



health

Department:  
Health  
REPUBLIC OF SOUTH AFRICA



# Master Facility List (MFL) User Guide (UG) Version 1.2.4

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## 1. INTRODUCTION

A Master Facility List (MFL) is a complete listing of health facilities in a country (both public and private) and is comprised of a set of administrative information and information that identifies each facility (unique ID). This list needs to have a schedule for updating. An MFL is important in monitoring the health infrastructure and the services provided to the population and it assists in calculating the percentage of facilities that are included in routine health data collection.

This document aims to provide the reader with a guidance on the use of the system functionality of the Master Facility List (MFL) System.

### 1.1. MFL User Types

The MFL system have 5 default main user levels:

**i. MFL System Administrator:**

- Requires authentication
- Review user access requests
- Review external systems requests

**ii. MFL Curator:**

- Requires authentication
- Review facility requests
- Creates facility requests

**iii. Facility representative (e.g. Facility manager):**

- Requires authentication
- Create user access requests
- Can create MFL requests to add/edit facility data.
- Can view all facilities' data

**iv. External systems representative (e.g. HPRS developer, MHPL developer, etc.):**

- Requires authentication
- Can create user access requests
- Can view all facilities' data
- Can create MFL requests to register a client system

**v. MFL Approver**

- Requires authentication
- Approve user access requests
- Approve external systems requests

- Approves facility requests

## 2. How to start the MFL system

The MFL system can be accessed directly from the installed web browser.

The system can be accessed by opening the Google Chrome browser and entering the address: <https://mfl.csir.co.za>.

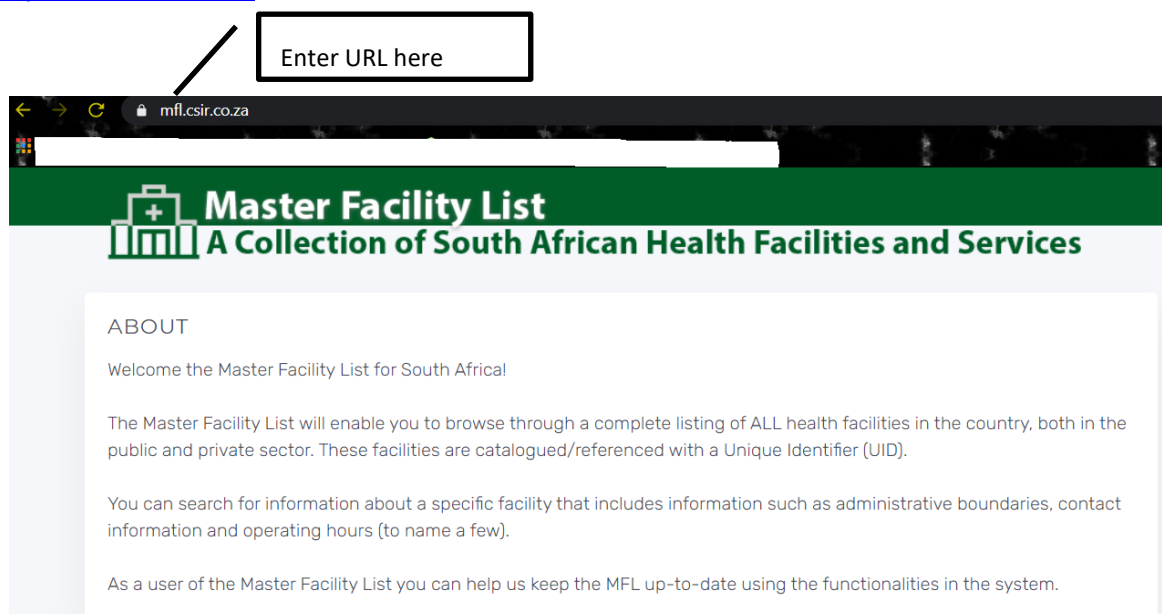


Figure 1: Accessing the MFL system

## 3. How to register on the MFL system

You can register to be a user on the MFL system as a **Facility Representative** or as an **External Systems representative**.

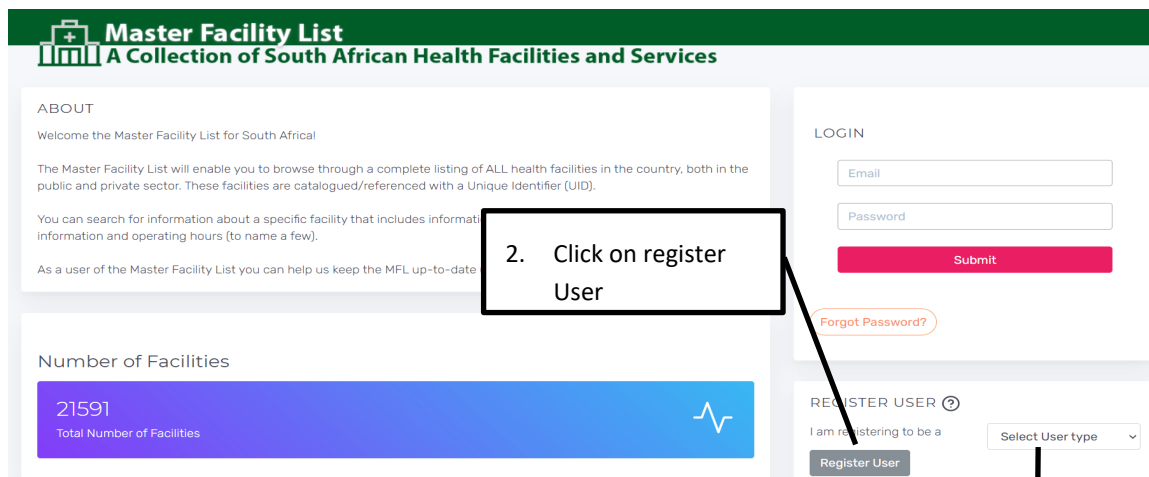


Figure 2: Register as a user

### 3.1. How to register as a user

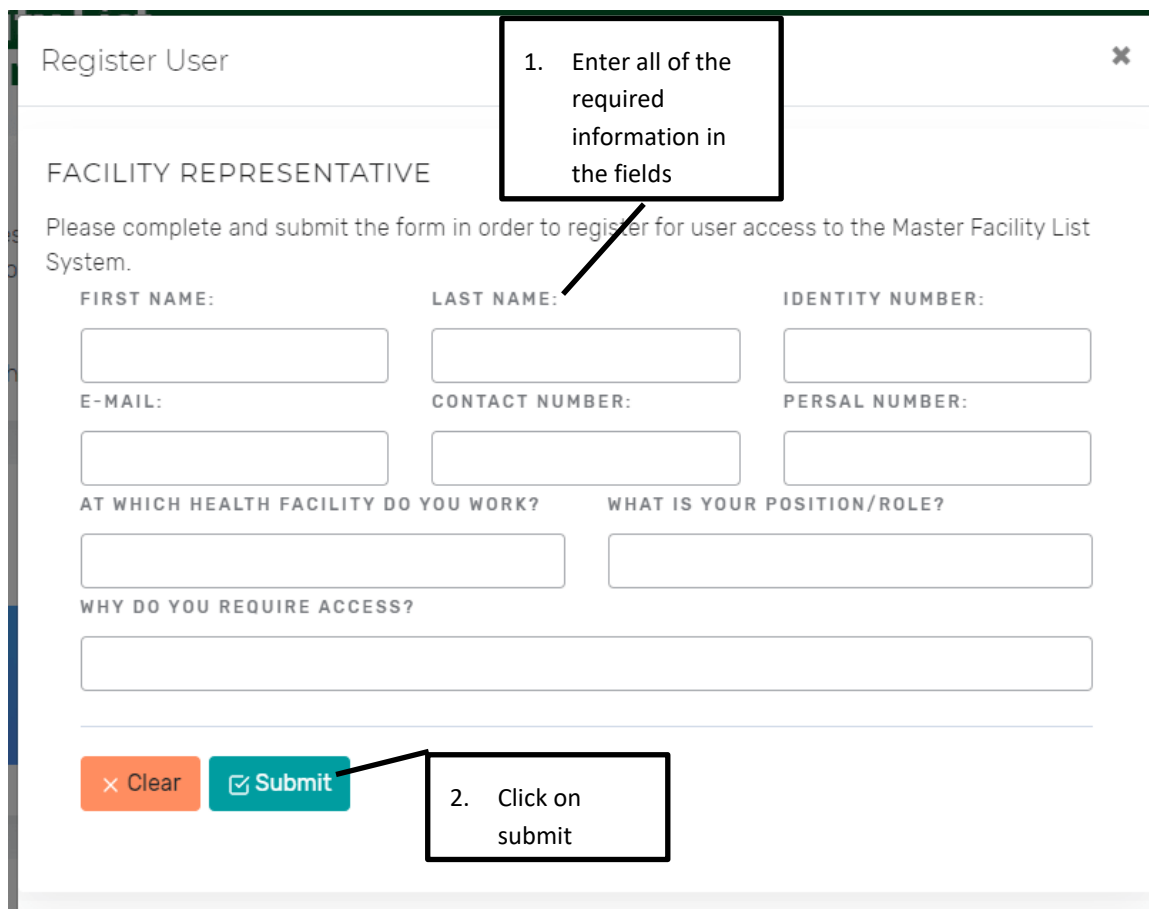


Figure 3: Register as Facility representative

- A success message will appear on the top right of the screen.
- You will receive an email notification to verify your email address on the email address that you used to register on the system.

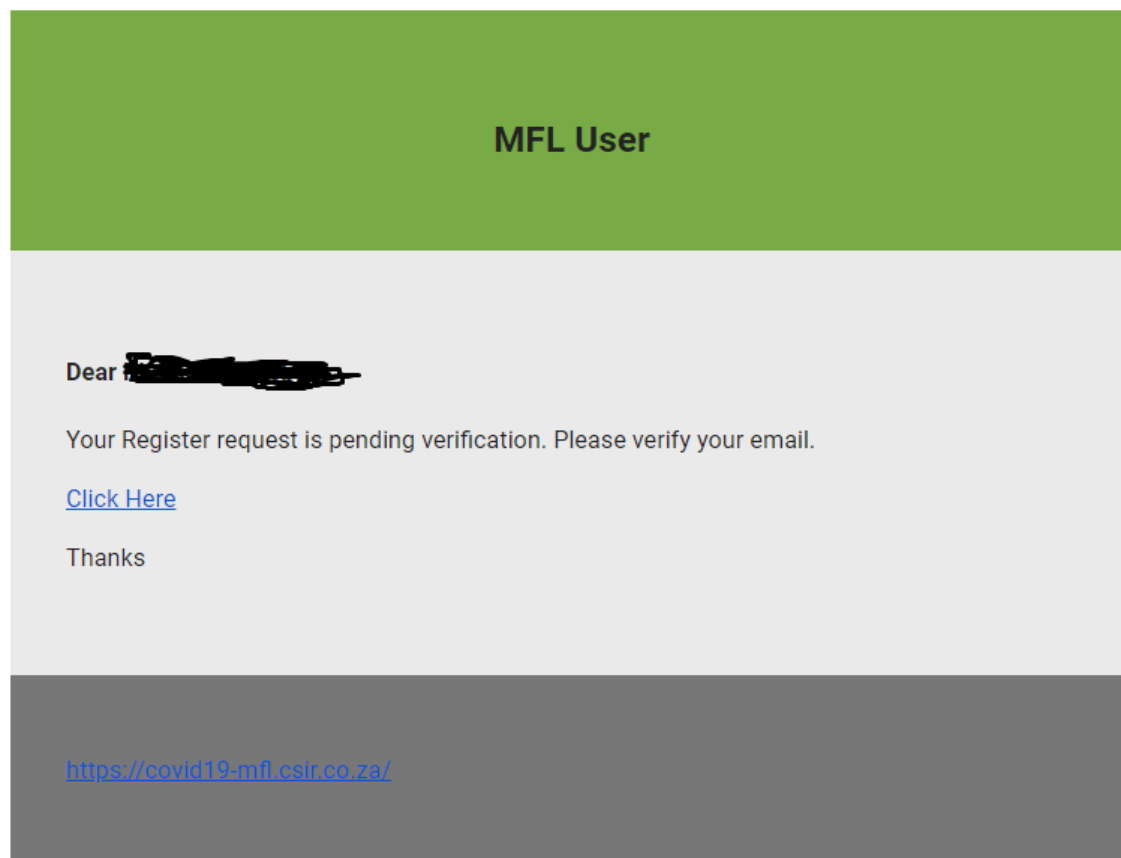


Figure 4: Verify email notification

- Your account will be reviewed by the MFL system administrator, and the system will notify you of any outcomes through your email address.
  - Finally the account will be reviewed by the MFL approver, and the system will notify you of any outcomes.
  - If the register request has been approved, an email notification will be sent with the password you can use to logon to the MFL system at any time.
- Note:** Always keep your account password private.

