DHIS2 End User Manual

Use DHIS core version 2.40

DHIS2 Documentation Team



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What is DHIS2?

After reading this chapter you will be able to understand:

- What is DHIS2 and what purpose it serves with respect to health information systems (HIS)?
- What are the major technological considerations when it comes to deploying DHIS2, and what are the options are for extending DHIS2 with new modules?
- What is the difference between patient based and aggregate data?
- What are some of the benefits and challenges with using Free and Open Source Software (FOSS) for HIS?

DHIS2 Background

DHIS2 is a tool for collection, validation, analysis, and presentation of aggregate and patient-based statistical data, tailored (but not limited) to integrated health information management activities. It is a generic tool rather than a pre-configured database application, with an open meta-data model and a flexible user interface that allows the user to design the contents of a specific information system without the need for programming. DHIS2 is a modular web-based software package built with free and open source Java frameworks.

DHIS2 is open source software released under the BSD license and can be obtained at no cost. It runs on any platform with a Java Runtime Environment (JRE 7 or higher) installed.

DHIS2 is developed by the Health Information Systems Programme (HISP) as an open and globally distributed process with developers currently in India, Vietnam, Tanzania, Ireland, and Norway. The development is coordinated by the University of Oslo with support from NORAD and other donors.

The DHIS2 software is used in more than 40 countries in Africa, Asia, and Latin America, and countries that have adopted DHIS2 as their nation-wide HIS software include Kenya, Tanzania, Uganda, Rwanda, Ghana, Liberia, and Bangladesh. A rapidly increasing number of countries and organisations are starting up new deployments.

The documentation provided herewith, will attempt to provide a comprehensive overview of the application. Given the abstract nature of the application, this manual will not serve as a complete stepby-step guide of how to use the application in each and every circumstance, but rather will seek to provide illustrations and examples of how DHIS2 can be implemented in a variety of situations through generalized examples.

Before implementing DHIS2 in a new setting, we highly recommend reading the DHIS2 Implementation Guide (a separate manual from this one), also available at the main DHIS2 website.

Key features and purpose of DHIS2

The key features and purpose of DHIS2 can be summarised as follows:

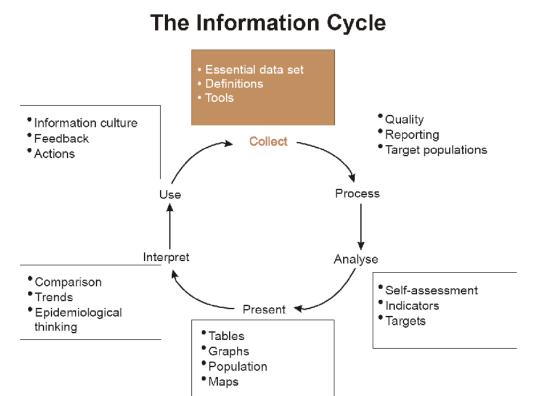
- Provide a comprehensive data management solution based on data warehousing principles and a modular structure which can easily be customised to the different requirements of a management information system, supporting analysis at different levels of the organisational hierarchy.
- Customisation and local adaptation through the user interface. No programming required to start using DHIS2 in a new setting (country, region, district etc.).
- Provide data entry tools which can either be in the form of standard lists or tables, or can be customised to replicate paper forms.

- Provide different kinds of tools for data validation and improvement of data quality.
- Provide easy to use one-click reports with charts and tables for selected indicators or summary reports using the design of the data collection tools. Allow for integration with popular external report design tools (e.g. JasperReports) to add more custom or advanced reports.
- Flexible and dynamic (on-the-fly) data analysis in the analytics modules (i.e. GIS, PivotTables,Data Visualizer, Event reports, etc).
- A user-specific dashboard for quick access to the relevant monitoring and evaluation tools including indicator charts and links to favourite reports, maps and other key resources in the system.
- Easy to use user-interfaces for metadata management e.g. for adding/editing datasets or health facilities. No programming needed to set up the system in a new setting.
- Functionality to design and modify calculated indicator formulas.
- User management module for passwords, security, and fine-grained access control (user roles).
- Messages can be sent to system users for feedback and notifications. Messages can also be delivered to email and SMS.
- Users can share and discuss their data in charts and reports using Interpretations, enabling an active information-driven user community.
- Functionalities of export-import of data and metadata, supporting synchronisation of offline installations as well as interoperability with other applications.
- Using the DHIS2 Web-API , allow for integration with external software and extension of the core platform through the use of custom apps.
- Further modules can be developed and integrated as per user needs, either as part of the DHIS2 portal user interface or a more loosely-coupled external application interacting through the DHIS2 Web-API.

In summary, DHIS2 provides a comprehensive HIS solution for the reporting and analysis needs of health information users at any level.

Use of DHIS2 in HIS: data collection, processing, interpretation, and analysis.

The wider context of HIS can be comprehensively described through the information cycle presented in Figure 1.1 below. The information cycle pictorially depicts the different components, stages and processes through which the data is collected, checked for quality, processed, analysed and used.



The health information cycle

DHIS2 supports the different facets of the information cycle including:

- Collecting data.
- Running quality checks.
- Data access at multiple levels.
- Reporting.
- Making graphs and maps and other forms of analysis.
- Enabling comparison across time (for example, previous months) and space (for example, across facilities and districts).
- See trends (displaying data in time series to see their min and max levels).

As a first step, DHIS2 serves as a data collection, recording and compilation tool, and all data (be it in numbers or text form) can be entered into it. Data entry can be done in lists of data elements or in customised user defined forms which can be developed to mimic paper based forms in order to ease the process of data entry.

As a next step, DHIS2 can be used to increase data quality. First, at the point of data entry, a check can be made to see if data falls within acceptable range levels of minimum and maximum values for any particular data element. Such checking, for example, can help to identify typing errors at the time of data entry. Further, user can define various validation rules, and DHIS2 can run the data through the validation rules to identify violations. These types of checks help to ensure that data entered into the system is of good quality from the start, and can be improved by the people who are most familiar with it.

When data has been entered and verified, DHIS2 can help to make different kinds of reports. The first kind are the routine reports that can be predefined, so that all those reports that need to be routine generated can be done on a click of a button. Further, DHIS2 can help in the generation of analytical reports through comparisons of for example indicators across facilities or over time. Graphs, maps, reports and health profiles are among the outputs that DHIS2 can produce, and these should routinely be produced, analysed, and acted upon by health managers.

Technical background

DHIS2 as a platform

DHIS2 can be perceived as a platform on several levels. First, the application database is designed ground-up with flexibility in mind. Data structures such as data elements, organisation units, forms and user roles can be defined completely freely through the application user interface. This makes it possible for the system to be adapted to a multitude of locale contexts and use-cases. We have seen that DHIS2 supports most major requirements for routine data capture and analysis emerging in country implementations. It also makes it possible for DHIS2 to serve as management system for domains such as logistics, labs and finance.

Second, due to the modular design of DHIS2 it can be extended with additional software modules or through custom apps. These software modules/apps can live side by side with the core modules of DHIS2 and can be integrated into the DHIS2 portal and menu system. This is a powerful feature as it makes it possible to extend the system with extra functionality when needed, typically for country specific requirements as earlier pointed out.

The downside of the software module extensibility is that it puts several constraints on the development process. The developers creating the extra functionality are limited to the DHIS2 technology in terms of programming language and software frameworks, in addition to the constraints put on the design of modules by the DHIS2 portal solution. Also, these modules must be included in the DHIS2 software when the software is built and deployed on the web server, not dynamically during run-time.

In order to overcome these limitations and achieve a looser coupling between the DHIS2 service layer and additional software artefacts, a REST-based API has been developed as part of DHIS2. This Web API complies with the rules of the REST architectural style. This implies that:

- The Web API provides a navigable and machine-readable interface to the complete DHIS2 data model. For instance, one can access the full list of data elements, then navigate using the provided URL to a particular data element of interest, then navigate using the provided URL to the list of data sets which the data element is a member of.
- (Meta) Data is accessed through a uniform interface (URLs) using plain HTTP requests. There are no fancy transport formats or protocols involved just the well-tested, well-understood HTTP protocol which is the main building block of the Web today. This implies that third-party developers can develop software using the DHIS2 data model and data without knowing the DHIS2 2specific technology or complying with the DHIS2 design constraints.
- All data including meta-data, reports, maps and charts, known as resources in REST terminology, can be retrieved in most of the popular representation formats of the Web of today, such as XML, JSON, PDF and PNG. These formats are widely supported in applications and programming languages and gives third-party developers a wide range of implementation options.

Understanding platform independence

All computers have an Operating System (OS) to manage it and the programs running it. The operating system serves as the middle layer between the software application, such as DHIS2, and

the hardware, such as the CPU and RAM. DHIS2 runs on the Java Virtual Machine, and can therefore run on any operating system which supports Java. Platform independence implies that the software application can run on ANY OS - Windows, Linux, Macintosh etc. DHIS2 is platform independent and thus can be used in many different contexts depending on the exact requirements of the operating system to be used.

Additionally, and perhaps most importantly, since DHIS2 is a browser-based application, the only real requirement to interact with the system is with a web browser. DHIS2 supports most web browsers, although currently either Google Chrome, Mozilla Firefox or Opera are recommended.

DHIS2 server hosting

Hosting DHIS2 on a national scale is a considerable undertaking which requires planning, provisioning, monitoring and management of potentially complex hardware and/or cloud resources. For a full discussion of the various tradeoffs of different approaches see the <u>server hosting</u> section of the DHIS2 implementation guide.

Difference between Aggregated and Patient data in a HIS

Patient data is data relating to a single patient, such as his/her diagnosis, name, age, earlier medical history etc. This data is typically based on a single patient-health care worker interaction. For instance, when a patient visits a health care clinic, a variety of details may be recorded, such as the patient's temperature, their weight, and various blood tests. Should this patient be diagnosed as having "Vitamin B 12 deficiency anaemia, unspecified" corresponding to ICD-10 code D51.9, this particular interaction might eventually get recorded as an instance of "Anaemia" in an aggregate based system. Patient based data is important when you want to track longitudinally the progress of a patient over time. For example, if we want to track how a patient is adhering to and responding to the process of TB treatment (typically taking place over 6-9 months), we would need patient based data.

Aggregated data is the consolidation of data relating to multiple patients, and therefore cannot be traced back to a specific patient. They are merely counts, such as incidences of Malaria, TB, or other diseases. Typically, the routine data that a health facility deals with is this kind of aggregated statistics, and is used for the generation of routine reports and indicators, and most importantly, strategic planning within the health system. Aggregate data cannot provide the type of detailed information which patient level data can, but is crucial for planning and guidance of the performance of health systems.

In between the two you have case-based data, or anonymous "patient" data. A lot of details can be collected about a specific health event without necessarily having to identify the patient it involved. Inpatient or outpatient visits, a new case of cholera, a maternal death etc. are common use-cases where one would like to collect a lot more detail that just adding to the total count of cases, or visits. This data is often collected in line-listing type of forms, or in more detailed audit forms. It is different from aggregate data in the sense that it contains many details about a specific event, whereas the aggregate data would count how many events of a certain type, e.g. how many outpatient visits with principal diagnosis "Malaria", or how many maternal deaths where the deceased did not attend ANC, or how many cholera outbreaks for children under 5 years. In DHIS2 this data is collected through programs of the type single event without registration.

Patient data is highly confidential and therefore must be protected so that no one other than doctors can get it. When in paper, it must be properly stored in a secure place. For computers, patient data needs secure systems with passwords, restrained access and audit logs.

Security concerns for aggregated data are not as crucial as for patient data, as it is usually impossible to identify a particular person to a aggregate statistic . However, data can still be misused and misinterpreted by others, and should not be distributed without adequate data dissemination policies in place.

Free and Open Source Software (FOSS): benefits and challenges

Software carries the instructions that tell a computer how to operate. The human authored and human readable form of those instructions is called source code. Before the computer can actually execute the instructions, the source code must be translated into a machine readable (binary) format, called the object code. All distributed software includes the object code, but FOSS makes the source code available as well.

Proprietary software owners license their copyrighted object code to a user, which allows the user to run the program. FOSS programs, on the other hand, license both the object and the source code, permitting the user to run, modify and possibly redistribute the programs. With access to the source code, the users have the freedom to run the program for any purpose, redistribute, probe, adapt, learn from, customise the software to suit their needs, and release improvements to the public for the good of the community. Hence, some FOSS is also known as free software, where "free" refers, first and foremost, to the above freedoms rather than in the monetary sense of the word.

Within the public health sector, FOSS can potentially have a range of benefits, including:

- Lower costs as it does not involve paying for prohibitive license costs.
- Given the information needs for the health sector are constantly changing and evolving, there is a need for the user to have the freedom to make the changes as per the user requirements. This is often limited in proprietary systems.
- Access to source code to enable integration and interoperability. In the health sector interoperability between different software applications is becoming increasingly important, meaning enabling two or more systems to communicate metadata and data. This work is a lot easier, and sometimes dependent on the source code being available to the developers that create the integration. This availability is often not possible in the case of proprietary software. And when it is, it comes at a high cost and contractual obligations.
- FOSS applications like DHIS2 typically are supported by a global network of developers, and thus have access to cutting edge research and development knowledge.

Using the Data Entry app

About the Data Entry app

The **Data Entry** app is where you manually enter aggregated data in DHIS2. You register data for an organisation unit, a period, and a set of data elements (data set) at a time. A data set often corresponds to a paper-based data collection tool. You configure the data sets in the **Maintenance** app.

Note

If a data set has both a section form and a custom form, the system displays the custom form during data entry. Users who enter data can't select which form they want to use. In web-based data entry the order of display preference is:

- 1. Custom form (if it exists)
- 2. Section form (if it exists)
- 3. Default form

Mobile devices do not support custom forms. In mobile-based data entry the order of display preference is:

- 1. Section form (if it exists)
- 2. Default form

When you close an organisation unit, you can't register or edit data to this organisation unit in the **Data Entry** app.

Enter data in a data entry form

dhis2	DHIS 2 De	mo - Sierra Leone					pps	Profile
Q	☆♥♥	Data Entry 🕑			X Ngelehun CH	HC - December 2014	- No Da	ata Element Selected
Sierra Leone Badjia Ngelehun CHC Njandama MCHP Baoma Bargbe Bargbo Bumpe Ngao GGbo BJaiama Bongor Kakua Komboya CLugbu PNiawa Lenga Selenga BTikonko Valunia Wonde Bonthe Kailahun Kkambia Kkenema	Organisation Unit Data Set Period	Ngelehun CHC Mortality < 5 years December 2014	\	Prev year	▼ Next year		Run validation Print form Print blank form	
			default					
🕀 Niawa Lenga	- 1	Filter in section Accute Flaccid Paralysis	(Deaths < 5 yrs)	V	alue			
E-Tikonko		Animal Bites - Rabid (Dea	aths < 5 yrs)					
		Cholera (Deaths < 5 yrs)						
Bonthe		Dysentery (Deaths < 5 yr	s)					
		Louse Borne Typhus - Re	elapsing fever (Deaths < 5 yrs)					
⊕-Kenema ⊕-Koinadugu		Malaria (Deaths < 5 yrs)						
T.V		Measles (Deaths < 5 yrs)						
		Meningitis (Deaths < 5 yr	s)					
		Plague (Deaths < 5 yrs)						
		Rabies (Deaths < 5 yrs)						
		Tetanus Neonatal (Death	s < 5 yrs)					
		Tetanus Other (Deaths <	5 yrs)					
		Typhoid (Deaths < 5 yrs)						
		Yellow Fever (Deaths < 5	yrs)					
		Complete	Incomplete F	Run validatio	on			

- 1. Open the **Data Entry** app.
- 2. In the organisation unit tree to the left, select an organisation unit.
- 3. Select a **Data set**.
- 4. Select a Period.

The available periods are controlled by the period type of the data set (reporting frequency). You can jump a year back or forward by clicking **Prev year** or **Next year**.

Note

Depending on how you've configured the data entry form, you might have to enter additional information before you can open the date entry form. This can for example be a project derived from a category combination.

- 5. Enter data in the data entry form.
 - \circ A green field means that the system has saved the value.
 - A grey field means that the field is disabled and you can't enter a value. The cursor will automatically jump to the next open field.

- \circ To move to the next field, press the Tab key or the Down Arrow key.
- \circ To move back to the previous field, press Shift+Tab or the Up Arrow key.
- If you type in an invalid value, for example a character in a field that only accepts numeric values, you'll get a pop-up that explains the problem and the field will be coloured yellow (not saved) until you have corrected the value.
- If you have defined a minimum maximum value range for the field and you enter a value that is outside this range, you'll get a pop-up message that says the value is out of range. The value remains unsaved until you've changed the value or updated the value range and then re-entered the value.
- 6. When you've filled in the form, click **Run validation** in the top right corner or below the data entry form.

All validation rules which involves data elements in the current data entry form (data set) are then run against the new data. If there are no violations of the validation rules, you'll see a message saying *The data entry screen successfully passed validation*. If there are validation violations, they will be presented in a list.

Validation			×
Validation Result 🔺			
The data entry screen has the following validation errors, please correct			
Validation rule	Left side	Operator	Right side
Slept under LLIN at measles (fixed < 1y) cannot be higher than measles doses given (fixed < 1y)	7.0	<=	4.0

7. (Optional) Correct validation violations.



8. When you've corrected errors and you're done with data entry, click **Complete**.

The system uses this information when generating completeness reports for district, county, province or the national level.

Mark a data value for follow-up

ANC 1st visit (Fixed)	×
Comment 🖈	Min-max limits
	Min limit 1 Max limit 23 Average 14.2 Save Remove
Save comment	Stored by Tom Wakiki Last updated 2014-03-05
Data element history Audit trail	Paus 2012 September 2012 November 2012 December 2012 December 2012 December 2012 December 2012 December 2012

If you for example have a suspicious value that you need to investigate further, you can keep it the system, but mark it for follow-up. In the **Data Quality** app you can then run a follow-up analysis to view and correct all marked values.

- 1. Open the **Data Entry** app.
- 2. Open an existing data entry form.
- 3. Double-click the field with the value you want to mark for follow-up.
- 4. Click the star icon.

Edit data values in a completed data entry form

- 1. Open the **Data Entry** app.
- 2. Open an existing data entry form.

- 3. Click Incomplete.
- 4. Change the relevant data values.

Note

Zero (0) will delete the value if the data element has been configured to not store zeros,

5. Click Complete.

Display a data value's history

ANC 1st visit (Fixed)	×
Comment 🖈	Min-max limits
	Min limit 1
	Max limit 23
	Average 14.2
	Save Remove
Save comment	Stored by Tom Wakiki
	Last updated 2014-03-05
Data element history Audit trail	
22.5 20.0 17.5 15.0 12.5 10.0 7.5 5.0 2.5 0.0 <i>parum</i> 20 ¹² 20 ¹² 20 ¹² 20 ¹² part 20	29. 2015 September 2015 December 2015 December 2015 December 2015 December 2015 December 2015 December 2015

You can display the last 12 values registered for a field.

- 1. Open the **Data Entry** app.
- 2. Open an existing data entry form.

- 3. Double-click the field with the value you want to view the history for.
- 4. Click Data element history.

Display a data value's audit trail

Data element history	udit trail		
On	Modified by	Value	Modification
2014-12-29 09:01	admin	120	Update
2014-12-29 09:00	admin	12	Update

The audit trail allows you to view other data values which have been entered prior to the current value. The audit trail also shows when the data value was altered and which user who made the changes.

- 1. Open the **Data Entry** app.
- 2. Open an existing data entry form.
- 3. Double-click the field with the value you want to view the audit trail for.
- 4. Click Audit trail.

Create minimum maximum value range manually

Comment Min-max limits Image: Imag	Min limit Max limit Max limit Max limit Average Save Save Stored by J Last updated 2 Data element history Audit trail		×
Max limit 23 Average 0.0 Save Remove Stored by John Traore Last updated 2016-03-08 Data element history Audit trail 225 125 100 125 100 125 100 125 125 126 127 128 129 129 120 120 121 125 125 126 127 128 129 129 120 120 121 125 125 126 127 128 129 129 120 129 120 120 129 120 120 121 1225 1220 123 124 125 125 126	Comment 😭	Min-max limits	
Average 0.0 Save Remove Stored by John Traore Last updated 2016-03-08 Data element history Audit trail		Min limit 1	
Save Remove Save comment Save Remove Stored by John Traore Last updated 2016-03-08 Data element history Audit trail		Max limit 23	
Save comment Stored by John Traore Last updated 2016-03-08 Data element history Audit trail		Average 0.0	
Last updated 2016-03-08 22.5 20.0 17.5 15.0 12.5 10.0 7.5 5.0 2.5		Save Remove	
Data element history Audit trail	Save comment		
		Last updated 2016-03-08	
20.0 17.5 15.0 12.5 10.0 7.5 5.0 2.5 0.0	Data element history Audit trail		
ਂ ਨੇ ਨੇ ਕੁੱਠੇ ਨੇ ਨੇ ਨੇ ਨੇ ਨੇ ਨੇ ਨੇ ਨੇ ਨੇ	20.0 17.5 15.0 12.5 10.0 7.5 5.0 2.5 0.0		

- 1. In the **Data Entry** app, open a data entry form.
- 2. Double-click the field for which you want to set the minimum maximum value range.
- 3. Enter Min limit and Max limit.
- 4. Click Save.

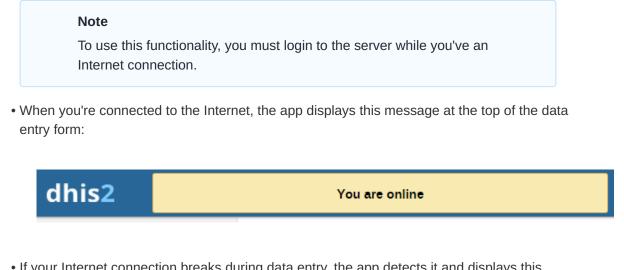
If values don't fall within the new value range the next time you enter data, the data entry cell will appear with an orange background.

- 5. (Optional) Type a comment to explain the reason for the discrepancy, for example an event at a facility which may have generated a large number of clients.
- 6. (Optional) Click Save comment.

Click the star icon to mark the value for further follow-up.

Enter data offline

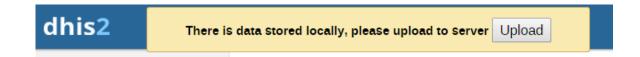
The **Data Entry** app works even if you don't have a stable Internet connection during data entry. When you don't have an internet connection, the data you enter is saved to your local computer. When the Internet connection is back, the app will push the data to the server. The total bandwidth usage is reduced since data entry forms no longer are retrieved from the server for each rendering.



• If your Internet connection breaks during data entry, the app detects it and displays this message:

Now your data will be stored locally. You can continue to enter data as normal.

• Once you have entered all necessary data and the app detects that the Internet connection is back, you'll see this message:



Click **Upload** to synchronize data with the server.

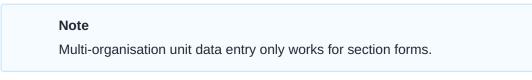
• When the data has successfully synchronized with the server, you'll see this confirmation message:



Enable multi-organisation unit data entry

Organisation Unit	Badjia									Run validation Print form
Data Set	Child Health			•						Print form
Period	December 2016	¢ (Prev year Next ye	ar						
		BCG dos	ses given			Fully Immu	inized child			LLIT
	Fix	ced	Out	reach	Fi	ĸed	Outreach		Fb	ced
	<1y	>1y	<1y	>1y	<1y	>1y	<1y	>1y	<1y	>1y
Vgelehun CHC	12	23	23	23	7	23				
Jjandama MCHP	14				//					
Njandama MCHP	14	Children getting t	herapeutic feeding			Children supplied with	n food supplemements		Meb	endazole/Alber
Vjandama MCHP	14		herapeutic feeding Outi	reach	Fi	Children supplied wit		s reach	Meb	
Vjandama MCHP				reach >1y	Fi <1y					endazole/Alben ced >1y
vjandama MCHP	Fix	ced	Outr			xed	Outr	reach	Fb	ced
	Fix <1y	xed >1y	Outr <1y			xed	Outr	reach	Fb	xed >1y
Ngelehun CHC	Fix <1y	xed >1y	Outr <1y			xed	Outr	reach	Fb	xed >1y 14
Ngelehun CHC	Fix <1y	xed >1y	Outr <1y			xed	Outr	reach	Fb	xed >1y 14
Ngelehun CHC	Fix <1y	xed >1y	Outr <1y			xed	Outr	reach	Fb	xed >1y 14
Ngelehun CHC	Fix <1y	xed >1y	Outr <1y			xed	Outr	reach	Fb	

It can be useful to enter data for multiple organisation units in the same data entry form, for instance if there are few data elements in the form and a huge number of organisation units in the hierarchy. In that case, you can enable multi-organisation unit data entry.



- 1. Open the System Settings app.
- 2. Select Enable multi-organisation unit forms.
- 3. In the **Data Entry** app, select the organisation unit immediately above the organisation unit you want to enter data for in the organisation unit hierarchy.

Data elements will appear as columns and organisation units as rows in the form.

Note

The data entry forms should still be assigned to the facilities that you actually enter data for, that is the organisation units now appearing in the form.

See also

- <u>Control data quality</u>
- Manage data sets and data entry forms
- <u>Using the Maintenance app</u>

Using the Capture app

About the Capture app

In the Capture app you register events that occurred at a particular time and place. An event can happen at any given point in time. This stands in contrast to routine data, which is captured for predefined, regular intervals. Events are sometimes called cases or records. In DHIS2, events are linked to a program. The Capture app lets you select the organisation unit and program and specify a date when an event happened, before entering information for the event. Some events are linked to a tracked entity instance, for example a person, allowing longitudinal follow-up.

Register an event

- 1. Open the **Capture** app.
- 2. Select an organisation unit.
- 3. Select an event program.

You will only see programs associated with the selected organisation unit and programs you have access to, and that are shared with your user group through data level sharing.

- 4. If the program has a category combination set the category option will have to be selected.
- 5. Click Create new event.

\otimes	DHIS 2 Demo - Sierra Leone - Capt	ure				۲ <mark>41</mark>	202 2	 JT
Progra	am 🛉 Antenatal care visit 🙁 🗸	Registering unit Ngelehun CHC 🙁 🗸	Create new event	~ Search	Clear selections			



- 6. Fill in the required information. If the programs program stage is configured to capture a location:
 - If the field is a coordinate field you can either enter the coordinates directly or you can click the **map** icon to the left of the coordinate field. The latter one will open a map where you can search for a location or set on directly by clicking on the map.
 - If the field is a polygon field you can click the **map** icon to the left of the field. This will open a map where you can search for a location and capture a polygon (button in the upper right corner of the map).
- 7. If desired, you can add a note by clicking the **Write note** button at the bottom of the form. Be aware that Event notes are attributed to a user and cannot be deleted.
- 8. If desired you can add a relationship by clicking the **Add relationship** button at the bottom of the form. See the section about **Adding a relationship** for more information.
- 9. Click Save and exit or click the arrow next to the button to select Save and add another.
 - **Save and add another** will save the current event and clear the form. All the events that you have captured will be displayed in a list at the bottom of the page. When you want to finish capturing events you can, if the form is blank, click the finish button or if your form contains data click the arrow next to **Save and add another** and select **Save and exit**.

Some data elements in an event might be mandatory (marked with a red star next to the data element label). All mandatory data elements must be filled in before the user is allowed to complete the event. The exception to this is if the user has the authority called **"Ignore validation of required fields in Tracker and Event Capture".** If the user has this authority, the mandatory data elements will not be required and the red star will not be displayed next to the data element label. Note that super user that have the **"ALL"** authority automatically have this authority.

Тір

The data entry form can also be displayed in **row view**. In this mode the data elements are arranged horizontally. This can be achieved by clicking the **Switch to row view** button on the top right of the data entry form. If you are currently in **row view** you can switch to the default form view by clicking the **Switch to form view** button on the top right of the data entry form.

Register a tracked entity instance

There are two different ways one can register a tracked entity instance under an organisation unit. The first way, is to register a tracked entity instance without enrolling it to a tracker program. The second option, is to register a tracked entity instance with program and enroll it.

Without a program enrollment

- 1. Open the **Capture** app.
- 2. Select an organisation unit.
- 3. Click Create new.

DHIS 2 Demo - Sierra Leo	ne - Capture		۲,41 ۲	202 202	 JT
Program Choose a program 🗸	Registering unit Ngelehun CHC 😒 🗸	Create new Search Clear selections			

image

You'll now be navigated to the registration page. In that page you will see a drop down menu similar to the one in the image below. From the dropdown menu you can select a tracked entity type, eg. Building, Person etc.

DHIS 2 Demo - Sierra Leo	ne - Capture						٢,	1 202 M	 TL
Program Choose a program 🗸	Registering unit Ngelehun CHC	0 ~	Create new	Search	Clear selections]			
New Create for Person Malaria Entity Focus area	~	in that p	rogram						

image

4. Select the tracked entity type which you want to create a new instance for.

DHIS 2 Demo - Sierra Leoi	ne - Capture				۳ ₄ 1	202 2	
ogram Choose a program 🗸	Registering unit Ngelehun CHC 😒	✔ Create new	Search	Clear selections			
New							
Create for	~						
Person	in th	at program					
Malaria Entity Focus area							

image

5. The moment you select a tracked entity type, a form will be shown on the screen.

The "Profile" section will be shown. In this section you can add data relevant to the tracked entity instance. The profile section mainly contains all the tracked entity attributes linked to the tracked entity type.

DHIS 2 Demo - Sierra Leo am Choose a program 🗸	Registering unit Ngelehun CHC 💿 🗸	Create new Search	Clear selections	~	202 202	
New person						
Create for						
Person	~					
Profile						
Unique ID (j)	9348078					
First name 追						
Last name						
Save person Cancel						
 Saving a person without en 	rollment in Ngelehun CHC . Enroll in a progra	am by selecting a program	from the top bar.			

image

6. Fill in the required information.

If the tracked entity type is configured to capture a location:

- If the field is a coordinate field you can either enter the coordinates directly or you can click the **map** icon to the left of the coordinate field. The latter one will open a map where you can search for a location or set on directly by clicking on the map.
- If the field is a polygon field you can click the map icon to the left of the field. This will open a map where you can search for a location and capture a polygon (button in the upper right corner of the map).

- 7. Click the Save person button to register the tracked entity instance.
- 8. You will now be prompted to the tracked entity instance dashboard.

The dashboard will show relevant information about the newly created tracked entity instance.

With a program enrollment

- 1. Open the **Capture** app.
- 2. Select an organisation unit.
- 3. Select a tracker program of your choice.
- 4. Click **Create new person**. Note that the label of this button corresponds to the tracked entity type of the program, which could vary, such as "Building," "Person," etc.



create new event

5. Now, you will be able to see a form similar to the image below.

The enrollment form has different layouts depending on how the program is customized. The top section has the title "Enrollment", and it holds all the relevant information about the enrollment details. This section will always be present, regardless of layout. Underneath, the different data input fields relevant to the tracked entity instance will be displayed. These fields will either be displayed within sections or as a completely custom form. The sections, or custom form, mainly contains all the tracked entity attributes linked to the program or tracked entity type.

am 👬 Child Programme 😒	Registering unit Ngelehun CHC	S V Create new person V S	Search V Clear selections
New person in program: Cl	hild Programme		
Enrollment			i Indicators 1
Date of enrollment *	2024-03-06		Measles + Yellow fever doses 0
Date of birth *	yyyy-mm-dd		
Coordinate	Latitude	Longitude	<
Profile			
First name			
Last name (j)			
Gender (j)		•	•
Unique ID	5423436		
Save person Cancel			

create new event

- 6. Fill in the required information for the enrollment. If the tracked entity type is configured to capture a location:
 - If the field is a coordinate field you can either enter the coordinates directly or you can click the **map** icon to the left of the coordinate field. The latter one will open a map where you can search for a location or set on directly by clicking on the map.
 - If the field is a polygon field you can click the **map** icon to the left of the field. This will open a map where you can search for a location and capture a polygon (button in the upper right corner of the map).
- 7. Click **Save person** to register the tracked entity instance. The **Save** button shows a loading spinner and the **Cancel** button is disabled while the request is processing.
- 8. You will now be prompted to the tracked entity instance dashboard.

The dashboard will show relevant information about the newly created tracked entity instance.

Note

Some data elements in an event might be mandatory (marked with a red star next to the data element label). All mandatory data elements must be filled in before the user is allowed to complete the event. The exception to this is if the user has the authority called "Ignore validation of required fields in Tracker and Event Capture". If the user has this authority, the mandatory data elements will not be required and the red star will not be displayed next to the data element label. Note that super user that have the "ALL" authority automatically have this authority.

Тір

The data entry form can also be displayed in **row view**. In this mode the data elements are arranged horizontally. This can be achieved by clicking the **Switch to row view** button on the top right of the data entry form. If you are currently in **row view** you can switch to the default form view by clicking the **Switch to form view** button on the top right of the data entry form.

Enrollment with auto generated events

Events can automatically be created when enrolling in a program.

To automatically generate events, you can do the necessary configuration in the maintenance app. 1. Open the maintenance app

1. Select the Program tab

\otimes		DHIS 2 Demo - Sien	ra Leone			F 🛃 🖉	C Search apps		=	JT	
	ALL	CATEGORY	DATA ELEMENT	DATA SET	INDICATOR	ORGANISATION UNI	r program	VALIDATION	OTHER		1Ţ.
	Program Tracked entity	y attribute	Program man	0) Program type						
	Relationship 1	type	Search by name, coo		Tracker Program	Ŧ			1 - 7 of 7 <	>	
	Tracked entity	y type	Name				Program type	Public access	Last updated	¢	
	Program rule		Child Programme				Tracker Program	Public view/edit	August 28, 2018	:	
	Program rule	variable	MNCH / PNC (Adul	t Woman)			Tracker Program	Public view/edit	August 28, 2018	:	
			Malaria case diagn	osis, treatment and in	nvestigation		Tracker Program	Public view/edit	April 29, 2021	:	
			Malaria focus inves	tigation			Tracker Program	Public view/edit	September 26, 2	:	
			Provider Follow-up	and Support Tool			Tracker Program	Public view/edit	August 28, 2018	:	
			TB program				Tracker Program	Public view/edit	August 28, 2018	:	
			WHO RMNCH Track	ker			Tracker Program	Public view/edit	August 28, 2018	:	

2. Select a Tracker program

\otimes		DHIS 2 Demo - Sien	ta Leone			⊨ ⁴ ⊵ ⁴⁹ C	Search apps			Л	
	ALL	CATEGORY	DATA ELEMENT	DATA SET	INDICATOR	ORGANISATION UNIT	PROGRAM	VALIDATION	OTHER		ţţ
	Program		Program man	agement 💿							
	Tracked entity Relationship t		Search by name, coo		ogram type racker Program	~			1 - 7 of 7 🛛 <	>	
	Tracked entity	type	Name				Program type	Public access	Last updated	\$	
	Program rule		Child Programme				Tracker Program	Public view/edit	August 28, 2018	:	
	Program rule	variable	MNCH / PNC (Adult	Woman)			Tracker Program	Public view/edit	August 28, 2018	:	
		/	Malaria case diagno	osis, treatment and inv	estigation		Tracker Program	Public view/edit	April 29, 2021	:	
			Malaria focus inves	tigation			Tracker Program	Public view/edit	September 26, 2	:	
			Provider Follow-up	and Support Tool			Tracker Program	Public view/edit	August 28, 2018	:	
			TB program				Tracker Program	Public view/edit	August 28, 2018	:	
			WHO RMNCH Track	er			Tracker Program	Public view/edit	August 28, 2018	:	

3. Select the Program stages tab

\$	DHIS 2 Demo - Sier	rra Leone			🖆 🙅 🔍 Search	apps		л
ALL	CATEGORY	DATA ELEMENT	DATA SET	INDICATOR	ORGANISATION UNIT	OGRAM VALIDATION	OTHER	t
	(Aduit Woman)	2 Enrollment details —	@ #	stributes	Program stages	Access	—— 6 Notifica	ations
Name						Last u	odated	
ANC 1st visit						April 2	9, 2021	:
ANC Visit (2-	4+)					April 2	9, 2021	:
Delivery						April 2	9, 2021	:
PNC Visit						April 2	9, 2021	:
÷				SAVE C.	ANCEL			÷

4. Click on the program stage you would like to generate an event for

\$	DHIS 2 Demo - Sierra	a Leone			🖆 💁 ९ ह	Search apps			J
ALL	CATEGORY	DATA ELEMENT	DATA SET	INDICATOR	ORGANISATION UNIT	PROGRAM	VALIDATION	OTHER	
MNCH / F	acker Program ⑦ PNC (Adult Woman) gram details	2 Enrollment details —	() /	sttributes	🚺 Program stages		3 Access	— 6 Notif	fications
Name							Last up	dated	
ANC 1st	t visit						April 29	9, 2021	:
ANC Vis	sit (2-4+)						April 29	9, 2021	:
Delivery							April 29	9, 2021	:
PNC Vis	it						April 29	9, 2021	:
÷				SAVE C.	ANCEL				÷

5. Select "Auto-generate event"

0	Program details ————	—— 2 Enrollment details ———	3 Attributes	Program stages ———	6 Access	——— 6 Notifications
0	Stage Details					
	Name ANC 1st visit					
	Color					
	#F57F17	UNSET COLOR				
	Icon ADD ICON					
	Description					
	ANC 1st visit					
	Scheduled days from sta	rt (*)				
	Repeatable					
	Period type					~
	Display general	te event box when completed				
	Standard interval d	ays				
	Default next sched	uled date				· · · · · · · · · · · · · · · · · · ·
	Auto-generate					
	Open data entr	y form after enrollment				

You can set multiple program stages within a program to be auto-generating (this will create an event for each program stage configured this way)

Enrollment with open data entry form

A program can be configured to automatically take the user to register a new event immediately after enrolling a tracked entity instance. To enable this behavior, the program must have at least one program stage with the "Open data entry form after registration" option checked. If more than one program stage has this option enabled, the first stage will be used.

To configure it, you must follow the steps described in the <u>Enrollment with auto generated events</u> section and then check the option "Open data entry form after enrollment".

Enrollment with first stage on registration page

For tracker programs enable the "First stage appears on registration page" flag in the Maintenance. The enrollment registration page will now display the first program stage the user has access to.

Enrollment		
Enrollment		1 Indicators 1
Date of enrollment *	2023-09-28	Measles + Yellow fever doses
Profile		
First name (j)		
Last name (j)		
Unique ID (j)	9713198	
Birth - Basic info		
Report date *	yyyy-mm-dd	
Birth - Details		
Apgar Score ①		
Weight (g) *		
Birth - Status		
	Yes	

Active type of event

If the stage has the "Open data entry form after enrollment" selected, then the event will be generated into the ACTIVE status. Also its execution date will be calculated for the event, in addition to a due date. The generation happens based on either the enrollment date or the incident date. You can choose the reporting date from the dropdown menu "Report date to use".

	DHIS 2 Demo - Sien	ra Leone			🚽 🖆 💁 🍳				
LL	CATEGORY	DATA ELEMENT	DATA SET	INDICATOR	ORGANISATION UNIT	PROGRAM	VALIDATION	OTHER	
	ANC 1st visit								
	Scheduled days from start (*) 0								
	Repeatable								
	Period type							$\overline{\mathbf{v}}$	
	Standard interval days	ate						Ŧ	
	Auto-generate event								
	 Auto-generate event Open data entry form a 	after enrollment							
		after enrollment							
	Open data entry form a	after enrollment							

As shown in the image you have three options, a) Incident date b) Enrollment date or c) No value. Choosing reporting date as "Incident date" indicates that both the event execution date and due date will be the same as the incident date. Choosing reporting date as either "Enrollment date" or "No value" indicates that both the event execution date and due date will be the same as the enrollment date.

Schedule type of event

When the "Open data entry after enrollment" is not checked, it means that the event generated will be a SCHEDULE event. The scheduled event does not have an execution date, but only a due date. The due date for these future events are calculated based on either enrollment date or incident date. If the flag below is checked, the reference date is the enrollment date, if the flag is not checked, the incident date is used.

\otimes	DHIS 2 Demo - Sierra Leone					🖆 😁 🤉	Search apps			J
	ALL	CATEGORY	DATA ELEMENT	DATA SET	INDICATOR	ORGANISATION UNIT	PROGRAM	VALIDATION	OTHER	ţ,
		Auto-generate event								
		Open data entry form af	ter enrollment							
	Rep	ort date to use							~	
		Allow user assignment o								
		Block entry form after co	ompleted							
		Ask user to complete pro	ogram when stage is comp	olete						
		Ask user to create new e	event when stage is compl	ete						
		Generate events based o	on enrollment date							
		Hide due date								

When there is no incident date, the reference date will fall back on the enrollment date regardless of whether the flag above is checked.

On SCHEDULE type of events the user can also configure the "Scheduled days from start". Which means if a stage has a number in "Scheduled days from start" the reference date will increased by that number. In the example below we increase the due date by 30 days.

\otimes	I	DHIS 2 Demo - Sier	ra Leone			6 4 🗠	Q Sea	arch apps			J
	ALL	CATEGORY	DATA ELEMENT	DATA SET	INDICATOR	ORGANISATIO		PROGRAM	VALIDATION	OTHER	ţ,
Q	Program details		2 Enrollment details —	 3 /		Progr	ram stages –		- 6 Access	— 6 Notifi	cations
0	Stage Details										
	Name ANC 1st	visit									
	Color										
	#F5	7F17 U	NSET COLOR								
	Icon										
	ADD	ICON									
	Description ANC 1st										
	Scheduled	days from start (*)	1								
	30										
	Rep	peatable									

When the "Scheduled days from start" does not contain a number or contains 0 the reference date is used without adding any days to it.

Possible duplicates detection

In both cases of registering a tracked entity instance, (with enrollment or without enrollment) the system will start looking for possible duplicates. Note that programs need to be correctly configured through the maintenance app for the system to start detecting duplicates when enrolling a new person in a program.

To configure a program through the maintenance app you will have to:

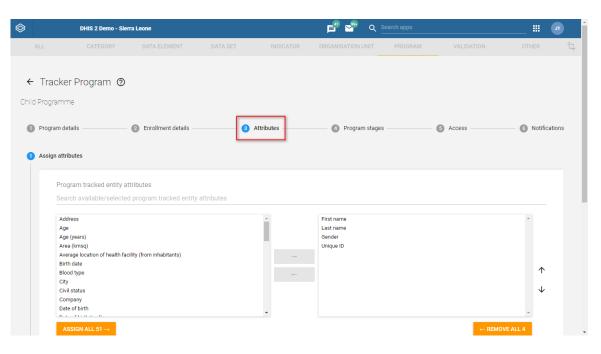
1. Open the maintenance app.

	:	DHIS 2 Demo - S	Sierra Leone			F	🗿 🙅 🤉	Search apps		==	J
	ALL	CATEGORY	DATA ELEMENT	DATA SET	INDICATOR	ORG/	ANISATION UNIT	PROGRA	M VALIDATION	OTHER	ţī.
C	Category										
	Category optior	1	Category	Category	combination	Ca	ategory option c	ombination	Category option group		
	Create, modify, v category options options are optic category.	. Category	Create, modify, view and delete data element categories. Categories are used for disaggregation of data elements.		dify, view and delete ombinations.	CO CO	ew and edit categ ombinations. Cate ombinations are b category.	gory option	Create, modify, view and delete category option groups, which can be used to classify category options.		
		+ 🔳	+ 🏼		+ 🎟			=	+ 🎟		
	Category option Create, modify, v category option which can be use data analysis.	iew and delete group sets,									
C)ata elemer	nt									
	Data element		Data element group	Data elem	ent group set						
	Create, modify, v data elements. D are phenomena f captured and and	ata elements for which will be	Create, modify, view and delete data element groups. Groups are used for improved analysis.	data eleme	dify, view and delete int group sets. Group ed for improved						
		+ 🔳	+ 🎟		+ ≣						

2. In the program section select your program. We select Child Programme for this example.

\otimes		DHIS 2 Demo - Sie	rra Leone			p ⁴¹ ≥ ⁹⁹⁺ C	Search apps			Л)
	ALL	CATEGORY	DATA ELEMENT	DATA SET	INDICATOR	ORGANISATION UNIT	PROGRAM	VALIDATION	OTHER		ţţ
	Program		Program man	agement 🧿							
	Tracked entity Relationship ty		Search by name, cod	e or id F	Program type	Ψ			1 - 14 of 14 <	>	
	Tracked entity	type	Name				Program type	Public access	Last updated	¢	
	Program rule		Antenatal care visit				Event Program	Public view/edit	August 28, 2018	:	
	Program rule v	variable	Child Programme				Tracker Program	Public view/edit	August 28, 2018	:	
			Contraceptives Vou	cher Program			Event Program	Public view/edit	August 28, 2018	:	
			Information Campai	gn			Event Program	Public view/edit	August 28, 2018	:	
			Inpatient morbidity a	and mortality			Event Program	Public view/edit	August 28, 2018	:	
			MNCH / PNC (Adult	Woman)			Tracker Program	Public view/edit	August 28, 2018	:	
			Malaria case diagno	sis, treatment and inv	vestigation		Tracker Program	Public view/edit	April 29, 2021	:	
			Malaria case registr	ation			Event Program	Public view/edit	August 28, 2018	:	

3. Select the Attributes tab.



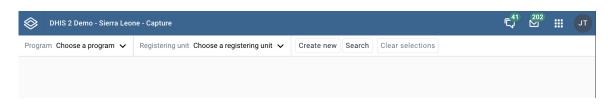
4. Enable duplicates search by checking program attributes as searchable

÷ -	Tracker Program	0								
Child P	rogramme									
O P	Program details	Enrollment de	tails	3 Attributes	(4) Pro	ogram stages	5 Acce	SS	6	Notifications
1 A	Assign attributes									
	Program tracked en Search available/se	tity attributes lected program tracked	l entity attributes							
	Address Age Age (years) Area (kmsq) Average location of her Birth date Blood type City Civil status Company Date of birth	alth facility (from inhabitants)	•	First name Last name Gender Unique ID			← F	REMOVE ALL 4	↑ ↓
	Name	Display in list	Mandatory	Date in future	S	Searchable	Mobile render type	9	Desktop render	type
	First name				1		Default	Ŧ	Default	Ŧ
	Last name				1		Default	v	Default	~
	Gender						Default	Ŧ	Default	~

The attributes you have selected as "Searchable" will be the ones which the system will use to detect possible duplicates against.

Let us explain this with an example that demonstrates the detection of possible duplicates while enrolling a child in the Child Programme.

1. Open the **Capture** app.



2. Select your organisation unit and program from the menu on the top.

\otimes	DHIS 2 Demo - Sierra Leone - Cap	oture		⁴¹ ۲	202 202		JT
Progr	am 👬 Child Programme 🙁 🗸	Registering unit Ngelehun CHC 😒 🗸	Create new person 🗸 Search 🖌 Clear selections				
	Active enrollments Complete	ed enrollments Cancelled enrollments					
	Enrollment status v Date of	of enrollment v Date of birth v	First name v More filters v		1 23	;	
	First name 🜲		Last name 🔹				
	Test		Person				
	Filona		Ryder				
	Gertrude		Fjordsen				
	Frank		Fjordsen				
	Maria		Wright				
	Joe		Riley				

3. Click Create new person

DHIS 2 Demo - Sierra Le	eone - Capture				۳ ۲	202 202
am 👬 Child Programme	🙁 🗸 Registering unit	Ngelehun CHC 🙁 🗸	Create new person 🗸	Search 🖌 Clear s	selections	
Active enrollments	Completed enrollments	Cancelled enrollments				
Enrollment status 🗸	Date of enrollment $$	Date of birth v	First name 🖌 More filt	ers v		··· 63
First name 🌲			Last name 🔶			
Test			Person			
Filona			Ryder			
Gertrude			Fjordsen			
Frank			Fjordsen			
Maria			Wright			
Joe			Riley			

4. Fill in the first name in the form. **Remember, the first name we have checked as** "Searchable" in the maintenance app. Click Save person. The system will start looking for possible duplicates that match the name Sarah.

ram 👬 Child Programme 🙁 🗸	Registering unit Ngelehun CHC 😒	✓ Create new person ~	Search	✓ Clear selections			
New person in program: Child	l Programme						
Enrollment				i Indicators 1			^
Date of enrollment *	2024-03-06			Measles + Yellow fev	er dose	s	0
Date of birth *	2024-03-06						
Coordinate	♀ Latitude	Longitude	×				
Profile							
First name 🛈	Sarah						
Last name 🔅							
Gender (j)			•				
Unique ID (j)	1122706						
Save person Cancel							
 Saving a person in Child Progr 	amme in Ngelehun CHC.						

5. The system will automatically show a list of possible duplicates if there are any.

	Possible duplicates found		×elections	
New person in program: Child	First name: Sarah Last name: Wheeler			
Enrollment	View dashboard		ors 1	^
Date of enrollment *	First name: Sarah		Yellow fever doses	0
Date of birth *	Last name: Barnes View dashboard			
Coordinate	First name: Sarah Last name: Bishop			
Profile	View dashboard			
First name ①	First name: Sarah			
Last name (j)	Last name: Kennedy View dashboard			
Gender (j)	First name: Sarah Last name: George			
Unique ID ①	View dashboard			
		Page 1 K < >		

6. You can choose to make a new enrollement by clicking **Save as new** or if you see the right person in the list - you can view the dashboard.

am 👬 Child Programme 💿 🗸	Possible duplicates found		
New person in program: Child Enrollment	First name: Sarah Last name: Wheeler View dashboard ors 1		^
Date of enrollment *	First name: Sarah Yellow fev	er doses	0
Date of birth *	Last name: Barnes View dashboard		Ū
Coordinate	First name: Sarah Last name: Bishop		
Profile	View dashboard		
First name 🤃	First name: Sarah		
Last name (j)	Last name: Kennedy View dashboard		
Gender ①	First name: Sarah Last name: George		
Unique ID (j)	View dashboard		
Save person Cancel	Page 1		

Тір

You can configure duplicates detection for tracked entity types the same way as we did for programs.

Program rules execution

In both cases of registering a tracked entity instance (with enrollment or without enrollment), the system will run program rules you have configured. Note that rules can be configured in the maintenance app.

To see a rule being executed while enrolling a tracked entity instance you will have to take the following steps.

- 1. Configure a rule in the maintenance app. For the example below we configured a rule that throws a warning when the date of birth is less than a year.
- 2. Open the **Capture** app.



3. Select your organisation unit and program from the menu on the top.

DHIS 2 Demo - Sierra Le	one - Capture			P ^a 🛁 🏭
cted program WHO RMNCH Tracker >	Selected registering unit	New Search Clear selections		
New person in program:	WHO RMNCH Tracker			
Enrollment				
Date of first visit *	2021-08-25			
Profile				
Unique ID *	1021760			
First name *				
Last name *				
Address				
Postal code				
City				

4. Fill in the date of birth with a value which is less than a year. In our case this is 27th of January 2021.

)HIS 2 Demo - Sierra Leone - (Capture	2					
City							
Mobile number							
Email address							
Birth date *	202	1-01-27	1				
Civil status	202 2	21 7 Ja	an				
Save new Cancel	Sun	Mon	Tue	Wed	Thu	Fri	Sat
) Saving a person in WHO RMNO	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	Jan 27	28	29	30
	31	Feb 1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20

5. You will now be able to see the warning produced by the program rule underneath the birth date field.

DHIS 2 Demo - Sierra	Leone - Capture	⊨" ≃³ ⅲ
Profile		
Unique ID *	1021760	
First name *	Sarah	
Last name *	Morales	
Address		
Postal code		
City		
Mobile number		
Email address		
Birth date *	2021-01-27 The womans age is outside the normal range. With the birthdate entered, the age would be: 0]
Civil status	·	

Re-enroll an existing tracked entity instance

When you are on the re-enroll page, the teld will be visible in the URL parameters. The attributes of the tracked entity instance will be pre-fielded with the current values.

ightarrow C $ ightarrow$ debug.dhis2.	org/dev/dhis-web-capture/index.html#,	/new?orgUnitId=DiszpKrYNg8&programId=IpHI	NAT79UW&teild=NYvVqMYZRTG
DHIS 2 Demo - Sierra Leon	e - Capture		
ted program Child Programme X	Selected registering unit Ngelehun CHC \times	New Search Clear selections	
New Enrollment in program	n: Child Programme		
Enrollment			
Date of enrollment *	02-03-2022		
Date of birth *	23-02-2022		
Coordinate	Latitude	Longitude	×
Profile			
First name	Sharon		
Last name	Scott		
Gender ①	Female		× 👻
Unique ID	6431362		
Save new Cancel			

Adding a relationship

Relationships can be added either during registration, editing or viewing of an event. Currently the **Capture App** only supports *Event to Tracked Entity Instance* relationships.

- 1. While in an event, click Add relationship.
- 2. Select the relationship type you want to create.

You now have two options:

- · Link to an existing Tracked Entity Instance or
- Create new Tracked Entity Instance.

DHIS 2 Demo - Sierra Leone	DHIS 2 Demo - Sierra Leone - Capture			≥ ¹⁹	 TW
Selected program	Selected registering unit Ngelehun CHC ×	New • Search Clear selections			
Adding relationship to event. <u>Go</u>	back to event without saving relations Event to TEI	nin			
Q Link to an existing	ng Person + Creat	e new Person			

relationship options

Link to an existing Tracked Entity Instance

- 1. Click Link to an existing Tracked Entity Instance.
- 2. You will be presented with some options for searching for a Tracked Entity Instance. You have the option to select a program. If a program is selected the attributes are derived from the selected program. If no program is selected, only the attributes that belong to the Tracked Entity Instance will be visible.

<u>Start again</u>	•New event
~	
¥	
~	
~	
	~

search for Tracked Entity Instance

- If the **Tracked Entity Instance** or **program** is configured with a unique attribute, this attribute can be used for finding a specific **Tracked Entity Instance** or **program**. This attribute should be presented alone. When the unique attribute field has been filled out, click the **Search** button located right below the unique attribute field.
- If the Tracked Entity Instance or program has attibutes these can be used for searching by expanding the Search by attributes box. When all desired attribute fields have been filled out, click the Search by attributes button located at the bottom. You can also limit the search by setting the Organisation unit scope. If set to *All accessible* you will search for the Tracked Entity Instance in all organisation units you have access to. If you select *Selected*, you will be asked to select which organisation units to search within.
- 3. After a successful search you will be presented with a list of **Tracked Entity Instances** matching the search criteria. To create a relationship click the **Link** button on the **Tracked Entity Instance** you would like to create a relationship to.
- 4. If you did not find the Tracked Entity Instance you were looking for, you can either click the New search or Edit search buttons. New search will take you to new blank search while Edit search will take you back to the search you just performed keeping the search criteria.

Create new Tracked Entity Instance

- 1. Click Create new Tracked Entity Instance.
- 2. You are now presented with a form for registering a new Tracked Entity Instance. You can choose to either register with or without a program. If a program is selected, the new Tracked Entity Instance will be enrolled in said program. You can also change the Organisation unit by removing the one that is automatically set and selecting a new one.

DHIS 2 Demo - Sierra Leone	e - Capture	
Selected program	Selected registering unit New v Search Ngelehun CHC × Clear selections	-
Adding relationship to event. Go	back to event without saving relationship	
New event relationship /	Event to TEI / Register	
Registration		
Organisation Unit	Ngelehun CHC ×	
Program	•	
Profile		
Unique ID	1029865	
First name		
Last name		
Save new person and link	Cancel	

register new Tracked Entity Instance

- 1. Fill in the desired (and possibly mandatory) attributes and enrollment details.
- 2. Click Create Tracked Entity Instance and Link.

Note

When filling in data you might face a warning telling you that a possible duplicate has been found. You can click the warning to see these duplicates and if the duplicate is a match you can choose to link that **Tracked Entity Instance** by clicking the **Link** button. If the warning is still present when you are done filling in data, you will not see the **Create Tracked Entity Instance and Link** button. Instead you will be presented with a button called **Review duplicates**. When you click this button a list of possible duplicates will be displayed. If any of these duplicates matches the **Tracked Entity Instance** you are trying to create you can click the **Link** button, if not you can click the **Save as new person** button to register a new **Tracked Entity Instance**.

