

NAMIBIA MASTER HEALTH FACILITY LIST

ADMINISTRATOR GUIDE

MAY 2018



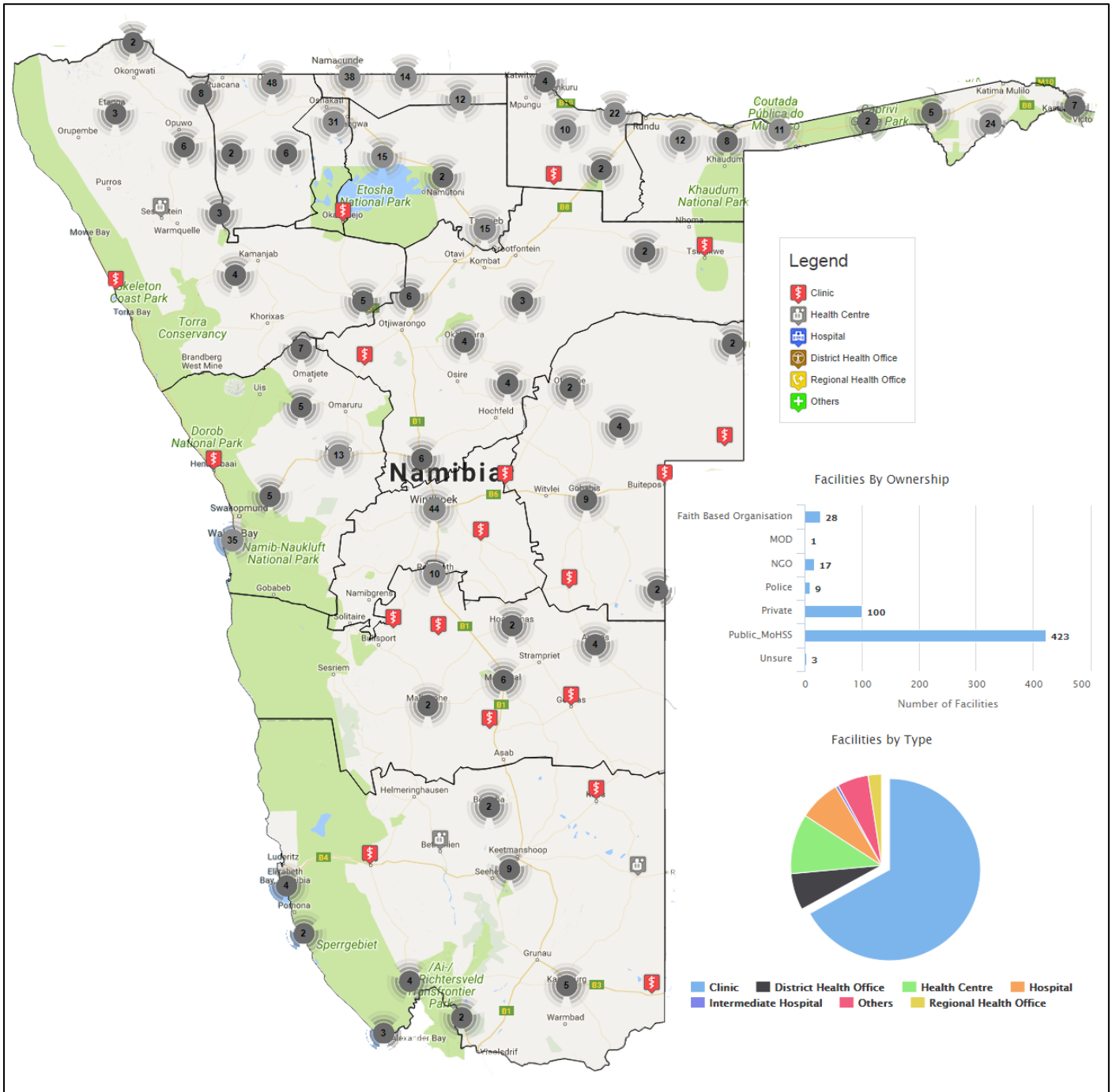


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Document History

Version	Date	Changes Made	Author
1.0	14 May 2018	Updates for v1.0 Handover	Steve Ollis, MCSP steve.ollis@mcsprogram.org

Abbreviations & Definitions

Abbreviations	Definition
API	Application Programming Interface
FAQ	Frequently Asked Question
MCSP	Maternal and Child Survival Program
MFL	Master Health Facility List
NGO	Non-Governmental Organisation
PDF	Portable Document Format
USAID	United States Agency for International Development

Acknowledgement

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About MFL

A Master Facility List is a complete listing of health facilities in a country (both public and private) and is comprised of a set of administrative information and information that identifies each facility (signature domain). It consists of basic information on the service capacity of each facility (service domain). The set of identifiers in the signature domain serves to uniquely identify each facility in order to prevent duplication or omission of facilities from the list.

It also contains contact information, type of facility and other information that is useful for administrative purposes. The service domain contains a basic inventory of available services and facility capacity, providing essential information for health systems planning and management.

The “NAMIBIA Master Health Facility List” (MFL) is a web based application accessible via the internet, the application is compatible with any web browser like Mozilla Firefox, Google Chrome, Internet Explorer, Safari, etc. The MFL application is an easy to use application which houses a list of all health and community facilities throughout Namibia. This interactive application contains visual maps which can be filtered to pin point a particular facility.

The primary purpose of this manual is to set out instructions of the basic functionality of the MFL and how to navigate through the system by the administrator. The following modules will be covered in this manual:

- Sign In
- Facilities
- User Admin
- Settings

Sign In

Use these instructions to access the MFL web application, the sign in page is for users with access to the system. All users who have access to the system are registered with a username and password, the combination of both are used as credentials to sign in. To sign in, follow these steps below:

1. Go to the preferred browser (Mozilla Firefox, Google Chrome, Internet Explorer, Safari, etc.)
2. In the address bar, using the keyboard type <https://mfl.mhss.gov.na/home>
3. If you have internet access, a sign in screen of the system will be displayed as below

Figure 1.1 Sign In Screen

4. In the Email / Username text box, type your email address OR username
5. If you prefer the browser to remember your details, click on the Remember Me checkbox
6. After entering the correct credentials, click on the Login button to gain access to the system

Forgot Password?

