COVID-19 eLMIS User Guide

(Users: DGHS relevant personnel)

1st Edition: 30 September, 2020

Supported by,

USAID MEDICINES, TECHNOLOGIES, AND PHARMACEUTICALS (MTaPS) Program

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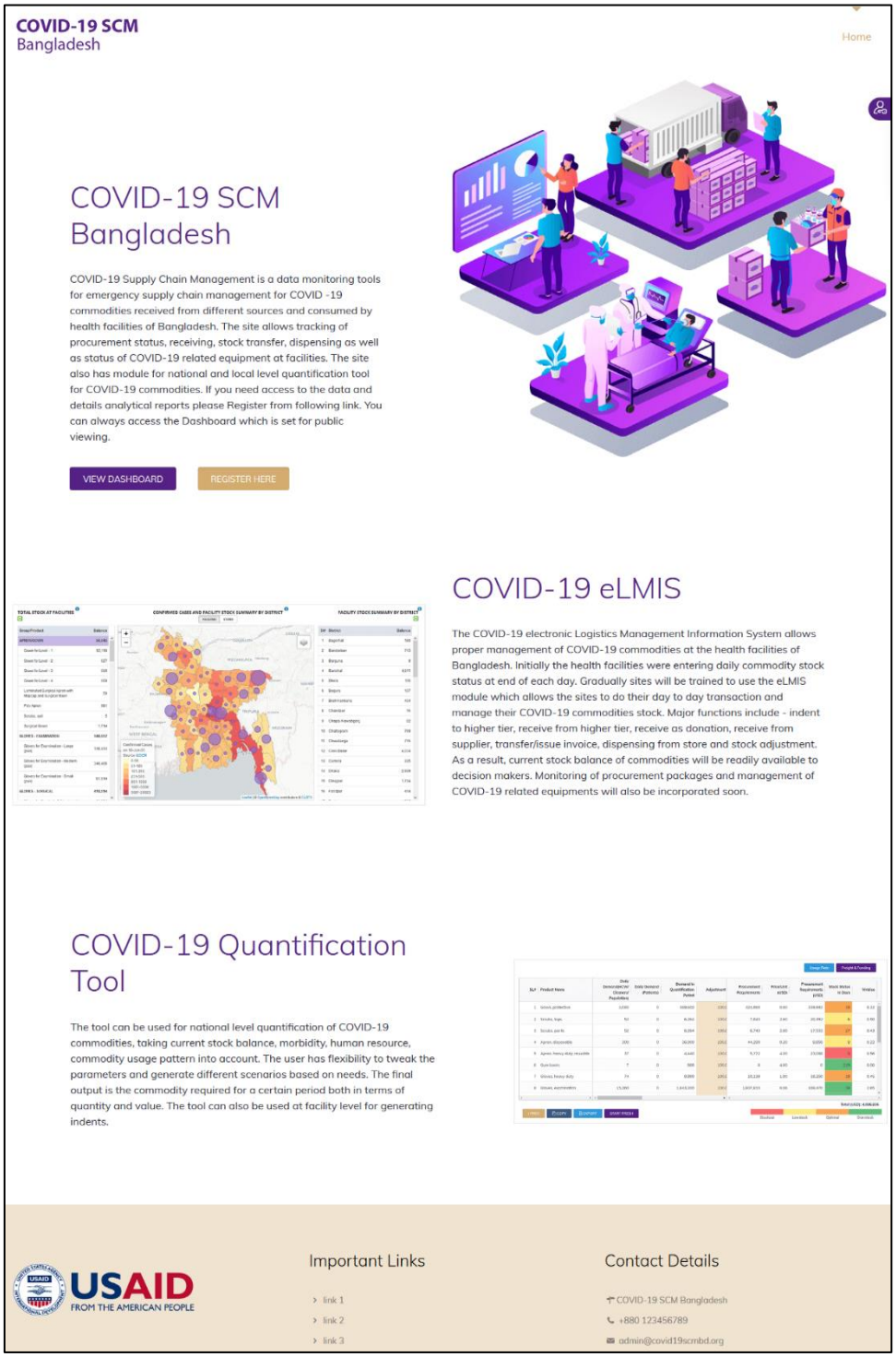
1. How to Browse the COVID-19 eLMIS

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

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54/ in the address bar.
- The COVID-19 ELMIS homepage will appear as seen below:

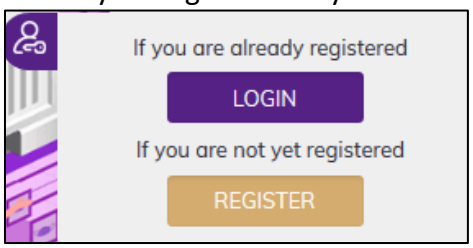


- Appropriate user accounts have been created and shared with all participating health facilities.

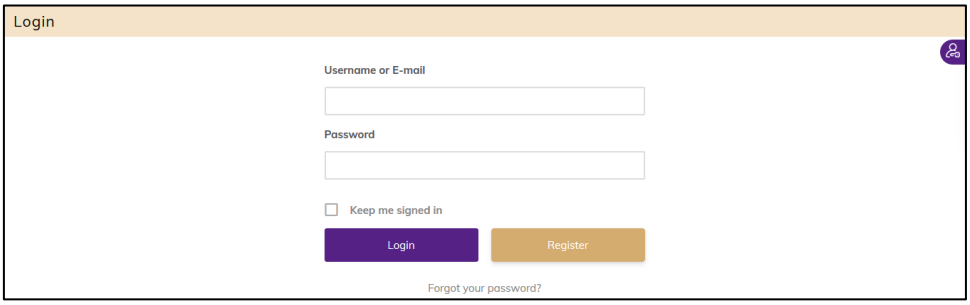
1.2. How to Log In

1.2.1. Log in the COVID-19 eLMIS

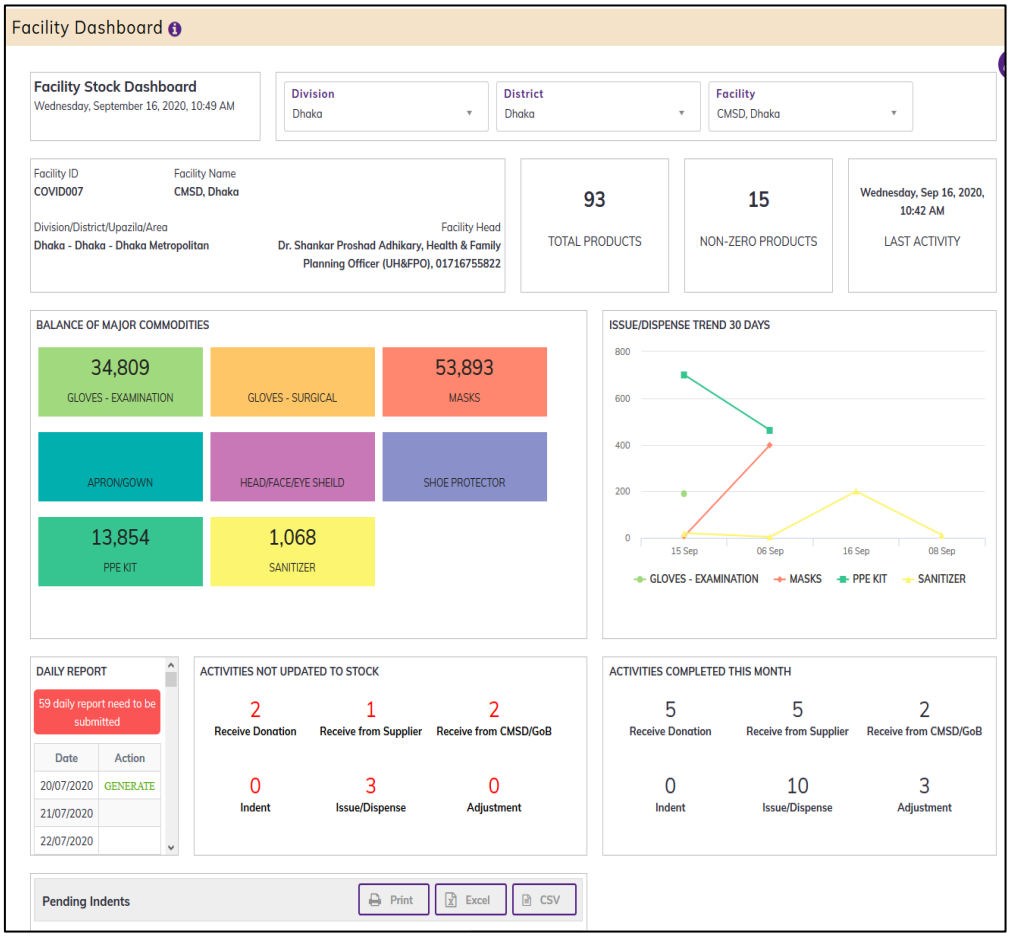
- Click on the icon 'human and key' to log into the system. See the following screen:



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



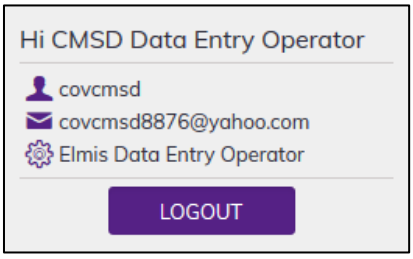
- Type the **User Name** and **Password**. Press the **'Login'** button to access the COVID-19 eLMIS. If you are a Facility User, you will see the following screen:



- Other types of users land in the national level dashboard.

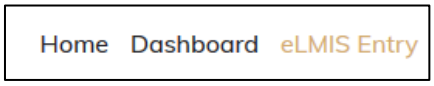
1.2.2. Log out from the COVID-19 eLMIS System

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



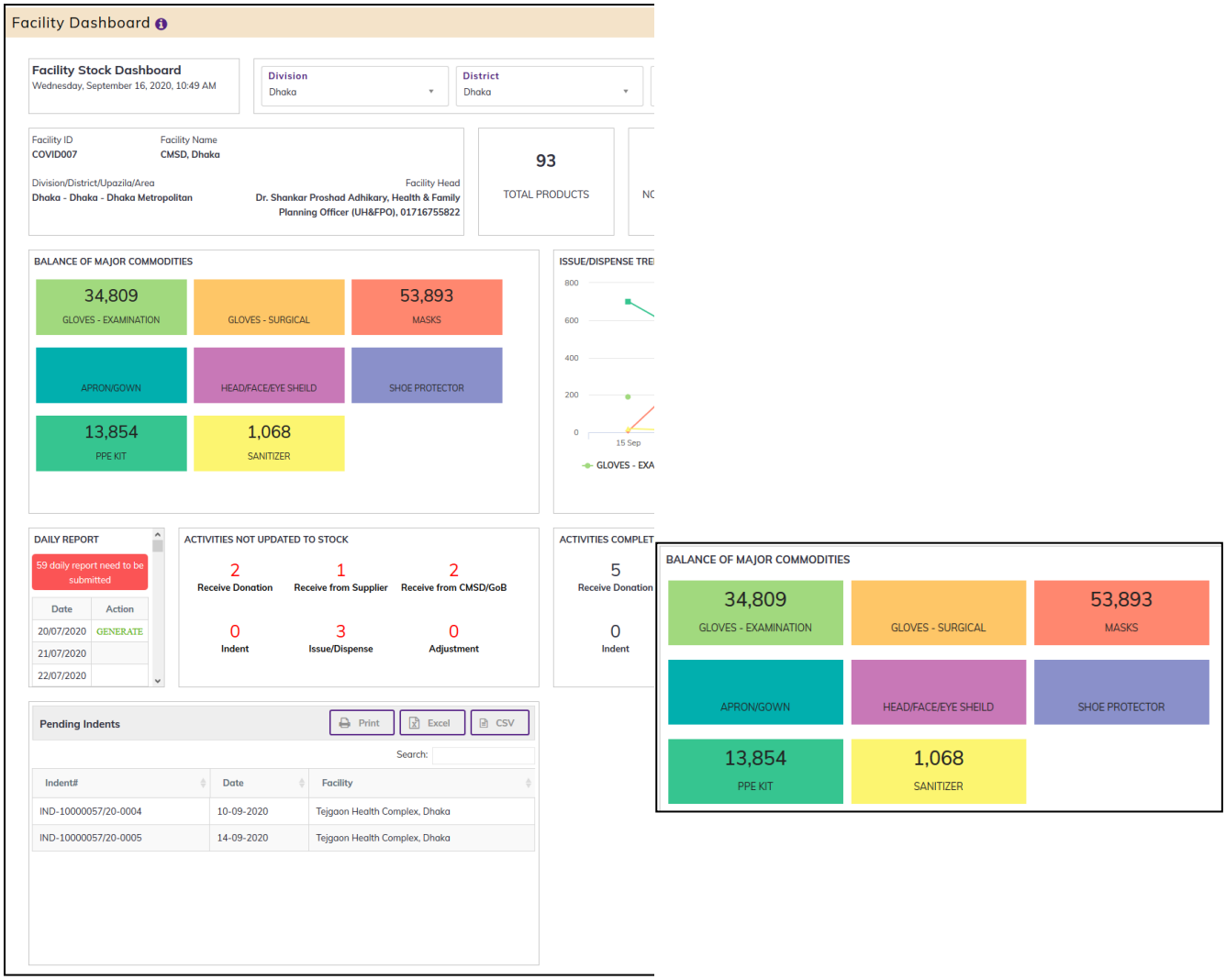
1.3. Menus

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



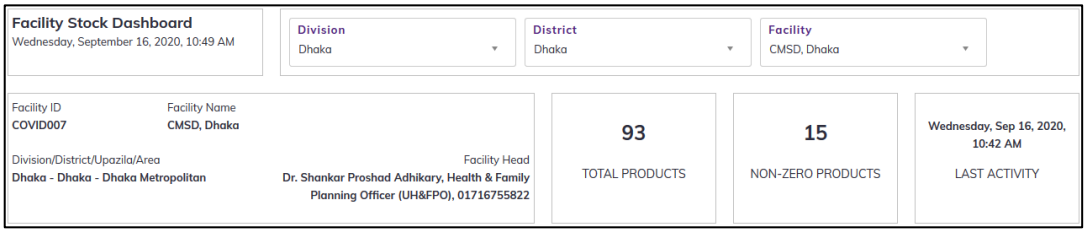
2. Facility Dashboard

- **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



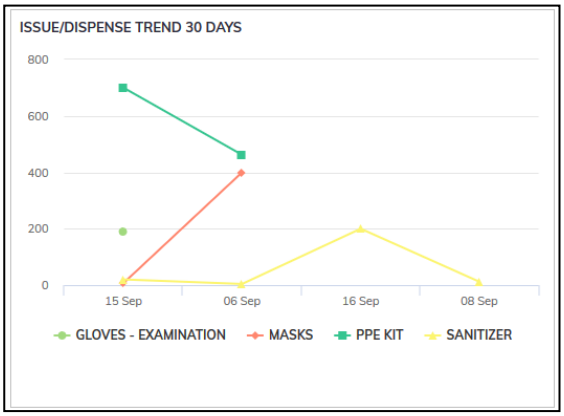
- Facility Stock Dashboard: Current date-time, Division & District name under where the facility is situated.
- Facility Information: Show the Facility ID, Facility Name and Facility Head
- Facility Product: Total and Non-zero products available in store
- LAST ACTIVITY: Show the facility last activity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

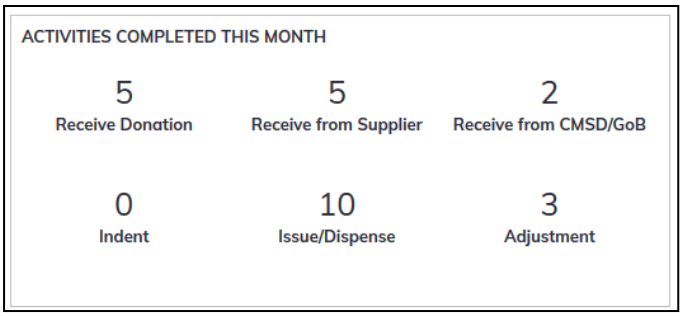
2.2. Balance of Major Commodities

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

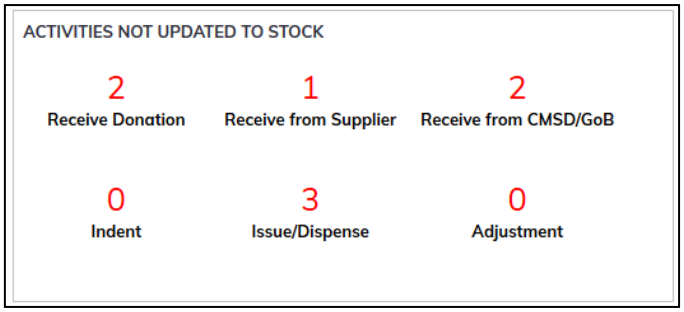
Shows the facility total Issue/Dispense trend summarized by major product groups as well as breakdown by type of issue/dispense to departments, as line chart of last 30 days.





2.4. Daily Report

Shows the daily commodities stock stutus 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.

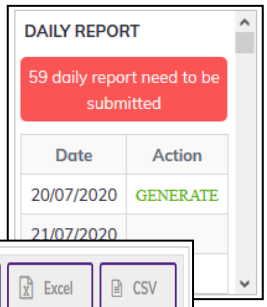


2.5. Activities Not Updated To Stock

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.

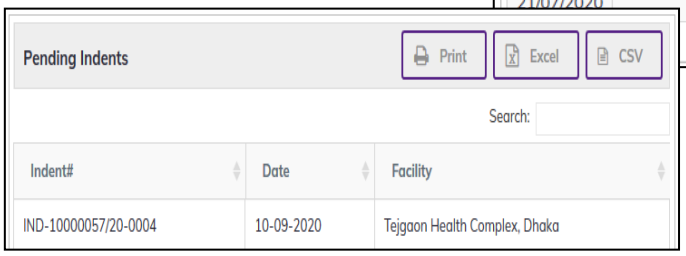
2.6. Activities Completed This Month

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 a month.



2.7. Pending Indents

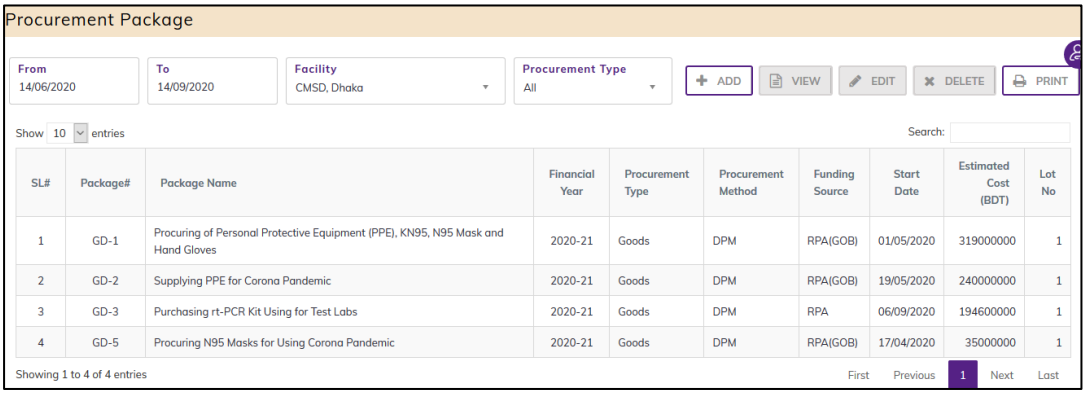
Shows the pending indent lists which comes from down tier facilities where yet not issue any commodities. The



indent submission date and the facilities name where from indents comes.

3. Procurement Package

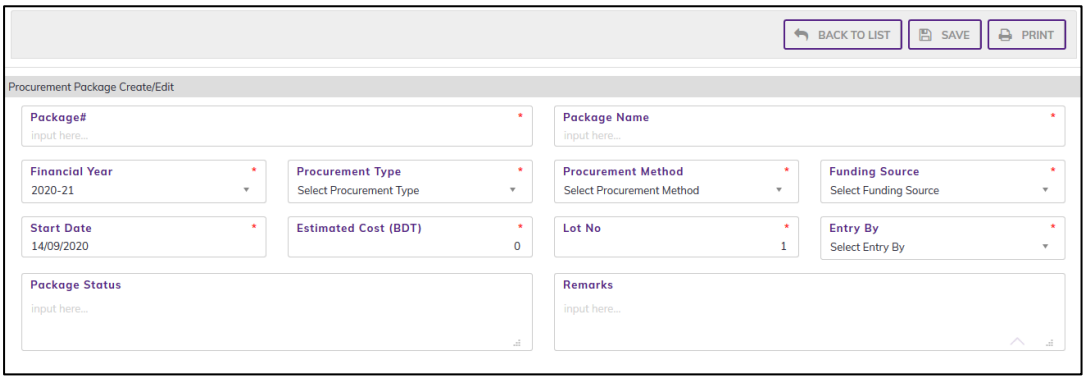
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Procurement Package** submenu



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 -



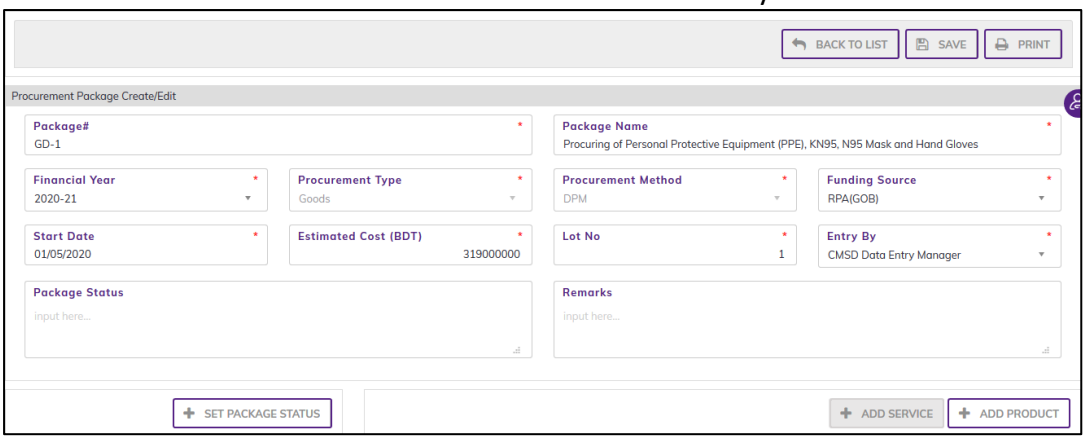
- Fill in the data entry fields.
- Field descriptions:
  1. **Package#*:** Enter Package number.
  2. **Package Name*:** Enter Package name.
  3. **Financial Year*:** Select financial year from drop down, you want to entry the Package.
  4. **Procurement Type*:** Select procurement type from drop down, 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. **Lot No*:** By default lot no 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.

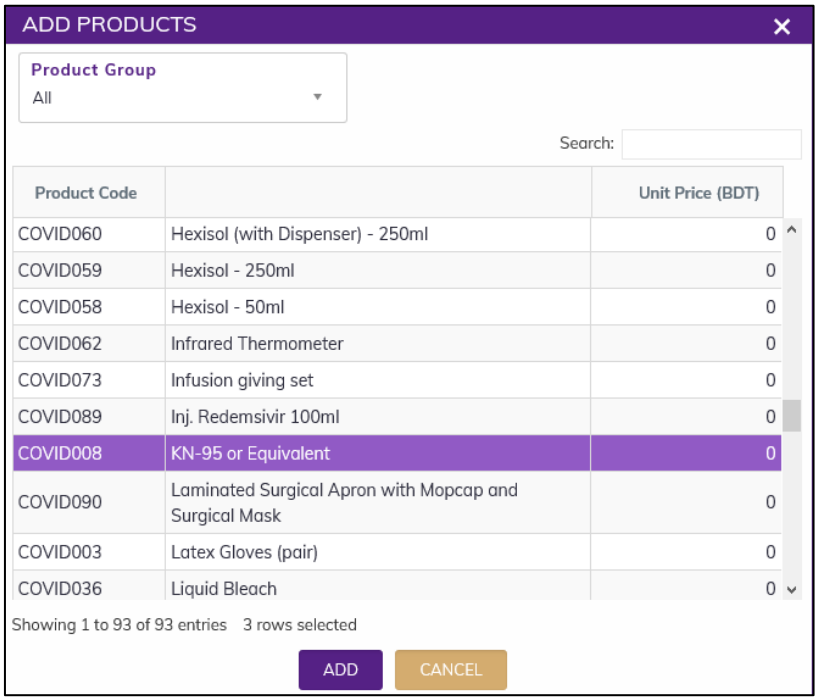
- After filling the necessary fields, press **SAVE** button to save the Procurement Package header part. You will see a popup message **New Data Added Successfully**.
- You will see that if package is Goods **+ADD PRODUCT** or if package is Services **+ADD SERVICE** button is now enabled below the data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



3.1.2. Procurement Package - Add Products

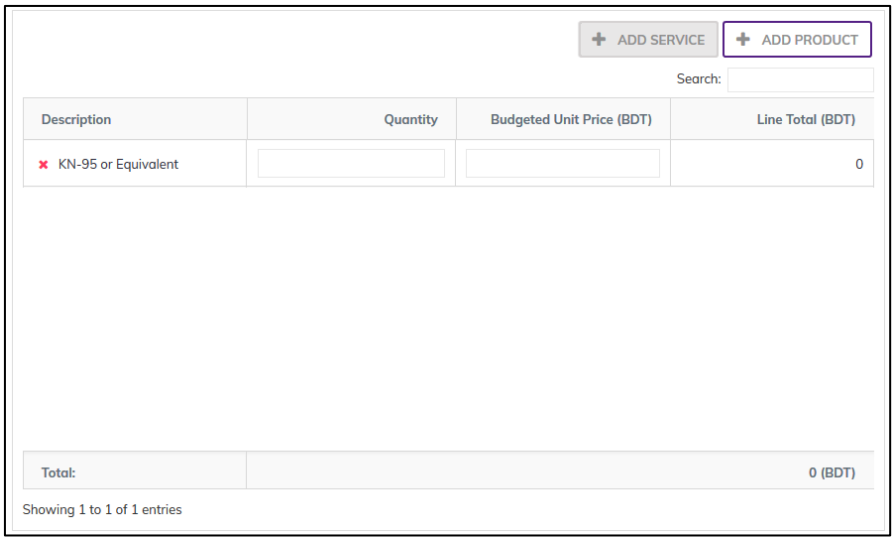
➢ **Package Items For Goods**

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



- 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.

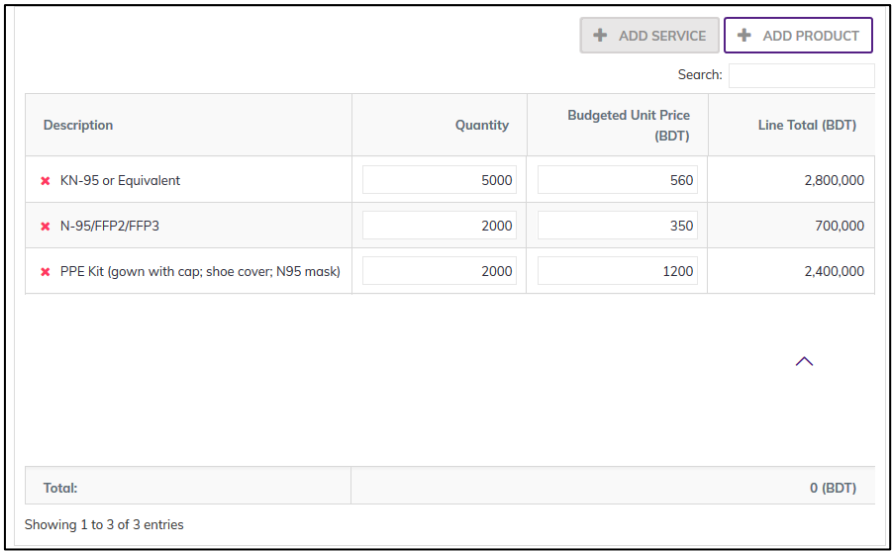
- After selection press **ADD** button, the popup will close and you will return back to the form.



- Fill in the following information for every items -
  1. **Quantity:** Enter the quantity you have added in the package
  2. **Budgeted Unit Price (BDT):** Enter the item Budgeted Unit Price (BDT)
  3. **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.

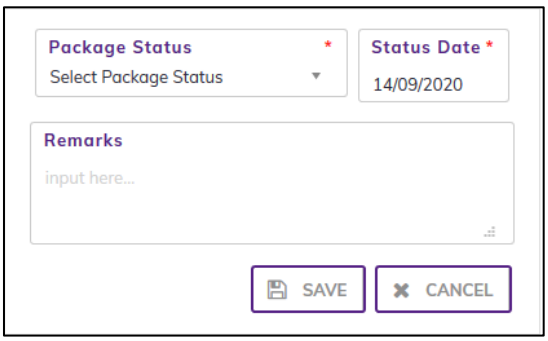


- If you want to remove a line item – press the small delete icon on the far left of the row.

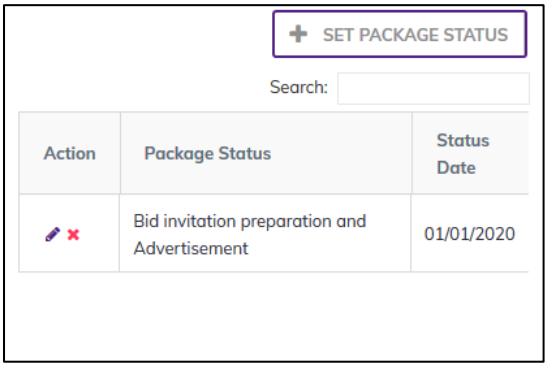
- Continue for every item.

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.



- 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

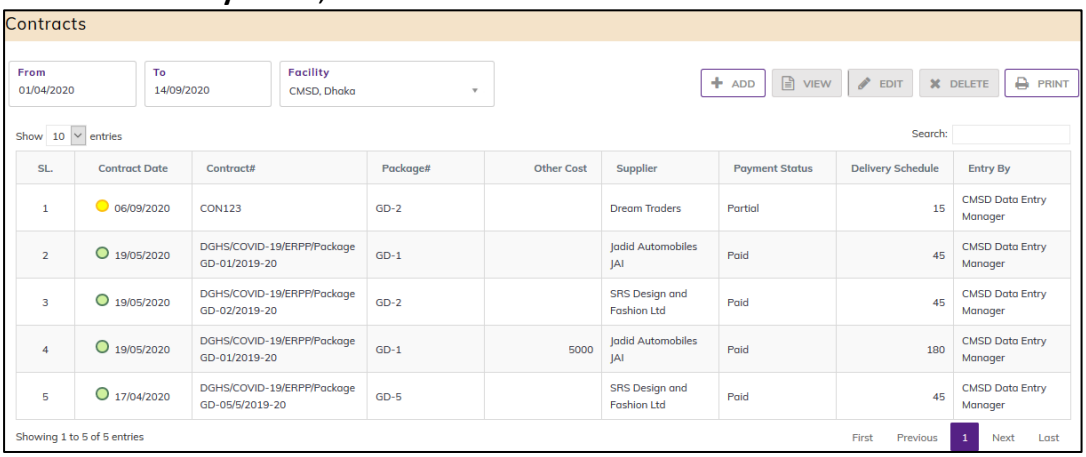
- You cannot delete an already entered contract.
- To delete a Procurement Package, the user must select the Procurement Package and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?**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

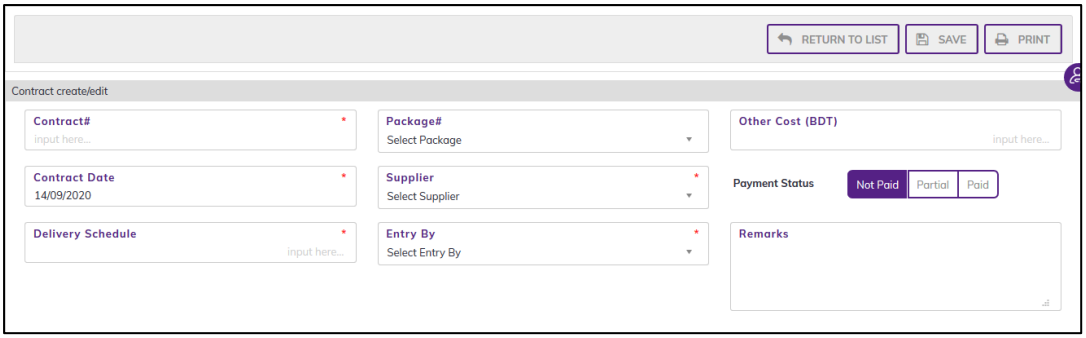
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Contracts** submenu



4.1. Contracts - Add

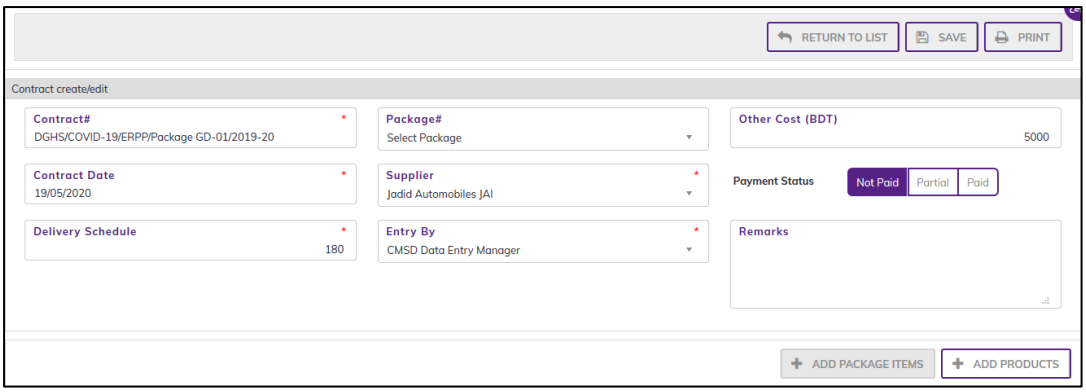
4.1.1. Contracts - Add Header

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



- 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. **Other Cost:** Enter the contract other cost
  8. **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**.

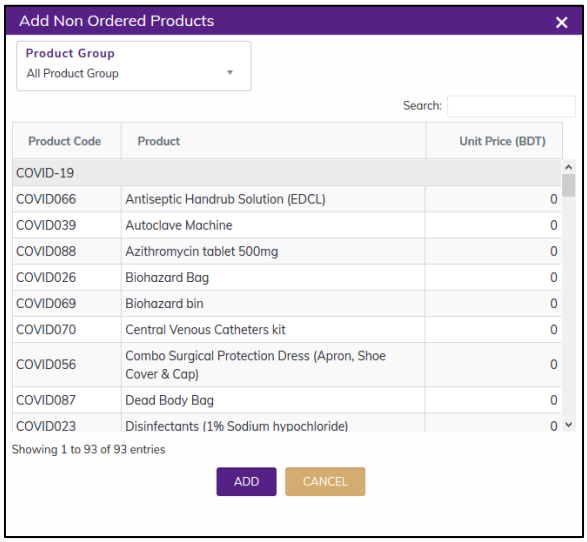


- If the contract is created Noe-packages you will see that **ADD PRODUCT** is now enabled below the data entry fields. **OR** if the contract is created with Packages You will see that **+ADD PACKAGE ITEMS** button is now enabled below the data entry fields.

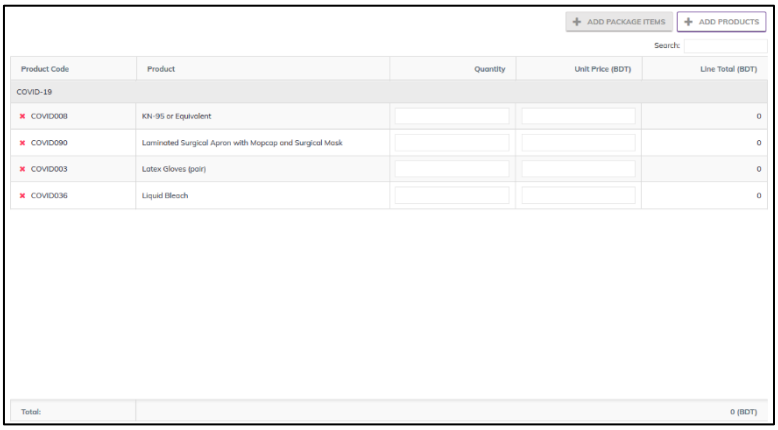
4.1.2. Contracts - Add Products

➢ **Contract Items For without Package**

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



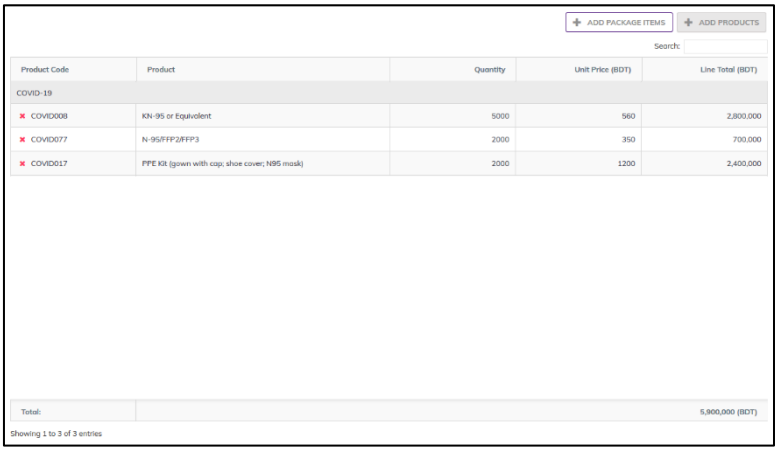
- Select one or more products, which you have Contract from item list. You can use Shift and Control keys to select multiple products at once.
- After selection press **ADD** button, the popup will close and you will return back to the form.



- 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.



+ ADD PACKAGE ITEMS + ADD PRODUCTS

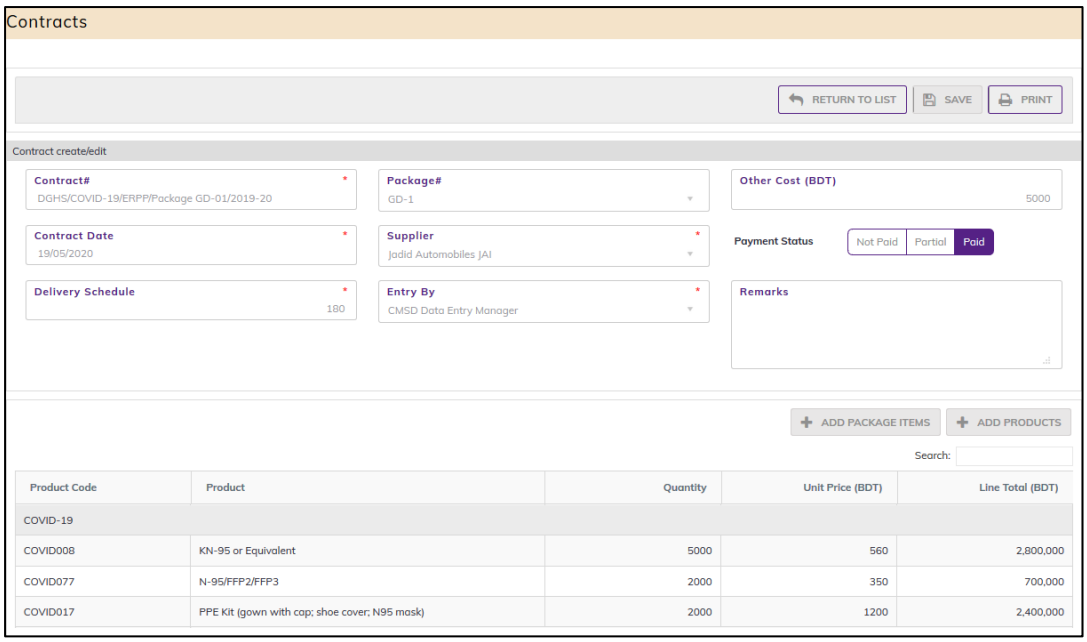
Search:

Product Code	Product	Quantity	Unit Price (BDT)	Line Total (BDT)
COVID-19				
× COVID008	KN-95 or Equivolent	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
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 payement status by cliclking payment status button.
- Press **SAVE** button to update the information, you will see a popup message - Data Updated Successfully.



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

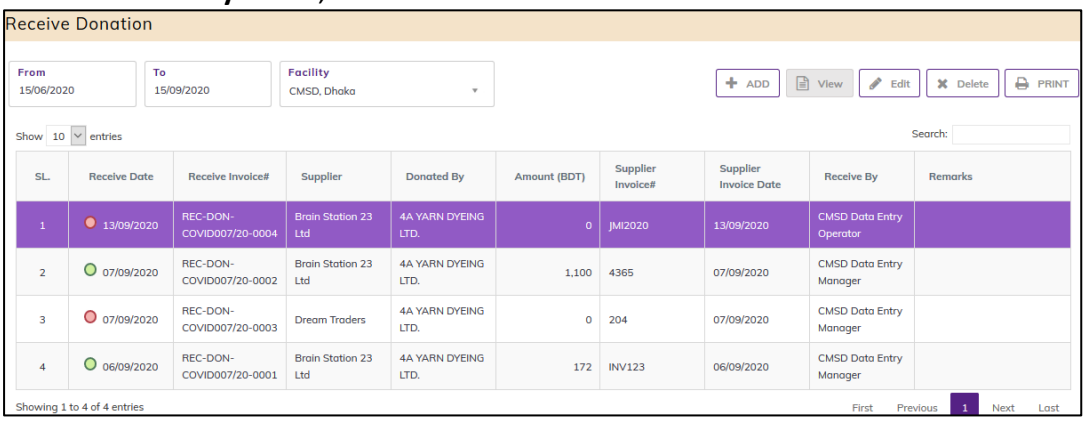
- You cannot delete an already paid contract.
- To delete a Contract, the user must select the Contract and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record?** - When you confirm the contract is removed with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

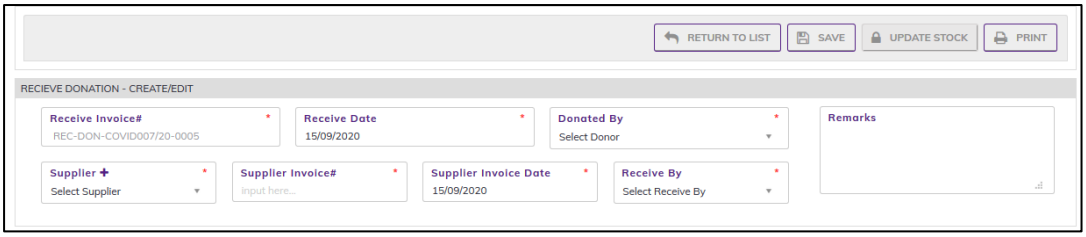
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Receive Donation** submenu



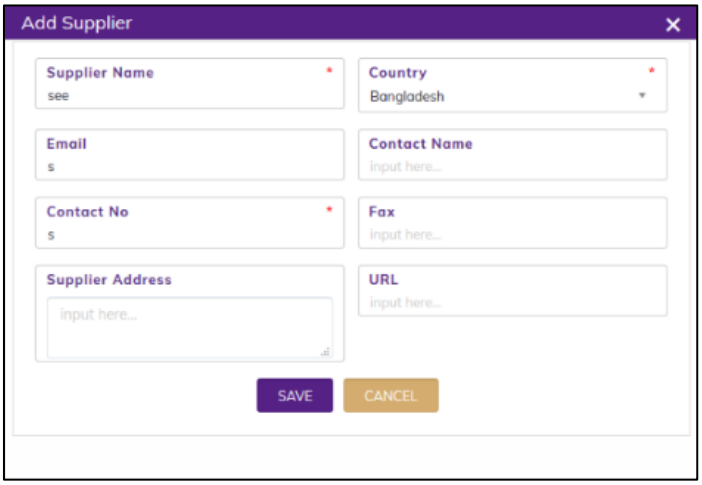
5.1. Receive Donation - Add

5.1.1. Receive Donation Invoice - Add Invoice Header

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

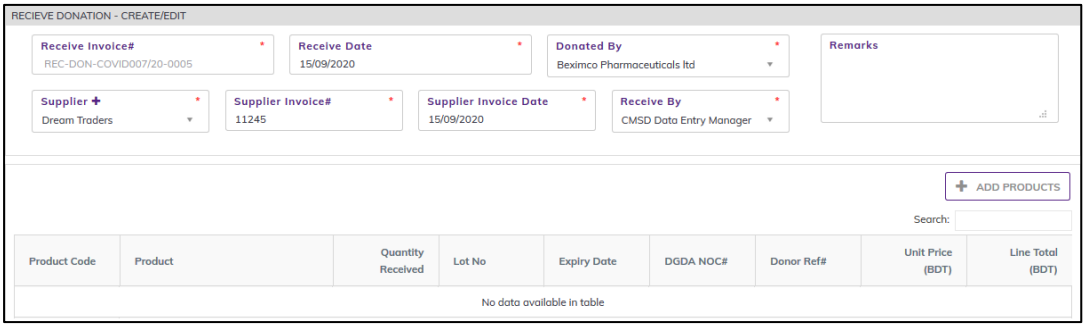


- Fill in the following data entry fields -
  1. **Receive Invoice#*:** Auto generated, no change required.
  2. **Receive Date*:** Today's date will auto fill, change if required. Cannot enter future date.
  3. **Donated By*:** Select the donor name from drop down. If not available, add donor from Admin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



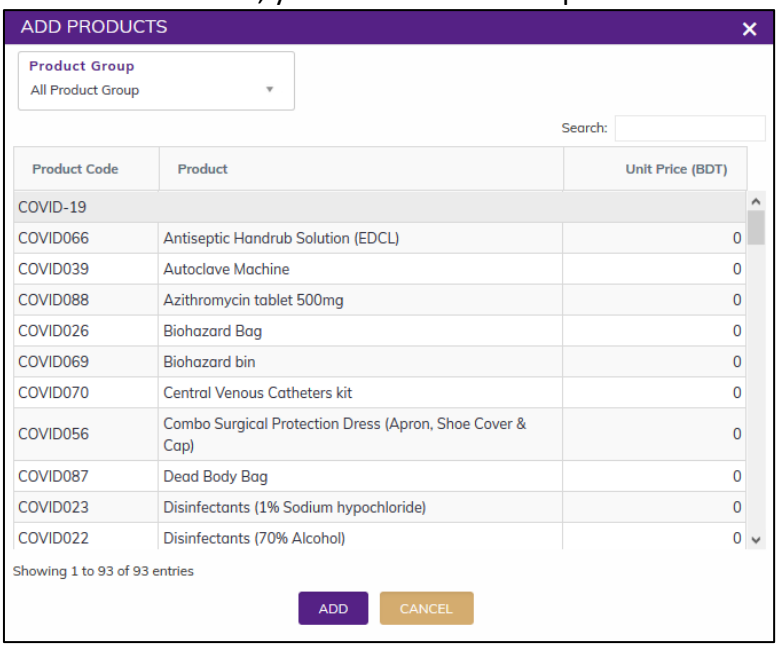
5. **Supplier Invoice#*:** Enter invoice number from supplier's paper document.
6. **Supplier Invoice Date*:** Enter date from supplier's Invoice.
7. **Receive By*:** Select the person who is entering data

- 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.

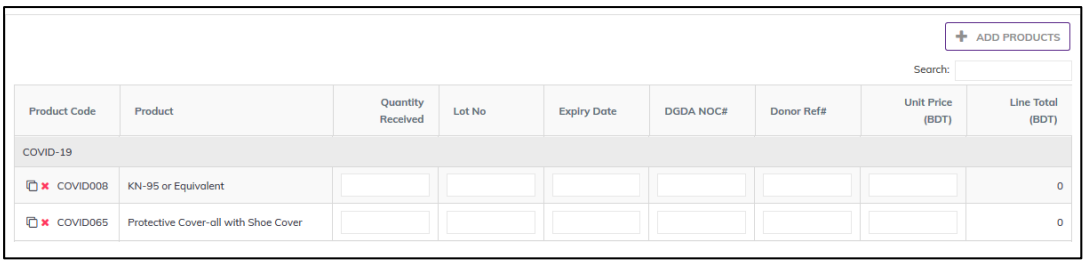


5.1.2. Receive Donation Invoice - Add Products

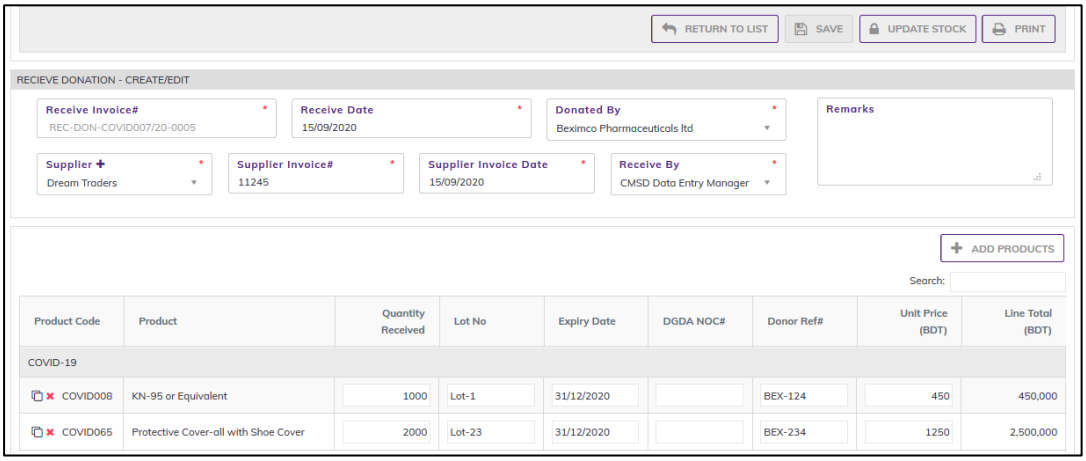
- Press on **ADD PRODUCT** button, you will see the list of products name.



- You can shortlisting 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.



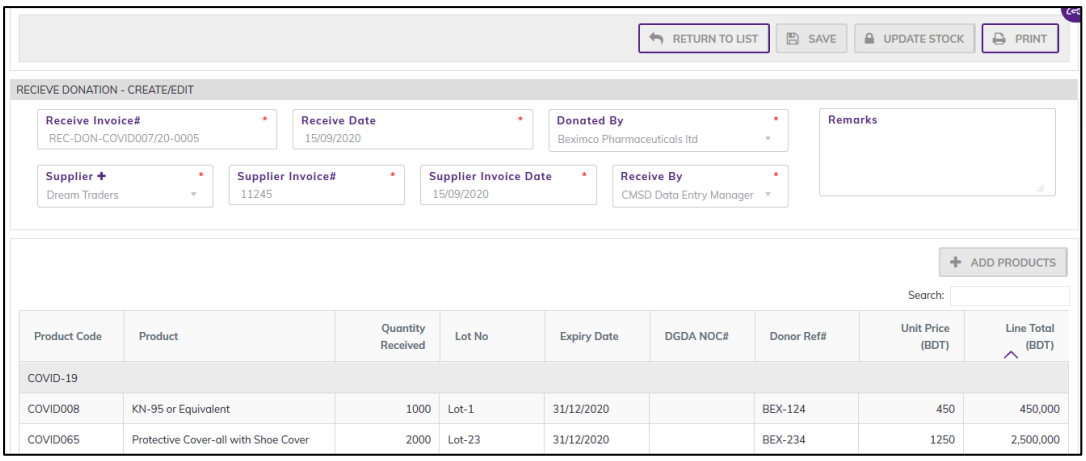
- Fill in the following information for every lot/batch -
  1. **Quantity Received:** Enter the quantity you received in the invoice
  2. **Lot No:** Enter the item lot number, if any
  3. **Expiry Date:** Enter the item expiry date, if any
  4. **DGDA NOC#:** Enter the DGDA NOC#, if any
  5. **Donor 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 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**.