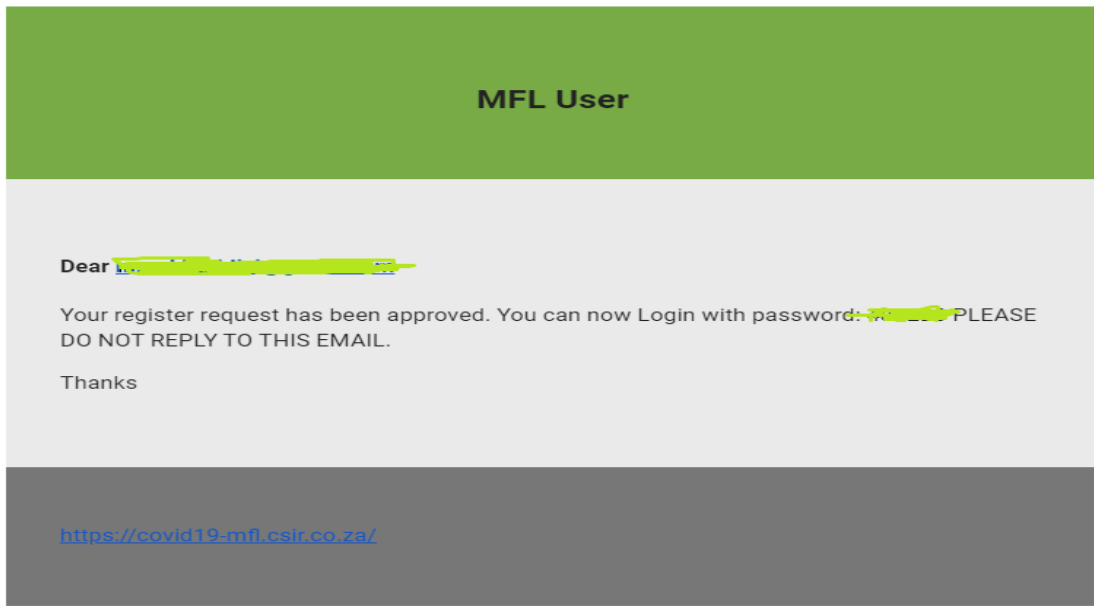


Figure 5: Approved account notification

### 3.2. How to login to the MFL

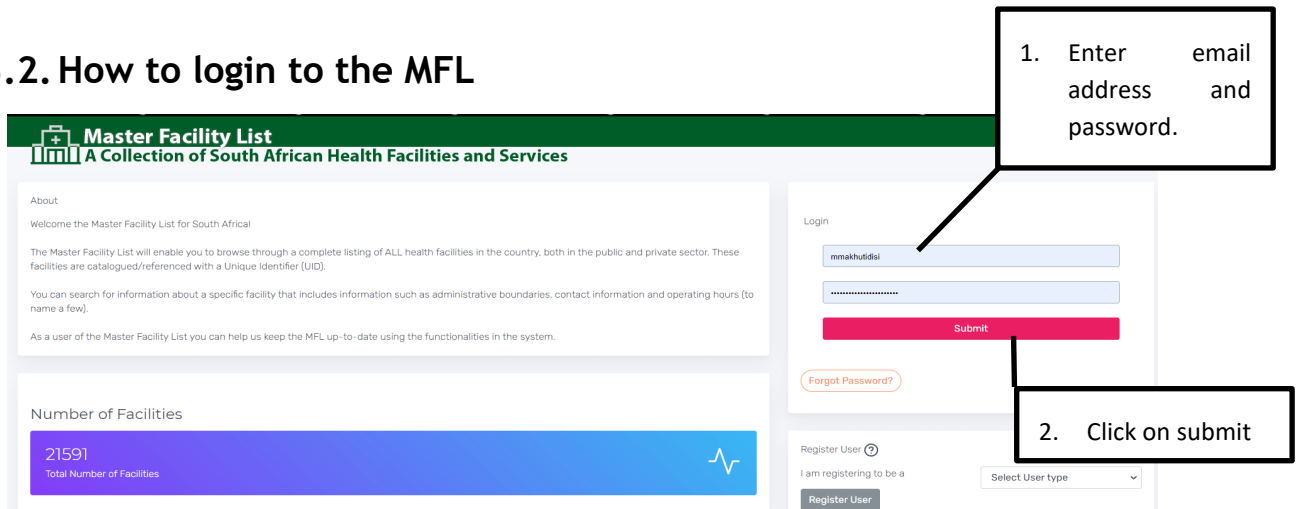


Figure 6: login to mfl

- After clicking on <Submit>, you will receive a One Time Password (OTP) in your email.

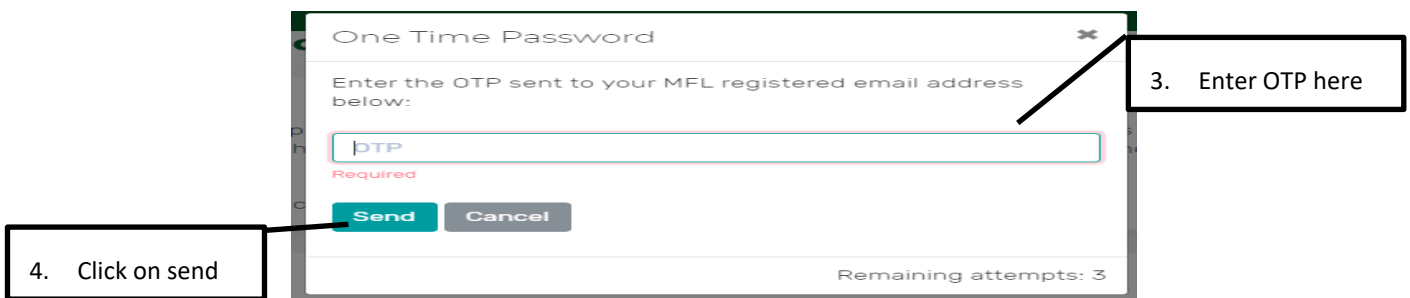


Figure 7: One time password

5. User email and profile will appear here

Click here to log out from

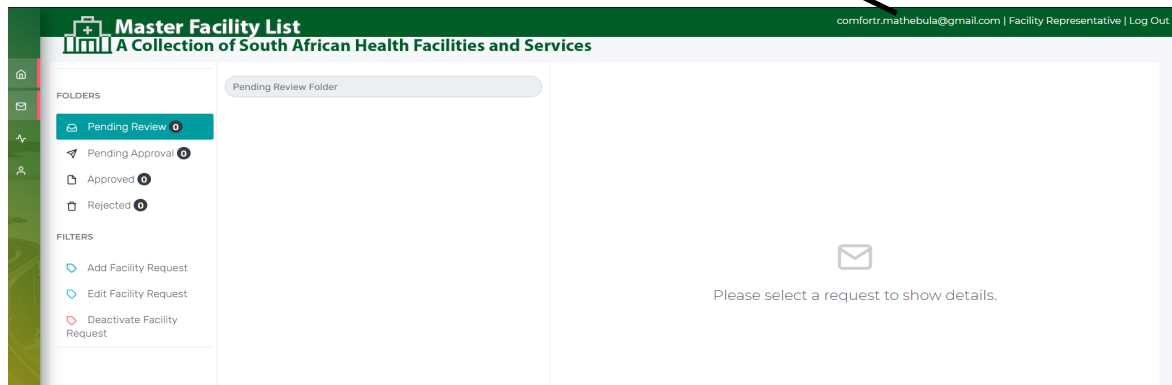


Figure 8: User logged in

## 4. How to manage facility data

### 4.1. How to associate with a facility

A facility representative that need to edit/deactivate a specific facility must “associate” their account with a facility they wish to edit/deactivate.

1. Click on Manage Facilities

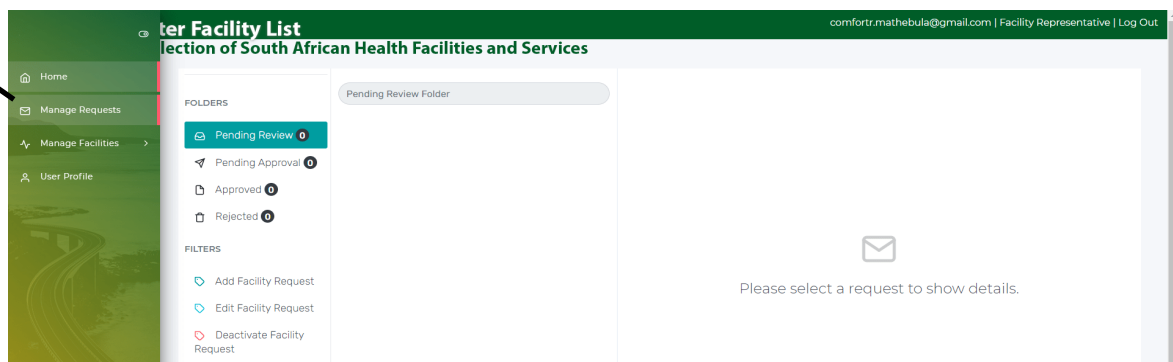


Figure 9: Manage Facilities



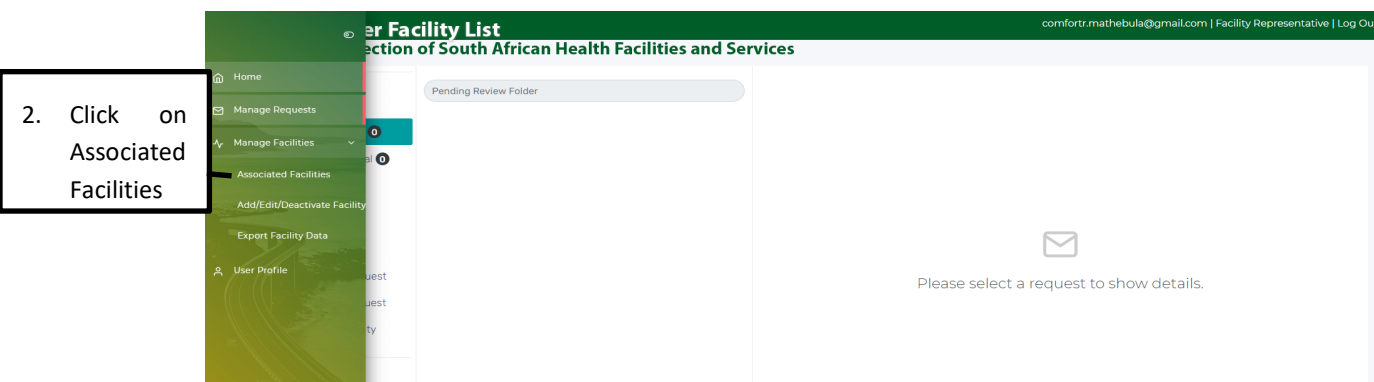


Figure 10: Navigate to Associated facilities page

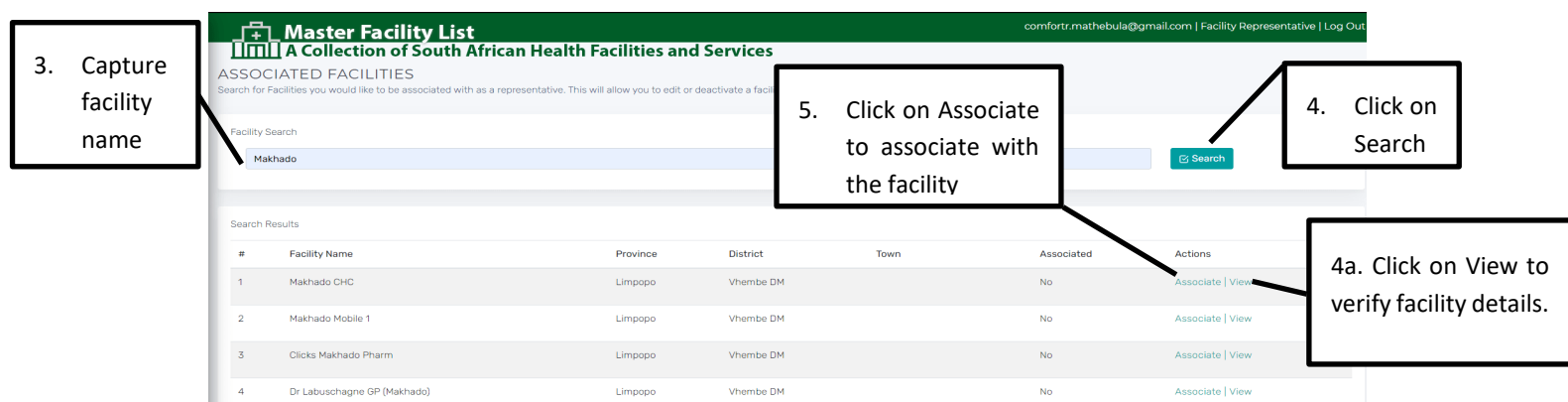


Figure 11: Associate with a facility

- If you click on <View>, Figure 12 will appear.
- If you click on <Associate>, Figure 13 will appear.