In the event that a user forgot their password, follow the steps below:

1. Click on the Forgot Password? link from the Sign In screen
2. The password recovery screen will be displayed as below:

Figure 1.2 Forgot Password

3. Type the email address in the text box
4. Click on the Reset Password button
5. An email with a link will be send to the email address in step 3. Follow the instructions to reset password

Cookie Policy

To read the cookie policy, click on the Cookie Policy link, a popup screen will appear with the relevant information about cookies.

System Heading Panel

After successfully signing into the MFL system, the first screen to be displayed in the dashboard. The menu panel is standard throughout the system, please refer to the user manual for more info. The system heading panel contains the Namibia logo on the far left and the full name of the system next to it. The name of the person logged in is on the far right, Follow the steps below to explore user sub-menus.

1. Click on the name of the user to display the user sub-menus, a pop up list of sub-menus will display under the user name as below:

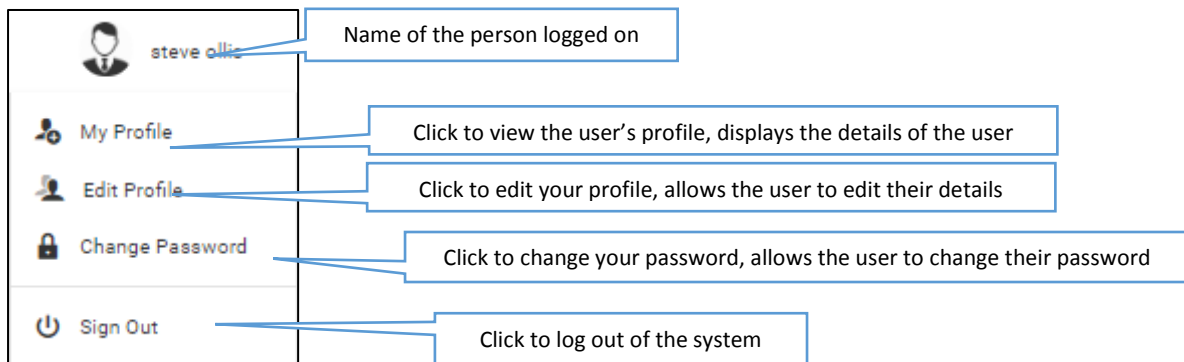


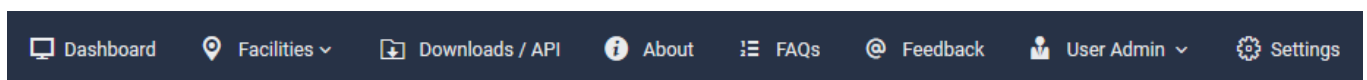
Figure 1.4 User sub-menu

2. Click on the My Profile sub-menu to view details about the user
3. Click on the Edit Profile sub-menu to edit the user details
4. Click on the Change Password sub-menu to change the user's password
5. Click on the Sign Out sub-menu to log out of the system

Main Menu Panel

Below is the main menu panel which has a total of 8 menu options, each menu option is described below:

Menu	Description
Dashboard	This is the main screen providing a high level view of the health facilities on a map
Facilities	This is the screen for viewing and filtering the Facility List
Downloads / API	Provides information about using the Application Programming Interface to interface with the system data
About	Provides background on the system
FAQs	Provides a list of Frequently Asked Questions and their answers
Feedback	Link to provide feedback to the systems owners
User Admin	Main screen to manage site users
Settings	Screen to access Group Permissions, Email, User Management and Admin Settings



Dashboard

The dashboard is explained in detail in the User guide, all figures displayed on the dashboard are collected automatically when a user adds a different facility type. On the dashboard we have a map that displays the number of facilities, a side bar graph that displays the number of facilities by ownership, a pie chart that displays the number of facilities by type, and a table that displays the number of facilities by type and ownership. The figures displayed cannot be updated manually, the graphs and map will update automatically when a new facility is added or when an existing facility is updated. The administrator can request more charts to be added on the dashboard, this can be done by the developer as it requires coding knowledge and understanding of the database. To add more charts to the dashboard, please refer to the Developer's guide.

Facilities

The facilities menu has a list of sub-menus, this option allows the user to list the following:

- Facilities
- Services
- Infrastructure
- Facility Types
- Ownerships
- Facility Sections

Not only does it list the above, it also allows the user to add, edit and delete. There is pagination on the page which allows the user to determine the number of records to be displayed. Each page has a filter option to allow the user to search for anything that is on the list.

List Facilities

The first part of the form is the filter section where the user is able to filter by Region, District, Facility Type, Facility Ownership, Facility Services and Facility Infrastructure. These are all clickable drop down boxes for ease of use, after filtering the user must click on the Search button. To clear all the filters, the user must click on the Clear Form button.



