

# Quick Reference Guide

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MFL Facility Representative

25 May 2021 Version 7.0.

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health

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Department:  
Health  
REPUBLIC OF SOUTH AFRICA

# Using the Quick Reference Guide

## Quick Reference Guide

The Quick Reference Guide (QRG) is here to help you use MFL along your workflow.

It explains the different steps you will be completing on MFL and provides you with images of each step with guidance on what you need to click on and what information you will need to provide.

*Please note: This QRG only details the steps once your account has been activated, your facility and machine registered, and you have logged in for the first time.*

## Using the Guide

The QRG has 3 key sections:

1. Getting started
2. Manage Facility Data
3. Reporting

Each section will show the relevant role activities that need to be completed on MFL.

The **Steps** (on the top right of the page) will detail what you need to do and are linked to the numbers on the image

The **Quick Notes** (on the bottom right of the page) will provide you with some things to keep in mind as you are completing the activity.

*You can see which section you are on by looking at the tracker on the bottom of each page.*

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# MFL User Profiles

User Profile	Definition
MFL Co-ordinator	Each organisation identifies an MFL Coordinator who serves as the focal person for MFL between the organization or province and the National Department of Health. They are responsible for nominating and / or communicating the organisation's MFL Facility Representative or MFL Curator.
MFL Facility Representative	This is an individual designated by an institution/ facility/ company to serve as an MFL user, and is responsible for editing or adding facility details (e.g. Facility manager). <ol style="list-style-type: none"> <li>1. Creates requests to add or edit facility details such as vaccine services and outreach services.</li> <li>2. Can register themselves on the MFL to gain access.</li> <li>3. Can view all facility data.</li> </ol>
MFL Curator	The Curator is someone who understands the facility well enough to review and confirm that the data captured by the vaccination site is correct. <ol style="list-style-type: none"> <li>1. A new (or edit) facility request is sent to the Curator on the MFL for review and is either reviewed successfully or rejected. The 'successful review' confirms that the vaccine site is compliant with the requirements. This person requires authentication.</li> </ol>
MFL Systems Administrator*	Central role at the National Department of Health authenticated to review and approve online requests. <ol style="list-style-type: none"> <li>1. Reviews user access requests and external systems requests.</li> <li>2. Requires authentication.</li> </ol>
MFL Approver*	Central role at the National Department of Health authenticated and responsible for final approval so that a facility site is registered on the system and is a national system role. <ol style="list-style-type: none"> <li>1. Approves all requests on MFL (user access requests, facility requests and external systems requests)</li> <li>2. Ensures the appropriate and required MFL data is available so that it can be pulled via APIs through to the on-site EVDS and scheduling systems.</li> </ol>
External Systems Representative	This is an individual who will represent an organisation that needs API access for one or more of their electronic systems/ devices to be integrated to the MFL. <ol style="list-style-type: none"> <li>1. Can create MFL requests to register a client system.</li> <li>2. Can create user access requests and requires authentication</li> <li>3. Can view all facility data.</li> <li>4. Can request an API specification through <a href="mailto:hissupport@health.gov.za">hissupport@health.gov.za</a></li> </ol>

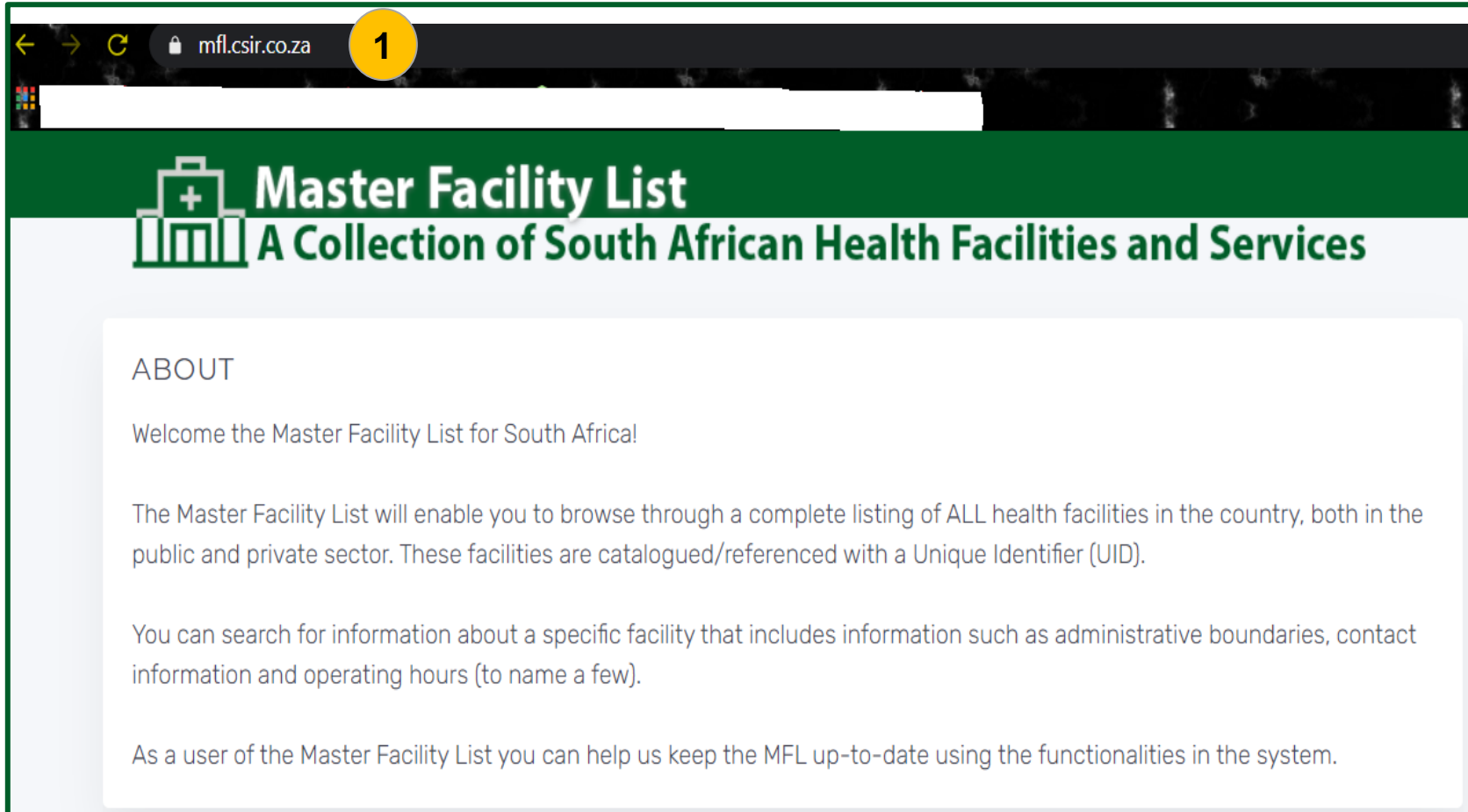
## Getting started

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- Log into MFL

# MFL Facility Representative Quick Reference Guide

## Scenario: Log into the MFL system



The screenshot shows a web browser at the URL [mfl.csir.co.za](https://mfl.csir.co.za). The page features a green header with a white medical cross icon and the text "Master Facility List" and "A Collection of South African Health Facilities and Services". Below the header, there is a section titled "ABOUT" with the following text:

Welcome the Master Facility List for South Africa!

The Master Facility List will enable you to browse through a complete listing of ALL health facilities in the country, both in the public and private sector. These facilities are catalogued/referenced with a Unique Identifier (UID).

You can search for information about a specific facility that includes information such as administrative boundaries, contact information and operating hours (to name a few).

As a user of the Master Facility List you can help us keep the MFL up-to-date using the functionalities in the system.

### Steps

1. The MFL system can be accessed directly by using 2 web browsers, either Google Chrome or Firefox and entering the address: <https://mfl.csir.co.za>

### Quick Notes:



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# MFL Facility Representative Quick Reference Guide

## Scenario: Log into the MFL system

Login

Email

Required

Password

Required

Submit

Forgot Password?

Register User ? **3**

I am registering to be a

Facility Repre. ▾

Register User **2**

### Steps

2. To register as a user on the MFL, first click on the <Register User> button.
3. Click on <User Type> and from the dropdown, select MFL Facility Representative.

### Quick Notes:



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# MFL Facility Representative Quick Reference Guide

## Scenario: Log into the MFL system

Register User ×

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Facility Representative

Please complete and submit the form in order to register for user access to the Master Facility List System.

FIRST NAME:	LAST NAME:	IDENTITY NUMBER:
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-MAIL:	CONTACT NUMBER:	PERSAL NUMBER:
<input type="text"/>	<input type="text"/>	<input type="text"/>
AT WHICH HEALTH FACILITY DO YOU WORK?	WHAT IS YOUR POSITION/ROLE?	
<input type="text"/>	<input type="text"/>	
WHY DO YOU REQUIRE ACCESS?		
<input type="text"/>		

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### Steps

4. In order to register as a MFL Facility Representative, enter all of the required information in the open fields.
  5. Click on the <Submit> button on the bottom left corner and a success message will appear on the top right of the screen.
- If the access request has been approved, an email notification will be sent with a temporary password you can use to logon to the MFL system at any time.
  - Please change the password after you login.

