3pm Documentation

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CHAPTER 1

Getting Started

1.1 System Access

The live system is available at 3pm.globalhealthapp.net.

Note: Please use this server for making test runs before you avail them on the live system. This is available on test.3pm.intellisoftkenya.com.

1.2 Logging in

You are required to provide your username and password in order to access the system. The figure below is a screenshot of the start page/login page:

Fig. 1: Figure 1: Login page

1.3 Landing page

Once logged in, the user can see their dashboard because this is the default landing page. The dashboard is customisable to fit your own preferences. You can add a dashboard and dashboard items of your choice.

Fig. 2: Figure 2: Landing page

Note: More about dashboard is discussed under the Dashboard section.

1.4 3PM Applications

3PM is built on DHIS2 platform such that all the modules are organized as apps. Every app can be accessed by searching on the apps menu in the top right corner on the dashboard. The apps you can access are limited to the rights you have.

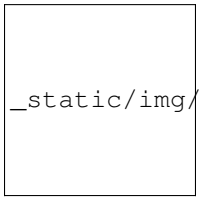

Fig. 3: Figure 3: 3PM Apps

1.5 Logging Out

Your profile menu is found on the far right of the top side. This is represented by your name initials. To log out, hover your mouse pointer on the menu and click on the logout button displayed.

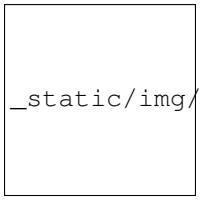

Fig. 4: Figure 3: Logout

CHAPTER 2

Datasets

3PM has 4 datasets. These are outlined as follows.

1. **Facility Results Dataset**
    - Facility HTS Optimization
    - Care and Treatment
    - Key Population
    - Lab
2. **Facility Targets Dataset**
    - Facility HTS Optimization
    - Care and Treatment
    - Key Population
    - Lab
3. **Community Results Dataset**
4. **Community Targets Dataset**

CHAPTER 3

Data Entry

3.1 Dataset selection

Data entry in 3PM is the process of entering data into the various datasets. It is a simple process which involves accessing the Data Entry app.

Fig. 1: Figure 1: Data Entry app

When the data entry page has loaded, you select the organization unit from the left pane. If you intend to report for a facility, select the facility and if you intend to report for a community, select the ward.

Select **ward** to enter data on the Community Results Dataset.

Fig. 2: Figure 2: Community dataset

Select **facility** to enter data on the Facility Results Dataset.

Go ahead and select the **Period** which is the month and the **Implementing Mechanism** you are reporting for.

Fig. 3: Figure 3: Facility dataset

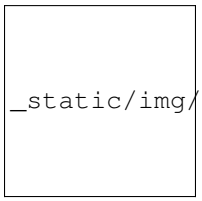

Fig. 4: Figure 4: Period and IM

3.2 Data entry forms

Based on your selections, the data entry form is rendered on the page. You can perform data entry on the reporting points of your interest. You can navigate through **HTS, CT, KP** and **Lab** forms using the tabs on the left side of the inner pane.

When you enter data, the entry cell turns yellow when waiting to be saved on the server, green when it is saved and red when saving failed. Values that had been entered previously will be displayed on the dataset.

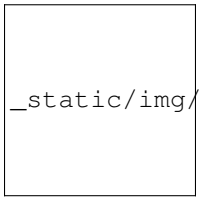

Fig. 5: Figure 5: Data Entry form

CHAPTER 4

Data Approval

4.1 Approve

Data Approval is a process of marking the entered data as acceptable as genuine and acceptable. In doing this, the dataset becomes readonly and cannot be modified unless the data is unapproved.

Below is the pictorial for approving data.

Fig. 1: Figure 1: Select Reports app

Fig. 2: Figure 2: Select Data Approval module

Make the selections of dataset, period and the org unit. For the org unit, select Kenya. This will allow for approval to be done once per Implementing Mechanism.

There are several items with the same IM. Just select one with the IM you are interested in. This will approve all the datasets for that IM for that month.

Fig. 3: Figure 3: Make selections

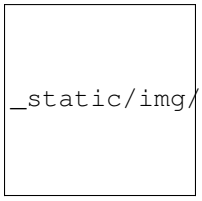

Fig. 4: Figure : Select Items

Fig. 5: Figure : Select Implementing Mechanism

Fig. 6: Figure : Get Data

Fig. 7: Figure : Approve

4.2 Unapprove

The process of unapproving the data involves following the same procedure as above but on the last step, you ought to unapprove the data.

Fig. 8: Figure : Unapprove

CHAPTER 5

Reports and Analytics

The Report generating module in 3PM allows users to generate standard reports and visualize them. Reports can be generated using the Pivot Table which generates tabular reports, and the Data Visualizer which generates reports in form of charts eg. bar graphs and line graphs. A user can access either the Data Visualizer or the Pivot Table from the Apps Menu as shown below.

Fig. 1: Figure 1: Select Pivot Table

Fig. 2: Figure 2: Select Data Visualizer

This will navigate the user to Pivot Table and Data Visualizer respectively, from where they can generate a report following the pictorial procedure shown below.

