

## **NPHL COE Remote Login Portal User Guide**

### **About NPHL COE Portal**

The NPHL COE Portal is a web-based online application developed for the NPHL-COE clients to modernise and streamline the operations of a calibration laboratory, leading to improved efficiency, customer satisfaction, and competitiveness in the market.

### **Getting started: Request for an account**

To get access to the portal, you will need an account. Client accounts are tied to facilities and can only be created by the NPHL COE staff.

To request for a client account please get in touch with NPHL COE through the following channels:

- Email: [coe.nphl@gmail.com](mailto:coe.nphl@gmail.com)

### **Accessing the portal**

To access the web portal visit the following URL address in your browser:

- <http://coe.nphl.go.ke>

You should see a page as shown below:



# CALIBRATION CENTRE

Centre of Excellence for Calibration of Medical Equipment

### POSTS

JANUARY 9, 2022

## Request for calibration services procedure

In order to stream line calibration services requests at NPHL equipment calibration center, a potential client is required to fill in the following attached documents when requesting for calibration services.

- 1. Request for calibration services form
- 2. Equipment decontamination form

The two forms can be downloaded below:

[request for calibration form](#) [Decontamination form](#)

The filled in forms need to accompany any item being brought to NPHL equipment calibration center.

APRIL 20, 2018

## Training of East African Biomedical Engineers

### CALIBRATION TOOLS

[Client Tools](#)

[Administrative Tools](#)

### CATEGORIES

### RECENT POSTS

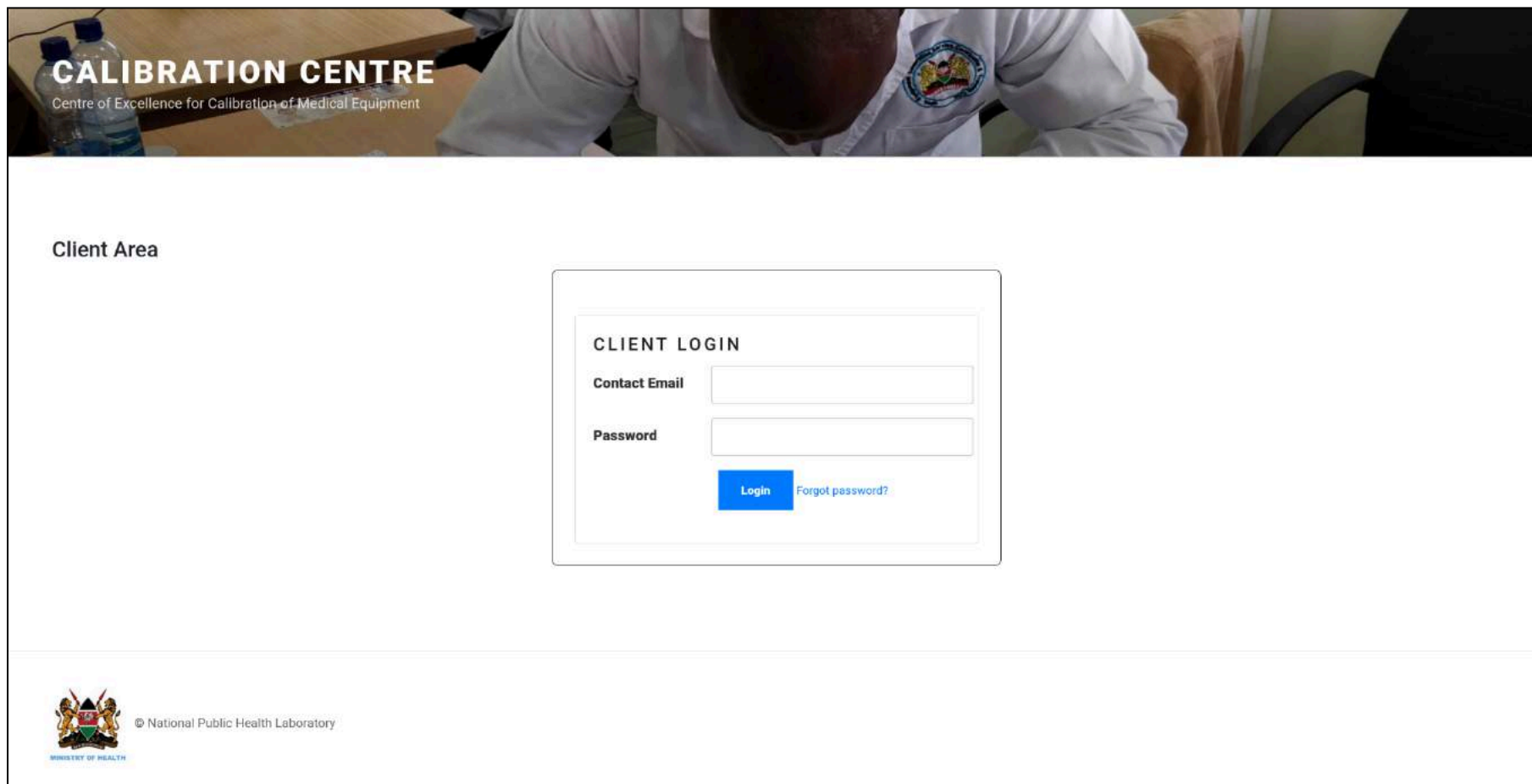
[Request for calibration services procedure](#)

