health
Department:
Health
REPUBLIC OF SOUTH AFRICA

CSIR
Touching lives through innovation

Master Facility List
(MFL)
User Guide (UG) Version 1.2.4

1. INTRODUCTION

A Master Facility List (MFL) is a complete listing of health facilities in a country (both public and private) and is comprised of a set of administrative information and information that identifies each facility (unique ID). This list needs to have a schedule for updating. An MFL is important in monitoring the health infrastructure and the services provided to the population and it assists in calculating the percentage of facilities that are included in routine health data collection.

This document aims to provide the reader with a guidance on the use of the system functionality of the Master Facility List (MFL) System.

1.1.   MFL User Types

The MFL system have 5 default main user levels:

i.   *MFL System Administrator:*
  - Requires authentication
  - Review user access requests
  - Review external systems requests

ii.   *MFL Curator:*
  - Requires authentication
  - Review facility requests
  - Creates facility requests

iii.   *Facility representative (e.g. Facility manager):*
  - Requires authentication
  - Create user access requests
  - Can create MFL requests to add/edit facility data.
  - Can view all facilities' data

iv.   *External systems representative (e.g. HPRS developer, MHPL developer, etc.):*
  - Requires authentication
  - Can create user access requests
  - Can view all facilities' data
  - Can create MFL requests to register a client system

v.   *MFL Approver*
  - Requires authentication
  - *Approve user access requests*
  - *Approve external systems requests*

- *Approves facility requests*

2. How to start the MFL system

The MFL system can be accessed directly from the installed web browser.

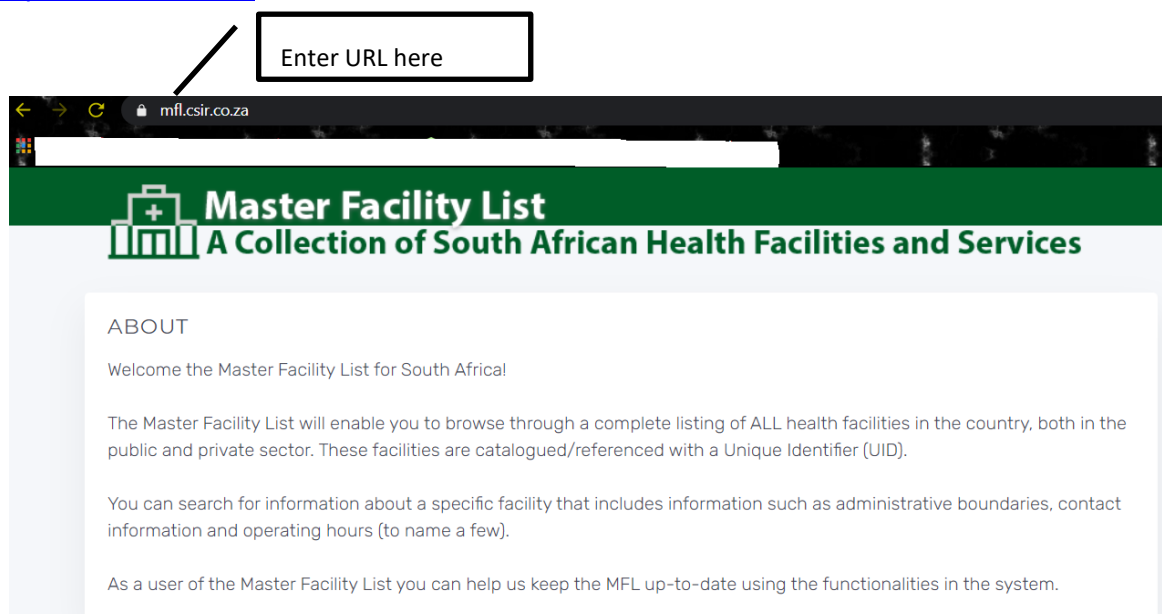The system can be accessed by opening the Google Chrome browser and entering the address: https://mfl.csir.co.za.

Figure 1: Accessing the MFL system

3. How to register on the MFL system

You can register to be a user on the MFL system as a **Facility Representative** or as an **External Systems representative**.
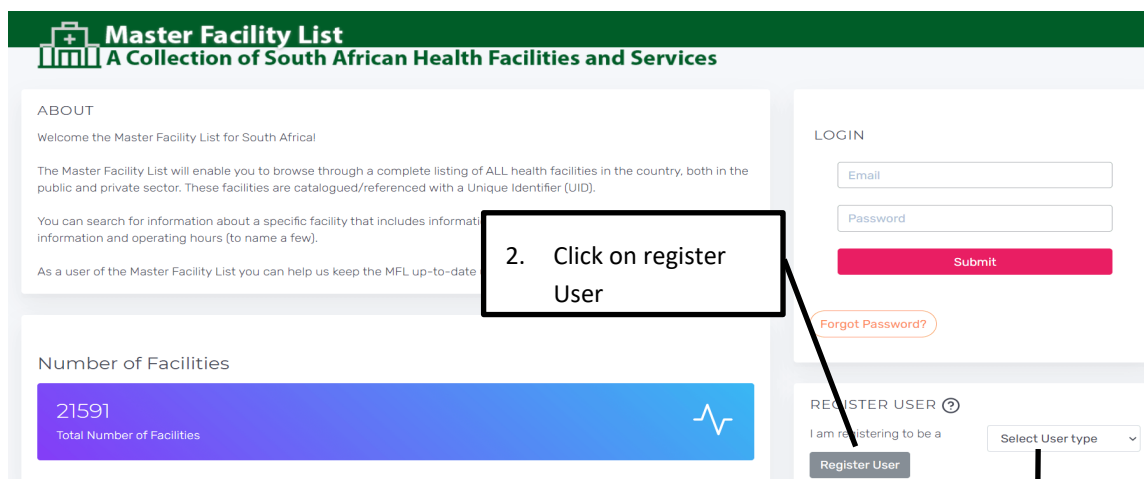
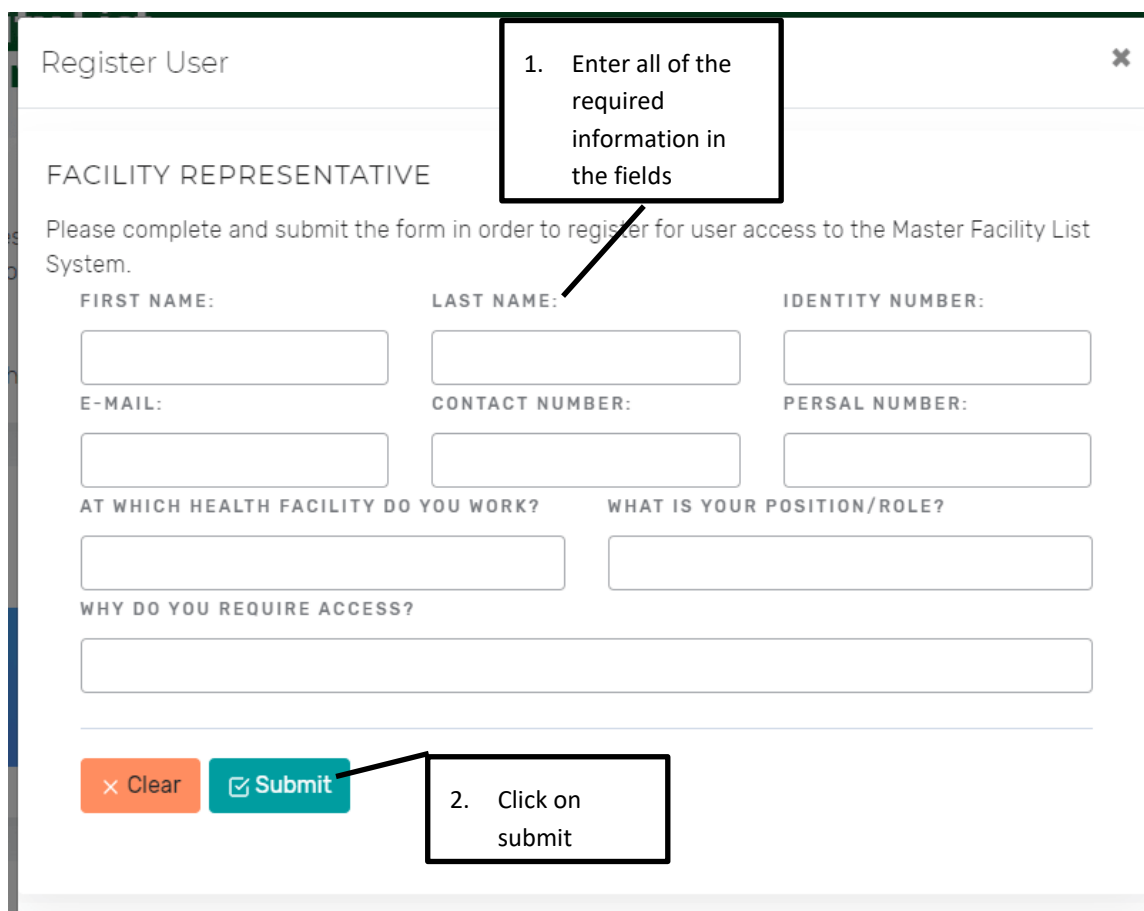Figure 2: Register as a user

3.1. How to register as a user

Figure 3: Register as Facility representative

- A success message will appear on the top right of the screen.
- You will receive an email notification to verify your email address on the email address that you used to register on the system.
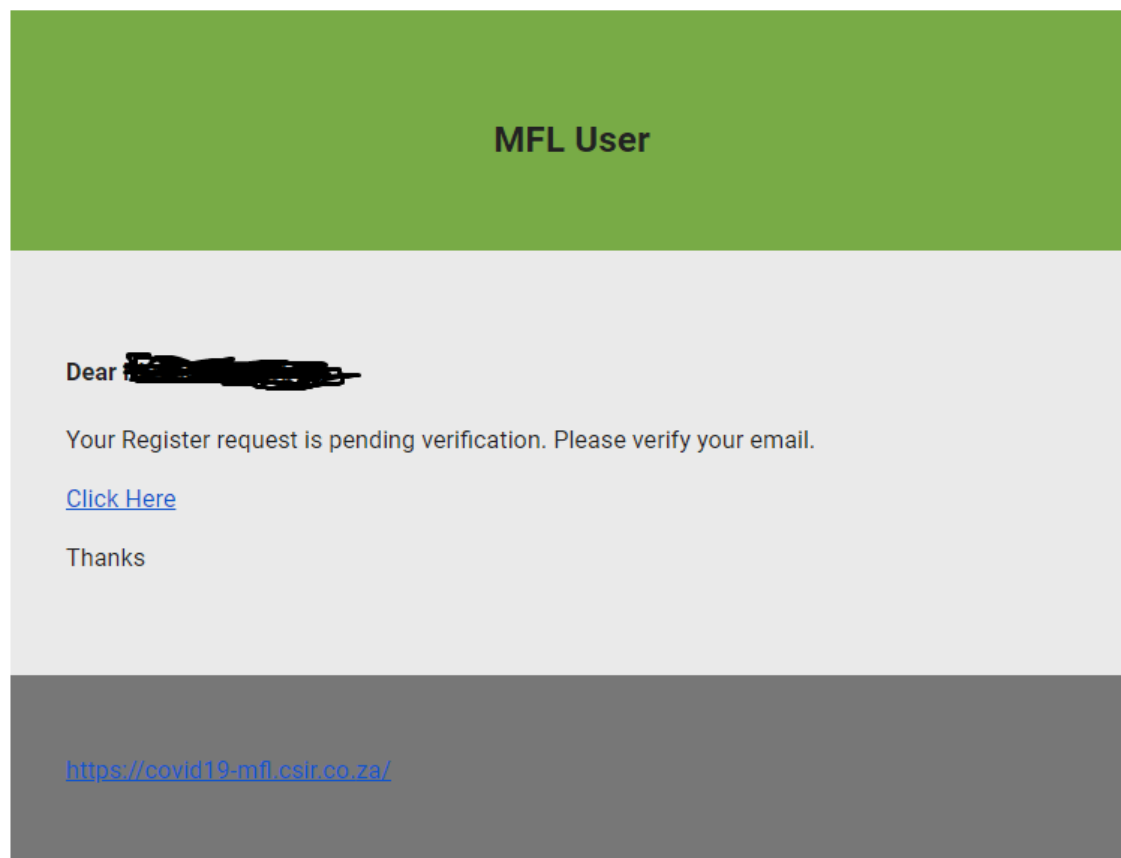
- Your account will be reviewed by the MFL system administrator, and the system will notify you of any outcomes through your email address.
- Finally the account will be reviewed by the MFL approver, and the system will notify you of any outcomes.
- If the register request has been approved, an email notification will be sent with the password you can use to logon to the MFL system at any time.
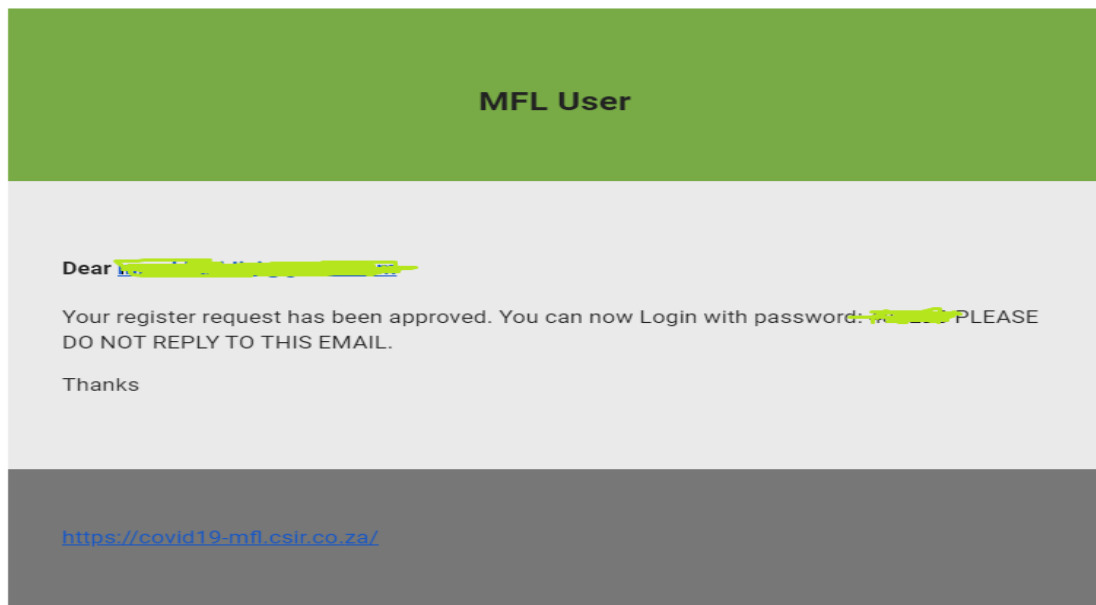 **Note**: Always keep your account password private.

