

The United Republic of Tanzania



**Ministry of Health and Social Welfare
Human Resource for Health Information System (HRHIS)**

Standard Operation Procedures

Prepared

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Part 1: Login into HRHIS

Part 2: Data Management

Part 3: How to generate different Reports

Part 4: Data Validation (Checking for wrong Entries)

Part 5: Data Transfer & Sharing (Import and Export)

Part 6: Change Password

Part One: Login into HRHIS

I.1 User Login

Ministry of Health And Social Welfare(MoHSW)
Human Resource for Health Information System (HRHIS)

You need to login in the system

HRHIS System Login

Username

Password

Login Reset

Enter your Username and Password to login into the system

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I.2 Home Page

The screenshot displays the Home Page of the Human Resource for Health Information System (HRHIS). The page header includes the Ministry of Health And Social Welfare (MoHSW) logo and the system name. A navigation menu on the left contains links for Data Management, Reports, Report/Export, and Change Password. The main content area features a welcome message and three tabs: Employment distribution, Retirement distribution, and Age distribution. A callout box points to the Employment distribution tab with the text: "Click to switch between graph reports automatically generated from existing data". Below the tabs is a bar chart titled "Employment Distribution" showing the number of employees from 2001 to 2011. The Y-axis is labeled "Employees Count" and ranges from 0 to 294. The X-axis is labeled "Years from 2001 to 2011". The chart shows a general upward trend in employment, peaking in 2008 at approximately 275 employees, followed by a decline in 2009 and 2010, and a very low count in 2011. A callout box points to the 2001 bar with the value "44".

Ministry of Health And Social Welfare(MoHSW)
Human Resource for Health Information System (HRHIS)

Welcome to HRHIS, Please use navigation in your left!

Employment distribution Retirement distribution Age distribution

Click to switch between graph reports automatically generated from existing data

Once you login successfully you will see Navigation Menu and Dashboard

Employment Distribution

Year	Employees Count
2001	44
2002	45
2003	120
2004	45
2005	100
2006	105
2007	145
2008	275
2009	205
2010	145
2011	10

Employees Count

Years from 2001 to 2011

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Part Two: Data Management

2.1 Data entry

0th June 2011 | Welcome, (Tringa Training) | Home Settings Manual Log out Open | Info. Panel

Ministry of Health And Social Welfare(MoHSW)
Human Resource for Health Information System (HRHIS)

Data Management

- Data Entry
- Update Records
- Data Validation
- Records
- Export
- Password

Welcome to HRHIS, Please use navigation in your left!

Employment distribution Retirement distribution Age distribution Sex distribution

Employment Distribution

Year	Employees Count
2001	8
2002	19
2003	12
2004	14
2005	16
2006	14
2007	26
2008	34
2009	41
2010	5
2011	2

Employees Count

Years from 2001 to 2011

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2.2 Select data entry form

08th November 2011 | Welcome, math mod | Home Manual Log out Open Info

Ministry of Health And Social Welfare(MoHSW)
Human Resource for Health Information System (HRHIS)

Data Management
Data Entry
Update Records
Data Validation
Reports
Import/Export
Change Password

Data Entry Forms

FORM	OPTION
Hospital Employee Form	↓
Private/FBO Employee Form	↓
Public Employee Form	↓

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

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Select the form from the list of forms; eg. Public Employee Form

Click the downward arrow to open the form

2.3 Entering Data into HRHIS system

i. Step I- Selecting Duty Post Level

10th November 2011 | Welcome, math read | Home Settings Manual Log out

Ministry of Health And Social Welfare(MoHSW)
Human Resource for Health Information System (HRHIS)

Data Management
Data Entry
Update Records
Data Validation

Reports

Import/Export

Change Password

Change P...

Select Duty Post Level

Select Facility:*

Facility
-SELECT-
District
Facility

Public Employee Data Entry Form

1. First Name

Middle Name

Surname

Date of Birth

5. Sex

6. Marital Status

7. Nationality

8. Religion

and other

Before you start data entry, first select *Duty Post Level* (work station) of the employee you want to record

If the employee works in a facility scroll down and choose facility. Choose District for those working at CHMT

ii. Step 2 – Selecting the Facility

10th November 2011 | Welcome, math read | Home Settings Manual

Ministry of Health And Social Welfare(MoHSW)
Human Resource for Health Information System (HIRHS)

Data Management
Data Entry
Upload Records
Data Validation

Reports

Import/Export

Change Password
Change Password

Select Duty Post Level
Select Facility: *

Public Emp

1.	First Name	
2.	Middle Name	
3.	Surname	
4.	Date of Birth	
5.	Sex	
6.	Marital Status	
7.	Nationality	
8.	Religion	

Facility

- Anne Kuru (Mdam) Dispensary
- Anne Kuru (Mdam) Dispensary
- Chikerehi Dispensary
- Chikerehi RC Dispensary
- Chemchem Dispensary
- Faraja Health Centre
- Fumuhu Dispensary
- Himo (Cagi) Dispensary
- Himo Makoyini Dispensary
- Himo Red Cross Dispensary
- Iwa Dispensary
- Kahe Dispensary
- Kamel Dispensary
- Kbe Dispensary
- Kbosho Barazani Dispensary
- Kbosho Hospital
- Kda Health Centre
- Kikarak Dispensary
- Kilema Hospital
- Kilema Kiso Dispensary
- Kilema Pofe Dispensary

If the selected duty post level is facility, the option box will appear with a list of facilities within your district. Click here to select the name of the facility in which the record you want to enter belongs

iii. Step 3 – Serving Data

25.	Date of Last Promotion	<input type="text"/>
26.	Employer	<input type="text"/>
27.	Employment Status	<input type="text"/>
28.	Registered Disability	<input type="text"/>
29.	Contacts of Employee	<input type="text"/>
30.	Next of Kin	<input type="text"/>
31.	Relationship to Next of Kin	<input type="text"/>
32.	Contacts of Next of Kin	<input type="text"/>

Save and exit Save and add another Save and continue editing Cancel

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Fill in each field as required and once you are done with the entire fields click here to save your data and exit the form

Click here if you want to save and enter another record

Click here if you want to save and continue editing the same form

Click here if you want to cancel entering data or editing

2.4 Records Update Options (View, Edit or Search Records)

i. Step I – Get into Updating sub-menu

28th November 2011 | Welcome, math read | Home Settings

Ministry of Health And Social Welfare(MoHSW)

Human Resource for Health Information System (HRHIS)

