Guidelines for Using ASLM-Laboratory Information System (A-LIS)

JUNE 2017
FORWARD

ASLM-Laboratory Information System (A-LIS) is one of the software solutions for Health Laboratory Information Management System (HLIMS). Installing A-LIS in public and private health centers (HC) enables laboratories to receive electronic laboratory result report of referred samples and laboratory test requests from clinicians. Laboratories are also able to generate electronic laboratory test result report, patient laboratory history, data values for HMIS 105-6, 033A, 033B, orders for supplies and laboratory information for referral samples.

The information generated by A-LIS is paramount in supporting evidence-based decision making in the provision and coordination of laboratory services in public HCs. A-LIS is one of the products of HLIMS Master Plan which is a detailed prescription of how to achieve what the strategic and policy documents articulate on laboratory information management in Uganda.

The plan is informed by National Development Plan, MOH Strategic plan, UNHLS policy and plan, MOH E-health policy and plan, HMIS&DHIS2 guidelines, LQMS & SLMTA guidelines, Hub systems guidelines among others, to ensure its relevance to the entire laboratory landscape while achieving the HLIMS vision of, “Quality laboratory information for a productive and health Uganda”, and Mission of, “Supporting quality laboratory services through an integrated system that innovatively collects, stores, analyzes and communicates laboratory information”.

These guidelines will promote embracing ALIS in HCs and ensure compliance when using ALIS. This in turn facilitates the generation of quality information and sustainability of ALIS. So I encourage laboratory staff and other health workers who may be involved in A-LIS at all levels to make use of them appropriately.

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HEAD CPHL/UNHLS
ACKNOWLEDGEMENT

The Ministry of Health would like to acknowledge with gratitude the CDC/ASLM who supported the development of the guidelines for using A-LIS, as well as the contribution of the following to the development of this document.

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<th>Names</th>
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<td>Secretary HLIMS TWG</td>
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<td>HLIMS TWG</td>
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<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>ALIS</td>
<td>ASLM-Laboratory Information System</td>
</tr>
<tr>
<td>ASLM</td>
<td>African Society of Laboratory Medicine</td>
</tr>
<tr>
<td>CDC</td>
<td>US Centers for Disease Control</td>
</tr>
<tr>
<td>CPHL</td>
<td>Central Public Health Laboratories</td>
</tr>
<tr>
<td>DHIS2</td>
<td>District Health Information System 2</td>
</tr>
<tr>
<td>eHealth</td>
<td>Electronic Health</td>
</tr>
<tr>
<td>HC</td>
<td>Health Centre</td>
</tr>
<tr>
<td>HMIS</td>
<td>Health Management Information System</td>
</tr>
<tr>
<td>HLIMS</td>
<td>Health Laboratory Information Management System</td>
</tr>
<tr>
<td>ICT</td>
<td>Information Communication Technology</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>LQMS</td>
<td>Laboratory Quality Management System</td>
</tr>
<tr>
<td>MOH</td>
<td>Ministry of Health</td>
</tr>
<tr>
<td>UNMHCP</td>
<td>Uganda National Minimum Health Care Package</td>
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<td>UNHLS</td>
<td>Uganda National Health Laboratory Services</td>
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<tr>
<td>SLMTA</td>
<td>Strengthening Laboratory Management Towards Accreditation</td>
</tr>
<tr>
<td>TA</td>
<td>Technical Advisor</td>
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<tr>
<td>TWG</td>
<td>Technical Working Group</td>
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</table>
SECTION 1: INTRODUCTION

ALIS is a transaction processing system for supporting operations at a facility laboratory. ALIS is also referred to as LabAPP1, and is one of the critical building blocks of the UNHLS Application Architecture (Suite) in Health Laboratory Information Management Systems (HLIMS) master plan.

ALIS is part of the UNHLS HLIMS Suite

Basing on the UNHLS Business Architecture, ALIS has five (5) major modules that are accessible across the health laboratory network in order to harmoniously support effective management of information on laboratory service delivery.

