



**MINISTRY OF HEALTH**  
SINGAPORE

# INFECTIOUS DISEASE NOTIFICATION via CDLENS

Surveillance and Response Branch

# SCOPE

## **1. Infectious Diseases to notify for**

## **2. Login**

- i) CDLENS Login
- ii) SingPass Login
- iii) Welcome screen for superuser & ordinary user

## **3. Submit New Form A/B**

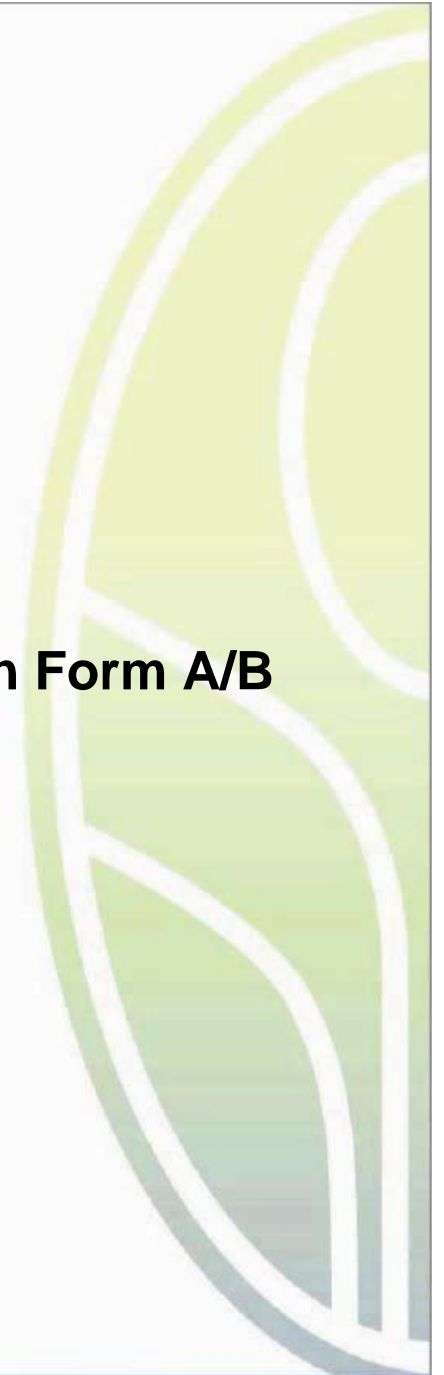
## **4. Update the recovery date and doctor's information in Form A/B**

## **5. Print Form A/B**

## **6. Users Account Management**

- i) Create education institution ordinary users
- ii) Update Education Institution
- iii) Inactivate the education institution ordinary users
- iv) Reset password for education institution ordinary users
- v) Change password for user's own account

## **7. Statistics displayed on welcome page**



# INFECTIOUS DISEASES TO NOTIFY FOR

Infectious diseases to be notified if there are TWO or more cases:

- Hand, Foot and Mouth Disease (HFMD)

Infectious diseases to be notified if there are ONE or more cases:

- Mumps
- Measles
- Rubella
- Diphtheria
- Poliomyelities
- Meningitis
- Tuberculosis

For outbreaks involving an unusually high number of children/staff with similar symptoms such as vomiting, diarrhoea or fever, please contact MOH at our 24 hour duty phone at 98269294.

# SUPER USERS & ORDINARY USERS

- Each educational institution shall have one super user and one alternate super user (same rights as super user).
- A super user is typically the principal/operator/supervisor of the centre while an ordinary user could be an administrative officer/teacher.
- The super user and alternate super user will be managed (create/update/delete) by MOH officer. Ordinary users will be managed by the super user of the institution.
- Each educational institution can have a maximum of 3 active ordinary users at any point of time. If an ordinary user leaves the institution, super user can choose to inactivate that user and create a new one for the person who is taking over.

# CDLENS LOGIN

- To start using the CDLENS Form A/B, please key in your “User Name” and “Password”.
- Click “LOGIN” and you will be directed to the welcome screen.



The screenshot shows a Microsoft Internet Explorer browser window displaying the CDLENS login page. The browser's address bar shows the URL <https://www.cdLens.moh.gov.sg/cdLens/>. The page header features the text "COMMUNICABLE DISEASES" in green, followed by "LENS" in large blue letters with a magnifying glass icon over the 'L', and "Live & ENhanced Surveillance" below it. The main content area is split into two sections: on the left, a large image of a globe with green and yellow spots representing communicable diseases; on the right, a dark green panel with a "LOGIN" button and two input fields for "User Name:" and "Password:". Below the input fields are two buttons: "LOGIN" and "LOGIN HERE With Your SingPass". The footer of the page displays the Ministry of Health, Singapore logo and name. The browser's taskbar at the bottom shows the Internet Explorer icon and the system tray with the "Internet" icon.



# SINGPASS LOGIN

- Click “LOGIN HERE With Your SingPass” and you will be directed to SingPass Authentication Service page.
- To start using the CDLENS Form A/B, please key in your “SingPass ID” and “SingPass”.
- Click “Submit” and you will be directed to the welcome screen.

Welcome to SingPass - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.singpass-services.gov.sg/basic/redirectLogin.do;sessionid=vc5nHmvTZc29G7vzxWthVzr1qMvgLxTVCr...> Go Links Google G Settings

SingPass Singapore Personal Access

Secure [Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

This is a new SingPass Screen

Welcome  
to SingPass Authentication Service

SingPass ID  (Enter your [Identification Number](#))  
e.g. S12345670, G12345670

SingPass  (8-24 characters, CASE-SENSITIVE)

[Tick here to change your SingPass](#)

(Click here for tips on [Online Security](#))

[Do not have a SingPass? Apply here.](#)

[Forgot your Password? Reset here.](#)

If you encounter any problems with this page, please contact [OrinsonLogic SingPass Helpdesk](#) at 68877377 or via [email](#).  
You may also give us your comments by using this [feedback form](#).

Applet singpassApplet started

# SINGPASS LOGIN

- Only super users who have registered their NRIC with MOH can login with their SingPass ID. Please fill in the form provided in your handout and return it to us before leaving the theatre
- For ordinary users who wants to use SingPass login, superusers can add their NRIC when they create accounts for ordinary users.

