A Comprehensive User Manual On
FCHV Registry

Prepared by
Hello World IT Solution Pvt. Ltd.
Kathmandu-16, Kathmandu
Nepal
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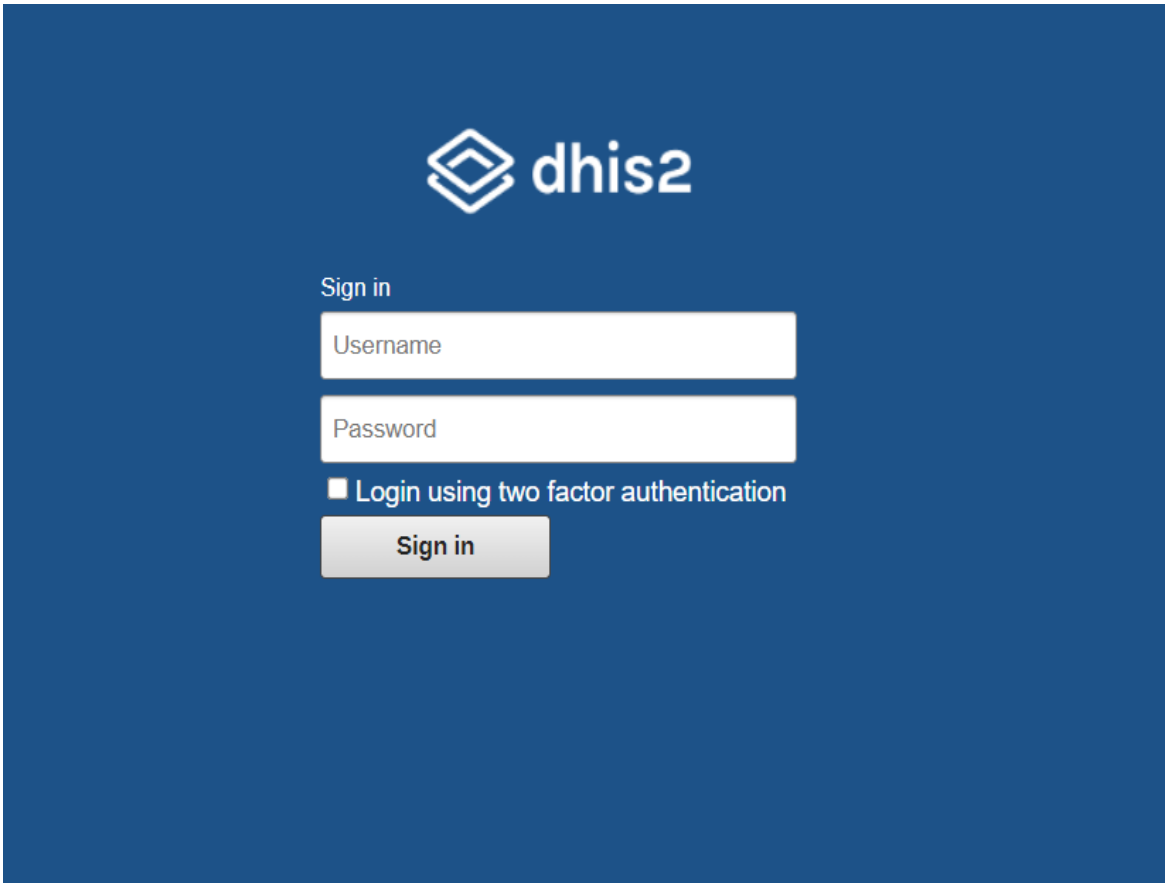
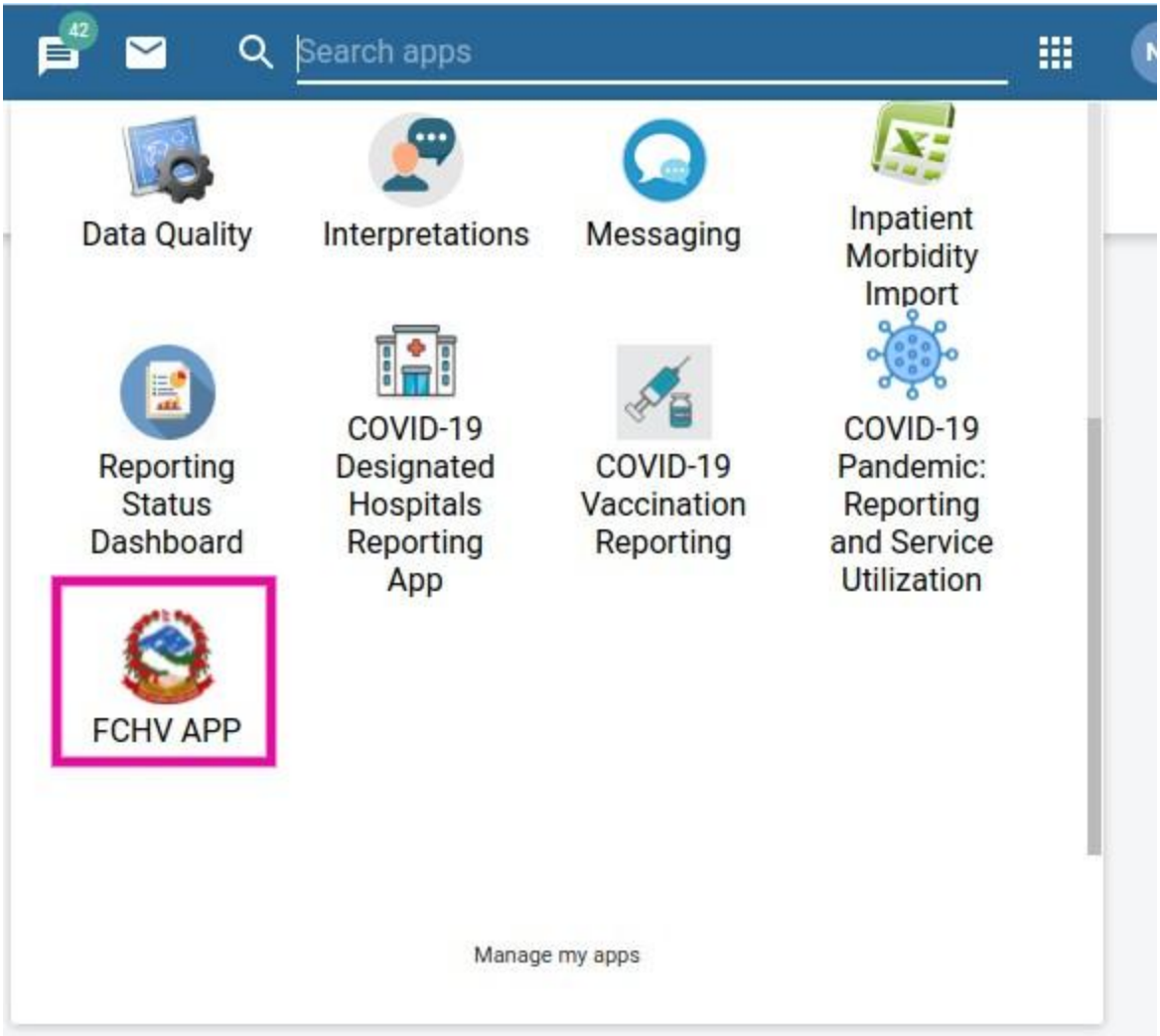
- Open URL: http://hmis.gov.np/hmis/
- Enter login details (Username and Password) and Sign in. (Users have to enter their HMIS username and password.)

