

## **USER'S MANUAL (version 3.0)**

### **IHIP-IDSP WEB PORTAL (Software Version 10.0 Last Updated On: 11/02/2020)**

### **For P FORM USERS of Health Facilities**

(Primary Health Center, Community Health Center, Sub District Hospital, District Hospital, Medical College Hospitals and even Private Hospitals etc.) which need to report the diseases listed under IDSP.

#### **Contents / Learning Objectives of the user manual**

Important Instructions.....	2
1. <b>Log in IHIP web portal</b> .....	2
2. Data Entry of <b>Presumptive Cases</b> using P form.....	3
3. Data Entry of <b>Deaths</b> using P form .....	7
4. Data Entry of <b>Aggregate data</b> using P form.....	9
5. Data Entry in <b>Event Alert form</b> .....	10
6. <b>Outbreaks</b> Menu.....	11
7. Use and understand various <b>Reports</b> .....	15
i. <b>Disease Summary report</b> .....	16
ii. <b>Reporting Status Summary</b> .....	16
iii. <b>S Form Reporting Status</b> .....	17
iv. <b>Suspected Cases Form Summary</b> .....	17
v. <b>Presumptive Cases Form Summary</b> .....	18
vi. <b>Laboratory Cases Form Summary</b> .....	18
vii. <b>Patient History Report</b> .....	19
viii. <b>Lab Performance Report</b> .....	19
8. Use and understand <b>View Map</b> .....	20
9. <b>User Profile Menu / User Menu</b> .....	21
10. <b>IDSP Helpdesk</b> .....	24

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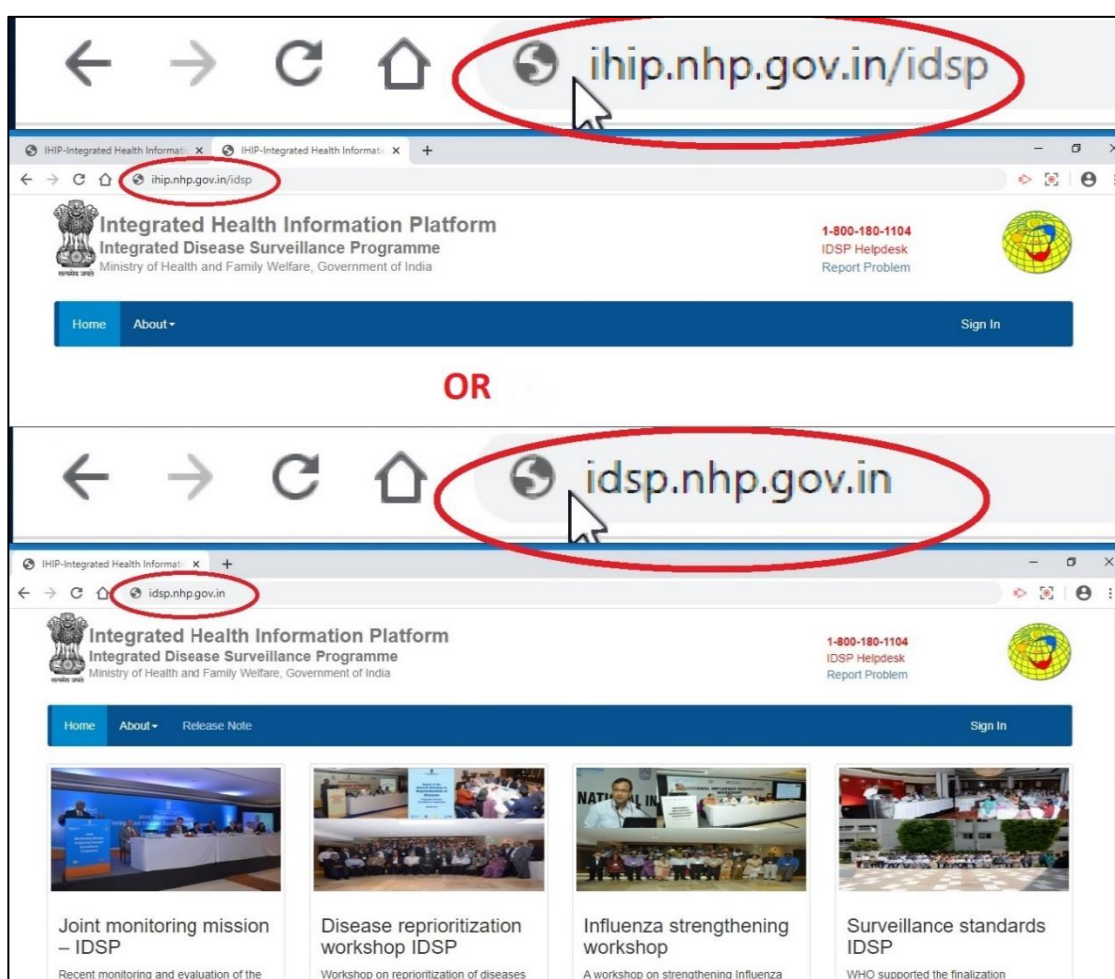
## Important Instructions

Before we start learning how to use P form user account functionalities, some important instructions are as following:

- a. P form user of every health facility **needs to enter the data** through P form user account **on daily basis; no back-date data entry is encouraged.**
- b. Log in IDs of P form user account would look like is hf28cht0051, where “hf” stands for “**Health Facility**”; “28” is the two-digit **state specific code**; “cht” is the **abbreviation of the district name** in 3 letters and last 4 digits indicate the **number specific to that health facility**
- c. **All users are requested not to change the password for initial six months** so that it will be easier for the district / state counterparts to understand and help in resolving the technical issues of IHIP portal faced by the users of the respective district / state.

### 1. Log in IHIP web portal using Health Facility user ID and password

- i. Open any browser and go to IHIP web portal (<https://ihip.nhp.gov.in/#!/>) and then click on “Integrated Disease Surveillance Programme” in the left box or simply type “[ihip.nhp.gov.in/idsp](https://ihip.nhp.gov.in/idsp)” or “[idsp.nhp.gov.in](https://idsp.nhp.gov.in)” URL in address bar of the browser and click enter.



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- ii. Type the **Username**, **Password** given for the P form user; then enter 4 digit **captcha** as shown and click on “**Sign In**” button

Home About Sign In

Sign In

Username  
hfuser2

Password  
.....

8372 Refresh

Enter CAPTCHA  
8372

Sign In Reset Password  
Or Call 1-800-180-1104

## 2. Data Entry of Presumptive Cases using P form (Add Patient Record)

- i. Click on “**Forms**” menu and then click on “**Presumptive Cases Form**”

Home About Forms Outbreaks Reports View Map Special Surveillance Downloads hfuser2

Presumptive Cases Form  
Event Alert Form

**Joint monitoring mission – IDSP**  
Recent monitoring and evaluation of the national disease surveillance programme, IDSP has highlighted that investment into surveillance , laboratories ,data analysis and information systems  
Read more

**Disease reprioritization workshop IDSP**  
Workshop on reprioritization of diseases under IDSP was organized in collaboration with MoHFW, NCDC and CDC, India Office from 6-7 December 2016 in New Delhi.  
Read more

**Influenza strengthening workshop**  
A workshop on strengthening Influenza Surveillance was held in Delhi from 4-6 October 2016 in collaboration with Ministry of Health & Family Welfare (MoHFW),  
Read more

**Surveillance standards IDSP**  
WHO supported the finalization surveillance standards (Minimum Datasets) for diseases under IDSP which was were organized in collaboration with NCDC  
Read more

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- ii. The P form page shows tabs of 3 different colors; here we will see the example of “Add Patient Record” (the tab in Blue color)

**P Form** (Presumptive Cases Form) Document Number: 29-548-5539-0-708209-11042019-P-63

**Add Patient Record** Add Death Record Record Aggregate Data

Enter data accurately and completely

**1. Patient Details:**

1.1. Mobile Number: India +91 [ ] 1.2. Landline Number: [ ] STD Code: [ ] Search Patient

Name: 1.3. First Name \* [ ] 1.4. Middle Name [ ] 1.5. Last Name [ ] 1.6. Date Of Birth \* [ ] 1.7. Age [ ]

1.8. Gender \* [ ] Male [ ] Female [ ] Transgender [ ] 1.9. ID Type \* [ ] 1.11. Identification Number \* [ ] 1.12. Citizenship [ ]

Present Address: 1.13. State \* [ ] 1.14. District \* [ ] 1.15. Taluka \* [ ] 1.16. Village \* [ ]

1.17. House No [ ] 1.18. Street Name [ ] 1.19. Landmark [ ] 1.20. PIN Code [ ]

Permanent address same as present address :

Enter data accurately and completely

**2. Clinical Details:**

2.1. Provisional Diagnosis \* [ ] 2.2. Date of Onset \* [ ] 2.3. OPD//PD \* [ ]

Reset Save

- iii. Enter the **basic details of the patient esp. the mandatory fields** (marked with red asterisk \*). Patient Health ID and Patient Transaction ID will be generated automatically.

