DATA SUBMISSION GUIDELINES FOR THE OHSS PLATFORMS

1. CMORE

This is a web or mobile APP.

To submit data: click on https://dmore.chpc.ac.za/za/portal/login.html

Remember to use only the following browsers Google Chrome, FireFox or Safari browser (not MS Edge/Explorer).

STEPS

1. Log in on the portal with your credentials.

2. Once logged in, select on the left side New Event.

3. Select the appropriate item: Vulnerability, Symptom Screening, Positive Test or Return to Work.

4. Complete all the data fields as per NICD/NIOH requirements.
 Remember to enter the Business ID that you received in full. The system will remember your business ID and prepopulate it for all new entries.
 Once demographic fields (age, sex, job category, Province and District) are entered for a specific employee (identified by the unique ID), it will be remembered by the system.

5. Make sure to type a description (it can be anything, a reference for yourself).

6. Click Create Event (green button, just below the last fields on the form completed).

7. Repeat for other staff members or items or records from step 2.

As you complete data, you will see the left hand column filling up with the submitted data - once it shows here, it has been successfully submitted into the system.

Remember you can only enter data for one employee at a time. Bulk submissions or uploading documents are not allowed on CMORE.

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2. CSV via NEXT CLOUD

Excel spreadsheets used must follow the same format as the templates on the website. Thus the headings and number of columns must be the same.

Do not enter employee names in any of the templates.

Business IDs that you received from the NIOH must be entered in full.

Templates can be found at https://www.nioh.ac.za/covid-19/occupational-health-surveillance-system-ohss-business-portal/

To create CSV documents
 Complete the excel spreadsheets. Then save these as CSV MS DOS documents.

How to upload files on Next Cloud
Navigate to https://nxtshare.nicd.ac.za on your preferred browser

NxtCloud
nxtshare.nicd.ac.za
a safe home for all your data

- Log in with your username and password provided (IT IS BEST TO COPY AND PASTE)
- The home page will have the folders to upload the data
- Click on the folder that you need to upload that into.
- Click on the plus sign and select "upload file"
- Navigate to the file on your computer
- Click on "open" for the file you want to upload
- The upload process will start, indicating an approximate upload time
- Log out of the system after the successful upload

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3. API

Steps:

1. After selecting to use the API platform, you will receive an email from IT support to contact them on ohssuport@nioh.ac.za to receive instructions on how to set up the API.
2. You will then receive the following information similar to the example below:

Username: apinioh.Xxxxxx
Password: S654ua4o9DVi#84
BusinessID : 288D5GD2-9169-4362-82FE-0C98K8AF2943
APIKey: 7GFEC21B-EBE3-4XX71-8112-61AE40E3B1CF

3. The test service is available here: https://apitest.nioh.ac.za
4. Enter your login details on the test service.
    We have implemented Swagger UI for JSON object and Data verification.
5. You will be asked to kindly submit a batch of 30 test records and let us know so that we can do quality checks before sharing Production credentials

Add link to PDF on API OHSS data submission coding.

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HAVE YOU REGISTERED YOUR BUSINESS ON THE PORTAL?

If not click here: https://ohss.nioh.ac.za/

For detailed information, templates and guides on how to submit data click here: https://www.nioh.ac.za/covid-19/occupational-health-surveillance-system-ohss-business-portal/

GET IN TOUCH:

IT Support queries can be directed to: ohssupport@nioh.ac.za

General Queries can be directed to: OHSworkplace@nioh.ac.za

Call us on: 0723215503 | 0713981169

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