

INSTRUCTION MANUAL HEALTH PROMOTION APP- DASHBOARD



Version 1.0

Family Health & Nutrition Communication Unit

Health Promotion Bureau

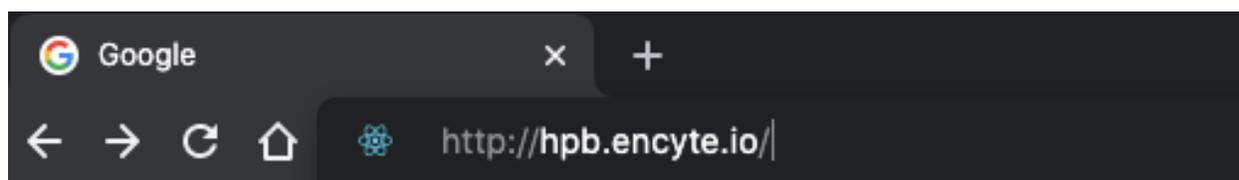
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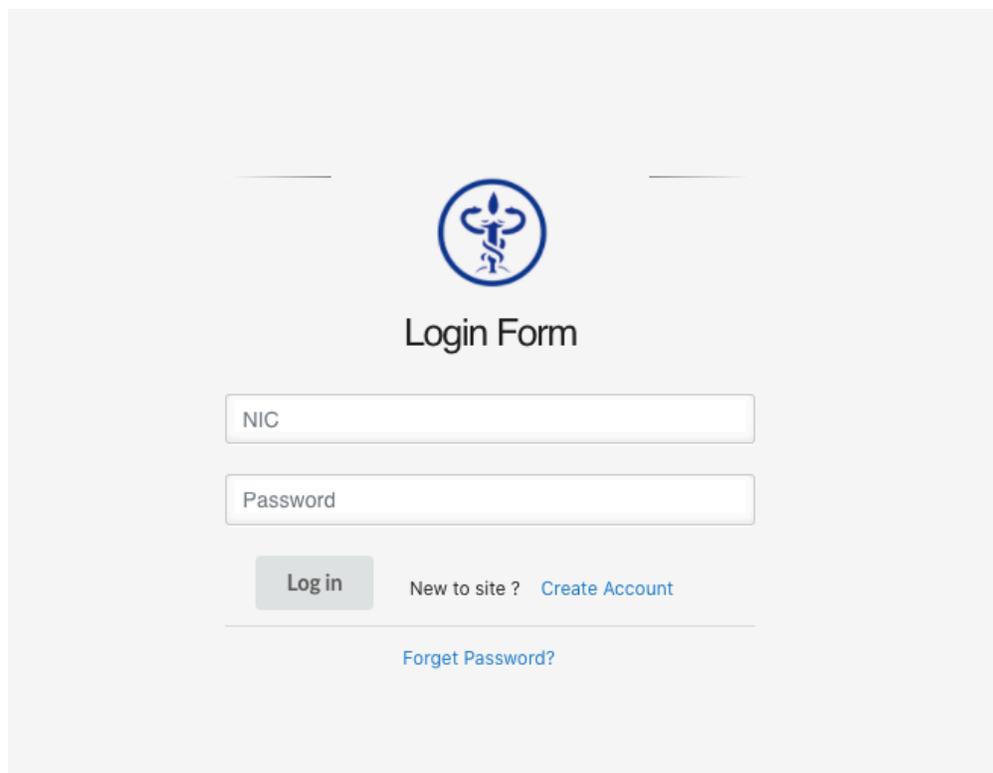
1 How to Login into the Dashboard of the Health Promotion App?

1.1 Login into an existing account using provided password

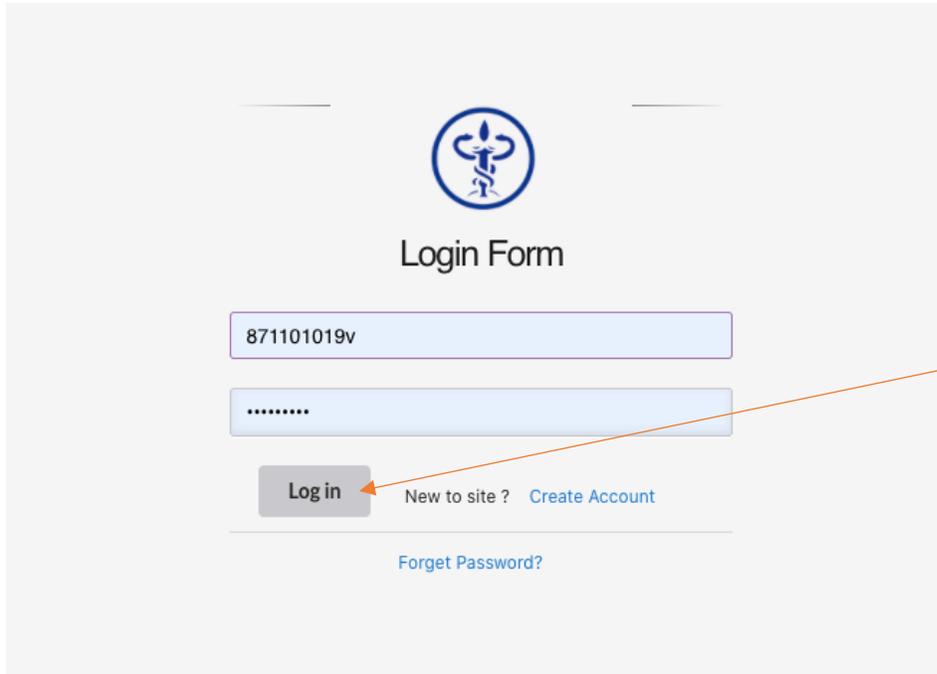
Step 1: Type, <http://hpb.encyte.io> in the address bar in your web browser. (We recommend Chrome browser for a better user experience).



Then press “Enter” key in your keyboard. You will be directed to the login page.

