

COVID-19 SCM Bangladesh

COVID-19 eLMIS User Guide

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1. How to Browse the COVID-19 eLMIS

1.1. How to go to the (COVID-19 eLMIS) Home page

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 ELMIS homepage will appear as seen below:

COVID-19 SCM
Bangladesh
Home

COVID-19 SCM Bangladesh

COVID-19 Supply Chain Management is a data monitoring tools for emergency supply chain management for COVID -19 commodities received from different sources and consumed by health facilities of Bangladesh. The site allows tracking of procurement status, receiving, stock transfer, dispensing as well as status of COVID-19 related equipment at facilities. The site also has module for national and local level quantification tool for COVID-19 commodities. If you need access to the data and details analytical reports please Register from following link. You can always access the Dashboard which is set for public viewing.

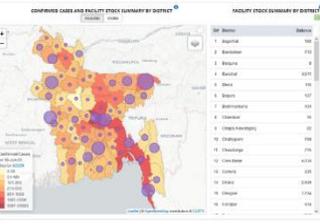
VIEW DASHBOARD
REGISTER HERE



TOTAL STOCK AT FACILITIES

Commodity Code	Quantity	Value
Commodity Code - 1	10,120	10,120
Commodity Code - 2	10,120	10,120
Commodity Code - 3	10,120	10,120
Commodity Code - 4	10,120	10,120
Commodity Code - 5	10,120	10,120
Commodity Code - 6	10,120	10,120
Commodity Code - 7	10,120	10,120
Commodity Code - 8	10,120	10,120
Commodity Code - 9	10,120	10,120
Commodity Code - 10	10,120	10,120
Commodity Code - 11	10,120	10,120
Commodity Code - 12	10,120	10,120
Commodity Code - 13	10,120	10,120
Commodity Code - 14	10,120	10,120
Commodity Code - 15	10,120	10,120
Commodity Code - 16	10,120	10,120
Commodity Code - 17	10,120	10,120
Commodity Code - 18	10,120	10,120
Commodity Code - 19	10,120	10,120
Commodity Code - 20	10,120	10,120
Commodity Code - 21	10,120	10,120
Commodity Code - 22	10,120	10,120
Commodity Code - 23	10,120	10,120
Commodity Code - 24	10,120	10,120
Commodity Code - 25	10,120	10,120
Commodity Code - 26	10,120	10,120
Commodity Code - 27	10,120	10,120
Commodity Code - 28	10,120	10,120
Commodity Code - 29	10,120	10,120
Commodity Code - 30	10,120	10,120

COMMODITY CODES AND FACILITY STOCK SUMMARY BY DISTRICT



FACILITY STOCK SUMMARY BY DISTRICT

District	Quantity	Value
District - 1	10,120	10,120
District - 2	10,120	10,120
District - 3	10,120	10,120
District - 4	10,120	10,120
District - 5	10,120	10,120
District - 6	10,120	10,120
District - 7	10,120	10,120
District - 8	10,120	10,120
District - 9	10,120	10,120
District - 10	10,120	10,120
District - 11	10,120	10,120
District - 12	10,120	10,120
District - 13	10,120	10,120
District - 14	10,120	10,120
District - 15	10,120	10,120
District - 16	10,120	10,120
District - 17	10,120	10,120
District - 18	10,120	10,120
District - 19	10,120	10,120
District - 20	10,120	10,120
District - 21	10,120	10,120
District - 22	10,120	10,120
District - 23	10,120	10,120
District - 24	10,120	10,120
District - 25	10,120	10,120
District - 26	10,120	10,120
District - 27	10,120	10,120
District - 28	10,120	10,120
District - 29	10,120	10,120
District - 30	10,120	10,120

COVID-19 eLMIS

The COVID-19 electronic Logistics Management Information System allows proper management of COVID-19 commodities at the health facilities of Bangladesh. Initially the health facilities were entering daily commodity stock status at end of each day. Gradually sites will be trained to use the eLMIS module which allows the sites to do their day to day transaction and manage their COVID-19 commodities stock. Major functions include - indent to higher tier, receive from higher tier, receive as donation, receive from supplier, transfer/issue invoice, dispensing from store and stock adjustment. As a result, current stock balance of commodities will be readily available to decision makers. Monitoring of procurement packages and management of COVID-19 related equipments will also be incorporated soon.

COVID-19 Quantification Tool

The tool can be used for national level quantification of COVID-19 commodities, taking current stock balance, morbidity, human resource, commodity usage pattern into account. The user has flexibility to tweak the parameters and generate different scenarios based on needs. The final output is the commodity required for a certain period both in terms of quantity and value. The tool can also be used at facility level for generating indents.

SUP Product Name	Unit	Current Stock	Min Stock	Max Stock	Quantity	Value	Min Stock	Max Stock	Quantity	Value
1. N95 mask	1000	0	1000	2000	1000	1000	1000	2000	1000	1000
2. Hand Sanitizer	100	0	100	200	100	100	100	200	100	100
3. Goggles	10	0	10	20	10	10	10	20	10	10
4. Disposable Gown	100	0	100	200	100	100	100	200	100	100
5. Disposable Glove	1000	0	1000	2000	1000	1000	1000	2000	1000	1000
6. Disposable Cap	1000	0	1000	2000	1000	1000	1000	2000	1000	1000
7. Disposable Mask	1000	0	1000	2000	1000	1000	1000	2000	1000	1000
8. Disposable Apron	100	0	100	200	100	100	100	200	100	100
9. Disposable Shoe Cover	100	0	100	200	100	100	100	200	100	100
10. Disposable Socks	100	0	100	200	100	100	100	200	100	100
11. Disposable Glove	1000	0	1000	2000	1000	1000	1000	2000	1000	1000
12. Disposable Cap	1000	0	1000	2000	1000	1000	1000	2000	1000	1000
13. Disposable Mask	1000	0	1000	2000	1000	1000	1000	2000	1000	1000
14. Disposable Apron	100	0	100	200	100	100	100	200	100	100
15. Disposable Shoe Cover	100	0	100	200	100	100	100	200	100	100
16. Disposable Socks	100	0	100	200	100	100	100	200	100	100
17. Disposable Glove	1000	0	1000	2000	1000	1000	1000	2000	1000	1000
18. Disposable Cap	1000	0	1000	2000	1000	1000	1000	2000	1000	1000
19. Disposable Mask	1000	0	1000	2000	1000	1000	1000	2000	1000	1000
20. Disposable Apron	100	0	100	200	100	100	100	200	100	100
21. Disposable Shoe Cover	100	0	100	200	100	100	100	200	100	100
22. Disposable Socks	100	0	100	200	100	100	100	200	100	100
23. Disposable Glove	1000	0	1000	2000	1000	1000	1000	2000	1000	1000
24. Disposable Cap	1000	0	1000	2000	1000	1000	1000	2000	1000	1000
25. Disposable Mask	1000	0	1000	2000	1000	1000	1000	2000	1000	1000
26. Disposable Apron	100	0	100	200	100	100	100	200	100	100
27. Disposable Shoe Cover	100	0	100	200	100	100	100	200	100	100
28. Disposable Socks	100	0	100	200	100	100	100	200	100	100
29. Disposable Glove	1000	0	1000	2000	1000	1000	1000	2000	1000	1000
30. Disposable Cap	1000	0	1000	2000	1000	1000	1000	2000	1000	1000



Important Links

- > link 1
- > link 2
- > link 3

Contact Details

COVID-19 SCM Bangladesh

+880 123456789

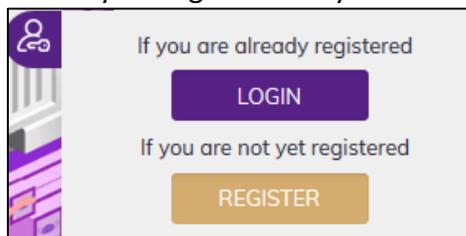
sd@in@covid19scmbd.org

- Appropriate user accounts have been created and shared with all participating health facilities.

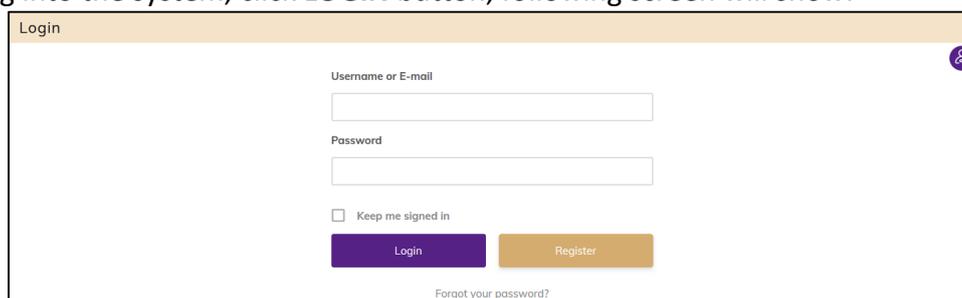
1.2. How to Log In

1.2.1. Log in the COVID-19 eLMIS

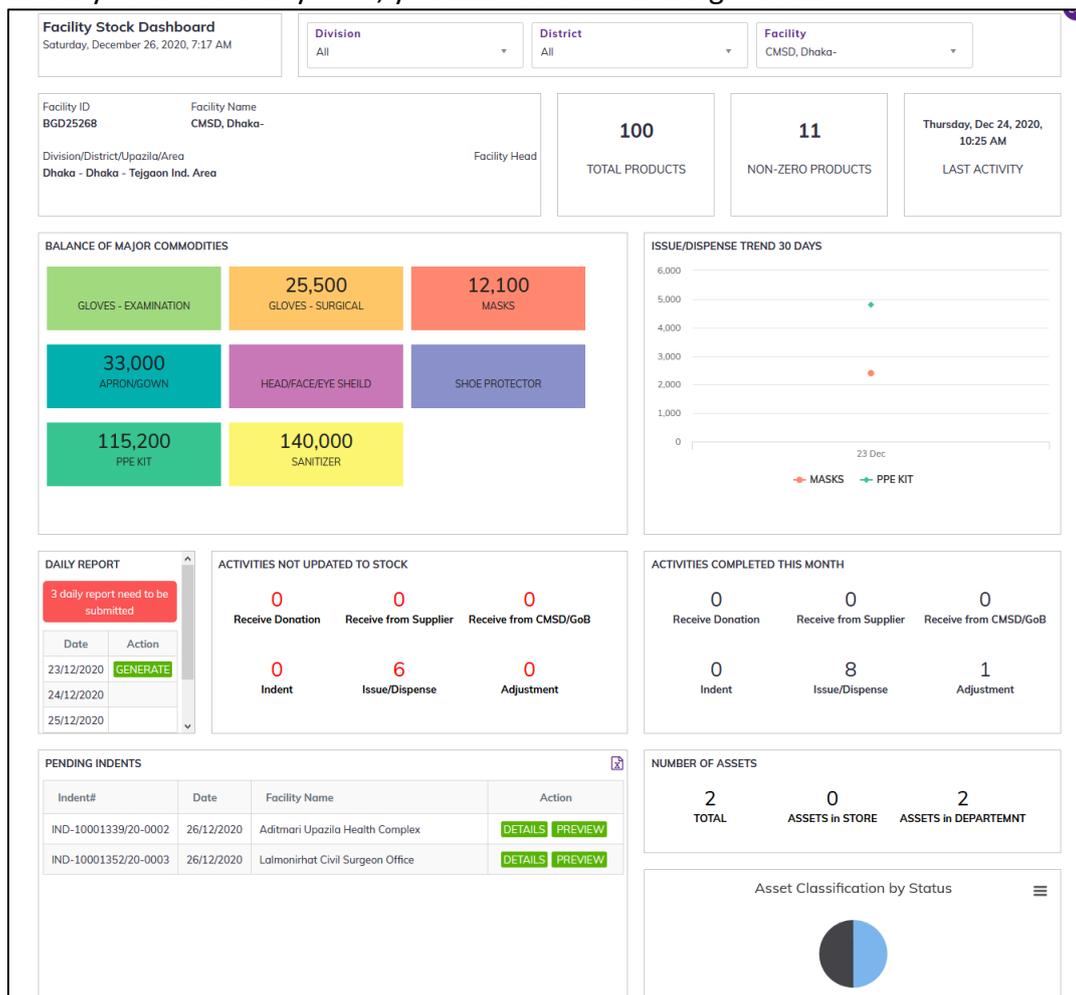
- Click on the icon 'human and key' to log into the system. See the following screen:



- To log into the system, click **LOGIN** button, following screen will show:



- Type the **User Name** and **Password**. Press the '**Login**' button to access the COVID-19 eLMIS. If you are a Facility User, you will see the following screen:



Facility Stock Dashboard
Saturday, December 26, 2020, 7:17 AM

Division: All | District: All | Facility: CMSD, Dhaka-

Facility ID: BGD25268 | Facility Name: CMSD, Dhaka- | Division/District/Upazila/Area: Dhaka - Dhaka - Tejgaon Ind. Area | Facility Head: [blank]

100 TOTAL PRODUCTS | 11 NON-ZERO PRODUCTS | Thursday, Dec 24, 2020, 10:25 AM LAST ACTIVITY

BALANCE OF MAJOR COMMODITIES

25,500 GLOVES - EXAMINATION	12,100 GLOVES - SURGICAL	12,100 MASKS
33,000 APRON/GOWN	HEAD/FACE/EYE SHEILD	SHOE PROTECTOR
115,200 PPE KIT	140,000 SANITIZER	

ISSUE/DISPENSE TREND 30 DAYS

Line chart showing trends for MASKS (red) and PPE KIT (green) from Dec 23 to Dec 24, 2020. Y-axis ranges from 0 to 6,000.

DAILY REPORT

3 daily report need to be submitted

Date	Action
23/12/2020	GENERATE
24/12/2020	
25/12/2020	

ACTIVITIES NOT UPDATED TO STOCK

Receive Donation	Receive from Supplier	Receive from CMSD/GoB
0	0	0
0 Indent	6 Issue/Dispense	0 Adjustment

ACTIVITIES COMPLETED THIS MONTH

Receive Donation	Receive from Supplier	Receive from CMSD/GoB
0	0	0
0 Indent	8 Issue/Dispense	1 Adjustment

PENDING INDENTS

Indent#	Date	Facility Name	Action
IND-10001339/20-0002	26/12/2020	Aditmari Upazila Health Complex	DETAILS PREVIEW
IND-10001352/20-0003	26/12/2020	Lalmonirhat Civil Surgeon Office	DETAILS PREVIEW

NUMBER OF ASSETS

TOTAL	ASSETS in STORE	ASSETS in DEPARTEMENT
2	0	2

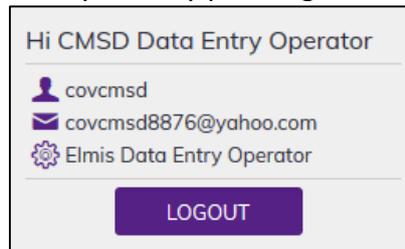
Asset Classification by Status

Asset Classification by Status pie chart showing 2 total assets, 0 in store, and 2 in department.

- Other types of user's land in the national level dashboard.

1.2.2. Log out from the COVID-19 eLMIS System

- User can log out from system any time by pressing **LOGOUT** button:



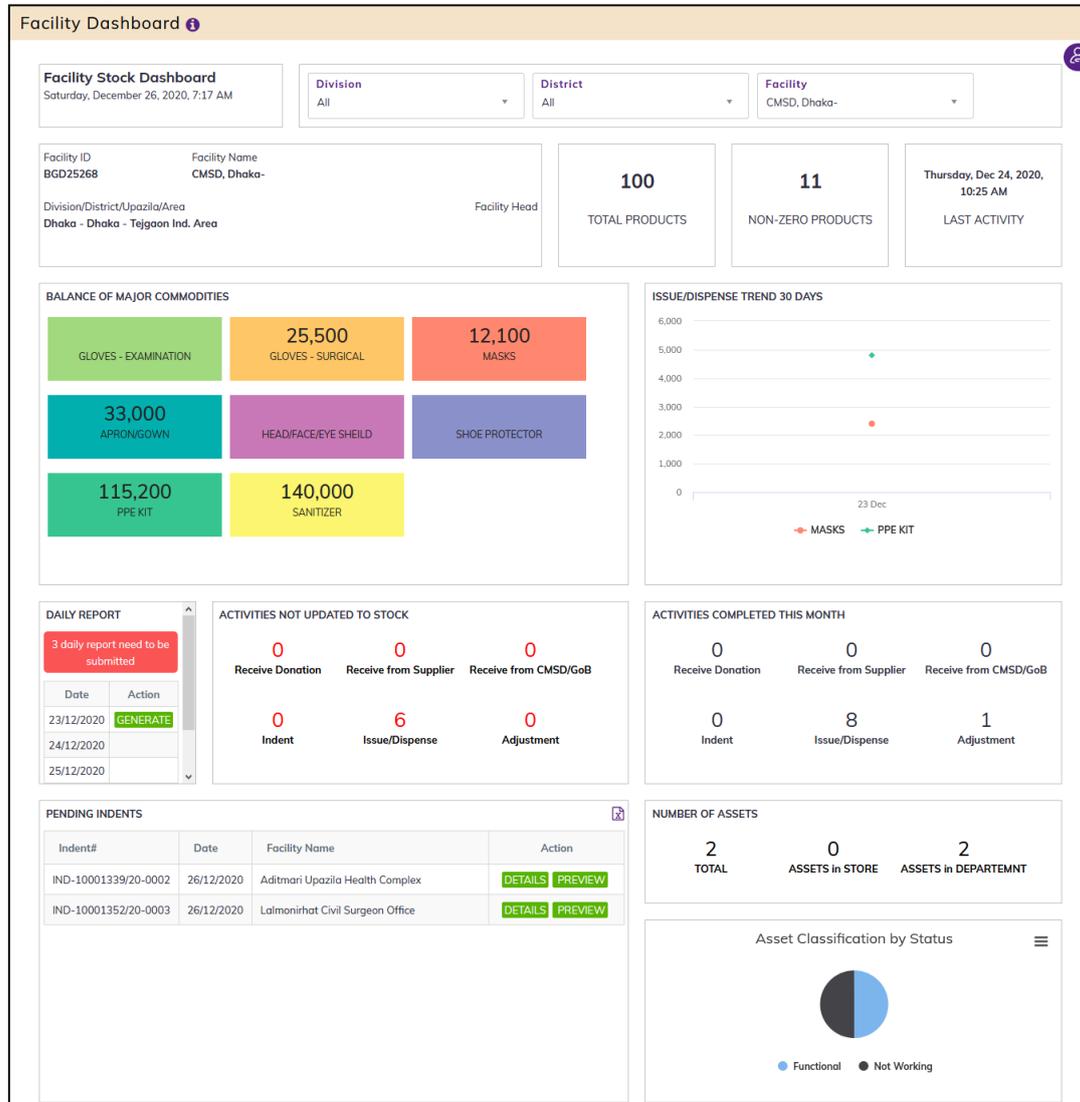
1.3. Menus

- Menus are available based on user permission. The Facility Data Entry operator can view the following menus -

Home Dashboard Reports Quantification Entry Forms **eLMIS Entry** User Guide Circulars

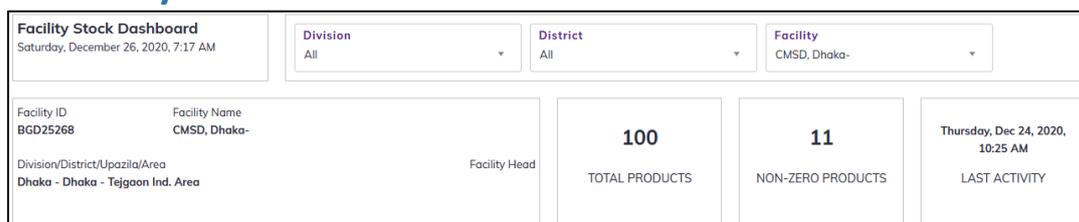
2. Facility Dashboard

- **COVID-19 eLMIS Facility Dashboard** is a glimpse of stock position of the store functionalities of a facility. Based on store/facility type the dashboard data will display and the displayed information can only be viewed by the logged in on facility user. It looks like following screen -

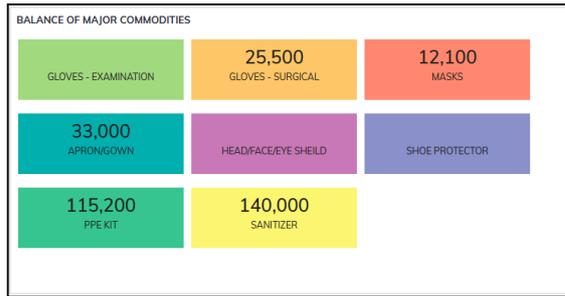


- The dashboard shows following different indicator blocks:

2.1. Facility Stock Dashboard



- **Facility Stock Dashboard:** Current date-time, Division & District name under where the facility is situated.
- **Facility Information:** Show the Facility ID, Facility Name and Facility Head
- **Facility Product:** Total and Non-zero products available in store
- **LAST ACTIVITY:** Show the facility last activity date-time.

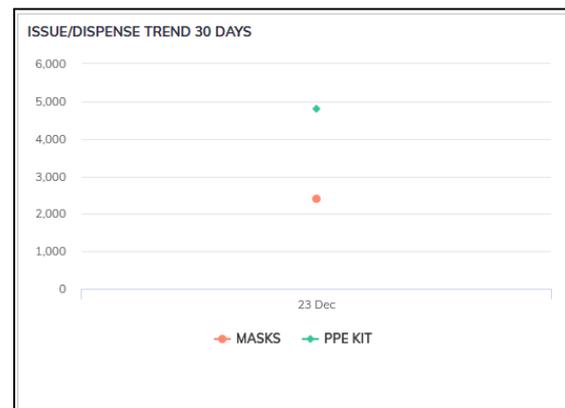


2.2. Balance of Major Commodities

This block displayed the major COVID-19 commodity group-wise the current stock quantity. Clicking on any block will show the underlying breakup commodities stock status of a Commodity group.

2.3. Issue/Dispense Trend 30 Days

Shows the facility total Issue/Dispense trend summarized by major product groups as well as breakdown by type of issue/dispense to departments, as line chart of last 30 days.



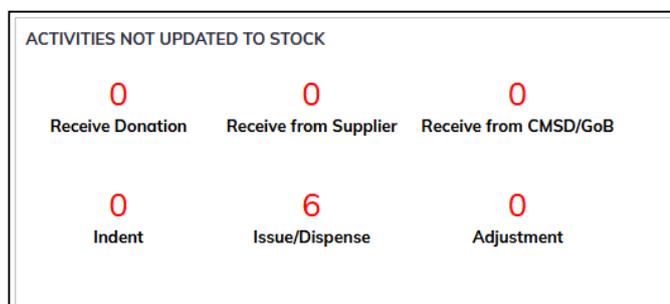
DAILY REPORT	
3 daily report need to be submitted	
Date	Action
23/12/2020	GENERATE
24/12/2020	
25/12/2020	

2.4. Daily Report

Shows the daily commodities stock status whether facility uploaded into COVID-19 SCM or not. By click on the Generate button the facility daily stock data uploaded into the existing COVID-19 SCM site automatically. The facility who are start using this COVID-19 eLMIS no need to give entry in the existing COVID-10 SCM commodities daily entry page.

2.5. Activities Not Updated To Stock

This block shows the non-updated transactions entries in RED color in the eLMIS like Receive Donation, Receive from Supplier, Receive from CMSD/GoB, Indent, Issue/Dispense and adjustment. This is one kind of ALERT the Facility about they give entries but not update the stock that mean transaction done which are not reflected in stick position/balance.





a month.

2.6. Activities Completed This Month

This is the opposite of the earlier block which means the all updated transactions entries count are shown in BLACK color in the eLMIS like Receive Donation, Receive from Supplier, Receive from CMSD/GoB, Indent, Issue/Dispense and adjustment in

2.7. Pending Indents

Shows the pending indent lists which comes from down tier facilities where yet not issue any commodities. The indent submission date and the facilities name where from indents comes. you can see the details of indent and preview the individual indent print for approval. The pending indent facility with items and quantity can export the excel format which you can use to supply plan consolidation.

PENDING INDENTS			
Indent#	Date	Facility Name	Action
IND-10001339/20-0002	26/12/2020	Aditmari Upazila Health Complex	DETAILS PREVIEW
IND-10001352/20-0003	26/12/2020	Lalmonirhat Civil Surgeon Office	DETAILS PREVIEW

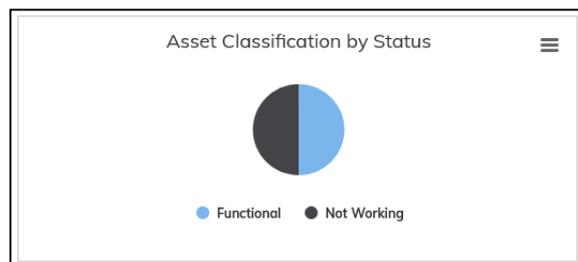


2.8. Number of Assets

Shows the total Assets in this facility and number of Assets in Store and Number of assets in Department.

2.9. Asset Classification by Status.

The charts show assets status whose are Functional, Condemn-able, Decommissioned, Not in Use, Not Installed, Not Repairable, Not Working, Repairable.



3. Procurement Package

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Procurement Package** submenu

SL#	Package#	Package Name	Financial Year	Procurement Type	Procurement Method	Funding Source	Start Date	Estimated Cost	Number of Lots
1	GD-01	Procurement of PPE	2020-21	Goods	ICB/(GOB/IDA/DP)-ICB	Global Fund	29/12/2020	0	1

3.1. Procurement Package - Add

3.1.1. Procurement Package - Add Header

- Click on **ADD** button at the top right corner of the page. You will see the following screen -

- Fill in the data entry fields.
- Field descriptions:
 1. **Package#***: Enter Package number.
 2. **Package Name***: Enter Package name.
 3. **Financial Year***: Select financial year from drop down, you want to entry the Package.
 4. **Procurement Type***: Select procurement type from drop down, you want to entry the Package.
 5. **Procurement Method***: Select procurement method from drop down, you want to entry the Package.
 6. **Funding Source***: Select funding source from drop down, you want to entry the Package.
 7. **Start Date***: Today's date will auto fill, change if required. Cannot enter future date.
 8. **Estimated Cost***: Enter package estimate cost.
 9. **Number of Lots***: By default, number of lot. set 1
 10. **Entry By***: Select the person who is entering data.
- Input non-mandatory fields:
 11. **Package Status**: when you have entered, the package status field will be updated automatically.

12. **Remarks:** Any other description you want to mention.

- After filling the necessary fields, press **SAVE** button to save the Procurement Package header part. You will see a popup message **New Data Added Successfully**.
- You will see that if package is Goods **+ADD PRODUCT** or if package is Services **+ADD SERVICE** button is now enabled below the data entry fields.

3.1.2. Procurement Package - Add Products

➤ **Package Items for Goods**

- Press on **ADD PRODUCT** button, you will see the list of product.

Product Code	Product Name	Unit Price (BDT)
COVID060	Hexisol (with Dispenser) - 250ml	0
COVID059	Hexisol - 250ml	0
COVID058	Hexisol - 50ml	0
COVID062	Infrared Thermometer	0
COVID073	Infusion giving set	0
COVID089	Inj. Redemsivir 100ml	0
COVID008	KN-95 or Equivalent	0
COVID090	Laminated Surgical Apron with Mopcap and Surgical Mask	0
COVID003	Latex Gloves (pair)	0
COVID036	Liquid Bleach	0

- Select one or more products from ADD PRODUCTS pop-up, which you have Procurement Package from item list. You can use Shift and Control keys to select multiple products at once.
- After selection press **ADD** button, the popup will close and you will return back to the form.

+ ADD SERVICE + ADD PRODUCT				
Search: <input type="text"/>				
Description	Quantity	Lot	Budgeted Unit Price	Line Total
✘ PPE Coverall for Level - 1	5000	Lot 1	1200	6,000,000
✘ Protective Coverall (PPE) - Smart	6000	Lot 1	1500	9,000,000
Total:				15,000,000

Showing 1 to 2 of 2 entries

- Fill in the following information for every item -
 1. **Quantity:** Enter the quantity you have added in the package
 2. **Lot:** Select the product package lot.
 3. **Budgeted Unit Price (BDT):** Enter the item Budgeted Unit Price (BDT)
 4. **Line Total (BDT):** The line total will be automatically calculated.

➤ **For Service Package**

- Press on **ADD SERVICE** button
- Fill in the following information for items -
 1. **Service Description:** Enter the service description.
 2. **Quantity:** Enter the quantity you have entry in the package
 3. **Budgeted Unit Price (BDT):** Enter the item Budgeted Unit Price (BDT)
 4. **Line Total (BDT):** The line total will be automatically calculated.
- After filling the necessary fields, press **SAVE** button to save the Procurement Package items. You will see a popup message **New Data Added Successfully**. The popup will close and you will return back to the item list.

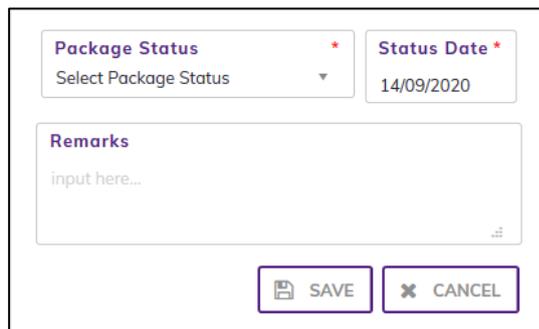
+ ADD SERVICE + ADD PRODUCT				
Search: <input type="text"/>				
Description	Quantity	Lot	Budgeted Unit Price	Line Total
✘ PPE Coverall for Level - 1	5000	Lot 1	1200	6,000,000
✘ Protective Coverall (PPE) - Smart	6000	Lot 1	1500	9,000,000
Total:				15,000,000

Showing 1 to 2 of 2 entries

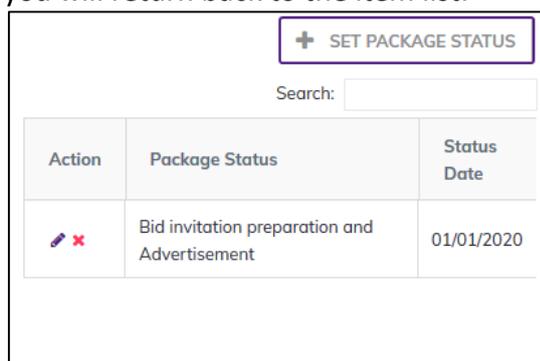
- If you want to remove a line item – press the small delete icon on the far left of the row.
- Continue for every item.

3.1.3. Procurement Package - Set Package Status

- Press on **SET PACKAGE STATUS** button



- Fill in the following information for every status -
 1. **Package Status***: Enter the service description.
 2. **Status Date***: Enter the quantity you have entry in the package
- Input non-mandatory fields:
 3. **Remarks**: Any other description you want to mention
- After filling the necessary fields, press **SAVE** button to save the Procurement Package items. You will see a popup message **New Data Added Successfully**. The popup will close and you will return back to the item list.



Action	Package Status	Status Date
	Bid invitation preparation and Advertisement	01/01/2020

- If you want to edit a line status – press the small edit icon on the far left of the row and update the status information.
- If you want to remove a line status – press the small delete icon on the far left of the row.
- Continue for every status.

3.2. Procurement Package - Edit

- To edit a Procurement Package, the user must select the Procurement Package from the list, then click the **EDIT** button at the top right corner of the page or double click on The Procurement Package which he wants to edit.
- The package will be displayed for editing.
- Modify the Procurement Package header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product details as explained in above section.
- For Goods. Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

- You can also change the service details by using the small edit icon on the far left of the row and update the services information. After you type in any of the boxes in the service editing rows press **SAVE** that will save the data.

3.3. Procurement Package - Delete

- You cannot delete an already entered contract.
- To delete a Procurement Package, the user must select the Procurement Package and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?**
- When you confirm the package is removed with all items permanently.

3.4. Procurement Package - View

- When the package is updated to stock, you have to select **VIEW** button to go inside the package.
- Select the updated package from list and press the **VIEW** button from top right corner. The package will open in view mode.
- Press on **PRINT** button to print the Procurement Package.

4. Contracts

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Contracts** submenu

SL.	Contract Date	Contract#	Package#	Lot	Other Cost	Supplier	Payment Status	Delivery Schedule (days)
1	29/12/2020	12344				Brain Station 23 Ltd	Not Paid	90

4.1. Contracts - Add

4.1.1. Contracts - Add Header

- Click on **ADD** button at the top right corner of the page.

Contract create/edit

Contract#* input here... Package# Select Package Lot Select Lot Other Cost input here...

Contract Date 29/12/2020 Supplier* Select Supplier Payment Status Not Paid Partial Paid

Delivery Schedule (days)* input here... Entry By Select Entry By Remarks

- Fill in the data entry fields.
 1. **Contract#***: Enter Contract number.
 2. **Contract Date***: Today's date will auto fill, change if required. Cannot enter future date.
 3. **Supplier***: Select Supplier from drop down, you want to entry the Contract. If not available, add supplier from eLMIS Entry > Supplier Entry page.
 4. **Delivery Schedule***: Enter schedule of delivery.
 5. **Entry By***: Select the person who is entering data.
- Input non-mandatory fields:
 6. **Package#**: Select a package (If you want to create a contract with package items)
 7. **Lot**: select Lot
 8. **Other Cost**: Enter the contract other cost
 9. **Remarks**: Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the contract header part. You will see a popup message **New Data Added Successfully**.

- If the contract is created Noe-packages you will see that **ADD PRODUCT** is now enabled below the data entry fields. **OR** if the contract is created with Packages You will see that **+ADD PACKAGE ITEMS** button is now enabled below the data entry fields.

4.1.2. Contracts - Add Products

➤ Contract Items For without Package

- Press on **ADD PRODUCTS** button, you will see the list of product.

Product Code	Product	Unit Price (BDT)
COVID066	Antiseptic Handrub Solution (EDCL)	0
COVID039	Autoclave Machine	0
COVID088	Azithromycin tablet 500mg	0
COVID026	Biohazard Bag	0
COVID069	Biohazard bin	0
COVID070	Central Venous Catheters kit	0
COVID056	Combo Surgical Protection Dress (Apron, Shoe Cover & Cap)	0
COVID087	Dead Body Bag	0
COVID023	Disinfectants (1% Sodium hypochloride)	0

Showing 1 to 93 of 93 entries

ADD CANCEL

- Select one or more products, which you have Contract from item list. You can use Shift and Control keys to select multiple products at once.
- After selection press **ADD** button, the popup will close and you will return back to the form.

Product Code	Product	Quantity	Unit Price (BDT)	Line Total (BDT)
COVID008	KN-95 or Equivalent			0
COVID090	Laminated Surgical Apron with Mopcap and Surgical Mask			0
COVID003	Latex Gloves (pair)			0
COVID036	Liquid Bleach			0
Total:				0 (BDT)

- Fill in the following information for every items-
 1. **Quantity:** Enter the quantity you have contracted in the contract

2. **Unit Price:** Enter the item Unit Price (BDT)
3. **Line Total:** The line total will be automatically calculated.

➤ **Contract Items For with Package**

- Press on **ADD PACKAGE ITEMS** button to add the package to contract, you will see message **Do you really want to add all package items?**
- Press **Confirm** button if you are confident that the package items with quantity and price will be added under the contract.

Product Code	Product	Quantity	Unit Price (BDT)	Line Total (BDT)
COVID-19				
COVID008	KN-95 or Equivalent	5000	560	2,800,000
COVID077	N-95/FFP2/FFP3	2000	350	700,000
COVID017	FPE kit (gown with cap, shoe cover, N95 mask)	2000	1200	2,400,000
Total:				5,900,000 (BDT)

Showing 1 to 3 of 3 entries

4.1.3. Contracts - Payment Status Update

- You can only update a contract, which is not paid (RED or YELLOW bubble beside the contract record).
- Status – Non-Paid/Partial/Paid
- To update a Contracts payment status the user must select the Contract from the list, then click the **EDIT** button at the top right corner of the page or double click on The Contract, which wants to update payment status.
- The contract will be displayed for editing.
- Update the payment status by clicking payment status button.
- Press **SAVE** button to update the information, you will see a popup message - Data Updated Successfully.

Contracts

RETURN TO LIST SAVE PRINT

Contract create/edit

Contract# DGHS/COVID-19/ERPP/Package GD-01/2019-20
Package# GD-1
Other Cost (BDT) 5000
Contract Date 19/05/2020
Supplier Jadid Automobiles JAI
Payment Status Not Paid Partial **Paid**
Delivery Schedule 180
Entry By CMSD Data Entry Manager
Remarks

+ ADD PACKAGE ITEMS + ADD PRODUCTS

Search:

Product Code	Product	Quantity	Unit Price (BDT)	Line Total (BDT)
COVID-19				
COVID008	KN-95 or Equivalent	5000	560	2,800,000
COVID077	N-95/FFP2/FFP3	2000	350	700,000
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	2000	1200	2,400,000

4.2. Contracts - Edit

- You can only edit a contract which is not paid (RED or yeallow bubble beside the contract record).
- To edit a Contracts the user must select the Contract from the list, then click the **EDIT** button at the top right corner of the page or double click on The Contract, which want to edit.
- The contract will be displayed for editing.
- Modify the Contracts header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press **ENTER** after you type in any of the boxes in the product editing rows – that will save the data.

4.3. Contracts - Delete

- You cannot delete an already paid contract.
- To delete a Contract, the user must select the Contract and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record?** - When you confirm the contract is removed with all items permanently.

4.4. Contracts - View

- When the contract Payment is paid to suppluer, you have to select **VIEW** button to go inside the contract.
- Select the paid contract from list and press the **VIEW** button from top right corner. The contract will open in view mode.
- Press on **PRINT** button to print the contract.

5. Receive Donation

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Receive Donation** submenu

Receive Donation

From: 15/06/2020 To: 15/09/2020 Facility: CMSD, Dhaka

+ ADD View Edit Delete PRINT

Show 10 entries Search:

SL.	Receive Date	Receive Invoice#	Supplier	Donated By	Amount (BDT)	Supplier Invoice#	Supplier Invoice Date	Receive By	Remarks
1	13/09/2020	REC-DON-COVID007/20-0004	Brain Station 23 Ltd	4A YARN DYEING LTD.	0	JMI2020	13/09/2020	CMSD Data Entry Operator	
2	07/09/2020	REC-DON-COVID007/20-0002	Brain Station 23 Ltd	4A YARN DYEING LTD.	1,100	4365	07/09/2020	CMSD Data Entry Manager	
3	07/09/2020	REC-DON-COVID007/20-0003	Dream Traders	4A YARN DYEING LTD.	0	204	07/09/2020	CMSD Data Entry Manager	
4	06/09/2020	REC-DON-COVID007/20-0001	Brain Station 23 Ltd	4A YARN DYEING LTD.	172	INV123	06/09/2020	CMSD Data Entry Manager	

Showing 1 to 4 of 4 entries First Previous 1 Next Last

5.1. Receive Donation - Add

5.1.1. Receive Donation Invoice - Add Invoice Header

- Click on **+ ADD** button at the top right corner of the page.

RETURN TO LIST SAVE UPDATE STOCK PRINT

RECEIVE DONATION - CREATE/EDIT

Receive Invoice# REC-DON-COVID007/20-0005

Receive Date 15/09/2020

Donated By Select Donor

Remarks

Supplier + Select Supplier

Supplier Invoice# input here...

Supplier Invoice Date 15/09/2020

Receive By Select Receive By

- Fill in the following data entry fields -
 1. **Receive Invoice#***: Auto generated, no change required.
 2. **Receive Date***: Today's date will auto fill, change if required. Cannot enter future date.
 3. **Donated By***: Select the donor name from drop down. If not available, add donor from Admin > Donor Entry page.
 4. **Supplier***: Select supplier name from drop down. If not available, press on **Supplier+** to add supplier.

Add Supplier

Supplier Name see

Country Bangladesh

Email s

Contact Name input here...

Contact No s

Fax input here...

Supplier Address input here...

URL input here...

SAVE CANCEL

5. **Supplier Invoice#***: Enter invoice number from supplier's paper document.
 6. **Supplier Invoice Date***: Enter date from supplier's Invoice.
 7. **Receive By***: Select the person who is entering data
- Input non-mandatory fields:
 8. **Remarks**: Any other description you want to mention.
 - After filling the necessary fields, press **SAVE** button to save the Receive Donation Invoice header part. You will see a popup message **New Data Added Successfully**.
 - After saving the header part, you will see that **ADD PRODUCT** button is enabled below the right side of header block.

5.1.2. Receive Donation Invoice - Add Products

- Press on **ADD PRODUCT** button, you will see the list of products name.

- You can shortlist the all products list from Product Group combo
- Select one or more products which you have received from supplier. You can use Shift and Control keys to select multiple products at once.
- After selection press **ADD** button, the popup will close and you will return back to the form.

Product Code	Product	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price (BDT)	Line Total (BDT)
COVID-19								
<input type="checkbox"/> × COVID008	KN-95 or Equivalent							0
<input type="checkbox"/> × COVID065	Protective Cover-all with Shoe Cover							0

- Fill in the following information for every lot/batch -
 1. **Quantity Received:** Enter the quantity you received in the invoice
 2. **Lot No:** Enter the item lot number, if any
 3. **Expiry Date:** Enter the item expiry date, if any
 4. **DGDA NOC#:** Enter the DGDA NOC#, if any
 5. **Donor Ref#:** Enter the item Donor Ref#, if any. If there is no reference – type the Donor name in the box.
 6. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
 7. **Line Total (BDT):** The line total will be automatically calculated.

Product Code	Product	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price (BDT)	Line Total (BDT)
COVID-19								
<input type="checkbox"/> × COVID008	KN-95 or Equivalent	1000	Lot-1	31/12/2020		BEX-124	450	450,000
<input type="checkbox"/> × COVID065	Protective Cover-all with Shoe Cover	2000	Lot-23	31/12/2020		BEX-234	1250	2,500,000

- If you have more than one lot for a product, use the “Copy Item” icon at the far left of the grid against each product.
- If you want to remove a line item – press the small red color “Delete” icon on the far left beside the “Copy Item” icon of the row.
- Continue for every item.

5.1.3. Receive Donation Invoice - Update Stock

- The invoice you entered is in draft mode, and does not have any reflection in your stock balance.
- Press on **UPDATE STOCK** button to post the invoice to stock, you will see message **Do you really want to update the stock?**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Invoice Posted Successfully.**

RECEIVE DONATION - CREATE/EDIT

Receive Invoice# REC-DON-COVID007/20-0005 Receive Date 15/09/2020 Donated By Beximco Pharmaceuticals Ltd

Supplier + Dream Traders Supplier Invoice# 11245 Supplier Invoice Date 15/09/2020 Receive By CMSD Data Entry Manager

Remarks

+ ADD PRODUCTS

Search:

Product Code	Product	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price (BDT)	Line Total (BDT)
COVID-19								
COVID008	KN-95 or Equivalent	1000	Lot-1	31/12/2020		BEX-124	450	450,000
COVID065	Protective Cover-all with Shoe Cover	2000	Lot-23	31/12/2020		BEX-234	1250	2,500,000

- After update you are not able to change or delete the invoice information.

5.2. Receive Donation - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit a Receive Donation, the user must select the Receive Donation from the list, then click the **EDIT** button at the top right corner of the page or double click on The Receive Donation invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Receive Donation header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press **ENTER** after you type in any of the boxes in the product editing rows – that will save the data.

5.3. Receive Donation - Delete

- You cannot delete an already posted invoice.
- To delete a Receive Donation invoice, the user must select the Receive Donation invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

5.4. Receive Donation - View

- When the invoice is updated to stock, you have to select **VIEW** button to go inside the invoice.
- Select the updated invoice from list and press the **VIEW** button from top right corner. The invoice will open in view mode.
- Press on **PRINT** button to print the receive donation invoice.

6. Receive from Supplier

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Receive from Supplier** submenu

Receive from Supplier

From: 15/06/2020 To: 15/09/2020 Facility: CMSD, Dhaka

+ ADD View Edit Delete PRINT

Show 10 entries Search:

SL.	Receive Date	Receive Invoice#	Supplier	Contract #	Amount (BDT)	Supplier Invoice#	Supplier Invoice Date	Receive By	Remarks
1	02/09/2020	REC-SUP-COVID007/20-0002	Brain Station 23 Ltd		0	BS-2020/09/001	01/09/2020	CMSD Data Entry Manager	
2	04/08/2020	REC-SUP-COVID007/20-0001	Dream Traders		0	1121	03/08/2020	CMSD Data Entry Manager	

Showing 1 to 2 of 2 entries First Previous 1 Next Last

6.1. Receive from Supplier - Add

6.1.1. Receive from Supplier Invoice - Add Header

- Click on **+ ADD** button at the top right corner of the page.

RETURN TO LIST SAVE UPDATE STOCK PRINT

RECEIVE FROM SUPPLIER - CREATE/EDIT

Receive Invoice# REC-SUP-COVID007/20-0003

Receive Date 15/09/2020

Supplier + Select Supplier

Remarks

Supplier Invoice# input here...

Supplier Invoice Date 15/09/2020

Receive By Select Receive By

Contract# Select Contract

- Fill in the data entry fields.
- Field descriptions:
 1. **Receive Invoice#***: Auto generated, no change required.
 2. **Receive Date***: Today's date will auto fill, change if required. Cannot enter future date.
 3. **Supplier***: Select supplier name from drop down. If not available press on **Supplier+**: To add supplier.

Add Supplier

Supplier Name see

Country Bangladesh

Email s

Contact Name input here...