Figure 5: Approved account notification
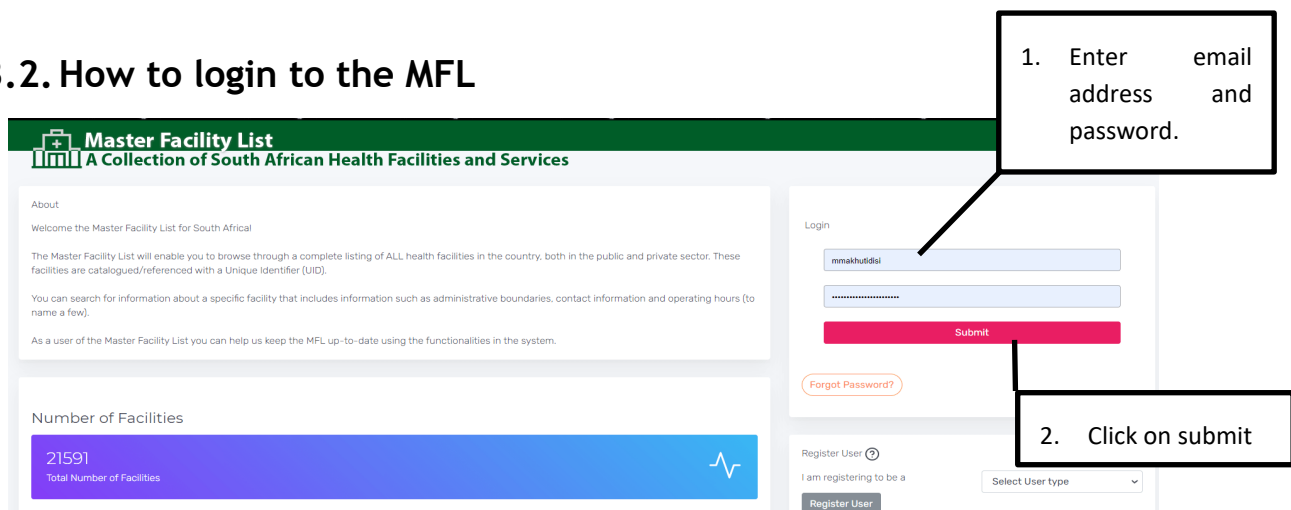
3.2. How to login to the MFL

> 1. Enter email address and password.

> 2. Click on submit

Figure 6: login to mfl

- After clicking on <Submit>, you will receive a One Time Password (OTP) in your email.
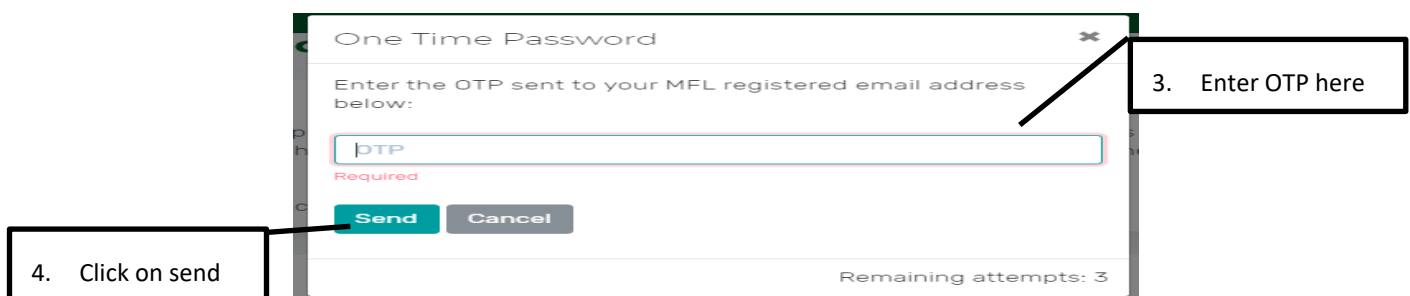

> 3. Enter OTP here

> 4. Click on send

Figure 7: One time password

5. User email and profile will appear here

ck here to log out from l
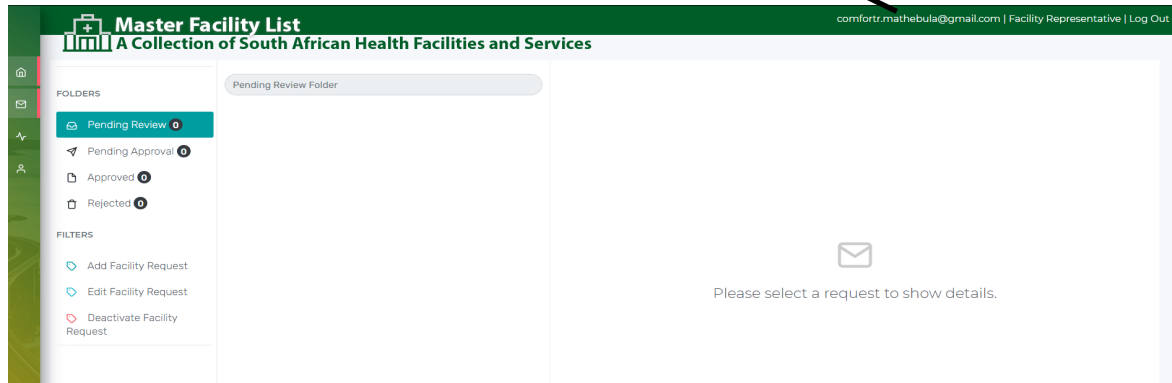
Figure 8: User logged in

4. How to manage facility data

4.1. How to associate with a facility

A facility representative that need to edit/deactivate a specific facility must "associate" their account with a facility they wish to edit/deactivate.
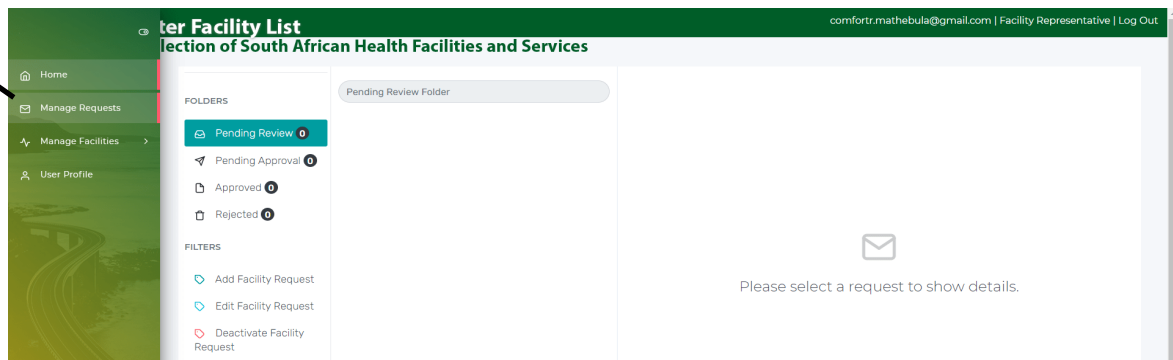
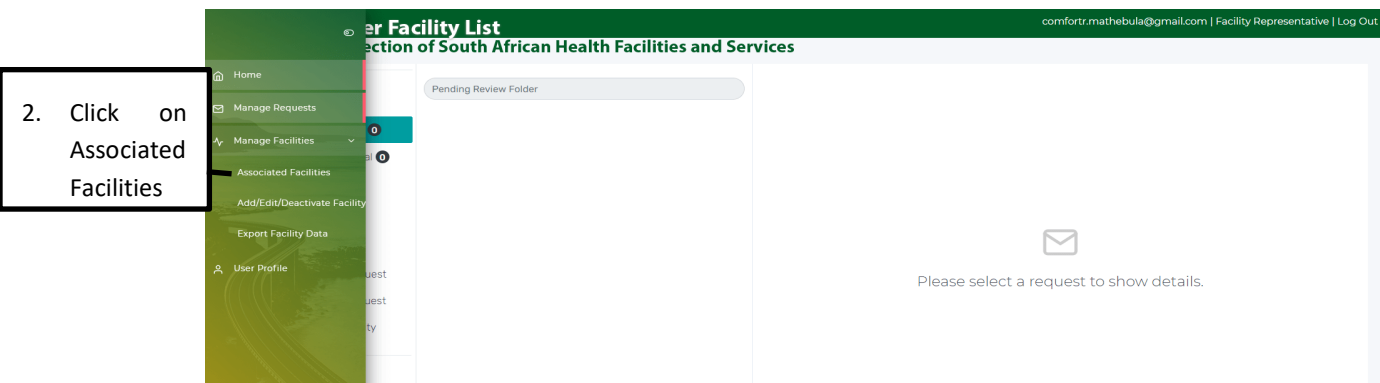1. Click on Manage Facilities

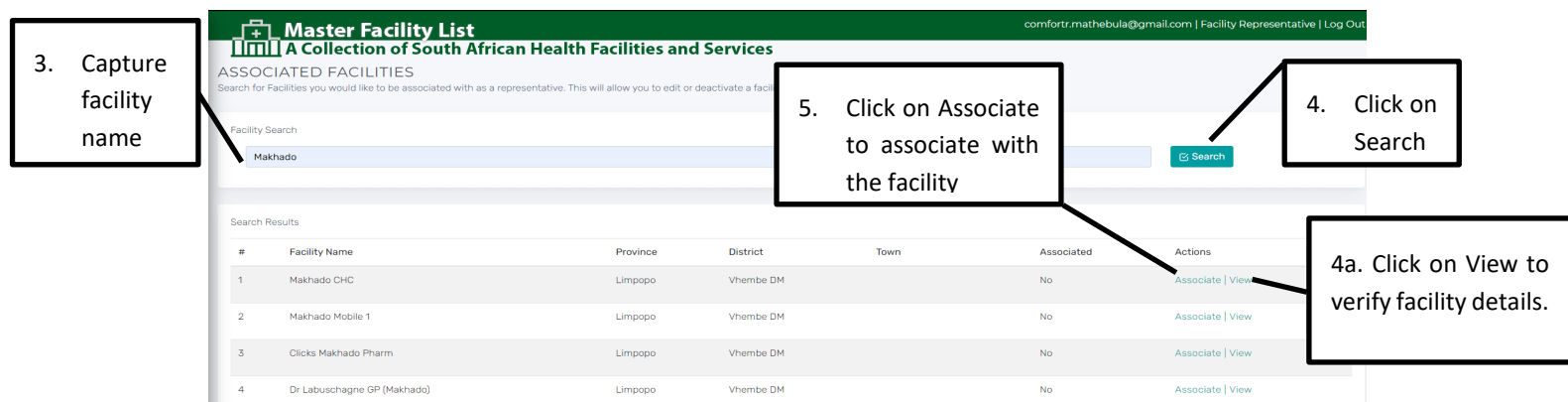**Figure 9: Manage Facilities**

2. Click on Associated Facilities

Figure 10: Navigate to Associated facilities page

3. Capture facility name

5. Click on Associate to associate with the facility

4. Click on Search

4a. Click on View to verify facility details.

