of your requests that have been published

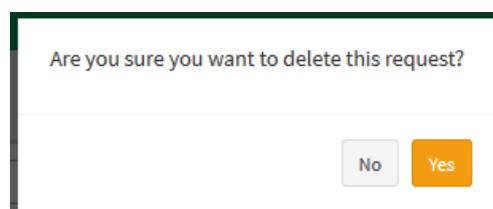
Choose the status you want and click on **Show** to display all of your requests by selected status.

- To add a new state, click on **Add State**. The following screen will be displayed.

You can delete your requests only if they have not been verified or if they have been rejected by the verifier. If your request meets these criteria, you will see a **Delete Request** button.

- To delete a request, click on **Delete Request**. The following screen will be displayed.

Figure 57. Delete request



- Click **Yes** to delete request or **No** to cancel the operation.

Updating a Request

You can update your own requests only if they have not been verified or if they have been rejected by the verifier. If the facility meets these criteria, you will see the **Update Request** button.

- To update the request, click on **Update Request**. The update request screen will be displayed.
- The update process is similar to updating a hospital or clinic facility. Refer to Section 4.4.4.

My Approvals

No facility information changes in HFR—new facility creation, update, or deletion changes—will be effected until they have gone through the approval process. This process in HFR follows the “*Standard Operating Procedure (SOP) for Maintaining HFR*” guidance.

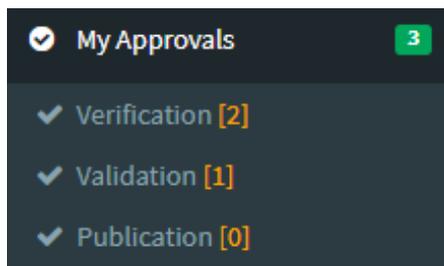
<https://www.measureevaluation.org/resources/publications/ms-18-150>

There are three approval levels:

- Level I – Facility Verification
- Level II – Facility Validation
- Level III – Facility Publication

To review the request, click on the **My Approvals** menu. A submenu then will show the number of request(s) pending your review. You will be able to see and review only the requests at the level to which you have been assigned.

Figure 58. My approvals



Facility Verification

Once a request to create, update, or delete a facility has been submitted, a notification e-mail will be sent to all those who have a verification role within a given state.

To verify a request, go to the **My Approvals** menu and click on the **Facility Verification** menu. A list of requests pending verification will be displayed, as shown below.

Figure 59. Pending verification

Facility Verification

My Pending Verifications Show

Show 10 entries Search:

Facility Name	Request Type	Requested By	Verification	Validation	Publication	Actions
Aza Primary Health Center	DELETE FACILITY	Eudora Kibiti E-mail: Eudo@gmail.com Mobile: Date: 08 Apr 2019 Remarks: This is Duplicate facility	Pending Verification	Pending Validation	Pending Pulication	Review
McKenzie Mitchell	CREATE FACILITY	Eudora Kibiti E-mail: Eudo@gmail.com Mobile: Date: 08 Apr 2019	Pending Verification	Pending Validation	Pending Pulication	Review

- Click on **Review**. The Review Requests page, including facility details, will appear, as shown below; review the information in each section before accepting.

Figure 60. Request review

Review Request ×

Identifiers

Location

Contacts

Status

Services

Personnel

Remarks

Verification/ Rejection Note:*

Please enter note ...

Reject Accept Close

- To accept, enter verification notes and click **Accept**. The request will then move to the next level of validation.
- To reject, enter rejection notes and click **Reject**. The request will go back to the requester with the remarks on what to do. Also, the requester will receive an e-mail notification of the rejection.

Recall

Once the facility has been verified, the system will show a **Recall** button, as shown below. The request can be recalled to the pending verification stage if it has not been validated. If the request has been validated, the recall option will not be available. If the request has been recalled, the validator will not see it.

Figure 61. Verification recall

Facility Name	Request Type	Requested By	Verification	Validation	Publication	Actions
Aba Holy Wounds Hospital	UPDATE FACILITY	Eudora Kibiti E-mail: Eudo@gmail.com Mobile: 08 Apr 2019	Accepted Remarks: good Date: 08 Apr 2019 By: Beatus Kibiti E-mail: bkibit@gmail.com Mobile: 0908-375-8017	Pending Validation	Pending Publication	Recall

- To recall, click on **Recall**. The following message will be displayed.

Figure 62. Verification recall

Are you sure you want to recall verification for this facility?

- Click **Yes** to recall or **No** to cancel.

Facility Validation

Once the request to create, update, or delete a facility has been verified, the notification e-mail will be sent to all those who have a validation role within a given state.

To validate the request, go to the **My Approvals** menu and click on the **Facility Validation** menu. A list of requests pending validation will be displayed, as shown below.

Figure 63. Pending validation

Facility Name	Request Type	Requested By	Verification	Validation	Publication	Actions
Family Health Clinic	UPDATE FACILITY	Elliara Ellie E-mail: wabotymeqa@mailinator.net Mobile: 0999-999-9999 Date: 19 Mar 2019	Accepted Remarks: ok Date: 25 Mar 2019 By: Ediltruda Eimear E-mail: sophy@bibiana.com Mobile: 0494-848-5555	Accepted Remarks: ok Date: 25 Mar 2019 By: Beatus Kibiti E-mail: bkibit@gmail.com Mobile: 0111-130-0000	Pending Publication	Recall
Newlife Hospital	DELETE FACILITY	Lemi Eudora E-mail: beatuskibiti@gmail.com Mobile: 0888-888-8888 Date: 25 Mar 2019 Remarks: ok	Accepted Remarks: ok Date: 25 Mar 2019 By: Beatus Kibiti E-mail: bkibit@gmail.com Mobile: 0111-130-0000	Pending Validation	Pending Publication	Review

- Click on **Review**. A form with facility details will be shown; next, review the information in each section before accepting it.
- To accept, enter validation notes and click **Accept**. The request will move to the next level of publication.
- To reject, enter rejection notes and click on **Reject**. The request will go back to the verifier with your remarks on what to do. Also, the verifier will receive an e-mail notification of the rejection.

Recall

Once the facility has been validated, the system will show a **Recall** button. The request can be recalled to the pending validation stage if it has not been published. If the request has been published, the recall option will not be available. If the request has been recalled, the publisher will not see the request.

- To recall, click on **Recall**; the following message will be displayed.

Figure 64. Validation recall

Are you sure you want to recall validation for this facility?

No Yes

- Click **Yes** to recall or **No** to cancel.

Facility Publication

Once the request to create, update, or delete a facility has been validated, the notification e-mail will be sent to everyone having a publication role.

To publish the request, go to the **My Approvals** menu and click on the **Publication** menu. A list of requests pending publication will be displayed, along with details regarding the requester, verifier, and validator, as shown below.

Figure 49. Pending publication

Facility Name	Request Type	Requested By	Verification	Validation	Publication	Actions
Family Health Clinic	UPDATE FACILITY	Elliora Ellie E-mail: wabotymeqa@mailinator.net Mobile: 0999-999-9999 Date: 19 Mar 2019 Remarks:	Accepted Remarks: ok Date: 25 Mar 2019 By: Ediltruda Eimear E-mail: sophy@bibiana.com Mobile: 0494-848-5555	Accepted Remarks: ok Date: 25 Mar 2019 By: Beatus Kibiti E-mail: bkibit@gmail.com Mobile: 0111-130-0000	Pending Publication	Review
Newlife Hospital	DELETE FACILITY	Lemi Eudora E-mail: beatuskibiti@gmail.com Mobile: 0888-888-8888 Date: 25 Mar 2019 Remarks: ok	Accepted Remarks: ok Date: 25 Mar 2019 By: Beatus Kibiti E-mail: bkibit@gmail.com Mobile: 0111-130-0000	Accepted Remarks: ok Date: 26 Mar 2019 By: Beatus Kibiti E-mail: bkibit@gmail.com Mobile: 0111-130-0000	Pending Publication	Review

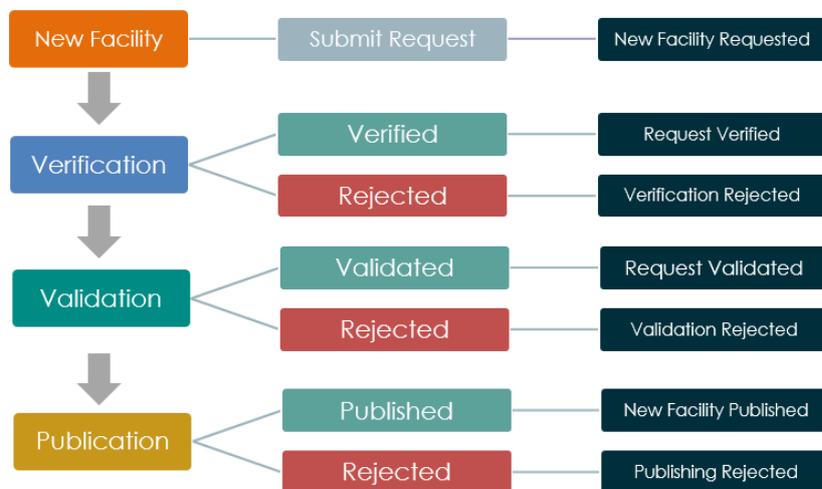
- Click on **Review**. A form that includes facility details will be shown; next, review the information in each section before accepting it.
- To reject, enter rejection notes and click on **Reject**. The request will go back to the validator with your remarks on what to do. Also, the validator will receive an e-mail notification of the rejection.
- To publish the request, enter publication notes and click **Accept**. Once the request has been published, the facility information will be visible to the public.
- To change published information, the process must start from the beginning, with a user submitting an update request and following the approval processes.