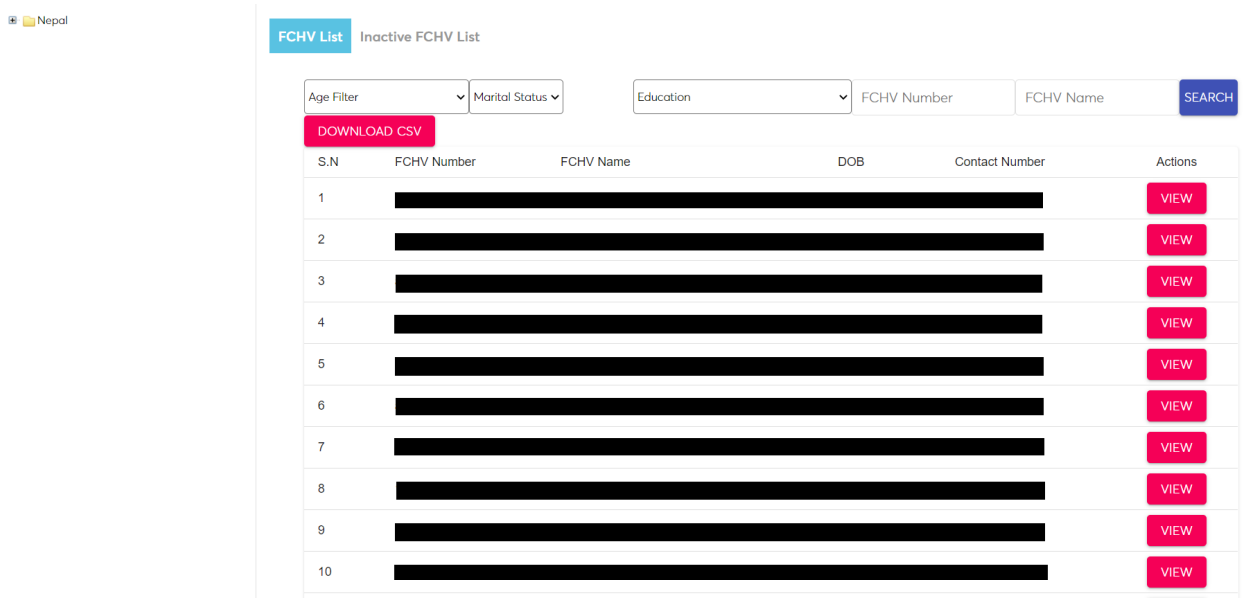


- Click on the Menu icon (9 dots icon) on the top right corner of the page.



