



MINISTRY OF HEALTH

# Integrated Human Resources Information System (iHRIS)

## **HRIS Train User's Manual**

November 2013





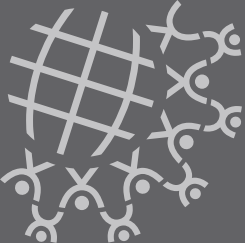
# Integrated Human Resources Information System (iHRIS)

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## **HRIS Train User's Manual**

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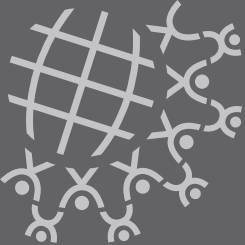


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# List of Abbreviations and Acronyms

CD	:	Compact Disk
CPD	:	Continuous Professional Development
CSV	:	Comma Separated Values
DHO	:	District Health Officer
DVD	:	Digital Video Disk
GPL	:	General Public License
HMIS	:	Health Management Information System
HPCs	:	Health Professional Councils
HR	:	Human Resource
HRD	:	Human Resource Development
HRHIS	:	Human Resource for Health Information System
HRIS	:	Human Resource Information System
HRM	:	Human Resource Management
HRM	:	Human Resource Management
iHRIS	:	Integrated Human Resource Information System
IPPS	:	Integrated Personnel and Payroll System
IT	:	Information Technology
LAN	:	Local Area Network
iHRIS-CD	:	Multimedia CD-ROM with e-learning for iHRIS
MoES	:	Ministry of Education and Sports
MoH	:	Ministry of Health
OPEN MRS	:	OPEN Medical Records System
PPO	:	Principal Personal Officer
Train	:	Training Information System
UCP	:	Uganda Capacity Program
UHSSP	:	Uganda Health Systems Strengthening Project
USAID	:	United States Agency for International Development
WB	:	World Bank
WHO	:	World Health Organization

# 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.

The overall goal of the computerized iHRIS is to contribute to better management of workers to ensure to availability of the right number of the workers with the right competencies, in the right place, doing the right job at the right time. The objectives of the iHRIS are to:

- *Improve timely availability of accurate and up to date HR data for policy, planning and management.*
- *Track the workforce as they move through the training/education and employment system*
- *Increase efficiency in the management and maintenance of Workforce data*
- *Strengthen coordination of trainings of workers, reduce on duplication, and improve equity.*
- *Quicken information flow and facilitate regular reporting on the workforce*

**iHRIS benefits** Ministry of Education and Sports (MoES), Ministry of Health (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 workers in different organizations to reduce on duplication and improve equity.

This is being **achieved through deployment of iHRIS** that is enabling 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 Manage** is a human resources management system that enables HR managers to collect , manage, and analyze data on HR about employees' history, bio-data, employment status, staffing levels, and where employees are deployed . Using the system, the HR

manager can create a hierarchy of positions for an organization based on standard titles, job classifications and job descriptions, even spread over diverse geographic locations, offices and facilities. The HR manager can then hire employees to fill each open position and maintain a searchable database of all employees, their skills and qualifications. The HR manager can track each employee's history with the organization, including their performance, training and salary history, and record the reason for departure when the employee leaves.

**iHRIS Qualify** is the system that capture and aggregate data on a cadre of health workers from the time they enter pre-service training through registration and licensure. It can also track deployments, issue licenses for private practices and out-migration. Thus, it provides a complete country-level picture of health workers, whether in training or employment in the public or private sector. The data captured by iHRIS Qualify can be used by policy-makers to determine: How many trained students pass the certification/ accreditation exam? Of the students who pass the exam, how many register to practice? and Are health professionals meeting their continuing education requirements.

**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

**iHRIS Plan** uses data from above iHRIS system as well as other sources of HR data to project workforce changes in the future based on known factors such as attrition and the number of trained health workers annually entering the workforce..

## 1.2 iHRIS Train Architecture, Data flow, and Use

iHRIS Train has two subcomponents – in-service training and pre-service training. The development of the HRIS Train In-service training subcomponent was primarily guided by the MoH in consultation with other stakeholders. It is hosted by the MoH, with links to professional councils, districts, key institutions, and programs providing in-service training.

The development of the HRIS Train pre-service subcomponent was guided by the MoES in consultation with other stakeholders. It is hosted by MoES with links to training institutions and examination boards.

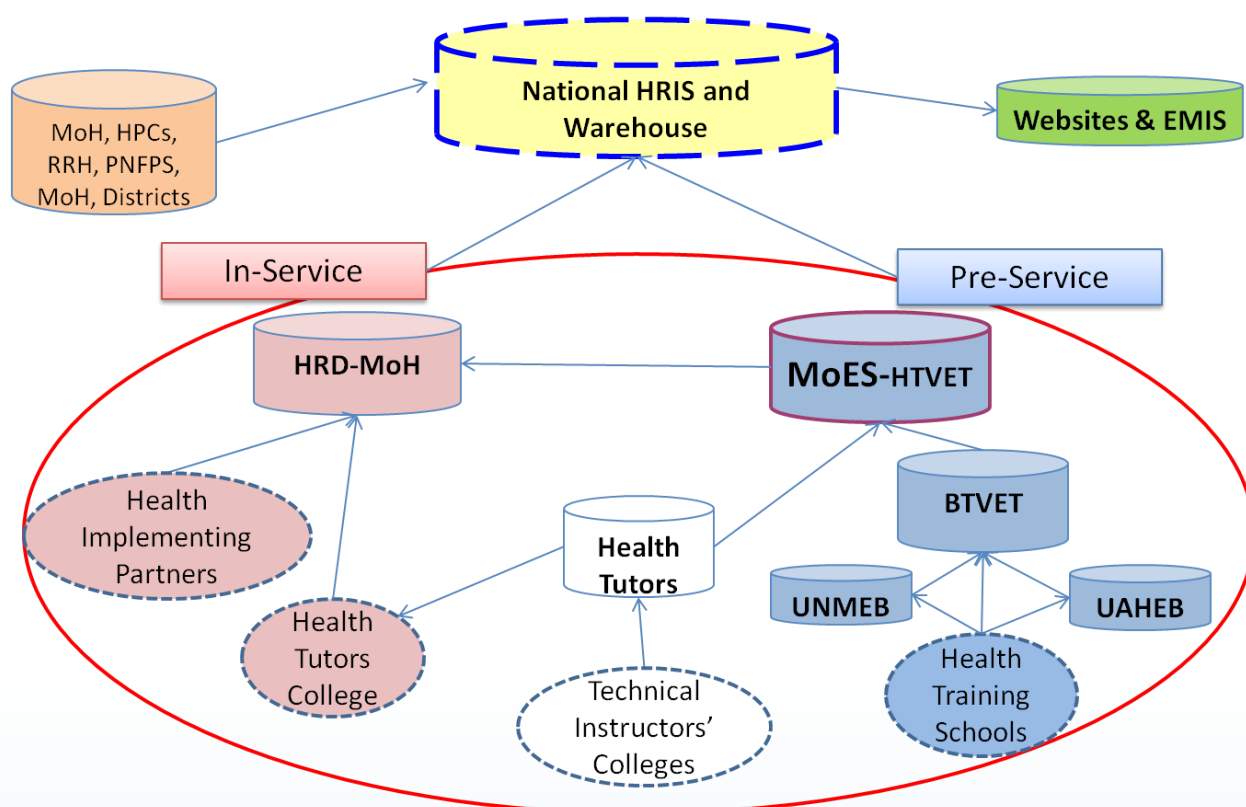
iHRIS Train was developed to respond to information needs in the management of training of health workers in Uganda, and focuses on:-

