

COVID-19 SCM Bangladesh

COVID-19 eLMIS User Guide

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1. How to Browse the COVID-19 eLMIS

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

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

COVID-19 SCM
Bangladesh

Home

COVID-19 SCM Bangladesh

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

[VIEW DASHBOARD](#)
[REGISTER HERE](#)

COVID-19 eLMIS

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

COVID-19 Quantification Tool

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

SL#	Product Name	Unit	Current Stock	Daily Demand (Projected)	Quantification Period	Adjustment	Procurement Requirement	Procurement Requirement (USD)	Procurement Requirement (kg)	Value
1	Medical protection	10000	0	1000000	1000	1000000	1000000	1000000	1000000	1000000
2	Medical tape	100	0	1000000	1000	1000000	1000000	1000000	1000000	1000000
3	Medical gown	100	0	1000000	1000	1000000	1000000	1000000	1000000	1000000
4	Medical gloves	1000	0	1000000	1000	1000000	1000000	1000000	1000000	1000000
5	Medical mask (surgical)	100	0	1000000	1000	1000000	1000000	1000000	1000000	1000000
6	Medical mask (cloth)	100	0	1000000	1000	1000000	1000000	1000000	1000000	1000000
7	Medical mask (surgical)	100	0	1000000	1000	1000000	1000000	1000000	1000000	1000000
8	Medical mask (cloth)	100	0	1000000	1000	1000000	1000000	1000000	1000000	1000000
9	Medical mask (surgical)	100	0	1000000	1000	1000000	1000000	1000000	1000000	1000000
10	Medical mask (cloth)	100	0	1000000	1000	1000000	1000000	1000000	1000000	1000000

USAID
FROM THE AMERICAN PEOPLE

Important Links

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

Contact Details

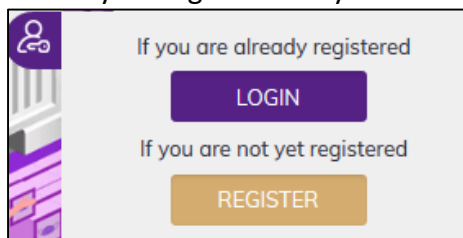
COVID-19 SCM Bangladesh
+880 123456789
admin@covid19scmbd.org

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

1.2. How to Log In

1.2.1. Log in the COVID-19 eLMIS

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



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

A screenshot of the login form. It has a title bar 'Login' on the left and a user icon on the right. The form contains two input fields: 'Username or E-mail' and 'Password'. Below them is a checkbox labeled 'Keep me signed in'. At the bottom are two buttons: 'Login' (purple) and 'Register' (orange). A link 'Forgot your password?' is at the very bottom.

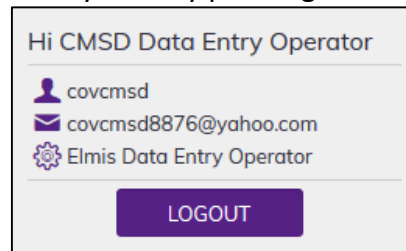
- Type the **User Name** and **Password**. Press the '**Login**' button to access the COVID-19 eLMIS. If you are a Facility User, you will see the following screen:

A screenshot of the 'Facility Stock Dashboard'. The top header shows the date and time 'Saturday, December 26, 2020, 7:17 AM' and filters for 'Division: All', 'District: All', and 'Facility: CMSD, Dhaka-'. The main content area is divided into several sections: 1. Facility Information: Facility ID BGD25268, Facility Name CMSD, Dhaka-, Division/District/Upazila/Area Dhaka - Dhaka - Tejgaon Ind. Area, and Facility Head. 2. Key Metrics: 100 TOTAL PRODUCTS, 11 NON-ZERO PRODUCTS, and Thursday, Dec 24, 2020, 10:25 AM LAST ACTIVITY. 3. BALANCE OF MAJOR COMMODITIES: A grid of colored boxes showing counts for GLOVES - EXAMINATION (25,500), GLOVES - SURGICAL (12,100), MASKS (33,000), APRON/GOWN (115,200), HEAD/FACE/EYE SHIELD (140,000), and SHOE PROTECTOR. 4. ISSUE/DISPENSE TREND 30 DAYS: A line chart showing trends for MASKS and PPE KIT. 5. DAILY REPORT: A table with a '3 daily report need to be submitted' alert, columns for Date and Action, and a 'GENERATE' button. 6. ACTIVITIES NOT UPDATED TO STOCK: A summary of activities like Receive Donation, Receive from Supplier, Receive from CMSD/GoB, Indent, Issue/Dispense, and Adjustment. 7. ACTIVITIES COMPLETED THIS MONTH: A summary of completed activities. 8. PENDING INDENTS: A table with columns for Indent#, Date, Facility Name, and Action, listing two pending indents. 9. NUMBER OF ASSETS: A summary of assets by status (TOTAL, ASSETS in STORE, ASSETS in DEPARTEMENT). 10. Asset Classification by Status: A pie chart showing the distribution of assets.