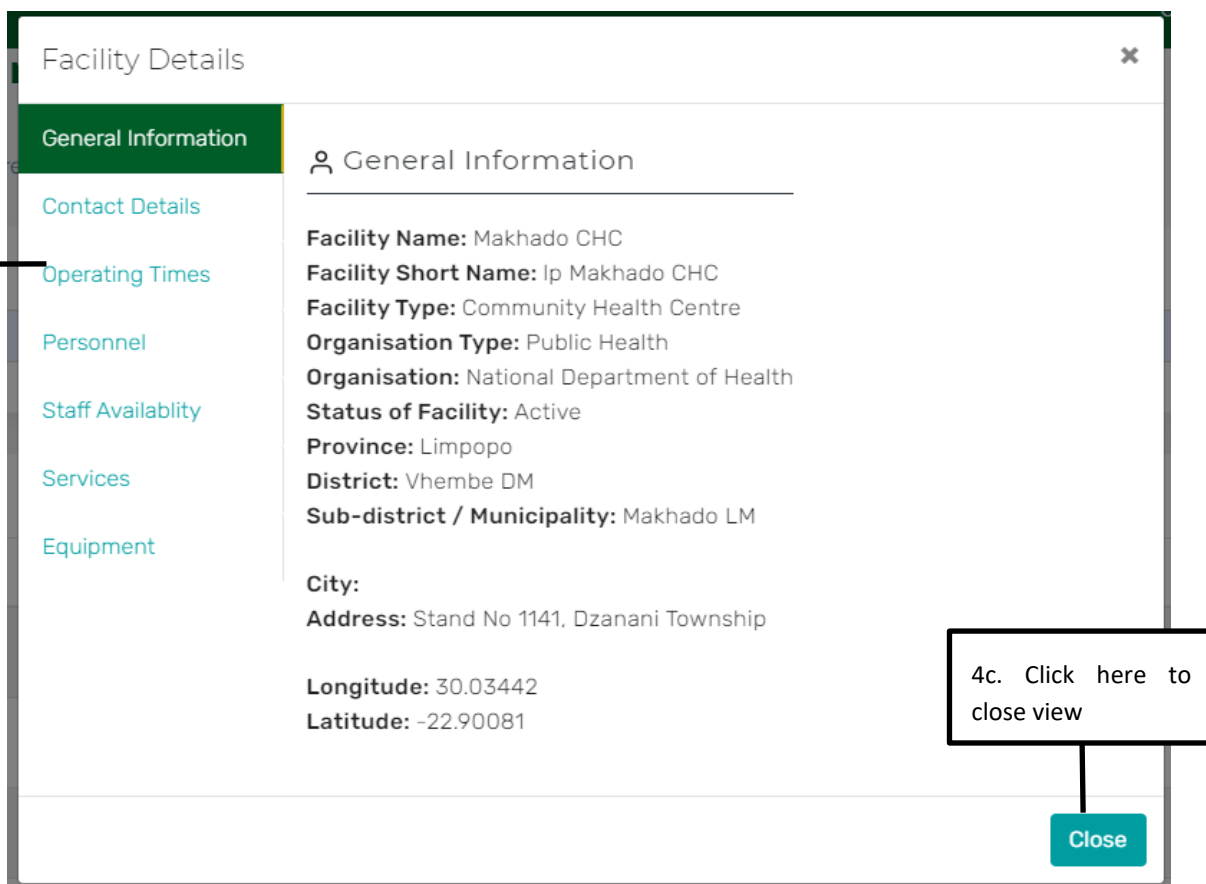


Figure 12: View facility details

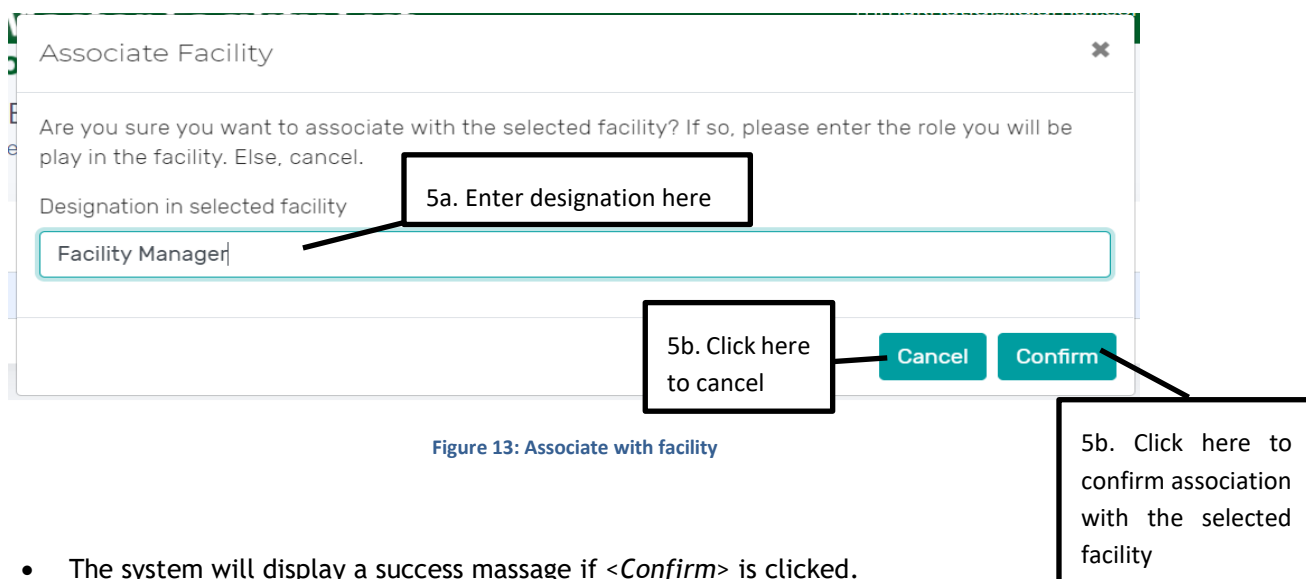


Figure 13: Associate with facility

- The system will display a success message if <Confirm> is clicked.
- The associated facility(s) will appear on the list when the associated facilities tab is clicked.

### 4.2. How to edit a facility

To navigate to the edit facility page click on “Manage Facilities” as shown in Figure 9 above.

1. Click on Add/Edit/Deactivate Facility tab

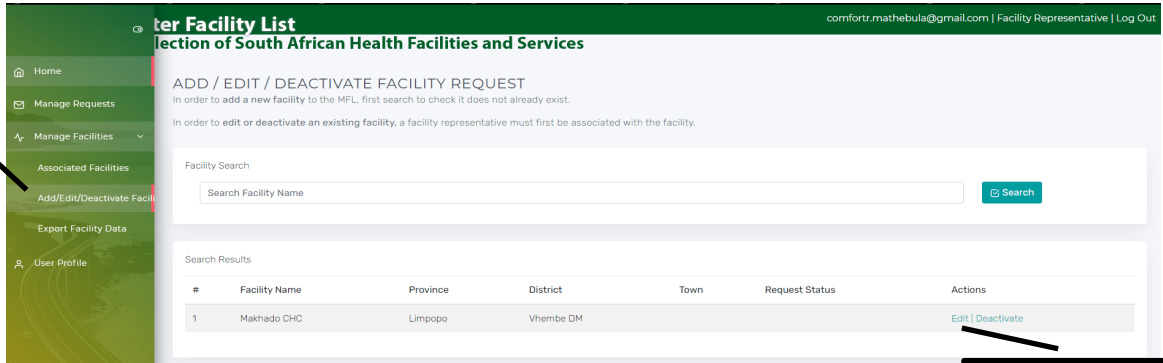


Figure 14: Add/Edit/Deactivate facility tab

2. Click on Edit

- The facility(s) that is/are associated with your account will appear on the list
- If you are associated with more than one facility, then you can search for a facility as described in Figure 10 and Figure 11.
- **Note:** You can only edit a facility that you are associated with

3. Edit any of the specific detail(s)

The screenshot shows the 'CREATE FACILITY REQUEST' form, step 1: Facility Details. The form includes a progress bar with four steps: Facility Details (1), Personnel Details (2), Services & Equipment Details (3), and Request Successfully Sent (4). The 'General Information' section contains the following fields:
 

- FACILITY TYPE: Specialised TB Hospital
- SA BASED SECTORS: Select an option
- ORGANISATION TYPE: Select an option
- STATUS OF FACILITY: Active
- FACILITY NAME (PRIMARY NAME): West End Specialised TB Hospital
- FACILITY OTHER NAME (E.G. SHORT NAME): nc West End Specialised TB Hospital
- PROVINCE: Northern Cape
- DISTRICT: Frances Baard DM
- SUB-DISTRICT / MUNICIPALITY: Sol Plaatje LM
- CITY/TOWN/VILLAGE: [Empty]
- STREET ADDRESS: 121 Green Street West End
- GEOCODE: LONGITUDE: 24.773740
- GEOCODE: LATITUDE: -28.806700

 The 'Contact Details' section includes:
 

- CONTACT PERSON NAME, CONTACT PERSON SURNAME, CONTACT PERSON NUMBER
- CONTACT PERSON ALTERNATE NUMBER, CONTACT PERSON EMAIL ADDRESS
- FACILITY TELEPHONE NUMBER, FACILITY FAX NUMBER, FACILITY EMAIL

The screenshot shows a form titled "Operating Times" with three rows of input fields. Each row contains three dropdown menus labeled "Opening Time", "Closing Time", and "Days", each with the text "Select an option". A blue "Next" button is located at the bottom right of the form area. A callout box with the text "4. Click on Next" points to the "Next" button.

Figure 15: Edit facility details

- Edit any of the specific facility information and continue to click on the <Next> button until step 4 below.

The screenshot shows the "FORM WIZARD" progress bar with four steps: 1. Facility Details, 2. Personnel Details, 3. Services & Equipment Details, and 4. Request Successfully Sent. Step 4 is highlighted. Below the progress bar, a message states: "You've completed your Facility Request and it was successfully sent for review. Please click on Manage Request menu item to view the status of your request." A "Manage Requests" button is visible. A callout box with the text "5. Edit facility request will be sent to the MFL Curator for review" points to step 4.

Figure 16: Edit facility successful

### 4.3. How to Deactivate a Facility

- To navigate to the Deactivate facility page click on “Manage Facilities” as shown in Figure 9.
- Click on Add/Edit/Deactivate Facility tab as described in Figure 14.

The screenshot shows the "ADD / EDIT / DEACTIVATE FACILITY REQUEST" page. It includes a search bar for "Facility Search" and a table of search results. The table has columns for "#", "Facility Name", "Province", "District", "Town", "Request Status", and "Actions". One row is visible with the facility name "Makhado CHC" and the action "Edit | Deactivate". A callout box with the text "1. Click on Deactivate" points to the "Deactivate" link in the actions column.

| # | Facility Name | Province | District  | Town | Request Status | Actions           |
|---|---------------|----------|-----------|------|----------------|-------------------|
| 1 | Makhado CHC   | Limpopo  | Vhembe DM |      |                | Edit   Deactivate |

Figure 17: Navigate to Deactivate Facility

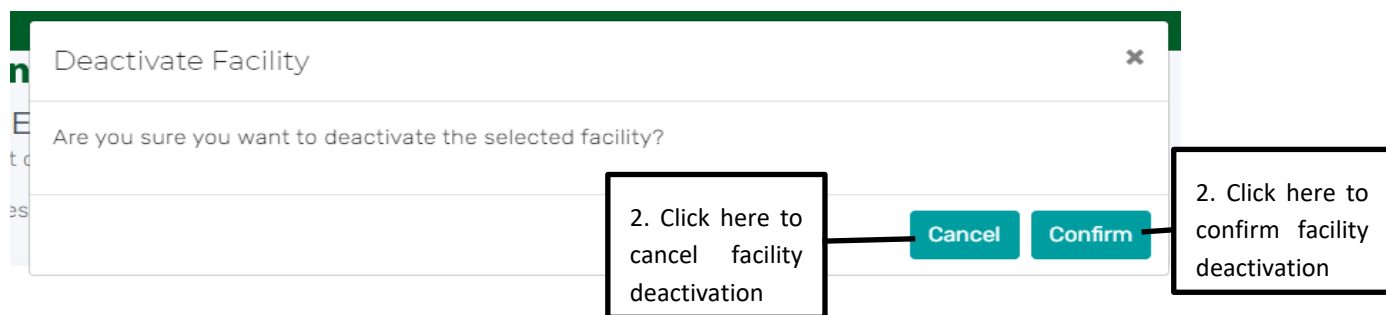


Figure 18: Deactivate a Facility

- If you click on <Confirm> a success message will appear and the request will be sent to the MFL Curator for review.
- If you click on <Cancel> the facility deactivation process will be cancelled.

#### 4.4. How to Add a new Facility

- To be able to add a new facility on to the MFL system, you need to first search for a facility as described in Figure 10 and Figure 11.
- Only when you cannot find a facility that you are searching for, an <Add Facility Request> button will appear.

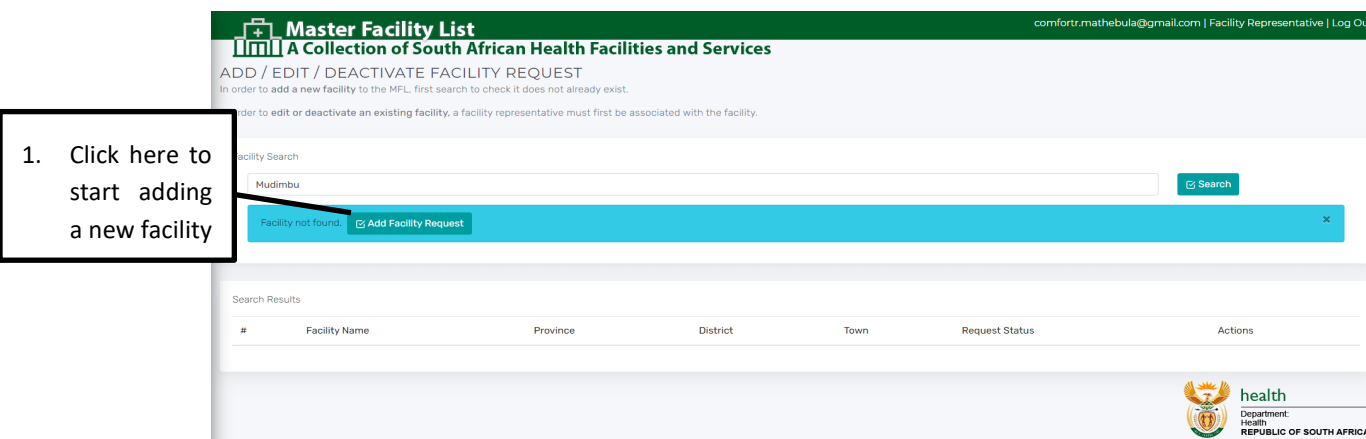


Figure 19: Add new facility button

2. Capture all of the required information

Figure 20: Capture New Facility

- Capture all of the required information and continue to click on the <Next> button until step 4 as described in Figure 15 and Figure 16.
- After capturing all of the facility details until step 4, the add facility request will be sent to the MFL Curator for review.

**4.5. How to export facility data**

To navigate to the export facility data page: select on the “Manage Facilities” tab, then select the “Export Facility Data” tab.

Figure 21: Export Facility Data tab

5. Capture information for facility(s) you would like to export by using the available search parameters

1. Click here to select the export fields you want to see

2. Number of selected facility(s) to export will show here

3. Select the facility(s) you wish to export from the list

4. Click on Search

Figure 22: Export Facility Data Page

6. Select specific columns you would like to see on the export

7. Select the type of export file you want

Figure 23: Export options

- After selecting the type of a file to export, the system will download the export and give you an option to save on the device you are using to access the system.

