NMC Surveillance System (Web)

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Glossary

- Tab List

  - The Tab List is the navigation for the web system. Users can click on the different tabs on this list to navigate to specified screen.

- Checkbox ☐ ☑

  - Click on this box to either tick or untick the checkbox.

- Save Icon

  - Click on this icon or the button that says Save to submit any changes made that needs to be saved.

- Required Fields (Red Star) ✻

  - Fields with a "red star" indicates that it is a required/compulsory field. Please ensure that this is completed adequately.

- Dropdown

  - Click on the dropdown to view and select a list.

- Search Box | Search |

  - Click on this box to enter a value which would filter the results based on the text entered.

- Information Icon ⓘ

  - Hover mouse over the icon for more detail regarding the specific field

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Accessing NMC Surveillance Web

1. To open the web system of the NMC Surveillance system
    a. Navigate to the following address as per the images below
    https://mstrweb.nicd.ac.za/MicroStrategy/asp/Main.aspx?Port=0&Project=NMC&Server=NICDSAND
    MSTRI01&currentViewMedia=1&documentID=8792FA5D45C28599C638BDBA96662A47&evt=2048
    001&src=Main.aspx.2048001&visMode=0

    b. Provide the user name and password, then click on the Login button
    c. Click on any of the Icons OR click on Inbox

2. To view Terms & Conditions
    a. Click on the Terms & Conditions button at the right bottom of the screen. This will then pop-up a screen containing the terms and conditions.
    b. Read the Terms & Conditions and click anywhere off the pop-up to close the pop-up
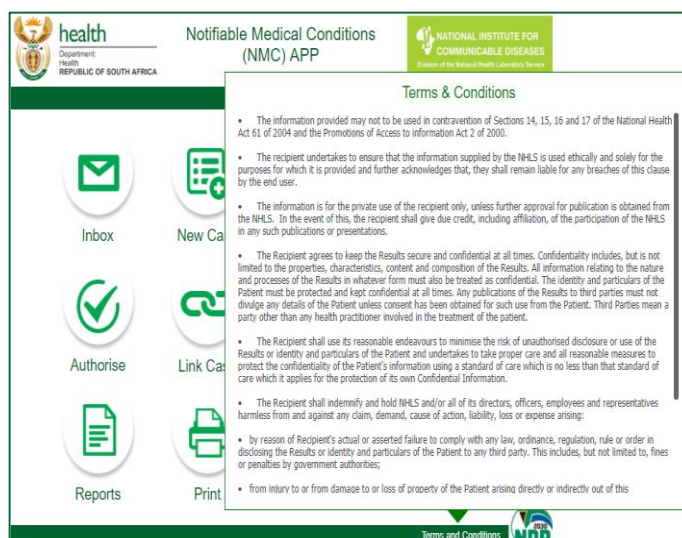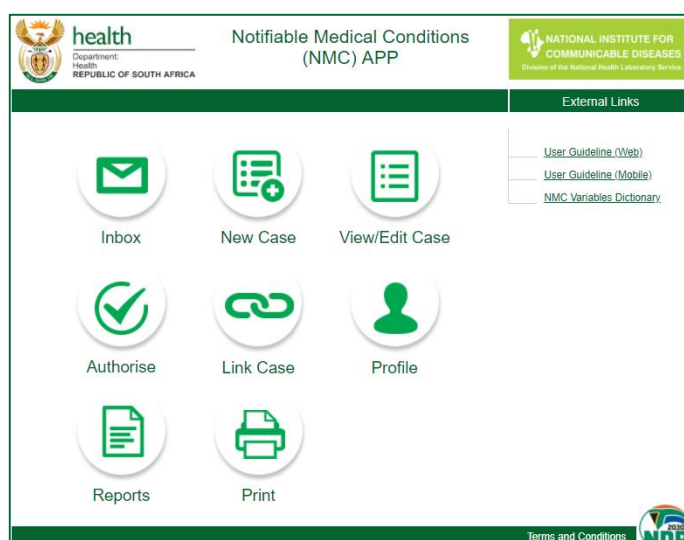
Inbox

