

# HMIS Data Entry and Hub

## Introduction and use

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### Introduction

This short guideline describes HMIS data entry, HMIS\_Hub and precautions that should be taken by users.

The criteria for having hub is that any provinces or NGOs that has more than one copy of HMIS database and need to analyze the data from both copies via a single copy then the hub module is required for them.

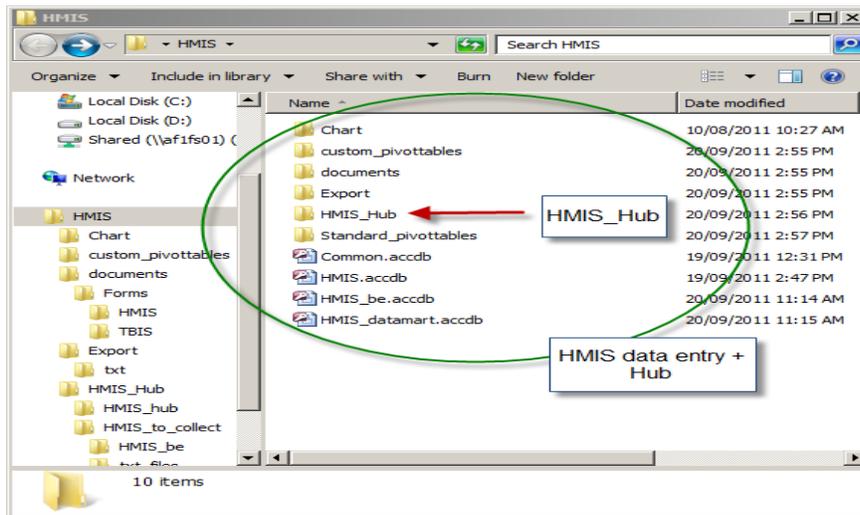
The data entry version and hub version of the database reside on the same folder in HMIS directory in c drive of the computer and there is no other difference. The only difference between data entry and data entry + HMIS\_Hub is that the hub version contains HMIS\_Hub folder inside HMIS folder. For those who don't need hub and need only the data entry version of the database they can delete the HMIS\_Hub folder from inside the HMIS folder in C drive of their computer if it exists. The HUB will be installed for anyone who receive a data entry version of HMIS database but it is optional for the user and if they don't want they can delete it.

We will go through each of the following items in detail.

1. Data Entry + Hub Structure
2. Hub Structure
3. Collect or synchronize data
4. Precautions for maintenance and use of database
5. Switching data file

# Data Entry + Hub Structure

Inside C:\HMIS directory the following files and folder exist



## Folders

### **Chart:**

The chart folder is used to save the custom charts created through HMIS\_datamart chart option. Any chart that is created through HMIS\_Datamart will be automatically saved inside this folder.

### **Custom\_Pivottables:**

Any custom pivot created by the user through HMIS\_Datamart customized pivot table option will be automatically saved inside this folder.

### **Documents:**

All documents related to HMIS database use and operation will be available in this folder.

### **Export:**

When a data entry client wants to send the report of HMIS, the user saves the data of a specific quarter in this folder in the format of text file by clicking a button in data entry screen of the database and it is automatically saved in this folder.

### **HMIS\_Hub:**

This folder is used as hub and the purpose of having this folder is that it contains all the files required to collect data from more than one HMIS copy into a single HMIS file and do the analysis on that.

### **Standard\_PivotTables:**

The folder contains three excel pivot table files. All HMIS, TBIS and other available data can be analyzed, retrieved or summarized through these pivot tables. One pivot table is made for each language.

### **Files**

#### **Common.accdb:**

This file contains the master data like provinces, districts, facilities, villages, etc.

#### **HMIS.accdb:**

This file is used as data entry front end of the HMIS database. The entry can be done only and only through this file.