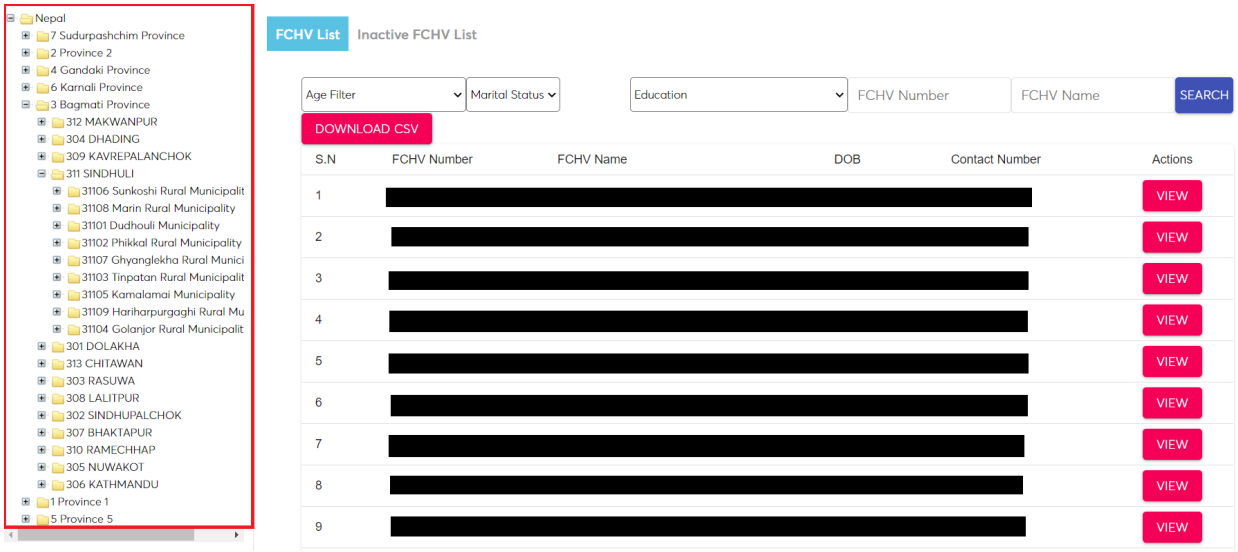
➢ Then, Select “FCHV APP” from the list of applications listed on the application menu.

➢ After selecting the FCHV APP from the application menu, the FCHV Registry page for the corresponding organization will appear.



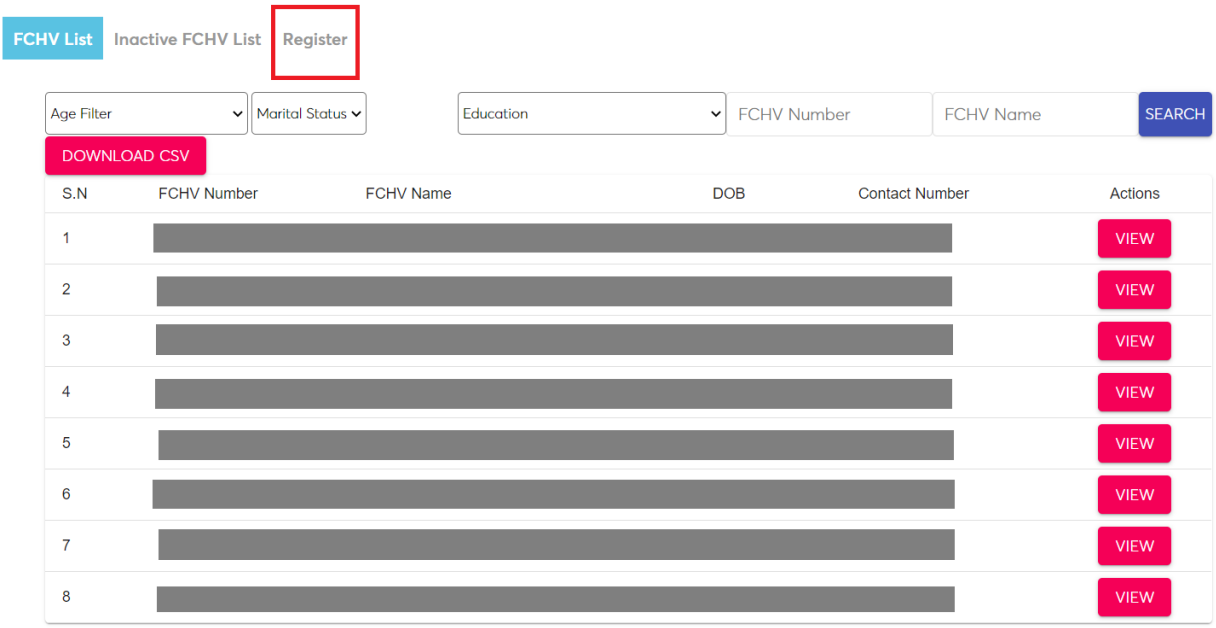
➢ Click on the “+” button on the top right corner of the page. After clicking on the button, a list of organization units will appear.