- Training courses: types, content, schedule, length of training, target group, and how conducted including methods used and contribution to continuous professional development (CPD)
- Organizations/institutions carrying out training, and training provided, sources of funding for training
- Management of training by organizations like MoES, MoH, HPCs, HMDC, 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

## iHRIS Train Flow



### 1.3 Accessing HRIS Train

HRIS Train is a database management system which can be accessed on LAN or Internet. The system is located on the ministry servers <http://hris.health.go.ug> and it is accessible by going to section of training, then selecting In-Service Training. For the pre-service, it is available at MoES

#### 1.1.1 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)



## Welcome

iHRIS Train is a human resources management tool that enables an organization to track and manage a comprehensive human resources strategy for In-service Trainings. While primarily intended for tracking health care worker trainings, iHRIS Train may be readily adapted to other types of workforces and trainings. iHRIS Train is a free, Open Source software solution developed by [The Capacity Project](#), an innovative global initiative to help developing countries build and sustain the health workforce.



### Please Log In

Enter your username and password.

Username:	Password:
<input type="text" value="iwadembere"/>	<input type="password" value="*****"/>
<a href="#">Forgot username or password?</a>	<input type="button" value="Login"/>

Enter username and password and click on login

*Note: If you do not have a user account, contact your System Administrator. To create accounts into the system see section Administer users.*

## 1.4 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

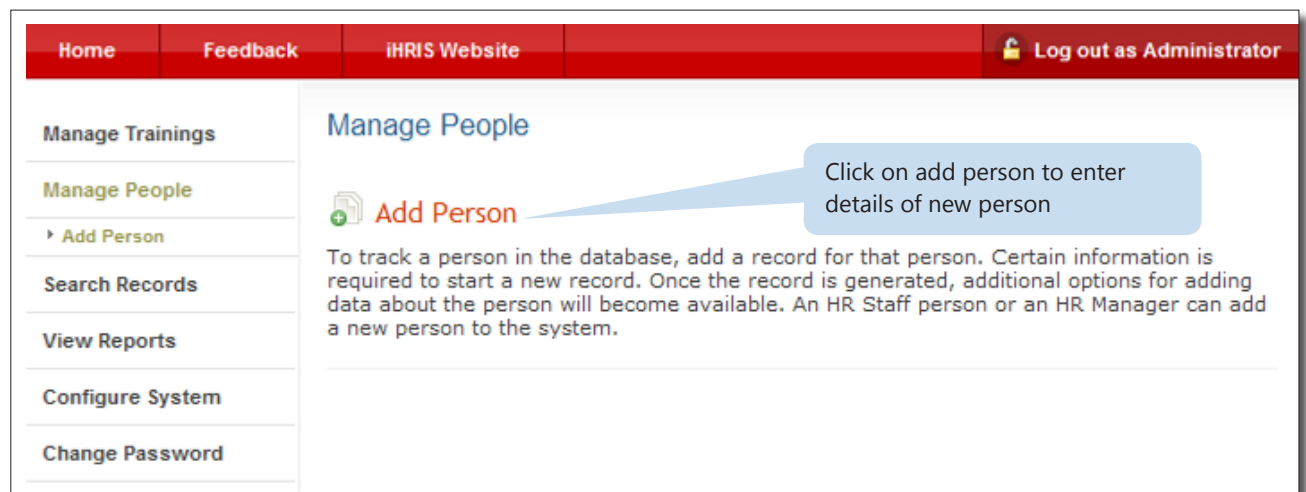
# 2

## Manage People

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

### 2.1 Add Person

To track a person in the database, add a record for that person by clicking the Add Person under manage people



You will get the input screen as below

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	

Click edit in case you want to modify data

[Edit](#) [Save](#)

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 Person: Wadembere, Ismail

**Individual Information**

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

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

Click on this to add education background

Click here to add passport photo of person

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.

## 2.2. 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

## 2.2.1 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  
/home/wadembere/Desktop/ismail.jpg

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

Passport Photo	
	

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

To make changes to information already saved, Click Update this information

# 3

## Manage Trainings and Trainings Providers

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

Click manage trainings to work with trainings and institutions

Click here find a training provider

### 3.1 Find Training Provider

To work specific Training Provider, click find training provider, to get figure below

Type the training provider's **name** in the appropriate field. Click **Search**, to get the details and incase the provider does not exist, proceed to add.



