

Notto

Date: 04 September 2014

**NOTTO
HOSPITAL USER MANUAL
VERSION-1.4**

Contents

1. Notto as Website	2
Home Page	3
Hospitals	3-23

Home Page – NOTTO Website

The screenshot shows the NOTTO website home page. At the top, there is a navigation bar with links for HOME, RTI ACT, LINKS, NGOS, PHOTO GALLERY, PUBLIC FORUM, and CONTACT US. Below this is a secondary navigation bar with icons for ABOUT US, HOW DO I, HOSPITALS, WAITING LIST, AWARENESS, DONOR PLEDGE, and DOWNLOAD FORMS. The main content area is divided into several sections:

- ABOUT NOTTO:** A blue section with a photo of surgeons in an operating room. It contains text about the National Tissue Transplant Organisation Act and a 'Read More...' link.
- NEWS & EVENTS:** A list of recent events including NOTTO Act Implementation, NOTTO day 2012 New Delhi, and minutes of review meetings.
- TRANSPLANT TRENDS:** A list of trends such as test purposes, active waiting list candidates, and transplant counts for January and December.
- CALENDAR EVENTS:** A section for upcoming events, including a test on 28 May 2013.
- IMPORTANT LINKS:** A section with links to Emergency Call (0000 0000), Right to Information, India.gov.in, and Guidelines.

 The footer contains the text: 'ACT AND RULES OF THOA | FEEDBACK | CONTACT US | SITEMAP | DISCLAIMER', 'WebSite Hosted & Maintained by National Informatics Centre', 'Contents owned & updated by Ministry of Health & Family Welfare, Government of India', 'Copyright 2013 NIC. All rights reserved', and 'Visitors Count 3314'.

Hospitals

In this section the list of hospitals where Retrievals are done and hospitals where Transplants are done or both will be displayed. There is also a provision of Registration **on Website** for filling details of the Hospitals **Registered under THOA** .After successful registration, Hospitals will be able to fill details of Hospital and he must have to send printed details to Notto, which will be approved by Notto. After Approval from NOTTO he will be able to fill the details for Donors/Recipients of Organs / Tissues.

There are four sections in Hospital Registration Form.

1. Basic Details
2. Department Details
3. Staff Details
4. ICU Details

Features of Hospital Registration:

1. This form has facility to **Save as Draft**. User has to Click on **“Save As Draft”** button to Save Details of each section in Draft. User can edit detail in future that is already saved as Draft.
2. Once User Click on **“Submit”** button then Record will be Submitted and User will not be able to Edit because all field will be Disable. To Edit the Form again,Go to Hospital Registration Form again. There will be a link to generate OTP only then User can Edit there Hospital Details.
3. There is a **Preview** option of all the Details filled by user after **Save as Draft** or **Submit**.
4. User also can take **Print** of Details after Final Submission of Form through **Submit** button
5. There is a Cancel option also clicking on which Home page will appear.

To Register in Website as a new user (As a Hospital):

Step 1:



Step 2:

The screenshot shows the NOTTO website interface. At the top, there is a navigation bar with the NOTTO logo (National Organ & Tissue Transplant Organisation), Ministry of Health & Family Welfare, Government of India. It includes a search bar, a 'LOGOUT' button, and a 'Skip to main content' link with accessibility options (A-, A, A+, A, A). Below the navigation bar is a menu with icons for 'ABOUT US', 'HOW DO I', 'HOSPITALS', 'WAITING LIST', 'AWARENESS', 'DONOR PLEDGE', and 'DOWNLOAD FORMS'. The main content area features a blue header for 'HOSPITALS' and a background image of surgeons in an operating room. Below this, a breadcrumb trail reads 'Home > Hospitals'. A yellow callout box with the text 'Click Here to Register on Website' has a red arrow pointing to the word 'Register' in the following text: 'Hospitals are required to Register first through website by submitting the requisite details so that they may be authorized by Ministry of Health and Family Welfare for Organ/Tissue Transplantation or Retrieval.' Below this, there are three bullet points: 'After registration, a verification mail will be sent on your registered email id for verification and allow to fill the Application form.' and 'Please verify your email id through the link sent on your email id.'

