Integrated Health Information Platform
Integrated Disease Surveillance Programme
Ministry of Health and Family Welfare, Government of India

USER MANUAL FOR ADMINISTRATION MENU

(Software Version: 9.9 website last updated on 14/11/2019)

Contents

User Login

- Open URL http://ihiptraining.in/idsp/ in your web browser
- Enter your login credentials & 'Captcha' & click on 'Sign In'

Screenshot 1: Login Screen

- Click on menu item 'Administration' to see the different sub menu available under this

Screenshot 2: Administration Menu

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2

Administration

- The 'Administration' menu is provided for the users 'District Surveillance Officer' (DSO) and 'State Surveillance Officer' (SSO)
- Access to some of the administrative functions is also provided to 'P Form' & 'S Form (Desktop)' users related to their health facility under 'User's Menu' – 'Update Facility Details'
- The administrative access under different users' categories is summarized in the table below:

Table 1: User's access to administrative functions

Menu	Sub-Menu	State	District	P Form	L Form	S Form - Desktop	Remarks
		User's Level					
Administration	Staff Summary	YES	YES				
Administration	Equipment Summary	YES	YES				
Administration	Essential Medical Supplies Summary	YES	YES				
Administration	Manage Health Facilities						
	Request for New Health Facility		YES*				
Administration	Request for New RRT User	YES	YES*				
Administration	Manage Health Facilities / Actions						P Form' & 'S Form (Desktop)' user can access this menu from 'User's Profile' - 'Update Health Facility'
	Edit Facility Details	YES	YES	YES		YES	
	Request for new user id	YES*	YES*	YES*		YES*	
	Request for update of facility details		YES*				
	Mapping of Sub centers/villages covered	YES	YES				
	Essential Medicines List	YES	YES	YES		YES	
	Emergency Medicines List	YES	YES	YES		YES	
	Supplies	YES	YES	YES		YES	
	Health Workforce details	YES	YES	YES		YES	
	Health Facility delate Request	YES*	YES*	YES*		YES*	
Administration	Login History	YES	YES				
Administration	Usage Summary	YES					
Administration	List of Health Facility Update Request	YES	YES				
Administration	Profile Update Status	YES	YES				
Administration	Sebcenter Village Mapping	YES	YES				

' These request need to be approved by the State user'

Staff Summary

- Under this DSO/SSO can see 'Sanctioned Count' & 'Working Count' of the different 'Staff Type' under 'District'/'Sub District' or 'State'/'District'

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3

Screenshot 3: Staff Summary

Equipment Summary

- Under this DSO/SSO can see 'Sanctioned Count' & 'Available Count' of the different 'Equipment Type' under 'District'/'Sub District' or 'State'/'District'

Screenshot 4: Equipment Summary

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Essential Medical Supplies Summary

- Under this DSO/SSO can see details of 'Essential Medical Supplies' under 'District'/'Sub District' or 'State'/'District'

Screenshot 5: Essential Medical Supplies Summary

Manage Health Facilities

- Under this DSO/SSO can search for the 'Facilities' under the 'District/State' with option to select 'Sub District' & 'Facility Name'
- On clicking the search button 'Facility Summary' is displayed for the selected search criteria

Screenshot 6: Manage Health Facilities

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- Buttons are present at bottom as per the user role to 'Request for New Facility' &/or to 'Request for new RRT user'

Request for New Health Facility

- On clicking the button 'Request for New Health Facility' a new web page appears
- All the mandatory (*) information need to be filled in order to request for creation of a 'New Health Facility'

Screenshot 7: Request for New Health Facility 1

- On selecting the 'Access type' a new window appears below asking for the respective users' details

Screenshot 8: Request for New Health Facility 2

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- 'S Form' access is given only to sub center user & this option get checked automatically by selecting the 'Health Sub Center' under 'Facility Type'
- Once all mandatory (*) details are filled the 'Save' button became functional. One has to click it to submit the request for 'New Health Facility'

Request for New RRT User

- On clicking the button 'Request for New RRT User' a pop-up window titled 'Request for New RRT User By District : XXX' will appear
- One has to fill the necessary details & click the button 'Save' to submit the request

Screenshot 9: Request for New RRT User

Action:

- By clicking on 'Facility Count' number against any 'Facility Type', list of records of this facility appears at the bottom.
- By clicking the 'Action' button, as per user's access role following actions can be taken for the listed facilities:
  - Edit Facility Details – Following updation can be done: Address / Officer in charge & contact details / Mapping of facilities covered under this health facility / Request for new user ID / Request for update of facility details / Validate location on the map
  - Essential Medicines List – updation
  - Emergency Medicines List – updation