Figure 11: Associate with a facility

- If you click on <*View*>, Figure 12 will appear.
- If you click on <*Associate*>, Figure 13 will appear.
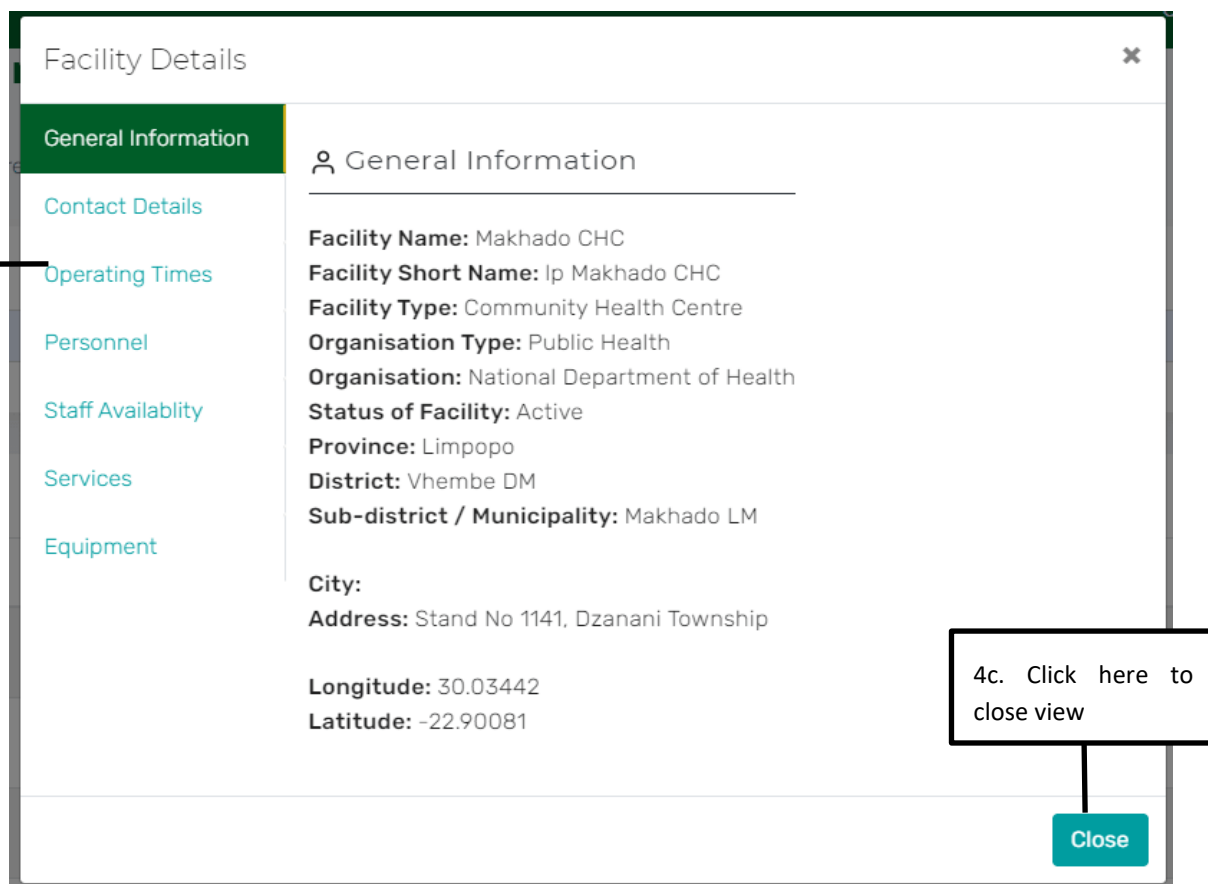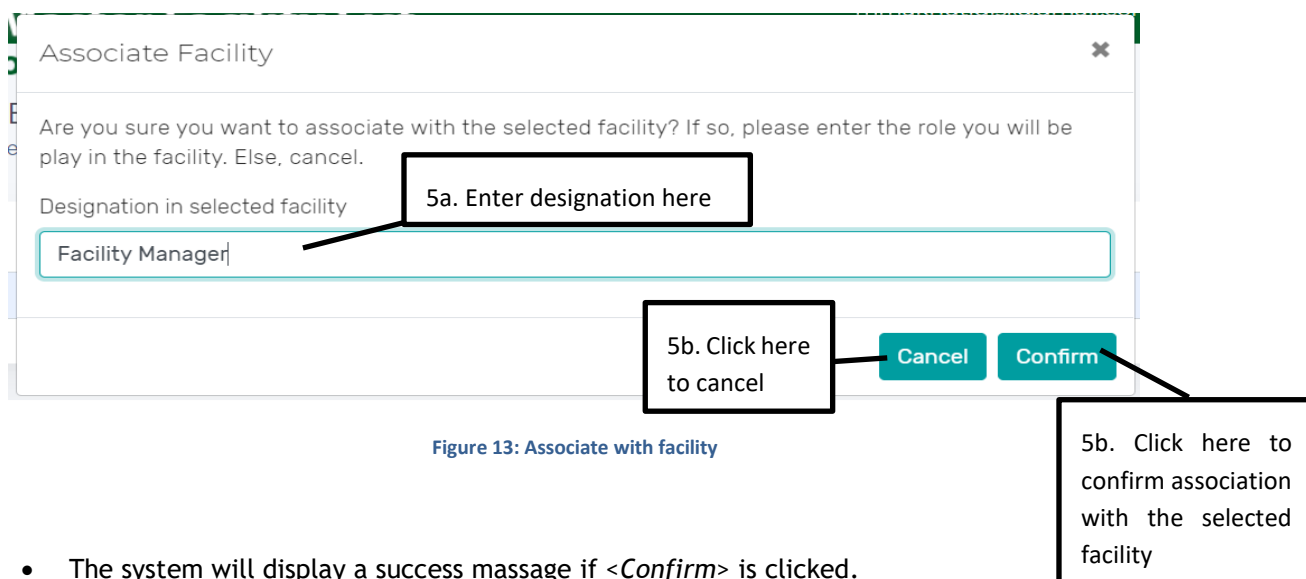
Facility Details ✕

General Information

Contact Details

Operating Times

Personnel

Staff Availablity

Services

Equipment

4b. Select any tab to view specific information

👤 General Information

Facility Name: Makhado CHC
Facility Short Name: Ip Makhado CHC
Facility Type: Community Health Centre
Organisation Type: Public Health
Organisation: National Department of Health
Status of Facility: Active
Province: Limpopo
District: Vhembe DM
Sub-district / Municipality: Makhado LM

City:
Address: Stand No 1141, Dzanani Township

Longitude: 30.03442
Latitude: -22.90081

4c. Click here to close view

Close

Figure 12: View facility details

Associate Facility ✕

Are you sure you want to associate with the selected facility? If so, please enter the role you will be play in the facility. Else, cancel.

Designation in selected facility

5a. Enter designation here

Facility Manager

5b. Click here to cancel

Cancel   Confirm

5b. Click here to confirm association with the selected facility

Figure 13: Associate with facility

- The system will display a success massage if <*Confirm*> is clicked.
- The associated facility(s) will appear on the list when the associated facilities tab is clicked.

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4.2. How to edit a facility

To navigate   to the edit facility page click on "Manage Facilities" as shown in Figure 9 above.

1. Click on Add/Edit/Deactivate Facility tab
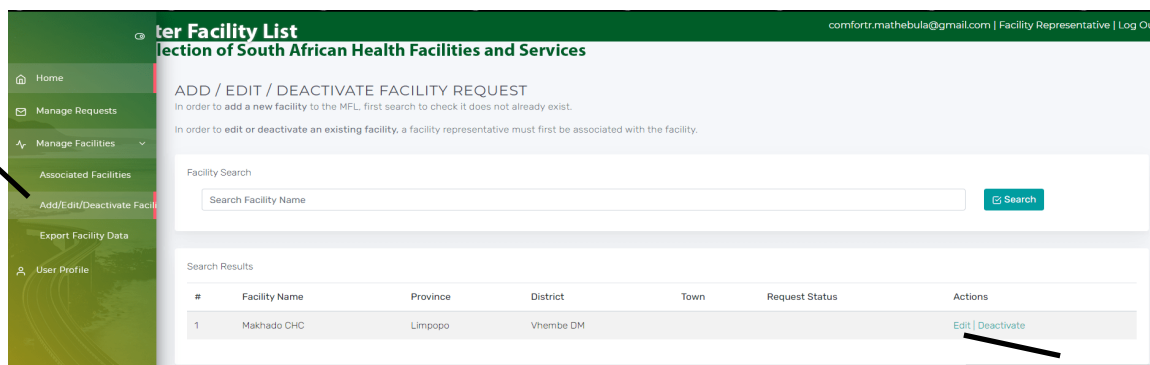
2. Click on Edit

Figure 14: Add/Edit/Deactivate facility tab

- The facility(s) that is/are associated with your account will appear on the list
- If you are associated with more than one facility, then you can search for a facility as described in Figure 10 and Figure 11.
- **Note:** You can only edit a facility that you are associated with

3. Edit any of the specific detail(s)

Figure 15: Edit facility details

- Edit any of the specific facility information and continue to click on the *<Next>* button until step 4 below.
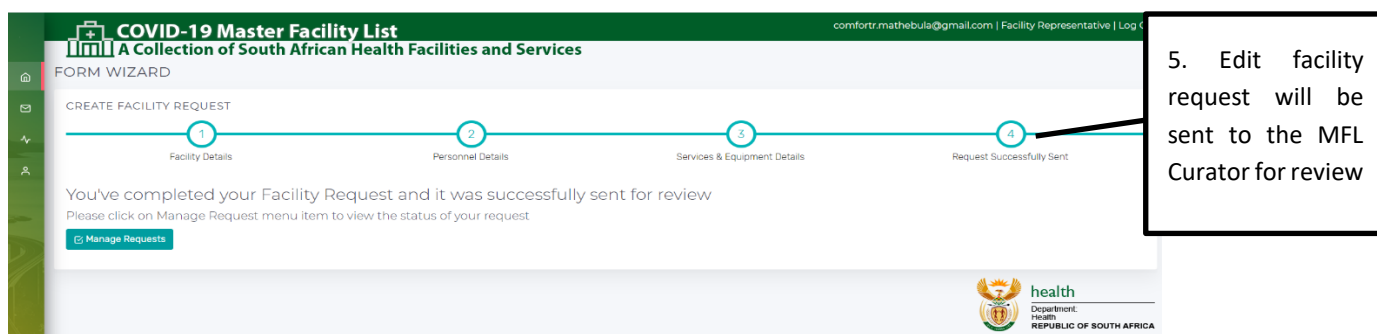
Figure 16: Edit facility successful

4.3. How to Deactivate a Facility

- To navigate to the Deactivate facility page click on "Manage Facilities" as shown in Figure 9.
- Click on Add/Edit/Deactivate Facility tab as described in Figure 14.
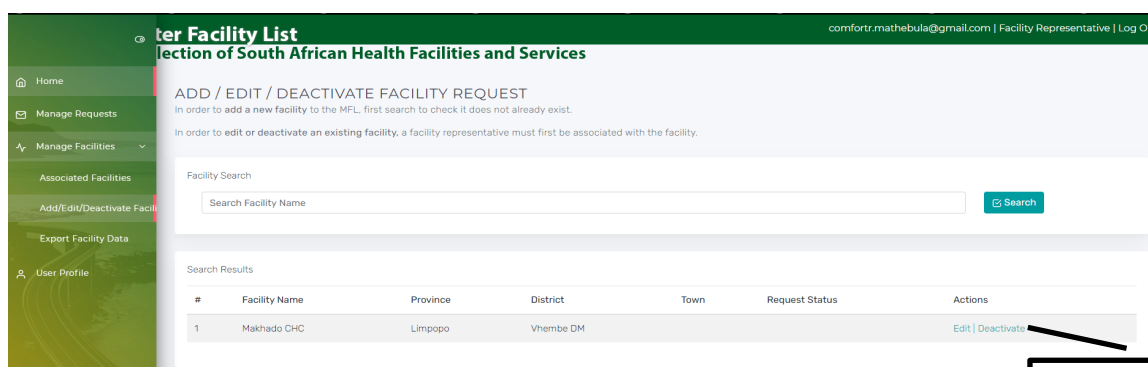
Figure 17: Navigate to Deactivate Facility
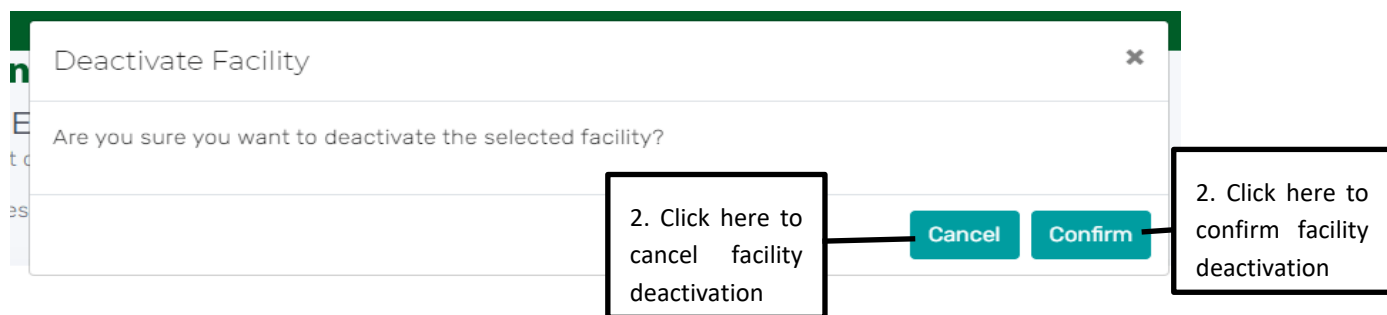
Figure 18: Deactivate a Facility

- If you click on *<Confirm>* a success message will appear and the request will be sent to the MFL Curator for review.
- If you click on *<Cancel>* the facility deactivation process will be cancelled.