➢ Then, Select the desired organization unit from the list.

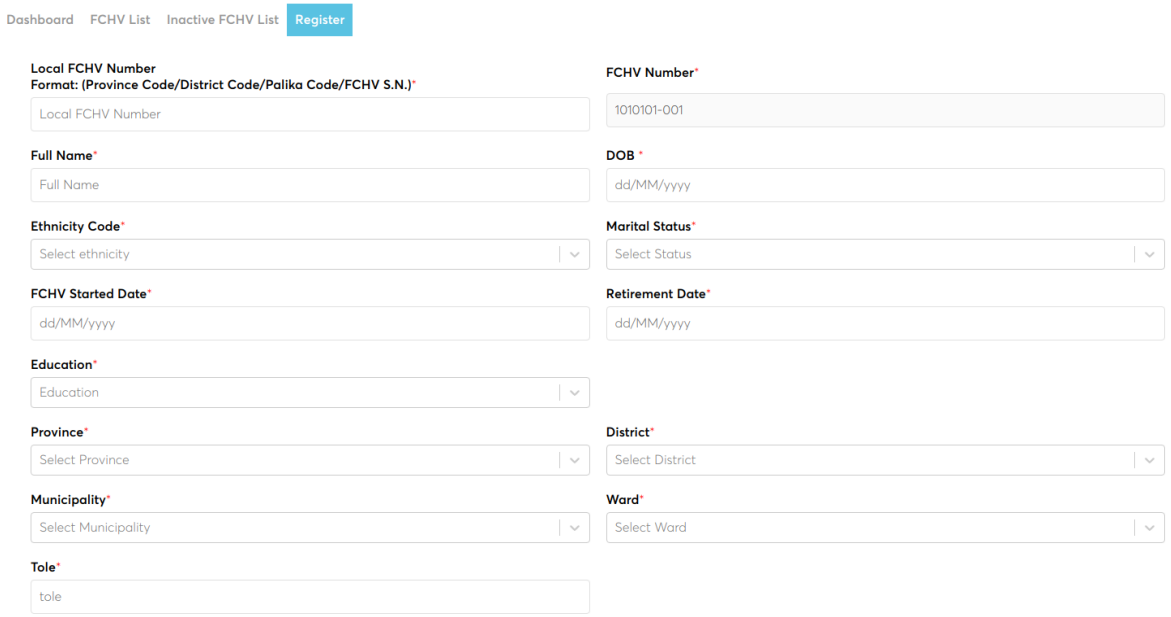


➢ After selecting the required health facility/ organization unit, the corresponding list of FCHVs in that particular organization unit along with their details will appear.

➢ 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:

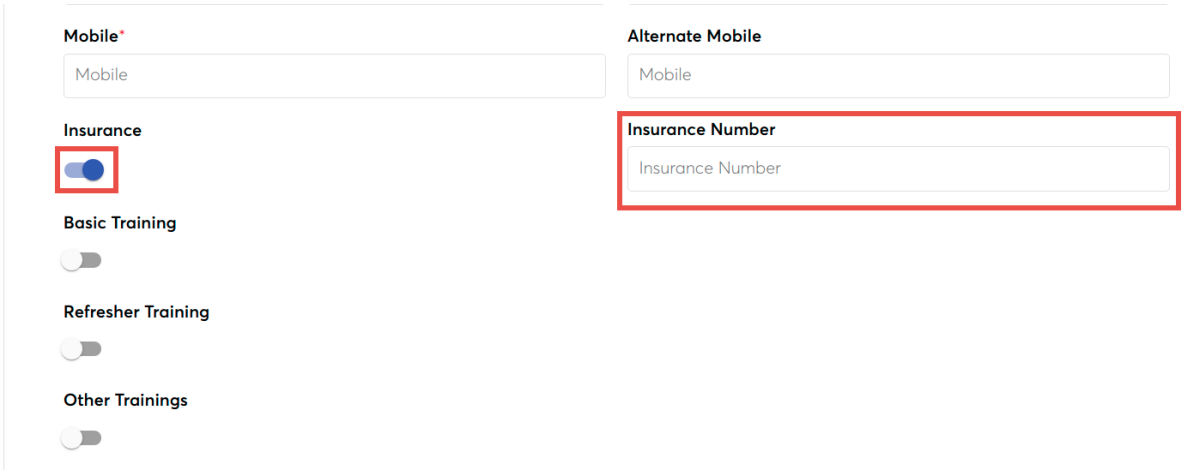


➢ After clicking the Register button, the page will redirect to a registration form.
➢ Enter details into the respective fields in the form.