Home > Hospitals

- [Click here for approved hospitals list](#)

For New User

- Hospitals are required to **Register** first through website by submitting the requisite details so that they may be authorized by Ministry of Health and Family Welfare for Organ/Tissue Transplantation or Retrieval.
- After registration, a verification mail will be sent on your registered email id for verification and allow to fill the Application form.
- Please verify your email id through the link sent on your email id.

Step 3:

 **NOTTO** (NATIONAL ORGAN & TISSUE TRANSPLANT ORGANISATION)
MINISTRY OF HEALTH & FAMILY WELFARE
GOVERNMENT OF INDIA

Skip to main content | [A-](#) [A](#) [A+](#) [A](#) [A](#) |  [LOGIN](#)



[HOME](#) | [RTI ACT](#) | [LINKS](#) | [NGOS](#) | [PHOTO GALLERY](#) | [PUBLIC FORUM](#) | [CONTACT US](#)

[ABOUT US](#) | [HOW DO I](#) | [HOSPITALS](#) | [WAITING LIST](#) | [AWARENESS](#) | [DONOR PLEDGE](#) | [DOWNLOAD FORMS](#)

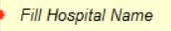
REGISTRATION



Home > Registration

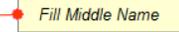
REGISTRATION

USER TYPE *  

HOSPITAL NAME * 

NODAL OFFICER'S DETAIL:

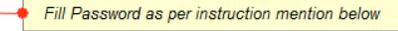
FIRST NAME * 

MIDDLE NAME 

LAST NAME * 

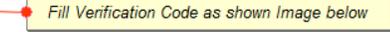
MOBILE NO. * 

EMAIL / USER ID * 

CREATE NEW PASSWORD * 

Please set password by complying following requirements:
Password needs to be minimum length of 8 character and max 10.
One lowercase character: a-z
One uppercase character: A-Z
One digit: 0-9
One special character: !\$%&/()=?+*#-.,:;_