Approval Status

During the approval process, the facility status will change for each stage, as described below.

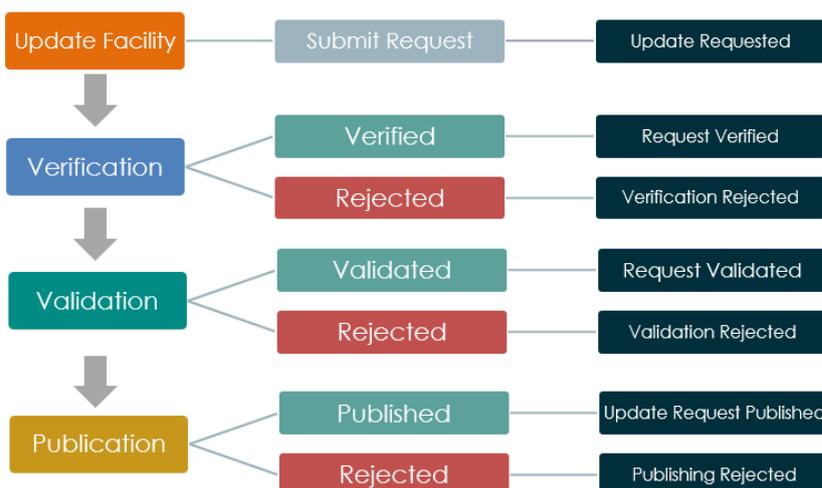
Creating a New Facility

Figure 66. Approval status for new facility



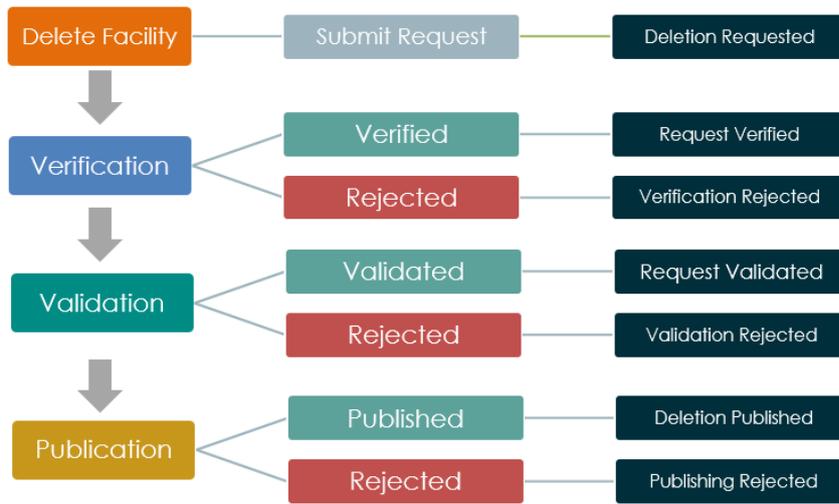
Updating a Facility

Figure 67. Approval status for facility updates



Deleting a Facility

Figure 50. Approval status for facility deletion



Pharmaceutical Premises

This section of the system allows users to create, update, and delete pharmacy details in the system. To access this section, click on the **Pharmaceutical Premises** menu. The list of pharmacies will be displayed, as shown below.

Figure 68. List of pharmacies

Pharmaceutical Premises Add Pharmacy						
Search +						
State	LGA	Ward	Facility ID	Facility Name	Ownership	Actions
Adamawa	Demsa	Borrong Ward	02/01/2/0/1/0058	Ayanna Whitehead	Public	View Edit Delete
Enugu	Enugu North	GRA East Ward	14/04/2/0/2/0045	Orla Whitley	Private	View Edit Delete
Federal Capital Territory	Abaji	Alumamagi Ward	37/01/2/0/1/0027	Bruno Moran	Public	View Edit Delete

Search for Pharmacy

To search for a pharmacy, click on the plus (+) button + at the top right of the screen to expand the **Search** window. The screen below shows a search that has already been expanded

Figure 51. Search for pharmacy

Search -							
--Select State--	--Select LGA--	--Select Ward--	--Select Ownership--				
--Select Operational Sta...	--Select Registration Sta...	--Select License Status--	--Select Coordinates--				
Pharmacy name			Reset	Search			

- You can search for a pharmacy by state, LGA, ward, ownership, operation status, registration status, license status, facility coordinates, or by specifying its name.
- After selecting the desired search criteria, click on **Search**. The list of pharmacies will be displayed based on your selection.
- Click on **Reset** to clear the search you previously selected.

Add a New Pharmacy

To add a new pharmacy, click on **Add Pharmacy** on the Pharmaceutical Premises page. The system will redirect you to the **Data Entry** page.

Figure 70. Add pharmacy

The form includes the following fields and options:

- Registration No.:** Corporate Affairs Registration Number (with a copy icon)
- Commencement Date:** Calendar icon and date input field
- PCN Registration No.:** Pharmacists Council of Nigeria Reg No
- Registered Name:** Registered Facility Name
- Alternate Name:** Alternate Facility Name
- State:** Abia (dropdown menu)
- LGA:** Aba North (dropdown menu)
- Ward:** Asa-Okpuler Ward (dropdown menu)
- House Number:** Text input field
- Street Name:** Text input field
- Latitude:** Text input field
- Longitude:** Text input field
- Postal Address:** Text input field
- Phone Number:** Text input field
- Email Address:** Text input field
- Website:** Text input field
- Days of Operation:**
 - Select all
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
 - Sunday
- Hours of Operation:** 24hrs / 08:00AM-06:00PM
- Ownership:** --Select Ownership-- (dropdown menu)
- Ownership Type:** (dropdown menu)
- Ownership Details:** Text input field
- Operation Status:** --Select Operation Status-- (dropdown menu)
- Registration Status:** --Select Registration Status-- (dropdown menu)
- License Status:** --Select License Status-- (dropdown menu)
- Outlet Category:** --Select Outlet Category-- (dropdown menu)
- Premises Type:** --Select Premises Type-- (dropdown menu)
- Pharmacy Technicians:** Text input field
- Pharmacists:** Text input field

Buttons at the bottom: **Return Back** (orange) and **Submit Record** (blue).

- Enter the details as shown in the data collection form.
- All fields marked * are mandatory.
- After filling in all fields, click on **Submit Record**. You will receive either the following message “information is saved successfully” or error messages if you provided incorrect data.
- If you want to discard the **Add Pharmacy** operation, click on **Return Back**. This will take you back to the list of pharmacies.

Update a Pharmacy

To update pharmacy information, search for the pharmacy you want to update and then click on Edit. The system will redirect you to the **Update** page.

Figure 71. Pharmaceutical premises update page

Pharmaceutical Premises						
Search						
State	LGA	Ward	Facility ID	Facility Name	Ownership	Actions
Federal Capital Territory	Abuja Municipal Area Council	Nyanya Ward	37/06/2/0/2/0337	Gabriel Ikechukwu Pharmacy and Super Stores	Private	View Edit Delete

- The page will show the current information; the fields are similar to those of the data entry form.
- After updating the desired fields, click on **Update Record**. You will receive either the following message “Request submitted successfully” or error messages if you have provided incorrect data.
- If you want to discard the **Update** operation, click on **Return Back** to take you back to the list of pharmacies.