Edit an event

- 1. Open the **Capture** app.
- 2. Select a program.
- 3. Select an organisation unit or click the *all events*-link to view all events accessible to you.

DHIS 2 Demo - Sierra Leone - Cap	ture		戶 🗠 📰 💵
Selected program	Registering Organisation Unit Search • Bo • Bombali • Bombali • Bombali • Kambia • Kanema • Koinadugu • Kono • Moyamba • Port Loko • Pujehun • Torakolii • Western Area	New • Search Clear selections	
		Please select an organisation unit. Or see all events accessible to you in Malaria case registration	

All events registered to the selected program show up in a list.

- 4. Click the event you want to modify.
- 5. Click the Edit event button.
- 6. Modify the event details and click **Save**.

Delete an event

- 1. Open the **Capture** app.
- 2. Select an organisation unit.
- 3. Select a program.

All events registered to the selected program show up in a list.

- 4. Click the **triple dot** icon on the event you want to delete.
- 5. In the menu that is displayed click **Delete event**.

Antenatal care visit X	Selected registering unit	New V Search Clear selections		
Registered events				
Visit date v WHO	MCH Smoking v WHOMCH He	moglobin value v Status v More filters v		÷۰۰ بڑی
Visit date 🔱	WHOMCH Smo	king	WHOMCH Hemoglobin value	
2021-04-07	No		9	
2021-04-01	Yes			elete event
2021-04-01	No		14	

delete event

Modify an event list layout

You can select which columns to show or hide in an event list. This can be useful for example when you have a long list of data elements assigned to a program stage.

- 1. Open the **Capture** app.
- 2. Select an organisation unit.
- 3. Select a program.

All events registered to the selected program show up in a list.

- 4. Click the **gear** icon on the top right of the event list.
- 5. Select the columns you want to display and click **Save**.

DHIS 2 Demo - Sierra Leone - Capture					1 ⁴² (≝ ¹³ :::	TW
Selected program Selected registering un	it ×	New V Search Clear selections					
Registered events	Col	umns to show in table					
Visit date ~ WHOMCH Smoking ~ WH	лс	olumn			[÷۲	
Visit date 🔶 WF	101	2 Visit date	ţţ.	WHOMCH Hemoglobin value			
2021-04-07 No 2021-04-01 Ye		WHOMCH Smoking	ţţ	9		•••	
2021-04-01 No	-	WHOMCH Smoking cessation counselling provided	ţţ	14			
			↓1 SAVE	ows per page: 15 👻 Page 1			

modify event list

Тір

You can reorganize the order of the data elements by draging and dropping them in the list.

Filter an event list

- 1. Open the **Capture** app.
- 2. Select an organisation unit.
- 3. Select a program.

All events registered to the selected program show up in a list.

Along the top of the event list are buttons with the same names as the column headers in the list.

4. Use the buttons on the top of the list to filter based on a report date or a specific data element.

DHIS 2 Demo - Sierra Leone - (Capture					⊫ [®]	≥ ¹⁹		Т
	Selected registering unit Ngelehun CHC ×	New Search Clear selections							
Registered events									
Visit date v WHOMCH	I Smoking v WHOMCH Hem	noglobin value ^ Status	✓ More filters ✓				ŝ		
Visit date \downarrow	Min	to Max			WHOMCH Hemoglobin va	lue			
2021-04-07	Update	Reset filter				9			
2021-04-01	Yes					12			
2021-04-01	No					14			
				Rows	per page: 15 👻 Page	1 <	<	>	

filter event

Note

Different data element types are fitered in different ways. A **Number** data element will for instance show a rang to filter on while a **Text** data element will ask you to enter a search query to filter on.

Sort an event list

- 1. Open the **Capture** app.
- 2. Select an organisation unit.
- 3. Select a program. All events registered to the selected program show up in a list.
- 4. Click one of the column headers to sort the list on that data element in ascending order.

A small upward arrow is displayed next to the column to show that the list is sorted in ascending order.

5. Click the column header again to sort the list on that data element in descending order.

A small downward arrow is displayed next to the column to show that the list is sorted in descending order.

DHIS 2 Demo - Sierra Leone - Caj	pture		6 2	≥ ¹³		т
	ected registering unit gelehun CHC X	New V Search				
Registered events	imoking ~ WHOMCH Hemc	iglobin value ↓ Status ↓ More filters ↓		欲		
Visit date	WHOMCH Smokin	g WHOMCH Hemoglobin value				
2021-04-07	No	9				
2021-04-01	Yes	12				
2021-04-01	No	14				
		Rows per page: 15 v Page 1	<	<	>	

sort event

Download an event list

- 1. Open the **Capture** app.
- 2. Select an organisation unit.
- 3. Select a program. All events registered to the selected program show up in a list.
- 4. Click the **three dots** icon on the top right of the event list.
- 5. Click **Download data**.
- 6. Select the format you want to download.

DHIS 2 Demo - Sierra Leone	e - Capture		⊨ ² ≤ ³³ Tw
Selected program	Selected registering unit	New Search	
Registered events			1
Visit date v Status	✓ WHOMCH Smoking ✓	VHOMCH Smoking cessation counselling provided \vee 🗌 More filters	rs ~ £ģ3
Visit date \downarrow		Status	2 Download data
2021-04-07		Active	Save current view
2021-04-01		Active	
2021-04-01		Active	
			Rows per page: 15 💌 Page 1 I < < >

download event list

Note

You can download an event list in JSON or CSV formats.

Predefined list views

You can set up your own views and save them for later use. The views can also be shared with others. A view consists of filters, column order and event sort order.

Saving a new view

- 1. Select an organisation unit and a program.
- 2. Set filters using the filter buttons above the event list (described in detail here).

cted program	Selected registering unit	New 🖌 Search			
Malaria case registra	X Ngelehun CHC X	Clear selections			
Registered event	s				
Assigned to: Anyone	 ✓ ♥ Report date ✓ Status ✓ 	Age in years 🗸 More filters 🗸			鐐 …
Assigned to: Anyone Assigned to	✓ ♥ Report date ✓ Status ✓ Report date ↓	Age in years v More filters v Status	Age in years	Gender	şğı
			Age in years	Gender Male	\$\$\$ ····
Assigned to	Report date 4	Status			

3. Set the column order by clicking the cog icon and then, in the pop-up, specify the layout according to your preference (how to modify the layout is described in detail <u>here</u>).

cted program Malaria case registra ×	Selected registering unit Ngelehun CHC \times	New Search Clear selections			
Registered events					
Assigned to: Anyone 🗸	Report date Status	∽ Age in years ∽ More filters ∽			鐐
Assigned to: Anyone ~	Report date → Status Report date ↓	Age in years v More filters v Status	Age in years	Gender	識 …
			Age in years	Gender Male	<u>تۇن</u>
Assigned to	Report date 4	Status			

4. Sort the events by clicking on one of the column headers (described in detail here).

DHIS 2 Demo - Sierra Leo	one - Capture				⊨" ≤" Ⅲ
ted program Malaria case registra ×		ew V Search			
Registered events		Age in years v			¢3 ····
Assigned to	Report date $~\downarrow~$	Status	Age in years	Gender	
Roger Milla (milla)	2021-12-30	Active	14	Male	
Roger Milla (milla)	2021-12-29	Active	67	Male	
Roger Milla (milla)	2021-09-17	Active	25	Female	

5. Open the more menu (three dots icon) to the right and then select "Save current view..."

DHIS 2 Demo - Sierra Leone	e - Capture				⊨ ⁴² ⊻ ¹³ Ⅲ T
ected program Malaria case registra ×	Selected registering unit Ngelehun CHC ×	New V Search Clear selections			
Registered events	Report date v Status v	Age in years ↓ More filters ↓			跷 …
Assigned to	Report date	Status	Age in years	Gender	Download data
Roger Milla (milla)	2021-12-30	Active	14	Male	Save current view
Roger Milla (milla)	2021-12-29	Active	67	Male	•••
Roger Milla (milla)	2021-09-17	Active	25	Female	

6. Fill in a name for the view and click save.

ew name *	
Events assigned to anyone	

Loading a view

- 1. Select an organisation unit and a program with a predefined view.
- 2. The views should be available above the event list itself. Click on a view to load it.

DHIS 2 Demo - Sierra Leo	ne - Capture				⊨ [®] <mark>≃</mark> [®] Ⅲ
cted program Malaria case registr ×	Selected registering unit Ngelehun CHC	New V Search			
Registered events	ne Events assigned to me	Events today			
Report date v Sta	atus v Assigned to v Ag	je in years 🗸 More filters 🗸			\$ <u>\$</u> 3
Report date \downarrow	Status	Assigned to	Age in years	Gender	
2021-12-30	Active	Roger Milla (milla)	14	Male	•••
2021-12-29	Active	Roger Milla (milla)	67	Male	
2021-12-27	Active		66	Male	

3. An example of a loaded view.

DHIS 2 Demo - Sierra Leone	e - Capture				⊨ ²	≥ ¹⁹	Ш ТМ
Selected program	Selected registering unit	New 🖌 Search					
🖌 Malaria case registra 🗙	Ngelehun CHC $ imes$	Clear selections					
Registered events Events assigned to anyon Assigned to: Anyone		Events today				¢۵	
Assigned to. Anyone V		Age in years V				285	
Assigned to	Report date 🛛 🤟	Status	Age in years	Gender			
Roger Milla (milla)	2021-12-30	Active	14	Male			
Roger Milla (milla)	2021-12-29	Active	67	Male			

Updating a view

- 1. Load the view you would like to update (see loading a view).
- 2. Make your changes to filters, column order and/or event sort order.

Note

An asterisk(*) is appended to the view name when the view has unsaved changes.

3. Open the more menu (three dots icon) to the right and then select "Update view".

DHIS 2 Demo	- Sierra Leone -	Capture				⊨ ⁴² ™ ™
Selected program		Selected registering unit Ngelehun CHC $ imes$	New Search Clear selections			
Registered	l events					
Events assi	gned to anyone ^a	Events assigned to me	Events today			
Assigned to	o: Anyone 🗸 🕲	Report date v Status v	Age in years v			錄
Assigned to		Report date \downarrow	Status	Age in years	Gender	Download data
Roger Milla	(milla)	2021-12-30	Active	14	Male	Save current view as
Roger Milla	(milla)	2021-12-29	Active	67	Male	, Events assigned to anyone
Roger Milla	(milla)	2021-09-17	Active	25	Female	Events assigned to anyone
				Rows per pag	e: 15 -	Update view
						Share view
						Delete view

Sharing a view

- 1. Load the view you would like to share (see loading a view).
- 2. Open the more menu (three dot icon) to the right and then select "Share view..."

	Selected registering unit New Ngelehun CHC ×	Search			
Registered events					
Events assigned to anyone					-0
Events assigned to anyone Assigned to: Anyone		today Age in years v More filters v	Age in years	Gender	錢 … Download data
Assigned to: Anyone 🗸 🔇	Report date v Status v A	Age in years v More filters v	Age in years 14	Gender Male	
Assigned to: Anyone V	Report date v Status v A	Age in years v More filters v			Download data Save current view as
Assigned to: Anyone 🗸 🔇	Report date v Status v A	Age in years v More filters v			
Assigned to: Anyone 🗸 🔇 Assigned to Roger Milla (milla)	Report date → Status → A Report date ↓ 2021-12-30	Age in years v More filters v Status Active	14	Male	Download data

3. Make your changes. You would typically add users/groups (1) and/or change the access rights of users/groups added earlier (2).

Sharing settings Events assigned to anyone 2 Created by: Tom Wakiki Who has access Public access \bigcirc \times No access External access Ο \bigcirc \times No access Add users and user groups Enter names

CLOSE

Deleting a view

- 1. Load the view you would like to delete (see loading a view).
- 2. Open the more menu (three dots icon) to the right and then select "Delete view".

ted program Se	elected registering unit New	 ✓ Search 			
Malaria case registra ×	Ngelehun CHC × Clear se	elections			
Registered events					
Events assigned to anyone	Events assigned to me Events t	today			
Events assigned to anyone Assigned to: Anyone ~ 😵		ge in years v			戀
			Age in years	Gender	ĝ3 Download data
Assigned to: Anyone 🗸 🕲	Report date v Status v At	ge in years 🗸 More filters 🗸	Age in years 14	Gender Male	
Assigned to: Anyone v 🗞	Report date ↓ Status ↓ Aq	ge in years v More filters v			Download data Save current view as
Assigned to: Anyone V I	Report date ↓ Status ↓ Ag	ge in years ~ More filters ~ Status Active	14	Male	Download data

User assignment in events programs

Events can be assigned to users. This feature must be enabled per program.

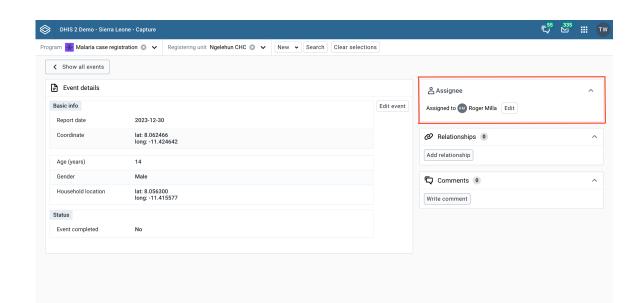
Assigning user to new events

- 1. Select an organisation unit and a program with user assignment enabled.
- 2. Click **New Event** in the upper right corner.
- 3. You will find the assignee section near the bottom of the data entry page. Search for and select the user you would like to assign the event to. The assignee will be preserved when you save the event.

Assignee	
Assigned user	Search for user
Save and exit v Ca (i) Saving to Malaria case regist	ration in Ngelehun CHC
Assignee	
Assigned user	John Kamara ×
Save and exit v Ca (a) Saving to Malaria case regist	ration in Ngelehun CHC

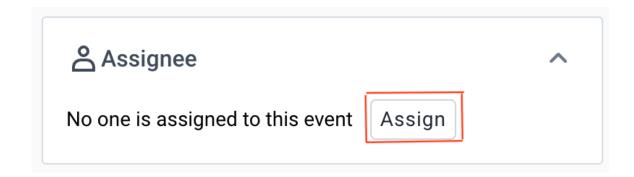
Change assignee

- 1. Select an organisation unit and a program with user assignment enabled.
- 2. Click an event in the list
- 3. In the right column you will find the assignee section.



4. Click the **Edit** button, or the **Assign** button if the event is not currently assigned to anyone.





5. Search for and select the user you would like to reassign the event to. Click the **Save** button.

Assignee in the event list

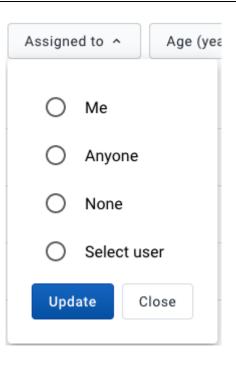
In the event list you will be able to view the assignee per event. Moreover, you can sort and filter the list by the assignee.

Filter by assignee

1. Click the Assigned to filter.

	- Capture				⊨" ≤" ⅲ
		New V Search			
Registered events					
Events assigned to anyone	Events assigned to me	Events today			
Report date 🗸 Statu	s 🗸 🛛 Assigned to 🧄 Age in	years ~ More filters ~			··· کې
Report date v Statu	s v Assigned to Age in	years v More filters v Assigned to	Age in years	Gender	跷 …
			Age in years	Gender Male	ين ين
Report date 🥠	O Me	Assigned to			-
Report date ↓ 2021-12-30	O Me O Anyone	Assigned to Roger Milla (milla)	14	Male	
Report date ↓ 2021-12-30 2021-12-29	Me Anyone None	Assigned to Roger Milla (milla) Roger Milla (milla)	14 67	Male Male	

2. Select your preferred assignee filter and then click update.



Tracker programs

The Capture app supports the workinglists in tracker programs, but when you open a tracked entity instance, you will be redirected to the enrollment dashboard in the Tracker Capture app.

DHIS 2 Demo - Sierra Leo	ne - Capture			⊨ ⁴ ∷ Tw
Selected program	Selected registering unit Ngelehun CHC ×	New Search Clear selections		
Active enrollments	Completed enrollments Can	celled enrollments		
Enrollment status 🗸	Date of enrollment v	of birth v Assigned to v	More filters v	£3
First name			Last name	
Filona			Ryder	
Gertrude			Fjordsen	
Frank			Fjordsen	
Maria			Wright	
Joe			Riley	
Anthony			Banks	
Alan			West	
Heather			Greene	
Andrea			Burton	

Search for tracked entity instances

In Program scope

- 1. Open the **Capture** app.
- 2. Select a program.

You will only see programs associated with the selected organisation unit and programs you have access to, and that are shared with your user group through data level sharing.

- 3. Click the Search button.
- 4. From the dropdown menu click the first option.

Selected program	Registering Organisation Unit	New V Search	
👬 Child Programme 🛛 🗙	Search	Clear selector Programme Search	

These steps will take you to the search page. There, based on the configuration of your organisation, will see the different attributes you can search with. An example of how this looks is the following.

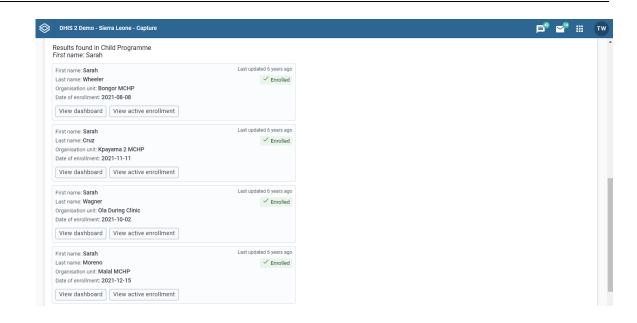
(Back	
earch for person in progra	m: Child Programme
Search Unique ID	~
Search by attributes	^
First name	
Last name	
Gender	
Search by attributes	Fill in at least 1 attributes to search

To execute a search now:

- 5. Fill in the attributes you want to search with.
- 6. Click the **Search by attributes** button.

< Back	
Search for person in program	: Child Programme
Search Unique ID	~
Search by attributes	^
First name	Sarah
Last name	
Gender	-
Search by attributes	Fill in at least 1 attributes to search

7. The results of the search will be displayed as follows.



In this list you can see the entries that match your search. For each entry you can have a total of three options.

a. You can choose to view the dashboard for the **Tracked Entity Instance** by clicking the "View dashboard" button

DHIS 2 Demo - Sierra Leone - C	apture			1	- ™	
child Programme 🛛 🗙 🛛 N	gelehun CHC ×	Clear selections				
K Back						
Search for person in program:	Child Programme					
Search Unique ID			~			
Search by attributes			^			
First name	Sarah					
Last name						
Gender			×			
Search by attributes			Fill in at least 1 attributes to search			
Results found in Child Program First name: Sarah	nme					
First name: Sarah Last name: Wheeler Organisation unit: Bongor MCHP Date of enrollment: 2021-08-08		Last updated 6 years ago ✓ Enrolled				
View dashboard View activ	ve enrollment					

b. You can view the the active enrollment of a **Tracked Entity Instance** by clicking the "View active enrollment" button

hild Programme $ imes ime$	Ngelehun CHC	×	Clear selections		
(Back	1				
earch for person in prog	ram: Child Programme				
Search Unique ID				~	
Search by attributes				^	
First name	Sarah				
Last name					
Gender				-	
Search by attributes			Fil	I in at least 1 attributes to search	
Results found in Child Pro First name: Sarah	gramme				
First name: Sarah Last name: Wheeler Organisation unit: Bongor MC			Last updated 6 years ago ✓ Enrolled		

c. You can re-enroll a **Tracked Entity Instance** to the current program you are searching within.

hild Programme 🛛 🗙 Nge	lehun CHC	×	lear selections			
	ienun ono	^				
(Back						
Gearch for person in program: Ch	ild Programme					
Search Unique ID				~		
Search by attributes				^		
First name g	jertrude					
Last name						
Gender				•		
Search by attributes				Fill in at least 1 attributes to search		
Results found in Child Programm	e					
First name: Gertrude			Last updated 5 years ago			
Last name: Fjordsen			Previously enrolled			
Organisation unit: Ngelehun CHC						
Date of enrollment: 2022-01-10						

Fallback search

Execute a full search as described above. If the search you have made has results they will be displayed. However, the actual **Tracked Entity Instance** you are searching for may be within a different program. In that case, you may want to extend the search to other programs. This is known as a fallback search.

To execute a fallback search, simply press the button on the bottom saying "Search in all programs". You will see the **Results in all programs** be appended below the search in the current program. These two modules are collapsible to save space.

If the fallback can not be done, you will be presented with a modal to go **Back to search** so that you can change the search terms.

Note

The fallback search is only possible when searching within a Program.

Search Unique ID			~	
Search by attributes			^	
First name	Sarah			
Last name	barnes			
Gender			~	
Search by attributes			Fill in at least 1 attributes to search	
Results found in Child Progra First name: Sarah, Last name First name: Sarah Last name: Barnes Organisation unit: Karina MCHP	barnes	st updated 6 years ago ✓ Enrolled		
Date of enrollment: 2022-05-14 View dashboard View act	ve enrollment			

Create new Tracked entity instance

When none of the results match, you can create a new user by clicking **Create new** button on the bottom of the search page.

Based on the search domain, you will be navigated to the registration of the selected **Tracked entity type**, with or without program enrollment preselected. The search terms that you typed in before will be prefilled in the registration form.

tion unit: Ola During Clinic hmollment: 02-10-2022 tashboard View active enrollment me: Sarah me: Moreno tion unit: Malal MCHP monollment: 15-12-2022 tashboard View active enrollment me: Sarah me: Richards tion unit: 26-09-2022 tashboard View active enrollment Page 1 < < > page 1 < < >	IIS 2 Demo - Sierra Leone - Capture		د. لې
moliment: 02-10-2022 tashboard View active enrollment me: Sarah	ame: Wagner		
dashboard View active enrollment me: Sarah	ganisation unit: Ola During Clinic		
re: Sarah ✓ Enrolled the: Moreno tho	e of enrollment: 02-10-2022		
ne: Moreno titon uni: Malal MCHP titon uni: Malal MCHP titon uni: 15-12-2022 tashboard View active enrollment ne: Sarah ne: Richards titon uni: PCM Hospital titon	iew dashboard View active enrollment		
tion unit: Malal MCHP provilement: 15-12-2022 dashboard View active enrollment me: Sarah	st name: Sarah	✓ Enrolled	
Inrollment: 15-12-2022 tashboard View active enrollment ne: Sarah	st name: Moreno		
tashboard View active enrollment re: Sarah Sara	ganisation unit: Malal MCHP		
ne: Sarah Sarah Enrolled Re: Richards View active enrollment Page 1 < < > Page 1 < < > Sarah Page 1 < < >	e of enrollment: 15-12-2022		
he: Richards titon unit: PCM Hospital hardiment: 26-09-2022 dashboard View active enrollment Page 1 < < > ing the results you were looking for? Try to search all programs that use type "person". in all programs of search results match, you can create a new "person".	iew dashboard View active enrollment		
Nition unit: PCM Hospital Innollment: 26-09-2022 Jashboard View active enrollment Page 1 I < < > ing the results you were looking for? Try to search all programs that use type "person". In all programs of search results match, you can create a new "person".	st name: Sarah	✓ Enrolled	
Incolliment: 26-09-2022 tashboard View active enrollment Page 1 I < < > ing the results you were looking for? Try to search all programs that use type "person". in all programs of search results match, you can create a new "person".	st name: Richards		
dashboard View active enrollment Page 1 I < < > ing the results you were looking for? Try to search all programs that use type "person". in all programs of search results match, you can create a new "person".	ganisation unit: PCM Hospital		
Page 1 I < < > ing the results you were looking for? Try to search all programs that use type "person". In all programs of search results match, you can create a new "person".	te of enrollment: 26-09-2022		
ing the results you were looking for? Try to search all programs that use type "person". In all programs of search results match, you can create a new "person".	iew dashboard View active enrollment		
in all programs of search results match, you can create a new "person".		Page 1 < < >	
in all programs of search results match, you can create a new "person".			
of search results match, you can create a new "person".	finding the results you were looking for? T	y to search all programs that use type	'person".
of search results match, you can create a new "person".	arch in all programs		
	arch in an programs		
new	one of search results match, you can creat	a new "person".	
new			
	reate new		

In Tracked entity type scope

- 1. Open the **Capture** app.
- 2. Click the **Search** button to open the search page.
- 3. Click on the drop down menu and select the type of entity you want to search for.

< Back	
Search for	
Search for	
× 4	
O You can also choose a program from the top bar and search in that program	

4. Make a selection from the list.

< Back	
Search for	
Search for	
	v
Person	na nat program
Malaria Entity	
Focus area	Choose a type to start searching

Based on the configuration of your organisation you will see the different attributes you can search with. An example of how this looks is the following.

< Back		
Search for person Search for Person	~	
Search Unique ID		~
Search by attributes		^
First name		
Last name		
Search by attributes		Fill in at least 1 attributes to search

To execute a search now:

- 5. Fill in the attributes you want to search with.
- 6. Click the Search by attributes button.

arch for person		
arch for		
Person v		
Search Unique ID	~	
Search by attributes	^	
First name Sarah		
.ast name		

7. The results of the search will be displayed as follows.

First name: Sarah Last name: Thompson	Last updated 5 years ago
View dashboard	
First name: Sarah	Last updated 6 years age
Last name: Wheeler	
View dashboard	
First name: Sarah	Last updated 6 years ag
Last name: Cruz	
View dashboard	
First name: Sarah	Last updated 6 years ag
Last name: Wagner	
View dashboard	
First name: Sarah	Last updated 6 years ag
Last name: Moreno	
View dashboard	

In this list you can see the entries that match your search. For each entry you have the option to click the "View Dashboard" button to view the dashboard for the **Tracked Entity Instance**.

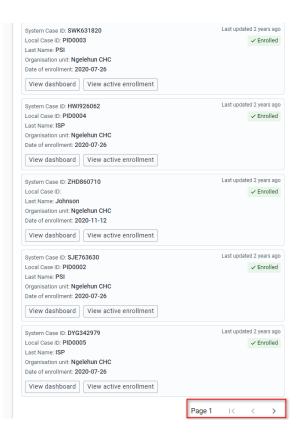
Too many results functionality

The program or tracked entitive type you are searching within may be configured with a limit on the number of results that are retrurned from a search. If your search results exceed this limit you will be shown a warning message like the one below.

ŝ	BHIS 2 Demo - Sierra Leon	e - Capture	P [®]	⊻ :::	СН
	cted program Child Programme X	Selected registering unit New Search Clear selections Njandama MCHP X			
	< Back				
	Search for person in progra	am: Child Programme			
	Search Unique ID	~			
	Search by attributes	~			
	First name				
	Last name	S			
	Gender	~			
	Search by attributes	Fill in at least 1 attributes to search			
	Too many results	oo many results to show. Try changing search terms or searching by more attributes to narrow down the results.			

Pagination

The results page shows up to five results at a time. You should try to use specific search criteria so that there are not too many matches. However, if there are more than five results, you can see the next results by using the > button at the end of the page.



List tracked entity instances enrolled in program

- 1. Open the Capture app.
- 2. Select an organisation unit.

Using the Capture app Custom TEI working list for programs with "Display front page list" set to false.

- 3. Select a tracker program with "Display front page list" set to true.
- 4. The program can have categories associated with it (implementing partner would be an example of such a category). If this is the case, fill them in.

Custom TEI working list for programs with "Display front page list" set to false.

- 1. Open the **Capture** app.
- 2. Select an organisation unit.
- 3. Select a tracker program with "Display front page list" set to false.
- 4. If the program has any custom working list you are able to click and load it.

DHIS 2 Demo - Sierra Leon	e - Capture	4 <mark>1</mark> لرب	190 ⊻	
cted program Child Programme $\qquad imes$	Selected registering unit New Search Clear selections Ngelehun CHC ×			
Search for person in progr	am: Child Programme			
Search Unique ID	Saved lists in this program Test 1 Test 2 Test 4			
Unique ID * 🛈	Create custom working list			
Search by Unique ID				
Search by attributes	~			

Filter the list

Use the buttons above the list itself to filter it.

DHIS 2 Demo - Sierra Leo	ne - Capture		⊨ ⁴² ≃ ¹³³ III TW
Active enrollments	Completed enrollments Cancelled enrollments		
Enrollment status v	Enrollment date v Incident Date v Assigned to v Date of birth (mai) v More filters v		£3
System Case ID	Local Case ID	Last Name	
ZRP792320	fgt	Cohen	
CFF620500	ghy	Smith	
CNS735904	qee	Rick	
ABC123456	PID0001	Johnson	
TSL493788	gft	Rupel	
LB0315445	7ħdjdj	Martin	
XFF685536	ads2	Smith	

As an example, you could filter the list to show only tracked entity instances where you have been assigned an event: Click the "Assigned to" filter (1), select "Me" (2) and then "Apply" the changes (3).

DHIS 2 Demo - Sierra Leone - Capture			
Active enrollments Completed enrollments	Cancelled enrollments		
Enrollment status v Enrollment date v	Incident Date v Assigned to A Date of birth (mal) v	More filters ~	錢
System Case ID	2 Me	Last Name	
ZRP792320	O Anyone	Cohen	
CFF620500	O None	Smith	
CNS735904	O Select user	Rick	
ABC123456	3 Update Reset filter	Johnson	
TSL493788	git	Rupel	
LB0315445	7hdjdj	Martin	

Sort the list

Click one of the column headers to sort the list by that column. A small arrow is displayed next to the column header to indicate the current sort order. Click again to change between ascending and descending order.

DHIS 2 Demo - Sierra Leor	e - Capture		⊨ [®] ≅ ₩ ₩
Selected program	Selected registering unit	New V Search V	
🛓 Malaria case diagno 🗙	Ngelehun CHC $ imes$	<u>Clear selections</u>	
	1		
Active enrollments	Completed enrollments Cance	lied enrollments	
Enrollment status 🗸	Enrollment date v	ate v Assigned to v More filters v	錄
Last Name 1		First Name	
Cohen		Lauren	
Garcia Munoz		Jose	
ISP		Sam	
ISP		222	
Johnson		Karoline	
Johnson		Sarah	

Modify the list layout

You can select which columns to show in the list and also reorganize the order of the columns.

Click the **gear** icon in the top right corner of the list. Tick the checkboxes for the the columns you would like to display (1) and reorgainze the columns by dragging and dropping (2).

DHIS 2 Demo - Sierra Leon				P ⁴² P ³³ III
elected program	Selected registering unit	Columns to show in table		
	1	Column	2	
Active enrollments	Completed enrollments	C Registering unit		
Enrollment status 🗸	Enrollment date 🗸 🛛 Ir	Registration Date Inactive	t	錢
Last Name 个 Cohen		System Case ID	tt	
Garcia Munoz		Local Case ID	ţţ	
ISP		Last Name	ţţ	
ISP		✓ First Name	ţ1	
Johnson Johnson		 Date of birth (mal) Date of birth (mal) is estimated 	t↓ 	
Jones			•1 .*	
Lien			SAVE	

Loading a predefined list view

You will find the predefined list views above the filters for the list. Click to load a view.

DHIS 2 Demo - Sierra Leon	e - Capture			⊨ ² ⊻	¹³⁹	TW
Selected program	Selected registering unit	New 🗸 Search 🗸				Â
🎍 Malaria case diagno 🗙	Ngelehun CHC $$	Clear selections				- 1
-						5
Active enrollments	Completed enrollments Cance	elled enrollments				
Enrollment status v	Enrollment date v	Date v Assigned to v More filters v			錢	
Last Name 1			First Name			
Cohen			Lauren			
Garcia Munoz			Jose			
ISP			Sam			
ISP			ZZZ			

Download the tracked entities list

- 1. Open the **Capture** app.
- 2. Select an organisation unit.
- 3. Select a tracker program with "Display front page list" set to true.
- 4. Click the three dots icon on the top right of the tracked entities list.
- 5. Click Download data.
- 6. Select the format you want to download.

DHIS 2 Demo - Sierra Leone - Capture		Ç ⁴² ≥ ²⁰¹ ∷	•
am 👬 Child Programme 💿 🗸 Regis	stering unit Njandama MCHP 💿 🗸 Create new person 👻 Search 🔹 Clear selections		
Active enrollments Completed enro	Ilments Cancelled enrollments		
Enrollment status ~ Date of enro	Illment v Date of birth v First name v More filters v	÷ ئۇ	
First name \$	Last name 💠		
Ryan	×		
Marie	Download with current filters		
Adam	Download as JSON Download as CSV		
Norma	Close		
Joyce	Diaz		
Robin	Griffin		
Stephanie	Fields		
Betty	Marshall		
Donna	Johnson		
Patrick	Morgan		
Harold	Perez		



Note You can download the tracked entities list in JSON or CSV formats.

Tracker program stage working list

You can show data elements from a single stage in a working list. Select the "Program stage" option from the "More filters" dropdown, then choose a program stage.

DHIS 2 Demo - Sierra Leo	one - Capture				۴ <mark>42</mark> ۲	<mark>186</mark> ⊻	 тพ
Selected program	Selected registering unit	New Search Clear selections					
Active enrollments	Completed enrollments Cancel	lled enrollments					
Enrollment status ~	Date of enrollment ~ Date of	incident ~ Assigned to ~	More filters ^			ផ្ដែរ	
First name		Last name	First name Last name	Image			
test 565		65	Gender				
John		Kelly	Unique ID	,			
Filona		Ryder	Program stage				
Gertrude		Fjordsen					
Frank		Fjordsen					
Maria		Wright					
Joe		Riley					
Anthony		Banks					
Alan		West					

DHIS 2 Demo - Sierra L	eone - Capture				ſ _↓ ⁴² ¹⁸⁶ Ⅲ
Enrollment status ~	Date of enrollment ~	ate of incident $$	d to ~ More filters ~		-0n
Program stage: B	aby Po 🗸 🕲 🗌 Report date 🗸	Event status v Infa	nt Weight (g) V More filters V		···· 續
First name	Last name	Gender	Event status 1	Report date	Infant Weight (g)
			ACTIVE	2021-11-06	23
Sophia	Jackson	Female	ACTIVE	2022-04-08	
Anna	Jones	Female	ACTIVE		
Tim	Johnson	Male	ACTIVE		
Tom	Johson		ACTIVE	2021-10-01	12
Tom	Johson		ACTIVE		
John	Thomson	Female	ACTIVE		
Scott	Hansen	Male	ACTIVE	2021-04-25	3512
Wayne	Roberts	Male	ACTIVE	2021-04-04	3900
Elizabeth	Alvarez	Female	ACTIVE	2021-08-16	2998
Julia	Harrison	Female	ACTIVE	2021-03-03	2898
			1.075.07	0000.00.01	

The tracker program stage list can be <u>filtered</u>, <u>sorted</u>, <u>modified</u>, <u>saved</u>, <u>updated</u>, <u>deleted</u> and <u>shared</u> in the same way as other working lists. Additionally, the program stage list can be <u>filtered by assignee</u>, just like an event program list.

Implementer / administrator info

Metadata caching

For performance reasons the Capture app caches metadata in the client browser. When metadata is updated on the server the changes needs to be propagated to the clients that have already cached the metadata. Depending on the change, this is done in one of three ways:

- 1. If the change is bound to a program you will need to increase the program version for that particular program. For example, if you change the data elements in a program or a program rule, the version for the bound program needs be increased.
- 2. If the change is NOT bound to a program you will need to increase ANY program version for the change to be propagated to the clients. Examples here are changes to constants, organisation unit levels or organisation unit groups.
- 3. The exception to the two rules above is option sets. Option sets have their own version property, i.e. increasing the option set version should ensure the option set metadata are propagated to the clients.

Enrollment dashboard

Reaching the enrollment dashboard via url

You reach the enrollment dashboard either by typing in the address bar of your browser or using the user interface of the capture app. In this section we are focusing on the first use-case, where you type or paste the url you want to access in the Address bar.

 ← → C S debug.dhis2.c ○ DHIS 2 Demo - Sierra Leor 	org/2.37/dhis-web-capture/index.html	/	E S ≯ 0 ■ ² ≤ ¹⁰ Ⅲ
Program	Registering Organisation Unit	New Search	
Select program	Search		

One way to reach the enrollment dashboard and view a specific tracked entity instance's enrollment is by using *only* the enrollment id. For example the link .../dhis-web-capture/#/enrollment? enrollmentId=wBU0RAsYjKE will take you the dashboard for the enrollment with id wBU0RAsYjKE.

The top of the dashboard defines your context. For example in the image below the context is as follows, the selected program is "Child Programme", the organisation unit is "Ngelehun CHC", the selected person is "Anna Jones" and the selected enrollment is "2017-11-16 11:38".

DHIS 2 Demo - Sierra Leon	e - Capture				⊨ ⁴² ⊻ ³³ Ⅲ TW
Selected program	Selected registering unit	Selected person	Selected enrollment	New 🗸 Search 🗸	
👬 Child Programme 🛛 🗙	Ngelehun CHC ×	Anna Jones	× 2017-11-16 11:38 ×	Clear selections	
Enrollment Dashboard	·				

You can change your context by clicking the "x" button.

DHIS 2 Demo - Sierra Leone	e - Capture				⊨ ⁴²	<mark>∼</mark> ³	 TW
Selected program	Selected registering unit	Selected person	Selected enrollment	New 🗸 Search 🗸			
👬 Child Programme 🛛 🗙	Ngelehun CHC ×	Anna Jones	× 2017-11-16 11:38	X Clear selections			
Enrollment Dashboard							

Deselecting the program

When you deselect the program you see the following

\otimes	DHIS 2 Demo - Sierra Leone	e - Capture							1	≥ ®	 т
Progr	am	Selected registering unit	5	Selected person	Enrollment	New	Search	Clear selections			
Sel	ect program 👻	Ngelehun CHC ×	<	Anna Jones X	Select 👻						
				Anna Jones is enrolled in multipl	e programs. Choose a program.						

Selecting a program with enrollments

When program *and* enrollment selections are empty, you first have to select a program. If the tracked entity instance (in this case "Anna Jones") has enrollments under the program you select you will see the following message.

Selected program Selected registering unit Selected person Enrollment New Search Search Clear selections	DHIS 2 Demo - Sierra	Leon	e - Capture						▶ 2	 т
	Selected program		Selected registering unit	Selected person	E	Enrollment	New 🗸	Search 🖌		
There are multiple enrollments for this program. Choose an enrollment to view the dashboard.	👬 Child Programme	\times	Ngelehun CHC \times	Anna Jones ×	<	Select 👻	Clear selectio	ons		
			There are mo	Itiple enrollments for this progra	am.	Choose an enrollment to view t	he dashboar	d.		

Selecting a program with zero enrollments

If the tracked entity instance (in this case "Anna Jenkins") does not have enrollments under the program you select you will see a message explaining that there are no enrollments for that program. You will also be given the option to enroll "Anna Jenkins" in that program.

DHIS 2 Demo - Sierra Leone	e - Capture				⊨ [®]	≤ 39	TW
Selected program	Selected registering unit	Selected person	Enrollment	New 🗸 Search 🗸			
MNCH / PNC (Adult ×	Ngelehun CHC $ imes$	Anna Jones X	Select 👻	Clear selections			
		Anna Jones is not en Enroll Anna Jones in	rolled in this program. t <u>his program.</u>				

Selecting an event program

When you select an event program you will see the following. (Remember event programs do not have enrollments in the system, only tracker programs do).

DHIS 2 Demo - Sierra Leone	e - Capture				⊨" ⊻" ᠁
Selected program	Selected registering unit	Selected person	Enrollment	New 🖌 Search	
🛉 Antenatal care visit 🛛 🗙	Ngelehun CHC	× Anna Jones ×	Select	Clear selections	
		Antenatal care visit is an event progr Create a new event in this program. View working list in this program.	ram and does not have enrollmen	its.	

You will also be given the option to either create a new event for the selected program or view the working lists for the selected program.

Selecting a program with a different tracked entity type

When your selected tracked entity type is a person, as in our example with Anna Jenkins, and you select a program that is not of type person but for example of a type Malaria case you will see the following.

\otimes	DHIS 2 Demo - Sierra Leone	e - Capture						⊨ [∞] ≝ Ⅲ	тw
Selecte	ed program	Selected registering unit		Selected person		Enrollment	New 🗸 Search 🗸		
L M	alaria case diagno $ imes$	Ngelehun CHC	\times	Anna Jones >	< [Select 👻	Clear selections		
	Anna Jones is	s a person and cannot be enr	rolled	in the Malaria case diagnosis, t	treat	ment and investigation. Choose	another program that allows person enr	rollment.	
		nalaria entity in this program							

You are also given the option to enroll a tracked entity instance in the program you selected.

Deselecting the organisation unit

When you deselect the organisation unit you see the following

Selected program	Registering Organisation Unit	Selected person		Selected enrollment		New 🗸 Search 🗸		
👬 Child Programme 🛛 🗙	Search	Anna Jones	×	2017-11-16 11:38	\times	Clear selections		
	Sierra Leone Bo Bombali Bonthe Kailahun Kambia Kenema Koinadugu Kono Moyamba Port Loko Pujehun Tonkolili Western Area							

Deselecting the tracked entity instance

When you deselect the tracked entity instance, in this case "Anna Jones" you are taken to the working lists in that Tracker program.

\otimes	DHIS 2 Demo - Sierra Leor	ie - Capture		⊨ [®] ⊻ [®] Ⅲ ⊺₩
	ed program Child Programme X	Selected registering unit	New V Search V Clear selections	
	Active enrollments	Completed enrollments Can	elled enrollments	
	Enrollment status 🗸	Date of enrollment v	of birth v Assigned to v More filters v	٤3
	First name 1		Last name	
	Alan		Thompson	
	Alan		West	
	Andrea		Burton	
	Anna		Jones	
	Anthony		Banks	
	Donald		Williams	
	Donald		Johnson	
	Donna		Campbell	
	Elizabeth		Alvarez	

Deselecting the enrollment

When you deselect the enrollment you see the following

Selected program Selected registering unit Selected person Enrollment New Search Image: Select and Programme Ngelehun CHC Anna Jones X Select Clear selections	
Here Clear selections Verticity Ngelehun CHC × Anna Jones × Select + Clear selections	
There are multiple enrollments for this program. Choose an enrollment to view the dashboard.	

Quick actions

The quick actions widget offers shortcuts for frequently used actions for the current enrollment.

cted program		Selected registering unit		Selected person		Selected enrollment		New 🗸	Search 👻		
TB program	×	Ngelehun CHC	×	Haylom Saare	×	2017-03-28 12:41	×	Clear selectio			
nrollment Dashl	ooard										
Quick actions								^	Comments abou	It this enrollment	
+ New Event	📅 Sche	dule an event 🔵 🌧 Make	referral							esn't have any commen	
Stages and Events											
								^			
Lab monitoring	0 events							^	Person Profile		
Lab monitoring ③ 十 New Lab mon		int							Person Profile	Haylom	
+ New Lab mor	nitoring eve	nt Idated 5 years ago							First name Last name	Saare	
+ New Lab more	nitoring eve	pdated 5 years ago	Due	date ≑ 18	Disease Classifici	tión ∲ TB Case	Definition \$	^	First name	-	
+ New Lab more	nitoring eve nts Last u	pdated 5 years ago			Disease Classifici	tion ¢ TB Case (Definition \$	^	First name Last name	Saare	
+ New Lab mon TB visit ① 1 even Status \$ R	nitoring eve nts Last u	pdated 5 years ago		date \$ T8 1-02-09	Disease Classifici	tion $\mbox{$\widehat{\phi}$}$ TB Case L	Definition \$	^	First name Last name Gender	Saare Male	

Program stage list

Stages can be collapsed or expanded to reveal the events inside.

S DHIS 2 Demo - Sierra Leone - Capture	⊨ ® ≃ ® ::: Tw
Enrollment Dashboard	
Stages and Events	Indicators ^
Previous deliveries ① 0 events ~	No indicator output for this enrollment yet
First antenatal care visit ^① 0 events ~	Feedback ^
Antenatal care visit ③ 11 events Last updated 2 months ago	Person Profile
Status Report date Registering unit Due date WHOMCH Gestational age at visit WHOMCH Diastolic blood press Active 2020-07-13 Bumbeh MCHP 2021-06-09 4	Unique ID
Active 2020-07-12 Bumbeh MCHP 2021-06-09	First name Sharon
Active 2020-07-11 Bumbeh MCHP 2021-06-09 4	Last name Larson
Active 2020-07-10 Bumbeh MCHP 2021-06-09	Mobile number
Active 2020-07-09 Bumbeh MCHP 2021-06-09 Show 5 more Go to full Antenatal care visit + New Antenatal care visit event	Email address
	Enrollment
Care at birth ① 1 events Last updated 2 months ago	Active

Collapsed stages

DHIS 2 Demo - Sierra Leone	e - Capture				⊨ ⁴³ ≃ ⁴⁰ ⅲ	тw
Selected program	Selected registering unit	Selected person	Selected enrollment	New V		
👬 Child Programme 🛛 🗙	Taninahun (Malen) CHP ×	Carlos Cruz ×	2018-08-07 15:47	< Clear selec	20015	
Enrollment Dashboard						
Stages and Events				^	Indicators	^
Birth 🛈 1 events	Last updated 3 years ago			~	No indicator output for this enrollment yet	
👸 Baby Postnatal 🔅 1	events Last updated 3 years ago			~	Person Profile	^
					First name Carlos	
					Last name Cruz	
					Enrollment	^
					Active Date of enrollment 2022-07-01 Date of birth 2022-07-01 Sa Started at Taninahun (Malen) CHP Sa Owned by Taninahun (Malen) CHP Last updated 3 years ago Enrollment actions	

In the collapsed state, you can view the summary information about this stage including: - Icon -Program stage name - Program stage description (on hovering the information icon) - Total number of events - Last updated date Depending on the status of events, there can be additional information regarding: total number of overdue events or total number of scheduled events.

Expanded stages

\otimes	DHIS 2 Dem	o - Sierra Leone - (Capture					₽ [®] ≥ [®]		TW
Eni	rollment [)ashboard								
S	tages and Ev	vents					^	Indicators	^	
	Previous deli	veries 🕘 🛛 eve	nts			`		No indicator output for this enrollment yet		
	First antenata	al care visit 🛈 🛛 🕻	events				,	Feedback	^	
[Antenatal care visit ③ 11 events Last updated 2 months ago				Person Profile	~				
	Status 🔶	Report date 👙	Registering unit 🌲	Due date 💠	WHOMCH Gestational age at visit $\ \diamondsuit$	WHOMCH Diastolic blood pre	ISS	Person Prome		
	Active	2020-07-13	Bumbeh MCHP	2021-06-09	4			Unique ID		
	Active	2020-07-12	Bumbeh MCHP	2021-06-09				First name Sharon		
	Active	2020-07-11	Bumbeh MCHP	2021-06-09	4			Last name Larson		
	Active	2020-07-10	Bumbeh MCHP	2021-06-09				Mobile number		
	Active	2020-07-09	Bumbeh MCHP	2021-06-09				Email address		
	Show 5 n	Go to full	Antenatal care visit	+ New Anten	atal care visit event					
	4						•	Enrollment	^	
	Care at birth	① 1 events	ast updated 2 months ag			,	`	Active		

When you expand the list, you will see the table contains the data of events in the stage. This includes mandatory columns: Status, Report date and Organization unit, the following columns depend on the data elements that have been selected as Display in list of event.

Events are sorted with most recent on top and other columns are also sortable.

DHIS 2 Demo - Sierra Leone - Capture			⊨ [®] ⊻ [®]	
ollment Dashboard				
ages and Events		^	Indicators	^
Previous deliveries 🛈 0 events		~	No indicator output for this enrollment yet	
irst antenatal care visit ① 0 events		~	Feedback No feedback for this enrollment yet	^
Antenatal care visit ③ 11 events Last updated 2 r	onths ago	^	Person Profile	~
Status 💠 Report date 🄶 Registering unit 💠	Due date 💠 WHOMCH Gestational age at visit 💠 WHOMCH Diast	olic blood press	reison rione	
Active 2020-07-13 Bumbeh MCHP	2021-06-09 4		Unique ID	
Active 2020-07-12 Bumbeh MCHP	2021-06-09		First name Sharon	
Active 2020-07-11 Bumbeh MCHP	2021-06-09 4		Last name Larson	
Active 2020-07-10 Bumbeh MCHP	2021-06-09		Mobile number	
Active 2020-07-09 Bumbeh MCHP	2021-06-09			
Show 5 more Go to full Antenatal care visit	+ New Antenatal care visit event		Email address	
4		Þ	Enrollment	^
		~		

When clicking **New {stage event name}** button, you will be redirected to the **Add new event page** for this selected stage.

	DHIS 2 Dem	us deliveries		⊨ ® ⊻ ª		TW				
Er	nrollment [Dashboard								^
	Stages and E	vents					^	Indicators	^	
	Previous deli	revious deliveries 🛈 0 events 🗸 🗸						No indicator output for this enrollment ye	et	
	First antenat	al care visit 🛈 🛛 () events				~	Feedback No feedback for this enrollment yet	^	
	Antenatal ca	re visit 🛈 11 ev	vents Last updated 2 m	onths ago			A Person Profile			5
	Status \$	Report date 💠 2020-07-13	Registering unit 🜲	Due date 💠 2021-06-09	WHOMCH Gestational age at visit \$	WHOMCH Diastolic blood p	ress	Unique ID		
	Active	2020-07-12	Bumbeh MCHP	2021-06-09				First name Sharon		
	Active	2020-07-11	Bumbeh MCHP	2021-06-09	4			Last name Larson		
	Active	2020-07-10	Bumbeh MCHP	2021-06-09				Mobile number		
	Active Show 5 r	2020-07-09	Bumbeh MCHP Antenatal care visit	2021-06-09	natal care visit event			Email address		
	4						Þ	Enrollment	^	
	Care at birth	I events	Last updated 2 months ago	1			^	Active		

When clicking **Go to full {stage event name}** button, you will be redirected to the **Program stage list page** for this selected stage.

OHIS 2 Demo - Sierra Leone - Capture		⊨ª ≃⁴ :		TW
Enrollment Dashboard				-
Stages and Events	^	Indicators	^	
Previous deliveries ③ 0 events ~	,	No indicator output for this enrollment yet		
First antenatal care visit ③ 0 events	/	Feedback No feedback for this enrollment yet	^	
Antenatal care visit ③ 11 events Last updated 2 months ago		Person Profile	^	
Status \$\phi\$ Report date \$\phi\$ Registering unit \$\phi\$ Due date \$\phi\$ WHOMCH Gestational age at visit \$\phi\$ WHOMCH Diastolic blood press Active 2020-07-13 Bumbeh MCHP 2021-06-09 4	SS	Unique ID		1
Active 2020-07-12 Bumbeh MCHP 2021-06-09		First name Sharon		
Active 2020-07-11 Bumbeh MCHP 2021-06-09 4		Last name Larson		
Active 2020-07-10 Bumbeh MCHP 2021-06-09 Active 2020-07-09 Bumbeh MCHP 2021-06-09		Mobile number		
Show 5 more Go to full Antenatal care visit + New Antenatal care visit event		Email address		
	•	Enrollment	^	
Care at birth ① 1 events Last updated 2 months ago		Active		

Expanded stages with more than 5 events

In case there are more than 5 events in the list, only the first 5 are shown. You will be able to view the rest by clicking **Show more**.

\otimes	NHS 2 Demo - Sierra Leone - Capture Encollment Dashboard Stages and Events Previous deliveries ① 0 events First antenatal care visit ② 1 events Antenatal care visit ③ 11 events Lative 2020-07-13 Bumbeh MCHP 2021-06-09 Active 2020-07-11 Bumbeh MCHP 2021-06-09 Active 2020-07-10 Bumbeh MCHP 2021-06-09 <th>TW</th>	TW								
Er	rollment D	ashboard								^
	Stages and Ev	ents					^			
	Previous deliv	vevious deliveries © 0 events ~						No indicator output for this enrollment	yet	
	First antenata	l care visit 🛈 🛛) events				~		^	
	Antenatal car	e visit 🛈 11 er	vents Last updated 2 m	onths ago			^	Person Profile	^	
						WHOMCH Diastolic blood p	ress			
	Active	2020-07-13	Bumbeh MCHP	2021-06-09	4			Unique ID		
	Active	2020-07-12	Bumbeh MCHP	2021-06-09				First name Sharon		
	Active	2020-07-11	Bumbeh MCHP	2021-06-09	4			Last name Larson		
	Active	2020-07-10	Bumbeh MCHP	2021-06-09				Mobile number		
	Active	2020-07-09	Bumbeh MCHP	2021-06-09				Email address		
	Show 5 m	ore Go to ful	Antenatal care visit	+ New Anter	natal care visit event					
	<)	Enrollment	^	
	Care at birth (D 1 events	Last updated 2 months ago				^	Active		

If you want to collapse events, you can use **Reset list** button which will return the table back to the default sorting and initial 5 events.

Antenatal ca	re visit 🕘 11 er	vents Last updated 2 n	nonths ago				~		
Status 🖨	Report date 🌻	Registering unit 🜲	Due date 🍦	WHOMCH Gestational as	na atvicit 🔺	WHOMCH Diastolic blood p	1000	Person Profile	
Active	2020-07-13	Bumbeh MCHP	2021-06-09	4	ge at visit 🖤		1000	Unique ID	
Active	2020-07-12	Bumbeh MCHP	2021-06-09					First name Sharon	
Active	2020-07-11	Bumbeh MCHP	2021-06-09	4				Last name Larson	
Active	2020-07-10	Bumbeh MCHP	2021-06-09					Mobile number	
Active	2020-07-09	Bumbeh MCHP	2021-06-09					Email address	
Active	2020-07-08	Bumbeh MCHP	2021-06-09						
Active	2020-07-06	Bumbeh MCHP	2021-06-22	3				Enrollment	
Active	2020-05-19	Bumbeh MCHP	2020-05-19					Active	
Active	2020-05-17	Bumbeh MCHP	2020-05-17					i Date of first visit 2021-02-19 Started at Bumbeh MCHP	
Active	2020-04-13	Bumbeh MCHP	2020-04-13					E₃ Owned by Bumbeh MCHP ⓒ Last updated 4 years ago	
Show 1 r	Go to ful	Antenatal care visit	+ New Ante	enatal care visit event	Reset list			Enrollment actions 🗸	
•							÷		

Enrollment widget

On the enrollment page you can see the enrollment widget

DHIS 2 Demo - Sierra Leone	e - Capture				≡ ³ ⊻ ⁴ Ⅲ	тw
elected program	Selected registering unit	Selected person	Selected enrollment	New 🗸		
🛉 Child Programme 🛛 🗙	Ngelehun CHC X	Wayne Roberts X	2018-08-06 21:20 ×	<u>olear belee</u>		
Enrollment Dashboard						
Stages and Events				^	Indicators	^
😵 Birth 🛈 1 events	Last updated 3 years ago			^	No indicator output for this enrollment yet	
Status 🔶	Report date 🌲 🛛 F	Registering unit 🍦	Due date 💠		Person Profile	^
Active	2020-03-14	Ngelehun CHC	2021-09-14		First name Wayne	
+ New Birth event					Last name Roberts	
ᡖ Baby Postnatal 🛈 🕇	1 events Last updated 3 years ago			^	Enrollment	^
Status ≑	Report date 💠 🛛 F	Registering unit 🌲	Due date 👙		Complete	
Active	2020-04-04	Ngelehun CHC	2020-04-04		Date of enrollment 2021-03-14	
+ New Baby Postnat	al event				i Date of birth 2021-03-14 ≌ Started at Ngelehun CHC	
					읍 Owned by Ngelehun CHC ⓒ Last updated 2 hours ago	
					Enrollment actions	

Enrollment actions

When you click on the enrollment actions button, a menu with all the available actions will open. You can:

- Change the enrollment status to Active, Canceled or Completed using the buttons in the menu.
- Mark or remove the enrollment for a follow-up.
- Transfer the enrollment to another organisation unit
- Delete the enrollment
- Add coordinates to the enrollment

k actions							^	Comments about this e	enrollment
- New Event	📅 Schedule an e	event						Indicators	
jes and Events							^	Person relationshi	ps 0
Birth 🕢 1 er	vent 📣 Last update	ed 6 years ago				-			
Status 💠 🛛 F	Report date 🍦	Organisation unit 🜲	Scheduled date 👙	Apgar Score 👙	Birth certificate 👙	Image DE 💠		Person profile	
Active 2	2023-03-14	Ngelehun CHC	2024-09-14	2				First name: W	ayne
+ New Birth eve	ent							Last name: Ro	berts
Baby Postnata	al 🛈 1 event 💭 l	ast updated 6 years ago				-		✓ Complete ☑ Mark for follow-up	
Status 🌻	Report da	te 🌲	Organisation unit 👙		Scheduled date \$			→ Transfer	-03-14 🖉
								Add coordinates	10

There can only be one active enrollment at a time. If there are no active enrollments, there will be a button **Add new** to enroll the tracked entity instance in the program again. If the program only allows one enrollment per tracked entity instance, the **Add new** button will be disabled with a tooltip saying Only one enrollment per {TET} is allowed in this program.