**Add Patient Record** Add Death Record Record Aggregate Data

Add record of patient visiting the health facility y

**1. Patient Details:**

1.1. Mobile Number: India +91 8723560176 1.2. Landline Number: [ ] STD Co: [ ] Search Patient

Name: 1.3. First Name \* [Raju] 1.4. Middle Name [M] 1.5. Last Name [Kumar] 1.6. Date Of Birth \* [12] Months [ ] Days 1.7. Age \* [ ]

1.8. Gender \* [ ] Male [ ] Female [ ] Transgender [ ] 1.9. ID Type \* [Aadhaar] 1.11. Aadhaar Number \* [767899887667] 1.12. Citizenship [India]

Present Address: 1.13. State \* [Karnataka] 1.14. District \* [Tumakuru] 1.15. Taluka \* [Tiptur] 1.16. Village \* [Anivala]

1.17. House No [31] 1.18. Street Name [Gopinath society] 1.19. Landmark [Shiva mandir] 1.20. PIN Code [577554]

Permanent address same as present address :

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

- iv. Enter the **Provisional Diagnosis**, **Date of Onset** and whether patient visited the **OPD** or admitted to **IPD**. If the Medical Officer is not sure of the presumptive diagnosis then he/she can enter the syndromic diagnosis which can be entered from the same drop down list of Provisional Diagnosis. *Please note that you can select the Date of Onset within last 30 days only from the date of reporting.*

Present Address:	1.13. State*	1.14. District*	1.15. Taluka*	1.16. Village*
	Karnataka	Tumakuru	Tiptur	Anivala
	1.17. House No	1.18. Street Name	1.19. Landmark	1.20. PIN Code
	31	Gopinath society	Shiva mandir	577554
Permanent address same as present address : <input checked="" type="checkbox"/>				

Enter data accurately and completely

<b>2. Clinical Details:</b>			
2.1. Provisional Diagnosis*	2.2. Date of Onset *	2.3. OPD/IPD *	Do you want to collect samples ?
Measles	06/04/2019	OPD	<input type="checkbox"/>
2.4. Patient Health ID 29-548-5539-611986-708209-13	2.5. Patient Transaction ID 708209-11042019-2		

- v. If the laboratory testing is required, then check on “**Do you want to collect samples?**”. Enter the necessary “**Laboratory Details**” for the sample and the test. The specimen ID would be generated automatically. If the laboratory facilities for testing this sample is available within the Health Facility then check on “**Internal**”; if not then check “**External**” and select from the drop down menu the Laboratory where you want to send the sample for testing. You may add “+” sign to add another Lab sample details. Then click on “**Save**” to save the whole case details.

<b>2. Clinical Details:</b>			
2.1. Provisional Diagnosis*	2.2. Date of Onset *	2.3. OPD/IPD *	Do you want to collect samples ?
Measles	06/04/2019	OPD	<input checked="" type="checkbox"/>
2.4. Patient Health ID 29-548-5539-611986-708209-13	2.5. Patient Transaction ID 708209-11042019-2		

Enter data accurately and completely

<b>3. Laboratory Details:</b>			
3.1. Test Suspected For*	3.3. Type of Sample*	3.5. Sample Collection Date*	3.6. Test Requested*
Measles	Serum	11/04/2019	IgM ELISA
3.8. Laboratory : <input checked="" type="radio"/> Internal <input type="radio"/> External	3.9. Specimen Id 708209-11042019-28-24-26		

Reset Save

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

- vi. **You may add as many cases and save them.** You may edit the case details before submitting these cases details by clicking on “**Edit**” button under “**Line Listing**”. You may cross verify and correct the details. You can see the syndrome wise and disease wise distribution of the cases saved by you under “**Syndromes**” and “**Diseases**” by clicking on them. You may even take the print of the document by clicking on “**Print**” button for your future reference / for crosschecking the data before submitting to the server. Once cross verified and confirmed, then you can share the data on server by clicking on “**Submit**”. *Details once submitted cannot be edited.*

Reset
Save

**4. Line Listing**

SI#	Action	1.2. Person Name →	2.2. Date of Onset	2.3. OPD/IPD	2.4. Patient Health ID	2.5. Patient Transaction Id	3.3. Type of Sample	3.5. Date of Sample Collection	3.6. Test Requested	3.9. Specimen Id
1	<a href="#">Edit</a>	NMK	03/04/2019	OPD	29-548-5539-612148-708209-32	708209-12042019-1	Serum	05/04/2019	IgM ELISA	708209-12042019-28-24-25
2	<a href="#">Edit</a>	Raju M Kumar	06/04/2019	OPD	29-548-5539-611986-708209-13	708209-11042019-2	Serum	11/04/2019	IgM ELISA	708209-11042019-28-24-26

**5. List of Reported Deaths**

SI#	1.3. Person Name →	2.3. Probable Cause Of Death	2.4. Date of Death	2.5. Remarks

[6. Syndromes: \(Click to View\)](#)

[7. Diseases: \(Click to View\)](#)

Submit

Please note: **The laboratory details of the P form cases will be auto forwarded to the L form user linked with the health facility. If the Internal lab is selected, then the case details would be auto forwarded to the L form user of the same health facility with P form user. If the External lab is selected, then the case details would be auto forwarded to the L form user of the selected External Lab.**

- vii. On clicking “Submit” button, the case details under “Line Listing” will be cleared from P form page.

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

### 3. Data Entry of Deaths using P form (Add Death Record) [for deaths that occurred in the Health Facility]

- i. The P form page shows tabs of 3 different colors; here we will see the example of “Add Death Record” (the tab in Red color). Click on “Add Death Record”

**Add Death Record**

Add record of death occurring in the health facility

**1. Patient Details:**

Name: 1.3. First Name \* 1.4. Middle Name 1.5. Last Name 1.6. Date Of Birth \* 1.7. Age  
dd/mm/yyyy Search Patient

1.8. Gender:\* Male Female Transgender 1.9. ID Type\* 1.11. Identification Number\* 1.12. Citizenship  
India

Present Address: 1.13. State\* 1.14. District\* 1.15. Taluka\* 1.16. Village\*  
Karnataka Tumakuru Tiptur

1.17. House No 1.18. Street Name 1.19. Landmark 1.20. PIN Code  
Ram mandir 577554

Permanent address same as present address :

**2. Death Case Details:**

2.3. Probable Cause Of Death \* 2.4. Date of Death \* 2.5. Remarks

Reset Save

- ii. Enter the **basic details of the Death case especially the mandatory fields** (marked with red asterisk \*). Patient Health ID and Patient Transaction ID will be generated automatically.

**P Form (Presumptive Cases Form)** Document Number: 29-548-5539-0-708209-11042019-P-64

**Add Death Record**

**Enter data accurately and completely**

**1. Patient Details:**

Name: 1.3. First Name \* 1.4. Middle Name 1.5. Last Name 1.6. Date Of Birth \* 1.7. Age \*  
Kamal S Kumar 4 Months 4 Search Patient

1.8. Gender:\* Male Female Transgender 1.9. ID Type\* 1.12. Citizenship  
Not Available India

Present Address: 1.13. State\* 1.14. District\* 1.15. Taluka\* 1.16. Village\*  
Karnataka Tumakuru Tiptur Anivala

1.17. House No 1.18. Street Name 1.19. Landmark 1.20. PIN Code  
Ram mandir 577554

Permanent address same as present address :

Reset Save

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

- iii. Enter the **Probable Cause of Death, Date of Death** and **Remarks** (if any). If the medical officer is not sure of the presumptive diagnosis to be put under Probable Cause of Death, then he/she can enter the syndromic diagnosis which can be entered from the same drop down list. Then click **“Save”** to save the death details.

