



**MEDICAL LABORATORY SCIENCE COUNCIL OF NIGERIA**

**INSPECTORATE UNIT**



**ADMIN USER MANUAL FOR REGISTRATION OF MEDICAL LABORATORIES**

**AND**

**LABORATORY LOCATION APPLICATION**

**FIRST EDITION**

First Edition 2023

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## ACKNOWLEDGEMENTS

The Management and staff of MhoMho Technologies & Environmental Services Ltd are grateful to the Management and staff of the Medical Laboratory Science Council of Nigeria for the opportunity to serve. We are particularly thankful to the Registrar/CEO: Dr Tosan Erhabor, for his show of love and concern while working on this project. His kind words really motivated our team to keep on working.

The suggestions and guidance provided by the staff of the Inspectorate and ICT Units are gratefully acknowledged.

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## 1.0 Getting started

Follow these steps to open the login page of the Inspectorate Unit Application.

- i. Click on the MLSCN Lab APP and wait for the Landing Page shown below to open. Alternatively, type <http://labs.mlscn.gov.ng> on the gateway of any web browser and press the ENTER key.



The General Landing Page

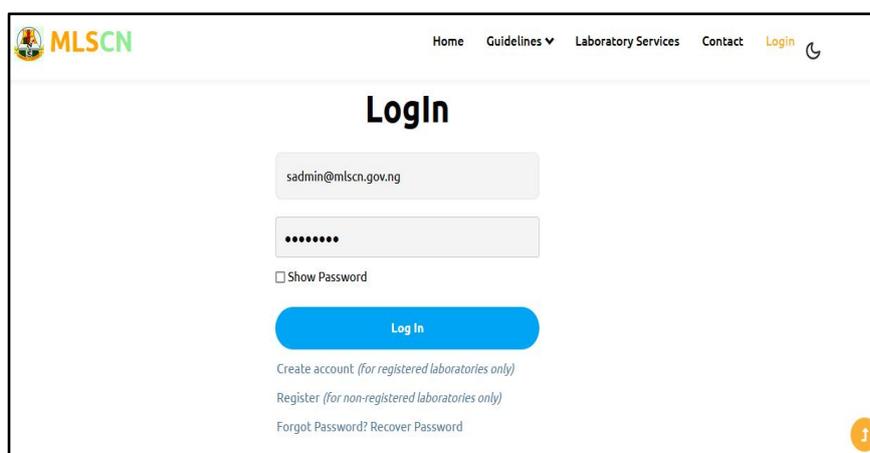
## 1.1 How to Log in

Follow these steps to log in to the platform.

- i. Click on the 'click here to login' (  ) button located at the Lower Left Hand Corner of your screen to begin the login process.

*Notice that all links and buttons in this platform have been configured to be in a mouse-sensitive mode such that when the cursor hovers over them, their background colour changes.*

- ii. When the button is clicked, the Login Page (screenshotted below) will open.



General Log in Page

### 1.1.1 Logging in Based on User Type

There are three types of Users on the Inspectorate Unit App. These are

- i. Admin Login
- ii. Registered Laboratory Login
- iii. New Laboratory Login

This manual is focused mainly on Admin Users. The Admin Manual is available in the Help Menu of the Admin landing page. Another version of this manual has been prepared for the Medical Laboratories. It can be assessed and/or downloaded from the Help Menu on the Login Page.