### 3.2 Add Training Provider

Clicking on Add a New Training Provider to get the figure below,

**Add/Update Training Provider**

**Training Provider Information**

<b>Name*</b> Kibuli Nursing Training School	<b>Telephone Number</b> 0413467900
<b>Training Provider Type*</b> Training Institution	<b>Alternate Telephone Number</b> 0702416364
<b>Code</b> 890	<b>Mailing Address</b> P. O. Box 2461 Kampala
<b>Ownership</b> PNFP	<b>Fax Number</b>
<b>Intake Capacity</b> 45	<b>Email Address</b> info@kibuli.co.ug
	<b>Primary Contact Person</b> Hakim Mutumba, Tel 0772111111

Click here to submit the entered details

**Confirm**

return (do not save changes)

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

### 3.3 Add Training

For each training provider, you have to add the different trainings 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:	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 offer by a training provider

It gives a window below

Administer Database: [ProviderTraining Information](#)

**ProviderTraining Information**

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

\* - Required Field

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

### 3.4 Schedule training

After adding the training click on View Provider

**ProviderTraining Information Information**

Edit This Information

- Update this Information
- Select another Provider Training
- View Provider

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																									
• <a href="#">Update this Information</a>	<table border="1"> <thead> <tr> <th colspan="2">Name</th> </tr> </thead> <tbody> <tr> <td>Name:</td> <td>Kibuli Nursing Training School</td> </tr> <tr> <td>Code:</td> <td></td> </tr> <tr> <td>Training Provider Type:</td> <td>Training Institution</td> </tr> <tr> <td>Ownership/Affiliation:</td> <td>PNFP</td> </tr> <tr> <td>Location:</td> <td>MAKINDYE DIVISION, KAMPALA, Central, Uganda</td> </tr> <tr> <td>Telephone Number:</td> <td>0413467900</td> </tr> <tr> <td>Alternate Telephone Number:</td> <td></td> </tr> <tr> <td>Mailing Address:</td> <td>Kibuli Hill</td> </tr> <tr> <td>Fax Number:</td> <td></td> </tr> <tr> <td>Email Address:</td> <td></td> </tr> <tr> <td>Primary Contact Person:</td> <td></td> </tr> </tbody> </table>	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:	
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](#)

To specify when the training will be taking place, 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**

<b>Provider Training</b> Kibuli Nursing Training School - Certificate in Comprehensive Nursing	<b>Location Details*</b> Kibuli Hill
<b>Start Date*</b> <input type="text" value="August 16, 2013"/>	<b>Upload Scanned Signed Student List</b> <input type="text"/> <input type="button" value="Browse..."/>
<b>End Date*</b> <input type="text" value="June 17, 2016"/>	

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

### 3.5 View Trainings

Click on **View All Trainings** to see all the trainings that training provider is offering

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

To view the trainings offered

Edit this Information											
• <a href="#">Update this Information</a>	<table border="1"> <thead> <tr> <th colspan="2">Scheduled Training Course</th> </tr> </thead> <tbody> <tr> <td>Start Date:</td> <td>21 October 2013</td> </tr> <tr> <td>End Date:</td> <td>31 October 2013</td> </tr> <tr> <td>Source of Funding:</td> <td>USAID</td> </tr> <tr> <td>Location Details:</td> <td>UCP Offices, Kololo</td> </tr> </tbody> </table>	Scheduled Training Course		Start Date:	21 October 2013	End Date:	31 October 2013	Source of Funding:	USAID	Location Details:	UCP Offices, Kololo
Scheduled Training Course											
Start Date:	21 October 2013										
End Date:	31 October 2013										
Source of Funding:	USAID										
Location Details:	UCP Offices, Kololo										
• <a href="#">View Scheduled Training Details</a>											

### 3.6 Add participants to training

To add participants/trainees to a specific training, Click of **View scheduled training details**

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

Training Provider Type: Training Institution

---

**Training Provider Information**

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

Edit This Information	Name	
• <a href="#">Update this Information</a>	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	
• <a href="#">Update this Information</a> • <a href="#">View Scheduled Training Details</a>	Start Date:	16 August 2013
	End Date:	17 June 2016
	Location Details:	Kibuli Hill

*Note: A blue callout bubble points to the 'View Scheduled Training Details' link in the table above, containing the text: 'Click here to view scheduled training details'*

Clicking on **View scheduled training details** gives figure below. Click on **Add Participants**

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	Scheduled Training	
• <a href="#">Update this Information</a> • <a href="#">Add Fee</a>	Provider Training:	Kibuli Nursing Training School - Certificate in Comprehensive Nursing
	Start Date:	16 August 2013
	End Date:	17 June 2016
	Location Details:	Kibuli Hill

*Note: A blue callout bubble points to the 'Add Participants' link in the table above, containing the text: 'Click here to add participants to training'*

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
<a href="#">Remove Participant</a>	1	<a href="#">Ismail</a>	<a href="#">Wadembere</a>	Male				Uganda
<a href="#">Add Participant</a>	2	<a href="#">Angelica</a>	<a href="#">Kiwummulo</a>	Female				Uganda
<a href="#">Add Participant</a>	3	<a href="#">Peter</a>	<a href="#">Anyumiza</a>	Male				Uganda
<a href="#">Remove Participant</a>	4	<a href="#">Hassan</a>	<a href="#">Ntege</a>					Uganda
<a href="#">Add Participant</a>	5	<a href="#">Paul</a>	<a href="#">Ouma</a>	Male				Uganda
<a href="#">Remove Participant</a>	6	<a href="#">Naim</a>	<a href="#">Mugumbu</a>	Male				Uganda

Choose options to limit results  Save as default view

Gender:

First Name:

Nationality:

Surname:

On the left of each participant's record, click **Add Participant**. When a participant is added, it turns the color to green and the word changes remove participants. To remove a participants from a training click **remove participant**.

### 3.7 To Add fees

The below the system indicate those who will be attending the training and provision to add fees as below.