DHIS 2 Demo - Sierra Leone - Capture			ر4 <mark>1</mark> لرب	¹⁶⁶ ⊻ ∷	
+ New Event □ Schedule an event → Make referral		Write a comment	about this enro	llment	
ages and Events	^				
Lab monitoring ① 0 events	^	Person Profile		Edit	
+ New Lab monitoring event		First name	Haile		
TB visit ① 1 events Last updated 5 years ago	^	Last name Gender	Rezene Male		
Status 💠 Report date 💠 Registering unit 💠 Due date 💠 TB Disease Classification 💠 TB Case Definition 💠		Address	200 Protea St		
Active 2020-05-18		City	Port Elizabeth		
+ New TB visit event		Zip code	6019		
Sputum smear microscopy test ① 0 events	^		_		
+ New Sputum smear microscopy test event		+ Add new ✓ Mark incomplete			
		Mark for follow-	ate 2021-03	-20	
		Delete Enrollment actions	s ago		

Transfer the enrollment to another organisation unit

In the enrollment actions, you could also choose to transfer the enrollment to another organisation unit. Click the transfer button and select the organisation unit you want to transfer the enrollment to.

DHIS 2 Demo - Sierra Leone - Capture			Ç ⁴¹ № :::
Registering unit. Ngelehun C	Transfer Ownership Choose the organisation unit to which enrollment ownership should be transferred.	Write a comment about this enrollment	
ages and Events	Search	dicators	~
Birth 🕢 1 events 🖓 Last updated 6 years ago	 Sierra Leone 	verage weight (g)	32
Status Report date Registering unit Active 2023-07-26 Ngelehun CHC	 ♥ Bo ♥ Badjia Ngelehun CHC 	easles + Yellow fever doses	
+ New Birth event	Njandama MCHP > Baoma > Bargbe	${\mathscr P}$ Person relationships 0	,
Baby Postnatal ① 1 events ② Last updated 6 years ag		New Relationship	
Status 💠 Report date 💠	 Jalama Bongor Kakua 	erson profile	Edit
Active 2023-08-16	① Transferring enrollment ownership from Ngelehun CHC to Njandama MCHP.	rst name Elizabeth	
+ New Baby Postnatal event	Cancel	ast name Alvarez Transfer	
		Enrollment	
		Active	
		Date of enrollment: 2024-07-26 Date of birth: 2024-	
		Started at Ngelehun CHC	
		B Owned by Ngelehun CHC	
		() Last updated in 7 hours	

Delete the enrollment

You can delete the enrollment by clicking the delete button and confirming the action in the modal.

→ C debug. > DHIS 2 Demo - Sierr		#/enrollment?programId=IpHINAT79UW8	xorgonitid=Diszpki migoatelid=iaic		■ ★ Ĕ S ★ 0 F [®] ₩ 1
ected program Child Programme	Selected registering u	× Wa Delete enroll	Iment u want to delete this enrollment? nently remove the current	X Clear selections	
Stages and Events	Vents Last updated 3 years ago	No, ca	ancel Yes, delete enrollment.		• output for this enrollment yet
Status 🔶 Active + New Birth e	Report date \$ 2020-03-14 event	Registering unit 💠 Ngelehun CHC	Due date \$ 2021-09-14	Person Prof	ile ^ Wayne Roberts
Baby Postnata Status ‡ Active + New Baby F	Report date 🔶 2020-04-04	years ago Registering unit ≑ Ngelehun CHC	Due date 单 2020-04-04	Complet Co	te 2021-03-14 follow-up)3-14 cancelled 1 CHC CHC rs ago

Complete the enrollment

You can complete the enrollment by clicking the complete button. When there are active events, you can choose to complete the enrollment along with the events from the confirmation modal.

\otimes	DHIS 2 Demo - Sierra Leone - Cap	ture						¢42	201 ≥		TW
Progra	m 👬 Child Programme 💿 🗸	Registering unit Ngelehun CHC 😢 🗸	Person Julia Harrison 🙁	Enrollment 2024-02-10 🙁 🗸	New 🗸	Search 🗸	Clear selections				
	Baby Postnatal ① 0 event				_	New Relati	ionship				
		5			^						
	+ New Baby Postnatal event					Person pro	file		Edi	t ^	
						First name	Julia				
		Complete enrollment					Harrison				
		Would you like to complete	the enrollment and all activ	ve events as well?							
		The following events will be	e completed:							^	
		1 event in Birth					rollment: 2024-02-10	0			
		Y	es, complete enrollment and	events Complete enrollmen	nt only	No, cancel	th: 2024-02-10 ⊘ √Ngelehun CHC				
							y Ngelehun CHC				
						() Last upda	ated a year ago				
						Enrollment	t actions 🗸				
R											

Enrollment note widget

The enrollment note widget displays notes and allows addition of notes, associated with the current enrollment.

DHIS 2 Demo - Sierra					€, ≥203 ₩
n 👬 Child Programm	ne 😢 🗸 Registering unit N	Igelehun CHC 💿 🗸 Person Filona	Ryder (3) Enrollment 2025-01-10 (3)	✓ Create new person ✓ Search ✓ Clean	r selections
ollment Dashbo	ard				
lick actions				 Notes about this enroll 	ment
+ New Event	Schedule an event			This enrollment doesn't ha	ve any notes
				Write a note about this e	nrollment
ages and Events				^	
				Indicators	
Birth 🕕 1 eve	nt 🔊 Last updated 6 years ago)		Average weight (g)	4
Status 🌲	Report date 👙	Registering unit 👙	Scheduled date \$	Measles + Yellow fever do	202
Completed	2024-01-10	Ngelehun CHC	2024-01-10	medales - renow rever do	
+ New Birth even	t				ps 0
				New Relationship	
Baby Postnatal	 1 event <a>Subscript Description 	5 years ago		A New Relationship	
Status 🌲	Report date 👙	Registering unit 👙	Scheduled date \$\$	Person profile	Edit
Completed	2024-01-20	Ngelehun CHC	2024-01-16	First name Filona	
	natal event				

By clicking in the text field, you will be able to enter new text and see action buttons **Save note** and **Cancel**. Be aware that Enrollment notes are attributed to a user and cannot be deleted.

Relationship widget

The Relationships widget on the enrollment dashboard is used for viewing the record's linked relationships to other records. The number next to the title signifies the total number of relationships

OHIS 2 Demo - Sierra Leone - Capture	Ę	41 194 ↓ ℃	₩ 4
Program 🙀 WHO RMNCH Tracker 🗅 🗸 Registering unit Ngelehun CHC 🗅 🗸 Person Ilona Ryder 🔘 Enrollment 2024-10-15 02:00 🗢 🗸 New 🗸 Search 🗸 Clear s	selections		
Enrollment Dashboard			
Quick actions ^	Person relationships 2 Mother-Child_a-to-b_(Person-Person) First name Last name		^
Stages and Events	Alice Ferguson		
Previous deliveries () 0 events	Sibling_a-to-b_(Person-Person)		
+ New Previous deliveries event	First name Last name Sophia Jackson		
First antenatal care visit () 1 events () Last updated 6 years ago	New Relationship		
Active 2023-10-01 Ngelehun CHC 2023-02-20	Comments about this enrollment		^
+ New First antenatal care visit event	This enrollment doesn't have any comments		
Second antenatal care visit () 0 events	Write a comment about this enrollment		
+ New Second antenatal care visit event	Indicators		^
Care at birth () 0 events	No indicator output for this enrollment yet		
+ New Care at birth event	Feedback		^
Postpartum care visit 0 0 events	No feedback for this enrollment yet		

For tracked entity instance relationships, the key attributes shown in the widget are the attributes that have been selected to be displayed on the relationship type page in Maintenance.

If no attributes are selected, it will just show a row per record with tracked entity type name and relationship creation date.

When clicking a tracked entity instance you should be taken to the Enrollment Dashboard. If the relationship type includes a program, you should be taken to the latest enrollment for that program. If no program is specified, you should still be sent to the enrollment dashboard, but without a program.

Click the **Add new** button to add a new relationship. Adding a new relationship opens a dialog where you can select the applicable relationship type.

DHIS 2 Demo - Sierra Leone - Capture	2					۳,41 ب	¹⁹⁴ ⊠	 JT
Program 🙀 WHO RMNCH Tracker 💈 🗸	Registering unit Ngelehun CHC 🙁 🗸	Person Ilona Ryder 🙁	Enrollment 2024-10-15 02:00 🕲 🗸	New 🗸 Search	Clear selections			
Go back without saving relationship								
New TEI Relationship								
Sibling_a-to-b_(Person-Person)								
Sibling_a-to-b_(Person-Person)								
Mother-Child_a-to-b_(Person-Perso	n)							
Mother-Child_a-to-b_(Person-Person)							
Mother-Child_b-to-a_(Person-Perso	n)							
Mother-Child_b-to-a_(Person-Person)							
Sibling_b-to-a_(Person-Person)								
Sibling_b-to-a_(Person-Person)								

Choose between linking to an existing tracked entity instance or creating a new one.

«	DHIS 2 Demo - Sierra Leone	e - Captur	2					۳.41 ب	194 ∑	 JT
Pr	rogram 🙀 WHO RMNCH Tracker	r 🖸 🗸	Registering unit Ngelehun CHC 🙁 🗸	Person Ilona Ryder 😒	Enrollment 2024-10-15 02:00 💿 🗸	New • Search •	Clear selections			
	Go back without saving relation	<u>ship</u>								
	New TEI Relationship / Si	bling_a-t	o-b_(Person-Person)							
	Q Link to an existing pers	on +	- Create new							

Existing tracked entity instance

Use the search form to find any existing record to link to.

DHIS 2 Demo - Sierra Leon	ie - Capture								 Ę41 (194 ⊻	 JT
Program 🙀 WHO RMNCH Tracke	er 🖸 🗸	Registering unit Ngelehun CHC 🕲	✓ Person Ilona Ryder ⊗	Enrollment 2024-10-15 02:00	S 🗸 Ne	w 🗸 Search 🗸	Clear selections]			
Go back without saving relation	nship										
New TEI Relationship / S	Sibling_a-te	o-b_(Person-Person) / Search									
Program				^							
Selected program	TB pro	gram		× •							
Search TB identifier				~							
Search National identifier				~							
Search Unique ID				~							
Search by attributes				^							
First name											
Last name 🕢											
City 🕡											
State (j)	From	То									
Zip code ④	From	То									
TB number ④											

New tracked entity instance

Use the form to create a new record and link.

DHIS 2 Demo -	Sierra Leone - Captur	2										۳,41 ب	194 2	 τ
Program 🙀 WHO RM	NCH Tracker 💿 🗸	Registering u	nit Ngelehun CHC 💿 🗸	Person Ilona Ryder	Enrollme	nt 2024-10-15 02:00 🕲	• [New 🖌 Se	arch 🗸	Clear selections				
Go back without sa	ving relationship													
New TEI Relatio	nship / <u>Sibling_a-</u>	to-b_(Person-F	<u>Person)</u> / Register											
Registration														
Organisation Unit	Ngele	ehun CHC 🗙												
Program	TB pr	ogram			× •									
Enrollment														
Start of treatmen	t date * 2023-	10-03												
Profile														
First name * 🕢														
Last name * 🔅														
Gender * 🗊					-									
TB identifier	07368	77399												
Age 🗓	уууу-г	nm-dd	Years	Vonths										
	Days		×											
Address (j)														
City 🛈														

Tracked entity instance profile widget

On the enrollment dashboard, you can view the tracked entity instance profile widget. Inside the profile widget you can view the key attributes values.

+ New Event	
Previous deliveries © 0 events + New Previous deliveries event Feedback No indicator output for this enrollment yet Feedback for this enrollment yet Status ? Report date ? Registering unit ? Due date ? WHOMCH Gestational age at visit ? WHOMCH Diastolic blood pressure Active 2021-07-13 Bumbeh MCHP 2022-06-09 4 Active 2021-07-11 Bumbeh MCHP 2022-06-09 4 Active 2021-07-10 Bumbeh MCHP 2022-06-09 4	
Previous deliveries 0 events First antenatal care visit 0 events Feedback + New First antenatal care visit Second antenatal care visit 1 events Lative 2021-07-12 Bumbeh MCHP 2022-06-09 Meddace Active 2021-07-11 Bumbeh MCHP 2022-06-09 Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active	
First antenatal care visit © 0 events Feedback No feedback for this enrollment yet Status • Report date • Registering unt • Due date • WHOMCH Gestational age at visit • WHOMCH Diastolic blood pressure Active 2021-07-13 Bumbeh MCHP 2022-06-09 Active 2021-07-11 Bumbeh MCHP 2022-06-09 Active 2021-07	ent yet
First antenatal care visit © 0 events No feedback for this enrollment yet No feedback for this enrollment yet Second antenatal care visit © 11 events Last updated 7 months ago Status • Report date • 2021-07-13 Bumbeh MCHP 2021-07-12 Bumbeh MCHP 2021-07-11 Bumbeh MCHP 2021-07-11 Bumbeh MCHP 2021-07-10 Bumbeh MCHP 2021-07-10 Bumbeh MCHP 2022-06-09 4 Control Contro	
Status * Registering unit * Due date * WHOMCH Gestational age at visit * WHOMCH Diastolic blood pressure Unique ID Active 2021-07-13 Bumbeh MCHP 2022-06-09 4 First name Sharon Active 2021-07-12 Bumbeh MCHP 2022-06-09 4 Integrational age at visit * WHOMCH Diastolic blood pressure First name Sharon Active 2021-07-12 Bumbeh MCHP 2022-06-09 4 Integrational age at visit * WHOMCH Diastolic blood pressure Integrational age at visit * Molie number Last name Last name Last name Last name Molie number Integrational age at visit * WHOMCH Diastolic blood pressure Molie number Email address Integrational age at visit * WHOMCH Diastolic blood pressure Molie number Email address Email address Email address Integrational age at visit * Mole number Integrational age at visit * Integrati Integrati Integr	
Active 2021-07-13 Bumbeh MCHP 2022-06-09 4 First name Sharon Active 2021-07-12 Bumbeh MCHP 2022-06-09 4 Last name Last name Larson Active 2021-07-11 Bumbeh MCHP 2022-06-09 4 Mobile number Email address	Edit
Active 2021-07-12 Bumbeh MCHP 2022-06-09 Last name Larson Active 2021-07-11 Bumbeh MCHP 2022-06-09 4 Mobile number Email address	
Active 2021-07-11 Bumbeh MCHP 2022-06-09 4 Last name Last name Last name Last name Active 2021-07-10 Bumbeh MCHP 2022-06-09 4 Mobile number Email address	
Active 2021-07-10 Bumbeh MCHP 2022-06-09 Mobile number	
Email address	
Active 2021-07-09 Bumbeh MCHP 2022-06-09	

Click the **Edit** button to make changes to the tracked entity instance profile. Editing the profile opens a dialog where the profile attributes can be changed.

+ New Eve	ent 📅 Sche	dule an eve	Edit Person		×	esn't have any comments ent about this enrollment
ages and Ev	vents			this Person here. To change information about this enrollment, use the f ent box on this dashboard	Edit	
Previous deliv	veries 🛈 0 eve	nts	Profile			
+ New P	revious deliveries	s event	Unique ID * 🛈	9791702	or outp	out for this enrollment yet
First antenata	al care visit 🛈 🛛) events	First name * 🔅	Sharon		
+ New F	irst antenatal car	e visit eve	Last name * 🛈	Larson	ick for	this enrollment yet
Second anter	natal care visit 🔅	11 even	Address (i)		rofile	Edit
Status 🜲	Report date 👙	Register	Postal code			
Active	2021-07-13	Bumbel	City 🗊	Madrid	3	Sharon
Active	2021-07-12	Bumbel				Larson
Active	2021-07-11	Bumbe	Mobile number 🛈		mber	
Active	2021-07-10	Bumbel		Cancel without saving Save ch	nanges ress	
Active	2021-07-09	Bumbeim	WIGHP 2022-00-09			

Click the **Delete \${tracked entity type}** button to delete the tracked entity. You can confirm the action from the dialog. Once confirmed, tracked entity and all its associated enrollment and events across all programs will be deleted. To delete a tracked entity that has any enrollments, the user needs the authority **Delete tracked entity instance and associated enrollments and events**.

am 👬 Child Programme 🛞 🗸 🛛 Registering unit Nge	y waa la mala		Clear selections
uick actions + New Event		is Person? This will permanently remove th Ilments and events in all programs.	
tages and Events		No, cancel Yes, delete Person	Write a comment about this enrollment
•			Indicators
Birth ① 1 events ② Last updated 2 days ago	unit 💠 Scheduled date 💠	Allergies 💠 Image 💠	Measles + Yellow fever doses
Completed 2024-03-04 Ngelehun	CHC 2024-03-01		${\mathscr O}$ Person relationships 0
+ New Birth event			New Relationship
Baby Postnatal 🕡 1 events 🛕 1 overdue 📾	1 scheduled 🛛 🕄 Last updated 3 days ago	^	Person profile Edit
Status 🔶 Report date	Registering unit \$	Scheduled date 🔶	First name sdfs
Overdue: due 14 days ago	Ngelehun CHC	2024-02-19	Last name
+ New Baby Postnatal event			
			Enrollment

Feedback widget

DHIS 2 Demo - Sierra Leon	e - Capture	,≡ ⁴²	т			
Selected program	Selected registering unit	Selected person Anna Jones	Selected enrollment	New Clear sele		
Enrollment Dashboard						
Stages and Events				^	Indicators	^
Birth ① 1 events	Last updated 4 years ago			~	Measles + Yellow fever doses	
👸 Baby Postnatal 🛈 💈	2 events 🛛 🐧 🕅 A verdue 👘 1	scheduled Last updated 4 years ag	0	~	Feedback	^
					 More than 3 previous enrollments in this program. Confirm that this enrollment is active. Person has been enrolled in RMNCH program. 	ım
					in the last 2 years.	
					Person Profile	^
					First name Anna	
					Last name Jones	
					Enrollment	^

On the enrollment dashboard, the feedback widget displays text and values that are triggered by certain conditions. If the current dashboard triggers some rules set up in the program, the text or values will be automatically displayed.

Empty state

If there isn't any feedback for the current dashboard, the widget shows a short *empty* message. If there aren't any program rules that could show feedback for the current dashboard then the widget is hidden.

Indicator widget

ected program	Selected registering unit	Selected person	Selected enrollment		New 🗸	Search 🗸	
Child Programme \times	Ngelehun CHC ×	Anna Jones	× 2017-11-16 11:38	×	Clear selec	tions	
nrollment Dashboard	I						
Stages and Events					^	Indicators	^
Birth 🛈 1 events	Last updated 4 days ago		~	,	Measles + Yellow fever doses		
👸 Baby Postnatal 🛈	2 events Last updated 4 days ago			~	,	Person Profile	^
						First name Anna	
						Last name Jones	
						Enrollment	^
						Active	
						Date of enrollment 2021-08-01	
						i Date of birth 2021-08-01 i Started at Ngelehun CHC	
						🗄 Owned by Ngelehun CHC	
						🕓 Last updated 4 years ago	

On the enrollment dashboard, the indicator widget displays indicator text and values output related to the current dashboard. The indicators will be sorted alphabetically.

Empty state

If there aren't any related indicators or indicator output for the current dashboard, the widget shows a short *empty* message. If the current dashboard can't show any indicator output (because it has no related indicators) then the widget is hidden.

Legends

Some indicator values show a colored circle next to the value. The colored circle shows the related legend color for that indicator value. Colored legend circles are only shown for indicator values that have them set up.

Warning widget

DHIS 2 Demo - Sierra Leone	e - Capture		⊨ [®] ≃ [®] Ⅲ	тw		
Selected program	Selected registering unit Ngelehun CHC ×	Selected person	Selected enrollment 2017-11-16 11:38	New ✓ Clear selec		
Enrollment Dashboard						
Stages and Events		Warning It is suggested that an explanation is				
🔮 Birth 🛈 1 events	Last updated 4 years ago	 provided when the Apgar score is below 4 Positive smear result recorded. Review the reported "Site of disease". 				
📩 Baby Postnatal 🛈 💈	2 events \Lambda 1 overdue 📾 1	~				
					Measles + Yellow fever doses	
					Person Profile	
					First name Anna	
					Last name Jones	
					Enrollment ^	

On the enrollment dashboard, the warning widget displays warnings related to the current dashboard. The widget shows warnings that are not associated with any specific data item. If there aren't any warnings to show for the current dashboard then the widget is hidden.

Error Widget

DHIS 2 Demo - Sierra Leon	e - Capture	⊨ [⊕] ⊻ [⊕]	ш т	rw			
Selected program	Selected registering unit	Selected person Selected enrollment			✓ Search ✓		
👬 Child Programme 🛛 🗙	Ngelehun CHC ×	Anna Jones	× 2017-11-16 11:38	× Clear se	elections		
Enrollment Dashboard							
Stages and Events				^	Error		
🔓 Birth 🛈 1 events	Last updated 4 days ago	~	! This event has reported critical values. Review latest data values				
🔥 Baby Postnatal 🛈 💈	2 events Last updated 4 days ago			~	Indicators ^		
					Measles + Yellow fever doses		
					Person Profile	^	
					First name Anna		
					Last name Jones		
					Enrollment	^	

On the enrollment dashboard, the errors widget displays errors related to the current dashboard. The widget shows errors that are not associated with any specific data item. If there aren't any errors to show for the current dashboard then the widget is hidden.

Enrollment event view and edit page

Navigation

You can reach the enrollment event edit page is by clicking any event in the Program stage list from the Enrollment Overview page.

Top bar context

At the top of the page you can see various information related to the current context. You can see the program, the organization unit, the tracked entity, the enrollment date, the stage and the enrollment event date.

To go to Enrollment Overview page you can: - click the "Back to all stages and events" button. - deselect the stage from the top bar. - deselect the event from the top bar.

DHIS 2 Demo - Sierra Le						≝ Ⅲ
cted program	Selected registering unit	Selected person	Selected enrollment	Selected		
Child Programme ×	Taninahun (Malen) CHP 🛛 🗙	Carlos Cruz	× 2018-08-07 15:47	× Birth	× 2021-07-01 00	:00
w 🗸 Search 🖌						
selections						
rollment: View Eve	nt					
← Back to all stages and e	vents			C Edit event	Comments about this event	^
Birth					This event doesn't have any comments	\$
					Write a comment about this event	
Basic info						
Report date	2021-07-01				Indicators	^
Apgar Score	1				Average weight (g)	3172
Apgar comment					Measles + Yellow fever doses	
Weight (g)	3172					
ARV at birth	NVP only				Person Profile	^
BCG dose	No					
OPV dose	Dose 0				First name Carlos	
Infant Feeding	Replacement				Last name Cruz	

View/Edit event form

This is the form where you can see and edit the enrollment event details.

Form header

In the view/edit event form you can see the stage name and icon.

← → C	/dev/dhis-web-capture/index.html#/er	nrollmentEventEdit?programId=I	pHINAT79UW&orgUnitId=DiszpK	rYNg8&teild=EaOyKG0	DIGRp&enrollmentId=wB
DHIS 2 Demo - Sierra Leone	e - Capture				
Selected program	Selected registering unit	Selected person	Selected enrollment	Selected s	stage In
👬 Child Programme 🛛 🗙	Ngelehun CHC $ imes$	Anna Jones	× 2017-11-16 11:38	× Baby Po	stnatal ×
New Search Clear selections					
Enrollment: View Event					
← Back to all stages and eve	nts			C Edit event	Indicators
🚴 Baby Postnatal					Measles + Yellow feve

Top bar context

At the top of the page you can see different informations related with the current context. You can see the program, the organization unit, the tracked entity, the enrollment date, the stage.

To go to Enrollment Overview page you can: - deselect the stage from the top bar. - deselect the event from the top bar.

DHIS 2 Demo - Sierra Leone	e - Capture					⊨ ª	≌ ∷	JT
Selected program	Selected registering unit	Selected person	Selected enrollment	Select	ed stage	Selected rep	oort date	
👬 Child Programme 🛛 🗙	Taninahun (Malen) CHP $ imes$	Carlos Cruz	× 2018-08-07 15:47	× Birth	:	× -		×
New Search Clear selections								
Enrollment: New Eve	ent							
Birth					Indicators There are no indicat	tors for this ever	^	
Basic info								
Report date *	yyyy-mm-dd				Person Profile		^	
					First name	Carlos		
MCH Apgar Score					Last name	Cruz		
MCH Apgar comment					Enrollment		^	
					Active			
	It is suggested that an explanation	is provided when the Apg	ar score is below 4		Date of enrollme Date of birth 202			
MCH Weight (g)					읍 Started at Tanina 읍 Owned by Tanina			
MCH ARV at birth				•	© Last updated 3 y			

Scheduled date in edit event form

If an event has the status Scheduled or Overdue, you will be able to see the **Report** and **Schedule** tab.

DHIS 2 Demo - Sierra Leone	e - Capture			⁴²	313 M	тw		
Selected program	Selected registering unit	Selected person	Selected enrollment	Selected sta	ge	Selected date	e of birth	
WHO RMNCH Tracker X	Ngelehun CHC ×	Urzula Hertz	× 01-06-2022 00:00	× Previous de	eliveries >	< 04-06-2022	2 00:00	×
New Search Clear selections								
Enrollment: Edit Event								
← Back to all stages and even	nts				Comments about	this event		^
Previous deliveries					This event doesn't ha	ave any comments		
Report Schedule					Write a commer	nt about this eve	nt	
Basic info					Feedback			^
Date of birth *	dd-mm-yyyy				There are no feed	back for this eve	ent	
Go to "Schedule" tab to reschedule Scheduled date ①	this event 04-06-2022				Indicators			^
Outcome			•		WHO RMNCH AN improvement	IC Hemoglobin		-3

In the **Report** tab, the scheduled date field will still be shown, but will be greyed out, and there will be an icon next to it with a tooltip saying "Go to **Schedule** tab to reschedule this event".

In the **Schedule** tab, the similar information about scheduling an event as in New event workspace will be shown. You will be able to edit the schedule date and save the change by clicking **Schedule** button.

DHIS 2 Demo - Sierra Leone Enrollment: Edit Event	- Capture	¢ ⁴² ≌ ₩ T
← Back to all stages and even	ts	Comments about this event This event doesn't have any comments Write a comment about this event
Report Schedule Schedule info Schedule date / Due date	04-06-2022	Feedback ^
	Schedule date info This date is the suggested scheduled date based on the intervals defined, it can be adjusted if needed. There are 1 scheduled event in Ngelehun CHC on this day.	Indicators ^ WHO RMNCH ANC Hemoglobin improvement -3
Event comments Write a comment about the	nis scheduled event	Person profile
Schedule Cancel (i) Scheduling an event in Previou	is deliveries for WHO RMNCH Tracker in Ngelehun CHC	First name Urzula

If an active event has a scheduled date before becoming active or a completed event has scheduled date, this date should still be shown in the workspace. It'll be locked with an icon next to it and a tooltip saying "Scheduled date cannot be changed for active/completed events".

Scheduled date with Hide due date enabled

If the flag "Hide due date" in the Maintenance configuration is enabled, scheduled date will not be shown in the form.

However, you can still schedule an event, but it automatically chooses the date based on "Scheduled days from start" that has been configured in Maintenance, and this can not be changed. In the **Schedule** tab, there will be "Schedule info" saying "Scheduled automatically for xx/xx/xx", and the user can click **Schedule** button.

Ask user to complete program when stage is complete

If this flag has been enabled for the stage in Stage details in Maintenance, a modal will show up after the user checks the **Complete** event checkbox and clicks save.

	S 2 Demo - Sierra Leone -	Capture						¢42	201 ∑		тw
Program 👬	🛔 Child Programme 🙁 🤸	✓ Registe	ering unit Ngelehun CHC 🙁 🗸	Person Julia Harrison 🙁	Enrollment 2024-02-10	🖌 🗸 Sta	ge 👔 Birth 🕲	Report date 2023-02-10 🔘			
New •	Search 🖌 Clear selec										
· · · ·		3042			First nam	e Julia					
ARV a	at birth (j)	NVP only			Last nam	e Harrison					
BCG d	dose	Yes	O No					-			
OPV d	dose	Dose 2	Birth completed					^			
Infant	t Feeding	Replacem	Would you like to complete The following events will be			rollment: 2024-02-10 th: 2024-02-10					
Birth o	certificate	Select file	1 event in Baby Postn	atal				Ngelehun CHC Ngelehun CHC			
Allergi	jies		1 event in Birth	es, complete enrollment and	events Complete enro	Ilment only	No, cancel	ted a year ago			
Image	e		✓ Screenshot 2024-02-28 at	15.09.18.png selected.	elete						
Status											
Comp	blete event	Ves Yes					Enrollm	ent actions 👻			
Save	Cancel					Delete					

View mode

When the form is in the view mode the title of the page will appear as: Enrollment: View Event. You can see in the page all the information related to the event. Click the Edit event button to switch to the edit mode. This mode is bypassed for events that are scheduled.

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	nt	nt

Edit mode

When the form is in the edit mode the title of the page will appear as: Enrollment: Edit Event. You can modify the event and click the Save button. Click the Cancel button to switch to the view mode without saving the changes. Scheduled events are are the exception and they are opened in edit mode directly, without the user having to click Edit event. Click the Cancel button to go back to the enrollment dashboard page without saving the changes.

DHIS 2 Demo - Sierra Leon	e - Capture			⊨ [®] ⊻ [®]	Ш ТW
Enrollment: Edit Event]				-
← Back to all stages and eve	ents		🖉 Edit event	Comments about this event	~
Case investigation & class	ification			This event doesn't have any comments	\$
				Write a comment about this event	
Basic info					
Date of investigation *	2020-08-05			Indicators	^
Coordinate	Latitude	Longitude	×	There are no indicators for this event	
		I		Person Profile	~
25.4.1				Apple2456	
Status				System Case ID ABC123456	- 1
Complete event	Yes			Local Case ID PID0001	
Save Cancel				Last Name Johnson	

In this form you can also delete the event by clicking Delete button, a modal will appear to confirm if you want to delete this event. You will then be navigated back to Enrollment dashboard page.

DHIS 2 Demo - Sierra Leone -	Capture		ر <mark>42</mark> لارب	169 ⊠	 TW
Infant HIV Test Result	· · · · · · · · · · · · · · · · · · ·				
HIV Test Type	•				
Child ARVs ①	•				
Septrin Given	•				
Results given to caretaker	~				
Visit comment (optional)					
Status					
Complete event	Yes				
Save Cancel		Delete			

Widgets in View/Edit event page

The widgets seen in the right-hand column will display and function the same way as mentioned in the <u>enrollment dashboard</u>.

Widget assignee

- 1. In View/Edit enrollment event page
- 2. In the right column you will find the assignee widget.

OHIS 2 Demo - Sierra Leone - Capture			ſ	_ ⁵⁵ 328 Ç, ⊵	₩ т₩
Program 🔘 Malaria focus investigation 🛛 🗸 Registering unit Ngelehun CHC 🕲 🗸 Focus area dNpxRu1mWG5 🕲 Enrollment 2022-1	-16 🖸 🗸	Stage Foci inv	estigation & classi	fication 🙁	
Date of foci investigation 2023-09-26 💲 New 🔹 Search 🔹 Clear selections					
Enrollment: View Event	_				
← Back to all stages and events	event	Assignee			^
Foci investigation & classification		Assigned to 🚽	John Traore Ed	dit	
Basic info		Comments at	pout this event		^
Date of foci investigation 2023-09-26		This event does	sn't have any comm	ients	
Coordinate		Write a comm	nent about this ever	nt	
Previous Classification					
Date of previous classification		Ø Focus ar	ea relationships	3	^
Previous classification		Focus to Case	e		
Previous vector control intervention		Last Name	Local Case ID	System Cas	e ID
Date carried out		Smith	6324	CJC48258	3
Foci Investigation		Jones		YMV61392	6
Population				GFS39713	5
No. of households		New Deletion			

3. Click the Edit button, or the Assign button if the event is not currently assigned to anyone.



ြို Assignee		^
No one is assigned to this event	Assign	

4. Search for and select the user you would like to reassign the event to. Click the **Save** button.

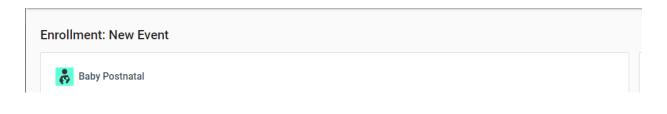
S DHIS 2 Demo - Sierra Leone - Capture	⊨ ® ≤ ® Tw
First antenatal care visit	Feedback
Basic info Date of visit 2021-02-19	Indicators ~
Pre-existing conditions WHOMCH Chronic No conditions	Person Profile ^
CC: Diabetes CC: Chronic hypertension	First name Sharon Last name Larson
CC: Autoimmune disease CC: HIV Positive CC: Renal disease	Mobile number Email address
CC: Other chronic condition CC: Other chronic condition specified	Enrollment ^
WHOMCH Allergies (drugs and/or severe food allergies)	the Date of first visit 2021-08-24 팀: Started at Leicester (RWA) CHP 팀: Owned by Leicester (RWA) CHP

Enrollment event new page

You can reach this page add event page by clicking in the **New {stage event name}** button in the overview page. In this page you can switch between different tabs: **Report** to add new event, **Schedule** to schedule an event and **Refer** to refer event. If you have unsaved changes in one tab and switch to another tab, there will be a warning displayed.

New event widget form

This is the form where you can modify the event details before saving. In the header you can see the stage name and icon.



New event page without a stage

If you enter the new event page with no stage selected, a list of available stages will be displayed. Select the stage you want to add a new event in by clicking the associated button. To navigate back to the enrollment overview, click the **Cancel without saving**-button

Enrollment: New Event	
Choose a stage for a new event	
Lab monitoring	
DB visit	
🚯 Sputum smear microscopy test	
Cancel without saving	

Ask user to complete program when stage is complete

If this flag has been enabled for the stage in Stage details in Maintenance, a modal will show up after the user clicks the **Complete** button.

am 👬 Child Programme 🙁 🗸	 Registe 	ring unit Ngelehun CHC 💿 🗸	Person Julia Harrison 🔞	Enrollment 2024-02-10 🙁 🗸	Stage 👔 Birth 🕲	Report date 🕘	New 🗸	Search	~
selections									
ARV at birth ③						of enrollment: 2024-02 of birth: 2024-02-10	<u>!</u> -10		
BCG dose	O Ye	es 🔿 No				d at Ngelehun CHC d by Ngelehun CHC 			
OPV dose		Birth completed				leu a year ago			
Infant Feeding Birth certificate	Selec	Would you like to complete The following events will be		ve events as well?					
Allergies	Selec	1 event in Baby Postna	atal es, complete enrollment and	events Complete enrollment	only No, cancel	actions 👻			
Image	Select i	image							
Comments Write comment									
Complete Save without	completing	Cancel							

Ask user to create new event when stage is complete

If this flag has been enabled for the stage in Stage details in Maintenance, a modal will show up after the user clicks the **Complete** button or checks the **Complete** event checkbox and clicks save. The user can choose the button **Yes, create new event** to navigate to the New Event page or **No, cancel** to navigate back to the enrollment dashboard. If there is only one possible stage available, the user will be taken directly to the New event workspace for that stage.

Assigning user to new events

When reporting or scheduling an event, you can assign a user to it. This feature must be enabled per program stage in a tracker program by clicking the "Allow user assignment of events" check box.

You will find the assignee section near the bottom of the data entry page. Search for and select the user you would like to assign the event to. The assignee will be preserved when you save the event.

Birth		Indi	cators		
_		Mea	isles + Yellow fever doses		
Report Schedule		Per	son profile		
Basic info			t name test 1		
Report date *	yyyy-mm-dd		t name test 1		
Weight (g)					
ARV at birth (j)	· · · · · · · · · · · · · · · · · · ·	Act	ollment		
OPV dose	· · · · · · · · · · · · · · · · · · ·		Date of enrollment: 2023-10-12 Date of birth: 2023-10-03		
Infant Feeding	· · · · · · · · · · · · · · · · · · ·		Started at Dwned by Ngelehun CHC		
Assignee		<u></u> Οι	ast updated 18 days ago		
Assigned user	Search for user	En	rollment actions 👻		
Complete Save withou: 3 Saving to Birth for Child Pro DHIS 2 Demo - Sierra Leone -	gramme in Ngelehun CHC		¢,	: 193 2	
③ Saving to Birth for Child Pro	gramme in Ngelehun CHC		۴ <mark>4</mark> 2	193 2	
③ Saving to Birth for Child Pro DHIS 2 Demo - Sierra Leone -	gramme in Ngelehun CHC	Indi	€,42 icators	¹⁹³	
③ Saving to Birth for Child Pro DHIS 2 Demo - Sierra Leone - ollment: New Event	gramme in Ngelehun CHC			193 2	
Saving to Birth for Child Pro DHIS 2 Demo - Sierra Leone - ollment: New Event Birth	gramme in Ngelehun CHC	Mea	icators	193 2	
Saving to Birth for Child Pro DHIS 2 Demo - Sierra Leone - ollment: New Event Birth Report Schedule	gramme in Ngelehun CHC	Per	cators usles + Yellow fever doses	193 2	
Saving to Birth for Child Pro DHIS 2 Demo - Sierra Leone - ollment: New Event Birth Report Schedule Schedule info	gramme in Ngelehun CHC	Mee Per First	icators Isles + Yellow fever doses son profile	193 2	
Saving to Birth for Child Pro DHIS 2 Demo - Sierra Leone - ollment: New Event Birth Report Schedule Schedule info	gramme in Ngelehun CHC Capture 2023-10-03	Mea Per Firs Last	icators usles + Yellow fever doses son profile t name test 1	193 M	
Saving to Birth for Child Pro DHIS 2 Demo - Sierra Leone - ollment: New Event Birth Report Schedule Schedule info	gramme in Ngelehun CHC Cepture 2023-10-03 Schedule date info The scheduled date matches the suggested date, but can be changed if needed. There are 0	Mea Per Firs Last Enr Act	icators isles + Yellow fever doses ison profile t name test 1 iname test 1 iname test 1 iname itest 1 iname test 1 iname t	193 2	
Saving to Birth for Child Pro DHIS 2 Demo - Sierra Leone - ollment: New Event Birth Report Schedule Schedule info Schedule date / Due date	gramme in Ngelehun CHC Capture 2023-10-03 Schedule date info The scheduled date matches the suggested date, but can be changed if needed. There are 0 scheduled event in Ngelehun CHC on this day.	Per Firs Last Enr Act	icators issles + Yellow fever doses isson profile t name test 1 iname	193	
Saving to Birth for Child Pro DHIS 2 Demo - Sierra Leone - ollment: New Event Birth Report Schedule Schedule info Schedule date / Due date Event comments Write a comment about this set of the s	gramme in Ngelehun CHC Capture 2023-10-03 Schedule date info The scheduled date matches the suggested date, but can be changed if needed. There are 0 scheduled event in Ngelehun CHC on this day.	Mea Per Firs Last Enr Act 한 대 다 문 도 문	icators isles + Yellow fever doses isles + Yellow fever doses in ame test 1 iname t	193 193	
Saving to Birth for Child Pro DHIS 2 Demo - Sierra Leone - ollment: New Event Birth Report Schedule Schedule info Schedule date / Due date Event comments	gramme in Ngelehun CHC Capture 2023-10-03 Schedule date info The scheduled date matches the suggested date, but can be changed if needed. There are 0 scheduled event in Ngelehun CHC on this day.	Mea Per Firs Last Enr Act 한 다 말 동 별 다 다 오	icators isles + Yellow fever doses ison profile t name test 1 iname test 1 ioliment ive bate of enrollment: 2023-10-12 bate of birth: 2023-10-03 itarted at	193	

Schedule event widget form

Instead of reporting an event the user can select to schedule an event for later. The form will open with a suggested scheduled date. This date is determined by a set of rules as explained below.

The suggested date for the first event of a program stage in an enrollment is always based on the enrollment date or the incident date (depending on the program configuration). The program stage configuration setting "scheduled days from start" will be added to the base date to cumpute the suggested date.

1. Default next scheduled date

If a program stage has a default next scheduled date configured, the suggested date is the most recent next scheduled date. Below is an example of how this can work.

1. A data element with value type date needs to be created and assigned to the particular program stage with access to future dates. The name of the data element could for example be: Next suggested follow up date. The program stage is configured to use the data element as default when scheduling a new event by assigning the data element to default next scheduled date.

Stage Details Name (°) Baby Postnatal Color #64FFDA UNSET COLOR Icon Icon Icon Description Baby Postnatal Scheduled days from start (°) 2 Icon Period type	
Baby Postnatal Color f64FFDA UNSET COLOR Con Con Con Con Con Con Con Con Con Co	
Baby Postnatal Color #64FFDA UNSET COLOR Con Con Con Con Con Con Con Con Con Co	
Color #64FFDA UNSET COLOR Icon Icon CHANGE ICON REMOVE ICON Description Baby Postnatal Scheduled days from start (*) 2 Z Pepeatable	
Icon CHANGE ICON REMOVE ICON Description Baby Postnatal Scheduled days from start (*) 2 Repeatable Repeatable	
CHANGE ICON REMOVE ICON Description Baby Postnatal Scheduled days from start (*) 2 2 Pageatable	
Description Baby Postnatal Scheduled days from start (*) 2 Repeatable	
Description Baby Postnatal Scheduled days from start (*) 2 Repeatable	
2 Z Repeatable	
Repeatable	
-	
Period type	
	v
Display generate event box when completed	
Standard interval days 4	
Default next scheduled date Next suggested follow up date	

- A program rule based on the data entered in the program stage, will determine how many days until the next suggested follow up will be. For example: A program rule with the following condition: #{penta_dose} == '1' (The program rule will trigger when the TEI has received Penta Dose 1), Assign value to the data element: next suggested follow up date with expression: d2:addDays(V{event_date}, '30') The number suggest how many days from event date the next scheduled event should be.
- 2. Open the Capture app and create a TEI. As long as Penta Dose has value Dose 1, the suggested next scheduled event is 30 days forward from event date. When scheduling a new event, the system will pick up from the data element as long it has value.

DHIS 2 Demo - Sierra Leone - Ca	apture				C, ⁴¹ ≥ ²⁰³	Ш Л
Program 👬 Child Programme 💿 🗸	Registering unit Bumban MCHP 🙁 🗸	Person Jean Fowler 😒	Enrollment 2025-04-11 12:05 🙁 🗸	Stage 💦 Baby Postnatal 🙁	Report date 🛛 😢	
Create new person 👻 Search 👻	Clear selections					
Enrollment: New Event						
👸 Baby Postnatal				Ø Person relationship	os O	^
Report Schedule				New Relationship		
Basic info				Indicators		^
Report date *	2024-05-02			Average weight (g)		3940
Infant Weight (g) 🛈				Measles + Yellow fever dos	ses	0
Infant Feeding			•	Person profile		··· ^
Measles dose	O Yes O No			First name Jean		
Penta dose			•	Last name Fowler		

DHIS 2 Demo - Sierra Leone - Ca	sture	۴ <mark>41</mark> ۲	174 ⊠	 TL
Penta dose	Dose 1 × -			
Results given to caretaker	· · · ·			
Septrin Given	· · ·			
Visit comment (optional)				
Vit A	O Yes O No			
Yellow fever dose	O Yes O No			
Section 2				
Next suggested follow up date	2022-12-15			

DHIS 2 Demo - Sierra Leone -	Capture				€4 ¹ 203	
am 👬 Child Programme 😢 🥆	✓ Registering unit Bumban MCHP ⊗ ✓	Person Jean Fowler 🙁	Enrollment 2025-04-11 12:05 😒 🗸	Stage 💦 Baby Postnatal 😒	Report date 🛛 🙁	
e new person 🕞 Search 🗣	Clear selections					
ollment: New Event						
👸 Baby Postnatal				Person relationship	os 0	^
Report Schedule				New Relationship		
Schedule info				Indicators		^
Schedule date / Due date	2025-04-17			Average weight (g)		394
	Schedule date info The scheduled date matches the sugge	ested date, but can be chang	ed if needed. There are 0	Measles + Yellow fever dos	ses	
	scheduled events in Bumban MCHP on	this day.		Person profile		^
Event notes				First name Jean		
Write a note about this sched	uled event			Last name Fowle	r	
Schedule				Enrollment		^
Cheduling an event in Baby Po	ostnatal for Child Programme in Bumban MCHP			Active		
				Date of enrollment: 202	5-04-11	

User can also find more information about how many events that scheduled on the same selected date or the interval of selected date and the suggested date from the information box.

Below the schedule date entry, user can choose to add a note to the scheduled event.

After clicking **Schedule** button, user will be navigated back to enrollment overview page.

2. Standard interval days

1. If the program stage has standard interval days configured, the suggested date is calculated by the most recent event date plus the standard interval days value.

Stage Details			
Name (*)			
Baby Postnatal			
Color			
#64FFDA	UNSET COLOR		
CHANGE IC	ON REMOVE ICON		
Description Baby Postnatal			
buby roomatar			
Scheduled days from st	art (*)		
2			
Repeatable			
_			
Period type			
Period type	to event her when completed		
Period type Display gener	ate event box when completed		
Period type	ate event box when completed		

1. If the program stage do not have a default next scheduled date configured, the system will use the standard interval days to calculate the next scheduled event date.

DHIS 2 Demo - Sierra Leone	- Capture				4 <mark>1 175</mark> لربا 12		JT
Selected program	Selected registering unit	Selected person	Selected enrollment	Selected stage	Selected report date		ŕ
👬 Child Programme 🛛 🗙	Bumban MCHP \times	Jean Fowler ×	2023-04-11 12:05 ×	Baby Postnatal >	-		×
New Search Clear selections		·					
Enrollment: New Event							
Baby Postnatal				Indicators	store for this avant	^	
Report Schedule							
Schedule info				Person profile		^	
Schedule date / Due date	2023-04-15			First name	Jean		
	Schedule date info This date is 4 days aft	er the suggested date.		Last name	Fowler		
		l events in Bumban MCHP on this	day.	Enrollment		^	

3. If no value is found on either, the suggested date will be defined by enrollment date and incident date.

1. In case the option **Generate events based on enrollment date** is checked in the Maintenance app, the next suggested event date is calculated by the enrollment date plus the value of scheduled days from start.

DHIS 2 Demo - Sierra Leone - C	Capture							4 <mark>1</mark> لرجا	175 ⊻		JT
elected program Se	elected registering unit	Selected person		Selected enrollment		Selected stage		Selected re	port date		
👬 Child Programme 🛛 🗙 🛛 E	Bumban MCHP ×	Jean Fowler	×	2023-04-11 12:05	\times	Baby Postnatal	\times	-			\times
New Search											
Enrollment: New Event											
👸 Baby Postnatal						Indicators				^	
-						There are no	ndicat	ors for this e	vent		
Report Schedule											
Schedule info						Person profile	9			^	
Schedule date / Due date	2023-04-13					First name		Jean			
						First name		Jean			
	 Schedule date info 					Last name		Fowler			
	adjusted if needed.	sted scheduled date ba events in Bumban MCI		e intervals defined, it can b	e	Enrollment				^	
Event comments						Active			_		
						iii Date of en iii Date of bi			1		
Write a comment about th	is scheduled event					E Date of bi					

1. In case the option **Show incident date** is checked, the next suggested event date is calculated by the incident date plus the value of scheduled days from start.

DHIS 2 Demo - Sierra Leone	- Capture							۲ <mark>41</mark>	<mark>175</mark> ⊻		TL
Selected program	Selected registering unit	Selected person		Selected enrollment		Selected stage		Selected repo	ort date		Î
👬 Child Programme 🛛 🗙	Bumban MCHP ×	Jean Fowler	×	2023-04-11 12:05	\times	Baby Postnatal	\times	-			×
New Search Clear selections											
Enrollment: New Event											
Baby Postnatal						Indicators				^	
Report Schedule						There are no	indicat	ors for this eve	ent		
Schedule info						Person profil	е			^	
Schedule date / Due date	2023-04-13					First name		Jean			
	Schedule date info This date is the suggest	atad askadulad data ha	and on th	e intervals defined, it can be		Last name		Fowler			
	adjusted if needed.	l events in Bumban MCF			:	Enrollment				^	
Event comments						Active					
Write a comment about	this scheduled event					iii Date of er iii Date of bi iii: Started at	rth 202		l		

Program stage event list

You can reach the program stage event list by clicking **Go to full {stage event name}** button in the overview page.

Stage Event list

In this view you can see all events in a stage

Stage Event list header

In the header, you can see the stage name and icon

\otimes	DHIS 2 Demo - Sierra Leone - Capture	
	Birth ① 1 events Last updated 3 years ago	~

Attribute option combo for Tracker

You can add segregation to your Tracker event data using attribute option combos. To get started, add a category combination to your Tracker program configuration.

The attribute option combo selector will be displayed when you are adding or changing/viewing Tracker events. Additionally, the selector will be displayed when enrolling if events are being auto-generated as part of the enrollment process.

Example from new Tracker event:

rollment: New Event		
First antenatal care visit		
Report Schedule		
Basic info		
Date of visit *	yyyy-mm-dd	
Implementing Partner and F	rojects	
Implementing Partner *		
Project *	v	

Using the Event Capture app

About the Event Capture app

dhis2	DHIS 2 Dem	no - Sierra Leone				Apps	Profile	
Q	* * >	Event capture						
⊨ Sierra Leone ⊨Bo ⊨Badija		Registering unit	Njanda	Ima MCHP				
Ngelehun CHC Njandama MCHP		Program	Inpatie	ent morbidity and mortality	•	Register event	Print list	
Baoma Bargbe Bargbo		Registered events (Total: 94)						Show/hide columns
Bumpe Ngao ⊕-Gbo	_	Incident date	۹	\$ Age (Years)	A \$ Mode of Discharg	e	Q ‡ Diagnosis (ICD-10) Q	Comment
 Jaiama Bongor Kakua 	_	2015-10-22		35	Discharged		F601 Schizoid personality disorder	
⊞-Lugbu	B-Cuguu B-Niawa Lenga B-Selenga B-Tikonko	2015-10-14		53	Discharged		A360 Pharyngeal diphtheria	0
Selenga		2015-07-14		52	Died		X293 Contact with unspecified venomous animal or plant, sports and athletics area	
Vauna Vonde Bombali Bonthe		2015-07-05		7	Died		Q28 Other congenital malformations of circulatory system	
Kallahun Kambia	- 11	2015-06-17		40	Absconded		B068 Rubella with other complications	
.Kenema		2015-05-25		59	Absconded		D159 Intrathoracic organ, unspecified	
TE Kono		2015-05-16		64	Died		V831 Passenger of special industrial vehicle injured in traffic accident	
		2015-01-17		3	Absconded		Q683 Congenital bowing of femur	
		2014-12-15		25	Died		P374 Other congenital malaria	
		2014-07-25		29	Transferred		J988 Other specified respiratory disorders	
				No. of pages: 10		No. of rows	per page: 10	Jump to page: 1
							40 40	« 1 2 3 4 5 » »»

In the **Event Capture** app you register events that occurred at a particular time and place. An event can happen at any given point in time. This stands in contrast to routine data, which can be captured for predefined, regular intervals. Events are sometimes called cases or records. In DHIS2, events are linked to a program. The **Event Capture** app lets you select the organisation unit and program and specify a date when a event happened, before entering information for the event.

The **Event Capture** app works online and offline. If the Internet connectivity drops, you can continue to capture events. The events will be stored locally in your web browser (client). When connectivity has returned, the system will ask you to upload the locally stored data. The system then sends the data to the server where the data is stored.

Note

If you close the web browser while in offline mode, it is not possible to reopen a new web browser window and continue the working session. However the data will still be saved locally and can be uploaded to the server the next time the machine is online and the you have logged into the server.

- You only see programs associated with the organisation unit you've selected and programs you've access to view through your user role.
- Both skip-logic and validation error/warning messages are supported during registration.
- When you close an organisation unit, you can't register or edit events to this organisation unit in the **Event Capture** app. You can still view and filter the event list and view the details of an event.
- On-the-fly indicator expression evaluation is supported. If a program has indicators defined for it and the moment all values related to the indicator expression are filled, the system will calculate indicator and display the result.

Registering unit	elehun CHC							
Program	patient morbidity and mortality		•					
Section	atient details		•	Register event	Print form			
ew Event								
Incident date*	У	/yy-MM-dd				Indicators		
Latitude	Q					BMI		20.44
Longitude	•					DMI		20.44
Patient details								
Data element	Va	lue				Validation Wa	rnings	
Gender	s	elect or search from the li	ist		Ŧ	Are you sure y	ou have the correct a	age?
Age (Years)	1	05						
Height in cm	1	50						
Weight in kg	4	6						
Comments								
Add your comment here								

- **Sorting:** this can be done by clicking the sorting icon of each column header. A red sorting icon implies the current sorting column. However, the sorting functionality works only within the page displayed. Currently, it is not possible to do sorting from serverside.
- Filtering: this is done by clicking the small search icon shown to the right of each column header. Clicking them provides an input field to type a filtering criteria. The system starts applying the filter the moment a user starts to type. During filtering it is possible to define start and end dates for date type data elements and lower and upper limits for number types. Server side filtering is not-support at the moment.

Register an event

- 1. Open the Event Capture app.
- 2. Select an organisation unit.
- 3. Select a program.

You'll only see programs associated with the selected organisation unit and programs you've access to through your user role.

- 4. Click Register event.
- 5. Select a date.
- 6. Fill in the required information.

If the program's program stage is configured to capture GPS coordinate, you can enter the coordinates in two ways:

- Enter values directly in corresponding fields.
- Choose a location in a map. The map option also displays polygons and points that are defined for organisation units.
- 7. Click Save and add new or Save and go back.

Note: Some data elements in an event might be mandatory (marked with a red star next to the data element lable). What this means is that all

mandatory data elements must be filled in before the user is allowed to save the event. The exception to this is if the user has the authority called "Ignore validation of required fields in Tracker and Event Capture". If the user has this authority, the mandatory data elements will not be required to be filled in before saving and the red star will not be displayed next to the data element lable. Note that super user that have the "ALL" authority automatically have this authority.

Edit an event

- 1. Open the Event Capture app.
- 2. Select an organisation unit.
- 3. Select a program.

All events registered to the selected program show up in a list.

- 4. Click the event you want to modify and select Edit.
- 5. Modify the event details and click **Update**.

Edit events in grid

The **Edit in grid** function allows you to edit a selected event within the table but only those columns (data elements) visible in the grid. If you need more columns, use **Show/hide columns** to specify which columns should be displayed in the list.

- 1. Open the **Event Capture** app.
- 2. Select an organisation unit.
- 3. Select a program.

All events registered to the selected program show up in a list.

- 4. Click the event you want to modify and select Edit in grid.
- 5. Modify the event details.
- 6. Click on another event to close the edit mode.

Share events in edit mode

You can share an event in edit mode via its web address.

- 1. Open the **Event Capture** app.
- 2. Open the event you want to share in edit mode.
- 3. Copy the URL.

Make sure that the URL contains "event" and "ou" (organisation unit) parameters.

4. Paste the URL in the sharing method of your choice, for example an e-mail or a message within DHIS2.

If you're not logged in to DHIS2 when you click the link, you'll be asked to do so and then taken to the dashboard.

