



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.”

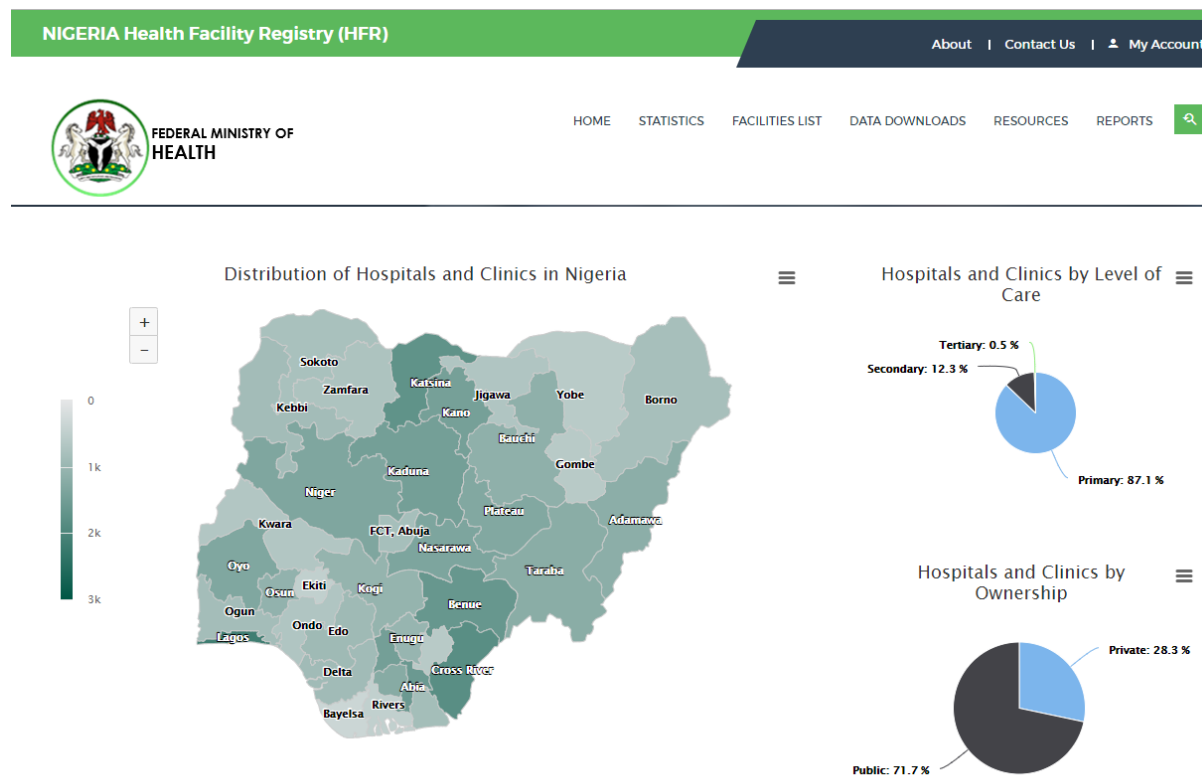
This and other resources that support Nigeria’s master facility list are available here: <https://www.measureevaluation.org/countries/nigeria/toolkit-for-implementing-the-health-facility-registry-in-nigeria/>.

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

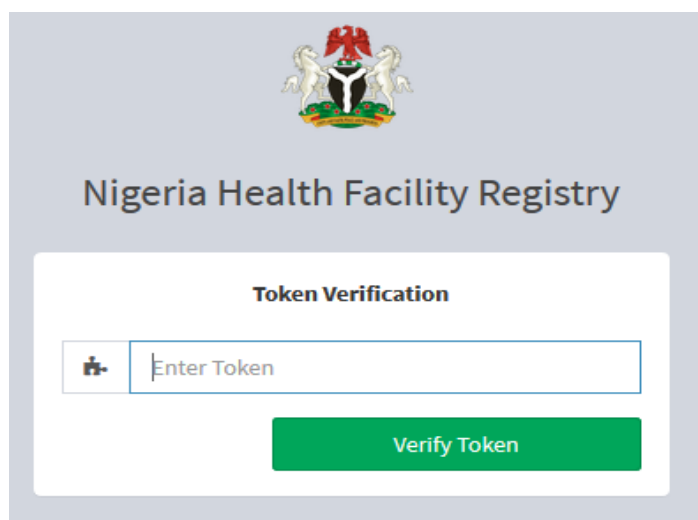


To access the curation module, click on **My Account**. The log in page will be displayed.

Figure 2. HFR log in

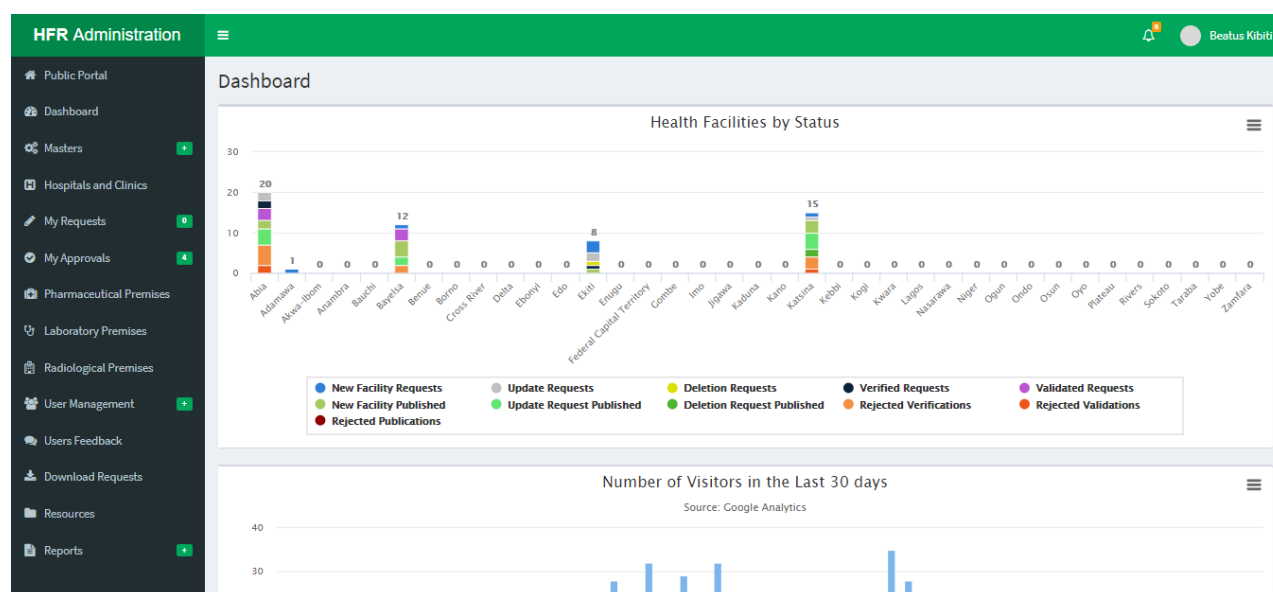
Supply the correct e-mail and password, verify you are not a robot by checking the box “I’m not a robot” to verify, and click on **Sign In**. If the log in details are correct, the system will send you a verification token in an mail and display the following screen.

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.

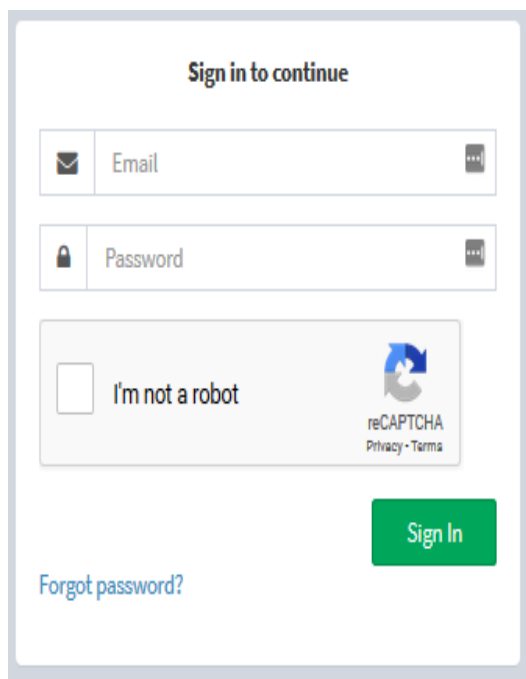
Figure 4. Curation landing page



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.

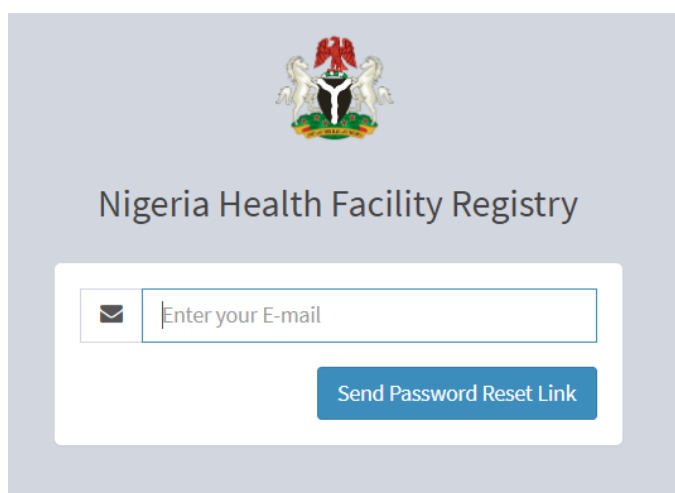
- To reset your password, go to the log in page. Public portal -> My account.
- On the log in page, click **Forgot Password**.

Figure 5. Forgot password

A screenshot of a web form titled "Sign in to continue". It features two input fields: "Email" with an envelope icon and "Password" with a lock icon. Below these is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and the reCAPTCHA logo. A green "Sign In" button is positioned to the right of the reCAPTCHA. At the bottom left, there is a blue link that says "Forgot password?".

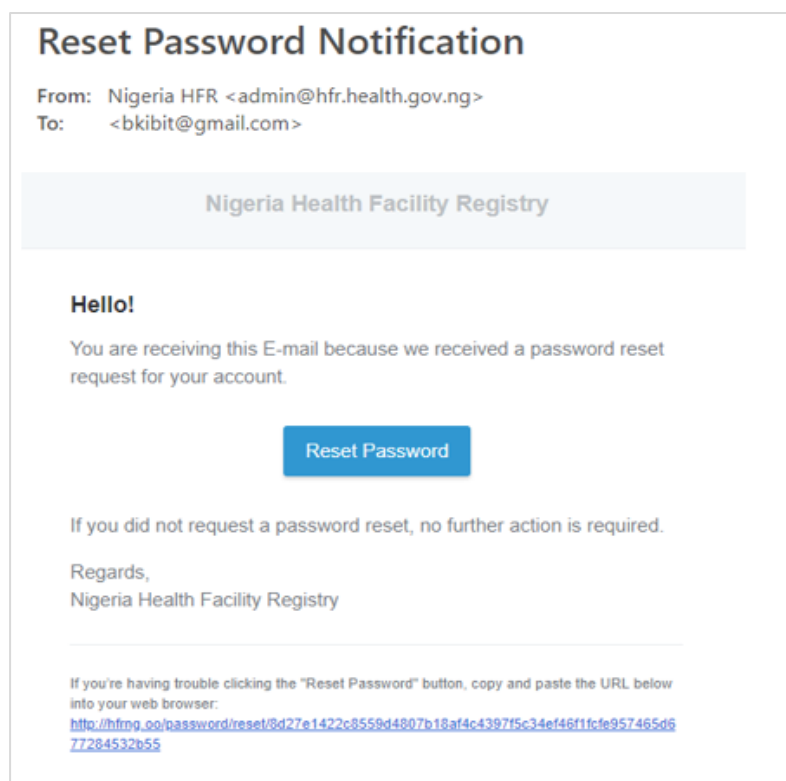
Once you click **Forgot Password**, the following screen will be displayed.

