



health

Department:  
Health  
REPUBLIC OF SOUTH AFRICA

## webDHIS Access - User Registration Form

New users that require access to the webDHIS, OR Existing Users that want to change/edit their current permissions, will have to complete this registration form. Kindly complete the required user information and upload the form onto the webDHIS system to which you are requesting access. ONLY after signoff and approval, will the user be created or edited.

### webDHIS User Information:

\* Compulsory Information that must be completed

For existing users, only specify/tick the changes/additional e.g. Orgunit, user role, data set. If Termination box is ticked, provide the termination date.	<b>New User</b>	
	<b>Existing User</b>	
	Change Password	
	Change/Addition of Data Set Access	
	Change of Organisational Units Access	
	Change/addition of user role	
	Termination	
	Date of Termination	
First name (in full)*		
Surname (in full)*		
Email Address*		
ID Number*		
Cell phone Number (e.g. 082 123 1234)*		
Place of employment*		
Position (e.g. Data Capturer, Information Officer etc.)*		
Job Function*		
PERSAL/Employee number*		
Health Programmes		
Please specify the <b>OrgUnits/ Facilities</b> for Capturing (the user will have access to this org unit and all its children) *		

User Roles (Tick your options)	
Data <b>Capturer</b> - Aggregated Data <ul style="list-style-type: none"> <li>Users will have access to add/edit aggregated data</li> </ul>	Data <b>Capturer</b> – Event and Tracker Data <ul style="list-style-type: none"> <li>Users will have access to add/edit tracker data</li> </ul>
Data <b>User</b> – Aggregated Data <ul style="list-style-type: none"> <li>Users will have access to all the reporting aspects, pivot tables, and GIS functionality</li> </ul>	Data <b>User</b> – Event and Tracker Data <ul style="list-style-type: none"> <li>Users will have access to the Event reporting aspects, pivot tables, and GIS functionality</li> </ul>
Approve data at own level	Approve data at own and lower level
Create User <ul style="list-style-type: none"> <li>Users will have access to create/edit Users</li> </ul>	Other – specify
Comment:	
Access will not be granted to all data sets. Please specify the data set/s or Tracker Programs that the user should have access to	
	01 wc Antiretroviral Treatment (Monthly 2017)
	02 wc Complaints & Compliments (Monthly 2017)
	03 wc Condom Distribution sites (Monthly 2017)
	04 wc Emergency Medical Services (Monthly 2017)
	05 wc Environmental Health Services (Monthly 2017)
	06 wc HIV Counselling & Testing (Monthly 2017)
	07 wc Hospital Expenditure (Monthly 2017)
	08 wc Inpatient Throughput Form (Monthly 2017)
	09 wc Outpatient & Inpatient Related (Monthly 2017)
	10 wc PMTCT Baby follow-up (Monthly 2017)
	11 wc PMTCT Labour Ward (Monthly 2017)
	12 wc Primary Health Care (Monthly 2017)
	13 wc Survivor Sexual Assault (Monthly 2017)
<b>For unlisted data sets specify below;</b>	

Note: The list of datasets or programs will differ between different webDHIS instances. This form is specific to this database. A different registration form must be accessed and completed for each database to which you require access.

In the event of a NIDS review this form will be revised but existing users access will be mapped from a current dataset to a new dataset with similar elements to prevent re-registration requests during NIDS reviews. Such mapping would not require re-submission of the form.

\*\*\*The list of data sets or user roles is dependent on the database that you are requesting access to

Date:	User's Signature:
Manager's Name	Manager's Surname
Manager's Position:	Manager's Contact No
Date:	Manager's Signature: