

The United Republic of Tanzania



**Ministry of Health and Social Welfare  
Training Institution Information System (TIIS)**

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**Standard Operating Procedure (SOPs)**

**Prepared by:**

**Supported by:**





**Part 1: Login into TIIS**

**Part 2: Data Management**

**Part 3: How to generate different kind of reports**

**Part 4: Data Transfer (Export Data)**

**Part 5: Change Password**

## Part 1: Login into TIIS

### 1.1 User Login



Ministry of Health and Social Welfare  
Training Institution Information System (TIIS)

TIIS Login:

Username:

Password:

Remember me

Enter your username and password to login into the system

[Forgot Password](#) | [Administrator contacts](#)

TIIS is supported by [JICA](#). Developed & maintained by [EnterSoft Systems Limited](#)

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## 1.2 TIIS Main Page

Training Institutions Information System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://localhost/tis14/main.php?nav=home

Most Visited Getting Started Latest Headlines

Training Institutions Information ... Training Institutions Inform... Training Institutions Information ... Training Institutions Information ... Training Institut

Ministry of Health and Social Welfare  
Training Institution Information System

TIIS Version 1.3 User Manual

April 12, 2012 Home Logout User: AmoTanga

**Institution Ownership Type: Public = 83, FBO = 48, Private = 6**

Ownership Type	Count	Percentage
Public	83	61%
FBO	48	35%
Private	6	4%

Public 61% FBO 35% Private 4%

Public FBO Private

Once you login successfully you will see different modules. Click on any menu to access TIIS Modules

Click here to access manual

Click here to logout

User account  
Course  
Institution  
Employee  
Student Details  
Budget and Finance  
Development Projects  
Export Data  
Reports  
Manual  
Logout

## Part 2: Data Management

### 2.1 Data Entry - Adding

**Step 1:**  
Click on Institution then click on any module

**Step 2:**  
Select your Institution

**Step 3:**  
Fill each field as required for each academic year.

**Step 4:**  
Click Add button to save data

Click here to reset the fields

Training Institutions Information System

User account  
Course  
Institution  
 Contacts  
 Staff  
 Capacity  
 Enrolment  
 Assets  
 Vehicles  
Employee  
Student Details  
Budget and Finance  
Development Project  
Export Data

Institution Name: AMO Tanga

Academic Year: 2002/2003

Number of Academic staff Required:

Number of Academic staff Available:

Number of Support Staff Required:

Number of Support Staff Available:

Number of Part-time Academic staff:

Add Reset

Add Edit Search View

## 2.2 Search an existing record

The screenshot shows the TIIS search interface. The browser address bar displays `http://localhost/mohsw/main.php?nav=TutorSearch`. The page header includes the Ministry of Health and Social Welfare logo, the system name "Training Institution Information System", the version "TIIS Version 1.3", and a "User Manual" link. The user is logged in as "User: AmoTanga".

The search form contains the following elements:

- Search by:** A dropdown menu with "Institution Name" selected and "All" as an alternative option.
- Institution Name:** A dropdown menu with "AMO Tanga" selected.
- Academic Year:** A dropdown menu with "2011/2012" selected.
- Buttons:** "Search" and "Reset".

Five callout boxes provide the following instructions:

- Step 1:** Click on the item you want to search. (Points to the "Institution" menu item in the left sidebar.)
- Step 2:** Click on Search. (Points to the "Search" button.)
- Step 3:** Select search criteria either by institution or to search All. (Points to the "Search by" dropdown menu.)
- Step 4:** Select Institution Name and academic year. (Points to the "Institution Name" and "Academic Year" dropdown menus.)
- Step 5:** Click here to search. (Points to the "Search" button.)

Additional callouts include:

- "Click here to reset the fields" pointing to the "Reset" button.
- "Add Edit Search View" icons in the top right corner.

## 2.3 Change/edit a record

The screenshot shows the Training Institution Information System (TIIS) interface. The browser address bar displays `http://localhost/mohsw/main.php?nav=TutEResults`. The page header includes the Ministry of Health and Social Welfare logo, the system name "Training Institution Information System", and the version "TIIS Version 1.3". The user is logged in as "User: AmoTanga".

The interface features a sidebar menu with categories: User account, Course, Institution (with sub-items: Contacts, Staff, Capacity, Enrolment, Assets, Vehicles), Employee, Student Details, Budget and Finance, Development Projects, and Export Data.

The main content area contains a table with the following columns: Institution Name, No. of Lecturers Required, No. of Lecturers Available, No. of Supporting Staff, No. of Part-time Lecturers, Academic Year, Update, and Delete. The table lists three records for "AMO Tanga" with different academic years (2009/2010, 2010/2011, and 2011/2012). Each record has an "Update" icon (pencil) and a "Delete" icon (X).

Callouts provide instructions for editing a record:

- Step 2:** Click on edit (pointing to the "Edit" button in the top right navigation area).
- Step 1:** Click on the item you want to edit the record (pointing to the "AMO Tanga" row in the table).
- Step 3:** Click here to edit/change the record (pointing to the "Edit" button in the "Update" column of the table).

<input type="checkbox"/>	Select All							
<input checked="" type="checkbox"/>	Institution Name	No. of Lecturers Required	No. of Lecturers Available	No. of Supporting Staff	No. of Part-time Lecturers	Academic Year	Update	Delete
Filter:	<input type="text"/>					Filter: All		
<input type="checkbox"/>	AMO Tanga	10	5	11	0	2009/2010		
<input type="checkbox"/>	AMO Tanga	10	11	9	10	2010/2011	Edit	
<input type="checkbox"/>	AMO Tanga	10	11	9	10	2011/2012		



## 2.4 Remove/delete a record

The screenshot shows the Training Institution Information System (TIIS) interface. The header includes the Ministry of Health and Social Welfare logo, the system name, version (1.3), and user manual link. The user is logged in as 'User: AmoTanga'. A sidebar on the left contains a navigation menu with categories like 'User account', 'Course', 'Institution', 'Employee', 'Student Details', 'Budget and Finance', 'Development Pr', and 'Export Data'. The main content area displays a table of records with columns for Institution Name, No. of Lecturers Required, No. of Lecturers Available, No. of Supporting Staff, No. of Part-time Lecturers, Academic Year, Update, and Delete. A callout box labeled 'Step 1' points to the 'Export Data' menu item. Another callout box labeled 'Step 2' points to the 'Edit' button in the table. A third callout box labeled 'Step 3' points to the 'Delete' button in the table.

**Step 1:**  
Click on the module to delete the record

**Step 2:**  
Click on edit

**Step 3:**  
Click here to delete the record

<input type="checkbox"/> Select All	Institution Name	No. of Lecturers Required	No. of Lecturers Available	No. of Supporting Staff	No. of Part-time Lecturers	Academic Year	Update	Delete
<input type="checkbox"/>	AMO Tanga	10	5	11	0	2009/2010		
<input type="checkbox"/>	AMO Tanga	10	11	9	10	2010/2011	Edit	
<input type="checkbox"/>	AMO Tanga	10	11	9	10	2011/2012		

Showing results 1 to 3 of 3

## 2.5 View a record

The screenshot shows the TIIS web application interface. The header includes the Ministry of Health and Social Welfare logo, the system name, version (1.3), and user manual link. The navigation bar shows the date (May 1, 2012), Home, Logout, and the user name (cedha). A left sidebar contains a menu with categories like User account, Course, Institution, Employee, Student Details, Budget and Finance, Development Projects, Export Data, and Reports. The main content area features a 'View by:' section with radio buttons for 'Institution Name', 'Region', and 'All'. Below this are dropdown menus for 'Institution Name' (set to 'Centre for Educational Development in Health Arusha') and 'Academic Year' (set to '2011/2012'). At the bottom of this section are 'View' and 'Reset' buttons. A top right toolbar contains 'Add', 'Edit', 'Search', and 'View' icons. Five callout boxes provide instructions: Step 1 points to the 'Institution' menu item; Step 2 points to the 'View' icon in the toolbar; Step 3 points to the 'View by:' section; Step 4 points to the 'Institution Name' and 'Academic Year' dropdowns; and Step 5 points to the 'View' button.

**Step 1:** Click on the item you want to view

**Step 2:** Click here to view

**Step 3:** A Select view option

**Step 4:** Select Institution Name and Academic year

**Step 5:** Click here to view the record

Click here to reset the fields

## 2.6 Employee Details

### (i) View Employee Basic Details

**Step 1:**  
Select employee then click Basic Details

**Step 2:**  
Click view button.

**Step 3:**  
Select view option

**Step 4:**  
Click here to view

Click here to reset the fields

The screenshot shows the 'Training Institution Information System' interface. The top navigation bar includes a logo, the date 'May 2, 2012', 'Home', 'Logout', and the user 'User: Amo Mbeya'. The left sidebar contains a menu with categories like 'User account', 'Course', 'Institution', 'Employee', 'Student', 'Budget and Finance', 'Development Projects', 'Report Data', 'Reports', and 'Annual'. The 'Employee' category is expanded to show 'Basic Details', 'Education Details', and 'History Details'. The 'Basic Details' sub-menu is selected. The main content area has a search bar labeled 'Search Employee Records' and a 'View by' dropdown menu. The dropdown menu is open, showing options: 'Institution Name', 'Region', 'Employee Type', 'Education Level', and 'All' (which is selected). Below the dropdown are 'View' and 'Reset' buttons. The 'View' button is highlighted by a callout box. The 'Reset' button is also highlighted by a callout box. The 'View' button in the top right corner of the interface is also highlighted by a callout box.

