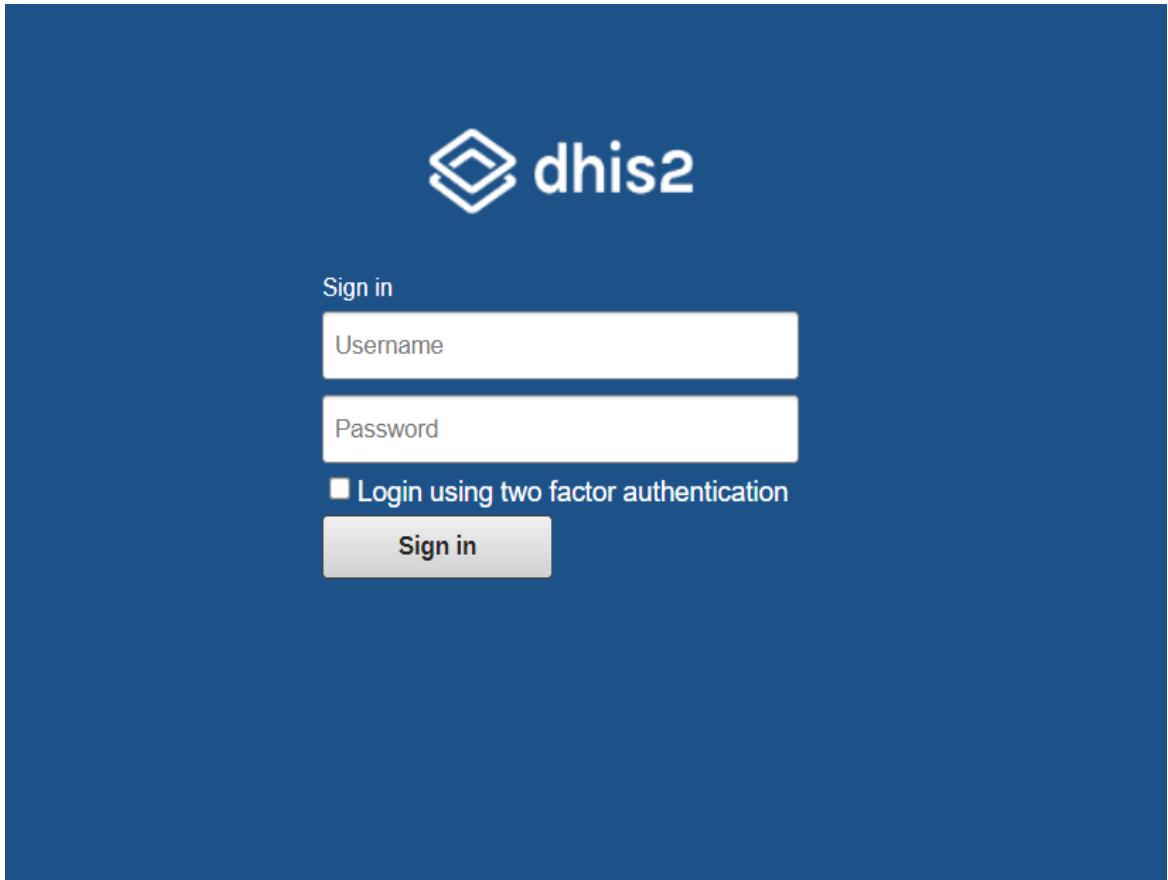


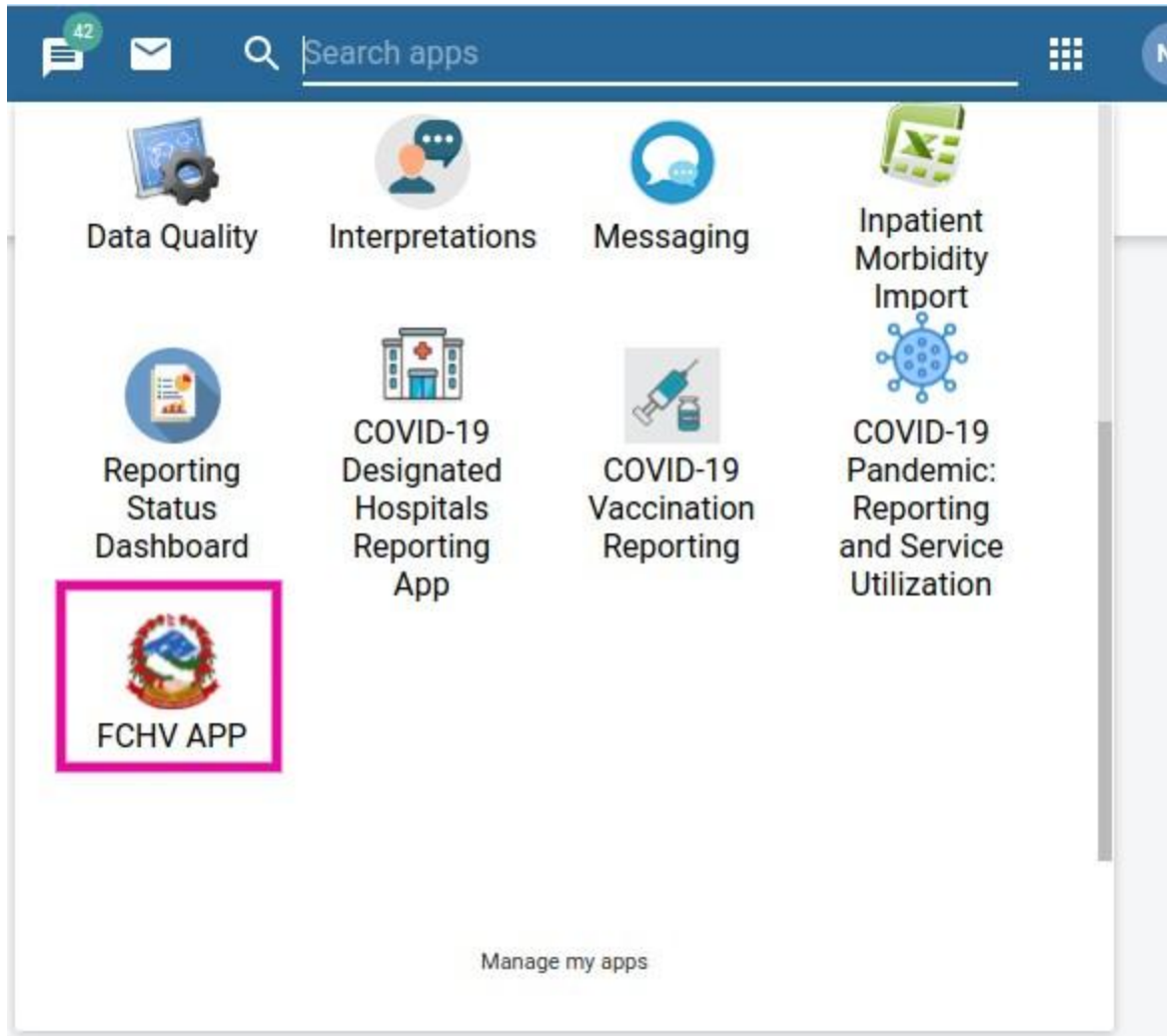
A Comprehensive User Manual On FCHV Registry

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- Open URL: <http://hmis.gov.np/hmis/>
- Enter login details (Username and Password) and Sign in. (Users have to enter their HMIS username and password.)

The image shows a screenshot of the dhis2 login interface. At the top center, there is the dhis2 logo, which consists of a white diamond shape with a smaller diamond inside, followed by the text "dhis2" in a white sans-serif font. Below the logo, the text "Sign in" is displayed in a smaller white font. Underneath, there are two white input fields: the first is labeled "Username" and the second is labeled "Password". Below these fields is a checkbox with the label "Login using two factor authentication". At the bottom of the form is a white button with the text "Sign in" in a dark font. The entire login form is centered on a solid dark blue background.

- Click on the Menu icon (9 dots icon) on the top right corner of the page.



- Then, Select “FCHV APP” from the list of applications listed on the application menu.
- After selecting the FCHV APP from the application menu, the FCHV Registry page for the corresponding organization will appear.

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FCHV List Inactive FCHV List

Age Filter Marital Status Education FCHV Number FCHV Name

S.N	FCHV Number	FCHV Name	DOB	Contact Number	Actions
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
7	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
8	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
9	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
10	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>

- Click on the “+” button on the top right corner of the page. After clicking on the button, a list of organization units will appear.
- Then, Select the desired organization unit from the list.