The second part of the form displays the list of facilities where the user can search for a facility, the column names can be sorted by clicking on the name of the column. The form also has an option to download the table in excel, or view the facilities in a map. There is also an option to copy the table, or export the table into a PDF. Below is the table of the facility list:



















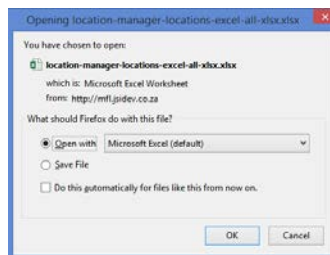
Facility Code	Region ID	Region	District ID	District	Name	Latitude	Longitude	
10101	10590	Zambezi Region	10598	Katima Mulilo District	Batubaja Clinic	-18.206	23.876	  
10102	10590	Zambezi Region	10598	Katima Mulilo District	Bukalo Health Centre	-17.712	24.529	  
10103	10590	Zambezi Region	10598	Katima Mulilo District	Chetto Clinic	-17.953	22.559	  
10104	10590	Zambezi Region	10598	Katima Mulilo District	Chinchimani Clinic	-17.986	24.118	  
10105	10590	Zambezi Region	10598	Katima Mulilo District	Choi Clinic	-17.856	23.364	  
10106	10590	Zambezi Region	10598	Katima Mulilo District	Good Health Medical Health Centre	-17.5	24.277	  

Figure 1.5 Facility List

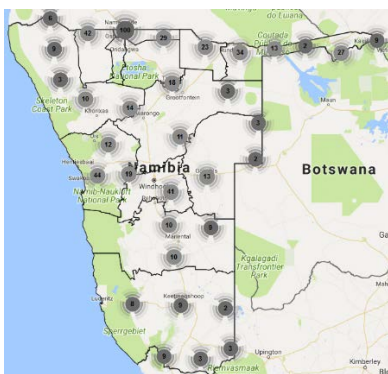
The 3 buttons on the far right are used for the following:



Click this option to download the facility table into an excel file



Click this option to view the facilities on the table in a map



Map View: Drill down on the map by clicking on the number, it will drill down to the facilities



Click this button to add new facilities, it has 4 sections on the page

Add Facility

District

Name

Facility Type

Facility Ownership

Contact Person

Phone Number

Alt Phone Number

Address

Point X

Point Y

Estimated Facility Catchment Area

Rural

Location Comment

Facility Data: The user must enter all the details in this form. Not all fields are compulsory

Sections

- Bernard North Camp New Start Centre
- Casualty
- Casualty/OPD
- Central Business District New Start Centre
- Council of Churches in Namibia New Start Cent
- Dakari Rehab Centre
- Divundu Rehabilitation Centre
- Eenhana New Start Centre
- Elizabeth Nepemba Juvenile
- General Ward
- Gobabis District Hospital
- High care
- Hyperbolic Oxygen Treatment Centre
- Katima Mulilo NRCS
- Laboratory
- Medical Centre
- Namdeb Hospital
- Orngwano Voluntary Counselling and Testing Hwa
- Ongwediva Medipark Hospital

Sections: Check all the sections that are part of the facility

Services

- HIV Testing Services
- General Clinical Service
- Expanded Programme on Immunizations
- Anti Retroviral Therapy Main Site
- Preventing Mother To Child Transmission Services
- Special surgeries (Transplant/plastic surgery, neuro surgery etc.)
- Speech Therapy
- Viral Load Testing
- Sexual Transmitted Infections
- General Dentistry
- Orthopedics
- Anti Retroviral Therapy (MAI) Site
- Laboratory Services
- Ante Natal Clinic Services

Services: Select the services provided by the facility

Infrastructure	
<input type="checkbox"/> Ambulances	How many?
<input type="checkbox"/> Beds	How many?
<input type="checkbox"/> Mortuary	How many?
<input type="checkbox"/> Electricity	How many?
<input type="checkbox"/> Running Water	How many?
<input type="checkbox"/> Health Extension Workers	How many?
<input type="checkbox"/> Back Up Generator	How many?
<input type="checkbox"/> Toilets	How many?
<input type="checkbox"/> Internet	How many?
<input type="checkbox"/> Phone Number	How many?

Infrastructure: Select and enter the number of infrastructure available at the facility

At the bottom of the page it shows the number of pages and page numbers, the user can paginate through the table and also control the number of rows being displayed. Below is the pagination of the table:

Showing 1 to 10 of 505 entries 1 2 3 4 5 ... 59

Figure 1.6 Pagination

View / Edit Facilities

Each row on the table has 2 buttons to View and Edit, click on the View button to display details of the facility. Below is an example of the View screen:

↑
Details of the facility

There are four buttons on the facility info screen where it will take you straight to certain sections of the facility, depending on the option clicking it will display a pop up screen. The red buttons on the sections are clickable, click on the button to remove certain options.

List Services

The services page is similar to the facilities page as the user can View, Add, Edit and Delete a service. Refer to the List Facilities page to see options. Under the Facilities menu, click on the List Services sub-menu to display the below screen, to sort the table the user must click on the column name:

Id	Name	Short Name	Active	Created	Modified	
1	HIV Testing Services	HTS	1	4/25/16, 5:33 AM	4/25/16, 1:33 AM	
2	General Clinical Service	GCS	1	4/25/16, 1:44 PM	4/25/16, 9:44 AM	
3	Expanded Programme on Immunizations	EPI	1	5/10/16, 7:54 AM	5/10/16, 3:54 AM	
4	Anti Retroviral Therapy Main Site	ARV	1	6/16/16, 7:36 AM	6/16/16, 3:36 AM	
8	Preventing Mother To Child Transmission Services	PMTCT Services	1	5/10/16, 9:08 AM	5/10/16, 5:08 AM	

Each row on the table has 2 buttons to Edit and Delete, click on the Edit button to Edit the details of the service. Here you can edit the full name, short name and the facilities that this service is assigned to. Click Submit once you are finished editing the service.

Edit Service Back

Name: HIV Testing Services

Short Name: HTS

Active:

Facilities (hold "Ctrl" on keyboard to select multiple)

- Please Select --
- Batubaja Clinic
- Bukalo Health Centre
- Chetto Clinic
- Chinchimani Clinic
- Choi Clinic

To delete a service, click on the Delete button and the service will be deleted from the system.

To add a new service, click on the Add New Service button. Here you can add the full name, short name and the facilities that this service is assigned to. Click Save Changes once you are finished adding the service.