View an event audit history

- 1. Open the **Event Capture** app.
- 2. Select an organisation unit.
- 3. Select a program.

All events registered to the selected program show up in a list.

4. Click an event and select Audit history.

Delete an event

- 1. Open the **Event Capture** app.
- 2. Select an organisation unit.
- 3. Select a program.

All events registered to the selected program show up in a list.

- 4. Click an event and select **Remove**.
- 5. Click **Remove** to cocnfirm the deletion.

Modify an event list's layout

You can select which columns to show or hide in an event list. This can be useful for example when you have a long list of data elements assigned to a program stage. Once you've modified the layout, it's saved on your user profile. You can have different layouts for different programs.

- 1. Open the **Event Capture** app.
- 2. Select an organisation unit.
- 3. Select a program.

All events registered to the selected program show up in a list.

- 4. Click the Show/hide columns icon.
- 5. Select the columns you want to display and click Close.

Print an event list

- 1. Open the **Event Capture** app.
- 2. Select an organisation unit.
- 3. Select a program.

All events registered to the selected program show up in a list.

4. Click Print list.

Download an event list

- 1. Open the **Event Capture** app.
- 2. Select an organisation unit.
- 3. Select a program.

All events registered to the selected program show up in a list.

4. Click the **Downlad** icon and select a format.

You can download an event list in XML, JSON or CSV formats.

Using the Tracker Capture app

About the Tracker Capture app

dhis2	DHIS 2 Dem	io - Sierra Leone			Apps 🐣 John Trac
Registration and Data Entry Reports	* * *	Tracker capture	mark	▼ Q Register	
⊡ ⊟-Sierra Leone ⊟-Bo ⊡-Badija		Image: Object to the second		♣ Last name	♦ Gender
-Ngelehun CHC Njandama MCHP -Baoma -Bargbe		Weima CHC Kamaranka CHC	Ermias Haben	Yusef	Male
⊕Bargbo ⊕Bumpe Ngao ⊕Gbo		Moyowa MCHP	Helen	Abrha	Female
⊕.Jaiama Bongor ⊕.Kakua ⊕.Komboya		Deima MCHP Dankawalie MCHP	Alem Sebhat	Kinfe Awet	Male
⊕-Lugbu ⊕-Niawa Lenga ⊕-Selenga ⊕-Tikonko		Mamboma (Peje Bongre) CHP Kamagbewu MCHP	Michael Hyiab	Nasih	Male
		Needy CHC	Elisa	Futsum Gebre	Female
⊕ Bonthe ⊕ Kailahun ⊕ Kambia		Mogbuama MCHP Thompson Bay MCHP	Furuta	Kifle	Female
e-Kenema e-Koinadugu e-Kono		Kiampkakolo MCHP	Huriyyah	Alem	Female
 Moyamba Port Loko Duiahun 		Bapuya MCHP	Sayid	Girma	Male

The Tracker Capture app is an advanced version of the Event Capture app.

- Event Capture: handles single events without registration
- Tracker Capture: handles multiple events (including single event) with registration.
- You capture event data for a registered tracked entity instance (TEI).
- You only see programs associated with the organisation unit you've selected and programs you've access to view through your user role.
- The options you see in the search and register functions depend on the program you've selected. The program attributes control these options. The attributes also decide the columns names in the TEI list.

If you don't select a program, the system picks default attributes.

- Both skip-logic and validation error/warning messages are supported during registration.
- When you close an organisation unit, you can't register or edit events to this organisation unit in the **Tracker Capture** app. You can still search for TEIs and filter the search results. You can also view the dashboard of a particular TEI.

About tracked entity instance (TEI) dashboards

dhis2 DHIS	2 Demo - Sierra Leone			Apps	a	Profile				
Back MNCH	/ PNC (Adult Woman)		•							¥ 🔹
Enrollment				~	0	Profile Edit				^ O
Enrolling orgunit		Ngelehun CHC								
Date of enrollment		2014-08-31				First name*		Sarah		
						Last name*		Thompson		
LMP Date		2014-08-31				Email		sarah@gmail.co	m	
Complete						Date of birth		2001-01-01		
						Address		Main street 1		
Indicators				~ (0	Weight in kg		56		
No indicator to show						Height in cm		167		
						Service provider		dU2P0v8JDco	(7 @
Data Entry				■ 0 ∧ 0	0					
ANC 1st visit	ANC Visit (2-4+)	+ Delivery	PNC Visit	+		Active programs				^ 0
Ngelehun CHC 2014-11-30	Ngelehun CHC 2015-08-20	Ngelehun CHC 2015-04-23	Ngelehun CHC 2015-08-20			No active progr	am other than selected			
	Click for more		Click for more							
						Relationships A	dd child Add			~ 0
Report				~ (0	Relationship	National identifier	First name	Last name	
MNCH / PNC (Adult Woman)						Child		Alan	Thompson	Ê
Notes				~ (0					
Add new note here										

You manage a TEI from the TEI's dashboard in the Tracker Capture app.

- The dashboard consist of widgets. Drag and drop the widgets to place them in the order and in the position you want.
- Click the pin icon to stick the right column of widgets to a fix position. This is useful especially during data entry.

If you have many data elements or big form to fill in, stick the right widget column. Then all the widgets you've placed in the right column remain visible while you scroll in the data entry part.

- Any indicator defined for the program you've selected will have its value calculated and displayed in the **Indicators** widget.
- Navigation:
 - Back: takes you back to the search and registration page
 - Previous and next buttons: takes you to the previous or next TEI dashboard in the TEI search results list
 - **Other programs** field: if the TEI is enrolled in other programs, they're listed here. Click a program to change the program for which you enter data for the selected TEI. When you change programs, the content in the widgets change too.

Workflow

Working process of Mother and child health program

STEP 2 STEP 4 STEP 1 STEP 3 REPORTS PERSON REGISTRATION PROGRAM ENROLLMENT TREATMENT CASE Activity plans Personal Information or example MOTHER CARE PROGRAM - Individual reports (Program Summary reports, Tabular report, ...) Identification Details Mother Care program ANC Delivery PNC Child Health program Relationships Aggregate data for agg-HILD HEALTH CARE At birth Immunization at different tages of age

Name based information tracking process

1. Create new or find existing TEI.

You can search on defined attributes, for example name or address.

- 2. Enroll TEI in a program.
- 3. Based on the services of the program by the time, the app creates an activity plan for the TEI.
- 4. The TEI is provided with various services depending on the program. All services are recorded.
- 5. Use information about the individual cases to create reports.

Linking to the Tracker Capture App

Link to a specific program on the "home screen"

You can share a program selection on the "home screen.

- 1. Open the Tracker Capture app.
- 2. Select the program you want to link to.
- 3. Copy the URL.
 - Make sure that the URL contains the "program" parameter.
- 4. Paste the URL in the sharing method of your choice, for example an e-mail or a message within DHIS2.

Note: If the program does not exist in the selected organisation unit (that is stored in the local cache) the system will instead select the first available program for that organisation unit. If the local cache is empty/clean and the root organisation unit of the current user does not have the specified program, the system will also here select the first available program for the root organisation unit.

Linking to TEI dashboard

You can share a TEI dashboard via its web address.

- 1. Open the Tracker Capture app.
- 2. Open the dashboard you want to share.

3. Copy the URL.

Make sure that the URL contains "tei", "program" and "ou" (organisation unit) parameters.

4. Paste the URL in the sharing method of your choice, for example an e-mail or a message within DHIS2.

If you're not logged in to DHIS2 when you click the link, you'll be asked to do so and then taken to the dashboard.

Create a TEI and enroll it in a program

You can create a TEI and enroll that TEI to a program in one operation:

- 1. Open the Tracker Capture app.
- 2. In the organisation unit tree in the left hand pane, select an organisation unit.
- 3. Select a program.
- 4. Click Register.
- 5. Fill in the required information.

Both tracked entity type and program can be configured to use a feature type. This makes it possible to capture geometry for either the TEI or the enrollment. Supported feature type is Point and Polygon. Please see **How to use geometry**.

- 6. If the selected program is configured to display first stage during registration, all mandatory fields in the stage will have to be filled in. At the end of the stage you will also be asked if you want to complete the stage that you have entered data for. If you select **Yes**, the stage will have the status completed once saved. If you select **No**, the stage will have the status active.
- 7. If searching for program is configured, a background search will be performed on searchable fields to help you prevent registering duplicates. If there is any matching TEIs, a blue box will be displayed on the right side of the form with the possibility to view these matching TEIs.

WHO RMNCH Tracker	ж т	Lists	Search	Register			
Enrollment							
Enrolling organisation unit	Ngelehun CHC						
Date of first visit	2018-03-05				Possible	duplicates found.	х
Profile						View 48 candidate	s
Unique ID *							
First name *	Linda						
Last name *							
Address							
Postal code							
City							
Mobile number							
Email address							
Birth date *	yyyy-MM-dd						
Civil status	Select or search f	rom the list		*			
Continue Print	form Cancel						

If there is any matching TEIs, click **Continue** to review possible duplicates before registering a new one.

If there is no matching TEIs, click Save and continue or Save and add new

- Save and continue: completes the registration and opens the registered TEI's dashboard
- Save and add new: completes the registration but stays on the same page. Use this option when you want to register and enroll one TEI after another without enter data.

Note: All mandatory attributes have to be filled in to be able to save. Mandatory attributes are marked with a red star next to the attribute label. If the user has the authority called **"Ignore validation of required fields in Tracker and Event Capture"** you will not be required to fill in the mandatory attributes and will not see the red star next to the attribute label. Note that super user that have the **"ALL"** authority automatically have this authority.

Open an existing TEI dashboard

There are multiple ways to find a TEI: Using the "Lists" which is predefined lists in the current selection, or "Search" for global lookup.

Lists

Lists is used to find and display TEIs in the selected organisation unit and program.

- 1. Open Tracked Capture app
- 2. In the organisation unit tree in the left hand pane, select an organisation unit
- 3. Select a program
- 4. Click the "Lists" button if not already selected

If not configured, a set of predefined lists will be available:

- 1. Any TEI with any enrollment status
- 2. TEIs with an active enrollment of the current program
- 3. TEIs with a completed enrollment of the current program
- 4. TEIs with a cancelled enrollment of the current program

sort dhis2	DHIS 2 Demo - Sierra	ra Leone	1			Search apps		V	
Registration and Data Entry Reports	CI	Child Programme × Lists Search					Register		■
_		 ♦ First name 					Last name		
 Sierra Leone Sierra Leone Bo Badjia -Ngelehun CHC -Njandama MCHP Baargbe Bargbe Bargbe Bargbo Bumpe Ngao Gbo Jaiama Bongor Kakua Komboya Lugbu Niawa Lenga Selenga Tikonko Valunia Wonde 	Fi	Filona					Ryder		
	G	Gertrude					Fjordsen		
	Fr	Frank					Fjordsen		
	м	Maria					Wright		
	Jo	Joe Anthony Alan					Riley Banks West		
	Ar								
	AI								
	Н	Heather					Greene		
	Ar	Andrea					Burton		
⊕Bombali ⊕Bonthe		Donald					Johnson		
⊕ -Kailahun	Fr	rances					Rodriguez		

You can select which columns to show or hide in the lists for each program. This will be saved in your user settings.

- 1. Click the grid icon button
- 2. Check the columns you want to include
- 3. Click Save

There is also an option to create a custom working list with own filters. This can be used to create custom lists on the fly.

IIS 2 Demo - Sierra Leone	emo - Sierra Leone		Search apps	# (
Registration and Data Entry	Child Programme	× × Lists	Search Register	
Reports	■ 0 ✓	Custom working list	▼ Total: 36	*
Sierra Leone	First name	Organisation unit scop	e Selected	
Bo	Filona		O Immediate children	
⊟-Badjia _ <mark>Ngelehun CHC</mark>	Gertrude		O All children	
Njandama MCHP	Frank	Enrollment status		
+-Bargbe			Completed	
+Bargbo -Bumpe Ngao			Active	
⊕-Gbo ⊕-Jaiama Bongor	Joe		Cancelled	
+ Kakua + Komboya	Anthony	Date of enrollment	2018-02-01	
E-Niawa Lenga	Alan		2018-03-05	
	Heather		2010-05-05	
	Andrea Date of birth		Start date	
∃-Bombali ∃-Bonthe	Donald		End date	
-Sonne -Kailahun -Kambia	Frances		Liid dale	
-Kenema				
	Elizabeth			
	Donald	Last name		
	Wayne	Gender		
	Johnny	Gender	[Please select]	

Lists can also be downloaded or printed.



Custom predefined lists

If the program has any custom tracked entity filters associated with it, these will take the place of the four predefined lists mentioned above. The predefined lists will when well configured be an effective way to find or work with the data relevant for the user in that program.

Working lists can be defined with a wide variety of options, here are some examples:

- Display all TEIs with at least one event in a given program stage that has a due date on the current date.
- Display all TEIs that has at least one event that is assigned to the logged in user.
- Display all TEIs that is active, but is not assigned to any user.

DHIS 2 Demo	Sierra Leone	Search apps	
All actve enrollmetns with events assign Registration and Data Entry	ed to me Malaria focus investigation * V	ts Search Register	
Reports	Events assigned to me Cases not yet assign	ed Ongoing foci responses Custom wo	orking list 👻 🗖 Total: 1 🛃 🖨
<u>q</u>	System Focus ID	Local Focus ID	Focus Name
LNgelehun CHC	IRW243266	573854	Focus Village D
	Number of pages: 1	Number of rows per page: 50	Jump to page: 1
		***	« 1 » »»

Predefined working lists in tracker capture

See the API documentation for a full list of functionality supported for these predefined tracked entity instance filters.

Search

Search is used to search for TEIs in the organisation units the user has search access to. This can be used if you want to find a TEI, but you don't know which organisation unit or program the TEI was enrolled in. There are two ways of doing this: With and without a program context. Searchable fields needs to be configured. For configuring searching with program context, this is done individually for each program in the program maintenance app. For configuring searching without a program context, this is done individually for each tracked entity type in the tracked entity type maintenance app.

Searching without a program context:

- 1. Open Tracker Capture app
- 2. Click the Search button
- 3. Searchable fields will be displayed in groups. Unique attributes is only individually searchable. Non-unique attributes can be combined.
- 4. Fill in search criteria and click the **search** icon button.

Searching with a program context:

- 1. Open Tracker Capture app
- 2. Select an organisation unit which has the program you wish to search in
- 3. Select the program
- 4. Click the Search button
- 5. Searchable fields will be displayed in groups. Unique attributes is only individually searchable. Non-unique attributes can be combined.
- 6. Fill in search criteria and click the **search** icon button

Provider Follow-up and Supp	× *	Lists	Search	Register	
Search for person					
Provider ID					
					€
First name					
Last name					
More options					~
Fill in a	t least 1 attr	ribute to sea	urch		Ð

After the search has been done, you will be presented with the search result. Whats displayed depends on the outcome of the search.

For unique attribute search:

- If no matching TEI found, you will get the possibility to open the registration form.
- If the TEI was found in the selected organisation unit, the TEI dashboard will automatically open.
- If the TEI was found in outside the selected organisation unit, you will get the possibility to open the TEI.

For non-unique attributes search:

- If no matching TEI's found, you will get the possibility to open the registration form.
- If matching TEI's found, you can either click on any TEI in the result list, or open the registration form.
- If a too large number of matches was found, you will be prompted to refine your search criteria

♦ Registering unit	♦ Registration date	\$ Inactive	First name	♣ Last name	
Vaama MCHP	2015-08-07		Mark	Robinson	Possible duplicate Unflag
Sandialu MCHP	2015-08-06		Mark	Robinson	Flag possible duplicate
Number of pages: 1 Number of rows per page: 50 Jump to page: 1					

The search results have functionality for flagging tracked entity instances as possible duplicates, see next chapter.

When choosing to open the registration form, the search values will automatically be filled into the registration form.

Flagging tracked entity instance as potential duplicate

When searching for tracked entity instances in the tracker capture app, the user will sometimes suspect that one or more of the search hits are duplicates of other tracked entity instances. The user has the option of clicking on the **flag possible duplicate** link in the rightmost column of the search result grid.

Tracked entity instances flagged in this way will be marked as "possible duplicate" in the DHIS2 database. The flag indicates that the tracked entity instance is/has a duplicate. The presence of such a flag is visible to the user in two places. One is the result list itself (in this example Mark Robinson is already flagged as a potential duplicate):

	Registration date	\$ Inactive	First name	Last name	
Vaama MCHP	2015-08-07		Mark	Robinson	Possible duplicate Unflag
Sandialu MCHP	2015-08-06		Mark	Robinson	Flag possible duplicate
Number of paç	ges: 1 Numb	er of rows pe		Jump	to page: 1

Tracker capture search results

The other place is within the tracked entity instance dashboard:

\otimes	DHIS 2 I	Demo - Sierra I	Leone		Sea	arch apps	_ =	TW
Back	Child P	rogramme		×			Ŧ	¢
Possible duplicate:	This person is, or	has, a possible	duplicate	and has been flagged for review.				
Enrollment				^	0	Feedback		^ O
Selected p Owned by: Vaa	-			Other programs		No feedback exist		
Enrolling organisation unit	Vaama MCHI	P		No active enrollments exist				
Enrollment point	Latitude	Longitude	0			Profile Edit		~ 1 0
Date of enrollment	2020-03-21					Profile		
Date of birth	2020-03-21					First name Mark		
Complete	Deactivate		elete			Last name Robinson		

Tracked entity instance flagged as duplicate

In addition to informing users about the tracked entity instance potentially being a duplicate, the flag will be used by the underlying system for finding and merging duplicates in coming versions of DHIS2.

Breaking the glass

If the program is configured with access level **protected**, and the user searches and finds tracked entity instances that is owned by organisation unit that the user does not have data capture authority for, the user is presented with the option of breaking the glass. The user will give a reason for breaking the glass, then gain temporary ownership of the tracked entity instance.

Enroll an existing TEI in a program

- 1. Open the Tracker Capture app.
- 2. Open an existing TEI dashboard.
- 3. Select a program.
- 4. In the Enrollment widget, click Add new.
- 5. Fill in the required information and click **Enroll**.

Enter event data for a TEI

Widgets for data entry

In a TEI dashboard, you enter event data in the Timeline Data entry or Tabular data entry widgets.

Widget name	Description
Timeline Data entry	For data entry using either default or custom forms.
	Depending on program definition, in particular program stages, events will be displayed in a timely fashion. Clicking on any of them displays the corresponding data entry. If a stage needs new event, a plus icon is displayed for new event creation. To proceed with data entry, it is mandatory to have event date. Once an event date is specified it is not possible to change due date. The assumption is that by specifying event date, the event has already taken place. If the event hasn't occurred yet, it is possible to change due date - this is effectively doing nothing but rescheduling. The buttons at the bottom help to change the status of a selected event.
	Another key feature from this widget is addition of multiple notes for an event. Normally data recording is through data elements, however there are cases where it is necessary to record additional information or comments. This is where the notes section comes handy. However it is not possible to delete a note. The idea is notes are more like log books. Both skip- logic and validation error/warning messages are supported during data entry.

Data entry widgets in the Tracker Capture app

Widget name	Description
	Also included in the Timeline Data entry is the option to compare your data entry to previous entries. This can be enabled by clicking the "Switch to compare form" button (Two sheets of paper) in the top right corner of the Timeline Data entry widget.
Tabular data entry	For tabular-style data entry. The widget displays the list of program stages as left-hand side labels. Events will be listed in table for repeatable program stage, and allows for in-line edits of event data values.

Creating an event

You can create an event for a TEI by:

- 1. Open the **Tracker Capture** app.
- 2. Open an existing TEI dashboard.
- 3. In the **Timeline Data entry** or **Tabular data entry** widget, click the +-button.
- 4. Select a **Program stage** and set a **Report date**.

Program stages can be configured to use a feature type. This makes it possible to capture geometry for an event. Supported feature type is Point and Polygon. Please see **How to use geometry**.

5. Click Save.

Schedule an event

You can schedule an event for a future date by:

- 1. Open the Tracker Capture app.
- 2. Open an existing TEI dashboard.
- 3. In the **Timeline Data entry** or **Tabular data entry** widget, click the **Calendar** icon.
- 4. Select a **Program stage** and set a **Schedule date**.
- 5. Click Save.

Refer an event

Sometimes it might be necessary to refer a patient to a different Organisation unit. To refer a TEI:

- 1. Open the Tracker Capture app.
- 2. Open an existing TEI dashboard.
- 3. In the Timeline Data entry or Tabular data entry widget, click the Arrow icon.
- 4. Select a Program stage, Organisation unit and set a ****Report date****.

5. Click either **One-time referral** which will only refer TEI for one single event or **Move permanently** which will move TEI ownership to the selected **Organisation Unit**. Further access to the TEI will be based on the ownership organisation unit.

Mandatory data elements in events

Some data elements in an event might be mandatory (marked with a red star next to the data element label). What this means is that all mandatory data elements must be filled in before the user is allowed to complete the event. The exception to this is if the user has the authority called **"Ignore validation of required fields in Tracker and Event Capture".** If the user has this authority, the mandatory data elements will not be required to be filled in before saving and the red star will not be displayed next to the data element label. Note that super user that have the **"ALL"** authority automatically have this authority.

How to use geometry

Tracked entity type, program and program stage can be configured to use a feature type. This makes it possible to capture geometry for a TEI, program or event. Supported feature types are Point and Polygon.

Capture coordinate

Option 1: Fill in the latitude and longitude into the field.

Option 2: 1. Click on the **map icon** 2. Find the location you want by either searching or locating it on the map 3. Right-click on the location you want, and choose **Set coordinate** 4. Click **Capture** at the bottom

Capture Polygon

- 1. Click on the **map icon**
- 2. Find the location you want by either searching or locating it on the map
- 3. At the top left of the map, click the **polygon icon**
- 4. Draw a polygon on the map. To finish, connect the last point with the first point
- 5. Click **Capture** at the bottom



Polygons can also be deleted 1. Click the **map icon** 2. Click the **trash can icon** at the left side of the map, and select **Clear all**

How to assign a user to an event

In the Maintenance App a program stage can be configured to allow user assignment. If user assignment is enabled, you will be able to assign a user to an event.

- 1. Click the Assigned user field.
- 2. Scroll or search for a user.
- 3. Click the user.

Manage a TEI's enrollments

The Enrollment widget gives access to information and functionality for the enrollment in the selected program.

Enrollment	~ 0
Selected program Owned by: Ngelehun CHC	Other programs
Enrolling organisation unit Ngelehun CHC	TB program
Enrollment point Latitude Longitude Q	
Date of enrollment 2019-02-24	
Date of birth 2019-02-24	
Complete Deactivate	

Enrollments widget

TEI ownership

The current ownership of all enrollments in the selected program is displayed in the "Owned by" part of the enrollment widget. The ownership will always start out as the organisation unit that first enrolled the TEI into the given program.

Ownership can be different for a TEIS different programs, for example one clinic can follow up a patient in HIV, while another clinic follows up the same patient in MCH.

To update the ownership for a TEI/program combination, the user has to utilize the referral functionality and select the "Move permanently" option while referring.

A user that has capture access to the organisation unit that is the current owner of the TEI/Program will have write access to all enrollments for that TEI/Program combination. A user that has search access to the organisation unit that is the current owner will have access to search and find the TEI/ Program combination.

Deactivate a TEI's enrollment

If you deactivate a TEI dashboard, the TEI becomes 'read-only'. You can't enter data, enroll the TEI or edit the TEI's profile.

- 1. Open the **Tracker Capture** app.
- 2. Open an existing TEI dashboard.

- 3. In the **Enrollment** widget, click **Deactivate**.
- 4. Click **Yes** to confirm.

Activate a TEI's enrollment

- 1. Open the Tracker Capture app.
- 2. Open an existing TEI dashboard.
- 3. In the Enrollment widget, click Activate.
- 4. Click Yes to confirm.

Mark TEI's enrollment as complete

- 1. Open the **Tracker Capture** app.
- 2. Open an existing TEI dashboard.
- 3. In the **Enrollment** widget, click **Complete**.
- 4. Click Yes to confirm.

Reopen completed enrollment

- 1. Open the **Tracker Capture** app.
- 2. Open an existing TEI dashboard.
- 3. In the Enrollment widget, click Reopen.
- 4. Click Yes to confirm.

Display TEI's enrollment history

- 1. Open the **Tracker Capture** app.
- 2. Open an existing TEI dashboard.
- 3. In the **Profile** widget, click the **Audit history** icon.

Create a TEI enrollment note

An enrollment note is useful to record information about for example why an enrollment was cancelled.

- 1. Open the **Tracker Capture** app.
- 2. Open an existing TEI dashboard.
- 3. In the **Notes** widget, type your note and click **Add**.

Send a message to a TEI

- 1. Open the Tracker Capture app.
- 2. Open an existing TEI dashboard.
- 3. In the Messaging widget and select SMS or E-mail.
- 4. Enter the required contact information.

If the TEI's profile contains an e-mail address or a phone number, these fields are filled in automatically.

- 5. Type a message.
- 6. Click Send.

Mark a TEI for follow-up

You can use mark a TEI's enrollment for follow-up and then use this status as a filter when you create **Upcoming events** and **Overdue events** reports. This can be useful for example to monitor high-risk cases during a pregnancy program.

- 1. Open the Tracker Capture app.
- 2. Open an existing TEI dashboard.
- 3. In the Enrollment widget, click the Mark for follow-up icon.

Edit a TEI's profile

You edit a TEI's profile or tracked entity attributes in the **Profile** widget.

- 1. Open the **Tracker Capture** app.
- 2. Open an existing TEI dashboard.
- 3. In the **Profile** widget, click **Edit**.
- 4. Modify the profile and click **Save**.

Add a relationship to a TEI

You can create a relationship from one TEI to another, for example linking a mother and a child together or a husband and a wife. Depending on how the relationship type is configured, the relative can inherit attributes.

Assume there are two programs: Antenatal care for the mother and Immunization for the child. If first name, last name and address attributes are required for both programs, it is possible to configure last name and address attributes as inheritable. Then during child registration, there is no need to enter these inheritable attributes. You can add them automatically based on the mother's value. If you want to have a different value for the child, you can override the automatically generated value.

- 1. Open the **Tracker Capture** app.
- 2. Open an existing TEI dashboard.
- 3. In the **Relationships** widget, and click **Add**.
- 4. Select a relationship type.
- 5. Search for the relative and select it. The search follows the same pattern as when searching for tracked entity instances from the tracker front page. Searches are by default covering the users search scope.
- 6. Select the tracked entity instance that matches the search criteria in the popup.
- 7. Click Save.

Note: If the relationship is a bi-directional relationship, the relationship will be displayed in the TEI that the relationship was created in and in the TEI that the relationship was linked to. Also, if the relationship is bi-directional, each end of the relationship will have a unique name that will be displayed in the relationship widget under the "Relationship" column.

Share a TEI dashboard

You can share a TEI dashboard via its web address.

- 1. Open the **Tracker Capture** app.
- 2. Open the dashboard you want to share.
- 3. Copy the URL.

Make sure that the URL contains "tei", "program" and "ou" (organisation unit) parameters.

4. Paste the URL in the sharing method of your choice, for example an e-mail or a message within DHIS2.

If you're not logged in to DHIS2 when you click the link, you'll be asked to do so and then taken to the dashboard.

button > Deactivate.

button > Activate.

Deactivate a TEI

If you deactivate a TEI, the TEI becomes 'read-only'. Data associated with the TEI is not deleted.

- 1. Open the Tracker Capture app.
- 2. Open an existing TEI dashboard.
- З.

0

In the top right corner, click the

4. Click **Yes** to confirm.

Activate a TEI

- 1. Open the Tracker Capture app.
- 2. Open an existing TEI dashboard.
- З.



In the upper top corner, click the

4. Click Yes to confirm.

Delete a TEI

Warning

When you delete a TEI, you delete all data associated with the TEI.

0

- 1. Open the Tracker Capture app.
- 2. Open an existing TEI dashboard.
- 3.

In the top right corner, click the

button > **Delete**.

4. Click Yes to confirm.

Configure the TEI dashboard

Show or hide widgets

- 1. Open the **Tracker Capture** app.
- 2. Open an existing TEI dashboard.
- 3. Click the Settings icon, and select Show/hide widgets.
- 4. Select the widgets you want to show or hide.
- 5. Click Close.

Save the dashboard's layout as default

You can save the dashboard's layout as default for a program.

- 1. Open the Tracker Capture app.
- 2. Open an existing TEI dashboard.
- 3. Click the Settings icon, and select Save dashboard layout as default.

Lock dashboard's layout

If you are the **administrator** you have the option of locking the layout of the dashboard for all users.

- 1. Open the **Tracker Capture** app.
- 2. Open an existing TEI dashboard.
- 3. Organize the widgets to the desired layout and save it as default (see section above).
- 4. Click the Settings icon, and select Lock layout for all users.

Users will still be able to reorganize the widgets temporarily, but the layout will be reset to the admin's saved layout after page refresh. The remove widget buttons will be hidden when the dashboard layout is locked.

Top bar

The top bar can be a helpful tool to see important data in a quick and easy way. To start using the top bar:

1. Open the Tracker Capture app.

- 2. Open an existing TEI dashboard.
- 3. Click the **Settings** icon, and select **Top bar settings**.
- 4. Click Activate top bar and click the data you would like to display in the top bar.

Back Weight in kg : 70	Height in cm : 18	36	¥ 0 \$
MNCH / PNC (Adult Woman)	*		
Enrollment		► ● Feedback	^ O
Selected program	Other programs	No feedback exist	
Enrolling organisation unit Ngelehun CHC	No active enrollments exist		
Date of enrollment 2018-02-26		Profile Edit	~ 1 0
LMP Date 2018-02-26			
Complete Deactivate A Delete		Profile	
		First name *	

Change table display mode for Timeline Data Entry widget

The **Timeline Data Entry** widget has 5 different table display modes that can be selected. The different options are: - **Default form** - Shows all data elements vertically.

- **Compare form previous** Shows the previous (repeatable) program stage next to the current selected program stage.
- **Compare form all** Shows all previous (repeatable) program stages next to the current selected program stage.
- Grid form Shows the data elements horizontally.
- **POP-over form** The same as **Grid form**, but when clicked the data elements are displayed in a pop-up.

To change the current display mode, click the second icon in the widgets top bar (see image below):

meline Data Entry			0 @ 1 ~ C
2018-01-01 Ngelehun CHC First antenatal care visit (Completest) 2018-01-10 Ngelehun CHC Antenatal care visit (Completest)	2018-03-01 Ngelehun CHC Antenatal care visit (Open)	2018-03-01 Ngelehun CHC Antenatal care visit (Open)	
Date of visit *		Appointment date	
2018-03-01		yyyy-MM-dd	
Gestational age at visit	64		
Antihypertensive drug given according to national	O Yes O No		

Once an option is selected the selection is stored for that specific program stage. This mean that you can have different table modes for the different program stages in a program.

Notes: 1. The **Compare form** options will function best if you have multiple repeatable events (of the same program stage) present. 2. The **Grid form** and **POP-over form** options are not selectable if the program stage has

more than 10 data elements. 3. The icon in the widgets bar will change depending on the option you have selected.

Create reports

- 1. Open the Tracker Capture app.
- 2. Click Reports.
- 3. Select a report type.

Report types in the Tracker Capture app

Report type	Description
Program summary	A summary report for a particular program, organisation unit and time frame. The report consist of a list of TEIs and their records organised based on program stages.
Program statistics	A statistics report for a particular program. The report provides for example an overview of drop- outs or completion rates in a given time frame at a particular organisation unit.
Upcoming events	A tabular report showing tracked entity instances and their upcoming events for a selected program and time. You can sort the columns and search the values. Show/hide operations are possible on the columns. You can also export the table to Microsoft Excel.
Overdue events	A list of events for a selected program. The report displays a list of TEIs and their events that are not completed on time. You can sort the columns and search the values You can also export the table to Microsoft Excel.

Reports	Program Summar	y Report						
Reports	Organisation unit		Igelehun CHC					
Sierra Leone ⇒Bo ⇔Badjia ⇔Badjia ⇒Badjia ⇒Bargbe ⊕Bargbe ⊕Bargbe ⊕Bargbe ⊕Bumpe Ngao ⊕Jaliama Bongor ⊕Kakua ⇔Kakua ⇔Kakua ⇔Comboya ⇔Lupbu	Organisation unit scope Program 2013-04-10		 Selected Immediate children All children MNCH / PNC (Adult 1) 115-04-20 	Woman) 🔻	Go			
B-Niawa Lenga B-Selenga B-Tikonko E-Valunia B-Wonde	ANC 1st visit ANC Vi	isit (2-4+) Event date	Delivery PNC Vis	it mnch ANC Visit	mnch Weight (g)	mnch Blood Pressure	mnch HB	mnch Tetatus
Bombali Bonthe Kallahun Kallahun Kanadugu Konon Kono Moyamba	First name: Evelyn Last name: Jackson	2015-01-01 2015-03-10 2015-04-08 2015-04-15	Ngelehun CHC Ngelehun CHC Ngelehun CHC Ngelehun CHC	4				
a-Port Loko a-Pujehun a-Tonkolili a-Western Area	First name: Woman2 Last name: Woman2	2015-03-25	Ngelehun CHC		10	40		
	First name: Baby name Last name: Father name	2015-03-17 2015-04-16	Ngelehun CHC					

The summary report displays a list of TEIs and their records for "MNCH/PNC (Adult Woman)" program. The records are organized in the form of tabs where each tab is a program stage. The columns in the table are data elements which are configured to be displayed in reports under program stage definition.

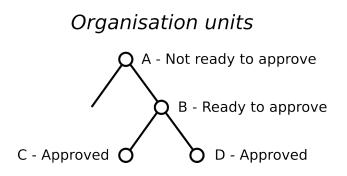
Data approval overview

DHIS2 has an optional feature that allows authorized users to approve data that has been entered. It allows data to be reviewed and approved at selected levels in the organisation unit hierarchy, so the approval follows the structure of the hierarchy from lower levels to higher levels.

Data is approved for a combination of (a) period, (b) organisation unit and (c) workflow. Data may be approved for the organisation unit for which it is entered, as well as for higher-level organisation units to which the data is aggregated. As part of system settings, you can choose the organisation unit level(s) at which data is approved. It can be approved at higher levels only after it has been approved for all that organisation unit's descendants at lower levels for the same workflow and period. When you approve a workflow, it approves data for any data sets that have been assigned to that workflow.

After a period, organisation unit and workflow combination has been approved, data sets associated with that workflow will be locked for that period and organisation unit, and any further data entry or modification will be prohibited unless it is first un-approved.

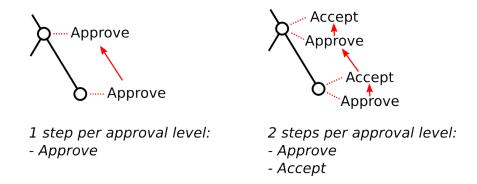
For example, the following diagram illustrates that data has already been approved for organisation units C and D, for a given period and workflow. It may now be approved for organisation unit B for the same period and workflow. But it is not ready to be approved for organization unit A. Before it can be approved for organisation unit A, it must be approved for B, and for any other children of organisation unit A, for that period and workflow.



Approving at organisation units

Approving and accepting

DHIS2 supports two different types of approval processes: either a one-step process where the data is approved at each level, or a two-step process where data is first approved and then accepted at each level. This is illustrated in the following diagram:



Approving and accepting

In the one-step process, data is approved at one level, and then approved at the next higher level. Until it is approved at the next higher level, it may be unapproved at the first level. (For example, if the data was approved my mistake, this allows the approver to undo their mistake.) Once the data is approved at the next higher level, it may not be unapproved at the lower level unless it is first unapproved at the higher level.

In the two-step process, data is approved at one level, and then the approval is accepted at the same level. This acceptance is done by a user who is authorized to approve data at the next higher level. Once the data is accepted, it may not be changed or unapproved unless it is first *unaccepted*.

The two-step process is not required by DHIS2. It is an optional step for a user reviewing data at the next higher level. It has the benefit of locking the acceptance from the level below, so reviewer does not have to worry that the data could be changing from below while it is being reviewed. It can also be used by the higher-level user to keep track of which lower-level data has already been reviewed.

Two-step process can be activated by checking **Acceptance required before approval** in SystemSettings app under General section.

Authorities for approving data

To approve data, you must be assigned a role containing one of these authorities:

- **Approve data** You may approve data for the organisation unit(s) to which you are assigned. Note that this authority does not allow you to approve data for lower-levels below the organisation unit(s) to which you are assigned. This is useful to separate the users authorized to approve at one level from the users authorized to approve at levels below.
- Approve data at lower levels Allows you to approve data for all lower levels below the organisation units assigned to you. This is useful if, for example, you are a district-level user whose role includes approving the data for all the facilities within that district, but not for the district itself. If you are assigned this as well as the *Approve data* authority, you may approve data at the level of the organisation unit(s) to which you have been assigned, and for any level below.
- Accept data at lower levels Allows you to accept data for the level just below the organisation unit(s) assigned to you. This authority can be given to the same users as approve data. Or it may be given to different users, if you want to have some users who accept data from the level below, and a different set of users who approve data to go up to the next level above.

Configuring data approval

In the *Maintenance app* section under *Data approval level* you can specify the levels at which you want to approve data in the system. Click the Add new button on this page and select the organisation unit level at which you want approvals. It will be added to the list of approval settings. You may configure the system for approving data at every organisation unit level, or only at selected organisation unit levels.

Note that when you add a new approval level, you may optionally choose a Category option group set. This feature is discussed later in this chapter.

Also in maintenance under *Data approval workflow*, you can define the workflows that will be used for approving data. Each workflow can be associated with one or more approval levels. Any two workflows may operate at all the same approval levels as each other, some of the same and some different levels, or completely different levels.

If you want data for a data set to be approved according to a workflow, then assign the workflow to the data set when you add or edit the data set. If you do not want data for a data set to be subject to approval, then do not assign any workflow to that data set. For data sets that you want to approve at

the same time as each other, assign them to the same workflow. For data sets that you want to approve independently, assign each data set to its own workflow.

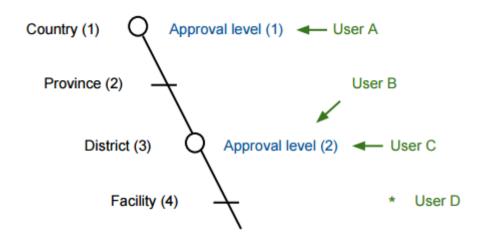
Under System Settings -> Analytics, you can control what unapproved data (if any) will appear in analytics. See the "Analytics settings" section of this user guide. Note that users who are assigned to organisation units where data is ready for approval can alwyas view this data in analytics, as can users assigned to higher-level organisation units if they have the Approve data at lower levels authority or the View unapproved data authority.

Data visibility

If the option *Hide unapproved data in analytics* is enabled, data will be hidden from viewing by users associated with higher levels. When determining whether a data record should be hidden for a specific user, the system associates a user with a specific approval level and compares it to the level to which the data record has been approved up to. A user is associated with the approval level which matches the level of the organisation unit(s) she is linked to, or if no approvel level exists at that level, the next approval level linked to an organisation unit level below herself. A user will be allowed to see data which has been approved up to the level immediately below her associated approval level. The rationale behind this is that a user must be ablet to view the data that has been approved below so that she can eventually view and approve it herself.

Note that if the user has been granted the *View unapproved data* or the *ALL* authority she will be able to view data irrespective of the approval status.

Lets consider the following example: There are four organisation unit levels, with approval levels associated with level 2 and 4. *User A* at country level (1) gets associated with approval level 1 since the approval level exists at the same level as the organisation unit level. *User B* gets associated with approval level 2 since there is no approval level directly linked to her organisation unit level and approval level 2 is the immediate level below. *User C* gets associated with approval level 2. *User D* is below all approval levels which implies that she can see all data entered at or below her organisation unit level.



Hiding of unapproved data

Using this example, lets consider some scenarios:

- Data is entered at facility level: Only *User D* can see the data, as the data has not yet been approved at all.
- Data is approved by *User D* at facility level: Data becomes visible to User C and User B, as the data is now approved at their level.

• Data is approved by *User C* at district level: Data becomes visible to User A, as data is now approved at the level immediately below herself.

Approving data

To approve data, go to *Reports* and choose *Data Approval*. When this report shows data that is configured for approval, it shows the approval status of the data in the report. The approval status will be one of the following:

- Waiting for lower level org units to approve This data is not yet ready to be approved, because it first needs to be approved for all the child organisation units to this organisation unit, for the same workflow and period.
- Ready for approval This data may now be approved by an authorized user.
- Approved This data has already been approved.
- Approved and accepted This data has already been approved, and also accepted.

If the data you are viewing is in an approval state that can be acted upon, and if you have sufficient authority, one or more of the following actions will be available to you on the *Data Approval* form:

- **Approve** Approve data that has not yet been approved, or that was formerly approved and has been unapproved.
- Unapprove Return to an unapproved state data that has been approved or accepted.
- Accept Accept data that has been approved.
- Unaccept Return to an unaccepted (but still approved) state data that has been accepted.

In order to unapprove data for a given organisation unit, you must have the authority to approve data for that organisation unit or to approve data for a higher-level organisation unit to which that data is aggregated. The reason for this is as follows: If you are reviewing data for approval at a higher organisation unit level, you should consider whether the data at lower organisation units are reasonable. If all lower-level data looks good, you can approve the data at the higher level. If some lower-level data looks suspect, you can unapprove the data at the lower level. This allows the data to be reviewed again at the lower level, corrected if necessary, and re-approved up through the organisation unit levels according to the hierarchy.

Approving by category option group set

When defining an approval level, you specify the organisation unit level at which data will be approved. You may also optionally specify a category option group set. This is useful if you are using category option groups to define additional dimensions of your data, and you want approvals to be based on these dimensions. The following examples illustrate how this can be done within a single category option group set, and by using multiple category option group sets.

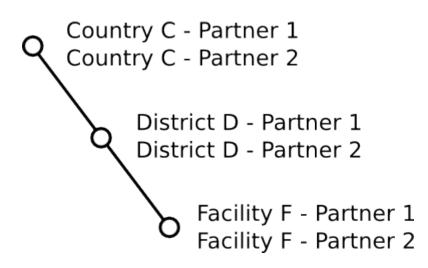
Approving by one category option group set

For example, suppose you define a category option group set to represent NGOs who serve as healthcare partners at one or more organisation units. Each category option group within this set represents a different partner. The category option group for Partner 1 may group together category options (such as funding account codes) that are used by that partner as a dimension of the data. So data entered by Partner 1 is attributed to a category option in Partner 1's category option group. Whereas data entered by partner 2 is attributed to a category option in Partner 2's category option group:

Example Category Option Groups

Category option group set	ry option group set Category option group Category opt	
Partner	Partner 1	Account 1A, Account 1B
Partner	Partner 2	Account 2A, Account 2B

Each partner could enter data for their accounts independently of the other, for the same or different workflows, at the same or different facilities. So for example, data can be entered and/or aggregated at the following levels for each partner, independently of each other:



Example category option groups

Тір

You can use the sharing feature on category options and category option groups to insure that a user can enter data (and/or see data) only for certain category options and groups. If you don't want users to see data that is aggregated beyond of their assigned category options and/or category option groups, you can assign *Selected dimension restrictions for data analysis*, when adding or updating a user.

You can optionally define approval levels for partner data within any or all of these organisation unit levels. For example, you could define any or all of the following approval levels:

Example Cate	egory Option	Group Set	approval levels
--------------	--------------	-----------	-----------------

Approval level	Organisation unit level	Category option group set
1	Country	Partner
2	District	Partner
3	Facility	Partner

Approving by multiple category option group sets

You can also define approval levels for different category option group sets. To continue the example, suppose that you have various agencies that manage the funding to the different partners. For example, Agency A funds accounts 1A and 2A, while Agency B funds accounts 1B and 2B. You could set up category option groups for Agency A, and Agency B, and make them both part of a category option group set called Agency. So you would have:

Example Multiple Category Option Group Sets

Category option group set	Category option group	Category options
Partner	Partner 1	Account 1A, Account 1B
Partner	Partner 2	Account 2A, Account 2B
Agency	Agency A	Account 1A, Account 2A
Agency	Agency B	Account 1B, Account 2B

Now suppose that at the country level, you want each partner to approve the data entered by that partner. Once this approval is done, you want each agency to then approve the data from accounts that are managed by that agency. Finally, you want to approve data at the country level across all agencies. You could do this by defining the following approval levels:

Example Multiple Category Option Group Set approval levels

Approval level	Organisation unit level	Category option group set
1	Country	
2	Country	Agency
3	Country	Partner

Note that multiple approval levels can be defined for the same organisation unit level. In our example, Partner 1 would approve country-wide data at approval level 3 from category options Account 1A and Account 1B. Next, Agency A would approve country-wide data at approval level 2 from category options Account 1A (after approval by Partner 1) and Account 2A (after approval by Partner 2.) Finally, after approval from all agencies, country-wide data can be approved at approval level 1 across all category options. Note that approval level 1 does not specify a category option group set, meaning that it is for approving data across all category options.

This example is meant to be illustrative only. You may define as many category option groups as you need, and as many approval levels as you need at the same organisation unit level for different category option group sets.

If you have multiple approval levels for different category option group sets at the same organisation unit level, you may change the approval ordering in the *Settings* section, under *System Approval Settings*. Just click on the approval level you wish to move, and select *Move up* or *Move down*. If you have an approval level with no category option groups set, it must be the highest approval level for that organisation unit level.

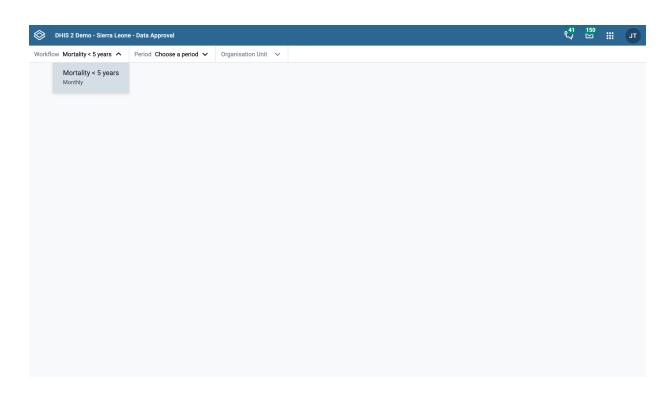
Data approval

The **Data Approval** app provides an intuitive interface to support the approval process in line with the configured approval workflows.

Selecting parameters

Select a workflow

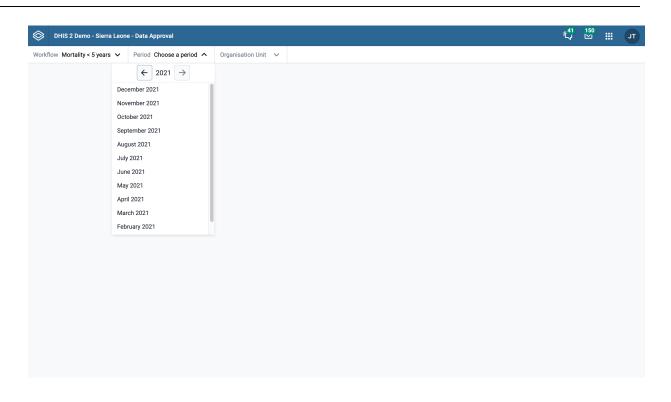
Start by selecting a workflow in the top left of the screen. If you only have access to a single workflow, it will be preselected for you.



Select a workflow

Select a period

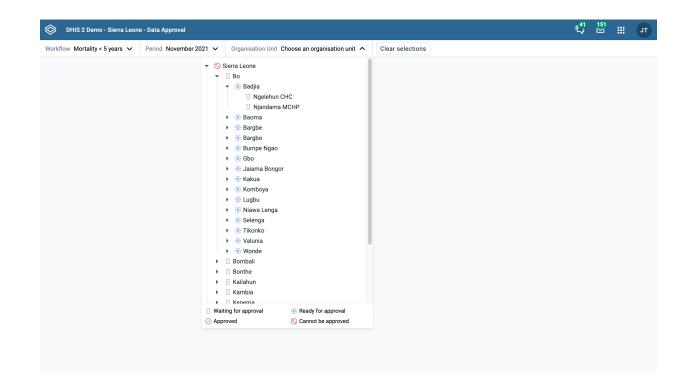
Proceed to select a period you would like to approve data for.



Select a period

Select an organisation unit

Finally, select an organisation unit you would like to approve data for. Each visible organisation unit in the tree is preceded with a status-icon. This icon serves as an indication of the actions available to your user profile for that organisation unit. In the screenshot below, "Badjia" is an organisation unit with status "ready for approval".



Select an organisation unit

Clear selection

Once a workflow, period, and organisation unit have been selected, a "Clear selections" button will appear. This button can be used to quickly clear all three fields and start a fresh selection.

Approving data

Review dataset reports

Once a workflow, period, and organisation unit have been selected, you can review the dataset reports for the datasets connected to the selected workflow. The data for each dataset is presented in a tab.

Datasets can have different period types than the workflow the are connected to. If this is the case, the approval app will show data for all the dataset-periods that end within the selected workflow period.

DHIS 2 Demo - Sierra Leon	e - Data Approval			ر <mark>41</mark> رب	151 ⊠	
orkflow Mortality < 5 years 🗸	Period November 2021 🗸	Organisation Unit Badjia 🗸	Clear selections			
ortality < 5 years 🕮 1 da	ta set (i) Ready for approval					
Mortality < 5 years						
Mortality < 5 y	vears default					
Data element	Value					
Cholera (Deaths < 5 yrs)						
Tetanus Other (Deaths < 5 yrs)						
Meningitis (Deaths < 5 yrs)						
Tetanus Neonatal (Deaths < 5 yr	s)					
Malaria (Deaths < 5 yrs)						
Animal Bites - Rabid (Deaths < 5	yrs)					
Plague (Deaths < 5 yrs)						
Accute Flaccid Paralysis (Deaths	s < 5 yrs) 1.0					
Measles (Deaths < 5 yrs)						
Rabies (Deaths < 5 yrs)						
Dysentery (Deaths < 5 yrs)						

Review dataset reports

Take an approval action

Once you have reviewed the data in the datasets, you can proceed to take an approval action. The following actions are available:

- Approve
- Accept
- Unapprove
- Unaccept

Which of these actions are available for a given workflow at a given moment in time depends on the type of actions which have been taken already at the current and other levels of the organisational hierarchy.

In the example above the "approve" action is available. When you choose the "Approve" action, you are presented with a confirmation dialog as displayed below which summarises the datasets you are approving. The workflow is not approved until you click "Approve" to confirm there. Other actions take effect immediately and do not have a confirmation step.

DHIS 2 Demo - Sierra Leone - Data Approval		Ç41 151 Ⅲ JT
Workflow Mortality < 5 years Period November 2021 Mortality < 5 years \$2 data set @ Ready for approval	Approving 1 data set	
Mortality < 5 years	1 data set for workflow Mortality < 5 years: • Mortality < 5 years	
Mortality < 5 years default	Are you sure you want to approve this data?	
Data element Value Cholera (Deaths < 5 yrs)	Cancel	
Tetanus Other (Deaths < 5 yrs)		
Meningitis (Deaths < 5 yrs)		
Tetanus Neonatal (Deaths < 5 yrs)		
Malaria (Deaths < 5 yrs)		
Animal Bites - Rabid (Deaths < 5 yrs)		
Plague (Deaths < 5 yrs)		
Accute Flaccid Paralysis (Deaths < 5 yrs) 1.0		
Measles (Deaths < 5 yrs)		
Rabies (Deaths < 5 yrs)		
Dysentery (Deaths < 5 yrs)		
Ready for approval Approve		

Take an approval action

After taking one of the approval actions, in this case after confirming the approval, the workflow is updated immediately and you see a the new approval status.

DHIS 2 Demo - Sierra Leon	e - Data Approval			(<mark>41</mark> لربا	<mark>151</mark> ⊠	 T
Workflow Mortality < 5 years 🗸	Period November 2021 🗸	Organisation Unit Badjia 🗸	Clear selections			
Mortality < 5 years 🕺 1 da	ta set 📀 Approved by John Tra	ore in a few seconds				
Mortality < 5 years						
Mortality < 5 y	ears default					
Data element	Value					
Cholera (Deaths < 5 yrs)						
Tetanus Other (Deaths < 5 yrs)						
Meningitis (Deaths < 5 yrs)						
Tetanus Neonatal (Deaths < 5 yrs	3)					
Malaria (Deaths < 5 yrs)						
Animal Bites - Rabid (Deaths < 5	yrs)					
Plague (Deaths < 5 yrs)						
Accute Flaccid Paralysis (Deaths	< 5 yrs) 1.0					
Measles (Deaths < 5 yrs)						
Rabies (Deaths < 5 yrs)						
Dysentery (Deaths < 5 yrs)						
⊘ Approved by John Traore in a few	seconds Accept Unappro	V Appro	val saved X			

Updated approval status

Approval status tags

As shown in the image above, the approval status is displayed in two places:

- 1. Above the dataset tabs, after the workflow information
- 2. Before the buttons on the bottom bar

These status tags may not always display the same information, because the have a slightly different meaning:

- 1. The status tag above the dataset represents the approval status of the workflow for the selected period and selected organisation unit
- 2. The status tag in the bottom bar does the same, but also takes your user profile.

A workflow may be ready to be approved at a given organisation unit level, but you do not have the appropriate authority to do so.

Managing dashboards

About the Dashboards app

The Dashboards app makes it possible to present a high level overview of your data, including displaying analytical objects such as maps, charts, reports and tables, as well as displaying text-based information, resource links, and app widgets.

Features of the Dashboards app include:

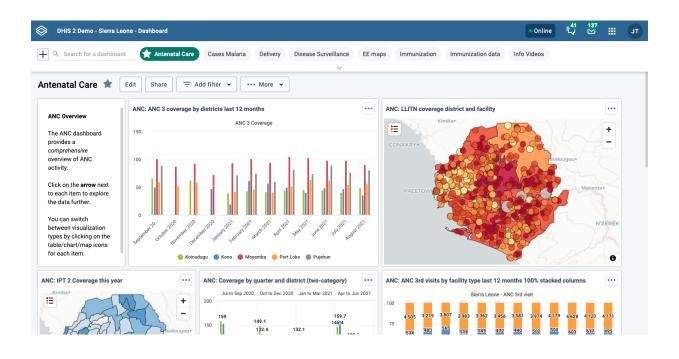
- View and print dashboards
- Create and edit dashboards
- Share dashboards with users and user groups
- Apply temporary filters while viewing dashboards
- Responsive view on mobile devices and small screens
- Access dashboards while offline

Dashboards app layout

Dashboards have a title, description, and any number of dashboard items. Above the dashboard is the dashboards bar, which shows all your available dashboards, a dashboard search field, and a + button for creating a new dashboard.

The Dashboards app has two modes: *view* and *edit/create*. When you first log in to DHIS2, your most recently used dashboard will be displayed in view mode, if you are on the same computer as you were previously. If you are using a different computer or browser, then the first starred dashboard will be displayed. If there are no starred dashboards, then the first dashboard (alphabetically) will be displayed. Starred dashboards always show first in the dashboard list.

Below is an example of a dashboard named "Antenatal Care", which has been populated with charts and maps:



Personalization

The Dashboards app can be personalized in the following ways:

• Set the height of the dashboards bar

- Star dashboards for quick access to your favorite dashboards
- Show or hide dashboard description

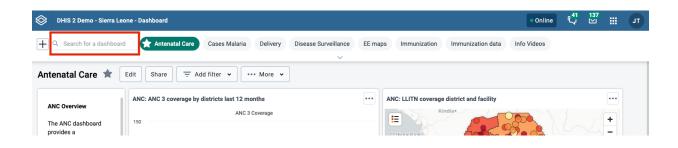
Responsive view on small screens

When viewing dashboards on small screens (for instance, portrait orientation on a mobile phone), the dashboard will adapt to the screen and show all items in a single column. Some options, including editing, filtering and sharing, will not be available.