Figure 72. Update pharmacy

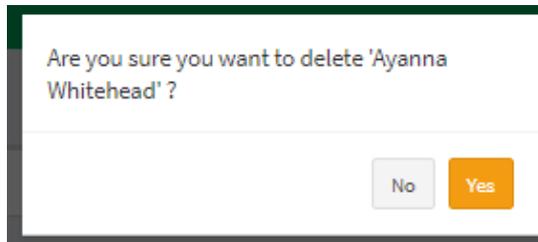
Registration No:	<input type="text" value="7129890"/>	Commencement Date:	<input type="text" value="1970-01-01"/>
PCN Registration No:	<input type="text" value="237"/>		
Registered Name: *	<input type="text" value="Ayanna Whitehead"/>	Alternate Name:	<input type="text" value="Alvin Stafford"/>
State: *	<input type="text" value="Adamawa"/>	LGA: *	<input type="text" value="Demsa"/>
Ward: *	<input type="text" value="Borrong Ward"/>		
House Number:	<input type="text" value="192"/>	Street Name:	<input type="text" value="Hanae Carter"/>
Latitude:	<input type="text" value="0.37761"/>	Longitude:	<input type="text" value="2.38122"/>
Postal Address:	<input type="text" value="315 Clarendon Parkway"/>	Phone Number:	<input type="text" value="+121-21-7872943"/>
Email Address:	<input type="text" value="nozury@mailinator.com"/>	Website:	<input type="text" value="https://www.zohujucula.ws"/>
Days of Operation:	<input type="checkbox"/> Select all <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday <input type="checkbox"/> Sunday		
Hours of Operation:	<input type="text"/>		
Ownership: *	<input type="text" value="Public"/>	Ownership Type: *	<input type="text" value="--Select Ownership Type--"/>
Ownership Details:	<input type="text" value="Nam nihil voluptas s"/>		
Operation Status: *	<input type="text" value="Pending Operation"/>	Registration Status:	<input type="text" value="--Select Registration Status--"/>
License Status:	<input type="text" value="--Select License Status--"/>		
Outlet Category: *	<input type="text" value="Importation"/>	Premises Type: *	<input type="text" value="Institution"/>
Pharmacy Technicians:	<input type="text"/>		
Pharmacists:	<input type="text"/>		

[Return Back](#) [Update Record](#)

Delete a Pharmacy

To delete a pharmacy, search for the pharmacy you want to delete and then click on **Delete**. The following screen will be displayed.

Figure 73. Delete pharmacy

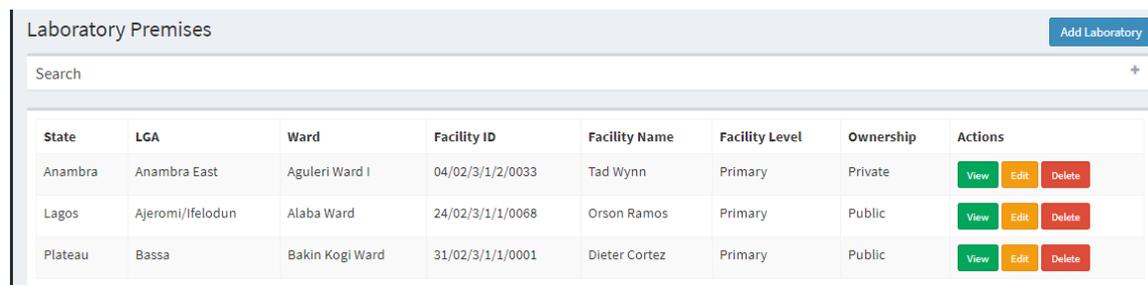


- Click **Yes** to delete the pharmacy or **No** to cancel the deletion.

Laboratory Premises

This section of the system allows users to create, update, and delete information about laboratories. To access the section, click the **Laboratory Premises** link on the menu to display the list of laboratories, as shown below.

Figure 74. List of laboratories

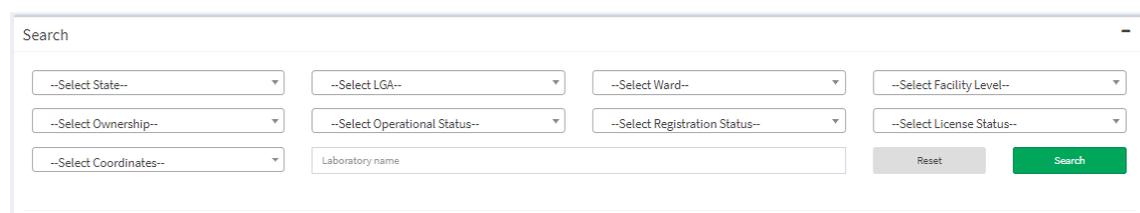
A screenshot of a web application interface titled "Laboratory Premises". It features a search bar at the top with a plus sign on the right. Below the search bar is a table with columns: State, LGA, Ward, Facility ID, Facility Name, Facility Level, Ownership, and Actions. The table contains three rows of data. Each row has three buttons in the Actions column: View (green), Edit (orange), and Delete (red).

State	LGA	Ward	Facility ID	Facility Name	Facility Level	Ownership	Actions
Anambra	Anambra East	Aguleri Ward I	04/02/3/1/2/0033	Tad Wynn	Primary	Private	View Edit Delete
Lagos	Ajeromi/Ifelodun	Alaba Ward	24/02/3/1/1/0068	Orson Ramos	Primary	Public	View Edit Delete
Plateau	Bassa	Bakin Kogi Ward	31/02/3/1/1/0001	Dieter Cortez	Primary	Public	View Edit Delete

Search for a Laboratory

To search for a laboratory, click on the plus (+) button  at the top right of the screen to expand the **Search** window. The screen below shows a search that has already been expanded.

Figure 52. Search for laboratory

A screenshot of an expanded search window titled "Search". It contains several dropdown menus for filtering: "--Select State--", "--Select LGA--", "--Select Ward--", "--Select Facility Level--", "--Select Ownership--", "--Select Operational Status--", "--Select Registration Status--", and "--Select License Status--". There is also a dropdown for "--Select Coordinates--" and a text input field for "Laboratory name". At the bottom right, there are "Reset" and "Search" buttons.

- You can search for a laboratory by state, LGA, ward, level, ownership, operation status, registration status, license status, facility coordinates, or by specifying the lab name.

- After selecting the desired search criteria, click on **Search**. The list of laboratories will be displayed based on your selection.
- Click on **Reset** to clear the search option you previously selected.

Add a New Laboratory

To add a new laboratory, click on **Add Laboratory** on the Laboratory Premises screen. The system will redirect you to the **Data Entry** page, as shown below.

Figure 53. Laboratory data entry form

Signature Elements

<p>Registration No: <input type="text" value="Corporate Affairs Registration Number"/></p> <p>Registered Name: <input type="text" value="Registered Facility Name"/></p> <p>State: <input type="text" value="--Choose one--"/></p> <p>Ward: <input type="text" value="--Select Ward--"/></p> <p>House Number: <input type="text"/></p> <p>Latitude: <input type="text"/></p> <p>Postal Address: <input type="text"/></p> <p>Email Address: <input type="text"/></p> <p>Days of Operation: <input type="checkbox"/> Select all <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday</p> <p>Hours of Operation: <input type="text" value="24hrs / 08:00AM-06:00PM"/></p> <p>Ownership: <input type="text" value="--Select Ownership--"/></p> <p>Ownership Details: <input type="text"/></p> <p>Operation Status: <input type="text" value="--Select Operation Status--"/></p> <p>Accreditation Status: <input type="text" value="--Select Accreditation Status--"/></p> <p>Laboratory Level: <input type="text" value="--Select Level of Care--"/></p>	<p>Commencement Date: <input type="text" value=""/></p> <p>Alternate Name: <input type="text" value="Alternate Facility Name"/></p> <p>LGA: <input type="text" value="--Select LGA--"/></p> <p>Street Name: <input type="text"/></p> <p>Longitude: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p>Website: <input type="text"/></p> <p>Ownership Type: <input type="text" value="--Choose one--"/></p> <p>Registration Status: <input type="text" value="--Select Registration Status--"/></p> <p>License Status: <input type="text" value="--Select License Status--"/></p>
--	---

Service Elements

<p>Institution/ Stand Alone: <input type="text" value="--Select Institution Type--"/></p> <p>Laboratory Number: <input type="text" value="Public/Private Medical Laboratory Number"/></p> <p>External Quality Assurance Enrolment: <input type="text" value="--Choose one--"/></p> <p>Specialized Laboratory Equipment: <input type="text" value="--Choose one--"/></p> <p>Number of Laboratory Scientists: <input type="text"/></p> <p>Number of Laboratory Technicians: <input type="text"/></p>	
--	--

Return Back
Submit Record

- Enter the data for the fields as shown in the data collection form.
- All fields marked * are mandatory.