1. Accessing User Inbox
    a. Navigate to Inbox by clicking on the Inbox Icon on the Home Screen or the Inbox Tab in the Tab List.
    b. On the Inbox screen scroll through the list of messages available in the left hand side.
        I. Current tab – shows cases that are not older than 15 days. It excludes confirmed and discarded cases.
        II. Archive tab – shows cases older than 15 days. It includes confirmed and discarded cases.
    c. Click on the messages to open the required message.
    d. Click on the Mark as Read button to acknowledge that you have read the message, after which you should click on Yes.
    e. If the message relates to a Case, it will display a summary of the case below the message.
    f. Click on "View Details" 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. Click on the "Acknowledge" button to acknowledge the message.

Inbox - View Details

1. Viewing a Case
    a. When navigating to view a case selected from the Inbox section, it opens that selected case and starts off by showing a summary of the case on the left hand side and a tab section with five tabs. Namely Facility; Patient; Condition/Travel History; Vaccination History/Specimen and Lab
    b. Click on any tab to navigate to it and view the relevant information.
    c. Lab Results:
        i. Lab Results will be blank should no Lab Results be available or linked to the selected case.
        ii. Should Lab Results be available, a list of the different results will appear.
        iii. Click on any of the results in the list for more information to appear in a pop-up screen.
        iv. To close the pop-up screen click anywhere other than on the pop-up screen.

New Case

1. Logging a New Clinical Case
   a. Navigate to New Case by clicking on the New Case Icon or the New Case Tab in the Tab List. This will then open a tab section with four tabs. Namely Facility; Patient; Condition/Travel History and Vaccination History/Specimen Details.
   b. Enter all relevant information.
   c. Hover over ⓘ for more detail regarding that field.
   d. To find an existing case, click on Search for Existing Case on the left side and a list of cases will display.
   e. Fields with a "red star" indicates that it is a required/compulsory field.
      i. Please ensure that this is completed adequately.
   f. To move to the next tab, click on the next tab.
   g. To move to a previous tab, click on the previous tab.
   h. Repeat this until the last tab (i.e. Vaccination History/Specimen Details) is completed.
   i. Click on the Save button, after which you should click on Yes.
      i. Notice the Save button is only available in Vaccination History/Specimen Details and should only be clicked once all compulsory information has been completed.
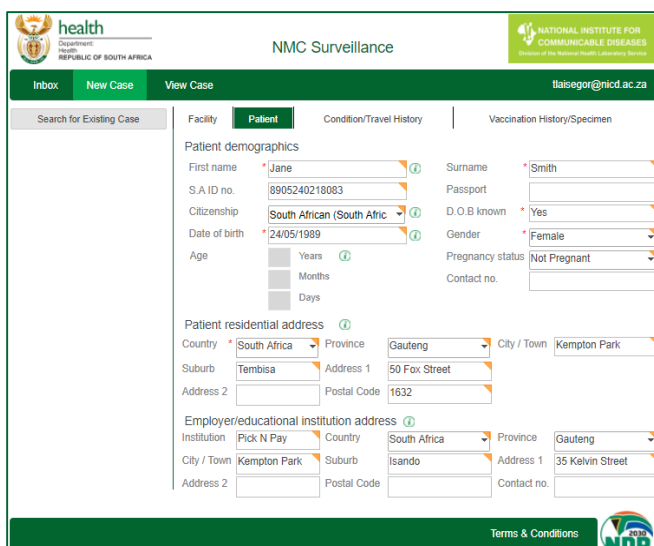
New Case

