
RTMIS

Akvo

Feb 14, 2025

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Real Time Monitoring Information Systems

Getting Started

Real Time Monitoring Information Systems

PREREQUISITE

- Docker > v19
- Docker Compose > v2.1
- Docker Sync 0.7.1

ENVIRONMENT SETUP

Expected that PORT 5432 and 3000 are not being used by other services.

2.1 Start

For initial run, you need to create a new docker volume.

```
./dc.sh up -d
```

```
docker volume create rtmis-docker-sync
```

The app should be running at: `localhost:3000`. Any endpoints with prefix - `^/api/*` is redirected to `localhost:8000/api`
- `^/static-files/*` is for worker service in `localhost:8000`

Network Config: - `setupProxy.js` - `mainnetwork` container setup

2.2 Log

```
./dc.sh log --follow <container_name>
```

Available containers: - `backend` - `frontend` - `mainnetwork` - `db` - `pgadmin`

2.3 Stop

```
./dc.sh stop
```

2.4 Teardown

```
docker-compose down -v  
docker volume rm rtmis-docker-sync
```

Get Started

USER TYPES & BASIC PRINCIPAL

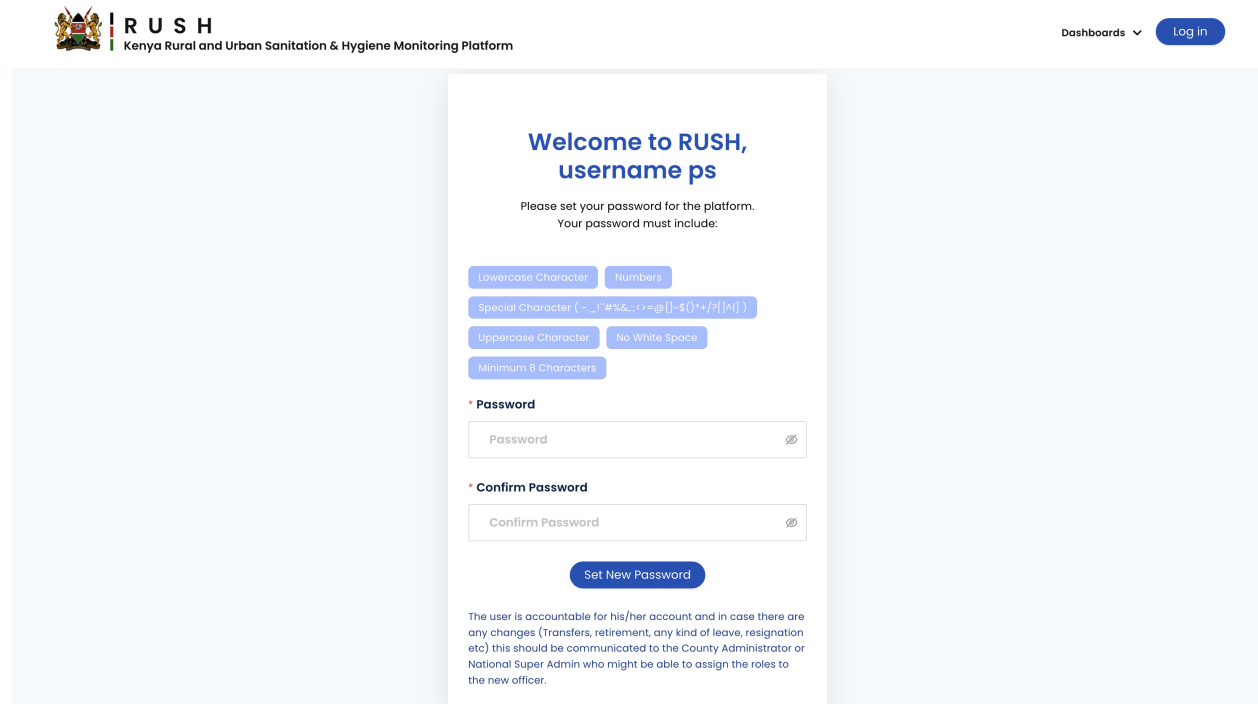
- There are two types of users that comprise Platform administrators (Super admins, County admins, sub county PHOs/Approvers), data collectors (Data Entry Supervisor)
- A user can only be added by authorised users with admin or super admin roles
- A county admin can only add users for their county
- A user can only be deleted if there are no approvals or batching operations pending on them
- Only super admins can add users with an admin role
- A county admin can only assign questionnaires from the list of questionnaires that they have been assigned
- Data entered by super admins is automatically approved
- Data can be updated for an existing data point. Update is only be possible if that data point is not pending approval
- Approved data can only be deleted by county admin or super admin
- Data entered by county admin is automatically approved if the questionnaire has final approval in the county level
- Once a data set is rejected, the pending approval lock is removed so that it can be edited.


USER ROLES AND PERMISSIONS

User Roles	Privileges	Definitions
Data Submitter	Data upload, View	A Data Entry Supervisor can only edit data if the approver has rejected the data
Approver	Edit, View, Data Approval	Approvals restricted by region
County Administrator	Edit, View, Approve, Manage Users	County level administrators will manage users In addition to everything that an approver can do
Super Administrator	Edit, View, Approve, Manage Users, Manage survey configurations	National level administrators with country wide scope . Will all privileges along with managing key system level configurations

SETTING UP ACCOUNT FOR THE FIRST TIME

Users who have been registered in the RUSH platform will receive an invitation email to complete the account setup process. Click the Set Password button to activate your account. Make sure you are on the testing url rush.health.go.ke. Set a strong password and click Set New Password to login to your account.



 **R U S H**
Kenya Rural and Urban Sanitation & Hygiene Monitoring Platform

Dashboards ▾ [Log in](#)

Welcome to RUSH, username ps

Please set your password for the platform.
Your password must include:

- Lowercase Character
- Numbers
- Special Character ([-_!@#%&.*'~:;=|{}~()'+/?/[!@])
- Uppercase Character
- No White Space
- Minimum 8 Characters

* Password

* Confirm Password

[Set New Password](#)

The user is accountable for his/her account and in case there are any changes (Transfers, retirement, any kind of leave, resignation etc) this should be communicated to the County Administrator or National Super Admin who might be able to assign the roles to the new officer.

Input Channels

WEBFORMS

1. From the submissions section of the control centre, select the questionnaire you would like to enter data against and click the ADD NEW button to open the webform.

Submissions

RTMIS Healthca... ▾ Advanced Filters

		Administration	Submitter Name	Duration
<input type="checkbox"/>	Mutonguni - Feb 2024 2024-02-06 12:34 PM	Mutonguni	abhishek p s	

Results: 1 - 1 of 1 data

2. Fill all the mandatory fields (check the left pane of the webform to ensure all the sections are checked and keep an eye on the progress bar at the bottom) and then click the SUBMIT button to upload your data.

RTMIS Healthcare Facility WASH Form

Submit

FORM OVERVIEW

- ✓ HCF WASH: data
- ✓ HCF: Location
- ✓ INTERVIEW: HCF data (first time)
- ✓ INTERVIEW: Update HCF information
- ✓ INTERVIEW: HEALTHCARE FACILITY WASH OUTCOMES

INTERVIEW: Update HCF information

1. Change in number of patients attending the HCF?

Yes

No

2. Update: total number of beds/inpatients in HCF?

12

3. Update: maximum number of outpatients in HCF?

12

Previous Next

94%

3. Once you submit your form, you will be redirected to a page with the option to either add a new submission or to proceed to batch your data to send it for approval.

✓

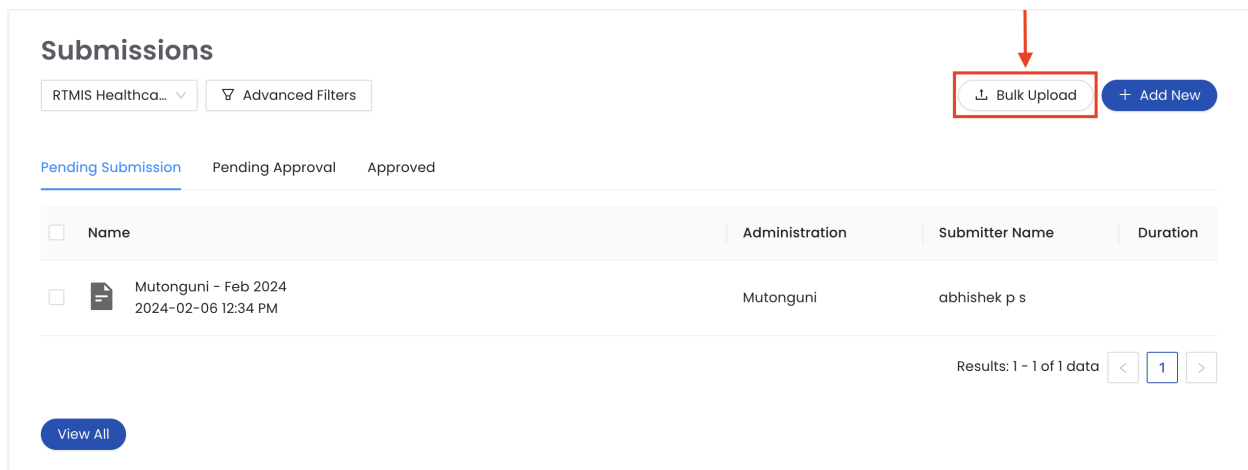
Thank you for the submission

Do note that this data has NOT been sent for approval. If you are ready to send the submissions for approval, please create a batch and send to the approver

Add New Submission Finish and Go to Batch

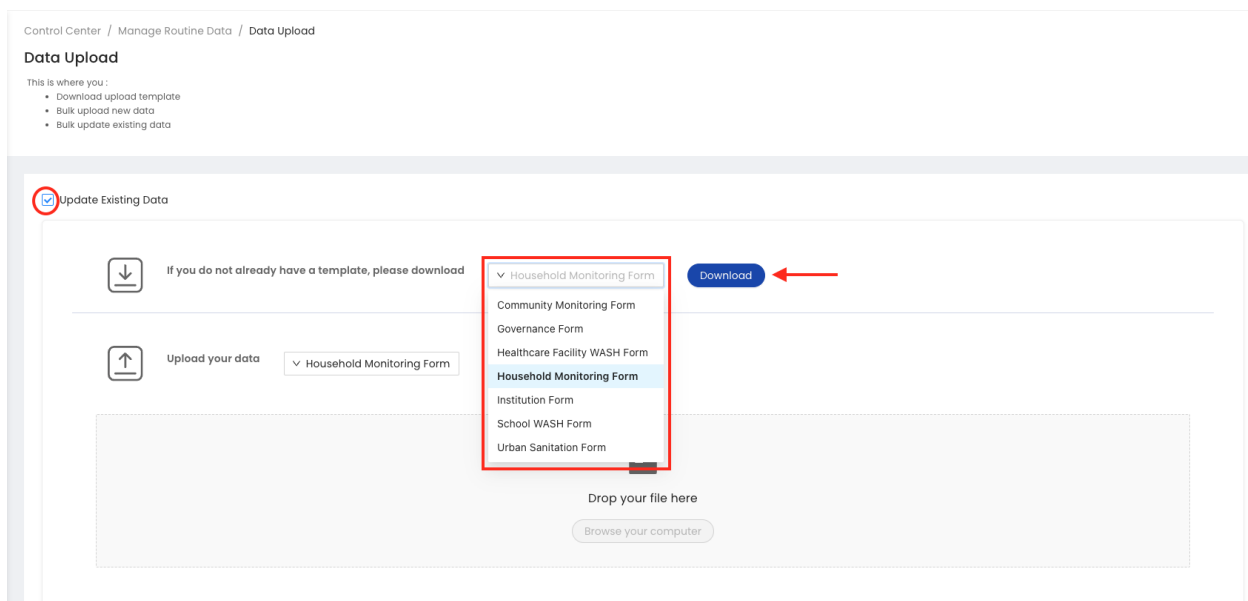
BULK UPLOAD

1. From the submissions section of the control centre, click the BULK UPLOAD button.



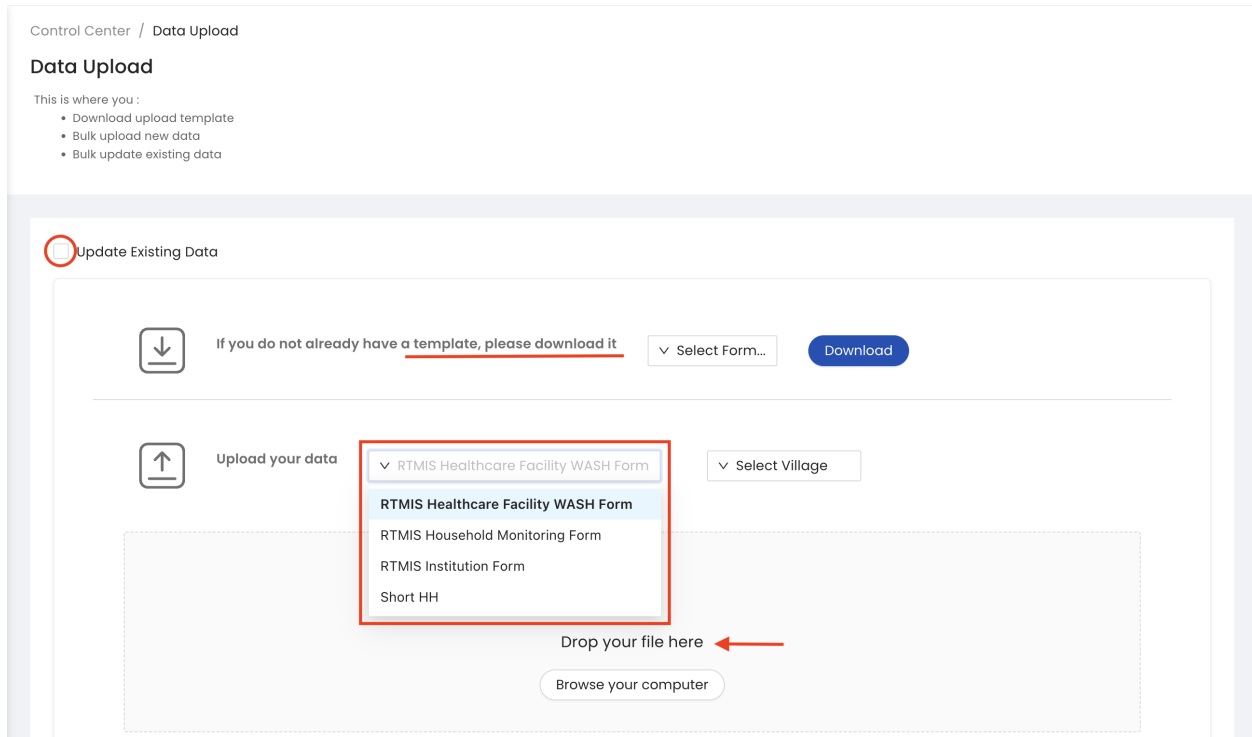
The screenshot shows the 'Submissions' control center. At the top right, there is a 'Bulk Upload' button (with a download icon) and an 'Add New' button. A red box highlights the 'Bulk Upload' button, and a red arrow points to it from above. Below the buttons, there are tabs for 'Pending Submission', 'Pending Approval', and 'Approved'. A table lists submissions with columns for Name, Administration, Submitter Name, and Duration. One submission is visible: 'Mutonguni - Feb 2024' with a timestamp of '2024-02-06 12:34 PM', under 'Mutonguni' administration, submitted by 'abhishek p s'. At the bottom right, it says 'Results: 1 - 1 of 1 data' with navigation arrows. A 'View All' button is at the bottom left.

2. If you do not have a template, download it by selecting the form. If you are updating existing data, make sure you tick the 'update existing data' checkbox when downloading the template. When filling the template, for Registration data the submission_type value should be 'Registration' and for monitoring data the submission_type should be 'Monitoring' and the reg_or_update value should be 'update'



The screenshot shows the 'Data Upload' section. At the top, it says 'Control Center / Manage Routine Data / Data Upload'. Below that, 'Data Upload' is the main heading. Underneath, it says 'This is where you:' followed by a list: 'Download upload template', 'Bulk upload new data', and 'Bulk update existing data'. A checkbox labeled 'Update Existing Data' is checked. Below this, there are two main options: 'If you do not already have a template, please download' and 'Upload your data'. The 'Upload your data' option has a dropdown menu set to 'Household Monitoring Form'. A red circle highlights the 'Update Existing Data' checkbox. A dropdown menu is open, listing various forms: 'Household Monitoring Form', 'Community Monitoring Form', 'Governance Form', 'Healthcare Facility WASH Form', 'Household Monitoring Form' (highlighted), 'Institution Form', 'School WASH Form', and 'Urban Sanitation Form'. A red arrow points to the 'Download' button next to the dropdown. Below the dropdown, there is a 'Drop your file here' area with a 'Browse your computer' button.

3. Select the questionnaire and village you would like to bulk upload data against and select the spreadsheet file on your computer. If the upload is successfully completed the user should receive an email notification of this and if the data is not valid a list of the validation errors will be sent to the users email.

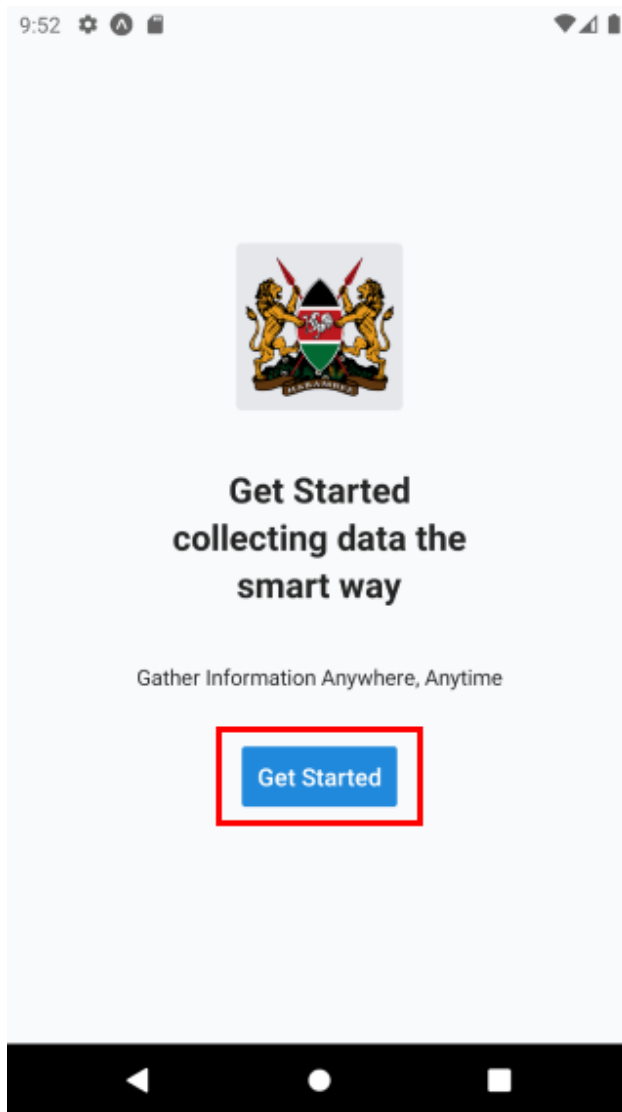


Mobile App

AUTHENTICATION

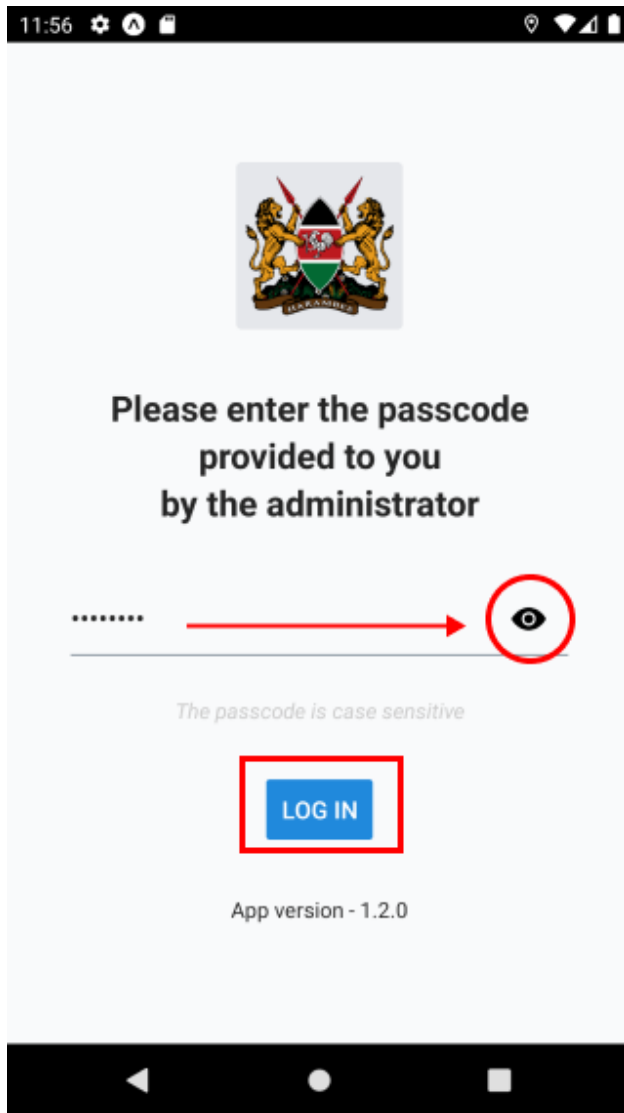
Authentication is the first step to accessing the mobile application. This app uses an authentication method with a passcode obtained from the *mobile assignment*.

