

The United Republic of Tanzania



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

Standard Operating Procedure (SOPs)

Prepared by:

Supported by:



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:

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

Training Institutions Information System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://localhost/tis14/main.php?nav=home

Most Visited Getting Started Latest Headlines

Training Institutions Information ... Training Institutions Inform... Training Institutions Information ... Training Institutions Information ... Training Institut

Ministry of Health and Social Welfare **TIIS Version 1.3** [User Manual](#)

Training Institution Information System

April 12, 2012 Home Logout User: AmoTanga

Institution Ownership Type: Public = 83, FBO = 48, Private = 6

Ownership Type	Count	Percentage
Public	83	61%
FBO	48	35%
Private	6	4%

Public FBO Private

Click here to logout

Click here to access manual

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

- User account
- Course
- Institution
- Employee
- Student Details
- Budget and Finance
- Development Projects
- Export Data
- Reports
- Manual
- Logout

Part 2: Data Management

2.1 Data Entry - Adding

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Most Visited, Getting Started, Latest Headlines, Training Institutions Information..., Training Institutions Information System.
- Left Navigation Menu:** User account, Course, Institution (expanded), Contacts, Staff, Capacity, Enrolment, Assets, Vehicles, Employee, Student Details, Budget and Finance, Development Project, Export Data.
- Top Right:** Add, Edit, Search, View icons.
- Form Fields:**
 - Institution Name: AMO Tanga (dropdown)
 - Academic Year: 2002/2003 (dropdown)
 - Number of Academic staff Required: [text input]
 - Number of Academic staff Available: [text input]
 - Number of Support Staff Required: [text input]
 - Number of Support Staff Available: [text input]
 - Number of Part-time Academic staff: [text input]
- Buttons:** Add, Reset.

Step 1: Click on Institution then click on any module

Step 2: Select your Institution

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

Step 4: Click Add button to save data

Click here to reset the fields

2.2 Search an existing record

The screenshot shows a web browser window displaying the Training Institution Information System (TIIS) interface. The browser's address bar shows the URL `http://localhost/mohsw/main.php?nav=TutorSearch`. The page header includes the Ministry of Health and Social Welfare logo, the system name "Training Institution Information System", the version "TIIS Version 1.3", and a "User Manual" link. The user is logged in as "User: AmoTanga" on "May 2, 2012".

The interface features a left-hand navigation menu with categories: "User account", "Course", "Institution", "Employee", "Student Details", "Budget and Finance", "Development Proj", and "Export Data". The "Institution" category is expanded, showing sub-items: "Contacts", "Staff", "Capacity", "Enrolment", "Assets", and "Vehicles".

The main search area contains a "Search by:" section with two radio buttons: "Institution Name" (selected) and "All". To the right, there are dropdown menus for "Institution Name" (set to "AMO Tanga") and "Academic Year" (set to "2011/2012"). Below these are "Search" and "Reset" buttons. On the far right, there are icons for "Add", "Edit", "Search", and "View".

Five callout boxes provide the following instructions:

- Step 1:** Click on the item you want to search. (Points to the "Institution" menu item)
- Step 2:** Click on Search (Points to the "Search" icon)
- Step 3:** Select search criteria either by institution or to search All. (Points to the "Institution Name" radio button)
- Step 4:** Select Institution Name and academic year (Points to the "Institution Name" and "Academic Year" dropdowns)
- Step 5:** Click here to search (Points to the "Search" button)

2.3 Change/edit a record

The screenshot shows the Training Institution Information System (TIIS) interface. The browser address bar displays `http://localhost/mohsw/main.php?nav=TutEResults`. The page header includes the Ministry of Health and Social Welfare logo, the system name "Training Institution Information System", and the version "TIIS Version 1.3". The user is logged in as "User: AmoTanga".

The interface features a navigation menu on the left with categories: User account, Course, Institution (with sub-items: Contacts, Staff, Capacity, Enrolment, Assets, Vehicles), Employee, Student Details, Budget and Finance, Development Projects, and Export Data.

The main content area contains a table with the following columns: Institution Name, No. of Lecturers Required, No. of Lecturers Available, No. of Supporting Staff, No. of Part-time Lecturers, Academic Year, Update, and Delete. The table lists three records for "AMO Tanga" with different academic years (2009/2010, 2010/2011, and 2011/2012). Each record has an "Update" icon (pencil) and a "Delete" icon (X).

Callouts provide instructions for editing a record:

- Step 2:** Click on edit (points to the "Edit" button in the top right navigation area).
- Step 1:** Click on the item you want to edit the record (points to the "AMO Tanga" row in the table).
- Step 3:** Click here to edit/change the record (points to the "Edit" button in the "Update" column of the table).

<input type="checkbox"/>	Select All							
<input checked="" type="checkbox"/>	Institution Name	No. of Lecturers Required	No. of Lecturers Available	No. of Supporting Staff	No. of Part-time Lecturers	Academic Year	Update	Delete
Filter:	<input type="text"/>					Filter: All		
<input type="checkbox"/>	AMO Tanga	10	5	11	0	2009/2010		
<input type="checkbox"/>	AMO Tanga	10	11	9	10	2010/2011	Edit	
<input type="checkbox"/>	AMO Tanga	10	11	9	10	2011/2012		

2.4 Remove/delete a record

The screenshot shows the TIIS interface with a navigation menu on the left and a main content area. The main content area includes a search bar, a table of records, and a status bar. Three callouts provide instructions for deleting a record:

- Step 1:** Click on the module to delete the record (pointing to the 'Export Data' menu item).
- Step 2:** Click on edit (pointing to the 'Edit Staff' button).
- Step 3:** Click here to delete the record (pointing to the 'Delete' icon in the table).

<input type="checkbox"/> Select All	Institution Name	No. of Lecturers Required	No. of Lecturers Available	No. of Supporting Staff	No. of Part-time Lecturers	Academic Year	Update	Delete
Filter: <input type="text"/>						Filter: All		
<input type="checkbox"/>	AMO Tanga	10	5	11	0	2009/2010		
<input type="checkbox"/>	AMO Tanga	10	11	9	10	2010/2011		
<input type="checkbox"/>	AMO Tanga	10	11	9	10	2011/2012		

Showing results 1 to 3 of 3

2.5 View a record

The screenshot shows the TIIS web application interface. The header includes the Ministry of Health and Social Welfare logo, the system name, version (1.3), and user manual link. The navigation bar shows the date (May 1, 2012), home, logout, and user information (User: cedha). A left sidebar contains a menu with categories like User account, Course, Institution, Employee, Student Details, Budget and Finance, Development Projects, Export Data, and Reports. The main content area features a 'View by:' section with radio buttons for 'Institution Name', 'Region', and 'All'. It also includes dropdown menus for 'Institution Name' (set to 'Centre for Educational Development in Health Arusha') and 'Academic Year' (set to '2011/2012'). Below these are 'View' and 'Reset' buttons. A top right toolbar contains 'Add', 'Edit', 'Search', and 'View' icons.

Step 1: Click on the item you want to view

Step 2: Click here to view

Step 3: A Select view option

Step 4: Select Institution Name and Academic year

Step 5: Click here to view the record

Click here to reset the fields

2.6 Employee Details

(i) View Employee Basic Details

Training Institution Information System
May 2, 2012
User: Amo Mbeya

Step 1:
Select employee then click Basic Details

Step 2:
Click view button.

Step 3:
Select view option

Step 4:
Click here to view

View by:

- Institution Name
- Region
- Employee Type
- Education Level
- All

View Reset

Search Employee Records

Add Search Edit View

(ii) Adding Employee Education Details

The screenshot shows a web application interface for adding employee education details. The interface includes a sidebar menu on the left with options like Course, Institution, Employee, Student, Budget and Finance, Development Projects, Export Data, Reports, Manual, and Logout. The main form area is titled 'Add Education Details for . ANJA' and contains several fields: Course Location (Zimbabwe), University/Institute/College Attended (Bulongwa Health Sc. Institute), Training Type (In-Service), Course Name (empty), Specialization (Medicine), Award/Education Level (Postgraduate Diploma), Course Sponsor (--SELECT--), Start Date (empty), and End Date (empty). A 'Save Data' button is located at the bottom right of the form. Three callout boxes provide instructions: Step 1 (Select employee then click Education Details), Step 2 (Select and Fill each Field as required), and Step 3 (Click here to save).

