



MEDICAL LABORATORY SCIENCE COUNCIL OF NIGERIA

INSPECTORATE UNIT



USER MANUAL FOR THE INSPECTORATE UNIT PORTAL

AND

LABORATORY LOCATION APPLICATION

FIRST EDITION

First Edition 2023

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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

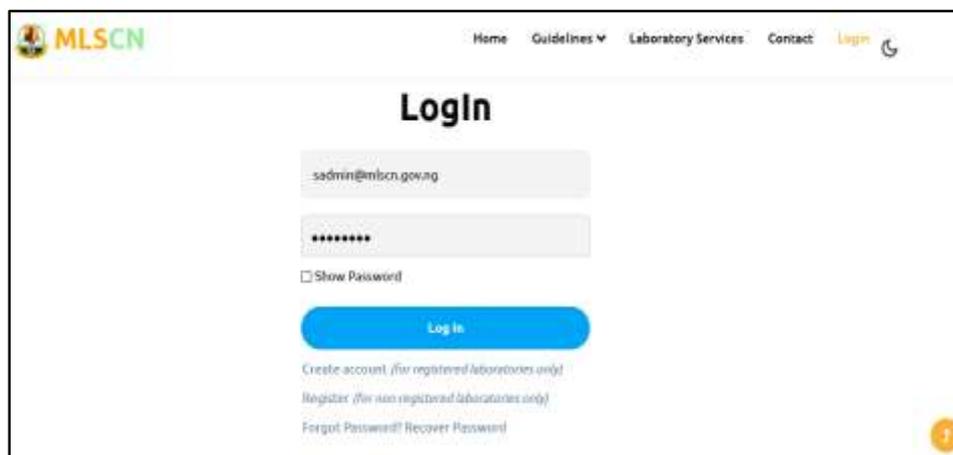
1.1 How to Log in

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 log in 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 Log in Page (screenshotted below) will open.



General Log in Page

1.1.1 Logging in Based on User Type

There are three types of Users. These are

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

1.2 Admin Login

Follow these steps to Log in as an Admin.

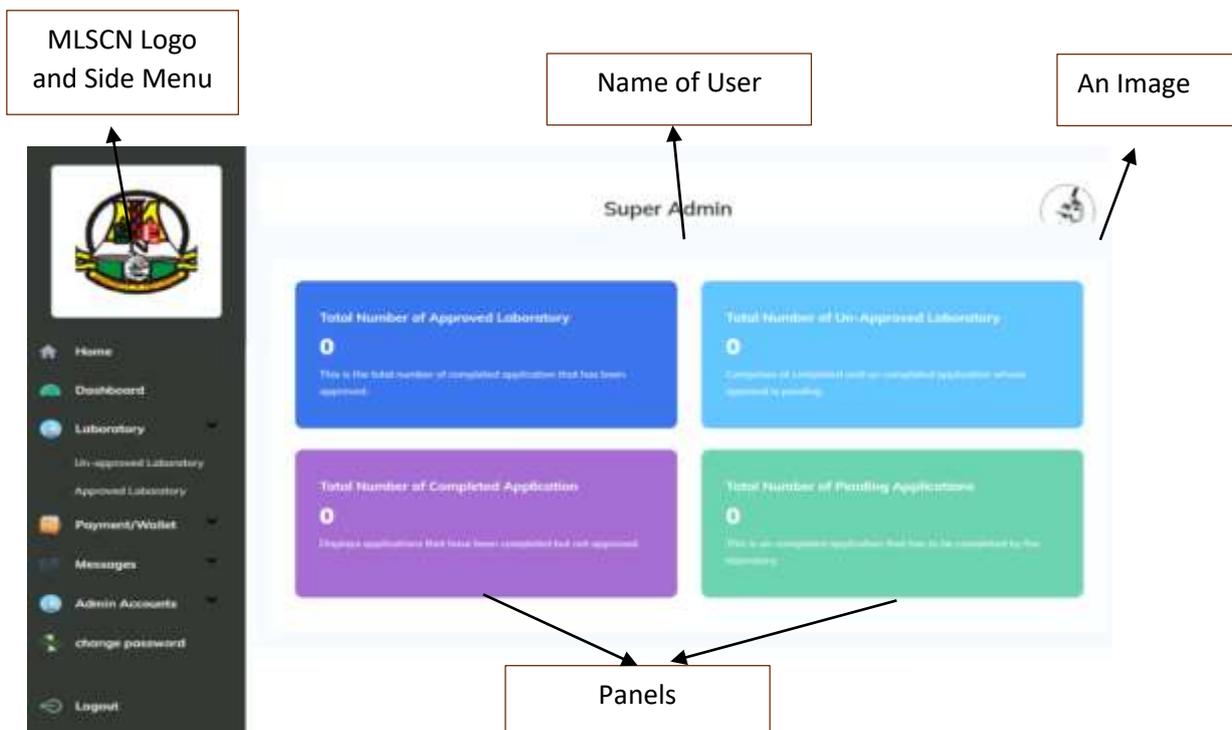
- i. Fill in your particulars (Username and Password) in their respective fields, then click on the Login () button to continue.
- ii. The landing Page that will open will depend on the type of user: Global Admin, Admin and Ordinary User.

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

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

Also, there is a Side Menu that shows the other functionalities within the Platform.

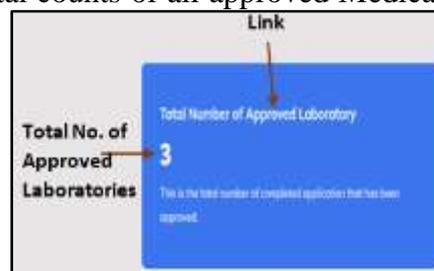


The Admin Landing Page

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 are 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 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.

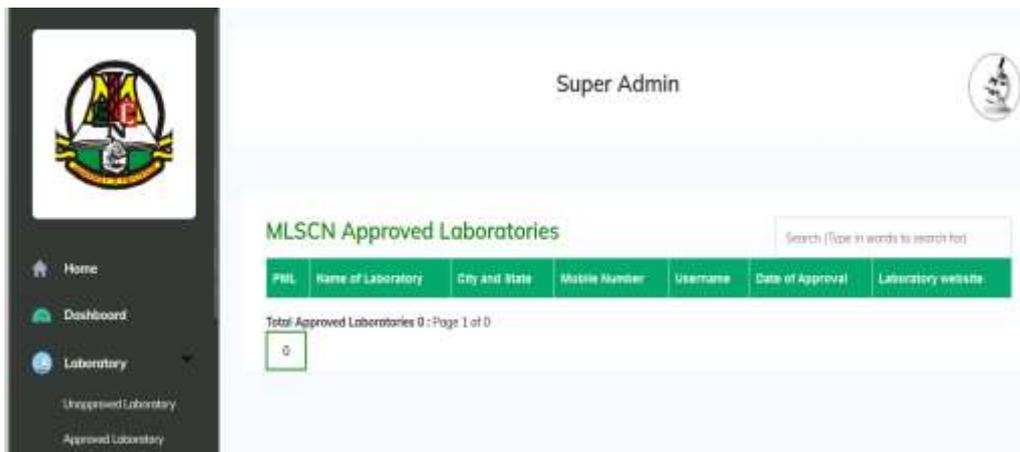
In both cases, the Admin will be directed to a table where he can assess and view all information submitted by approved Medical Laboratories. Follow these steps to search for, navigate and view information about any Approved Medical Laboratory.

- 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 log in details to log in to the back end and update their Medical Laboratory information on the portal.