1. Press the Get started button to begin using the application.

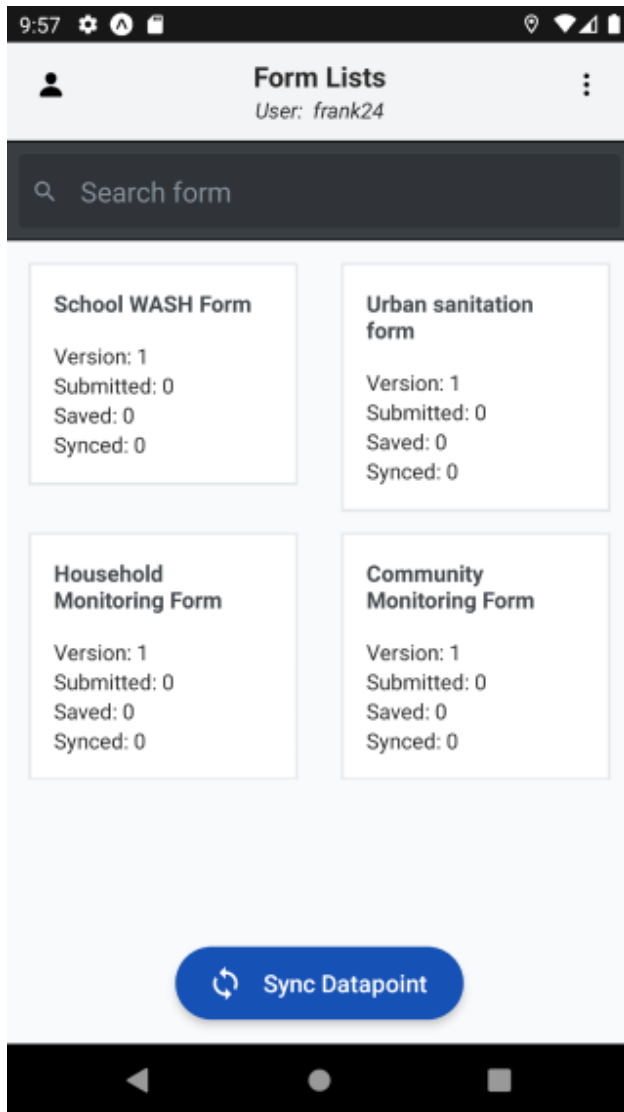


2. Enter the passcode correctly. If you are unsure, click **the eye icon to view the passcode**. Then click the **Login**

button once you are confident.



3. If successful, you will be redirected to the application's main menu.



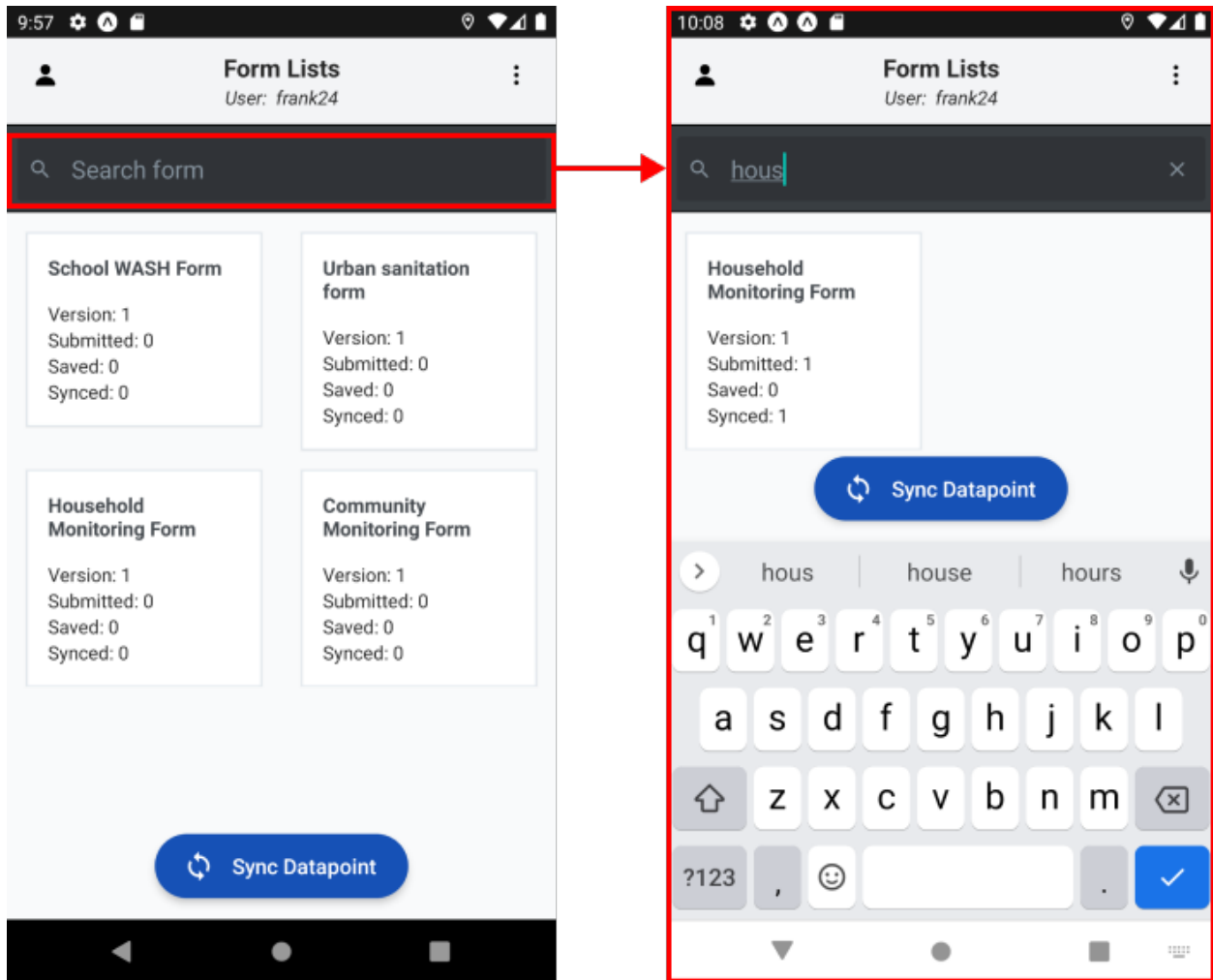
HOME OVERVIEW

This application features a dashboard that displays most of the information about the questionnaire and basic submission statistics, such as:

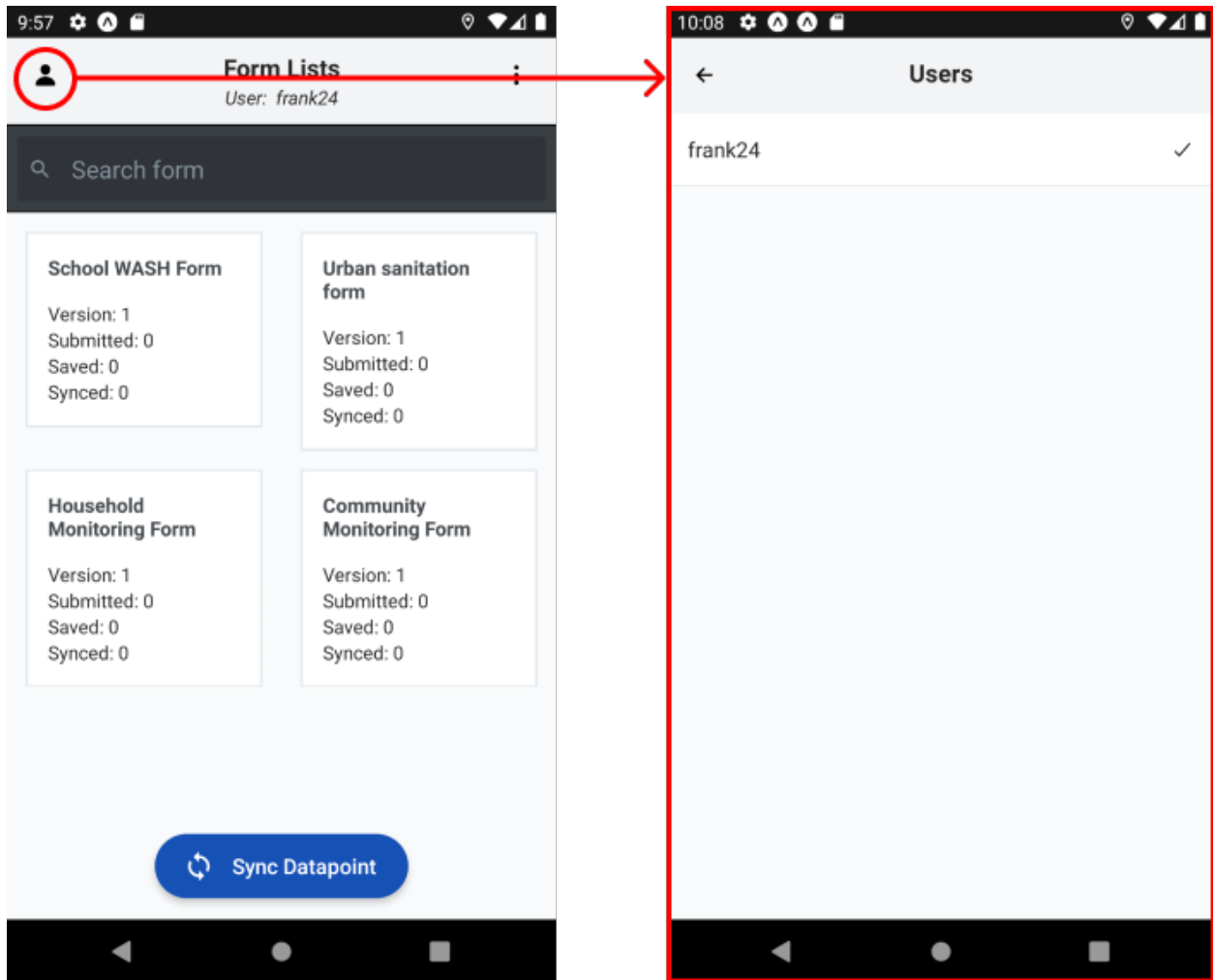
- The number of saved submissions.
- The number of submitted submissions.
- The number of synchronized submissions.

Besides that, you can also do three things here:

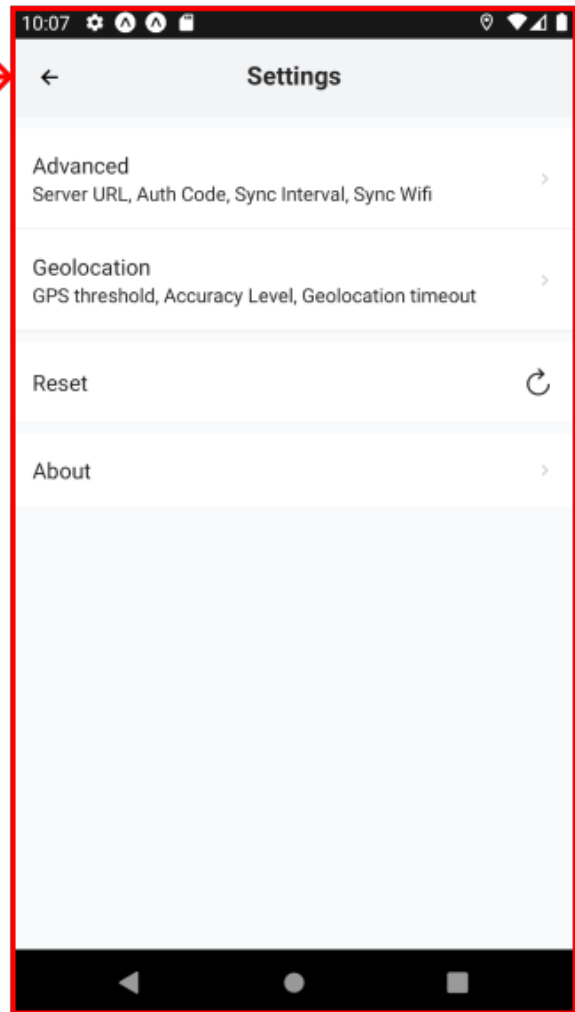
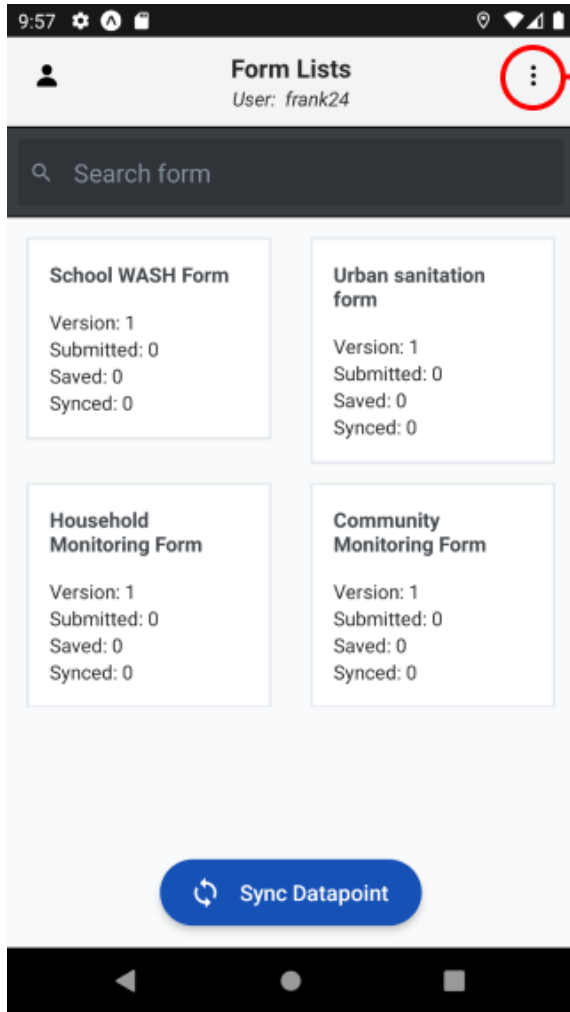
1. Easily search for the questionnaire you want.



2. Go to the users page to get more information about the current user.



3. Go to the settings page to customize as needed.



SYNCING DATAPOINTS

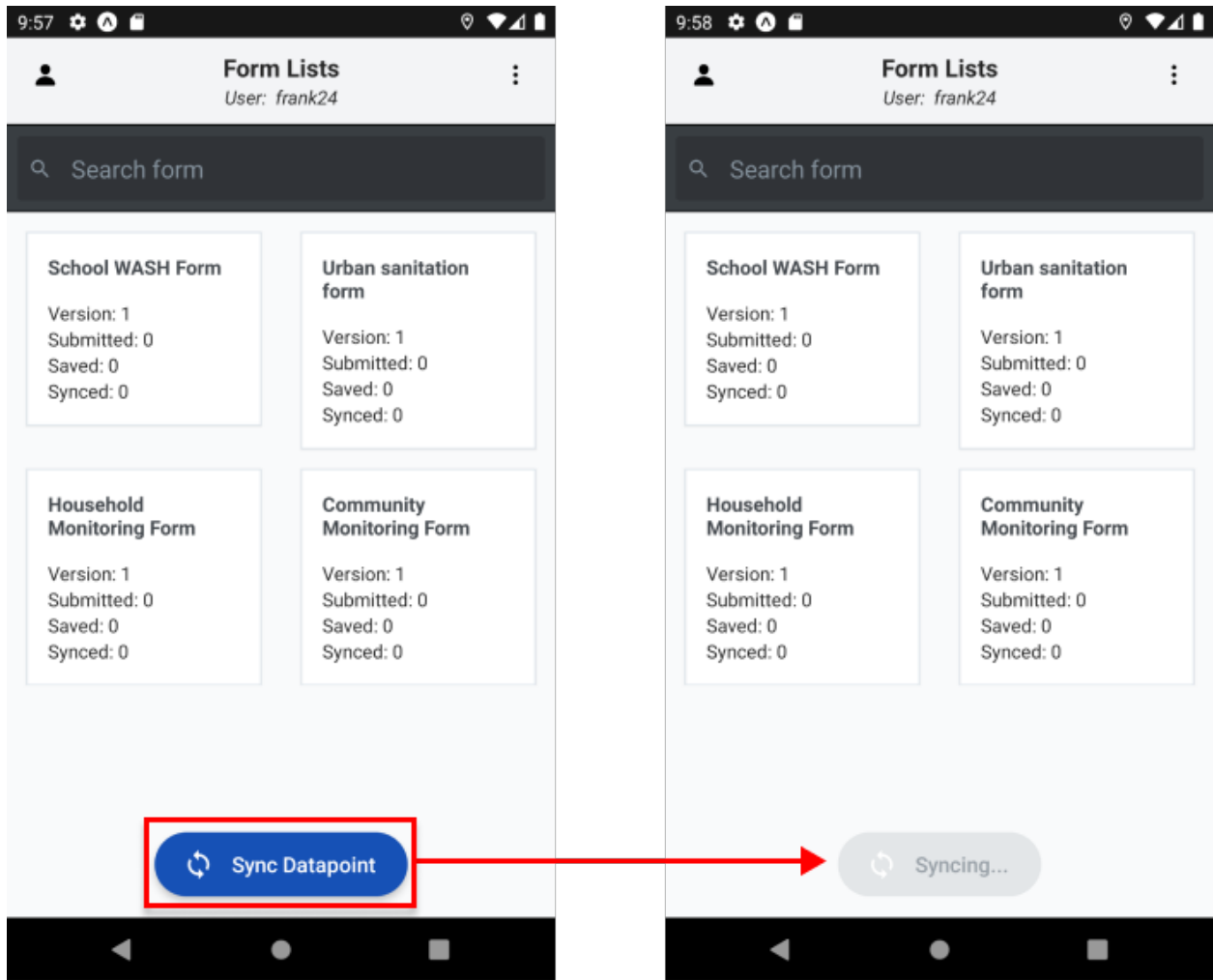
Note: This will ensure that your app has the most up-to-date information and data from the server.

Syncing datapoints is a feature that pulls data from the server to the mobile app. During this process, you will get the following:

- Re-fetching forms
- Re-downloading administration, organisations and entities data
- Getting the latest datapoints for monitoring and verification
- Getting certification assignments

To sync data with the server, follow these steps:

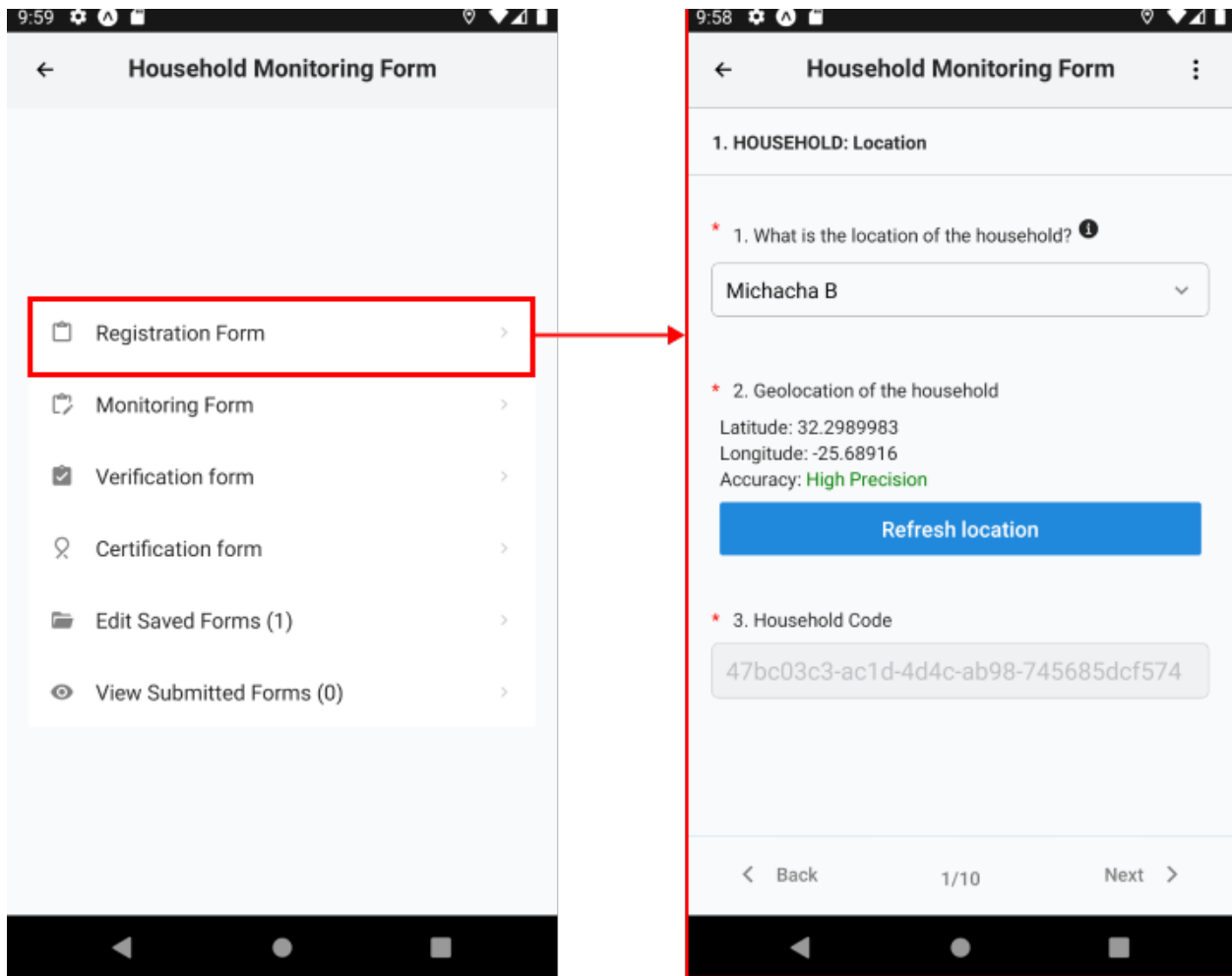
1. Click the Sync Datapoints button. Wait until the process is finished.



SUBMISSION

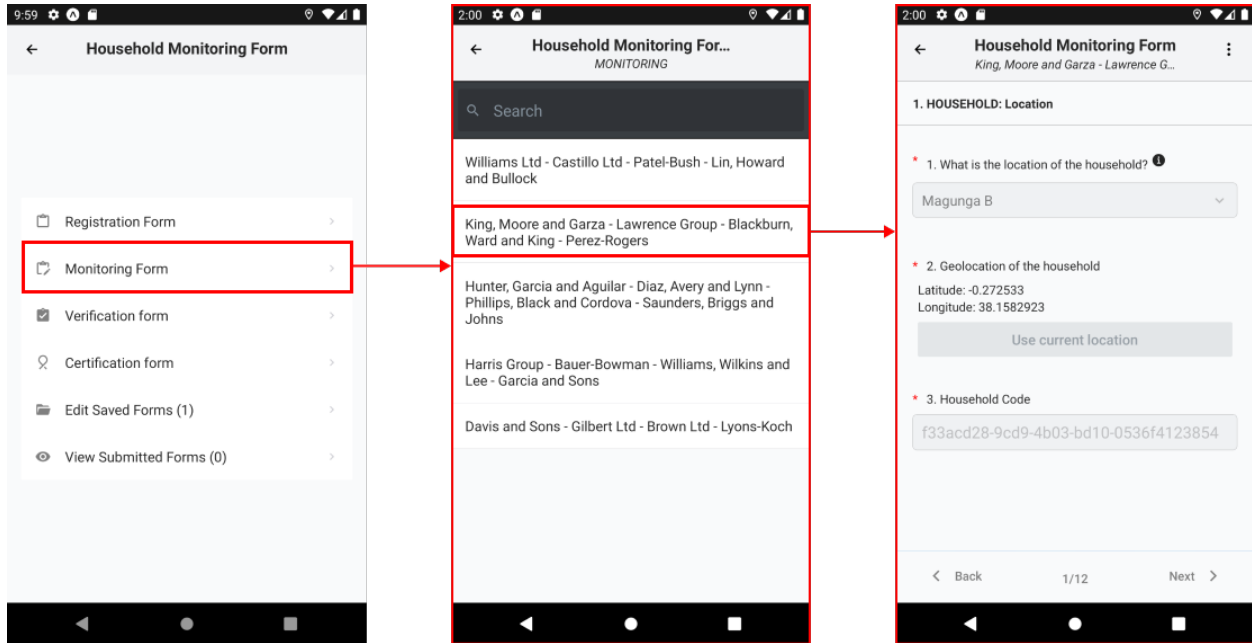
11.1 Registration

A registration submission is the initial datapoint submission that undergoes an approval process and is created by users with aligned administrative access rights.