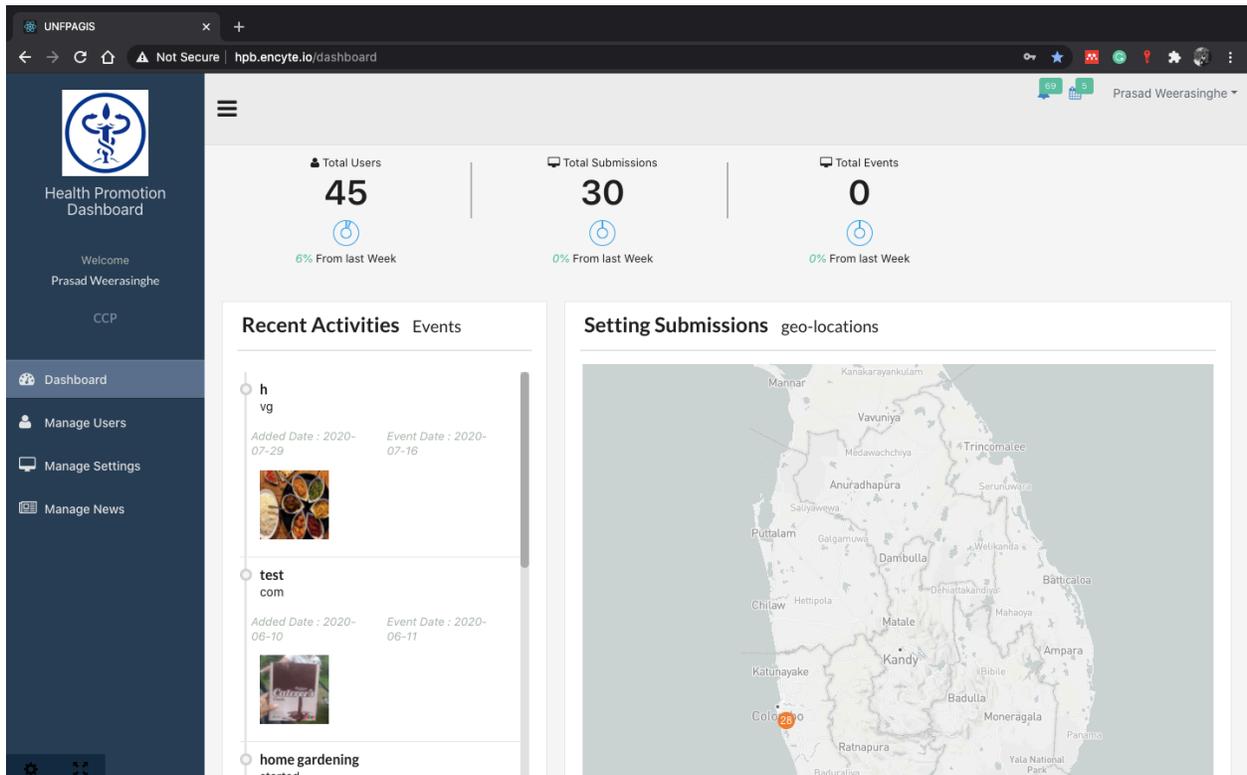
A screenshot of the login page for the Health Promotion App. At the top center is a blue circular logo featuring a caduceus. Below the logo is the text 'Login Form'. There are two input fields: one labeled 'NIC' and one labeled 'Password'. Below these fields is a 'Log in' button. To the right of the button are links for 'New to site ? Create Account' and 'Forget Password?'.

Step 2: Enter your National Identity Card Number (NIC) and the password provided by the system administrator (during pre-registration) here.



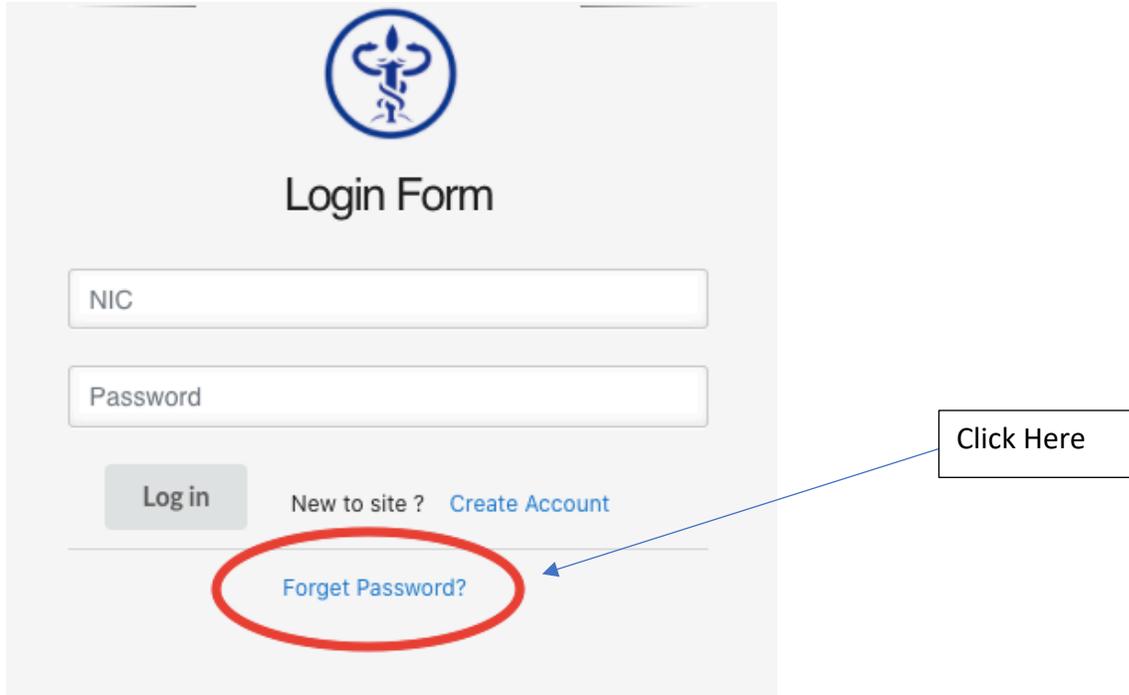
Press 'Enter' key in the keyboard or click here after inserting NIC and the password provided.

Then You will be directed to the Health Promotion App – Dashboard.



