The United Republic of Tanzania

Ministry of Health and Social Welfare
Training Institution Information System (TIIS)

Standard Operating Procedure (SOPs)

Prepared by:

Supported by:

EnterSoft Systems Co. Ltd

JICA

Part 1: Login into TIIS

Part 2: Data Management

Part 3: How to generate different kind of reports

Part 4: Data Transfer (Export Data)

Part 5: Change Password

Part 1: Login into TIIS

1.1 User Login

Ministry of Health and Social Welfare

Training Institution Information System (TIIS)

TIIS Login:

Username: _____

Password: _____

[Login] ☐ Remember me

Enter your username and password to login into the system

Forgot Password | Administrator contacts

TIIS is supported by **JICA.** Developed & maintained by EnterSoft Systems Limited

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1.2 TIIS Main Page

Once you login successfully you will see different modules. Click on any menu to access TIIS Modules

Click here to access manual

Click here to logout

Part 2: Data Management

2.1   Data Entry - Adding

Step 2:
Select your Institution

Step 3:
Fill each field as required for each academic year.

Step 1:
Click on Institution then click on any module

Step 4:
Click Add button to save data

Click here to reset the fields

2.2 Search an existing record

2.3 Change/edit a record

2.4 Remove/delete a record

Step 2:
Click on edit

Step 1:
Click on the module to delete the record

Step 3:
Click here to delete the record

2.5 View a record

Step 3:
A Select view option

Step 2:
Click here to view

Step 1:
Click on the item you want to view

Step 5:
Click here to view the record

Click here to reset the fields

Step 4:
Select Institution Name and Academic year

2.6 Employee Details

(i) View Employee Basic Details

(ii)   Adding Employee Education Details

Step 1:
Select employee then click Education Details

Step 2:
Select and Fill each Field as required

Step 3:
Click here to save

(iii)   Adding Employee History Details

Step 1:
Select employee then click History Details

Step 3:
Click here to add history

Step 2:
Select and Fill each field as required

2.7 Student Academics

(i) Inserting multiple student progress

(ii)   Updating Student Progress

Step 1:
Under students click on academics

Step 4:
Click this button to Search Student.

Click here to reset the fields

Step 2:
Click update progress button.

Step 3:
Fill in Reg.No and Select each field as required to update progress

(iii)   Viewing Student Progress

2.8   Appeals

Ministry of Health and Social Welfare
Training Institution Information System

TIIS Version 1.3   User Manual

May 2, 2012   ← Home Logout →   User: Amo Mbeya

User account

Course

Institution

Employee

Student Details

▸ Student
▸ Academics
▸ ppeals

et and Finance

oment Projects

Change Status

Reg. No:

Institution Name: AMO Mbeya

Admission Year: 2011/2012

Course Name: Advanced Diploma in Clinical Medicine

Search   Reset

Step 2:
Fill in Reg. No. of a student who have appealed and select other fields as required

Step 1:
Under students menu click on Appeals

Step 3:
Click here to search

Click here to reset the fields

2.9 Data entry for Budget and Finance

(i) Add Objective

## (ii)   Add Target

Step 2:
Click here add

Add Target

Target name:

Target category: Select

Add   Reset

Step 3:
Fill in Target name and Select Target category as required.

User account
Course
Institution
Employee
Student Details
Budget and Finance
  ▸ Objective
  ▸ Target
  ▸ Semi Activity
  ▸ Items
  ▸ Full Activity

Step 1:
Under Budget and Finance, click on Target

Step 4:
Click here to add.

Click here to reset the fields

(iii)   Add Semi Activity

Step 2:
Click here to add

Step 1:
Under Budget and
Finance, click on
Semi Activity

Step 4:
Click here to save

Click here to reset
the fields

Step 3:
Select and specify
each field as required

(iv)   Add Items

v) Adding Full activity

Step 2:
Select search option

Step 3:
Click here to select Institution name

Step 1:
Under Budget and Finance click Full Activity

Step 4:
Click here to edit the records

Click here to reset the fields

vi)   Set Item Cost

Step 2:
Select search option

Step 3:
Select Institution name

Step 1:
Under Budget and Finance click Set Item Cost

Step 4:
Click here to search

Click here to reset the fields

vii) Distribute Money

viii) View of Added Record of the Categories under Budget and Finance

ix)   Edit/Delete the Record under Budget and Finance

x)   Search an Existing Record under Budget and Finance

Step 2:
Click on
Search

Step 3:
Select Institution
Name

Step 4:
Click here to search
the record

Click here to reset
the record.

