NIOH Occupational Health Surveillance System (OHSS) Business Portal

Cmore – Creating your own Reports

Tuesday, 2 March, 2021, NIOH Webinar

science & innovation
Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA

CSIR
Touching lives through innovation

Agenda

- NIOH Business Registration
  - Selecting the Cmore data submission option
- Accessing Cmore Web Portal
- Submitting <u>Individual Records</u> using Cmore Web Portal
- Cmore Mobile App data submission
- How to change your password on the Cmore Web Portal
- How to create your own reports
- Questions

NIOH OHSS
Business Registration

Register Here

https://www.nioh.ac.za

NIOH Business Registration

The Cmore data submission option is only for <u>individual records</u>, not bulk or file uploads

Select the Cmore Option Here

Business Registration

Business Name * Required

Industry * Required
Select

Address * Required

Province * Required
Select

District

Contact Name * Required

Contact Email * Required

Contact Number * Required

Sector Affiliation * Required

Total Employees * Required

Female Employees * Required

Male Employees * Required

Please supply the number of employees in the below Job Categories

Managers ⓘ
0

Professionals ⓘ
0

Technicians and Associate Prof. ⓘ
0

Clerical Support Workers ⓘ
0

Service and Sales Workers ⓘ
0

Skilled Trades ⓘ
0

Plant and Machine ⓘ
0

Elementary Occupations ⓘ
0

Preferred data submission process

○ API Integration ⓘ

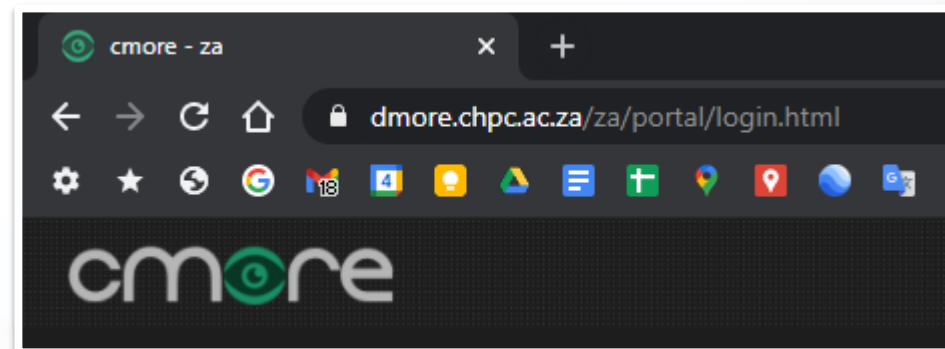○ CSV via NextCloud ⓘ

● CMORE platform submission ⓘ

✔ Register

Accessing Cmore Web Portal 1

- **Only Use Google Chrome, FireFox or Apple Safari**

- Microsoft Internet Explorer and Microsoft Edge are not supported

- Visit the address https://dmore.chpc.ac.za/za/portal/login.html from your browser, preferably Google Chrome

Accessing Cmore Web Portal 2

- Use your Cmore Credentials received in the Cmore account confirmation email received from [No Reply <noreply@nicd.ac.za>](mailto:noreply@nicd.ac.za)

- Be sure to use the correct User Name
  - It will have the format nioh.xxxx

  - Make sure to include the (.) between nioh and the 4 digit number
  - Do not to include spaces before nioh, after the 4 digit number or before or after the (.)

- Be sure to use the correct Password
  - Make sure to use a capital (A)
  - Do not include spaces before or after the Password
  - Find the steps on how to change your password at the end of this guide

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☒ Banner NMC

Dear :::

Please find below the details for your selected CMORE platform

- Business ID | XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX
- Business Contact Person :
- Business Telephone :

- Business Email :   @   .com
- CMORE URL : https://dmore.chpc.ac.za/za/portal/login.html

- CMORE Username : nioh.8736

- CMORE Password : Aurum123

- User Guide : https://www.nioh.ac.za/wp-content/uploads/2020/12/How-to-submit-data-on-OHSS-platforms_final.pdf

If you have any queries, feel free to email us at OHSworkplace@nioh.ac.za

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Submitting Individual Records using Cmore Web Portal 1