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

Ministry of Health and Social
Training Institution Information System

TIIS Version 1.3 User Manual

May 2, 2012 Home Logout User: Amo Mbeya

Add Search Edit View

Add History Details for 1 CHACHA

History Type: --SELECT--

History: Select History Type

Start Date:

Reason:

Add

Step 1:
Select employee then click History Details

Step 2:
Select and Fill each field as required

Step 3:
Click here to add history

2.7 Student Academics

(i) Inserting multiple student progress

The screenshot displays the TIIS Version 1.3 interface. The header includes the Ministry of Health and Social Welfare logo, the date May 2, 2012, navigation buttons (Home, Logout), and the user name User: Amo Mbeya. The left sidebar contains a menu with categories like User account, Course, Institution, Employee, Student, Budget, Finance, and Development Projects. The main content area is titled 'Multiple students progress' and contains a form with the following fields: Institution name (AMO Mbe), Admission year (2011/2012), Course name, Progress level (1st year), Academic year (2011/2012), Status (passed), and Remarks. At the bottom of the form are 'Save' and 'Reset' buttons. Four callout boxes provide instructions: Step 1 points to the 'Academics' menu item; Step 2 points to the 'Multiple students progress' tab; Step 3 points to the form fields; and Step 4 points to the 'Save' button.

Step 1:
Under students click on academics

Step 2:
Click here to select multiple progress

Step 3:
Select and specify each field as required

Step 4:
Click here to save

Click here to reset the fields

(ii) Updating Student Progress

The screenshot displays the 'Training Institution Information System' interface. The header includes the Ministry of Health and Social Welfare logo, the date 'May 2, 2012', and the user 'User: Amo Mbeya'. The main content area features a navigation menu on the left and a search form with the following fields: 'Reg. No.', 'Institution Name' (set to 'AMO Mbeya'), 'Admission Year' (set to '2011/2012'), and 'Course Name'. A 'Search' button with a green arrow and a 'Reset' button are located below the search fields. The 'Update progress' button is highlighted in the top navigation bar.

Step 1:
Under students click on academics

Step 2:
Click update progress button.

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

Step 4:
Click this button to Search Student.

Click here to reset the fields

(iii) Viewing Student Progress

The screenshot shows a web browser window with the URL `http://localhost/mohsw/main.php?nav=AcaSearch`. The page has a navigation menu on the left with categories like 'User account', 'Course', 'Institution', 'Employee', 'Student Details', 'Budget and Finance', and 'Development Projects'. The 'Student Details' category is expanded, showing 'Student', 'Academics', and 'Appeals'. The main content area has tabs for 'Multiple students progress', 'Single student progress', 'Update progress', 'Delete progress', and 'View'. The 'View' tab is selected. Below the tabs are form fields for 'Institution Name' (set to 'Centre for Educational Development in Health Arusha'), 'Course Name' (set to 'Diploma in Health Personnel Education'), 'Admission Year' (set to '2011/2012'), and 'Year of Study' (set to '1st year'). There are radio buttons for 'Passed', 'Graduated', 'Discontinued', 'Postponed', 'Died', 'Upsconded', and 'All' (which is selected). At the bottom of the form are 'View' and 'Reset' buttons. Six callout boxes provide instructions: Step 1 points to 'Academics', Step 2 to the 'View' button, Step 3 to the 'Institution Name' and 'Course Name' fields, Step 4 to the 'Admission Year' and 'Year of Study' fields, Step 5 to the 'View' button, and Step 6 to the 'View' button.

Step 1:
Under students click on academics

Step 6:
Click here to view

Click here to reset the fields

Step 5:
Select view option

Step 3:
Select Institution Name and Course Name

Step 4:
Select Admission Year and Year of Study

Step 2:
Click View button.

2.8 Appeals

The screenshot displays the TIIS interface. At the top, the header includes the Ministry of Health and Social Welfare logo, the system name 'Training Institution Information System', the version 'TIIS Version 1.3', and a 'User Manual' link. Below the header, a navigation bar shows the date 'May 2, 2012', 'Home', 'Logout', and the user name 'User: Amo Mbeya'. On the left, a sidebar menu lists 'User account', 'Course', 'Institution', 'Employee', 'Student Details', 'Academics', 'Appeals', 'Budget and Finance', and 'Investment Projects'. The main content area is titled 'Change Status' and contains a form with the following fields: 'Reg. No.' (text input), 'Institution Name' (dropdown menu showing 'AMO Mbeya'), 'Admission Year' (dropdown menu showing '2011/2012'), and 'Course Name' (dropdown menu showing 'Advanced Diploma in Clinical Medicine'). Below the form are 'Search' and 'Reset' buttons. Three callout boxes provide instructions: 'Step 1' points to the 'Appeals' menu item; 'Step 2' points to the 'Reg. No.' field; and 'Step 3' points to the 'Search' button.

Step 1:
Under students menu
click on Appeals

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

Step 3:
Click here to search

Click here to reset the
fields

2.9 Data entry for Budget and Finance

(i) Add Objective

Step 1:
Under Budget and Finance, click Objective

Step 2:
Click here to Add

Step 3:
Specify objective name and initial as required

Step 4:
Click here to add.

Click here to reset the fields

(ii) Add Target

Step 1:
Under Budget and Finance, click on Target

Step 2:
Click here add

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

Step 4:
Click here to add.

Click here to reset the fields

(iii) Add Semi Activity

The screenshot shows the TIIS web application interface. The header includes the Ministry of Health and Social Welfare logo, the system name 'Training Institution Information System', the version 'TIIS Version 1.3', and the user 'User: AmoTanga'. The date is 'April 12, 2012'. A left sidebar contains a menu with 'Budget and Finance' expanded to show 'Semi Activity' selected. The main content area has a form titled 'Add Semi Activity' with the following fields:

- Institution Name: AMO Tanga
- Objective: Training and continuous professional development for improved performance
- Target: Skilled Human Resources for Health increased from the current level of 3.831 to 6.000 annually by June 2014
- Activity description: (empty text box)

Below the form are 'Add' and 'Reset' buttons. A toolbar at the top right contains 'Add', 'Update', 'Search', and 'View' buttons. Four callout boxes provide instructions:

- Step 1:** Under Budget and Finance, click on Semi Activity
- Step 2:** Click here to add (pointing to the 'Add' button)
- Step 3:** Select and specify each field as required (pointing to the form fields)
- Step 4:** Click here to save (pointing to the 'Add' button)

(iv) Add Items

Step 1:
Under Budget and Finance, click Items

Step 2:
Click here to add

Step 3:
Fill each field as required

Step 4:
Click here to save

Click here to reset

The screenshot shows the following interface elements:

- Browser: Mozilla Firefox, URL: http://localhost/tis14/main.php?nav=ItemAdd
- Page Header: Ministry of Health and Social Welfare, Training Institution Information System, TIIS Version 1.3, User Manual
- Page Content: Date (April 12, 2012), Home, Logout, User: AmoTanga
- Navigation Menu (Left): User account, Course, Institution, Employee, Student Details, Budget and Finance (expanded to show Objective, Target, Semi Activity, Items, Full Activity, Set Item Cost, Distribute Money)
- Main Content Area: 'Add Item' form with fields for Item description, Measurement unit, and Item code. Buttons for Add and Reset are present.
- Toolbar (Right): Add, Update, Search, View

v) Adding Full activity

The screenshot shows the TIIS web application interface. The browser title is "Training Institutions Information System - Mozilla Firefox". The URL is "http://localhost/tis14/main.php?nav=SearchAct". The page header includes the Ministry of Health and Social Welfare logo, the system name "Training Institution Information System", the version "TIIS Version 1.3", and a "User Manual" link. The user is logged in as "User: AmoTanga" on "April 12, 2012".

The left sidebar contains a navigation menu with the following items: User account, Course, Institution, Employee, Student Details, Budget and Finance (expanded), Objective, Target, Semi Activity, Items, Full Activity (highlighted), Set Item Cost, Distribute Money, and Investment Projects.

The main content area features a search box with the text "Search to add full activity". Below it, a "Search by:" section has two radio buttons: "Institution Name" (selected) and "All Institution". To the right, there is a dropdown menu for "Institution Name" with "AMO Tanga" selected. Below the dropdown are "Edit" and "Reset" buttons. At the top right, there are icons for "Add", "Update", "Search", and "View".

