

NIOH Occupational Health Surveillance System (OHSS) Business Portal

Cmore Overview

Wednesday, 14 July, 2021
NIOH Webinar



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA



CSIR

Touching lives through innovation

Agenda



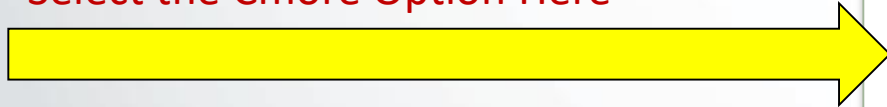
- NIOH Business Registration
 - Selecting the Cmore data submission option
- Accessing Cmore Web Portal
- Submitting Individual Records using Cmore Web Portal
- How to change your password on the Cmore Web Portal



NIOH Business Registration


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

Select the Cmore Option Here



<https://ohss.nioh.ac.za/Register>

Business Registration



Business Name Industry

Address

Province District

Contact Name Contact Email

Contact Number Sector Affiliation

CIPC# (Companies and Intellectual Property Commission) PAYE# (PAY-AS-YOU-EARN)

Total Employees # Female Employees # Male Employees

Please supply the number of employees in the below Job Categories

# Managers [ⓘ]	# Professionals [ⓘ]	# Technicians and Associate Prof. [ⓘ]	# Clerical Support Workers [ⓘ]
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
# Service and Sales Workers [ⓘ]	# Skilled Trades [ⓘ]	# Plant and Machine [ⓘ]	# Elementary Occupations [ⓘ]
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Preferred data submission process

CSV via NextCloud (csv file) [ⓘ]

CMORE platform submission (Free APP from CSIR) [ⓘ]

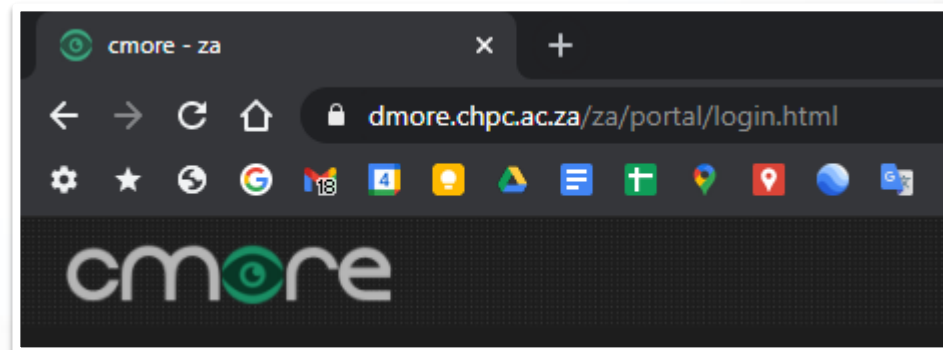
API Integration (Intergration into your own APP) [ⓘ]

Accessing Cmore Web Portal 1

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



- Microsoft Internet Explorer and Microsoft Edge 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

Banner NMC

Dear

Please find below the details for your selected CMORE platform

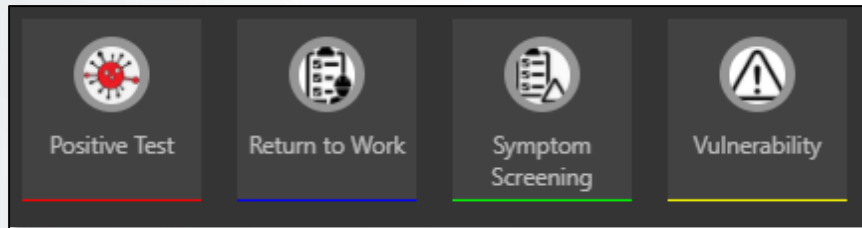
- Business ID :
- Business Contact Person :
- Business Telephone :
- Business Email :
- CMORE URL : <https://dmore.chpc.ac.za/za/portal/login.html>
- CMORE Username : **nioh.8736**
- CMORE Password : Aurum123
- User Guide : https://www.nioh.ac.za/wp-content/uploads/2020/12/How-to-submit-data-on-OHSS-platforms_final.pdf

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)