4.4. How to Add a new Facility

- To be able to add a new facility on to the MFL system, you need to first search for a facility as described in Figure 10 and Figure 11.
- Only when you cannot find a facility that you are searching for, an *<Add Facility Request>* button will appear.
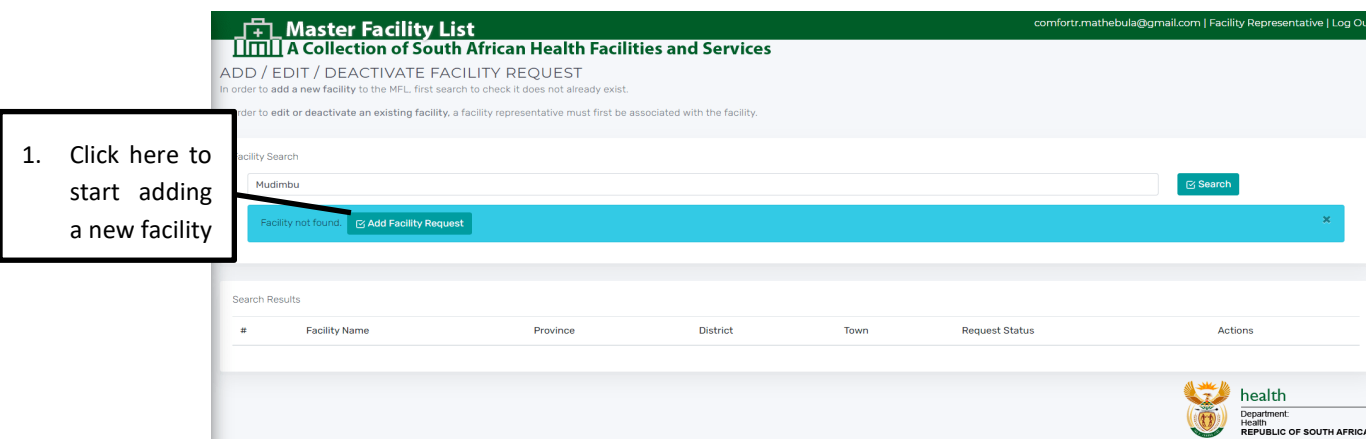
Figure 19: Add new facility button

Figure 20: Capture New Facility

- Capture all of the required information and continue to click on the *<Next>* button until step 4 as described in Figure 15 and Figure 16.
- After capturing all of the facility details until step 4, the add facility request will be sent to the MFL Curator for review.

4.5. How to export facility data

To navigate to the export facility data page: select on the "Manage Facilities" tab, then select the "Export Facility Data" tab.

Figure 21: Export Facility Data tab

5. Capture information for facility(s) you would like to export by using the available search parameters

2. Number of selected facility(s) to export will show here

1. Click here to select the export fields you want to see

3. Select the facility(s) you wish to export from the list

4. Click on Search

Figure 22: Export Facility Data Page

6. Select specific columns you would like to see on the export

7. Select the type of export file you want

Figure 23: Export options

- After selecting the type of a file to export, the system will download the export and give you an option to save on the device you are using to access the system.

5. Managing requests on the MFL System

2. The number of all requests currently pending review will appear here

1. Click on manage requests

3. A list of requests will appear here.
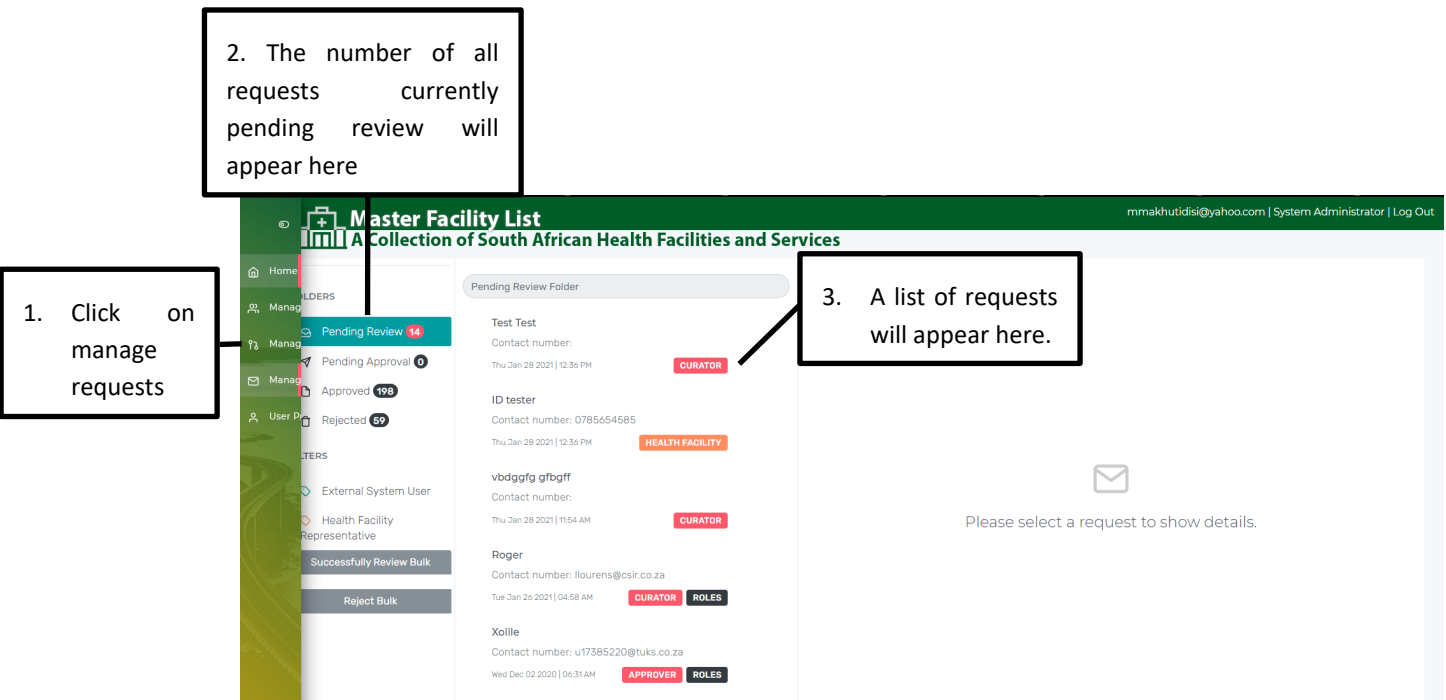
Figure 24: Manage requests

5.1.   How to manage requests

The following figures describe steps to be followed when managing all kinds of requests on the MFL system.

1. Click on pending review

2. Select specific request from list

3. Request details will appear here

6. If you want to revert/reject a request, capture reason for reverting/rejecting a request here

4. Click here to send the request for approval by an approver

6b. Click here to reject the request
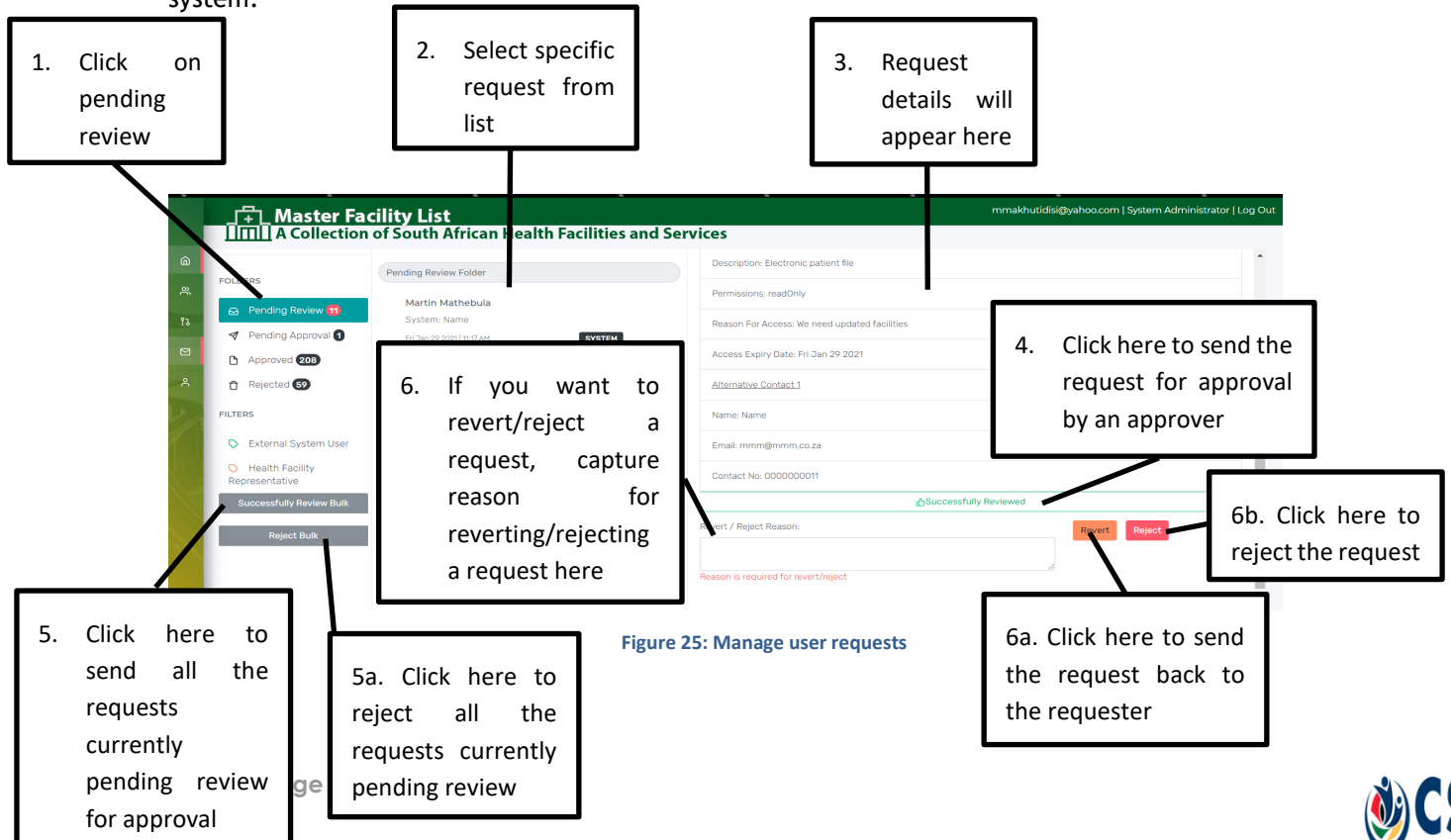
Figure 25: Manage user requests

