



Ministry of Education, Uganda

Integrated Human Resources Information System (iHRIS)

HRIS Train (Pre-Service) Users Manual

Version: 1.01

April 2013

List of Abbreviations and Acronyms

CD	:	Compact Disk
CSV	:	Comma Separated Values
DHO	:	District Health Officer
DVD	:	Digital Video Disk
HMIS	:	Health Management Information System
HR	:	Human Resource
HRHIS	:	Human Resource for Health Information System
HRIS	:	Human Resource Information System
HRM	:	Human Resource Management
iHRIS	:	Integrated Human Resource Information System
IPPS	:	Integrated Personnel and Payroll System
IT	:	Information Technology
LAN	:	Local Area Network
MOH	:	Ministry of Health
OPEN MRS	:	OPEN Medical Records System
PPO	:	Principal Personal Officer
UCP	:	Uganda Capacity Program
UHSSP	:	Uganda Health Systems Strengthening Project
USAID	:	United States Agency for International Development
WB	:	World Bank
WHO	:	World Health Organization

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1 Introduction

1.1 Background

The **integrated Human Resource Information System (iHRIS)** is a computerized Human Resources (HR) management tool consisting of electronic databases for storing, reporting, and analyzing that enables to design and manage a comprehensive HR strategy. It links all HR data from the time professionals enter pre-service training to when they leave the workforce. It is built on free, open source software distributed under the General Public License (GPL), to minimize maintenance costs and ensure sustainability.

iHRIS will benefit MoES, MoH, and stakeholders by supporting the ministry to increase efficiency by strengthening the management of human resource (HR) data through tracking the persons from the time they enter pre-service training, those undergoing different in-service and pre-service trainings, annual performance of students, training opportunities available, graduation times, and tracking deployment of Tutors and Instructors in different organizations to reduce on duplication and improve equity.

This will be **achieved through deployment of iHRIS** that will enable HR managers at different levels to collect, manage, and analyze HR data (bio-data, training details, employment history and status, staffing levels in organizations, and where employees are deployed) to facilitate in the management of training programs and trainees including the entry, pipeline and graduation details by program area and linkages with each training institution for both in-service and pre-service training.

There are five components of the iHRIS designed to support the key HRH functions of **planning** (iHRIS Plan), **training** (iHRIS Train), regulation - **qualifications**, registration and licensure (iHRIS Qualify), **management** (iHRIS Manage) and **retention** of the health workforce (iHRIS Retain).

iHRIS Train captures analyses data on training programs and trainees including the entry, pipeline and graduation details by program area; and information on training institutions for both in-service and pre-service training. It helps to track progress on curriculum implementation, performance of students, training experience of individual health workers, tracking of credit hours for renewal of license among other things. It also provides information on training opportunities for health workers. This system facilitates coordination of training of health workers, reduction of duplication, and ensuring equity.

Development and use of iHRIS Train

iHRIS Train was developed to respond to information needs in the management of training of health workers in Uganda, and focuses on:-

- Training courses: types, content, schedule, length of training, target group, and how conducted including methods used and contribution to CPD
- Organizations/institutions carrying out training, and training provided, sources of funding for training
- Management of training by different organizations like MOES, HPCs, HRM, HRD, districts
- Competencies needed for/or to be acquired in relation to the training
- Profiles of trainees - their bio-data, qualifications, and place of work

- Tracking attendees of various courses and timing
- Cost of training
- Performance of trainees

1.2 Accessing HRIS Train

HRIS Train is a database management system which can be accessed on LAN or internet. The pre-service is located on the MoES servers and it is accessible by selecting it (see figure below).

1.2.1 Log in

To gain access to the system, you must have a user account. Type your user name and password and click **login** (see figure below)

The screenshot shows the login interface for the Ministry of Education's HRH Pre-Service Training Information System. At the top left is the MoES logo. A red navigation bar contains 'Feedback', 'iHRIS Website', and a 'Log In' button with a lock icon. The main content area starts with a 'Welcome' heading and a paragraph describing iHRIS Manage as a human resources management tool. To the right is an image of a building labeled 'DEVELOPMENT HOUSE'. Below the text is a 'Please Log In' section with the instruction 'Enter your username and password.' The login form has two input fields: 'Username:' with the value 'iwadembere' and 'Password:' with masked characters. A 'Login' button is at the bottom right of the form, and a 'Forgot username or password?' link is at the bottom left.

Note: If you do not have a user account, contact your System Administrator.

1.3 HRIS Train Modules and Features

To get started using iHRIS Train, please click one of the options as explained below



Manage People

Add a new employee record to the system, and search for and update records that have been entered into the system.



Manage Training Providers

Add a new training Provider record to the system



Search Records

Locate any employee or position record in the system to review, print or update.



View Reports

Reports enable analysis of human resource data in various ways. Customize, display and print staff lists, statistical charts and other standard reports.



Configure System

Configure modules, administer positions, customize drop down menus and create or update user accounts.



Change Password

2 Administering Users

2.1 User Roles

There are several types of users for the system with different privileges and access.

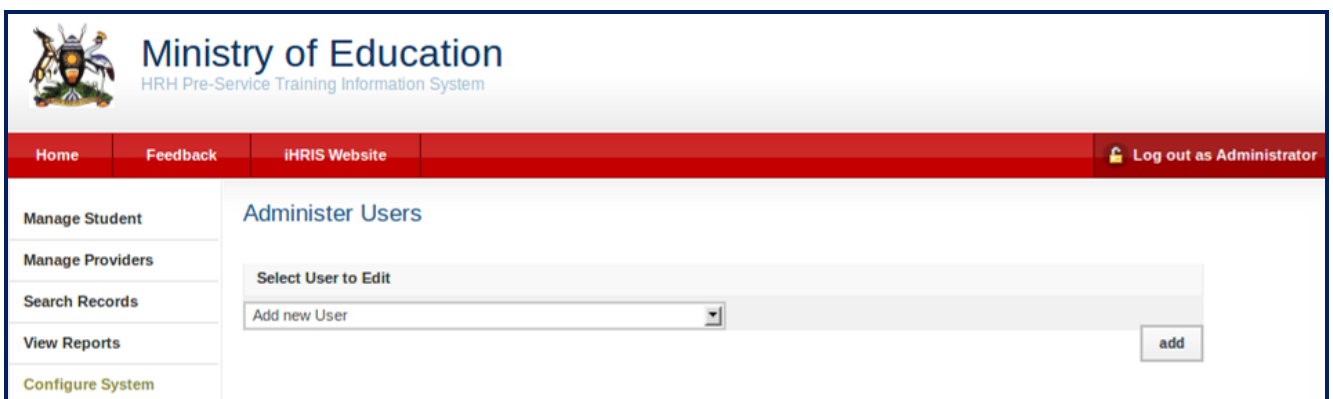
- a. **Open access:** The public can access the different training provided by training institutions and scheduled trainings available by visiting the HRIS. No login required.
- b. **Self Service:** Every person with details inside HRIS can view their individual details using access given to them by system administrator. They can review entered data and indicate any needed corrections to training manager for updating.
- c. **Supervisor:** comprises of MoES, MoH, district, or hospital leaders who is in charge of HR management or supervision. The Education Officer, district health officer (DHO), chief administrative officer (CAO), principle principal officer (PPO), Secretary district service commission (DSC), Training Institution principal, Hospital director, hospital administrator, personal officer (PO), Health Planner, Training planners, heads of programs like Aid, Malaria, and HPC staff who support and modulate CPD and the training institutions. Their main task in the iHRIS train being provision of guidance on who should be trained, the training content, and training venue and timing.
- d. **Training Manager:** This encompasses anyone who may be giving, organizing or funding trainings. Each will have a type of: donor, partner, training institution. They will be able to add participants and instances of trainings as well as log evaluations for the participants and trainings.