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

1.2.2. Log out from the COVID-19 eLMIS System

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



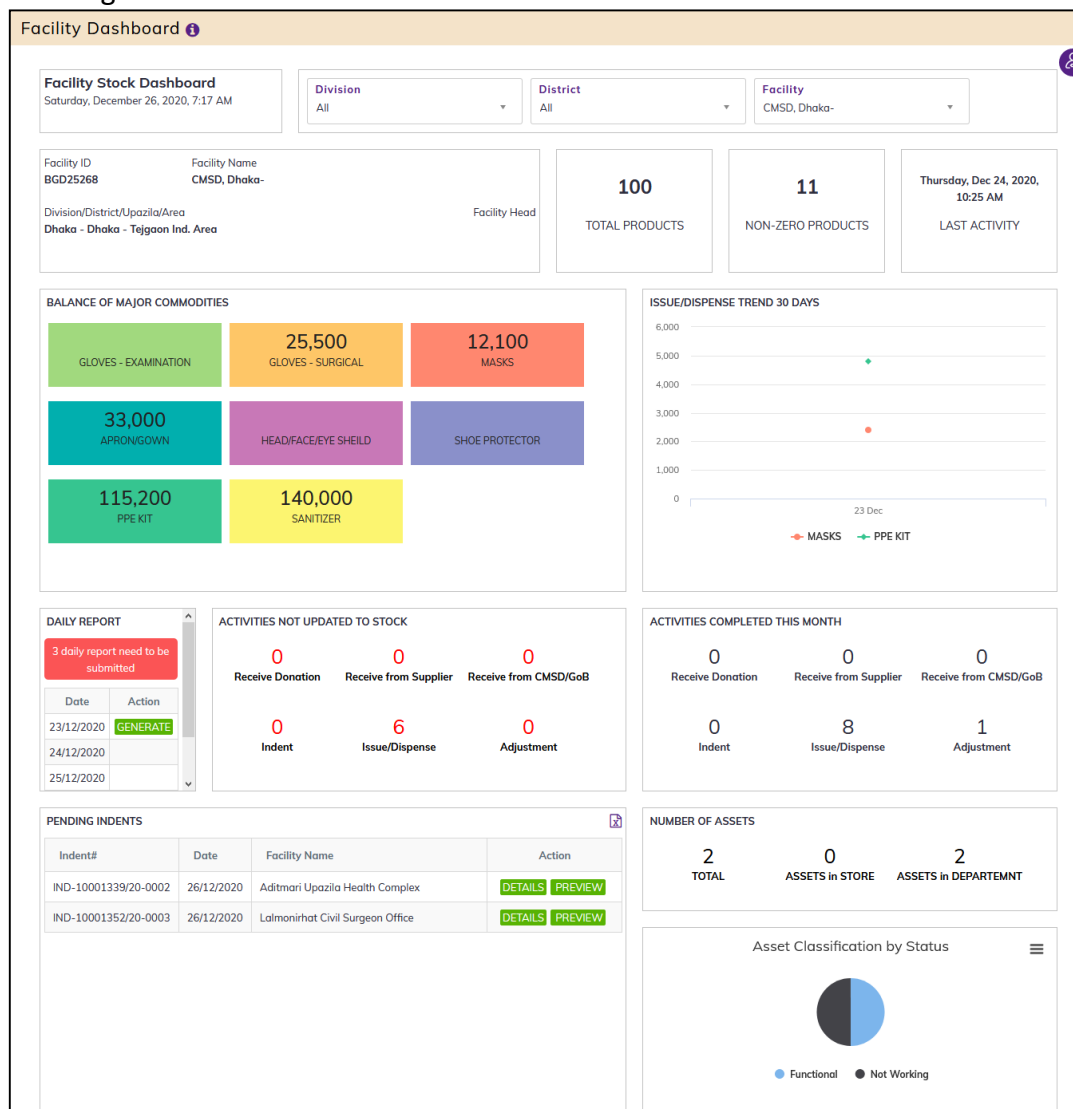
1.3. Menus

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

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

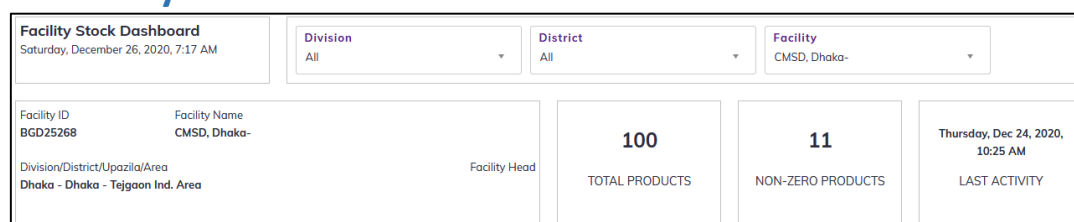
2. Facility Dashboard

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

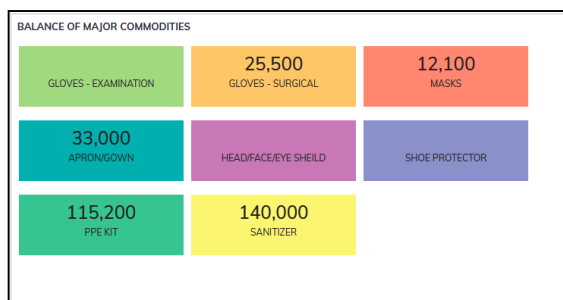


- The dashboard shows following different indicator blocks:

2.1. Facility Stock Dashboard



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

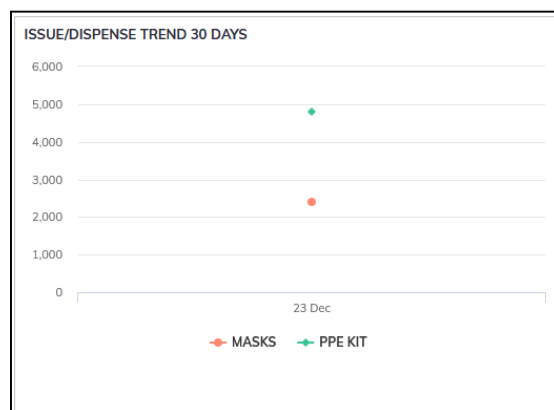


2.2. Balance of Major Commodities

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

2.3. Issue/Dispense Trend 30 Days

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



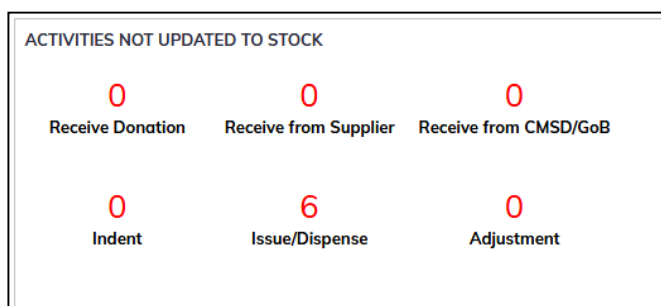
DAILY REPORT	
3 daily report need to be submitted	
Date	Action
23/12/2020	GENERATE
24/12/2020	
25/12/2020	

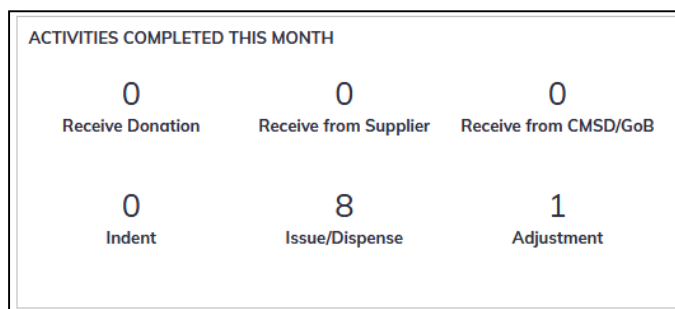
2.4. Daily Report

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

2.5. Activities Not Updated To Stock

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





a month.

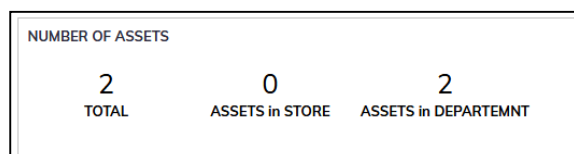
2.6. Activities Completed This Month

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

2.7. Pending Indents

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

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

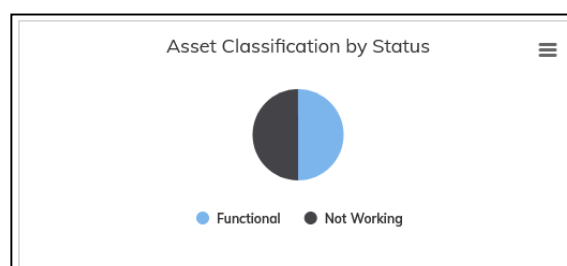


2.8. Number of Assets

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

2.9. Asset Classification by Status.

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



3. Procurement Package

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

The screenshot shows the 'Procurement Package' list view. At the top, there are filters for 'From' (29/12/2019), 'To' (29/12/2020), 'Facility' (Central Medical Store Depot (CMS...)), and 'Procurement Type' (All). Action buttons include ADD, VIEW, EDIT, DELETE, and PRINT. Below the filters, a table displays the list of packages. The table has columns: SL#, Package#, Package Name, Financial Year, Procurement Type, Procurement Method, Funding Source, Start Date, Estimated Cost, and Number of Lots. One entry is shown: SL# 1, Package# GD-01, Package Name Procurement of PPE, Financial Year 2020-21, Procurement Type Goods, Procurement Method ICB(GOB/IDA/DP)-ICB, Funding Source Global Fund, Start Date 29/12/2020, Estimated Cost 0, and Number of Lots 1. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has pagination controls: First, Previous, 1, Next, Last.

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

3.1. Procurement Package - Add

3.1.1. Procurement Package - Add Header

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

The screenshot shows the 'Procurement Package Create/Edit' form. At the top right, there are buttons for BACK TO LIST, SAVE, and PRINT. The form contains several input fields and dropdown menus, each with a red asterisk indicating it is mandatory. The fields are: Package# (input here...), Package Name (input here...), Financial Year (dropdown, currently 2020-21), Procurement Type (dropdown, currently Select Procurement Type), Procurement Method (dropdown, currently Select Procurement Method), Funding Source (dropdown, currently Select Funding Source), Start Date (calendar icon, currently 29/12/2020), Estimated Cost (input field, currently 0), Number of Lots (input field, currently 1), Entry By (dropdown, currently Select Entry By), Package Status (input field, currently input here...), and Remarks (input field, currently input here...).