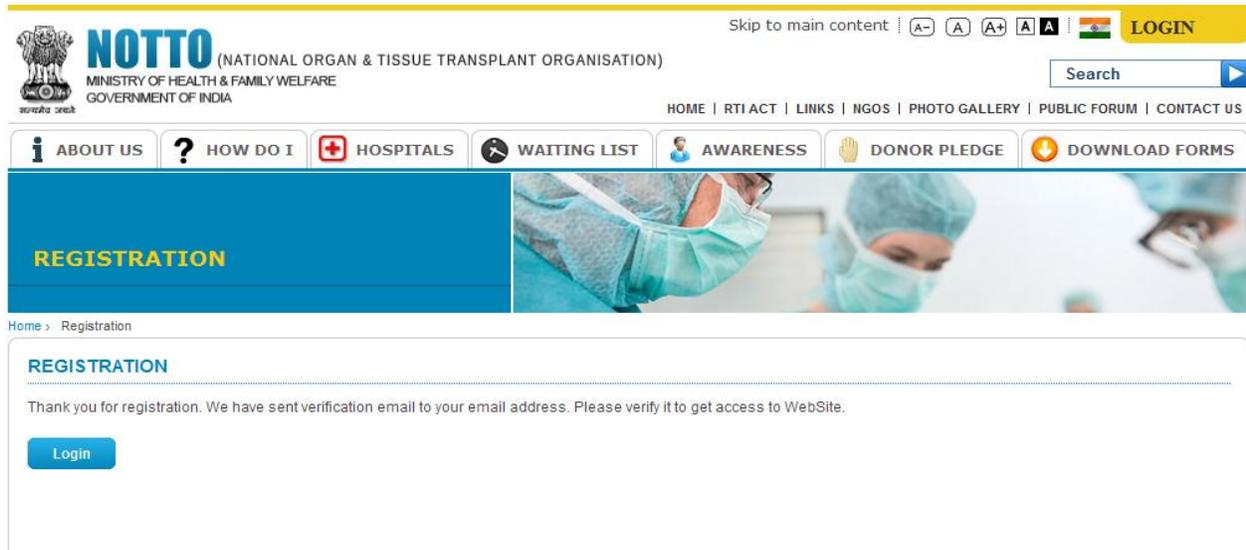
CONFIRM PASSWORD * 

VERIFICATION CODE * 



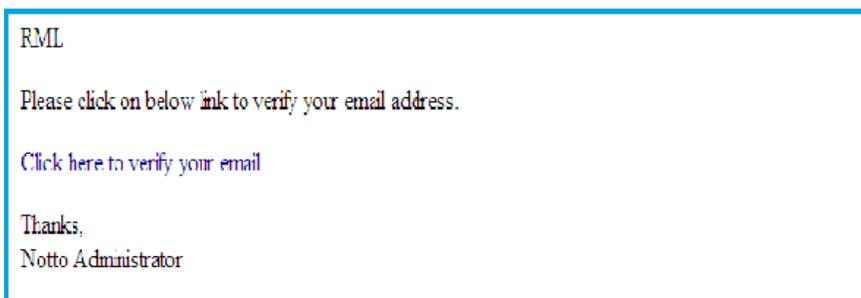
 [Resend Verification Mail](#)

After Successful Registration a Verification e-mail will be sent to your Registered e-mail as informed in below Image.



Step 4:

Please check your e-mail and Click on Link given in e-mail for Verification.
(*Note : See below Image for Reference).



Step 5:

After e-mail Id verification it will redirect to below page(**First Image**) and again a e-mail sent with OTP password as in below image (**Second Image**).



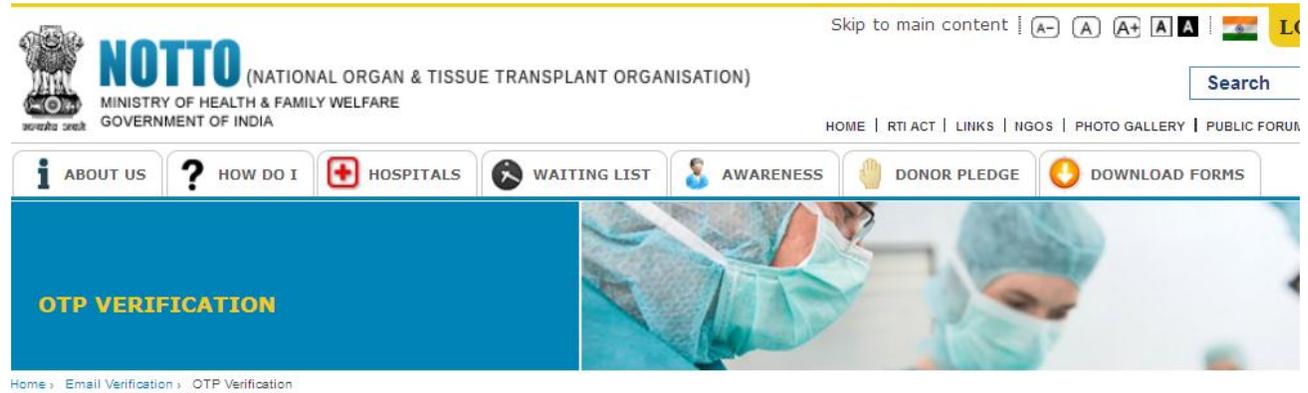
Dear Notte Hospital

Your OTP ID: 3696
and OTP Verification code: 75739846

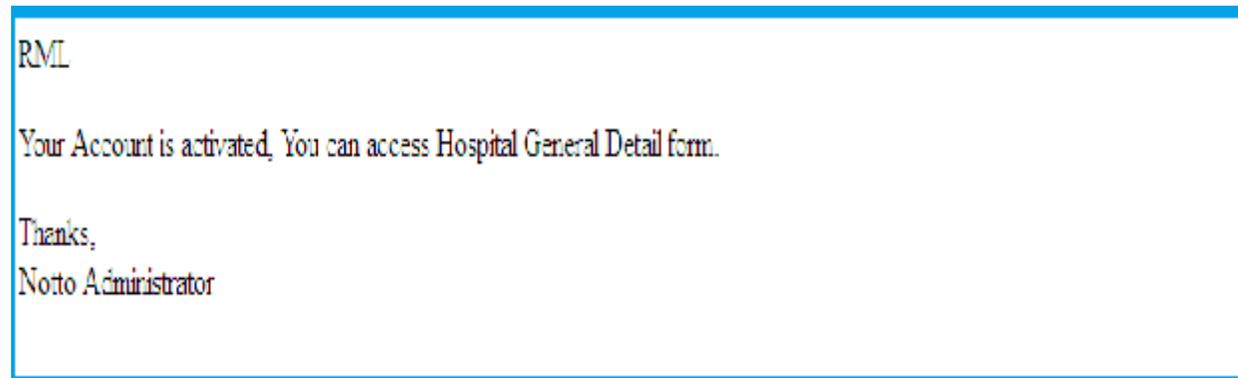
Thanks,
Notto Administrator

Step 6:

After Successful verification, a message will be displayed as below. You will be able to Login only when **NOTTO Administrator** Activate your Account. An e-mail will be sent to you after Activation.



After activation an e-mail will be sent to you as below:



Step 9: A Page will be displayed as below. Click on Link as shown below

- [Click here for approved hospitals list](#)

For New User

- Hospitals are required to **Register** first through website by submitting the requisite details so that they may be authorized by Ministry of Health and Family Welfare for Organ/Tissue Transplantation or Retrieval.
- After registration, a verification mail will be sent on your registered email id for verification and allow to fill the Application form.
- Please verify your email id through the link sent on your email id.

For Registered User

- Hospital can save their details as drafts through "Save as Draft" button and can edit details in future before final submission of application form.
- No further provision of change/edit any information after submission.
- After Successful submission of application, an email would be sent to your registered email id for confirmation.
- In case email is not received please check that you have submitted your application or still it is in "Draft Mode".
 - In case it is "Draft Mode", please submit the same by clicking on Submit.
 - If it is successfully submitted, please confirm from Ministry of Health and Family Welfare.
- After successful submission, please take the final printout of application form and send the same to below mention address for further processing and approval.
- Now you may enter by using registered email id or Click [Here for filling Hospital Details](#)

Click Here for Complete Hospital Registration

Step 10:

Hospital Form will be opened as below.

Basic Details:

Home > Hospitals > Hospital Registration

* = mandatory field
** - mandatory field for "Add More"

Basic Details | Department Details | Staff Details | ICU Details

Hospital Name*
RML

Address*
Street

State*
--Select State--

City*
--Select City--

Pin code*
STD Code*
Office Phone No.*

Year of Establishment*
-Select-

Type of Hospital*
--Select--

Yearly Details

Year *	No. of Beds *	Patients still in Hospital as on 1st Jan *	Patients Admitted *	Total Patient Admitted *	Patients Discharged *	No. of Deaths *	Patients still in Hospital as on 31st Dec *
2011							
2012							
2013							

Notto

Teaching/NonTeaching

Teaching NonTeaching

Course Recognised *

MBBS MD MS Mch DM DNB

Registered for *

Transplant Retrieval

Transplant Done *

Hospital Registered Under THOA for :

Kidney Liver Pancreas Heart Lung Intestine Cornea

Other Tissue

[Save As Draft](#)

Terms and Conditions

I have read and agree to NOTTO's privacy statement and terms of use.

[Preview](#)

[Submit](#)

[Cancel](#)

As you check in **Transplant done** check Boxes then page will appear as below and it will depend on Hospital Establishment Year.

Registered for *

Transplant Retrieval

Transplant Done *

Hospital Registered Under THOA for :

Kidney Liver Pancreas Heart Lung Intestine Cornea

Other Tissue

Details for Pancreas Liver

Year of First Registration** Date of First Registration**

[Add THOA Details](#)

[Save As Draft](#)

Terms and Conditions

I have read and agree to NOTTO's privacy statement and terms of use.

[Preview](#)

[Submit](#)

[Cancel](#)

After filling this information click on the button **Add THOA Details**. You will get the message of **"Added Successfully"**. As show below in image. Now Click on OK

Notto

Year *	No. of Beds *	Patients still in Hospital as on 1st Jan *	Patients Admitted *	Total Patient Admitted *	Patients Discharged *	No. of Deaths *	Patients still in Hospital as on 31st Dec *
2011							
2012							
2013	2000	5000	4000	9000	8000	1000	0

Teaching/NonTeaching

Teaching NonTeaching

Course Recognised *

MBBS MD MS Mch DM

Registered for *

Transplant Retrieval

Transplant Done *

Hospital Registered Under THOA for : Kidney Liver Pancreas Heart Lung Intestine Cornea Other Tissue

Added Successfully !

