



Ministry of Health

COVID-19 Aggregate Summary Reports

Step by Step Guide



DATA ENTRY

Pre-requisites

1. Working knowledge of the primary data collection tools
2. Knowledge and skills in using Web browsers e.g. Google Chrome, Fire Fox Mozilla, Safari for accessing Web applications
3. Fundamental concepts of DHIS2

Logging In and Navigation

Accessing the System

The System is accessible at <https://dhis.mets.or.ug>

Note

- Use Google Chrome to navigate to the training server
- Avoid Internet Explorer (IE) if possible
- Firefox, Safari, and Microsoft Edge work for most functions



RASS Accounts

There are four main account types;

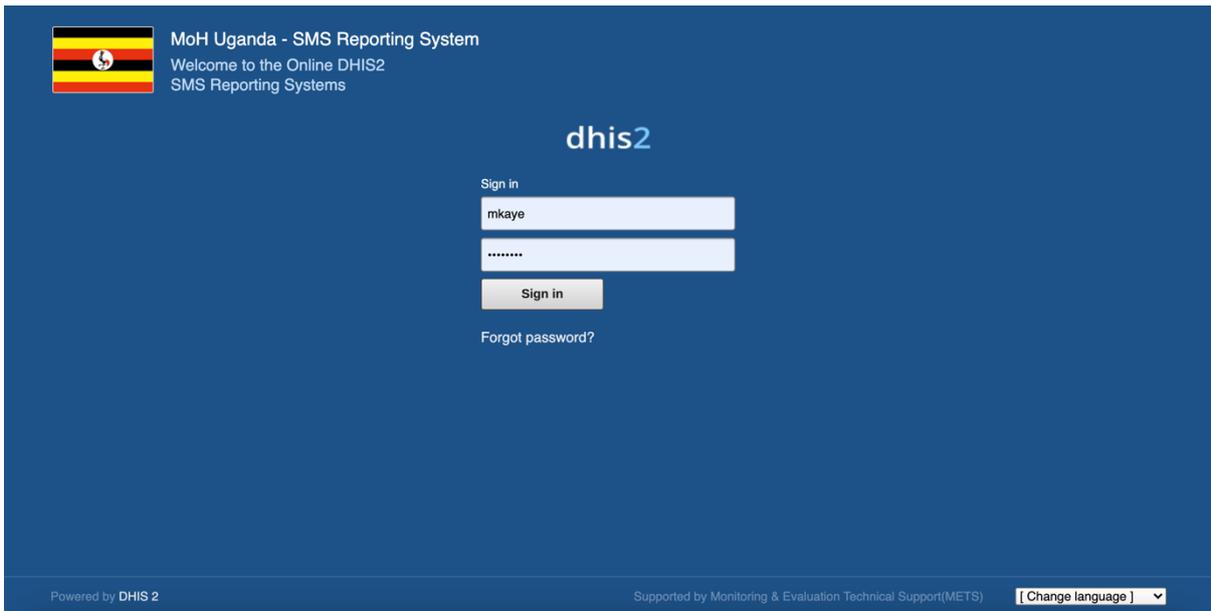
1. Facility User
2. District User
3. Regional User
4. National User

Logging into the RASS System

With your favorite browser (Chrome or Firefox) open, navigate to the address bar, type in the URL above.



A login page as shown below will display.



Provide the username and password (System credentials), by typing in the respective text fields and click the 'Sign in' button. The system will validate the provided credentials and log you in if the credentials are correct else it will return the login screen with an error message (wrong username or password) prompting you to try again.

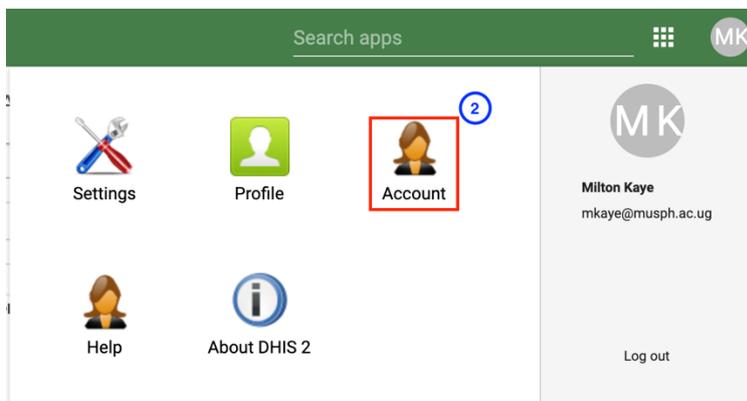
Note: To access the system , you must have a registered account (username and password). Please contact the system administrator for registration

Account Settings

1. On the menu bar and in the right hand upper corner of the window which appears as below, Click the icon with the account name initials.