Contact No s

Fax input here...

Supplier Address input here...

URL input here...

SAVE CANCEL

4. **Supplier Invoice#***: Enter invoice number from supplier's paper document.
5. **Supplier Invoice Date***: Enter date from supplier's Invoice.

- 6. **Receive By*:** Select the person who is entering data.
- Input non-mandatory fields:
 - 7. **Contract#:** Select contract number from drop down. If available contract number
 - 8. **Remarks:** Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Receive from Supplier invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **ADD PRODUCT** button is now enabled below the data entry fields.

6.1.2. Receive from Supplier Invoice - Add Products

- Press on **ADD PRODUCT** button, you will see the list of product names

- Select one or more products which you have received from supplier. You can use Shift and Control keys to select multiple products at once.
- After selection press **ADD** button, the popup will close and you will return back to the form.

Product Code	Product	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Unit Price (BDT)	Line Total (BDT)
COVID-19							
COVID008	KN-95 or Equivalent						0
COVID077	N-95/FFP2/FFP3						0
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)						0

- Fill in the following information for every lot/batch -
 1. **Quantity Received:** Enter the quantity you received in the invoice
 2. **Lot No:** Enter the item lot number, if any
 3. **Expiry Date:** Enter the item expiry date, if any
 4. **DGDA NOC#:** Enter the DGDA NOC#, if any
 5. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
 6. **Line Total (BDT):** the line total will be automatically calculated.

Product Code	Product	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Unit Price (BDT)	Line Total (BDT)
COVID-19							
COVID008	KN-95 or Equivalent	5000	Lot-5	31/01/2021	NOC-3250	450	2,250,000
COVID077	N-95/FFP2/FFP3	2000	Lot-4	31/01/2021	NOC-3250	650	1,300,000
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	3000	Lot-6	31/10/2020	NOC-3250	1250	3,750,000

- If you have more than one lot for a product, use the copy icon at the far left of the grid against each product.
- If you want to remove a line item – press the small delete icon on the far left of the row.
- Continue for every item.

6.1.3. Receive from Supplier Invoice - Update Stock

- The invoice you entered is in draft mode, and does not have any reflection in your stock balance.
- Press on **UPDATE STOCK** button to post the invoice to stock, you will see message **Do you really want to update the stock?**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Invoice Posted Successfully.**

RECEIVE FROM SUPPLIER - CREATE/EDIT

RETURN TO LIST SAVE UPDATE STOCK PRINT

Receive Invoice# REC-SUP-COVID007/20-0003
 Receive Date 15/09/2020
 Supplier Jadid Automobiles JAJ
 Remarks
 Supplier Invoice# 265487
 Supplier Invoice Date 15/09/2020
 Receive By CMSD Data Entry Manager
 Contract# DGHS/COVID-19/ERPP/Package GD-0...

+ ADD PRODUCTS

Search:

Product Code	Product	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Unit Price (BDT)	Line Total (BDT)
COVID-19							
COVID008	KN-95 or Equivalent	5000	Lot-5	31/01/2021	NOC-3250	450	2,250,000
COVID077	N-95/FFP2/FFP3	2000	Lot-4	31/01/2021	NOC-3250	650	1,300,000
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	3000	Lot-6	31/10/2020	NOC-3250	1250	3,750,000

- After update you are not able to change or delete the invoice information.

6.2. Receive from Supplier - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit a Receive from Supplier, the user must select the Receive from Supplier from the list, then click the **EDIT** button at the top right corner of the page or double click on The Receive from Supplier invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Receive from Supplier header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press **ENTER** after you type in any of the boxes in the product editing rows – that will save the data.

6.3. Receive from Supplier - Delete

- You cannot delete an already posted invoice.
- To delete a Receive from Supplier invoice, the user must select the Receive from Supplier invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

6.4. Receive from Supplier - View

- When the invoice is updated to stock, you have to select **VIEW** button to go inside the invoice.
- Select the updated invoice from list and press the **VIEW** button from top right corner. The invoice will open in view mode.
- Press on **PRINT** button to print the Receive from Supplier invoice.

7. Receive from CMSD/CS/GoB

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Receive from CMSD/CS/GoB** submenu

Receive from CMSD/CS/GoB

From: 22/09/2020 To: 22/12/2020 Facility: Lalmonirhat Civil Surgeon Office

Buttons: + ADD, + ADD INDENT / ISSUE, VIEW, Edit, Delete, PRINT

Show 10 entries Search:

SL.	Receive Date	Receive Invoice#	Receive From	Indent#	Amount (BDT)	Warehouse Invoice#	Warehouse Invoice Date	Receive By	Remarks
1	20/12/2020	REC-WH-10001352/20-0001	CMSD, Dhaka-	IND-10001352/20-0001	0	ISS-IND-BGD25268/20-0016	20/12/2020	Operator - Lalmonirhat Civil Surgeon Office	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

7.1. Receive from CMSD/CS/GoB – Receive without Indent Receive invoice

7.1.1. Receive from CMSD/CS/GoB Invoice - Add Header

- Click on **ADD** button at the top right corner of the page

RETURN TO LIST SAVE UPDATE STOCK PRINT

RECEIVE - CREATE/EDIT

Receive Invoice# REC-WH-10001352/20-0002

Receive Date 22/12/2020

Receive From Select Receive From

Remarks

Warehouse Invoice# input here...

Warehouse Invoice Date 22/12/2020

Receive By Select Receive By

+ ADD NON-INDENTED PRODUCTS

Show 10 entries Search:

Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price (BDT)	Line Total (BDT)
No data available in table										
Total:										

Showing 0 to 0 of 0 entries Previous Next

- Fill in the data entry fields.
- Field descriptions:
 1. **Receive Invoice#***: Auto generated, no change required.
 2. **Receive Date***: Today's date will auto fill, change if required. Cannot enter future date.
 3. **Receive From***: Select receive from name (CMSD/CS/GoB) from drop down.
 4. **Warehouse Invoice#***: Enter invoice number from warehouse's paper document.
 5. **Warehouse Invoice Date***: Enter date from warehouse's Invoice.
 6. **Receive By***: Select the person who is entering data.
- Input non-mandatory fields:
 7. **Remarks**: Any other description you want to mention.

- After filling the necessary fields, press **SAVE** button to save the Receive from CMSD/CS/GoB invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that –
 - **ADD NON-INDENTED PRODUCTS** Button is now enabled below the data entry fields.

➤ **ADD NON-INDENTED PRODUCTS**

- If you want to add items from non-indent product
- Press on **ADD NON-INDENTED PRODUCTS** button, you will see the list of product names

- Select one or more products, which you have received from CMSD/CS/GoB. You can use Shift and Control keys to select multiple products at once.
- After selection press ADD button, the popup will close and you will return back to the form.

+ ADD NON-INDENTED PRODUCTS										
Search:										
Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price (BDT)	Line Total (BDT)
COVID-19										
COVID008	KN-95 or Equivalent									0
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)									0
COVID051	Protective Cover-all with Surgical Face Mask									0

- Fill in the following information for every lot/batch -
 1. **Quantity Received:** Enter the quantity you received in the invoice
 2. **Lot No:** Enter the item lot number, If any
 3. **Expiry Date:** Enter the item expiry date, If any
 4. **DGDA NOC#:** Enter the DGDA NOC#, If any
 5. **Donor Ref#:** Enter the item Donor Ref#, if any. If there is no reference – type the Donor name in the box.
 6. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
 7. **Line Total (BDT):** the line total will be automatically calculated.
- If you have more than one lot for a product, use the copy icon at the far left of the grid against each product.
- If you want to remove a line item – press the small delete icon on the far left of the row.
- Continue for every item.

+ ADD NON-INDENTED PRODUCTS										
Search:										
Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price (BDT)	Line Total (BDT)
COVID-19										
COVID008	KN-95 or Equivalent			200	Lot-1	24/12/2021				0
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)			250	Lot-6		3240			0
COVID051	Protective Cover-all with Surgical Face Mask			300	Lot-23					0

7.1.2. Receive from CMSD/CS/GoB Invoice - Update Stock

- The invoice you entered is in draft mode, and does not have any reflection in your stock balance.
- Press on **UPDATE STOCK** button to post the invoice to stock, you will see message **Do you really want to update the stock?**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Invoice Posted Successfully.**

RETURN TO LIST SAVE UPDATE STOCK PRINT

RECIEVE - CREATE/EDIT

Receive Invoice# REC-WH-10000025/20-0004
 Receive Date 15/09/2020
 Receive From CMSD, Dhaka
 Remarks

Warehouse Invoice# ISS-PUSH-COVID007/20-0004
 Warehouse Invoice Date 15/09/2020
 Receive By Dhaka CS Data Entry Manager

+ SELECT FROM INDENT
 DOWNLOAD ISSUE INVOICE
 + ADD NON-INDENTED PRODUCTS

Search:

Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price	Line Total
COVID-19										
COVID008	KN-95 or Equivalent			200	Lot-1	31/12/2020		BEX-124	450	90,000
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)			250	Lot-6	31/10/2020	NOC-3250		650	162,500
COVID051	Protective Cover-all with Surgical Face Mask			300	Lot-23	31/12/2020		BEX-234	1250	375,000

- After update you are not able to change or delete the invoice information.

7.2. Receive from CMSD/CS/GoB Invoice – Receive with Indent/Issue

Receive from CMSD/CS/GoB

From 22/09/2020
 To 22/12/2020
 Facility Lalmonirhat Civil Surgeon Office
 + ADD
 + ADD INDENT / ISSUE
 VIEW
 Edit
 Delete
 PRINT

Show 10 entries Search:

SL.	Receive Date	Receive Invoice#	Receive From	Indent#	Amount (BDT)	Warehouse Invoice#	Warehouse Invoice Date	Receive By	Remarks
1	20/12/2020	REC-WH-10001352/20-0001	CMSD, Dhaka-	IND-10001352/20-0001	0	ISS-IND-BGD25268/20-0016	20/12/2020	Operator - Lalmonirhat Civil Surgeon Office	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- Press on **ADD INDENT/ISSUE** button; you will see the list of two tab. One **ADD ISSUE PRODUCT** which was supply form supply source (Warehouse/ DRS) and the other tab is **ADD INDENT PRODUCT** which was indent to supply source (Warehouse/ DRS).

7.2.1. Receive from CMSD/CS/GoB Invoice -Add Issue Product.

ADD INDENT / ISSUE

ADD ISSUED PRODUCTS
 ADD INDENT PRODUCTS

Issue Invoice#	Date	Warehouse
ISS-IND-BGD25268/20-0017	22/12/2020	CMSD, Dhaka-

Showing 1 to 1 of 1 entries

ADD
 CANCEL

- Select a issue invoice from Add Issue Product tab. you want to receive in this Receive from CMSD/CS/GoB Invoice.
- After selection press **ADD** button, the popup will close and you will return back to the form. The issue invoice will be added with items in Receive from CMSD/CS/GoB Invoice.

Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price (BDT)	Line Total (BDT)
COVID-19										
COVID066	Antiseptic Handrub Solution (EDCL)	50	50	50					0	0
COVID046	Gloves for Surgical - 6.5 Inch (pair)	150	150	150					0	0
COVID048	Gloves for Surgical - 7.0 Inch (pair)	120	120	120					0	0
COVID052	Gown for Level - 1	50	50	50					0	0

- Review the Issue against Indent invoice items and continue to above section Update stock.

7.2.2. Receive from CMSD/CS/GoB Invoice -Add Indent Product.

ADD INDENT / ISSUE
✕

ADD ISSUED PRODUCTS
ADD INDENT PRODUCTS

Indent Date	Indent Type	Indent#
22/12/2020	EMERGENCY	IND-10001352/20-0002

Showing 1 to 1 of 1 entries

ADD
CANCEL

- Select an indent from Add Indent Product tab. you want to receive in this Receive from CMSD/CS/GoB Invoice.
- After selection press **ADD** button, the popup will close and you will return back to the form. The Indent will be added with items in Receive from CMSD/CS/GoB Invoice.

Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price (BDT)	Line Total (BDT)
COVID-19										
✕ COVID066	Antiseptic Handrub Solution (EDCL)	50	50	50						0
✕ COVID045	Gloves for Surgical - 6.0 Inch (pair)	200	200	200						0
✕ COVID046	Gloves for Surgical - 6.5 Inch (pair)	150	150	150						0
✕ COVID008	KN-95 or Equivalent	25	25	25						0

- Review the Issue against Indent invoice items and continue to above section Update stock.
- Enter the product's Quantity Received, Lot No, Expiry Date, DGDA Noc# and Donor Ref#
- If you want to receive a item with multiple lot, press the Copy Item icon on the far left of the row.
- Enter the copied product's Quantity Received, Lot No, Expiry Date, DGDA Noc# and Donor Ref#
- Review the Issue against Indent invoice items and continue to above section to Update Stock.

7.3. Receive from CMSD/CS/GoB - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit a Receive from CMSD/CS/GoB, the user must select the Receive from CMSD/CS/GoB from the list, then click the **EDIT** button at the top right corner of the page or double click on The Receive from CMSD/CS/GoB invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Receive from CMSD/CS/GoB header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press **ENTER** after you type in any of the boxes in the product editing rows – that will save the data.

7.4. Receive from CMSD/CS/GoB - Delete

- You cannot delete an already posted invoice.
- To delete a Receive from CMSD/CS/GoB invoice, the user must select the Receive from CMSD/CS/GoB invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

7.5. Receive from CMSD/CS/GoB - View

- When the invoice is updated to stock, you have to select **VIEW** button to go inside the invoice.
- Select the updated invoice from list and press the **VIEW** button from top right corner. The invoice will open in view mode.
- Press on **PRINT** button to print the Receive from CMSD/CS/GoB invoice.

8. Issue against Indent

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Issue against Indent** submenu

The screenshot shows the 'Issue against Indent' interface. At the top, there are filters for 'From' (15/06/2020), 'To' (15/09/2020), and 'Facility' (CMSD, Dhaka). There are buttons for '+ ADD', '+ PICK-INDENT', 'VIEW', 'EDIT', 'DELETE', and 'PRINT'. Below the filters, there is a search bar and a table with the following data:

SL.	Issue Date	Issue Invoice#	Indentor	Indent#	Prepared By	Approved By	Prepared Date	Remarks
1	08/09/2020	ISS-IND-COVID007/20-0002	Dhaka Civil Surgeon Office	IND-10000025/20-0002	CMSD Data Entry Operator	CMSD Data Entry Manager	08/09/2020	

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons: First, Previous, 1, Next, Last.

8.1. Issue against Indent - Add

8.1.1. Issue against Indent Invoice - Add Header

- Click on **+ ADD** button at the top right corner of the page.

The screenshot shows the 'ISSUE VOUCHER - CREATE/EDIT' form. At the top right, there are buttons for 'RETURN TO LIST', 'SAVE', 'UPDATE STOCK', and 'PRINT'. The form has several input fields:

- Issue Invoice#**: ISS-IND-COVID007/20-0003
- Issue Date**: 15/09/2020
- Indentor**: Select Indentor
- Remarks**: (Empty text area)
- Indent#**: Input here...
- Prepared By**: Select Prepared By
- Prepared Date**: 15/09/2020
- Approved By**: Select Approved By

Below the form, there is a table with columns for 'Indentor' and 'Store'. The table is currently empty, showing 'No data available in table'. There are also buttons for '+ ADD PRODUCTS', a search bar, and pagination controls.

- Fill in the data entry fields.
- Field descriptions:
 1. **Issue Invoice#***: Auto generated, no change required.
 2. **Issue Date***: Today's date will auto fill, change if required. Cannot enter future date.
 3. **Indentor***: Select indentor name from drop down, which are indent you.
 4. **Indent#***: Enter Indent number from indentor's paper document.
 5. **Prepared By***: Select the person who is entering data.
 6. **Prepared Date***: Today's date will auto fill, change if required. Cannot enter future date.
 7. **Approved By***: Select the person who is entering data.
- Input non-mandatory fields:
 8. **Remarks**: Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Issue against Indent invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **+ADD PRODUCTS** button is now enabled below the data entry fields.

ISSUE VOUCHER - CREATE/EDIT

Issue Invoice# ISS-IND-COVID007/20-0003
 Issue Date 15/09/2020
 Indentor Dhaka Civil Surgeon Office

Indent# IND-10000025/20-0006
 Prepared By CMSD Data Entry Manager
 Prepared Date 15/09/2020
 Approved By CMSD Data Entry Manager

+ ADD PRODUCTS

Search:

Indentor					Store					
Product Code	Product	Indent Quantity	AMC	Facility Balance	Current Stock Quantity	Quantity Issued	Lot No	Expiry Date	DGDA NOC#	Donor Ref#
No data available in table										

8.1.2. Issue against Indent Invoice - Add Products

- Press on **ADD PRODUCTS** button, you will see the list of product names

ADD PRODUCTS

Product Group: All Product Group

Search:

Product Code	Product	Lot No	Expiry Date	Lot Quantity	DGDA NOC#	Donor Ref#
COVID009	Central Venous Catheters kit			24		
COVID070	Central Venous Catheters kit			24		
COVID056	Combo Surgical Protection Dress (Apron, Shoe Cover & Cap)			16		
COVID087	Dead Body Bag			6		
COVID071	Fit test kit			7,495		
COVID044	Gloves for Examination - Large (pair)			35,000		
COVID008	KN-95 or Equivalent	Lot-1	31/12/2020	800		BEX-124
COVID008	KN-95 or Equivalent	Lot-5	31/01/2021	5,000	NOC-3250	
COVID077	N-95/FFP2/FFP3			45,993		
COVID077	N-95/FFP2/FFP3	Lot-4	31/01/2021	2,000	NOC-3250	
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	Lot-6	31/10/2020	2,750	NOC-3250	

Showing 1 to 22 of 22 entries

- Select one or more products, which you have issued. You can use Shift and Control keys to select multiple products at once.
- After selection press ADD button, the popup will close and you will return back to the form.
- Automatic fill-up Indentor part - **AMC, Facility Balance** and Store part - if having, **Current Stock Quantity, Lot No, Expiry Date, DGDA NOC#, Donor Ref#**.
- Fill in the following information for every lot/batch -
 1. **Indent Quantity:** Enter the quantity indent which require the indentor
 2. **Quantity Issued:** Enter the quantity you have issued in the invoice
- If you want to remove a line item – press the small delete icon on the far left of the row.

ISSUE VOUCHER - CREATE/EDIT

Issue Invoice# ISS-IND-COVID007/20-0003 Issue Date 15/09/2020 Indentor Dhaka Civil Surgeon Office Remarks

Indent# IND-10000025/20-0006 Prepared By CMSD Data Entry Manager Prepared Date 15/09/2020 Approved By CMSD Data Entry Manager

+ ADD PRODUCTS Search:

Indentor					Store					
Product Code	Product	Indent Quantity	AMC	Facility Balance	Current Stock Quantity	Quantity Issued	Lot No	Expiry Date	DGDA NOC#	Donor Ref#
COVID-19										
* COVID008	KN-95 or Equivalent		0	200	800		Lot-1	31/12/2020		BEX-124
* COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)		0	250	2750		Lot-6	31/10/2020	NOC-3250	

- Continue for every item.

8.1.3. Issue against Indent Invoice - Update Stock

- The invoice you entered is in draft mode, and does not have any reflection in your stock balance.
- Press on **UPDATE STOCK** button to post the invoice to stock, you will see message **Do you really want to update the stock?**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Invoice Posted Successfully.**

RETURN TO LIST SAVE UPDATE STOCK PRINT

ISSUE VOUCHER - CREATE/EDIT

Issue Invoice# ISS-IND-COVID007/20-0003 Issue Date 15/09/2020 Indentor Dhaka Civil Surgeon Office Remarks

Indent# IND-10000025/20-0006 Prepared By CMSD Data Entry Manager Prepared Date 15/09/2020 Approved By CMSD Data Entry Manager

+ ADD PRODUCTS Search:

Indentor					Store					
Product Code	Product	Indent Quantity	AMC	Facility Balance	Current Stock Quantity	Quantity Issued	Lot No	Expiry Date	DGDA NOC#	Donor Ref#
COVID-19										
COVID008	KN-95 or Equivalent	200	0	200	800	200	Lot-1	31/12/2020		BEX-124
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	150	0	250	2750	150	Lot-6	31/10/2020	NOC-3250	

- After update you are not able to change or delete the invoice information.

8.2. Issue against Indent - Pick-Indent

- Press on **PICK-INDENT** button; you will see the list of indent.

Indent#	Date	Facility
IND-1000025/20-0006	15/09/2020	Dhaka Civil Surgeon Office
IND-1000025/20-0005	13/09/2020	Dhaka Civil Surgeon Office
IND-1000025/20-0003	12/09/2020	Dhaka Civil Surgeon Office
IND-1000025/20-0004	12/09/2020	Dhaka Civil Surgeon Office
IND-1000064/20-0004	12/09/2020	Dhamrai Upazila Health Complex
IND-1000057/20-0004	10/09/2020	Tejgaon Health Complex, Dhaka
IND-1000057/20-0003	09/09/2020	Tejgaon Health Complex, Dhaka

Showing 1 to 7 of 7 entries

ADD CANCEL

- Select an indent you want to issue in this Issue against Indent invoice.
- After selecting, the indent will be added with items in Issue against Indent.

ISSUE VOUCHER - CREATE/EDIT

Issue Invoice# ISS-IND-COVID007/20-0003 Issue Date 15/09/2020 Indentor Dhaka Civil Surgeon Office Remarks

Indent# IND-1000025/20-0006 Prepared By CMSD Data Entry Manager Prepared Date 15/09/2020 Approved By CMSD Data Entry Manager

+ ADD PRODUCTS

Product Code	Product	Indent Quantity	AMC	Facility Balance	Current Stock Quantity	Quantity Issued	Lot No	Expiry Date	DGDA NOC#	Donor Ref#
COVID-19										
COVID008	KN-95 or Equivalent	200	0	200	800	200	Lot-1	31/12/2020		BEX-124
COVID017	PPE Kit (gown with cap, shoe cover, N95 mask)	150	0	250	2750	150	Lot-6	31/10/2020	NOC-3250	

- If you want to change items lot, press the Add icon on the far left of the row.
- Select one lot which you have changed products lot.
- After selection press **ADD** button, the popup will close and you will return back to the form.
- Review the Issue against Indent invoice items and continue to above section.

8.3. Issue against Indent - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit an Issue against Indent, the user must select the Issue against Indent from the list, then click the **EDIT** button at the top right corner of the page or double click on The Issue against Indent invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Issue against Indent header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

8.4. Issue against Indent - Delete

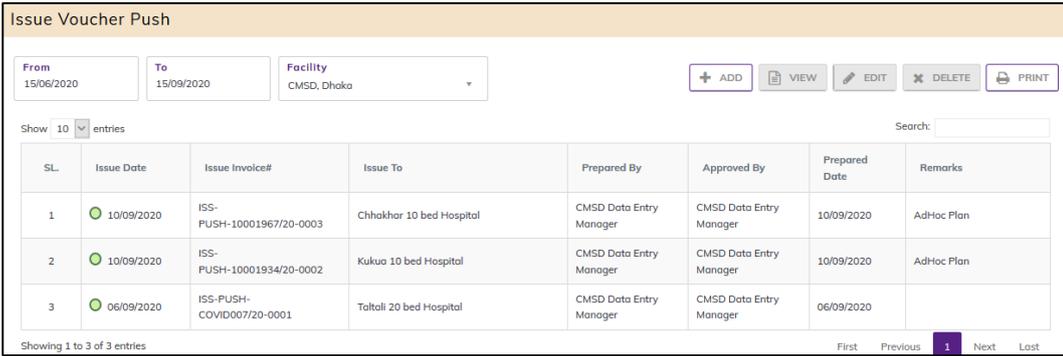
- You cannot delete an already posted invoice.
- To delete an Issue against Indent invoice, the user must select the Issue against Indent invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

8.5. Issue against Indent - View

- When the invoice is updated to stock, you have to select **VIEW** button to go inside the invoice.
- Select the updated invoice from list and press the **VIEW** button from top right corner. The invoice will open in view mode.
- Press on **PRINT** button to print the Issue against Indent invoice.

9. Issue Voucher Push

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Issue Voucher Push** submenu



Issue Voucher Push

From: 15/06/2020 To: 15/09/2020 Facility: CMSD, Dhaka

+ ADD VIEW EDIT DELETE PRINT

Show 10 entries Search:

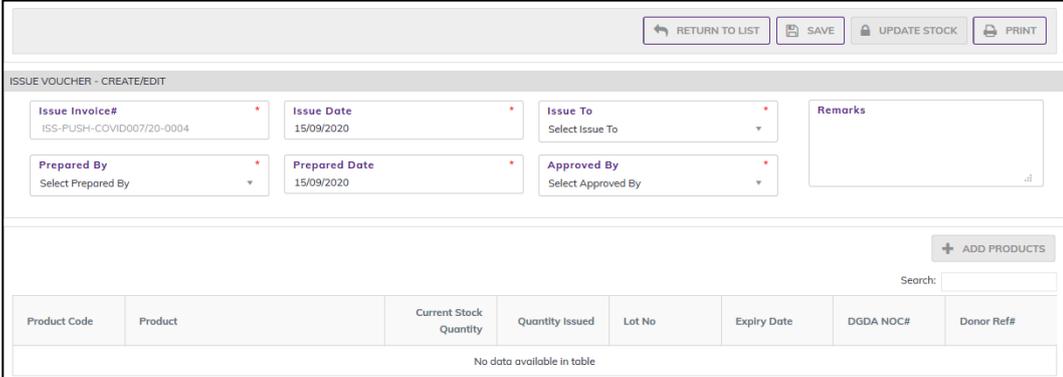
SL	Issue Date	Issue Invoice#	Issue To	Prepared By	Approved By	Prepared Date	Remarks
1	10/09/2020	ISS-PUSH-10001967/20-0003	Chhakhar 10 bed Hospital	CMSD Data Entry Manager	CMSD Data Entry Manager	10/09/2020	AdHoc Plan
2	10/09/2020	ISS-PUSH-10001934/20-0002	Kukua 10 bed Hospital	CMSD Data Entry Manager	CMSD Data Entry Manager	10/09/2020	AdHoc Plan
3	06/09/2020	ISS-PUSH-COVID007/20-0001	Taltali 20 bed Hospital	CMSD Data Entry Manager	CMSD Data Entry Manager	06/09/2020	

Showing 1 to 3 of 3 entries First Previous 1 Next Last

9.1. Issue Voucher Push - Add

9.1.1. Issue Voucher Push Invoice - Add Header

- Click on **+ADD** button at the top right corner of the page.



RETURN TO LIST SAVE UPDATE STOCK PRINT

ISSUE VOUCHER - CREATE/EDIT

Issue Invoice# ISS-PUSH-COVID007/20-0004 Issue Date 15/09/2020 Issue To Select Issue To Remarks

Prepared By Select Prepared By Prepared Date 15/09/2020 Approved By Select Approved By

+ ADD PRODUCTS Search:

Product Code	Product	Current Stock Quantity	Quantity Issued	Lot No	Expiry Date	DGDA NOC#	Donor Ref#
No data available in table							

- Fill in the data entry fields.
- Field descriptions:
 1. **Issue Invoice#***: Auto generated, no change required.

2. **Issue Date***: Today's date will auto fill, change if required. Cannot enter future date.
 3. **Issue To***: Select Facility name from drop down, you want to issue the facility.
 4. **Prepared By***: Select the person who is entering data.
 5. **Prepared Date***: Enter date from supplier's Invoice.
 6. **Approved By***: Select the person who is entering data.
- Input non-mandatory fields:
 - 7. **Remarks**: Any other description you want to mention.
 - After filling the necessary fields, press **SAVE** button to save the Issue Voucher Push invoice header part. You will see a popup message **New Data Added Successfully**.
 - You will see that **ADD PRODUCT** button is now enabled below the data entry fields.

9.1.2. Issue Voucher Push Invoice - Add Products

- Press on **ADD PRODUCT** button, you will see the list of product names

- Select one or more products which you have issued from stock. You can use Shift and Control keys to select multiple products at once.
- After selection press **ADD** button, the popup will close and you will return back to the form.

Product Code	Product	Current Stock Quantity	Quantity Issued	Lot No	Expiry Date	DGDA NOC#	Donor Ref#
COVID-19							
✘ COVID008	KN-95 or Equivalent	1000		Lot-1	31/12/2020		BEX-124
✘ COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	3000		Lot-6	31/10/2020	NOC-3250	
✘ COVID065	Protective Cover-all with Shoe Cover	2000		Lot-23	31/12/2020		BEX-234

- Automatic fill-up **Current Stock Quantity** and if having (**Lot No, Expiry Date, DGDA NOC#, Donor Ref#**).
- Fill in the following information for every lot/batch -
 1. **Quantity Issued:** Enter the quantity you have issued in the invoice

➕ ADD PRODUCTS

Search:

Product Code	Product	Current Stock Quantity	Quantity Issued	Lot No	Expiry Date	DGDA NOC#	Donor Ref#
COVID-19							
✘ COVID008	KN-95 or Equivalent	1000	200	Lot-1	31/12/2020		BEX-124
✘ COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	3000	250	Lot-6	31/10/2020	NOC-3250	
✘ COVID065	Protective Cover-all with Shoe Cover	2000	300	Lot-23	31/12/2020		BEX-234

- If you want to remove a line item – press the small delete icon on the far left of the row.
- Continue for every item.

9.1.3. Issue Voucher Push invoice - Update Stock

- The invoice you entered is in draft mode, and does not have any reflection in your stock balance.
- Press on **UPDATE STOCK** button to post the invoice to stock, you will see message **Do you really want to update the stock?**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Invoice Posted Successfully**.

RETURN TO LIST SAVE UPDATE STOCK PRINT

ISSUE VOUCHER - CREATE/EDIT

Issue Invoice# ISS-PUSH-COVID007/20-0004	Issue Date 15/09/2020	Issue To Dhaka Civil Surgeon Office	Remarks
Prepared By CMSD Data Entry Operator	Prepared Date 15/09/2020	Approved By CMSD Data Entry Manager	

+ ADD PRODUCTS

Search:

Product Code	Product	Current Stock Quantity	Quantity Issued	Lot No	Expiry Date	DGDA NOC#	Donor Ref#
COVID-19							
COVID008	KN-95 or Equivalent	1000	200	Lot-1	31/12/2020		BEX-124
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	3000	250	Lot-6	31/10/2020	NOC-3250	
COVID065	Protective Cover-all with Shoe Cover	2000	300	Lot-23	31/12/2020		BEX-234

- After update you are not able to change or delete the invoice information.

9.2. Issue Voucher Push - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit an Issue Voucher Push, the user must select the Issue Voucher Push from the list, then click the **EDIT** button at the top right corner of the page or double click on The Issue Voucher Push invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Issue Voucher Push header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press **ENTER** after you type in any of the boxes in the product editing rows – that will save the data.

9.3. Issue Voucher Push - Delete

- You cannot delete an already posted invoice.
- To delete an Issue Voucher Push invoice, the user must select the Issue Voucher Push invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

9.4. Issue Voucher Push - View

- When the invoice is updated to stock, you have to select VIEW button to go inside the invoice.
- Select the updated invoice from list and press the VIEW button from top right corner. The invoice will open in view mode.
- Press on **PRINT** button to print the Issue Voucher Push invoice.

10. Dispense

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Dispense** submenu

The screenshot shows the 'Dispense' application interface. At the top, there are filters for 'From' (15/06/2020), 'To' (15/09/2020), and 'Facility' (Dhamrai Upazila Health Complex). There are buttons for '+ ADD', 'VIEW', 'Edit', 'Delete', and 'PRINT'. Below the filters, there is a search bar and a table with the following data:

SL	Dispense Date	Dispense Invoice#	Recipient	Prepared By	Prepared Date	Approved By	Remarks
1	06/09/2020	DIS-1000064/20-0001	COVID-19 IPD	Dhamrai UHC Data Entry Manager	06/09/2020	Dhamrai UHC Data Entry Manager	

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons: First, Previous, 1, Next, Last.

10.1. Dispense - Add

10.1.1. Dispense Invoice - Add Header

- Click on **+ ADD** button at the top right corner of the page

The screenshot shows the 'DISPENSE INVOICE - CREATE/EDIT' form. At the top, there are buttons for 'RETURN TO LIST', 'SAVE', 'UPDATE STOCK', and 'PRINT'. The form has several input fields:

- Dispense Invoice#**: DIS-1000064/20-0002
- Dispense Date**: 15/09/2020
- Recipient Group**: Select Recipient Group
- Recipient**: Select Recipient
- Remarks**: (empty text area)
- Prepared By**: Select Prepared By
- Prepared Date**: 15/09/2020
- Approved By**: Select Approved By

Below the form, there is a table with columns: Product Code, Product, Current Stock Quantity, Quantity Dispensed, Lot No, Expiry Date, Unit Price, Line Total, DGDA NOC#, and Donor Ref#. The table is currently empty, showing 'No data available in table'. There is an '+ ADD ITEMS' button and a search bar. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

- Fill in the data entry fields.
- Field descriptions:
 1. **Dispense Invoice#***: Auto generated, no change required.
 2. **Dispense Date***: Today's date will auto fill, change if required. Cannot enter future date.
 3. **Recipient Group***: Select Recipient Group from drop down, you want to issue the Recipient Group.
 4. **Recipient***: Select Recipient name from drop down if exist, which you want dispense to the recipient.
 5. If not exist recipient Press on **Recipient+** and enter new recipient.

The screenshot shows a dialog box titled 'Add Recipients'. It has a search input field with the placeholder text 'Recipients input here...'. Below the input field, there are two buttons: 'SAVE' and 'CANCEL'.

6. **Prepared By***: Select the person who is entering data.
7. **Prepared Date***: Enter date from prepared date of dispense Invoice.
8. **Approved By***: Select the person who is entering data.

- Input non-mandatory fields:
 9. **Remarks:** Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Dispense invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **+ADD ITEMS** button is now enabled below the data entry fields.

10.1.2. Dispense Invoice - Add Products

- Press on **+ADD ITEMS** button, you will see the list of product stock.

- Select one or more products, which you have dispensed from stock. You can use Shift and Control keys to select multiple products at once.
- After selection press **ADD** button, the popup will close and you will return back to the form.

DISPENSE INVOICE - CREATE/EDIT

Dispense Invoice# DIS-10000064/20-0002 Dispense Date 15/09/2020 Recipient Group IPD Recipient + COVID-19 IPD Remarks

Prepared By Dhamrai UHC Data Entry Opreator Prepared Date 15/09/2020 Approved By Dhamrai UHC Data Entry Manager

+ ADD ITEMS

Search:

Product Code	Product	Current Stock Quantity	Quantity Dispensed	Lot No	Expiry Date	DGDA NOC#	Donor Ref#
COVID-19							
✖ COVID060	Hexisol (with Dispenser) - 250ml	60	<input type="text"/>				
✖ COVID008	KN-95 or Equivalent	100	<input type="text"/>				
✖ COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	50	<input type="text"/>				
✖ COVID006	Surgical Mask	200	<input type="text"/>				

- Automatic fill-up **Current Stock Quantity** and if having (**Lot No, Expiry Date, DGDA NOC#, Donor Ref#**).
- Fill in the following information for every lot/batch -
 1. **Quantity Dispensed:** Enter the quantity you have issued in the invoice
- If you want to remove a line item – press the small delete icon on the far left of the row.

RETURN TO LIST SAVE UPDATE STOCK PRINT

DISPENSE INVOICE - CREATE/EDIT

Dispense Invoice# DIS-10000064/20-0002 Dispense Date 15/09/2020 Recipient Group IPD Recipient + COVID-19 IPD Remarks

Prepared By Dhamrai UHC Data Entry Opreator Prepared Date 15/09/2020 Approved By Dhamrai UHC Data Entry Manager

+ ADD ITEMS

Search:

Product Code	Product	Current Stock Quantity	Quantity Dispensed	Lot No	Expiry Date	DGDA NOC#	Donor Ref#
COVID-19							
✖ COVID060	Hexisol (with Dispenser) - 250ml	60	<input type="text" value="10"/>				^
✖ COVID008	KN-95 or Equivalent	100	<input type="text" value="15"/>				
✖ COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	50	<input type="text" value="5"/>				
✖ COVID006	Surgical Mask	200	<input type="text" value="25"/>				

- Continue for every item.

10.1.3. Dispense Invoice - Update Stock

- The invoice you entered is in draft mode, and does not have any reflection in your stock balance.
- Press on **UPDATE STOCK** button to post the invoice to stock, you will see message **Do you really want to update the stock?**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Invoice Posted Successfully.**

[RETURN TO LIST](#) [SAVE](#) [UPDATE STOCK](#) [PRINT](#)

DISPENSE INVOICE - CREATE/EDIT

Dispense Invoice#
 Dispense Date
 Recipient Group
 Recipient
 Remarks

Prepared By
 Prepared Date
 Approved By

[+ ADD ITEMS](#)

Search:

Product Code	Product	Current Stock Quantity	Quantity Dispensed	Lot No	Expiry Date	DGDA NOC#	Donor Ref#
COVID-19							
COVID060	Hexisol (with Dispenser) - 250ml	60	10				
COVID008	KN-95 or Equivalent	100	15				
COVID006	Surgical Mask	200	25				

- After update you are not able to change or delete the invoice information.

10.2. Dispense - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit a Dispense, the user must select the Dispense from the list, then click the **EDIT** button at the top right corner of the page or double click on The Dispense invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Dispense header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

10.3. Dispense - Delete

- You cannot delete an already posted invoice.
- To delete a Dispense invoice, the user must select the Dispense invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

10.4. Dispense - View

- When the invoice is updated to stock, you have to select **VIEW** button to go inside the invoice.
- Select the updated invoice from list and press the **VIEW** button from top right corner. The invoice will open in view mode.
- Press on **PRINT** button to print the Dispense invoice.

11. Asset Register

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Asset Register** submenu

Asset Register

Facility: Dhamrai Upazila Health Complex

Buttons: + ADD, PRINT, EXCEL

Show: 10 entries

SL#	Tag/Asset	Asset Code	Equipment Name	Present Status	Date of Commissioning	Last Date of Warranty	Purchase Value (BDT)	Procuring Entity	Source of Fund	Action
1	EQBD00398	COVID099	Ventilator	Not Repairable	29/09/2020	30/09/2024	19,000	Self		[Menu] [Edit] [Delete]
2	EQBD00397	COVID100	Oxygen Concentrator	Functional	29/09/2020	01/09/2023	20,000	CCSD		[Menu] [Edit] [Delete]
3	EQBD00396	COVID100	Oxygen Concentrator	Not Installed	29/09/2020	01/09/2023	20,000	CDC		[Menu] [Edit] [Delete]

Showing 1 to 3 of 3 entries

Navigation: First Previous 1 Next Last

- The asset register has three tab:
 1. **All**: When press on All, showing all asset of store and department
 2. **Asset in Store**: When press on Asset in Store, showing asset of store and department
 3. **Asset in Dept**: When press on Asset in Dept, showing asset of department

11.1. Asset Register - Add

- Click on **+ ADD** button at the top right corner of the page

Asset Management Register - Create/Edit

BACK TO LIST

Department: Select Department

Unit: Select Unit

Location Indication: input here...

Equipment Name: input here... **Select Asset**

Purchase Value (BDT): input here...

Asset Brand: input here...

Life Span (Approx Year): input here...

Asset Model #: input here...

Product Serial No: input here...

Date of Receipt by Health Facility: input here...

Date of Installation: input here...

Date of Commissioning: input here...

Present Status: Select Present Status

Last Date of Warranty: input here...

Supplier: Select Supplier

Manufacturer: Select Manufacture

Country of Origin: Select Country

Procuring Entity: Select Procuring Entity

Source of Fund: Select Funding Source

Rate of Depreciation (%): input here...

Salvage Value: input here...

Maintenance Schedule: Select Maintenance Schedule

Remarks: input here...

Buttons: SAVE, CANCEL

- Fill up the following Field for asset register
 1. **Department***:Select Depart ment

2. **Unit*:** Select A unit
3. **Location Indication:** Select location
4. **Equipment Name*:** Press on Select Asset button to entering asset. The following screen shows the assets list which available in Product list. You need to select your desire asset name by searching by name:

Select Asset
✕

Search:

Product Code	Product	Unit Price (BDT)
COVID-19		
COVID039	Autoclave Machine	0
COVID098	High Flow Nasal Cannula	0
COVID100	Oxygen Concentrator	0
COVID099	Ventilator	0

Showing 1 to 4 of 4 entries

CANCEL

- Fill up the following Field for existing asset information
 5. Purchase Value (BDT)*
 6. Asset Brand*
 7. Life Span (Approx Year)*
 8. Asset Model #*
 9. Product Serial No
 10. Date of Receipt by Health Facility
 11. Date of Installation
 12. Date of Commissioning *
 13. Present Status*
 14. Last Date of Warranty*
 15. Supplier*
 16. Manufacturer*
 17. Country of Origin
 18. Procuring Entity*
 19. Source of Fund
 20. Rate of Depreciation (%)*
 21. Salvage Value
 22. Maintenance Schedule
 23. Remarks
- After entering all required and necessary fields, you need to press **Save** button to save the existing asset in Asset Register.

11.2. Asset Register – Edit

- To edit asset information, the user needs to click the **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the Product will be displayed for editing.
- Modify the asset information as explained in above section.
- Press the **SAVE** button to update the Product information. You will see a popup message **Data Updated Successfully**.

11.3. Asset Register - Delete

- To delete an asset information the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Asset will be removed permanently.

12. Indent

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Indent** submenu

The screenshot shows the 'Indent' management interface. At the top, there are filters for 'From' (15/06/2020), 'To' (15/09/2020), and 'Facility' (Dhaka Civil Surgeon Office). Action buttons include '+ ADD', 'VIEW', 'EDIT', 'Delete', and 'PRINT'. Below the filters, there is a 'Show 10 entries' dropdown and a search bar. The main table contains 5 rows of indent data:

SL#	Indent Date	Indent#	Indent Type	Indent To	Prepared By	Approved By	Status	Remarks
1	13/09/2020	IND-10000025/20-0005	ROUTINE	CMSD, Dhaka	Dhaka CS Data Entry Manager	Dhaka CS Data Entry Manager	Not received	
2	12/09/2020	IND-10000025/20-0003	EMERGENCY	CMSD, Dhaka	Dhaka CS Data Entry Manager	Dhaka CS Data Entry Manager	Not received	
3	12/09/2020	IND-10000025/20-0004	ROUTINE	CMSD, Dhaka	Dhaka CS Data Entry Manager	Dhaka CS Data Entry Manager	Not received	
4	08/09/2020	IND-10000025/20-0002	ROUTINE	CMSD, Dhaka	Dhaka CS Data entry Operator	Dhaka CS Data Entry Manager	Received completely	
5	31/08/2020	IND-10000025/20-0001	ROUTINE	DGHS Integrated Control Room	Dhaka CS Data entry Operator	Dhaka CS Data entry Operator	Not received	

At the bottom, it shows 'Showing 1 to 5 of 5 entries' and pagination controls: First, Previous, 1 (selected), Next, Last.

12.1. Indent - Add

12.1.1. Indent Invoice - Add Header

- Click on **+ ADD** button at the top right corner of the page.

Indent

RETURN TO LIST SAVE DELETE ALL and RECREATE COMPLETE PRINT

INDENT STOCK - CREATE/EDIT

Indent# IND-10000025/20-0006 Indent Date 15/09/2020 Indent To Select Indent From Remarks

Prepared By Select Prepared By Approved By Select Approved By Indent Type Select Indent Type

Show 10 entries Search:

Product Code	Product Name	AMC	Stock on Hand	Calculated Indent Quantity	Actual Indent Quantity	Comment	Unit Price (BDT)	Line Total (BDT)
No data available in table								

Showing 0 to 0 of 0 entries Previous Next

- Fill in the data entry fields.
- Field descriptions:
 1. **Indent#***: Auto generated, no change required.
 2. **Indent Date***: Today's date will auto fill, change if required. Cannot enter future date.
 3. **Indent To***: Select warehouse from Indent to drop down, you want Indent to the warehouse.
 4. **Prepared By***: Select the person who is entering data.
 5. **Approved By***: Select the person who is entering data.
 6. **Indent Type***: Select **Indent Type** from drop down which you want Indent to the warehouse.
- Input non-mandatory fields:
 7. **Remarks**: Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Indent header part. You will see a popup message **New Data Added Successfully**. In this time indent item automatically generated and Actual Indent Quantity automatically calculated depend on (AMC and Stock on Hand)

RETURN TO LIST SAVE DELETE ALL and RECREATE COMPLETE PRINT

INDENT STOCK - CREATE/EDIT

Indent# IND-10000025/20-0006 Indent Date 15/09/2020 Indent To CMSD, Dhaka Remarks

Prepared By Dhaka CS Data entry Operator Approved By Dhaka CS Data Entry Manager Indent Type EMERGENCY

ALL ONLY INDENT ITEMS Search:

Product Code	Product Name	AMC	Stock on Hand	Calculated Indent Quantity	Actual Indent Quantity	Comment
COVID-19						
COVID008	KN-95 or Equivalent	0	200	0	200	
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	0	250	0	150	
COVID051	Protective Cover-all with Surgical Face Mask	0	300	0	200	

- You will see that **ALL** and **ONLY INDENT ITEMS** button is now enabled below the data entry fields and selected the automatically calculated only indent items.
- You can also recreate by using **DELETE ALL and RECREAT** button.