# WELCOME SCREEN

- The ordinary user and super user will have different welcome pages.
- If the user is linked with multiple Education Institutions they need to select the appropriate institution and click 'Go'.

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Home | Logout

EDU\_SUPERUSER

OtherLink

- HPB FAQs on common diseases
- MOH Infectious Disease Guidelines
- MOH Infectious Diseases Bulletin

Education Institution Superuser, Welcome to CDLENS!

Select Institution:  Go

- Select
- ABC Child Care Centre
- XYZ Child Care Centre

Best viewed using IE 5.0+ or Netscape 6.0+

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Local intranet



# ORDINARY USER WELCOME PAGE

- This is the welcome screen for Education Institution Ordinary user.

The screenshot shows the CDLENS website interface. At the top, there are logos for the Ministry of Health Singapore and Singapore Government, along with the CDLENS logo. The main content area is divided into a left sidebar with navigation links and a main content area. The main content area displays a welcome message, the institution name (XYZ Child Care Centre), and two sections of statistics: 'Overall statistics in Singapore as of 17/12/2007' and 'Overall statistics from your institution'. A note at the bottom explains the definition of an HFMD cluster.

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**EDU\_ORDINARY**

- Form AB
- Submit New Cases
- Update the Recovery date & Doctor's Information
- Print Submissions
- Admin
- Change Password
- OtherLink
- HPB FAQs on common diseases
- MOH Infectious Disease Guidelines
- MOH Infectious Diseases Bulletin

Education Institution Ordinary user., Welcome to CDLENS!

XYZ Child Care Centre

**Overall statistics in Singapore as of 17/12/2007**

- Total number of active Hand and Foot Mouth Disease clusters - 88
- Total number of active Chickenpox clusters - 63

**Overall statistics from your institution**

- Total number of cluster notified by your institution this year (as of today date) - 0
- No. of active cluster - 0
- No. of cases for all active clusters - 0
- The latest onset date of cases from your institution -

**Note:** A HFMD cluster is defined as 2 or more cases within the same institution that has onset dates within 10 days of each other. A HFMD cluster is deemed active if the date of onset of the latest case is within 10 days from today.

Best viewed using IE 5.0+ or Netscape 6.0+

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Local intranet

# SUPERUSER WELCOME PAGE

- This is the welcome screen for Education Institution Super user.
- A link to User Account Management Module will be provided in the left menu.
- Other links in the left menu will be the same as Ordinary users.

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**EDU\_SUPERUSER**

Form AB  
Submit New Cases  
Update the Recovery date & Doctor's Information  
Print Submissions  
Admin  
**User Account Management**  
Change Password  
OtherLink  
HPB FAQs on common diseases  
MOH Infectious Disease Guidelines  
MOH Infectious Diseases Bulletin

Education Institution Superuser, Welcome to CDLENS!

XYZ Child Care Centre

Your last login was 17/12/2007, 16:20:26 Singapore Time.

**Note:** If any Super user is no longer with the assigned institution, please inform MOH moh\_ens@moh.gov.sg within 3 working days.

**Overall statistics in Singapore as of 17/12/2007**

Total number of active Hand and Foot Mouth Disease clusters - 88  
Total number of active Chickenpox clusters - 63

**Overall statistics from your institution**

Total number of cluster notified by your institution this year (as of today date) - 0  
No. of active cluster - 0  
No. of cases for all active clusters - 0  
The latest onset date of cases from your institution -

**Note:** A HFMD cluster is defined as 2 or more cases within the same institution that has onset dates within 10 days of each other. A HFMD cluster is deemed active if the date of onset of the latest case is within 10 days from today.

Best viewed using IE 5.0+ or Netscape 6.0+

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Done Local intranet

## POINTS TO NOTE

- If the user is linked with multiple Education Institutions and wants to login as a different education institution, they need to click the 'Home' Link in the header menu. (This 'Home' link will be visible only for users with multiple Education Institutions).
- The 'Welcome Page' link will allow the user to navigate to the Welcome page from other pages.



# SUBMIT NEW FORM A/B

- The Education Institution user can submit electronic Form A/B to MOH.
- Click 'Submit New Cases' on the left menu

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EDU\_SUPERUSER

Form AB

Submit New Cases

Update the Recovery date & Doctor's Information

Print Submissions

Admin

User Account Management

Change Password

OtherLink

HPB FAQs on common diseases

MOH Infectious Disease Guidelines

MOH Infectious Diseases Bulletin

Education Institution Superuser, Welcome to CDLENS!

XYZ Child Care Centre

Your last login was 17/12/2007, 16:20:26 Singapore Time.

**Note:** If any Super user is no longer with the assigned institution, please inform MOH moh\_ens@moh.gov.sg within 3 working days.

Overall statistics in Singapore as of 17/12/2007

Total number of active Hand and Foot Mouth Disease clusters - 88

Total number of active Chickenpox clusters - 63

Overall statistics from your institution

Total number of cluster notified by your institution this year (as of today date) - 0

No. of active cluster - 0

No. of cases for all active clusters - 0

The latest onset date of cases from your institution -

**Note:** A HFMD cluster is defined as 2 or more cases within the same institution that has onset dates within 10 days of each other. A HFMD cluster is deemed active if the date of onset of the latest case is within 10 days from today.

Best viewed using IE 5.0+ or Netscape 6.0+

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Done Local intranet

# SUBMIT NEW FORM A/B

- Every Form A/B has 3 main parts
  - Institution details (name, add, tel no etc)
  - Class details (K1, K2, N1 etc)
  - Case details (Name, IC etc of sick child/staff)



# SUBMIT NEW FORM A/B (Institution Details)

- The Institution details will auto-populate (Institute name, type, tel no, fax no, contact person, add)
- If any of the institution details are wrong and need to be updated, click the 'Update Institution'. Fill in the new details in the popup box that opens.
- Click 'Submit' in the Update Education Institution Popup screen.