Add Service
✕

Name

Short Name

Facilities (hold "Ctrl" on keyboard to select multiple)

-- Please Select --

Batubaja Clinic

Bukalo Health Centre

Chetto Clinic

Chinchimani Clinic

Choi Clinic

Close
Save changes

List Infrastructure

The infrastructure page is similar to the facilities page as the user can View, Add, Edit and Delete an infrastructure. Refer to the List Infrastructure page to see options. Under the Facilities menu, click on the List Infrastructure sub-menu to display the below screen, to sort the table the user must click on the column name:

Facility Infrastructures
Add New Infrastructure +

Filter: Q

Show: 10 Copy Excel ☰

Id	Name	Active	Created	Modified	
1	Ambulances	1	5/14/18, 8:10 AM	5/14/18, 4:10 AM	✎ ✖
2	Beds	1	10/16/17, 3:07 PM	10/16/17, 11:07 AM	✎ ✖
4	Mortuary	1	10/16/17, 3:01 PM	10/16/17, 11:01 AM	✎ ✖
5	Electricity	1	5/14/18, 8:45 AM	5/14/18, 4:45 AM	✎ ✖
6	Running Water	1	5/14/18, 8:45 AM	5/14/18, 4:45 AM	✎ ✖
7	Health Extension Workers	1	5/14/18, 8:45 AM	5/14/18, 4:45 AM	✎ ✖










Each row on the table has 2 buttons to Edit and Delete, click on the Edit button to Edit details of the infrastructure. Here you can edit the full name, short name and the facilities that this infrastructure is assigned to. Click Submit once you are finished editing the infrastructure.

To delete an infrastructure, click on the Delete button and the infrastructure will be deleted from the system.

To add a new infrastructure, click on the Add New Infrastructure button. Here you can add the full name, short name and the facilities that this infrastructure is assigned to. Click Save Changes once you are finished adding the infrastructure.

List Facility Types

The facility type's page is similar to the facilities page as the user can View, Add, and Edit a facility type. Refer to the List Facilities Type page to see options. Under the Facilities menu, click on the List Facility Types sub-menu to display the below screen, to sort the table the user must click on the column name:

Facility Types Add New Facility Type +					
Filter: <input type="text" value="Type to filter..."/>					
Id	Name	Description	Created	Modified	
1	Hospital		6/13/16, 1:59 PM	6/13/16, 1:59 PM	 
2	Health Centre		6/13/16, 1:59 PM	6/13/16, 1:59 PM	 
3	Clinic		6/13/16, 1:59 PM	6/13/16, 1:59 PM	 
5	Rehab Centre		6/13/16, 1:59 PM	6/13/16, 1:59 PM	 
7	Laboratory		6/13/16, 1:59 PM	6/13/16, 1:59 PM	 

Each row on the table has 2 buttons to Edit and Delete, click on the Edit button to display details of the facility type. Here you can edit the name and description of the Facility Type. Click Edit Facility Type once you are finished editing the Facility Type.

Edit Facility Type

Name *

Description

To delete a facility type, click on the Delete button and the facility type will be deleted from the system.

To add a new facility type, click on the Add New Facility Type button. Here you can add the name and description of the Facility Type. Click Save Changes once you are finished adding the facility type.









Add Facility Type ×

Name

Description

List Ownership

The ownership page is similar to the facilities page as the user can View, Add, and Edit an ownership. Refer to the List Facilities page to see options. Under the Facilities menu, click on the List Ownership sub-menu to display the below screen:

Facility Ownerships				Add New Facility Ownerships +
Id	Name	Created	Modified	
1	Faith Based Organisation	6/13/16, 2:05 PM	6/13/16, 2:03 PM	 
2	MOD	6/13/16, 2:05 PM	6/13/16, 2:03 PM	 
3	NGO	6/13/16, 2:05 PM	6/13/16, 2:03 PM	 
4	Police	6/13/16, 2:05 PM	6/13/16, 2:03 PM	 

Each row on the table has 2 buttons to Edit and Delete, click on the Edit button to display details of the ownership type. Here you can edit the name and description of the Ownership Type. Click Save Ownership Type once you are finished editing the Ownership Type.

Edit Facility Ownership

Name

Description

Save Facility Ownership

 Back

To delete an ownership type, click on the Delete button and the ownership type will be deleted from the system.

To add a new ownership type, click on the Add New Ownership Type button. Here you can add the name and description of the Ownership Type. Click Save Changes once you are finished adding the ownership type.

Add Facility Ownership
×

Name

Description

Close
Save changes

List Facility Sections

The facilities section page is similar to the facilities page as the user can View, Add, and Edit a facility section. Refer to the List Facilities page to see options. Under the Facilities menu, click on the List Facility Sections sub-menu to display the below screen:

Facility Sections							New Facility Section			
Filter: <input type="text" value="Type to filter..."/>							Show: 10	Copy	Excel	⋮
Id	Name	Description	Created	Modified						
1	Bernard North Camp New Start Centre		6/14/16, 2:40 PM	6/14/16, 10:40 AM						
2	Casualty		6/14/16, 2:17 PM	6/14/16, 2:17 PM						
3	Casualty/OPD		6/14/16, 2:17 PM	6/14/16, 2:17 PM						
4	Central Business District New Start Centre		6/14/16, 2:17 PM	6/14/16, 2:17 PM						
5	Council of Churches in Namibia New Start Cent		6/14/16, 2:17 PM	6/14/16, 2:17 PM						

Each row on the table has 2 buttons to Edit and Delete, click on the Edit button to display details of the facility section. Here you can edit the name and description and the Locations of the Facility Section. Click Submit once you are finished editing the Facility Section.

Edit Facility Section

[Back](#)

Name

Description

Locations

- Aus Clinic
- Aussenker Clinic
- Badenhorst Clinic
- Baramasoni Clinic
- Batubaja
- Batubaja Clinic

To delete a facility section, click on the Delete button and the facility section will be deleted from the system.

To add a new facility section, click on the Facility Section button. Here you can add the name and description of the Facility Section and Locations. Click Submit once you are finished adding the facility section.

