



**MINISTRY OF HEALTH
OFFICE OF DIRECTOR GENERAL FOR HEALTH**

**GUIDELINES FOR SUBMISSION OF COVID-19 TESTING DATA TO THE
NATIONAL DATA COMPILATION CENTER**

As a follow-up to the Ministry of Health letter dated 12th June 2020 on submission of COVID 19 testing data to the national level, the following are the guidelines to aid this submission:

1. Results are to be submitted online using the provided link at <http://covidresults.nphl.go.ke/>
2. Submission is by uploading an excel file of the results compiled in the format outlined in the attached excel template.
Each testing laboratory will have users' assigned usernames and passwords to access the results system. The laboratories are required to provide the details of users to access the upload system to the National Public Health Laboratories via email (covid-19lab@nphl.go.ke)
3. All results must be uploaded daily by 6.00AM
4. All fields highlighted in red in the results excel template must be filled. Documents missing these fields will be rejected during the upload process.
5. To ensure no missing data during the upload process, the testing laboratories should follow their laboratory standard operating procedures to ensure they receive dully filled case investigation forms containing all the relevant information that is required.
6. The data formats for the upload file are as defined in the excel upload document attached. Ensure this is strictly adhered to, wrong formats will result to failed uploads.
7. All laboratories using electronic lab information systems can liaise with the National Public Health laboratories via email () to have the transmission of these results further automated by use of the available Application Programming Interface (API) for result relay. Until that is



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done, the laboratories are expected to upload the result template provided to the system as outlined here.

8. Guidelines on access and the upload process are provided in the user guide.
9. All system related enquiries should be addressed via email to covid-19lab@nphl.go.ke



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GUIDELINES TO UPLOAD RESULTS

1. Log in to the results portal at <http://covidresults.nphl.go.ke/> The following page will load:



Figure 1: Login Page

2. Enter your assigned username and password and click 'ok'
3. Leave the 'Role' that appears on the next page and click 'ok'
 - If login in for the first time, you will be notified that your password has expired and prompted to select a new password



Figure 2: Expired password prompt



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- Enter in your new password and re-type it to confirm then click ok
- The prompt for password change looks like this:



Change Password

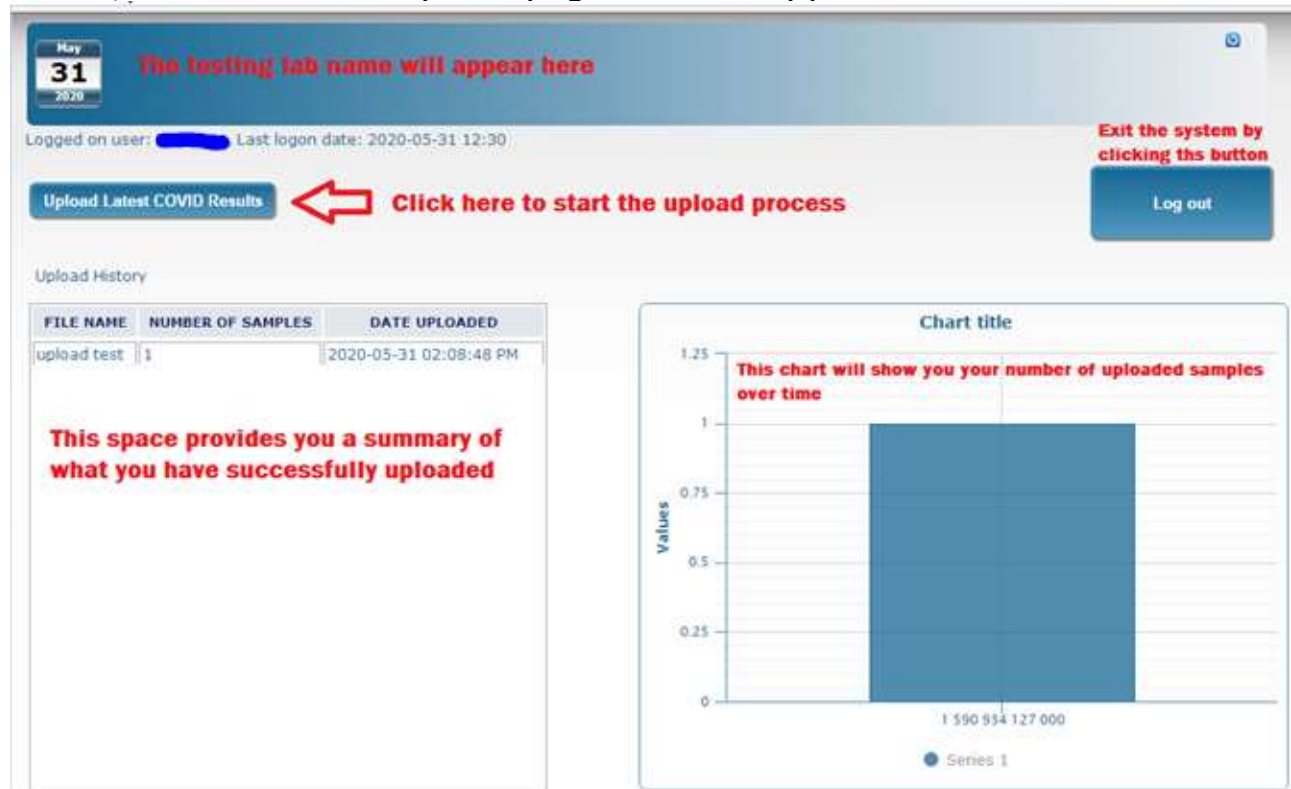
New Password:

Verify Password:

OK Cancel

Figure 3: Change password prompt

- Once you click OK, the upload page will then appear as follows:



May 31 2020 **The testing lab name will appear here**

Logged on user: [redacted] Last logon date: 2020-05-31 12:30

Exit the system by clicking this button

Upload Latest COVID Results **← Click here to start the upload process** Log out

Upload History

FILE NAME	NUMBER OF SAMPLES	DATE UPLOADED
upload test	1	2020-05-31 02:08:48 PM

This space provides you a summary of what you have successfully uploaded

Chart title

This chart will show you your number of uploaded samples over time

Values

1.25
1
0.75
0.5
0.25
0

1 590 954 127 000

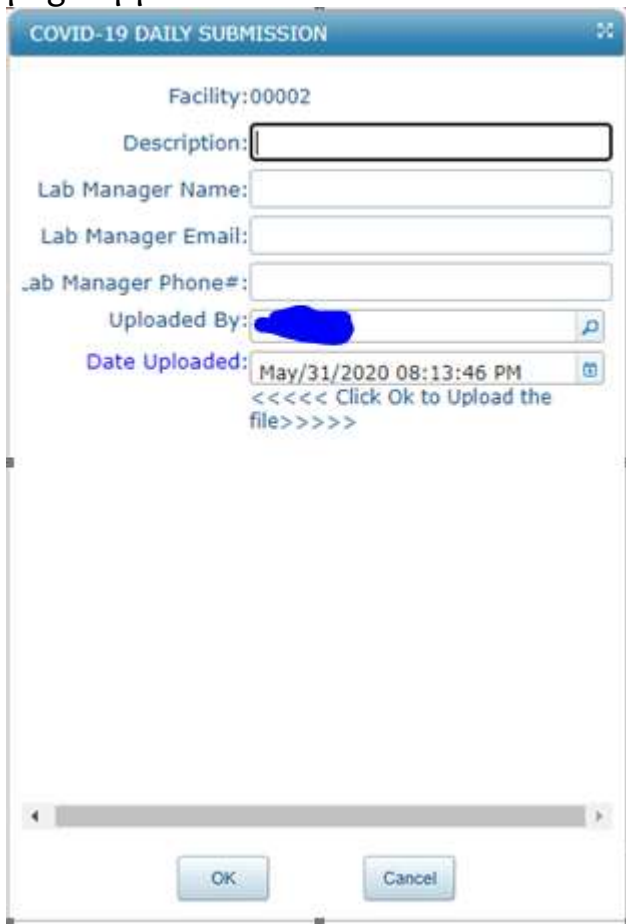
Series 1

Figure 4: Main upload and lab summary page



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4. Click on the 'Upload' button to start the upload process, the following page appears:



The screenshot shows a web form titled "COVID-19 DAILY SUBMISSION". The form contains the following fields and elements:

- Facility: 00002
- Description: [Empty text box]
- Lab Manager Name: [Empty text box]
- Lab Manager Email: [Empty text box]
- Lab Manager Phone#: [Empty text box]
- Uploaded By: [Redacted name]
- Date Uploaded: May/31/2020 08:13:46 PM
- Below the date, there is a message: <<<< Click Ok to Upload the file>>>>
- At the bottom, there are two buttons: "OK" and "Cancel".

Figure 5: Uploading person details form

- Enter the details on these page as required then click 'ok'
- Select the file to upload and click 'ok' on the page that appears, which looks as below:

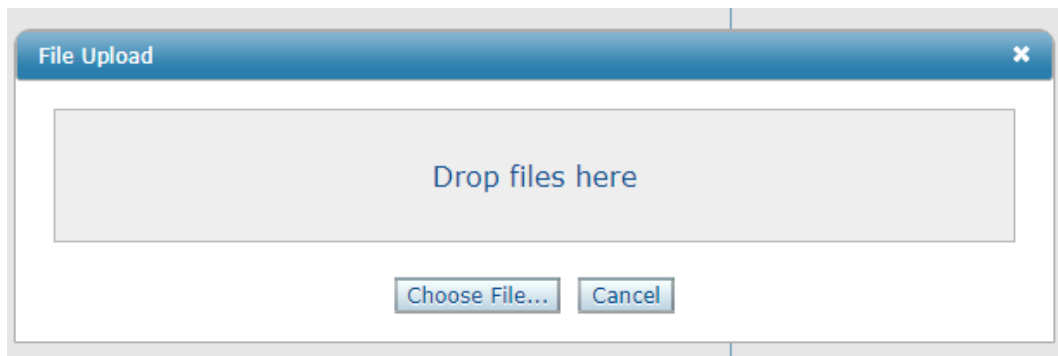


Figure 6: Upload file browser



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- If the upload is successful, you will receive a message indicating how many records have been uploaded

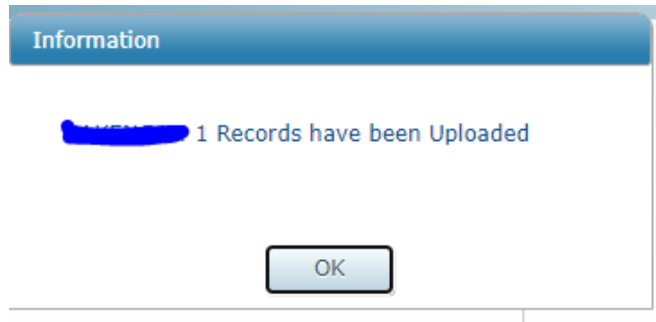


Figure 7: Successful upload prompt

- If the upload fails, you will receive a message indicating the upload has failed due to missing data as below:

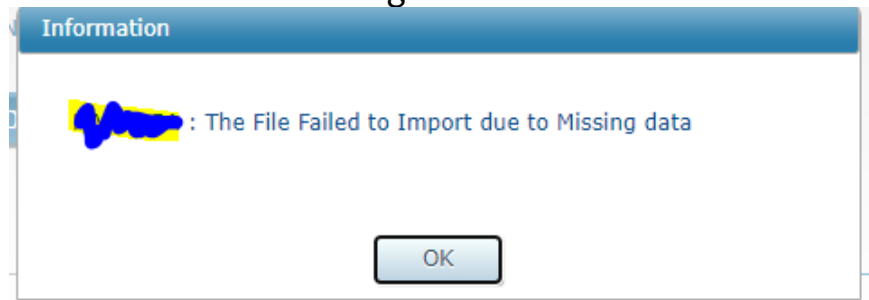


Figure 8: Failed upload prompt

- (correct the file to include the missing data and repeat the upload process)
5. The page will always show the summary of when you last uploaded a file and a graph showing you the status of what you have uploaded as shown in figure 4.



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