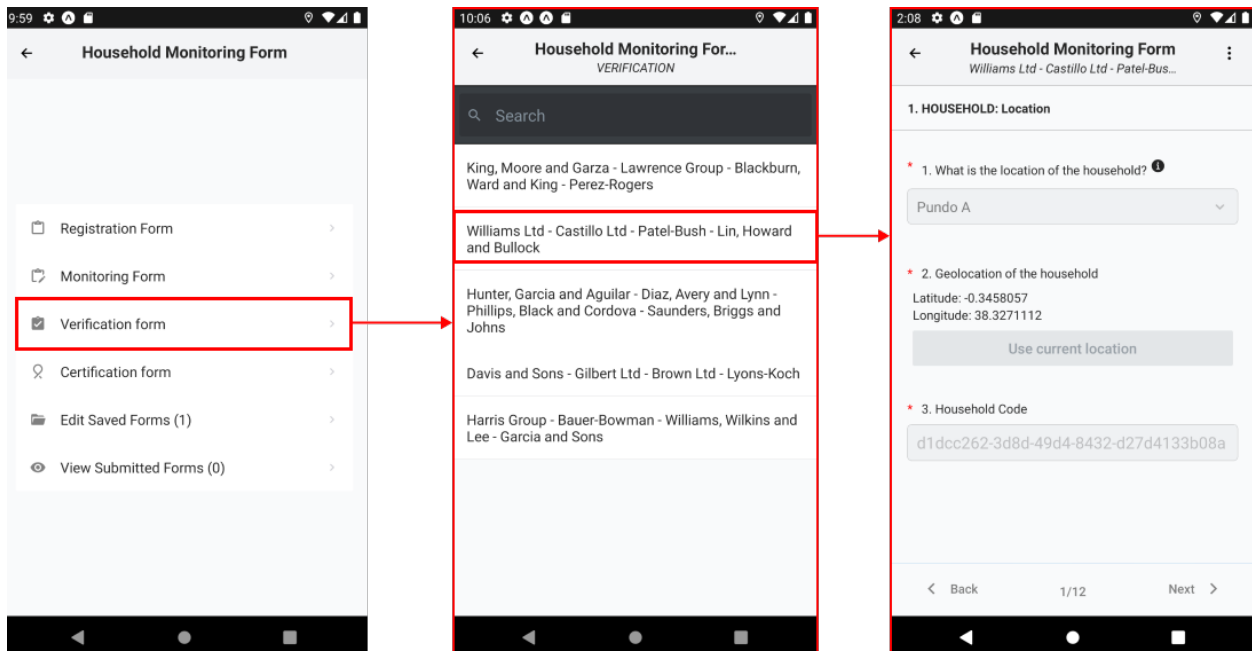
11.2 Monitoring

A monitoring submission can be made when datapoints from the server are available after synchronization. This submission also undergoes an approval process similar to registration submissions.



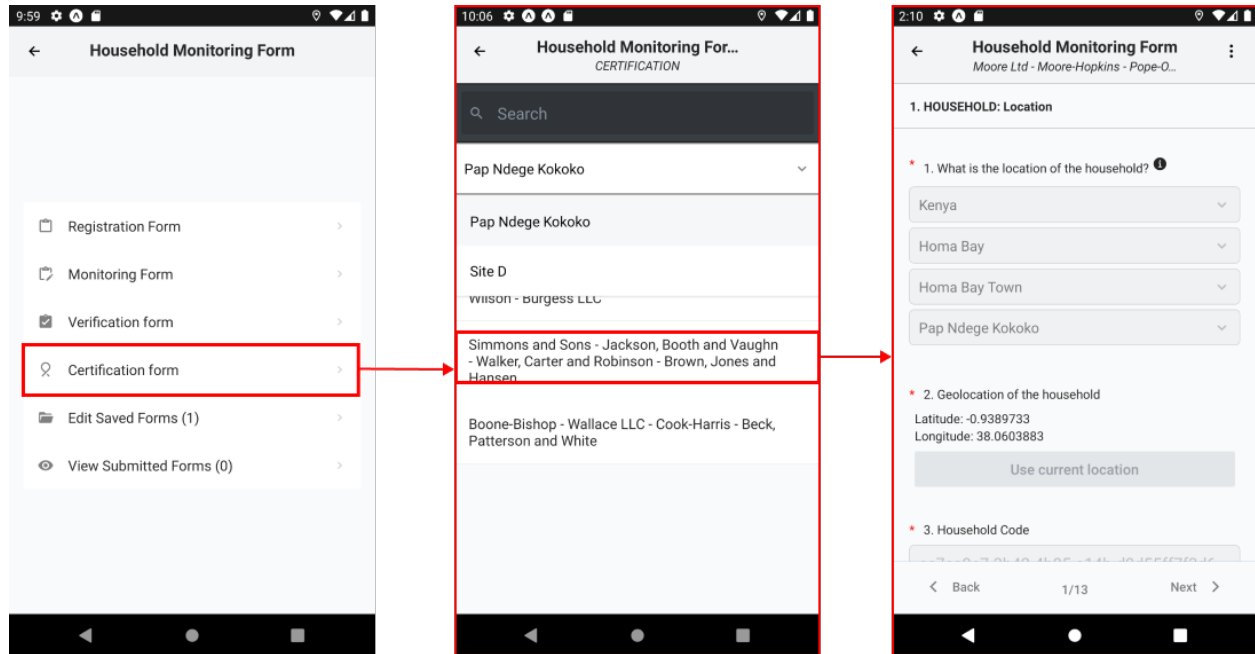
11.3 Verification

A verification submission is available if it is activated in the questionnaire form. If not, this type of submission will not appear. Verification submissions do not require an approval process. Once the user completes the questionnaire, submits, and syncs, the datapoints will be available immediately.



11.4 Certification

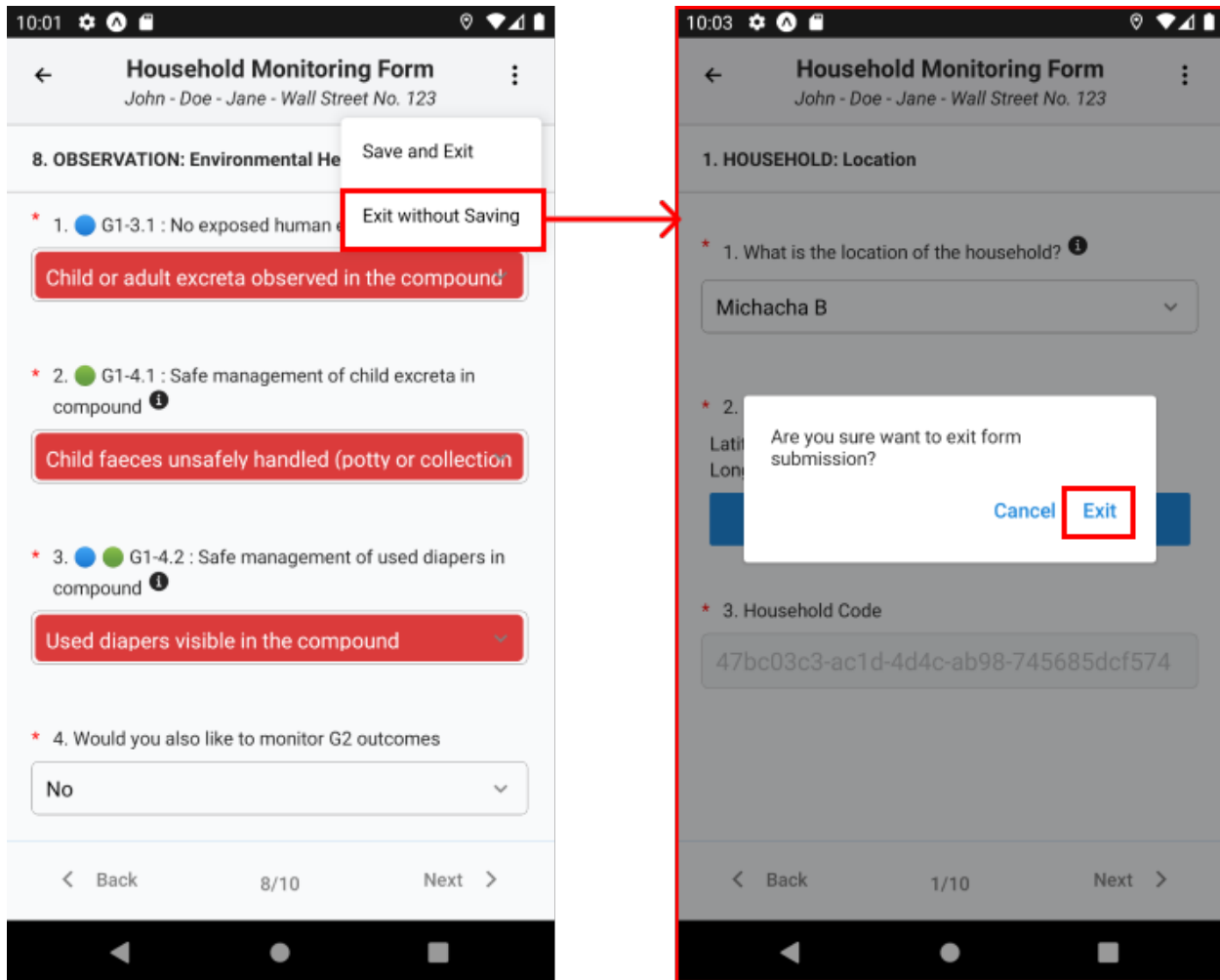
A certification submission is a complex type of submission because it requires creating a *certification assignment* first. *This certification assignment* is done on the admin panel and contains a list of administrations outside the mobile user's access rights but within the same county. The certification list includes a dropdown filter to select which administration to process, making it easier for the mobile user to focus on one place before moving to another.



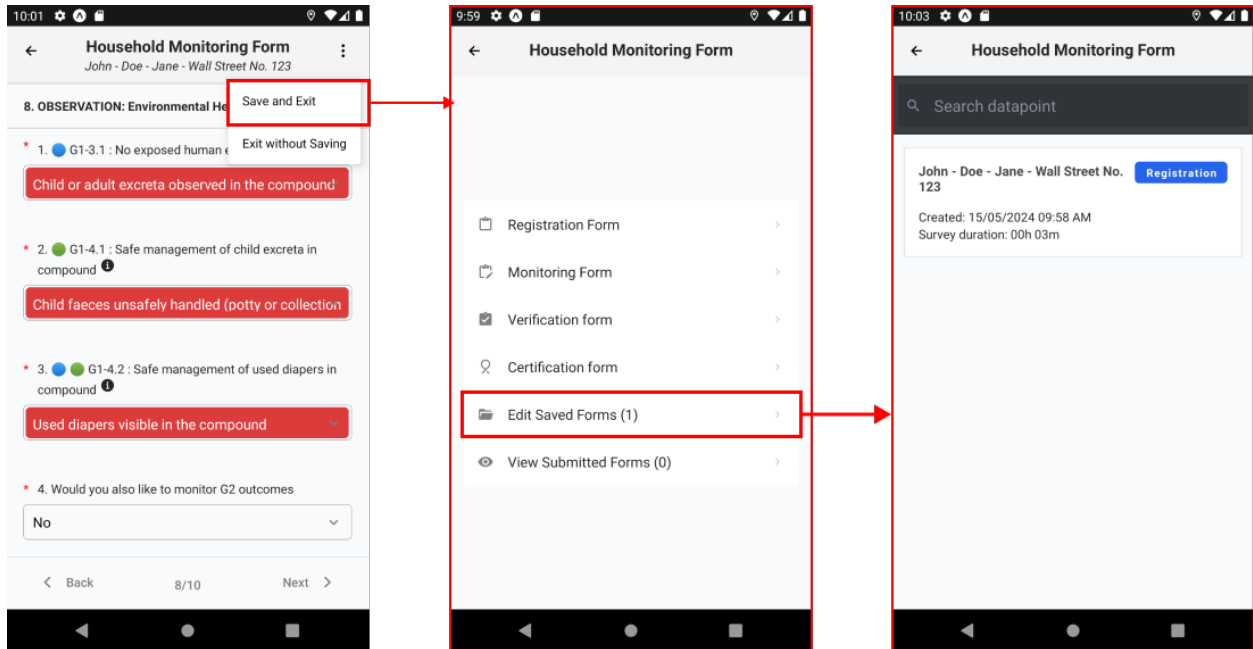
11.5 Save, Exit and Sync Submission

During the form-filling process, the mobile app also assists the user in exiting the questionnaire with the following options:

- Select Exit without saving to exit the questionnaire without saving the current progress.

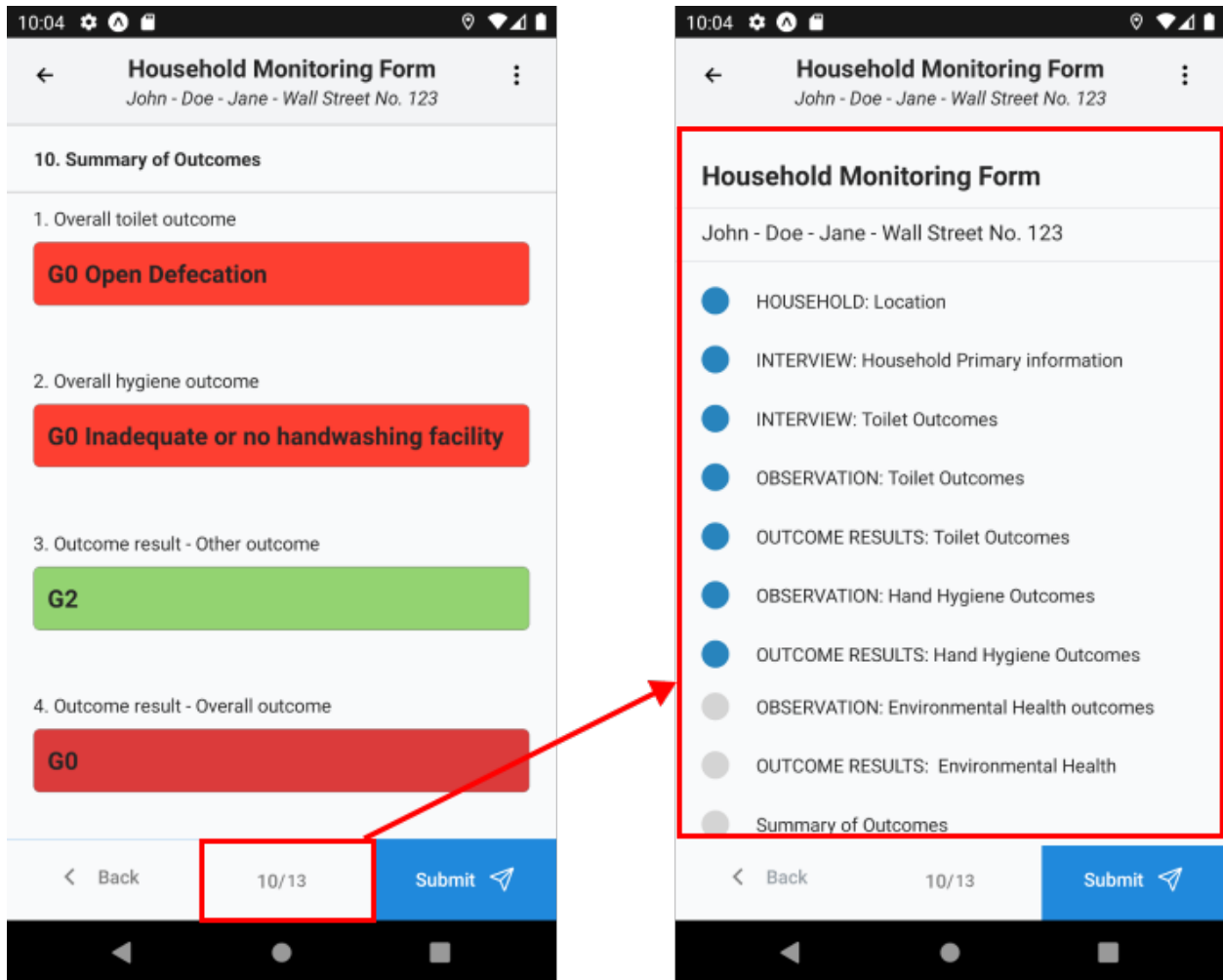


- Select Save and exit to save the current progress. To continue filling out the form, reopen the related questionnaire and choose the Edit Saved Forms menu, then click on the draft datapoint.

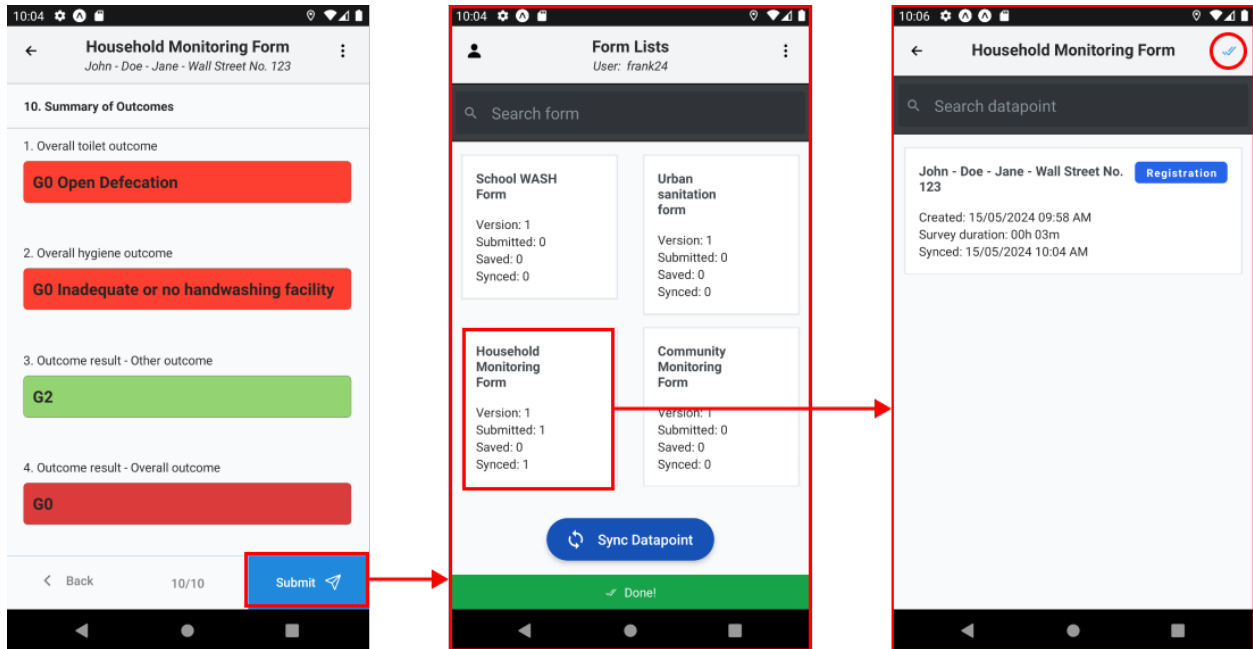


To ensure all question groups are answered, click the page number in the middle:

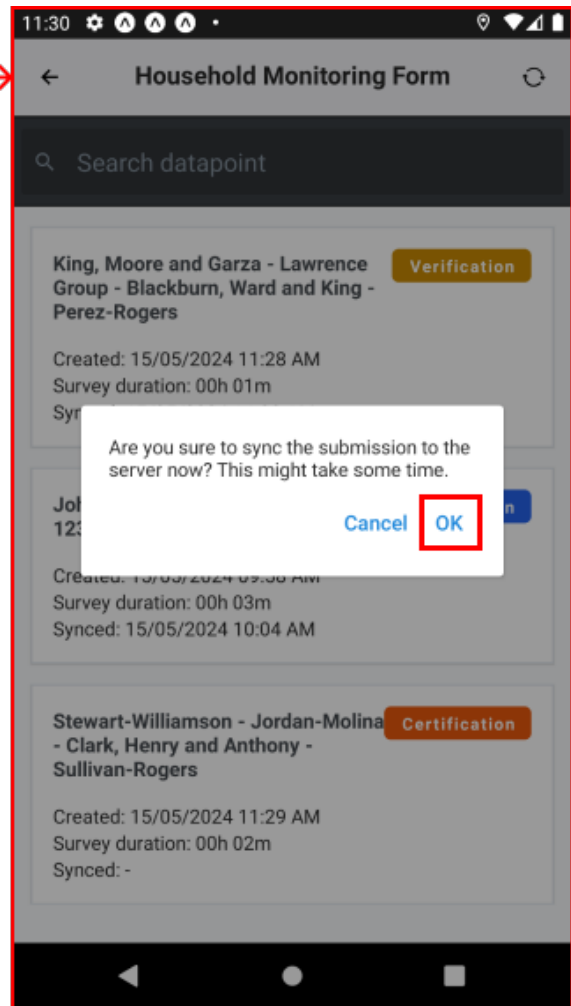
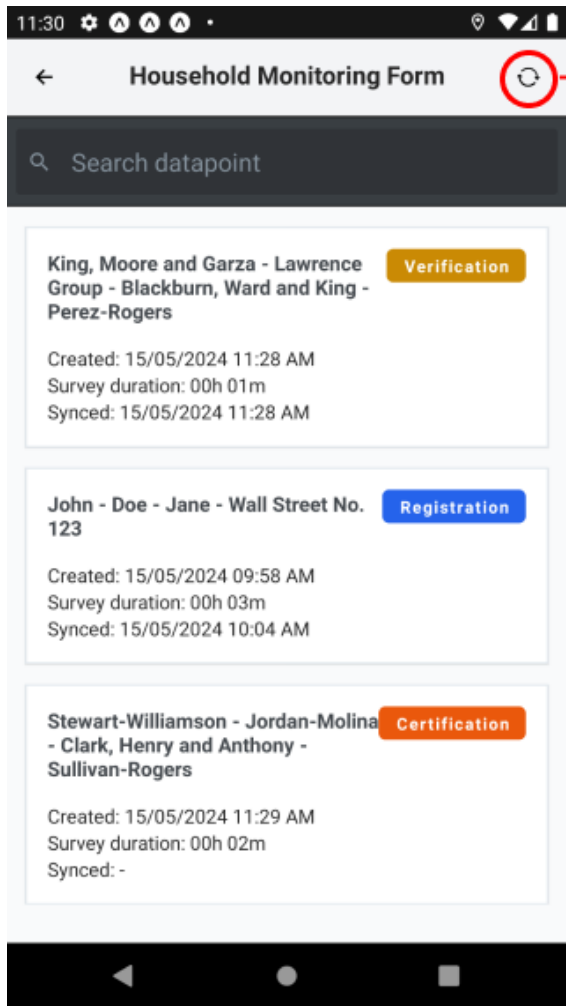
- **Blue:** indicates all questions have been answered and validated.
- **Gray:** indicates some questions are incomplete.