- After filling in all fields, click **Submit Record**. You will receive either the following message: “Laboratory Information Saved Successfully!” or error messages if you provided incorrect data.
- If you want to discard the **Add Laboratory** operation, click on **Return Back** to go back to the list of laboratories.

Update a Laboratory

To update laboratory information, search for the laboratory you want to update and then click on **Edit**. The system will redirect you to the **Update** page.

Figure 77. Laboratory premises update page

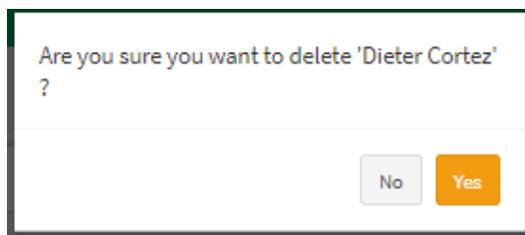
Laboratory Premises							
Search							
State	LGA	Ward	Facility ID	Facility Name	Facility Level	Ownership	Actions
Abia	Aba North	Ariaria Ward	01/01/3/1/2/0087	Julius Labs	Primary	Private	View Edit Delete
Bayelsa	Ekeremor	Iduwini I Ward 12	06/02/3/2/2/0036	Alpha Diagnostic Services Limited	Secondary	Private	View Edit Delete

- The page will show the current information; the fields are similar to those in the data entry form.
- After updating the desired fields, click on **Update Record**. You will receive either the following message: “Laboratory Information Updated Successfully!” or error messages if you provided incorrect data.
- If you want to discard the **Update** operation, click on **Return Back** to go back to the list of laboratories.

Delete a Laboratory

To delete a laboratory, search for the laboratory you want to delete and then click on **Delete**. The following screen will be displayed.

Figure 54. Delete laboratory

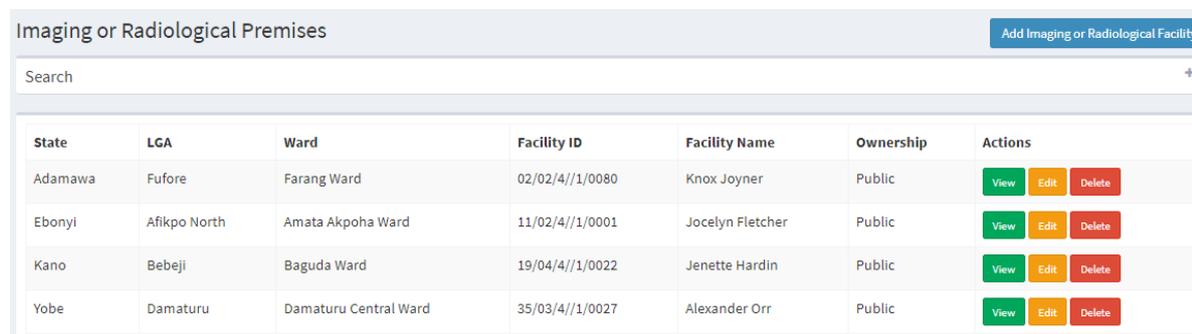


- Click **Yes** to delete the pharmacy or **No** to cancel the deletion.

Radiological Premises

This section of the system allows users to create, update, and delete radiology premises in the system. Click on the **Radiology Premises** link on the menu to open the following page showing the list of imaging or radiological facilities.

Figure 79. List of imaging or radiological facilities

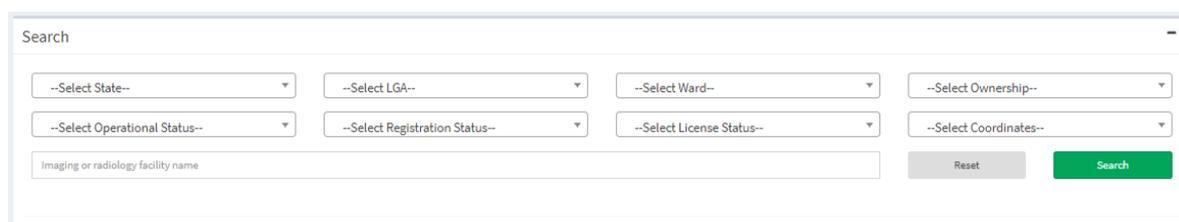


State	LGA	Ward	Facility ID	Facility Name	Ownership	Actions
Adamawa	Fufore	Farang Ward	02/02/4//1/0080	Knox Joyner	Public	View Edit Delete
Ebonyi	Afikpo North	Amata Akpoha Ward	11/02/4//1/0001	Jocelyn Fletcher	Public	View Edit Delete
Kano	Bebeji	Baguda Ward	19/04/4//1/0022	Jenette Hardin	Public	View Edit Delete
Yobe	Damaturu	Damaturu Central Ward	35/03/4//1/0027	Alexander Orr	Public	View Edit Delete

Search for Imaging or Radiological Facilities

To search for an imaging or radiological facility, click the plus (+) button  at the top right of the screen to expand the search window. The screen below shows a search that has already been expanded.

Figure 80. Imaging or radiological facility search



Search

--Select State-- --Select LGA-- --Select Ward-- --Select Ownership--

--Select Operational Status-- --Select Registration Status-- --Select License Status-- --Select Coordinates--

Imaging or radiology facility name

Reset Search

- To add a new state, click on **Add State**. The following screen will be displayed.
- **Search**. The list of imaging or radiological facilities will be displayed based on your selection.
- Click **Reset** to clear the search you previously selected.

Add a New Imaging or Radiological Facility

To add a new laboratory, click on **Add Radiological Facility**. The system will redirect you to the data entry page shown below.

Figure 81. Imaging or radiological data entry form

The form is titled 'Add Radiological Facility' and contains the following fields:

- Registration No.:** Corporate Affairs Registration Number (text input)
- Commencement Date:** (calendar icon and text input)
- Registered Name: *** Registered Facility Name (text input)
- Alternate Name:** Alternate Facility Name (text input)
- State: *** --Choose one-- (dropdown menu)
- LGA: *** --Select LGA-- (dropdown menu)
- Ward:** --Select Ward-- (dropdown menu)
- House Number:** (text input)
- Street Name:** (text input)
- Latitude:** (text input)
- Longitude:** (text input)
- Postal Address:** (text input)
- Phone Number:** (text input)
- Email Address:** (text input)
- Website:** (text input)
- Days of Operation:** Select all, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
- Hours of Operation:** 24hrs / 08:00AM-06:00PM (text input)
- Ownership: *** --Select Ownership-- (dropdown menu)
- Ownership Type:** --Choose one-- (dropdown menu)
- Ownership Details:** (text input)
- Operation Status: *** --Select Operation Status-- (dropdown menu)
- Registration Status:** --Select Registration Status-- (dropdown menu)
- License Status:** --Select License Status-- (dropdown menu)
- Facility Services:** (dropdown menu)
- Institution/ Stand Alone:** --Select Institution Type-- (dropdown menu)
- Radiographers Registration Number:** Radiographers Council Physical Premise Registration Number (text input)
- Number of Radiologists:** (text input)
- Number of Radiographers:** (text input)
- Number of Radiography Technicians:** (text input)

At the bottom of the form, there are two buttons: **Return Back** (orange) and **Submit Record** (blue).

- Enter the data in the fields shown in the data collection form.
- All fields marked * are mandatory.
- After filling in all fields, click on **Submit Record**. You will receive either the following message: “Information Saved Successfully!” or error messages if you provided incorrect data.
- If you want to discard the **Add Radiological Facility** operation, click **Return Back** to go back to the list of imaging or radiological facilities.

Update Imaging or Radiological Facilities

To update information on imaging or radiological facilities, search for the facility you want to update and click on **Edit**. The system will redirect you to the **Update** page.

Figure 82. Radiological facilities update page

The screenshot shows a web form for updating radiological facilities. The form is organized into several sections with various input fields:

- Registration No.:** Corporate Affairs Registration Number (text input)
- Commencement Date:** 1970-01-01 (calendar icon)
- Registered Name:** Julius Scan & X-Ray (text input)
- Alternate Name:** Alternate Facility Name (text input)
- State:** Abia (dropdown menu)
- LGA:** Aba North (dropdown menu)
- Ward:** Ariaria Ward (dropdown menu)
- House Number:** (text input)
- Street Name:** (text input)
- Latitude:** (text input)
- Longitude:** (text input)
- Postal Address:** (text input)
- Phone Number:** (text input)
- Email Address:** (text input)
- Website:** (text input)
- Days of Operation:** Radio buttons for Select all, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
- Hours of Operation:** 24hrs / 08:00AM-06:00PM (text input)
- Ownership:** Private (dropdown menu)
- Ownership Type:** --Choose one-- (dropdown menu)
- Ownership Details:** (text input)
- Operation Status:** (dropdown menu)
- Registration Status:** --Select Registration Status-- (dropdown menu)
- License Status:** --Select License Status-- (dropdown menu)
- Facility Services:** (dropdown menu)
- Institution/ Stand Alone:** --Select Institution Type-- (dropdown menu)
- Physicists Registration Number:** Radiographers Council Physical Premise Registration Number (text input)
- Number of Radiologists:** (text input)
- Number of Radiographers:** (text input)
- Number of Radiography Technicians:** (text input)

- The page will show the current information; the fields are similar to those in the data entry form.
- After updating the desired fields, click on **Update Record**. You will receive either the following message: “Laboratory Information Updated Successfully!” or error messages if you provided incorrect data.
- If you want to discard the **Update** operation, click **Return Back** to go back to the list of imaging or radiological facilities.

