



health

Department:
Health
REPUBLIC OF SOUTH AFRICA

User Manual

:

Electronic Vaccination Data System



EVDS v0.1
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Prepared by



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PREFACE

This manual aims to provide the reader with step-by-step guidance on the use of the complete system functionality of the Electronic Vaccination Data System (EVDS).

The organisation, section layout and interpretation of the information provided herein are explained before commencement of the instructional content. Providing the reader with an understanding as to how the content link to- and follow on each other will allow him/her the opportunity to extract optimal value from the manual and ensure maximum understanding of the content.

MANUAL ORGANISATION

The manual is divided into multiple *Chapters* with each chapter focusing on a specific set of system functionality. Chapters may be sub-divided into *Lessons* which concentrates on a sub-set of the functionality covered by the chapter.

Certain chapters require the user to be familiar with system functionality that is covered in another chapter. While every effort has been made to ensure that chapters follow each other in a logical order, it is advisable that the user ensure that they've completed all the chapters and/or lessons that are listed as prerequisites before starting a new chapter.

Chapter Layout

Each chapter starts with an information block (Figure 1) indicating the *Applicable User Profile(s)* needed to access the *System Functionality* that is covered in the chapter. Any *Prerequisite Chapters/Lessons* is also listed here.

Prerequisite Lessons:	
Applicable User Profile(s):	
System Functionality Covered:	

Figure 1: Information Block at the beginning of each Chapter

System functionality covered by the chapter is then explained using step-by-step instructions. Where needed, instructions and functionality are divided into smaller, more manageable lessons in order to keep it concise and understandable. When applicable, an information block, similar to that in Figure 1 will be provided for each lesson.

Each chapter ends of with a *Review Questions and Exercises* section that provides the user with questions and/or training exercises to help them ascertain their level of understanding of the addressed system functionality.

Fonts and Colours Used

Various fonts and colours may be used to assist with the distinction between field names, links, buttons and page names.

- Italic, “*Vrinda*” font type is used to indicate a *Field Name* that can be found on the page in question.
- Italic and underlined “*Vrinda*” font type is used to indicate a clickable *link* or *menu item* that is present on the page in question.
- The *<name of a button>* will be indicated with italic, bracketed “*<Vrinda>*” font type.
- The **Name of a Page** will be indicated using bold, “**Vrinda**” font.
- [References to other lessons or chapters] will be indicated with square brackets and highlighted grey.

CHAPTER 1 Introduction

This chapter is aimed at providing the user with the necessary background to- and information on the system that is required to achieve a basic understanding of the need for and intended purpose of the Electronic Vaccination Data System (EVDS).

Applicable User Profile(s):	All
System Functionality Covered:	<ul style="list-style-type: none">• System Background• System Overview and Intended Purpose• Organisation Unit Structure and User Profiles• General System Usage

System Background

The Electronic Vaccination Data System was developed in answer to the need for an Electronic Vaccination Data System to curb the spread of COVID 19.

High-level System Overview and Intended Purpose

The EVDS consists of a central data repository.

The EVDS requires internet connectivity to allow for secure communication and data exchanges with the central data repository.

The system assists vaccinators at vaccine sites to record patient vaccinations.

Basic system functionality include, but are not limited to:

- Verify the identity of each patient that visits a vaccine site.
 - Visual verification of a patient's identity will be performed whenever a valid identification document is presented.
- Update patient details
- Capture patient consent
- Record patient vaccination

Organisational Unit Structure and User Profiles

Access to system functionality is governed according to the Organisational Unit Structure together with the User Profile assigned to a user's account.

User Profiles

The system has been configured with default user profiles. These profiles have been selected to group certain roles and system functionality together. The default user profiles together with their assigned roles and system functionality can be found in Appendix A:User Profiles and Associated Functionality.

Note that these are the available profiles at the time of release and that profiles may be added and/or adjusted as the system evolves.

Organisational Units

The system allows for the creation of user accounts at different organisational units (or levels). Organisation units are hierarchical which means that a user assigned to a specific unit will have access rights to all the units on a lower level.

- National
- Provincial
- District
- Sub-district (ward)
- Facility

This means that users on a *National* level will have access rights (restricted by the assigned access profile) to data on *National, Provincial, District, Sub-district* and *Facility* levels. However, users on a *Sub-district* level will only have access to data for their specific *sub-district* and the associated *facilities*.

General System Usage

The system stores personal details of all patients that received vaccinations at identified facilities across South Africa. As it is of utmost importance that patients' details be kept confidential at all times, it is strongly advisable that an EVDS user should:

- Always log out of the EVDS whenever leaving his/her workstation.
- Keep his/her EVDS password a secret and do not distribute it to other users.
- Do not allow unauthorised users to work on the system.

CHAPTER 2 Getting Started

Applicable User Profile(s):	All
System Functionality Covered:	<ul style="list-style-type: none">• Starting the EVDS• Obtaining a user account• Log in to the EVDS• Manage own user account

Lesson 1: Starting EVDS

The EVDS is an online system that can be accessed from any computer, with a working internet connection, via the Chrome web browser

➤ EVDS Front Page

Upon starting the EVDS (using the method described above) the **EVDS Front Page** will be displayed.

The screenshot shows the EVDS Training page. At the top, there is a dark blue header with the EVDS logo (a syringe) on the left, the text 'EVDS Electronic Vaccination Data System' in the center, and 'ec Aberdeen Hospital' and a 'Log In' link on the right. Below the header, the word 'Training' is written in red, followed by a yellow warning: 'This is a training instance and is not intended for real-world, nor large scale usage'. The main content area features a grid of 20 small images depicting various healthcare scenarios, such as a nurse checking a patient's vitals, a doctor examining a patient, and a person using a mobile device. A central button labeled 'Electronic Vaccination Data System Login' is overlaid on the grid.

- The name of the facility at which the work station is registered is displayed at the top, middle of the page.
- The *<Electronic Vaccination Data System Log In>* button or Log In link provided can be used to log into the EVDS

Lesson 2: Obtaining a User Account

In order to use the system, each user should obtain their own user account. To obtain a user account you can either:

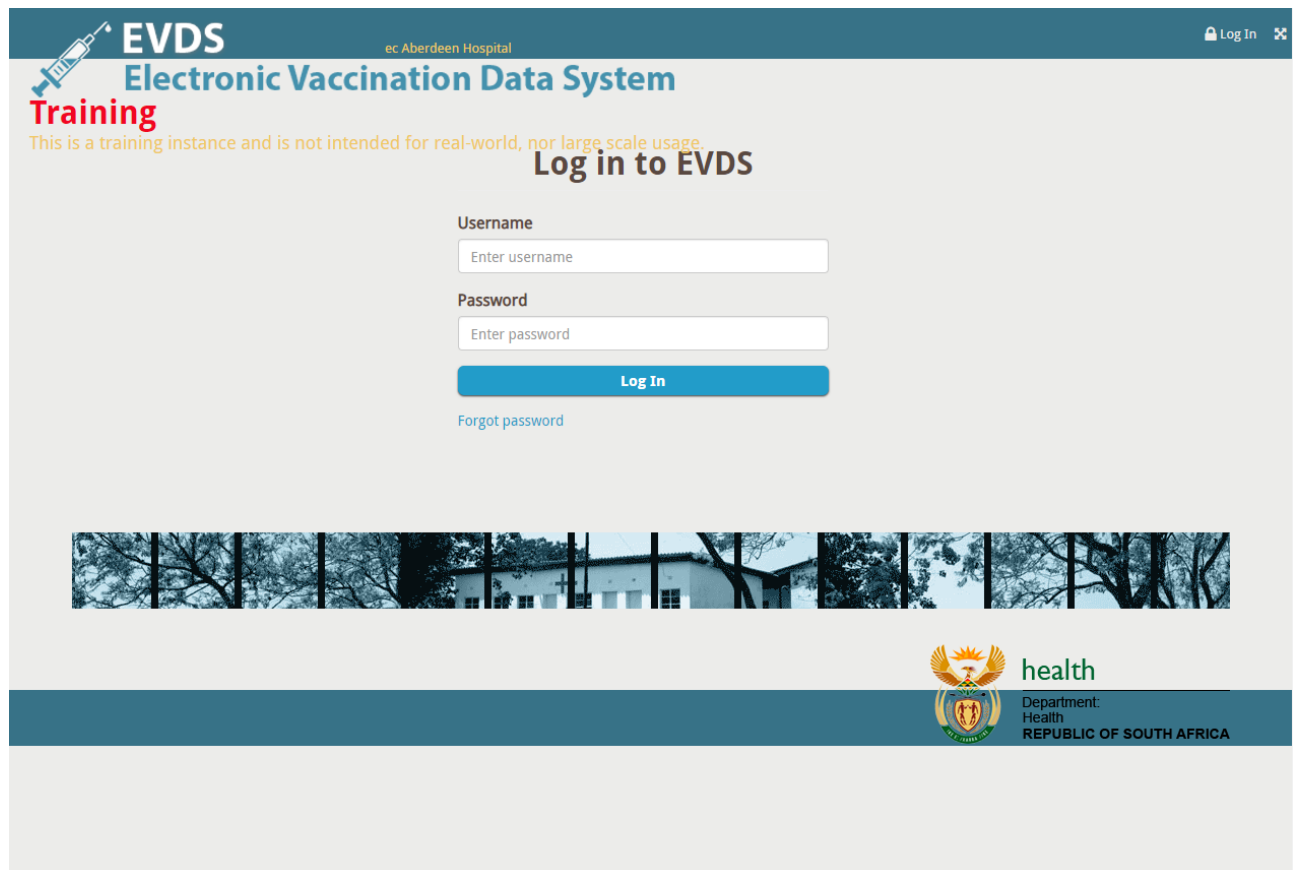
- Request a user account from your provincial assigned Account Creator; or
- Submit a request to EVDS service center

Lesson 3: Log in to EVDS

The **Login Page** can be accessed from the **EVDS Front Page** by making use of the *Log In* link or *<Electronic Vaccination Data System Log In>* button provided.

Access to the EVDS system is restricted and requires a unique username and password combination. Your username and password will provide you with access to predefined system functionality.

The **Login Page** will prompt you for your assigned *Username* and *Password* as in the figure below.



Enter your username and password in the fields provided and click on *<Log In>*.

The system will now verify your username and password. Upon successful login, you'll be redirected to the **EVDS Home Page**.

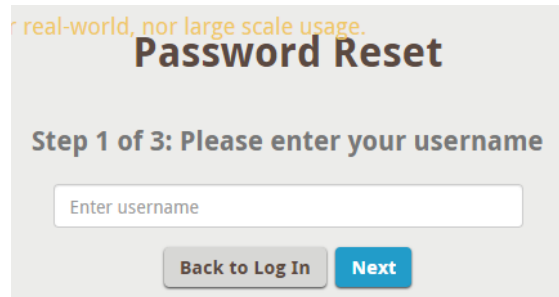
- **Reset Your Password**

In the event that you cannot remember your chosen password, click on the *Forgot Password* link below the *<Login>* button on the login page.

Note that the functionality to reset your own password will only be available if you have an active EVDS account, and you have previously provided answers to the security questions.

You can click on *<Back to Log In>* at any time during this process should you decide not to continue with the password reset.

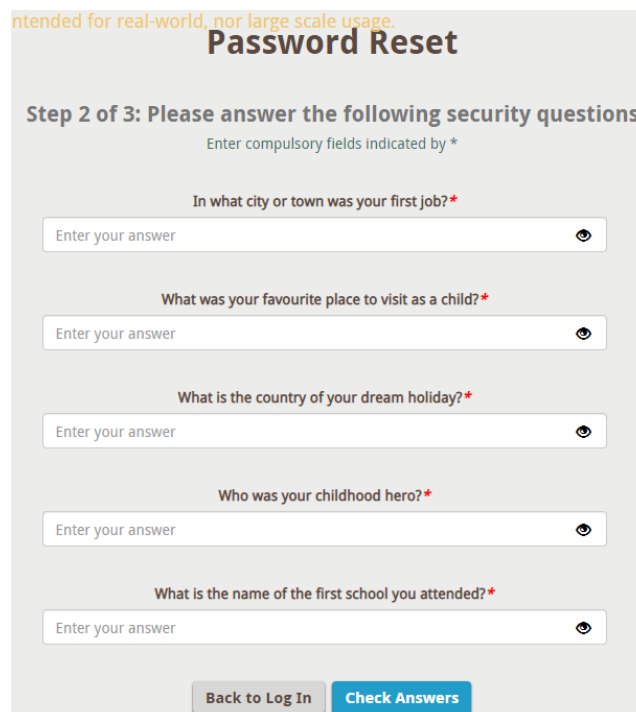
- Step 1: Enter your EVDS username in the field provided and click on *<Next>*.



The screenshot shows a web form titled "Password Reset" with a subtitle "Step 1 of 3: Please enter your username". At the top left, there is a small orange text note: "ntended for real-world, nor large scale usage." Below the title is a text input field with the placeholder text "Enter username". At the bottom of the form are two buttons: "Back to Log In" and "Next".

- Step 2: Provide the answers, matching those that you have previously provided for the security questions and click on *<Check Answers>*

The system will allow the user to change their password if at least three of the five answers are entered correctly.



The screenshot shows a web form titled "Password Reset" with a subtitle "Step 2 of 3: Please answer the following security questions". At the top left, there is a small orange text note: "ntended for real-world, nor large scale usage." Below the title is a text input field with the placeholder text "Enter your answer". Below the input field is a question: "In what city or town was your first job?*" followed by a red asterisk. Below the question is another text input field with the placeholder text "Enter your answer" and a small eye icon to the right. This pattern repeats for five questions: "What was your favourite place to visit as a child?*", "What is the country of your dream holiday?*", "Who was your childhood hero?*", and "What is the name of the first school you attended?*", each with its own input field and eye icon. At the bottom of the form are two buttons: "Back to Log In" and "Check Answers".

- Step 3: Choose and enter your new password (*New Password* field) and confirm it by re-entering the same password it in the *Confirm new password* field. (**Error! Reference source not found.**) Click on *<Change Password>* when you're done.

ended for real-world, nor large scale usage.

