



Oromia Health Bureau

Training on HRMIS (Health Regulatory Management Information System)

Ambo, Oromia

Aug 2023

Presentation outline

- ♥Chapter objective
- ♥Chapter 1: Health Regulatory and HRMIS overview
- ♥Chapter 2: Customer Workspace
- ♥Chapter 3: Customer Panel
- ♥Chapter 4: Approval Workspace
- ♥Chapter 5: Approval Panel
- ♥Chapter 6: Reviewal Panel
- ♥Chapter 7: Common Settings
- ♥Chapter 8: Reports, Resources, Actions, Details & Dashboard

Objective of the training

- ♥The aim of this training is to equip with knowledge and guide the health taskforce in professional license processing using digitalized system online from anywhere at any time which will decrease labour mobility from workplace

Chapter 1: HRMIS & Health
Regulatory Overview

Presentation outline

♥ Overview of Health Regulatory

♥ **HRMIS overview**

- ✧ Definition of HRMIS

- ✧ Functionalities of HRMIS

♥ **Access to HRMIS**

- ✧ Access to HRMIS as an applicant

- ✧ Access to HRMIS as regulatory expert (Approver & Reviewer)

- ✧ Public Access to HRMIS by Other regions

Chapter Objective

By the end of this chapter participants will be able to:

- ♥ Describe Health Regulatory activities
- ♥ Describe the benefits of digitalized (current) approaches over manual (previous) professional license processing
- ♥ Explain functionalities of HRMIS
- ♥ Demonstrate how to access the system as an applicant (Create account & sign in) and expert (sign in to the system)
- ♥ Demonstrate how to reset password in case if previous password forgotten (for applicant only)

Overview of Health Regulatory

Professional License Definition

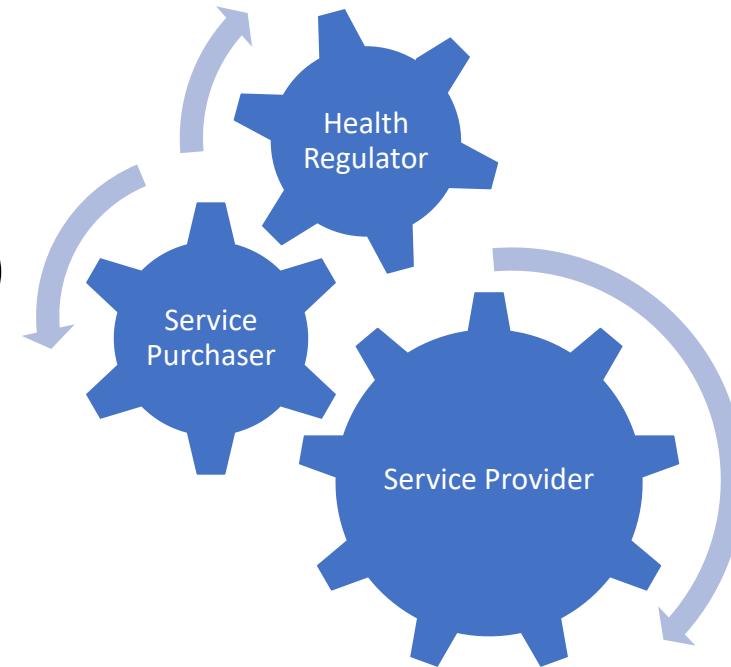
♥ Professional license means any license, permit, certificate, registration, qualification, admission, temporary license, temporary permit, temporary certificate, or temporary registration that qualifies a person as a professionally licensed person

Overview of Health Regulatory

Historical background & Health Regulatory tasks

In the health system there are three main parties:

- ✿ Service Provider (MOH)
- ✿ Service Purchaser (Health Insurances)
- ✿ Health Regulator (Regulatory bodies)



Health Regulatory History

- ♥ In Ethiopia, history of health regulation started with establishment of Drug Administration and Control Authority (DACA) which was regulating only drug related services
- ♥ EFMHACA established from DACA by proclamation number 661/2002, which was regulating food, medicine and health care including professional license provision

Health Regulatory History...

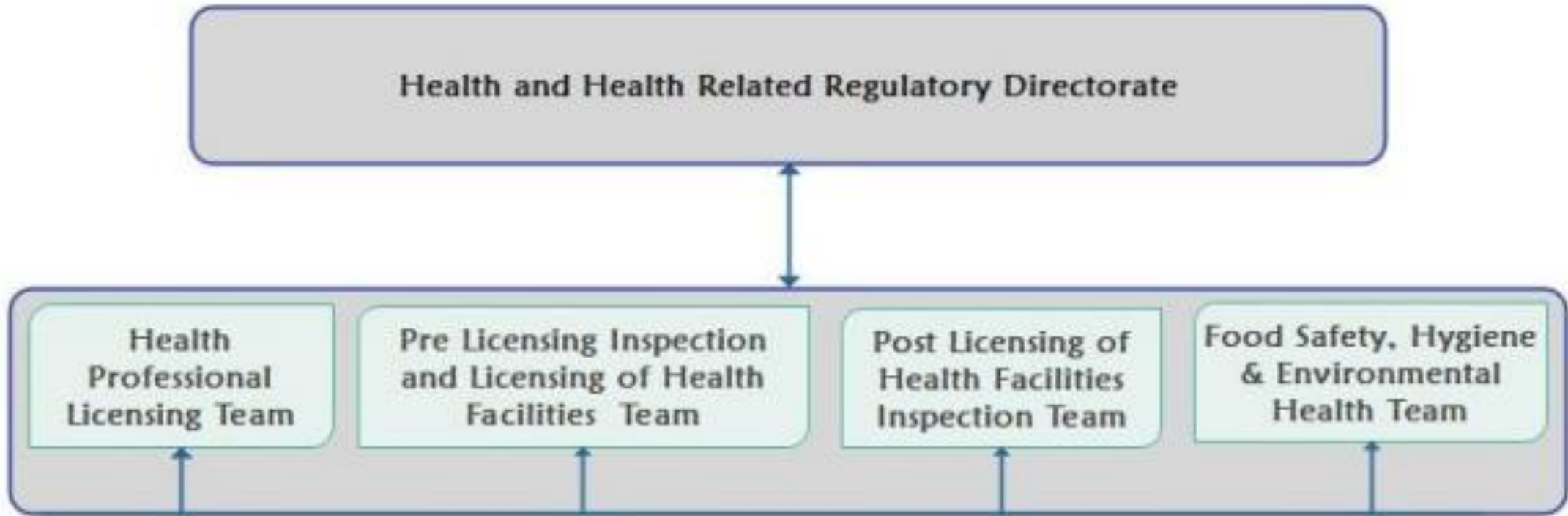
- ♥ Licensing health professionals started in Oromia region in 1999 EC through delegation from Ministry of Health
- ♥ The late EFMHACA took all licensing processes only by centralizing four professions, namely;
 - ✧ Medical Doctors
 - ✧ Midwifery Professionals
 - ✧ Anaesthesia professionals and
 - ✧ Medical radiologic Technologist for fair distribution of these professionals among regions due to scarcity

Health Regulatory History...

- ♥ Since EFDA was restructured and changed its name from EFMHACA to EFDA by proclamation number 1112/2019 in 2019 GC licensing services were returned to Ministry of Health
- ♥ Since then, Ministry of Health has delegated all professional licensing provision services to the regions except those who have studied abroad for new license

Health Regulatory Directorate

The OHB regulatory directorate composed of four case teams:



Roles and Responsibilities of the Directorate

♥ Here under listed activities are performed by the Regulatory directorate from regional to woreda level;

✦ Regulating health & Health related facilities with respect to 4P's (Premises, Professionals, Products & Practices)

✦ Conducting both pre licensing, post licensing and any type of inspection on both health and health related facilities and products

✦ Licensing of health and health related facilities & traditional medicines practices

Roles and Responsibilities of the Directorate

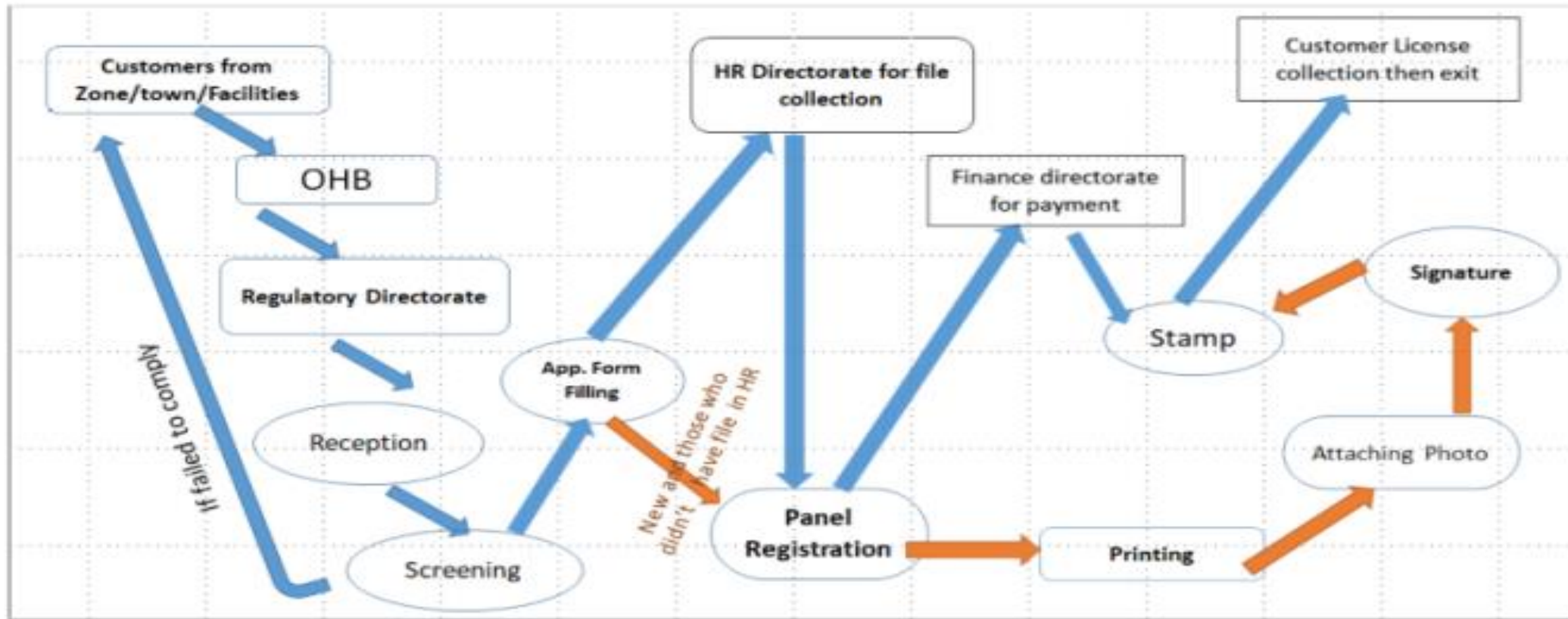
- ♥ Licensing and registration of health professionals
- ♥ Conducting Laboratory quality analysis of food
- ♥ Safeguard the public from falsified, counterfeit, substandard and ineffective health & health related products
- ♥ Follow and report Adverse Events of Medicine (Drug Reaction, Medication error and Product quality Defect) and Adverse Events Following Immunization
- ♥ Investigating and responding medico-legal issues