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

**Scheduled Training Details**

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

[Edit This Information](#)

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

**Scheduled Training Fees**

[Hide](#)

**Participant Details**

[Hide](#)

<a href="#">Edit This Information</a>	First Name	Surname	Comments
<a href="#">Update this Information</a>	<a href="#">Naim</a>	<a href="#">Mugumbu</a>	
<a href="#">Update this Information</a>	<a href="#">Hassan</a>	<a href="#">Ntege</a>	
<a href="#">Update this Information</a>	<a href="#">Ismail</a>	<a href="#">Wadembere</a>	

Click on **add fees** to get

**Add/Update Fee Information**

Kibuli Nursing Training School - Certificate in Comprehensive Nursing

**Edit Fee**

<b>Fee*</b>	<b>Amount*</b>
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](#)

<b>Scheduled Training</b>	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](#)

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

**Participant Details**

[Hide](#)

<b>Edit This Information</b>	First Name	Surname	Comments
<a href="#">Update this Information</a>	<a href="#">Naim</a>	<a href="#">Mugumbu</a>	
<a href="#">Update this Information</a>	<a href="#">Hassan</a>	<a href="#">Ntege</a>	
<a href="#">Update this Information</a>	<a href="#">Ismail</a>	<a href="#">Wadembere</a>	

### 3.8 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](#)

**Passport Photo**



**Edit This Information**

- [Update 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

Clicking on **add training course** gives the screen below to enter the training details

**Add/Update Scheduled Trainings**

Wadembere, Ismail

**New Scheduled Training Course**

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

\* - Required Field

### 3.9 Adding Many Participants to Training from Spread Sheet

To add many participants onto a scheduled training at go, you format the list into a spread sheet like excel. The order of the fields in the spread sheet are as follows (you can use the standard available template):

Surname	Firstname	Gender	Position	Facility Name	Home District	Registration Number	Registration Council	Tel	Email
Odu	Bernard Dr.	M	Hospital Director	Arua RRH				772487859	aruarefhosp@yahoo.com
Olaro	Charles Dr.	M	Hospital Director	FortPortal RRH				772516363	olarocharles@gmail.com
Onyachi	N.W Dr.	M	Hospital Director	Gulu RRH				772433809	onyachinathan@yahoo.com
Mulwangi	Francis Dr.	M	Hospital Director	Hoima RRH				772644660	fmulwanyi@gmail.com
NAMBATYA	Grace Dr.	F	Director	Ministry of Health				772867510	gnkyeyune@yahoo.com
Anyama	Philip Dr.	M	Hospital Director	Moroto RRH					anyamaphilip@yahoo.com
Semakula	John Baptist	M	Assistant Commiss	Mulago RRH				772891500	jbsmakula2009@hotmail.com
Batibwe	Emmanuel	M	Hospital Director	Soroti RRH				772513901	sorotihosp@yahoo.com
Arinaitwe	Moses	M	Advisor	UHSSP - MoH					arinaitwem@yahoo.com

Save the list with file type "csv". Go to HRIS, search and view scheduled training as explained before. Note: the positions and facility name should have been added to the system via administer database. Click on Upload Participants as shown below.

Training Provider: [Uganda Capacity Program \(UCP\) / USAID](#)

View Scheduled Training Courses: [Uganda Capacity Program \(UCP\) / USAID - Human Resource Information System \(HRIS\)](#)

Click upload participants

---

**Scheduled Training Details**

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

Edit This Information

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

**Scheduled Training**

Provider Training: **Uganda Capacity Program (UCP) / USAID - Human Resource Information System (HRIS)**

Start Date: **19 November 2013**

End Date: **28 November 2013**

Source of Funding: **USAID**

Location Details: **UCP Offices, Kololo**

It gives the window below, and clicks Browse to select the saved CSV file, upload, and click save

Scheduled Training Courses: [Uganda Capacity Program \(UCP\) / USAID - Human Resource Information System \(HRIS\)](#)

**Upload Participant List**

Select CSV file to upload \*

No file selected.

Has Headers?

This file has headers.

