

USER MANUAL FOR ADMINISTRATION MENU

(Software Version: 9.9 website last updated on 14/11/2019)

Contents

User Login	2
Administration	3
Staff Summary	3
Equipment Summary	4
Essential Medical Supplies Summary.....	5
Manage Health Facilities.....	5
Request for New Health Facility	6
Request for New RRT User.....	7
Edit Facility Details.....	8
Essential Medicines List	10
Emergency Medicines List	11
Supplies.....	12
Health Workforce Details	12
Health Facility Delate Request.....	13
Login History	13
List of Health Facility Update Request.....	14
Profile Update Status.....	15
Subcenter Village Mapping.....	16
Additional administrative functions for state level user	18
Usage Summary	18
Manage User Accounts	19
Add New User	20
Edit User Details.....	20
Reset Password.....	21

User Login

- Open URL <http://ihiptraining.in/idsp/> in your web browser
- Enter your login credentials & 'Captcha' & click on 'Sign In'

Screenshot 1: Login Screen

- Click on menu item 'Administration' to see the different sub menu available under this

Screenshot 2: Administration Menu

Note: This document is being continuously updated. The version number for updated document will be shown on the first page

Administration

- The 'Administration' menu is provided for the users 'District Surveillance Officer' (DSO) and 'State Surveillance Officer' (SSO)
- Access to some of the administrative functions is also provided to 'P Form' & 'S Form (Desktop)' users related to their health facility under 'User's Menu' – 'Update Facility Details'
- The administrative access under different users' categories is summarized in the table below:

Table 1: User's access to administrative functions

Access to administrative functions							
Menu	Sub-Menu	User's Level					Remarks
		State	District	P Form	L Form	S Form - Desktop	
Administration	Staff Summary	YES	YES				
Administration	Equipment Summary	YES	YES				
Administration	Essential Medical Supplies Summary	YES	YES				
Administration	Manage Health Facilities						
	Request for New Health Facility		YES*				
	Request for New RRT User	YES	YES*				
Administration	Manage Health Facilities / Actions						P Form' & 'S Form (Desktop)' user can access this menu from 'User's Profile' - 'Update Health Facility'
	Edit Facility Details	YES	YES	YES		YES	
	Request for new user id	YES*	YES*	YES*		YES*	
	Request for update of facility details		YES*				
	Mapping of Sub centers/villages covered	YES	YES				
	Essential Medicines List	YES	YES	YES		YES	
	Emergency Medicines List	YES	YES	YES		YES	
	Supplies	YES	YES	YES		YES	
Health Workforce details	YES	YES	YES		YES		
Health Facility delate Request	YES*	YES*	YES*		YES*		
Administration	Login History	YES	YES				
Administration	Usage Summary	YES					
Administration	List of Health Facility Update Request	YES	YES				
Administration	Profile Update Status	YES	YES				
Administration	Subcenter Village Mapping	YES	YES				

* These request need to be approved by the State user'

Staff Summary

- Under this DSO/SSO can see 'Sanctioned Count' & 'Working Count' of the different 'Staff Type' under 'District'/'Sub District' or 'State'/'District'

Screenshot 3: Staff Summary

Integrated Health Information Platform
Integrated Disease Surveillance Programme
Ministry of Health and Family Welfare, Government of India

1-800-180-1104
IDSP Helpdesk
Report Problem

Home About- Forms - Outbreaks Reports - View Map IHR - Administration - Downloads - dsuser1 -

Staff Summary

Sub District*
ALL

Staff Type	Sanctioned Count	Working Count
Medical Officer (MBBS)	272	20
Data entry cum Accountant/ Clerk	8	6
Pharmacist	10	10
Nurse-midwife (Staff Nurse)	8	7
Health Worker-F (ANM)	40	31
Health Asst-M	28	22
Health Asst-F/ LHV	17	5
Health Educator	15	12
Lab Tech	25	17
Cold Chain/Vaccine Logistic Asst	3	2
Skilled Group/ Link Worker	4	2
Sanitary worker/Watchman	114	32

National Health Programmes | Help | Privacy | Terms | Acknowledgements 16/02/2020 10:21 AM Indian Standard Time

Equipment Summary

- Under this DSO/SSO can see 'Sanctioned Count' & 'Available Count' of the different 'Equipment Type' under 'District'/'Sub District' or 'State'/'District'

Screenshot 4: Equipment Summary

Integrated Health Information Platform
Integrated Disease Surveillance Programme
Ministry of Health and Family Welfare, Government of India

1-800-180-1104
IDSP Helpdesk
Report Problem

Home About- Forms - Outbreaks Reports - View Map IHR - Administration - Downloads - dsuser1 -

Equipment Summary

Sub District*
ALL

Equipment Type	Sanctioned Count	Available Count
BP Apparatus	24	19
ECG Machine	4	0
Weighing Scale	11	5
Patient examination Table	17	12
OBIG	459	0
ENT	3	1
Ophthalmology	18	6
Autoclave	4	1
Dressing Instruments	4567	9
Colour codes Bins	56458	3
Racks	4557	16
Linen	45649	1
Dressing material	45648	0
Generator	1	1

National Health Programmes | Help | Privacy | Terms | Acknowledgements 16/02/2020 10:21 AM Indian Standard Time

Essential Medical Supplies Summary

- Under this DSO/SSO can see details of 'Essential Medical Supplies' under 'District'/'Sub District' or 'State'/'District'

Screenshot 5: Essential Medical Supplies Summary

Integrated Health Information Platform
Integrated Disease Surveillance Programme
Ministry of Health and Family Welfare, Government of India

1-800-180-1104
IDSP Helpdesk
Report Problem

Home About Forms Outbreaks Reports View Map IHR Administration Downloads dsuser1

Essential Medical Supplies Summary

Sub District: ALL

Essential Medical Supplies	Total
Medicines	200
Stationary	65

National Health Programmes | Help | Privacy | Terms | Acknowledgements 16/02/2020 10:23 AM Indian Standard Time

Content Provided by "Integrated Disease Surveillance Programme"
Ministry of Health and Family Welfare, Government Of India
Software Version 9.9 Website Last Updated On : 14/11/2019