5. Click here to send all the requests currently pending review for approval

5a. Click here to reject all the requests currently pending review

6a. Click here to send the request back to the requester

- If <Successfully Reviewed> is clicked, Figure 26 will appear.
- If a reason is captured and <Revert> is clicked, Figure 27 will appear.
- If a reason is captured and <Reject> is clicked, Figure 28 will appear.
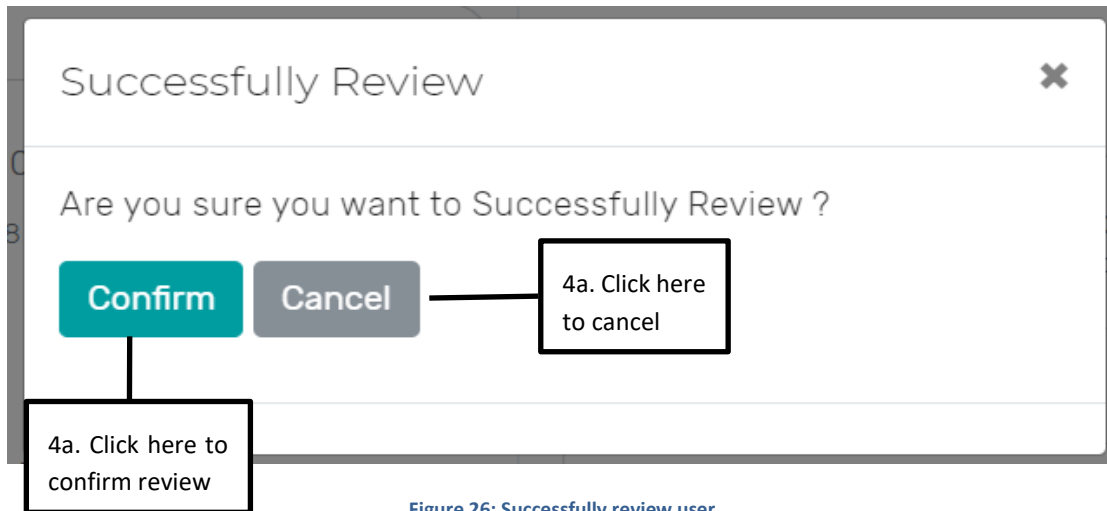
Figure 26: Successfully review user
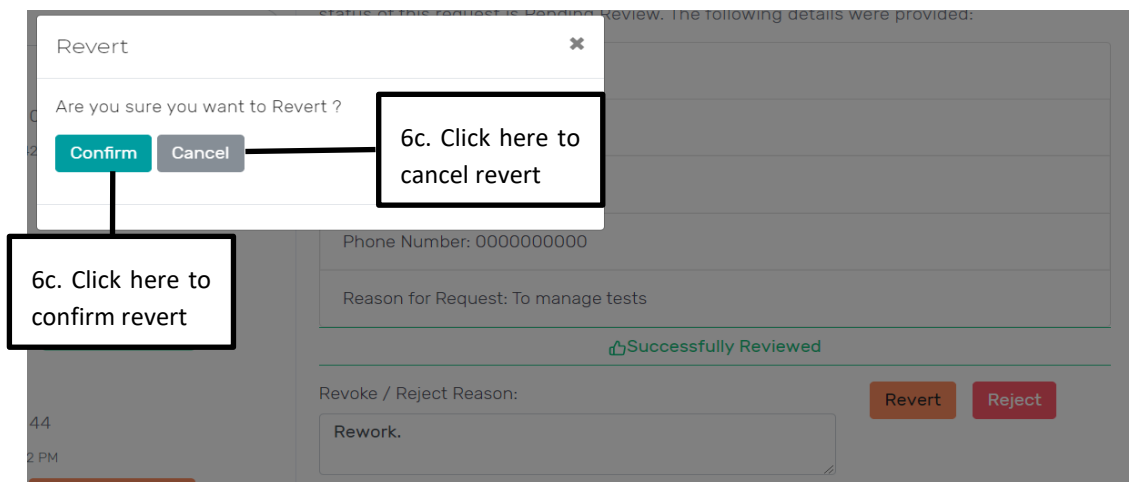
Figure 27: Revert request
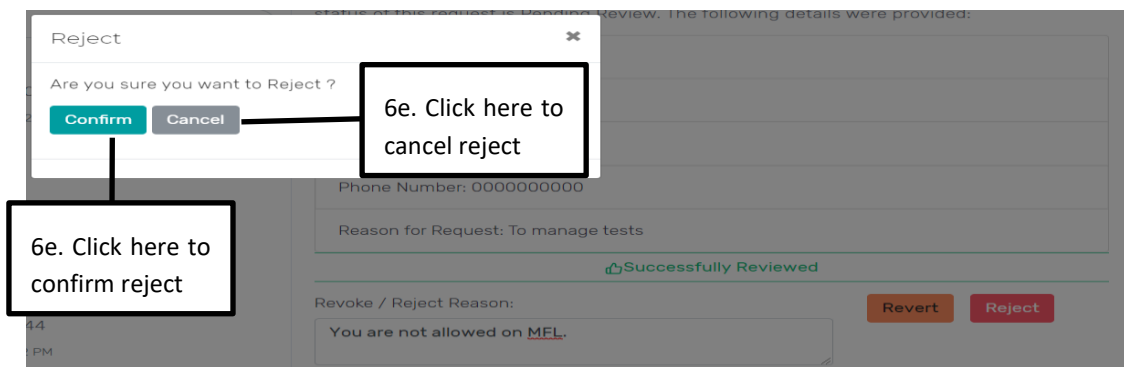
Figure 28: Reject request

5.2. How to manage facility requests

An mfl curator can manage facility requests.

- See Figure 24, Figure 25, Figure 26, Figure 27 and Figure 28 for steps on how to manage requests.
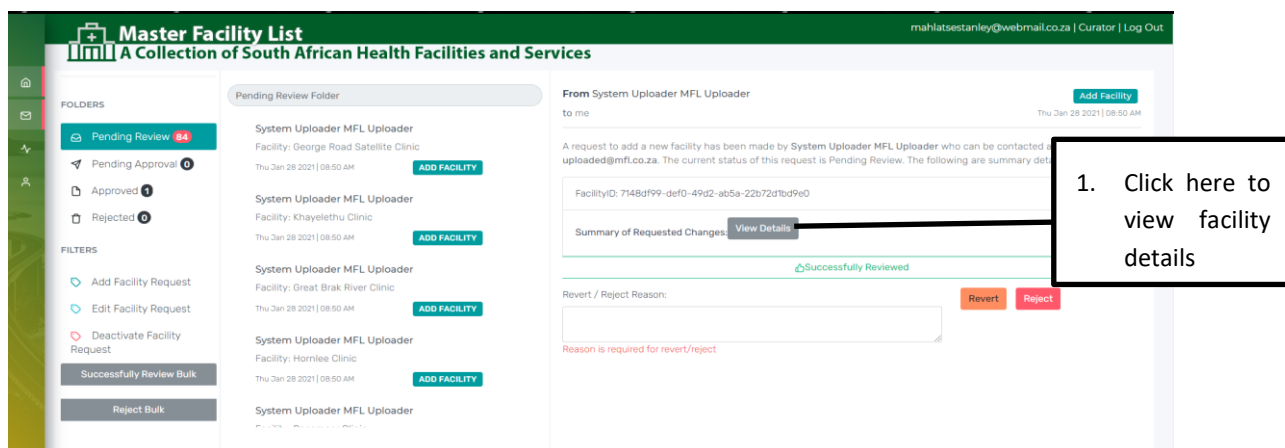
Figure 29: Manage facility
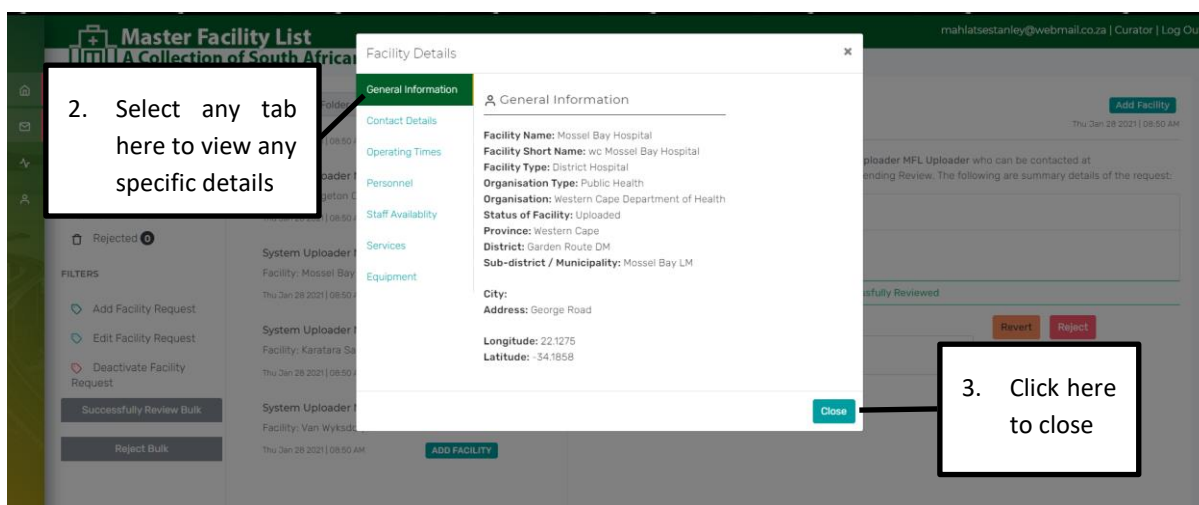
Figure 30: View facility changes

5.3.   How to approve requests

An mfl approver can approve all requests on the MFL system.

- • See Figure 24, Figure 25, Figure 26, Figure 27 and Figure 28 for steps on how to manage requests.
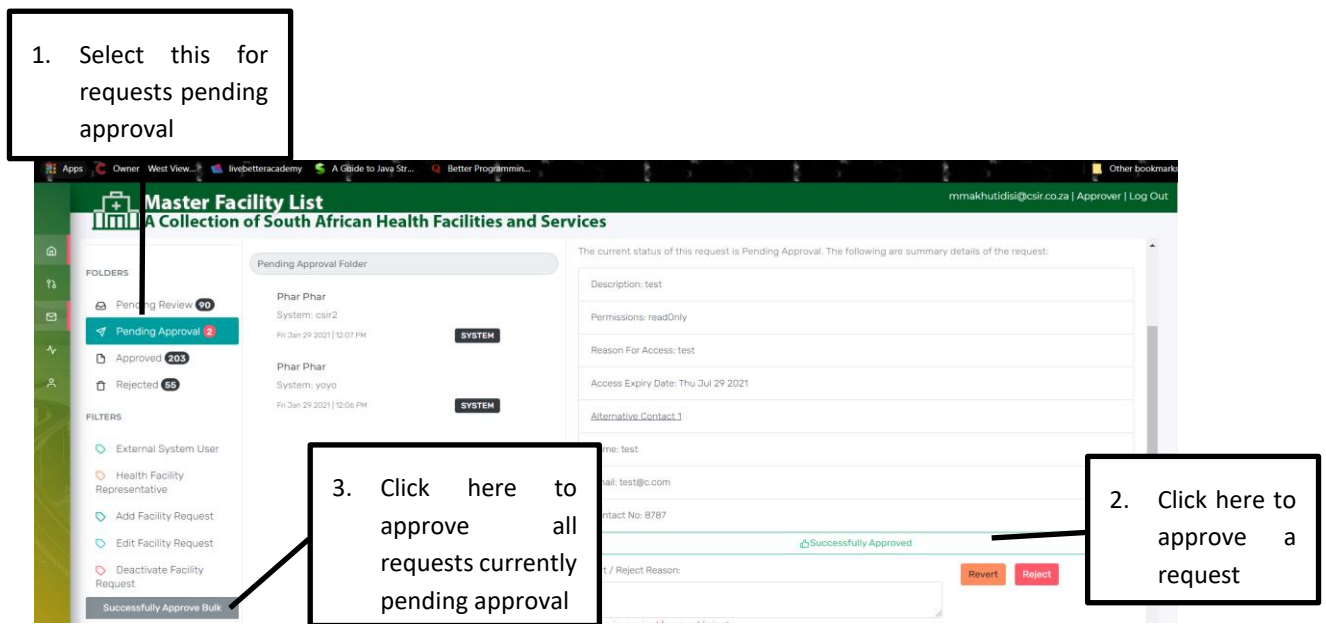
Figure 31: Approve requests

5.4. How to manage users

Figure 32: Manage users page

7. User general information will appear here

User Details   ✕

General Information

Logs

6. Click here to view user account logs

👤 General Information
_____

Date Created: 2020-04-30
Title:
Name: Mahlatse admin
Surname: Makhutidisi
Username: mmakhutidisi@yahoo.com
Status: Approved
Account Status: Active
ID Number: 9083625456876

Role: System Administrator
Sector: Global

Organisation: CSIR
Organisation Website: http://www.csir.co.za
Persal Number: string
Cellphone Number: 0000000000