## 5. Managing requests on the MFL System

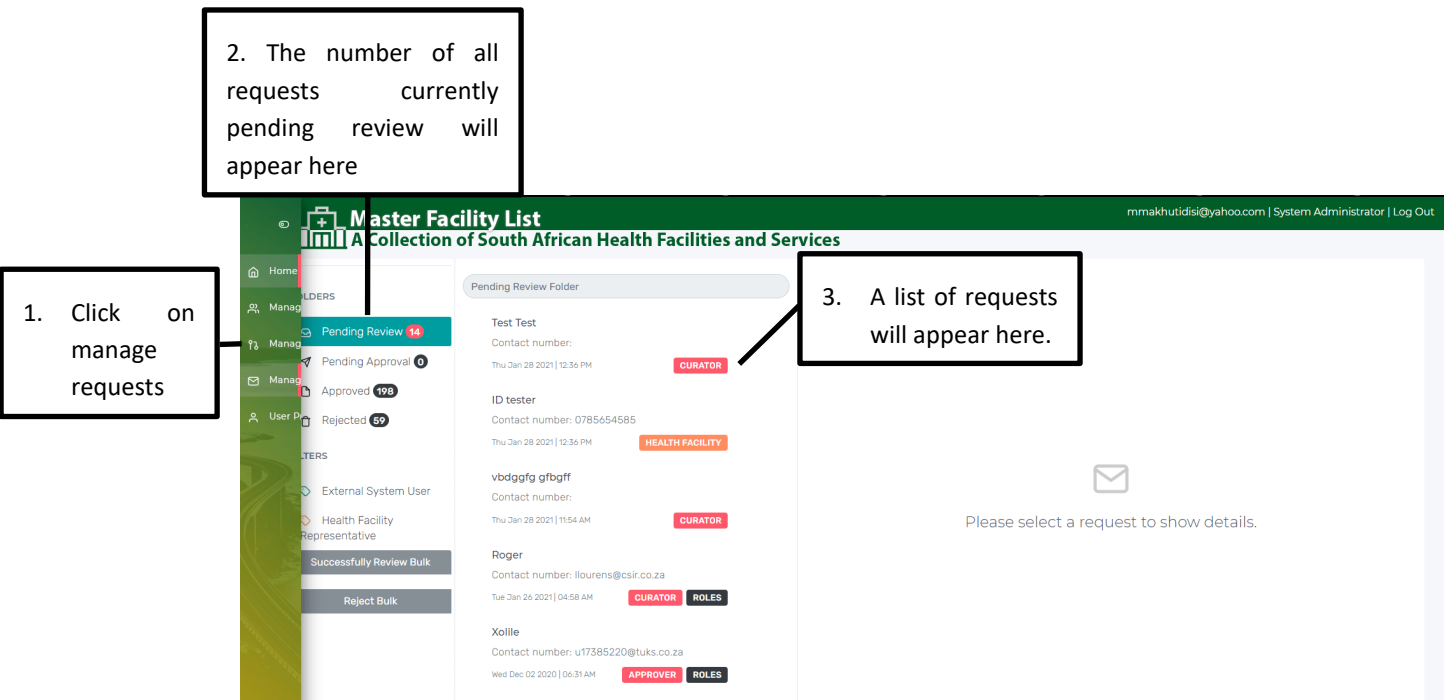


Figure 24: Manage requests

### 5.1. How to manage requests

The following figures describe steps to be followed when managing all kinds of requests on the MFL system.

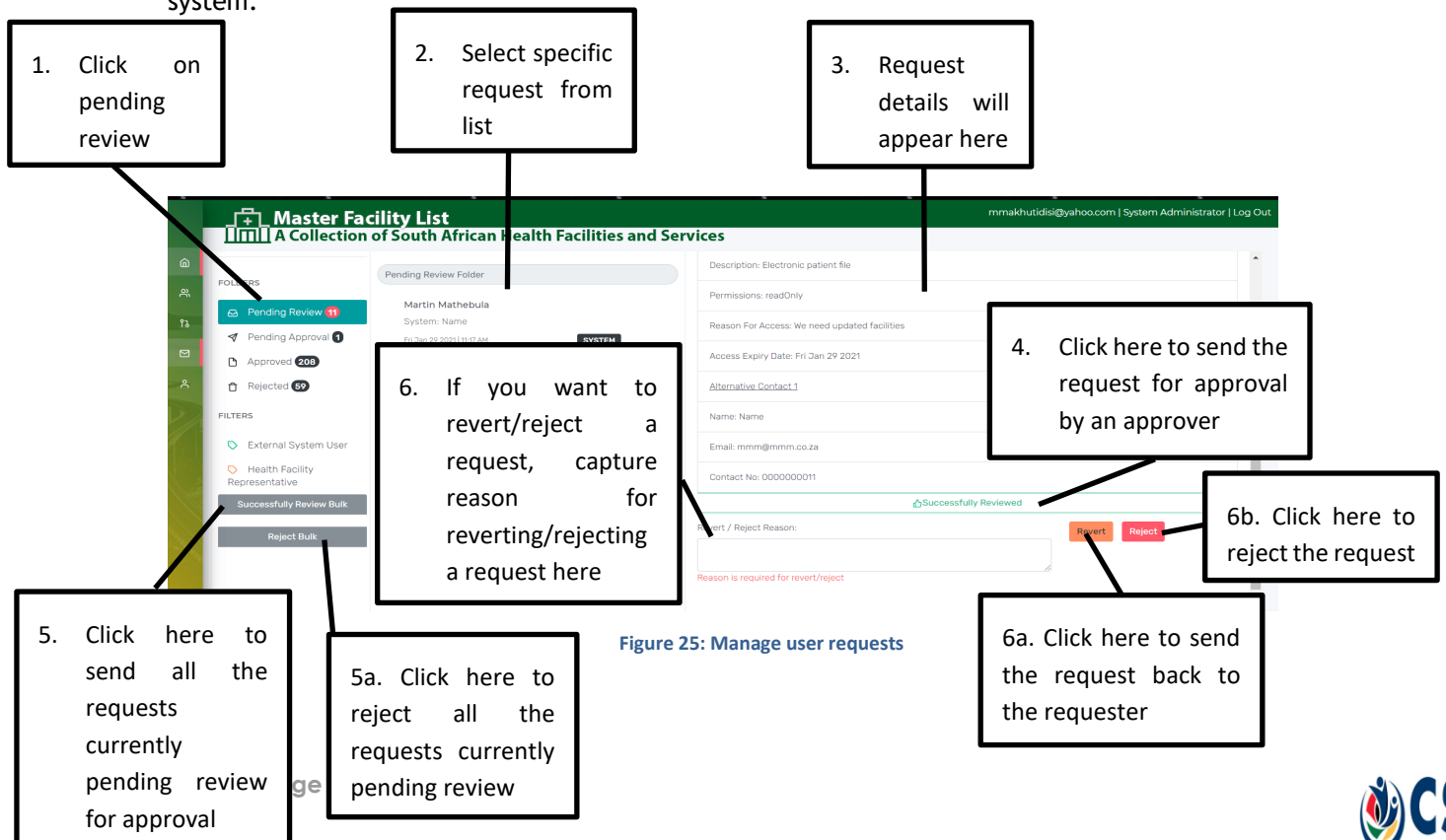


Figure 25: Manage user requests



- If <Successfully Reviewed> is clicked, Figure 26 will appear.
- If a reason is captured and <Revert> is clicked, Figure 27 will appear.
- If a reason is captured and <Reject> is clicked, Figure 28 will appear.

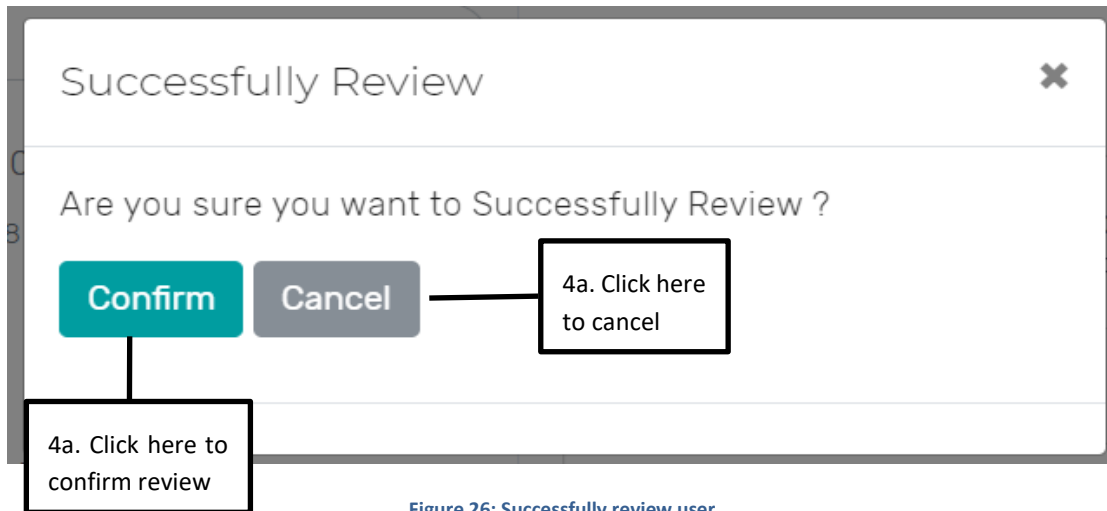


Figure 26: Successfully review user

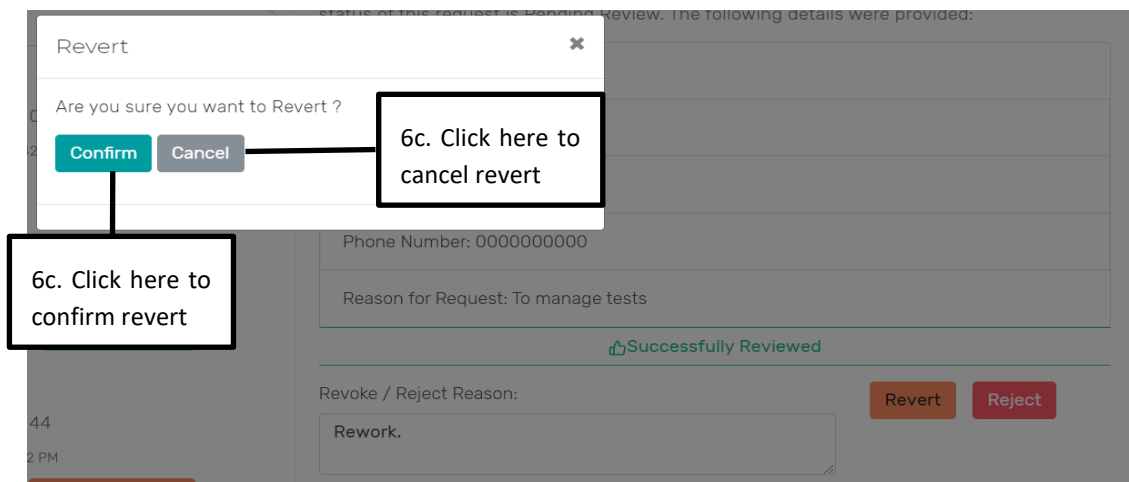


Figure 27: Revert request

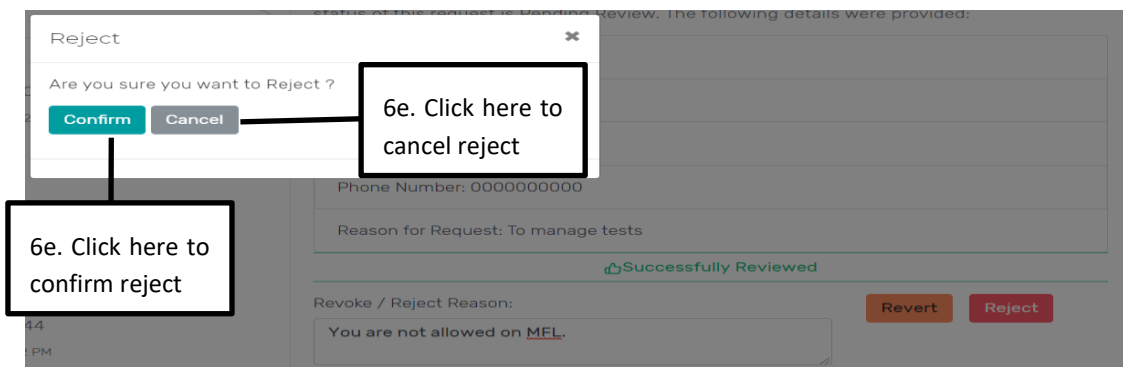


Figure 28: Reject request

## 5.2. How to manage facility requests

An mfl curator can manage facility requests.

- See Figure 24, Figure 25, Figure 26, Figure 27 and Figure 28 for steps on how to manage requests.