- 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.

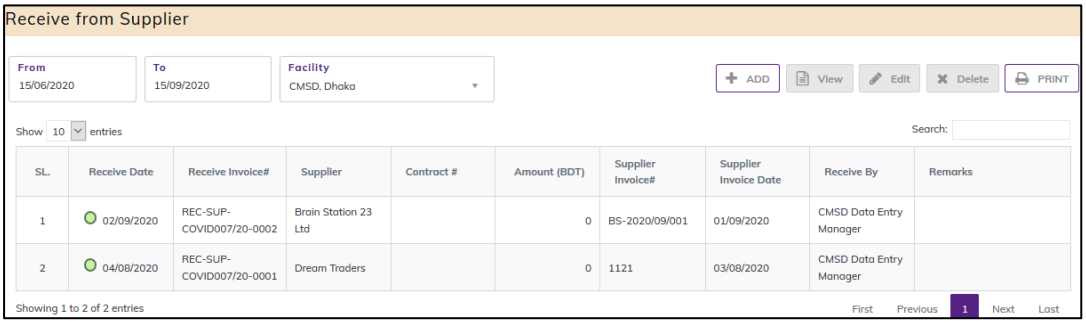
5.4. Receive Donation - View

- 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.

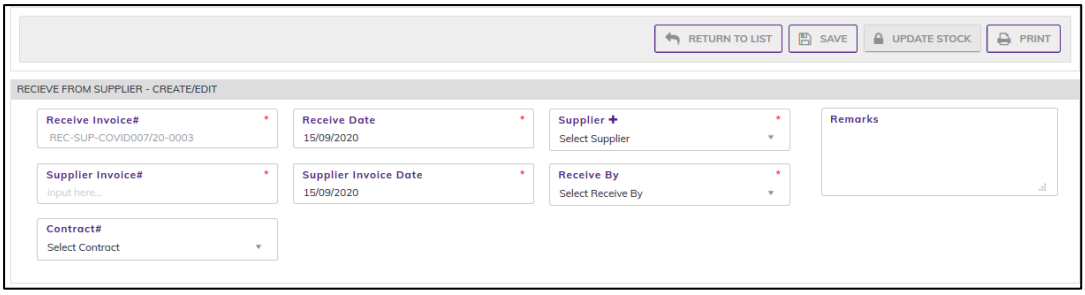
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Receive from Supplier** submenu



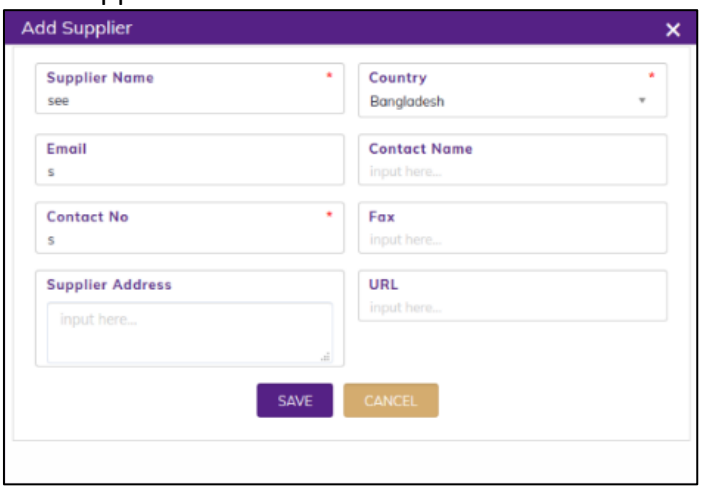
6.1. Receive from Supplier - Add

6.1.1. Receive from Supplier Invoice - Add Header

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



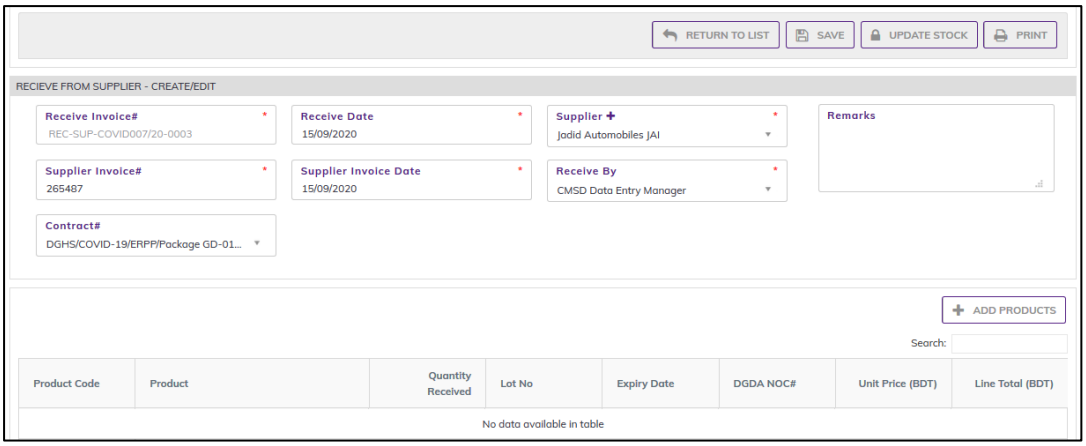
- Fill in the data entry fields.
- Field descriptions:
  1. **Receive Invoice#*:** Auto generated, no change required.
  2. **Receive Date*:** Today's date will auto fill, change if required. Cannot enter future date.
  3. **Supplier*:** Select supplier name from drop down. If not available press on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



  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:

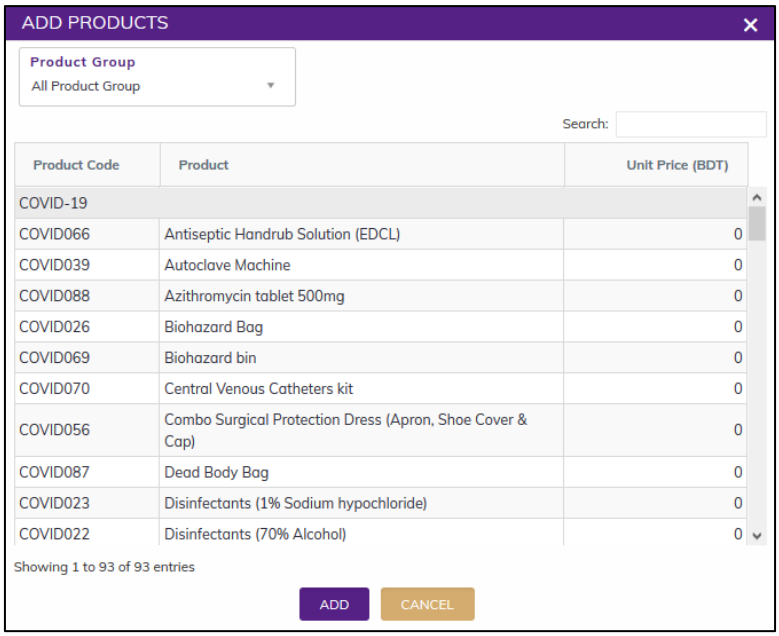
7. **Contract#:** Select contract number from drop down. If available contract number
8. **Remarks:** Any other description you want to mention.

- 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.

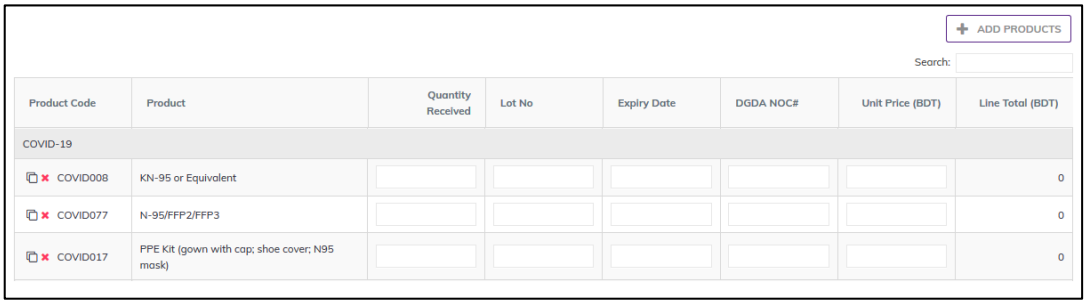


6.1.2. Receive from Supplier Invoice - Add Products

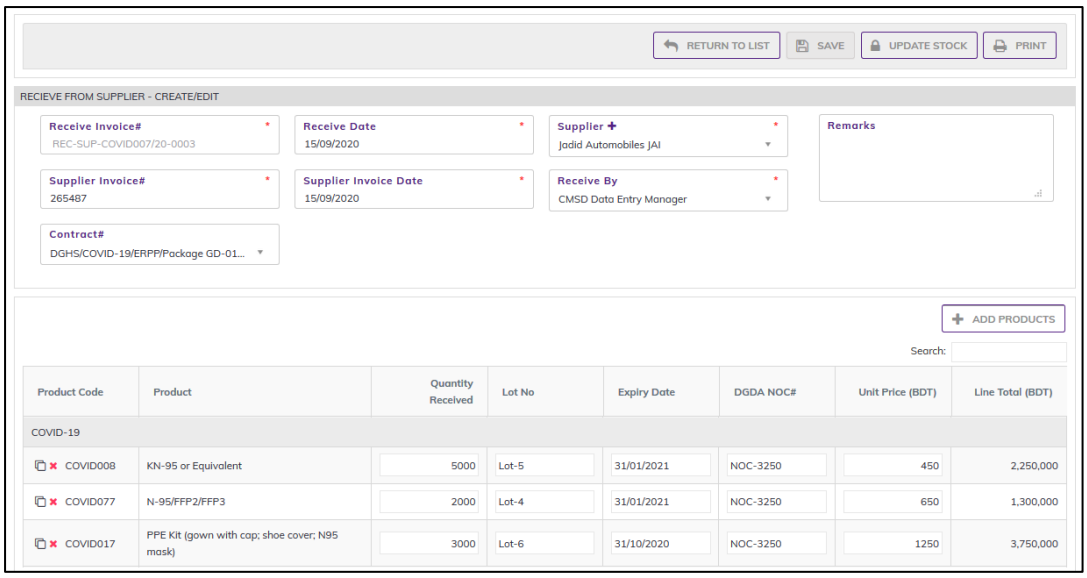
- Press on **ADD PRODUCT** button, you will see the list of product names



- 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.



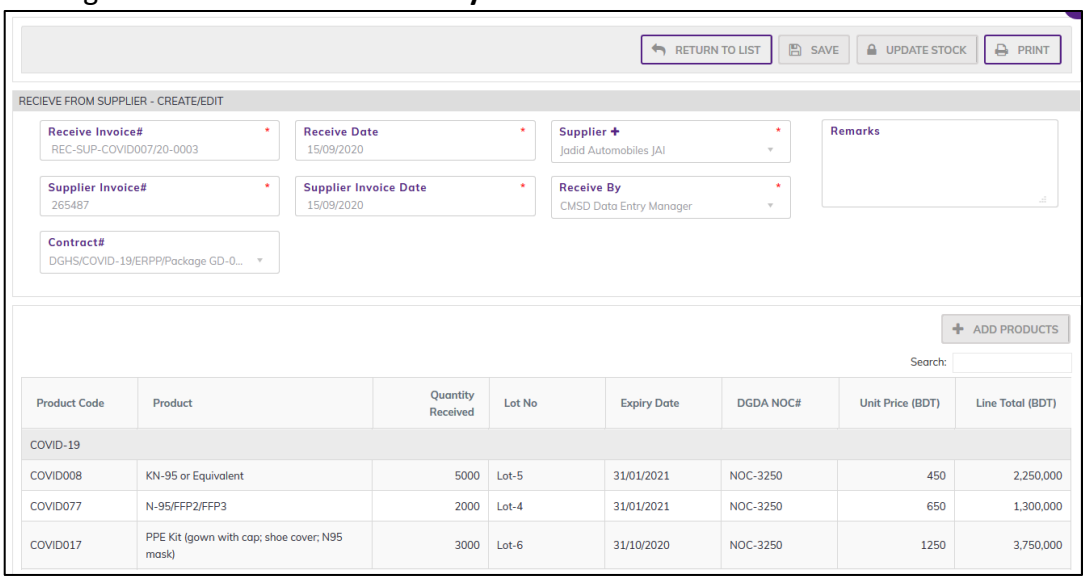
- Fill in the following information for every lot/batch -
  1. **Quantity Received:** Enter the quantity you received in the invoice
  2. **Lot No:** Enter the item lot number, if any
  3. **Expiry Date:** Enter the item expiry date, if any
  4. **DGDA NOC#:** Enter the DGDA NOC#, if any
  5. **Unit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



- 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**.



- 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

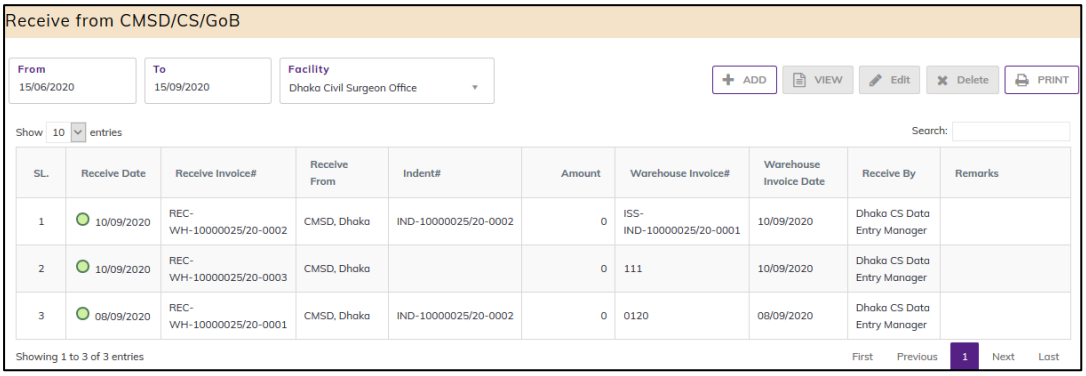
- You cannot delete an already posted invoice.
- To delete a Receive from Supplier invoice, the user must select the Receive from Supplier invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with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

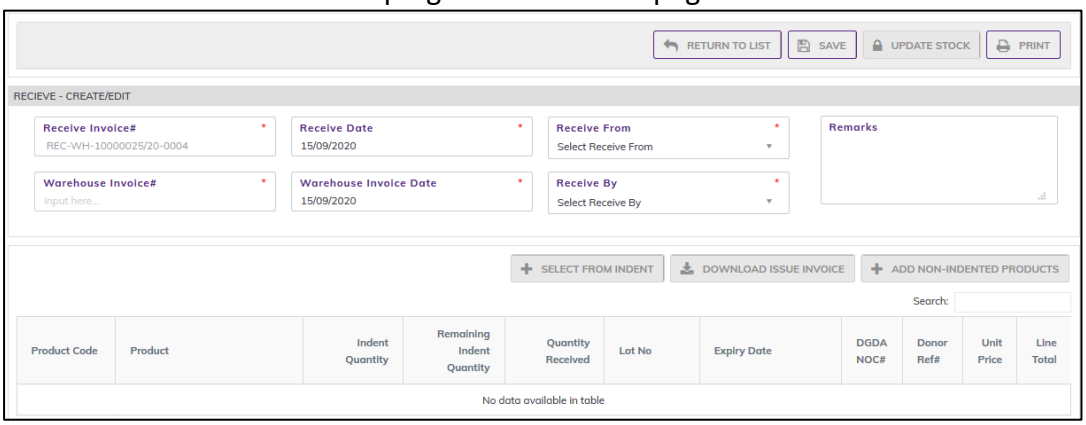
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Receive from CMSD/CS/GoB** submenu



7.1. Receive from CMSD/CS/GoB - Add

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

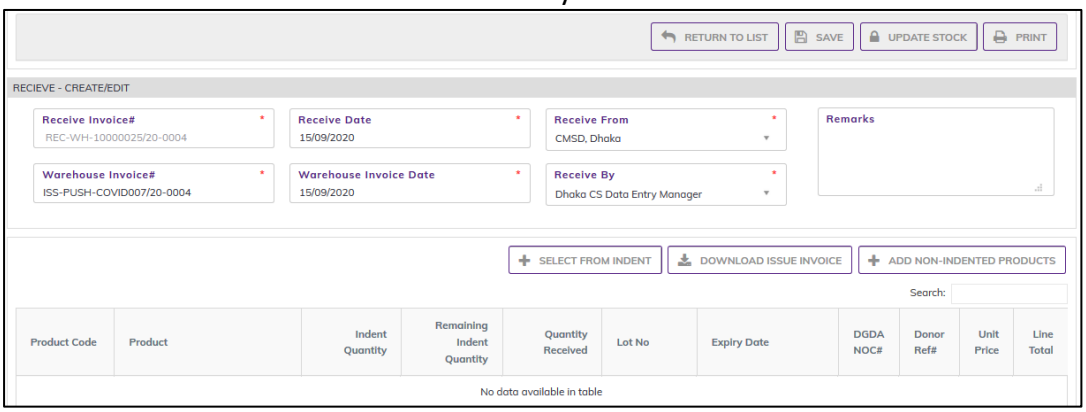
- Click on **ADD** button at the top right corner of the page



- 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 –
  - **SELECT FROM INDENT**
  - **DOWNLOAD ISSUE INVOICE**
  - **ADD NON-INDENTED PRODUCTS**

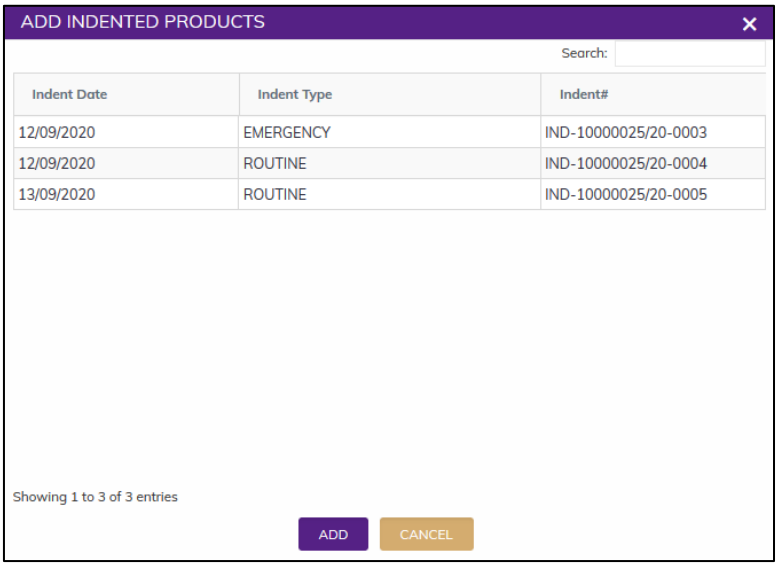
  Button is now enabled below the data entry fields.



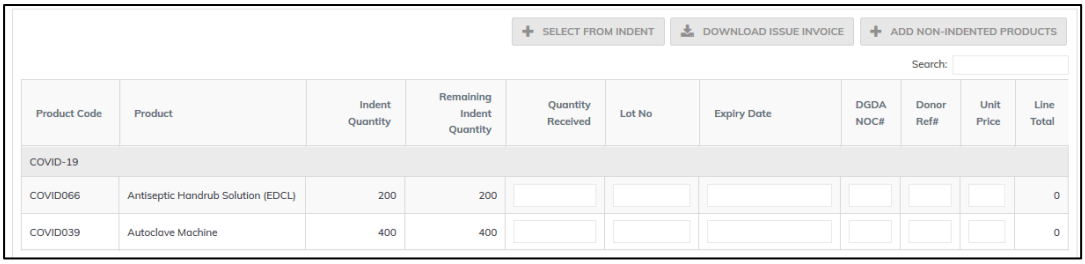
7.1.2. Receive from CMSD/CS/GoB Invoice - Add Products

➢ **SELECT FROM INDENT**

- If you want to add items from your available indent
- Press on **SELECT FROM INDENT** button, you will see the list of indent which you applying.



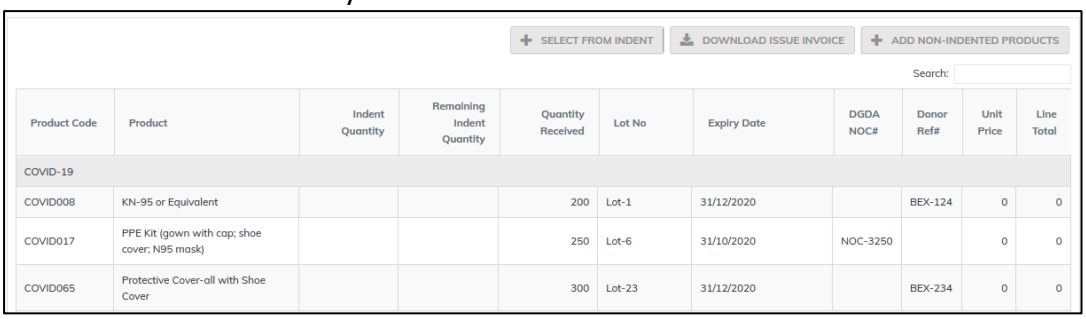
- Select an indent you want to receive in this Receive from CMSD/CS/GoB invoice.
- After selecting the indent item will be added with **Indent Quantity** and **Remaining Indent Quantity**.



- Enter the following field value:
  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.
- Then continue to above section.

➢ DOWNLOAD ISSUE INVOICE

- If you want to add items from your available issue Invoice
- Press on **DOWNLOAD ISSUE INVOICE** button, the invoice will be downloaded which Warehouse Invoice you want to receive.

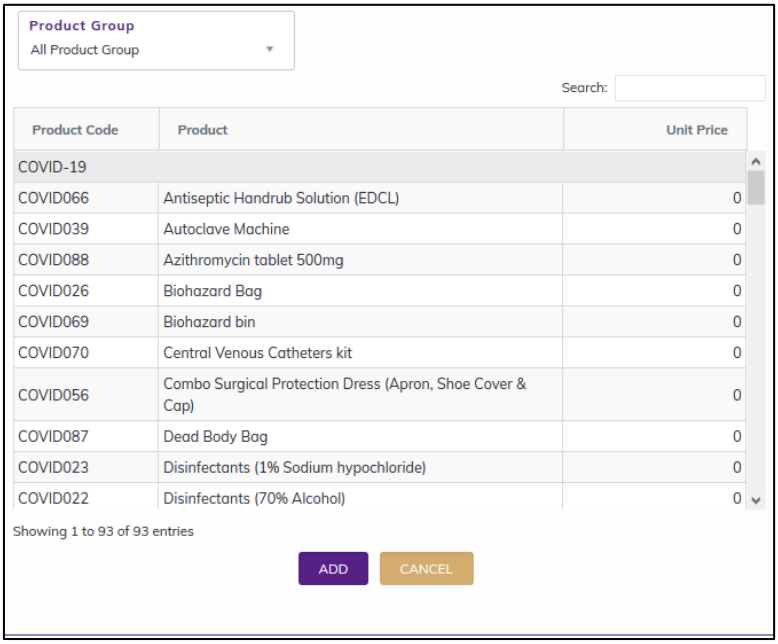


Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price	Line Total
COVID-19										
COVID008	KN-95 or Equivalent			200	Lot-1	31/12/2020		BEX-124	0	0
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)			250	Lot-6	31/10/2020	NOC-3250		0	0
COVID065	Protective Cover-all with Shoe Cover			300	Lot-23	31/12/2020		BEX-234	0	0

- Review the downloaded invoice items and continue to above section.

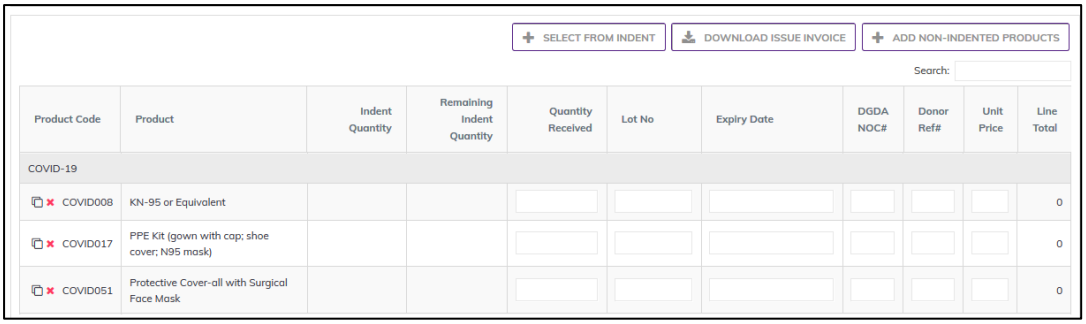
➢ ADD NON-INDENTED PRODUCTS

- 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



Product Code	Product	Unit Price
COVID-19		
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
COVID022	Disinfectants (70% Alcohol)	0

- 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.

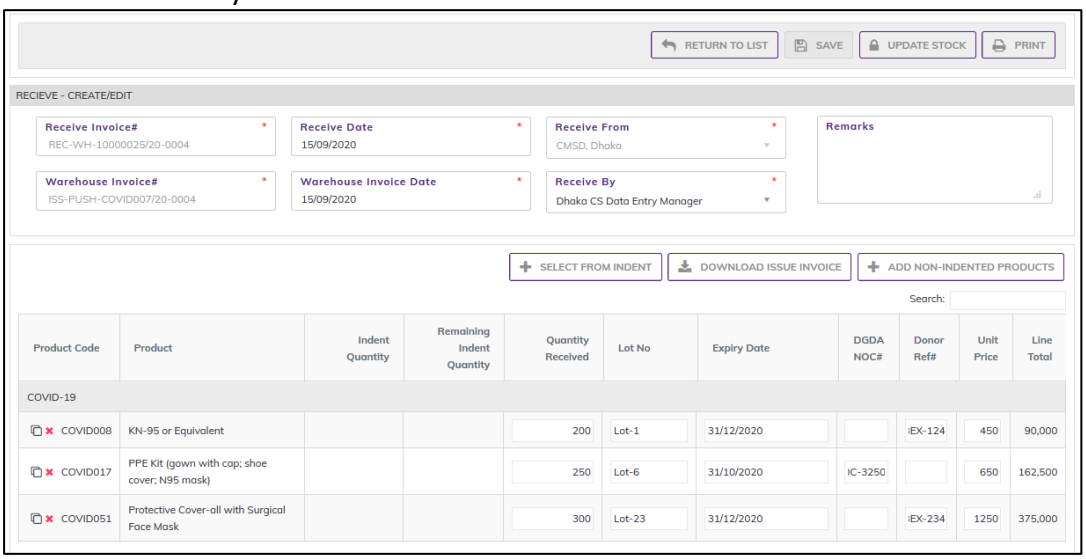


Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price	Line Total
COVID-19										
COVID008	KN-95 or Equivalent									0
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)									0
COVID051	Protective Cover-all with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

- Fill in the following information for every lot/batch -

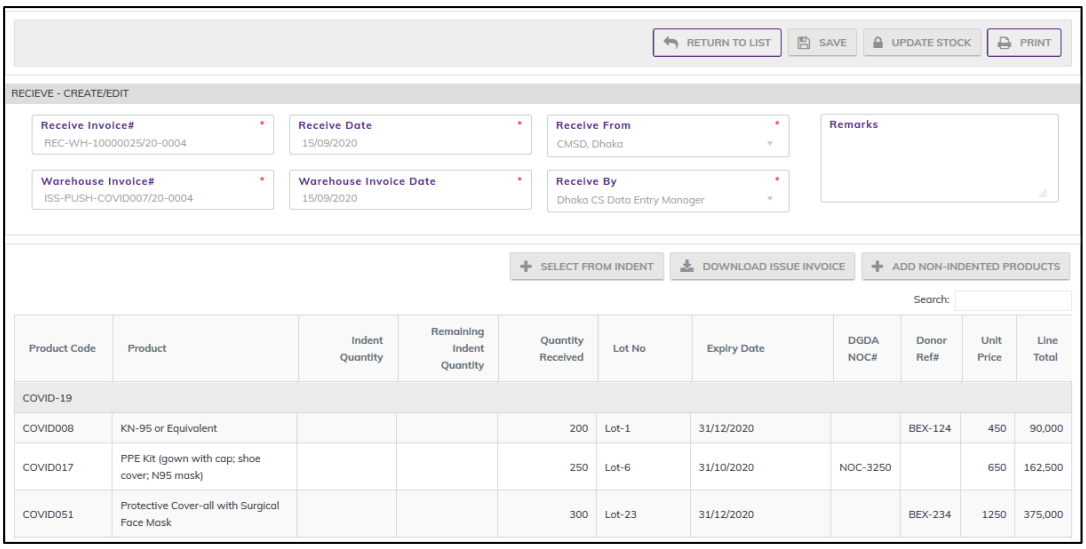
1. **Quantity Received:** Enter the quantity you received in the invoice
2. **Lot No:** Enter the item lot number, If any
3. **Expiry Date:** Enter the item expiry date, If any
4. **DGDA NOC#:** Enter the DGDA NOC#, If any
5. **Donor Ref#:** Enter the item Donor Ref#, if any. If there is no reference – 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.



7.1.3. 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**.



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

7.2. 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.

7.3. 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.

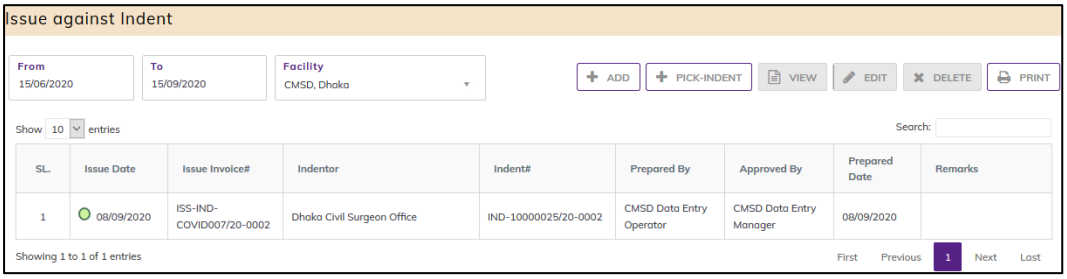
7.4. Receive from CMSD/CS/GoB - View

- 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

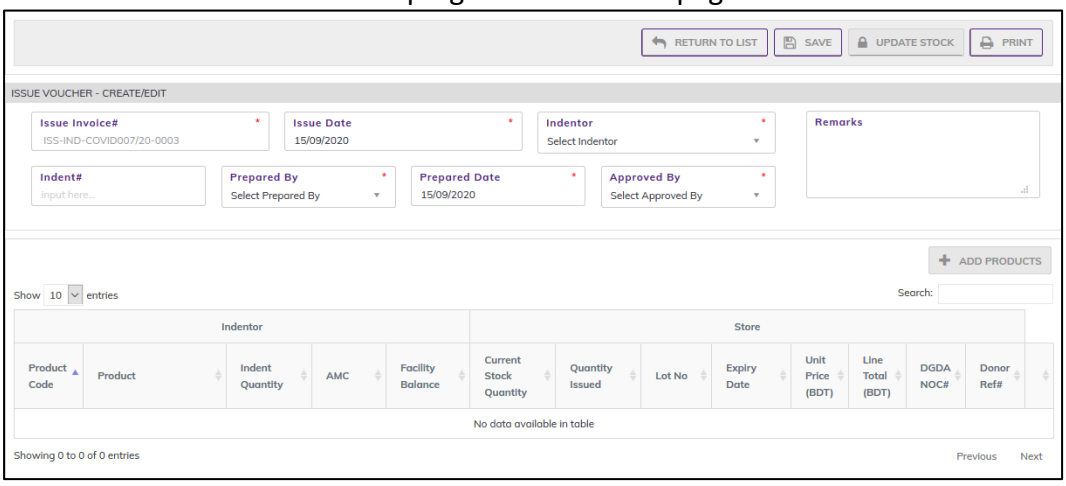
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Issue against Indent** submenu



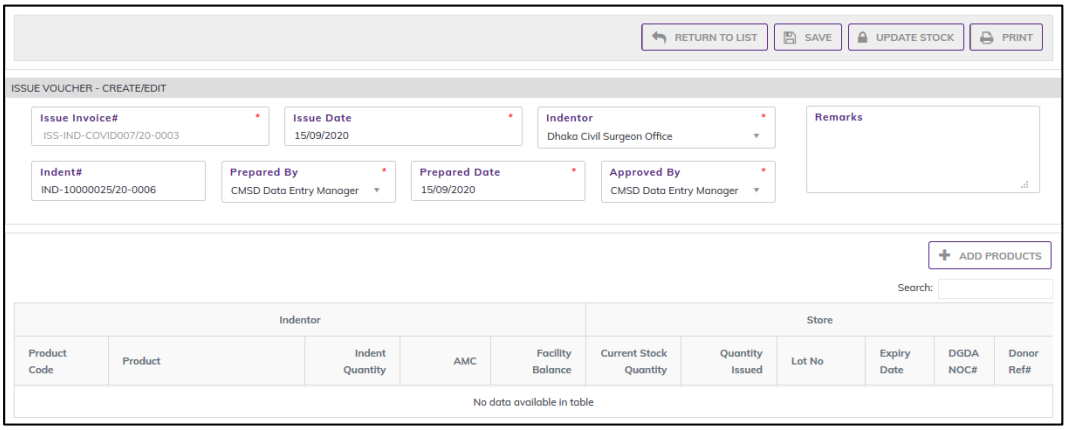
8.1. Issue against Indent - Add

8.1.1. Issue against Indent Invoice - Add Header

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

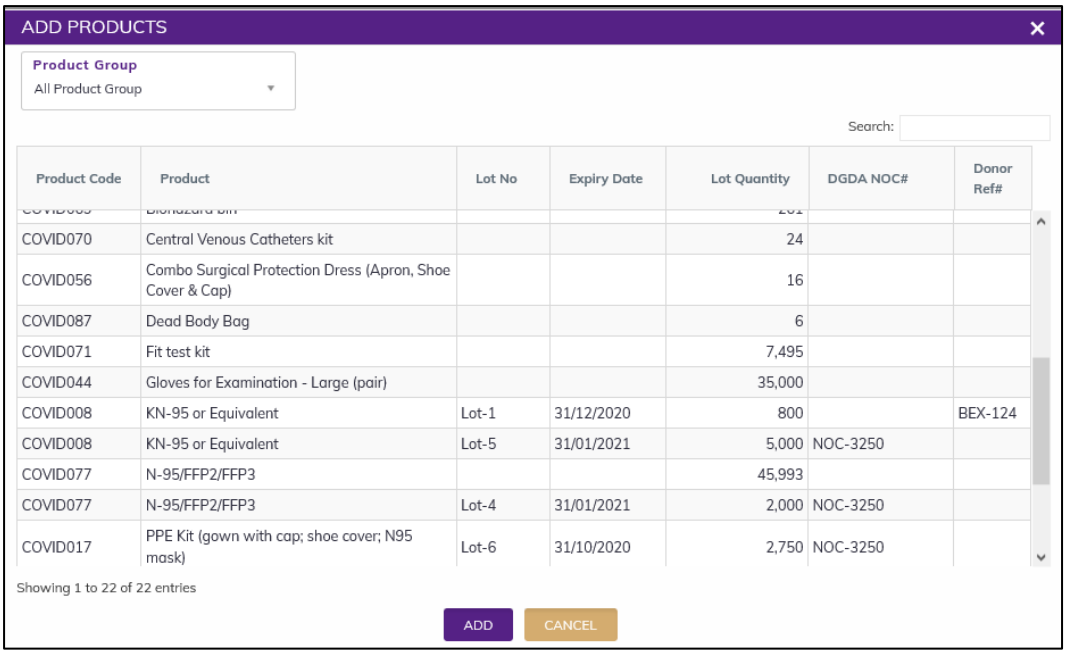


- Fill in the data entry fields.
- Field descriptions:
  1. **Issue Invoice#*:** Auto generated, no change required.
  2. **Issue Date*:** Today's date will auto fill, change if required. Cannot enter future date.
  3. **Indentor*:** Select indentor name from drop down, which are indent you.
  4. **Indent#*:** 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.



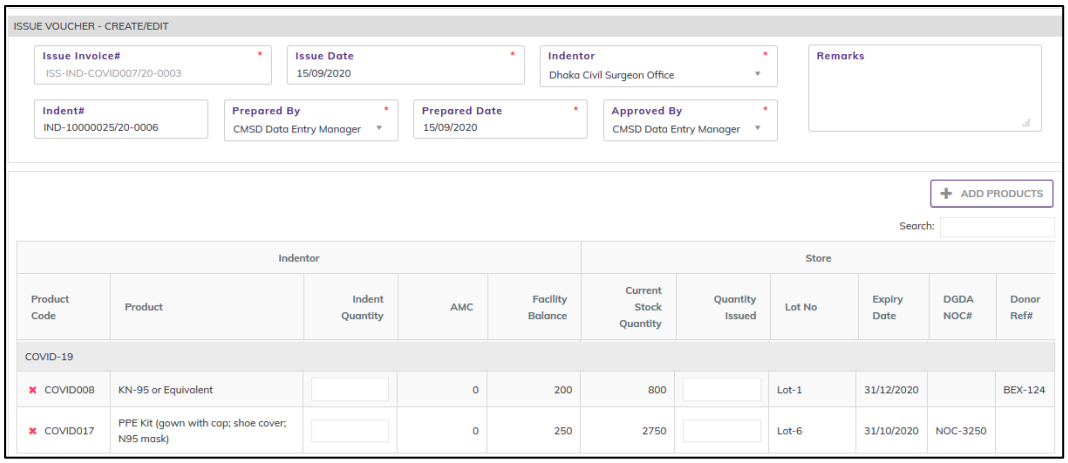
8.1.2. Issue against Indent Invoice - Add Products

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



Product Code	Product	Lot No	Expiry Date	Lot Quantity	DGDA NOC#	Donor Ref#
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	

- 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.



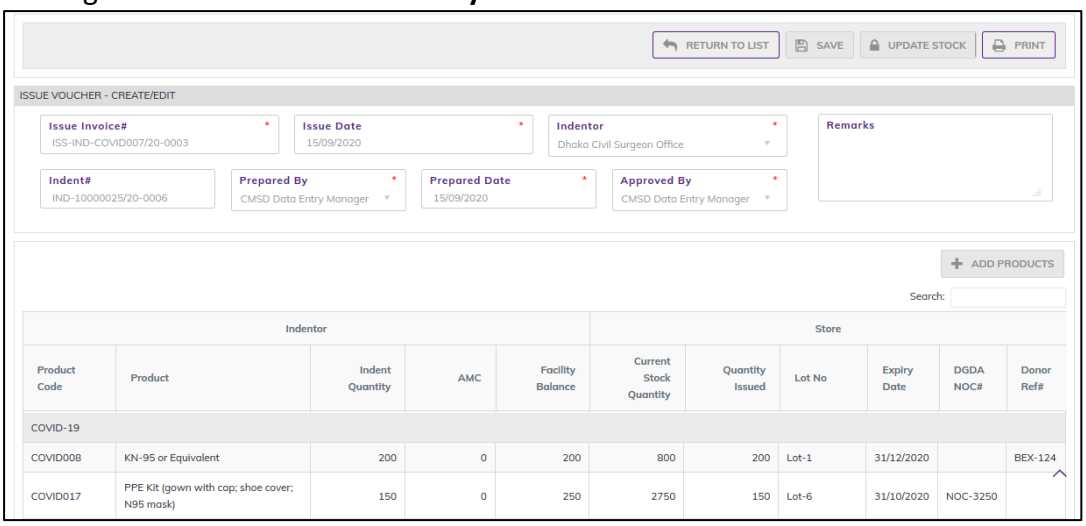
		Indentor			Store					
Product Code	Product	Indent Quantity	AMC	Facility Balance	Current Stock Quantity	Quantity Issued	Lot No	Expiry Date	DGDA NOC#	Donor Ref#
COVID-19										
COVID008	KN-95 or Equivalent		0	200	800		Lot-1	31/12/2020		BEX-124
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	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

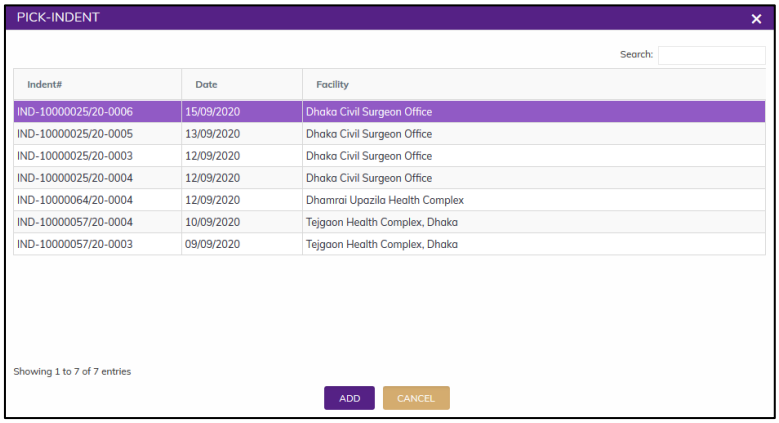
- Press on **UPDATE STOCK** button to post the invoice to stock, you will see message **Do you really want to update the stock?**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Invoice Posted Successfully**.



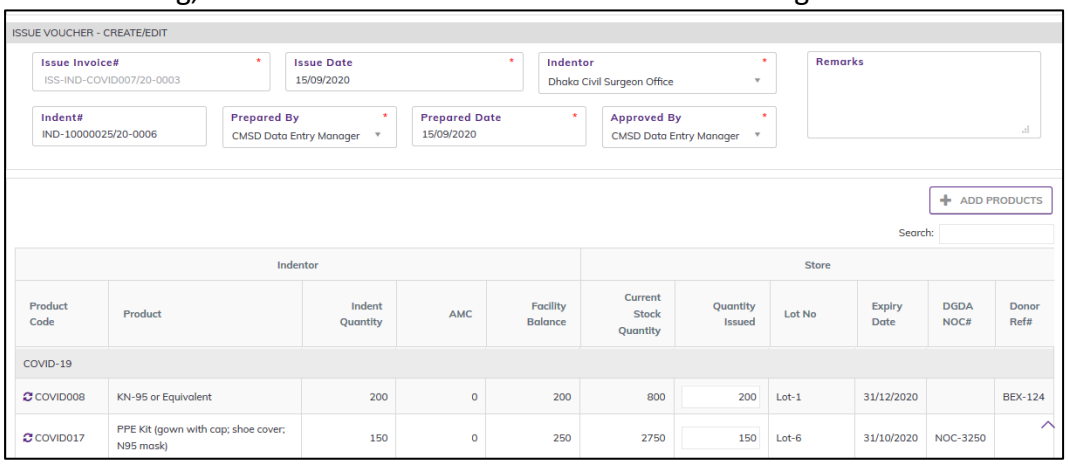
- After update you are not able to change or delete the invoice information.

8.2. Issue against Indent - Pick-Indent

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



- 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.



- 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

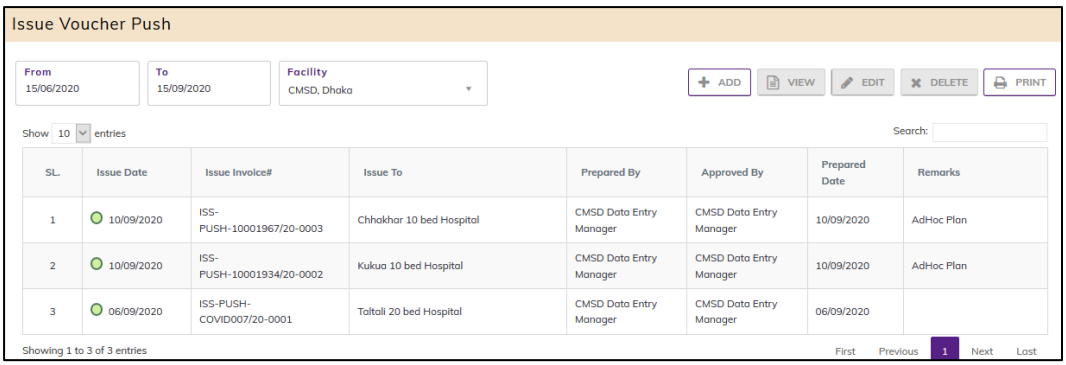
- You cannot delete an already posted invoice.
- To delete an Issue against Indent invoice, the user must select the Issue against Indent invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with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

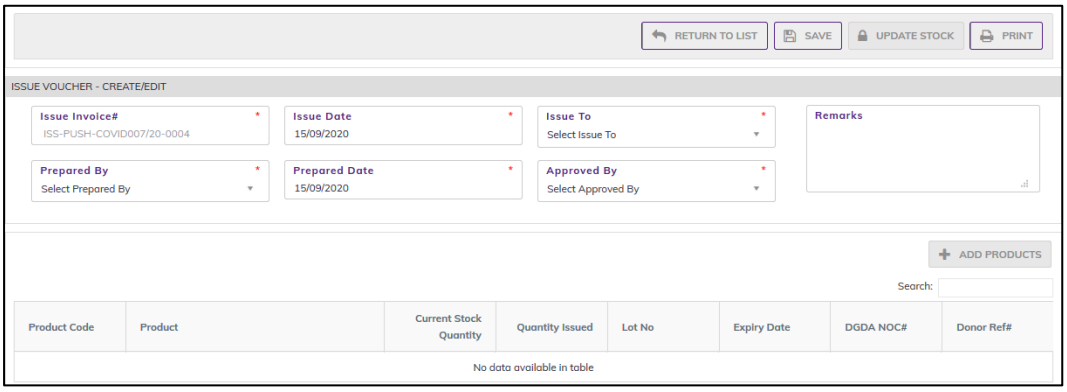
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Issue Voucher Push** submenu



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.



- 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.

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

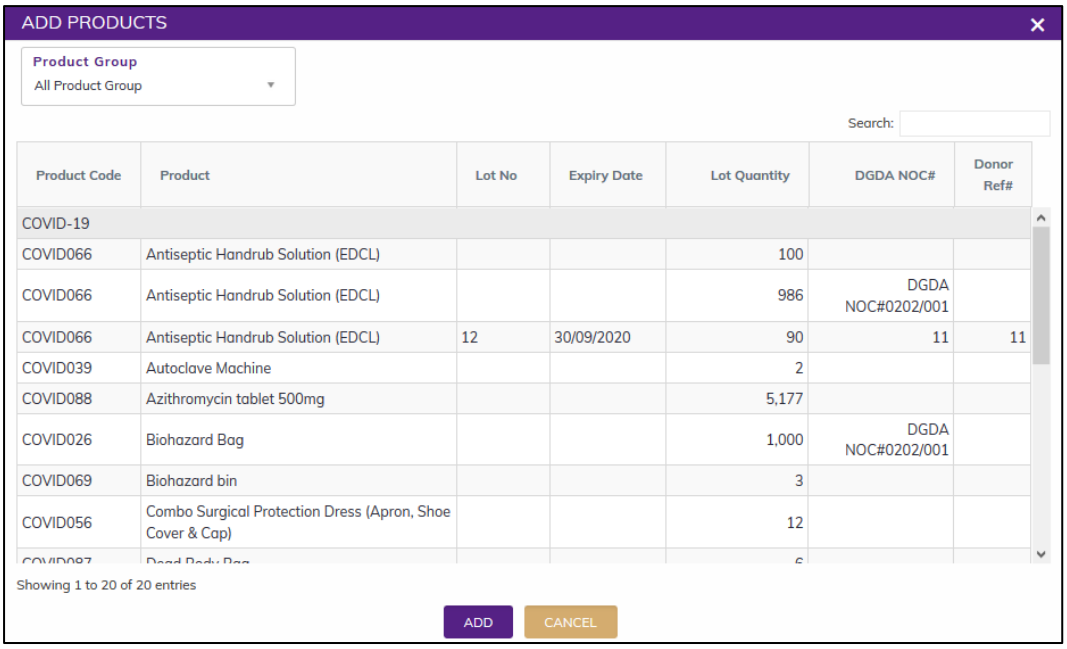
ADD PRODUCTS

Search:

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

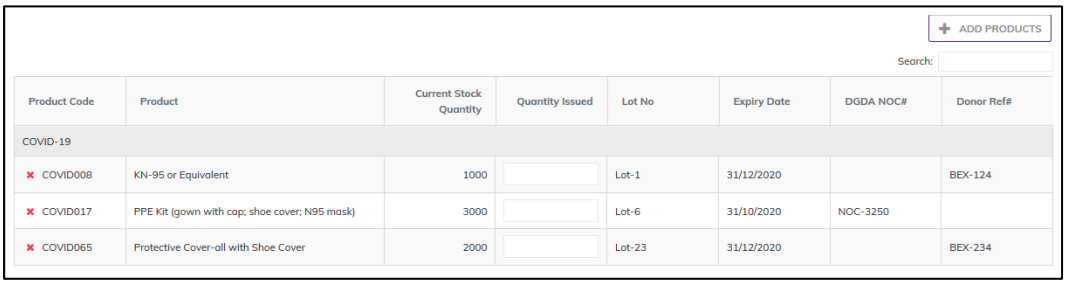
9.1.2. Issue Voucher Push Invoice - Add Products

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



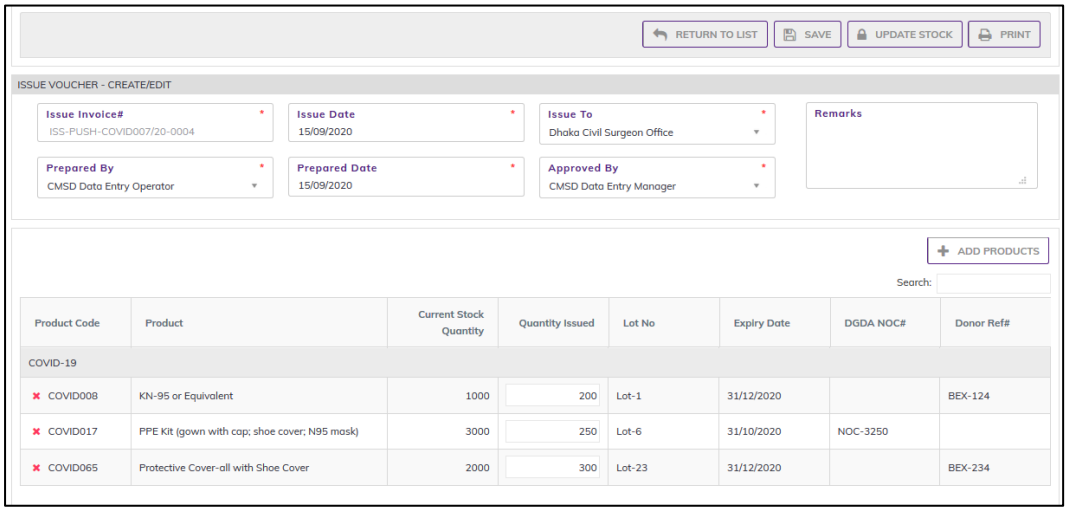
Product Code	Product	Lot No	Expiry Date	Lot Quantity	DGDA NOC#	Donor Ref#
COVID-19						
COVID066	Antiseptic Handrub Solution (EDCL)			100		
COVID066	Antiseptic Handrub Solution (EDCL)			986	DGDA NOC#0202/001	
COVID066	Antiseptic Handrub Solution (EDCL)	12	30/09/2020	90	11	11
COVID039	Autoclave Machine			2		
COVID088	Azithromycin tablet 500mg			5,177		
COVID026	Biohazard Bag			1,000	DGDA NOC#0202/001	
COVID069	Biohazard bin			3		
COVID056	Combo Surgical Protection Dress (Apron, Shoe Cover & Cap)			12		

- 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

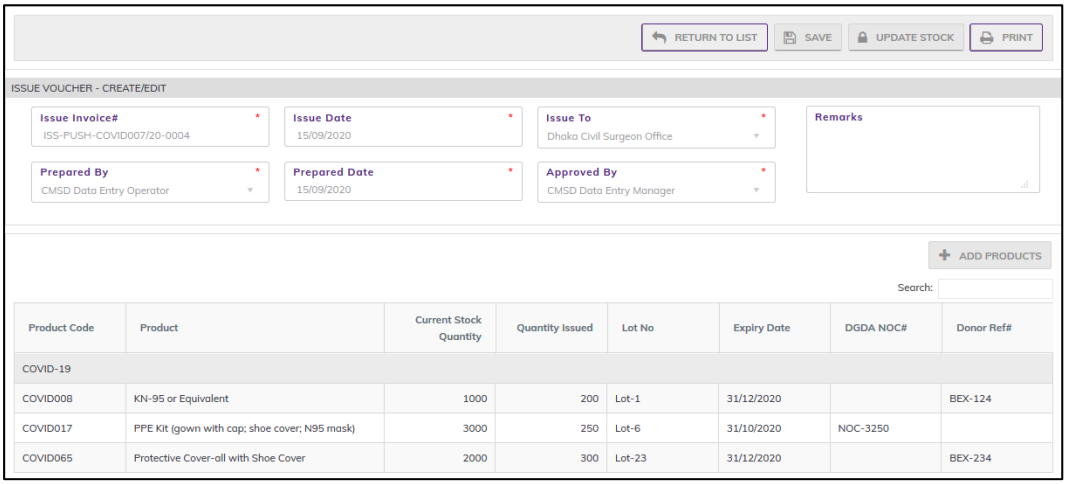


Product Code	Product	Current Stock Quantity	Quantity Issued	Lot No	Expiry Date	DGDA NOC#	Donor Ref#
COVID-19							
COVID008	KN-95 or Equivalent	1000	200	Lot-1	31/12/2020		BEX-124
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	3000	250	Lot-6	31/10/2020	NOC-3250	
COVID065	Protective Cover-all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



- 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**

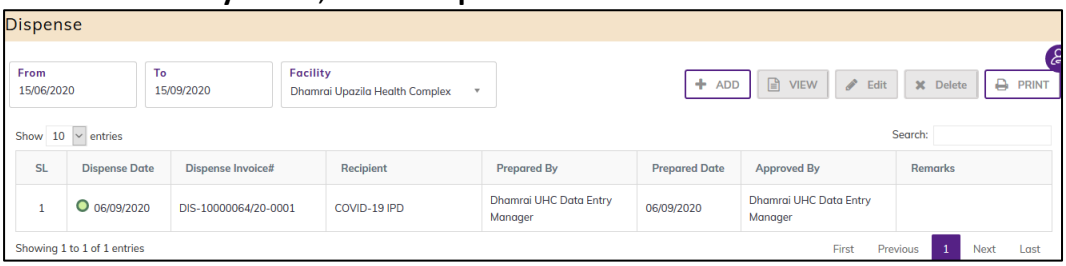
relevant items? - When you confirm the invoice is removed with all items permanently.