Password Reset

Step 3 of 3: Please enter and confirm your new password

Password Policy

- ▶ Must be a minimum length of 6 characters
- ▶ Must contain at least 1 lowercase letter
- ▶ Must contain at least 1 uppercase letter
 - ▶ Must contain at least 1 number
 - ▶ Must contain at least 1 symbol
- ▶ May not contain your first name or surname
- ▶ Password may only be reused after 30 unique passwords
- ▶ Password must be changed every 180 days

New password

Confirm new password

[Back to Log In](#) [Change Password](#)

You can now enter your username and new password on the login page to access the system.

➤ EVDS Home Page

The **EVDS Home Page** is the default screen after a successful logon to EVDS. The page will look slightly different depending on the access rights (or user profiles) of the logged on user. The figure below shows the home page for a user with access profile “Patient Administrator” or “Vaccinator”.

EVDS
Aberdeen Hospital

Search Patients Administration Braam PatientAdmin Online

Training
This is a training instance and is not intended for real-world, nor large scale usage

Search for Patient

Connected: Central - Version: 0.0.0-latest

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- The **EVDS Home Page** provides the user with menu items to access all their authorised system functionality.
- Applicable menu items can be found at the top right hand side of the page.

➤ First Time Login

When you log into the system for the first time after 1) you have received your new account; or 2) your password has been reset, the system will display a red banner at the top right of the page requesting you to change your account password. A message will also be shown at the top centre of the system informing that you should update your password.

The screenshot shows the EVDS 'Change Password' interface. At the top, there is a red banner that says 'Password Reset Required! Please change your password.' Below this, the page title is 'EVDS Electronic Vaccination Data System' with a 'Training' label. The user is identified as 'User Account / Braam Creator'. The main section is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. To the right of these fields is a 'Password Policy' section with the following requirements: must be at least 6 characters, contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 symbol; may not contain the user's first name or surname; and must be changed every 180 days. At the bottom of the form are 'Cancel' and 'Update Password' buttons.

- Provide your current password in the *Old Password* field (for a new account or after a password reset, this value will be the password provided to you by service desk).
- When you click on *<Update Password>* to apply the password change, a green banner will be displayed at the top right of the screen to indicate success).
- If you have not previously provided answers to the security questions, the system will require you to answer these questions. Provide all the answer and click on *<Save>*.

The screenshot shows the 'Security Questions for Self-service Password Reset' form. It has a title and a note that 'Compulsory fields indicated by *'. There are five text input fields, each with a question and a red asterisk: 'In what city or town was your first job?', 'What was your favourite place to visit as a child?', 'What is the country of your dream holiday?', 'Who was your childhood hero?', and 'What is the name of the first school you attended?'. Each input field has a small eye icon on the right side. At the bottom right of the form is a blue 'Save' button.

➤ Accessing Online Help

The latest version of this User Manual can be accessed at any time by navigating to the *Help* menu

item which can be found under the logged in username displayed at the top right hand side (**Error! Reference source not found.**) of the user's **Home Page**.



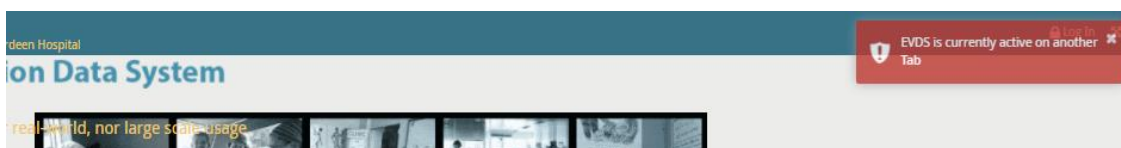
➤ Log out of EVDS

To end the current user session, log out of the system by navigating to the logged in username at the top right hand side of the page (**Error! Reference source not found.**) and selecting *Log out*.

- EVDS user accounts are unique and are assigned to an authorised individual. When a user logs in with a username and password, all other active user sessions using the same credentials will be terminated.

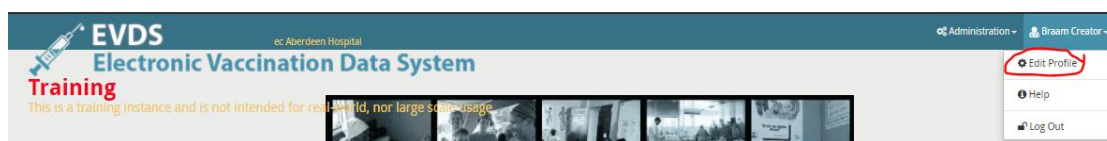
This means that if users attempt to share a user account, only one user at a time will be allowed to use the system.

The figure below shows the user being logged out and a message being displayed informing the user that EVDS is currently used on another tab (and or machine).



Lesson 4: Manage Own Account

There are certain settings that each user can customise for his/her own account. These settings can be accessed from the *Edit Profile* menu item which can be found under the logged in username displayed at the top right hand side of the user's **Home Page**.



The **User Account** page provides users with the functionality to update their personal details (email or cellphone number), change their account password, or update answers to their security questions. Users can also view their own *Account Status History*.

In the event where the user is connected to a facility's local server that has been offline for a long time, click on *<Update Profile Details>* to immediately bring down the most up to date user information from central server.

Note that this update will automatically happen with an account sync, clicking this button is only an additional means to ensure that information is updated immediately (in the event where an account sync has not completed yet).

The screenshot displays the 'User Account' page for 'Braum Creator' in the EVDS system. The page is divided into several sections:

- Contact Info:** A form with fields for Username (Braum_Creator), First Name (Braum), Surname (Creator), ID Number (5302716218009), Persal / Personnel number (530271), Email Address (braumc@health.gov.za), Cell Phone Number (0817050022), Profession (Nurse), Professional Registration Number (34875627), and COVID-19 Vaccine training received (Yes). Buttons for 'Cancel' and 'Update Personal Details' are at the bottom.
- Allocated User Profiles:** Shows 'Braum Creator' as the account creator.
- Allocated Organisational Units:** Lists 'South Africa'.
- API Token:** A section with an 'Update API Token' button.
- Change Password:** A form with fields for 'Old Password', 'New Password', and 'Confirm New Password'. A 'Password Policy' box lists requirements: minimum 6 characters, at least 1 lowercase letter, at least 1 uppercase letter, at least 1 number, at least 1 symbol, no first name or surname, 30-day reuse limit, and 180-day change limit. Buttons for 'Cancel' and 'Update Password' are at the bottom.
- Security Questions for Self-service Password Reset:** A section with an 'Add/Edit Answers' button.
- Account Status History:** A table with search and export options (Copy, XLS, CSV, PDF/Print) and a 'Show 10 entries' dropdown.

Performed By	Action Date	Notes	Approved By	Ticket Number	Documentation Available	Status
Braum Creator	07-02-2021	Password changed.				Active account
Surel Aucamp	07-02-2021	Training	Surel Aucamp		No	Pending password change
Surel Aucamp	07-02-2021	New account created.				Pending activation

➤ Updating Personal Details

The *Contact Info* section of the **User Account** page allows the user to change their personal information (**Error! Reference source not found.**).

