

health

Department: Health **REPUBLIC OF SOUTH AFRICA**







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Glossary

- Checkbox
- Tap on this box to either tick or untick the checkbox.
- Save Icon



- Tap on this icon to submit any changes made that needs to be saved.
- Back Button
 - Tap on this button to return to the previous screen / close pop-up.
- Menu Icon



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- By tapping on this icon, it will bring up a list of icons which can be tapped on to navigate to the relevant section.
- Required Fields (Red Star) *
 - Fields with a "red star" indicates that it is a required/compulsory field. Please ensure that this is completed adequately.
- Right Arrow (Next)



- To move to the next step, tap on the right arrow icon which is located in the top right of the screen.
- Left Arrow (Previous/Back)



- To move to a previous step, tap on the left arrow icon which is located in the top left of the screen.
- Search Box Q Search
 - Tap on this box to enter a value which would filter the results based on the text entered.

- Navigation Bar
 - From left to right: Home ; Inbox ; New Case ; Manage Case ; Profile

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- 1. Open the App.
- 2. Tap on Terms & Conditions to open the terms and conditions. Read the Terms & Conditions, as it is required to be accepted for use of the App.
- 3. Tap on the back button next to "Home" to close the Terms & Conditions screen.
- 4. Tap on Register.
- 5. Complete the required user information.
- 6. Tick the box next to Accept T&Cs to accept the Terms & Conditions for this App.
- 7. Tap on Request. Then, tap on Continue to submit the Request.
- 8. Please note:
 - a. Your email address will become your User Login
 - b. You will receive notifications via SMS on the Mobile number provided

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health Department: Health REPUBLIC OF SOUTH AFRICA		REGISTER Terms	ealth artment: by ublic of South Africa SIGN IN & Conditions	 Home The information prov contravention of Sections that have a section of Sections that have a section of Sections information Act 2 of 2000 The recipient underta supplied by the NHLS is of purposes for which it is p they shall remain liable for end user. The information is fo unless further approval for NHLS. In the event of thi including affiliation, of the publications or presentat The Recipient agrees confidential at al timeso. Limited to the properties, composition of the Resul and processes of the Res treated as confidential. This must be protected and Me publications of the Resul details of the Patient under use from the Patient. This health practitioner involve The Recipient shall u minimise the risk of unautivity 	ms & Conditions ided may not to be used in a 14, 15, 16 and 17 of the National d the Promotions of Access to b. where the ansure that the information used ethically and solely for the provided and further acknowledges that, or any breaches of this clause by the r the private use of the recipient only, or publication is obtained from the s, the recipient shall give due credit, e participation of the NHLS in any such ions. to keep the Results secure and Confidentiality includes, but is not characteristics, content and ts. All information relating to the nature tuils in whatever form must also be he identify and particulars of the Patient pt confidentiality and particulars of the Patient ts to third parties must not divulge any ts to third parties must not divulge any tes consent has been obtained for such d Parties mean a party other than any de in the treatment of the patient. se its reasonable endeavours to throrised disclosure or use of the
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First name *		First name	*_John	First name	* John
Surname *		Surname	* Doe		* Doe
Mobile number *		Mobile number	* 0821234567	Mobile number	* 0821234567
Email address *		Email address	* john@doe.co.za	Em Do you want to sub	mit your changes?
Gender *		Gender	*Male	Ger	Continue
Date of birth		Date of birth	* 11/28/1984	Date of birth	11/28/1984
		ID number			* 0411005000070
ID number *			* 8411285008078		8411285008078
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NATIONAL INSTITUTE FOR COMMUNICABLE DISEASES Division of the National Health Laboratory Service

Sign In to App for 1st time

- 1. After the registration, wait for the confirmation SMS with your credentials and temporary password.
- 2. Once received tap on the Sign In button. This will require you to Logout (i.e. you are logging out as the Guest User the default when using the App for the first time)
- 3. Tap on Yes to be able to sign in as a new user (i.e. the credentials sent to you via SMS)
- 4. This will then logout as Guest User and open the Sign In screen.
- 5. Enter the username and temporary password provided via SMS and tap on Login.
 - a. Should you have previously changed your password in the App or on the Webpage, please use this same password when logging in.
- 6. This will then open a second screen that will require you to setup a new password. Provide the new password and tap on Login.
- 7. This will then open the Home Screen.