1. **Laboratory Routine Operations Module**: to support routine operations of key pillars in a health facility laboratory

2. **Referral Samples and Results Tracking Module**: to support tracking of individual samples across all nodes in the sample transport network

3. **Hub Operations Management Module**: to support management of data/information on operations of the sample transport network

4. **Consolidated Laboratory Reporting Module**: to create a consolidated lab report for planning across coordination tiers in the lab network

5. **System Control Module**: to support all back end system administrative functions

*Modules that constitute ALIS*
SECTION 2: SYSTEM CONTROL MODULE

2.0 Getting Started with A-LIS

Open ASLM Laboratory Information System (A-LIS) using any web browser e.g. Google Chrome or Mozilla Firefox by entering the IP address of the server e.g. 192.168.0.1 as the URL. This will bring a page requesting for login information that you enter to proceed.

Fill in the username and password then click. When you don’t fill in either of the username or password, you will get errors as displayed below:

- The 'Username' field is required.
- The 'Password' field is required.

When you fill in wrong username or password, the following errors shall be displayed:

Username and/or password invalid.

When you forgot your username and password, kindly contact the lab-in-charge for help.

The page below will appear on successful login and it is the ALIS Landing page:
2.1 Creating new user

Click Access Control from the page (far right lower box) or on the left menu bar, then click on User Accounts, then click on New User and fill in the form below and click on Save.

![Create User Form](image)

2.2 Creating a role

To create a new role in the system e.g. Receptionist, Data clerk; Under Access Control click on roles to bring a page below.

![Roles Page](image)

Then click on New Role to fill in the form below and click Save.

![New Role Form](image)
2.3 Assigning a Role to the user

Under Access Control click on Assign Roles, check the relevant role for the newly created user and click Save.

<table>
<thead>
<tr>
<th>Users</th>
<th>Roles</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Superadmin</td>
</tr>
<tr>
<td>administrator</td>
<td>☐</td>
</tr>
<tr>
<td>guanyu</td>
<td>☐</td>
</tr>
</tbody>
</table>

Save

2.4 Assigning permissions to Roles

Under Access Control click on Permissions, check the appropriate permissions as shown below and click Save.

<table>
<thead>
<tr>
<th>Permissions</th>
<th>Superadmin</th>
<th>Technologist</th>
<th>Receptionist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can view patient names</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can add patients</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can receive test requests</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can request new test</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can accept test specimen</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can reject test specimen</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can change test specimen</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can start tests</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can enter test results</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can edit test results</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can verify test results</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can send test results to external systems</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can refer specimens</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can manage users</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can manage test catalog</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can manage lab configurations</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can view reports</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can manage inventory</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can request top-up</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can manage Quality Control</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Save

2.5 Changing a Password

Click on your Username in the top right of your screen, then click on Edit Profile, select the Change Password tab and fill in the form below and click Update.
2.6 Logging out

Click on your Username in the top right of your screen, and then click on [Logout].

2.7 Tracking User activities

Click on Reports on the left side menu, and then click on User Statistics Report [User Statistics Report].

2.8 Creating a new Lab section

Click on Test Catalog [Lab Sections] on the left menu bar, then click on [Create Lab Section] and click on [Create Lab Section].

Fill in the form below

[Create Lab Section]
2.9 Creating a Specimen type

Click on Specimen Types from test catalogue, then click on New Specimen Type

Fill in the form below and Save

2.10 Creating a new Test Type

Click on from test catalogue and click on New Test Types

Fill in the form below and check the relevant specimen type/s for the test type
Click on **Add New Measures** just below the Select specimen types section

Fill in the **Name** of the test measure, **Measure Type** e.g. Numeric, **Unit** Description and Target Turnaround Time and click on **Save**

### 2.11 Creating a New Drug

Click on **Drugs** form test catalogue and click on Create Drug
Fill in the form below and click **Save**

2.12  Creating a new Organism

Click on ![Organisms](image) from test catalogue and click on Create Organism

Fill in the form below

2.13  Adding Clinicians

Click on **Lab Configuration** on the left menu bar, then click on **Clinicians** and on Create Clinician
Fill in the form below