5.1 Report Generation

Whenever you modify the dimensions, you are required to click *Update* button to have the changes reflected.

You can create a new pivot table, open an existing one, rename or delete an opened one on the Favorites menu.

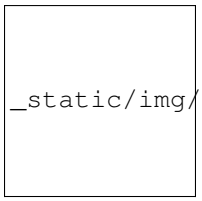

Fig. 3: Figure 3: Select Data Dimension

Fig. 4: Figure : Select Period

Fig. 5: Figure : Select Implementing Mechanism

Fig. 6: Figure : Select Organisation Unit

Fig. 7: Figure : Select Age Brackets

Fig. 8: Figure : Click Update

Fig. 9: Figure : Change Layout

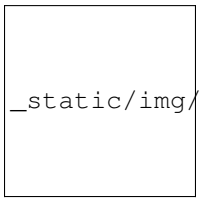

Fig. 10: Figure : Save as Favorite

5.2 Dashboards

Once you are done generating a pivot table, you can navigate to the dashboard where you can add the saved favorite as a dashboard item.

Fig. 11: Figure : Go to Dashboard

You can only modify dashboard items for the dashboard you own or have edit rights. Therefore, to create a dashboard, follow the directions in the image below.

Once you create a dashboard, you can then add items such as favorites, users, resources, reports to the dashboard as shown below.

Fig. 12: Figure : Create a Dashboard

Fig. 13: Figure : Add Favorite to Dashboard

CHAPTER 6

User Management

User Management feature in 3PM allows for multiple users to access the system simultaneously. Each user is given a defined set of authorities. Examples of these authorities including data entry, performing data approval and deleting users.

These authorities are assigned to users through user roles. A user role is a set of defined authorities. We have four user roles on 3PM as follows:

1. Read Only - for viewing but not making any changes, addition or deletion of data.
2. Data entry - for monthly reporting through the datasets.
3. Data Approval - for approving data entered per Implementing Mechanism.
4. User Management - for creation, deletion and modification of users.

The user management functionality is accessible through Users app;

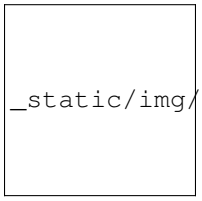

Fig. 1: Figure : Users app

6.1 Add user

The pictorial below shows the process of adding a new user and assigning a user role.

Fill in the user details as required. Proceed then to assign a user role.

Select the organisation units of interest. When you select a county, all org units under the county are made available as well.

Fig. 2: Figure : Select User module

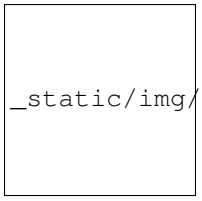

Fig. 3: Figure : Add New user

Fig. 4: Figure : Assign user role

Fig. 5: Figure : Select org units

Fig. 6: Figure : Click Save to add user

6.2 Add user group

Users are grouped into a user group for ease of sharing items such as the dashboard in 3PM. The pictorial below will quickly guide you through creating a user group and adding users to it.

Fig. 7: Figure : User Group module

Fig. 8: Figure : Add new user group

Fig. 9: Figure : Add user to user group

Whenever you want to use the usergroup, just search for the user group using its name.

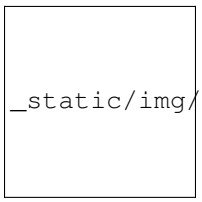

Fig. 10: Figure : Save user group

CHAPTER 7

3PM Troubleshooting

During the use of the system, users of 3PM may experience certain issues. There are various mechanisms users can employ to solve the issues as follows:

7.1 1. Cache Cleaner App

Fig. 1: Figure : Browser Cache Cleaner app

Fig. 2: Figure : Select All and Clear cache

7.2 2. 3PM Help Desk

3PM users can contact the Help Desk for support. This can be done through sending an email to help@threepm.on.spiceworks.com. You can also fill in and submit a ticket to the help desk on this webpage: threepm.on.spiceworks.com/portal/tickets.

Fig. 3: Figure : Submit a Help Desk ticket

7.3 3. Clearing Browser Cache

Google Chrome

1. Click the wrench icon on the browser toolbar.
2. Select History and Recent tabs.
3. Click History.
4. Select clear browsing data.
5. In the dialog that appears, select the checkboxes for the types of information that you want to remove.
6. Use the menu at the top to select the amount of data that you want to delete. Select beginning of time to delete everything.
7. Click clear browsing data.
8. Once finished, close the browser.

Internet Explorer 9 and Above

1. In Internet Explorer, click Tools. If you don't see the menu, press Alt on your keyboard to show menus.
2. Select Delete Browsing History.
3. Select the checkbox next to Temporary Internet Files.
4. Click Delete.
5. It can take several minutes for the cache history to be deleted.
6. Once the files have been deleted, click OK.
7. Close the browser.

Mozilla Firefox 20 and above

1. Click the Tools menu.
2. Select History
3. Select Clear Recent History. Under Time Range to Clear, select Everything.
4. Select the Details checkbox.
5. Select the Cache checkbox.
6. Click Clear Now.
7. Close the browser.

CHAPTER 8

Indices and tables

- genindex
- modindex
- search