## (ii) Adding Employee Education Details

Course  
Institution  
Employee  
Basic Details  
Education Details  
History Details  
Student  
Budget and Finance  
Development Projects  
Export Data  
Reports  
Manual  
Logout

Add Search Edit View

Add Education Details for . ANJA

Course Location: Zimbabwe

University/Institute/College Attended: Bulongwa Health Sc. Institute

Training Type: In-Service

Course Name:

Specialization: Medicine

Award/Education Level: Postgraduate Diploma

Course Sponsor: --SELECT--

Start Date:

End Date:

Save Data

**Step 1:**  
Select employee then click Education Details

**Step 2:**  
Select and Fill each Field as required

**Step 3:**  
Click here to save

### (iii) Adding Employee History Details

The screenshot displays the TIIS interface with the following elements:

- Header:** Ministry of Health and Social, TIIS Version 1.3, User Manual, May 2, 2012, Home, Logout, User: Amo Mbeya.
- Navigation:** Add, Search, Edit, View icons.
- Left Menu:** User account, Course, Institution, Employee (Basic Details, Education Details, History Details), Student, Budget and Finance, Development Project, Export Data, Reports.
- Main Form:** Add History Details for 1 CHACHA. Fields include History Type (dropdown), History (text), Start Date (text), Reason (text), and an Add button.

**Step 1:** Select employee then click History Details

**Step 2:** Select and Fill each field as required

**Step 3:** Click here to add history

## 2.7 Student Academics

### (i) Inserting multiple student progress

The screenshot displays the TIIS Version 1.3 interface. The header includes the Ministry of Health and Social Welfare logo, the date May 2, 2012, navigation buttons (Home, Logout), and the user name User: Amo Mbeya. The left sidebar contains a menu with categories like User account, Course, Institution, Employee, Student, Budget, Finance, and Development Projects. The main content area is titled 'Multiple students progress' and contains a form with the following fields:

- Institution name: AMO Mbe (dropdown)
- Admission year: 2011/2012 (dropdown)
- Course name: (dropdown)
- Progress level: 1st year (dropdown)
- Academic year: 2011/2012 (dropdown)
- Status: passed (dropdown)
- Remarks: (text area)

Buttons for 'Save' and 'Reset' are located at the bottom of the form. Four callout boxes provide instructions:

- Step 1:** Under students click on academics
- Step 2:** Click here to select multiple progress
- Step 3:** Select and specify each field as required
- Step 4:** Click here to save

## (ii) Updating Student Progress

The screenshot displays the 'Training Institution Information System' interface. The header includes the Ministry of Health and Social Welfare logo, the date 'May 2, 2012', and the user 'User: Amo Mbeya'. The main content area features a navigation menu on the left and a search form with the following fields: 'Reg. No.', 'Institution Name' (set to 'AMO Mbeya'), 'Admission Year' (set to '2011/2012'), and 'Course Name'. A 'Search' button with a green checkmark and a 'Reset' button are located below the form. The 'Update progress' tab is selected in the top navigation bar.

**Step 1:**  
Under students click on academics

**Step 2:**  
Click update progress button.

**Step 3:**  
Fill in Reg.No and Select each field as required to update progress

**Step 4:**  
Click this button to Search Student.

### (iii) Viewing Student Progress

File Edit View History Bookmarks Tools Help  
http://localhost/mohew/main.php?nav=AcaSearch  
Most Visited Getting Started Latest Headlines  
Training Institutions Information... Training Institutions Information System

User account  
Course  
Institution  
Employee  
Student Details  
Student  
Academics  
Appeals  
Budget and Finance  
Development Projects  
Part Data  
ts

Multiple students progress Single student progress Update progress Delete progress View

Institution Name: Centre for Educational Development in Health Arusha  
Course Name: Diploma in Health Personnel Education  
Admission Year: 2011/2012  
Year of Study: 1st year

Passed  
 Graduated  
 Discontinued  
 Postponed  
 Died  
 Upsconded  
 All

View Reset

**Step 1:**  
Under students click on academics

**Step 6:**  
Click here to view

Click here to reset the fields

**Step 5:**  
Select view option

**Step 3:**  
Select Institution Name and Course Name

**Step 4:**  
Select Admission Year and Year of Study

**Step 2:**  
Click View button.



## 2.8 Appeals

The screenshot displays the TIIS web application interface. At the top, the header includes the Ministry of Health and Social Welfare logo, the system name 'Training Institution Information System', the version 'TIIS Version 1.3', and a 'User Manual' link. Below the header, a navigation bar shows the date 'May 2, 2012', 'Home', 'Logout', and the user name 'User: Amo Mbeya'. A left sidebar contains a menu with categories like 'User account', 'Course', 'Institution', 'Employee', 'Student Details', 'Academics', 'Appeals', 'Budget and Finance', and 'Investment Projects'. The main content area is titled 'Change Status' and contains a form with the following fields: 'Reg. No.' (text input), 'Institution Name' (dropdown menu with 'AMO Mbeya' selected), 'Admission Year' (dropdown menu with '2011/2012' selected), and 'Course Name' (dropdown menu with 'Advanced Diploma in Clinical Medicine' selected). Below the form are 'Search' and 'Reset' buttons. Three callout boxes provide instructions: 'Step 1' points to the 'Appeals' menu item; 'Step 2' points to the form fields; and 'Step 3' points to the 'Search' button.

**Step 1:**  
Under students menu  
click on Appeals

**Step 2:**  
Fill in Reg. No. of a student  
who have appealed and  
select other fields as required

**Step 3:**  
Click here to search

Click here to reset the  
fields

## 2.9 Data entry for Budget and Finance

### (i) Add Objective

The screenshot displays the TIIS web interface. The browser title is 'Training Institutions Information System - Mozilla Firefox' and the URL is 'http://www.tis.go.tz/tis14/main.php?nav=objAdd'. The page header includes the Ministry of Health and Social Welfare logo, the system name 'Training Institution Information System', and the version 'TIIS Version 1.3'. A navigation menu on the left is expanded to 'Budget and Finance' > 'Objective'. The main content area features a form with the following elements:

- An 'Add Objective' button at the top of the form.
- Input fields for 'Objective name:' and 'Objective initial:'.
- An 'Add' button below the input fields.
- A 'Reset' button to the right of the 'Add' button.
- Navigation icons for 'Add', 'Update', 'Search', and 'View' at the top right.

Four callout boxes provide instructions:

- Step 1:** Under Budget and Finance, click Objective (pointing to the menu item).
- Step 2:** Click here to Add (pointing to the 'Add Objective' button).
- Step 3:** Specify objective name and initial as required (pointing to the input fields).
- Step 4:** Click here to add. (pointing to the 'Add' button).

Additional text: 'Click here to reset the fields' (pointing to the 'Reset' button).

## (ii) Add Target

**Step 1:**  
Under Budget and Finance, click on Target

**Step 2:**  
Click here add

**Step 3:**  
Fill in Target name and Select Target category as required.

**Step 4:**  
Click here to add.

Click here to reset the fields

### (iii) Add Semi Activity

The screenshot shows the TIIS Version 1.3 interface. The header includes the Ministry of Health and Social Welfare logo, the date April 12, 2012, and the user name AmoTanga. The left navigation menu is expanded to 'Budget and Finance', with 'Semi Activity' selected. The main form area contains the following fields:

- Institution Name: AMO Tanga
- Objective: Training and continuous professional development for improved performance
- Target: Skilled Human Resources for Health increased from the current level of 3.831 to 6.000 annually by June 2014
- Activity description: (empty text box)

Buttons for 'Add' and 'Reset' are located below the form. A toolbar at the top right contains 'Add', 'Update', 'Search', and 'View' buttons.

**Step 1:** Under Budget and Finance, click on Semi Activity

**Step 2:** Click here to add

**Step 3:** Select and specify each field as required

**Step 4:** Click here to save

## (iv) Add Items

The screenshot displays the TIIS web application interface. At the top, the browser title is "Training Institutions Information System - Mozilla Firefox" and the address bar shows "http://localhost/tis14/main.php?nav=ItemAdd". The page header includes the Ministry of Health and Social Welfare logo, the date "April 12, 2012", navigation links for "Home" and "Logout", and the user name "User: AmoTanga".

The main content area features a sidebar menu on the left with categories like "User account", "Course", "Institution", "Employee", "Student Details", and "Budget and Finance". Under "Budget and Finance", the "Items" option is highlighted. The main form is titled "Add Item" and contains the following fields and buttons:

- Step 1:** A callout box points to the "Items" option in the sidebar menu, with the text: "Under Budget and Finance, click Items".
- Step 2:** A callout box points to the "Add" button in the top right corner of the form, with the text: "Click here to add".
- Step 3:** A callout box points to the "Item description:", "Measurement unit:", and "Item code:" input fields, with the text: "Fill each field as required".
- Step 4:** A callout box points to the "Add" button at the bottom of the form, with the text: "Click here to save".

Other visible elements include a "Reset" button, a "Search" icon, and a "View" icon in the top right corner of the form area.

## v) Adding Full activity

The screenshot shows the Training Institutions Information System (TIIS) interface. The browser title is "Training Institutions Information System - Mozilla Firefox". The URL is "http://localhost/tis14/main.php?nav=SearchAct". The page header includes "Ministry of Health and Social Welfare", "Training Institution Information System", "TIIS Version 1.3", and "User Manual". The date is "April 12, 2012" and the user is "User: AmoTanga".

The interface features a left sidebar with a menu under "Budget and Finance" where "Full Activity" is selected. The main content area has a search box with the text "Search to add full activity". Below the search box, there is a "Search by:" section with two radio buttons: "Institution Name" (selected) and "All Institution". To the right of this section is a dropdown menu for "Institution Name" with "AMO Tanga" selected. Below the dropdown are "Edit" and "Reset" buttons. At the top right, there are "Add", "Update", "Search", and "View" buttons.