### Quick Notes:

The use of official email addresses is preferred.

# MFL Facility Representative Quick Reference Guide

## Scenario: Log into the MFL system

### Login

  
 **6**  
  
[Forgot Password?](#)

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### Register User ?

I am registering to be a

### Steps

6. Enter your username and password in the fields provided and click <Submit>.

### Quick Notes:



# MFL Facility Representative Quick Reference Guide

## Scenario: Log into the MFL system

One Time Password ×

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Enter the OTP sent to your MFL registered email address below:

Required 7

[Send](#) [Cancel](#)

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Remaining attempts: 3

### Steps

7. The One Time Password (OTP) is required each time you log in. After clicking on <Submit>, you will receive an OTP in your email.

The OTP might take some time to get into your email depending on your internet connection, please be patient. Do not click on the <Submit> button repeatedly.

### Quick Notes:

# MFL Facility Representative Quick Reference Guide

## Scenario: Log into the MFL system

The screenshot shows the Master Facility List (MFL) system interface. The top navigation bar includes the title 'Master Facility List' and the subtitle 'A Collection of South African Health Facilities and Services'. The user's email address 'comfortr.mathebula@gmail.com' and role 'Facility Representative' are displayed in the top right corner, along with a 'Log Out' link. A yellow circle with the number '8' is overlaid on the top right corner of the interface. The left sidebar contains a 'FOLDERS' section with 'Pending Review' (0), 'Pending Approval' (0), 'Approved' (0), and 'Rejected' (0). Below this is a 'FILTERS' section with 'Add Facility Request', 'Edit Facility Request', and 'Deactivate Facility Request'. The main content area displays a message: 'Please select a request to show details.' with an envelope icon.

### Steps

8. Once you are logged in, your email account will appear on the top right hand corner with your designation.

You also have the option to <Log Out>.

### End of scenario

### Quick Notes:

## Manage Facility Data

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- a) How to associate with a facility
- b) How to edit a facility
- c) I want to add a new facility
- d) How to view a facility
- e) How to remove association with a facility
- f) How to activate a vaccine site service in my primary facility or fixed outreach facility
- g) How to link an outreach site to a primary facility

## Manage Facility Data

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a) How to associate with a facility

# MFL Facility Representative Quick Reference Guide

## Scenario: I want to associate with a facility

The screenshot shows the MFL Facility List interface. The sidebar on the left contains navigation options: Home, Manage Requests, Facilities Status Report, Manage Facilities (highlighted with a yellow circle and '1'), Associated Facilities (highlighted with a yellow circle and '2'), Add/Edit/Deactivate Facility, Export Facility Data, User Profile, and User Manual. The main content area is titled 'Facility List' and 'Collection of South African Health Facilities and Services'. It features a 'Pending Review Folder' and a list of folders: Pending Review (0), Pending Approval (0), Approved (0), and Rejected (0). Below the folders is a 'FILTERS' section with options: Add Facility Request, Edit Facility Request, and Deactivate Facility Request. The main content area is currently empty, displaying a message: 'Please select a request to show details.' with an envelope icon.

### Steps

1. In order to add a facility to your user profile, you first have to 'associate' with a site. Click on the <Manage Facilities> tab.
2. Then click on "Associated Facilities" and a pre-populated list of facilities (if any) will appear.

### Quick Notes:

# MFL Facility Representative Quick Reference Guide

## Scenario: I want to associate with a facility

**Master Facility List** | Log Out  
A Collection of South African Health Facilities and Services

ASSOCIATED FACILITIES  
Search for Facilities you would like to be associated with as a representative. This will allow you to edit or deactivate a facility.

Facility Search

Makhado  **3**

Search Results

#	Facility Name	Province	District	Town	Associated	Actions
1	Makhado CHC	Limpopo	Vhembe DM		No	<b>4</b> Associate   View
2	Makhado Mobile 1	Limpopo	Vhembe DM		No	Associate   View
3	Clicks Makhado Pharm	Limpopo	Vhembe DM		No	Associate   View
4	Dr Labuschagne GP (Makhado)	Limpopo	Vhembe DM		No	Associate   View

### Steps

3. You can search for a facility by capturing the name of the facility you want to associate with, then click on the <Search> button.
  - To ensure you find the facility, please **TYPE ONLY PART OF THE NAME** so that you do not miss it and add a duplicate.
4. Click on <Associate> to associate with the facility.

### Quick Notes:

# MFL Facility Representative Quick Reference Guide

## Scenario: I want to associate with a facility

Associate Facility ×

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Are you sure you want to associate with the selected facility? If so, please enter the role you will be play in the facility. Else, cancel.

DESIGNATION IN SELECTED FACILITY

 **5**

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Cancel Confirm **6**

### Steps

5. If you want to proceed and associate with a facility, you will be asked to enter your Designation in the facility you selected.
6. Click on the <Confirm> button to confirm association with the facility or else, click on <Cancel>.

The associated facility will appear on the list when the associated facilities tab is clicked.

End of scenario

Quick Notes:

## Manage Facility Data

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b) How to edit a facility



# MFL Facility Representative Quick Reference Guide

## Scenario: I want to edit a facility

Master Facility List | Log Out

Collection of South African Health Facilities and Services

ADD / EDIT / DEACTIVATE FACILITY REQUEST

In order to add a new facility to the MFL, first search to check it does not already exist.

In order to edit or deactivate an existing facility, a facility representative must first be associated with the facility.

Facility Search

Search Facility Name

1

Search Results

#	Facility Name	Province	District	Town	Request Status	Actions
1	Steve Biko Academic Hospital	Gauteng	Tshwane MM	Pretoria		2 Edit   Deactivate
2	Klerksdorp-Tshepong Tertiary Hospital	North West	Dr K Kaunda DM	klerksdorp		Edit   Deactivate

### Steps

1. Under the “Manage Facilities” Tab, click on the <Add/Edit/Deactivate Facility> tab. The facility that is associated with you, will appear on the list. ONLY facilities you associated with will appear.
2. Click on <Edit> to change any of the specific facility details.

### Quick Notes:

You can only edit a facility that is associated with your account. If a facility is not here, go back to “Associated facilities” to associate with it.



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# MFL Facility Representative Quick Reference Guide

## Scenario: I want to edit a facility

Create Facility Request

1 Facility Details    2 Personnel Details    3 Services & Equipment Details    4 Request Successfully Sent

3 General Information

FACILITY TYPE: Community Health Centre

PRACTICE NUMBER: [Empty]

SAPC UID: [Greyed out] 4

Y NUMBER: [Greyed out]

ORGANISATION TYPE: Public Health

ORGANISATION: National Department of Health

STATUS OF FACILITY: Active

FACILITY NAME (PRIMARY NAME) 5: Makhado CHC

FACILITY OTHER NAME (SHORT NAME) 6: lp Makhado CHC

PROVINCE: Limpopo

DISTRICT: Vhembe DM

SUB-DISTRICT / MUNICIPALITY: Makhado LM

CITY/TOWN/VILLAGE: [Empty]

STREET ADDRESS: Stand No 1141, Dzanani Township

### Steps

3. Edit the facility details by completing the general information accurately.
4. The “SAPC UID” and the “Y Number” are auto generated by the SAPC system as soon as the permit is issued. You only get to see the number when you edit the facility but you do not enter these fields manually.
5. Enter the official “Facility Name” of the facility. Do NOT use abbreviations.
6. The “Facility Other Name” must be prefixed by a provincial code e.g. lp Makhado CHC.

### Quick Notes:

It is imperative to ensure that general information such as organisation, province, district, street address and contact details, is filled in completely and accurately, as this will affect the allocation of vaccinees to the correct location during enrolment and scheduling.

# MFL Facility Representative Quick Reference Guide

## Scenario: I want to edit a facility

Create Facility Request

1 Facility Details      2 Personnel Details      3 Services & Equipment Details      4 Request Successfully Sent

✎ General Information

FACILITY TYPE: Clinic

PRACTICE NUMBER: [Empty]

SAPC UID: [Empty]

Y NUMBER: [Empty]

ORGANISATION TYPE: **7** Public Health

ORGANISATION: KwaZulu-Natal Department of Health

PROVINCE: [Empty]

DISTRICT: [Empty]

SUB-DISTRICT / MUNICIPALITY: [Empty]

Facility Name: [Empty]

Facility Other Name (E.G Short Name): kz Umzinto Clinic

### Steps

- You will see a dropdown feature when selecting the “Organisation Type”.
  - Non-health organisations include community halls and stadiums, whether they are private owned or state owned.

### Quick Notes:

Ensure that general information such as “Organisation Type” is provided, as Curators need to be configured to see non-health facilities that are community owned or privately owned.