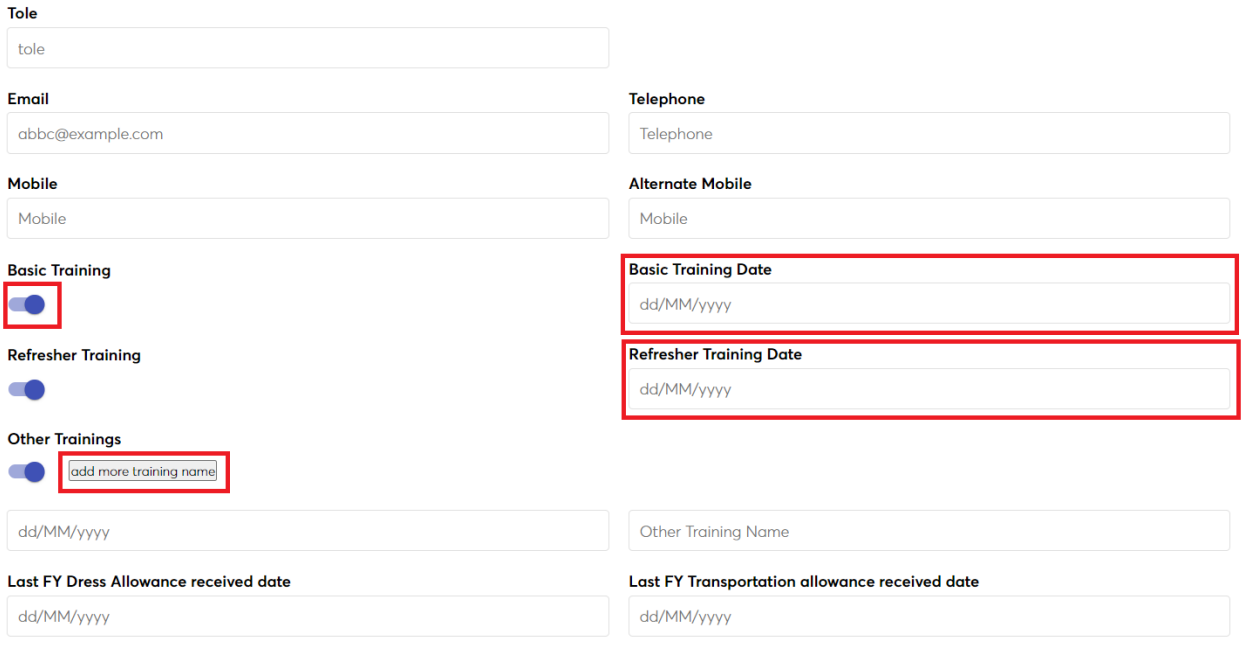
➢ Local FCHV number should be as shown in the format(Province Code/District Code/ Palika Code/ FCHV S.N) in the form.

➢ Click on the toggle button if FCHV has an Insurance and add the insurance number.

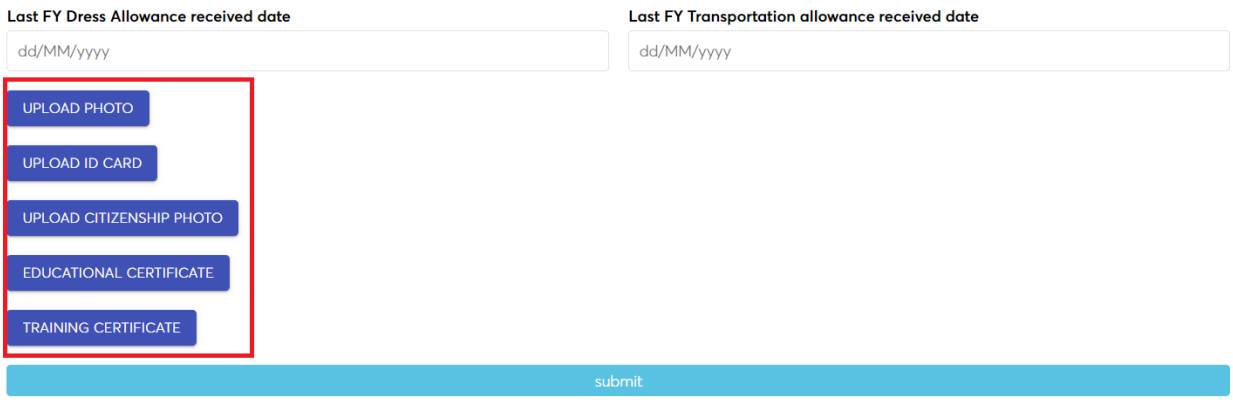


➢ Click on the toggle buttons for the attended dates bar of the respective trainings to appear.