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- o Supplies – updation
- o Health Workforce Details – updation
- o Health Facility Delate Request – submission of request with mentioning the 'Reason for deletion'

Screenshot 10: Manage Health Facilities - Records

Edit Facility Details

- On clicking 'Action' – 'Edit Facility Details' the window below that facility listing expends to display the facility details available in the system

Screenshot 11: Edit Facility Details

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- Following updation can be done: Address / Name of Officer in charge & his contact details / Validation of location of this health facility on map
- To update any of these details one has to fill the detail & all the mandatory fields then has to click the update button
- Greyed out fields cannot be edited here, to update any of them, DSO has to submit the **'Request for Update of facility details'** by clicking the given link on right side
- On clicking the link a pop-up window will appear
- Fill the required details & click on 'Yes' to submit the 'Update' request

Screenshot 12: Request for Update of facility details

- **'Request for new user ID'** can also be submitted here by clicking the link 'Request for new user id'

Screenshot 13: Request for New User ID

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- A pop-up window will appear. One has to fill the required details & click on 'Save' button to submit the request
- Under 'Edit Facility Details' the rights for 'Request for Update of facility details' are exclusively provided to district level user
- The **'Mapping of facilities covered under the health facility'** can be done by district level user & above
- For this one has to select the facilities to be mapped under the health facility

Screenshot 14: Mapping of facilities covered under the health facility

Essential Medicines List

- The 'Essential Medicines List' for the facility type is pre-populated on the system
- The user at health facility level & above can update the 'Unit' & 'Quantity' available for listed items at particular health facility

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10

Screenshot 15: Essential Medicines List

Emergency Medicines List

- The 'Emergency Medicines List' for the facility type is pre-populated on the system
- The user at health facility level & above can update the 'Unit' & 'Quantity' available for listed items at particular health facility

Screenshot 16: Emergency Medicines List

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Supplies

- The list of 'Supplies' for the facility type is pre-populated on the system
- The user at health facility level & above can update the quantity 'Sanctioned / Required' & 'Available' for listed items at particular health facility. He/she further can put remarks under 'Remarks' column against each item

Screenshot 17: Supplies

Health Workforce Details

- The list of 'Health Workforce Details' designations for the facility type is pre-populated on the system
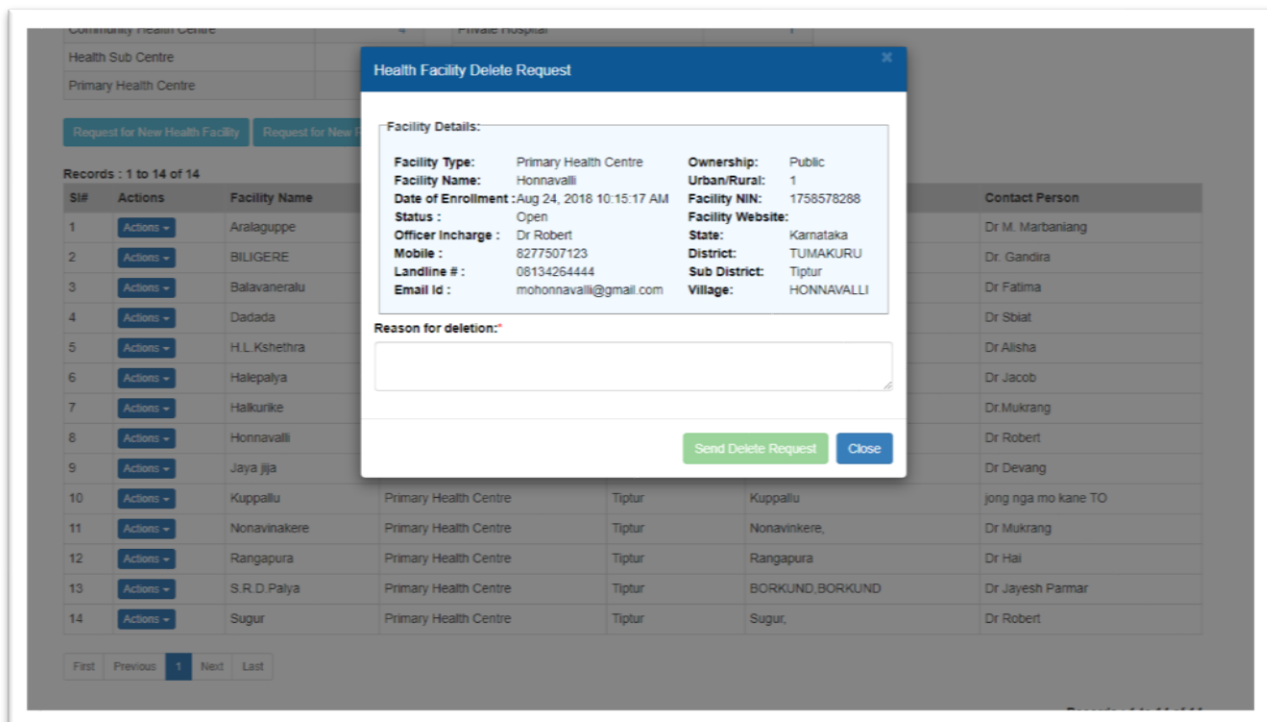
Screenshot 18: Health Workforce Details