- Four types of individual records are submitted via the Cmore Web Portal (for record submission requirements refer to NIOH)
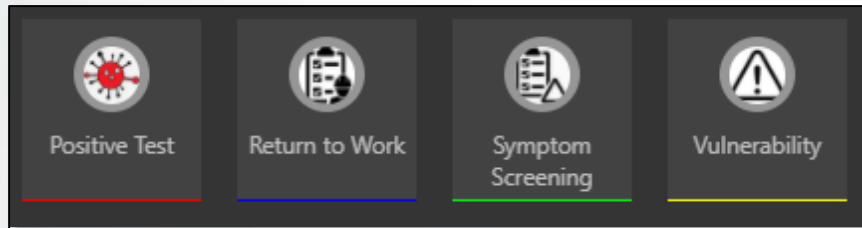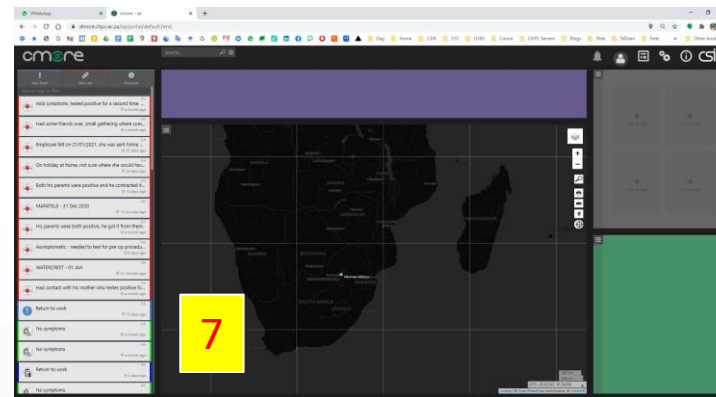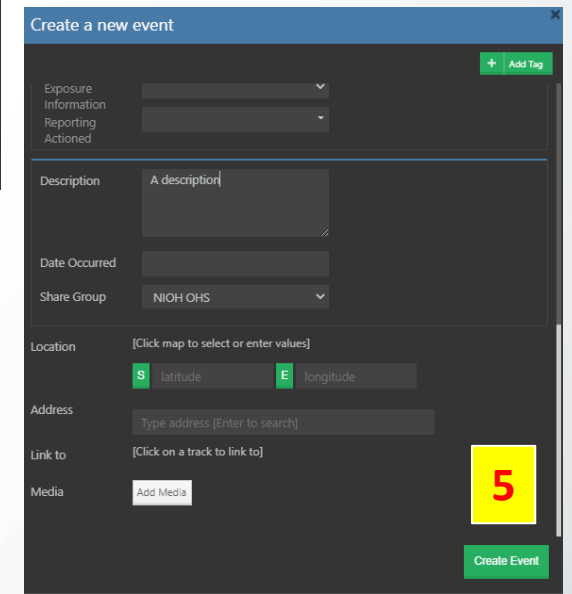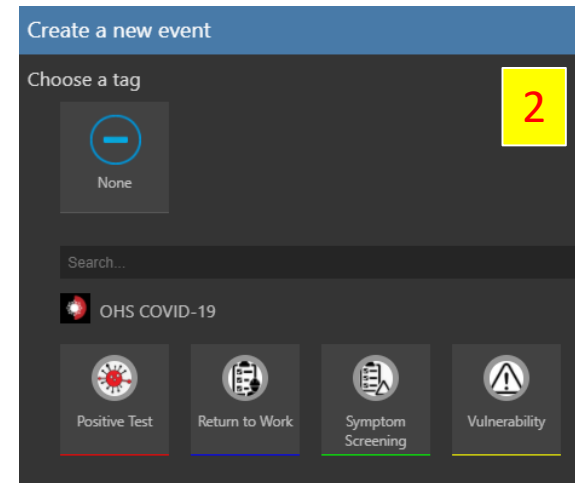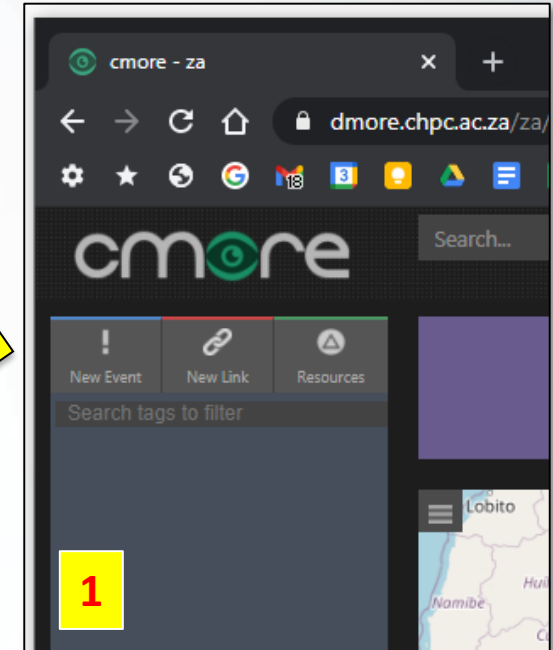