After that this will appeared as below. You must have to click on **Save as Draft** at the end of this Section as mentioned in below steps:-

Registered for *

Transplant Retrieval

Transplant Done *

Hospital Registered Under THOA for : Kidney Liver Pancreas Heart Lung Intestine Cornea Other Tissue

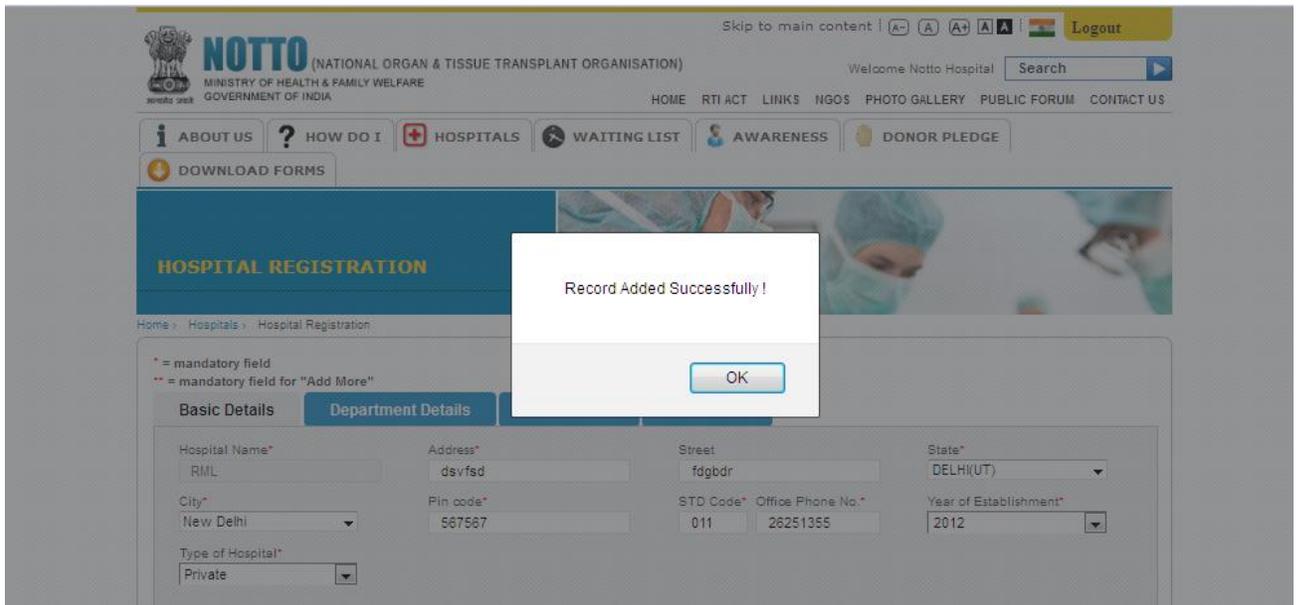
Organ/Tissue	Date of First Registration	Renewal Dates	Edit	Delete
Pancreas	05/12/2012			
Liver	05/12/2012			

Terms and Conditions

I have read and agree to NOTTO's privacy statement and terms of use.

Click on **Save as Draft** You will get the message of **Record Added Successfully!** As below in image.

Notto



As you Click on OK next **Department Details** will open as below

Department Details

Basic Details | Department Details | Staff Details | ICU Details

Basic Science Department

Select/Unselect All

Anatomy Physiology Other

Paraclinical Department

Select/Unselect All

Pathology Pharmacology Biochemistry Forensic Med Nuclear Med
 NMR Microbiology Other

Clinical Department

Select/Unselect All

Medicine Surgery Orthopedics Ophthalmology Obs. Gynae
 Pediatric Transfusion Psychiatry ENT Dermatology
 Anesthesiology Other

Superspeciality Department

Select/Unselect All

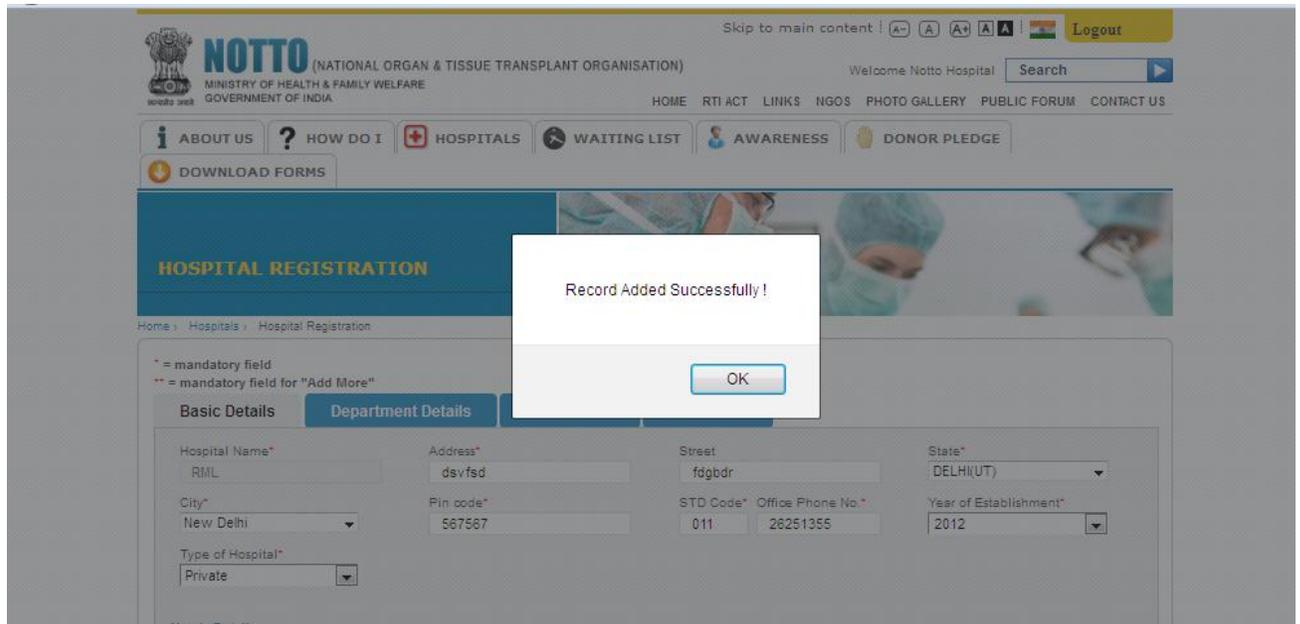
Cardiology CT/VS Gastroenterology GI Surgery Nephrology
 Urology Hematology Neurosurgery Neurology Endocrinology
 Pediatric Surgery Other

Terms and Conditions

I have read and agree to NOTTO's privacy statement and terms of use.

After filling required information Click on **Save as Draft**, you will get the message of **Record Added Successfully!**

Notto



The screenshot shows the NOTTO (National Organ & Tissue Transplant Organisation) website interface. The header includes the NOTTO logo, the Ministry of Health & Family Welfare, Government of India, and navigation links like HOME, RTI ACT, LINKS, NGOS, PHOTO GALLERY, PUBLIC FORUM, and CONTACT US. A search bar and a 'Logout' button are also present. The main navigation menu includes ABOUT US, HOW DO I, HOSPITALS, WAITING LIST, AWARENESS, and DONOR PLEDGE. The 'HOSPITALS' section is active, showing a 'HOSPITAL REGISTRATION' form. A modal window with the message 'Record Added Successfully!' and an 'OK' button is overlaid on the form. The form fields include Hospital Name* (RML), Address* (dsvfsd), Street (fdgbd), State* (DELHI(UT)), City* (New Delhi), Pin code* (567567), STD Code* (011), Office Phone No.* (26251355), Year of Establishment* (2012), and Type of Hospital* (Private).

As you Click on OK next **Staff Details** will open

Staff Details

Note: There is **Add More** Option in this section for **Transplant Team Member** and **Transplant Coordinator**. To Add Transplant Team Member and Transplant Coordinator, user must have to click on **Add More** button after filling Corresponding Field of **Transplant Team Member** and **Transplant Coordinator**.