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

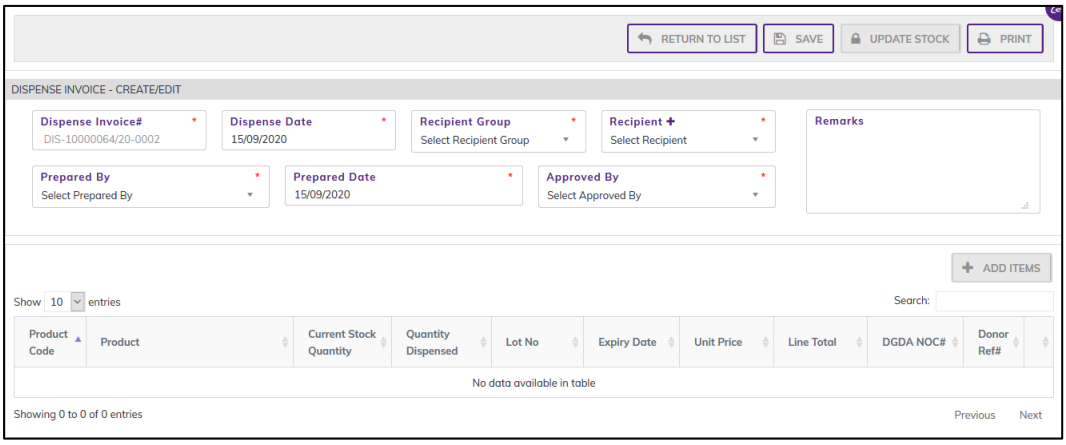
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Dispense** submenu



10.1. Dispense - Add

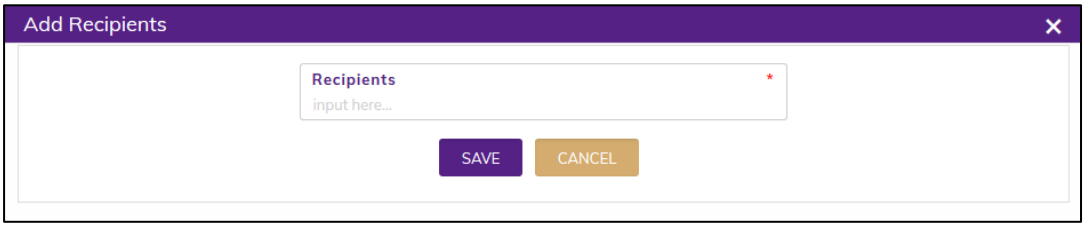
10.1.1. Dispense Invoice - Add Header

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



- 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.

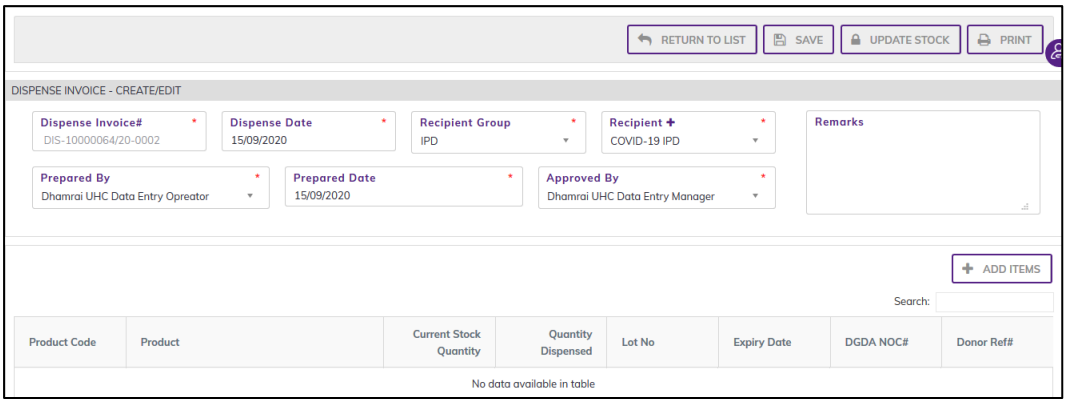


6. **Prepared By*:** Select the person who is entering data.
7. **Prepared Date*:** Enter date from prepared date of dispense Invoice.
8. **Approved By*:** Select the person who is entering data.

- Input non-mandatory fields:

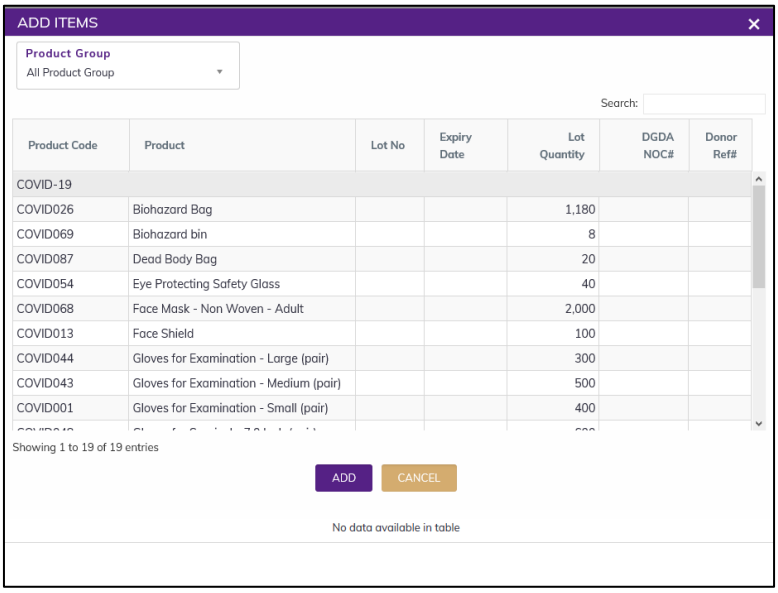
9. **Remarks:** Any other description you want to mention.

- 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.



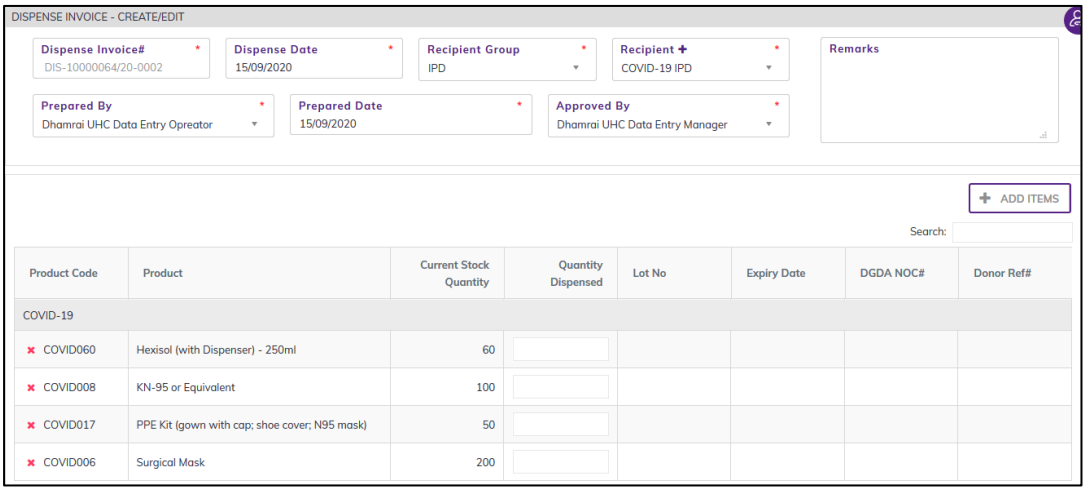
10.1.2. Dispense Invoice - Add Products

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

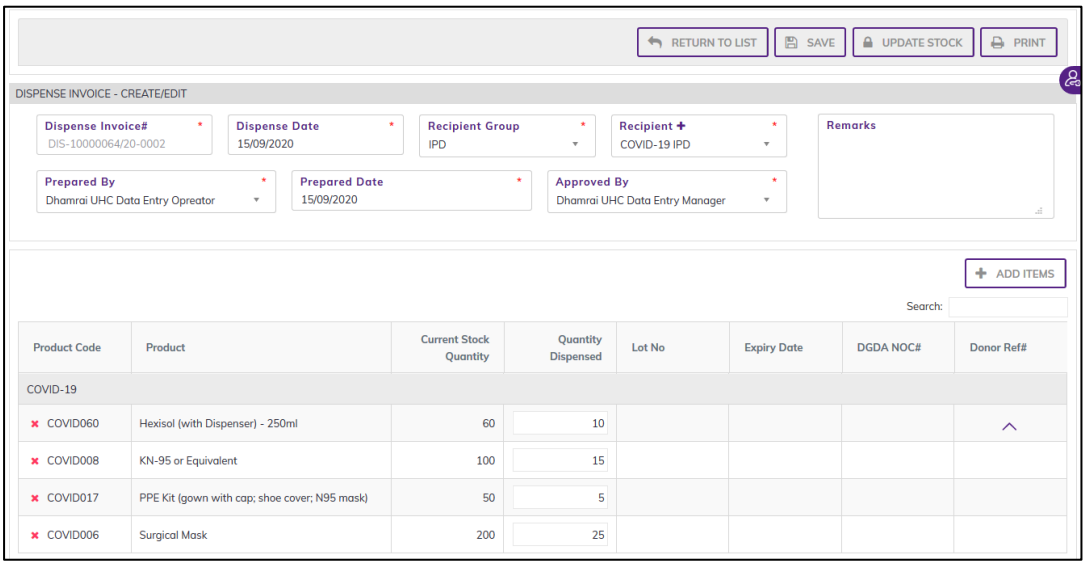


- Select one or more products, which you have dispensed from stock. You can use Shift and Control keys to select multiple products at once.

- After selection press **ADD** button, the popup will close and you will return back to the form.



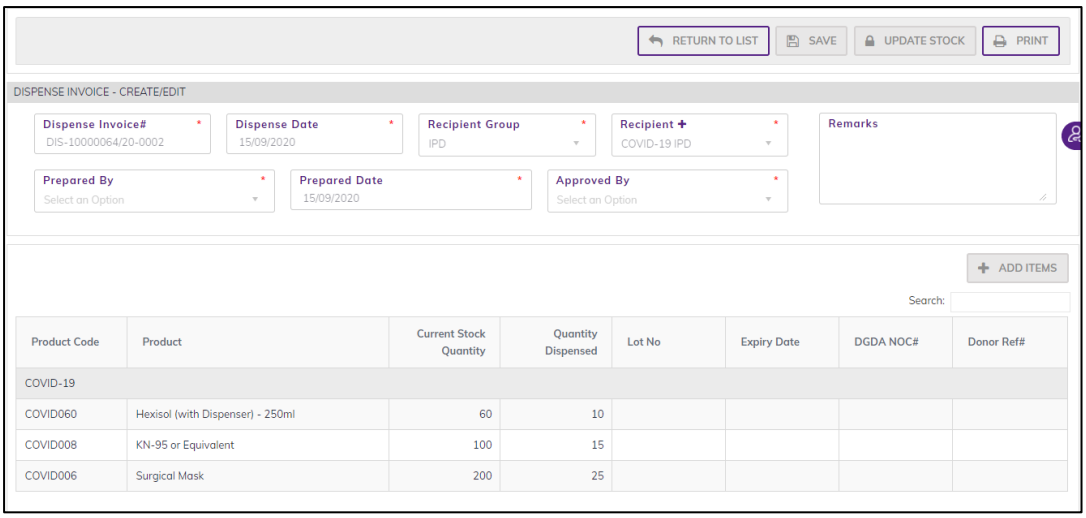
- Automatic fill-up **Current Stock Quantity and if having (Lot No, Expiry Date, DGDA NOC#, Donor Ref#).**
- Fill in the following information for every lot/batch -
  1. **Quantity Dispensed:** Enter the quantity you have issued in the invoice
- If you want to remove a line item – press the small delete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



- 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**.



- 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

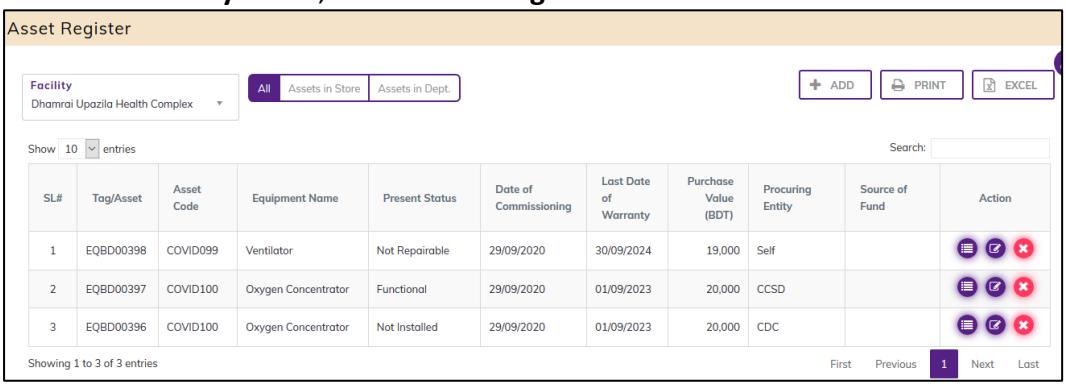
- You cannot delete an already posted invoice.
- To delete a Dispense invoice, the user must select the Dispense invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When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

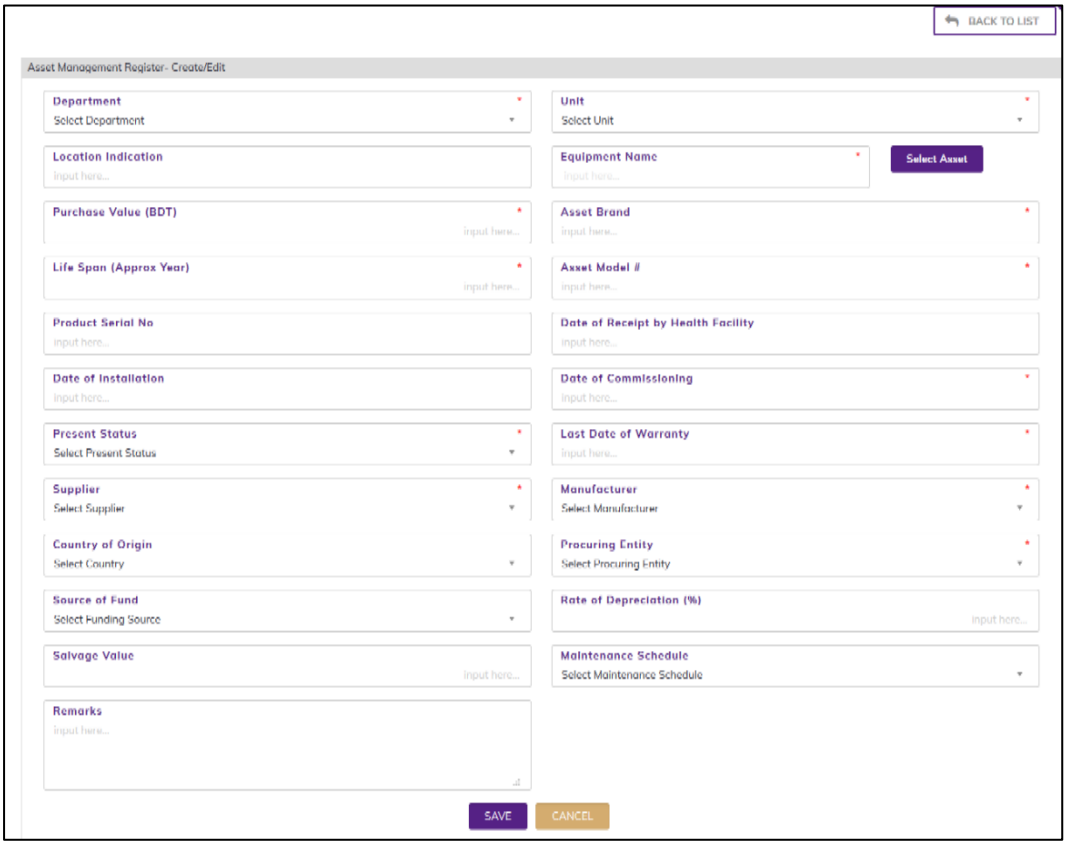
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Asset Register** submenu



- 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

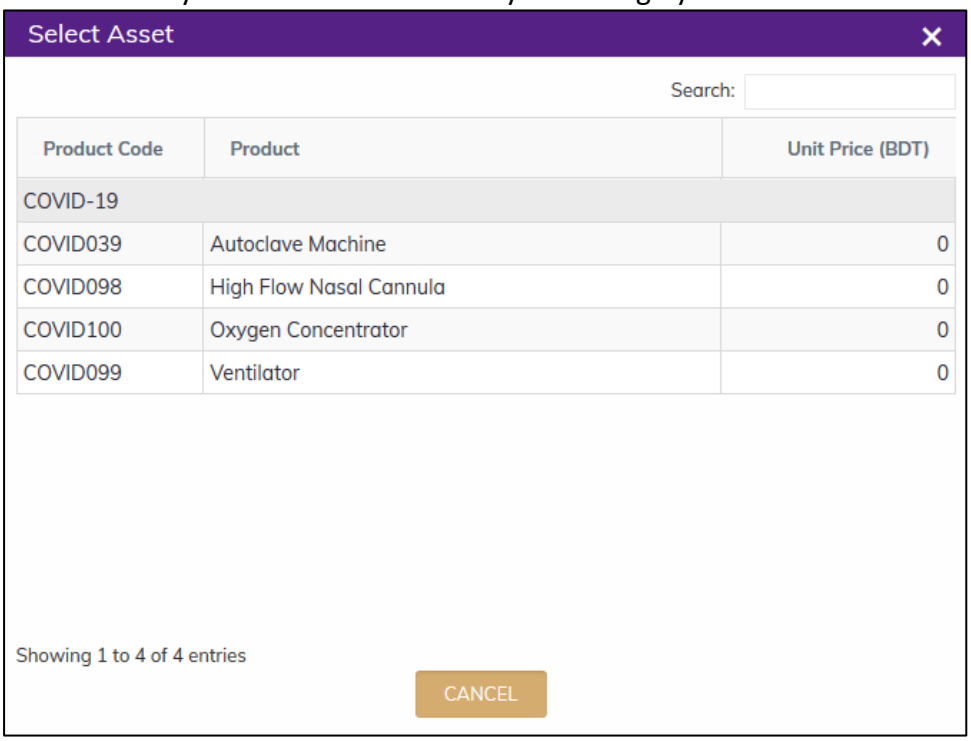
11.1. Asset Register - Add

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



- 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:



- 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

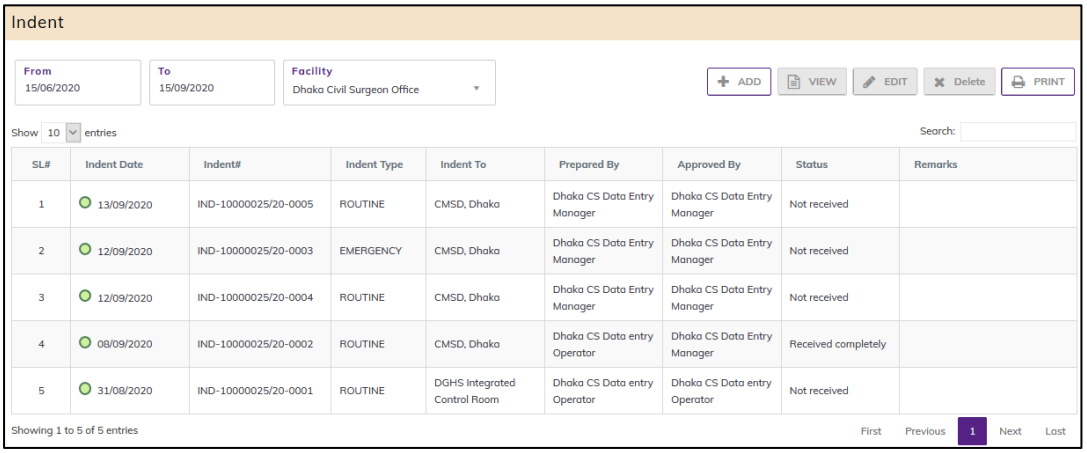
- To edit asset information, the user needs to click the **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?).** When you confirm the Product will be displayed for editing.
- Modify the asset information as explained 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

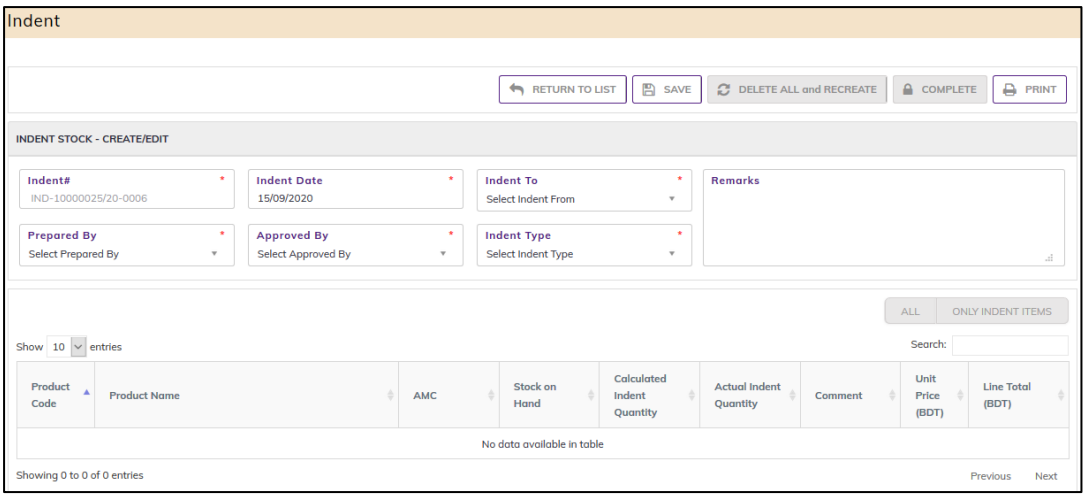
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Indent** submenu



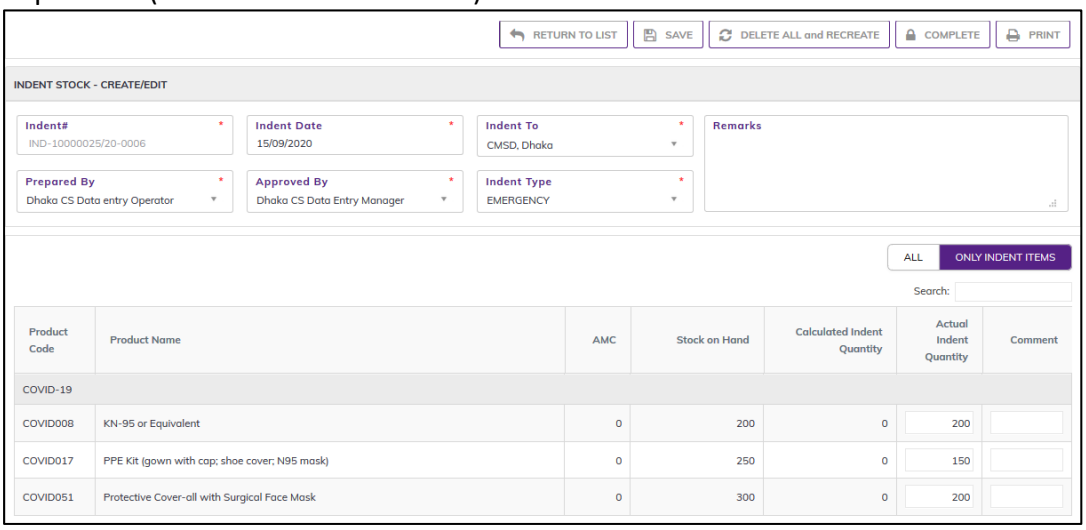
12.1. Indent - Add

12.1.1. Indent Invoice - Add Header

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



- 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)



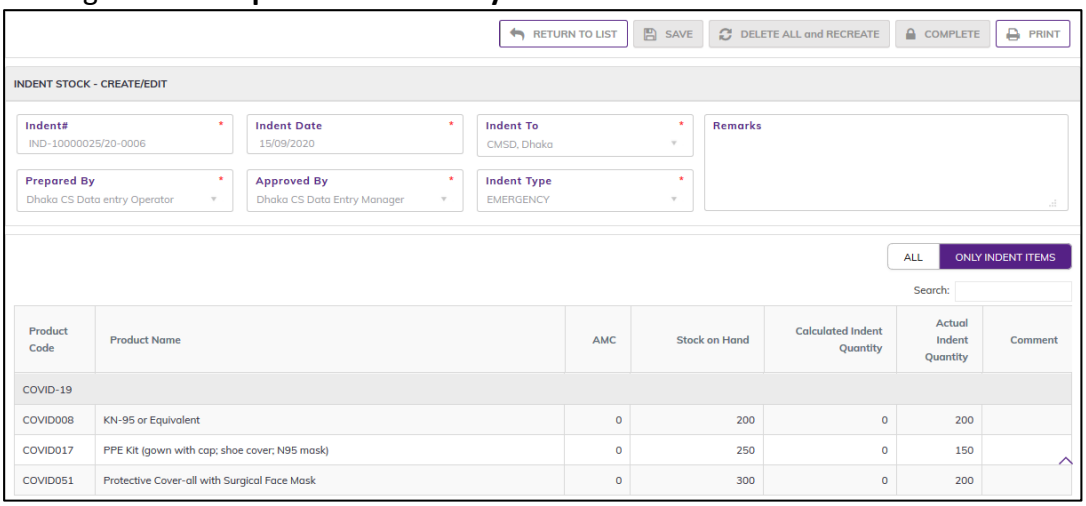
- You will see that **ALL and ONLY INDENT ITEMS** button is now enabled below the data entry fields and selected the automatically calculated only indent items.
- You can also recreate by using **DELETE ALL and RECREAT** button.

12.1.2. Indent - Items

- You will see the list of product stock.
  1. **Product Code:** Product code come from product list
  2. **Product Name:** Product name come from product list
  3. **AMC:** Average monthly consumption of the facility
  4. **Stock on Hand:** Stock on hand of the facility.
  5. **Calculated Indent Quantity:** Calculated Indent Quantity = (AMC X 2)
  6. **Actual Indent Quantity:** Actual Indent Quantity = **(**Calculated Indent Quantity-Stock on hand**).** You can enter actual indent quantity, as you require.
  7. **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**.



- 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

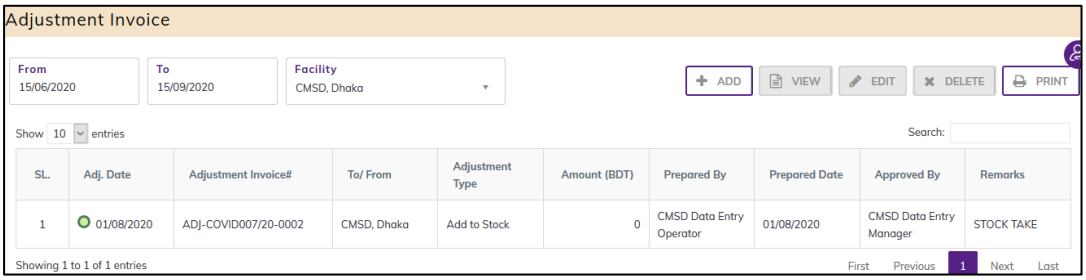
- You cannot delete an already completedd indent.
- To delete an Indent, the user must select the Indent invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this indent with relevant indent items?** - When you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

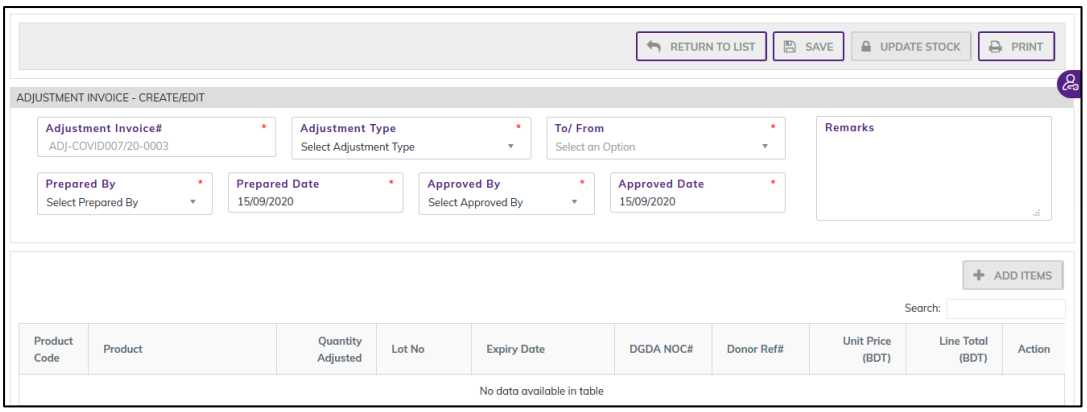
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Adjustment Invoice** submenu



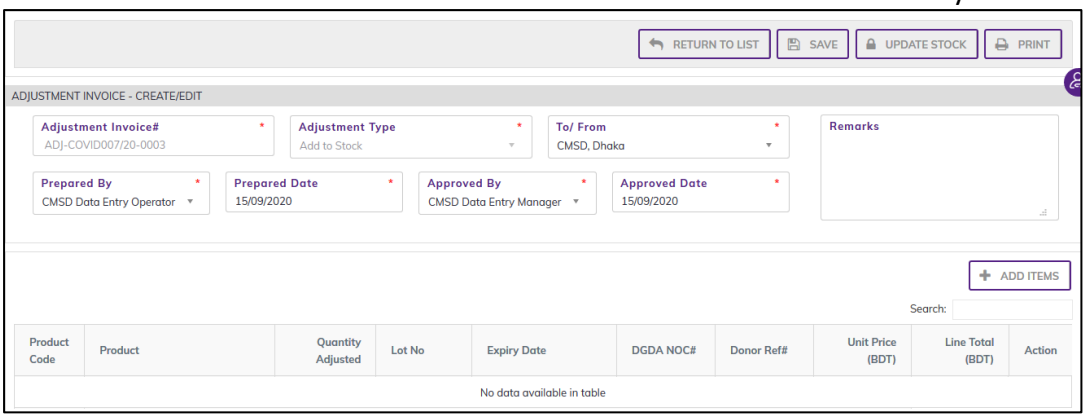
13.1. Adjustment Invoice - Add

13.1.1. Adjustment Invoice - Add Header

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

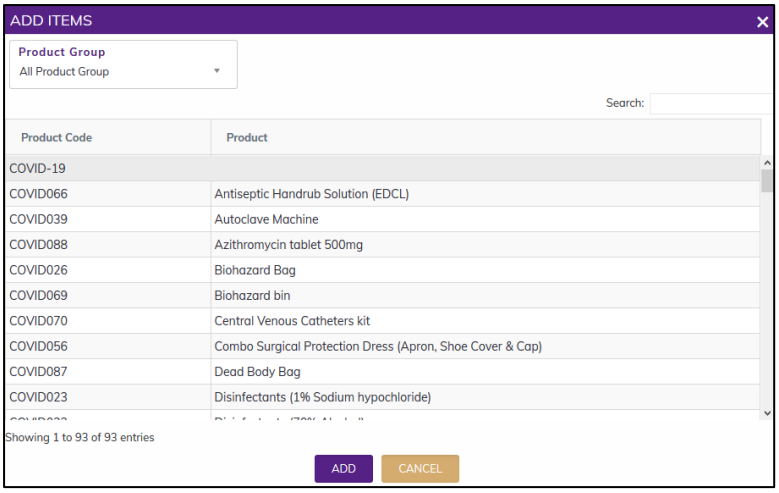


- Fill in the data entry fields.
- Field descriptions:
  1. **Adjustment Invoice#*:** Auto generated, no change required.
  2. **Adjustment Type*:** Select Adjustment Type from drop down
  3. **To/ From*:** (If Adjustment Type **is Return to Supplier, Return to Warehouse and Transfer to Another Facility, Return from Facility, Return from Recipient, Transfer from Another Facility)** else Adjustment Type by default selected facility you want to adjustment the facility stock.
  4. **Prepared By*:** Select the person who is entering data.
  5. **Prepared Date*:** Enter date from prepared date of Adjustment Invoice.
  6. **Approved By*:** Select the person who is entering data.
  7. **Approved Date*:** Enter date from approved date of Adjustment Invoice.
- Input non-mandatory fields:
  8. **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.

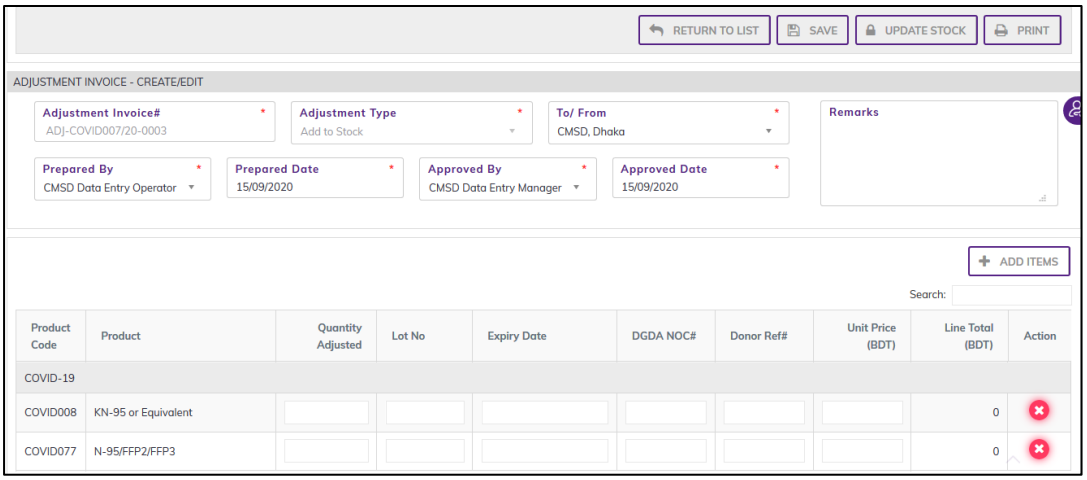


13.1.2. Adjustment Invoice - Add Products

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

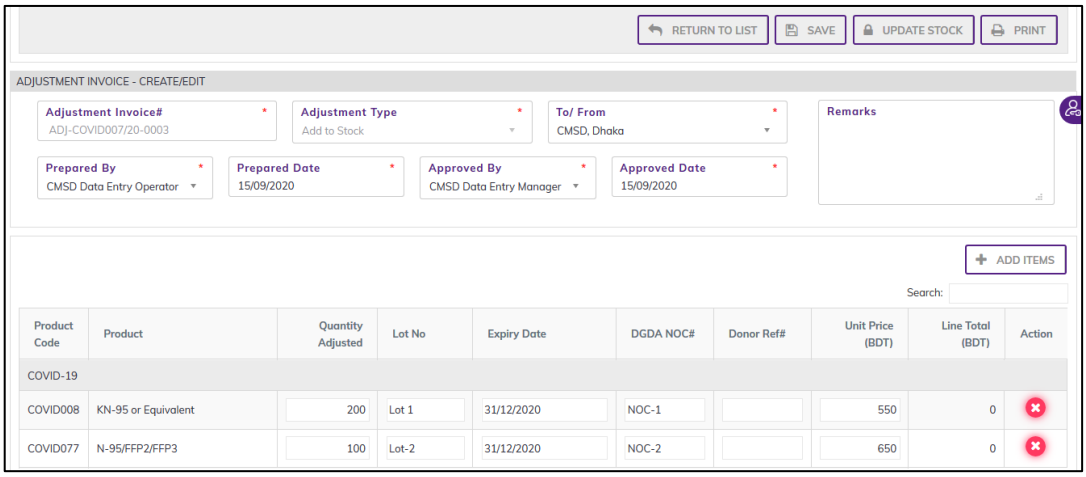


- Select one or more products, which you have Adjustment Invoiced from stock. You can use Shift and Control keys to select multiple products at once.
- After selection press ADD button, the popup will close and you will return back to the form.



- 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.

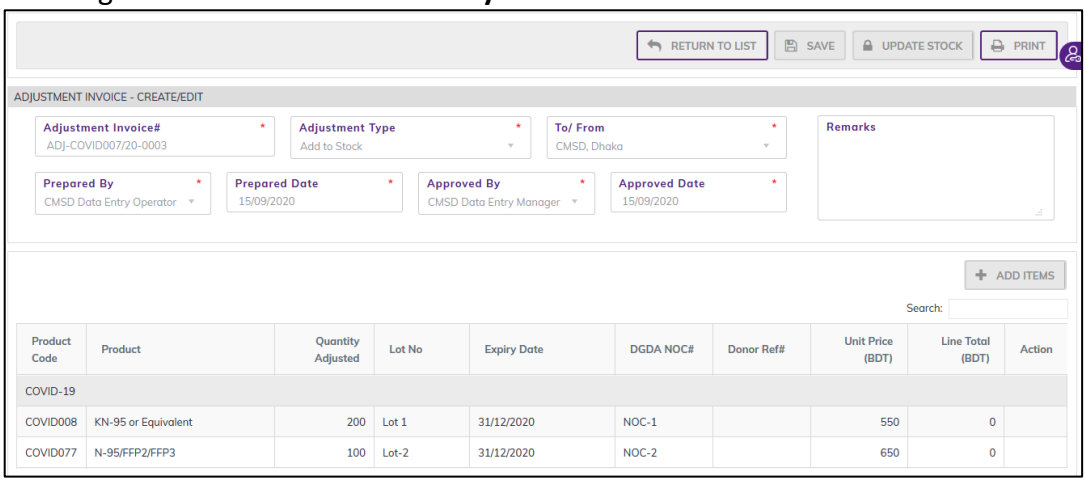
- If you have more than one lot for a product, use the copy icon at the far left of the grid against each product.



- 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**.



- 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

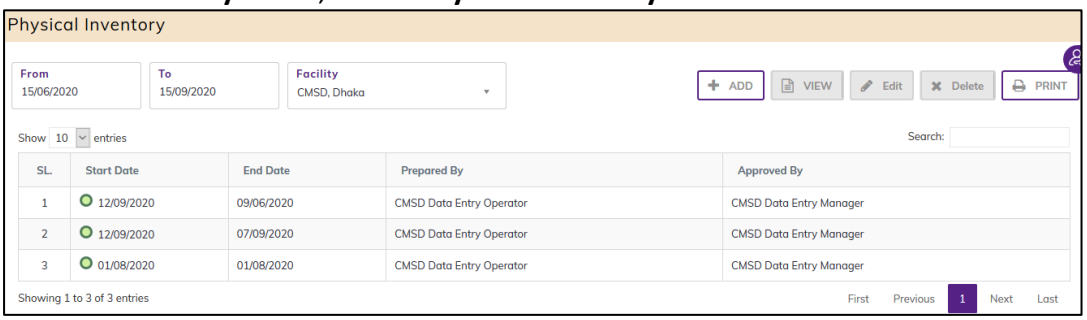
- You cannot delete an already posted invoice.
- To delete a Adjustment Invoice, the user must select the Adjustment Invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When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

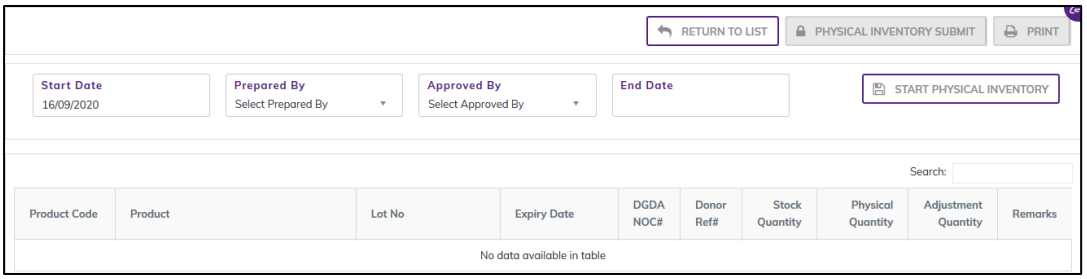
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Physical Inventory** submenu



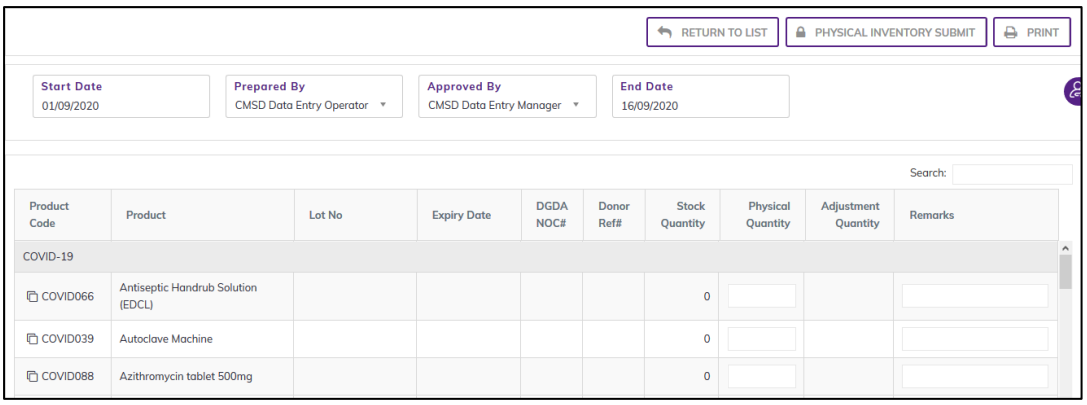
14.1. Physical Inventory - Add

14.1.1. Physical Inventory - Add Header

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



- 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.



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

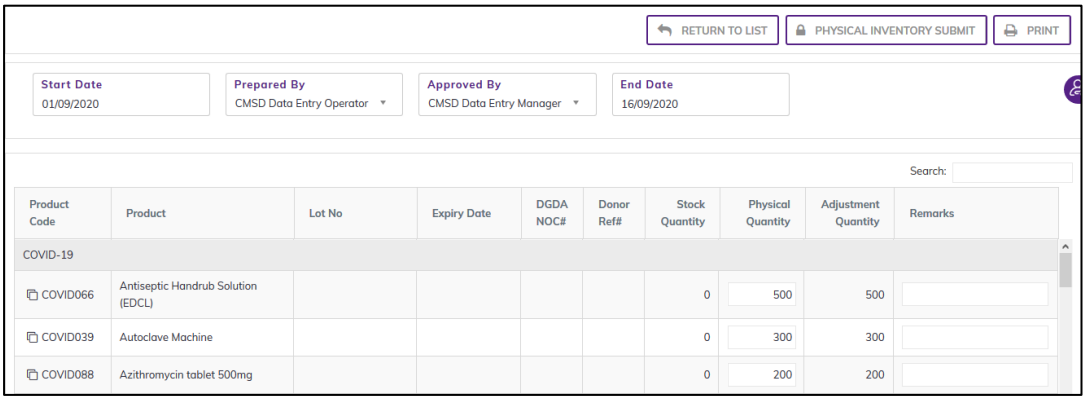
14.1.2. Physical Inventory - Entry

- You will see the list of product stock.
  1. **Physical Quantity:** Enter the product Physical Quantity.
  2. **Adjustment Quantity**: After entering the adjusted quantity automatically, calculate.
  3. **Remarks:** enter remarks comment if any.
- Continue for every item.

14.1.3. Physical Inventory - Complete

Note: Make sure you have entered End Date before pressing PHYSICAL INVENTORY COMPLETE 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**.



- 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

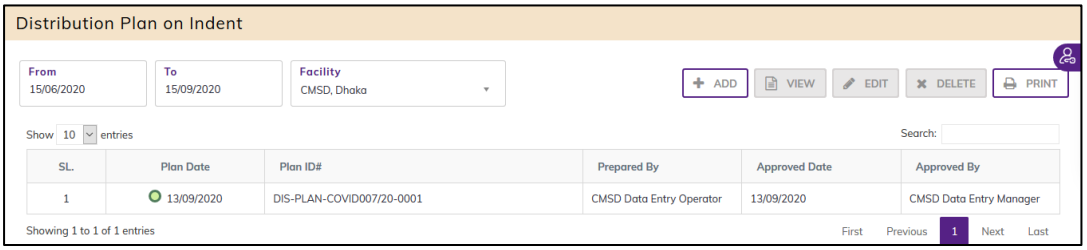
- You cannot delete an already posted invoice.
- To delete a Physical Inventory invoice, the user must select the Physical Inventory invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant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

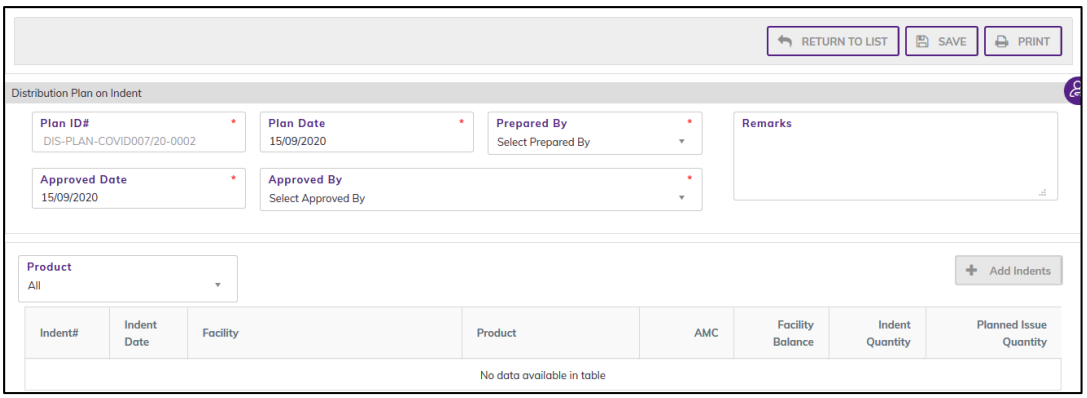
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Distribution Plan on Indent** submenu



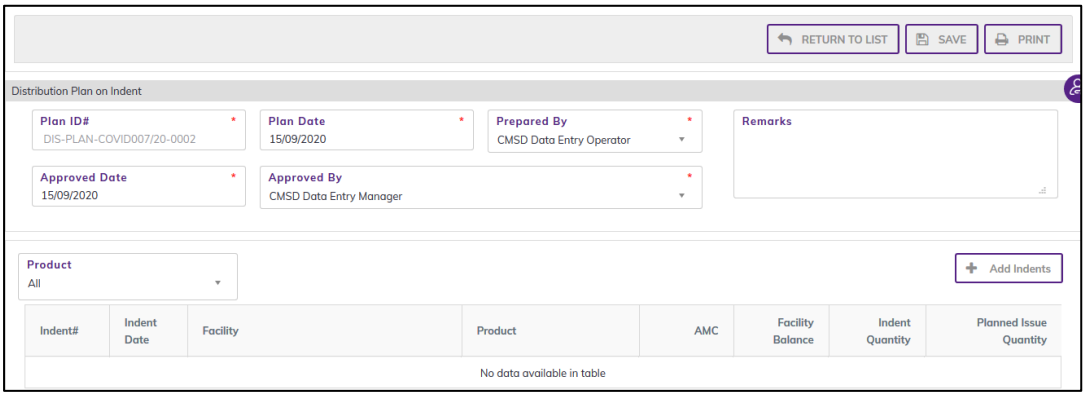
15.1. Distribution Plan on Indent - Add

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

Remarks

Approved Date * 15/09/2020

Approved By * CMSD Data Entry Manager

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.

