

Khyber Pakhtunkhwa HR App User Guide

HR KP User Guide

CONTENTS

introduction	4
Step#1: How to Open Application	5
Step#2: How to enter credentials to login.....	5
Step#3: View list of doctors	6
Step#4: Add new doctor in the list	9
Step#5: Training Management – Add, Edit & Delete	10
Step#6: Specialty/Skills Management– Add, Edit & Delete	12
Step#7: Posting Place Management – Add, Edit & Delete	13
Step#8: District Management – Add & Edit	14
Step#9: Users Management – Add, Edit & Delete	15
Step#10: University Management – Add, Edit & Delete	16
Step#11: Degree Management – Add, Edit & Delete	17
Other Features	18

HRKP User Guide

INTRODUCTION

Khyber Pakhtunkhwa Health Government is determined to provide best health services to its public. To achieve the results, it is important to digitized the doctors' HR related data. KP HR Application has been designed to cater the aforementioned requirement. Application is designed for easy use and can be accessed from anywhere using the internet services.

There are three types of users to access the information.

- a. Guest User
 - Only can view the information.
- b. Master User
 - a. View the data
 - b. Add the data
 - c. Update the data
- c. Admin User
 - a. View the data
 - b. Add the data
 - c. Update the data
 - d. Delete the data

HR KP User Guide

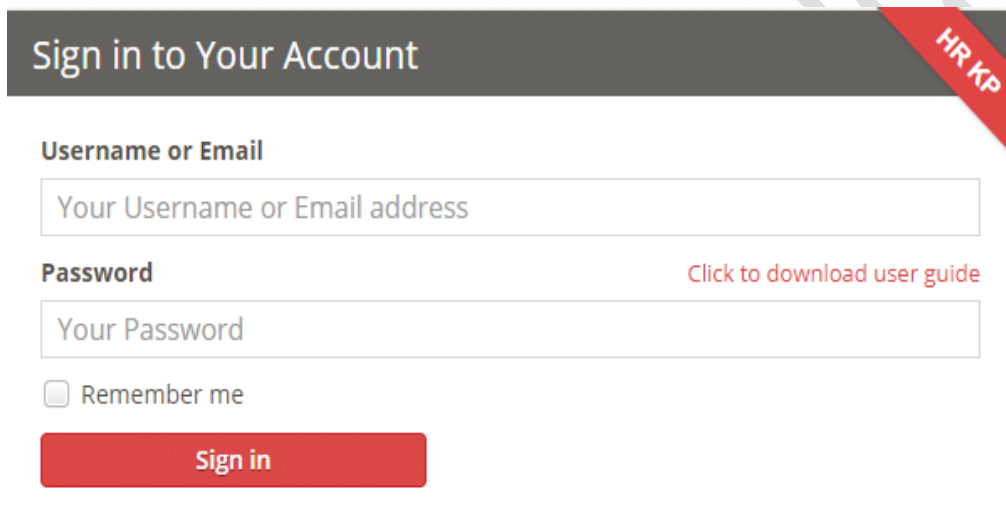
STEP#1: HOW TO OPEN APPLICATION

Open your Web Browser and type in the following web address (URL)

<http://hrkp.lmis.gov.pk/>

STEP#2: HOW TO ENTER CREDENTIALS TO LOGIN

Enter User Name and Password. Click on Remember me if you would like to save the credentials for later use, then click on Sign in button.



Sign in to Your Account

Username or Email

Your Username or Email address

Password [Click to download user guide](#)

Your Password

Remember me

Sign in

STEP#3: VIEW LIST OF DOCTOR

After successful login, you will view list of doctors.