Generally, completed and submitted forms will automatically sync according to the applied sync interval settings. If the sync process is successful, a *green notification bar with "Done"* will appear at the bottom. The submission can then be viewed again in the View Submission Form menu, as shown in the image below.



If automatic synchronization fails for any reason, the user can perform manual synchronization by pressing the **sync icon** in the top right corner. A confirmation dialog will appear; choose **OK** to proceed with synchronization.

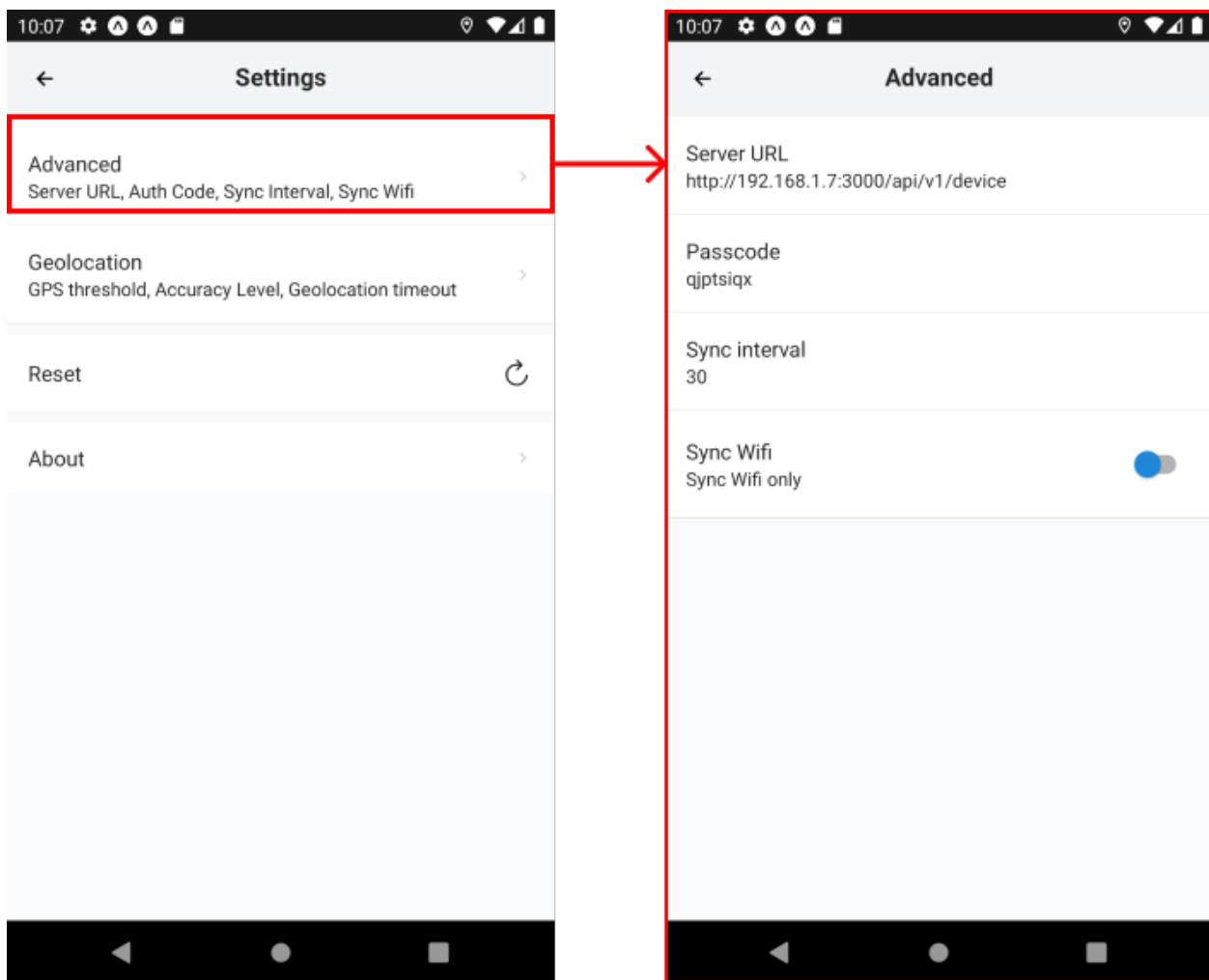


SETTINGS

12.1 Advanced Settings

These settings allow you to customize your sync preferences with the following options:

- **Sync Interval:** The duration needed to sync submitted submissions to the server, measured in seconds.
- **Sync Wifi:** A switch to enable syncing of submitted submissions to the server only when using a Wi-Fi network.

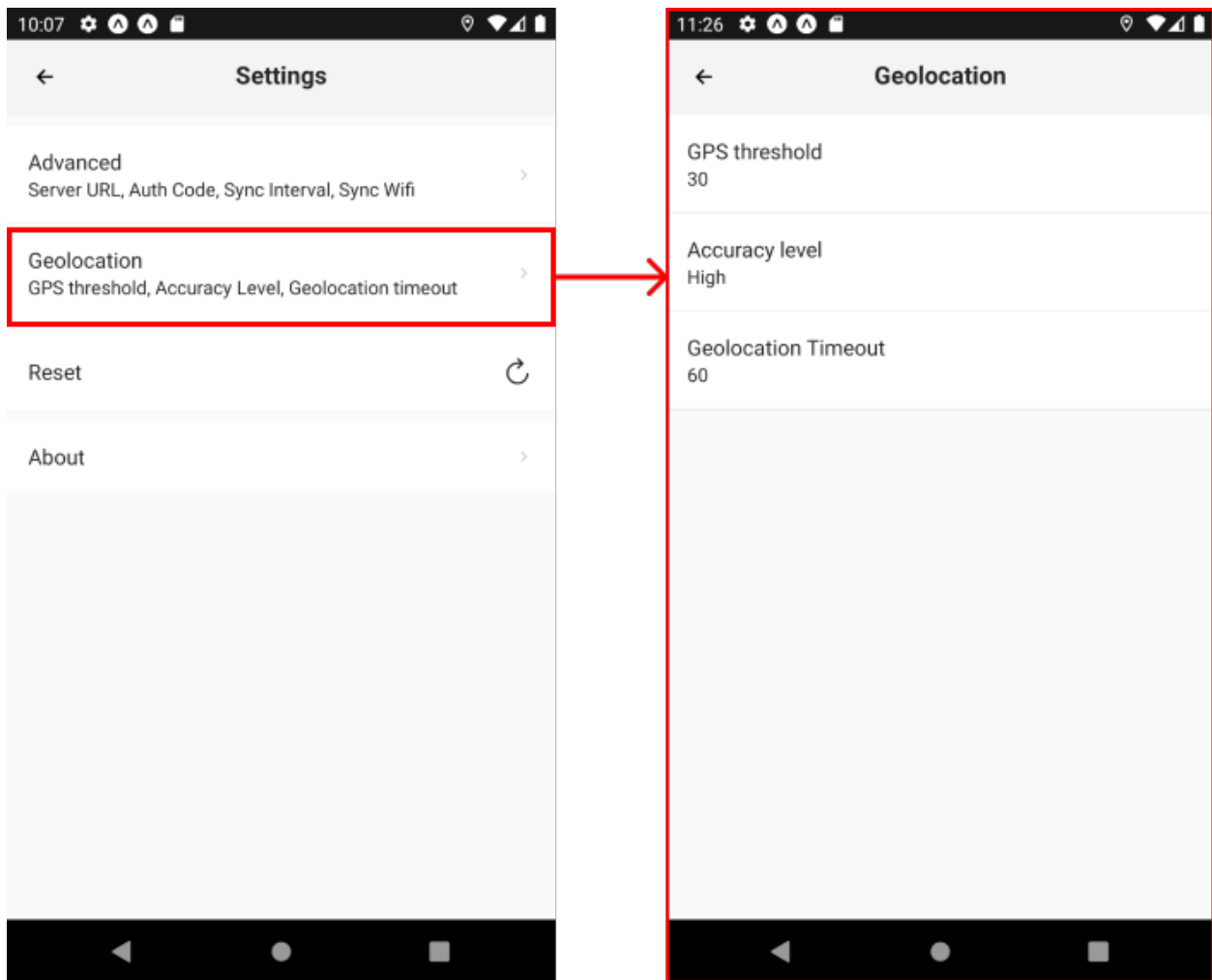


12.2 Geolocation Settings

Note: Adjust these settings according to your specific needs to balance between accuracy and performance.

These settings allow you to customize your geolocation preferences with the following options:

- **Threshold:** The maximum acceptable GPS error distance.
- **Accuracy Level:** The desired level of GPS accuracy. Higher accuracy reduces the risk of errors but may increase the time required to obtain a GPS fix.
- **Geolocation Timeout:** The maximum amount of time allowed to obtain a GPS value.



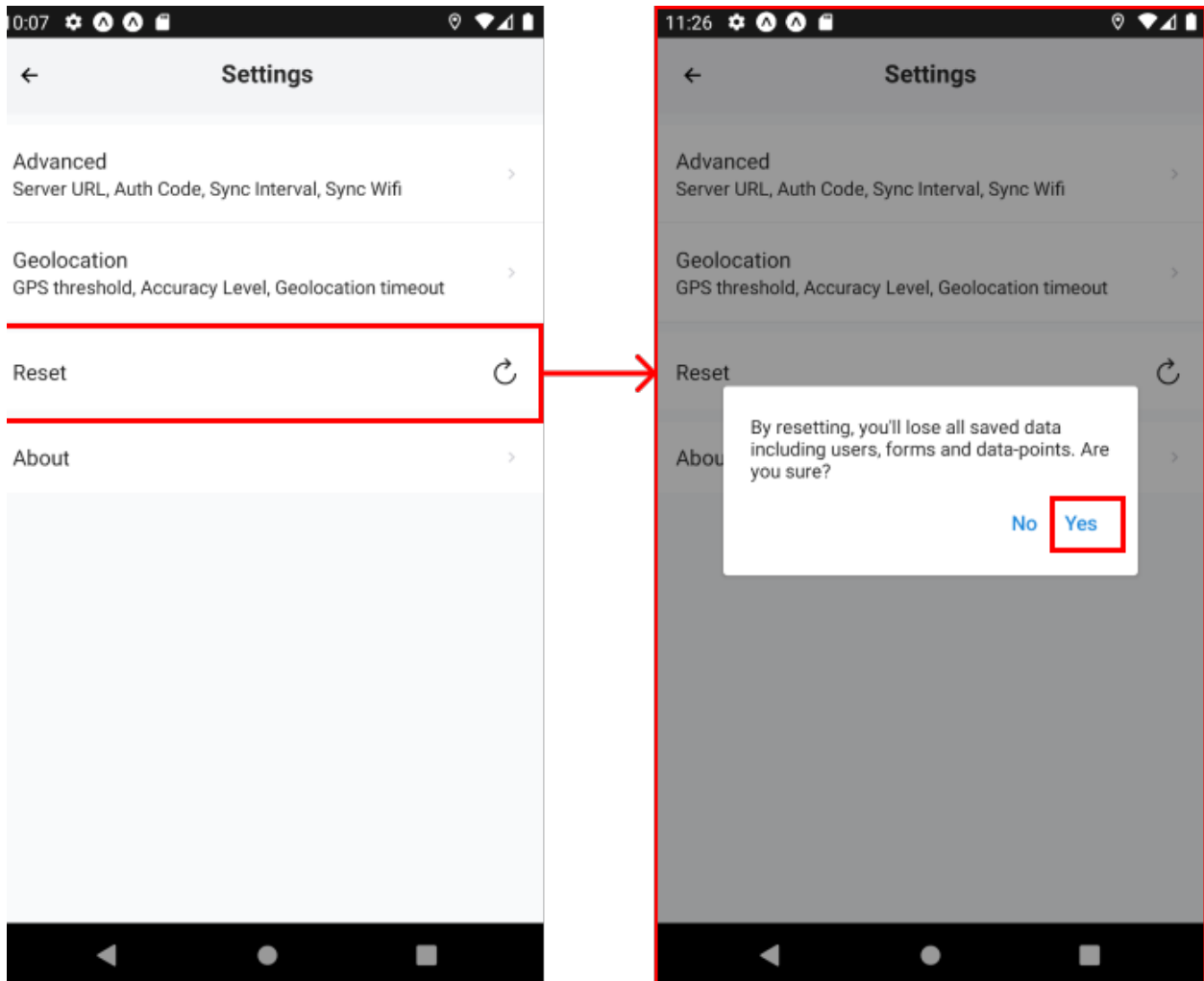
12.3 Reset (Clear All Data)

Warning: Please note that this process cannot be undone, and all locally stored data will be lost. Make sure to sync any important data with the server before performing a reset.

This action will clear all data from the application, and you will need to sign in again to access your data.

To reset the application, follow these steps:

1. Click the Reset button.
2. Confirm the reset process by clicking the **Yes** button.

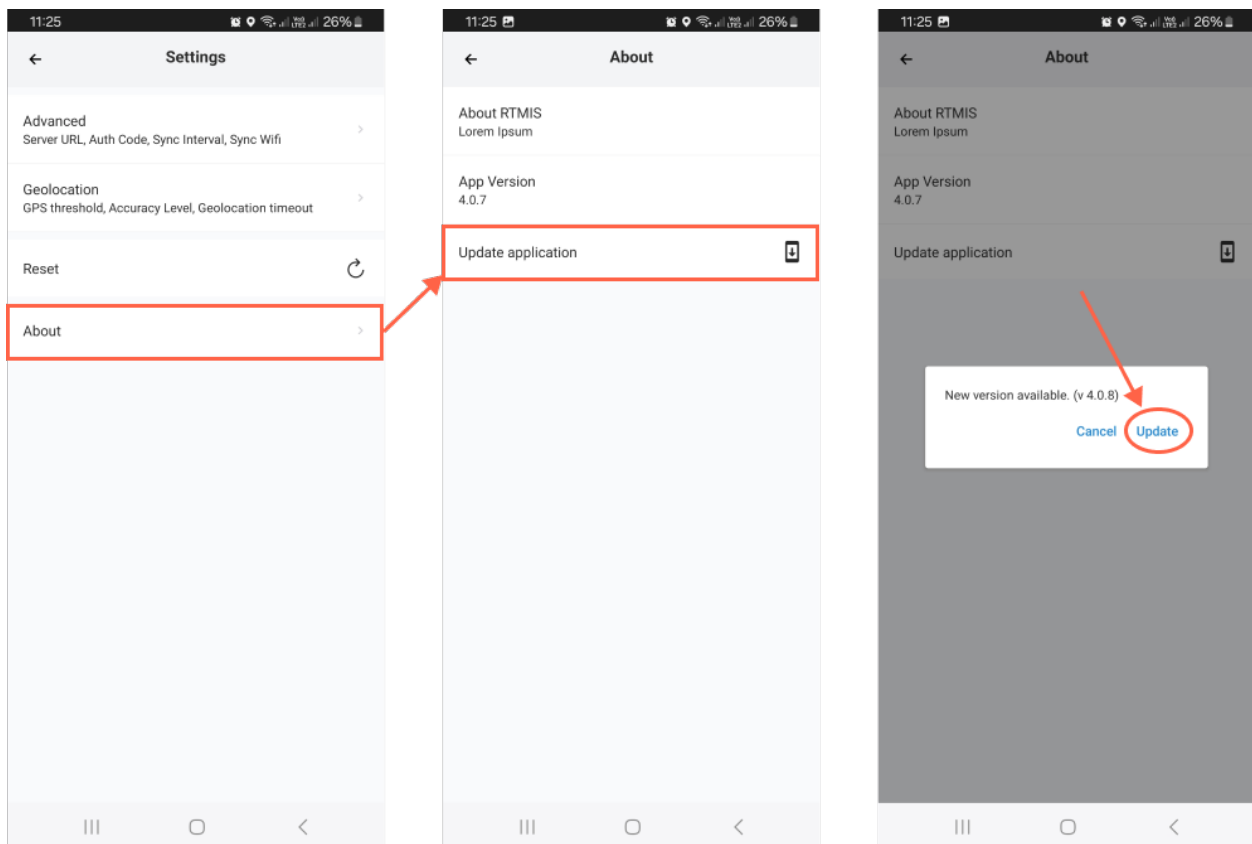


12.4 Update the App

Note: By regularly updating your app, you ensure optimal performance and access to the latest enhancements.

Keeping your app up-to-date ensures you have the latest features, improvements, and security updates. Follow these steps to update the app to the newest version.

1. In the Settings menu, find and select the About section. This section contains information about the app, including the current version.
2. Click on the **Update application** button. The app will then check the server for the latest version available.
3. **If a new version is available, you will see an option to update.**
 1. Click the **Update** button to start downloading the latest version of the app.
 2. Wait patiently while the app downloads the new version. The time this takes may vary depending on your internet connection speed.
 3. Once the download is complete, follow the on-screen instructions to install the new version of the app.
4. Otherwise, click the **Cancel** button to close the dialog.



Administration

MANAGE USERS (ADD, DELETE AND MODIFY USERS)

1. From the Sidebar of the control center, click the Users menu to add a new user, modify an existing user or delete an existing user.

Control Center / Manage Users

Manage Users

This is where you manage users based on their roles, regions and questionnaire access. You can :

- Add new user
- Modify existing user
- Delete existing user

Search... [Q] Organization Trained Status Role + Add new user

Select County [Q] Show Pending Users

Name	Organization	Email	Role	Region	Phone	Forms	Last Login
abhishek approver Trained	4 Kenya (4K)	abhishek-approver@gmail.com	Data Approver	Kenya - Kitui - Kitui West - Mutonguni	6282962523	6	February 14th 2024
abhishek p s	4 Kenya (4K)	abhishek-data-entry@gmail.com	Data Entry Supervisor	Kenya - Kitui - Kitui West - Mutonguni	6282952623	4	February 14th 2024
Kakseru A Approver Test User	-	kakserua56120@test.com	Data Approver	Kenya - Homa Bay - Ndhiwa - Kanyamwa Kosewe - Kakseru A	-	1	January 30th 2024

2. To add a new user, click the ADD NEW USER button. Next, on the new page fill all the mandatory fields and assign the user an organisation, designation, role, administrative region and questionnaires. Finally, click the Add User button to notify your new user.

Control Center / Manage Users

Manage Users

This is where you manage users based on their roles, regions and questionnaire access. You can :

- Add new user
- Modify existing user
- Delete existing user

Organization

Trained Status

Role

+ Add new user

Select County

Q

Name	Organization	Email	Role	Region	Phone	Forms	Last Login	
abhishek approver Trained	4 Kenya (4k)	abhishek-approver@gmail.com	Data Approver	Kenya - Kitui - Kitui West - Mutonguni	6282962523	6	February 14th 2024	⌵
abhishek p s	4 Kenya (4k)	abhishek-data-entry@gmail.com	Data Entry Supervisor	Kenya - Kitui - Kitui West - Mutonguni	6282952623	4	February 14th 2024	⌵
Kakseru A Approver Test User	-	kakserua56120@test.com	Data Approver	Kenya - Homa Bay - Ndhiwa - Kanyamwa Kosewe - Kakseru A	-	1	January 30th 2024	⌵

Control Center / Manage Users / Add User

Add User

This page allows you to add users to the RUSH platform. You will only be able to add users for regions under your jurisdiction. Once you have added the user, the user will be notified by email to set their password and access the platform.

* First name:

* Last name:

* Email Address:

* Phone Number:

* Organization:

* Designation:

Trained

* Role:

Inform User for Changes

Add User

- To delete an existing user, expand the toggle button next to the user and click the delete the DELETE button. Next, confirm you are deleting the user by clicking the DELETE button in the pop-up window.

Search... [Organization] [Trained Status] [Role] [Add new user] [Select County] [Show Pending Users]


Name	Organization	Email	Role	Region	Phone	Forms	Last Login
abhishek approver Trained	4 Kenya (4K)	abhishek-approver@gmail.com	Data Approver	Kenya - Kitui - Kitui West - Mutonguni	6282962523	6	February 14th 2024

Field	Value
First Name	abhishek
Last Name	approver
Organisation	4 Kenya (4K)
Invitation Code	Change Password
Designation	CSE (County Sanitation Extender)
Phone Number	6282962523
Forms	RTMIS Community Monitoring Form, RTMIS Healthcare Facility WASH Form, RTMIS Household Monitoring Form, RTMIS School WASH Form, RTMIS Institution Form, Short HH

Edit Delete

abhishek p s	4 Kenya (4K)	abhishek-data-entry@gmail.com	Data Entry Supervisor	Kenya - Kitui - Kitui West - Mutonguni	6282962523	4	February 14th 2024
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You are about to delete the user



abhishek approver

The User will no longer be able to access the RUSH platform as an Enumerator/Admin etc

Locations
Credentials

Mutonguni Data Approver

This user has following data association(s)

Association	Count
Pending Data Approval	5
Data Submission	1
Pending Batch Data Submitted	0

Deleting this user will not delete the data association(s)

Cancel Delete

4. To modify an existing user, expand the toggle button next to the user and click the EDIT button. Edit the user details in the new page and then click the UPDATE USER button.

