



health

Department:
Health
REPUBLIC OF SOUTH AFRICA

NMC Surveillance System (Android App)

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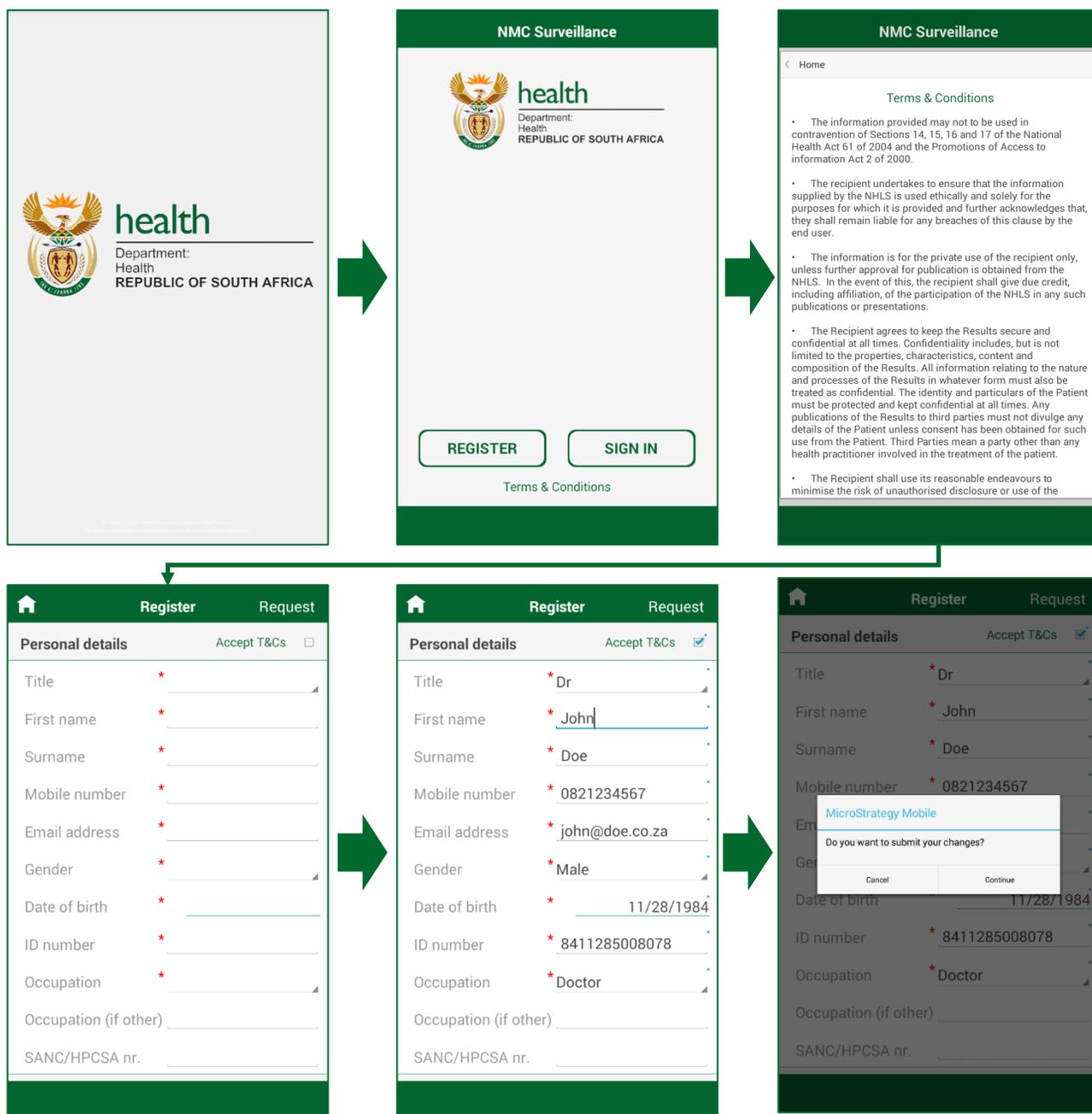
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Glossary

- **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** 
 - 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** 
 - 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