Step 1:
Under Budget and
Finance Click Semi
Activity

2.10 Data Entry under Development Project

(i) Adding Project

Step 2:
Click here to add

Step 3:
Select and specify each field as required.

Step 1:
Under Development Projects click on Projects

Step 4:
Click here to save

Click here to reset the fields.

(ii)   Adding Contractor

Step 2:
Click here to add

Step 3:
Select and specify each field as required.

Step 4:
Click here to save

Click here to reset the fields.

Step 1:
Under Development Project Select Contractors

(iii)   Adding contracts

(iv)   Adding Progress

(v) Adding Payments

Step 1:
Under Development Project click Payments

Step 2:
Select search option to add payment

Step 3:
Select Institution Name and Financial Year respectively.

Step 4:
Click here to search

Click here to reset the fields

(vi) Edit /Delete the Record under Development Project

(vii) View the Record under Development project

Step 2:
Click View tab

Step 3:
Select View option

Step 1:
Under Development Project select contractors

Step 4:
Click here to view the record

Click here to reset the record.

Part 3: How to generate different kind of Report

3.1 Institution Reports

(i) Generate Institution Contact by Course Report

Step 2: Click on Institution Contacts

Step 4: Select Course to view Institution Conta cts

Step 1: Click Reports then Institution

Step 3: Select one of the criteria to generate report

Step 5: Click here to generate report

(ii)   Generate Institution Report Zonewise

Step 1:
Click Reports then Institution

Step 2:
Click Institution in Zone tab.

Step 3:
Select Zone to view Institution

Step 4:
Click here to generate report

(iii)   Generate Institution Report by Institution Capacity

(iv)   Generate Institution Report by Ownership Type

(v)   View of Institution Report by Ownership

When click generate report a new tab will open to the right showing the report

Training Institutions Information System   Government Instutition

localhost/tiis/report/ownership_private.php

Ministry of Health and Social Welfare

General Report for Institutions
10/02/2012

Arusha

Institution Name
Centre for Educational Development in Health Arusha

Dar es Salaam

S/N	Institution Name
1	Muhimbili School of Medical Lab. Sciences
2	Muhimbili School of Pharmacy
3	Lugalo Nursing School
4	Lugalo Millitary Medical School
5	Muhimbili School of Assistant Dental Officers
6	Muhimbili School of Hygiene
7	Muhimbili School of Radiography

3.2 Generating Course Reports

(i) Generating Report for Courses

(ii)   View of Generated Course Report
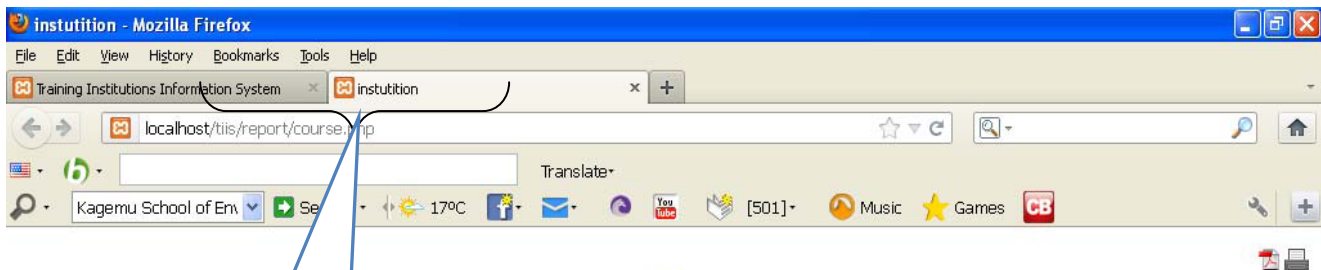
On clicking generate button, a new tab to the right will open showing the report