Organization
Trained Status
Role

+ Add new user

Select County
Show Pending Users

Name	Organization	Email	Role	Region	Phone	Forms	Last Login	
abhishek approver Trained	4 Kenya (4K)	abhishek-approver@gmail.com	Data Approver	Kenya - Kitui - Kitui West - Mutonguni	6282962523	6	February 14th 2024	

Field	Value
First Name	abhishek
Last Name	approver
Organisation	4 Kenya (4K)
Invitation Code	Change Password
Designation	CSE (County Sanitation Extender)
Phone Number	6282962523
Forms	RTMIS Community Monitoring Form, RTMIS Healthcare Facility WASH Form, RTMIS Household Monitoring Form, RTMIS School WASH Form, RTMIS Institution Form, Short HH

Edit
Delete

abhishek p s	4 Kenya (4K)	abhishek-data-entry@gmail.com	Data Entry Supervisor	Kenya - Kitui - Kitui West - Mutonguni	6282962623	4	February 14th 2024	
--------------	--------------	-------------------------------	-----------------------	--	------------	---	--------------------	--

Control Center / Manage Users / Edit User

Edit User

This page allows you to add users to the RUSH platform. You will only be able to add users for regions under your jurisdiction. Once you have added the user, the user will be notified by email to set their password and access the platform.

* First name:

* Last name:

* Email Address:

* Phone Number:

* Organization:

* Designation:

Trained

* Role:
Gives final approval to data submitted from the area under jurisdiction. Can edit or return data for correction.

Administration Level:

Administration: County Sub-County Ward

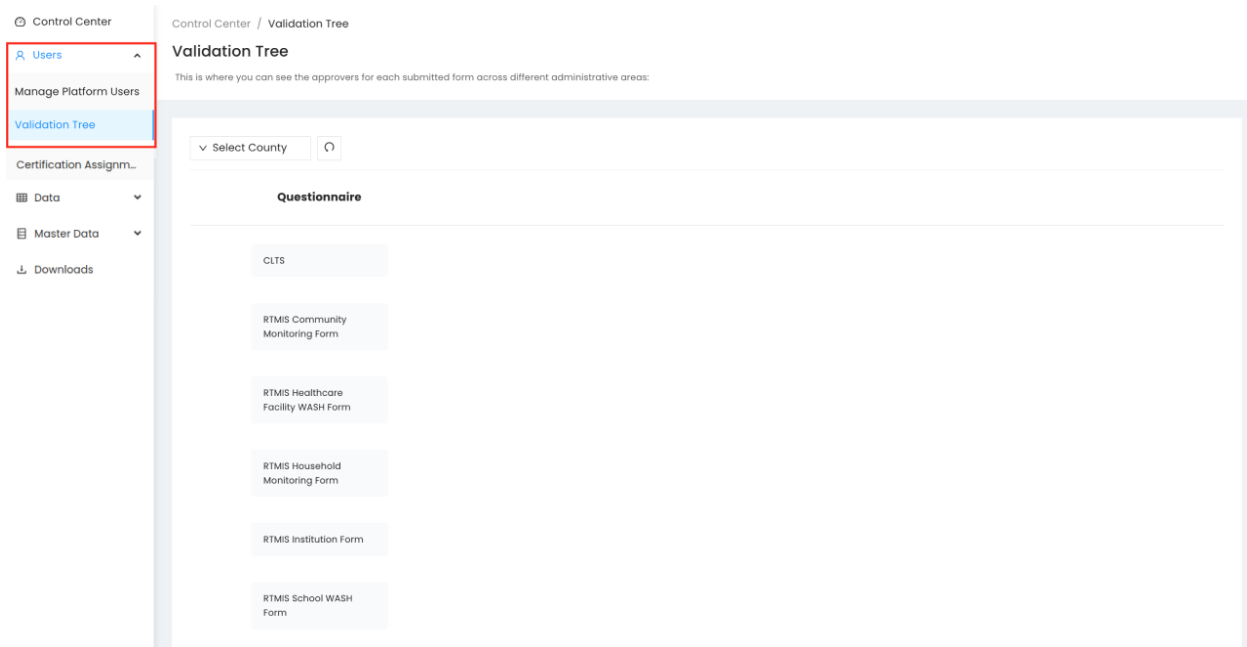
Questionnaires:

Inform User for Changes

Update User

VALIDATION TREE

1. Select the Validation Tree sub menu from the users menu section of the sidebar to see the approvers for each submitted form across different administrative areas.



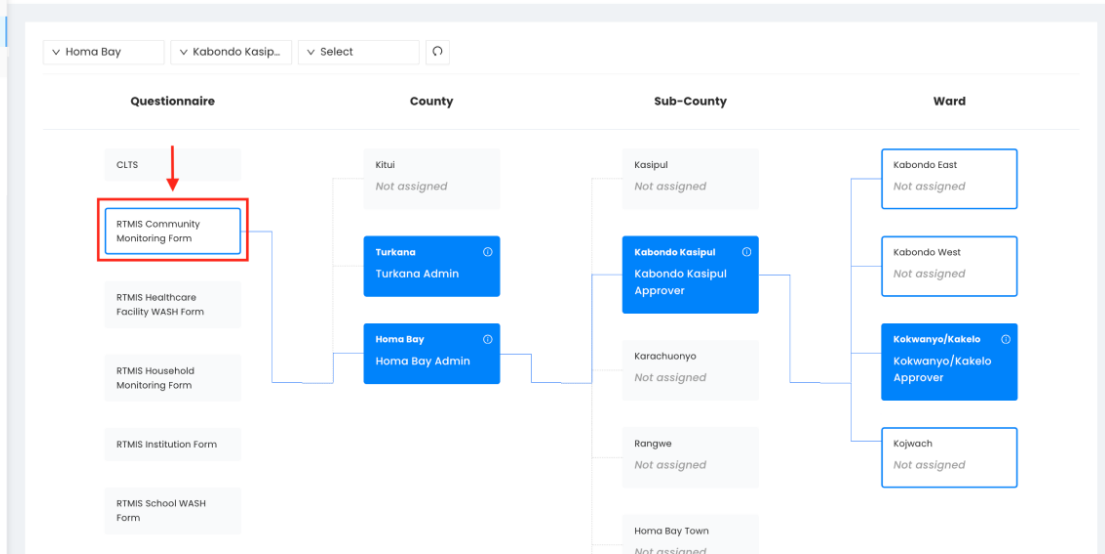
2. Click on the questionnaire blocks and administrative blocks to see the approvers for each submitted form across different administrative areas

- Control Center
- Users
- Manage Platform Users
- Validation Tree
- Certification Assignm...
- Data
- Master Data
- Downloads

Control Center / Validation Tree

Validation Tree

This is where you can see the approvers for each submitted form across different administrative areas:



CERTIFICATION ASSIGNMENT

1. Select the Certification Assignment sub-menu from the Users menu section of the sidebar to view the assignments across different administrative areas.

Control Center / Certification Assignment

Certification Assignment

This page is designed for assigning sub-county user admins to specific administration. The goal is to enable sub-county admins to manage their mobile users with certification permissions.

Select County

#	Certifying Sub-county	To certify	Last updated	Action
1	Kenya - Turkana - Turkana west	7 Village(s)	May 7th 2024 12:09 pm	<input type="button" value="Edit"/> <input type="button" value="🔄"/>
2	Kenya - Turkana - Loima	6 Village(s)	May 7th 2024 11:00 am	<input type="button" value="Edit"/> <input type="button" value="🔄"/>
3	Kenya - Turkana - Loima	12 Village(s)	May 3rd 2024 04:33 pm	<input type="button" value="Edit"/> <input type="button" value="🔄"/>
4	Kenya - Turkana - Turkana west	9 Village(s)	May 3rd 2024 04:30 pm	<input type="button" value="Edit"/> <input type="button" value="🔄"/>
5	Kenya - Turkana - Turkana west	3 Village(s)	May 2nd 2024 03:41 pm	<input type="button" value="Edit"/> <input type="button" value="🔄"/>
6	Kenya - Turkana - Loima	4 Village(s)	April 30th 2024 03:14 pm	<input type="button" value="Edit"/> <input type="button" value="🔄"/>
7	Kenya - Turkana - Turkana north	2 Village(s)	April 30th 2024 10:05 am	<input type="button" value="Edit"/> <input type="button" value="🔄"/>
8	Kenya - Turkana - Turkana north	2 Village(s)	April 30th 2024 10:04 am	<input type="button" value="Edit"/> <input type="button" value="🔄"/>

2. To add a new assignment, click the New Assignment button.

Control Center / Certification Assignment

Certification Assignment

This page is designed for assigning sub-county user admins to specific administration. The goal is to enable sub-county admins to manage their mobile users with certification permissions.

+ New assignment

#	Certifying Sub-county	To certify	Last updated	Action
1	Kenya - Turkana - Turkana west	7 Village(s)	May 7th 2024 12:09 pm	Edit 🔍
2	Kenya - Turkana - Loima	6 Village(s)	May 7th 2024 11:00 am	Edit 🔍
3	Kenya - Turkana - Loima	12 Village(s)	May 3rd 2024 04:33 pm	Edit 🔍
4	Kenya - Turkana - Turkana west	9 Village(s)	May 3rd 2024 04:30 pm	Edit 🔍
5	Kenya - Turkana - Turkana west	3 Village(s)	May 2nd 2024 03:41 pm	Edit 🔍
6	Kenya - Turkana - Loima	4 Village(s)	April 30th 2024 03:14 pm	Edit 🔍
7	Kenya - Turkana - Turkana north	2 Village(s)	April 30th 2024 10:05 am	Edit 🔍
8	Kenya - Turkana - Turkana north	2 Village(s)	April 30th 2024 10:04 am	Edit 🔍

- On the new page, select a sub-county in the **Certifying-subcounty** field and choose one or more villages in the **Villages to certify** field. Ensure that the selected villages belong to different sub-counties. Then, click Save to store the new assignment.

Control Center / Certification Assignment / New assignment

New assignment

This page is designed for assigning sub-county user admins to specific administration. The goal is to enable sub-county admins to manage their mobile users with certification permissions.

* Certifying Sub-county:

Villages to certify:

Save

- To see details of an assignment, click the expand button.



Control Center / Certification Assignment

Certification Assignment

This page is designed for assigning sub-county user admins to specific administration. The goal is to enable sub-county admins to manage their mobile users with certification permissions.

Kitui Select Sub-County

+ New assignment

#	Certifying Sub-county	To certify	Last updated	Action
1	Kenya - Kitui - Kitui Rural	1 Village(s)	May 13th 2024 09:47 am	Edit 
# Village				
1 Kenya - Kitui - Kitui West - Mutonguni - Iiani				
2	Kenya - Kitui - Mwingi West	1 Village(s)	April 30th 2024 09:44 am	Edit 

Results: 1 - 2 of 2 users < 1 >

5. To modify or delete an assignment, click the **Edit** button



Control Center / Certification Assignment

Certification Assignment

This page is designed for assigning sub-county user admins to specific administration. The goal is to enable sub-county admins to manage their mobile users with certification permissions.

Kitui Select Sub-County

+ New assignment

#	Certifying Sub-county	To certify	Last updated	Action
1	Kenya - Kitui - Kitui Rural	1 Village(s)	May 13th 2024 09:47 am	 Edit
# Village				
1 Kenya - Kitui - Kitui West - Mutonguni - Iiani				
2	Kenya - Kitui - Mwingi West	1 Village(s)	April 30th 2024 09:44 am	Edit 

Results: 1 - 2 of 2 users < 1 >

6. Click the **Delete** button to remove the assignment

Control Center / Certification Assignment / Edit assignment

Edit assignment

This page is designed for assigning sub-county user admins to specific administration. The goal is to enable sub-county admins to manage their mobile users with certifica

* Certifying Sub-county:

Villages to certify:

Kenya - Kitui - ~~Kitui West~~ - Mutonguni - Iiani ✕

MOBILE ASSIGNMENT

Note: Please remember, this menu will not be available for Super-admin and County-admin privileges. The reason for this is to prevent invalid data, abuse, and other forms of fraud, as the subordinates are not known.

1. Select the Manage Mobile Users sub-menu from the Users menu section of the sidebar to view existing mobile users. To add a new mobile user, click the Add new data collector button.

The screenshot displays the 'Mobile Data Collectors' management page. The sidebar on the left has 'Users' and 'Manage Mobile Users' highlighted. The main content area features a search bar and a '+ Add new data collector' button. Below is a table listing existing mobile users.

#	Name	Administrations	Forms	Created by	Action
1	Guillaume Mobile User	Edapalait , Ngaukon , Elelea , Kambi b + 63 More	Household Monitoring Form Institution Form Healthcare Facility WASH Form Community Monitoring Form	kaeris-approver@test.com	Edit ↻
2	Enumerator Kaeris	Nangol , Muruairengan , Nakwei , Napalakipor + 1 More	Community Monitoring Form Urban sanitation form Healthcare Facility WASH Form School WASH Form Household Monitoring Form Institution Form	andyroxhat@orange.fr	Edit ↻
3	Patrice Lumumba	Edapalait , Ngaukon , Elelea , Kambi b + 63 More	Community Monitoring Form Healthcare Facility WASH Form School WASH Form Household Monitoring Form Institution Form	kaeris-approver@test.com	Edit ↻
4	Thomas Sankara	Edapalait , Ngaukon , Elelea , Kambi b	Community Monitoring Form Healthcare Facility WASH Form School WASH Form Household Monitoring Form Institution Form	kaeris-approver@test.com	Edit ↻

2. On the new page, fill in all the mandatory fields and assign the user to the appropriate administrations and desired questionnaires. Then, click the Save button to store the new mobile user.

Control Center / Mobile Data Collectors / Add Assignment

Add Assignment

This page allows you to add mobile data collectors to the RUSH platform.

* Name:

* Administration Level:

* Administrations:

Select all village

* Forms:

- To view the details of a mobile user, click the expand button. Here, you can also copy the passcode for logging in to the *mobile app*.

Control Center / Mobile Data Collectors

Mobile Data Collectors

This is where you:

- Add new mobile data collector
- Modify existing mobile data collector
- Delete existing mobile data collector

Search...

#	Name	Administrations	Forms	Created by	Action												
1	mobile submitter 1	Abel	Community Monitoring Form	kaeris-supervisor@test.com	<input type="button" value="Edit"/> <input type="button" value="Expand"/>												
		<table border="1"><thead><tr><th>Field</th><th>Value</th></tr></thead><tbody><tr><td>Name</td><td>mobile submitter 1</td></tr><tr><td>Passcode</td><td><input type="text" value="rigyltz"/></td></tr><tr><td>Villages</td><td>Abel</td></tr><tr><td>Certifications</td><td></td></tr><tr><td>Forms</td><td>Community Monitoring Form</td></tr></tbody></table>				Field	Value	Name	mobile submitter 1	Passcode	<input type="text" value="rigyltz"/>	Villages	Abel	Certifications		Forms	Community Monitoring Form
Field	Value																
Name	mobile submitter 1																
Passcode	<input type="text" value="rigyltz"/>																
Villages	Abel																
Certifications																	
Forms	Community Monitoring Form																
2	Guillaume Mobile User	Edapalait, Ngaukon, Elelea, Kambil b + 63 More	Household Monitoring Form Institution Form Healthcare Facility WASH Form Community Monitoring Form	kaeris-approver@test.com	<input type="button" value="Edit"/> <input type="button" value="Expand"/>												

- To modify or delete a mobile user, click the **Edit** button.

Control Center / Mobile Data Collectors

Mobile Data Collectors

This is where you:

- Add new mobile data collector
- Modify existing mobile data collector
- Delete existing mobile data collector

Search...

+ Add new data collector

#	Name	Administrations	Forms	Created by	Action
1	mobile submitter 1	Abei	Community Monitoring Form	kaeris-supervisor@test.com	Edit
2	Guillaume Mobile User	Edapalait , Ngaukon , Elelea , Kambi b + 63 More	Household Monitoring Form Institution Form Healthcare Facility WASH Form Community Monitoring Form	kaeris-approver@test.com	Edit
3	Enumerator Kaeris	Nangol , Muraengon , Nakwei , Napalakipor + 1 More	Community Monitoring Form Urban sanitation form Healthcare Facility WASH Form School WASH Form Household Monitoring Form Institution Form	andyroxhat@orange.fr	Edit
4	Patrice Lumumba	Edapalait , Ngaukon , Elelea , Kambi b + 63 More	Community Monitoring Form Healthcare Facility WASH Form School WASH Form Household Monitoring Form Institution Form	kaeris-approver@test.com	Edit
5	Thomas Sankara	Edapalait , Ngaukon , Elelea , Kambi b + 63 More	Community Monitoring Form Healthcare Facility WASH Form School WASH Form Household Monitoring Form Institution Form	kaeris-approver@test.com	Edit
6	Enumerator Test	Nangol , Nabarait , Muraengon , Nadunga + 4 More	Community Monitoring Form Institution Form Urban sanitation form Healthcare Facility WASH Form Household Monitoring Form School WASH Form	lotirae51653@user.com	Edit

5. Click the **Save** button to apply the changes.

Control Center / Mobile Data Collectors / Edit Assignment

Edit Assignment

This page allows you to edit mobile data collectors to the RUSH platform.

Name: mobile submitter 1

Administration Level: Village

Administrations: Abei x

Select all village

Forms: Community Monitoring Form x

Save **Delete**

6. Click the **Delete** button to remove the mobile user.

Control Center / Mobile Data Collectors / Edit Assignment

Edit Assignment
This page allows you to edit mobile data collectors to the RUSH platform.

Name: mobile submitter 1

Administration Level: Village

Administrations: Abel x

Select all village

Forms: Community Monitoring Form x

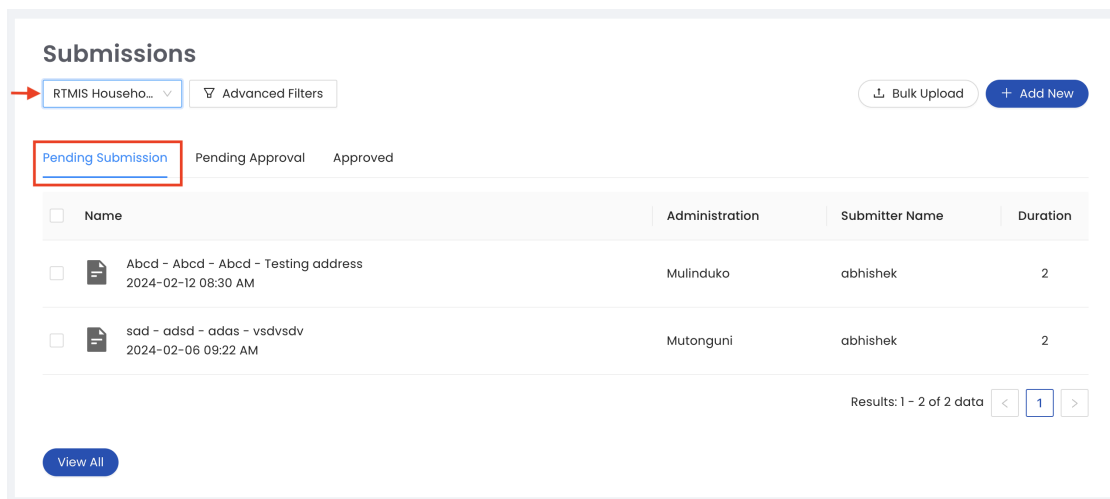
[Save](#) [Delete](#)

Approval workflow

SUBMITTING DATA FOR APPROVAL

Note: Please note, the approval workflow does not apply to the submission of *verification* and *certification* data. This is because both types of submissions do not require revalidation at each administrative level and will be directly saved as data points.

1. All data that is pending submission for approval will appear on the pending submission tab. Note that you will need to select different questionnaires to see pending submissions for each questionnaire. This is to avoid batching data from different questionnaires in one batch for approval which is not valid.

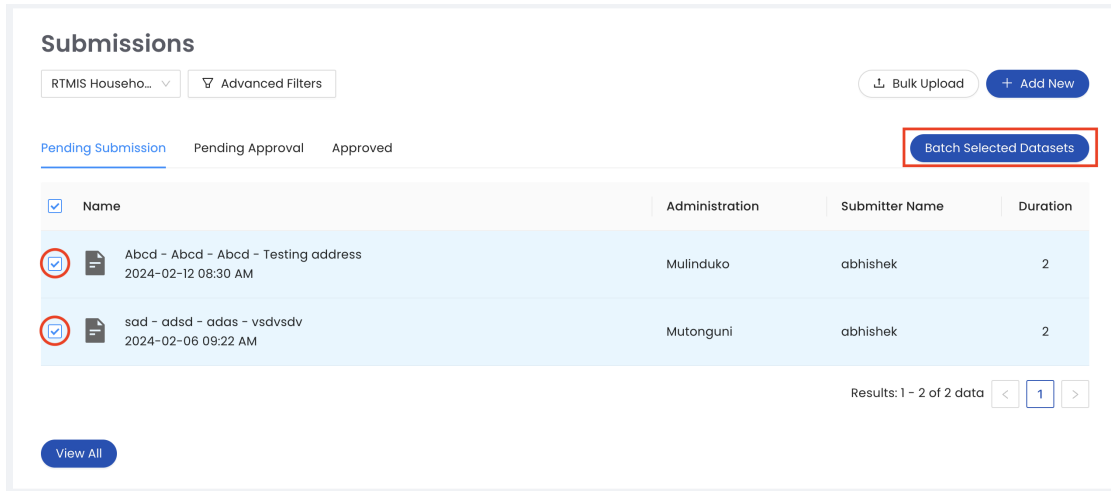


The screenshot shows a web interface titled "Submissions". At the top, there is a dropdown menu set to "RTMIS Househo...", a filter icon labeled "Advanced Filters", a "Bulk Upload" button, and an "Add New" button. Below this, there are three tabs: "Pending Submission" (highlighted with a red box), "Pending Approval", and "Approved". The main content is a table with the following data:

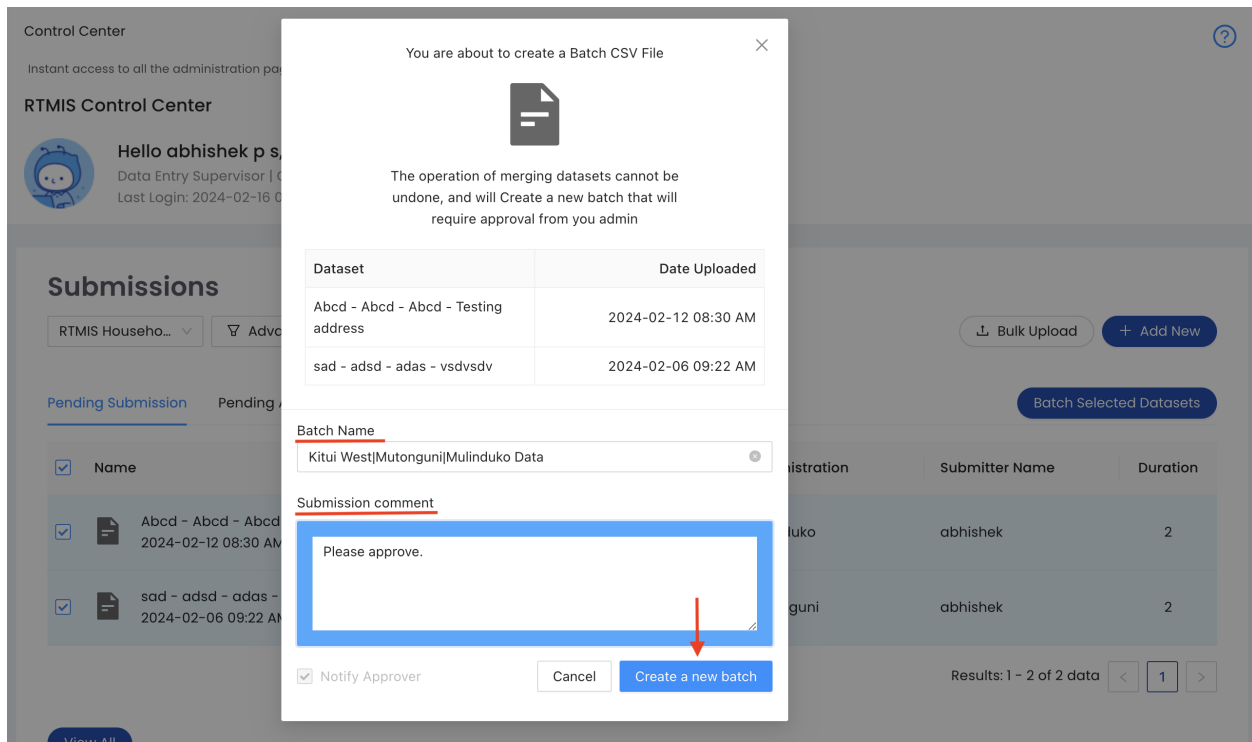
<input type="checkbox"/>	Name	Administration	Submitter Name	Duration
<input type="checkbox"/>	Abcd - Abcd - Abcd - Testing address 2024-02-12 08:30 AM	Mulinduko	abhishek	2
<input type="checkbox"/>	sad - adsd - adas - vsdvsvd 2024-02-06 09:22 AM	Mutonguni	abhishek	2

At the bottom right of the table, it says "Results: 1 - 2 of 2 data" with navigation arrows and a page number "1". A "View All" button is located at the bottom left of the interface.