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

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

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

Procurement Package Create/Edit

Package# GD-01

Package Name Procurement of PPE

Financial Year 2020-21

Procurement Type Goods

Procurement Method ICB(GOB/IDA/DP)-ICB

Funding Source Global Fund

Start Date 29/12/2020

Estimated Cost 0

Number of Lots 1

Entry By CMSD Data Entry_Trainer

Package Status Contract Signed/LC Opened on 29/12/2020

Remarks input here...

BACK TO LIST SAVE PRINT

3.1.2. Procurement Package - Add Products

➤ Package Items for Goods

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

ADD PRODUCTS

Product Group All

Search:

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

Showing 1 to 93 of 93 entries 3 rows selected

ADD CANCEL

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

+ ADD SERVICE
+ ADD PRODUCT

Search:

Description	Quantity	Lot	Budgeted Unit Price	Line Total
✖ PPE Coverall for Level - 1	5000	Lot 1 ▼	1200	6,000,000
✖ Protective Coverall (PPE) - Smart	6000	Lot 1 ▼	1500	9,000,000
Total:				15,000,000

Showing 1 to 2 of 2 entries

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

➤ **For Service Package**

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

+ ADD SERVICE
+ ADD PRODUCT

Search:

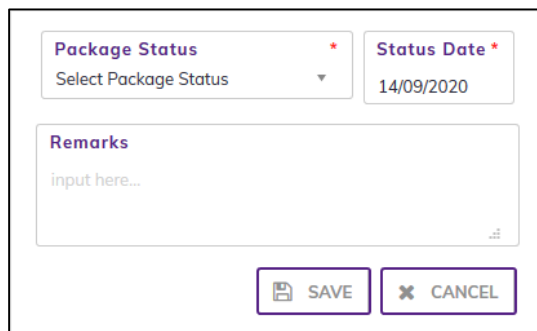
Description	Quantity	Lot	Budgeted Unit Price	Line Total
✖ PPE Coverall for Level - 1	5000	Lot 1 ▼	1200	6,000,000
✖ Protective Coverall (PPE) - Smart	6000	Lot 1 ▼	1500	9,000,000
Total:				15,000,000

Showing 1 to 2 of 2 entries

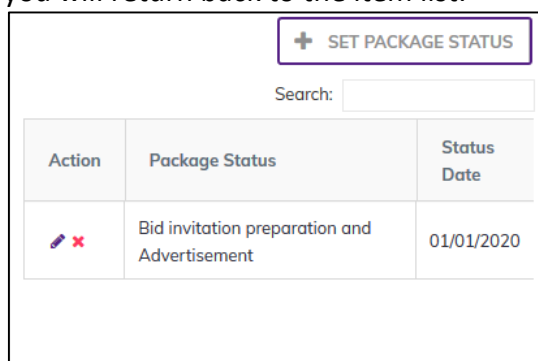
- If you want to remove a line item – press the small delete icon on the far left of the row.
- Continue for every item.


3.1.3. Procurement Package - Set Package Status

- Press on **SET PACKAGE STATUS** button



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



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

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

3.2. Procurement Package - Edit

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

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

3.3. Procurement Package - Delete

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

3.4. Procurement Package - View

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

4. Contracts

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

The screenshot shows the 'Contracts' list view. At the top, there are filters for 'From' (29/09/2020), 'To' (29/12/2020), and 'Facility' (Aditmari Upazila Health Complex). Action buttons include '+ ADD', 'VIEW', 'EDIT', 'DELETE', and 'PRINT'. Below the filters, a table displays contract data. The table has columns: SL., Contract Date, Contract#, Package#, Lot, Other Cost, Supplier, Payment Status, and Delivery Schedule (days). One entry is shown with SL. 1, Contract Date 29/12/2020, Contract# 12344, Supplier Brain Station 23 Ltd, and Payment Status Not Paid. Navigation controls at the bottom show 'Showing 1 to 1 of 1 entries' and pagination buttons (First, Previous, 1, Next, Last).

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

4.1. Contracts - Add

4.1.1. Contracts - Add Header

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

The screenshot shows the 'Contract create/edit' form. It includes fields for 'Contract#' (input), 'Package#' (dropdown), 'Lot' (dropdown), and 'Other Cost' (input). There are also fields for 'Contract Date' (calendar), 'Supplier' (dropdown with a plus icon), 'Delivery Schedule (days)' (input), and 'Entry By' (dropdown). A 'Payment Status' section has buttons for 'Not Paid', 'Partial', and 'Paid'. A 'Remarks' text area is at the bottom. Action buttons at the top right are 'RETURN TO LIST', 'SAVE', and 'PRINT'.

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

RETURN TO LIST SAVE PRINT

Contract create/edit

Contract# 12344	Package# Select Package	Lot Select Lot	Other Cost input here...
Contract Date 29/12/2020	Supplier Brain Station 23 Ltd	Payment Status Not Paid Partial Paid	
Delivery Schedule (days) 90	Entry By Manager - Aditmari Upazila Health Complex	Remarks	

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

4.1.2. Contracts - Add Products

➤ Contract Items For without Package

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

Add Non Ordered Products

Product Group
All Product Group

Search:

Product Code	Product	Unit Price (BDT)
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

Showing 1 to 93 of 93 entries

ADD CANCEL

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

+ ADD PACKAGE ITEMS + ADD PRODUCTS

Search:

Product Code	Product	Quantity	Unit Price (BDT)	Line Total (BDT)
COVID-19				
COVID008	KN-95 or Equivalent			0
COVID090	Laminated Surgical Apron with Maskcap and Surgical Mask			0
COVID003	Latex Gloves (pair)			0
COVID036	Liquid Bleach			0
Total:				0 (BDT)

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

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

➤ **Contract Items For with Package**

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

<div> <div>ADD PACKAGE ITEMS</div> <div>ADD PRODUCTS</div> </div>				
Search:				
Product Code	Product	Quantity	Unit Price (BDT)	Line Total (BDT)
COVID-19				
COVID008	KN-95 or Equivalent	5000	560	2,800,000
COVID077	N-95/FFP2/FFP3	2000	350	700,000
COVID017	FPE kit (gown with cap, shoe cover, N95 mask)	2000	1200	2,400,000
Total:				5,900,000 (BDT)
Showing 1 to 3 of 3 entries				

4.1.3. Contracts - Payment Status Update

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

Contracts

RETURN TO LIST

SAVE

PRINT

Contract create/edit

Contract#

DGHS/COVID-19/ERPPIPackage GD-01/2019-20

Package#

GD-1

Other Cost (BDT)

5000

Contract Date

19/05/2020

Supplier

Jadid Automobiles JAI

Payment Status

Not Paid Partial Paid

Delivery Schedule

180

Entry By

CMSD Data Entry Manager

Remarks

ADD PACKAGE ITEMS

ADD PRODUCTS

Search:

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

4.2. Contracts - Edit

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

4.3. Contracts - Delete

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

4.4. Contracts - View

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

5. Receive Donation

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

Receive Donation

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

+ ADD View Edit Delete PRINT

Show 10 entries Search:

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

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

5.1. Receive Donation - Add

5.1.1. Receive Donation Invoice - Add Invoice Header

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

RETURN TO LIST SAVE UPDATE STOCK PRINT

RECEIVE DONATION - CREATE/EDIT

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

Receive Date 15/09/2020

Donated By Select Donor

Remarks

Supplier + Select Supplier

Supplier Invoice# input here...

Supplier Invoice Date 15/09/2020

Receive By Select Receive By

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

Add Supplier

Supplier Name see

Country Bangladesh

Email s

Contact Name input here...

Contact No s

Fax input here...

Supplier Address input here...

URL input here...