[Training of East African Biomedical Engineers](#)

[Launch of NPHL Center of Excellence for Equipment Calibration](#)

Log-in process

To log in to the portal, visit the URL given above in your browser. On the right side of the page, you will see a number of links. To visit the clients section, click on the '*Client Tools*' link. Once you click on '*Client Tools*', you will see the following page open:

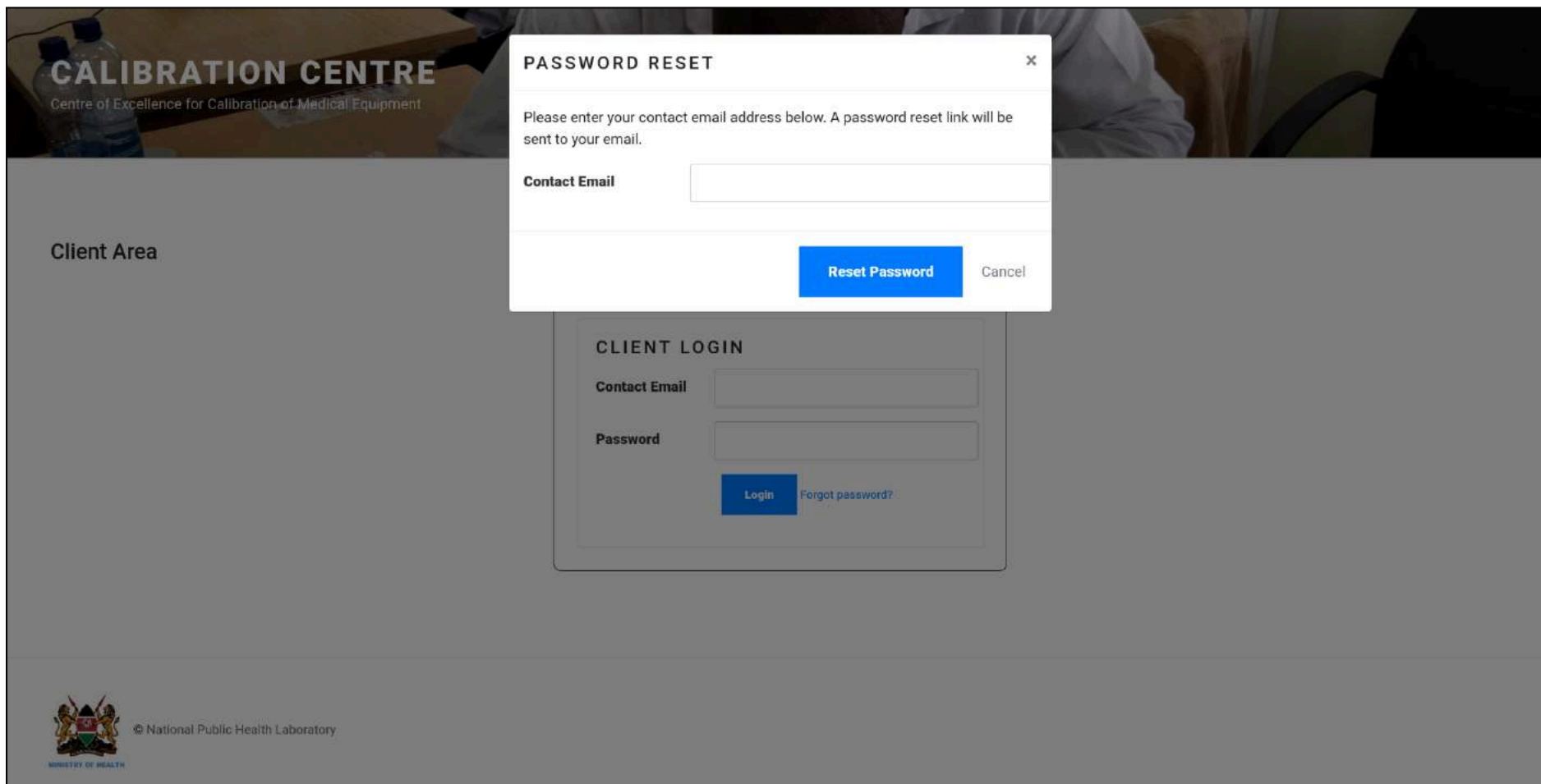


The screenshot shows the 'CALIBRATION CENTRE' logo at the top left, with the tagline 'Centre of Excellence for Calibration of Medical