12.1.2. Indent - Items

- You will see the list of product stock.
 - Product Code:** Product code come from product list
 - Product Name:** Product name come from product list
 - AMC:** Average monthly consumption of the facility
 - Stock on Hand:** Stock on hand of the facility.
 - Calculated Indent Quantity:** Calculated Indent Quantity = (AMC X 2)
 - Actual Indent Quantity:** Actual Indent Quantity = (Calculated Indent Quantity- Stock on hand). You can enter actual indent quantity, as you require.
 - Comment:** If you have entered, more than actual indent quantity (calculated). Need to enter comment.
- Continue for every item.

12.1.3. Indent - Complete

- The indent you entered is in draft mode, and does not have any reflection in your indent to warehouse.
- Press on **COMPLETE** button to post the invoice to stock, you will see message **Do you really want to complete this indent stock?**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Data Completed Successfully.**

Product Code	Product Name	AMC	Stock on Hand	Calculated Indent Quantity	Actual Indent Quantity	Comment
COVID-19						
COVID008	KN-95 or Equivalent	0	200	0	200	
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	0	250	0	150	
COVID051	Protective Cover-all with Surgical Face Mask	0	300	0	200	

- After **COMPLETE** you are not able to change or delete the indent information.

12.2. Indent - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit an Indent, the user must select the Indent from the list, then click the **EDIT** button at the top right corner of the page or double click on The Indent invoice which he wants to edit.
- The indent will be displayed for editing.
- Modify the Indent header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.

- Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

12.3. Indent - Delete

- You cannot delete an already completed indent.
- To delete an Indent, the user must select the Indent invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this indent with relevant indent items?** - When you confirm the indent is removed with all items permanently.

12.4. Indent - View

- When the indent is completed to stock, you have to select **VIEW** button to go inside the indent.
- Select the completed indent from list and press the **VIEW** button from top right corner. The indent will open in view mode.
- Press on **PRINT** button to print the Indent.

13. Adjustment Invoice

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Adjustment Invoice** submenu

SL.	Adj. Date	Adjustment Invoice#	To/ From	Adjustment Type	Amount (BDT)	Prepared By	Prepared Date	Approved By	Remarks
1	01/08/2020	ADJ-COVID007/20-0002	CMSD, Dhaka	Add to Stock	0	CMSD Data Entry Operator	01/08/2020	CMSD Data Entry Manager	STOCK TAKE

13.1. Adjustment Invoice - Add

13.1.1. Adjustment Invoice - Add Header

- Click on **+ ADD** button at the top right corner of the page.

Product Code	Product	Quantity Adjusted	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price (BDT)	Line Total (BDT)	Action
No data available in table									

- Fill in the data entry fields.

- Field descriptions:
 - Adjustment Invoice#***: Auto generated, no change required.
 - Adjustment Type***: Select Adjustment Type from drop down
 - To/ From***: (If Adjustment Type is **Return to Supplier, Return to Warehouse and Transfer to Another Facility, Return from Facility, Return from Recipient, Transfer from Another Facility**) else Adjustment Type by default selected facility you want to adjustment the facility stock.
 - Prepared By***: Select the person who is entering data.
 - Prepared Date***: Enter date from prepared date of Adjustment Invoice.
 - Approved By***: Select the person who is entering data.
 - Approved Date***: Enter date from approved date of Adjustment Invoice.
- Input non-mandatory fields:
 - Remarks**: Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Adjustment Invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **+ADD ITEMS** button is now enabled below the data entry fields.

13.1.2. Adjustment Invoice - Add Products

- Press on **+ADD ITEMS** button, you will see the list of product stock.

- Select one or more products, which you have Adjustment Invoiced from stock. You can use Shift and Control keys to select multiple products at once.
- After selection press ADD button, the popup will close and you will return back to the form.

[RETURN TO LIST](#)
[SAVE](#)
[UPDATE STOCK](#)
[PRINT](#)

ADJUSTMENT INVOICE - CREATE/EDIT

Adjustment Invoice# ADJ-COVID007/20-0003
 Adjustment Type Add to Stock
 To/ From CMSD, Dhaka
 Remarks

Prepared By CMSD Data Entry Operator
 Prepared Date 15/09/2020
 Approved By CMSD Data Entry Manager
 Approved Date 15/09/2020

[+ ADD ITEMS](#)

Search:

Product Code	Product	Quantity Adjusted	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price (BDT)	Line Total (BDT)	Action
COVID-19									
COVID008	KN-95 or Equivalent							0	
COVID077	N-95/FFP2/FFP3							0	

- If adjustment invoice type is Deduct from Stock, Expired, Return to Supplier, Return to Warehouse and Transfer to Another Facility will see and apply following bullet points
- Automatic fill-up **Current Stock Quantity** and if having (**Lot No, Expiry Date, DGDA NOC#, Donor Ref#**).
- Fill in the following information for every lot/batch -
- **Quantity Adjusted:** Enter the quantity you have issued in the invoice
- If adjustment invoice type is Add to Stock, Return from Facility, Return from Recipient, Transfer from Another Facility. Fill in the following information for every lot/batch -
 1. **Quantity Adjusted:** Enter the quantity you Adjusted in the invoice
 2. **Lot No:** Enter the item lot number, if any
 3. **Expiry Date:** Enter the item expiry date, if any
 4. **DGDA NOC#:** Enter the DGDA NOC#, if any
 5. **Donor Ref#:** Enter the item Donor Ref#, if any. If there is no reference – type the Donor name in the box.
 6. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
 7. **Line Total (BDT):** the line total will be automatically calculated.
- If you have more than one lot for a product, use the copy icon at the far left of the grid against each product.

[RETURN TO LIST](#)
[SAVE](#)
[UPDATE STOCK](#)
[PRINT](#)

ADJUSTMENT INVOICE - CREATE/EDIT

Adjustment Invoice# ADJ-COVID007/20-0003
 Adjustment Type Add to Stock
 To/ From CMSD, Dhaka
 Remarks

Prepared By CMSD Data Entry Operator
 Prepared Date 15/09/2020
 Approved By CMSD Data Entry Manager
 Approved Date 15/09/2020

[+ ADD ITEMS](#)

Search:

Product Code	Product	Quantity Adjusted	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price (BDT)	Line Total (BDT)	Action
COVID-19									
COVID008	KN-95 or Equivalent	200	Lot 1	31/12/2020	NOC-1		550	0	
COVID077	N-95/FFP2/FFP3	100	Lot-2	31/12/2020	NOC-2		650	0	

- If you want to remove a line item – press the small delete icon on the far left of the row.
- Continue for every item.

13.1.3. Adjustment Invoice - Update Stock

- The invoice you entered is in draft mode, and does not have any reflection in your stock balance.
- Press on **UPDATE STOCK** button to post the invoice to stock, you will see message **Do you really want to update the stock?**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Invoice Posted Successfully.**

Product Code	Product	Quantity Adjusted	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price (BDT)	Line Total (BDT)	Action
COVID-19									
COVID008	KN-95 or Equivalent	200	Lot 1	31/12/2020	NOC-1		550	0	
COVID077	N-95/FFP2/FFP3	100	Lot-2	31/12/2020	NOC-2		650	0	

- After update you are not able to change or delete the invoice information.

13.2. Adjustment Invoice - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit an Adjustment Invoice, the user must select the Adjustment Invoice from the list, then click the **EDIT** button at the top right corner of the page or double click on The Adjustment Invoice invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Adjustment Invoice header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

13.3. Adjustment Invoice - Delete

- You cannot delete an already posted invoice.
- To delete a Adjustment Invoice, the user must select the Adjustment Invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

13.4. Adjustment Invoice - View

- When the invoice is updated to stock, you have to select **VIEW** button to go inside the invoice.

- Select the updated invoice from list and press the VIEW button from top right corner. The invoice will open in view mode.
- Press on **PRINT** button to print the Adjustment Invoice.

14. Physical Inventory

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Physical Inventory** submenu

Physical Inventory

From: 15/06/2020 To: 15/09/2020 Facility: CMSD, Dhaka

Buttons: + ADD, VIEW, Edit, Delete, PRINT

Show: 10 entries Search:

SL	Start Date	End Date	Prepared By	Approved By
1	12/09/2020	09/06/2020	CMSD Data Entry Operator	CMSD Data Entry Manager
2	12/09/2020	07/09/2020	CMSD Data Entry Operator	CMSD Data Entry Manager
3	01/08/2020	01/08/2020	CMSD Data Entry Operator	CMSD Data Entry Manager

Showing 1 to 3 of 3 entries

Navigation: First Previous 1 Next Last

14.1. Physical Inventory - Add

14.1.1. Physical Inventory - Add Header

- Click on **ADD** button at the top right corner of the page.

Buttons: RETURN TO LIST, PHYSICAL INVENTORY SUBMIT, PRINT

Fields: Start Date (26/12/2020), Prepared By (Select Prepared By), Approved By (Select Approved By), End Date

Button: START PHYSICAL INVENTORY

Search:

Product Code	Product	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Stock Quantity	Physical Quantity	Adjustment Quantity	Remarks
No data available in table									

- Fill in the data entry fields.
- Field descriptions:
 1. **Start Date***: Today's date will auto fill, change if required. Cannot enter future date.
 2. **Prepared By***: Select the person who is entering data.
 3. **Approved By***: Select the person who is entering data.
- Input non-mandatory fields:
 4. **End Date**: enter End Date before physical inventory complete.
- After filling the necessary fields, press **START PHYSICAL INVENTORY** button to generate the Physical Inventory header part. You will see a popup message **New Data Added Successfully**. In this time Physical Inventory item automatically generated.

Buttons: RETURN TO LIST, PHYSICAL INVENTORY SUBMIT, PRINT

Fields: Start Date (26/12/2020), Prepared By (CMSD Data Entry_Trainer), Approved By (CMSD Data Entry_Trainer), End Date (26/12/2020), Show Physical Quantity Only

Button: START PHYSICAL INVENTORY

Search:

Product Code	Product	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Stock Quantity	Physical Quantity	Adjustment Quantity	Remarks
COVID066	Antiseptic Handrub Solution (EDCL)					0			
COVID039	Autoclave Machine					0			
COVID088	Azithromycin tablet 500mg					0			
COVID026	Biohazard Bag					0			
COVID069	Biohazard bin					0			

- You will see that Physical Inventory items. With **Product Code, Product, Lot No, Expiry Date, DGDA NOC#, Donor Ref#, Stock Quantity**.

14.1.2. Physical Inventory - Entry

- You will see the list of product stock.
 - Physical Quantity:** Enter the product Physical Quantity.
 - Adjustment Quantity:** After entering the adjusted quantity automatically, calculate.
 - Remarks:** enter remarks comment if any.
- Continue for every item.
- Before Submitting you can check the entered physical quantity by using checkbox **Show Physical quantity Only**.

Product Code	Product	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Stock Quantity	Physical Quantity	Adjustment Quantity	Remarks
COVID066	Antiseptic Handrub Solution (EDCL)					0	500	500	
COVID039	Autoclave Machine					0	600	600	
COVID088	Azithromycin tablet 500mg					0	700	700	

14.1.3. Physical Inventory - SUBMIT

Note: Make sure you have entered End Date before pressing PHYSICAL INVENTORY SUBMIT button.

- The Physical Inventory you entered is in draft mode, and does not have any reflection in your stock balance.
- Press on **PHYSICAL INVENTORY SUBMIT** button to post the physical inventory to stock, you will see message **Do you really want to submit physical inventory**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Data Updated Successfully**.

Product Code	Product	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Stock Quantity	Physical Quantity	Adjustment Quantity	Remarks
COVID066	Antiseptic Handrub Solution (EDCL)					0	500	500	
COVID039	Autoclave Machine					0	600	600	
COVID088	Azithromycin tablet 500mg					0	700	700	

- After **SUBMIT** you are not able to change or delete the Physical Inventory information.

14.2. Physical Inventory - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).

- To edit a Physical Inventory, the user must select the Physical Inventory from the list, then click the **EDIT** button at the top right corner of the page or double click on The Physical Inventory invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Physical Inventory header information as explained in above section. You will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

14.3. Physical Inventory - Delete

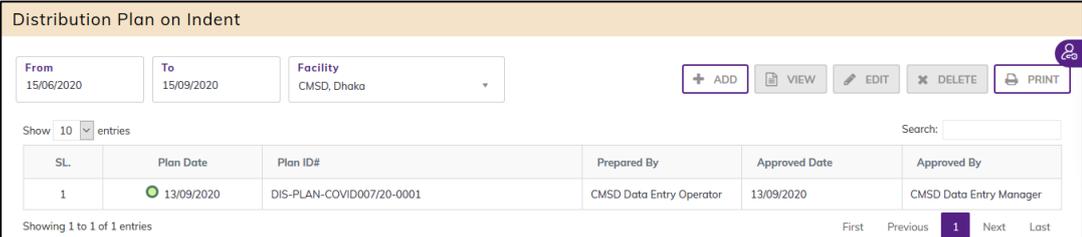
- You cannot delete an already posted invoice.
- To delete a Physical Inventory invoice, the user must select the Physical Inventory invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the Physical Inventory is removed with all items permanently. you will see a popup message - **Data Remove Successfully**

14.4. Physical Inventory - View

- When the invoice is completed to stock, you have to select VIEW button to go inside the invoice.
- Select the completed invoice from list and press the VIEW button from top right corner. The invoice will open in view mode.
- Press on **PRINT** button to print the Physical Inventory invoice.

15. Distribution Plan on Indent

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Distribution Plan on Indent** submenu



SL	Plan Date	Plan ID#	Prepared By	Approved Date	Approved By
1	13/09/2020	DIS-PLAN-COVID007/20-0001	CMSD Data Entry Operator	13/09/2020	CMSD Data Entry Manager

15.1. Distribution Plan on Indent - Add

15.1.1. Distribution Plan on Indent - Add Header

- Click on **ADD** button at the top right corner of the page.

- Fill in the data entry fields.
- Field descriptions:
 1. **Plan ID#***: Auto generated, no change required.
 2. **Plan Date***: Today's date will auto fill, change if required. Cannot enter future date.
 3. **Prepared By***: Select the person who is entering data.
 4. **Approved Date***: Enter date from approved date of Distribution Plan.
 5. **Approved By***: Select the person who is entering data.
- Input non-mandatory fields:
 6. **Remarks**: Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Distribution Plan on Indent header part. You will see a popup message **New Data Added Successfully**.
- You will see that **Add Indent** button is now enabled below the data entry fields.

15.1.2. Distribution Plan on Indent - Items

- Press on **Add Indent** button, you will see the list of product. **Do you really want to add this record?** - When you confirm the Distribution Plan on Indent is added with all items.
- When plan Quantity more than stock quantity. After pressing on **Generate Invoice** button, you will see the popup (list of product **balance** and **Planned Issue Quantity**) **and** warning message **cannot plan issue quantity more than current stock quantity**.
- Check the product from popup list and rationing the **Planned Issue Quantity** in main form by selecting product above the distribution Plan Items. Close the popup.
- Select a product to updating **Planned Issue Quantity**.
- Indent#, Indent Date, Facility, Product

Distribution Plan on Indent

Plan ID# DIS-PLAN-COVID007/20-0002 Plan Date 15/09/2020 Prepared By CMSD Data Entry Operator

Approved Date 15/09/2020 Approved By CMSD Data Entry Manager

Remarks

Product All + Add Indents

Indent#	Indent Date	Facility	Product	AMC	Facility Balance	Indent Quantity	Planned Issue Quantity
IND-10000064/20-0002	02/09/2020	Dhamrai Upazila Health Complex	KN-95 or Equivalent	17	100	200	200
IND-10000064/20-0002	02/09/2020	Dhamrai Upazila Health Complex	PPE-Full Set(Head Cover, Shoe Cover, Mask and Hand Gloves)	0	0	300	300
IND-10000064/20-0002	02/09/2020	Dhamrai Upazila Health Complex	Protective Cover-all with Shoe Cover	231	0	200	200
IND-10000064/20-0002	02/09/2020	Dhamrai Upazila Health Complex	Protective Cover-all with Surgical Face Mask	0	0	300	300

Showing 1 to 4 of 4 entries

Generate Invoice

- After selecting you will see following fields:
 1. **Facility Balance:** See the product stock balance
 2. **AMC:** The Facility last 3 months Average Monthly Consumption (AMC)
 3. **Indent Quantity:** Indent quantity shown here
 4. **Planned Total:** See the total Plan quantity.
 5. **Planned Issue Quantity:** Enter the updated plan quantity
- When you confirm the Distribution Plan on Indent is ready with all items.

15.1.3. Distribution Plan on Indent - Generate Invoice

- The Distribution Plan on Indent you entered is in draft mode, and does not have any reflection in your Distribution Plan on Indent to issue against Indent.
- Press on **Generate Invoice** button, you will see the popup Planned Issue Quantity Summary (list of product balance and Planned Issue Quantity).

Planned Issue Quantity Summary

Product	Balance	Planned Issue Quantity
KN-95 or Equivalent	5,800	200
PPE-Full Set(Head Cover, Shoe Cover, Mask and Hand Gloves)	10,000	300
Protective Cover-all with Shoe Cover	1,700	200
Protective Cover-all with Surgical Face Mask	0	0

Showing 1 to 4 of 4 entries

Generate Invoice CLOSE

- Press on **Generate Invoice** form Planned Issue Quantity Summary popup. You will see warning message Do you want to Generate Invoice? - When you confirm the Invoice Generate Successfully.
- After **Generate Invoice** you are not able to change or delete the Distribution Plan on Indent information.

Distribution Plan on Indent

Plan ID# DIS-PLAN-COVID007/20-0002 | Plan Date 15/09/2020 | Prepared By CMSD Data Entry Operator | Remarks

Approved Date 15/09/2020 | Approved By CMSD Data Entry Manager

Product: All

Indent#	Indent Date	Facility	Product	AMC	Facility Balance	Indent Quantity	Planned Issue Quantity
IND-10000064/20-0002	02/09/2020	Dhamrai Upazila Health Complex	KN-95 or Equivalent	17	100	200	200
IND-10000064/20-0002	02/09/2020	Dhamrai Upazila Health Complex	PPE-Full Set(Head Cover, Shoe Cover, Mask and Hand Gloves)	0	0	300	300
IND-10000064/20-0002	02/09/2020	Dhamrai Upazila Health Complex	Protective Cover-all with Shoe Cover	231	0	200	200
IND-10000064/20-0002	02/09/2020	Dhamrai Upazila Health Complex	Protective Cover-all with Surgical Face Mask	0	0	300	0

- You will see the list of the Invoice in eLMIS Entry>Issue against Indent.

Issue against Indent

From 15/06/2020 | To 15/09/2020 | Facility CMSD, Dhaka

Buttons: + ADD, + PICK-INDENT, VIEW, EDIT, DELETE, PRINT

Show 10 entries | Search:

SL	Issue Date	Issue Invoice#	Indentor	Indent#	Prepared By	Approved By	Prepared Date	Remarks
1	15/09/2020	ISS-IND-COVID007/20-0005	Dhaka Civil Surgeon Office	IND-10000025/20-0005	CMSD Data Entry Manager	CMSD Data Entry Manager	15/09/2020	
2	15/09/2020	ISS-IND-COVID007/20-0004	Tejgaon Health Complex, Dhaka	IND-10000057/20-0003	CMSD Data Entry Manager	CMSD Data Entry Manager	15/09/2020	
3	15/09/2020	ISS-IND-COVID007/20-0003	Dhaka Civil Surgeon Office	IND-10000025/20-0006	CMSD Data Entry Manager	CMSD Data Entry Manager	15/09/2020	
4	15/09/2020	ISS-IND-10000064/20-0005	Dhamrai Upazila Health Complex	IND-10000064/20-0002	CMSD Data Entry Operator	CMSD Data Entry Manager	15/09/2020	Distribution Plan
5	08/09/2020	ISS-IND-COVID007/20-0002	Dhaka Civil Surgeon Office	IND-10000025/20-0002	CMSD Data Entry Operator	CMSD Data Entry Manager	08/09/2020	

15.2. Distribution Plan on Indent - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit a Distribution Plan on Indent, the user must select the Distribution Plan on Indent from the list, then click the **EDIT** button at the top right corner of the page or double click on The Distribution Plan on Indent invoice which he wants to edit.
- The Distribution Plan on Indent will be displayed for editing.
- Modify the Distribution Plan on Indent header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press **ENTER** after you type in any of the boxes in the product editing rows – that will save the data.

15.3. Distribution Plan on Indent - Delete

- You cannot delete an already Generated Invoice from Distribution Plan on Indent.
- To delete a Distribution Plan on Indent, the user must select the Distribution Plan on Indent invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the Distribution Plan on Indent is removed with all items permanently.

15.4. Distribution Plan on Indent - View

- When the Distribution Plan on Indent invoice generated, you have to select VIEW button to go inside the Distribution Plan on Indent.
- Select the completed Distribution Plan on Indent from list and press the VIEW button from top right corner. The Distribution Plan on Indent will open in view mode.
- Press on **PRINT** button to print the Distribution Plan on Indent.

16. Ad Hoc Distribution Plan

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Ad Hoc Distribution Plan** submenu

The screenshot shows the 'Ad Hoc Distribution Plan' interface. At the top, there are filters for 'From' (15/06/2020), 'To' (15/09/2020), and 'Facility' (CMSD, Dhaka). Action buttons include '+ ADD', 'VIEW', 'EDIT', 'DELETE', and 'PRINT'. Below the filters, there is a 'Show 10 entries' dropdown and a search box. The main area contains a table with the following data:

SL	Plan Date	Plan ID	Prepared By	Approved Date	Approved By
1	13/09/2020	ADHOC-PLAN-COVID007/20-0003	CMSD Data Entry Manager	13/09/2020	CMSD Data Entry Operator
2	10/09/2020	ADHOC-PLAN-COVID007/20-0002	CMSD Data Entry Manager	10/09/2020	CMSD Data Entry Manager
3	06/09/2020	ADHOC-PLAN-COVID007/20-0001	CMSD Data Entry Manager	06/09/2020	CMSD Data Entry Manager

At the bottom, it says 'Showing 1 to 3 of 3 entries' and has pagination controls: 'First', 'Previous', '1', 'Next', 'Last'.

16.1. Ad Hoc Distribution Plan - Add

16.1.1. Ad Hoc Distribution Plan - Add Header

- Click on **ADD** button at the top right corner of the page.

The screenshot shows the 'Ad Hoc Distribution Plan Entry/Edit' form. At the top right, there are buttons for 'RETURN TO LIST', 'SAVE', and 'PRINT'. The form fields are:

- Plan ID**: ADHOC-PLAN-COVID007/20-0004
- Plan Date**: 15/09/2020
- Prepared By**: Select Prepared By
- Approved Date**: 15/09/2020
- Approved By**: Select Approved By
- Remarks**: (Empty text area)

- Fill in the data entry fields.
- Field descriptions:
 1. **Plan ID#***: Auto generated, no change required.
 2. **Plan Date***: Today's date will auto fill, change if required. Cannot enter future date.
 3. **Prepared By***: Select the person who is entering data.
 4. **Approved Date***: Enter date from approved date of Distribution Plan.
 5. **Approved By***: Select the person who is entering data.
- Input non-mandatory fields:
 6. **Remarks**: Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Ad Hoc Distribution Plan header part. You will see a popup message **New Data Added Successfully**.
- You will see that product list below the data entry fields.

Product Code	Product	Balance
COVID-19		
COVID066	Antiseptic Handrub Solution (EDCL)	1,080
COVID088	Azithromycin tablet 500mg	5,200
COVID026	Biohazard Bag	1,050
COVID069	Biohazard bin	261
COVID070	Central Venous Catheters kit	24
COVID056	Combo Surgical Protection Dress (Apron, Shoe Cover & Cap)	16
COVID087	Dead Body Baa	6

Showing 1 to 16 of 16 entries

< PREV

NEXT >

16.1.2. Ad Hoc Distribution Plan - Items

- Select one or more products, which you have to do Distribution Plan from stock. You can use Shift and Control keys to select multiple products at once. press on **Arrow**
- **Step-1:** After selection press on **Arrow** button to transfer right side. Product will be transferred right.

Product Code	Product	Balance
COVID-19		
COVID066	Antiseptic Handrub Solution (EDCL)	1,080
COVID088	Azithromycin tablet 500mg	5,200
COVID026	Biohazard Bag	1,050
COVID069	Biohazard bin	261
COVID070	Central Venous Catheters kit	24
COVID056	Combo Surgical Protection Dress (Apron, Shoe Cover & Cap)	16
COVID087	Dead Body Baa	6

Showing 1 to 14 of 14 entries

< PREV

NEXT >

Product Code	Product	Balance
COVID008	KN-95 or Equivalent	5,800
COVID065	Protective Cover-all with Shoe Cover	1,700

- Press on **NEXT** button, you will see the list of Facility,
- **Step-2:** Select one or more facility, for those facilities you have created Ad Hoc Distribution Plan. press on **Arrow**
- After selection press on **Arrow** button to transfer right side. Facility will be transferred right.

Division	District	Facility
Upazila Health Complex		
Dhaka	Dhaka	Dohar Upazila Health Complex
Dhaka	Dhaka	Nawabganj Upazila Health Complex
Dhaka	Dhaka	Savar Upazila Health Complex

Showing 1 to 3 of 3 entries

< PREV

NEXT >

Division	District	Facility
Upazila Health Complex		
Dhaka	Dhaka	Dhamrai Upazila Health Complex
Dhaka	Dhaka	Keraniganj Upazila Health Complex

- Press on **NEXT** button, you will see the list of Facility with product,

Facility Type: All | Facility: All | Product: All

Product	Facility	AMC	Facility Balance	Planned Issue Quantity
KN-95 or Equivalent	Dhamrai Upazila Health Complex	17	85	<input type="text"/>
KN-95 or Equivalent	Keraniganj Upazila Health Complex	63	0	<input type="text"/>
Protective Cover-all with Shoe Cover	Dhamrai Upazila Health Complex	231	0	<input type="text"/>
Protective Cover-all with Shoe Cover	Keraniganj Upazila Health Complex	0	0	<input type="text"/>

Showing 1 to 4 of 4 entries

[Generate Invoice](#)

- **Step-3: updating Planned Issue Quantity.**
- Select a, Facility type or Facility or product above the distribution Plan Items to updating **Planned Issue Quantity.**
- After selecting you will see following fields
- **Quantity:** Enter the plan quantity.
- After entering, press **UPDATE** button to update the Ad Hoc Distribution Plan items Quantity. You will see the popup message Data **Updated Successfully.**

RETURN TO LIST | SAVE | PRINT

Ad Hoc Distribution Plan Entry/Edit

Plan ID: ADHOC-PLAN-COVID007/20-0004 | Plan Date: 15/09/2020 | Prepared By: CMSD Data Entry Operator | Remarks:

Approved Date: 15/09/2020 | Approved By: CMSD Data Entry Manager

Facility Type: All | Facility: All | Product: All

Product	Facility	AMC	Facility Balance	Planned Issue Quantity
KN-95 or Equivalent	Dhamrai Upazila Health Complex	17	85	<input type="text" value="100"/>
KN-95 or Equivalent	Keraniganj Upazila Health Complex	63	0	<input type="text" value="50"/>
Protective Cover-all with Shoe Cover	Dhamrai Upazila Health Complex	231	0	<input type="text" value="30"/>
Protective Cover-all with Shoe Cover	Keraniganj Upazila Health Complex	0	0	<input type="text" value="30"/>

Showing 1 to 4 of 4 entries

[Generate Invoice](#)

- Continue for every item.

16.1.3. Ad Hoc Distribution Plan - Generate Invoice

- The **Ad Hoc Distribution Plan** you entered is in draft mode, and does not have any reflection in your Ad Hoc Distribution Plan to issue invoice.
- Press on **Generate Invoice** button, you will see the popup Planned Issue Quantity Summary (list of product **balance** and **Planned Issue Quantity**).

Planned Issue Quantity Summary		
Product	Balance	Planned Issue Quantity
KN-95 or Equivalent	5,800	150
Protective Cover-all with Shoe Cover	1,700	60

Showing 1 to 2 of 2 entries

Generate Invoice CLOSE

- Press on Generate Invoice form Planned Issue Quantity Summary popup. You will see warning message Do you want to Generate Invoice? - When you confirm the Invoice Generate Successfully.
- After **Generate Invoice** you are not able to change or delete the Ad Hoc Distribution Plan information.

Ad Hoc Distribution Plan Entry/Edit				
Plan ID ADHOC-PLAN-COVID007/20-0004	Plan Date 15/09/2020	Prepared By CMSD Data Entry Operator	Remarks	
Approved Date 15/09/2020	Approved By CMSD Data Entry Manager			
Facility Type All	Facility All	Product All		
Product	Facility	AMC	Facility Balance	Planned Issue Quantity
KN-95 or Equivalent	Dhamrai Upazila Health Complex	17	85	100
KN-95 or Equivalent	Keraniganj Upazila Health Complex	63	0	50
Protective Cover-all with Shoe Cover	Dhamrai Upazila Health Complex	231	0	30
Protective Cover-all with Shoe Cover	Keraniganj Upazila Health Complex	0	0	30

- You will see the list of the Invoice in eLMIS Entry > Issue Voucher Push.

Issue Voucher Push							
From 15/06/2020	To 15/09/2020	Facility CMSD, Dhaka	+ ADD VIEW EDIT DELETE PRINT				
Show 10 entries		Search:					
SL.	Issue Date	Issue Invoices	Issue To	Prepared By	Approved By	Prepared Date	Remarks
2	15/09/2020	ISS-PUSH-10000074/20-0006	Keraniganj Upazila Health Complex	CMSD Data Entry Operator	CMSD Data Entry Manager	15/09/2020	AdHoc Plan
3	15/09/2020	ISS-PUSH-10000064/20-0005	Dhamrai Upazila Health Complex	CMSD Data Entry Operator	CMSD Data Entry Manager	15/09/2020	AdHoc Plan

16.2. Ad Hoc Distribution Plan - Edit

- You can only edit an Ad Hoc Distribution Plan which is not generate to stock (RED bubble beside the Ad Hoc Distribution Plan record).
- To edit a Distribution Plan on Indent, the user must select the Ad Hoc Distribution Plan from the list, then click the **EDIT** button at the top right corner of the page or double click on The Ad Hoc Distribution Plan invoice which he wants to edit.
- The Ad Hoc Distribution Plan will be displayed for editing.
- Modify the Distribution Plan on Indent header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

16.3. Ad Hoc Distribution Plan - Delete

- You cannot delete an already Generated Invoice from Distribution Plan on Indent.
- To delete a Distribution Plan on Indent, the user must select the Ad Hoc Distribution Plan invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the Ad Hoc Distribution Plan is removed with all items permanently.

16.4. Ad Hoc Distribution Plan - View

- When the Ad Hoc Distribution Plan invoice generated, you have to select VIEW button to go inside the Distribution Plan on Indent.
- Select the completed Ad Hoc Distribution Plan from list and press the VIEW button from top right corner. The Ad Hoc Distribution Plan will open in view mode.
- Press on **PRINT** button to print the Distribution Plan on Indent

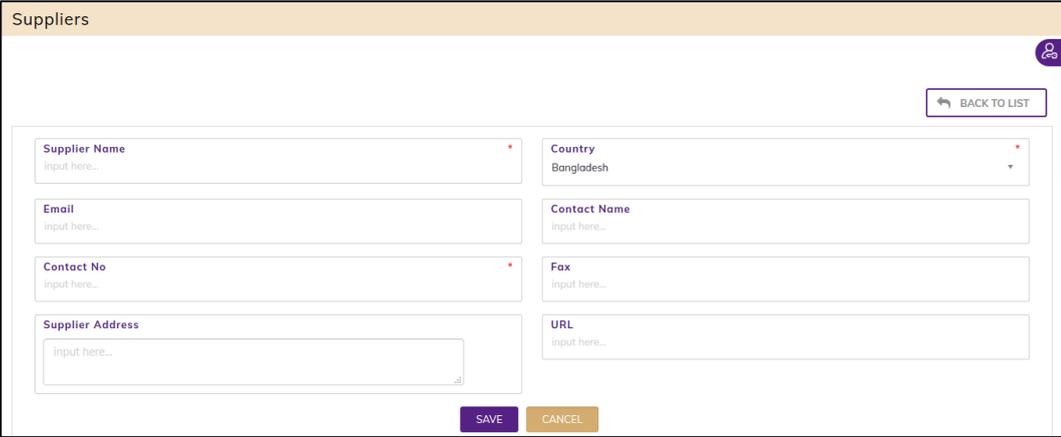
17. Suppliers

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Suppliers** submenu

SL#	Supplier Name	Supplier Address	Country	Contact Name	Contact No	Fax	Email	URL	Action
1	Brain Station 23 Ltd		Bangladesh		01819295651				
2	Dream Traders		Bangladesh		017160176768		mahmudmia@yahoo.com		
3	Jadid Automobiles JAI		Bangladesh		01682191201				
4	JMI International		Bangladesh		0171111111				
5	M/S. Arafat taders		Bangladesh		aaa				

17.1. Suppliers - Add

- Click on **ADD** button at the top right corner of the page.



The screenshot shows a web form titled "Suppliers". At the top right, there is a "BACK TO LIST" button. The form contains the following fields:

- Supplier Name**: Input field with a red asterisk indicating it is required.
- Country**: Dropdown menu with "Bangladesh" selected.
- Email**: Input field.
- Contact Name**: Input field.
- Contact No**: Input field with a red asterisk indicating it is required.
- Fax**: Input field.
- Supplier Address**: Input field.
- URL**: Input field.

At the bottom of the form, there are two buttons: "SAVE" (purple) and "CANCEL" (orange).

- Fill in the data entry fields.
 1. **Supplier Name***: Enter supplier Name
 2. **Country***: Select country from drop down, you want to entry the supplier.
 3. **Contact No***: Enter supplier contact number.
- Input non-mandatory fields:
 4. **Email**: Enter supplier Email address
 5. **Contact Name**: Enter the Supplier contact person name.
 6. **Supplier Address**: Enter the supplier address.
 7. **URL**: Enter the Supplier web URL
- After filling the necessary fields, press **SAVE** button to save the Supplier in the supplier list. You will see a popup message **"New Data Added Successfully"**.

17.2. Suppliers - Edit

- To edit a Suppliers the user must select the Supplier from the list, then click the **EDIT** button at the supplier list Action column, which wants to edit. You will see a popup warning message – **"Do you really want to edit this record?"** - When you confirm the supplier will be displayed for editing.
- Modify the Supplier information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message – **"Data Updated Successfully"**.

17.3. Suppliers - Delete

- You cannot delete an already used another transaction.
- To delete a supplier, the user must select the Supplier and click on **DELETE** button at the supplier list Action column, which wants to edit. You will see a popup warning message – **"Do you really want to delete this record?"** - When you confirm the supplier is removed permanently.

17.4. Suppliers - Print and Export

- Press on **PRINT** button to print the Supplier list.
- Press on **EXCEL** button to export the Supplier list.

18. Recipients

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Recipients** submenu

SL#	Facility Name	Recipients Group	Recipients	Action
1	Dhamrai Upazila Health Complex	IPD	COVID-19 IPD	
2	Dhamrai Upazila Health Complex	OPD	COVID-19 OPD	
3	Dhamrai Upazila Health Complex	Facility Department	FC1	
4	Dhamrai Upazila Health Complex	IPD	IPD 111	
5	Dhamrai Upazila Health Complex	OPD	OPD 111	

18.1. Recipients - Add

- Click on **ADD** button at the top right corner of the page.

Recipients Entry Form

Facility
Select Facility

Recipients Group
Select Recipients Group

Recipients
input here...

SAVE CANCEL

- Fill in the data entry fields.
 1. **Facility Name***: Select facility source from drop down, you want to entry the recipient.
 2. **Recipients Group***: Select recipient group from drop down, you want to entry the recipient.
 3. **Recipients**: Enter the Recipient name.
- After filling the necessary fields, press **SAVE** button to save the Recipient in the recipient list. You will see a popup message **New Data Added Successfully**.

18.2. Recipients - Edit

- To edit a Recipients the user must select the Recipients from the list, then click the **EDIT** button at the recipient list Action column, which wants to edit. You will see a popup warning message - **Do you really want to edit this record?** - When you confirm the recipient will be displayed for editing.
- Modify the Recipients information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**.

18.3. Recipients - Delete

- You cannot delete an already used another transaction.

- To delete a recipient, the user must select the Recipients and click on **DELETE** button at the recipient list Action column, which wants to edit. You will see a popup warning message - **Do you really want to delete this record?** - When you confirm the Recipient is removed permanently.

18.4. Recipients - Print and Export

- Press on **PRINT** button to print the Recipient list.
- Press on **EXCEL** button to export the Recipient list.

19. Stock Status

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Stock Status** submenu

SL	Product Code	Product Name	AMC	Quantity	Unit Price (BDT)	Line Total (BDT)
COVID-19						
1	COVID066	Antiseptic Handrub Solution (EDCL)	0	1,080	0	0
2	COVID088	Azithromycin tablet 500mg	0	5,200	0	0
3	COVID026	Biohazard Bag	0	1,050	0	0
4	COVID069	Biohazard bin	0	261	0	0

Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Quantity
				980
12	30/09/2020	11	11	100

19.1. Stock Status

- After Selecting, you will see the Stock Status. This report current stock position of all the items.
- Shows a list of current item groups in database. A label below shows the total number of items under the selected group. Balance Date is used to give a filter date for which stock position is shown.
- This report shows the facility data of a specific date entered from health facility. The report has the following filter criteria:
 - Facility:** select a facility
 - Product Group:** select all or A Facility
 - Stock Date:** Today's date will auto fill, change if required.
 - SHOW ALL:** Select the radio button for showing zero and non-zero stock items
 - SHOW ZERO:** Select the radio button for showing only zero stock items
 - SHOW NON-ZERO:** Select the radio button for showing non-zero stock items
- Items table has the following fields:
 - Product Code:** Product Code
 - Product Name:** Product Name
 - AMC:** Shown the product average month of consumption.
 - Quantity:** shown the product stock quantity on the specific date.

5. **Unit Price:** shown unit Price
6. **Line Total:** shown total price of the product stock
- Item stock with lot table following fields:
 1. **Lot No:** Product lot number
 2. **Expiry Date:** Product expiry date
 3. **DGDA NOC#:** show the DGDA NOC# of a product lot
 4. **Donor Ref#:** Shown the Donor ref# of a product
 5. **Quantity:** Quantity of the product lot.

19.2. View Stock Status of a Specific Date

- If you want to view stock status of all items, select '(All)' from Item Group combo If you want to view a specific group, select the group name from the combo.
- Initially Balance Date is filled with today's date and stock status for that date is presented.
- Type in the desired date in Balance Date field to get the stock status of that date.
- Selected 'Show Only Non-Zero Stock'.

Search and find an Item

- Type you provide the item name in search box.
- Items, which match with the search text, will be shown in the list.
- To see all of the items again, remove you provide the item name from search box.

19.3. View Lot-wise information about a specific Items Lot Stock

- Select the item for which you want to view lot-wise information.
- Press Lot-wise button from the command button block
- A dialog like the following screen will appear:

19.4. Stock Status - Print

- Press on **PRINT** button to print the Stock Status list.
- Press on **PRINT** button to PRINT the Stock Status with lot.

20. Users

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Users** submenu to open user page which shows the list of all users of the facility like following screen –

SL#	Facility	User Name	User Id	Email	Contact#
1	CMSD, Dhaka-	CMSD Data Entry_Trainer	training_cmsd	training_cmsd@gmail.com	

The login facility user can change the user password by using Pen icon for the user login security.

User Entry Form

Enter password, Confirm Password, Email and contact# then Press on Submit button, the user password will be changed. The user can be login the COVID-19 eLMIS site with new password.

21. Products

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Products** submenu to open Product page which shows the list of all Product like following screen -

Products

Facility Name: CMSD, Dhaka | Product Group: All Product Group | Sub Group: All Product Sub Group | PRINT | EXCEL

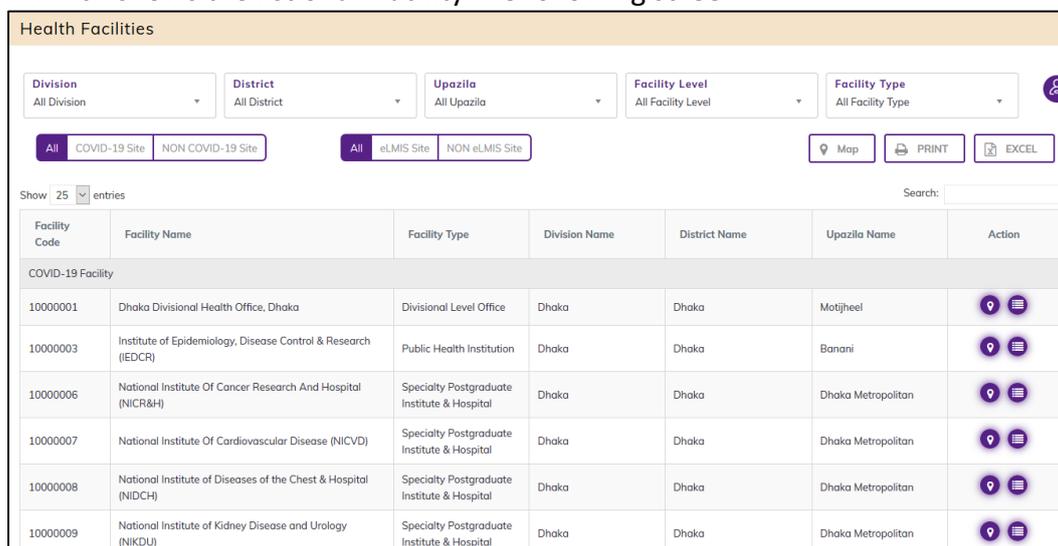
Show 10 entries | Search:

SL#	Sub Group	Product Code	Product Name	Short Name	Unit Name	Cost (BDT)
COVID-19						
1	GLOVES - EXAMINATION	COVID001	Gloves for Examination - Small (pair)	Gloves for Examination - Small (pair)	Pair	0
2	GLOVES - EXAMINATION	COVID043	Gloves for Examination - Medium (pair)	Gloves for Examination - Medium (pair)	Pair	0
3	GLOVES - EXAMINATION	COVID044	Gloves for Examination - Large (pair)	Gloves for Examination - Large (pair)	Pair	0
4	GLOVES - SURGICAL	COVID045	Gloves for Surgical - 6.0 Inch (pair)	Gloves for Surgical - 6.0 Inch (pair)	Pair	0
5	GLOVES - SURGICAL	COVID046	Gloves for Surgical - 6.5 Inch (pair)	Gloves for Surgical - 6.5 Inch (pair)	Pair	0

- The Product has 4 filter criteria
 1. **Product Group:** when select a Product Group then showing Product Name under the selected
 2. **Asset set:** when select Asset Button Group then showing Asset Related Name Under the selected
 3. **Change Order:** when select a change Order then automatic change product
 4. **Search:** To search a product group

22. Health Facility

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Health Facility** submenu to open Health Facility page which shows the list of all Facility like following screen -



Health Facilities

Division: All Division | District: All District | Upazila: All Upazila | Facility Level: All Facility Level | Facility Type: All Facility Type

COVID-19 Site: All | COVID-19 Site | NON COVID-19 Site | eLMIS Site: All | eLMIS Site | NON eLMIS Site

Map | PRINT | EXCEL

Show 25 entries | Search:

Facility Code	Facility Name	Facility Type	Division Name	District Name	Upazila Name	Action
COVID-19 Facility						
10000001	Dhaka Divisional Health Office, Dhaka	Divisional Level Office	Dhaka	Dhaka	Motijheel	 
10000003	Institute of Epidemiology, Disease Control & Research (IEDCR)	Public Health Institution	Dhaka	Dhaka	Banani	 
10000006	National Institute Of Cancer Research And Hospital (NICR&H)	Specialty Postgraduate Institute & Hospital	Dhaka	Dhaka	Dhaka Metropolitan	 
10000007	National Institute Of Cardiovascular Disease (NICVD)	Specialty Postgraduate Institute & Hospital	Dhaka	Dhaka	Dhaka Metropolitan	 
10000008	National Institute of Diseases of the Chest & Hospital (NIDCH)	Specialty Postgraduate Institute & Hospital	Dhaka	Dhaka	Dhaka Metropolitan	 
10000009	National Institute of Kidney Disease and Urology (NIKDU)	Specialty Postgraduate Institute & Hospital	Dhaka	Dhaka	Dhaka Metropolitan	 

- The Facility has 8 filter criteria
 1. **Division:** when select a Division name then showing Division Name under the selected Division
 2. **District:** when select a District name then showing District Name under the selected district
 3. **Upazila:** when select a Upazila name then showing Upazila Name under the selected upazila
 4. **Facility Level:** when select a Facility Level then showing Facility Name under the selected facility level
 5. **Facility Type:** when select a Facility Type then showing Facility Type under the selected Facility
 6. **Covid-19 site:** when click the covid-19 Site group button then showing Related data Under the selected COVID-19
 7. **eLMIS Site:** when click the Site group button then showing Related data Under the selected
 8. **Search:** To search a product

23. Stock Reports

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://covidelmis.dghs.gov.bd/> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From eLMIS Entry menu, select **Stock Reports** submenu

23.1. Product Stock Report

- The report shows available stock balance of all products of a certain date. Initially it shows stock balance of current date, but the user can select any historical date.
- Select Product Stock Report, after selecting you will see the following screen -

Product Group	Product Code	Products	Quantity	Unit Price (BDT)	Total (BDT)
CMSD, Dhaka					
COVID-19	COVID045	Gloves for Surgical - 6.0 Inch (pair)	264,800	0	0
COVID-19	COVID046	Gloves for Surgical - 6.5 Inch (pair)	144,390	0	0
COVID-19	COVID048	Gloves for Surgical - 7.0 Inch (pair)	119,680	0	0
COVID-19	COVID049	Gloves for Surgical - 7.5 Inch (pair)	160,000	0	0
COVID-19	COVID052	Gown for Level - 1	99,320	0	0
COVID-19	COVID091	Gown for Level - 2	94,850	0	0
COVID-19	COVID092	Gown for Level - 3	45,000	0	0
COVID-19	COVID093	Gown for Level - 4	65,000	0	0
COVID-19	COVID008	KN-95 or Equivalent	190,500	0	0

- This form presents current stock position of all the items. The report has the following filter criteria:
 1. **Facility:** By default selected your facility. Select a facility from dropdown list.
 2. **Product Group:** Select a product group from dropdown list.
 3. **Is Stock:** By default selected ZERO Stock. Select All or NON-ZERO or ZERO from dropdown list.
 4. **Date:** Today's date will auto fill, change if required.
- The table has the following columns:
 1. **Product Group :** Name of the product group
 2. **Product Code:** Show the product code.
 3. **Product:** Name of product
 4. **Quantity:** Product stock quantity
 5. **Unit Price(BDT):** Product unit price(BDT)
 6. **Total(BDT):** Product total (BDT) price
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

23.2. Product Lot Stock Report

- Select Product Lot Stock Report. After selecting you will see the following screen -

Product Lot Stock Report

Facility: CMSD, Dhaka | Product Group: COVID-19 | Product: All

Product Lot Stock Report Table

Show 10 entries | Search:

Product Code	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Quantity	Unit Price (BDT)	Total (BDT)
CMSD, Dhaka							
Gloves for Surgical - 6.0 Inch (pair)							
COVID045					250,000	0	0
COVID045		22-01-2021	3924		14,800	15	222,000
Gloves for Surgical - 6.5 Inch (pair)							
COVID046					119,710	0	0
COVID046			3900		24,680	8	197,440

- This form presents Current Product Lot Stock Position of all the items. The report has the following filter criteria:
 1. **Facility:** By default, selected your facility. Select a facility from dropdown list.
 2. **Product Group:** Select a product group from dropdown list.
 3. **Product:** Select All or a product from dropdown list.
- The table has the following columns:
 1. **Product Code:** Show the product code.
 2. **Lot No:** Show the product lot number.
 3. **Expiry Date:** Show the product Expiry Date.
 4. **DGDA NOC#:** Show the product DGDA NOC number.
 5. **Donor Ref#:** Show the product Donor Ref number.
 6. **Quantity:** Product lot stock quantity
 7. **Unit Price(BDT):** Product unit price(BDT)
 8. **Total(BDT):** Product total (BDT) price
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

23.3. Indent Report

- Select Indent Report. After selecting you will see the following screen -

Indent Report

Facility: Tejgaon Health Complex, Dhaka | Indent#: IND-10000057/20-0001

Indent Type: ROUTINE | Indent Date: 2020-09-16 | Indent To: CMSD, Dhaka | Receive Status: Receive complete

Indent Report Table

Show 10 entries | Search:

Product Code	Product	AMC	Stock on Hand	Calculated Indent Quantity	Actual Indent Quantity	Actual Received Quantity
COVID-19						
COVID052	Gown for Level - 1		0		300	230
COVID091	Gown for Level - 2		0		100	100

Showing 1 to 2 of 2 entries | Previous 1 Next

- This form presents the Facility Indent items report. The report has the following filter criteria:

1. **Facility:** By default selected your facility. Select a facility from dropdown list.
 2. **Indent#:** By default selected an Indent. You can select another indent from dropdown list.
- The table has the following columns:
 1. **Product Code:** Show the product code.
 2. **Product:** Name of product
 3. **AMC:** Show the product average month of consumption.
 4. **Stock on Hand:** Show the product stock on hand.
 5. **Calculated Indent Quantity:** Show the product's calculated indent quantity.
 6. **Actual Indent Quantity:** Show the product's actual indent quantity.
 7. **Actual Received Quantity:** Show the product's actual received quantity
 - By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

23.4. Receive Details Report

- Select Receive Details Report. After selecting you will see the following screen -

- This form presents Receive Details report of all the items. The report has the following filter criteria:
 1. **Facility Level:** By default selected facility level COVID-19 Facility.
 2. **Facility:** By default selected your facility. Select a facility from dropdown list.
 3. **Start Date:** The first day of the month will auto fill, change if required.
 4. **End Date:** Today's date will auto fill, change if required.
 5. **Product Group:** By default selected product group COVID-19.
 6. **Product:** Select All or a product from dropdown list.
 7. **Transaction Type:** Select ALL or a transaction type from dropdown list.
- The table has the following columns:
 1. **Supplier:** Show the supplier Name.
 2. **Receive Invoice:** Show the receive invoice number.
 3. **Receive Date:** Show the receive invoice date.
 4. **Donor/ Contract#/ Indent#:** Show the Donor/ Contract#/ Indent#:
 5. **Lot No:** Show the product lot number.
 6. **Expiry Date:** Show the product Expiry Date.
 7. **DGDA NOC#:** Show the product DGDA NOC number.