Ministry of health and Social Welfare

COURSES DISTRIBUTION COUNTRY WIDE
09/02/2012

Government Institutions

S/N	Region	Institution Name	Course Name	Service Category	Course Level	Course Duration
1	Mbeya	AMO Mbeya	Advanced Diploma in Clinical Medicine	In-Service	Advanced Diploma	2
2	Tanga	AMO Tanga	Advanced Diploma in Clinical Medicine	In-Service	Advanced Diploma	2
3	Mwanza	Bugando AMO	Advanced Diploma in Clinical Medicine	In-Service	Advanced Diploma	2
4	Kilimanjaro	KCMC AMO General	Advanced Diploma in Clinical Medicine	In-Service	Advanced Diploma	2
5	Dar es Salaam	Lugalo Millitary Medical School	Advanced Diploma in Clinical Medicine	In-Service	Advanced Diploma	2
6	Morogoro	Training Centre for International Health-(TTCIH) Ifakara	Advanced Diploma in Clinical Medicine	In-Service	Advanced Diploma	2

3.3 Employee Reports

(i) Generating Employee Staff Status Report

Step 2: Click Staff Status tab

Step 3: Select your Institution and Academic year

Step 4: Click here to generate the report

Step 1: Click on Reports then Employee

(ii)   View of Employee Staff Status Report
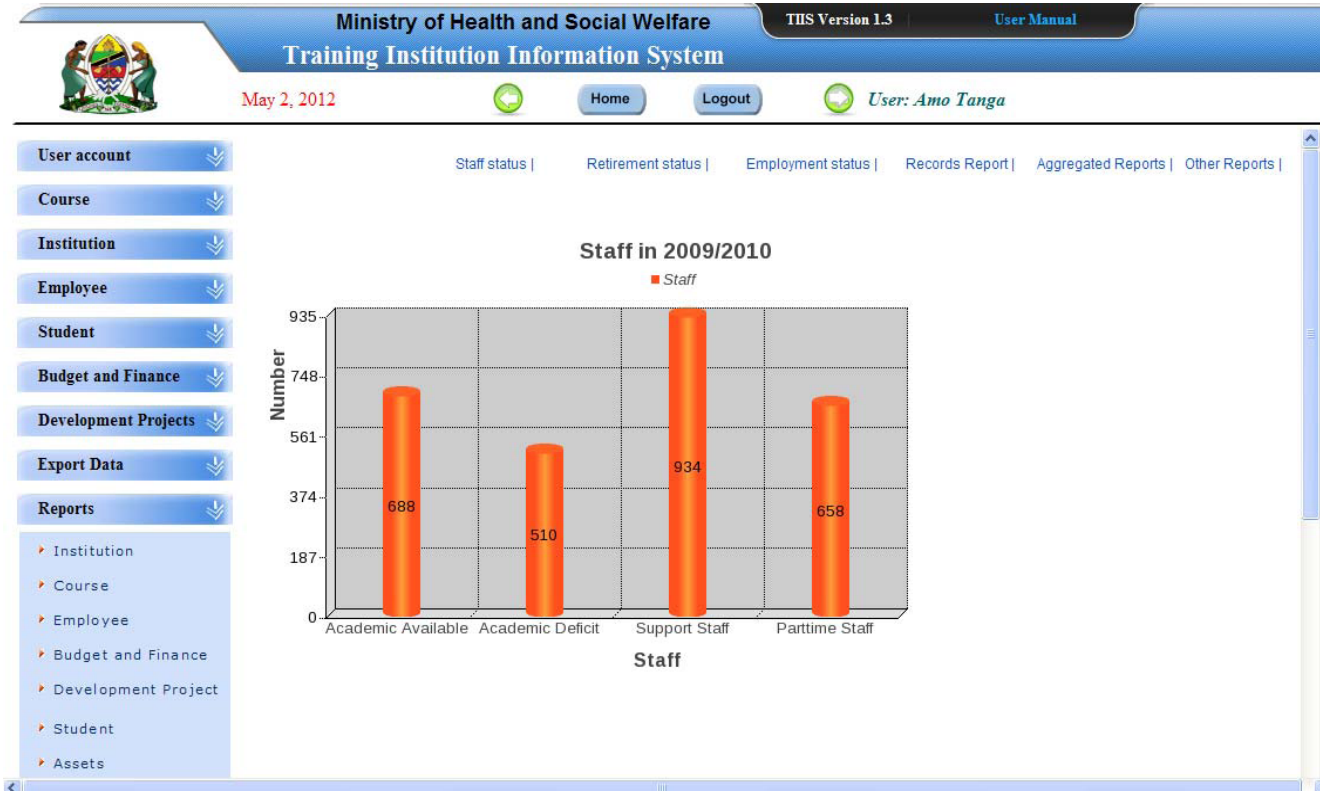
(iii)   Generating Employee Retirement Status Report