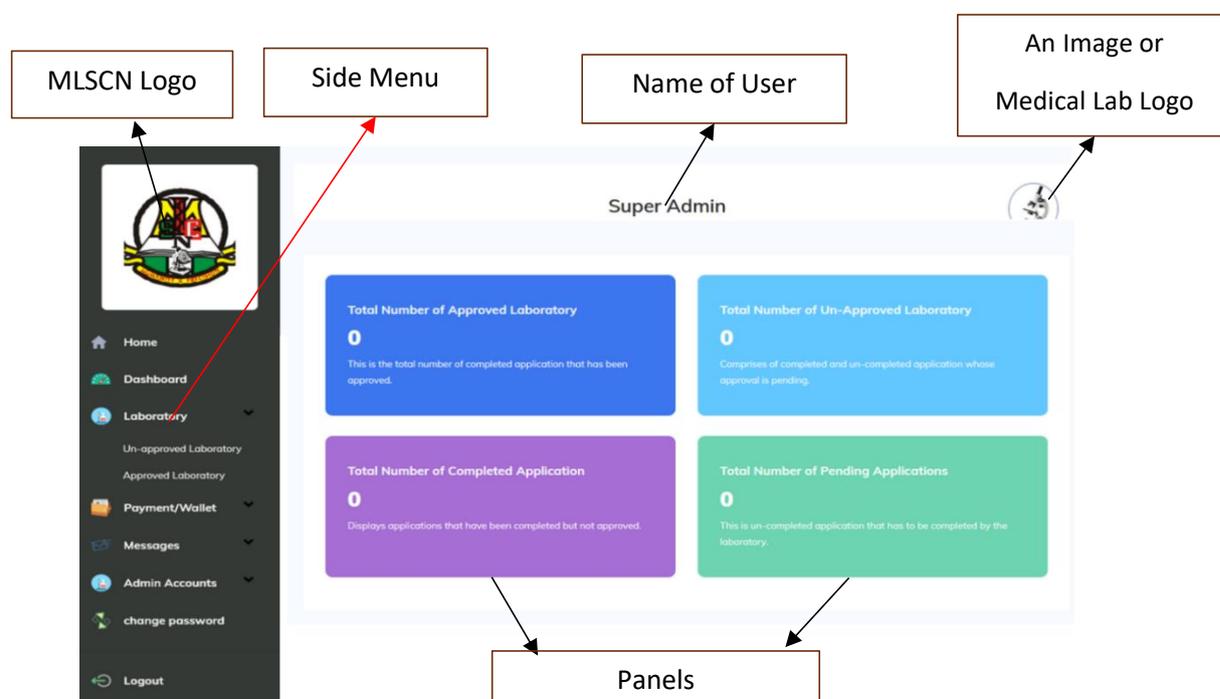
### 1.2 Admin Login

Follow these steps to Log in as an Admin.

- i. Fill in your particulars (Username and Password) in their respective fields, then click on the Login (  ) button to continue.
- ii. The Landing Page that will open will depend on the type of user: Global Admin and Admin.

### 2.0 The Global Admin Landing Page

The Global Admin Landing Page shows summarized information about the contents of the various pages arranged in panels (see screenshot below). The various panels are



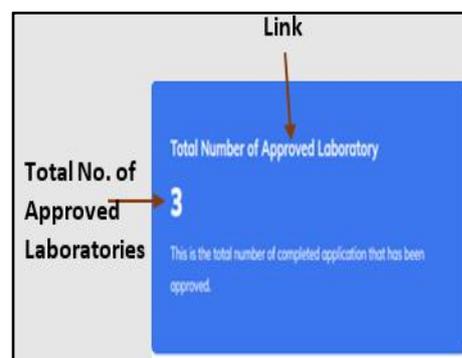
The Global Admin Landing Page

1. Total number of Approved Laboratories
2. Total number of Unapproved Applications
3. Total number of Completed Applications
4. Total number of Pending Applications

## 2.1 Total number of Approved Medical Laboratories

This Panel contains records of the total number of Medical Laboratories whose applications have been granted approval by the Council. A number showing the total counts of all approved Medical Laboratories is also displayed on the Panel.

Follow the steps below to view the PML Nos, Names, Locations (addresses, Local Government Area and State) and other basic information about Approved Medical Laboratories.



### 2.1.1 How to Search for an Approved Medical Laboratory

There are two ways of accessing the particulars of Approved Medical Laboratories. These are by clicking on

- i. 'Total Number of Approved Laboratories' Link on the Approved Laboratory Panel in the Admin Landing Page, and
- ii. Approved Laboratory submenu under the Laboratory Menu in the Side Menu.