Present Address:	1.13. State* Karnataka	1.14. District* Tumakuru	1.15. Taluka* Tiptur	1.16. Village* Anivala
	1.17. House No	1.18. Street Name	1.19. Landmark Ram mandir	1.20. PIN Code 577554
Permanent address same as present address : <input type="checkbox"/>				

**Enter data accurately and completely**

**2. Death Case Details:**

2.1. Patient Health ID 29-548-5539-611986-708209-14	2.2. Patient Transaction ID 708209-11042019-3	
2.3. Probable Cause Of Death * Acute Diarrhoeal Disease	2.4. Date of Death * 11/04/2019	2.5. Remarks Severe Dehydration

Reset Save

- iv. You may add as many death cases (along with individual P form cases as well) and save them. In case of deaths, once you save the details then you can't change the details. You may cross verify and correct the details. You can see the syndrome wise and disease wise distribution of the death cases saved by you under **“Syndromes”** and **“Diseases”** by clicking on them. You may even take the print of the document by clicking on **“Print”** button for your future reference. Then you can share the data on server by clicking on **“Submit”**. *Details once submitted cannot be edited.*

4. Line Listing	1.2. Person Name	2.2. Date of Onset	2.3. OPD/IPD	2.4. Patient Health ID	2.5. Patient Transaction Id	3.3. Type of Sample	3.5. Date of Sample Collection	3.6. Test Requested	3.9. Specimen Id
5. List of Reported Deaths									
SI#	1.3. Person Name	2.3. Probable Cause Of Death		2.4. Date of Death		2.5. Remarks			
1	Kamal S Kumar	Acute Diarrhoeal Disease		11/04/2019		Severe Dehydration			
6. Syndromes: (Click to View)									
7. Diseases: (Click to View)									
Submit									

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#### 4. Data Entry of Aggregate data using P form:

- i. The P form page shows tabs of 3 different colors; here we will see the example of “Record Aggregate Data” (the tab in Green color). Click on “Record Aggregate Data” tab. As shown, you can enter the aggregate data **only for 4 enlisted conditions** in a health facility where there is a **high OPD load** and that only with **permission from DSO** (please read the line in Bold Red color). For other conditions, only case-based entry need to be done.

Recording aggregate data on 4 conditions- 1. only fever <7 days. 2. Acute diarrhoeal disease 3. Animal bites. 4. Cough >2 weeks with fever.

**Record Aggregate Data**

**Data should be collected in a disaggregated manner only; in rare circumstances with permission from DSO only, the aggregate data can be collected**

	Number of cases of illness						Number of cases of deaths			
	Male			Female			Grand Total	Male	Female	Total Death
	<= 5 Yr	> 5 Yr	Total	<= 5 Yr	> 5 Yr	Total				
Only Fever < 7 days	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Animal Bite - Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Acute Diarrhoeal Disease	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cough > 2 weeks with fever	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Reset Save**

- ii. **Enter the aggregate data** and then click “Save”. **You can still edit** the data before submitting it on server. You may cross verify and correct the data. You may even take the print of the document by clicking on “Print” button for your future reference. Then you can share the data on server by clicking on “Submit”. *Details once submitted cannot be edited.*

**Record Aggregate Data**

**Data should be collected in a disaggregated manner only; in rare circumstances with permission from DSO only, the aggregate data can be collected**

	Number of cases of illness						Number of cases of deaths			
	Male			Female			Grand Total	Male	Female	Total Death
	<= 5 Yr	> 5 Yr	Total	<= 5 Yr	> 5 Yr	Total				
Only Fever < 7 days	25	23	48	31	18	49	97	<input type="text"/>	<input type="text"/>	<input type="text"/>
Animal Bite - Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Acute Diarrhoeal Disease	42	34	76	33	23	56	132	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cough > 2 weeks with fever	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Reset Save**

**4. Line Listing**

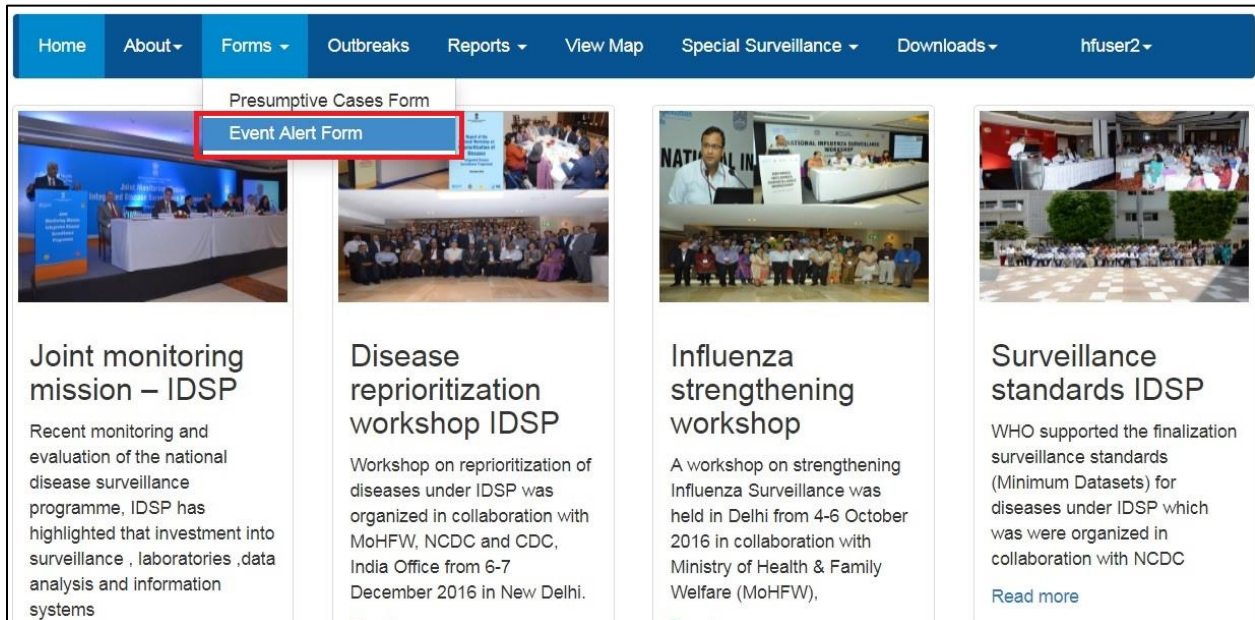
Sl#	Action	1.2. Person Name →	2.2. Date of Onset	2.3. OPD/IPD	2.4. Patient Health ID	2.5. Patient Transaction Id	3.3. Type of Sample	3.5. Date of Sample Collection	3.6. Test Requested	3.9. Specimen Id
5. List of Reported Deaths										
Sl#	1.3. Person Name →	2.3. Probable Cause Of Death			2.4. Date of Death		2.5. Remarks			
6. Syndromes: (Click to View)										
7. Diseases: (Click to View)										

**Submit**

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## 5. Data Entry in Event Alert form: Now we will see how a Medical Officer / IDSP Nodal Officer of the Health Facility can flag an event through “Event Alert Form”

- i. Click on “Forms” menu and then click on “Event Alert Form”



The screenshot shows the top navigation bar of the IDSP portal with the following items: Home, About, Forms, Outbreaks, Reports, View Map, Special Surveillance, Downloads, and hfuser2. The 'Forms' menu is expanded, showing 'Presumptive Cases Form' and 'Event Alert Form', with the latter highlighted by a red box. Below the navigation bar, there are four featured articles with images and text:

- Joint monitoring mission – IDSP**: Recent monitoring and evaluation of the national disease surveillance programme, IDSP has highlighted that investment into surveillance, laboratories, data analysis and information systems.
- Disease reprioritization workshop IDSP**: Workshop on reprioritization of diseases under IDSP was organized in collaboration with MoHFW, NCDC and CDC, India Office from 6-7 December 2016 in New Delhi.
- Influenza strengthening workshop**: A workshop on strengthening Influenza Surveillance was held in Delhi from 4-6 October 2016 in collaboration with Ministry of Health & Family Welfare (MoHFW).
- Surveillance standards IDSP**: WHO supported the finalization surveillance standards (Minimum Datasets) for diseases under IDSP which were organized in collaboration with NCDC. [Read more](#)

- ii. Fill in /Select the “Event Occurred Date”, select the Sub District and Village, Select the “Health condition” (syndrome or disease) and “Source” which provided the information about the event and provide some details about the event in the “Message” text box; you may also upload any photo or document by clicking on “Choose Files”. Click “Submit” to share the event data on server.



The screenshot shows the 'Event Alert' form with the following fields and values:

- Event ID**: 29548201915261-EA
- Event Occurred Date**: 10/04/2019
- State\***: Karnataka
- District\***: Tumakuru
- Sub District\***: Tiptur
- Village**: Aralaguppe
- Health Condition\***: Fever with Rash
- Source\***: Community leaders
- Message\***: 7 case of Fever with rashes; most probably Measles/Rubella
- Document**: Choose Files (No file chosen)
- Submit**: Submit button

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

**6. Outbreaks Menu** will help to monitor and respond to various Event alerts and Health Conditions alerts; once these alerts are converted in to “Outbreaks” then this menu will also help the Health Facility (P form) user to enter various details about the outbreak.