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# MFL Facility Representative Quick Reference Guide

## Scenario: I want to edit a facility

🔗 Facility Manager or Designated Representative Contact Details

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CONTACT PERSON NAME: Stanley

CONTACT PERSON SURNAME: Mahlatse **8**

CONTACT PERSON NUMBER: 0835740957

CONTACT PERSON ALTERNATE NUMBER:

CONTACT PERSON EMAIL ADDRESS: mahlatsestanley@webmail.co.za

FACILITY TELEPHONE NUMBER: 0156571251 **9**

FACILITY FAX NUMBER:

FACILITY EMAIL: mahlatses@limpopo.gov.za

🕒 Operating Times

Days	Opening Time	Closing Time
Sunday	Select an option	Select an option
Monday	07:30	16:00
Tuesday	07:30	16:00
Wednesday	07:30	16:00
Thursday	07:30	16:00
Friday	07:30	16:00
Saturday	07:30	12:30

**10**

Next

### Steps

8. Edit the contact details of the Facility Manager or Designated Representative who can legally apply for a permit, by furnishing the correct information.
9. Edit the operating times of the facility.
10. Once the facility details have been edited, click on the <Next> button.

### Quick Notes:

It is imperative to ensure that the contact details of the Facility Manager or Designated Representative are filled in completely and accurately, as this is the person who will receive the token from SAPC in cases where a vaccine site service is activated.



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# MFL Facility Representative Quick Reference Guide

## Scenario: I want to edit a facility

Progress bar: 1 Facility Details, 2 Personnel Details, 3 Services & Equipment Details, 4 Request Successfully Sent

Personnel

NUMBER OF DOCTORS:

NUMBER OF NURSES:

AVERAGE OPD/MONTH:

AVERAGE NEW ADMISSIONS:

Staff Availability

HEALTH / FIRST AID:

SECURITY:

QUARANTINE TRAINED:

KITCHEN:

LAUNDRY:

11

Previous

### Steps

11. Edit the personnel and staff availability details (optional) and click on the <Next> button.

End of scenario

Quick Notes:



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## Manage Facility Data

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c) I want to add a new facility

# MFL Facility Representative Quick Reference Guide

## Scenario: I want to add a new facility

**Master Facility List** | Log Out  
A Collection of South African Health Facilities and Services

ADD / EDIT / DEACTIVATE FACILITY REQUEST  
In order to add a new facility to the MFL, first search to check it does not already exist.  
In order to edit or deactivate an existing facility, a facility representative must first be associated with the facility.

Facility Search

Mudimbu  1

Facility not found.  2

Search Results

#	Facility Name	Province	District	Town	Request Status	Actions
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### Steps

1. To be able to add a new facility on the MFL system, first search for the facility by capturing the name of the facility you want, then click on the <Search> button.
2. Only when the system cannot find the facility you are searching for, will an <Add Facility Request> button appear. Click on it to start adding a new facility.

### Quick Notes:

First, make sure the facility is not there by searching in the 'Associated Facilities' page.

- Do not add a facility that already exists on the MFL.

# MFL Facility Representative Quick Reference Guide

## Scenario: I want to add a new facility

Create Facility Request

1 Facility Details      2 Personnel Details      3 Services & Equipment Details      4 Request Successfully Sent

General Information **3**

FACILITY TYPE: Clinic  
PRACTICE NUMBER:   
SAPC UID:   
Y NUMBER:

ORGANISATION TYPE: Public Health  
ORGANISATION: Limpopo Department of Health

STATUS OF FACILITY: Active  
FACILITY NAME (PRIMARY NAME): New Facility  
FACILITY OTHER NAME (E.G SHORT NAME):

PROVINCE: Limpopo  
DISTRICT: Mopani DM  
SUB-DISTRICT / MUNICIPALITY: Greater Tzaneen LM

**Operating Times**

Days	Wednesday	Opening Time	08:00	Closing Time	16:00
Days	Select an option	Opening Time	Select an option	Closing Time	Select an option
Days	Select an option	Opening Time	Select an option	Closing Time	Select an option
Days	Select an option	Opening Time	Select an option	Closing Time	Select an option

**4** Next

### Steps

3. Capture all the required facility information.
4. Continue to click on the <Next> button until step 4.

### Quick Notes:

It is imperative to ensure that general information such as organisation, province, district, street address and contact details, is filled in completely and accurately, as this will affect the allocation of vaccinees to the correct location during enrolment and scheduling.



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# MFL Facility Representative Quick Reference Guide

## Scenario: I want to add a new facility

Create Facility Request

1 Facility Details      2 Personnel Details      3 Services & Equipment Details      4 Request Successfully Sent      5 Request Successfully Sent

You've completed your Facility Request and it was successfully sent for review  
Please click on Manage Request menu item to view the status of your request

Manage Requests

### Steps

5. After capturing all the facility details until step 4, the add facility request will be sent to the MFL Curator for review.

### End of scenario

### Quick Notes:

## Manage Facility Data

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d) How to view a facility

# MFL Facility Representative Quick Reference Guide

## Scenario: I want to view facility information

The screenshot shows the 'Master Facility List' interface. At the top, there is a header with a plus sign icon and the text 'Master Facility List' and 'A Collection of South African Health Facilities and Services'. A 'Log Out' link is visible in the top right corner. Below the header, the section is titled 'ASSOCIATED FACILITIES' with a subtext: 'Search for Facilities you would like to be associated with as a representative. This will allow you to edit or deactivate a facility.' A search bar labeled 'Facility Search' contains the text 'Makhado' and a 'Search' button. Below the search bar, the 'Search Results' section displays a table with the following data:

#	Facility Name	Province	District	Town	Associated	Actions
1	Makhado CHC	Limpopo	Vhembe DM		No	Associate   View
2	Makhado Mobile 1	Limpopo	Vhembe DM		No	Associate   View
3	Clicks Makhado Pharm	Limpopo	Vhembe DM		No	Associate   View
4	Dr Labuschagne GP (Makhado)	Limpopo	Vhembe DM		No	Associate   View

A yellow circle with the number '1' is overlaid on the 'View' link of the first row in the table.

### Steps

1. If you want to view facility details, click on the <View> button.

### Quick Notes:

# MFL Facility Representative Quick Reference Guide

## Scenario: I want to view facility information

**General Information** 2

General Information

**Facility Name:** Makhado CHC  
**Facility Short Name:** Ip Makhado CHC  
**Facility Type:** Community Health Centre  
**Historic UID:** 263906  
**MFL UID:** 5628263  
**Practice Number:**  
**SAPC UID:**  
**Y Number:**  
**COVID-19 Vaccine Permit Number:**  
**Organisation Type:** Public Health  
**Organisation:** National Department of Health  
**Status of Facility:** Active  
**Province:** Limpopo  
**District:** Vhembe DM  
**Sub-district / Municipality:** Makhado LM  
**Address:** Stand No 1141, Dzanani Township  
**Postal Code:**  
**Longitude:** 30.03442  
**Latitude:** -22.90081

Close 3

### Steps

2. Select any tab on the left under “Facility Details”, to view specific information about a facility. The system will display the information under each tab you select.
3. Click on <Close> to close view.

### End of scenario

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## Manage Facility Data

e) How to remove association with a facility

# MFL Facility Representative Quick Reference Guide

## Scenario: I want to remove association with a facility



### Master Facility List

A Collection of South African Health Facilities and Services

Log Out

#### ASSOCIATED FACILITIES

Search for Facilities you would like to be associated with as a representative. This will allow you to edit or deactivate a facility.

Facility Search

Search Results

#	Facility Name	Province	District	Town	Request Status	Associated	Actions
1	Mediclinic Milnerton Hosp	Western Cape	Cape Town MM	Cape Town		Yes	<b>1</b> <a href="#">Remove Association</a>   <a href="#">View</a>
2	Steve Biko Academic Hospital	Gauteng	Tshwane MM	Pretoria		Yes	<a href="#">Remove Association</a>   <a href="#">View</a>
3	Klerksdorp-Tshepong Tertiary Hospital	North West	Dr K Kaunda DM	klerksdorp		Yes	<a href="#">Remove Association</a>   <a href="#">View</a>

### Steps

1. In order to remove association with a facility, first navigate to the “Associated Facilities” page so that you can see all the facilities that are associated with your user account. Then click on <Remove Association>.

### Quick Notes:

# MFL Facility Representative Quick Reference Guide

## Scenario: I want to remove association with a facility

The screenshot shows the 'Master Facility List' interface. A modal dialog titled 'Remove Association with Facility' is open, asking for confirmation and a designation. The dialog has a text input field for 'DESIGNATION IN SELECTED FACILITY' (marked with a yellow circle '2') and 'Cancel' and 'Confirm' buttons (the 'Confirm' button is marked with a yellow circle '3'). Below the dialog, a table lists associated facilities.