2.14 Creating Health units/wards
Click on Lab Configuration on the left menu bar, then click on Health Units/Wards and on Create Health Unit

Fill in the form below

2.15 Adding surveillance diseases
Click on Lab Configuration on the left menu bar, then click on Surveillance and on Create New Disease
Fill in the form below

2.16 Barcode setting
Click on Lab Configuration on the left menu bar, then click on Barcode Settings. Configure and save

2.17 ULIN Reset
Click on Lab Configuration on the left menu bar, then click on ULIN Reset and follow the hints on the right hand side
2.18 Visits

Click on **Visits** on the left menu bar, so as to delete a request that might have been accidentally added. Please note that only pending tests may be deleted.

2.19 Data back up

Daily cron job to dump MySQL database to the backup servers (production environment) every midnight.

- Transfer copy of the back-up to another location using secure FTP aka sftp.

Data archival from facility level to national level

- Implement a cron Job to upload a monthly aggregate report (as JSON data) over https to a central server.
SECTION 3: LABORATORY ROUTINE OPERATIONS MODULE

This section is about laboratory routine operations including; pre-analytic, analytic and post analytic tasks managed by receptionist/data person, clinician or a laboratory person. Initial tasks include; patient registration, editing and viewing of patient information in the system. To access this section, click PATIENTS (rounded) from ALIS landing page below. This shall display all existing information on patients already registered into the system.

A-LIS landing page

3.1 PRE-ANALYTIC PHASE

3.1.1 Registering a new patient

Click PATIENTS from the landing page, then click on the (circled) button at the top of the blue portlet to register a new patient.
This will bring a page with fields for capturing patient details. Enter patient information in the fields provided and click the Save button to save the information captured as illustrated below.

3.1.2 Searching for registered patient

Click PATIENTS from the landing page, use the search box to search for a patient of your interest using either the OPD/IPD number or the patient’s name and click the Edit button to update patient information or click the View button (Circled) below to request for a test.
3.1.2.1 Updating patient details

Click **Edit** to bring a page below and update patient information and **Save**

![Edit Patient Details](image)

3.1.2.2 Requesting for a test

Click **View** above to bring a page below then click **Request For a Test** to request for a test (if your role is assigned to perform such an activity e.g. clinician).

![Patient Details](image)
This will bring a page below and a clinician fills in the patient’s visit type (OPD or in-patient), location (ward, unit or clinic, Bed Number for only in-patients), clinical notes, previous therapy (if applicable), current therapy. Click on the “Sample type” drop down menu to select the sample type and click on “Lab section” to select where the tests are going to be carried out e.g. microbiology, parasitology, etc. For multiple tests, select the lab section where the different tests are carried out, select tests and click [Add Test to List] to add selected tests to the test request and click to save the test request.

3.1.3 View and download patient lab history report

Patient lab history report has details of all the tests performed on a patient, samples collected and identities of the clinicians and lab technologists who requested and worked on the patient’s sample and may be required when requesting for a new test.

3.1.3.1 View a patient lab history report

On the side navigation bar, place your cursor on the option/button and select Patient report to display the list of all patient reports available in the system.
Click on on the Actions column for a selected patient. This will bring a page with the patient’s lab history report shown below for viewing.

3.1.3.2 Download or Print Patient History Report

Click on the icon to download or the icon to print the report.

3.1.4 Accept or Reject sample

On the side navigation bar, click and view all test requests then select Pending Tests. Use the search box to search for a patient and click on to accept and start test on that
patient’s sample. Note that the **Test Status** of that request changes from **Pending** to **Test Started**.

To reject, click **Reject** button; which will open a page shown below where you specify reasons for rejection.

### 3.1.5 Assign patient a ULIN; Update patient details as in 3.1.2.1 above

### 3.2. ANALYTIC PHASE;

#### 3.2.1 Manage Laboratory requests

Click **TEST** from landing page to view details of all laboratory test requests including; “Make Test Request”, “List of All Tests”, “Completed Tests”, “Samples Not Received”, “Pending Tests”, and “Tests Started” or “Verified Tests”
Alternatively, on the side navigation bar, place your cursor on the option/button to view details of all laboratory test requests.