- e. **Training Modulator:** These users can access anything in the system. They will need to maintain the list of providers, trainings, competencies and facilities. May be a training provider, but will extra privileges.
- f. **System Administrator:** The administrator will be able to manage the entire system

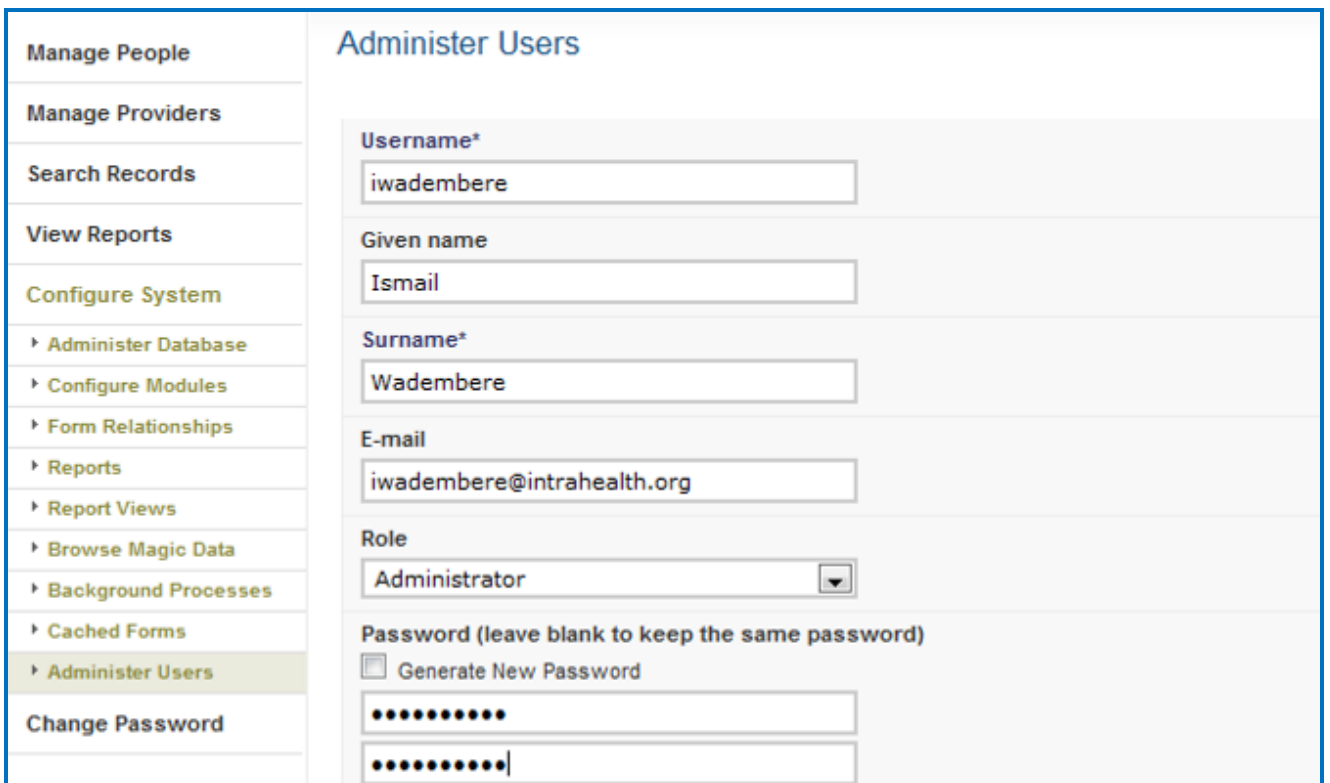
2.2 Add a User

In order to allow a user to access the system, the System Administrator must create a user account for the person, with a unique username and password. Each user is assigned a role, which determines the actions that the user can perform in the system.

On the Home page or left menu, click Configure System then Click Administer Users to create, update and disable user accounts to enforce secure access to the system. Only the System Administrator can add and update user accounts.



Select **Add New User** from the dropdown menu and click the Add button to get figure



Enter a **Username** for the user: one word with no special characters (letters and numbers only). Enter the **First Name** and **Surname** of the user. Enter an **Email** for the user, if known (optional). Select the **Role** of the user. If no role is selected, the user will be disabled and cannot access the system in any capacity.

Select the option to randomly **Generate New Password** or enter a **Password** for the user. If the password is entered, re-enter it to confirm. The two passwords must match.

Click Confirm and verify that the account entered is correct. If it is not correct, click Edit to change it. If it is, click Save to save it.

If an email address was entered, an email message will be sent to the user with the username and password. Otherwise, you will have to provide the user with the username and password.

2.2.1 Self Service

A self-service account can be created for each staff whose details have been entered in systems so that they can login to view their details only.

Search for person, display their details and go to the last section - **self-service** and click on **Add User Account** get the window below

Add/Update User Account

Ssemakula, John Baptist

Assign User Account to this Person

Username*

[Select Value](#)

Create User Account for this Person

Username*

Given name

Surname*

E-mail

Role

Password (leave blank to keep the same password)

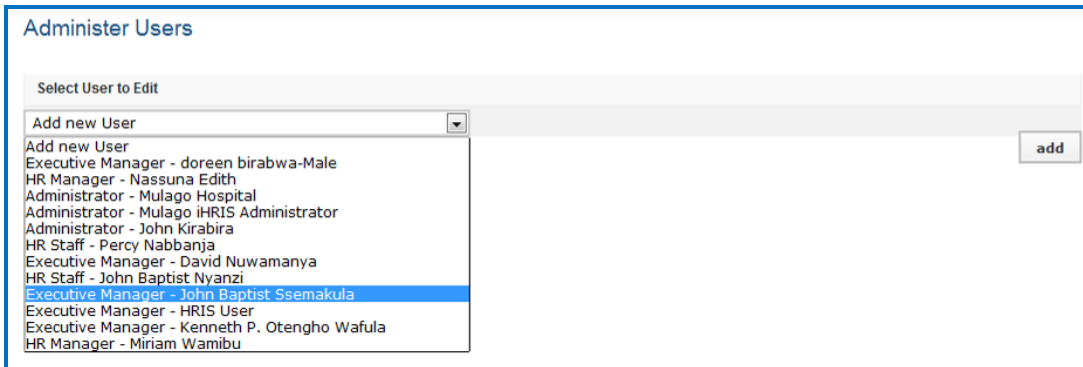
Generate New Password

* - Required Field

Enter the data in the appropriate fields. Click **Confirm**, review the information, and **save**

2.2.2 Update a User

To change user information, click **Configure System** and then Click **Administer Users**. From the drop down menu select the user account to change.

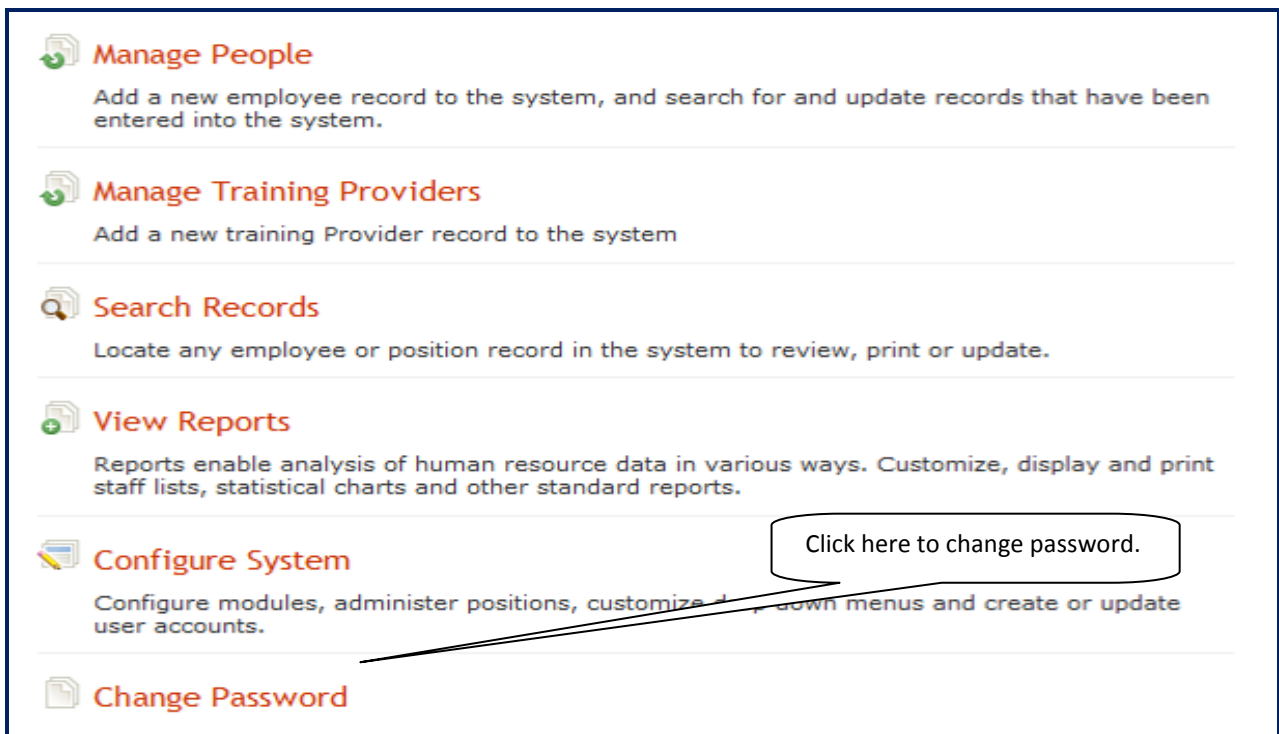


Update the user account.

Note: Usernames and passwords may also be changed. If a user no longer has access to the system, the account can be disabled.

2.2.3 Change Your Password

At any time, you can change your password for logging into the system. The Change Password form opens.