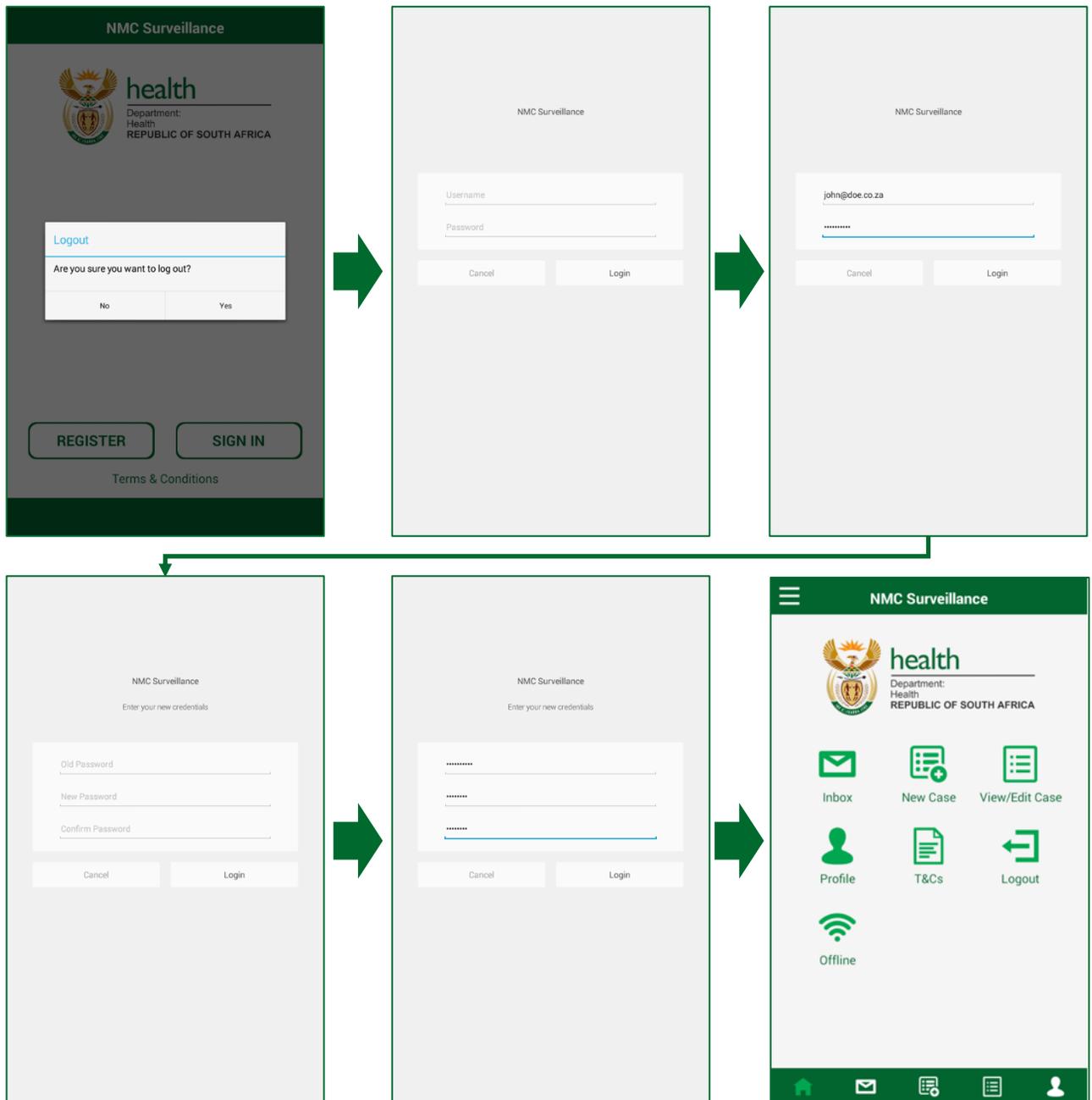
Register New User

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



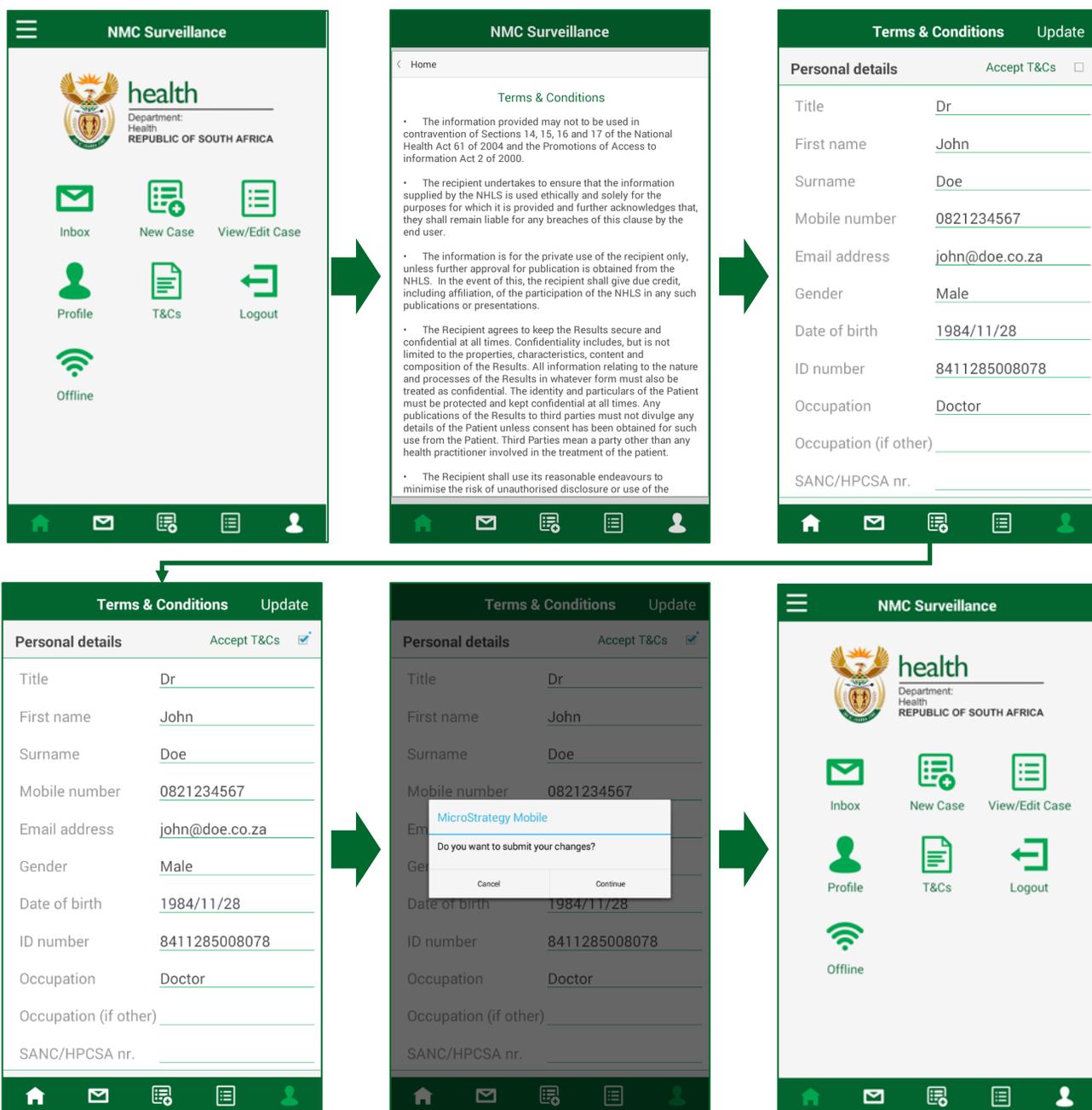
Sign In to App for 1st time

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.



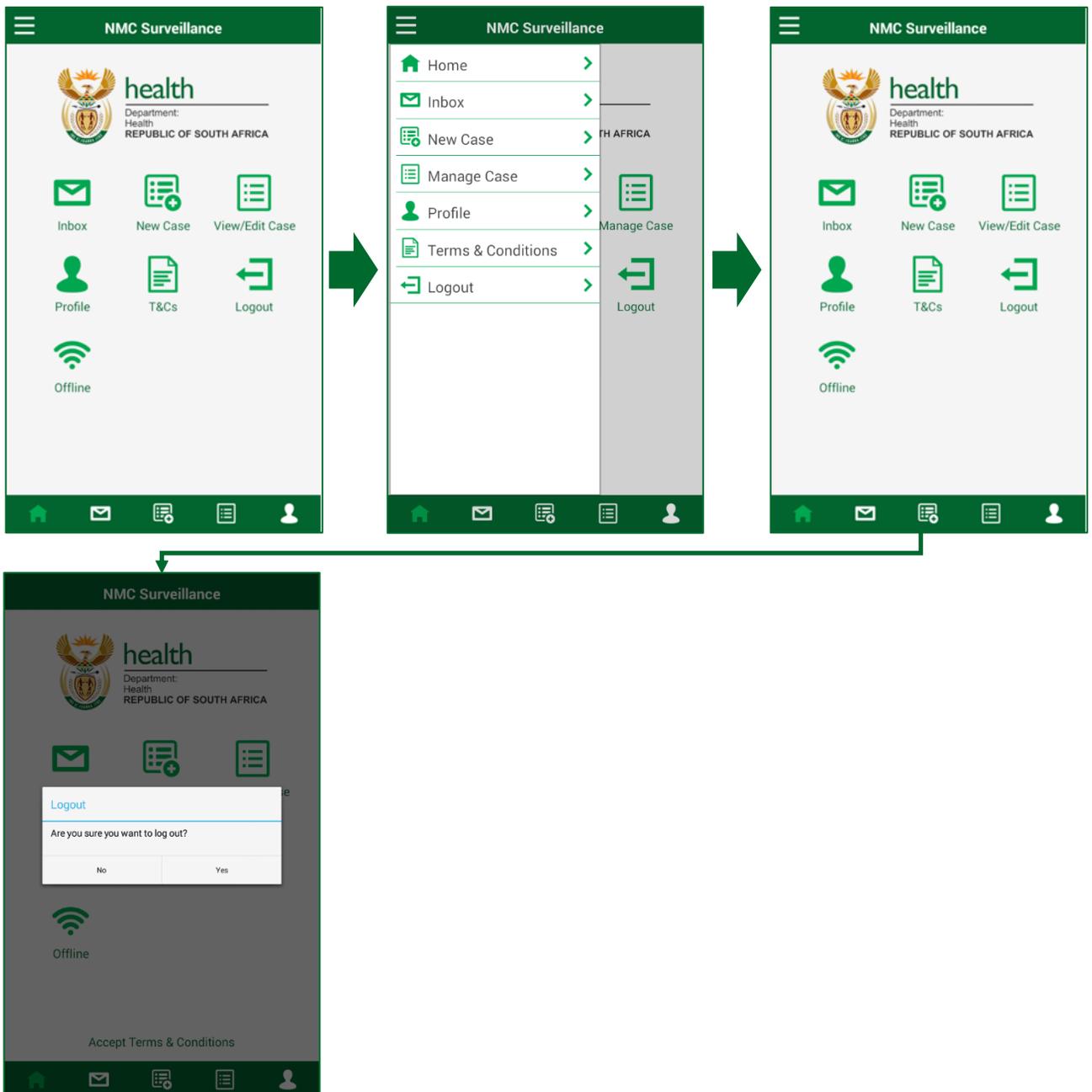
Navigation

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



Navigation

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.