Four callout boxes provide instructions:

- Step 1:** Under Budget and Finance click Full Activity
- Step 2:** Select search option
- Step 3:** Click here to select Institution name
- Step 4:** Click here to edit the records

vi) Set Item Cost

The screenshot displays the Training Institution Information System (TIIS) interface. The header shows the Ministry of Health and Social Welfare logo and the system name. The navigation menu on the left includes 'Budget and Finance' with sub-items like 'Set Item Cost'. The search form in the center has a 'Search by:' section with radio buttons for 'Institution Name' (selected) and 'All Institution'. The 'Institution Name' dropdown is set to 'Centre for Educational Development in Health Arusha'. The 'Search' button is highlighted with a callout box.

Step 1: Under Budget and Finance click Set Item Cost

Step 2: Select search option

Step 3: Select Institution name

Step 4: Click here to search

Click here to reset the fields

vii) Distribute Money

The screenshot shows the Training Institution Information System (TIIS) interface. The browser address bar displays `http://localhost/mohsw/main.php?nav=SearchMoney`. The page header includes the Ministry of Health and Social Welfare logo, the system name "Training Institution Information System", the version "TIIS Version 1.3", and a "User Manual" link. The date "May 1, 2012" and the user "User: cedha" are also visible.

The left sidebar contains a navigation menu with the following items:

- User account
- Course
- Institution
- Employee
- Student Details
- Budget and Finance
 - Objective
 - Target
 - Semi Activity
 - Items
 - Full Activity
 - Set Item Cost
 - Distribute Money
- Development

The main content area features a search bar labeled "Search Item to add Money" and a "Search" button. Below the search bar, there are search options and filters:



- Search by: Institution Name All
- Institution Name: Centre for Educational Development in Health Arusha
- Academic year: 2002/2003
- Buttons: Search, Reset

Callout boxes provide the following instructions:

- Step 1:** Under Budget and Finance click Distribute Money
- Step 2:** Select search option
- Step 3:** Select Institution Name and Academic Year respectively
- Step 4:** Click here to Search

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

The screenshot shows the TIIS Version 1.3 interface. The header includes the Ministry of Health and Social Welfare logo, the date April 12, 2012, and the user name User: AmoTanga. The left sidebar contains a navigation menu with categories like User account, Course, Institution, Employee, Student Details, Budget and Finance, Development Projects, Export Data, Reports, and Manual. The main content area features a search bar and a table of records. The table has columns for Select All, Institution Name, Objective, Target, Segment, Activity, Add Item, and Delete. A record for AMO Tanga is displayed with an 'Add Item' button and a 'Delete' button. Callouts indicate that clicking the 'Add Item' button adds a record and clicking the 'Delete' button deletes records.

<input type="checkbox"/> Select All	Institution Name	Objective	Target	Segment	Activity	Add Item	Delete
<input type="checkbox"/>	AMO Tanga	Training and continuous professional development for improved performance	Skilled Human Resources for Health increased from the current level of 3,831 to 6,000 annually by June 2014	E01C01	Strengthening and support training in Health and social Welfare training Institutions		

ix) Edit/Delete the Record under Budget and Finance

The screenshot shows the TIIS Version 1.3 interface. The header includes the Ministry of Health and Social Services logo, the date April 23, 2012, and the user name 'User: TIIS User'. The navigation menu on the left is expanded to show 'Budget and Finance' > 'Objective'. The main content area has a search bar labeled 'Edit Objective' and buttons for 'Add', 'Edit', 'Search', and 'View'. Below these is a table with the following data:

<input type="checkbox"/>	Objective name	Initial	ID	Update	Delete
<input checked="" type="checkbox"/>	Training and continuous professional development for improved performance	E	6		

Callout boxes provide the following instructions:

- Step 1:** Under Budget and Finance click objective
- Step 2:** Click edit tab
- Step 3a:** Click here to edit the record
- Step 3b:** Click here delete the record

x) Search an Existing Record under Budget and Finance

The screenshot displays the TIIS web application interface. At the top, it shows the Ministry of Health and Social Welfare logo, the date April 23, 2012, and the user's role as 'TIIS User'. The main navigation menu on the left includes 'User account', 'Course', 'Institution', 'Employee', 'Student Details', and 'Budget and Finance'. Under 'Budget and Finance', the 'Semi Activity' option is selected. The main content area features a search form with a text input field containing 'Centre for Educational Development in Health Arusha', a 'Search' button, and a 'Reset' button. A toolbar with 'Add', 'Edit', 'Search', and 'View' icons is also visible. Four callout boxes provide step-by-step instructions: Step 1 points to 'Semi Activity' in the menu; Step 2 points to the 'Search' button; Step 3 points to the dropdown menu for 'Institution Name'; and Step 4 points to the 'Search' button.

Step 1:
Under Budget and Finance Click Semi Activity

Step 2:
Click on Search

Step 3:
Select Institution Name

Step 4:
Click here to search the record

Click here to reset the record.

2.10 Data Entry under Development Project

(i) Adding Project

Step 1:
Under Development Projects click on Projects

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.

(ii) Adding Contractor

The screenshot shows a web application interface for adding a contractor. On the left is a navigation menu with categories like 'User account', 'Course', 'Institution', 'Employee', 'Student Details', 'Budget and Finance', and 'Development Projects'. Under 'Development Projects', 'Contractors' is selected. The main content area has a header 'Add Contractor' with a search icon and buttons for 'Add', 'Update', 'Search', and 'View'. Below this is a form with fields for 'Contractor Name', 'Region' (set to 'Arusha'), 'District' (set to 'Arumeru'), and 'Postal Address'. There are 'Save' and 'Reset' buttons at the bottom of the form. Four callout boxes provide instructions: Step 1 points to the 'Contractors' menu item; Step 2 points to the 'Add' button; Step 3 points to the form fields; and Step 4 points to the 'Save' button.

Step 1:
Under Development Project Select Contractors

Step 2:
Click here to add

Step 3:
Select and specify each field as required.

Step 4:
Click here to save

(iii) Adding contracts

The screenshot displays the Training Institutions Information System (TIIS) interface. The browser title is "Training Institutions Information System - Mozilla Firefox" and the URL is "http://localhost/tis14/main.php?nav=AddCT". The page header includes the Ministry of Health and Social Welfare logo, the date "April 12, 2012", and the version "TIIS Version 1.3". The main navigation menu on the left includes "User account", "Course", "Institution", "Employee", "Student Details", "Budget and Finance", "Development Projects", "Export Data", and "Reports". The "Development Projects" menu is expanded, showing "Projects", "Contractors", "Contracts", "Progress", and "Payments". The "Contracts" option is highlighted. The main content area features an "Add Contract" button and a search form. The search form includes a "Search by:" dropdown menu with options "Institution Name" (selected), "Type of Sponsor", and "All". The "Institution Name" field is set to "AMO Tanga" and the "Financial Year" field is set to "2011/2012". There are "Search" and "Reset" buttons. Four callout boxes provide instructions: "Step 1: Under Development Project click contracts" points to the "Contracts" menu item; "Step 2: Select search option" points to the "Institution Name" radio button; "Step 3: Select Institution Name and Financial Year respectively." points to the "Institution Name" and "Financial Year" dropdowns; and "Step 4: Click here to search" points to the "Search" button. A fifth callout box "Click here to reset the fields" points to the "Reset" button.

Step 1:
Under Development Project click contracts

Step 2:
Select search option

Step 3:
Select Institution Name and Financial Year respectively.

Step 4:
Click here to search

Click here to reset the fields

(iv) Adding Progress

The screenshot displays the Training Institution Information System (TIIS) interface. The header includes the Ministry of Health and Social Welfare logo, the system name, version (1.3), and user manual link. The user is logged in as 'cedha' on May 1, 2012. The left sidebar contains a navigation menu with categories like 'User account', 'Course', 'Institution', 'Employee', 'Student Details', 'Budget and Finance', and 'Development Projects'. The 'Development Projects' category is expanded, showing 'Projects', 'Contractors', 'Contracts', 'Progress', and 'Payme'. The main content area features an 'Add Project Progress' form. The form has a 'Search by:' dropdown menu with options: 'Institution Name' (selected), 'Type of Sponsor', and 'All'. Below this are input fields for 'Institution Name' (set to 'Centre for Educational Development in Health Arusha') and 'Financial Year' (set to '2011/2012'). There are 'Search' and 'Reset' buttons. Four callout boxes provide instructions: Step 1 points to 'Progress' in the menu; Step 2 points to the 'Search by:' dropdown; Step 3 points to the 'Institution Name' and 'Financial Year' fields; Step 4 points to the 'Search' button.

Step 1:
Under Development Project click Progress

Step 2:
Select search option to add progress.

