

TYPE 1 DIABETES
REGISTRY -
DATA
ADMINISTRATION
MODULE

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Type 1 Diabetes Registry Admin Module

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User Creation

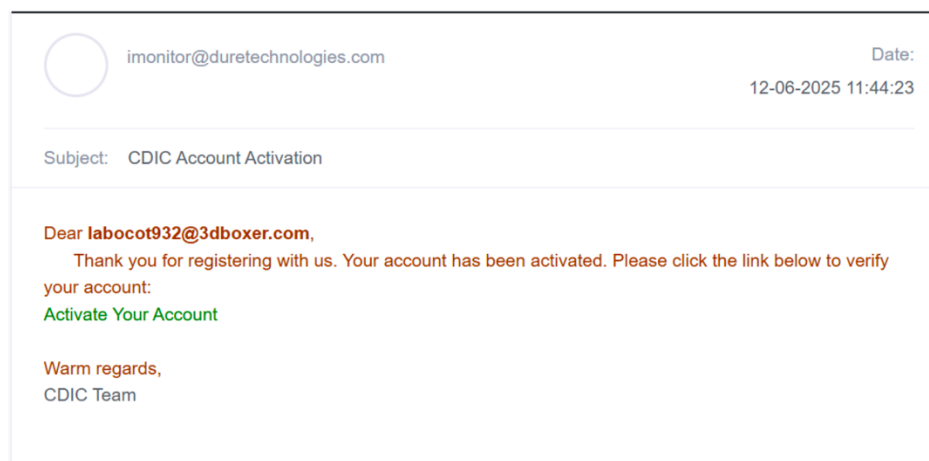
1. Introduction

i. Purpose

The purpose of this document is to list steps on how to create an admin user and the application user for the registry.

2. Admin Creation Process

2.1. Once the Dure Team initiated Admin User creation process admin will receive an account **activation email** as per the screen shot below: -

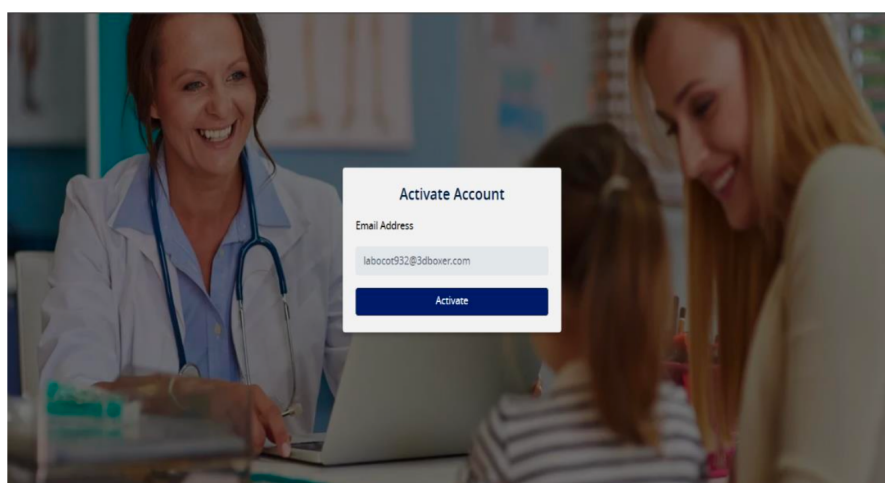


- Click on the “Activate Your Account” activation link provided in the email as shown in the upper screenshot.

