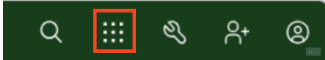
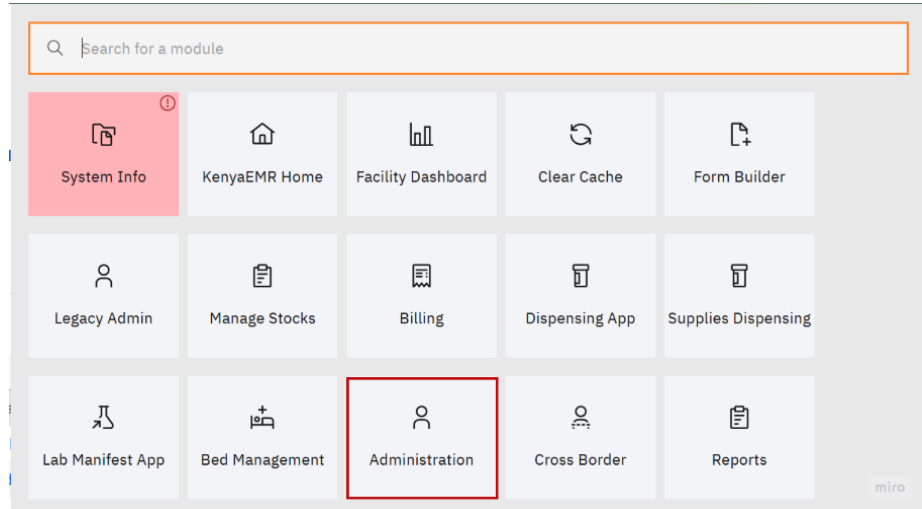


SOP: User Administration and ETL Functions

[Last Updated: Aug 2025]

Objective	To guide system admins and super users on processes of user management, ETL administration and accessing facility summary information in TaifaCare
Task	Perform user management (create/ edit user information) and ETL related task in TaifaCare
Target Group	System Admins, ToT, Facility Champions, Super Users
Requirements	Functional TaifaCare instance, Internet, Valid user with admin rights

No	Steps	Illustration
	Log into TaifaCare using valid credentials Click the Grid Menu (highlighted below) to open the TaifaCare modules. On the module pane  Click on Administration module to open the user management panel	

The user management panel entails five main functions.

- Section Navigation Tabs
- Search bar,
- Filter bar for the license status
- Profile Editing Action
- User addition.

Adding a new user

- Click Add User button. This will open the user management page

Editing user information

- Under the Action section, click the pen icon. This will open the user profile for editing

Search for an existing User

- Locate the search section and enter the name of the user.

TaifaCare

Manage Users
ETL Administration
Facility Details

Navigation Tabs

Users
User Management

Filter by license status

Search for an existing user from here

Filter by: allUsers

Add User

Click to add new user

List of all users (93)

Search for user

System ID	Names	License Number	Provider Unique Identifier	License Expiry Date	Actions
admin	LETICIA LETICIA LETICIA	--	--	--	⋮
3-4	LODAN LODAN LODAN	--	--	--	⋮
4-2	NALON NALON NALON	--	--	--	⋮
5-9	KETTYLYNE KETTYLYNE KETTYLYNE	--	--	--	⋮
6-7	OKUTO OKUTO OKUTO	--	--	--	⋮
7-5	OGINDA OGINDA OGINDA	--	--	--	⋮
8-3	MALENJE MALENJE MALENJE	--	--	--	⋮
9-1	MKAV OTIENO OLWAL OTIENO OLWAL	--	--	--	⋮
10-9	OTAYA OTAYA OTAYA	--	--	--	⋮
11-7	SHERYL SHERYL SHERYL	--	--	--	⋮

Click to Edit user details

Items per page: 10 1-10 of 93 items 1 of 10 pages

Adding / Editing user details

Demographic information

- This section allows you to capture / edit the names, phone number and email address of the user.
- It also allows you to specify the sex of the user (Male/ female).
- Click “**Next**” to continue

Add User

Demographic Info

- ☒ Demographic Info
- ☐ Login Info
- ☐ Provider Account
- ☐ Roles
- ☐ Additional Roles