Browse to your computer to pick the CSV file

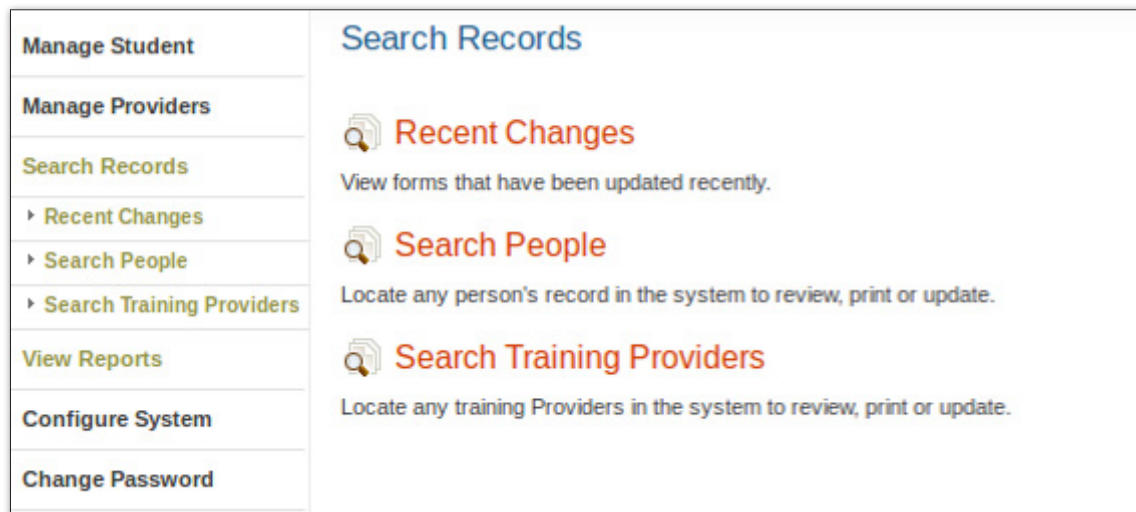


# 4

## Search Records

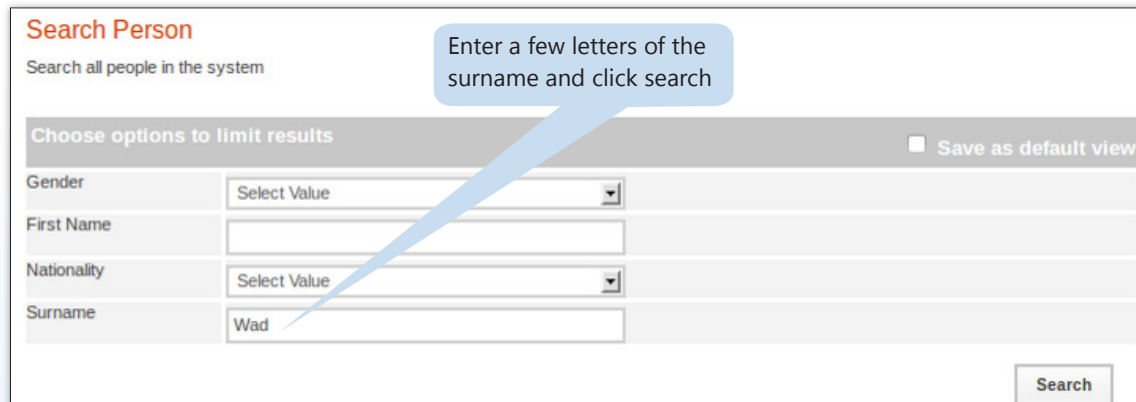
After entering an employee or position in the system, the record may be reviewed at any time.

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



### 4.1 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	<a href="#">Ismail</a>	<a href="#">Wadembere</a>	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.

## 4.2 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	<a href="#">Kibuli Nursing Training School</a>	Training Institution	Certificate in Comprehensive Nursing	Kibuli Nursing Training School - Certificate in Comprehensive Nursing
2	<a href="#">Kibuli Medical lab. training school</a>	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.

#	Name	Training Provider Type	Training	Training Instance
1	<a href="#">Alice Anume school of nursing</a>	Training Institution		
2	<a href="#">Anja Lab School</a>	Training Institution		
3	<a href="#">Anja school Of comprehensive nursing</a>	Training Institution	Certificate in Comprehensive Nursing	
4	<a href="#">Busoga university school of nursing</a>	Training Institution		
5	<a href="#">Butabika school of psychiatric nursing</a>	Training Institution	Diploma in mental health nursing	
6	<a href="#">Butabika School of Ophthalmic Clinical Medicine</a>	Training Institution		
7	<a href="#">Butabika School of Psychiatry Clinical Medicine</a>	Training Institution		
8	<a href="#">Chemequip Ishaka School of Laboratory Techniques</a>	Training Institution		



When you click the training provider name, the institution details are displayed including location, contacts, ownership, 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"> <li><a href="#">Update this Information</a></li> </ul>	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 to update the information

---

**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"> <li><a href="#">Update this Information</a></li> <li><a href="#">View Scheduled Training Details</a></li> </ul>	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"> <li><a href="#">Update this Information</a></li> <li><a href="#">View Scheduled Training</a></li> </ul>	Start Date:	22 August 2014
	End Date:	30 June 2016

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

# 5

## Reports

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

- **Current Trainees:** Shows the students undergoing training in the different institutions with their photos for easy identification.
- **Former Trainees:** 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 trainees who attended certain training in different institutions.
- **Scheduled/on-going Training Courses:** It is a list of Scheduled and On-Going Training Courses in the different institutions
- **Pipeline:** This column graph displays the total numbers of trainees 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 as below

### Reports

#### • Person

- [Current Trainees](#) -- A list of students currently still under training
- [Former Trainees](#) -- Shows a list of former students
- [Future Trainees](#) -- Enrolled Students in Up-Coming Courses

#### • Trainings

- [Cadre Output](#) -- Shows student output per cadre
- [outputline](#) -- Shows the numbers of students that have/ are current attending a particular course
- [Training Institutions](#) -- A list of all training Institutions

#### • 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

#### • Search

- [Search Person](#) -- Search all people in the system
- [Search Training Provider](#) -- Search all training Providers in the system

#### • Staff Reports

- [Staff Trainings](#) -- Shows staff and all their trainings
- [Trained Per Job](#) -- Shows Staff trained per Job
- [Trained Per Council](#) -- Shows staff trained per particular council
- [Trained Totals Per Provider](#) -- Shows total trainees per training provider
- [Staff Trained](#) -- Shows Unique staff trained

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

## 5.1 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	<a href="#">Diploma in comprehensive nursing</a>	<a href="#">Institute of health sciences Jinja</a>	26 August 2011	27 June 2014	1
2	<a href="#">Bachelor of science in nursing</a>	<a href="#">Makerere Univeristy</a>	18 August 2012	19 June 2015	1
3	<a href="#">Post-Graduate Diploma in Medical Education</a>	<a href="#">Mulago Health Tutor's College</a>	24 August 2012	21 June 2013	1
4	<a href="#">Certificate in Comprehensive Nursing</a>	<a href="#">Kibuli Nursing Training School</a>	16 August 2013	17 June 2016	0
5	<a href="#">Diploma in Nursing</a>	<a href="#">Kibuli Nursing Training School</a>	16 August 2013	17 June 2016	2
6	<a href="#">Certificate in Comprehensive Nursing</a>	<a href="#">Kibuli Nursing Training School</a>	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

Click to update the information

---

Training Course Start Date Between

Training Course Start Date After

Training Course Start Date Before

Training

Training Institution

**Apply Limits**

Click to create a graph of the report

Click to get PDF copy of report

Click export to get spread copy of 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 figure on the next page

**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 Uganda	26 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 Tutor's College	24 August 2012	21 June 2013	3
4	Certificate in Comprehensive Nursing	Kibuka 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 as below, 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

## 5.2 Graphical Report Formats

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

Note: The chart function is appropriate for reports with 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 Course Start Date	Training Course End Date	Participants (Sum)
1	Diploma in comprehensive	Institute of health	26 August 2013	27 June 2014	1
2	Bach			2015	2
3				2013	3
4	Cer			2016	0
5				2016	2
6	Cer			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

Click on chart again to generate it

Selection the chart type and display field

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**

### 5.3 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.

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.*

#### 5.3.1 Create a new report

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



Republic of Uganda  
HRH Training Information System

Home Feedback iHRIS Website Log out as Administrator

Manage Trainings

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
- User Statistics

Change Password

### Configure System

**Administer Database**  
Administer positions and create and update dropdown menus.

**Configure Modules**  
Enable and disable the various modules for the system.

**Manage Reports**  
Manage the standard reports available to users and create new custom reports.

- [Form Relationships](#)  
Define how forms are related for use in reports.
- [Reports](#)  
Define reports based on previously defined relationships. You can choose which fields are available to each report and what fields can be used to limit the report.
- [Report Views](#)  
Define report views based on previously defined reports. You can choose which fields to display and also define a default view that display a chart or limited results when a user access the report view.