Manage Health Facilities

- Under this DSO/SSO can search for the 'Facilities' under the 'District/State' with option to select 'Sub District' & 'Facility Name'
- On clicking the search button 'Facility Summary' is displayed for the selected search criteria

Screenshot 6: Manage Health Facilities

Integrated Health Information Platform
Integrated Disease Surveillance Programme
Ministry of Health and Family Welfare, Government of India

1-800-180-1104
IDSP Helpdesk
Report Problem

Home About Forms Outbreaks Reports View Map IHR Administration Downloads dsuser1

Manage Health Facilities

Search Facilities

State: Karnataka District: Tumakuru Sub District: ---Select--- Facility Name: ---Select--- Status: Open Search Reset

Facility Summary

Facility Type	Facility Count	Facility Type	Facility Count	Facility Type	Facility Count
CHC	6	Health Sub Centre	583	Private Medical College Hospital	2
Civil Hospital	1	Infectious Disease Hospital	1	State Referral Laboratory	1
Community Health Centre	10	Primary Health Centre	170	Sub District Hospital	2
Dispensary	1	Private Clinic	1	Urban Health Post Dispensary	1
District Hospital	2	Private Hospital	6	Women Hospital	1
District Public Health Laboratory	3	Private Laboratory	5		

Request for New Health Facility Request for New RRT User

Sl#	Actions	Facility Name	Facility Type	Sub-District	Address	Contact Person
1	Previous Next Last					

National Health Programmes | Help | Privacy | Terms | Acknowledgements 16/02/2020 10:24 AM Indian Standard Time

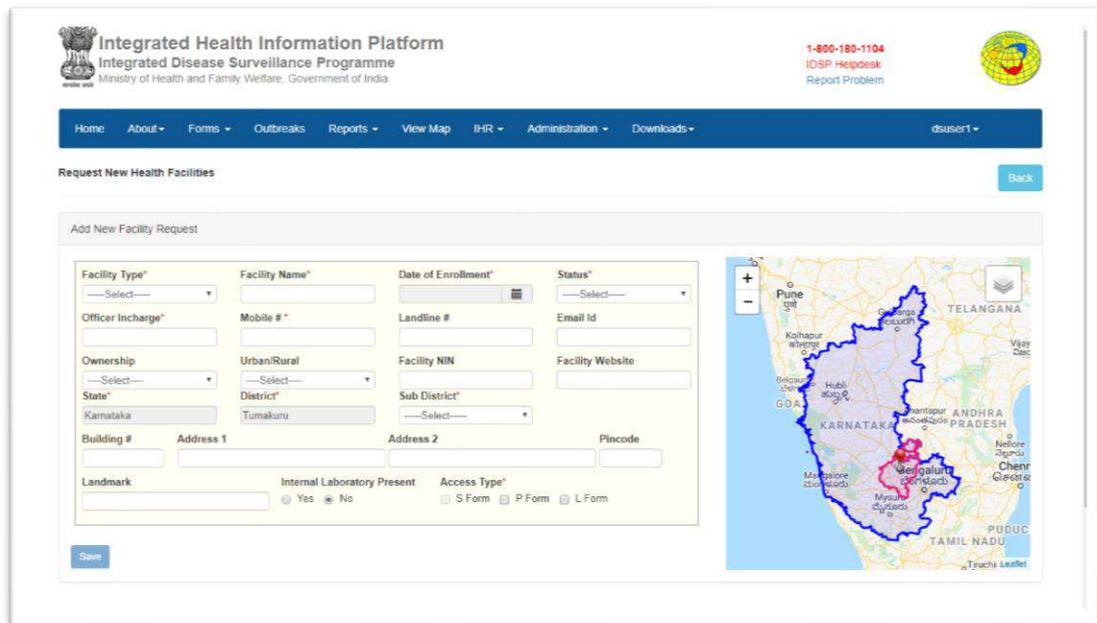
Content Provided by "Integrated Disease Surveillance Programme"

- Buttons are present at bottom as per the user role to 'Request for New Facility' &/or to 'Request for new RRT user'

Request for New Health Facility

- On clicking the button 'Request for New Health Facility' a new web page appears
- All the mandatory (*) information need to be filled in order to request for creation of a 'New Health Facility'

Screenshot 7: Request for New Health Facility 1



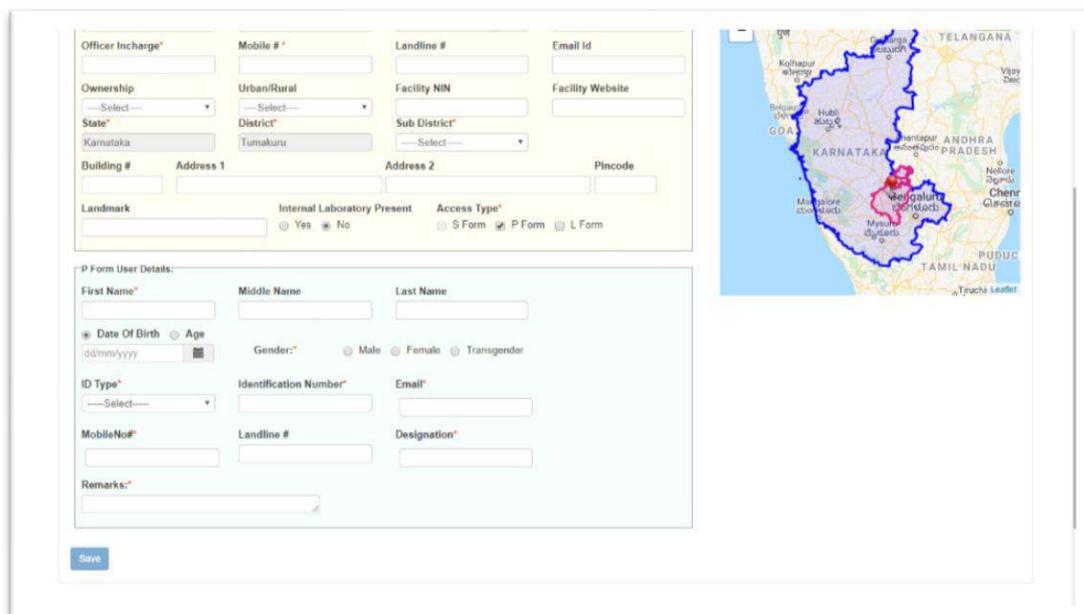
The screenshot shows the 'Request for New Health Facilities' page. At the top, there is a navigation bar with links like Home, About, Forms, Outbreaks, Reports, View Map, IHR, Administration, and Downloads. The main content area is titled 'Request New Health Facilities' and contains a 'Back' button. Below this is the 'Add New Facility Request' form. The form has several sections:

- Facility Type***: A dropdown menu.
- Facility Name***: A text input field.
- Date of Enrollment***: A date picker.
- Status***: A dropdown menu.
- Officer Incharge***: A text input field.
- Mobile #***: A text input field.
- Landline #**: A text input field.
- Email Id**: A text input field.
- Ownership**: A dropdown menu.
- Urban/Rural**: A dropdown menu.
- Facility NIN**: A text input field.
- Facility Website**: A text input field.
- State***: A dropdown menu (currently set to Karnataka).
- District***: A dropdown menu (currently set to Tumakuru).
- Sub District***: A dropdown menu.
- Building #**, **Address 1**, **Address 2**, and **Pincode**: Text input fields.
- Landmark**: A text input field.
- Internal Laboratory Present**: Radio buttons for Yes and No.
- Access Type***: Radio buttons for S Form, P Form, and L Form.

 A map of Karnataka is displayed on the right side of the form, with a red circle indicating the location of the facility being requested. The map shows major cities like Bangalore, Mysuru, and Tumakuru.

- On selecting the 'Access type' a new window appears below asking for the respective users' details

Screenshot 8: Request for New Health Facility 2



The screenshot shows the 'P Form User Details' form. It contains the following sections:

- Officer Incharge***: A text input field.
- Mobile #***: A text input field.
- Landline #**: A text input field.
- Email Id**: A text input field.
- Ownership**: A dropdown menu.
- Urban/Rural**: A dropdown menu.
- Facility NIN**: A text input field.
- Facility Website**: A text input field.
- State***: A dropdown menu (currently set to Karnataka).
- District***: A dropdown menu (currently set to Tumakuru).
- Sub District***: A dropdown menu.
- Building #**, **Address 1**, **Address 2**, and **Pincode**: Text input fields.
- Landmark**: A text input field.
- Internal Laboratory Present**: Radio buttons for Yes and No.
- Access Type***: Radio buttons for S Form, P Form, and L Form.

 Below these fields is a section titled 'P Form User Details' which includes:

- First Name***, **Middle Name**, and **Last Name**: Text input fields.
- Date Of Birth** and **Age**: Radio buttons and a date picker.
- Gender***: Radio buttons for Male, Female, and Transgender.
- ID Type***: A dropdown menu.
- Identification Number***: A text input field.
- Email***: A text input field.
- MobileNo#***: A text input field.
- Landline #**: A text input field.
- Designation***: A text input field.
- Remarks***: A text area.

 A map of Karnataka is displayed on the right side of the form, with a red circle indicating the location of the facility being requested. The map shows major cities like Bangalore, Mysuru, and Tumakuru.

Note: This document is being continuously updated. The version number for updated document will be shown on the first page

- 'S Form' access is given only to sub center user & this option get checked automatically by selecting the 'Health Sub Center' under 'Facility Type'
- Once all mandatory (*) details are filled the 'Save' button became functional. One has to click it to submit the request for 'New Health Facility'

Request for New RRT User

- On clicking the button 'Request for New RRT User' a pop-up window titled 'Request for New RRT User By District : XXX' will appear
- One has to fill the necessary details & click the button 'Save' to submit the request

Screenshot 9: Request for New RRT User

Action:

- By clicking on 'Facility Count' number against any 'Facility Type', list of records of this facility appears at the bottom.
- By clicking the 'Action' button, as per user's access role following actions can be taken for the listed facilities:
 - Edit Facility Details – Following updation can be done: Address / Officer in charge & contact details / Mapping of facilities covered under this health facility / Request for new user ID / Request for update of facility details / Validate location on the map
 - Essential Medicines List – updation
 - Emergency Medicines List – updation

- Supplies – updation
- Health Workforce Details – updation
- Health Facility Delete Request – submission of request with mentioning the ‘Reason for deletion’

Screenshot 10: Manage Health Facilities - Records

Integrated Health Information Platform
Integrated Disease Surveillance Programme
Ministry of Health and Family Welfare, Government of India

1-800-180-1104
IDSP Helpline
Report Problem

Home About Forms Outbreaks Reports View Map IHR Administration Downloads dsuser1

Manage Health Facilities

Search Facilities
State: Karnataka District: Tumakuru Sub District: Tiptur Facility Name: —Select— Status: Open Search Reset

Facility Summary

Facility Type	Facility Count	Facility Type	Facility Count	Facility Type	Facility Count
Community Health Centre	4	Private Hospital	1		
Health Sub Centre	57	Private Laboratory	1		
Primary Health Centre	14	Sub District Hospital	1		

Request for New Health Facility Request for New RRT User

Records : 1 to 20 of 57

SIF#	Actions	Facility Name	Facility Type	Sub-District	Address	Contact Person
1	<ul style="list-style-type: none"> Edit Facility Details Essential Medicines List Emergency Medicines List Supplies Health Workforce details Health Facility Delete Request 	Ajay Garh	Health Sub Centre	Tiptur	null	Dr. Rak

Edit Facility Details

- On clicking ‘Action’ – ‘Edit Facility Details’ the window below that facility listing expands to display the facility details available in the system

Screenshot 11: Edit Facility Details

Health Sub Centre 70 Private Hospital 1
Primary Health Centre 20 Sub District Hospital 1