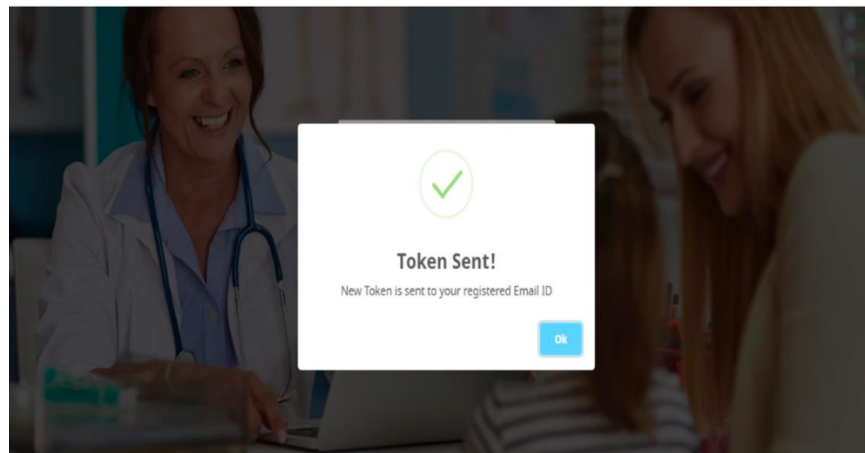
2.2. On the activation page: -

- User will be redirected to Activation page

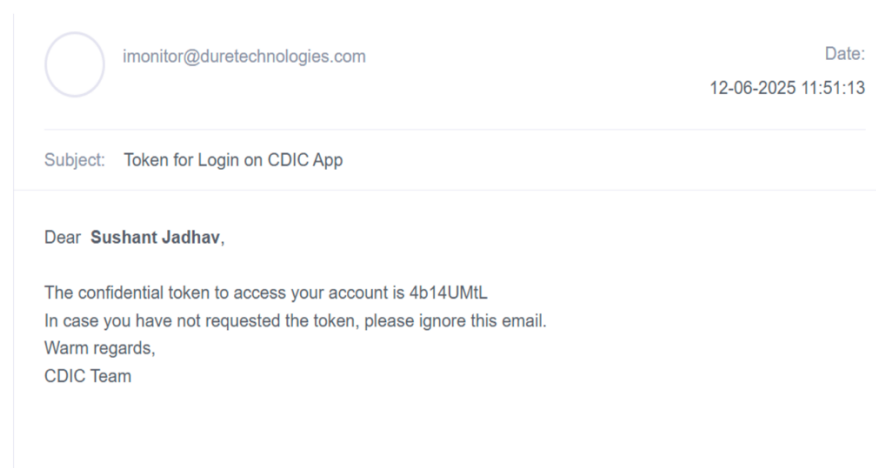
- Click on **Activate** as per the screen shot below: -



-
"Token Sent" message will be shown as per the screen shot below: -

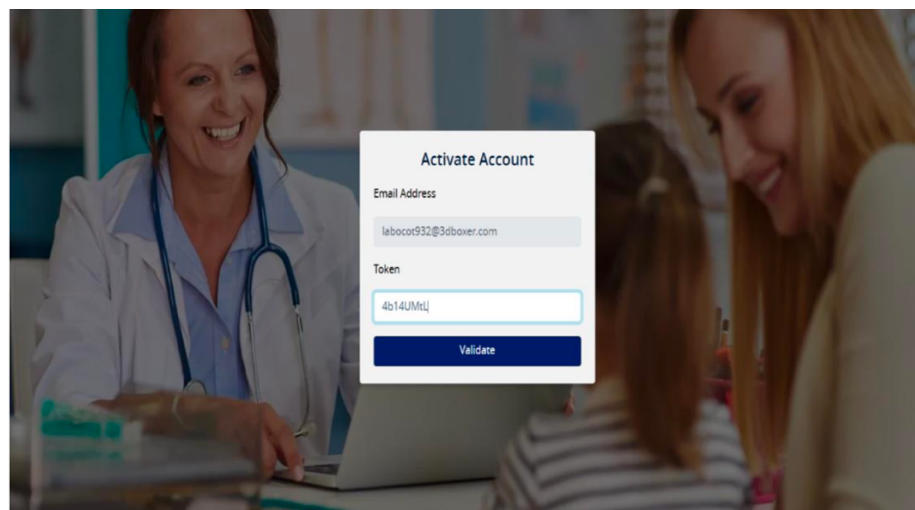


2.3. Admin will receive an email with **Token** as per the screen shot below: -

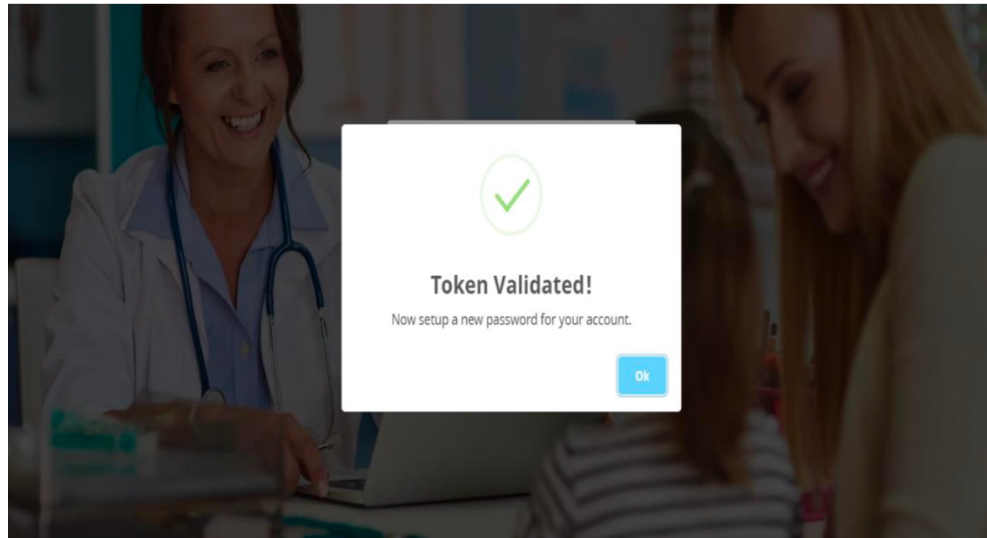


2.4. On the Activate Account page: -

- **Copy the token and paste** it on the activation page as per the screen shot below: -