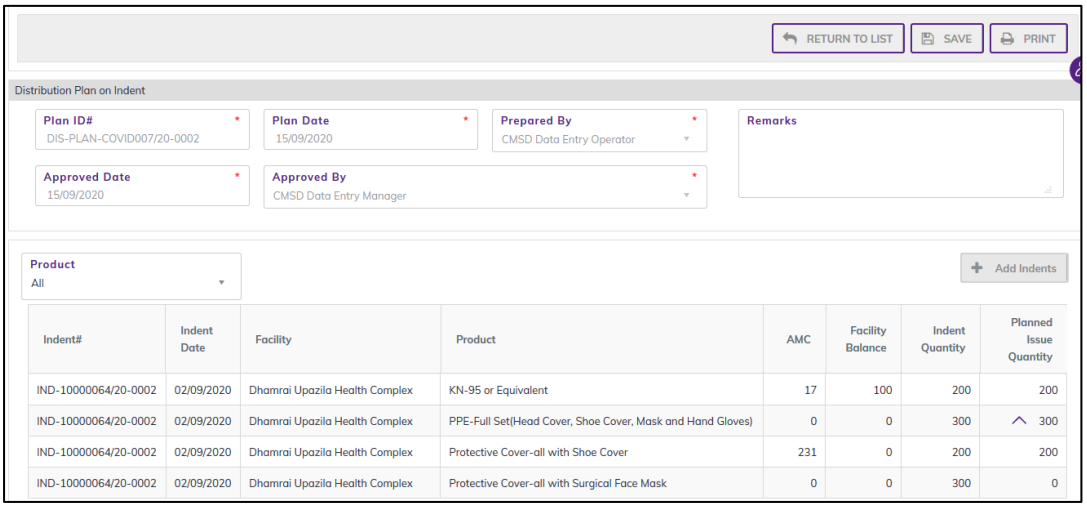
Planned Issue Quantity Summary

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

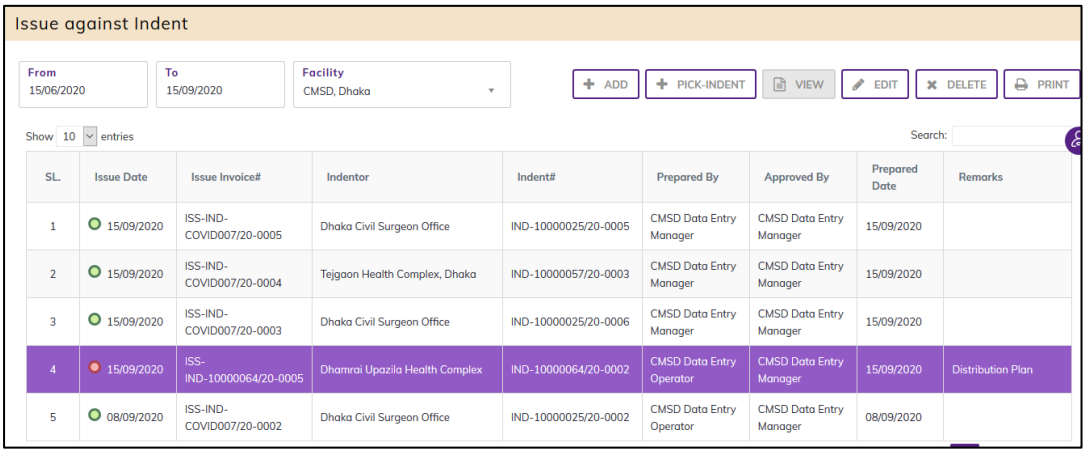
Showing 1 to 4 of 4 entries

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.



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



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

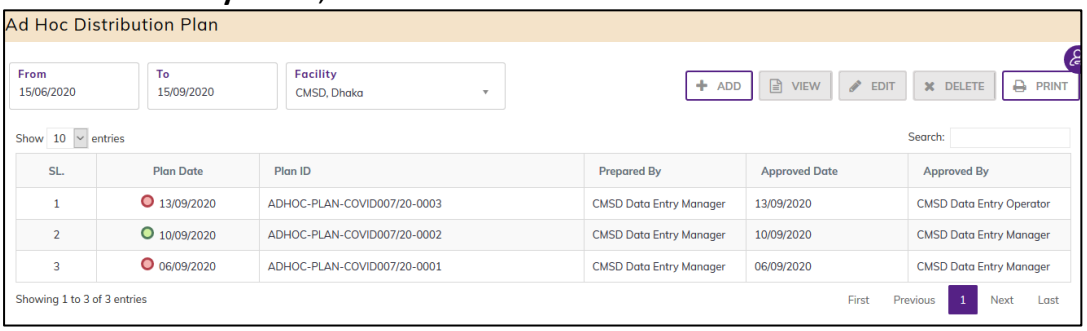
- You cannot delete an already Generated Invoice from Distribution Plan on Indent.
- To delete a Distribution Plan on Indent, the user must select the Distribution Plan on Indent invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you 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 isinvoice 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

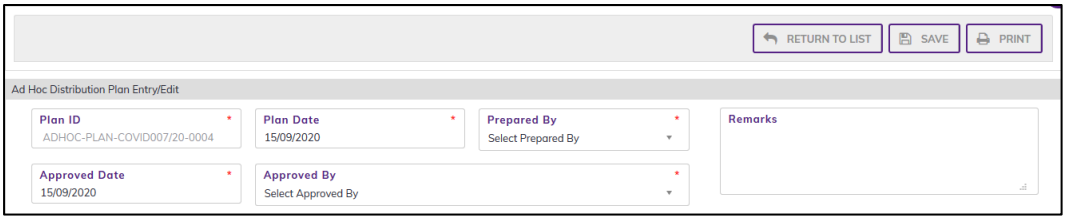
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Ad Hoc Distribution Plan** submenu



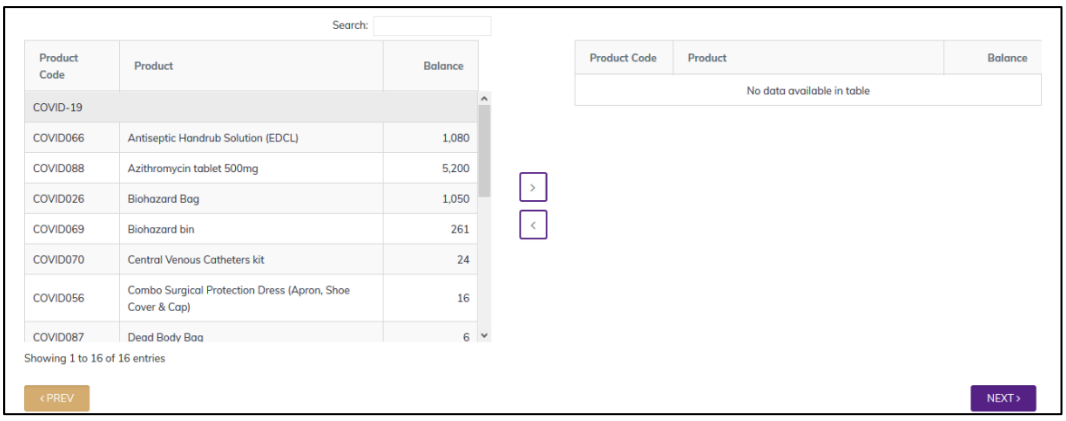
16.1. Ad Hoc Distribution Plan - Add

16.1.1. Ad Hoc Distribution Plan - Add Header

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

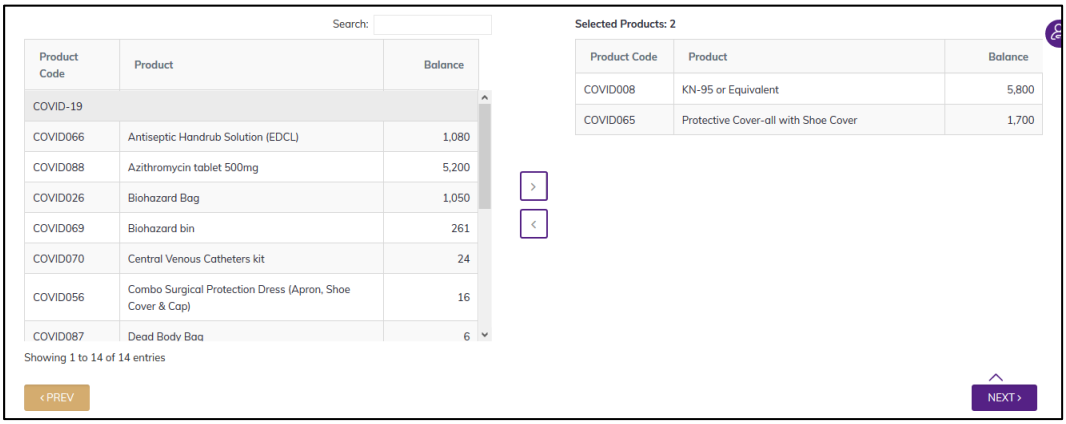


- Fill in the data entry fields.
- Field descriptions:
  1. **Plan ID#*:** Auto generated, no change required.
  2. **Plan Date*:** Today's date will auto fill, change if required. Cannot enter future date.
  3. **Prepared By*:** Select the person who is entering data.
  4. **Approved Date*:** Enter 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.

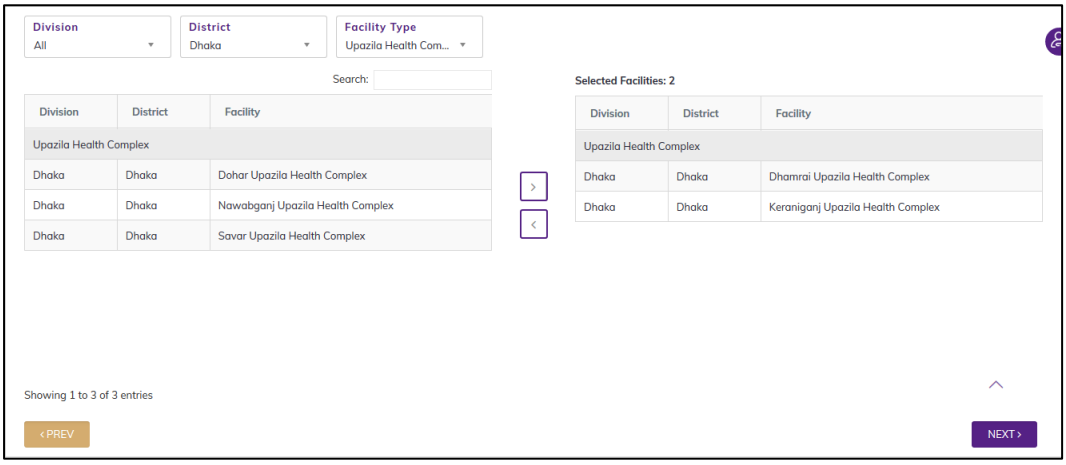


16.1.2. Ad Hoc Distribution Plan - Items

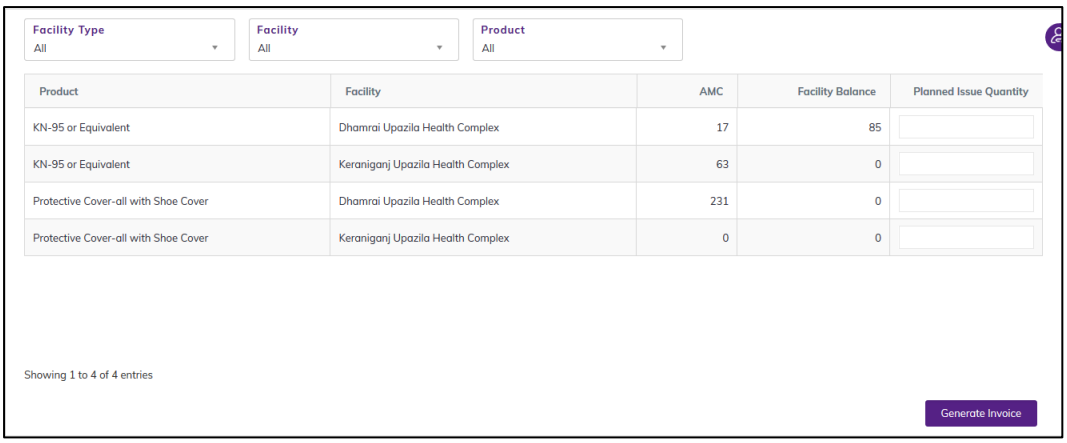
- Select one or more products, which you have to do Distribution Plan from stock. You can use Shift and Control keys to select multiple products at once. press on **Arrow**
- **Step-1:** After selection press on **Arrow** button to transfer right side. Product will be transferred right.



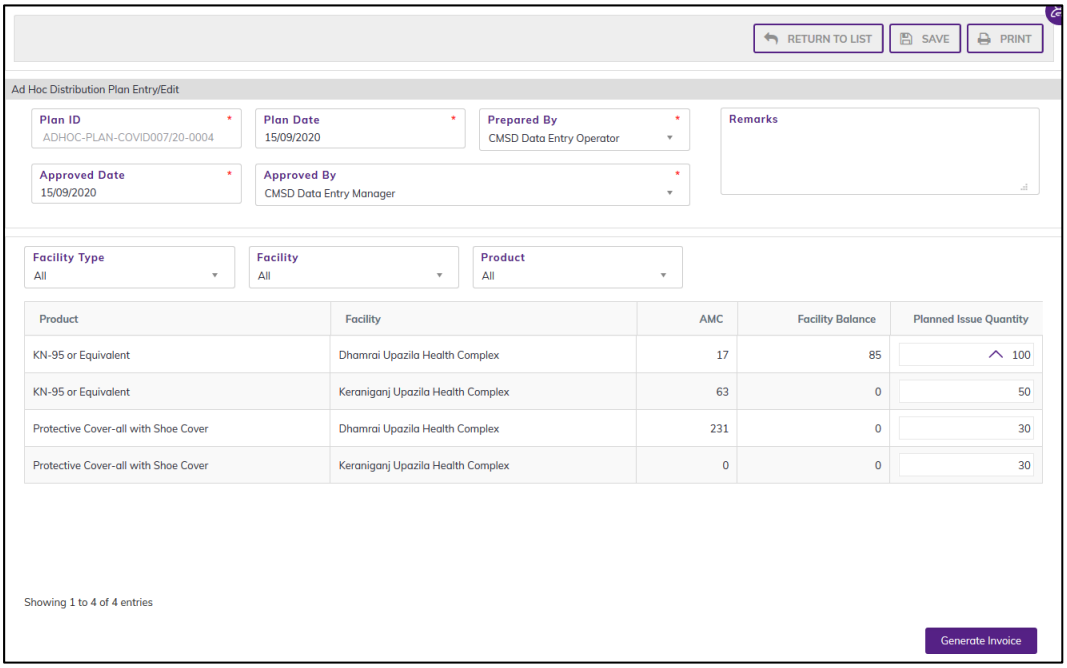
- Press on **NEXT** button, you will see the list of Facility,
- **Step-2:** Select one or more facility, for those facilities you have created Ad Hoc Distribution Plan. press on **Arrow**
- After selection press on **Arrow** button to transfer right side. Facility will be transferred right.



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



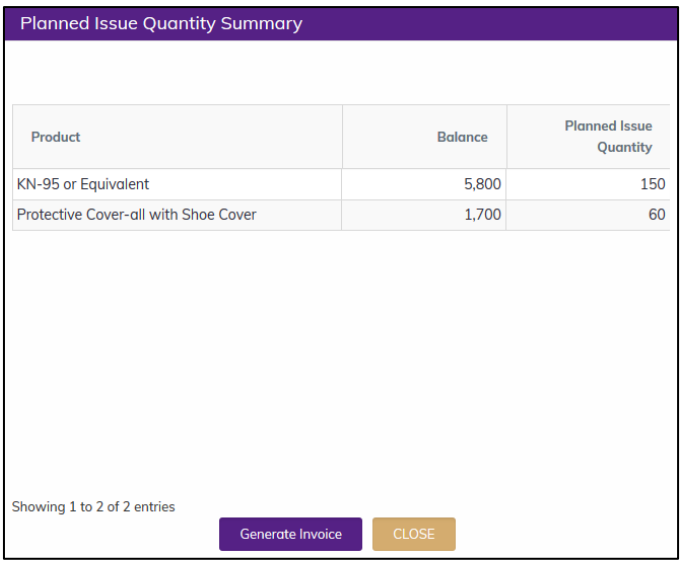
- **Step-3:** updating **Planned Issue Quantity.**
- Select a, Facility type or Facility or product above the distribution Plan Items to updating **Planned Issue Quantity.**
- After selecting you will see following fields
- **Quantity:** Enter the plan quantity.
- After entering, press **UPDATE** button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



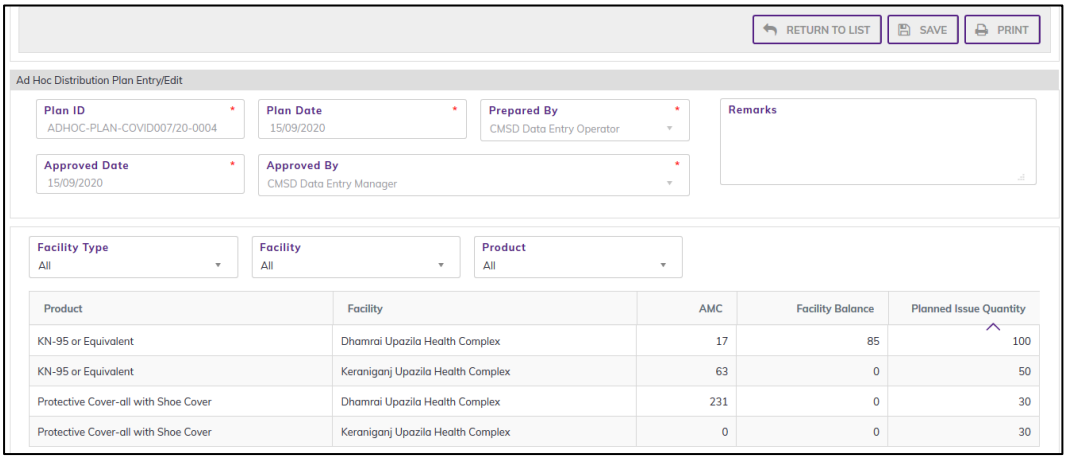
- Continue for every item.

16.1.3. Ad Hoc Distribution Plan - Generate Invoice

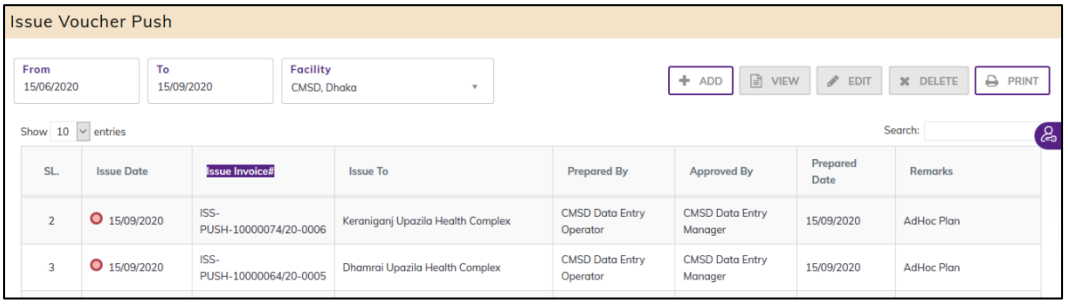
- The **Ad Hoc Distribution Plan** you entered is in draft mode, and does not have any reflection in your Ad Hoc Distribution Plan to issue invoice.
- Press on **Generate Invoice** button, you will see the popup Planned Issue Quantity Summary (list of product **balance** and **Planned Issue Quantity.**



- 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.



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



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

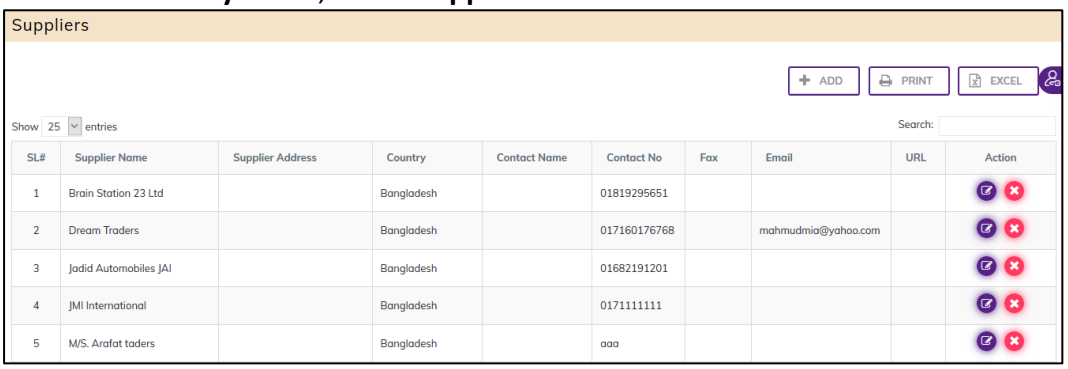
- You cannot delete an already Generated Invoice from Distribution Plan on Indent.
- To delete a Distribution Plan on Indent, the user must select the Ad Hoc Distribution Plan invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really 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 isinvoice 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

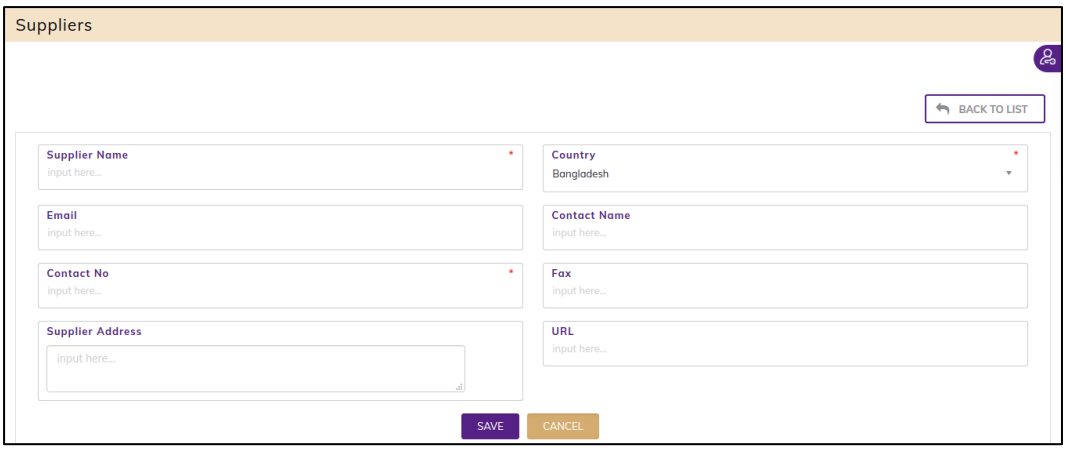
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Suppliers** submenu



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.



- 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.

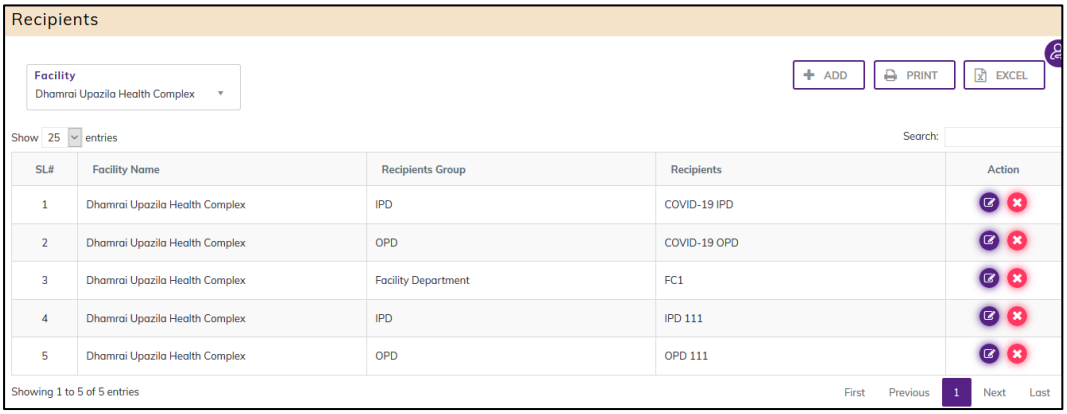
17.4. Suppliers - Print and Export

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

18. Recipients

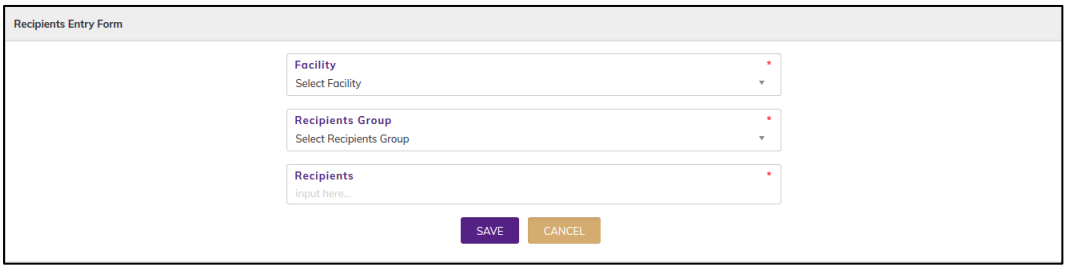
- Go to an internet browser – Google Chrome, Firefox etc.

- Type the URL of http://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Recipients** submenu



18.1. Recipients - Add

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



- 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

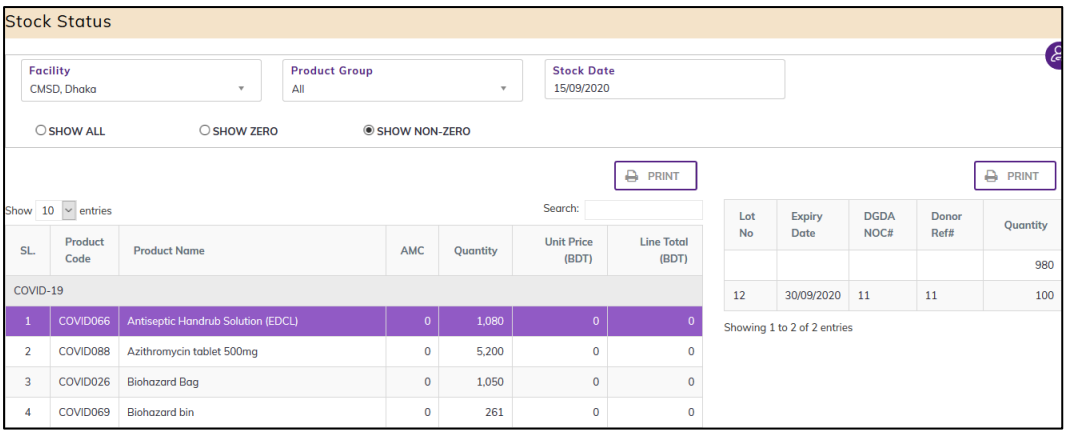
- You cannot delete an already used another transaction.
- To delete a recipient, the user must select the Recipients and click on **DELETE** button at the recipient list Action column, which wants to edit. You will see a popup warning message - **Do you really want to delete this record?** - When you 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://128.199.100.54/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Stock Status** submenu



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:
  1. **Facility:** select a facility
  2. **Product Group:** select all or A Facility
  3. **Stock Date:** Today's date will auto fill, change if required.
  4. **SHOW ALL:** Select the radio button for showing zero and non-zero stock items
  5. **SHOW ZERO :** Select the radio button for showing only zero stock items
  6. **SHOW NON-ZERO:** Select the radio button for showing non-zero stock items
- Items table has the following fields:
  1. **Product Code:** Product Code
  2. **Product Name:** Product Name
  3. **AMC:** Shown the product average month of consumption.
  4. **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

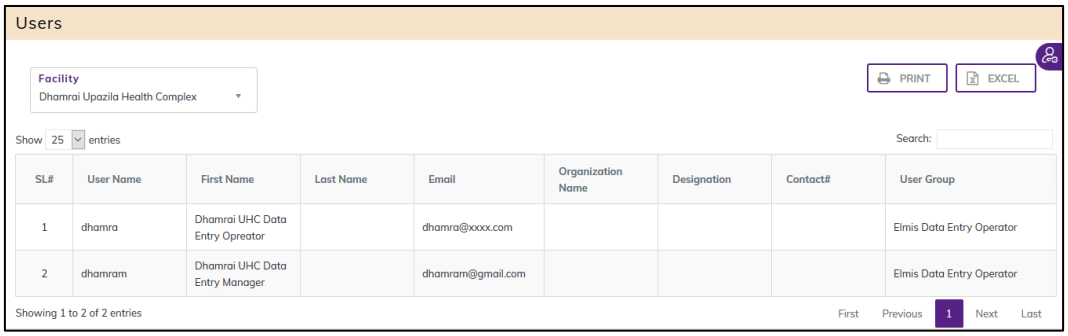
- Select the item for which you want to view lot-wise information.
- Press Lot-wise button from the command button block
- A dialog like the following screen will appear:

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.

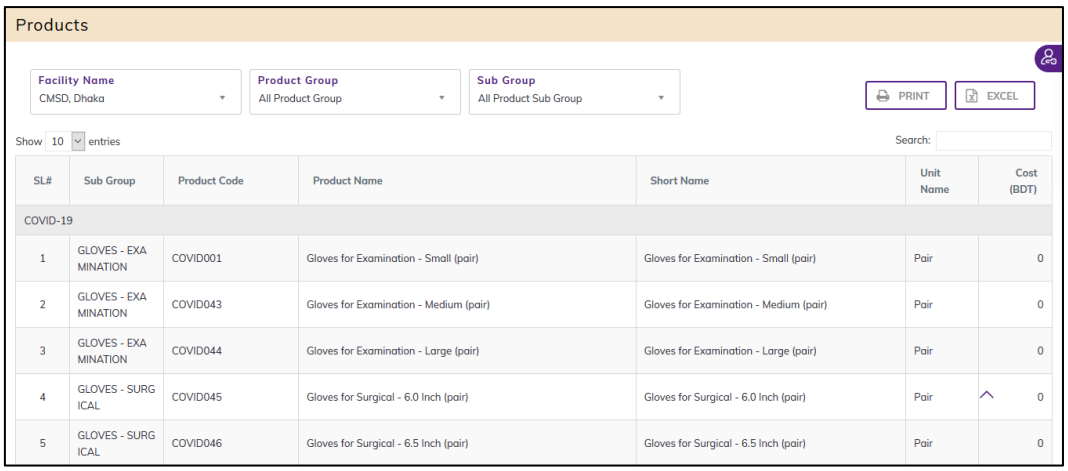
20. Users

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ 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 –



21. Products

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://128.199.100.54/ 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 -

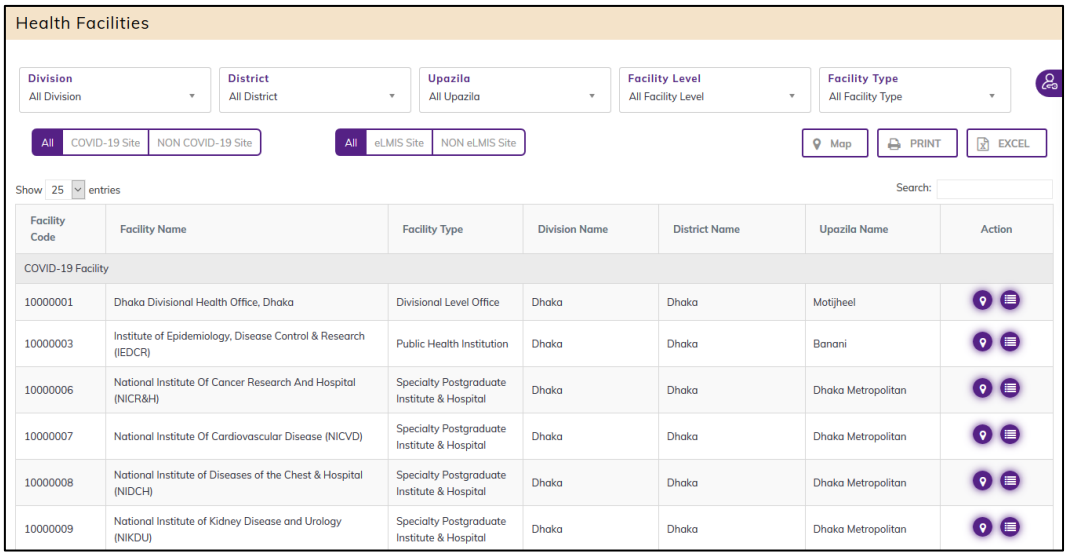


SL#	Sub Group	Product Code	Product Name	Short Name	Unit Name	Cost (BDT)
COVID-19						
1	GLOVES - EXA MINATION	COVID001	Gloves for Examination - Small (pair)	Gloves for Examination - Small (pair)	Pair	0
2	GLOVES - EXA MINATION	COVID043	Gloves for Examination - Medium (pair)	Gloves for Examination - Medium (pair)	Pair	0
3	GLOVES - EXA MINATION	COVID044	Gloves for Examination - Large (pair)	Gloves for Examination - Large (pair)	Pair	0
4	GLOVES - SURG ICAL	COVID045	Gloves for Surgical - 6.0 Inch (pair)	Gloves for Surgical - 6.0 Inch (pair)	Pair	0
5	GLOVES - SURG ICAL	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://128.199.100.54/ 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 -



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

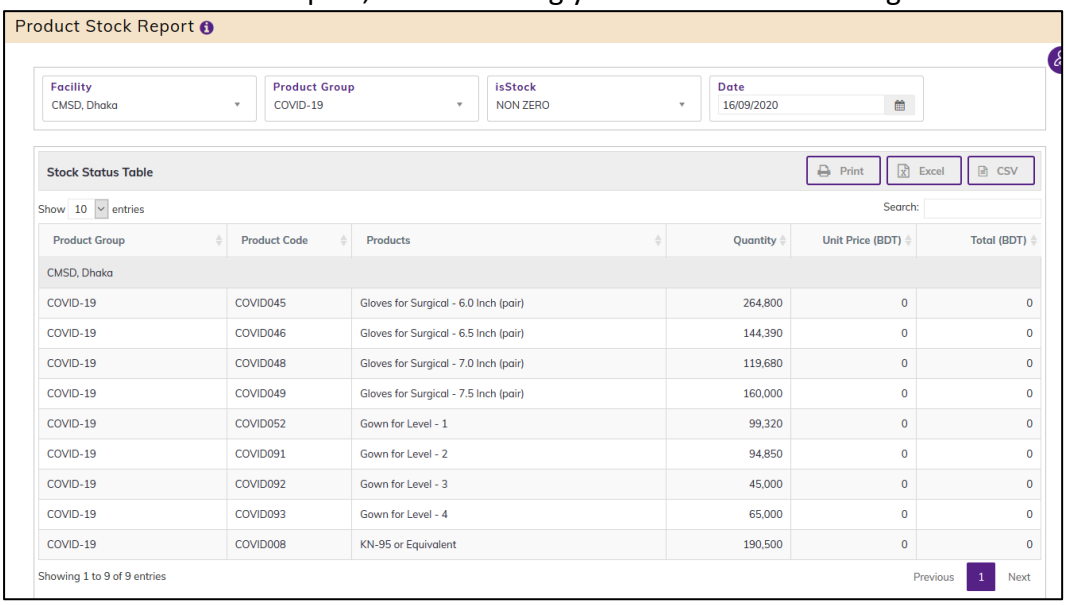
3. **Upazila**: when select a Upazila name then showing Upazila Name under the selected upazila
4. **Facility Level**: when select a Facility Level then showing Facility Name under the selected facility level
5. **Facility Type**: when select a Facility Type then showing Facility Type under the selected 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://128.199.100.54/ 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

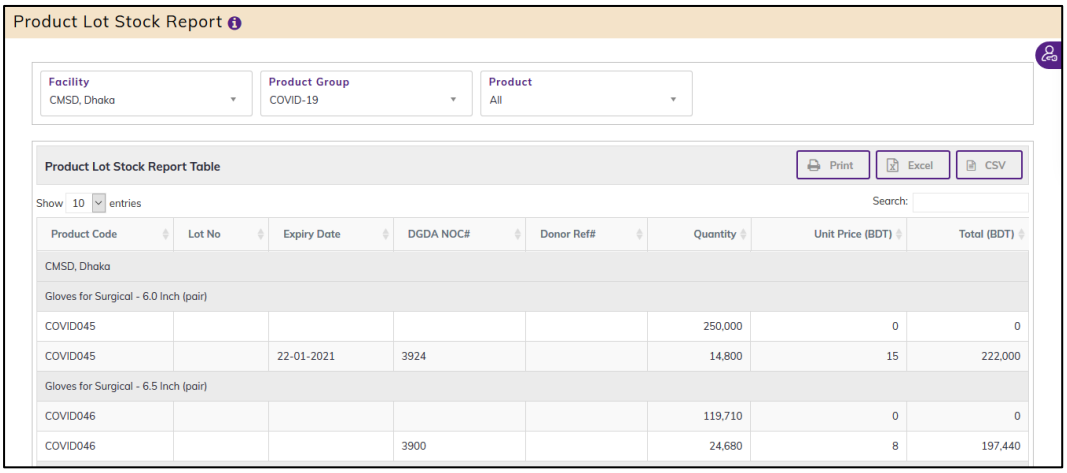
- The report shows available stock balance of all products of a certain date. Initially it shows stock balance of current date, but the user can select any historical date.
- Select Product Stock Report, after selecting you will see the following screen -



- 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

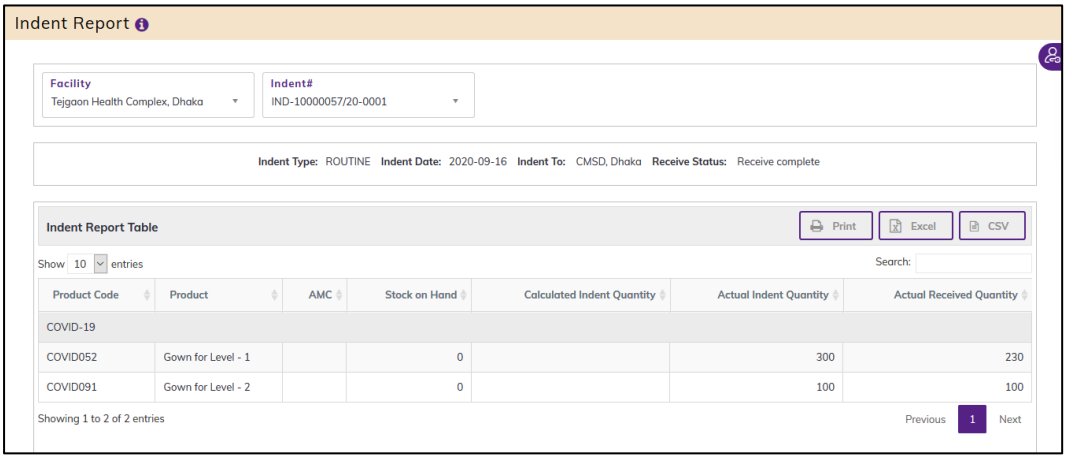
- Select Product Lot Stock Report. After selecting you will see the following screen -



- 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:** Shoe 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 -



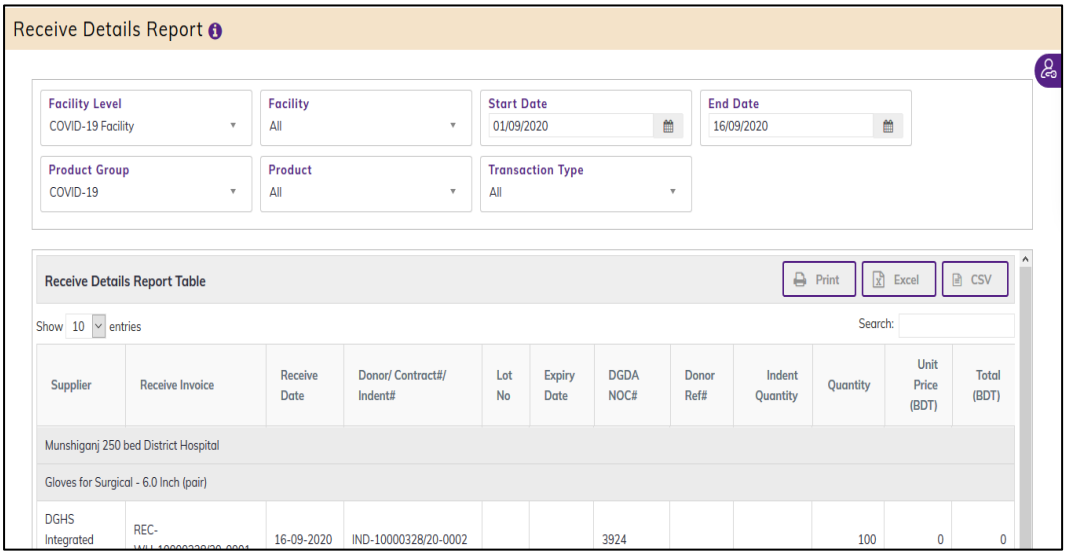
- This form presents the Facility Indent items report. The report has the following filter criteria:

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:** Shoe 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 -



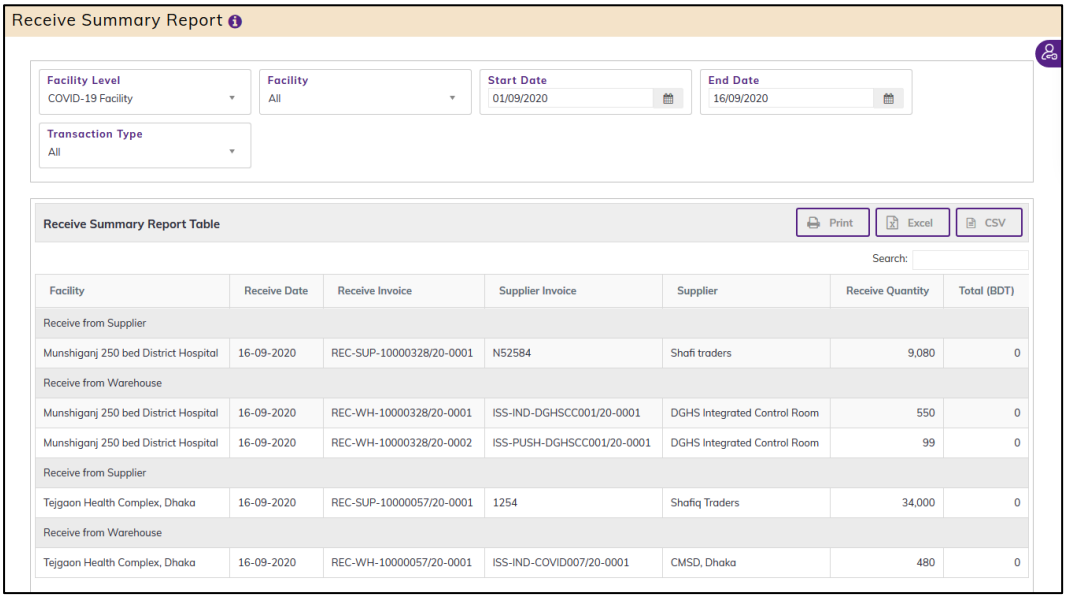
- This form presents Receive Details report of all the items. The report has the following filter criteria:
  1. **Facility Level:** By default selected facility level COVID-19 Facility.
  2. **Facility:** By default selected your facility. Select a facility from dropdown list.
  3. **Start Date:** The 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 -



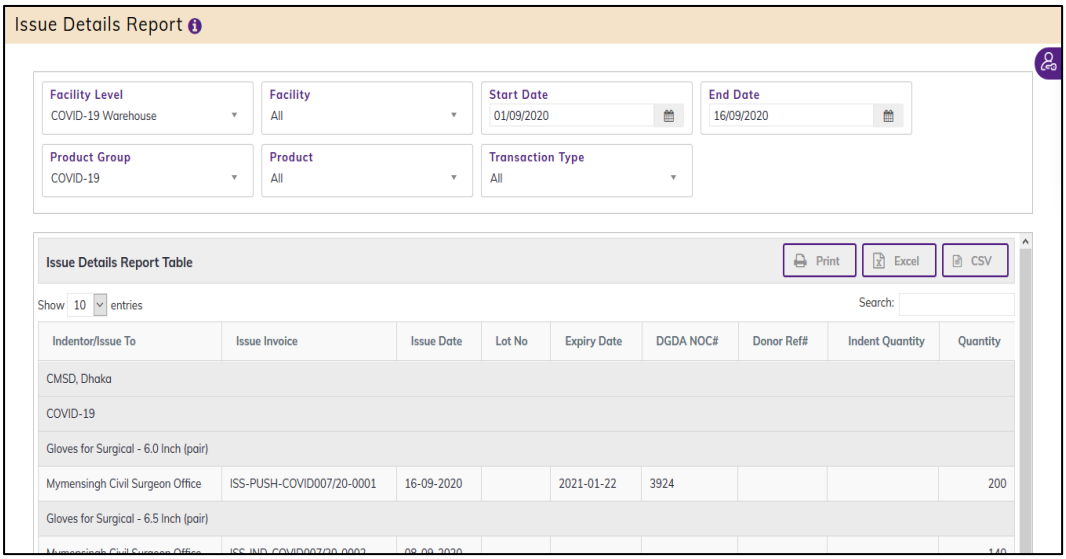
Facility	Receive Date	Receive Invoice	Supplier Invoice	Supplier	Receive Quantity	Total (BDT)
Receive from Supplier						
Munshiganj 250 bed District Hospital	16-09-2020	REC-SUP-10000328/20-0001	N52584	Shafi traders	9,080	0
Receive from Warehouse						
Munshiganj 250 bed District Hospital	16-09-2020	REC-WH-10000328/20-0001	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

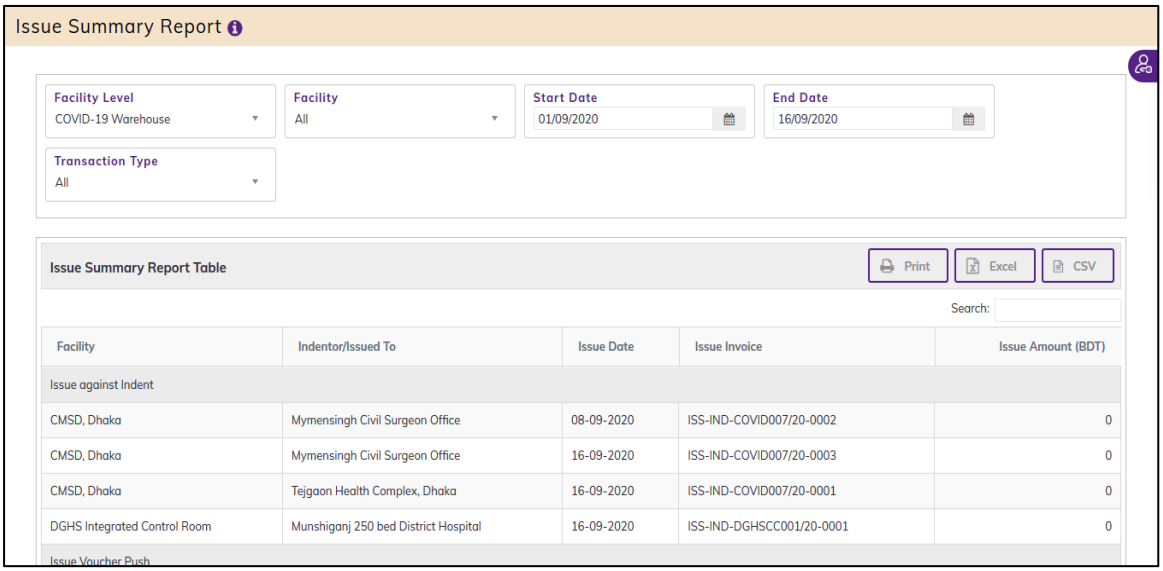
- Select Issue Details Report. After selecting you will see the following screen -



- 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

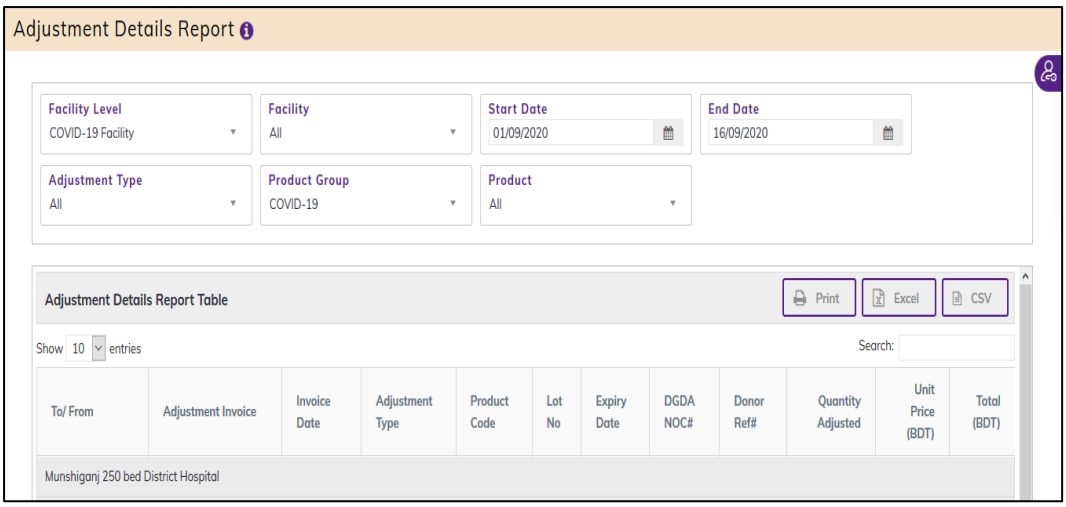
- Select Issue Summary Report. After selecting you will see the following screen -



- 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

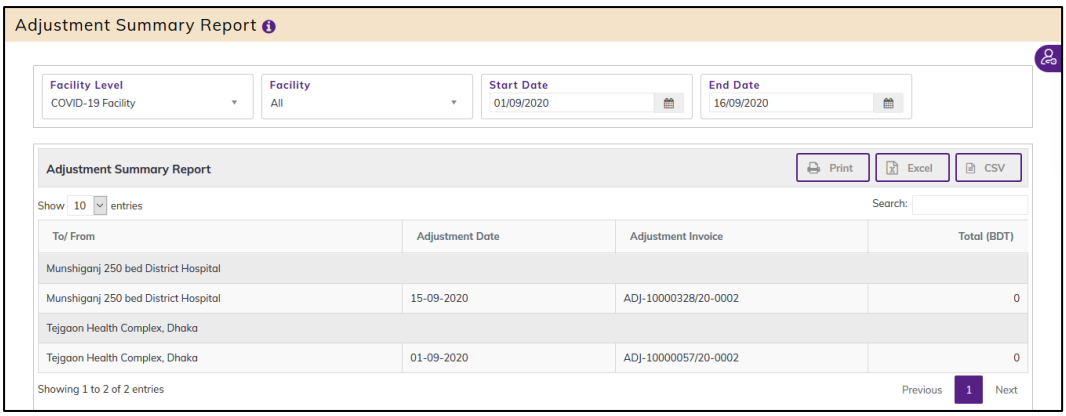
- Select Adjustment Details Report. After selecting you will see the following screen -