8. **Donor Ref#:** Show the product Donor Ref number.
 9. **Indent Quantity:** Show the product Indent quantity.
 10. **Quantity:** Product lot stock quantity.
 11. **Unit Price (BDT):** Product unit price (BDT).
 12. **Total (BDT):** Product total (BDT) price.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

23.5. Receive Summary Report

- Select Receive Summary Report. After selecting you will see the following screen -

Receive Summary Report

Facility Level: COVID-19 Facility | Facility: All | Start Date: 01/09/2020 | End Date: 16/09/2020

Transaction Type: All

Receive Summary Report Table

Search: _____

Facility	Receive Date	Receive Invoice	Supplier Invoice	Supplier	Receive Quantity	Total (BDT)
Receive from Supplier						
Munshiganj 250 bed District Hospital	16-09-2020	REC-SUP-10000328/20-0001	N52584	Shafiq traders	9,080	0
Receive from Warehouse						
Munshiganj 250 bed District Hospital	16-09-2020	REC-WH-10000328/20-0001	ISS-IND-DGHSCC001/20-0001	DGHS Integrated Control Room	550	0
Munshiganj 250 bed District Hospital	16-09-2020	REC-WH-10000328/20-0002	ISS-PUSH-DGHSCC001/20-0001	DGHS Integrated Control Room	99	0
Receive from Supplier						
Tejgaon Health Complex, Dhaka	16-09-2020	REC-SUP-10000057/20-0001	1254	Shafiq Traders	34,000	0
Receive from Warehouse						
Tejgaon Health Complex, Dhaka	16-09-2020	REC-WH-10000057/20-0001	ISS-IND-COVID007/20-0001	CMSD, Dhaka	480	0

- This form presents Receive Summary report of all the items. The report has the following filter criteria:
 1. **Facility Level:** By default selected facility level COVID-19 Facility.
 2. **Facility:** By default selected your facility. Select a facility from dropdown list.
 3. **Start Date:** The first day of the month will auto fill, change if required.
 4. **End Date:** Today's date will auto fill, change if required.
 5. **Transaction Type:** Select ALL or a transaction type from dropdown list.
- The table has the following columns:
 1. **Facility:** Show the Facility Name.
 2. **Receive Date:** Show the receive invoice date.
 3. **Receive Invoice:** Show the receive invoice number.
 4. **Supplier Invoice:** Show the supplier invoice number.
 5. **Supplier:** Show the supplier Name.
 6. **Receive Quantity:** Show the product receive quantity.
 7. **Total (BDT):** Product total (BDT) price.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

23.6. Issue Details Report

- Select Issue Details Report. After selecting you will see the following screen -

Issue Details Report

Facility Level: COVID-19 Warehouse | Facility: All | Start Date: 01/09/2020 | End Date: 16/09/2020

Product Group: COVID-19 | Product: All | Transaction Type: All

Issue Details Report Table

Show 10 entries | Search:

Indentor/Issue To	Issue Invoice	Issue Date	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Indent Quantity	Quantity
CMSD, Dhaka								
COVID-19								
Gloves for Surgical - 6.0 Inch (pair)								
Mymensingh Civil Surgeon Office	ISS-PUSH-COVID007/20-0001	16-09-2020		2021-01-22	3924			200
Gloves for Surgical - 6.5 Inch (pair)								
Mymensingh Civil Surgeon Office	ISS-IND-COVID007/20-0002	08-09-2020						140

Print | Excel | CSV

- This form presents Issue Details report of all the items. The report has the following filter criteria:
 1. **Facility Level:** By default selected facility level COVID-19 Facility.
 2. **Facility:** By default selected your facility. Select a facility from dropdown list.
 3. **Start Date:** The first day of the month will auto fill, change if required.
 4. **End Date:** Today's date will auto fill, change if required.
 5. **Product Group:** By default selected product group COVID-19.
 6. **Product:** Select All or a product from dropdown list.
 7. **Transaction Type:** Select ALL or a transaction type from dropdown list.
- The table has the following columns:
 1. **Indentor/Issue To:** Show the Indentor/Issue to facility name.
 2. **Issue Invoice:** Show the receive invoice number.
 3. **Issue Date:** Show the receive invoice date.
 4. **Lot No:** Show the product lot number.
 5. **Expiry Date:** Show the product Expiry Date.
 6. **DGDA NOC#:** Show the product DGDA NOC number.
 7. **Donor Ref#:** Show the product Donor Ref number.
 8. **Indent Quantity:** Show the product Indent quantity.
 9. **Quantity:** Product lot stock quantity.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

23.7. Issue Summary Report

- Select Issue Summary Report. After selecting you will see the following screen -

Issue Summary Report 83

Facility Level: COVID-19 Warehouse
 Facility: All
 Start Date: 01/09/2020
 End Date: 16/09/2020
 Transaction Type: All

Issue Summary Report Table Print Excel CSV

Search:

Facility	Indentor/Issued To	Issue Date	Issue Invoice	Issue Amount (BDT)
Issue against Indent				
CMSD, Dhaka	Mymensingh Civil Surgeon Office	08-09-2020	ISS-IND-COVID007/20-0002	0
CMSD, Dhaka	Mymensingh Civil Surgeon Office	16-09-2020	ISS-IND-COVID007/20-0003	0
CMSD, Dhaka	Tejgaon Health Complex, Dhaka	16-09-2020	ISS-IND-COVID007/20-0001	0
DGHS Integrated Control Room	Munshiganj 250 bed District Hospital	16-09-2020	ISS-IND-DGHSCC001/20-0001	0

Issue Voucher Push

- This form presents Issue Summary report of all the items. The report has the following filter criteria:
 1. **Facility Level:** By default selected facility level COVID-19 Facility.
 2. **Facility:** By default selected your facility. Select a facility from dropdown list.
 3. **Start Date:** The first day of the month will auto fill, change if required.
 4. **End Date:** Today's date will auto fill, change if required.
 5. **Transaction Type:** Select ALL or a transaction type from dropdown list.
- The table has the following columns:
 1. **Facility:** Show the Facility Name.
 2. **Indentor/Issue To:** Show the Indentor/Issue to facility name.
 3. **Issue Date:** Show the issue invoice date.
 4. **Issue Invoice:** Show the issue invoice number.
 5. **Issue Amount (BDT):** show Issue amount (BDT).
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

23.8. Adjustment Details Report

- Select Adjustment Details Report. After selecting you will see the following screen -

- This form presents Adjustment Details report of all the items. The report has the following filter criteria:
 1. **Facility Level:** By default selected facility level COVID-19 Facility.
 2. **Facility:** By default selected your facility. Select a facility from dropdown list.
 3. **Start Date:** The first day of the month will auto fill, change if required.
 4. **End Date:** Today's date will auto fill, change if required.
 5. **Product Group:** By default selected product group COVID-19.
 6. **Product:** Select All or a product from dropdown list.
 7. **Transaction Type:** Select ALL or a transaction type from dropdown list.
- The table has the following columns:
 1. **To/From:** Show To/ from facility name.
 2. **Adjustment Invoice:** Show adjustment invoice number.
 3. **Invoice Date:** Show invoice date.
 4. **Adjustment Type:** Show adjustment type.
 5. **Product Code:** Show product Code.
 6. **Lot No:** Show the product lot number.
 7. **Expiry Date:** Show product Expiry Date.
 8. **DGDA NOC#:** Show product DGDA NOC number.
 9. **Donor Ref#:** Show product Donor Ref number.
 10. **Adjusted Quantity:** Show product adjusted quantity.
 11. **Unit Price (BDT):** show Product unit price (BDT).
 12. **Total (BDT):** show Product total (BDT).
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

23.9. Adjustment Summary Report

- Select Adjustment Summary Report. After selecting you will see the following screen

- This form presents Adjustment Summary report of all the items. The report has the following filter criteria:
 1. **Facility Level:** By default selected facility level COVID-19 Facility.
 2. **Facility:** By default selected your facility. Select a facility from dropdown list.
 3. **Start Date:** The first day of the month will auto fill, change if required.
 4. **End Date:** Today's date will auto fill, change if required.
- The table has the following columns:
 1. **To/From:** Show To/ from facility name.
 2. **Adjustment Date:** Show the adjustment date.
 3. **Adjustment Invoice:** Show the adjustment invoice number.
 4. **Total (BDT):** show total (BDT) price.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

23.10. Inventory Control Register (ICR)

- Select Inventory Control Register (ICR). After selecting you will see the following screen -

- This form presents Inventory Control Register (ICR) report of all the items. The report has the following filter criteria:
 1. **Start Date:** The first day of the month will auto fill, change if required.
 2. **End Date:** Today's date will auto fill, change if required
 3. **Facility:** By default selected your facility. Select a facility from dropdown list.
 4. **Product Group:** By default selected product group COVID-19.

5. **Product:** Select All or a product from dropdown list.
- The table has the following columns:
 1. **Invoice Date:** Show invoice date.
 2. **Origin/Destination:** Show Origin/Destination.
 3. **Invoice:** Show invoice number.
 4. **Receive:** Show product receive Quantity.
 5. **Issue:** Show product Issue Quantity
 6. **Balance:** Show product Balance.
 7. **Lot No:** Show product lot number.
 8. **Expiry Date:** Show product Expiry Date.
 9. **DGDA NOC#:** Show product DGDA NOC number.
 10. **Donor Ref#:** Show product Donor Ref number.
 11. **Observations:** Show Observations.
 12. **Signature):** show signature
 - By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

23.11. Dispense Report

- Select Dispense Report. After selecting you will see the following screen -

The screenshot shows a web interface for a 'Dispense Report'. At the top, there are several filter fields: 'Facility' (dropdown, 'All'), 'Start Date' (calendar icon, '01/09/2020'), 'End Date' (calendar icon, '16/09/2020'), and 'Product Group' (dropdown, 'COVID-19'). Below these is a 'Product' dropdown set to 'All'. The main area is titled 'Dispense Report Table' and contains a table with columns: 'Dispense Date', 'Product Code', 'Lot No', 'Expiry Date', 'DGDA NOC#', 'Donor Ref#', and 'Quantity Dispensed'. The table lists items for 'Tejgaon Health Complex, Dhaka' under the 'COVID-19' group, including 'Gloves for Surgical - 6.0 Inch (pair)', 'Gloves for Surgical - 6.5 Inch (pair)', and 'Gloves for Surgical - 7.0 Inch (pair)'. To the right of the table are buttons for 'Print', 'Excel', and 'CSV'. A search bar and a 'Show 10 entries' dropdown are also present.

Dispense Date	Product Code	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Quantity Dispensed
Tejgaon Health Complex, Dhaka						
COVID-19						
Gloves for Surgical - 6.0 Inch (pair)						
16-09-2020	COVID045					50
Gloves for Surgical - 6.5 Inch (pair)						
16-09-2020	COVID046					80
Gloves for Surgical - 7.0 Inch (pair)						
16-09-2020	COVID048					30

- This form presents Dispense Report of all the items. The report has the following filter criteria:
 1. **Facility:** By default selected your facility. Select a facility from dropdown list.
 2. **Start Date:** The first day of the month will auto fill, change if required.
 3. **End Date:** Today's date will auto fill, change if required
 4. **Product Group:** By default selected product group COVID-19.
 5. **Product:** Select All or a product from dropdown list.
- The table has the following columns:
 1. **Dispense Date:** Show dispense date.
 2. **Product Code:** Show product code.
 3. **Lot No:** Show product lot number.
 4. **Expiry Date:** Show product Expiry Date.
 5. **DGDA NOC#:** Show product DGDA NOC number.

- 6. **Donor Ref#:** Show product Donor Ref number.
- 7. **Quantity Dispense:** Show dispense quantity.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

23.12. Going to Expire Lots Report

- Select Going to Expire Lots Report. After selecting you will see the following screen -

Going to Expire Lots Report

Facility Level: COVID-19 Facility | Facility: All | Product Group: COVID-19 | Product: All

Start Date: 16/09/2020 | End Date: 16/12/2020

Going to Expire Lots Report Table

Show 10 entries | Search:

Division	District	Upazila	Product Code	Product	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Quantity	Unit Price (BDT)	Total (BDT)
Tejgaon Health Complex, Dhaka											
COVID-19											
Dhaka	Dhaka	Dhaka Metropolitan	COVID091	Gown for Level - 2		30-10-2020	D01254		70	0	0

Showing 1 to 1 of 1 entries | Previous 1 Next

- This form presents Going to Expire Lots Report of all the items. The report has the following filter criteria:
 1. **Facility Level:** By default selected facility level COVID-19 Facility.
 2. **Facility:** By default selected your facility. Select a facility from dropdown list.
 3. **Product Group:** By default selected product group COVID-19.
 4. **Product:** Select All or a product from dropdown list.
 5. **Start Date:** The first day of the month will auto fill, change if required.
 6. **End Date:** Today's date will auto fill, change if required.
- The table has the following columns:
 1. **Division:** Show facility division name.
 2. **District:** Show Facility district name.
 3. **Upazila name:** Show facility upazila name.
 4. **Product Code:** Show product Code.
 5. **Lot No:** Show the product lot number.
 6. **Expiry Date:** Show product Expiry Date.
 7. **DGDA NOC#:** Show product DGDA NOC number.
 8. **Donor Ref#:** Show product Donor Ref number.
 9. **Quantity:** Show product quantity.
 10. **Unit Price (BDT):** show Product unit price (BDT).
 11. **Total (BDT):** show Product total (BDT).
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

23.13. Physical Inventory Details Report

- Select Physical Inventory Details Report, after selecting you will see the following screen-

Physical Inventory Details Report

Facility: All | Start Date: 01/09/2020 | End Date: 16/09/2020 | Product Group: COVID-19 | Product: All

Physical Inventory Details Report

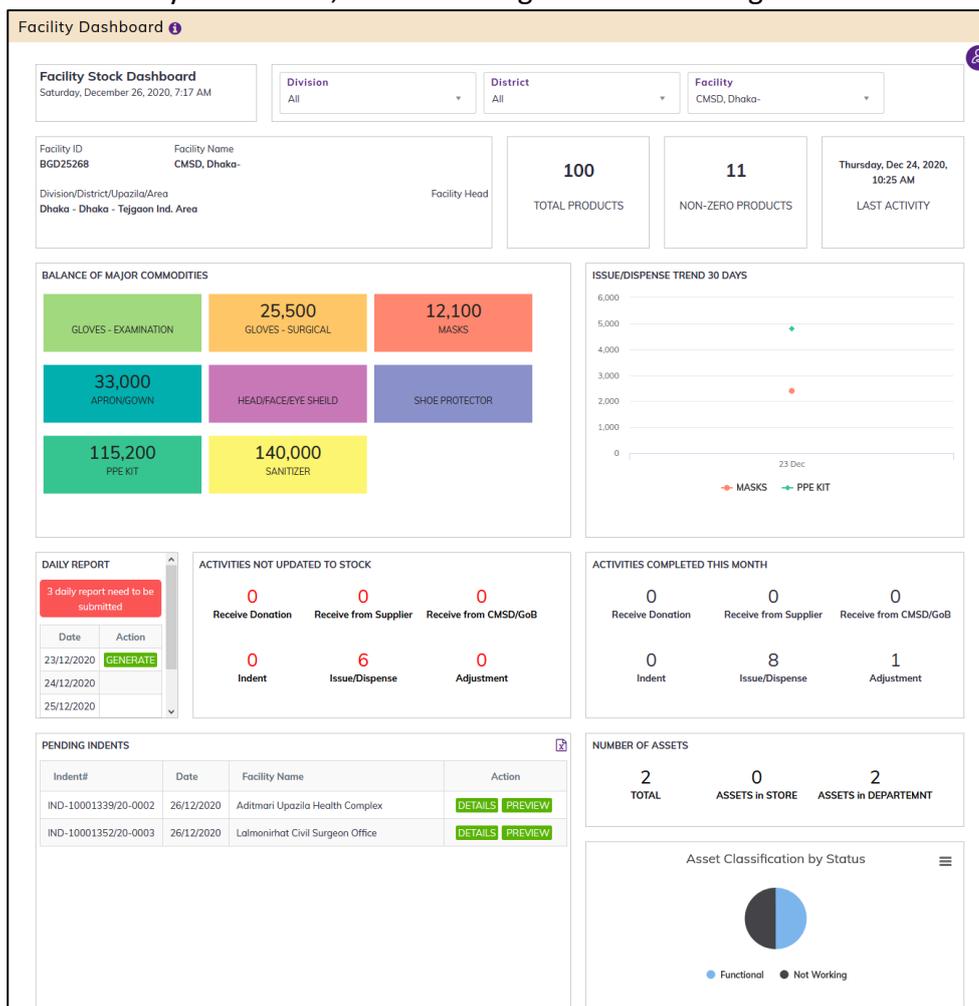
Show: 10 entries | Search:

Start Date	Prepared By	Approved By	End Date	Stock Quantity	Physical Quantity	Adjustment Quantity
CMSD, Dhaka						
COVID-19						
Gloves for Surgical - 6.0 Inch (pair)						
01-09-2020	CMSD Data Entry Operator	CMSD Data Entry Manager	01-09-2020	0	250,000	250,000
Gloves for Surgical - 6.5 Inch (pair)						
01-09-2020	CMSD Data Entry Operator	CMSD Data Entry Manager	01-09-2020	0	120,000	120,000
Gloves for Surgical - 7.0 Inch (pair)						
01-09-2020	CMSD Data Entry Operator	CMSD Data Entry Manager	01-09-2020	0	90,000	90,000
Gloves for Surgical - 7.5 Inch (pair)						
01-09-2020	CMSD Data Entry Operator	CMSD Data Entry Manager	01-09-2020	0	150,000	150,000
Gown for Level - 1						
01-09-2020	CMSD Data Entry Operator	CMSD Data Entry Manager	01-09-2020	0	15,000	15,000

- This form presents Dispense Report of all the items. The report has the following filter criteria:
 1. **Facility:** By default selected your facility. Select a facility from dropdown list.
 2. **Start Date:** The first day of the month will auto fill, change if required.
 3. **End Date:** Today's date will auto fill, change if required
 4. **Product Group:** By default selected product group COVID-19.
 5. **Product:** Select All or a product from dropdown list.
- The table has the following columns:
 1. **Start Date:** Show Start Date.
 2. **Prepared By:** Show Prepared By.
 3. **Approved By:** Show Approved By.
 4. **End Date:** Show End Date.
 5. **Stock Quantity:** Show Stock Quantity.
 6. **Physical Quantity:** Show physical Quantity.
 7. **Adjustment Quantity:** Show Adjusted Quantity.
 8. **Product Code:** Show product code.
 9. **Lot No:** Show product lot number.
 10. **Expiry Date:** Show product Expiry Date.
 11. **DGDA NOC#:** Show product DGDA NOC number.
 12. **Donor Ref#:** Show product Donor Ref number.
 13. **Quantity Dispense:** Show dispense quantity.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

23.14. Facility Dashboard

- Select Facility Dashboard, after selecting see the following screen -



- Details about the Facility Dashboard are described in earlier chapter.

23.15. Facility Contact Report

- Select Facility Contact Report, after selecting you will see the following screen -

Facility Contact Report

Division: All | District: All | Facility Type: All

Print | Excel | CSV

Show 10 entries

Division	District	Facility Id	Facility Name	Facility Type	Facility Head	Storekeeper
Barishal	Barguna	10001933	Amitali Upazila Health Complex	Upazila Health Complex	Dr. Shankar Proshad Adhikary, Upazila Health & Family Planning Officer (UH&FPO), 01716755822	
Barishal	Barguna	10001934	Kukua 10 bed Hospital	10 bed hospital		
Barishal	Barguna	10001935	Taitali 20 bed Hospital	20 bed Hospital		
Barishal	Barguna	10001937	Bamna Upazila Health Complex	Upazila Health Complex	Dr. Md Manirujaman, Upazila Health & Family Planning Officer (UH&FPO), 01716474635	Md. A. Khaleque, Store Keeper, 01912815593
Barishal	Barguna	10001941	Barguna (sadar) Upazila Health Office	Upazila Level Office	Dr. Md. Abdus Salam, Upazila Health & Family Planning Officer (UH&FPO), 01712501393	Md. Aminur Rahman, Store Keeper, 01716868053
Barishal	Barguna	10001942	Barguna Civil Surgeon Office	District Level Office	Dr. Md. Humayun Shaheen Khan, Civil Surgeon, 01711219850	

- This form presents Facility Contact Report of all the items. The report has the following filter criteria:

1. **Division:** Select all or a Division from dropdown list.
2. **District:** Select all or a district from dropdown list.
3. **Facility Type:** Select all or a facility Type from dropdown list.
 - The table has the following columns:
 1. **Division:** Show facility division name.
 2. **District:** Show Facility district name.
 3. **Facility Id:** Show facility Id name.
 4. **Facility Name:** Show facility Name.
 5. **Facility Type:** Show facility type.
 6. **Facility Head:** Show facility head with contact number.
 7. **Storekeeper:** Show storekeeper with contact number.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

23.16. Procurement Package Summary Report

- Select Procurement Package Summary Report, after selecting you will see the following screen -

Procurement Package Summary Report

Facility Name: All | Start Date: 01/06/2020 | End Date: 16/09/2020

Procurement Package List

Show 10 entries | Search:

Package#	Package Name	Financial Year	Procurement Type	Procurement Method	Funding Source	Start Date	Estimated Cost	Lot No	Remarks
P0001	Procurement of Computers	2020-21	Goods	DPM	GOV	01-09-2020	400,000	1	
P01010101	First Package	2020-21	Goods	DPM	JICA	16-09-2020	1,235,500	1	

Showing 1 to 2 of 2 entries | Previous 1 Next

- This form presents Procurement Package Summary Report of all the items. The report has the following filter criteria:
 1. **Facility Name:** Select a facility from dropdown list.
 2. **Start Date:** The first day of the previous 3th months will auto fill, change if required.
 3. **End Date:** Today's date will auto fill, change if required
- The table has the following columns:
 1. **Package#:** Show package number.
 2. **Package Name:** Show package name.
 3. **Financial Year:** show financial year.
 4. **Procurement Type:** Show procurement type.
 5. **Procurement Method:** Show procurement method.
 6. **Funding Source:** Show funding source.
 7. **Start Date:** Show package start date.
 8. **Estimate Cost:** Show remarks.
 9. **Lot:** Show lot
 10. **Remarks:** Show remarks.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

23.17. Contracts Summary Report

- Select Contracts Summary Report, after selecting you will see the following screen -

- This form presents Dispense Report of all the items. The report has the following filter criteria:
 - Facility Name:** Select a facility from dropdown list.
 - Payment Status:** Select All or a payment Status from dropdown list.
 - Start Date:** The first day of the previous 3th months will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required
 - The table has the following columns:
 - Contract Date:** Show contract Date.
 - Contract#:** Show contract number.
 - Package#:** Show package number.
 - Other Cost:** Show other cost.
 - Payment Status:** payment status.
 - Delivery Schedule:** Show delivery schedule.
 - Remarks:** Show remarks.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

23.18. Procurement Package Details Report

- Select Procurement Package Details Report, after selecting you will see the following screen -

- This form presents Procurement Package Details Report of all the items. The report has the following filter criteria:
 - Facility Level:** Select A Facility Level
 - Facility Name:** Select a facility from dropdown list.

3. **Start Date:** The first day of the previous 3th months will auto fill, change if required.
4. **End Date:** Today's date will auto fill, change if required
5. **Procurement Type:** Select A procurement Type
 - The table has the following columns:
 1. **Description:** Show Description
 2. **Name of Package:** Show name of package
 3. **Package Name:** Show package name.
 4. **Start Date:** Show package start date.
 5. **Quantity:** Show quantity
 6. **Budget Unit Price (BDT):** show the Budget Unit Price
 7. **Line Total (BDT):** Show line total (BDT)
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

23.19. Contracts Details Reports

- Select Contracts Details Reports, after selecting you will see the following screen -

- This form presents Contracts Details Reports of all the items. The report has the following filter criteria:
 1. **Facility Level:** Select A Facility Level
 2. **Facility Name:** Select a facility from dropdown list.
 3. **Start Date:** The first day of the previous 3th months will auto fill, change if required.
 4. **End Date:** Today's date will auto fill, change if required
 5. **Procurement Type:** Select A procurement Type
- The table has the following columns:
 1. **Name of Package:** Show package name.
 2. **Nature of Procurement:** Show nature of procurement
 3. **Method:** Show procurement method.
 4. **Package Name:** Show package name.
 5. **Description:** Show description
 6. **Supplier:** Show Supplier Name
 7. **Estimate Cost:** Show Estimate cost
 8. **Quantity:** Show quantity
 9. **Unit Price:** Show Unit price
 10. **Line Total:** Show line total

11. **Contract Date:** Show Contract Date
 12. **Contract Reference No:** Show Contract Reference No
 13. **Delivery Schedule:** Show Delivery Schedule
 14. **Status:** Show Status
 15. **Payment:** Show Payment
 16. **Remarks:** Show remarks.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

23.20. Asset Register

- Select Asset Register, after selecting you will see the following screen -

Tag/Asset	Asset Code	Equipment Name	Present Status	Date of Commissioning	Last Date of Warranty	Purchase Value	Procuring Entity	Source of Fund	Date of Receipt by Health Facility	Life Span (Approx Year)	Asset Brand	Supplier	Salvage Value
EQBD00001	COVID100	Oxygen Concentrator	Not Working	24-12-2020	24-12-2020	1,000,000	CMSD	Global Fund	24-12-2020	5	NA	Brain Station 23 Ltd	12:
EQBD00002	COVID099	Ventilator	Functional	24-12-2020	31-12-2020	11,213,321	CMSD	GOB-Dev	24-12-2020	5	samsung	Dream Traders	12:

- This form presents Asset Report of all the items. The report has the following filter criteria:
 1. **Facility Name:** Select a facility from dropdown list.
 2. **Status:** Select All or a Status from dropdown list.
- The table has the following columns:
 1. **Tag/Asset:** Show Contract Reference No
 2. **Asset Code:** Show Contract Reference No
 3. **Equipment Name:** Show Contract Reference No
 4. **Present Status** : Show Contract Reference No
 5. **Date of Commissioning:** Show Date of Commissioning
 6. **Last Date of Warranty:** Show Last date of warranty.
 7. **Purchase Value:** Show purchase value
 8. **Procuring Entity:** Show procuring Entity
 9. **Source of Fund:** Show Source of Fund
 10. **Date of Receipt by Health Facility:** Show date of Receive by health facility.
 11. **Life Span (Approx Year) :** Show life span (approx. year)
 12. **Asset Brand:** Show asset brand name.
 13. **Supplier:** Show supplier name.
 14. **Salvage Value:** Show salvage value
 15. **Location Indication:** Show product location
 16. **Country of Origin:** Show country of origin

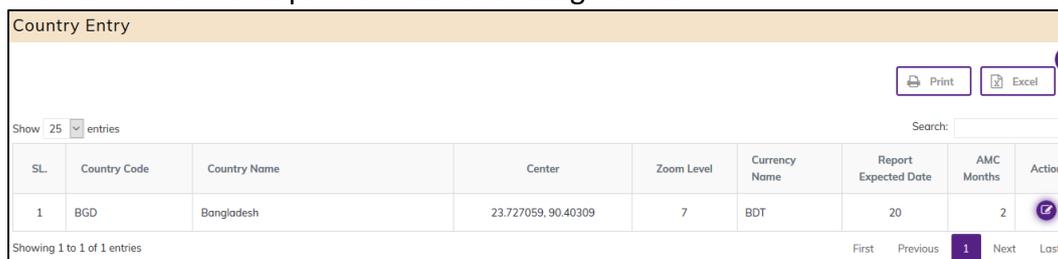
17. **Maintenance Schedule:** Show maintenance schedule.
 18. **Department:** Show department name which are having asset
 19. **Unit:** Show product unit.
 20. **Date of Installation:** Show date of installation
 21. **Rate of Depreciation:** Show rate of depreciation
 22. **Asset Model:** Show asset model
 23. **Manufacturer:** Show manufacturer name
 24. **Product Serial No:** Show product serial no.
 25. **Remarks:** Show remarks for each asset
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

24. Admin

24.1. Country Entry

24.1.1. Country list

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Country** entry
- From **admin** menu, select **Country Entry** submenu to open Country entry page which shows the list of all products like following screen -



The screenshot shows the 'Country Entry' page. At the top right, there are 'Print' and 'Excel' buttons. Below them is a search bar and a 'Show 25 entries' dropdown. The table has the following columns: SL., Country Code, Country Name, Center, Zoom Level, Currency Name, Report Expected Date, AMC Months, and Action. There is one row with SL. 1, Country Code BGD, Country Name Bangladesh, Center 23.727059, 90.40309, Zoom Level 7, Currency Name BDT, Report Expected Date 20, and AMC Months 2. The Action column contains an edit icon. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons: First, Previous, 1, Next, Last.

SL.	Country Code	Country Name	Center	Zoom Level	Currency Name	Report Expected Date	AMC Months	Action
1	BGD	Bangladesh	23.727059, 90.40309	7	BDT	20	2	

24.1.2. Country Edit

- To edit country data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Country will be displayed for editing.
- Modify the country information and press on **SAVE** button to update the country information. You will see a popup message **Data Updated Successfully**.

24.2. Division Entry

24.2.1. Division list

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Division** Entry
- From **admin** menu, select **Division Entry** submenu to open Division entry page which shows the list of all Division like following screen -



The screenshot shows the 'Division Entry' page. At the top right, there are '+ Add', 'Print', and 'Excel' buttons. Below them is a search bar and a 'Show 25 entries' dropdown. The table has the following columns: SL., Division Name, and Action. There are five rows with SL. 1 to 5 and Division Names Barishal, Chattogram, Dhaka, Khulna, and Mymensingh. The Action column contains edit and delete icons for each row.

SL.	Division Name	Action
1	Barishal	
2	Chattogram	
3	Dhaka	
4	Khulna	
5	Mymensingh	

24.2.2. Add New Division

- Click '**+ Add New**' button at the top right corner of the page to add a new Division. The division entry form is shown below:

- Fill-up Division details in the data entry fields
 1. **Division Name***: Enter the division. This is a mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.2.3. Edit Division

- To edit a division data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?)**. When you confirm the division will be displayed for editing.
- Modify the Division information as explained in above section.
- Press on **SAVE** button to update the division information. You will see a popup message **Data Updated Successfully**

24.2.4. Delete Division

- You cannot delete an already used another transaction.
- To delete a Division from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)**. When you confirm the division is removed permanently

24.3. District Entry

24.3.1. District list

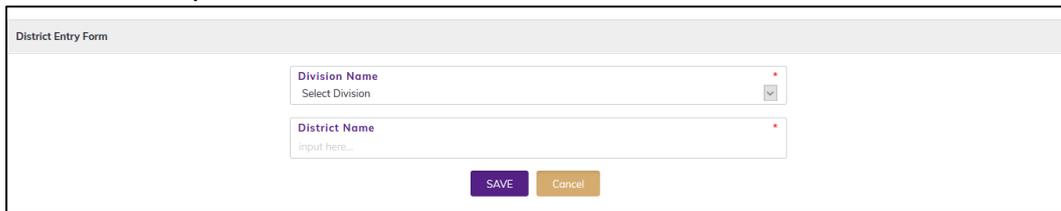
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **District** Entry
- From **admin** menu, select **District Entry** submenu to open District entry page which shows the list of all District like following screen -

SL.	District Name	Action
1	Barguna	
2	Barishal	
3	Bhola	
4	Jhalokati	
5	Patuakhali	
6	Pirojpur	

- The district has two filter criteria
 1. **Division**: when select a Division then showing Districts under the selected Divisions
 2. **Search**: To search a division

24.3.2. Add New District

- Click '+ Add New' button at the top right corner of the page to add a new District. The district entry form is shown below:



- Fill-up District details in the data entry fields
 1. **Division Name***: Select the division Name. Where the Division Name is situated from the drop-down menu this is a mandatory field.
 2. **District Name***: Enter the district Name. This is a mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message “**New Data Added Successfully**”.

24.3.3. Edit District

- To edit District data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the district will be displayed for editing.
- Modify the district information as explained in above section.
- Press on **SAVE** button to update the district information. You will see a popup message “**Data Updated Successfully**”.

24.3.4. Delete District

- You cannot delete an already used another transaction.
- To delete a District from the user needs to Press on **Delete** button from among the action buttons beside that record, and the pop-up message shows (**Do you really want to delete this record?**) When you confirm the district is removed permanently

24.4. Upazila Entry

24.4.1. Upazila list

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Upazila** Entry
- From **admin** menu, select **Upazila Entry** submenu to open Upazila entry page which shows the list of all Upazila like following screen -

SL	Division Name	District Name	Upazila Name	Action
1	Barishal	Barguna	Arntali	 
2	Barishal	Barguna	Bamina	 
3	Barishal	Barguna	Barguna Sadar	 
4	Barishal	Barguna	Betagi	 
5	Barishal	Barguna	Pathargatha	 
6	Barishal	Barishal	Agailjhara	 
7	Barishal	Barishal	Babuganj	 
8	Barishal	Barishal	Bakerganj	 

- The Upazila has 3 filter criteria
 - Division:** Select the division Name. When select a Division then showing Districts under the selected
 - District:** Select the District Name. When select a District then showing Districts under the selected
 - Search:** To search an upazila name.

24.4.2. Add New Upazila

- Click **'+ Add New'** button at the top right corner of the page to add a new Upazila. The Upazila entry form is shown below:

Upazila Entry Form

Division
Select Division ▼

District
Select District ▼

Upazila Name
input here...

SAVE **Cancel**

- Fill-up Upazila details in the data entry fields
 - Division *:** Enter the division. Where the Division is situated from the drop-down menu this is a mandatory field.
 - District *:** Enter the district. Where the district is situated from the drop-down menu this is a mandatory field.
 - Upazila*:** Enter the Field. This is a mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **"New Data Added Successfully"**.

24.4.3. Edit Upazila

- To edit Upazila data, the user needs to press on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?)**. When you confirm the Upazila will be displayed for editing.
- Modify the upazila information as explained in above section.
- Press on **SAVE** button to update the Upazila information. You will see a popup message **Data Updated Successfully**

24.4.4. Delete Upazila

- You cannot delete an already used another transaction.
- To delete a Upazila from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows (**Do you really want to delete this record?**). When you confirm the district is removed permanently

24.5. Facility Level Entry

24.5.1. Facility Level list

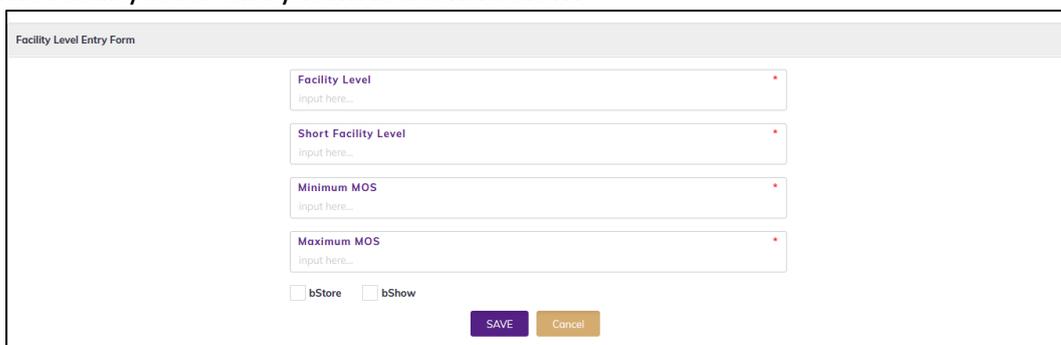
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Facility level** Entry
- From **admin** menu, select **Facility Level Entry** submenu to open Facility Level entry page which shows the list of all Facility Level like following screen -



SL	Facility Level	Short Facility Level	Minimum MOS	Maximum MOS	bStore	bShow	Action
1	COVID-19 Warehouse	COVID-19 Warehouse	1	2.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
2	DGHS Sub-depot	DGHS Sub-depot	1	2.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
3	CS DRS	CS DRS	1	2.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
4	COVID-19 Facility	COVID-19 Facility	1	2.5	<input type="checkbox"/>	<input type="checkbox"/>	 

24.5.2. Add New Facility Level

- Click **+ Add New** button at the top right corner of the page to add a new Facility Level. The Facility level entry form is shown below:



Facility Level Entry Form

Facility Level

Short Facility Level

Minimum MOS

Maximum MOS

bStore bShow

- Fill-up Facility Level details in the data entry fields
 1. **Facility level ***: Enter the Facility Level. This is a mandatory field.
 2. **Short Facility Level ***: Enter the Short Facility level. This is a mandatory field.
 3. **Minimum MOS***: Enter the Field. This is a mandatory field.
 4. **Maximum MOS***: Enter the Field. This is a mandatory field.
 5. **bStore***: Click the Box. This is not mandatory field.
 6. **bShow***: Click the Box. This is not mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **“New Data Added Successfully”**.

24.5.3. Edit Facility level

- To edit Facility Level data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the facility level will be displayed for editing.
- Modify the Facility Level information as explained in above section.
- Press on **SAVE** button to update the Facility Level information. You will see a popup message **Data Updated Successfully**.

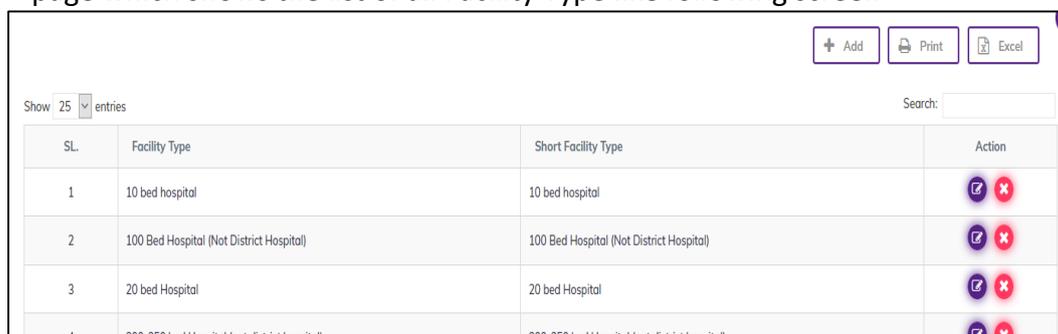
24.5.4. Delete Facility level

- You cannot delete an already used another transaction.
- To delete a facility level from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows (**Do you really want to delete this record?**). When you confirm the facility level is removed permanently

24.6. Facility Type Entry

24.6.1. Facility Type list

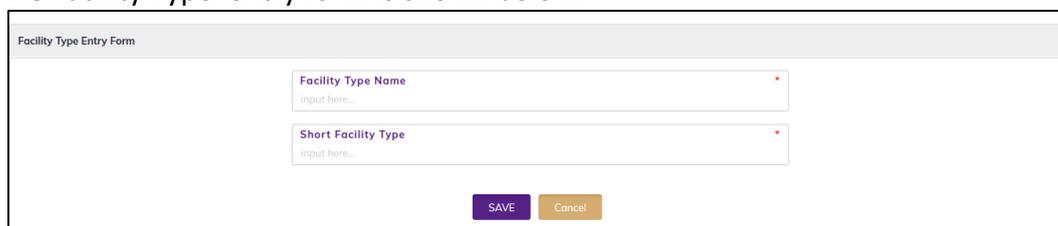
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Facility Type** Entry
- From **admin** menu, select **Facility Type Entry** submenu to open Facility Type entry page which shows the list of all Facility Type like following screen -



SL	Facility Type	Short Facility Type	Action
1	10 bed hospital	10 bed hospital	 
2	100 Bed Hospital (Not District Hospital)	100 Bed Hospital (Not District Hospital)	 
3	20 bed Hospital	20 bed Hospital	 
4	200-250 bed Hospital (not district hospital)	200-250 bed Hospital (not district hospital)	 

24.6.2. Add New Facility Type

- Click '**+ Add New**' button at the top right corner of the page to add a new Facility Type. The Facility Type entry form is shown below:



Facility Type Entry Form

Facility Type Name
input here...

Short Facility Type
input here...

SAVE **Cancel**

- Fill-up Facility type details in the data entry fields
 1. **Facility Type Name ***: Enter the Facility Level. This is a mandatory field.
 2. **Short Facility Type ***: Enter the Short Facility Type. This is a mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.6.3. Edit Facility Type

- To edit Facility Type data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Facility Type will be displayed for editing.
- Modify the Facility Type information as explained in above section.
- Press on **SAVE** button to update the Facility Type information. You will see a popup message **Data Updated Successfully**.