Step 3:
Select Institution Name and Financial Year respectively.

Step 4:
Click here to search

(v) Adding Payments

The screenshot shows the TIIS interface with the following elements:

- Header:** Ministry of Health and Social Welfare, Training Institution Information System, TIIS Version 1.3, User Manual.
- Navigation:** May 1, 2012, Home, Logout, User: cedha.
- Left Menu:** User account, Course, Institution, Employee, Student Details, Budget and Finance, Development Projects (Projects, Contractors, Contracts, Progress, Payments), Export Data.
- Search Form:** Search by: Institution Name, Type of Sponsor, All. Institution Name: Centre for Educational Development in Health Arusha. Financial Year: 2011/2012. Search, Reset buttons.
- Toolbar:** Add, Edit, Search, View.

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

Ministry of Health and Social Services
Training Institution Information System
TIIS Version 1.3
User Manual
April 23, 2012
Home Logout
User: TIIS User

Step 1:
Under Development Project select contractors

Step 2:
Click Edit tab

Click here to edit the record

Click here to delete the record

<input type="checkbox"/> Select All	Contractor Name	Postal Address	District	Region	Update	Delete
<input checked="" type="checkbox"/>	Filter: <input type="text"/>		Filter: All	Filter: All		
<input type="checkbox"/>	Kwanza Construction LTD	P.O BOX 234	Ilala	Dar es Salaam		
<input type="checkbox"/>	Glagoli	P.O BOX 4566	Monduli	Arusha		
<input type="checkbox"/>	dfsdg	P.O BOX 89999	Arumeru	Arusha		
<input type="checkbox"/>	Pamba Engineering Co. LTD	P.O BOX 3560	Geita	Mwanza		

Showing results 1 to 4 of 4

(vii) View the Record under Development project

The screenshot shows the TIIS Version 1.3 interface. The header includes the Ministry of Health and Social Welfare logo, the date April 23, 2012, and navigation buttons for Home, Logout, and User Manual. The user is logged in as 'TIIS User'. A left sidebar contains a menu with categories like User account, Course, Institution, Employee, Student Details, Budget and Finance, and Development Projects. The 'Development Projects' category is expanded to show 'Projects', 'Contractors', 'Contracts', and 'Progress'. The 'Contractors' sub-item is selected. The main content area has a 'View Contractor' tab and buttons for Add, Edit, Search, and View. Below this is a 'View by:' section with radio buttons for 'Region' and 'All' (selected). At the bottom of this section are 'View' and 'Reset' buttons. Four callout boxes provide instructions: Step 1 points to 'Contractors' in the sidebar; Step 2 points to the 'View' button in the top right; Step 3 points to the 'All' radio button; and Step 4 points to the 'View' button at the bottom.

Step 1:
Under Development Project select contractors

Step 2:
Click View tab

Step 3:
Select View option

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

Training Institution Information System
May 2, 2012 Home Logout User: AmoTanga

Generate Institution Contacts By Courses Report

Generate Report By:

- Course
- Training type

Course: --select--

Generate

Step 1:
Click Reports then Institution

Step 2:
Click on Institution Contacts

Step 3:
Select one of the criteria to generate report

Step 4:
Select Course to view Institution Contacts

Step 5:
Click here to generate report

(ii) Generate Institution Report Zonewise

The screenshot displays the 'Training Institution Information System' interface. At the top, there is a header with the system name, a date field showing 'May 2, 2012', navigation buttons for 'Home' and 'Logout', and a user field showing 'User: AmoTanga'. Below the header is a navigation menu with tabs: 'Institution contacts', 'Institutions in zone', 'Institutions per zone', 'Institution capacity', and 'Ownership Type'. The 'Institutions in zone' tab is selected. On the left side, there is a vertical menu with categories: 'User account', 'Course', 'Institution', 'Employee', 'Student Details', 'Budget and Finance', 'Development Projects', 'Export Data', and 'Reports'. Under 'Reports', 'Institution' is highlighted. The main content area is titled 'Generate Institutions By Zone Report' and contains a form with a 'Select Zone' label, a dropdown menu with '--Select--', and a 'Generate' button. Four callout boxes with arrows point to specific elements: Step 1 points to the 'Reports' menu and 'Institution' sub-item; Step 2 points to the 'Institutions in zone' tab; Step 3 points to the dropdown menu; and Step 4 points to the 'Generate' button.

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



- User account
- Course
- Institution
- Employee
- Student Details
- Budget and Finance
- Development Projects
- Export Data
- Reports
 - Institution
 - Course
 - Employee
 - Budget and Finance
 - Development Projects
 - Coverage

Institution contacts

Institutions in zone

Institutions per zone

Institution capacity

Ownership Type

Search for Institution Capacity

Name of the Institution:	AMO Tanga
Academic Year:	009/2010
<input type="button" value="Generate Report"/>	

Step 1:

Click Reports then Institution

Step 4:

Click here to generate report

Step 3:

Select Institution Name and corresponding Academic Year.

Step 2:

Click Institution Capacity tab

(iv) Generate Institution Report by Ownership Type

The screenshot displays the 'Training Institution Information System' interface. The user is logged in as 'User: AmoTanga'. The main navigation menu on the left includes 'User account', 'Course', 'Institution', 'Employee', 'Student Details', 'Budget and Finance', 'Development Projects', 'Export Data', and 'Reports'. The 'Reports' menu is expanded, showing 'Institution', 'Course', 'Employee', 'Budget and Finance', and 'Development Project'. The 'Institution' report is selected, and the 'Ownership Type' tab is active. The 'Generate Report by:' section has 'Ownership Type' selected. The 'Select:' dropdown is set to 'Government' and the 'Select Region' dropdown is set to 'All'. The 'Generate' and 'Reset' buttons are visible. Five callout boxes provide step-by-step instructions: Step 1 points to the 'Reports' menu; Step 2 points to the 'Ownership Type' tab; Step 3 points to the 'Ownership Type' radio button; Step 4 points to the 'Government' and 'All' dropdowns; and Step 5 points to the 'Generate' button.

Step 1: Click on Reports then institution

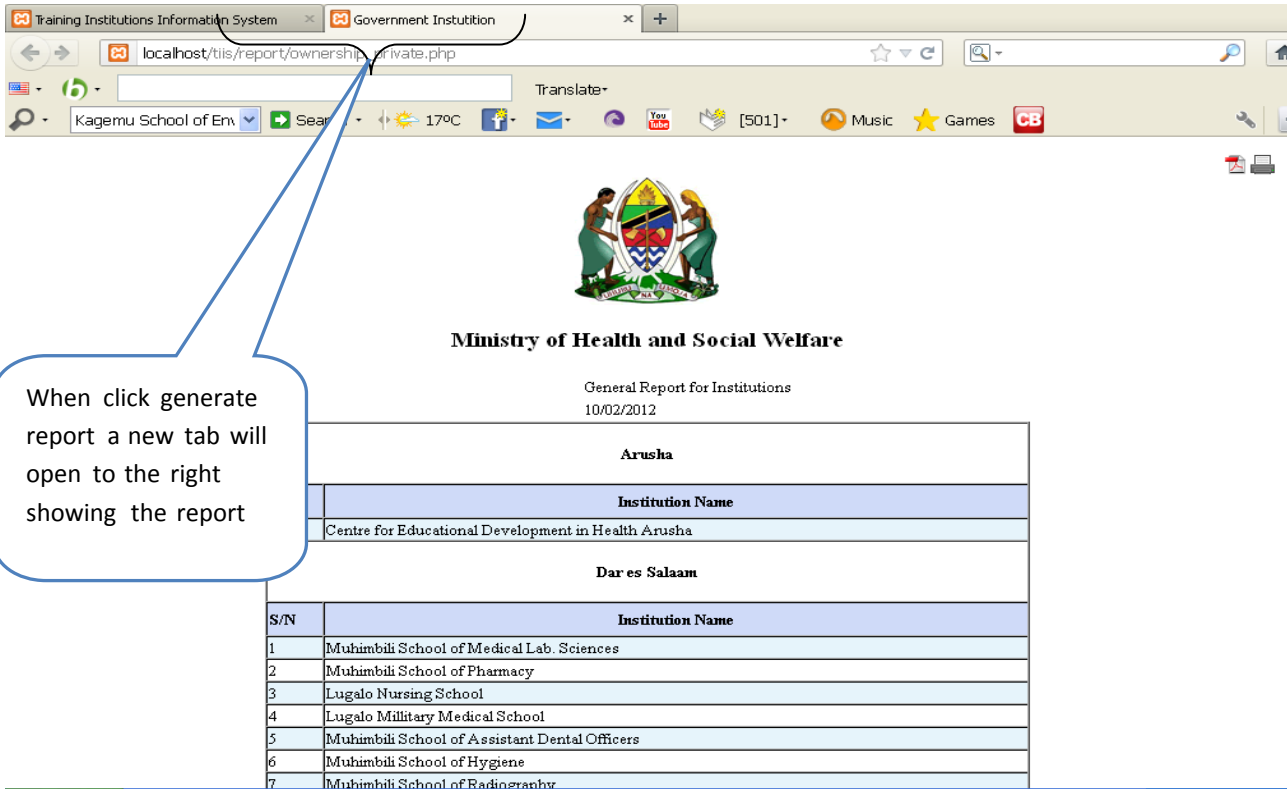
Step 2: Click Ownership type tab

Step 3: Select one of the criteria to generate report

Step 4: Select Ownership type and Region.