Personal Record

Human Resource - Khyber Pakhtunkhwa Add

Advance Search

Personal Information	Name <input type="text"/> Enter Personal Info	Children Information	Name <input type="text"/> Enter Children Info
Education Information	Degree name <input type="text"/> Enter Education Info	Posting Information	Name <input type="text"/> Enter Posting Info
Others	Speciality <input type="text"/> Enter Specialities Info		

Search

Export to Excel Print

No.	Name of Doctor	Father/Husband Name	Domicile District	Designation/Post	Place of Posting	Picture	Actions
1	DR SHAH FAISAL KHANZADA	RONAQ ZAMAN	Abbottabad				
2	Dr. Musharaf Khan	Saleem Khan	Peshawar				
3	DR SHEHZAD IQBAL	MUHAMMAD IQBAL	Abbottabad				
4	Muhammad Shafiq	Khurshid	Swabi	Medical Superintendent	DHQ hospital		
5	Manzoor Ali	Zafar Ali	Swabi	Eye Specialist	DHQ hospital		

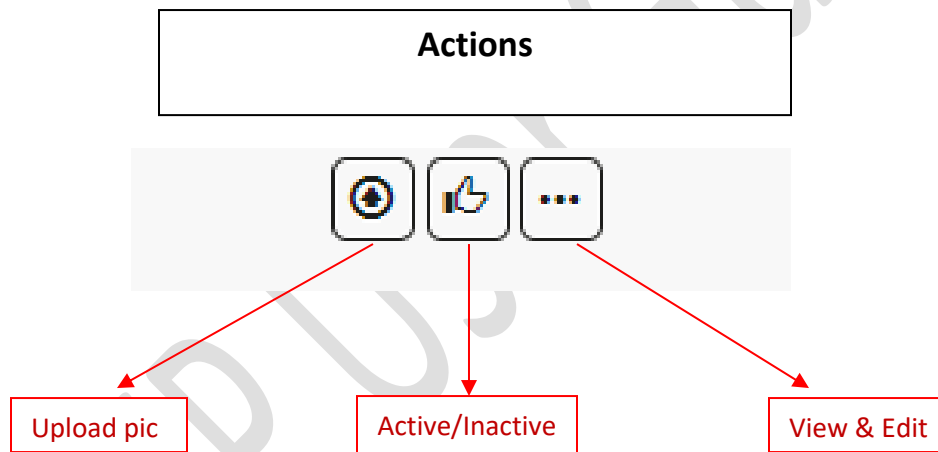
HR KP USE

View, Edit, Upload Picture and Active/Inactive

If you would like to upload a picture of specific doctor, please click on upward arrow icon in the first column "Actions".

If you would like to change a status of specific doctor (from "active" to "inactive" or "inactive" to "active"), please click on thumb icon in the second column "Actions".

In case, you would like to edit and view the information of a specific doctor, please click on dots icon in the last column "Actions".



View & Edit Interface

In Edit mode, you can make changes and to save it , please press the Update Button.

Personal Record | View & Edit

DR SHAH FAISAL KHANZADA's Profile Export to Excel

View and Update Personal Record

Name	Father/Husband Name	Gender
DR SHAH FAISAL KHANZADA	RONAQ ZAMAN	Male
CNIC (00000-0000000-0)	District of Domicile	Date of Birth (dd/mm/yyyy)
13101-2873646-9	Abbottabad	27/05/1967
Contact No.	Email	Postal Address
03038035716		DHO OFFICE ABBOTTABAD
PMDC Registration	Marital Status (Single / Married)	Health Professional
6193-N	Married	Yes
Status	Residential Address	Residential City
Select	JINAH ABAD ABBOTTABAD	Select
Current Address		Current City
		Select

Update

Educational Record

University Name	Degree Title	Start Date
Select	Select	

STEP#4: ADD NEW DOCTOR IN THE LIST

To Add new Doctor in the list, please press ADD+ button. Then enter the values and press Save & Next.