24.6.4. Delete Facility Type

- You cannot delete an already used another transaction.
- To delete a Facility Type from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: (**Do you really want to delete this record?**)- When you confirm the facility type is removed permanently.

24.7. Product Group Entry

24.7.1. Product Group list

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Product Group** Entry
- From **admin** menu, select **Product Group Entry** submenu to open Product Group entry page which shows the list of all Product Group like following screen -

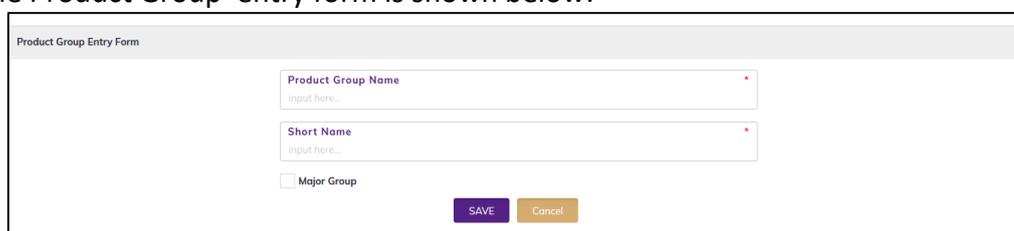


SL.	Product Group Name	Short Name	Major Group	Action
1	COVID-19	COVID-19	<input checked="" type="checkbox"/>	Edit Delete

Showing 1 to 1 of 1 entries

24.7.2. Add New Product Group

- Click **+ Add New** button at the top right corner of the page to add a new Product Group. The Product Group entry form is shown below:



Product Group Entry Form

Product Group Name

Short Name

Major Group

SAVE **Cancel**

- Fill-up Product Group details in the data entry fields
 1. **Product Group Name** *: Enter the Product Group Name. This is a mandatory field.
 2. **Short Name** *: Enter the Short Name. This is a mandatory field.
 3. **Major Group** *: Enter the field. Click this checkbox.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.7.3. Edit Product Group

- To edit Product Group data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Product group will be displayed for editing.
- Modify the product group information as explained in above section.
- Press on **SAVE** button to update the Product Group information. You will see a popup message **Data Updated Successfully**.

24.7.4. Delete Product Group

- You cannot delete an already used another transaction.
- To delete a product group from the user needs to click On **Delete** button from among the action buttons beside that record, and the pop-up message shows (**Do you really want to delete this record?**) - When you confirm the Product Group is removed permanently.

24.8. Funding Source Entry

24.8.1. Funding Source list

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Funding Source Entry**
- From **admin** menu, select **Funding Source** submenu to open Funding Source entry page which shows the list of all Funding Source like following screen -

SL.	Procurement Funding Source	Action
1	GOV	 
2	JICA	 
3	RPA	 
4	RPA(GOB)	 

24.8.2. Add New Funding Source

- Click **+ Add New** button at the top right corner of the page to add a new Funding Source. The Funding Source entry form is shown below:

Procurement Funding Source Entry Form

Procurement Funding Source *

input here...

Submit CANCEL

- Fill-up Funding source details in the data entry fields
 1. **Procurement Funding Source ***: Enter the Procurement Funding source. This is a mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.8.3. Edit Funding Source

- To edit Funding Source data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Funding source will be displayed for editing.
- Modify the funding source as explained in above section.
- Press on **SAVE** button to update the Funding source information. You will see a popup message **Data Updated Successfully**.

24.8.4. Delete Funding Source

- You cannot delete an already used another transaction.
- To delete a Funding source from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: (**Do you really want to delete this record?**) - When you confirm the Funding source is removed permanently.

24.9. Package Status Entry

24.9.1. Package Status list

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Package Status** Entry
- From **admin** menu, select **Package Status** submenu to open Package Status entry page which shows the list of all Package Status like following screen -

SL	Method Name	Package Status	Action
1	DPM	Bid invitation preparation and Advertisement	 
2	DPM	Bidding Documents (packages) prepared and approval	 
3	DPM	NOC receive from DPs	 

- The Package status has 2 filter criteria
 1. **Procurement method:** Select the Procurement Method. when select a Procurement Method then showing Package status under the selected
 2. **Search:** To search a package.

24.9.2. Add New Package Status

- Click **+ Add New** button at the top right corner of the page to add a new Package status. The Package Status entry form is shown below:

Package Status Entry Form

Procurement Method
Select Method

Package Status
input here...

SUBMIT CANCEL

- Fill-up Package status details in the data entry fields

1. **Procurement Method ***: Enter the Procurement Method. Where the Procurement method is situated from the drop-down menu this is a mandatory field.
 2. **Package Status***: Enter the field. This is mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.9.3. Edit Package Status

- To edit Package Status data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the package status will be displayed for editing.
- Modify the package status as explained in above section.
- Press on **SAVE** button to update the Package status. You will see a popup message **Data Updated Successfully**.

24.9.4. Delete Package Status

- You cannot delete an already used another transaction.
- To delete a Package status from the user needs to click on Delete button from among the action buttons beside that record, and the pop-up message shows: (Do you really want to delete this record?) - When you confirm the Package, Status is removed permanently.

24.10. Procuring Entity Entry

24.10.1. Procuring Entity list

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Procuring Entity** Entry
- From **admin** menu, select **Procuring Entity** submenu to open Procuring Entity entry page which shows the list of all Procuring Entity like following screen -

SL	Procuring Name	Color Code	Action
1	AMC	Orange	[Edit] [Delete]
2	CBHC	Blue	[Edit] [Delete]
3	CCSD	Light Green	[Edit] [Delete]
4	CDC	Red	[Edit] [Delete]
5	CMSD	Light Green	[Edit] [Delete]
6	CPIDonation	Yellow	[Edit] [Delete]
7	Donor/UN	Dark Green	[Edit] [Delete]
8	FPFSD	Light Blue	[Edit] [Delete]

24.10.2. Add New Procuring Entity

- Click **+ Add New** button at the top right corner of the page to add a new Procuring Entity. The Procuring Entity entry form is shown below:

- Fill-up Procuring entity details in the data entry fields
 1. **Procuring Entry***: Enter the Procuring entry. This is mandatory field.
 2. **Color Code***: Click the color box and Select the color code and insert the field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.10.3. Edit Procuring Entity

- To edit Procuring entity data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Procuring Entity will be displayed for editing.
- Modify the procuring entity information as explained in above section.
- Press on **SAVE** button to update the Procuring Entity information. You will see a popup message **Data Updated Successfully**.

24.10.4. Delete Procuring Entity

- You cannot delete an already used another transaction.
- To delete a Procuring Entity from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows (**Do you really want to delete this record?**) - When you confirm the Procuring, Entity is removed permanently.

24.11. Product Subgroup Entry

24.11.1. Product Subgroup List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Product subgroup** Entry
- From **admin** menu, select **Product subgroup** submenu to open Product Subgroup entry page which shows the list of all Product Subgroup like following screen -

SL.	Product Subgroup Name	Action
COVID-19		
1	APRON/GOWN	 
2	Others	 
3	GLOVES - SURGICAL	 
4	PPE KIT	 
5	HEAD/FACE/EYE SHEILD	 
6	MASKS	 
7	SANITIZER	 
8	GLOVES - EXAMINATION	 
9	SHOE PROTECTOR	 

- The Product subgroup has 2 filter criteria
 1. **Product Group**: when select a Product Group then showing Product Subgroup Name under the selected
 2. **Search**: To search a product group.

24.11.2. Add New Product Subgroup

- Click **'+ Add New'** button at the top right corner of the page to add a new Product subgroup. The Product subgroup entry form is shown below:

Product Subgroup Entry Form

Product Group
Select Product Group

Product Subgroup Name

SAVE **Cancel**

- Fill-up Product subgroup details in the data entry fields
 1. **Product Group***: Select the Product Group Name. Where the Product Group Name is situated from the drop-down menu. This is a mandatory field.
 2. **Product Subgroup Name**. Enter the product subgroup name. This is a mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.11.3. Edit Product Subgroup

- To edit Product Subgroup data, the user needs to click on Edit button from among the action button beside that record, and the pop-up message shows (Do you really want to edit this record?). When you confirm the product Subgroup will be displayed for editing.
- Modify the Product Subgroup as explained in above section.
- Press on **SAVE** button to update the Product Subgroup information. You will see a popup message **Data Updated Successfully**.

24.11.4. Delete Product Subgroup

- You cannot delete an already used another transaction.

- To delete a Product Subgroup from the user needs to click on Delete button from among the action buttons beside that record, and the pop-up message shows (Do you really want to delete this record?) - When you confirm the Product, Subgroup is removed permanently.

24.12. Unit of Measure Entry

24.12.1. Unit of Measure List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM Bangladesh homepage screen will appear.
- Login as a user who has permission to Unit of measure Entry
- From admin menu, select Unit of measure submenu to open Unit of measure entry page which shows the list of all Unit of measure like following screen -

SL#	Unit Name	Action
1	Amp	
2	Ampoule	
3	Baxter	
4	Blister	
5	Bote/Sachet	
6	Bottle	
7	Capsule	
8	Comp.	
9	Comprimé	
10	Cycle	

24.12.2. Add New Unit of measure

- Click '+ Add New' button at the top right corner of the page to add a new Unit of Measure. The Unit of Measure entry form is shown below:

- Fill-up Unit of measure details in the data entry fields
 1. **Unit Name***: Enter the Unit Name. This is mandatory field.
- After filling in all the fields, click the **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.12.3. Edit Unit of Measure

- To edit Unit of measure data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Unit of Measure will be displayed for editing.
- Modify the Unit of Measure as explained in above section.

- Press on **SAVE** button to update the Unit of measure information. You will see a popup message **Data Updated Successfully**.

24.12.4. Delete Unit of Measure

- You cannot delete an already used another transaction.
- To delete a Unit of measure from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Unit of Measure is removed permanently.

24.13. Indent Type Entry

24.13.1. Indent Type Entry List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Indent type** Entry
- From **admin** menu, select **Indent Type** submenu to open Indent Type entry page which shows the list of all Indent Type like following screen -

SL#	Indent Type Name	Action
1	EMERGENCY	
2	ROUTINE	

24.13.2. Add New Indent Type

- Click **+ Add New** button at the top right corner of the page to add a new Indent Type. The Indent Type entry form is shown below:

- Fill-up Indent Type details in the data entry fields
 1. **Indent Type***: Enter the Unit Name. This is mandatory field.
- After filling in all the fields, click the **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.13.3. Edit Indent Type

- To edit Indent Type data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?)** When you confirm the Indent Type will be displayed for editing.
- Modify the Indent type as explained in above section.
- Press on **SAVE** button to update the Indent Type. You will see a popup message **Data Updated Successfully**.

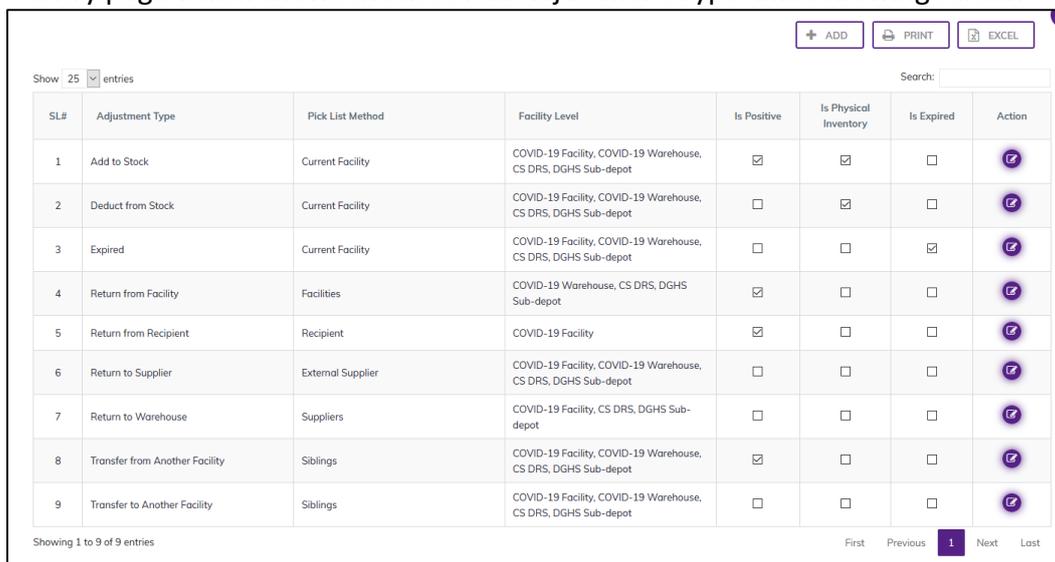
24.13.4. Delete Indent Type

- You cannot delete an already used another transaction.
- To delete a Indent Type from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Indent Type is removed permanently.

24.14. Adjustment Type Entry

24.14.1. Adjustment Type List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Adjustment Type** Entry
- From **admin** menu, select **Adjustment Type** submenu to open Adjustment Type entry page which shows the list of all Adjustment Type like following screen -

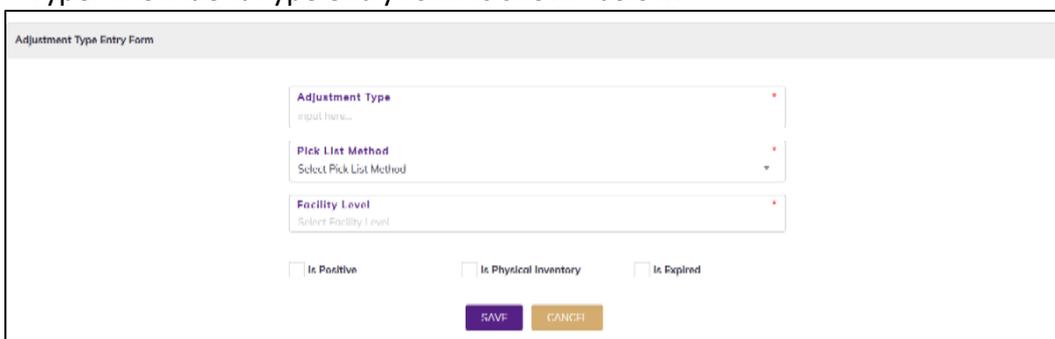


The screenshot shows a web interface for listing Adjustment Types. At the top right, there are buttons for '+ ADD', 'PRINT', and 'EXCEL'. Below these is a search bar and a 'Show 25 entries' dropdown. The main table has the following columns: SL#, Adjustment Type, Pick List Method, Facility Level, Is Positive, Is Physical Inventory, Is Expired, and Action. There are 9 rows of data, each with a purple edit/delete icon in the Action column. At the bottom, it says 'Showing 1 to 9 of 9 entries' and has pagination controls: First, Previous, 1, Next, Last.

SL#	Adjustment Type	Pick List Method	Facility Level	Is Positive	Is Physical Inventory	Is Expired	Action
1	Add to Stock	Current Facility	COVID-19 Facility, COVID-19 Warehouse, CS DRS, DGHS Sub-depot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Deduct from Stock	Current Facility	COVID-19 Facility, COVID-19 Warehouse, CS DRS, DGHS Sub-depot	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Expired	Current Facility	COVID-19 Facility, COVID-19 Warehouse, CS DRS, DGHS Sub-depot	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Return from Facility	Facilities	COVID-19 Warehouse, CS DRS, DGHS Sub-depot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Return from Recipient	Recipient	COVID-19 Facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Return to Supplier	External Supplier	COVID-19 Facility, COVID-19 Warehouse, CS DRS, DGHS Sub-depot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Return to Warehouse	Suppliers	COVID-19 Facility, CS DRS, DGHS Sub-depot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Transfer from Another Facility	Siblings	COVID-19 Facility, COVID-19 Warehouse, CS DRS, DGHS Sub-depot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Transfer to Another Facility	Siblings	COVID-19 Facility, COVID-19 Warehouse, CS DRS, DGHS Sub-depot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

24.14.2. Add New Adjustment Type

- Click **+ Add New** button at the top right corner of the page to add a new Adjustment Type. The Indent Type entry form is shown below:



The screenshot shows the 'Adjustment Type Entry Form'. It has three main input fields: 'Adjustment Type' (text input), 'Pick List Method' (dropdown menu), and 'Facility Level' (dropdown menu). Below these are three checkboxes: 'Is Positive', 'Is Physical Inventory', and 'Is Expired'. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

- Fill-up Adjustment Type details in the data entry fields
 1. **Adjustment Type***: Enter the Adjustment type. This is mandatory field.

2. **Pick List Method***: Select the Pick List method. Where the Pick list method is situated from the drop-down menu this is a mandatory field.
 3. **Facility Level***: Enter the Facility Level. This is mandatory field.
 4. **Is Positive***: Click this (Is Positive) check box. This is not mandatory field
 5. **Is Physical Inventory***: Click the (Is Physical Inventory) check box. This is not mandatory field
 6. **Is expired ***: Click this (is expired) Check box. This is not mandatory field
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.14.3. Edit Adjustment Type

- To edit Adjustment Type data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Adjustment Type will be displayed for editing.
- Modify Adjustment Type as explained in above section.
- Press on **SAVE** button to update the adjustment type information. You will see a popup message **Data Updated Successfully**.

24.15. Recipient Group Entry

24.15.1. Recipient Group List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Recipient Group** Entry
- From **admin** menu, select **Recipient Group** submenu to open Recipient Group entry page which shows the list of all Recipient Group like following screen -

SL#	Recipient Group	Action
1	Facility Department	[Edit] [Delete]
2	IPD	[Edit] [Delete]
3	OPD	[Edit] [Delete]

24.15.2. Add New Recipient Group

- Click **+ Add New** button at the top right corner of the page to add a new Recipient Group. The Recipient Group entry form is shown below:

- Fill-up Recipient Group details in the data entry fields

1. **Recipient Group***: Enter the Recipient Group. This is mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.15.3. Edit Recipient Group

- To edit Recipient Group data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Recipient Group will be displayed for editing.
- Modify the Recipient Group as explained in above section.
- Press on **SAVE** button to update the Recipient Group information. You will see a popup message **Data Updated Successfully**.

24.15.4. Delete Recipient Group

- You cannot delete an already used another transaction.
- To delete a Recipient Group from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: (**Do you really want to delete this record?**) - When you confirm the Recipient Group is removed permanently.

24.16. Recipients Entry

24.16.1. Recipients List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Recipients** Entry
- From **admin** menu, select **Recipients** submenu to open Recipients entry page which shows the list of all Recipients like following screen -

SL#	Facility Name	Recipients Group	Recipients	Action
1	Tejgaon Health Complex, Dhaka	IPD	IPD Dept	 
2	Tejgaon Health Complex, Dhaka	OPD	OPD Dept	 

- The Recipients has 2 filter criteria
 - **Facility**: when select a Facility then showing Facility Name under the selected
 - **Search**: To search a recipient.

24.16.2. Add New Recipients

- Click **'+ Add New'** button at the top right corner of the page to add a new Recipients. The Recipients entry form is shown below:

- Fill-up Recipients details in the data entry fields
 1. **Facility***: Select the Facility. Where the Facility Name is situated from the drop-down menu. This is a mandatory field.
 2. **Recipients Group***: Select the Recipients Group. Where the Recipients Group is situated from the drop-down menu. This is a mandatory field.
 3. **Recipients***: Enter the Recipients Name. This is mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.16.3. Edit Recipients

- To edit Recipients data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Recipient will be displayed for editing.
- Modify the Recipient information as explained in above section.
- Press on **SAVE** button to update the Recipients information. You will see a popup message **Data Updated Successfully**.

24.16.4. Delete Recipients

- You cannot delete an already used another transaction.
- To delete a Recipients from the user needs to click the **Delete** button from among the action buttons beside that record, and the pop-up message shows (**Do you really want to delete this record?**) - When you confirm the Recipients is removed permanently.

24.17. Product Entry

24.17.1. Product List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Product** Entry
- From **admin** menu, select **Product** submenu to open Product entry page which shows the list of all Product like following screen -

SL#	Subgroup	Product Code	Product Name	Short Name	Unit Name	Unit Price (BDT)	Key Product	Asset	Action
COVID-19									
1	GLOVES - EXAMINATION	COVID001	Gloves for Examination - Small (pair)	Gloves for Examination - Small (pair)	Pair	0	<input type="checkbox"/>		
2	GLOVES - EXAMINATION	COVID043	Gloves for Examination - Medium (pair)	Gloves for Examination - Medium (pair)	Pair	0	<input type="checkbox"/>		
3	GLOVES - EXAMINATION	COVID044	Gloves for Examination - Large (pair)	Gloves for Examination - Large (pair)	Pair	0	<input type="checkbox"/>		
4	GLOVES - SURGICAL	COVID045	Gloves for Surgical - 6.0 Inch (pair)	Gloves for Surgical - 6.0 Inch (pair)	Pair	0	<input type="checkbox"/>		
5	GLOVES - SURGICAL	COVID046	Gloves for Surgical - 6.5 Inch (pair)	Gloves for Surgical - 6.5 Inch (pair)	Pair	0	<input type="checkbox"/>		
6	GLOVES - SURGICAL	COVID048	Gloves for Surgical - 7.0 Inch (pair)	Gloves for Surgical - 7.0 Inch (pair)	Pair	0	<input type="checkbox"/>		

- The Product has 4 filter criteria
 - **Product Group:** when select a Product Group then showing Product Name under the selected
 - **Asset set:** when select Asset Button Group then showing Asset Related Name Under the selected
 - **Change Order:** when select a change Order then automatic change product
 - **Search:** To search a product

24.17.2. Add New Product

- Click '+ Add New' button at the top right corner of the page to add a new Product. The Product entry form is shown below:

[BACK TO LIST](#)

Product Group COVID-19	Product Subgroup Select Product Subgroup	Product Code input here...
Product Name input here...	Short Name input here...	Unit Name Amp
Unit Price (BDT) input here...	<input type="checkbox"/> Key Product	<input type="checkbox"/> Is Asset

SAVE
CANCEL

- Fill-up Product details in the data entry fields
 1. **Product Group*:** Select the Product Group. Where the Product Group is situated from the drop-down menu. This is a mandatory field.
 2. **Product Subgroup*:** Select the Product Subgroup. Where the product subgroup is situated from the drop-down menu. This is a mandatory field.
 3. **Product Code*:** Enter the Product Code. This is mandatory field.
 4. **Product Name*:** Enter the Product Name. This is mandatory field.
 5. **Short Name*:** Enter the Short Name. This is mandatory field.
 6. **Unit Name*:** Select the Unit Name. Where the Unit name is situated from the drop-down menu. This is a mandatory field.
 7. **Unit Price (BDT)*:** Enter the Unit Price. This is mandatory field.
 8. **Key Product:** Click the check box. This is not mandatory field.
 9. **Is Asset:** Click the Check box. This is not mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.17.3. Edit Product

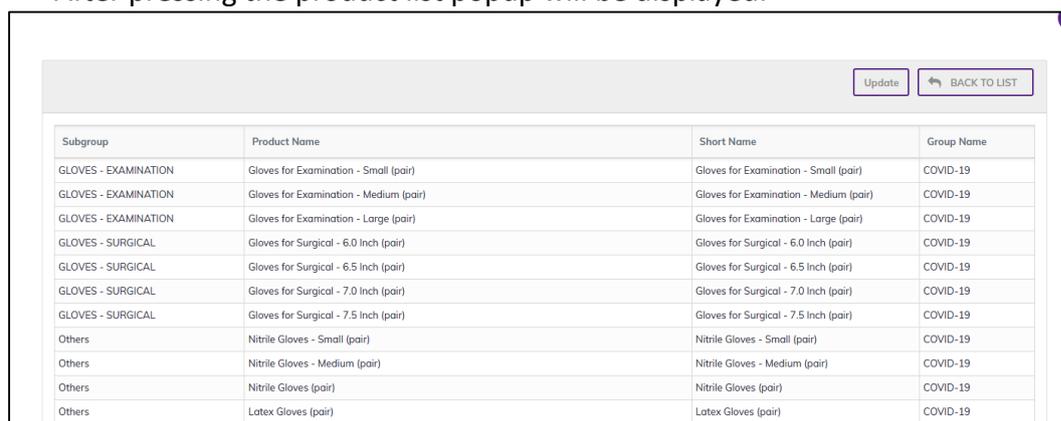
- To edit Product data, the user needs to click the **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Product will be displayed for editing.
- Modify the Product information as explained in above section.
- Press the **SAVE** button to update the Product information. You will see a popup message **Data Updated Successfully**.

24.17.4. Delete Product

- You cannot delete an already used another transaction.
- To delete a Product from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows (**Do you really want to delete this record?**) - When you confirm the Product is removed permanently.

24.17.5. Product Change Order

- If need to change product sort order in product list
- Select a product Group drop-down menu then click on **Change Order** button from top of the product list.
- After pressing the product list popup will be displayed.



Subgroup	Product Name	Short Name	Group Name
GLOVES - EXAMINATION	Gloves for Examination - Small (pair)	Gloves for Examination - Small (pair)	COVID-19
GLOVES - EXAMINATION	Gloves for Examination - Medium (pair)	Gloves for Examination - Medium (pair)	COVID-19
GLOVES - EXAMINATION	Gloves for Examination - Large (pair)	Gloves for Examination - Large (pair)	COVID-19
GLOVES - SURGICAL	Gloves for Surgical - 6.0 Inch (pair)	Gloves for Surgical - 6.0 Inch (pair)	COVID-19
GLOVES - SURGICAL	Gloves for Surgical - 6.5 Inch (pair)	Gloves for Surgical - 6.5 Inch (pair)	COVID-19
GLOVES - SURGICAL	Gloves for Surgical - 7.0 Inch (pair)	Gloves for Surgical - 7.0 Inch (pair)	COVID-19
GLOVES - SURGICAL	Gloves for Surgical - 7.5 Inch (pair)	Gloves for Surgical - 7.5 Inch (pair)	COVID-19
Others	Nitrile Gloves - Small (pair)	Nitrile Gloves - Small (pair)	COVID-19
Others	Nitrile Gloves - Medium (pair)	Nitrile Gloves - Medium (pair)	COVID-19
Others	Nitrile Gloves (pair)	Nitrile Gloves (pair)	COVID-19
Others	Latex Gloves (pair)	Latex Gloves (pair)	COVID-19

- Select a product then drag & drop the product to your actual position to Change product sort order. All product sort order are corrected then
- Press on **Update** button to update the Product short order, the order will be changed.

24.18. Procurement Type Entry

24.18.1. Procurement Type List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Procurement Type** Entry
- From **admin** menu, select **Procurement Type** submenu to open Procurement Type entry page which shows the list of all Procurement Type like following screen -

SL.	Procurement Type	Action
1	Goods	[Edit] [Delete]
2	Service	[Edit] [Delete]

24.18.2. Add New Procurement Type

- Click **'+ Add New'** button at the top right corner of the page to add a new Procurement Type. The Procurement type entry form is shown below:

- Fill-up Procurement Type details in the data entry fields
 1. **Procurement Type***: Enter the Procurement type. This is mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.18.3. Edit Procurement Type

- To edit Procurement Type data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?)**. When you confirm the Procurement Type will be displayed for editing.
- Modify the Procurement type as explained in above section.
- Press on **SAVE** button to update the Procurement type information. You will see a popup message **Data Updated Successfully**.

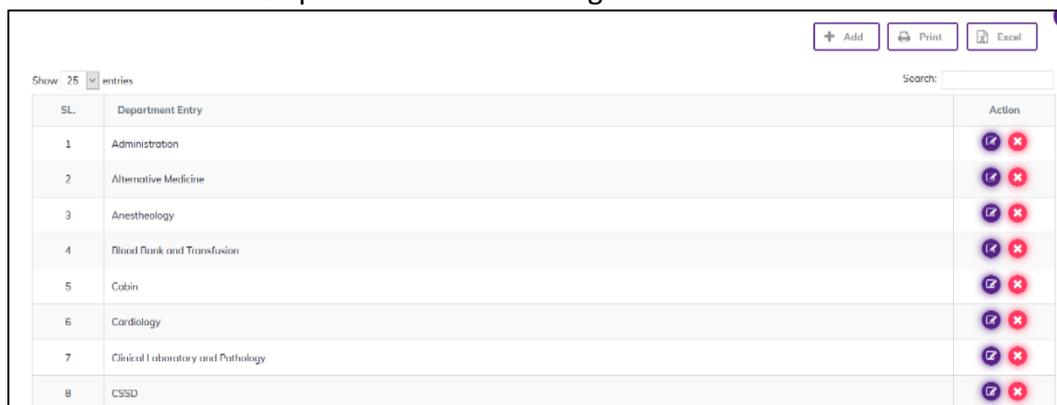
24.18.4. Delete Procurement Type

- You cannot delete an already used another transaction.
- To delete a Procurement Type from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Procurement, Type is removed permanently.

24.19. Department Entry

24.19.1. Department List

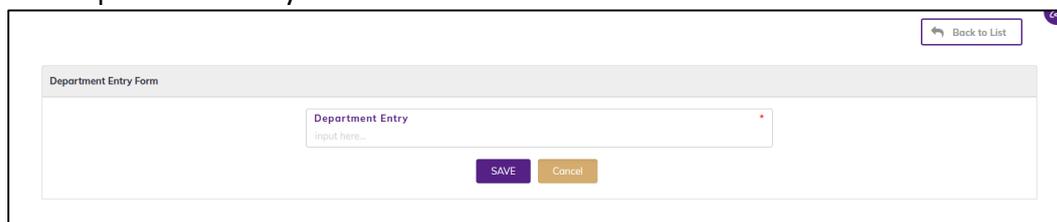
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Department** Entry
- From **admin** menu, select **Department** submenu to open Department entry page which shows the list of all Department like following screen -



SL.	Department Entry	Action
1	Administration	 
2	Alternative Medicine	 
3	Anesthesiology	 
4	Blood Bank and Transfusion	 
5	Cabin	 
6	Cardiology	 
7	Clinical Laboratory and Pathology	 
8	CSSD	 

24.19.2. Add New Department

- Click **+ Add New** button at the top right corner of the page to add a new Department. The Department entry form is shown below:



Department Entry Form

Department Entry
input here...

SAVE **Cancel**

- Fill-up Department details in the data entry fields
 1. **Department***: Enter the Department. This is mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.19.3. Edit/Delete Department

- To edit Department data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Procurement Type will be displayed for editing.
- Modify the department as explained in above section.
- Press on **SAVE** button to update the Department information. You will see a popup message **Data Updated Successfully**.

24.19.4. Delete Department

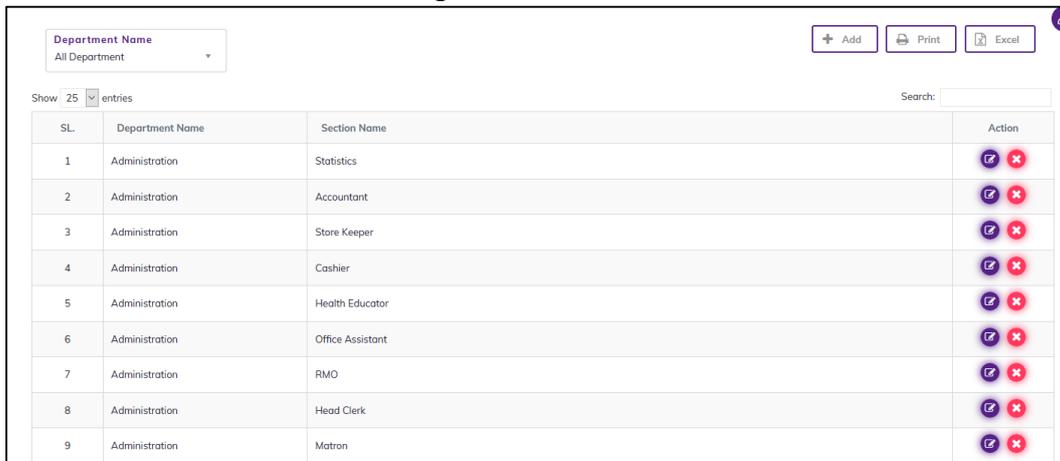
- You cannot delete an already used another transaction.

- To delete a Department from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows (**Do you really want to delete this record?**) - When you confirm the Department is removed permanently.

24.20. Section Entry

24.20.1. Section List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Log in as a user who has permission to **Section** Entry
- From **admin** menu, select **Section** submenu to open Section entry page which shows the list of all Section like following screen -

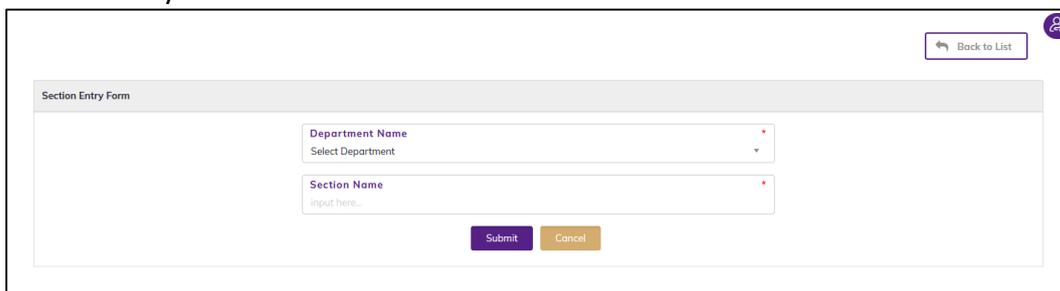


SL.	Department Name	Section Name	Action
1	Administration	Statistics	 
2	Administration	Accountant	 
3	Administration	Store Keeper	 
4	Administration	Cashier	 
5	Administration	Health Educator	 
6	Administration	Office Assistant	 
7	Administration	RMO	 
8	Administration	Head Clerk	 
9	Administration	Matron	 

- The Section has 2 filter criteria
 - Department Name:** when select a Department name then showing Section Name under the selected department
 - Search:** To search a department

24.20.2. Add New Section

- Click **+ Add New** button at the top right corner of the page to add a new Section. The Section entry form is shown below:



[Back to List](#)

Section Entry Form

Department Name
Select Department

Section Name
input here...

Submit
Cancel

- Fill-up Section details in the data entry fields
 - Department Name*:** Select the Department Name. Where the Department Name is situated from the drop-down menu. This is a mandatory field.
 - Section Name*:** Enter the filed. This is mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.20.3. Edit Section

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the section will be displayed for editing.
- Modify the section as explained in above section.
- Press on **SAVE** button to update the Section information. You will see a popup message **Data Updated Successfully**.

24.20.4. Delete Section

- You cannot delete an already used another transaction.
- To delete a Section from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: (**Do you really want to delete this record?**) - When you confirm the Section is removed permanently.

24.21. Facility Entry

24.21.1. Facility List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Facility Entry**
- From **admin** menu, select **Facility** submenu to open Facility entry page which shows the list of all Facility like following screen -

Facility Code	Facility Name	Facility Type	Division Name	District Name	Upazila Name	Action
COVID-19 Facility						
10000001	Dhaka Divisional Health Office, Dhaka	Divisional Level Office	Dhaka	Dhaka	Motijheel	
10000003	Institute of Epidemiology, Disease Control & Research (IEDCR)	Public Health Institution	Dhaka	Dhaka	Banani	
10000006	National Institute Of Cancer Research And Hospital (NICR&H)	Specialty Postgraduate Institute & Hospital	Dhaka	Dhaka	Dhaka Metropolitan	
10000007	National Institute Of Cardiovascular Disease (NICVD)	Specialty Postgraduate Institute & Hospital	Dhaka	Dhaka	Dhaka Metropolitan	
10000008	National Institute of Diseases of the Chest & Hospital (NIDCH)	Specialty Postgraduate Institute & Hospital	Dhaka	Dhaka	Dhaka Metropolitan	

- The Facility has 8 filter criteria
 1. **Division:** when select a Division name then showing Division Name under the selected Division
 2. **District:** when select a District name then showing District Name under the selected district
 3. **Upazila:** when select a Upazila name then showing Upazila Name under the selected upazila
 4. **Facility Level:** when select a Facility Level then showing Facility Name under the selected facility level
 5. **Facility Type:** when select a Facility Type then showing Facility Type under the selected Facility

6. **Covid-19 site:** when click the covid-19 Site group button then showing Related data Under the selected COVID-19
7. **eLMIS Site:** when click the Site group button then showing Related data Under the selected
8. **Search:** To search a facility.

24.21.2. Add New Facility

- Click **‘+ Add New’** button at the top right corner of the page to add a new Facility. The Facility entry form is shown below:

The screenshot displays the 'Facility Details Form' on the left and a map on the right. The form includes the following fields:

- Facility Code:** BGD25268
- Facility Name:** Facility Name
- Division Name:** Mymensingh
- District:** Select District
- Upazila:** Select Upazila
- Facility Address:** Facility Address
- Facility Type:** Facility Type
- Facility Level:** Facility Level
- Facility Head Name:** Facility Head Name
- Storekeeper Name:** Store Keeper Name
- Designation:** Facility Head Designation
- Designation:** Store Keeper Designation
- Contact#:** Facility Head Contact
- Contact#:** Store Keeper Contact
- Latitude:** Latitude
- Longitude:** Longitude

At the bottom of the form, there are checkboxes for COVID-19 Site and eLMIS Site, along with **SAVE** and **Cancel** buttons. The map on the right shows Bangladesh with a search bar and a **Search** button. A 'Back to List' button is located at the top right of the map area.

- Fill-up Facility details in the data entry fields
 1. **Facility Code*:** Enter the facility code. This is mandatory field.
 2. **Facility Name*:** Enter the facility Name. This is mandatory field.
 3. **Division Name*:** Select the Division Name. Where the Division Name is situated from the drop-down menu. This is a mandatory field.
 4. **District Name*:** Select the District Name. Where the District Name is situated from the drop-down menu. This is a mandatory field.
 5. **Upazila Name*:** Select the upazila Name. Where the upazila Name is situated from the drop-down menu. This is a mandatory field.
 6. **Facility Address*:** Enter the facility Address. This is mandatory field.
 7. **Facility Type *:** Select the Facility Type. Where the Facility Type is situated from the drop-down menu. This is a mandatory field.
 8. **Facility level *:** Select the Facility level. Where the Facility level is situated from the drop-down menu. This is a mandatory field.
 9. **Facility Head Name:** Enter the facility Head Name.
 10. **Storekeeper Name:** Enter the Storekeeper Name.
 11. **Designation:** Enter the Facility Head Designation Name.
 12. **Designation:** Enter the store keeper Designation Name.
 13. **Contact:** Enter the Facility Head Contact Name.
 14. **Contact:** Enter the store keeper Contact Name.
 15. **Latitude:** when add location button click then automatic add location latitude code.
 16. **Covid-19 site:** when selected covid-19 site then click this check box.

17. **eLMIS Site:** when selected eLMIS site then click this check box.

- **Add Location**

18. Click on the **Add New Location** button on the top left of the screen and click anywhere on the map. A Google Maps icon will be placed. Drag the icon to the correct place by zooming in and out of the map at the right side. You will see the “Placement of Location” field filled in automatically with the latitude-longitude of the location.

The image shows a screenshot of a web application interface. On the left is a 'Facility Details Form' with various input fields and buttons. On the right is a Google Map of Bangladesh with a red pin and a search bar.

Facility Details Form	
Facility Code BGD25268	Facility Name Facility Name
Division Name Select Division	District Select District
Upazila Select Upazila	Facility Address Unnamed Road, Bangladesh
Facility Type Facility Type	Facility Level Facility Level
Facility Head Name Facility Head Name	Storekeeper Name Store Keeper Name
Designation Facility Head Designation	Designation Store Keeper Designation
Contact# Facility Head Contact	Contact# Store Keeper Contact
Latitude 23.455051591189893	Longitude 89.33759923264027
<input type="checkbox"/> COVID-19 Site	<input type="checkbox"/> eLMIS Site
SAVE	Cancel

Map: Unnamed Road, Bangladesh

- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.21.3. Edit Facility

- To edit section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Facility information will be displayed for editing.
- Modify the Facility information as explained in above section.
- Press on **SAVE** button to update the Facility information. You will see a popup message **Data Updated Successfully**.

24.21.4. Delete Facility

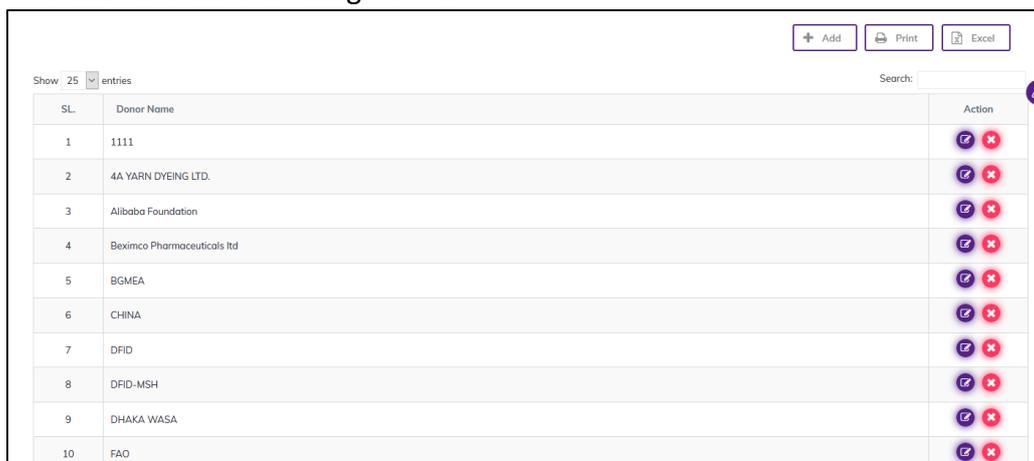
- You cannot delete an already used another transaction.
- To delete a Section from the user needs to click the **Delete** button from among the action buttons beside that record, and the pop-up message shows: (**Do you really want to delete this record?**) - When you confirm the Facility is removed permanently.

24.22. Donor Entry

24.22.1. Donor List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Donor Entry**

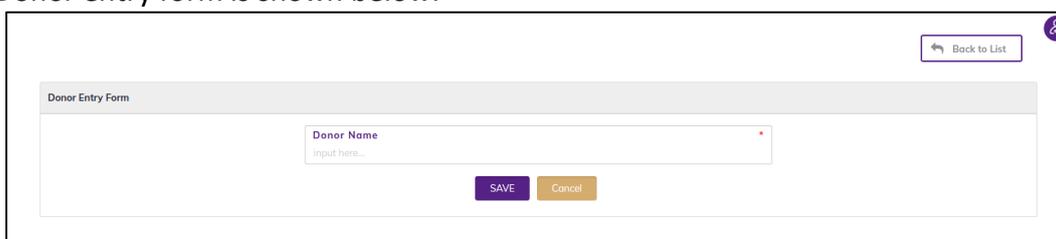
- From **admin** menu, select **Donor** submenu to open Donor entry page which shows the list of all Donor like following screen -



SL.	Donor Name	Action
1	1111	
2	4A YARN DYEING LTD.	
3	Alibaba Foundation	
4	Beximco Pharmaceuticals Ltd	
5	BGMEA	
6	CHINA	
7	DFID	
8	DFID-MSH	
9	DHAKA WASA	
10	FAO	

24.22.2. Add New Donor

- Click **+ Add New** button at the top right corner of the page to add a new Donor. The Donor entry form is shown below:



Donor Entry Form

Donor Name
input here...

SAVE Cancel

- Fill-up Donor details in the data entry fields
 - Donor Name***: Enter the Donor Name. This is mandatory field.
- After filling in all the fields, click on **SAVE** button to save. Donor name will be saved. You will see a popup message **New Data Added Successfully**.

24.22.3. Edit Donor

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Donor will be displayed for editing.
- Modify the Donor as explained in above section.
- Press on **SAVE** button to update the Donor. You will see a popup message **Data Updated Successfully**.

24.22.4. Delete Donor

- You cannot delete an already used another transaction.
- To delete a Donor the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: (**Do you really want to delete this record?**) - When you confirm the Donor is removed permanently.

24.23. Suppliers Entry

24.23.1. Suppliers List

- Open any internet browser, like Google Chrome or Firefox.

- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Suppliers** Entry
- From **admin** menu, select **Suppliers** submenu to open Suppliers entry page which shows the list of all Suppliers like following screen -

SL#	Supplier Name	Supplier Address	Country	Contact Name	Contact No	Fax	Email	URL	Action
1	Brain Station 23 Ltd		Bangladesh		01819295651				
2	Dream Traders		Bangladesh		017160176768		mahmudmia@yahoo.com		
3	Jadid Automobiles JAI		Bangladesh		01682191201				
4	JMI International		Bangladesh		01711111111				
5	M/S. Arafat taders		Bangladesh		aaa				
6	M/s. Biponon		Bangladesh	od	das		ssa		
7	Rahim Traders	New Market, Cumilla	Bangladesh		9875567				
8	Shafi traders		Bangladesh		555222				

24.23.2. Add New Suppliers

- Click **'+ Add New'** button at the top right corner of the page to add a new Suppliers. The Suppliers entry form is shown below:

- Fill-up Suppliers details in the data entry fields
 1. **Suppliers Name***: Enter the Suppliers Name. This is mandatory field.
 2. **Country***: Select the Country Name. Where the Country Name is situated from the drop-down menu this is a mandatory field.
 3. **Email**: Enter the Email name. This not mandatory field.
 4. **Contact Name**: Enter the Contact name. This not mandatory field.
 5. **Contact No**: Enter the Contact No. This not mandatory field.
 6. **Fax**: Enter the Fax. This not mandatory field.
 7. **Suppliers Address**: Enter the Suppliers address. This not mandatory field.
 8. **URL**: Enter the Url. This not mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.23.3. Edit Suppliers

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?)**. When you confirm the Supplier will be displayed for editing.