Step 5: Click here to generate report

(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 x Government Institution x +

localhost/tiis/report/ownership/private.php

Kagemu School of Env Search 17°C

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 Military 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

The screenshot displays the 'Training Institution Information System' interface. At the top, there is a header with the system name, the date 'May 2, 2012', navigation buttons for 'Home' and 'Logout', and the user name 'User: AmoTanga'. On the left, a vertical menu lists various system sections: 'User account', 'Course', 'Institution', 'Employee', 'Student Details', 'Budget and Finance', 'Development Projects', 'Export Data', and 'Reports'. The 'Reports' section is expanded, showing sub-items: 'Institution', 'Course', 'Employee', 'Budget and Finance', and 'Development Project'. The main content area is titled 'Report for Courses' and contains a form for generating reports. The form includes a 'Generate Report by:' section with three radio button options: 'Ownership Type' (selected), 'Distribution:', and 'Course:'. To the right of these options are two dropdown menus: 'Select:' with 'Government' selected, and 'Select Course:' with 'Advanced Diploma in Clinical Medicine' selected. Below the form are 'Generate' and 'Reset' buttons. Four callout boxes provide instructions: 'Step 1: Click on Reports then course' points to the 'Reports' menu item; 'Step 2: Select one of these criteria' points to the 'Ownership Type' radio button; 'Step 3: Select each field as required to view courses' points to the dropdown menus; and 'Step 4: Click here to generate reports' points to the 'Generate' button. A 'Reset' button is also present with a callout: 'Click here to reset the fields'.

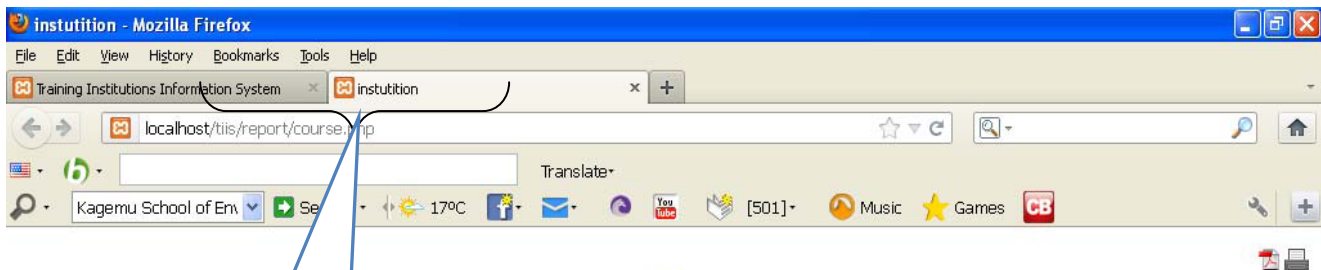
Step 1:
Click on Reports then course

Step 2:
Select one of these criteria

Step 3:
Select each field as required to view courses

Step 4:
Click here to generate reports

(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 Military 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

Ministry of Health and Social Welfare
Training Institution Information System

TIIS Version 1.3 User: Ma...
May 2, 2012 Home Logout User: Amo T...

Staff status | Retirement status | Employment status | Records Report | Aggregated Reports | Other Reports |