Add Facility Section

 Back

Name

Description

Locations

- !Karas Region
- !Karas Regional Health Office
- !Nami#nus District
- 1 steve new facility abc
- 123123
- ?Nami?Nûs District Health Office

Submit

User Admin

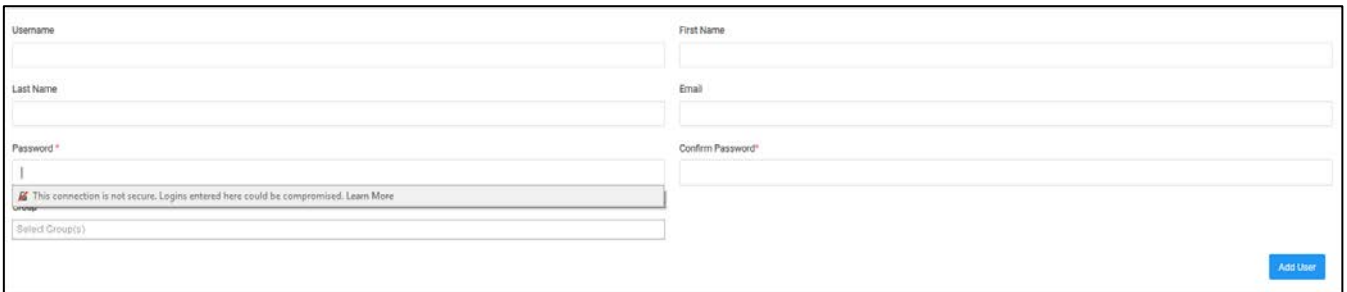
This menu is divided into 2 sections, to get access the user must click on the User Admin menu from the main menu panel. The 2 sections are USERS and GROUPS, the user will have access to the following:

- Add User
- Add Multiple Users
- All Users
- Online Users
- Add Group
- All Groups
- Group Permissions
- Subgroup Permissions

To access the sub-menus the user must click on the name.

Add User

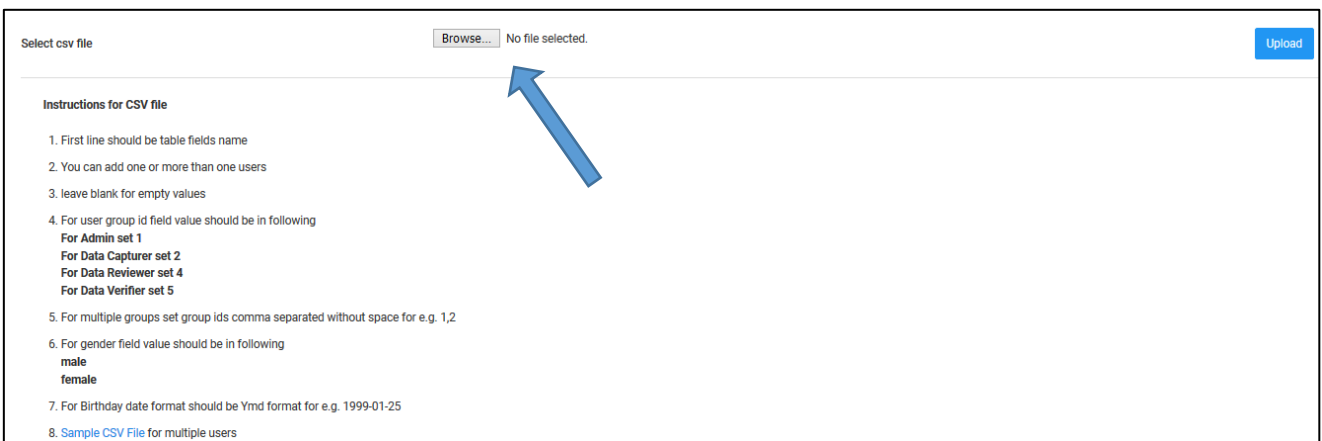
Users may register themselves to the system or an Admin may register users. To add a new user to the system click on the Add User sub-menu from the User Admin main menu. Enter all fields in the form, note that the password must be type twice.



Enter all details about the user

Add Multiple Users

The administrator is able to add multiple users at the same time, click on the Add Multiple Users from the User Admin main menu. There are instructions on how to create a CSV file with multiple user list to upload.



After creating the CSV file, the administrator must upload the file by clicking on the Browse button to locate the file on the computer. Once the file has been located click on the Upload button to add the multiple users.

All Users

To view all users registered in the system click on the All Users sub-menu from the main menu panel, the top section of the form allows the user to search the user by name or email address.

#	User Id	Name	Username	Email	Groups(s)	Email Verified	Status	Created	Action
1	23	Semaka Tshehla	Semaka	semaka_tshehla@za.jsi.com	Admin	YES	ACTIVE	01-Nov-2017	Action ▾
2	22	Marius Antonius	Kanku	marikus@gmail.com	Data Capturer	YES	ACTIVE	13-Oct-2017	Action ▾
3	21	Elizabeth Diamante	Mabana	vieira.anton.86@gmail.com	Data Capturer	YES	ACTIVE	13-Oct-2017	Action ▾
4	20	Immanuel Antonius	Vieira	antoniusimmanuel@live.com	Admin	YES	ACTIVE	28-Sep-2017	Action ▾
5	5	Puumue Katjuarajo	Puumue	puumue.katjuarajo@mhos.gov.na	Guest	YES	ACTIVE	19-Aug-2016	Action ▾
6	1	Admin	admin	admin@admin.com	Admin	YES	ACTIVE	22-Feb-2016	Action ▾

Number of Users 6 First Previous Next Last Page 1 of 1

A newly registered user will be inactive by default when added, the administrator must activate the user. Additionally, newly registered users, who have registered themselves will be automatically added to the Guest group, if they need a higher level of access, this will need to be managed by an Admin users and this is described in the Edit user screen below. For each user row there's a list of options available. Click on the Actions button to view those options, below is the list of options:

Option	Description
View User	Display the users info
Edit User	Edit the user's details
Change Password	Change the user's password
Inactive	Deactivate the user's access to the system
Delete User	Delete the user from the system
View Permissions	View permissions of the user
Send Mail	Send an email from the system to the user

Edit User

Click on the Edit User sub-menu to edit the user's details. It allows the admin to also assign a group to the user which controls the permissions. Users who have registered themselves will be automatically assigned to the Guest group, and a Admin user may upgrade their access here. Details updated on this page can be viewed in the View User option. Below is the edit user page:

Edit User
Back

Group

Username

First Name

Last Name

Email

Gender Male Female

BirthDay

Photo No file selected.