- 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

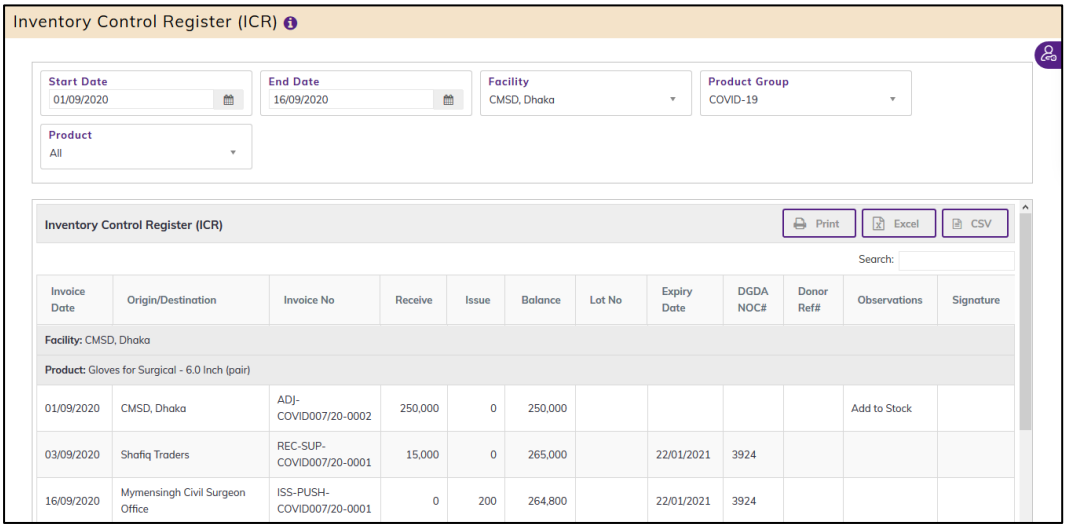
- Select Adjustment Summary Report. After selecting you will see the following screen -



- 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 -



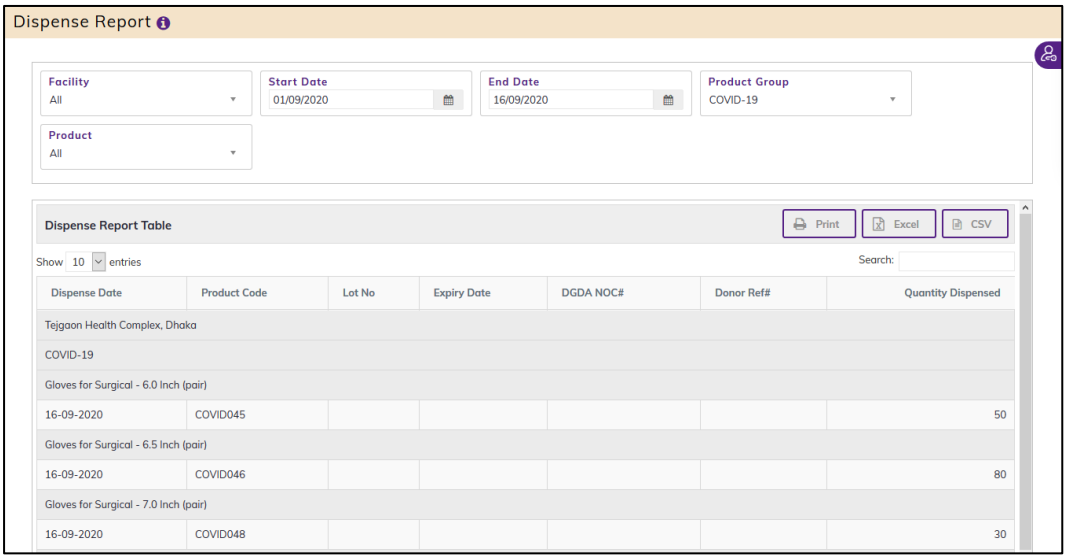
- This form presents Inventory Control Register (ICR) report of all the items. The report has the following filter criteria:
  1. **Start Date:** The first day of the month will auto fill, change if required.
  2. **End Date:** Today's date will auto fill, change if required
  3. **Facility:** By default 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

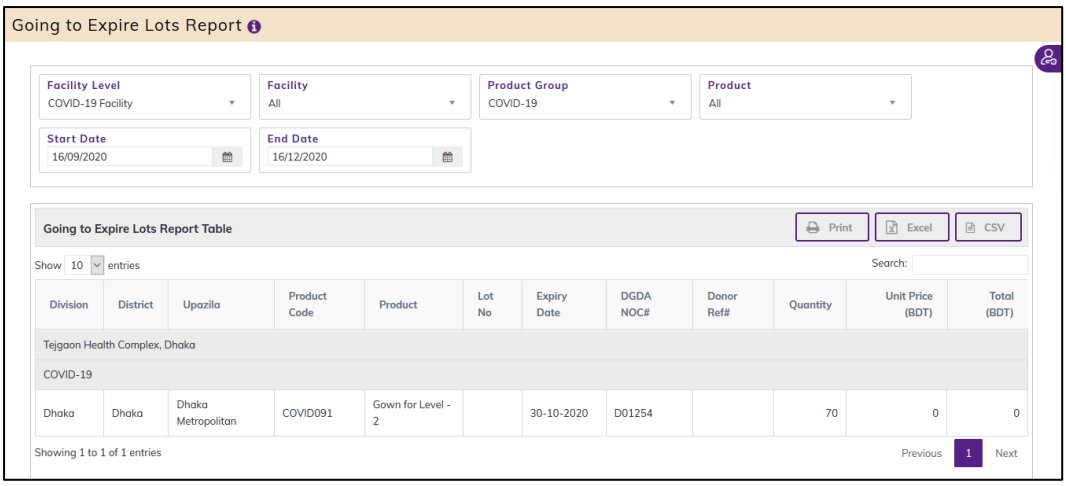
- Select Dispense Report. After selecting you will see the following screen -



- 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

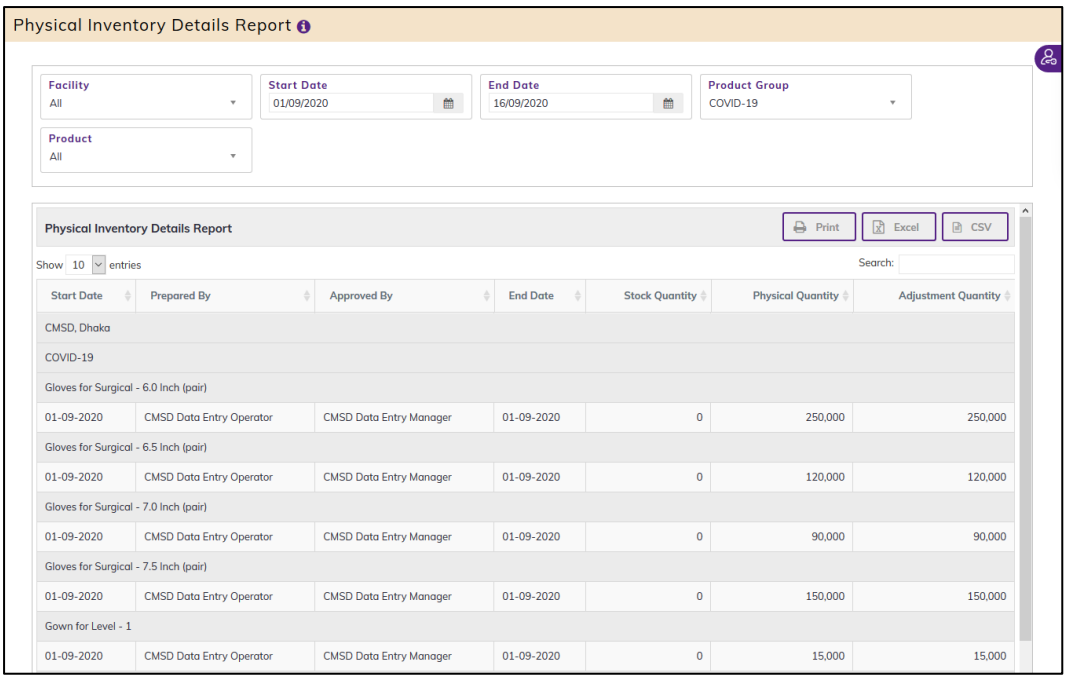
- Select Going to Expire Lots Report. After selecting you will see the following screen -



- 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-

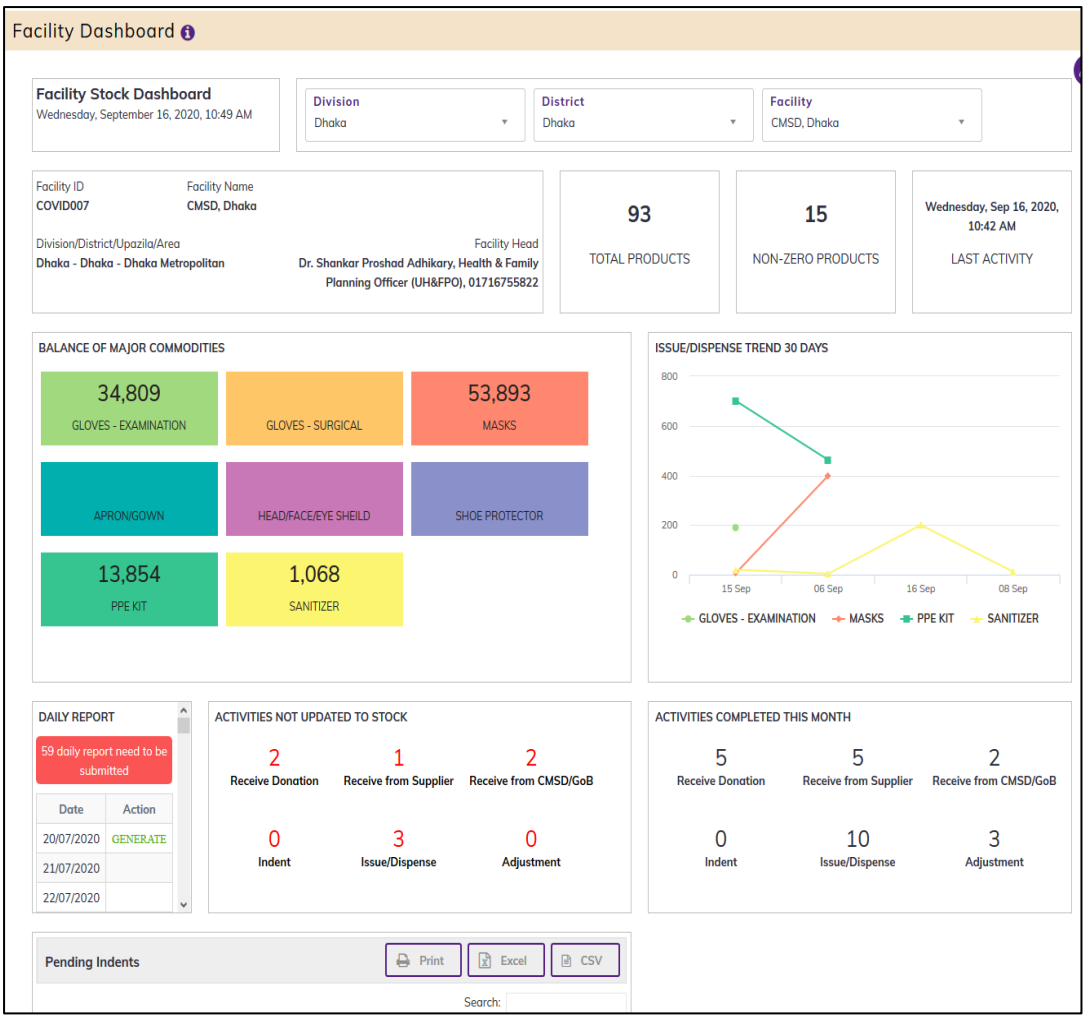


- This form presents Dispense Report of all the items. The report has the following filter criteria:
  1. **Facility:** By default selected your facility. Select a facility from dropdown list.
  2. **Start Date:** The first day of the month will auto fill, change if required.
  3. **End Date:** Today's 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

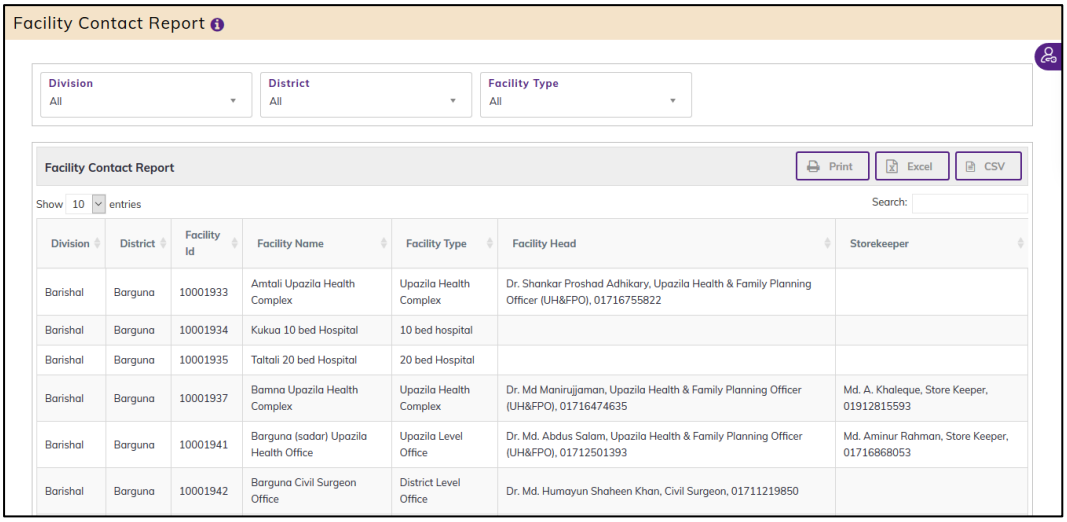
- Select Facility Dashboard, after selecting see the following screen -



- 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 -



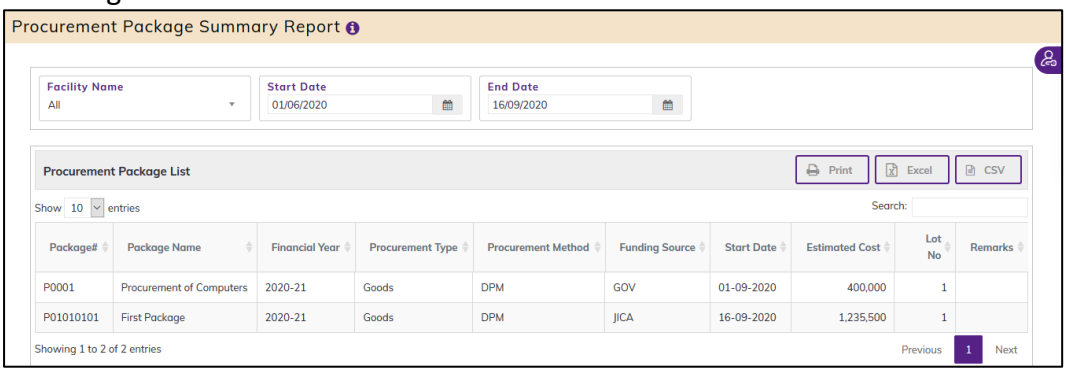
Division	District	Facility Id	Facility Name	Facility Type	Facility Head	Storekeeper
Barishal	Barguna	10001933	Amtali Upazila Health Complex	Upazila Health Complex	Dr. Shankar Proshad Adhikary, Upazila Health & Family Planning Officer (UH&FPO), 01716755822	
Barishal	Barguna	10001934	Kukua 10 bed Hospital	10 bed hospital		
Barishal	Barguna	10001935	Taltali 20 bed Hospital	20 bed Hospital		
Barishal	Barguna	10001937	Bamna Upazila Health Complex	Upazila Health Complex	Dr. Md Manirujjaman, 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

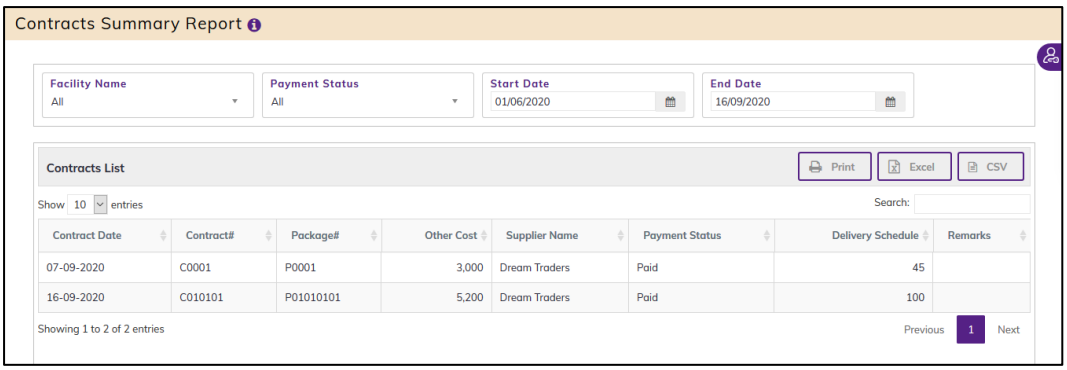
- Select Procurement Package Summary Report, after selecting you will see the following screen -



- 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

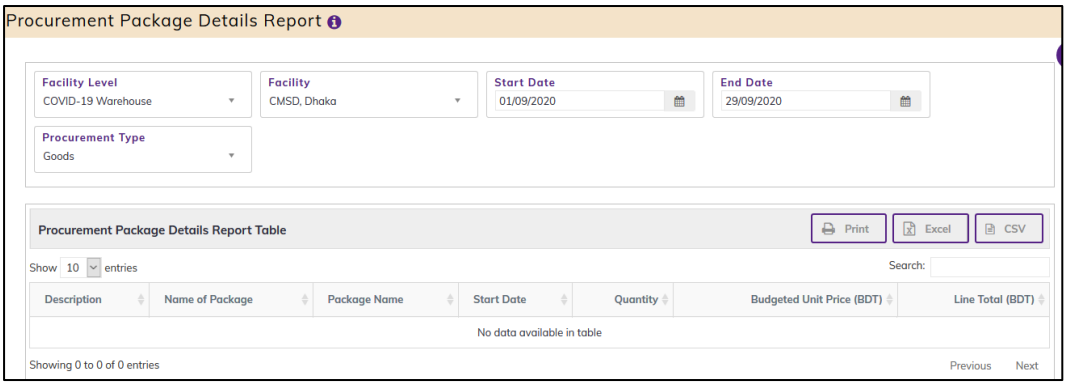
- Select Contracts Summary Report, after selecting you will see the following screen -



- This form presents Dispense Report of all the items. The report has the following filter criteria:
  1. **Facility Name:** Select a facility from dropdown list.
  2. **Payment Status:** Select All or a payment Status 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
  - 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.

23.18. Procurement Package Details Report

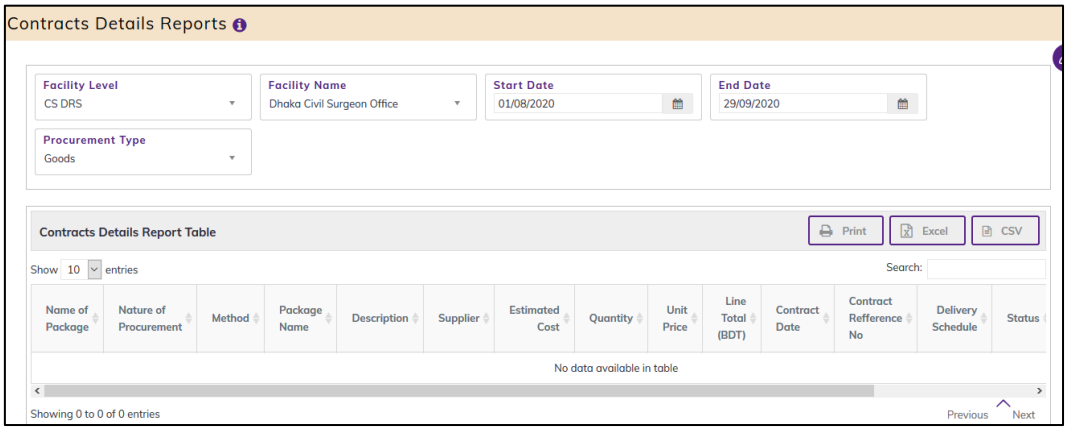
- Select Procurement Package Details Report, after selecting you will see the following screen -



- This form presents Procurement Package Details Report of all the items. The report has the following filter criteria:
  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. **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 -



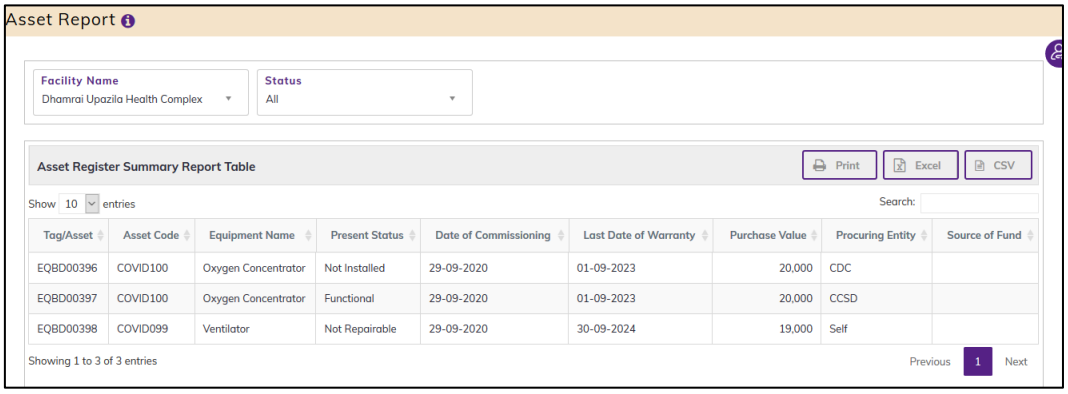
- This form presents Contracts Details Reports of all the items. The report has the following filter criteria:

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 Report

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



- 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

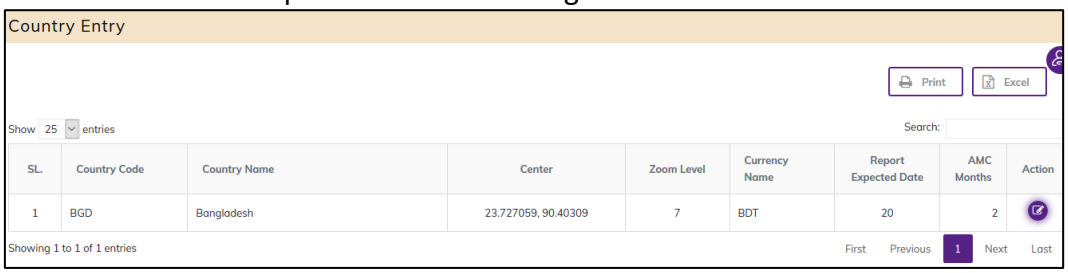
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

24. Admin

24.1. Country Entry

24.1.1. Country list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



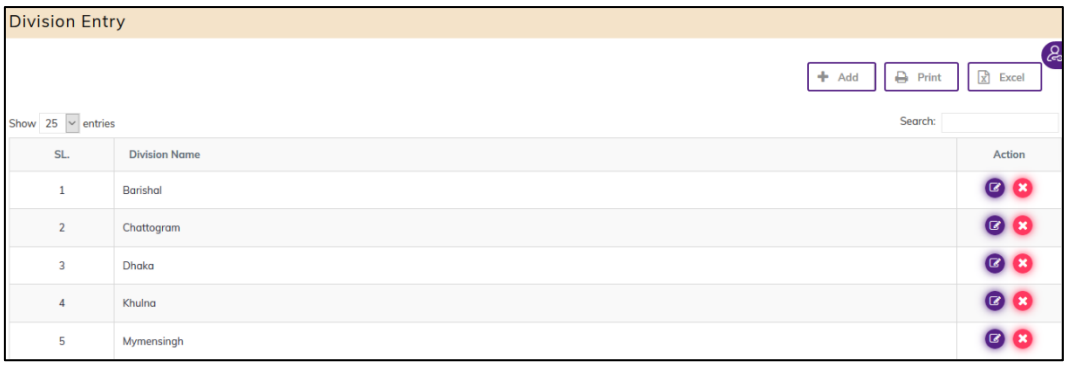
24.1.2. Country Edit

- 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

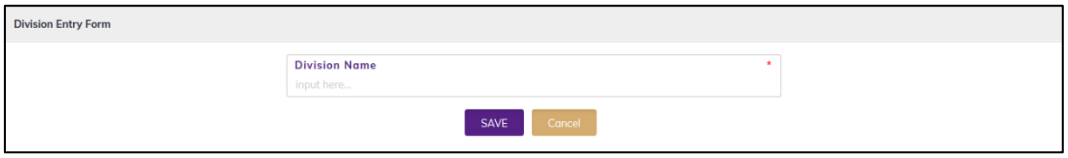
24.2.1. Division list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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**

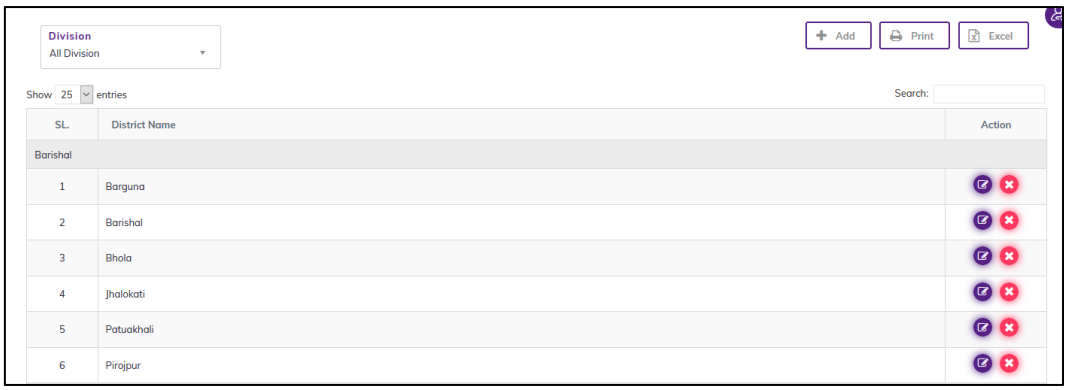
24.2.4. Delete Division

- 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

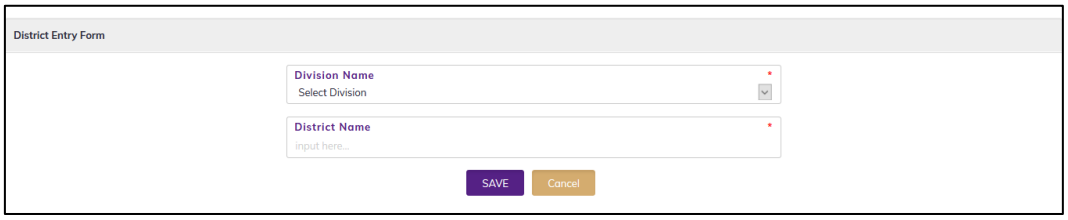
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **District** Entry
- From **admin** menu, select **District Entry** submenu to open District entry page which shows the list of all District like following screen -



- 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".**

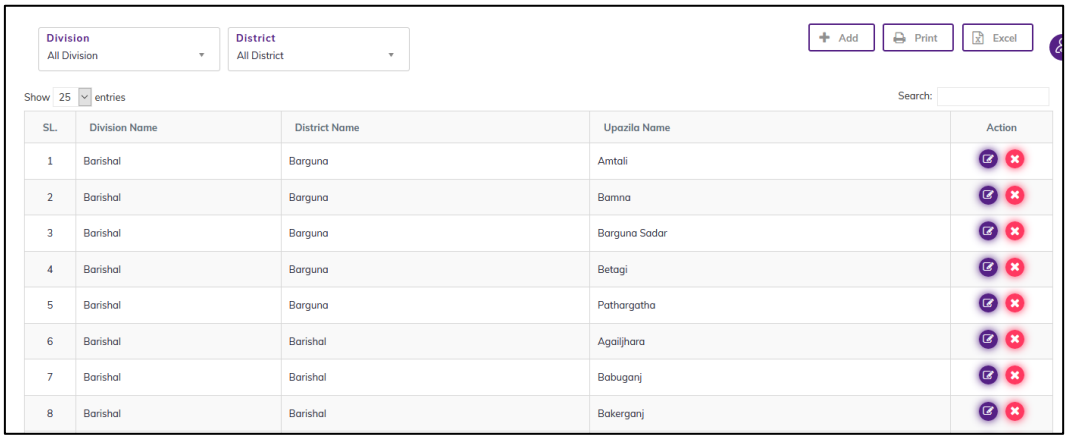
24.3.4. Delete District

- 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

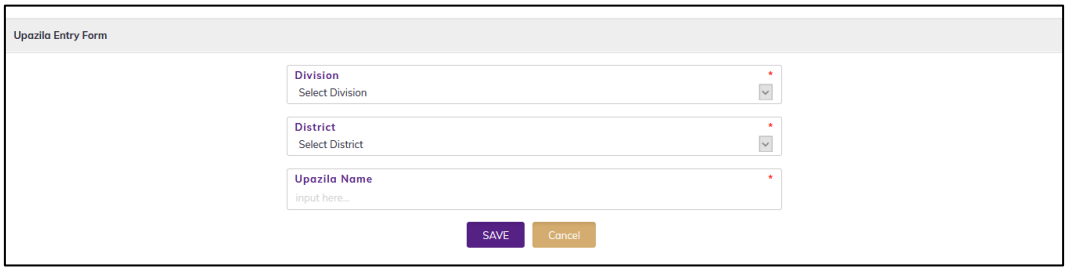
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Upazila** Entry
- From **admin** menu, select **Upazila Entry** submenu to open Upazila entry page which shows the list of all Upazila like following screen -



- The Upazila has 3 filter criteria
  1. **Division**: Select the division Name. When select a Division then showing Districts under the selected
  2. **District:** Select the District Name**.** When select a District then showing Districts under the selected
  3. **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:



- Fill-up Upazila details in the data entry fields
  1. **Division *:** Enter the division. Where the Division is situated from the drop-down menu this is a mandatory field**.**
  2. **District *:** Enter the district. Where the district is situated from the drop-down menu this is a mandatory field.
  3. **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**

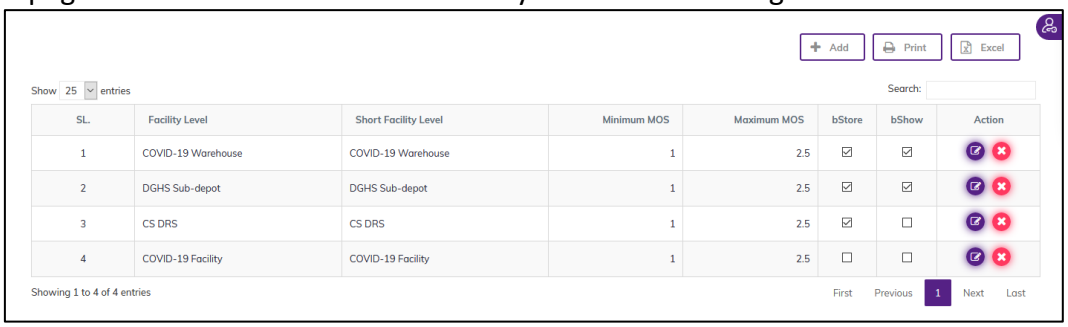
24.4.4. Delete Upazila

- 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

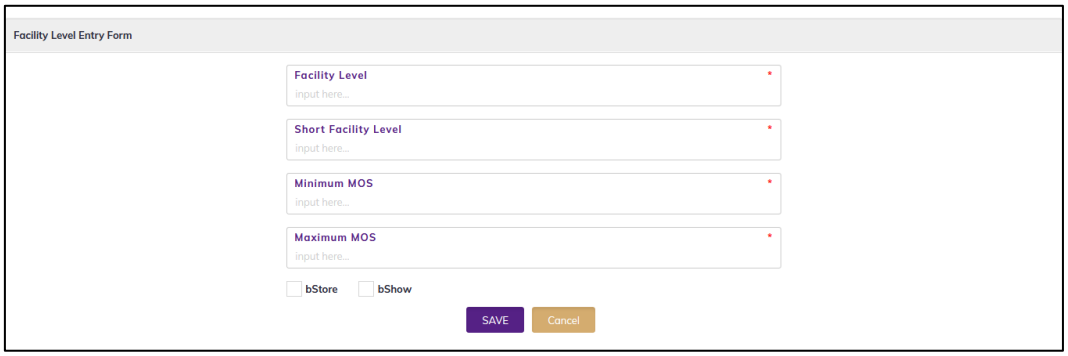
24.5.1. Facility Level list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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:



- 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.**

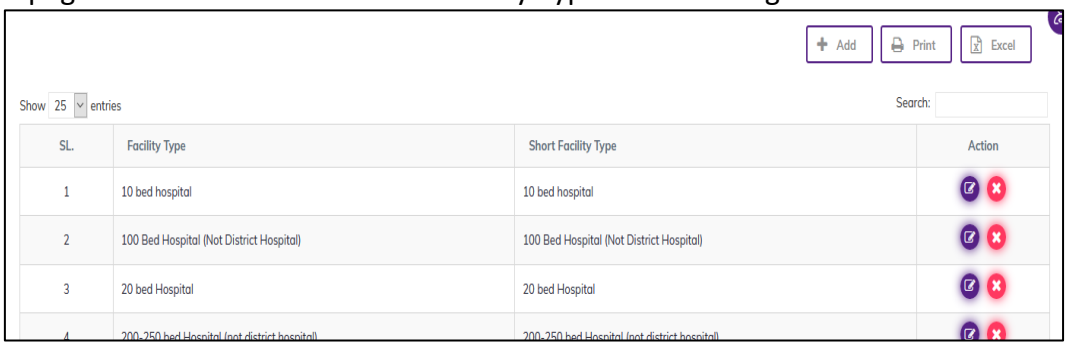
24.5.4. Delete Facility level

- 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

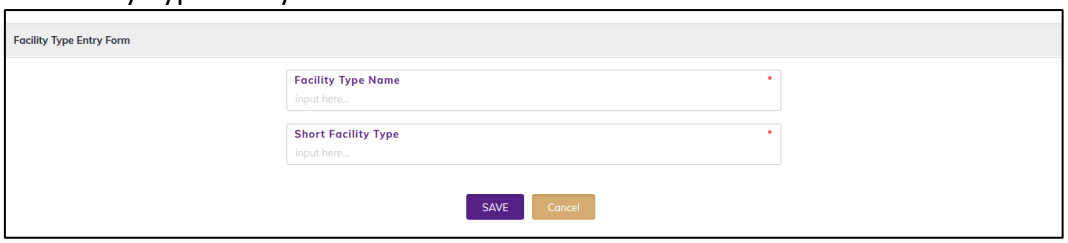
24.6.1. Facility Type list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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:



- 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.**

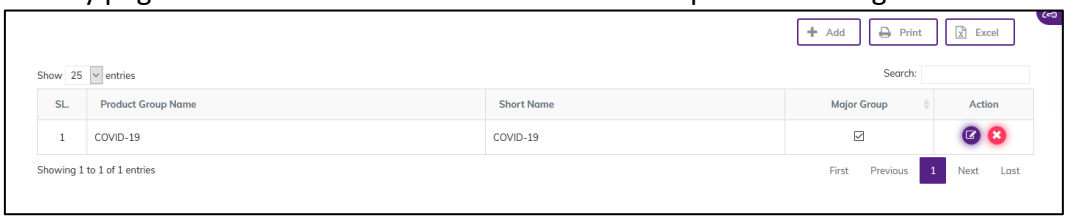
24.6.4. Delete Facility Type

- 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

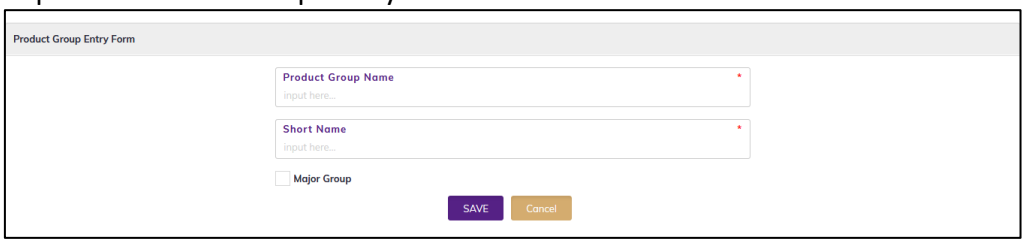
24.7.1. Product Group list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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:



- 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.**

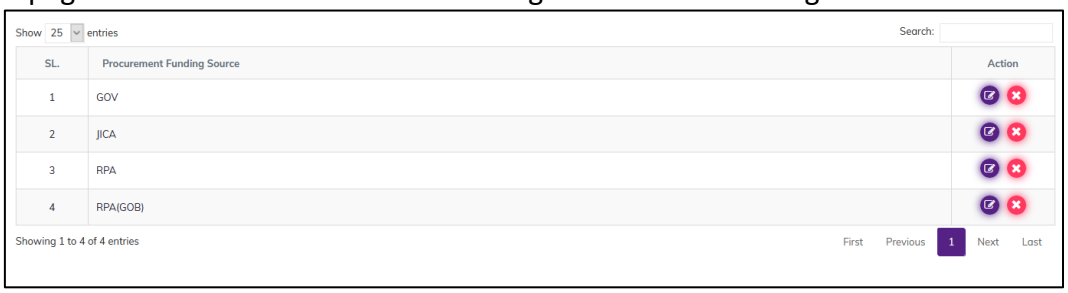
24.7.4. Delete Product Group

- You cannot delete an already used another transaction.
- To delete a product group from the user needs to click 0n **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

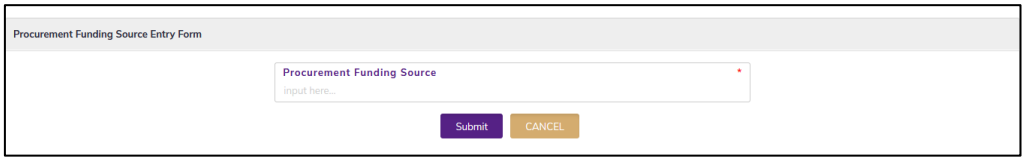
24.8.1. Funding Source list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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:



- 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.**

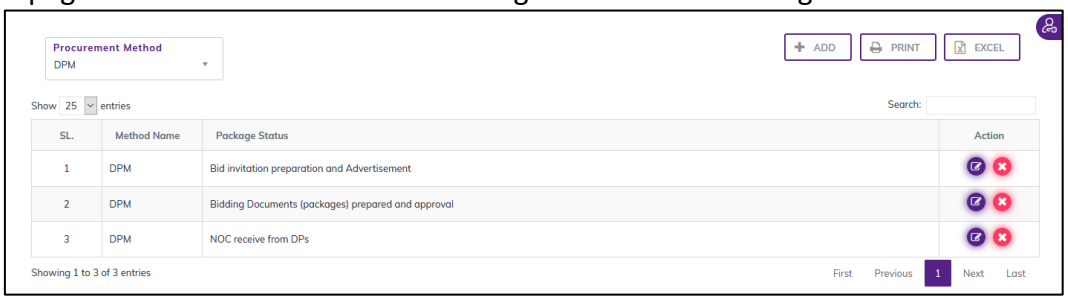
24.8.4. Delete Funding Source

- 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

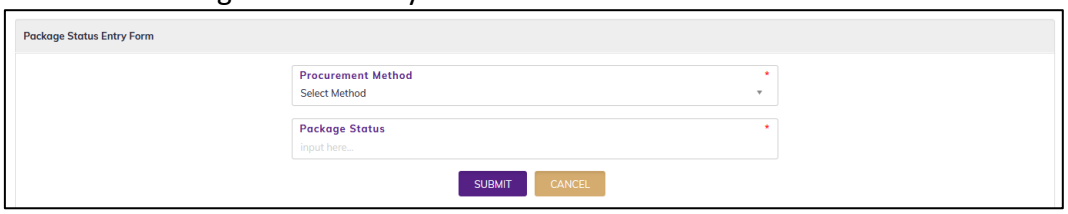
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Package Status** Entry
- From **admin** menu, select **Package Status** submenu to open Package Status entry page which shows the list of all Package Status like following screen -



- 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:



- 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.**

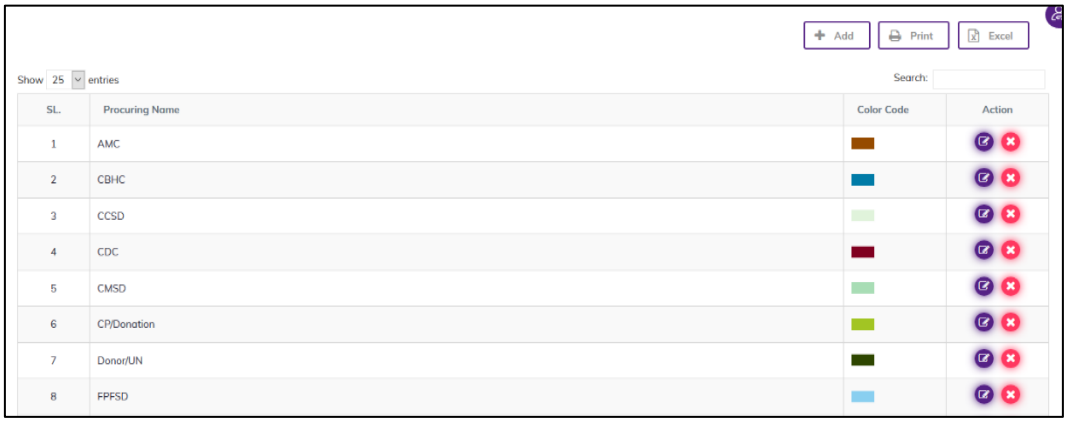
24.9.4. Delete Package Status

- 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

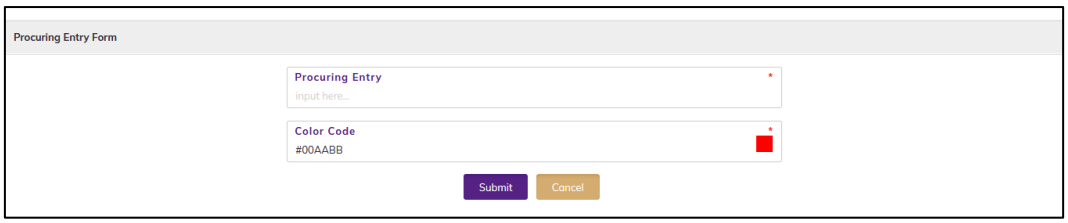
24.10.1. Procuring Entity list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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.**

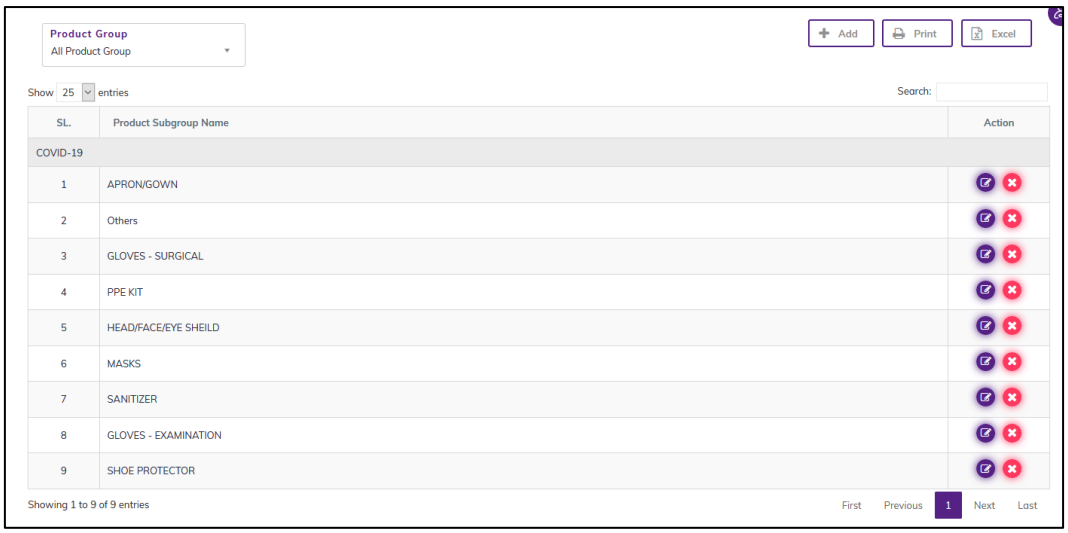
24.10.4. Delete Procuring Entity

- 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

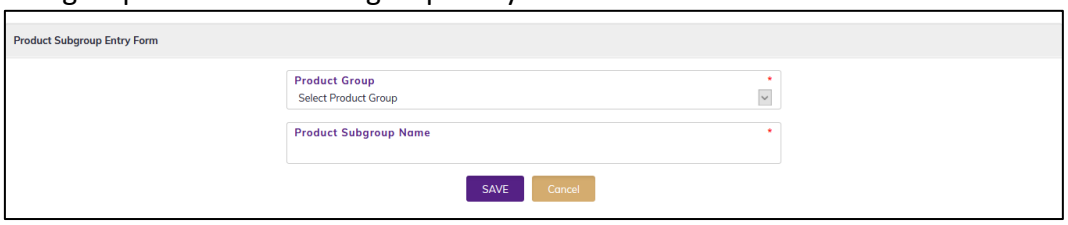
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Product subgroup** Entry
- From **admin** menu, select **Product subgroup** submenu to open Product Subgroup entry page which shows the list of all Product Subgroup like following screen -



- 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:



- 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

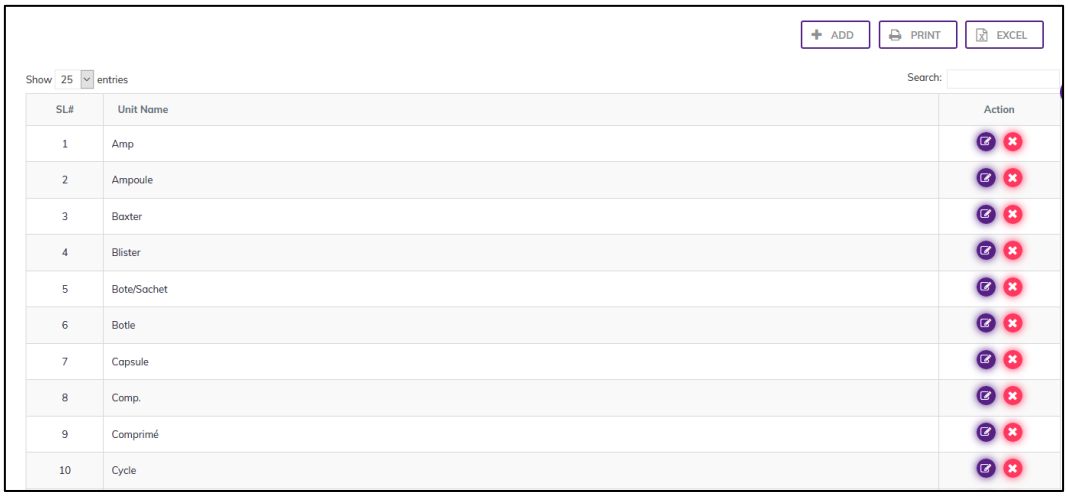
- You cannot delete an already used another transaction.

- 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

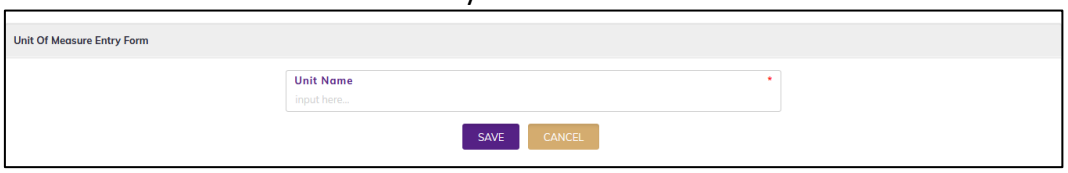
24.12.1. Unit of Measure List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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.**

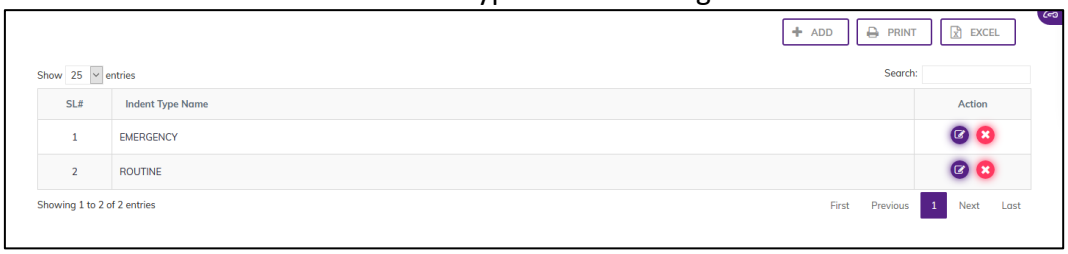
24.12.4. Delete Unit of Measure

- 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

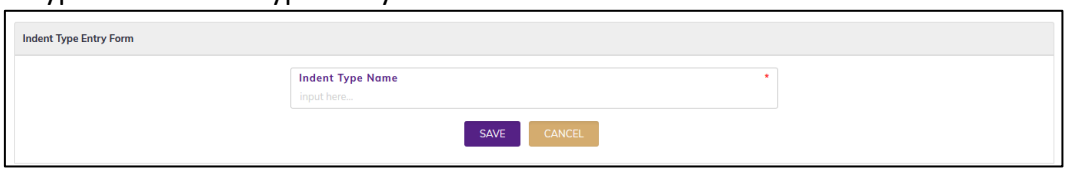
24.13.1. Indent Type Entry List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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.**

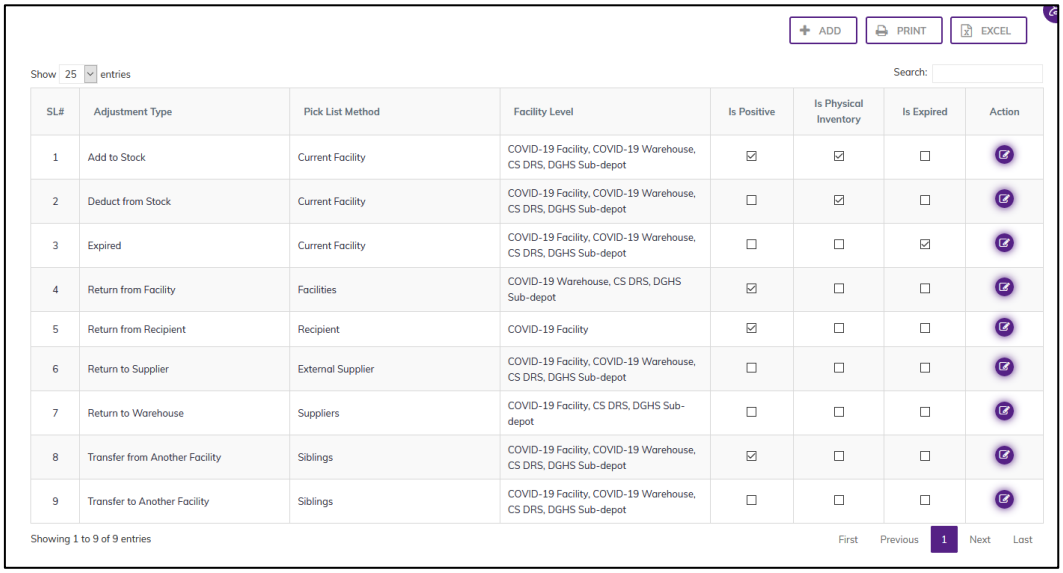
24.13.4. Delete Indent Type

- 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

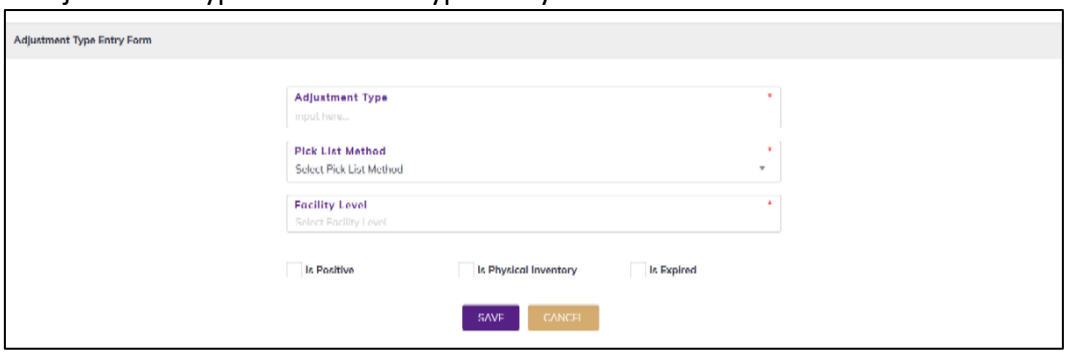
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Adjustment Type** Entry
- From **admin** menu, select **Adjustment Type** submenu to open Adjustment Type entry page which shows the list of all Adjustment Type like following screen -



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	☑	☑	☐	
2	Deduct from Stock	Current Facility	COVID-19 Facility, COVID-19 Warehouse, CS DRS, DGHS Sub-depot	☐	☑	☐	
3	Expired	Current Facility	COVID-19 Facility, COVID-19 Warehouse, CS DRS, DGHS Sub-depot	☐	☐	☑	
4	Return from Facility	Facilities	COVID-19 Warehouse, CS DRS, DGHS Sub-depot	☑	☐	☐	
5	Return from Recipient	Recipient	COVID-19 Facility	☑	☐	☐	
6	Return to Supplier	External Supplier	COVID-19 Facility, COVID-19 Warehouse, CS DRS, DGHS Sub-depot	☐	☐	☐	
7	Return to Warehouse	Suppliers	COVID-19 Facility, CS DRS, DGHS Sub-depot	☐	☐	☐	
8	Transfer from Another Facility	Siblings	COVID-19 Facility, COVID-19 Warehouse, CS DRS, DGHS Sub-depot	☑	☐	☐	
9	Transfer to Another Facility	Siblings	COVID-19 Facility, COVID-19 Warehouse, CS DRS, DGHS Sub-depot	☐	☐	☐	

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:



- 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**.

