



## HEALTH FACILITY REPORTING SYSTEM

# How to Locate Providers in the Health Facility Reporting System (HFRS)

## Audience: Providers

1. Provider's staff must be sent invitations to register to gain access to HFRS on behalf of the provider. If the staff member requires access to multiple providers, each provider must send an invitation. Then the staff member must complete the registration process for each invitation.
2. Once registered and logged in, the "Dashboard-Facility" screen displays.
3. The table contains all providers this user may access. Click the "Select" button next to the provider name.
4. The user will be taken to the provider's "Facility Details" screen. The user is now able to review and enter the general information or, if applicable, event information related to this provider.
5. To switch to another provider, if applicable, click on the "My Dashboard" tab.
6. Click the "Select" button next to the provider name.