#### **HMIS\_Datamart.accdb:**

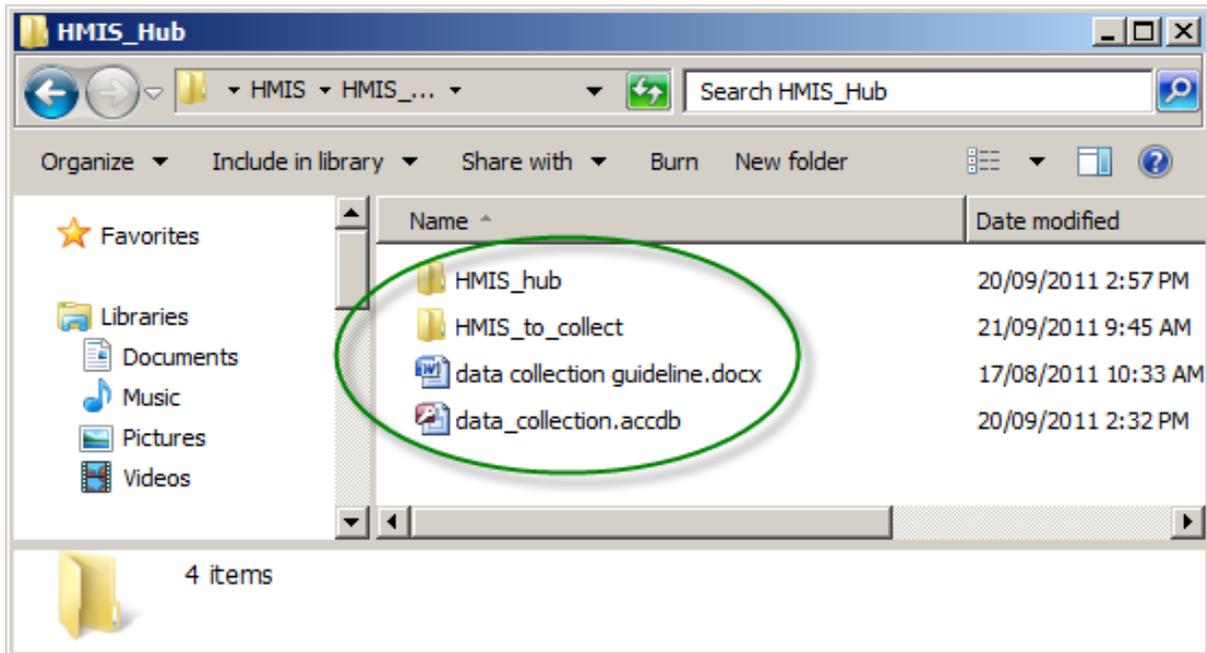
This file is used as data analysis interface for retrieving, preparing and accessing PivotTables and chart menu of the database. It is used only for analysis purposes not for data entry.

#### **HMIS\_be.accdb:**

This file is the back end of the database and it is used to store the data that is entered through front end of the database. It is only used to store data. User does not have direct interaction with this file but the user can enter data from front end into this file and access or retrieve it from HMIS\_Datamart or pivot tables.

## HMIS\_Hub structure

Inside C:\HMIS\HMIS\_Hub, the following folders and files reside.



### HMIS\_Hub:

Inside this folder there is only one file called **HMIS\_Hub.accdb** which is used as the hub to collect data from different copies of HMIS back end.

### HMIS\_to\_collect:

Inside this folder there is one file called **HMIS\_be.accdb** and one folder called **txt\_files**. HMIS\_be.accdb is the back end that needs to be synchronized with the hub and inside txt\_files folders the following files exist or should be copied in order to synchronize the data with Hub.

- a. exportDataSet.txt
- b. exportDataSetSectionComment.txt
- c. exportDataValues.txt
- d. exportFacilityStatusReport.txt
- e. exportHospitalStatusReport.txt

### Data collection guideline.docx

A guideline showing how to synchronize data from backend into hub.

## **Data\_collection.accdb**

This is the file that helps to synchronize data from backend into HMIS\_Hub.

### **How to collect or synchronize data**

Please refer to “data collection guideline.docx” file that will help you in synchronizing backend data into hub.