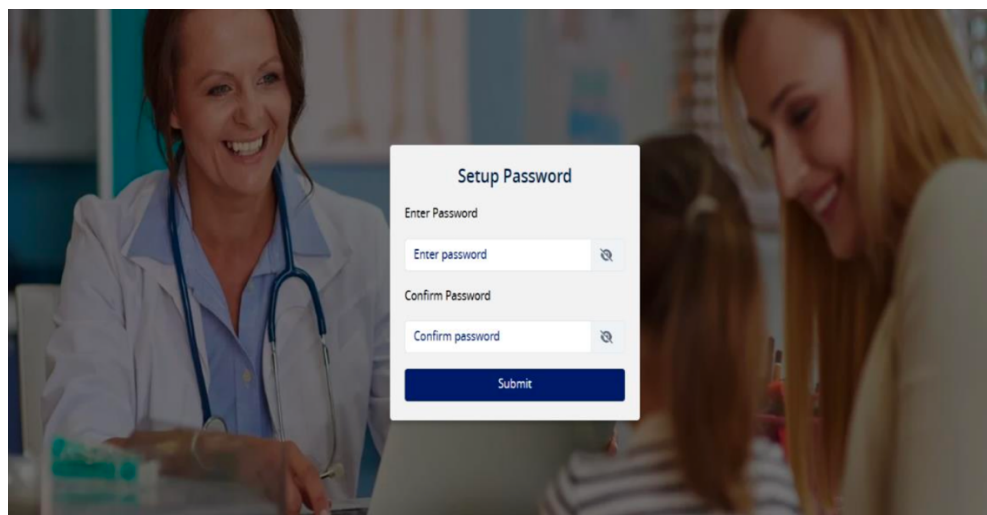


- “Token Validated” message will be shown as per the screen shot below:

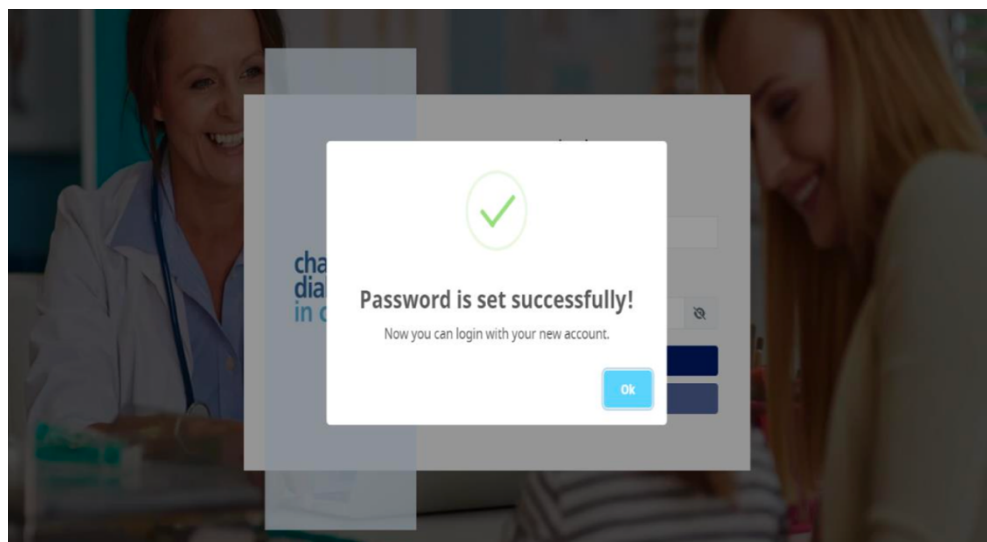


- 2.5. On the Setup Password page: -

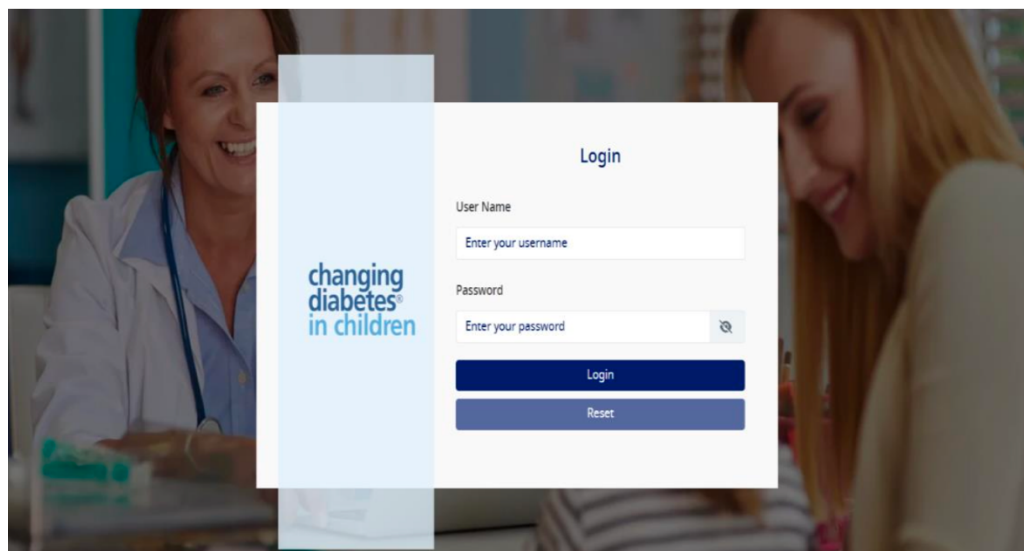
- User will be redirected to the **Set New Password** page as per screen shot below: -