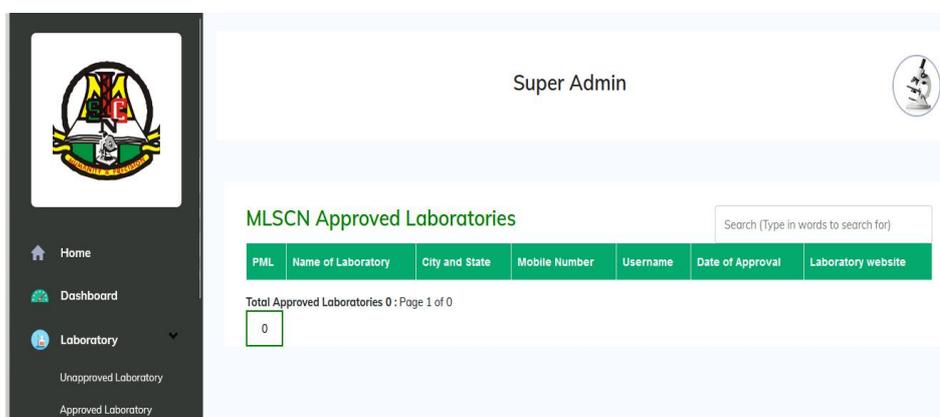
In both cases, the Admin will be directed to a table where he can assess and view all information submitted by approved Medical Laboratories. Follow these steps to search for, navigate and view information about any Approved Medical Laboratory.

- i. Click on the 'Total Number of Approved Laboratories' Link on the Admin Panel and wait for a table displaying basic information about all approved Medical Laboratories (see screenshot above) to open. The approved Medical Laboratories are arranged in a tabular form showing their PML Nos, Names of Medical Laboratories, Cities of residence, Dates of Approval, and Links to the Medical Laboratory portal, where applicable.

*Note that Web Portals will be automatically created for Medical Laboratories that do not have any once their applications are approved by the Council. Medical Laboratories that had websites at the time of applying for registration on this portal can continue using their websites. Creating a website for Medical Laboratories is part of the additional services provided by the Council to strengthen their visibility in and outside Nigeria.*

*Approved Laboratories will have to use the same login details to log in to the back end and update their Medical Laboratory information on the portal.*

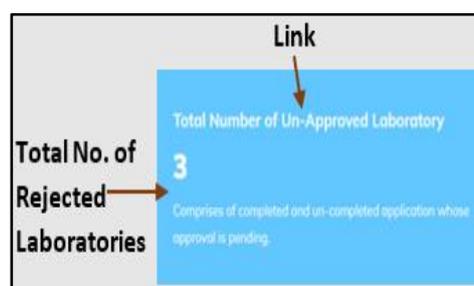
- ii. You can scroll through the various pages to search for particulars of a particular Approved Medical Laboratory.
- iii. The sort arrows (↑↓) provided on the various headers can also be used to rearrange the order of the entries to enhance a quick search.
- iv. Type in the name of a particular Approved Medical Laboratory or even any other information of interest in the search box located in the upper right-hand corner of the table and press the search icon or the Enter key on the **KEYBOARD** of your device to begin searching for an Approved Medical Laboratory.
- v. Click directly on the Medical Laboratory name (displayed in **Blue Colour**) or website to view their information.



A Screenshot showing basic information about all Approved Medical Laboratories

## 2.2 Total Number of Unapproved Applications

This panel contains particulars of Medical Laboratories that have submitted applications but have not been granted approval to begin business by the Council yet. The total number of unapproved applications at the time of viewing the panel is displayed as a number on the panel.



### 2.2.1 How to Search for a Particular Unapproved Medical Laboratory

Follow these steps to search for a particular Unapproved Medical Laboratory that applied for registration.

- i. Click on the '**Total Number of Unapproved Laboratories**' Link on the panel and wait for a table displaying basic information about all Unapproved Medical Laboratories (see screenshot below) to open. The Unapproved Medical Laboratories are arranged in a tabular

form showing PML No. (if available), Medical Laboratory Name, City of Location, Date of Approval (if available), and link to the Medical Laboratory portal (if available).

- ii. You can scroll through the various pages to search for particulars of a particular Unapproved Medical Laboratory.
- iii. The sort arrows (  $\uparrow \downarrow$  ) provided on the various headers can also be used to rearrange the order of the entries to enhance a quick search.
- iv. Type the name of a particular Unapproved Medical Laboratory or even any other information of interest in the search box located in the upper right-hand corner of the table and press the search icon or the Enter key on the **KEYBOARD** to begin searching for a particular Unapproved Medical Laboratory.
- v. Click directly on the Unapproved Laboratory Name or website to view their information.

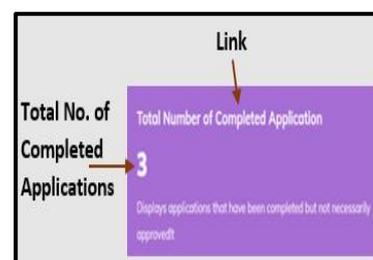
*Note that it is only after an Unapproved Medical Laboratory has been granted approval by the Council that a website is created for them if they did not have one before. Under the Application Status column, Blue and Red colours are used to differentiate Completed Applications from their Uncompleted counterparts.*

PML Number	Name of Laboratory	Username	Mobile Number	Cooperate Approval	Established	Application Status	Remark
	A-MEDIK DIAGNOSTIC CENTRE LTD	a.medikdiagnosticcentre@gmail.com	7055556526	A-MEDIK DIAGNOSTIC CENTRE LIMITED	2021-08-26	COMPLETED	
	CENTOLAB LTD	centolab63@gmail.com	9055550513	NCDC and FCT	2021-10-07	COMPLETED	
	BIO-GLOBAL DIAGNOSTIC LABORATORIES	lifeglobal2019@gmail.com	8036161592	Bioglobal Medical Diagnostic Laboratories.	2013-07-11	UNCOMPLETED	
	DE VISIONPLUS MEDICAL DIAGNOSTICS LTD	visionpluspharm.meddiag@gmail.com	7035778159	DE VISIONPLUS MEDICAL DIAGNOSTICS LTD	2023-04-23	COMPLETED	

A Screenshot showing basic information about all Unapproved Medical Laboratories

### 2.3 Total Number of Completed Applications

This Panel contains the records of completed applications that have not yet been granted approval by the Council to begin business at the time of viewing the records. The total number of applications that will be displayed here is expected to be low as Council will be doing its best to grant approvals to completed applications within 48 hours.



Follow steps below to search and view the particulars Names of Medical Laboratories, PML Nos, addresses and other basic information about completed applications.

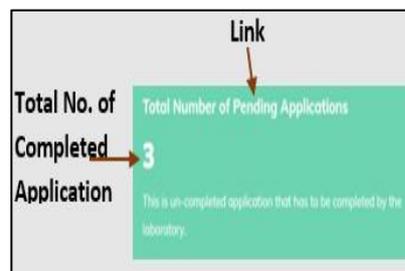
### 2.3.1 How to Search and View a Particular Completed Application

- i. Click on the ‘**Total Number of Completed Applications**’ Link on the Panel and wait for a table displaying basic information about all **Completed Medical** Laboratories (see screenshot above) to open. Basic information of all Medical Laboratories that have completed their applications are arranged in a tabular form showing PML No. (if available), Medical Laboratory Name, City of Location, Date of Approval (if available), and link to the Medical Laboratory portal (if available).
- ii. You can scroll through the various pages to search for particulars of a particular Completed application.
- iii. The sort arrows (|) provided on the various Column Headers can also be used to rearrange the order of the entries to enhance a quick search.
- iv. Type in the name of a particular Completed Application or even any other information of interest in the search box located in the upper right-hand corner of the table and press the search icon or the Enter key on the **KEYBOARD** of your device to begin searching for a particular Completed Application.
- v. Click directly on the name of a Medical Laboratory that have completed an application to view information submitted by them.