Figure 6. Forgot password e-mail request

A screenshot of the "Nigeria Health Facility Registry" login page. At the top center is the Nigerian coat of arms. Below it, the text "Nigeria Health Facility Registry" is displayed. The main form area contains an email input field with an envelope icon and the placeholder text "Enter your E-mail". Below the input field is 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

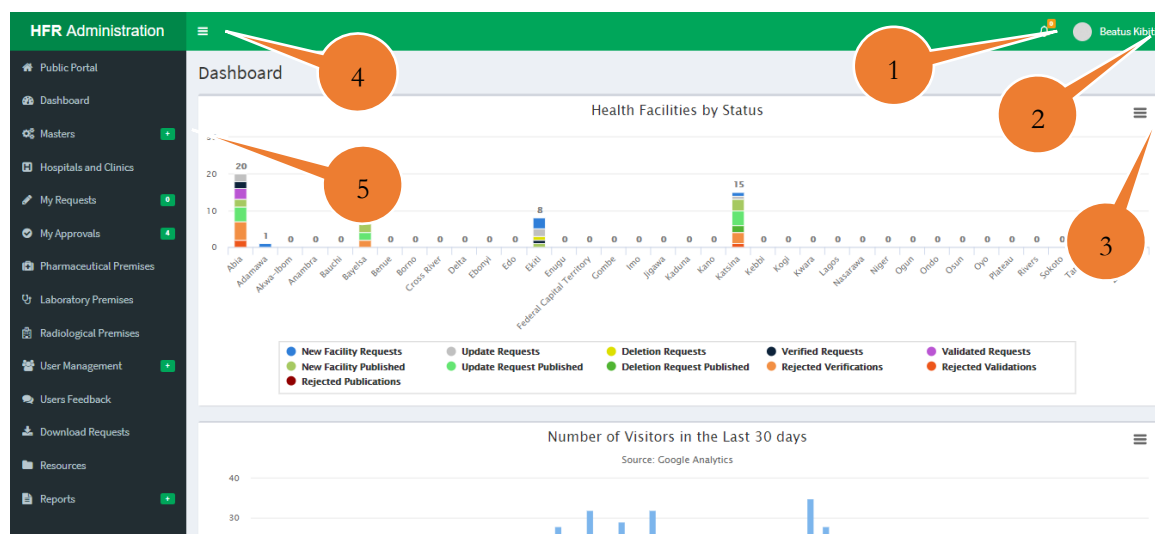
The image displays a web form titled 'Reset Password'. It features three input fields: 'Enter your E-mail' (with an envelope icon), 'Password' (with a lock icon), and 'Retype Password' (with a lock icon). Each field has a small 'show/hide' icon on the right. A blue 'Reset Password' button is positioned at the bottom right of the 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

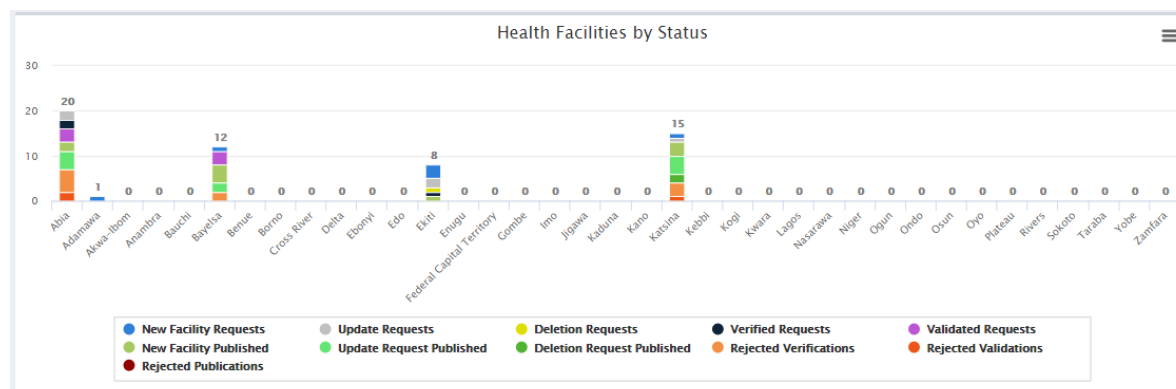


1. Shows the number of notifications the user has received.
2. Displays the logged-in user; click to view the profile.
3. Click this option to download the chart.
4. Click this icon to collapse or expand the left menu bar.
5. Click to see the submenu for the selected menu.

The dashboard displays three different charts:

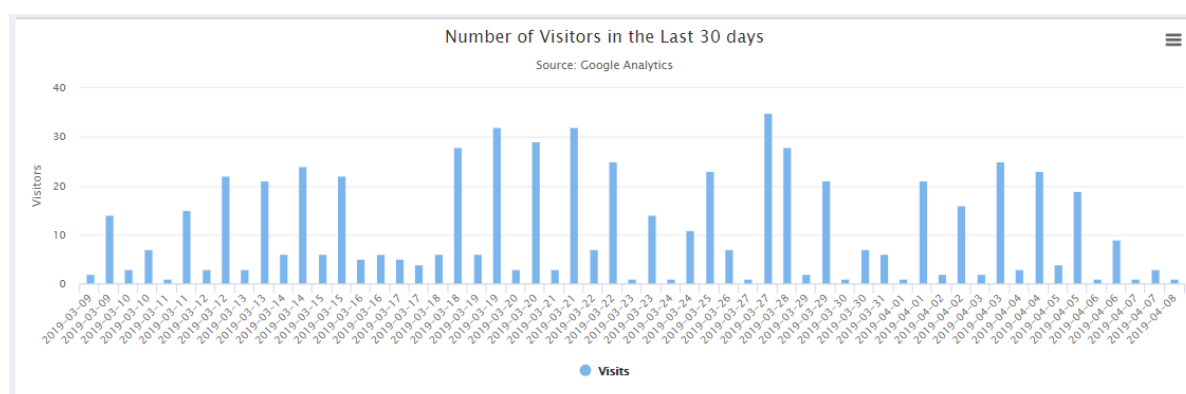
- I. Health Facilities by Status. This chart shows the facility summaries, grouped by status, for each state. It allows the user to select and deselect the facility status on the graph legend to change the graph.

Figure 10. Health facilities by status



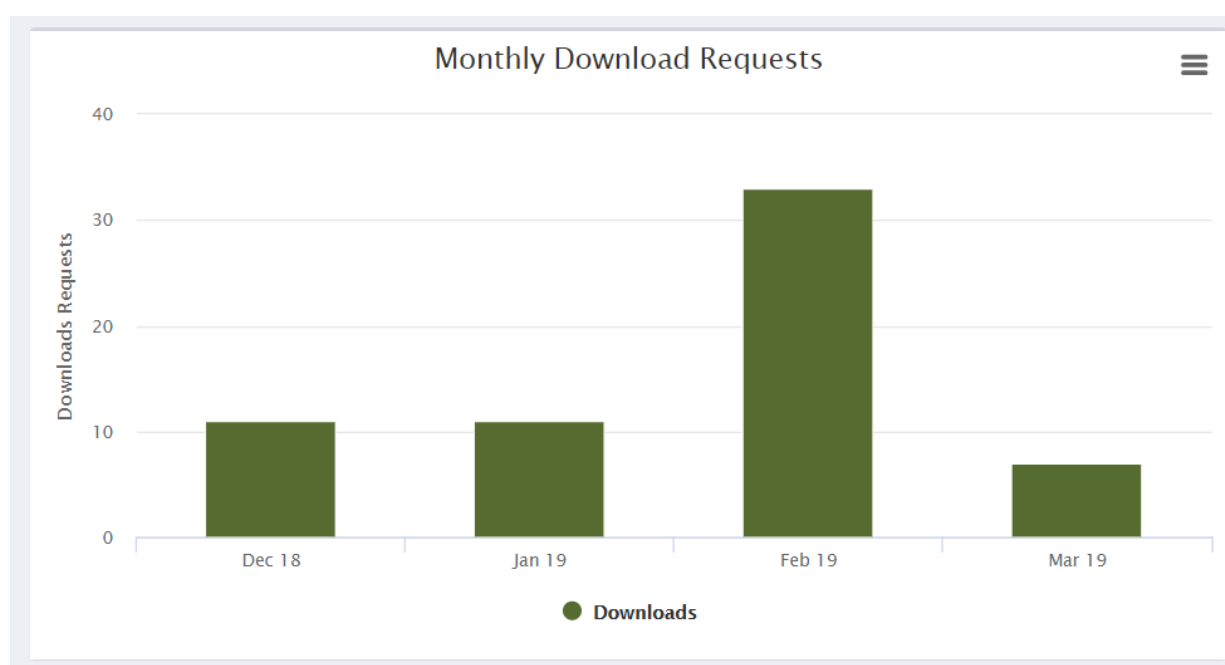
II. Number of Visitors. This chart shows the number of site visitors in the past 30 days.

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.

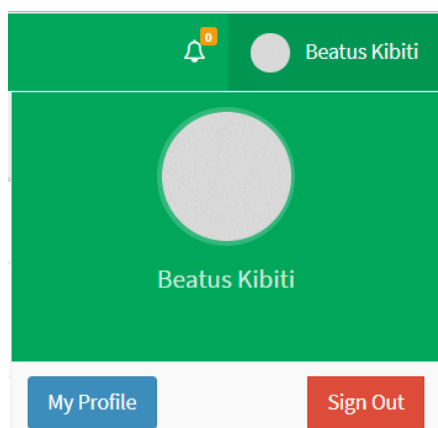
Figure 12. Number of monthly download requests



User Profile

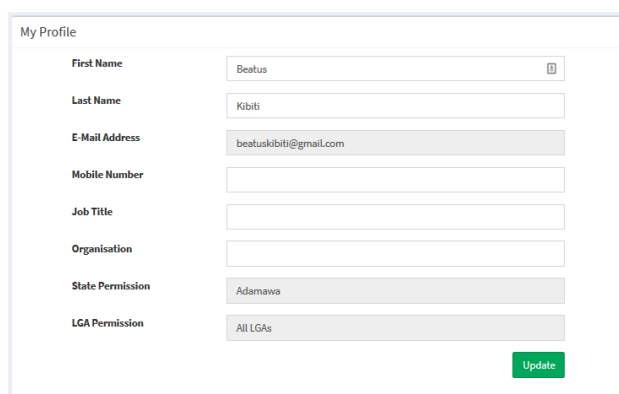
Click on the username, found on the right-hand side of the dashboard, to expand the menu.

