Health Accounts Course

Module 5:

The Health Accounts Production Tool

Submodule 5.9:

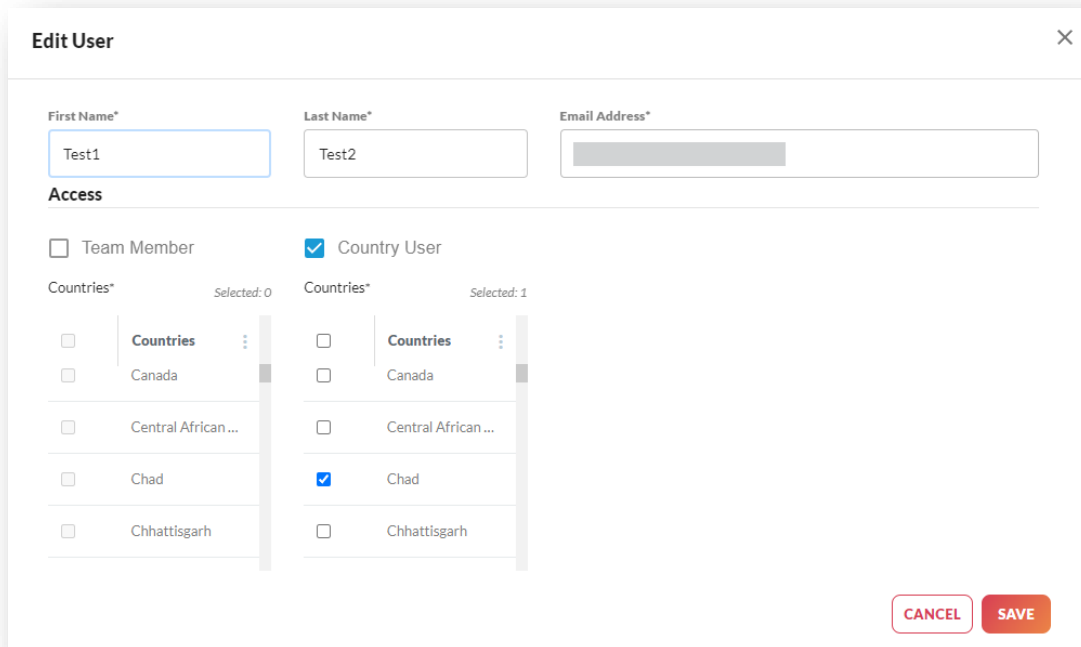Advanced Features of HAPT

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Content

- User Management

- Export and import

- Tips to simplify the work with HAPT

- Never forget to…

- What else? – Additional features in HAPT

Additional Content:

- Suggested reading
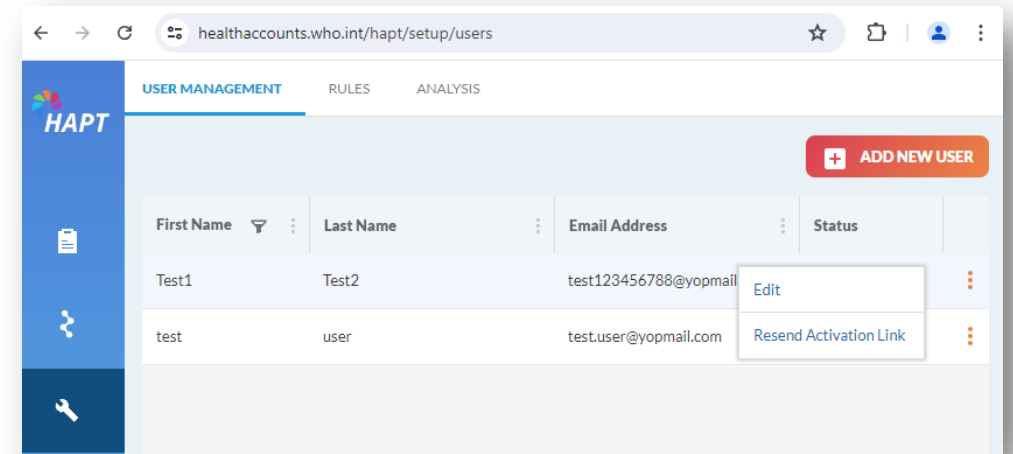
- Questions and answers

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User Management

- In Setup >> User Management you can administer the users assigned to the countries you are assigned to as a Team Leader.