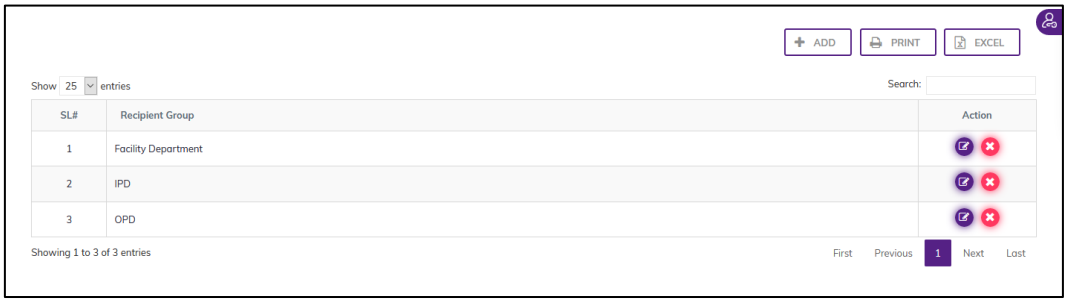
24.14.3. Edit Adjustment Type

- 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

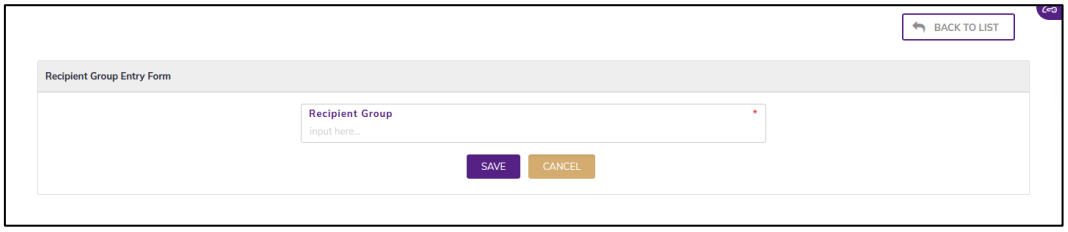
24.15.1. Recipient Group List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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.**

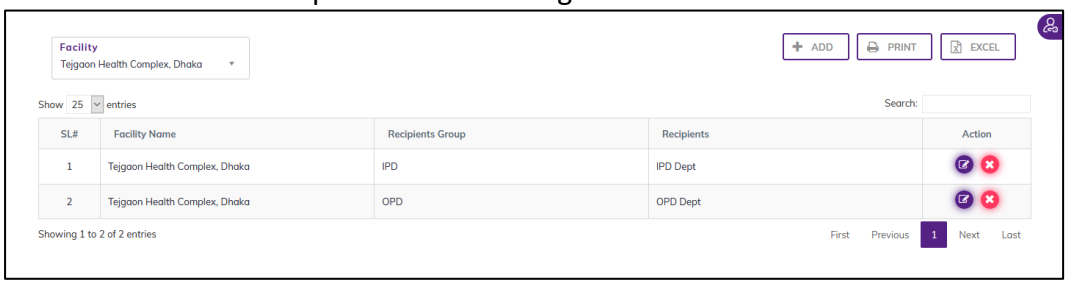
24.15.4. Delete Recipient Group

- 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

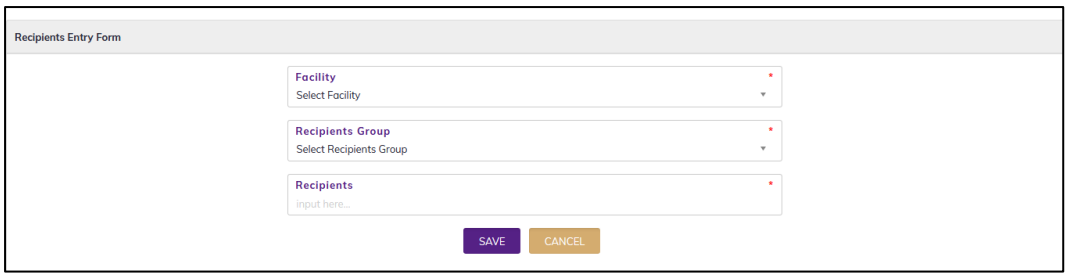
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Recipients** Entry
- From **admin** menu, select **Recipients** submenu to open Recipients entry page which shows the list of all Recipients like following screen -



- 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.**

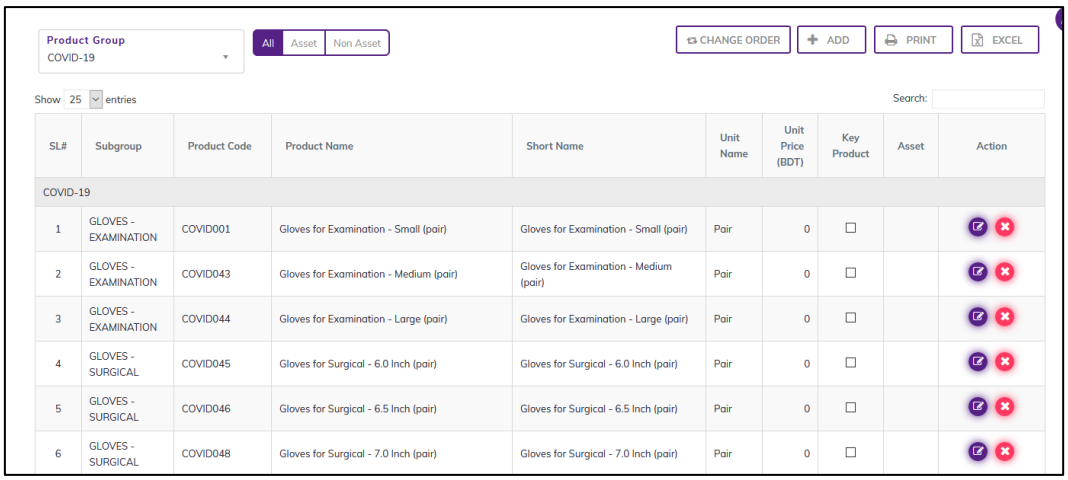
24.16.4. Delete Recipients

- 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

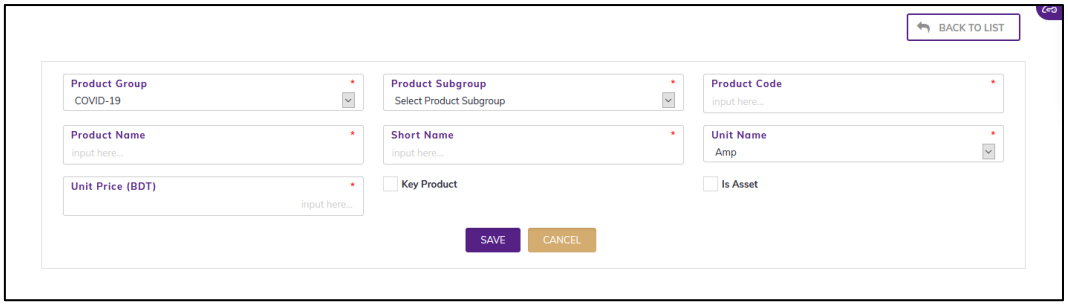
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Product** Entry
- From **admin** menu, select **Product** submenu to open Product entry page which shows the list of all Product like following screen -



- 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:



- 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.

Update | BACK TO LIST

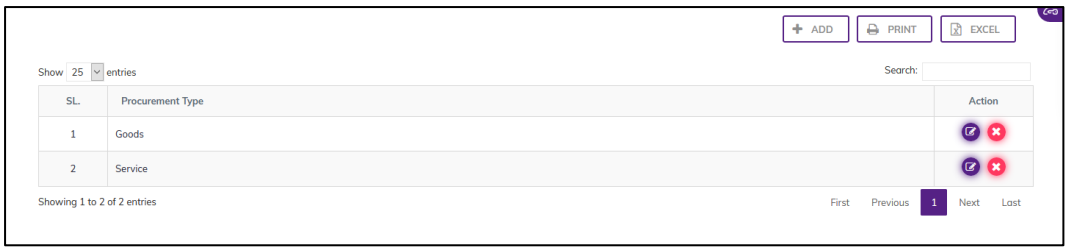
Subgroup	Product Name	Short Name	Group Name
GLOVES - EXAMINATION	Gloves for Examination - Small (pair)	Gloves for Examination - Small (pair)	COVID-19
GLOVES - EXAMINATION	Gloves for Examination - Medium (pair)	Gloves for Examination - Medium (pair)	COVID-19
GLOVES - EXAMINATION	Gloves for Examination - 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 drug &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

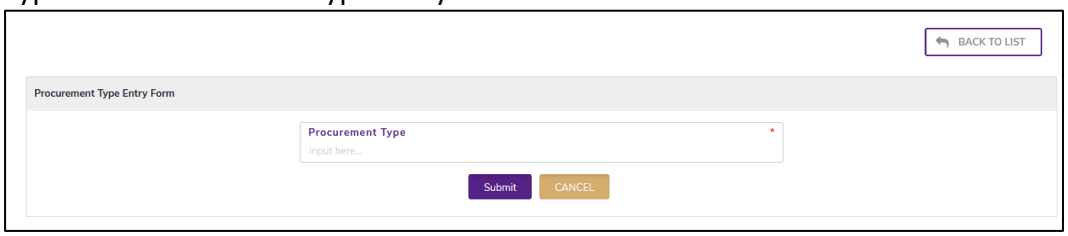
24.18.1. Procurement Type List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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.**

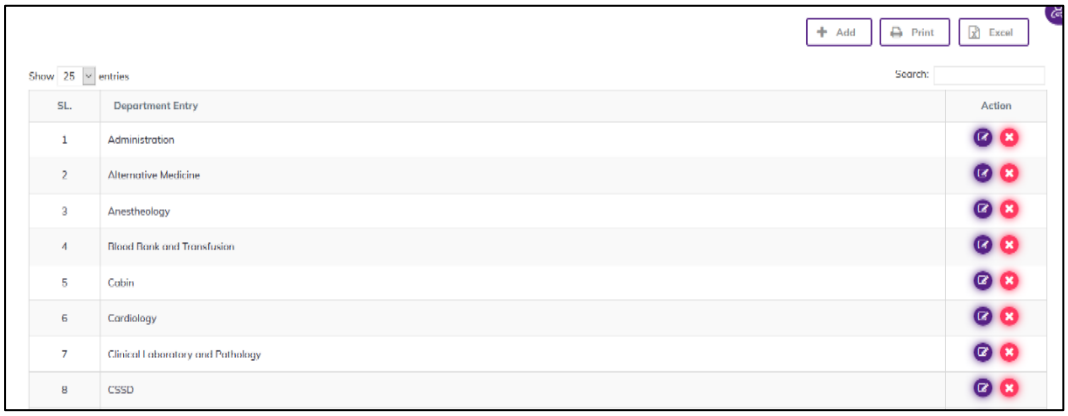
24.18.4. Delete Procurement Type

- 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

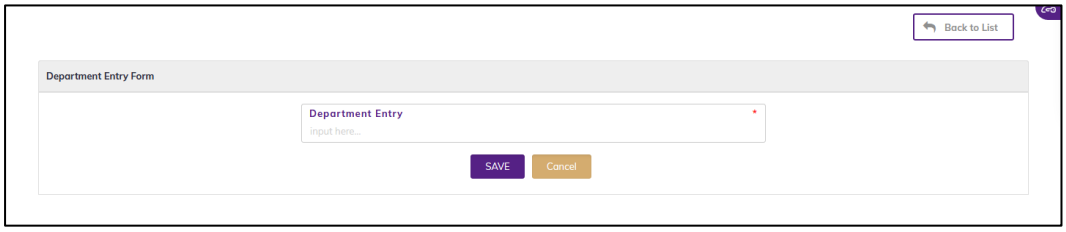
24.19.1. Department List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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:



- 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

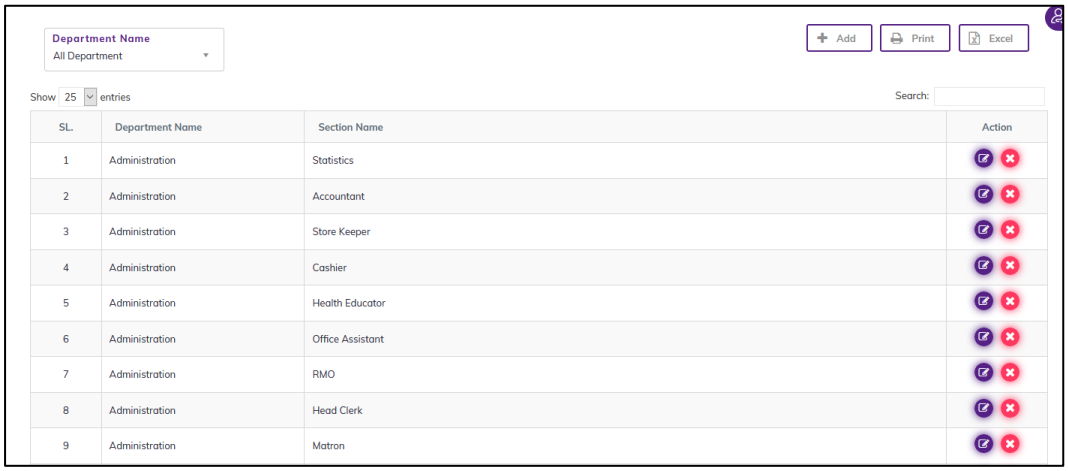
- You cannot delete an already used another transaction.

- 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

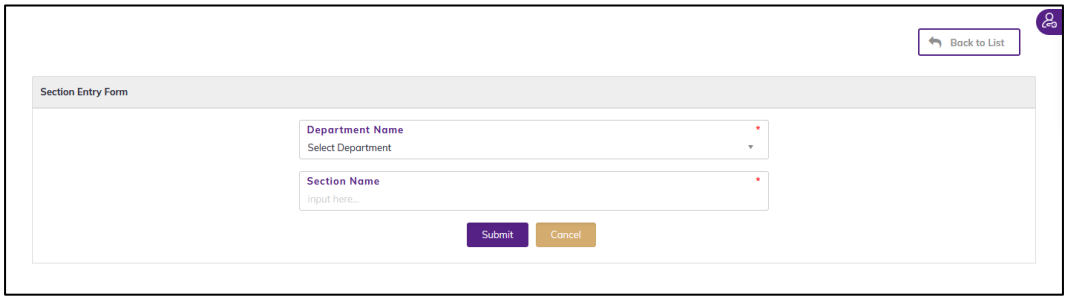
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Section** Entry
- From **admin** menu, select **Section** submenu to open Section entry page which shows the list of all Section like following screen -



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



- Fill-up Section details in the data entry fields
  1. **Department Name*:** Select the Department Name. Where the Department Name is situated from the drop-down menu. This is a mandatory field.
  2. **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.**

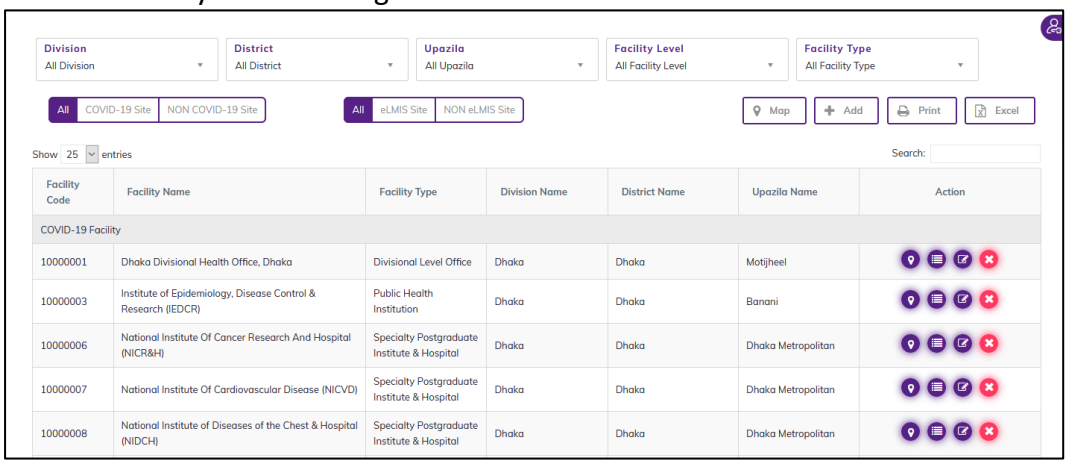
24.20.4. Delete Section

- 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://128.199.100.54 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 -

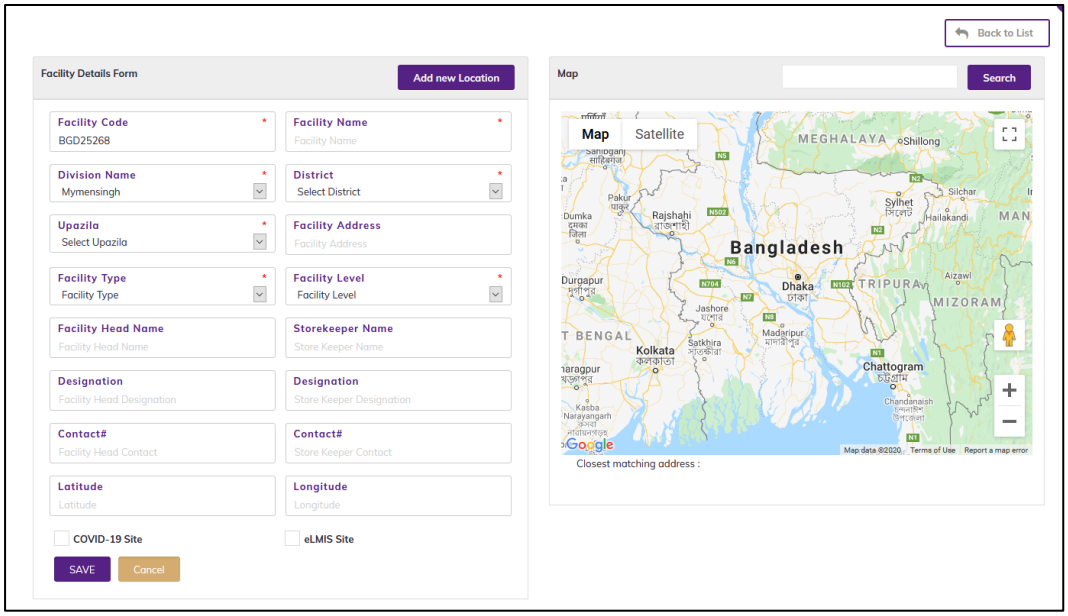


- The Facility has 8 filter criteria
  1. **Division**: when select a Division name then showing Division Name under the selected Division
  2. **District**: when select a District name then showing District Name under the selected district
  3. **Upazila**: when select a Upazila name then showing Upazila 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:

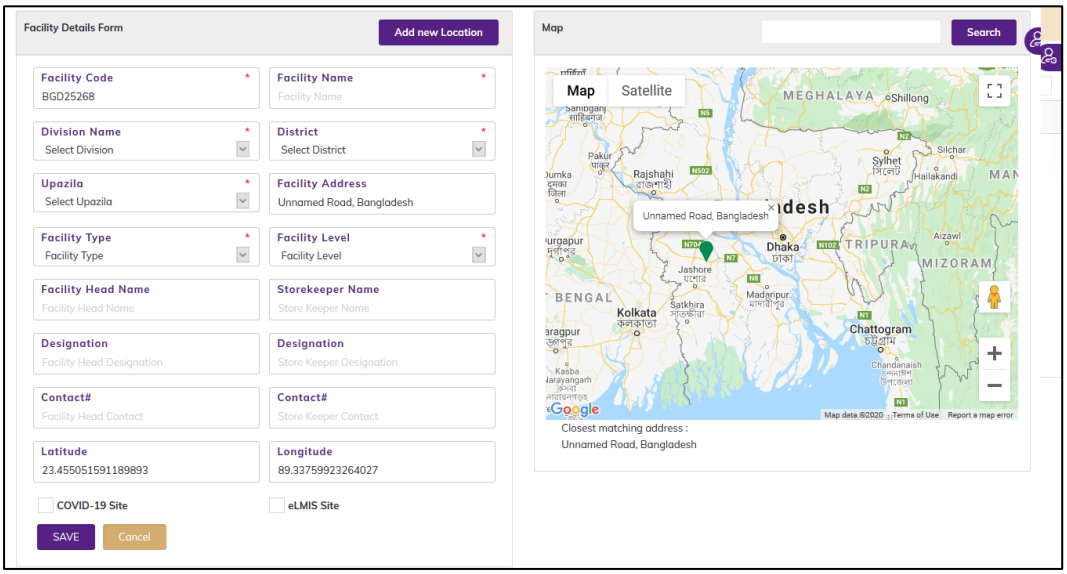


- Fill-up Facility details in the data entry fields
  1. **Facility Code***: Enter the facility code. This is mandatory field.
  2. **Facility Name***: Enter the facility Name. This is mandatory field.
  3. **Division Name*:** Select the Division Name. Where the Division Name is situated from the drop-down 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 eLIMIS 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.



- 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

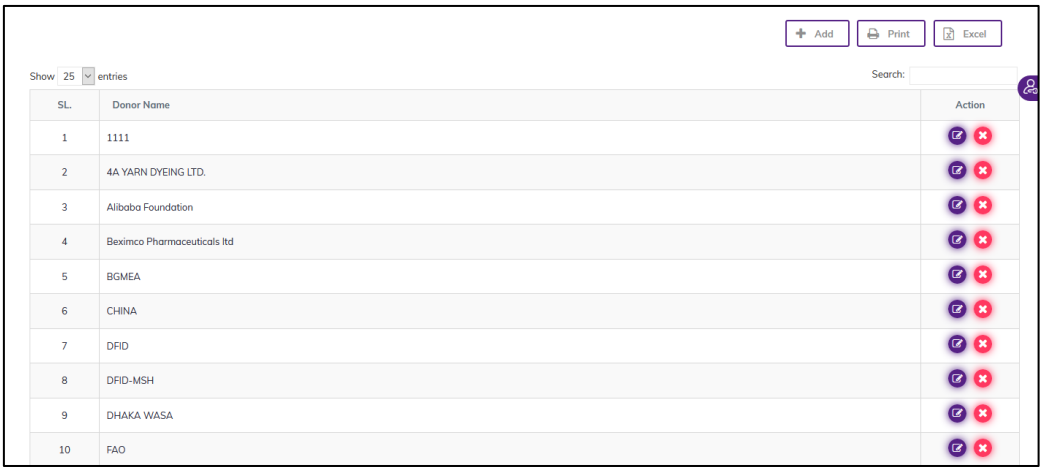
- You cannot delete an already used another transaction.
- To delete a Section from the user needs to click the **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Facility is removed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

24.22. Donor Entry

24.22.1. Donor List

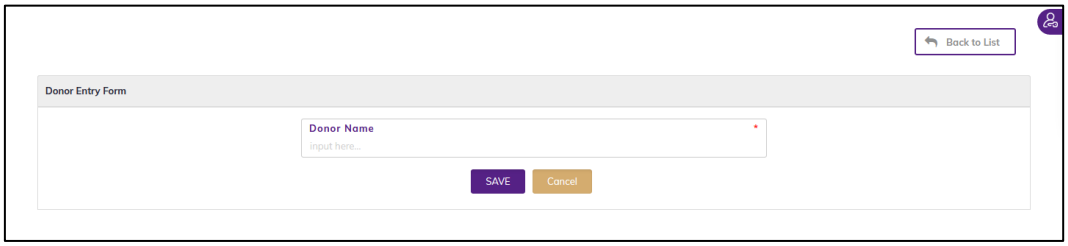
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Donor** Entry

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



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:



- Fill-up Donor details in the data entry fields
  1. **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

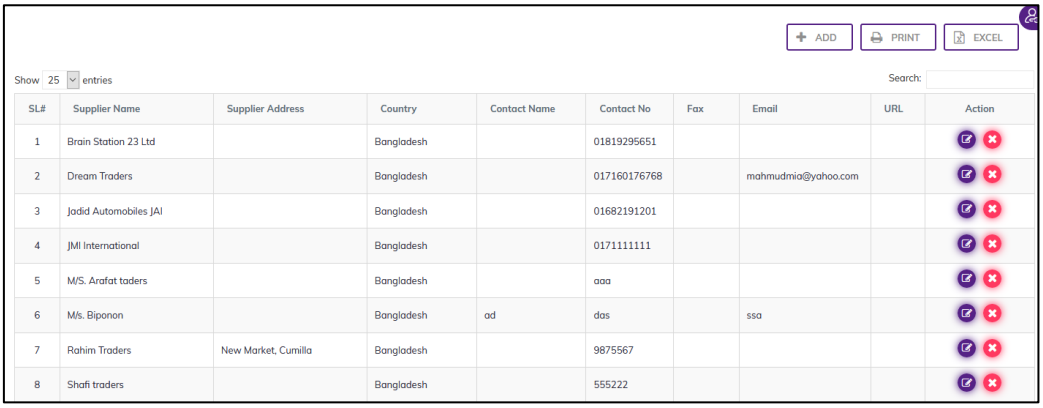
- You cannot delete an already used another transaction.
- To delete a Donor the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Donor is removed permanently.

24.23. Suppliers Entry

24.23.1. Suppliers List

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

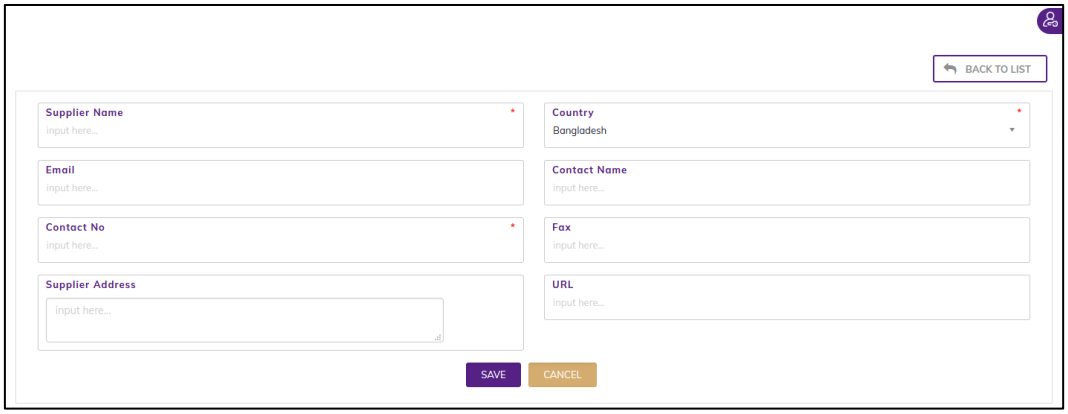
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Suppliers** Entry
- From **admin** menu, select **Suppliers** submenu to open Suppliers entry page which shows the list of all Suppliers like following 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		0171111111				
5	M/S. Arafat taders		Bangladesh		aaa				
6	M/s. Biponon		Bangladesh	ad	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.

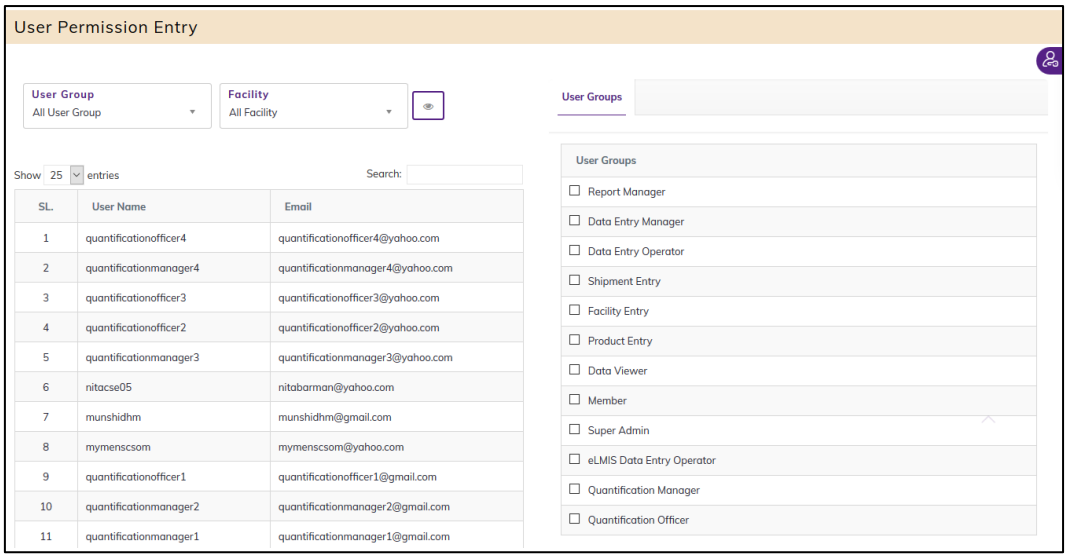
- Modify the supplier information as explained in above section.
- Press on **SAVE** button to update the Suppliers information. You will see a popup message **Data Updated Successfully.**

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

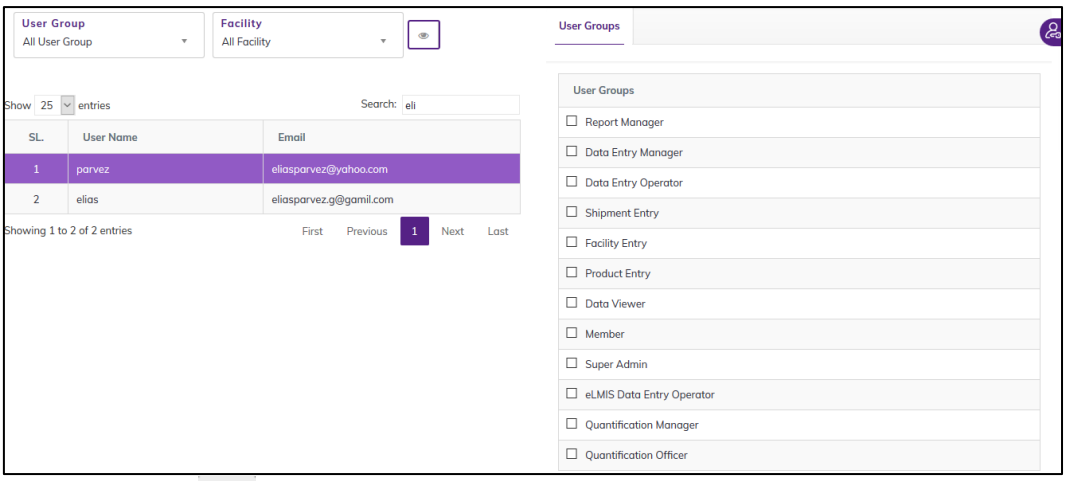
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to User Permission Entry
- From **admin** menu, select User Permission Entry submenu to open User Permission entry page which shows the list of all Suppliers like following screen -
- This will bring up the following screen:



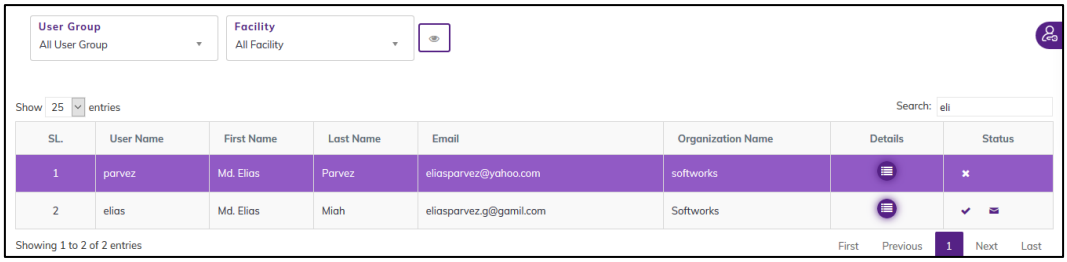
- The user permission has 3 filter criteria
  1. **User Group:** You will see the user group
  2. **Facility:** Facility of the user
  3. **Search:** Search a user

24.24.1. Activate a User

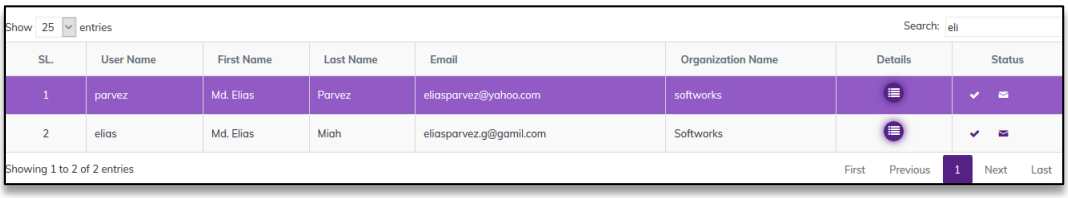
Step-1: The newly registered user should be shown at the top of the list. If not, search for the user in the user list at the left side of the screen.



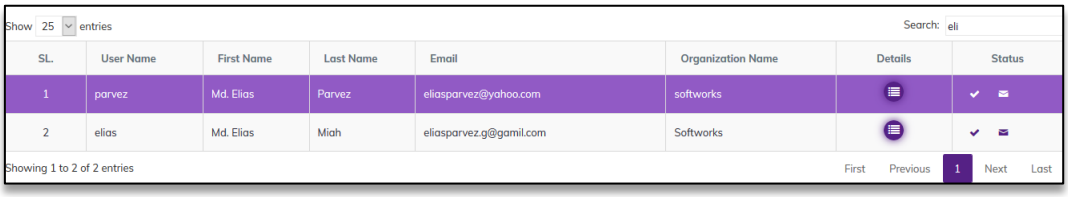
Step-2: Click on the button to expand the user list. The user list is shown as in the screen below:



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

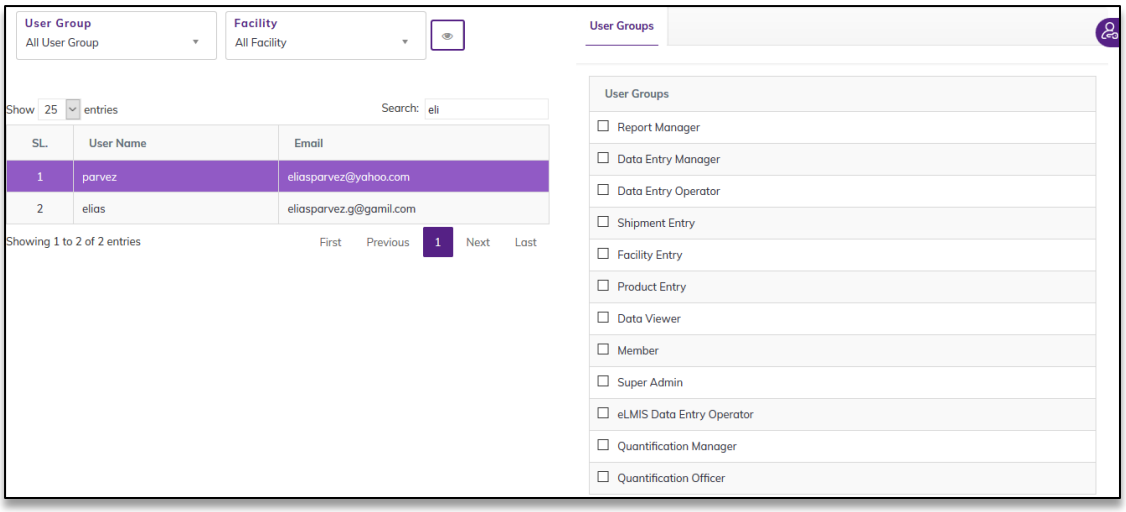


Step-4: After being activated by the Administrator, the newly registered user will receive a confirmation mail:
If the newly registered user reports that he or she has not received a confirmation email, then the administrator can resend the email by clicking on the (Resend Mail) button.

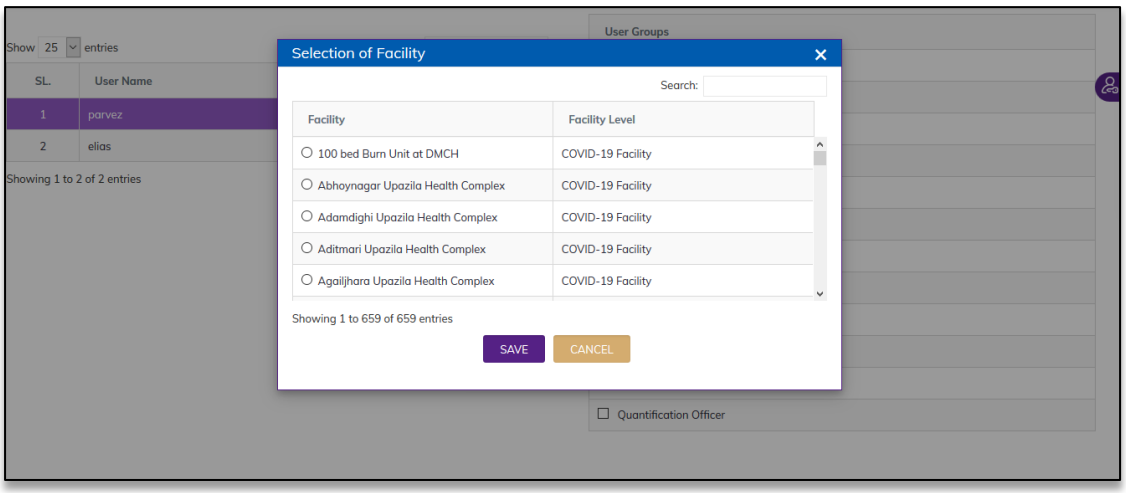


24.24.2. Assign User Groups

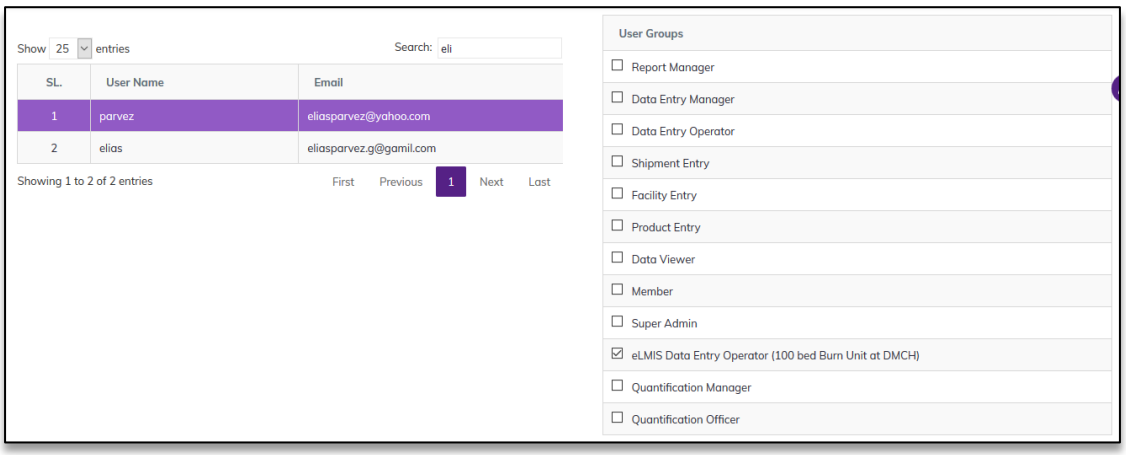
- Assign the relevant user groups based on requirements by checking the relevant boxes from the right side under the “User Groups” tab.



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

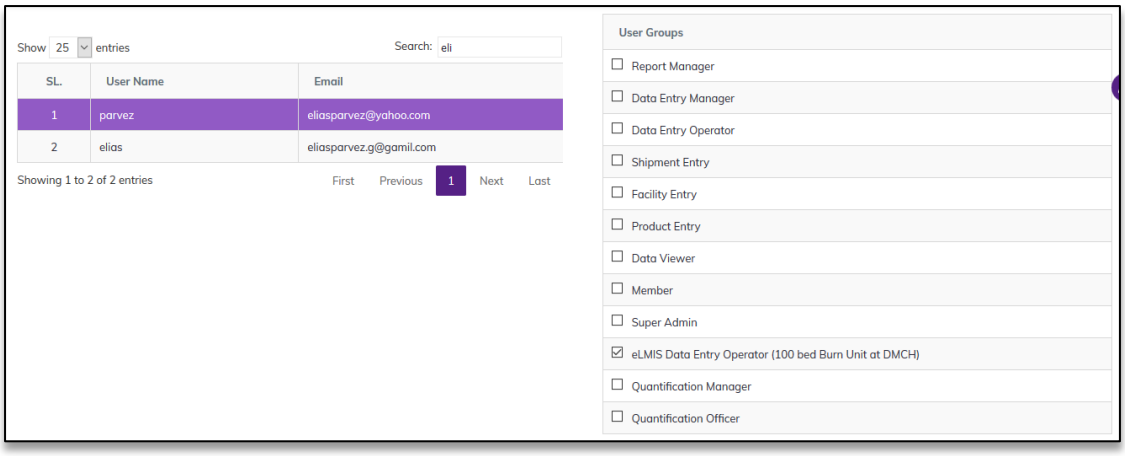


- Search and select a facility to assign the user. After selecting press on SAVE button the facility will be assigned like following screen

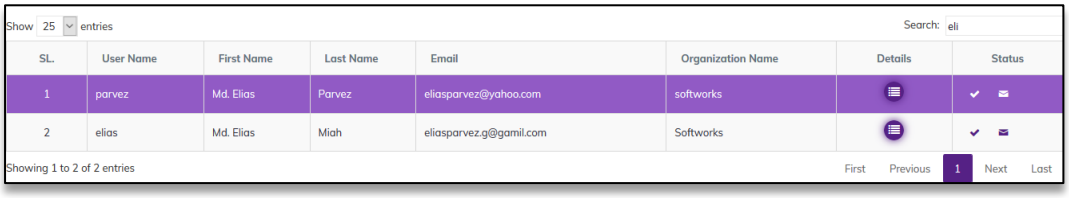


24.24.3. Deactivate a User

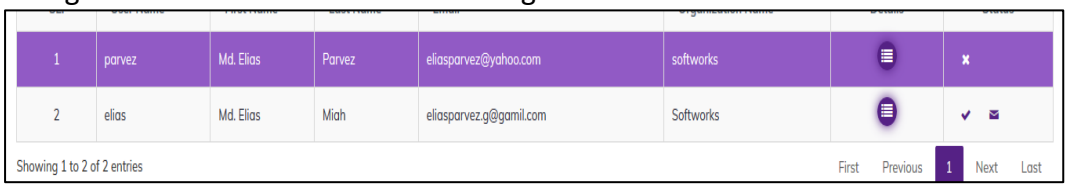
- **Step-1:** Select a user from the user list on the left side of the screen:



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



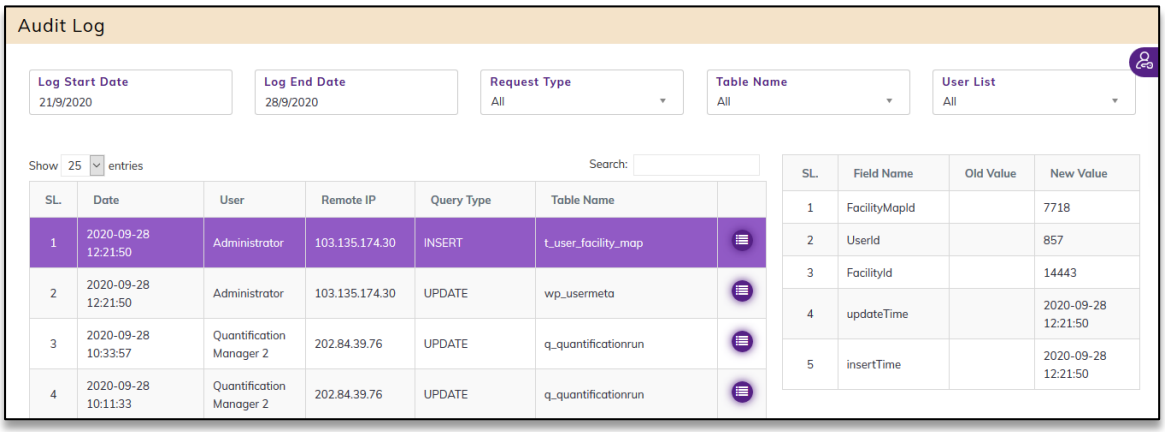
- **Step-3:** Click on the button in the Status column. After clicking the button, it will change to and looks like the following screen:



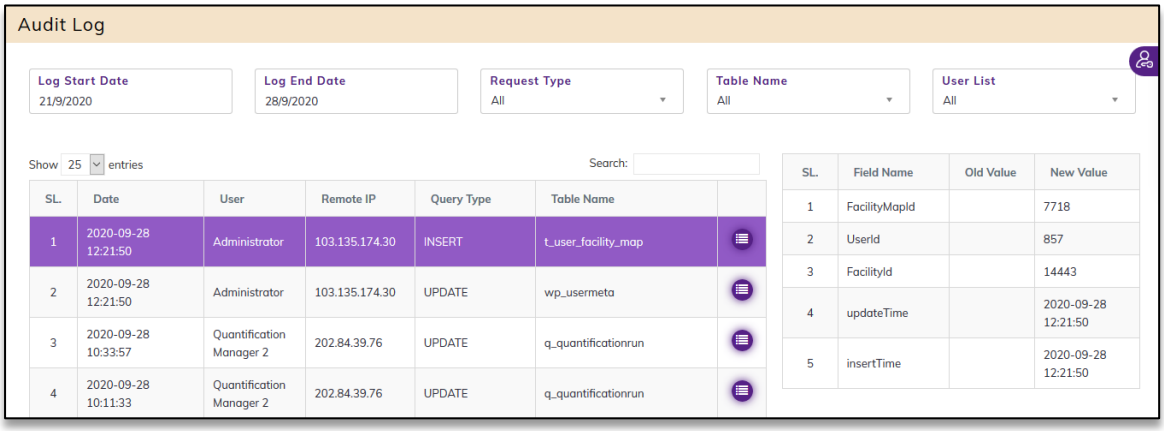
- **Step-4:** After a user is deactivated by the administrator, the user will receive an email.