Data Management

- Data Entry
- Update Records**
- Data Validation

Reports

Import/Export

Change Password

View Records

Copy CSV Excel PDF Showing 1 to 2 of 2 entries First Previous 1 Next Last

Show 10 entries

Form	Option
Public Employee Form	[Icon] [Icon]
Private/FBO Employee Form	[Icon] [Icon]

Showing 1 to 2 of 2 entries First Previous 1 Next Last

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Under Data Management Menu Click *Update Records* to see the employee forms for viewing all records or choosing a specific record

ii. Step 2 – Search a Record to update or view from all

8th November 2011 | Welcome, math road | Home Settings Menu

Ministry of Health And Social Welfare(MoHSW)
Human Resource for Health Information System (HRHIS)

Data Management
Data Entry
Update Records
Data Validation
Reports
Import/Export
Change Password

View Records

Copy CSV Excel PDF Showing 1 to 2 of 2 entries
Show 10 entries

Form	Option
Public Employee Form	[Search icon]
Private/FBO Employee Form	[Search icon]

Showing 1 to 2 of 2 entries

Click here to see all the records entered in a specified form

Click this icon to search a specific record by entering the last name OR first name OR check number

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2.5 Searching a Specific Record – Click the Green Icon

10th November 2011 | Welcome, math road | Home Settings Manual Log o

Ministry of Health And Social Welfare(MoHSW)
Human Resource for Health Information System (HRHIS)

Data Management
Data Entry
Update Records
Data Validation

Reports

Import/Export

Change Password
Change Password

Search Records

Details

Search Key:

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You can enter a variable (say First name, Last name or check number) and then click here to search the record you want to update

2.6 Updating and Viewing Options

i. Options I – Viewing Options

Data Management

- Data Entry
- Update Records
- Data Validation

Reports

Export/Export

- Import
- Export Data
- Export Metadata
- Export to OHS

Change Password

- Change Password

Records Available for Moshi District Council

Add Another Record | Back To Forms

Showing 1 to 10 of 410 entries

Showing 1 to 10 of 410 entries

ID	First Name	Middle Name	Surname	Profession Education Level	Profession	Present Designation	Age	Employment Duration	Retirement Date	Last Updated	Duty Post	Update Options
1	WITNESS	FREDRICK		Primary School	Nurse		47	21(y) 1(m)	09/10/2014	16/08/2010	Fanja Health Centre	[Icons]
2	JULIUS	ANYOMA		Diploma	Clinical Officer	Clinical Officer II	29	4(y) 3(m)	09/07/2002	26/07/2011	Moshi District Council	[Icons]
3	PETRONILA	BONIFACE		Primary School	Nurse		46	6(y) 3(m)	15/12/2015	07/09/2010	Kiboko Hospital	[Icons]
4	Renatha	Aloyce		Diploma	Nurse		37	13(y) 12(m)	25/10/2014	16/09/2010	Kiboko Hospital	[Icons]
5	Veronica	Amedeus		Advance Diploma	Nurse		40	13(y) 2(m)	06/04/2012	16/09/2010	Kiboko Hospital	[Icons]
6	Regina	Emilian		Certificate	Nurse		34	8(y) 12(m)	18/02/2010	16/09/2010	Kiboko Hospital	[Icons]
7	Evdoratha	Peter		Certificate	Nurse		38	20(y) 3(m)	14/12/2010	16/09/2010	Kiboko Hospital	[Icons]
8	Selina	Victus		Advance Secondary School	Other		35	7(y) 4(m)	04/04/2017	16/09/2010	Kiboko Hospital	[Icons]
9	Bibiana	Mwafri		Certificate	Nurse		50	21(y) 7(m)	07/07/2010	16/09/2010	Kiboko Hospital	[Icons]
10	Martias	Joseph		Primary School	Security Guard		50	14(y) 5(m)	06/12/2010	16/09/2010	Kiboko Hospital	[Icons]

Showing 1 to 10 of 410 entries

First Previous 1 2 3 4 5 Next Last

ii. Options 2 – Updating Records

Records Available for Moshi District Council

Copy CSV Excel PDF Showing 1 to 10 of 410 Show 10 First Previous 1 2 3 4 5 Next Last Add Another Record Back To Forms

SN	First Name	Middle Name	Surname	Profession Education Level	Profession	Present Designation	Age	Employment Duration	Retirement Date	Last Updated	Duty Post	Update Options
1	UGHTNESS	FREDRICK		Primary School	Nurse						Faraja Centre	  
2	JUBUS	ANYONA		Diploma	Clinical Officer	Clinical Officer II	29	4y(3m)	01/07/2002	26/07/2011	Moshi District	  
3	PETRONELA	BONIFACE		Primary School	Nurse					07/01/2010	Kibosho Hospital	  
4	Renatha	Alyce		Diploma	Nurse				15/10/2004	16/01/2010	Kibosho Hospital	  
5	Veronica	Amedeus		Advance Diploma	Nurse				04/04/2008	16/01/2010	Kibosho Hospital	  
6	Regina	Emilia		Certificate	Nurse				02/2008	16/01/2010	Kibosho Hospital	  
7	Evedonatha	Peter		Certificate	Nurse		38	20y(7m)	01/01/2003	16/01/2010	Kibosho Hospital	  
8	Selina	Victus		Advance Secondary School	Other				04/2007	16/01/2010	Kibosho Hospital	  
9	Bibiana	Mzalif		Certificate	Nurse		53	31y(7m)	01/01/2008	16/01/2010	Kibosho Hospital	  
10	Mathias	Joseph		Primary School	Security Guard				16/12/2008	16/01/2010	Kibosho Hospital	  