Clicking on change password, you get figure below

Enter your **Old Password** (current password). Enter the desired **New Password**. Re-enter the new password under **Confirm New Password** to confirm it. Click **Change Password**. This will reset to the new password.

2.2.4 Retrieve a Forgotten Password

Contact system administrator in case you have forgotten your password or username

OR From the Log In page, click **Forgot username or password?**

To reset the password, enter your **Username** in the box next to "Reset Password" and click the **Reset** button. The system will email your new password to you

To recover your username, enter your **Email Address** in the box next to "Display Username" and click the View button. The system will display your username.

Click the link to **Return to login page** and log in as normal

2.3 Log Out

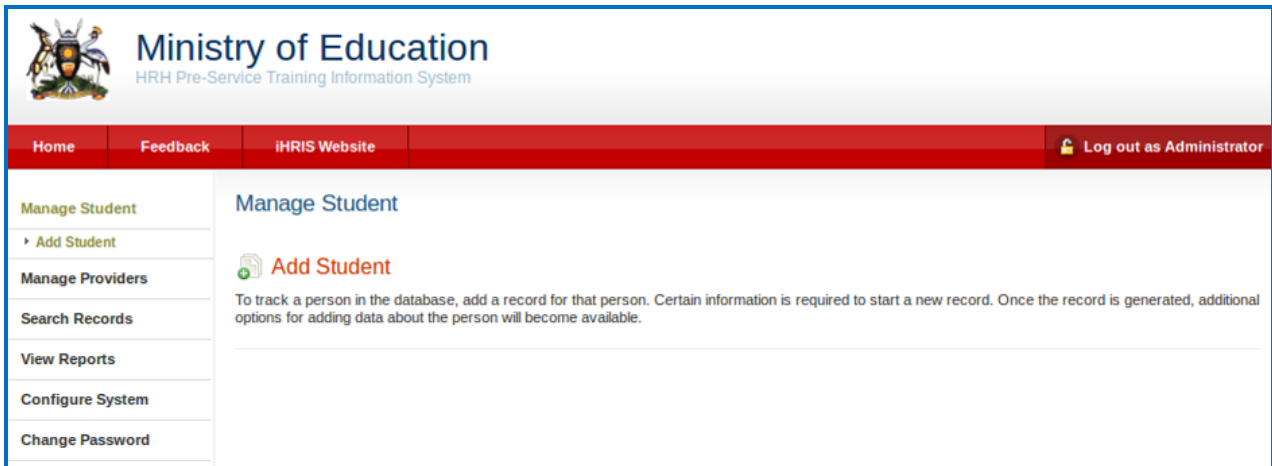
When you are finished working in the system, log out to prevent any unauthorized person from accessing the system. In the upper left corner on any page, click Log out (next to the padlock).

3 Manage Student

Click Manage Student to add new persons' details into system.

3.1 Add Person

To track a person in the database, add a record for that person by clicking the Add Student.



You will get the input screen as below

Add/Update Person

Personal Information

Surname*
Wadembere

First Name*
Ismail

Other Names
[Empty]

Nationality*
Uganda

Residence*
BUSOLWE, BUTALEJA, Eastern, Uganda
[Select Value](#)

Parish
Doho

* - Required Field

return (do not save changes) Confirm

Enter the person's **Surname**, **First Name** and any **Other Names** in the appropriate fields. Select the person's **Nationality** from the dropdown menu. Click on "**Select Value**" to choose the name of the person's country, region, district, sub-county of residence under **Residence**. Type the parish where the person comes from.

Click Confirm, the data that you just entered will appear as below.

Personal Information	
Surname Wadembere	Residence BUSOLWE, BUTALEJA, Eastern, Uganda
First Name Ismail	Parish Doho
Other Names	
Nationality Uganda	

Confirm that the information entered is correct. If it is not correct, click Edit to change it. If it is, click Save to save it. The person's new record opens with options to add additional information divided into sections.

This record has been saved.

[View Student: Wadembere, Ismail](#)

Individual Information

[Hide](#) | [Add Identification](#) | [Add Demographic Information](#) | [Add Education Information](#) | [Add Passport Photo](#)

Edit This Information	Name / Nationality	
<ul style="list-style-type: none"> • Update this Information • View Name History 	Surname:	Wadembere
	First Name:	Ismail
	Other Names:	
	Nationality:	Uganda
	Residence:	BUSOLWE, BUTALEJA, Eastern, Uganda
	Parish:	Doho

Education Information

[Hide](#) | [Add Education Information](#) | [View Education History](#)

Contact Information

[Hide](#) | [Add Work Contact](#) | [Add Other Contact](#) | [Add Emergency Contact](#) | [Add Personal Contact](#)

Note that you can click the Hide/Expand option at the top of any section to hide or display that section. You can edit or update a person's record at any time by searching for the record

3.2 Add Individual Information

Immediately after a person has been added to the system, the person's record displays, the next step is to **add identification, add demographic information, add education information, add passport photo, contact information, and trainings**. All are entered using the same steps as demonstrated below when adding passport photo

3.2.1 Add Passport Photo

Click **Add passport photo** tab under the individual information to get the window below

Add/Update Passport Photo

Wadembere, Ismail

Passport Photo

Passport

Date* **Description**


* - Required Field

Click **Confirm**, to get the screen as below

Add/Update Passport Photo

Wadembere, Ismail

Passport Photo

Passport


Date **Description**

Review the information, if it ok then and click **save**

Individual Information

[Hide](#) | [Add Identification](#) | [Add Education Information](#)


Name / Nationality

- [Update this Information](#)
 - [View Name History](#)

Surname:	Wadembere
First Name:	Ismail
Other Names:	
Nationality:	Uganda
Residence:	BUSOLWE, BUTALEJA, Eastern, Uganda
Parish:	Doho

Passport Photo

- [Update this Information](#)
 - [View Photo History](#)



Demographic Information

-

Date of Birth:	8 August 1973
Gender:	Male

Education Information

[Hide](#) | [Add Education Information](#) | [View Education History](#)

4 Manage Training Providers and Trainings

Click on **Manage Training Provider** to get the window below which enables to **add a new training provider** and **find training provider** where trainings can be created

The screenshot shows the iHRIS Website interface. At the top, there is a navigation bar with 'Home', 'Feedback', 'iHRIS Website', and 'Log out as Administrator'. On the left, a sidebar menu includes 'Manage People', 'Manage Providers', 'Add Training Provider', 'Find Training Provider', 'Search Records', 'View Reports', 'Configure System', and 'Change Password'. The main content area is titled 'Manage Trainings and Training Provider' and contains two primary actions: 'Add a New Training Provider' (with a green plus icon) and 'Find Training Provider' (with a magnifying glass icon). Below the 'Add a New Training Provider' link, there is a description: 'Add a new training Provider record to the system'. Below the 'Find Training Provider' link, there is a description: 'After entering an a training provider and training record into the system , the record may be reviewed at any time. Click Find Training Provider to locate the record. From the record, additional information can be added or existing information can be updated.'

4.1 Add Training Provider

Selecting Add a New Training Provider to get the figure below

The screenshot shows the 'Add/Update Training Provider' form. The form is titled 'Add/Update Training Provider' and has a section header 'Training Provider Information'. The form is divided into two columns of fields. The left column contains: 'Name*' (text input with 'Kibuli Nursing Training School'), 'Code' (text input), 'Training Provider Type*' (dropdown menu with 'Training Institution'), 'Ownership/Affiliation' (dropdown menu with 'PNFP'), 'Telephone Number' (text input with '0413467900'), and 'Alternate Telephone Number' (text input). The right column contains: 'Location*' (text input with 'MAKINDYE DIVISION, KAMPALA, Central, Uganda' and a 'Select Value' link), 'Mailing Address' (text input with 'Kibuli Hill'), 'Fax Number' (text input), 'Email Address' (text input), and 'Primary Contact Person' (text input). At the bottom left, there is a 'return (do not save changes)' button, and at the bottom right, there is a 'Confirm' button.