2. Click on Account



An account settings form appears as below

Account settings

Username
mkaye

Old password **3**

New password **4**

Repeat new password **5**

UPDATE PASSWORD **6**

3. Type in the Old Password
4. Type in the New Password
5. Repeat the New Password
6. Click Update Password
7. Exit the form by navigating to other parts of the system, the search apps filter section

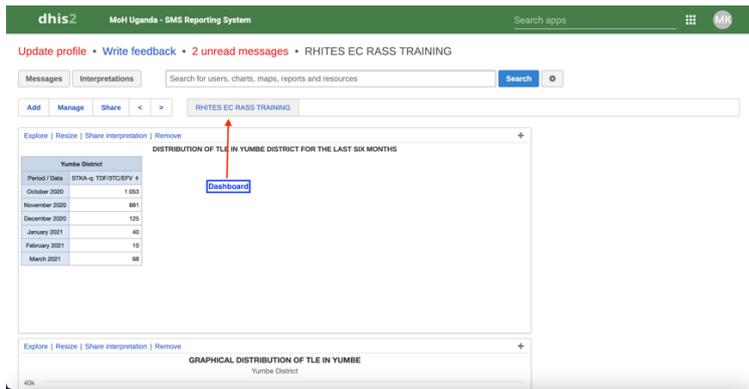
Note that the username cannot be changed.

*Passwords must be at least eight characters long with a combination of upper case characters (A – Z), lower case characters (a – z), at least a special character (_&%@\$) and at least a digit (0 – 9)

Landing Page (aka Dashboard)

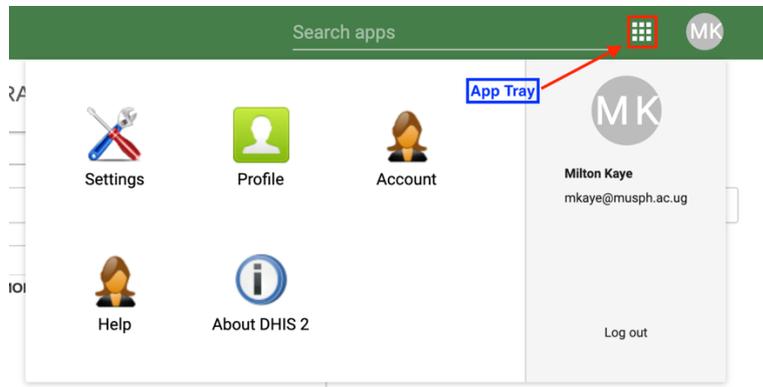
Once you have successfully logged in, the system will by default direct you to the dashboard screen (or page) as below. The Dashboard is the first thing you see when you log in, It is a place to review curated analytics (reports and data summaries)

It is a launch pad for all other apps.

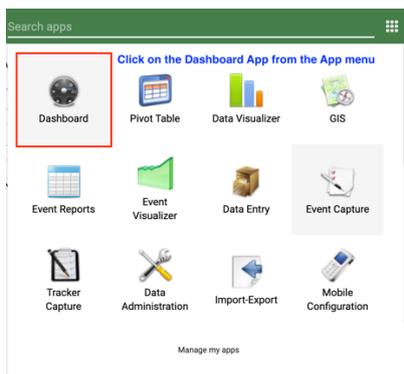


Navigation

The app menu (App Tray) can be found at the top, the series of 9 squares.



Navigating back to the Dashboard

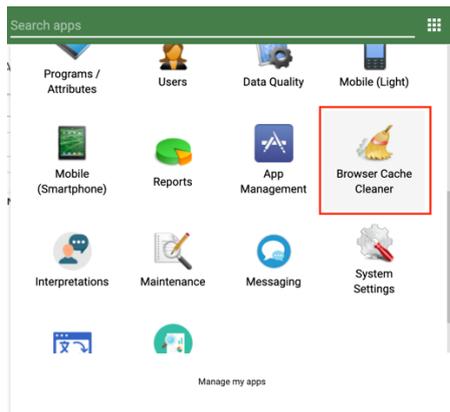


Having Problems? Clear Your Cache!

What is cache?

- Cache is a snapshot of the RASS System, stored on your computer. This can become outdated and cause problems from time to time. Before you contact the technical support team, try clearing your cache to see if it resolves the issue!