- Set your password and click Submit, Password is set successfully message shown as per screen shot below: -



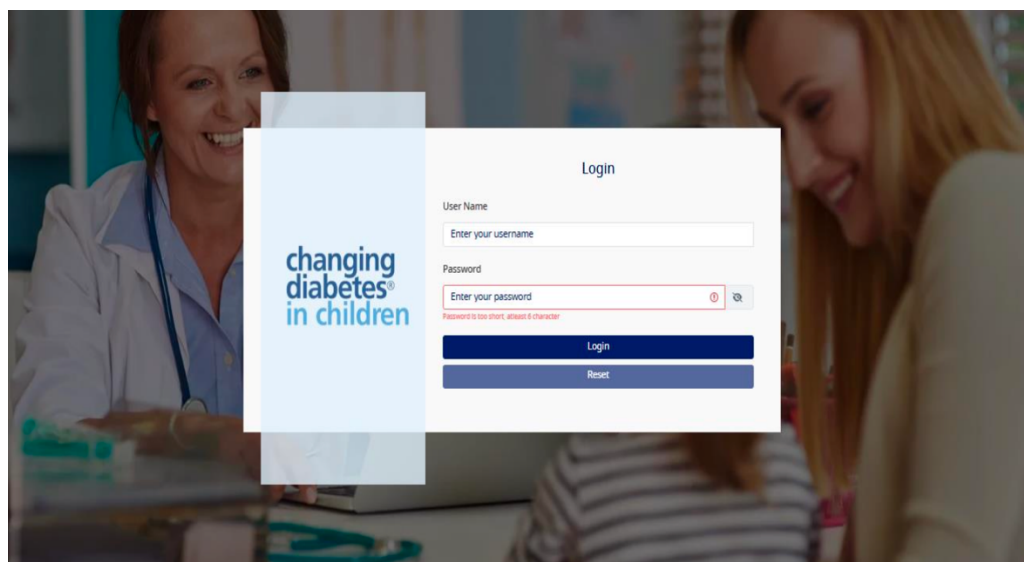
2.6. User will be redirected to the Admin Module Login page as per screen shot below: -



- Login using your email and new password.

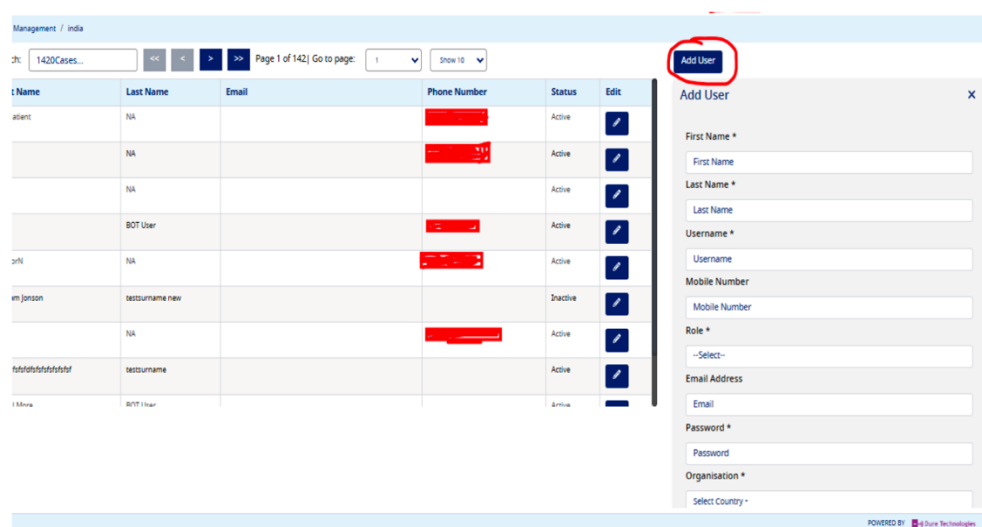
3. Steps to create a user

3.1. Login to the **admin module** with the provided URL: -



Login with the provided admin module credentials, after successful login you will see the default landing page

