

# *User Guide*

*Web-Based Polio Virus Containment Database  
Management System for WHO  
Eastern Mediterranean Region*

**POLIO VIRUS  
CONTAINMENT  
DATABASE**



**World Health  
Organization**

**SysReforms**  
INTERNATIONAL

# Poliovirus Containment Data Management System

This user guide is a basic document to help the users in using web-based Polio Virus (PV) containment database management system that has been recently introduced by WHO EMRO. The transition from paper-based reporting to online portal is a journey that we collectively just initiated. The system is user friendly and comprehensively meets the reporting requirements of polio eradication initiative to identify potential risks and risk reduction measures consistent with GAPIII.

This guide is meant only for the piloting of the system and a detailed manual will be developed along after finalization of the system based upon inputs of different users.

To facilitate GAPIII agenda, each country represented by a National Poliovirus Containment Coordinator (NPCC) will enter data into various reporting forms from facility and national levels. Following are the steps involved for database usage.

## Accessing Home page:

To access the homepage of data management system enter URL:

<http://polmis.emro.who.int/containment/>

(Figure 1)

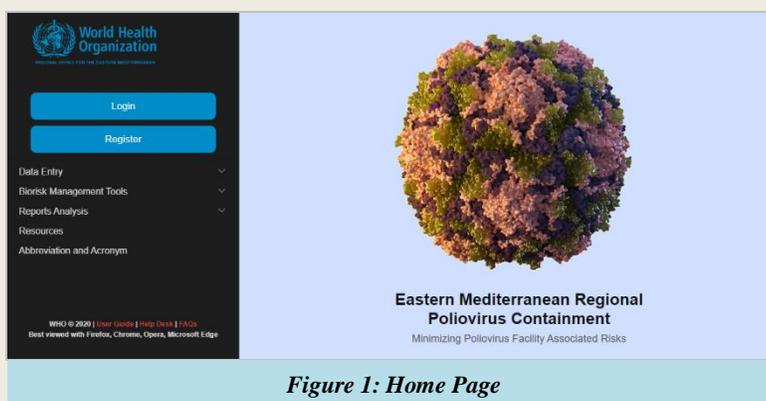


Figure 1: Home Page

## Registration Process:

To enable the users for data entry first step is to get registered in the system for which click on 'Registration' on home page (Figure 2). Registration page will open.

After clicking registration, the user on next page will select respective hierarchy that he belongs to i.e. facility user/NCC user etc. etc. (Figure 3).

Facility user will click "Facility/Lab User". A self-explanatory form will appear, where user will fill information about facility and his/her details. The form will also ask for one-time password (OTP).

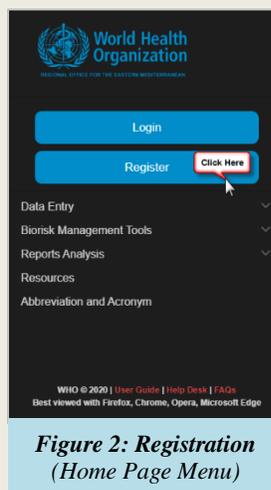


Figure 2: Registration (Home Page Menu)

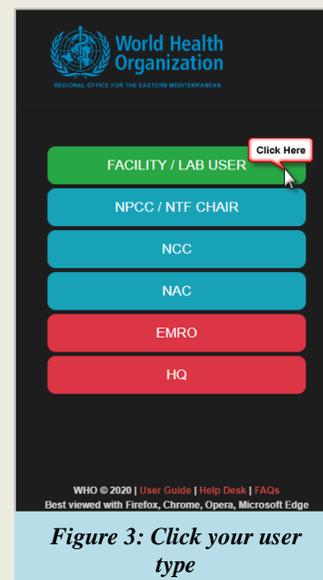


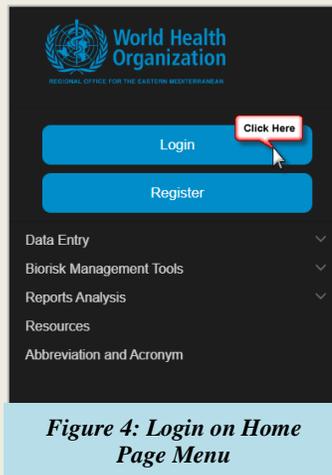
Figure 3: Click your user type

After completing the form, S/he will press "Submit" and the form will be sent to NPCC for approval. An email will also be automatically generated to NPCC requesting him to approve or reject, as the case may be. After approval by the NPCC, the official requesting registration will be sent an auto generated email with username and password.

*The login credentials will be shared with the respective NPCCs on their emails by SysReforms team*

## User Login:

Once the user has received the login credentials, he/she will press “Login” on the home screen (**Figure 4**) after which access to different data entry forms (for facility level) is granted and he/she can start filling the forms. After pressing Login, a screen will appear asking for login credentials (**Figure 5**).