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	•	Online			
۹ 🕻	Antenatal Care	Ca	ses Mal	aria	Delivery
		~			
Ant	enatal Care	*	•••	• More	•
	ANC Overview				
	The ANC dashboar comprehensive ove			ctivity.	
	Click on the arrow explore the data fu		each ite	m to	
1	You can switch be ypes by clicking o cons for each iten	n the tal			
ANC	: ANC 3 coverage	by dist	ricts las	t 12	

Searching for a dashboard

You can search for a specific dashboard using the search field in the upper left of the dashboards bar entitled "Search for a dashboard". The search is case insensitive, and as you type, the list of dashboards will be narrowed down to those that match your search text.



Personalizing the height of the dashboards bar

You can set a specific height for the dashboards bar by down-clicking and dragging the bottom edge of the bar. When you finish dragging, the new height will be set. Clicking on the down arrow at the bottom of the dashboards bar will expand the bar to its maximum height (10 "rows"). Clicking on the up arrow will reset the height to your personalized height.

Creating and editing a dashboard

To create a new dashboard, click the + button in the left corner of the dashboards bar to enter create/ edit mode:

DHIS 2 Demo - Sierra Lo	one - Dashboard	● Online 🖏 🔛 🏭	TL
R Search for a dashboar	d Antenatal Care Cases Malaria Delivery Disease Surveillance E	Emaps Immunization Immunization data Info Videos	
Antenatal Care ★	Edit Share Transformed Add filter V More V		
ANC Overview	ANC: ANC S Coverage By districts date in Industry	ANC: LLITN coverage district and facility	
The ANC dashboard provides a	150		

To edit an existing dashboard, click the **Edit** button next to the dashboard title (you must have edit access to see this button):

DHIS 2 Demo - Sierra Le	one - Dashboard	• Online 🖏 🔛 🔢
A Search for a dashboar	Antenatal Care Cases Malaria Delivery Disease Surveillance EE maps	s Immunization Immunization data Info Videos
Antenatal Care ★	Edit Share The Add filter The More The Add filter T	
ANC Overview	ANC: ANC 3 coverage by districts last 12 months	ANC: LLITN coverage district and facility
The ANC dashboard provides a	150	

In create/edit mode, you can add or change the dashboard title, description and dashboard items. If you do not add a title, the dashboard will automatically be titled "Untitled dashboard".

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	ave changes Print preview Filter settings								Exit wi	thout sa	aving
D	shboard title			Dashboard description							
	Untitled dashboard		[]1								1.
	Layout Add new items to		arch for item	s to add to this dashboard							
	Freeflow Change layout Freeflow Change layout Ch	t s	Search for vi	sualizations, reports and mor	ore						
		Ther	e are no ite	ms on this dashboard							

Adding items to the dashboard

Add items to the dashboard by searching for items using the **Search for items to add to this dashboard** drop down selector. Item types are:

- Visualizations (charts and tables)
- Maps
- Event reports
- Event charts
- Reports
- Resources
- Apps
- Messages
- Text boxes
- Spacers

DHIS 2 Demo - Sierra Leone - Dashboard			Online	۳ <mark>7</mark>	<mark>137</mark> ⊻		JT
Save changes Print preview Filter settings					Exit wi	thout s	aving
Dashboard title		Dashboard description					
Untitled dashboard		E1					
Layout Add new items to Freeflow Change layout O End of dashboard O Start of dashboard	ſ	search for items to add to this dashboard					
		Visualizations					
	ті	11 ANC: ANC, Births and BCG					
		123 BCG coverage last 12 months - Bo					
		E Child Health: BCG, Vit A and BMI cases by districts					
		Immunization: BCG and FIC adjusted for reporting 🛛					
		Immunization: BCG doses by area with custom title					
		Immunization: BCG doses coverage at facility last 12 months (program)					
		$\underline{ \mathbf{l} _1}$ $~$ Immunization: BCG, Measles, FIC coverage and doses administered $~$ \square					

The list of items in the drop-down initially displays 10 visualizations (charts and tables), and 5 from each of the other categories, based on the search text you enter. Messages (Email), text boxes and spacer items are also found in the list. To view more items, click on **Show more**, and the list for that type will be extended to 25 items. If you still do not find the item you want, try typing a more specific search text.

Dashboard layout and placement of new items

When adding items to the dashboard you can choose an overall layout by clicking on **Change layout** button. You can change this layout setting at any time.

- With *Freeflow* layout, the added items can be moved using the mouse by down-clicking on the item and dragging it to the desired position. Items can also be resized with the mouse by down-clicking on the drag handle in the lower right corner of the item and dragging to the desired size.
- With *Fixed columns* layout, you can choose the number of columns to have on the dashboard, and the dashboard will automatically be layed out for you. Items cannot be moved or resized in *Fixed columns* layout.

DHIS 2 Demo - Sierra Leone - Dashboard		• Online	۲	137 ⊠		JT
Save changes Print preview Filter	Dashboard layout			Exit wit	hout sa	aving
Dashboard title Untitled dashboard	O Freeflow Dashboard items can be placed anywhere, at any size.					
Layout Add 탈 Freeflow Change layout ⓒ I	 Fixed columns Dashboard items are automatically placed within fixed, horizontal columns. The number of columns can be adjusted. Number of columns 3 					
	Cancel Save layout					

You can also configure whether newly added items are automatically placed at the start or end of the dashboard by choosing the desired option. This option can be changed at any time.

Spacer items

When adding items to the dashboard using *Freeflow* layout, they will "rise" upwards until they bump into another item. In order to force empty vertical space between items (like an empty row), you can add spacer items to the dashboard. They are only visible in edit/create mode. In view mode, they are not displayed, but take up the defined space.

Spacer in edit/create mode:

S DHIS 2 Demo - Sierra Leone - Dashboard	• Online	¢,	<mark>137</mark> ⊠		JT
Save changes Print preview Filter settings			Exit wi	thout sa	aving
50					
0 segmented the competitive properties and the segmental segmental segmental segmental segmental period period period.					
ANC 1 Coverage ANC 2 Coverage ANC 3 Coverage					
Spacer 🔟					
Use a spacer to create empty vertical space between other dashboard items.					
ANC: 1-3 dropout rate Yearly					
This year 60					
sē 40					
** 40 # #					

Spacer in view mode:

Search for a daabboard Antenatal Care Cases Malaria Delivery Disease Surveillance E maps Immunization Immunization data Info Videos	BHIS 2 Demo - Sierra Leone - Da	shboard							• Online	€,7	137 ⊻	 J
0 pp pp	Q Search for a dashboard	Antenatal Care	Cases Malaria	Delivery		EE maps	mmunization	Immunization data	Info Videos			
0					••••							
ANC 1 Coverage ANC 2 Coverage ANC 3 Coverage KC: 1-3 dropout rate Yearly This year												
ANC 1 Coverage ANC 2 Coverage ANC 3 Coverage ANC 3 Coverage XC 1-3 dropout rate Yearly This year	0											
ANC 1 Coverage ANC 2 Coverage ANC 3 Coverage ANC 3 Coverage Coverage This year	preme 200 crotes 200 soceane 200 recome 200 is	uary 2021 February 2021 Watch?	DET ANNIPER MAY 202	June 2021	NUN2OCT NIGHT2OCT							
This year	• ANC 1 C		rage 🛛 🔴 ANC 3 Covera	ge								
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	NC: 1-3 dropout rate Yearly				•••							
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^{3€} 40 Be Eg Target												

Removing items

Remove items by clicking on the red trash can at the upper right of the item. Be aware that when you remove an item while in *Freeflow* layout, the items that are positioned below the removed item will "rise" upwards until they bump into an item above.

Actions in create/edit mode

In create/edit mode you will see the following buttons in the actions bar at the top of the page: **Save changes**, **Print preview**, **Filter settings**, **Translate**, **Delete**, and **Exit without saving**. The **Translate** and **Delete** buttons are only shown if you are editing an existing dashboard.

Saving the dashboard

When creating or editing a dashboard, changes are saved when you click the **Save changes** button. If you don't want to save your changes, click the **Exit without saving** button. You will then be returned to view mode with the dashboard you were previously viewing.

Print preview

Click on the **Print preview** button to view what the dashboard will look like when being printed with the Dashboard layout option.



Click on **Exit print preview** to return to editing the dashboard.

Note that some items may be moved to the next page to avoid being split between two pages. Items may also be shortened to fit on one page. Items that are shortened show an info icon in the upper right corner of the item in preview. The info icon is not visible in the actual print.

Restricting dashboard filters

By default, users will be able to filter dashboard items by any dimension defined in the DHIS2 instance. Dashboard filter settings can be edited for a dashboard by clicking on **Filter settings**.

To restrict available filters, you can click **Only allow filtering by selected dimensions** and select the filters you wish to allow on the dashboard. Period and Organisation Unit are selected by default but can be removed if desired. When the dashboard is viewed, users will only be able to choose from among the filters selected.

Save changes Print preview Filter Dashboard title Dashboard title Antenatal Care Dashboard filter settings Dashboard gitter settings Dashboard gitter settings Dashboard filter settings Dashboard gitter settings Dashboar	HIS 2 Demo - Sierra Leone - Dashboard		• Online	.41 137 (√ ⊠		(
Alternatively, only selected dimensions can be made available on a dashboard. Alternatively, only selected dimensions can be made available on a dashboard. Alternatively, only selected dimensions Alternatively, only selected dimensions Only allow filtering by selected dimensions Available Filters Available Filters Available Filters Period Organisation Unit Facility Type Anc: AnC 3 Area Diagnosis Donor Facility Ownership Funding Agency Intoplementing Partner Location Rural/Urban Main data element groups Intoplement Ingentse	anges Print preview Filter	Dashboard filter settings		Exit	without	sav
▲ Available Filters Selected Filters ■ Freeflow Change layout ● ■ Freeflow Change layout ● ■ Freeflow Change layout ● ■ ANC: ANC 3: Area Diagnosis > *ANC Overview* 150 The ANC dashboard provides a comprehensive_ overview of ANC activity. 100 100 Implementing Partner Location Rural/Urban ← Main data element groups ←		Alternatively, only selected dimensions can be made available on a dash				
Text item Area Facility Type *ANC Overview* 150 Facility Ownership 150 Facility Ownership rowides a Implementing Partner overview of ANC activity. 100 100 Implementing Partner Location Rural/Urban Click on the *arrow* next Main data element groups Main data element groups						
You can switch between visualization types by clicking on the table/chart/map icons for each item.	Overview* NC dashboard es a prehensive_ ew of ANC activity. on the *arrow reket hitem to explore ta further. an switch between zation types by g on the char/map icons	Area Facilit Diagnosis Donor Facility Ownership Funding Agency Implementing Partner Location Rural/Urban Main data element groups Morbidity/Mortality PMTCT Project		Macen	ta-	

In order to save updates to filter settings, you need to first click **Confirm** to close the Filter settings dialog and then click **Save changes** to save the dashboard changes.

Translating dashboard title and description

If you are editing an existing dashboard, then there will be a **Translate** button. Click on this button to open the Translation dialog, which provides a list of languages to translate to, and shows the original dashboard title underneath the name input field. First choose the language you want to translate for, then fill in the dashboard name and description translation.

shboard title		Dashboard description	
Antenatal Care		10	
		Translate	
Layout	Add	French	
		Name	
ext item	ANC: ANC 3	Name	Ū
ANC Overview		Antenatal Care	
The ANC dashboard	150	Description Description	
comprehensive overview of ANC activity.	100	Pisidou	gou.
Click on the *arrow* next o each item to explore			
he data further.	50 —		Macenta -
You can switch between visualization types by			
clicking on the table/chart/map icons for each item.	September 20	CANCEL SAVE	N'ZÉRÊK
		🔴 Koinadugu 🕘 Kono 🌒 Moyamba 🌒 Port Loko 🕥 Pujehun	0

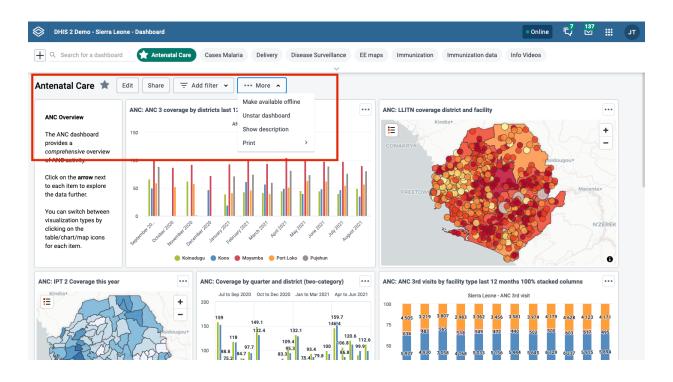
Deleting a dashboard

If you have access to delete the dashboard, then there will be a **Delete** button. When you click the **Delete** button, a confirmation dialog will first be displayed to confirm that you want to delete the dashboard.

DHIS 2 Demo - Sierra Leo	one - Dashboard		o Online لايا	¹³⁷ ₩			
ave changes Print preview Filter settings Translate Delete							
ashboard title		Dashboard description					
Antenatal Care		lit					
Layout	Add new items to • End of dashboard () Start of dashboard ()	Delete dashboard					
Text item	ANC: ANC 3 coverage by districts last 12 mo	Deleting dashboard "Antenatal Care" will remove it for all users. This action cannot be undone. Are you sure you want to permanently delete this dashboard?	verage district and facility	Ū			
ANC Overview The ANC dashboard provides a	ANC 3 C	Cancel Delete	Kindia*	+			
comprehensive overview of ANC activity.	100		rsidougou*				

Viewing a dashboard

From view mode, you can toggle showing the description, star a dashboard, apply filters, print the dashboard, make the dashboard available offline, and share the dashboard with other users and user groups.



Show description

To toggle the description, open the **...More** menu and choose **Show description** (or **Hide description**). This setting will be remembered for all dashboards that you open. This setting applies to you, not other users.

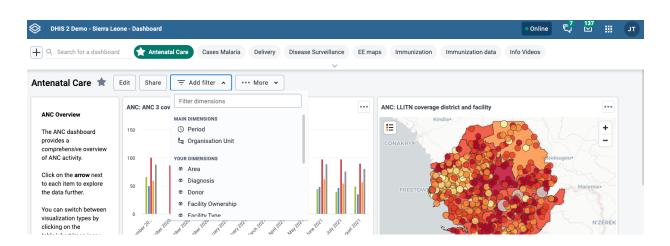
Star dashboards

Your starred dashboards are listed first in the list of dashboards for quick access. To star a dashboard, click on the star button to the right of the title. You can also toggle the star from the **...More** menu. When the star is "filled", that means the dashboard is starred. Starring a dashboard only applies to you, not other users.

Filtering a dashboard

Applying filters to a dashboard change the data displayed in dashboard items containing visualizations. The filters are applied to each dashboard item in the same way: each added filter overrides the original value for that dimension in the original chart, table or map. It is possible to filter on Organisation Units and Periods, as well as dynamic dimensions, depending on the DHIS2 instance. You can apply multiple filters to the dashboard.

To add a filter, click on the Add Filter button and choose a dimension:



Adding a filter

A dialog opens where the filter selection can be made.

hboard	🖈 Antena	atal Care 🔶 test	Cases Malaria	Delivery	Disease Su	irveillance	EE maps	Immunization	n Immuniz	ation data
★ ①	Edit	Organisation units								
		🗆 🗉 User organi	sation unit	User sub	-units	User su	b-x2-units			
n <i>sive</i> vity. xt to the een ' is for	ANC: AN 150	 Sierra Leor Bo Bombali Bombali Bombali Kailahur Kailahur Kambia Kambia Kambia Kambia Koinadu Kono Moyamt Port Lok Port Lok Port Lok Port Lok Tonkolil Western 	gu pa co							district and f
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is year		Select a level	•	Select a g	roup		•			onths 100%
2 Coverage th	T	ou 8 75k	71 60 689	850 66	668	54 062	47/2	Cancel	Confirm	NC 3rd visit 4 115 4 7 495 6

Org Unit filter selection

Click on **Confirm** in the dialog to apply the filter to the current dashboard.

Filters are not stored, so when switching to a different dashboard they are reset. Black filter badges appear above the dashboard items to indicate which filters have been applied to the dashboard's visualizations.

Antenatal Care 📩 Ed	it Share Add filter ▼ More	
	Period: Last 6 months <u>Remove</u>	Organisation Unit: Bo <u>Remove</u>
1110 0	ANC: ANC 3 coverage by districts last 12 months	··· ANC: LLITN coverage district and facili
ANC Overview The ANC dashboard provides a comprehensive overview of ANC activity.	ANC 3 Coverage	Mile 91

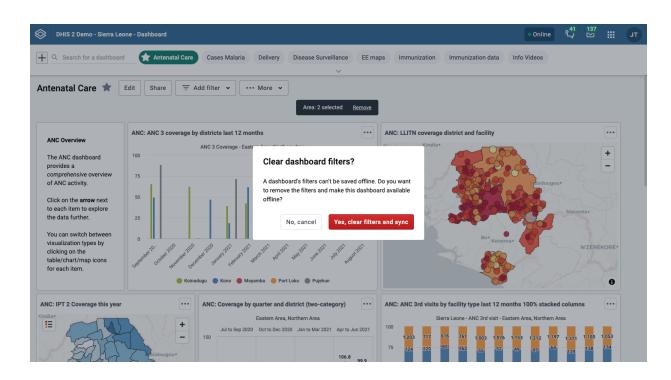
Current filters displayed as badges above the dashboard

You can edit a filter by clicking on the filter badge to open the filter selection dialog. A filter can be removed by clicking on the **Remove** button on the badge. Whenever a filter is added, edited or removed, the dashboard items reload to show the updated data. The filter badges are always visible at the top of the page when scrolling the dashboard content.

By default, users are able to filter dashboard items by any dimension defined in the DHIS2 instance. To limit available filters, see <u>Restricting dashboard filters</u>.

Making dashboards available offline

To make a dashboard available offline, choose the **Make dashboard available offline** option in the **...More** menu. This will cause a reload of the dashboard where requests to the server are recorded and saved in browser storage. Note that offline dashboards are only available on the computer and browser where you set it to offline. If you currently have a filter applied when requesting the dashboard be made available offline, a dialog will appear to confirm the removal of the filters.



Dashboards that have been saved for offline have an indicator on the dashboard chip in the dashboards bar, as well as a tag showing the time it was saved.

DHIS 2 Demo - Sierra Lee	one - Dashboard	• Online	(<mark>41</mark>	<mark>137</mark> ⊻		JT
A Search for a dashboard	Cases Malaria Delivery Disease Surveillance EE maps Immunization Immunization data	Info Videos				
Antenatal Care ★	Edit Share Transformed Add filter V More V					
ANC Overview The ANC dashboard	ANC: ALUTN coverage by districts last 12 months . ANC: LLITN coverage district and facility				••• +	

If the dashboard has been changed since you made it available offline, either by you or someone else, you'll need to choose **Sync offline data now** from the **...More** menu to save the latest version of the dashboard.

DHIS 2 Demo - Sierra Le	one - Dashboard						• Online	4 <mark>1</mark> لرب	<mark>137</mark> ⊻	
Q Search for a dashboar	d 🗙 Antenatal Care 🖄 Cases M	alaria Delivery	Disease Surveillance	EE maps	Immunization	Immunization data	Info Videos			
ntenatal Care ★	Edit Share The Add filter V	···· More	~							
fline data last updated 13 minu		Remove from offlin	e storage							
	ANC: ANC 3 coverage by districts last 1	Sync offline data no	w	··· ANC:	: LLITN coverage di	strict and facility				
ANC Overview	A				Kind	a*	-			
The ANC dashboard provides a	150	Show description Print	>	-	NAKRY*	4.2.9				+

You can remove a dashboard from offline storaged by choosing **Remove from offline storage** in the **...More** menu.

DHIS 2 Demo - Sierra Le	one - Dashboard					• Online	4 <mark>1</mark> رب	137 ⊻	
Q Search for a dashboar	Antenatal Care 🖄 Cases Ma	alaria Delivery Disease Surveillar	ce EE maps	Immunization	Immunization data	Info Videos)		
ntenatal Care ★	Edit Share The Add filter V	•••• More A Remove from offline storage							
ANC Overview	ANC: ANC 3 coverage by districts last 1	Unstar dashboard	AN	C: LLITN coverage dist	-				•••
The ANC dashboard provides a	At 150	Show description >							+ -

Other notes about Dashboards app when you are offline:

If you manually log out of the DHIS2 instance, all cached dashboards will be cleared and they will no longer be available offline.

If you are offline, any buttons or actions that require a connection to complete successfully are disabled. They will be re-enabled once connectivity is restored.

Printing a dashboard

From the **...More** menu you can print the current dashboard. There are two styles of dashboard print: *Dashboard layout* and *One item per page*. For both styles, a title page is added that shows the dashboard title, description (if the *Show description* setting is enabled), and any applied dashboard filters.

😂 🛛 DHIS 2 Demo - Sierra Le	one - Dashboard	• Online 🛱	¹³⁷ Ⅲ
+ Q Search for a dashboar	Antenatal Care Cases Malaria Delivery Disease Surveillance EE maps Immunization Immunization data	Info Videos	
	∨		
ntenatal Care 🔺	Edit Share Add filter V Wore A		
	Make available offline		
	ANC: ANC 3 coverage by districts last 1: Unstar dashboard		•••
ANC Overview	Ab Kindia*		
The ANC dashboard	150 Show description		+
provides a	Print > Dashboard layout CONAKRY*		74-3-
comprehensive overview of ANC activity.	100 One item per page	Sidougou*	
Click on the arrow next			

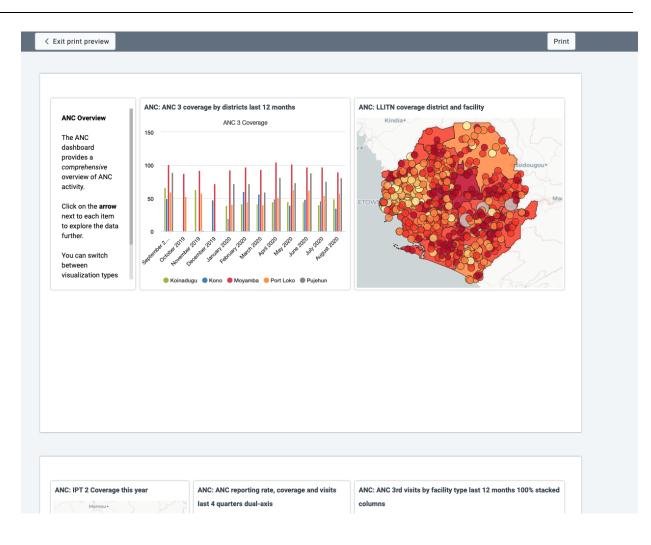
For best print results:

- use Chrome or Edge
- wait until all dashboard items have loaded before printing
- use A4 landscape setting with default margins set and background graphics turned on

Print dashboard layout

Dashboard layout print will approximate the dashboard layout as it is shown in the browser. Note that some adjustments may need to be made to the layout in order to prevent items being split onto multiple pages: items that would be cut off by a page break are moved to the next page, and items that are taller than one page are shortened to fit on one page.

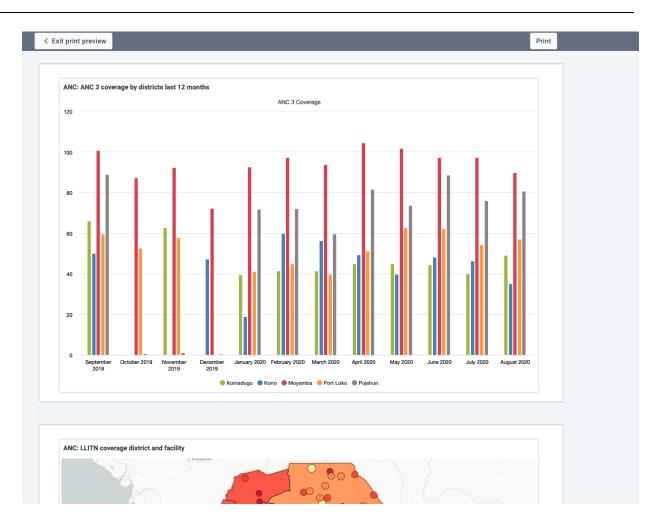
Once in print mode, click on the **Print** button in the upper right to trigger the browser print functionality.



Print one item per page

This style of print will print each dashboard item on a separate page, maximizing the use of the paper size.

Click on the Print button in the upper right to trigger the browser print functionality.

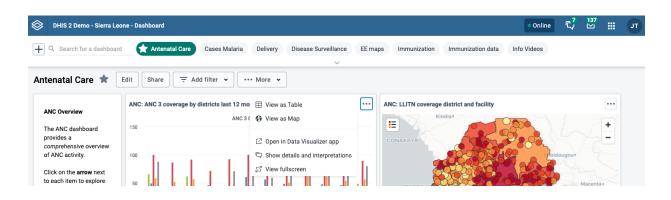


Dashboard items with charts, pivot tables or maps

Dashboard items with charts, pivot table or maps may have an item menu button in the upper right corner of the item with additional viewing options, depending on the system settings that have been configured for the DHIS2 instance. If all the relevant system settings have been disabled by the DHIS2 instance, then there will not be an item menu button. Here are the possible item menu options:

Switching between visualizations

It is possible to toggle the visualization view for items containing charts, pivot tables and maps. Click on the item menu button and choose the desired view (e.g., **View as Table**, **View as Map**, **View as Chart**):



View item in fullscreen

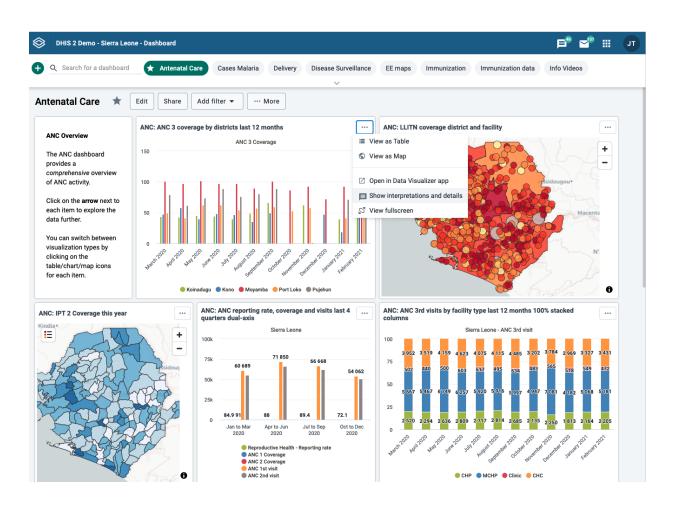
To view the chart, table or map in fullscreen, click on the **View fullscreen** option. To exit fullscreen, you can either press **esc** key or click the exit button in the upper right corner of the fullscreen view.

Open in app

To open the visualization in its corresponding app (e.g., Data Visualizer, Maps) click on the **Open in [app name] app** option.

Show interpretations and details

You can write interpretations for the chart, pivot table, map, event report, and event chart items by clicking on **Show interpretations and details**:



The item will be expanded vertically underneath to show the description, interpretations and replies. You can like an interpretation, reply to an interpretation, and add your own interpretation. You can edit, share or delete your own interpretations and replies, and if you have moderator access, you can delete others' interpretations.

It is possible to format the description field, and interpretations with **bold**, *italic* by using the Markdown style markers * and _ for **bold** and *italic* respectively. The text field for writing new interpretations has a toolbar for adding rich text. Keyboard shortcuts are also available: Ctrl/Cmd + B and Ctrl/Cmd + I. A limited set of smilies is supported and can be used by typing one of the following character combinations: :) :-) :(:-(:+1 :-1. URLs are automatically detected and converted into a clickable link.

Interpretations are sorted in descending order by date, with the most recent shown on top. Interpretation replies are sorted in ascending order by date, with the oldest shown on top.

Sharing a dashboard

In order to share a dashboard with users and user groups, click on the **Share** button to the right of the dashboard title to display the *Sharing and access* dialog.

DHIS 2 Demo - Sierra Lee	one - Dashboard		• Online L ⁴¹ 138 Ⅲ JT
A Search for a dashboard	d 🗙 Anter	Sharing and access: Antenatal Care	Info Videos
Antenatal Care ★	Edit Share	Dashboard sharing Apply sharing to dashboard items	
ANC Overview	ANC: ANC 3 d	Give access to a user, group or role	•••
The ANC dashboard provides a	150	User, group or role Access level Search Select a level ✓	
comprehensive overview of ANC activity.	100	Users, groups and roles that currently have access	Lisidougou*
Click on the arrow next 50 to each item to explore the data further.		User / Group / Role Access level All users Metadata View and edit Metadata View and edit	Macenta-
You can switch between visualization types by clicking on the table/chart/map icons for each item.	September 20-	Close	NZĒRĒK
for each tem.		🔴 Kolnadugu 🌒 Koro 🌒 Moyamba 🥚 Port Loko 🌒 Pujehun	🥐 Mala 🛆 🖲
ANC: IPT 2 Coverage this year		ANC: Coverage by quarter and district (two-category) ANC: ANC 3rd visits by facility type last 12 m Juit to Sep 2020 Oct to Dec 2020 Jan to Mar 2021 Apr to Jun 2021 Juit to Sep 2020 Oct to Dec 2020 Jan to Mar 2021 Apr to Jun 2021 Juit to Sep 2020 Oct to Dec 2020 Jan to Mar 2021 Apr to Jun 2021 Juit to Sep 2020 Itage Jan to Mar 2021 Jan to Jun 2021 Juit to Sep 2020 Jan to Mar 2021 Jan to Mar 2021 Jan to Jun 2021 Juit to Sep 2020 Jan to Mar 2021 Jan to Jun 2021 Jan to Jun 2021 Juit to Sep 2020 Jan to Mar 2021 Jan to Mar 2021 Jan to Jun 2021 Juit to Sep 2020 Jan to Mar 2021 Jan to Mar 2021 Jan to Jun 2021 Juit to Sep 2020 Jan to Mar 2021 Jan to Jun 2021 Jan to Jun 2021 Juit to Sep 2020 Jan to Mar 2021 Jan to Jun 2021 Jan to Jun 2021 Juit to Jun 2021 Jan to Jun 2021 Jan to Jun 2021 Jan to Jun 2021 Juit to Jun 2021 Jan to Jun 2021 Jan to Jun 2021 Jan to Jun 2021 Juit to Jun 2021 Jan to Jun 2021	ANC 3rd visit 5 3 581 3 974 4 179 4 628 4 123 4 171 440 502 500 603 017 495

There are three levels of sharing permissions available for a dashboard:

No access

The user or user group cannot view or edit the dashboard. If they try to access the dashboard with the url, the Dashboards app will display the message "Requested dashboard not found".

• View only

The user or user group can view the dashboard but cannot edit it.

• View and edit

The user or user group can view and edit the dashboard. This level of sharing allows for all types of changes, including altering the layout, resizing and removing items, renaming and deleting the dashboard, etc.

All dashboards have the *All users* group set to **No access** by default. The *All users* group includes all logged-in users.

Add users and user groups

To share a dashboard with specific users and user groups, type the name in the input field, choose the desired access level and click on **Give access**.

DHIS 2 Demo - Sierra L	_eone - Dashboard			• Online €41 138 🗰 JT
+ Q Search for a dashboa	ard 🗙 Anter	Sharing and access: Antenatal Care		Info Videos
Antenatal Care ★	Edit Share	Dashboard sharing Apply sharing to dashboard items		
ANC Overview	ANC: ANC 3 d	Give access to a user, group or role		•••
ANC OVERVIEW		User, group or role	Access level	
The ANC dashboard provides a	150	Kevin Boateng	View only ~ Give access	
comprehensive overview of ANC activity.	100	Users, groups and roles that currently have access	View only View and edit	Ridougou*
	1.	User / Group / Role	Access level	
Click on the arrow next 50 to each item to explore the data further.		Anyone logged in can view and edit	Metadata View and edit v	Macenta-
You can switch between visualization types by clicking on the	o		Close	NZÉRÉK
table/chart/map icons for each item.	Ger O	Kainadugu 🔍 Kana 🌑 Mayamba 🔍 Dart Laka 🜑 Dujahun		

You can provide users with the url of the dashboard, allowing them to navigate directly to the dashboard. To get the dashboard url, just open the dashboard in view mode, and copy the browser url. For example, the url to the Antenatal Care dashboard in play.dhis2.org/dev is:

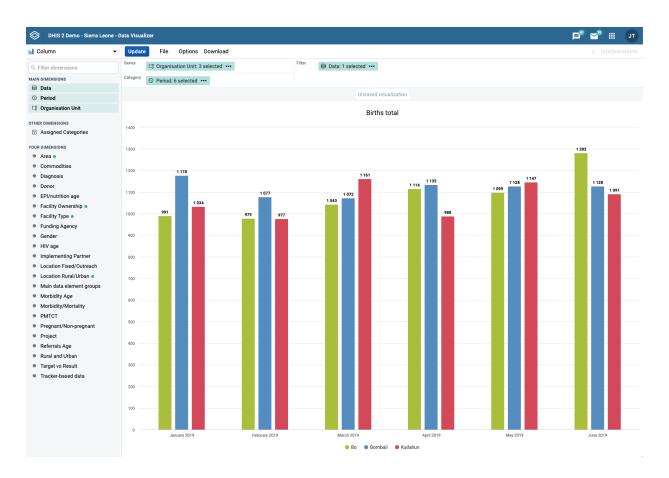
https://play.dhis2.org/dev/dhis-web-dashboard/#/nghVC4wtyzi

Cascade sharing of visualizations on the dashboard

To ensure that all charts, maps and tables on the dashboard are shared with the chosen users and user groups, click on the **Apply sharing to dashboard items** button.

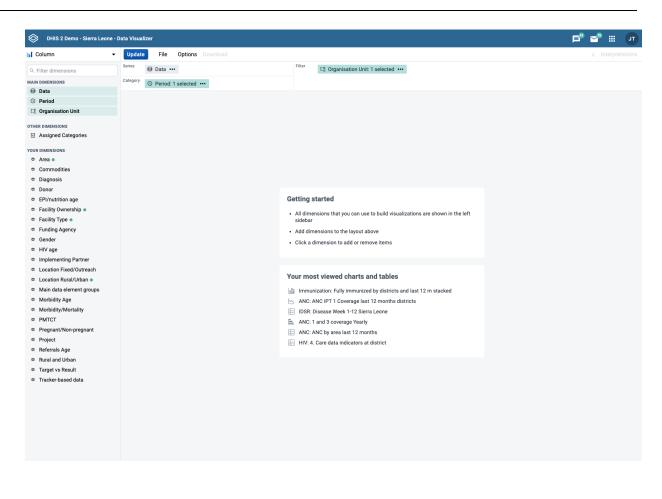
DHIS 2 Demo - Sierra Leone - Dashboard		Online ⊂, ² ⁴⁵⁵ ::: JT
+ Q Search for a dashboard	Sharing and access: Antenatal Care	nt Map Immunization
Antenatal Care 🚖 Edit Share	Dashboard sharing Apply sharing to dashboard visualizations	
ANC Overview The ANC dashboard provides a comprehensive overview of ANC activity: Click on the arrow next to each item to explore the data further. You can switch between visualization types by clicking on the table/chart/map icons for each item.	Applying the same sharing settings to visualizations Applying the same sharing settings makes sure that users, groups and roles that have access to the dashboard also have at least "View only" access to its visualizations (charts, tables, maps, event charts, event reports). If a users group, or role already has "View and edit" access to a visualization, this won't be reduced to "View only". "All users' access level won't be updated or changed. Applying sharing can't be undone, and needs to done again if new visualizations are added to the dashboard or its sharing settings are changed. O All 10 visualizations on this dashboard will potentially get updated sharing settings. These updated sharing settings will apply to 1 user or group. Apply sharing to dashboard visualizations Close	ridougou* Accenta*

Using the Data Visualizer app



Creating and editing visualizations

When you open the data-visualizer app from the dhis2 menu, you are presented with a blank slate and you can start creating your visualization right away.



Select visualization type

Select the desired visualization type from the selector in the upper left corner. For each visualization type there is a brief description with suggestions about where to use the main dimensions in the layout.

Column	^	🗇 Update	File Options Download		
View	t table data and indicators in a pulatable table.		Column Compare sizes of related elements vertically. Recommend period as filter.	<u>111</u>	Stacked column Compare parts of a whole against related elements vertically. Recommend data or org. unit as series.
	pare sizes of related elements ontally. Recommend period as		Stacked bar Compare parts of a whole against related elements horizontally. Recommend data or org. unit as series.	~	Line Track or compare changes over time. Recommend period as category.
	or compare changes over time mmend period as category.		Stacked area Track or compare parts of a whole over time. Recommend data as series and period as category.		Pie Compare parts of a whole at a single point in time. Recommend period as filter.
	ir aare several items against ole variables.		Gauge Compare a percentage indicator against a 100% scale. Recommend period as filter.	***	Year over year (line) Compare changes over time between multiple time periods.
Comp	over year (column) pare changes over time betweer ple time periods.	123	Single value Display a single value. Recommend relative period to show latest data.	42	Scatter Compare the relationship between tw data items across multiple places. Recommended for visualizing outliers
Autor	er table natically identify extreme outlie d on historical data.	rs			

Open as Map Visually plot data on a world map. Data elements use separate map layers.

20

Visualization type	Description
Column	Displays information as vertical rectangular columns with lengths proportional to the values they represent.
	Example: comparing performance of different districts.
	Layout restrictions: exactly 1 dimension as series, exactly 1 dimension as category.
Stacked column	Displays information as vertical rectangular columns, where bars representing multiple categories are stacked on top of each other.
	Example: displaying trends or sums of related data elements.
	Layout restrictions: same as Column.
Bar	Same as Column, only with horizontal bars.

Visualization type	Description
Stacked bar	Same as Stacked column, only with horizontal bars.
Line	Displays information as a series of points connected by straight lines. Also referred to as time series.
	Example: visualizing trends in indicator data over intervals of time.
	Layout restrictions: same as Column.
Area	Is based on a line (above), with the space between the axis and the line filled with colors and the lines stacked on top of each other.
	Example: comparing the trends of related indicators.
	Layout restrictions: same as Column.
Stacked area	Same as Area, but the areas of the various dimension items are stacked on top of each other.
	Example: comparing the trends of related indicators.
	Layout restrictions: same as Area.
Pie	Circle divided into sectors (or slices).
	Example: visualizing the proportion of data for individual data elements compared to the total sum of all data elements.
	Layout restrictions: exactly 1 dimension as series, has no category.
Radar	Displays data on axes starting from the same point. Also known as spider chart.
	Layout restrictions: same as Column.
Gauge	Semi-circle which displays a single value, typically out of 100% (start and end values are configurable).
	Layout restrictions: exactly 1 dimension with exactly 1 item as series, data dimension is locked to series.
Year over year (line)	Useful when you want to compare one year of data to other years of data. Based on calendar years.
	Layout restrictions: period dimension is disabled.
Year over year (column)	Same as Year over year (line), only with columns.
Single value	Displays a single value in a dashboard friendly way. If the dimension displayed has an indicator type assigned, a % symbol or a string (per thousand, per hundred thousand, etc) is appended to the value. If an icon is assigned to the dimension in the Maintenance app, it can be shown on the side of the value, the icon can be toggled in the Options panel.

Visualization type	Description
	Layout restrictions: same as Gauge.
Pivot table	Summarizes the data of a more extensive table and might include sums, averages, or other statistics, which the pivot table groups together in a meaningful way. Layout restrictions: none.
Scatter	Scatter plots enable users to chart organisational units as points against two variables for a single fixed or relative period.
	Layout restrictions: exactly 1 item each as vertical and horizontal, data dimension is locked to vertical and horizontal, organisation unit is locked to points.
Outlier table	Displays a list of outliers based on historical data. Layout restrictions: organisation unit, period and data dimensions are locked to columns, no other
	dimensions can be added.

Select dimensions

From the dimensions menu on the left you can select the dimensions you want to show in your visualization, including data, period, organisation units and dynamic dimensions. These can be added by clicking on a dimension, by dragging and dropping a dimension to the layout area or by hovering over a dimension and using on its context menu (three dots).

٩	Filter dimensions
MAIN	IDIMENSIONS
0	Data
S	Period
t:8	Organisation Unit
отня	R DIMENSIONS
	Assigned Categories
	R DIMENSIONS
	Area
¢	Commodities
0 0	Diagnosis Donor
-	
0 0	EPI/nutrition age
e	Facility Ownership Facility Type
e	Funding Agency
œ	Gender
e	HIV age
œ	Implementing Partner
Ô	Location Fixed/Outreach
Ô	Location Rural/Urban
Ø	Main data element groups
Ø	Morbidity Age
Ø	Morbidity/Mortality
Ø	PMTCT
Ø	Pregnant/Non-pregnant
Ø	Project
Ø	Referrals Age
Ø	Rural and Urban
Ø	Target vs Result

Tracker-based data

Just like in the dimensions menu, in the layout area you can also change the selections by clicking on a dimension, dragging and dropping a dimension or by using a dimension's context menu (three dots).

Series	⊖ Data: 1 selected ····	Filter	E_a^a Organisation Unit: 1 selected ••••
Category	() Period: 1 selected ····		

- Series: A series is a set of continuous, related elements (for example periods or data elements) that you want to visualize in order to emphasize trends or relations in its data. Also known as Columns for Pivot table visualizations.
- **Categories**: A category is a set of elements (for example indicators or organisation units) for which you want to compare its data. Also known as Rows for Pivot table visualizations.
- Filter: The filter selection will filter the data displayed in the visualization. Note that if you use the data dimension as filter, you can only specify a single indicator or data set as filter item, whereas with other dimension types you can select any number of items.

Select dimension items

A dimension refers to the elements that describe the data values in the system. There are three main dimensions in the system:

- Data: Includes data elements, indicators and datasets (reporting rates), describing the phenomena or event of the data.
- Periods: Describes when the event took place.
- Organisation units: Describes where the event took place.

Data Visualizer is highly flexible in terms of allowing you to use these dimensions as series, categories and filter.

To select items for a dimension, open the dimension modal window by clicking on a dimension. This window will also be opened automatically when adding a dimension without selected items to the layout. Select which items to add to the visualization by double-clicking an item or by selecting an item with a single click and using the arrows in the middle. The order of appearance will be the same as the order in which they are selected. Selected items can be reordered by dragging and dropping them in the Selected section.

Select data items

When selecting data items, there are different ways to filter the displayed items. By using the search field at the top, a global search by item name is performed across the currently selected **Data Type**. By selecting a **Data Type** from the dropdown, items can be filtered by type and subtype, where the subtype available depends on the selected data type. The name search and the type/subtype filtering can be combined as well for a more detailed filter. The type of each displayed item is indicated by a corresponding icon on the item. By hovering over an item, the name of the type can be viewed as well.

×

Data

Search by data item name		Selected Items
Data Type		No large estado
All types	~	No items selected
 Accute Flaccid Paralysis (Deaths < 5 yrs) 		
 Acute Flaccid Paralysis (AFP) follow-up 		
 Acute Flaccid Paralysis (AFP) new 		
 Acute Flaccid Paralysis (AFP) referrals 	\rightarrow	
 Additional notes related to facility 		
음 Age at visit	~	
-# Age at visit - calc from days		
 Albendazole given at ANC (2nd trimester) 	+	
 All access routes are clearly marked and safe 		
 All other follow-ups 		
 All other new 		
• All other referrals		
+ Calculation		\land
		Hide Update

Using custom calculations

A new personal indicator, also known as a custom calculation, can be created by clicking the **+ Calculation** button at the bottom-left of the Data modal. This will open the Calculation modal.

лата туре	Data Type		
Calculations	×		
\overline{x} Example calculation \mathscr{O}			

Previously created custom calculations can be found in the list of dimensions in the Data modal, either by scrolling, searching or using the **Data Type** filter **Calculations**. To edit a custom calculation, click the edit button (indicated by a pen icon) on the item itself.

Data / New calculation

Data elements	
Search by data element name	+-
All groups ~ Totals only ~	$\Xi imes$ Drag items here, or double click in the list, to start
• ANC 1st visit	building a calculation formula
• ANC 2nd visit	
• ANC 3rd visit	
• ANC 4th or more visits	Remove item Check formula
 ARI treated with antibiotics (pneumonia) follow-up 	Calculation name
 ARI treated with antibiotics (pneumonia) new 	
 ARI treated with antibiotics (pneumonia) referrals 	Shown in table headers and chart axes/legends
 ARI treated without antibiotics (cough) follow- up 	
 ARI treated without antibiotics (cough) new 	
 ARI treated without antibiotics (cough) referrals 	
Math operators	
+ - × / () Number	
	Cancel Save calculation

The Calculation modal has similar data element filters as seen in the Data modal, where items can be found by either scrolling, searching or filtering by groups. To add a data element or a math operator to the formula field (seen on the right), either double-click the item or drag it to the formula field.

Items in the forumula field can be rearranged by drag-and-drop and removed by either double-click or by selecting an item and clicking the **Remove item** button.

All calculations require a name before saving.

The formula will be validated on save. Note that only valid formulas can be saved. The formula can also be validated on request by clicking the **Check formula** button.

Select periods

When selecting a Period you have the option to choose between fixed periods and relative periods. These can also be combined. Overlapping periods are filtered so that they only appear once. For relative periods the names are relative to the current date, e.g. if the current month is March and **Last month** is selected, the month of February is shown in the visualization.

Period

Relative periods	Fixed periods		Selected Periods
Period type			 Last 3 months
Months	~		
◎ This month			
 Last month 			
 Last 6 months 		~	
 Last 12 months 		\rightarrow	
 Months this year 			
		≪	
		~	
			Hide Update

Select organisation units

The organisation units dialog is flexible, offering essentially three ways of selecting organisation units:

- Explicit selection: Use the **tree** to explicitly select the organisation units you want to appear in the visualization. If you right-click on an organisation unit you can easily choose to select all org units below it.
- Levels and groups: The **Level** and **Group** dropdowns are a convenient way to select all units in one or more org unit groups or at specific levels. Example: select *Chiefdom* (level 3) to get all org units at that level.

Please note that as soon as at least one level or group has been selected the org unit tree now acts as the boundary for the levels/groups. Example: if you select *Chiefdom* (level 3) and *Kailahun* org unit (at level 2) in the tree you get all chiefdom units inside Kailahun district.

- The user's organisation units:
 - User organisation unit: This is a way to dynamically select the org units that the logged in user is associated to.
 - \circ User sub-units: Selects the sub-units of the user organisation unit.
 - \circ User sub-x2-units: Selects the units two levels below the user organisation unit.

User organisation unit	□ ■ User sub-units □ ■ User sub-x2-units
🔻 🗹 🗀 Sierra Leone (1)	
Bo	
🕨 🗆 🖿 Bombali	
🕨 🗆 Bonthe	
🕨 🗖 🖿 Kailahun	
🕨 🗆 Kambia	
🕨 🗆 Kenema	
🕨 🗆 Koinadugu	
🕨 🔲 Kono	
🕨 🗆 Moyamba	
🕨 🔲 Port Loko	
🕨 🗆 Pujehun	
🕨 🗆 Tonkolili	
🕨 📄 Western Area	1 selected - Deselect all
evel	Group
Select a level	✓ Select a group

Select dynamic dimensions

When selecting a dynamic dimension, either individual or all items can be selected. By default, the **Manually select items** option is selected, which allows for individual items to be picked out of a list, similar to how the **Data** and **Period** dimensions are selected above. To automatically select all items for a dimension, the **Automatically include all items** option can be selected. This will also include any additional items that are added in the future if the available dimension items are updated.

Area

Automatically include all items
 Select all Area items. With this option, new items added in the future will be automatically included.

Manually select items...

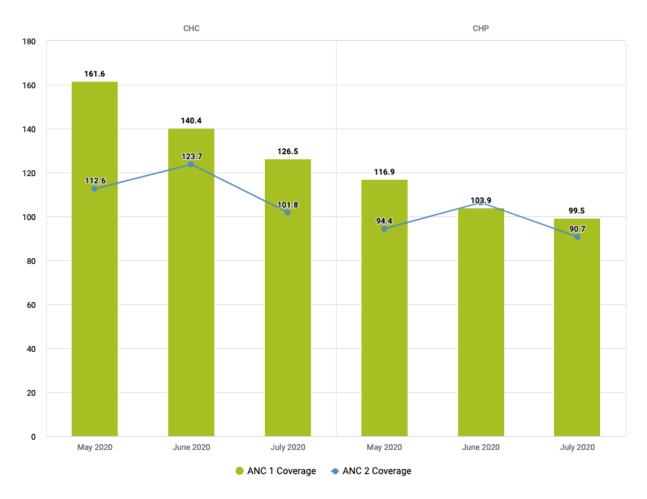
Search		Selected Items
 Eastern Area 		No items selected
Northern Area		
Southern Area		
Western Area	 ≫ → ≪ ← 	
		Hide Add to Series ~

Two category charts

Most chart visualization types can show two categories. Switching from Pivot Table to Column, Bar, Area (and their stacked versions) and Line is keeping the first two dimensions in Category, any additional dimension is moved to Filter. The labels for the first dimension in Category are shown at the top of the chart, and the ones for the second dimension at the bottom. The resulting visualization is composed of separate charts, one for each item in the first dimension.







Change the display of your visualization

The display of a visualization can be changed by enabling/disabling and configuring several options. Each visualization type can have a different set of available options. The options are organised in tabs in the **Options dialog** and in sections within each tab.

- 1. Click **Options** to open the **Options dialog**.
- 2. Navigate the tabs in the dialog to see the available options.
- 3. Configure the desired options as required.
- 4. Click **Update** to apply the changes to the visualization.

List of available options

Option	Description
	Data tab
Aggregation type	Defines how the data elements or indicators will be aggregated within the visualization. Some of the

Option	Description
	aggregation types are By data element, Count, Min and Max.
Base line	Displays a horizontal line at the given domain value. Useful for example when you want to visualize how your performance has evolved since the beginning o a process.
Column sub-totals	Displays sub-totals in a Pivot table for each dimension. If you only select one dimension, sub-totals will be hidden for those columns. This is because the values will be equal to the sub-totals.
Column totals	Displays total values in a Pivot table for each column, as well as a total for all values in the table.
Cumulative values	Displays cumulative values in Column, Stacked column, Bar, Stacked bar, Line, Area and Pivot Table visualizations
Custom sort order	Controls the sort order of the values.
Dimension labels	Shows the dimension names as part of a Pivot table
Hide empty categories	 Hides the category items with no data from the visualization. Before first: hides missing values only before the first value After last: hides missing values only after the last value Before first and after last: hides missing values only before the first value and after the last value All: hides all missing values This is useful for example when you create Column and Bar visualizations.
Hide empty columns	Hides empty columns from a Pivot table. This is useful when you look at large tables where a large portion of the dimension items don't have data in order to keep the table more readable.
Hide empty rows	Hides empty rows from a Pivot table. This is useful when you look at large tables where a large portion of the dimension items don't have data in order to keep the table more readable.
Max results	Sets the maximum number of rows to display in a Outlier table. The allowed range is 1 to 500.
Number type	Sets the type of value you want to display in a Pivot table: Value, Percentage of row or Percentage of column. The options Percentage of row and Percentage of column mean that you'll display values as percentages of row total or percentage of column total instead of the aggregated value. This is useful when you want to see the contribution of data elements, categories or organisation units to the total value.

Option	Description
Only include completed events	Includes only completed events in the aggregation process. This is useful for example to exclude partial events in indicator calculations.
Row sub-totals	Displays sub-totals in a Pivot table for each dimension. If you only select one dimension, sub-totals will be hidden for those rows. This is because the values will be equal to the sub-totals.
Row totals	Displays total values in a Pivot table for each row, as well as a total for all values in the table.
Skip rounding	Skips the rounding of data values, offering the full precision of data values. Can be useful for finance data where the full dollar amount is required.
Stacked values add up to 100%	Displays 100 % stacked values in Stacked column and Stacked bar visualizations.
Target line	Displays a horizontal line at the given domain value. Useful for example when you want to compare your performance to the current target.
Trend line	Displays the trend line that visualizes how your data evolves over time. For example if performance is improving or deteriorating. Useful when periods are selected as category.
Value labels	Shows the values above the series in the visualization.
	Axes tab
Axis range	Defines the maximum and minimum value that will be visible on the range axis.
Axis title	Type a title here to display a label next to the x or y axis. Useful when you want to give context information to the visualization, for example about the unit of measure. Auto generated from axis items provides a title based on the content of the axis. None removes the title. Custom allows you to type a custom title.
Decimals	Defines the number of decimals that will be used for range axis values.
Steps	Defines the number of ticks that will be visible on the range axis.
	Legend tab
Use legend for chart colors	Applies a legend to the visualization items, which is a value-based color for each item. The legends themselves are configured in the Maintenance app.
Legend type	Controls which legend is applied. Use pre-defined legend per data item applies a legend to each data element or indicator individually, based on the legend assigned to each

Option	Description
	one in the Maintenance app. Select a single legend for entire visualization applies a single legend to all data items, chosen in a drop-down list of available legends.
Legend style	Controls where the color from the legend is applied, either to the text or the background. You can use this option for scorecards to identify high and low values at a glance. Not applicable for Single Value, Column or Bar visualizations.
Show legend key	Displays a key for the legend on the right side of the visualization, to indicate the value ranges and their respective color. If the visualization is added to a dashboard, this option can also be toggled from the top right corner of the dashboard item.
	Series tab
	Options for adding more axes and changing how different series are displayed are set in this tab. Please see a detailed description of how this works in the corresponding sections below.
	Style tab
Digit group separator	Controls which character to use to separate groups of digits or "thousands". You can set it to Comma, Space or None.
Show data item icon	Toggles the icon visibility in the Single Value visualization.
Display density	Controls the size of the cells in a Pivot table. You can set it to Comfortable, Normal or Compact. Compact is useful when you want to fit large tables into the browser screen.
Display organisation unit hierarchy	Shows the name of all ancestors for organisation units, for example "Sierra Leone / Bombali / Tamabaka / Sanya CHP" for "Sanya CHP". The organisation units are then sorted alphabetically which will order the organisation units according to the hierarchy. When you download a pivot table with organisation units as rows and you've selected Display organisation unit hierarchy, each organisation unit level is rendered as a separate column. This is usefu for example when you create Excel pivot tables on a local computer.
Fix column headers to top of table	Freezes row headers in Pivot Tables so they are always visible when scrolling the table content.
Fix row headers to left of table	Freezes column headers in Pivot Tables so they are always visible when scrolling the table content.
Font size	Controls the size of a Pivot table text font. You can set it to Large, Normal or Small.
Chart/Table title	

Option	Description
	Controls the title that appears above the visualization. Auto generated uses the default title generated from the visualization's dimensions/filters. None removes the title. Custom allows you to type a custom title.
Chart/Table subtitle	Controls the subtitle that appears above the visualization. Auto generated uses the default subtitle generated from the visualization's dimensions/filters. None removes the subtitle. Custom allows you to type a custom subtitle.
Show legend key	Toggles the legend on and off leaving more room for the visualization itself.
No space between bars/columns	Removes the space between the columns or bars in the visualization. Useful for displaying the visualization as an EPI curve.
Value labels	Shows the values above the series in the visualization.
Color set	Controls the colors used in the chart. A list of available color sets is shown with a preview of the colors. There is also a "Mono patterns" option which uses colored patterns instead of solid colors.
	Limit values tab
Limit minimum/maximum values	Allows for the data to be filtered on the server side. You can instruct the system to return only records where the aggregated data value is equal, greater than, greater or equal, less than or less or equal to certain values. If both parts of the filter are used, it's possible to filte out a range of data records.
	Parameters tab
Custom sort order	Controls the sort order of the values.
Include cumulative	Includes a column with cumulative values to a Pivot table.
Include regression	Includes a column with regression values to a Pivot table.
Organisation unit	Controls whether to ask user to enter an organisation unit when creating a standard report in Reports app.
Parent organisation unit	Controls whether to ask user to enter a parent organisation unit when creating a standard report in Reports app.
Reporting period	Controls whether to ask user to enter a report period when creating a standard report in Reports app.
Top limit	Controls the maximum number of rows to include in a Pivot table.
	Outliers tab

Option	Description
Outlier detection method	Outlier analysis is a process that involves identifying anomalous observations in a dataset. In Data Visualizer outliers are detected by first normalizing the data into a linear regression line and then analysing each point's distance from regression line. Currently three methods are supported. Interquartile Range (IQR) is based on dividing a dataset into quartiles while Modified z-score is based on the Median Absolute Deviation (MAD). IQR and MAD are considered the two most common robust measures of scale. Standard z-score is based on standard deviation and is therefore considered less robust as it is greatly influenced by outliers.
Threshold factor	The number that the outlier thresholds are multiplied by. Controls the sensitivity of the threshold range. Default factors are 1.5 for IQR and 3 for z-scores.