Figure 13. User profile



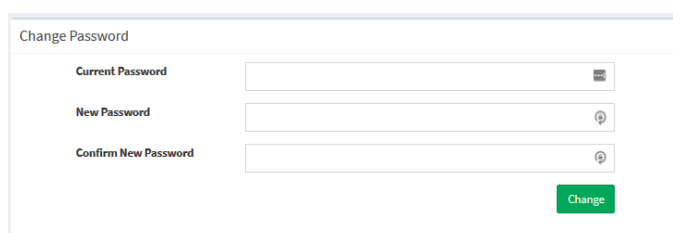
- To log out of the system, click **Sign Out**.
- To view and update your profile, click **My Profile**. The following screen will be displayed.

Figure 14. Update profile

The image shows a 'My Profile' update form. It has a title 'My Profile' at the top left. The form contains several input fields with labels on the left: 'First Name' (with 'Beatus' entered), 'Last Name' (with 'Kibiti' entered), 'E-Mail Address' (with 'beatuskibiti@gmail.com' entered), 'Mobile Number', 'Job Title', 'Organisation', 'State Permission' (with 'Adamawa' entered), and 'LGA Permission' (with 'All LGAs' entered). Each input field has a small icon on the right side. At the bottom right of the form is a green button labeled 'Update'.

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

The image shows a 'Change Password' form. It has a title 'Change Password' at the top left. The form contains three input fields with labels on the left: 'Current Password', 'New Password', and 'Confirm New Password'. Each input field has a small icon on the right side. At the bottom right of the form is a green button labeled 'Change'.

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.

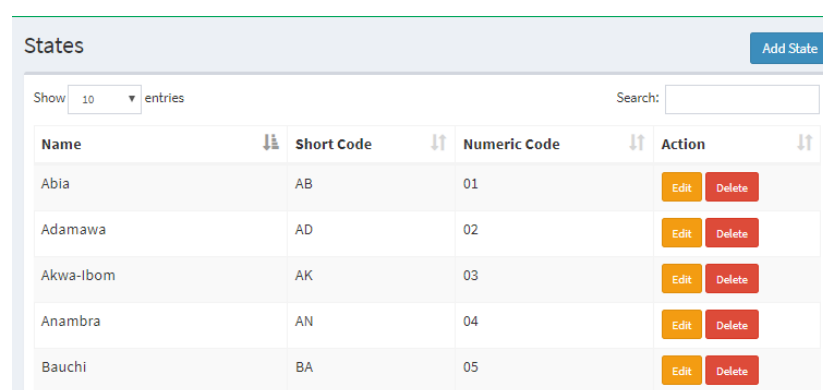
Master Data

“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

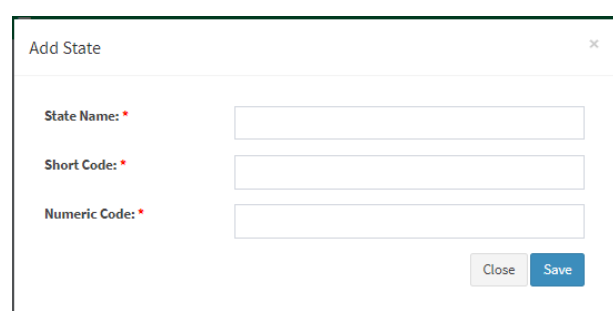
Under the state menu, administrators are able to add, update, or delete a state. To access the states master, click on the **Masters** menu and click **States** to display the list of available states.

Figure 16. List of states



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

Figure 17. Add state



Add State

State Name: *

Short Code: *

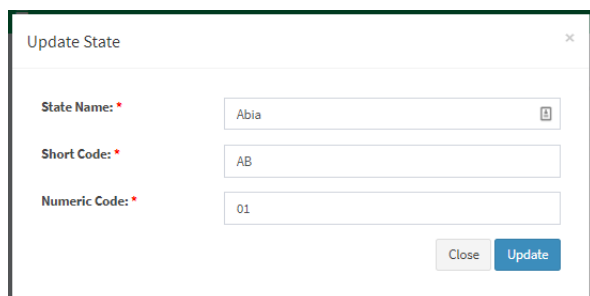
Numeric Code: *

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.

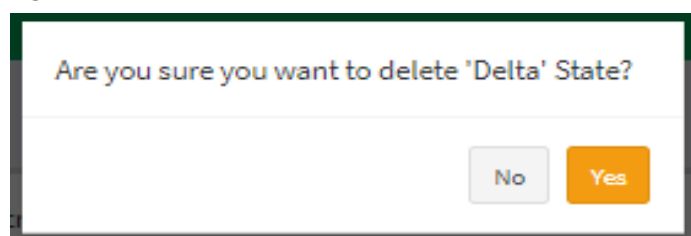
Figure 18. Update state

A dialog box titled "Update State" with a close button in the top right corner. It contains three input fields: "State Name:" with the value "Abia", "Short Code:" with the value "AB", and "Numeric Code:" with the value "01". At the bottom right, there are two buttons: "Close" and "Update".

State Name: *	Abia
Short Code: *	AB
Numeric Code: *	01
<button>Close</button> <button>Update</button>	

- 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

A confirmation dialog box with a dark border. It contains the text "Are you sure you want to delete 'Delta' State?" in a blue font. At the bottom right, there are two buttons: "No" (light gray) and "Yes" (orange).

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

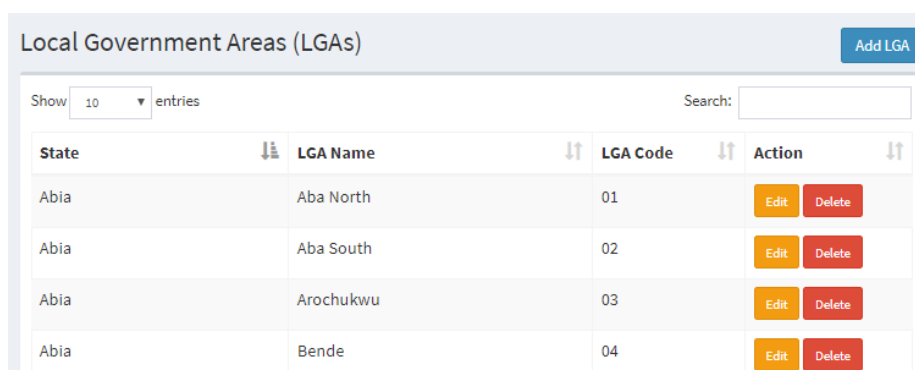
No Yes

- 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.

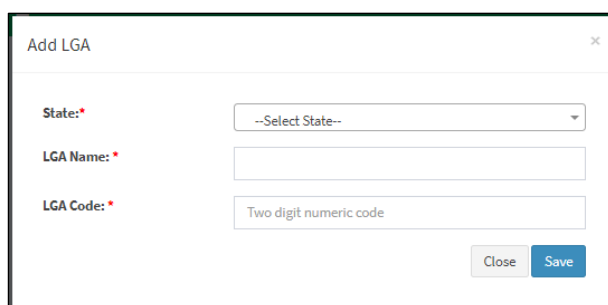
Figure 20. List of LGAs

A screenshot of the "Local Government Areas (LGAs)" screen. It features a header with the title and an "Add LGA" button. Below the header is a table with columns: State, LGA Name, LGA Code, and Action. The table lists four LGAs for the state of Abia: Aba North, Aba South, Arochukwu, and Bende. Each row has "Edit" and "Delete" buttons in the Action column. Above the table, there is a "Show" dropdown set to "10" and a "Search:" input field.

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

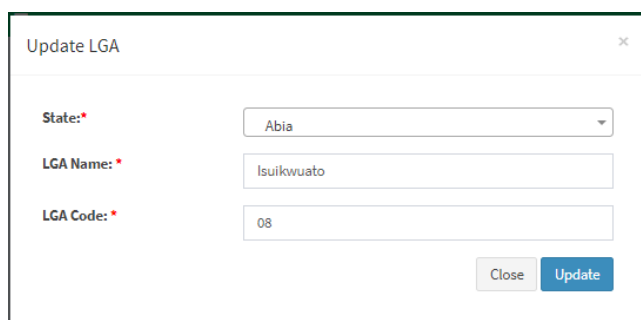
- To add a new LGA, click on **Add LGA**. The following screen will be displayed.

Figure 21. Add LGA

A screenshot of a web form titled "Add LGA". It contains three input fields: "State:" with a dropdown menu showing "--Select State--", "LGA Name:" with a text input field, and "LGA Code:" with a text input field containing the placeholder "Two digit numeric code". At the bottom right, there are two buttons: "Close" and "Save".

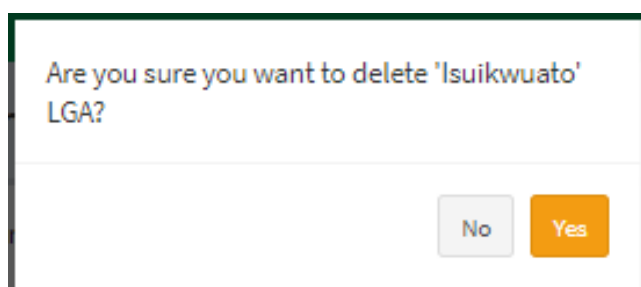
- Next, select the state to which it belongs and enter the LGA name and a two-digit LGA code. Click on **Save** to save the record or **Close** to cancel the operation.
- To update an LGA, click **Edit** for that LGA. The following screen will be displayed.

Figure 22. Update LGA

A screenshot of a web form titled "Update LGA". It contains three input fields: "State:" with a dropdown menu showing "Abia", "LGA Name:" with a text input field containing "Isuikwuato", and "LGA Code:" with a text input field containing "08". At the bottom right, there are two buttons: "Close" and "Update".

- 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

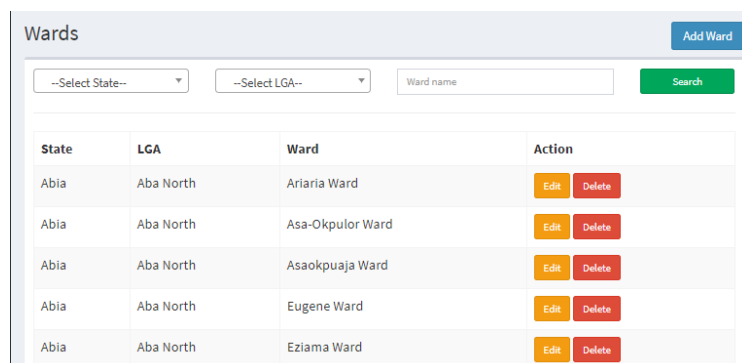
A screenshot of a confirmation dialog box. It contains the text "Are you sure you want to delete 'Isuikwuato' LGA?". At the bottom right, there are two buttons: "No" and "Yes".

- 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.