Four callout boxes provide instructions:

- Step 1:** Under Budget and Finance click Full Activity
- Step 2:** Select search option
- Step 3:** Click here to select Institution name
- Step 4:** Click here to edit the records

## vi) Set Item Cost

The screenshot displays the Training Institution Information System (TIIS) interface. The header shows the Ministry of Health and Social Welfare logo and the system name. The navigation menu on the left includes 'Budget and Finance' with a sub-item 'Set Item Cost'. The search form in the center has a search bar at the top, a search by dropdown menu with 'Institution Name' selected, an institution name dropdown menu with 'Centre for Educational Development in Health Arusha' selected, and 'Search' and 'Reset' buttons. Callout boxes provide instructions for each step:

- Step 1:** Under Budget and Finance click Set Item Cost
- Step 2:** Select search option
- Step 3:** Select Institution name
- Step 4:** Click here to search

## vii) Distribute Money

The screenshot shows the TIIS Version 1.3 interface. The top navigation bar includes 'Home', 'Logout', and 'User: cedha'. The left sidebar menu is expanded to 'Budget and Finance', with 'Distribute Money' selected. The main content area contains a search form with the following fields:

- Search Item to add Money** (input field)
- Search by:** (radio buttons for 'Institution Name' and 'All')
- Institution Name:** (dropdown menu showing 'Centre for Educational Development in Health Arusha')
- Academic year:** (dropdown menu showing '2002/2003')
- Search** and **Reset** buttons

Callout boxes provide the following instructions:

- Step 1:** Under Budget and Finance click Distribute Money
- Step 2:** Select search option
- Step 3:** Select Institution Name and Academic Year respectively
- Step 4:** Click here to Search

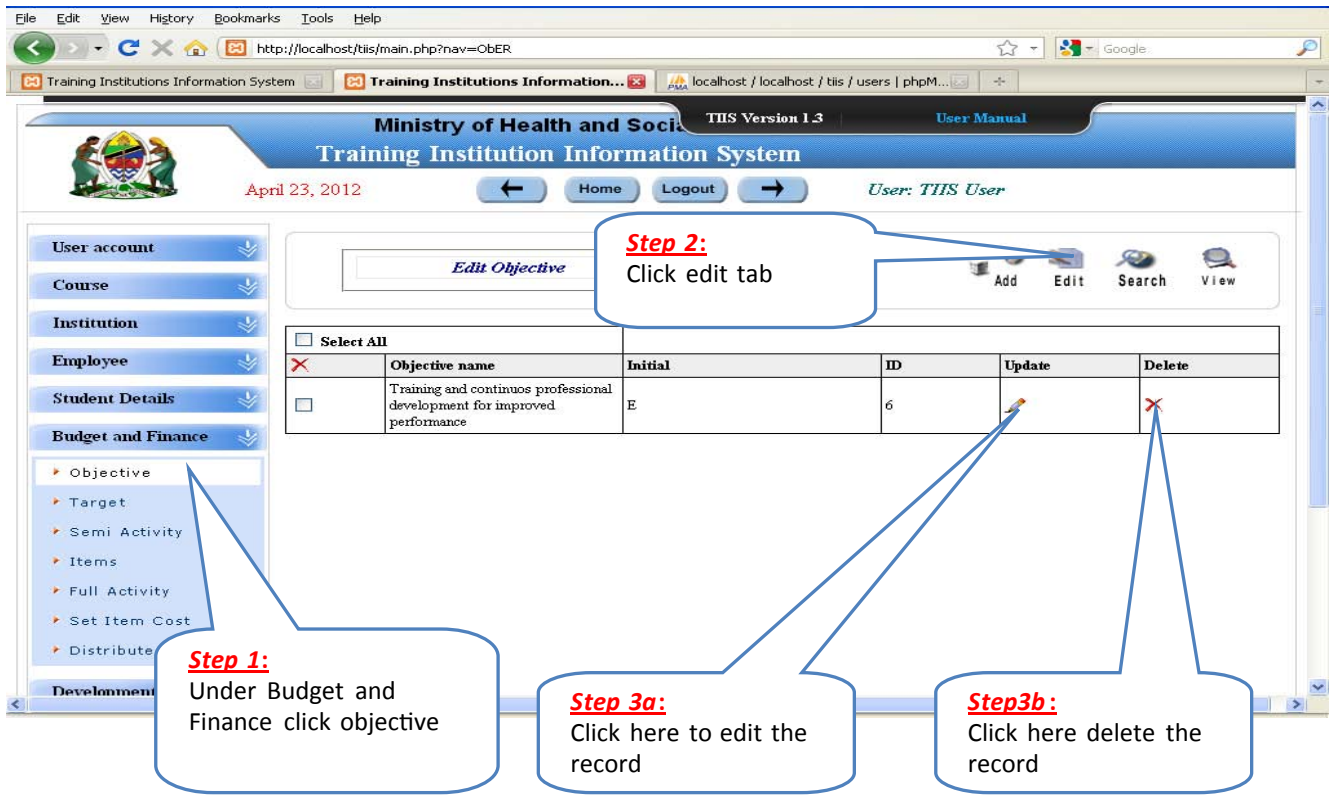


## viii) View of Added Record of the Categories under Budget and Finance

The screenshot displays the TIIS Version 1.3 interface. The header includes the Ministry of Health and Social Welfare logo and the date April 12, 2012. The user is logged in as AmoTanga. The left sidebar shows a navigation menu with categories like User account, Course, Institution, Employee, Student Details, Budget and Finance, Development Projects, Export Data, Reports, and Manual. The main content area features a search bar and a table of records. The table has columns for Select All, Institution Name, Objective, Target, Segment, Activity, Add Item, and Delete. A record for AMO Tanga is shown with an 'Add Item' button and a 'Delete' button. Two callout boxes provide instructions: 'Click here to add the record' pointing to the 'Add Item' button, and 'Click here to delete the records.' pointing to the 'Delete' button.

<input type="checkbox"/> Select All	Institution Name	Objective	Target	Segment	Activity	Add Item	Delete
<input type="checkbox"/>	AMO Tanga	Training and continuous professional development for improved performance	Skilled Human Resources for Health increased from the current level of 3,831 to 6,000 annually by June 2014	E01C01	Strengthening and support training in Health and social Welfare training Institutions		

## ix) Edit/Delete the Record under Budget and Finance



The screenshot shows the TIIS Version 1.3 interface. The header includes the Ministry of Health and Social Services logo, the date April 23, 2012, and the user name 'User: TIIS User'. The navigation menu on the left is expanded to 'Budget and Finance' > 'Objective'. The main content area shows a table with one record for 'Training and continuous professional development for improved performance'. The table has columns for 'Initial', 'ID', 'Update', and 'Delete'. Callout boxes provide the following instructions:

- Step 1:** Under Budget and Finance click objective
- Step 2:** Click edit tab
- Step 3a:** Click here to edit the record
- Step 3b:** Click here delete the record

<input type="checkbox"/>	Objective name	Initial	ID	Update	Delete
<input checked="" type="checkbox"/>	Training and continuous professional development for improved performance	E	6		

## x) Search an Existing Record under Budget and Finance

The screenshot displays the TIIS Version 1.3 interface. The header includes the Ministry of Health and Social Welfare logo, the date April 23, 2012, and navigation buttons for Home and Logout. The user is logged in as 'TIIS User'. The left sidebar shows a menu with 'Budget and Finance' expanded to 'Semi Activity'. The main content area has a search bar labeled 'Search Semi Activity' and a 'Search' button. A dropdown menu for 'Institution Name' is open, showing 'Centre for Educational Development in Health Arusha'. A 'Reset' button is also visible. Four callout boxes provide instructions: Step 1 points to 'Semi Activity' in the sidebar; Step 2 points to the 'Search' button; Step 3 points to the selected institution name in the dropdown; and Step 4 points to the 'Search' button.

**Step 1:**  
Under Budget and Finance Click Semi Activity

**Step 2:**  
Click on Search

**Step 3:**  
Select Institution Name

**Step 4:**  
Click here to search the record

Click here to reset the record.

## 2.10 Data Entry under Development Project

### (i) Adding Project

The screenshot displays the 'Training Institution Information System' web application. The browser window shows the URL `http://localhost/bis14/main.php?nav=AddP`. The system header includes the date 'April 12, 2012', navigation links for 'Home' and 'Logout', and the user name 'User: AmoTanga'. The left sidebar menu is expanded to 'Development Projects', with 'Projects' selected. The main form area is titled 'Add Projects' and contains the following fields:

- Institution Name: AMO Tanga (dropdown)
- Financial Year: 2002/2003 (dropdown)
- Project Name: (text input)
- Type of Projects: Construction (dropdown)
- Project Cost/Budget: (text input)
- Expected Start: Date (text input) with a 'select' button
- Expected Completion Date: (text input) with a 'select' button
- Type of Project Sponsor: Government (dropdown)
- Sponsor Name: (text input)

At the bottom of the form are 'Add' and 'Reset' buttons. Callout boxes provide the following instructions:

- Step 1:** Under Development Projects click on Projects
- Step 2:** Click here to add (pointing to the 'Add Projects' header)
- Step 3:** Select and specify each field as required.
- Step 4:** Click here to save (pointing to the 'Add' button)
- Click here to reset the fields. (pointing to the 'Reset' button)

## (ii) Adding Contractor

The screenshot shows a web application interface for adding a contractor. On the left is a navigation menu with categories like 'User account', 'Course', 'Institution', 'Employee', 'Student Details', 'Budget and Finance', and 'Development Projects'. Under 'Development Projects', 'Contractors' is selected. The main content area has a title 'Add Contractor' and a toolbar with 'Add', 'Update', 'Search', and 'View' buttons. Below the toolbar is a form with fields for 'Contractor Name', 'Region' (set to 'Arusha'), 'District' (set to 'Arumeru'), and 'Postal Address'. There are 'Save' and 'Reset' buttons at the bottom of the form. Four callout boxes provide instructions: Step 1 points to the 'Contractors' menu item; Step 2 points to the 'Add' button; Step 3 points to the form fields; and Step 4 points to the 'Save' button.