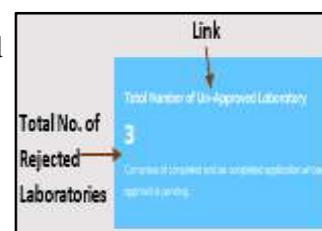
- ii. You can scroll through the various pages to search for particulars of a particular Approved Medical Laboratory.
- iii. The sort arrows (↑ ↓) provided on the various headers can also be used to rearrange the order of the entries to enhance a quick search.
- iv. Type in the name of a particular Approved 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 (↑ ↓) 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	705556026	A-MEDIK DIAGNOSTIC CENTRE LIMITED	2021-06-26	COMPLETED	
	CENTOLAS LTD	centolab01@gmail.com	905550913	NCDC and FCT	2021-10-07	COMPLETED	
	BIO-GLOBAL DIAGNOSTIC LABORATORIES	biglobal40019@gmail.com	8036161587	BioGlobal Medical Diagnostic Laboratories	2013-07-11	UNCOMPLETED	
	DE VISIONPLUS MEDICAL DIAGNOSTICS LTD	visionpluspharm.meddiag@gmail.com	7035778159	DE VISIONPLUS MEDICAL DIAGNOSTICS LTD	2021-04-23	COMPLETED	

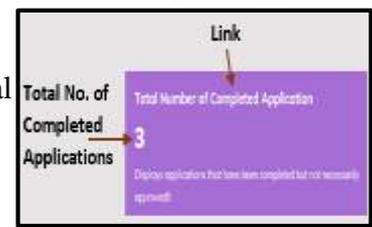
Total Unapproved Laboratories 4: Page 1 of 1

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.



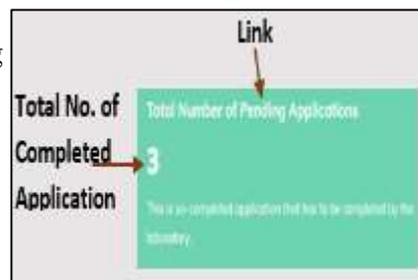
2.3.1 How to Search and View a Particular Completed Application

- 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).
- You can scroll through the various pages to search for particulars of a particular Completed application.
- 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.
- 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.
- 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

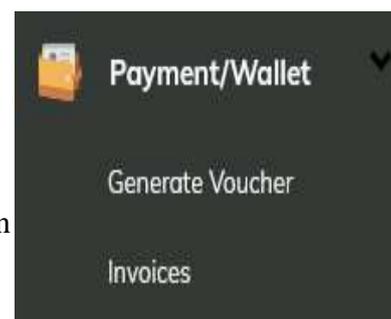
The Laboratory menu has two sub-menus: Unapproved and Approved laboratories, which can be accessed from either the drop-down or by clicking directly on the Laboratory menu. Follow the

steps provided in the Approved and Rejected Laboratory Sections to access the contents of these menus.



3.2 The Payment/Wallet

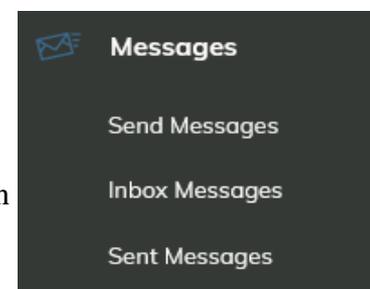
The Payment/Wallet sub-menu contains information about the amount of money paid for renewals and outstandings. To generate a Voucher, click on the generate Voucher submenu. To generate an invoice for payment, click on Invoices and select what you want to pay for and then proceed to pay.



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.

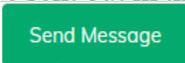
- i. Click on or press the 'Compose' submenu to compose a new message to be sent out to either the Council or another laboratory or selected laboratories or any other email address.
- ii. Click on or press the inbox messages folder to view saved messages in the inbox.
- iii. Click on or press the Sent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

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

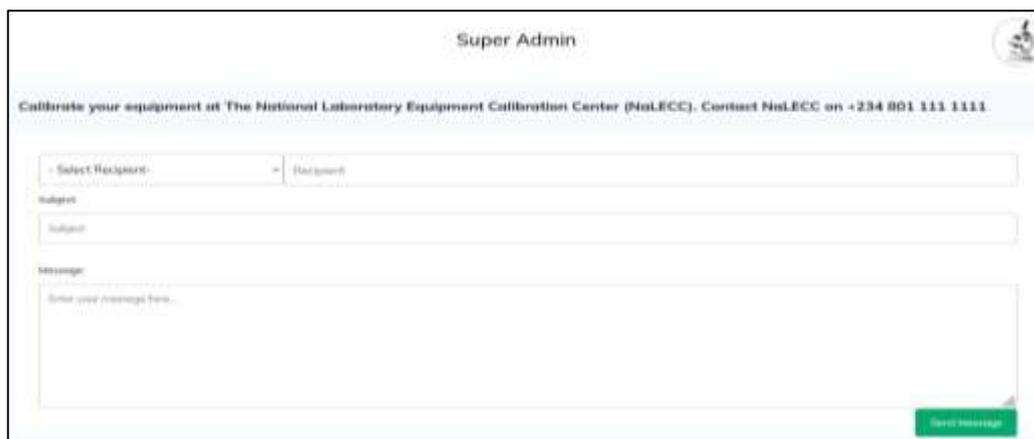
3.4 How to Send a Message

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.

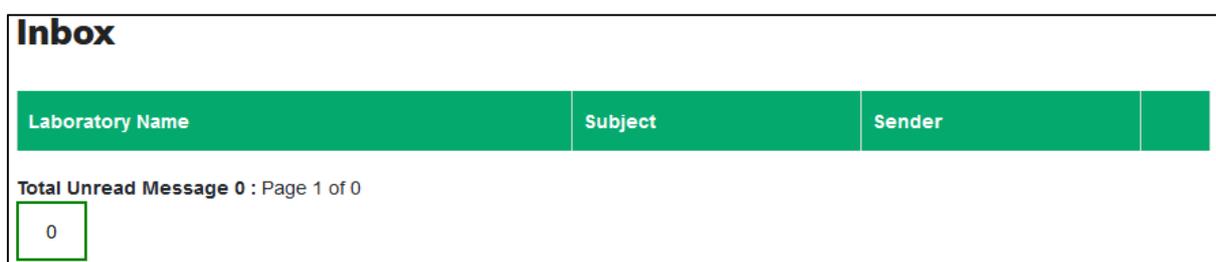


The Compose message page

3.5 How to View and Read a 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.



The Inbox folder

3.6 How to Open, View and Read 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.

The Admin Account Creating Page

- 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 () button on the Lower Left-hand corner to submit.

4.2 How to View Existing Admin Accounts in the Admin Accounts Folders

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.

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

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

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.

The Admin Account Change Password page

- iii. Provide all the required information and click on or press the Change password () button at the bottom right-hand corner of the 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 Registration by New Medical Laboratories

This type of registration is meant for Medical Laboratories that do not have any account with the Medical Laboratory Science Council to use in creating their accounts. Medical Laboratories seeking fresh registration with the Medical Laboratory Science Council of Nigeria are required to download the **Terms and Conditions** enshrined in the **Revised Guidelines for Registration** and the **Pre-Approval Checklist** and study them carefully before starting an application. Gather all required materials and documents so that the Registration process will smooth and fast.

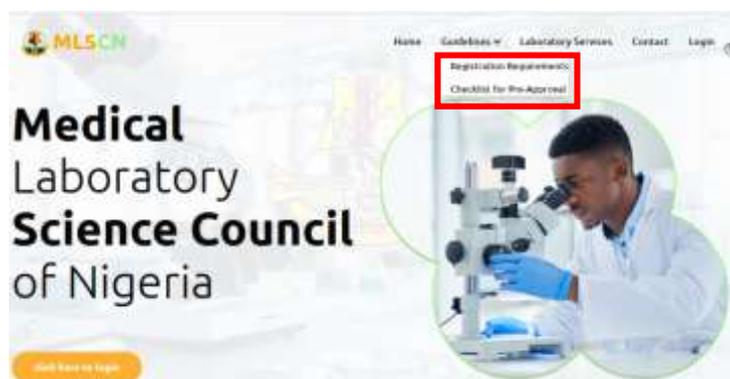
The Council shall not be held liable for any rejection of application resulting from any wrong and incomplete submission.