Health Facility: string
Role at Health Facility: string

Request Reason: Curation
Revoke/Rejected Reason: string

Close

Figure 33: View User Details

User Details   ✕

General Information

Logs

👤 Logs
_____

Date: 2020-10-02
Action: User Update
Result: Success

8. User logs will appear here

Date: 2020-06-23
Action: Register
Result: Success

Close

Figure 34: View User Logs

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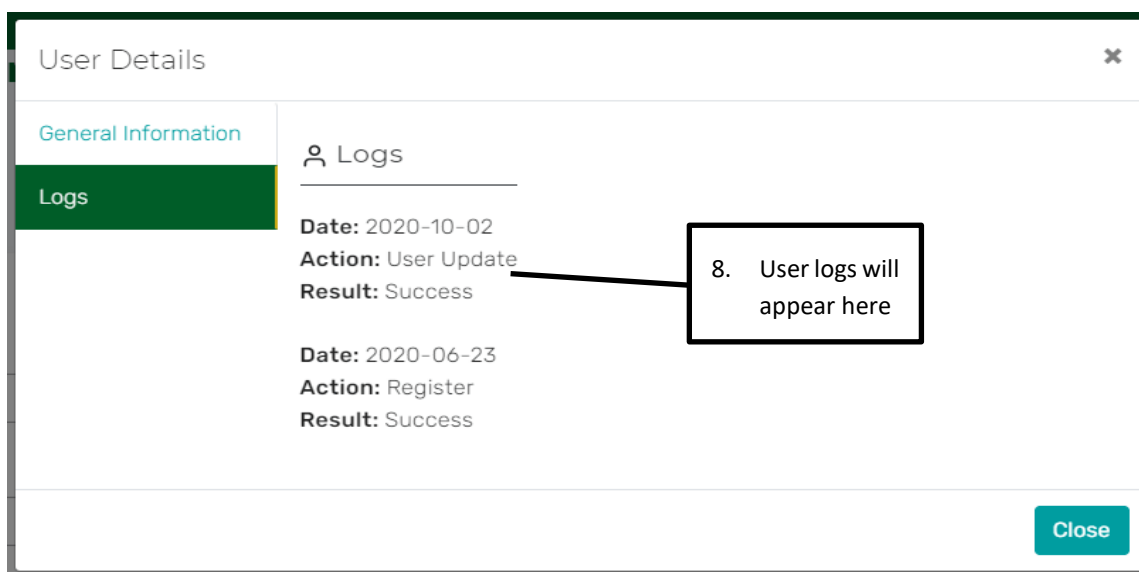
5.4.1. How to edit a user account

To edit a user account login with a System Administrator user profile and search for a specific account as shown in Figure 32 above.
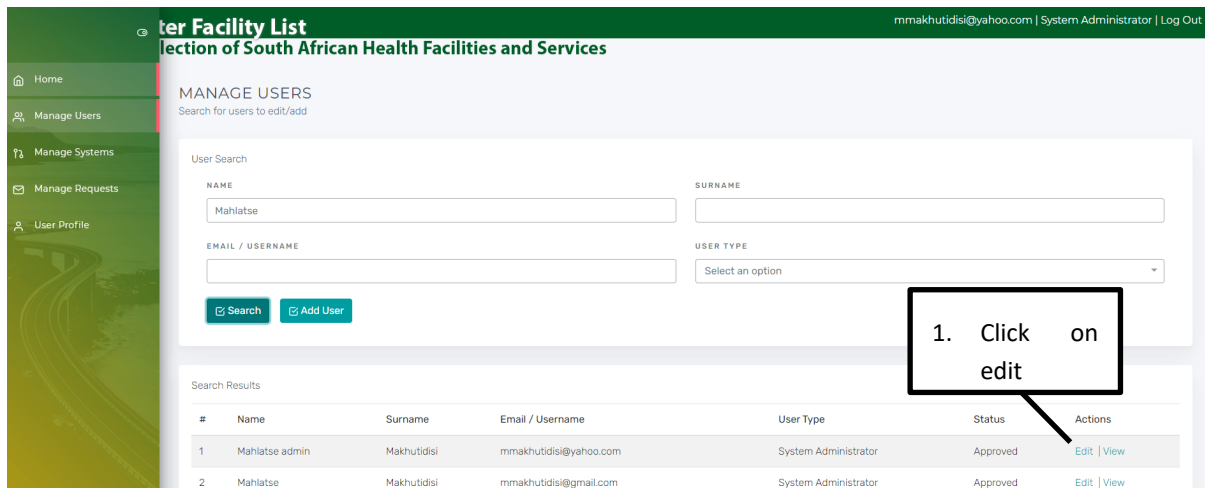
Figure 35: Edit user account
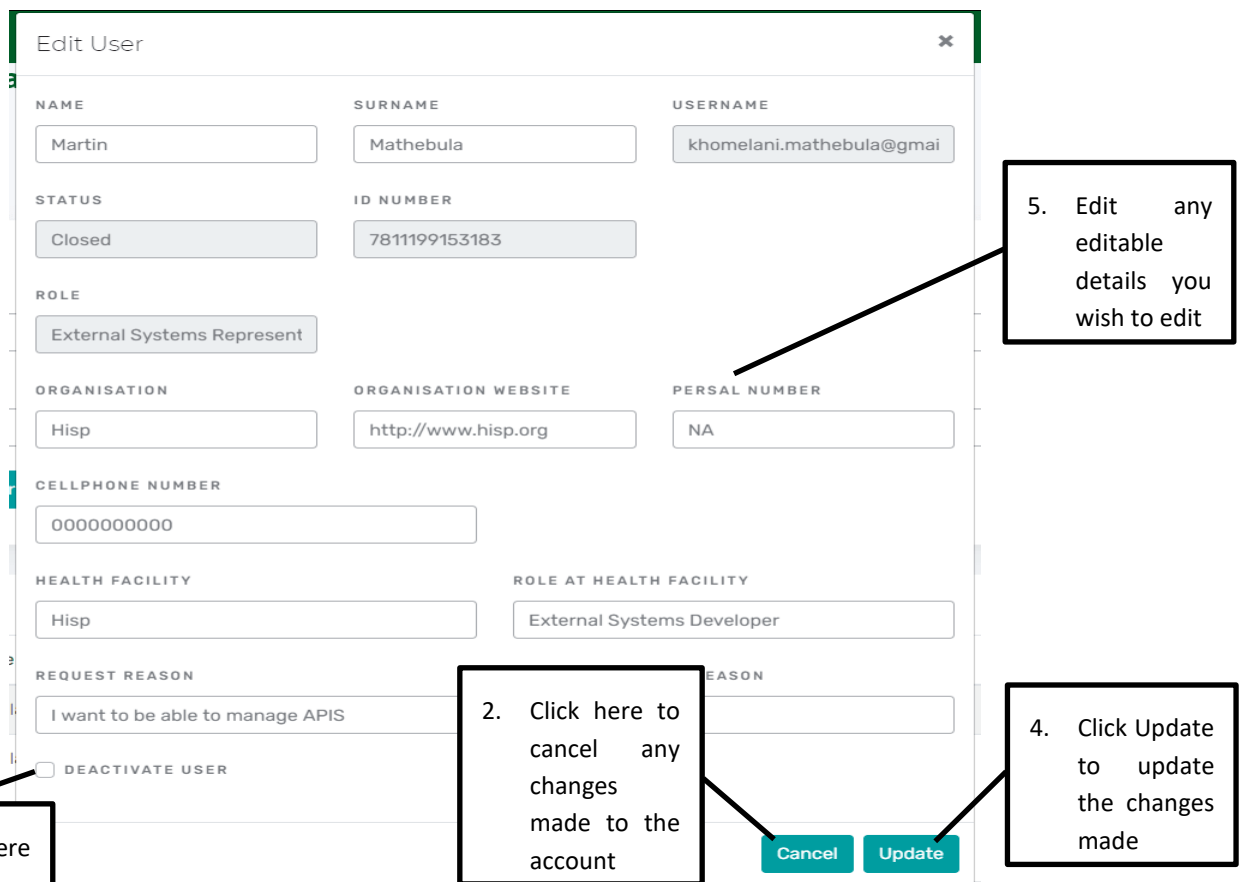
Figure 36: Edit user details

5.4.2. How to Add a new user account

To add a new user account login with a System Administrator user profile and search for a specific account as shown in Figure 32 above to verify that the user does not already exist.
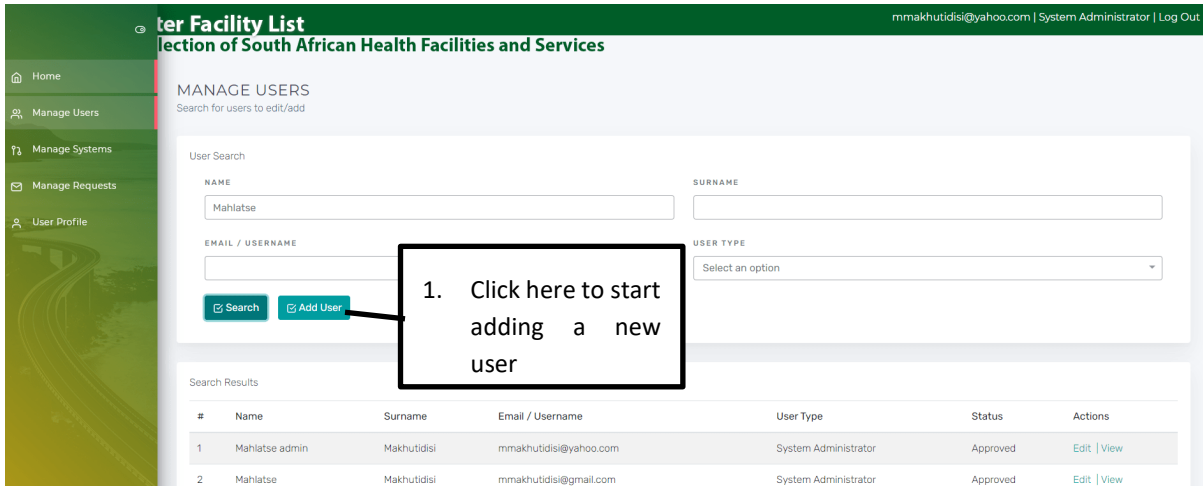
Figure 37: Add New User
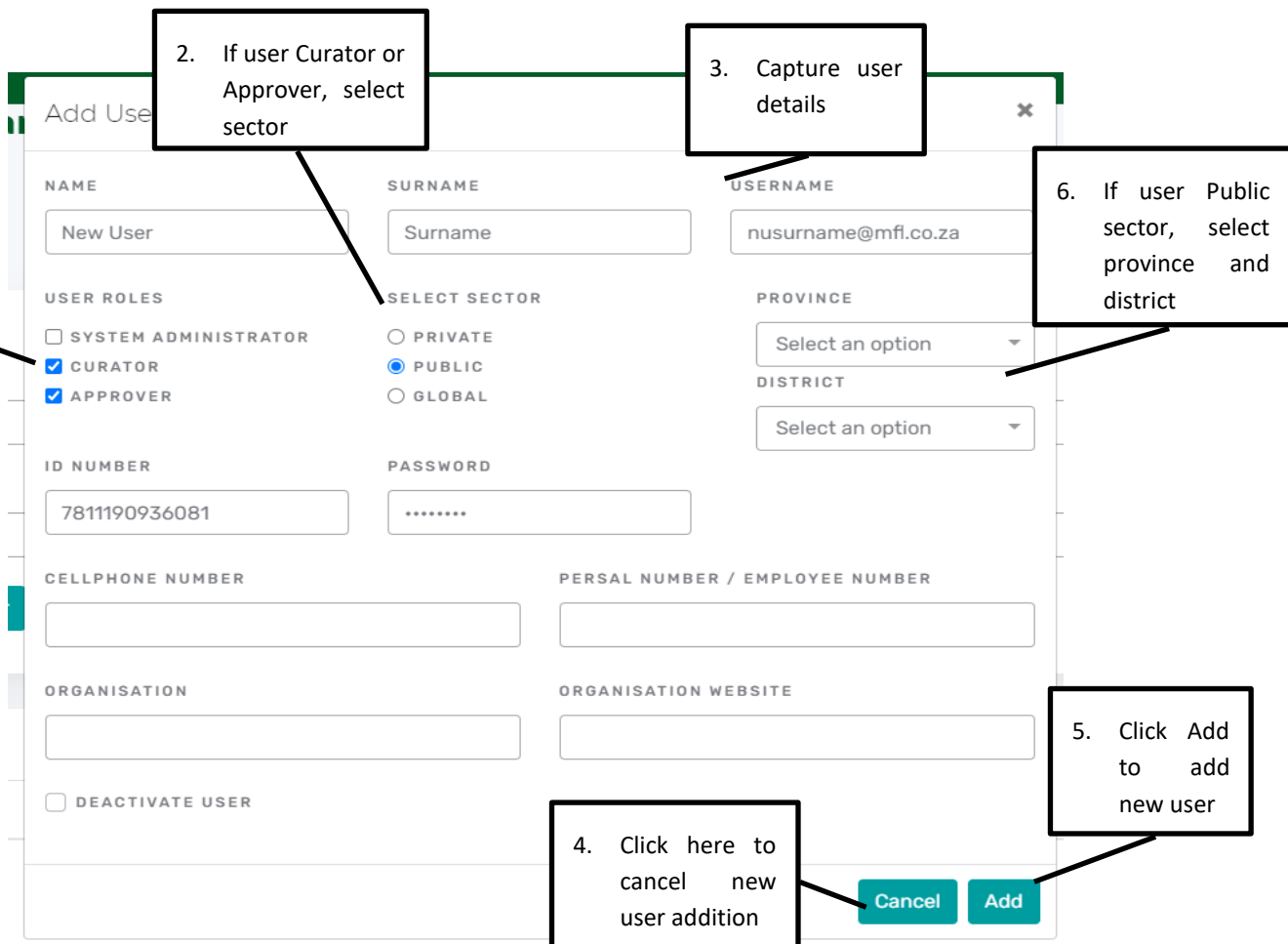
Figure 38: Capture user details