24.25. Audit log

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 –



- 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:



- 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:
  1. **SL#**: Serial number of the record displaying on the page, latest records first
  2. **Date**: Date and time when a command was executed by the user
  3. **User**: Name of the user who executed a command
  4. **Remote IP**: IP address of the user's PC
  5. **Query Type**: Command type executed by the user (INSERT/UPDATE/DELETE)
  6. **Table Name**: Name of the table on which the user command is being executed
  7. **SQL Text**: Standard query language text that is being executed in the database in short notation. When you click on the M**ore** 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://128.199.100.54 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 –

Error Log

Show 25 entries Search:

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,MenufacturerSNo,InstallationDate,AssetLocation,CountryId,FSourceId,MStatusId,DecompositionDate,WarrantyExpair,user_name,UsefulLife,DepRate,SectionId,ProcuringId,MScheduleId,bDraft) values (:McProfileId,:ItemNo,:salvageval,:SerialNo,:tagNo,:FacilityId,:SupplyDate,:assetRemarks,:DateRecvInStore,:MenufacturerSNo,:InstallationDate,:AssetLocation,:CountryId,: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 relevent 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:

Error Log

Show 25 entries Search:

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,MenufacturerSNo,InstallationDate,AssetLocation,CountryId,FSourceId,MStatusId,DecompositionDate,WarrantyExpair,user_name,UsefulLife,DepRate,SectionId,ProcuringId,MScheduleId,bDraft) values (:McProfileId,:ItemNo,:salvageval,:SerialNo,:tagNo,:FacilityId,:SupplyDate,:assetRemarks,:DateRecvInStore,:MenufacturerSNo,:InstallationDate,:AssetLocation,:CountryId,:FSourceId,:MStatusId,:DecompositionDate,:WarrantyExpair,:user_name,:UsefulLife,:DepRate,:SectionId,:ProcuringId,:MScheduleId,:bDraft) **Parameter(s):** []	1265	Data truncated for column 'DepRate' at row 1

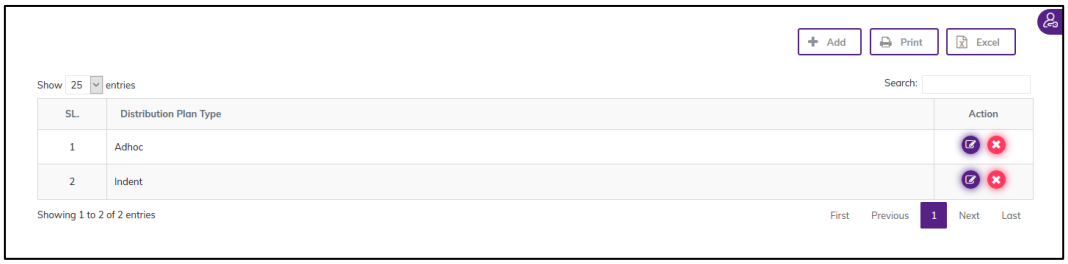
- The log displays the errors which occur COVID-19 SCM BANGLADESH during data entry in the COVID-19 SCM BANGLADESH. The columns in the table include:
  1. **Remote IP**: IP address of the computer where the error occurred
  2. **User**: COVID-19 SCM BANGLADESH user's ID
  3. **Date**: Date and time of 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

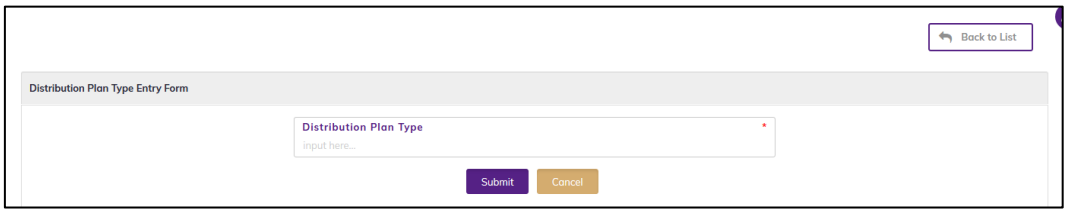
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Distribution Plan Type** Entry

- 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 -



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.**

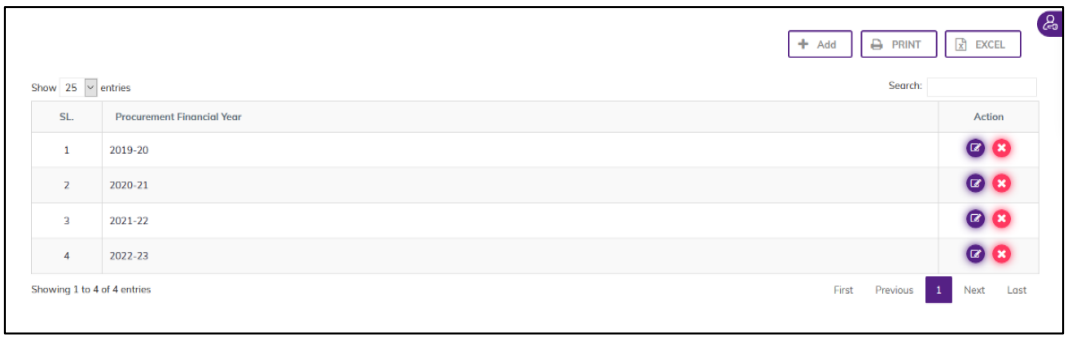
24.27.4. Delete Distribution Plan Type

- 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

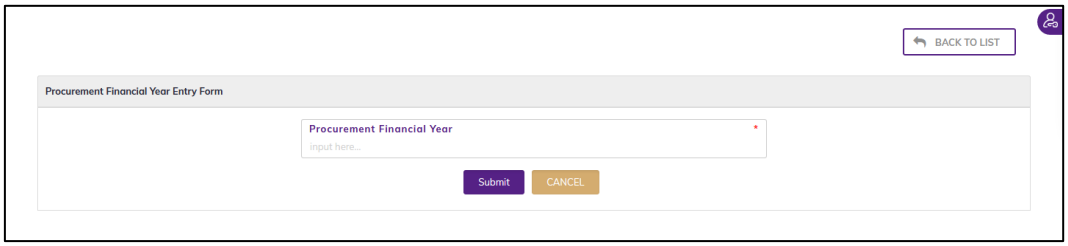
24.28.1. Financial Year List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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

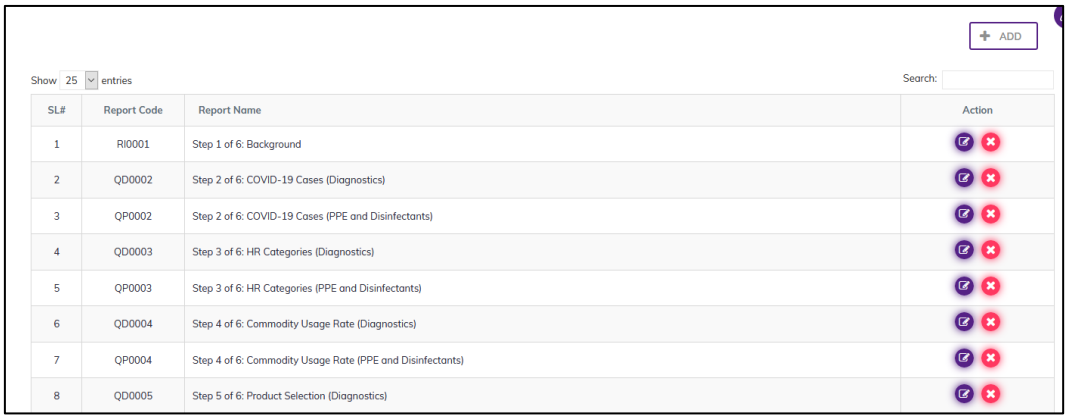
- You cannot delete an already used another transaction.
- To delete a Financial Year the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Financial Year is removed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

24.29. Report Information Entry

24.29.1. Report Information List

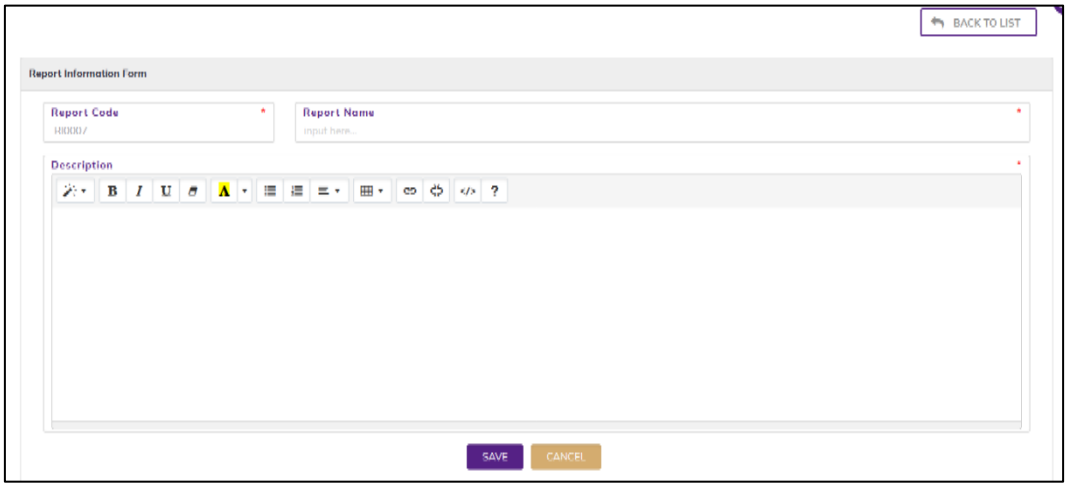
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Report Information** Entry

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



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
    1. **Report Code *:** Enter the Report Code. This is mandatory field.
    2. **Report Name*:** Enter the Report Name. This is mandatory field.
    3. **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

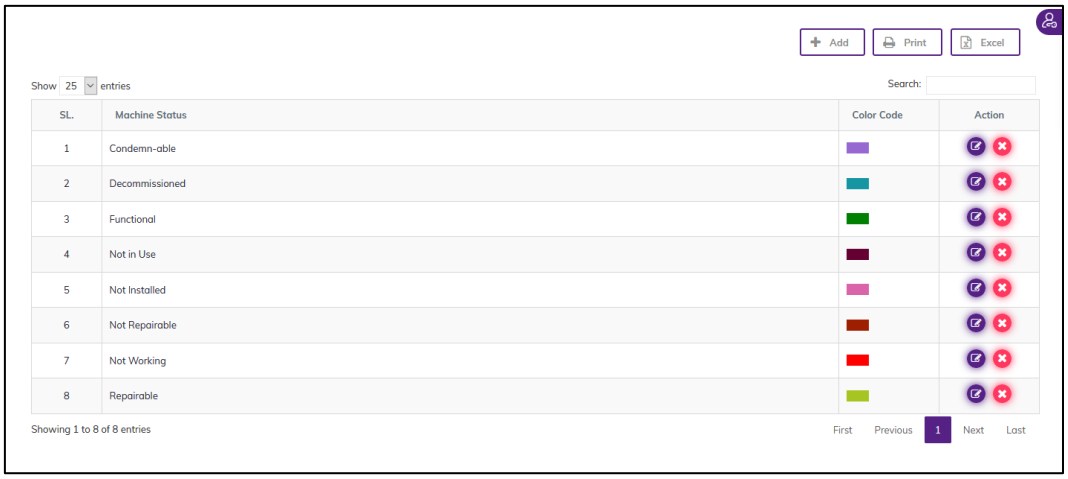
- You cannot delete an already used another transaction.

- 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

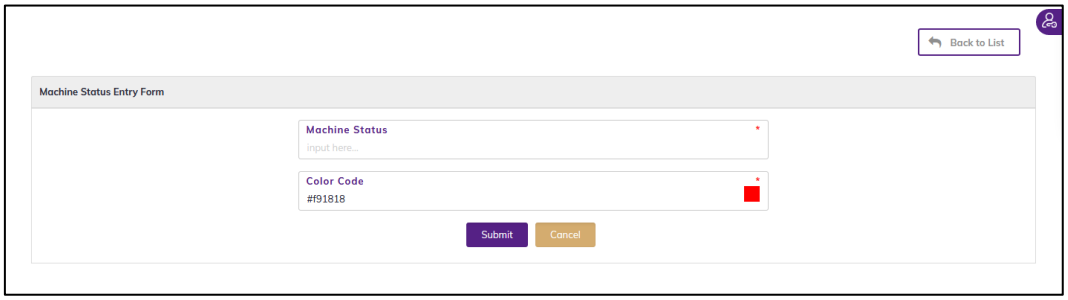
24.30.1. Machine Status List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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
    1. **Machine Status *:** Enter the Machine Status. This is mandatory field.
    2. **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.**

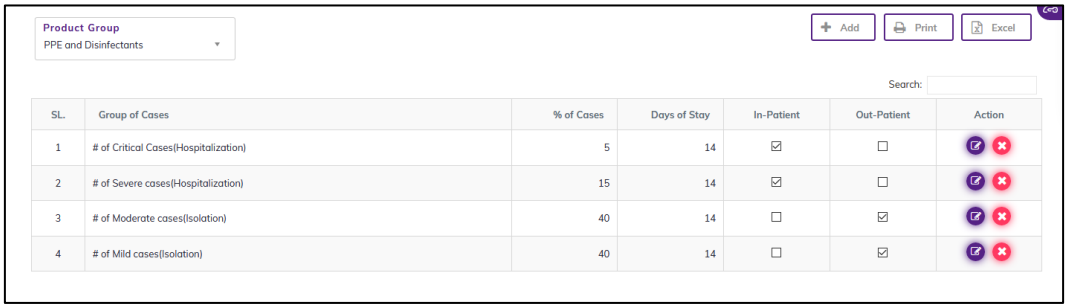
24.30.4. Delete Machine Status

- 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

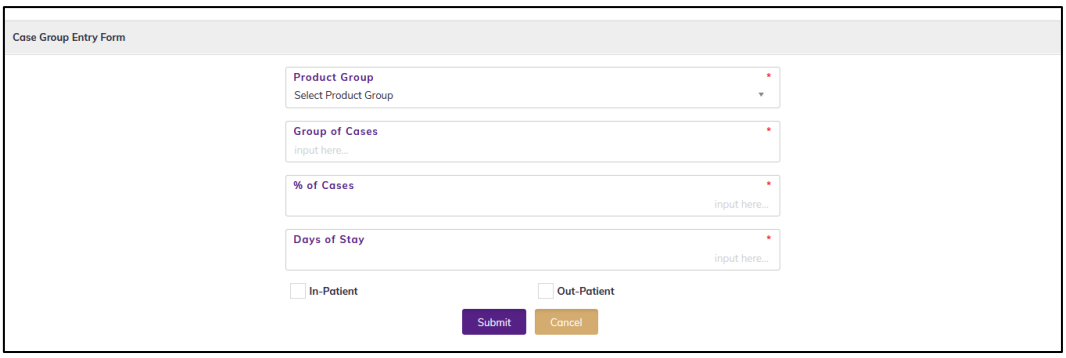
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Case Groups** Entry
- From **admin** menu, select **Case Groups** submenu to open Case Groups entry page which shows the list of all Case Groups like following screen -



- 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.**

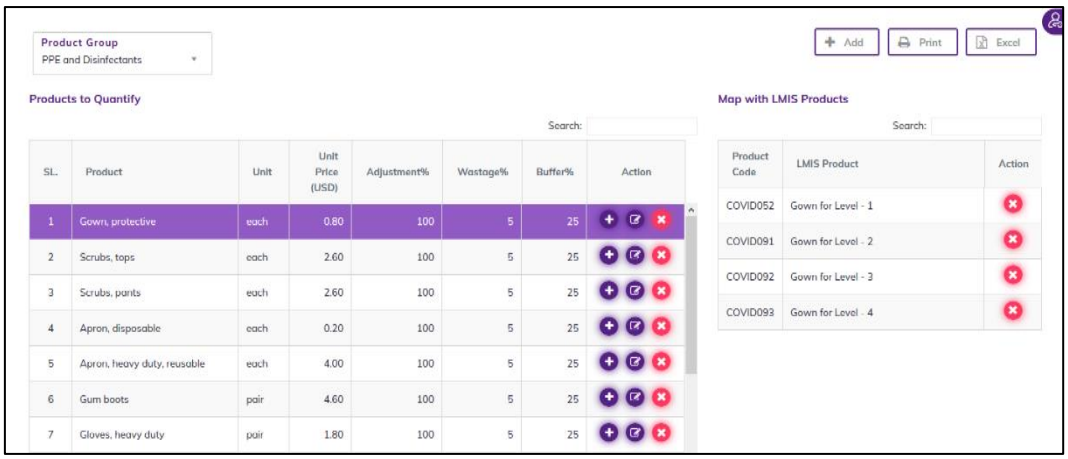
24.31.4. Delete Case Groups

- 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

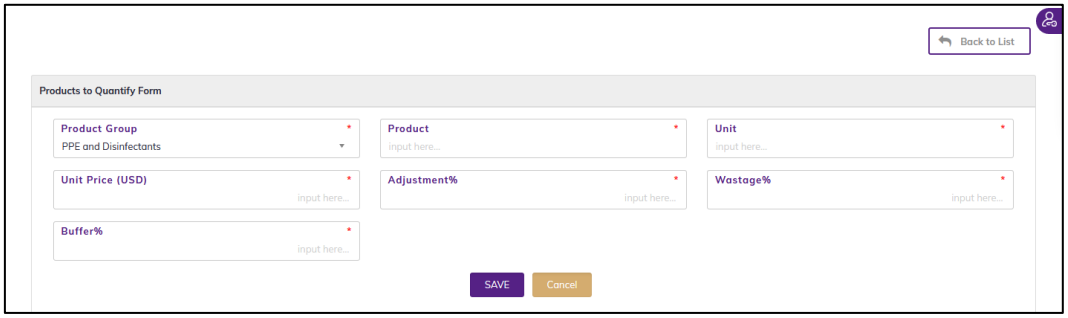
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Product of Quantify** Entry
- From **admin** menu, select **Product of Quantify** submenu to open Product of Quantify entry page which shows the list of all Product of Quantify like following screen -



- 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.**

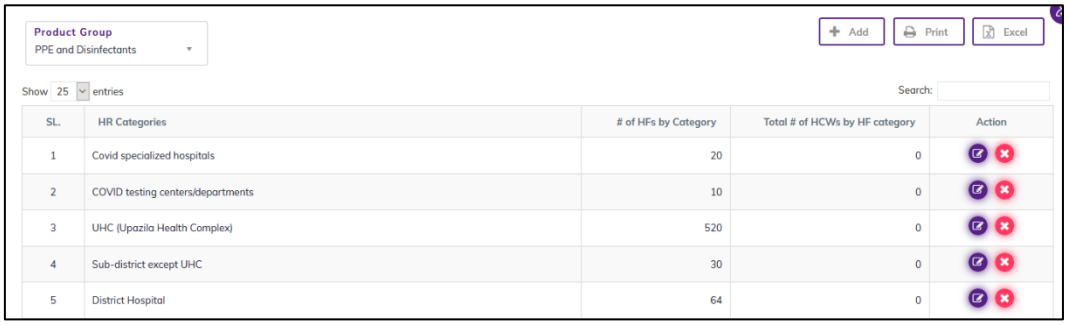
24.32.4. Delete Product Quantify

- 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

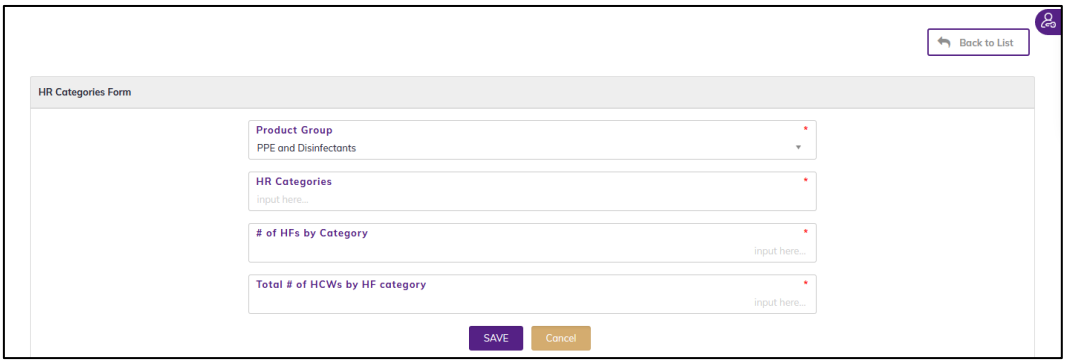
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **HR Categories** Entry
- From **admin** menu, select **HR Categories** submenu to open HR Categories entry page which shows the list of all HR Categories like following screen -



- 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:



- 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.**

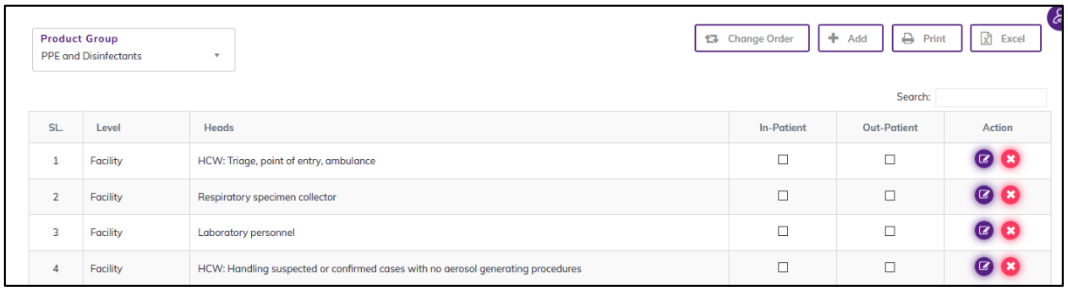
24.33.4. Delete HR Categories

- 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

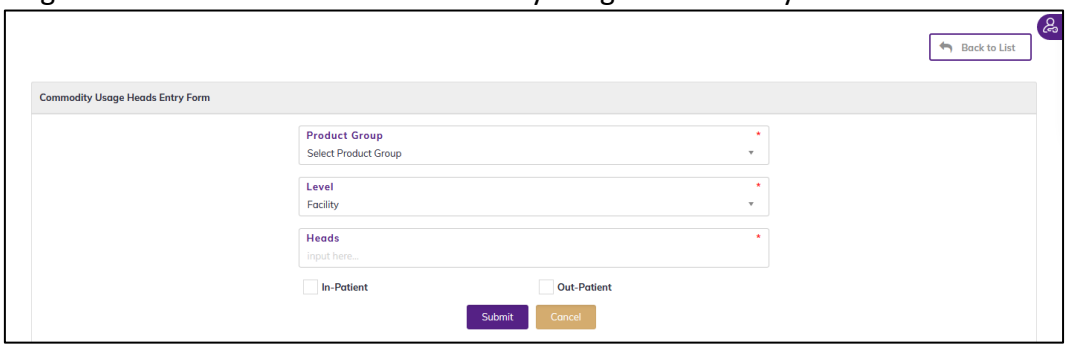
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Commodity Usage Heads** Entry
- From **admin** menu, select **Commodity Usage Heads** submenu to open Commodity Usage Heads entry page which shows the list of all Commodity Usage Heads like following screen:



- 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

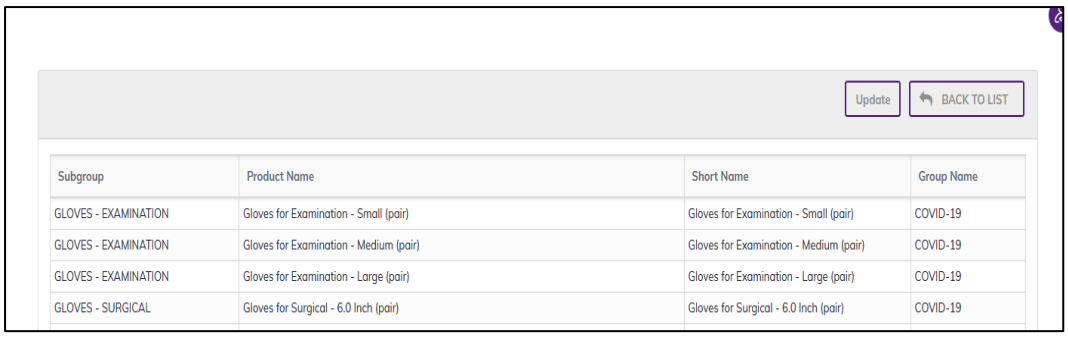
- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?).** When you confirm the Commodity Usage Heads will be displayed for editing.
- Modify the Commodity Usage Heads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



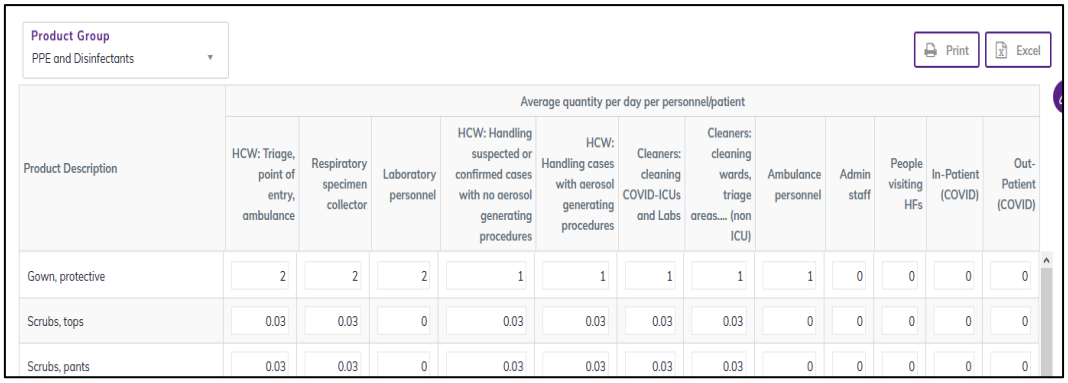
Update | BACK TO LIST

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 drug &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://128.199.100.54 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 Group: PPE and Disinfectants

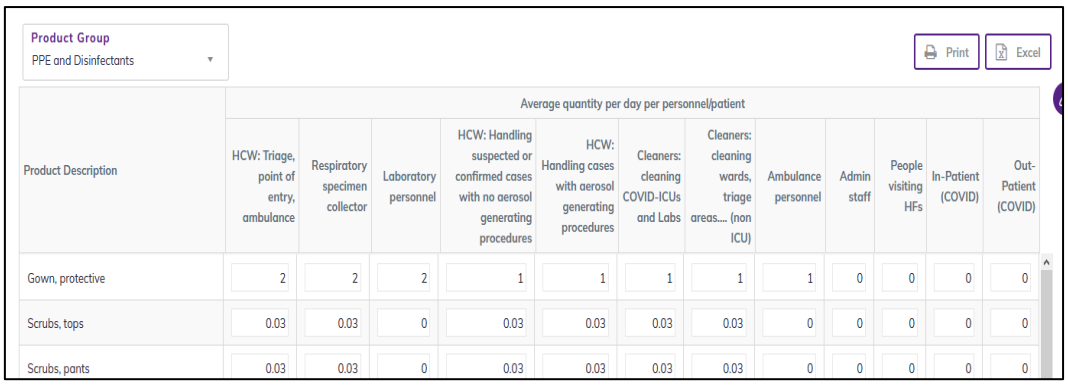
Print | Excel

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 HFs	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://128.199.100.54 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 -



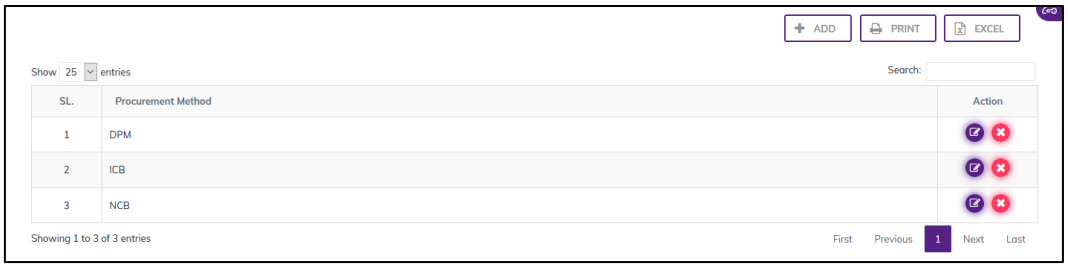
Product Description	Average quantity per day per personnel/patient											
	HCW: Triage, point of entry, ambulance	Respiratory specimen collector	Laboratory personnel	HCW: Handling suspected or confirmed cases with no aerosol generating procedures	HCW: Handling cases with aerosol generating procedures	Cleaners: cleaning COVID-ICUs and Labs	Cleaners: cleaning wards, triage areas.... (non ICU)	Ambulance personnel	Admin staff	People visiting HFs	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
  1. Select a Product Group then showing Product under the selected product group
  2. Update the HR Personnel Per Day List.

24.37. Procurement Method Entry

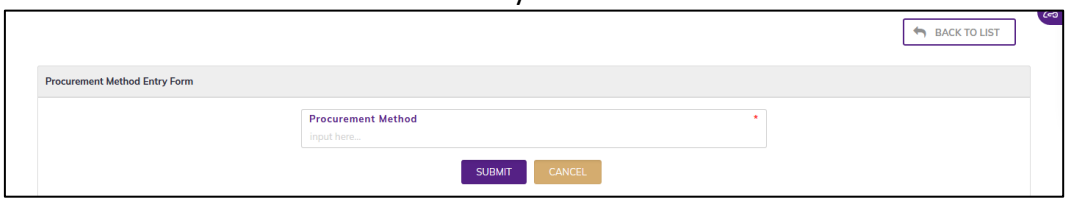
24.37.1. Procurement Method List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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:



- Fill-up Procurement Method details in the data entry fields
  1. **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.**

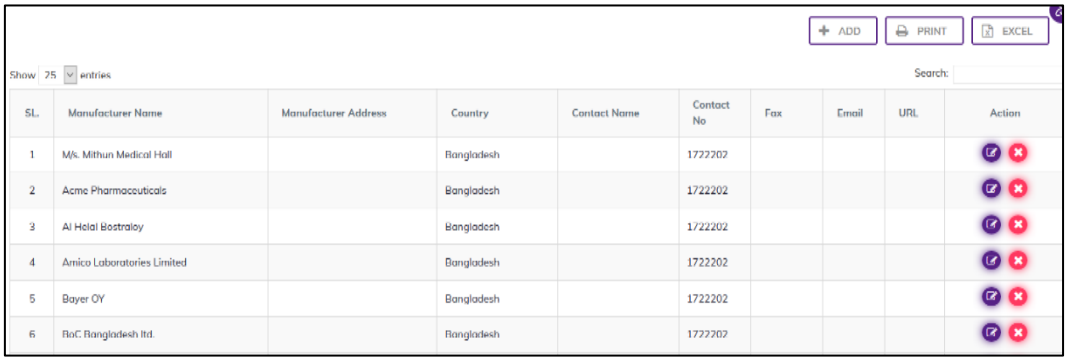
24.37.4. Delete Procurement method

- 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

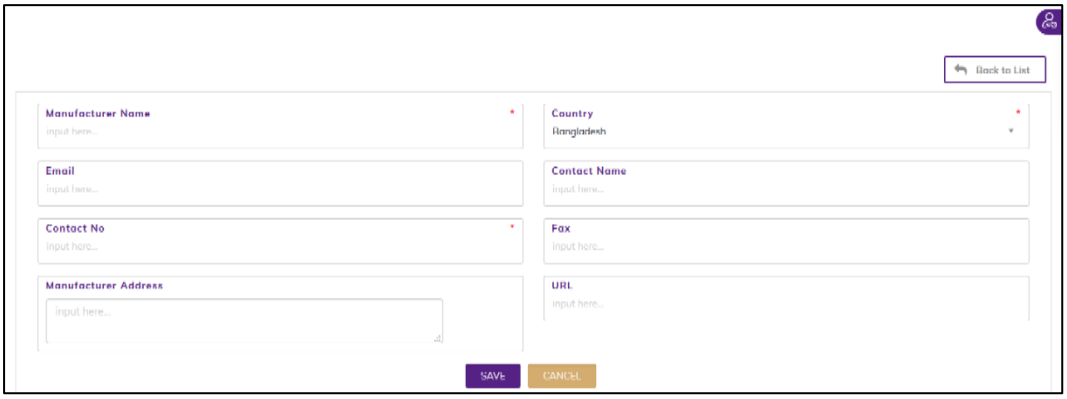
24.28.1. Manufacturer List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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:



- 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.**

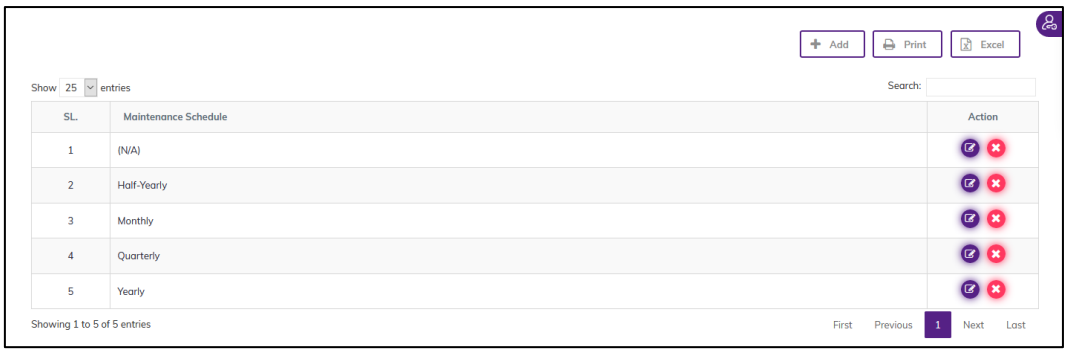
24.28.4. Delete Manufacturer

- 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

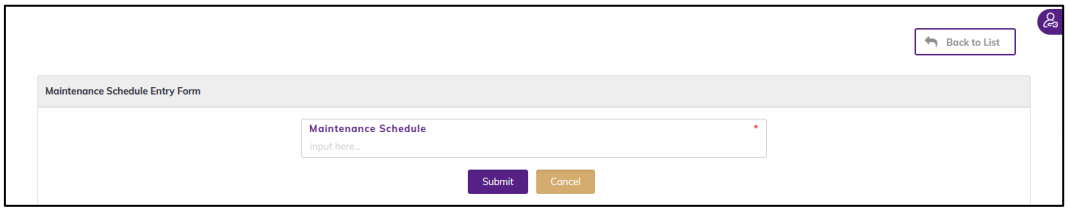
24.29.1. Maintenance Schedule List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -



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

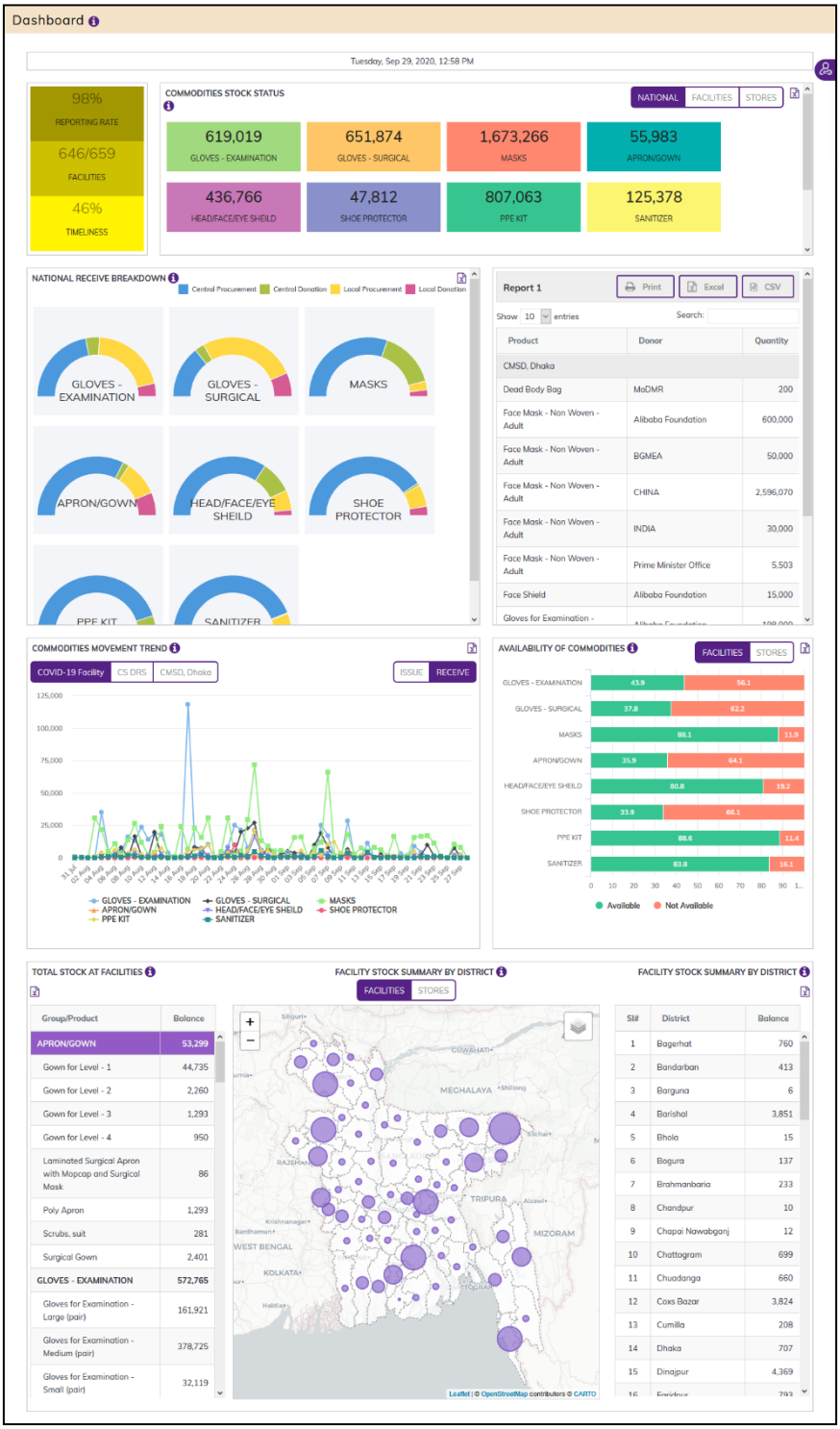
- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?).** When you confirm the Maintenance Schedule will be displayed for editing.
- Modify the Maintenance Schedule as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

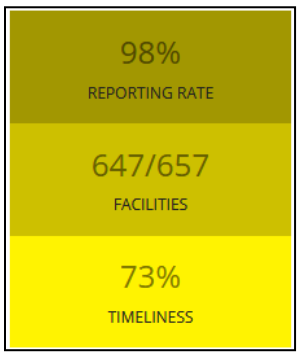
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as any user to see the **COVID-19 COMMODITIES DASHBOARD,** which looks like following screen -



- The dashboard shows 9 different indicator blocks:

25.1. Facility Reporting & Timeliness Rate Status

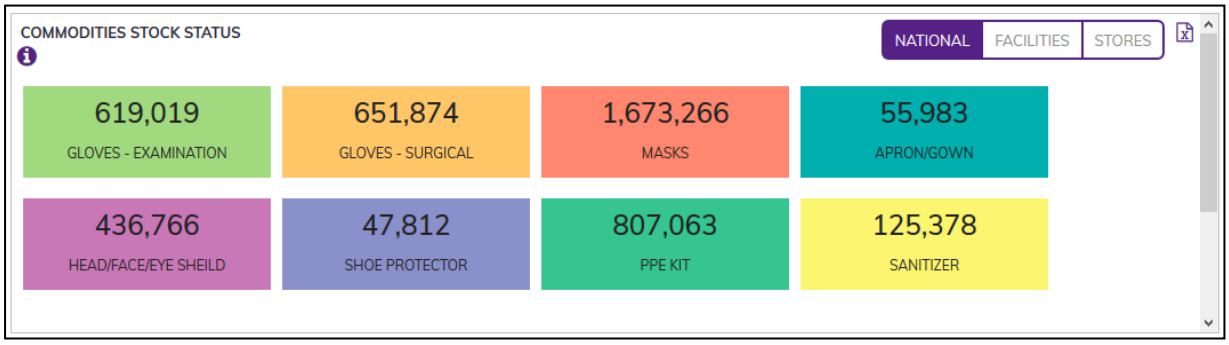
- This block shows various reporting indicators –
  1. REPORTING RATE: % of facilities reported at least once in the COVID-19 commodities entry form.
  2. FACILITIES: Number of facilities reported at least once vs Number of total facilities who are registered to report.



  3. 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.

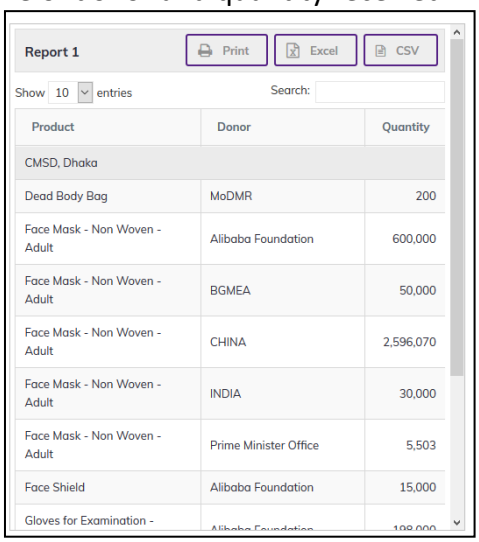
25.3. National Receive Breakdown

- 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.



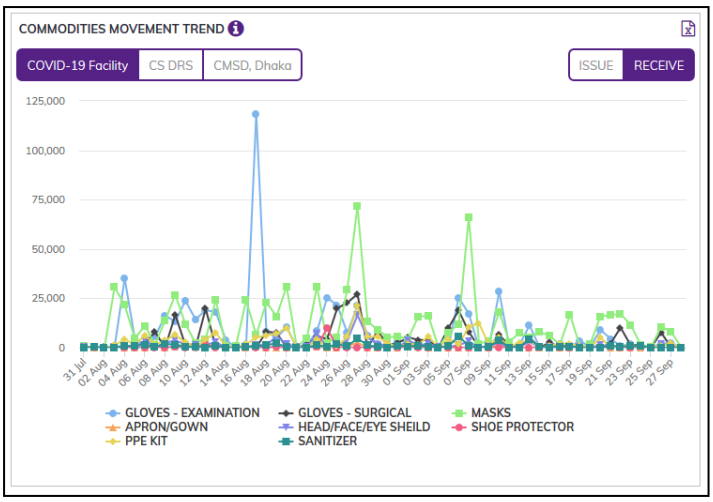
Report 1 | Print | Excel | CSV

Show 10 entries | Search:

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	198,000

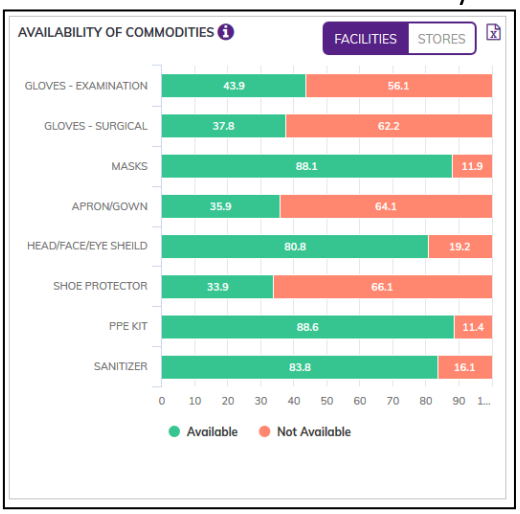
25.5. Commodities Movement Trend

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 FACTLITIES 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

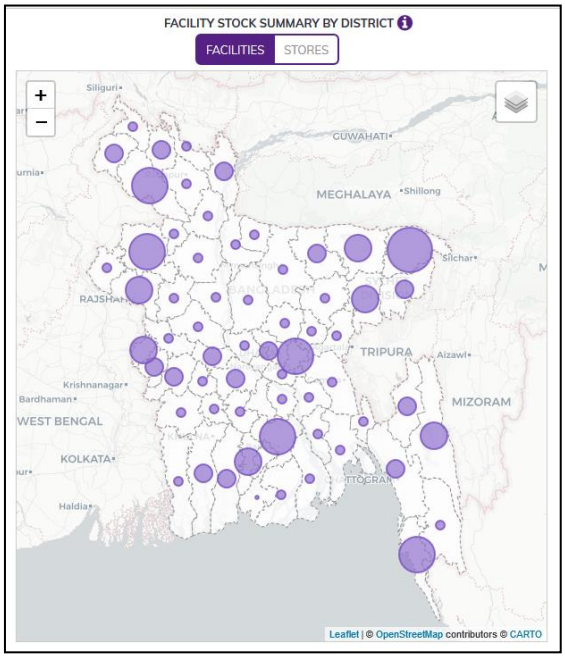
- Shows the current balance of major product groups as well as all individual products. When you select a product group or product, the map in the middle and the right side table is updated. When FACILITIES is selected – shows the stock summary of all health facilities. When STORES is selected – shows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

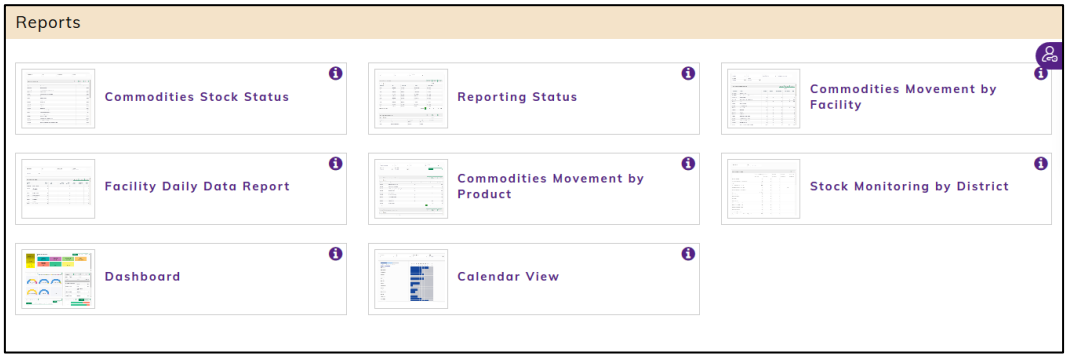


25.9. Facility Stock Summary by District

- 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

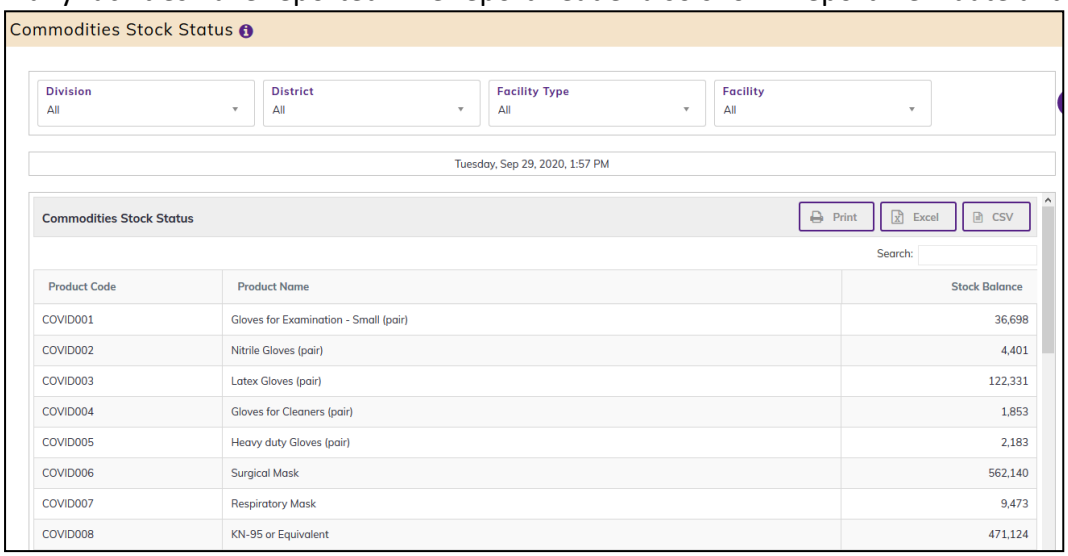
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Reports** Menu
- Select **Reports** menu to open Reports page which shows the list of Reports 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

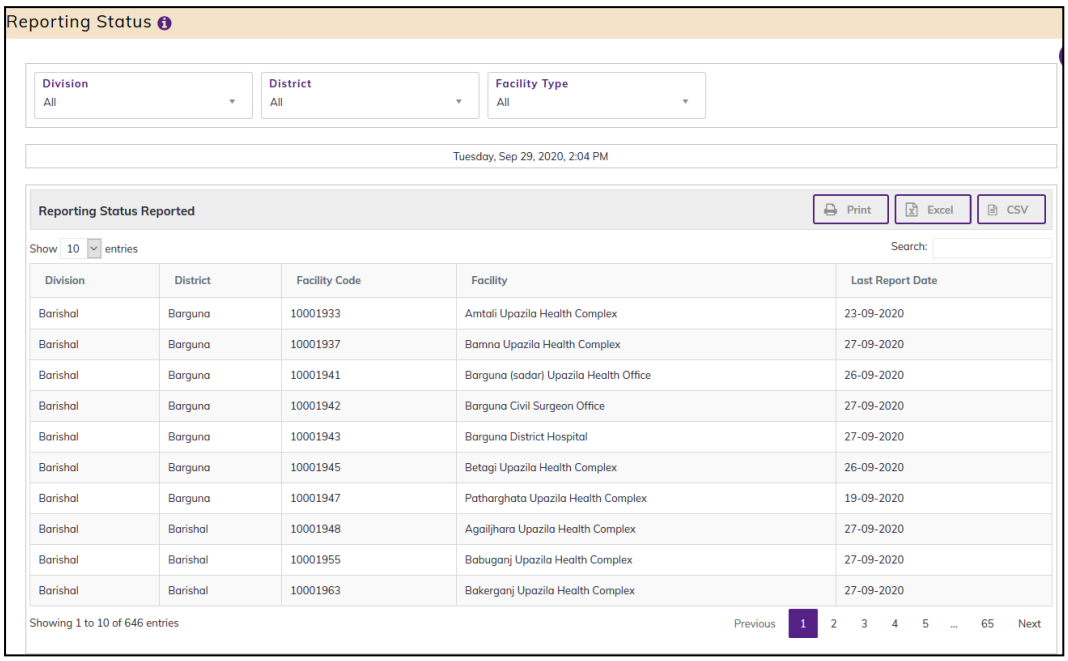
- The report has 4 filter criteria:
  1. **Division:** Select All or a Division
  2. **District:** Select All or a District
  3. **Facility Type:** Select All or a Type
  4. **Facility:** Select All or a Facility
- The report has a table with the following fields:
  1. **Product Code:** COVID-19 product 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 represent facility non-reported status.



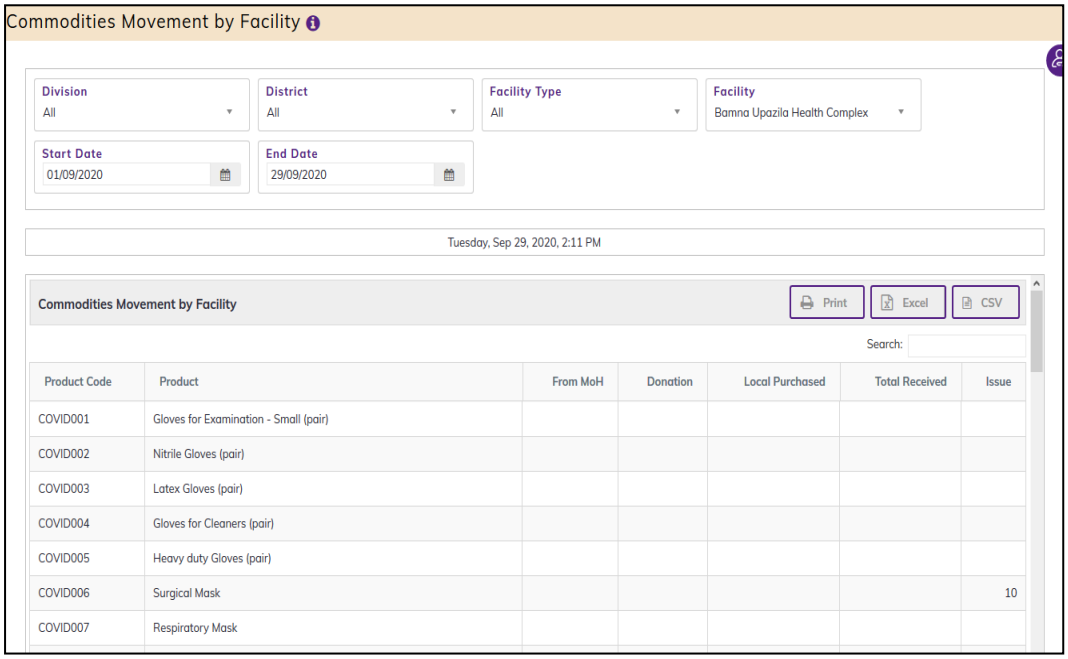
- The report has the following filter criteria:
  1. **Division:** Select All or a Division
  2. **District:** Select All or a District
  3. **Facility Type:** Select All or a Type
- The report has two tables for facility reporting status - **'Reported'** and the other is **'Not Reported'**.
- The **'Current 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.