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12

- The user at health facility level & above can update the numbers 'Sanctioned / Required' & 'Working' for listed designations at particular health facility. He/she further can put remarks under 'Remarks' column against each item

Health Facility Delate Request

- 'Health Facility Delate Request' can be raised by user of the health facility except lab user
- Under 'Action' on clicking 'Health Facility Delete Request' a pop-up window appears
- One has to mention the 'Reason for the deletion' & to click on the 'Send Deletion Request'
- If logged as 'District Admin' the deletion happen instantly without request submission to 'State'.

Screenshot 19: Health Facility Delate Request

Login History

- Under this DSO can see & export the 'Login History' of all listed portal user under the district

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13

Screenshot 20: Login History

List of Health Facility Update Request

- Under this DSO/SSO can view status of submitted 'New Facility Request List'/'Update Facility Request List'/'User ID Request List'/'Health Facility Deletion Request List'

Screenshot 21: Health Facility Update Request

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14

- SSO has to 'Approve' or 'Reject' the request by clicking 'View' button against an entry & then selecting appropriate option
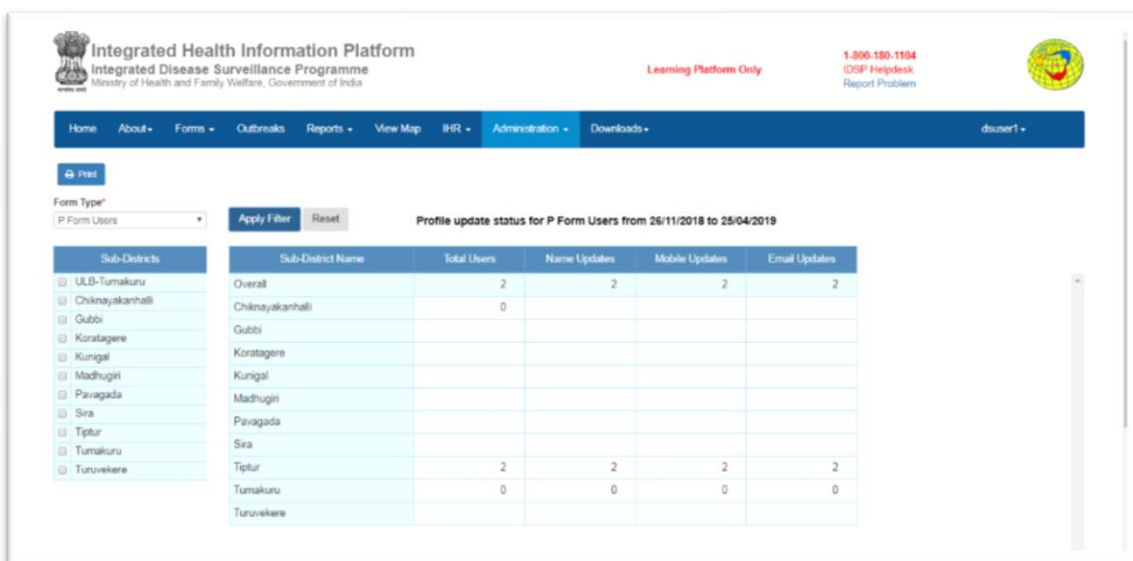
Screenshot 22: Health Facility Update Request - SSO
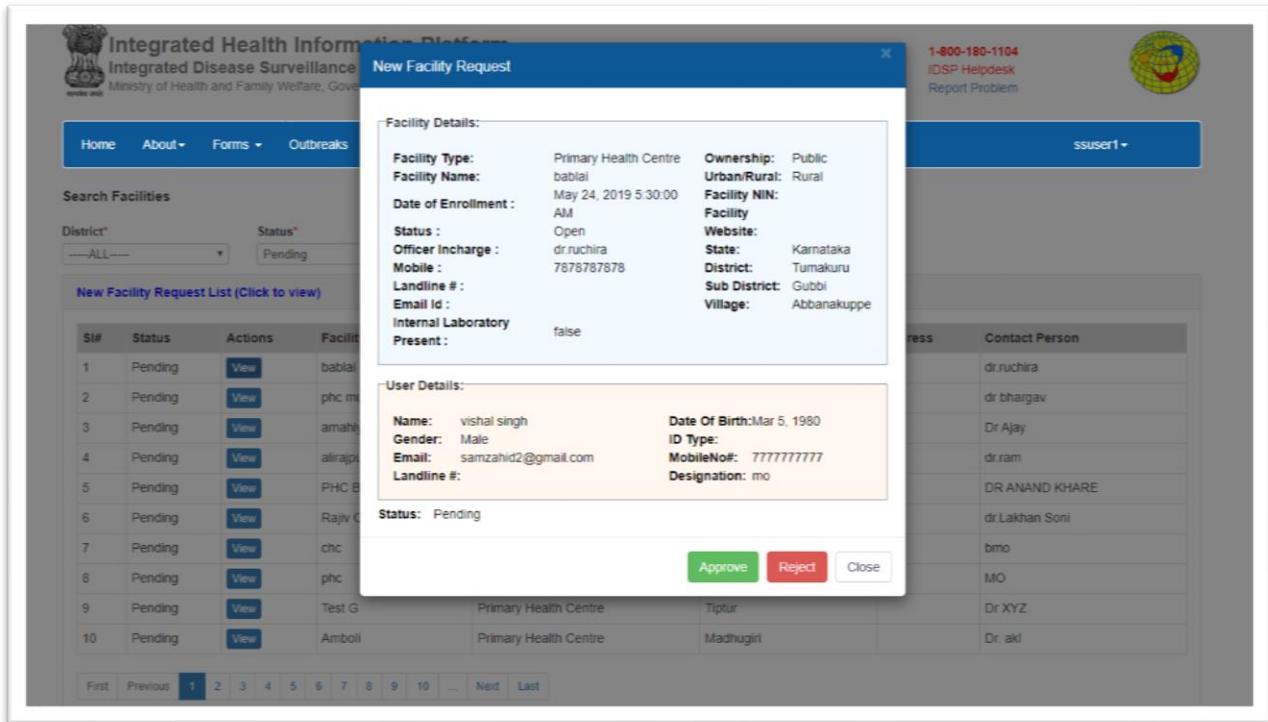
Profile Update Status