Request for New Health Facility Request for New RRT User

Records : 1 to 20 of 70

SIF#	Actions	Facility Name	Facility Type	Sub-District	Address	Contact Person
1	<ul style="list-style-type: none"> Facility Type Health Sub Centre Ownership Public State Karnataka Internal Laboratory Present Yes No Pincode Landmark Amalagondi Building # Amalagondi Address 1 Amalagondi Address 2 Amalagondi Officer Incharge* Dr Ganesh Mobile #* 8277507451 Landline # Email Id mophcthanur@gmail.com Villages Covered* Basavanahalli, Bhoppannadu, Bhuthakathahalli 	Amalagondi	Health Sub Centre	Sira	Amalagondi,Amalagondi	Dr Ganesh
2	<ul style="list-style-type: none"> Facility Type Health Sub Centre Ownership Public State Karnataka Internal Laboratory Present Yes No Pincode Landmark Amalagondi Building # Amalagondi Address 1 Amalagondi Address 2 Amalagondi Officer Incharge* Dr Ganesh Mobile #* 8277507451 Landline # Email Id mophcthanur@gmail.com Villages Covered* Basavanahalli, Bhoppannadu, Bhuthakathahalli 	Asgarmohalla	Health Sub Centre	Sira	Asgarmohalla	
3	<ul style="list-style-type: none"> Facility Type Health Sub Centre Ownership Public State Karnataka Internal Laboratory Present Yes No Pincode Landmark Amalagondi Building # Amalagondi Address 1 Amalagondi Address 2 Amalagondi Officer Incharge* Dr Ganesh Mobile #* 8277507451 Landline # Email Id mophcthanur@gmail.com Villages Covered* Basavanahalli, Bhoppannadu, Bhuthakathahalli 	Ratai nanara	Health Sub Centre	Sira	Ratai nanara	

Note: This document is being continuously updated. The version number for updated document will be shown on the first page

- Following updation can be done: Address / Name of Officer in charge & his contact details / Validation of location of this health facility on map
- To update any of these details one has to fill the detail & all the mandatory fields then has to click the update button
- Greyed out fields cannot be edited here, to update any of them, DSO has to submit the **'Request for Update of facility details'** by clicking the given link on right side
- On clicking the link a pop-up window will appear
- Fill the required details & click on 'Yes' to submit the 'Update' request

Screenshot 12: Request for Update of facility details

- **'Request for new user ID'** can also be submitted here by clicking the link 'Request for new user id'

Screenshot 13: Request for New User ID

Note: This document is being continuously updated. The version number for updated document will be shown on the first page

- A pop-up window will appear. One has to fill the required details & click on 'Save' button to submit the request
- Under 'Edit Facility Details' the rights for 'Request for Update of facility details' are exclusively provided to district level user
- The **'Mapping of facilities covered under the health facility'** can be done by district level user & above
- For this one has to select the facilities to be mapped under the health facility

Screenshot 14: Mapping of facilities covered under the health facility

Records : 1 to 20 of 70

Sl#	Actions	Facility Name	Facility Type	Sub-District	Address	Contact Person
1	Actions	Amalagondi	Health Sub Centre	Sira	Amalagondi,Amalagondi	Dr Ganesh

Facility Type: Health Sub Centre

Facility Name: Amalagondi

Date of Enrollment: 24/08/2018

Status: Open

Username:

Ownership: Public

Urban/Rural: Rural

Facility NIN: 4643422381

Facility Website:

State: Karnataka

District: Tumakuru

Sub District: Sira

Village:

Internal Laboratory Present: Yes No

Building #: Amalagondi

Address 1: Amalagondi

Address 2: Amalagondi

Pincode:

Landmark: Amalagondi

PHC:

Validate Location In The Map

Officer Incharge*: Dr Ganesh

Mobile #*: 8277507451

Landline #:

Email Id: mopchtharur@gmail.com

Villages Covered*

Basavanahalli, Bhoppanadu, Bhuthakotnahalli

Agrahara
 Anupannahalli
 Badamarannahalli
 Balanapalya
 Baragur
 Bejjihalli
 Bevinahalli
 Bhuthakotnahalli

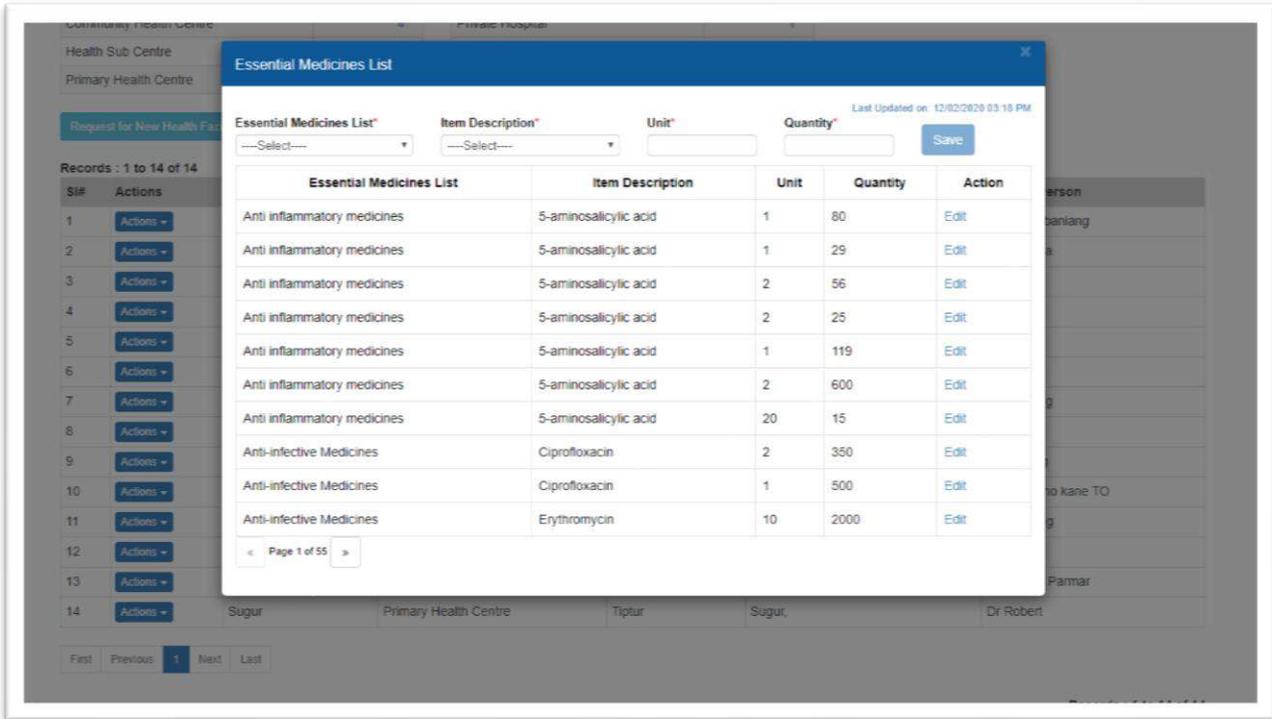
Ajenahalli
 Arehalli
 Badenahalli
 Balapura
 Basavanahalli
 Benche
 Bhoppanadu
 Bhuvanahalli