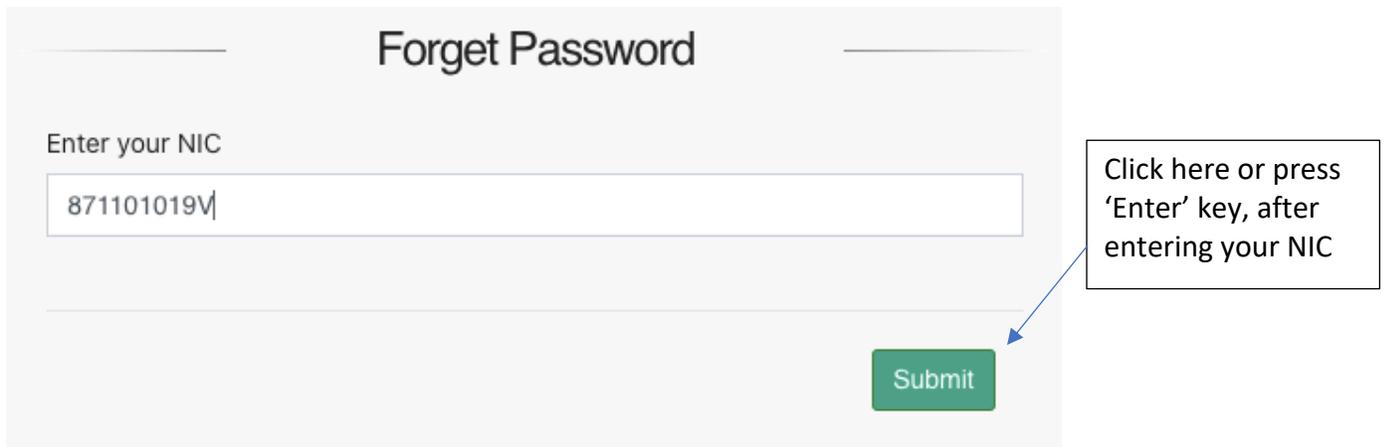
1.2 What to do if you have forgotten the password provided?

Step 1: Click on the “Forgot Password?” option in the login page.



The screenshot shows a login form with a medical logo at the top. Below the logo is the title "Login Form". There are two input fields: "NIC" and "Password". Below these fields is a "Log in" button. To the right of the "Log in" button is the text "New to site ? [Create Account](#)". Below this text is a link "Forgot Password?" which is circled in red. A blue arrow points from a callout box labeled "Click Here" to the "Forgot Password?" link.

Step 2: Enter your NIC in the next dialog box and click on ‘submit’.



The screenshot shows a dialog box titled "Forget Password". It contains the text "Enter your NIC" above a text input field. The input field contains the text "871101019V". Below the input field is a green "Submit" button. A blue arrow points from a callout box labeled "Click here or press 'Enter' key, after entering your NIC" to the "Submit" button.

Step 3: Check your email (provided during pre-registration) to get the 'passcode'.



PASSWORD RESET

Hello Prasad Weerasinghe

A request has been received to change the password for your Health Promotion portal account.

6261

If you did not initiate this request, please contact us immediately at admin@hpb.lk.

Thank You

HPB Team

Step 4: Enter received Passcode in the dialog box and submit.

Forget Password

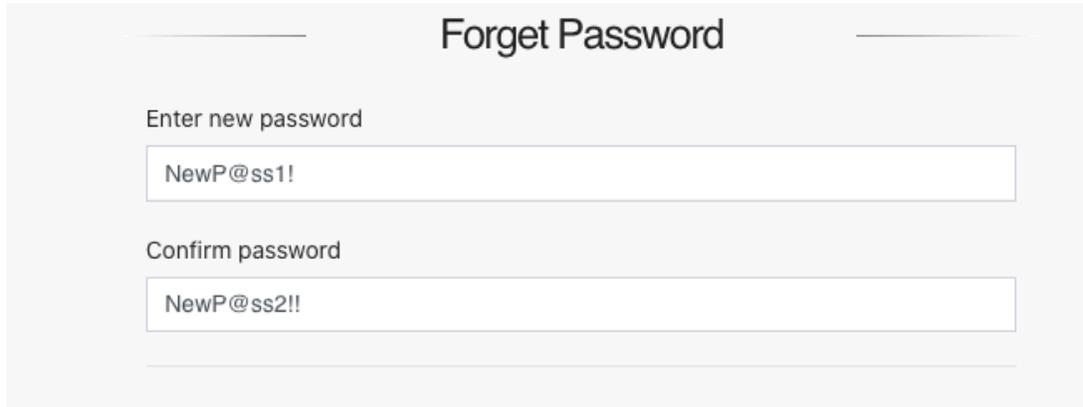
Check the Mailbox
Check your Mailbox and enter here your passcode that you recieved.

Enter the Passcode

Click here or press 'Enter' key, after entering your passcode



Step 5: Enter your new password and Submit.



Forget Password

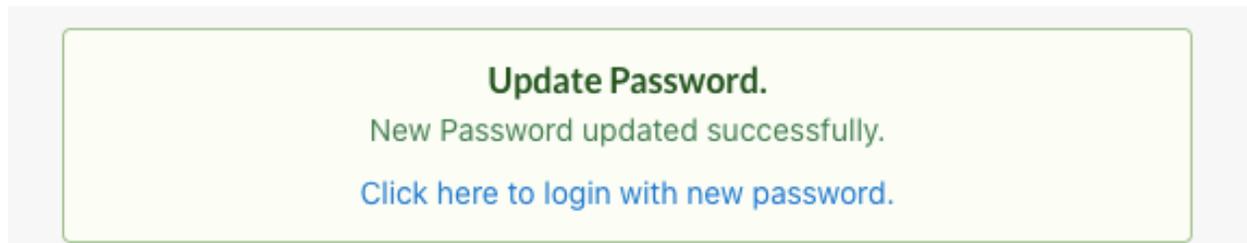
Enter new password

NewP@ss1!

Confirm password

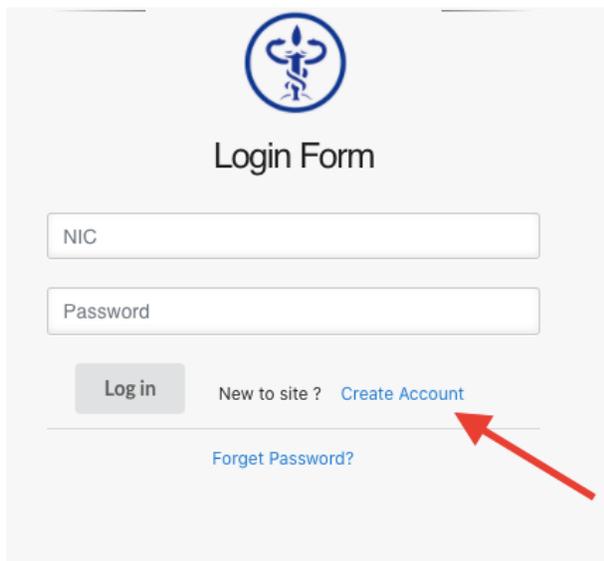
NewP@ss2!!