**Step 1:**  
Under Development Project Select Contractors

**Step 2:**  
Click here to add

**Step 3:**  
Select and specify each field as required.

**Step 4:**  
Click here to save

Contractor Name:

Region:

District:

Postal Address:

Navigation Menu:

- User account
- Course
- Institution
- Employee
- Student Details
- Budget and Finance
- Development Projects
  - Projects
  - Contractors
  - Contracts
  - Progress
  - Payments
- Export Data
- Reports

Toolbar: Add, Update, Search, View

Windows Taskbar: Zain e-GO, data, NEW VOLUME (I:), Training Institution..., 4 Microsoft Offic..., 12:40 PM

### (iii) Adding contracts

The screenshot shows the TIIS web application interface. The browser title is "Training Institutions Information System - Mozilla Firefox" and the URL is "http://localhost/tis14/main.php?nav=AddCT". The page header includes the Ministry of Health and Social Welfare logo, the date "April 12, 2012", and the version "TIIS Version 1.3". A left sidebar contains a navigation menu with categories like "User account", "Course", "Institution", "Employee", "Student Details", "Budget and Finance", "Development Projects", "Export Data", and "Reports". The "Development Projects" section is expanded, showing sub-items: "Projects", "Contractors", "Contracts", "Progress", and "Payments". The "Contracts" item is highlighted. The main content area features an "Add Contract" button and a search form. The search form includes a "Search by:" dropdown menu with options: "Institution Name" (selected), "Type of Sponsor", and "All". Below this are input fields for "Institution Name" (containing "AMO Tanga") and "Financial Year" (containing "2011/2012"). There are "Search" and "Reset" buttons. Four callout boxes provide instructions: "Step 1: Under Development Project click contracts" points to the "Contracts" menu item; "Step 2: Select search option" points to the "Institution Name" radio button; "Step 3: Select Institution Name and Financial Year respectively." points to the "Institution Name" and "Financial Year" dropdowns; and "Step 4: Click here to search" points to the "Search" button. A fifth callout box, "Click here to reset the fields", points to the "Reset" button.

**Step 1:**  
Under Development Project click contracts

**Step 2:**  
Select search option

**Step 3:**  
Select Institution Name and Financial Year respectively.

**Step 4:**  
Click here to search

Click here to reset the fields

## (iv) Adding Progress

The screenshot shows the Training Institution Information System (TIIS) interface. The header includes the Ministry of Health and Social Welfare logo, the system name, version (1.3), and user manual link. The user is logged in as 'cedha' on May 1, 2012. The left navigation menu has 'Development Projects' expanded to 'Progress'. The main area has an 'Add Project Progress' button and a search form. The search form has radio buttons for 'Institution Name', 'Type of Sponsor', and 'All'. The 'Institution Name' dropdown is set to 'Centre for Educational Development in Health Arusha' and the 'Financial Year' dropdown is set to '2011/2012'. There are 'Search' and 'Reset' buttons. Four callout boxes provide instructions: Step 1 points to 'Progress' in the menu; Step 2 points to the 'Add Project Progress' button; Step 3 points to the 'Institution Name' and 'Financial Year' dropdowns; Step 4 points to the 'Search' button.

**Step 1:**  
Under Development Project click Progress

**Step 2:**  
Select search option to add progress.

**Step 3:**  
Select Institution Name and Financial Year respectively.

**Step 4:**  
Click here to search

Click here to reset the fields

## (v) Adding Payments

The screenshot shows the TIIS interface with the following elements:

- Header:** Ministry of Health and Social Welfare, Training Institution Information System, TIIS Version 1.3, User Manual.
- Navigation:** May 1, 2012, Home, Logout, User: cedha.
- Left Menu:** User account, Course, Institution, Employee, Student Details, Budget and Finance, Development Projects (Projects, Contractors, Contracts, Progress, Payments), Export Data.
- Search Form:** Search by:  Institution Name,  Type of Sponsor,  All. Institution Name: Centre for Educational Development in Health Arusha. Financial Year: 2011/2012. Search, Reset buttons.
- Toolbar:** Add, Edit, Search, View.

**Step 1:** Under Development Project click Payments

**Step 2:** Select search option to add payment

**Step 3:** Select Institution Name and Financial Year respectively.

**Step 4:** Click here to search

Click here to reset the fields



## (vi) Edit /Delete the Record under Development Project

Ministry of Health and Social Services  
Training Institution Information System  
TIIS Version 1.3  
User Manual  
April 23, 2012  
Home Logout  
User: TIIS User

**Step 1:**  
Under Development Project select contractors

**Step 2:**  
Click Edit tab

Click here to edit the record

Click here to delete the record

<input type="checkbox"/> Select All	Contractor Name	Postal Address	District	Region	Update	Delete
<input checked="" type="checkbox"/>	Filter: <input type="text"/>		Filter: All	Filter: All		
<input type="checkbox"/>	Kwanza Construction LTD	P.O BOX 234	Ilala	Dar es Salaam		
<input type="checkbox"/>	Glagoli	P.O BOX 4566	Monduli	Arusha		
<input type="checkbox"/>	dfsdg	P.O BOX 89999	Arumeru	Arusha		
<input type="checkbox"/>	Pamba Engineering Co. LTD	P.O BOX 3560	Geita	Mwanza		

Showing results 1 to 4 of 4

## (vii) View the Record under Development project

The screenshot displays the TIIS Version 1.3 interface. The header includes the Ministry of Health and Social Welfare logo, the date April 23, 2012, and navigation buttons for Home, Logout, and User Manual. The user is logged in as 'TIIS User'. The left sidebar contains a menu with 'Development Projects' expanded to show 'Contractors'. The main content area has a 'View Contractor' tab and a 'View by:' section with radio buttons for 'Region' and 'All' (selected). Below this are 'View' and 'Reset' buttons. Four callouts provide instructions: Step 1 points to 'Contractors' in the sidebar; Step 2 points to the 'View' button in the top right; Step 3 points to the 'All' radio button; and Step 4 points to the 'View' button at the bottom.

**Step 1:**  
Under Development Project select contractors

**Step 2:**  
Click View tab

**Step 3:**  
Select View option

**Step 4:**  
Click here to view the record

Click here to reset the record.

## Part 3: How to generate different kind of Report

### 3.1 Institution Reports

#### (i) Generate Institution Contact by Course Report

**Training Institution Information System**

May 2, 2012   Home   Logout   User: AmoTanga

**Generate Institution Contacts By Courses Report**

Generate Report By:

- Course
- Training type

Course: --select--

Generate

**Step 1:**  
Click Reports then Institution

**Step 2:**  
Click on Institution Contacts

**Step 3:**  
Select one of the criteria to generate report

**Step 4:**  
Select Course to view Institution Contacts

**Step 5:**  
Click here to generate report

## (ii) Generate Institution Report Zonewise

The screenshot displays the 'Training Institution Information System' interface. At the top, there is a header with the system name, a date field showing 'May 2, 2012', navigation buttons for 'Home' and 'Logout', and a user profile for 'User: AmoTanga'. Below the header is a navigation menu with tabs for 'Institution contacts', 'Institutions in zone', 'Institutions per zone', 'Institution capacity', and 'Ownership Type'. The 'Institutions in zone' tab is selected. On the left side, there is a vertical menu with categories like 'User account', 'Course', 'Institution', 'Employee', 'Student Details', 'Budget and Finance', 'Development Projects', 'Export Data', and 'Reports'. The 'Reports' category is expanded, showing sub-items like 'Institution', 'Course', 'Employee', 'Bud', 'Dev', and 'Cov'. The main content area is titled 'Generate Institutions By Zone Report' and contains a form with a 'Select Zone' label, a dropdown menu with '--Select--', and a 'Generate' button. Four callout boxes with blue borders and white backgrounds provide instructions: 'Step 1: Click Reports then Institution', 'Step 2: Click Institution in Zone tab.', 'Step 3: Select Zone to view Institution', and 'Step 4: Click here to generate report'. Blue lines connect the callout boxes to the corresponding elements in the interface.

**Step 1:**  
Click Reports then Institution

**Step 2:**  
Click Institution in Zone tab.

**Step 3:**  
Select Zone to view Institution

**Step 4:**  
Click here to generate report

### (iii) Generate Institution Report by Institution Capacity



- User account
- Course
- Institution
- Employee
- Student Details
- Budget and Finance
- Development Projects
- Export Data
- Reports
  - Institution
  - Course
  - Employee
  - Budget and Finance
  - Development Projects
  - Coverage

- Institution contacts
- Institutions in zone
- Institutions per zone
- Institution capacity
- Ownership Type

#### Search for Institution Capacity

Name of the Institution:	AMO Tanga
Academic Year:	009/2010
<input type="button" value="Generate Report"/>	

**Step 1:**  
Click Reports then Institution

**Step 4:**  
Click here to generate report

**Step 3:**  
Select Institution Name and corresponding Academic Year.

**Step 2:**  
Click Institution Capacity tab

## (iv) Generate Institution Report by Ownership Type

The screenshot displays the 'Training Institution Information System' interface. The user is logged in as 'User: AmoTanga'. The main navigation menu on the left includes 'User account', 'Course', 'Institution', 'Employee', 'Student Details', 'Budget and Finance', 'Development Projects', 'Export Data', and 'Reports'. The 'Reports' menu is expanded, showing 'Institution', 'Course', 'Employee', 'Budget and Finance', and 'Development Project'. The 'Institution' report is selected, and the 'Ownership Type' tab is active. The 'Generate Report by:' section has 'Ownership Type' selected. The 'Select:' dropdown is set to 'Government' and the 'Select Region' dropdown is set to 'All'. The 'Generate' and 'Reset' buttons are visible. Five callout boxes provide step-by-step instructions: Step 1 (Reports > Institution), Step 2 (Ownership Type tab), Step 3 (Ownership Type criteria), Step 4 (Ownership type and Region selection), and Step 5 (Generate Report button).