Enter the training provider's name, type of training and any contacts in the appropriate fields. Click **Confirm**, review the information, and **save**

4.2 Add Training


For each training provider, you have to add the different training offered. Click on Add Training

Training Provider: [Kibuli Nursing Training School](#)

Training Provider Type: Training Institution

Training Provider Information

[Hide](#) | [Add Training](#)

 Edit This Information

- [Update this Information](#)

Name	
Name:	Kibuli Nursing Training School
Code:	
Training Provider Type:	Training Institution
Ownership/Affiliation:	PNFP
Location:	MAKINDYE DIVISION, KAMPALA, Central, Uganda
Telephone Number:	0413467900
Alternate Telephone Number:	
Mailing Address:	Kibuli Hill
Fax Number:	
Email Address:	
Primary Contact Person:	

To add a training on the provider

It gives a window below

[Administer Database](#): [ProviderTraining Information](#)

ProviderTraining Information

Provider*	Capacity
<input type="text" value="Kibuli Nursing Training School"/>	<input type="text" value="50"/>
Training*	Course Duration(in Years)
<input type="text" value="Certificate in comprehensive nursing"/>	<input type="text" value="2"/>

* - Required Field

Select training provider and training. Click **Confirm**, review the information, and **save**

4.3 Schedule training

On the select View Provider

Provider Training Information Information

Edit This Information

[Update this Information](#)
[Select another Provider Training](#)
[View Provider](#)

Provider Training Information	
Training Provider:	Kibuli Nursing Training School
Training:	Certificate in Comprehensive Nursing

To View Provider Details

This will give you the figure below showing the different trainings the provider offers

Training Provider: [Kibuli Nursing Training School](#)

Training Provider Type: Training Institution

Training Provider Information

[Hide](#) | [Add Training](#)

Edit This Information	
Update this Information	Name
	Name: Kibuli Nursing Training School
	Code:
	Training Provider Type: Training Institution
	Ownership/Affiliation: PNFP
	Location: MAKINDYE DIVISION, KAMPALA, Central, Uganda
	Telephone Number: 0413467900
	Alternate Telephone Number:
	Mailing Address: Kibuli Hill
	Fax Number:
	Email Address:
	Primary Contact Person:

Click here to schedule training

Training Information: Certificate in Comprehensive Nursing

[Hide](#) | [Scheduled a new Training](#) | [View All Trainings](#)

Click schedule a new training to get the screen below

Scheduled/Update Training Information

Kibuli Nursing Training School, Training Institution

Schedule a Training for Pre Service Training

Provider Training Kibuli Nursing Training School - Certificate in Comprehensive Nursing	Location Details* Kibuli Hill
Start Date* August 16, 2013	Upload Scanned Signed Student List <input type="text"/> Browse...
End Date* June 17, 2016	<input type="button" value="Confirm"/>
<input type="button" value="return (do not save changes)"/>	

Select the start and end dates and location where the training will take place, confirm and save.

4.4 View Trainings

Click on view trainings to see all the trainings that training provider is offering

Training Provider: [Kibuli Nursing Training School](#)

Training Provider Type: Training Institution

Training Provider Information

[Hide](#) | [Add Training](#)

Edit This Information	Name	
Update this Information	Name:	Kibuli Nursing Training School
	Code:	
	Training Provider Type:	Training Institution
	Ownership/Affiliation:	PNFP
	Location:	MAKINDYE DIVISION, KAMPALA, Central, Uganda
	Telephone Number:	0413467900
	Alternate Telephone Number:	
	Mailing Address:	Kibuli Hill
	Fax Number:	
	Email Address:	
	Primary Contact Person:	

[Click here to view scheduled training](#)

Training Information: Certificate in Comprehensive Nursing

[Hide](#) | [Scheduled a new Training](#) | [View All Trainings](#)

Edit this Information	Scheduled Training Course	
Update this Information	Start Date:	16 August 2013
View Scheduled Training Details	End Date:	17 June 2016
	Location Details:	Kibuli Hill

4.5 Add participants to training

Click of View scheduled training details

Training Provider: [Kibuli Nursing Training School](#)

View Scheduled Training Courses: Kibuli Nursing Training School - Certificate in Comprehensive Nursing

Scheduled Training Details

[Hide](#) | [Add Participants](#)

[Click here to add participants to training](#)

Edit This Information	Scheduled Training	
Update this Information	Provider Training:	Kibuli Nursing Training School - Certificate in Comprehensive Nursing
Add Fee	Start Date:	16 August 2013
	End Date:	17 June 2016
	Location Details:	Kibuli Hill

Scheduled Training Fees

[Hide](#)

Participant Details

[Hide](#)

Edit This Information	First Name	Surname	Comments
-----------------------	------------	---------	----------

It gives the screen below used to add participants

Scheduled Training Courses: [Kibuli Nursing Training School - Certificate in Comprehensive Nursing](#)

Search Person
Search all people in the system

Results found : 6

Add/Remove Participant	#	First Name	Surname	Gender	Job/Post Title	Health Facility	Registration Council	Nationality
Remove Participant	1	Ismail	Wadembere	Male				Uganda
Add Participant	2	Angelica	Kiwumulo	Female				Uganda
Add Participant	3	Peter	Anyumiza	Male				Uganda
Remove Participant	4	Hassan	Ntege					Uganda
Add Participant	5	Paul	Ouma	Male				Uganda
Remove Participant	6	Naim	Mugumbu	Male				Uganda

Choose options to limit results Save as default view

Gender:

First Name:

Nationality:

Surname:

[Apply Limits](#)

After adding the participants, those add will be indicated with remove participants. Also the system will indicate those who will be attending the training and provision to add fees as below

Training Provider: [Kibuli Nursing Training School](#)

View Scheduled Training Courses: [Kibuli Nursing Training School - Certificate in Comprehensive Nursing](#)

Scheduled Training Details

[Hide](#) | [Add Participants](#)

[Edit This Information](#)

Provider Training:	Kibuli Nursing Training School - Certificate in Comprehensive Nursing
Start Date:	16 August 2013
End Date:	17 June 2016
Location Details:	Kibuli Hill

Scheduled Training Fees

[Hide](#)

Participant Details

[Hide](#)

[Edit This Information](#)

	First Name	Surname	Comments
Update this Information	Naim	Mugumbu	
Update this Information	Hassan	Ntege	
Update this Information	Ismail	Wadembere	

4.6 Adding fees

Click on add fees to get

Add/Update Fee Information

Kibuli Nursing Training School - Certificate in Comprehensive Nursing

Edit Fee

Fee*	Amount*
Tuition Fees - Per Student	UG /= 750,000

Select the fees type and amount, then confirm and save to get the figure below

Training Provider: [Kibuli Nursing Training School](#)

View Scheduled Training Courses: Kibuli Nursing Training School - Certificate in Comprehensive Nursing

Scheduled Training Details

[Hide](#) | [Add Participants](#)

Edit This Information

- [Update this Information](#)
- [Add Fee](#)

Scheduled Training	
Provider Training:	Kibuli Nursing Training School - Certificate in Comprehensive Nursing
Start Date:	16 August 2013
End Date:	17 June 2016
Location Details:	Kibuli Hill

Scheduled Training Fees

[Hide](#)

Edit This Information

- [Correct this Information](#)

Fee	
Fee:	Tuition Fees - Per Student
Amount:	UG /=750,000

Participant Details

[Hide](#)

Edit This Information

	First Name	Surname	Comments
Update this Information	Naim	Muqumbu	
Update this Information	Hassan	Ntege	
Update this Information	Ismail	Wadembere	

4.7 Adding Person to Training via person page

Also participants can be added to training by going to persons page, then clicking on add training

Individual Information

[Hide](#) | [Add Identification](#) | [Add Education Information](#)


Edit This Information

- [Update this Information](#)
- [View Name History](#)

Name / Nationality	
Surname:	Wadembere
First Name:	Ismail
Other Names:	
Nationality:	Uganda
Residence:	BUSOLWE, BUTALEJA, Eastern, Uganda
Parish:	Doho

Edit This Information

- [Update this Information](#)
- [View Photo History](#)



Edit This Information

Demographic Information	
Date of Birth:	8 August 1973
Gender:	Male

Education Information

[Hide](#) | [Add Education Information](#) | [View Education History](#)

Contact Information

[Hide](#) | [Add Work Contact](#) | [Add Other Contact](#) | [Add Emergency Contact](#)

Edit This Information

- [Update this Information](#)

Personal Contact	
Mailing Address:	P. O. Box 27619 Kampala
Telephone Number:	0772472922
Mobile Phone Number:	0702472922
Alternate Telephone Number:	
Fax Number:	
Email Address:	iwadembere@intrahealth.org
Notes:	Work email

Trainings

[Hide](#) | [Add Training Course](#) | [View History](#)