- Under this DSO/SSO can see & print 'Name'/'Mobile'/'Email' update status of portal user under his/her District / Sub district
- Filtering options available are 'District' / 'Sub District'/ user type – ('S Form Users'/'P Form Users'/'L Form Users')

Screenshot 23: Profile Update Status

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Subcenter Village Mapping

- Under this functionality the DSO/SSO can see the status of mapping of villages to sub center
- They can also do mapping of the villages to subcenter here

Screenshot 24: Sub Center Village Mapping 1

- By clicking on the hyperlinked numbers – the list of mapped/unmapped sub centers/villages can be generated

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16

Screenshot 25: Sub Center Village Mapping 2

Sub District Name	Number of Health Sub Centers	Sub Centers with Village Mapping	Sub Centers with No Village Mapping
Chiknayakanhalli	59	15	44
Gubbi	72	22	50
Koratagere	42	5	37
Kunigal	63	13	50
Madhugiri	57	6	51
Pavagada	62	3	59
Sira	71	6	65
Tiptur	58	24	34
Tumakuru	66	6	60
Turuvekere	40	4	36

Sub District Name	Number of Villages	Number of Villages Mapped to Sub Center	Number of Villages Not Mapped to Sub Center
Chiknayakanhalli	215	35	180
Gubbi	313	54	259
Koratagere	223	14	209
Kunigal	288	30	258
Madhugiri	293	23	270
Pavagada	143	7	136
Sira	229	14	215
Tiptur	217	101	116
Tumakuru	349	18	331
Turuvekere	233	15	218

* Villages added in IHIP

Sl#	Sub District Name	Sub Center Name	Village Covered Name
1	Chiknayakanhalli	Bommenahally	
2	Chiknayakanhalli	Chikkanayakanahalli A & Chikkanayakanahalli B	
3	Chiknayakanhalli	Chikkanayakanahalli C	
4	Chiknayakanhalli	Dabbegunte	
5	Chiknayakanhalli	Doddabidire	
6	Chiknayakanhalli	Ganadalu	
7	Chiknayakanhalli	Godekere	
8	Chiknayakanhalli	Goobehalli	
9	Chiknayakanhalli	Handanakere	
10	Chiknayakanhalli	Harenahalli	