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EDU\_SUPERUSER

Form A  
Cluster Notification Form

Form AB  
Submit New Cases

Update Educational Institute - Microsoft Internet Explorer

Update Educational Institute

Educational Institute Name \* : XYZ Child Care Centre

Educational Institute Type \* : Kindergarten

Tel No: 63792267

Fax No: 62712088

Contact Person: Mr. Jamesh

Block No: 98

Floor No: 12

Unit No: 10

Street Name: HarbourFront Center

Building Name: Maritime Square

Postal Code: 099253

Status: Active

\* Mandatory Field

Submit Reset

Update Institution

253

ourFront Center

Floor No - Unit No : #12 - 10

Building Name : Maritime Square

s To [ ] yrs

,PA ,PCF (MOE)

Teacher(s) [0]

Cook(s) [0]

Others [0]

# SUBMIT NEW FORM A/B (Class Details)

- If you have previously submitted cases to MOH, the class details will auto-populate based on the latest submission.
- The class details can be modified. Select the class details check box and click 'Update'. A popup will open and allow the user to update the selected class details.
- New class details can be added by clicking 'Add Class'. A popup will open and allow the user to enter the new class details.

The screenshot displays the MOH Form A/B submission interface. On the left is a navigation menu with options like 'Submit New Cases', 'Update the Recovery date & Doctor's Information', 'Print Submissions', 'Admin', 'User Account Management', 'Change Password', 'OtherLink', 'HPB FAQs on common diseases', 'MOH Infectious Disease Guidelines', and 'MOH II'. The main area shows the 'Cluster Notification Form' with fields for 'Date of Notification' (18/12/2007), 'Disease \*' (a dropdown menu), 'Institution \*' (XYZ Child Care Centre), and 'Institution Address' (Postal Code: 099253, Block/House No: 98, Street Name: HarbourFront Center, Floor No - Unit No: #12 - 10, Building Name: Maritime Square). Below this is a 'FormAB - Microsoft Internet Explorer' popup window containing a table for class details.

No.	Class * eg. K1, K2, K3, N2, Playgroup	No. of Children Enrolled		No. of Children Infected	
		Male	Female	Male	Female
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ok(s)

Note: Please remember to click the final submit button after saving details  
\* Mandatory Field

First Case :

No. of Children Affected :

No. of Staff Affected :

Class Details/Population of Entire Institution and Infected Children Population

No.	Class * eg. K1, K2, K3, N2, Playgroup	No. of Children Enrolled		No. of Children Infected	
		Male	Female	Male	Female
<input type="checkbox"/> 1.	K1	2	2	1	1

# SUBMIT NEW FORM A/B (Class Details)

- Please note that total No. of children enrolled is auto-calculated from class details. Therefore it is important to key in all the classes in your school.  
E.g For Child care centre: PG, N1, N2, K1, K2  
For Primary school: Primary 1, Primary 2, etc

MOH CDLENS - Communicable Diseases Live & Enhanced Surveillance - Microsoft Internet Explorer

Address: <https://www.cdleus-uat.moh.gov.sg/cdleus/createFormAB.do>

Search web...

**Submit New Cases**  
Update the Recovery date &  
Doctor's Information  
Print Submissions  
Admin  
User Account Management  
Change Password  
OtherLink  
HPB FAQs on common diseases  
MOH Infectious Disease  
Guidelines  
MOH Infectious Diseases Bulletin

**Date of Notification:** 17/01/2008

**Disease \*:** Select

**Institution \*:** XYZ PRIMARY SCHOOL

**Institution Address:** Postal Code : 123456  
Block/House No : Floor No - Unit No :# - 1  
Street Name : xyz road Building Name :

**Contact Person :**

**Tel Number :** 61234567

**Fax Number :**

**Total No. of Children Enrolled :**

**Age Group of Children Enrolled :** From  yrs To  yrs

**Agency Center Registered With :**

**Approved Enrollment No. :**

**Staff Population:** Principal  Teacher(s)  Cook(s)   
Cleaner(s)  Others

**Onset of Illness of The First Case :**

**No. of Children Affected :**

**No. of Staff Affected :**

start | Sylvia LIM - ... | 2 Internet... | CDLENS | Microsoft Po... | Microsoft Ex... | EN | 9:12 AM

# SUBMIT NEW FORM A/B (Case Details)

- To enter cases' names in Form B, click 'Add Individual Details' and key in case details in the popup box that appears.
- For clinic details, user can click on the search icon to view a popup screen with list of clinic names and contact numbers. Click on the appropriate clinic name.
- After entering necessary fields click 'Save' in the popup Form B.

Fax Number : 62712088

FormAB - Microsoft Internet Explorer

No.	NRIC * / Name *	Sex / Ethnic Group	Tel No. / DOB	Class / Last Date at Center	Date of Onset * / Date Recovered ^	Date Vaccinated#1	Doctor Name / MCR NO.	Clinic Name * / Contact No *	
1.	<input type="text"/>	Male Chinese	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	Male Chinese	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	Male Chinese	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	Male Chinese	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	Male Chinese	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	Male Chinese	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	Male	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Form B

UPDATE TO COMMUNICABLE DISEASES DIVISION  
MINISTRY OF HEALTH  
(FAX NO. 62215528 OR 62215538)

No.	NRIC * Name *	Sex Ethnic Group	Tel No. DOB	Class Last Date at Center	Date of Onset * Date Recovered	Date Vaccinated	Doctor Name MCR No	Clinic Name Contact No	Remarks

Update Delete **Add Individual Details**

#1 Applicable only to infections where vaccinations are covered under the childhood immunization programme e.g. mumps, measles and rubella.

# SUBMIT NEW FORM A/B

- The case details can be modified. The user needs to select the check boxes next to the cases they wish to update and click 'Update'. A popup will open where the new details can be entered.
- The user can delete the case by selecting the check box next to the case and click 'Delete'.
- Please note there are three mandatory fields when keying in case details. 1) NRIC 2) Name 3) Date of Onset
- After entering all the necessary details in the Form A/B the user can submit it by clicking 'Submit'.



# SUBMIT NEW FORM A/B

- After successfully submitting a Form A/B, an Acknowledgment screen will appear. The Form A/B Notification Id will be shown in this page.