SAVE CANCEL

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

RECEIVE DONATION - CREATE/EDIT

Receive Invoice# REC-DON-COVID007/20-0005	Receive Date 15/09/2020	Donated By Beximco Pharmaceuticals Ltd	Remarks
Supplier Dream Traders	Supplier Invoice# 11245	Supplier Invoice Date 15/09/2020	
Receive By CMSD Data Entry Manager			

+ ADD PRODUCTS

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

5.1.2. Receive Donation Invoice - Add Products

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

ADD PRODUCTS

Product Group
All Product Group

Search:

Product Code	Product	Unit Price (BDT)
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

Showing 1 to 93 of 93 entries

ADD **CANCEL**

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

Product Code	Product	Quantity Received	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Unit Price (BDT)	Line Total (BDT)
COVID-19								
COVID008	KN-95 or Equivalent							0
COVID065	Protective Cover-all with Shoe Cover							0

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

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

- 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.**

RETURN TO LIST SAVE UPDATE STOCK PRINT

RECIEVE DONATION - CREATE/EDIT

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

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

+ ADD PRODUCTS Search:

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

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

5.2. Receive Donation - Edit

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

5.3. Receive Donation - Delete

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

5.4. Receive Donation - View

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

6. Receive from Supplier

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

Receive from Supplier

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

+ ADD View Edit Delete PRINT

Show 10 entries Search:

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

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

6.1. Receive from Supplier - Add

6.1.1. Receive from Supplier Invoice - Add Header

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

RETURN TO LIST SAVE UPDATE STOCK PRINT

RECEIVE FROM SUPPLIER - CREATE/EDIT

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

Supplier Invoice# input here...

Contract# Select Contract

Receive Date 15/09/2020

Supplier Invoice Date 15/09/2020

Supplier + Select Supplier

Receive By Select Receive By

Remarks

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

Add Supplier

Supplier Name see

Country Bangladesh

Email \$

Contact Name input here...

Contact No \$

Fax input here...

Supplier Address input here...

URL input here...

SAVE CANCEL

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

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

6.1.2. Receive from Supplier Invoice - Add Products

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

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

[+ ADD PRODUCTS](#)

Search:

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

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

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

RECIEVE FROM SUPPLIER - CREATE/EDIT

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

Receive Date
 15/09/2020

Supplier
 Jadid Automobiles JAI

Remarks

Supplier Invoice#
 265487

Supplier Invoice Date
 15/09/2020

Receive By
 CMSD Data Entry Manager

Contract#
 DGHS/COVID-19/ERPPP/Package GD-01...

[+ ADD PRODUCTS](#)

Search:

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

- 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.**

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

RECEIVE FROM SUPPLIER - CREATE/EDIT

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

Supplier Invoice# *
265487

Contract#
DGHS/COVID-19/ERPP/Package GD-0...

Receive Date *
15/09/2020

Supplier Invoice Date *
15/09/2020

Supplier + *
Jadid Automobiles JAJ

Receive By *
CMSD Data Entry Manager

Remarks

[+ ADD PRODUCTS](#)

Search:

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

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

6.2. Receive from Supplier - Edit

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

6.3. Receive from Supplier - Delete

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

6.4. Receive from Supplier - View

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

7. Receive from CMSD/CS/GoB

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

Receive from CMSD/CS/GoB

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

+ ADD + ADD INDENT / ISSUE VIEW Edit Delete PRINT

Show 10 entries Search:

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

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

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

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

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

RETURN TO LIST SAVE UPDATE STOCK PRINT

RECEIVE - CREATE/EDIT

Receive Invoice# REC-WH-10001352/20-0002 Receive Date 22/12/2020 Receive From Select Receive From Remarks

Warehouse Invoice# input here.. Warehouse Invoice Date 22/12/2020 Receive By Select Receive By

+ ADD NON-INDENTED PRODUCTS

Show 10 entries Search:

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

Total:

Showing 0 to 0 of 0 entries Previous Next

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

- After filling the necessary fields, press **SAVE** button to save the Receive from CMSD/CS/GoB invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that –

➤ **ADD NON-INDENTED PRODUCTS**

Button is now enabled below the data entry fields.

➤ **ADD NON-INDENTED PRODUCTS**

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

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

[+ ADD NON-INDENTED PRODUCTS](#)

Search:

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

- Fill in the following information for every lot/batch -
 - Quantity Received:** Enter the quantity you received in the invoice
 - Lot No:** Enter the item lot number, If any
 - Expiry Date:** Enter the item expiry date, If any
 - DGDA NOC#:** Enter the DGDA NOC#, If any
 - Donor Ref#:** Enter the item Donor Ref#, if any. If there is no reference – type the Donor name in the box.
 - Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
 - 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.

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

RECIEVE - CREATE/EDIT

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

Receive Date
 22/12/2020

Receive From
 CMSD, Dhaka-

Remarks

Warehouse Invoice#
 ISS-IND-BGD25268/20-0017

Warehouse Invoice Date
 22/12/2020

Receive By
 Operator - Lalmonirhat Civil Surgeon O...

[+ ADD NON-INDENTED PRODUCTS](#)

Search:

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

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

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

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

RECEIVE - CREATE/EDIT

Receive Invoice#
REC-WH-10000025/20-0004

Warehouse Invoice#
ISS-PUSH-COVID007/20-0004

Receive Date
15/09/2020

Warehouse Invoice Date
15/09/2020

Receive From
CMSD, Dhaka

Receive By
Dhaka CS Data Entry Manager

Remarks

[+ SELECT FROM INDENT](#)
[DOWNLOAD ISSUE INVOICE](#)
[+ ADD NON-INDENTED PRODUCTS](#)

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

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

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

Receive from CMSD/CS/GoB

From
22/09/2020

To
22/12/2020

Facility
Lalmonirhat Civil Surgeon Office

[+ ADD](#)
[+ ADD INDENT / ISSUE](#)
[VIEW](#)
[Edit](#)
[Delete](#)
[PRINT](#)

Show 10 entries

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

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

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

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

ADD INDENT / ISSUE

[ADD ISSUED PRODUCTS](#)
[ADD INDENT PRODUCTS](#)

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

Showing 1 to 1 of 1 entries

[ADD](#)
[CANCEL](#)

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

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

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

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

ADD INDENT / ISSUE

ADD ISSUED PRODUCTS

ADD INDENT PRODUCTS

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

Showing 1 to 1 of 1 entries

ADD

CANCEL

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

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

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

7.3. Receive from CMSD/CS/GoB - Edit

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

7.4. Receive from CMSD/CS/GoB - Delete

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

7.5. Receive from CMSD/CS/GoB - View

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

8. Issue against Indent

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

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.

RETURN TO LIST SAVE UPDATE STOCK PRINT

ISSUE VOUCHER - CREATE/EDIT

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

Remarks

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

+ ADD PRODUCTS

Search:

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

8.1.2. Issue against Indent Invoice - Add Products

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

ADD PRODUCTS

Product Group All Product Group

Search:

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

Showing 1 to 22 of 22 entries

ADD CANCEL

- 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 -
 - Indent Quantity:** Enter the quantity indent which require the indentor
 - Quantity Issued:** Enter the quantity you have issued in the invoice
- If you want to remove a line item – press the small delete icon on the far left of the row.

ISSUE VOUCHER - CREATE/EDIT

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

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

+ ADD PRODUCTS

Search:

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

- Continue for every item.