*Note that it is only after an Unapproved Medical Laboratory has been granted approval by the Council that a website is created for them if they did not have one before.*

### 2.4 Total Number of Pending Applications

This panel contains the total number of applications that are being processed but not yet submitted to the Council by a Medical Laboratory at the time of viewing this panel. The total number of applications that will be displayed here may not be high.



#### 2.4.1 How to Search and View the Status of a Pending Application

Follow these steps to search and view the particulars of Medical Laboratories, PML Nos, addresses and other basic information whose submission is still pending.

- i. Click on the ‘**Total Number of Pending Applications**’ Link on the panel and wait for a table displaying basic information about all Pending Applications (see screenshot above) to open. The Pending Applications are arranged in a tabular form showing PML No. (if available), Medical Laboratory Name, City of Location, Date of Approval (if available), and link to the Medical Laboratory portal (if available).

- ii. You can scroll through the various pages to search for particulars of a particular Pending Application.
- iii. The sort arrows ( ↑↓ ) provided on the various headers can also be used to rearrange the order of the entries to enhance a quick search.
- iv. Type the name of a particular Medical Laboratory whose application is still pending or even any other information of interest in the search box located in the upper right-hand corner of the table and press the search icon or the Enter key on the **KEYBOARD** to begin searching for a particular pending application.
- v. Click directly on the name of a Medical Laboratory whose application is pending or website to view their information.

### 3.0 The Side Menus

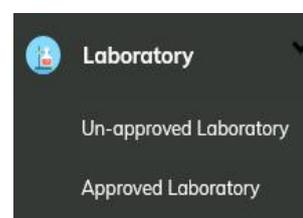
The Side Menus are located on the Left-Hand Side of the Admin Landing Page. The various items on the Side Menu include

- i. Laboratory
- ii. Payment/Wallet
- iii. Messages
- iv. Admin Accounts
- v. Change Password
- vi. Logout

All the menu items are arranged in a mouse-sensitive format such that once a mouse is hovered over them, their background colour changes.

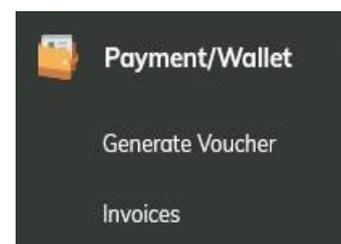
### 3.1 Laboratory Menu

The Laboratory menu has two sub-menus: Unapproved and Approved laboratories, which can be accessed from either the drop-down or by clicking directly on the Laboratory menu. Follow the steps provided in the Approved and Rejected Laboratory Sections to access the contents of these menus.



### 3.2 The Payment/Wallet

The Payment/Wallet sub-menu contains information about the amount of money paid for renewals and outstandings. To generate a Voucher, click on the generate Voucher submenu. To generate an invoice for

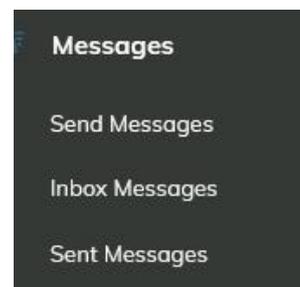


payment, click on Invoices and select what you want to pay for and then proceed to pay.

To access the 'Generate Voucher' and 'Invoices' sub-menus, either click on the Payment/Wallet menu or click on the arrow to activate the drop-down.

### 3.3 The Messages

The submenus of the Message menu can be accessed either by clicking on the Messages Link or by clicking the arrow besides it to activate the drop-down. The Message menu contains email communications between the Medical Laboratory and the Council.



Follow these steps to compose a message.

- i. Click on or press the 'Compose' submenu to compose a new message to be sent out to either the Council or another laboratory or selected laboratories or any other email address.
- ii. Click on or press the inbox messages folder to view saved messages in the inbox.
- iii. Click on or press the Sent messages folder to view messages that have been sent out.

The messages can be replied to or deleted as the case may be.

### 3.4 How to Send a Message

Follow these steps to send out a message.