2. Next, select all the datasets you are submitting for approval by ticking the checkbox next to each data set then click the BATCH SELECTED DATASETS button.



3. In the pop-up window, label your batch with a relevant name and add any comment for your approver. Next, click the CREATE A NEW BATCH button.



4. Your dataset is now submitted for approval and will appear in the pending approval tab. You can expand each data set to see your approver who will receive an email notification to approve your data. Notifications/Alerts

Submissions




RTMIS Househo... ▾

Advanced Filters

Bulk Upload

Add New

Pending Submission Pending Approval Approved

Batch Name	Form	Administration	Status	Total Data	
 Kitui West Mutonguni Mulinduko Data 2024-02-16 10:34 AM	RTMIS Household Monitoring Form	Mutonguni	Pending	2	⌵
Approver		Administration	Status		
Kitui Admin		Kitui	Pending		
abhishek approver		Mutonguni	Pending		
 testing-approval-2 2024-02-12 09:28 AM	Short HH	Mutonguni	Pending	1	⌵
 approval_testing_batch 2024-02-12 08:32 AM	RTMIS Household Monitoring Form	Mutonguni	Pending	1	⌵

APPROVING DATA

1. Data Approvers will receive an E-mail notification every time there is data that needs their approval within their assigned administrative region. Log in to approve the data.



MOH



There is data that is pending your approval!

- Batch Name : Kisauni Sub-County Health Facilities Data
- Questionnaire : Health Facilities
- Number of Records : 0
- Submitter : Kevin Enumerator, CSE (County Sanitation Extender)

To approve/reject this data submission please visit the RUSH platform [My Profile > Approvals Section > View All]

2. All datasets that are pending approval will appear in the Verification section of the Control center. Click the View All button to begin the approval process.

Control Center

Users

Data

Verification

This is where you :

- View pending data approvals awaiting your approval
- View pending approvals by your subordinate approvers
- Assign subordinate approvers

My Pending Verification

 Subordinates Approvals

Submission	Form	Submitter	Total Data	Location	Waiting on	Status
Kitui West[Mutonguni]Mulinduko Data 2024-02-16 10:34 AM	RTMIS Household Monitoring Form	abhishek p s	2	Mutonguni	abhishek approver	<input type="button" value="Pending"/>
testing-approval-2 2024-02-12 09:28 AM	Short HH	abhishek p s	1	Mutonguni	abhishek approver	<input type="button" value="Pending"/>

View All

3. To approve or decline a dataset, expand the toggle button next to each data set. Here we have two tabs: **Data Summary**: A quick snapshot of the data you are approving. **Raw Data**: From this tab, you can access the raw data, make edits and save edits. You can add notes and feedback and the data submitter will receive an email notification once the dataset is approved or declined.

My Pending
Subordinates Approvals
Approved

Submission	Form	Submitter	Total Data	Location	Waiting on	Status
Kitui West[Mutonguni]Mulinduko Data 2024-02-16 10:34 AM	RTMIS Household Monitoring Form	abhishek p s	2	Mutonguni	abhishek approver	<input type="button" value="Pending"/> ⌵

Data Summary

Raw Data

Question	Value
New household registration or Monitoring update?	<ul style="list-style-type: none"> • New - (1) • Update - (1)
Household respondent position in household	<ul style="list-style-type: none"> • Spouse of household head - (1) • Parent of household head - (1)
Household head: gender	<ul style="list-style-type: none"> • Female - (1) • Male - (1)
Does anyone in this household have difficulty seeing, walking, communicating, or have difficulty (with self-care such as) washing all over or dressing?	<ul style="list-style-type: none"> • No - (2)
Does your family own the house that you live in?	<ul style="list-style-type: none"> • Yes, owned - (2)

Safe management of child excreta in compound	<ul style="list-style-type: none"> G0 Soiled potty or collection tool unsafely washed - (2)
No exposed human excreta in compound	<ul style="list-style-type: none"> G0 Child or adult excreta observed in the compound - (2)
Safe management of diapers in compound	<ul style="list-style-type: none"> G0 Used diapers visible in the compound - (2)
COMMUNITY LEVEL ASSESSMENT: Low risk of groundwater contamination	<ul style="list-style-type: none"> G0 High risk of groundwater contamination - (2)
Would you also like to monitor G2 outcomes	<ul style="list-style-type: none"> No - (2)

Notes & Feedback

abhishek p s 3 hours ago
Please approve.

Data approved.

Reject
Verify

	testing-approval-2 2024-02-12 09:28 AM	Short HH	abhishek p s	1	Mutonguni	abhishek approver	⌛ Pending	⌛
	approval_testing_batch 2024-02-12 08:32 AM	RTMIS Household Monitoring Form	abhishek p s	1	Mutonguni	abhishek approver	⌛ Pending	⌛

4. Once the data is approved it will move to the approved tab.

Control Center / Verification

My Pending Subordinates Approvals Approved

Submission	Form	Submitter	Total Data	Location	Waiting on	Status	
Kitui West Mutonguni Mulinduko Data 2024-02-16 10:34 AM	RTMIS Household Monitoring Form	abhishek p s	2	Mutonguni	abhishek approver	⌛ Approved	⌛
testing_approval_tab_issue 2024-02-12 08:40 AM	Short HH	abhishek p s	1	Mutonguni	abhishek approver	⌛ Approved	⌛
testing batch 2024-02-06 12:09 PM	RTMIS Healthcare Facility WASH Form	abhishek p s	1	Mutonguni	abhishek approver	⌛ Approved	⌛
testing 2024-02-06 12:01 PM	RTMIS Community Monitoring Form	abhishek approver	1	Kitui West	abhishek approver	⌛ Approved	⌛

1. Note: Rejected datasets will appear in the My Pending Approvals tab with the status Rejected:**bolditalic**:. The status will change to Pending when the data submitter updates the rejected dataset as per the Approver's instructions.

HANDLING REJECTED DATA

1. Rejected datasets will appear in the Pending Approval tab with the status **Rejected**. Enumerators will receive an email notification when their data is rejected with an explanation from the approver why the data was rejected. Next, expand the toggle button next to the rejected dataset to make edits and resubmit your dataset.

The screenshot shows the 'Submissions' page in a web application. On the left is a sidebar with 'Control Center', 'Users', and 'Data'. The main content area has a 'Submissions' header, a filter dropdown for 'RTMIS Healthca...', and buttons for 'Advanced Filters', 'Bulk Upload', and 'Add New'. Below the header are tabs for 'Pending Submission', 'Pending Approval' (highlighted with a red box), and 'Approved'. A table lists submissions with columns: Batch Name, Form, Administration, Status, and Total Data. The first row shows a 'Rejected' status (highlighted with a red box) and a toggle button (circled in red). The other rows show 'Pending' status.

Batch Name	Form	Administration	Status	Total Data
Kitui West Mutonguni Mulinduko Data 2024-02-16 10:34 AM	RTMIS Household Monitoring Form	Mutonguni	Rejected	2
testing-approval-2 2024-02-12 09:28 AM	Short HH	Mutonguni	Pending	1
approval_testing_batch 2024-02-12 08:32 AM	RTMIS Household Monitoring Form	Mutonguni	Pending	1
checking approval comment 2024-02-06 11:57 AM	RTMIS Healthcare Facility WASH Form	Mutonguni	Pending	1

2. From the Raw Data tab, make any edits as per your Approver's instructions. You can reset to default values in case you make an error while editing. Finally, when you are done with all edits click the SAVE EDITS button. Your dataset will now appear under Pending Approval with the status Pending and your Approver will be able to review and approve again.

Approver	Administration	Status
Kitui Admin	Kitui	⌚ Pending
abhishek approver	Mutonguni	⊘ Rejected

Data Summary [Raw Data](#)

Name	Administration	Date	Upload By
1 Abcd - Abcd - Abcd - Testing address 📄	Mulinduko	2024-02-12 08:30 AM	abhishek p s

↻ Save Edits

Second household member: given first name	Abcd	
Second household member: family name	Qbcd	
Household head: gender	Male	-
Household head: age	51	↻ Reset
How many males (0-5 years) live permanently in this house	<input type="text" value="1"/>	📄 Save ⊗ Close
How many females (0-5 years) live permanently in this house	1	
How many males (6-18 years) live permanently in this house	2	

Data Management

DATA PROTECTION ACT

- The data protection act seeks to give effect to Article 31(c) and (d) of the Constitution that contain the right to privacy, regulate the processing of personal data, provide for the rights of data 'subjects'; and defines the obligations of data 'controllers' (person who determines the purpose and means of processing of personal data) and 'processors' (person who processes personal data on behalf of the data controller).
- Every data controller or data processor is required to ensure the storage, on a server or data centre located in Kenya, of at least one serving copy of personal data to which the Act applies. Cross-border processing of sensitive personal data is prohibited and only allowed when certain conditions are met or under certain circumstances specified in the Act.

COLLECTING DATA IN THE FIELD

Sampling The sources of data for the RTMIS are both primary and secondary. The data will be collected from all the 47 counties in Kenya. The basic unit for the sanitation and hygiene primary data shall be the households in both Rural and urban setups. Sanitation and hygiene primary data shall also be collected from Schools and health care facilities nationwide. Secondary data will be collected at the county level to report on financing. At the sub-county level, urban sanitation data will be enriched with data/information from the WARIS system. During phase 1 of RUSH RTMIS implementation, data collection shall proceed as follows:

- Data shall be collected from every village/community in the 47 counties of Kenya
- In each village/community, 20 HHs shall be picked randomly. This sampling method will apply for both rural and urban villages/communities
- All schools from all the 47 counties shall be surveyed
- All levels of health care facilities from all the 47 counties shall be surveyed

During phase 2 of RUSH RTMIS implementation, data collection will be done at every household. Therefore there shall be no sampling of households moving forward.

HH coding * To ensure ease of reference during repeat data collection (particularly during phase 2 of RUSH RTMIS implementation), all households will be coded with a unique code * This unique code will apply when the RUSH protocol is fully implemented * The Unique Code shall be composed as follows: Village name+SN + HH Head's Surname

MONITORING DATA

1. From the Data menu in the sidebar, click on the Manage Routine Data submenu. Then, select the row data you want to create as monitoring data.

Manage Routine Data

This is where you:

- Add new data using webforms
- Bulk upload data using spreadsheets
- Download data

Community Mo... [v] Bulk Upload Download + Add New

Select County [v] [Q]

Name	Last Updated	User	Region
Abei	2024-05-08 04:14 PM	Kaeris Approver	Turkana - Turkana north - Kaeris - Abei
Elelea	2024-05-08 04:14 PM	Kaeris Approver	Turkana - Turkana north - Kaeris - Elelea
Nangol	2024-05-02 06:51 AM	Kaeris Approver	Turkana - Turkana north - Kaeris - Nangol
Kalopeta	2024-04-30 03:21 PM	Kaeris Approver	Turkana - Turkana north - Kaeris - Kalopeta
Achumae	2024-04-23 12:17 PM	Kaeris Approver	Turkana - Turkana north - Kaeris - Achumae
Akaiot	2024-04-22 04:38 PM	Kaeris Approver	Turkana - Turkana north - Kaeris - Akaiot

2. Click the Update data button to start creating monitoring data.

Control Center / Manage Routine Data / Monitoring data

Monitoring data

This is where you:

- Get the list of forms that were collected for this datapoint (new and update)
- Edit monitoring data

← Back to Manage Routine Data Update data

Abei

Last Updated	Name	Type	User
2024-05-08 04:14 PM	Abei	registration	Kaeris Approver

Save Edits Delete

COMMUNITY Primary data

Question	Response
New Community or Monitoring update?	New
What is the location of the community?	Kenya Turkana Turkana north Kaeris Abei
Geolocation of the community	-12342369, 36.8178842

3. Fill out all necessary fields with the required information and click the Submit button to store the monitoring data.

Control Center / Manage Routine Data / Community Monitoring Form

Please fill up the webform below with relevant responses. You will need to answer all mandatory questions before you can submit. Once you have submitted a webform, please do not forget to add it as part of a batch and send it for approval.

Community Monitoring Form

Turkana - Turkana north - Kaedis - Abei

FORM OVERVIEW

- **COMMUNITY Primary data**
- INTERVIEW: Community data
- INTERVIEW: Community toilet data
- OBSERVATION: COMMUNITY OUTCOMES

COMMUNITY Primary data

* 1. New Community or Monitoring update? ⓘ

update

* 2. What is the location of the community? ⓘ

Turkana

Turkana north


Kaedis

Abei

* 3. Geolocation of the community ⓘ

Use My Location

-1.2342369 36.8178842



MANAGE GRADE CERTIFICATION

Note: Please remember, certification data can only be populated via the mobile app based on **certification assignments**. This means that only mobile users who have been assigned villages to certify can populate this data. It should also be noted that certified data can **only be viewed by users who have certification assignments** at all levels of administration, *excluding the original data owner themselves*.

Access to the certification data page is very easy, from the Data menu in the sidebar, click on the Manage Certification Data submenu.

Control Center / Manage Certification Data

Manage Certification Data
This is where you can view certification data

Community Mo... | Select County | Download

Last Updated	Name	User	Region
2024-05-03 04:18 PM	Achumae	Kataruk Approver	Turkana - Turkana north - Kaeris - Achumae
2024-05-02 07:02 AM	Nangol	Kataruk Approver	Turkana - Turkana north - Kaeris - Nangol
2024-04-30 04:09 PM	Kalopeta	Kataruk Approver	Turkana - Turkana north - Kaeris - Kalopeta

Results: 1 - 3 of 3 data < 1 >

MANAGE GRADE CLAIM

Note: Manage Grade Claim is almost similar to *Monitoring data*, but monitoring data can be populated from two channels, *Webforms* and mobile, while **verification can only be done via mobile app**.

Accessing the Manage Grade Claim page is also very easy. Simply navigate to the Data menu in the sidebar and click on the Manage Manage Grade Claim submenu.

Control Center / Manage Verification Data

Manage Verification Data

This is where you can view verification data

Community Mo... | Select County | Download

Last Updated	Name	User	Region
2024-05-03 12:56 PM	Nangol	Andy Robinson	Turkana - Turkana north - Kaeris - Nangol
2024-05-02 06:54 AM	Nangol	Kaeris Approver	Turkana - Turkana north - Kaeris - Nangol
2024-04-30 04:48 PM	Achumae	Kaeris Approver	Turkana - Turkana north - Kaeris - Achumae
2024-04-30 04:41 PM	Kalopeta	Kaeris Approver	Turkana - Turkana north - Kaeris - Kalopeta
2024-04-25 01:13 PM	Akaiot	Kaeris Approver	Turkana - Turkana north - Kaeris - Akaiot
2024-04-25 12:55 PM	Achumae	Kaeris Approver	Turkana - Turkana north - Kaeris - Achumae
2024-04-25 11:55 AM	Achumae	Kaeris Approver	Turkana - Turkana north - Kaeris - Achumae
2024-04-25 03:15 AM	Akaiot	Kaeris Approver	Turkana - Turkana north - Kaeris - Akaiot
2024-04-25 03:15 AM	Akaiot	Kaeris Approver	Turkana - Turkana north - Kaeris - Akaiot
2024-04-25 03:14 AM	Akaiot	Kaeris Approver	Turkana - Turkana north - Kaeris - Akaiot

DELETING DATA

Note: Data deletion can only be performed by Super-admin privileges, and this option is only accessible for routine data.

1. From the Data menu in the sidebar, click on the Manage Routine Data submenu. Then, select the row data you want to delete.

Name	Last Updated	User	Region
Abei	2024-05-08 04:14 PM	Kaeris Approver	Turkana - Turkana north - Kaeris - Abei
Elelea	2024-05-08 04:14 PM	Kaeris Approver	Turkana - Turkana north - Kaeris - Elelea
Nangol	2024-05-02 06:51 AM	Kaeris Approver	Turkana - Turkana north - Kaeris - Nangol
Kalopeta	2024-04-30 03:21 PM	Kaeris Approver	Turkana - Turkana north - Kaeris - Kalopeta
Achumae	2024-04-23 12:17 PM	Kaeris Approver	Turkana - Turkana north - Kaeris - Achumae
Akaiot	2024-04-22 04:38 PM	Kaeris Approver	Turkana - Turkana north - Kaeris - Akaiot

2. Expand the toggle button next to a data point to delete it.

Last Updated	Name	Type	User
2024-05-08 04:14 PM	Abei	registration	Kaeris Approver

COMMUNITY Primary data

Question	Response
New Community or Monitoring update?	New
What is the location of the community?	Kenya Turkana Turkana north Kaeris Abei
Geolocation of the community	-12342369, 36.8178842

DOWNLOADING DATA

1. Select the questionnaire and hover over the Download Data button. You will have two options:

- **All data:** Get all data from the selected questionnaire.
- **Latest data:** Get only the latest data (new or updated) from the selected questionnaire.

The screenshot shows the 'Manage Routine Data' page in a web application. On the left is a navigation sidebar with 'Data' selected. The main content area has a breadcrumb 'Control Center / Manage Routine Data' and a title 'Manage Routine Data'. Below the title are instructions: 'This is where you: Add new data using webforms, Bulk upload data using spreadsheets, Download data'. A dropdown menu is open for 'Household Mon...' with 'All Data' and 'Latest Data' options. A red arrow points to the 'Download' button. Below the dropdown is a 'Select County' field and a table of data.

Name	Last Updated	User	Region
Samuel - Eto - Next to church	2024-04-15 05:01 PM	Kaeris Approver	Turkana - Turkana north - Kaeris - Achurmas
Lionel - Messi - Mrs - Famous footballer	2024-03-21 04:36 PM	Lotirae User	Turkana - Turkana north - Kaeris - Muruarengan
Diego - Maradona - na - Sarajevo	2024-03-14 12:45 PM	Kisasi Kitui HH DE Supervisor	Kitui - Kitui Rural - Kisasi - Bosnia
Tu - Tu - Tu - Tu	2024-03-11 03:22 PM	Kisasi Kitui HH DE Supervisor	Kitui - Kitui Rural - Kisasi - Bosnia
Chavez Ltd - Gibbs-Chandler - Smith, Clark and Galvan - Delgado, Brown and Phillips	2024-02-04 12:00 AM	Kabondo East Approver	Kitui - Mwingi North - Tseikuru
Fox-Maldonado - Lee-Phillips - Griffith Inc - Jones-Anderson	2024-02-04 12:00 AM	Lotirae User	Kitui - Mwingi North
Martin Ltd - Rojas-Brown - Coleman, Clark and Kim - Beasley Inc	2024-02-04 12:00 AM	HB Rangwe User SC Approver	Kitui - Mwingi North - Tseikuru - Kambwee

2. After selecting an option, you will be redirected to the Download page, where the following label information related to your action will be displayed.

The screenshot shows the RTMIS interface. On the left is a navigation menu with 'Downloads' highlighted in a red box. The main content area is titled 'Downloads' and contains a list of data export requests. The third item in the list, 'Household Monitoring Form All Data - Kenya', has its 'Download' button highlighted in a red box with a red arrow pointing to it. Below the list is a 'Load More' button.

Category	Request Name	Timestamp	Action
Master Data	Administration List Kenya - Kitui population	May 13, 2024 10:48 AM	Download
Master Data	Entities All Entities	May 13, 2024 09:58 AM	Download
Form Data	Household Monitoring Form All Data - Kenya	May 13, 2024 09:42 AM	Download
Form Data	Household Monitoring Form Recent Data - Kenya	April 17, 2024 05:20 PM	Download
Form Data	Household Monitoring Form Kenya	April 08, 2024 10:30 AM	Download

Master Data Management

ADMINISTRATIVE LIST

1. From the Sidebar of the control center, click the administrative list sub menu under the Master Data menu, add or modify an existing administration or delete an existing administration.

Control Center / Manage Administrative List

Manage Administrative List

This is where you:

- Add new administration
- Modify existing administration
- Delete existing administration
- Bulk upload administration

Enter name or code...

Code	Name	Level	Parent	Action
	Kenya	National		<input type="button" value="Edit"/> <input type="button" value="Refresh"/>
	Kitui	County	Kenya	<input type="button" value="Edit"/> <input type="button" value="Refresh"/>
	Turkana	County	Kenya	<input type="button" value="Edit"/> <input type="button" value="Refresh"/>
	Homa Bay	County	Kenya	<input type="button" value="Edit"/> <input type="button" value="Refresh"/>
	Mwingi North	Sub-County	Kitui	<input type="button" value="Edit"/> <input type="button" value="Refresh"/>

2. To add a new administration, click the ADD NEW button. Next, select the administration level and fill all the mandatory fields. Finally, click the Save button to add the administration.