- Click on the username to get further details. From the 3-dot-menu of the user you can edit his profile [TL only]. External users are not allowed to resend the invitation. If you need to, kindly contact haptsupport@who.int.

In the 'Edit user' screen a TL can then:

1. Add an existing user to a country you are assigned as a TL;

2. Switch the user role of a Team Member to a Country User or vice versa;

3. Remove the access rights of the user for the countries you are assigned as a TL by deselecting the country.

Changes take effect after user logs out of HAPT.

Export and import

Numerous import and export functionalities ensure a flexible working environment

Item	Export to			Import from			Country library *
	Excel (*.xlsx) file	*.csv file	other file format	Old PT file	Excel file	another study (same country)	
Study				✓			
List of data sources					✓	✓	
Data rows					✓		
Mapping	✓	✓				✓	
Classifications	✓				✓	✓	
Split rules and Patterns	✓				✓	✓	✓
Double counting rules						✓	
Graphical flow chart			*.svg			✓	
Tables (incl. JHAQ)	✓						
Reports	✓						
Warnings (report warnings only)	✓						
Survey			*.pdf				

The country library enables use of the respective data across all studies relating to the same country.

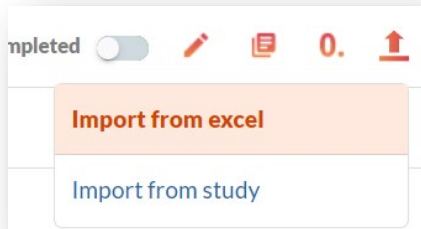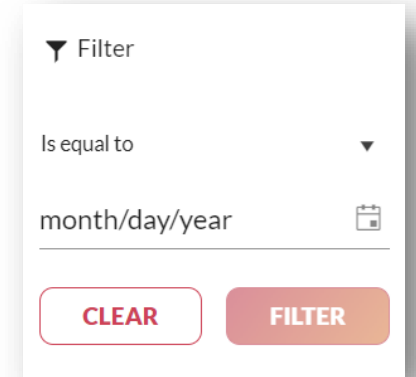# Tips to simplify the work with HAPT

Check the **three dot menus**: Often there are several of these buttons, which give contextual options.

Check columns...   ...and rows

Start Date	⋮
01 January 2021	⋮
03 May 2024	⋮
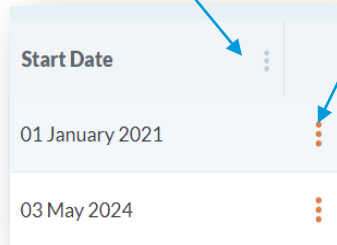
Filters: You can filter columns by certain criteria. You can find the filter in the three-dot-menu in the table header.

▼ Filter

Is equal to   ▼

month/day/year   📅

CLEAR   FILTER

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npleted ✏ 📋 0. ⬆

Import from excel

Import from study

When **importing from Excel** use the same column names for automatic binding. If you have difficulties, export the data first and use the file as a template.

Open

Duplicate

Delete

Open in new tab
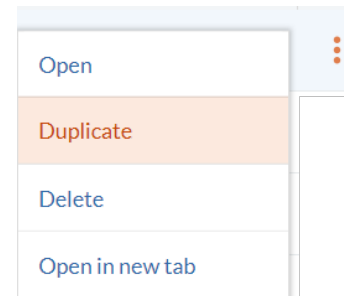
Duplicate: If you are not sure what you are doing, duplicate the items beforehand. You can duplicate studies and data sources. Do not rely on "undo", as it only stores a few steps.