### 3.2.2 Make test Request

Click ![Make Test Request](image) to bring the page below. Search for the patient using either the patient’s name or ID and click the View button to see the results of the search. Select the patient by clicking on the corresponding radio button and click the Next button to make the lab request as in 3.1.2.2 above.

![Create New Test](image)

#### 3.2.3 Display of all test requests made

Click ![List of All Tests](image) to display all test requests made to the laboratory.

#### 3.2.4 List of all completed tests
Click \[\text{Completed Tests}\] to show a list of all completed laboratory tests with a label \textbf{Test Completed} (circled in screenshot below) under the \textbf{Test Status} column.

\begin{figure}
\centering
\includegraphics[width=\textwidth]{completed_tests}
\caption{Completed Tests}
\end{figure}

\textbf{3.2.5} \textbf{Samples not received}

Click \[\text{Samples Not Received}\] to display incoming test request

\begin{figure}
\centering
\includegraphics[width=\textwidth]{samples_not_received}
\caption{Samples Not Received}
\end{figure}

\textbf{3.2.6} \textbf{Pending test requests}

Click \[\text{Pending Tests}\] to display pending test requests with a label \textbf{Pending} (circled in screenshot below) under the \textbf{Test Status} column.

\begin{figure}
\centering
\includegraphics[width=\textwidth]{pending_tests}
\caption{Pending Tests}
\end{figure}

\textbf{3.2.7 Tests started}

Click \[\text{Tests Started}\] to display a list of all lab tests that have been started with a label \textbf{Test Started} (circled in screenshot below) under \textbf{Test Status} column.

\begin{figure}
\centering
\includegraphics[width=\textwidth]{tests_started}
\caption{Tests Started}
\end{figure}
### 3.2.8 Verified Tests

Click ![Verified Tests](image) to display a list of all lab tests that have been verified with a label **Test Verified** (circled in screenshot below) under **Test Status** column.

![Verified Tests Table](image)

#### 3.2.9 View and Verify lab test request

The person with permission to verify results finds completed tests as in 3.2.8 above, click the ![Verify](image) button (circled) below.

![Verify Button](image)

This will bring a page to view test results and then click ![Verify](image) that will change **Approve** and an interim report is generated. An interim report is report generated before a test is approved and all tests completed.
3.2.10 View and Approve lab test request

The person with permission to approve results finds completed tests as in 3.2.9 above, click the button (circled) below.

This will change the view interim report button to Final report
3.2.10 Generate Lab test result report

The person with permission to generate results finds completed tests as in 3.2.4 above, click the button (circled) to view test results as in 3.2.8 above then click on button to view the general lab test result report generated in a PDF format as shown below.

3.3 POST ANALYTIC PHASE

3.3.1 Reports

Click **REPORTS** from landing page to view details of all laboratory reports generated by ALIS.

Alternatively, on the side navigation bar, place your cursor on the option/button to display the list of all reports generated by the system.
3.3.2 Daily Reports

These include patient reports and daily logs

3.3.2.1 Patient Report

View patient information and history as in “3.1.3 View and download patient lab history report” above.

3.3.2.2 Daily Log

On the side navigation bar, place your cursor on the option/button then click to daily logs as below.

Filter using dates, test records, Patient Records, Specimen Rejected, Pending Tests, Complete Tests, All Tests, lab sections or Test Type and then select View to see the daily log for the filter.
Use Export to word button to download and view the filter in a word document.

3.3.3 Aggregate Reports

3.3.3.1 Positivity rates

On the side navigation bar, place your cursor on the option/button then click to view the rates. By default, the report loads prevalence rates for the current year. A positivity rate is the total number of cases of a disease existing in a population divided by the total population. **Formula:**

\[
\text{Positivity Rate of Disease} = \left( \frac{n}{\text{Total population}} \right) \times 10^n
\]

**Where** \(n\) - All new & preexisting cases of specific disease
Set a date range to view infection graph and prevalence rates. You can also view by test type then click on View to load the report with the filters defined.