**Browse Magic Data**  
Browse the configuration data used by the sytem.

Click configure system

Click report views

Clicking on **report Views**, gives the window below after scrolling to the bottom

- [Trained Totals Per Provider](#) -- Shows total trainees per training provider  
[Edit](#), [Archive Report](#)
- [Staff Trained](#) -- Shows Unique staff trained  
[Edit](#), [Archive Report](#)

Create a new view for a report:

**Name of View:**  
Past training for USIAD IPs

**Description:**  
Shows past training carried out by USAID implementing partners

**Report:**  
Past Trainings

**Update**

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

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**

The screenshot shows a menu with the following items:

- [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 positio  
[Edit](#), [Archive Report](#)
- **Other Staff Reports**
  - [Registration and Licensure status](#) -- The Status of current staff's registration and license

A pop-up box is overlaid on the right side of the menu, containing the text: "Information: Successfully Updated Values" and a "Close" button. A blue callout bubble points to the pop-up with the text: "This is a pop up screen".

### 5.3.2 Edit an existing or created report

**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.

The screenshot shows a sidebar menu on the left and a main content area on the right. The sidebar menu includes:

- Manage Trainings
- Manage People
- Search Records
- View Reports
- Configure System
  - Administer Database
  - Configure Modules

The main content area is titled "Reports By Category" and contains the following items:

- **Person**
  - [Current Trainees](#) -- A list of students currently still under training  
[Edit](#), [Archive Report](#)
  - [Former Trainees](#) -- Shows a list of former students  
[Edit](#), [Archive Report](#)
  - [Future Trainees](#) -- Enrolled Students in Up-Coming Courses  
[Edit](#), [Archive Report](#)
- **Trainings**
  - [Cadre Output](#) -- Shows student output per cadre  
[Edit](#), [Archive Report](#)
  - [outputline](#) -- Shows the numbers of students that have/ are current attending a particular course

A blue callout bubble points to the "Edit" link under "Former Trainees" with the text: "Click Edit".

This gives the window below,

**Report View**

[View Past Trainings](#)

This report view is based on the report [Past Trainings](#)

[Clear Default Display](#)

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.

**Disable:** Disable this report from non-administrative users.

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

**Related Views**

1365424203  
Staff Trainings  
Trained Per Job  
Trained Per Council  
Trained Totals Per Provider  
Staff Trained  
Cadre Output  
outputline  
Current Trainees  
Former Trainees

**Reported Fields**

**Training** Choose a method to collect (aggregate) this data:  
 Enabled: Check to enable this field in the report view

**Training Provider** Choose a method to collect (aggregate) this data:  
 Enabled: Check to enable this field

Check box to add a field onto the report

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

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



# 6

## 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 shows the 'Administer Database' page of the HRH Training Information System for the Republic of Uganda. The page features a navigation menu on the left with options like 'Manage Trainings', 'Manage People', 'Search Records', 'View Reports', 'Configure System', and 'Change Password'. The main content area is titled 'Administer Database' and has four tabs: '1. Trainings', '2. Jobs/Post', '3. Lists', and 'Other Lists'. The '3. Lists' tab is active, displaying a list of categories for creating or managing lists:

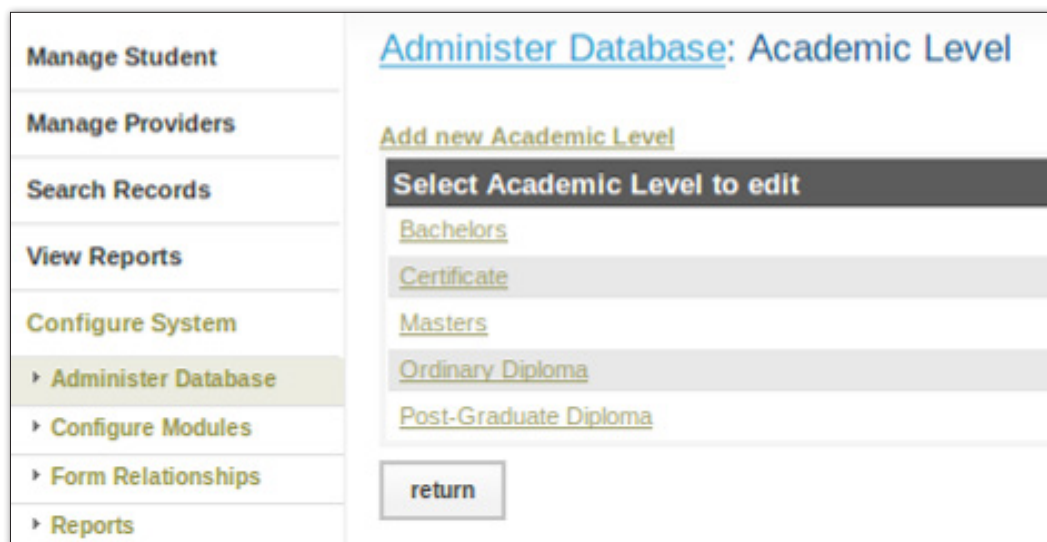
- 1. Person Lists**
  - [Marital Status](#)
- 2. Academic Lists**
  - [Academic Level](#)
  - [Identification Type](#)
  - [Qualification](#)
- 3. Organization Lists**
  - [Facility Ownership/Affiliation](#)
  - [Facility Type](#)
  - [Health Facility](#)
  - [Registration Councils](#)
- 4. Geographic Information**
  - [Country](#)
  - [Currency](#)
  - [District](#)
  - [Region](#)
  - [Sub-County](#)

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

## 6.1 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.



**Administer Database: Academic Level**

[Add new Academic Level](#)