**Step 1:** Click on Reports then institution

**Step 2:** Click Ownership type tab

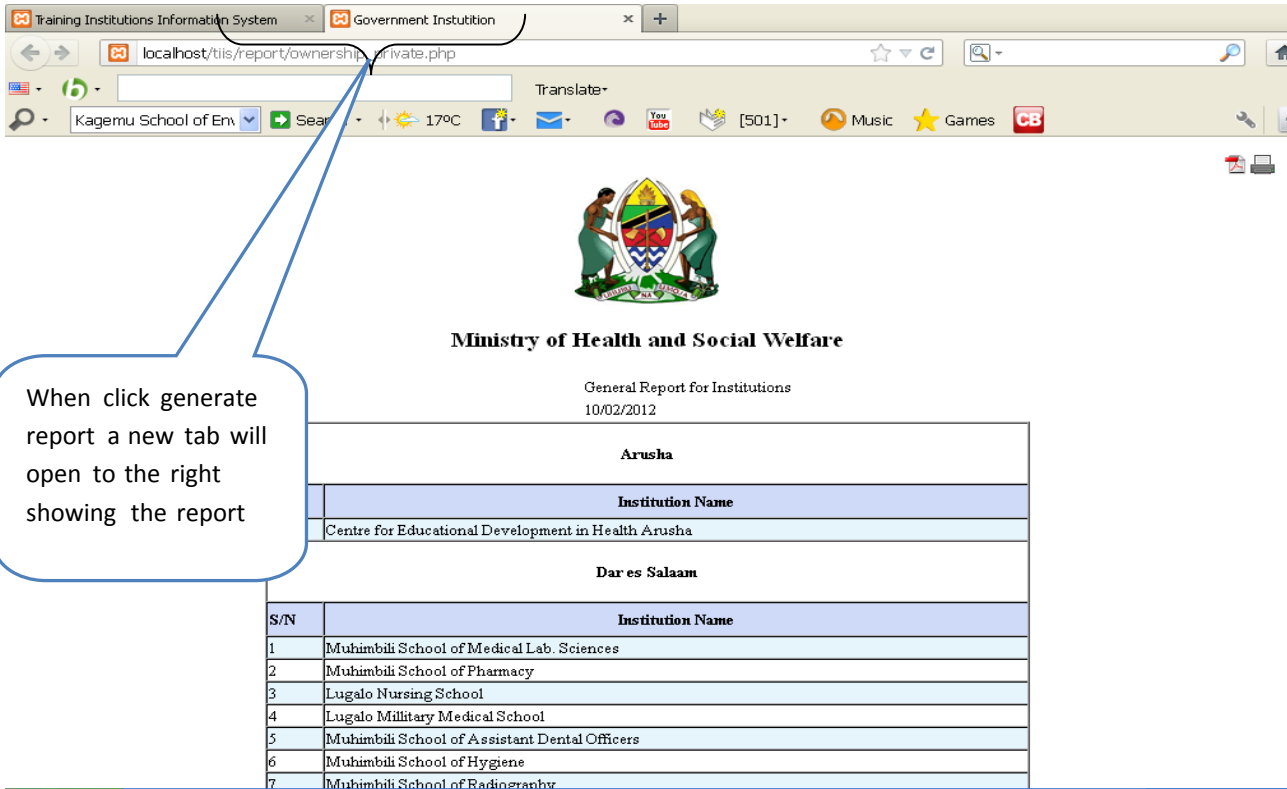
**Step 3:** Select one of the criteria to generate report

**Step 4:** Select Ownership type and Region.

**Step 5:** Click here to generate report

Click here to reset the fields

## (v) View of Institution Report by Ownership




When click generate report a new tab will open to the right showing the report

Training Institutions Information System x Government Institution x +

localhost/tiis/report/ownership/private.php

Kagemu School of Env Search 17°C



**Ministry of Health and Social Welfare**

General Report for Institutions  
10/02/2012

**Arusha**

Institution Name	
	Centre for Educational Development in Health Arusha

**Dar es Salaam**

S/N	Institution Name
1	Muhimbili School of Medical Lab. Sciences
2	Muhimbili School of Pharmacy
3	Lugalo Nursing School
4	Lugalo Military Medical School
5	Muhimbili School of Assistant Dental Officers
6	Muhimbili School of Hygiene
7	Muhimbili School of Radiography

## 3.2 Generating Course Reports

### (i) Generating Report for Courses

The screenshot displays the 'Training Institution Information System' interface. At the top, there is a header with the system name, the date 'May 2, 2012', navigation buttons for 'Home' and 'Logout', and the user name 'User: AmoTanga'. On the left, a vertical menu lists various system sections: 'User account', 'Course', 'Institution', 'Employee', 'Student Details', 'Budget and Finance', 'Development Projects', 'Export Data', and 'Reports'. The 'Reports' section is expanded, showing sub-items: 'Institution', 'Course', 'Employee', 'Budget and Finance', and 'Development Project'. The main content area is titled 'Report for Courses' and contains a form for generating reports. The form includes a 'Generate Report by:' section with three radio button options: 'Ownership Type' (selected), 'Distribution:', and 'Course:'. To the right of these options are two dropdown menus: 'Select:' with 'Government' selected, and 'Select Course:' with 'Advanced Diploma in Clinical Medicine' selected. Below the form are 'Generate' and 'Reset' buttons. Four callout boxes provide instructions: 'Step 1' points to the 'Reports' menu; 'Step 2' points to the 'Ownership Type' radio button; 'Step 3' points to the 'Select' and 'Select Course' dropdown menus; and 'Step 4' points to the 'Generate' button.

**Step 1:**  
Click on Reports then course

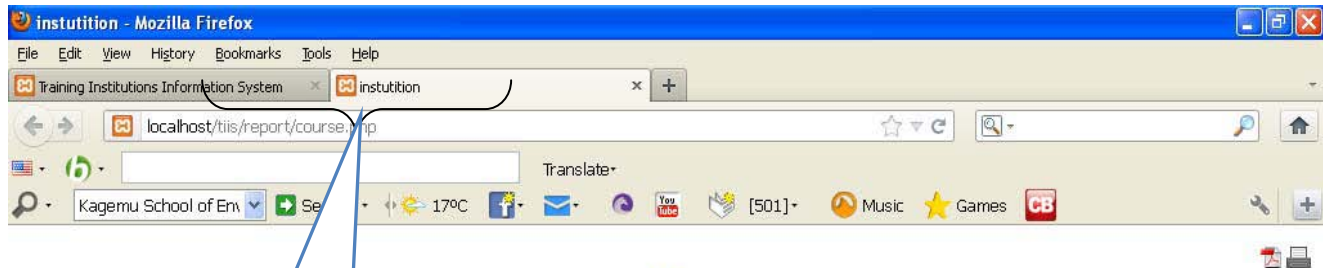
**Step 2:**  
Select one of these criteria

**Step 3:**  
Select each field as required to view courses

**Step 4:**  
Click here to generate reports



## (ii) View of Generated Course Report



On clicking generate button, a new tab to the right will open showing the report



### Ministry of health and Social Welfare

COURSES DISTRIBUTION COUNTRY  
WIDE  
09/02/2012

Government Institutions						
S/N	Region	Institution Name	Course Name	Service Category	Course Level	Course Duration
1	Mbeya	AMO Mbeya	Advanced Diploma in Clinical Medicine	In-Service	Advanced Diploma	2
2	Tanga	AMO Tanga	Advanced Diploma in Clinical Medicine	In-Service	Advanced Diploma	2
3	Mwanza	Bugando AMO	Advanced Diploma in Clinical Medicine	In-Service	Advanced Diploma	2
4	Kilimanjaro	KCMC AMO General	Advanced Diploma in Clinical Medicine	In-Service	Advanced Diploma	2
5	Dar es Salaam	Lugalo Military Medical School	Advanced Diploma in Clinical Medicine	In-Service	Advanced Diploma	2
6	Morogoro	Training Centre for International Health-(TTCIH) Ifakara	Advanced Diploma in Clinical Medicine	In-Service	Advanced Diploma	2

### 3.3 Employee Reports

#### (i) Generating Employee Staff Status Report

**Ministry of Health and Social Welfare**  
**Training Institution Information System**

TIIS Version 1.3 User: Ma...  
May 2, 2012 Home Logout User: Amo T...

Staff status | Retirement status | Employment status | Records Report | Aggregated Reports | Other Reports |

**Step 1:**  
Click on Reports then Employee

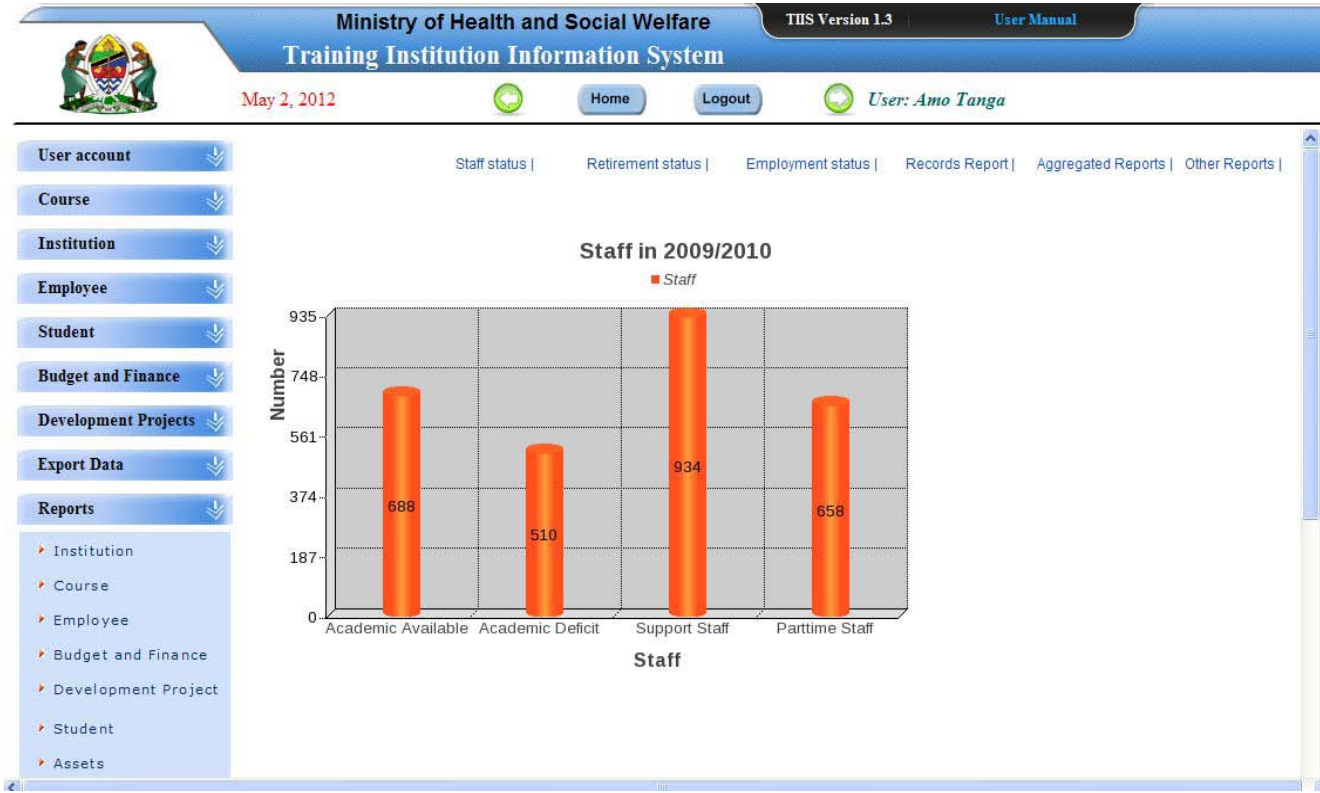
**Step 2:**  
Click Staff Status tab

**Step 3:**  
Select your Institution and Academic year

**Step 4:**  
Click here to generate the report

Name of the Institute:	All
Academic Year:	09/2010
<input type="button" value="Generate Report"/>	