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Never forget to …

Comments

Use comments: Making notes on the steps of your work is crucial. Not only for others, who might need to understand your work, but also for yourself. You will have much less work in the following year. Work with "double counting" and "split rules" will be much easier, if explanatory notes are available.

Flagged

unflagged

Use flags: You can mark data rows with a flag, if this requires your attention later in the process. Sometimes the tool marks rows for review, e.g. if classifications are changed. You can filter flagged rows and check statistics. Sometimes built-in functions like "find and replace" can flag data rows automatically. But don't forget to un-flag your rows, when the work is done.

Notifications

Check your logs in the Notifications module which you can find in the left side menu. Make sure that everything is imported as intended, and that all your operations are completed.

What else? – Additional features in HAPT

- **Library** (separate library in each study: Select the library icon on the top right corner of your study)

  o **Comments**: Forum for different users to integrate and share study-related details

  o **Documents**: Allows users to store and share their own resources

- **Multiple languages**: English, Spanish, French, Portuguese, Arabic, Chinese, Russian

- **Help pages** provide numerous step by step videos and recommended literature in different languages

- **Setup**:

  o **User Management:** Check and edit users who have access to your country.

  o **Rules:** Country library to manage Split Rules and Split Patterns that are available across countries.

  o **Analysis:** Change setting for the Analysis Section

Suggested reading

Suggested reading

- Health Accounts Production Tool (HAPT), User Guide, WHO, Geneva. To be downloaded from HAPT

- Health Accounts Production Tool (HAPT), HAPT PO Guide, WHO, Geneva.

- OECD, EUROSTAT, World Health Organization: A System of Health Accounts 2011: Revised edition. Paris: OECD Publishing; 2017.
https://iris.who.int/handle/10665/355269

- World Health Organization, European Union, and Organisation for Economic Co-operation and Development, A system of health accounts 2011 (concise version), revised edition, June 2017, ISBN: 978 92 4 004923 9,
https://www.who.int/publications/i/item/9789240049239

- Notes on new-added and deleted codes, 2022, WHO, Geneva
https://apps.who.int/nha/database/DocumentationCentre/GetFile/60032291/en

- World Health Organization (2023), Quality control of SHA-based health accounts data, Geneva.

Questions and answers

Question & Answer [1]

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How and when is my
data saved?

Question & Answer [1]

?

How and when is my data saved?

!

1. Your data will be saved whenever you click Save, OK, Add, or a similar button.

2. In the Mapping Module the mapping is stored whenever you select "Map". You can undo 10 steps as long as you stay in the same view.

3. Imported data is saved when the import process is finished. If the internet connection is lost during import, the process must be repeated.

4. If you are unsure, please check the notifications to see if your process was completed successfully.

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Question & Answer [1]

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I found a bug and HAPT is not
behaving as expected.
What can I do?

Question & Answer [1]

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I found a bug and HAPT is not behaving as expected.
What can I do?

!

1. We appreciate any feedback, positive criticism and recommendations. Please mail us at haptsupport@who.int.

2. If you find a bug, please describe what is not working as expected, how it should work and provide screenshots or videos. Provide study name and user role, describe the place where the error occurred and describe the steps necessary to reproduce the error. Provide as much information as possible.

3. If you have issues during import, please provide the input files as well.

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Question & Answer [2]

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I'm missing a feature in HAPT,
what can I do?

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Question & Answer [2]

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I'm missing a feature in HAPT, what can I do?

!

1. We appreciate any feedback, positive criticism and recommendations. Please mail us at haptsupport@who.int.

2. If you have an idea for a new feature that should be implemented, please explain in as much detail as possible. Also describe what you currently need to do, to get the result. Screenshots as well as a graphical description will help us understand what is needed.

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Health Accounts Course

Module 5: The Health Accounts Production Tool

Submodule

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This is the end of the ninth submodule "Advanced Features of HAPT".

Join us for submodule 5.10 of the course, where you will learn about the Analysis Section.

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