Step 1:
Click on Reports then Employee

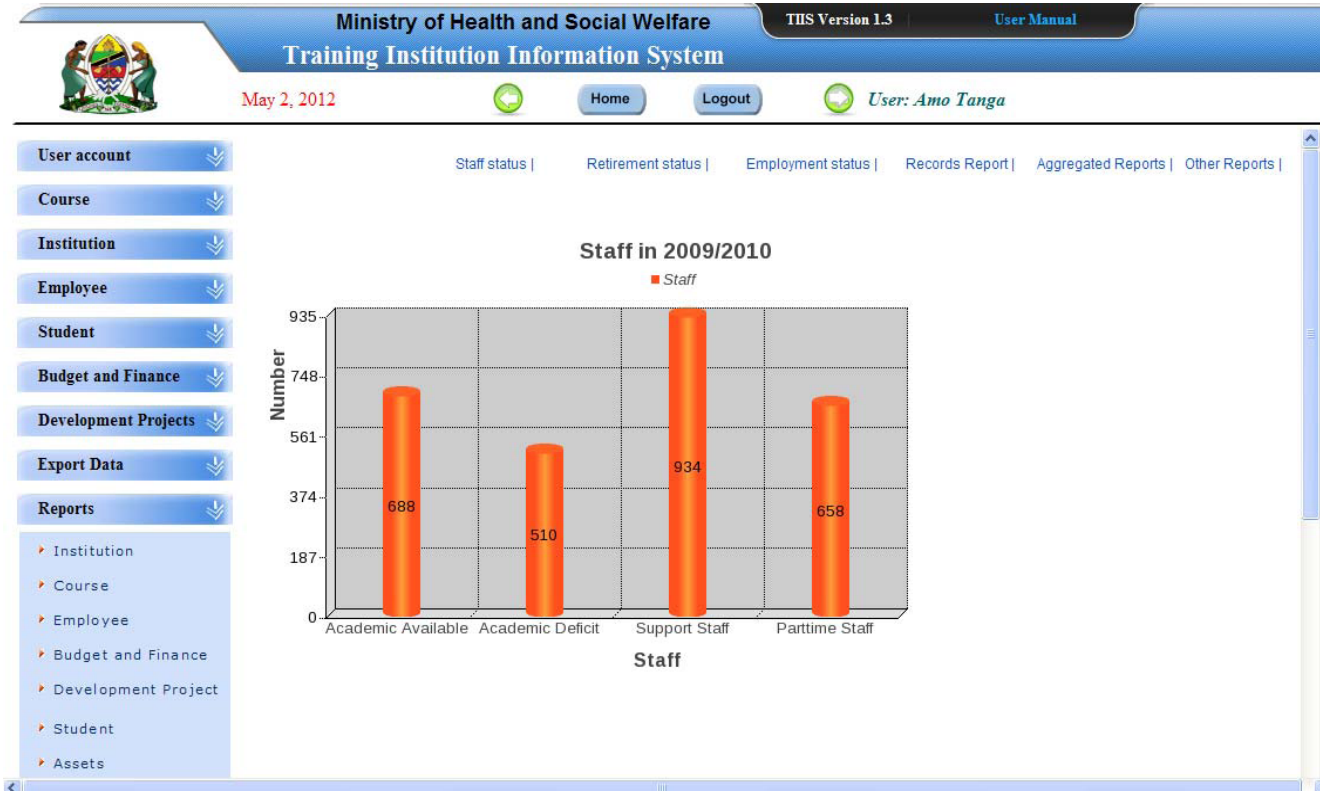
Step 2:
Click Staff Status tab

Step 3:
Select your Institution and Academic year

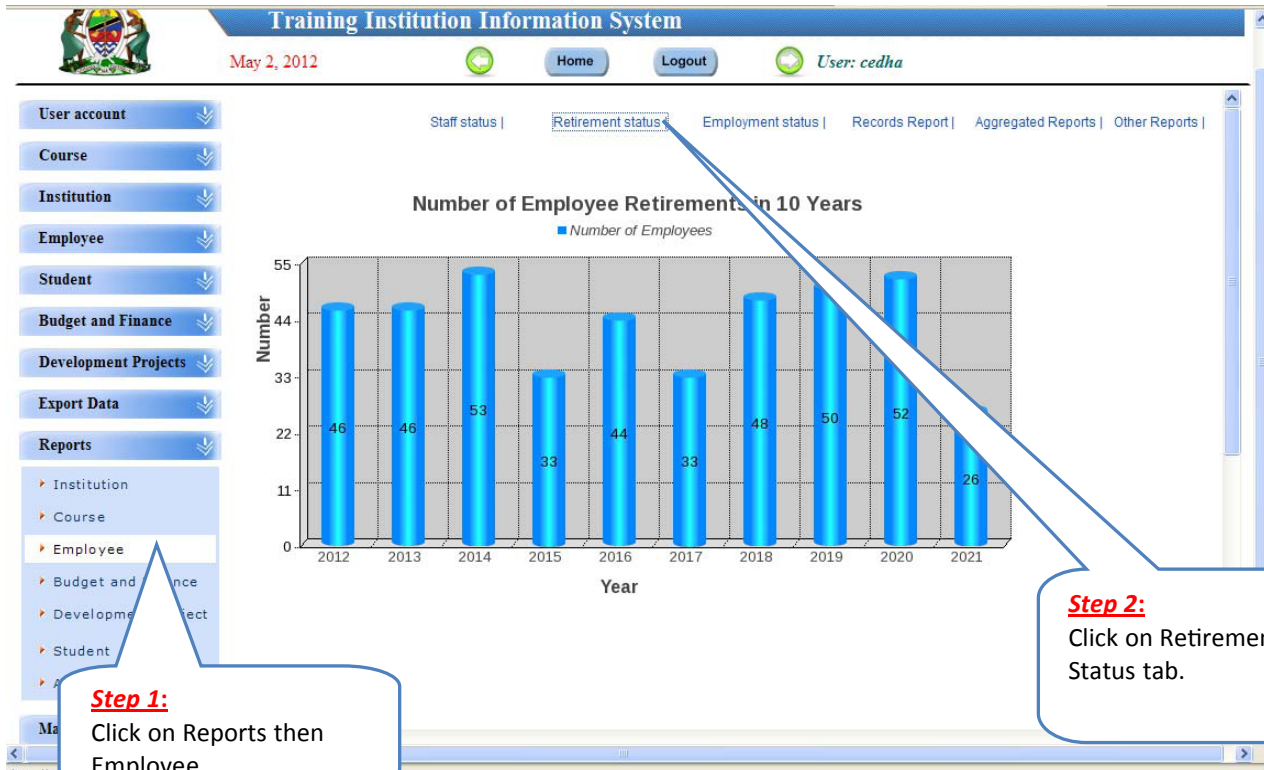
Step 4:
Click here to generate the report

Name of the Institute:	All
Academic Year:	09/2010
<input type="button" value="Generate Report"/>	

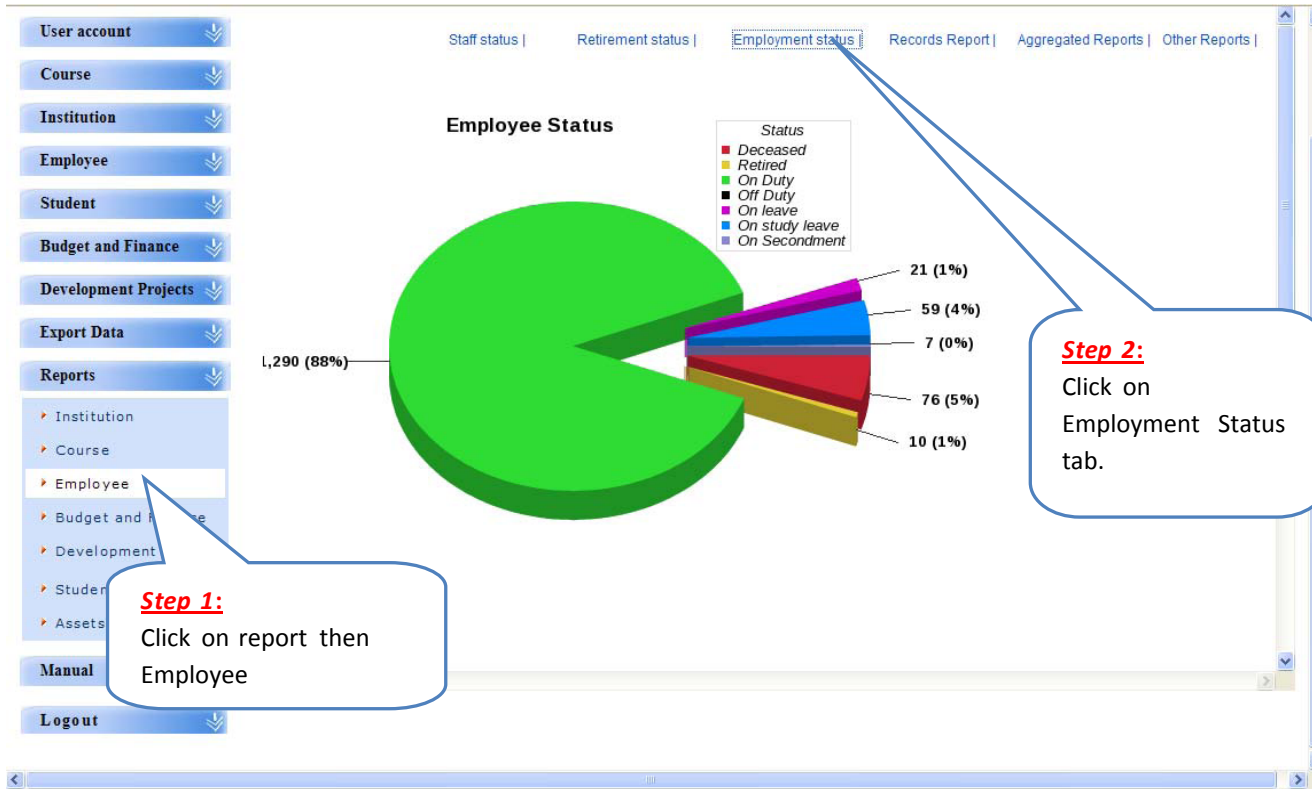
(ii) View of Employee Staff Status Report



(iii) Generating Employee Retirement Status Report



(iv) Generating Employment Status Report



(v) Generating Employee Aggregate Report

Step 2:
Click Aggregate Report tab

Welfare System | TIS Version 1.3 | User Manual | User: mage

Staff status | Retirement status | Employment status | Records Report | Aggregated Reports | Other Reports

User account | Course | Institution | Employee | Student | Budget and Finance | Projects | Export Data | Reports

Aggregated Reports

Select Institution:* | Tukuyu School of Nursing

Fields One:* | Education Level

Field Two:* | Sex

Type of Graph:* | Bar Graph

Generate Report


Step 1:
Click on Reports then Employee

Step 3:
Click here to select Institution.

Step 4:
Select each field as required

Step 5:
Click here to generate report.

(vi) View of Generated Aggregate Report


Ministry of Health and Social Welfare
Training Institution Information System

 TIIS Version 1.3 [User Manual](#)

April 23, 2012 [Home](#) [Logout](#) User: mage


[Staff status](#) | [Retirement status](#) | [Employment status](#) | [Records Report](#) | [Aggregated Reports](#) | [Other Reports](#)

User account ↓
Course ↓
Institution ↓
Employee ↓
Student ↓
Budget and Finance ↓
Projects ↓
Export Data ↓
Reports ↓

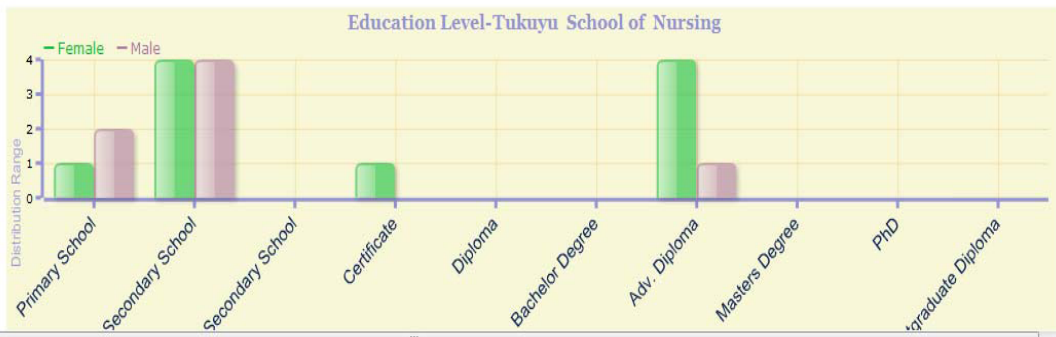
- ▶ Institution
- ▶ Course
- ▶ Employee
- ▶ Budget and Finance
- ▶ Development Project