- For each record type, and per operator submitting data, the Business ID must be completed correctly
  - Format xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxxxxxx (8-4-4-4-12 digits)
- Once the Business ID has been entered once, it will be pre-populated for subsequent submissions (per operator and per record type)
- Business ID
  - Take great care to copy and paste the Business ID correctly as received in your Business Registration Successful Notification email (the Cmore account confirmation email from NIOH).
  - Do not include space before or after the Business ID

Submitting Individual Records using Cmore Web Portal 2

Steps to submit a record (any of the 4 types)

1. Log into the Cmore Web Portal and from the Main Cmore View, Click on **New Event**

2. Select the appropriate type: Vulnerability, Symptom Screening, Positive Test or Return to Work.

3. Complete all the data fields as per NICD/NIOH requirements. (See next two slides for record fields)

4. Type a description, it can be anything, a reference – for your own purpose, as it is necessary to submit the data.

5. Once all fields completed for an individual record, click **Create Event** (green button, just below the last fields on the form completed).

   1. Cmore works best with a Full HD (1080p) screen, but when working on a lower resolution screen, the **Create Event** button may not be visible - you have to scroll down to expose it.

   2. If the **Create Event** button does not want to work it means some details may have been missed, most probably a Description.

6. Repeat for other staff members or records from step 2.

7. 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.

Submitting Individual Records using Cmore Web Portal 3

Submitting Individual Records using Cmore Web Portal 4

# Submitting Individual Records using Cmore Web Portal 5

To ensure your data is correct and will be submitted to NIOH

1. The Business ID must be correct
    1. Not a company name
    2. Not a short number

2. If you see a No Tag symbol, it means the correct record type has not been selected – the data will not be submitted to NIOH

3. Map Display
    1. Records with a position will display on the map even if incorrect.
    2. Records without a position will not be visible on the map, but could be viewed under Event View.
    3. The map position of a record is not required by NIOH – it may be used for own purposes.

4. Operators will only see data they submitted, not that from other companies

5. Record Descriptions are not submitted to NIOH, so are file attachments or pictures also not submitted – may be used for own purposes though.

Cmore Mobile App data submission

- To install the Cmore Mobile App, refer to the guide (request from NIOH)
  - **Cmore Mobile Install & Setup Guide v15 NIOH.pdf**
- Cmore Mobile App only compatible with Android 7 and later devices
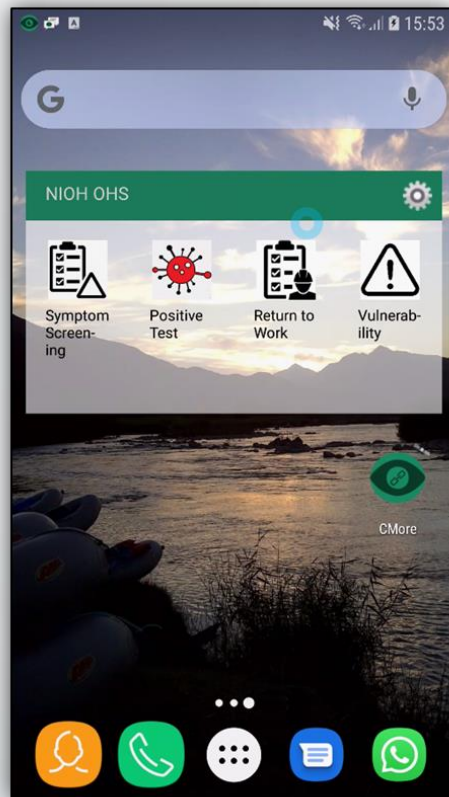
1. Install Cmore Mobile app from Google Play Store
   https://play.google.com/store/apps/details?id=csir.cmore.adapter&hl=en
2. When logging in first time, select the Dmore CHPC server by tapping Cmore Africa
3. Allow app access requests and usage tracking
4. User credentials are the same as for the Cmore Web Portal
5. Tap on a tag short cut to enter a data record
6. Enter the data and tap save to submit the record to the Cmore server