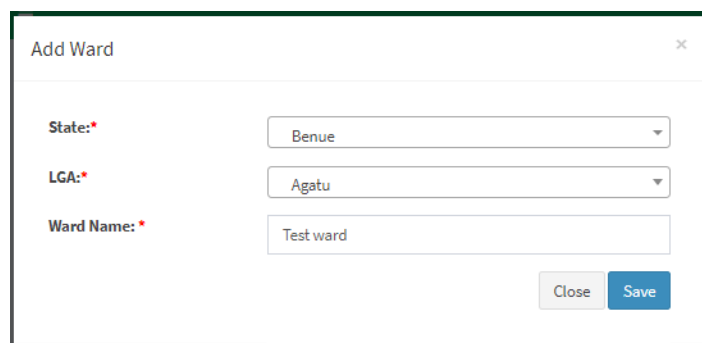
Figure 24. List of wards



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	Eziana Ward	Edit Delete

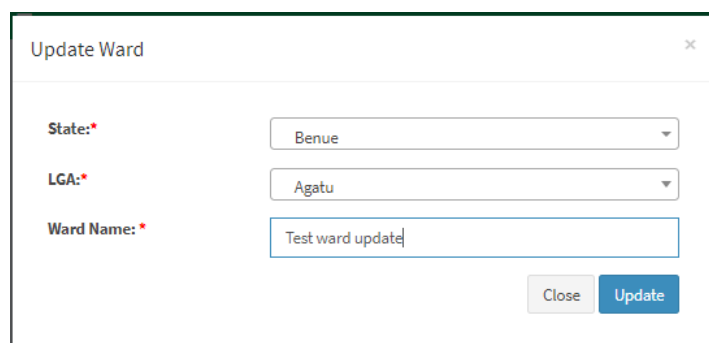
- To add a new ward, click on **Add Ward**. The following screen will be displayed.

Figure 25. Add ward



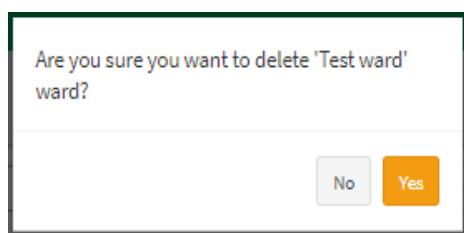
- Next, select the state and LGA to which the ward belongs, and enter the state of the ward (e.g., *Benue*), its LGA (e.g., *Agatu*), and the name of the ward (e.g., *Test ward update*). Click on **Save** to save the record or **Close** to cancel the operation.
- To update a ward, search for the ward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

Figure 26. Update ward



- 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

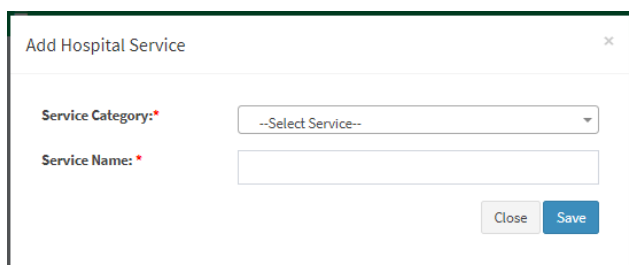
Show 10 entries

Search:

Service Category	Service	Action
Dental Services	Oral and Maxillo-Facial Surgery	<a>Edit <a>Delete
Dental Services	Periodontics	<a>Edit <a>Delete
Medical Services	Cardiology	<a>Edit <a>Delete
Medical Services	Dermatology	<a>Edit <a>Delete
Medical Services	Endocrinology	<a>Edit <a>Delete

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

Figure 29. Add hospital service

A screenshot of a web form titled "Add Hospital Service". It features two input fields: "Service Category:" with a dropdown menu showing "--Select Service--", and "Service Name:" with a text input field. At the bottom right, there are two buttons: "Close" and "Save".

Add Hospital Service

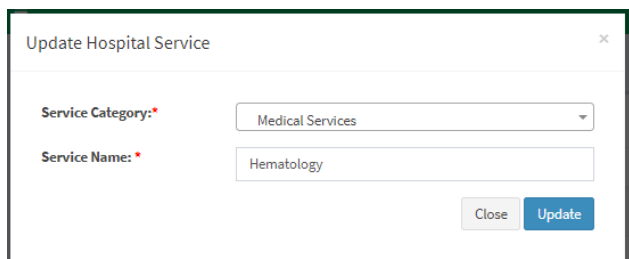
Service Category: * --Select Service--

Service Name: *

Close Save

- 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

A screenshot of a web form titled "Update Hospital Service". It features two input fields: "Service Category:" with a dropdown menu showing "Medical Services", and "Service Name:" with a text input field containing "Hematology". At the bottom right, there are two buttons: "Close" and "Update".

Update Hospital Service

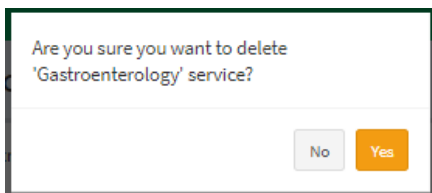
Service Category: * Medical Services

Service Name: * Hematology

Close Update

- 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

A screenshot of a confirmation dialog box. It contains the text "Are you sure you want to delete 'Gastroenterology' service?". At the bottom, there are two buttons: "No" and "Yes".

Are you sure you want to delete 'Gastroenterology' service?

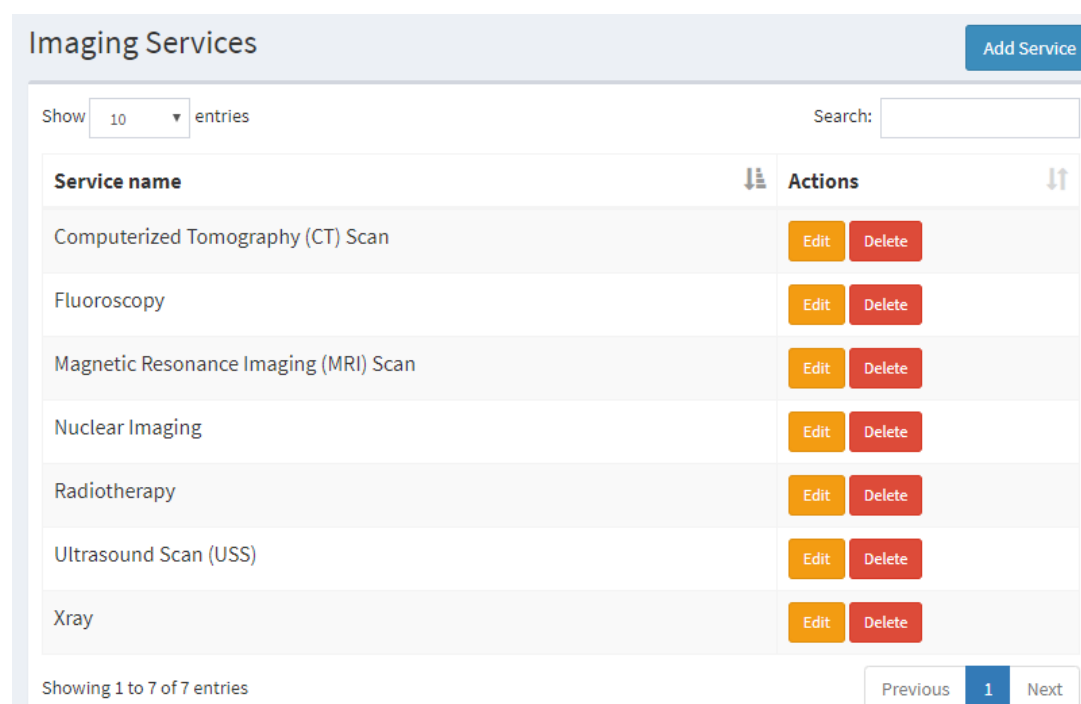
No Yes

- 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

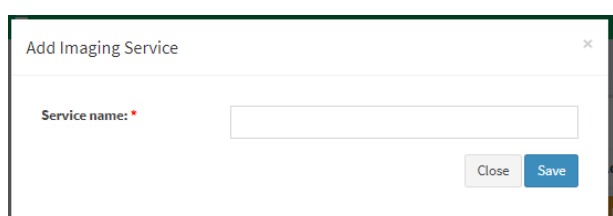


The screenshot shows the 'Imaging Services' master interface. At the top right is an 'Add Service' button. Below the header, there is a 'Show 10 entries' dropdown and a 'Search:' input field. The main content is a table with two columns: 'Service name' and 'Actions'. The table lists seven services: Computerized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

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.

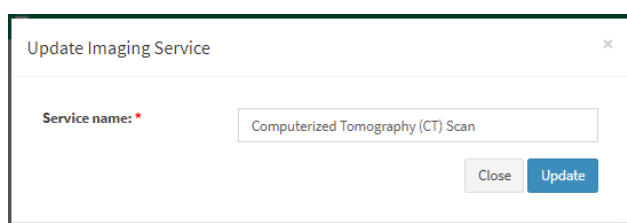
Figure 33. Add imaging service



The screenshot shows the 'Add Imaging Service' dialog box. It has a title bar with a close button. Inside, there is a label 'Service name: *' followed by a text input field. At the bottom right, there are 'Close' and 'Save' buttons.

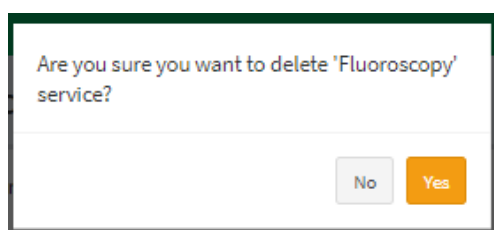
- Next, enter a new service name, then click on **Save** to save the record or **Close** to cancel the operation.
- To update a service, search for the service you want and then click on **Edit**. The following screen will be displayed.

Figure 34. Update imaging service

A dialog box titled "Update Imaging Service" with a close button (X) in the top right corner. It contains a label "Service name: *" followed by a text input field containing "Computerized Tomography (CT) Scan". At the bottom right, there are two buttons: "Close" and "Update".

- 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

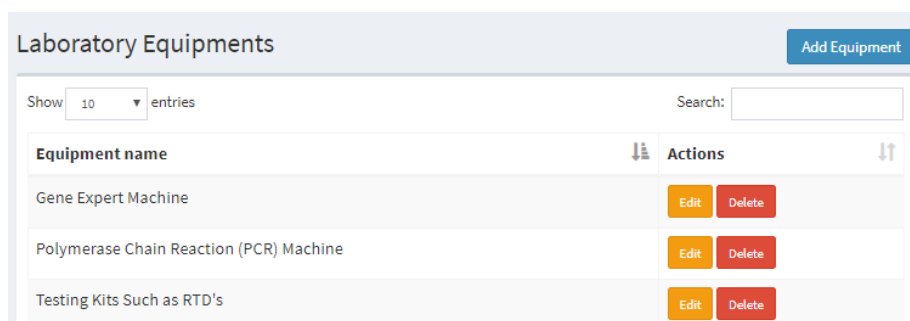
A confirmation dialog box with the text "Are you sure you want to delete 'Fluoroscopy' service?". At the bottom, there are two buttons: "No" and "Yes".

- 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.

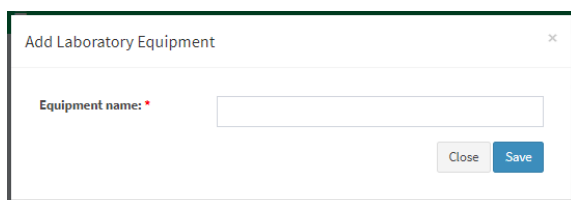
Figure 36. List of laboratory equipment

A screenshot of the "Laboratory Equipments" interface. At the top right is a blue "Add Equipment" button. Below it is a search bar and a "Show 10 entries" dropdown. The main area is a table with two columns: "Equipment name" and "Actions".

