



MFL Curator Cheat Sheet

MFL is the complete, current, authoritative list of the facilities, offering health related services which include details about the facilities that are part of the COVID-19 vaccine roll-out.

Who is the MFL Curator?



A **MFL Curator** is someone who understands the facility well enough, to review and confirm that the data captured by the Facility Representative for that facility, is correct.

What you need to use MFL?



Internet connectivity



Electricity



Approval to use MFL



Unique username & password

Need help?



Email us at hissupport@health.gov.za



Log a request on <http://hissupport.health.gov.za>

What process should you follow?

1

You will be nominated by your relevant organisations' or departments' MFL Co-Ordinator to become a MFL Curator. If your nomination request is approved, you will receive an email confirming your account has been created with unique log-in details.

2

Access the MFL by opening the Google Chrome/Firefox browser and entering the address: <https://mfl.csir.co.za/>
An OTP will always be sent to your registered email for every log-in attempt.

3

Manage Facility Requests
You can now review facility requests and verify their requirements/compliance to become vaccine sites. You may choose to review, revert or reject facility requests. If you "successfully review" a request, it will then be sent to the MFL Approver for final approval.

4

View Facility Status Report
You can request status reports for different facilities. The report will be emailed to the registered email for your account.

5

Manage Own User Profile
You can also Edit or Reset your forgotten password and update any details.

Quick Reference Guide for MFL Curators:
Scenarios found on **Pages 4 - 10**

Quick Reference Guide for MFL Curators: Scenarios on **Page 11-19**

Quick Reference Guide for MFL Curators: Scenario found on **Page 20 - 23**

Quick Reference Guide for MFL Curators: Scenarios found on **Page 24 - 32**

What should you keep an eye out for?

- If you are using an generic email (Gmail, yahoo) to register as a MFL Curator, you will need to email hissupport@health.gov.za with official supporting documentation to confirm this generic email address belongs to that organisation and have authority on their behalf.
- Keep your **MFL password secret** – do not share or make use of password saving on web browsers
- **Do not allow unauthorised users** to work on MFL



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Did you know?

- 1. Can I change our MFL Facility Representative?** Yes you can, however you would need to deactivate that MFL Facility Representative and ask the new MFL Facility Representative to register a new “Account Creator” request. You will have to ensure that the new MFL Facility Representative is onboarded and has undergone the MFL Facility Representative training before performing allocated activities on the MFL system. New account requests are reviewed by the MFL System Administrator not the MFL Curator.
- 2. I get email about Pending Facility Requests, but I have reviewed all facilities in my queue, why is this?** The email is a global reminder for everyone. So if your queue is clear you are good.
- 4. As a MFL Curator, I see 2000 instead of 200 facilities to curate, why is this?** The 2000 is for the entire country, you should only focus on yours, i.e. relevant to your District / Municipality and linked to you as a MFL Curator. This view option will be updated at a later stage.
- 5. Is it possible for a MFL Curator have a view of all Facility Reps registered?** No, but you can request a report of the User Status Report for your province/district or private group. Escalate the request if it comes.
- 6. I am a District MFL Curator but I see all provincial facilities, why is this?** That should not be the case. Only provincial MFL Curators should be able to see all provincial facilities. Change the user details, allocate them to the right province and district.

It is critical to update the data on MFL. Enrolment and scheduling as well as onsite-EVDS components of the system, use this data to complete the vaccinee roll-out successfully.

Have you tried?



Having trouble logging in?

Have you tried resetting your password through the ‘Forgot Password link below the <Login> button

Not sure of what to do next?

Have you tried looking at your user manual accessible through MFL
Have you referred to your training videos that were sent to your email



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