Step 6: Enter your new password and log in as usual.



1.3 How to register for mobile application using the web interface?

Step 1: Click on the 'Create Account' option in the logging screen.



Login Form

NIC

Password

Log in

New to site ? [Create Account](#)

[Forget Password?](#)

Step 2: Fill the form and submit to get registered. Log in to the mobile app using this account.

Create Account

Full Name

Telephone

Gender

Male

Female

NIC

Email

Password

Confirm Password

Select Province

Select District

Select MOH Area

Select Division

Submit

Already a member ? [Log in](#)

** This is not for registration of the higher-level users who have access to the [Health Promotion App Dashboard](#).

***All the Higher-level user accounts need to be created by a System Admin.

1.4 Logging out

Click on your 'Profile Name' on the right upper corner.



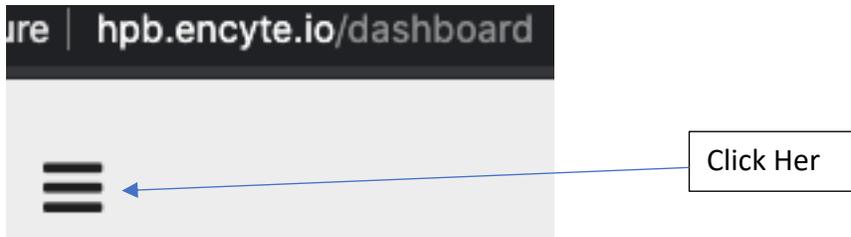
Then click on the 'logout' option.



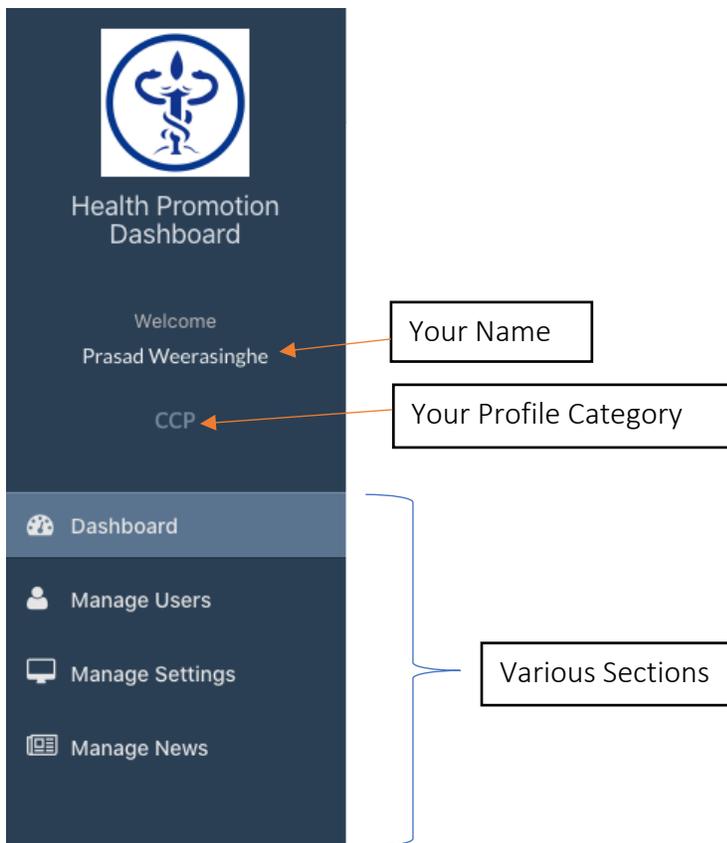
2 Dashboard

2.1 Sections Panel

After login you will be in the 'Dashboard' tab by default. To see other sections of the web interface click on the following icon (left upper corner).



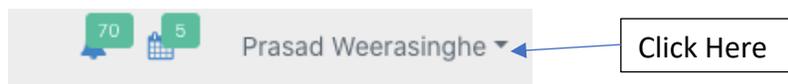
Then you will see the hidden 'sections panel' with highlighted 'dashboard' section.



Let's discuss each and every area of this 'Dashboard' section now.

2.2 Your Profile

You can edit some of your profile details. First click on your profile name on right upper corner of the interface.



Then Click on the 'profile' option in the drop-down menu.



Now you can see your user profile. Only some of the details are editable .

 A screenshot of a 'User Profile' form. The form has a title 'User Profile' at the top. It contains several input fields and dropdown menus:

- Name:** A text input field containing 'Prasad Weerasinghe'.
- Telephone:** A text input field containing 'xxxxxxxxxx'.
- Gender:** Radio buttons for 'Male' (selected) and 'Female'.
- Address:** A text input field containing 'xxxxxxxxxv'.
- Email:** A text input field containing 'xxxxxxx@gmail.com'.
- Province:** A dropdown menu with 'Western' selected.
- District:** A dropdown menu with 'Colombo' selected.
- MOH Area:** A dropdown menu with 'Select MOH Area' selected.
- GN Division:** A dropdown menu with 'Select Division' selected.

There are various profile categories.

2.3 Notifications

There are two notification icons on the right upper corner. (Left – Bell, Right – Calander)



Bell icon will provides notifications about newly registered users. Click on the bell icon and see the recently registered users list.

Province : North Central **NIC :** 2437
District : Polonnaruwa **User Type :** USER
 Reg Date: 2021-01-06 14:41

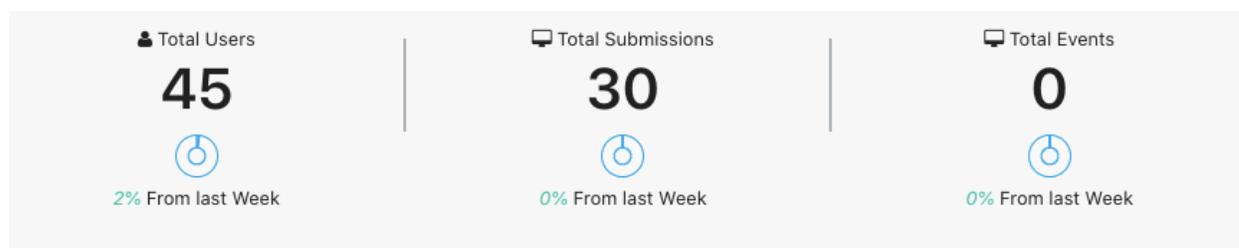
Calendar Icon will give notifications about newly registered 'Health Promotion Settings' (Will be discussed in detail later). Click on the calendar Icon and see the recently registered settings list.