- i. “Outbreaks” page has 3 parts: **a) Event Alerts, b) Health Condition Alerts and c) EWS Outbreak Summary**. One can click on “Show More.....” to get the whole list of alerts/outbreaks summary. We have already seen above how a Medical Officer / IDSP Nodal Officer of the Health Facility can raise an Event Alert; similarly, Health Workers can also raise an Event Alert using IHIP mobile app; District/State/National level user can also raise an Event Alert using Event Alert form. Health conditions alerts are generated depending upon the threshold set for each disease and when number of Laboratory confirmed cases for a particular disease cross threshold, Health Condition Alert is generated automatically. **Each Event Alert and Health Condition Alert has unique ID ending with EA and HA respectively**. Only District/State/National User has the authority to convert an event to an outbreak based on preliminary information given by the Medical Officer / IDSP Nodal Officer of the Health Facility. **Once the event is converted to an Outbreak, it will appear under “EWS Outbreak Summary” and the Alert ID will be converted in to Outbreak ID with “EA” or “HA” replaced by “O”**.

Home About Forms **Outbreaks** Reports View Map Special Surveillance Downloads
hfuser2

#### Event Alerts

Alert Date	Syndrome/Disease	Source	Action Update
11/04/2019 <a href="#">View</a>	Jaundice of < 4 weeks	Food safety agencies	New
11/04/2019 <a href="#">View</a>	Dengue	Laboratories	New
11/04/2019 <a href="#">View</a>	Only Fever < 7 days	Colleges	New
11/04/2019 <a href="#">View</a>	Acute Diarrhoeal Disease	Media-TV	New
11/04/2019 <a href="#">View</a>	Jaundice of < 4 weeks	Schools	New
12/04/2019 <a href="#">View</a>	Acute Diarrhoeal Disease	Media-Newspaper	New

[Show More.....](#)

#### Health Condition Alerts

Alert Date	Disease Condition	Sub-District	View Details	Action Update
10/04/2019	Malaria	Tiptur	<a href="#">View Details</a>	New
04/04/2019	Cholera	Tiptur	<a href="#">View Details</a>	New
04/04/2019	Dengue	Tiptur	<a href="#">View Details</a>	New
04/04/2019	Malaria	Tiptur	<a href="#">View Details</a>	New
04/04/2019	Hepatitis A	Tiptur	<a href="#">View Details</a>	New
04/04/2019	Cholera	Tiptur	<a href="#">View Details</a>	New

[Show More.....](#)

#### EWS Outbreak Summary

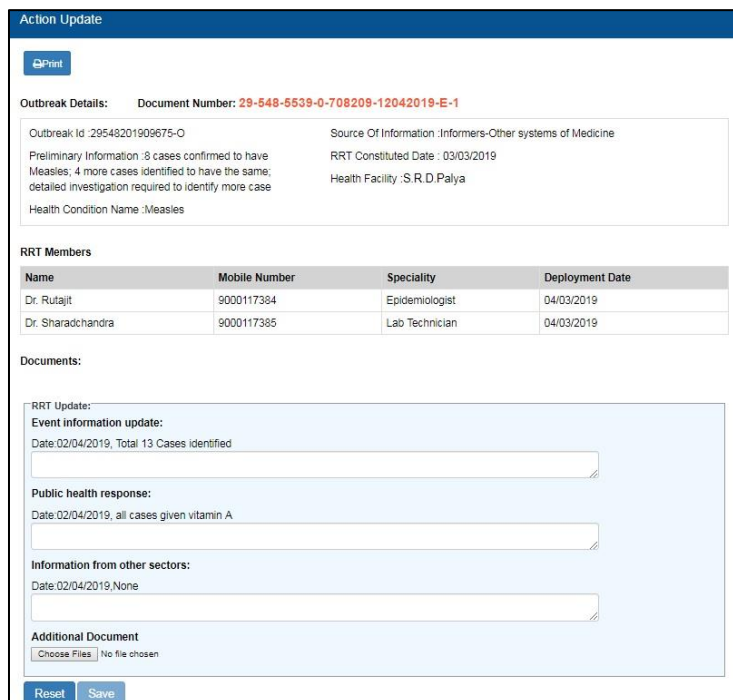
Outbreak I.D	Status	Syndrome/Disease	Health Facilities	Preliminary Information	Initiated Date
<a href="#">29548201914249-O</a>	Completed	Jaundice of < 4 weeks	S.R.D.Palya	confirmed by MO PHC but there is only cases but no death villages.	05/04/2019
<a href="#">29548201914236-O</a>	Completed	Acute Hepatitis	S.R.D.Palya	ggfjjgh	04/04/2019
<a href="#">29548201914233-O</a>	Ongoing-Under Surveillance	Chikungunya	S.R.D.Palya	10 cases confutermed	03/04/2019
<a href="#">29548201914234-O</a>	Ongoing-Under Surveillance	Jaundice of < 4 weeks	S.R.D.Palya	contaminated water	03/04/2019
<a href="#">29548201914233-O</a>	Ongoing-Under Surveillance	Chikungunya	S.R.D.Palya	10 cases confutermed	03/04/2019

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

- ii. On clicking “View” for a particular Event Alert, it will show basic details about the Event Alert like Event Alert ID; Event Occurred Date; Place, Health Facility and Syndrome/Disease for which alert has been raised; date of update; Source which/who provided the information about the Event and Message which describes the Event in brief and any important document attached that can help in relation with the event alert raised.



- iii. On clicking a particular Outbreak ID under “EWS Outbreak Summary”, the “Action Update” page will appear. The upper part of this page contains **basic details of the Outbreak** including **Preliminary Information, Details of the RRT Members selected, RRT Update**. RRT Members can update their comments under RRT Update. They can also upload document or photo under ‘Additional Document’ by clicking on ‘Choose Files’.



Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

- iv. The lower part of **“Action Update”** having space for entering and seeing the Line Listing of Cases/Deaths reported under the Outbreak. The RRT Members / Health Facility users can add the Outbreak cases/deaths details using **“Add Affected Case”**.

**Additional Document**  
 No file chosen

**Affected Cases**

[Add Affected Case \(Click to Add\)](#)

[Line Listing Of Cases - Pending Submission \(Click to View\)](#)

[Submitted Line Listing \(Click to View\)](#)

[List Of Death Cases \(Click to View\)](#)

**DSO Update History**

- v. This is how data fields under **“Add Affected Case”** will appear. It’s very much similar to L form with additional data fields like Symptoms, Immunization Status, and Travel History etc.

**Add Affected Case (Click to Add)**

**1. Patient Details:**

1.1. Mobile Number:   1.2. Landline Number:

Name: 1.3. First Name\*  1.4. Middle Name  1.5. Last Name  1.6. Date Of Birth   1.7. Age

1.8. Gender:\*  Male  Female  Transgender 1.9. ID Type\*  1.11. Identification Number\*  1.12. Citizenship

Present Address: 1.13. State\*  1.14. District\*  1.15. Sub District\*  1.16. Village\*

1.17. House No  1.18. Street Name  1.19. Landmark

Permanent address same as present address :

**2. Clinical Details:**

2.1. Provisional Diagnosis\*  2.2. Date of Onset\*

Do you want to collect samples ?

**3. Laboratory Details:**

3.1. Type of Sample\*  3.3. Sample Collection Date\*   3.4. Test Performed\*  3.6. Specimen Id\*

3.7. Date of Test Performed   3.8. Test Result  3.10. Remarks

**4. Case Details:**

4.1. Symptoms  4.2. Immunization Status  4.3. Travel History  4.4. Any Comorbid Condition

4.5. Epidemiologically Linked  4.7. Outcome  4.6. Remarks

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

- vi. After adding and saving the cases/deaths details under “Add Affected Case”, the line list of the cases/deaths will go under “**Line Listing of Case-Pending Submission**”. At this stage, one can change the details of the cases by clicking on “Edit” button in front of the case details. Once cross verified and filled in all the mandatory fields (including results of the Laboratory samples collected), click on “Submit” to share the data to the server. *Details once submitted cannot be edited.*

Affected Cases

[Add Affected Case \(Click to Add\)](#)

[Line Listing Of Cases - Pending Submission \(Click to View\)](#)

Sl#	Action	1.2. Person Name	2.1. Provisional Diagnosis	2.2. Date of Onset	2.3. Patient Health Id	2.4. Patient Transaction Id	3.1. Type Of Sample	3.3. Date Of Sample Collection	3.4. Test Performed	3.6. Specimen Id	3.7. Date of Test Performed	3.8. Res
1	<a href="#">Edit</a>	Lata	Measles	18/03/2019	29-548-5539-612041-708209-12	708209-02042019-1	Serum	01/04/2019	IgM ELISA	708209-02042019-28-24-2		

[Submit](#)

[Submitted Line Listing \(Click to View\)](#)

[List Of Death Cases \(Click to View\)](#)

DSO Update History

[Close](#)

- vii. Once you “**Submit**” the case details, it will automatically go under “**Submitted Line Listing**”. The death case will appear under “**List of Death Cases**”.