To access the Browser Cache Cleaner App, Go to Apps -> Browser Cache Cleaner and follow the steps



1. Select All by clicking on the Select All Button
2. Clear by clicking on the clear button
3. Repeat till there's nothing to clear

DHIS 2 browser cache cleaner

Session Storage

dhis2	<input checked="" type="checkbox"/>
dhis2.de.cst.metaData	<input checked="" type="checkbox"/>
dhis2.de.cst.dataSetAssociations	<input checked="" type="checkbox"/>

Local Storage

dhis2.menu.ui.headerBar.title	<input checked="" type="checkbox"/>
formversions	<input checked="" type="checkbox"/>
ouUsername	<input checked="" type="checkbox"/>
completeddatasets	<input checked="" type="checkbox"/>
ouRoots	<input checked="" type="checkbox"/>
dhis2.menu.ui.headerBar.userStyle	<input checked="" type="checkbox"/>
datavalues	<input checked="" type="checkbox"/>
ouVersion	<input checked="" type="checkbox"/>
dhis2.dashboard.current.mkaye	<input checked="" type="checkbox"/>
loglevel	<input checked="" type="checkbox"/>

IndexedDB

dhis2ou	<input checked="" type="checkbox"/>
dhis2de	<input checked="" type="checkbox"/>

DHIS 2 browser cache cleaner

Browser cache is cleared.

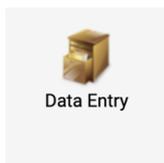
Data Entry

Terminologies to know before data entry?

1. Organisation Unit: Where did you collect this data? (Which facility?)
2. Dataset: What type of data did you collect? (Current stock? Received stock? Test Results?)
3. Period: For what time period was this data collected? (Daily? Weekly?)

Steps for data entry:

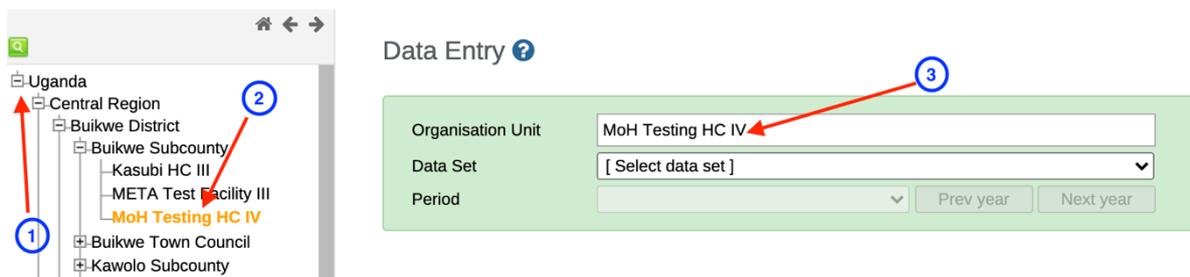
1. Open the Apps menu
2. Look for Data Entry App
3. Click on the Data Entry App



Organisation Unit

Steps for selecting the Organisation unit (facilities)

1. Expand the Organisation tree hierarchy.
2. Select the site of choice.
3. See it in the "green box."



Data Set

1. Locate the Dataset dropdown.
2. Click on the dataset name of choice, e.g. "TST: COVID-19 Test Results"

Note: A dataset is a collection of data elements and indicators.

Organisation Unit: MoH Testing HC IV

Data Set: [Select data set]

- RCD: COVID-19 Received Commodities
- RCDCA: ARV&TB Received Drugs (Adults)
- RCDC: ARV Received Drugs (Paediatric)
- RCVD: Received Commodities
- RTK: Rapid Test Kits
- STK: COVID-19 Stock Commodities
- STKA: ARV&TB Stock (Adults)
- STOCK: Commodities and Results
- TST: COVID-19 Test Results**
- Weekly Retention Monitoring Report

Period

1. Locate the period dimension.
2. Go to the period dropdown and select the period for which you want to enter data.

Organisation Unit: MoH Testing HC IV

Data Set: TST: COVID-19 Test Results

Period: [Select period]

- 2021-07-21
- 2021-07-20**
- 2021-07-19
- 2021-07-18

Prev year Next year

Dataset Navigation and Data Entry

1. Click on the COVID-19 tab
2. Fill in the input fields for the respective data elements
3. Click on the run validation button to run validation checks if any
4. Click on the complete button if all the necessary data has been entered on the form

Note that data is saved automatically during entry.