5.5. How to manage systems

5.5.1. How to manage systems – External Systems Representative

A registered "External Systems Representative" will be able to submit an external system that they are representing on the MFL system for review and activation.
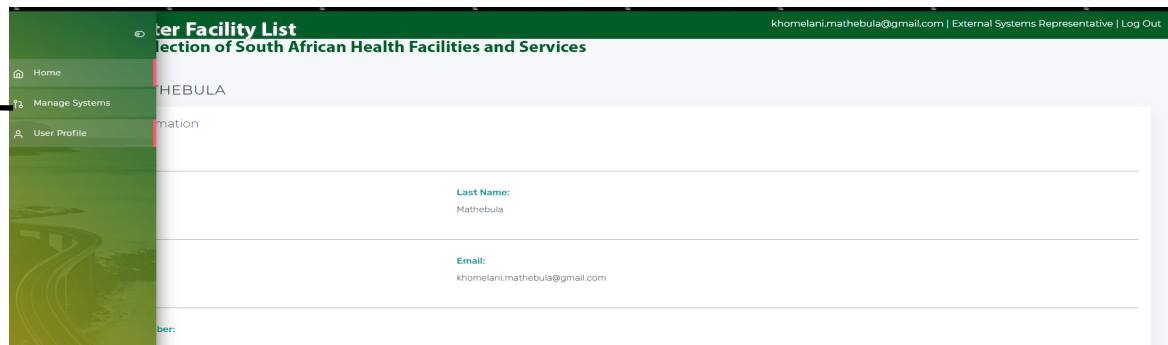
Figure 39: External Systems Representative page
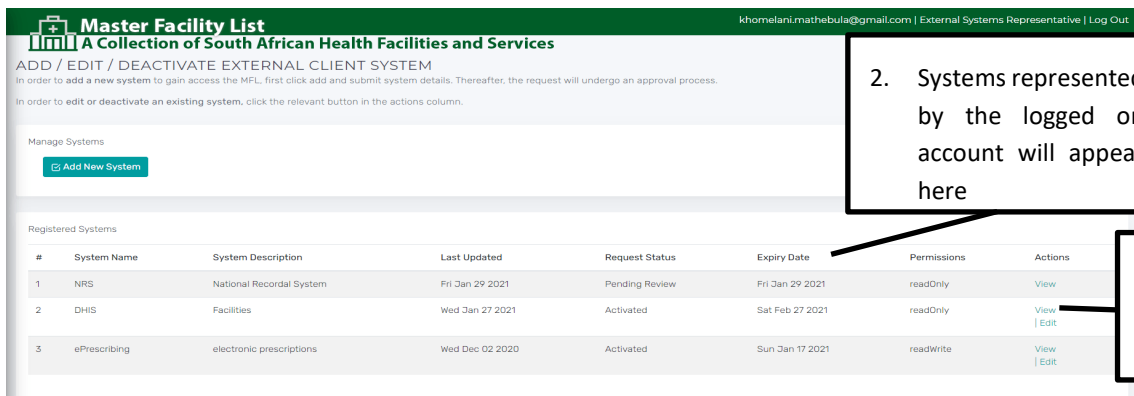
Figure 40: Manage External Systems
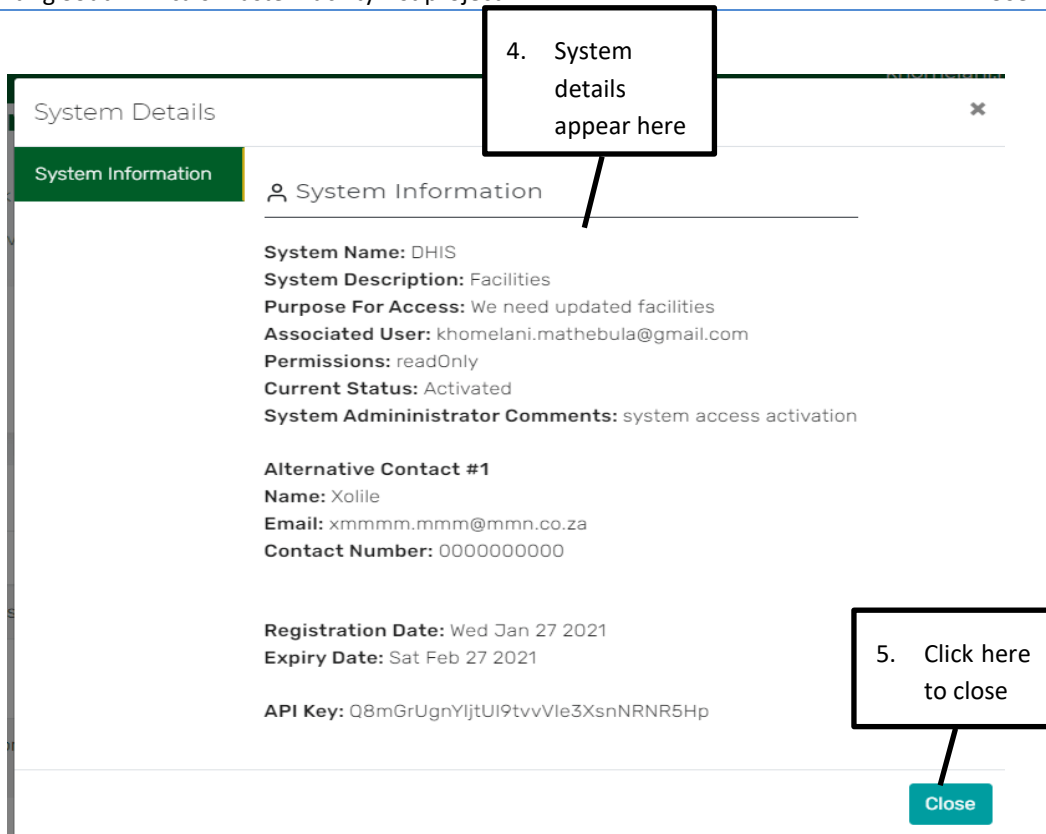
Figure 41: View System details

5.5.1.1. How to edit system details
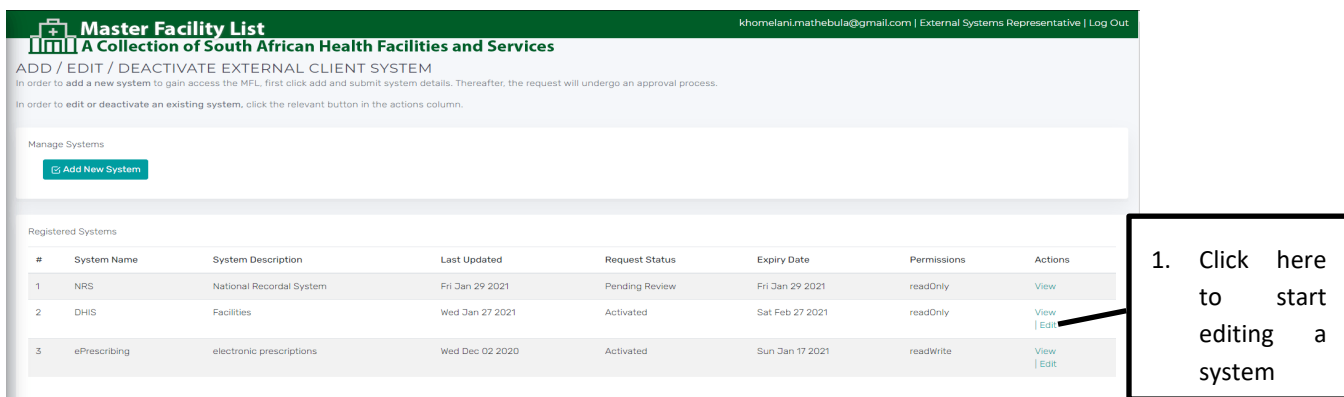
Figure 42: Select edit

- **Note**: You can only edit a system with status "*Activated*".

Figure 43: Edit System page

5.5.1.2. How to add a new system
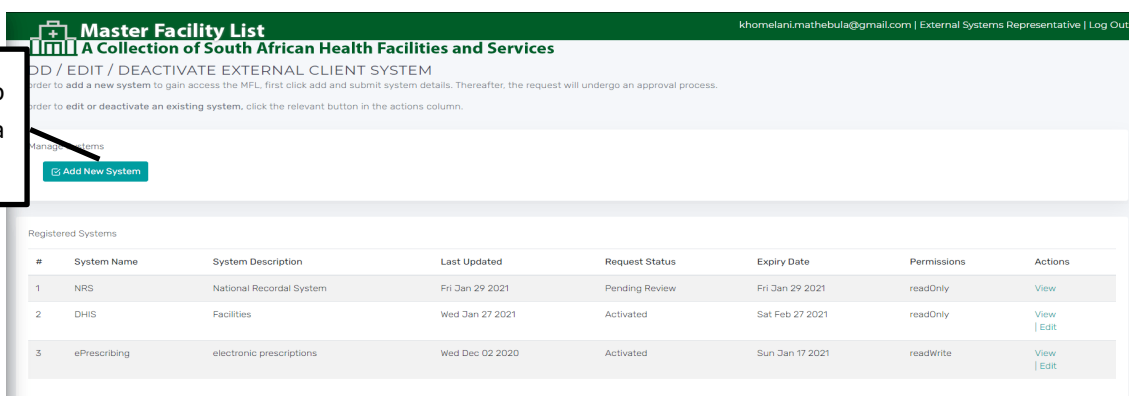
Figure 44: Navigate to Add New System
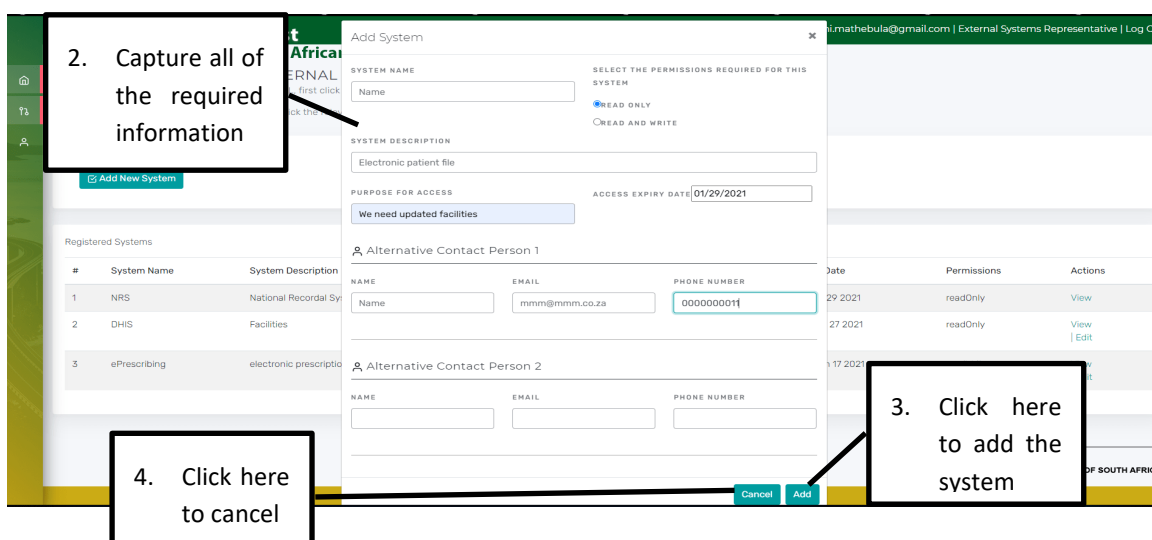
Figure 45: Add New System Page

- After clicking on *<Add>* a success message will appear and a system request will be sent to the System Administrator for Review.