Click to add training

Gives the screen below to enter the training details

Add/Update Scheduled Trainings

Wadembere, Ismail

New Scheduled Training Course

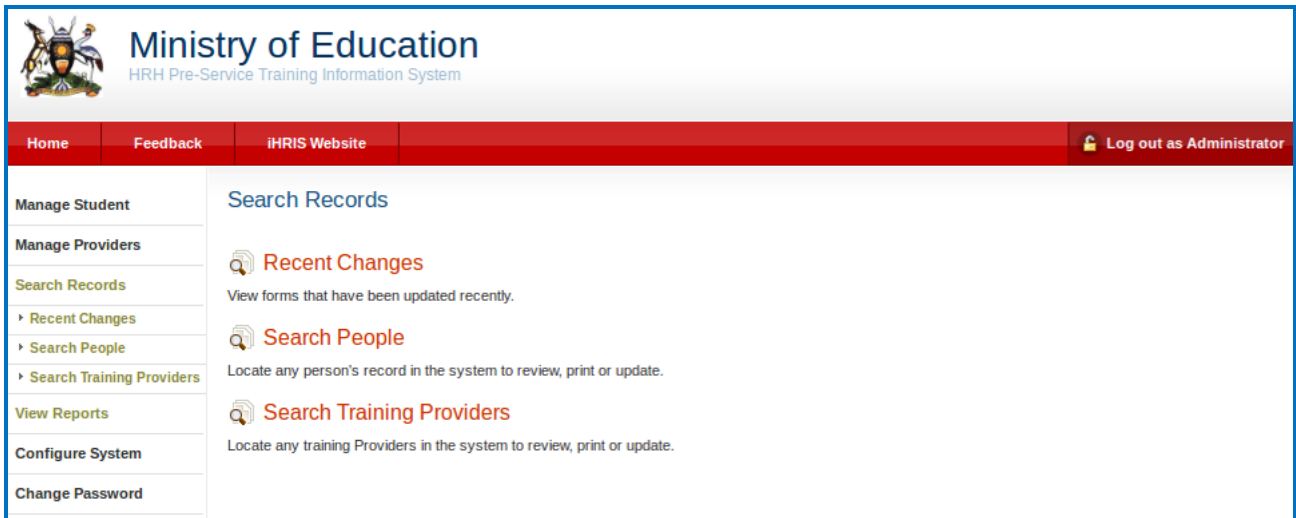
Training Course <input type="text" value="Kibuli Nursing Training School - Certificate in Co"/>	Comments <input type="text"/>
Academic Year (eg. Year 1) <input type="text" value="1"/>	Is Attending <input type="text" value="Yes"/>
Calender Year <input type="text" value="2013"/>	

* - Required Field

5 Search Records

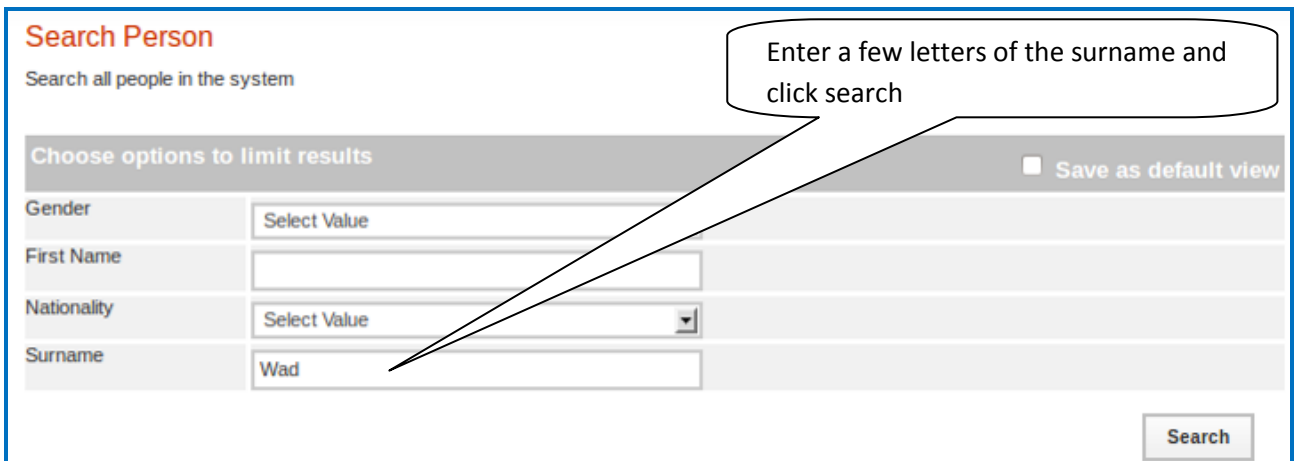
After entering an employee or position in the system, the record may be reviewed at any time.

Click **Search Records** to locate the record. From the record, additional information can be added or existing information can be updated.



5.1 Search People

Click **Search People**.



Enter the person's **Surname** to find a single record or leave blank to find multiple records. For example limit the search to a particular gender by selecting that gender from the **Gender** menu. Leave blank to search all. Click the search button to show all matching results.

Search Person

Search all people in the system

Results limited by: Surname: Wad

Results found : 1

#	First Name	Surname	Gender	Job/Post Title	Health Facility	Registration Council	Nationality
1	Ismail	Wadembele	Male				Uganda

Choose options to limit results Save as default view

Gender:

First Name:

Nationality:

Surname:

Click on name to show the details

A list of matching records displays. Click the name of the person whose record you want to review. To search again, select new options from the Search form and click search.

5.2 Search Training Provider

Click **Search Training provider**.

Search Training Provider

Search all training Providers in the system

Results limited by: Training Provider Name: Kibuli

Results found : 2

#	Name	Training Provider Type	Training	Training Instance
1	Kibuli Nursing Training School	Training Institution	Certificate in Comprehensive Nursing	Kibuli Nursing Training School - Certificate in Comprehensive Nursing
2	Kibuli Medical lab, training school	Training Institution		

Choose options to limit results Save as default view

Training Provider Name:

Training Provider Type:

Training Information:

Select one of the options provided at a time to limit the search by training provider **name**, **type**, or **training information**. If an option is not selected, all records will be searched. Click the search button to show all matching results.

Search Training Provider

Search all training Providers in the system

Results found : 106

Jump to: 1 2 3

#	Name	Training Provider Type	Training	Training Instance
1	Alice Anume school of nursing	Training Institution		
2	Arua Lab School	Training Institution		
3	Arua school Of comprehensive nursing	Training Institution	Certificate in Comprehensive Nursing	
4	Busoga university school of nursing	Training Institution		
5	Butabika school of psychiatric nursing	Training Institution	Diploma in mental health nursing	
6	Butabika School of Ophthalmic Clinical Medine	Training Institution		
7	Butabika School of Psychiatry Clinical Medicine	Training Institution		
8	Chemequip Ishaka School of Laboratory Techniques	Training Institution		
9	Chemequip Wakiso Sch of Lab tech	Training Institution		
10	Florence Nightingale nursing school	Training Institution		
11	Fort Portal SOCO	Training Institution		
12	Fort Portal international nurse training school	Training Institution		
13	Good Samaritan nursing school	Training Institution		
14	Gulu Institute of Health Science	Training Institution		
15	Gulu SOCO	Training Institution		
16	Hoima school of nursing	Training Institution		
17	IUIU school of nursing	Training Institution		
18	Ibanda school of comprehensive nursing	Training Institution	Certificate in Comprehensive Nursing	

Sorting by: Name (Increasing)

When you click the training provider name, the institution displays, showing all information about the institution including location, contacts, ownership, the different trainings it offers, and when the training will take place.

Training Provider: [Kibuli Nursing Training School](#)

Training Provider Type: Training Institution

Training Provider Information

Hide | [Add Training](#)

Edit This Information		Name
<ul style="list-style-type: none"> Update this Information 	Name:	Kibuli Nursing Training School
	Code:	
	Training Provider Type:	Training Institution
	Ownership/Affiliation:	PNFP
	Location:	MAKINDYE DIVISION, KAMPALA, Central, Uganda
	Telephone Number:	0413467900
	Alternate Telephone Number:	
	Mailing Address:	Kibuli Hill
	Fax Number:	
	Email Address:	
Primary Contact Person:		

Training Information: Certificate in Comprehensive Nursing

Hide | [Scheduled a new Training](#) | [View All Trainings](#)

Edit this Information		Scheduled Training Course
<ul style="list-style-type: none"> Update this Information View Scheduled Training Details 	Start Date:	16 August 2013
	End Date:	17 June 2016
	Location Details:	Kibuli Hill

Edit this Information		Scheduled Training Course
<ul style="list-style-type: none"> Update this Information View Scheduled Training 	Start Date:	22 August 2014
	End Date:	30 June 2016

From this screen, you can update any information by selecting update this information on each section.

6 Reports

The following pre-defined report views available once HRIS is installed.

- **Current Students:** Shows the students undergoing training in the different institutions with their photos for easy identification.
- **Former Students:** Shows the students who completed training in the different institutions with their photos for easy identification.
- **Past Training:** It is a list of all trainings which have ever taken place.
- **Trainees per Provider:** The sums of students who attended certain training in different institutions.
- **Scheduled/on-going Training Courses:** It is a list of Scheduled/On-Going Training Courses in the different institutions
- **Pipeline:** This column graph displays the total numbers of students that have/ are current attending a particular course
- **Cadre Output:** This pie chart displays the total student output per cadre

-
- **Training Institutions:** A List of all training institutions
- **Search Person:** Search all people in the system
- **Search Training Provider:** Search all training Providers in the system

To access any report of interest, click **View Reports**. A list of reports will appear (see figure below).