Affected Cases

[Add Affected Case \(Click to Add\)](#)

[Line Listing Of Cases - Pending Submission \(Click to View\)](#)

[Submitted Line Listing \(Click to View\)](#)

Sl#	Person Name	2.1. Provisional Diagnosis	2.2. Date of Onset	2.3. Patient Health Id	2.4. Patient Transaction Id	3.1. Type Of Sample	3.3. Date Of Sample Collection	3.4. Test Performed	3.6. Specimen Id	3.7. Date of Test Performed	3.8. Results	3.9. Pat
1	Lata	Measles	18/03/2019	29-548-5539-612041-708209-12	708209-02042019-1	Serum	01/04/2019	IgM ELISA	708209-02042019-28-24-2	02/04/2019	Positive	Rub virus:

[List Of Death Cases \(Click to View\)](#)

DSO Update History

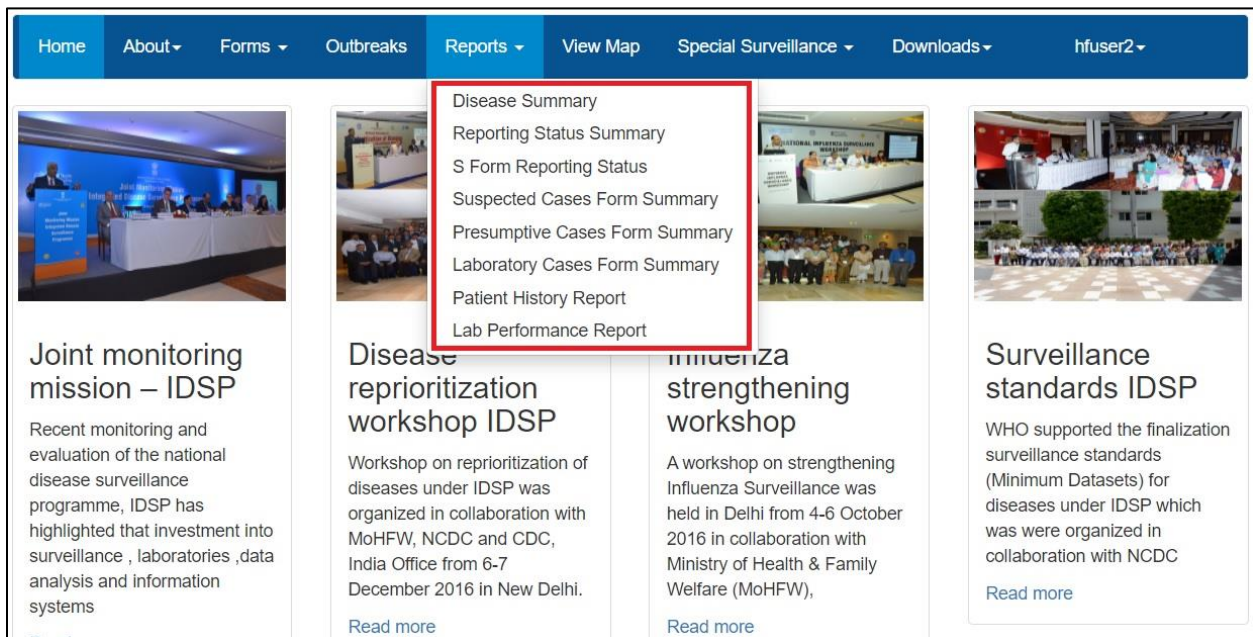
[Close](#)

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

## 7. Use and understand various Reports: Now we will see the “Reports” section which can be used to generate various reports for analysis and monitoring

Various reports available under “Reports” menu are:

- i. Disease Summary
- ii. Reporting Status Summary
- iii. S Form Reporting Status
- iv. Suspected Cases Form Summary
- v. Presumptive Cases Form Summary
- vi. Laboratory Cases Form Summary
- vii. Patient History Report
- viii. Lab Performance Report

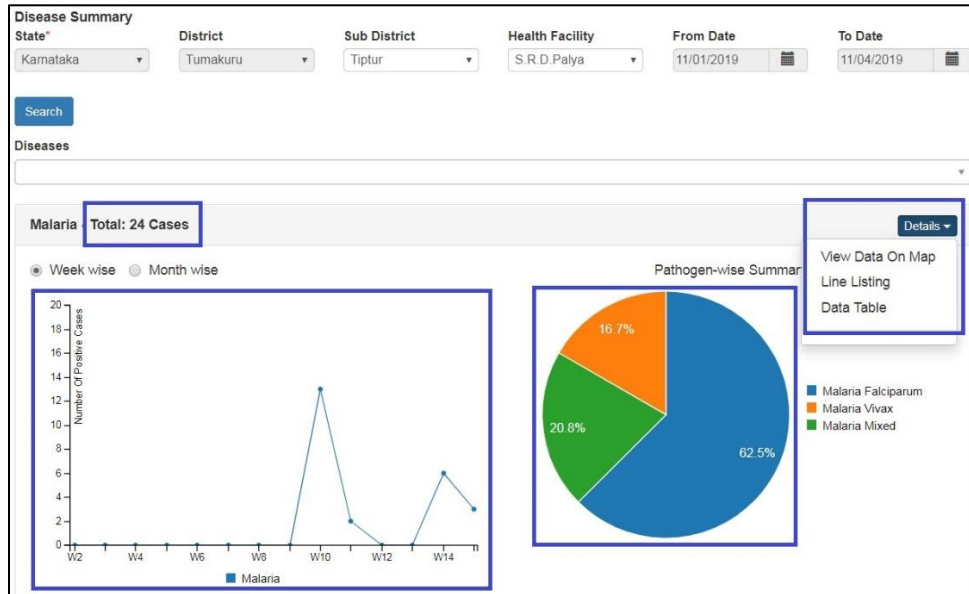


The screenshot shows a web application interface with a blue navigation bar. The 'Reports' menu is highlighted, and a dropdown list is visible, containing the following items: Disease Summary, Reporting Status Summary, S Form Reporting Status, Suspected Cases Form Summary, Presumptive Cases Form Summary, Laboratory Cases Form Summary, Patient History Report, and Lab Performance Report. Below the navigation bar, there are four content cards. The first card is titled 'Joint monitoring mission – IDSP' and describes recent monitoring and evaluation of the national disease surveillance programme. The second card is titled 'Disease reprioritization workshop IDSP' and describes a workshop organized in collaboration with MoHFW, NCDC and CDC, India Office from 6-7 December 2016 in New Delhi. The third card is titled 'Influenza strengthening workshop' and describes a workshop on strengthening Influenza Surveillance held in Delhi from 4-6 October 2016 in collaboration with Ministry of Health & Family Welfare (MoHFW). The fourth card is titled 'Surveillance standards IDSP' and describes WHO supported the finalization of surveillance standards (Minimum Datasets) for diseases under IDSP, which were organized in collaboration with NCDC. Each card has a 'Read more' link at the bottom.

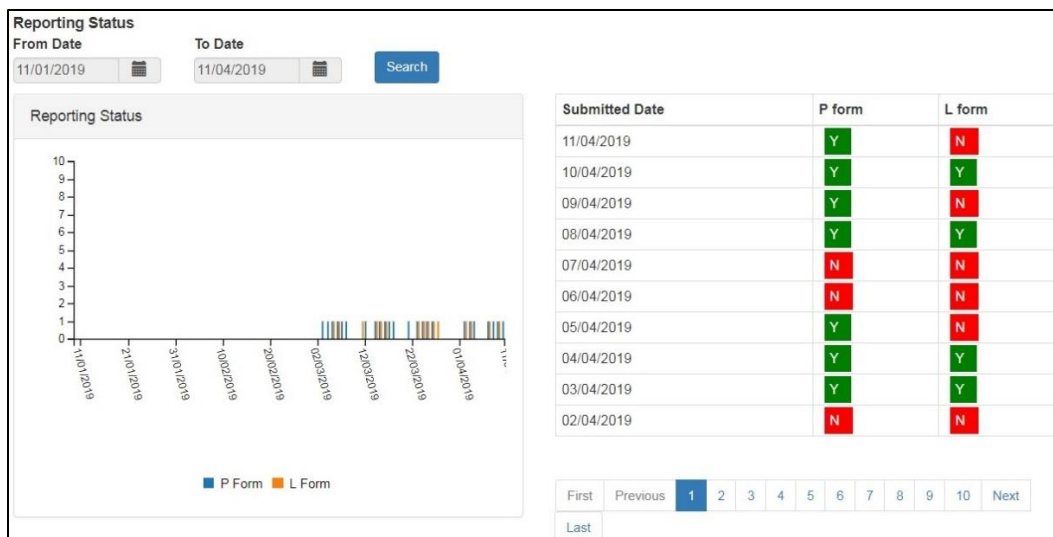
Let's see each report one by one:

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

- i. **Disease Summary report** provides disease wise summary of laboratory confirmed cases in the form of Numbers, **Epidemic Curve** (Line Diagram) and **pathogen wise distribution of cases** in the form of Pie diagram. One can also **locate the cases on map** [Details→View Data On Map]; one can get the **line list** of the cases [Details→Line Listing] and **week wise case numbers** in the form of Data Table [Details→Data Table].