Activities of Health Professional Licensing team

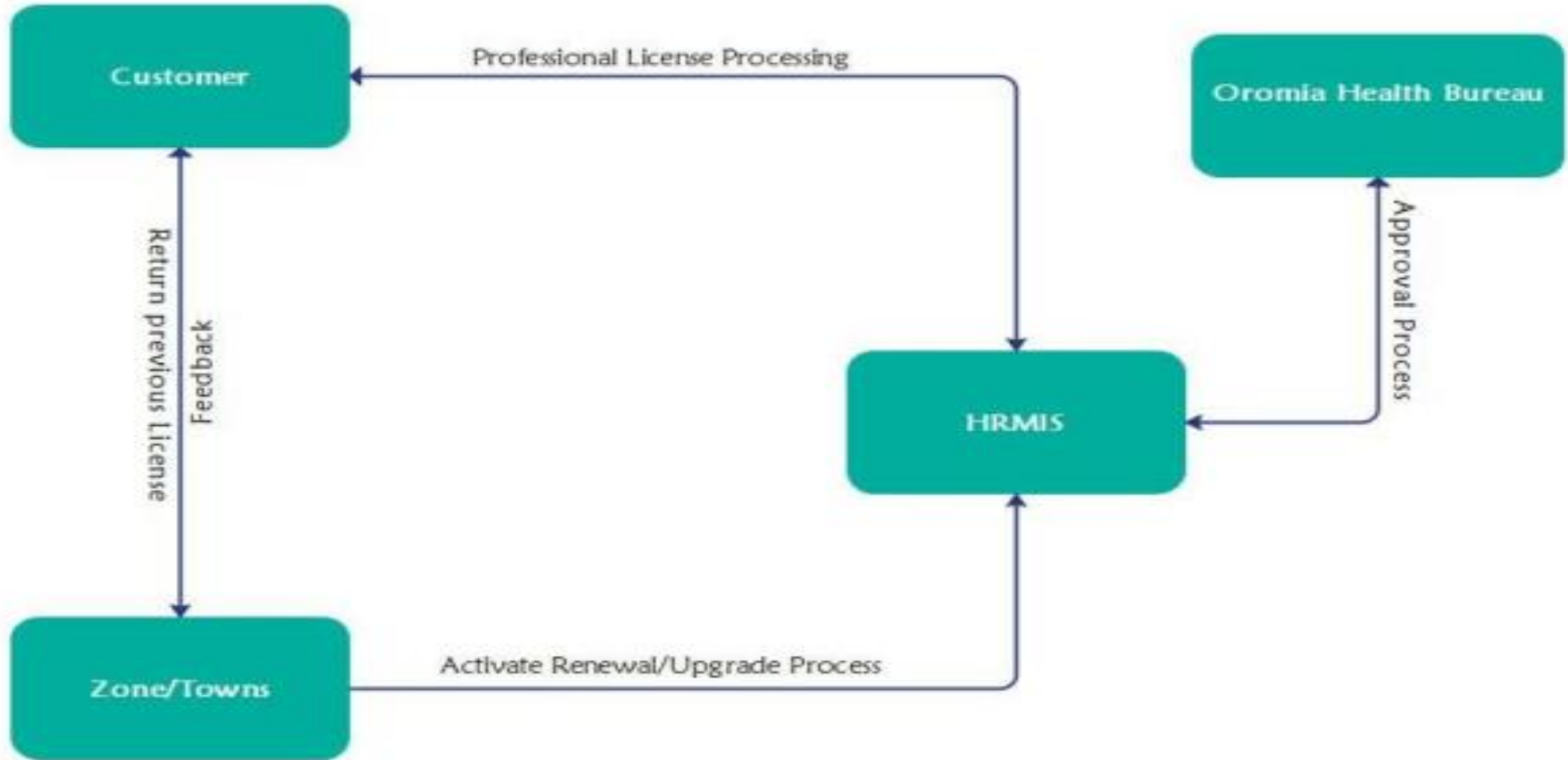
♥ It performs licensing and registration of health professionals:

- i. New license
- ii. License renewal
- iii. Upgrading
- iv. Replacement in case of lost and damaged license
- v. Issuing letter of good standing & letter of designation for health professional
- vi. Authentication of health professional license and
- vii. Regulating professionals related to professional license

Manual Professional Licensing Workflow



Digitalized Professional Licensing Workflow



HRMIS Overview

HRMIS Definition

- ♥ HRMIS is a web-based application to capture, store, process professional licensing (from application to license generating), manage license status, archive, generate report & manage dashboard
- ♥ It is platform independent

HRMIS Functionalities



Activity 1: Individual reflection

Brainstorm and reflect your response to the large group on below question

- What are the functionalities of HRMIS?

Time: 5 minutes

HRMIS Functionalities...

♥ Health Regulatory Management Information System (HRMIS)

has features like

- ✧ Online application, approval, payment processing and license generating
- ✧ The system captures, store data and enables to archive applicant data
- ✧ It will also help to generate reports and manage dashboards

Functionalities of HRMIS for Applicant

- ♥The applicant can apply and process online for new license
- ♥The applicant can apply and process online for license renewal
- ♥The applicant can apply and process online for upgrade
- ♥The applicant can apply and process online for replacement in case of lost/damaged license
- ♥The applicant can apply and process online for designation letter and letter of good standing

Functionalities of HRMIS for Approver (Region)

- ♥ Review application
- ♥ Investigate attached documents
- ♥ Approve attached documents after thorough review
- ♥ Provide feedback for the applicant online
- ♥ Order payment, review payment made by applicant & approve payment
- ♥ Application approval (approve applicant for registration)
- ♥ Approve the application
- ♥ Reject application and document reason for rejection

Functionalities of HRMIS for Reviewer (Zone/Town/City)

- ♥ Receive previous license or designation letter from applicants & review
- ♥ Attach applicants previous license (in case of renewal & upgrade) or designation letter
- ♥ View list of eligible professional licensing customers for renewal/upgrade in their respective zone/town/city
- ♥ View list of pending professional licensing customers for renewal/upgrade in their respective zone/town/city

Functionalities of HRMIS for Reviewer (Zone/Town/City)

- ♥View list of approved professional licensing customers for renewal/upgrade in their respective zone/town/city
- ♥View list of licensed professional licensing customers for renewal/upgrade in their respective zone/town/city
- ♥View list of all licenses in their respective zone/town/city using Details app from app menu

Access to HRMIS

♥ Requirements for accessing HRMIS

- ✧ Device (Smartphone, computer (desktop/laptop, tablet etc)
- ✧ Internet connection
- ✧ Browser (any)
- ✧ URL (196.188.171.41)
- ✧ Authentication and authorization (user name & password)

Access to HRMIS as an applicant

♥The applicant can access HRMIS using **URL 196.188.171.41** over browsers (Chrome, Firefox, Mozilla, internet explorer etc) using smartphome, desktop computer, Personal computer, tablet etc) at any time and place

Steps to create new account/sign up

- ♥ Open browser and type URL on address bar <http://196.188.171.41/>
- ♥ You will get system regulation box, then click on Agree button to proceed
- ♥ Common home page will be displayed & then click on Get started button
- ♥ Click on create account on Sign In page
- ♥ Enter your email dialogue box appear. Hence fill your actual email account
- ♥ Then open your email and click on the sent create your HRMIS Account link to create account

Steps to create new account/sign up

Fill the required fields and click on Sign Up

Professional Licensing x | Inbox (2) - harooqosxee@gmail.com x | Health Regulatory Management x | Health Regulatory Management x | Professional Licensing x | +

Not secure | 196.188.171.42/rmis_users/create_account?email=harooqosxee@gmail.com

Health Regulatory Management Information System - Create Account Oromia Health Information System

Welcome to Create Account

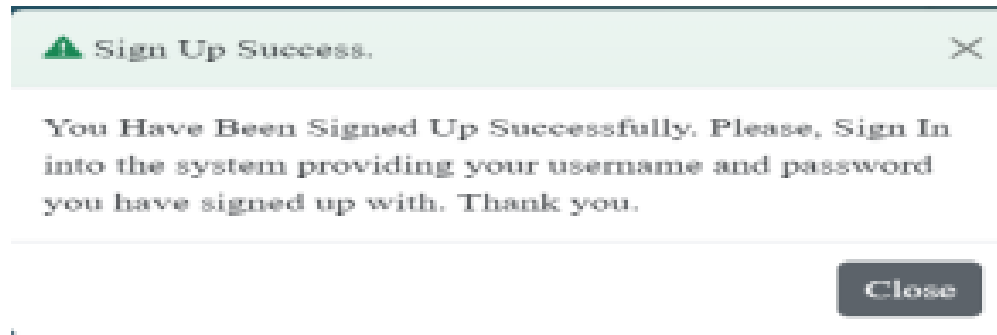
Username	Passowrd	Confirm Passowrd
<input type="text" value="Enter Username"/>	<input type="text" value="Enter Password"/>	<input type="text" value="Retype the Password"/>
First Name	Middle Name	Last Name
<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Middle Name"/>	<input type="text" value="Enter Last Name"/>
Gender	Email Address	Mobile Phone Number
<input type="text" value="-- Select Gender --"/>	<input type="text" value="harooqosxee@gmail.com"/>	<input type="text" value="Enter Mobile Number"/>
Current Qualification	Current Profession	
<input type="text" value="-- Select Qualification --"/>	<input type="text" value="-- Select Current Profession --"/>	
Region/Zone/Town Level	Region/Zone/Town Name	
<input type="text" value="-- Select Region/Zone/Town Level --"/>	<input type="text" value="-- Select Region/Zone/Town Name --"/>	