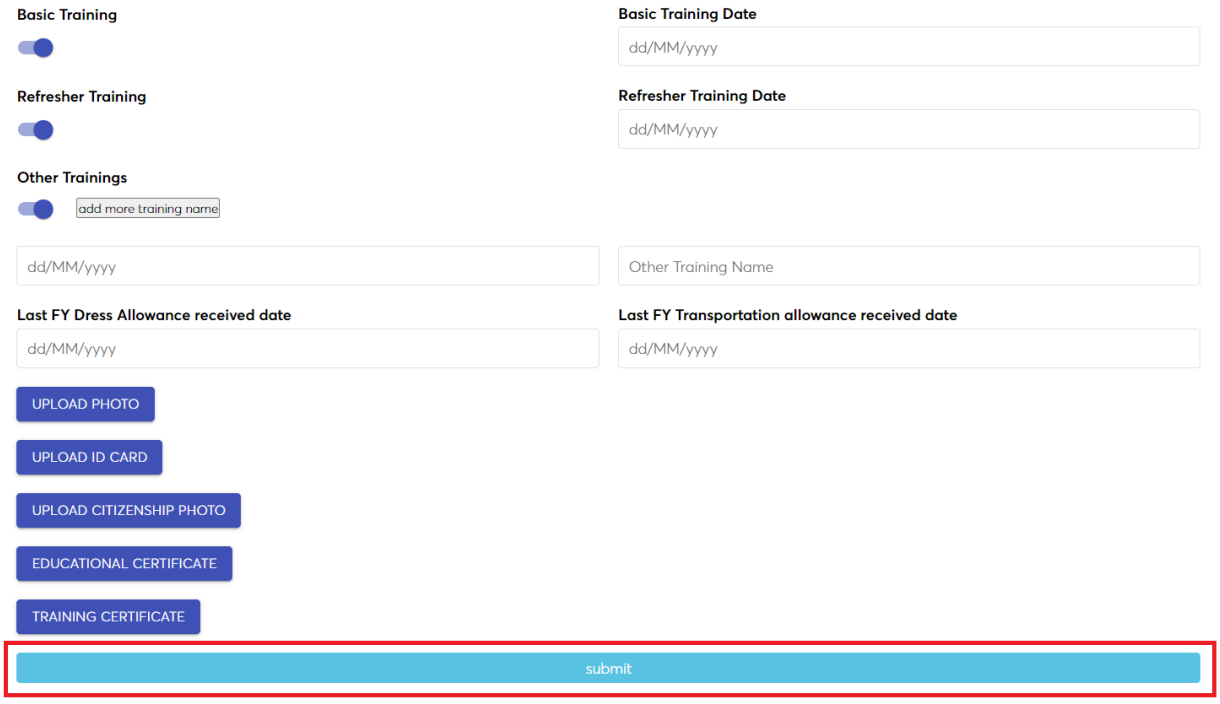
➢ Multiple training can be recorded by clicking on the “add more training name” button.



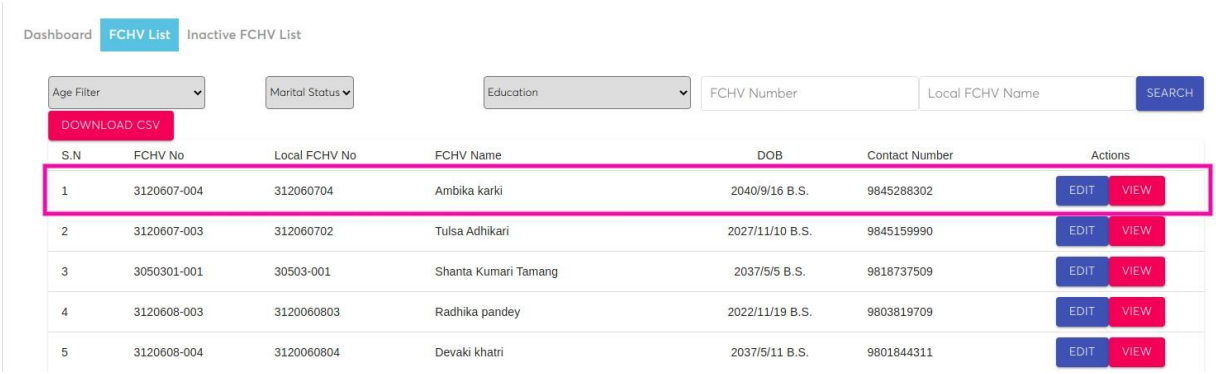
➢ Upload photo, ID Card, photo of citizenship, educational certificates and training certificates.