Showing 1 to 10 of 410 entries First Previous 1 2 3 4 5 Next Last

Click here to sort the records alphabetically

Click this icon to edit the record

Click this icon to view or add history to a record

Click this icon to view or add in-service training record

Click this icon to view complete profile of this employee

Click this icon to delete this record

iii. Options 3

Records Available for Moshi District Council

Showing 1 to 10 of 410 entries

SN	First Name	Middle Name	Last Name	Profession Education Level	Profession	Present Designation	Age	Employment Duration	Retirement Date	Joined	Duty Post	Upd	Opt
1	LIGHT	FREDRICK	NYONYI	Nurse	Nurse		47	21(y) 1(m)	09/10/2024	16/09/2010	Faraja Health Centre		
2	JULIUS	JANYONA	NYONYI	Diploma	Clinical Officer	Clinical Officer II	29	4(y) 3(m)	01/07/2019	25/07/2011	Moshi District Council		
3				Primary School			46			16/09/2010	Ribosho Hospital		
4				Diploma			17			16/09/2010	Ribosho Hospital		
5	Veronica	Amedeus	NYONYI	Advance Diploma	Nurse		40	13(y) 3(m)	06/04/2022	16/09/2010	Ribosho Hospital		
6	Regina	Emilian	NYONYI	Certificate	Nurse		34	8(y) 12(m)	18/02/2028	16/09/2010	Ribosho Hospital		
7	Evedonatha	Peter	NYONYI	Certificate	Nurse		38	20(y) 9(m)	14/12/2023	16/09/2010	Ribosho Hospital		
8	Selina	Victus	NYONYI	Advance Secondary School	Other		35	7(y) 4(m)	04/04/2027	16/09/2010	Ribosho Hospital		
9	Bibiana	Muelri	NYONYI	Certificate	Nurse		53	31(y) 7(m)	07/07/2018	16/09/2010	Ribosho Hospital		
10	Waribus	Joseph	NYONYI	Primary School	Security Guard		50	14(y) 5(m)	06/12/2018	16/09/2010	Ribosho Hospital		

Showing 1 to 10 of 410 entries

First Previous 1 2 3 4 5 Next Last

Click here if you want to copy all the record in this form

Click here to export these records into excel file

Click here to export these records into PDF File

Click here to open data entry form to add a new record

Click here to go back to the list of data entry forms

Part 3: How to Generate Different Reports

3.1 How to Generate Data Completeness Report

8th November 2011 | Welcome, moths read | Home Settings Manual Log out

Ministry of Health And Social Welfare(MoHSW)
Human Resource for Health Information System (HRHIS)

Data Management
Data Entry
Update Records
Data Validation

Reports
Aggregated Reports
Completeness Reports
History And Trending Reports
OrgUnit Reports by Levels
OrgUnit Reports by Groups
OrgUnit Reports by GroupSets
Records Report

Import/Export
Change Password

Completeness Report

Create A Report

Select Organisation: Moshi District Council

Generate Report

Step 1
Under Reports Menu click Completeness Reports to create a report which shows how complete the data are for a give organization unit level like region, council or facility

Step 2
Select region, council, or facility whose data you want to create a report by clicking on its name.

Step 3
Click here to Generate Report

i. View the Report

08 November 2011 | Welcome, math mond | Home | Settings | Manual | Log out | Open | Info. Panel

Ministry of Health And Social Welfare(MoHSW)

Human Resource for Health Information System

Completeness Report for Moshi District

Copy CSV Excel PDF Showing 71 to 77 of 77 entries

Show 10 entries Search:

SN	Record	Forms	Public Records			Private/FBO Records		
			Expected Records	Records Entered	Percentage	Expected Records	Records Entered	Percentage
71	Uru Kaskazini Dispensary	Public Employee Form		8	0.0%		0	0.0%
72	Uru Kyaseni Health Centre	Public Employee Form		15	0.0%		0	0.0%
73	Uru Mission Dispensary			0	0.0%		0	0.0%
74	Uuwu Dispensary			0	0.0%		0	0.0%
75	Yamu Dispensary	Private/FBO Employee Form		0	0.0%		2	0.0%
76	Moshi District Council	Public Employee Form Private/FBO Employee Form	400	119	29.8%	500	4	0.8%
77	Total Records		400	294	73.5%	500	410	82%

Showing 71 to 77 of 77 entries

Previous 4 5 6 7 8 Next Last

Completeness Report

Expected number of public employees entered for this council

Entered number of public employees for this council

Expected number of private employees entered for this council

Entered number of private employees for this council

Percentage of Entered number of public employees per facility

Percentage of Entered number of private employees per facility

3.2 Aggregated Report

Ministry of Health And Social Welfare (MoHSW)
Human Resource for Health Information System (HRHIS)

Step 1
Under Reports Menu Click Aggregated Reports to create aggregate or graphical report

Step 2
Select the organization unit whose data you want to generate a report

Step 3
Tick here if you want to select the org Unit and its lower levels. Don't select if you don't want report to include lower levels

Step 4
Click here to select the organization group in which you want a report

Step 5
Click here to select the form in which you want a report

Step 6
Click here to select the first field whose data you want to generate report

Step 7
In case of one field report, click here to select "Use only the above field". In case of cross tabulation report click here to select the second field

Step 8
Click here to select the type of graph (Bar, Line or Pie graph) you want

Step 9
Click here to generate a report

i. Generating Aggregate Report by Organization Unit Group

The screenshot shows a web application interface for generating reports. On the left is a navigation menu with categories: Data Management, Reports, Import/Export, and Change Password. The main area is titled 'Aggregated Reports' and contains a 'Create A Report' dialog box. The dialog has several fields: 'Select Organisation:' (Moshi District Council), 'Use Data for Selected Unit and lower levels:' (checked), 'Create Report By Organisation Group:' (dropdown menu open), 'Select Form:', 'Fields One:', 'Field Two:', and 'Type of Graph:'. The dropdown menu lists various facility types: Army, Faith Based Facilities, Public Facilities, Private Facilities, Hospitals, Health Centre, Dispensary, and Institution. A callout bubble points to the dropdown menu.

In case you want to generate a report for a specific group of facilities you click here and select the group. If you want to generate for all the facilities then don't select anything in this filed.

Employment Distribution Aggregate Report for - Kilimanjaro Region with lower levels

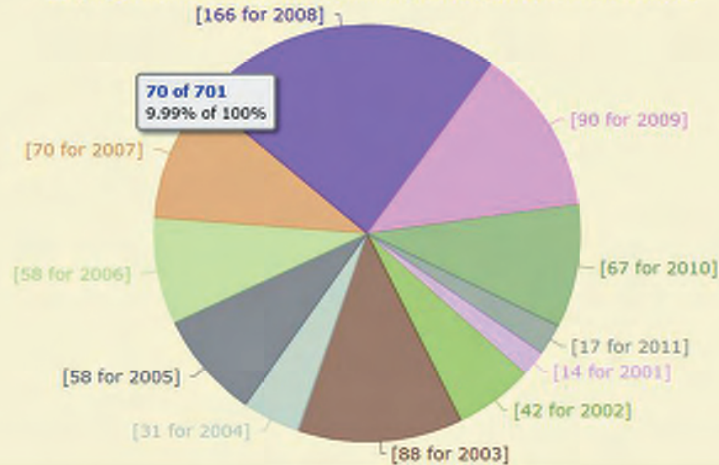
2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
14	42	88	31	58	58	70	166	90	67	17