Delete an Imaging or Radiological Facility

To delete an imaging or radiological facility, search for the facility you want to delete and click on **Delete**. The following screen will be displayed.

Figure 83. Delete imaging or radiological facility

The screenshot shows a confirmation dialog box with the following content:

Are you sure you want to delete 'Dieter Cortez' ?

At the bottom of the dialog, there are two buttons: a grey button labeled "No" and an orange button labeled "Yes".

- Click **Yes** to delete the facility selected or **No** to cancel the deletion.

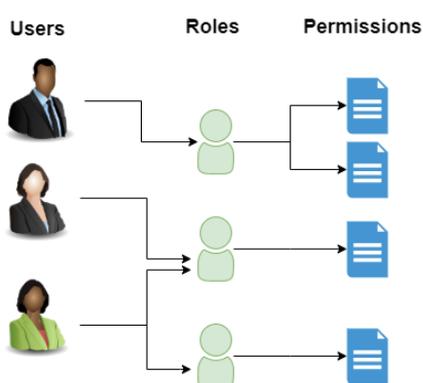
User Management

This section of the system allows system administrators to manage permissions, user roles, and system users.

Overview

HFR has been designed with role-based access control (RBAC). RBAC is a method of restricting system access based on the roles of individual users. RBAC lets users have access rights to only the information they need to do their jobs and prevents them from accessing information that does not pertain to them. The figure below illustrates this structure.

Figure 84. HFR RBAC model



Permissions

HFR permissions represent different actions a user can perform within the system. Permissions are built in to the HFR and cannot be added by system administrators.

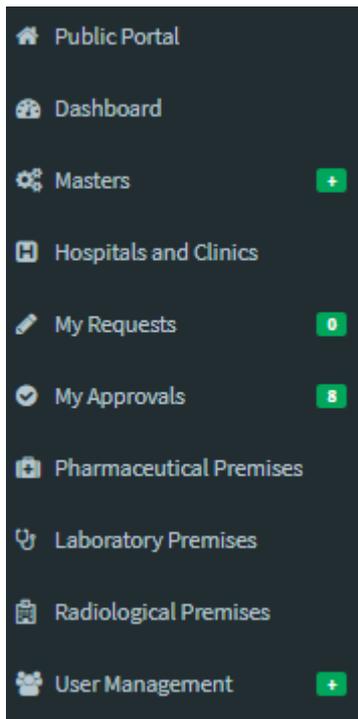
- **View Permission** allows a user to view a specified module or resource.
- **Add Permission** allows a user to add data (e.g., a facility).
- **Edit Permission** allows a user to update information.
- **Delete Permission** allows a user to delete specified information.

Roles

Roles represent user responsibilities within HFR. For example, the data entry role allows users to enter facilities in the HFR. Roles can have multiple permissions assigned to them; also, roles are flexible and can be modified and customized at the front end by system administrators.

To view and manage roles, click on **User Management** and then **Roles**.

Figure 85. Menu with User Management option



A list of available roles will be displayed.

Figure 86. List of roles

User Roles			Add User Role	
Show	10	entries	Search: <input type="text"/>	
Role Name	Description	Actions		
Administrator I	System Administrator Level I	Edit	Delete	
Administrator II	System Administrator Level II	Edit	Delete	
Data Entry	Submit Create Request	Edit	Delete	
Facility Publisher	Facility Publication	Edit	Delete	
Facility Validator	Facility Validation	Edit	Delete	
Facility Verifier	Facility Verification	Edit	Delete	
State Administrator	State Administrator	Edit	Delete	

Add Role

To add a new role, click on **Add User Role** at the top-right corner to open the **User Role** form, as shown below.

Figure 55. Role creation form

The form is titled "User Role" and contains the following sections:

- Role name:** A text input field.
- Description:** A text input field.
- Subordinate Roles:** A dropdown menu labeled "Select Roles".
- Permissions:** A grid of checkboxes for various actions across different categories. The categories and their corresponding actions are:
 - Check All
 - View States, Add States, Update States, Delete States
 - View LGA, Add LGA, Update LGA, Delete LGA
 - View Wards, Add Wards, Update Wards, Delete Wards
 - View Hospital Services, Add Hospital Services, Update Hospital Services, Delete Hospital Services
 - View Imaging Services, Add Imaging Services, Update Imaging Services, Delete Imaging Services
 - View Lab Equipments, Add Lab Equipments, Update Lab Equipments, Delete Lab Equipments
 - View Lab Certification, Add Lab Certification, Update Lab Certification, Delete Lab Certification
 - View Hospitals, Add Hospitals, Update Hospitals, Delete Hospitals
 - View Laboratories, Add Laboratories, Update Laboratories, Delete Laboratories
 - View Pharmacies, Add Pharmacies, Update Pharmacies, Delete Pharmacies
 - View Radiologies, Add Radiologies, Update Radiologies, Delete Radiologies
 - View Users, Add Users, Update Users, Delete Users
 - View Roles, Add Roles, Update Roles, Delete Roles
 - View Resources, Add Resources, Update Resources, Delete Resources
 - View Feedbacks, View Download Request, View Masters, Verify Facility
 - Validate Facility, Publish Facility, Receive Feedback

At the bottom of the form, there are two buttons: "Return Back" (orange) and "Save Record" (blue).

- Enter the role name and description, and then select sub-roles. Sub-roles are those that have minimal permissions compared to the role being created. They are used mostly when creating new users. The administrator will be able to assign to a user only those roles subordinate to the administrator's role.
- Select the permissions for the role and then click on **Save Record**.

Update Role

To update a role, search for it in the list of roles on the **User Roles** screen and click on **Edit** next to the desired role to open the Edit User Role form.

Figure 88. Edit user role form

The screenshot shows the 'Edit User Role' form with the following details:

- Role name:** Administrator II
- Description:** System Administrator Level II
- Subordinate Roles:** Facility Publisher
- Permissions:** A grid of checkboxes for various actions. Checked items include: View States, Add Hospitals, Update Hospitals, Delete Hospitals, View Laboratories, Add Radiologies, Update Radiologies, View Radiologies, Add Users, Update Users, Add Roles, Update Roles, Add Resources, View Download Request, View Masters, and Receive Feedback.
- Buttons:** 'Return Back' (orange) and 'Update' (blue).

- Modify the role details as desired and then click on **Update**.

Delete Role

To delete a role, search for it in the list of roles on the User Roles screen and click **Delete** next to the desired role. You will be prompted to confirm the deletion. If you are sure, click **Yes** to confirm or **No** to cancel.

Figure 56. Delete role

The screenshot shows a confirmation dialog box with the text: "Are you sure you want to delete 'Test Role' Role?". Below the text are two buttons: "No" (grey) and "Yes" (orange).

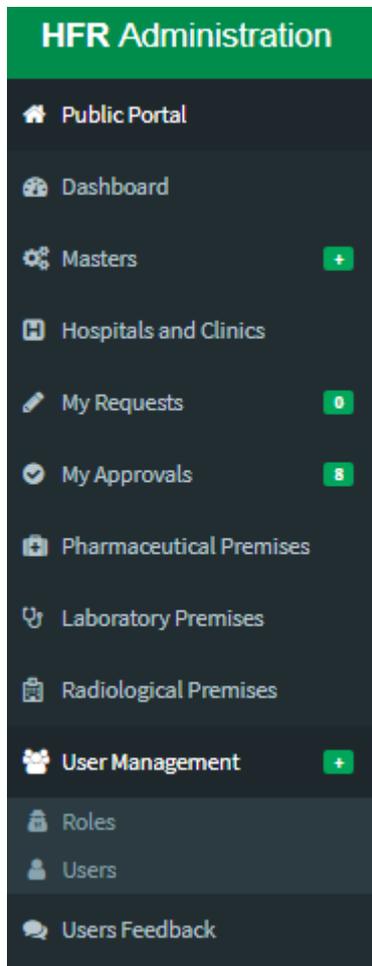
Note: The deletion cannot be undone.