## (ii) View of Employee Staff Status Report



### (iii) Generating Employee Retirement Status Report

**Training Institution Information System**  
May 2, 2012 | Home | Logout | User: cedha

Staff status | **Retirement status** | Employment status | Records Report | Aggregated Reports | Other Reports

#### Number of Employee Retirements in 10 Years

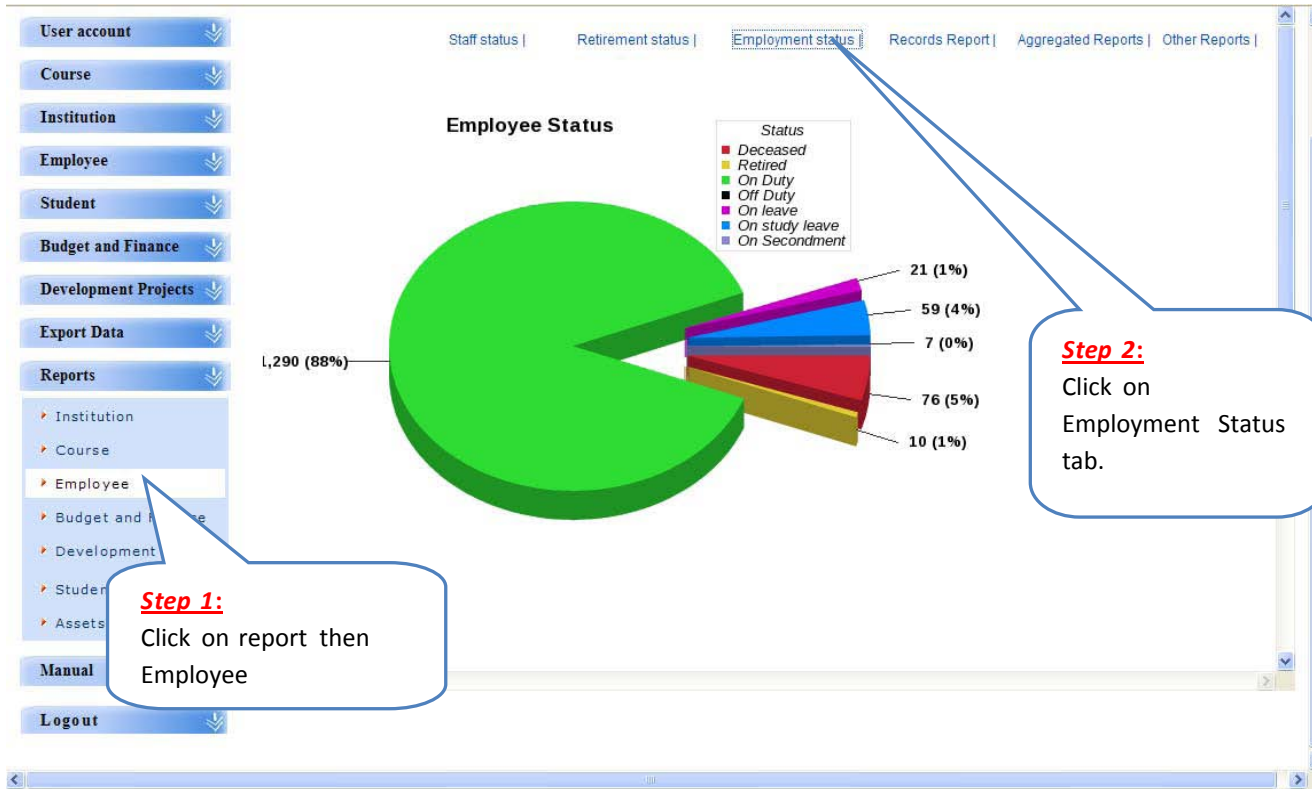
■ Number of Employees

Year	Number of Employees
2012	46
2013	46
2014	53
2015	33
2016	44
2017	33
2018	48
2019	50
2020	52
2021	26

**Step 1:**  
Click on Reports then Employee

**Step 2:**  
Click on Retirement Status tab.

## (iv) Generating Employment Status Report



## (v) Generating Employee Aggregate Report

**Step 2:**  
Click Aggregate Report tab

Welfare Management System | TIIS Version 1.3 | User Manual

User: mage

Staff status | Retirement status | Employment status | Records Report | Aggregated Reports | Other Reports

User account | Course | Institution | Employee | Student | Budget and Finance | Projects | Export Data | Reports

Aggregated Reports

Select Institution:\* | Tukuyu School of Nursing

Fields One:\* | Education Level

Field Two:\* | Sex

Type of Graph:\* | Bar Graph

Generate Report

**Step 1:**  
Click on Reports then Employee

**Step 3:**  
Click here to select Institution.

**Step 4:**  
Select each field as required

**Step 5:**  
Click here to generate report.

## (vi) View of Generated Aggregate Report



**Ministry of Health and Social Welfare**  
**Training Institution Information System**

TIIS Version 1.3    [User Manual](#)

April 23, 2012
Home
Logout
User: *mage*

---

Staff status |
Retirement status |
Employment status |
Records Report |
Aggregated Reports |
Other Reports |

**User account** ▾

**Course** ▾

**Institution** ▾

**Employee** ▾

**Student** ▾

**Budget and Finance** ▾

**Projects** ▾

**Export Data** ▾

**Reports** ▾

- ▶ Institution
- ▶ Course
- ▶ Employee
- ▶ Budget and Finance
- ▶ Development Project

**Education Level with Sex cross tabulation - Health Training Institutions**

Primary School		Secondary School		Adv. Secondary School		Certificate		Diploma		Bachelor Degree		Adv. Diploma		Masters Degree		PhD		Postgraduate Diploma	
Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
1	2	4	4	0	0	1	0	0	0	0	0	4	1	0	0	0	0	0	0

Export to Excel

Education Level-Tukuyu School of Nursing



Education Level	Female	Male
Primary School	1	2
Secondary School	4	4
Secondary School	0	0
Certificate	1	0
Diploma	0	0
Bachelor Degree	0	0
Adv. Diploma	4	1
Masters Degree	0	0
PhD	0	0
Postgraduate Diploma	0	0

Done
One paused download

## 3.4 Student Reports

### i) Generating Student Enrollment Report

The screenshot displays the TIIS web application interface. At the top, the header includes the Ministry of Health and Social Welfare logo, the system name 'Training Institution Information System', the version 'TIIS Version 1.3', and a 'User Manual' link. The date 'May 3, 2012' and the user 'User: Amo Tanga' are also visible. A navigation menu on the left lists various categories, with 'Reports' expanded to show 'Student'. The main content area features a 'Search for Enrollment Report' form with fields for 'Name of the Institution' (set to 'AMO Tanga') and 'Academic Year' (set to '2010/2011'), and a 'Generate Report' button. Four callout boxes provide step-by-step instructions: Step 1 points to the 'Reports' and 'Student' menu items; Step 2 points to the 'Enrollment Report' tab; Step 3 points to the dropdown menus for institution and year; and Step 4 points to the 'Generate Report' button.

**Step 1:**  
Click on Reports then Student

**Step 2:**  
Click on Enrolment Report tab

**Step 3:**  
Select Institution name and Academic year

**Step 4:**  
Click here to generate report



## (ii) Generating Student Enrollment Status Report

The screenshot displays the TIIS web application interface. At the top, the header includes the Ministry of Health and Social Welfare logo, the system name 'Training Institution Information System', the version 'TIIS Version 1.3', and a 'User Manual' link. The date 'May 3, 2012' and the user 'User: Amo Tanga' are also visible. A navigation menu on the left lists various categories, with 'Reports' expanded to show 'Student'. The main content area features several tabs: 'Enrollment Report', 'Enrollment Status', 'Enrollment Report to Excel', 'Graduate Status', 'Graduate Projection', and 'Absorption'. The 'Enrollment Status' tab is active, showing a form with an 'Academic Year' dropdown set to '2010/2011' and a 'Generate Report' button. Three callout boxes provide instructions: 'Step 1' points to the 'Student' option in the Reports menu; 'Step 2' points to the 'Enrollment Status' tab; and 'Step 3' points to the 'Generate Report' button.

**Step 1:**  
Click on Reports then Student

**Step 2:**  
Click Enrolment status tab.

**Step 3:**  
Select academic year then click generate report button.

### (iii) Generating Student Graduate Status Report

The screenshot displays the Ministry of Health and Social Welfare Training Institution Information System interface. The header includes the logo, the date 'May 3, 2012', and user information 'User: Amo Tanga'. The main navigation menu on the left lists various categories, with 'Reports' expanded to show 'Student' selected. The main content area shows a navigation bar with 'Graduate Status' selected, and a bar chart titled 'Graduates in Nursing and Others' for the academic years 2009/2010 and 2010/2011. The chart compares 'Nursing' (green bars) and 'Others' (blue bars) graduates. A callout box points to the 'Student' menu item with the instruction 'Step 1: Click on Reports then Student'. Another callout box points to the 'Graduate Status' menu item with the instruction 'Step 2: Click here to generate graduate status report'.