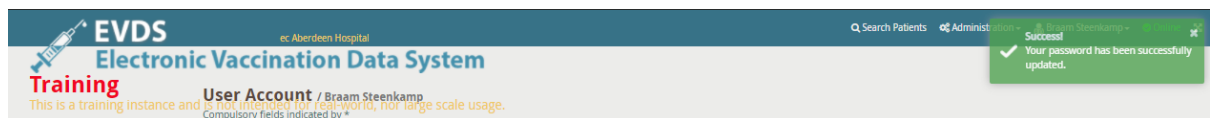
- Modify any of the *Contact Info* information by editing the text in the fields provided.
- Note that the *Username*, *First Name*, *Surname*, *ID Number* and *Persal / Personnel number* fields are greyed out as it is not possible to edit these.
- Click on the *<Update Personal Details>* button to apply the changes to your account or select the *<Cancel>* button to discard any changes that was made to the personal information.

➤ Changing Own Account User Password

The *Change Password* section of the **User Account** pages allows the user to change their own password.

- Type your current (old) password in the *Old Password* field.
- In the *New Password* field, type the password that you would like your account password to be changed to. The password provided here should:

- Be a minimum of 6 characters;
 - Not be the same as the old (or current) password as provided in the *Old Password* field.
 - Not be the same as any of the 30 passwords used before.
 - Contain at least one character each from the four available character types:
 - Lowercase letters
 - Uppercase letters
 - Numbers
 - Symbols
 - Not contain the user's first name or surname.
 - Must be changed every 180 days.
- In the *Confirm New Password* field, retype the password that you provided in the *New Password* field.
 - Click on the *<Update Password>* button at the bottom of the section to apply the password changes that was made or select *<Cancel>* to discard the changes.
 - When you click on *<Update Password>* to apply the password change, a green banner will be displayed across the screen. Dismiss the banner by clicking on the small cross provided on the right hand side.



➤ **Update answers to security questions**


To provide answers to the security questions (or edit existing answers), click on *<Add / Edit Answers>* below the Change Password section.

- Provide the answers to the security questions and click *<Save>* to apply the changes or *<Cancel>* to go back.


Security Questions for Self-service Password Reset
Compulsory fields indicated by *

There are existing answers to the following security questions. Saving new answers will overwrite the existing answers.


In what city or town was your first job? *




What was your favourite place to visit as a child? *




What is the country of your dream holiday? *



Who was your childhood hero? *



What is the name of the first school you attended? *



CHAPTER 3 Setting Up The System

This chapter focusses on the setup and configuration of the EVDS system as well as each individual work station used to access the system. Setup activities described here are mandatory to ensure a fully configured and operational system.

Lesson 5: User Account Management

Applicable User Profile(s):	<ul style="list-style-type: none">Account CreatorAccount Approver
System Functionality Covered:	<ul style="list-style-type: none">User account creationUser account activation

Authorised system users will be responsible for creating user accounts as needed by system users. To create an account, log into EVDS using an Account Creator profile and navigate to *Administration* → *User Accounts* from the **Home Page**.

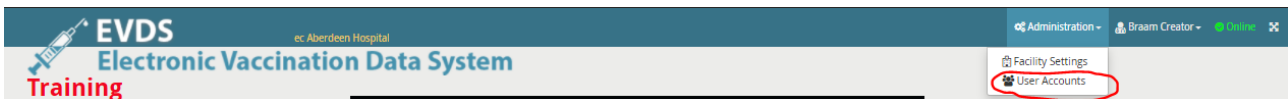
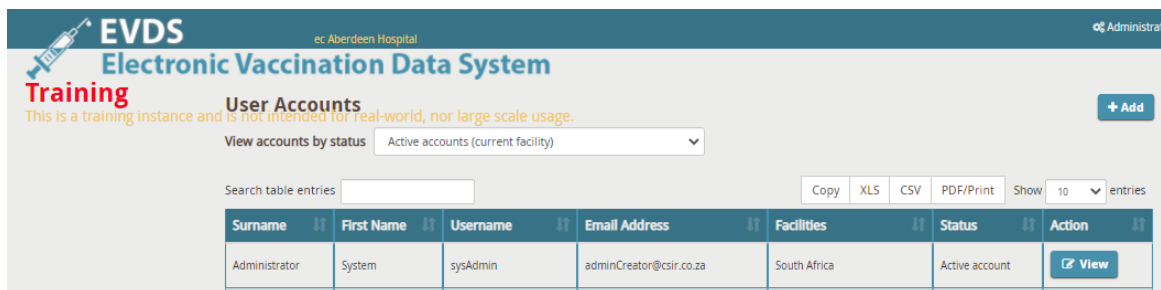


Figure 2: Navigate to User Accounts

All existing user accounts that are associated with the logged in user's organisational unit are displayed on the **User Accounts** page. From this page it is possible to search for accounts, view existing accounts by status, edit user accounts or create new user accounts.



➤ Add new account

Select the *<Add>* button above the list of existing accounts. Provide all the required information for the user account on the **Create a New User Account** page.

Create a New User Account
Compulsory fields indicated by *

Contact Info

First Name *
Enter user's first name e.g. John

Surname *
Enter user's surname e.g. Smith

ID Number * Passport number (foreigner only)
Enter user's ID number e.g. 9110135290083

Peral / Personnel number *
Enter user's peral / personnel number

Email Address *
Enter user's email address e.g. john@gmail.com

Cell Phone Number *
Enter user's cell phone number e.g. 0821234567

Profession *
Select profession

Professional Registration Number *
Enter user's professional registration number

COVID 19 Vaccine training received *
 Yes No

Account Settings

Expire account on date

Assign User Profiles to User Account *

Patient Administrator
Assigned roles: Barcode Printer, Clerk, Patient Administrative Clerk, Facility register, Service Point Register

Vaccinator
Assigned roles: Facility register, Clerk, Service Point Register, Vaccine Admission Clerk, Barcode Printer

Assign User to Organisational Units *

Select organisational units to assign user to

South Africa

Enter facility name

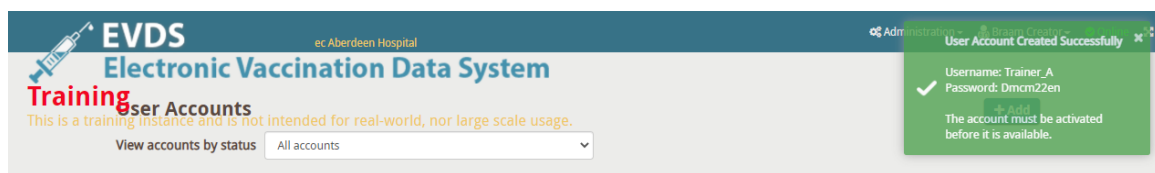
List of Selected Organisational Units

No facility selected.