- Modify the supplier information as explained in above section.
- Press on **SAVE** button to update the Suppliers information. You will see a popup message **Data Updated Successfully**.

24.23.4. Delete Suppliers

- You cannot delete an already used another transaction.
- To delete a Suppliers the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Suppliers is removed permanently.

24.24. User Permission Entry

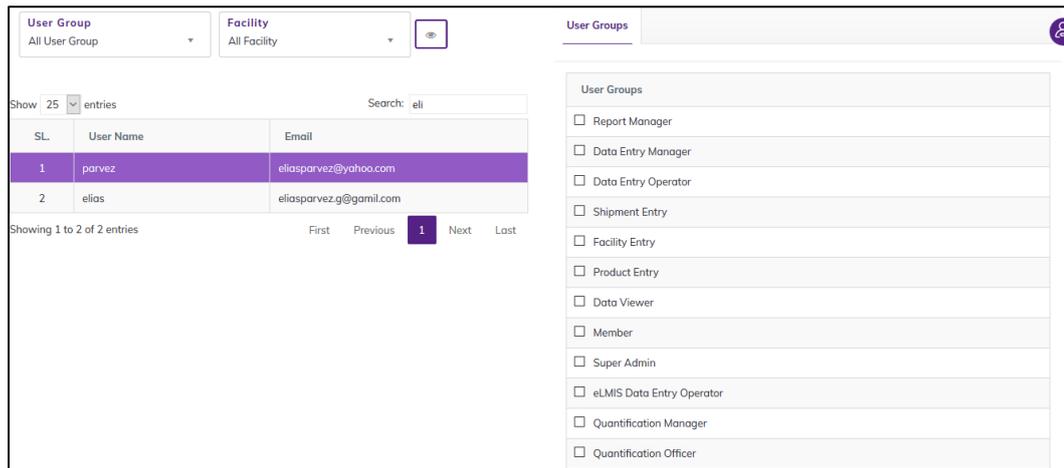
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidlms.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to User Permission Entry
- From **admin** menu, select User Permission Entry submenu to open User Permission entry page which shows the list of all Suppliers like following screen -
- This will bring up the following screen:

The screenshot displays the 'User Permission Entry' page. At the top, there are two dropdown menus: 'User Group' (set to 'All User Group') and 'Facility' (set to 'All Facility'). Below these is a search bar and a 'Show 25 entries' indicator. The main table lists 11 users with their SL, User Name, and Email. On the right, there is a 'User Groups' section with a list of roles and their corresponding checkboxes, including Report Manager, Data Entry Manager, Data Entry Operator, Shipment Entry, Facility Entry, Product Entry, Data Viewer, Member, Super Admin, eLMS Data Entry Operator, Quantification Manager, and Quantification Officer.

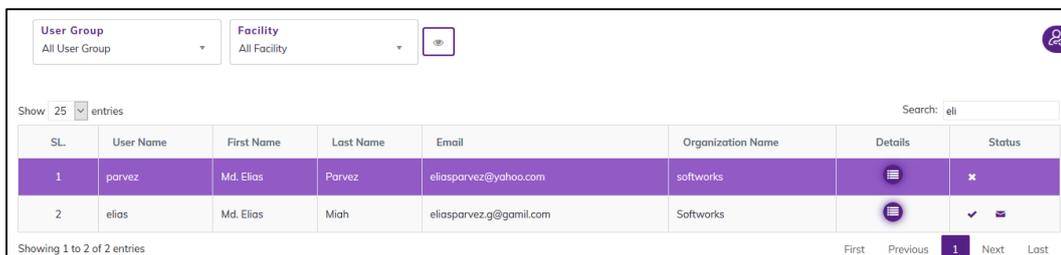
- The user permission has 3 filter criteria
 1. **User Group:** You will see the user group
 2. **Facility:** Facility of the user
 3. **Search:** Search a user

24.24.1. Activate a User

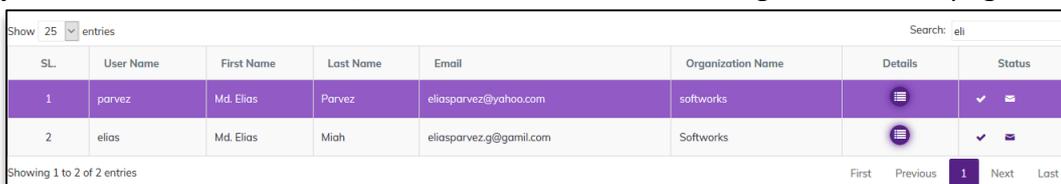
Step-1: The newly registered user should be shown at the top of the list. If not, search for the user in the user list at the left side of the screen.



Step-2: Click on the  button to expand the user list. The user list is shown as in the screen below:

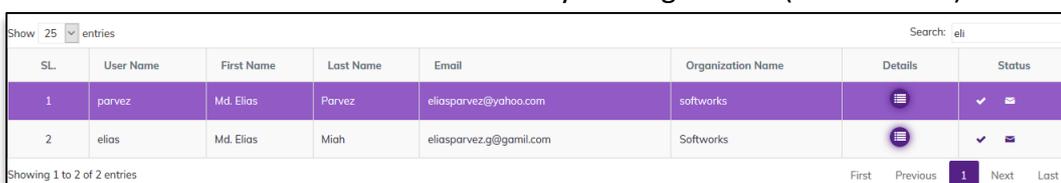


Step-3: To activate a new user, click on the **x** icon at the far right side of the page.



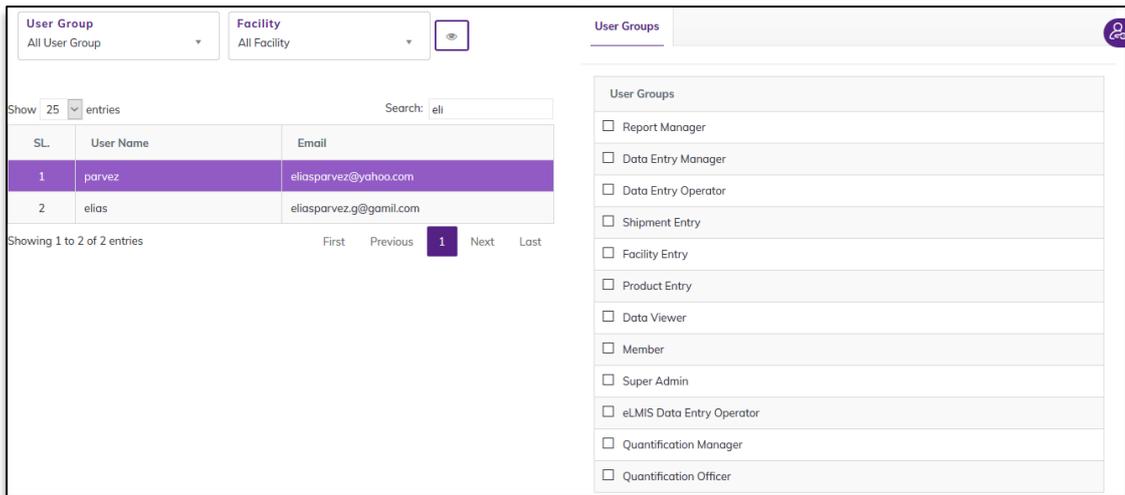
Step-4: After being activated by the Administrator, the newly registered user will receive a confirmation mail:

If the newly registered user reports that he or she has not received a confirmation email, then the administrator can resend the email by clicking on the (Resend Mail) button.

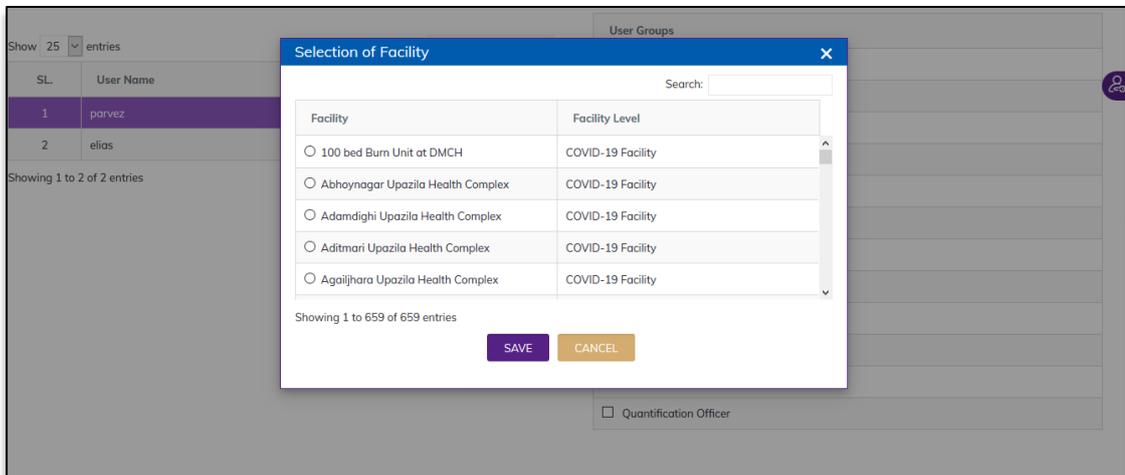


24.24.2. Assign User Groups

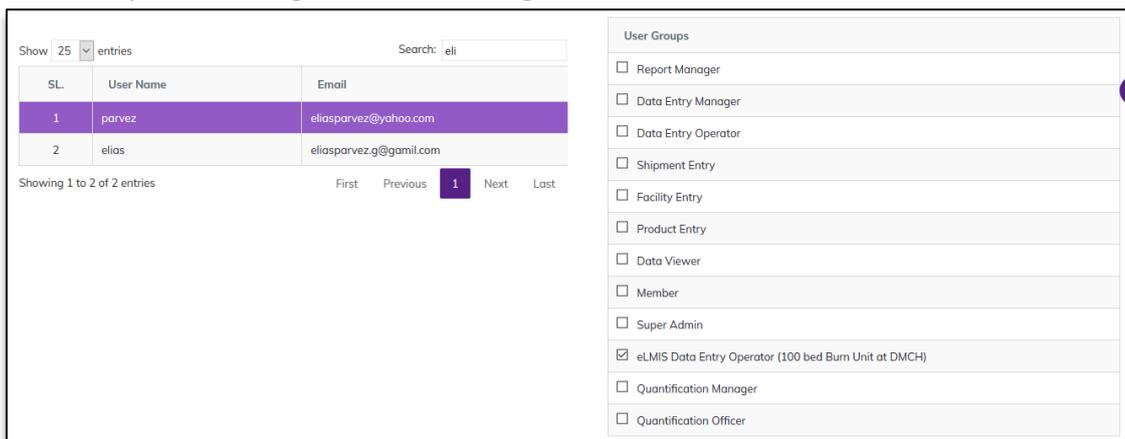
- Assign the relevant user groups based on requirements by checking the relevant boxes from the right side under the “User Groups” tab.



- Click on a user group after clicking facility list popup form will be displayed.



- Search and select a facility to assign the user. After selecting press on SAVE button the facility will be assigned like following screen



24.24.3. Deactivate a User

- **Step-1:** Select a user from the user list on the left side of the screen:

SL.	User Name	Email
1	parvez	eliasparvez@yahoo.com
2	elias	eliasparvez.g@gamil.com

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

User Groups

- Report Manager
- Data Entry Manager
- Data Entry Operator
- Shipment Entry
- Facility Entry
- Product Entry
- Data Viewer
- Member
- Super Admin
- eLMIS Data Entry Operator (100 bed Burn Unit at DMCH)
- Quantification Manager
- Quantification Officer

- **Step-2:** Click on the  button to expand the user list. The user list displays as on the screen below:

SL.	User Name	First Name	Last Name	Email	Organization Name	Details	Status
1	parvez	Md. Elias	Parvez	eliasparvez@yahoo.com	softworks		
2	elias	Md. Elias	Miah	eliasparvez.g@gamil.com	Softworks		

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

- **Step-3:** Click on the  button in the Status column. After clicking the button, it will change to  and looks like the following screen:

1	parvez	Md. Elias	Parvez	eliasparvez@yahoo.com	softworks		
2	elias	Md. Elias	Miah	eliasparvez.g@gamil.com	Softworks		

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

- **Step-4:** After a user is deactivated by the administrator, the user will receive an email.

24.25. Audit log

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidmris.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to Audit **Log**
- From **admin** menu, select Audit **Log** submenu to open Audit log entry page which shows the list of all Audit Log like following screen –

SL.	Date	User	Remote IP	Query Type	Table Name	Field Name	Old Value	New Value
1	2020-09-28 12:21:50	Administrator	103.135.174.30	INSERT	t_user_facility_map	FacilityMapId		7718
2	2020-09-28 12:21:50	Administrator	103.135.174.30	UPDATE	wp_usermeta	UserId		857
3	2020-09-28 10:33:57	Quantification Manager 2	202.84.39.76	UPDATE	q_quantificationrun	FacilityId		14443
4	2020-09-28 10:11:33	Quantification Manager 2	202.84.39.76	UPDATE	q_quantificationrun	updateTime		2020-09-28 12:21:50
5						insertTime		2020-09-28 12:21:50

- The audit log keeps track of all the user data entry actions (i.e., insert, update and delete) in all the data entry forms of the COVID-19 SCM BANGLADESH Database. If a user adds a new record into the system, each field value of this record is treated as a new value in the system. (In this case, the old value of that field is empty.) If a user removes a record, then the audit log will record the old value. If the user edits a record and saves it, both the old and the new values are saved to the audit log at that time. In other words, all the changes made by a user to the system are logged automatically to avoid unauthorized changes to the system. To review the audit log, select the **Admin > Audit Log** menu, which will bring up the following page:

The screenshot shows the 'Audit Log' page with the following data:

SL	Date	User	Remote IP	Query Type	Table Name
1	2020-09-28 12:21:50	Administrator	103.135.174.30	INSERT	t_user_facility_map
2	2020-09-28 12:21:50	Administrator	103.135.174.30	UPDATE	wp_usermeta
3	2020-09-28 10:33:57	Quantification Manager 2	202.84.39.76	UPDATE	q_quantificationrun
4	2020-09-28 10:11:33	Quantification Manager 2	202.84.39.76	UPDATE	q_quantificationrun

SL	Field Name	Old Value	New Value
1	FacilityMapId		7718
2	UserId		857
3	FacilityId		14443
4	updateTime		2020-09-28 12:21:50
5	insertTime		2020-09-28 12:21:50

- There are two panels in this page: a left panel and a right panel. The left panel shows the user actions of insert, update and delete. The fields in the left side include:
 - SL#:** Serial number of the record displaying on the page, latest records first
 - Date:** Date and time when a command was executed by the user
 - User:** Name of the user who executed a command
 - Remote IP:** IP address of the user's PC
 - Query Type:** Command type executed by the user (INSERT/UPDATE/DELETE)
 - Table Name:** Name of the table on which the user command is being executed
 - SQL Text:** Standard query language text that is being executed in the database in short notation. When you click on the **More** button you will be able to see the full text of the command
- When you select a record from the table on the left side, the table on the right side will show the list of values based on the command executed. The fields are "Field Name", "Old Value" and "New Value." If the command is "INSERT" the table will show only new values; the old values are empty in this case. If the command is "DELETE" that table will show only old values; the new values are empty. If the command is "EDIT" both the old and new values will be shown.

24.26. Error Log

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Error Log**
- From **admin** menu, select **Error Log** submenu to open Error log entry page which shows the list of all Error Log like following screen –

SL	Remote IP	User	Date	Type	Query	Error No	Error Message
1	103.59.38.6	Administrator	2020-09-26 15:07:18	INSERT	SQL: INSERT INTO asset_detail (McProfileId,ItemNo,salvageval,SerialNo,tagNo,FacilityId,SupplyDate,assetRemarks,DateRecvInStore,ManufacturerSNo,InstallationDate,AssetLocation,CountyId,FSourceId,MStatusId,DecompositionDate,WarrantyExpair,user_name,UsefulLife,DepRate,SectionId,ProcuringId,MScheduleId,bDraft) values (McProfileId,ItemNo,salvageval,SerialNo,tagNo,FacilityId,SupplyDate,assetRemarks,DateRecvInStore,ManufacturerSNo,InstallationDate,AssetLocation,CountyId,FSourceId,MStatusId,DecompositionDate,WarrantyExpair,user_name,UsefulLife,DepRate,SectionId,ProcuringId,MScheduleId,bDraft) Parameter(s): []	1265	Data truncated for column 'DepRate' at row 1

- When a user tries to add, edit or remove a record and any error occurs during database operations, i.e., a user tries to add a record that already exists in the database, that will be recorded as an error. If a user tries to delete a record that has a relevant record(s) or referenced with other table(s), it may result in an error. To track these errors for the system administrator, an error log is maintained.
- To view the error log, select the **Admin > Error Log** menu, which will bring up the following page:

SL	Remote IP	User	Date	Type	Query	Error No	Error Message
1	103.59.38.6	Administrator	2020-09-26 15:07:18	INSERT	SQL: INSERT INTO asset_detail (McProfileId,ItemNo,salvageval,SerialNo,tagNo,FacilityId,SupplyDate,assetRemarks,DateRecvInStore,ManufacturerSNo,InstallationDate,AssetLocation,CountyId,FSourceId,MStatusId,DecompositionDate,WarrantyExpair,user_name,UsefulLife,DepRate,SectionId,ProcuringId,MScheduleId,bDraft) values (McProfileId,ItemNo,salvageval,SerialNo,tagNo,FacilityId,SupplyDate,assetRemarks,DateRecvInStore,ManufacturerSNo,InstallationDate,AssetLocation,CountyId,FSourceId,MStatusId,DecompositionDate,WarrantyExpair,user_name,UsefulLife,DepRate,SectionId,ProcuringId,MScheduleId,bDraft) Parameter(s): []	1265	Data truncated for column 'DepRate' at row 1

- The log displays the errors which occur COVID-19 SCM BANGLADESH during data entry in the COVID-19 SCM BANGLADESH. The columns in the table include:
 1. **Remote IP:** IP address of the computer where the error occurred
 2. **User:** COVID-19 SCM BANGLADESH user's ID
 3. **Date:** Date and time of the command executed by the user
 4. **Type:** Command type executed by the user (INSERT/UPDATE/DELETE)
 5. **Query:** The SQL command which is the source of the error
 6. **Error No:** MySQL Error number (if available)
 7. **Error Message:** Message that explains the error
- The error messages can be used by the administrator to determine the types of errors that are encountered in the COVID-19 SCM BANGLADESH so they can try to resolve them.

24.27. Distribution Plan Type Entry

24.27.1. Distribution Plan Type List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Distribution Plan Type Entry**

- From **admin** menu, select **Distribution Plan Type** submenu to open Distribution Plan Type entry page which shows the list of all Distribution Plan Type like following screen -

SL.	Distribution Plan Type	Action
1	Adhoc	[Edit] [Delete]
2	Indent	[Edit] [Delete]

24.27.2. Add New Distribution Plan Type

- Click **'+ Add New'** button at the top right corner of the page to add a new Distribution Plan Type. The Distribution Plan entry form is shown below:

- Fill-up Distribution Plan Type details in the data entry fields
 1. **Distribution Plan Type***: Enter the Distribution Plan Type. This is mandatory field.
- After filling in all the fields, click on **Submit** button to save. You will see a popup message **New Data Added Successfully**.

24.27.3. Edit Distribution Plan Type

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the Distribution Plan Type will be displayed for editing.
- Modify the Distribution Plan Type
- Press on **Submit** button to update the Distribution Plan Type information. You will see a popup message **Data Updated Successfully**.

24.27.4. Delete Distribution Plan Type

- You cannot delete an already used another transaction.
- To delete a Distribution Plan Type the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Distribution Plan Type is removed permanently.

24.28. Financial Year Entry

24.28.1. Financial Year List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidmris.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Financial Year** Entry
- From **admin** menu, select **Financial Year** submenu to open Financial Year entry page which shows the list of all Financial Year like following screen -

SL	Procurement Financial Year	Action
1	2019-20	[Edit] [Delete]
2	2020-21	[Edit] [Delete]
3	2021-22	[Edit] [Delete]
4	2022-23	[Edit] [Delete]

24.28.2. Add New Financial Year

- Click **'+ Add New'** button at the top right corner of the page to add a new Financial Year. The Financial Year entry form is shown below:

- Fill-up Financial Year details in the data entry fields
 1. **Procurement Financial Year***: Enter the Procurement Financial Year. This is mandatory field.
- After filling in all the fields, click on **Submit** button to save. You will see a popup message **New Data Added Successfully**.

24.28.3. Edit Financial Year

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the Financial Year will be displayed for editing.
- Modify the Financial Year as explained in above section.
- Press on **Submit** button to update the Financial Year information. You will see a popup message **Data Updated Successfully**.

24.28.4. Delete Financial Year

- You cannot delete an already used another transaction.
- To delete a Financial Year the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Financial Year is removed permanently.

24.29. Report Information Entry

24.29.1. Report Information List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Report Information** Entry

- From **admin** menu, select **Report Information** submenu to open Report Information entry page which shows the list of all Report Information like following screen -

SL#	Report Code	Report Name	Action
1	RI0001	Step 1 of 6: Background	
2	QD0002	Step 2 of 6: COVID-19 Cases (Diagnostics)	
3	QP0002	Step 2 of 6: COVID-19 Cases (PPE and Disinfectants)	
4	QD0003	Step 3 of 6: HR Categories (Diagnostics)	
5	QP0003	Step 3 of 6: HR Categories (PPE and Disinfectants)	
6	QD0004	Step 4 of 6: Commodity Usage Rate (Diagnostics)	
7	QP0004	Step 4 of 6: Commodity Usage Rate (PPE and Disinfectants)	
8	QD0005	Step 5 of 6: Product Selection (Diagnostics)	

24.29.2. Add New Report Information

- Click **+ Add New** button at the top right corner of the page to add a new Report Information. The Report Information entry form is shown below:

- Fill-up Report Information details in the data entry fields
 - Report Code ***: Enter the Report Code. This is mandatory field.
 - Report Name***: Enter the Report Name. This is mandatory field.
 - Description ***: Enter the Description. This is mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.29.3. Edit Report Information

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the Report Information will be displayed for editing.
- Modify the Report Information and press on **SAVE** button to update the Report information. You will see a popup message **Data Updated Successfully**.

24.29.4. Delete Report Information

- You cannot delete an already used another transaction.

- To delete a Report Information the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Report Information is removed permanently.

24.30. Machine Status Entry

24.30.1. Machine Status List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Machine Status Entry**
- From **admin** menu, select **Machine Status** submenu to open Machine Status entry page which shows the list of all Machine Status like following screen -

SL	Machine Status	Color Code	Action
1	Condemn-able		
2	Decommissioned		
3	Functional		
4	Not in Use		
5	Not Installed		
6	Not Repairable		
7	Not Working		
8	Repairable		

24.30.2. Add New Machine Status

- Click **'+ Add New'** button at the top right corner of the page to add a new Machine Status Information. The Machine Status entry form is shown below:

- Fill-up Machine Status Information details in the data entry fields
 - Machine Status ***: Enter the Machine Status. This is mandatory field.
 - Color Code***: Enter the Color Code when your need may color code just click this color box and select this color code and automatic insert the box. This is mandatory field.
- After filling in all the fields, click on **Submit** button to save. You will see a popup message **New Data Added Successfully**.

24.30.3. Edit Machine Status

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**
- Modify the Machine Status as explained in above section.
- Press on **Submit** button to update the Machine status information. You will see a popup message **Data Updated Successfully.**

24.30.4. Delete Machine Status

- You cannot delete an already used another transaction.
- To delete a Machine Status the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Machine Status is removed permanently.

24.31. Case Groups Entry

24.31.1. Case Groups List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Case Groups** Entry
- From **admin** menu, select **Case Groups** submenu to open Case Groups entry page which shows the list of all Case Groups like following screen -

SL.	Group of Cases	% of Cases	Days of Stay	In-Patient	Out-Patient	Action
1	# of Critical Cases(Hospitalization)	5	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
2	# of Severe cases(Hospitalization)	15	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
3	# of Moderate cases(Isolation)	40	14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
4	# of Mild cases(Isolation)	40	14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 

- The Case Groups has 2 filter criteria
 1. **Product Group:** when select a Product Group then showing Group of Case Name under the selected
 2. **Search:** To search a product

24.31.2. Add New Case Groups

- Click **+ Add New** button at the top right corner of the page to add a new Case Groups Information. The Case Groups entry form is shown below:

- Fill-up Case Group Information details in the data entry fields
 1. **Product Group** *: Select the Product group. Where the Product Group Name is situated from the drop-down menu. This is a mandatory field.
 2. **Group of Case** *: Enter Group of Case. This is mandatory field.
 3. **% of Cases** *: Enter the % of Cases. This is mandatory field.
 4. **Days of Stay** *: Enter the Days of Stay. This is mandatory field.
 5. **In-Patient**: Click this check box. This is not Mandatory field.
 6. **Out-Patient**: when you need please click the check box. This in Not Mandatory field.
- After filling in all the fields, click on **Submit** button to save. You will see a popup message **New Data Added Successfully**.

24.31.3. Edit Case Groups

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the Case Groups will be displayed for editing.
- Modify the Case Groups as explained in above section.
- Press on **Submit** button to update the Case Group information. You will see a popup message **Data Updated Successfully**.

24.31.4. Delete Case Groups

- You cannot delete an already used another transaction.
- To delete a Case Groups the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows **(Do you really want to delete this record?)** - When you confirm the Case Groups is removed permanently.

24.32. Product of Quantify Entry

24.32.1. Product of Quantify List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Product of Quantify** Entry
- From **admin** menu, select **Product of Quantify** submenu to open Product of Quantify entry page which shows the list of all Product of Quantify like following screen -

SL	Product	Unit	Unit Price (USD)	Adjustment%	Wastage%	Buffer%	Action
1	Gown, protective	each	0.80	100	5	25	+ [edit] [delete]
2	Scrubs, tops	each	2.60	100	5	25	+ [edit] [delete]
3	Scrubs, pants	each	2.60	100	5	25	+ [edit] [delete]
4	Apron, disposable	each	0.20	100	5	25	+ [edit] [delete]
5	Apron, heavy duty, reusable	each	4.00	100	5	25	+ [edit] [delete]
6	Gum boots	pair	4.60	100	5	25	+ [edit] [delete]
7	Gloves, heavy duty	pair	1.80	100	5	25	+ [edit] [delete]

Product Code	LMS Product	Action
COVID052	Gown for Level - 1	[delete]
COVID091	Gown for Level - 2	[delete]
COVID092	Gown for Level - 3	[delete]
COVID093	Gown for Level - 4	[delete]

- The Product Quantify has 2 filter criteria
 1. **Product Group**: when select a Product Group then showing Product Name under the selected
 2. **Search**: To search a product

24.32.2. Add New Product Quantify

- Click **+ Add New** button at the top right corner of the page to add a new Product Quantify Information. The Product Quantify entry form is shown below:

- Fill-up Product Quantify Information details in the data entry fields
 1. **Product Group ***: Select the Product group. Where the Product Group Name is situated from the drop-down menu. This is a mandatory field.
 2. **Product***: Enter Product. This is mandatory field.
 3. **Unit***: Enter the Unit. This is mandatory field.
 4. **Unit Price (USD)***: Enter the Unit Price (USD). This is mandatory field.
 5. **Adjustment**: Enter the Adjustment. This is Mandatory field.
 6. **Wastage%**: Enter the Wastage%. This is Mandatory field.
 7. **Buffer%***: Enter the Buffer%. This is Mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.32.3. Edit Product Quantify

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the Product Quantify will be displayed for editing.
- Modify the product Quantity as explained in above section.
- Press on **SAVE** button to update the Products to Quantify information. You will see a popup message **Data Updated Successfully**.

24.32.4. Delete Product Quantify

- You cannot delete an already used another transaction.
- To delete a Product Quantify the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Product Quantify is removed permanently.

24.33. HR Categories Entry

24.33.1. HR Categories List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **HR Categories** Entry
- From **admin** menu, select **HR Categories** submenu to open HR Categories entry page which shows the list of all HR Categories like following screen -

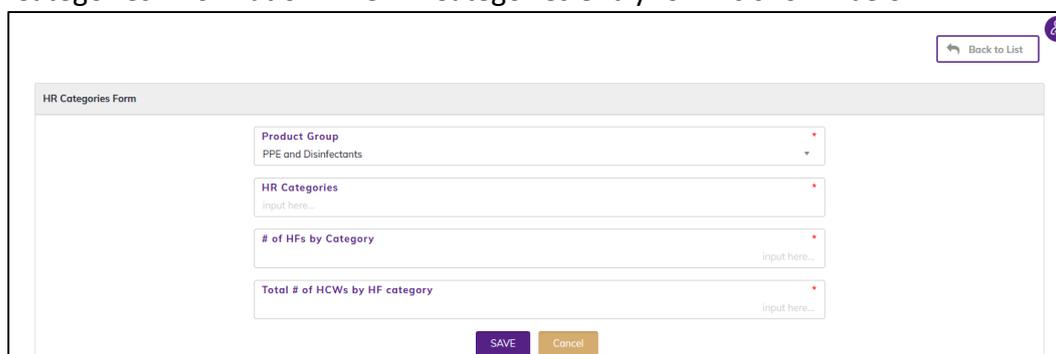


SL	HR Categories	# of HFs by Category	Total # of HCWs by HF category	Action
1	Covid specialized hospitals	20	0	 
2	COVID testing centers/departments	10	0	 
3	UHC (Upazila Health Complex)	520	0	 
4	Sub-district except UHC	30	0	 
5	District Hospital	64	0	 

- The Facility has 2 filter criteria
 1. **Product Group**: when select a Product Group then showing Product Name under the selected
 2. **Search**: To search a HR Categories

24.33.2. Add New HR Categories

- Click **'+ Add New'** button at the top right corner of the page to add a new HR Categories Information. The HR Categories entry form is shown below:



HR Categories Form

Product Group
PPE and Disinfectants

HR Categories
input here...

of HFs by Category
input here...

Total # of HCWs by HF category
input here...

SAVE Cancel

Back to List

- Fill-up HR Categories Information details in the data entry fields
 1. **Product Group ***: Select the Product group. Where the Product Group Name is situated from the drop-down menu. This is a mandatory field.
 2. **HR Categories ***: Enter HR Categories. This is mandatory field.

3. **# of Hfs by Category***: Enter the # of Hfs by Category. This is mandatory field.
 4. **Total # of HCWs by HF category***: Enter the Total # of HCWs by HF category. This is mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.33.3. Edit HR Categories

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the HR Categories will be displayed for editing.
- Modify the HR Categories as explained in above section.
- Press on **SAVE** button to update the HR Categories information. You will see a popup message **Data Updated Successfully**.

24.33.4. Delete HR Categories

- You cannot delete an already used another transaction.
- To delete a HR Categories the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the HR Categories is removed permanently.

24.34. Commodity Usage Heads Entry

24.34.1. Commodity Usage Heads List

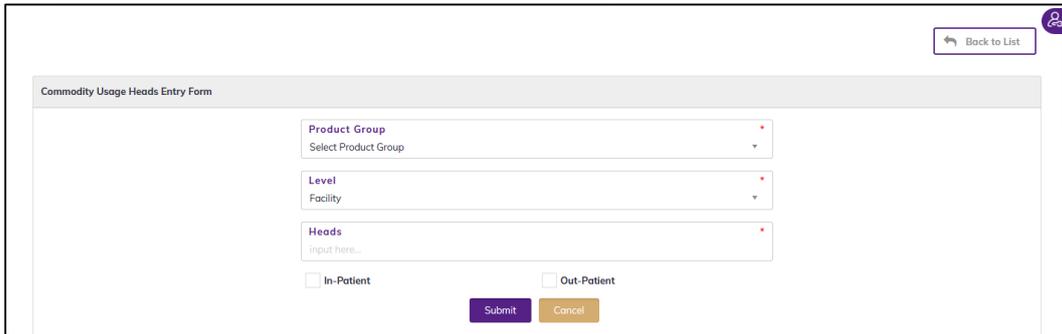
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Commodity Usage Heads** Entry
- From **admin** menu, select **Commodity Usage Heads** submenu to open Commodity Usage Heads entry page which shows the list of all Commodity Usage Heads like following screen:

SL	Level	Heads	In-Patient	Out-Patient	Action
1	Facility	HCW: Triage, point of entry, ambulance	<input type="checkbox"/>	<input type="checkbox"/>	
2	Facility	Respiratory specimen collector	<input type="checkbox"/>	<input type="checkbox"/>	
3	Facility	Laboratory personnel	<input type="checkbox"/>	<input type="checkbox"/>	
4	Facility	HCW: Handling suspected or confirmed cases with no aerosol generating procedures	<input type="checkbox"/>	<input type="checkbox"/>	

- The Commodity Usage Heads has 2 filter criteria
 1. **Product Group**: when select a Product Group then showing Product Heads under the selected
 2. **Change Order**: To change an order
 3. **Search**: To search a product group

24.34.2. Add New Commodity Usage Heads

- Click '+ Add New' button at the top right corner of the page to add a new Commodity Usage Heads Information. The Commodity Usage Heads entry form is shown below:



- Fill-up Commodity Usage Heads Information details in the data entry fields
 1. **Product Group ***: Select the Product group. Where the Product Group Name is situated from the drop-down menu. This is a mandatory field.
 2. **Level ***: Enter Level. This is mandatory field.
 3. **Heads***: Enter the Heads. This is mandatory field.
 4. **In-patient**: Click the Check box. This is not mandatory field.
 5. **Out-patient**: Click the Check box. This is not mandatory field.
- After filling in all the fields, click on **Submit** button to save. You will see a popup message **New Data Added Successfully**.

24.34.3. Edit Commodity Usage Heads

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the Commodity Usage Heads will be displayed for editing.
- Modify the Commodity Usage Heads as explained in above section.
- Press on **Submit** button to update the Commodity Usage Heads information. You will see a popup message **Data Updated Successfully**.

24.34.4. Delete Commodity Usage Heads

- You cannot delete an already used another transaction.
- To delete a Commodity Usage Heads the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Commodity Usage Heads is removed permanently.

24.34.5. Product Change Order

- If need to change product sort order in product list
- Select a product Group drop-down menu then click on **Change Order** button from top of the product list.
- After pressing the product list popup will be displayed.

Subgroup	Product Name	Short Name	Group Name
GLOVES - EXAMINATION	Gloves for Examination - Small (pair)	Gloves for Examination - Small (pair)	COVID-19
GLOVES - EXAMINATION	Gloves for Examination - Medium (pair)	Gloves for Examination - Medium (pair)	COVID-19
GLOVES - EXAMINATION	Gloves for Examination - Large (pair)	Gloves for Examination - Large (pair)	COVID-19
GLOVES - SURGICAL	Gloves for Surgical - 6.0 Inch (pair)	Gloves for Surgical - 6.0 Inch (pair)	COVID-19

- Select a product then drag & drop the product to your actual position to Change product sort order. All product sort order are corrected then
- Press on **Update** button to update the Product short order, the order will be changed.

24.35. Commodity Usage Rate Entry

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Commodity Usage Rate** Entry
- From **admin** menu, select **Commodity Usage Rate** submenu to open Commodity Usage Rate entry page which shows the list of all Commodity Usage Rate like following screen

Product Description	Average quantity per day per personnel/patient											
	HCW: Triage, point of entry, ambulance	Respiratory specimen collector	Laboratory personnel	HCW: Handling suspected or confirmed cases with no aerosol generating procedures	HCW: Handling cases with aerosol generating procedures	Cleaners: cleaning COVID-ICUs and Labs	Cleaners: cleaning wards, triage areas... (non ICU)	Ambulance personnel	Admin staff	People visiting HF's	In-Patient (COVID)	Out-Patient (COVID)
Gown, protective	2	2	2	1	1	1	1	1	0	0	0	0
Scrubs, tops	0.03	0.03	0	0.03	0.03	0.03	0.03	0	0	0	0	0
Scrubs, pants	0.03	0.03	0	0.03	0.03	0.03	0.03	0	0	0	0	0

- To Update The Commodity Usage Rate has a filter criteria
 1. Select a Product Group then showing Product under the selected product group
 2. Update the Commodity Usage Rate.

24.36. HR Personnel Per Day Entry

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **HR Personnel per Day** Entry
- From **admin** menu, select **HR Personnel per Day** submenu to open HR Personnel per Day entry page which shows the list of all HR Personnel per Day like following screen -

Product Description	Average quantity per day per personnel/patient											
	HCW: Triage, point of entry, ambulance	Respiratory specimen collector	Laboratory personnel	HCW: Handling suspected or confirmed cases with no aerosol generating procedures	HCW: Handling cases with aerosol generating procedures	Cleaners: cleaning COVID-ICUs and Labs	Cleaners: cleaning wards, triage areas... (non ICU)	Ambulance personnel	Admin staff	People visiting HF's	In-Patient (COVID)	Out-Patient (COVID)
Gown, protective	2	2	2	1	1	1	1	1	0	0	0	0
Scrubs, tops	0.03	0.03	0	0.03	0.03	0.03	0.03	0	0	0	0	0
Scrubs, pants	0.03	0.03	0	0.03	0.03	0.03	0.03	0	0	0	0	0

- To Update The HR Personnel Per Day List has a filter criteria
 - Select a Product Group then showing Product under the selected product group
 - Update the HR Personnel Per Day List.

24.37. Procurement Method Entry

24.37.1. Procurement Method List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Procurement Method** Entry
- From **admin** menu, select **Procurement Method** submenu to open Procurement Method entry page which shows the list of all Procurement Method like following screen -

SL	Procurement Method	Action
1	DPM	 
2	ICB	 
3	NCB	 

24.37.2. Add New Procurement Method

- Click **+ Add New** button at the top right corner of the page to add a new Procurement Method. The Procurement Method entry form is shown below:

BACK TO LIST
<p>Procurement Method Entry Form</p> <p>Procurement Method input here...</p> <p><input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/></p>

- Fill-up Procurement Method details in the data entry fields
 - Procurement Method***: Enter the Procurement Method. This is mandatory field.
- After filling in all the fields, click the **Submit** button to save. You will see a popup message **New Data Added Successfully**.

24.37.3. Edit Procurement method

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the Procurement method will be displayed for editing.
- Modify the Procurement method as explained in above section.
- Press on **Submit** button to update the Procurement Method information. You will see a popup message **Data Updated Successfully**.

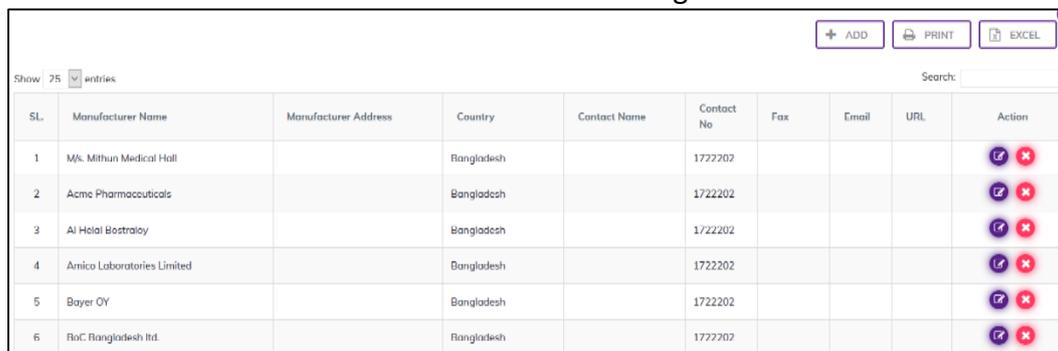
24.37.4. Delete Procurement method

- You cannot delete an already used another transaction.
- To delete a procurement method the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the procurement method is removed permanently.

24.38. Manufacturer Entry

24.28.1. Manufacturer List

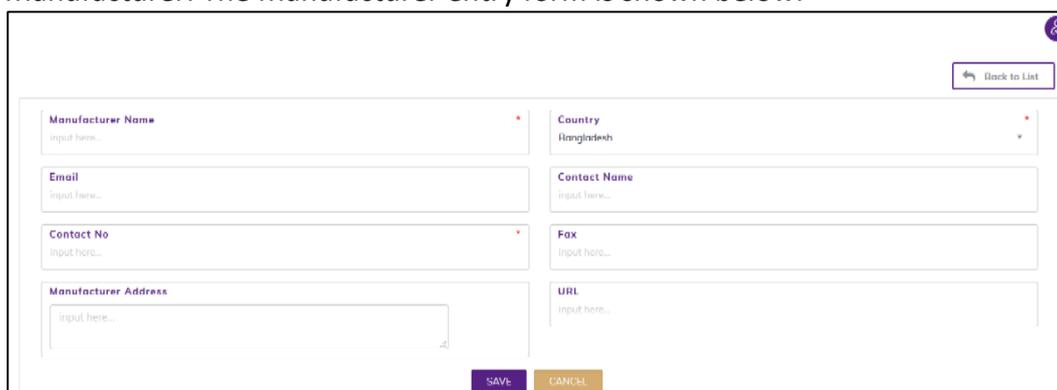
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Manufacturer** Entry
- From **admin** menu, select **Manufacturer** submenu to open Manufacturer entry page which shows the list of all Manufacturer like following screen -



SL	Manufacturer Name	Manufacturer Address	Country	Contact Name	Contact No	Fax	Email	URL	Action
1	Mk. Mithun Medical Hall		Bangladesh		1722202				 
2	Acme Pharmaceuticals		Bangladesh		1722202				 
3	Al Helal Biostraly		Bangladesh		1722202				 
4	Amico Laboratories Limited		Bangladesh		1722202				 
5	Bayer OY		Bangladesh		1722202				 
6	BaC Bangladesh Ltd.		Bangladesh		1722202				 

24.28.2. Add New Manufacturer

- Click **'+ Add New'** button at the top right corner of the page to add a new Manufacturer. The Manufacturer entry form is shown below:



Manufacturer Name

Country

Email

Contact Name

Contact No

Fax

Manufacturer Address

URL

- Fill-up Manufacturer details in the data entry fields
- **Manufacturer Name ***: Enter the Manufacturer Name. This is mandatory field.
- **Country ***: Select the Country Name. Where the Country Name is situated from the drop-down menu this is a mandatory field.
- **Email**: Enter the Email Name. This is not mandatory field.
- **Contact Name**: Enter the Contact Name. This is not mandatory field.
- **Contact No**: Enter the Contact No. This is not mandatory field.
- **Fax**: Enter the Fax. This is not mandatory field.
- **Manufacturer Address**: Enter the Manufacturer Address. This is not mandatory field.
- **URL**: Enter the URL. This is not mandatory field
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

24.28.3. Edit Manufacturer

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Manufacturer information will be displayed for editing.
- Modify the Manufacturer as explained in above section.
- Press on **SAVE** button to update the Manufacturer information. You will see a popup message **Data Updated Successfully**.

24.28.4. Delete Manufacturer

- You cannot delete an already used another transaction.
- To delete a manufacturer the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: (**Do you really want to delete this record?**) - When you confirm the manufacturer is removed permanently.

24.29. Maintenance Schedule Entry

24.29.1. Maintenance Schedule List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Maintenance Schedule** Entry
- From **admin** menu, select **Maintenance Schedule** submenu to open Maintenance Schedule entry page which shows the list of all Maintenance Schedule like following screen -

SL	Maintenance Schedule	Action
1	(N/A)	
2	Half-Yearly	
3	Monthly	
4	Quarterly	
5	Yearly	

24.29.2. Add New Maintenance Schedule

- Click '**+ Add New**' button at the top right corner of the page to add a new Maintenance Schedule. The Maintenance Schedule entry form is shown below:

- Fill-up Maintenance Schedule details in the data entry fields
 1. **Maintenance Schedule ***: Enter the Maintenance Schedule. This is mandatory field.
- After filling in all the fields, click on **Submit** button to save. You will see a popup message **New Data Added Successfully**.