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Type here to search 10:47 PM 8/12/2023

Steps to create new account/sign up

- ♥ Sign up success pop up message appear after you filled all fields. Then click on close to close the message



Help on Sign In page

Health Regulatory Management Information System

HRMIS Users Sign In


Welcome

 Username
Enter Username


 Password
Enter Password

Show password

[Sign In](#)



 [Create account](#)  [Forgot Password?](#)  [Help](#)

 Help used to get HRMIS manual

Note: the password length needs to be ≥ 8 characters

Sign in to the system

- ♥ Enter URL on any browser (Chrome recommended)
- ♥ Click on Agree on Agree box
- ♥ Click on Get Started on Home page
- ♥ Sign in using your username and password
- ♥ You will access Customer Workspace

Reset password (only for applicant)

- ♥ Reset password is the action of invalidating the current password for an account on the system and then creating a new one
- ♥ The system allows a user to reset his/her previous password in case if he/she forget existing one
- ♥ The system has forgot password button

Steps to reset password

- ♥ Click on forget password button
- ♥ Enter your email registered during sign up and hit send reset link
- ♥ The reset link will be sent to your email
- ♥ Open your email and check link sent by the system on your email and follow the link to change/update password
- ♥ When you click on the links it directly takes you to password resetting site and asks you to enter new password, confirm new password and update.

Click On Forgot password

Health Regulatory Management Information System

HRMIS Users Sign In

Welcome

Username
Enter Username

Password
Enter Password

Show password

Sign In

Create Account Forgot Password? Help

Enter email and click on send Reset Link

✓ Welcome to Password Reset

Email Address
Enter your email address to reset your password

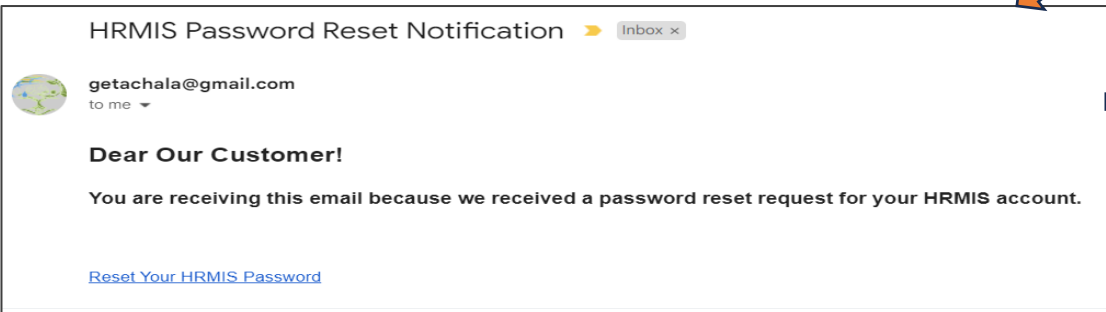
Send Reset Link Close

✓ Welcome to Password Reset

Check your email for we emailed you a password reset link.

Email Address
Enter your email address to reset your password

Send Reset Link Close



✓ Welcome to Password Update

Email Address
abdetakekeba@gmail.com

Enter New Password
Enter new password

Confirm the Password
Confirm the password

Update Close

Chapter 2: Customer Workspace

Presentation outline

- ♥ Objective of the session
- ♥ Customer Workspace overview
- ♥ Chapter Summary

By the end of this chapter participants will be able to:

- ♥ Identify Customer Workspace items
- ♥ Explain functionalities of Customer Workspace items
- ♥ Demonstrate how to go through and use Customer Workspace items

Customer workspace

Chapter Objective

♥The chapter objective is to enable participants get familiar with Customer Workspace items and understand their functionalities.

Customer workspace

Overviews of customer workspace

♥ Customer workspace has items that the applicants interact with after successful sign in to the system.

Customer workspace definitions

Customer workspace contains:

1. Application Category,
2. Application History,
3. Payment Processing and
4. License Generating.

1. Application Category

Is items which Contains:

- ♥ New Application
- ♥ Upgrade Application
- ♥ Renewal Application,
- ♥ Letter of Designation Application,
- ♥ Replacement (Lost/Damage) Documents Application and
- ♥ Letter of Good Standing.

New Applications

♥ From the perspective of applicant, is an application that has to be filled by an applicant who **has never had professional license.**

♥ Two types of New Applications

- New Applicants who graduate from University and college, have no health practice
- New applicants who have professional Designation

♥ New Applicants who graduate from University and college, have no health practice

♥ Required documents:

- Identification card (passport)
- Health exam. Certificate not more than 3 month
- COC III and IV for Diploma applicants
- Licensure examination for Degree if included in licensure exam
- List from MOH who haven't licensure Examination
- 8th, 10th, 12th grade certificate
- 9th-12th Transcript
- Temporary ,student copy or original document
- Photo 3.5KB-4KB

♥ New applicants who have professional Designation

♥ Required documents

- Identification card (passport)
- Work experience
- Health exam. Certificate not more than 3 months
- COC/Licensure examination (optional)
- 8th, 10th, 12th grade certificate
- 9th-12th Transcript
- Temporary, student copy or original document
- Photo 3.5KB-4KB
- CPD certificate (30CEU/year)

Upgrade Applications

♥ An extension of existing professional status/the license scope on the basis of an existing license.

♥ Two types of Upgrade Application

➤ Those who have professional licenses from their previous profession

➤ Those who haven't professional licenses from their previous profession but have a designation

Upgrade Applications

♥ Those who have professional licenses from their previous profession

♥ Required documents:

- Identification card (passport)
- Health exam. Certificate not more than 3 months
- Licensure examination (Optional)
- Work experience letter
- CPD Certificate (Optional)
- Temporary ,student copy or original document
- COC III and IV Certificate for Diploma level
- previous professional license
- Photo 3.5KB-4KB

Upgrade Applications

♥ Those who haven't professional licenses from their previous profession but have a designation

♥ Required documents:

- Identification card (passport)
- Health exam. Certificate not more than 3months
- Licensure examination(Optional)
- 8th,10th,12th grade certificate, 9th-12th Transcript
- Work experience letter
- CPD Certificate 30 CEU/Year(Optional)
- Temporary ,student copy or original document
- Letter of Designation
- Photo 3.5KB-4KB

Renewal Application

♥ Item to renew for the action of **extending** the period of validity of license.

♥ Required Documents:

- Identification card (passport)
- Health exam. Certificate not more than 3months
- Work experience letter
- CPD Certificate 30 CEU/Year (Optional)
- Temporary ,student copy or original document
- Photo 3.5KB-4KB
- Expired Professional License

Letter of Designation

- ♥ Letter of Designations an official name, description or title which is given to a requested institutions **regarding health professional**
- ♥ The applicant who haven't items like:
 - Temporary
 - student copy,
 - original document
- ♥ It enables an applicant to generate his/her designation letter

Letter of Designation

♥ Required Documents

- Senate letter
- List of graduated
- Letter of designation/previous professional license
- Work experience if any
- Photo 3.5KB-4KB

Replacement (Lost/Damage) Documents Application

- ♥ Item to replace License that is issued to substitute for a license that has been lost or damaged.
- ♥ If not expired, he/she should go to Press Agency and bring letter
- ♥ If license period not expired, the client can process his/her professional license through Application under Customer workspace (Renewed license given). He/she should bring letter from Police

Letter of Good Standing

- ♥ It is official letter given for an applicant regarding his/her performance practice. It is related with medico-legal issue

2. Application history

Is an item where **an applicant** views his/her application status such as:

- ♥ Application status

New, Pending, Approved, Licensed, Rejected, Revoked and Suspended.

- ♥ Application Category

New, Upgrade, Renewal, Replacement, Professional Prefix Designation and Letter of Good Standing),

- ♥ Application State (Active/Inactive),

- ♥ License Expiration Status (Licensed Date and Expire Date),

- ♥ Profession, Qualification,

- ♥ Rejection reason/s (if any) and Feedback (if any).



Applicant can edit, delete or replace Mandatory Documents attached until approver approves the documents. Once the approver approves the document, applicant cannot modify, delete, edit or replace the document

3. Payment Processing

Payment Processing is an item where an applicant can,

- ♥ views and process payment (Attach Payment Receipt) and view his/her payment (status, history), Qualification, Profession, Application Category, Application Status, OHB Account Number, Service payment Amount, Add/Update payment and browse receipt.



Once the payment is approved by approver, the applicant can only view his/her application payment history, and hence, **editing is impossible**

4. License Generating

♥ Is an item where an applicant generates his/her license

5. Designation Letter Generating

♥ It is an item where an applicant generates his/her Letter of Designation.

6. Good Standing Letter Generating

♥ It is an item where an applicant generates his/her Letter of Good Standing

N.B. 4/5/6 appearance switch based on applicant need

Steps navigate to Customer Workspace

- ♥ Enter Username and Password
- ♥ Click on Sign in button to navigate to Applicant/Guest Homepage



When an Applicant Sign in to the system, Applicant's Homepage will be appeared, and then, click on the Next button to navigate to Customer Workspace

Customer work space Figure

Health Regulatory Management Information System - Professional Licensing Application ☰ 👤

Customer Workspace You don't have any licensed application yet. 12:12:22 AM

Your Full Name Is: *Dabala Qaqabaa Jaalata* Your Current Qualification Is: *Diploma/Level*

- 📁 Applications Category 1 ▾
- 🕒 Application History 0 ▾
- 💳 Payment Processing 0 ▾
- 🔑 License Generating ▾



When Applicants click on one item of the Application Category under Customer Workspace, the Applicant will navigate to the Customer Panel

Summary of customer workspace

- ♥ Customer workspace is the space where an applicant access application category, Application History, Payment Processing, Licence Generating and Letter of Designation.
- ♥ In addition, it is a space where the applicant will [navigate](#) to customer panel

Chapter 3: CUSTOMER PANEL

Customer Panel

By the end of this chapter Participants will be able to

- ♥ Demonstrate how to check the Application Requirements on help button for each application.
- ♥ Illustrate how to add, edit, and remove on mandatory documents, optional and additional documents
- ♥ Understand and fill application profile,
- ♥ Illustrate how to fill application details for Applicant (Personal Information, Birth Address Information, Current Address Information and Application Option/s


Customer Panel...