3.2. Navigate to the menu “User Management”, click on the button “Add User” as per the screen shot below: -



3.3. Enter the details in mandatory field like **First Name**, **Last Name**, **Username**

3.4. To create a user to access Type 1 Diabetes Registry Application, select the role as “**HealthWorker**”

3.5. Enter a temporary password

3.6. Select Organization as per your requirement

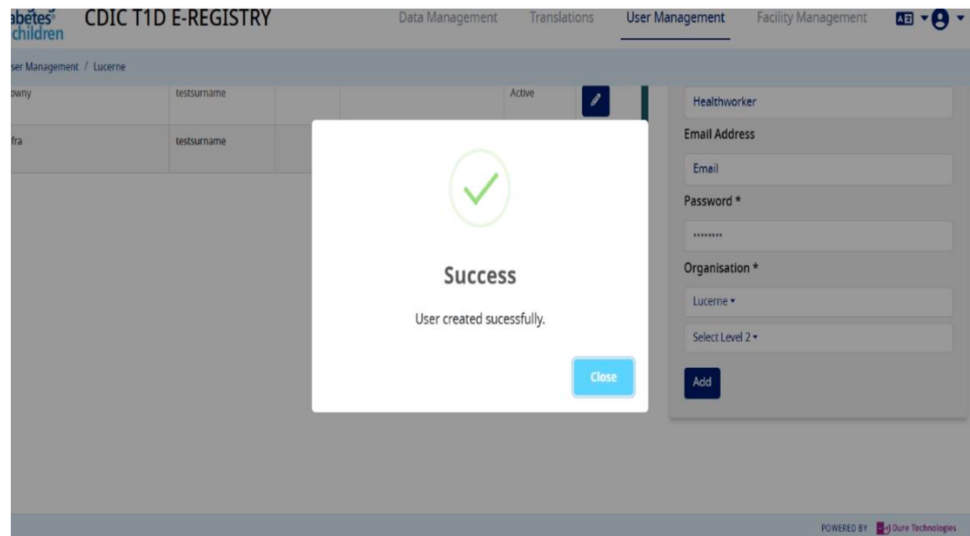
3.7. Click on the “Add” button to create a user, see the screen shot below, please copy the username and password so that it can be shared with the user: -

The screenshot shows the 'Add User' modal form with the following pre-filled data:

- First Name ***: UserFirstName
- Last Name ***: UserLastName
- Username ***: DureUser
- Mobile Number**: Mobile Number
- Role ***: Healthworker
- Email Address**: Email
- Password ***: *****
- Organisation ***: Lucerne -
- Select Level 2 -**: (dropdown menu)

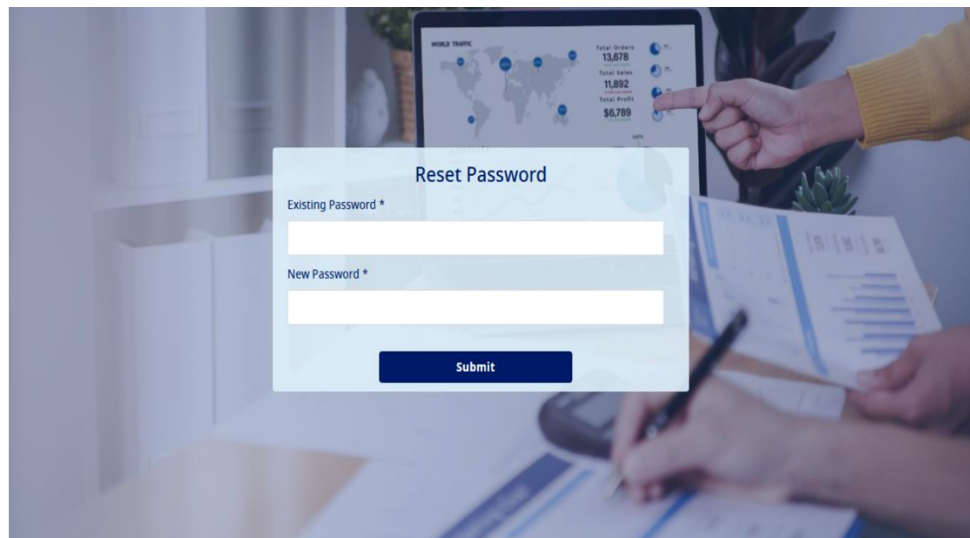
An 'Add' button is located at the bottom left of the modal.