Academic Year	Nursing	Others
2009/2010	1,987	1,956
2010/2011	2,122	1,910

## (iv) Generating Student Graduate Projection Report

Ministry of Health and Social Welfare  
Training Institution Information System

TIIS Version 1.3 User Manual

May 3, 2012 Home Logout User: Amo Tanga

User account  
Course  
Institution  
Employee  
Student  
Budget and Finance  
Development Projects  
Export Data  
Reports  
Institution  
Course  
Employee  
Budget and Finance  
Development Project  
Student  
Assets

Enrollment Report Enrollment Status Enrollment Report to Excel Graduate Status Graduate Projection Absorption

### Graduates Projection

Number

Academic Year

Graduates

Academic Year	Number of Graduates
2009/2010	4,063
2010/2011	4,032
2011/2012	4,913
2012/2013	5,414
2013/2014	5,506

**Step 1:**  
Click on Reports then Student

**Step 2:**  
Click here to generate graduate projection report

## (v) Generating Student Absorption Report

The screenshot displays the Ministry of Health and Social Welfare Training Institution Information System (TIIS) interface. The header includes the logo, the date "May 3, 2012", and the user "User: Amo Tanga". The main navigation menu on the left lists various categories, with "Reports" expanded to show "Student". The main content area features a tabbed interface with "Absorption" selected. A form for generating the report is visible, with a "Graduation Year" dropdown set to "2011" and a "Generate Report" button. Two callout boxes provide instructions: "Step 1: Click on Reports then Student" and "Step 2: Select graduation year then click generate report tab."

Ministry of Health and Social Welfare  
Training Institution Information System

TIIS Version 1.3 User Manual

May 3, 2012 Home Logout User: Amo Tanga

User account  
Course  
Institution  
Employee  
Student  
Budget and Finance  
Development Projects  
Export Data  
Reports  
Institution  
Course  
Employee  
Budget and Finance  
Development Project  
Student  
Assets

Enrollment Report Enrollment Status Enrollment Report to Excel Graduate Status Graduate Projection Absorption

Graduation Year: 2011  
Generate Report

**Step 1:**  
Click on Reports then Student

**Step 2:**  
Select graduation year then click generate report tab.

## 3.5 Assets Reports

### i) Generating Asset Status Report

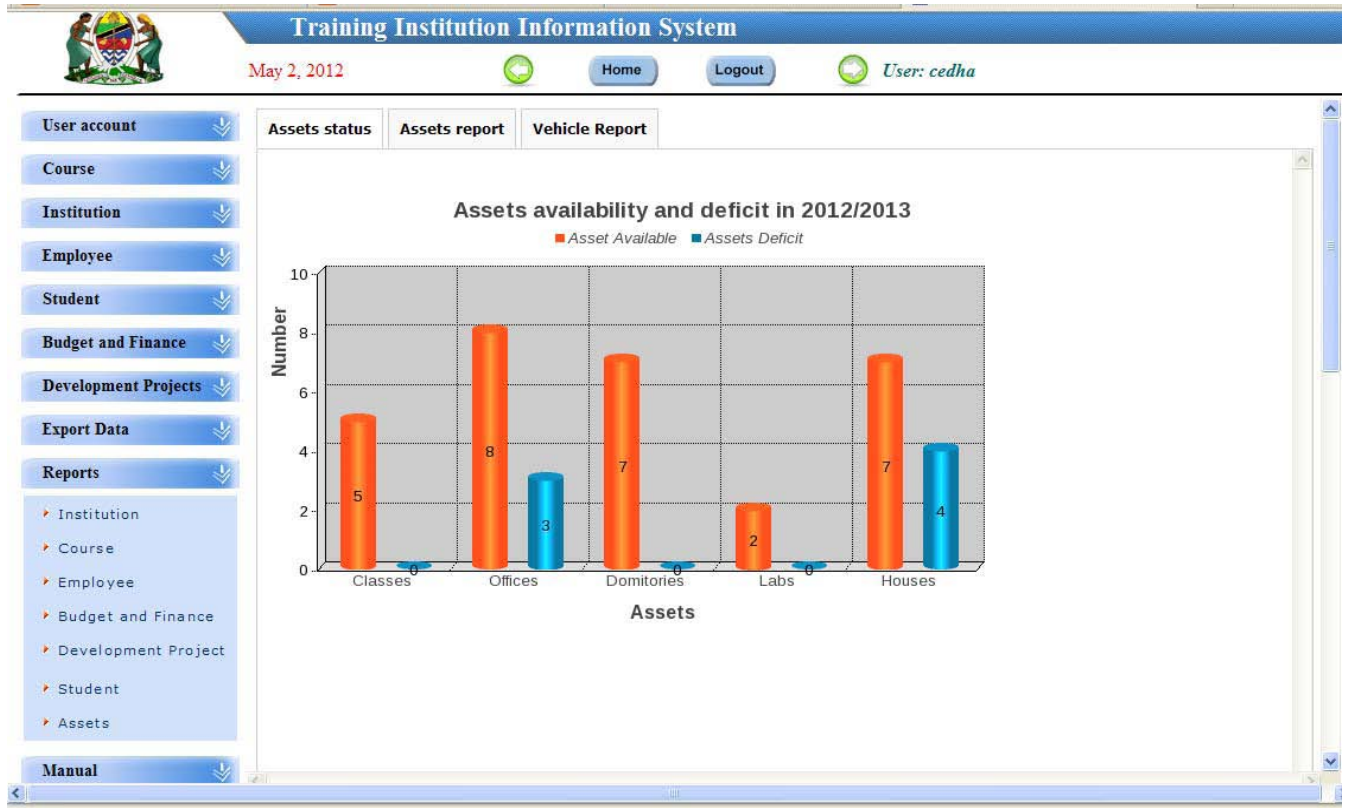
**Step 1:**  
Click on Reports then Asset

**Step 2:**  
Click on Asset Status tab

**Step 3:**  
Select each field as required.

**Step 4:**  
Click here to generate report

## (ii) View of Generated Asset Status Report



### (iii) Generating Vehicle Report

The screenshot displays the 'Training Institution Information System' interface. At the top, there is a header with the system name, the date 'May 2, 2012', and user information 'User: cedha'. A navigation menu on the left includes options like 'User account', 'Course', 'Institution', 'Employee', 'Student', 'Budget and Finance', 'Development Projects', 'Export Data', 'Reports', and 'Manual'. The 'Reports' section is expanded, showing sub-options for 'Institution', 'Course', 'Employee', 'Budget and Finance', 'Development Project', 'Student', and 'Assets'. The 'Assets' option is selected. The main content area shows three tabs: 'Assets status', 'Assets report', and 'Vehicle Report'. The 'Vehicle Report' tab is active, displaying a form titled 'Search Vehicles Report By Institution'. The form contains a text input field labeled 'Select Institution' and a dropdown menu with the text '---Select---'. A 'Submit' button is located below the dropdown. Three callout boxes provide instructions: 'Step 1: Click on Reports then Asset', 'Step 2: Click Vehicle Report tab.', and 'Step 3: Select Institution to view report then click submit button.'

**Step 1:**  
Click on Reports  
then Asset

**Step 2:**  
Click Vehicle Report  
tab.

**Step 3:**  
Select Institution to  
view report then  
click submit button.

## 3.6 Budget and Finance Report

### i) Generate Budget and Finance Report

The screenshot shows the Training Institutions Information System (TIS) interface. The browser title is "Training Institutions Information System - Mozilla Firefox". The address bar shows the URL "http://localhost/tis14/main.php?nav=BuFi". The page header includes the date "April 12, 2012", navigation buttons for "Home" and "Logout", and the user name "User: AmoTanga".

The left sidebar contains a navigation menu with the following items:

- User account
- Course
- Institution
- Employee
- Student Details
- Budget and Finance
- Development Projects
- Export Data
- Reports
  - Institution
  - Course
  - Employee
  - Student
  - Assets
  - Budget and Finance
  - Development Project
  - Coverage
- Manual
- Logout

The main content area displays the "Budget and Finance Report" section. It includes a "Financial Year:" label followed by a dropdown menu showing "2011/2012". Below the dropdown are two buttons: "Generate Report" and "Reset".

Callout boxes provide the following instructions:

- Step 1:** Click on Reports then Budget and Finance
- Step 2:** Select respective financial year
- Step 3:** Click here to generate report
- Click here to reset the field



## (ii) View of Generated Budget and Finance Report

(Segment 2) Performance Budget Codes	Activity Description	Segment 4 (GFS Code)	Description Code	Measurement	Unit Cost	Annual Budget Estimates 2011/2012			
						No. of Units	Estimates	Allocated	Balance
Institution: AMO Tanga									
Objective: Training and continuous professional development for improved performance									
Target: Skilled Human Resources for Health increased from the current level of 3,831 to 6,000 annually by June 2014									
E01C01	Strengthening and support training in Health and social Welfare training Institutions	210104	Teachers	person	500000.00	9.00	4500000.00	2000000.00	2500000.00
		210301	Leave Travel	person	300000.00	9.00	2700000.00	1600000.00	1100000.00
<b>Sub Total</b>							<b>7200000.00</b>	<b>3600000.00</b>	<b>3600000.00</b>
Institution: A3 School of Nursing									
Objective: Training and continuous professional development for improved performance									
Target: Skilled Human Resources for Health increased from the current level of 3,831 to 6,000 annually by June 2014									
	Strengthening and support training in Health and social Welfare training Institutions	210104	Teachers	person	400000.00	48.00	19200000.00	5000000.00	14200000.00
		210301	Leave Travel	person	250000.00	12.00	3000000.00	2000000.00	1000000.00
<b>Sub Total</b>							<b>22200000.00</b>	<b>7000000.00</b>	<b>15200000.00</b>

On clicking generate report button, a new tab to the right will open showing the report

## 3.7 Development Project Report

### i) Generate Development Project Report

The screenshot displays the TIIS web application interface. The header shows the Ministry of Health and Social Welfare logo, the date April 12, 2012, and the user name User: AmoTanga. The main content area is titled "Development Project Report".