Ministry of Education
HRH Pre-Service Training Information System

Home Feedback iHRIS Website

Manage Student
Manage Providers
Search Records
View Reports
Configure System
Change Password

Reports

- **Person**
 - [Current Students](#) – A list of students currently still under training
 - [Former Students](#) – Shows a list of former students
- **Training Reports**
 - [Past Trainings](#) – A list of trainings that have past
 - [Trainees per Training Provider](#) – Overall Trained totals
 - [Scheduled/On-going Training Courses](#) – A list of Scheduled/On-Going Training Courses
- **Trainings**
 - [Pipeline](#) – Shows the numbers of students that have/ are current attending a particular course
 - [Cadre Output](#) – Shows student output per cadre
 - [Training Institutions](#) – A list of all training institutions
- **Search**
 - [Search Person](#) – Search all people in the system
 - [Search Training Provider](#) – Search all training Providers in the system

Click the desired report (graphical and table format e.g. **Scheduled/on-going Training Course**).

6.1 Tabular report formats

Scheduled/On-going Training Courses

A list of Scheduled/On-Going Training Courses

Results found : 6

#	Training	Training Institution	Training Course Start Date	Training Course End Date	Participants (Sum)
1	Diploma in comprehensive nursing	Institute of health sciences Jinja	26 August 2011	27 June 2014	1
2	Bachelor of science in nursing	Makerere Univeristy	18 August 2012	19 June 2015	1
3	Post-Graduate Diploma in Medical Education	Mulago Health Tutor's College	24 August 2012	21 June 2013	1
4	Certificate in Comprehensive Nursing	Kibuli Nursing Training School	16 August 2013	17 June 2016	0
5	Diploma in Nursing	Kibuli Nursing Training School	16 August 2013	17 June 2016	2
6	Certificate in Comprehensive Nursing	Kibuli Nursing Training School	22 August 2014	30 June 2016	0

Sorting by: Training Course Start Date (Increasing), Training Course End Date (Increasing)

Choose options to limit results Save as default view

Training Course End Date Between

Training Course End Date After

Training Course End Date Before

Training Course Start Date Between

Training Course Start Date After

Training Course Start Date Before

Training

Training Institution

Click print to get PDF copy of report

Click export to get spread copy of report

Click to create a graph of the report

To create a pdf file of the above report, click the **Print** button. To export to spread sheet like excel, click the **Export** button to get

Scheduled/On-going Training Courses
A list of Scheduled/On-Going Training Courses

Results found : 6

#	Training	Training Institution	Training Start Date	Training Course End Date	Participants (Sum)
1	Diploma in comprehensive nursing	Institute of health sciences Jinja	18 August 2011	27 June 2014	1
2	Bachelor of science in nursing	Makerere University	18 August 2012	19 June 2015	2
3	Post-Graduate Diploma in Medical Education	Mulago Health Training College	24 August 2012	21 June 2013	3
4	Certificate in Comprehensive Nursing	Kibuli Nursing Training School	16 August 2013	17 June 2016	0
5				June 2016	2
6				June 2016	0

Course End Date (Increasing)

Export Options

File Type: Comma Separated Values

Compression Options: no compression

Export Close

Click Export again

Click on export again and no compression.

A pop-up windows appears, select open with as shown in the screen below

Scheduled/On-going Training Courses
A list of Scheduled/On-Going Training Courses

Results found : 6

#	Training Course End Date	Participants (Sum)
1	27 June 2014	1
2	19 June 2015	2
3	21 June 2013	3
4	17 June 2016	0
5	June 2016	2
6	June 2016	0

Course End Date (Increasing)

Opening Scheduled_On-going_Training_Courses_29_04_2013.csv

You have chosen to open:

Scheduled_On-going_Training_Courses_29_04_2013.csv
which is a: Microsoft Excel Comma Separated Values File
from: http://192.168.0.238

What should Firefox do with this file?

Open with: Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Click the OK button, and the report will be opened in excel.

Note: This file opens or saves as * .CSV. To change the file format, Go to **File menu**, select **Save As**, type file name, under **save as type** choose **Excel 97-2003 workbook** from the drop down menu

6.2 Graphical Report Formats

Follow the above steps as used to display the tabular report format, to get graphical report - clicking **Chart** button. Click the **Chart** Button to display summary information in chart format.

Note: This button is only applicable to reports with not more than two fields where one field is numeric.

Scheduled/On-going Training Courses
A list of Scheduled/On-Going Training Courses

Results found : 6

#	Training	Training Institution	Training Start Date	Training Course End Date	Participants (Sum)
1	Diploma in comprehensive	Institute of health	26 June 2011	27 June 2014	1
2	Bach			2015	2
3	E			2013	3
4	Cerf			2016	0
5				2016	2
6	Cerf			2016	0

Chart Options

Chart Style Choose the chart style.
Column Chart(Simple)

Displayed Fields Choose the way you wish to select fields to display.
Two fields (Total)

Total on Two Fields
Displays the total for two fields First Field
Training
Second Field Participants

Chart Close

Choose the desired chart format from **Chart Style** drop down menu, Choose the way you wish to select fields to display from the **Displayed Fields**.

Note: Using the procedure above, will help to produce the necessary reports as desired by the user

6.3 Report Views

Report views define how data are displayed in a report. Multiple report views can be created for the same report so that data may be aggregated and analyzed in various ways. For each report, data can be displayed either as a table or as a chart. The data may also be exported for further analysis, or the report may be printed.

6.3.1 Creating and Editing report views

Administrators and Managers can create new report views or edit views that have already been defined. At least one report view must be defined before a report can be run. Other users may run any report view, but they cannot create new views. Creating report views requires some knowledge of the data fields used in HRIS.

Note: Unless you understand these fields, you should not edit or delete the existing report views pre-defined in HRIS.

To create report views, click **Configure System** under "Manage Reports" click **Report Views**.

• **Staff Reports**

- [Age Distribution](#) — Total of all staff by age range.
[Edit](#), [Archive Report](#)
- [Classification Breakdown](#) — A total of all staff by classification.
[Edit](#), [Archive Report](#)
- [Hires per Year](#) — Hire totals by year.
[Edit](#), [Archive Report](#)
- [Job Breakdown](#) — Total staff by job.
[Edit](#), [Archive Report](#)
- [Nationality Breakdown](#) — A list of all staff by nationality.
[Edit](#), [Archive Report](#)
- [Retirement Planning](#) — Staff totals by retirement year.
[Edit](#), [Archive Report](#)
- [Retirement Exit Report](#) — Shows the Exit/ retirement situation.
[Edit](#), [Archive Report](#)
- [Emergency Contact List](#) — List of all staff with emergency contact details.
[Edit](#), [Archive Report](#)
- [Home Contact List](#) — All staff with home contact details.
[Edit](#), [Archive Report](#)
- [Salary List](#) — A list of all employees with salary details.
[Edit](#), [Archive Report](#)
- [Staff Directory](#) — A list of all current staff with work contact information.
[Edit](#), [Archive Report](#)

Create a new view for a report:

Name of View:

Description:

Report:

Type the name of the report view, select the affiliated report, type a short description of the report view & click update

The pop up screen displaying the message 'successfully updated values' click **Close**

Reports By Category

- **Facility Report**
 - [Facility List](#) — A list of all facilities.
[Edit](#), [Archive Report](#)
- **Training Reports**
 - [Mentored Staff](#) — A list of mentored Staff.
[Edit](#), [Archive Report](#)
 - [One Day Trainings](#) — Staff with one day trainings.
[Edit](#), [Archive Report](#)
 - [Trained Staff \(Latest Trainings\)](#) — A List of staff with their Latest Trainings.
[Edit](#), [Archive Report](#)
 - [Trained staff \(All Trainings\)](#) — A list of trained staff (including duplicates).
[Edit](#), [Archive Report](#)
 - [Total Staff Trained \(All Trainings\)](#) — Total staff trained in
[Edit](#), [Archive Report](#)
- **Position Reports**
 - [Position List](#) — A list of all positions.
[Edit](#), [Archive Report](#)
 - [Position Open Duration](#) — The length in days each position
[Edit](#), [Archive Report](#)
- **Other Staff Reports**
 - [Registration and Licensure status](#) — The Status of current staff's registration and license

Information:
Successfully Updated Values

This is a pop up screen

Note: The following steps also apply to editing an existing report view

Locate the newly created or existing report view and click on **edit** in order to activate or edit the fields to be seen in the view respectively.

Report View

[View Qualifications](#)

Select the fields and any aggregate data you want in this report view. You may drag and drop fields to change their displayed order

Reported View Information

Display Name: A short descriptive name of this report

Description: A longer description of this report

Report View Permissions: Select a task to limit the viewing of this report to the selected task.

Include Total: Include a total number of rows for this view.