Settings

MOTHERSUPPORTGROUP 2020-08-13
Province : Western
District : Colombo

2.4 Summary panel

This will provide a summary about the area assigned for you. From left, Total users, Total Submissions (Settings) and Total events. Under each there will be percentage from last week.



2.5 Recent Activities (Events)

In this section you can see the recent activities/events posted by various settings.

Recent Activities Events

- home gardening**
started
Added Date : 2020-03-06 Event Date : 2020-03-05

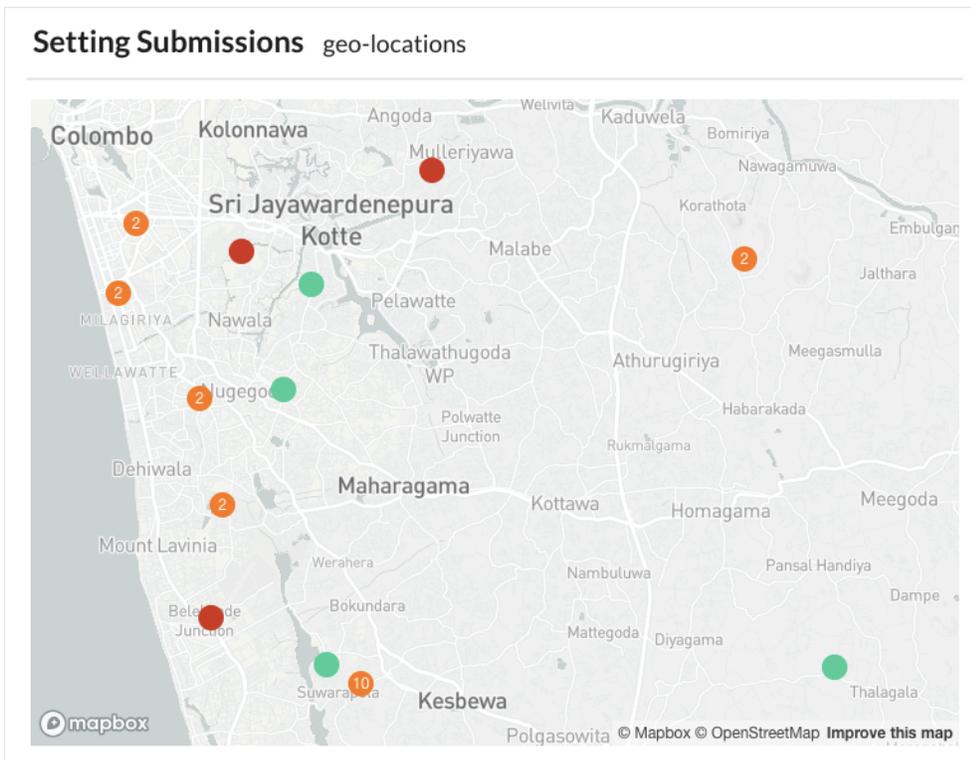
- co-vid 19**
Added Date : 2020-03-06 Event Date : 2020-03-06

- Big Match 2020**
Held in 28 March
Added Date : 2020-03-06 Event Date : 2020-03-06

You can scroll and see more recent events

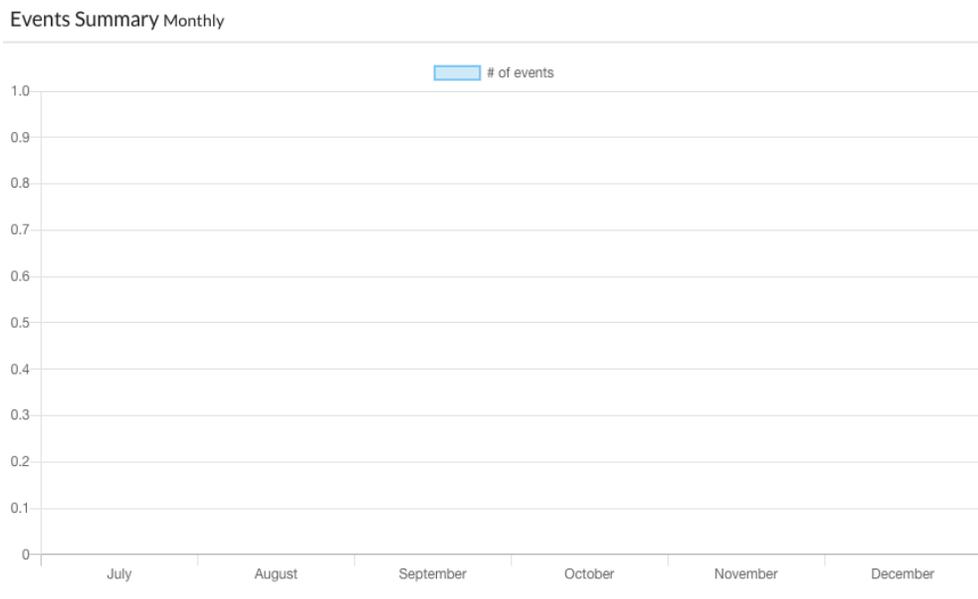
2.6 Setting submissions (Geo locations)

In this map box you can see geological locations of the submitted settings under your purview. It's possible to zoom in or out using scroll key of the mouse or touch pad gesture.