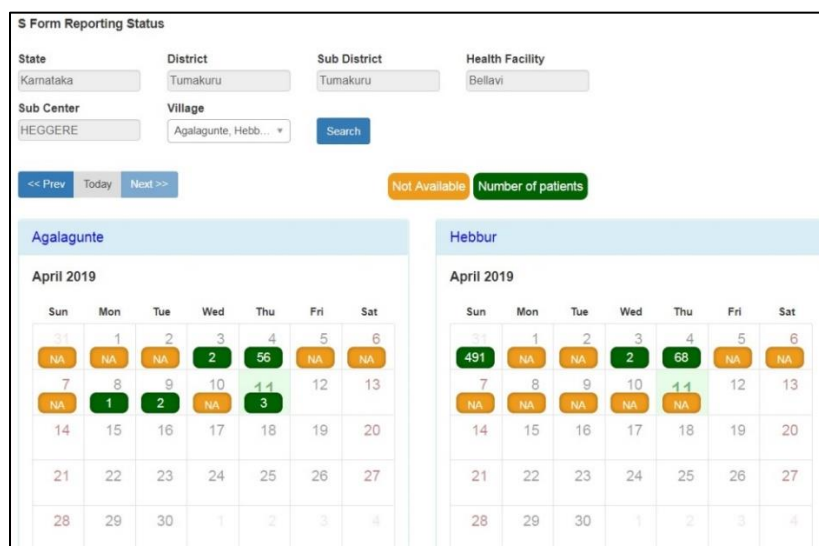
- ii. **Reporting Status Summary** provides date wise summary of reporting of P and L form users of the health facility. This report **helps in monitoring whether the P form user and L form user of the health facility have submitted their report on a particular date or not**. If submitted, then it will show “Y” in front of that date for that particular user; clicking on “Y” will give you a pdf which provides disease/syndrome wise summary (in numbers) of case details entered through P or L form on that date along with line listing. If the user has not submitted even a single case or not updated even a single result on that day, then it will show “N”.



Note: This document will be continuously updated. The version of the updated document will be shown on the front page.



- iii. **S Form Reporting Status** provides date wise and village wise summary of reporting of S form users (Health Sub Center's Users) of the health facility. This report **helps in monitoring whether the S form users of the health facility have submitted their report on a particular date or not**. If submitted, then it will show a Number in Green color cell on that particular date; clicking on that Number will give you a pdf which provides syndrome wise summary (in numbers) of case details entered through S form on that date. If the user has not submitted even a single case on that day, then it will show "NA".



- iv. **Suspected Cases Form Summary** shows the **data in aggregate i.e. number of cases entered through S form** (desktop &/or mobile app depending upon check box selected). The table also shows distribution of the numbers in age and in gender. On clicking the number, you can get the **complete line list (only the cases entered through mobile app)** and you can also get the **distribution of the cases on map** by clicking on the marker just besides the number. One can also see the **aggregate of deaths** with gender wise distribution on right side of table. **Line list of the reported deaths** can be seen at the bottom of the page (not shown in the screen shot).

Suspected Case Form Summary

Include data from mobile app  
 Include data from desktop

State: Karnataka, District: Tumakuru, Sub District: Tumakuru, Health Facility: Bellavi  
 Sub Center: HEGGERE, Village: [Dropdown], From Date: 11/03/2019, To Date: 11/04/2019

	Number of cases of illness						Number of cases of deaths			
	Male		Female		Grand Total	Male	Female	Total Death		
	<= 5 Yr	> 5 Yr	<= 5 Yr	> 5 Yr						
2.1.1 Only Fever >= 7 days	194	194	388	135	144	279	667	10	2	12
2.1.2 Only Fever < 7 days	59	32	91	2	5	7	98			
2.1.3 Fever with Rash	15	23	38	17	7	24	62	3		3
2.1.4 Fever with Bleeding		6	6		1	1	7	3	3	6
2.1.5 Fever with Altered sensorium	1	4	5				5	1		1
2.2.1 Cough <= 2 weeks with fever	85	22	107				107	1	1	2
2.2.2 Cough <= 2 weeks without fever		1	1		21	21	22			

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

- v. **Presumptive Cases Form Summary** shows the data in aggregate i.e. number of cases entered through P form by your Health Facility. The upper part shows syndrome wise aggregate numbers. The lower part shows the disease wise aggregate numbers (not shown in the screen shot below). The table also shows distribution of the numbers in age and in gender. On clicking the number, you can get the complete line list (only the cases entered through “Add Patient Record” of P form) & you can also get the distribution of the cases on map by clicking on the marker just besides the number. One can also see the aggregate of deaths with gender wise distribution on right side of table. Similarly, you can click on death numbers to get their line list.

Presumptive Cases Form Summary

State\* Karnataka | District Tumakuru | Sub District Tiptur | Health Facility S.R.D.Palya | From Date 11/01/2019 | To Date 11/04/2019

Search

Syndromes	Number of cases						Grand Total	Number of cases of deaths		
	Male			Female				Male	Female	Total Death
	<= 5 Yr	> 5 Yr	Total	<= 5 Yr	> 5 Yr	Total				
Acute Diarrhoeal Disease	426	194	620	153	208	361	981	11	5	16
Acute Encephalitic Syndrome								3		3
Acute Flaccid Paralysis	1	1	2				2	2	1	3
Acute Hepatitis		1	1				1	1		1
Animal Bite - Dog Bite		1	1				1	2		2
Animal Bite - Monkey Bite		1	1				1	1		1

- vi. **Laboratory Cases Form Summary** shows the data in aggregate i.e. number of cases (disease wise) entered through L form by the Lab user of your Health Facility / Laboratory. The report shows the number of test/s performed for a particular disease (with the type/s of the test/s performed) along with number of positive samples (and distribution of the positive cases in Age and Gender). On clicking the number, you can get the complete line list of the positive cases and you can also get the distribution of the cases on map by clicking on the marker just besides the number.

Laboratory Cases Form Summary

State\* Karnataka | District Tumakuru | Sub District Tiptur | Health Facility S.R.D.Palya | From Date 11/01/2019 | To Date 11/04/2019

Search

Diseases	Test Performed	Total Number of Samples Tested	Number of Positive Cases						Total Number of Positive Cases
			Male			Female			
			<= 5 Yr	> 5 Yr	Total	<= 5 Yr	> 5 Yr	Total	
Anthrax	Culture	3		1	1		1	1	2
	PCR	3		3	3				3
Chickenpox	Clinical	5	2	1	3		1	1	4
Chikungunya	IgM ELISA	7		3	3		1	1	4
	PCR	1		1	1				1
Cholera	Culture	1							
	Any others	2		1	1				1
	Culture	23	2	11	13	2	4	6	19

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

vii. **Patient History Report** lists the cases entered through P form or L form for the selected dates. User can find the history of a particular patient or group of patients by one of the 3 identification data fields like 'Mobile Number' or 'First Name' or 'ID Type' & 'Identification Number'. By clicking on the Name of the patient (under 'Person Name' column), user can get patient's history in PDF. One can also 'export' the listed case/s displayed on the page.