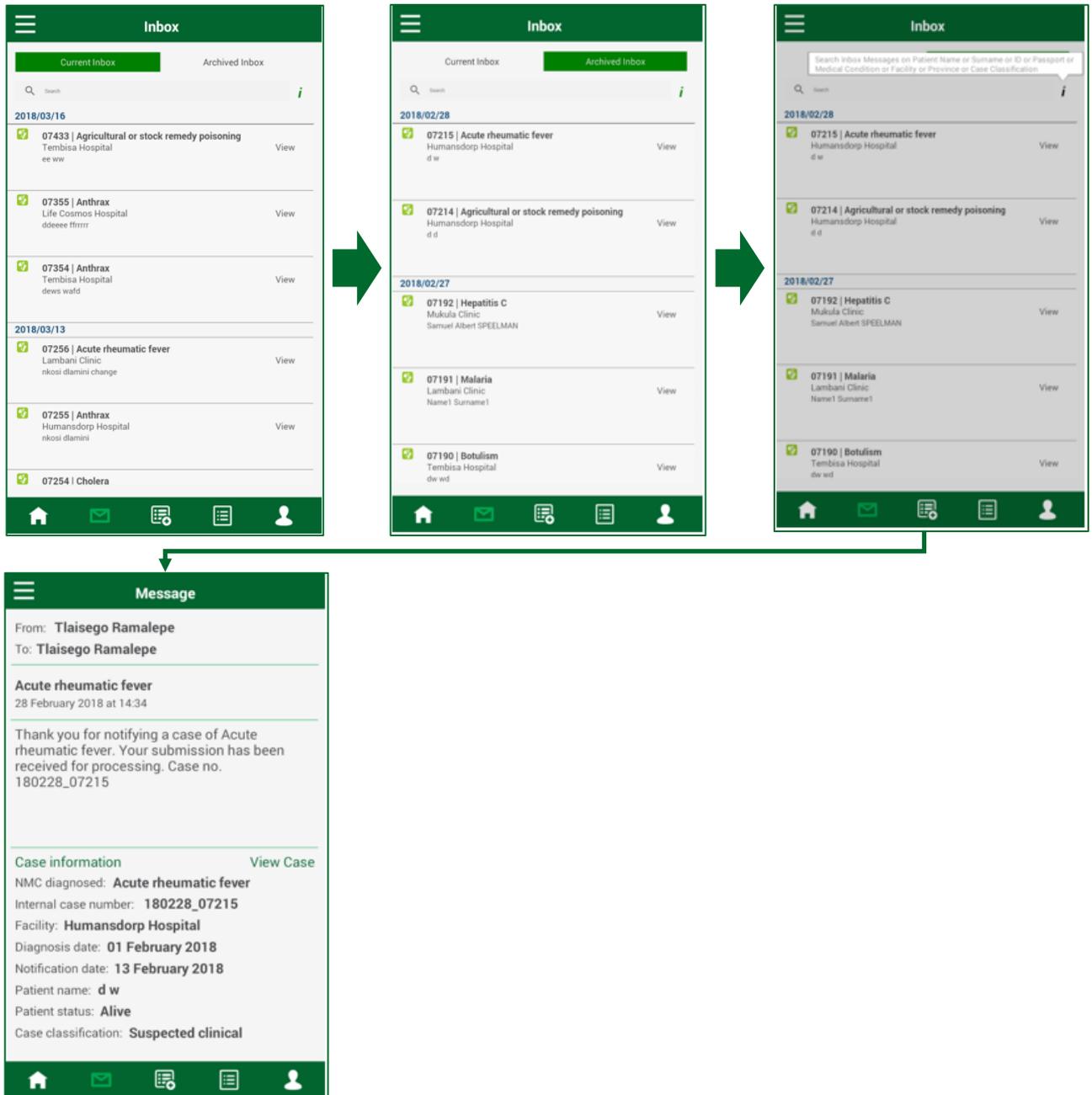
Inbox

1. Accessing User Inbox

- Navigate to Inbox by tapping the Inbox Icon in the Menu List or the Navigation Bar
- On the Inbox screen scroll through the list of messages available on the Current Inbox tab or Archived Inbox tab
- Tap on Search to search Inbox for required message.
- Tap on "View" to open the required message.
- If the message relates to a Case, it will display a summary of the case below the message.
- Tap on "View Case" to view more information relevant to that case.

2. Acknowledging a message

- Should a message require acknowledgement, a button named "Acknowledge" will appear in the top right of the message.
- Tap on the "Acknowledge" button to acknowledge the message.



New Case

1. Logging a New Clinical Case

- Navigate to New Case by tapping the New Case Icon in the Menu List or the Navigation Bar
- You will then see a list of sections for the Case that needs to be completed.
- A stepped approach is used in order to complete a New Case.
- Tap on the Start button to start capturing New Case information.
- Hover over  for more detail regarding that field.
- Fields with a “red star” indicates that it is a required/compulsory field.
 - Please ensure that this is completed adequately.
- To move to the next step, tap on the right arrow icon in the top right.
- 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.
- Tap on the save icon, after which you should tap on Continue.

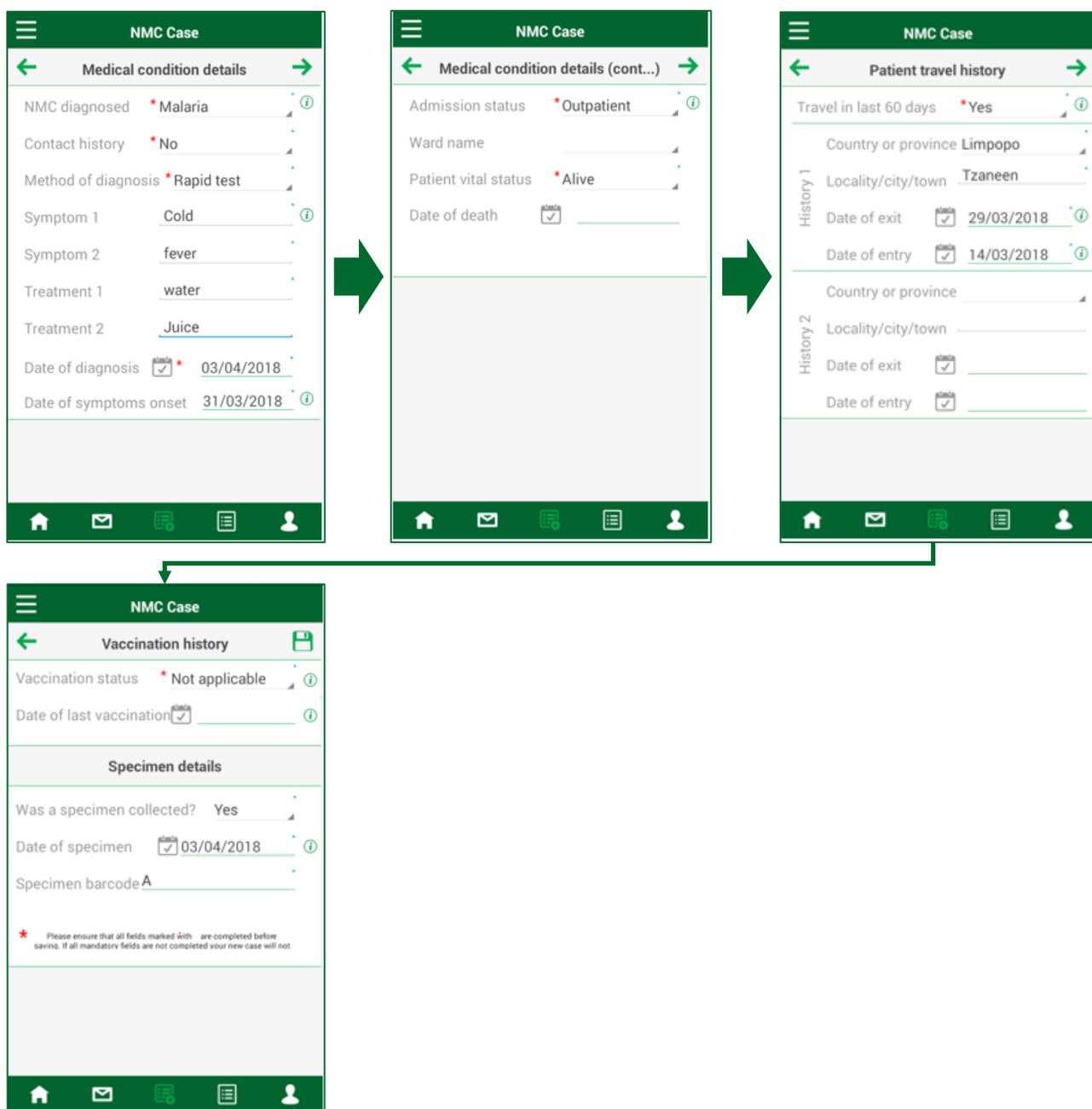
The screenshots illustrate the following steps in the NMC Case logging process:

- Step 1: Main Menu** - Shows the 'NMC Case' screen with a 'Start' button and a list of sections: Facility details, Patient demographics, Patient residential details, Employer / Ed. institution details, Medical condition details, Patient travel history, and Vaccination history / Specimen.
- Step 2: Facility details** - Shows fields for Facility (Paarl Hospital), District (CAPRICORN), Contact number 1 (0117245623), Contact number 2 (0117246453), File/Folder no. (PAR2978), HPRS-PRN, and Date of notification (04/04/2018).
- Step 3: Patient demographics** - Shows fields for First name (Trust), Surname (App), S.A ID no. (0012155613083), Passport, Citizenship (South African (South...)), D.O.B. known (Yes), Date of birth (15/12/2000), Age, Gender (Male), Pregnancy status (Unknown), and Contact no. (0782134543).
- Step 4: Patient residential address** - Shows fields for Country (South Africa), Province (Gauteng), City / Town (Johannesburg), Suburb (Alexandra), Address 1 (No 1215), Address 2 (applications street), and Postal Code (2090).
- Step 5: Employer / Ed. institution address** - Shows fields for Institution (NICD), Country (South Africa), Province (Gauteng), City / Town (Johannesburg), Suburb (Sandringham), Address 1, Address 2, Postal Code, and Contact no.