- By clicking on the name 'Sub Center Name' a window titled 'Sub Center Village Mapping' will pop-up.
- Mapping of villages with this 'Sub center' can be done/updated by selecting the villages to be mapped & clicking on 'Update' button

Screenshot 26: Sub Center Village Mapping 3

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17

Additional administrative functions for state level user

- State level user has some additional functions under administration menu:
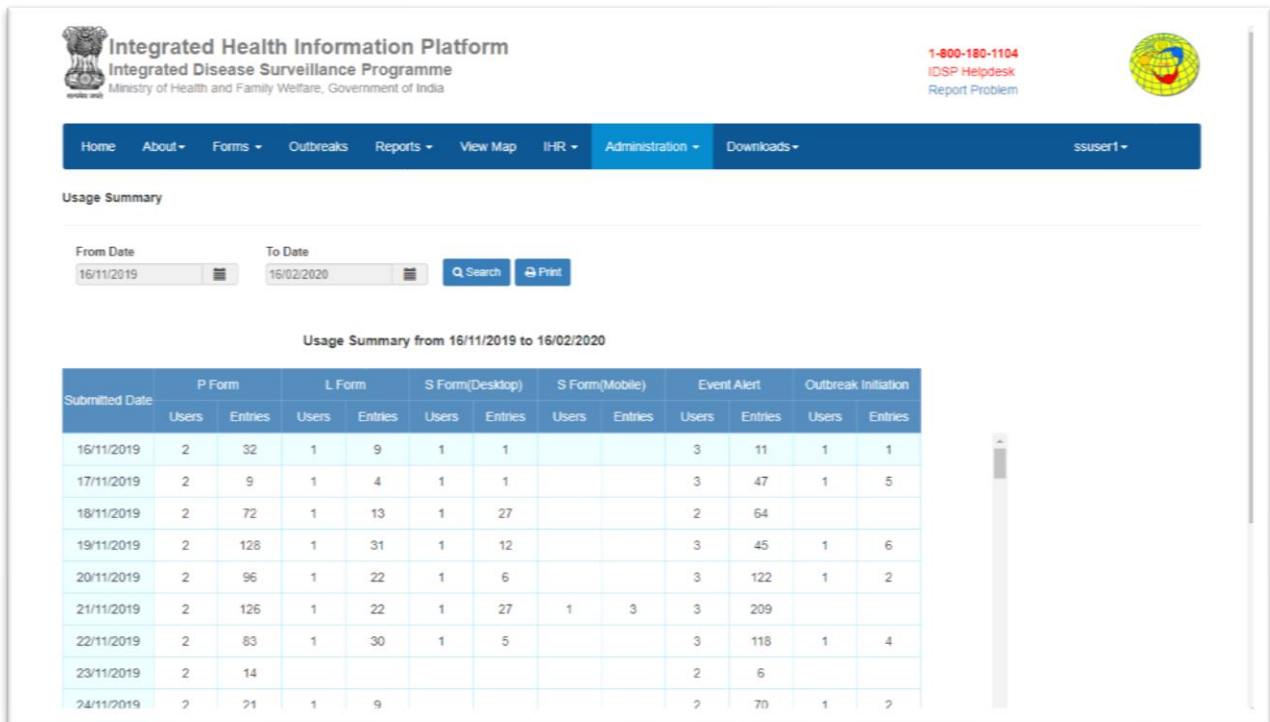 - Uses Summary
  - Manage User Accounts

Usage Summary

- This function is available for State level user
- User can see 'Usage Summary' for different type of users for selected time range
- The report displays the 'Number of Users' & 'Number of Entries' for users of 'P Form', 'L Form', 'S Form(Desktop)', 'S Form(Mobile)', 'Event Alert' and 'Outbreak Initiation'

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18

Screenshot 28: Usage Summary

Manage User Accounts

- Under this functionality the SSO can add new user, edit details for an existing user or can reset the password of an existing user

Screenshot 29: Manage User Accounts

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Add New User

- To add a new user, SSO has to click on the button 'Add New User'
- A pop-up window will appear asking details for the new user
- After filling the required details the button 'Save' will become functional
- Clicking on this button will create a new user for the portal

Screenshot 30: Add New User

Edit User Details

- SSO can also edit details of any user by clicking on the 'Edit' – 'Edit User Details'

Screenshot 31: Edit User Details 1

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- After doing the necessary changes they have to click on 'Save' button to save the changes

Screenshot 32: Edit User Details 2

Reset Password

- SSO can reset the password for any user under his/her state by clicking on the link 'Edit' – 'Reset Password'

Screenshot 33: Reset Password

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21