Users

Users are the people who are given responsibilities within HFR. HFR users can be from the Federal Ministry of Health, states, LGAs, or partners. Each user will be assigned a role, depending on the person's responsibilities.

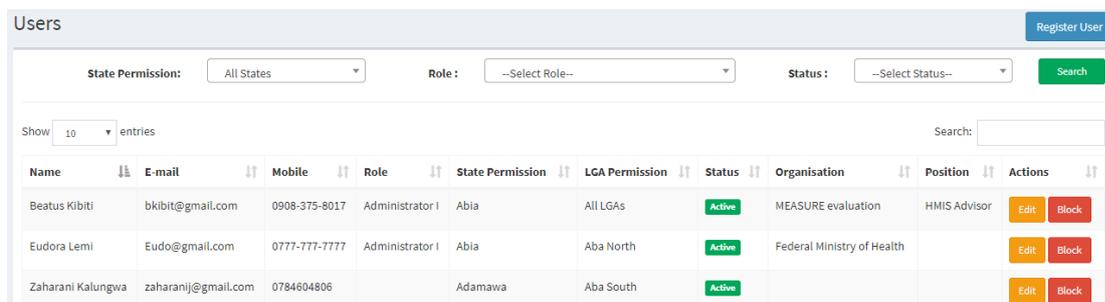
To view and manage users, click on **User Management**, then **Users**.

Figure 90. User Management link



A list of available users will be displayed, as shown below.

Figure 91. List of users



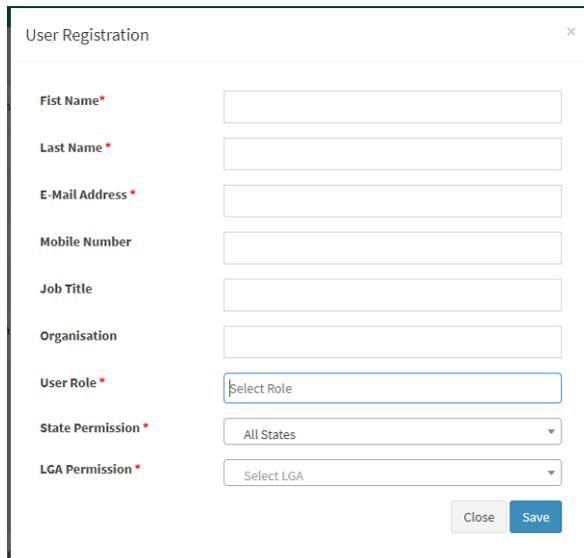
The screenshot shows the 'Users' management page. At the top right is a 'Register User' button. Below it are filters for 'State Permission' (All States), 'Role' (--Select Role--), and 'Status' (--Select Status--), with a 'Search' button. A 'Show 10 entries' dropdown is on the left. The table below has the following data:

Name	E-mail	Mobile	Role	State Permission	LGA Permission	Status	Organisation	Position	Actions
Beatus Kibiti	bkibit@gmail.com	0908-375-8017	Administrator I	Abia	All LGAs	Active	MEASURE evaluation	HMIS Advisor	Edit Block
Eudora Lemi	Eudo@gmail.com	0777-777-7777	Administrator I	Abia	Aba North	Active	Federal Ministry of Health		Edit Block
Zaharani Kalungwa	zaharani@gmail.com	0784604806		Adamawa	Aba South	Active			Edit Block

Add User

To add a new user, click on **Register User** at the top right corner of the Users screen. The following form will be displayed.

Figure 92. User registration form



The screenshot shows a 'User Registration' form with the following fields and options:

- First Name* (text input)
- Last Name* (text input)
- E-Mail Address* (text input)
- Mobile Number (text input)
- Job Title (text input)
- Organisation (text input)
- User Role* (dropdown menu with 'Select Role' selected)
- State Permission* (dropdown menu with 'All States' selected)
- LGA Permission* (dropdown menu with 'Select LGA' selected)

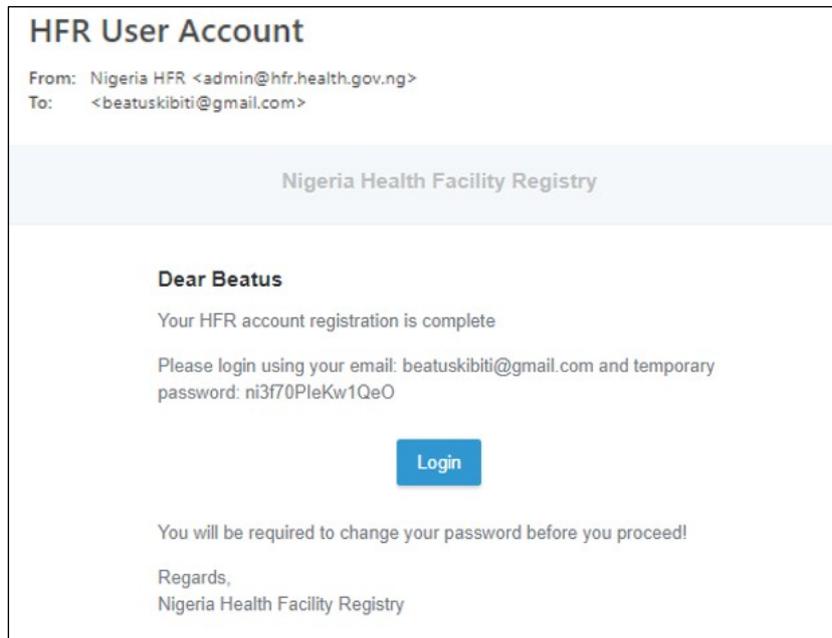
Buttons: Close, Save

- Fill in the form with the user's details, select a role to assign to the user, and select the state and LGA permissions.
- Fields marked * are mandatory.
- State permission
 - This field gives the user permission to manage facilities within the assigned state.
- LGA permission
 - This field gives the user permission to manage facilities within the assigned LGA.
- To register the user, click on **Save**. The user will be registered and receive an e-mail with instructions on how to activate his/her account.

Account Activation

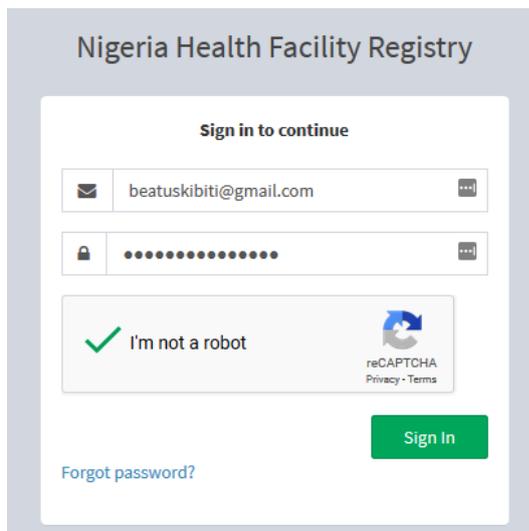
Once the account has been created, the user will receive an e-mail address with his/her account details, as shown below. The user is asked not to respond to this e-mail.

Figure 93. HFR new account e-mail



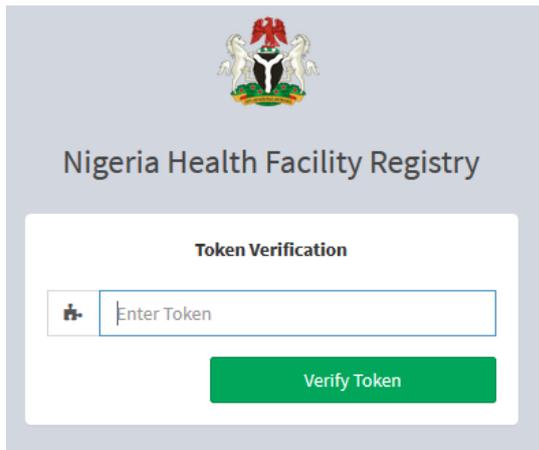
Click on **Login** and you will be directed to the HFR log in page.

Figure 94. New account log in



Enter your e-mail and the temporary password provided, verify you are not a robot, and then click on **Sign In**. A verification code will be sent to you via e-mail, and you will be directed to the **Token Verification** page.