#	Facility Name	Province	District	Town	Request Status	Associated	Actions
1	Mediclinic Milnerton Hosp	Western Cape	Cape Town MM	Cape Town		Yes	<a href="#">Remove Association</a>   <a href="#">View</a>
2	Steve Biko Academic Hospital	Gauteng	Tshwane MM	Pretoria		Yes	<a href="#">Remove Association</a>   <a href="#">View</a>
3	Klerksdorp-Tshepong Tertiary Hospital	North West	Dr K Kaunda DM	klerksdorp		Yes	<a href="#">Remove Association</a>   <a href="#">View</a>

### Steps

2. A message will appear prompting you to capture your designation in the selected facility.
3. Click on <Confirm> to remove association and a success message will appear. You will no longer be associated with the specific facility.

End of scenario

### Quick Notes:


## Manage Facility Data

- f) How to activate a vaccine site service in my primary facility or fixed outreach facility



# MFL Facility Representative Quick Reference Guide

## Scenario: How to activate a vaccine site service in my primary facility or fixed outreach facility

 General Information 1

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FACILITY TYPE 2 PRACTICE NUMBER SAPC UID Y NUMBER

Hospital

ORGANISATION TYPE 3 ORGANISATION 4

Public Health  Gauteng Department of Health

STATUS OF FACILITY 5 FACILITY NAME (PRIMARY NAME) FACILITY OTHER NAME (E.G SHORT NAME)

Active  Helen Joseph Hospital

PROVINCE DISTRICT SUB-DISTRICT / MUNICIPALITY

Gauteng  Johannesburg MM  Johannesburg B SD

CITY TOWN VILLAGE SUBURB

### Steps

1. First add/edit facility details in order to link the facility to activate vaccine site service.
2. Select the “Facility Type” from the dropdown list which includes hospital, clinic, etc.
3. Select the “Organisation Type” from the dropdown list which includes private health, public health and non-health.
  - Examples of private health organisations are Netcare or Mediclinic.
  - Public health organisations are provincial departments.
  - Non-health organisations e.g., Correctional Services or Anglo-American.
4. Select the “Organisation” from the dropdown menu. If your organisation name does not appear on the list, please contact MFL support at ([hissupport@health.gov.za](mailto:hissupport@health.gov.za)) before continuing.
5. Indicate whether the facility status is active or inactive.

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## Scenario: How to activate a vaccine site service in my primary facility or fixed outreach facility

🔗 Facility Manager or Designated Representative Contact Details **6**

CONTACT PERSON NAME CONTACT PERSON SURNAME CONTACT PERSON NUMBER

Vusi Shabangu 0826739405

\*Contact Person Name is required \*Contact Person Surname is required

CONTACT PERSON ALTERNATE NUMBER CONTACT PERSON EMAIL ADDRESS

shabangu@gautenghealth.gov.za

\*Contact Person Email is required

FACILITY TELEPHONE NUMBER FACILITY FAX NUMBER FACILITY EMAIL

🔗 Operating Times **7**

Days	Monday	Opening Time	07:30	Closing Time	15:00
Days	Tuesday	Opening Time	07:30	Closing Time	15:00
Days	Wednesday	Opening Time	07:30	Closing Time	15:00
Days	Select an option	Opening Time	Select an option	Closing Time	Select an option

Next **8**

### Steps

6. Add/ edit the contact details of the Facility Manager or Designated Representative and ensure the required fields are completed. This is the person who will receive the permit application email (where applicable).
7. Add/edit the operating hours of the facility.
8. Click on the <Next> button.

### Quick Notes:



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# MFL Facility Representative Quick Reference Guide

## Scenario: How to activate a vaccine site service in my primary facility or fixed outreach facility

The screenshot displays a four-step progress bar at the top: 1. Facility Details, 2. Personnel Details (current step), 3. Services & Equipment Details, and 4. Request Successfully Sent. Below the progress bar, the 'Personnel' section includes input fields for 'NUMBER OF DOCTORS' (0), 'NUMBER OF NURSES' (0), 'AVERAGE OPD/MONTH', and 'AVERAGE NEW ADMISSIONS'. The 'Staff Availability' section features five dropdown menus for 'HEALTH / FIRST AID', 'SECURITY', 'QUARANTINE TRAINED', 'KITCHEN', and 'LAUNDRY', each with 'Select an option' as the current selection. At the bottom, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted in yellow and containing the number '9'.

### Steps

9. Add/edit the personnel and staff availability details (optional) and click on the <Next> button.

### Quick Notes:

# MFL Facility Representative Quick Reference Guide

## Scenario: How to activate a vaccine site service in my primary facility or fixed outreach facility

The screenshot displays the 'Create Facility Request' workflow. A progress bar at the top shows four steps: 1. Facility Details, 2. Personnel Details, 3. Services & Equipment Details, and 4. Request Successfully Sent. Step 3 is highlighted with a yellow circle containing the number 10. Below the progress bar, the 'Facility Services' section is visible, with a yellow circle containing the number 11 highlighting the 'COVID-19 VACCINE SITE' checkbox, which is currently unchecked. Other services listed include 'COVID-19 DISTRIBUTION SITE', 'COVID-19 VACCINATION OUTREACH 1', 'COVID-19 VACCINATION OUTREACH 2', and 'COVID-19 VACCINATION OUTREACH 3', all with unchecked checkboxes.

### Steps

10. If the facility you are adding/editing has a vaccine site, you can activate the vaccine site service under Step 3 “Services & Equipment Details”.
11. To activate the vaccine site service, scroll down and select the check box on the left of “COVID-19 Vaccine Site”.

### Quick Notes:

Activate 'Covid-19 Vaccine Site' ONLY for primary facilities and fixed outreach facilities that will store vaccines overnight. ALL other facilities should NOT activate 'Covid-19 Vaccine Site'.

# MFL Facility Representative Quick Reference Guide

## Scenario: How to activate a vaccine site service in my primary facility or fixed outreach facility

COVID-19 VACCINE SITE

COVID-19 Vaccine Site Details **12**

VACCINE SITE NAME

COVID-19 Vaccine Site

ESTIMATED NUMBER OF VACCINATORS

COMPLIANCE SELF-ASSESSMENT

Active

PERMIT NAME **13**

COVID-19 Vaccination Site Permit

PERMIT STATUS **14**

Pending Permit

CONTACT PERSON NAME

CONTACT PERSON SURNAME **15**

CONTACT PERSON ALTERNATE NUMBER

CONTACT PERSON EMAIL ADDRESS

CONTACT PERSON NUMBER

EFFECTIVE START DATE

EFFECTIVE END DATE

### Steps

This scenario is applicable ONLY to primary facilities or fixed outreach facilities (linked to a primary facility) that will keep vaccines overnight.

12. Capture the vaccine site details accurately.
13. When a permit is issued, the site name will reflect on this field. This field is auto-populated by the SAPC system.
14. The covid-19 permit status indicates whether the permit is issued, pending or rejected. This field is also auto-populated by the SAPC system.
15. The contact person's information must be accurate.

### Quick Notes:

The permit application process will only begin once this Covid-19 vaccine site service is activated on MFL.



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# MFL Facility Representative Quick Reference Guide

## Scenario: How to activate a vaccine site service in my primary facility or fixed outreach facility

**16**

Operating Times

Days Monday Opening Time 07:30 Closing Time 15:00

Days Tuesday Opening Time 07:30 Closing Time 15:00

Days Wednesday Opening Time 07:30 Closing Time 15:00

Days Select an option Opening Time Select an option Closing Time Select an option

Equipment Details (Number of...)

SCANNERS TEST KITS MEDICINES

Previous **17** Next

### Steps

16. Edit the operating hours of the vaccine site. This information is needed for scheduling on EVDS.
17. Add "Equipment Details" (optional) and click on the <Next> button to submit.

### Quick Notes:

# MFL Facility Representative Quick Reference Guide

Scenario: How to activate a vaccine site service in my primary facility or fixed outreach facility

**COVID-19 Master Facility List** Log Out  
A Collection of South African Health Facilities and Services

FORM WIZARD

CREATE FACILITY REQUEST

1 Facility Details    2 Personnel Details    3 Services & Equipment Details    4 Request Successfully Sent **18**

You've completed your Facility Request and it was successfully sent for review  
Please click on Manage Request menu item to view the status of your request

[Manage Requests](#)

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## Steps

18. To finalise the edit facility process, the edit facility request will be sent to the MFL Curator to review and confirm facility details.