The screenshot displays the COMMUNICABLE DISEASES LENS web application interface. At the top left, the logo for the Ministry of Health Singapore is visible, along with the text 'COMMUNICABLE DISEASES' and 'LENS Live & ENhanced Surveillance'. On the top right, the Singapore Government logo is present with the tagline 'Integrity • Service • Excellence'. Below the header, there are navigation links for 'Home', 'Welcome Page', and 'Logout'. A sidebar menu on the left lists various user actions under the 'EDU\_SUPERUSER' role, including 'Form AB', 'Submit New Cases', 'Update the Recovery date & Doctor's Information', 'Print Submissions', 'Admin', 'User Account Management', 'Change Password', 'OtherLink', 'HPB FAQs on common diseases', 'MOH Infectious Disease Guidelines', and 'MOH Infectious Diseases Bulletin'. The main content area shows a confirmation message: 'Form A/B' followed by 'You have successfully submitted a Form A/B.' and 'Form A/B Notification ID :CDLENS-2007-00267'. A 'Print' button is located below the notification ID.

# PRINT SUBMITTED FORM A/B

- Users can print their submitted Form A/B immediately after submission by clicking 'Print' in the Acknowledgment screen.
- The printable page will popup. It will be in 'Landscape' format so users should change their page set-up property before printing.
- The user can print the page by clicking print submenu of the File header menu in the explorer.

Form A

**Date of Notification :** 18/12/2007

**Disease :** Hand and Foot Mouth Disease

**Institution :** XYZ Child Care Centre

**Institution Address:** Postal Code : 099253  
Block/House No : 98 Floor No - Unit No : #12 - 10  
Street Name : HarbourFront Center Building Name : Maritime Square

**Contact Person :** Mr. Jamesh

**Tel Number :** 63792267

**Fax Number :** 62712088

**Total No. of Children Enrolled :** 4

**Age Group of Children Enrolled :** From 20 yrs To 30 yrs

**Agency Center Registered With :** CCC(MCYS) ,Others ,PA ,PCF (MOE)

**Approved Enrollment No. :** 23234567

**Staff Population:** Principal 1 Teacher(s) 4 Cook(s) 1  
Cleaner(s) 2 Others 3

**Onset of Illness of The First Case :** 18/12/2007

**No. of Children Infected :** 2

**No. of Staff Affected :** 1

No.	Class * eg. K1, K2, K3, N2, Playgroup	No. of Children Enrolled		No. of Children Infected	
		Male	Female	Male	Female
1.	K1	2	2	1	1

Form B

UPDATE TO COMMUNICABLE DISEASES DIVISION  
MINISTRY OF HEALTH  
(FAX NO. 62215528 OR 62215538)

# UPDATE RECOVERY DATE AND DOCTOR'S INFORMATION

- Please notify MOH promptly if there are two or more cases of HFMD in your institution within a period of ten days. You do not need to wait to see the child's MC
- Doctor's information and recovery date can be updated later.

# UPDATE RECOVERY DATE AND DOCTOR'S INFORMATION

- Click the 'Update the Recovery date & Doctor's Information' link on the left menu.
- Select the disease type and other search filters to search for Notification which needs to be updated.

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EDU\_SUPERUSER

Form AB

- Submit New Cases
- Update the Recovery date & Doctor's Information**
- Print Submissions

Admin

- User Account Management
- Change Password

OtherLink

- HPB FAQs on common diseases
- MOH Infectious Disease Guidelines
- MOH Infectious Diseases Bulletin

Search Form A/B

Disease Type \* : Hand and Foot Mouth Disease

Date of Notification: From 18/12/2007 To 18/12/2007

Notification ID: CDLENS - [ ] - [ ]

\* Mandatory Field

Search

Search Result - 3 records found for Hand and Foot Mouth Disease

No.	Date of Notification	Created By	No. of Cases	Notification ID
1	18/12/2007	EDU_SUPERUSER	1	<a href="#">CDLENS-2007-00267</a>
2	18/12/2007	EDU_SUPERUSER	1	<a href="#">CDLENS-2007-00268</a>
3	18/12/2007	EDU_SUPERUSER	1	<a href="#">CDLENS-2007-00269</a>



# UPDATE RECOVERY DATE AND DOCTOR'S INFORMATION

- By Clicking the Notification ID Link in the 'Search Form A/B Screen', user can open the relevant Form A/B to update the Recovery date and the doctor information.

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EDU\_SUPERUSER

Form A

Cluster Notification Form

Notification Id: CDLENS-2007-00269

Date of Notification: 18/12/2007

Disease \*: Hand and Foot Mouth Disease

Institution \*: XYZ Child Care Centre

Institution Address: Postal Code : 099253  
Block/House No :98 Floor No - Unit No :#12 - 10  
Street Name : HarbourFront Center Building Name : Maritime Square

Contact Person : Mr. Jamesh

Tel Number : 63792267

Fax Number : 62712088

Total No. of Children Enrolled : 4

Age Group of Children Enrolled : From 20 yrs To 30 yrs

Agency Center Registered With : CCC(MCYS) ,Others ,PA ,PCF (MOE)

Approved Enrollment No. : 23234567

Staff Population: Principal 1 Teacher(s) 4 Cook(s) 1  
Cleaner(s) 2 Others 3

Onset of Illness of The First Case : 18/12/2007

No. of Children Affected : 2

No. of Staff Affected : 1

Population of Entire Institution and Infected Children Population

No.	Class * eg. K1, K2, K3, N2, Playgroup	No. of Children Enrolled		No. of Children Infected	
		Male	Female	Male	Female
1.	K1	2	2	1	1

Form B

UPDATE TO COMMUNICABLE DISEASES DIVISION  
MINISTRY OF HEALTH  
(FAX NO. 62215528 DR 62215538)

No.	NRIC * Name *	Sex Ethnic Group	Tel No. DOB	Class Last Date at Center	Date of Onset * Date Recovered	Date Vaccinated	Doctor Name MCR No	Clinic Name Contact No	Remarks
<input type="checkbox"/> 1.	G5819068W Mr. San	Male Chinese	2345678 18/12/1977	K1 18/12/2007	18/12/2007 18/12/2007	18/12/2007	Dr.Ramesh 04175C	B H TAN MEDICAL CLINIC 64681204	Remarks

Update

#1 Applicable only to infections where vaccinations are covered under the childhood immunization programme e.g. mumps, measles and rubella.  
#2 Case notification should be diagnosed and certified by a general practitioner.

Submit

Best viewed using IE 5.0+ or Netscape 6.0+

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# UPDATE RECOVERY DATE AND DOCTOR'S INFORMATION

- The user needs to select the check boxes next to appropriate cases and click 'Update'. A popup will open to allow the user to update the selected Individual's **Recovery date** and **Doctor's information** only.
- After updating the fields click 'Save'. The popup will be closed and the Form A/B will be refreshed with the updated field values. Click Submit.