How to change your Password on the Cmore Web Portal

1. Passwords may only be changed on the Cmore Web Portal
2. Log into the Cmore Web Portal using your existing credentials (username and password)
3. Click on the Profile button
4. Click **Edit Profile**
5. Follow the steps to provide the old password and the new password
6. Confirm the new password
7. Click **Change Password**
8. It is recommended to update the contact email address to your official email address – this will be necessary to receive password resets. Do click **Save Profile** when Changes made.
9. Lost Passwords
   1. If you lost your password after it has been changed from the default password, log a request with NIOH to have it reset on OHSworkplace@nioh.ac.za
   2. A password reset will not be immediate, thus take care not to lose your password once you have changed it from the default one.
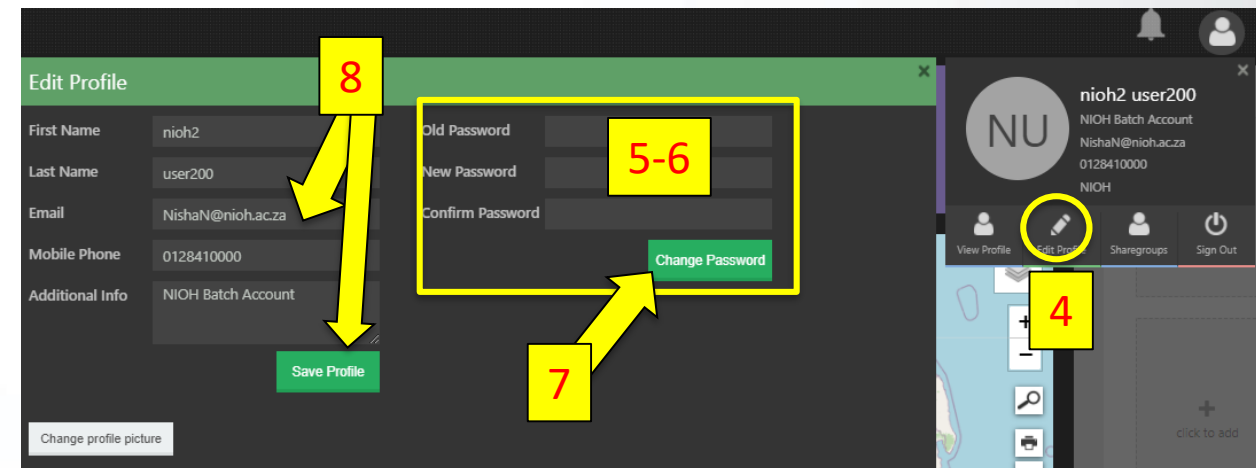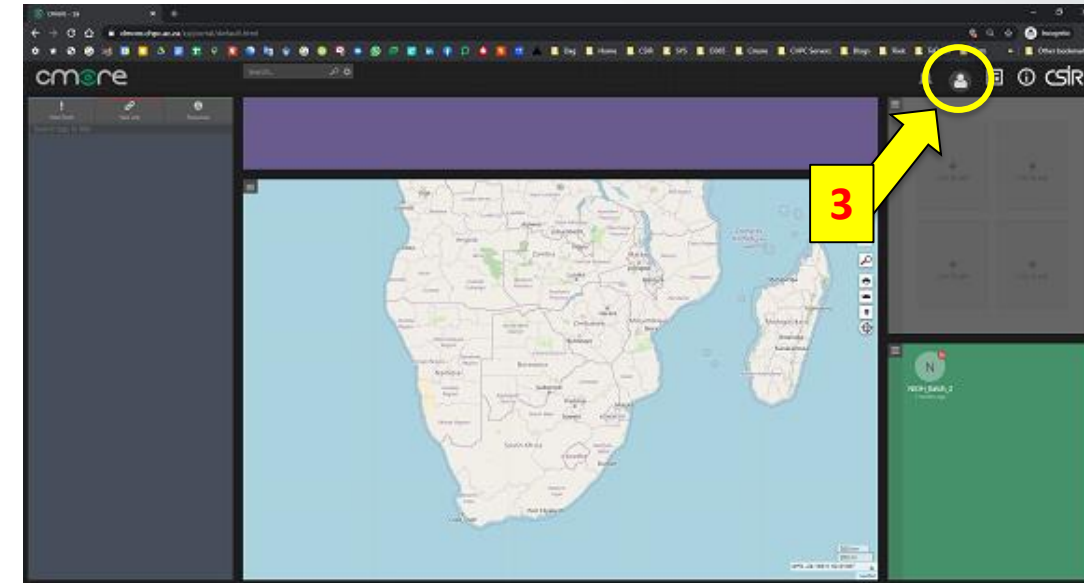
How to create your own Reports using the Cmore Web Portal 1
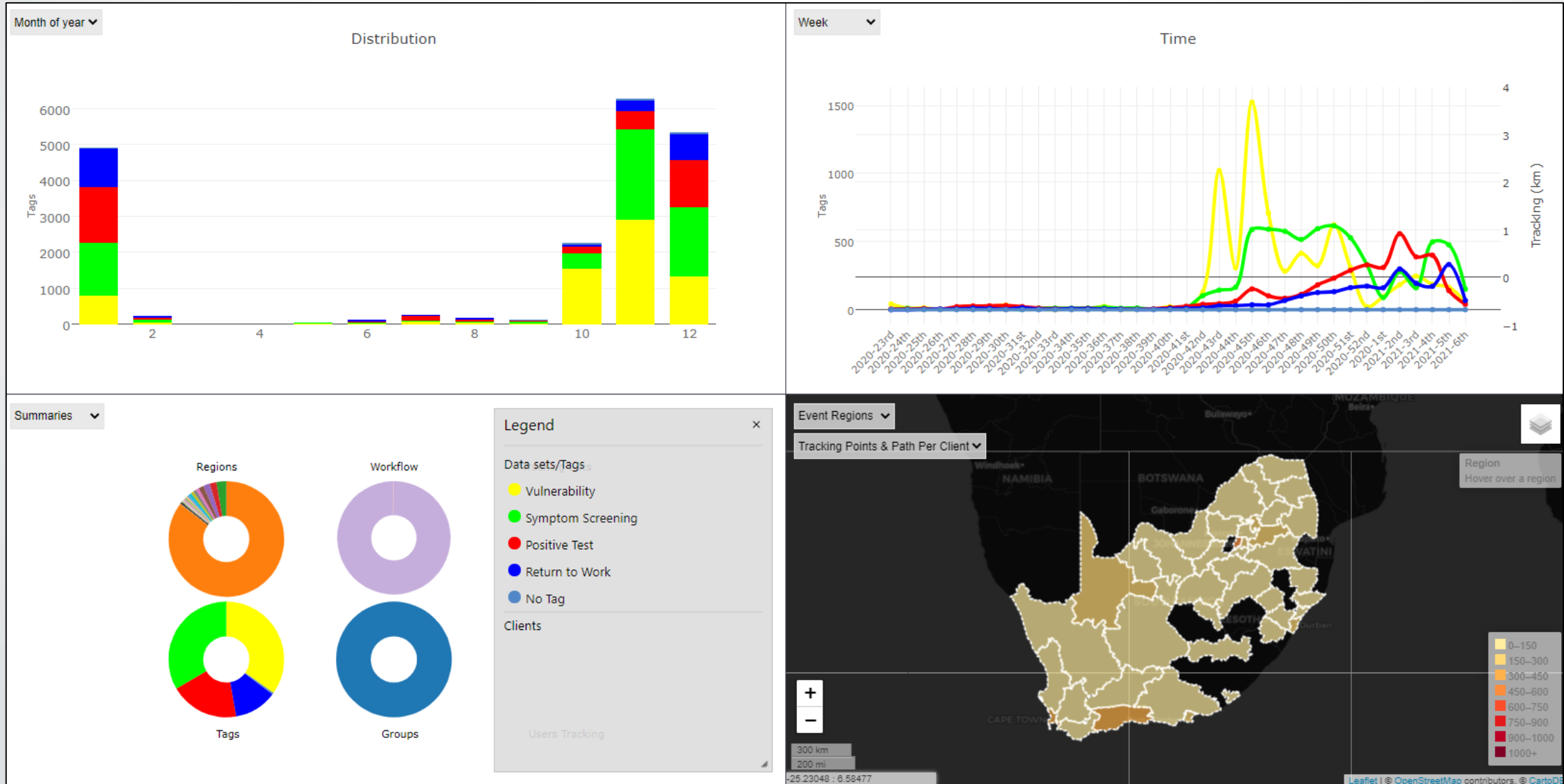
How to create your own Reports using the Cmore Web Portal 2

Cmore Data Reporting Options

- Capturing Records
  - Symptom Screening, Vulnerabilities, Positive Test, Return to Work
- Cmore Main Map Display
  - Geo-located data, if applicable
- Cmore Event View
  - Filtering
- Cmore Basic Reporting View
- Cmore Analytics
  - Basic Reports
  - Detailed Reports
- Exporting your Data from Cmore
  - Data Query View
  - Analytics