- 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:
  1. **Division:** Select all or a division
  2. **District:** select all or a district
  3. **Facility Type:** select all or facility type
  4. **Date:** select a date
  5. **Facility:** select a facility
- The table has the following fields:
  1. **Product Code:** COVID-19 Product Code
  2. **Product Name:** COVID-19 Product Name
  3. **Opening Balance:** show the opening balance of the specific date
  4. **Received from MOH:** Quantity received from MOH
  5. **Donation:** Quantity received from Donation
  6. **Local Purchased:** Quantity received from local purchase
  7. **Total Received:** Total receive quantity (sum of above 3)
  8. **Issued Quantity:** issued quantity
  9. **Adjustment Quantity (+/-):** any positive or negative adjustment
  10. **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

Print | Excel | CSV

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	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 has following filter criteria:
  1. **Product:** Select a product
  2. **Division:** Select all or a division
  3. **District:** Select all or a district
  4. **Facility Type:** Select all or a facility type
  5. **Start Date:** Select start Date
  6. **End Date:** Select end date
- There are three tabs in the COVID-19 Commodities Movement by Product report -
  1. **Receive**
  2. **Issue**
  3. **Balance**
- The **Receive** report has a table with the following fields:
  1. **Facility Id:** Id of facility
  2. **Facility Name:** Name of facility which are Received.
  3. **Received from CMSD/CS/GoB:** Displayed receive quantity which receive from CMSD/CS/GoB
  4. **Donation:** Displayed receive quantity which receive from Donor.
  5. **Local Purchased**: Displayed receive quantity which receive from suppliers and procured with own fund.
  6. **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

Print Excel CSV

Show 10 entries Search:

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

Showing 1 to 10 of 38 entries Previous 1 2 3 4 Next

- 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

Print Excel CSV

Show 10 entries Search:

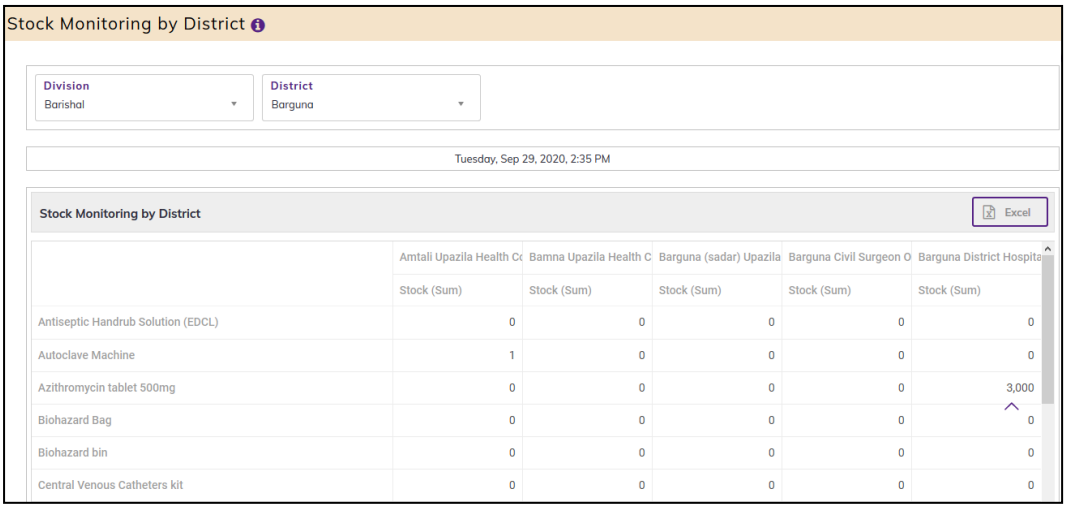
Facility Code	Facility	Closing Balance
10000033	Dhaka Medical College Hospital	614
10000034	Sarkari Karmochari Hospital- Chankharpol- Dhaka	200
10000051	Shaheed Suhrawardy Medical College Hospital	6,372
10000056	Sir Salimullah Medical College Hospital	896
10000074	Keraniganj Upazila Health Complex	17
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

Showing 1 to 10 of 90 entries Previous 1 2 3 4 5 ... 9 Next

- The report can be exported to Excel format.

26.6. Stock Monitoring by District

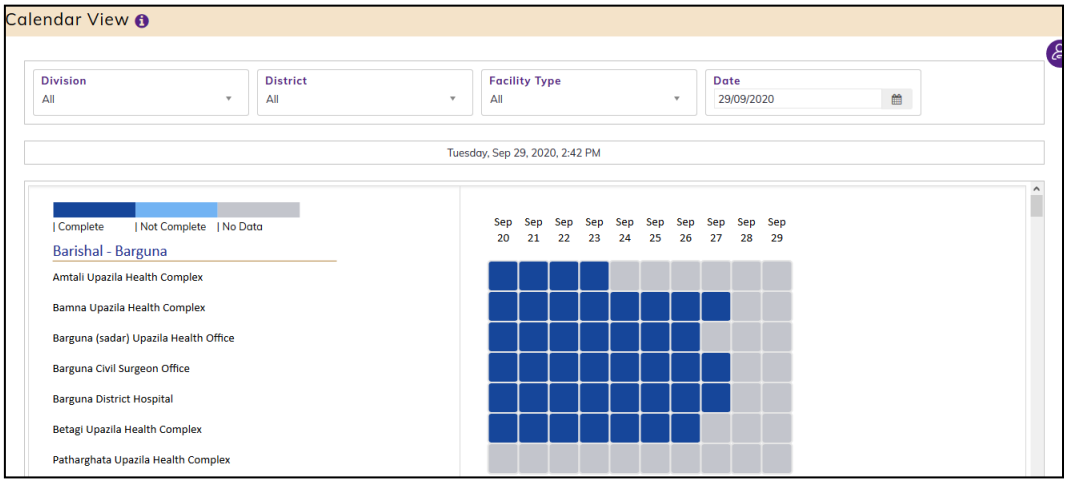
- The report shows stock status of all facilities of a district.



- The report has the following filter criteria:
  1. **Division:** Select a division
  2. **District:** Select a district
- The table has the following fields:
  3. **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:

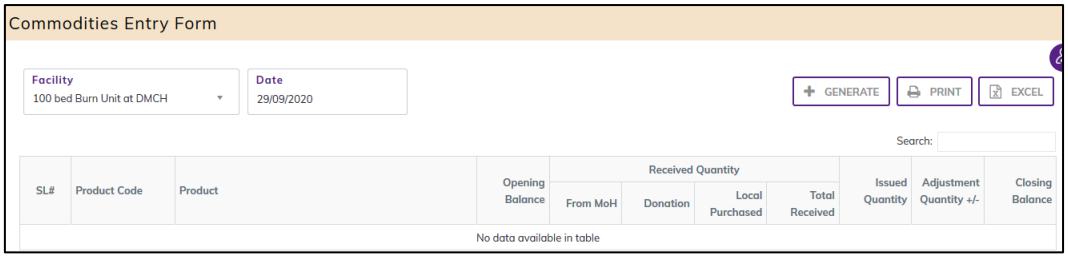


- The report has the following filter criteria:
  1. **Division:** Select All or a Division
  2. **District:** Select All or a District
  3. **Facility Type:** Select All or a Type

- The 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.

27. Entry Forms

- Open any internet browser, like Google Chrome or Firefox.
- Type https://scmpbd.org/ in the address bar.
- The SCMP homepage screen will appear
- Login as **'Data Entry Operator'** user
- From **Entry Forms** menu, select **Commodities Entry Form** submenu to open Commodities Entry Form .
- This form is used to create, edit, complete and delete daily stock status reports. The form looks like following -



27.1. Generate COVID-19 Commodities Entry Form

- To enter **COVID-19** commodities report for the specific date, click the **GENERATE** button, which will generally show popup message -

  'Do you want to generate report?'
- If any report exists after the selected date (incomplete or complete), message will be displaying -

  'Generate Not Allowed. Already have Report after this date.'
- If any report exists before the selected date (incomplete), message will be displaying -

  Generate Not Allowed. Already have incomplete data on dd/mm/yyyy
- If user try to entry in future date, message will be displaying -

  'Report generate can't be future date.'
- If the last Complete report is 1-9 days older than today, message will be displaying -

  'Your last available data is on dd/mm/yyyy. You are allowed to enter data for dd/mm/yyyy.'
- If the last Complete report before this date is more than or equal to 10 days, the system will allow to enter data on current date keeping gaps. Message will be displaying -

  'Do you want to generate report?'
- Clicking the **'Confirm'** button will bring up the following window. The opening balance will come from the previous day closing balance, if exists.

Commodities Entry Form

Facility: 100 bed Burn Unit at DMCH | Date: 29/09/2020

COMPLETE | DELETE | PRINT | EXCEL

Search:

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)								
2	COVID043	Gloves for Examination - Medium (pair)								
3	COVID044	Gloves for Examination - Large (pair)								
4	COVID045	Gloves for Surgical - 6.0 Inch (pair)								
5	COVID046	Gloves for Surgical - 6.5 Inch (pair)								
6	COVID048	Gloves for Surgical - 7.0 Inch (pair)								
7	COVID049	Gloves for Surgical - 7.5 Inch (pair)								

- The **"Stock Information"** window will appear and displayed message -
  'New Data Added Successfully'
- After enter all stock data user have to press COMPLETE button. After COMPLETE is pressed data becomes read-only. User can also DELETE the data before pressing COMPLETE, if he thinks the data is not correct.

Commodities Entry Form

Facility: 100 bed Burn Unit at DMCH | Date: 29/09/2020

UNCOMPLETE | PRINT | EXCEL

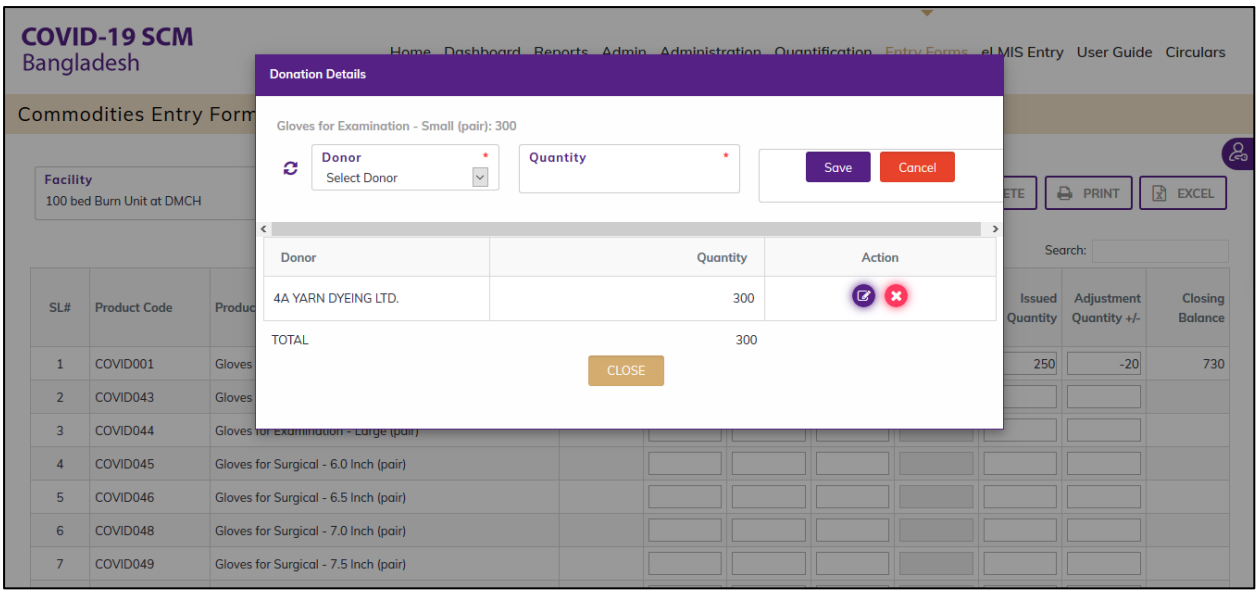
Search:

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)		500	300	200	1000	250	-20	730
2	COVID043	Gloves for Examination - Medium (pair)								
3	COVID044	Gloves for Examination - Large (pair)								
4	COVID045	Gloves for Surgical - 6.0 Inch (pair)								
5	COVID046	Gloves for Surgical - 6.5 Inch (pair)								
6	COVID048	Gloves for Surgical - 7.0 Inch (pair)								
7	COVID049	Gloves for Surgical - 7.5 Inch (pair)								

- Only Administrators will be able to see UNCOMPLETE button. Based on request from facility, Administrator can UNCOMPLETE, which will open the entry form again for data entry, although this is not recommended.

27.2. COVID-19 Commodities Stock Data Entry

- The following fields can be updated/filled in:
  1. **Opening Balance**: The amount of stock you have at the beginning of the day
  Note: If you have completed previous date's report, Opening Balance will be filled in automatically and not editable.
  2. **Quantity Received:** 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, use the "From MoH" column. If there is from a donor organization, use the "Donor" column. And if it is procured locally, use the "Local Purchased" column. The sum of all your receive quantity can be seen in "Total Received".
  3. **Donation Details:** Whenever a donation quantity is entered by CMSD or DGHS ICR facility - a popup screen will come and the user has to break the donation by donor and quantity like shown in the following screen -

4. 

5. **Issued Quantity:** The quantity issued to Facilities
6. **Adjustment Quantity (+/-):** Adding or subtracting quantity for special needs. (Example: lost, found more or less, matched as needed and corrected if needed)

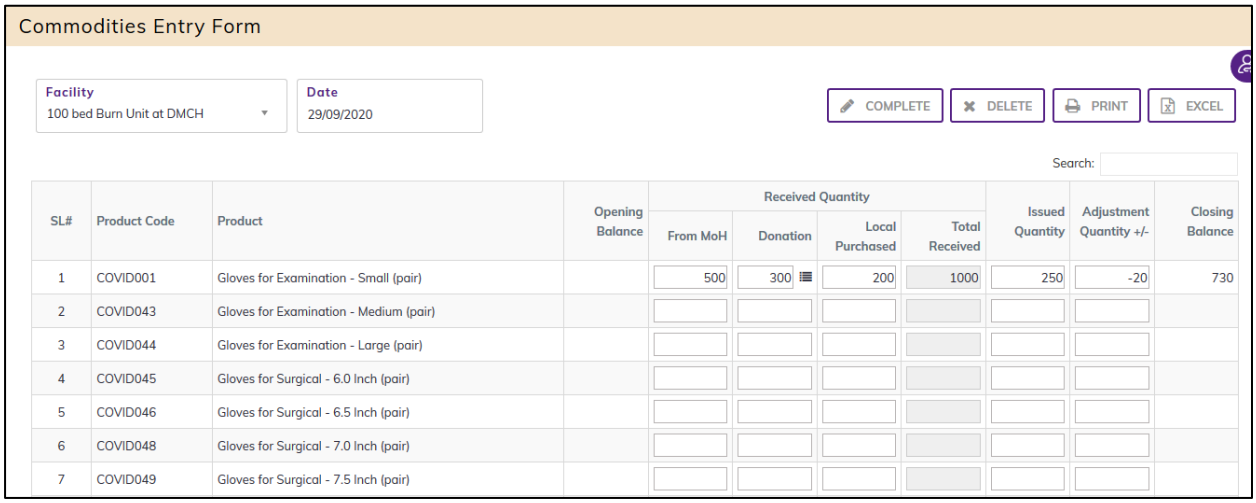
Note: If you want to subtract for any reason in the adjustment, enter the number using the minus (-) sign.

7. **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.

27.3. COVID-19 Commodities Stock Report Complete

- Click the "**COMPLETE"** button at the top right, circled in the screen below, to submit the report:



- After clicking the **"COMPLETE"** button, a confirmation pop-up message box will be displayed as follows:

  'Do you want to Complete? You will not be able to make changes again.'

- Click **"Confirm"** to confirm the Submission and the following message box will display:

  'Data update successfully.'

- Click **"OK"**

Commodities Entry Form

Facility: 100 bed Burn Unit at DMCH | Date: 29/09/2020

UNCOMPLETE | PRINT | EXCEL

Search:

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)		500	300	200	1000	250	-20	730
2	COVID043	Gloves for Examination - Medium (pair)								
3	COVID044	Gloves for Examination - Large (pair)								
4	COVID045	Gloves for Surgical - 6.0 Inch (pair)								
5	COVID046	Gloves for Surgical - 6.5 Inch (pair)								
6	COVID048	Gloves for Surgical - 7.0 Inch (pair)								
7	COVID049	Gloves for Surgical - 7.5 Inch (pair)								

Note: The user not able to the "Uncomplete" this report. If need to update this report please contact with administrator.

28. Administration

28.1. Case Groups Entry

28.1.1. Case Groups List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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 -

Product Group: PPE and Disinfectants

Add | Print | Excel

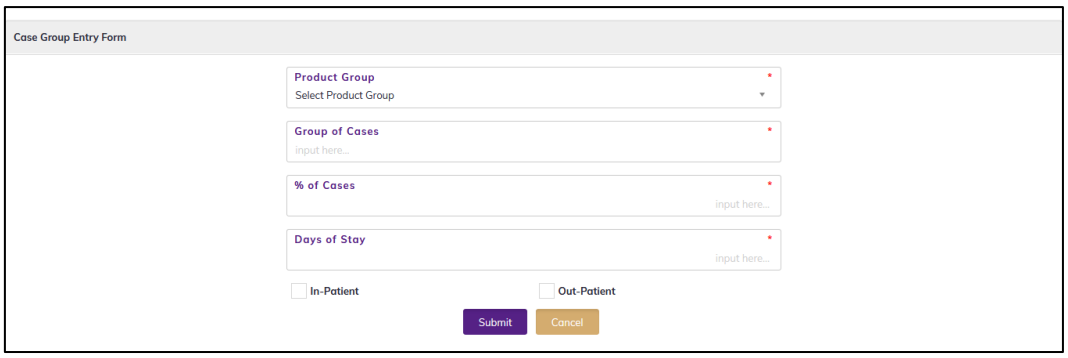
Search:

SL.	Group of Cases	% of Cases	Days of Stay	In-Patient	Out-Patient	Action
1	# of Critical Cases(Hospitalization)	5	14	☑	☐	
2	# of Severe cases(Hospitalization)	15	14	☑	☐	
3	# of Moderate cases(Isolation)	40	14	☐	☑	
4	# of Mild cases(Isolation)	40	14	☐	☑	

- 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:



- 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.**

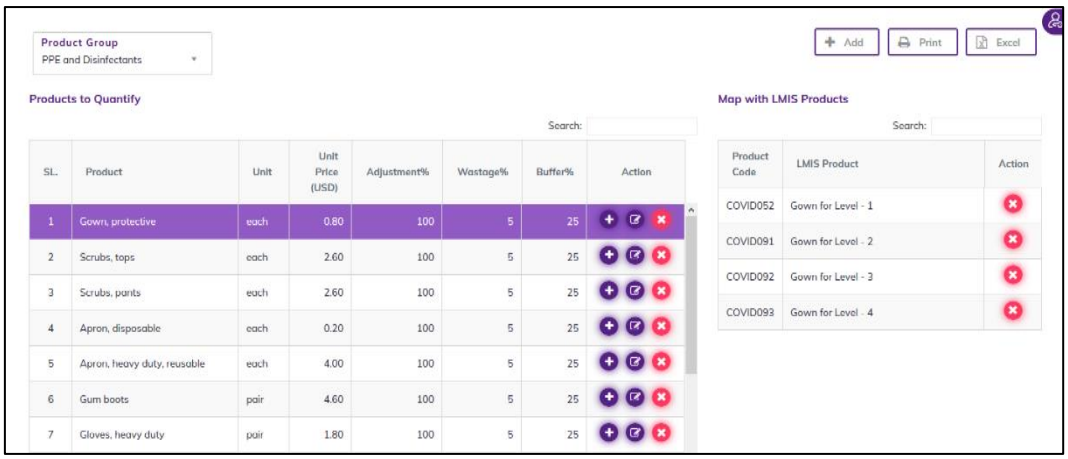
28.1.4. Delete Case Groups

- 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

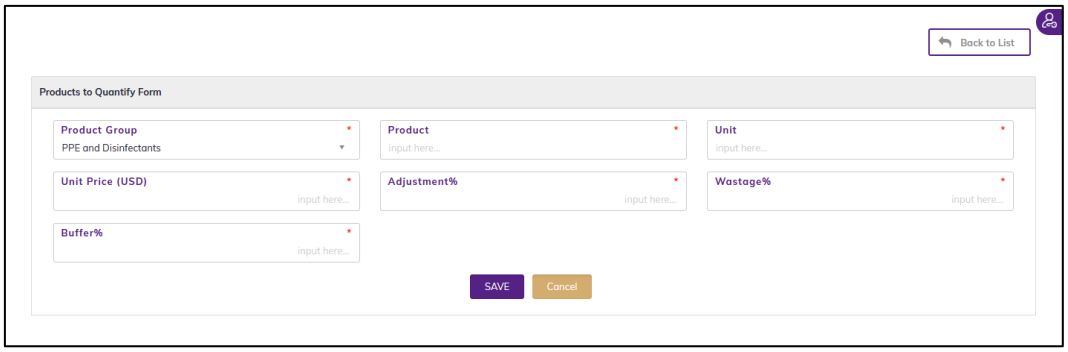
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Product of Quantify** Entry
- From **Administration** menu, select **Product of Quantify** submenu to open Product of Quantify entry page which shows the list of all Product of Quantify like following screen -



- 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.**

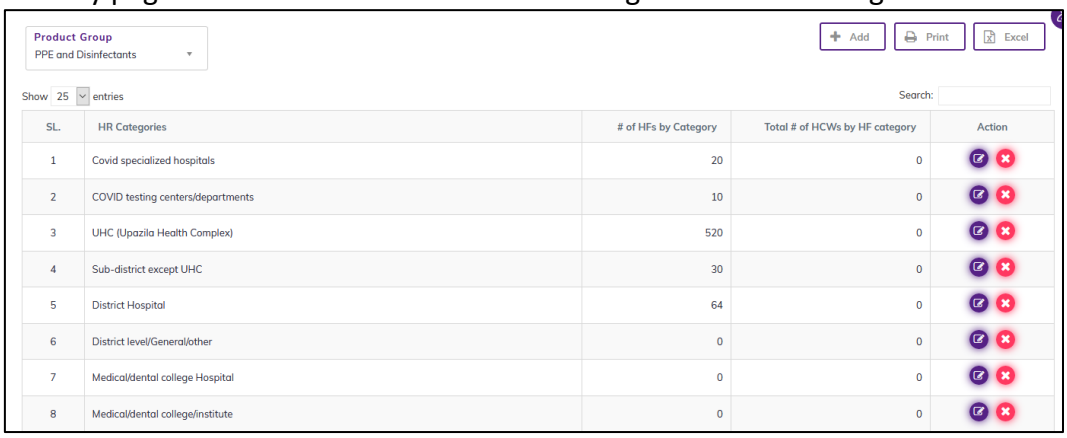
28.2.4. Delete Product Quantify

- 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://128.199.100.54 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 -

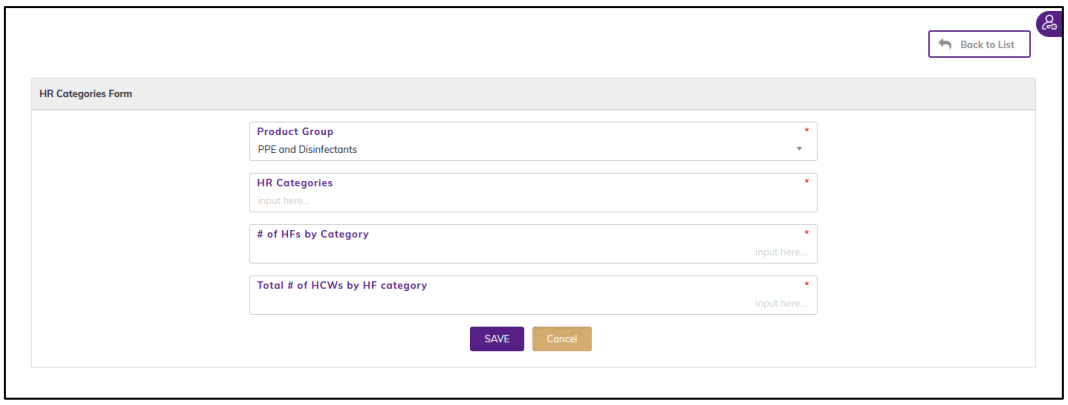


SL.	HR Categories	# of HFs by Category	Total # of HCWs by HF category	Action
1	Covid specialized hospitals	20	0	
2	COVID testing centers/departments	10	0	
3	UHC (Upazila Health Complex)	520	0	
4	Sub-district except UHC	30	0	
5	District Hospital	64	0	
6	District level/General/other	0	0	
7	Medical/dental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

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



- 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**.

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.**

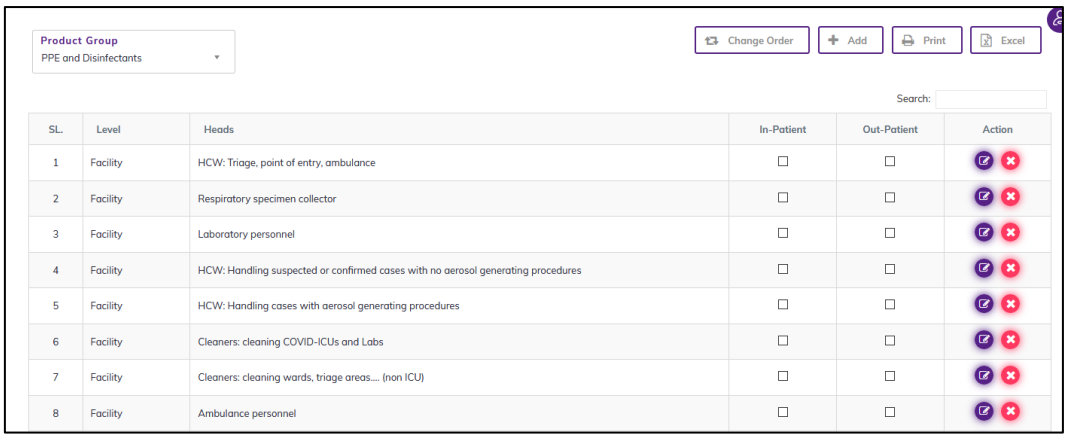
28.3.4. Delete HR Categories

- 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

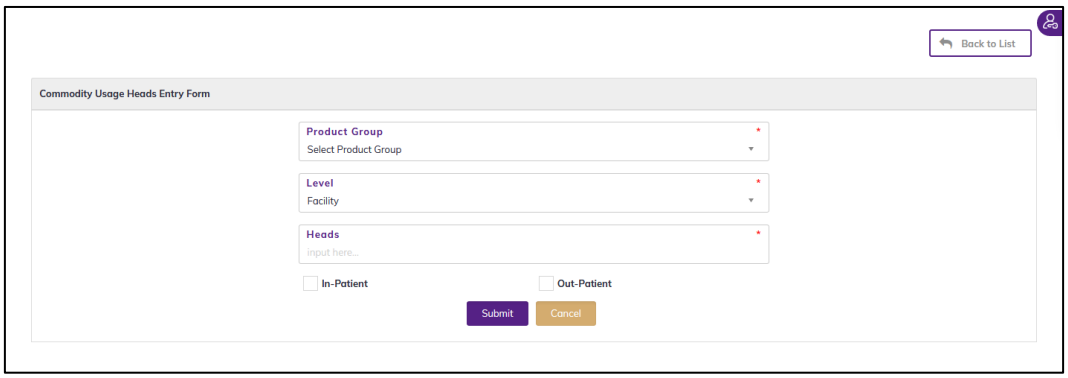
- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Commodity Usage Heads** Entry
- From **Administration** menu, select **Commodity Usage Heads** submenu to open Commodity Usage Heads entry page which shows the list of all Commodity Usage Heads like following screen -



- 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.

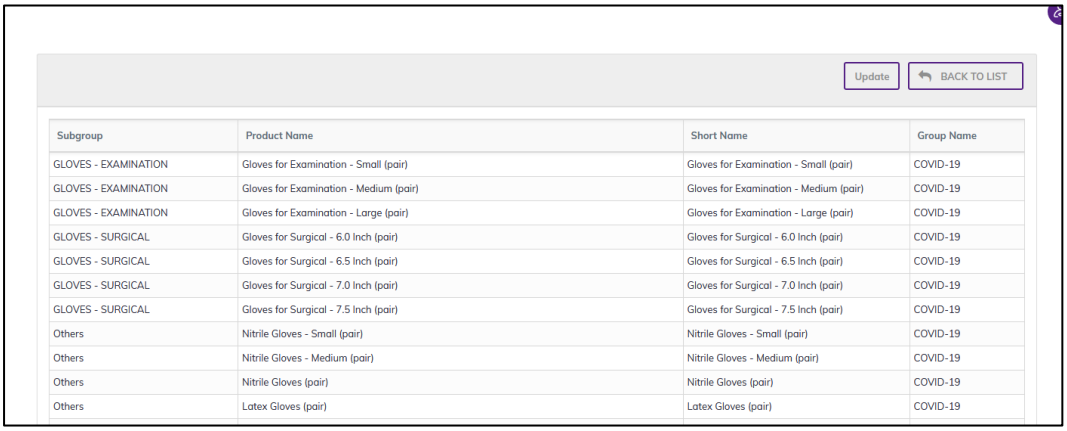
- Press on **Submit** button to update the Commodity Usage Heads information. You will see a popup message **Data Updated Successfully.**

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.



Update | BACK TO LIST

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 drug &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://128.199.100.54 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 Group
PPE and Disinfectants

Print Excel

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 HFs	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://128.199.100.54 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 Group
PPE and Disinfectants

Print Excel

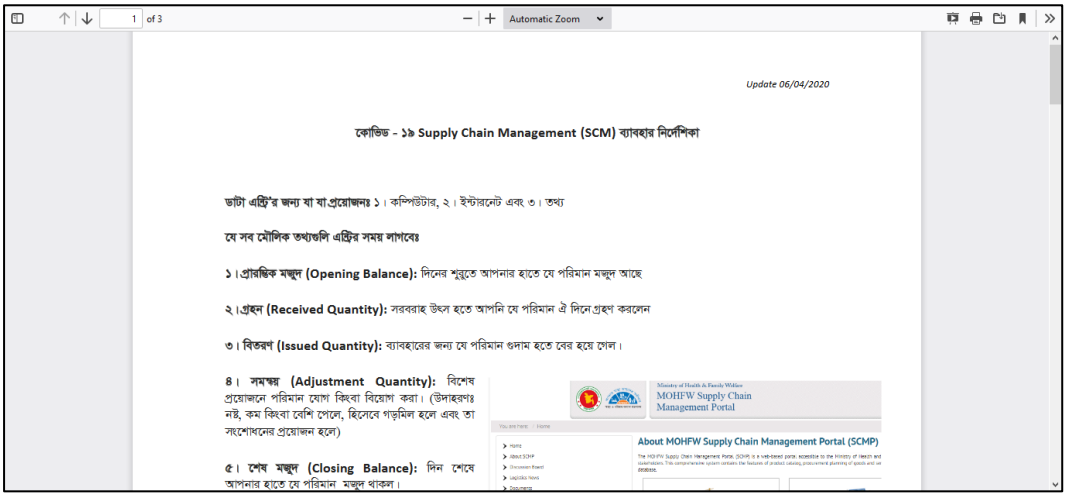
Product Description	Average quantity per day per personnel/patient											
	HCW: Triage, point of entry, ambulance	Respiratory specimen collector	Laboratory personnel	HCW: Handling suspected or confirmed cases with no aerosol generating procedures	HCW: Handling cases with aerosol generating procedures	Cleaners: cleaning COVID-ICUs and Labs	Cleaners: cleaning wards, triage areas.... (non ICU)	Ambulance personnel	Admin staff	People visiting HFs	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
  1. Select a Product Group then showing Product under the selected product group
  2. Update the HR Personnel Per Day List.

29. User Guide

29.1. COVID-19 User Guide

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to COVID-19 user guide
- From **User Guide** menu, select **COVID-19 user guide** submenu. The user get the COVID-19 user guide pdf format. User can download or print the user guide.



Update 06/04/2020

কোভিড - ১৯ Supply Chain Management (SCM) ব্যাবহার নির্দেশিকা

ডাটা এন্ট্রি'র জন্য যা যা প্রয়োজনঃ ১। কম্পিউটার, ২। ইন্টারনেট এবং ৩। তথ্য

যে সব মৌলিক তথ্যগুলি এন্ট্রির সময় লাগবেঃ

১।প্রারম্ভিক মজুদ (Opening Balance): দিনের শুরুতে আপনার হাতে যে পরিমান মজুদ আছে

২।গ্রহন (Received Quantity): সরবরাহ উৎস হতে আপনি যে পরিমান ঐ দিনে গ্রহণ করলেন

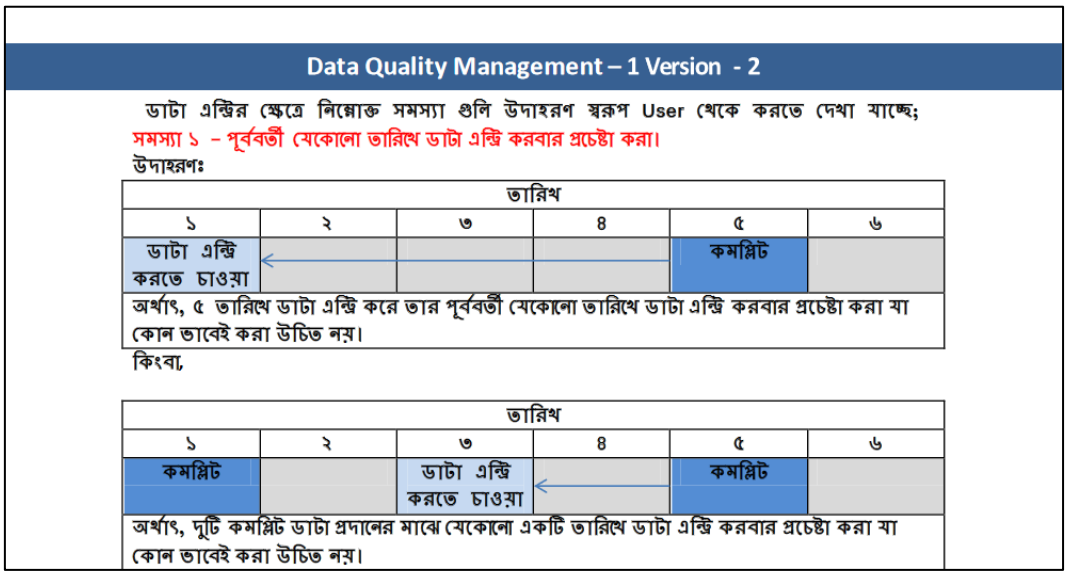
৩। বিতরণ (Issued Quantity): ব্যাবহারের জন্য যে পরিমান গুদাম হতে বের হয়ে গেল।

৪। সমন্বয় (Adjustment Quantity): বিশেষ প্রয়োজনে পরিমান যোগ কিংবা বিয়োগ করা। (উদাহরণঃ নষ্ট, কম কিংবা বেশি পেলে, হিসেবে গড়মিল হলে এবং তা সংশোধনের প্রয়োজন হলে)

৫। শেষ মজুদ (Closing Balance): দিন শেষে আপনার হাতে যে পরিমান মজুদ থাকল।

29.2. Data Quality Management-1

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to Data Quality Management-1
- From **User Guide** menu, select **Data Quality Management-1** submenu. The user get the Data Quality Management-1 pdf format. User can download or print the document.



Data Quality Management – 1 Version - 2

ডাটা এন্ট্রির ক্ষেত্রে নিম্নোক্ত সমস্যা গুলি উদাহরণ স্বরূপ User থেকে করতে দেখা যাচ্ছে;

সমস্যা ১ – পূর্ববর্তী যেকোনো তারিখে ডাটা এন্ট্রি করবার প্রচেষ্টা করা।

উদাহরণঃ

তারিখ					
১	২	৩	৪	৫	৬
ডাটা এন্ট্রি করতে চাওয়া				কমপ্লিট	

অর্থাৎ, ৫ তারিখে ডাটা এন্ট্রি করে তার পূর্ববর্তী যেকোনো তারিখে ডাটা এন্ট্রি করবার প্রচেষ্টা করা যা কোন ভাবেই করা উচিত নয়।

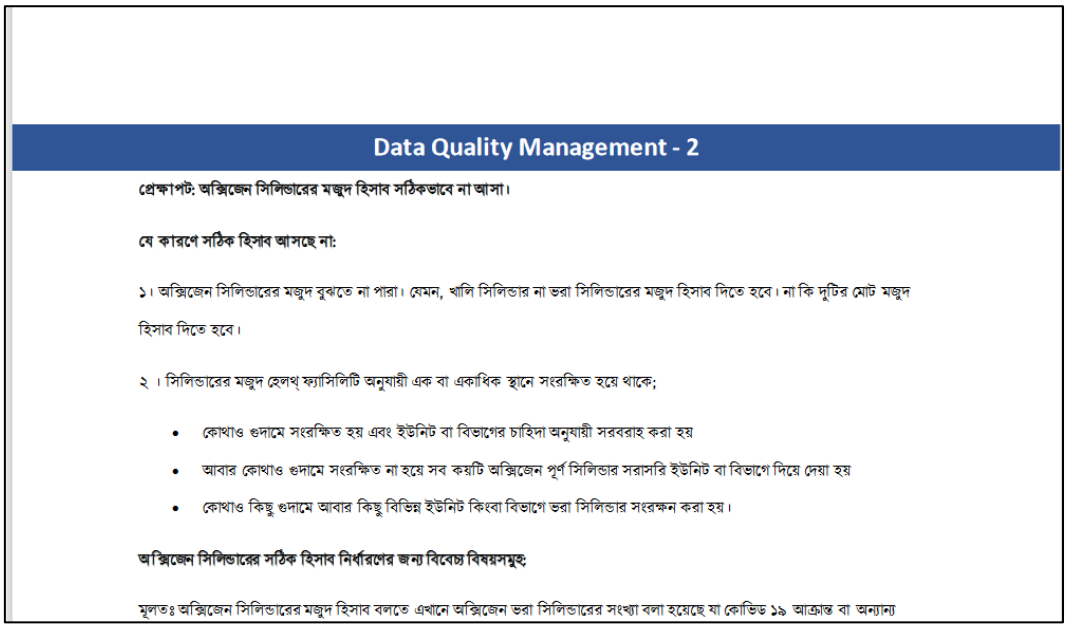
কিংবা,

তারিখ					
১	২	৩	৪	৫	৬
কমপ্লিট		ডাটা এন্ট্রি করতে চাওয়া		কমপ্লিট	

অর্থাৎ, দুটি কমপ্লিট ডাটা প্রদানের মাঝে যেকোনো একটি তারিখে ডাটা এন্ট্রি করবার প্রচেষ্টা করা যা কোন ভাবেই করা উচিত নয়।

29.3. Data Quality Management-2

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to Data Quality Management-2
- From **User Guide** menu, select **Data Quality Management-2** submenu. The user get the Data Quality Management-2 pdf format. User can download or print the document.



Data Quality Management - 2

প্রেক্ষাপট: অক্সিজেন সিলিন্ডারের মজুদ হিসাব সঠিকভাবে না আসা।

যে কারণে সঠিক হিসাব আসছে না:

১। অক্সিজেন সিলিন্ডারের মজুদ বুঝতে না পারা। যেমন, খালি সিলিন্ডার না ভরা সিলিন্ডারের মজুদ হিসাব দিতে হবে। না কি দুটির মোট মজুদ হিসাব দিতে হবে।

২ । সিলিন্ডারের মজুদ হেলথ্ ফ্যাসিলিটি অনুযায়ী এক বা একাধিক স্থানে সংরক্ষিত হয়ে থাকে;

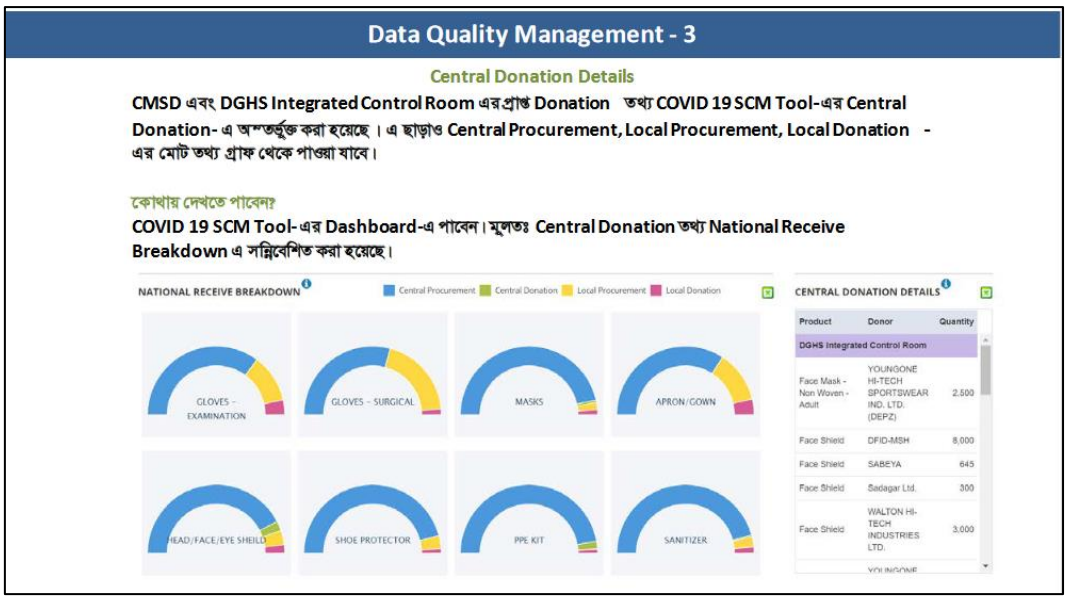
- কোথাও গুদামে সংরক্ষিত হয় এবং ইউনিট বা বিভাগের চাহিদা অনুযায়ী সরবরাহ করা হয়
- আবার কোথাও গুদামে সংরক্ষিত না হয়ে সব কয়টি অক্সিজেন পূর্ণ সিলিন্ডার সরাসরি ইউনিট বা বিভাগে দিয়ে দেয়া হয়
- কোথাও কিছু গুদামে আবার কিছু বিভিন্ন ইউনিট কিংবা বিভাগে ভরা সিলিন্ডার সংরক্ষন করা হয়।

অক্সিজেন সিলিন্ডারের সঠিক হিসাব নির্ধারণের জন্য বিবেচ্য বিষয়সমূহ:

মূলতঃ অক্সিজেন সিলিন্ডারের মজুদ হিসাব বলতে এখানে অক্সিজেন ভরা সিলিন্ডারের সংখ্যা বলা হয়েছে যা কোভিড ১৯ আক্রান্ত বা অন্যান্য

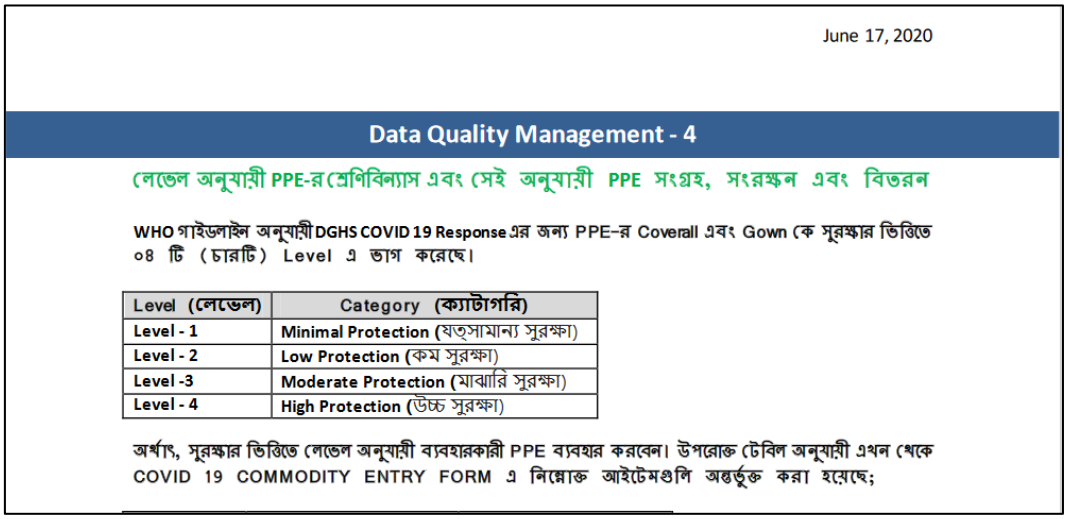
29.4. Data Quality Management-3

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to Data Quality Management-3
- From **User Guide** menu, select **Data Quality Management-3** submenu. The user get the Data Quality Management-3 pdf format. User can download or print the document.



29.5. Data Quality Management-4

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to Data Quality Management-4
- From **User Guide** menu, select **Data Quality Management-4** submenu. The user get the Data Quality Management-4 format. User can download or print the document.



June 17, 2020

Data Quality Management - 4

লেভেল অনুযায়ী PPE-র শ্রেণিবিন্যাস এবং সেই অনুযায়ী PPE সংগ্রহ, সংরক্ষন এবং বিতরন

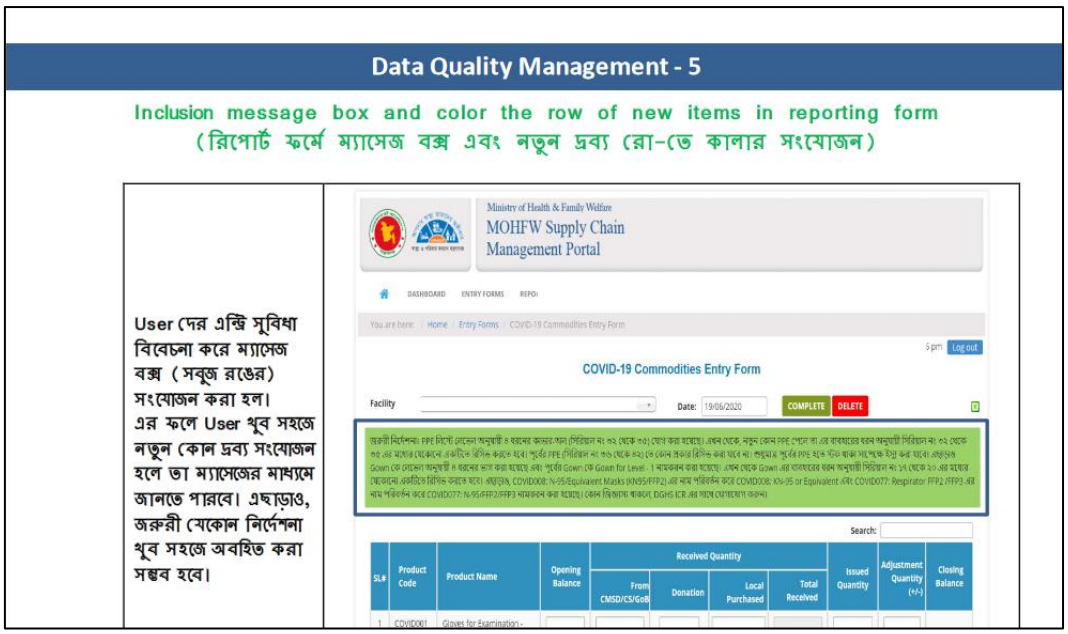
WHO গাইডলাইন অনুযায়ী DGHS COVID 19 Response এর জন্য PPE–র Coverall এবং Gown কে সুরক্ষার ভিত্তিতে ০৪ টি (চারটি) Level এ ভাগ করেছে।

Level (লেভেল)	Category (ক্যাটাগরি)
Level - 1	Minimal Protection (যত্সামান্য সুরক্ষা)
Level - 2	Low Protection (কম সুরক্ষা)
Level -3	Moderate Protection (মাঝারি সুরক্ষা)
Level - 4	High Protection (উচ্চ সুরক্ষা)

অর্থাৎ, সুরক্ষার ভিত্তিতে লেভেল অনুযায়ী ব্যবহারকারী PPE ব্যবহার করবেন। উপরোক্ত টেবিল অনুযায়ী এখন থেকে COVID 19 COMMODITY ENTRY FORM এ নিম্নোক্ত আইটেমগুলি অন্তর্ভুক্ত করা হয়েছে;

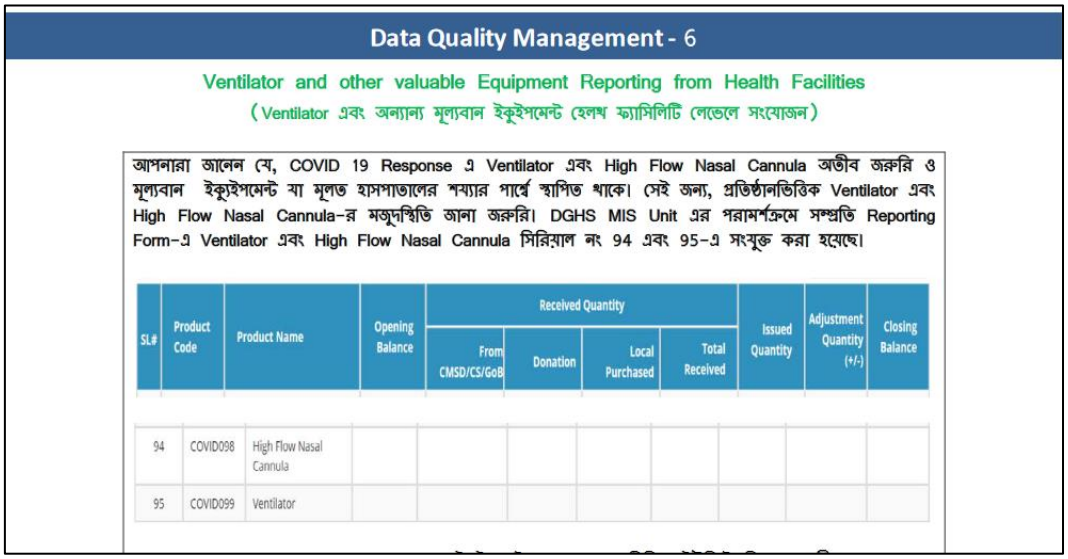
29.6. Data Quality Management-5

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to Data Quality Management-5
- From **User Guide** menu, select **Data Quality Management-5** submenu. The user get the Data Quality Management-5 pdf format. User can download or print the document.



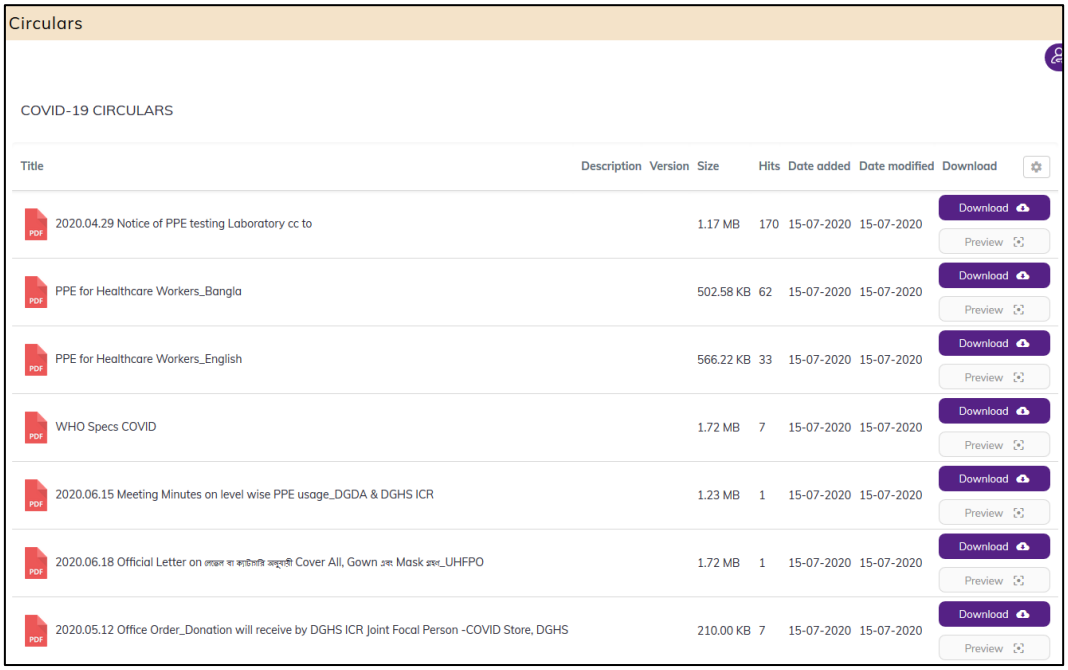
29.7. Data Quality Management-6

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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
- From **User Guide** menu, select **Data Quality Management-6** submenu. The user get the Data Quality Management-6 pdf format. User can download or print the document.



30. Circulars

- Open any internet browser, like Google Chrome or Firefox.
- Type http://128.199.100.54 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.



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