7.1 How to Download the Terms and Conditions

The Revised Guidelines for Registration and the Pre-Approval Checklist are available online and can be downloaded at the landing page of this portal.

Follow these steps to download them.

- i. At the top of the Landing Page, click on or press Guidelines (enclosed in red rectangle in the screenshot above) on the main menu bar.
- ii. From the submenu drop-down, select the file that you want to download one at a time by clicking on it. The two files are **Registration Requirements** and **Checklist for Pre-Approval** (see screenshot above).
- iii. Once clicked, a pdf file will open on a new tap.

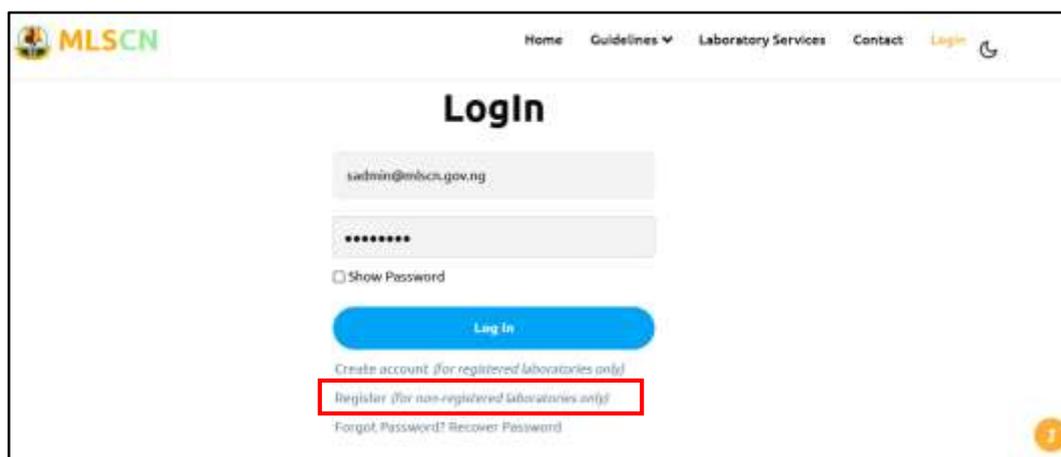


Location of the Registration Requirements and Checklist for Pre-Approval Guidelines

7.2 How to Register a New Medical Laboratory

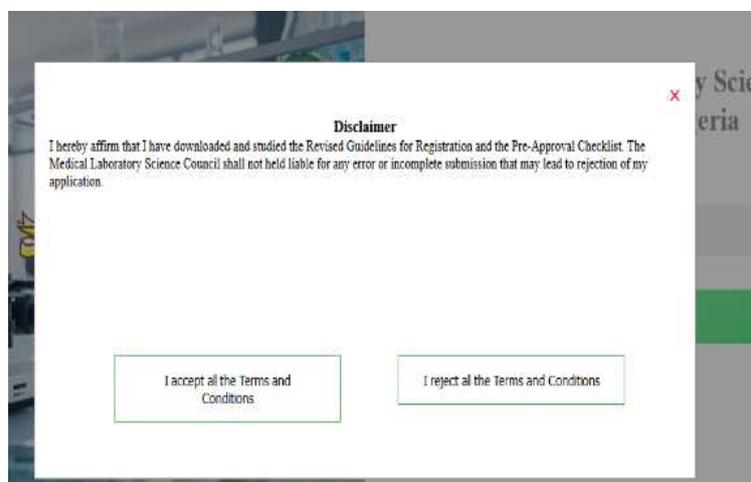
To make a fresh registration on the portal, follow these steps.

- i. Open the MLSCN App.
- ii. Click on or press the 'Click here to Login' () button at the bottom Left-Hand corner of the Landing Page. *You may need to scroll up to view this button.*
- iii. Wait for the Log in Page (shown below) to open.



Location of Registration Link for Medical Laboratories seeking Fresh Registration

- iv. Then click on or press the [Register \(for non-registered laboratories only\)](#) link (**enclosed in red rectangle**) in the screenshot above.
- v. The Disclaimer Page screenshot besides here will open. At this point, it is expected that all prospective Medical Laboratories seeking approval from the Council to begin operation have studied the **Terms and Conditions** to enable them decide whether to proceed with the registration process or decline to do so.
- vi. Click on or press the accept button to continue with the registration process if you are satisfied with the terms and Conditions. But If you are dissatisfied with the **Terms and Conditions**, click on the button to discontinue (see screenshot below).



The Disclaimer Page

- vii. When the applicant clicks on the **Accept Button**, a preliminary page showing fields for entering Email Address, Name of Medical Laboratory, Medical Laboratory Phone number and Choosing the Category of Medical Laboratory (see screenshot below) will open.
- viii. Type and fill in these details in their respective fields. The platform will perform some internal in-house checks to ensure that the email provided is not already in use by another laboratory. *It should be noted at this point that the prospective Laboratory Managers must ensure*

Medical Laboratory Science Council of Nigeria

anthonyakpan4698@gmail.com

Yes a is available. You can use that!

Laboratory's Name (Kindly ensure to use your Laboratory's name)

Laboratory's Name

Laboratory's Phone

Laboratory's Phone

Type of Application (Inspection and approval of premises)

--Select Type of Application and fee for approval--

GENERATE AND START APPLICATION

Create account (for registered laboratories only)

Already have an account? [login](#)

Page for Capturing Preliminary Laboratory Information

that the email addresses provided are working before they use them here because they will receive mails from labs@mlscn.gov.ng immediately

- ix. A confirmatory message (Yes microscope@labmail.com is available. You can use this!) will pop up at the location shown in **red rectangle** in the screenshot above message.
- x. Once the availability of the email address has been confirmed by the platform, then proceed to enter the other mandatory information like the Medical Laboratory Name and Laboratory Phone Number in their respective fields. Then select the type of Application Fee for Approval from the dropdown.
- xi. Click on the GENERATE AND START APPLICATION (GENERATE AND START APPLICATION) button to generate a registration link that carries your Remita Code for your application. The link and other information will be sent to the email address provided. At this point, wait for about 5 minutes, then open the inbox of the email address provided and search for mail from admin@mlscnportal.com in your inbox.

You may wish to check your spam (or Junk) folder if no mail from admin@mlscnportal.com is found in the main inbox. Finally, you may need to refresh the inbox page to enable new emails to drop faster if your inbox was opened.

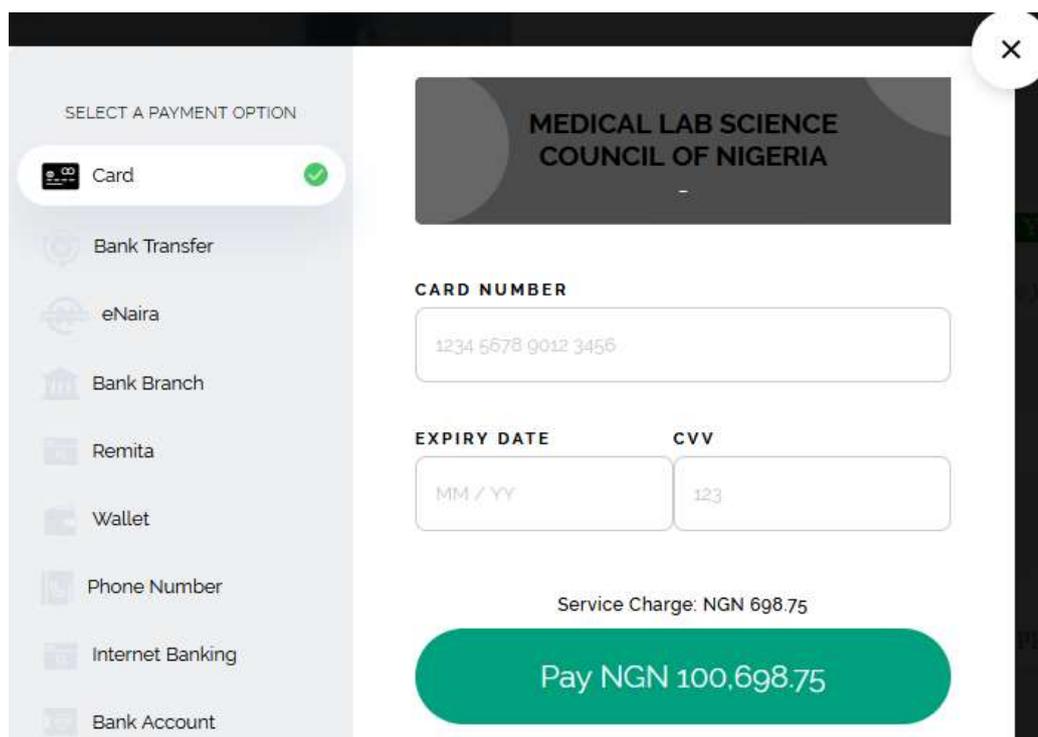
- xii. The platform will automatically migrate users to a secure online payment platform where they can either make payment (recharge the Remita Code) from the comfort of their homes or copy the code and recharge it in the bank.