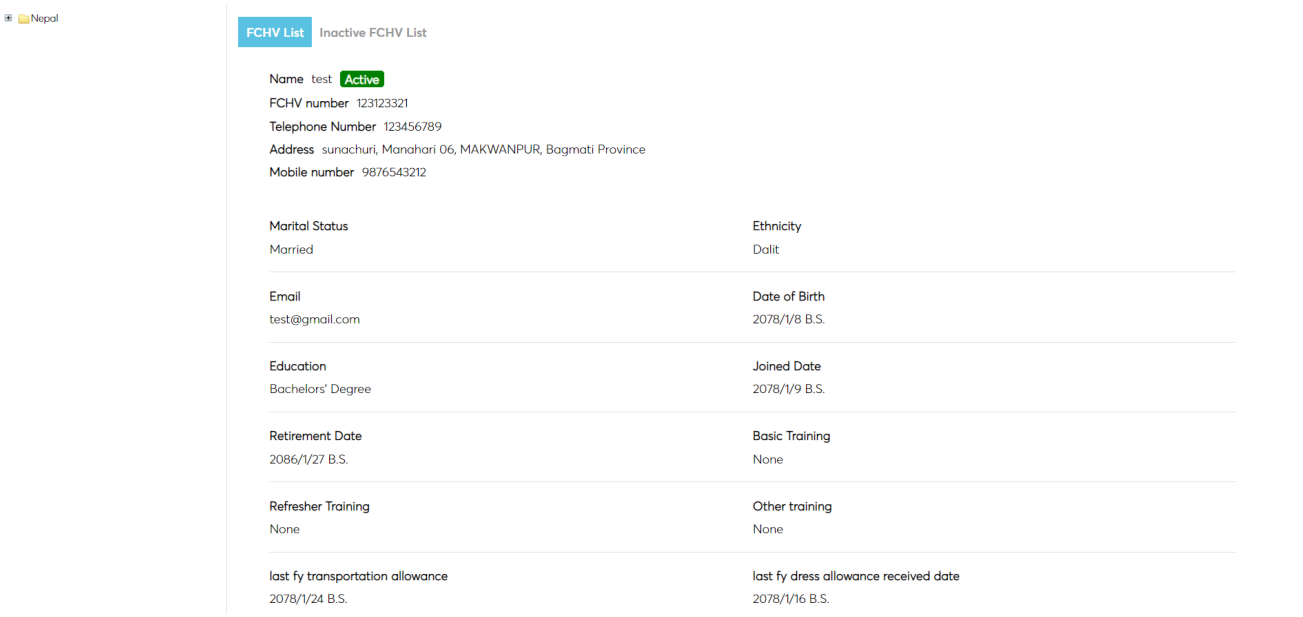
➢ Finally, click on the submit button on the bottom of the page.



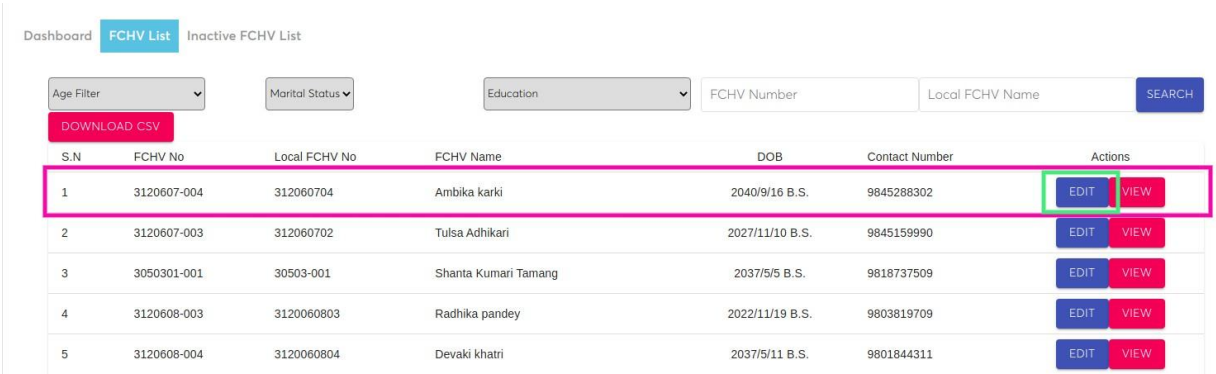
➢ Thus, the newly registered FCHV will be displayed in the FCHV list of the organization unit.