New Case

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.



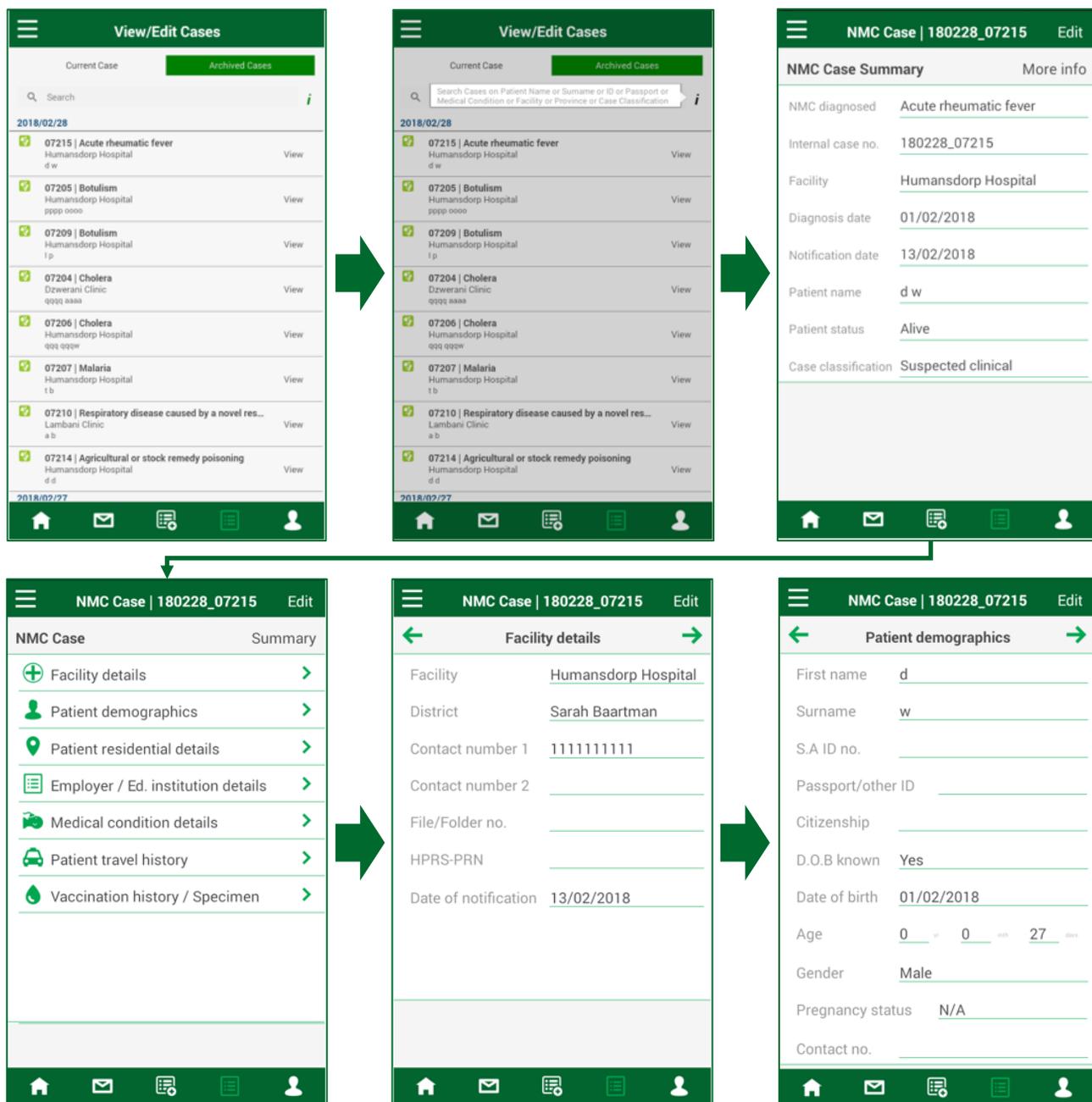
The screenshots illustrate the following steps in the NMC Surveillance System:

- Step 1: Medical condition details**
 - NMC diagnosed: *Malaria
 - Contact history: *No
 - Method of diagnosis: *Rapid test
 - Symptom 1: Cold
 - Symptom 2: fever
 - Treatment 1: water
 - Treatment 2: Juice
 - Date of diagnosis: 03/04/2018
 - Date of symptoms onset: 31/03/2018
- Step 2: Medical condition details (cont...)**
 - Admission status: *Outpatient
 - Ward name: [empty]
 - Patient vital status: *Alive
 - Date of death: [empty]
- Step 3: Patient travel history**
 - Travel in last 60 days: *Yes
 - Country or province: Limpopo
 - Locality/city/town: Tzaneen
 - History 1:
 - Date of exit: 29/03/2018
 - Date of entry: 14/03/2018
 - History 2:
 - Country or province: [empty]
 - Locality/city/town: [empty]
 - Date of exit: [empty]
 - Date of entry: [empty]
- Step 4: Vaccination history**
 - Vaccination status: *Not applicable
 - Date of last vaccination: [empty]
 - Specimen details:
 - Was a specimen collected?: Yes
 - Date of specimen: 03/04/2018
 - Specimen barcode: A
 - * Please ensure that all fields marked with * are completed before saving. If all mandatory fields are not completed your new case will not

View Case

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.