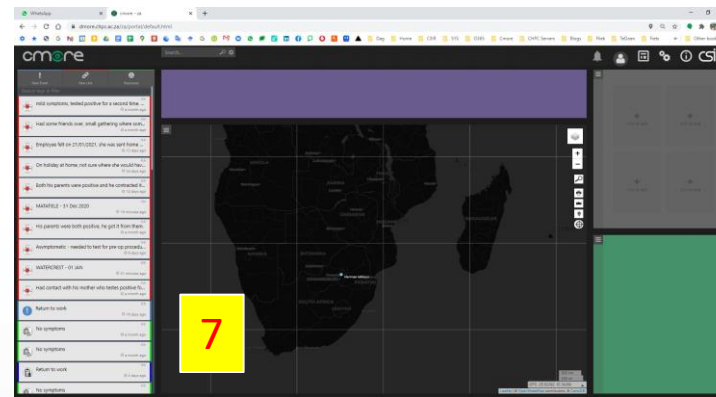
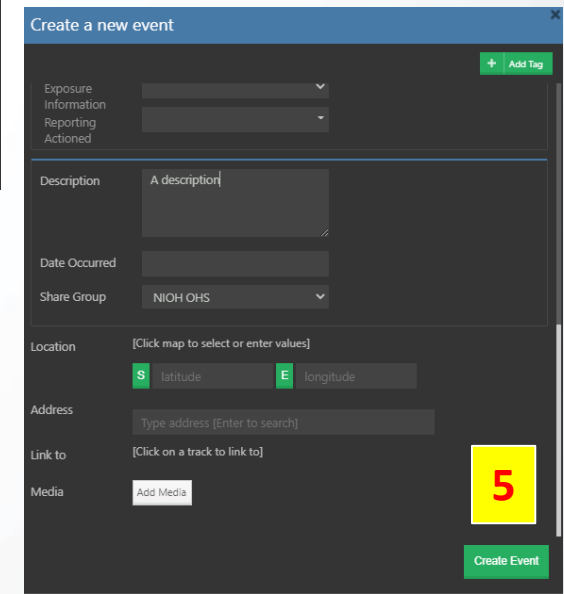
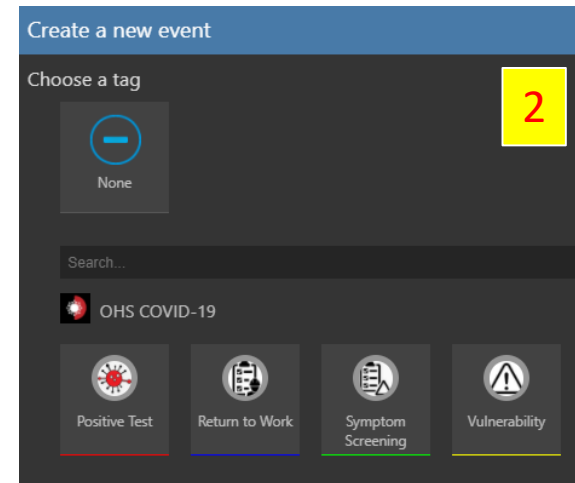
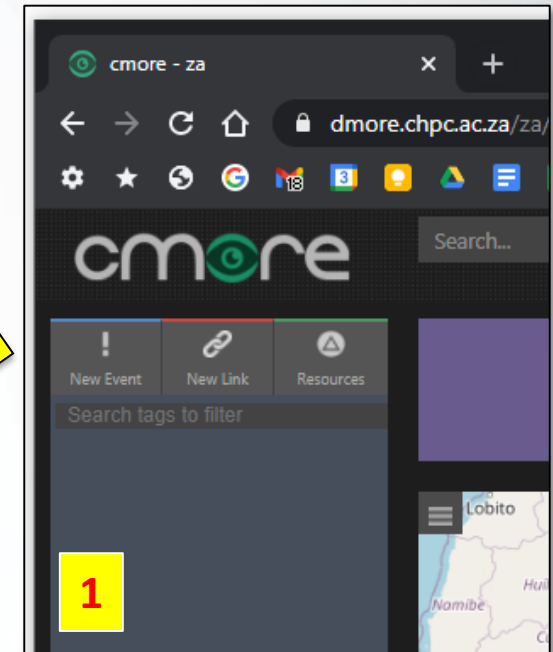
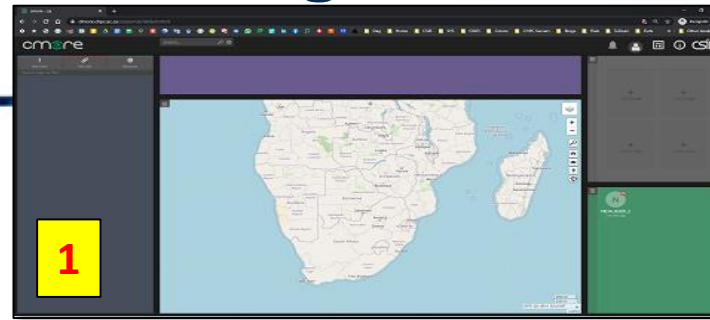


- For each record type, and per operator submitting data, the Business ID must be completed correctly
 - Format xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxxxxxx (8-4-4-4-12 digits)
- Once the Business ID has been entered once, it will be pre-populated for subsequent submissions (per operator and per record type)
- 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

Create a new event ✕

+ Add Tag

Vulnerability ✕

Business ID	<input type="text"/>
Employee ID	<input type="text"/>
Province	<input type="text" value="v"/>
District	<input type="text" value="v"/>
Age	<input type="text"/>
Sex	<input type="text" value="v"/>
Job Category	<input type="text" value="v"/>
Vulnerability Status	<input type="text" value="False"/>
Asthma	<input type="text" value="False"/>
Chronic Lung Disease	<input type="text" value="False"/>
Diabetes	<input type="text" value="False"/>
Hypertension	<input type="text" value="False"/>
Serious Heart	<input type="text" value="False"/>