## **Precautions for Maintenance and Proper Use of the Database (Data Entry and Hub)**

### **General Precautions**

1. Always use data entry and hub versions of HMIS inside c drive of the computer
2. Always use hub version of HMIS (HMIS\_Hub) inside HMIS folder in c drive of the computer
3. Do not move, delete or rename any file or folder from their existing location. Except for HMIS\_Hub if you don't need a hub then you can delete it.
4. Always take backup of the following files and folders
  - a. Common.accdb
  - b. HMIS\_be.accdb
  - c. HMIS\_Hub.accdb
5. Use Microsoft Access 2007

### **Precautions for HMIS\_Hub user**

1. Consider the general precaution stated above
2. Don't rename or move HMIS\_Hub.accdb file from inside HMIS\_Hub folder resided in C:\HMIS folder
3. If you want to have different version of HMIS\_Hub, then you copy and rename it with a name but the live hub always should be HMIS\_Hub.accdb and you can only synchronize to this file not any other file. But you can use any of the hubs for analysis that will be described next.

For example, ministry has decided to have the following hub

1. One hub that has the data from 1383-1387 (1383-1387.accdb)
2. One hub that stores data after 1387 and it is also used live hub (HMIS\_Hub.accdb)
3. One hub that stores only (MIAR, MAAR, HMIR, CAAC) data (MIAR-MAAR.accdb)
4. One hub that stores only (FSR and HSR) data (FSR-HSR.accdb)

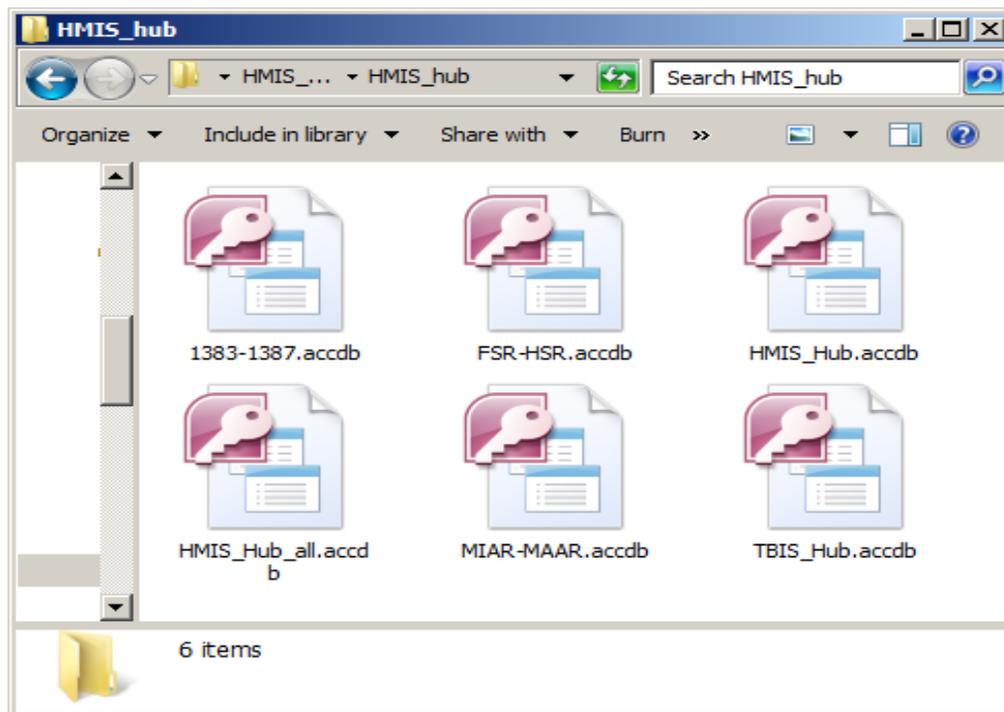
You may have this many hubs based on the need. Ministry may need to have several hub because ministry needs to deal with large amount of data and respond to different request.

But NGOs and Provinces may not need to have several hubs but it was discussed to facilitate that work in case NGO or province needs it.