- Provide the user's information under the *Contact Info* section.
 - Provide values for all the fields in the *Contact Info* section.
- The *Account Settings* section allows you to choose a date on which the account should be automatically expired.
 - Select the *Expire account on date* option to activate the date field. An expiry date can now be selected by clicking on the date field and using the pop-up date calendar.
 - This date is optional and only needed for temporary accounts that are only valid for a certain, predefined period of time.
 - To make the account valid for an indefinite period of time, do not check the tick box to the left of the *Expire account on date* field.
- The *Assign User Profiles to User Account* section allows you to assign the user profile(s) for

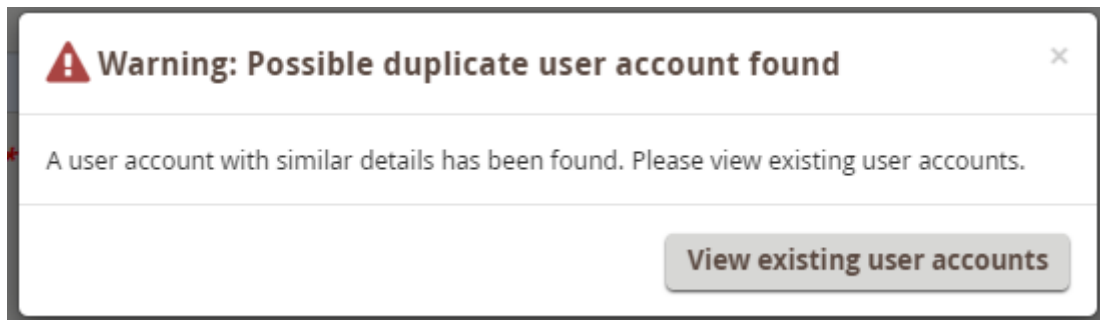
the account depending on which rights the user requires to perform his / her job.

- Assign a user to one or more organisational units by selecting the applicable units listed under the *Assign User to Organisation Units* section.
 - The only available organisational units will be those that the currently logged in user has been assigned to.
 - The Search function can be used to search for a specific organisational unit if the currently logged in user has access to more than one organisational unit.
- Click on *<Create User Account>* to create the new account with the details provided.
 - A green banner with the username and password provided by the system will be displayed across the screen (**Error! Reference source not found.**).
 - The username will be in the format *Name_Surname* where 'Name' and 'Surname' is that of the user in question.
 - A randomised password will be created by the system. This password will be displayed in the green banner and should be provided to the user in question to allow for first time login after creation of the account. The user will be required to change their password the first time they login to the system.
 - To dismiss the green banner click on the small cross provided on the right hand side.
 - A new account has to be activated before the user will be able to use it to logon to EVDS.

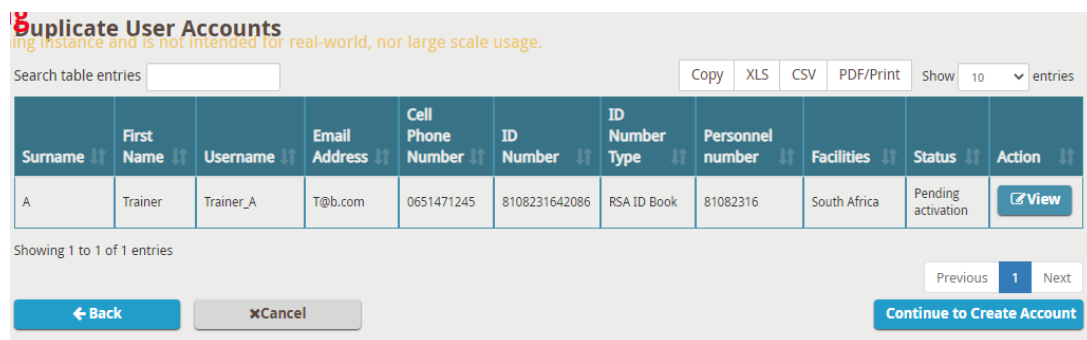


➤ **Possible duplicate account found**

The system will display a message, warning of a possible duplicate user account if the details entered under the *Contact Info* section are similar to an existing user account in the system.



- Click on *<View existing user account>* and the system will list all the records found that is considered a possible duplicate.



- Confirm the user's details on the list displayed.
 - If none of the displayed records belong to the user, select the *<Continue to Create Account>* button at the bottom of the list of records to be able to create a new user account.
 - The system will not allow you to create an account with the same ID number as an existing user account.
- If the user account *Status* is "Deactivated" click on *<View>* button to continue to confirm the user details and reactivate the user account. See **Reactivate deleted user account** below.
- If the user account *Status* is "Active" click on *<View>* button to continue to confirm the user details and update the user account. See **Edit existing account** below
- Should you wish to cancel the account creation, select the *<Cancel>* button.

➤ **Activate newly created accounts**

A new account will need to be activated before the user can login to EVDS. Only a user with the Account Approver user profile can activate an account. You can use the View accounts by status drop down to find accounts that need to be activated or search for a specific account by using the search field.

User Accounts
This instance and is not intended for real-world, nor large scale usage. + Add

View accounts by status: Newly created accounts - awaiting activation

Search table entries:

Copy XLS CSV PDF/Print Show 10 entries

Surname	First Name	Username	Email Address	Facilities	Status	Action
A	Trainer	Trainer_A	T@b.com	South Africa	Pending activation	View

Showing 1 to 1 of 1 entries (filtered from 23 total entries)

- Select <View> to the right of the account you wish to activate.
- Confirm that all the user details are correct.
- Scroll down to the Account Status History of the user in question.

Account Status History

Search:

Copy XLS CSV PDF/Print Show 10 entries

Performed By	Action Date	Notes	Approved By	Ticket Number	Documentation Available	Status
Braam Creator	07-02-2021	New account created.				Pending activation

Showing 1 to 1 of 1 entries

Previous 1 Next

If any changes were made to the user account, please click the "Save edited account" button to save all changes before processing the pending activation account.
If the "Save edited account" button is not clicked, the changes made to the user account will not be saved.

[Back](#) [Cancel](#) [Process pending account](#) [Save edited account](#)

- Click on <Process pending account> to activate or decline the account.

Process Pending User Account (activate or decline)
Compulsory fields indicated by *

Approved By *

Ticket Number

Supporting Documentation Available *
 Yes No

Notes *

[Decline activation](#) [Cancel](#) [Activate account](#)

- Capture all the required data into the fields and click on *<Activate account>* to activate the account or *<Decline activation>* to decline or *<Cancel>* to cancel the account activation process.
- If you click on *<Activate account>* button, a green banner with the username for the account activated will be displayed on the top right corner of the screen.

Surname	First Name	Username	Email Address	Facilities	Status	Action
A	Trainer	Trainer_A	T@b.com	South Africa	Pending password change	<div style="border: 1px solid green; padding: 5px; background-color: #e8f5e9;"> <p>Account Activation Successful ✕</p> <p>✓ User account has been activated for username: Trainer_A</p> </div>

- If you click on *<Decline activation>* button, a green banner with the username for the account being decline will be displayed on the top right corner of the screen.