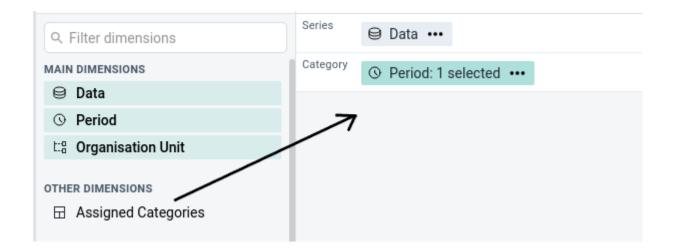
Custom styling for text and series key in charts

The following options can be customized using the text styling tool: Chart title, Chart subtitle, Show series key, Target line, Base line, Axis title and Labels for both horizontal and vertical axes. The text styling tool allows to choose a font size, color and italic/bold variants. It's also possible to choose the position of the text.



Adding Assigned Categories

Assigned Categories is a composite dimension that represents associated category option combinations to the selected data element's category combination. This can be added by dragging the **Assigned Categories** dimension from the left side dimensions menu and into the visualization layout:



Another way of adding assigned categories is by accessing the **Add Assigned Categories** option from the Data dimension's context menu (not available for Gauge, Year over year or Single value).

Adding more axes

When combining data with different measurement scales you will get a more meaningful visualization by having more than a single axis. For Column, Bar, Area and Line you can do so by clicking the **Series tab** in the Options dialog. If the option is disabled, make sure that the Data dimension is on the Series axis and that at least two items have been added.

Four axes are available, two on the left side (axis 1 and 3) of the chart and two on the right side (axis 2 and 4). Each axis has a different color and the chart items are going to be colored accordingly.

Note

When multiple axes are in use, the Color set option in the Style tab will be disabled. The Target line and Base line options are available on the Axes tab per axis.

Options

Data	Axes	Series	Style						
Data item						Axis 1	Axis 2	Axis 3	Axis 4
ANC 1 Cov	verage					۲	0	0	0
ANC 2 Cov	verage					۲	0	0	0
ANC 3 Cov	verage					۲	0	0	0
ANC => 4 (Coverage					۲	0	0	0
ANC 1-3 D	propout Ra	ate				۲	0	0	0

Update

Hide

Using multiple visualization types

It's possible to combine a Column chart with Line items and vice versa. This is done by clicking the **Series tab** in the Options dialog and changing the Visualization type. This can also be combined with using multiple axes (as described in the section above).

Update

Hide

Options

Data	Axes	Series	Style						
Data item				Visualiz	ation type	Axis	1 Axis 2	Axis 3	Axis 4
ANC 1 Co	verage			© Ш	0 🗠	۲	0	0	0
ANC 2 Co	verage			0	•	۲	0	0	0
ANC 3 Co	verage			⊙ Ш	0 🗠	۲	0	0	0

This results in a chart that combines the Column and Line types.



Data drilling

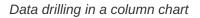
This feature is enabled for the Pivot Table, Column, Stacked column, Bar and Bar stacked visualization types and allows to drill in the data by clicking on a value cell / column / bar in the visualization. A contextual menu opens with various options.

You can drill the data by organisation unit, meaning navigating up and down the org unit tree. The data drill affects the current dimension selection in the layout area. The organisation unit dimension must thus be present on either the Columns / Series axis or the Rows / Category axis for the drill feature to be enabled.

.5	152.6	123.3			
.7	144.4	118.4			
32	148.5	132.1			
.6	125.1	115.6	Change org unit	>	
.1	91.2	94.5	onunge org unit		↑ Sierra Leone
.7	106.2	98.1			
.3	93.8	90.8			↓ Chiefdom level in Western Area
.6	100.7	154			
36	165.8	204.3			
39	143.2	145.2			

Data drilling in a pivot table





Manage saved visualizations

Saving your visualizations makes it easy to find them later. You can also choose to share them with other users or display them on a dashboard.

Open a visualization

- 1. Click File > Open.
- 2. Enter the name of a visualization in the search field, or click the < and > arrows to navigate between different pages. The result can also be filtered by type and owner by using the corresponding menus in the top right corner.
- 3. Click the name of the one you want to open.

Х

Open a visualization

Filter by name Type All types	Created by Anyone ~	
Name 🍦	Type 💠 Created 🜩	Last 🔶 updated
ANC: 1 and 3 coverage Yearly	10/11/2016	10/11/2016
ANC: 1-3 dropout rate Yearly	11/05/2012	10/09/2017
ANC: 1-3 trend lines last 12 months	<u>~</u> 04/16/2014	03/22/2022
ANC: 1-4 visits by districts this year (stacked)	03/26/2015	07/15/2015
ANC: 1-4 visits last 12 months	<u>~</u> 07/18/2014	07/15/2015
ANC: 1st and 3rd trends Monthly	<u>~</u> 11/05/2012	07/15/2015
ANC: 1st and 3rd visit coverage by orgunit last year	64/03/2014	05/18/2018
ANC: 1st to 3rd visit drop-out rate by orgunit last year	III 04/03/2014	07/15/2015
	1-8 of 276 Page 1 ~ < P	revious Next >

Save a visualization

- 1. a) Click File > Save.
- 2. Enter a Name and a Description for your visualization.
- 3. Click Save.

Save visualization as

Name *

Description

Rename a visualization

- 1. Click **File > Rename**.
- 2. Enter the new name and/or description.
- 3. Click Rename.

Rename visualization

Name *

Description		
	 	/
	Cancel	Rename

Delete a visualization

- 1. Click File > Delete.
- 2. Click Delete.

Х

Delete visualization

This visualization and related interpretations will be deleted. Continue?



Get the link to the visualization

- 1. Click File > Get Link.
- 2. The URL can be copied via the browser's context menu that opens when right clicking on the link.

Visualization interpretations

When viewing a saved visualization, you can expand the interpretations on the right side by clicking on the Interpretations button in the upper right corner. The visualization description will also be shown. The description supports rich text format.

New interpretations can be added by typing in the text field in the bottom right corner. Other users can be mentioned with @username. Start by typing @ plus the first letters of the username or real name and a list of matching users will be displayed. Mentioned users will receive an internal DHIS2 message with the interpretation or comment. Interpretations can also be seen in the **Dashboard** app.

It is possible to format the text with **bold**, *italic* by using the Markdown style markers * and _ for **bold** and *italic* respectively (keyboard shortcuts are also available: Ctrl/Cmd + B and Ctrl/Cmd + I). A limited set of emojis is supported and can be used by typing one of the following character combinations: :) :-) :(:-(:+1 :-1. URLs are automatically detected and converted into a clickable link.

To view the visualization according to the date of a particular interpretation, click on the interpretation or its View button. This will regenerate the visualization with the relevant date, which is indicated next to the visualization title. Clicking on Back to all interpretations will regenerate the visualization with the current date.

To subscribe to the saved visualization, click the bell icon in the upper right corner. You will then receive internal messages whenever another user likes/creates/updates an interpretation in this saved visualization.

> Interpretations and details

~

About this visualization	
--------------------------	--

are the performance

This chart allows us to compare the performance of districts and allows peers to measure their performance against each other. This implies we can spot poor performers as we all as top performers.

- Shared with all users (view and edit)
- C Last updated 7 years ago
- Created 7 years ago by John Traore
- O Viewed 25 times

Notifications	
---------------	--

Subscribe to get updates about new interpretations.

🗘 Subscribe

Inter	pretations	^
JT	Write an interpretation	
	Oct 10, 2024	
	🐨 Tom Wakiki Oct 10, 2024 8:20 PM	
	Bo, Tonkolili and Western Area are the best performers.	
	0 🖒 0 🔄 %	
	See interpretation	

Share a visualization

Sharing settings can be accessed by clicking **File** > **Share**. Change sharing settings for the user groups you want to modify, the available settings are:

- Can edit and view: Can view and edit the visualization.
- Can view only: Can only view the visualization.
- No access: Won't have access to the visualization. This setting is only applicable to Public access and External access. (Note that to enable access to everyone, both Public access and External access must be set to allow view.)

New users can be added by searching for them by name under Add users and user groups.

ive access to a user or group	
User or group	Access level Select a level
sers and groups that currently have acce	Access level
User / Group 2၉ရိ All users	Access level Metadata View and edit ~
Can view and edit	Metadata View and cart

Download

Visualizations can be downloaded using the **Download** menu. All visualization types support Graphics and Plain data source downloads, except for the Pivot table type, which can be downloaded as Table layout and Plain data source.

Graphics download

Downloads an image (.png) or a PDF (.pdf) file to your computer.

Table layout download

Downloads a Excel (.xls), CSV (.csv) or HTML (.html) file to your computer.

Plain data source download

You can download the data source of a visualization in JSON, XML, Excel, CSV, JXRML or Raw data SQL formats with different identification schemes (ID, Code, and Name). The data document uses identifiers of the dimension items and opens in a new browser window to display the URL of the request to the Web API in the address bar. This is useful for developers of apps and other client modules based on the DHIS2 Web API or for those who require a plan data source, for instance for import into statistical packages.

Available formats

Format	Action	Description
JSON	Click JSON	Downloads JSON format based on the ID, Code or Name property.
XML	Click XML	Downloads XML format based on the ID, Code or Name property.
Microsoft Excel	Click Microsoft Excel	Downloads Microsoft Excel format based on the ID, Code or Name property.

Format	Action	Description
CSV	Click CSV	Downloads CSV format based on the ID, Code or Name property.
XML data value set	Click Advanced > XML	Downloads the raw data values as XML, as opposed to data which has been aggregated along various dimensions.
JSON data value set	Click Advanced > JSON	Downloads the raw data values as JSON, as opposed to data which has been aggregated along various dimensions.
JRXML	Click Advanced > JRXML	Produces a template of a Jasper Report which can be further customized based on your exact needs and used as the basis for a standard report in DHIS 2.
Raw data SQL	Click Advanced > Raw data SQL	Provides the actual SQL statement used to generate the data visualization. You can use it as a data source in a Jasper report, or as the basis for a SQL view.

See visualization as map

To see how a visualization would look on map, select the Open as Map Visualization type after you're finished building your visualization.



Open as Map

Visually plot data on a world map. Data elements use separate map layers.

Using the Line Listing app

The Line Listing app is a new app that replaces the line listing functionality in the Event Reports app, but also offers additional functionality.

NOTE

There will be a forward compatibility with the Event Reports app, which means that you can open the existing event reports of type line list in the Line Listing app, but you cannot save changes to them in the Line Listing app.

Creating and editing a line list

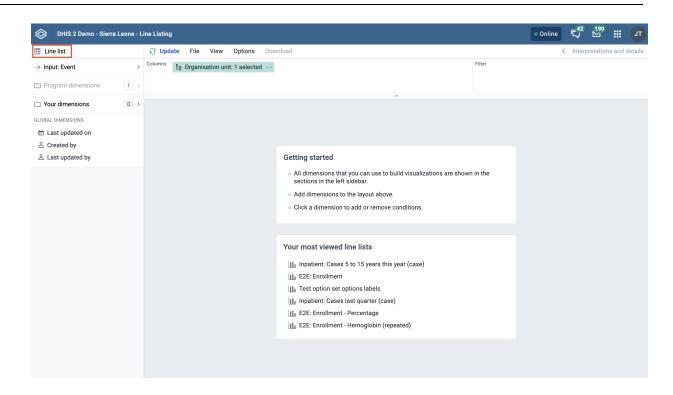
When you open the Line Listing app from the DHIS2 menu, you are presented with a blank slate, and you can start creating a line list.

DHIS 2 Demo - Sierra Leo	one - Li	ne Listing				• Onlin	• 6	42 √ Ľ	190 ⊻		JT
III Line list			Downlo	bad			< Ir	terpret	ations a	and d	etails
ightarrow Input: Event	>	Event	Columns	පී Organisation	unit: 1 selected ····	Filter					
Program dimensions	<u>1</u>) >	See individual event data from a Tracker program stage or event									
Your dimensions	0 >	Choose a program			~						
GLOBAL DIMENSIONS											
Last updated on		Enrollment									
		 See data from multiple program stages in a Tracker program. 									
A Last updated by					Getting started						
					 All dimensions that you can use to build visualizations an sections in the left sidebar. 	e shown in the					
					 Add dimensions to the layout above. 						
					 Click a dimension to add or remove conditions. 						
					Your most viewed line lists						
					Inpatient: Cases 5 to 15 years this year (case)						
					11 E2E: Enrollment						
					III Test option set options labels						
					🔟 Inpatient: Cases last quarter (case)						
					E2E: Enrollment - Percentage						
					E2E: Enrollment - Hemoglobin (repeated)						

Creating a line list

Line list

In the Line Listing app, you currently only have one type of selection which is Line list.



Input

(*This is the same as you see in the Event Reports app*). When you open the Input tab you will see below two options:

- Event (see individual event data from an event program or a tracker program stage)
- Enrollment (see data from multiple stages in a tracker program)

DHIS 2 Demo - Sierra Leone - Li	ne Listing
III Line list	↓ Update File View Options Download
\rightarrow Input: Event \rightarrow	Event See individual event data from a
 □ Program dimensions □ Your dimensions □ > 	Tracker program stage or event program.
GLOBAL DIMENSIONS	Choose a program

Program Dimensions

(In the Event Reports app these are called data dimensions.)

The line list will always be based on event or tracker programs and you can do analysis on a range of dimensions. For programs with category combinations, you can use program categories and category option group sets as dimensions.

Тір

In the Line Listing app, all the dimensions related to a tracker or an event program are present in the program dimension component.

Choose a program

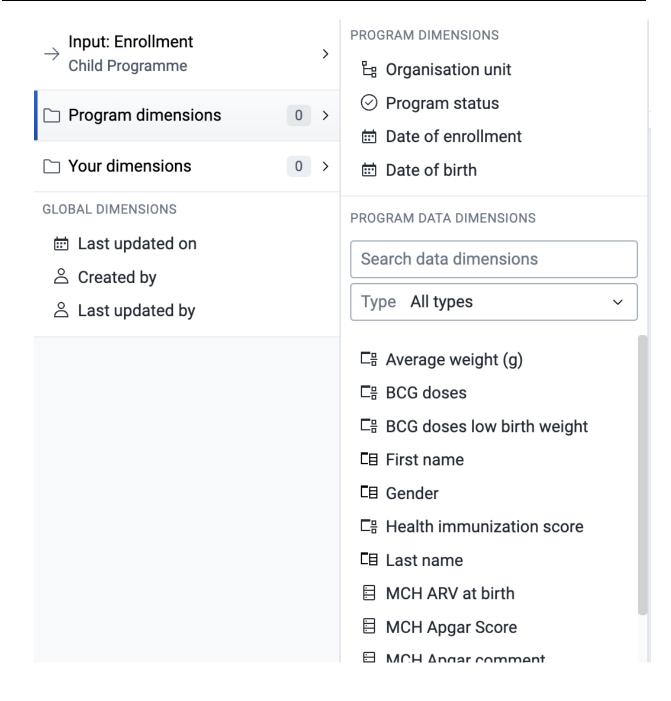
Select program: All the event and tracker programs will be visible in the drop down.

If you have selected the Event, then for tracker programs you need to select the program stage to get all the data elements, attributes for that particular stage. To be able to select data from multiple stages you need to select "Enrollment" as the input type.

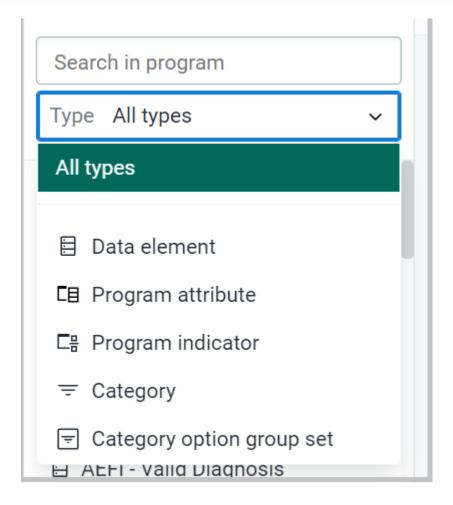
If you select an event program you don't have to select the stage (unlike the Event Reports app).

III Line list	✓ Update File View Options
$ ightarrow rac{ m Input: Event}{ m Child Programme - Birth}$	Event See individual event data from a
□ Program dimensions 0 >	Tracker program stage or event program.
□ Your dimensions 0 >	Child Programme ~
GLOBAL DIMENSIONS	Stage Birth ~
i Last updated on 은 Created by 은 Last updated by	Enrollment See data from multiple program stages in a Tracker program.

If you select Enrollment in the Input tab then all data elements associated with the program will be available from different stages within the program for the purpose of cross stage selection of data elements. Each data element will act as a dimension.



If you want to filter the data, by data elements, program attribute, program indicators, category, category option group set you can do so by clicking on the dropdown option.



There are multiple ways to add data elements to the layout. They can be added by hovering over the dimension and clicking the plus icon or by dragging and dropping a dimension straight to the layout area.

Search data dimensions
Type 🗎 Data element 🗸
Stage All ~
MCH ARV at birth
 MCH Apgar Score MCH Apgar comment
MCH BCG dose
MCH Child ARVs
MCH DPT dose
MCH HIV Test Type

Alternatively, you can click on the respective data element and then choose to add it in column or filter as shown in below figure.

AEFI - Cough - AEFI			
Conditions Repeated events			
Show items that meet the following conditions for this data item:			
✓ Yes			
	Hide	Add to Columns	^
	11100		
ACFI-Cougn		Add to Filter	_

Each dimension can have criteria (filters). Data elements of the type option set allows for "in" criteria, where multiple options can be selected.

×

Mode of delivery - Birth details

Show items that meet the following conditions for this data item:

Available options	Selected opt	ions
Filter options	Forceps	
C-Section Unknown Vacuum	Normal/Vagi	inal
	→	
	*	

Hide Add to Columns ~

Numeric values can be compared to filter values using greater than, equal or less than operators. (Optional) For each data element, specify a filter with operators such as "greater than", "in" or "equal" together with a filter value.

Note

The enhancement in this feature is that you can add multiple conditions and there are also different operators which can be used. You can also filter by empty or not empty.

less than (<)	~ 3	Remove	
and			
greater than (>)	~ 2	Remove	
Add another condi	ition		

In the Line Listing app for BOOLEAN type data element, here in the analysis it will show "Yes", "No", "Not answered" instead of 0 and 1 as in the Event Reports app or the Data Visualizer app.

 \times

AEFI - Investigation needed - First decision making level

Show items that meet the following conditions for this data item:

✓ Yes ✓ No ✓ Not answered

 Hide
 Update

			Unsaved visual	ization
Organisation unit 👙	AEFI 0 - 1 year	Abscess_BCG 0.1 🌲	AEFI - Investigation needed	Event date 💠
1008 DH Met	3	0	Yes	2021-09-23
HC Homkong	3	0	Yes	2021-09-22
HC Senlat	3	0	Yes	2021-09-21
HC Namsip	3	0	Yes	2021-09-21
HC Bantao (Viangphan)	3	0	Yes	2021-09-22
HC Nakang	3	0	Yes	2021-08-03
HC Toksaming	3	0	Yes	2021-06-29
DW Fuang	3	0	Yes	2021-09-21
HC Somboun (Vangviang)	3	0	Yes	2021-09-22
HC Naxam	3	0	Yes	2021-09-24
HC Naham	3	0	Yes	2021-09-03
HC Lakkhammai	3	0	Yes	2021-09-07
HC Sanomai	3	0	Yes	2021-09-21
HC Phonkham (Vangviang)	3	0	Yes	2021-07-31
HC Na-ngoua (Beng)	3	0	Yes	2021-09-16

The line list will be displayed as a table with one row per event. Each dimension can be used as a column in the table or as a filter.

				Unsave	d visualiza	ation				
AEFI - Specify - Unclassifiable	\$ AEFI - Fever	*	AEFI - Cough	\$ AEFI - Headache	AEFI 1 - 5 years	\$	AEFI 0 - 1 year 🗘	AEFI 18 years - 60 years	\$ Date patient notified the event to the health system	\$
	Yes		Yes	Not answered	0		0	0	2021-08-21	
	Not answere	d	Yes	Yes	0		0	1	2021-08-11	
	Yes		Yes	Not answered	0		0	0	2021-07-24	
	Not answere	d	Yes	Not answered	0		0	0	2021-09-07	
	Not answere	d	Yes	Not answered	0		0	1	2021-07-21	
	Not answere	d	Yes	Not answered	0		0	1	2021-08-08	
	Yes		Yes	Not answered	0		0	1	2021-10-03	
	Yes		Yes	Not answered	0		0	1	2021-10-03	

Your Dimension

All **Organisation Unit group sets** are present under **Your dimension** component for further evaluation or analysis.

Main and Program Dimensions

Select Organisation Unit

The organisation unit dialog is flexible, offering essentially three ways of selecting organisation units:

- Explicit selection: Use the **tree** to explicitly select the organisation units you want to appear in the visualization. If you right-click on an organisation unit you can easily choose to select all org units below it.
- Levels and groups: The **Level** and **Group** dropdowns are a convenient way to select all units in one or more org unit groups or at specific levels. Example: select *CH Mahosot* (level 3) to get all org units at that level.

NOTE

Please note that as soon as at least one level or group has been selected the org unit tree now acts as the boundary for the levels/groups. Example: if you select CH Mahosot (level 3) and Vientiane Capital org unit (at level 2) in the tree you get all units inside that district._

- The user's organisation units:
 - User organisation unit: This is a way to dynamically select the org units that the logged in user is associated with.
 - \circ User sub-units: Selects the subunits of the user organisation unit.
 - User sub-x2-units: Selects the units two levels below the user organisation unit.

User organisation unit	User sub-units	User sub-x2-units		. 1
 Lao PDR 0006 Ophthalmolog 0007 Dermatology 0008 Rehabilitation 01 Vientiane Capita 0001 CH Maho CHW Maho O002 CH Mittag 	gy Center Center I Center I I sot sot sot			
 0003 CH Settha 0004 CH Childr 0005 CH Mothe 0009 CH 103 (A 0010 CH 5 Mes 0101 Chanthab 0102 Sikhottab 0103 Xaisettha 	en er & Child Army) a (Police) ouli			
Select a level	~	Select a group	~	

Event Status

Filters data based on the event status: Active, Completed, Scheduled.

You can visualize the data for a particular event status

F	Event status	×
	Show items where the status is:	
	Active	
	Completed	
Ŀ	Scheduled	
	Hide Update	

Program Status

Filters data based on the program status: Active, Completed or Cancelled.

Option				×	
ions	Program status				Filte
	Show items where the status is:				
(P-DLI	Active				
	Completed				
iseline)	Cancelled				
Inits			Hide Update	am ,	▲ (
: orting ur	ints year	needed	(baseline)		t

Created by / Last updated by

Will display the data based on who created the particular event.

Time Dimensions

This is a new feature in Line Listing app where you will be able to view the data on the basis of different time dimensions.

- Event date/Report Compilation date
- Date patient notified in the health system.
- Incident date
- Last updated on
- Scheduled date

You can click on the above time dimension to visualize data on different period dimension, a window will open where you can select one or several periods.

You have three period options: relative periods, fixed periods and start/end dates. You can combine fixed periods and relative periods in the same table You cannot combine fixed periods and relative periods with start/end dates in the same table Overlapping periods are filtered so that they only appear once.

- Fixed periods: In the **Select period type** box, select a period type. You can select any number of fixed periods from any period type. Fixed periods can for example be "January 2021".
- Relative periods: In the lower part of the **Periods** section, select as many relative periods as you like. The names are relative to the current date. This means that if the current month is March and you select **Last month**, the month of February is included in the visualization. Relative periods have the advantage that it keeps the data in the report up to date as time goes.
- Start/end dates: Next to Choose form presets, select **Start/end dates**. This period type lets you specify flexible dates for the time span in the report.

Choose from presets Define start - end da		
Relative periods Fixed periods	Selected Periods	
Period type	No periods selected	
Months	×	
 This month 		
 Last month 		
 Last 3 months 		
 Last 6 months 	\rightarrow	
 Last 12 months 	*	
 Months this year 	w.	
	<i>←</i>	
	\uparrow	\downarrow

Column Header

You can sort on all column headers

You can filter the specific column by directly clicking the data elements or attributes at the column and you will be able to sort the data values

	50	, een	31	IOL, VV	eı	nave sele	cieu A		Teauai	me.	
			_			Unsave	ed visualizati	on			
AEFI - Specify - Unclassifiable	\$	AEFI - Fever	\$	AEFI - Cough	\$	AEFI - Headache	AEFI 1 - 5 years	AEFI 0 - 1 year	AEFI 18 years - 6 years		Date patient notifient the event to the here system
		Yes		Yes		Not answered	0	0	0		2021-08-21
		Not answere	d	Yes		Yes	0	0	1		2021-08-11
		Yes		Yes		Not answered	0	0	0		2021-07-24
		Not answere	d	Yes		Not answered	0	0	0		2021-09-07
		Not answere	d	Yes		Not answered	0	0	1		2021-07-21
		Not answere	d	Yes		Not answered	0	0	1		2021-08-08
		Yes		Yes		Not answered	0	0	1		2021-10-03
		Yes		Yes		Not answered	0	0	1		2021-10-03

ALL THOUGHOUT	EFI						
Conditions Repeated	events						
Show items that meet the fol	llowing conditions for this data ite	m:					
Yes 🗌 Not answered							
			Hide	date			
nce we cli	ck on upda	ate, we	will get t	the line l	ist with o	nly "Yes"	under AEI
Headache	-	, -	0				
reauache	-						
			Unsa	aved visualizati	on		
AEFI - Specify - Unclassifiable	♦ AEFI - Fever ♦	AEFI - Cough	AEFI - Headache	AEFI 1 - 5 years	AEFI 0 - + 1 year	AEFI 18 years - 60 years	Date patient notifi the event to the he system
	Not answered	Yes	Yes	0	0	1	2021-09-05
	Not answered	Yes	Yes	0	0	1	2021-08-07
		Yes Yes	Yes Yes	0	0	1	2021-08-07 2021-08-11
	answered Not						
	answered Not answered Not	Yes	Yes	0	0	1	2021-08-11
	answered Not answered Not answered Not	Yes Yes	Yes Yes	0	0	1	2021-08-11 2021-09-20

Repeatable Events

This is a new feature in the Line Listing app.

If the program stage has a data element in a repeatable event you can click on the data element and the window will open up where you will be able to see the Repeated event tab

Conditions Repeated events	this data itam;	
Available options		ected options
Filter options Friend Grand parent No relationship - Exposed in public space Sibling Spouse Traveled together Work colleague	 ≫ → ≪ 	No items selected

Then, you can define the most recent events and the oldest events you want in the output as displayed below.

Contact Re	lationship with	case - Follow-up	
Conditions	Repeated events	_	
From stages wit Most recent ev		show values for this data element from:	
Oldest events:	4		
		Hide	Update

Once you click on update you will be able to visualize the events of this repeatable program stage as shown below.

Columns		Enr	rollment date:	2 selec	cted … 🗄	3 Conta	ct Relationship	with c	ase: all …	Filter	🔓 Organisa	ation	unit: 1 selected	
							~							
							Unsaved vis	ualiza	tion					
Enrollment date	\$		Contact Relationship with case - Follow-up (oldest)	\$	Contact Relationship with case - Follow-up (oldest +1)	*	Contact Relationship with case - Follow-up (oldest +2)	\$	Contact Relationship with case - Follow-up (oldest +3)	\$	Contact Relationship with case - Follow-up (most recent -1)	\$	Contact Relationship with case - Follow-up (most recent)	4
2022-01-14	1													
Rows p	er p	age	e 100 ~							F	^D age 1, row 1-1	< Pr	vevious Next	>

Applying legend colors

You can apply colors to a visualization by using the legend feature, which can be found under Options -> Legend

l¢	Options	×
n	Style Legend	
	✓ Use a legend for table cell colors	
r	Legend style	
	 Legend changes background color Legend changes text color 	
	Legend type	
	 Use pre-defined legend per data item Choose a single legend for the entire visualization 	
g	Show legend key	
	Hide Update	•

Option	Description
Use a legend for table cell colors	Applies a legend to the visualization items, which is a value-based color for each item. The legends themselves are configured in the Maintenance app.
Legend style	Controls where the color from the legend is applied, either to the text or the background. You can use this option for scorecards to identify high and low values at a glance.
Legend type	Controls which legend is applied. Use pre-defined legend per data item applies a legend to each data element or indicator

Option	Description
	individually, based on the legend assigned to each one in the Maintenance app. Select a single legend for entire visualization applies a single legend to all data items, chosen in a drop-down list of available legends.
Show legend key	Displays a key for the legend on the right side of the visualization, to indicate the value ranges and their respective color.

Below is an example of a line list with legend colors applied to the background, per data item.

🗄 Report d	ate: 1 selected …	Height in cm: all …	🗄 Weight in kg: all \cdots
			~
			Unsaved visu
Report date 🍦	Height in cm 🍦	Weight in kg 🌲	Height in cm 0 - 100
2021-10-15	115	45	0-<100
2021-11-23	111	81	100 - 120 100-<120
2021-09-14	165	26	120 - 140
2021-11-04	103	43	120-<140
2021-12-10	130	21	140 - 160 140-<160
2021-11-05	109	34	160 - 180 160-<180
2021-11-04	142	51	180 - 200
2021-11-03	108	30	180-<200
2021-10-17	175	22	200+ 200-<290
2021-11-04	138	50	Weight in kg
2021-11-29	149	48	0 - 20 0-<20
2021-09-09	146	58	20 - 40
2021-08-30	137	77	20-<40
2021-11-22	141	35	40 - 50 40-<50
2021-12-03	174	57	50 - 60 50-<60
2021-11-12	163	50	60 - 70
2021-11-15	183	73	60-<70 70 - 80
2021-12-18	127	68	70-<80
2021-11-09	182	75	80 - 90 80-<90
2021-11-15	172	39	90 - 100 90-<100
			100+

Showing the organisation unit hierarchy

You can show the full hierarchy path for organisation units by enabling the **Show organisation unit hierarchy** option in Options -> Style. When this is enabled, sorting on the organisation unit column will sort the organisation units alphabetically starting from the top level.

Columns 🖶 F	Leport date: 1 selected \cdots 🕒 Organisation unit	:1 selected ···· E	Admission Dat	e: all ···	Filter	
	ge in years: 2 conditions ···· 目 Gender: all ···	B Mode of Disc	harge: all …			
	ischarge Date: all ····					
			~			
		Inpatient: Cases	5 to 15 years this	year (case)	- Edited	
Report date 🌲	Organisation unit name hierarchy 🍦	Admission Date 🌲	Age in years 🌲	Gender 🌲	Mode of Discharge 🌲	Discharge Date
2023-11-05	Sierra Leone / Bo / Badjia / Ngelehun CHC	2018-10-22	10	Female	Discharged	2018-11-05
2023-10-19	Sierra Leone / Bo / Badjia / Ngelehun CHC	2018-10-05	7	Male	Discharged	2018-10-19
2023-03-20	Sierra Leone / Bo / Badjia / Ngelehun CHC	2018-03-06	8	Female	Absconded	2018-03-20
2023-07-06	Sierra Leone / Bo / Badjia / Njandama MCHP	2018-06-22	7	Female	Died	2018-07-06
2023-08-18	Sierra Leone / Bo / Badjia / Njandama MCHP	2018-08-04	10	Male	Discharged	2018-08-18
2023-01-14	Sierra Leone / Bo / Badjia / Njandama MCHP	2017-12-31	7	Female	Transferred	2018-01-14
2023-07-08	Sierra Leone / Bo / Badjia / Njandama MCHP	2018-06-24	8	Male	Absconded	2018-07-08
2023-03-23	Sierra Leone / Bo / Baoma / Baoma Station CHP	2018-03-09	6	Male	Discharged	2018-03-23
2023-11-18	Sierra Leone / Bo / Baoma / Baoma Station CHP	2018-11-04	6	Female	Absconded	2018-11-18
2023-07-18	Sierra Leone / Bo / Baoma / Baoma Station CHP	2018-07-04	9	Male	Transferred	2018-07-18
2023-09-28	Sierra Leone / Bo / Baoma / Baoma Station CHP	2018-09-14	7	Female	Discharged	2018-09-28
2023-05-17	Sierra Leone / Bo / Baoma / Blamawo MCHP	2018-05-03	7	Male	Discharged	2018-05-17
2023-11-10	Sierra Leone / Bo / Baoma / Blamawo MCHP	2018-10-27	6	Female	Absconded	2018-11-10
2023-09-05	Sierra Leone / Bo / Baoma / Blamawo MCHP	2018-08-22	6	Male	Absconded	2018-09-05
2023-07-06	Sierra Leone / Bo / Baoma / Blamawo MCHP	2018-06-22	9	Female	Absconded	2018-07-06
2023-11-20	Sierra Leone / Bo / Baoma / Blamawo MCHP	2018-11-06	6	Female	Absconded	2018-11-20
2023-07-24	Sierra Leone / Bo / Baoma / Faabu CHP	2018-07-10	6	Female	Absconded	2018-07-24
2023-11-16	Sierra Leone / Bo / Baoma / Faabu CHP	2018-11-02	7	Female	Discharged	2018-11-16
2023-10-13	Sierra Leone / Bo / Baoma / Gerehun CHC	2018-09-29	8	Male	Discharged	2018-10-13
2023-11-01	Sierra Leone / Bo / Baoma / Gerehun CHC	2018-10-18	6	Male	Discharged	2018-11-01
2023-04-29	Sierra Leone / Bo / Baoma / Golu MCHP	2018-04-15	6	Female	Transferred	2018-04-29
2023-12-06	Sierra Leone / Bo / Baoma / Golu MCHP	2018-11-22	7	Male	Absconded	2018-12-06
2023-01-18	Sierra Leone / Bo / Baoma / Jembe CHC	2018-01-04	7	Male	Absconded	2018-01-18
2023-10-19	Sierra Leone / Bo / Baoma / Jembe CHC	2018-10-05	6	Male	Transferred	2018-10-19

Skip rounding for numeric values

You can control how numeric values are formatted by toggling the **Skip rounding** option in Options - > Data. When this is enabled, the numeric values are not rounded and all decimals are shown. By default rounding is applied.

Below is an example of the same table with and without the option applied.

23				In	patient: Visit ov	erview this y	ear Bo - Edite	d			
Report 🔶	Organisation unit name	Admission Date	Age in years	Average age of deaths	Average age of female discharges	Average height of boys at 10 years old	Average height of girls at 5 years old	BMI ≑	BMI female 🌲	BMI female under 5 y	BMI male 🍦
2023-01-01	Ngelehun CHC	2018-01-01	10 - 20					27.2817460317			27.281746031
2023-05-14	Manjama Shellmingo CHC	2018-04-30	0 - 10					83.8290968091	83.8290968091	83.8290968091	

23				Ir	npatient: Visit ov	erview this y	ear Bo - Edite	d					
Report date	Organisation unit name	Admission Date	Age in years	Average age of deaths	Average age of female discharges	Average height of boys at 10 years old	Average height of girls at 5 years old	BMI 🌲	BMI female	BMI female under 5 y	BMI male 🗘	BMI male under 5 y	Diagnosis 10)
2023-01-01	Ngelehun CHC	2018-01-01	10 - 20					27.3			27.3		A009 Cho unspecifie
2023-05-14	Manjama Shellmingo CHC	2018-04-30	0 - 10					83.8	83.8	83.8			Q270 Con absence a hypoplasi umbilical

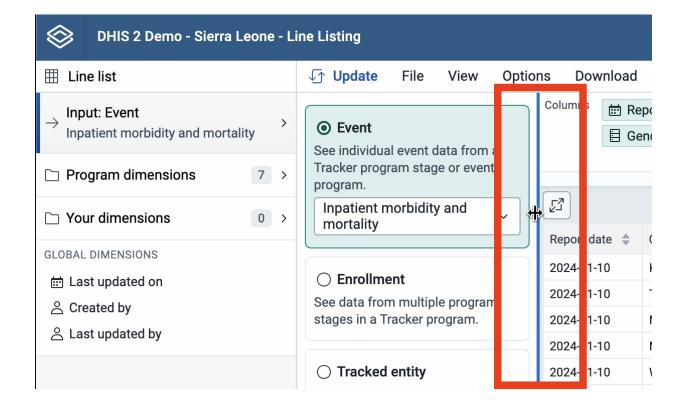
View options

To allow more space for the line list itself, there are various ways to hide panels on the top and sides:

- 1. The "full screen button" in the title bar will hide the main sidebar on the left and the layout panel at the top of the screen.
- 2. If the interpretations panel is expanded on the right, this can be hidden by clicking the "interpretations button" just below the user profile menu.
- 3. Each panel can also be shown/hidden by using the "View menu" in the main toolbar.

III Line list		Update	File Viev	v Options	Download		> Interpretations
ightarrow Input: Event	>	Columns	🖻 Rep <mark>o</mark> r H	ide layout			About this line list
🗀 Program dimensions	5 >		¦ag Orga <mark>r</mark> ≣ Admii: H	ide dimensions	sidebar		No description
Your dimensions	0 >			ide interpretatio	ons and det	ails	 ☆ Shared with all users (view and edit) ① Last updated 9 years ago
MAIN DIMENSIONS		Į	Gen I	View me			Created 9 years ago by John Traore
La Organisation unit		ĺ	Mode of Dis	scharge: all			© Viewed 13 times
 Event status 		E	Discharge [ate all …			
⊘ Program status	Fulls	creen butto	- 0	×			Notifications
🛆 Created by	ſ			to 15 years this	voar (oaco)		Subscribe to get updates about new interpretations.
😤 Last updated by	L			-			🗘 Subscribe
TIME DIMENSIONS		Report date	Organisation unit name	Admission Date	Age in years	Ger	<u> </u>
🗰 Report date		2023-08-23	Rokel (Masimera)	2018-08-09	5	Fer	Interpretations ^
🗰 Enrollment date			MCHP			- 1	
🗰 Scheduled date		2023-11-17	Bambuibu Tommy MCHP	2018-11-03	6	Ма	TW Write an interpretation
💼 Date of Discharge		2023-01-08	Kochero MCHF	2017-12-25	8	Ма	-
🖶 Last updated on		2023-08-17	Massabendu CHP	2018-08-03	8	Fer	
			Thompson Bay		~	-	

To provide more space for the content in the "Accessory Side Panel" it can be resized using the mouse as illustrated below:



Resizing can also be done using the left/right arrow key on the keyboard. These keyboard shortcuts become active after giving focus to the resize-handle (by repeatedly hitting the tab key):

DHIS 2 Demo - Sierra Leone - L	ine Listing		
III Line list	√ Update File View	Options	Download
$ ightarrow rac{ m Input: Event}{ m Inpatient morbidity and mortality} ightarrow$	Event See individual event data from a	- Ciol	u ins 🗰 Repo
□ Program dimensions 7 >	Tracker program stage or event program.		
□ Your dimensions 0 >	Inpatient morbidity and mortality		eport date 🌲 🛛
GLOBAL DIMENSIONS			2 -01-10 K
🖶 Last updated on	O Enrollment		2-01-10 T
	See data from multiple program stages in a Tracker program.	20	2-01-10 N
$\stackrel{\scriptstyle heta}{\scriptstyle \sim}$ Last updated by		20	2 -01-10 N

The "Accessory Side Panel" can be reset to its default width, by using the "View" menu or double clicking the resize-handle.

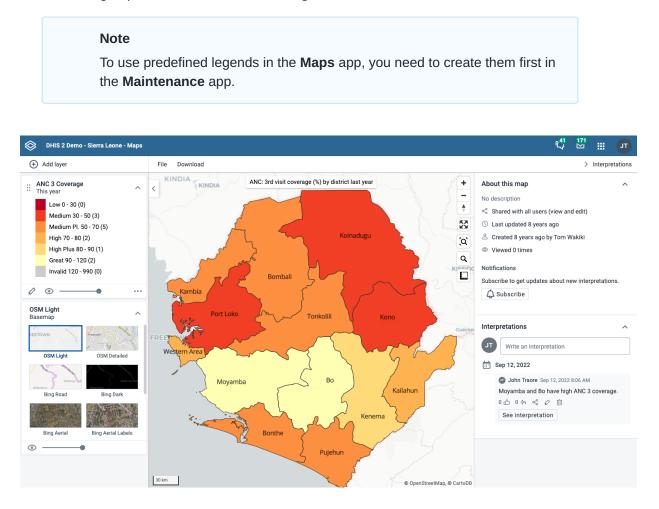
	View	Options	Download	
ſ	Hide la	yout		
с	Hide di	mensions s	idebar	'e
ty	Reset s	idebar widt	h	
	Show i	nterpretatio	ns and details	

Using the Maps app

About the Maps app

The Maps App was introduced in release 2.29 and serves as a replacement of the GIS App offering a more intuitive and user-friendly interface. The mapping engine from version 2.34 is based on WebGL technology, capable of showing thousands of features on a map simultaneously.

With the Maps app you can overlay multiple layers and choose among different basemaps. You can create thematic maps of areas and points, view facilities based on classifications, and visualize catchment areas for each facility. You can add labels to areas and points, and search and filter using various criteria. You can move points and set locations on the fly. Maps can be saved and shared with other users and groups, or downloaded as an image.



• The **layer panel** on the left side of the workspace shows an overview of the layers for the current map:

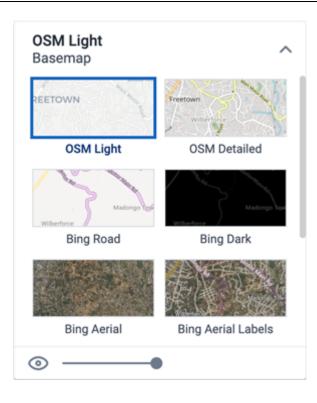
- As layers are added, using the **(+)** Add layer button, they are arranged and managed in this panel.
- The **basemap** card is always shown in the panel. The default available basemaps are OpenStreetMap Light (OSM Light) and OpenStreetMap Detailed (OSM Detailed). The default selected basemap is OSM Light, unless a different basemap has been configured in the system settings. OSM Detailed contains more map features and place names. If the Bing Maps API key has been added by a system administrator, then there will be an additional 4 basemaps from Bing Maps (Bing replaced Google Maps provided in previous versions). Bing Road and Bing Dark show roads, borders and places. Use the dark version if the colors on your map layers are bright. Bing Aerial and Bing Aerial

Labels show satellite and detailed aerial imagery. Switch between them by selecting the desired image.

- The small arrow button to the right of the layer panel, at the top, allows the panel to be hidden or shown.
- The **File** button near the top left allows you to open and save maps. See <u>using the maps file</u> <u>menu</u> for more detailed information.
- The **Download** button next to the File button allows you to download the current map as a PNG image.
- The **Interpretations** button at top right opens an interpretations panel on the right side of the workspace. See <u>viewing interpretations</u> for more information.
- The + and buttons on the map allow you to zoom in and out of the map respectively. The mouse scroll wheel zoom is continuous, allowing us to fit the map perfectly to your content.
- The **rotate map** button (triangle arrows) allows you to rotate and tilt the map to enhance the view of your data. Press and hold the button (or hold the Control key on your keyboard) while moving your mouse to change the map view. Click to button again to reset the view.
- **Fullscreen** (four arrows) allows you to view the map in fullscreen. To exit fullscreen click the button again or the escape key on your keyboard.
- **Zoom to content** (bounded magnifying glass symbol) automatically adjusts the zoom level and map center position to put the data on your map in focus.
- Search (magnifying glass symbol) allows searching for and jumping to a location on the map.
- The ruler button allows you to measure distances and areas on the map.
- Right-click on the map to display the longitude and latitude of that location.

Basemaps

Basemap layers are represented by layer *cards* in the layer panel such as:



Along the top of the basemap card from left to right are:

- The title of the selected basemap
- An arrow symbol to collapse and expand the basemap card

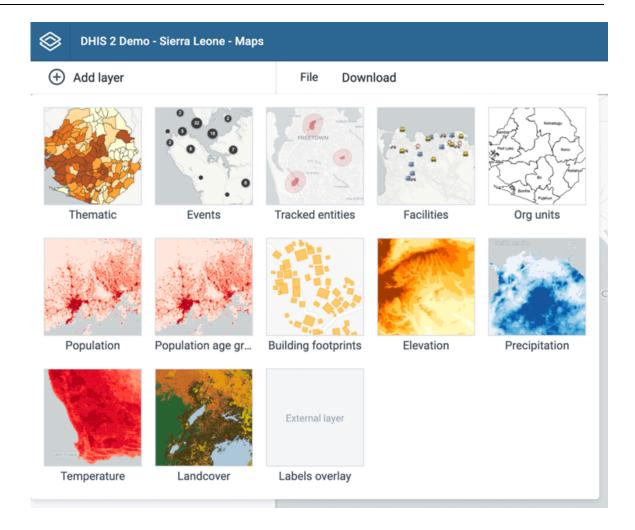
In the middle of the basemap card is the list of available basemaps. The current basemap is highlighted.

Along the bottom of the basemap card is:

- An eye symbol for toggling the visibility of the layer
- A slider for modifying the layer transparency

Create a new map

- 1. In the Apps menu of DHIS2, click Maps. The DHIS2 Maps app opens.
- 2. Click the (+) Add layer button in the top left. You are presented with the layer selection dialog:



- 3. Select a layer to add to the current map. Possible options are:
 - Thematic
 - Events
 - Tracked entities
 - Facilities
 - Org units

In addition, several layers may be provided by <u>Google Earth Engine</u> and <u>other external</u> <u>services</u>. Various Google Earth Engine layer sources are available if the Google Earth Engine API key has been set up (see <u>documentation</u>).

Note

The Maps app administrator can:

- Select the sources for Google Earth Engine layers available to other users via the **Manage available layer sources** button.
- Add external layer sources in the Maintenance app.

Here is the list of default sources for a Google Earth Engine layer:

- Population
- Population age groups

- Building footprints
- Elevation
- Precipitation
- Temperature
- Landcover

The single default source for an external layer is:

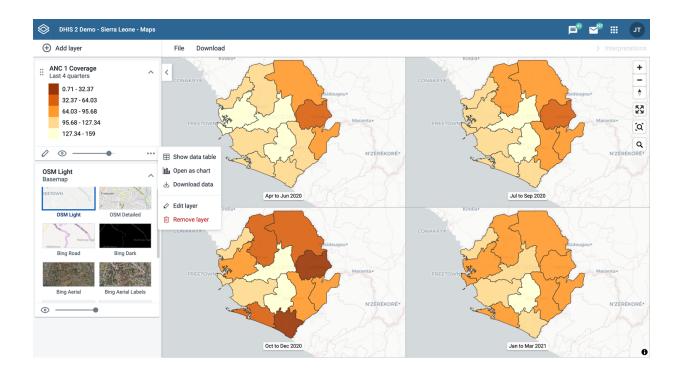
Labels overlay

Manage thematic layers

Thematic maps represent spatial variation of geographic distributions. Select your desired combination of indicator/data element, period and organisation unit level. If your database has coordinates and aggregated data values for these organisation units, they will appear on the map.

Note

You must generate the DHIS2 analytics tables to have aggregated data values available.



Thematic layers are represented by layer cards in the layer panel such as:

Along the top of the thematic card from left to right are:

- A grab field to allow dragging and re-ordering layers with the mouse
- The title and period associated with the layer
- An arrow symbol to collapse and expand the thematic card

In the middle of the thematic card is a legend indicating the value ranges displayed on the layer.

Along the bottom of the thematic card from left to right are:

- An edit (pencil) button to open the layer configuration dialog
- An eye symbol for toggling the visibility of the layer
- A slider for modifying the layer transparency
- A more actions (three dots) button with additional options:
 - A **Show/hide data table** toggle button to show or hide the data table associated with the layer
 - Open as chart will open this thematic data as a chart in the Data Visualizer app
 - **Download data** allows you to download the data for this layer in GeoJSON format for use in other mapping software
 - \circ Edit layer is the same as edit button above
 - Remove layer will remove this layer from the current map.

Create a thematic layer

To create a thematic layer, choose **Thematic** on the **Add layer** selection. This opens the Thematic layer configuration dialog.

1. In the **Data** tab:

	~		
	~		
	~		
l last night	~		
	~		
pleted events			
		~	~

- Select a data type and then select respectively the group and the target element. The available fields depend on the type of item selected.
- Select a value from the Aggregation type field for the data values to be shown on the map. By default, "By data element" is selected. Alternative values are: Count; Average; Sum; Standard deviation; Variance; Min; Max. See also <u>Aggregation operators</u>.
- **Only show completed events**: Includes only completed events in the aggregation process. This is useful when you want to exclude partial events in indicator calculations. Available for indicators, program indictors and event data items.
- 2. In the **Period** tab

Data	Period	Org Units	Filter	Style
Period type				
Relative		~		
Period				
Last 12 months	8	~		
Display periods				
🔘 Single (ag	gregate)			
O Timeline				
🔿 Split map	views			

- \circ select the time span over which the thematic data is mapped. You can select either a relative or a fixed period.
 - Relative period

In the **Period type** field select **Relative**, then select one of the relative periods, for example **Last year** or **Last 12 months**, in the **Period** field.

A default relative period for analysis can be set in the Systems Settings app.

If you select a relative period covering multiple years/months/weeks/days the layer can be displayed as

Single (aggregate)

Show aggregate values for the relative period selected (default).

Timeline

Includes a timeline allowing you to step through the periods. Only one timeline layer can be added to the same map.

Split map views

Show multiple maps allowing you to compare different periods side by side. Supported for relative periods with 12 items or below. Can not be combined with other layer types. Fixed period

In the **Period type** field select period length, then select the target in the **Period** field.

Start/end dates

In the **Period type** field select **Start/end dates** and fill in a start date and an end date.

3. In the **Org Units** tab:

		atic layer	1			
Data	Period	Org Units	Filter	Style		
🗌 Us	er organisa	tion unit	User s	ub-units	User sub-	x2-units
	 Sierra Leon Bo Bomba Bomba Bonthe Kailahu Kambi Kanem Koinad Kono 	ali e un a na lugu				
District	: ×		~	Select a	group	~
Selected:	1 level De	select all				
Use ass	ociated geor	metry None	(default)			~
					Cancel	Add layer

- \circ Select the organisation units you want to include in the layer. It is possible to select either
 - One or more specific organisation units, organisation unit levels in the hierarchy, organisation unit groups, or
 - A relative level in the organisation unit hierarchy, with respect to the user. By selecting a **User organisation unit** the map data will appear differently for users at different levels in the organisation unit hierarchy.

- **Use associated geometry**: This dropdown will only show if there are any additional geometry available for your organisation units. This is typically used to show facility catchment areas.
- 4. In the **Filter** tab:

Add new thematic layer

Data	Period	Org Units	Filter	Style		
Dimens Facilit	ion ty Type	V Items		HP X	~	Ū
Dimens Gende		ltems ~ Fe	male ×		~	Ū
Add filt	er					

Cancel Add layer

 \circ Click Add Filter and select an available data item to add a new filter to the data set.

- Select a data dimension from the dropdown box. You can reduce the number of dimensions shown by using the search field. Click on the name to select a dimension.
- When a dimension is selected you get a second dropdown with dimension items. Check the items you want to include in the filter.

Multiple filters may be added. Click the trash button on the right of the filter to remove it.

5. In the **Style** tab:

Data	Period	Org Units	Filter	Style
Choropleth	Bubble map	O Pred Classific	matic color leger efined color leger ation ntervals	
ow radius 5 ✓ Labels Display	High radius 30	Classes 5	~	
Name and valu Size 14	B Z	∽ □ Shov	v no data	

- Select either Choropleth or Bubble map.
 - Choropleth will assign a color to each org unit shape according to the data value. This is the recommended technique if the data is normalised (per capita).
 - Bubble map will show data values as proportional circles. Use this technique if the data is not normalised (absolute numbers). The circles are placed in the center of each org unit.
- Set the Low radius and High radius for the proportional circles or the point facilities. The circles will be scaled between low and high radius according to the data value. The radius needs to be between 0 and 50 px.
- Show labels: Allows org unit names and values to be shown on the layer. Select between "Name", "Name and value" and "Value" only. Font size, weight, style and color can also be modified.
- **Show no data**: By default org units with missing data values will not show on the map. Check this box if you want to show them with a color. Click the color to change it.

- Select the legend type:
 - Automatic color legend: the application will create a legend for you based on what classification method, number of classes and the color scale you select. Set **Classification** to either:
 - Equal intervals

the range of each interval will be (highest data value - lowest data value / number of classes)

Equal counts

the legend creator will try to distribute the organisation units evenly.

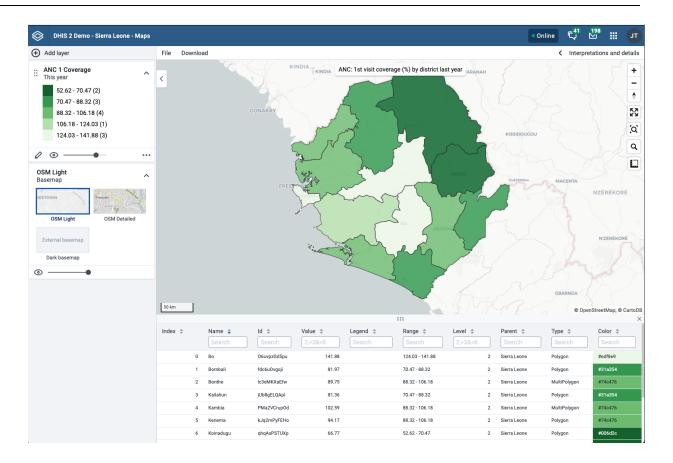
- Predefined color legend: Select between the predefined legends.
- **Single color legend**: Select the color of the bubbles or circles. Only available for bubble maps.
- 6. Click Add layer.

Modify a thematic layer

- 1. In the layer panel, click the edit (pencil) icon on the thematic layer card.
- 2. Modify the setting on any of the tabs as desired.
- 3. Click Update layer.

Filter values in a thematic layer

Thematic layers have a **Show/hide data table** option that can be toggled on or off from the thematic layer card.



The data table displays the data forming the thematic layer.

- clicking on a up/down arrow button will sort the table based on that column; toggling between ascending and descending.
- entering text or expressions into the filter fields below the titles will apply those filters to the data, and the display will adjust according to the filter. The filters are applied as follows:
 - \circ NAME

filter by name containing the given text

• VALUE

filter values by given numbers and/or ranges, for example: 2,>3&\<8

• LEGEND

filter by legend containing the given text

• RANGE

filter by ranges containing the given text

• LEVEL

filter level by numbers and/or ranges, for example: 2,>3&\<8

• PARENT

filter by parent names containing the given text

• ID

filter by IDs containing the given text

• TYPE

filter by GIS display types containing the given text

• COLOR

filter by color names containing the given text

Note

Data table filters are temporary and are not saved with the map layers as part of the saved map.

Search for an organisation unit

The NAME filter field in the data table provides an effective way of searching for individual organisation units.

Open organisation unit profile

You can open the organisation unit profile in three ways:

- 1. Click on any of the organisasjon units shown on the map, and click the **View profile** button in the popup.
- 2. Right-click one of the organisation units on the map, and select **View profile** from the menu.
- 3. Click on an organisation unit row in the **data table**.

Navigate between organisation hierarchies

When there are visible organisation units on the map, you can easily navigate up and down in the hierarchy without using the level/parent user interface.

- 1. Right-click one of the organisation units.
- 2. Select Drill up one level or Drill down one level.

The drill down option is disabled if you are on the lowest level or if there are no coordinates available on the level below. Likewise the drill up option is disabled from the highest level.

Remove thematic layer

To clear all data in a thematic layer:

1. In the layer card to the left, click the *more actions* (three dots) icon and then on **Remove layer**.

The layer is removed from the current map.