Step 1:
Click on Reports then Employee

Step 2:
Click on Retirement Status tab.
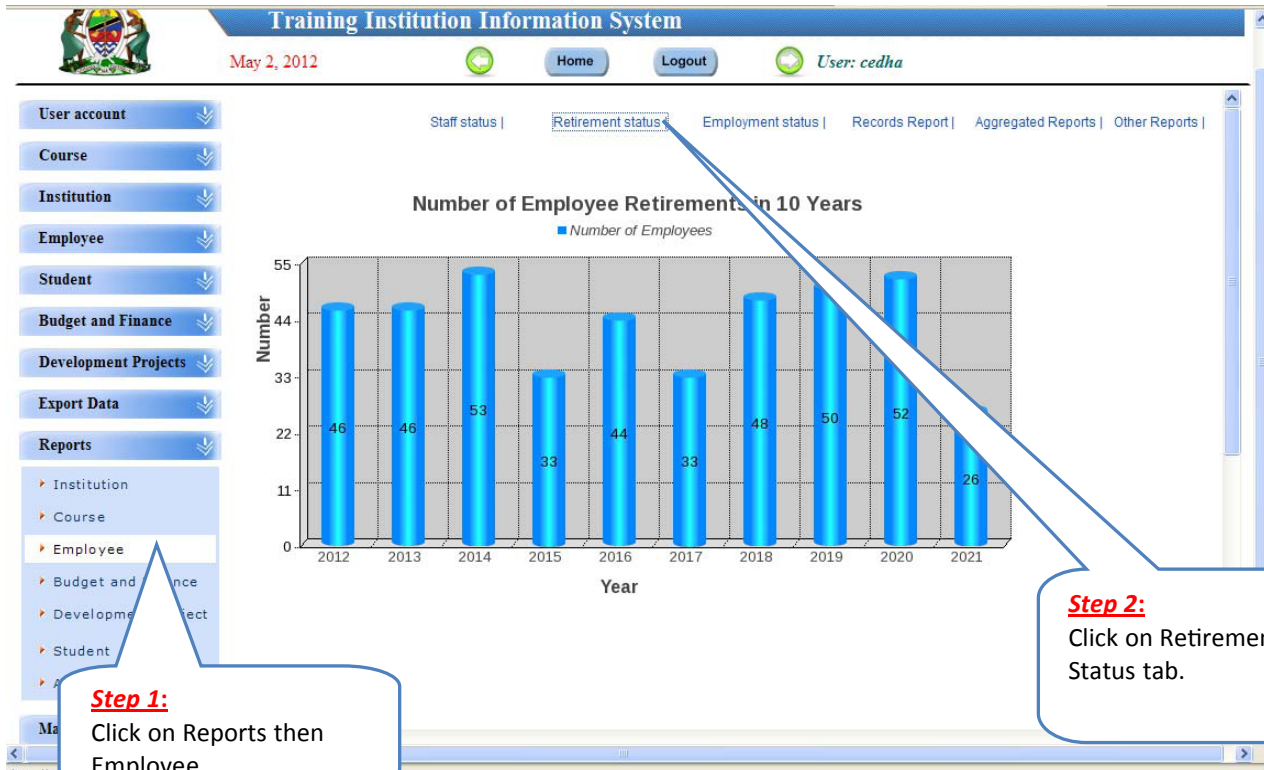
(iv)   Generating Employment Status Report

Step 2:
Click on Employment Status tab.