End of scenario

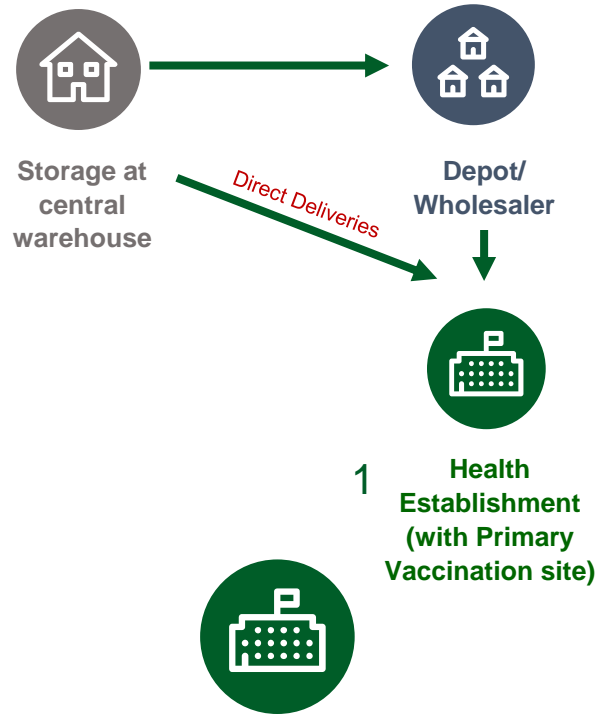
Quick Notes:

## Manage Facility Data

g) Linking an outreach site to a primary facility



# Site Typology



- Nominate a vaccination hub for the SD:**
- **Nominate a health establishment (with primary vaccination site) as a vaccination hub.** (e.g. District Hospital)
  - **Accountable** for the vaccination programme in the sub-district
  - **May store vaccines for re-distribution**



**Primary Distribution Site** for bulk stock of vaccines to Health establishments

- Private or Public
- Store vaccines
- Does not vaccinate
- **No permit required (if holds a s22(1(b) licence – Medicines Act)**

**Health Establishment (public or private)**

- **Holder of a Section 22A(15) permit)**
- **May serve as a delivery site**
- **May distribute vaccines to other vaccination sites**
- **Support all outreach services (fixed, temporary and mobile) (non-health establishments)**
- **Private or public health facility** e.g. District Hospitals, CHC, PHC, Community Pharmacy, GPs, permanent occupational health clinic, Immunisation clinic, travel clinic, Correctional services health establishment
- **May provide vaccination services - EVDS scheduled appointments – For Primary sites**

## 2 Secondary Vaccination sites (Non-Health establishment)

**a. Fixed outreach service**

**b. Temporary outreach service**

**c. Mobile service**

**Fixed outreach service**

- Requires a **Section 22A(15) permit** per site (permit issued to the health establishment/organisation providing vaccination services at the site)
- **Vaccination services provided – EVDS scheduling appointments**
- Has cold chain storage capacity and store vaccines overnight
- **Oversight of storage area must be provided by a pharmacy** (pharmacy applies to SAPC for an internal change)
- Does not distribute vaccines

E.g. Any **non-health establishment** site where vaccines are stored overnight

**Temporary outreach service**

- **Operates under permit of linked HE**
- **Vaccination services provided – EVDS scheduling appointments**
- **Can not store vaccines overnight**
- Uses passive cold chain containers (Cooler boxes)
- Does not distribute vaccines

E.g. Churches, schools, halls, civic buildings, non-permanent OHS at work, congregate settings such as care homes.

**Mobile service**

- Operates under permit of linked HE
- Vaccination services provided – No appointments
- Moves from place to place
- Can not store vaccines overnight
- Does not distribute vaccines


# MFL Outreach Sites Linkage

## 2 Secondary Vaccination sites (Non-Health establishment)

**Health Establishment (public or private)**

- **Private or public health facility** e.g. District Hospitals, CHC, PHC, Community Pharmacy, GPs, Permanent occupational health clinic, Immunisation clinic, Travel clinic, Correctional services health establishment
- **Must activate Vaccination Site**
- **Must have permit**
- **Can have outreach services (fixed, temporary or mobile) linked**


**a. Fixed outreach service**



**b. Temporary outreach service**



**c. Mobile service**



### Fixed outreach service

- e.g. Any non-health establishment site where vaccination services are provided and vaccines are stored overnight
- Register on the MFL as a non-medical site (child)
- Must be linked to a health establishment (parent)
- Must activate Vaccination Site
- Must have permit per site (showing parent and child)
- CANNOT have other outreach sites linked

All fixed outreach sites must have pharmacy oversight as per GPP rules (managed on permit system)

### Temporary outreach service

- E.g. Churches, schools, halls, civic buildings, non-permanent OHS at work, congregate settings such as care homes.
- Must NOT activate Vaccination Site
- Must NOT have permit
- CANNOT have other outreach sites linked

### Mobile service

- Must NOT activate Vaccine Site
- Must NOT have permit
- CANNOT have other outreach sites linked

### Supply Chain Key

- Supply to
- ← Return to storage



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# MFL Facility Representative Quick Reference Guide

## Scenario: Linking an outreach site to a primary facility

COVID-19 DISTRIBUTION SITE

COVID-19 VACCINATION OUTREACH 1 **1**

TYPE OF OUTREACH SITE

Fixed **2**

Fixed

Temporary

Mobile

FACILITY NAME

FACILITY TYPE

Search Facility **3**

ESTIMATED NUMBER OF VACCINATORS

COVID-19 VACCINATION OUTREACH 2

COVID-19 VACCINATION OUTREACH 3

COVID-19 VACCINATION OUTREACH 4

### Steps

1. Click inside the “COVID-19 Vaccination Outreach 1” box in order to activate the outreach.
2. Click on the dropdown to select whether the vaccination outreach is <Temporary, Fixed or Mobile>.
3. Click on the <Search Facility> button, then enter part of the facility name you want to link the outreach to.

### Quick Notes:

Before linking the outreach service, the outreach facility must already exist in the MFL as a facility on its own.

- **Fixed Outreach** – has its own permit for storing vaccines. It cannot be linked to another outreach site.
- **Temporary outreach** – does not require a permit. Sites are added to MFL by the Facility Representative, but services must **NOT be activated**.
- **Mobile outreach** – does not require a permit. Sites are added to MFL by the Facility Representative, but services must **NOT be activated**.
- If this is not done correctly, the site will be rejected causing delays in the process.



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# MFL Facility Representative Quick Reference Guide

## Scenario: Linking an outreach site to a primary facility

Facility Search ×

Facility Search

Search Results **4**

#	MFL UID	Facility Name	Province	District	Town	Actions
1	3575353	Birchleigh North Clinic	Gauteng	Ekurhuleni MM		<input type="button" value="Link UID"/>
2	3626648	Birchleigh Clinic	Gauteng	Ekurhuleni MM	<b>5</b>	<input type="button" value="Link UID"/>
3	3757392	Clicks Pharmacy Birchleigh North	Gauteng	Ekurhuleni MM		<input type="button" value="Link UID"/>

### Steps

4. The system will show the results of the facility you are searching for.
5. Click on the <Link UID> button next to the specific facility you are looking for, and the vaccination outreach will be linked to the facility.

### Quick Notes:

# MFL Facility Representative Quick Reference Guide

## Scenario: Linking an outreach site to a primary facility

COVID-19 VACCINATION OUTREACH 1

TYPE OF OUTREACH SITE  
Fixed

MFL UID: 3626648

FACILITY NAME: Birchleigh Clinic

FACILITY TYPE: Clinic

ESTIMATED NUMBER OF VACCINATORS: 6

COVID-19 VACCINATION OUTREACH 2

COVID-19 VACCINATION OUTREACH 3

Equipment Details (Number of...)

SCANNERS: [ ] TEST KITS: [ ] MEDICINES: [ ]

Previous Next

6

7

8

9

### Steps

6. The outreach site details, ie. the “MFL UID, facility name and facility type” will be populated after you click on “Link UID”.
7. Enter the number of estimated vaccinators for the outreach site.
8. Add “Equipment Details” (optional).
9. Click on the <Next> button to submit.

### Quick Notes:



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# MFL Facility Representative Quick Reference Guide

## Scenario: Manage Facility Data – Linking a fixed outreach service to a primary vaccine site

**COVID-19 Master Facility List** Log Out  
A Collection of South African Health Facilities and Services


FORM WIZARD

CREATE FACILITY REQUEST

1 Facility Details 2 Personnel Details 3 Services & Equipment Details 4 Request Successfully Sent **10**

You've completed your Facility Request and it was successfully sent for review  
Please click on Manage Request menu item to view the status of your request

[Manage Requests](#)

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### Steps

10. To finalise the edit facility process, the edit facility request will be sent to the MFL Curator to review and confirm facility details.

End of scenario

Quick Notes:

## Reporting

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- How to view Facility Status Report

# MFL Facility Representative Quick Reference Guide

## Scenario: I want to view the Facility Status Report

The screenshot shows the 'EXPORT FACILITIES STATUS REPORT' page. On the left is a green sidebar with navigation options: Home, Manage Requests, Facilities Status Report (highlighted with a yellow circle '1'), Manage Facilities, User Profile, and User Manual. The main content area has the title 'EXPORT FACILITIES STATUS REPORT' and the instruction 'Apply parameters for the facilities which you require to appear on the report.' Below this is a 'Generate Custom Report' section with a checkbox 'Include vaccine service information' (with a yellow circle '2'), and three dropdown menus for 'Organisation Type' (with 'Select Facility Type' and a yellow circle '3'), 'Province' (with 'None selected' and a yellow circle '3'), and 'District' (with 'None selected'). At the bottom is a 'Facility Type(s)' dropdown (with 'Select some items...') and a teal button 'Email Report' (with a yellow circle '4').