- i. Click on or press the 'Send Messages' submenu.
- ii. Wait for the page shown below to open.
- iii. Click on or press the Select Recipient window to select the recipients. Once the recipients of the message are selected, their email addresses (or Names of Medical Laboratories) of the receiving laboratory will be displayed in the '**Recipient**' window.
- iv. Type in the Subject of the Message that will be sent out. It is not a mandatory field so the message will still be delivered if it is left blank.
- v. Type the message to be sent out in the 'Message' section and when done, Click on or press the Send Message (  ) button on the lower right-hand side of the page. Messages can also be copied and pasted here.
- vi. Messages can be sent from Laboratory to Laboratory, Laboratory to Council, and from Council to Laboratories.

**Notice the running message on the upper part of the page. This running message is just for information and enlightenment purposes.**

Super Admin

Calibrate your equipment at The National Laboratory Equipment Calibration Center (NaLECC). Contact NaLECC on +234 801 111 1111

- Select Recipient- Recipient

Subject:

Subject

Message:

Enter your message here...

Send Message

The Compose message page

### 3.5 How to View and Read Messages in the Inbox Folder

This folder contains messages that have been sent to a Laboratory or Council. Follow the following steps to view, open and read a message.

- i. Click on or press the 'Inbox Messages' folder.
- ii. Wait for the page shown below to open.
- iii. Select a message by clicking on it to read it.

Laboratory Name	Subject	Sender
Total Unread Message 0 : Page 1 of 0		
0		

The Inbox folder

### 3.6 How to Open, View and Retrieve Messages in the Sent Messages Folder

This folder contains message that have been sent out by Council or a laboratory. Follow the following steps to open, view and read a sent message.

- i. Click on or press the 'Sent Messages' folder.
- ii. Wait for the page shown below to open.
- iii. Select a message by clicking on or pressing the message to read it.

### 4.0 The Admin Accounts

The Admin Accounts folder is where the Super Admin creates an account, assign responsibility and restrict access to the other categories of Admins. The Admin Accounts folder has three menus.

These are

- i. Add Account
- ii. View Accounts
- iii. Reset Password

The following steps should be followed to create an account to a particular user.

## 4.1 How to Create and Add Admin Account

Follow these steps to create an Admin Account

- i. Click on or press the 'Add Account' on the Admin Accounts folder.
- ii. Wait for the page shown below to open.
- iii. Provide information required in all the fields. All fields are compulsory fields.
- iv. Select the Role/Responsibility of the user from the fields provided in the Responsibility fields. More than one field can be assigned to a staff.
- v. Click on or press the Add Admin ( **add admin** ) button in the Lower Left-hand corner to submit.

The Admin Account Creating Page

## 4.2 How to View Existing Admin Accounts in the Admin Accounts Folder

The following steps can be used to view existing Admin Accounts This page is a view only page.

- i. Click on or press the View Accounts folder on the Admin Accounts folder.
- ii. Wait for the page shown below to open.

## 4.3 How the Global Admin and Unit Admin can suspend a user

The following steps can be used to suspend or remove an Admin

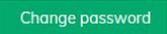
- i. Click on or press the View Accounts on the Admin Accounts folder.
- ii. Wait for the page shown below to open.
- iii. Click on or press the Name of Staff that you want to suspend.

Super Admin				
Admin Accounts				
Name of Staff	Username	Designation	Responsibilities	Account Status
Developer (Joseph Ekpe)	developer	Super Administrator	Assign Lab Category, Laboratory Payments, View Staff in Labs, Vet other document uploads by lab, Lab Applications, Add Admins	Active
Super Admin	sadmin@mlscn.gov.ng	Super Administrator	Assign Lab Category, Laboratory Payments, View Staff in Labs, Vet other document uploads by lab, Lab Applications, Add Admins	Active

Table showing List of Admin Account holders and their status

## 5.0 The Change Password

A user can change password using the following simple steps.

- i. Click on or press the Change Password folder.
- ii. Wait for the page shown below to open.
- iii. Provide all the required information and click on or press the Change password (  ) button at the bottom right-hand corner of the page.