Select Show/Hide Summary to view/hide the numeric data.
Click button to choose the various formats then print or download the chart

### 3.3.3.2 Surveillance

On the side navigation bar, place your cursor on the option/button then click to bring surveillance report on laboratory tests and their outcomes. Monthly reports are generated by default for the tests carried out and the figures for those **Tested** and **Positive** are given for the different age ranges plus the total sum for the tests. Filter for a given period by entering the different date ranges and then click on **View**. Click on the **Export to Word** button to download and view in a word document.

### 3.3.3.3 Counts Report
On the side navigation bar, place your cursor on the option/button then click “Counts” to generate a report for a particular time period for tests and specimens both grouped and ungrouped.

The ungrouped tests and specimens, are summaries of the completed and pending test plus accepted and rejected specimens respectively as seen below.

i. Test counts(ungrouped) 22
ii. Specimen counts (ungrouped)

Here is a table showing the grouped tests and specimens categorized according to gender and age ranges.

iii. Test Counts (grouped)
iv. Specimen counts (grouped)

3.3.3.4 Turnaround Time Report

From the option/button, click the button to display the turnaround time from when a test is ordered to completion including specific tests. Select a turnaround time report for the different intervals (daily, weekly, monthly), date ranges, lab sections and specific test type and then clicking View. Click on to print or download.
3.3.3.5 Test summary Report

From the option/button, click to display infections by gender and age. Select a date range and lab section then clicking View.

3.3.3.6 User Statistics Report

From the option/button, click “User Statistics” to display report for users of the system and system activity logs. Filter by User, report type or date range and then click on View. Use a search box to search a user by name and click the drop down of Show entries show a number of entries for a defined report.
3.3.3.7 HMIS105 Report
This is an auto generated required monthly report

3.4 BIOSAFETY AND BIOSECURITY
Click **BIOSAFETY & BIOSECURITY** from landing page to view details of all ordinary and emergency BB incidents occurring at a lab facility. Alternatively, on the side navigation bar, place your cursor on the **BB** option/button to display the list of all ordinary and emergency BB incidents.

3.4.1 Registering a bio-safety/bio-security incident

On the side navigation bar, place your cursor on the **BB** option/button, then click “Register incident”.

This will bring a page below, then click the “SAVE” button to save details on incident after filling them in.
When facility name and password are the log-in credentials, then the facility name in the page is automatically filled.

3.4.2 Assessing reported biosafety or biosecurity incidents

On the side navigation bar, place your cursor on the BB option/button, and then click “Summary Log”.

27 incidents
This will bring a page that displays a list of **BB** (Bio-safety and Bio-Security) incidents as shown below.

Click [View](image) to assess the required incident as shown below.

3.4.3 Editing Bio-safety and Bio-security incidents

On the side navigation bar, place your cursor on the **BB** option/button, and then click “**Summary Log**” to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “**Edit BB Incident Information**”
Edit and click “Save” to update changes on details of incident.

3.4.4 Updating Clinical Intervention

On the side navigation bar, the clinician places a cursor on the **BB** option/button, and then clicks “Summary Log” to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “Update Clinical Intervention”.
Updates and clicks “Save” to update changes on clinical intervention.

### 3.4.5 Updating Incident Analysis

On the side navigation bar, the Biosafety officer places a cursor on the **BB** option/button, and then clicks “**Summary Log**” to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “**Update Incident Analysis**”.
Updates and clicks “Save” to update changes on incident analysis

3.4.6 Updating National Bio-risk Management Response

On the side navigation bar, the National Bio-risk Management person places a cursor on the BB option/button, and then clicks “Summary Log” to display a list of BB (Bio-safety and Bio-Security) incidents and click “Update NBRM Response”.
Updates and clicks “Save” to update changes NBRM response.