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

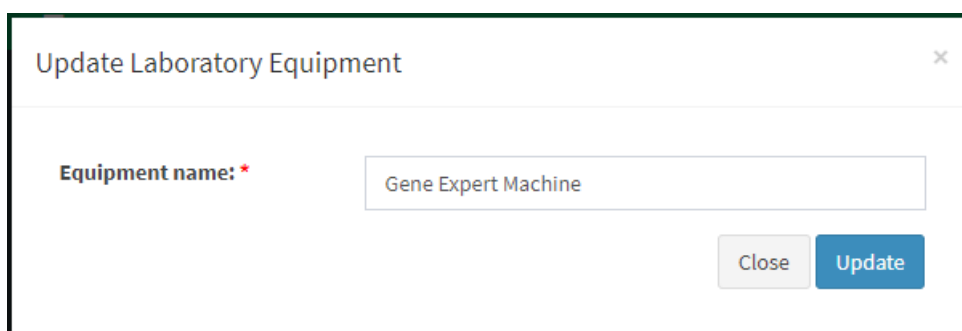
- To add new equipment, click on **Add Equipment**. The following screen will be displayed.

Figure 37. Add laboratory equipment

A screenshot of a web application dialog box titled "Add Laboratory Equipment". It features a text input field labeled "Equipment name: *" with a red asterisk indicating a required field. Below the input field are two buttons: "Close" and "Save".

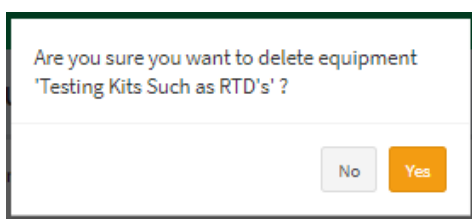
- Next, enter the name of the equipment and click on **Save** to save the record or **Close** to cancel the operation.
- To update an equipment listing, search for the equipment you want and then click on **Edit**. The following screen will be displayed.

Figure 38. Update laboratory equipment

A screenshot of a web application dialog box titled "Update Laboratory Equipment". It features a text input field labeled "Equipment name: *" with a red asterisk indicating a required field. The input field contains the text "Gene Expert Machine". Below the input field are two buttons: "Close" and "Update".

- 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

A screenshot of a web application confirmation dialog box. It contains the text "Are you sure you want to delete equipment 'Testing Kits Such as RTD's' ?". Below the text are two buttons: "No" and "Yes".

- 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

Laboratory Certifications			Add Certification
Show 10 entries	Search:		
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

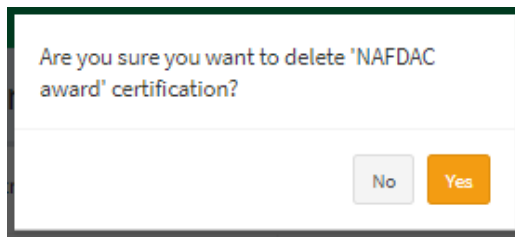
Close

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

Bayelsa

--Select LGA--

--Select Ward--

--Select Facility Level--

--Select Ownership--

--Select Operational Status--

--Select Registration Status--

--Select License Status--

--Select Coordinates--

Facility name

Reset

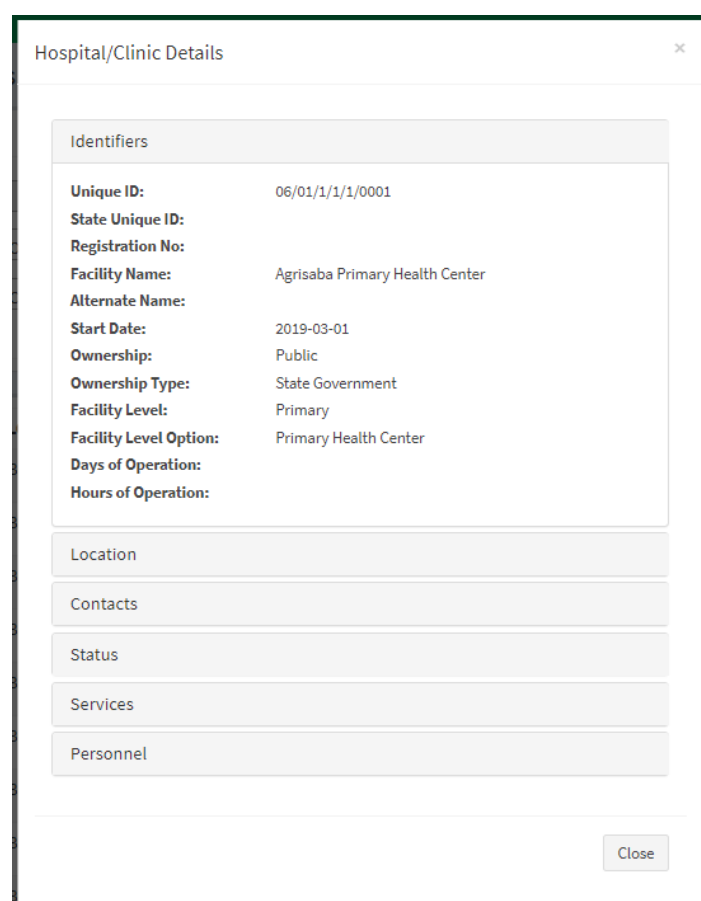
Search

- 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 web application 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. The "Identifiers" section is currently active and displays the following information:

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:	

Below the "Identifiers" section are several other tabs that are currently inactive: "Location", "Contacts", "Status", "Services", and "Personnel". 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

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 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:

State Unique Identifier

Registered Name: *

Registered Facility Name

Commencement Date:

LGA: *

--Select LGA--

Hospital/ Clinic Level: *

--Select Level of Care--

Ownership: *

--Select Ownership--

Physical Location:

Not P.O. Box or PMB

Latitude:

003.12345

Phone Number:

Email Address:

Days of Operation:

☐ Select all
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday

Hours of Operation:

24hrs / 08:00AM-06:00PM

Registration Status:

--Select Registration Status--

Registration No:

Corporate Affairs Registration Number

Alternate Name:

Alternate Facility Name

State: *

Bayelsa

Ward: *

Ownership Type: *

Postal Address:

Longitude:

007.12345

Alternate Number:

Website:

Operation Status: *

--Select Operation Status--

License Status:

--Select 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	<button>View</button>	<button>Edit</button>	<button>Delete</button>
Bayelsa	Brass		06/01/1/2/1/0001	Akassa Cottage Hospital	Secondary	Public	<button>View</button>	<button>Edit</button>	<button>Delete</button>
Bayelsa	Brass		06/01/1/1/1/0002	Apparanbie Health Post	Primary	Public	<button>View</button>	<button>Edit</button>	<button>Delete</button>
Bayelsa	Brass		06/01/1/1/1/0003	Bekekiri Comprehensive Health Centre	Primary	Public	<button>View</button>	<button>Edit</button>	<button>Delete</button>
Bayelsa	Brass		06/01/1/1/2/0001	Crusanta Solace Clinic	Primary	Private	<button>View</button>	<button>Edit</button>	<button>Delete</button>
Bayelsa	Brass	Brass 2 Ward 2	06/01/1/1/1/0004	Diema Primary Health Centre	Primary	Public	<button>View</button>	<button>Edit</button>	<button>Delete</button>
Bayelsa	Brass		06/01/1/2/2/0001	Dogas Hospital	Secondary	Private	<button>View</button>	<button>Edit</button>	<button>Delete</button>

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
Registered Name: *	Aba Holy Wounds Hospital 2
Commencement Date:	1970-01-01
LGA: *	Aba North
Hospital/ Clinic Level: *	Secondary
Ownership: *	Public
Physical Location:	Not P.O. Box or PMB
Latitude:	5.11445
Phone Number:	0080-360-0212
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
Registration Status:	Not Applicable
Registration No:	Corporate Affairs Registration Number
Alternate Name:	Alternate Facility Name
State: *	Abia
Ward: *	Ariaria Ward
Ownership Type: *	State Government
Postal Address:	
Longitude:	7.34134
Alternate Number:	
Website:	
Operation Status: *	Operational
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

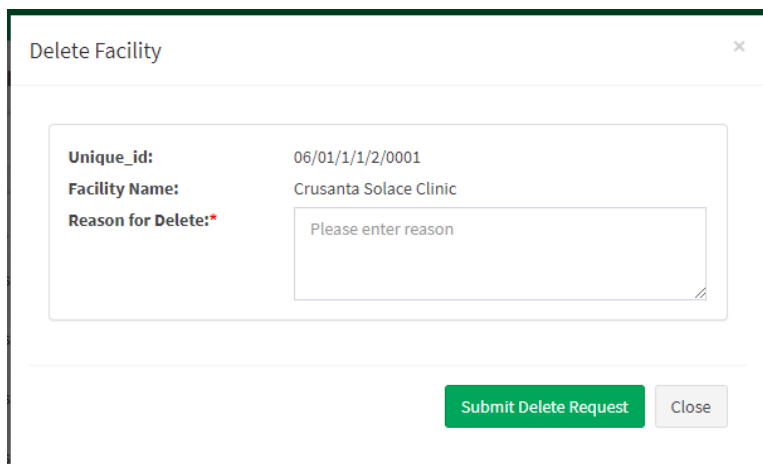
To delete a hospital or clinic, search for the facility you want and click on **Delete** (red button on the Hospitals and Clinics page).

Figure 52. List of hospitals and clinics

Hospitals and Clinics							
<input type="text" value="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	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Bayelsa	Brass		06/01/1/2/1/0001	Akassa Cottage Hospital	Secondary	Public	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Bayelsa	Brass		06/01/1/1/1/0002	Apparanbie Health Post	Primary	Public	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Bayelsa	Brass		06/01/1/1/1/0003	Bekekiri Comprehensive Health Centre	Primary	Public	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Bayelsa	Brass		06/01/1/1/2/0001	Crusanta Solace Clinic	Primary	Private	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Bayelsa	Brass	Brass 2 Ward 2	06/01/1/1/1/0004	Diema Primary Health Centre	Primary	Public	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Bayelsa	Brass		06/01/1/2/2/0001	Dogas Hospital	Secondary	Private	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

The following screen will be displayed.

Figure 53. Delete hospital or clinic

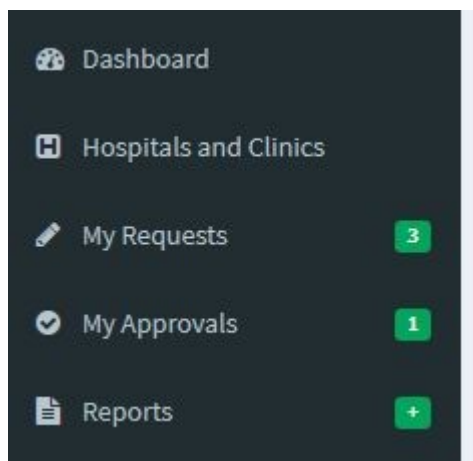
A screenshot of a web form titled "Delete Facility" with a close button (X) in the top right corner. The form contains three fields: "Unique_id:" with the value "06/01/1/1/2/0001", "Facility Name:" with the value "Crusanta Solace Clinic", and "Reason for Delete:*" which is a text input field containing the placeholder text "Please enter reason". At the bottom right of the form are two buttons: a green "Submit Delete Request" button and a grey "Close" button.

- 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

My Rejected Requests

My Approved Requests

Show

- 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

Are you sure you want to delete this request?

No Yes

- 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.