### Steps

1. Click on the <Facilities Status Report> tab to generate a report.
2. If you would like to “include vaccine service information” on the report, click inside the check box.
3. Select the parameters for facilities you would like to see on the report.
4. When you click on the <Email Report> button, the Facilities Status Report will be sent to your email address.

### Quick Notes:



# MFL Facility Representative Quick Reference Guide

## Scenario: I want to view the Facility Status Report

### EXPORT FACILITIES STATUS REPORT

Apply parameters for the facilities which you require to appear on the report.

**5**

You will soon receive an email with the report attached. For provincial reports, the email may take around 15 minutes. For larger reports including all provinces, the email may take longer. ✕

Generate Custom Report

Include vaccine service information

Organisation Type

All items are selected ▾

Organisation Name

All ▾

### Steps

5. This message will appear when you click on the <Email Report> button.

### Quick Notes:

# MFL Facility Representative Quick Reference Guide

Scenario: I want to view the Facility Status Report

MFL User

Dear [REDACTED]

6

Please see attached your export.

Regards

The MFL Team

## Steps

6. You will receive a notification once the report has been emailed to you.

End of scenario

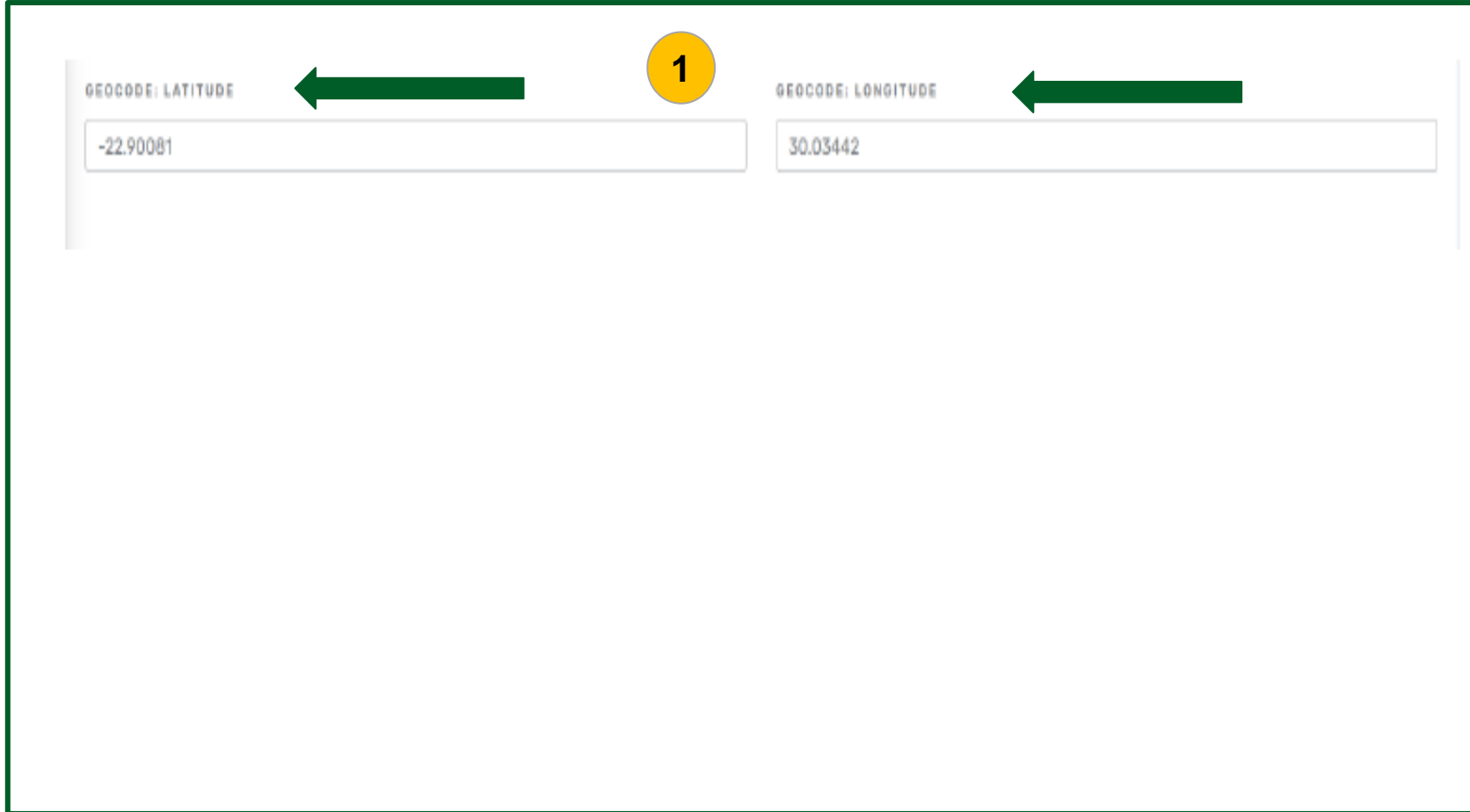
Quick Notes:

## Additional artefact

- I want to add the GPS Coordinates of my facility on MFL

# MFL Facility Representative Quick Reference Guide

Scenario: I want to add the GPS coordinates of my facility on MFL



The screenshot shows a form with two input fields. The left field is labeled 'GEOCODE: LATITUDE' and contains the value '-22.90081'. The right field is labeled 'GEOCODE: LONGITUDE' and contains the value '30.03442'. A yellow circle with the number '1' is positioned above the latitude field, with a green arrow pointing to it. Another green arrow points to the longitude field.

## Steps

When inputting facility details in the MFL, you are asked for the address of the facility as well as the geocodes (latitude and longitude).

1. Adding geocodes or GPS coordinates assists with providing greater accuracy in the location of the facility for allocating vaccinees during scheduling and enrolment.

## Quick Notes:

You can determine the correct address and geocodes using Google Maps.



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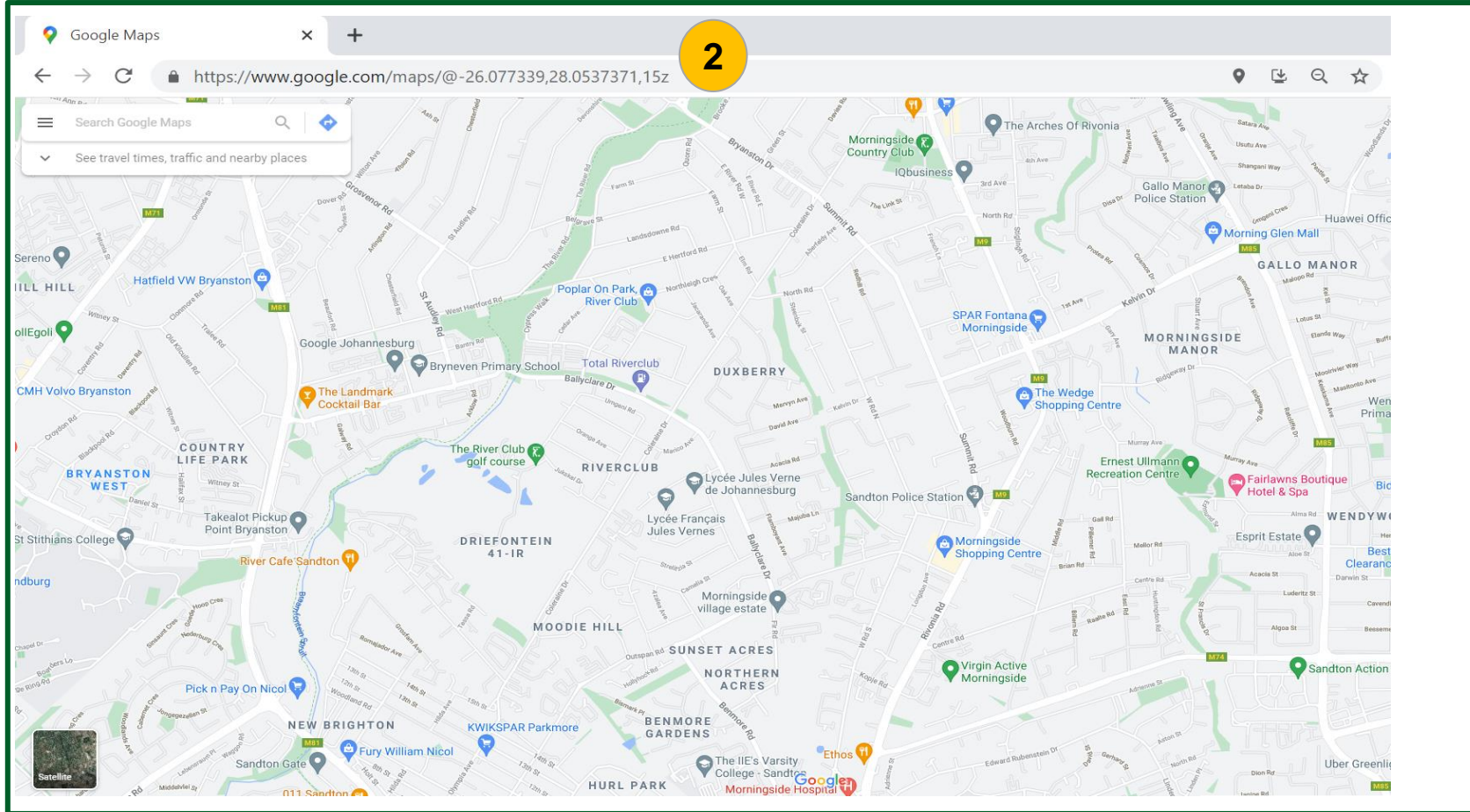
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# MFL Facility Representative Quick Reference Guide