By the end of this chapter Participants will be able to

- ♥ Practice how to add Institutions Graduated From,
- ♥ Demonstrate how to attach Publications (if any) and Additional Attachments (if any),
- ♥ Demonstrate how to review and respond for feedback given by approver
- ♥ Demonstrate how to check and fill all requirements and Sign and Apply for license applications to send for approval
- ♥ Practice how to exit from application

Customer Panel...

Chapter Outline

- ♥ Overview of Customer Panel
 - Helps on Requirements 
 - Mandatory Documents
 - Application
 - Institution Graduated From
 - Publication (if there is any)
 - Additional attachments (if there is any)

Customer Panel ...

Overview of Customer Panel

Customer Panel is one stop service for applicants where they get help on how to:

- ♥ Identify required documents,
- ♥ add mandatory documents,
- ♥ Fill Applications,
- ♥ Add Institutions graduated from,
- ♥ Add publications (if any) and
- ♥ Add additional documents (if Any).

Customer Panel ...

Customer Panel environment

Health Regulatory Management Information System - Professional Licensing Application

Customer Panel 12:33:19

← Back Dabala Qaqabaa Jaalata Credentials Before Starting the Application Process ?

QUALIFICATION: *Diploma/Level* ; PROFESSION: *Mid Wife* ; APPLICATION CATEGORY: *New* ; APPLICATION STATUS: *New*

- Mandatory Documents
- Application
- Institution/s Graduated From
- Publications (if there is any)
- Additional Attachment/s (if there is any)

Sign and Apply Exit from this Page

Customer Panel ...

Helps on Requirements

Before Starting the Application Process ?

♥ Help in customer panel is to enable applicant to view mandatory documents required for license processing.

Mandatory documents

♥ Mandatory documents are the items required in customer panel for license processing.

Steps to attach Mandatory documents

- 1) Click on Mandatory Documents
- 2) Click on Add New Button to get Add Mandatory Documents dialog box



Customer Panel ...

3) Click on Choose File and attach required document/s



Name/Rename each file with appropriate name which matches with the content of the document (e.g., Grade Eight, Bachelor Temporary etc...)

4) When you click on choose file button it will take you to file location.

5) Select the documents and click on Open button to Attach

6) Click on Save Button and then Data is Saved Successfully dialog box will appear.

Customer Panel ...

Application

♥ The application is an item that contains Personal information, Birth address information, and current Address information and application options to select number of professions for which he/she applies for.



Applicant can't edit preloaded personal profiles on application profile under application item. If an applicant wants to edit this information, an applicant should use User Profile.

Customer Panel ...

Application

Steps in Application

- ♥ From customer workspace, go to Application Category,
- ♥ Click one of Application (e.g., New Application or Renewal Application, Letter of Designation or Replacement (Lost/Damage) Documents Application)
- ♥ Click Application Item
- ♥ Upload Photo



Photo of the applicant must be 3x4, size 3.5KB to 4KB in JPEG/JPG format

- The photo shouldn't include graduation photos and any other ceremony photographs.

Customer Panel ...

- ♥ Fill the form (Personal Information, Birth Address Information, Current Address Information, application options)
- ♥ Click Save to save and Refresh Button to refresh

Customer Panel ...

Steps in Institutions Graduated from

- ♥ From customer workspace, go to Application Category
- ♥ Click one of Application (e.g., New Application or Renewal Application, Letter of Designation or Replacement (Lost/Damage) Documents Application)
- ♥ Click Institution's Graduated From item
- ♥ Click Add New Button
- ♥ Fill Add Professional Training Form
- ♥ Click Save button
- ♥ Click Close button
- ♥ In this item of the Customer Panel, the applicant Add New Institution/s graduated from using Add New Button.



Applicant can add more Institutions Graduated From by Clicking **Add New** button under Institutions Graduated From

Customer Panel ...

Steps in Publications

- ♥ From customer workspace, go to application category,
- ♥ Click one of Application (e.g., New Application or Renewal Application, Letter of Designation or Replacement (Lost/Damage) Documents Application) Click Publications Item
- ♥ Click Add New Button Fill Publication Form Click Save button
- ♥ Click Close Button

Steps to attach Additional Documents

- ♥ Click one of Application (e.g., New Application or Renewal Application, Letter of Designation or Replacement (Lost/Damage) Documents Application) Click Additional Attachments Item
- ♥ Click Add New Button Browse file to upload Click Save button
- ♥ Click Close Button

Customer Panel ...

Chapter Summary

- ♥ Customer Panel is the panel where an applicant attaches
 - Mandatory documents,
 - Fill Application,
 - Institution Graduated From,
 - Publication and
 - Additional attachment/s.

Chapter 4: Approval Workspace

Presentation outline

- ♥ Objective of the session
- ♥ Approval Workspace overview
- ♥ Chapter Summary

Chapter objective

By the end of this chapter participants will be able to

- ♥ Describe how to access New Applications
- ♥ Illustrate how to access Approved Applications
- ♥ Demonstrate how to View Pending Applications
- ♥ Show how to View Licensed Applications
- ♥ Demonstrate how to View Rejected Applications
- ♥ Demonstrate how to access Payment Approval
- ♥ Show how to view Approved Payments



Activity 1: Individual reflection

Brainstorm and reflect your response to the large group on below question

- What are the activities approver do in Approver Workspace?

Time: 5 minutes

Approval Workspace

Definition

♥ where an Approver can manage each application submitted from applicants

It contains:

- ♥ New Applications
- ♥ Approved Applications
- ♥ Pending Applications
- ♥ Licensed Applications
- ♥ Rejected Applications
- ♥ Payment Approval
- ♥ Approved Payments

Approval Workspace...

New Application

- ♥ New Application, from the perspective of approver
 - contains list of applications (New, Upgrade, Renewal, Replacement, Designation, and Letter of Good Standing) applied by applicant

Approved Applications

- ♥ Approved Applications is a list of approved application by approver which is populated on List of Approved Applications table

Approval Workspace...

Pending Application

- ♥ Pending Application is an item which contains list of pending applications populated on List of Pending Applications table
 - Pending Application can be approved when approver approves the pending applications when the applicant fulfilled the requirement/s

Licensed Application

- ♥ Licensed Application is an item which contains list of Licensed applications populated on List of Licensed Applications table

Approval Workspace...

Rejected Application

♥ contains list of rejected applications populated on List of Rejected Applications table. Rejected Application never approved



Applicant can reapply for rejected application by fulfilling requirement based on feedback from approver

Steps to Approval Panel

Steps:

1. Click on each Application (New, Approved, Pending, Licensed, Rejected Application)
2. List of each Applications displayed
3. Click on Browse button under Browse column and the Approval Panel will be opened

Approval Workspace...

Payment Approval

♥ contains list of Paid and Pending Applications for Payment Approval Applications populated on List of Approved and Paid Applications table

Steps:

1. Click on Payment Approval
2. From List of Approve and PAID Applications click on Browse Receipt to review receipt attached by the applicant
3. Click on Approve-to-approve payment
4. The confirmation dialogue box will be appeared and click on Close button

Approval Workspace...

Approved Payment

♥ contains list of PAID and APPROVED payments populated on List of Approved Payments table

Steps to view Approved Payments:

- Click on Approved Payment
- Click on Browse Receipt button under Browse Receipt column

Comparison b/n Licensed Applications and Approved Payment numbers



When an applicant hasn't downloaded his/her license, the number of Approved Payments is greater than number of Licensed Applications but when an applicant has downloaded his/her license, the number of Approved Payments will be equal to the number of Licensed Applications

Chapter Summary

- ✧ Approval Workspace is an area where an Approver can manage each application submitted from applicants.
- ✧ It describes procedures and steps of New Application, Approved Applications, Pending Applications, Licensed Application and rejected Application which serves as a stepping stone to Approval Panel.
- ✧ Aside it contains Application Approval and Approved

Chapter 5 : Approval Panel

Presentation Outline

- ♥ Chapter Objective
- ♥ Approval Panel Description
- ♥ Chapter summary

Chapter Objectives

By the end of this chapter Participants will be able to:

- ♥ Demonstrate how to Check the Application Requirements on help button for each application
- ♥ Illustrate how to review, approve, and give feedback (if required) **on mandatory documents**
- ♥ Demonstrate how to review, verify (for upgrade and renewal only), approve, and give feedback (if required) **on Application**
- ♥ Illustrate how to review, approve, and give feedback (if required) **on Institution Graduated From**

Chapter Objectives...

By the end of this chapter Participants will be able to

- ♥ Show how to review, approve, and give feedback (if required) on [Publication, and Additional Attachments](#)
- ♥ Demonstrate how to check and fill all requirements and approve the applications of the applicants in the Application Approval
- ♥ Demonstrate how to approve application, reject application, provide feedback on application, and exit from application



Activity 2: Individual reflection

Brainstorm and reflect your response to the large group on below question

- What are the activities approver do in Approver Panel?

Time: 5 minutes

Overview of Approval Panel

Definition

- ♥ contains Mandatory documents, Application, Institution Graduated From, Publication/s (if there is any), and Additional Attachment/s (if there is any).
- ♥ It is the place where Approver can review the applicant application and approve each of them

Components of Approval Panel

Health Regulatory Management Information System - Professional Licensing Application

10:30:58 AM

Approval Panel

← Back

Gemeda Bekelcha Bari Credentials

Before Starting the Approval Process ?