Logout Are you sure you want to log ou? 100 </th <th>NMC Surveillance</th> <th>NMC Surveillance</th> <th>NMC Surveillance</th>	NMC Surveillance	NMC Surveillance	NMC Surveillance
NMC Surveillance NMC Surveillance	Logout Are you sure you want to log out? No Yes REGISTER SIGN IN Terms & Conditions	Username Password Cancel Login	Cancel Login
Enter your new credentals Did Password Cenfirm Password Cancel Login Cancel Login T&CS Did Password Did Password Did Password Cancel Login Did Password Did Password Did Password Did Password Did Password Did Password	NMC Surveillance Enter your new oredentials Old Password Confirm Password Cancel Login	NMC Surveillance Enter your new credentials	Index Carveillance Index Carveillance





- 1. On the Home screen notice the Accept Terms & Conditions. This gets displayed if the user has not yet accepted terms and conditions in the registration process. If the Accept Terms & Conditions is not visible, Move to step 2, else:
 - a. Tap on "Accept Terms & Conditions".
 - b. Tap on "Accept T&Cs", read the terms and conditions. After which you need to accept it to use the App.
 - c. Tap on the back button next to "Home" to close the Terms & Conditions screen.
 - d. Tick the box next the "Accept T&Cs". Tap on Update and then Continue.
- 2. Basic Navigation:
 - a. You will note the different sections on the Home Screen and shortcut icons at the bottom of the App.
 - b. The bottom navigation bar contains: "Home" ; "Inbox" ; "New Case" ; "Manage Case" ; "Profile"
 - c. By tapping on any of these icons on the Home Screen or Navigation bar, it will take you to that section



Terms &	Conditions	Jpdate
Personal details	Accept T&	Cs 🎽
Title	Dr	
First name	John	
Surname	Doe	
Mobile number	0821234567	
Email address	john@doe.co.za	
Gender	Male	
Date of birth	1984/11/28	
ID number	8411285008078	3
Occupation	Doctor	
Occupation (if other)	
SANC/HPCSA nr.		
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- 3. Another way of navigating would be via the Menu, which is accessible via the icon in the top left
 - a. By tapping on the Menu icon, it will bring up a list of icons which can be tapped on to navigate to the relevant section.
- 4. Logout of App:
 - a. Tap on the Logout icon either on the Menu list or on the Home Screen.
 - b. Then tap on Yes to log out.





health

Department: Health REPUBLIC OF SOUTH AFRICA





- 1. Accessing User Inbox
 - a. Navigate to Inbox by tapping the Inbox Icon in the Menu List or the Navigation Bar
 - b. On the Inbox screen scroll through the list of messages available on the Current Inbox tab or Archived Inbox tab
 - c. Tap on Search to search Inbox for required message.
 - d. Tap on "View" to open the required message.
 - e. If the message relates to a Case, it will display a summary of the case below the message.
 - f. Tap on "View Case" to view more information relevant to that case.
- 2. Acknowledging a message
 - a. Should a message require acknowledgement, a button named "Acknowledge" will appear in the top right of the message.
 - b. Tap on the "Acknowledge" button to acknowledge the message.











- 1. Logging a New Clinical Case
 - Navigate to New Case by tapping the New Case Icon in the Menu List or the Navigation Bar a.
 - You will then see a list of sections for the Case that needs to be completed. b.
 - A stepped approach is used in order to complete a New Case. C.
 - Tap on the Start button to start capturing New Case information. d.
 - Hover over (1) for more detail regarding that field. e.
 - f. Fields with a "red star" indicates that it is a required/compulsory field. Please ensure that this is completed adequately. i.
 - To move to the next step, tap on the right arrow icon in the top right. g.
 - h. To move to a previous step, tap on the left arrow icon in the top left.
 - Repeat this until the last step (i.e. Vaccination History) is completed. i.
 - j. Tap on the save icon, after which you should tap on Continue.



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- 2. Logging a New Clinical Case (continued)
 - a. A stepped approach is used in order to complete a New Case.
 - b. Continue working through the New Case, by capturing the required/compulsory fields and any additional information that may be available.
 - c. Hover over @ for more detail regarding that field.
 - d. Fields with a "red star" indicates that it is a required/compulsory field.
 - i. Please ensure that this is completed adequately.
 - e. To move to the next step, tap on the right arrow icon in the top right.
 - f. To move to a previous step, tap on the left arrow icon in the top left.
 - g. Repeat this until the last step (i.e. Vaccination History) is completed.
 - h. Tap on the save icon, after which you should tap on Continue.







- 1. Viewing a Case
 - a. When navigating to view a case selected from either a Message "View Case" or the View/Edit Case Icon in the Menu List or the Navigation Bar, it opens that selected case and starts off by showing a summary of the case.
 - b. Tap on "More info" to view sections available with more information related to the case.
 - i. Should a case be linked to lab results, a lab results section will be available at the bottom, below 'Vaccination History / Specimen'.
 - c. Tap on any section to navigate to it and view the relevant information.
 - d. After going to a selected section, you can tap on the right arrow icon to move to the next section.
 - e. By tapping on the left arrow icon, it will take you back to the summary list of sections for the particular case.