8.1.3. Issue against Indent Invoice - Update Stock

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

RETURN TO LIST SAVE UPDATE STOCK PRINT

ISSUE VOUCHER - CREATE/EDIT

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

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

+ ADD PRODUCTS

Search:

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

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

8.2. Issue against Indent - Pick-Indent

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

PICK-INDENT		
Search: <input type="text"/>		
Indent#	Date	Facility
IND-10000025/20-0006	15/09/2020	Dhaka Civil Surgeon Office
IND-10000025/20-0005	13/09/2020	Dhaka Civil Surgeon Office
IND-10000025/20-0003	12/09/2020	Dhaka Civil Surgeon Office
IND-10000025/20-0004	12/09/2020	Dhaka Civil Surgeon Office
IND-10000064/20-0004	12/09/2020	Dhamrai Upazila Health Complex
IND-10000057/20-0004	10/09/2020	Tejgaon Health Complex, Dhaka
IND-10000057/20-0003	09/09/2020	Tejgaon Health Complex, Dhaka
Showing 1 to 7 of 7 entries		
<input type="button" value="ADD"/> <input type="button" value="CANCEL"/>		

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

ISSUE VOUCHER - CREATE/EDIT											
Issue Invoice# ISS-IND-COVID007/20-0003		Issue Date 15/09/2020		Indenter Dhaka Civil Surgeon Office		Remarks					
Indent# IND-10000025/20-0006		Prepared By CMSD Data Entry Manager		Prepared Date 15/09/2020		Approved By CMSD Data Entry Manager					
<input type="button" value="+ ADD PRODUCTS"/>											
Search: <input type="text"/>											
Indenter					Store						
Product Code	Product	Indent Quantity	AMC	Facility Balance	Current Stock Quantity	Quantity Issued	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	
COVID-19											
COVID008	KN-95 or Equivalent	200	0	200	800	200	Lot-1	31/12/2020		BEX-124	
COVID017	PPE Kit (gown with cap; shoe cover; N95 mask)	150	0	250	2750	150	Lot-6	31/10/2020	NOC-3250		

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

8.3. Issue against Indent - Edit

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

8.4. Issue against Indent - Delete

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

8.5. Issue against Indent - View

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

9. Issue Voucher Push

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

Issue Voucher Push							
From 15/06/2020	To 15/09/2020	Facility CMSD, Dhaka					
			+ ADD VIEW EDIT DELETE PRINT				
Show 10 entries			Search:				
SL	Issue Date	Issue Invoice#	Issue To	Prepared By	Approved By	Prepared Date	Remarks
1	10/09/2020	ISS-PUSH-10001967/20-0003	Chhakhar 10 bed Hospital	CMSD Data Entry Manager	CMSD Data Entry Manager	10/09/2020	AdHoc Plan
2	10/09/2020	ISS-PUSH-10001934/20-0002	Kukua 10 bed Hospital	CMSD Data Entry Manager	CMSD Data Entry Manager	10/09/2020	AdHoc Plan
3	06/09/2020	ISS-PUSH-COVID007/20-0001	Taltoli 20 bed Hospital	CMSD Data Entry Manager	CMSD Data Entry Manager	06/09/2020	
Showing 1 to 3 of 3 entries			First Previous 1 Next Last				

9.1. Issue Voucher Push - Add

9.1.1. Issue Voucher Push Invoice - Add Header

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

RETURN TO LIST SAVE UPDATE STOCK PRINT												
ISSUE VOUCHER - CREATE/EDIT												
Issue Invoice# ISS-PUSH-COVID007/20-0004	Issue Date 15/09/2020	Issue To Select Issue To	Remarks									
Prepared By Select Prepared By	Prepared Date 15/09/2020	Approved By Select Approved By										
+ ADD PRODUCTS												
Search:												
Product Code	Product	Current Stock Quantity	Quantity Issued	Lot No	Expiry Date	DGDA NOC#	Donor Ref#					
No data available in table												

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

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

9.1.2. Issue Voucher Push Invoice - Add Products

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

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

							+ ADD PRODUCTS
Search:							
Product Code	Product	Current Stock Quantity	Quantity Issued	Lot No	Expiry Date	DGDA NOC#	Donor Ref#
COVID-19							
✖ COVID008	KN-95 or Equivalent	1000		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

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

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

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

9.1.3. Issue Voucher Push invoice - Update Stock

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

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

ISSUE VOUCHER - CREATE/EDIT

Issue Invoice# *

ISS-PUSH-COVID007/20-0004

Issue Date *

15/09/2020

Issue To *

Dhaka Civil Surgeon Office

Remarks

Prepared By *

CMSD Data Entry Operator

Prepared Date *

15/09/2020

Approved By *

CMSD Data Entry Manager

[+ ADD PRODUCTS](#)

Search:

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

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

9.2. Issue Voucher Push - Edit

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

9.3. Issue Voucher Push - Delete

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

9.4. Issue Voucher Push - View

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

10. Dispense

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

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.

DISPENSE INVOICE - CREATE/EDIT

Dispense Invoice#
 Dispense Date
 Recipient Group
 Recipient
 Remarks

Prepared By
 Prepared Date
 Approved By

[+ ADD ITEMS](#)

Search:

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

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

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

DISPENSE INVOICE - CREATE/EDIT

Dispense Invoice#
 Dispense Date
 Recipient Group
 Recipient
 Remarks

Prepared By
 Prepared Date
 Approved By

[+ ADD ITEMS](#)

Search:

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

- Continue for every item.

10.1.3. Dispense Invoice - Update Stock

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

RETURN TO LIST SAVE UPDATE STOCK PRINT

DISPENSE INVOICE - CREATE/EDIT

Dispense Invoice#
DIS-10000064/20-0002

Dispense Date
15/09/2020

Recipient Group
IPD

Recipient +
COVID-19 IPD

Remarks

Prepared By
Select an Option

Prepared Date
15/09/2020

Approved By
Select an Option

+ ADD ITEMS

Search:

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

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

10.2. Dispense - Edit

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

10.3. Dispense - Delete

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

10.4. Dispense - View

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

11. Asset Register

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

Asset Register







Facility: Dhamrai Upazila Health Complex

Tab: All Assets in Store Assets in Dept.

Buttons: + ADD PRINT EXCEL

Show: 10 entries

Search:

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

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

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

11.1. Asset Register - Add

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

Asset Management Register - Create/Edit

BACK TO LIST

Department: Select Department

Unit: Select Unit

Location Indication: Input here...

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

Purchase Value (BDT): Input here...

Asset Brand: Input here...

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

Asset Model #: Input here...

Product Serial No: Input here...

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

Date of Installation: Input here...

Date of Commissioning: Input here...

Present Status: Select Present Status

Last Date of Warranty: Input here...

Supplier: Select Supplier

Manufacturer: Select Manufacturer

Country of Origin: Select Country

Procuring Entity: Select Procuring Entity

Source of Fund: Select Funding Source

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

Salvage Value: Input here...

Maintenance Schedule: Select Maintenance Schedule

Remarks: Input here...

SAVE CANCEL

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

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

Select Asset
×

Search:

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

Showing 1 to 4 of 4 entries
CANCEL

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

11.2. Asset Register – Edit

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

11.3. Asset Register - Delete

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

12. Indent

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

Indent

From
15/06/2020

To
15/09/2020

Facility
Dhaka Civil Surgeon Office

+ ADD

VIEW

EDIT

Delete

PRINT

Show 10 entries

Search:

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

Showing 1 to 5 of 5 entries

First

Previous

1

Next

Last

Indent

RETURN TO LIST SAVE DELETE ALL and RECREATE COMPLETE PRINT

INDENT STOCK - CREATE/EDIT

Indent#
IND-10000025/20-0006

Indent Date
15/09/2020

Indent To
Select Indent From

Remarks

Prepared By
Select Prepared By

Approved By
Select Approved By

Indent Type
Select Indent Type

Show 10 entries

ALL ONLY INDENT ITEMS

Search:

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

Showing 0 to 0 of 0 entries

Previous Next

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

RETURN TO LIST SAVE DELETE ALL and RECREATE COMPLETE PRINT

INDENT STOCK - CREATE/EDIT

Indent#
IND-10000025/20-0006

Indent Date
15/09/2020

Indent To
CMSD, Dhaka

Remarks

Prepared By
Dhaka CS Data entry Operator

Approved By
Dhaka CS Data Entry Manager

Indent Type
EMERGENCY

ALL ONLY INDENT ITEMS

Search:

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

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

12.1.2. Indent - Items

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

12.1.3. Indent - Complete

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

RETURN TO LIST SAVE DELETE ALL and RECREATE COMPLETE PRINT

INDENT STOCK - CREATE/EDIT

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

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

ALL ONLY INDENT ITEMS

Search:

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

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

12.2. Indent - Edit

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

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

12.3. Indent - Delete

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

12.4. Indent - View

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

13. Adjustment Invoice

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

The screenshot shows the 'Adjustment Invoice' list view. At the top, there are filters for 'From' (15/06/2020), 'To' (15/09/2020), and 'Facility' (CMSD, Dhaka). Action buttons include '+ ADD', 'VIEW', 'EDIT', 'DELETE', and 'PRINT'. Below the filters, there is a table with columns: SL, Adj. Date, Adjustment Invoice#, To/ From, Adjustment Type, Amount (BDT), Prepared By, Prepared Date, Approved By, and Remarks. The table contains one entry with SL 1, Adj. Date 01/08/2020, Adjustment Invoice# ADJ-COVID007/20-0002, To/ From CMSD, Dhaka, Adjustment Type Add to Stock, Amount (BDT) 0, Prepared By CMSD Data Entry Operator, Prepared Date 01/08/2020, Approved By CMSD Data Entry Manager, and Remarks STOCK TAKE. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has pagination links: First, Previous, 1, Next, Last.

13.1. Adjustment Invoice - Add

13.1.1. Adjustment Invoice - Add Header

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

The screenshot shows the 'ADJUSTMENT INVOICE - CREATE/EDIT' form. At the top, there are buttons: 'RETURN TO LIST', 'SAVE', 'UPDATE STOCK', and 'PRINT'. The form has several input fields: 'Adjustment Invoice#' (ADJ-COVID007/20-0003), 'Adjustment Type' (Select Adjustment Type), 'To/ From' (Select an Option), 'Remarks', 'Prepared By' (Select Prepared By), 'Prepared Date' (15/09/2020), 'Approved By' (Select Approved By), and 'Approved Date' (15/09/2020). Below these fields, there is a table with columns: Product Code, Product, Quantity Adjusted, Lot No, Expiry Date, DGDA NOC#, Donor Ref#, Unit Price (BDT), Line Total (BDT), and Action. The table is empty, and a message 'No data available in table' is displayed at the bottom. There is also an 'ADD ITEMS' button and a search bar.

- Fill in the data entry fields.

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

13.1.2. Adjustment Invoice - Add Products

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

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

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

ADJUSTMENT INVOICE - CREATE/EDIT

Adjustment Invoice#
 Adjustment Type
 To/ From
 Remarks

Prepared By
 Prepared Date
 Approved By
 Approved Date

[+ ADD ITEMS](#)

Search:

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

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

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

ADJUSTMENT INVOICE - CREATE/EDIT

Adjustment Invoice#
 Adjustment Type
 To/ From
 Remarks

Prepared By
 Prepared Date
 Approved By
 Approved Date

[+ ADD ITEMS](#)

Search:

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

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

13.1.3. Adjustment Invoice - Update Stock

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

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

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

13.2. Adjustment Invoice - Edit

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

13.3. Adjustment Invoice - Delete

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

13.4. Adjustment Invoice - View

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

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

14. Physical Inventory

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

Physical Inventory

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

+ ADD VIEW Edit Delete PRINT

Show 10 entries Search:

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

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

14.1. Physical Inventory - Add

14.1.1. Physical Inventory - Add Header

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

RETURN TO LIST PHYSICAL INVENTORY SUBMIT PRINT

Start Date: 26/12/2020 Prepared By: Select Prepared By Approved By: Select Approved By End Date:

START PHYSICAL INVENTORY

Search:

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

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

RETURN TO LIST PHYSICAL INVENTORY SUBMIT PRINT

Start Date: 26/12/2020 Prepared By: CMDS Data Entry_Trainer Approved By: CMDS Data Entry_Trainer End Date: 26/12/2020 ☐ Show Physical Quantity Only

Search:

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

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

14.1.2. Physical Inventory - Entry

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

14.1.3. Physical Inventory - SUBMIT

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

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

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

14.2. Physical Inventory - Edit

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

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

14.3. Physical Inventory - Delete

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

14.4. Physical Inventory - View

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

15. Distribution Plan on Indent

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

Distribution Plan on Indent

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

+ ADD VIEW EDIT DELETE PRINT

Show: 10 entries Search:

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

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

15.1. Distribution Plan on Indent - Add

15.1.1. Distribution Plan on Indent - Add Header

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

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

15.1.2. Distribution Plan on Indent - Items

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

Distribution Plan on Indent

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

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

Remarks

Product All

+ Add Indents

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

Showing 1 to 4 of 4 entries

Generate Invoice

- After selecting you will see following fields:
 - Facility Balance:** See the product stock balance
 - AMC:** The Facility last 3 months Average Monthly Consumption (AMC)
 - Indent Quantity:** Indent quantity shown here
 - Planned Total:** See the total Plan quantity.
 - 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.

RETURN TO LIST SAVE PRINT

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	0

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

Issue against Indent

From 15/06/2020 To 15/09/2020 Facility CMSD, Dhaka ADD PICK-INDENT VIEW EDIT DELETE PRINT

Show 10 entries Search:

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

15.2. Distribution Plan on Indent - Edit

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

15.3. Distribution Plan on Indent - Delete

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

15.4. Distribution Plan on Indent - View

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

16. Ad Hoc Distribution Plan

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

Ad Hoc Distribution Plan

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

+ ADD VIEW EDIT DELETE PRINT

Show 10 entries Search:

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

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

16.1. Ad Hoc Distribution Plan - Add

16.1.1. Ad Hoc Distribution Plan - Add Header

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

RETURN TO LIST SAVE PRINT

Ad Hoc Distribution Plan Entry/Edit

Plan ID: ADHOC-PLAN-COVID007/20-0004 Plan Date: 15/09/2020 Prepared By: Select Prepared By

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

Remarks

- 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.

Search:

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

Showing 1 to 16 of 16 entries

< PREV

Product Code	Product	Balance
No data available in table		

NEXT >

16.1.2. Ad Hoc Distribution Plan - Items

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

Search:

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

Showing 1 to 14 of 14 entries

< PREV

Selected Products: 2

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

NEXT >

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

Division: District: Facility Type:

Search:

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

Showing 1 to 3 of 3 entries

< PREV

Selected Facilities: 2

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

NEXT >

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

Facility Type: All Facility: All Product: All

Product	Facility	AMC	Facility Balance	Planned Issue Quantity
KN-95 or Equivalent	Dhamrai Upazila Health Complex	17	85	
KN-95 or Equivalent	Keraniganj Upazila Health Complex	63	0	
Protective Cover-all with Shoe Cover	Dhamrai Upazila Health Complex	231	0	
Protective Cover-all with Shoe Cover	Keraniganj Upazila Health Complex	0	0	

Showing 1 to 4 of 4 entries

Generate Invoice

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

RETURN TO LIST SAVE PRINT

Ad Hoc Distribution Plan Entry/Edit

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

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

Facility Type: All Facility: All Product: All

Product	Facility	AMC	Facility Balance	Planned Issue Quantity
KN-95 or Equivalent	Dhamrai Upazila Health Complex	17	85	100
KN-95 or Equivalent	Keraniganj Upazila Health Complex	63	0	50
Protective Cover-all with Shoe Cover	Dhamrai Upazila Health Complex	231	0	30
Protective Cover-all with Shoe Cover	Keraniganj Upazila Health Complex	0	0	30

Showing 1 to 4 of 4 entries

Generate Invoice

- Continue for every item.