Control Center / Manage Administrative List / Add Administration

Add Administration

This page allows you to add administration to the RUSH platform.

Code:

Level:

Administration Parent:

* Administration Name:

3. To delete or edit an existing administration, click the Edit button next to the administration, Once data is updated click on the Save Button

Control Center / Manage Administrative List

Manage Administrative List

This is where you :

- Add new administration
- Modify existing administration
- Delete existing administration
- Bulk upload administration

Code	Name	Level	Parent	Action
Kitui		County	Kenya	<input type="button" value="Edit"/>
Turkana		County	Kenya	<input type="button" value="Edit"/>
Homa Bay		County	Kenya	<input type="button" value="Edit"/>
Mwingi North		Sub-County	Kitui	<input type="button" value="Edit"/>
Mwingi West		Sub-County	Kitui	<input type="button" value="Edit"/>

4. To delete click the Delete button. Next, confirm you are deleting the administration by clicking the OK button in the pop-up window.

Edit Administration

This page allows you to edit administration to the RUSH platform.

Code:

Level:

* Administration Name:

test:

Control Center / Manage Administrative List

Edit Administration

This page allows you to edit administration to the RUSH platform.

Delete Kitui

Are you sure you want to delete this administration?

Code:

Level:

* Administration Name:

test:

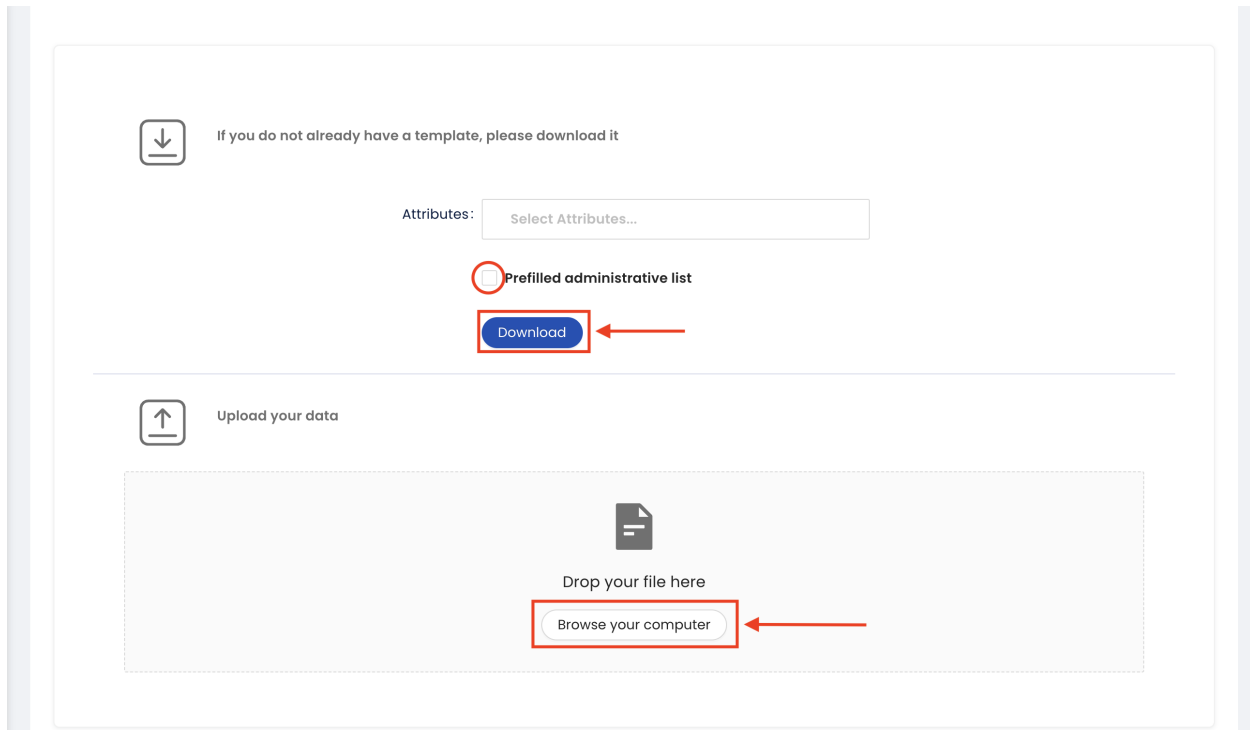
ADMINISTRATIVE BULK UPLOAD

1. Click on the Bulk Upload Button

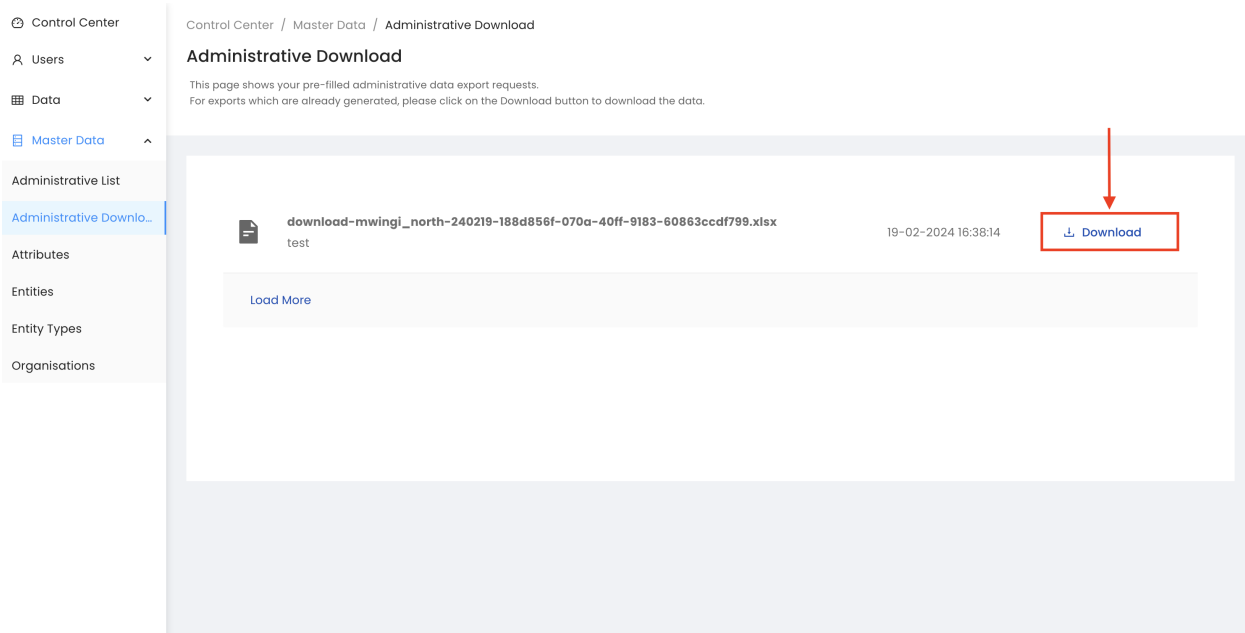
The screenshot shows the 'Manage Administrative List' interface. On the left is a sidebar with navigation options: Control Center, Users, Data, Master Data, Administrative List (highlighted), Administrative Downlo..., Attributes, Entities, Entity Types, and Organisations. The main content area has a breadcrumb 'Control Center / Manage Administrative List' and a title 'Manage Administrative List'. Below the title is a list of actions: 'Add new administration', 'Modify existing administration', 'Delete existing administration', and 'Bulk upload administration'. The main area contains a search bar 'Enter name or code...', a 'Select County' dropdown, and three buttons: 'Bulk Upload' (highlighted with a red box and an arrow), 'Export', and 'Add New'. Below these is a table with columns: Code, Name, Level, Parent, and Action. The table lists five administrative units: Kitui, Turkana, Homa Bay, Mwingi North, and Mwingi West, each with an 'Edit' button and a refresh icon.

Code	Name	Level	Parent	Action
	Kitui	County	Kenya	Edit ↻
	Turkana	County	Kenya	Edit ↻
	Homa Bay	County	Kenya	Edit ↻
	Mwingi North	Sub-County	Kitui	Edit ↻
	Mwingi West	Sub-County	Kitui	Edit ↻

2. Select the attribute if you want to include or click on the Download Button. Click the Prefilled administrative list for downloading the template with already updated data.



3. To see the pre-filled administrative data export requests click the Administrative Download submenu . Click the Download Button to download the spreadsheet data.



MANAGE ATTRIBUTES

1. From the Sidebar of the control center, click the attribute sub menu under the Master Data menu, add or modify an existing attribute or delete an existing attribute.

Control Center / Manage Attributes

Manage Attributes

This is where you manage attributes based on their fields. You can :

- Add new attribute
- Modify existing attribute
- Delete existing attribute

Enter name or code...

Attribute For	Attribute	Type	Value	Action
administration	attribute-test	value	Number	<input type="button" value="Edit"/>

< 1 >

2. To add a new attributes, click the ADD NEW button. Next, select the attribute type and fill attribute name. Finally, click the Save button to add the attribute.

Control Center / Manage Attributes / Add Attribute

Add Attribute

This page allows you to add attribute to the RUSH platform.

Administration Entity

* Attribute name:

* Attribute type:

[Save](#)

3. To delete or edit an existing attribute, click the Edit button next to the attribute, Once data is updated click on the Save Button, For deleting the attribute Click Delete Button. Next, click on the confirmation popup window for deleting attribute.

Control Center / Manage Attributes

Manage Attributes

This is where you manage attributes based on their fields. You can :

- Add new attribute
- Modify existing attribute
- Delete existing attribute

Enter name or code... [Export](#) [+ Add New](#)

Attribute For	Attribute	Type	Value	Action
administration	attribute-test	value	Number	Edit

< 1 >

Edit Attribute

This page allows you to edit attribute to the RUSH platform.

Administration Entity

* Attribute name:

* Attribute type:

Control Center / Manage Attributes / Edit Attribute


Edit Attribute

This page allows you to edit attribute to the RUSH platform.

Administration Entity

* Attribute name:

* Attribute type:

 Delete "attribute-test"

Are you sure you want to delete this attribute?

MANAGE ENTITIES

30.1 Add, Delete and Modify

1. From the Sidebar of the control center, click the Entities sub menu under the Master Data menu, add or modify an existing entity based on their fields or delete an existing entity.

This is where you manage entities based on their fields. You can :

- Add new entity
- Modify existing entity
- Delete existing entity

Control Center

Users

Data

Master Data

Administrative List

Attributes

Entities

Entity Types

Organisations

Downloads

Enter name... Entity Types Select County

Download Bulk Upload Add New

Code	Name	Administration	Entity Type	Action
1234	Apand Wangi High school	Kenya - Homa Bay - Suba South - Gwassl South - Apand Wangi	School	Edit
3344	Illimba HCF	Kenya - Kitui - Mwingi West - Migwani - Ilimba	Health Care Facilities	Edit
1q2w3e	Escuela Diego Maradona	Kenya - Kitui - Mwingi West	School	Edit
shop-1	Corner Store	Kenya - Kitui - Mwingi North	Shop	Edit
12345	TEst school guillaume	Kenya - Turkana - Turkana west - Lopur - Namon	School	Edit
shop2	My Shop	Kenya - Kitui - Mwingi North	Shop	Edit
dasad	TEst school guillaume 2	Kenya - Turkana - Turkana west - Lopur - Namon	School	Edit
	Test ENTITY 42	Kenya - Turkana - Turkana west	School	Edit

2. To add a new entity, click the ADD NEW button. Next, fill all mandatory fields. Finally, click the Save button to add the entity.

Add new

This page allows you to add entity to the RUSH platform.

Code:

* Level:

* Entity:

* Name:

Save

3. To delete or edit an existing entity, click the Edit button next to the entity, Once data is updated click on the Save Button, For deleting the entity Click Delete Button. Next, click on the confirmation popup window for deleting entity.

Control Center / Manage Entities

Manage Entities

This is where you manage entities based on their fields. You can :

- Add new entity
- Modify existing entity
- Delete existing entity

Administrative List

Attributes

Entities

Entity Types

Organisations

Downloads

Enter name... Entity Types

Code	Name	Administration	Entity Type	Action
1234	Apand Wangi High school	Kenya - Homa Bay - Suba South - Gwasssi South - Apand Wangi	School	Edit
3344	Illimba HCF	Kenya - Kitui - Mwingi West - Migwani - Ilimba	Health Care Facilities	Edit
1q2w3e	Escuela Diego Maradona	Kenya - Kitui - Mwingi West	School	Edit
shop-1	Corner Store	Kenya - Kitui - Mwingi North	Shop	Edit
12345	TEst school guillaume	Kenya - Turkana - Turkana west - Lopur - Namon	School	Edit
shop2	My Shop	Kenya - Kitui - Mwingi North	Shop	Edit
dasad	TEst school guillaume 2	Kenya - Turkana - Turkana west - Lopur - Namon	School	Edit

The screenshot shows the 'Edit data' form for 'Apand Wangi High school'. The form includes the following fields:

- Code: 1234
- Level: Village
- Administration: Homa Bay, Suba South, Owassi South, Apand Wangi
- Entity: School
- Name: Apand Wangi High school

At the bottom of the form, there are two buttons: 'Save' and 'Delete'. Red arrows point to both buttons, indicating they are the focus of the instruction.

The screenshot shows a confirmation dialog box titled 'Delete Apand Wangi High school'. The dialog asks 'Are you sure you want to delete this data?' and has two buttons: 'Cancel' and 'OK'. A red arrow points to the 'OK' button, indicating it should be clicked to confirm the deletion.

4. To add a new Entity Type click the Entity Types sub menu from the Master data menu in Sidebar. To add a new entity type click on Add New Button.

Control Center / Manage Entity Types

Manage Entity Types

This is where you manage entity types based on their fields. You can :

- Add new entity type
- Modify existing entity type
- Delete existing entity type

Enter name...

+ Add new

#	Name	Action
1	entity-type-test	Edit

Results: 1 - 1 of 1 items < 1 >

5. Next Fill the name of the entity type and click on Save.

Control Center / Manage Entity Types / Add new

Add new

This page allows you to add entity type to the RUSH platform.

* Name:

Save

6. To delete or edit an existing entity type, click the Edit button next to the entity type, Once entity type is updated click on the Save Button, For deleting the entity type Click Delete Button. Next, click on the confirmation popup window for deleting entity type.

Control Center / Manage Entity Types

Manage Entity Types

This is where you manage entity types based on their fields. You can :

- Add new entity type
- Modify existing entity type
- Delete existing entity type

Enter name...

#	Name	Action
1	entity-type-test	<input type="button" value="Edit"/>

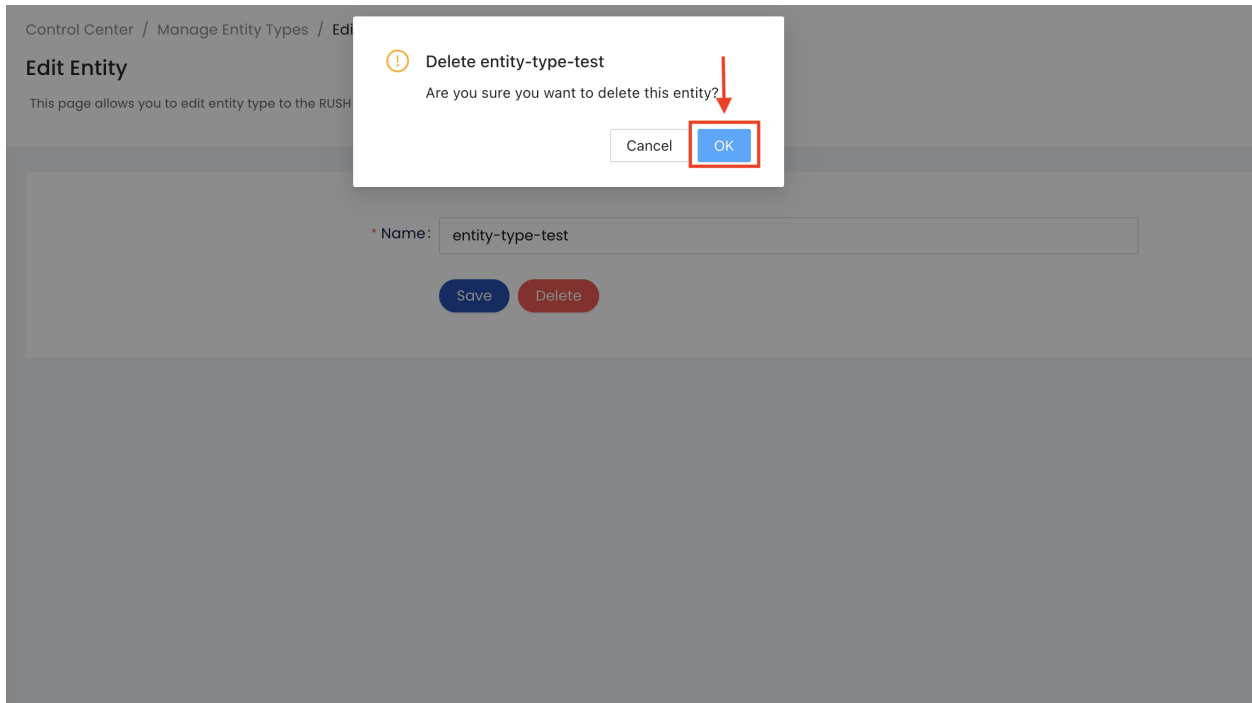
Results: 1 - 1 of 1 items

Control Center / Manage Entity Types / Edit Entity

Edit Entity

This page allows you to edit entity type to the RUSH platform.

* Name:



30.2 Upload Entities

The Upload Entities feature has advanced capabilities to add multiple entities simultaneously, making it more efficient:

1. Click the Bulk Upload button

Control Center / Manage Entities

Manage Entities

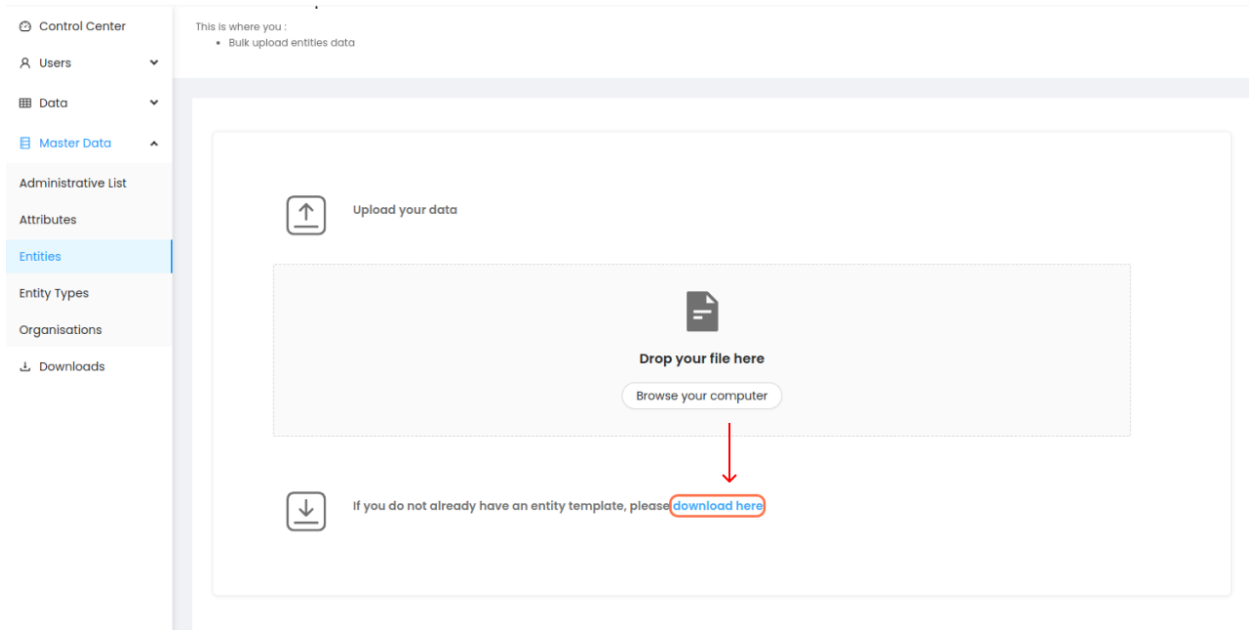
This is where you manage entities based on their fields. You can :

- Add new entity
- Modify existing entity
- Delete existing entity

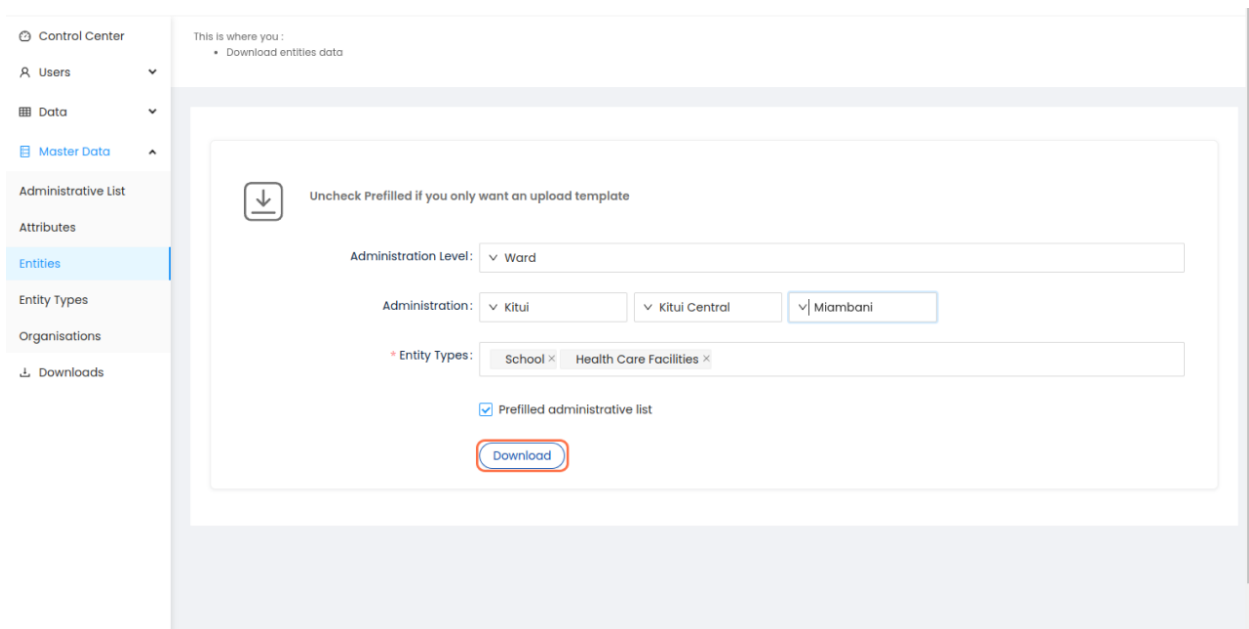
Enter name... Entity Types Select County Download Bulk Upload Add New