Notto

* = mandatory field
** = mandatory field for "Add More"

Basic Details | Department Details | Staff Details | **ICU Details**

Nodal Officer for Registry

First Name* Middle Name Last Name** Email ID*

STD Code* Office Phone No.* STD Code Res. Phone No. Mobile No.

Transplant Team Member

[Note: To save the Transplant Team Member details, first click on "Add More" button and then click on "Save As Draft" or "Submit" button.]

Organ/Tissue Type**

Transplant Team Member Type** Surgeon Physician Tissue Matching Scientist

First Name** Middle Name Last Name** Email ID**

Designation Mobile No. STD Code** Office Phone No.** STD Code Res. Phone No.

Transplant Coordinator

[Note: To save the Transplant Coordinator details, first click on "Add More" button and then click on "Save As Draft" or "Submit" button.]

First Name** Middle Name Last Name** Email ID**

STD Code** Office Phone No.** STD Code Res. Phone No. Mobile No.

After filling required information Click on **Save as Draft**, you will get the message of **Record Added Successfully**

ICU Details

Note: There is **Add More** Option for this section that only list your ICU Details and show in front of you in **Table** but to save the record you must have to Click on **Save as Draft** button. User can add one or more than one Record of ICU. After Fill all Details in ICU Details Section user need to click on Add More button and if user want to add more record then he can

Notto

again fill record and again click on **Add More** button.it will list all added ICU Detail in **Table**. In the end, you must have to Click on **Save as Draft** button to save record.

* = mandatory field
** = mandatory field for "Add More"

Basic Details | **Department Details** | **Staff Details** | **ICU Details**

ICU Details

[Note:To save the ICU details, first click on "Add More" button and then click on "Save As Draft" or "Submit" button.]

Type of ICU**
--Select--

ICU Yearly Details

Year**	No. of Beds **	Patients still in Hospital as on 1st Jan **	Patients Admitted**	Total Patient Admitted**	Patients Discharged **	No. of Deaths **	Patients still in Hospital as on 31st Dec**	No. of Brain Dead Declared**	No. Referred to Coordinator**	No. of Families approached for Donation**	No. of Families Accepted**	No. of Organ Donors**	No. of Whole Body Donated**
2011													
2012													
2013													

Organ(s) / Tissue(s) Donated**

Kidney Liver Pancreas Heart Lung Intestine
 Cornea Other Tissue

+Add More Cancel

Save As Draft

Terms and Conditions

I have read and agree to NOTTO's privacy statement and terms of use.

Preview Submit Cancel

After filling required information Click on **Save as Draft**, you will get the same message of **Record Added Successfully**.

Once user Click on Submit button he will not able to edit the form again.

Notto

The screenshot shows a web form for hospital registration. At the top, there are radio buttons for "Teaching" and "NonTeaching", with "NonTeaching" selected. Below that, "Registered for *" has radio buttons for "Transplant" (selected) and "Retrieval". The "Transplant Done *" section includes a table with columns for "Organ", "Date", and "Action". The table contains two rows: "Liver" with date "05/12/2012" and "Pancreas" with date "05/12/2012". A modal dialog box is centered on the screen with the text "Do you want to final Submission, After that you can not edit the record?" and "OK" and "Cancel" buttons. At the bottom right of the form, there are "Preview", "Submit", and "Cancel" buttons. A "Save As Draft" button is also visible.

Organ	Date	Action
Liver	05/12/2012	[Edit] [Delete]
Pancreas	05/12/2012	[Edit] [Delete]

If you click on OK then you will get this message as below:-

The screenshot shows the NOTTO website's "HOSPITAL REGISTRATION" page. A modal dialog box displays the message "Record Added Successfully!" with an "OK" button. The background shows the website's header with the NOTTO logo and navigation menu. Below the message, there are tabs for "Basic Details", "Department Details", "Staff Details", and "ICU Details". The "Basic Details" tab is active, showing a form with the following fields and values:

Field	Value
Hospital Name*	RML
Address*	dsvfsd
Street	fdgbdr
State*	DELHI(UT)
City*	New Delhi
Pin code*	567567
STD Code*	011
Office Phone No.*	26251355
Year of Establishment*	2012

After submitting the form, a message will appear on the screen as below:-

Notto

Home > Hospitals > Thanks



In above screen you will get an option to take the print of your Hospital Registration. Clicking on link displayed in blue ([Hospital Registration](#)) a page will be open in new window/next tab. This page will displayed form details filled by you with Print Button option. User can take print using Print Button.