Related Views

- Registration and Licensure status
- Retirement /Exit Report
- Disciplinary Case
- Staffing Norms 2011
- Trained staff (All trainings)
- Total Staff Trained (All Trainings)
- Mentored Staff
- One Day Trainings
- Trained Staff (Latest Trainings)
- Age Distribution

Reported Fields

Field Name	Enabled	Choose a method to collect (aggregate) this data:
Computer Number	<input type="checkbox"/>	None
Current Salary	<input type="checkbox"/>	None
Birth Date	<input type="checkbox"/>	None
Gender	<input type="checkbox"/>	None

Click in the check box to enable the field

To change order of display of the fields on the report, point on the field name hold and drag to a desired order.

Terms of Employment Enabled: Check to enable this field in the report view

End Date Enabled: Check to enable this field in the report view

Reason for Departure Enabled: Check to enable this field in the report view

Hire Date Enabled: Check to enable this field in the report view

Starting Salary Enabled: Check to enable this field in the report view

Work Email Enabled: Check to enable this field in the report view

Work Telephone Enabled: Check to enable this field in the report view

Retirement Year Enabled: Check to enable this field in the report view

Retirement Date Enabled: Check to enable this field in the report view

Choose a method to collect (aggregate) this data:

Check box that is enabled

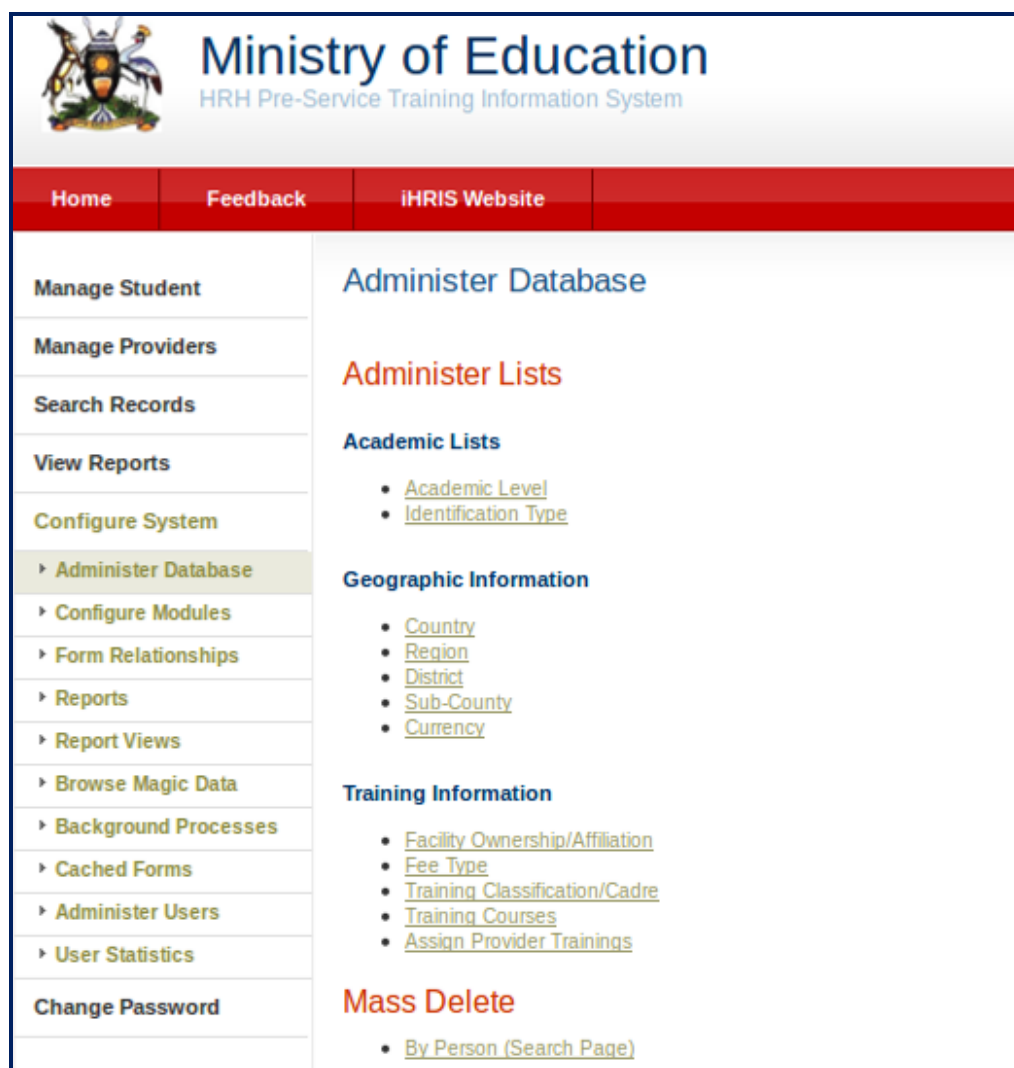
[Edit Display Options](#)

After selecting all the desired fields and arrangement, Click **Update**. The pop up screen displaying the message 'successfully updated values' click **Close**

7 Administer Database

To ensure that standard data types such as countries, regions, districts, training types, training courses, institution ownership, and the like are enforced across the system, those standard data types must be created as lists. These lists are used to create selection menus that provide options for selection when adding section of records.

Click **Configure System** and then click **Administer Database** to create and update standard lists of data for selection in system menus (see figure below).



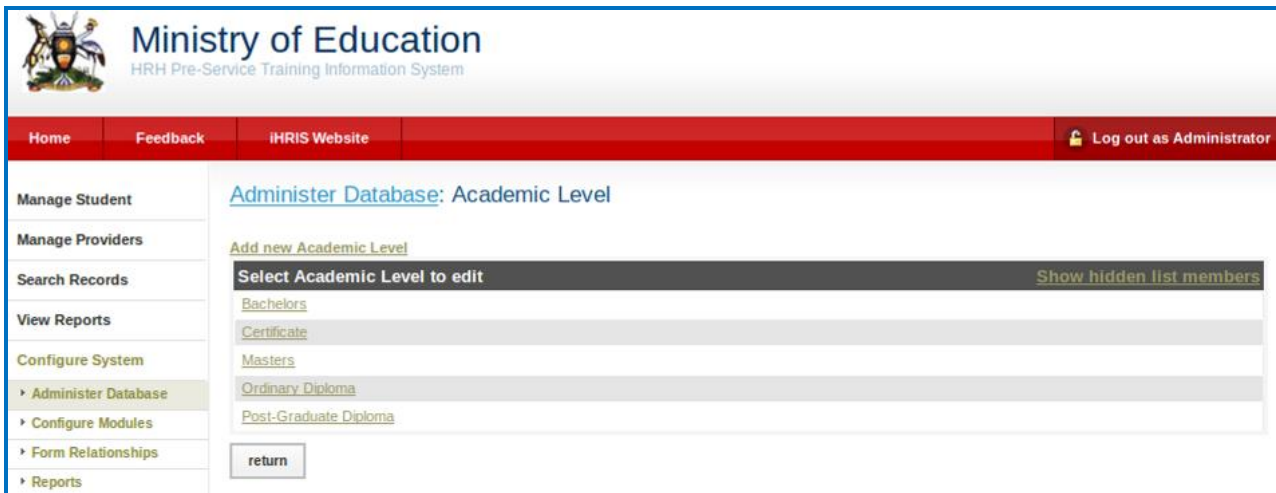
The screenshot displays the web interface for the Ministry of Education's HRH Pre-Service Training Information System. At the top left is the national emblem of Kenya. The header includes the text "Ministry of Education" and "HRH Pre-Service Training Information System". A red navigation bar contains links for "Home", "Feedback", and "iHRIS Website". A left-hand sidebar menu lists various system management options: "Manage Student", "Manage Providers", "Search Records", "View Reports", "Configure System", "Administer Database" (highlighted), "Configure Modules", "Form Relationships", "Reports", "Report Views", "Browse Magic Data", "Background Processes", "Cached Forms", "Administer Users", "User Statistics", and "Change Password". The main content area is titled "Administer Database" and is divided into several sections: "Administer Lists" (with sub-sections "Academic Lists" containing "Academic Level" and "Identification Type", and "Geographic Information" containing "Country", "Region", "District", "Sub-County", and "Currency"); "Training Information" (containing "Facility Ownership/Affiliation", "Fee Type", "Training Classification/Cadre", "Training Courses", and "Assign Provider Trainings"); and "Mass Delete" (containing "By Person (Search Page)").

Administer database is composed of several sections i.e. Academic level, Geographic Information, and training information as shown above

7.1 Add Academic Level

The academic level classifies a type of educational institution that issues degrees/certification. Academic levels are selected when entering a person's educational history.

Click **Configure System** then click **Administer Database** , Click on **Education Type/Level**. The academic/education Type/Level page opens, showing all academic levels entered in the database.