Location

Cellphone

Once all the fields have been entered, click on the Edit User button to save the details to the database. Should you wish to cancel the update, click on the Back button to go back to the list of users.

Change Password

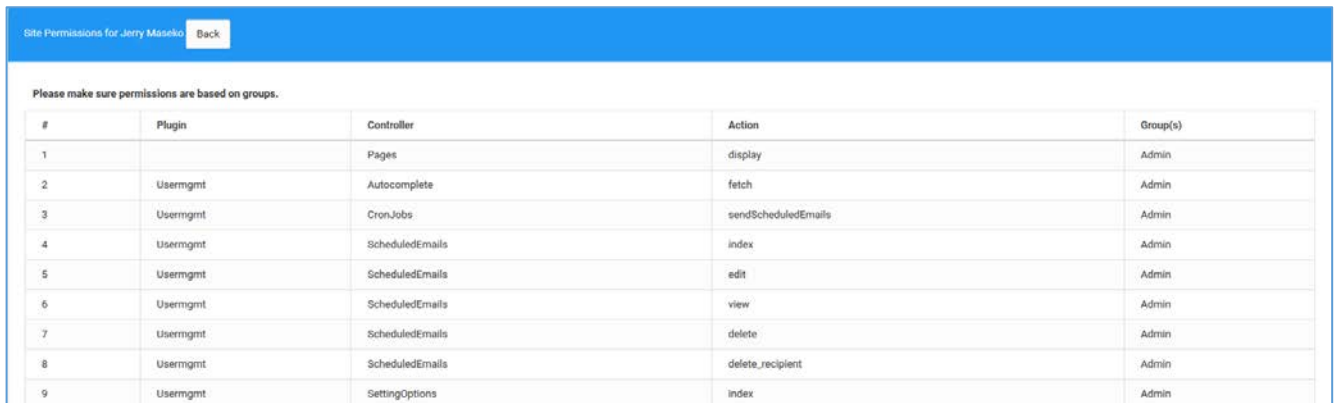
Click on the Change Password sub-menu to assist registered users in changing their password, this option will be mostly used when a user requests the admin to change their passwords if forgotten. The admin does not need to know the previous password, they just need to simply enter the new password as requested by the user.



Enter the new password twice so that the system can check if they match. If the passwords match, click on the Change Password button for the change to be effective. An error message will be displayed should the passwords not match.

View Permissions

All registered users are assigned permissions through the allocated group, click on the View Permissions button to display all permissions related to a user. This page is a view only page and displays the following:



#	Plugin	Controller	Action	Group(s)
1		Pages	display	Admin
2	Usermgmt	Autocomplete	fetch	Admin
3	Usermgmt	CronJobs	sendScheduledEmails	Admin
4	Usermgmt	ScheduledEmails	index	Admin
5	Usermgmt	ScheduledEmails	edit	Admin
6	Usermgmt	ScheduledEmails	view	Admin
7	Usermgmt	ScheduledEmails	delete	Admin
8	Usermgmt	ScheduledEmails	delete_recipient	Admin
9	Usermgmt	SettingOptions	index	Admin

The Plugin column specifies the name of the plugin that the user has access to. This is the first parameter after the application domain name, please refer to the Developer’s guide for more info on plugins. The Controller column specifies the controllers that the user has permissions for, this is where business logic and database manipulation can be found. Should a user not have access to a specific controller, then everything in that controller won’t be available for that user.

The Action column specifies the type of pages a user is able to see, this is where the view of pages is found. Some users will have access to only see display pages while others can edit and delete information on those pages. The Group column simply displays the Group name which the above columns has been assigned permissions for, this column is useful for when a user has multiple groups. Please note that to change the permission of a user, please update them when editing a group.

Click the Back button to return to the list of users.

Online Users

To view a list of user who are currently online, click on the Online Users sub-menu from the User Admin main menu. The top section of the form allows the user to search by name, email and IP address.

#	Name	Email	Last URL	Browser	Ip Address	Last Action	Action
1	Semaka Tshehla	semaka_tshehla@zja.com	/usergmt/users/online	Mozilla/5.0 (Windows NT 6.3; Win64; x64; rv:56.0) Gecko/20100101 Firefox/56.0	192.142.230.3	Just now	Action ▾
2	Guest		/	Mozilla/5.0 (Windows NT 6.3; Win64; x64; rv:56.0) Gecko/20100101 Firefox/56.0	192.142.230.3	23 minutes ago	

Number of Online Users: 2 First Previous Next Last Page 1 of 1

For each user row there's a list of options available. Click on the Actions button to view those options, only 2 options are displayed: Sign Out and Inactive.

Add Group

Permission groups can be added to allow users to belong to certain groups which has certain permissions, to add a group the admin must click on the Add Group sub-menu from the User Admin main menu. A Group can be a child to a parent group, all details of the group must be entered as below:

Group Name

Description

Parent Group

No Group ▾

Allow Registration

Select the dropdown list of parent group

Back
Save

Note: If you add a new group then you should assign permissions to this newly created Group.

Click the Save button to save the group in the database or the Back button to cancel.

All Groups

To view all groups in the system click on the All Groups from the main menu panel, the top section of the form allows the user to search the group by name, description and if the group is allowed registration. Below is the screen to view all groups:

#	Group Id	Name	Parent Group	Description	Allow Registration	Created	Action
1	1	Admin			NO	22-Feb-2016	Action ▾
2	2	Data Capturer			NO	22-Feb-2016	Action ▾
3	3	Guest			YES	22-Feb-2016	Action ▾
4	4	Data Reviewer			NO	18-Mar-2016	Action ▾
5	5	Data Verifier			NO	18-Mar-2016	Action ▾

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Each row in the group table has an Action button, click on it to edit the group details. There is a pagination links at the bottom of the page, click to navigate through to different pages.