Equipment'. Below the logo is a photograph of a person in a white lab coat. The main content area is titled 'Client Area' and features a 'CLIENT LOGIN' form. The form includes two input fields: 'Contact Email' and 'Password'. Below the 'Password' field is a blue 'Login' button and a blue link for 'Forgot password?'. At the bottom left of the page is the logo of the Ministry of Health and the text '© National Public Health Laboratory'.

**Password reset**

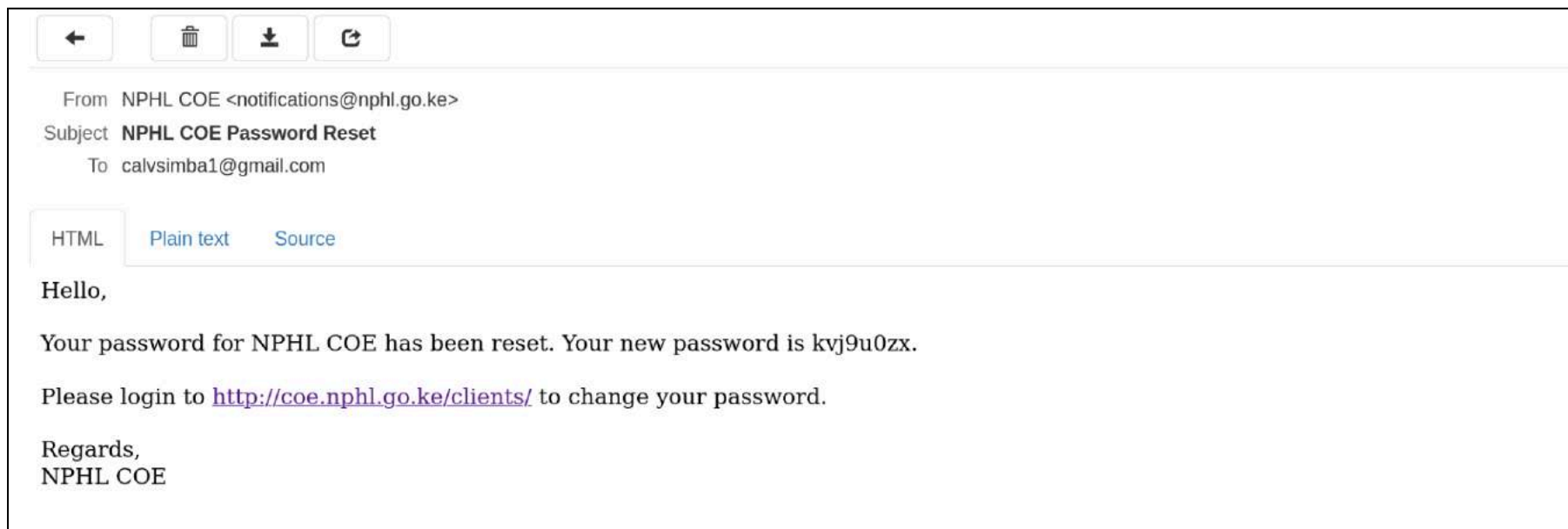
If you are unable to access your existing account, you can reset your password provided as follows:

On the login page, there is a link labelled '*Forgot password?*' near the Login button. Click on it. This will show the following popup window:



Enter your email address (the same email used on enrolment) in the '*Contact Email*' field given and click '*Reset Password*'.

You will receive an email with your new password in the email given. If you don't find it in your Inbox, check your Spam/Junk folder. The email will look like this:



You can now log in with your new password.

Once you are logged in, you are able to reset your password from within the dashboard as well. To do this, click on the top-right section where your name and the facility name appear. You will see 2 options: '*Reset Password*' and '*Log Out*'.

You will see this popup when you click on '*Reset Password*':

**CALIBRATION CENTRE**  
Centre of Excellence for Calibration of Medical Equipment

**Client Area**

SIMBA CALVIN - MID HILL MEDICAL CLINIC NGONG

**PASSWORD RESET**


Current Password

New Password

Confirm Password

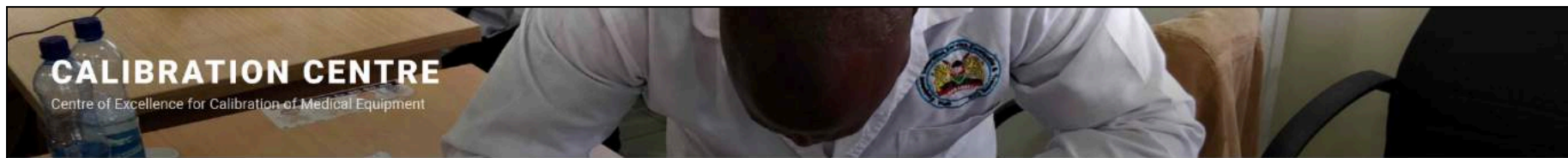
**Reset Password**

#	Requested at	# Pipettes	# Centrifuges	# Thermometers	# Microscopes	Calibration Interval (months)	Status	Scheduled calibration date
1	2024-01-22	12	0	0	0	3	ongoing	2024-03-14
Feedback comments: Lala land, You'll receive a notification once done.;								
2	2024-01-22	12	12	12	12	12	received	2024-01-23
Feedback comments: Please prepare;								

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MINISTRY OF HEALTH

Fill the 3 fields and click Reset Password. Please note that you will need to provide your current password as well.