## Switching HMIS file

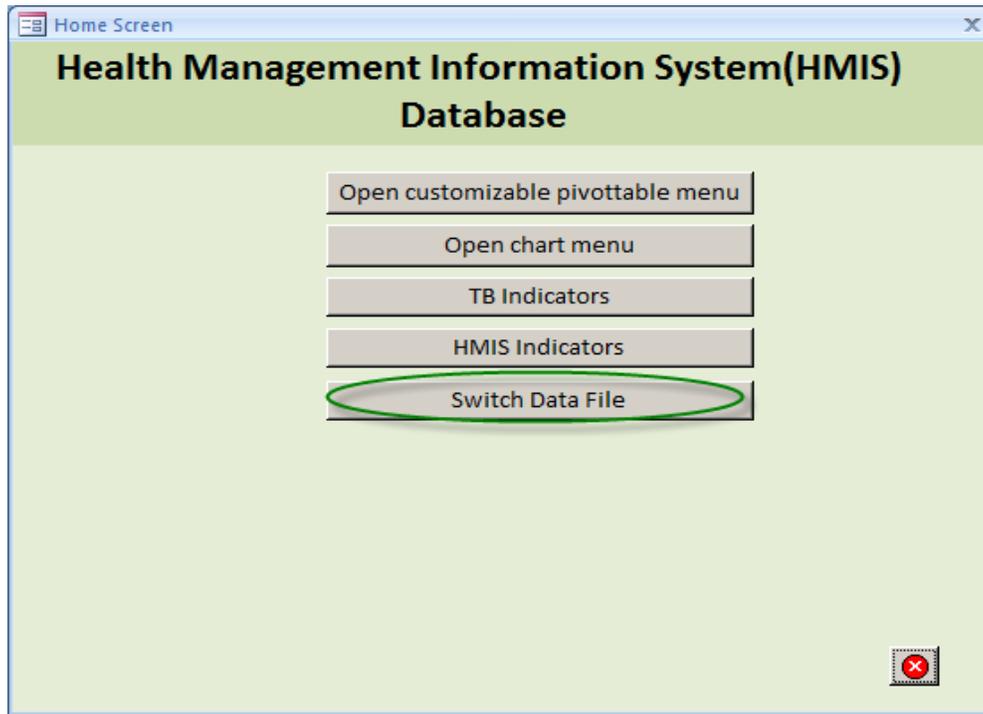
The new version of HMIS enables users to switch to different files and analyze the data or use hub to synchronize data all together and analyze it. Now users of new HMIS database can switch to any file to any location with any name but the file should be in the format of new HMIS structure.

1. Decide which file in which location you want to switch and analyze its data for example I want to switch to 1383-1387.accdb file to analyze the data until 1387 which is located inside C:\HMIS\HMIS\_Hub (see figure 1)