QUALIFICATION: *Masters Degree* ; PROFESSION: *Masters In Emergency Medical Critical Care Nurse* ; APPLICATION CATEGORY: *New* ; APPLICATION STATUS: *New*

- Mandatory Documents
- Application
- Institution Graduated From
- Publications (if there is any)
- Additional Attachment/s (if there is any)
- Application Approval

Approve this Application

Reject this Application

Feedback on this Application

Exit from this Page

Description of Approval Components

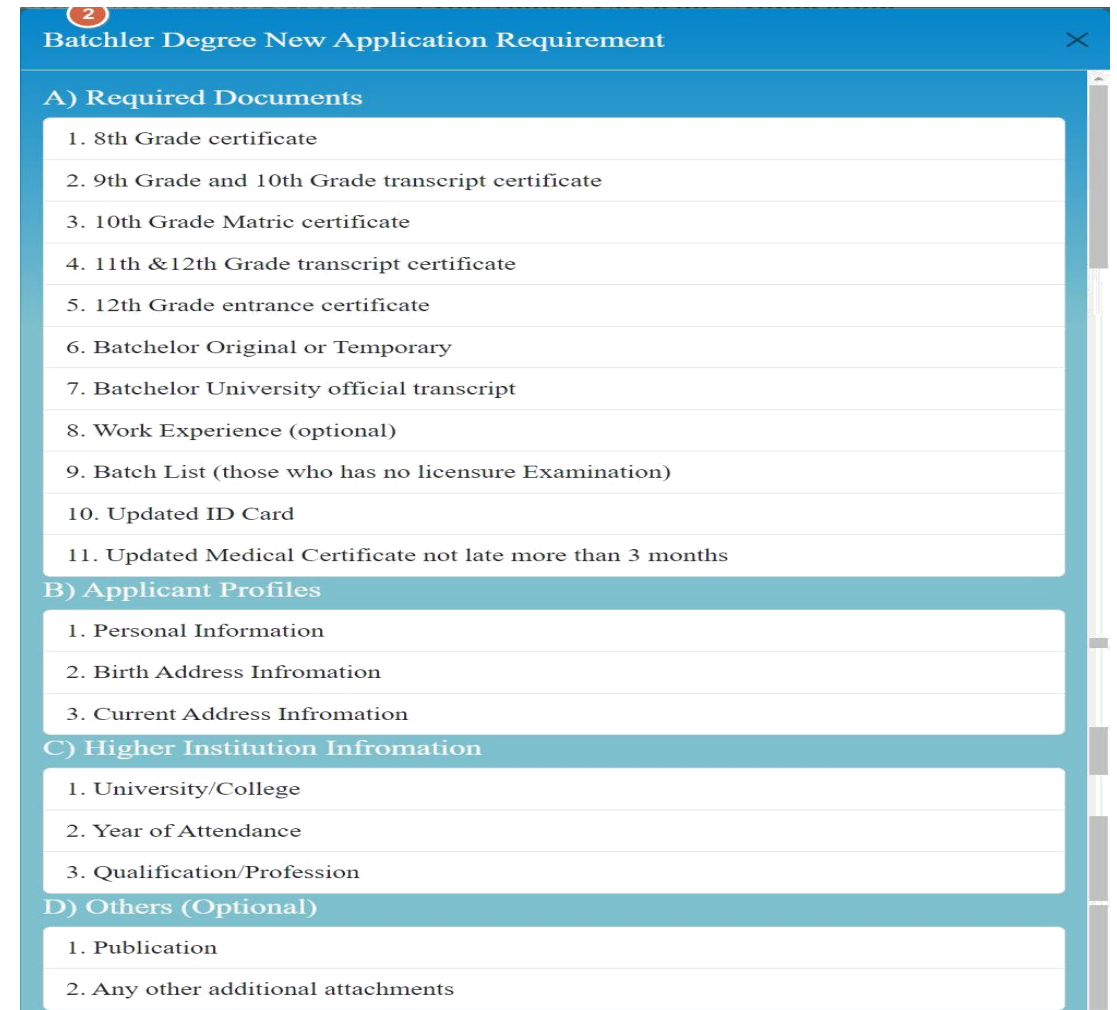
1. App menus depicts the lists of apps to the Approver
2. **User: consists of**
 - ♥ User Profile: permit the user to edit his/her profile
 - ♥ Account Settings: allow the user to change his/her password
 - ♥ Sign out: used to exit from his/her account
 - ♥ Help
 - ♥ About HRMIS
 - ♥ About OHB

Description of Approval Components

3. Help button: displays the requirements for each application
4. Displays the full name of the applicant under approval process
5. The Back button is used to return from Approval Panel to the Approval Workspace
6. Approve this Application button is used to approve the application under the Approval process
7. Reject this Application button is used to reject the application under the Approval process
8. Feedback on this Application button is used to give feedback on the Application
9. Exit from this Page button is used to exit this page.

Steps to access Help button

1. Point to the Help button & then click on the Help button to display the application requirement for the specific Applied qualification/ Profession
2. Up on clicking Help button requirements for specific applied qualification will be displayed



The screenshot shows a web application window with a blue header and a white body. The title bar reads 'Batchler Degree New Application Requirement' with a close button on the right. A red circle with the number '2' is in the top left corner of the page. The content is organized into four sections, each with a blue header:

- A) Required Documents**
 1. 8th Grade certificate
 2. 9th Grade and 10th Grade transcript certificate
 3. 10th Grade Matric certificate
 4. 11th & 12th Grade transcript certificate
 5. 12th Grade entrance certificate
 6. Batchelor Original or Temporary
 7. Batchelor University official transcript
 8. Work Experience (optional)
 9. Batch List (those who has no licensure Examination)
 10. Updated ID Card
 11. Updated Medical Certificate not late more than 3 months
- B) Applicant Profiles**
 1. Personal Information
 2. Birth Address Infromation
 3. Current Address Infromation
- C) Higher Institution Infromation**
 1. University/College
 2. Year of Attendance
 3. Qualification/Profession
- D) Others (Optional)**
 1. Publication
 2. Any other additional attachments

Mandatory documents

♥ Documents required for Professional license processing in the Approval Panel

♥ The Approver can check, review, and approve the mandatory documents which are attached by the applicant

N.B. Click on Actions to write Feedback per each attached document

Once the Mandatory Documents are approved, it is only possible to view the documents

The screenshot shows the 'Approval Panel' for 'Gemechu Alemu Mikel Credentials'. It displays a list of 'Mandatory Documents' with columns for 'Status', 'Feedback', and 'Action'. The status of all documents is 'New'. The 'Action' column contains a green checkmark icon, indicating that the documents have been approved. The interface includes a search bar, a 'Refresh' button, and an 'Approve' button. The time shown is 03:39:32 PM.

Mandatory Documents	Status	Feedback	Action
371139247192_67-Article_Test-155-1-10-20191023.pdf	New	mmmm	✓
170979877699_21473-24231-1-PR_4.pdf	New		✓
190734811189_34905.pdf	New		✓
117742349866_advacct_email.pdf	New		✓
336705480291_APHOTICZ.pdf	New		✓
99431001772_CanScanner_03-31-2021_12-15_1_1.pdf	New		✓
232109747815_CanScanner_03-31-2021_12-15.pdf	New		✓
401772657473_CBS_Dashboard_V03_0.pdf	New		✓
27482018280_cluster_2_pages_1-178.pdf	New		✓

A confirmation dialog box titled 'Confirmation' with a green checkmark icon. The message reads: 'Mandatory Documents of 'Gemechu Alemu Mikel' for Application of 'New' in Qualification of 'Batchler Degree' is Approved Successfully. Thank you.' There is a 'Close' button at the bottom right.

Application

♥ It is an item where the approver reviews and provide feedback/approve customer application (Update on document; it talks about customer side activity)

♥ It contains Personal Information, Birth Address Information, Current Address information, and Application Options

The screenshot shows a web application form titled "Application". At the top, there is a header with the title and a navigation arrow. Below the header, a message says "Please, fill the following application profile appropriately".

The form is divided into several sections, each with a numbered red circle icon:

- Personal Information (1):** This section includes a profile picture of a child named "Gemed Bekelcha Bari". To the right of the picture are input fields for "First Name" (Gemed), "Middle Name" (Bekelcha), and "Last Name" (Bari). Below these are fields for "የአመልካች ስም" (Applicant Name) in Amharic, also split into three parts. Further down are fields for "Gender" (Male), "Birth Date" (2023-05-28), and "Mobile Phone Number" (+251 94 763 9267). At the bottom of this section are fields for "Email Address" (derejeteshomeharo@gmail.com), "P.O.Box (Optional)" (3232), and "Nationality" (Ethiopian).
- Birth Address Information (2):** This section contains fields for "Region" (Oromia), "Zone/Town" (Or), "Woreda/Town" (Oro), and "Kebele" (Or).
- Current Address Information (3):** This section contains fields for "Region" (Oro), "Zone/Town" (Adama), "Woreda/Town" (Adama), "Kebele" (Adama), and "House Number" (21). There is also a "Feedback" field with a red border and the text "Check feedback here ...".
- The Applicant is Applied for the Profession Option/s: (4):** This section has three columns: "Option One" (Cardiovascular Perfusion Professional), "Option Two", and "Option Three".

At the bottom of the form, there is a navigation bar with several buttons and a status indicator:

- "Refresh" button (5)
- "Approve" button (6)
- "Application Status" dropdown menu showing "Approved"
- "Feedback" button (7)

Steps to approve application

1. Click on Application, then the Application profile will be displayed
2. The Approver can check, review, and give feedback to the application if the application missed some requirements. In this case, the Application status will be “Pending”.
3. The Approver check, and review the application profile such as Personal Information, Birth Address Information, Current Address information, and Application Options and, then approve the Application by clicking on **Approve** button if he/she has no feedback
4. Once it is approved, the system will change the Application status to Approved.
5. Click on Close button to close the Confirmation dialog box for Approved successfully

Institution Graduated From

- ♥ Consists of lists of institution from where the applicant graduated
- ♥ It is required for the professional License process

Institution Graduated From ¹

Institution/s from which Gemechu Alemu Mikel was Graduated Refresh Approve ³

Show 10 entries Search:

University/College	Year in G.C (From - To)	Qualification (Profession)	Description	Status	Feedback	Action
Addis Ababa University	1998 - 2002	Batchler Degree	In IT	New		2

Showing 1 to 1 of 1 entries



Confirmation ×

Application of 'Gemechu Alemu Mikel' for Application of 'New' in Qualification of 'Batchler Degree' is Approved Successfully. Thank you.