Export to Excel

Export to Excel By Cadre

Table showing summary report of records of the Generated Pie Chart Report

Employment Distribution - Kilimanjaro Region with lower levels



To get the Pie Chart above;

- Select Employment distribution on the first filed
- Select Use only the above field in the second field
- Select graph type as Pie Chart (you could also select Bar Graph or Line Graph)
- Click Generate to get the report

iii. Cross Tabulation Report (Two fields)

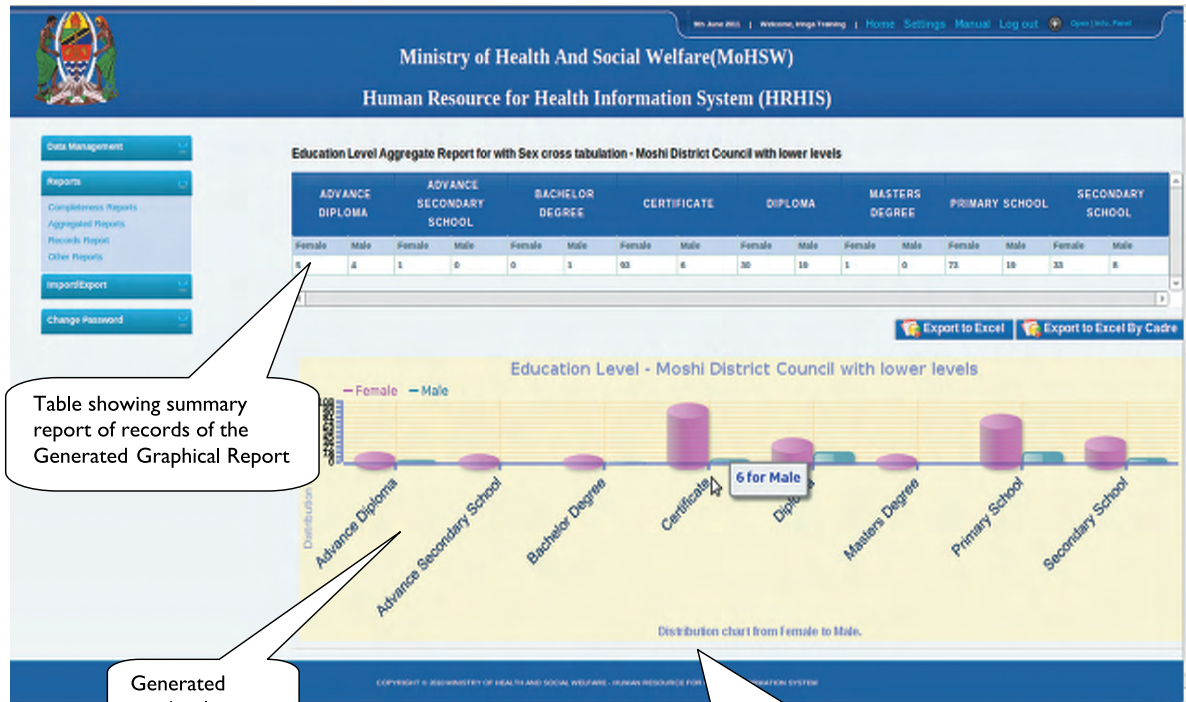
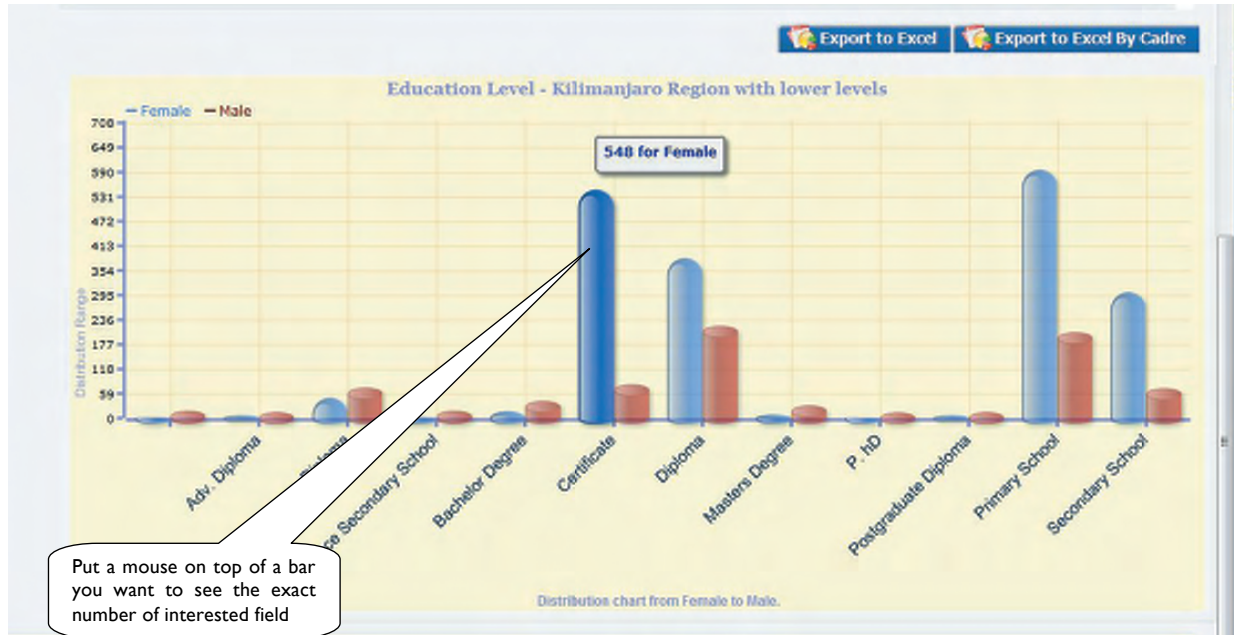


Table showing summary report of records of the Generated Graphical Report

Generated graphical report

Click at the end of the report and stretch the report downward to get a better shape of the graphical

iv. View Exact Number of a Graph Report



If you want to copy the generated graph to the word document or Power Point Presentation

Right-click on the report and then click "save image locally".

The graph will be opened on the new "tab" of the browser.

Open the new tab

Right-click on the graph and then select "copy image".