Anthapura
 Badakanahalli
 Balabasavanahalli
 Bandakunte
 Battiganahalli
 Bettanahalli
 Bhupasandra
 Risarokona

Essential Medicines List

- The 'Essential Medicines List' for the facility type is pre-populated on the system
- The user at health facility level & above can update the 'Unit' & 'Quantity' available for listed items at particular health facility

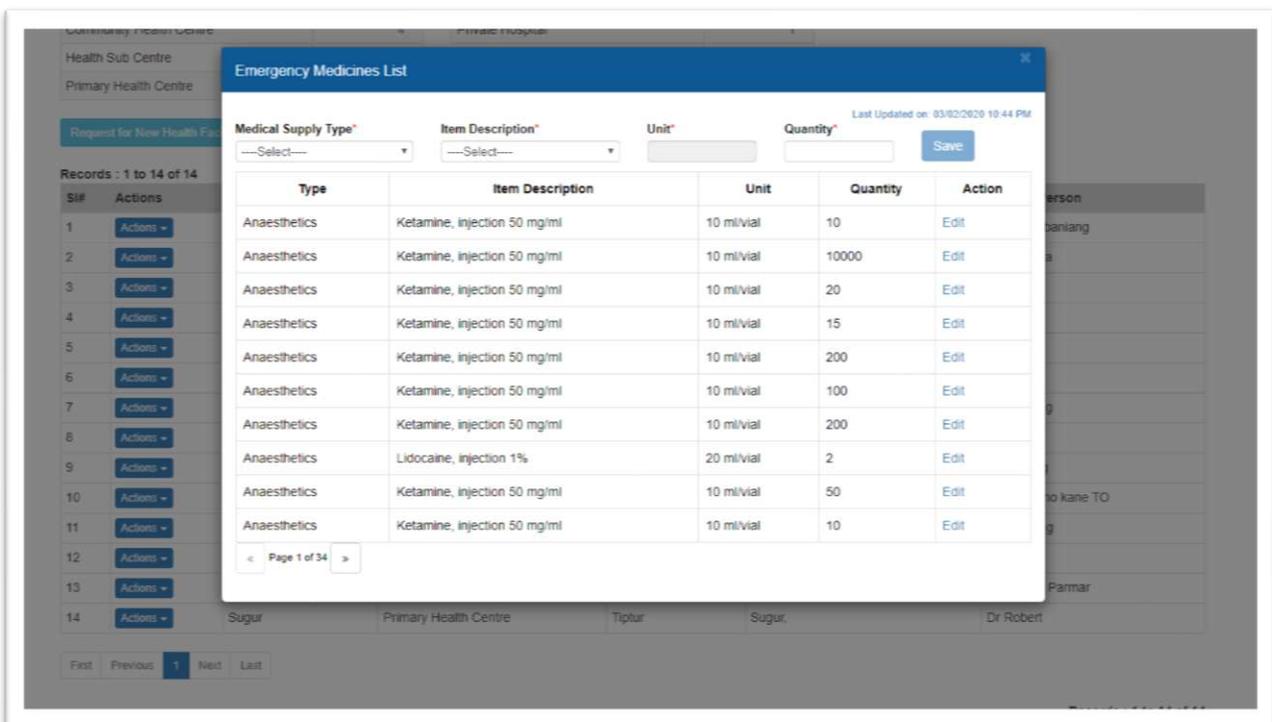
Screenshot 15: Essential Medicines List



Emergency Medicines List

- The 'Emergency Medicines List' for the facility type is pre-populated on the system
- The user at health facility level & above can update the 'Unit' & 'Quantity' available for listed items at particular health facility

Screenshot 16: Emergency Medicines List



Note: This document is being continuously updated. The version number for updated document will be shown on the first page

Supplies

- The list of 'Supplies' for the facility type is pre-populated on the system
- The user at health facility level & above can update the quantity 'Sanctioned / Required' & 'Available' for listed items at particular health facility. He/she further can put remarks under 'Remarks' column against each item

Screenshot 17: Supplies

Name	Sanctioned / Required	Available	Gap	Remarks
BP Apparatus	5	4	1	
ECG Machine	1	0	1	1
Weighing Scale	4	2	2	required 2
Patient examination Table	2	0	2	y
OBG	456	0	456	y
ENT	1	1	0	y
Ophthalmology	1	1	0	y
Autoclave	2	1	1	y
Dressing Instruments	4564	8	4556	y
Colour codes Bins	56456	3	56453	
Racks	4554	15	4539	
Linen	45645	0	45645	
Dressing material	45646	0	45646	
Generator	1	1	0	

Health Workforce Details

- The list of 'Health Workforce Details' designations for the facility type is pre-populated on the system