Scenario: I want to add the GPS coordinates of my facility on MFL



## Steps

2. Open your browser and go to Google Maps on [www.google.com/maps](https://www.google.com/maps)

## Quick Notes:



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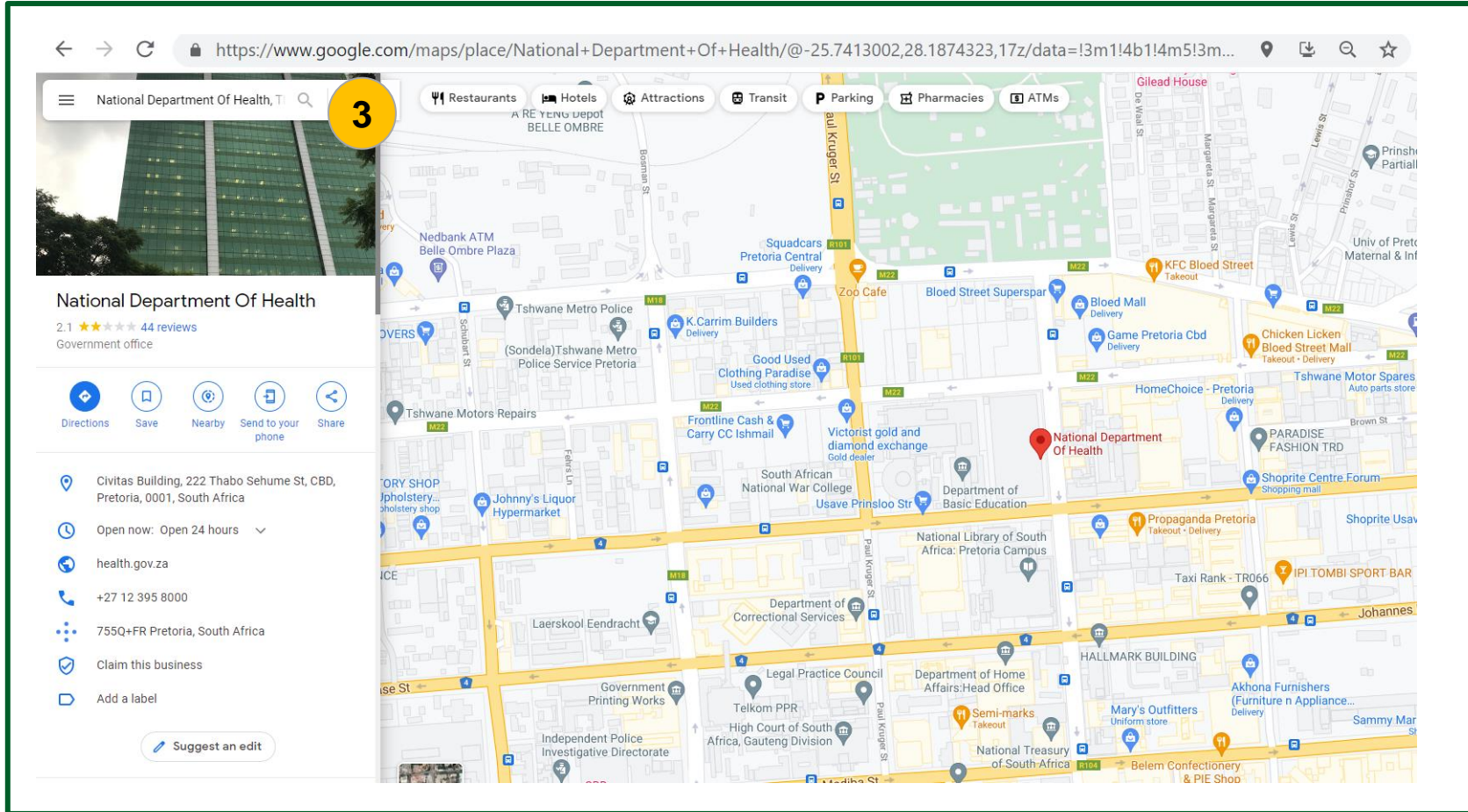
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# MFL Facility Representative Quick Reference Guide

Scenario: I want to add the GPS coordinates of my facility on MFL



## Steps

3. In the "Search Google Maps" field, enter a more specific location such as the name of the facility or the facility's address

## Quick Notes:



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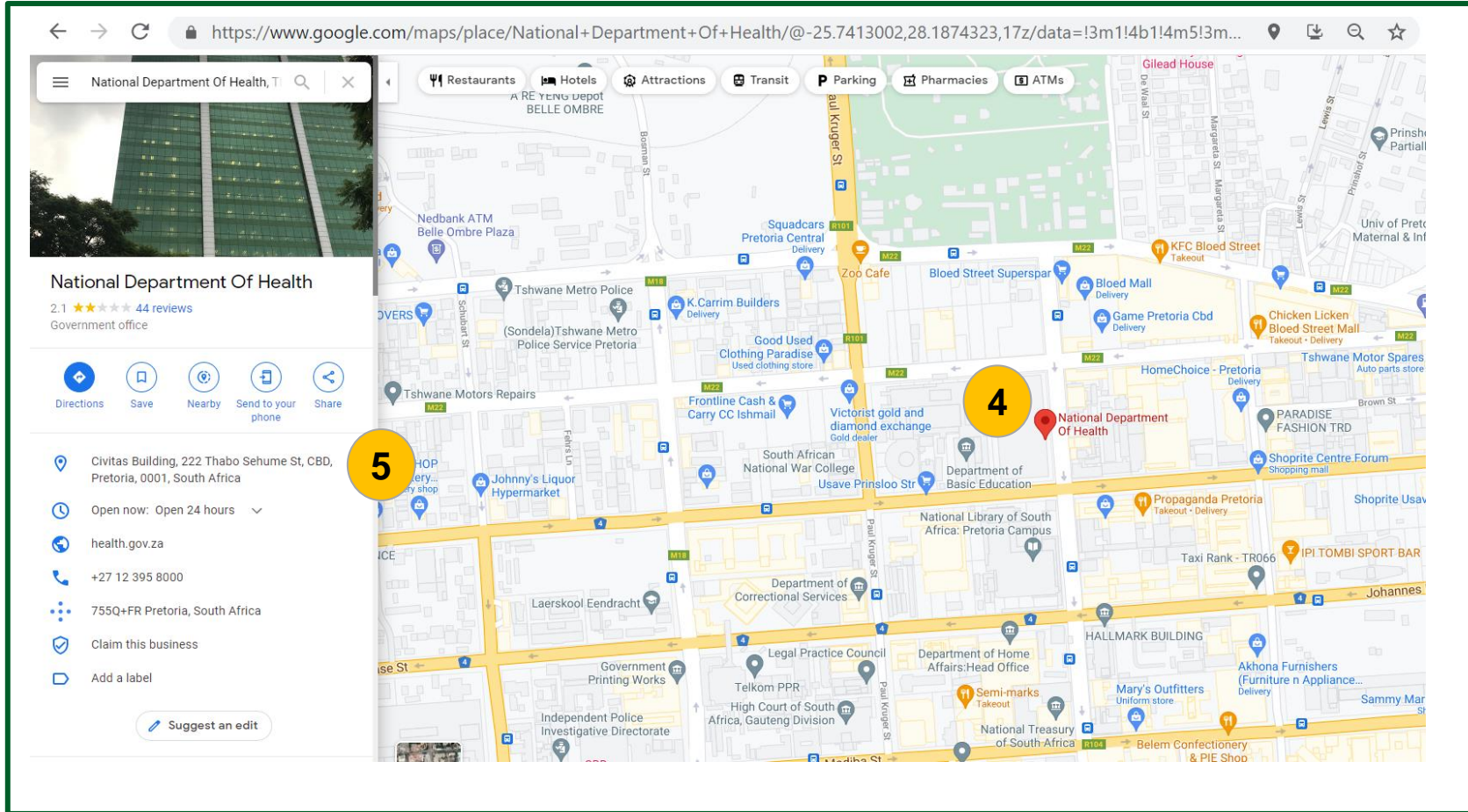
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# MFL Facility Representative Quick Reference Guide

## Scenario: I want to add the GPS coordinates of my facility on MFL



### Steps

If Google Maps identifies the facility, a red pin will appear where the facility is.