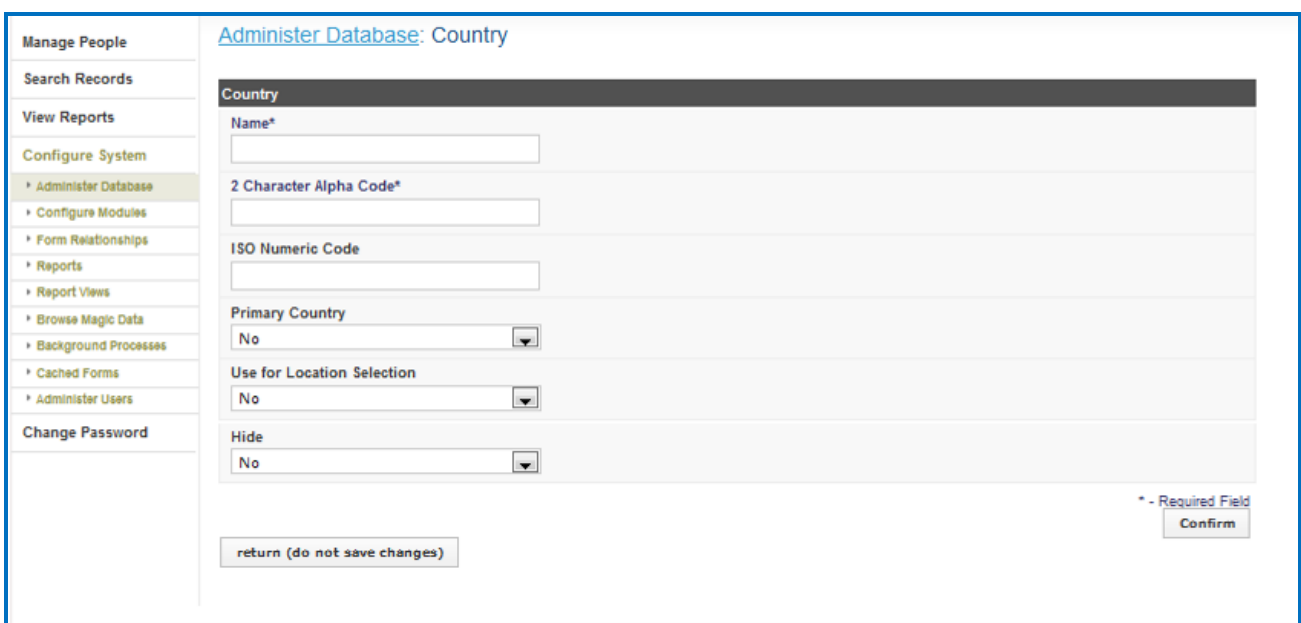
Either Click **Add academic level** or select an academic level and click **Update This Information** to edit it.

7.2 Add a Country

You will need to add at least one country to the system for selection whenever a geographical location is required. This should be the country where your organization's headquarters are located. In addition, you should add the names of all countries where trainees are located or all nationalities you would like to track in the system.

Click **Configure System** then click **Administer Database**. Click on **Country**

The Country page opens, showing all Countries entered in the database. Either Click **Add New Country** or select an existing Country and click **Update This Information** to edit it.



The same reasoning and steps are used to add region, district, sub-county, and currency

7.3 Add Training Course

Click **Configure System** then click **Administer Database**. Click on Training Course. The Training Course page opens, showing all Training courses entered in the database.

[Administer Database: Training Information](#)

[Add new Training Information](#)

Select Training Information to edit	Show hidden list members
Bachelor of science in Medical Education	
Bachelor of science in nursing	
Certificate in Comprehensive Nursing	
Certificate in Environmental Health	
Certificate in comprehensive nursing	
Certificate in mental health nursing	
Certificate in midwifery	
Certificate in nursing	
Diploma in Clinical Medicine	
Diploma in Nursing	
Diploma in comprehensive nursing	
Diploma in mental health nursing	
Diploma in midwifery	
Diploma in paediatrics and child health care	
Diploma in public health nursing and community health	
Ordinary Diploma in Clinical Instruction	
Post-Graduate Diploma in Medical Education	

Either click **Add New Training Course** or select an existing training type and click **Update This Information** to edit it.

[Administer Database: Training Type](#)

Manage People

Search Records

View Reports

Configure System

- Administer Database
- Configure Modules
- Form Relationships
- Reports
- Report Views
- Browse Magic Data
- Background Processes
- Cached Forms
- Administer Users

Change Password

Training Type

Name*

Hide

* - Required Field

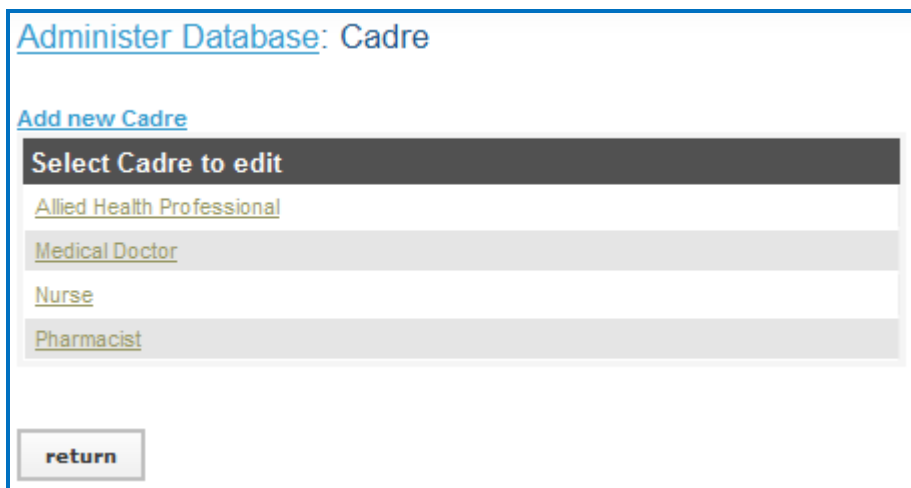
Add the training course, Click confirm, and click save

7.1 Add Training Classification/Cadres

A *cadre* is a broad category of workers characterized by the specific training, certification or other qualifications required to practice or be licensed in that field. Examples of

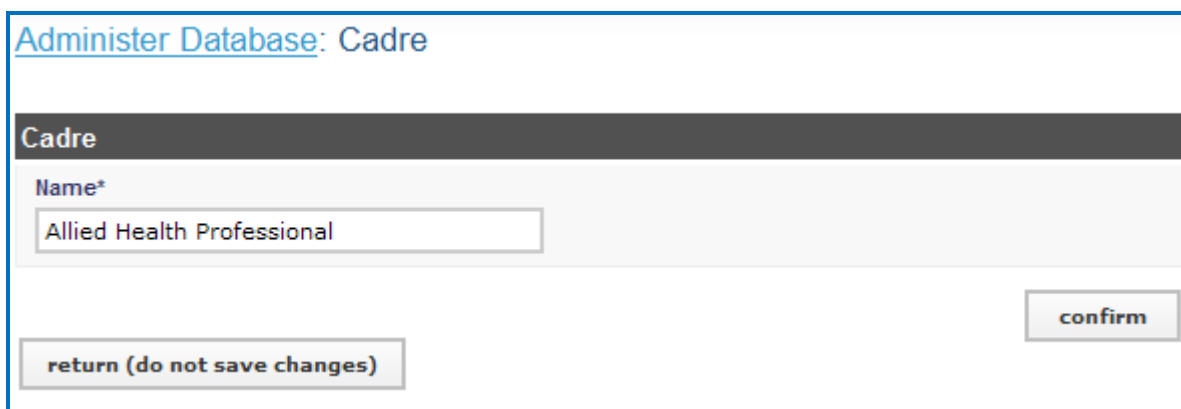
cadres include Nurse, Physician and Pharmacist. Each job can be linked to one cadre for reporting purposes. You may add new cadres or edit any cadre that was previously added.

Click **Configure System** then click **Administer Database**, Click on **Cadres**



The screenshot shows a web interface titled "Administer Database: Cadre". Below the title is a link "Add new Cadre". A dark grey header bar contains the text "Select Cadre to edit". Below this header is a list of four items: "Allied Health Professional", "Medical Doctor", "Nurse", and "Pharmacist". Each item is on a separate line with a light grey background. At the bottom left of the interface is a button labeled "return".

The Cadres page opens, showing all Cadres entered in the database. Either Click **Add Cadre** or select a Cadre and click **Update This Information** to edit it.



The screenshot shows the "Administer Database: Cadre" page with a dark grey header bar labeled "Cadre". Below the header is a form with a label "Name*" and a text input field containing "Allied Health Professional". At the bottom right of the form is a button labeled "confirm". At the bottom left of the form is a button labeled "return (do not save changes)".

Click **Confirm** and confirm that the name entered is correct. If it is not correct, click **Edit** to change it. If it is, click **Save** to save it.

The same reasoning and steps are used to add or update the rest of the parts of administer database.