Select Academic Level to edit

- [Bachelors](#)
- [Certificate](#)
- [Masters](#)
- [Ordinary Diploma](#)
- [Post-Graduate Diploma](#)

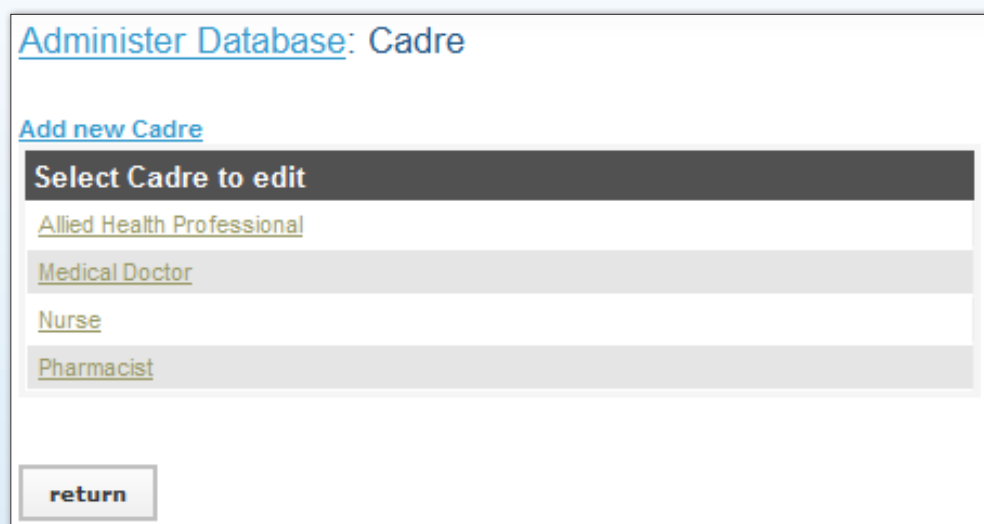
[return](#)

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

## 6.2 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



**Administer Database: Cadre**

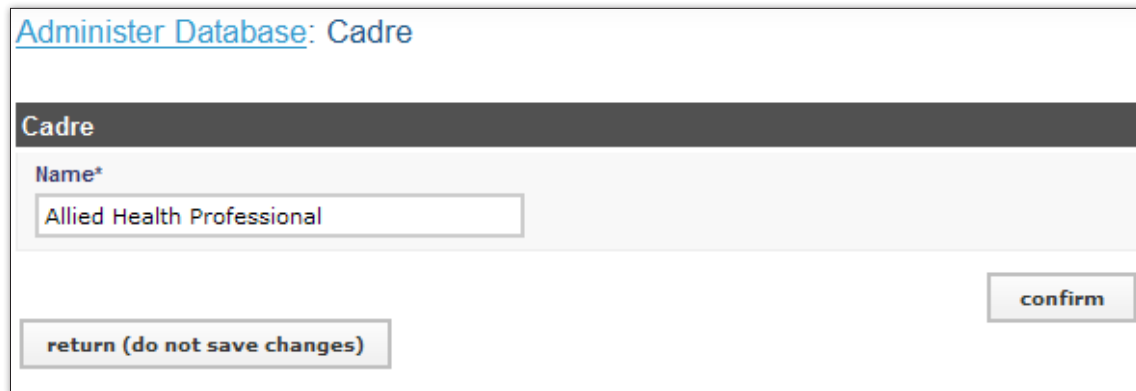
[Add new Cadre](#)

Select Cadre to edit

- [Allied Health Professional](#)
- [Medical Doctor](#)
- [Nurse](#)
- [Pharmacist](#)

[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.



**Administer Database: Cadre**

**Cadre**

Name\*

Allied Health Professional

confirm

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 below.*



**Administer Database**

1. Trainings 2. Jobs/Post 3. Lists

**1. Trainings**

**1. Training Information**

- [Assign Provider Trainings](#)
- [Exam Paper](#)
- [Fee Type](#)
- [Funder](#)
- [Training Classification](#)
- [Training Courses](#)
- [Training Provider Type](#)
- [Training Type](#)

**Administer Database**

1. Trainings 2. Jobs/Post 3. Lists

**2. Jobs/Post**

**Create Job Structure**

- [Cadres](#)
- [Job Classifications](#)
- [Jobs](#)

**Administer Database**

1. Trainings 2. Jobs/Post 3. Lists Other Lists

**Other Lists**

- [Entry Change Type](#)
- [Ownership](#)
- [Religion](#)
- [Tribe](#)

# 7

## Administering Users

### 7.1 User Roles

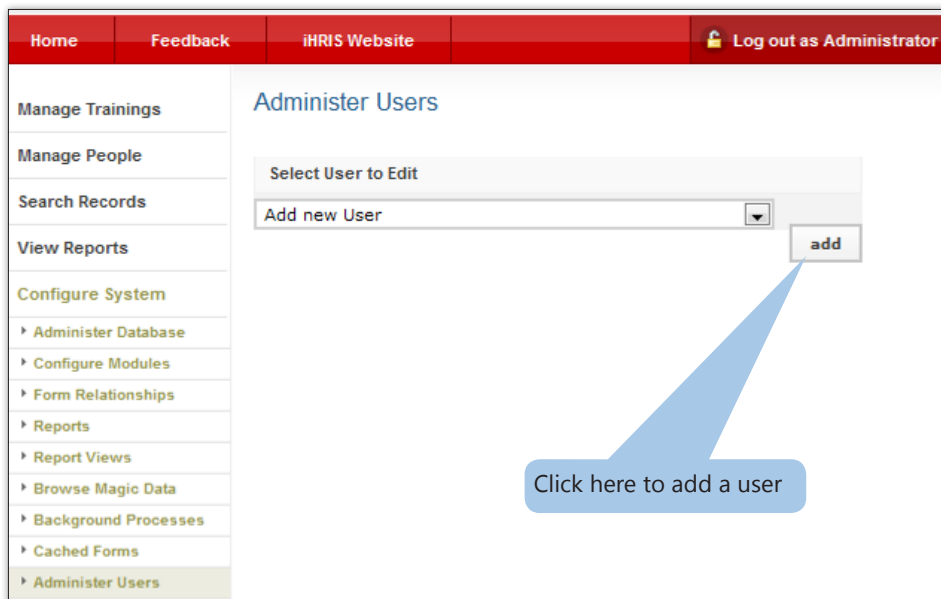
There are several types of users for the system with different privileges and access.