**Step 1:** Click on Reports then Development Project

**Step 2:** Select search option to view the report

**Step 3:** Select each field as required

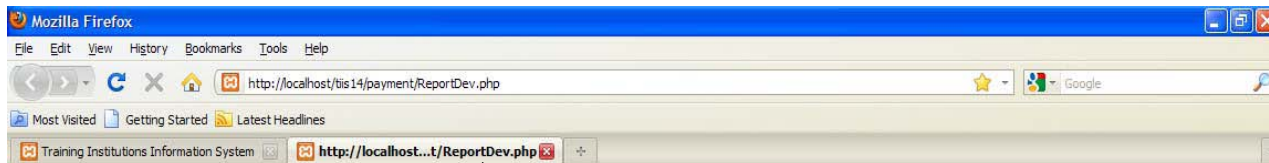
**Step 4:** Click here to search the report

Click here to reset the fields

The search form includes the following fields and options:

- Search by:  Institution Name,  Type of Sponsor,  All
- Institution Name: AMO Tanga
- Financial Year: 2011/2012
- Buttons: Search, Reset

## (ii) View of Generated Development Project Report



Ministry of Health and Social Welfare

Development Projects

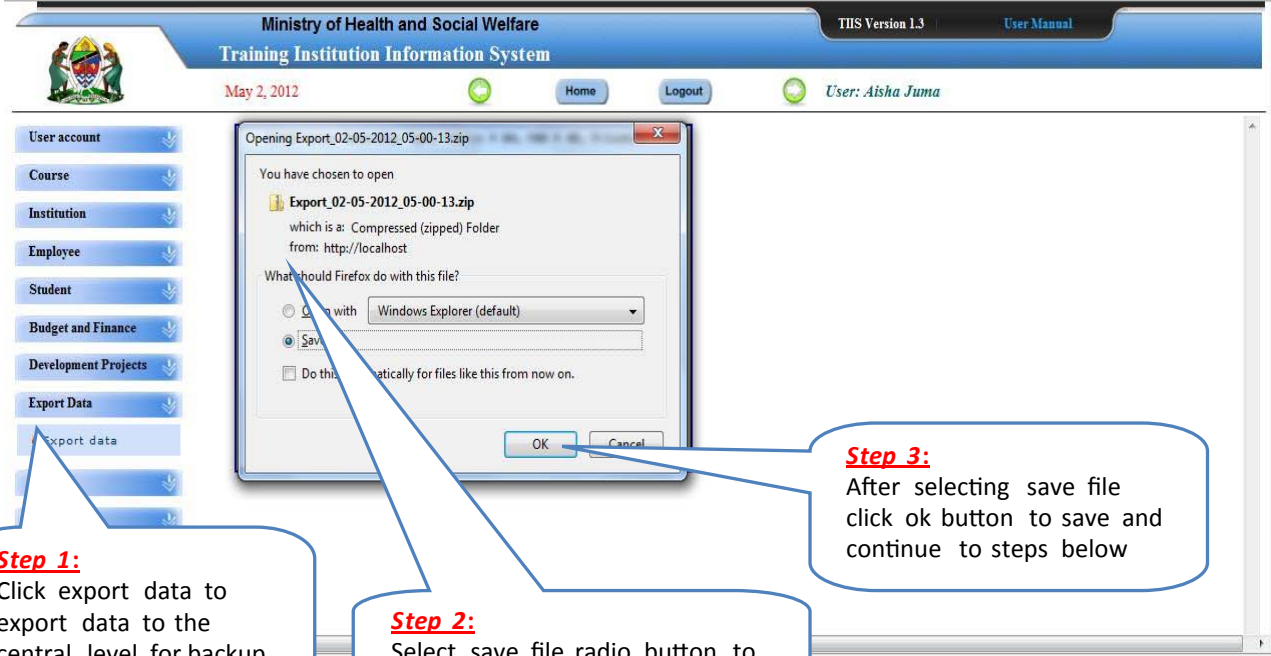
[Export to excel format](#)

InstitutionName	Project_Name	Contractor_Name	Budget	Contract_Amount	PaidAmount	Certificate	Progress	Sponsor	Financial_Year
A3 School of Nursing	sdwqf	Glagoli	53747	324435634	2000007	Cert 1	70%	fwgtf3	2011/2012
Aga Khan University	Construction of new classrooms	Kwanza Construction LTD	90000000	8000000	7000000	Cert 3	40%	MoHSW	2011/2012
Bugando AMO	Rehabilitation of Staff houses	Pamba Engineering Co. LTD	70000000	67000000	30000000	Cert 4	20%	MoHSW	2011/2012

## Part 4: Data Transfer

### 4.1 Download and Save Export data file

#### i) Download Export Data File



The screenshot displays the TIIS web application interface. At the top, the header includes the Ministry of Health and Social Welfare logo, the system name 'Training Institution Information System', the version 'TIIS Version 1.3', and the user 'User: Aisha Juma'. A navigation menu on the left lists various categories, with 'Export Data' highlighted. A file dialog box is open, showing the file 'Export\_02-05-2012\_05-00-13.zip' and options to either open it with Windows Explorer or save it. The 'Save' radio button is selected.

**Step 1:**  
Click export data to export data to the central level for backup.

**Step 2:**  
Select save file radio button to save a file.

**Step 3:**  
After selecting save file click ok button to save and continue to steps below

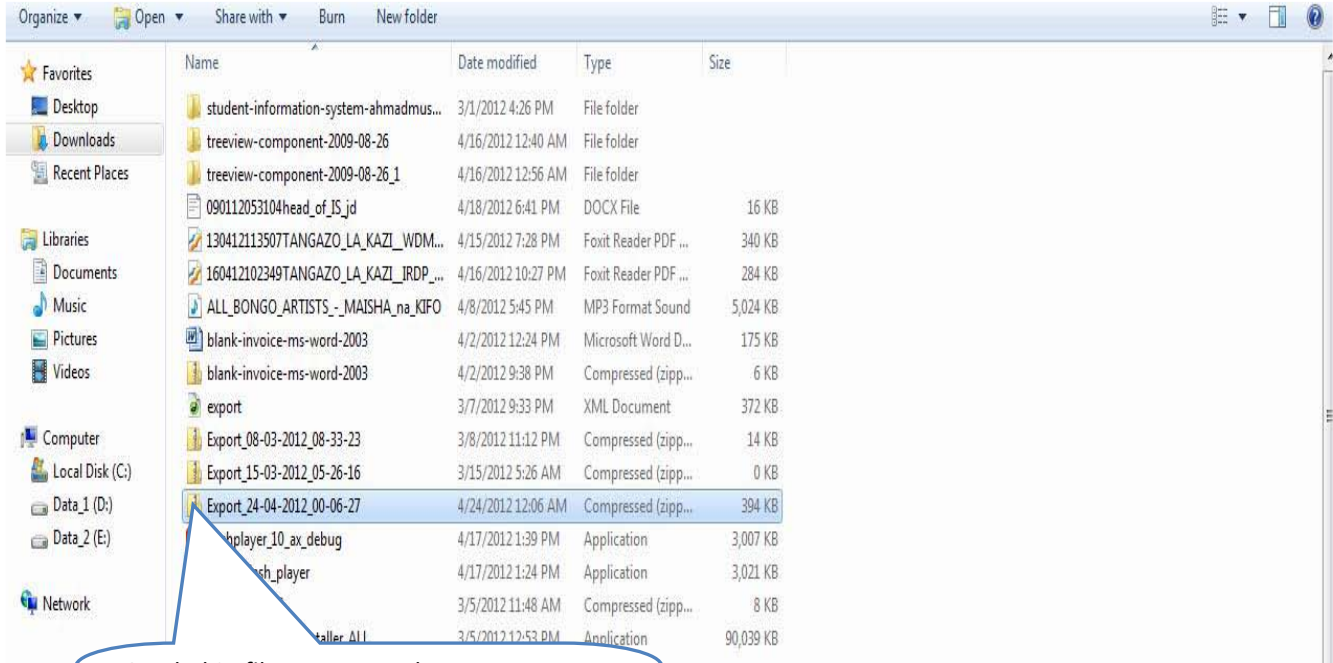
## (ii) Save Export Data file

The screenshot displays a web application interface with a 'Save in' dialog box open. The dialog box is titled 'Enter name of file to save to...' and shows the 'Desktop' location selected. The file name is 'Export\_04-03-2012\_22-53-11' and the file type is 'zip File'. The 'Save' button is highlighted. In the background, a pie chart is visible with three segments: Public (35%), FB0 (5%), and Private (60%). A legend on the right identifies the colors: Public (teal), FB0 (orange), and Private (brown). A callout box points to the 'Save' button, and another callout box points to the 'Desktop' location in the dialog box.

**Step 4:**  
On the save in select location to save exported file e.g. desktop, flash disk

**Step 5:**  
Click save button to save the file.

## 4.2 How to browse and select the exported file



Send this file as an attachment to [info@entersoftsystems.com](mailto:info@entersoftsystems.com) and [jicamoh@moh.go.tz](mailto:jicamoh@moh.go.tz)

## Part 5: Change Password

### 5.1 Change Password

**Ministry of Health and Social** | TIIS Version 1.3 | [User Manual](#)

**Training Institution Information System**

May 2, 2012 | [Home](#) | [Logout](#) | User: Amo Tanga

**User account**

- Change password
- Course
- Institution
- Employee
- Student
- Budget and Finance
- Development Projects
- Export Data
- Reports
- Annual
- Logout

**My settings**

**My Account - Settings**

Here you can make changes to your profile.

Your Name	<input type="text" value="Amo Tanga"/>
User Name	<input type="text" value="AmoTanga"/>
Email	<input type="text" value="amo@gmail.com"/>

**Change Password**

If you want to change your password, please enter your current password and new password to make changes.

Current Password	<input type="password"/>
New Password	<input type="password"/>
Retype New Password	<input type="password"/>

**Step 1:** Under user account click on Change password

**Step 2:** You can change your name and e-mail address

**Step 3:** Click here to save changes

**Step 4:** Enter current password and new password as required

**Step 5:** Click here to change your password