Personal Record | Add New

Add Personal Record

Name	Father/Husband Name	Gender
<input type="text"/>	<input type="text"/>	Select
CNIC (00000-0000000-0)	District of Domicile	Date of Birth (dd/mm/yyyy)
<input type="text"/>	Select	<input type="text"/>
Contact No.	Email	Postal Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
PMDC Registration	Marital Status (Single / Married)	Health Professional
<input type="text"/>	Single	Yes
Status	Residential Address	Residential City
Select	<input type="text"/>	Select
Current Address		Current City
<input type="text"/>		Select

[Save & Next](#)

Educational Record

University Name	Degree Title	Start Date
Select	Select	<input type="text"/>
Completion Date	Percentage	Total Marks
<input type="text"/>	<input type="text"/>	<input type="text"/>

HR KP USC

STEP#5: TRAINING MANAGEMENT – ADD, EDIT & DELETE

Welcome Superadmin →





















Home | Manage HR

Training Record

10 records per page

Search:

[Add](#) [Export to Excel](#)

No.	title	Training Date	Actions
1	BDS	2019-04-29	 
2	DCH	1995-01-01	 
3	DPT	2019-04-29	 
4	DTCT	2019-04-29	 
5	FCPS-I	2019-04-29	 
6	FCPS-II	2019-04-29	 
7	MBBS	2019-04-29	 
8	MCPS	2019-05-01	 
9	MD	2019-04-29	 
10	MPH	2019-04-29	 

Showing 1 to 10 of 14 entries

[← Previous](#) [1](#) [2](#) [Next →](#)

Personal Record

Trainings Management

Speciality/Skills Management

Posting Place Management

District Management

Users Management

University Management

Degree Management

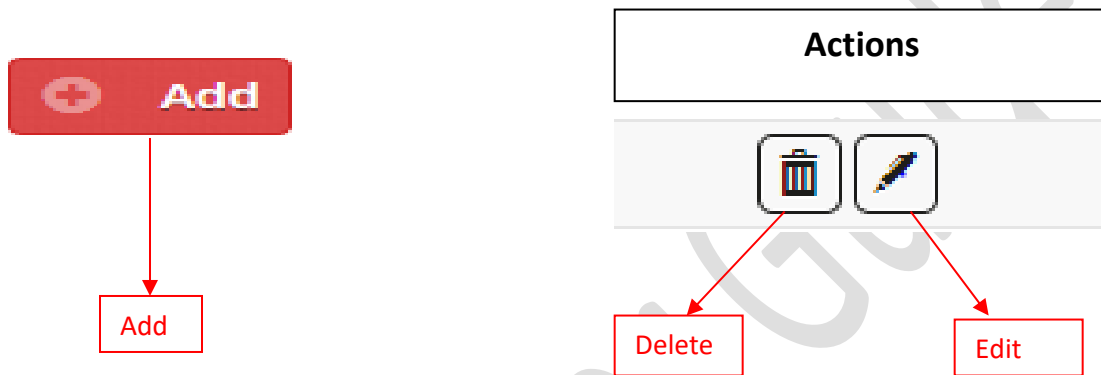
HR KP User

Add, Edit & Delete

To Add new Training in the list, please press ADD+ button. Then enter the values and press Save.

To delete specific training from existing list, please click on bin icon in the first column "Actions".

In case, you would like to edit the specific training, please click on pen icon in the second column "Actions".