Demographic Info

Given Name

Enter Given Name

Middle Name

Middle Name

Family Name

Family Name

Phone Number

Enter Phone Number

Email

Enter Email

Gender

☐ Male

☐ Female

Cancel

Next

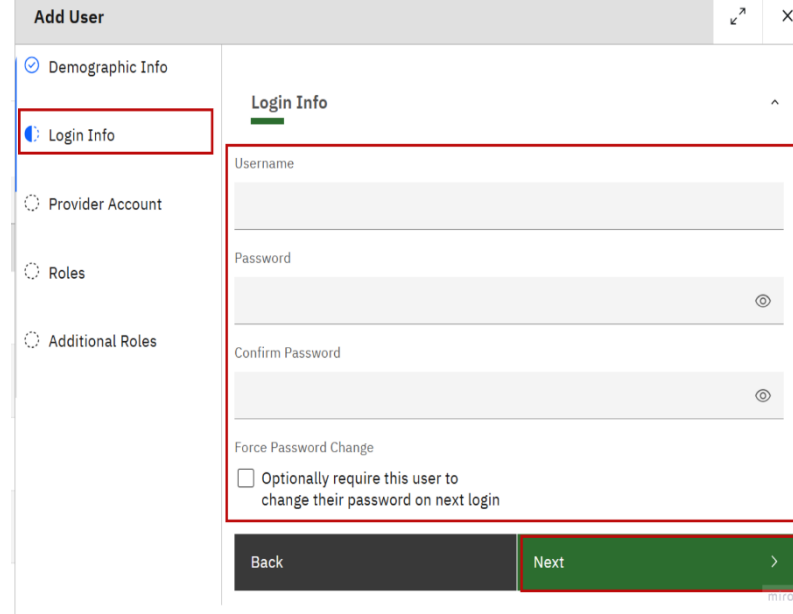
Adding / Editing user details

Login information

- This section enables you to capture the user login name and password.

Check the “**Force Password Change**” checkbox to ensure the user changes password on their first login.

Click **Next** to continue



Add User

- Demographic Info
- Login Info**
- Provider Account
- Roles
- Additional Roles

Login Info

Username

Password

Confirm Password

Force Password Change

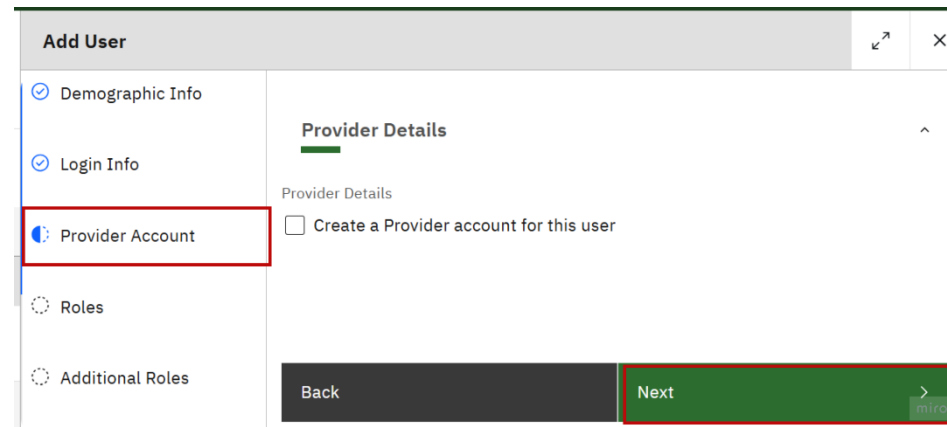
☐ Optionally require this user to change their password on next login

Back Next

Adding / Editing user details

Provider Details

- This section enables you to specify if the user is a provider or not
- If the user is a healthcare provider, check the provider details box
- Click **Next** to continue