Back: Clicking on **Back** Button you will go to your form section.

Cancel: Clicking on **Cancel** it will redirect you on Home page.

After that you will get a final message through e-mail on your e-mail Id:-

RML

Thanking you for filling Hospital Details. We will sent you an email after Approval or Rejection of Hospital.

Thanks,
Notto Administrator

If User wants to edit the form again then OTP password will required. Go through as below for getting OTP password.

Step 1: Login with Credential and go to Hospital Page again and then Click on link Shown as below in bottom of page.

Notto

Registered for *

Transplant Retrieval

Transplant Done *

Hospital Registered Under THOA Kidney Liver Pancreas Heart Lung Intestine Cornea Other Tissue

Click on this link to generate OTP that will be used to Edit Hospital Registration Form again

OrganTissue	Date of first Regsitratio	Renewal Dates	Edit	Delete
Pancreas	14/11/2013	05/11/2009 22/11/2012		

Save As Draft

Terms and Conditions

I have read and agree to NOTTO's privacy statement and terms of use.

Preview Cancel submit

[Click here to Edit Hospital details after final submission](#)

Step 2: Then page will be open as below. Click on ok

Skip to main content LOGOUT

NOTTO (NATIONAL ORGAN & TISSUE TRANSPLANT ORGANISATION)
MINISTRY OF HEALTH & FAMILY WELFARE
GOVERNMENT OF INDIA

Welcome Notto Hospital

HOME RTI ACT | LINKS | NGOS | PHOTO GALLERY | PUBLIC FORUM | CONTACT US

ABOUT US HOW DO I HOSPITALS WAITING LIST AWARENESS DONOR PLEDGE

DOWNLOAD FORMS

**HOSPITAL REGISTRATIO
LOGIN**

Home > Hospitals > Hospital Registration OTP Log

OTP Login ID and OTP is sent to your EmailID/Mobile, Please check.

OK

[Click here to generate a new password to Edit the Hospital Registration Details.](#)

Sign in to continue

OTP Login ID 8050 * = mandatory field

Step 3: Then next screen will be opened as below (Image 1). An e-mail also sent for OTP on your e-mail id (as in image 2)

NOTTO (NATIONAL ORGAN & TISSUE TRANSPLANT ORGANISATION)
MINISTRY OF HEALTH & FAMILY WELFARE
GOVERNMENT OF INDIA

Home > Hospitals > Hospital Registration OTP Login

Click here to generate a new password to Edit the Hospital Registration Details.

Sign in to continue

OTP Login ID 2398

OTP Login Password

submit

1. An OTP Password will send on your registered mail id please check mail and fill OTP password

2. Then Click on Submit.

ACT AND RULES OF THOA | FEEDBACK | CONTACT US | SITEMAP | DISCLAIMER

Visitors Count 3545

WebSite Hosted & Maintained by National Informatics Centre
Contents owned & updated by Ministry of Health & Family Welfare, Government of India
Copyright 2013 NIC. All rights reserved

You will get e-mail in your e-mail id as below:-

Dear Notto Hospital

Hospital Registration

your OTP Login ID is: 9963

OTP Login Password is: 44911244

Thanks,
Notto Administrator

Step 4: Fill the OTP password and then click on submit.it will redirect on Hospital registration Detail Form. Now user can edit their details again.

Again Hospital details form will appear, now there is Only Submit, Preview and Cancel button will be displayed. User can edit details using submit button. After submitting the form, a message will appear on the screen as below:-

Notto

Home > Hospitals > Thanks



In above screen you will get an option to take the print of your Hospital Registration. Clicking on link displayed in blue ([Hospital Registration](#)) a page will be open in new window/next tab. This page will displayed form details filled by you with Print Button option. User can take print using Print Button.

Back: Clicking on **Back** Button you will go to your form section.

Cancel: Clicking on **Cancel** it will redirect you on Home page.

After that you will get a final message on your e-mail:-

RML

Thanking you for filling Hospital Details. We will sent you an email after Approval or Rejection of Hospital.

Thanks,
Notto Administrator