Surname	First Name	Username	Email Address	Facilities	Status	Action
A	Trainer	Trainer_A	T@b.com	South Africa	Pending password change	<div style="border: 1px solid green; padding: 5px; background-color: #e8f5e9;"> <p>Account Activation Declined Successfully ✕</p> <p>✓ Activation of account has been declined for username: Trainer_B</p> </div>
Administrator	System	sysAdmin	adminCreator@csir.co.za	South Africa	Active account	

Lesson 6: System Configuration

Applicable User Profile(s):	<ul style="list-style-type: none">• Account Creator• Account Approver• Patient Administrator• Vaccinator
System Functionality Covered:	<ul style="list-style-type: none">• First time registration of machine

Before using the system, it has to be registered to a specific facility and vaccine site. The system will not allow capturing of information until the facility and vaccine site have been selected.

➤ Registering an unregistered machine

A message, "This machine is not registered with a facility", will be displayed at the top of the EVDS Front Page indicating that the system is yet to be linked to a vaccine site. .



To register the machine to a facility and vaccine site, log in to the EVDS with your login credentials. Once logged in, the system will automatically prompt you to select the facility name.

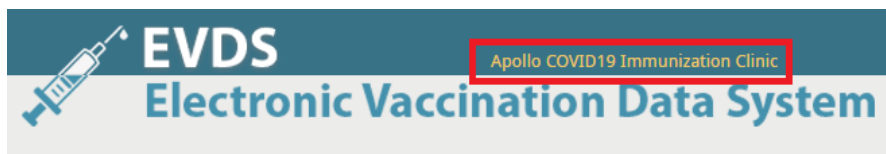
- Enter your facility name in the field provided and click on the <Search> button.
- The system provide you with one or more possible matches. Select your facility from the search results and click on <Set Facility>.

The image shows a screenshot of the 'Register Vaccine Site' form in the EVDS system. At the top, the EVDS logo and the warning message 'This device is not registered with a facility' are visible. The form has a title 'Register Vaccine Site'. Below the title, there is a section 'Enter Your Facility' with a text input field containing 'national' and a blue 'Search' button. Below that is a section 'Choose a Facility' with a dropdown menu showing two options: 'fs Busamed Bram Fischer International Hospital' (unselected) and 'fs National District Hospital' (selected with a checkmark). A blue 'Set Facility' button is located at the bottom of the form.

The system will now prompt you to select the vaccine site that you are at.

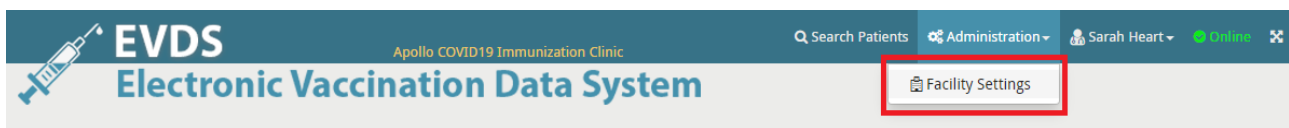
- Select your vaccine site from the available options provided and click on <Set Vaccine Site> to save your selection.

A notification is shown, confirming successful registration of the facility and vaccine site and the name of the selected vaccine site is now displayed at the top of the screen.



➤ **Changing the registered facility and vaccine site**

It is important to always ensure that your system is registered to the correct facility and vaccine site. If you notice that an incorrect site is selected, you can correct this by navigating to the *Administration*→*Facility Settings*.



You can now:

- Just choose a different vaccine site at the same facility; OR
- Click on <Choose a different facility> button to select a completely different facility

➤ **No vaccine sites available at the facility**

If you select a facility that have no vaccine sites configured, the system will show a message that “No vaccine sites are available”. You will have to arrange to have these vaccine sites registered

and loaded before you can use the system at the specified facility. This request can be submitted via the EVDS service desk at <http://hissupport.dhmis.org> or via email to hissupport@dhmis.org. This means that this specific hospital will not be able to use EVDS until the service points have been configured.

CHAPTER 4 Operating the System

This chapter focusses on familiarising the EVDS user with the operational functionality of the system.

Lesson 7: Search for and Manage Existing Patients

Applicable User Profile(s):	<ul style="list-style-type: none">• Patient Administrator• Vaccinator
System Functionality Covered:	<ul style="list-style-type: none">• Searching the system for a patient• Updating an existing patient record• Capturing patient consent• Capturing a vaccination for a patient

To find a patient record, click on either the *Search Patients* menu item at the top or the *<Search for Patient>* button provided in the centre of the **Home Page**.

Patient Search Step 1: Search For Patient

1 Search Patient → 2 Patient Details → 3 Select Action → 4 Complete Action

Search by Number | Appointments

Search by Number

Compulsory fields indicated by *. Enter ID number, patient record number, or other number (passport, asylum or refugee number) e.g. 6810124050089

Type of number to search for*

ID number Patient record number All other numbers

Number to search for*

Enter identification number Show 10 results

The **Patient Search** page divides the process into *Search Patient*, *Patient Details*, *Select Action* and *Complete Action* steps. Completed steps will be highlighted to indicate the progress of the registration process.

1. Search Patient

The first step of this process will be to search for the patient on the system. Searches can be performed using a valid South African Identification number (ID), patient record number (HPRN) or passport number.

➤ Search by Number

- On the *Search by Number* tab, select one of the below options and enter any one of the accepted values indicated below:
 - **ID Number** – accepted values:
 - South African national identification number,
 - Refugee identification number

Note that the ID number can be entered by either:

- a) Manually typing the ID number into the field provided; or

- b) Selecting the input field (by clicking on it) and then using the provided barcode scanner to scan the barcode on the patient's green RSA ID book or driver's license.

Option b) above is only possible if:

1. The facility is equipped with the required barcode scanners; and
2. The patient presented a RSA green ID book, smart ID card, or a South African driver's license.

- **Patient Record Number (HPRN) – accepted values:**

- Valid Health Patient Record Numbers assigned by the Health Patient Registration System (HPRS) only.

- **All other numbers – accepted values:**

- South African passport number,
- Foreign passport number
- Section 22 (asylum seeker) permit number
- Section 24 (legal refugee) permit number
- Refugee identification number

- Click on <Search>

- The system will list all the patient records found that is considered a possible match to the search criteria.

The screenshot shows a web interface for patient search. At the top, there are four steps: 1 Search Patient, 2 Patient Details, 3 Select Action, and Complete Action. Below this, there are two tabs: 'Search by Number' (active) and 'Appointments'. The main content area is titled 'Search by Number' and includes instructions: 'Compulsory fields indicated by *. Enter ID number, patient record number, or other number (passport, asylum or refugee number) e.g. 6810124050089'. There are radio buttons for 'Type of number to search for*': 'ID number' (selected), 'Patient record number', and 'All other numbers'. A search input field contains '6701136097082', a 'Search' button, and a 'Show 10 results' dropdown. Below the search area, it says 'Search results Select a patient from the list below.' and has a 'Search:' input field. A table displays the search results with columns: Surname & First Name(s), Identification Number(s), Date of Birth, Address, Facility, Vaccination Summary, and Voucher Issued. One result is shown for 'Lazarus' with ID '6701136097082', birth date '2005-01-15', address 'Cnr Bosch Heysteck Street, Rustenburg 0300, Paardekraal, Rustenburg 0300', facility 'South Africa', and 'Voucher Issued'.