Contact Person : Mr. Jamesh  
Tel Number : 63792267

FormAB - Microsoft Internet Explorer

No.	NRIC* / Name*	Sex / Ethnic Group	Tel No. / DOB	Class / Last Date at Center	Date of Onset* / Date Recovered	Date Vaccinated#1	Doctor Name / MCR NO.	Clinic Name Contact No
1.	G5819068W Mr. San	Male Chinese	2345678 18/12/1977	K1 18/12/2007	18/12/2007 18/12/2007	18/12/2007	Dr.Ramesh 04175C	B H TAN M 64681204

#1 Applicable only to infections where vaccinations are covered under the childhood immunization programme e.g. mumps, measles and rubella.  
\* Case notification should be diagnosed and certified by a medical practitioner.  
^ Centre is required to fill up this column only when child has recovered. In the meanwhile, the centre should notify MOH as and when the child has recovered.  
# Please reflect suspect cases (cases with no doctor certification) in the remarks column.  
\* Mandatory Field

Save

Note: Please remember to click the final submit button after saving details

Population of Entire Institution and Infected Children Population

No.	Class * eg. K1, K2, K3, N2, Playgroup	No. of Children Enrolled		No. of Children Infected	
		Male	Female	Male	Female
1.	K1	2	2	1	1

Form B

UPDATE TO COMMUNICABLE DISEASES DIVISION  
MINISTRY OF HEALTH  
(FAX NO. 62215528 OR 62215538)

No.	NRIC * / Name *	Sex / Ethnic Group	Tel No. / DOB	Class / Last Date at Center	Date of Onset* / Date Recovered	Date Vaccinated	Doctor Name / MCR No	Clinic Name Contact No	Remarks
<input checked="" type="checkbox"/> 1.	G5819068W Mr. San	Male Chinese	2345678 18/12/1977	K1 18/12/2007	18/12/2007 18/12/2007	18/12/2007	Dr.Ramesh 04175C	B H TAN MEDICAL CLINIC 64681204	Remarks

Update

#1 Applicable only to infections where vaccinations are covered under the childhood immunization programme e.g. mumps, measles and rubella.  
#2 Case notification should be diagnosed and certified by a general practitioner

# UPDATE RECOVERY DATE AND DOCTOR'S INFORMATION

- After successfully submitting the updated Form A/B, an Acknowledgment screen will appear. The Form A/B Notification Id will be shown in this page.

The screenshot displays the COMMUNICABLE DISEASES LENS web application interface. At the top, the logo for the Ministry of Health Singapore is on the left, and the Singapore Government logo with the tagline 'Integrity • Service • Excellence' is on the right. The main header features the 'LENS' logo with the tagline 'Live & ENhanced Surveillance'. Below the header, there are navigation links: 'Home | Welcome Page | Logout' and 'Contact Info | Feedback'. The left sidebar menu is titled 'EDU\_SUPERUSER' and includes options like 'Form AB', 'Submit New Cases', 'Update the Recovery date & Doctor's Information', 'Print Submissions', 'Admin', 'User Account Management', 'Change Password', 'OtherLink', 'HPB FAQs on common diseases', 'MOH Infectious Disease Guidelines', and 'MOH Infectious Diseases Bulletin'. The main content area is titled 'Form A/B' and displays a green confirmation message: 'You have successfully updated a Form A/B.' Below this message, the 'Form A/B Notification ID :CDLENS-2007-00269' is shown, and a 'Print' button is located at the bottom of the message box.

# PRINT UPDATED FORM A/B

- Users can print their updated Form A/B immediately after submission by clicking 'Print' in the Acknowledgment screen.
- The printable page will popup. It will be in 'Landscape' format so users should change their page set-up property before printing.
- The user can print the page by clicking print submenu of the File header menu in the explorer.

Form A

**Date of Notification :** 18/12/2007

**Disease :** Hand and Foot Mouth Disease

**Institution :** XYZ Child Care Centre

**Institution Address:** Postal Code : 099253  
Block/House No : 98 Floor No - Unit No : #12 - 10  
Street Name : HarbourFront Center Building Name : Maritime Square

**Contact Person :** Mr. Jamesh

**Tel Number :** 63792267

**Fax Number :** 62712088

**Total No. of Children Enrolled :** 4

**Age Group of Children Enrolled :** From 20 yrs To 30 yrs

**Agency Center Registered With :** CCC(MCYS) ,Others ,PA ,PCF (MOE)

**Approved Enrollment No. :** 23234567

**Staff Population:** Principal 1 Teacher(s) 4 Cook(s) 1  
Cleaner(s) 2 Others 3

**Onset of Illness of The First Case :** 18/12/2007

**No. of Children Infected :** 2

**No. of Staff Affected :** 1

No.	Class * eg. K1, K2, K3, N2, Playgroup	No. of Children Enrolled		No. of Children Infected	
		Male	Female	Male	Female
1.	K1	2	2	1	1

Form B

UPDATE TO COMMUNICABLE DISEASES DIVISION  
MINISTRY OF HEALTH  
(FAX NO. 62215528 OR 62215538)

# PRINT SUBMISSIONS

- Users can print their submitted Form A/Bs at any time by clicking 'Print Submission' link on the left menu.
- Select the disease type and other search filters to search for Notifications which need to be printed. More than 1 notification can be selected using the check boxes.

The screenshot shows the COMMUNICABLE DISEASES LENS web application interface. The header includes the Ministry of Health Singapore logo, the text 'COMMUNICABLE DISEASES LENS Live & ENhanced Surveillance', and the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. Navigation links for 'Home', 'Welcome Page', and 'Logout' are present. A left sidebar menu lists options like 'Form AB', 'Submit New Cases', 'Update the Recovery date & Doctor's Information', 'Print Submissions' (highlighted with a red circle), 'Admin', 'User Account Management', 'Change Password', and 'OtherLink'. The main content area is titled 'Search Form A/B' and contains search filters: 'Disease Type \*' set to 'Hand and Foot Mouth Disease', 'Date of Notification' with 'From' and 'To' dates set to '18/12/2007', and 'Notification ID' with a 'CDLENS -' prefix and two empty input boxes. A 'Search' button is located below the filters. Below the search area, a green bar indicates 'Search Result - 3 records found for Hand and Foot Mouth Disease'. A table displays the results with columns for 'No.', 'Date of Notification', 'Created By', 'No. of Cases', and 'Notification ID'. Three records are listed, all with a date of '18/12/2007' and 'EDU\_SUPERUSER' as the creator. A 'Print' button is located at the bottom left of the table area.