4. Left click on the red pin that corresponds to the facility you have searched for.
5. Address information will be disclosed on the left hand side of the screen.
  - This information should be filled in the relevant sections in the General Information section on MFL.

### Quick Notes:



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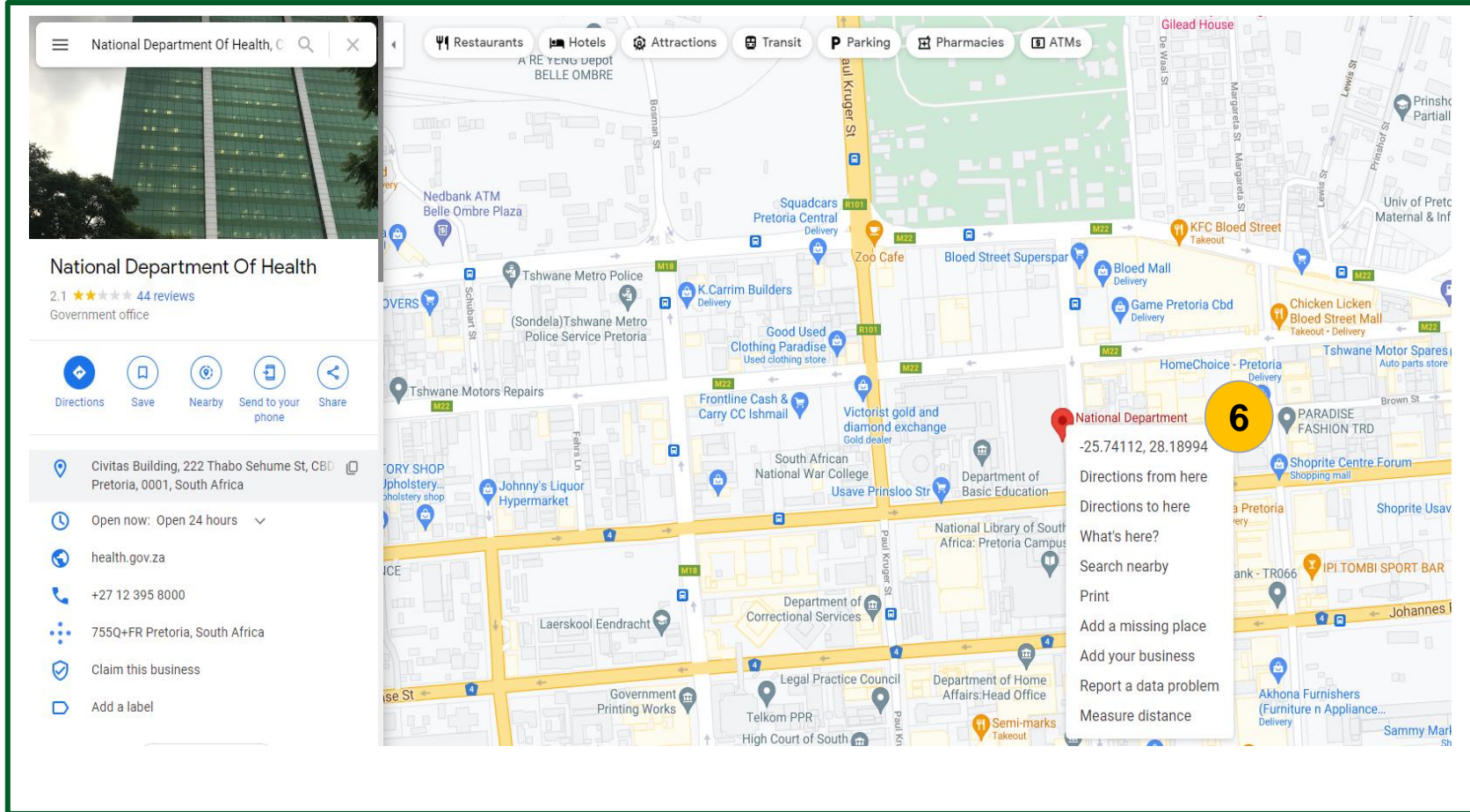
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# MFL Facility Representative Quick Reference Guide

Scenario: I want to add the GPS coordinates of my facility on MFL



## Steps

- Right click on the red pin that corresponds to the facility you have searched for. Google Maps will display a list with the geocodes at the top of the list.
- Latitude is displayed first and longitude second, with a comma (,) separating the two.
- Copy these and paste them in the respective fields in the Geocode boxes in the General Information section on MFL.

## Quick Notes:



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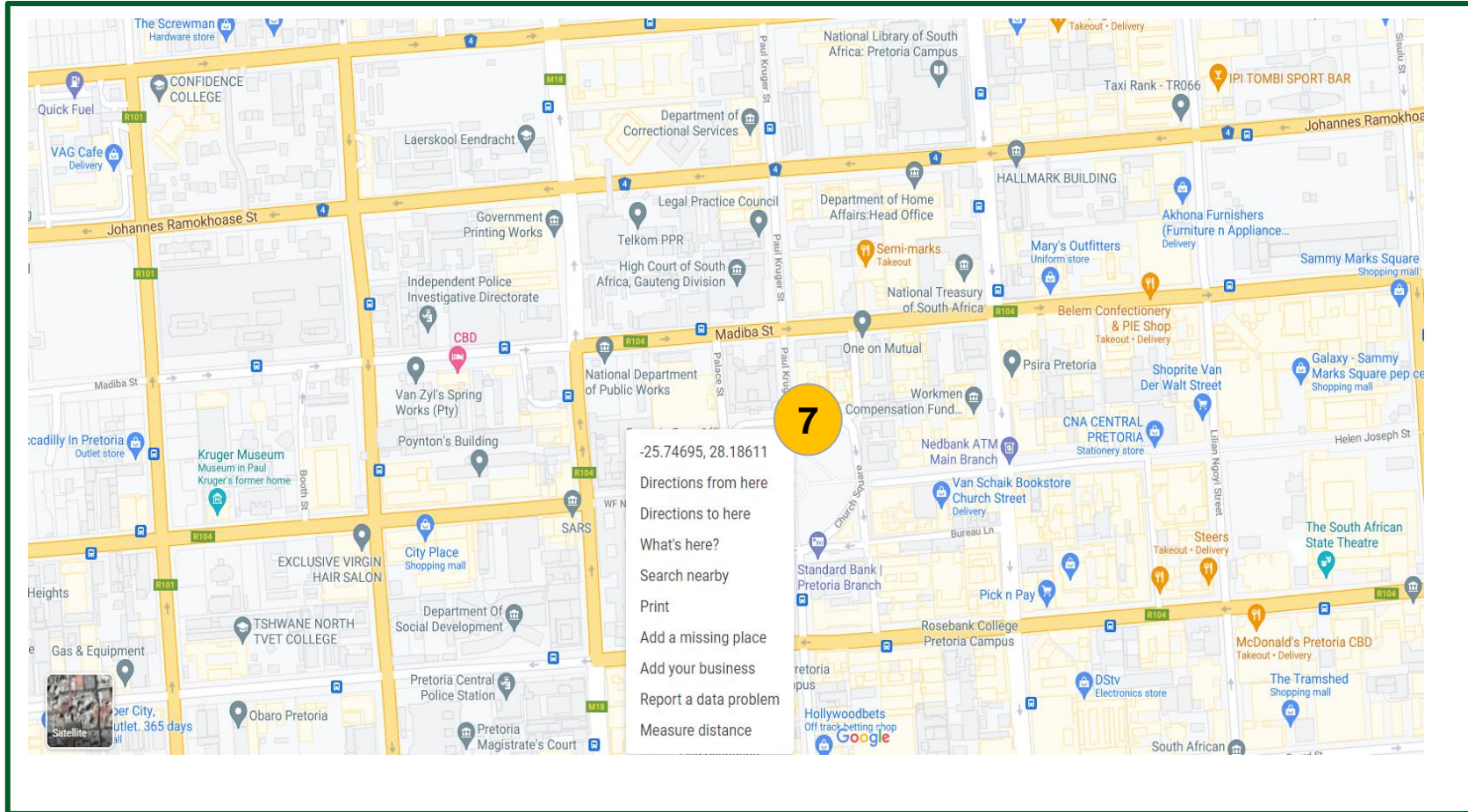
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# MFL Facility Representative Quick Reference Guide

## Scenario: I want to add the GPS coordinates of my facility on MFL



### Steps

If Google Maps does not automatically identify the facility (Google Maps does not display a red pin at the facility) you can right click on facility's location on the map and Google Maps will display the geocodes (latitude and longitude).

- Right click on the location of the facility (using the facility name or street address that you have searched for). Google Maps will display a list with the geocodes at the top of the list.
- Latitude is displayed first and longitude second, with a comma (,) separating the two.
  - Copy these and paste them in the respective fields in the Geocode boxes in the General Information section on MFL.

End of scenario

### Quick Notes:



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# End of Quick Reference Guide



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