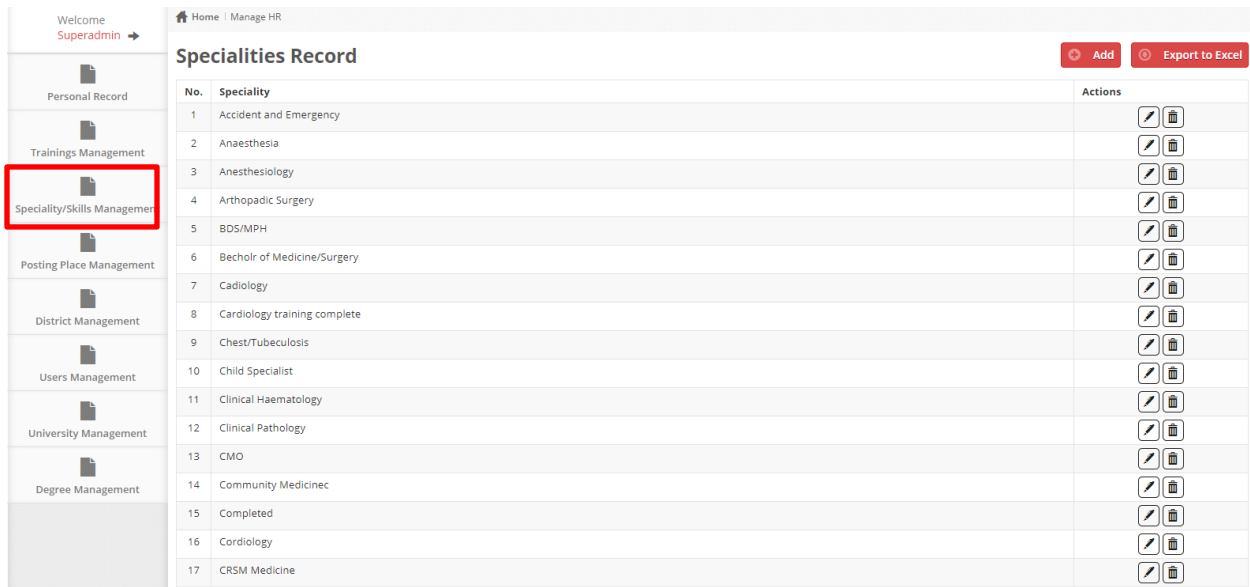


STEP#6: SPECIALTY/SKILLS MANAGEMENT – ADD, EDIT & DELETE



































To Add new Specialty in the list, please press ADD+ button. Then enter the values and press Save.

To delete specific training from existing list, please click on bin icon in the second column “Actions”.

In case, you would like to edit the specific training, please click on pen icon in the first column “Actions”.



The screenshot displays the 'Specialities Record' page in an HR management system. The left sidebar contains navigation options: Personal Record, Trainings Management, Speciality/Skills Management (highlighted with a red box), Posting Place Management, District Management, Users Management, University Management, and Degree Management. The main content area shows a table of specialties with columns for 'No.', 'Speciality', and 'Actions'. The 'Actions' column contains edit (pen) and delete (bin) icons for each entry. At the top right of the table, there are 'Add' and 'Export to Excel' buttons.