**Figure 4: Login on Home Page Menu**

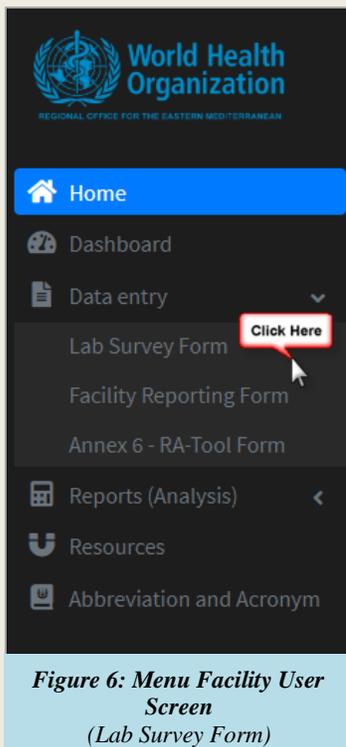


**Figure 5: Login Screen**

## FACILITY USERS

### Facility/Lab Survey Form:

First link available in data entry menu of facility/lab user is “Facility/Lab Survey Form” (**Figure 6**). The information provided at the time of registration will be auto populated in the Survey Form, thus only storage related information is required to be entered by the user.

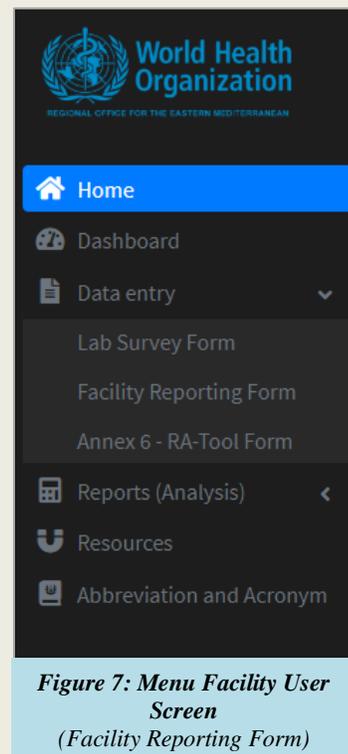


**Figure 6: Menu Facility User Screen (Lab Survey Form)**

### Facility Reporting Form GAPIII:

Having filled and submitted the survey form, next link available in data entry menu is “Facility Reporting Form GAPIII” which is also referred to as Form-1 (**Figure 7**).

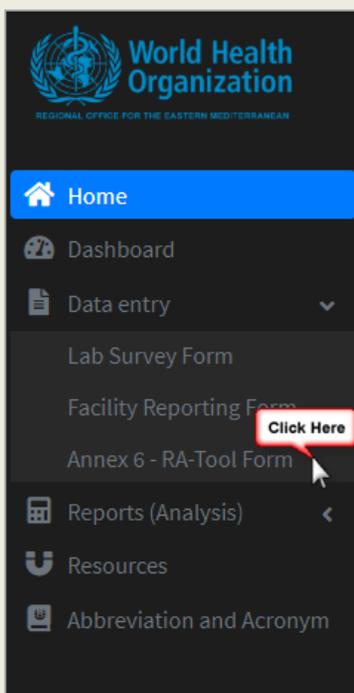
Form-1 also includes the inventory details which will ultimately feed into National reports and dashboard.



**Figure 7: Menu Facility User Screen (Facility Reporting Form)**

### Annex-6-RA-Tool Form:

User after filling Facility Reporting Form (Form-1), the facility user on identification of any infectious / Potentially infectious material (IM/PIM) user will also fill “Annex-6 Risk Assessment Tool” (**Figure 8**).

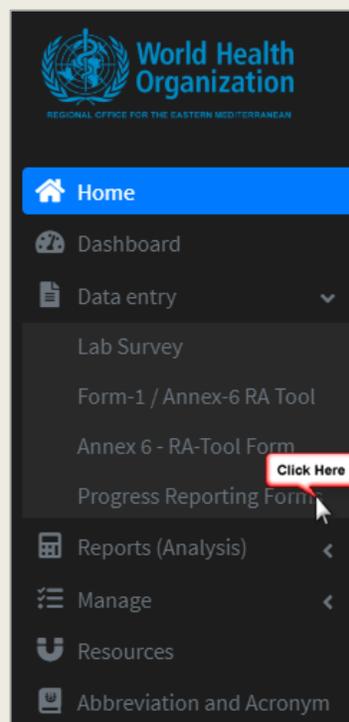


**Figure 8: Menu Facility User Screen**  
(Annex 6-RA-Tool Form)

## NPCC USERS

### Progress Reporting Form GAPIII:

NPCC can submit “Progress Reporting Form” (Form-2) for respective country easily from this portal after logging in as NPCC user (**Figure 9**). Some of the fields of Form-2 which have already been reported by the facility level users will be auto-populated.



**Figure 9: Menu NPCC user Screen**  
(Progress Reporting Form)

### Support Mechanism:

A support mechanism is already in place for this portal and user can write email to [helpdesk@sysreforms.com](mailto:helpdesk@sysreforms.com) for any query. The subject line must read “PV Containment database management system”.

*“Access to data/reports to different users has been defined according to particular roles. Publically, only acronyms and resources will be available to internet users and all other information will be password protected”*

*This user guide has been developed and designed for WHO EMRO by SysReforms International, Pakistan*  
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