### Change Password

All fields are mandatory!

Old Password:

Password:

Confirm Password:

Show Password

Change password

The Admin Account Change Password page

## 6.0 The Logout Button

This button is provided to enable a user to end a session safely with the portal. Click on or press this button to logout and close the platform. A user can also Logout from the platform by clicking on the image on the right-hand corner of the page and clicking on the same Logout there.

## 7.0 Ordinary Admin Login

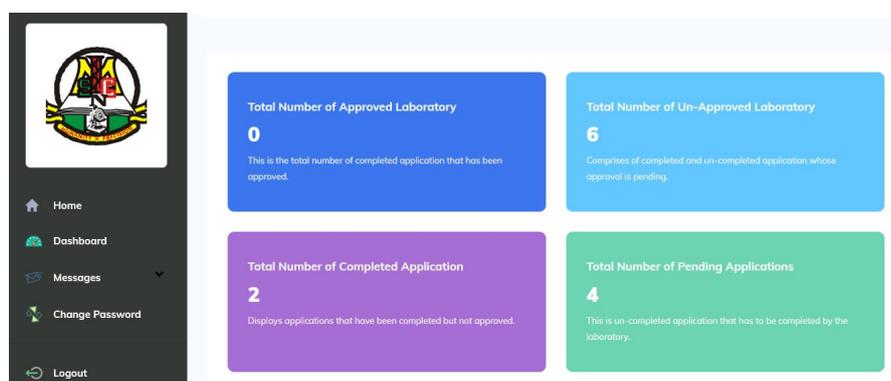
Ordinary Admins are a category of users who have limited access to some sections of the Platform. They do not have complete access like the Super Admin.

Log in particulars (username and password) and sections to operate on by Ordinary Admins are to be created and fix for them by the Super Admin.

## 7.1 How to Log in as Ordinary Admin

Ordinary Admins are to follow these steps to Login to the platform.

- i. Type in the username and password created for them by the Super Admin by Super Admin on the Log in page.
- ii. Click on the **Log in** (  ) button and wait for the Admin Page to open.
- iii. The normal Admin Page showing the four Panels and their current summaries will open as shown below.
- iv. Although all the panels are shown, the ordinary Admin will only have access to the one(s) assigned to him/her.
- v. When a user assigned to monitor fresh submissions click on the **Total Number of Unapproved Laboratories** panel, the page shown below will open. The page shows summaries of all submissions comprising both COMPLETE and UNCOMPLETE submissions.



The Admin Landing page

### Unapproved Laboratories in Nigeria

PML Number	Name of Laboratory	Username	Mobile Number	Cooperate Approval	Established	Application Status	Remark
1	CITY CLINICAL LABORATORY SERVICES	joeyekpe@gmail.com	08168971658	None	2018-05-19	UNCOMPLETED	
2	PARGORI CLINICAL LABORATORY SERVICE	adafavour31@gmail.com	08103608923	None	2018-02-24	UNCOMPLETED	
3776	A-MEDIK DIAGNOSTIC CENTRE LTD	a.medikdiagnosticcentre@gmail.com	07055556526	A-MEDIK DIAGNOSTIC CENTRE LIMITED	2021-08-26	UNCOMPLETED	
3693	CENTOLAB LTD	centolab63@gmail.com	09055550513	NCDC and FCT	2021-10-07	COMPLETED	
0	Testing Laboratory	mlscnportal@gmail.com	08054486939	None	2022-12-09	UNCOMPLETED	
0	Dove Diagnostics	anthonyakpan4698@gmail.com	08030894698	hello Onehello twoHello Three	2010-02-01	COMPLETED	

Total Unapproved Laboratories 6 : Page 1 of 1

The Unapproved Medical laboratories table

## 8.0 How to View Application Submitted by Medical Laboratories Seeking Fresh Registration

Follow these steps to view information submitted by the various laboratories seeking fresh registration.