Go to the word document or power point slide and paste the graph

3.3 Open the Graphical Report into Tabular Excel Format

ADV. DIPLOMA		ADVANCE DIPLOMA		ADVANCE SECONDARY SCHOOL		BACHELOR DEGREE		CERTIFICATE		DIPLOMA		MASTERS DEGREE		P. HD		POSTGRADUATE DIPLOMA		PRIMARY SCHOOL		SECONDARY SCHOOL			
Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male		
2	4	0	1	49	59	3	4	17	27	548	67	384	207	9	17	1	0	0	1	596	192	302	58

Click here to open the report into tabular excel report

Export to Excel Export to Excel By Cadre

Education Level - Kilimanjaro Region with lower levels

2 for Female

Click here to open the report into tabular excel report with records arranged into cadres/designation

3.4 Generate Records Report

Step 1
Under Reports Menu click Records Reports to create a report for all the entered records of a particular organization unit in the HRHIS

Step 2
Select the organization unit whose data you want to generate records report

Step 3
Click here to select the form/forms whose data you want to generate a report

Step 4
Click here to select data for lower org units

Step 5
Click here to generate a records report

The screenshot shows the 'Create A Report' window with the following elements:

- Left Menu:** Data Management (Data Entry, Update Records, Data Validation), Reports (Aggregated Reports, Completeness Reports, History And Training Reports, OrgUnit Report By Levels, OrgUnit Report By Groups, OrgUnit Report By GroupSets, Records Report), Import/Export, Change Password.
- Organization Selection:** A dropdown menu showing 'Moshi District Council'.
- Form Selection:** A table with 'Available Forms' (Public Employee Form, Private/FBO Employee Form) and an empty 'Selected Forms' column.
- Data Level Selection:** A checkbox labeled 'Use Data for Selected Unit with lower levels:'.
- Action:** A 'Generate Report' button at the bottom right.

i. A view of a General Records Report

General Report for Moshi District Council with lower levels for Public Employee Form

Copy CSV Excel PDF Showing 291 to 294 of 294 entries Show 10 entries Search:

SN	First Name	Second Name	Last Name	Sex	Age	Education	Designation	First Appointment Date	Retirement Date	Employment Duration	Form	Duty Post
291		WOSSES		Female	56	Certificate	Assistant Nursing Officer I	01/01/1980	03/02/2016	31(y) 10(m)	Public Employee Form	Mahoma Dispensary
292		NYCE		Female	49	Secondary School	Senior Medical Attendant	01/07/1962	29/12/2022	29(y) 4(m)	Public Employee Form	Mahoma Dispensary
293		ELY		Female	47	Primary School	Assistant Nursing Officer I	07/11/1990	18/12/2024	21(y) 0(m)	Public Employee Form	Mahoma Dispensary
294		J		Female	42	Primary School	Medical Attendant	12/06/1989	05/06/2029	22(y) 5(m)	Public Employee Form	Mahoma Dispensary

Showing 291 to 294 of 294 entries First Previous 26 27 28 29 30 Next Last

Export to excel Export to excel Order by Designation

Write here the name you want to search from the records

Records Report

You can export this report to Excel, PDF or copying it as it by clicking the appropriate button

Click here to export Records Report in excel format

Click here to export records report to excel format arranged into designation

3.5 History and In-Service Training Reports

Human Resource for Health Information System (HIRHIS)

The screenshot shows the 'Create A Report' window in the HIRHIS system. The interface includes a sidebar menu on the left with sections for 'Data Management', 'Reports', 'Import/Export', and 'Change Password'. The 'Reports' section is expanded, showing options like 'Aggregated Reports', 'Completeness Reports', 'History And Training Reports', and 'Records Report'. The main window contains the following fields and options:

- Select Organisation:** A dropdown menu showing 'Moshi District Council'.
- Use Data for Selected Unit and lower levels:** A checked checkbox.
- Select Type of Report:** A dropdown menu with 'In Service Training Report' selected.
- Select Form:** A dropdown menu with 'Public Employee Form' selected.
- Select Field:** A dropdown menu.
- Type of Graph:** A dropdown menu with 'Bar Graph' selected.
- Generate Report:** A button.

Seven numbered steps are overlaid on the screenshot to guide the user:

- Step 1:** Under Reports Menu click "History and Training" to create reports for staff History OR In-service training records.
- Step 2:** Select Organization Unit.
- Step 3:** Select here to include lower levels.
- Step 4:** Select type of report you want to generate (In-service Training or History report).
- Step 5:** Select type of data entry form.
- Step 6:** Click here to select type of graph.
- Step 7:** Click here to generate report.

ii. View In-service Report

Data Management

- Data Entry
- Update Records
- Data Validation

Reports

- Aggregated Reports
- Completeness Reports
- History And Training Reports
- OrgUnit Report By Levels
- OrgUnit Report By Groups
- OrgUnit Report By GroupSets
- Records Report

Import/Export

Change Password

In Service Training Report for Moshi District Council with lower levels

2000	2010	2011
1	2	1

Export to Excel Export to Excel By Cadre

In Service Training Report for Moshi District Council with lower levels

Distribution Range

Distribution chart from 2000 to 2011.

Graphical report for In-service Training Records

Click here to view the Graphical report in excel format

Click here to view the graphical report in excel format arranged by designations

3.6 Organization Unit Reports

i. Generating Organization Unit Report by Levels

The screenshot displays the Ministry of Health And Social Welfare (MoHSW) Human Resource for Health Information System (HRHIS) interface. The main header is blue with the MoHSW logo on the left and the text 'Ministry of Health And Social Welfare(MoHSW)' and 'Human Resource for Health Information System (HRHIS)' on the right. A left-hand navigation menu contains sections for 'Data Management', 'Reports', 'Import/Export', and 'Change Password'. The 'Reports' section is expanded, showing various report options, with 'OrgUnit Report By Levels' highlighted. The main content area is titled 'Organisation Unit Report By Levels' and contains a 'Create A Report' form. The form has two dropdown menus: 'Select Organisation:' with 'Moshi District Council' selected, and 'Organisation Unit Level:' with 'Facility' selected. A 'Generate Report' button is at the bottom right of the form. Four callout boxes provide instructions: 'Step 1' points to the 'OrgUnit Report by Levels' menu item; 'Step 2' points to the 'Moshi District Council' selection; 'Step 3' points to the 'Facility' dropdown; and 'Step 4' points to the 'Generate Report' button. A copyright notice is visible at the bottom of the interface.