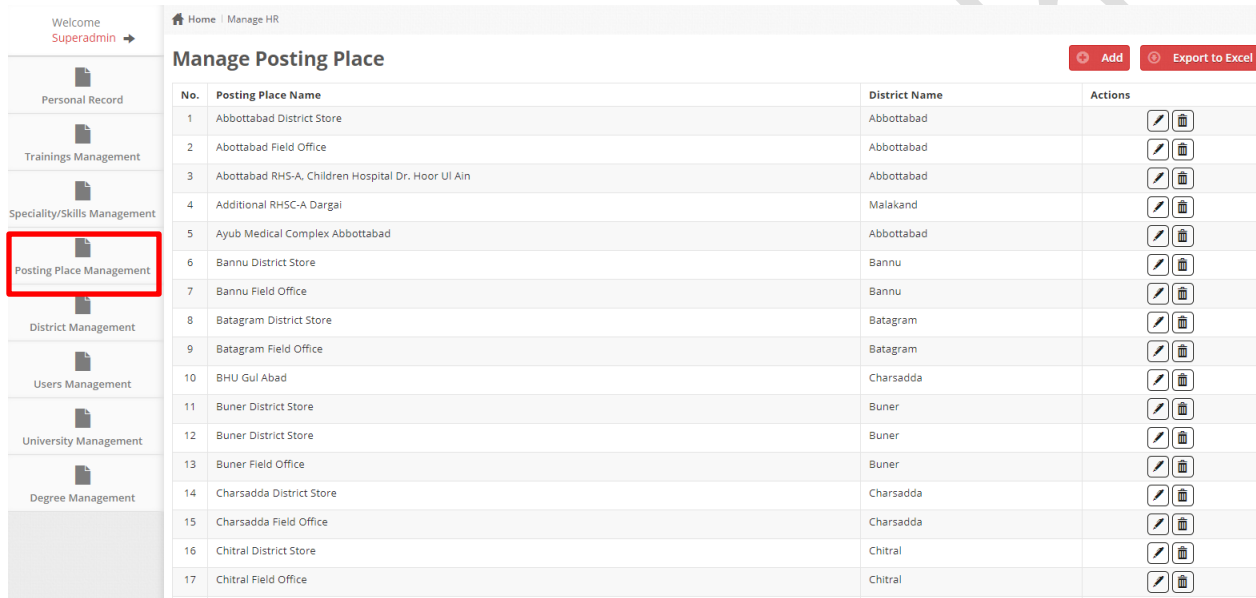
No.	Speciality	Actions
1	Accident and Emergency	 
2	Anaesthesia	 
3	Anesthesiology	 
4	Arthopadic Surgery	 
5	BDS/MPH	 
6	Bechotr of Medicine/Surgery	 
7	Cadiology	 
8	Cardiology training complete	 
9	Chest/Tuberculosis	 
10	Child Specialist	 
11	Clinical Haematology	 
12	Clinical Pathology	 
13	CMO	 
14	Community Medicinec	 
15	Completed	 
16	Cordiology	 
17	CRSM Medicine	 



































STEP#7: POSTING PLACE MANAGEMENT – ADD, EDIT & DELETE

To Add new Posting Place in the list, please press ADD+ button. Then enter the values and press Save.

To delete specific posting place from existing list, please click on bin icon in the second column “Actions”.

In case, you would like to edit the specific posting place, please click on pen icon in the first column “Actions”.



No.	Posting Place Name	District Name	Actions
1	Abbottabad District Store	Abbottabad	 
2	Abbottabad Field Office	Abbottabad	 
3	Abbottabad RH5-A, Children Hospital Dr. Hoor Ul Ain	Abbottabad	 
4	Additional RH5C-A Dargai	Malakand	 
5	Ayub Medical Complex Abbottabad	Abbottabad	 
6	Bannu District Store	Bannu	 
7	Bannu Field Office	Bannu	 
8	Batagram District Store	Batagram	 
9	Batagram Field Office	Batagram	 
10	BHU Gul Abad	Charsadda	 
11	Buner District Store	Buner	 
12	Buner District Store	Buner	 
13	Buner Field Office	Buner	 
14	Charsadda District Store	Charsadda	 
15	Charsadda Field Office	Charsadda	 
16	Chitral District Store	Chitral	 
17	Chitral Field Office	Chitral	 

STEP#8: DISTRICT MANAGEMENT – ADD & EDIT

To Add new District in the list, please press ADD+ button. Then enter the values and press Save.

In case, you would like to edit the specific district, please click on pen icon in the column “Actions”.

The screenshot displays the 'Manage Districts' interface. On the left sidebar, the 'District Management' option is highlighted with a red box. The main content area shows a table with 10 districts listed. The table has columns for 'No.', 'District Name', and 'Actions'. The 'Actions' column contains a pen icon for each district, indicating an edit function. At the top right of the table, there are buttons for 'Add' and 'Export to Excel'. Below the table, there is a pagination control showing 'Showing 1 to 10 of 41 entries' and a page navigation bar with buttons for 'Previous', '1', '2', '3', '4', '5', and 'Next'.