- i. Click on the **NAME** of the Laboratory and wait for the submission to open to view its contents.
- i. The page shown below will open for a hypothetical laboratory called Dove Diagnostics.
- ii. All the information provided by the Laboratory is displayed in read-only formats.
- iii. The Admin can make his recommendations by following these steps.
  - a. Select the Category of Laboratory from the Category of Laboratory drop-down.
  - b. Type in his observations and comments in the fields provided.
  - c. Make Recommendations, and finally
  - d. Approve or Reject the application by selecting the appropriate option from the Approve/Reject drop-down.
  - e. Submit the Recommendations. Once submitted, the application will appear in the approved laboratory folder.

## 9.0 The MLSCN Contact Panel

Medical Laboratories wishing to send a message by email to the Council

can use the Contact MLSCN. To use it, double-click on the

Contact MLSCN panel and the compose email platform will open. **See**

**Section 3.3.**



Dove Diagnostics

**PML Number:** 0 **CAC/Registration Number:** 520258  
**Username:** anthonyakpan4698@gmail.com **Phone:** 08030894698  
**Address:** 1 Ekpo Eyo Street **LGA/City:** Calabar South  
**Email:** anthonyakpan4698@gmail.com **State:** Cross River  
**Co-operate Approval:** hello Onehello twoHello Three **Date Established:** 2010-02-01

Board of Directors

Names	Nationality
Ekpe, Joseph M.	Nigerian
Akpan, Anthony E.	Nigerian

Discipline	Workload	Bench/Floor plan
Stool Microscopy Or Occult Blood	20	25

Equipment	Manufacturer	Quantity	Status	Discipline
500 cubic m Beaker	Incopa Instruments	5.0	Functional	Stool Microscopy Or Occult Blood

Laboratory Units	Description	Quantity
Reception	The reception unit has one receptionist who tends to patients and their companions. The unit has one office chair, one armless chair and two reception chairs with four seats. There is a 24" television set that is connected to satellite television.	1

Waste Disposal Method	Description
Waste Papers	Waste papers are usually disposed on by putting them in covered wastes bins.

License Number	Name(s)	Cadre	Designation	License Expiry Date
----------------	---------	-------	-------------	---------------------

Document Type	View Document
---------------	---------------

All fields are compulsory

**Laboratory Category:**

**Observation and Comments:**

**Recommendations:**

**Approve/Reject:**

Submit

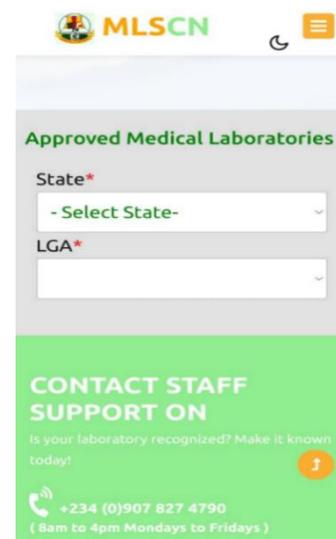
Display of information submitted by a Medical Laboratory seeking registration

## 10.0 The Medical Laboratory Locator

All approved medical laboratories will be geolocated on the Medical Laboratory Locator application. The application is meant to help people seeking the various services of Medical Laboratories to easily navigate their ways to their physical locations and access their services. The Medical Laboratory Locator runs on Android and IOS devices only.

Follow these steps to access the Medical Laboratory Locator Application.

- i. Double-click on the MLSCN Lab APP and wait for the Landing Page to open. Alternatively, type <http://labs.mlscn.gov.ng> on the gateway of any web browser and press the ENTER key.
- ii. Scroll down to the bottom of the page below the Click here to Log in (  ) link (see screenshot).
- iii. Select the State of interest that you are searching for an Approved Medical Laboratory Facility to patronize their services from the State App.
- iv. Select the Local Government Area of interest that you are Searching for an Approved Medical Laboratory Facility to patronize their services from the LGA App.
- v. Wait for all approved Medical Laboratories in the Local Government Area to be displayed.
- vi. Tap on the map screen to view maps in your neighbourhood, routes and distances from your present location.



# NOTES

## NOTES