- Nepal
 - 7 Sudurpashchim Province
 - 2 Province 2
 - 4 Gandaki Province
 - 6 Karnali Province
 - 3 Bagmati Province
 - 312 MAKWANPUR
 - 304 DHADING
 - 309 KAVREPALANCHOK
 - 311 SINDHULI
 - 31106 Sunkoshi Rural Municipality
 - 31108 Marin Rural Municipality
 - 31101 Dudhouli Municipality
 - 31102 Phikkal Rural Municipality
 - 31107 Ghyanglekha Rural Municipality
 - 31103 Tinpatan Rural Municipality
 - 31105 Kamalamal Municipality
 - 31109 Hariharpurgaghi Rural Municipality
 - 31104 Golanjor Rural Municipality
 - 301 DOLAKHA
 - 313 CHITAWAN
 - 303 RASUWA
 - 308 LALITPUR
 - 302 SINDHUPALCHOK
 - 307 BHAKTAPUR
 - 310 RAMECHHAP
 - 305 NUWAKOT
 - 306 KATHMANDU
 - 1 Province 1
 - 5 Province 5

FCHV List Inactive FCHV List

Age Filter Marital Status Education FCHV Number FCHV Name

S.N	FCHV Number	FCHV Name	DOB	Contact Number	Actions
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
7	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
8	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
9	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>

- After selecting the required health facility/ organization unit, the corresponding list of FCHVs in that particular organization unit along with their details will appear.
- To enroll a new FCHV in the register, Click on the “Register” button on the top of the page. Register button is encircled in the figure below:

[FCHV List](#)
[Inactive FCHV List](#)
[Register](#)

Age Filter
 Marital Status
 Education
 FCHV Number
 FCHV Name

S.N	FCHV Number	FCHV Name	DOB	Contact Number	Actions
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
7	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>
8	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="VIEW"/>

- After clicking the Register button, the page will redirect to a registration form.
- Enter details into the respective fields in the form.

Dashboard [FCHV List](#) [Inactive FCHV List](#) [Register](#)

Local FCHV Number
Format: (Province Code/District Code/Palika Code/FCHV S.N.)*

Local FCHV Number

FCHV Number*
1010101-001

Full Name*
Full Name

DOB *
dd/MM/yyyy

Ethnicity Code*
Select ethnicity

Marital Status*
Select Status

FCHV Started Date*
dd/MM/yyyy

Retirement Date*
dd/MM/yyyy

Education*
Education

Province*
Select Province

District*
Select District

Municipality*
Select Municipality

Ward*
Select Ward

Tole*
tole

- Local FCHV number should be as shown in the format(Province Code/District Code/ Palika Code/ FCHV S.N) in the form.
- Click on the toggle button if FCHV has an Insurance and add the insurance number.

<p>Mobile*</p> <input type="text" value="Mobile"/>	<p>Alternate Mobile</p> <input type="text" value="Mobile"/>
<p>Insurance</p> <input checked="" type="checkbox"/>	<p>Insurance Number</p> <input type="text" value="Insurance Number"/>
<p>Basic Training</p> <input type="checkbox"/>	
<p>Refresher Training</p> <input type="checkbox"/>	
<p>Other Trainings</p> <input type="checkbox"/>	

- Click on the toggle buttons for the attended dates bar of the respective trainings to appear.
- Multiple training can be recorded by clicking on the “add more training name” button.

Tole	
<input type="text" value="tole"/>	
Email	Telephone
<input type="text" value="abbc@example.com"/>	<input type="text" value="Telephone"/>
Mobile	Alternate Mobile
<input type="text" value="Mobile"/>	<input type="text" value="Mobile"/>
Basic Training	Basic Training Date
<input checked="" type="checkbox"/>	<input type="text" value="dd/MM/yyyy"/>
Refresher Training	Refresher Training Date
<input checked="" type="checkbox"/>	<input type="text" value="dd/MM/yyyy"/>
Other Trainings	
<input checked="" type="checkbox"/> <input type="text" value="add more training name"/>	
<input type="text" value="dd/MM/yyyy"/>	<input type="text" value="Other Training Name"/>
Last FY Dress Allowance received date	Last FY Transportation allowance received date
<input type="text" value="dd/MM/yyyy"/>	<input type="text" value="dd/MM/yyyy"/>

- Upload photo, ID Card, photo of citizenship, educational certificates and training certificates.

Last FY Dress Allowance received date

Last FY Transportation allowance received date

UPLOAD PHOTO

UPLOAD ID CARD

UPLOAD CITIZENSHIP PHOTO

EDUCATIONAL CERTIFICATE

TRAINING CERTIFICATE

➤ Finally, click on the submit button on the bottom of the page.