7.3 How to Recharge the Remita Code

This section deals with how users can add money to their Remita Codes (recharge the Remita Code) that they have generated for their proposed Medical Laboratory. This will enable them to make payments.

The various recharge options available for use in recharging the Remita Code on the payment platform are shown on the screenshot of the payment platform below. Recharging using the ATM card option is the default option in the list.

To recharge your Remita code, provide the requisite information to proceed.



The screenshot displays a payment interface for the Medical Lab Science Council of Nigeria. On the left, a sidebar titled 'SELECT A PAYMENT OPTION' lists various methods: Card (selected with a green checkmark), Bank Transfer, eNaira, Bank Branch, Remita, Wallet, Phone Number, Internet Banking, and Bank Account. The main area features the organization's name at the top, followed by input fields for 'CARD NUMBER' (1234 5678 9012 3456), 'EXPIRY DATE' (MM / YY), and 'CVV' (123). A 'Service Charge: NGN 698.75' is noted above a large green button labeled 'Pay NGN 100,698.75'. A close button (X) is visible in the top right corner of the interface.

Screenshot of the Secured Payment Platform

7.4 Continuation of Registration after Recharging the Remita Code

Two options are available for use in continuing with the Medical Laboratory registration process after the successful recharge of the Remita Code. The various options depend on the procedure used in recharging the Remita Code. The two procedures available for use in recharging the Remita Code are

- i. Recharge using the Online Payment Platform, and
- ii. Recharge from the Bank

7.4.1 How to Retrieve the Registration Form after Recharging the Remita Code

There are two ways of retrieving the registration form to continue registration after recharging the Remita Code.

Applicants who recharge their Remita Codes from the online payment platform will be automatically migrated to the registration form whereas those who recharge from the banks will have to follow these steps to retrieve the form.

- i. Open the inbox of the email address that they provided. Locate and open the mail from admin@mlscnportal.com.
- ii. Click on the link provided in the mail to open the registration form from there. The mail will also carry a message informing the user that your email address has been successfully verified. *Note that this link is customized for a particular laboratory using the email address provided in the registration process. Therefore, it should not be shared.*

7.4.2 Filling out the Registration Form

Once the Registration Form is successfully retrieved, follow these steps to fill out the form.

- i. Provide all the information required in the various fields. Note that this form is a long form (see screenshot below) and therefore, you may need to be scrolling it up to view all fields. The various fields are:

Proprietor's Name, Address and Phone No.: Type in the correct **Name, address and phone number of the Propriety** of the Medical Laboratory in their correct fields.

Laboratory Name, CAC Registration No., Laboratory Category and Laboratory Website: Type in the correct name of the Medical Laboratory applying for registration with the Council. The Medical Laboratory name must be the same as what is contained in the CAC Registration documents (where applicable).

Type in the correct **CAC Registration No.** of the Medical Laboratory.

Note that Government-owned hospitals do not mandatorily need to submit their CAC Registration numbers.

Select the Category of Medical Laboratory that is applying for registration with the Council by clicking on the dropdown and selecting the Category from the list.

Entering the Web address of the Medical Laboratory seeking registration with the Council is not a mandatory requirement. It should be provided if it is available. *However, websites will be created for all Medical Laboratories that do not have websites but have been granted approval to operate by the Council. It is one of the various ways that the Council is trying to enhance the visibility of Medical Laboratories through the creation of a sustainable business environment for them.*

Remita RRR Code: Type in the **Remita RRR Code** that you have recharged.

Note that the code will be auto-loaded for those who recharged from the online payment platform so they do not need to type it again.

Date Establishment and Mobile Phone No.: Type in the correct **date** that the Medical Laboratory was established as contained in the CAC document in the field provided for it.

Also, type in the **Mobile Phone No.** of the Medical Laboratory.

Medical Laboratory Science Council of Nigeria

**Congratulations *anthonyakpan4698@gmail.com*. Your account has been successfully verified.
Kindly fill out the form below to start registration process!**

Proprietor Name:

Proprietor's Address:

Mobile Number:

Laboratory Name:

CAC Registration No.:

Laboratory Category:

- SELECT LABORATORY CATEGORY-

Remita RRR:

Date Established:

Mobile Number:

Co-operate Approval:

Names or name of co-operate approval gotten..

Username:

Password:

Confirm Password:

Show Password

START REGISTRATION

Already have an account? [login](#)

Preliminary Medical Laboratory Registration Page

Corporate Approval: Provide the names of all the members of the Board of Directors of the Medical Laboratory seeking approval with the Council here. They should be the same as what is contained in the CAC registration documents of the Medical Laboratory.

Username: This field is prefilled using the verified email address of the Medical Laboratory. It should be left as it is.

Password and Confirm Password: A Strong Password that the Medical Laboratory seeking registration will be used in accessing this portal should be provided here. It is strongly advised that such passwords should contain a combination of characters comprising alphabets, numbers and wildcat characters.

The password provided must be confirmed by retyping it in the field provided for it.

In the event of a mismatch or trying to reconfirm what has been typed, the typed password can be viewed by clicking on the show password (Show Password) button located at the bottom left hand corner of the screen.

- ii. When done, press the **START REGISTRATION** () button to submit and open the remaining Registration Pages.
- iii. Wait for a few minutes for the system to submit your information. When successfully submitted, it will display a confirmatory message that your Medical Laboratory has been registered and you should log in to complete the application process.
- iv. The system will automatically migrate you to the Laboratory Landing page. (see sample screenshotted below). Where this is not done, go to labs.mlscn.gov.ng and log in using your laboratory email address and password that you provided.