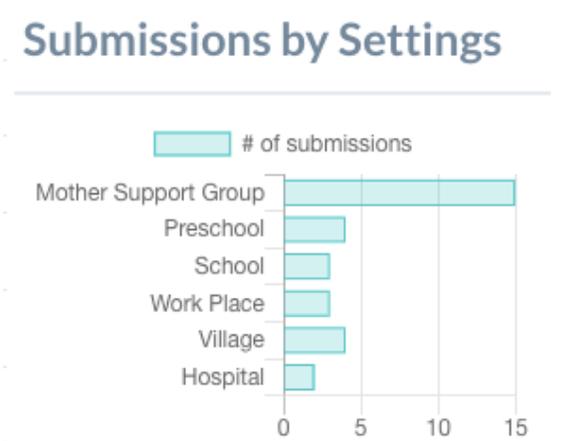
2.7 Monthly event summary

In this graph you can see the total number of events by month.



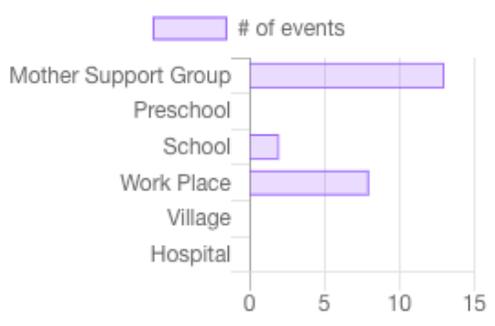
There are five health promotion settings. Namely Mother Support Group, Pre-Schools, Schools, Work Places and Villages.

Submissions by Settings



Number of submissions from each health promotion setting is summarized in this graph.

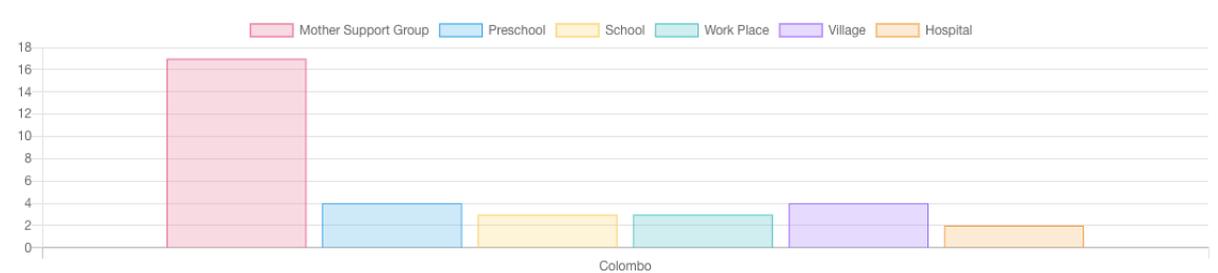
Events by Settings



Number of events posted by each setting is summarized in this graph

District level summary of activities posted by each setting is displayed in this graph.

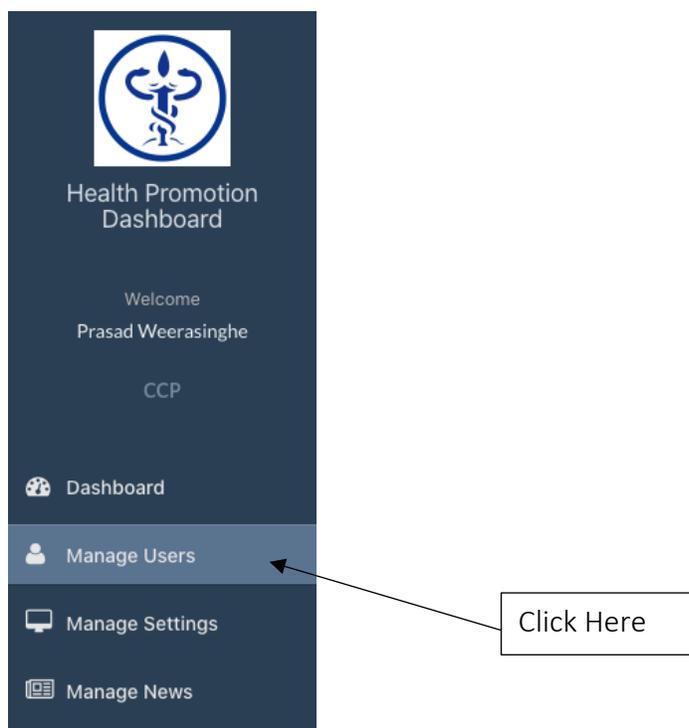
District Activities



3 Manage Users

3.1 Entering to the Section

You can enter this section by clicking the 'manage users tab in the left side selection menu.



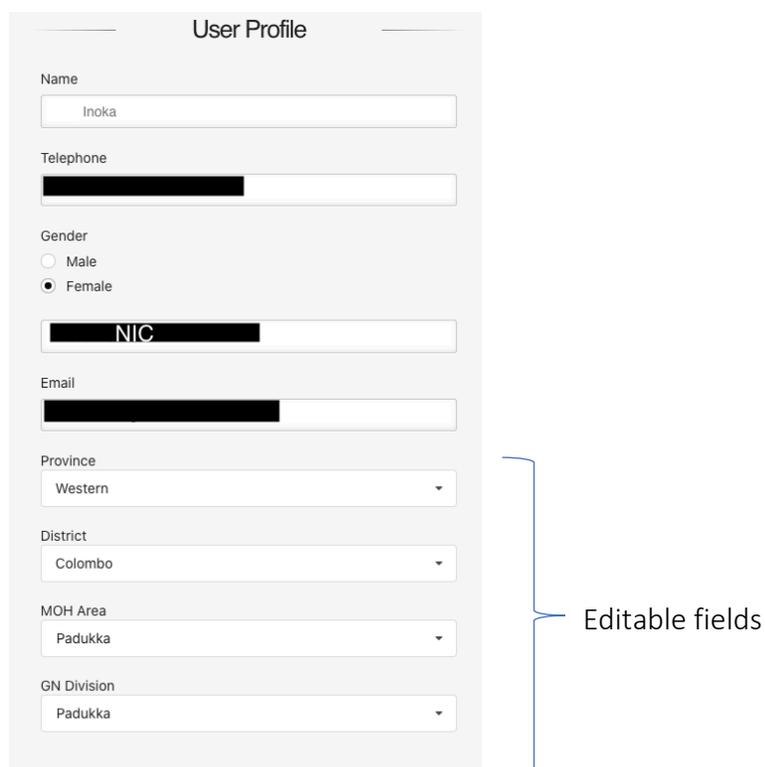
Then you will be able to see the list of users registered from your area.