Screenshot 18: Health Workforce Details

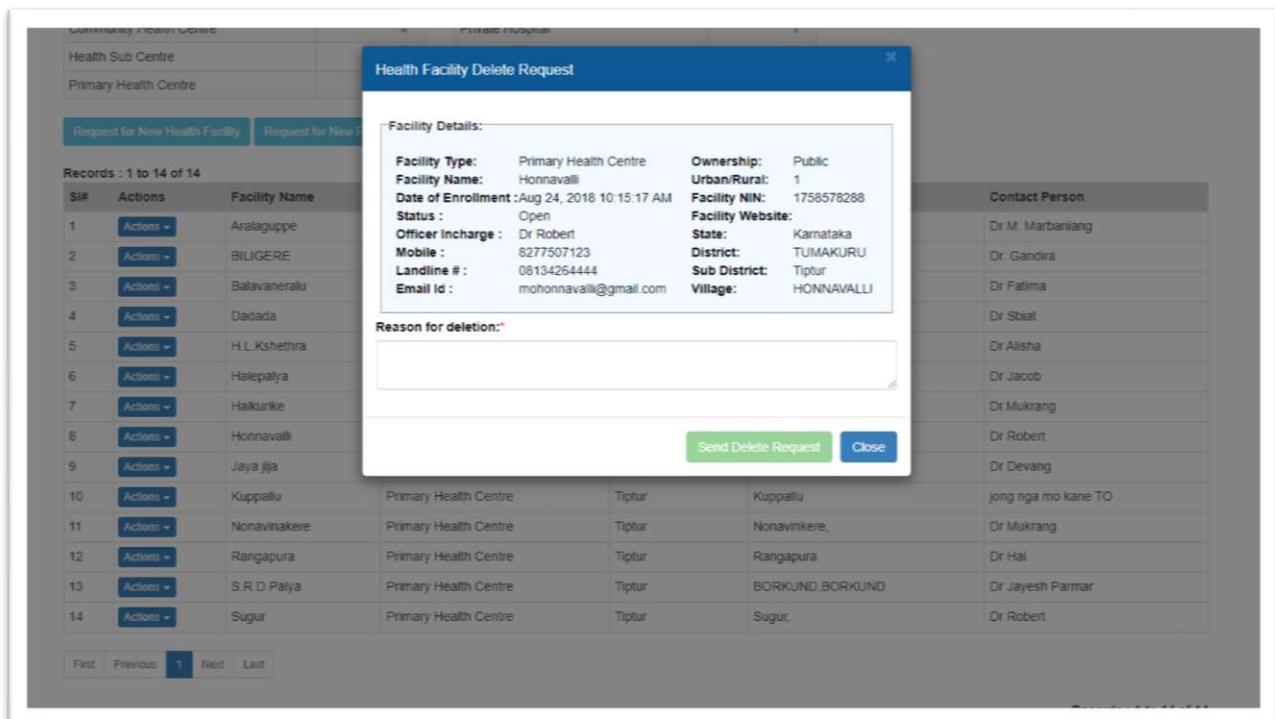
Designation	Sanctioned / Required	Working	Vacant	Remarks
Medical Officer (MEBS)	2	2	0	
Data entry cum Accountant/ Clerk	1	1	0	required 1
Pharmacist	1	1	0	available
Nurse-midwife (Staff Nurse)	1	1	0	
Health Worker-F /ANM	1	1	0	
Health Asst-M	0	0		
Health Asst-F/ LHV	1	1	0	
Health Educator	5	4	1	
Lab Tech	1	1	0	1/nhm
Cold Chain /Vaccine Logistic Asst	1	1	0	
Skilled Group/ Link Worker	0	0		
Sanitary worker /Watchman	1	0	1	

- The user at health facility level & above can update the numbers 'Sanctioned / Required' & 'Working' for listed designations at particular health facility. He/she further can put remarks under 'Remarks' column against each item

Health Facility Delete Request

- 'Health Facility Delete Request' can be raised by user of the health facility except lab user
- Under 'Action' on clicking 'Health Facility Delete Request' a pop-up window appears
- One has to mention the 'Reason for the deletion' & to click on the 'Send Deletion Request'
- If logged as 'District Admin' the deletion happen instantly without request submission to 'State'.

Screenshot 19: Health Facility Delete Request



Login History

- Under this DSO can see & export the 'Login History' of all listed portal user under the district

Screenshot 20: Login History

Integrated Health Information Platform
Integrated Disease Surveillance Programme
Ministry of Health and Family Welfare, Government of India

1-800-180-1104
IDSP Helpdesk
Report Problem

Home About Forms Outbreaks Reports View Map IHR Administration Downloads dsuser1

Export First Previous 1 2 3 4 5 6 7 8 9 10 ... Next Last

State* Karnataka District Tumakuru Sub District Tumakuru Facility Type --Select-- Facility Search

From Date 16/11/2019 To Date 16/02/2020 Search

District	Sub District	Facility Type	Health Facility Name	User Name	Login Public IP	Login Private IP	Login Date	Platform
Tumakuru	Tumakuru	Health Sub Centre	HEGGERE	hfuser1	106.207.254.128		12/02/2020	Browser: Chrome 79.0394513, OS: Windows 6.1, Platform: Win32
Tumakuru	Tumakuru	Health Sub Centre	HEGGERE	hfuser1	47.247.26.157		12/02/2020	Browser: Chrome 72.0362676, OS: Android 8.1, Platform: Linux armv6l
Tumakuru	Tumakuru	Health Sub Centre	HEGGERE	hfuser1	157.34.131.110		12/02/2020	Browser: Chrome 79.03945136, OS: Android 7.11, Platform: Linux armv6l
Tumakuru	Tumakuru	Health Sub Centre	HEGGERE	hfuser1	223.176.15.250		12/02/2020	Browser: Chrome 80.0396787, OS: Android 8.1, Platform: Linux armv6l
Tumakuru	Tumakuru	Health Sub Centre	HEGGERE	hfuser1	117.207.181.129, 168.235.198.179		12/02/2020	Browser: Chrome 57.02987108, OS: Android 8.1, Platform: Linux aarch64
Tumakuru	Tumakuru	Health Sub Centre	HEGGERE	hfuser1	157.34.126.94		12/02/2020	Browser: Chrome 75.03770101, OS: Android 5.11, Platform: Linux armv7l
Tumakuru	Tumakuru	Health Sub	HEGGERE	hfuser1	164.100.250.9		12/02/2020	Browser: Chrome 79.0394513, OS: Windows 6.1