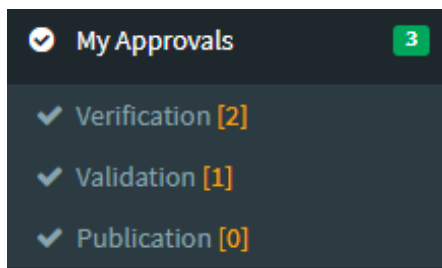
<https://www.measureevaluation.org/resources/publications/ms-18-150>

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:	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?

No Yes

- 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 Validation						
My Pending Validations				Show		
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	Accepted Remarks: ok Date: 25 Mar 2019 By: Ediltruda Eimear E-mail: sophy@biliana.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

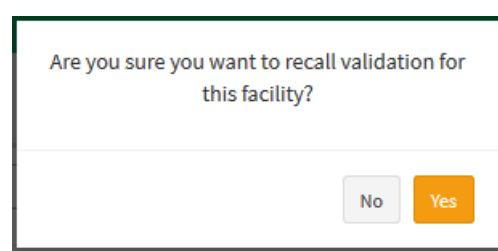
- Click on **Review**. A form with facility details will be shown; next, review the information in each section before accepting it.
- To accept, enter validation notes and click **Accept**. The request will move to the next level of publication.
- To reject, enter rejection notes and click on **Reject**. 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

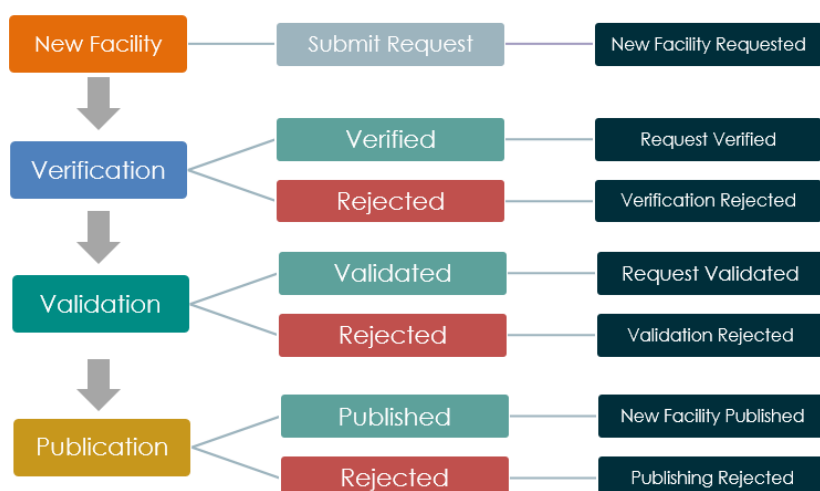
- Click on **Review**. A form that includes facility details will be shown; next, review the information in each section before accepting it.
- To reject, enter rejection notes and click on **Reject**. The request will go back to the validator with your remarks on what to do. Also, the validator will 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.

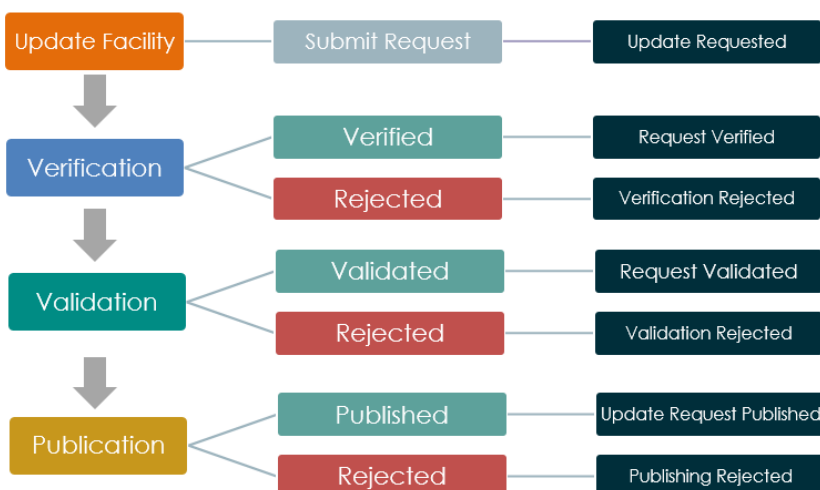
Creating a New Facility

Figure 66. Approval status for new facility



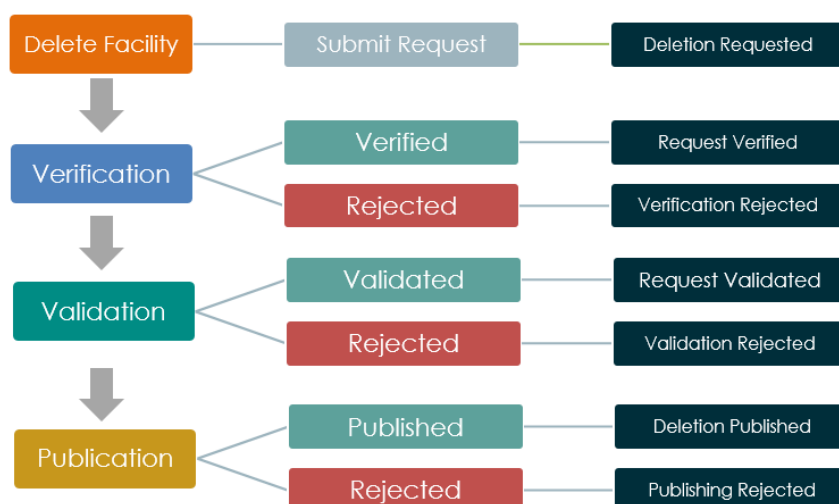
Updating a Facility

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

Registration No:	<input type="text" value="Corporate Affairs Registration Number"/>	Commencement Date:	<input type="text" value=""/>
PCN Registration No:	<input type="text" value="Pharmacists Council of Nigeria Reg No"/>		
Registered Name: *	<input type="text" value="Registered Facility Name"/>	Alternate Name:	<input type="text" value="Alternate Facility Name"/>
State: *	<input type="text" value="Abia"/>	LGA: *	<input type="text" value="Aba North"/>
Ward: *	<input type="text" value="Asa-Okpuler Ward"/>		
House Number:	<input type="text" value=""/>	Street Name:	<input type="text" value=""/>
Latitude:	<input type="text" value=""/>	Longitude:	<input type="text" value=""/>
Postal Address:	<input type="text" value=""/>	Phone Number:	<input type="text" value=""/>
Email Address:	<input type="text" value=""/>	Website:	<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"/>		
Ownership: *	<input type="text" value="--Select Ownership--"/>	Ownership Type: *	<input type="text" value=""/>
Ownership Details:	<input type="text" value=""/>		
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--"/>		
Outlet Category: *	<input type="text" value="--Select Outlet Category--"/>	Premises Type: *	<input type="text" value="--Select Premises Type--"/>
Pharmacy Technicians:	<input type="text" value=""/>	Pharmacists:	<input type="text" value=""/>

- 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

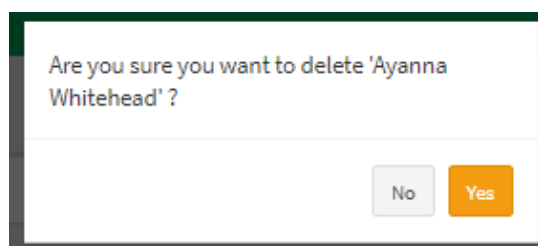
Registration No:	<input type="text" value="7129890"/>	Commencement Date:	<input type="text" value="1970-01-01"/>
PCN Registration No:	<input type="text" value="237"/>		
Registered Name:	<input type="text" value="Ayanna Whitehead"/>	Alternate Name:	<input type="text" value="Alvin Stafford"/>
State:	<input 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

Laboratory Premises							Add Laboratory
Search							
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

Search

--Select State--

--Select LGA--

--Select Ward--

--Select Facility Level--

--Select Ownership--

--Select Operational Status--

--Select Registration Status--

--Select License Status--

--Select Coordinates--

Laboratory name

Reset

Search

- 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

Registration No:

Corporate Affairs Registration Number

Commencement Date:

Registered Name: *

Registered Facility Name

Alternate Name:

Alternate Facility Name

State: *

--Choose one--

LGA: *

--Select LGA--

Ward:

--Select Ward--

House Number:

Street Name:

Latitude:

Longitude:

Postal Address:

Phone Number:

Email Address:

Website:

Days of Operation:

☐ Select all
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday

Hours of Operation:

24hrs / 08:00AM-06:00PM

Ownership: *

--Select Ownership--

Ownership Type:

--Choose one--

Ownership Details:

Operation Status: *

--Select Operation Status--

Registration Status:

--Select Registration Status--

Accreditation Status:

--Select Accreditation Status--

License Status:

--Select License Status--

Laboratory Level: *

--Select Level of Care--

Service Elements

Institution/ Stand Alone:

--Select Institution Type--

Laboratory Number:

Public/Private Medical Laboratory Number

External Quality Assurance Enrolment:

--Choose one--

Specialized Laboratory Equipment:

--Choose one--

Number of Laboratory Scientists:

Number of Laboratory Technicians:

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

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

- 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

Imaging or Radiological Premises						Add Imaging or Radiological Facility
Search +						
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

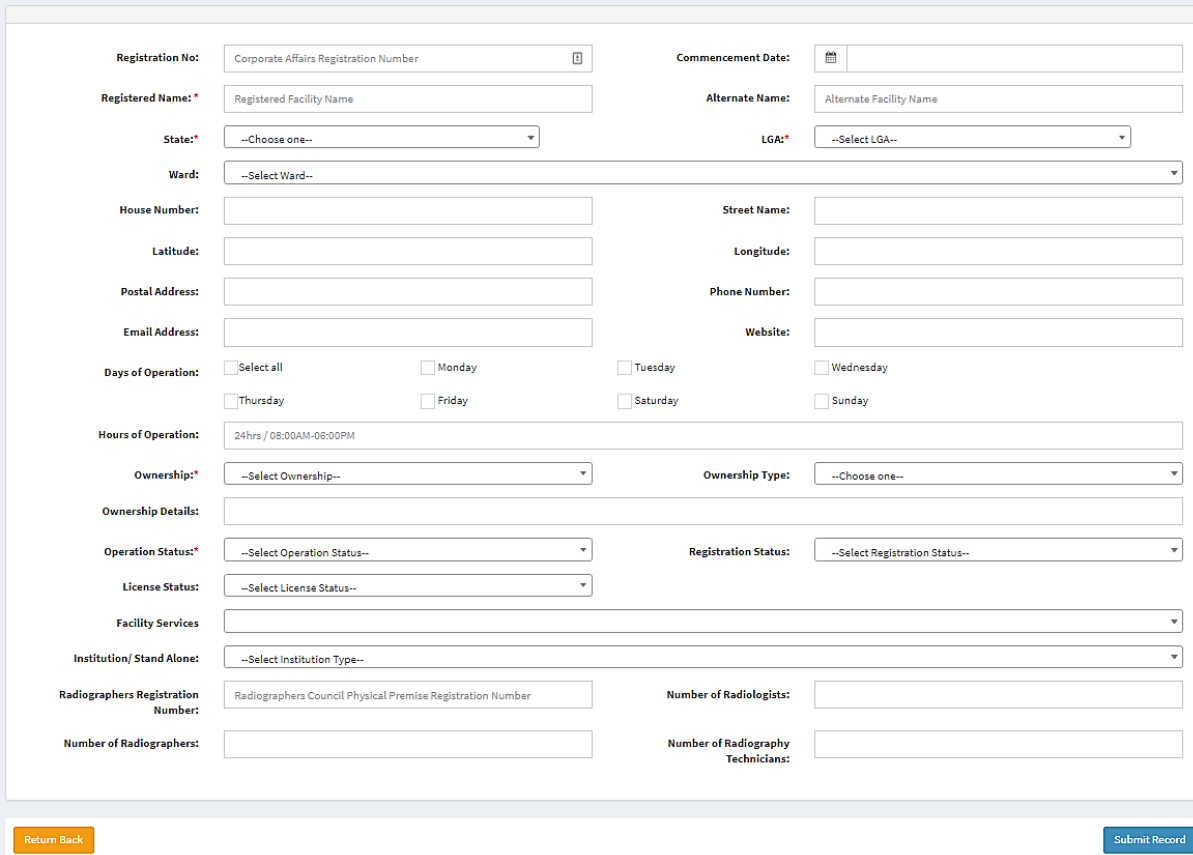
Search

- 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 "Imaging or radiological data entry form" and contains the following fields and sections:

- Registration No:** Corporate Affairs Registration Number (text input)
- Commencement Date:** (calendar icon and date 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 form is divided into several sections for updating facility information:

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

- 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 dialog box asks: "Are you sure you want to delete 'Dieter Cortez' ?". It has two buttons: "No" and "Yes".