Surname & First Name(s)	Identification Number(s)	Date of Birth	Address	Facility	Vaccination Summary	Voucher Issued
Lazarus	6701136097082	2005-01-15	Cnr Bosch Heysteck Street Rustenburg 0300 Paardekraal Rustenburg 0300	South Africa		Voucher Issued

- Confirm the patient's details in order to select the correct record.
- Click on the record to continue.

Once the patient record is selected from the list, the system continues to step 2 (Patient Details) of the process.

Note: If no matching records were found on the server, the system will display a *No Search Results* message at the bottom of the screen.

1 Search Patient **2 Patient Details** **3 Select Action**

Search by Number **Appointments**

Search by Number

Compulsory fields indicated by *. Enter ID number, patient record number, or other number (passport, asylum or refugee number) e.g. 6810124050089

Type of number to search for*

ID number Patient record number All other numbers

Number to search for*

7610270512089 **Search** Show 10 results

No Search Results.

No matching Healthcare Worker record found.

➤ Appointments

If a patient has a scheduled appointment on the system, these will be displayed on the *Appointments* tab. Select the *Appointments* tab to view all existing appointments.

- Select the date for which you would like to view appointments, then
- Select the patient record from the list of appointments

1 Search Patient **2 Patient Details** **3 Select Action** **Complete Action**

Search by Number **Appointments**

Search Appointments by Date

Enter compulsory date (YYYY-MM-DD) field indicated by * to search current registered facility

Date to search for*

2021-02-07 **Search** Show 50 results

Appointments for 2021-02-07 Select a patient from the list below.

Filter search results: Enter surname, name, ID number, type, slot, or status **Copy** **XLS** **CSV** **PDF/Print**

Surname & First Name(s)	Identification Number(s)	File Number(s)	Time Slot	Type	Status
Ditsele Keatlaretse	8401230467088		06h00-18h00	Vaccination	Open
Masege Lazarus	6704156097082		06h00-18h00	Vaccination	Open
Surname Ddhbk Name Lfcai	7510030417084		06h00-18h00	Vaccination	Open

Showing 1 to 3 of 3 entries

Previous **1** Next

- Selecting the patient record from here will take you to the Patient Details page described in step 2 below.

2. Patient Details

When a successful search has been executed (as described in step 1) and the patient record has been found on the system, the patient's details are displayed.

Clicking on *<Back to Search>* at any time will completely cancel the process and direct the user back to step 1 (Search) of the process in order to start a search.

Patient Details Step 2: Confirm Patient Details

1 Search Patient → 2 Confirm Patient Details → 3 Perform Action → Register Vaccination or Exit

Lazarus Masege

⚠ Please capture the patient's consent, it can be captured by using the eConsent tab.

Patient Demographic Information

Full Names	Lazarus Masege	Physical Address	Cnr Bosch Heysteck Street Rustenburg 0300 Paardekraal Rustenburg 0300
Date of Birth	2021-01-15		
Sex	Male		
ID Number	63M9DAHY	Email Address	
Vaccine Voucher Num...	63M9DAHY (Issued)	Cell Phone Number	
		Medical Aid	None

Recent Vaccination and Adverse Events History

16:57, 2021-02- 04	First vaccination	Documents presented	National District Hospital	HOSPITAL	Vaccination Details	Adverse Events
--------------------------	----------------------	------------------------	----------------------------------	----------	----------------------------	-----------------------

I have confirmed that the patient's information is correct and that no voucher number is available.

[← Back to Search](#) [Confirm Patient Details](#)

Various different actions can be performed from here. Select a menu item on the left to access the different functionality.

The menu items on the left will be disabled until you have confirmed the patient's details.

➤ Patient Summary

You have to confirm that you have are viewing the correct patient record before you can edit or provide additional patient information.

- Select the checkbox to confirm that you have verified:
 - The patient information; and
 - The voucher number that was presented. All vouchers linked to a patient is displayed here. Vouchers can have different statuses:
 - Issued – the voucher will be used when the vaccination is registered
 - Redeemed – the voucher has already been used for a previous vaccination

If no "issued" voucher is available the vaccination can continue without the voucher, and a

voucher will be issued after the fact.

- Click on the <Confirm Patient Details> button

Note: Voucher numbers are not compulsory for the vaccination process to continue, but if a number is presented it is important to ensure that it is correct. If any information is incomplete, the system will prompt you to provide this before you can continue.

Enter the required information, scroll down to the bottom of the form and select <Update Patient> to save the additional information.

- You can at any time click on <Save and Exit> at the bottom of the page to save the changes to the patient's record (and exit without registering a vaccination); or
- Select <Register Vaccination> to save the changes and continue to capture vaccination details (only available for users with the *Vaccinator* user profile).

➤ Edit Patient Info

If required, edit the patient's demographic information that are currently captured on the system.

- Click on Edit Patient Info to the left of the patient's information to update the existing information or provide new information for incomplete fields.
- Confirm that all the patient information is up to date and correct.
- Select <Update Patient> to save any modifications

➤ Verified Documents

The *Verified Documents* tab displays all of the identification documents that are linked to the patient's record.

- Delete an existing document that is no longer valid by clicking on the *<Delete>* button next to verified document entry.

There should at any time be at least one valid identity document registered for a patient. It will thus not be possible to delete a document if it is the only registered one. A verified document with associated vaccinations will not be deleted, it will be greyed out and moved under the *Proof of identity (inactive)* field.

- Add a new identity document (as presented by the patient) by clicking on *<Add>*.

- Select the type of document from the list provided for *Documentation presented*.
- Enter the *Identification number* printed on the document.
- Provide the *Document expiry date* if applicable.

Note that certain validity checks are performed on some document identification numbers.

- South African ID numbers will only be accepted by the system if it:
 - Is 13 numeric digits

- Passes the checksum validation used by the Department of Home Affairs to validate ID numbers.
 - All South African passport numbers have to be 9 alpha-numeric digits.
- Select *<Save>* to submit the new document's details or *<Cancel>* to discard the changes made. The system returns to the list of captured documents.

➤ **Vaccination History**

The *Vaccination History* tab displays a list of previous vaccinations that was received by the patient. The date and time, vaccination dose (1st or 2nd), documentation presented, name of facility visited, and the facility type are provided.

In the last column you can view the vaccination details and/or view and add any adverse events that occurred for a vaccination.

Vaccination and Adverse Events History

Date	Reason	Documentation Presented	Facility	Type	Action
16:57, 2021-02-04	First vaccination	Yes	National District Hospital	HOSPITAL	Vaccination Details Adverse Events

➤ **View Appointments**

The *View Appointments* tab displays the appointments associated with the patient.

Appointments

Date	Type	Time Slot	Status	Facility
2021-02-07	Vaccination	06h00-18h00	Open	National District Hospital

➤ eConsent

Patient consent may be captured by either *Patient Administrator* or a *Vaccinator* user, but it has to be captured before a *Vaccinator* user can capture a vaccination

- On the first screen the vaccinator has to confirm that the vaccination was explained to the patient.