Step 1:
Click on report then Employee
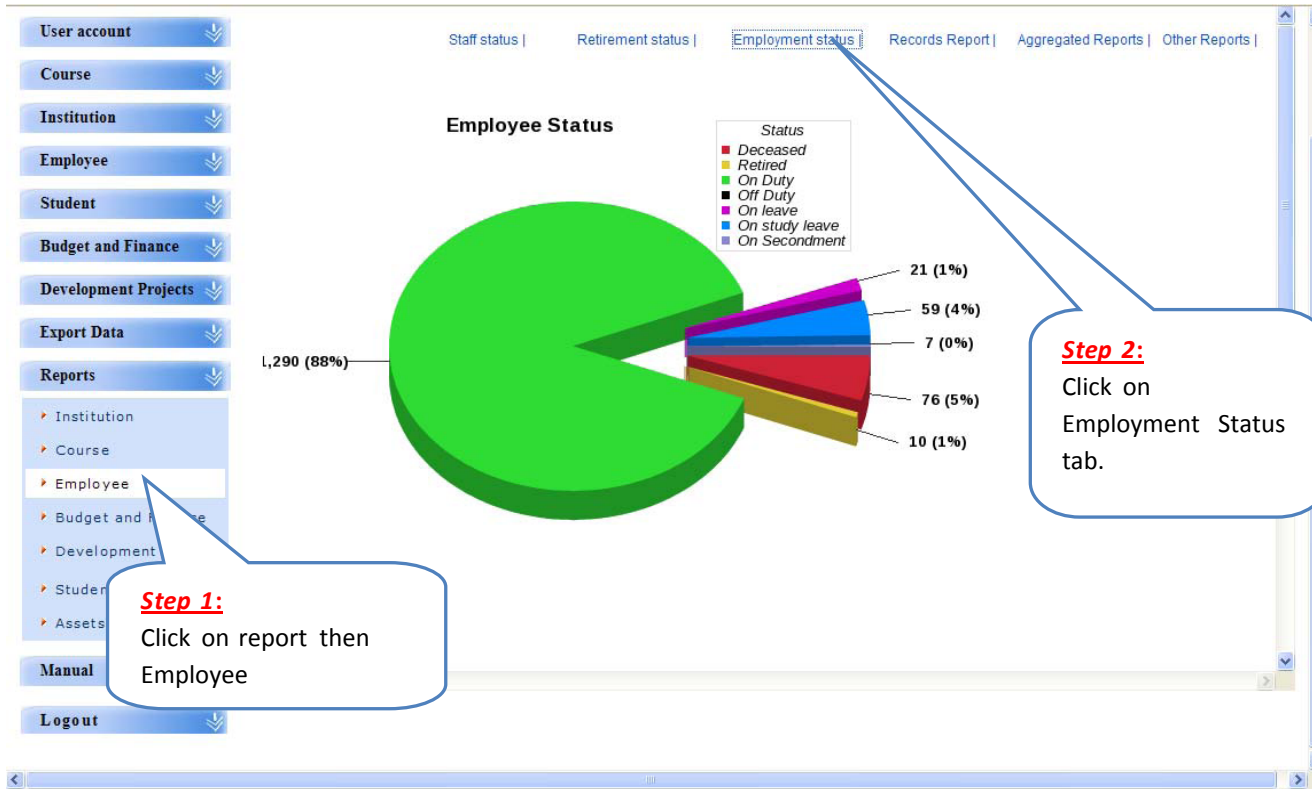
(v) Generating Employee Aggregate Report

Step 2:
Click Aggregate Report tab

Step 3:
Click here to select Institution.

Step 1:
Click on Reports then Employee

Step 5:
Click here to generate report.

Step 4:
Select each field as required

(vi)   View of Generated Aggregate Report

3.4 Student Reports

i) Generating Student Enrollment Report

Step 1: Click on Reports then Student

Step 2: Click on Enrolment Report tab

Step 4: Click here to generate report

Step 3: Select Institution name and Academic year

(ii)　Generating Student Enrollment Status Report

Step 1:
Click on Reports then Student

Step 2:
Click Enrolment status tab.