Basic Training

Refresher Training

Other Trainings

Last FY Dress Allowance received date

Last FY Transportation allowance received date

UPLOAD PHOTO

UPLOAD ID CARD

UPLOAD CITIZENSHIP PHOTO

EDUCATIONAL CERTIFICATE

TRAINING CERTIFICATE

➤ Thus, the newly registered FCHV will be displayed in the FCHV list of the organization unit.

Dashboard **FCHV List** Inactive FCHV List

Age Filter Marital Status Education FCHV Number Local FCHV Name

S.N	FCHV No	Local FCHV No	FCHV Name	DOB	Contact Number	Actions
1	3120607-004	312060704	Ambika karki	2040/9/16 B.S.	9845288302	<input type="button" value="EDIT"/> <input type="button" value="VIEW"/>
2	3120607-003	312060702	Tulsa Adhikari	2027/11/10 B.S.	9845159990	<input type="button" value="EDIT"/> <input type="button" value="VIEW"/>
3	3050301-001	30503-001	Shanta Kumari Tamang	2037/5/5 B.S.	9818737509	<input type="button" value="EDIT"/> <input type="button" value="VIEW"/>
4	3120608-003	3120060803	Radhika pandey	2022/11/19 B.S.	9803819709	<input type="button" value="EDIT"/> <input type="button" value="VIEW"/>
5	3120608-004	3120060804	Devaki khatri	2037/5/11 B.S.	9801844311	<input type="button" value="EDIT"/> <input type="button" value="VIEW"/>

➤ Clicking on the view button we can view all details of the particular FCHV.

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FCHV List Inactive FCHV List

Name test Active

FCHV number 123123321

Telephone Number 123456789

Address sunachuri, Manahari 06, MAKWANPUR, Bagmati Province

Mobile number 9876543212

Marital Status Married Ethnicity Dalit

Email test@gmail.com Date of Birth 2078/1/8 B.S.

Education Bachelors' Degree Joined Date 2078/1/9 B.S.

Retirement Date 2086/1/27 B.S. Basic Training None

Refresher Training None Other training None

last fy transportation allowance 2078/1/24 B.S. last fy dress allowance received date 2078/1/16 B.S.

➤ Clicking on the edit button we can edit details of the particular FCHV.

Dashboard **FCHV List** Inactive FCHV List

Age Filter Marital Status Education FCHV Number Local FCHV Name

S.N	FCHV No	Local FCHV No	FCHV Name	DOB	Contact Number	Actions
1	3120607-004	312060704	Ambika karki	2040/9/16 B.S.	9845288302	<input type="button" value="EDIT"/> <input type="button" value="VIEW"/>
2	3120607-003	312060702	Tulsa Adhikari	2027/11/10 B.S.	9845159990	<input type="button" value="EDIT"/> <input type="button" value="VIEW"/>
3	3050301-001	30503-001	Shanta Kumari Tamang	2037/5/5 B.S.	9818737509	<input type="button" value="EDIT"/> <input type="button" value="VIEW"/>
4	3120608-003	3120060803	Radhika pandey	2022/11/19 B.S.	9803819709	<input type="button" value="EDIT"/> <input type="button" value="VIEW"/>
5	3120608-004	3120060804	Devaki khatri	2037/5/11 B.S.	9801844311	<input type="button" value="EDIT"/> <input type="button" value="VIEW"/>

- Users can edit the required field and after editing the field, users have to click on the submit button.

Other Trainings

Last FY Dress Allowance received date*

Last FY Transportation allowance received date*

- To make fchv inactive, users have to edit the particular fchv and toggle the active button.

Dashboard FCHV List Inactive FCHV List

FCHV Number*

Local FCHV Number
Format: (Province Code/District Code/Palika Code/FCHV S.N.)*

Full Name*

DOB*

Active

Ethnicity Code*

Marital Status*

FCHV Started Date*

Retirement Date*

After clicking the button fchv status will be inactive and users have to choose the reason for being active and finally click the submit button to edit the status.

Dashboard FCHV List Inactive FCHV List

FCHV Number*

Local FCHV Number
Format: (Province Code/District Code/Palika Code/FCHV S.N.)*

Full Name*

DOB*

Active

Reason for being inactive*

Ethnicity Code*

Marital Status*