3.8. If the user gets successfully created, you will get a success message as below: -



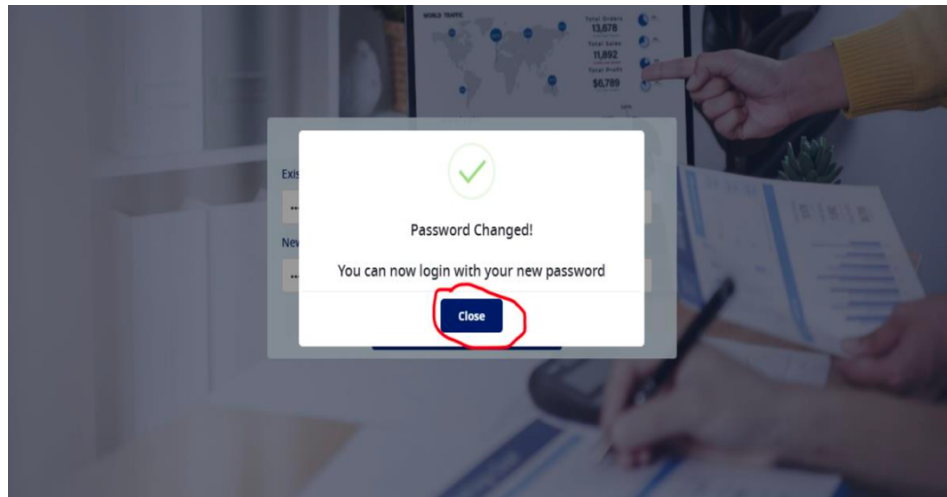
3.9. Once the user is created as per the role, please **share the username/password** with the user for whom you have created these credentials.

3.10. When the Type 1 Diabetes Registry user logs in to the Type 1 Diabetes Registry with the provided temporary credentials he/she will be asked to reset the password as shown in the screen shot below: -

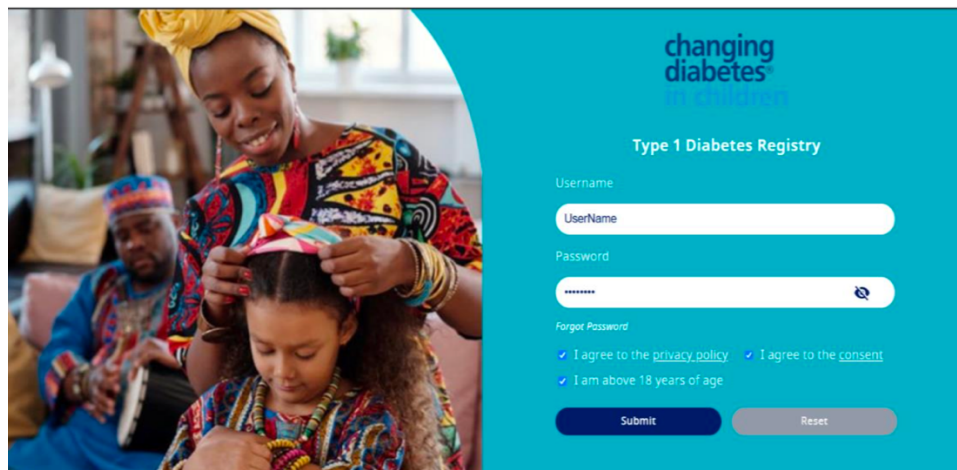


3.11. The user will have to enter the password in the "Existing Password" field provided by the admin and add a new password in the "New Password" field and click on Submit" button. This will help the user to change the password from the one initially provided by the admin.

3.12. User will be shown a "Password Changed!" success message as shown in the screenshot below: -



3.13. Next user needs to click on the “Close” button as marked in the screen shot above. On the click of this button, the user will be redirected to the login page again, as shown below:



3.14. User will then have to login to the Type 1 Diabetes Registry with the username and the new password.

3.15. On successful login, the user will see the landing page of the application.

Organization & Facility Creation Manual V1.0

I. Introduction

i. Purpose

The purpose of this document is to list steps on how to create an organization unit and facility.

2. Org Unit Creation Steps

- 2.1. Login to the admin module with the provided link
- 2.2. Navigate to the “Organization Management” and click on “Create New Organization”,
- 2.3. Under “Add Organization” section, enter “Organization Name” (e.g. Pune) (this is the name of the organization under which you want to create a facility), Email, Phone Number, Address.
- 2.4. Then under “Organization Parent” select Level 1. At “Mark as facility” select “No” and click on “Add” button. This will create an organization successfully.
- 2.5. The “Organization Name” that you have added will now be created under the above hierarchy (e.g. Level 1). please see the screen shot below, explained with above example:

Name	Is Facility	Level	Edit
test 9	No	Level 2	☒
Lev 4 14 Aug 25 New changed to Fac 1	Yes	Level 4	☒
Fac 1 14 Aug 25	Yes	Level 7	☒
Aargau	No	Level 2	☒
Lev 5 14 Aug 25 New	No	Level 5	☒
Lev 6 14 Aug 25 New	No	Level 6	☒
Lev 3 14 Aug 25 New	No	Level 3	☒
Lev 2 14 Aug 25 New	No	Level 2	☒
Lev 3 14 Aug 25 changed to Fac 1	No	Level 3	☒
TestDistrict	Yes	Level 3	☒

Create New Organization
Add Organization Unit
Organization Name *

Email

Phone Number

Address

Select Level 1 *

Mark as facility?