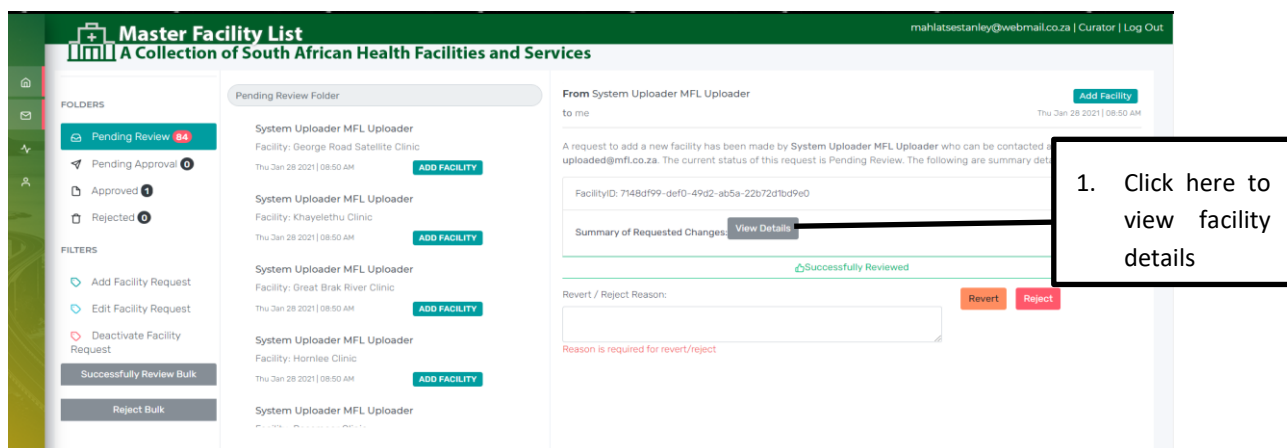


Figure 29: Manage facility

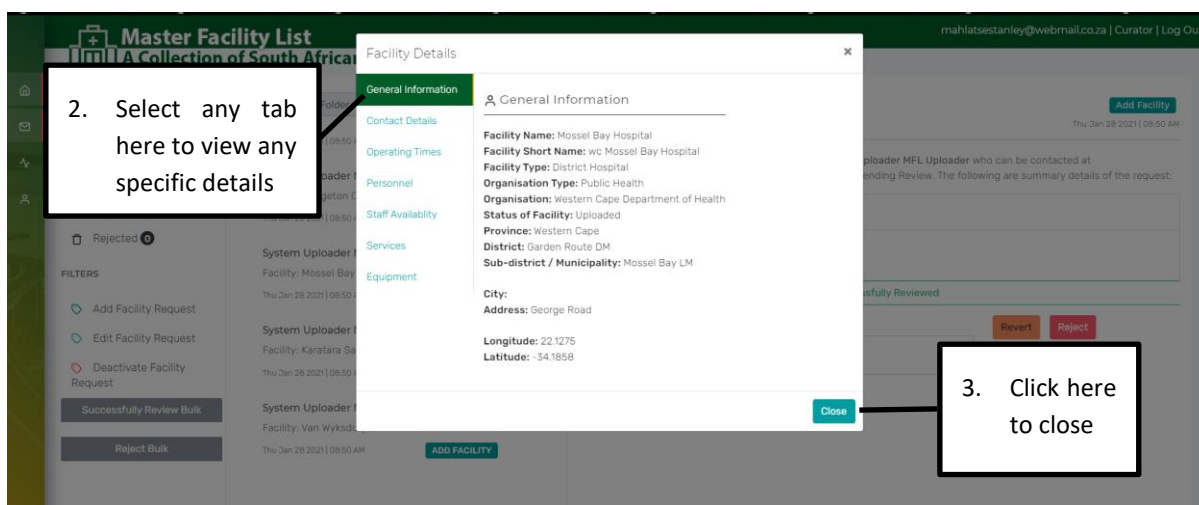


Figure 30: View facility changes

### 5.3. How to approve requests

An mfl approver can approve all requests on the MFL system.

- See Figure 24, Figure 25, Figure 26, Figure 27 and Figure 28 for steps on how to manage requests.

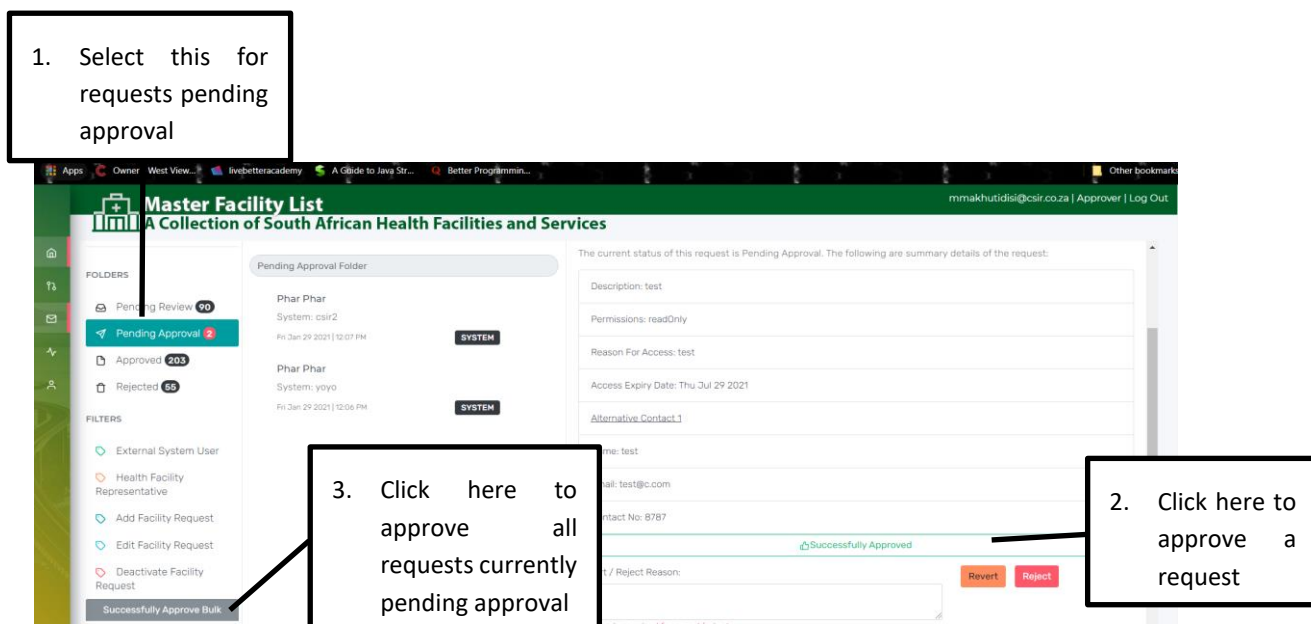


Figure 31: Approve requests

### 5.4. How to manage users

The screenshot shows the 'MANAGE USERS' interface. The search criteria are: NAME: Mahlatse, SURNAME: (empty), EMAIL / USERNAME: (empty), USER TYPE: Select an option. The search results table is as follows:

| # | Name           | Surname     | Email / Username       | User Type            | Status   | Actions                                     |
|---|----------------|-------------|------------------------|----------------------|----------|---|
| 1 | Mahlatse admin | Makhutidisi | mmakhutidisi@yahoo.com | System Administrator | Approved | <a href="#">Edit</a>   <a href="#">View</a> |
| 2 | Mahlatse       | Makhutidisi | mmakhutidisi@gmail.com | System Administrator | Approved | <a href="#">Edit</a>   <a href="#">View</a> |

Figure 32: Manage users page

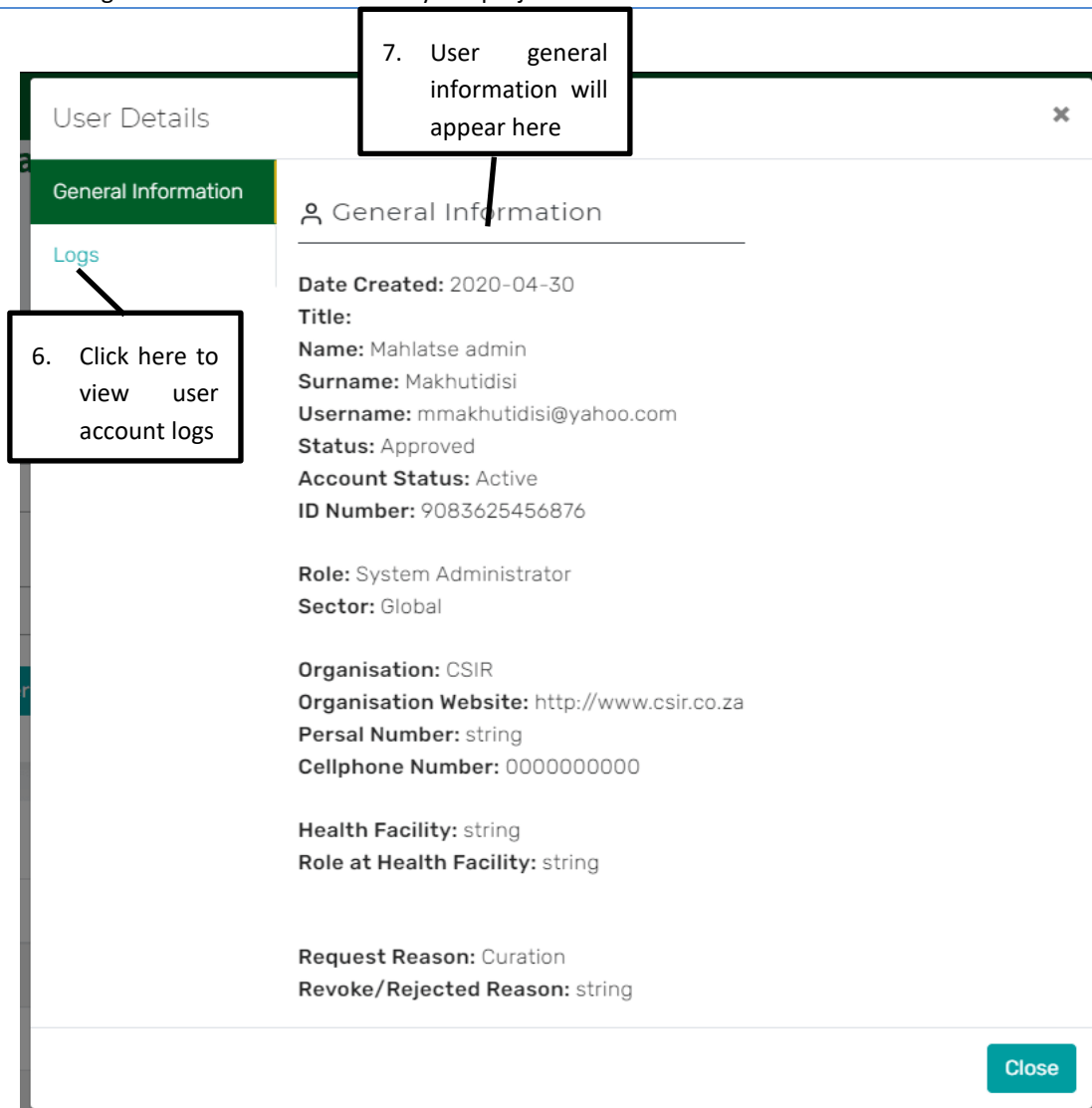


Figure 33: View User Details

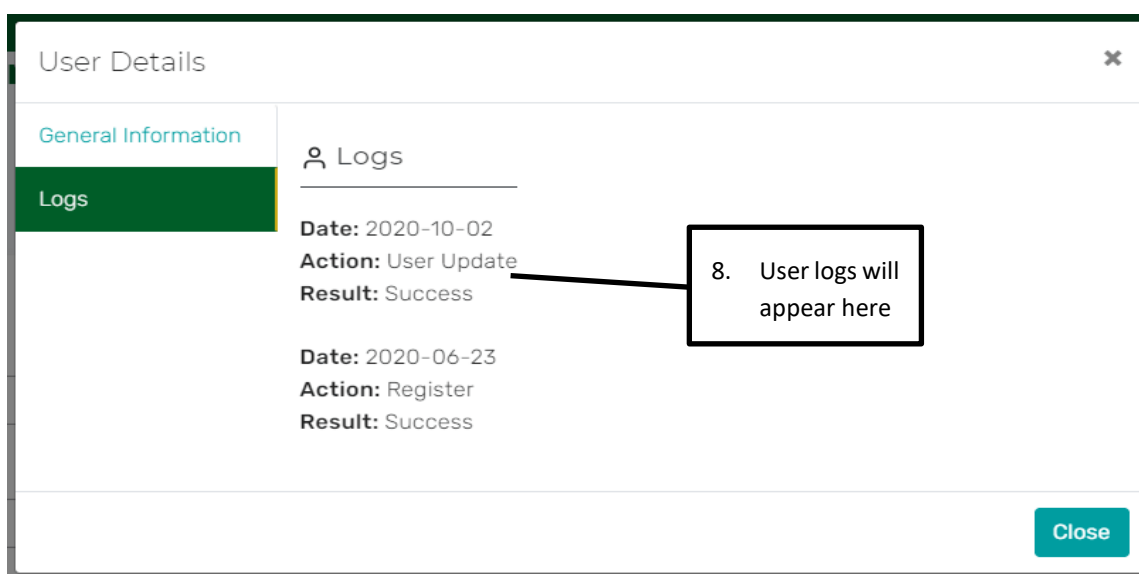


Figure 34: View User Logs

### 5.4.1. How to edit a user account

To edit a user account login with a System Administrator user profile and search for a specific account as shown in Figure 32 above.