Step 3:
Select academic year then click generate report button.

(iii) Generating Student Graduate Status Report

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Training Institution Information System

TIIS Version 1.3   User Manual

May 3, 2012   Home   Logout   User: Amo Tanga

| User account | Enrollment Report | Enrollment Status | Enrollment Report to Excel | Graduate Status | Graduate Projection | Absorption |
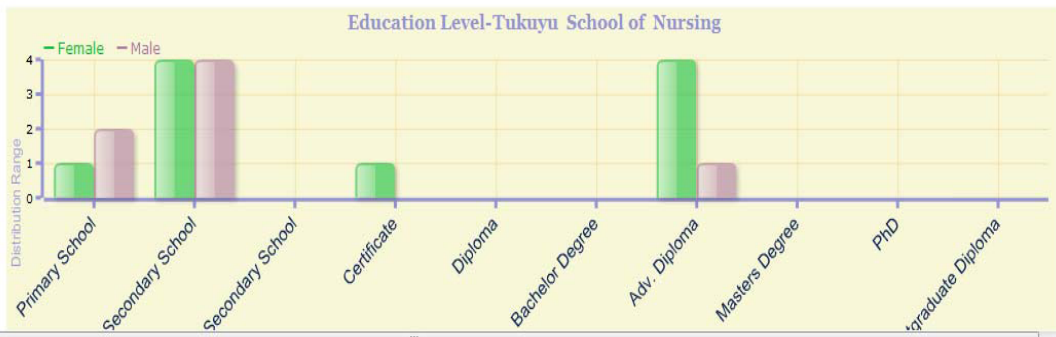
- Course
- Institution
- Employee
- Student
- Budget and Finance
- Development Projects
- Export Data
- Reports
  - Institution
  - Course
  - Employee
  - Budget and Finance
  - Development Project
  - Student
  - Assets

Graduates in Nursing and Others
■ *Nursing* ■ *Others*

Number

2,125
1,700
1,275
850
425
0

1,987   1,956   2,122   1,910

2009/2010   2010/2011
Academic Year

Step 1:
Click on Reports then Student

Step2 :
Click here to generate graduate status report

(iv) Generating Student Graduate Projection Report

(v)   Generating Student Absorption Report

Step 1:
Click on Reports then Student

Step 2:
Select graduation year then click generate report tab.

3.5 Assets Reports

i) Generating Asset Status Report

Step 1:
Click on Reports then Asset

Step 2:
Click on Asset Status tab

Step 3:
Select each field as required.