Manage event layers

The event layer displays the geographical location of events registered in the DHIS2 tracker. Provided that events have associated point or polygon coordinates, you can use this layer to drill down from the aggregated data displayed in the thematic layers to the underlying individual events or cases.

You can also display aggregated events for facilities or organisation units. You do this through a thematic layer using event data items. This is useful when you only have the coordinates for the Org Unit under which the events are recorded.

DHIS 2 Demo - Sierra Leone - Maps					Б" ⊻" Ш ЈТ
Add layer	File Download				
:: Inpatient morbidity and mortality Last 12 months Mode of discharge	• •	3 2	• Njala	Baiima 2	• +
 Discharged Died 				(22)	53
Transferred		2	4		
Absconded	•) •	Age in years	41 ×	во	<u>(</u> a)
 Not set 		20	10) D649 Anaemia, unspecified	4	Cerib Q
∅ ⊙ — — • …	E Show data table	Event location Organisation un		Bumpe Tikonko	
OSM Light Assemap		Event time	2020-07-12 00:00		
OSM Light OSM Detailed	 Edit layer Remove layer 	Gbangb 3	Serabu	2 2 Korib	5
Withertown		j. (4)	Sumbu		4
Bing Road Bing Dark Bing Aerial Bing Aerial Labels	Bonthe	2 2		5	8
٠	10 km		2 Torma Bum		5 • OpenStreetMap, © CartoDB

Event layers are represented by layer *cards* in the layer panel such as:

Along the top of the event card from left to right are:

- A grab field to allow dragging and re-ordering layers with the mouse
- The title and period associated with the layer
- An arrow symbol to collapse and expand the event card

In the middle of the event card is a legend indicating the styling of the layer.

Along the bottom of the event card from left to right are:

- An edit (pencil) button to open the layer configuration dialog
- An eye symbol for toggling the visibility of the layer
- A slider for modifying the layer transparency
- A more actions (three dots) button with additional options:
 - \circ A **Show/hide data table** toggle button to show or hide the data table associated with the layer
 - **Download data** allows you to download the data for this layer in GeoJSON format for use in other mapping software
 - \circ Edit layer is the same as edit button above
 - \circ $\ensuremath{\textbf{Remove layer}}$ will remove this layer from the current map.

Create an event layer

To create an event layer, choose **Events** on the **Add layer** selection. This opens the Events layer configuration dialog.

1. In the **Data** tab:

Add new eve	ent layer			
Data	Period	Org Units	Filter	Style
Program				
Inpatient morbio	dity and mortality	~		
Stage				
Inpatient morbio	dity and mortality	~		
Coordinate field				
Event location		~		
Event status				
All		~		
			Cancel	Add layer

• Select a program and then select a program stage. The **Stage** field is only shown once a program is selected.

If there is only one stage available for the selected program, the stage is automatically selected.

- Select a value from the Coordinate field for the positions shown on the map. By default,
 "Event location" is selected. Depending on the data elements or attributes that belong to a program, other coordinates such as "Household position" are available.
- By default all events with coordinates are shown on the map. Use the Event status field to only show events having one status: Active, Completed, Schedule, Overdue or Skipped.

2. In the **Period** tab

Add new ev	ent layer			
Data	Period	Org Units	Filter	Style
Period				
Start/end dates	8	~		
Start date				
06/04/2020				
End date				
06/04/2021				
			Cancel	Add layer

- $^\circ$ select the time span for when the events took place. You can select either a fixed period or a relative period.
 - Relative period

In the **Period** field, select one of the relative periods, for example **This month** or **Last year**.

A default relative period for analysis can be set in the Systems Settings app.

Fixed period

In the **Period** field, select **Start/end dates** and fill in a start date and an end date.

3. In the **Org Units** tab:

Add new event layer

Data	Period	Org Units	Filter	Style		
🗌 Us	ser organisat	tion unit	🗌 User su	ıb-units	User sub-x2	-units
	Sierra Leor Bo Bomba Bonthe Bonthe Kailahu Kailahu Kanbia Kanbia Koinad Kono Kono Kono Noyam Port Lo Pujehu Pujehu Conkol Wester Sorg units	ili e un a a ugu nba oko n ili				
					Cancel	Add layer

- \circ Select the organisation units you want to include in the layer. It is possible to select either
 - One or more specific organisation units, or
 - A relative level in the organisation unit hierarchy, with respect to the user. By selecting a **User organisation unit** the map data will appear differently for users at different levels in the organisation unit hierarchy.

4. In the **Filter** tab:

Add new event layer

Data Period	Org Units	Filter Style		
Data item Gender	Operat ~ One o		ons emale ×	~ Ū
Data item Age in years	<pre>Operat </pre>	tor Valu	e	Ē
Data item Pregnant	Ye	s		Ū
Add filter				

Cancel Add layer

- Click ADD FILTER and select an available data item to add a new filter to the data set.
 - For data item of type *option set*, you can select any of the options from the dropdown box by using the down-wards arrow or by start typing directly in the box to filter for options.
 - For data item of type *number*, you can select operators like equal, not equal, greater than or less than.
 - For data item of type *boolean* (yes/no), you can check the box if the condition should be valid or true.
 - For data item of type *text* you will get two choices: **Contains** implies that the query will match all values which contains your search value, and **Is exact** implies that only values which is completely identical to your search query will be returned.

Multiple filters may be added. Click the trash button on the right of the filter to remove it.

5. In the **Style** tab:

	Org Units	Filter	Style
View all events	Style b	y data element	
	Mode	e of Discharge	~
		Discharged	
Padius	- <u>-</u> 1	Died	
	- 🔽 ·	Transferred	
0		Absconded	
Radius in meters			
100			
	Radius 6 Radius in meters	Radius 6 Radius in meters	Mode of Discharge Mode of Discharge Discharged Died Radius 6 Xadius in meters

- Select **Group events** to group nearby events (cluster), or **View all events** to display events individually.
- \circ Select a **color** for the event or cluster points.
- Select the radius (between 1 and 20) for the events.
- Select **Show buffer** to display visual buffer around each event. The radius of the buffer can be modified here. This option is only available if you select **View all events** above.
- Select a Style by data element to colorise the events according to a data value. If you also select to group events, the culsters will be displayed as small donut charts showing the distribution of the data values. The available options vary for different data types:
 - **Option sets**: Select a color for each option in an option set. You can set default colors for an option in the Maintenance app.
 - **Numbers**: You can style a numeric data element in <u>the same way as thematic</u> <u>layers</u> using automatic or predefined legends.
 - Booleans: Select a color for true/yes and another for false/no.
- 6. Click Add layer.

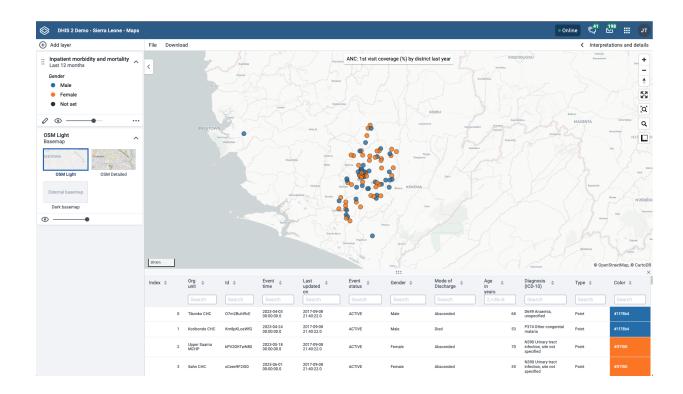
Modify an event layer

1. In the layer panel, click the edit (pencil) icon on the event layer card.

- 2. Modify the setting on the DATA, PERIOD, FILTER, ORG UNIT and STYLE tabs as desired.
- 3. Click Update layer.

Listing and filtering events

Event layers have a **Show/hide data table** option that can be toggled on or off from the event layer card.



The data table displays the data forming the event layer.

- clicking on the up/down arrow will sort the table based on that column; toggling between ascending and descending.
- entering text or expressions into the filter fields below the titles will apply those filters to the data, and the display will adjust according to the filter. The filters are applied as follows:

• ID

filter by event IDs containing the given text

• ORG UNIT

filter by org unit name containing the given text

• EVENT TIME

filter by event time containing the given text

• TYPE

filter by GIS display types containing the given text

• **Style by data element**: If events are styled by a data element (e.g. gender) both the data value and the color can be filtered.

- **Display in reports**: Data elements checked to display in reports will be shown in separate columns (see below how to add them).
- \circ Numeric data values can be filtered by given numbers, and/or ranges, for example: 2,>3&\<8

Note

Data table filters are temporary and are not saved with the map layers as part of the saved map.

Modify information in event data table and popups

If you have access to the selected program in the Maintenance app, you can modify the information displayed in the event pop-up window.

Gender	Female
Age in years	15
Mode of Discharge	Transferred
Diagnosis (ICD-10)	J988 Other specified respiratory disorder
Event location	-11.233864 8.415999
Organisation unit	Baama CHC
Event time	2020-11-13 00:00

- 1. Open the **Maintenance** app.
- 2. Select Program.
- 3. Click the program you want to modify and select (2) Assign data elements.
- 4. For every data element you want to display in the pop-up window, select corresponding **Display in reports**.
- 5. Click Save.

Download raw event layer data

The raw data for event layers can be downloaded in GeoJSON format for more advanced geoanalytics and processing in desktop GIS software such as <u>QGIS</u>. The downloaded data includes all individual events as GeoJSON features, including attributes for each data element selected for **Display in reports**.

Download Layer Data	
Downloading GeoJSON data for	"Inpatient morbidity and mortality"
(i) GeoJSON is supported by most GIS	S software, including QGIS and ArcGIS Desktop.
GeoJSON Properties: ID Format	
Name	~
🗹 Use human-readable keys	
	Cancel Download

- In the layer card to the left, click the more actions (three dots) icon and then on **Download data**
- Select the **ID format** to use as the key for Data Element values in the downloaded GeoJSON file. There are three options available:
 - **ID** Use the unique ID of the data element
 - \circ Name Use the human-friendly name of the data element (translated)
 - \circ Code Use the code of the data element
- Select whether or not to **Use human-readable keys** for other Event attributes, such as Program Stage, Latitude, Longitude, Event Data, and Organization Unit ID, Name, and Code. When this option is **not** selected these values will be the computer-friendly ID instead of the human-readable (and translated) name.
- Click the **Download** button to generate and download a GeoJSON file. The data will be requested from the DHIS2 server and processed by the maps application. This operation may take several minutes to complete.
- Once the GeoJSON file has been downloaded it can be imported into most standard GIS software applications.

Note that the downloaded data does not include style information as it is not natively supported by the GeoJSON format. Styles can optionally be recreated in external GIS applications using the attributes of each feature.

Clear event layer

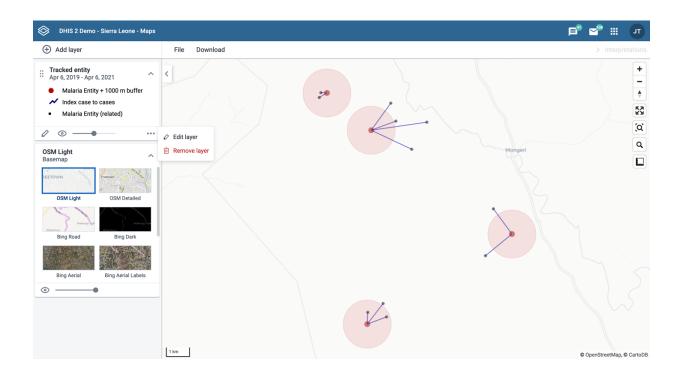
To clear all event layer data in a map:

1. In the layer card to the left, click the more actions (three dots) icon and then on Remove layer.

The layer is removed from the current map.

Manage tracked entity layers

The tracked entity layer displays the geographical location of tracked entities registered in the DHIS2. Provided that tracked entities have associated point or polygon coordinates, you can explore these on a map.



Tracked entity layers are represented by layer cards in the layer panel such as:

Along the top of the tracked entity card from left to right are:

- A grab field to allow dragging and re-ordering layers with the mouse.
- The title and period associated with the layer.
- An arrow symbol to collapse and expand the tracked entity card.

In the middle of the tracked entity card is a legend indicating the styling of the layer.

Along the bottom of the tracked entity card from left to right are:

- An edit (pencil) button to open the layer configuration dialog
- An eye symbol for toggling the visibility of the layer
- A slider for modifying the layer transparency
- A more actions (three dots) button with additional options:
 - Edit layer is the same as edit button above
 - Remove layer will remove this layer from the current map.

Create a tracked entity layer

To create an tracked entity layer, choose **Tracked entities** on the **Add layer** selection. This opens the Tracked entity layer configuration dialog.

1. In the **Data** tab:

Data	Relationships	Period	Org Units	Style
Tracked Entity Ty	ре			
Malaria Entity		~		
Program				
Malaria case di investigation	agnosis, treatment and	~		
Program status				
All		~		
Follow up				
Follow up				
Follow up				

- Select the Tracked Entity Type you want to show on the map.
- Select a **Program** where the tracked entities belong.
- Use the **Program status** field to select the enrollment status of tracked entities to include: All, Active, Completed or Cancelled.
- \circ Set the **Follow up** status of the tracked entity for the given program.

2. In the **Relationships** tab

g			
ing tracked entity relat	ionships in Maps is a	an experimen	tal feature
acked Entity relation	nships		
ip type			
se to cases	~]	
		J	
í	ring tracked entity relat racked Entity relation	ring tracked entity relationships in Maps is a racked Entity relationships ip type	ring tracked entity relationships in Maps is an experiment racked Entity relationships ip type

Caution

Displaying tracked entity relationships in Maps is an experimental feature

- If a Tracked Entity Type with relationships has been selected, you can select the **Display Tracked Entity relationships** checkbox
- Once checked, you can select the type of relationship to display on the map from the dropdown list. Only relationships from the selected Tracked Entity type are available.
- 3. In the **Period** tab

Data	Relationships	Period	Org Units	Style
Select	period when track	ed entities w	vere last updat	ed
Progra		e: the date a	tracked entity	was registered or enrolled in a
tart date				
08/04/2	2021			
nd date				
08/04/2	2024			

Cancel Add layer

- If no program is selected, you can set start and end dates when the tracked entities were last updated.
- \circ If a program is selected, you can set the period when tracked entities were last updated or when they were registered or enrolled in the program.

4. In the **Org Units** tab:

Add new tracked entity layer

Data	Relationships	Period	Org Units	Style	
	 Sierra Leone Bo Bombali Bonthe Kailahun Kailahun Kambia Koinadugu Kono Kono Moyamba Port Loko Pujehun Tonkolili Tonkolili 	ect all			
Selectio	n mode Selected	and all belov	N ~		
				Cancel	Add layer

- \circ Select the organisation units you want to include in the layer. You have 3 selection modes:
 - Selected only: Include tracked entities belonging to selected org units only.
 - Selected and below: Included tracked entities in and right below selected org units.
 - Selected and all below: Included tracked entities in and all below selected org units.

5. In the **Style** tab:

Add new tracked entity layer

Data	Relationships	Period	Org Units	Style	
Tracked e	ntity style:				
Color	Point	size			
	✔ 6				
Buffer					
Radius	in meters				
1000					
Related er	ntity style:				
Color	Point size	Line Color			

Cancel Add layer

- Select a **color** for the tracked entities points and polygons.
- Select the **point size** (radius between 1 and 20) for the points.
- Select **Show buffer** to display visual buffer around each tracked entity. The buffer distance in meters can be modified here.
- If a relationship type has been selected on the relationships tab you can select **color**, **point size**, and **line color** for relationships and related tracked entities instances
- 6. Click Add/Update layer.

Modify a tracked entity layer

- 1. In the layer panel, click the edit (pencil) icon on the tracked entity layer card.
- 2. Modify the setting on the DATA, PERIOD, ORG UNIT and STYLE tabs as desired.
- 3. Click Update layer.

Clear a tracked entity layer

To clear a tracked entity layer from a map:

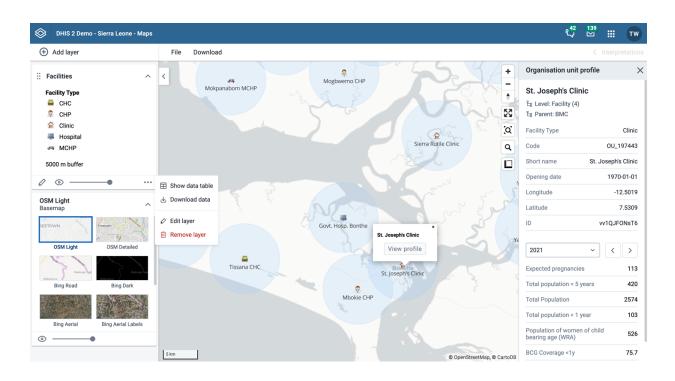
1. In the layer card to the left, click the *more actions* (three dots) icon and then on **Remove layer**.

The layer is removed from the current map.

Manage facility layers

The facility layer displays icons that represent types of facilities. Polygons do not show up on the map, so make sure that you select an organisation unit level that has facilities.

A polygon is an enclosed area on a map representing a country, a district or a park.



Facility layers are represented by layer cards in the layer panel such as:

Along the top of the facilities card from left to right are:

- A grab field to allow dragging and re-ordering layers with the mouse
- The Facilities title
- · An eye symbol for toggling the visibility of the layer
- An arrow symbol to collapse and expand the facilities card

In the middle of the facilities card is a legend indicating the group set representation.

Along the bottom of the facilities card from left to right are:

- An edit (pencil) button to open the layer configuration dialog
- A slider for modifying the layer transparency
- A more actions (three dots) button with additional options:

• A **Show/hide data table** toggle button to show or hide the data table associated with the layer

- **Download data** allows you to download the data for this layer in GeoJSON format for use in other mapping software
- Edit layer is the same as edit button above
- \circ **Remove layer** will remove this layer from the current map.

Create a facility layer

To create facility layer, choose **Facilities** on the **Add layer**selection. This opens the Facility layer configuration dialog.

1. In the Organisation Units tab

Add new facility layer Organisation Units Style			
User organisation unit	er sub-units	User sub-x2-unit	s
 Sierra Leone Bo Bombali Bonthe Kailahun Kambia Kenema Koinadugu Kono 			
Facility ×	Select a	group	~
Selected: 1 level Deselect all			
Use associated geometry Catchment a	rea		~
		Cancel	dd layer

- Select the organisation unit level(s) and/or group(s) from the selection fields on the right hand side.
- Select the organisation units you want to include in the layer. It is possible to select either
 - One or more specific organisation units, or

- A relative level in the organisation unit hierarchy, with respect to the user. By selecting a **User organisation unit** the map data will appear differently for users at different levels in the organisation unit hierarchy.
- The system administrator can set the default organisation unit level containing facilities in the **System Settings** app.
- **Use associated geometry**: This dropdown will only show if there are any additional geometry available for your organisation units. This is typically used to show facility catchment areas.
- 2. In the **Style** tab:

Organisation Units	Style
Labels	Style by group set
Size	Facility Type ~
14 B <i>I</i>	🚔 СНС
Buffer	👼 CHP
Radius in meters	🔂 Clinic
5000	拱 Hospital
	🚙 MCHP

- Select any styling you wish to apply to the facilities.
 - Show labels

Allows labels to be shown on the layer. Font size, weight and color can be modified here.

Show buffer

Allows a visual buffer to be displayed on the layer around each facility. The radius of the buffer can be modified here. Buffer option is not available if associated geometry is used.

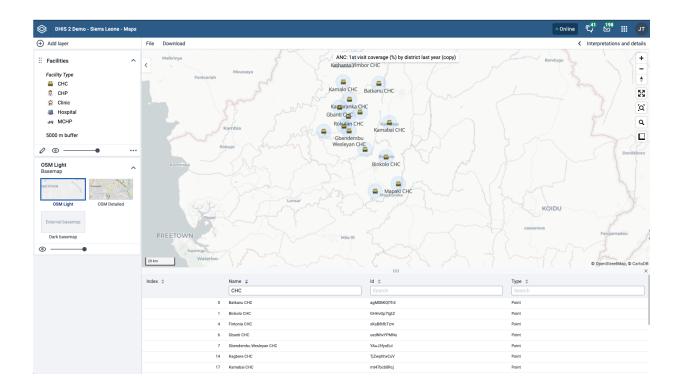
- Facilities can be styled an organisation unit group set using different icons. Select a group set from the list of organisation unit group sets defined for your DHIS2 instance. The system administrator can set the default organsation unit group set in the System Settings app.
- If no group set is selected, the facilities will be shown as filled circles. The color and the circle radius can be changed.
- 3. Click Add layer.

Create or modify a facility layer

- 1. In the layer panel, click the edit (pencil) icon on the facility layer card.
- 2. Modify the setting on the GROUP SET, ORGANISATION UNITS and STYLE tabs as desired.
- 3. Click Update layer.

Filter values in a facility layer

Facility layers have a **Show/hide data table** option that can be toggled on or off from the facility layer card.



The data table displays the data forming the facility layer.

- clicking on the up/down arrow will sort the table based on that column; toggling between ascending and descending.
- entering text or expressions into the filter fields below the titles will apply those filters to the data, and the display will adjust according to the filter. The filters are applied as follows:
 - NAME

filter by name containing the given text

• ID

filter by IDs containing the given text

• TYPE

filter by GIS display types containing the given text

Note

Data table filters are temporary and are not saved with the map layers as part of the saved map.

Search for a facility

The NAME filter field in the data table provides an effective way of searching for individual facilities.

Open organisation unit profile

You can open the organisation unit profile in three ways:

- 1. Click on any of the organisasjon units shown on the map, and click the **View profile** button in the popup.
- 2. Right-click one of the organisation units on the map, and select View profile from the menu.
- 3. Click on an organisation unit row in the data table.

Remove facility layer

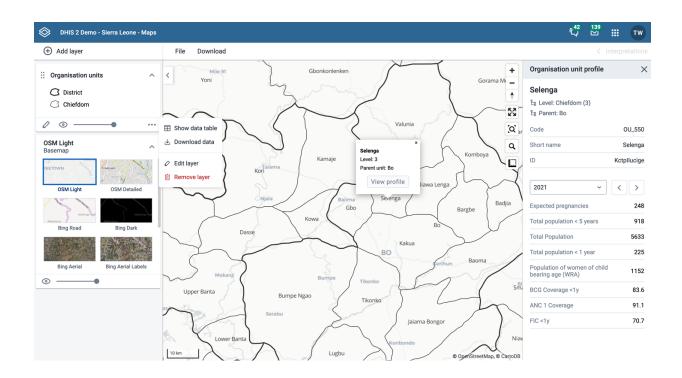
To clear all data in a facility layer:

1. In the layer card to the left, click the more actions (three dots) icon and then on Remove layer.

The layer is removed from the current map.

Manage org unit layers

The org unit layer displays the borders and locations of your organisation units. This layer is particularly useful if you are offline and don't have access to background maps.



Org unit layers are represented by layer *cards* in the layer panel such as:

Along the top of the org unit card from left to right are:

- A grab field to allow dragging and re-ordering layers with the mouse
- The Organisation unit title
- An arrow symbol to collapse and expand the org unit card

Along the bottom of the org unit card from left to right are:

- An edit (pencil) button to open the layer configuration dialog
- An eye symbol for toggling the visibility of the layer
- A slider for modifying the layer transparency
- A more actions (three dots) button with additional options:
 - A **Show/hide data table** toggle button to show or hide the data table associated with the layer
 - **Download data** allows you to download the data for this layer in GeoJSON format for use in other mapping software
 - Edit layer is the same as edit button above
 - Remove layer will remove this layer from the current map.

Create an org unit layer

To create an org unit layer, choose **Org units** on the **Add layer** selection. This opens the org unit layer configuration dialog.

1. In the **ORGANISATION UNITS** tab

Add new org unit layer

Organisation Units	Style				
User organisation User organisation Sierra Leone Bo Bo Bo Bo Bombali	unit	User s	ub-units	User sub-x2	-units
 Bonthe Kailahun Kambia Kenema Koinadug Kono 					
District × Chiefdor	m ×	~	Select a gro	pup	~
Selected: 2 levels Dese	elect all				
Use associated geomet	ry None ((default)			~
				Cancel	Add layer

- select the organisation unit level(s) and/or group(s) from the selection fields on the right hand side.
- \circ Select the organisation units you want to include in the layer. It is possible to select either
 - One or more specific organisation units, or
 - A relative level in the organisation unit hierarchy, with respect to the user. By selecting a **User organisation unit** the map data will appear differently for users at different levels in the organisation unit hierarchy.
- **Use associated geometry**: This dropdown will only show if there are any additional geometry available for your organisation units. This is typically used to show facility catchment areas.
- 2. In the **Style** tab:

Organisation Units	Style
Labels	Style by group set
Size	Area ~
14 B Z	Eastern Area
oundary color	Northern Area
~	Southern Area
	Western Area
pint radius	
6	

• select any styling you wish to apply to the org unitss.

Labels

Allows labels to be shown on the layer. Font style can be modified here.

Boundary color

Allows the boundary or outline color of the organisation units to be changed.

Point radius

Sets the base radius when point type elements, such as facilities, are presented on the org unit layer.

- Organisation units can be styled an organisation unit group set using different colors. Select a group set from the list of organisation unit group sets defined for your DHIS2 instance.
- 3. Click Add layer.

Modify an org unit layer

- 1. In the layer panel, click the edit (pencil) icon on the org unit layer card.
- 2. Modify the setting on the ORGANISATION UNITS and STYLE tabs as desired.

3. Click Update layer.

Filter values in an org unit layer

Org unit layers have a **Show/hide data table** option that can be toggled on or off from the org unit layer card.

The data table displays the data forming the org unit layer.

- clicking on a title will sort the table based on that column; toggling between ascending and descending.
- entering text or expressions into the filter fields below the titles will apply those filters to the data, and the display will adjust according to the filter. The filters are applied as follows:

 \circ NAME

filter by name containing the given text

• LEVEL

filter level by numbers and/or ranges, for example: 2,>3&\<8

• PARENT

filter by parent names containing the given text

• ID

filter by IDs containing the given text

• TYPE

filter by GIS display types containing the given text

Note

Data table filters are temporary and are not saved with the map layers as part of the saved map.

Search for an organisational unit

The NAME filter field in the data table provides an effective way of searching for individual organisational units displayed in the org unit layer.

Open organisation unit profile

You can open the organisation unit profile in three ways:

- 1. Click on any of the organisasjon units shown on the map, and click the **View profile** button in the popup.
- 2. Right-click one of the organisation units on the map, and select View profile from the menu.
- 3. Click on an organisation unit row in the data table.

Navigate between organisation hierarchies

You can modify the target of the org unit layer in the hierarchy without using the level/parent user interface.

- 1. Right-click one of the organisation units.
- 2. Select Drill up one level or Drill down one level.

The drill down option is disabled if you are on the lowest level. Likewise the drill up option is disabled from the highest level.

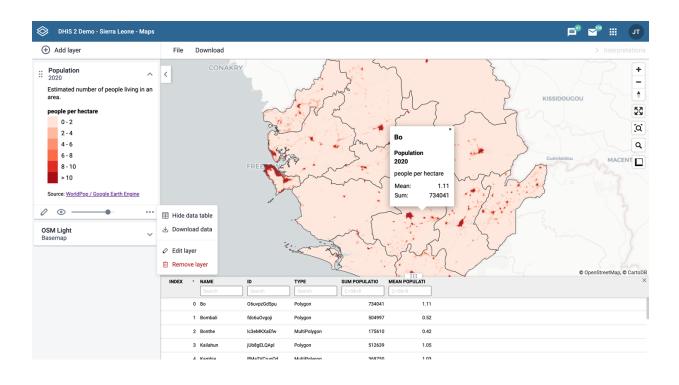
Remove org unit layer

To clear all data in an org unit layer:

1. In the layer card to the left, click the more actions (three dots) icon and then on **Remove layer**.

The layer is removed from the current map.

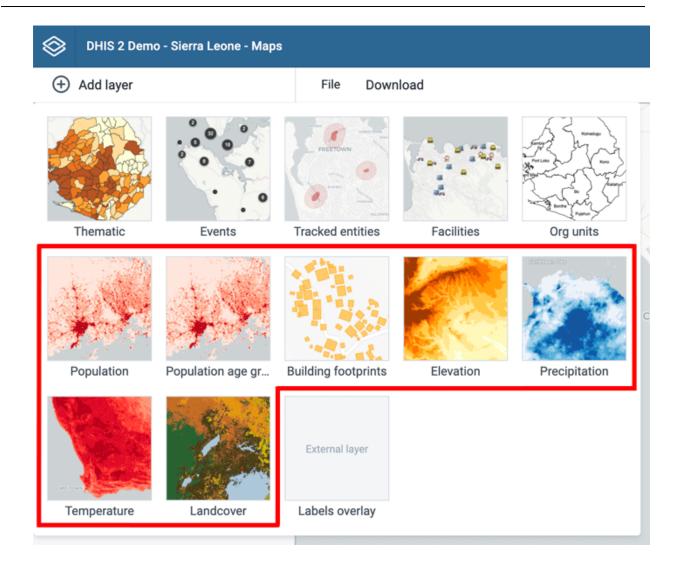
Manage Earth Engine layer



Google Earth Engine layers are enabled if a Google Earth Engine API key has been configured for your system. Contact your system administrator if you need access to these layers.

The layers from Google Earth Engine let you display and aggregate external data to your organisation units. Use the population layer to calculate the number of people living in a district, or within a distance from a health facility. The elevation layer allows you to find the lowest, highest and mean elevation. Use the landcover layer to see the forest cover, croplands or urban areas, and calculate the percentage for each organisation unit.

The following layer sources are supported and displayed by default:



- **Population**: Detailed population data from WorldPop showing the estimated number of people living in an area. Available for 2020.
- **Population age groups**: Estimated number of people living in an area, grouped by age and gender. Available for 2020.
- **Building footprints**: The outlines of buildings derived from high-resolution satellite imagery. Only for Sub-Saharan Africa, South and South-East Asia, Latin America and the Caribbean.
- Elevation: Elevation above sea level.
- **Precipitation**: Accumulated liquid and frozen water, including rain and snow, that falls to the surface. Combines model data with observations from across the world. Available monthly, from 1950.
- **Temperature**: Temperature at 2m above the surface. Combines model data with observations from across the world. Available monthly, from 1950.
- Land cover: 17 distinct landcover types collected from satellites by NASA. Available yearly, between 2001 and 2022.

Note

The <u>Maps app administrator</u> can show or hide layer sources from other users.

Create an Earth Engine layer

To create an Earth Engine layer, choose the desired layer from the **Add layer** selection. This opens the layer configuration dialog.

1. In the **Data** tab:

Data	Period	Organisation Units	Style
 Estimated numl 	per of people living in an	area, grouped by age and gend	er.
Data will be cald	culated on Google Earth	Engine for the chosen organisa	tion units.
		able. See the aggregation result	s by clicking map
regions or viewi	ng the data table. The re	esults can also be downloaded.	
broups			
Men 0 - 1 years	× Women 0 - 1 yea	ars ×	~
	× Women 0 - 1 yea	ars ×	~
Men 0 - 1 years		ars ×	~
Men 0 - 1 years		ars ×	~
Men 0 - 1 years	bd	ars X	
Men 0 - 1 years	od ean X	ars X	
Men 0 - 1 years Aggregation metho Sum × Me Jnit: people per hec	od ean × tare	ars X	
Aggregation metho Sum × Me Unit: people per hec	od ean X	ars X	
Men 0 - 1 years Aggregation metho Sum × Me Jnit: people per hec	od ean × tare	ars X	

- For "population age groups" you can select the age/gender **groups** you would like to include when aggregating the data.
- Select the aggregation methods you would like to use when calculating values for the selected organisation units (some option might not be available depending on the layer source).
 - **Sum**: Calculates the total number within each organisation unit. Recommended to use for the population layers.
 - Min: Returns the minimum value in the layer unit displayed below the selection. For population layers it will be the minimum *people per hectar*. For elevation layer it will return the lowest elevation (meters above sea level).
 - Max: Returns the maximum value in the layer unit. For population layers it will be the minimum *people per hectar*. For elevation layer it will return the highest elevation for each organisation unit.

- Mean: Returns the mean value in the layer unit. For population layers it will be the mean *people per hectar*. For precipitation layer it will be the mean rainfall in millimeters across the organisation unit.
- Median: Returns the mean value in the layer unit. For population layers it will be the median *people per hectar*. For temperature layer it will be the median °C during daytime for the organisation unit.
- Standard deviation: Returns the standard deviation value in the layer unit.
- Variance: Returns the variance value in the layer unit.
- Special cases:
 - For "building footprints": **Count**: Returns the number of buildings within each organisation unit. Note that building counts are only available for smaller organisation unit areas.
 - For "landcover": **Percentage**, **Hectar**, **Acres**: Return the area covered by each landcover category within each organisation in different units.
- 2. In the **Period** tab

		oups layer	
Data	Period	Organisation Units	Style
Period			
2020		~	
Available periods are	set by the source data		
		Cancel	Add layer

Select the period for the data source. The available periods are set by layer source.
 Sources are available either montly or yearly others are available at a single point in time.

3. In the Organisation Units tab:

Add I	new	population	layer
-------	-----	------------	-------

Data	Period	Organisati	on Units	Style		
🗌 Us	er organisa	tion unit	User s	ub-units	User sub-x2	-units
	 Sierra Leor Bo Bomba Bonthe Kailahe Kambi Kanem Koinad Kono 	ali e un a ia lugu				
District	: ×		~	Select a gr	oup	~
Selected:	1 level De	select all				
Use asso	ociated geor	metry None	(default)			~
					Cancel	Add layer

- \circ Select the organisation units you where you want to see aggregated data values. It is possible to select either
 - One or more specific organisation units, organisation unit levels in the hierarchy, organisation unit groups, or
 - A relative level in the organisation unit hierarchy, with respect to the user. By selecting a **User organisation unit** the map data will appear differently for users at different levels in the organisation unit hierarchy.
- **Use associated geometry**: This dropdown will only show if there are any additional geometry available for your organisation units. This is typically used to calculate values for facility catchment areas.

4. In the Style tab



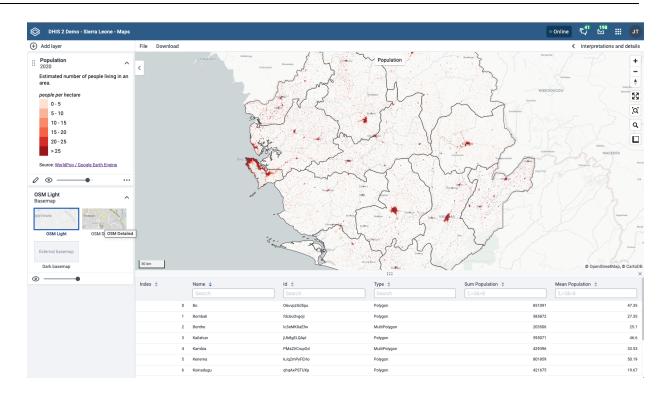
Cancel Add layer

- \circ Modify the parameters specific to the layer type.
- Adjust the legend range, steps and colors, as desired.
- If you select organisation units having a single point coordinate (facilities) you can set a radius buffer to calculate the data value within. A radius of 5000 meters will aggregate all values available within a 5 km distance from a facility. Buffer option is not available if associated geometry is used.
- 5. Click Add layer.

Click on the map regions or facilities to see the aggregation result for that organisation unit.

Listing of data values

Earth Engine layers have a **Show/hide data table** option that can be toggled on or off from the layer card.



The data table displays all the aggregated values for the organisation units selected.

- Clicking on the up/down button will sort the table based on that column; toggling between ascending and descending.
- Entering text or expressions into the filter fields below the titles will apply those filters to the data, and the display will adjust according to the filter. The filters are applied as follows:

• NAME

filter by name containing the given text

 $\circ \mathsf{ID}$

filter by IDs containing the given text

• TYPE

filter by GIS display types containing the given text

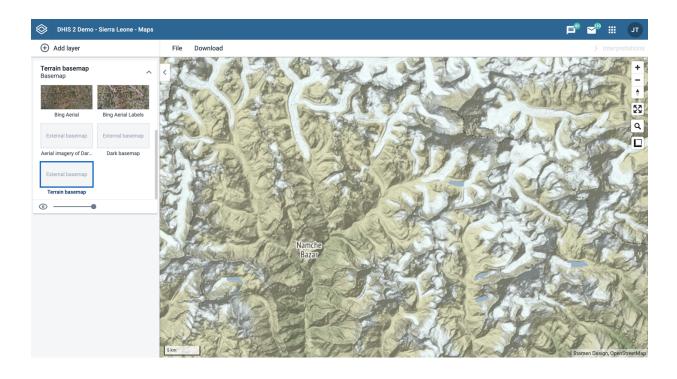
• AGGREGATION VALUES ("Sum" and "Mean" in the example above)

there is one column for each of the aggregation types selected numeric data values can be filtered by given numbers, and/or ranges, for example: 2,>3&\<8

Note

Data table filters are temporary and are not saved with the map layers.

Add external map layers



External map layers are represented as either basemaps or overlays.

Note

The Maps app administrator can add external map layers.

• Basemaps

These are available in the **basemap** card in the layers panel and are selected as any other basemap.

Overlays

These are available in the **Add layer** selection. Unlike basemaps, overlays can be placed above or below any other overlay layers.

Overlay layers are represented by additional layer *cards* in the layer panel such as:

Along the top of the overlay card from left to right are:

- A grab field to allow dragging and re-ordering layers with the mouse
- The title of the external map layer
- An arrow symbol to collapse and expand the overlay card

In the middle of the card is a legend if the layer has one.

Along the bottom of the overlay card from left to right are:

- A slider for modifying the layer transparency
- A delete (trash can) icon to remove the layer from the current thematic map.

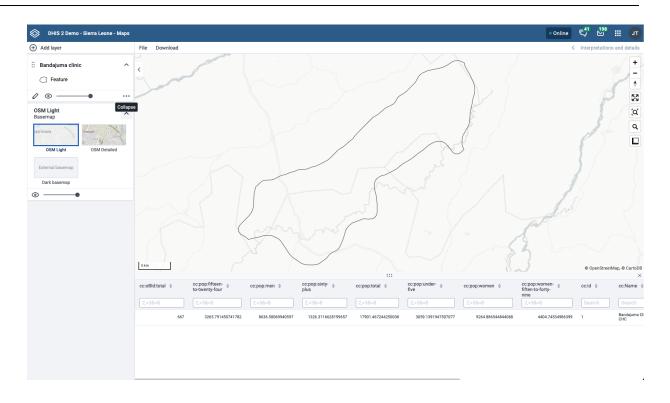
GeoJSON external layers

If you add a GeoJSON external layer to your map, you will have a few style choices:

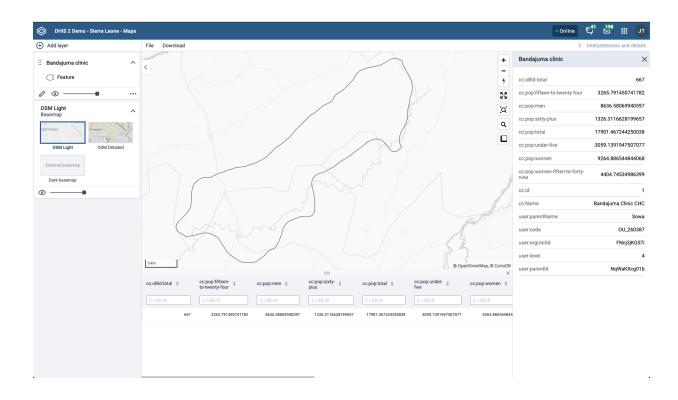
Add new feature layer

Style	
Fill color	
Line/stroke color	
\sim	
Line/stroke width	
1	
Line/stroke width must be between 0-10.	
Point radius	
5	
	Cancel Add layer

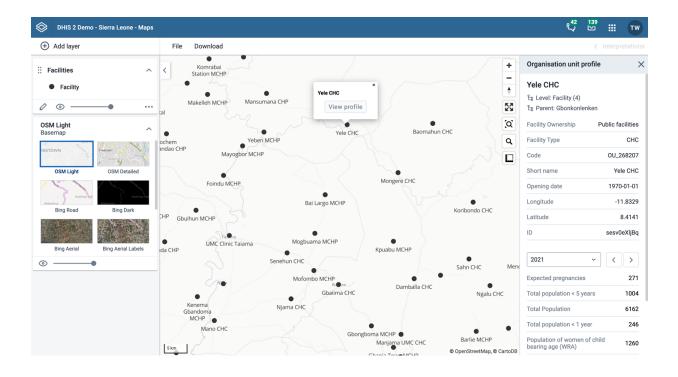
Once the GeoJSON layer has been displayed, you can view the data table



As with other layers, you can sort and filter the data. If you want to view the data for one row, click on the row to open the Feature Profile:



Organisation unit profile



The organisation unit profile shows detailed information about each organisation unit. You can open the profile from org unit, facility and thematic layers.

You can open the organisation unit profile in three ways:

- 1. Click on any of the organisasjon units shown on the map, and click the **View profile** button in the popup.
- 2. Right-click one of the organisation units on the map, and select View profile from the menu.
- 3. Click on an organisation unit row in the **data table**.

The profile will show on the right side of the map. The profile contents is set by the system administrator.

File menu

File	Download
+	New
C	Open
6	Save
6	Save as
0	Rename
ŻΑ	Translate
ŝ	Share
Ø	Get link
Ū	Delete

Use the **File menu** to manage your maps. Several menu items will be disabled until you open or save a map.

Saving your maps makes it easy to restore them later. It also gives you the opportunity to share them with other users as an interpretation or put it on the dashboard. You can save all types of layer configurations as a saved map.

Create a new map

Click File > New.

NB! This will clear the current map layers you have without saving.

Open a new map

- 1. Click **File > Open**. A dialog box opens with a list of maps.
- 2. Find the saved map you want to open. You can either use \< and > or the search field to find a saved map. The list is filtered on every character that you enter. You can filter the list by selecting **Show all**, **Created by me** or **Created by others**.
- 3. Click the name of the map you want to open.

Save a map

When you have created a map it is convenient to save it for later use:

- 1. Click File > Save.
- 2. Enter a Name (required) and a Description (optional) the first time you save a map.
- 3. Click Save.

Save a copy of a map

- 1. Click File > Save as...
- 2. Enter a Name (required) and a Description (optional) for the map.
- 3. Click Save.

Rename a map

- 1. Click File > Rename.
- 2. Enter a new Name and/or Description for your map.
- 3. Click **Rename**. The map is updated.

Translate a map

- 1. Click File > Translate.
- 2. Select the Locale (language) your translation.
- 3. Enter a translated Name and Description. The original text will show below the field.
- 4. Click Save.

Modify sharing settings for a map

After you have created a map and saved it, you can share the map with everyone or a user group. To modify the sharing settings:

- 1. Click **File > Share**. The sharing settings dialog opens.
- 2. Give access to a user or group: In the text box, search for the name of the user or group you want to share your saved map with and select it.

Select the access level and click on Give access.

Repeat the step to add more users or groups.

- 3. Users and groups that currently have access: For each user or group, choose the access level. The options are:
 - \circ No access: The public won't have access to the map. This setting is only applicable to All users.
 - View only
 - View and edit
 - Remove access: Remove the access for groups or individuals.

4. Click **Close** to close the dialog.

Get the link to a map

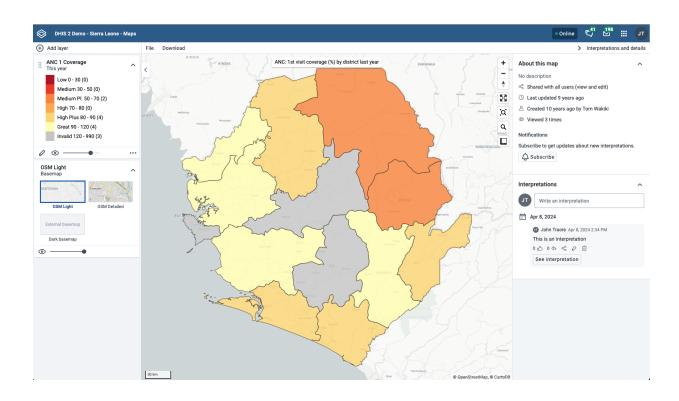
- 1. Click File > Get link. A link dialog opens.
- 2. Copy the link.

Delete a map

- 1. Click **File > Delete**. A confirmation dialog is displayed.
- 2. Click **DELETE** to confirm that you want to delete the saved map. Your map is deleted and the layers are cleared from the view.

Map interpretations and details

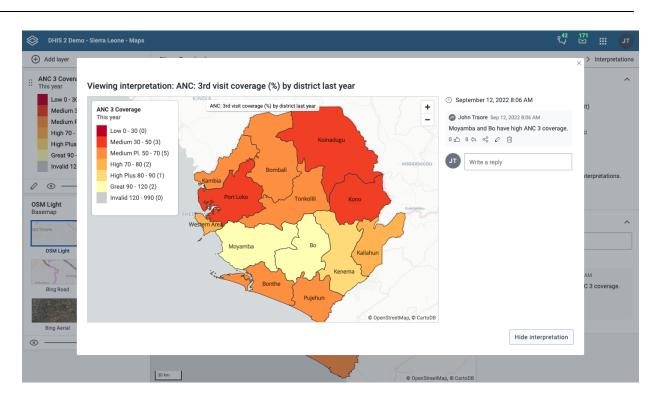
An interpretation is a description of a map at a given period. This information is also visible in the **Dashboard app**. Click **Interpretations and details** in the top right of the workspace to open the interpretations panel. The button is only clickable if the map is saved.



View interpretations based on relative periods

To view interpretations for relative periods, such as a year ago:

- 1. Open a saved map with interpretations.
- 2. Click **Interpretations and details** in the top right of the workspace to open the interpretations panel.
- 3. Click on **See interpretation**. Your map displays the data and the date based on when the interpretation was created. To view other interpretations, click them.



Write interpretation for a map

To create an interpretation, you first need to create a map and save it. If you've shared your map with other people, the interpretation you write is visible to those people.

- 1. Open a saved map.
- 2. Click **Interpretations and details** in the top right of the workspace to open the interpretations panel.
- 3. A text field will appear with a placeholder "Write an interpretation" for users that have read access to the saved map.
- 4. In the text field, type a comment, question or interpretation. You can also mention other users with '@username'. Start by typing '@' plus the first letters of the username or real name and a mentioning bar will display the available users. Mentioned users will receive an internal DHIS2 message with the interpretation or comment. You can see the interpretation in the Dashboard app.
- 5. Click **Post interpretation** to save the interpretation.

Change sharing settings for an interpretation

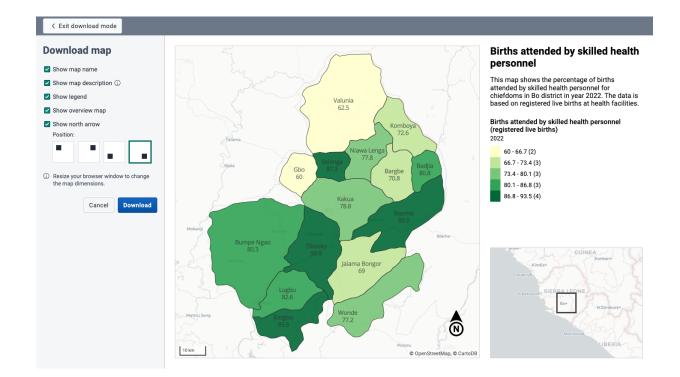
- 1. Click an interpretation (see how to view an interpretation above).
- 2. Click the share icon below the interpretation. The sharing settings dialog opens.
- 3. Search for and add a users and user groups that you want to share your map with, and set the access level. Click on **Give access**.
- 4. Change the access level for the users you want to modify:
 - \circ View and edit: Everyone can view and edit the object.
 - View only: Everyone can view the object.

- \circ No access: The public won't have access to the object. This setting is only applicable to All users.
- Remove access: Remove the access for groups or individuals.
- 5. Click **Close** when sharing settings are updated.

ive access to a user or group	
User or group	Access level
Search	Select a level ~ Give access
sers and groups that currently have	access
User / Group	Access level
کے All users Can view	Metadata View only ~
	Metadata View only ~ Metadata View and edit ~

Save a map as an image

You can download your map as an image by clicking on the Download button in the top menu



256

You will enter a "download mode" where you can adjust the map layout before you download the image. The left column gives you the following options:

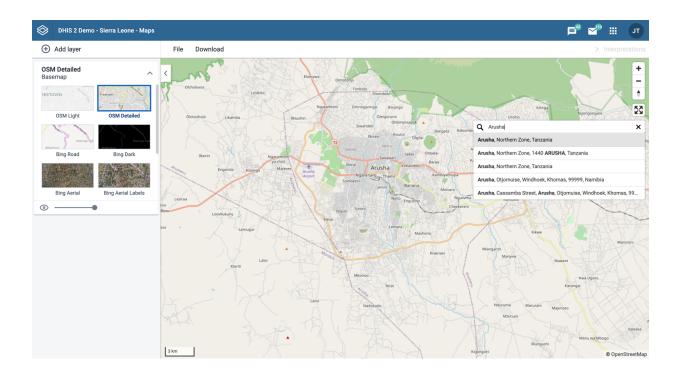
- **Show map name**: Select if you want to include the map name or not. This option is only available if the map is saved. To change the name, exit download mode and select *File* > *Rename*.
- Show map description: Select if you want to include the map description or not. This option is only available if a map description was added when the map was saved. To change the map description, exit download mode and select *File > Rename*.
- **Show legend**: Select if you want to include the map legend. If the map includes more than one layer, you can select the visibility for each legend.
- **Show overview map**: Select if you want to include an overview map (often named inset map). This option will be disabled if there is not enough room for it in the right column.
- **Show north arrow**: Select to include a north arrow on the map. The default position is the lower right corner of the map, but you can change it to another corner.
- Click **Download** to download your map.

Resize your browser window to change the map dimensions. You can also reposition both the main map and the overview map.

Map download is not supported in Internet Explorer or Safari. We recommend using Google Chrome or Firefox.

Search for a location

The place search function allows you to search for almost any location or address. This function is useful in order to locate for example sites, facilities, villages or towns on the map.



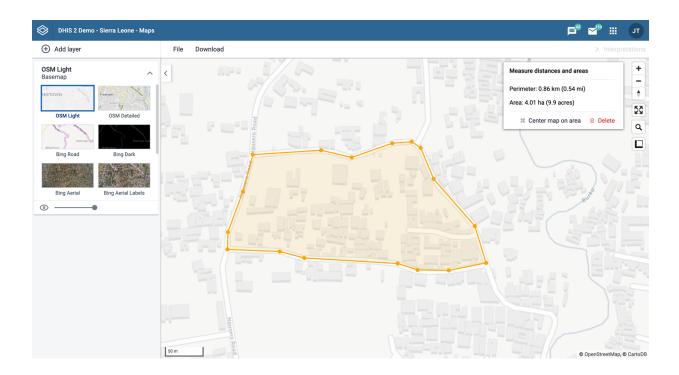
- 1. On the right side of the Maps window, click the magnifier icon.
- 2. Type the location you're looking.

A list of matching locations appear as you type.

3. From the list, select a location. A pin indicates the location on the map.

Measure distances and areas in a map

- 1. In the upper left part of the map, put the cursor on the **Measure distances and areas** (ruler) icon and click **Create new measurement**.
- 2. Add points to the map.
- 3. Click Finish measurement.



Get the latitude and longitude at any location

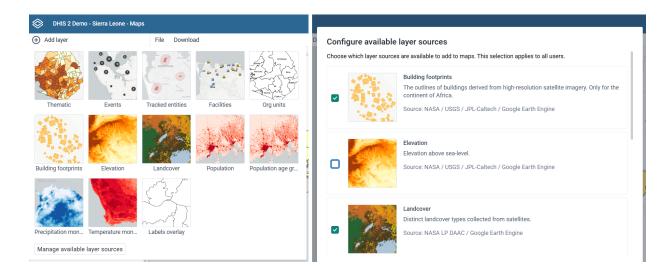
Right-click a point on the map and select **Show longitude/latitude**. The values display in a pop-up window.

Maps app administrator

A **Maps** app administrator can be defined by the system administrator assigning the F_EXTERNAL_MAP_LAYER_PUBLIC_ADD authority.

The **Maps** app administrator is able to:

• Select the sources for Google Earth Engine layers available to other users via the Manage available layer sources button.



• Add new external layer sources via the Maintenance app.

	DHIS 2 Demo - Sierra Leone					🚅 🙅 🔍 Sean			
ALL	CATEGORY	DATA ELEMENT	DATA SET	INDICATOR	ORGANISATION UNIT	PROGRAM	VALIDATION	OTHER	
External r	map layer 💿								
🔒 This obj	ject will be created with public edit a	and view rights							
Name (*)									
Name (*)									
Code									
WMS									
TMS									
XYZ Vector S	Stule								
GeoJSC									
ArcGIS	feature								
URL (*)									
Attribution									
Placement (*)									
Top - overl	ay							Ŧ	

See also

<u>Manage legends</u>

Analyze data in pivot tables

About the Pivot Table app

With the **Pivot Table** app, you can create pivot tables based on all available data dimensions in DHIS2. A pivot table is a dynamic tool for data analysis which lets you summarize and arrange data according to its dimensions. Examples of data dimensions in DHIS2 are:

- data dimension itself (for example data elements, indicators and events)
- periods (representing the time period for the data)
- organisation hierarchy (representing the geographical location of the data)

From these dimensions you can freely select *dimension items* to include in the pivot table. You can create additional dimensions in DHIS2 with the group set functionality. This allows for different aggregation pathways, such as aggregation by "Partner" or facility type.

A pivot table can arrange data dimensions on *columns*, *rows*, and as *filters*. When you place a data dimension on columns, the pivot table will display one column per dimension item. If you place multiple data dimensions on columns, the pivot table displays one column for all combinations of the items in the selected dimensions. When you place a data dimension on rows, the pivot table displays one row per dimension item in a similar fashion. The dimensions you select as filters will not be included in the pivot table, but will aggregate and filter the table data based on the selected filter items.

Тір

- You must select at least one dimension on columns or rows.
- You must include at least one period.
- Data element group sets and reporting rates can't appear in the same pivot table.
- A pivot table can't contain more than the maximum number of analytic records which have been specified in the system settings. The maximum number of records could also be constrained by the maximum RAM which is available to your browser. You will be prompted with a warning if your requested table exceeds a particular size. From this prompt, you can either cancel the request or continue building the table. Consider making smaller tables instead of one table which displays all of your data elements and indicators together.
- The **Pivot Table** app supports drill-down and up for periods and organisation unit. This means that you can for example drill down from yearly periods to quarters, months and weeks inside a pivot table. You can also drill down from the global organisation unit to countries, provinces and facilities.

Create a pivot table

- 1. Open the **Pivot Table** app.
- 2. In the menu to the left, select the dimension items you want to analyse, for example data elements or indicators.
- 3. Click Layout and arrange the data dimensions as columns, rows and filters.

You can keep the default selection if you want.

4. Click Update.

In this example, indicators are listed as columns and periods as rows.

🖪 Data				< Update Layout Deptions Favorites Download Share						
Data elements			~	Periods / Data	BCG doses given +	Fully Immunized child +	Measles doses given ¢	OPV3 doses given +	Penta3 doses given ¢	Total ¢
Immunization	*	Totals	~	October 2014	16 691	14 065	15 763	14 006	14 106	74 631
Available 🔍 🔹 🕨	44 4	Select	ed	November 2014	17 400	14 812	16 679	15 866	16 034	80 791
OPV0 doses given	BCG doses given			December 2014	13 634	11 743	11 798	10 292	10 812	58 279
OPV1 doses given	Fully Immunized child			January 2015	20 031	14 579	16 379	14 446	14 646	80 081
OPV2 doses given	Measles doses given			February 2015	20 483	15 732	18 208	15 992	16 245	86 660
Penta1 doses given	OPV3 doses given			March 2015	19 396	16 200	17 563	15 304	15 600	84 063
Penta2 doses given	Penta3 doses given			April 2015	20 410	15 526	17 422	15 335	15 790	84 483
Yellow Fever doses given				May 2015	22 402	17 765	19 386	16 711	17 191	93 455
				June 2015	23 243	15 762	17 875	16 143	16 601	89 624
				July 2015	21 589	15 705	17 063	16 741	16 622	87 720
				August 2015	20 485	17 499	19 144	18 024	18 247	93 399
				September 2015	21 130	17 841	19 645	17 924	18 108	94 648
C Periods				Total	236 894	187 229	206 925	186 784	190 002	1 007 834

Select dimension items

The left menu lists sections for all available data dimensions. From each section you can select any number of dimension items. As an example, you can open the section for data elements and select any number of data elements from the available list. You can select an item by marking it and clicking on the arrow in the section header or simply double-clicking on the item. Before you can use a data dimension in your pivot table you must at least select one dimension item. If you arrange a dimension as columns or rows but do not select any dimension items, the dimension is ignored.