24.29.3. Edit Maintenance Schedule

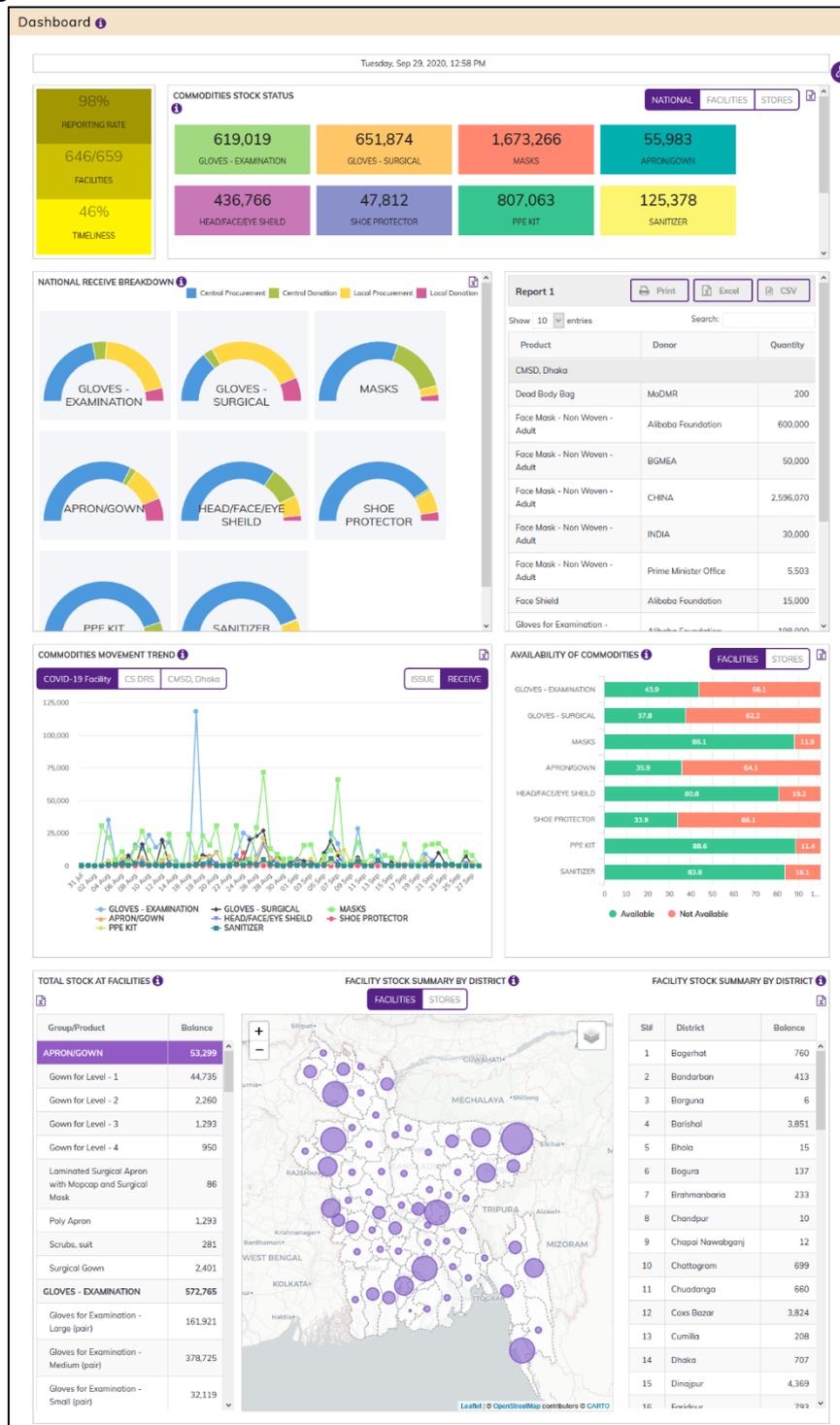
- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the Maintenance Schedule will be displayed for editing.
- Modify the Maintenance Schedule as explained in above section.
- Press the **Submit** button to update the Maintenance Schedule information. You will see a popup message **Data Updated Successfully**.

24.29.4. Delete Maintenance Schedule

- You cannot delete an already used another transaction.
- To delete a Maintenance Schedule the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the maintenance, schedule is removed permanently.

25. Dashboard

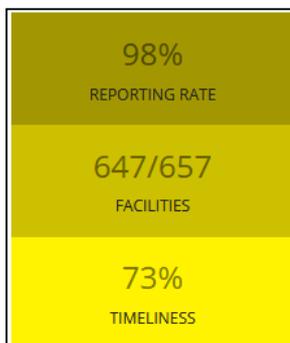
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as any user to see the **COVID-19 COMMODITIES DASHBOARD**, which looks like following screen -



- The dashboard shows 9 different indicator blocks:

25.1. Facility Reporting & Timeliness Rate Status

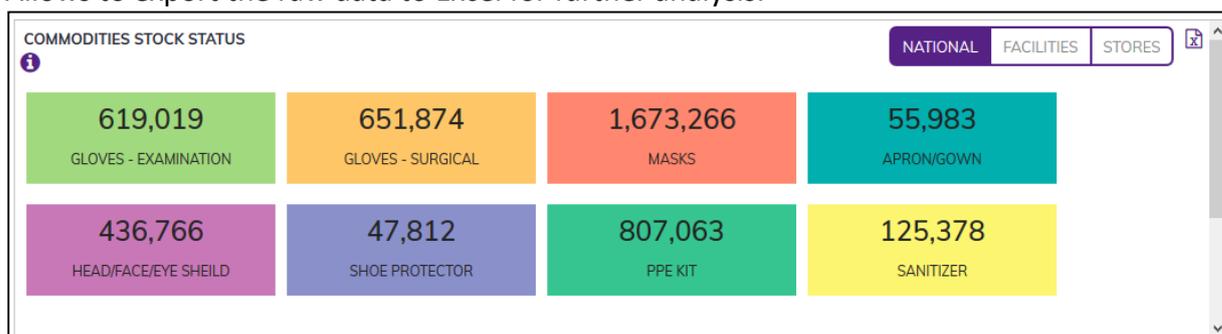
- This block shows various reporting indicators –
 - REPORTING RATE: % of facilities reported at least once in the COVID-19 commodities entry form.
 - FACILITIES: Number of facilities reported at least once vs Number of total facilities who are registered to report.



- TIMELINESS: % of facilities who reported at least once within last 3 days.

25.2. Commodities Stock Status

- Similar COVID-19 commodities are grouped and the total quantity is displayed. Clicking on any block will show the underlying breakup. Initially grouped by NATIONAL, FACILITIES and STORES.
- NATIONAL is the total country stock, FACILITIES show the total stock at health facilities and STORES shows the stock at different stores. When STORES selected a separate breakdown is available. Initially you can see ALL store stock, or stock available at Central Medical Storage Depot (CMSD), Directorate General of Health Services Integrated Control Room (DGHS ICR), COVID-19 WB project stock, COVID-19 ADB project stock or Civil Surgeon District Reserve Store (CS DRS) stock.
- Allows to export the raw data to Excel for further analysis.



- The block also shows AMC and MOS of the available stock. AMC is calculated as average dispense of each health facility in previous 3 complete months, and generally calculated on the last day of each calendar month.
- The dashboard shows the sum of AMC of all the health facilities. MOS is calculated as the stock status divided by AMC, which represents how many months of stock is available for consumption.

25.3. National Receive Breakdown

- Shows the national total receive summarized by major product groups as well as breakdown by type of receive, as donut pie chart - from start of COVID-19 pandemic till current date.



- There are 4 types of receipts - **1) Central Procurement:** local or international purchase by CMSD or DGHS ICR, **2) Central Donation:** donated from national or international entities to CMSD and DGHS ICR, **3) Local Procurement:** local purchase by CS DRS and facilities, **4) Local Donation:** donation received at CS DRS and facilities.

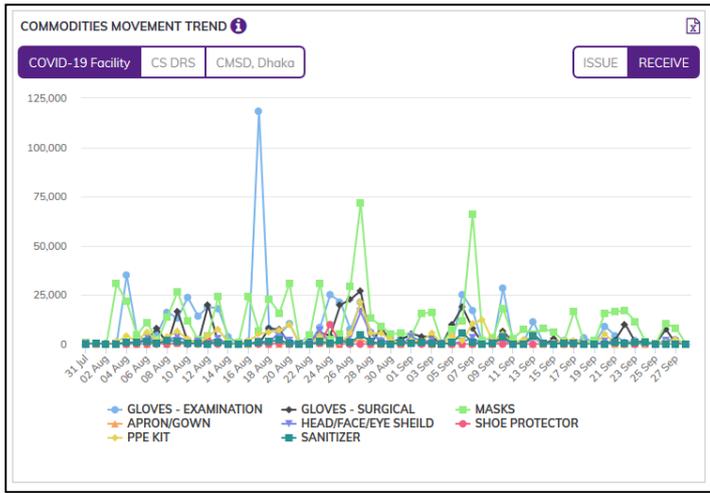
25.4. Central Donation Details

Shows the breakdown of donation received at CMSD and DGHS ICR from donors, stakeholders and third party - from start of COVID-19 pandemic till current date. The table shows name of product, name of donor and quantity received.

Product	Donor	Quantity
CMSD, Dhaka		
Dead Body Bag	MoDMR	200
Face Mask - Non Woven - Adult	Alibaba Foundation	600,000
Face Mask - Non Woven - Adult	BGMEA	50,000
Face Mask - Non Woven - Adult	CHINA	2,596,070
Face Mask - Non Woven - Adult	INDIA	30,000
Face Mask - Non Woven - Adult	Prime Minister Office	5,503
Face Shield	Alibaba Foundation	15,000
Gloves for Examination -	Alibaba Foundation	108,000

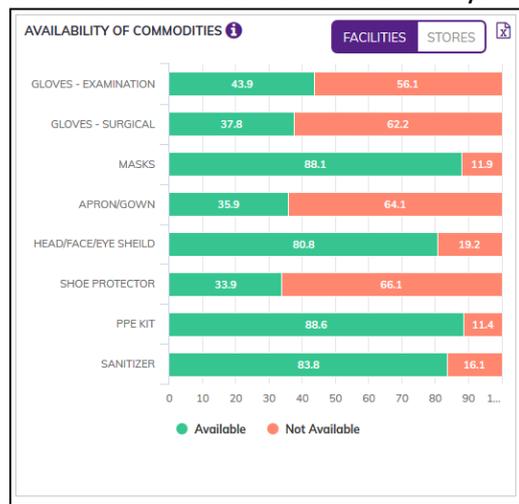
25.5. Commodities Movement Trend

Shows the commodity movement (Receive or Issue) at facility level or from CMSD, DGHS ICR in last 7 days against major commodity groups. Allows to export the raw data to Excel for further analysis.



25.6. Availability of Commodities

- A stacked bar chart showing the percentage of health facilities who have and do not have groups of commodities. When FACILITIES selected, shows the availability % at health facilities; when STORES selected, shows the availability at CMSD, DGHS ICR, WB and ADB projects and CS DRS. Allows to export the raw data to Excel for further analysis.



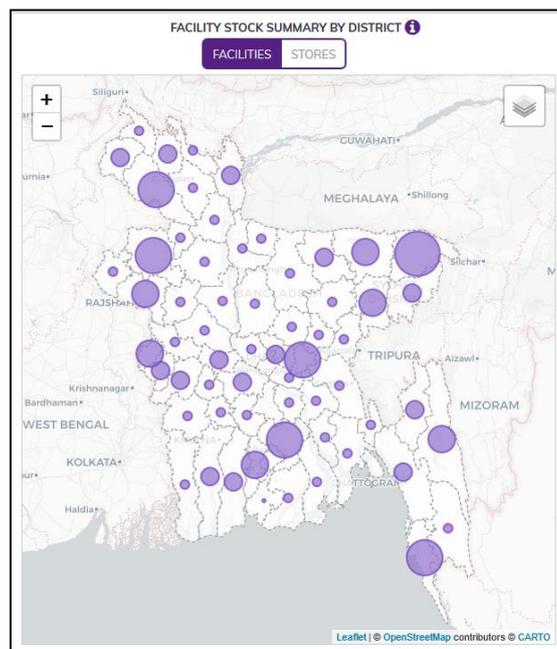
25.7. Total Stock at Facilities

- Shows the current balance of major product groups as well as all individual products. When you select a product group or product, the map in the middle and the right side table is updated. When FACILITIES is selected – shows the stock summary of all health facilities. When STORES is selected – shows the stock of CMSD, DGHS ICR and each CS DRS.

TOTAL STOCK AT FACILITIES ?	
Group/Product	Balance
APRON/GOWN	53,299
Gown for Level - 1	44,735
Gown for Level - 2	2,260
Gown for Level - 3	1,293
Gown for Level - 4	950
Laminated Surgical Apron with Mopcap and Surgical Mask	86
Poly Apron	1,293
Scrubs, suit	281
Surgical Gown	2,401

25.8. Confirmed Cases and Facility Stock Summary by District

- When a product is selected in the left side table, the map is refreshed with stock status in proportional bubbles. When FACILITIES is selected – shows the stock summary of all health facilities as bubble over the district. When STORES is selected – shows the stock of CMSD, DGHS ICR, each CS DRS, COVID-19 WB and COVID-19 ADB project stock status as bubble.

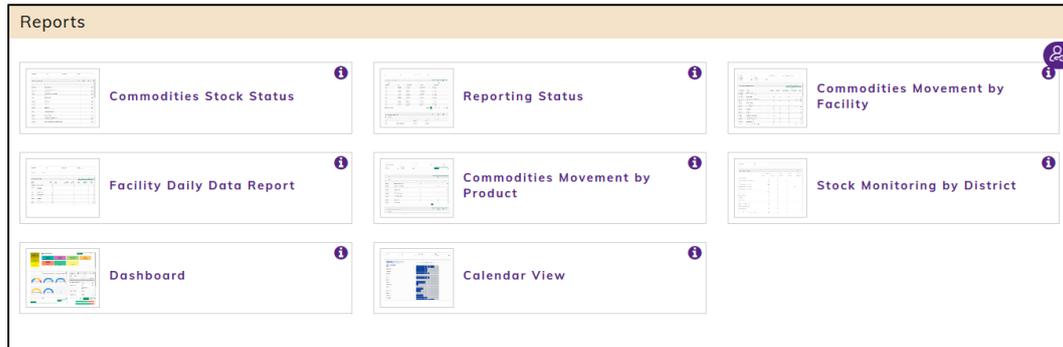


25.9. Facility Stock Summary by District

- The table shows stock status at district level. When a product is selected in the left side table, the table is refreshed. When FACILITIES is selected – shows the stock summary of all health facilities of the district. When STORES is selected – shows the stock of CMSD, DGHS ICR, each CS DRS, COVID-19 WB and COVID-19 ADB project stock status with their data entry date. Allows to export the data to Excel for further analysis.

26. Reports

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Reports** Menu
- Select **Reports** menu to open Reports page which shows the list of Reports like following screen -



- In Reports menu there are 6 different type of reports -

26.1. COVID-19 Commodities Stock Status

- This report gives the total stock status of COVID-19 Commodities as of current date. It includes all stock at the Central Medical Storage Deports (CMSD), DGHS ICR, CS Office, Upazila health office and at health facilities. There is a block where mentioned how many facilities have reported. The report header also shown report view date and time.

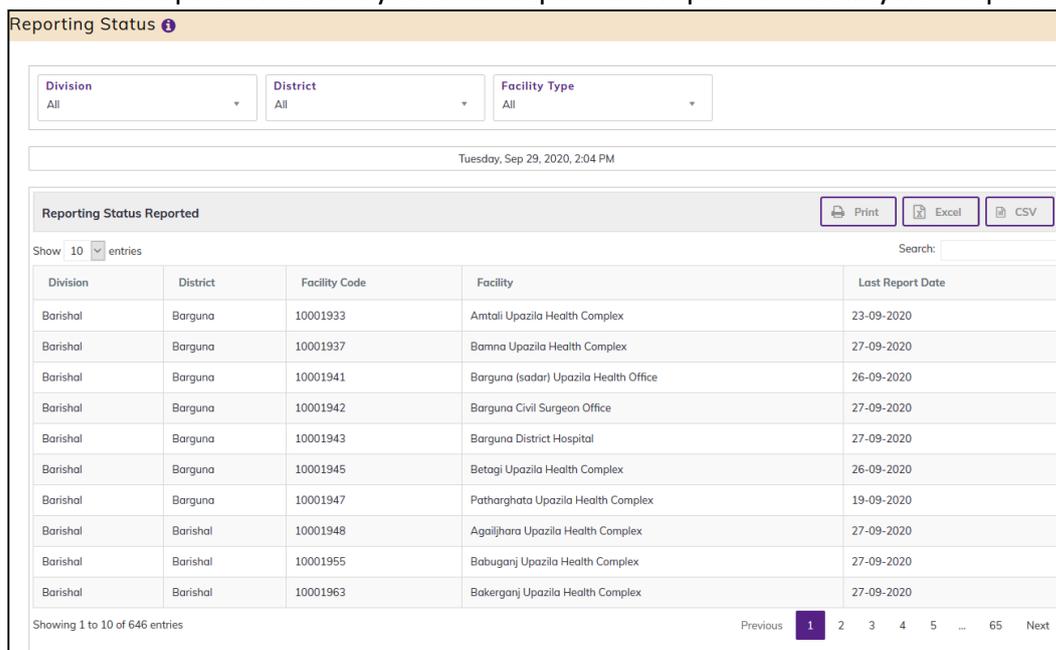
Product Code	Product Name	Stock Balance
COVID001	Gloves for Examination - Small (pair)	36,698
COVID002	Nitrile Gloves (pair)	4,401
COVID003	Latex Gloves (pair)	122,331
COVID004	Gloves for Cleaners (pair)	1,853
COVID005	Heavy duty Gloves (pair)	2,183
COVID006	Surgical Mask	562,140
COVID007	Respiratory Mask	9,473
COVID008	KN-95 or Equivalent	471,124

- The report has 4 filter criteria:
 1. **Division:** Select All or a Division
 2. **District:** Select All or a District
 3. **Facility Type:** Select All or a Type
 4. **Facility:** Select All or a Facility
- The report has a table with the following fields:
 1. **Product Code:** COVID-19 product code
 2. **Product Name:** Name of the COVID-19 product
 3. **Stock Balance:** This field shows the reported closing balance

- 4. **AMC:** Average Monthly Consumption, which is calculated as the average dispense of commodities in last 3 months.
- 5. **MOS:** Month of Stock, calculated as Stock Balance divided by AMC.
- By clicking on the  button at the top right of the page, the user can export the report in Excel format.

26.2. COVID-19 Reporting Status

- This report gives the last reporting status of each facility and also can give the last 10 days detailed completion status by site. The report also represents facility non-reported status.



The screenshot shows a web interface for 'Reporting Status'. At the top, there are three dropdown filters: 'Division' (set to 'All'), 'District' (set to 'All'), and 'Facility Type' (set to 'All'). Below the filters is a timestamp: 'Tuesday, Sep 29, 2020, 2:04 PM'. The main content area is titled 'Reporting Status Reported' and includes buttons for 'Print', 'Excel', and 'CSV'. Below this is a table with columns: 'Division', 'District', 'Facility Code', 'Facility', and 'Last Report Date'. The table lists 10 facilities, all from Barishal and Barguna districts, with various facility codes and names, and their last report dates ranging from 19-09-2020 to 27-09-2020. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 646 entries' and a page number '1' highlighted among other numbers (2, 3, 4, 5, ..., 65, Next).

Division	District	Facility Code	Facility	Last Report Date
Barishal	Barguna	10001933	Amtali Upazila Health Complex	23-09-2020
Barishal	Barguna	10001937	Bamna Upazila Health Complex	27-09-2020
Barishal	Barguna	10001941	Barguna (sadar) Upazila Health Office	26-09-2020
Barishal	Barguna	10001942	Barguna Civil Surgeon Office	27-09-2020
Barishal	Barguna	10001943	Barguna District Hospital	27-09-2020
Barishal	Barguna	10001945	Betagi Upazila Health Complex	26-09-2020
Barishal	Barguna	10001947	Patharghata Upazila Health Complex	19-09-2020
Barishal	Barishal	10001948	Agailjhara Upazila Health Complex	27-09-2020
Barishal	Barishal	10001955	Babuganj Upazila Health Complex	27-09-2020
Barishal	Barishal	10001963	Bakerganj Upazila Health Complex	27-09-2020

- The report has the following filter criteria:
 1. **Division:** Select All or a Division
 2. **District:** Select All or a District
 3. **Facility Type:** Select All or a Type
- The report has two tables for facility reporting status - '**Reported**' and the other is '**Not Reported**'.
- The '**Current View**' represent last date of completion report each facility. The report displays the list of facilities with their reporting status, with following fields:
 1. **SL #:** Reported facility serial number.
 2. **Division:** Facility division name
 3. **District:** Facility district name
 4. **Facility Code:** Code of the Facility
 5. **Facility Name:** Name of the facility
 6. **Last Report Date:** Status of the facility's last report – RED bullet means the facility last report is not Complete, GREEN means the last report on the specified date is completed.
- The report can be exported in Excel format.
- The Not-Reported tab represents which facilities have not reported ever in the system. The report displays the list of facilities with their reporting status, with following fields:
 7. **SL#:** Reported facility serial number.
 8. **Division:** Facility division name

- 9. **District:** Facility district name
- 10. **Facility Id:** Facility Id
- 11. **Facility Name:** Name of facility
- 12. **Last Report Date:** Always BLANK
- The report can be exported to Excel.

26.3. Commodities Movement by Facility

- The COVID-19 commodities movement by facility report shows the product stock movement by facility.

Commodities Movement by Facility

Division: All | District: All | Facility Type: All | Facility: Bamna Upazila Health Complex

Start Date: 01/09/2020 | End Date: 29/09/2020

Tuesday, Sep 29, 2020, 2:11 PM

Commodities Movement by Facility

Print | Excel | CSV

Search:

Product Code	Product	From MoH	Donation	Local Purchased	Total Received	Issue
COVID001	Gloves for Examination - Small (pair)					
COVID002	Nitrile Gloves (pair)					
COVID003	Latex Gloves (pair)					
COVID004	Gloves for Cleaners (pair)					
COVID005	Heavy duty Gloves (pair)					
COVID006	Surgical Mask					10
COVID007	Respiratory Mask					

- The report has following filter criteria:
 1. **Division:** select all or a division
 2. **District:** select all or a district
 3. **Facility Type:** select all or a facility type
 4. **Facility:** select a facility
 5. **Start Date:** select start Date
 6. **End Date:** select end date
- The **Receive** report has a table with the following fields:
 1. **Product Code:** Code of product
 2. **Product Name:** Name of Product
 3. **Received from MOH:** Quantity received from MOH
 4. **Donation:** Quantity received from Donor.
 5. **Local Purchased:** Quantity received from supplier.
 6. **Total Received:** Displayed total receive quantity from MOH, Donor and Local Purchased.
 7. **Issue:** Issued Quantity
- The report can be exported to Excel format

26.4. Facility Daily Data Report

- This report shows the facility data of a specific date entered from health facility.

Facility Daily Data Report ?

Division: All | District: All | Facility Type: All | Facility: Amtali Upazila Health Complex
 Date: 23/09/2020

Tuesday, Sep 29, 2020, 2:19 PM

Facility Daily Data Report Print Excel CSV

Product Code	Product	Opening Balance	From MoH	Donation	Local Purchased	Total Received	Issued Quantity	Adjustment Quantity +/-	Closing Balance
COVID001	Gloves for Examination - Small (pair)	0							0
COVID002	Nitrile Gloves (pair)	0							0
COVID003	Latex Gloves (pair)	0							0
COVID004	Gloves for Cleaners (pair)	0							0
COVID005	Heavy duty Gloves (pair)	0							0
COVID006	Surgical Mask	126							126
COVID007	Respiratory Mask	0							0
COVID008	KN-95 or Equivalent	66							66
COVID009	Tyvek Suits	0							0

- The report has the following filter criteria:
 - Division:** Select all or a division
 - District:** select all or a district
 - Facility Type:** select all or facility type
 - Date:** select a date
 - Facility:** select a facility
- The table has the following fields:
 - Product Code:** COVID-19 Product Code
 - Product Name:** COVID-19 Product Name
 - Opening Balance:** show the opening balance of the specific date
 - Received from MOH:** Quantity received from MOH
 - Donation:** Quantity received from Donation
 - Local Purchased:** Quantity received from local purchase
 - Total Received:** Total receive quantity (sum of above 3)
 - Issued Quantity:** issued quantity
 - Adjustment Quantity (+/-):** any positive or negative adjustment
 - Closing Balance:** Closing balance at the end of the date
- The report can be exported to Excel format.

26.5. Commodities Movement by Product

- The COVID-19 Commodities Movement by Product report shows either Receive, Issue or Balance information.

Commodities Movement by Product

Product: Antiseptic Handrub Solution (EDCL) | Division: All | District: All | Facility Type: All

Start Date: 01/09/2020 | End Date: 29/09/2020

Tuesday, Sep 29, 2020, 2:22 PM

Commodities Movement by Product-Received

Show 10 entries | Search:

Facility Code	Facility	From MoH	Donation	Local Purchased	Total Received
10000470	Durgapur Upazila Health Complex	1,119			1,119
10000508	Goalanda Upazila Health Complex	10			10
10001085	Rajshahi Upazila Health Complex	12			12
10001327	Rajarhat Upazila Health Complex	100			100
10001412	Raninagar Upazila Health Complex	100			100
10001560	Rajshahi Medical College Hospital	1,700			1,700
10001862	Kushtia 250 bed General Hospital		6		6
10001978	Sher-e-Bangla Medical College Hospital	2,000			2,000
10002042	Kalapara Upazila Health Complex	10			10
10002088	Madhabpur Upazila Health Complex			200	200

- The report has following filter criteria:
 - Product:** Select a product
 - Division:** Select all or a division
 - District:** Select all or a district
 - Facility Type:** Select all or a facility type
 - Start Date:** Select start Date
 - End Date:** Select end date
- There are three tabs in the COVID-19 Commodities Movement by Product report -
 - Receive**
 - Issue**
 - Balance**
- The **Receive** report has a table with the following fields:
 - Facility Id:** Id of facility
 - Facility Name:** Name of facility which are Received.
 - Received from CMSD/CS/GoB:** Displayed receive quantity which receive from CMSD/CS/GoB
 - Donation:** Displayed receive quantity which receive from Donor.
 - Local Purchased:** Displayed receive quantity which receive from suppliers and procured with own fund.
 - Total Received:** Displays total of 3 types of receive.

10000508	Goalanda Upazila Health Complex	10			10
10001085	Rajasthali Upazila Health Complex	12			12
10001327	Rajarhat Upazila Health Complex	100			100
10001412	Raninagar Upazila Health Complex	100			100
10001560	Rajshahi Medical College Hospital	1,700			1,700
10001862	Kushtia 250 bed General Hospital		6		6
10001978	Sher-e-Bangla Medical College Hospital	2,000			2,000
10002042	Kalapara Upazila Health Complex	10			10
10002088	Madhabpur Upazila Health Complex			200	200

- The report can be exported to Excel format.
- The **Issue** report has a table with the following fields:
 1. **Facility Id:** Id of Facility
 2. **Facility Name:** Name of Facility
 3. **Issue:** Issued Quantity during the period

Commodities Movement by Product-Issue		
Facility Code	Facility	Issue
10000014	National Center For Control Of Rheumatic Fever & Heart Disease	10
10000051	Shaheed Suhrawardy Medical College Hospital	1,983
10000056	Sir Salimullah Medical College Hospital	233
10000108	Faridpur Medical College Hospital	560
10000230	Bhairab Upazila Health Complex	21
10000243	Kishoreganj 250 bed District Sadar Hospital	45
10000362	Phulpur Upazila Health Complex, Mymensingh	3
10000456	Palash Upazila Health Complex	20
10000470	Durgapur Upazila Health Complex	61
10000496	Netrokona District Hospital	150

- The report can be exported to Excel format.
- The **Balance** report has a table with the following fields:
 1. **Facility Id:** Id of facility.
 2. **Facility Name:** Name of facility.
 3. **Balance:** Product total balance at end of the period (End Date).

Commodities Movement by Product-Balance		
Facility Code	Facility	Closing Balance
10000033	Dhaka Medical College Hospital	614
10000034	Sarkari Karmochari Hospital- Chankharpol- Dhaka	200
10000051	Shaheed Suhrawardy Medical College Hospital	6,372
10000056	Sir Salimullah Medical College Hospital	896
10000074	Keraniganj Upazila Health Complex	17
10000141	Kaliakair Upazila Health Complex	51
10000151	Sreepur Upazila Health Complex	1
10000208	Jamalpur 250 Beded General Hospital	52
10000230	Bhairab Upazila Health Complex	44
10000243	Kishoreganj 250 bed District Sadar Hospital	62

- The report can be exported to Excel format.

26.6. Stock Monitoring by District

- The report shows stock status of all facilities of a district.

Product Name	Amtali Upazila Health C	Bamna Upazila Health C	Barguna (sadar) Upazila	Barguna Civil Surgeon O	Barguna District Hospital
	Stock (Sum)	Stock (Sum)	Stock (Sum)	Stock (Sum)	Stock (Sum)
Antiseptic Handrub Solution (EDCL)	0	0	0	0	0
Autoclave Machine	1	0	0	0	0
Azithromycin tablet 500mg	0	0	0	0	3,000
Biohazard Bag	0	0	0	0	0
Biohazard bin	0	0	0	0	0
Central Venous Catheters kit	0	0	0	0	0

- The report has the following filter criteria:
 - Division:** Select a division
 - District:** Select a district
- The table has the following fields:
 - Product Name:** product name
- The other columns display current stock status of each facility.
- The report can be exported to Excel format

26.7. Calendar View

- The 'Calendar View' represent last 10 (ten) days of report completed, not completed and not reported status of each facility. The report displays the list of facilities with their reporting status, with following:

Facility	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24	Sep 25	Sep 26	Sep 27	Sep 28	Sep 29
Amtali Upazila Health Complex	Complete									
Bamna Upazila Health Complex	Complete									
Barguna (sadar) Upazila Health Office	Complete									
Barguna Civil Surgeon Office	Complete									
Barguna District Hospital	Complete									
Betagi Upazila Health Complex	Complete									
Patharghata Upazila Health Complex	Complete									

- The report has the following filter criteria:
 - Division:** Select All or a Division
 - District:** Select All or a District
 - Facility Type:** Select All or a Type

- The Calendar view can be filtered by Start Date and End Date – if you want to see historical data it allows to change the Start Date, and End Date will be automatically set to 10 days after Start Date.

26.8. Asset Register

- Select Asset Register, after selecting you will see the following screen -

The screenshot shows the 'Asset Register' interface. At the top, there are four dropdown filters: Division (All), District (All), Facility Name (All), and Asset Location (All). Below these filters, there are two colored boxes: a green box with '1 Functional' and a red box with '1 Not Working'. The main part of the interface is a table with columns for Tag/Asset, Asset Code, Equipment Name, Present Status, Date of Commissioning, Last Date of Warranty, Purchase Value, Procuring Entity, Source of Fund, Date of Receipt by Health Facility, Life Span (Approx Year), Asset Brand, Supplier, and Salvage Value. Two rows of data are visible in the table.

Tag/Asset	Asset Code	Equipment Name	Present Status	Date of Commissioning	Last Date of Warranty	Purchase Value	Procuring Entity	Source of Fund	Date of Receipt by Health Facility	Life Span (Approx Year)	Asset Brand	Supplier	Salvage Value
EQBD00001	COVID100	Oxygen Concentrator	Not Working	24-12-2020	24-12-2020	1,000,000	CMSD	Global Fund	24-12-2020	5	NA	Brain Station 23 Ltd	12:00
EQBD00002	COVID099	Ventilator	Functional	24-12-2020	31-12-2020	11,213,321	CMSD	GOB-Dev	24-12-2020	5	samsung	Dream Traders	12:00

- This form presents Asset Report of all the items. The report has the following filter criteria:
 1. **Division:** By default, selected All. Select a Division from dropdown list.
 2. **District:** By default, selected All. Select a district from dropdown list.
 3. **Facility Name:** Select a facility from dropdown list.
 4. **Asset Location:** Select All or a location from dropdown list.
- The table has the following columns:
 1. **Tag/Asset:** Show Contract Reference No
 2. **Asset Code:** Show Contract Reference No
 3. **Equipment Name:** Show Contract Reference No
 4. **Present Status** : Show Contract Reference No
 5. **Date of Commissioning:** Show Date of Commissioning
 6. **Last Date of Warranty:** Show Last date of warranty.
 7. **Purchase Value:** Show purchase value
 8. **Procuring Entity:** Show procuring Entity
 9. **Source of Fund:** Show Source of Fund
 10. **Date of Receipt by Health Facility:** Show date of Receive by health facility.
 11. **Life Span (Approx Year) :** Show life span (approx. year)
 12. **Asset Brand:** Show asset brand name.
 13. **Supplier:** Show supplier name.
 14. **Salvage Value:** Show salvage value
 15. **Location Indication:** Show product location
 16. **Country of Origin:** Show country f origin
 17. **Maintenance Schedule:** Show maintenance schedule.
 18. **Department:** Show department name which are having asset
 19. **Unit:** Show product unit.
 20. **Date of Installation:** Show date of installation

21. **Rate of Depreciation:** Show rate of depreciation
22. **Asset Model:** Show asset model
23. **Manufacturer:** Show manufacturer name
24. **Product Serial No:** Show product serial no.
25. **Remarks:** Show remarks for each asset

By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

26.9. Product Stock Report

- The report shows available stock balance of all products of a certain date. Initially it shows stock balance of current date, but the user can select any historical date.
- Select Product Stock Report, after selecting you will see the following screen -

Product Group	Product Code	Products	Quantity	Unit Price (BDT)	Total (BDT)
CMSD, Dhaka-					
COVID-19	COVID066	Antiseptic Handrub Solution (EDCL)	500	0	0
COVID-19	COVID039	Autoclave Machine	600	0	0
COVID-19	COVID088	Azithromycin tablet 500mg	700	0	0
COVID-19	COVID046	Gloves for Surgical - 6.5 Inch (pair)	23.500	0	0
COVID-19	COVID048	Gloves for Surgical - 7.0 Inch (pair)	2.000	0	0

- This form presents current stock position of all the items. The report has the following filter criteria:
 1. **Division:** By default, selected All. Select a Division from dropdown list.
 2. **District:** By default, selected All. Select a district from dropdown list.
 3. **Facility:** By default, selected your facility. Select a facility from dropdown list.
 4. **Product Group:** Select a product group from dropdown list.
 5. **Is Stock:** By default, selected ZERO Stock. Select All or NON-ZERO or ZERO from dropdown list.
 6. **Date:** Today's date will auto fill, change if required.
- The table has the following columns:
 1. **Product Group:** Name of the product group
 2. **Product Code:** Show the product code.
 3. **Product:** Name of product
 4. **Quantity:** Product stock quantity
 5. **Unit Price (BDT):** Product unit price (BDT)
 6. **Total (BDT):** Product total (BDT) price
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.10. Product Lot Stock Report

- Select Product Lot Stock Report. After selecting you will see the following screen -

Product Lot Stock Report

Division: All, District: All, Facility: All, Product Group: COVID-19, Product: All

Product Lot Stock Report Table

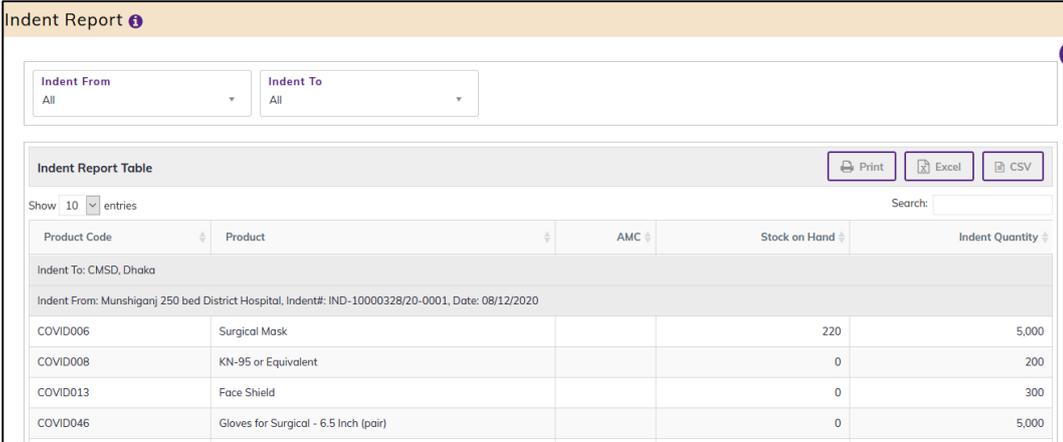
Show 10 entries

Product Code	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Quantity	Unit Price (BDT)	Total (BDT)
Chudanga Civil Surgeon Office							
Face Mask - Non Woven - Adult							
COVID068					656	0	0
Face Shield							
COVID013					40	0	0
Gloves for Surgical - 6.5 Inch (pair)							
COVID046					27	0	0
Goggles							
COVID012					1,329	0	0

- This form presents Current Product Lot Stock Position of all the items. The report has the following filter criteria:
 1. **Division:** By default, selected All. Select a Division from dropdown list.
 2. **District:** By default, selected All. Select a district from dropdown list.
 3. **Facility:** By default, selected All facility. Select a facility from dropdown list.
 4. **Product Group:** Select a product group from dropdown list.
 5. **Product:** Select All or a product from dropdown list.
- The table has the following columns:
 1. **Product Code:** Show the product code.
 2. **Lot No:** Show the product lot number.
 3. **Expiry Date:** Show the product Expiry Date.
 4. **DGDA NOC#:** Show the product DGDA NOC number.
 5. **Donor Ref#:** Show the product Donor Ref number.
 6. **Quantity:** Product lot stock quantity
 7. **Unit Price (BDT):** Product unit price (BDT)
 8. **Total (BDT):** Product total (BDT) price
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.11. Indent Report

- Select Indent Report. After selecting you will see the following screen -



The screenshot shows the 'Indent Report' interface. At the top, there are two dropdown menus for 'Indent From' and 'Indent To', both set to 'All'. Below these are three buttons: 'Print', 'Excel', and 'CSV'. The main area contains a table with the following data:

Product Code	Product	AMC	Stock on Hand	Indent Quantity
Indent To: CMSD, Dhaka				
Indent From: Munshiganj 250 bed District Hospital, Indent#: IND-10000328/20-0001, Date: 08/12/2020				
COVID006	Surgical Mask		220	5,000
COVID008	KN-95 or Equivalent		0	200
COVID013	Face Shield		0	300
COVID046	Gloves for Surgical - 6.5 Inch (pair)		0	5,000

- This form presents the Facility Indent items report. The report has the following filter criteria:
 1. **Indent From:** By default, selected All. Select a facility from dropdown list.
 2. **Indent To:** By default, selected All. You can select another indent to dropdown list.
- The table has the following columns:
 1. **Product Code:** Show the product code.
 2. **Product:** Name of product
 3. **AMC:** Show the product average month of consumption.
 4. **Stock on Hand:** Show the product stock on hand.
 5. **Indent Quantity:** Show the product's actual indent quantity.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.12. Receive Details Report

- Select Receive Details Report. After selecting you will see the following screen -

Supplier	Receive Invoice	Receive Date	Donor/Contract#/Indent#	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Indent Quantity	Quantity	Unit Price (BDT)	Total (BDT)
DGHS Integrated Control Room											
Gloves for Surgical - 6.0 Inch (pair)											
Shafiq Traders	REC-SUP-DGHSCC001/20-0001	23-12-2020				3924			2,000	0	
Gloves for Surgical - 6.5 Inch (pair)											
Shafiq Traders	REC-SUP-DGHSCC001/20-0001	23-12-2020				3924			4,000	0	
Gloves for Surgical - 7.0 Inch (pair)											
Shafiq Traders	REC-SUP-DGHSCC001/20-0001	23-12-2020				3924			1,000	0	

- This form presents Receive Details report of all the items. The report has the following filter criteria:
 - Division:** By default, selected your Division. Select a Division from dropdown list.
 - District:** By default, selected your district. Select a district from dropdown list.
 - Facility Level:** By default, selected facility level COVID-19 Facility.
 - Facility:** By default, selected your facility. Select a facility from dropdown list.
 - Start Date:** The first day of the month will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required.
 - Product Group:** By default, selected product group COVID-19.
 - Product:** Select All or a product from dropdown list.
 - Transaction Type:** Select ALL or a transaction type from dropdown list.
- The table has the following columns:
 - Supplier:** Show the supplier Name.
 - Receive Invoice:** Show the receive invoice number.
 - Receive Date:** Show the receive invoice date.
 - Donor/ Contract#/ Indent#:** Show the Donor/ Contract#/ Indent#:
 - Lot No:** Show the product lot number.
 - Expiry Date:** Show the product Expiry Date.
 - DGDA NOC#:** Show the product DGDA NOC number.
 - Donor Ref#:** Show the product Donor Ref number.
 - Indent Quantity:** Show the product Indent quantity.
 - Quantity:** Product lot stock quantity.
 - Unit Price (BDT):** Product unit price (BDT).
 - Total (BDT):** Product total (BDT) price.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.13. Receive Summary Report

- Select Receive Summary Report. After selecting you will see the following screen –

Receive Summary Report

Division: All, District: All, Facility Level: All, Facility: All

Start Date: 01/12/2020, End Date: 26/12/2020, Transaction Type: All

Receive Summary Report Table

Print, Excel, CSV

Search:

Facility	Receive Date	Receive Invoice	Supplier Invoice	Supplier	Receive Quantity	Total (BDT)
Receive from Supplier						
DGHS Integrated Control Room	23-12-2020	REC-SUP-DGHSCC001/20-0001	88965	Shafiq Traders	18,000	0
Receive Donatoin						
Dohazari 31 Bed Hospital	01-12-2020	REC-DON-10000749/20-0001	ssss	Brain Station 23 Ltd	201	0
Dohazari 31 Bed Hospital	02-12-2020	REC-DON-10000749/20-0003	0112	Dream Traders	500	0

- This form presents Receive Summary report of all the items. The report has the following filter criteria:
 1. **Division:** By default, selected your Division. Select a Division from dropdown list.
 2. **District:** By default, selected your district. Select a district from dropdown list.
 3. **Facility Level:** By default, selected facility level COVID-19 Facility.
 4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
 5. **Start Date:** The first day of the month will auto fill, change if required.
 6. **End Date:** Today's date will auto fill, change if required.
 7. **Transaction Type:** Select ALL or a transaction type from dropdown list.
- The table has the following columns:
 1. **Facility:** Show the Facility Name.
 2. **Receive Date:** Show the receive invoice date.
 3. **Receive Invoice:** Show the receive invoice number.
 4. **Supplier Invoice:** Show the supplier invoice number.
 5. **Supplier:** Show the supplier Name.
 6. **Receive Quantity:** Show the product receive quantity.
 7. **Total (BDT):** Product total (BDT) price.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.14. Issue Details Report

- Select Issue Details Report. After selecting you will see the following screen -

Issue Details Report

Division: All, District: All, Facility Level: All, Facility: All, Start Date: 01/12/2020, End Date: 26/12/2020, Product Group: COVID-19, Product: All, Transaction Type: All

Indentor/Issue To	Issue Invoice	Issue Date	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Indent Quantity	Quantity
CMSD, Dhaka- COVID-19 KN-95 or Equivalent								
Narayanganj Civil Surgeon Office	ISS-IND-BGD25268/20-0005	23-12-2020					300	300
Chuadanga Civil Surgeon Office	ISS-IND-BGD25268/20-0001	23-12-2020					300	300
Netrokona Civil Surgeon Office	ISS-IND-BGD25268/20-0008	23-12-2020					300	300

- This form presents Issue Details report of all the items. The report has the following filter criteria:
 - Division:** By default, selected All. Select a Division from dropdown list.
 - District:** By default, selected All. Select a district from dropdown list.
 - Facility Level:** By default, selected All facility level COVID-19 Facility.
 - Facility:** By default, selected all facility. Select a facility from dropdown list.
 - Start Date:** The first day of the month will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required.
 - Product Group:** By default, selected product group COVID-19.
 - Product:** Select All or a product from dropdown list.
 - Transaction Type:** Select ALL or a transaction type from dropdown list.
- The table has the following columns:
 - Indentor/Issue To:** Show the Indentor/Issue to facility name.
 - Issue Invoice:** Show the receive invoice number.
 - Issue Date:** Show the receive invoice date.
 - Lot No:** Show the product lot number.
 - Expiry Date:** Show the product Expiry Date.
 - DGDA NOC#:** Show the product DGDA NOC number.
 - Donor Ref#:** Show the product Donor Ref number.
 - Indent Quantity:** Show the product Indent quantity.
 - Quantity:** Product lot stock quantity.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.15. Issue Summary Report

- Select Issue Summary Report. After selecting you will see the following screen -

Facility	Indentor/Issued To	Issue Date	Issue Invoice	Issue Amount (BDT)
Issue against Indent				
CMSD, Dhaka-	Chuadanga Civil Surgeon Office	23-12-2020	ISS-IND-BGD25268/20-0001	0
CMSD, Dhaka-	Jhenaidah Civil Surgeon Office	23-12-2020	ISS-IND-BGD25268/20-0002	0
CMSD, Dhaka-	Lalmonirhat Civil Surgeon Office	23-12-2020	ISS-IND-BGD25268/20-0004	0
CMSD, Dhaka-	Mymensingh Civil Surgeon Office	23-12-2020	ISS-IND-BGD25268/20-0003	0

- This form presents Issue Summary report of all the items. The report has the following filter criteria:
 1. **Division:** By default, selected All. Select a Division from dropdown list.
 2. **District:** By default, selected All. Select a district from dropdown list.
 3. **Facility Level:** By default, selected All facility level COVID-19 Facility.
 4. **Facility:** By default, selected All facility. Select a facility from dropdown list.
 5. **Start Date:** The first day of the month will auto fill, change if required.
 6. **End Date:** Today's date will auto fill, change if required.
 7. **Transaction Type:** Select ALL or a transaction type from dropdown list.
- The table has the following columns:
 1. **Facility:** Show the Facility Name.
 2. **Indentor/Issue To:** Show the Indentor/Issue to facility name.
 3. **Issue Date:** Show the issue invoice date.
 4. **Issue Invoice:** Show the issue invoice number.
 5. **Issue Amount (BDT):** show Issue amount (BDT).
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

26.16. Adjustment Details Report

- Select Adjustment Details Report. After selecting you will see the following screen -

Adjustment Details Report ⓘ

Division
All

District
All

Facility Level
COVID-19 Facility

Facility
All

Start Date
01/12/2020

End Date
28/12/2020

Adjustment Type
Add to Stock

Product Group
COVID-19

Product
All

Adjustment Details Report Table Print Excel CSV

Show 10 entries Search:

To/ From	Adjustment Invoice	Invoice Date	Adjustment Type	Product Code	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Quantity Adjusted	Unit Price (BDT)	Total (BDT)
Chudanga District Hospital											
COVID-19											
Autoclave Machine											
Chudanga District Hospital	ADJ-10001723/20-0001	05-12-2020	Add to Stock	COVID039					2	0	0
Azithromycin tablet 500mg											
Chudanga District Hospital	ADJ-10001723/20-0001	05-12-2020	Add to Stock	COVID088					22,000	0	0
Disinfectants (Chlorhexidine/ Chlorine solution)											
Chudanga District Hospital	ADJ-10001723/20-0001	05-12-2020	Add to Stock	COVID021					4,000	0	0