Step 1
Under Reports menu click OrgUnit Report by Levels

Step 2
Select the Organization unit Level whose report you want

Step 3
Select the lower level (eg. if you are within the district here you select facility)

Step 4
Click here to generate a report

Ministry of Health And Social Welfare(MoHSW)
Human Resource for Health Information System (HRHIS)

Organisation Unit Report By Levels

Create A Report

Select Organisation:* Moshi District Council

Organisation Unit Level:* Facility

Generate Report

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ii. Viewing Organization Unit Report by level/facilities

The screenshot displays the HRHIS interface for the Ministry of Health And Social Welfare (MoHSW). The main heading is "List of All Facilities Under Moshi District Council". The interface includes a navigation menu on the left with sections for Data Management, Reports, Import/Export, and Change Password. The main content area shows a table of facilities with columns for SN (Serial Number) and Facility Name. The table lists 10 facilities, including Kilema Kisao Dispensary, Shimbwe Dispensary, Okoani Dispensary, TPC Hospital, Mary Bennett Dispensary, Njarl Dispensary, Makaa Pumuani Dispensary, Meresini Dispensary, Mawanjeni Dispensary, and Mawella Dispensary. The table is paginated, showing 1 to 10 of 75 entries. There are export options (Copy, CSV, Excel, PDF) and a search bar. A footer note indicates the copyright is for the Ministry of Health and Social Welfare - Human Resource for Health Information System.

Data Management

- Data Entry
- Update Records
- Data Validation

Reports

- Aggregated Reports
- Completeness Reports
- History And Training Reports
- Org/Unit Report By Levels
- Org/Unit Report By Groups
- Records Report

Import/Export

Change Password

List of All Facilities Under Moshi District Council

Showing 1 to 10 of 75 entries

SN	Facility Name
1	Kilema Kisao Dispensary
2	Shimbwe Dispensary
3	Okoani Dispensary
4	TPC Hospital
5	Mary Bennett Dispensary
6	Njarl Dispensary
7	Makaa Pumuani Dispensary
8	Meresini Dispensary
9	Mawanjeni Dispensary
10	Mawella Dispensary

Showing 1 to 10 of 75 entries

EXPORT: Copy, CSV, Excel, PDF

SEARCH: [Search:]

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You can export the list of facility to excel or other document format

Total Number of facilities under this district

List of Facilities available for this district

iii. Organization Unit Report by Group set (Ownership or Type of facility)

The screenshot displays the HRHIS interface for generating an 'Organisation Unit Report By Group Sets'. The main window is titled 'Create A Report' and contains two dropdown menus. The first, 'Select Organisation:', has 'Moshi District Council' selected. The second, 'Organisation Unit GroupSets:', has 'Ownership' selected. A callout box points to the 'Ownership' dropdown with the following text:

You can generate a report/list of facilities by **ownership** (eg, facilities under public only, or private only, or FBO only, etc) or by **type** (list of dispensaries only, or hospitals only, or health centers only, etc)

iv. Organization Unit Report by Type

Ministry of Health And Social Welfare(MoHSW)
Human Resource for Health Information System (HRHIS)

Count of All Facilities by Type Under Moshi District Council

SN	Organisation Unit Group	Total Facilities
1	Hospitals	4
2	Dispensary	62
3	Health Centre	6
4	Total Count	72

Click a group if you want to see names of facilities under this group

Total Number of facilities available for each group

v. Organization Unit Report by Ownership

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Ministry of Health And Social Welfare(MoHSW)

Human Resource for Health Information System (HRHIS)

Count of All Facilities by Ownership Under Moshi District Council [Back](#)

Copy CSV Excel PDF Showing 1 to 5 of 5 entries

Show 10 entries Search:

SN	Organisation Unit Group	Total Facilities
1	Army	0
2	Private Facilities	4
3	Public Facilities	41
4	Faith Based Facilities	29
5	Total Count	74

Showing 1 to 5 of 5 entries First Previous 1 Next Last

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The report gives you different group of facilities and total number of facilities available for each group. Click a group if you want to see names of facilities under this group

vi. **Organization Unit Report by Group Set:**

Here you chose a group and you see a list of facilities available under a chosen group. The groups are both by ownership and type

Human Resource for Health Information System (HRHIS)

Organisation Unit Report By Groups

Create A Report

Select Organisation: * Moshi District Council

Organisation Unit Groups: *
-SELECT-
-SELECT-
Army
Faith Based Facilities
Public Facilities
Private Facilities
Hospitals
Health Centre
Dispensary

Step 1
Under Reports Menu
choose Org.Unit
Report by Group Sets

Step 2
Select the
organization unit

Step 3
Click here to
choose a group

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vii. Organization unit Group Report by Group Sets (Eg .Group of Dispensaries)

Ministry of Health And Social Welfare(MoHSW)
Human Resource for Health Information System (HRHIS)

Data Management
Reports
Aggregated Reports
Completeness Reports
History And Training Reports
OrgUnit Report By Levels
OrgUnit Report By Groups
OrgUnit Report By Groupsets
Records Report
Import/Export
Change Password

List of All Dispensary Under Moshi District Council

Copy CSV Excel PDF Showing 1 to 10 of 62 entries

Show 10 entries Search:

SN	Facility Name
1	Anne Kilila (Mdawi) Dispensary
2	Chekereni Dispensary
3	Chemchem Dispensary
4	Fumvuhu Dispensary
5	Himo (Cogi) Dispensary
6	Himo Makuyuni Dispensary
7	Himo Red Cross Dispensary
8	Iwa Dispensary
9	Kahe Dispensary
10	Kamel Dispensary

Showing 1 to 10 of 62 entries

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Part 4 : Data Validation (Checking for Wrong Entries)

4.1 How to run data validation

The screenshot shows the 'Run Validation' window in the HRHIS system. The window has a title bar 'Validate Data' and several fields: 'Select Organisation:' (set to 'Noshi District Council'), 'Use Data for Selected Unit with lower levels:' (checked), 'Select Form:' (set to 'Public Employee Form'), and 'Select Validation:' (with a dropdown menu open showing options like '-SELECT-', 'View All', and several validation rules). A sidebar on the left contains 'Data Management' and 'Reports' menus. Five callout boxes with red step numbers provide instructions: Step 1 points to the 'Data Validation' menu item; Step 2 points to the 'Noshi District Council' dropdown; Step 3 points to the 'Use Data for Selected Unit with lower levels:' checkbox; Step 4 points to the 'Public Employee Form' dropdown; and Step 5 points to the 'View All' option in the validation dropdown.