Group Permissions

To view permissions of a group or to update the permissions of a group, click on the Group Permission sub-menu from the main menu panel, the table on the left displays the permissions and the table on the right displays the groups. To get permissions of a group follow the below instructions:

1. Click on the checkbox next to the group name
2. Select at least one controller
3. Click on the Permissions button

Below is the screen which is displayed by default:

The screenshot shows a web interface for managing group permissions. At the top left is a blue button labeled "Check Permission Changes". Below it are two legend items: a green checkmark followed by "= The group has permission of controller's action" and a red X followed by "= The group has not permission of controller's action". The main area contains two tables. The left table, titled "List of Controllers", has columns for "Prefix", "Plugin", and "Controller". The right table, titled "List of groups", has columns for "Group" and "Get Permissions". A blue button labeled "Get Permissions" is located at the bottom right of the right table. Callout boxes point to the "Yes/No permission indicators" legend, the "List of Controllers" table, and the "List of groups" table.

Prefix	Plugin	Controller	Group
<input type="checkbox"/>		App	<input type="checkbox"/> Admin
<input type="checkbox"/>		Pages	<input type="checkbox"/> Data Capturer
<input type="checkbox"/>		Error	<input type="checkbox"/> Guest
<input type="checkbox"/>	AuditTrail	App	<input type="checkbox"/> Data Reviewer
<input type="checkbox"/>	AuditTrail	AuditTrails	<input type="checkbox"/> Data Verifier

After clicking the Get Permissions button, another screen will display a list of permissions for the group and display next to each controller either a tick or a cross. The tick means that the group has permission of the controller's action and the cross means that the group does not have permissions of the controller's action.

The screenshot shows a table of permissions for the selected group (Guest). At the top left are the same legend items as in the previous screenshot. The table has columns for "Prefix", "Plugin", "Controller", "Action", and "Guest". The "Guest" column contains a green checkmark for the "Pages" controller and a red X for the "Dashboard" controller. The "Action" column contains the specific actions: "display" (with a sub-action "Displays a view" in red) for Pages, and "index", "districtMapData", and "facilityByRegionMap" for Dashboard.

Prefix	Plugin	Controller	Action	Guest
		Pages	display <i>Displays a view</i>	✓
	Dashboard	Dashboard	index	✗
	Dashboard	Dashboard	districtMapData	✗
	Dashboard	Dashboard	facilityByRegionMap	✗

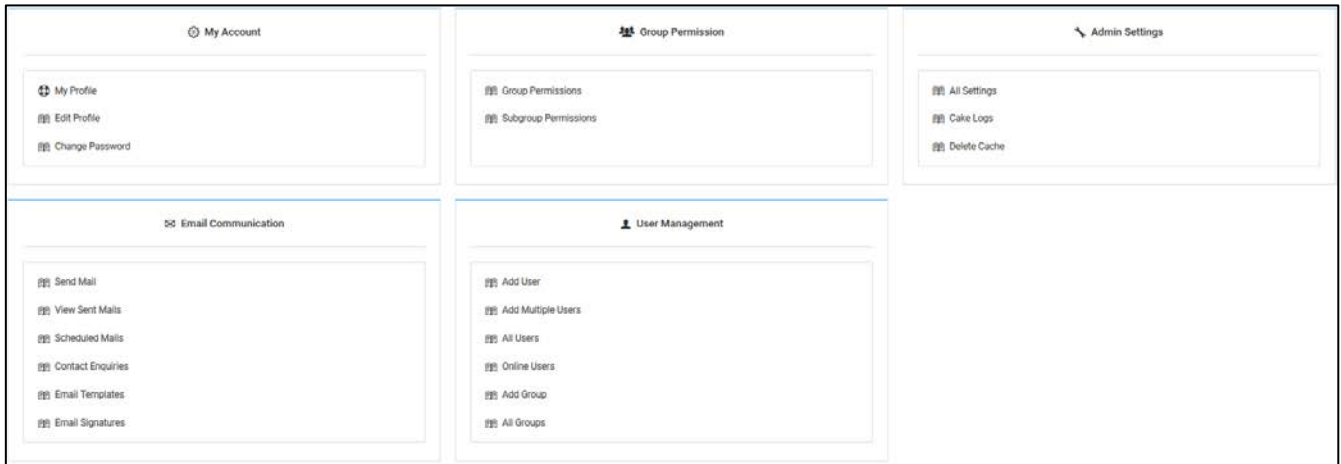
As an example the screen above shows that the selected group (Guest) has permission to the Pages controller, but does not have permissions of the Dashboard controller. This means that users who are allocated to this group will only have access to display pages in the Pages controller. These users will not have access to the Dashboard on the system. To allocate permissions to the Dashboard controller for a user, simply click on the X under the group name. The X will change to a tick after being clicked, which means that the user will now have permission to view the Dashboard pages.

Subgroup Permissions

To view permissions of a subgroup, click on the Subgroup Permission sub-menu from the main menu panel, the table on the left displays the permissions and the table on the right displays the subgroups. This page functions the exact way as the group permissions above.

Settings

This page is accessed directly from the main menu panel by clicking on the Settings link, when clicked the page displays five blocks of sub menus. The page is accessed by the system administrator to do admin duties. Below is the settings page:



The five blocks displayed are:

Option	Description
My Account	Manages user account of the person logged in
Group Permissions	Manages permissions of Groups and Subgroups
Admin Settings	Manages the admin settings of the system
Email Communication	Manages email communication of the user
User Management	Manages users accounts

Some sections of the blocks have already been covered in this document, only the Admin Settings and Email Communication have not been covered.

Admin Settings

The user who will be managing this option must have technical skills of the programming language used to develop this system (CakePHP) as it is very technical. There are only 3 sub-menus in this block: All Settings, Cake Logs, Delete Cache.