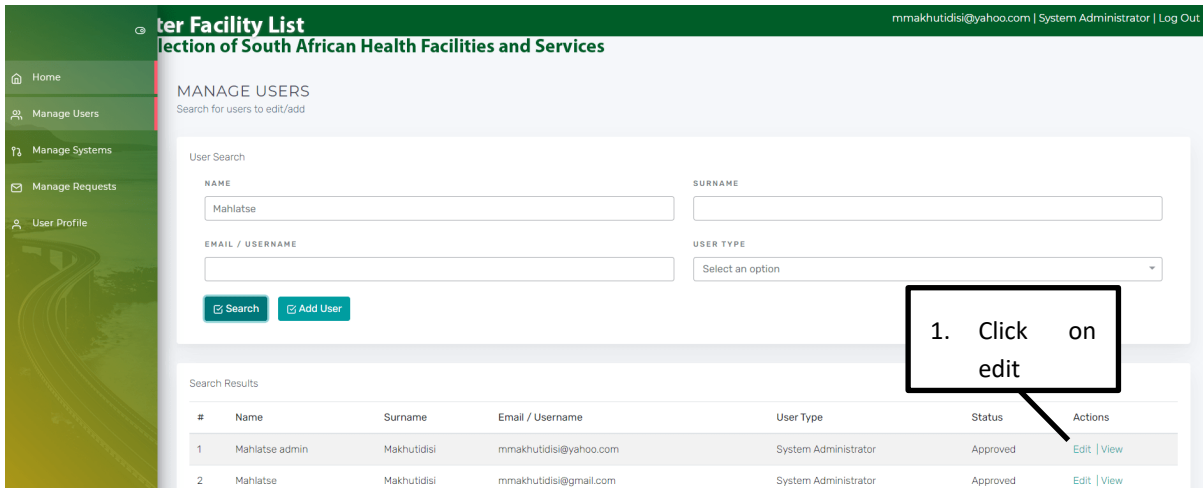


Figure 35: Edit user account

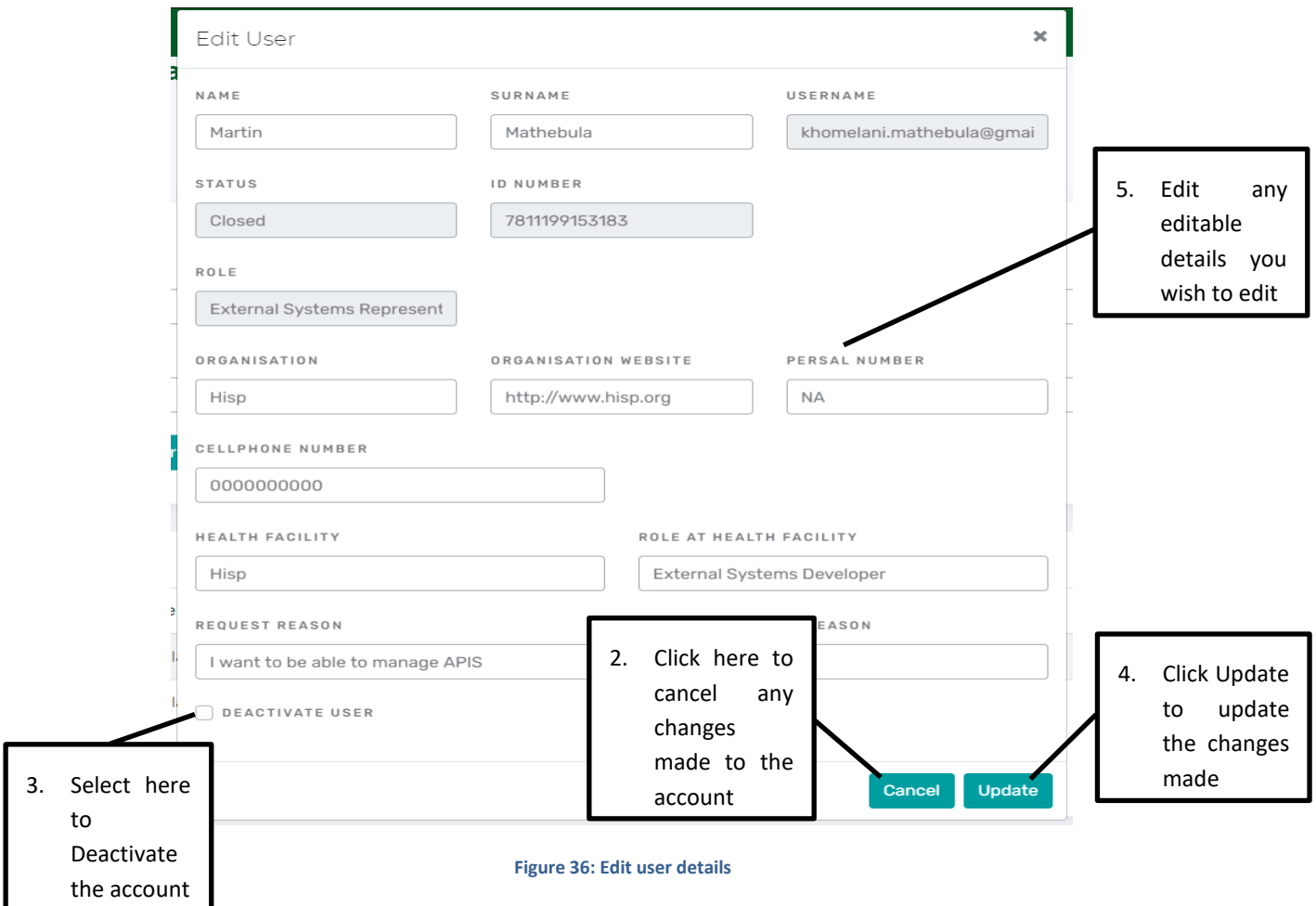


Figure 36: Edit user details

### 5.4.2. How to Add a new user account

To add a new user account login with a System Administrator user profile and search for a specific account as shown in Figure 32 above to verify that the user does not already exist.

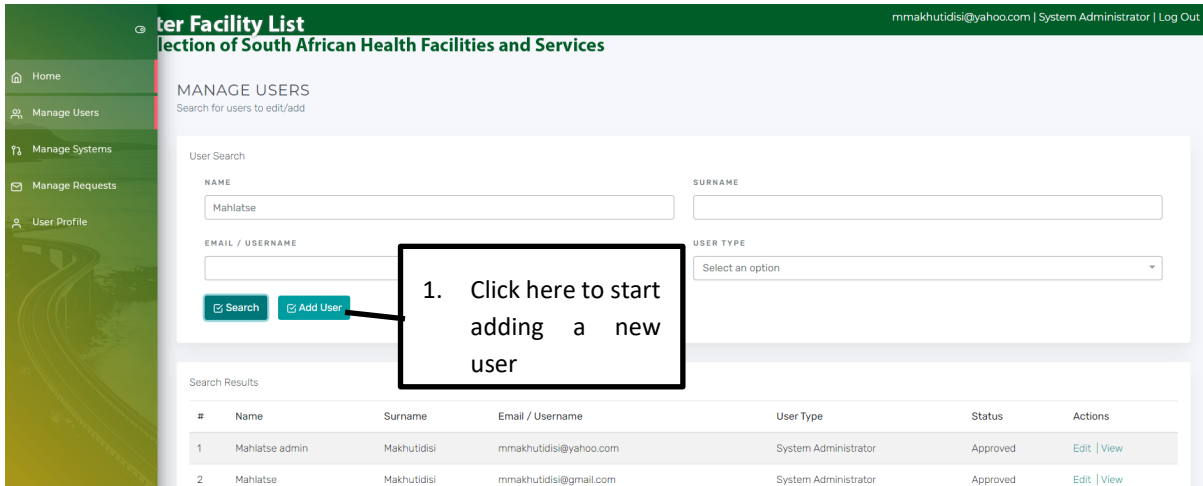


Figure 37: Add New User

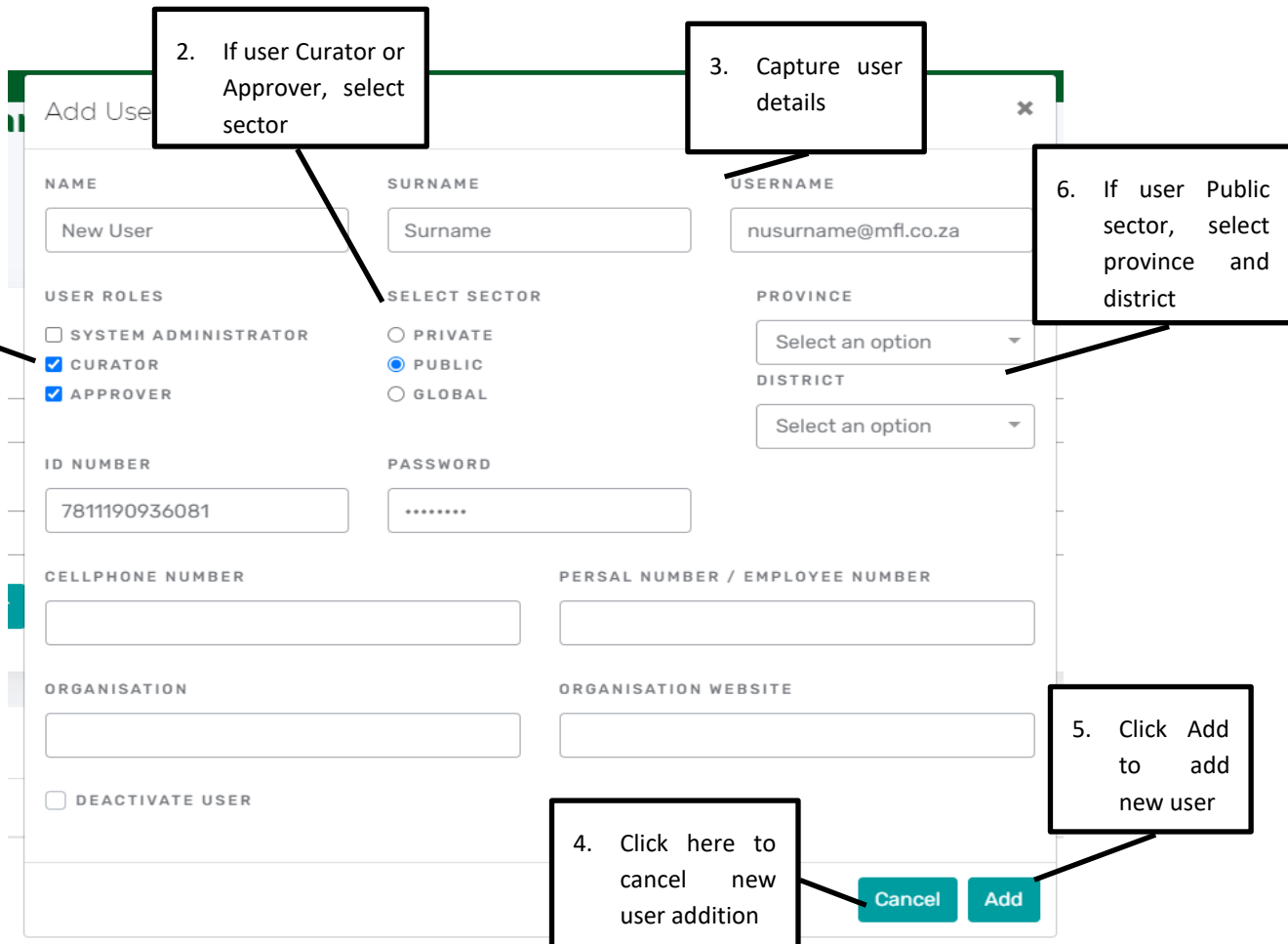


Figure 38: Capture user details

## 5.5. How to manage systems

### 5.5.1. How to manage systems - External Systems Representative

A registered “External Systems Representative” will be able to submit an external system that they are representing on the MFL system for review and activation.