Add User

- Demographic Info
- Login Info
- Provider Account**
- Roles
- Additional Roles

Provider Details

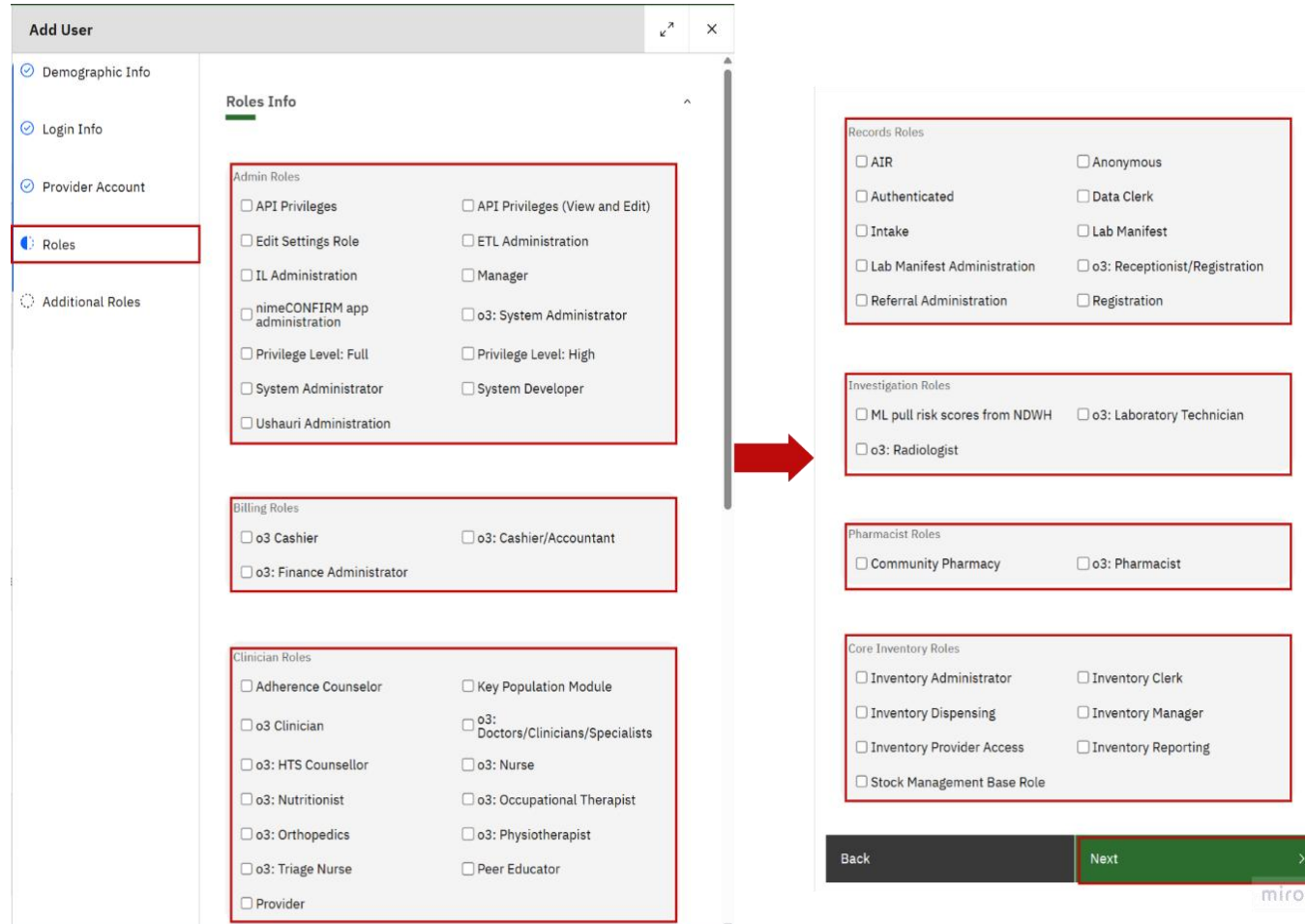
Provider Details

☐ Create a Provider account for this user

Back Next

Role Specification

- This section enables you to set different roles for the users.
- The roles include:
 - o Admin roles
 - o Billing
 - o Clinician
 - o Records roles
 - o Investigation
 - o Pharmacist and inventory roles
- Select appropriate roles consistent with the user functions in the facility.
- Click **Next** to continue



Add User

Demographic Info
Login Info
Provider Account
Roles
Additional Roles

Roles Info

Admin Roles

- ☐ API Privileges
- ☐ API Privileges (View and Edit)
- ☐ Edit Settings Role
- ☐ ETL Administration
- ☐ IL Administration
- ☐ Manager
- ☐ nimeCONFIRM app administration
- ☐ o3: System Administrator
- ☐ Privilege Level: Full
- ☐ Privilege Level: High
- ☐ System Administrator
- ☐ System Developer
- ☐ Ushauri Administration

Billing Roles

- ☐ o3 Cashier
- ☐ o3: Cashier/Accountant
- ☐ o3: Finance Administrator

Clinician Roles

- ☐ Adherence Counselor
- ☐ Key Population Module
- ☐ o3 Clinician
- ☐ o3: Doctors/Clinicians/Specialists
- ☐ o3: HTS Counsellor
- ☐ o3: Nurse
- ☐ o3: Nutritionist
- ☐ o3: Occupational Therapist
- ☐ o3: Orthopedics
- ☐ o3: Physiotherapist
- ☐ o3: Triage Nurse
- ☐ Peer Educator
- ☐ Provider

