



iHRIS Train Import

The **integrated Human Resource Information System (iHRIS)** is a computerized Human Resources management tool consisting of electronic databases for storing, reporting, and analysing data from the time professionals enter pre-service training to when they leave the workforce to ensure timely availability of accurate information for policy, planning and management. *iHRIS Plan* is designed to support the key HRH functions of planning; *iHRIS Train* to support pre and in-service training; *iHRIS Qualify* for regulation of registration and licensure; *iHRIS Manage* for management and *iHRIS Retain* for retention of the health workforce.

The steps to import/ upload trainees' details into iHRIS Train

1. Opening the template

- Obtain the import template from trainers or contacts below
- Double click on the template to open it. Or Right click on the file and select open with excel.
- Begin to fill the details of each record in the template.

2. Filling in the template

- **NIN**– Type in the trainee's National Insurance Number. This should be 14 characters long, with no spaces.
- **Surname**– Type in the trainee's last name, with no spaces. Please take extra care to achieve correct spelling. Note: This is a mandatory field and upload will not be accepted without data here.
- **First name**– Type in the trainee's first name, with no spaces. Please take extra care to achieve correct spelling. Note: This is a mandatory field and upload will not be accepted without data here.
- **Gender**– Place "M" for male and "F" for female
- **Home District** – Please select the trainee's home district (i.e. where they live) from the dropdown list in the cell. Note: This is a mandatory field and upload will not be accepted without data here.
- **Position**– Please select the trainee's Position from the dropdown list in the cell. Note: This is a mandatory field and upload will not be accepted without data here.
- **Facility Name** – Please select the trainee's current Facility from the dropdown list in the cell. Note: This is a mandatory field and upload will not be accepted without data here.
- **Work District**– Please select the trainee's work district (i.e. the district their facility is in.) from the dropdown list in the cell. Please ensure this district matches to the facility in the previous column.
- **Tel** – Please type in the trainee's telephone number.
- **Email** – Please type in the trainee's email address, if they have one.

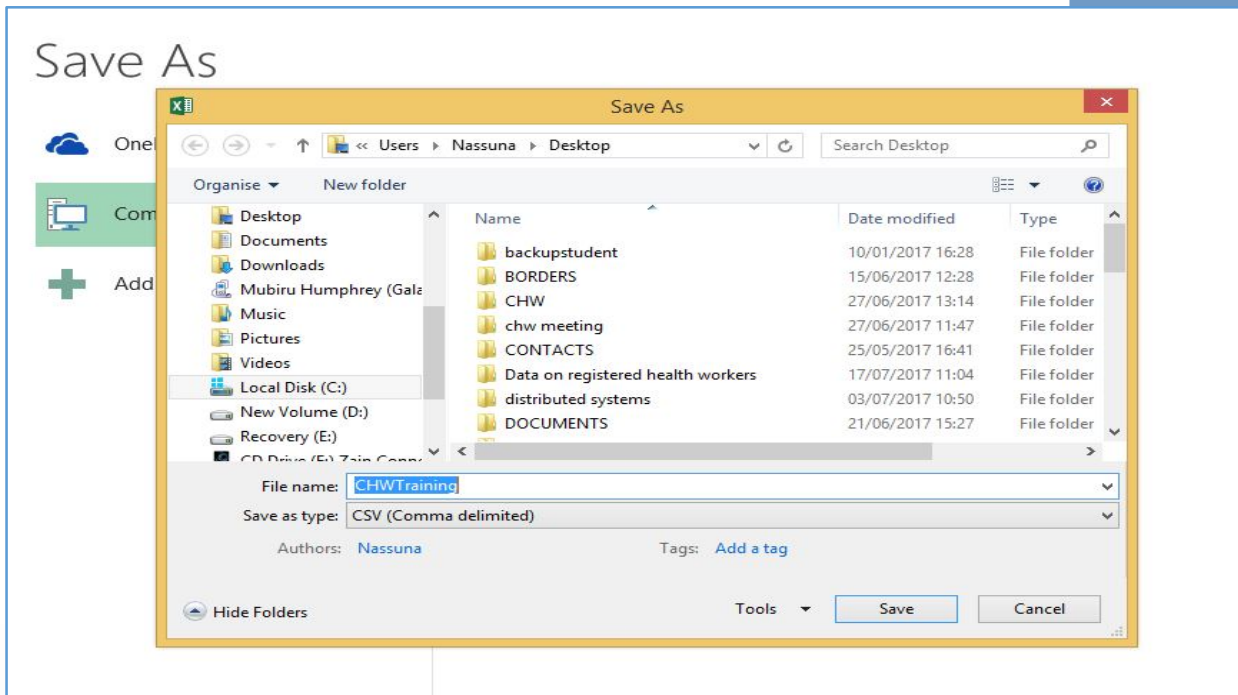
iHRIS Train captures analyses data on training programs and trainees including the entry, pipelin and graduation details by program area; and information on training institutions for both in-service and pre-service training. It helps to track progress on curriculum implementation, performance of students, 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





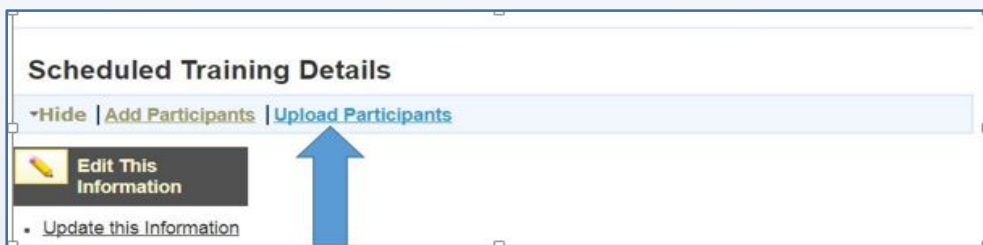
3. Converting to csv

- Click on File then click on Save As.
- Save the file with a preferred name and select CSV (Comma delimited).
- Save the file in a different location so that you can remain with the original template in excel.



4. Uploading the csv to iHRIS Train

- Login into the in-service training database at <http://hris.health.go.ug/>
- Search for the training provider you intend to add participants to in HRIS Train.
- Schedule a new training.
- Click on view Scheduled Training details.
- Click on upload participants and browse to the csv you saved. Confirm and save to see the list of the participants added.



Contact: Toll free telephone: 0800100066, email: info@health.go.ug