- a. Open access:** The public can access the different training provided by training institutions and scheduled trainings available by visiting the HRIS website. 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. Executive:** Are able to view and search for any information from the system but not to change. The main task being provision of guidance on who should be trained, the training content, and training venue and timing. They comprise of MoES, MoH, district, or hospital leaders who are in charge of HR management or supervision. They include 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 HPCs staff who support and modulate CPD and the training institutions..
- d. Training Provider:** This encompasses anyone who may be giving, organizing or funding trainings e.g. donor, partner, training institution. They are able to add instances of trainings, schedule trainings, add participants to trainings, and log evaluations for the participants and trainings.
- e. Training Manager:** They access anything in the system – duties in addition to all the above include maintaining list of providers, trainings, customizing reports, competencies and facilities.
- f. System Administrator:** The administrator manages the entire system

### 7.2 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.

Enter a **Password** for the user. 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.

### 7.2.1 Self Service

A self-service account can be created for each person 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

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

### 7.2.2 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.

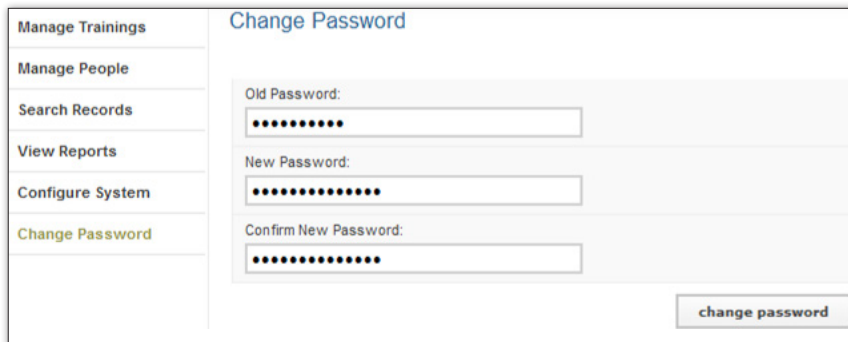
#### Administer Users

Update the user account (change *passwords*, *account type*, or *disabled account*)

### 7.2.3 Change Your Password

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

Clicking on change password, you get figure below



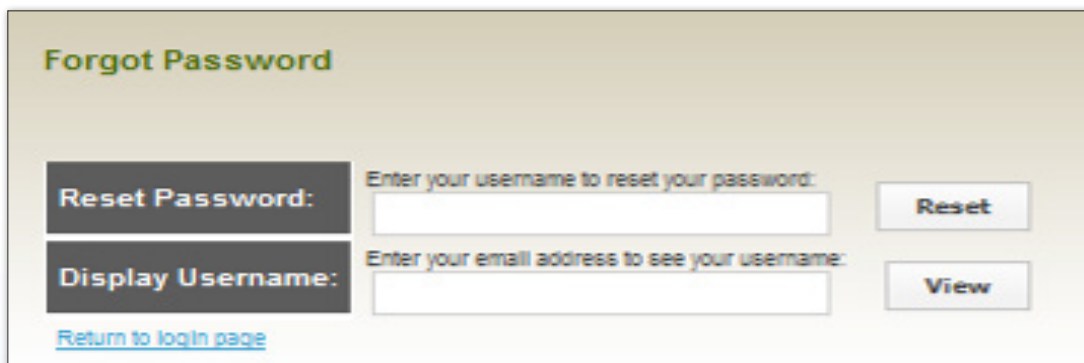
Enter your **Old Password** (current password). Enter the desired **New Password**. Re-enter the new password under **Confirm New Password** to confirm it. Click **Change Password**. This will reset to the new password.

### 7.2.4 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

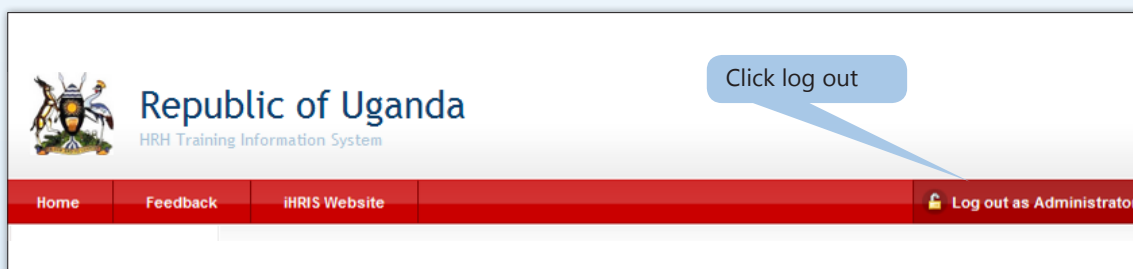
To recover your username, enter your **Email Address** in the box next to "Display Username" and click the View button. The system will display your username.

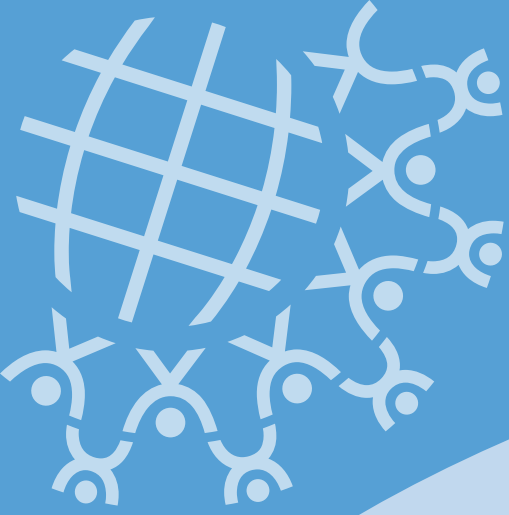


Click the link to **Return to login page** and log in as normal

### 7.3 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).





# HRIS Train User's Manual



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