MINISTRY OF HEALTH SINGAPORE

COMMUNICABLE DISEASES LENS Live & ENhanced Surveillance

Singapore Government Integrity • Service • Excellence

Contact Info | Feedback

Home | Welcome Page | Logout

EDU\_SUPERUSER

Form AB

- Submit New Cases
- Update the Recovery date & Doctor's Information
- Print Submissions**

Admin

- User Account Management
- Change Password

OtherLink

- HPB FAQs on common diseases
- MOH Infectious Disease Guidelines
- MOH Infectious Diseases Bulletin

Search Form A/B

Disease Type \* : Hand and Foot Mouth Disease

Date of Notification: From 18/12/2007 To 18/12/2007

Notification ID: CDLENS - -

\* Mandatory Field

Search

Search Result - 3 records found for Hand and Foot Mouth Disease

No.	Date of Notification	Created By	No. of Cases	Notification ID	
<input type="checkbox"/>	1	18/12/2007	EDU_SUPERUSER	1	CDLENS-2007-00267
<input type="checkbox"/>	2	18/12/2007	EDU_SUPERUSER	1	CDLENS-2007-00268
<input type="checkbox"/>	3	18/12/2007	EDU_SUPERUSER	1	CDLENS-2007-00269

Print



# PRINT SUBMISSIONS

- The printable page will be popup after selecting the notifications check box and clicking 'Print' in the Search Form A/B.
- The printable page will be in 'Landscape'. The users should change the page set-up property before printing.
- The Education Institution user can print the page by clicking print submenu of the File header menu in the explorer.

The screenshot displays the COMMUNICABLE DISEASES LENS web application interface. The top navigation bar includes the Ministry of Health Singapore logo, the LENS logo with the tagline 'Live & ENhanced Surveillance', and the Singapore Government logo with the motto 'Integrity • Service • Excellence'. The left sidebar contains a menu for 'EDU\_SUPERUSER' with options like 'Form AB', 'Submit New Cases', 'Update the Recovery date & Doctor's Information', 'Print Submissions', 'Admin', 'User Account Management', 'Change Password', 'OtherLink', 'IRB FAQs on common diseases', 'MOH Infectious Disease Guidelines', and 'MOH Infectious Diseases Bulletin'. The main content area shows a 'Search Form A/B' section with filters for 'Disease Type' (Hand and Foot Mouth Disease), 'Date of Notification' (18/12/2007 to 18/12/2007), and 'Notification ID'. Below this is a search result table with 3 records. A 'Print' button is highlighted in the left sidebar, pointing to a print preview window. The print preview shows 'Form A' details for a notification, including institution address, contact person, and staff population. Below 'Form A' is 'Form B', which is a table of children's records.

No.	Date of Notification	Created By	No. of Cases	Notification ID
1	18/12/2007	EDU_SUPERUSER	1	CDLENS-2007-00267
2	18/12/2007	EDU_SUPERUSER	1	CDLENS-2007-00268
3	18/12/2007	EDU_SUPERUSER	1	CDLENS-2007-00269

<b>Disease :</b>	Hand and Foot Mouth Disease		
<b>Institution :</b>	XYZ Child Care Centre		
<b>Institution Address:</b>	Postal Code : 099253 Block/House No : 98 Street Name : HarbourFront Center	Floor No - Unit No : #12 - 10	Building Name : Maritime Square
<b>Contact Person :</b>	Mr. Jamesh		
<b>Tel Number :</b>	63792267		
<b>Fax Number :</b>	62712088		
<b>Total No. of Children Enrolled :</b>	4		
<b>Age Group of Children Enrolled :</b>	From 0 yrs To 0 yrs		
<b>Agency Center Registered With :</b>	CCC(MCYS) ,Others ,PA ,PCF (MOE)		
<b>Approved Enrollment No. :</b>			
<b>Staff Population:</b>	Principal 0 Cleaner(s) 0	Teacher(s) 0 Others 0	Cook(s) 0
<b>No. of Children Infected :</b>	3		

UPDATE TO COMMUNICABLE DISEASES DIVISION MINISTRY OF HEALTH (FAX NO. 62215528 OR 62215538)										
No.	NRIC Name	Sex Ethnic Group	Tel No. DOB	Class Last Date at Center	Date of Onset Date Recovered	Date Vaccinated#1	Doctor Name MCR No.	Clinic Name Contact No.	Remarks	Date of Notification
1	G5819068W Jamesh DSAD	Male Chinese	2345678	K1 18/12/2007	18/12/2007	18/12/2007	Dr.Ramesh 04452C	B H TAN MEDICAL CLINIC 64681204	Remarks	18/12/2007
2	G5819068W Mr. San	Male Chinese	18/12/1977	K1 18/12/2007	18/12/2007	18/12/2007	Dr.Ramesh 04175C	B H TAN MEDICAL CLINIC 64681204	Remarks	18/12/2007



# USERS ACCOUNT MANAGEMENT

- Will be showed only to Super users
- Click 'User Account Management' on the left menu

The screenshot displays the web application interface for Communicable Diseases LENS. The header includes the Ministry of Health Singapore logo, the text 'COMMUNICABLE DISEASES LENS Live & ENhanced Surveillance', and the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. Navigation links for 'Contact Info' and 'Feedback' are also present.

The main navigation bar contains 'Home | Welcome Page | Logout'. The left sidebar menu is titled 'SUPERUSER\_EDU' and lists several categories: 'Form AB' (Submit New Cases, Update the Recovery date & Doctor's Information, Print Submissions), 'Admin' (User Account Management, Change Password), and 'OtherLink' (HPB FAQs on common diseases, MOH Infectious Disease Guidelines, MOH Infectious Diseases Bulletin). The 'User Account Management' option under the 'Admin' category is highlighted with a red box.