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View Case

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	Contact no.	Dat	te of symptom
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- 1. Editing a Case
 - a. When viewing a case as per the View Case section above, you can tap on Edit in the top right corner should you have sufficient rights to edit the case. This will navigate you to the Edit Case screen.
 - b. When navigating to edit a case, it opens that selected case and starts off by showing a summary of the case.
 - c. Tap on "More info" to view sections available with more information related to the case.
 - d. Tap on any section to navigate to it and view/edit the relevant information.
 - e. Once the desired changes have been affected, tap on the save icon, after which you should tap on Continue.
 - f. After going to a selected section, you can tap on the right arrow icon to move to the next section.
 - g. By tapping on the left arrow icon, it will take you back to the summary list of sections for the particular case.







Edit Case

Employer / Ed. institution address Institution Country Province City / Town Suburb Address 1 Address 1 Address 2 Postal Code Contact history Postal Code Contact no. MutC Case 180228, 07215 <a "="" href="https://www.mathemature">https://www.mathemature"">https://www.mathemature"" <a "="" <="" a="" href="https://www.mathemature">		B NMC Case 180228_07215	B NMC Case 180228_07215
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Province City / Town Suburb Address 1 Address 2 Postal Code Contact no. Date of diagnosis 2* 01/02/2018 Date of symptom a onset * 31/01/2018 McC case 180228, 07215 Mcdiagnosed Malaria Symptom 1 Fever Symptom 2 Headache Treatment 1 Country/province Country/province Country/province Contact history Noc case 180228, 07215 Mc diagnosed Malaria Symptom 1 Fever Symptom 2 Headache Treatment 1 Coartem Treatment 2 Artesunate Vaccination status Unknown Last vaccination date 2 Country/province Country/province Country/province Country/province Date of entry Date of specimen collected?* No Date of specimen barcode Specimen barcode Specimen barcode Specimen barcode	Country	Contact history *Yes	Ward name
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- 1. View Profile Information of User logged in and/or Edit Profile Information of User logged in
 - a. Tap on either Profile details, Personal details, Contact details or Linked facilities to navigate to the section and view/edit the required information.
 - b. Should you wish to edit any information, adjust the field data accordingly and tap on the save icon in the top right, after which you should tap on Continue.
 - i. This is applicable in Personal details and Contact details.
 - ii. For Linked facilities, see details on next page.







- 1. Linked facilities enable a user to select the linked facilities from a list when logging a New Case.
- 2. To Link a facility to a User:
 - a. From the Profile screen tap on Linked facilities.
 - b. Any facilities currently linked to the User will appear here, with it being blank should none be linked.
 - c. To link a new facility or facilities, tap on the "Link" button.
 - d. Filter the facilities with the available filters (i.e. Country, Province, District, Sub-District).
 - a. Tick the appropriate facility you would like to link.
 - e. Tap on the save icon, after which you should tap on Continue.





Profile	8
← Linked facilities	Link
Mankweng Hospital	
Botlokwa Health Centre	2
Mukula Clinic	
Lambani Clinic	
Tshilidzini Hospital	
Humansdorp Hospital	
Masisi Clinic	
Dzwerani Clinic	₹
Charles Johnson Memorial District Hospital	
Life Midmed Hospital	
@heart Centre	◄
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- 1. Unlinking a facility or facilities from a user profile:
 - a. From the Profile screen tap on Linked facilities.
 - b. Any facilities currently linked to the User will appear here, with it being blank should none be linked.
 - c. Untick any checkboxes of linked facilities that you would like to remove.
 - d. Tap on the save icon, after which you should tap on Continue.





Profile	2
Linked facilities	Link
Tembisa Hospital	
Mankweng Hospital	
Botlokwa Health Centre	
Mukula Clinic	
Lambani Clinic	
Tshilidzini Hospital	
Humansdorp Hospital	
Masisi Clinic	
Dzwerani Clinic	
Charles Johnson Memorial District Hospital	
Life Midmed Hospital	





- 1. Authorising User(s)
 - a. Whilst on the Home Screen, select Authorise Users (for privileged users only)
 - b. A list of NMC Surveillance Users that require authorisation will appear.
 - c. Tap on any of the users listed, after which a pop-up will appear with their registration information.
 - d. Tap on the back button next to "Authorise Users" to return to the list of users.
 - e. If you would like to authorise a particular user, tick the checkbox in line with the particular user.
 - f. Tap on the save icon, after which you should tap on Continue.
 - g. Notice the users(s) that where authorised are no longer on the list of users.