Figure 95. Token verification

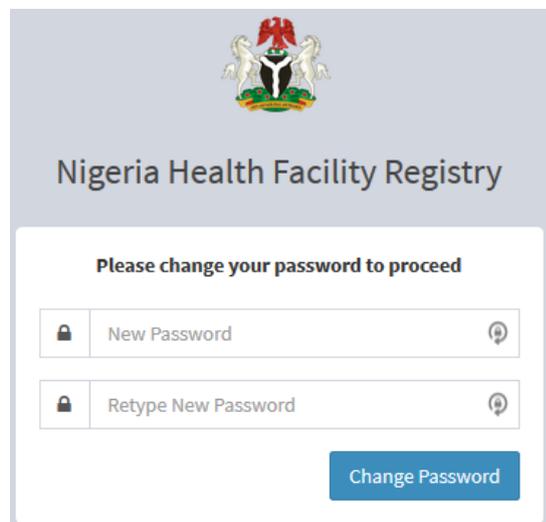


The screenshot shows the Nigeria Health Facility Registry logo at the top. Below it, the text "Nigeria Health Facility Registry" is displayed. The main form area is titled "Token Verification" and contains a text input field with the placeholder text "Enter Token" and a green button labeled "Verify Token".

Copy the verification code from your e-mail, enter the token in the **Token Verification** form, and click on **Verify Token**.

If you have provided the correct token, you will be directed to the Change Password page.

Figure 96. Change password form



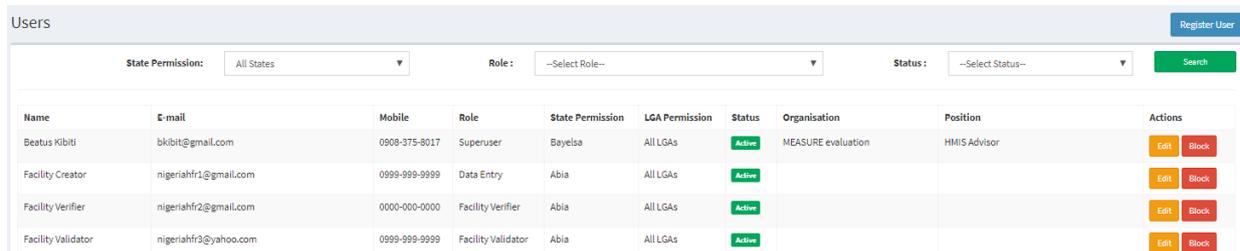
The screenshot shows the Nigeria Health Facility Registry logo at the top. Below it, the text "Nigeria Health Facility Registry" is displayed. The main form area is titled "Please change your password to proceed" and contains two text input fields: "New Password" and "Retype New Password", each with a lock icon on the left and a speech bubble icon on the right. A blue button labeled "Change Password" is located at the bottom right of the form.

Enter your new password and confirm it and then click **Change Password**. If you have provided the correct password, the password will be changed, and you will be logged into the system automatically and directed to the curation dashboard.

Update User

To update a user, search for the user and, then click on **Edit** (yellow button) next to that user to open the Update User Information form filled out with the user's current information.

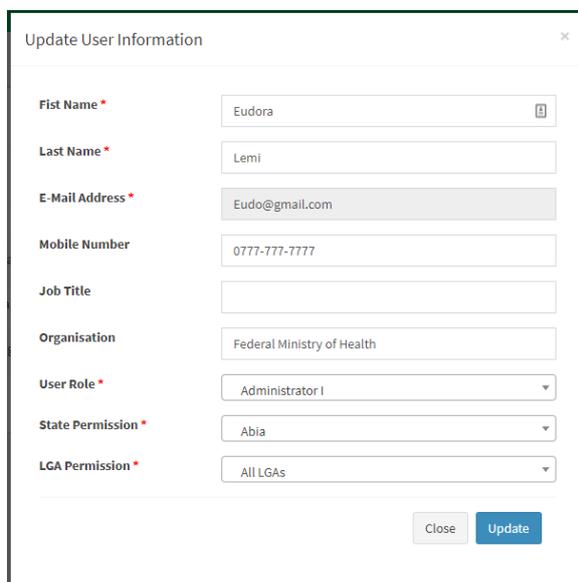
Figure 97. Users screen



Name	E-mail	Mobile	Role	State Permission	LGA Permission	Status	Organisation	Position	Actions
Beatus Kibiti	bkibiti@gmail.com	0908-375-8017	Superuser	Bayelsa	All LGAs	Active	MEASURE evaluation	HMIS Advisor	Edit Block
Facility Creator	nigeriahr1@gmail.com	0999-999-9999	Data Entry	Abia	All LGAs	Active			Edit Block
Facility Verifier	nigeriahr2@gmail.com	0000-000-0000	Facility Verifier	Abia	All LGAs	Active			Edit Block
Facility Validator	nigeriahr3@yahoo.com	0999-999-9999	Facility Validator	Abia	All LGAs	Active			Edit Block

Modify the user's information as required and then click on **Update** to update the user's information.

Figure 98. Update user



Update User Information

Fist Name * Eudora

Last Name * Lemi

E-Mail Address * Eudo@gmail.com

Mobile Number 0777-777-7777

Job Title

Organisation Federal Ministry of Health

User Role * Administrator I

State Permission * Abia

LGA Permission * All LGAs

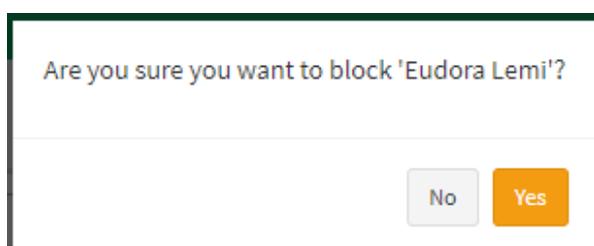
Close Update

Delete User

You can delete a user only if the account is still inactive, which means a user has not activated the account. Once the account has been activated, you cannot delete it, but you can block the user. A blocked user will not be able to log in to the system.

- To block the user, click on **Block** on the User screen; you will get the following prompt.

Figure 99. Blocking user



Are you sure you want to block 'Eudora Lemi'?

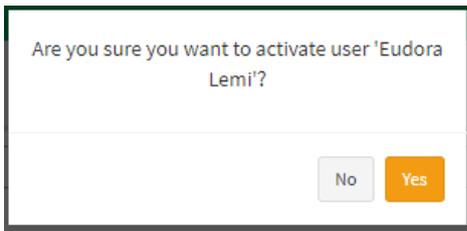
No Yes

- Click **Yes** to confirm you are blocking the user. The user status will change from active to blocked.

Name	E-mail	Mobile	Role	State Permission	LGA Permission	Status	Organisation	Position	Actions
Beatus Kibiti	bkibiti@gmail.com	0908-375-8017	Administrator I	Abia	All LGAs	Active	MEASURE evaluation	HMIS Advisor	Edit Block
Eudora Lemi	Eudo@gmail.com	0777-777-7777	Administrator I	Abia	Aba North	Blocked	Federal Ministry of Health		Edit Activate
Zaharani Kalungwa	zaharani@gmail.com	0784604806		Adamawa	Aba South	Active			Edit Block

- To activate the user, click on **Activate**; you will get the following prompt.

Figure 100. Activate user

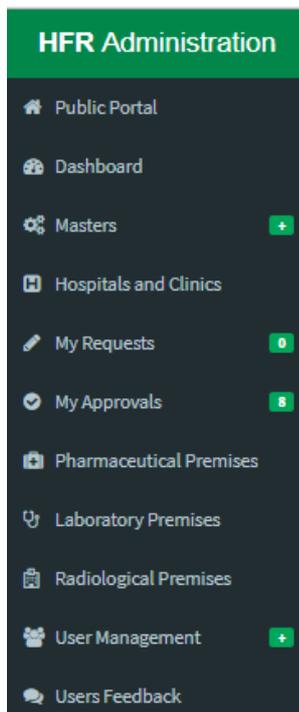


- Click **Yes** to confirm activating the user. The user status will change from blocked to active.

Users' Feedback

This section of the system allows users to view feedback submitted by users on an HFR public portal. The system allows administrative users to view information about when the feedback was sent and information about the recipient as entered from a public portal. To access this page, click on the **Users Feedback** link.

Figure 101. Users feedback link



The system will redirect you to the page below.

Figure 102. Users' feedback

The screenshot shows a 'Users Feedback' section with a search bar and a list of entries. The first entry is:

From	E-mail	Message
Adebusoje Anifalaje	Adebusoje.Anifalaje@yahoo.com	Download request - I was trying to use the data download platform. I registered my details and was sent a pass code. I entered the pass code but the system said 'Something went wrong'. Your attention to this issue would be highly appreciated.

Showing 1 to 1 of 1 entries (filtered from 6 total entries)

Download Requests

This section of the system allows users to view all download requests submitted by users from a public portal. The system allows the administrators to view the contact details of the requester and the purpose for downloading the data.