Add

3. Facility Creation Steps

- 3.1. Navigate to the “Organization Management” and click on “Create New Organization”.
- 3.2. Under “Add Organization” section, (for now we have added a generic label as Organization Name) enter “Facility Name” (e.g. Facility in Pune) (this is the name of the facility which will be created under a level).
- 3.3. Then under “Organization Parent” select Level 1, then Level 2 (existing organization/facility).
- 3.4. Then under “Mark as facility” select “Yes” and click on “Add” button. This will create a facility successfully.
- 3.5. You will get a pop-up saying organization created successfully (for now we have added a generic message). In our e.g. the above process will create a hierarchy as below:
 - Level 1 (Country)
 - Level 2 (Pune)
 - o Level 3 (Facility in Pune)

- (There is no limit to add levels)

3.6. Please see the screen shot below: -

The screenshot shows the 'CDIC T1D E-REGISTRY' interface. The 'Organization Management' tab is active. A table lists organizations with columns: Name, Is Facility, Level, and Edit. The table contains several entries, including 'Pune', 'Pune 2', and various locations in Pune. A modal titled 'Add Organization Unit' is open on the right, showing fields for Organization Name, Email, Phone Number, Address, and a 'Mark as Facility?' checkbox.

3.7. You can search the newly created organization and facility in the list as shown below: -

The screenshot shows the 'CDIC T1D E-REGISTRY' interface. The 'Organization Management' tab is active. A search bar at the top contains the text 'Pune'. Below the search bar, a table lists the search results with columns: Name, Is Facility, Level, and Edit. The table contains two entries: 'Facility in Pune' (Is Facility: Yes, Level: Level 3) and 'Pune' (Is Facility: No, Level: Level 2).

C. Data Upload

Steps to Upload Data

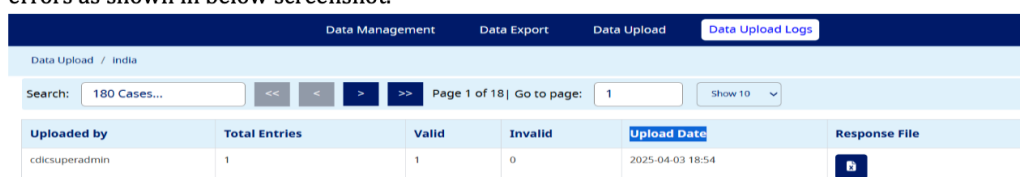
1. Log in to the Admin Module.
2. Navigate to Data Management > Data Upload.
3. Click on Download Template.
4. Fill in the data in the downloaded template, ensuring all prerequisites are met.
5. On the Data Upload page, click Choose File.
6. Select the completed template and click Open.
7. Click on Upload and wait a few minutes for the process to complete smoothly.
8. Go to Data Upload Logs:
 - Check the Upload Date and Time to confirm the file was uploaded.
 - If no data has been uploaded, the Total Entries will display 0 as shown in below screenshot.



The screenshot shows the 'Data Upload / India' page. The search bar contains '184 Cases...'. The table below shows one record uploaded by 'cdicsuperadmin' with 0 total entries, 0 valid, and 0 invalid. The upload date is '2025-04-14 13:16' and there is a response file icon.

Uploaded by	Total Entries	Valid	Invalid	Upload Date	Response File
cdicsuperadmin	0	0	0	2025-04-14 13:16	

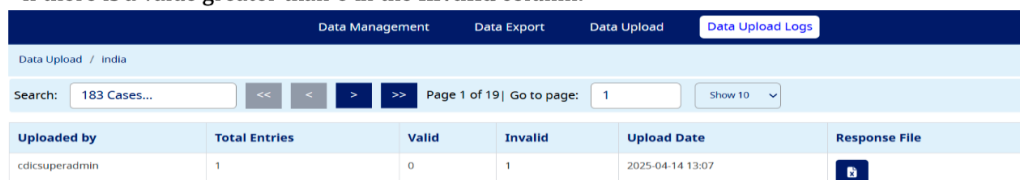
- If the count in the "Invalid" column is 0, the data has been uploaded successfully without errors as shown in below screenshot.



The screenshot shows the 'Data Upload / India' page. The search bar contains '180 Cases...'. The table below shows one record uploaded by 'cdicsuperadmin' with 1 total entry, 1 valid, and 0 invalid. The upload date is '2025-04-03 18:54' and there is a response file icon.

Uploaded by	Total Entries	Valid	Invalid	Upload Date	Response File
cdicsuperadmin	1	1	0	2025-04-03 18:54	

- If there is a value greater than 0 in the Invalid column:



The screenshot shows the 'Data Upload / India' page. The search bar contains '183 Cases...'. The table below shows one record uploaded by 'cdicsuperadmin' with 1 total entry, 0 valid, and 1 invalid. The upload date is '2025-04-14 13:07' and there is a response file icon.

Uploaded by	Total Entries	Valid	Invalid	Upload Date	Response File
cdicsuperadmin	1	0	1	2025-04-14 13:07	

Please check the pre-requisites below before uploading the data.

- ❖ To Re-Upload Correct File=
 - Click on Response File for the respective record.
 - Open the file, review the Error Sheet, and correct the errors by filling in appropriate data.
 - Save the updated file and re-upload it.