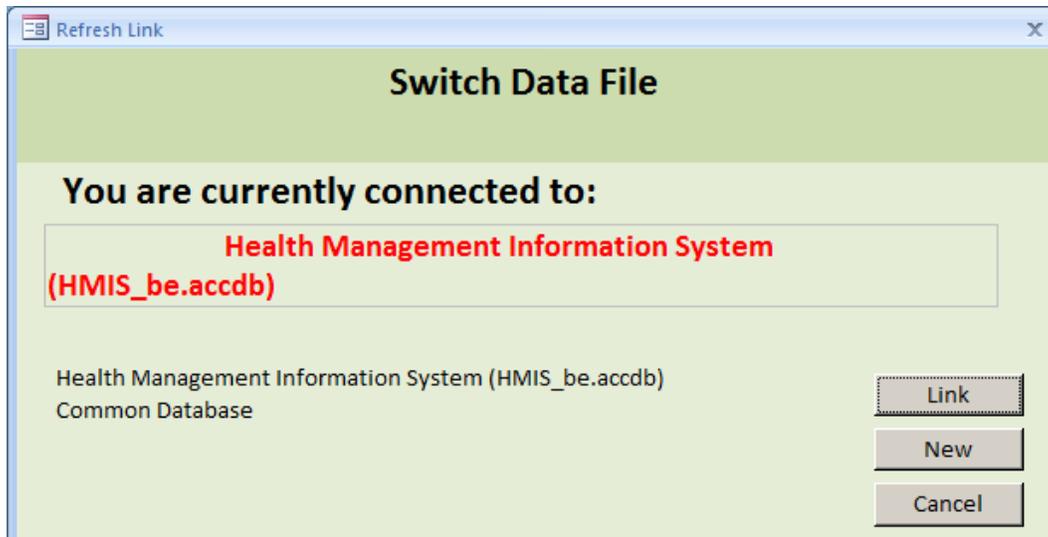
**Figure 1. Contents of HMIS\_Hub**

2. Go to C:\HMIS\ and double click on HMIS\_Datamart.accdb
3. Select the language of your choice and click OK. I select English and figure 2 will appear



**Figure 2. HMIS datamart menu**

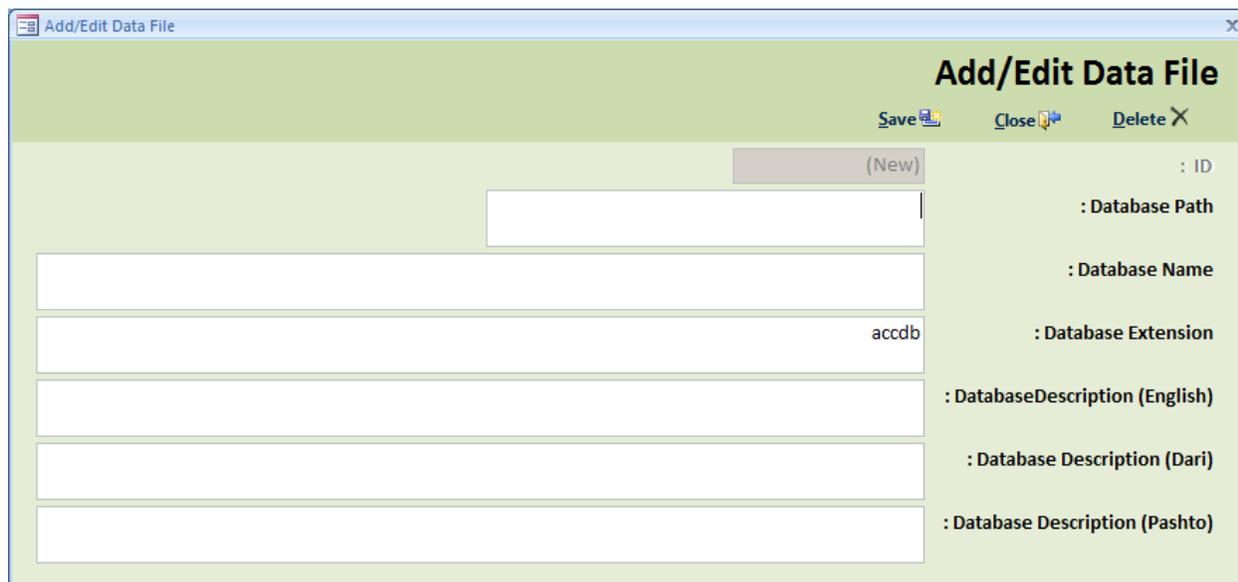
4. Click on “Switch Data File”. Figure 3 will appear