No.	District Name	Actions
1	Abbottabad	
2	Bajaur Agency	
3	Bannu	
4	Batagram	
5	Buner	
6	Charsadda	
7	Chitral	
8	Dera Ismail Khan	
9	FR Bannu	
10	FR Dera Ismail Khan	

HR KP USE!

STEP#9: USERS MANAGEMENT – ADD, EDIT & DELETE

To Add new Users in the list, please press ADD+ button. Then enter the values and press Save.

To delete specific User from existing list, please click on bin icon in the second column “Actions”.

In case, you would like to edit the specific user, please click on pen icon in the first column “Actions”.

Welcome Superadmin → Home | Manage HR

Users

10 records per page Search:

No.	User Name	Login Id	E-mail	Phone No	District	User Role	Actions
1	Arslan Khan	arslank	arslank040@gmail.com	03155888905	Abbottabad	Admin	
2	Dr Humera Semab	dhomansehra	humeraseemab@gmail.com	03129655139	Mansehra	Admin	
3	Dr. Shafi Ul Muik	dhq_alipur_shangla	msdhqshangle@gmail.com	0996-850041	Shangla	Admin	
4	Faheem Ullah DHQ Hospital Battagram	dhqbattagram	dhqbattagram@gmail.com	03155471542	Batagram	Admin	
5	Hamid Zaman	dhokohat	dhokohat@gmail.com	0317-6151605	Dadu	Admin	
6	Ibad ur Rehman	dhochitral	dhochitral@gmail.com, dhochitral@yahoo.com	0943-412754, 0302-5686597, 0342-1919757	Chitral	Admin	
7	Khurshid Ahmad Focal Person DHIS Swat	dhoswat	khurshidahmadswat@gmail.com	03018525513	Swat	Admin	
8	Mehboob Ul Hassan	dhobuner	dhisbuner@gmail.com	0939510138	Buner	Admin	
9	Muhammad Haseeb	dhodikhan		03459835329	Dera Ismail Khan	Admin	
10	Muhammad Javed DHQ Hospital Lakki Marwat	dhqlakki	javed.dhis@gmail.com, javed.dhis@yahoo.com	0314-944579	Lakki Marwat	Admin	