You must choose at least one data dimension type to create a pivot table. The available types are described in this table:

Data dimension type	Definition	Examples
Indicators	An indicator is a calculated formula based on data elements.	Coverage of immunization across a specific district.
Data elements	Represents the phenomenon for which data has been captured.	Number of malaria cases; number of BCG doses given.
Data sets	A collection of data elements grouped for data collection. You can select : * Reporting rates : the percentage of actual reports compared to the expected number of reports * Reporting rates on time : the reporting rates based on timely form submissions. A timely submission must happen within a number of days after the reporting period. * Actual reports : the actual number of reports * Actual reports on time : the actual number of reports based on timely form submissions. A	Reporting rates for immunization and morbidity forms.

Data dimension types

Data dimension type	Definition	Examples
	timely submission must happen within a number of days after the reporting period. * Expected reports : the number of expected reports based on organisation units where the data set and the reporting frequency has been assigned.	
Event data items	A data element that is part of a program representing events that have been captured.	Average weight and height for children in a nutrition program.
Program indicators	A calculated formula based on data elements in a program representing events.	Average BMI score for children in a nutrition program.

You can combine these dimensions to display for example aggregate data with reporting rates, or event data items together with program indicators, all in the same pivot tables. For the "data element" data dimension, you are also able to select "Totals" and "Details", which will allow you to view different category combination options together on the same pivot table.

For the period dimension you can choose between using fixed periods or relative periods. An example of a fixed period is "January 2012". To select fixed periods start by selecting a period type from the period type list. You can then select periods from the list of available periods.

Relative periods are periods relative to the current date. Examples of relative periods are "Last month", "Last 12 months", "Last 5 years". Relative periods can be selected by ticking the check-boxes next to each period. The main advantage of using relative periods is that when you save a pivot table favorite, it will stay updated with the latest data as time goes by without the need for constantly updating it.

For the organisation unit dimension you can select any number of organisation units from the hierarchy. To select all organisation units below a specific parent organisation unit, right click and click "Select all children". To manually select multiple organisation units, click and hold the **Ctrl** key while clicking on organisation units. You can tick "User org unit", "User sub-units" or "User sub-x2-units" in order to dynamically insert the organisation unit or units associated with your user account. This is useful when you save a pivot table favorite and want to share it with other users, as the organisation units linked with the other user's account will be used when viewing the favorite.

C Periods					
Monthly			~	Prev year	Next year
Available	Þ ÞÞ	44 4			Selected
November 2015 October 2015 May 2015 April 2015 March 2015 February 2015		July 2015 June 2015 August 2015 September 2			
January 2015			-		
Weeks This week Last week Last 4 weeks Last 12 weeks Last 52 weeks	This monition Last monition Last 3 mo Last 6 mo	Months This month Last month Last 3 months Last 6 months Last 12 months		-months] This bi-mor] Last bi-mor] Last 6 bi-m	nth
Quarters This quarter Last quarter Last 4 quarters	Last six-n	Six-months This six-month Last six-month Last 2 six-months			s al year al year acial years
Years This year Last year Last 5 years					

Dynamic dimensions can consist of organisation unit group sets, data element group sets, or category option group sets which have been configured with the type of "Disaggregation". Once the group sets have been configured, they will be come available in the pivot tables, and can be used as additional analysis dimensions, for instance to analyse aggregate data by Type of organisation unit or Implementing partner. Dynamic dimensions work the same as fixed dimensions.

Тір

Some dynamic dimensions may contain many items. This can cause issues with certain browsers due to the length of the URL when many dimension members are selected. A special "All" check box is available for dynamic dimensions, which allows you to include all available dimensions implicitly in your pivot table, without specifying each and every dimension member.

Modify pivot table layout

After selecting data dimensions it is time to arrange your pivot table. Click "Layout" in the top menu to open the layout screen. In this screen you can position your data dimensions as table columns, rows or filters by clicking and dragging the dimensions from the dimensions list to the respective column, row and filter lists. You can set any number of dimensions in any of the lists. For instance, you can click on "Organisation units" and drag it to the row list in order to position the organisation unit dimension as table rows. Note that indicators, data elements and data set reporting rates are part of the common "Data" dimension and will be displayed together in the pivot table. For instance, after

selecting indicators and data elements in the left menu, you can drag "Organisation Unit" from the available dimensions list to the row dimension list in order to arrange them as rows in the pivot table.

able layout		()
Excluded dimensions	Report filter	Column dimensions
Assigned categories Facility Ownership Funding Agency Gender		Data
	Row dimensions	
	Periods	
	Organisation units	
		Hide Update

After you have set up your pivot table you can click "Update" to render your pivot table, or click "Hide" to hide the layout screen without any changes taking effect. Since we in our example have selected both the period and organisation unit dimension as rows, the pivot table will generate all combinations of the items in these dimensions and produce a table like this:

🖪 Data <		 Layout - Options - 	Favorites + Do	wnload + Share +				
C Periods	Periods	Organisation units / Data	BCG doses given	Fully Immunized child	Measles doses given	OPV3 doses given	Penta3 doses given	Total
Organisation units		Bo	2 405	1 427	1 512	1 535	1 544	8 423
🕢 🗸 🗌 User org unit 🗌 User sub-units 📄 User sub-x2-units	June 2015	Bombali	1 585	1 168	1 228	1 183	1 200	6 364
🔄 🕞 Sierra Leone		Bonthe	779	472	515	541	534	2 841
🕀 🧰 Bo			4 769	3 067	3 255	3 259	3 278	17 628
Bombali		Bo	2 255	1 351	1 382	1 559	1 492	8 039
🛪 🧫 Bonthe	July 2015	Bombali	1 438	1 219	1 252	1 300	1 303	6 512
🗄 🦲 Kambia		Bonthe	650	597	623	593	560	3 023
🕀 🧰 Kenema			4 343	3 167	3 257	3 452	3 355	17 574
a 🗀 Koinadugu		Bo	2 283	2 092	2 148	2 127	2 073	10 723
	August 2015	Bombali	1 613	1 255	1 332	1 318	1 318	6 836
🗃 🧰 Port Loko		Bonthe	792	621	650	641	667	3 371
B Dejehun			4 688	3 968	4 130	4 086	4 058	20 930
a 🔁 Western Area		Bo	2 392	1 508	2 067	1 732	1 737	9 436
Se	eptember 2015	Bombali	1 526	1 344	1 432	1 337	1 403	7 042
		Bonthe	615	792	684	622	651	3 364
			4 533	3 644	4 183	3 691	3 791	19 842
		Total	18 333	13 846	14 825	14 488	14 482	75 974

Change the display of your pivot table

- 1. Open the **Pivot Table** app.
- 2. Create a new pivot table or open a favorite.
- 3. Click Options.
- 4. Set the options as required.

Pivot table options

	Option	Description
Data	Show column totals	Displays total values in the table for each row and column, as well as a total for all values in the table.
	Show column sub-totals Show row sub-totals	Displays subtotals in the table for each dimension. If you only select one dimension, subtotals will be hidden for those columns or rows. This is because the values will be equal to the subtotals.
	Show dimension labels	Shows the dimension names as part of the pivot tables.
	Hide empty rows	Hides empty rows from the table. This is useful when you look at large tables where a big part of the dimension items don't have data in order to keep the table more readable.
	Hide empty columns	Hides empty columns from the table. This is useful when you look at large tables where a big part of the dimension items

	Option	Description
		don't have data in order to keep the table more readable.
	Skip rounding	Skips the rounding of data values, offering the full precision of data values. Can be useful for finance data where the full dollar amount is required.
	Aggregation type	The default aggregation operator can be over-ridden here, by selecting a different aggregation operator. Some of the aggregation types are Count , Min and Max .
	Number type	Sets the type of value you want to display in the pivot table: Value, Percentage of row or Percentage of column.
		The options Percentage of row and**Percentage of column** mean that you'll display values as percentages of row total or percentage of column total instead of the aggregated value. This is useful when you want to see the contribution of data elements, categories or organisation units to the total value.
	Measure criteria	Allows for the data to be filtered on the server side. You can instruct the system to return only records where the aggregated data value is equal, greater than, greater or equal, less than or less or equal to certain values. If both parts of the filter are used, it's possible to filter out a range of data records.
Events	Include only completed events	Includes only completed events in the aggregation process. This is useful for example to exclude partial events in indicator calculations.
Organisation units	Show hierarchy	Shows the name of all ancestors for organisation

	Option	Description
		units, for example "Sierra Leone / Bombali / Tamabaka / Sanya CHP" for Sanya CHP. The organisation units are then sorted alphabetically which will order the organisation units according to the hierarchy.
		When you download a pivot table with organisation units as rows and you've selected Show hierarchy , each organisation unit level is rendered as a separate column. This is useful for example when you create Excel pivot tables on a local computer.
Legend	Apply legend	 Applies a legend to the values. This mean that you can apply a colour to the values. Select By data item to color the table cells individually according to each data element or indicator. You configure legends in the Maintenance app.
	Style	Colors the text or background of cells in pivot tables based on the selected legend. You can use this option for scorecards to identify high and low values at a glance.
Style	Display density	Controls the size of the cells in the table. You can set it to Comfortable, Normal or Compact. Compact is useful when you want to fit large tables into the browser screen.
	Font size	Controls the size of the table text font. You can set it to Large, Normal or Small.
	Digit group separator	Controls which character to separate groups of digits or

	Option	Description
		"thousands". You can set it to Comma , Space or None .
General	Table title	Type a title here to display it above the table.
Parameters (for standard reports only)	Note You create standard reports in the Reports app. In the Pivot Table app you set which parameters the system should prompt the user for.	
	Reporting period	Controls whether to ask user to enter a report period.
	Organisation unit	Controls whether to ask user to enter an organisation unit.
	Parent organisation unit	Controls whether to ask user to enter a parent organisation unit.
	Include regression	Includes a column with regression values to the pivot table.
	Include cumulative	Includes a column with cumulative values to the pivot table.
	Sort order	Controls the sort order of the values.
	Top limit	Controls the maximum number of rows to include in the pivot table.

5. Click Update.

Manage favorites

Saving your charts or pivot tables as favorites makes it easy to find them later. You can also choose to share them with other users as an interpretation or display them on the dashboard.

You view the details and interpretations of your favorites in the **Pivot Table**, **Data Visualizer**, **Event Visualizer**, **Event Reports** apps. Use the **Favorites** menu to manage your favorites.

Open a favorite

- 1. Click **Favorites > Open**.
- 2. Enter the name of a favorite in the search field, or click **Prev** and **Next** to display favorites.
- 3. Click the name of the favorite you want to open.

Save a favorite

1. Click Favorites > Save as.

- 2. Enter a **Name** and a **Description** for your favorite. The description field supports a rich text format, see the interpretations section for more details.
- 3. Click Save.

Rename a favorite

- 1. Click Favorites > Rename.
- 2. Enter the new name for your favorite.
- 3. Click Update.

Write an interpretation for a favorite

An interpretation is a link to a resource with a description of the data at a given period. This information is visible in the **Dashboard** app. To create an interpretation, you first need to create a favorite. If you've shared your favorite with other people, the interpretation you write is visible to those people.

1. Click Favorites > Write interpretation.

2. In the text field, type a comment, question or interpretation. You can also mention other users with '@username'. Start by typing '@' plus the first letters of the username or real name and a mentioning bar will display the available users. Mentioned users will receive an internal DHIS2 message with the interpretation or comment. You can see the interpretation in the Dashboard app.

It is possible to format the text with **bold**, *italic* by using the Markdown style markers * and _ for **bold** and *italic* respectively. Keyboard shortcuts are also available: Ctrl/Cmd + B and Ctrl/Cmd + I. A limited set of smilles is supported and can be used by typing one of the following character combinations: :) :-) :(:-(:+1 :-1. URLs are automatically detected and converted into a clickable link.

- 3. Search for a user group that you want to share your favorite with, then click the + icon.
- 4. Change sharing settings for the user groups you want to modify.
 - Can edit and view: Everyone can view and edit the object.
 - Can view only: Everyone can view the object.
 - **None**: The public won't have access to the object. This setting is only applicable to **Public access**.
- 5. Click Share.

Subscribe to a favorite

When you are subscribed to a favorite, you receive internal messages whenever another user likes/ creates/updates an interpretation or creates/update an interpretation comment of this favorite.

- 1. Open a favorite.
- 2. Click >>> in the top right of the workspace.
- 3. Click on the upper-right bell icon to subscribe to this favorite.

Create a link to a favorite

1. Click Favorites > Get link.

2. Select one of the following:

- **Open in this app**: You get a URL for the favorite which you can share with other users by email or chat.
- **Open in web api**: You get a URL of the API resource. By default this is an HTML resource, but you can change the file extension to ".json" or ".csv".

Delete a favorite

- 1. Click Favorites > Delete.
- 2. Click OK.

View interpretations based on relative periods

To view interpretations for relative periods, such as a year ago:

- 1. Open a favorite with interpretations.
- 2. Click >>> in the top right of the workspace.
- 3. Click an interpretation. Your chart displays the data and the date based on when the interpretation was created. To view other interpretations, click them.

Download data from a pivot table

Download table layout data format

To download the data in the current pivot table:

- 1. Click Download.
- 2. Under Table layout, click the format you want to download: Microsoft Excel, CSV or HTML.

The data table will have one column per dimension and contain names of the dimension items.

Тір

When you download a pivot table with organisation units as rows and you've selected **Show hierarchy** in **Table options**, each organisation unit level is rendered as a separate column. This is useful for example when you create Excel pivot tables on a local computer.

Тір

You can create a pivot table in Microsoft Excel from the downloaded Excel file.

Download plain data source format

You can download data in the current pivot table in JSON, XML, Excel, and CSV as plain data formats with different identification schemes (ID, Code, and Name). The data document uses identifiers of the dimension items and opens in a new browser window to display the URL of the request to the Web API in the address bar. This is useful for developers of apps and other client modules based on the DHIS2 Web API or for those who require a plan data source, for instance for import into statistical packages.

To download plain data source formats:

- 1. Click **Download**.
- 2. Under **Plain data source**, click the format you want to download.

Format	Action	Description
JSON	Click JSON	Downloads JSON format based on ID property. You can also download JSON format based on Code or Name property.
XML	Click XML	Downloads XML format based on ID property. You can also download XML format based on Code or Name property.
Microsoft Excel	Click Microsoft Excel	Downloads XML format based on ID property. You can also download Microsoft Excel format based on Code or Name property.
CSV	Click CSV	Downloads CSV format based on ID property. You can also download CSV format based on Code or Name property.
JRXML	Put the cursor on Advanced and click JRXML	Produces a template of a Jasper Report which can be further customized based on your exact needs and used as the basis for a standard report in DHIS2.
Raw data SQL	Put the cursor on Advanced and click Raw data SQL	Provides the actual SQL statement used to generate the pivot table. You can use it as a data source in a Jasper report, or as the basis for an SQL view.

Download a CSV format without rendering data in the web browser

You can download data in CSV format directly without rendering the data in the web browser. This helps to reduce any constraints in the system settings that has been set with regards to the maximum number of analytic records. This lets you download much larger batches of data that you can use for later offline analysis.

To download data in CSV format without first rendering data in the web browser:

1. Click the arrow beside **Update**.

Update	•	Layout +
Downloa	ad d	ata
E CSV	/	Þ

2. Click **CSV** to download the format based on ID property.

The file downloads to your computer.

Tip You can also download CSV format based on **Code** or **Name** property.

Embed a pivot table in an external web page

Certain analysis-related resources in DHIS2, like pivot tables, charts and maps, can be embedded in any web page by using a plug-in. You will find more information about the plug-ins in the Web API chapter in the *DHIS2 Developer Manual*.

To generate a HTML fragment that you can use to display the pivot table in an external web page:

- 1. Click Embed.
- 2. Click Select to highlight the HTML fragment.

Visualize pivot table data as a chart or a map

When you have made a pivot table you can switch between pivot table, chart and map visualization of your data.

Open a pivot table as a chart

1. Click Chart > Open this table as chart.

Your current pivot table opens as a chart.

III Table	- Chart - 🔝 Map -
13	Go to charts
	Open this table as chart
	Open last chart

Open a pivot table selection as a chart

If you want to visualize a small part of your pivot table as a chart you can click directly on a value in the table instead opening the whole table.

1. In the pivot table, click a value.

547	1 374	4 995	483	
1 347	1 802	7 487	876	
1 892	Open selectio	n as chart	1 025	
450 膨	Open selectio	n as map	279	
463	885	3 385	542	
1 700	1 643	6 852	587	
28 157	27 208	124 892	9 660	

- 2. To verify the selection, hold the cursor over **Open selection as chart**. The highlighted dimension headers in the table indicate what data will be visualized as a chart.
- 3. Click Open selection as chart.

Open a pivot table as a map

1. Click Chart > Open this table as map

Your current pivot table opens as a map.

Open a pivot table selection as a map

1. In the pivot table, click a value.

A menu displays.

2. Click Open selection as map.

Your selection opens as a map.

Using the Event Reports app

About the Event Reports app

Aggregated v Show aggregated e		Show	Events individual event over	view	<<< Updat	e Layou	ut + Options		ites + Down						
Data					May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	Nove				
_							Discharged	58	60	61	70	54	72		
Periods						Male	Died	55	51	62	64	86	60		
Fixed and relative periods				~			Absconded	71	62	70	51	70	69		
Select period type			Y Prev year	Next year	Во		Transferred	38	47	70	76	62	70		
Available	Þ HÞ	44 4		Selected			Discharged	60	46	60	73	65	65		
						Female	Died	63	57	51	53	62	63		
							Absconded	72	52	67	68	52	65		
							Transferred	56	64	62	66	53	69		
								473	439	503	521	504	533		
							Discharged	53	58	51	49	41	52		
Weeks	Months		Bi-months				Male	Died	55	48	53	48	39	47	
This week	This month			This bi-month		wate	Absconded	59	53	47	56	37	36		
Last week Last month Last bi-month Last 4 weeks Last 3 months Last 6 bi-months Last 12 weeks Last 6 months Last 6 bi-months Last 2 weeks Last 7 months Last 6 bi-months			Bombali		Transferred	43	43	55	47	37	49				
		Last 6 bi-month	5	Bombali	Bombail	Discharged	54	56	48	64	44	44			
						Female	Died	51	58	50	51	49	53		
Quarters	Six-months		Financial years			Female	Absconded	45	49	51	52	44	45		
This quarter	Last six-mo					Transferred	52	39	55	56	45	58			
Last 4 quarters	Last 2 six-ric		Last financial ye				412	404	410	423	336	384			
Years						Discharged	28	29	29	30	28	20			
This year						Male	Died	34	23	33	24	24	30		
Last year Last 5 years						Male	Absconded	35	27	30	42	23	32		
				_	Deather		Transferred	26	35	29	34	26	20		
🖸 Organisation units					Bonthe		Discharged	31	25	28	28	27	23		
Facility Ownership						Female	Died	20	27	34	19	34	29		
			remale	Absconded	37	38	33	29	24	29					
Facility Type				Transferred	29	26	33	20	21	32					
Location Rural/Urban					240	230	249	226	207	215					
							Discharged	47	44	23	53	47	28		
							Died	38	28	44	32	46	24		
						Male	Absconded	30	44	32	33	41	47		

With the Event Reports app you can analyse events in two types of reports:

• Aggregated event reports: Pivot table-style analysis with aggregated numbers of events

By selecting **Aggregated values** from the top-left menu you can use the **Event Reports** app to create pivot tables with aggregated numbers of events. An event report is always based on a program. You can do analysis based on a range of dimensions. Each dimension can have a corresponding filter. Dimensions can be selected from the left-side menu. Similar to the pivot tables app, aggregated event reports may be limited by the amount of RAM accessible by the browser. If your requested table exceeds a set size, you will recieve a warning prompt asking whether or not you want to continue.

· Individual event reports: Lists of events

By selecting **Events** from the top-left menu you can use the **Event Reports** app to make searches or queries for events based on a flexible set of criteria. The report will be displayed as a table with one row per event. Each dimension can be used as a column in the table or as a filter. Each dimension can have a criteria (filter). Data elements of type option set allows for "in" criteria, where multiple options can be selected. Numeric values can be compared to filter values using greater than, equal or less than operators.

Create an event report

- 1. Open the **Event Reports** app.
- 2. Select Aggregated values or Events.
- 3. In the menu to the left, select the meta data you want to analyse.
- 4. Click **Layout** and arrange the dimensions.

You can keep the default selection if you want.

5. Click Update.

Select dimension items

An event report is always based on a program and you can do analysis based on a range of dimensions. For programs with category combinations, you can use program categories and category option group sets as dimensions for tables and charts. Each dimension item can have a corresponding filter.

- 1. Select data elements:
 - 1. Click Data.
 - 2. Select a program and a program stage.

The data elements associated with the selected program are listed under **Available**. Each data element acts as a dimension.

3. Select the data elements you need by double-clicking their names.

Data elements can be filtered by type (Data elements, Program attributes, Program indicators) and are prefixed to make them easily recognizable.

After selecting a data element, it is visible under Selected data items.

- 4. (Optional) For each data element, specify a filter with operators such as "greater than", "in" or "equal" together with a filter value.
- 2. Select periods.
 - 1. Click Periods.
 - 2. Select one or several periods.

You have three period options: relative periods, fixed periods and start/end dates. You can combine fixed periods and relative periods in the same chart. You cannot combine fixed periods and relative periods with start/end dates in the same chart. Overlapping periods are filtered so that they only appear once.

- Fixed periods: In the **Select period type** box, select a period type. You can select any number of fixed periods from any period type. Fixed periods can for example be "January 2014".
- Relative periods: In the lower part of the **Periods** section, select as many relative periods as you like. The names are relative to the current date. This means that if the current month is March and you select **Last month**, the month of February is included in the chart. Relative periods has the advantage that it keeps the data in the report up to date as time goes.
- Start/end dates: In the list under the **Periods** tab, select **Start/end dates**. This period type lets you specify flexible dates for the time span in the report.
- 3. Select organisation units.
 - 1. Click Organisation units.
 - 2. Click the gearbox icon.

3. Select a **Selection mode** and an organisation unit.

There are three different selection modes:

Sele	ction	modes

Selection mode	Description
Select organisation units	Lets you select the organisation units you want to appear in the chart from the organization tree.
	Select User org unit to disable the organisation unit tree and only select the organisation unit that is related to your profile.
	Select User sub-units to disable the organisation unit tree and only select the sub- units of the organisation unit that is related to your profile.
	Select User sub-x2-units to disable the organisation unit tree and only select organisation units two levels down from the organisation unit that is related to your profile.
	This functionality is useful for administrators to create a meaningful "system" favorite. With this option checked all users find their respective organisation unit when they open the favorite.
Select levels	Lets you select all organisation units at one or more levels, for example national or district level.
	You can also select the parent organisation unit in the tree, which makes it easy to select for example, all facilities inside one or more districts.
Select groups	Lets you select all organisation units inside one or several groups and parent organisation units at the same time, for example hospitals or chiefdoms.

4. Click Update.

Select series, category and filter

You can define which data dimension you want to appear as columns, rows and filters in the pivot table. Each data element appears as individual dimensions and can be placed on any of the axes.

No	te		

Data elements of continuous value types (real numbers/decimal numbers) can only be used as filters, and will automatically be positioned as filters in the layout dialog. The reason for this is that continuous number cannot be grouped into sensible ranges and used on columns and rows.

- 1. Click Layout.
- 2. Drag and drop the dimensions to the appropriate space.
- 3. Click Update.

Change the display of your table

You can customize the display of an event report.

- 1. Click **Options**.
- 2. Set the options as required. Available options are different between aggregated event reports and individual event reports.

Event reports options

	Option	Description	Available for report type
Data	Show column totals	Displays totals at the end of each column in the pivot table.	Aggregated event report
	Show column sub- totals	Displays sub-totals for each column in the pivot table.	Aggregated event report
	Show row totals	Displays totals at the end of each row in the pivot table.	Aggregated event report
	Show row sub-totals	Displays sub-totals for each row in the pivot table.	Aggregated event report
	Show dimension labels	Displays labels for dimensions.	Aggregated event report
	Hide empty rows	Hides empty rows in the pivot table.	Aggregated event report
	Hide n/a data	Hides data tagged as N/A from the chart.	Aggregated event report
	Include only completed events	Includes only completed events in the aggregation process. This is useful when you want for example to exclude partial events in indicator calculations.	Aggregated event report Individual event report
	Limit	Sets a limit of the maximum number of rows that you can	Aggregated event report

	Option	Description	Available for report type
		display in the table, combined with a setting for showing top or bottom values.	
	Output type	Defines the output type. The output types are Event , Enrollment and Tracked entity instance .	Aggregated event report
	Program status	Filters data based on the program status: All, Active, Completed or Cancelled.	Aggregated event report
	Event status	Filters data based on the event status: All, Active, Completed, Scheduled, Overdue or Skipped.	Aggregated event report
Organisation units	Show hierarchy	Includes the names of all parents of each organisation unit in labels.	Aggregated event report
Style	Display density	Controls the size of the cells in the table. You can set it to Comfortable , Normal or Compact . Compact is useful when you want to fit large tables into the browser screen.	Aggregated event report Individual event report
	Font size	Controls the size of the table text font. You can set it to Large , Normal or Small .	Aggregated event report Individual event report
	Digit group separator	Controls which character to separate groups of digits or "thousands". You can set it to Comma , Space or None .	Aggregated event report Individual event report

3. Click Update.

Download chart data source

You can download the data source behind an event report in HTML, JSON, XML, Microsoft Excel or CSV formats.

- 1. Click **Download**.
- 2. Under Plain data source, click the format you want to download.

Available	formats
Avanabic	ionnais

Format	Description
HTML	Creates HTML table based on selected meta data
JSON	Downloads data values in JSON format based on selected meta data
XML	Downloads data values in XML format based on selected meta data
Microsoft Excel	Downloads data values in Microsoft Excel format based on selected meta data
CSV	Downloads data values in CSV format based on selected meta data

Manage favorites

Saving your charts or pivot tables as favorites makes it easy to find them later. You can also choose to share them with other users as an interpretation or display them on the dashboard.

You view the details and interpretations of your favorites in the **Pivot Table**, **Data Visualizer**, **Event Visualizer**, **Event Reports** apps. Use the **Favorites** menu to manage your favorites.

Open a favorite

- 1. Click **Favorites > Open**.
- 2. Enter the name of a favorite in the search field, or click **Prev** and **Next** to display favorites.
- 3. Click the name of the favorite you want to open.

Save a favorite

- 1. Click **Favorites** > **Save as**.
- 2. Enter a **Name** and a **Description** for your favorite. The description field supports a rich text format, see the interpretations section for more details.
- 3. Click Save.

Rename a favorite

- 1. Click Favorites > Rename.
- 2. Enter the new name for your favorite.
- 3. Click Update.

Write an interpretation for a favorite

An interpretation is a link to a resource with a description of the data at a given period. This information is visible in the **Dashboard** app. To create an interpretation, you first need to create a favorite. If you've shared your favorite with other people, the interpretation you write is visible to those people.

- 1. Click Favorites > Write interpretation.
- 2. In the text field, type a comment, question or interpretation. You can also mention other users with '@username'. Start by typing '@' plus the first letters of the username or real name and a mentioning bar will display the available users. Mentioned users will receive an internal DHIS2 message with the interpretation or comment. You can see the interpretation in the **Dashboard** app.

It is possible to format the text with **bold**, *italic* by using the Markdown style markers * and _ for **bold** and *italic* respectively. Keyboard shortcuts are also available: Ctrl/Cmd + B and Ctrl/Cmd + I. A limited set of smilles is supported and can be used by typing one of the following character combinations: :) :-) :(:-(:+1 :-1. URLs are automatically detected and converted into a clickable link.

- 3. Search for a user group that you want to share your favorite with, then click the + icon.
- 4. Change sharing settings for the user groups you want to modify.
 - Can edit and view: Everyone can view and edit the object.
 - Can view only: Everyone can view the object.
 - **None**: The public won't have access to the object. This setting is only applicable to **Public access**.
- 5. Click Share.

Subscribe to a favorite

When you are subscribed to a favorite, you receive internal messages whenever another user likes/ creates/updates an interpretation or creates/update an interpretation comment of this favorite.

- 1. Open a favorite.
- 2. Click >>> in the top right of the workspace.
- 3. Click on the upper-right bell icon to subscribe to this favorite.

Create a link to a favorite

- 1. Click Favorites > Get link.
- 2. Select one of the following:
 - **Open in this app**: You get a URL for the favorite which you can share with other users by email or chat.
 - **Open in web api**: You get a URL of the API resource. By default this is an HTML resource, but you can change the file extension to ".json" or ".csv".

Delete a favorite

1. Click Favorites > Delete.

2. Click OK.

View interpretations based on relative periods

To view interpretations for relative periods, such as a year ago:

- 1. Open a favorite with interpretations.
- 2. Click >>> in the top right of the workspace.
- 3. Click an interpretation. Your chart displays the data and the date based on when the interpretation was created. To view other interpretations, click them.

Visualize an event report as a chart

When you have made an event report you can open it as a chart:

Click Chart > Open this chart as table.

Using the Event Visualizer app

About the Event Visualizer app

Chart type 🔐 🔛 🔄 🖌 🏑 🔇 🚯	Update Layout • Options • Favorites • Download • Share •
Data	Sierra Leone, Age > 5, Age < 10
Program Stage	Died
Inpatient morbidity and mortality Single-Event Inpatient morbidity and mortal	
Available data items 🔍 🛬	10
Admission Date	
Diagnosis (ICD-10)	
Discharge Date	8 -
Selected data items * Age • × 4c × 10 • + ×	
Mote of Discharge One of V Search V Died + X	2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
O Periods	Vidin, Cobjeupe, Ociope, Noiseupe, Decoupe, Taunay, Lepung, Walci, Voli,, Way True
Organisation units	

With the Event Visualizer app, you can create charts based on event data.

Create a chart

- 1. Open the **Event Visualizer** app and select a chart type.
- 2. In the menu to the left, select the meta data you want to analyse.
- 3. Click **Layout** and arrange the dimensions.

You can keep the default selection if you want.

4. Click Update.

Select a chart type

The **Event Visualizer** app has eight different chart types, each with different characteristics. To select a chart type:

1. In **Chart type**, click the chart type you need.

Chart types

Chart type	Description
Column chart	Displays information as vertical rectangular columns with lengths proportional to the values they represent. Useful when you want to, for example, compare performance of different districts.
Stacked column chart	Displays information as vertical rectangular columns, where bars representing multiple categories are stacked on top of each other.

Chart type	Description
	Useful when you want to, for example, display trends or sums of related data elements.
Bar chart	Same as column chart, only with horizontal bars.
Stacked bar chart	Same as stacked column chart, only with horizontal bars.
Line chart	Displays information as a series of points connected by straight lines. Also referred to as time series. Useful when you want to, for example, visualize trends in indicator data over multiple time periods.
Area chart	Is based on line chart, with the space between the axis and the line filled with colors and the lines stacked on top of each other. Useful when you want to compare the trends of related indicators.
Pie chart	Circular chart divided into sectors (or slices). Useful when you want to, for example, visualize the proportion of data for individual data elements compared to the total sum of all data elements in the chart.
Radar chart	Displays data on axes starting from the same point. Also known as spider chart.

2. Click Update.

Select dimension items

An event chart is always based on a program and you can do analysis based on a range of dimensions. For programs with category combinations, you can use program categories and category option group sets as dimensions for tables and charts. Each dimension item can have a corresponding filter. You select dimension items from the left-side menu.

- 1. Select data elements:
 - 1. Click Data.
 - 2. Select a program and a program stage.

The data elements associated with the selected program are listed under **Available**. Each data element acts as a dimension.

3. Select the data elements you need by double-clicking their names.

Data elements can be filtered by type (Data elements, Program attributes, Program indicators) and are prefixed to make them easily recognizable.

After selecting a data element, it is visible under **Selected data items**.

- 4. (Optional) For each data element, specify a filter with operators such as "greater than", "in" or "equal" together with a filter value.
- 2. Select periods.
 - 1. Click Periods.
 - 2. Select one or several periods.

You have three period options: relative periods, fixed periods and start/end dates. You can combine fixed periods and relative periods in the same chart. You cannot combine fixed periods and relative periods with start/end dates in the same chart. Overlapping periods are filtered so that they only appear once.

- Fixed periods: In the **Select period type** box, select a period type. You can select any number of fixed periods from any period type. Fixed periods can for example be "January 2014".
- Relative periods: In the lower part of the **Periods** section, select as many relative periods as you like. The names are relative to the current date. This means that if the current month is March and you select **Last month**, the month of February is included in the chart. Relative periods has the advantage that it keeps the data in the report up to date as time goes.
- Start/end dates: In the list under the **Periods** tab, select **Start/end dates**. This period type lets you specify flexible dates for the time span in the report.

3. Select organisation units.

- 1. Click Organisation units.
- 2. Click the gearbox icon.
- 3. Select a Selection mode and an organisation unit.

There are three different selection modes:

Selection modes

Selection mode	Description
Select organisation units	Lets you select the organisation units you want to appear in the chart from the organization tree.
	Select User org unit to disable the organisation unit tree and only select the organisation unit that is related to your profile.
	Select User sub-units to disable the organisation unit tree and only select the sub- units of the organisation unit that is related to your profile.
	Select User sub-x2-units to disable the organisation unit tree and only select organisation units two levels down from the organisation unit that is related to your

Selection mode	Description
	profile. This functionality is useful for administrators to create a meaningful "system" favorite. With this option checked all users find their respective organisation unit when they open the favorite.
Select levels	Lets you select all organisation units at one or more levels, for example national or district level. You can also select the parent organisation unit in the tree, which makes it easy to select for example, all facilities inside one or more districts.
Select groups	Lets you select all organisation units inside one or several groups and parent organisation units at the same time, for example hospitals or chiefdoms.

4. Click Update.

Select series, category and filter

You can define which data dimension you want to appear as series, category and filter. Each data element appears as individual dimensions and can be placed on any of the axes. Series and category panels can only have one dimension at the time.

Note

Data elements of continuous value types (real numbers/decimal numbers) can only be used as filters, and will automatically be positioned as filters in the layout dialog. The reason for this is that continuous number cannot be grouped into sensible ranges and used on columns and rows.

1. Click Layout.

- 2. Drag and drop the dimensions to the appropriate space. Only one dimension can be in each section.
- 3. Click Update.

Change the display of your chart

You can customize the display of an event report.

- 1. Click Options.
- 2. Set the options as required.

Chart options

Option	Description	
Data	Show values	

Option	Description	
		Displays values as numbers on top of each series.
	Use 100% stacked values	Displays 100 % stacked values in column charts.
	Use cumulative values	Displays cumulative values in line charts.
	Hide n/a data	Hides data tagged as N/A from the chart.
	Include only completed events	Includes only completed events in the aggregation process. This is useful when you want for example to exclude partial events in indicator calculations.
	Hide empty categories	Hides the category items with no data from the chart.
		None : doesn't hide any of the empty categories
		Before first : hides missing values only before the first value
		After last: hides missing values only after the last value
		Before first and after last : hides missing values only before the first value and after the last value
		All: hides all missing values
		This is useful for example when you create column and bar charts.
	Trend line	Displays the trend line which visualizes how your data evolves over time. For example if performance is improving or deteriorating. Useful when periods are selected as category.
	Target line value/title	Displays a horizontal line and title (optional) at the given domain value. Useful for example when you want to compare your performance to the current target.

Option	Description	
	Base line value/title	Displays a horizontal line and title (optional) at the given domain value. Useful for example when you want to visualize how your performance has evolved since the beginning of a process.
	Sort order	Allows you to sort the values on your chart from either low to high or high to low.
	Output type	Defines the output type. The output types are Event , Enrollment and**Tracked entity instance**.
	Program status	Filters data based on the program status: All, Active , Completed or Cancelled .
	Event status	Filters data based on the event status: All, Active, Completed, Scheduled, Overdue or Skipped.
Axes	Range axis min/max	Defines the maximum and minimum value which will be visible on the range axis.
	Range axis tick steps	Defines the number of ticks which will be visible on the range axis.
	Range axis decimals	Defines the number of decimals which will be used for range axis values.
	Range axis title	Type a title here to display a label next to the range axis (also referred to as the Y axis). Useful when you want to give context information to the chart, for example about the unit of measure.
	Domain axis title	Type a title here to display a label below the domain axis (also referred to as the X axis). Useful when you want to give context information to the chart, for example about the period type.
General	Hide chart legend	Hides the legend and leaves more room for the chart itself.
	Hide chart title	Hides the title (default or custom) of your chart.
	Chart title	

Option	Description	
		Type a title here to display a custom title above the chart. If you don't enter a title, the default title is displayed.
	Hide chart subtitle	Hides the subtitle of your chart.
	Chart subtitle	Type a subtitle here to display a custom subtitle above the chart but below the title. If you don't enter a subtitle, no subtitle is displayed in the chart.

3. Click Update.

Download a chart as an image or a PDF

After you have created a chart you can download it to your local computer as an image or PDF file.

- 1. Click Download.
- 2. Under Graphics, click PNG (.png) or PDF (.pdf).

The file is automatically downloaded to your computer. Now you can for example embed the image file into a text document as part of a report.

Download chart data source

You can download the data source behind a chart in HTML, JSON, XML, Microsoft Excel or CSV formats. The data document uses identifiers of the dimension items and opens in a new browser window to display the URL of the request to the Web API in the address bar. This is useful for developers of apps and other client modules based on the DHIS2 Web API or for those who require a plan data source, for instance for import into statistical packages.

To download plain data source formats:

- 1. Click Download.
- 2. Under Plain data source, click the format you want to download.

Format	Description
HTML	Creates HTML table based on selected meta data
JSON	Downloads data values in JSON format based on selected meta data
XML	Downloads data values in XML format based on selected meta data
Microsoft Excel	Downloads data values in Microsoft Excel format based on selected meta data
CSV	Downloads data values in CSV format based on selected meta data

Available formats

Manage favorites

Saving your charts or pivot tables as favorites makes it easy to find them later. You can also choose to share them with other users as an interpretation or display them on the dashboard.

You view the details and interpretations of your favorites in the **Pivot Table**, **Data Visualizer**, **Event Visualizer**, **Event Reports** apps. Use the **Favorites** menu to manage your favorites.

Open a favorite

- 1. Click Favorites > Open.
- 2. Enter the name of a favorite in the search field, or click **Prev** and **Next** to display favorites.
- 3. Click the name of the favorite you want to open.

Save a favorite

- 1. Click **Favorites** > **Save as**.
- 2. Enter a **Name** and a **Description** for your favorite. The description field supports a rich text format, see the interpretations section for more details.
- 3. Click Save.

Rename a favorite

- 1. Click Favorites > Rename.
- 2. Enter the new name for your favorite.
- 3. Click Update.

Write an interpretation for a favorite

An interpretation is a link to a resource with a description of the data at a given period. This information is visible in the **Dashboard** app. To create an interpretation, you first need to create a favorite. If you've shared your favorite with other people, the interpretation you write is visible to those people.

- 1. Click Favorites > Write interpretation.
- 2. In the text field, type a comment, question or interpretation. You can also mention other users with '@username'. Start by typing '@' plus the first letters of the username or real name and a mentioning bar will display the available users. Mentioned users will receive an internal DHIS2 message with the interpretation or comment. You can see the interpretation in the **Dashboard** app.

It is possible to format the text with **bold**, *italic* by using the Markdown style markers * and _ for **bold** and *italic* respectively. Keyboard shortcuts are also available: Ctrl/Cmd + B and Ctrl/Cmd + I. A limited set of smilles is supported and can be used by typing one of the following character combinations: :) :-) :(:-(:+1 :-1. URLs are automatically detected and converted into a clickable link.

- 3. Search for a user group that you want to share your favorite with, then click the + icon.
- 4. Change sharing settings for the user groups you want to modify.
 - \circ Can edit and view: Everyone can view and edit the object.
 - \circ Can view only: Everyone can view the object.

- **None**: The public won't have access to the object. This setting is only applicable to **Public access**.
- 5. Click Share.

Subscribe to a favorite

When you are subscribed to a favorite, you receive internal messages whenever another user likes/ creates/updates an interpretation or creates/update an interpretation comment of this favorite.

- 1. Open a favorite.
- 2. Click >>> in the top right of the workspace.
- 3. Click on the upper-right bell icon to subscribe to this favorite.

Create a link to a favorite

- 1. Click Favorites > Get link.
- 2. Select one of the following:
 - **Open in this app**: You get a URL for the favorite which you can share with other users by email or chat.
 - **Open in web api**: You get a URL of the API resource. By default this is an HTML resource, but you can change the file extension to ".json" or ".csv".

Delete a favorite

- 1. Click Favorites > Delete.
- 2. Click OK.

View interpretations based on relative periods

To view interpretations for relative periods, such as a year ago:

- 1. Open a favorite with interpretations.
- 2. Click >>> in the top right of the workspace.
- 3. Click an interpretation. Your chart displays the data and the date based on when the interpretation was created. To view other interpretations, click them.

Visualize a chart as a pivot table

When you have made a chart you can open it as a pivot table:

Click Chart > Open this chart as table.

Reporting functionality in the reports app

The reports app allows for canned, standard reports, data set reports, resources and org unit distribution reports.

Using standard reports

You access the available reports by navigating to Apps->Reports. In the report menu in the left bar, click Standard Report. A list of all pre-defined reports will appear in the main window.

\otimes	DHIS 2 Demo - Sierra Leone - Report	8	P [®] 🛥
th	Standard Report	Standard Report 👔	
Ê	Data Set Report		
≔	Reporting Rate Summary	Search	1-8/8 < >
0	Resource	Name	
*	Organisation Unit Distribution Report	ANC: 1st Visit Cumulative Chart	:
		ANC: Coverages This Year	:
		ANC: Overview Report (HTML-based)	:
		ANC: Visits This Year	:
		Feedback: Indicator Report	:
		Immunization: Overview (HTML-based with SVG)	:
		Immunization: Raw data by district and chiefdom (SQL-based)	:
		Nutrition: Breastfeeding and malnutrition	:
			1-8/8 < >

You run/view a report by clicking on the triple-dot icon of the report and then selecting "Create" from the contextual menu. If there are any pre-defined parameters, you will see a report parameter window where you must fill in the values needed for orgunit and/or reporting month, depending on what has been defined in the underlying report table(s). Click on "Generate Report" when you are ready. The report will either appear directly in your browser or be available as a PDF file for download, depending on your browser settings for handling PDF files. You can save the file and keep it locally on your computer for later use.

Using dataset reports

Dataset reports are printer friendly views of the data entry screen filled with either raw or aggregated data.

You can access data set reports from Apps->Reports.

A Criteria window will appear where you fill in the details for your report:

Dataset: The data set you want to display.

Report period: The actual period you want data for. This can be aggregated as well as raw periods. This means that you can ask for a quarterly or annual report even though the data set is collected monthly. A data set's period type (collection frequency) is defined in data set maintenance. First select the period type (Monthly, Quarterly, Yearly etc.) in the drop down next to Prev and Next buttons, and then select one of the available periods from the dropdown list below. Use Prev and Next to jump one year back or forward.

Use data for selected unit only: Use this option if you want a report for an orgunit that has children, but only want the data collected directly for this unit and not the data collected by its children. If you want a typical aggregated report for an orgunit you do not want to tick this option.

Report Organisation unit: Here you select the orgunit you want the report for. This can be at any level in the hierarchy as the data will be aggregated up to this level automatically (if you do not tick the option above).

When you are done filling in the report criteria you click on "Generate". The report will appear as HTML in a printer-friendly format. Use the print and save as functions in the browser to print or save (as HTML) the report. You can also export the data set report in Excel and PDF formats.

Using reporting rate summary

Access the reporting rate summary from the Apps->Reports menu. Reporting rate summaries will show how many datasets (forms) that have been submitted by organisation unit and period.

The reporting rate is calculation is based on complete data set registrations. A complete data set registration refers to a user marking a data entry form as complete, typically by clicking the complete button in the data entry screen, hereby indicating to the system that she considers the form to be complete. This is i.e. a subjective approach to calculating completeness.

The reporting rate summary will for each row show a range of measures:

- Actual reports: Indicates the number of data entry complete registrations for the relevant data set.
- Expected reports: Indicates how many data entry complete registrations are expected. This number is based on the number of organisation units the relevant data set has been assigned to (enabled for data entry).
- Reporting rate: The percentage of reports registered as complete based on the number expected.
- Reports on time: Same as actual reports, only reports registered as complete within the maximum number of days after the end of the reporting period. This number of days after reporting period can be defined per data set in the data set management.
- Reporting rate on time: Same as percentage, only reports registered as complete on time used as numerator.

To run the report you can follow these steps:

- Select an orgunit from the tree.
- Select a data set.
- Select a period type and a period from the list of available periods for that period type.
- The report will then be rendered. Change any of the parameters above and click "Get report" again see the corresponding results.

\otimes	DHIS 2 Demo - Sierra Leone - Reports		P° 📽 🏾 😜
	DHIS 2 Demo - Sierra Leone - Reports Standard Report Data Set Report Reporting Rate Summary Resource Organisation Unit Distribution Report	Reporting Rate Summary ② Report organisation unit Second	Data set Child Health
		GET REPORT	

Using resources

The resource tool allows you to upload both files from your local computer to the DHIS server and to add links to other resources on the Internet through URLs. If cloud storage is configured for your system, resources will be saved there.

To create a new resource:

- 1. Open the **Reports** app and click **Resource**.
- 2. Click Add new.
- 3. Enter a Name.
- 4. Select a Type: Upload file or External URL.
- 5. Click Save.

Using organisation unit distribution reports

You can access the Orgunit Distribution reports from the left side menu in the Apps->Reports.

Orgunit distribution reports are reports that show how the orgunits are distributed on various properties like type and ownership, and by geographical areas.

The result can be presented in a table-based report or in a chart.

Running a report:

To run a report first select an orgunit in the upper left side orgunit tree. The report will be based on orgunits located under the selected orgunit. The select the orgunit group set that you want to use, typically these are Type, Ownership, Rural/Urban, but can be any user-defined orgunit group set. The you can click on either Get Report to get the table-based presentation or Get chart to get the same result in a chart. You can also download the table-based report as Excel or CSV.

\otimes	DHIS 2 Demo - Sierra Leone - Reports		P° 📽 🏼 🕎
th	Standard Report	Organisation Unit Distribution Report 👩	
Ê	Data Set Report		
≣	Reporting Rate Summary	Report organisation unit Comparisation unit Report organisation unit	Group Set Facility Ownership
•	Resource	► ■ Bonbali	·
*	Organisation Unit Distribution Report	Bonthe Galahun Kallahun Kambia Konadugu Kono Moyamba Port Loko Pujehun Tonkolili Western Area	

Messaging

About messages and feedback messages

dhis2	DHIS 2 Dem	io - Sierra Leone		🖻 🖻 Q Search apps			
+ COMPOSE				Search		1	≡
Inbox	0	Sender	Subject		Date		
Validation		🔲 🏴 John Traore	Family planning form not available		Jun 19		
Ticket	0	Tom Wakiki	Tom Wakiki mentioned you in DHIS 2		Jun 12		
System	19	Tom Wakiki	Tom Wakki mentioned you in DHIS 2		Jun 12		
		Tom Wakiki	Tom Wakki mentioned you in DHIS 2		Jun 12		
		John Traore	John Traore mentioned you in DHIS 2		Jun 12		
		Tom Wakiki	Data approved		May 08		
		John Traore	Can I use my mobile phone to enter data?		Sep 19, 20	13	
		Seydou Keita	DHIS version 2.12 is released		Sep 19, 20	13	
		Seydou Keita	New child health form is ready		Sep 19, 20	13	
		🔲 🏴 Seydou Keita	New pirct table function is evailable		Sep 19, 20	13	
		Tom Wakiki	Feedback reports		Sep 19, 20	13	
		Tom Wakiki	DHIS 2 version 2.10 released		Nov 14, 20	12	
Auto refresh (05:0	00) 🗩						

Within DHIS2 you can send messages and feedback messages to users, user groups and organisation units. When you send a feedback message, it is routed to a particular user group called the feedback recipient group. If you are a member of this user group, you have access to feedback handling tools. You can, for example, set the status of an incoming feedback to "Pending" while you are waiting for information.

In addition to the user-to-user and feedback messages, depending on your configuration the system will also send you system-generated messages. These messages could be triggered by different events, including system or background job failures and validation analysis results. Feedback handling tools are also available for validation results and the priority will be set to the importance of the validation rule violated.

To visit the app click **message icon in header bar** or find the **Messaging** app in the app search box.

Note						
Messages and feedback messages are not sent to users' e-mail addresses, the messages only appear within DHIS2.						
With 2.30 we introduced a new messaging app which offers a richer messaging experience. Specifically:						
 Switch between list view and compact view by clicking the icon in the top right corner. 						
 The list view is simplistic and gives a good overview of all messages and is especially suited for feedback and validation messages. 						
 The compact view is a modern way of view messages where the user has more information in one view, hence viewing and replying several messages is easier. 						
The first screenshot in this section displays list view, while the screenshot in section Read a message displays the compact view.						

A new search field is added which enables the user to search for messages. The search filters messages on different message attributes; subject, text and senders. This implies that you are able to narrow down the message conversation list by entering a search.
A auto refresh feature is added so that the app fetches new messages at a set interval, every 5 minutes. This feature is disabled by default.
For every message conversation you are able to add participants to the conversation. This is very useful if you want input on that particular conversation or if someone should also see the information. It is not possible to delete participants from a conversation.

Create a message

dhis2	District He	nth Information Software 2	🖻 🛥 Q. Search apps	
+ COMPOSE				=
Inbox		Create		
Validation	0			
Ticket		70		
System	8	Private message Feedback message		
		Subject		
		Message		
		X EXAMPLE POF (0.97 MB)		
		SEND DISCARD () UPLOAD ATTACHMENT		
Auto refresh (05)	00) 🗩			

- 1. Click Compose.
- 2. Define who you want to receive the message. You can send a message to organisation units, users and user groups.
 - In the **To** field you can search for organisation units, users and user groups and select the wished recipients.
- 3. Type a subject and a message.
- 4. Click Send.

Read a message

dhis2	District He	aith Information Software 2		🖆 🛥 Q. Search apps	
+ COMPOSE		1 🖬 🗸 :		Search	: ≡
Inbox		Tom Wakiki	2 minutes ago	New version of DHIS2 is available!	
Validation	0			Participants	
Ticket		Tom Wakiki	2 days ago	John Trace me	
System	8		Sep 19, 2013		
		Can I use my mobile phone to enter data?	Sep 19, 2013	Add participants to conversation + ADD	
		John Traore	Sep 19, 2013	Message from me	2 minutes ago, 13:49
		What does it mean that I can enter data offline?		C EXAMPLE POF (0.20 MB)	
		Tom Wakiki Family planning form not available	Sep 19, 2013	Look at the new version of DHIS2.	
		Seydou Keita DHIS version 2.12 is released	Sep 19, 2013	Mensage	
		Seydou Keita New child health form is ready	Sep 19, 2013		
		Seydou Kelta New pivot table function is available	Sep 19, 2013		
		Tom Wakiki Feedback reports	Sep 19, 2013		
		Tom Wakiki DHIS 2 version 2.10 released	Nov 14, 2012		
Auto refresh (05:0)) 🔵 🗩				

- 1. Select the appropriate message type to the left.
- 2. Click a message.

If the message is part of a conversation, you will see all messages in this conversation.

Create a feedback message

- 1. Follow the steps as for creating a message, only selecting **Feedback message** instead of entering recipients.
- 2. The message will be created as a feedback message and will appear in all of the specified users' **Ticket** folder.

Attachments

With 2.31 we introduced attachments to messages. When creating or replying to a message conversation you have the possibility to add attachments. Currently there are no limitations to type or size of the file.

Manage validation and feedback messages

Note

You will only see feedback messages and have access to the extended handling tools if you are a member of the user group that is set up to handle feedback messages.

With the new app you manage extended tools for tickets and validation messages through the icon menu which appears when viewing a message or checking of messages in the conversation list.

All messages selected

						~
dhis2	DHIS 2 Demo - Sierra Leone			🗗 🖻 📽 ९ ೬	sarch apps	
← DESELECT ALL						≡
Inbox	3 Sender	Subject	Status	Priority	Assignee	Date
Validation	Validation	Possible Malaria outbreak detected	Pending	Medium	Henning Haakonsen	May 29, 2017
Ticket	3					
System	0					
Auto refresh (05:0	(0)					

All Messages Selected

All messages selected and extended choice picker selected

											-
dhis2	DHIS 2 De		Sierra Leone					🖻 🖻 🔍	Search apps		•
← DESELECT ALL		Î	×	Ê	Set follow up						≡
Inbox	0		Sender		Mark for followup	Subject	Status	Priority	Assignee	Date	
Validation			Validation		Clear followup	Possible Malaria outbreak detected	Pending	Medium	Henning Haakonsen	May 29, 2017	
Ticket	•				Set status >						
System											
					Set priority >						
Auto refresh (05:00)										

All messages selected and extended choice picker selected

You will receive feedback messages to your **Ticket** folder and validation messages to your **Validation** folder. For feedback and validation messages you have the following options in addition to the messages options:

Feedback handling tools

Function	Description
Priority	You can mark a feedback/validation message with different priorities: None , Low , Medium or High .

Function	Description
	Setting the priority makes it easier to keep track of which feedback message you need resolved first, and which feedback messages that can wait.
Status	All feedback/validation messages get the status Open when created. To keep track of existing feedback messages, you can change the status to Pending , Invalid or Solved . You can filter feedback/validation messages based on their status with the two drop down menus in the internal header bar.
Assigned to	You can assign a feedback message to any member of the user group that is set up to handle feedback messages. You can assign a validation message to any user in the system. - means that you haven't assigned a user to the feedback message.
Internal reply	When you work in a feedback handling team you might want to discuss the feedback before sending an answer to the sender. You can keep this discussion in the same message conversation as the feedback itself. To send a reply that within the feedback handling user group, click INTERNAL REPLY .

Configure feedback message function

To configure the feedback message function, you must:

- 1. Create a user group (for example "Feedback message recipients") that contains all the users who should receive feedback messages.
- 2. Open the **System Settings** app and click **General** > **Feedback recipients** and select the user group you created in the previous step.

Set user account preferences

In **Edit user profile**, you can add personal information to your profile such as your email address, mobile phone number, date of birth, profile picture and more. When you send messages, the person receiving the message can see these profile details. You can also provide account names for various direct messaging services, which will be used by the system.

In **Edit user settings**, you can change the display language of DHIS2 and the language of the database. The database language is the translated content of the metadata, such as data elements and indicators. You can also choose a display style, and enable or disable SMS and email notifications. If you wish to, you can choose to display a short name, such as "Joe" in the analysis modules, rather than your full name.

In **Edit account settings**, you can reset your password and setup 2-Factor authentication. Setting up 2-Factor authentication will require you to download the Google Authenticator app on you mobile device.

In the **View full profile** section, you find a summary of your profile details. This section includes a few fields that you cannot edit yourself, such as user roles and user organisation units.

In **Manage personal access tokens** you can view the existing personal access tokens, revoke existing tokens and generate new ones. Personal access tokens are an alternative to using passwords for authentication and useful for providing (restricted) access to scripts and external applications. Note that the values of newly generated personal access tokens are only visible right after generating.

In the About DHIS2 section, you find a list of details about the DHIS2 instance.