**Figure 3. Switch Data File**

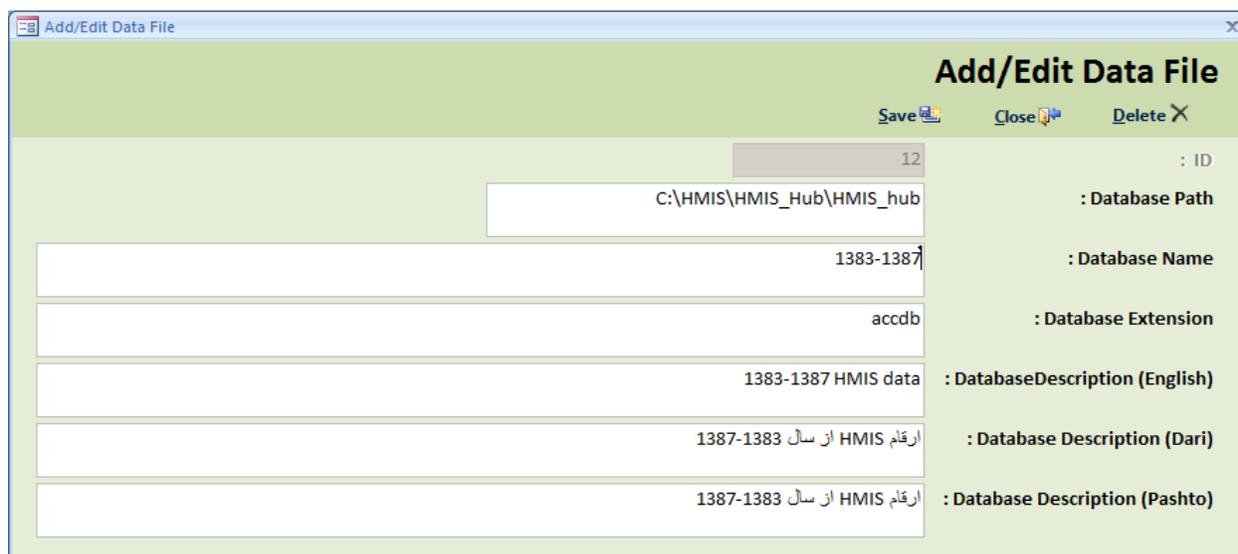
On figure 3 you can see that “Health Management Information System (HMIS\_be.accdb)” showing in read shows that current connection is with the file. It means that now you can use this file for analyzing its data. To see its detail and location just double click on “Health Management Information System (HMIS\_be.accdb)” under red text.

5. To add a new connection file, click on “new” button. The figure 4 will appear and you can fill the contents of the form as following



**Figure 4. Add/Edit Data File**

- Enter the full directory or file path in front of **Database Path**  
(C:\HMIS\HMIS\_Hub\HMIS\_hub)
- Enter the exact name of the file inside the directory in front of **Database Name**  
(1383-1387)
- Type accdb in front of Database Extension (**acddb**)
- Type a meaning full description of the file in front of Database Description  
(English) (1383-1387 HMIS data)
- Repeat the description in Dar and Pashto language as seen in figure 5