These requests also are summarized and displayed on the curation dashboard.

Figure 103. Facility download requests

The screenshot shows a 'Guest Data Downloads' section with a search bar and a table of requests. The table has the following columns: Name, Email, Organisation, Designation, Country, Purpose of Data, and Date.

Name	Email	Organisation	Designation	Country	Purpose of Data	Date
firstname72 surname17	email54@hfrng.com	Collier Reilly LLC	Debitis magni tempor	Finland	Distinctio Facere u	Mar 28, 2019
firstname90 surname85	email13@hfrng.com	Innovate Health	Executive Director	Nigeria	To support a research project aimed at spatial analysis of ANC attendance clustered around PHCs in Nigeria	Mar 12, 2019
firstname93 surname3	email38@hfrng.com	NGO	Consultant	Nigeria	Thanks	Mar 12, 2019
firstname58 surname10	email92@hfrng.com	InStrat Global Health Solutions	Project Manager	Nigeria	Health data management system strengthening.	Mar 12, 2019
firstname33 surname16	email41@hfrng.com	research data	CEO	Nigeria	Research on hospital access in Nigeria	Mar 9, 2019
firstname2 surname57	email5@hfrng.com	Federal Ministry of Health	Head Coordination Unit	Nigeria	For NBS in preparation for the National Health Facility Survey	Mar 8, 2019
firstname26 surname23	email61@hfrng.com	Cornell University	Post doctoral Fellow	United States	Academic research on health facility improvements on health outcomes.	Mar 7, 2019
firstname10 surname86	email34@hfrng.com	JATA	Consultant	Japan	To write a report regarding situation of Nigerian health sector	Feb 28, 2019

Resources

This section of the system allows system administrators to add, update, and delete HFR resources. These resources can be accessed from a public portal by any user. To access this page, click on **Resources** on the menu bar. The list of available resources will be displayed, as shown below.

Figure 104. List of resources

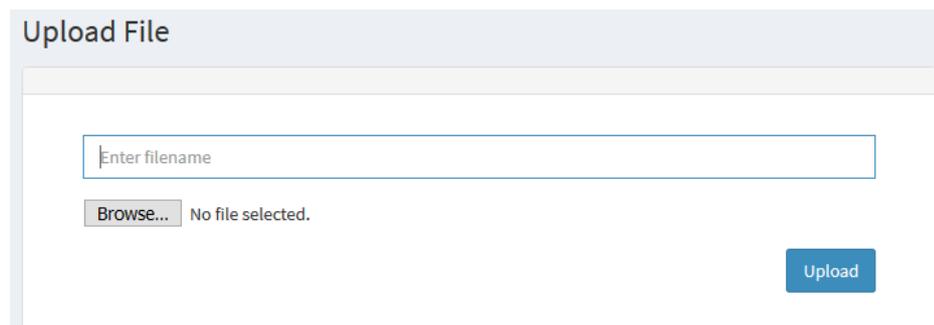


Type	Document Name	Action
	M&E Framework for MFL and HFR in Nigeria	Download Edit Delete
	Minimum Standards for Primary Health Care in Nigeria	Download Edit Delete
	Standard Operating Procedures for Maintaining Nigeria Health Facility Registry	Download Edit Delete
	HFR Data Collection Form for Hospitals and Clinics	Download Edit Delete

Add a Resource

To add a new resource, click on **Upload Document** at the top right corner of the screen. The following form will be displayed.

Figure 105. Upload file



Upload File

[Browse...](#) No file selected.

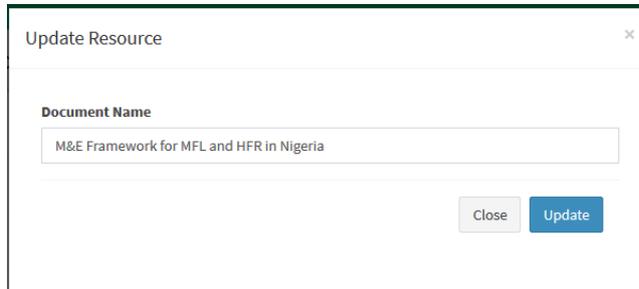
[Upload](#)

Enter the document description in the file name, click on **Browse** to navigate, and select the file you want to upload. Then click on **Upload**. The document will be uploaded and shown in the list.

Update a Resource

To update a resource, locate the document you want and click on **Edit**. The following form will be displayed.

Figure 106. Update resource



Update Resource

Document Name

M&E Framework for MFL and HFR in Nigeria

Close Update

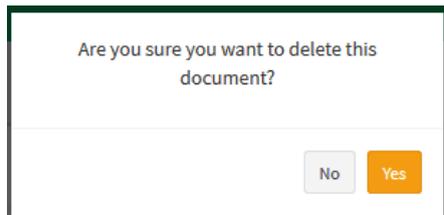
Update the document name and click on **Update**; to cancel, click on **Close**.

Note: This function updates only the document name, not the document itself.

Delete a Resource

To delete a resource, locate the document you want and click on **Delete**. The following prompt will be displayed.

Figure 107. Delete resource



Are you sure you want to delete this document?

No Yes

Click **Yes** to delete the document or **No** to cancel.

Reports

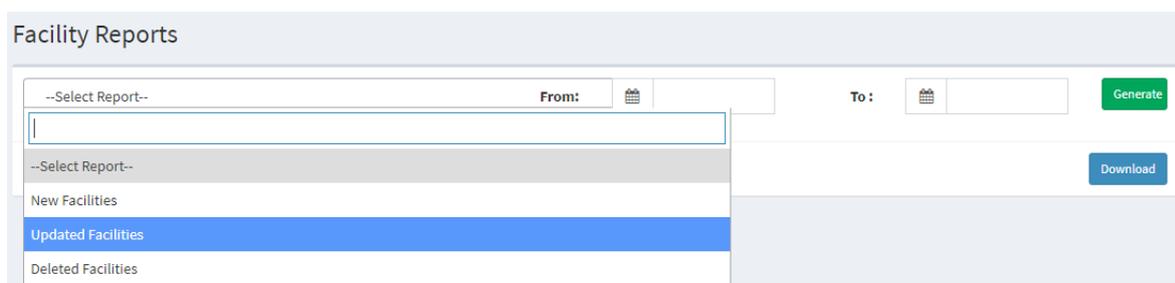
This section allows users to view different reports on health facilities.

Facility Reports

From this screen, you can view and download the list of newly created, updated, and deleted facilities within a specified period.

To access, go to **Reports**, then click on the **Facility Reports** menu. The following page will open.

Figure 108. Facility reports



- Select the report type you want and choose the start and end dates for the report. Then click on **Generate**.
- The list of facilities reflecting your selection will be displayed.
- To download the list, click on **Download**.

Facilities Status Summary

The facilities status summary report displays a summary of facilities according to different statuses. (For more information, refer to Section 4.6.4, Approval Status.)

To access, go to **Reports**, then click on the **Facility Status Summary** menu. The following report will be displayed.

To download, click on **Download**.

Figure 109. Facility status summary report

Facilities Status Summary

State: Filter

Show entries Search:

State	New Facility Requests	Update Requests	Deletion Requests	Verified Requests	Validated Requests	New Facility Published	Update Request Published	Deletion Request Published	Rejected Verifications	Rejected Validations	Rejected Publications
Abia	0	0	1	1	1	1	0	0	0	0	0
Adamawa	0	0	0	0	0	0	0	0	0	0	0
Akwa-Ibom	0	0	0	0	0	0	0	0	0	0	0
Anambra	0	0	0	0	0	0	0	0	0	0	0
Bauchi	0	0	0	0	0	0	0	0	0	0	0
Bayelsa	0	0	0	0	0	0	0	0	0	0	0
Benue	0	0	0	0	0	0	0	0	0	0	0
Borno	0	0	0	0	0	0	0	0	0	0	0
Cross River	0	0	0	0	0	0	0	0	0	0	0
Delta	0	0	0	0	0	0	0	0	0	0	0

Showing 1 to 10 of 37 entries Previous **1** 2 3 4 Next

Download

Service Rendered Report

The Services Rendered report provides an option to view and download information on multiple facilities and what services each facility offers.

To access the report, go to **Reports** and then click on the **Services Rendered** menu. The following screen will be displayed.

Figure 57. Facility services rendered report

Facility Services Rendered

Generate

No record found!

Download

Select any of the filter options—that is, state, LGA, ward, facility level, or ownership, and then click on **Generate**. A list of facilities and their services will be displayed as per your selection.

To download the list, click on **Download**.

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