4 Close

Steps to approve Institution Graduated From

1. Click on Institution Graduated From, then the Institution/s from which the applicant was graduated will be displayed
2. The Approver can check, review, and give feedback to the Institution Graduated From
3. The Approver check, and review the Institution from which the applicant was graduated and then approve by clicking on **Approve** button if he/she has no feedback/Feedback corrected
4. Click on Close button to close the Confirmation dialog box

Publication (if there is any)

- ♥ Publication is the act of making information or stories available to people in a printed or electronic form
- ♥ In this item, the publication (s) of the applicant will be displayed if the applicant has any publication (s)
- ♥ This item is optional for the Professional License Process

Publications (if there is any) ¹

Publication/s of Gemechu Alemu Mikel Refresh Approve ³

Show 10 entries Search:

Publication Topic	Publication Description	Publication Link	Status	Feedback	Action
No data available in table					

Showing 0 to 0 of 0 entries < > ²

Additional attachments (if there is any)

- ♥ Extra documents attached by applicants (if there is any)
- ♥ In this item, the additional attachments of the Applicant will be displayed if the Applicant has additional attachments such as Training Certificate, CPD Training, etc

Additional Attachment/s (if there is any) ¹

Additional attachment/s of Gemechu Alemu Mikel Refresh Approve ³

Show entries Search:

Additional Attachment/s	Status	Feedback	Action
No data available in table			

Showing 0 to 0 of 0 entries

Application Approval

- ♥ The required information will be filled by the officials/approver
- ♥ The Application will be checked, and required information will be filled by the officials (Approver)
- ♥ Consist of the item names such as COC Status (P/F/NA), CPD (# of CEUs), Registration Number (auto generated), RPL (auto generated), Licensure Exam (Year, Month, List Number), and the number of applications Approved for Registration options (1, 2 or 3) based on the fulfilled requirement
- ♥ The Approver should fill/select the “Is it Temporary Registration?” (Y/N), Approval Date in G.C and E.C.

Application Approval

- ♥ The Approver should also decide and fill the service payment amount in ETB
- ♥ the Approver should save by clicking on Save Button and then, the Confirmation dialog box for Inserted Successfully will be displayed and click on Close button to close it.
- ♥ In this case, the Application Status will be changed to new
- ♥ The Approver approves by clicking on Approve button, and then, the Application Status will be changed to Approved



Information to be filled by officials only

Whenever applicable, name checked from university's list or COC or CPD

COC Status	CPD (# of CEUs)	Registration Number	RPL
-- Select COC Status --	Enter CPD (# of CEUs)		11006
Licensure Exam:	Year	Month	List Number
	-- Select Year --	-- Select Year --	Enter List Number

Number of Application Approved for Registration Is: [Show Options](#)¹

The applicant is approved for registration as:

Option One

[Reset](#)²

Qualification	Profession	የአመልካች ሙያ
-- Select Qualification --	-- Select Profession --	የአመልካች ሙያ ቦታ
Designation	የአመልካች ሙያ ስያሜ	
-- Select Designation --	የአመልካች ሙያ ስያሜ ቦታ	

Comments and other observations, if any

Restriction waived

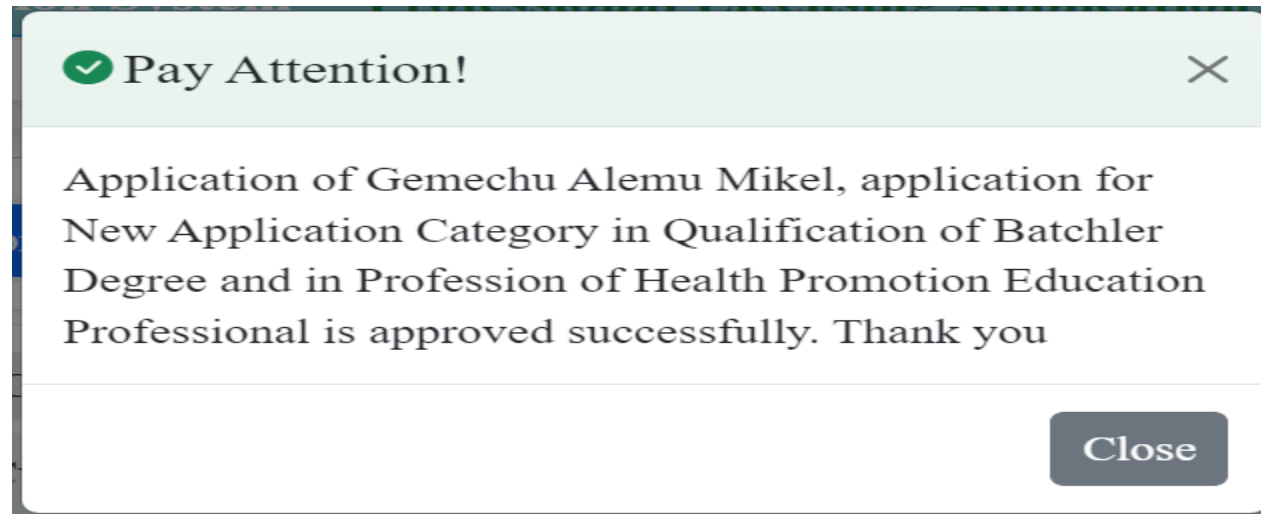
Is it Temporary Registration?	Approval Date (G.C)	የጸደቀበት ቀን (ዓ.ም.)
-- Select Choice--	Select Approval Date	የጸደቀበትን ቀን ምረጥ

OHB Account Number	Service Payment Amount
<input type="text"/>	Enter Service Payment Amount

[Save](#)³
[Refresh](#)⁴
[Approve](#)⁵
Approval Status

Approve this Application

- ♥ If each of the required items such as Mandatory Documents, Application, Institution Graduated From, and Application Approval are approved, the Approver can click on the Approve this Application button to approve the application



Reject this Application

- ♥ If Approver click on the Reject this Application button to reject the application, the following dialog box will be displayed
- ♥ The Approver can write the reason for Application rejection and click on Save button to store it



Rejection Reason

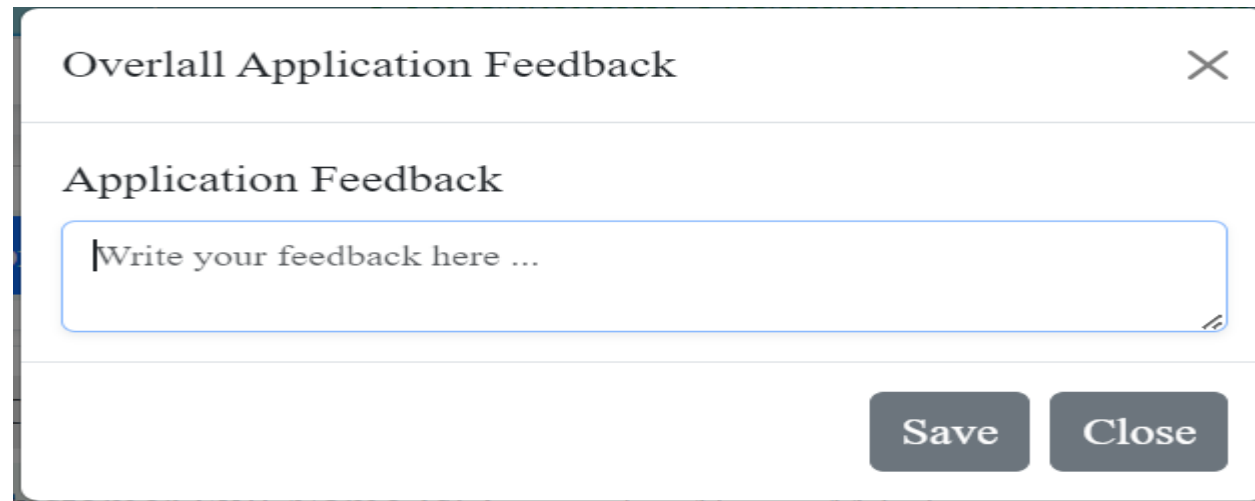
Reason for Application Rejection

Write your rejection reason here ...

Save Close

Feedback on Application (Over all feedback)

- ♥ An Approver can give feedback by clicking on Feedback on this Application button. Then the following dialog box will be displayed
- ♥ The Approver can write feedback and click on Save button to save it



The image shows a screenshot of a dialog box titled "Overall Application Feedback". The dialog box has a close button (X) in the top right corner. Below the title, there is a section labeled "Application Feedback" which contains a text input field with the placeholder text "Write your feedback here ...". At the bottom right of the dialog box, there are two buttons: "Save" and "Close".

Demonstration



Activity 2: Demonstration

Demonstrate how to approve applicant application (20 minute)

Chapter Summary

- ♥ Approval Panel which contains help button on Application Requirements, Mandatory documents, Application, Institution Graduated From, Publication, Additional attachments, and Application Approval
- ♥ The required items are Mandatory Documents, Application, and Institution Graduated From and others are optional

Chapter 6: Reviewer Panel

Presentation outline

♥ Reviewal Panel components

- ✧ Upgrade/Renewals Eligible for Reviewal

- ✧ Pending upgrades/renewals

- ✧ Approved upgrades/renewals

- ✧ Licensed upgrades/renewals

Objective of the chapter

By the end of this chapter, participants will be able

- ♥ Demonstrate how to receive previous licenses &/or designation letter from applicants, attach, fill approval type and approve for Professional License Return
- ♥ Explain how to view pending, approved and licensed upgrades/renewals

Reviewal Panel

- ♥ Is an item where Zonal/Town/City Regulatory experts (Reviewers) can receive previous license/designation letter from applicants, review and attach to HRMIS system to enable further processing by client and approver
- ♥ Reviewers can view list of licensed professionals in **their catchments**

Upgrade/Renewals Eligible for Reviewal

- ♥ License Upgrade is an extension of existing professional status/the license scope on the basis of an existing license
- ♥ License Renewal stands for the action of extending the period of validity of license.
- ♥ Upgrade/renewals eligible for reviewal item shows list of applicants (who previously licensed by the system) eligible for renewal/upgrade.