The main content area is titled 'User Account Management' and contains two links: 'Create User' and 'Update User'.

# CREATE ORDINARY USERS

- Click 'Create User' in the User account management screen.
- The Super User can link more than one Education Institutions for an ordinary user by selecting the Institution Name in the left side Education Institution selection box and click the '>' Button.
- If an ordinary user want to login via SingPass, NRIC of that user can be filled in the NRIC field.

The screenshot displays the 'COMMUNICABLE DISEASES LENS' web application interface. The header includes the Ministry of Health Singapore logo, the 'LENS' title with the tagline 'Live & ENhanced Surveillance', and the Singapore Government logo with the motto 'Integrity • Service • Excellence'. Navigation links for 'Home', 'Welcome Page', and 'Logout' are present. A left sidebar menu lists various user management and reporting options. The main content area is titled 'User Accounts -> Create User' and contains a form with the following fields:

- User ID \***: Text input containing 'EDU\_ORDINARY\_USER'
- User Name \***: Text input containing 'Education Institution Ordinary User'
- Password \***: Password input field with masked characters
- Confirm Password \***: Password input field with masked characters
- NRIC**: Text input field
- Email**: Text input field
- Status**: Radio buttons for 'Active' (selected) and 'Inactive'
- Education Institution \***: A selection interface with two boxes. The left box contains '[Select one or more Institute Name]' and 'ABC Child Care Centre'. The right box contains '[Select one or more Institute Name]' and 'XYZ Child Care Centre'. A right-pointing arrow button is between the boxes, and a left-pointing arrow button is below it.

At the bottom of the form are 'Submit' and 'Reset' buttons.

# CREATE ORDINARY USERS

- After filling the necessary fields, click 'submit' to create a new user.
- This Acknowledgment screen will appear next.
- If the Education institution super user wants to create another user they can click 'Create Another User'.

The screenshot displays the CDLENS (Communicable Diseases Live & Enhanced Surveillance) interface. At the top, there is a header with the Ministry of Health Singapore logo, the text 'COMMUNICABLE DISEASES LENS Live & ENhanced Surveillance', and the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. Navigation links for 'Home', 'Welcome Page', and 'Logout' are present. A sidebar on the left lists menu items under 'EDU\_SUPERUSER', including 'Form AB' (Submit New Cases, Update the Recovery date & Doctor's Information, Print Submissions), 'Admin' (User Account Management, Change Password), and 'OtherLink' (HPB FAQs on common diseases, MOH Infectious Disease Guidelines, MOH Infectious Diseases Bulletin). The main content area shows 'CDLENS User Accounts -> Create User' with a green confirmation message: 'User successfully created !'. Below this is a table of 'User ID Information' with the following details:

User ID Information	
User ID :	EDU_ORDINARY_USER
User Name :	Education Institution Ordinary User
User Type :	Education Instituion(Ordinary User)
Email :	
Status :	Active
Institute Name :	XYZ Child Care Centre

At the bottom of the main content area, there is a button labeled 'Create Another User'.



# UPDATING ORDINARY USERS

- The super user is allowed to only have 3 active ordinary users for a particular Education Institution at any point of time.
- If an ordinary user leaves your institution, you can either inactivate the old user for the Education Institution (or) remove the Education Institution from the old user's list
- Click the hyperlink for 'Update User' in the User account management screen.
- Select the user which needed to be updated and click 'Submit'.

MINISTRY OF HEALTH SINGAPORE

COMMUNICABLE DISEASES

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[Contact Info](#) | [Feedback](#)

Home | Welcome Page | Logout

EDU\_SUPERUSER

Form AB

- Submit New Cases
- Update the Recovery date & Doctor's Information
- Print Submissions

Admin

- User Account Management
- Change Password

OtherLink

- HPB FAQs on common diseases
- MOH Infectious Disease Guidelines
- MOH Infectious Diseases Bulletin

CDLENS User Accounts -> Update User

EDU\_ORDINARY\_USER

Submit

EDU\_ORDINARY

EDU\_ORDINARY\_USER

PASS02

# UPDATING ORDINARY USERS

- This Update User screen will appear next.
- The Super user can update the User Name, NRIC, Email, and Status of the Education Institution ordinary user. They also can remove the Education Institution from the ordinary user's list by selecting the Institution Name in the right side Institution name selection box and click the '<' Button.

COMMUNICABLE DISEASES **LENS** Live & ENhanced Surveillance

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Contact Info | Feedback

Home | Welcome Page | Logout

EDU\_SUPERUSER

Form AB

- Submit New Cases
- Update the Recovery date & Doctor's Information
- Print Submissions

Admin

- User Account Management
- Change Password

OtherLink

- HPB FAQs on common diseases
- MOH Infectious Disease Guidelines
- MOH Infectious Diseases Bulletin

CDLENS User Accounts -> Update User

User ID \* : EDU\_ORDINARY\_USER

User Name \* : Education Institution Ordinary User

NRIC :

Email :

Status :  Active  Inactive

Institute Name \* :

[Select one or more Institute Name]  
ABC Child Care Centre

[Select one or more Institute Name]  
XYZ Child Care Centre

>

<

Submit Reset Password Reset



# UPDATING ORDINARY USERS

- After changing the necessary details click 'Submit'.
- This Acknowledgment screen will appear next.
- If the super user wants to update another user they can click 'Update Another User'.

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Home | Welcome Page | Logout

EDU\_SUPERUSER

Form AB

- Submit New Cases
- Update the Recovery date & Doctor's Information
- Print Submissions

Admin

- User Account Management
- Change Password

OtherLink

- HPB FAQs on common diseases
- MOH Infectious Disease Guidelines
- MOH Infectious Diseases Bulletin

CDLENS User Accounts -> Update User

**User successfully updated !**

**User ID Information**

User ID :	EDU_ORDINARY_USER
User Name :	Education Institution Ordinary User
User Type :	Education Instituion(Ordinary User)
Email :	
Status :	Active
Institute Name :	XYZ Child Care Centre

Update Another User

# INACTIVATING ORDINARY USERS

- The super user can inactivate an ordinary user by selecting the Inactive in the status field of the Update user screen.
- After changing the status click 'Submit'. The Acknowledgment screen will appear next.