Patient History Report

Mobile Number: India +91 | First Name: | ID Type: -----Select----- | Identification Number: | From Date: 30/12/20 | To Date: 31/12/20 | Search

Export | Records : 1 to 9 of 9

Person Name →	Provisional Diagnosis	Date of Onset	Type Of Sample	Date Of Sample Collection	Test Performed	Results	Pathogen	Date of Test Performed →
Ram	Chikungunya	Dec 27, 2019	Blood	Dec 28, 2019	IgM ELISA			
Mahesh Nagpurkar	Dengue	Dec 30, 2019	Serum	Dec 30, 2019	IgM ELISA			
RANJEET	Chikungunya	Dec 30, 2019	Blood	Dec 30, 2019	IgM ELISA	Positive	Chikungunya virus	Dec 30, 2019

viii. **Lab Performance Report** displays the table showing the summary of number of tests done for a particular disease and number of positive cases for the lab attached to health facility of P form user. On clicking the numbers, user can get the line list of those cases. By clicking on the Name of the patient (under 'Person Name' column), user can get patient's history along with the result of the test in PDF. One can also 'export' the listed case/s displayed on the page.

Lab Performance Report

From Date: 01/01/2020 | To Date: 31/01/2020 | Search | Print

Health Conditions	Samples Tested	Positive Cases	Health Conditions	Samples Tested	Positive Cases	Health Conditions	Samples Tested	Positive Cases
Anthrax	2	2	Diphtheria	1	1	Measles	1	0
Chickenpox	1	1	Leptospirosis	1	1	Typhoid	4	3
Dengue	7	5	Malaria	21	20			

Export | Records : 1 to 5 of 5

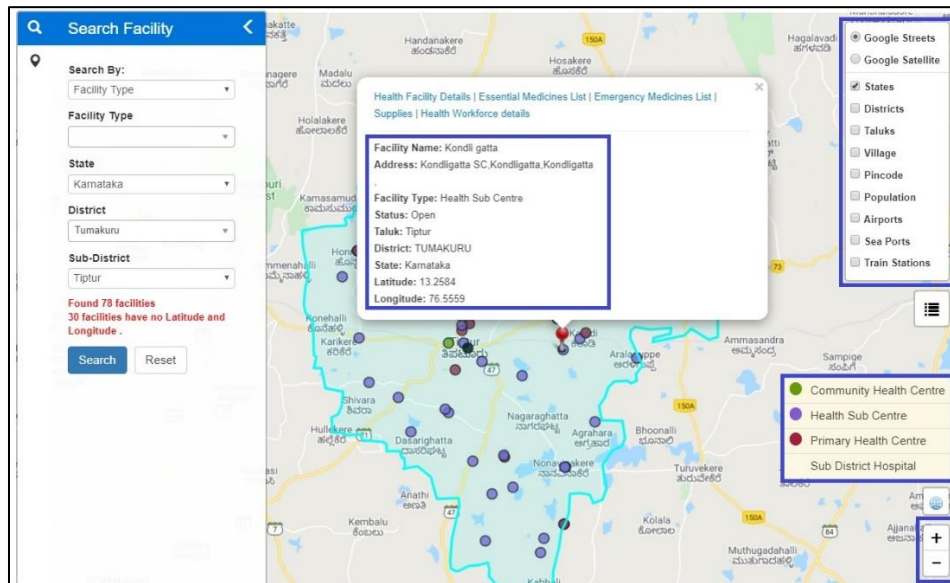
Person Name →	Provisional Diagnosis	Date of Onset	Type Of Sample	Date Of Sample Collection	Test Performed	Results	Pathogen	Date of Test Performed →
raju	Dengue	Jan 4, 2020	Blood	Jan 16, 2020	IgM ELISA	Positive	Dengue	Jan 16, 2020
raj	Dengue	Jan 21, 2020	Blood	Jan 21, 2020	IgM ELISA	Positive	Dengue	Jan 21, 2020
Naresh	Dengue	Jan 20, 2020	Serum	Jan 21, 2020	IgM ELISA	Positive	Dengue	Jan 21, 2020
ram	Dengue	Jan 23, 2020	Blood	Jan 24, 2020	NS1 by ELISA	Positive	Dengue 1	Jan 24, 2020
gandhi	Dengue	Jan 22, 2020	Blood	Jan 30, 2020	IgM ELISA	Positive	Dengue 1	Jan 30, 2020

First | Previous | 1 | Next | Last

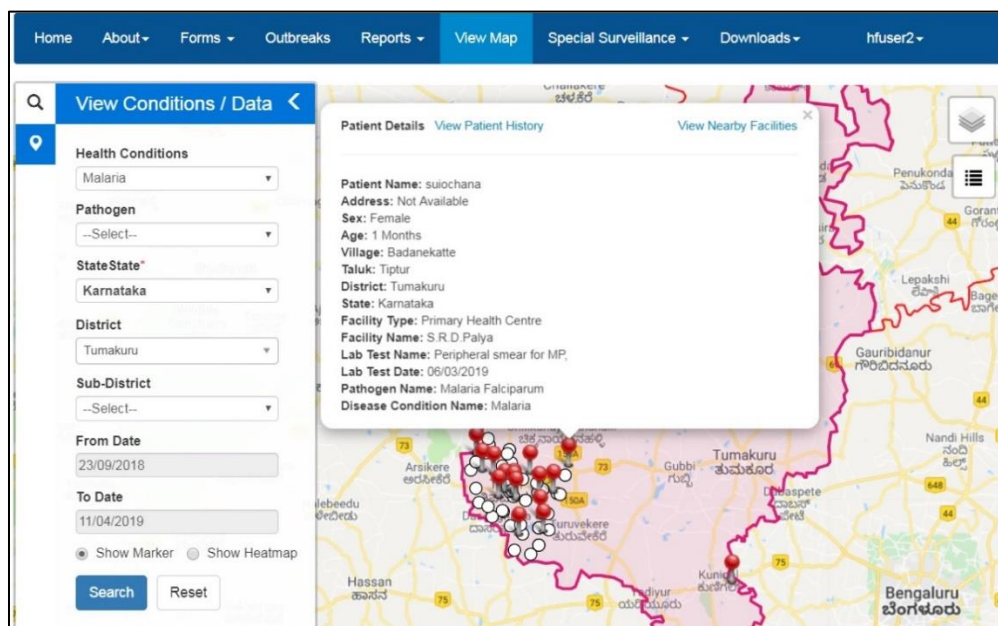
Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

## 8. Use and understand View Map:

- i. View Map → **'Search Facility'** helps to locate different health facilities on map. One can click on the spot of the health facility to get more details of the selected health facility like Health Workforce Details etc. One can also add different **'layers'** for detailed analysis as shown on right upper corner of the screenshot. Legends are shown on right lower corner. One can zoom in with '+' and zoom out with '-' signs.



- ii. View Map → **'View Conditions / Data'** will help to get the **disease/pathogen wise distribution of cases [laboratory confirmed positive cases only] on Map**; one can get the details of the patient by clicking on a particular marker; one can also **locate the health facilities near to the selected case/marker**. One can use **'Show Heatmap'** to locate clustering of cases.



Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

Please note:

- a. In “Reports” and “View Map”, **you can change the “From Date” and “To Date”** depending upon your requirement of report or map for a particular time period.
- b. In “Reports” menu, each report has “Print” button in left upper side. You can click the same **to print or download the pdf of the data you are seeing on the Report page** after clicking on search.

## 9. User Profile Menu / User Menu

The user menu will be represented by the user ID of the user. This menu has various sub menus like My Profile, View Facility Information, Update Facility Details, Change Password and Logout.

The screenshot shows a web application interface with a dark blue navigation bar at the top. The navigation bar contains the following items: Home, About, Forms, Outbreaks, Reports, View Map, Special Surveillance, Downloads, and a user profile dropdown labeled 'hfuser2'. The user profile dropdown menu is open, displaying the following options: My Profile, View Facility Information, Update Facility Details, Change Password, and Logout. Below the navigation bar, the main content area is divided into four columns, each featuring a news article. The first article is titled 'Joint monitoring mission – IDSP' and includes a photo of a panel discussion. The second article is titled 'Disease reprioritization workshop IDSP' and includes a photo of a group of people. The third article is titled 'Influenza strengthening workshop' and includes a photo of a man speaking at a podium. The fourth article is titled 'Surveillance standards IDSP' and includes a photo of a group of people. Each article has a brief description and a 'Read more' link.

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

- i. On **My Profile / Update Profile** page, the user can update his or her profile. [this is the 1<sup>st</sup> thing that the user needs to do on very first log in]. The personnel who is going to enter the data on various forms will fill in his or her details on this page. The user needs to fill in at least mandatory data fields (marked with red asterisk **\***) and then click on 'Update' button to update the profile. If there is any change in User in future, then the new user needs to use 'My Profile' to update his or her profile.