Prerequisites Before Uploading the Data File –

- All mandatory fields must be filled.
- Under the Registration tab, both TEI ID and Org Unit must be completed.
- In all stages, the TEI ID must be selected from the dropdown for each row containing data.
- All date fields must follow the format YYYY-MM-DD.
- Fields such as First Name and Last Name should contain only alphabets—numbers and symbols are not allowed.
- Numeric fields (e.g., Phone Number) should contain only digits. Alphabets and symbols are not permitted.

- 
- All numeric fields must have non-negative values and should adhere to the maximum value range specific to each field.
 - Dropdown fields should only contain values selected from the dropdown menu—manual entries are not allowed.
 - For dependent fields, corresponding pre-dependent fields must also be filled.
 - Fields designated for file uploads should be left blank—no data should be entered in these fields.
 - In the Management section:
 - Ensure the correct relationship between Name of the Insulin, Regimen Type, and Type of Insulin.
 - Regimen Type and Type of Insulin are auto-filled based on the Name of the Insulin.
 - For Lab Tests and Radiology Tests under Management:
 - Data should be manually entered exactly as it appears in the Master Data, with no spelling errors.
 - Multiple visits can only be added for the Current Visit and Lab Values stages.

Translations Feature Documentation

Overview

The Translations Feature in the Type 1 Diabetes Registry Admin Module allows users to manage translations for form labels and app labels. This feature ensures that labels displayed in the Type 1 Diabetes Registry Web App are available in multiple languages, improving accessibility and usability for users across different regions.

Translations Tab Structure

The **Translations** tab consists of two sub-tabs:

1. Form Labels
2. App Labels

1. Form Labels

The **Form Labels** section allows users to manage translations for all the Form elements like input field labels/names, dropdown select options, radio button options and checkbox options used throughout the Type 1 Diabetes Registry Web App. This ensures consistency in field labels/names across different languages. The available options in this section are:

a) Download Template

- The Download Template option enables users to download an Excel file containing all names that require translation for the selected **programID**.
- The Excel file consists of three separate sheets for:
 - o **TrackedEntityAttribute Names**
 - o **DataElement Names**
 - o **Options Names**
- Each of these names is mapped to a unique identifier (UID) listed in the first column of the sheet.
- The second column contains the default label names.
- The subsequent columns represent different languages, with language codes as column headers (e.g., en for English).
- Users can enter translations for each label in the corresponding language columns.

b) Upload Translations

- The Upload Translations option allows users to upload the updated Excel sheet containing translations.
- The system processes the uploaded file and updates the translations in the Type 1 Diabetes Registry Web App.
- Once uploaded successfully, the new translations will be reflected in the application UI, ensuring multilingual support for users.



2. App Labels

The **App Labels** section allows users to manage translations for static text elements used throughout the Type 1 Diabetes Registry Web App. This ensures consistency in UI text across different languages. The available options in this section are:

a) Download Template

- The **Download Template** option enables users to download an Excel file containing all existing App Labels for which translations exist.
- First column contains all existing App Labels.
- The subsequent columns represent different languages, with language codes as column headers (e.g., en for English).
- Users can add new labels in the **Labels** column and enter translations in the language columns, similar to Form Labels.
- The label should be exact same as seen on UI, as all labels are case sensitive.

b) Upload Translations

- The **Upload Translations** option allows users to upload the updated Excel sheet containing translations for App Labels.
- The system processes the uploaded file and updates the translations in the Type 1 Diabetes Registry Web App.
- Once uploaded successfully, the new translations will be reflected in the application UI.

Functional Flow

1. Downloading the Template:

- a. Navigate to **Admin Module > Translations > Form Labels/App Labels**.
- b. Click **Download Template** to download an Excel file containing all labels related to the program.

2. Updating Translations:

- a. Open the downloaded Excel file.
- b. Locate the label requiring translation.
- c. Enter the translated text in the appropriate language column.
- d. Save the file.

3. Uploading Translations:

- a. Navigate to **Admin Module > Translations > Form Labels/App Labels**.
- b. Click **Upload Translations**.
- c. Select the updated Excel file and upload it.
- d. The translations will be processed and applied to the Type 1 Diabetes Registry Web App.



e. Note: If no translation is added in any one of the languages for a specific label, the same label will be copied as translation into that language column.

Error Handling & Validation

- The uploaded Excel file must follow the exact template structure.
- **For Form Labels only:** Invalid or missing UIDs will result in errors during upload.
- Language columns must adhere to standard language codes (e.g., en, fr, es).
- If errors occur during upload, the system will provide feedback indicating the issue.

Expected Outcome

- Once translations are uploaded successfully, all labels in the Type 1 Diabetes Registry Web App will be displayed in the selected languages based on user preference.

Conclusion

The **Translations Feature** in the **Type 1 Diabetes Registry Admin Module** simplifies multilingual label management by providing an easy-to-use template for bulk updates. This enhances the accessibility and usability of the application for diverse user groups.