Step 4:
Click here to generate report

(ii)   View of Generated Asset Status Report
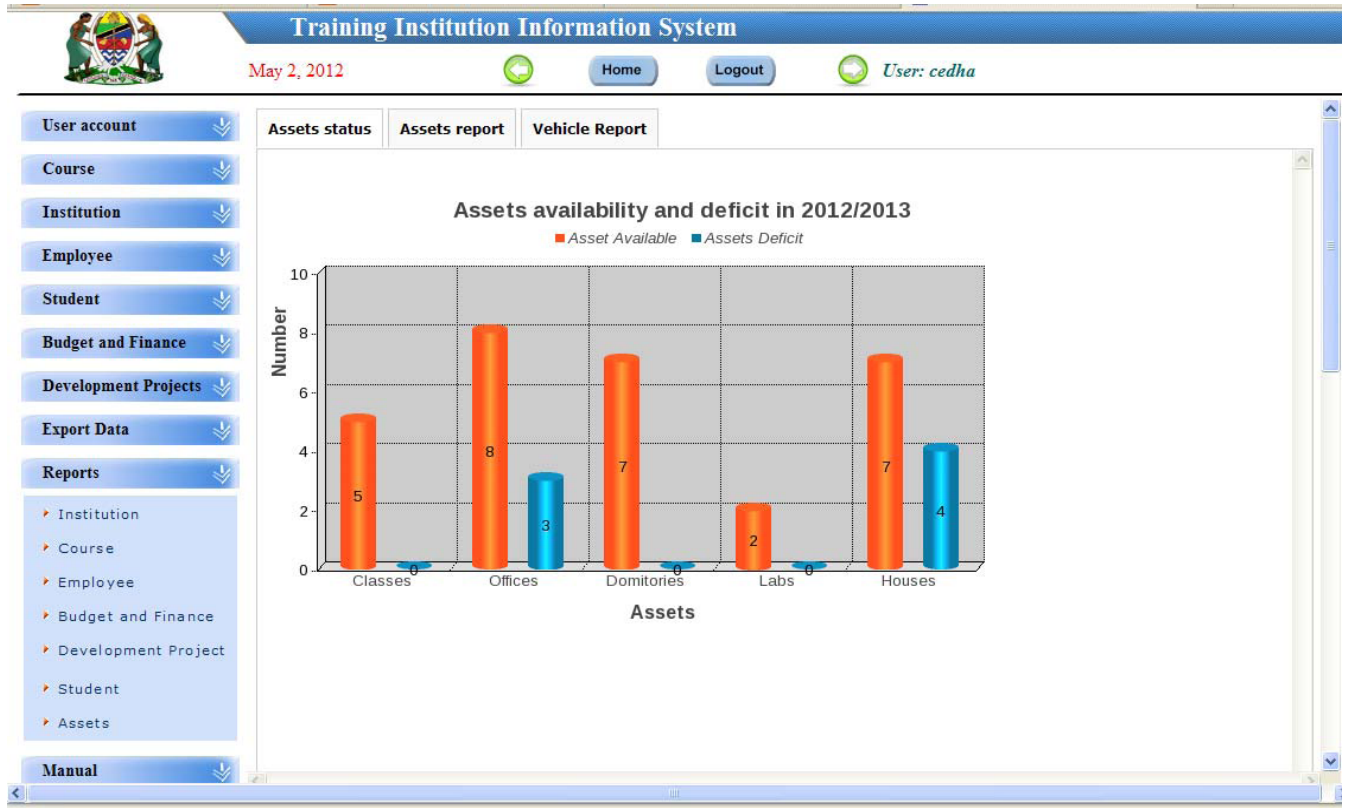
(iii)   Generating Vehicle Report

3.6 Budget and Finance Report

i) Generate Budget and Finance Report

(ii)   View of Generated Budget and Finance Report

On clicking generate report button, a new tab to the right will open showing the report

3.7 Development Project Report

i) Generate Development Project Report

(ii) View of Generated Development Project Report
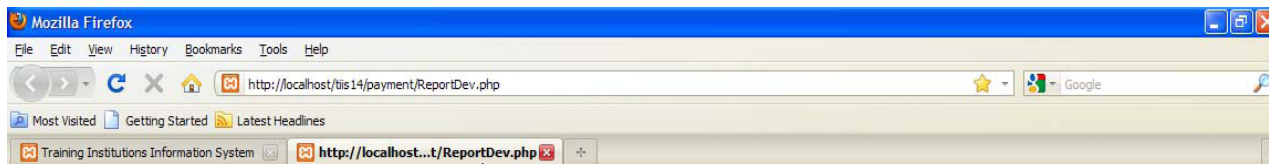
On clicking Search button, a new tab to the right will open showing the report

Ministry of Health and Social Welfare

Development Projects

Export to excel format

InstitutionName	Project_Name	Contractor_Name	Budget	Contract_Amount	PaidAmount	Certificate	Progress	Sponsor	Financial_Year
A3 School of Nursing	sdwqf	Glagoli	53747	324435634	2000007	Cert 1	70%	fwgtf3	2011/2012
Aga Khan University	Construction of new classrooms	Kwanza Construction LTD	90000000	8000000	7000000	Cert 3	40%	MoHSW	2011/2012
Bugando AMO	Rehabilitation of Staff houses	Pamba Engineering Co. LTD	70000000	670000000	30000000	Cert 4	20%	MoHSW	2011/2012

Part 4: Data Transfer

4.1 Download and Save Export data file

i) Download Export Data File

Ministry of Health and Social Welfare

TIIS Version 1.3   User Manual

Training Institution Information System

May 2, 2012   Home   Logout   User: Aisha Juma

User account
Course
Institution
Employee
Student
Budget and Finance
Development Projects
Export Data
Export data

Opening Export_02-05-2012_05-00-13.zip

You have chosen to open

Export_02-05-2012_05-00-13.zip

which is a: Compressed (zipped) Folder
from: http://localhost

What should Firefox do with this file?