The screenshot shows the LENS web application interface. At the top, there is a header with the Ministry of Health Singapore logo, the text 'COMMUNICABLE DISEASES LENS Live & ENhanced Surveillance', and the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. Navigation links for 'Home', 'Welcome Page', and 'Logout' are present. A sidebar on the left lists various user management and reporting options under the 'EDU\_SUPERUSER' role. The main content area is titled 'CDLENS User Accounts -> Update User' and contains a form with the following fields:

- User ID \***: Text input field containing 'EDU\_ORDINARY\_USER'.
- User Name \***: Text input field containing 'Education Institution Ordinary User'.
- NRIC**: Text input field.
- Email**: Text input field.
- Status**: Radio button group with 'Active' and 'Inactive' options. The 'Inactive' option is selected and highlighted with a red box.
- Institute Name \***: Two dropdown menus. The first contains '[Select one or more Institute Name] ABC Child Care Centre'. The second contains '[Select one or more Institute Name] XYZ Child Care Centre' and is currently open, showing 'XYZ Child Care Centre' selected.

At the bottom of the form, there are three buttons: 'Submit', 'Reset Password', and 'Reset'.

# RESET PASSWORD FOR ORDINARY USERS

- If the super user wants to reset the password for the selected ordinary user then they can click the 'Reset Password' in the Update user screen.
- A popup will open to allow the Education institution super user to reset the password of ordinary education institution user.

The screenshot displays the CDLENS User Accounts -> Update User interface. The main page includes a header with the Ministry of Health Singapore logo, 'COMMUNICABLE DISEASES LENS Live & ENhanced Surveillance', and the Singapore Government logo. A navigation bar contains 'Home | Welcome Page | Logout'. The left sidebar lists 'EDU\_SUPERUSER' and 'Form AB' with options like 'Submit New Cases', 'Update the Recovery date & Doctor's Information', and 'Print Submissions'. The main content area shows 'User ID \* : EDU\_ORDINARY\_USER' and 'User Name \* : Education Institution Ordinary User'. A 'Reset Password' popup window is open, featuring 'New Password \* :', 'Confirm new Password \* :', and 'Submit' and 'Reset' buttons. The background page also shows a dropdown menu for 'Institute Name' with 'XYZ Child Care Centre' selected.



# CHANGE PASSWORD FOR USER'S OWN ACCOUNT

- Click 'Change Password' Link on the left menu
- After entering all the necessary fields click submit.

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Home | Welcome Page | Logout

EDU\_SUPERUSER

Form AB

- Submit New Cases
- Update the Recovery date & Doctor's Information
- Print Submissions

Admin

- User Account Management
- Change Password**

OtherLink

- HPB FAQs on common diseases
- MOH Infectious Disease Guidelines
- MOH Infectious Diseases Bulletin

**Update Password**

Old Password \* :

New Password \* :

Confirm new Password \* :

Submit Reset

# CHANGE PASSWORD FOR USER'S OWN ACCOUNT

- After entering all the necessary fields click submit.
- This Acknowledgment screen will appear next.

The screenshot displays the LENS web application interface. At the top left, there is a logo for the Ministry of Health Singapore and the text "COMMUNICABLE DISEASES". The main title "LENS" is prominently displayed in a large blue font, with "Live & ENhanced Surveillance" written below it. To the right, the Singapore Government logo is visible, along with the tagline "Integrity • Service • Excellence". Navigation links for "Contact Info" and "Feedback" are located in the top right corner. A green navigation bar contains links for "Home", "Welcome Page", and "Logout". On the left side, a dark sidebar menu lists various options under the user name "EDU\_SUPERUSER", including "Form AB", "Submit New Cases", "Update the Recovery date & Doctor's Information", "Print Submissions", "Admin", "User Account Management", "Change Password", "OtherLink", "HPB FAQs on common diseases", "MOH Infectious Disease Guidelines", and "MOH Infectious Diseases Bulletin". The main content area is light green and features a central message: "Your password has been updated successfully."



# POINTS TO NOTE

- If you are a Super user and you forget your password, please contact Ministry of Health to reset it for you.
- Tel No: 1800 – 3258451
- Email [moh\\_ens@moh.gov.sg](mailto:moh_ens@moh.gov.sg)

# STATISTICS DISPLAYED ON WELCOME PAGE

- Be updated with the number of active HFMD clusters in Singapore
- Keep track of your institution's existing cluster(s)

User Name, Welcome to CDLENS!

XYZ Child Care Centre

Your last login was 27/11/2007, 18:15:15 Singapore Time.

**Note:** If any Super user is no longer with the assigned institution, please inform MOH moh\_ens@moh.gov.sg within 3 working days.

Overall statistics in Singapore as of 27/11/2007

Total number of active Hand and Foot Mouth Disease clusters - 43

Overall statistics from your institution

Total number of cluster notified by your institution this year (as of today date) - 1

No. of active cluster - 1

No. of cases for all active clusters - 1

The latest onset date of cases from your institution - 27/11/2007

# POINTS TO NOTE

- If the user wants to logout the system they need to click the 'Logout' Link in the header menu. If the user didn't logout properly, they can't login the system for next 30 minutes.

COMMUNICABLE DISEASES

# LENS

Live & ENhanced Surveillance

**LOGIN**

User Name:

Password:

Error: You have already login to this system  
or You have not logout properly.  
Please try again 30 minutes later.

**LOGIN**

**LOGIN HERE With Your SingPass**

Ministry of Health, Singapore

Local intranet

# FAQs

- What do I do if I have forgotten my password?
  - If you are an ordinary user, ask your super user to reset your password
  - If you are a super user, contact MOH

# FAQs

- What do I do if I submitted wrong information in the Form A/B accidentally?
  - You can submit a fresh form with the correct information.
  - Pls indicate in the remarks column that this is a replacement



# FAQs

- I already have to submit information to another authority (eg MCYS/MOE). Why do I have to do it again to MOH?
  - The information MOH requires (case details) is different from other ministries

# FAQs

- Why does a error message appear when I try to login?
  - You must click on the ‘logout’ button after you finish your work. If you close the screen without logging out properly, you can’t login the system for next 30 minutes
  - This is necessary for security reasons

# FAQs

- Do I have to report a child who is only suspected to have HFMD?
  - Yes. But please indicate at the remarks column that it is a suspect case.

**END**