Create Event

Create a new event ✕

+ Add Tag

Symptom Screening ✕

Business ID	<input type="text"/>
Consent	<input type="text" value="False"/>
Employee ID	<input type="text"/>
Employee Age	<input type="text"/>
Employee Gender	<input type="text" value="v"/>
Job Category	<input type="text" value="v"/>
Province	<input type="text" value="v"/>
District	<input type="text" value="v"/>
Symptom Status	<input type="text" value="False"/>
Fever	<input type="text" value="False"/>
Chills	<input type="text" value="False"/>
Dry Cough	<input type="text" value="False"/>
Sore Throat	<input type="text" value="False"/>

Create Event

Submitting Individual Records using Cmore Web Portal 4

Create a new event ✕

+ Add Tag

Positive Test ✕

Business ID

Employee ID

Employee National ID

Province

District

Sex

Age

Job Category

Test Date

Test Type

Symptoms Positive

Number High Risk Contact

Vulnerability Status

Create Event

Create a new event ✕

+ Add Tag

Return to Work ✕

Business ID

Employee ID

Province

District

Job Category

Hospitalised

Hospital Type

Date Admission

Outcome

Outcome Date

Return to Work Date

Return to Work Fitness

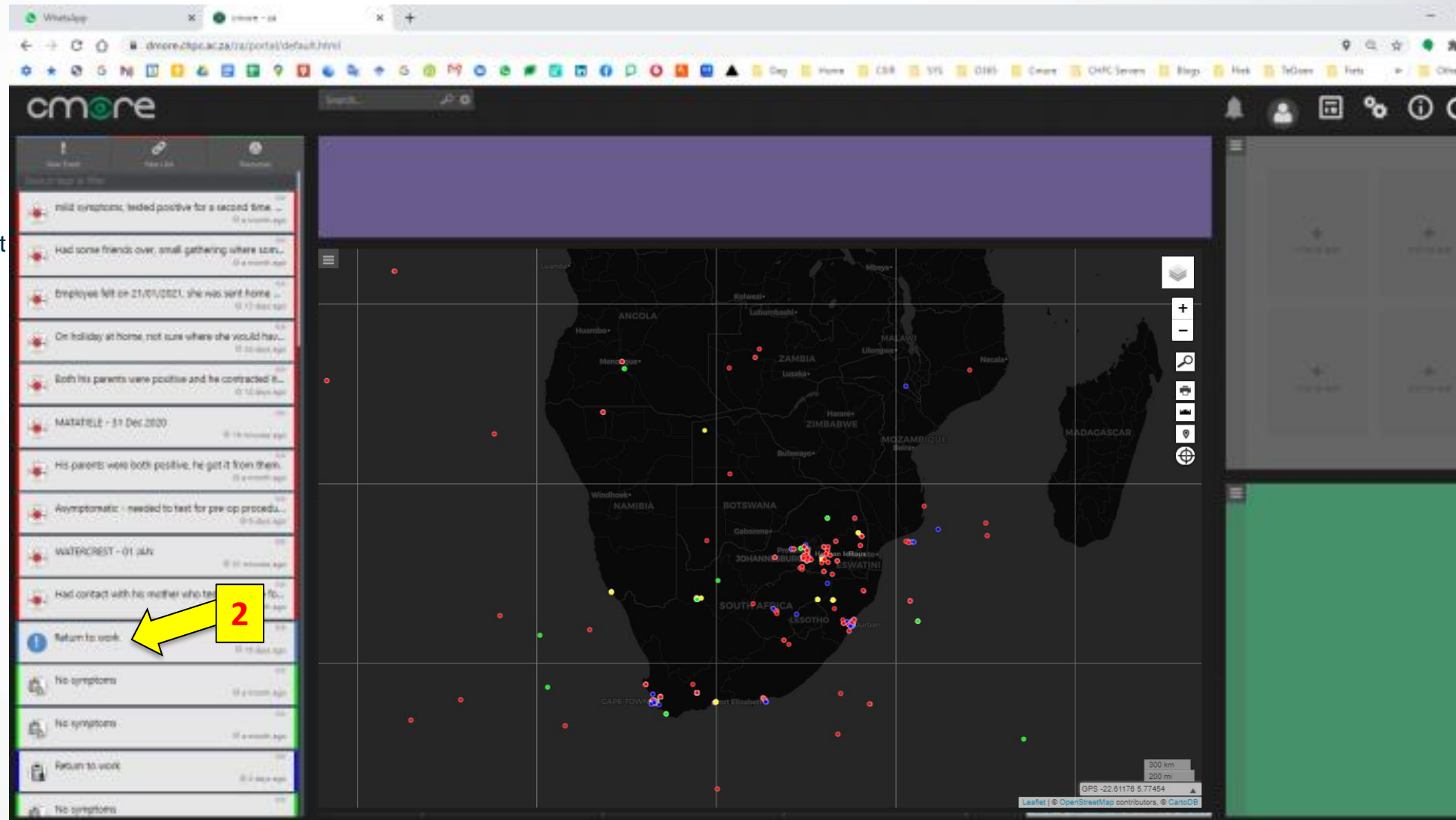
Compensation

Create Event

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.



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.