5.5.2. How to manage systems – System Administrator

Figure 46: Manage External Systems - System Administrator

5.5.2.1. How to activate a system

Figure 47: Activate a System

5.5.2.2. How to Deactivate a system

Figure 48: Deactivate a System

Figure 49: Deactivate System Confirmation

6. Managing Own User Profile

Figure 50: Editing Own Profile
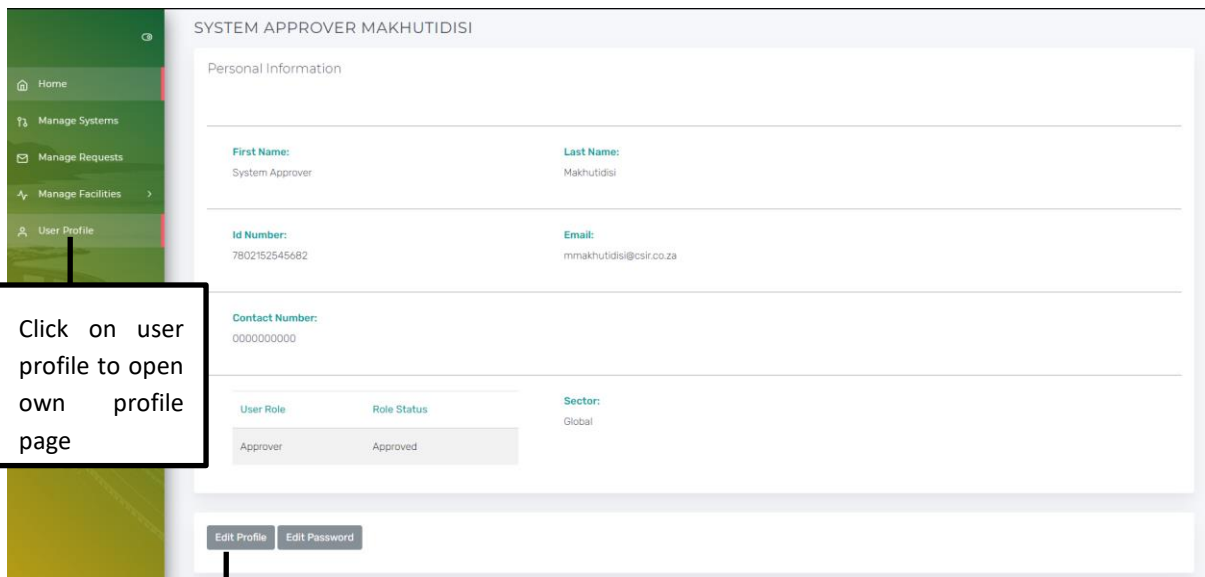
1. Click on user profile to open own profile page

2. Click here to start editing own profile
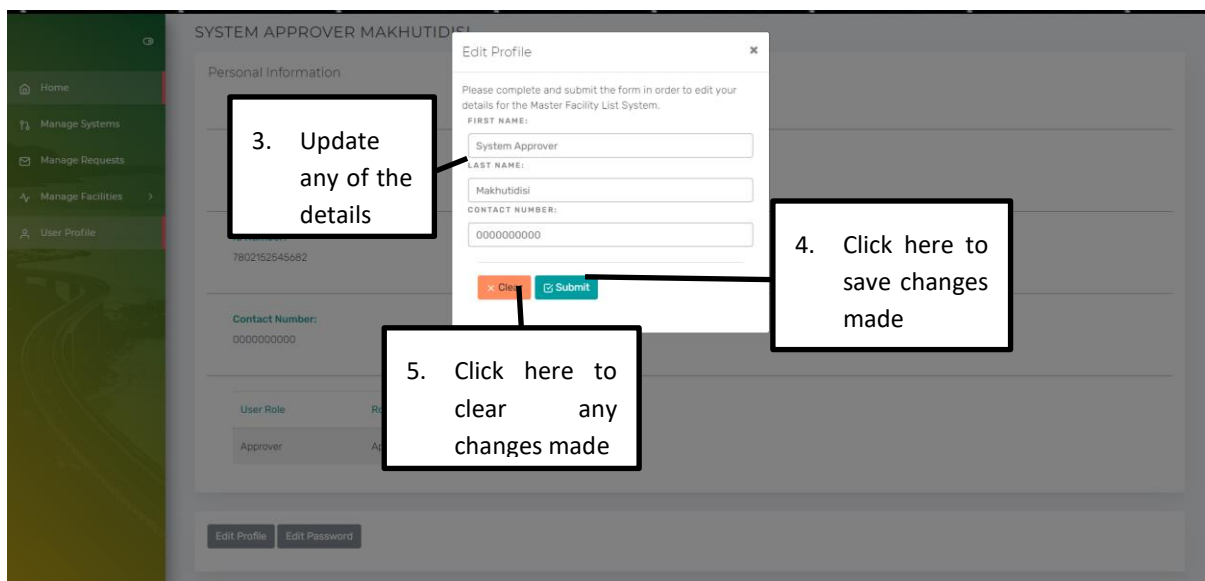
3. Update any of the details

4. Click here to save changes made

5. Click here to clear any changes made

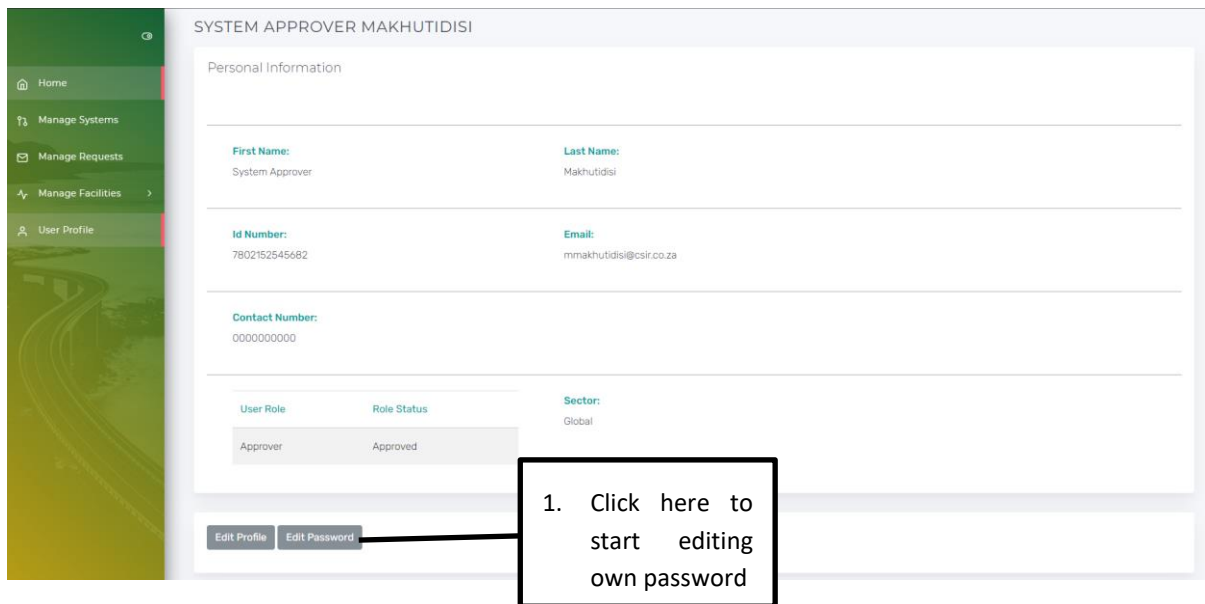**Figure 51: Edit Profile Details**

6.1.   How to Edit Own Password
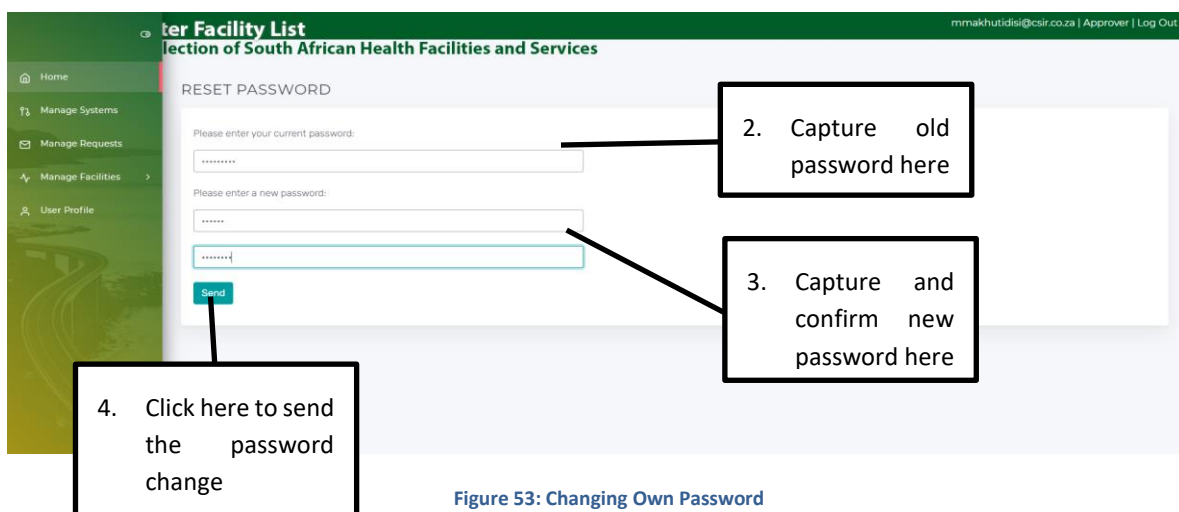

Figure 52: Editing Own Password

Figure 53: Changing Own Password
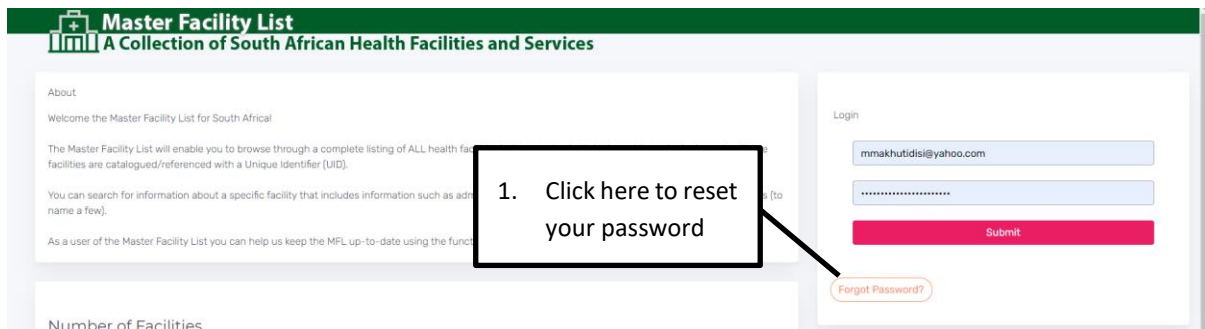
7. How to Reset Forgotten Password

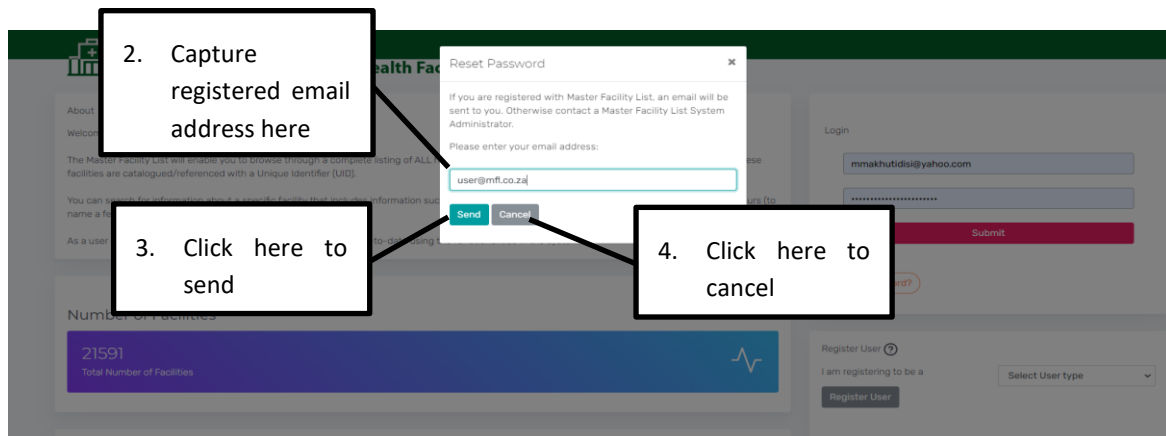**Figure 54: Forgot Password**

Figure 55: Resetting Own Password

- After clicking on *<Send>*, instructions to reset your password will be sent to the registered email address.

---END---