List of Health Facility Update Request

- Under this DSO/SSO can view status of submitted 'New Facility Request List'/'Update Facility Request List'/'User ID Request List'/'Health Facility Deletion Request List'

Screenshot 21: Health Facility Update Request

Integrated Health Information Platform
Integrated Disease Surveillance Programme
Ministry of Health and Family Welfare, Government of India

1-800-180-1104
IDSP Helpdesk
Report Problem

Home About Forms Outbreaks Reports View Map IHR Administration Downloads dsuser1

Search Facilities

Sub District --Select-- Status* --Select--

[New Facility Request List \(Click to view\)](#)

[Update Facility Request List \(Click to view\)](#)

[User Id Request List \(Click to view\)](#)

[Health Facility Deletion Request List \(Click to view\)](#)

National Health Programmes | Help | Privacy | Terms | Acknowledgements 16/02/2020 11:13 AM Indian Standard Time

Content Provided by "Integrated Disease Surveillance Programme"
Ministry of Health and Family Welfare, Government Of India
Software Version 9.9 Website Last Updated On : 14/11/2019

- SSO has to 'Approve' or 'Reject' the request by clicking 'View' button against an entry & then selecting appropriate option

Screenshot 22: Health Facility Update Request - SSO

The screenshot shows the IHIP interface with a 'New Facility Request' modal window open. The modal is divided into two sections: 'Facility Details' and 'User Details'.

Facility Details:

- Facility Type: Primary Health Centre
- Facility Name: bablai
- Date of Enrollment: May 24, 2019 5:30:00 AM
- Status: Open
- Officer Incharge: dr.ruchira
- Mobile: 7878787878
- Landline #:
- Email Id:
- Internal Laboratory Present: false
- Ownership: Public
- Urban/Rural: Rural
- Facility NIN:
- Website:
- State: Karnataka
- District: Tumakuru
- Sub District: Gubbi
- Village: Abbanakuppe

User Details:

- Name: vishal singh
- Gender: Male
- Email: samzahid2@gmail.com
- Landline #:
- Date Of Birth: Mar 5, 1980
- ID Type:
- MobileNo#: 7777777777
- Designation: mo

The modal also shows the request status as 'Pending' and buttons for 'Approve', 'Reject', and 'Close'.

Profile Update Status

- Under this DSO/SSO can see & print 'Name'/'Mobile'/'Email' update status of portal user under his/her District / Sub district
- Filtering options available are 'District' / 'Sub District' / user type – ('S Form Users'/'P Form Users'/'L Form Users')

Screenshot 23: Profile Update Status

The screenshot shows the 'Profile Update Status' for P Form Users from 26/11/2018 to 25/04/2019. The page includes a navigation menu and a table with the following data:

Sub-Districts	Sub-District Name	Total Users	Name Updates	Mobile Updates	Email Updates
<input type="checkbox"/> ULB-Tumakuru	Overall	2	2	2	2
<input type="checkbox"/> Chiknayakanhalli	Chiknayakanhalli	0			
<input type="checkbox"/> Gubbi	Gubbi				
<input type="checkbox"/> Koratagere	Koratagere				
<input type="checkbox"/> Kunigal	Kunigal				
<input type="checkbox"/> Madhugiri	Madhugiri				
<input type="checkbox"/> Pavagada	Pavagada				
<input type="checkbox"/> Sira	Sira				
<input type="checkbox"/> Tiptur	Tiptur	2	2	2	2
<input type="checkbox"/> Tumakuru	Tumakuru	0	0	0	0
<input type="checkbox"/> Turuvekere	Turuvekere				

Note: This document is being continuously updated. The version number for updated document will be shown on the first page

Subcenter Village Mapping

- Under this functionality the DSO/SSO can see the status of mapping of villages to sub center
- They can also do mapping of the villages to subcenter here

Screenshot 24: Sub Center Village Mapping 1

Integrated Health Information Platform
Integrated Disease Surveillance Programme
Ministry of Health and Family Welfare, Government of India

1-800-180-1104
IDSP Helpdesk
Report Problem

Home About Forms Outbreaks Reports View Map IHR Administration Downloads dsuser1

Sub Center village Mapping

State* Karnataka District* Tumakuru Sub District ---Select--- Search

Sub District Name	Number of Health Sub Centers	Sub Centers with Village Mapping	Sub Centers with No Village Mapping
Chiknayakanhalli	59	15	44
Gubbi	72	22	50
Koratagere	42	5	37
Kunigal	63	13	50
Madhugiri	57	6	51
Pavagada	62	3	59
Sira	71	6	65
Tiptur	58	24	34
Tumakuru	66	6	60
Turuvekere	40	4	36

Sub District Name	Number of Villages	Number of Villages Mapped to Sub Center	Number of Villages Not Mapped to Sub Center
Chiknayakanhalli	215	35	180
Gubbi	313	54	259
Koratagere	223	14	209
Kunigal	288	30	258
Madhugiri	293	23	270
Pavagada	143	7	136
Sira	229	14	215
Tiptur	217	101	116
Tumakuru	349	18	331
Turuvekere	233	15	218

- By clicking on the hyperlinked numbers – the list of mapped/unmapped sub centers/villages can be generated

Screenshot 25: Sub Center Village Mapping 2

Sub District Name	Number of Health Sub Centers	Sub Centers with Village Mapping	Sub Centers with No Village Mapping	Sub District Name	Number of Villages	Number of Villages Mapped to Sub Center	Number of Villages Not Mapped to Sub Center
Chiknayakanhalli	59	15	44	Chiknayakanhalli	215	35	180
Gubbi	72	22	50	Gubbi	313	54	259
Koratagere	42	5	37	Koratagere	223	14	209
Kunigal	63	13	50	Kunigal	288	30	258
Madhugiri	57	6	51	Madhugiri	293	23	270
Pavagada	62	3	59	Pavagada	143	7	136
Sira	71	6	65	Sira	229	14	215
Tiptur	58	24	34	Tiptur	217	101	116
Tumakuru	66	6	60	Tumakuru	349	18	331
Turuvekere	40	4	36	Turuvekere	233	15	218

Sl#	Sub District Name	Sub Center Name	Village Covered Name
1	Chiknayakanhalli	Bommenahally	
2	Chiknayakanhalli	Chikkanayakanahalli A & Chikkanayakanahalli B	
3	Chiknayakanhalli	Chikkanayakanahalli C	
4	Chiknayakanhalli	Dabbeunte	
5	Chiknayakanhalli	Doddabidire	
6	Chiknayakanhalli	Ganadalu	
7	Chiknayakanhalli	Godekere	
8	Chiknayakanhalli	Goobehalli	
9	Chiknayakanhalli	Handanakere	
10	Chiknayakanhalli	Hannahalli	

- By clicking on the name 'Sub Center Name' a window titled 'Sub Center Village Mapping' will pop-up.
- Mapping of villages with this 'Sub center' can be done/updated by selecting the villages to be mapped & clicking on 'Update' button

Screenshot 26: Sub Center Village Mapping 3

Sub District Name	Number of Health Sub Centers	Sub Centers with Village Mapping	Sub Centers with No Village Mapping
Chiknayakanhalli	59	15	44
Gubbi	72	22	50
Koratagere	42	5	37
Kunigal	63	13	50
Madhugiri	57	6	51
Pavagada	62	3	59
Sira	71	6	65
Tiptur	58	24	34
Tumakuru	66	6	60
Turuvekere	40	4	36

Sub District Name	Number of Villages	Number of Villages Mapped to Sub Center	Number of Villages Not Mapped to Sub Center
Chiknayakanhalli	215	35	180
Gubbi	313	54	259
Koratagere	223	14	209
Kunigal	288	30	258
Madhugiri	293	23	270
Pavagada	143	7	136
Sira	229	14	215
Tiptur	217	101	116
Tumakuru	349	18	331
Turuvekere	233	15	218

Sl#	Sub District Name	Sub Center Name	Village Covered Name
1	Chiknayakanhalli	Bommenahally	
2	Chiknayakanhalli	Chikkanayakanahalli A & Chikkanayakanahalli B	
3	Chiknayakanhalli	Chikkanayakanahalli C	
4	Chiknayakanhalli	Dabbeunte	
5	Chiknayakanhalli	Doddabidire	
6	Chiknayakanhalli	Ganadalu	
7	Chiknayakanhalli	Godekere	
8	Chiknayakanhalli	Goobehalli	
9	Chiknayakanhalli	Handanakere	
10	Chiknayakanhalli	Hannahalli	

Additional administrative functions for state level user

- State level user has some additional functions under administration menu:
 - Uses Summary
 - Manage User Accounts

Screenshot 27: Administration Menu - State User

Usage Summary

- This function is available for State level user
- User can see 'Usage Summary' for different type of users for selected time range
- The report displays the 'Number of Users' & 'Number of Entries' for users of 'P Form', 'L Form', 'S Form(Desktop)', 'S Form(Mobile)', 'Event Alert' and 'Outbreak Initiation'

Screenshot 28: Usage Summary

Submitted Date	P Form		L Form		S Form(Desktop)		S Form(Mobile)		Event Alert		Outbreak Initiation	
	Users	Entries	Users	Entries	Users	Entries	Users	Entries	Users	Entries	Users	Entries
16/11/2019	2	32	1	9	1	1			3	11	1	1
17/11/2019	2	9	1	4	1	1			3	47	1	5
18/11/2019	2	72	1	13	1	27			2	64		
19/11/2019	2	128	1	31	1	12			3	45	1	6
20/11/2019	2	96	1	22	1	6			3	122	1	2
21/11/2019	2	126	1	22	1	27	1	3	3	209		
22/11/2019	2	83	1	30	1	5			3	118	1	4
23/11/2019	2	14							2	6		
24/11/2019	2	21	1	9					2	70	1	2

Manage User Accounts

- Under this functionality the SSO can add new user, edit details for an existing user or can reset the password of an existing user

Screenshot 29: Manage User Accounts

Add New User

- To add a new user, SSO has to click on the button 'Add New User'
- A pop-up window will appear asking details for the new user
- After filling the required details the button 'Save' will become functional
- Clicking on this button will create a new user for the portal

Screenshot 30: Add New User

Edit User Details

- SSO can also edit details of any user by clicking on the 'Edit' – 'Edit User Details'

Screenshot 31: Edit User Details 1

Actions	Name	Username	Enabled	Designation	Email	MobileNo#	Roles Assigned	State	District	Sub District	Health Facility
Edit- Edit User Details Reset Password	Hamida Khatun	hfuser1	true	AMM	nessanurun9@gmail.com	9854957039	HFSCUSER	Karnataka	Tumakuru	Tumakuru	HEGGE
Edit-	Alok Dutt Sharma	dsuser1	true	District Data Manager	alokdutt_sharma@yahoo.com	9413007668	DSU	Karnataka	Tumakuru		
Edit-	Rajesh G G	bsuser1	true	Taluk Health Officer	kedayaru@gmail.com	9844318585	BSU	Karnataka	Tumkur	Tipatur	
Edit-	Jury Dalbot Shira	hfuser2	true	Data Manager	jsangma@gmail.com	8414090846	HFUSER	Karnataka	Tumakuru	Tiptur	S.R.D.P
Edit-	Master User 1	master1	true	Master	master1@ihip.indigoind.com		MASTERUSER	Karnataka	Tumkur	Tumkur	
Edit-		districtadmin1	true	District Admin	districtadmin1@ihip.indigoind.com	9000123499	DISTRICADMIN	Karnataka	TUMAKURU		
Edit-		Districtadmin	true	District	districtadmin@gmail.com	5541267895	DISTRICADMIN	Karnataka	TUMAKURU		

Note: This document is being continuously updated. The version number for updated document will be shown on the first page

- After doing the necessary changes they have to click on 'Save' button to save the changes

Screenshot 32: Edit User Details 2

Reset Password

- SSO can reset the password for any user under his/her state by clicking on the link 'Edit' – 'Reset Password'

Screenshot 33: Reset Password

Note: This document is being continuously updated. The version number for updated document will be shown on the first page