Patient Details Step 2: Confirm Patient Details

1 Search Patient 2 Confirm Patient Details 3 Perform Action 4 Register Vaccination or Exit

Keatlaretse Ditsele

- Patient Summary
- Edit Patient Info
- Verified Documents
- Vaccination History
- View Appointments
- eConsent

Informed Consent Form **i**

The COVID-19 vaccination will reduce the chance of you suffering from COVID-19 disease. Like all medicines, no vaccine is completely effective and it takes a few weeks for your body to build up protection from the vaccine. Some people may still get COVID-19 despite having a vaccination, but this should lessen the severity of any infection.

The vaccine cannot give you COVID-19 infection, and two doses of COVISHIELD™ vaccine will reduce your chance of becoming seriously ill. You will still need to follow the guidance in your workplace, including wearing the correct personal protection equipment and taking part in any screening programmes. Like all medicines, vaccines can cause side effects. Most of these are mild and short-term, and not everyone gets them.

This vaccine, i.e. [COVISHIELD™, ChAdOx1 nCoV- 19 Corona Virus Vaccine (Recombinant)], has been authorised for use by the South African Health Products Regulatory Authority, in terms of Section 21 of the Medicines and Related Substances Act (Act 101 of 1965) for the active immunisation of individuals ≥18 years old for the prevention of coronavirus disease 2019 (COVID-19).

I, Vick Vander have read and explained the above to the patient.

← Back to Search Save and Exit Register Vaccination

The next step is for the patient to provide consent. If the patient provides consent, the vaccinator selects “Yes” and continues to the next step where they have to ask the patient questions and capture the answers.

If the patient does not provide consent the vaccinator selects “no” and the vaccination cannot continue.

1 Search Patient 2 Confirm Patient Details 3 Perform Action 4 Register Vaccination or Exit

Keatlaretse Ditsele

- Patient Summary
- Edit Patient Info
- Verified Documents
- Vaccination History
- View Appointments
- eConsent

Informed Consent Form **i**

Obtain patient consent:

1. I understand that the majority of adverse reactions are mild to moderate in severity and usually resolve within a few days of vaccination and I confirm that I have been fully informed and my questions, (including the the expected side effects and adverse events of the COVISHIELD™ vaccine which include but is not limited to injection site tenderness; injection site pain, headache, fatigue; myalgia, malaise; pyrexia, chills; and arthralgia, nausea.) have been answered by **Vick Vander**.
2. I have also been informed that:
 - The quality, effectiveness and safety of this vaccine has been verified by the South African Health Products Regulatory Authority (SAHPRA).
 - Appropriate measures will be taken to prevent, monitor and manage the unwanted effects on me of the Section 21-approved vaccine.
3. I understand that I will only be protected after receiving 2 doses of the COVISHIELD™ vaccine, however, if I choose not to receive the 2nd dose I will inform my healthcare professional accordingly.

Did the patient provide his/her consent to being vaccinated?

No Yes

← Back to Search Save and Exit Register Vaccination

Once consent (including compulsory questions) has been captured, the vaccinator can select <Register Vaccination> from the bottom of the page and continue with step 3 below.

3. Register Vaccination

To register a vaccination - search for the patient, confirm the patient details then click on *<Register Vaccination>*.

Patient Details Step 2: Confirm Patient Details

1 Search Patient >> 2 Confirm Patient Details >> 3 Perform Action >> Register Vaccination or Exit >>

Name Lqdxl Surname Swimd

Patient Summary
Edit Patient Info
Verified Documents
Vaccination History
View Appointments
eConsent

Patient Demographic Information			
Full Names	Name Lqdxl Surname Swimd	Physical Address	Unit Number 161 Complex Name 618 Street Number 13 Street Farm 809
Date of Birth	1977-05-18	Email Address	
Sex	Female	Cell Phone Number	
ID Number	7705180328087	Medical Aid	Anglovaal Group Medical Scheme 123452345
Vaccine Voucher Num...	Unavailable		

Recent Vaccination and Adverse Events History

No visits

← Back to Search Save and Exit Register Vaccination

Figure 3: Register Vaccination

This will open the Vaccination Registration Step 3: Perform Action page.

Vaccination Registration Step 3: Perform Action

1 Search Patient >> 2 Confirm Patient Details >> 3 Perform Action >> Register or Exit >>

Register Vaccination
Compulsory fields indicated by *

Which document did the patient present to verify his/her identity?*

RSA ID Book: 7705180328087
Affidavit to Verify South African ID Number
Affidavit to Verify Foreign Passport Number

If you cannot find the document, [Add New Document](#)

Select a reason for Vaccination*

First vaccination
Follow up vaccination

Select vaccine trade name*

Covishield

Select vaccine manufacturer*

The Serum Institute of India Ltd.

Select vaccine batch number*

41202004

Vaccine serial number

Vaccine expiry date Vaccine manufacturing date Date of vaccination*

YYYY-MM-DD YYYY-MM-DD 2021-02-07

← Back to Patient Summary Cancel Register Vaccination

- Select the type of documentation that the patient presented as identification.

Note that by selecting a type of documentation you are also confirming that you've seen the physical identification document and performed a visual certification.

If the documentation presented is not listed in the list, click *<Add New Document>* to add the document presented.

- Select a reason for vaccination, by indicating if this is the first vaccination or the second vaccination.
- Select the trade name of the vaccine. (There is currently only one option – Covishield)
- Select the vaccine manufacturer. (There is currently only one option – The Serum Institute of India Ltd.)
- Select the vaccine batch number. (There is currently only one option – 4120Z004)
- Insert the vaccine serial number.
- Insert the Vaccine expiry date.
- Insert the Vaccine manufacturing date.
- Insert the Date of vaccination.
- Click on <Register Vaccinatio> to register the vaccination for this patient.
- Confirm the details on the confirmation page.
- Click <Finish> if all details are correct.

Visit Registration Step 4: Registration Complete
 ded for realworld, not large scale usage.

1 Search Patient 2 Confirm Patient Details 3 Perform Action ✓ Registration Complete

You have successfully captured vaccination information.

Vaccination Number	VNMJVCAM3RU4
Patient Name	Keatletse Ditsele
Identification Number	8401230467088
Date of Birth	1984-01-23
Cellphone Number	0783313633
Physical Address	Private Bag x 2 Suncity

Finish

- Select <Finish> to navigate to the Search by Number tab in order to start a new visit registration.

Appendix A: User Profiles and Associated Functionality

Table 1: System Functionality associated with default User Roles

User Profile (Assigned roles)	System functionality
Patient Administrator:	<ul style="list-style-type: none"> • Register the facility and vaccine site • Search for and manage beneficiary information • Capture identification documents for patients • Capture consent • View appointments • View vaccination history
Vaccinator:	<ul style="list-style-type: none"> • Register the facility and vaccine site • Search for and manage beneficiary information • Capture identification documents for patients • Capture consent • View appointments • View vaccination history • Register a vaccination • Capture adverse events
Account Approver:	<ul style="list-style-type: none"> • Register the facility and vaccine site • Approve or decline newly created accounts
Account Creator:	<ul style="list-style-type: none"> • Register the facility and vaccine site • Create new accounts for vaccinator or patient administrator users

Appendix B: Troubleshooting

Report all system failures and/or difficulties to the EVDS service desk at:



012 395 9020; or
012 395 9712; or
012 395 9711; or
012 395 9713



hissupport@dhmis.org



www.hissupport.dhmis.org