Code	Name	Administration	Entity Type	Action
	School - Nakwatiir	Kenya - Turkana - Loima - Kotaruk/lobei - Nakwatiir	School	Edit
	Health Care Facilities - Nakwatiir	Kenya - Turkana - Loima - Kotaruk/lobei - Nakwatiir	Health Care Facilities	Edit
	School - Mukutuko	Kenya - Kitui - Kitui South - Kanziko - Mukutuko	School	Edit
	Health Care Facilities - Mukutuko	Kenya - Kitui - Kitui South - Kanziko - Mukutuko	Health Care Facilities	Edit
	School - Migomwa	Kenya - Homa Bay - Karachuonyo - Kanyaluo - Migomwa	School	Edit
	Health Care Facilities - Migomwa	Kenya - Homa Bay - Karachuonyo - Kanyaluo - Migomwa	Health Care Facilities	Edit
	School - Moruongor	Kenya - Turkana - Turkana south - Lokichar - Moruongor	School	Edit

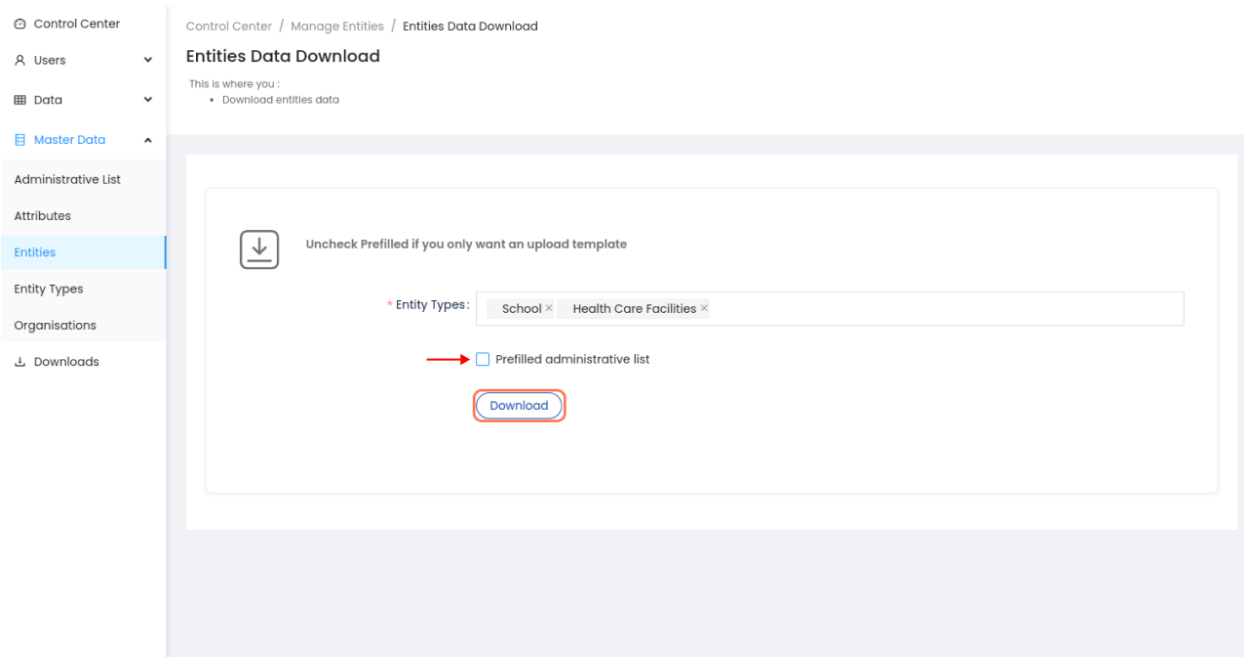
2. Download the entities template if you don't have one. otherwise, upload your existing entities data directly.



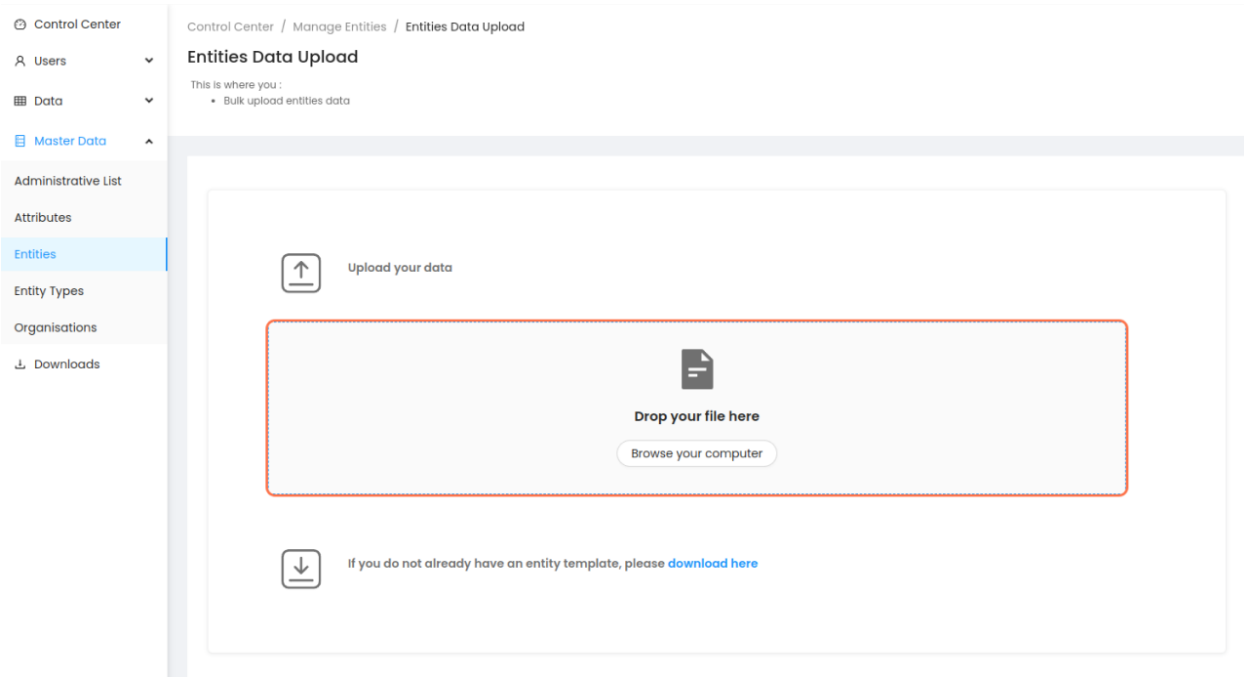
2.1 Select administrative if you want the template to *contain a prefilled administration list*.



2.2 Uncheck *prefilled administration list* if it is not necessary.



3. Drag and drop or browse to upload the entities data file



4. Once the entities data is successfully uploaded, there are two options:


- **Upload another file:** Upload another file that you want to upload.
- **Back to the control center:** Go back to the home dashboard.

Control Center / Manage Entities / Entities Data Upload

Entities Data Upload

This is where you :
• Bulk upload entities data

File uploaded successfully



Entities Data has been Successfully Uploaded

[Upload Another File](#) [Back to Control Center](#)

MANAGE ORGANIZATIONS

1. From the Sidebar of the control center, click the Organisations sub menu under the Master Data menu, add or modify an existing Organisation or delete an existing Organisation.

Control Center / Manage Organizations

Manage Organizations

This is where you:

- Add new organization
- Modify existing organization
- Delete existing organization

Search... Attributes

+ Add new organization

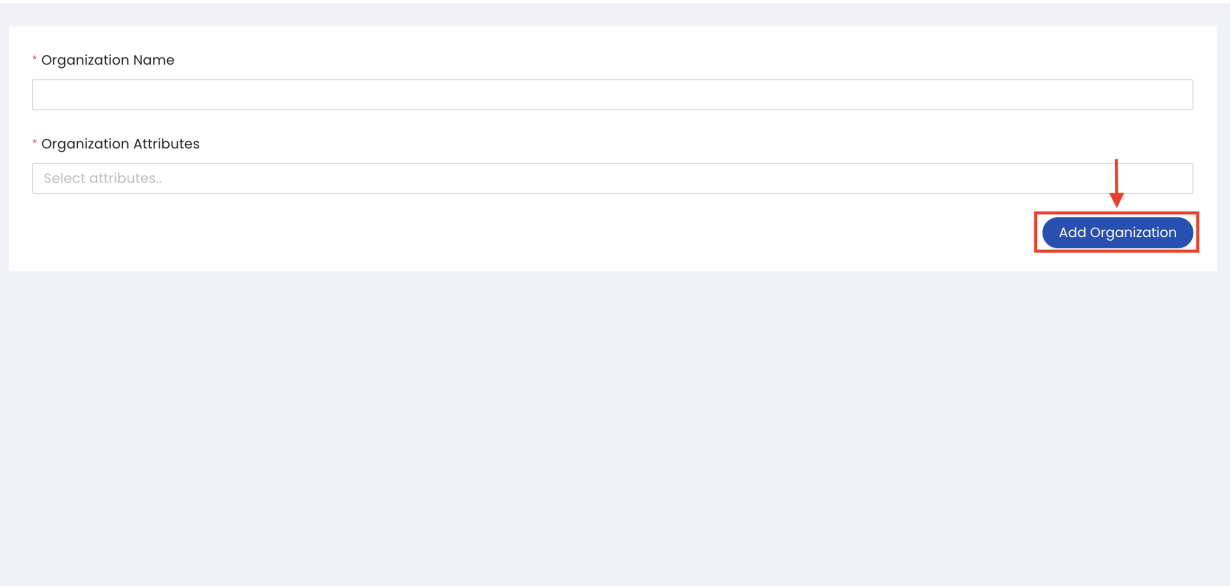
ID	Organization	Attributes	Users	Action
144	Six30labs	Partnership Organisation	1	Edit Delete
143	Akvo	User Organisation	-	Edit Delete
142	Ministry of Water and Sanitation	Partnership Organisation, User Organisation	-	Edit Delete
141	Teachers Service Commision	User Organisation	-	Edit Delete
140	Ministry of Education	Partnership Organisation, User Organisation	-	Edit Delete
139	World Vision Kenya (WORLD VISION K)	Partnership Organisation, User Organisation	-	Edit Delete

2. To add a new Organisation, click the ADD NEW ORGANISATION button. Next, fill all mandatory fields. Finally, click the Save button to add the Organisation.

Control Center / Manage Organizations / Add Organization

Add Organization

This page allows you to add organisations to the RUSH platform.



* Organization Name

* Organization Attributes

Add Organization

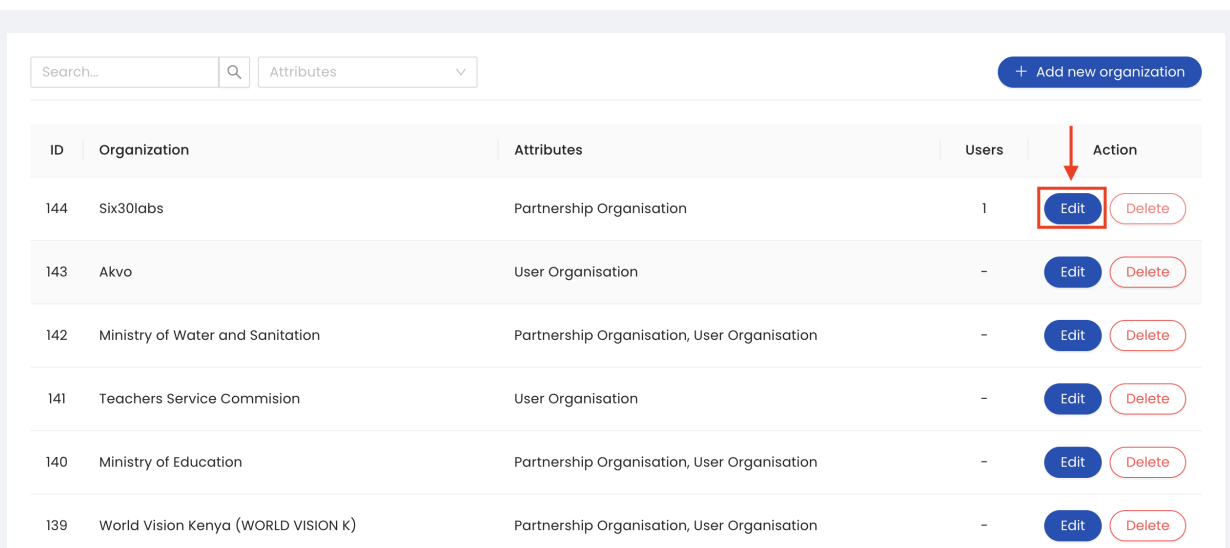
3. To edit an existing organisation, click the Edit button next to the organisation, Once data is updated click on the Update Organisation Button.

Control Center / Manage Organizations

Manage Organizations

This is where you :

- Add new organization
- Modify existing organization
- Delete existing organization



ID	Organization	Attributes	Users	Action
144	Six30labs	Partnership Organisation	1	Edit Delete
143	Akvo	User Organisation	-	Edit Delete
142	Ministry of Water and Sanitation	Partnership Organisation, User Organisation	-	Edit Delete
141	Teachers Service Commision	User Organisation	-	Edit Delete
140	Ministry of Education	Partnership Organisation, User Organisation	-	Edit Delete
139	World Vision Kenya (WORLD VISION K)	Partnership Organisation, User Organisation	-	Edit Delete

Control Center / Manage Organizations / Edit Organization

Edit Organization

This page allows you to edit organisations to the RUSH platform.

* Organization Name

* Organization Attributes

[Update Organization](#)

- For deleting the organisation Click Delete Button. Also make sure that no user is associated with the deleting organisation. Next, click on the confirmation popup for deleting organisation.

Control Center / Manage Organizations

Manage Organizations

This is where you :

- Add new organization
- Modify existing organization
- Delete existing organization

Search... [+ Add new organization](#)

ID	Organization	Attributes	Users	Action
144	Six30labs	Partnership Organisation	1	Edit Delete
143	Akvo	User Organisation	-	Edit Delete
142	Ministry of Water and Sanitation	Partnership Organisation, User Organisation	-	Edit Delete
141	Teachers Service Commision	User Organisation	-	Edit Delete
140	Ministry of Education	Partnership Organisation, User Organisation	-	Edit Delete
139	World Vision Kenya (WORLD VISION K)	Partnership Organisation, User Organisation	-	Edit Delete

Control Center / Manage Organizations

Manage Organizations

This is where you :


- Add new organization
- Modify existing organization
- Delete existing organization

Search...

+ Add new organization

ID	Organization	Users	Action
144	Six30labs	1	Edit Delete
143	Akvo	-	Edit Delete
142	Ministry of Water and Sanitation	-	Edit Delete
141	Teachers Service Commision	-	Edit Delete
140	Ministry of Education	-	Edit Delete
139	World Vision Kenya (WORLD VISION K)	-	Edit Delete

You are about to delete the organization



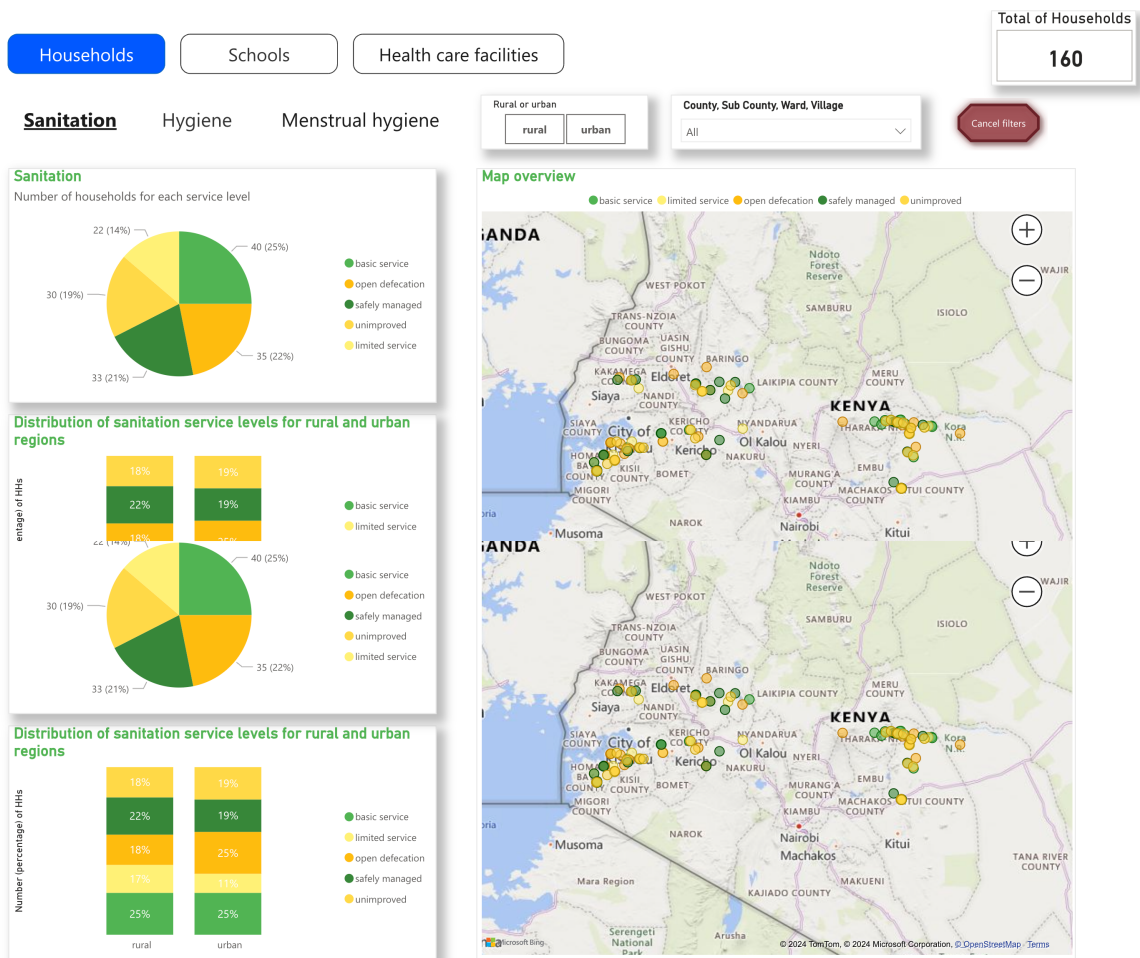
Ministry of Water and Sanitation

There are **0 Users** associated with this organisation. Please reassign or delete these user(s) before deleting the organisation to prevent unexpected results

[Cancel](#) [Delete](#)

Outputs

AUTO GENERATED VISUALISATIONS



REPORT GENERATION

GENERATION OF MAPS

RUSH dashboard

Summary view [Advanced view](#)

Navigate to the outcome you want to visualize.

Select county: All | Select sub-county: All | Select ward: All | Select village: All

Household outcomes | Community outcomes

Toilet Outcomes

Use of flyproof and clean toilets

- Functional toilet with privacy
- Flyproof toilet type
- Clean toilet
- Individual use of toilets by all household members

Individual use of durable toilets with safe containment

- Durable toilet
- Toilet with safe containment

Toilet Outcomes

Use of flyproof and clean toilets

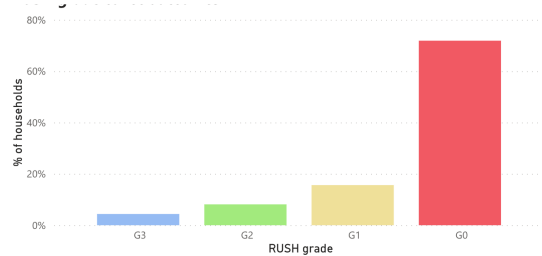
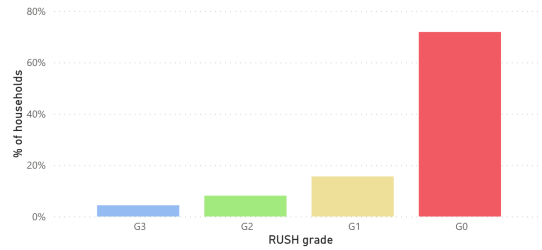
- Functional toilet with privacy
- Flyproof toilet type
- Clean toilet
- Individual use of toilets by all household members

Individual use of durable toilets with safe containment

- Durable toilet
- Toilet with safe containment
- Individual use of own household toilet

Use of safely managed sanitation services

RUSH grade toilet outcomes



DOWNLOADING DATA AS SPREADSHEETS

Downloaded data can be accessed from the Downloaded Data tab of the control center. Click the download button to get your data in a spreadsheet.

The screenshot displays the 'Downloads' section of a control center. On the left, a sidebar contains navigation options: 'Control Center', 'Users', 'Data', 'Master Data', and 'Downloads' (which is highlighted with a red box). The main content area is titled 'Downloads' and includes a sub-header: 'This page shows your list of data export requests. For exports which are already generated, please click on the Download button to download the data.' Below this, a table lists five data export requests:

Category	Name	Date	Action
Master Data	Administration List Kenya - Kitui population	May 13, 2024 10:48 AM	Download
Master Data	Entities All Entities	May 13, 2024 09:58 AM	Download
Form Data	Household Monitoring Form All Data - Kenya	May 13, 2024 09:42 AM	Download
Form Data	Household Monitoring Form Recent Data - Kenya	April 17, 2024 05:20 PM	Download
Form Data	Household Monitoring Form Kenya	April 08, 2024 10:30 AM	Download

A red box highlights the 'Download' button for the 'Household Monitoring Form All Data - Kenya' entry, with a red arrow pointing to it. At the bottom of the table, there is a 'Load More' button.

NOTIFICATIONS

Users will get email notifications in the following scenarios:

- Invitation to set up an account for the first time
- Approver is notified there is pending data for approval
- Submitter is notified when data is approved
- Submitter is notified when data is rejected



MOH



There is data that is pending your approval!

- Batch Name : Kisauni Sub-County Health Facilities Data
- Questionnaire : Health Facilities
- Number of Records : 0
- Submitter : Kevin Enumerator, CSE (County Sanitation Extender)

To approve/reject this data submission please visit the RUSH platform [My Profile > Approvals Section > View All]

CHAPTER
THIRTYSEVEN

DOWNLOAD PDF

DEPLOYMENT

```
export CI_COMMIT='local'  
./ci/build.sh
```

Above command will generate two docker images with prefix `eu.gcr.io/akvo-lumen/rtmis` for backend and frontend

```
docker-compose -f docker-compose.yml -f docker-compose.ci.yml up -d
```

Network config: `nginx`