Education Level with Sex cross tabulation - Health Training Institutions

Primary School		Secondary School		Adv. Secondary School		Certificate		Diploma		Bachelor Degree		Adv. Diploma		Masters Degree		PhD		Postgraduate Diploma	
Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
1	2	4	4	0	0	1	0	0	0	0	0	4	1	0	0	0	0	0	0



Education Level-Tukuyu School of Nursing



Education Level	Female	Male
Primary School	1	2
Secondary School	4	4
Secondary School	0	0
Certificate	1	0
Diploma	0	0
Bachelor Degree	0	0
Adv. Diploma	4	1
Masters Degree	0	0
PhD	0	0
Postgraduate Diploma	0	0

Done
One paused download

3.4 Student Reports

i) Generating Student Enrollment Report

The screenshot displays the TIIS web application interface. At the top, the header includes the Ministry of Health and Social Welfare logo, the system name 'Training Institution Information System', the version 'TIIS Version 1.3', and a 'User Manual' link. The date 'May 3, 2012' and the user 'User: Amo Tanga' are also visible. A navigation menu on the left lists various categories, with 'Reports' expanded to show 'Student'. The main content area features a 'Search for Enrollment Report' form with fields for 'Name of the Institution' (set to 'AMO Tanga') and 'Academic Year' (set to '2010/2011'), and a 'Generate Report' button. Four callout boxes provide step-by-step instructions: Step 1 points to the 'Reports' and 'Student' menu items; Step 2 points to the 'Enrollment Report' tab; Step 3 points to the 'Name of the Institution' dropdown; and Step 4 points to the 'Generate Report' button.

Step 1:
Click on Reports then Student

Step 2:
Click on Enrolment Report tab

Step 3:
Select Institution name and Academic year

Step 4:
Click here to generate report

(ii) Generating Student Enrollment Status Report

The screenshot displays the TIIS web application interface. At the top, the header includes the Ministry of Health and Social Welfare logo, the system name 'Training Institution Information System', the version 'TIIS Version 1.3', and a 'User Manual' link. The date 'May 3, 2012' and the user 'User: Amo Tanga' are also visible. A navigation menu on the left lists various categories, with 'Reports' expanded to show 'Student'. The main content area features a tabbed interface with 'Enrollment Status' selected. Below the tabs is a form with an 'Academic Year' dropdown menu set to '2010/2011' and a 'Generate Report' button. Three callout boxes provide instructions: Step 1 points to the 'Student' option in the Reports menu; Step 2 points to the 'Enrollment Status' tab; and Step 3 points to the 'Generate Report' button.

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

The screenshot displays the Ministry of Health and Social Welfare Training Institution Information System (TIIS) interface. The header includes the logo, the date 'May 3, 2012', navigation buttons for 'Home' and 'Logout', and the user name 'User: Amo Tanga'. The main menu on the left lists various categories, with 'Reports' expanded to show 'Student' and 'Assets'. The 'Graduate Status' report is selected, showing a bar chart titled 'Graduates in Nursing and Others' for the academic years 2009/2010 and 2010/2011. The chart compares the number of graduates in 'Nursing' (green bars) and 'Others' (blue bars). A callout box points to the 'Student' menu item with the instruction 'Step 1: Click on Reports then Student'. Another callout box points to the 'Graduate Status' report with the instruction 'Step 2: Click here to generate graduate status report'.

Academic Year	Nursing	Others
2009/2010	1,987	1,956
2010/2011	2,122	1,910

(iv) Generating Student Graduate Projection Report

Ministry of Health and Social Welfare
Training Institution Information System

TIIS Version 1.3 User Manual

May 3, 2012 Home Logout User: Amo Tanga

User account
Course
Institution
Employee
Student
Budget and Finance
Development Projects
Export Data
Reports
Institution
Course
Employee
Budget and Finance
Development Project
Student
Assets

Enrollment Report Enrollment Status Enrollment Report to Excel Graduate Status Graduate Projection Absorption

Graduates Projection

Number

Academic Year

Graduates

Academic Year	Number of Graduates
2009/2010	4,063
2010/2011	4,032
2011/2012	4,913
2012/2013	5,414
2013/2014	5,506

Step 1:
Click on Reports then Student

Step 2:
Click here to generate graduate projection report

(v) Generating Student Absorption Report

The screenshot displays the Ministry of Health and Social Welfare Training Institution Information System (TIIS) interface. The header includes the logo, the date "May 3, 2012", and the user "User: Amo Tanga". The main navigation menu on the left lists various categories, with "Reports" expanded to show "Student". The main content area features a tabbed interface with "Absorption" selected. A form for generating the report is visible, with a "Graduation Year" dropdown set to "2011" and a "Generate Report" button. Two callout boxes provide instructions: "Step 1: Click on Reports then Student" and "Step 2: Select graduation year then click generate report tab."

Ministry of Health and Social Welfare
Training Institution Information System

TIIS Version 1.3 User Manual

May 3, 2012 Home Logout User: Amo Tanga

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

Enrollment Report Enrollment Status Enrollment Report to Excel Graduate Status Graduate Projection Absorption

Graduation Year: 2011

Generate 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

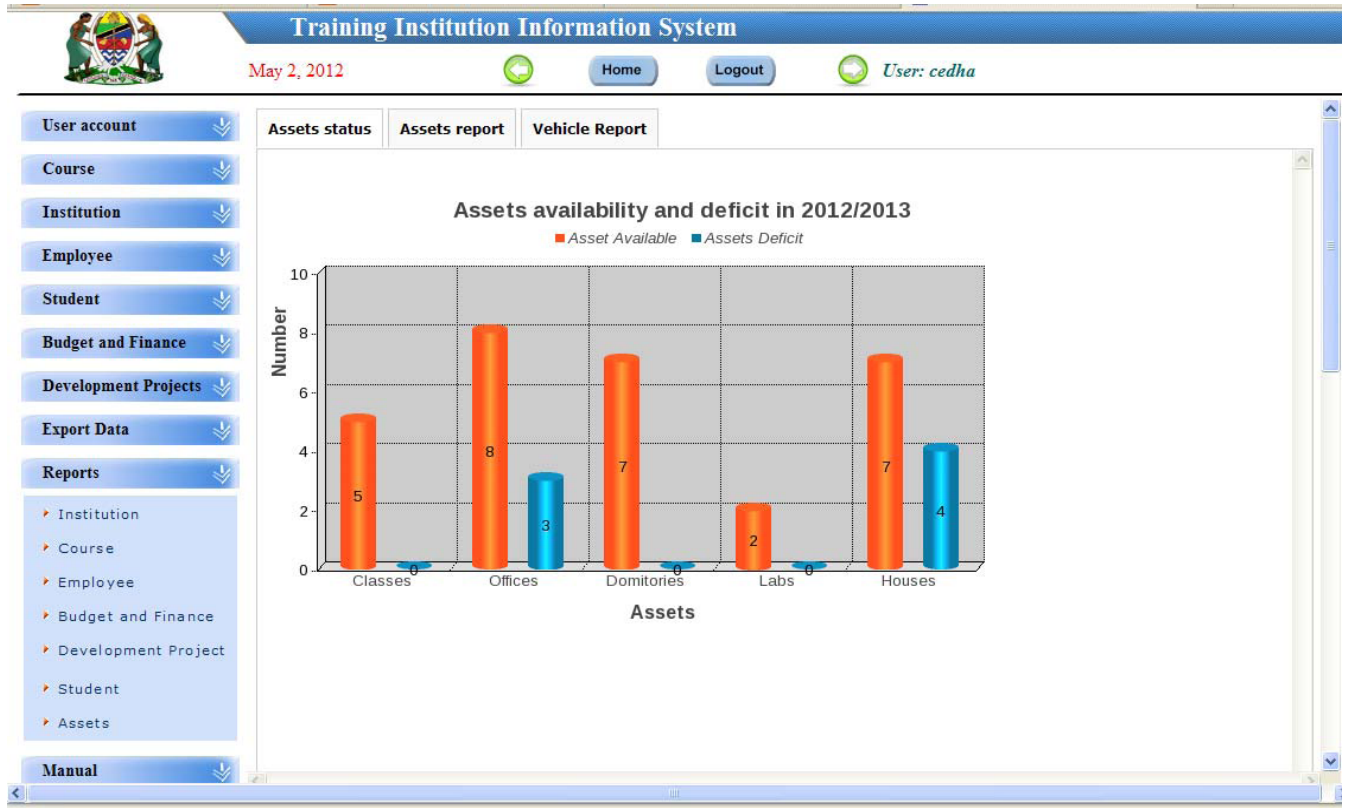
Step 1:
Click on Reports then Asset

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

The screenshot displays the 'Training Institution Information System' interface. At the top, there is a header with the system name, the date 'May 2, 2012', and user information 'User: cedha'. A navigation menu on the left includes options like 'User account', 'Course', 'Institution', 'Employee', 'Student', 'Budget and Finance', 'Development Projects', 'Export Data', 'Reports', and 'Manual'. The main content area has tabs for 'Assets status', 'Assets report', and 'Vehicle Report'. The 'Vehicle Report' tab is active, showing a form titled 'Search Vehicles Report By Institution'. This form contains a text input field labeled 'Select Institution' and a dropdown menu with a '---Select---' option. A 'Submit' button is located below the dropdown. Three callout boxes provide instructions: 'Step 1' points to the 'Reports' menu item, 'Step 2' points to the 'Vehicle Report' tab, and 'Step 3' points to the dropdown menu.