Step 1
Under Data Management Menu click *Data Validation* to run validation for the data already entered into HRHIS

Step 2
Select organization unit of which you want to validate its data

Step 3
Click here to select lower level (facilities)

Step 4
Click here to select the Form (Public or Private /FBO) whose data you want to validate

Step 5
Click here to select the validation rule you want to run (eg. checking correctness of staff age). If want to run all validation rules select view all. After your selection click run validation

4.2 Data Validation Report

Data Management

- Data Entry
- Update Records
- Data Validation

Reports

- Import/Export
- Change Password

Data Validation Report for Moshi District Council with lower levels

1) DateOfBirth Vs DateOfFirstAppoint Valid rule heading – validating Date of birth against date of first appointment

SN	Name	date of birth	date of first appointment	Orgunit
1	Faustin	30/06/1954	30/06/1954	Moshi District Council
2	MAMES	02/02/1984	01/12/1982	Moshi District Council
3	Mdekofa	02/08/2010	05/05/1979	Kokole Dispensary

2) DateOfBirth Vs DateOfLastPromo
All Data are Valid.

3) Staff Age

SN	Name	date of birth	Orgunit
1	Mdekofa kamba	02/08/2010	Kokole Dispensary

4) FirstAppointment Vs DateOfLastPromo
All Data are Valid.

5) First Appointment age greater than 18yrs

SN	Name	date of birth	date of first appointment	Orgunit
1	BEATRICE	07/01/1972	05/09/1988	Moshi District Council
2	Berta	12/05/1954	01/08/1971	Shimowe Dispensary

A validation rule with data needing correction will be listed under the title with this red and crossed icon

If all data has passed a given validation rule the title will have a green icon as for this one

Valid rules with no wrong data

List of records with needing correction either in date of birth or date of first appointment

Once you observe incorrect entries in the validation report do the following:

1. Click the name of a record and it will be opened in the data entry form
2. Go back to the source of data...a form filled by this staff or the file
3. Get the correct information from the source and edit the record in HRHIS
4. Once the editing is done save the data.
5. Repeat the same procedure for all records needing correction

5: Data Transfer and Sharing (Import and Export)

5.1 How to Export Data from HRHIS for backup or Sending to other HRHIS Computer

The screenshot shows the 'Export Data' window in HRHIS. On the left is a navigation menu with categories: Data Management, Reports, Import/Export, and Change Password. The 'Export Data' window has a title bar 'Export Data From Database'. It contains a 'Select Organisation' dropdown menu with 'Moshi District Council' selected. Below this is a section 'Export Data for Selected Unit without lower levels:' with a checkbox. There are two 'Available Forms' lists: 'Private/FBO Employee Form' on the left and 'Public Employee Form' on the right. An arrow points from the left list to the right list. At the bottom is an 'Export Data' button.

Step 1
Under Import/Export Menu click **Export Data** to export data from the system for backup or sending to another computer with HRHIS (say from District computer to Regional computer)

Step 2
Select organization unit whose data you want to export or backup

Step 3
Select the form (by double click the form name or by clicking once and then move it to the right hand side using the arrow pointing to the right hand). You can select all forms at once and export data contained in them

Step 4
Click here to start the export process. Wait for sometimes for data to be aggregated and exported

5.2 Downloading and Saving Exported Backup file in your Computer

Once you click Export Data the downloading window will appear asking you whether to open or save the export file. Don't open this file

The downloaded export file is named as the organization unit selected. Date and time of when it was downloaded is also attached to the name of the file

Don't open this file because it is coded. Select save file to save file to save it in your computer

After selecting save file click OK to save it. Make sure you understand where in your computer the file is downloaded and saved. You can copy the file and paste it in a back up devise like flash dist or external hard disk

5.3 How to Import Exported File from a different HRHIS Computer

i. Go to the Import Function

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Ministry of Health And Social Welfare(MoHSW)
Human Resource for Health Information System (HRHIS)

Data Management
Data Entry
Update Records
Data Validation
Reports
Import/Export
Import
Export Data
Export Analysis
Export Data
Export Data
Check Record

Import Data
Import Data To The System

File: C:\Users\Mathew\Desktop\HRHIS Backup File Browse

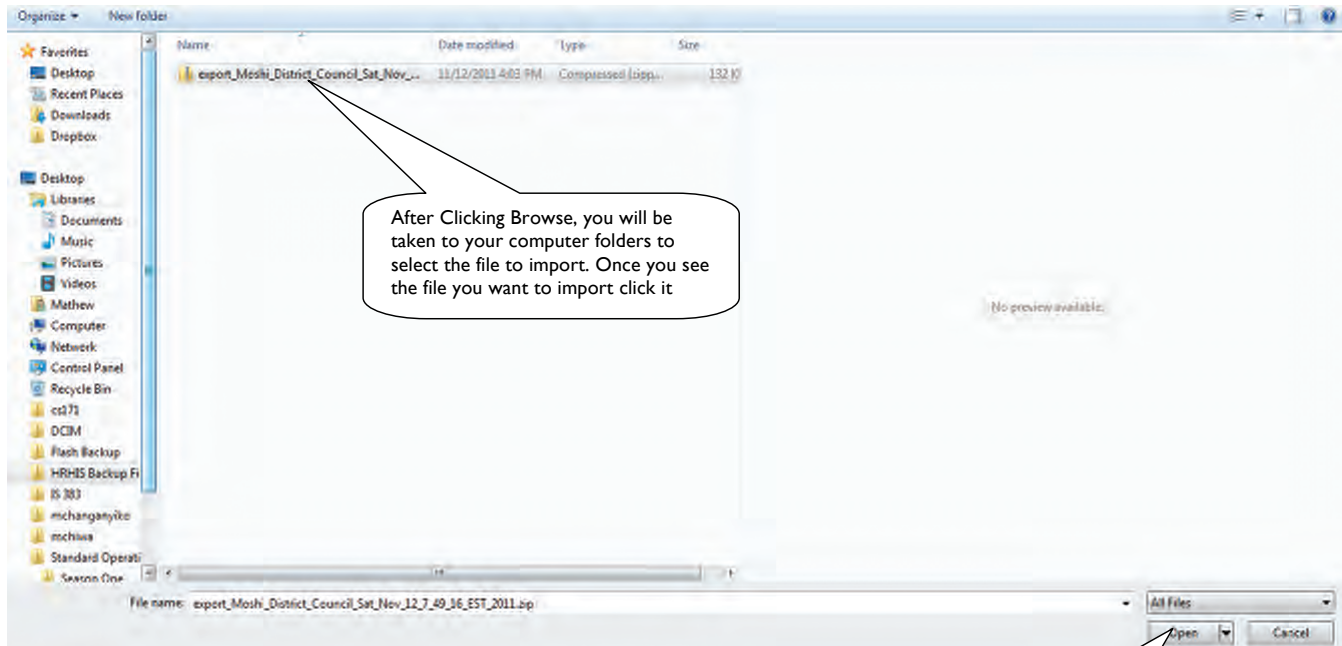
Import File

Step 1
Under Import/Export Menu click Import to import data from backup export file (.zip file) or from another HRHIS computer (say importing file to the regional computer from district computer)