Users							
Name	Telephone	Province	District	GN Division	Gender	Reg Date	
. Inoka	[REDACTED]	Western	Colombo	Padukka	Female	2021-01-12	Edit Delete

Arrows point from boxes labeled 'Edit Option' and 'Delete Option' to the 'Edit' and 'Delete' buttons respectively.

3.2 Editing an user profile

By clicking on the Edit option you can enter to the relevant user profile and edit certain details.



The image shows a 'User Profile' form with the following fields:

- Name: Inoka
- Telephone: [Redacted]
- Gender: Male, Female
- NIC: [Redacted]
- Email: [Redacted]
- Province: Western
- District: Colombo
- MOH Area: Padukka
- GN Division: Padukka

A blue bracket on the right side of the form groups the Province, District, MOH Area, and GN Division fields, with the text 'Editable fields' next to it.

Edit relevant fields carefully. This has to be done only when the current details in the profile are incorrect.

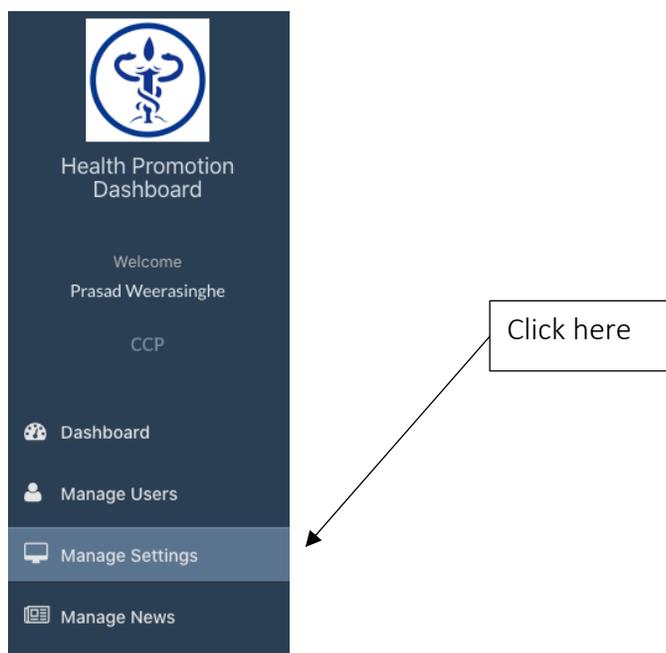
3.3 Deleting a user profile

You can delete a user profile by clicking the 'Delete' option. Please be careful when you delete a user profile to select the correct one. This action is irreversible.

4 Manage Settings

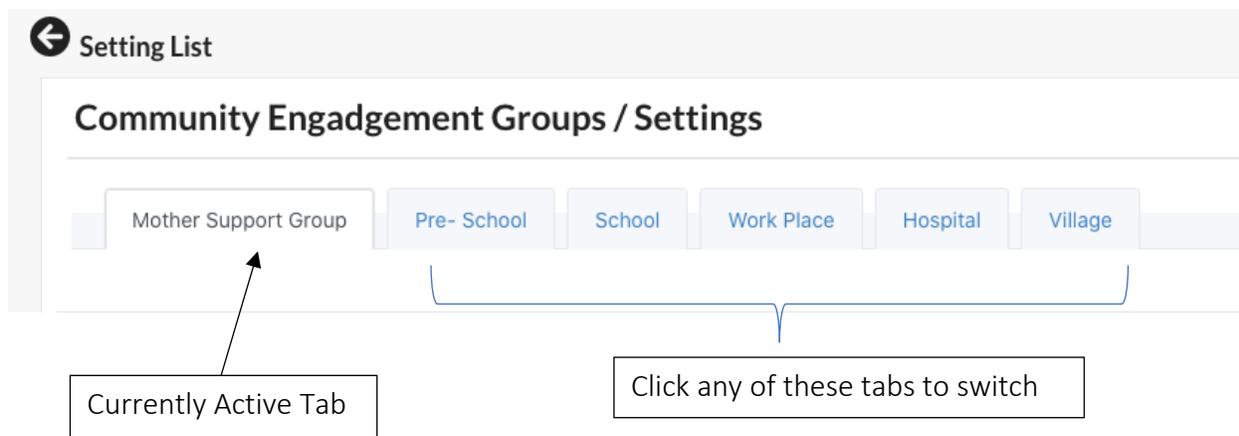
4.1 Entering to the section

You can enter to the 'Manage settings' section by clicking that option in the left side selection menu.



4.2 Switch between Community Engagement group/ Settings

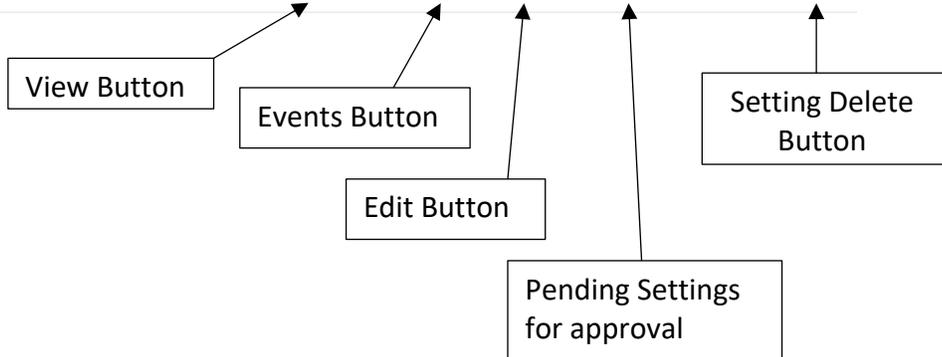
You can switch between settings by clicking the relevant tab at the top of the section.



Layout of each settings tab is similar.

4.3 Options available for edit 'Settings'

Reg.Id	Province	District	MOHArea	MSG Name	MSG President	Added Date					
	Western	Colombo	Colombo			2020-11-01	View	Events	Edit	Approved	Delete
	Western	Colombo	MOH Area			2020-10-06	View	Events	Edit	Approved	Delete
	Western	Colombo	MOH Area			2020-08-13	View	Events	Edit	Approved	Delete
	Western	Colombo	Kaduwela			2020-08-13	View	Events	Edit	Pending	Delete
1234	Western	Colombo	Gothatuwa	Didula	qw	2020-08-13	View	Events	Edit	Pending	Delete



View – By clicking this you can view the Setting profile

Events – This will show you the events posted from that setting

Edit – Can edit profiles of settings pending for approval using this button.