- This form presents Adjustment Details report of all the items. The report has the following filter criteria:
 - Division:** By default, selected All. Select a Division from dropdown list.
 - District:** By default, selected All. Select a district from dropdown list.
 - Facility Level:** By default, selected facility level COVID-19 Facility.
 - Facility:** By default, selected All facility. Select a facility from dropdown list.
 - Start Date:** The first day of the month will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required.
 - Product Group:** By default, selected product group COVID-19.
 - Product:** Select All or a product from dropdown list.
 - Transaction Type:** Select ALL or a transaction type from dropdown list.
- The table has the following columns: date
 - To/From:** Show To/ from facility name.
 - Adjustment Invoice:** Show adjustment invoice number.
 - Invoice Date:** Show invoice.
 - Adjustment Type:** Show adjustment type.
 - Product Code:** Show product Code.
 - Lot No:** Show the product lot number.
 - Expiry Date:** Show product Expiry Date.
 - DGDA NOC#:** Show product DGDA NOC number.
 - Donor Ref#:** Show product Donor Ref number.
 - Adjusted Quantity:** Show product adjusted quantity.
 - Unit Price (BDT):** show Product unit price (BDT).
 - Total (BDT):** show Product total (BDT).
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.17. Adjustment Summary Report

- Select Adjustment Summary Report. After selecting you will see the following screen

Adjustment Summary Report

Division: All, District: All, Facility Level: COVID-19 Facility, Facility: All

Start Date: 01/12/2020, End Date: 28/12/2020

Adjustment Summary Report

Show 10 entries

To/ From	Adjustment Date	Adjustment Invoice	Total (BDT)
Chuadanga District Hospital			
Chuadanga District Hospital	05-12-2020	ADJ-10001723/20-0001	0
Dohazari 31 Bed Hospital			
Dohazari 31 Bed Hospital	02-12-2020	ADJ-10000749/20-0004	0
Dohazari 31 Bed Hospital	01-12-2020	ADJ-10000749/20-0001	0
Dohazari 31 Bed Hospital	01-12-2020	ADJ-10000749/20-0003	0
Dohazari 31 Bed Hospital	01-12-2020	ADJ-10000749/20-0002	0

Buttons: Print, Excel, CSV

- This form presents Adjustment Summary report of all the items. The report has the following filter criteria:
 - Division:** By default, selected All. Select a Division from dropdown list.
 - District:** By default, selected All. Select a district from dropdown list.
 - Facility Level:** By default, selected facility level COVID-19 Facility.
 - Facility:** By default, selected All facility. Select a facility from dropdown list.
 - Start Date:** The first day of the month will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required.
- The table has the following columns:
 - To/From:** Show To/ from facility name.
 - Adjustment Date:** Show the adjustment date.
 - Adjustment Invoice:** Show the adjustment invoice number.
 - Total (BDT):** show total (BDT) price.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

26.18. Inventory Control Register (ICR)

- Select Inventory Control Register (ICR). After selecting you will see the following screen -

Inventory Control Register (ICR) Print Excel CSV

Search:

Invoice Date	Origin/Destination	Invoice No	Receive	Issue	Balance	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Observations	Signature
Facility: Central Medical Store Depot (CMSD), Dhaka-											
Product: Antiseptic Handrub Solution (EDCL)											
23/12/2020	Central Medical Store Depot (CMSD), Dhaka-	ADJ-BGD25268/20-0001	140,000	0	140,000					Add to Stock	
26/12/2020	Central Medical Store Depot (CMSD), Dhaka-	ADJ-BGD25268/20-0001	500	0	140,500					Add to Stock	
26/12/2020	Central Medical Store Depot (CMSD), Dhaka-	ADJ-BGD25268/20-0001	0	140,000	500					Deduct from Stock	

- This form presents Inventory Control Register (ICR) report of all the items. The report has the following filter criteria:
 1. **Division:** By default, selected All. Select a Division from dropdown list.
 2. **District:** By default, selected All. Select a district from dropdown list.
 3. **Facility:** By default, selected a facility. Select a facility from dropdown list.
 4. **Product Group:** By default, selected product group COVID-19.
 5. **Product:** Select All or a product from dropdown list.
 6. **Start Date:** The first day of the month will auto fill, change if required.
 7. **End Date:** Today's date will auto fill, change if required
- The table has the following columns:
 1. **Invoice Date:** Show invoice date.
 2. **Origin/Destination:** Show Origin/Destination.
 3. **Invoice:** Show invoice number.
 4. **Receive:** Show product receive Quantity.
 5. **Issue:** Show product Issue Quantity
 6. **Balance:** Show product Balance.
 7. **Lot No:** Show product lot number.
 8. **Expiry Date:** Show product Expiry Date.
 9. **DGDA NOC#:** Show product DGDA NOC number.
 10. **Donor Ref#:** Show product Donor Ref number.
 11. **Observations:** Show Observations.
 12. **Signature):** show signature
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.19. Dispense Report

- Select Dispense Report. After selecting you will see the following screen -

Dispense Report

Division: All, District: All, Facility: All, Start Date: 01/12/2020, End Date: 28/12/2020, Recipient Group: All, Recipient: All, Product Group: COVID-19, Product: All

Recipient Group	Recipient	Dispense Date	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Quantity Dispensed
Dohazari 31 Bed Hospital							
COVID-19							
Gloves for Cleaners (pair)							
OPD	OPD1	01-12-2020					70
Gloves for Examination - Large (pair)							
OPD	OPD1	01-12-2020					10
Gloves for Surgical - 6.0 Inch (pair)							
OPD	OPD1	01-12-2020					15
Gloves for Surgical - 8.0 Inch (Pair)							
OPD	OPD1	01-12-2020					3

- This form presents Dispense Report of all the items. The report has the following filter criteria:
 1. **Division:** By default, selected All. Select a Division from dropdown list.
 2. **District:** By default, selected All. Select a district from dropdown list.
 3. **Facility:** By default, selected All facility. Select a facility from dropdown list.
 4. **Start Date:** The first day of the month will auto fill, change if required.
 5. **End Date:** Today's date will auto fill, change if required
 6. **Product Group:** By default, selected product group COVID-19.
 7. **Product:** Select All or a product from dropdown list.
- The table has the following columns:
 1. **Dispense Date:** Show dispense date.
 2. **Product Code:** Show product code.
 3. **Lot No:** Show product lot number.
 4. **Expiry Date:** Show product Expiry Date.
 5. **DGDA NOC#:** Show product DGDA NOC number.
 6. **Donor Ref#:** Show product Donor Ref number.
 7. **Quantity Dispense:** Show dispense quantity.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.20. Going to Expire Lots Report

- Select Going to Expire Lots Report. After selecting you will see the following screen -

Going to Expire Lots Report ?

Division All	District All	Facility Level COVID-19 Facility	Facility All
Product Group COVID-19	Product All	Start Date 28/12/2020	End Date 28/02/2022

Going to Expire Lots Report Table Print Excel CSV

Show 10 entries Search:

Division	District	Upazila	Product Code	Product	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Quantity	Unit Price (BDT)	Total (BDT)
Sylhet Shahid Shamsuddin Ahmed District Hospital											
COVID-19											
Sylhet	Sylhet	Sylhet Sadar	COVID089	Inj. Redemsvir 100ml		30-06-2021			96	0	0
Sylhet	Sylhet	Sylhet Sadar	COVID096	PPE Coverall for Level - 3		31-12-2021			2,000	850	1,700,000

- This form presents Going to Expire Lots Report of all the items. The report has the following filter criteria:
 1. **Division:** By default, selected All. Select a Division from dropdown list.
 2. **District:** By default, selected All. Select a district from dropdown list.
 3. **Facility Level:** By default, selected facility level COVID-19 Facility.
 4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
 5. **Product Group:** By default, selected product group COVID-19.
 6. **Product:** Select All or a product from dropdown list.
 7. **Start Date:** The first day of the month will auto fill, change if required.
 8. **End Date:** Today's date will auto fill, change if required.
- The table has the following columns:
 1. **Division:** Show facility division name.
 2. **District:** Show Facility district name.
 3. **Upazila name:** Show facility upazila name.
 4. **Product Code:** Show product Code.
 5. **Lot No:** Show the product lot number.
 6. **Expiry Date:** Show product Expiry Date.
 7. **DGDA NOC#:** Show product DGDA NOC number.
 8. **Donor Ref#:** Show product Donor Ref number.
 9. **Quantity:** Show product quantity.
 10. **Unit Price (BDT):** show Product unit price (BDT).
 11. **Total (BDT):** show Product total (BDT).
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.21. Physical Inventory Details Report

- Select Physical Inventory Details Report, after selecting you will see the following screen-

Physical Inventory Details Report

Division: All, District: All, Facility: All, Product Group: COVID-19, Product: All, Start Date: 01/12/2020, End Date: 29/12/2020

Physical Inventory Details Report

Show 10 entries Search:

Start Date	Prepared By	Approved By	End Date	Stock Quantity	Physical Quantity	Adjustment Quantity
Central Medical Store Depot (CMSD), Dhaka-						
COVID-19						
Antiseptic Handrub Solution (EDCL)						
26-12-2020	CMSD Data Entry_Trainer	CMSD Data Entry_Trainer	26-12-2020	140,000	0	-140,000
26-12-2020	CMSD Data Entry_Trainer	CMSD Data Entry_Trainer	26-12-2020	0	500	500
23-12-2020	CMSD Data Entry_Trainer	CMSD Data Entry_Trainer	23-12-2020	0	140,000	140,000
Autoclave Machine						
26-12-2020	CMSD Data Entry_Trainer	CMSD Data Entry_Trainer	26-12-2020	0	600	600
Azithromycin tablet 500mg						
26-12-2020	CMSD Data Entry_Trainer	CMSD Data Entry_Trainer	26-12-2020	0	700	700

- This form presents Dispense Report of all the items. The report has the following filter criteria:
 - Division:** By default, selected All. Select a Division from dropdown list.
 - District:** By default, selected All. Select a district from dropdown list.
 - Facility:** By default, selected your facility. Select a facility from dropdown list.
 - Start Date:** The first day of the month will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required
 - Product Group:** By default, selected product group COVID-19.
 - Product:** Select All or a product from dropdown list.
- The table has the following columns:
 - Start Date:** Show Start Date.
 - Prepared By:** Show Prepared By.
 - Approved By:** Show Approved By.
 - End Date:** Show End Date.
 - Stock Quantity:** Show Stock Quantity.
 - Physical Quantity:** Show physical Quantity.
 - Adjustment Quantity:** Show Adjusted Quantity.
 - Product Code:** Show product code.
 - Lot No:** Show product lot number.
 - Expiry Date:** Show product Expiry Date.
 - DGDA NOC#:** Show product DGDA NOC number.
 - Donor Ref#:** Show product Donor Ref number.
 - Quantity Dispense:** Show dispense quantity.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.22. Facility Contact Report

- Select Facility Contact Report, after selecting you will see the following screen -

Facility Contact Report

Division: All, District: All, Facility Type: All

Print, Excel, CSV

Show 10 entries

Division	District	Facility Id	Facility Name	Facility Type	Facility Head	Storekeeper
Barishal	Barguna	10001933	Amtali Upazila Health Complex	Upazila Health Complex	Dr. Shankar Proshad Adhikary, Upazila Health & Family Planning Officer (JH&FPO), 01716755822	
Barishal	Barguna	10001934	Kukua 10 bed Hospital	10 bed hospital		
Barishal	Barguna	10001935	Taitali 20 bed Hospital	20 bed Hospital		
Barishal	Barguna	10001937	Bamna Upazila Health Complex	Upazila Health Complex	Dr. Md Manirujaman, Upazila Health & Family Planning Officer (JH&FPO), 01716474635	Md. A. Khaleque, Store Keeper, 01912815593
Barishal	Barguna	10001941	Barguna (sadar) Upazila Health Office	Upazila Level Office	Dr. Md. Abdus Salam, Upazila Health & Family Planning Officer (JH&FPO), 01712501393	Md. Aminur Rahman, Store Keeper, 01716868053
Barishal	Barguna	10001942	Barguna Civil Surgeon Office	District Level Office	Dr. Md. Humayun Shaheen Khan, Civil Surgeon, 01711219850	

- This form presents Facility Contact Report of all the items. The report has the following filter criteria:
 - Division:** By default, selected All. Select a Division from dropdown list.
 - District:** By default, selected All. Select a district from dropdown list.
 - Facility Type:** By default, selected All. Select a facility Type from dropdown list.
- The table has the following columns:
 - Division:** Show facility division name.
 - District:** Show Facility district name.
 - Facility Id:** Show facility Id name.
 - Facility Name:** Show facility Name.
 - Facility Type:** Show facility type.
 - Facility Head:** Show facility head with contact number.
 - Storekeeper:** Show storekeeper with contact number.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

26.23. Procurement Package Summary Report

- Select Procurement Package Summary Report, after selecting you will see the following screen -

Procurement Package Summary Report

Division: All, District: All, Facility Name: All, Start Date: 01/12/2020, End Date: 29/12/2020

Print, Excel, CSV

Show 10 entries

Package#	Package Name	Financial Year	Procurement Type	Procurement Method	Funding Source	Start Date	Package Status	Estimated Cost
GD-01	Procurement of PPE	2020-21	Goods	ICB(GOB/IDA/DPI-ICB	Global Fund	29-12-2020	Contract Signed/LC Opened on 29/12/2020	0

- This form presents Procurement Package Summary Report of all the items. The report has the following filter criteria:
 1. **Division:** By default, selected All. Select a Division from dropdown list.
 2. **District:** By default, selected All. Select a district from dropdown list
 3. **Facility Name:** By default, selected All. Select a facility from dropdown list.
 4. **Start Date:** The first day of the previous 3th months will auto fill, change if required.
 5. **End Date:** Today's date will auto fill, change if required
- The table has the following columns:
 1. **Package#:** Show package number.
 2. **Package Name:** Show package name.
 3. **Financial Year:** show financial year.
 4. **Procurement Type:** Show procurement type.
 5. **Procurement Method:** Show procurement method.
 6. **Funding Source:** Show funding source.
 7. **Start Date:** Show package start date.
 8. **Estimate Cost:** Show remarks.
 9. **Lot:** Show lot
 10. **Remarks:** Show remarks.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

26.24. Contracts Summary Report

- Select Contracts Summary Report, after selecting you will see the following screen -

Contracts Summary Report

Division: All, District: All, Facility Name: All, Start Date: 01/12/2020, End Date: 29/12/2020, Payment Status: All

Contracts Summary Report [Print] [Excel] [CSV]

Show 10 entries Search:

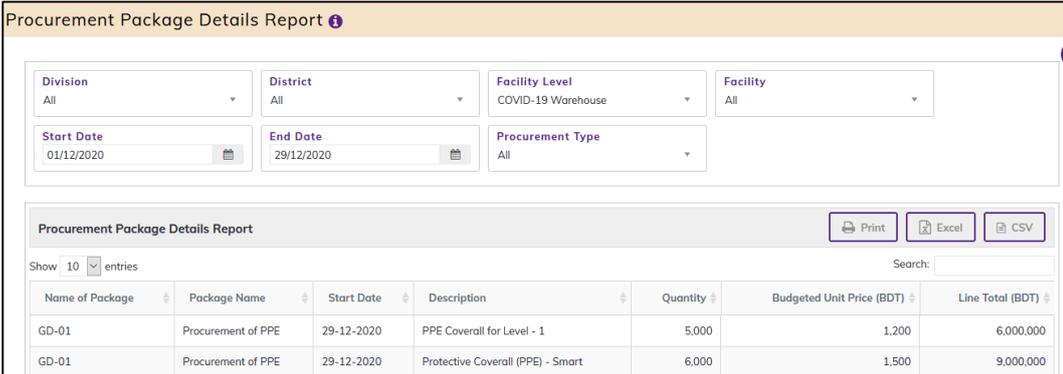
Name of Package	Nature of Procurement	Method	Package Name	Supplier Name	Total Cost	Other Cost	Contract Date	Contract Reference No	Delivery Schedule (Days)	Status	Payment	Remarks
Aditmari Upazila Health Complex				Brain Station 23 Ltd	8,200,000.00		29-12-2020	12344	90		Not Paid	

- This form presents Dispense Report of all the items. The report has the following filter criteria:
 1. **Division:** By default, selected All. Select a Division from dropdown list.
 2. **District:** By default, selected All. Select a district from dropdown list
 3. **Facility Name:** By default, selected All. Select a facility from dropdown list.
 4. **Payment Status:** Select All or a payment Status from dropdown list.
 5. **Start Date:** The first day of the previous 3th months will auto fill, change if required.
 6. **End Date:** Today's date will auto fill, change if required
- The table has the following columns:
 1. **Contract Date:** Show contract Date.

2. **Contract#:** Show contract number.
 3. **Package#:** Show package number.
 4. **Other Cost:** Show other cost.
 5. **Payment Status:** payment status.
 6. **Delivery Schedule:** Show delivery schedule.
 7. **Remarks:** Show remarks.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.25. Procurement Package Details Report

- Select Procurement Package Details Report, after selecting you will see the following screen -



Procurement Package Details Report

Division: All, District: All, Facility Level: COVID-19 Warehouse, Facility: All

Start Date: 01/12/2020, End Date: 29/12/2020, Procurement Type: All

Print, Excel, CSV

Show 10 entries

Name of Package	Package Name	Start Date	Description	Quantity	Budgeted Unit Price (BDT)	Line Total (BDT)
GD-01	Procurement of PPE	29-12-2020	PPE Coverall for Level - 1	5,000	1,200	6,000,000
GD-01	Procurement of PPE	29-12-2020	Protective Coverall (PPE) - Smart	6,000	1,500	9,000,000

- This form presents Procurement Package Details Report of all the items. The report has the following filter criteria:
 1. **Division:** By default, selected All. Select a Division from dropdown list.
 2. **District:** By default, selected All. Select a district from dropdown list.
 3. **Facility Level:** Select A Facility Level
 4. **Facility Name:** By default, selected All. Select a facility from dropdown list.
 5. **Start Date:** The first day of the previous 3th months will auto fill, change if required.
 6. **End Date:** Today's date will auto fill, change if required
 7. **Procurement Type:** Select A procurement Type
 - The table has the following columns:
 1. **Description:** Show Description
 2. **Name of Package:** Show name of package
 3. **Package Name:** Show package name.
 4. **Start Date:** Show package start date.
 5. **Quantity:** Show quantity
 6. **Budget Unit Price (BDT):** show the Budget Unit Price
 7. **Line Total (BDT):** Show line total (BDT)
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

26.26. Contracts Details Reports

- Select Contracts Details Reports, after selecting you will see the following screen -

Contracts Details Reports

Division: All, District: All, Facility Level: COVID-19 Facility, Facility Name: All

Start Date: 01/12/2020, End Date: 29/12/2020, Procurement Type: All

Contracts Details Report

Show 10 entries

Name of Package	Nature of Procurement	Method	Package Name	Description	Supplier	Estimated Cost	Quantity	Unit Price	Line Total (BDT)	Contract Date	Contract Reference No	Delivery Schedule (Days)	Status
				Antiseptic Handrub Solution (EDCL)	Brain Station 23 Ltd		2,000	350	700,000	29-12-2020	12344	90	
				Azithromycin tablet 500mg	Brain Station 23 Ltd		500,000	15	7,500,000	29-12-2020	12344	90	

- This form presents Contracts Details Reports of all the items. The report has the following filter criteria:
 - Division:** By default, selected All. Select a Division from dropdown list.
 - District:** By default, selected All. Select a district from dropdown list.
 - Facility Level:** Select A Facility Level
 - Facility Name:** By default, selected All. Select a facility from dropdown list.
 - Start Date:** The first day of the previous 3th months will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required
 - Procurement Type:** Select A procurement Type
- The table has the following columns:
 - Name of Package:** Show package name.
 - Nature of Procurement:** Show nature of procurement
 - Method:** Show procurement method.
 - Package Name:** Show package name.
 - Description:** Show description
 - Supplier:** Show Supplier Name
 - Estimate Cost:** Show Estimate cost
 - Quantity:** Show quantity
 - Unit Price:** Show Unit price
 - Line Total:** Show line total
 - Contract Date:** Show Contract Date
 - Contract Reference No:** Show Contract Reference No
 - Delivery Schedule:** Show Delivery Schedule
 - Status:** Show Status
 - Payment:** Show Payment
 - Remarks:** Show remarks.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

26.27. Facility eLMIS Activity Status

- Select Facility eLMIS Activity Status report, after selecting you will see the following screen -

Facility Code	Facility	Facility Head	Store Keeper	Last Activity	Last Daily Report Generate Date	Non-zero Product	Receive	Issue	Adj	Indent
10001776	Jhenaidah District Hospital			2020-12-26 08:46	2020-12-25	18	0	4	5	0
10000453	Narsingdi 100 Bed Zilla Hospital			2020-12-26 08:39	2020-12-25	25	0	6	1	1
BGD25268	CMSD, Dhaka-			2020-12-26 08:37		13	0	8	3	0

- This form presents Asset Report of all the items. The report has the following filter criteria:
 1. **Division:** Select All or a Division from dropdown list.
 2. **District:** Select All or a district from dropdown list.
 3. **Facility Name:** Select a facility from dropdown list.
 4. **Year:** Select year from dropdown list.
 5. **Month:** Select Month from dropdown list.
- The table has the following columns:
 1. **Facility Code:** Show the facility code.
 2. **Facility:** Show the facility Name.
 3. **Facility Head:** Show the facility head Name with Contact number.
 4. **Store Keeper:** Show the facility Store keeper name with contact number.
 5. **Last Activity:** Show the facility last activity date.
 6. **Last Daily Report Generate Date:** Show the facility last daily report generate date.
 7. **Non-zero Product:** Show the facility heaving number of non-zero product for selected month
 8. **Receive:** Show the facility received number of receive invoice for selected month
 9. **Issue:** Show the facility Issued number of Issue voucher for selected month.
 10. **Adj:** Show the facility number created of adjusted invoice selected month.
 11. **Indent:** Show the facility submitted number of indents for the selected month.

By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

27. Entry Forms

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM homepage screen will appear
- Login as ‘Operator’ user
- From **Entry Forms** menu, select **Commodities Entry Form** submenu to open Commodities Entry Form.

27.1. COVID-19 Commodities Stock Data View

- This form is used to view the daily stock status reports. The form looks like following -

Commodities Entry Form												
Facility Lalmoinihat Civil Surgeon Office		Date 23/12/2020									PRINT	EXCEL
SL#	Product Code	Product	Opening Balance	Received Quantity				Issued Quantity	Adjustment Quantity +/-	Closing Balance		
				From MoH	Donation	Local Purchased	Total Received					
1	COVID001	Gloves for Examination - Small (pair)								0		
2	COVID043	Gloves for Examination - Medium (pair)								0		
3	COVID044	Gloves for Examination - Large (pair)								0		
4	COVID045	Gloves for Surgical - 6.0 Inch (pair)		0	0	2000	2000	0	0	2000		
5	COVID046	Gloves for Surgical - 6.5 Inch (pair)		0	0	4000	4000	0	500	4500		
6	COVID048	Gloves for Surgical - 7.0 Inch (pair)		0	0	1000	1000	0	20	1020		
7	COVID049	Gloves for Surgical - 7.5 Inch (pair)								0		
8	COVID104	Gloves for Surgical - 8.0 Inch (Pair)								0		
9	COVID101	Nitrile Gloves - Small (pair)								0		

- The following fields can be viewed in:
 1. **Opening Balance:** The amount of stock you have at the beginning of the day
Note: Opening Balance will automatically calculate according to the information you provide previous report.
 2. **Received Quantity:** The quantity you received in this days from the supply source
Note: For your convenience, Receive Quantity has been divided into 03 (three) parts. If the supply is from an official source, show the "From MoH" column. If there is from a donor organization, show the "Donor" column. And if it is procured locally, show the "Local Purchased" column. The sum of all you receive quantity can be seen in "Total Received".
 3. **Issued Quantity:** The quantity issued to Facilities
 4. **Adjustment Quantity (+/-):** Adding or subtracting quantity.
 5. **Closing Balance:** The amount of stock you have at the end of the day.
Note: Closing Balance will automatically calculate according to the information you provide.

28. Administration

28.1. Case Groups Entry

28.1.1. Case Groups List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Case Groups** Entry
- From **Administration** menu, select **Case Groups** submenu to open Case Groups entry page which shows the list of all Case Groups like following screen -

SL.	Group of Cases	% of Cases	Days of Stay	In-Patient	Out-Patient	Action
1	# of Critical Cases(Hospitalization)	5	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	# of Severe cases(Hospitalization)	15	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	# of Moderate cases(Isolation)	40	14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	# of Mild cases(Isolation)	40	14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

- The Case Groups has 2 filter criteria
 1. **Product Group**: when select a Product Group then showing Group of Case Name under the selected
 2. **Search**: To search a product

28.1.2. Add New Case Groups

- Click **+ Add New** button at the top right corner of the page to add a new Case Groups Information. The Case Groups entry form is shown below:

Case Group Entry Form

Product Group
Select Product Group

Group of Cases
input here...

% of Cases
input here...

Days of Stay
input here...

In-Patient Out-Patient

Submit Cancel

- Fill-up Case Group Information details in the data entry fields
 1. **Product Group ***: Select the Product group. Where the Product Group Name is situated from the drop-down menu. This is a mandatory field.
 2. **Group of Case***: Enter Group of Case. This is mandatory field.
 3. **% of Cases***: Enter the % of Cases. This is mandatory field.
 4. **Days of Stay***: Enter the Days of Stay. This is mandatory field.
 5. **In-Patient**: Click this check box. This is not Mandatory field.
 6. **Out-Patient**: when you need please click the check box. This in Not Mandatory field.
- After filling in all the fields, click on **Submit** button to save. You will see a popup message **New Data Added Successfully**.

28.1.3. Edit Case Groups

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the Case Groups will be displayed for editing.
- Modify the Case Groups as explained in above section.
- Press on **Submit** button to update the Case Group information. You will see a popup message **Data Updated Successfully**.

28.1.4. Delete Case Groups

- You cannot delete an already used another transaction.
- To delete a Case Groups the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows **(Do you really want to delete this record?)** - When you confirm the Case Groups is removed permanently.

28.2. Product of Quantify Entry

28.2.1. Product of Quantify List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidlmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Product of Quantify** Entry
- From **Administration** menu, select **Product of Quantify** submenu to open Product of Quantify entry page which shows the list of all Product of Quantify like following screen

SL	Product	Unit	Unit Price (USD)	Adjustment%	Wastage%	Buffer%	Action
1	Gown, protective	each	0.80	100	5	25	+ ? X
2	Scrubs, tops	each	2.60	100	5	25	+ ? X
3	Scrubs, pants	each	2.60	100	5	25	+ ? X
4	Apron, disposable	each	0.20	100	5	25	+ ? X
5	Apron, heavy duty, reusable	each	4.00	100	5	25	+ ? X
6	Gum boots	pair	4.60	100	5	25	+ ? X
7	Gloves, heavy duty	pair	1.80	100	5	25	+ ? X

Product Code	LMIS Product	Action
COVID052	Gown for Level - 1	X
COVID091	Gown for Level - 2	X
COVID092	Gown for Level - 3	X
COVID093	Gown for Level - 4	X

- The Product Quantify has 2 filter criteria
 - **Product Group**: when select a Product Group then showing Product Name under the selected
 - **Search**: To search a product group

28.2.2. Add New Product Quantify

- Click **+ Add New** button at the top right corner of the page to add a new Product Quantify Information. The Product Quantify entry form is shown below:

- Fill-up Product Quantify Information details in the data entry fields
 1. **Product Group** *: Select the Product group. Where the Product Group Name is situated from the drop-down menu. This is a mandatory field.
 2. **Product** *: Enter Product. This is mandatory field.
 3. **Unit** *: Enter the Unit. This is mandatory field.
 4. **Unit Price (USD)** *: Enter the Unit Price (USD). This is mandatory field.
 5. **Adjustment**: Enter the Adjustment. This is Mandatory field.
 6. **Wastage%**: Enter the Wastage%. This is Mandatory field.
 7. **Buffer%** *: Enter the Buffer%. This is Mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

28.2.3. Edit Product Quantify

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the Product Quantify will be displayed for editing.
- Modify the product Quantity as explained in above section.
- Press on **SAVE** button to update the Products to Quantify information. You will see a popup message **Data Updated Successfully**.

28.2.4. Delete Product Quantify

- You cannot delete an already used another transaction.
- To delete a Product, Quantify the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Product Quantify is removed permanently.

28.3. HR Categories Entry

28.3.1. HR Categories List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidlmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **HR Categories** Entry
- From **Administration** menu, select **HR Categories** submenu to open HR Categories entry page which shows the list of all HR Categories like following screen -

SL.	HR Categories	# of HFs by Category	Total # of HCWs by HF category	Action
1	Covid specialized hospitals	20	0	 
2	COVID testing centers/departments	10	0	 
3	UHC (Upazila Health Complex)	520	0	 
4	Sub-district except UHC	30	0	 
5	District Hospital	64	0	 
6	District level/General/other	0	0	 
7	Medical/dental college Hospital	0	0	 
8	Medical/dental college/institute	0	0	 

- The Facility has 2 filter criteria
 - Product Group**: when select a Product Group then showing Product Name under the selected
 - Search**: To search a product

28.3.2. Add New HR Categories

- Click '+ Add New' button at the top right corner of the page to add a new HR Categories Information. The HR Categories entry form is shown below:

[Back to List](#)

HR Categories Form

Product Group
PPE and Disinfectants

HR Categories
input here...

of HFs by Category
input here...

Total # of HCWs by HF category
input here...

- Fill-up HR Categories Information details in the data entry fields
 - Product Group ***: Select the Product group. Where the Product Group Name is situated from the drop-down menu. This is a mandatory field.
 - HR Categories ***: Enter HR Categories. This is mandatory field.
 - # of Hfs by Category***: Enter the # of Hfs by Category. This is mandatory field.
 - Total # of HCWs by HF category***: Enter the Total # of HCWs by HF category. This is mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

28.3.3. Edit HR Categories

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the HR Categories will be displayed for editing.
- Modify the HR Categories as explained in above section.
- Press on **SAVE** button to update the HR Categories information. You will see a popup message **Data Updated Successfully**.

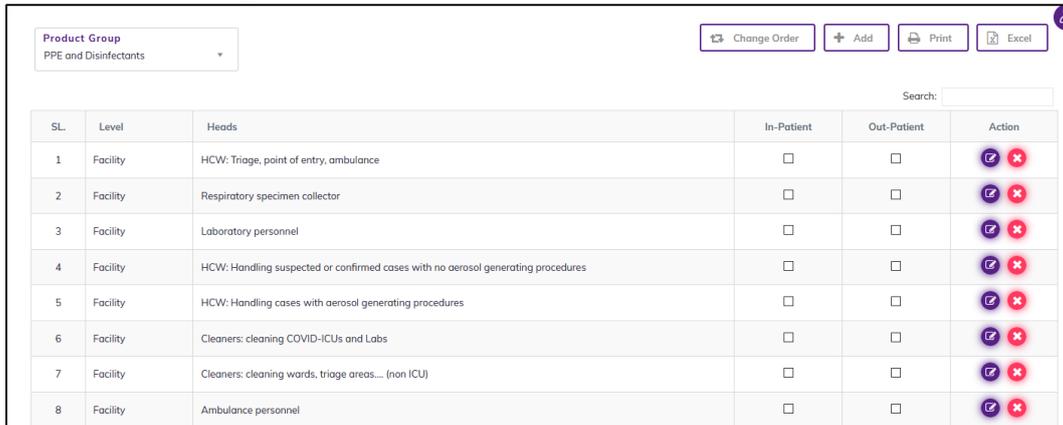
28.3.4. Delete HR Categories

- You cannot delete an already used another transaction.
- To delete a HR Categories the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the HR Categories is removed permanently.

28.4. Commodity Usage Heads Entry

28.4.1. Commodity Usage Heads List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Commodity Usage Heads Entry**
- From **Administration** menu, select **Commodity Usage Heads** submenu to open Commodity Usage Heads entry page which shows the list of all Commodity Usage Heads like following screen -



SL.	Level	Heads	In-Patient	Out-Patient	Action
1	Facility	HCW: Triage, point of entry, ambulance	<input type="checkbox"/>	<input type="checkbox"/>	 
2	Facility	Respiratory specimen collector	<input type="checkbox"/>	<input type="checkbox"/>	 
3	Facility	Laboratory personnel	<input type="checkbox"/>	<input type="checkbox"/>	 
4	Facility	HCW: Handling suspected or confirmed cases with no aerosol generating procedures	<input type="checkbox"/>	<input type="checkbox"/>	 
5	Facility	HCW: Handling cases with aerosol generating procedures	<input type="checkbox"/>	<input type="checkbox"/>	 
6	Facility	Cleaners: cleaning COVID-ICUs and Labs	<input type="checkbox"/>	<input type="checkbox"/>	 
7	Facility	Cleaners: cleaning wards, triage areas... (non ICU)	<input type="checkbox"/>	<input type="checkbox"/>	 
8	Facility	Ambulance personnel	<input type="checkbox"/>	<input type="checkbox"/>	 

- The Commodity Usage Heads has 2 filter criteria
 - **Product Group:** when select a Product Group then showing Product Heads under the selected
 - **Change Order:** To change order
 - **Search:** To search a usage head

28.4.2. Add New Commodity Usage Heads

- Click **+ Add New** button at the top right corner of the page to add a new Commodity Usage Heads Information. The Commodity Usage Heads entry form is shown below:

- Fill-up Commodity Usage Heads Information details in the data entry fields
 1. **Product Group ***: Select the Product group. Where the Product Group Name is situated from the drop-down menu. This is a mandatory field.
 2. **Level ***: Enter Level. This is mandatory field.
 3. **Heads***: Enter the Heads. This is mandatory field.
 4. **In-patient**: Click the Check box. This is not mandatory field.
 5. **Out-patient**: Click the Check box. This is not mandatory field.
- After filling in all the fields, click on **Submit** button to save. You will see a popup message **New Data Added Successfully**.

28.4.3. Edit Commodity Usage Heads

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the Commodity Usage Heads will be displayed for editing.
- Modify the Commodity Usage Heads as explained in above section.
- Press on **Submit** button to update the Commodity Usage Heads information. You will see a popup message **Data Updated Successfully**.

28.4.4. Delete Commodity Usage Heads

- You cannot delete an already used another transaction.
- To delete a Commodity Usage Heads the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Commodity Usage Heads is removed permanently.

28.4.5. Product Change Order

- If need to change product sort order in product list
- Select a product Group drop-down menu then click on **Change Order** button from top of the product list.
- After pressing the product list popup will be displayed.

Subgroup	Product Name	Short Name	Group Name
GLOVES - EXAMINATION	Gloves for Examination - Small (pair)	Gloves for Examination - Small (pair)	COVID-19
GLOVES - EXAMINATION	Gloves for Examination - Medium (pair)	Gloves for Examination - Medium (pair)	COVID-19
GLOVES - EXAMINATION	Gloves for Examination - Large (pair)	Gloves for Examination - Large (pair)	COVID-19
GLOVES - SURGICAL	Gloves for Surgical - 6.0 Inch (pair)	Gloves for Surgical - 6.0 Inch (pair)	COVID-19
GLOVES - SURGICAL	Gloves for Surgical - 6.5 Inch (pair)	Gloves for Surgical - 6.5 Inch (pair)	COVID-19
GLOVES - SURGICAL	Gloves for Surgical - 7.0 Inch (pair)	Gloves for Surgical - 7.0 Inch (pair)	COVID-19
GLOVES - SURGICAL	Gloves for Surgical - 7.5 Inch (pair)	Gloves for Surgical - 7.5 Inch (pair)	COVID-19
Others	Nitrile Gloves - Small (pair)	Nitrile Gloves - Small (pair)	COVID-19
Others	Nitrile Gloves - Medium (pair)	Nitrile Gloves - Medium (pair)	COVID-19
Others	Nitrile Gloves (pair)	Nitrile Gloves (pair)	COVID-19
Others	Latex Gloves (pair)	Latex Gloves (pair)	COVID-19

- Select a product then drag & drop the product to your actual position to Change product sort order. All product sort order are corrected then
- Press on **Update** button to update the Product short order, the order will be changed.

28.5. Commodity Usage Rate Entry

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Commodity Usage Rate Entry**
- From **Administration** menu, select **Commodity Usage Rate** submenu to open Commodity Usage Rate entry page which shows the list of all Commodity Usage Rate like following screen -

Product Description	Average quantity per day per person/patient											
	HCW: Triage, point of entry, ambulance	Respiratory specimen collector	Laboratory personnel	HCW: Handling suspected or confirmed cases with no aerosol generating procedures	HCW: Handling cases with aerosol generating procedures	Cleaners: cleaning COVID-ICUs and Labs	Cleaners: cleaning wards, triage areas... (non ICU)	Ambulance personnel	Admin staff	People visiting HF's	In-Patient (COVID)	Out-Patient (COVID)
Gown, protective	2	2	2	1	1	1	1	1	0	0	0	0
Scrubs, tops	0.03	0.03	0	0.03	0.03	0.03	0.03	0	0	0	0	0
Scrubs, pants	0.03	0.03	0	0.03	0.03	0.03	0.03	0	0	0	0	0
Apron, disposable	0	0	0	0	1	0	0	0	0	0	0	0
Apron, heavy duty, reusable	0	0	0	0	0	0.05	0.05	0	0	0	0	0
Gum boots	0	0	0	0	0	0.01	0.01	0	0	0	0	0
Gloves, heavy duty	0	0	0	0	0	0.1	0.1	0	0	0	0	0
Gloves, examination	8	8	8	4	24	0	0	4	0	0	0	0

- To Update The Commodity Usage Rate has a filter criteria
 1. Select a Product Group then showing Product under the selected product group
 2. Update the Commodity Usage Rate.

28.6. HR Personnel per Day Entry

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **HR Personnel per Day Entry**

- From **admin** menu, select **HR Personnel per Day** submenu to open HR Personnel per Day entry page which shows the list of all HR Personnel per Day like following screen:

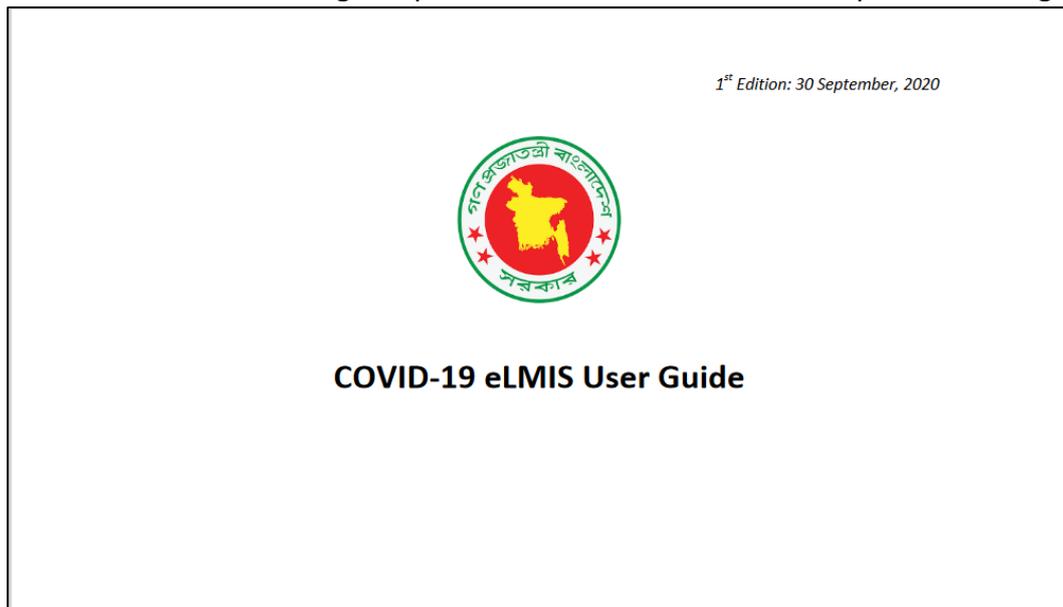
Product Description	Average quantity per day per person/patient											
	HCW: Triage, point of entry, ambulance	Respiratory specimen collector	Laboratory personnel	HCW: Handling suspected or confirmed cases with no aerosol generating procedures	HCW: Handling cases with aerosol generating procedures	Cleaners: cleaning COVID-ICUs and Labs	Cleaners: cleaning wards, triage areas... (non ICU)	Ambulance personnel	Admin staff	People visiting HF's	In-Patient (COVID)	Out-Patient (COVID)
Gown, protective	2	2	2	1	1	1	1	1	0	0	0	0
Scrubs, tops	0.03	0.03	0	0.03	0.03	0.03	0.03	0	0	0	0	0
Scrubs, pants	0.03	0.03	0	0.03	0.03	0.03	0.03	0	0	0	0	0
Apron, disposable	0	0	0	0	1	0	0	0	0	0	0	0
Apron, heavy duty, reusable	0	0	0	0	0	0.05	0.05	0	0	0	0	0
Gum boots	0	0	0	0	0	0.01	0.01	0	0	0	0	0
Gloves, heavy duty	0	0	0	0	0	0.1	0.1	0	0	0	0	0
Gloves, examination	8	8	8	4	24	0	0	4	0	0	0	0

- To Update The HR Personnel Per Day List has a filter criteria
 - Select a Product Group then showing Product under the selected product group
 - Update the HR Personnel Per Day List.

29. User Guide

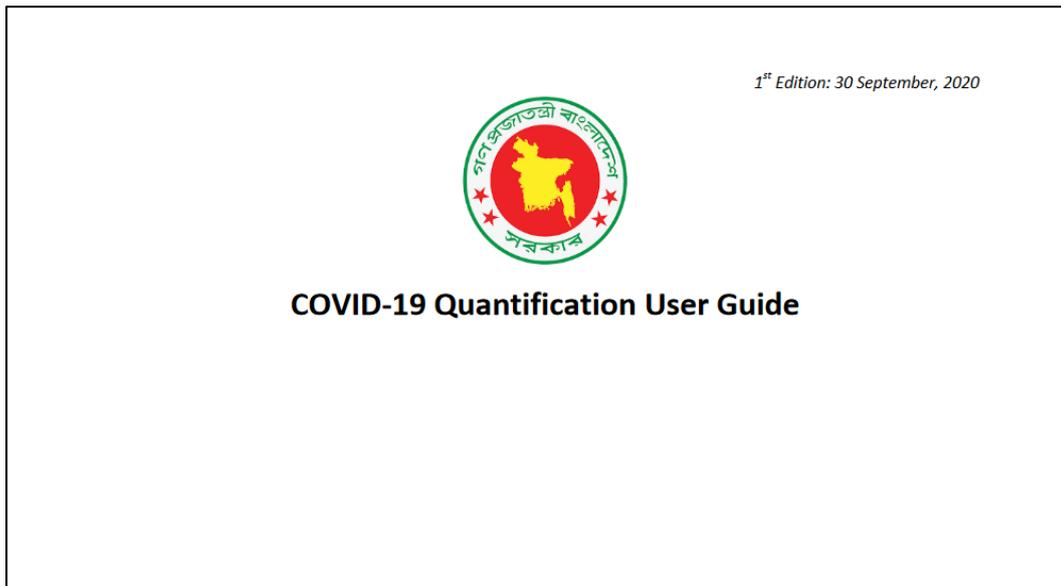
29.1. COVID-19 eLMIS User Guide

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to COVID-19 eLMIS user guide
- From **User Guide** menu, select **COVID-19 eLMIS User Guide** submenu. The user get the COVID-19 eLMIS user guide pdf format. User can download or print the user guide.



29.2. COVID-19 Quantification User Guide

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to COVID-19 quantification user guide
- From **User Guide** menu, select **COVID-19 Quantification User Guide** submenu. The user get the COVID-19 Quantification user guide pdf format. User can download or print the user guide.



30. Circulars

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to Data Quality Management-6
- Select **Circulars** menu. The user get COVID-19 Circulars pdf format. User can download or print documents.

Circulars							
COVID-19 CIRCULARS							
Title	Description	Version	Size	Hits	Date added	Date modified	Download
 2020.04.29 Notice of PPE testing Laboratory cc to			1.17 MB	170	15-07-2020	15-07-2020	Download  Preview 
 PPE for Healthcare Workers_Bangla			502.58 KB	62	15-07-2020	15-07-2020	Download  Preview 
 PPE for Healthcare Workers_English			566.22 KB	33	15-07-2020	15-07-2020	Download  Preview 
 WHO Specs COVID			1.72 MB	7	15-07-2020	15-07-2020	Download  Preview 
 2020.06.15 Meeting Minutes on level wise PPE usage_DGDA & DGHS ICR			1.23 MB	1	15-07-2020	15-07-2020	Download  Preview 
 2020.06.18 Official Letter on স্বাস্থ্য বা কর্মসিঁড়ি সজ্জা Cover All, Gown স্বাস্থ্য Mask স্বাস্থ্য _UHFPO			1.72 MB	1	15-07-2020	15-07-2020	Download  Preview 
 2020.05.12 Office Order_Donation will receive by DGHS ICR Joint Focal Person -COVID Store, DGHS			210.00 KB	7	15-07-2020	15-07-2020	Download  Preview 

- End -