The Laboratory Landing Page

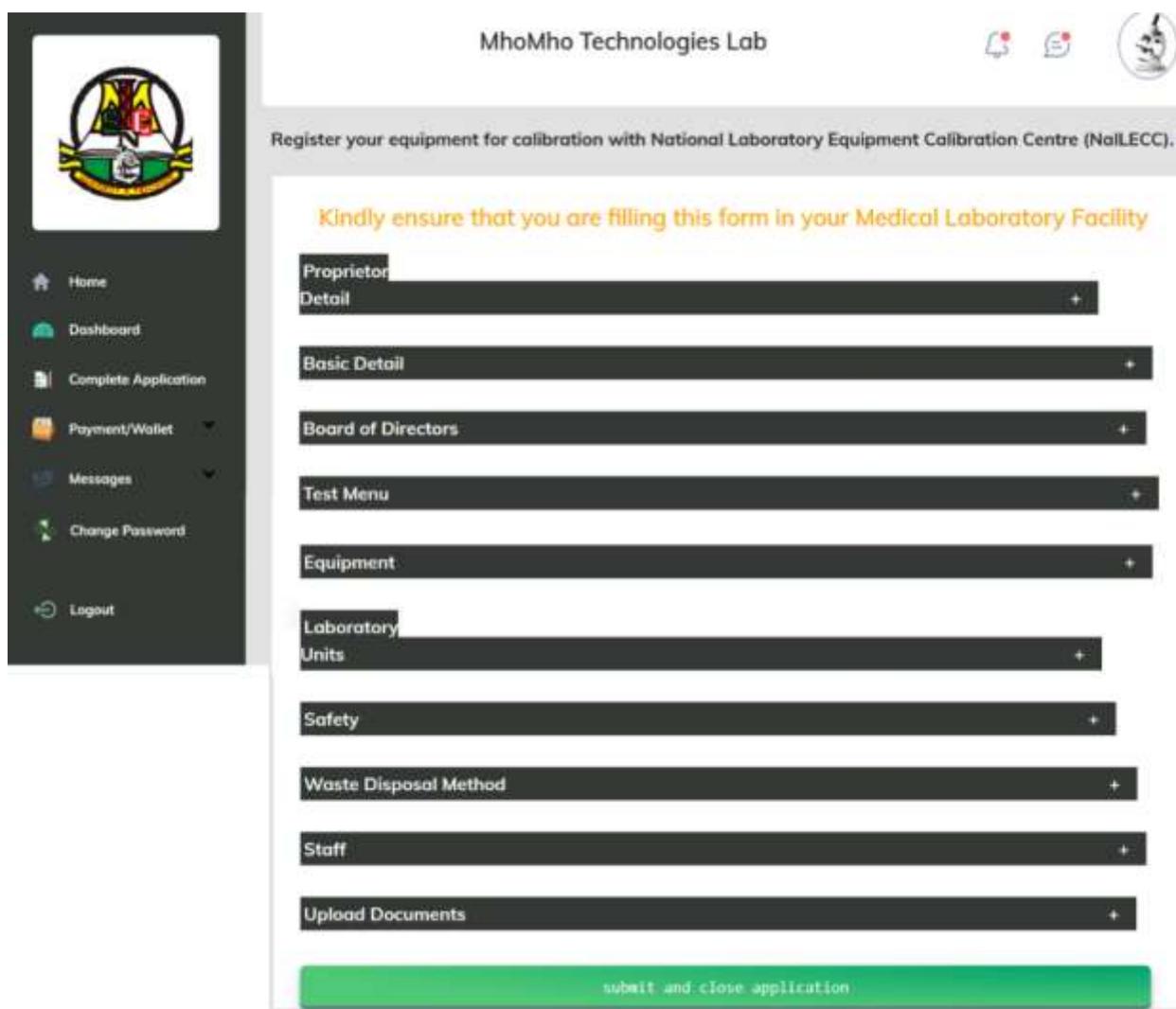
8.0 The Laboratory Landing Page

The landing page of the Laboratory Dashboard has two panels consisting of **Complete your application** and **Contact MLSCN** panels.

8.1 The Complete your Application Panel

This panel contains other fields that Medical Laboratories seeking for registration and approval with MLSCN have to provide information. To continue the laboratory registration process that was earlier initiated in the preliminary page, do the followings

- i. Click on or press the ‘Complete your Application’ link on either the Panel or the Side Menu and wait for the page shown below to open.
- ii. Open the various taps one by one by clicking on either the + () sign at the end of each rectangular bar or directly on the name and provide the required information in the various fields. The various taps are:



The screenshot shows the 'Complete your Application' panel. On the left is a dark sidebar with a logo at the top and menu items: Home, Dashboard, Complete Application, Payment/Wallet, Messages, Change Password, and Logout. The main area is titled 'MhoMho Technologies Lab' and has a sub-header 'Register your equipment for calibration with National Laboratory Equipment Calibration Centre (NaiLECC), I'. Below this is a yellow warning: 'Kindly ensure that you are filling this form in your Medical Laboratory Facility'. The main content consists of ten expandable sections, each with a plus sign (+) on the right: Proprietor Detail, Basic Detail, Board of Directors, Test Menu, Equipment, Laboratory Units, Safety, Waste Disposal Method, Staff, and Upload Documents. At the bottom is a green button that says 'submit and close application'.

Other Fields that information are needed to Complete the Application Process

8.1.1 Proprietor's Details

This section is aimed at capturing and documenting information about the Proprietor of the Medical Laboratory. Laboratories are expected to only confirm their proprietor's information earlier submitted

in the preliminary data collection page. The earlier information provided are represented (see screenshot) for them to save. Follow these steps to confirm the information earlier provided.

- i. Go through the information in the various fields and click on the *save and continue* button () to accept them.
- ii. To edit the content of each field, click on any field and clear them by selecting all and pressing the delete button, then type in the correct information.
- iii. Users can exit this page by either clicking anywhere outside the page or by clicking the close button located on the upper right hand corner of the Text editor.

Kindly ensure that you are filling this form in your Medical Laboratory Facility

Proprietor
Detail +

All fields are compulsory

Name of Proprietor Anthony Akpan	Mobile Number 08030894698
Address 1 Ekpo Abasi Street, Calabar, Nigeria	

save and continue

Text editor for capturing Medical Laboratory Proprietors Information

8.1.2 Laboratory Basic Information Detail

This page is designed for laboratories to provide basic information about the Medical Laboratory. Follow these steps to access and provide all information required in the Basic Detail field.

- i. Click on the Basic Detail Field and wait for the page shown below to open.
- ii. The only information required to be filled here is the **PML No.** of the Medical Laboratory. Medical Laboratories seeking fresh registration with the Council are to leave the PML No. field open until the Council generates a PML No. for them. Other information including **CAC/Registration Number, Mobile Number, Date Established, Cooperate Approval, and email address**, already provided in the Verification Page will be auto-uploaded in their correct fields.
- iii. Provide the information required in the **street address** field. Then select the **State and Local Government Area ((LGA))** where the Medical Laboratory is located from the State and LGA dropdowns under the State and Local Government Area ((LGA)) fields.
- iv. Information provided in the **Latitude and Longitude** fields ***MUST BE MEASURED INSIDE THE MEDICAL LABORATORY FACILITY*** before they are typed into their various fields. For better location accuracy, these two information should be provided up to **FIVE DECIMAL PLACES**.

Text editor for entering Basic Details of a Medical Laboratory

- v. Click on the **save and continue** () button to save your information and move to another field.

8.1.3 Board of Director's Information

This section is meant to capture and document information of the members of the Board of Directors of the Medical Laboratory. Follow these steps to access and provide all information required in the Board of Directors page.

- i. Click on the Board of Directors tap and wait for the page shown below to open.

The Add Board of Directors Landing page

- ii. Then click on the Add Member of the Board of Directors button (enclosed in red rectangle) to open the text editor shown below.
- iii. Type in the Names of a Member of the Board of Director starting with the surname.
- iv. Select the nationality of the member from the Country dropdown. Nigerians do not need to select as Nigeria is the default country.
- v. To exit the Text Editor, either click anywhere outside the Text Editor or click on the close button on the Upper Right-Hand corner of the page.

Text editor for entering particulars of Board of Directors of a Medical Laboratory

Click on the **Add** () button located at the bottom Right Hand Corner of the page. Once added, the name(s) will be displayed as shown below.

- vi. Any incorrect or wrong entry can be removed using the delete () button at the end of each row.



Name(s)	Nationality	Remove
Elge, Joseph M	Nigerian	
Akpan, Anthony E	Nigerian	

Format for the display of members of the Director's information

8.1.4 Test Menu Information

This section will collect data about the various test menus available in the Medical Laboratory. Follow these steps to access and provide all information required in the **Test Menu** page.