3.4.7 Generating BB periodic Report

On the side navigation bar, place your cursor on the **BB** option/button, and then click “Facility Report” and a page for the facility BB incident Report will show as a default for the current month (1st to Date) as shown below.
Enter desired dates and then click “Filter” to show report for a specified period. The resultant report shows the period as shown below.

Click “Print” to have a physical copy.

3.5 EQUIPMENT, LOGISTICS AND STORE (ELS)
Click **INVENTORY & EQUIPMENT** from landing page to view laboratory facility inventory and equipment details.

### 3.5.1 Registering a new Equipment

Click “**Inventory & Equipment**” on the landing page then click to display a list of all equipment and click “**Add**”.
This will bring a page for filling in the equipment information as shown below and click to save the new equipment in the system.

3.5.2 Search for a registered Equipment

Click “Inventory & Equipment” on the landing page then click to display a list of all equipment and enter the name of equipment in the search box as shown below.

3.5.3 Manage service schedule of equipment

Click “Inventory & Equipment” on the landing page then click to display a list of all equipment and enter the name of equipment in the search box then click “Manage service schedule” under the action tab to enter information detailing: what machine, when was it serviced, who serviced the machine and when will it be serviced again as shown below. Click to save the schedule in the system.
3.5.4 Report Equipment Breakdown

Click “Inventory & Equipment” on the landing page then click to display a list of all equipment and enter the name of equipment in the search box click “Equipment Breakdown” under the action tab to enter occurrence information as required by ISO standards and as shown as below. Click to save the occurrence in the system.

3.5.5 Report Equipment Restoration details
Click “Inventory & Equipment” on the landing page then click to display a list of all equipment and enter the name of equipment in the search box. Click “Equipment Restoration” under the action tab to enter feedback regarding the repair of given broken equipment and as shown below. Click to send the report.

3.5.6 Generate Periodic Equipment Performance Report

(Content coming later)

3.5.7 Update inventory of lab commodities

Click “Inventory & Equipment” on the landing page and click “Inventory” then click to display a list of all commodities in the system as shown below and click .
This will bring a page for filling in details of the commodity as shown below and click on to add the commodity in the system.

Use the search box to search for a registered commodity by entering the name of the commodity. Click or click to make other changes then click on to update as shown below.
3.5.8 Issuing requested lab commodities (filling in stock book)

Click “Inventory & Equipment” on the landing page and click “Inventory” then click “Stock Card” to display the stock list. To issue a commodity requested click [image].

The requesting staff should know all details of the commodity page will be displayed as shown below. Select the commodity and indicate whether the stock is inbound or outbound. Then click on continue to fill the stock card.
Click on button to save the item and a list of the saved item issued will be displayed as seen below

3.5.9  Record findings from conducted physical count

Click “Inventory & Equipment” on the landing page and click “Inventory” then click to select the item to reconcile with the physical findings then click on submit.
This will bring a new page of existing stock as shown below

3.5.10 Generate stock status report

Click on then click “Inventory Reports” and click “Stock Levels” as shown below.
Enter period of time for the report then click as indicated below

3.5.11 Adding a Supplier

Click “Inventory & Equipment” on the landing page and click “Inventory” then click to display a list of a supplier of an equipment or commodity as shown below.

Click on to enter details of a new supplier as shown below and click “Save” to update the list.
Click or click to make other changes then click on to update as well.
3.6 Registering an EID Patient

Click **POC/EID** from the landing page, then click on the **New Patient** (circled) button at the top of the blue portlet to register a new patient.

This will bring a page with fields for capturing patient details. Enter patient information in the fields provided and click **Save** to save the information captured as illustrated below.
Enter Results

Click on the Enter results and fill in then save.

Download POC Data

This enables one to generate periodic data by specifying dates using the filters. Hover over Tests on the sidebar and click on the encircled field.
Below is the page where you specify dates for the data to be generated.

After that ensure to create a folder where you will be saving these downloaded files.