1. Click on Manage Systems

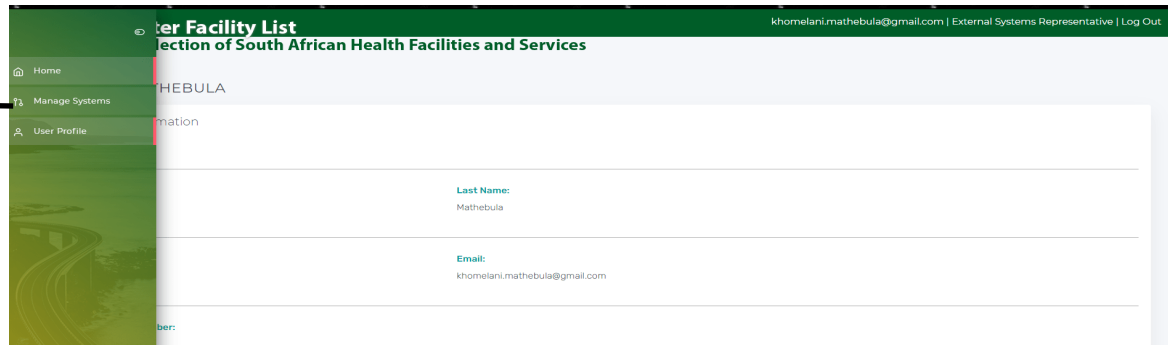


Figure 39: External Systems Representative page

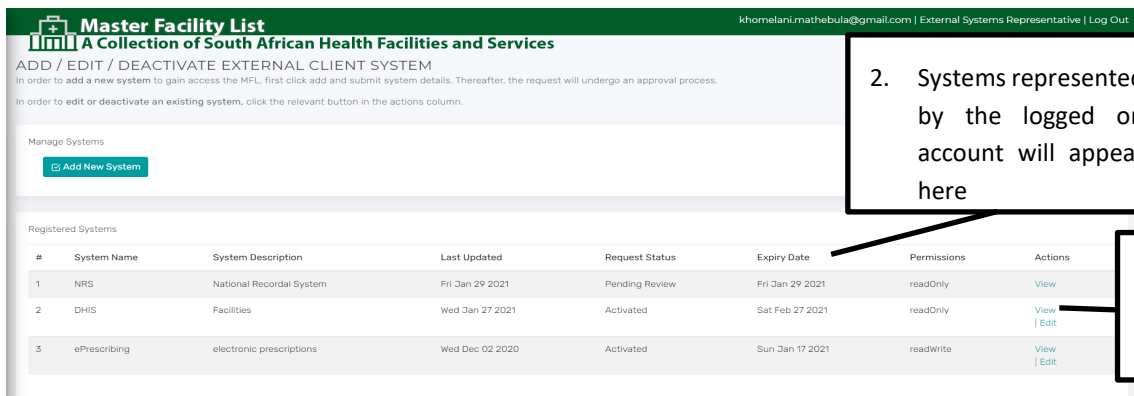


Figure 40: Manage External Systems



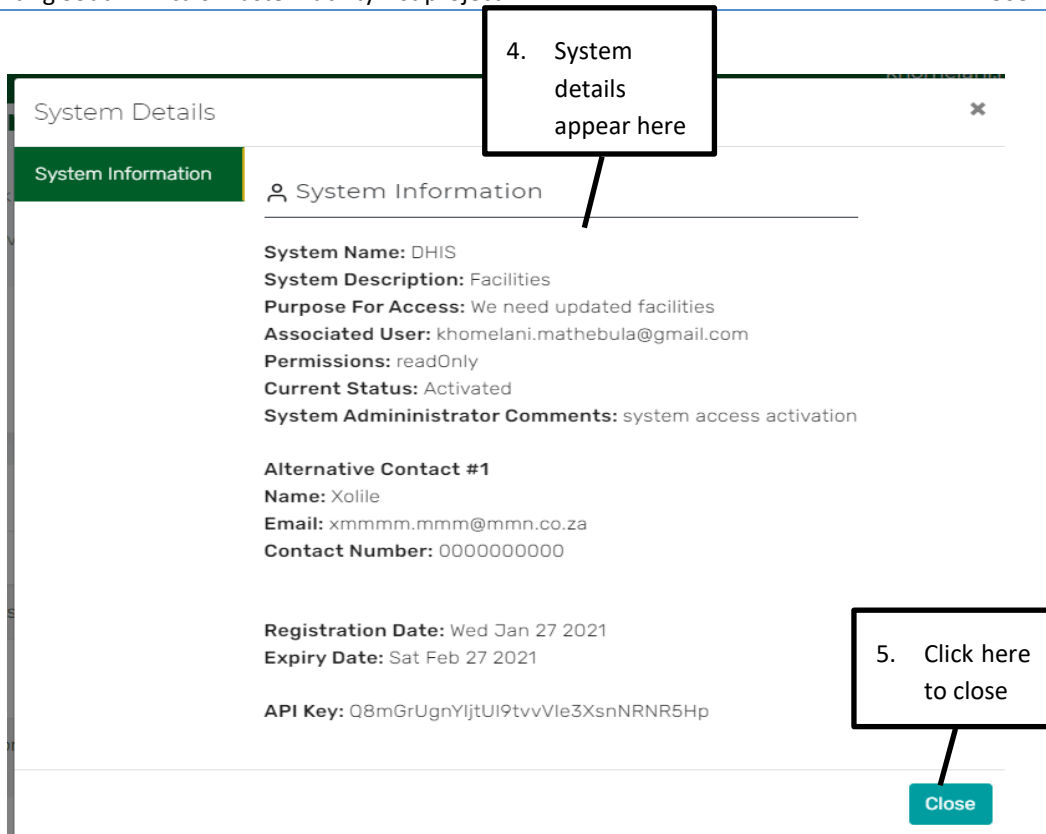


Figure 41: View System details

### 5.5.1.1. How to edit system details

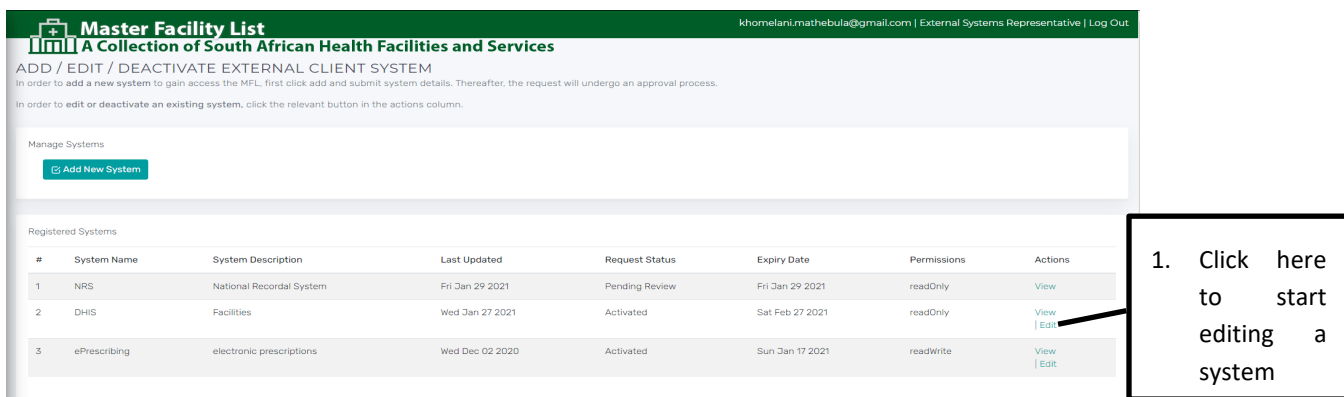


Figure 42: Select edit

- **Note:** You can only edit a system with status "Activated".

### Update System ✕

**SYSTEM NAME**

**SELECT THE PERMISSIONS REQUIRED FOR THIS SYSTEM**

READ ONLY

READ AND WRITE

**SYSTEM DESCRIPTION**

**PURPOSE FOR ACCESS**

**ACCESS EXPIRY DATE**

**Alternative Contact Person 1**

| NAME                                | EMAIL  | PHONE NUMBER                            |
|-------------------------------------|--|---|
| <input type="text" value="Xolile"/> | <input type="text" value="xmmmm.mmm@mmn.co.za"/> | <input type="text" value="0000000000"/> |

**Alternative Contact Person 2**

| NAME                 | EMAIL                | PHONE NUMBER         |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

2. Update any specific details

3. Click here to confirm the changes

4. Click here to cancel any changes made

Figure 43: Edit System page

### 5.5.1.2. How to add a new system

1. Click here to start adding a new system

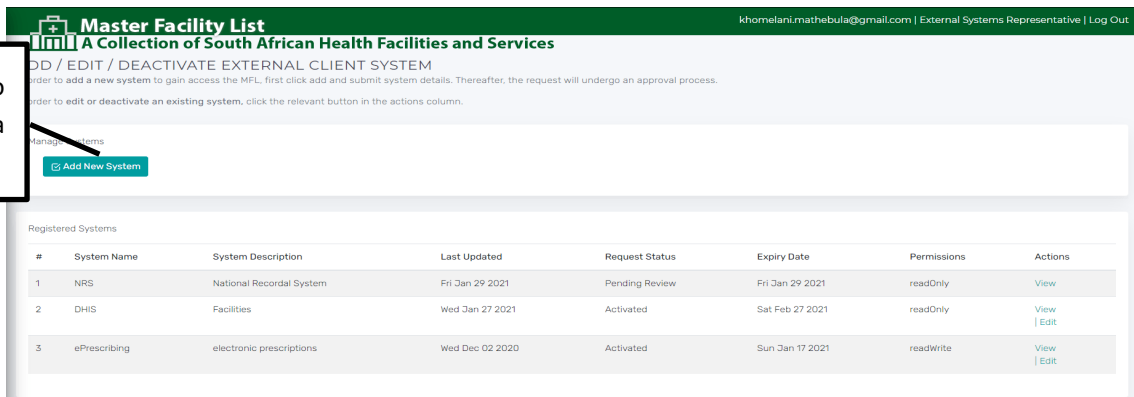


Figure 44: Navigate to Add New System

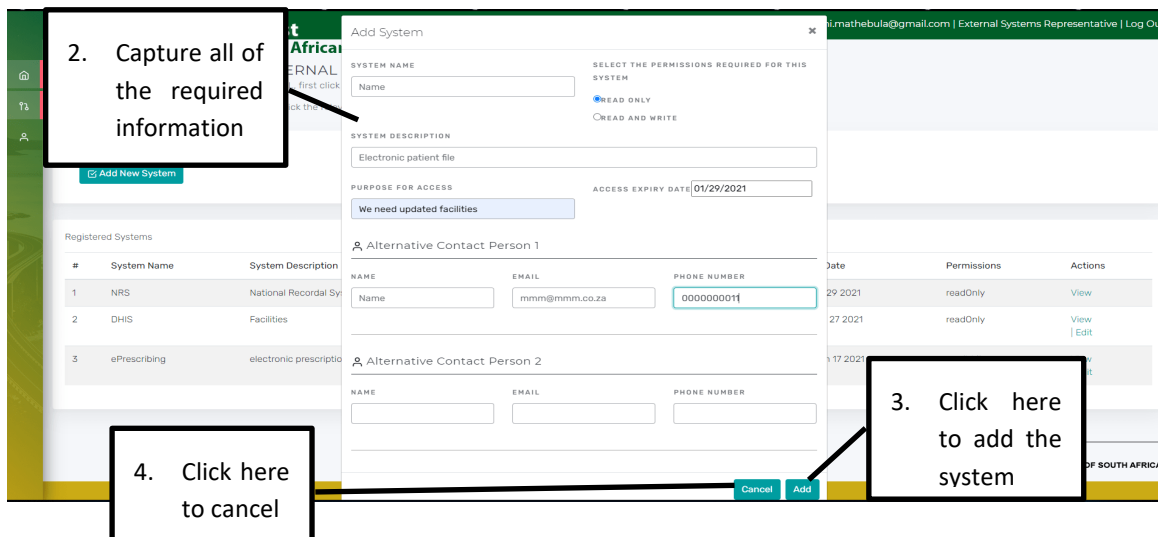


Figure 45: Add New System Page

- After clicking on <Add> a success message will appear and a system request will be sent to the System Administrator for Review.

### 5.5.2. How to manage systems - System Administrator

1. Click on Manage Systems

2. System(s) that require activation will appear here

3. A list of systems currently in the system will appear herer

4. Click here to get an export of systems

| # | System Name | System Description | Last Updated    | Request Status | Expiry Date     | Permissions | Actions         |
|---|-------------|--------------------|-----------------|----------------|-----------------|-------------|-----------------|
| 1 | csirSys3    | Description        | Fri Jan 29 2021 | Approved       | Fri Jan 29 2021 | readWrite   | View   Activate |
| 2 | csirSys2    | system 2           | Fri Jan 29 2021 | Approved       | Tue Jun 29 2021 | readWrite   | View   Activate |
| 3 | csirSys1    | csir system        | Fri Jan 29 2021 | Approved       | Mon Nov 29 2021 | readOnly    | View   Activate |
| 4 | sdfhsd      | const              | Fri Jan 29 2021 | Approved       | Wed Nov 11 2020 | string      | View   Activate |
| 5 | weat        | agwe               | Fri Jan 29 2021 | Approved       | Wed Nov 11 2020 | string      | View   Activate |
| 6 | jydgsh      | ewga               | Fri Jan 29 2021 | Approved       | Wed Nov 11 2020 | string      | View   Activate |

| # | System Name | System Description      | Last Updated    | Request Status | Expiry Date     | Permissions | Actions           |
|---|-------------|-------------------------|-----------------|----------------|-----------------|-------------|-------------------|
| 1 | Name        | Electronic patient file | Fri Jan 29 2021 | Pending Review | Fri Jan 29 2021 | readOnly    | View              |
| 2 | DHIS        | Facilities              | Fri Jan 29 2021 | Activated      | Sun Feb 28 2021 | readOnly    | View   Deactivate |
| 3 | afaw        | Testing testing         | Fri Jan 29 2021 | Activated      | Wed Nov 11 2020 | string      | View   Deactivate |

Figure 46: Manage External Systems - System Administrator

#### 5.5.2.1. How to activate a system

1. Click on Manage Systems

2. Click here to activate the system

| #  | System Name    | System Description       | Last Updated    | Request Status   | Expiry Date     | Permissions | Actions           |
|----|----------------|--------------------------|-----------------|------------------|-----------------|-------------|-------------------|
| 1  | Name           | Electronic patient file  | Fri Jan 29 2021 | Pending Review   | Fri Jan 29 2021 | readOnly    | View              |
| 2  | DHIS           | Facilities               | Fri Jan 29 2021 | Activated        | Sun Feb 28 2021 | readOnly    | View   Deactivate |
| 3  | afaw           | Testing testing          | Fri Jan 29 2021 | Activated        | Wed Nov 11 2020 | string      | View   Deactivate |
| 4  | NRS            | National Recordal System | Fri Jan 29 2021 | Pending Review   | Fri Jan 29 2021 | readOnly    | View              |
| 5  | csirSys3       | Description              | Fri Jan 29 2021 | Approved         | Fri Jan 29 2021 | readWrite   | View   Activate   |
| 6  | csirSys1       | csir system              | Fri Jan 29 2021 | Approved         | Mon Nov 29 2021 | readOnly    | View   Activate   |
| 7  | csirSys2       | system 2                 | Fri Jan 29 2021 | Approved         | Tue Jun 29 2021 | readWrite   | View   Activate   |
| 8  | sdfhsd         | const                    | Fri Jan 29 2021 | Approved         | Wed Nov 11 2020 | string      | View   Activate   |
| 9  | weat           | agwe                     | Fri Jan 29 2021 | Approved         | Wed Nov 11 2020 | string      | View   Activate   |
| 10 | jydgsh         | ewga                     | Fri Jan 29 2021 | Approved         | Wed Nov 11 2020 | string      | View   Activate   |
| 11 | Test System123 | Bla BLah                 | Fri Jan 29 2021 | Pending Approval | Thu Nov 12 2020 | string      | View              |
| 12 | waeh           | waehwae                  | Wed Jan 27 2021 | Activated        | Wed Nov 25 2020 | string      | View   Deactivate |