Open with Windows Explorer (default)

Save

Do this automatically for files like this from now on.

OK   Cancel

Step 3:
After selecting save file click ok button to save and continue to steps below

Step 1:
Click export data to export data to the central level for backup.

Step 2:
Select save file radio button to save a file.

(ii)   Save Export Data file

Enter name of file to save to...

Save in: Desktop

- My Documents
- My Computer
- My Network Places
- 2k
- ADAM PROJECTS
- en-us
- HP
- New Folder
- sett up
- SkypeSetup
- software
- sound-20071012100942
- TIIS

My Recent Documents
Desktop
My Documents
My Computer
My Network

File name: Export_04-03-2012_22-53-11
Save as type: zip File

Save
Cancel

rketplace   Windows Media   Windows

Remember   Never for This Site   Not Now

ion 13   **User Manual**

yste...

ut   r Amo Tanga

= 48, Private = 7

☐ Public
☐ FBO
☐ Private

5%

35%

Student
Export Data
  ▸ Export data
Reports
Manual
Coverage
Logout

Step 4:
On the save in select location to save exported file e.g. desktop, flash disk

Step 5:
Click save button to save the file.

4.2 How to browse and select the exported file

Organize ▾	Open ▾	Share with ▾	Burn	New folder			
	Name		Date modified	Type	Size		
⭐ Favorites							
🖥 Desktop	student-information-system-ahmadmus...	3/1/2012 4:26 PM	File folder			
📥 Downloads	treeview-component-2009-08-26	4/16/2012 12:40 AM	File folder			
📍 Recent Places	treeview-component-2009-08-26_1	4/16/2012 12:56 AM	File folder			
	090112053104head_of_IS_jd	4/18/2012 6:41 PM	DOCX File	16 KB		
📚 Libraries	130412113507TANGAZO_LA_KAZI_WDM...	4/15/2012 7:28 PM	Foxit Reader PDF ...	340 KB		
📄 Documents	160412102349TANGAZO_LA_KAZI_IRDP_...	4/16/2012 10:27 PM	Foxit Reader PDF ...	284 KB		
🎵 Music	ALL_BONGO_ARTISTS_-_MAISHA_na_KIFO	4/8/2012 5:45 PM	MP3 Format Sound	5,024 KB		
🖼 Pictures	blank-invoice-ms-word-2003	4/2/2012 12:24 PM	Microsoft Word D...	175 KB		
🎬 Videos	blank-invoice-ms-word-2003	4/2/2012 9:38 PM	Compressed (zipp...	6 KB		
	export	3/7/2012 9:33 PM	XML Document	372 KB		
💻 Computer	Export_08-03-2012_08-33-23	3/8/2012 11:12 PM	Compressed (zipp...	14 KB		
💽 Local Disk (C:)	Export_15-03-2012_05-26-16	3/15/2012 5:26 AM	Compressed (zipp...	0 KB		
💾 Data_1 (D:)	Export_24-04-2012_00-06-27	4/24/2012 12:06 AM	Compressed (zipp...	394 KB		
💾 Data_2 (E:)	hplayer_10_ax_debug	4/17/2012 1:39 PM	Application	3,007 KB		
	sh_player	4/17/2012 1:24 PM	Application	3,021 KB		
🖧 Network		3/5/2012 11:48 AM	Compressed (zipp...	8 KB		
	taller_ALL	3/5/2012 12:53 PM	Application	90,039 KB		

Send this file as an attachment to info@entersoftsystems.com and jicamoh@moh.go.tz

Part 5: Change Password

5.1 Change Password

Step 2: You can change your name and e-mail address

Step 3: Click here to save changes

Step 4: Enter current password and new password as required

Step 5: Click here to change your password

Step 1: Under user account click on Change password