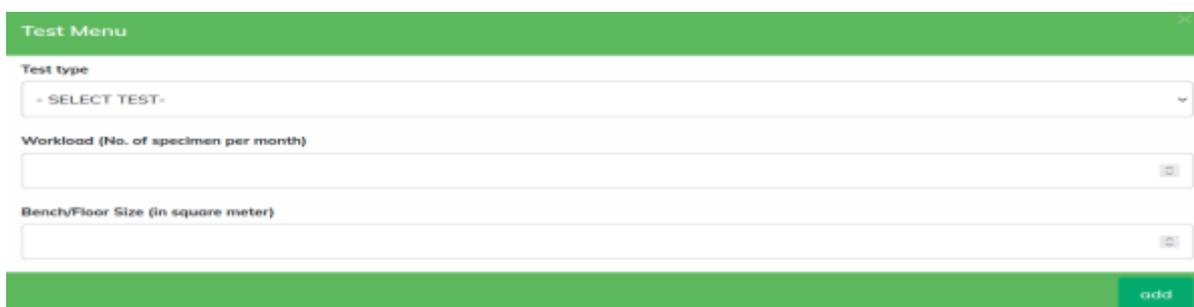
- i. Click on the **Test Menu** tap and wait for the page shown below to open.



Test Type	Workload (No. of specimen per month)	Bench/Floor Size (in square meter)	Remove
-----------	--------------------------------------	------------------------------------	--------

The Add Test Type page

- ii. Click on the **Add Test Type Menu** button (enclosed in **red rectangle** in the upper left-hand corner) to open the Text Editor shown below.
- iii. Select the Test Type from the Test Type dropdown.
- iv. Type in the Workload (No. of Specimens per month), and Bench/Floor Size (in square metres).
- v. To exit the Text Editor, either click anywhere outside the Text Editor or click on the close button on the upper right hand corner of the page.



Test Menu

Test type
- SELECT TEST -

Workload (No. of specimen per month)

Bench/Floor Size (in square meter)



Text editor for entering Test Type Menus and their description

- vi. Click on the Add () button located at the Bottom Right Hand Corner of the page. Once added, the Test Type menu entries will be displayed as shown below.

- vii. Any incorrect or wrong entry can be removed using the delete () button at the end of each row.



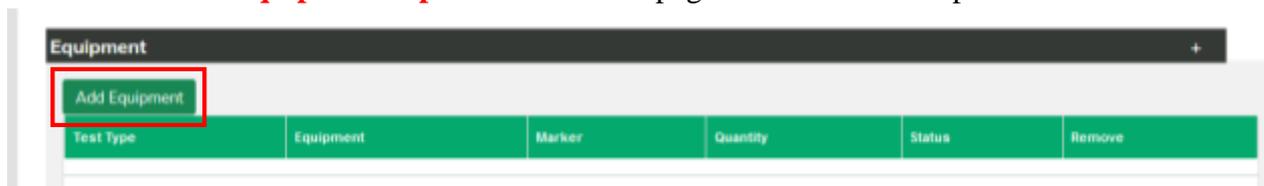
Test Type	Workload (No. of specimen per month)	Bench/Floor Size (in square meter)	Remove
Stool Microscopy Or Occult Blood	20	25	

Format for the display of the Test Type menu

8.1.5 Equipment Information

The section is meant to capture and document information about equipment available for conducting the various test menus listed in Section 8.1.3. Follow these steps to access and provide all information required in the Equipment Page.

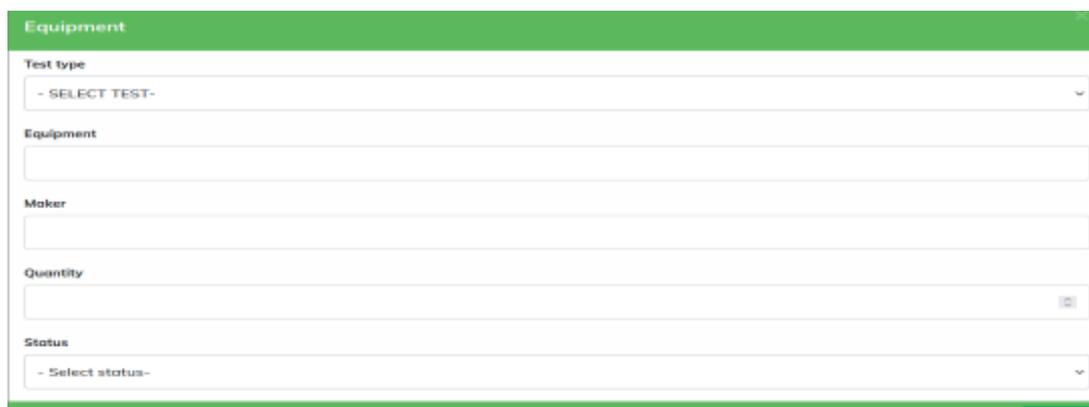
- i. Click on the **Equipment tap** and wait for the page shown below to open.



Test Type	Equipment	Marker	Quantity	Status	Remove
-----------	-----------	--------	----------	--------	--------

The Add Equipment Landing page

- ii. Click on the Add Equipment button (enclosed in **red rectangle** in the upper left hand corner) to open the Add Equipment Text Editor shown below.
- iii. The type of equipment to be added depends on the Laboratory's Test Type selection. So select the Test type first from the Test Type dropdown before entering equipment.
- iv. Then type in the Name of Equipment, Maker, and Quantity.
- v. Then select the status of the equipment from the Status dropdown.
- vi. To exit the Text Editor, either click anywhere outside the Text Editor or click on the close button on the upper right hand corner of the page



Equipment

Test type
- SELECT TEST-

Equipment

Maker

Quantity

Status
- Select status-

Text editor for adding and describing available equipment

- vii. Click on the Add () button on the Bottom Right Hand Corner of the Page. Once added, the List of equipment added will be displayed as shown below.
- viii. Any incorrect or wrong entry can be removed using the delete () button at the end of each row.



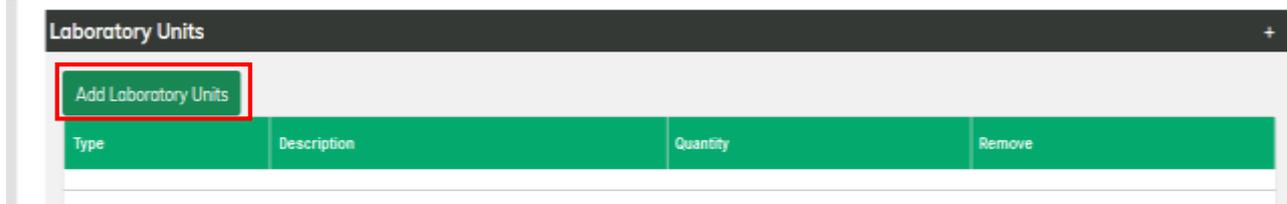
Test Type	Equipment	Market	Quantity	Status	Remove
STOOL MICROSCOPY OR OCCULT BLOOD	Serif M3-P Forensic Comparison Microscope	New York Microscope Company	5.0	Functional	

Format for displaying the list of equipment

8.1.6. Laboratory Units

The various units available in the Medical Laboratory are to be documented in this section. Follow these steps to access and provide all information required in the Laboratory Unit tap.

- i. Click on the Laboratory Unit tap and wait for the page shown below to open.



Type	Description	Quantity	Remove
			

The Medical Laboratory landing page

- ii. Click on the Add Laboratory Unit button (enclosed in red rectangle) to open the Text Editor shown below.
- iii. Select the Laboratory Unit from the Laboratory Unit dropdown.
- iv. Provide a brief description of the unit, furnishing and other contents.
- v. Type in the number of such units in the laboratory.
- vi. To exit the Text Editor, either click anywhere outside the Text Editor or click on the close button on the upper right hand corner of the page.