Step 2
Browse to get the file from where it is kept. eg from a folder in your computer or flash disk. Select the file name then click open. (Read next page before going to step 3)

Step 3
Click here to start the import process. Wait for sometimes for the file to be import. You will see the import report once complete

ii. How to browse and select the Data Import file from your computer



iii. Data Import Report

Data Management

- Data Entry
- Update Records
- Data Validation

Reports

Import/Export

- Import
- Export Data
- Export Metadata
- Export to DINES

Change Password

Data was Successfully Imported! in 32.4 seconds

Total number of Records Inserted or update: 294

Total number of History Records Inserted or update: 4

Total number of InService Training Records Inserted or update: 4

Organisation Unit groups imported: 0

Organisation Unit group set imported: 0

Once your export backup file is successfully imported into your system you will get the report like this one. The report will give you summary information like take spent to import the file, total number or imported record, etc

Part 6: Change Password

6.1 How to change the Password in the HRHIS system

The screenshot shows the 'Edit Password' page in the HRHIS system. The page header includes the Ministry of Health And Social Welfare (MoHSW) logo and the system name. A left sidebar contains navigation menus: Data Management, Reports, Import/Export, Change Password, and Change Password. The main content area is titled 'Edit Password' and contains a 'Details' form with the following fields: Username (math), Old Password (masked with 6 dots), New Password (masked with 8 dots), and Retype New Password (masked with 8 dots). There are 'Update' and 'Cancel' buttons at the bottom of the form. Five callout boxes provide instructions: Step 1 points to the 'Change Password' menu item; Step 2 points to the 'Old Password' field; Step 3 points to the 'New Password' field; Step 4 points to the 'Retype New Password' field; and Step 5 points to the 'Update' button.

Step 1
Under Change Password Menu click Change Password to start editing your password

Step 2
Type the old Password (the one you want to change)

Step 3
Type the new password of your choice (at least 6 characters long)

Step 4
Type again the new password

Step 5
Click Update to effect the password change

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Ministry of Health And Social Welfare(MoHSW)
Human Resource for Health Information System (HRHIS)

Data Management
Reports
Import/Export
Change Password
Change Password

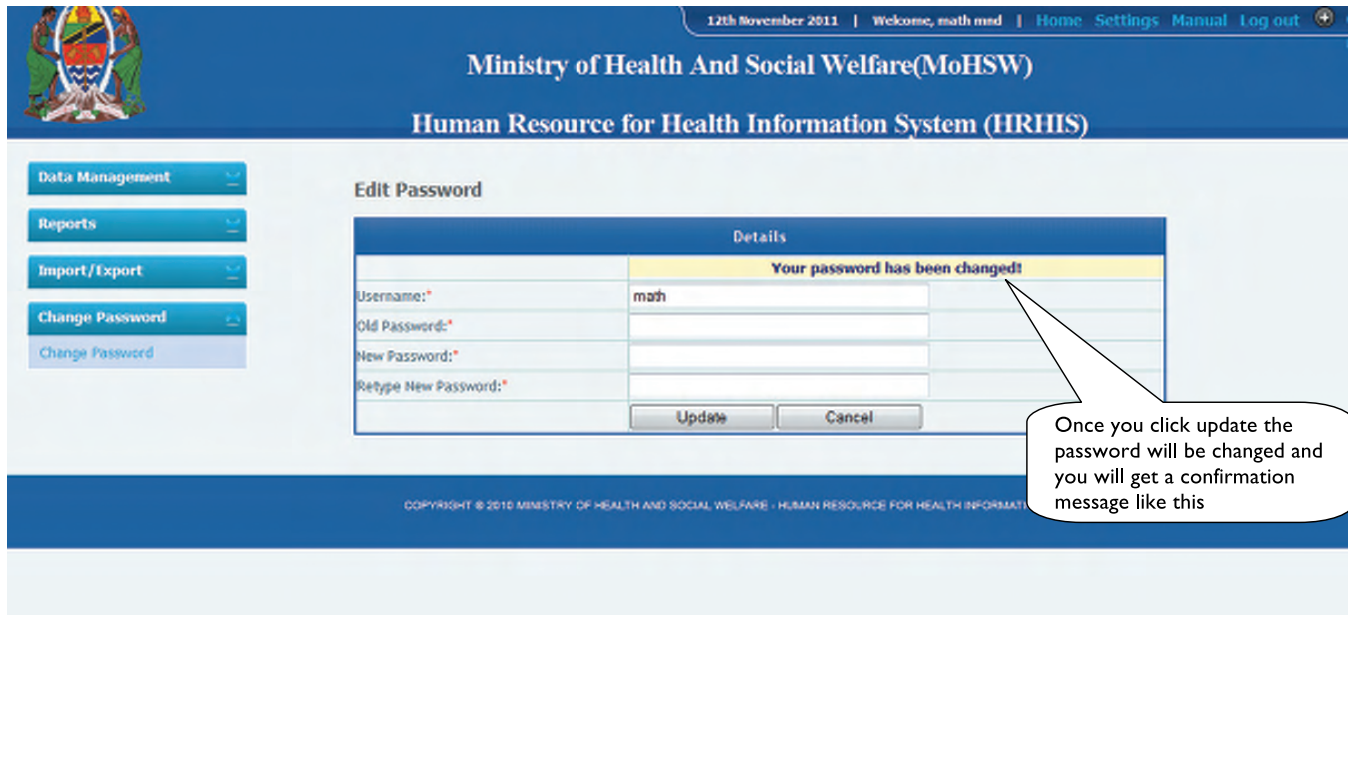
Details

Username:* math
Old Password:*
New Password:*
Retype New Password:*

Update Cancel

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6.2 Password Change Confirmation



The screenshot displays the 'Edit Password' form in the HRHIS system. The form is titled 'Details' and contains the following fields:

Details	
Your password has been changed!	
Username:*	math
Old Password:*	
New Password:*	
Retype New Password:*	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

A callout box points to the confirmation message, stating: "Once you click update the password will be changed and you will get a confirmation message like this".

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