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

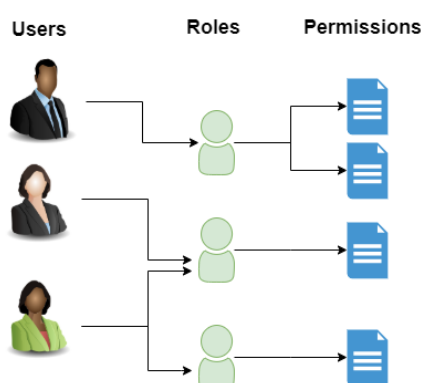
User Management

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.

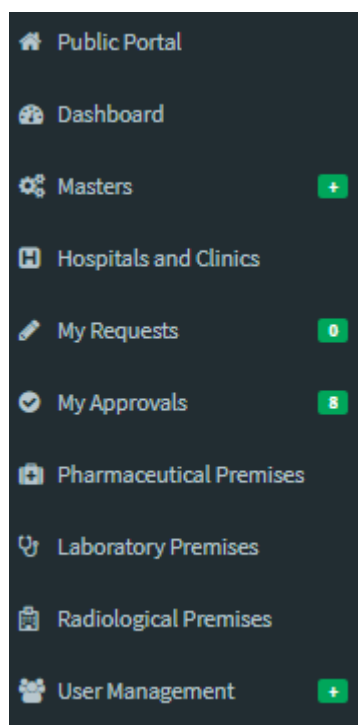
- **View Permission** allows a user to view a specified module or resource.
- **Add Permission** allows a user to add data (e.g., a facility).
- **Edit Permission** allows a user to update information.
- **Delete Permission** allows a user to delete specified information.

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

Show10entries

Search:

Role Name	Description	Actions
Administrator I	System Administrator Level I	<div>EditDelete</div>
Administrator II	System Administrator Level II	<div>EditDelete</div>
Data Entry	Submit Create Request	<div>EditDelete</div>
Facility Publisher	Facility Publication	<div>EditDelete</div>
Facility Validator	Facility Validation	<div>EditDelete</div>
Facility Verifier	Facility Verification	<div>EditDelete</div>
State Administrator	State Administrator	<div>EditDelete</div>

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 screenshot shows the 'User Role' form. It has the following sections:

- Role name:** A text input field.
- Description:** A text input field.
- Subordinate Roles:** A dropdown menu with 'Select Roles' as the placeholder.
- Permissions:** A grid of checkboxes for various actions. The first checkbox is 'Check All'. The grid contains 40 items in 10 rows and 4 columns.

Permissions
<input type="checkbox"/> Check All
<input type="checkbox"/> View States
<input type="checkbox"/> Add States
<input type="checkbox"/> Update States
<input type="checkbox"/> Delete States
<input type="checkbox"/> View LGA
<input type="checkbox"/> Add LGA
<input type="checkbox"/> Update LGA
<input type="checkbox"/> Delete LGA
<input type="checkbox"/> View Wards
<input type="checkbox"/> Add Wards
<input type="checkbox"/> Update Wards
<input type="checkbox"/> Delete Wards
<input type="checkbox"/> View Hospital Services
<input type="checkbox"/> Add Hospital Services
<input type="checkbox"/> Update Hospital Services
<input type="checkbox"/> Delete Hospital Services
<input type="checkbox"/> View Imaging Services
<input type="checkbox"/> Add Imaging Services
<input type="checkbox"/> Update Imaging Services
<input type="checkbox"/> Delete Imaging Services
<input type="checkbox"/> View Lab Equipments
<input type="checkbox"/> Add Lab Equipments
<input type="checkbox"/> Update Lab Equipments
<input type="checkbox"/> Delete Lab Equipments
<input type="checkbox"/> View Lab Certification
<input type="checkbox"/> Add Lab Certification
<input type="checkbox"/> Update Lab Certification
<input type="checkbox"/> Delete Lab Certification
<input type="checkbox"/> View Hospitals
<input type="checkbox"/> Add Hospitals
<input type="checkbox"/> Update Hospitals
<input type="checkbox"/> Delete Hospitals
<input type="checkbox"/> View Laboratories
<input type="checkbox"/> Add Laboratories
<input type="checkbox"/> Update Laboratories
<input type="checkbox"/> Delete Laboratories
<input type="checkbox"/> View Pharmacies
<input type="checkbox"/> Add Pharmacies
<input type="checkbox"/> Update Pharmacies
<input type="checkbox"/> Delete Pharmacies
<input type="checkbox"/> View Radiologies
<input type="checkbox"/> Add Radiologies
<input type="checkbox"/> Update Radiologies
<input type="checkbox"/> Delete Radiologies
<input type="checkbox"/> View Users
<input type="checkbox"/> Add Users
<input type="checkbox"/> Update Users
<input type="checkbox"/> Delete Users
<input type="checkbox"/> View Roles
<input type="checkbox"/> Add Roles
<input type="checkbox"/> Update Roles
<input type="checkbox"/> Delete Roles
<input type="checkbox"/> View Resources
<input type="checkbox"/> Add Resources
<input type="checkbox"/> Update Resources
<input type="checkbox"/> Delete Resources
<input type="checkbox"/> View Feedbacks
<input type="checkbox"/> View Download Request
<input type="checkbox"/> View Masters
<input type="checkbox"/> Verify Facility
<input type="checkbox"/> Validate Facility
<input type="checkbox"/> Publish Facility
<input type="checkbox"/> 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

Role name*: Administrator II

Description*: System Administrator Level II

Subordinate Roles: Facility Publisher

Permissions:

<input type="checkbox"/> Check All			
<input checked="" type="checkbox"/> View States	<input type="checkbox"/> Add States	<input type="checkbox"/> Update States	<input type="checkbox"/> Delete States
<input type="checkbox"/> View LGA	<input type="checkbox"/> Add LGA	<input type="checkbox"/> Update LGA	<input type="checkbox"/> Delete LGA
<input type="checkbox"/> View Wards	<input type="checkbox"/> Add Wards	<input type="checkbox"/> Update Wards	<input type="checkbox"/> Delete Wards
<input type="checkbox"/> View Hospital Services	<input type="checkbox"/> Add Hospital Services	<input type="checkbox"/> Update Hospital Services	<input type="checkbox"/> Delete Hospital Services
<input type="checkbox"/> View Imaging Services	<input type="checkbox"/> Add Imaging Services	<input type="checkbox"/> Update Imaging Services	<input type="checkbox"/> Delete Imaging Services
<input type="checkbox"/> View Lab Equipments	<input type="checkbox"/> Add Lab Equipments	<input type="checkbox"/> Update Lab Equipments	<input type="checkbox"/> Delete Lab Equipments
<input type="checkbox"/> View Lab Certification	<input type="checkbox"/> Add Lab Certification	<input type="checkbox"/> Update Lab Certification	<input type="checkbox"/> Delete Lab Certification
<input checked="" type="checkbox"/> View Hospitals	<input checked="" type="checkbox"/> Add Hospitals	<input checked="" type="checkbox"/> Update Hospitals	<input checked="" type="checkbox"/> Delete Hospitals
<input checked="" type="checkbox"/> View Laboratories	<input type="checkbox"/> Add Laboratories	<input type="checkbox"/> Update Laboratories	<input type="checkbox"/> Delete Laboratories
<input checked="" type="checkbox"/> View Pharmacies	<input type="checkbox"/> Add Pharmacies	<input type="checkbox"/> Update Pharmacies	<input type="checkbox"/> Delete Pharmacies
<input checked="" type="checkbox"/> View Radiologies	<input type="checkbox"/> Add Radiologies	<input type="checkbox"/> Update Radiologies	<input type="checkbox"/> Delete Radiologies
<input type="checkbox"/> View Users	<input type="checkbox"/> Add Users	<input type="checkbox"/> Update Users	<input type="checkbox"/> Delete Users
<input type="checkbox"/> View Roles	<input type="checkbox"/> Add Roles	<input type="checkbox"/> Update Roles	<input type="checkbox"/> Delete Roles
<input type="checkbox"/> View Resources	<input type="checkbox"/> Add Resources	<input type="checkbox"/> Update Resources	<input type="checkbox"/> Delete Resources
<input type="checkbox"/> View Feedbacks	<input type="checkbox"/> View Download Request	<input type="checkbox"/> View Masters	<input type="checkbox"/> Verify Facility
<input type="checkbox"/> Validate Facility	<input type="checkbox"/> Publish Facility	<input checked="" type="checkbox"/> Receive Feedback	

Return Back Update

- 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

Are you sure you want to delete 'Test Role' Role?

No Yes

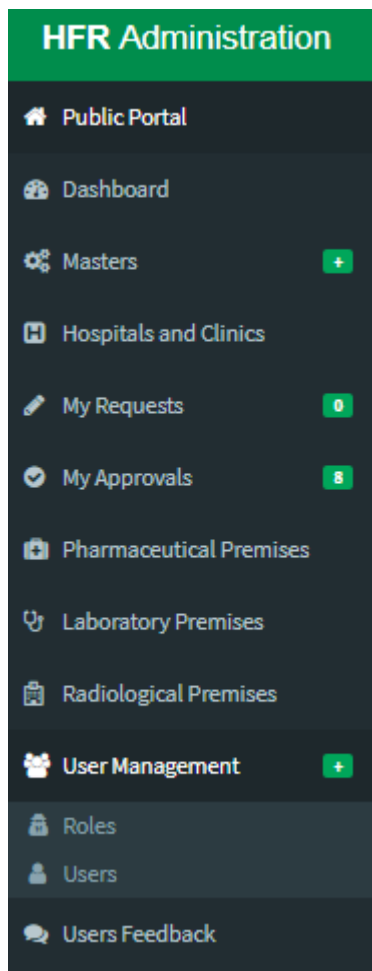
Note: The deletion cannot be undone.