Upon successful reset of your password, you will see this:



**CALIBRATION CENTRE**  
Centre of Excellence for Calibration of Medical Equipment

Client Area SIMBA CALVIN - MID HILL MEDICAL CLINIC NGONG ▾

Password reset successful. +

#	Requested at	# Pipettes	# Centrifuges	# Thermometers	# Timers	# Conditioned Chambers	# Biosafety Cabinets	# Analytical Balances	# Microscopes	Calibration Interval (months)	Status	Scheduled calibration date

**Tracking calibration requests**

On the main landing page of the portal once you have logged in, you will see the following:



Client Area

Logged in as SIMBA CALVIN - MID HILL MEDICAL CLINIC NGONG | [Logout](#)



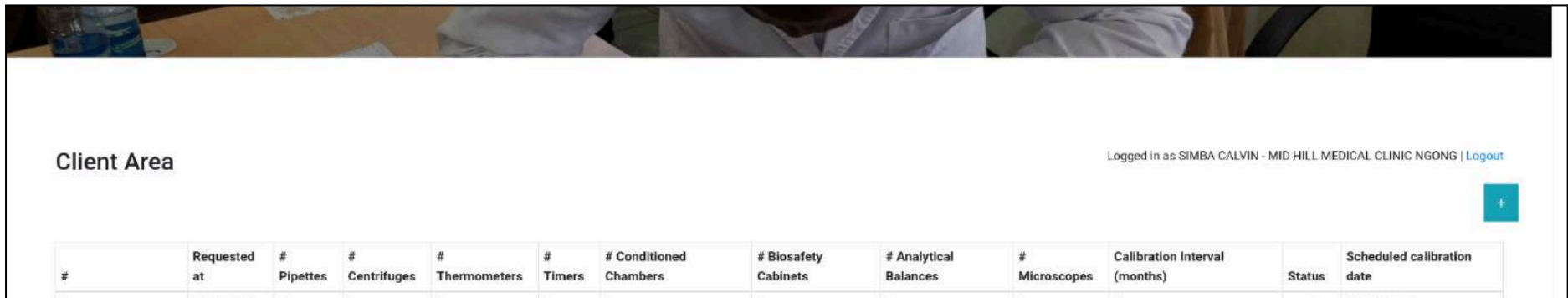
#	Requested at	# Pipettes	# Centrifuges	# Thermometers	# Timers	# Conditioned Chambers	# Biosafety Cabinets	# Analytical Balances	# Microscopes	Calibration Interval (months)	Status	Scheduled calibration date
1	2024-01-22	12	0	0	0	0	0	0	0	3	ongoing	2024-03-14
Feedback comments:	You'll receive a notification once done.;											
2	2024-01-22	12	12	12	121	12	0	0	0	12	received	2024-01-23
Feedback comments:	Please prepare;											

This page shows all calibration requests that have been sent via the portal, along with the status of each request and feedback comments.



## New calibration request

In the landing page shown above, you will see a '+' button at the top right. This is the button used to open the calibration request form. Click on it.



The screenshot shows a web application interface. At the top left, it says "Client Area". At the top right, it says "Logged in as SIMBA CALVIN - MID HILL MEDICAL CLINIC NGONG | [Logout](#)". Below this is a table with the following columns: "#", "Requested at", "# Pipettes", "# Centrifuges", "# Thermometers", "# Timers", "# Conditioned Chambers", "# Biosafety Cabinets", "# Analytical Balances", "# Microscopes", "Calibration Interval (months)", "Status", and "Scheduled calibration date". A blue square button with a white "+" sign is located to the right of the table.

This will open the following form for entry of new calibration request:



# CALIBRATION CENTRE

Centre of Excellence for Calibration of Medical Equipment

## Client Area

Logged in as SIMBA CALVIN - MID HILL MEDICAL CLINIC NGONG | [Logout](#)



### CALIBRATION SERVICE REQUEST

Equipment due for calibration

Number of pipettes

Number of centrifuges

Number of thermometers

Number of timers

Number of conditioned chambers

Number of analytical balances

Number of biosafety cabinets

Number of microscopes

\* Calibration Interval

Comments

Enter your request in the fields given and click the 'Submit' button at the bottom of the page. After sending a request, you should be redirected back to your dashboard where all requests made are listed.