dhis2 MoH Uganda - SMS Reporting System

Search apps

Uganda

- Central Region
 - Bulkwe District
 - Bulkwe Subcounty
 - Kasubi HC III
 - META Test Facility III
 - MoH Testing HC IV**
 - Bulkwe Town Council
 - Kawodo Subcounty
 - Lugazi Town Council
 - Najja Subcounty
 - Najjembe Subcounty
 - Ngogwe Subcounty
 - Njenu Town Council
 - Nikorjeru Town Council
 - Nyenga Subcounty
 - Ssi-Bukanja Subcounty
 - Wakisi Subcounty
 - Bukomansimbi District
 - Butambala District
 - Buvuma District
 - Gomba District
 - Kalungula District
 - Kalungu District
 - Kamukama District

COVID-19

Test Results

Data element	SMS Report Code	SMS Code	Value
Total number tested, Male	TST	a	4
Total number tested, Female	TST	b	5
Total number tested positive, Male	TST	c	7
Total number tested positive, Female	TST	d	89
Number tested positive <9 years	TST	e	9
Number tested positive 10-19 years	TST	f	6
Number tested positive 20-29 years	TST	g	8
Number tested positive 30-39 years	TST	h	7
Number tested positive 40-49 years	TST	k	45
Number tested positive 50+ years	TST	m	3
Total number positive who are vaccinated	TST	n	44
Number of invalid tests	TST	p	22

Complete Incomplete Run validation

Offline Data Entry

If you lose internet connectivity while entering data, continue entering data (it is stored in your cache!). When internet is restored, upload the data stored offline.

The screenshot shows the dhis2 interface with a yellow notification bar at the top stating "You are offline, data will be stored locally". The left sidebar shows a tree view of the organizational structure for Uganda, with "MoH Testing HC IV" selected. The main content area displays a "COVID-19" data entry form with a "Test Results" table. The table has columns for "Data element", "SMS Report Code", "SMS Code", and "Value". The values in the table are: Total number tested, Male (4), Total number tested, Female (5), Total number tested positive, Male (7), Total number tested positive, Female (89), Number tested positive <9 years (9), Number tested positive 10-19 years (6), Number tested positive 20-29 years (8), Number tested positive 30-39 years (7), Number tested positive 40-49 years (45), Number tested positive 50+ years (3), Total number positive who are vaccinated (44), and Number of invalid tests (3). Below the table are buttons for "Complete", "Incomplete", and "Run validation".

Data element	SMS Report Code	SMS Code	Value
Total number tested, Male	TST	a	4
Total number tested, Female	TST	b	5
Total number tested positive, Male	TST	c	7
Total number tested positive, Female	TST	d	89
Number tested positive <9 years	TST	e	9
Number tested positive 10-19 years	TST	f	6
Number tested positive 20-29 years	TST	g	8
Number tested positive 30-39 years	TST	h	7
Number tested positive 40-49 years	TST	k	45
Number tested positive 50+ years	TST	m	3
Total number positive who are vaccinated	TST	n	44
Number of invalid tests	TST	p	3

The screenshot shows the dhis2 interface with a yellow notification bar at the top stating "There is data stored locally, please upload to server" and an "Upload" button. The rest of the interface, including the organizational structure and the "Test Results" table, is identical to the previous screenshot. The values in the table are: Total number tested, Male (4), Total number tested, Female (5), Total number tested positive, Male (7), Total number tested positive, Female (7), Number tested positive <9 years (9), Number tested positive 10-19 years (6), Number tested positive 20-29 years (7), Number tested positive 30-39 years (7), Number tested positive 40-49 years (45), Number tested positive 50+ years (3), Total number positive who are vaccinated (5), and Number of invalid tests (3). Below the table are buttons for "Complete", "Incomplete", and "Run validation".

Data element	SMS Report Code	SMS Code	Value
Total number tested, Male	TST	a	4
Total number tested, Female	TST	b	5
Total number tested positive, Male	TST	c	7
Total number tested positive, Female	TST	d	7
Number tested positive <9 years	TST	e	9
Number tested positive 10-19 years	TST	f	6
Number tested positive 20-29 years	TST	g	7
Number tested positive 30-39 years	TST	h	7
Number tested positive 40-49 years	TST	k	45
Number tested positive 50+ years	TST	m	3
Total number positive who are vaccinated	TST	n	5
Number of invalid tests	TST	p	3

The screenshot shows a yellow notification bar at the top of the dhis2 interface with the text "Upload to server was successful".