← Add Setting

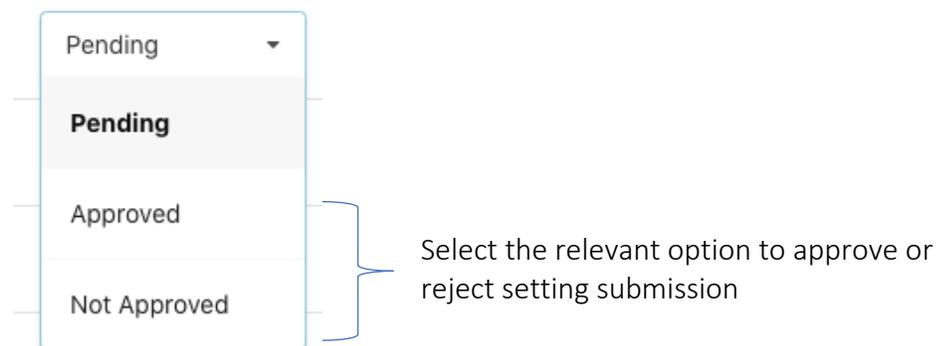
Meeting Frequency:
 Number of meetings held this year:
 Select conducted activities:
 Last supervision visit:
 Comments:
 Upload Images: No file chosen


Mother Support Group Submission

Select Province:
 District:
 MOHArea:
 Gndivision:
 PHMArea:
 Reg. Number:
 Name of the MSG:
 Name of the Facilitating PHM:
 Name of the MSG president:
 Tel number of the MSG President:
 Date of establishment:
 Number Of Members:

Click 'submit' after editing the profile

Pending settings for approval – Click on the ‘Pending’ option to accept or reject the setting submission.

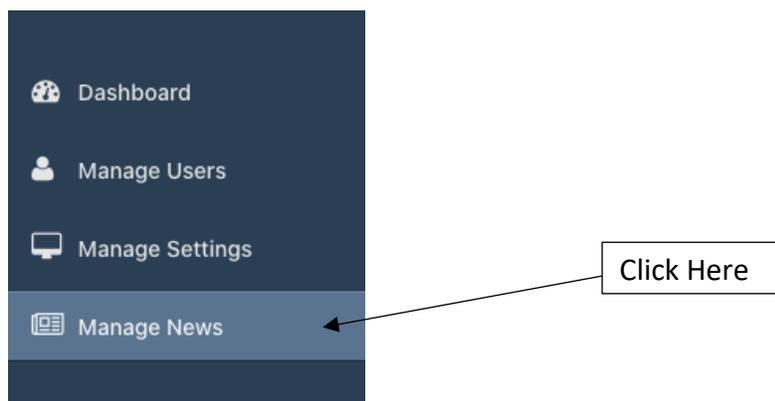


Delete - By clicking this you can delete a registered or a pending ‘setting’.

5 Manage News

5.1 Entering to the section

You can access the 'Manage News' section by clicking the title at the left sided selection menu.



Then you can see the user interface.

5.2 User interface

News

Title	Description	Added User	Added UserType	Expire Date	Status	
Happy New Year 2021	Health Promotion Bureau wish you a bright and healthy New Year!	Tharindu Dananjaya	ADMIN	2021-01-27	Expired	<div style="text-align: right;"> 1 → 2 → 3 </div>

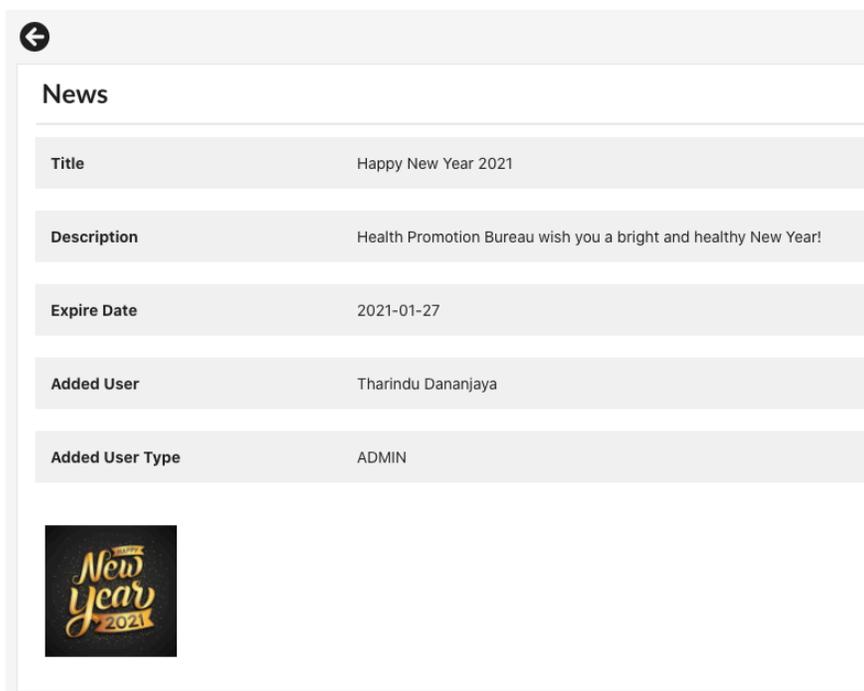
1 → 2 → 3

For each news,

Title, Description, Added user and type, expiry date and the current status is displayed in the menu.

There are three options available to manage a news.

1. View – view the news



2. Edit - edit the already posted news
3. Delete – Delete the news

5.3 Adding a new 'news' through the dashboard

Step 1 – Click on the Add News Button on the right upper corner in the user interface



Step 2 – Fill the Title and the content of the news.

Add News

News

Title: News

Description: News Description

Step 3 – Set an expiry date for the news if you need (optional).

Expire Date :

Upload Images

Expire Date

<< < Feb 2021 > >>

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Today

Step 4 – Upload Image related to the news (optional)

Choose the image file through the 'choose file' button. Then click in 'Click here to Upload'

Upload Images

Choose file No file chosen

Click here to Upload

Step 5 – Submit the news by clicking the 'submit' button.

← Add News

News

Title

Description 

Expire Date :

Upload Images No file chosen

✕

Click Here ↖