All Settings

Click on the All Settings option to configure the system, options to configure include the timezone, superuser ID, landing page, etc... Below is an example of a configuration screen, the search options is also available.

#	Category	Name/Key	Setting Name	Setting Value	Action
1	Site	default_time_zone	Enter default time zone identifier for e.g. America/New_York	America/New_York	Action
2	Site	site_name	Enter Your Full Site Name	User Management Plugin	Action
3	Site	site_name_short	Enter Your Short Site Name	UMP	Action
4	Site	login_redirect_uri	Enter URL where user will be redirected after login	/home	Action

Pagination is at the bottom of the screen for easy navigation, each setting can be edited by clicking on the Action button. All the settings affect how the system will work. There is a total of 60 settings for this application, this include managing of emails, users, sites, social media, permissions and groups. For example if the admin user

wants to change the email address that the contact us page goes to, they must paginate to page 3 and on number 28 there's an option to edit the value. Click on the Action button, click on the Edit Setting sub-menu for the below screen to display.

Edit Setting [Back](#)

PLEASE NOTE Do not edit Name/Key for existing settings, it may break your site code.

Category Type Select Existing Add New

Category

Input Type

Name/Key
for ex. site_name (no space, only small letters, underscore)

Display Name
for ex. Enter Your Full Site Name

Value

[Update Setting](#)

The only thing that needs to be updated on this page is the Value option, leave everything else as is as it might break the system if changed. Type in the admin email address that you wish to use and click on the Update Setting button, emails will be send to the email address every time the Feedback page is used. Please note that this must be a valid email address and the system only accepts one email. This page is similar when updating other options, only change the value option and leave everything else as is.

A user can also add settings by click on the Add Settings button, as stated they must be very technical.

Cake Logs

Click on the Cake Logs to view all the logs of the system, this also requires a user who is technical. These are system logs which can be viewed, deleted, copied,etc... The user must be able to read and understand the codes of the logs.

#	Log File	File Size	Last Modified	Action
1	cli-debug.log	104.46 KB	27-Sep-2017 11:45:14 AM	☰
2	cli-error.log	22.37 KB	16-May-2016 07:33:00 AM	☰
3	debug.log	4.22 MB	06-Nov-2017 01:01:04 PM	☰
4	error.log	9.61 MB	06-Nov-2017 10:42:31 PM	☰

The above table shows a list of logs already created on the system, click on the Action icon to view more menu about each log file.

Delete Cache

The last submenu under the Admin Settings is the Delete Cache option, click on it to delete all the cached data from the system. It might take a while depending on the size of the cached data.

Email Communication

This is a build in function for managing emails send from the system, it is part of the 5 blocks from the Settings screen and has a total of 6 sub-menus: Send Mail, View Sent Mails, Scheduled Mails, Contact Enquiries, Email Templates, Email Signatures. Each section is covered below:

Send Email

To send emails from the system to different types of users, click on the Send Email sub-menu. The screen is designed to look like any other mailing client, certain info must be entered before sending the email.

The screenshot shows the 'Send Email' configuration screen. At the top, there are radio buttons for 'Selected Users', 'Group Users', and 'Manual Emails'. Below are several input fields: 'Select User(s)', 'CC: To' (with a note 'multiple emails comma separated'), 'From Name' (pre-filled with 'User Management Plugin'), 'From Email' (pre-filled with 'test@test.com'), 'Subject', 'Select Template' (dropdown menu), and 'Select Signature' (dropdown menu). A 'Schedule Date' field is present with a warning note: 'If you enter schedule date, emails will not be send right now. You need to setup cron job to send scheduled emails. Please refer to documentation for cron job setup.' At the bottom is a rich text editor for the 'Message' with a toolbar containing various formatting options like bold, italic, underline, text color, background color, and font size. A 'Next' button is located at the bottom left. Two callout boxes are present: one labeled 'Email details' pointing to the top section of the form, and another labeled 'Message' pointing to the rich text editor.

Follow the steps below to send an email:

1. Select the type by clicking on either Selected Users, Group Users or Manual Emails
2. Based on point 1, select or type the name of the selected users
3. To CC a person, enter the email address separated by commas
4. By default the From text box is already populated, but can be changed

5. The From Email text box is also pre populated by default
6. Enter the subject of the email
7. If you have templates available, the user can select the template and the signature from the template list
8. Should the user want to send the email on a specific date, click inside the Schedule Date text box to select the date
9. In the message box, type the message and use the tools available
10. Click on the Next button to send the email

View Sent Emails

To view emails already sent from the system, click on the View Sent Email sub-menu from the Email Communication block. A table displaying a list of emails with the status will be displayed, click on the Action button to view the email.

#	Type	Group(s)	From Name	From Email	Subject	Sent By	Sent?	Date Sent	Action
1	Manual Emails	N/A	User Management Plugin	test@test.com	Steve MFL test	Admin	YES	11-Sep-2017	Action

Number of Emails 1 First Previous Next Last Page 1 of 1

Search by name, email, subject and message by entering keywords in the search box. Use the pagination to navigate through the system. There are 2 buttons at the top of the page, click the Send Email to go to the email page OR the Schedule Email to see a list of scheduled emails.

Scheduled Emails

To view a list of scheduled emails from the system, click on the Scheduled Mails sub-menu from the Email Communication block. The same functionality as the View Sent Emails applies.

Contact Enquiries

To view a list of contacts from the system, click on the Contact Enquiries sub-menu from the Email Communication block. The user can search by name, phone, email, requirement and message by typing in the search box.

Email Templates

To view a list of templates from the system, click on the Email Templates sub-menu from the Email Communication block. The user can search by email template name, header, and footer by typing in the search box. To add a template click on the Add Template button.

Email Signatures

To view a list of signatures from the system, click on the Email Signatures sub-menu from the Email Communication block. The user can search by signature by typing in the search box. To add a signature click on the Add Signature button.