Records Roles

- ☐ AIR
- ☐ Anonymous
- ☐ Authenticated
- ☐ Data Clerk
- ☐ Intake
- ☐ Lab Manifest
- ☐ Lab Manifest Administration
- ☐ o3: Receptionist/Registration
- ☐ Referral Administration
- ☐ Registration

Investigation Roles

- ☐ ML pull risk scores from NDWH
- ☐ o3: Laboratory Technician
- ☐ o3: Radiologist

Pharmacist Roles

- ☐ Community Pharmacy
- ☐ o3: Pharmacist

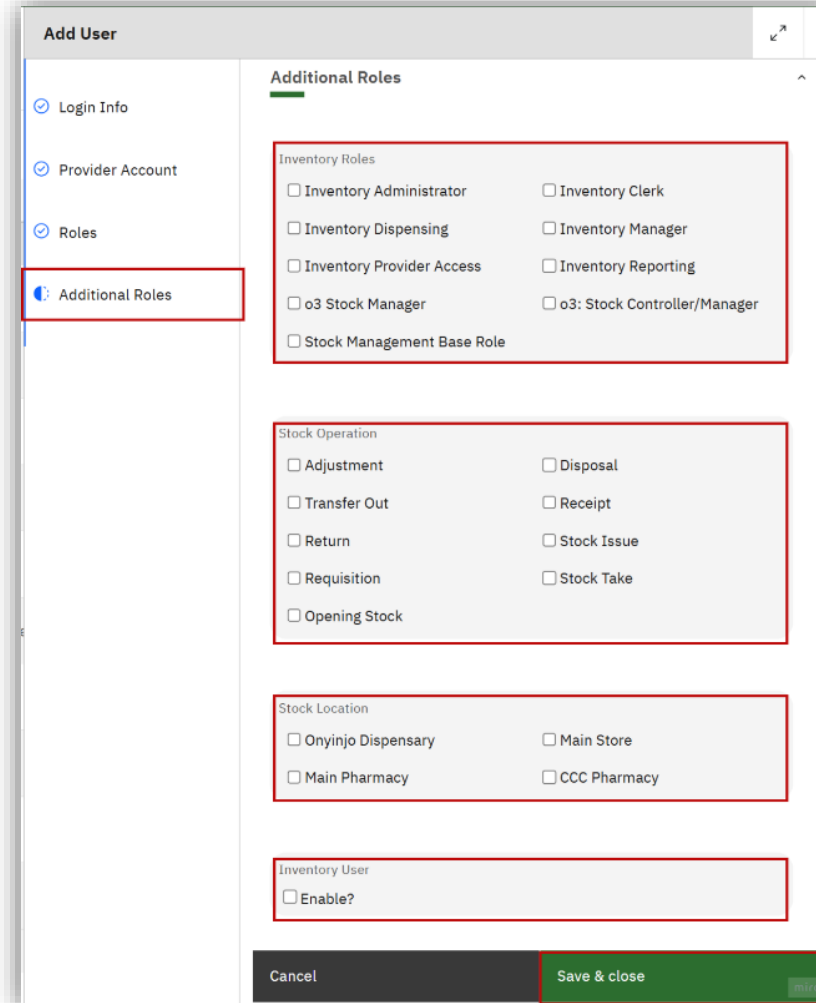
Core Inventory Roles

- ☐ Inventory Administrator
- ☐ Inventory Clerk
- ☐ Inventory Dispensing
- ☐ Inventory Manager
- ☐ Inventory Provider Access
- ☐ Inventory Reporting
- ☐ Stock Management Base Role

Back Next

Additional Roles

- This section provides additional specification of roles including
 - Inventory Roles
 - Stock Operations
 - Stock Location
 - Inventory User
- Once everything is set, Click **Save & Close**



Add User

Login Info
Provider Account
Roles
Additional Roles

Additional Roles

Inventory Roles

☐ Inventory Administrator
☐ Inventory Dispensing
☐ Inventory Provider Access
☐ o3 Stock Manager
☐ Stock Management Base Role
☐ Inventory Clerk
☐ Inventory Manager
☐ Inventory Reporting
☐ o3: Stock Controller/Manager

Stock Operation

☐ Adjustment
☐ Transfer Out
☐ Return
☐ Requisition
☐ Opening Stock
☐ Disposal
☐ Receipt
☐ Stock Issue
☐ Stock Take

Stock Location

☐ Onyinjo Dispensary
☐ Main Pharmacy
☐ Main Store
☐ CCC Pharmacy

Inventory User

☐ Enable?