Figure 47: Activate a System

### 5.5.2.2. How to Deactivate a system

1. Click here to deactivate the system

| #  | System Name    | System Description       | Last Updated    | Request Status   | Expiry Date     | Permissions | Actions           |
|----|----------------|--------------------------|-----------------|------------------|-----------------|-------------|-------------------|
| 1  | Name           | Electronic patient file  | Fri Jan 29 2021 | Pending Review   | Fri Jan 29 2021 | readOnly    | View              |
| 2  | DHIS           | Facilities               | Fri Jan 29 2021 | Activated        | Sun Feb 28 2021 | readOnly    | View   Deactivate |
| 3  | afaw           | Testing testing          | Fri Jan 29 2021 | Activated        | Wed Nov 11 2020 | string      | View   Deactivate |
| 4  | NRS            | National Recordal System | Fri Jan 29 2021 | Pending Review   | Fri Jan 29 2021 | readOnly    | View              |
| 5  | csirSys3       | Description              | Fri Jan 29 2021 | Approved         | Fri Jan 29 2021 | readWrite   | View   Activate   |
| 6  | csirSys1       | csir system              | Fri Jan 29 2021 | Approved         | Mon Nov 29 2021 | readOnly    | View   Activate   |
| 7  | csirSys2       | system 2                 | Fri Jan 29 2021 | Approved         | Tue Jun 29 2021 | readWrite   | View   Activate   |
| 8  | sdfhsd         | const                    | Fri Jan 29 2021 | Approved         | Wed Nov 11 2020 | string      | View   Activate   |
| 9  | weat           | agwe                     | Fri Jan 29 2021 | Approved         | Wed Nov 11 2020 | string      | View   Activate   |
| 10 | jydghs         | ewga                     | Fri Jan 29 2021 | Approved         | Wed Nov 11 2020 | string      | View   Activate   |
| 11 | Test System123 | Bla BLah                 | Fri Jan 29 2021 | Pending Approval | Thu Nov 12 2020 | string      | View              |
| 12 | waeh           | waehwae                  | Wed Jan 27 2021 | Activated        | Wed Nov 25 2020 | string      | View   Deactivate |

Figure 48: Deactivate a System

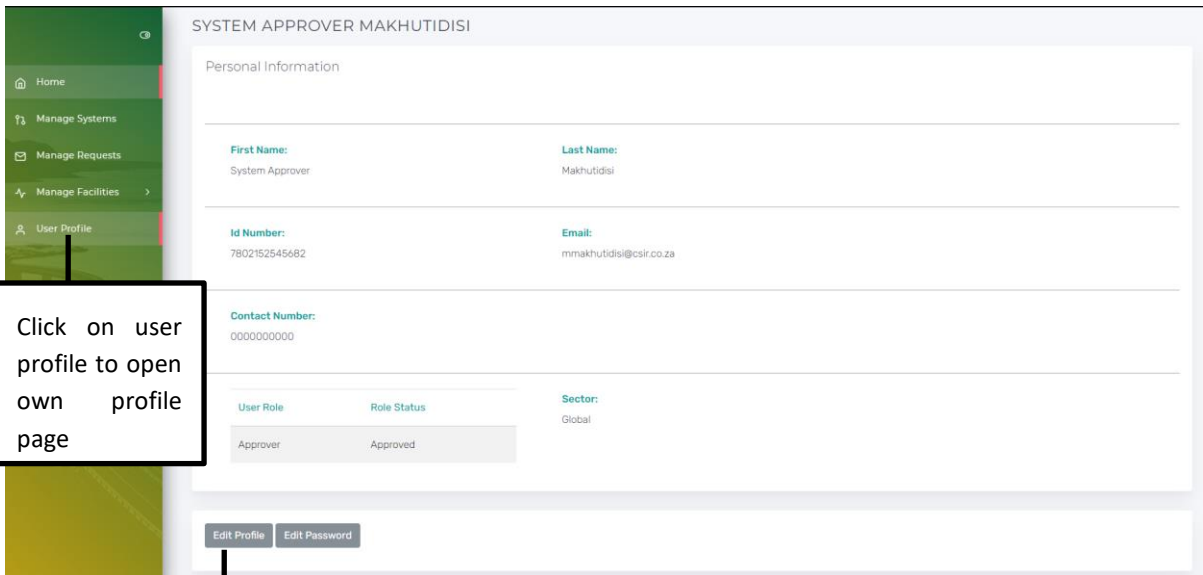
2. Capture reason for deactivation here

3. Click here to confirm deactivation

4. Click here to cancel deactivation

Figure 49: Deactivate System Confirmation

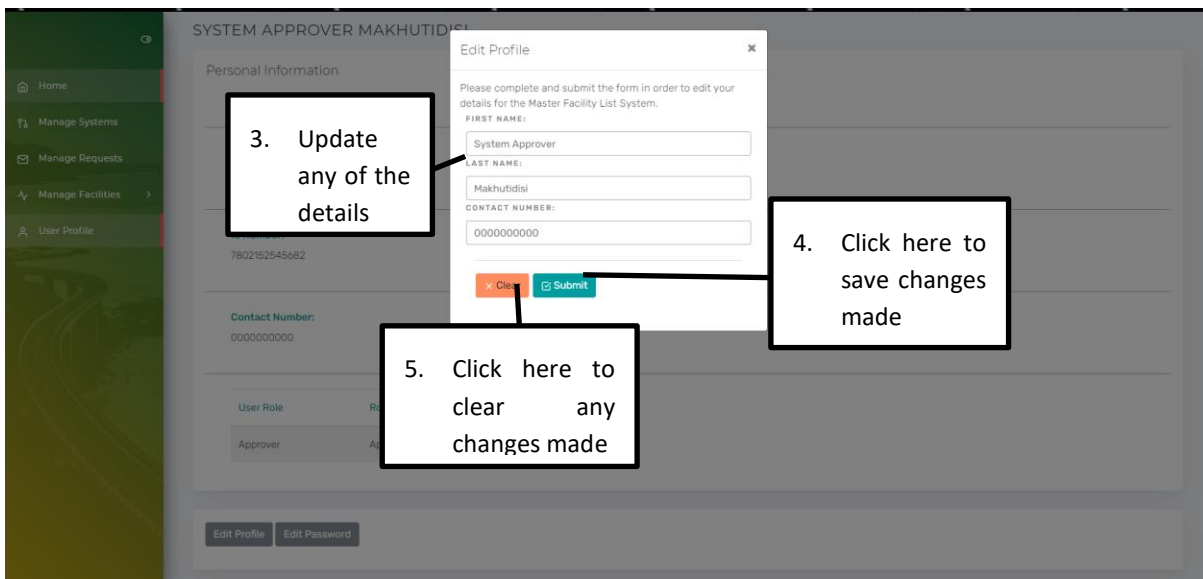
## 6. Managing Own User Profile



1. Click on user profile to open own profile page

2. Click here to start editing own profile

Figure 50: Editing Own Profile



3. Update any of the details

4. Click here to save changes made

5. Click here to clear any changes made

Figure 51: Edit Profile Details

## 6.1. How to Edit Own Password

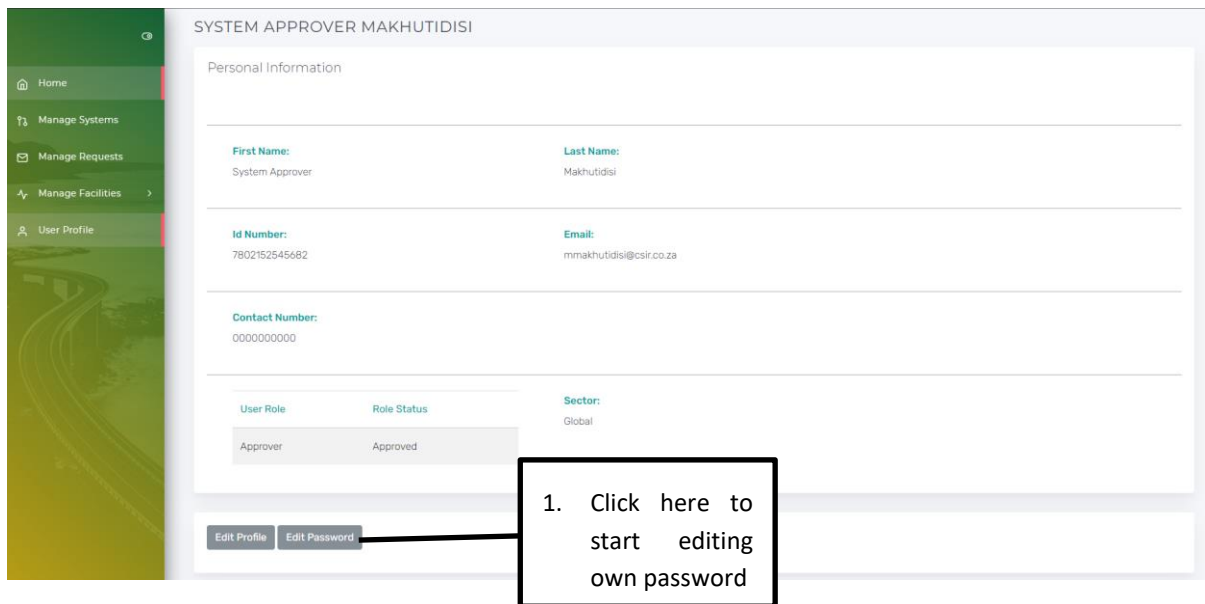


Figure 52: Editing Own Password

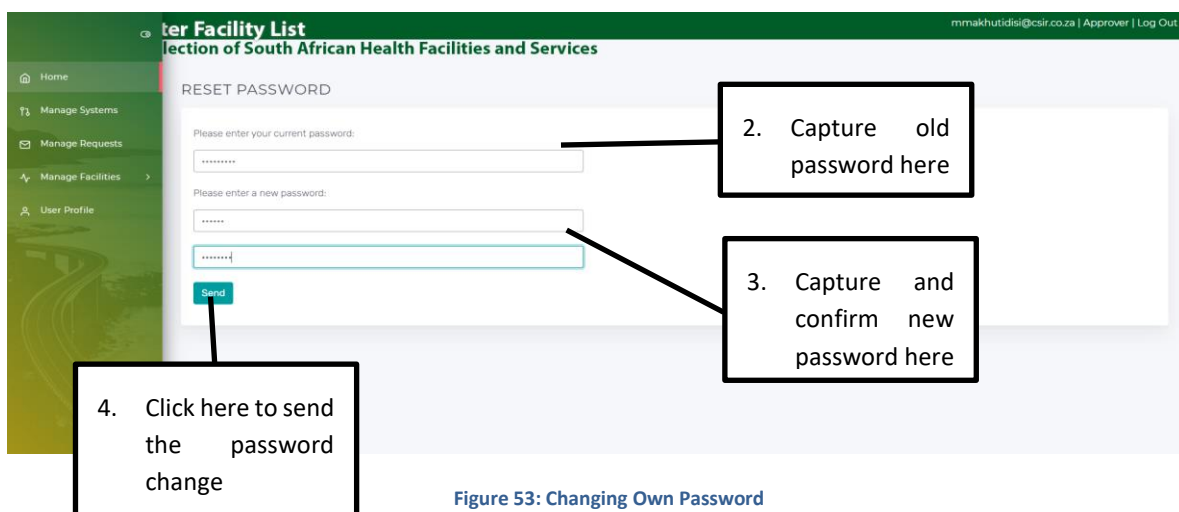


Figure 53: Changing Own Password

## 7. How to Reset Forgotten Password

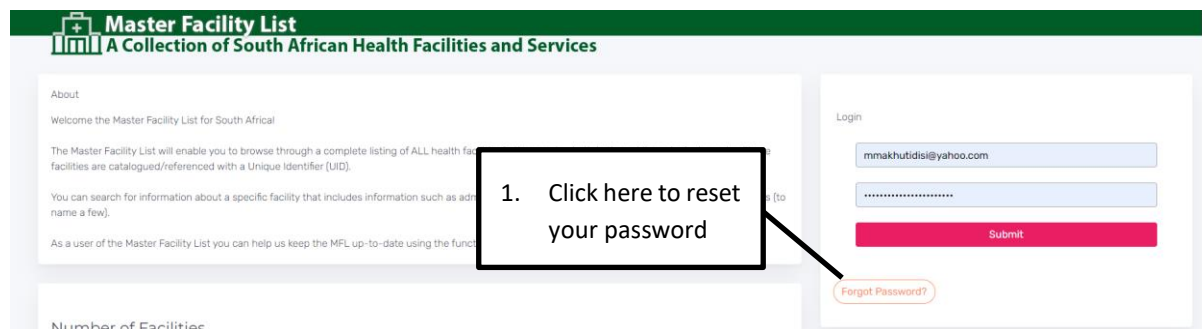


Figure 54: Forgot Password

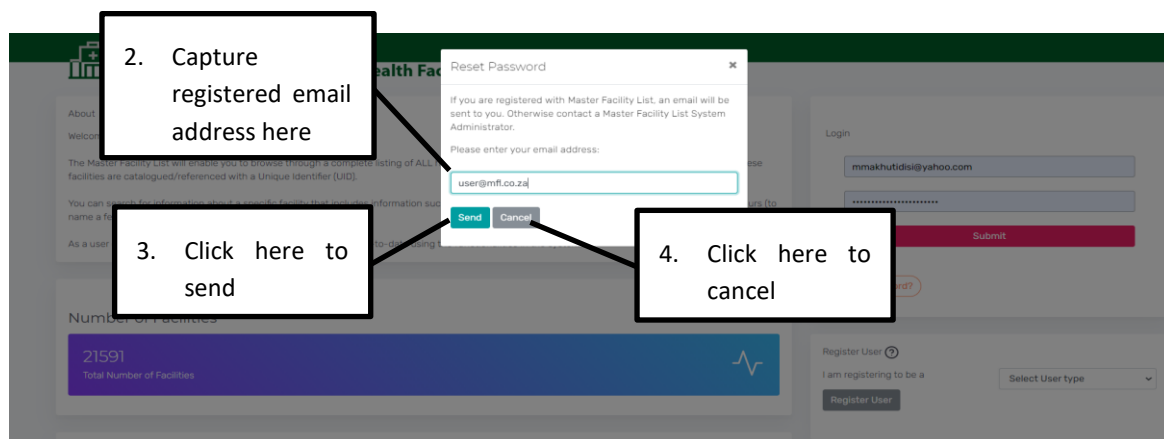


Figure 55: Resetting Own Password

- After clicking on <Send>, instructions to reset your password will be sent to the registered email address.

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