Showing 1 to 10 of 23 entries

← Previous 1 2 3 Next →

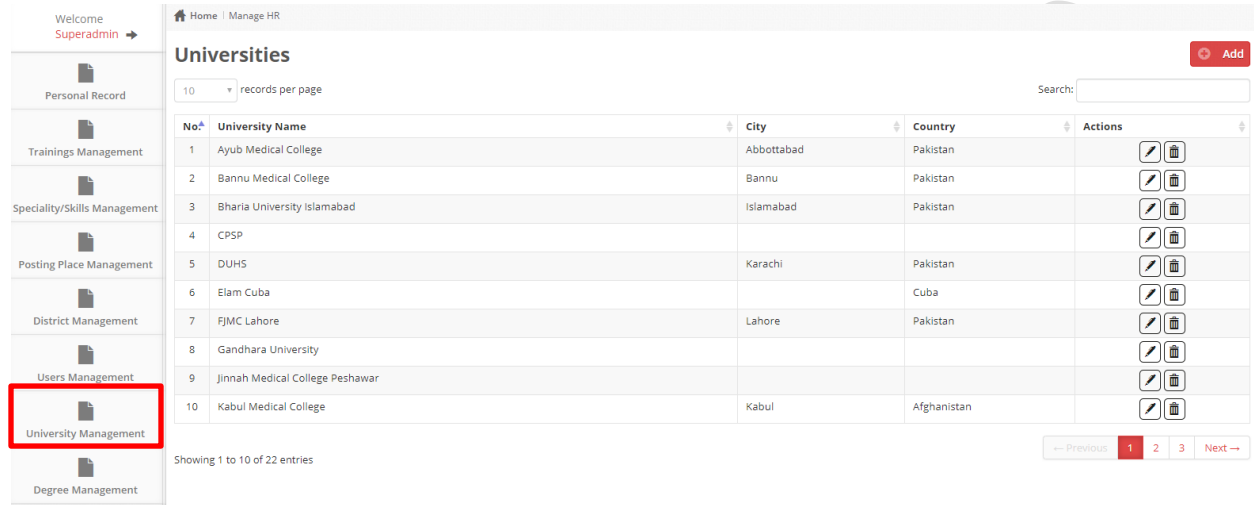
HR KP US

STEP#10: UNIVERSITY MANAGEMENT – ADD, EDIT & DELETE





















To Add new University in the list, please press ADD+ button. Then enter the values and press Save.

To delete specific university from existing list, please click on bin icon in the second column “Actions”.

In case, you would like to edit the specific university, please click on pen icon in the first column “Actions”.



The screenshot displays the HR Management System interface. The top navigation bar shows "Welcome Superadmin" and "Home | Manage HR". The main content area is titled "Universities" and features a search bar and an "Add" button. Below the search bar is a table with 10 records, each with a "No.", "University Name", "City", "Country", and "Actions" column. The "Actions" column contains icons for edit (pen) and delete (bin). The "University Management" option in the sidebar is highlighted with a red box.

No.	University Name	City	Country	Actions
1	Ayub Medical College	Abbottabad	Pakistan	 
2	Bannu Medical College	Bannu	Pakistan	 
3	Bharia University Islamabad	Islamabad	Pakistan	 
4	CPSP			 
5	DUHS	Karachi	Pakistan	 
6	Elam Cuba		Cuba	 
7	FJMC Lahore	Lahore	Pakistan	 
8	Gandhara University			 
9	Jinnah Medical College Peshawar			 
10	Kabul Medical College	Kabul	Afghanistan	 

Showing 1 to 10 of 22 entries

STEP# I I: DEGREE MANAGEMENT – ADD, EDIT & DELETE

To Add new degree in the list, please press ADD+ button. Then enter the values and press Save.

To delete specific degree from existing list, please click on bin icon in the second column “Actions”.

In case, you would like to edit the specific degree, please click on pen icon in the first column “Actions”.

Welcome Superadmin → Home | Manage HR

Degree

10 records per page Search:


No.	Degree Title	Duration	Degree Recognised By	Actions
1	BDS			
2	DCH Paediatrics		Uni of Peshawar	
3	DLO	5 Years	PMDC	
4	Doctor of Medicine	4	Afghanistan	
5	FCPS (General Surgery)			
6	MBBS	5	HEC	
7	MBBS, MPH	5	HEC	
8	MD	5 years	PMDC	

Showing 1 to 8 of 8 entries ← Previous 1 Next →

Personal Record
Trainings Management
Speciality/Skills Management
Posting Place Management
District Management
Users Management
University Management
Degree Management

OTHER FEATURES

1. To search for specific doctor information, enter the value in Search Box and press search button.
2. To Export list of doctors, press Export to Excel Button.
3. To Print list of doctors, press Print Button.
4. To Download user guide, press Download user guide Button.

[Download user guide](#) [Superadmin](#) 

Advance Search

Personal Information	Name <input type="text"/>	Enter Personal Info <input type="text"/>	Children Information	Name <input type="text"/>	Enter Children Info <input type="text"/>
Education Information	Degree name <input type="text"/>	Enter Education Info <input type="text"/>	Posting Information	Name <input type="text"/>	Enter Posting Info <input type="text"/>
Others	Specility <input type="text"/>	Enter Specialities Info <input type="text"/>			

[Search](#)

[Export to Excel](#) [Print](#)

Showing 1 to 50 of 401 | [1](#) [2](#) [3](#) [Next](#) [»](#) [Last](#)

5. Only fifty doctor's information is display on first page, So click on next button for remaining doctor's detail.
6. For sign out, press lock icon button.

HR KP User