Reviewal Panel (For applicants not previously licensed by the system)

- ♥ The applicant need to be registered as new so that their profile will be captured in the HRMIS system
- ♥ and reviewers will add the applicant using Add Ineligible button by searching from sign up lists for renewal/upgrade, attach applicant previous license/designation letter, fill reviewer personal information and approve

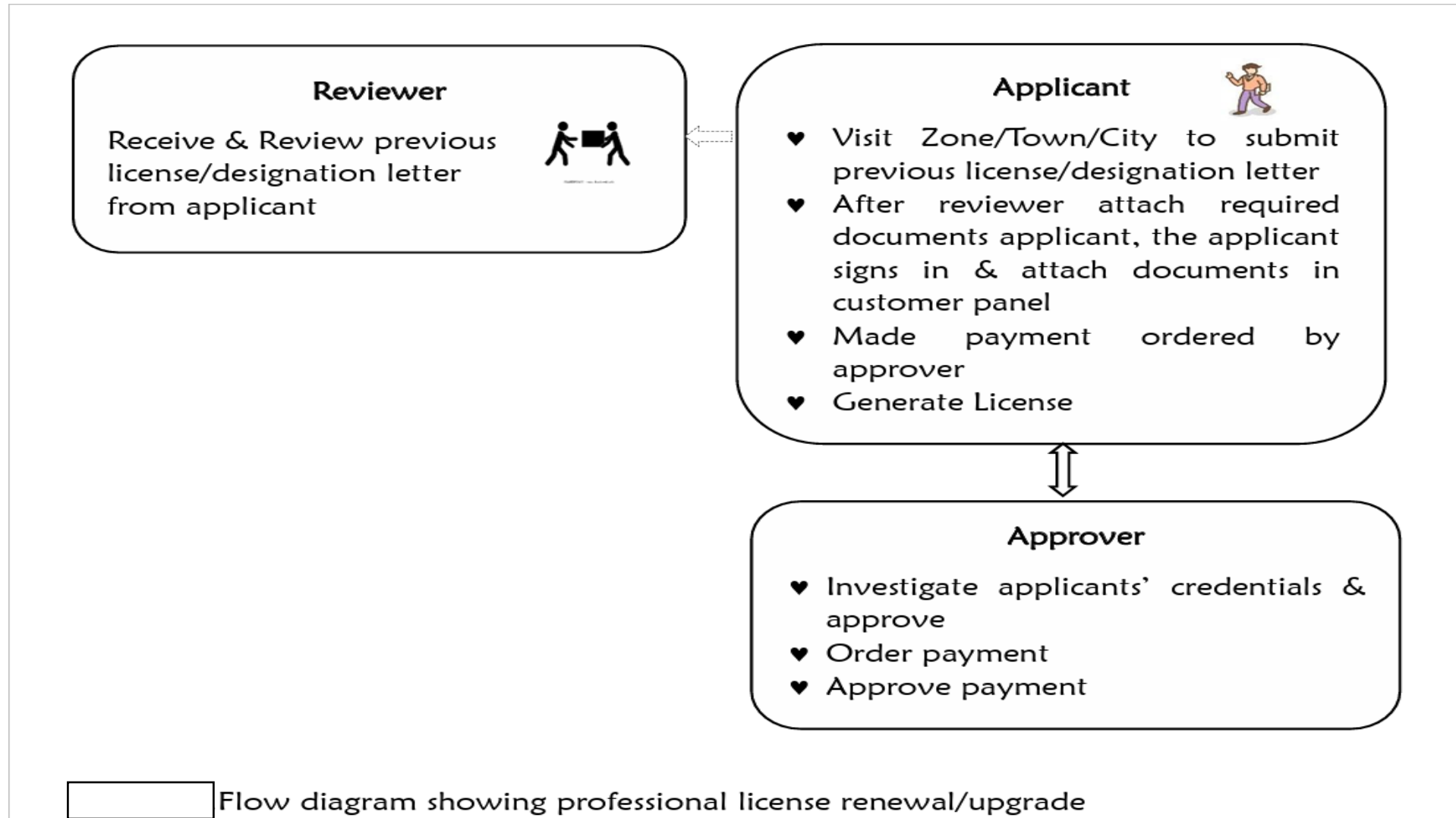
Upgrade/Renewal for previously licensed by the system

- ♥ Reviewers/regulatory experts at Zone/Town/City will collect previous license/letter of designation from applicants, review and attach to HRMIS to enable further processing by applicants and OHB regulatory staff/approvers
- ♥ Once reviewer attached applicants' previous license/letter of designation, he/she can view pending upgrades/renewals, approved upgrades/renewals and licensed upgrades/renewals



Reviewer can update previous license attached and also his/her profile under Edit column of Pending Upgrades/Renewals table till processing approved by Approver.

Reviewer, Applicants vs Approver



Steps to upgrade/renewals eligible for approval by reviewer:

- ♥ Write 196.188.171.42 URL on any browser address bar
- ♥ Click on Agree to proceed
- ♥ Common Homepage will be displayed & then click on get started button
- ♥ Sign in to HRMIS using your username and password
- ♥ Reviewer Homepage will appear
- ♥ Click on Next button

Steps...

- ♥ You will get your Zone/Town/City name joined with Reviewal Panel (eg Reviewal Panel-West Shewa Zone)
- ♥ Click on
 - ♥ Add Eligible for those licensed by the system (HRMIS)
 - ♥ Add Ineligible for those not licensed by the system (Manually licensed previously)
 - ♥ If not available in the list of Add Ineligible, please inform the applicant to sign up first; so that their list will appear in the system
 - to get list of applicants to activate their further processing

Steps...

- ♥ Search to search list of eligible customers for renewal/upgrade. Search/look for the applicant in need of upgrade/renewal from the list using search text box.
- ♥ Write email of applicant in search box and hit enter to filter.
- ♥ Click on file button under approve to attach previous license

Steps ...

- ♥ Attach previous license/designation letter in PDF format
- ♥ Select approval type (Upgrade/Renewal) from drop down box
- ♥ Enter your full name, position, email, phone number and remark if any
- ♥ Click on approve to enable further processing by approver at OHB and applicant

Steps...

- ♥ After you click on approve, confirmation pop up message appears
- ♥ Click on Close button to close
- ♥ Sign out to exit from the system
- ♥ Refresh used to refresh the page
- ♥ Forward-Backward arrow button to move to next page/back to previous page

Steps to process license for upgrade and renewal by applicant

- ♥ Sign up to the system through Create account
- ♥ Visit Zone/Town/City in person and return previous license/designation letter to zonal/town/city regulatory experts to enable them attach to the system
- ♥ Once returned previous license attached to the system by Zone/Town/City, the applicant needs to sign in using his/her own username and password
- ♥ After signing in to the system, the applicant can access Customer workspace which has 4 items under it (Application category, Application History, Payment processing , License generating)

Applicant...

- ♥ Click on Application category, 3 items will be activated
- ♥ Upgrade application to process for upgrade or renewal application to renew license
- ♥ Letter of Designation to process for designation
- ♥ Replacement (Lost/Damaged) Documents Application to process for replacement

Applicant...

- ♥ Click on upgrade application to process for upgrading, renewal to process for renewal, replacement to process for license replacement, Letter of Designation to process for designation.
- ♥ When you click on either upgrade/renewal/replacement application (which appear based on applicant need), the following 5 items displayed
- ♥ Mandatory documents: to attach required documents
- ♥ Application where personal information & others captured
- ♥ Institution graduated from
- ♥ Publications (if any)
- ♥ Additional documents (like certificate & others if any)

Applicant...

- ♥ Click on Help (?) to view documents required to attach
- ♥ Click on add new under mandatory documents to attach documents
- ♥ Click on choose files & attach. After you attached the documents click on save button to save

Applicant...

♥ Click on Application tab and fill the following information

- Personal information
- Attach latest 3x4 photo (3.5KB to 4KB JPEG/JPG format)
- Birth address information
- Current address information
- Select application option/s from show option drop down menu (1, 2, 3)
- Click on save button to store information

Applicant...

- ♥ Click on Institution graduated from item
- ♥ Click on add new and fill requested fields under institution graduated from as needed
- ♥ Click on save button to store information
- ♥ Click on publications and add new to attach your publications (if any)
- ♥ Click on additional documents and add new to attach your additional documents (if any) Finally
- ♥ Click on sign and apply

The approver at OHB level

- ♥ will investigate all the above documents of applicants and approve based on applicants' information
- ♥ He/she order payment
- ♥ Then the applicant made payment and attach receipt by clicking on Payment processing tab after the approver order payment under customer workspace

Approver...

- ♥ Once payment made by the applicant, the approver at OHB review the receipt attached by applicant, write feedback (if needed) and approve payment under approver workspace.
- ♥ After payment approved by approver, the applicant needs to directly go to customer workspace and click on generate license.

Chapter Summary

- ♥ Reviewers at Zone/Town/City level can receive previous license/designation letter from applicants,
- ♥ review and attach to HRMIS system using their own username & password to enable further processing by client and approver.
- ♥ For applicants not previously licensed by the system, they need to be registered as new

Summary...

- ♥reviewers will add the applicant using Add button from sign up lists for renewal/upgrade,
- ♥attach applicant previous license/designation letter, fill reviewer personal information and approve.
- ♥Reviewers can view list of licensed professionals in their catchments.

Chapter Seven: Common settings

Chapter Objective

♥The primary objective of this chapter is to enable participants get familiar with Common Settings, its components and understand their respective functionalities

Enabling objectives

By the end of this chapter participants will be able to

♥Explain common system specific settings and their functionalities

♥Describe user settings, hierarchy settings, profession settings, current profession settings, signer settings and stamp/seal settings.

♥Demonstrate how to access and manipulate the most common system settings.

Presentation Outline

Overview of Common System Settings

- ♥ User Settings

- ♥ Hierarchy Settings

- ♥ Profession Settings

- ♥ Current Profession Settings

- ♥ Signer Settings

- ♥ Stamp/Seal Settings

Common Settings definition

- ♥ Common Settings are different application modules pertinent to core system settings which is managed only by system root or admin user.
- ♥ It's where users, signers, hierarchies, stamp/seal and professions are to be set. Basic authentication and authorization which include users' role delegation and users' status (active/inactive) are set under this module.

User Definition

- ♥ User is any privileged (authorized and authenticated) individuals to access, configure and/or use HRMIS
- ♥ Users include health professionals, OHB Health Regulatory Directorate Staff, Zone/Town Health Regulatory Staff and other stakeholder.
- ♥ Every user has role and status

HRMIS users and roles description

Root

- ♥ Has inclusive and overall system management and control

Admin

- ♥ Next to root user, admin has also inclusive role with some restrictions. For instance, admin cannot change user name and has no access to root privileged modules

User

- ♥ Users are roles defined only for data clerks working on digitization of hardcopy professional licenses achieved on shelf at OHB level.
- ♥ These users can access only professional licenses archival and their own profile and account.