Step 1: Click on Reports then Asset

Step 2: Click Vehicle Report tab.

Step 3: Select Institution to view report then click submit button.

3.6 Budget and Finance Report

i) Generate Budget and Finance Report

The screenshot displays the Training Institutions Information System (TIS) interface. The browser window title is "Training Institutions Information System - Mozilla Firefox". The address bar shows the URL "http://localhost/tis14/main.php?nav=BuFi". The page header includes the date "April 12, 2012" and the user "User: AmoTanga". The navigation menu on the left lists various categories, with "Reports" expanded to show "Budget and Finance". The main content area features a "Budget and Finance Report" section with a "Financial Year" dropdown menu set to "2011/2012" and "Generate Report" and "Reset" buttons.

Step 1: Click on Reports then Budget and Finance

Step 2: Select respective financial year

Click here to reset the field

Step 3: Click here to generate report

(ii) View of Generated Budget and Finance Report

(Segment 2) Performance Budget Codes	Activity Description	Segment 4 (GFS Code)	Description Code	Measurement	Unit Cost	Annual Budget Estimates 2011/2012			
						No. of Units	Estimates	Allocated	Balance
Institution: AMO Tanga									
Objective: Training and continuous professional development for improved performance									
Target: Skilled Human Resources for Health increased from the current level of 3,831 to 6,000 annually by June 2014									
E01C01	Strengthening and support training in Health and social Welfare training Institutions	210104	Teachers	person	500000.00	9.00	4500000.00	2000000.00	2500000.00
		210301	Leave Travel	person	300000.00	9.00	2700000.00	1600000.00	1100000.00
Sub Total							7200000.00	3600000.00	3600000.00
Institution: A3 School of Nursing									
Objective: Training and continuous professional development for improved performance									
Target: Skilled Human Resources for Health increased from the current level of 3,831 to 6,000 annually by June 2014									
	Strengthening and support training in Health and social Welfare training Institutions	210104	Teachers	person	400000.00	48.00	19200000.00	5000000.00	14200000.00
		210301	Leave Travel	person	250000.00	12.00	3000000.00	2000000.00	1000000.00
Sub Total							22200000.00	7000000.00	15200000.00

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

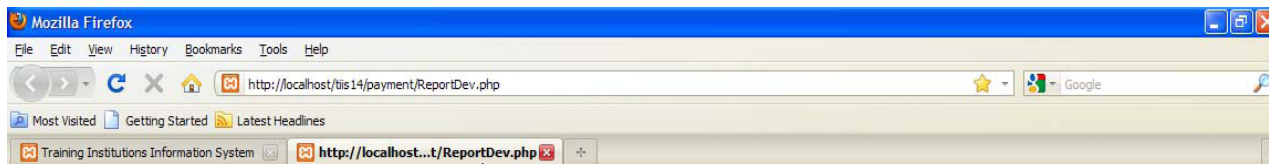
The screenshot displays the Training Institution Information System (TIIS) interface. The header shows the Ministry of Health and Social Welfare, TIIS Version 1.3, and the user name 'User: AmoTanga'. The date is 'April 12, 2012'. The main content area is titled 'Development Project Report'. A search form is visible with the following fields:

- Search by:** Radio buttons for 'Institution Name' (selected), 'Type of Sponsor', and 'All'.
- Institution Name:** A dropdown menu with 'AMO Tanga' selected.
- Financial Year:** A dropdown menu with '2011/2012' selected.
- Buttons:** 'Search' and 'Reset'.

Four callout boxes provide instructions:

- Step 1:** Click on Reports then Development Project (pointing to the 'Reports' and 'Development Project' items in the left sidebar).
- Step 2:** Select search option to view the report (pointing to the 'Institution Name' radio button).
- Step 3:** Select each field as required (pointing to the 'Institution Name' and 'Financial Year' dropdown menus).
- Step 4:** Click here to search the report (pointing to the 'Search' button).
- Click here to reset the fields (pointing to the 'Reset' button).

(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

The screenshot displays the TIIS web application interface. The header includes the Ministry of Health and Social Welfare logo, the system name 'Training Institution Information System', the version 'TIIS Version 1.3', and the user 'User: Aisha Juma'. The left navigation menu lists various categories, with 'Export Data' highlighted. A dialog box is open, showing the file 'Export_02-05-2012_05-00-13.zip' and options to open it with Windows Explorer or save it. The 'Save file' radio button is selected. Callout boxes provide instructions for each step: Step 1 (clicking 'Export Data'), Step 2 (selecting 'Save file'), and Step 3 (clicking 'OK').

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.

Step 3:

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

(ii) Save Export Data file

The screenshot displays a web application interface with a 'Save in' dialog box open. The dialog box is titled 'Enter name of file to save to...' and shows the 'Desktop' location selected. The file name is 'Export_04-03-2012_22-53-11' and the file type is 'zip File'. The 'Save' button is highlighted. In the background, a pie chart is visible with three segments: Public (35%), FB0 (5%), and Private (60%). A callout box points to the 'Save' button, and another callout box points to the 'Desktop' location in the dialog box.

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

The screenshot shows a Windows Explorer window with the following table of files:

Name	Date modified	Type	Size
student-information-system-ahmadmus...	3/1/2012 4:26 PM	File folder	
treeview-component-2009-08-26	4/16/2012 12:40 AM	File folder	
treeview-component-2009-08-26_1	4/16/2012 12:56 AM	File folder	
090112053104head_of_JS_jd	4/18/2012 6:41 PM	DOCX File	16 KB
130412113507TANGAZO_LA_KAZI_WDM...	4/15/2012 7:28 PM	Foxit Reader PDF ...	340 KB
160412102349TANGAZO_LA_KAZI_IRDP...	4/16/2012 10:27 PM	Foxit Reader PDF ...	284 KB
ALL_BONGO_ARTISTS_-_MAISHA_na_KIFO	4/8/2012 5:45 PM	MP3 Format Sound	5,024 KB
blank-invoice-ms-word-2003	4/2/2012 12:24 PM	Microsoft Word D...	175 KB
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
Export_08-03-2012_08-33-23	3/8/2012 11:12 PM	Compressed (zipp...	14 KB
Export_15-03-2012_05-26-16	3/15/2012 5:26 AM	Compressed (zipp...	0 KB
Export_24-04-2012_00-06-27	4/24/2012 12:06 AM	Compressed (zipp...	394 KB
player_10_ax_debug	4/17/2012 1:39 PM	Application	3,007 KB
ch_player	4/17/2012 1:24 PM	Application	3,021 KB
	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

Ministry of Health and Social | TIIS Version 1.3 | [User Manual](#)

Training Institution Information System

May 2, 2012 | Home | Logout | User: Amo Tanga

User account

- Change password
- Course
- Institution
- Employee
- Student
- Budget and Finance
- Development Projects
- Export Data
- Reports
- Annual
- Logout

My settings

My Account - Settings

Here you can make changes to your profile.

Your Name	<input type="text" value="Amo Tanga"/>
User Name	<input type="text" value="AmoTanga"/>
Email	<input type="text" value="amo@gmail.com"/>

Change Password

If you want to change your password, please enter your current password and new password to make changes.

Current Password	<input type="password"/>
New Password	<input type="password"/>
Retype New Password	<input type="password"/>

Step 1: Under user account click on 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