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

Users

Register User

State Permission: All States

Role : --Select Role--

Status : --Select Status--

Search

Show 10 entries

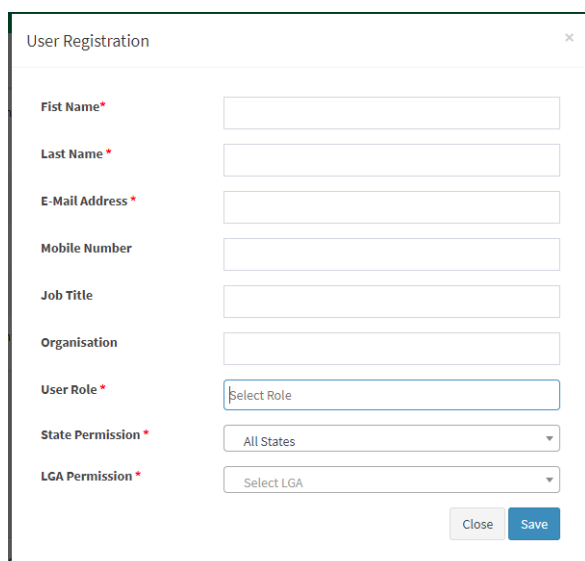
Search:

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	<a>Edit <a>Block
Eudora Lemi	Eudo@gmail.com	0777-777-7777	Administrator I	Abia	Aba North	Active	Federal Ministry of Health		<a>Edit <a>Block
Zaharani Kalungwa	zaharani@gmail.com	0784604806		Adamawa	Aba South	Active			<a>Edit <a>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

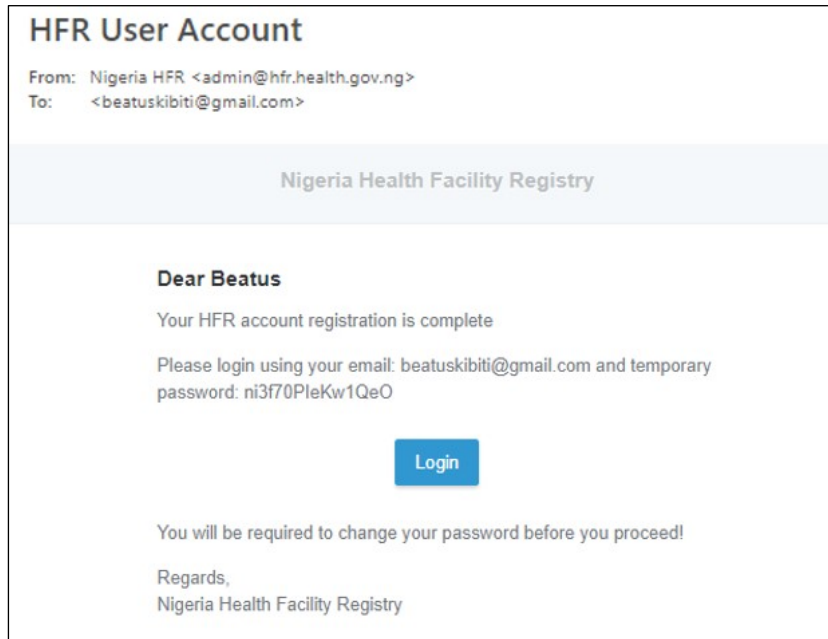
A screenshot of a web-based 'User Registration' form. The form is titled 'User Registration' with a close button (X) in the top right corner. It contains several input fields: 'First Name *', 'Last Name *', 'E-Mail Address *', 'Mobile Number', 'Job Title', and 'Organisation'. Below these are two dropdown menus: 'User Role *' with the text 'Select Role' and 'State Permission *' with the text 'All States'. The 'LGA Permission *' dropdown has the text 'Select LGA'. At the bottom right, there are two buttons: 'Close' and '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

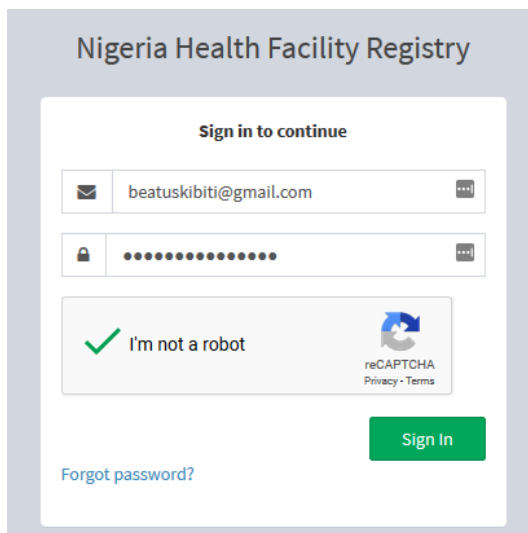
Once the account has been created, the user will receive an e-mail address with his/her account details, as shown below. The user is asked not to respond to this e-mail.

Figure 93. HFR new account e-mail



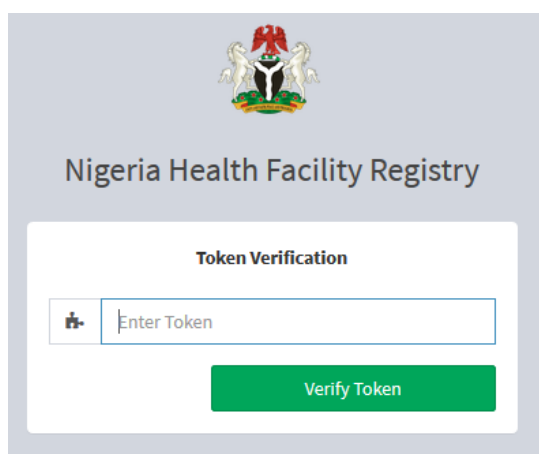
Click on **Login** and you will be directed to the HFR log in page.

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

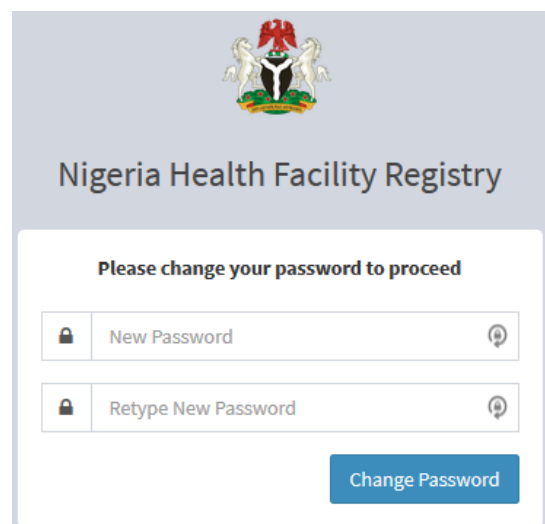


The screenshot shows the Nigeria Health Facility Registry logo at the top. Below it, the text "Nigeria Health Facility Registry" is displayed. The main form area is titled "Token Verification". It contains a text input field with a lock icon on the left and the placeholder text "Enter Token". Below the input field is 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". It contains two text input fields, each with a lock icon on the left and a speech bubble icon on the right. The first field is labeled "New Password" and the second field is labeled "Retype New Password". Below the input fields is a blue button labeled "Change Password".

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

Users										Register User
State Permission:		All States	Role:		--Select Role--	Status:		--Select Status--	Search	
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

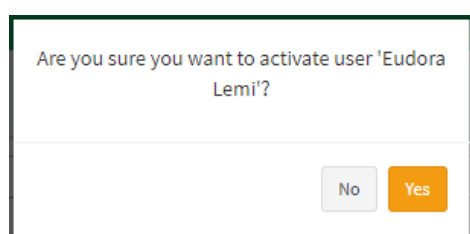
Yes

- 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

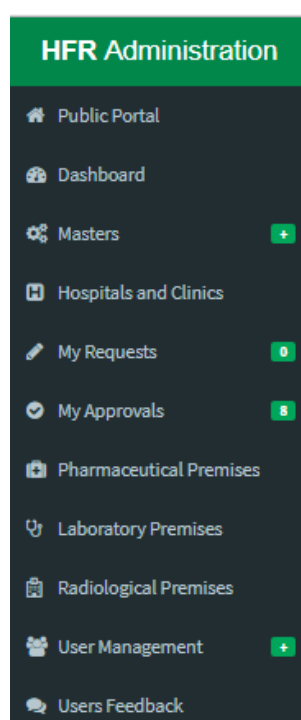


- Click **Yes** to confirm activating the user. The user status will change from blocked to active.

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

Users Feedback

Show10▼entries

Search:busq

From	E-mail	Message
Adebusoye Anifalaje	Adebusoye.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)

Previous

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

Guest Data Downloads							
Show 10 entries		Search:					
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

Resources

Upload Document

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

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.

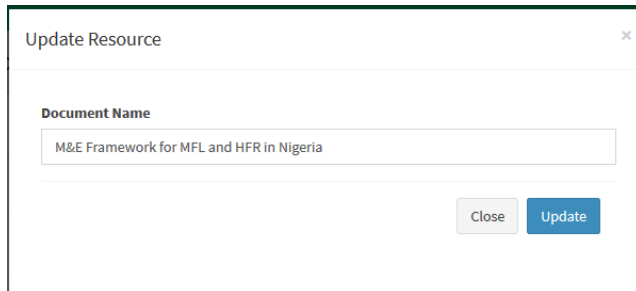
Upload

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

A screenshot of a web form titled "Update Resource" with a close button (X) in the top right corner. Below the title, there is a label "Document Name" above a text input field. The input field contains the text "M&E Framework for MFL and HFR in Nigeria". At the bottom right of the form, there are two buttons: a grey "Close" button and a blue "Update" button.

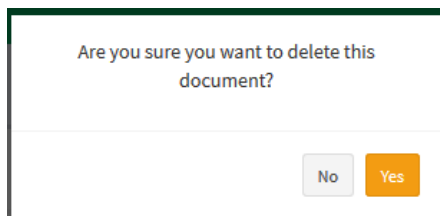
Update the document name and click on **Update**; to cancel, click on **Close**.

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

A screenshot of a confirmation dialog box. It has a title bar and contains the text "Are you sure you want to delete this document?". At the bottom right, there are two buttons: a grey "No" button and an orange "Yes" button.

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

Reports

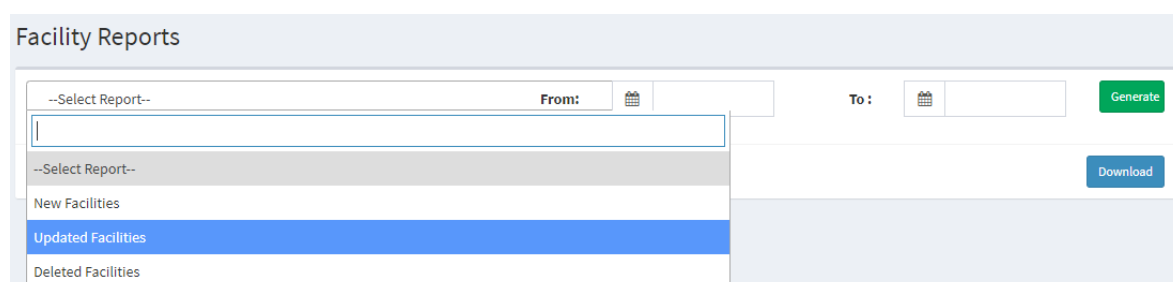
This section allows users to view different reports on health facilities.

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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