Roles...

Approver

- ♥ Approvers are roles defined for OHB Health Regulatory Directorate staff to access application from guest (applicant) users
- ♥ These users can access both archival and online professional licenses and their own profile and account settings. They can also access resources, details, actions, reports and Zone/Town approval status

Reviewer

- ♥ Reviewers are roles defined for Zone/Town Health Regulatory Experts who manage return of hardcopy professional license/Designation Letter and attachment of the scanned document onto HRMIS for guests (applicants) and approvers

Guests

- ♥ Are roles defined for Health Professionals who are in need of professional document irrespective of time and space.
- ♥ They are authorized only to manage their own user account as well as their own profile and account settings.
- ♥ They also have a privilege to generate their respective license, designation letter and letter of good standing after approval.

Roles...

Partners

- ♥ are roles defined for internal or external customers who have interest in HRMIS.
- ♥ These may include NGOs, AID Organizations, other Regions, and so on



Activity 2: Individual Reflections

Read the below question and reflect your response to the participants

- Explain steps to access User Settings and functionality of each item.

User demo and discussion

- ♥ Creating new user account
- ♥ Editing and Updating User Account
- ♥ Deleting User Account
- ♥ Disable/Enable User
- ♥ Changing User Privilege

Hierarchy Settings

Definition of Hierarchy

♥ In HRMIS, hierarchy is links of OHB with Zones, Towns, Woredas, Health Facilities and other internal and external stakeholders either directly or indirectly, and vertically or horizontally



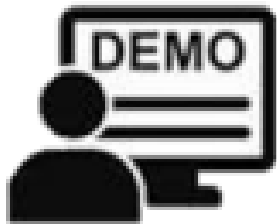
Activity 4: Individual Reflections

Read the below question and reflect your response to the participants

- Explain steps to access Zone/Town Settings and functionality of each item.

Hierarchy Settings demonstration

- ♥ Zone/Town Setting demo
- ♥ Adding New Zone/Town
- ♥ Editing and/or Updating Zone/Town



Activity 5: Demonstration

- ♥ Demonstrate how to create, edit, update and delete hierarchies (from Zone/Town Settings).

Time: 15 Minutes

Profession Settings

♥ Profession setting is where health professions are added, edited and updated, and deleted.



Read the below question and reflect your response to the participants

- Explain steps to access Profession Settings and functionality of each item.

Profession Settings demonstration

- ♥ Adding New Profession
- ♥ Editing and updating profession
- ♥ Deleting profession



Activity 7: Demonstration

- ♥ Demonstrate how to create, edit, update and delete Profession from Profession Settings.

Time: 15 Minutes

Current Profession Setting

♥ Current Profession is a profession which health professionals currently practice on.



Activity 9: Demonstration


♥ Demonstrate how to create, edit, update and delete Current Profession from Current Profession Settings.

Time: 15 Minutes

Signer Setting

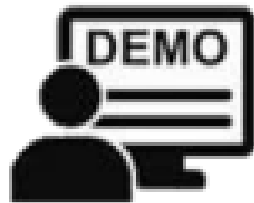
Definition

- ♥ Signer Settings is where signer related settings are done.
- ♥ Signer Settings consists of adding new signer, editing and updating signer and deleting/removing signer.

 A blue silhouette of a person's head in profile, facing right, with their hand resting on their chin in a thinking pose.	<p>Activity 10: Individual Reflections</p> <p>Read the below question and reflect your response to the participants</p> <ul style="list-style-type: none">• What are the steps to access Signer Settings and functionality of each item. <p>Time: 10 minutes</p>
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Demonstration

- ♥ Accessing Signer Settings
- ♥ Adding New Signer
- ♥ Editing and Updating Signer
- ♥ Deleting Signer



Activity 11: Demonstration

- ♥ Demonstrate how to create, edit, update and delete Signer from Signer Settings.

Time: 15 Minutes

Demonstration

- ♥ Accessing Signer Settings
- ♥ Adding New Signer
- ♥ Editing and Updating Signer
- ♥ Deleting Signer



Activity 11: Demonstration

- ♥ Demonstrate how to create, edit, update and delete Signer from Signer Settings.

Time: 15 Minutes

Stamp/Seal Setting

♥Stamp/Seal Settings is an item where participants access, add, edit and update, and delete stamp/seal settings.



Read the below question and reflect your response to the participants

- What are the steps to access Stamp/Seal Settings and functionality of each item.

Time: 5 minutes

Demonstration

- ♥ Adding New Seal/Stamp
- ♥ Editing and Updating Stamp/Seal
- ♥ Deleting Stamp/Seal



♥ Demonstrate how to create, edit, update and delete Stamp/Seal from Stam/Seal Settings.

Time: 15 Minutes

Summary

- ♥ Settings are an item where Common Settings are performed by root and/or admin.
- ♥ User Settings, Signer Settings, Zone/Town Settings, Profession Settings, Current Profession Settings and Stamp/Seal Settings are item pertinent to Professional Licensing.
- ♥ Other Settings such as Woreda/Town Settings, Facility Type Category Settings, Facility Type Settings are relevant to Competency Licensing which is another module of HRMIS

Chapter Eight.

Reports, Resources, Actions, Details and Dashboard

Chapter Objective

- ♥The primary objective of this chapter is to enable participants to use HRMIS features like reports, actions, resources, details and dashboard management.

Enabling objectives

By the end of this chapter Participants will be able to

- ♥ Demonstrate how to generate reports
- ♥ Illustrate how to add and access resources (resource management)
- ♥ Demonstrate how to view Actions
- ♥ Illustrate how to view Details
- ♥ Demonstrate how to view Dashboard

Chapter outline

♥ Report

♥ Resource

♥ Action

♥ Details

♥ Dashboard Management

Chapter

- ♥ Report is a document that presents information in an organized format for a specific audience and purpose [5].
- ♥ Approver, reviewer and administrator can access and generate line list report and use for decision making. For further analysis, it will be linked to Power BI Service Server

Report types

Line list report types

- ♥ Professional Licensing by Qualification
- ♥ Professional Licensing by Profession
- ♥ Professional Licensing by Application Category (New, Renewal, Upgrade, Replacement, Designation letter & Letter of Good Standing)
- ♥ Professional License by Status (New, Approved, Pending, Rejected, Revoked, Restored, Suspended, Licensed)
- ♥ Licensed Professionals by Organization unit (Zone/Town/City)
- ♥ Licensed Professionals by License state (Active/Inactive)
- ♥ Total Service payment

Demonstration

Steps to generate report

- ♥ Click on Apps menu
- ♥ Click on Report
- ♥ Select items from Report Details
 - ✦ By Application Category
 - ✦ By Application Status
 - ✦ By License State
 - ✦ By Qualification
 - ✦ By Profession
 - ✦ Total Service Payment
- ♥ Select organization unit
- ♥ Select period
- ♥ Click on generate report
- ♥ Download as excel, CSV, PDF and word or Print

Resources

- ♥The resource tool allows to upload files (from your local computer) to the HRMIS server and to add links to other resources on the Internet through URLs.
- ♥In order to use resources, it should be created and uploaded first..

Demonstration

Steps to create a New Resource:

- ♥ Click on Apps Menu
- ♥ Click on Resources
- ♥ Click on Add New
- ♥ Write resource name to be shared
- ♥ Attach resource/file to be shared by clicking on choose file
- ♥ Attached files appear in front of choose file if attached
- ♥ Click on save button to save..

Demonstration

Steps to view, open & download resources shared

- ♥ Click on Apps Menu
- ♥ Click on Resources
- ♥ Click on search to search for resources attached
- ♥ Click on file to view and open
- ♥ Download the file

The resource table has features like

- ♥ Search to search for shared document
- ♥ Show entries
- ♥ Close to close the table
- ♥ Resource name
- ♥ Created on (date resource created)
- ♥ Updated on
- ♥ Actions
- ♥ Forward-Backward arrow to navigate to previous page or next page

Actions

- ♥ Action is the process of doing something. It is an item found on Apps Menu used to Restore, Revoke and Suspend previously approved Professional License

Demonstration

Steps:

- ♥ Sign in with your user account and password
- ♥ Click on Apps Menu
- ♥ Click on Actions
- ♥ Click on Actions button under Actions column
- ♥ Select Actions to be taken (Restore, Suspend and Revoke) from context menu
- ♥ Click on OK button to proceed the action
- ♥ Click on OK button to confirm the action taken
- ♥ Additionally, Actions table has search text box, show entries, Sort, Filter and Forward Backward arrow

Details

- ♥ Details is an item which found on Apps Menu which can be accessed **only by Approver and System Administrators**.
- ♥ This item contains;
- ♥ New Applications
- ♥ Approved Applications
- ♥ Pending Applications
- ♥ Licensed Applications
- ♥ Rejected Applications
- ♥ Upgrade Applications
- ♥ Renewal Applications
- ♥ Replacement Application

Details ...

- ♥ Professional Prefix Designation Applications
- ♥ Restored Applications
- ♥ Suspended Applications
- ♥ Revoked Applications
- ♥ Active Licenses
- ♥ Expired Licenses
- ♥ All Active License
- ♥ All Inactive Licenses and
- ♥ All Licenses.

Demonstration

Steps:

- ♥ Sign in with your user account and password
- ♥ Click on Apps Menu
- ♥ Click on Details
- ♥ Select a list from Details dropdown
- ♥ Click on an item selected
- ♥ Selected item lists table will be displayed
- ♥ Search for value you want to view detail
- ♥ Click on view Details under Details Column to view on PD

Dashboard

- ♥ A dashboard is an information management tool that receives data from a linked database to provide data visualizations.
- ♥ It typically offers high-level information in one view that end users can use to answer a single question
- ♥ It can be configured to provide specific information to the end user and how this information is visualized (E.g., Numbers, charts, or graphs).
- ♥ Typically, users utilize them to easily monitor their key performance indicators (KPIs) to make data-driven decisions for their organization

Demonstration

Steps to create dashboard

- ♥ Click on Add button
- ♥ Give relevant name
- ♥ Click on Create button
- ♥ Search any object from Search Text Box by writing initials or full name for an
- ♥ object (you must know the name of the object you had created)
- ♥ Click on Add button on the right of the search result