View Case

☰ NMC Case | 180228_07215 Edit

← Patient residential details →

Country South Africa

Province Mpumalanga

City / Town dd

Suburb dd

Address 1 dd

Address 2 _____

Postal Code _____

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☰ NMC Case | 180228_07215 Edit

← Employer / Ed. institution details →

Institution _____

Country _____

Province _____

City / Town _____

Suburb _____

Address 1 _____

Address 2 _____

Postal Code _____

Contact no. _____

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☰ NMC Case | 180228_07215 Edit

← Medical condition details →

NMC diagnosed Acute rheumatic fever

Contact history Yes

Method of diagnosis X-ray

Symptom 1 _____

Symptom 2 _____

Treatment 1 _____

Treatment 2 _____

Date of diagnosis 01/02/2018

Date of symptoms onset 31/01/2018

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☰ NMC Case | 180228_07215 Edit

← Medical condition details (cont...) →

Admission status Inpatient

Ward name Ward A

Patient vital status Alive

Date of death _____

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☰ NMC Case | 180228_07215 Edit

← Patient travel history →

Travel in last 60 days No

Country or province _____

Locality/city/town _____

Date of exit _____

Date of entry _____

Country or province _____

Locality/city/town _____

Date of exit _____

Date of entry _____

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☰ NMC Case | 180228_07215 Edit

← Vaccination history →

Vaccination status Not applicable

Date of last vaccination _____

Was a specimen collected? _____

Date of specimen _____

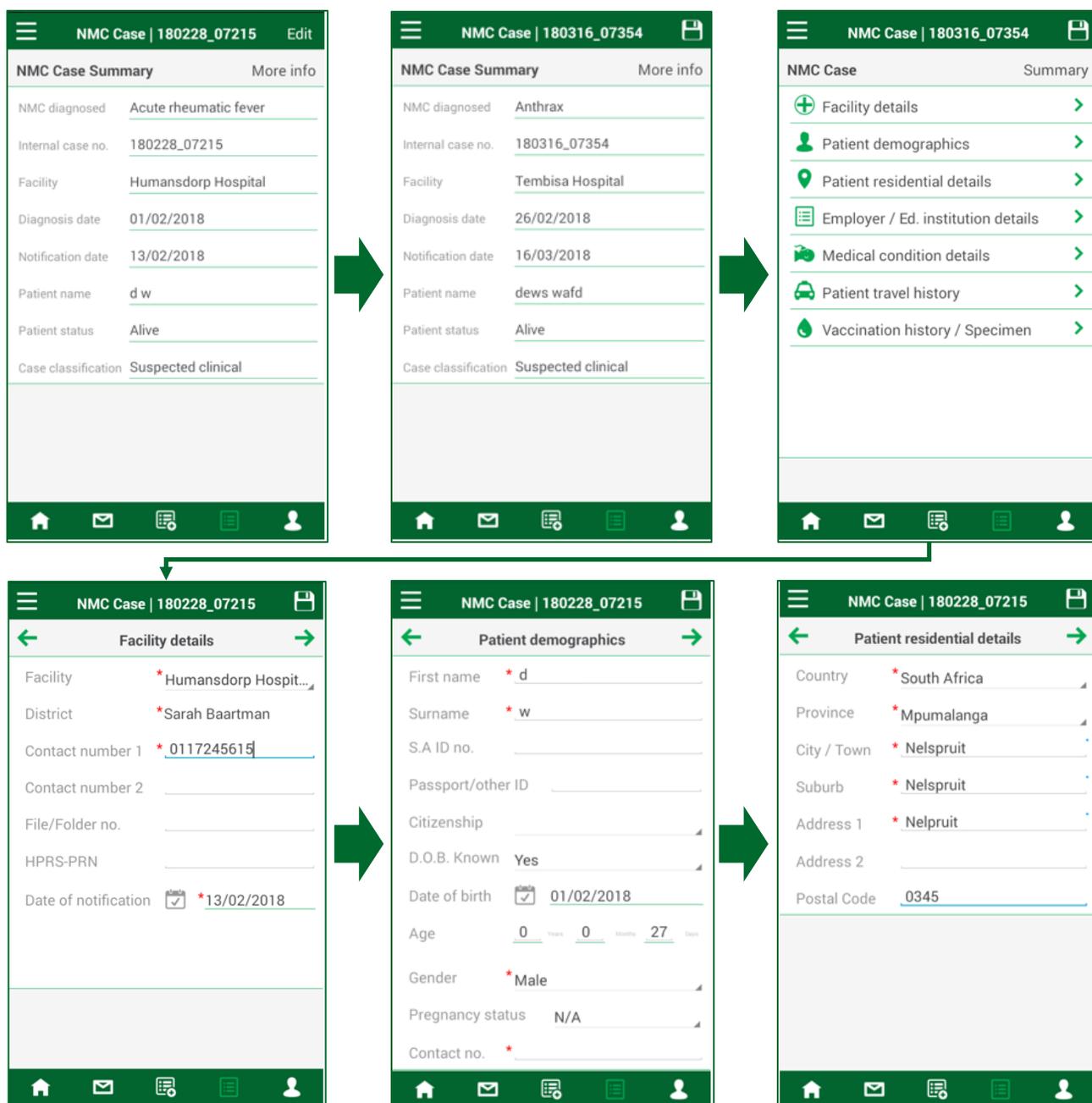
Specimen barcode _____

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Edit Case

1. Editing a Case

- 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.
- When navigating to edit a case, it opens that selected case and starts off by showing a summary of the case.
- Tap on "More info" to view sections available with more information related to the case.
- Tap on any section to navigate to it and view/edit the relevant information.
- Once the desired changes have been affected, tap on the save icon, after which you should tap on Continue.
- After going to a selected section, you can tap on the right arrow icon to move to the next section.
- By tapping on the left arrow icon, it will take you back to the summary list of sections for the particular case.



Edit Case

NMC Case | 180228_07215

Employer / Ed. institution address

Institution _____

Country _____

Province _____

City / Town _____

Suburb _____

Address 1 _____

Address 2 _____

Postal Code _____

Contact no. _____

NMC Case | 180228_07215

Medical condition details

NMC diagnosed * Acute rheumatic fever

Contact history * Yes

Method of diagnosis X-ray

Symptom 1 *

Symptom 2 _____

Treatment 1 _____

Treatment 2 _____

Date of diagnosis * 01/02/2018

Date of symptoms onset * 31/01/2018

NMC Case | 180228_07215

Medical condition details (cont...)