Update Profile

**User Details:**

**First Name\***   
  **Middle Name**   
  **Last Name**   
  **Date Of Birth**  **Age \***

**Gender:\***  Male  Female  Transgender   
  **ID Type\***   
  **VoterId Number\***

**Email\***   
  **MobileNo#\***   
  **Landline #**   
  **Designation\***

---

**Facility Mapping:**

**Username\***   
  **Enabled**   
  **State**

**District**   
  **Sub District**   
  **Village**

**Facility Search**   
  **Assign Role**

- ii. **View Facility Information** will allow the user to see basic details of the Health Facility, the account of which the user is handling.

Home   About ▾   Forms ▾   Outbreaks   Reports ▾   View Map   Special Surveillance ▾   Downloads ▾   hfuser2 ▾					
<b>Facility Information</b>					
1.1 Facility Name:	S.R.D.Palya	1.8 Village:	Not Available	1.15 Contact Number:	+91-9999999905
1.2 Facility Type:	Primary Health Centre	1.9 Sub District:	Tiptur (5539)	1.16 District Surveillance Officer:	Dr. Murari Lal Sharm
1.3 Facility NIN:	Not Available	1.10 District:	Tumakuru (548)	1.17 Contact Number:	+91-9416355787
1.4 Personnel in Charge:	Dr. Jayesh Parmar	1.11 State:	Karnataka (29)	1.18 Sub Distict Surveillance Officer:	Rajesh G G
1.5 Contact Number:	+91-9809786754	1.12 Reporting Date:	13/02/2020	1.19 Contact Number:	+91-9844318585
1.6 Data Entry Personnel:	Jury Dalbot Shira	1.13 Reporting Time:	3:53 PM Indian Standard Time		
1.7 Contact Number:	+91-8414090846	1.14 State Surveillance Officer:	Sandesh		

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

- iii. **Update Facility Details** will allow the user to change some basic details of the health facility. Click on 'Actions' button and then click on 'Edit Facility Details', which will display following page. User cannot edit all data fields of Facility. User can change the information in Address (Building#, Address 1, Address 2, Pincode and Landmark), Officer Incharge and Mobile#. Mobile number entered here will receive important notifications or SMSes generated by IHIP software. User can also validate / correct the location of the health facility in map by clicking on 'Validate Location In The Map'. If the information provided in locked data fields is incorrect then user need to contact to District Admin to correct the same.

Sl#	Actions	Facility Name	Facility Type	Sub-District	Address	Contact Person
1	Actions ▾	S.R.D.Palya	Primary Health Centre	Tiptur	BORKUND,BORKUND	Dr Jayesh Parmar

<b>Facility Type</b> <input type="text" value="Primary Health Centre"/>	<b>Facility Name</b> <input type="text" value="S.R.D.Palya"/>	<b>Date of Enrollment</b> <input type="text" value="02/11/2018"/>	<b>Status</b> <input type="text" value="Open"/>	<b>Username</b> <input type="text" value="lbuser2"/> <input type="text" value="hfuser2"/> <input type="text" value="Request for new user id"/>
<b>Ownership</b> <input type="text"/>	<b>Urban/Rural</b> <input type="text"/>	<b>Facility NIN</b> <input type="text"/>	<b>Facility Website</b> <input type="text"/>	
<b>State</b> <input type="text" value="Karnataka"/>	<b>District</b> <input type="text" value="Tumakuru"/>	<b>Sub District</b> <input type="text" value="Tiptur"/>	<b>Village</b> <input type="text"/>	
<b>Internal Laboratory Present</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Building #</b> <input type="text" value="2"/>	<b>Address 1</b> <input type="text" value="BORKUND"/>	<b>Address 2</b> <input type="text" value="BORKUND"/>	
<b>Pincode</b> <input type="text" value="424311"/>	<b>Landmark</b> <input type="text" value="near highway"/>			
<input type="button" value="Validate Location In The Map"/>				
<b>Officer Incharge*</b> <input type="text" value="Dr Jayesh Parmar"/>	<b>Mobile # *</b> <input type="text" value="9809786754"/>	<b>Landline #</b> <input type="text" value="22222222"/>	<b>Email Id</b> <input type="text" value="vedprakashganjeer@:"/>	
<b>Sub-centers Covered*</b> <input type="text" value="Madenoor,Ramachandrapura,Gurudahalli,SRDPalya"/>				
<input type="button" value="Update"/> <input type="button" value="Close"/>				

- iv. With '**Change Password**', user can change the password to log in this web portal.

<a href="#">Home</a> <a href="#">About ▾</a> <a href="#">Forms ▾</a> <a href="#">Outbreaks</a> <a href="#">Reports ▾</a> <a href="#">View Map</a> <a href="#">Special Surveillance ▾</a> <a href="#">Downloads ▾</a> <a href="#">hfuser2 ▾</a>
--

**Change Password**

Old Password\*

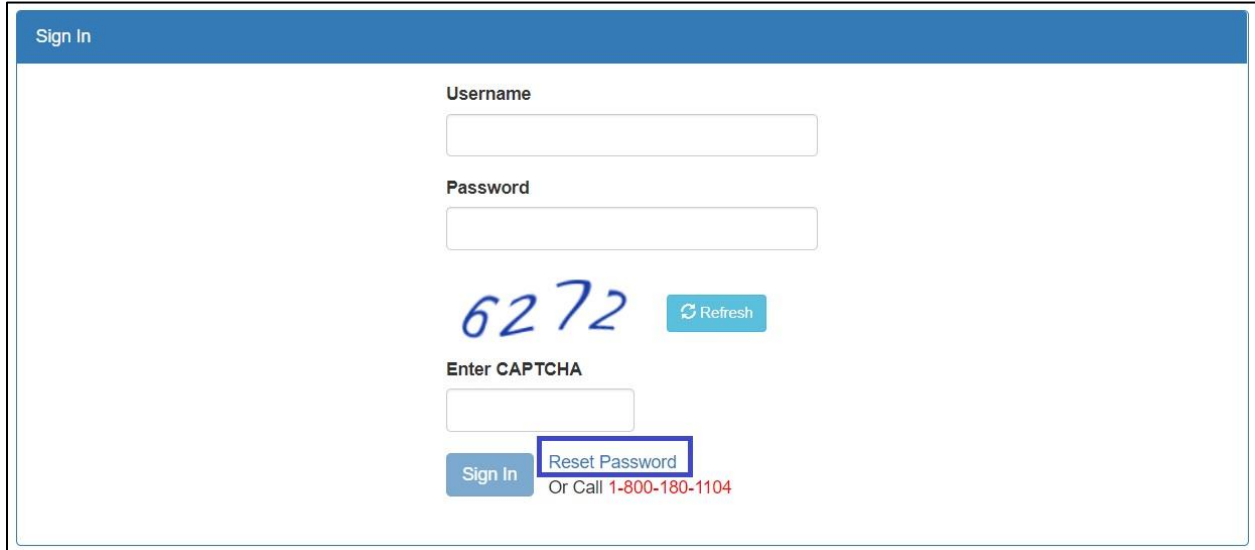
New Password\*

Retype New Password\*

- v. By clicking '**Logout**', user will come of the user account of his or her facility.

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

- **Reset Password:** In case the user forgets the password then the user can click on “[Reset Password](#)” link on Sign In page, which will direct the user to enter his or her username. Once the user enters the correct Username, he or she will receive a One Time Password (OTP) on his or her registered mobile number [the mobile number updated on ‘My Profile’ or ‘Update Profile’ page]. On entering the OTP, the user will be directed to change the password.



The screenshot shows a 'Sign In' form with the following elements:

- Username:** A text input field.
- Password:** A text input field.
- CAPTCHA:** A CAPTCHA image showing the number '6272' and a 'Refresh' button.
- Buttons:** A 'Sign In' button and a 'Reset Password' button. Below the 'Reset Password' button, it says 'Or Call 1-800-180-1104'.

## 10. IDSP Helpdesk

- One toll free number (**1-800-180-1104**) is being displayed on the on the upper part of any page of this web portal. One can dial in this number directly in case the user faces any technical issue in relation with the web portal.
- The user can also click on “[Report Problem](#)” which will open another form in which the user can describe the technical error or problem in details and can also upload any screenshot or photo or document to better describe the issue so that the programmers can understand the issue well to resolve it as soon as possible.



The footer contains the following information:

- Logo:** The Government of India emblem with the motto 'सत्यमेव जयते'.
- Text:** **Integrated Health Information Platform**, **Integrated Disease Surveillance Programme**, Ministry of Health and Family Welfare, Government of India.
- Helpdesk:** A box containing the toll-free number **1-800-180-1104**, **IDSP Helpdesk**, and a **Report Problem** link.
- Globe:** A globe icon representing the IDSP.
- Navigation:** A blue bar with links: Home, About, Forms, Outbreaks, Reports, View Map, Special Surveillance, Downloads, hfuser2.

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.