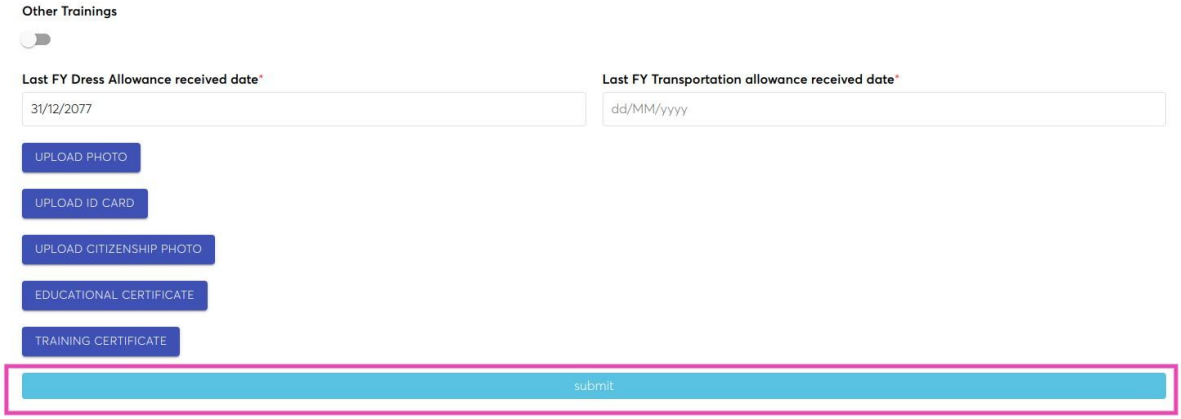
➢ Clicking on the view button we can view all details of the particular FCHV.



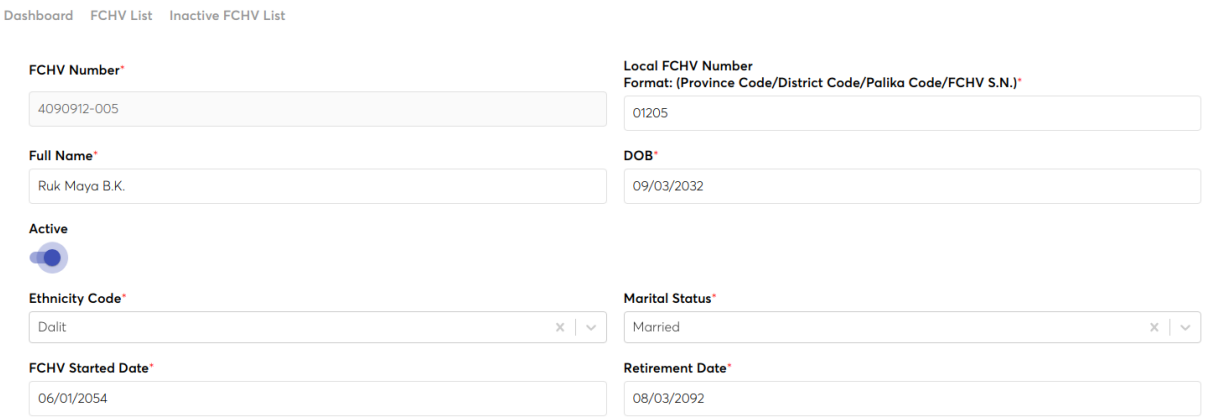
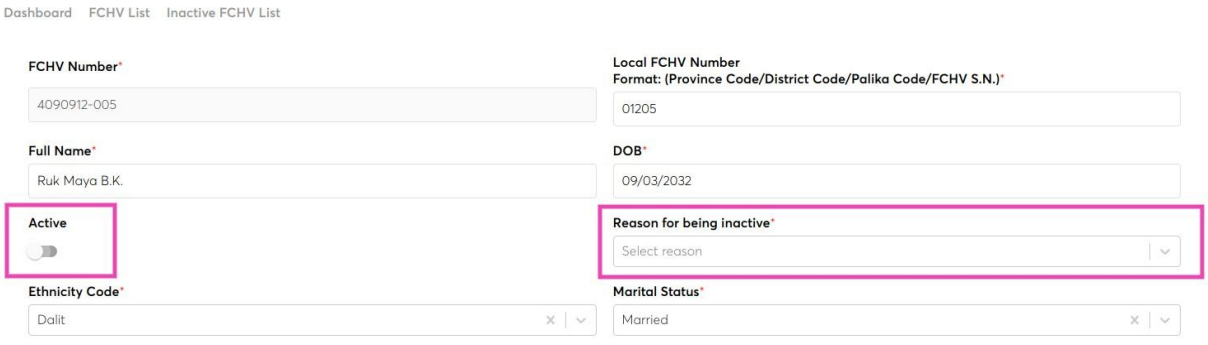
➢ Clicking on the edit button we can edit details of the particular FCHV.



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



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



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.