View Cases

1. The View Cases tab allows you to view any of the cases that you are allowed to see.
    a. On the View Cases tab,
        a. The Current tab shows cases that are not older than 15 days. It excludes confirmed and discarded cases.
        b. The Archive tab shows cases that are older than 15 days. It includes confirmed and discarded cases.
    b. Search for a case to view (either by scrolling or using the search box) on the left hand side of the screen.
    c. Click on a case to open that specific case. This opens that selected case and displays a tab section with six tabs. Namely Summary; Facility; Patient; Condition/Travel History; Vaccination History/Specimen and Lab.
    d. Click on any tab to navigate to it and view the relevant information.
    e. Should you have Edit Case rights, a Edit/Manage Case button will be available in the Tab List.
    f. Lab Results:
        i. Lab Results will be blank should no Lab Results be available or linked to the selected case.
        ii. Should Lab Results be available, a list of the different results will appear.
        iii. Click on any of the results in the list for more information to appear in a pop-up screen.
        iv. To close the pop-up screen click anywhere other than on the pop-up screen.

View Cases

Edit Case

1. Editing a Case
   a. When viewing a case as per the View Case section above, you can click on Edit Case in the Tab List should you have sufficient rights to edit the case. This will navigate you to the Edit Case tab.
   b. When navigating to Edit case, it starts off by showing a summary of the case on the left hand side and a tab section with five tabs. Namely:
      i. Facility;
      ii. Patient;
      iii. Condition/Travel History;
      iv. Vaccination History/Specimen;
      v. Lab(not editable).
   c. Click on any editable field to edit the relevant information.
   d. Click on the save icon next to the NMC Case Summary (in the left top) OR on the Save button in the bottom right, after which you should click on Yes.

Update Case Classification

1. Updating the Case Classification
   a. When viewing a case as per the View Case section above, you can click on Edit Case in the Tab List should you have sufficient rights to edit the case. This will navigate you to the Edit Case tab.
   b. When navigating to Edit case, it starts off by showing a summary of the case on the left hand side and a tab section with five tabs. Namely:
      i. Facility;
      ii. Patient;
      iii. Condition/Travel History;
      iv. Vaccination History/Specimen;
      v. Lab (not editable).
   c. On the left hand side in the case summary click on the 'New case classification' dropdown.
   d. Select a new case classification.
   e. Click on the save icon next to the NMC Case Summary (in the left top) OR on the Save button in the bottom right, after which you should click on Yes.

Authorise User(s) (for privileged users only)

1. Authorising User(s)
   a. Navigate to the Authorise Users Icon (for privileged users only).
      i. The Authorise Users Icon is only available from the Home screen (for privileged users).
   b. A list of NMC Surveillance Users that require authorisation will appear on the left hand side of the screen.
   c. Click on any of the users listed, which will then display their registration information on the right.
   d. If you would like to authorise a particular user, click on that particular user (on the left hand side). Then click on the Authorise button in the top right corner (under the username), after which you should click on Yes.
   e. Notice the users(s) that were authorised are no longer on the list of users.

1. View Profile Information of User logged in and/or Edit Profile Information of User logged in
   a. Click on the Profile Icon or the username in the Tab List and from the list select Profile. This then opens the profile tab.
   b. Should you wish to edit any information, adjust the field data accordingly and click on the save button in the right bottom, after which you should click on Yes.
      i. 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. On the Profile tab, any facilities currently linked to the User will appear in the right hand section of the screen, with it being blank should none be linked.
    b. Click on the Link button next to Linked facilities, after which a pop-up will appear that will allow you to filter facilities.
    c. Filter the facilities with the available filters (i.e. Country, Province, District, Sub-District).
    a. Tick the appropriate facility you would like to link.
    d. Click on the Save button, after which you should click on Yes.

Profile – Unlink Facilities

1. Unlinking a facility or facilities from a user profile:
   a. On the Profile tab, any facilities currently linked to the User will appear in the right hand section of the screen, with it being blank should none be linked.
   b. Untick any checkboxes of linked facilities that you would like to remove.
   c. Click on the Save button, after which you should click on Yes.

Print

1. To print a case:
   a. Navigate and click on the Print Icon on the Home/Landing page.
   b. Search or select a case that requires printing from the list that pops up.
   c. Click "View" displayed on the right side of the case that's selected. This will automatically export the case to PDF to be printed.