Laboratory Units ✕

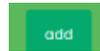
Laboratory Unit

Description

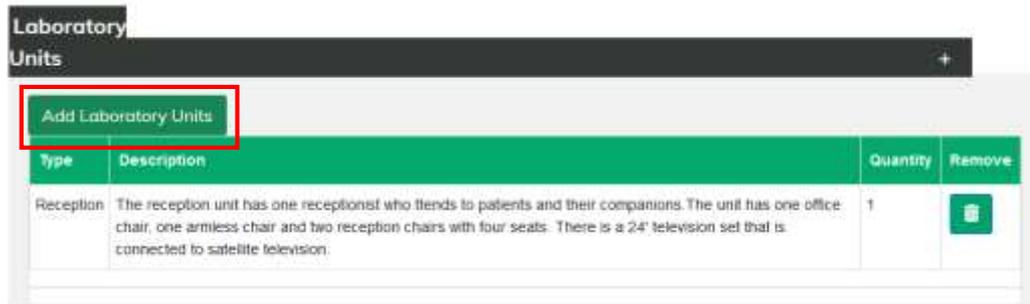
Quantity



Text-editor for entering Laboratory Units and their description

- vii. Click on the Add () button on the Bottom Right Hand Corner of the Page. Once added, the various Units in the Laboratory will be displayed as shown below.

- viii. Any incorrect or wrong entry can be removed using the delete () button at the end of each row.



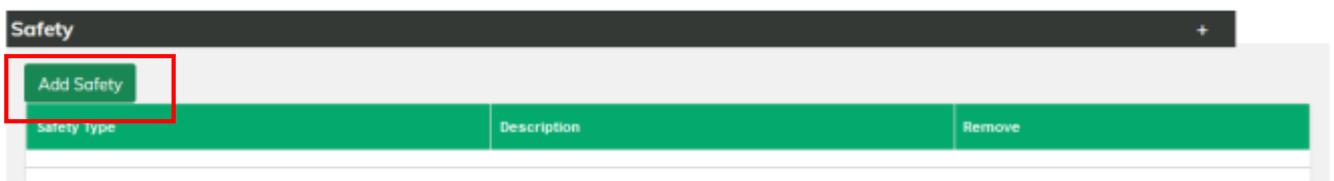
Type	Description	Quantity	Remove
Reception	The reception unit has one receptionist who tends to patients and their companions. The unit has one office chair, one armless chair and two reception chairs with four seats. There is a 24" television set that is connected to satellite television.	1	

Format for the display of the various units in the Medical Laboratory

8.1.7 Safety

This page is intended to collect and document information about Health and Safety facilities available in a Medical Laboratory. Follow these steps to access and provide all information required on the Health and Safety facilities available in the Laboratory.

- i. Click on the **Safety** tap and wait for the page shown below to open.



safety type	Description	Remove
-------------	-------------	--------

The Health and Safety Landing Page

- ii. Click on the Add Safety button (enclosed in **red rectangle** in the upper left-hand corner of the page) to open the Text Editor shown below.
- iii. Select the Type of Safety Equipment available from the Safety type dropdown menu.
- iv. Provide a brief description of the equipment (e.g., state, manufacturer and possible expiry date where necessary) under the description field.



Safety Measures

Safety type
- SELECT SAFETY TYPE -

Description
Describe safety method selected here

add

Text-Editor for entering Health and Safety facilities in the Medical Laboratory

- v. To exit the Text Editor, either click anywhere outside the Text Editor or click on the close button on the upper right hand corner of the page.

- vi. Click on the Add () button on the bottom Right Hand Corner of the Page. Once added, the various health and safety equipment and their description will be displayed as shown below.
- vii. Any incorrect or wrong entry can be removed using the delete () button at the end of each row.



Add Safety		
Safety Type	Description	Remove
FIRE EXTINGUISHER	We have five (5) fully functional fire extinguishers in the Laboratory. They are located in the different units in the Laboratory. We also have five sand buckets in the location of the fire extinguishers to complement their usage	

Format for the display of the Health and Safety Equipment and their description

8.1.8 Waste Disposal Method Information

This section is designed to capture and document the various types of wastes usually generated in the Medical Laboratory and how the methods usually used in disposing them. Follow these steps to access and provide all information required in the Waste Disposal Method tap.

- i. Click on the Waste Disposal Method tap and wait for the page shown below to open.



The Waste Disposal Method Landing Page

- ii. Click on the Add Waste Disposal method button (enclosed in red rectangle) to open the Text Editor shown below.



Text Editor for documenting Waste disposal method and their description

- iii. Select the Type of Waste from type of Waste dropdown and provide a brief description of the waste disposal method under the description field.
- iv. To exit the Text Editor, either click anywhere outside the Text Editor or click on the close button on the upper right hand corner of the page.
- v. Click on the Add () button on the Bottom Right Hand Corner of the Page. Once added, the various wastes and their description of their disposal methods will be displayed as shown below.
- vi. Any incorrect or wrong entry can be removed using the delete () button at the end of each row.



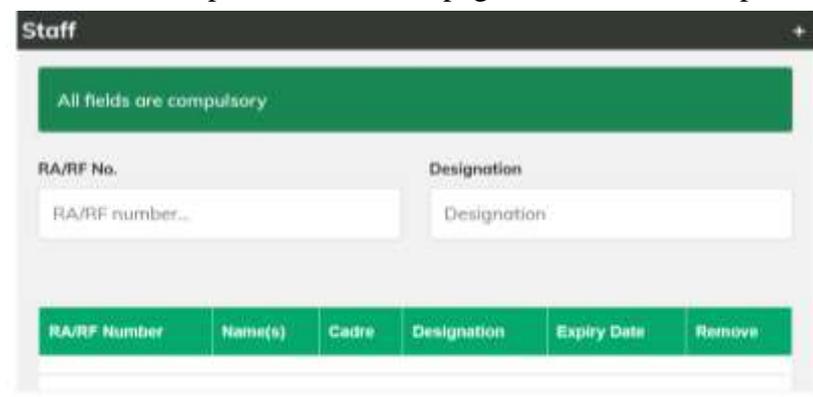
Format for the display of Waste Disposal method

8.1.9 Staff

The section is designed to capture information about all staff serving in the Medical Laboratory facility. The staff categories, in addition to other staff, must include a Residential Scientists.

Follow these steps to access and provide relevant information about staffing in the Medical Laboratory facility using the Staff tap.

- i. Click on the Staff tap and wait for the page shown below to open.



Page for entering RA/RF Nos of Scientists

- ii. Type in the correct RA/RF No. of all staff and his Designations in the fields provided one by one. Once typed, the system will search through the license portal and fetch their Names, Passport photographs, Cadres and Expiry Dates of their current Licenses from the MLSCN database and populate the various fields (see screenshot below for a Scientist with RA/RF No. 0730).

In addition, the platform will send a mail to the scientist whose particulars have been used to confirm that he has consented to this particular laboratory using his particulars. The Council expects any scientist whose particulars have been used illegally to a disclaimer to

MLSCN so that the Medical Laboratory concerned can be sanctioned appropriately as soon as possible. If no response is received, it will be concluded that the Scientist has granted approval for his particulars to be used.

It should be noted that the platform does not allow particulars of any scientist to be used more than once even when the Scientist is the proprietor of the Medical Laboratory in question.

RA/RF Number	Name(s)	Cadre	Designation	Expiry Date	Remove
RF0730	Erhabor, Tosan	FELLOW	Resident Scientist	2023-12-31	

Display of Resident Scientist information when correct RA/RF Nos are entered into the RA/RF fields

Click on the Confirm Staff () button located below the staff information to add the staff to the Medical Laboratory. Once done correctly, a confirmatory message (see screenshot below) will be displayed on the page.

Erhabor, Tosan with License number RF0730 added to your Laboratory successfully!

iii. Staff information correctly entered will be displayed in a tabular form as shown in the screenshot below.