**UPLOAD FILES**

To upload, first login to your EID download account. On the left most corner there is an icon of home, click on it. It will open and click on the icon POC upload on the right. You will see the list of files uploaded if any. Then click on the upload button where you will need to browse to folder you created on the desktop and choose the downloaded file to upload then click save.
### 3.7 FAQs

<table>
<thead>
<tr>
<th>Inquiries and questions</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Since the Hub module majorly depends on internet connectivity, will CPHL Provide Internet services to the Site.</td>
<td>We are using this period to study the use of data bundles before committing to the sustainability of the support.</td>
</tr>
<tr>
<td><strong>2.</strong> How different is the A-LIS from the other Lab Information systems?</td>
<td>A_LIS has been customized to the Uganda laboratory setting.</td>
</tr>
<tr>
<td><strong>3.</strong> How will the A-LIS help the facility link its service data to DHIS 2?</td>
<td>A-LIS will later be able to upload data to DHIS2 but for now it is able to summarize data according to the HMIS 105 Lab section which can be printed and attached to the Monthly facility report.</td>
</tr>
<tr>
<td><strong>4.</strong> Will A-LIS improve on the data reporting from the automated equipment and how?</td>
<td>We shall have A-LIS integrated with the automated equipment to enable automated data capture and reporting, but this will be done in the next sequent build.</td>
</tr>
<tr>
<td><strong>5.</strong> Is 12 days enough for the UNHLS-CPHL data officer to stay at the site?</td>
<td>The 12 days will be enough to get a feedback on the HUB module, but this person will also assist in the utilization of the HLIMS paper based data collection tools.</td>
</tr>
<tr>
<td><strong>6.</strong> Who will support the maintenance of the A-LIS equipment?</td>
<td>We are asking the IPs to take this role, since they are already very activate in this area.</td>
</tr>
<tr>
<td><strong>7.</strong> Who will provide stationary for printing results?</td>
<td>The UNHLS-CPHL team came with a rim of paper for now for the duration of the pilot. There will be a cost analysis after this pilot to review the sustainability of provides paper.</td>
</tr>
<tr>
<td><strong>8.</strong> What is the biggest struggle with utilizing any LIS is the poor HR numbers in the laboratory, so is UNHLS-CPHL providing a data clerk to assist in data collection and entry within the laboratory?</td>
<td>The UNHLS-CPHL-HLIMS-TWG cannot recruit and does not have that mandate. We are advocating for a HLIMS data person through the DHO’s office. Otherwise for now we ask that someone is assigned the role within the laboratory or facility HMIS focal points/departments.</td>
</tr>
<tr>
<td><strong>9.</strong> Can CPHL-HLIMS team be invited for CMEs with clinicians and other stakeholders.</td>
<td>Yes, all we need is an early communication.</td>
</tr>
<tr>
<td><strong>10.</strong> How will we use ALIS and the HMIS105 monthly forms (HMIS 105, 033A, 033B)?</td>
<td>033A and 033B are catered for in the next build but monthly reports can be automatically generated from ALIS.</td>
</tr>
<tr>
<td><strong>11.</strong> If we use electronic ALIS and we have no counter books, how shall we populate HMIS105?</td>
<td>The system will automatically generate reports according to a specified date range.</td>
</tr>
<tr>
<td><strong>12.</strong> What happens when power goes off?</td>
<td>Always revert back to the HMIS paper based tools then later on have the back log entered into A-LIS once the power is restored.</td>
</tr>
<tr>
<td><strong>13.</strong> What happens when ALIS is not working?</td>
<td>Contact the HLIMS coordinator at UNHLS-CPHL after trying out abit of basic trouble shooting with the HLIMS focal persons onsite.</td>
</tr>
<tr>
<td><strong>14.</strong> Who does the facility officer call for help whenever there is a technical problem?</td>
<td>Contact the HLIMS Coordinator at UNHLS-CPHL.</td>
</tr>
<tr>
<td><strong>15.</strong> I forgot my pass word, what do I do?</td>
<td>Contact the site super user (HLIMS focal person) to reset your password.</td>
</tr>
</tbody>
</table>