Admission status * Inpatient

Ward name _____

Patient vital status * Alive

Date of death _____

NMC Case | 170505_00001

Medical condition details

NMC diagnosed * Malaria

Symptom 1 * Fever

Symptom 2 Headache

Treatment 1 Coartem

Treatment 2 Artesunate

Vaccination status Unknown

Last vaccination date _____

Contact history * No

Method of diagnosis Clinical signs and...

NMC Case | 180228_07215

Patient travel history

Travel in last 60 days * No

Country/province _____

History 1

Locality/city/town _____

Date of exit _____

Date of entry _____

Country/province _____

History 2

Locality/city/town _____

Date of exit _____

Date of entry _____

NMC Case | 180228_07215

Vaccination history

Vaccination status Not applicable

Date of last vaccination _____

Specimen details

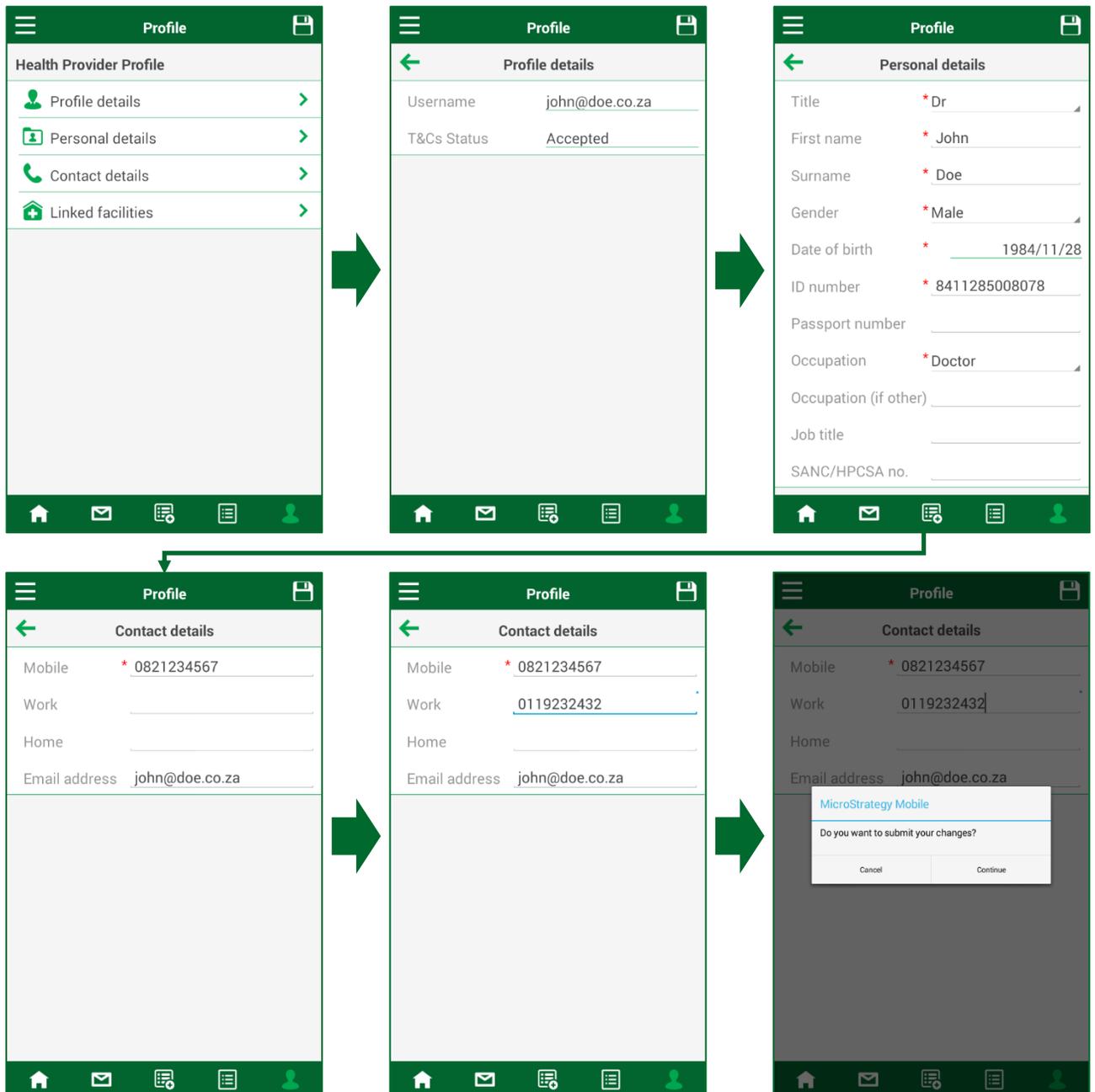
Was a specimen collected? * No

Date of specimen _____

Specimen barcode _____

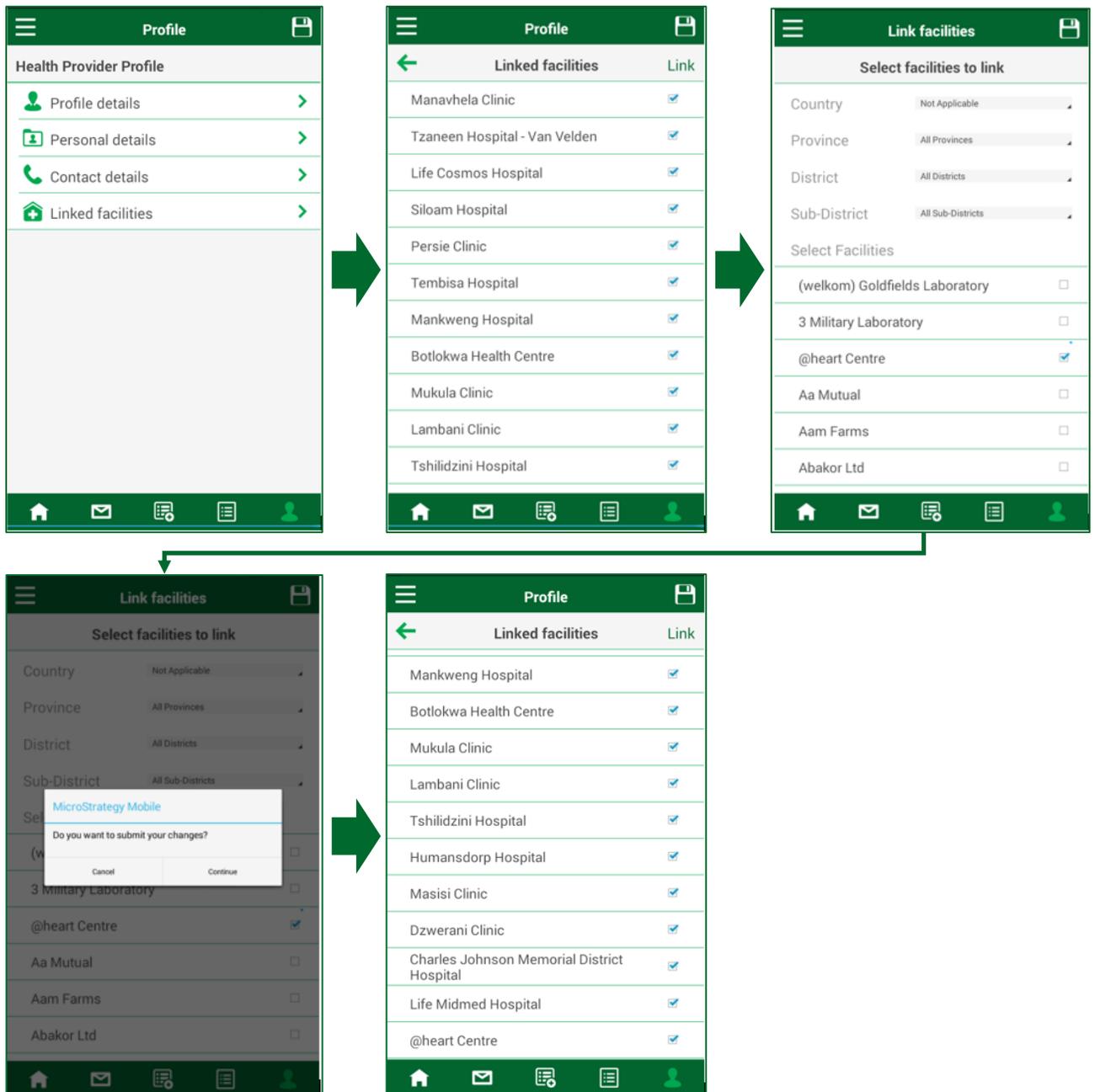
Profile

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.



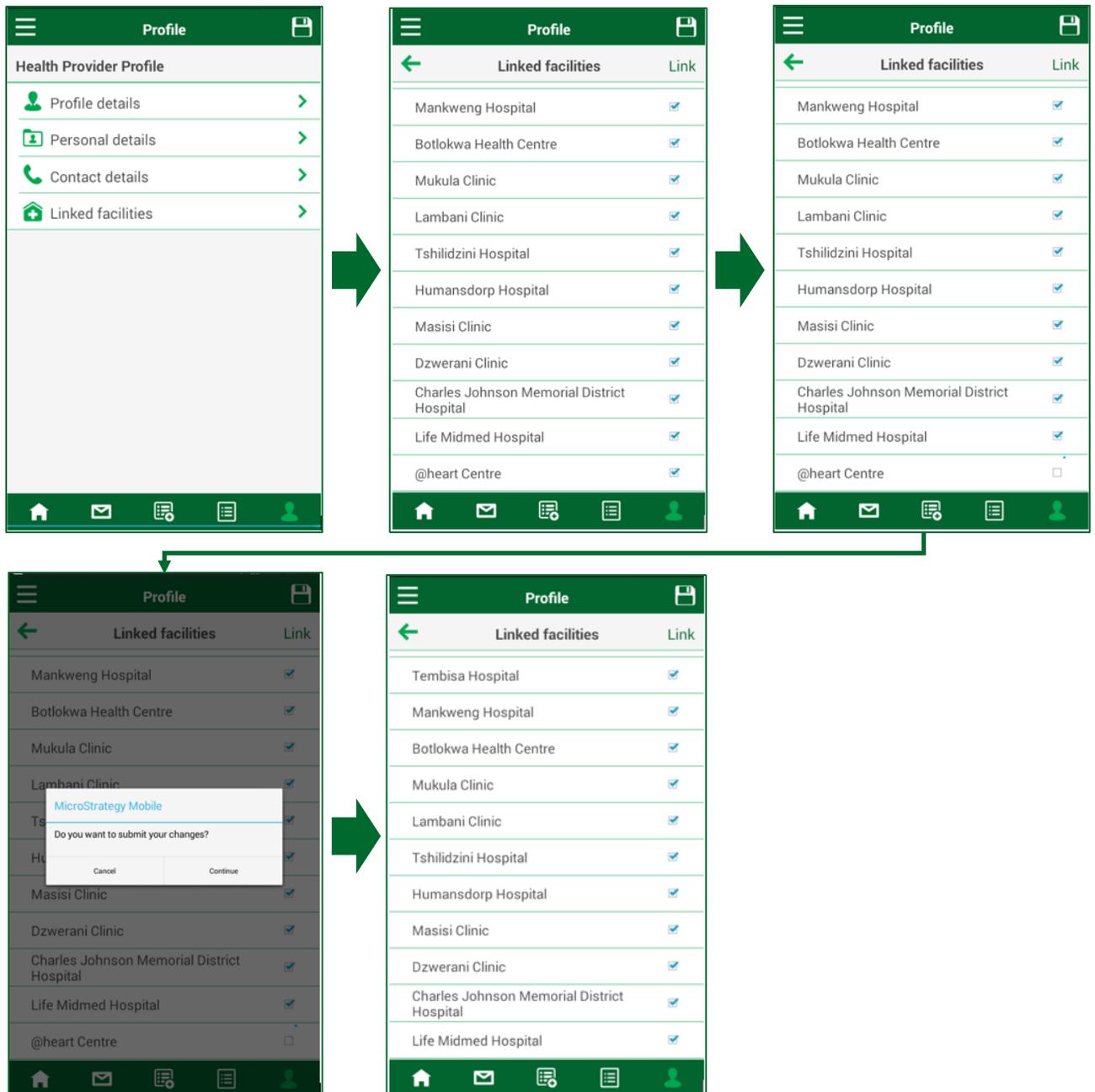
Profile – Link Facilities

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 – Unlink Facilities

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.



Authorise User(s) (for privileged users only)

1. Authorising User(s)

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