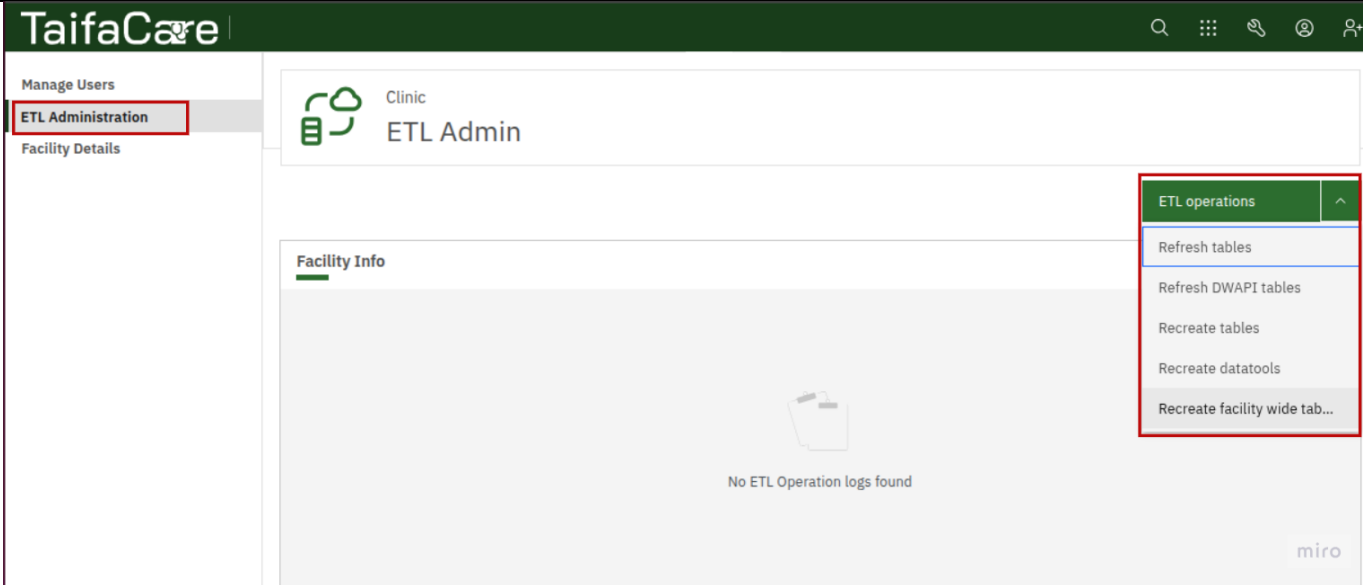
Cancel

Save & close

SECTION 2: ETL ADMINISTRATION

ETL Administration

- This section provides all utilities associated with ETL operations. These include
 - Refresh tables
 - Refresh DWAPI tables
 - Recreate tables
 - Recreate data tools
 - Recreate facility-wide tables
- Click on each depending on your intended operation.



ETL Tasks Explained

- **Refresh Tables:** This updates all the ETL tables that exist in database
- **Refresh DWAPI tables:** Only updates tables related to DWAPI for data transmission
- **Recreate tables:** Drops all ETL tables and create them afresh while updating with new data
- **Recreate data tools:** Drops data tool tables, recreate and update with latest data for reporting
- **Recreate facility-wide tables:** Drops all ETL tables related to facility-wide modules and rebuild them while populating them with the latest set of data to support facility wide reporting.

SECTION 3: FACILITY DETAILS

Facility Details

- This section provides summary information about the facility
- It also provides Social Health Authority (SHA) information.
- To retrieve the most up-to-date information, click **Synchronize with HIE** button.

NOTE: This action requires internet connectivity

TaifaCare

Manage Users

ETL Administration

Facility Details

Clinic

Facility Details

Synchronize with HIE

General Information

Facility Name:Location-9559

Facility KMHFR Code:--

Keph Level:--

SHA Information

Facility Registry Code:--

SHA License Number:--

SHA Status:--

SHA Contracted:--

SHA Expiry Date:--

miro

THE END