RA/RF Number	Name(s)	Cadre	Designation	Expiry Date	Remove
RF0730	Erhabor, Tosan	FELLOW	Resident Scientist	2023-12-31	

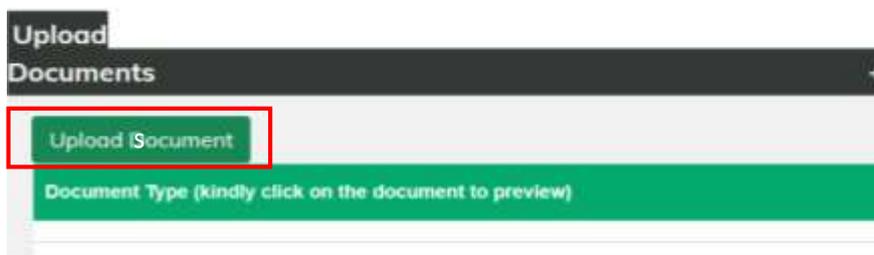
Format for displaying successfully entered Scientist information

- iv. Any incorrect or wrong entry can be removed using the delete () button provided at the end of each row.
- v. To add another Scientist, type in the RA/RF No. again and follow the same steps all over.

8.1.10 Upload Supporting Documents

This section is where all supporting documents are to be uploaded. Follow these steps to access and upload all relevant supporting documents for the Registration.

- i. Click on the Upload Documents tap and wait for the page shown below to open.



The Upload Document Landing Page

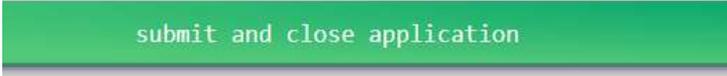
- ii. Click on the Upload Document button (enclosed in **red rectangle**) to open the Upload interface shown below.

Text editor page for the upload of documents

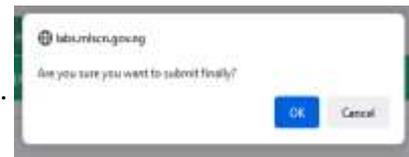
- iii. Provide a brief description of the type of document to be uploaded by selecting from the type of supporting document dropdown.
- iv. Then click on browse to select the document from the drive that it is located inside the computer. **PLEASE NOTE THAT THE TYPE OF DOCUMENT TO BE UPLOADED MUST BE IN PDF FORMAT ONLY.**
- v. To exit the Text Editor, either click anywhere outside the Text Editor or click on the close button on the upper right hand corner of the page.
- vi. Click on the Add () button on the Bottom Right Hand Corner of the Page. Once added, the various wastes and their description of their disposal methods will be displayed as shown below.
- vii. Any incorrect or wrong entry can be removed using the delete () button at the end of each row.

9.0 Final Submission of Application

Follow these steps to submit your application finally after providing all information in required fields and uploading relevant supporting documents.

- i. Click on the  button.

- ii. A prompt will pop up for you to confirm that you willingly want to submit your application to MLSCN.
- iii. Click on Ok () button to submit the application. Note that the once an application is submitted finally, it cannot be edited again except returned by MLSCN.
- iv. The panel on the Laboratory portal will change to awaiting approval as shown in the screenshot below.



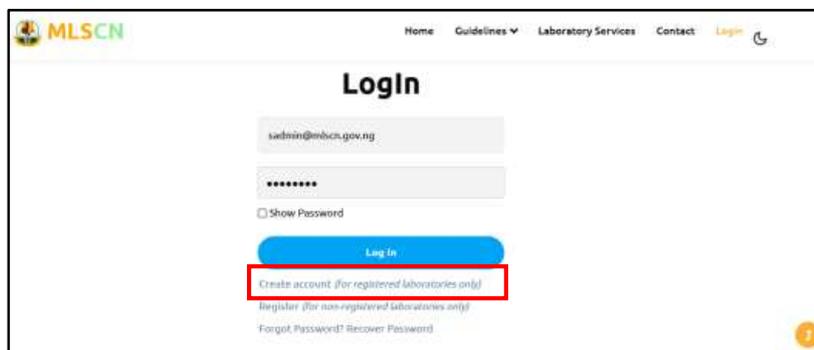
10.0 Registration of Already Registered Medical Laboratories

Registered Medical Laboratories refer Medical Laboratories that have already been granted approval by MLSCN to begin business before their information were migrated to this online platform. These categories of Medical Laboratories already have PML Nos and have been operating before now.

10.1 Logging in by Already Registered Laboratories

This category of logging in is meant to capture information of Medical Laboratories that have already been granted approval to practice by the Council. Such Medical Laboratories can follow these steps to log in to the portal.

- 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 Create Account Log in Page

- ii. Click on the Create Account (for Registered laboratories only) Link (enclosed in **red rectangle**) in the screenshot above and wait for the page shown below to open.
- iii. Type in the PML No. of the Medical Laboratory. Once typed, just pause a few seconds for the system to fetch the particulars of the Medical Laboratory Name from the database and populate the Laboratory Name Field.
- iv. Type in the Laboratory email address and wait for a confirmatory message (enclosed in a red rectangle in the screenshot below) affirming that the email can be used to pop up.
- v. Click on the Generate Remita () bar to submit. Once done, an email will be sent from labs.mlscn.gov.ng to the email address provided.

- vi. Open the email and search for the mail in the inbox. You may wish to check the JUNK and SPAM folders if it is not found in the main inbox.
- vii. Follow the steps discussed in **Section 7.2** to complete the other fields.



The Registered Medical Laboratory Preliminary Data Collection Page

11.0 Ordinary Admin Log in

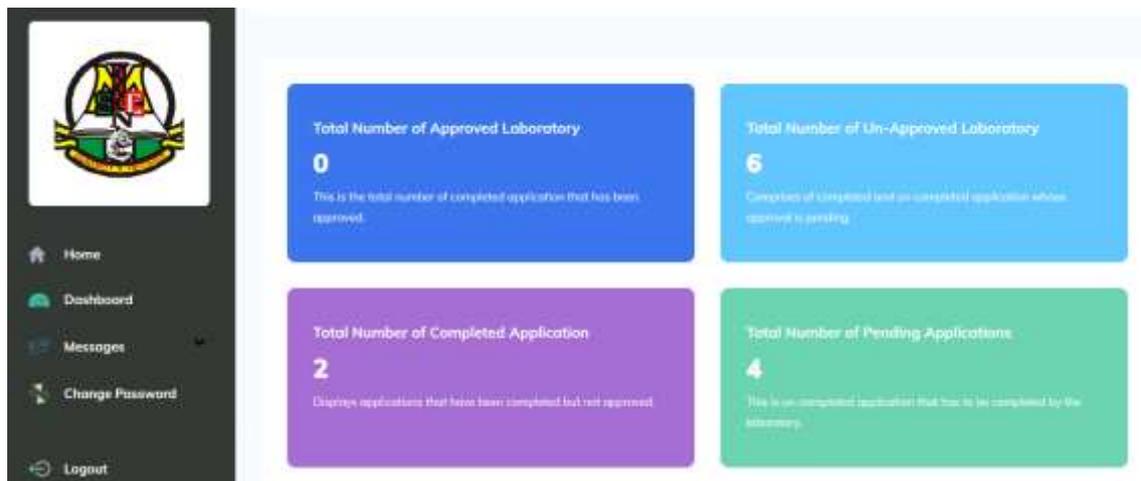
Ordinary Admins are a category of users who have limited access to some sections of the Platform. They do not have complete access like the Super Admin.

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.

11.1 How to Log in as Ordinary Admins

Ordinary Admins are to follow these steps to Log in into 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	miscnportal@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

12.0 How to View Information 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.

Dove Diagnostics

PML Number: 0		CAC/Registration Number: 52058	
Username: anthonyakpan469@gmail.com		Phone: 08030894698	
Address: 1 Eke Eye Street		LGA/City: Calabar South	
Email: anthonyakpan469@gmail.com		State: Cross River	
Co-operate Approval: Info Onshaka pathiki Three		Date Established: 2010-02-01	

Board of Directors	
Names	Nationality
Eke, Joseph M.	Nigerian
Akpan, Anthony E.	Nigerian

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

Equipment	Manufacturer	Quantity	Status	Discipline
100 cubic m Beaker	Incopa Instruments	5.8	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 sat 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:

Display of information submitted by a Medical Laboratory seeking registration

- 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.

13.0 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



14.0 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.



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