**Figure 5. Add/Edit Data File**

6. Now close the screen and restart it
7. As shown in figure 6 “1383-1387 HMIS data “ is added to the list

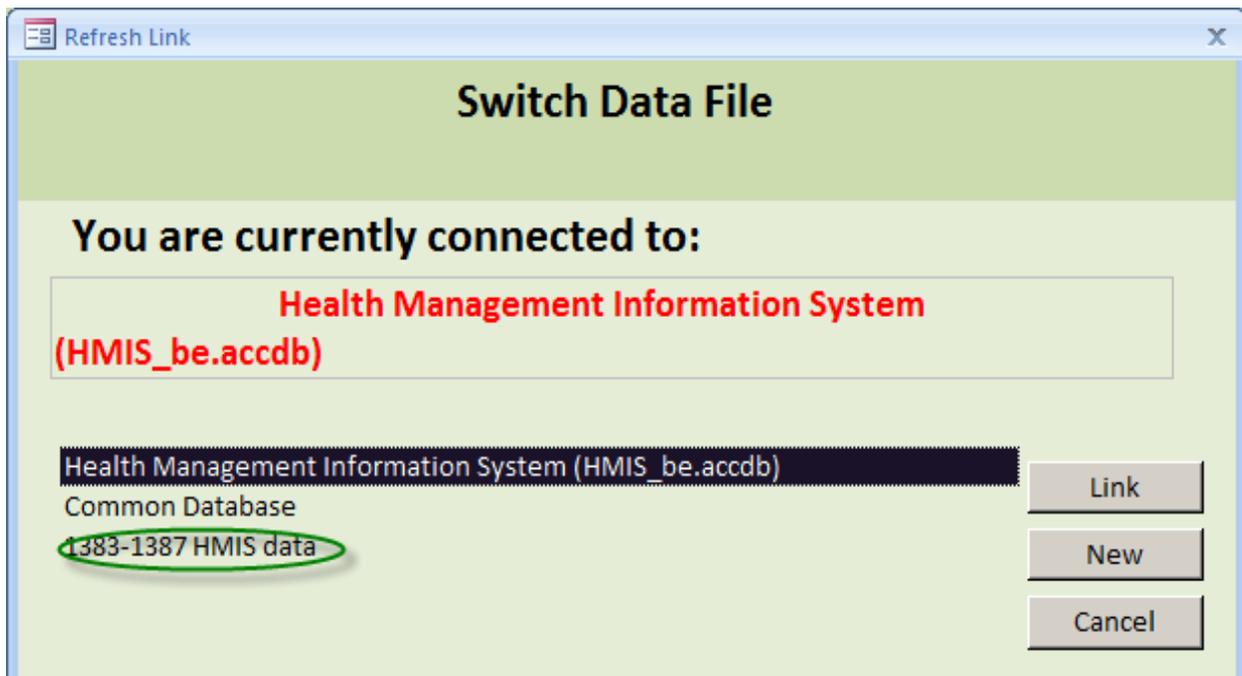
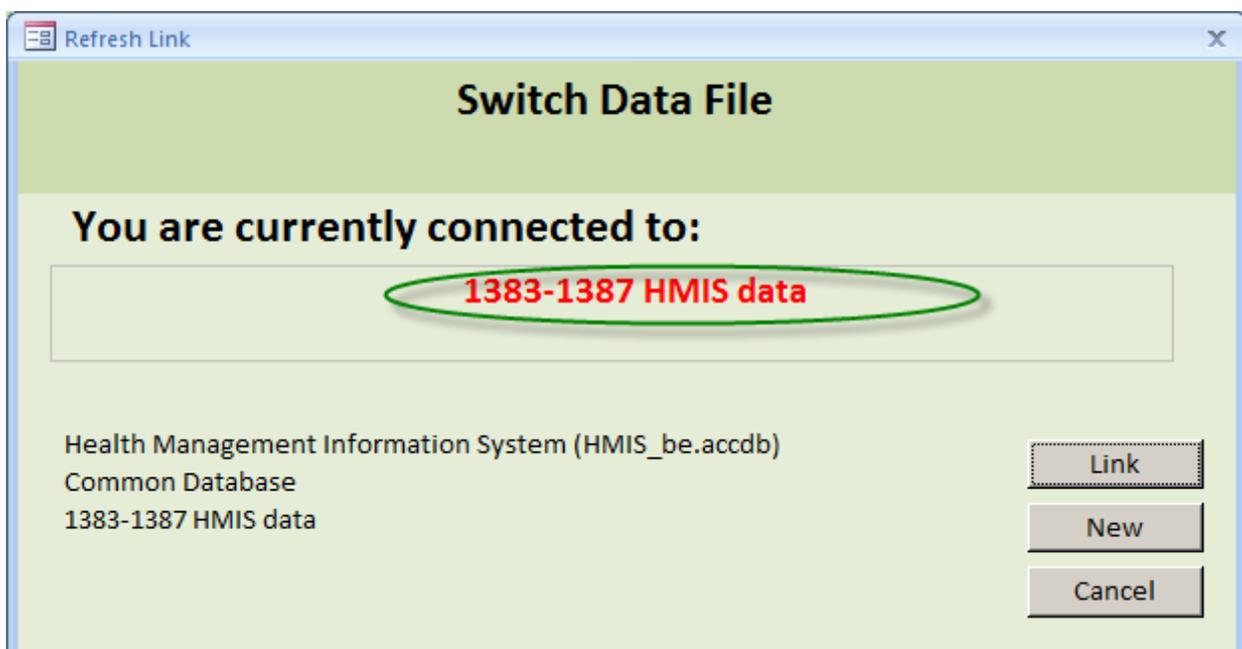


Figure 6

8. Now you have the choice to change the current link to 1383-1387 HMIS data file. To do that just select “1383-1387 HMIS Data” and then click on “link” button that will change the file and it will look like figure 7.



9. Now you can enjoy using the data and analyzing it.