16.1.3. Ad Hoc Distribution Plan - Generate Invoice

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

Planned Issue Quantity Summary		
Product	Balance	Planned Issue Quantity
KN-95 or Equivalent	5,800	150
Protective Cover-all with Shoe Cover	1,700	60
Showing 1 to 2 of 2 entries		
Generate Invoice CLOSE		

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

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

Ad Hoc Distribution Plan Entry/Edit

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

Facility Type All	Facility All	Product All
-----------------------------	------------------------	-----------------------

Product	Facility	AMC	Facility Balance	Planned Issue Quantity
KN-95 or Equivalent	Dhamrai Upazila Health Complex	17	85	100
KN-95 or Equivalent	Keraniganj Upazila Health Complex	63	0	50
Protective Cover-all with Shoe Cover	Dhamrai Upazila Health Complex	231	0	30
Protective Cover-all with Shoe Cover	Keraniganj Upazila Health Complex	0	0	30

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

From

15/06/2020

To

15/09/2020

Facility

CMSD, Dhaka

+ ADD

VIEW

EDIT

DELETE

PRINT

Show

10

entries

Search:

SL	Issue Date	Issue Invoices	Issue To	Prepared By	Approved By	Prepared Date	Remarks
2	15/09/2020	ISS-PUSH-10000074/20-0006	Keraniganj Upazila Health Complex	CMSD Data Entry Operator	CMSD Data Entry Manager	15/09/2020	AdHoc Plan
3	15/09/2020	ISS-PUSH-10000064/20-0005	Dhamrai Upazila Health Complex	CMSD Data Entry Operator	CMSD Data Entry Manager	15/09/2020	AdHoc Plan

16.2. Ad Hoc Distribution Plan - Edit

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

16.3. Ad Hoc Distribution Plan - Delete











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

16.4. Ad Hoc Distribution Plan - View

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

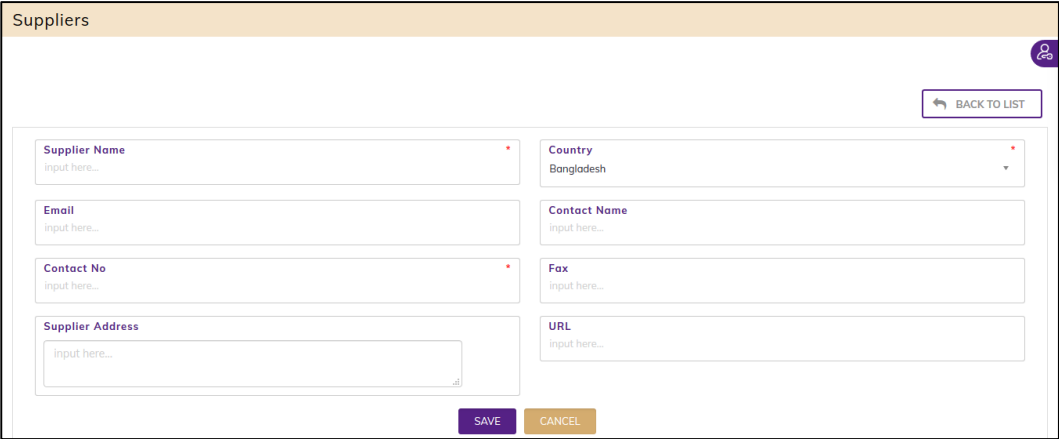
17. Suppliers

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

Suppliers								
<div> <div> <div>+</div> <div>ADD</div> </div> <div> <div>PRINT</div> </div> <div> <div>EXCEL</div> </div> </div>								
<div> <div>Show</div> <div>25</div> <div>▼</div> <div>entries</div> </div> <div>Search: <input type="text"/></div>								
SL#	Supplier Name	Supplier Address	Country	Contact Name	Contact No	Fax	Email	Action
1	Brain Station 23 Ltd		Bangladesh		01819295651			 
2	Dream Traders		Bangladesh		017160176768		mahmudmia@yahoo.com	 
3	Jadid Automobiles JAI		Bangladesh		01682191201			 
4	JMI International		Bangladesh		01711111111			 
5	M/S. Arafat traders		Bangladesh		aaa			 

17.1. Suppliers - Add

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



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

- Supplier Name**: Required field (indicated by a red asterisk).
- Country**: Dropdown menu with "Bangladesh" selected.
- Email**: Text input field.
- Contact No**: Required field (indicated by a red asterisk).
- Contact Name**: Text input field.
- Fax**: Text input field.
- Supplier Address**: Text input field.
- URL**: Text input field.

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

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

17.2. Suppliers - Edit

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

17.3. Suppliers - Delete

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

17.4. Suppliers - Print and Export

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

18. Recipients

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

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

18.1. Recipients - Add

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

Recipients Entry Form

Facility
Select Facility

Recipients Group
Select Recipients Group

Recipients
input here...

SAVE CANCEL

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

18.2. Recipients - Edit

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

18.3. Recipients - Delete

- You cannot delete an already used another transaction.

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

18.4. Recipients - Print and Export

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

19. Stock Status

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

Stock Status

Facility: CMSD, Dhaka Product Group: All Stock Date: 15/09/2020

☐ SHOW ALL ☐ SHOW ZERO ☒ SHOW NON-ZERO

Print

Show 10 entries Search:

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

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

Showing 1 to 2 of 2 entries

19.1. Stock Status

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

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

19.2. View Stock Status of a Specific Date

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

Search and find an Item

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

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

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

19.4. Stock Status - Print

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

20. Users

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

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

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

User Entry Form

Password
 Confirm Password
 Email
 training_cmsd@gmail.com
 Contact#

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

21. Products

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

Products

Facility Name

CMSD, Dhaka

Product Group

All Product Group

Sub Group

All Product Sub Group

PRINT

EXCEL

Show 10 entries

Search:

SL#	Sub Group	Product Code	Product Name	Short Name	Unit Name	Cost (BDT)
COVID-19						
1	GLOVES - 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
 - 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 group

22. Health Facility

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













Health Facilities

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

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

Map | PRINT | EXCEL

Show 25 entries

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

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

23. Stock Reports

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

23.1. Product Stock Report

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

Product Stock Report

Facility: CMSD, Dhaka | Product Group: COVID-19 | IsStock: NON ZERO | Date: 16/09/2020

Stock Status Table [Print] [Excel] [CSV]

Show: 10 entries | Search:

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

Showing 1 to 9 of 9 entries | Previous 1 Next

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

23.2. Product Lot Stock Report

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

Product Lot Stock Report ⓘ

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

Product Lot Stock Report Table

Show 10 entries Search:

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

Print Excel CSV

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

23.3. Indent Report

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

Indent Report ⓘ

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

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

Indent Report Table

Show 10 entries Search:

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

Showing 1 to 2 of 2 entries Previous 1 Next

Print Excel CSV

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

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

23.4. Receive Details Report

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

Receive Details Report

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

Receive Details Report Table

Show 10 entries

Supplier	Receive Invoice	Receive Date	Donor/ Contract#/ Indent#	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Indent Quantity	Quantity	Unit Price (BDT)	Total (BDT)
Munshiganj 250 bed District Hospital											
Gloves for Surgical - 6.0 Inch (pair)											
DGHS Integrated	REC-11111111111111111111	16-09-2020	IND-10000328/20-0002			3924			100	0	0

Print, Excel, CSV

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

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

23.5. Receive Summary Report

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

Receive Summary Report

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

Receive Summary Report Table

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

23.6. Issue Details Report

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

Issue Details Report

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

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

Issue Details Report Table

Show 10 entries | Search:

Indentor/Issue To	Issue Invoice	Issue Date	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Indent Quantity	Quantity
CMSD, Dhaka								
COVID-19								
Gloves for Surgical - 6.0 Inch (pair)								
Mymensingh Civil Surgeon Office	ISS-PUSH-COVID007/20-0001	16-09-2020		2021-01-22	3924			200
Gloves for Surgical - 6.5 Inch (pair)								
Mymensingh Civil Surgeon Office	ISS-IND-COVID007/20-0003	08-09-2020						140

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

23.7. Issue Summary Report

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

Issue Summary Report

Facility Level: COVID-19 Warehouse

Facility: All

Start Date: 01/09/2020

End Date: 16/09/2020

Transaction Type: All

Issue Summary Report Table

Print Excel CSV

Search:

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

Issue Voucher Push

- This form presents Issue Summary report of all the items. The report has the following filter criteria:
 - Facility Level:** By default selected facility level COVID-19 Facility.
 - Facility:** By default selected your facility. Select a facility from dropdown list.
 - Start Date:** The first day of the month will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required.
 - Transaction Type:** Select ALL or a transaction type from dropdown list.
- The table has the following columns:
 - Facility:** Show the Facility Name.
 - Indentor/Issue To:** Show the Indentor/Issue to facility name.
 - Issue Date:** Show the issue invoice date.
 - Issue Invoice:** Show the issue invoice number.
 - 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 -

Adjustment Details Report ⓘ

Facility Level
COVID-19 Facility

Facility
All

Start Date
01/09/2020

End Date
16/09/2020

Adjustment Type
All

Product Group
COVID-19

Product
All

Adjustment Details Report Table
Print Excel CSV

Show 10 entries Search:

To/ From	Adjustment Invoice	Invoice Date	Adjustment Type	Product Code	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Quantity Adjusted	Unit Price (BDT)	Total (BDT)
Munshiganj 250 bed District Hospital											

- 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

Adjustment Summary Report

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

Adjustment Summary Report

Show 10 entries

To/ From	Adjustment Date	Adjustment Invoice	Total (BDT)
Munshiganj 250 bed District Hospital			
Munshiganj 250 bed District Hospital	15-09-2020	ADJ-10000328/20-0002	0
Tejgaon Health Complex, Dhaka			
Tejgaon Health Complex, Dhaka	01-09-2020	ADJ-10000057/20-0002	0

Showing 1 to 2 of 2 entries

Previous 1 Next

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

23.10. Inventory Control Register (ICR)

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

Inventory Control Register (ICR)

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

Inventory Control Register (ICR)

Print Excel CSV

Invoice Date	Origin/Destination	Invoice No	Receive	Issue	Balance	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Observations	Signature
Facility: CMSD, Dhaka											
Product: Gloves for Surgical - 6.0 Inch (pair)											
01/09/2020	CMSD, Dhaka	ADJ-COVID007/20-0002	250,000	0	250,000					Add to Stock	
03/09/2020	Shafiq Traders	REC-SUP-COVID007/20-0001	15,000	0	265,000		22/01/2021	3924			
16/09/2020	Mymensingh Civil Surgeon Office	ISS-PUSH-COVID007/20-0001	0	200	264,800		22/01/2021	3924			

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

Dispense Report

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

Dispense Report Table

Show 10 entries Search:

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

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

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

23.12. Going to Expire Lots Report

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

Going to Expire Lots Report ⓘ

Facility Level
COVID-19 Facility

Facility
All

Product Group
COVID-19

Product
All

Start Date
16/09/2020

End Date
16/12/2020

Going to Expire Lots Report Table
Print Excel CSV

Show 10 entries Search:

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

Showing 1 to 1 of 1 entries
Previous 1 Next

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

23.13. Physical Inventory Details Report

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

Physical Inventory Details Report

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

Physical Inventory Details Report

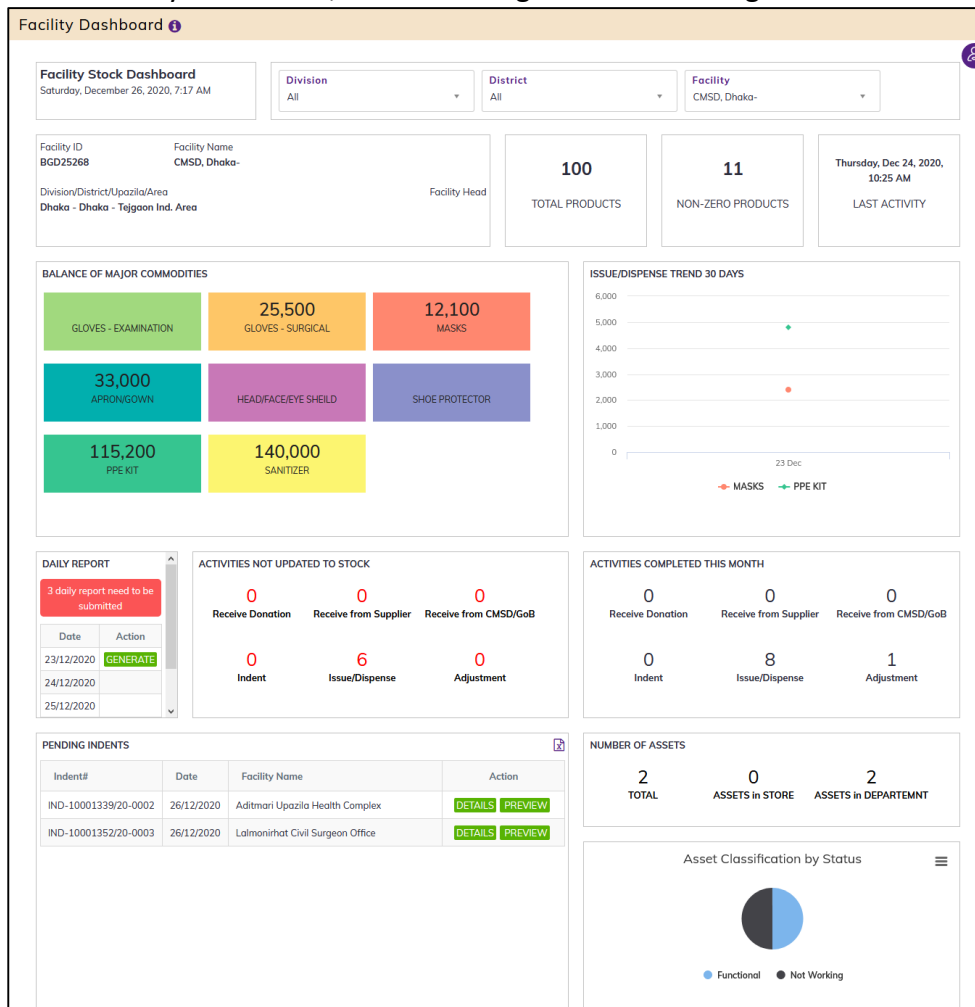
Show: 10 entries

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

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

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 -

The Facility Contact Report displays a list of facilities with their contact information. It includes filters for Division, District, and Facility Type, and options to Print, Excel, or CSV the report. The table shows details for various facilities, including their location, type, and contact person.

Facility Contact Report

Division: All, District: All, Facility Type: All

Show 10 entries

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

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

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

23.16. Procurement Package Summary Report

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

Procurement Package Summary Report ⓘ

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

Procurement Package List [Print] [Excel] [CSV]

Show 10 entries Search:

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

Showing 1 to 2 of 2 entries Previous 1 Next

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

23.17. Contracts Summary Report

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

Contracts Summary Report ⓘ

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

Contracts List

Show 10 entries | Search:

Contract Date	Contract#	Package#	Other Cost	Supplier Name	Payment Status	Delivery Schedule	Remarks
07-09-2020	C0001	P0001	3,000	Dream Traders	Paid	45	
16-09-2020	C010101	P01010101	5,200	Dream Traders	Paid	100	

Showing 1 to 2 of 2 entries | Previous 1 Next

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

23.18. Procurement Package Details Report

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

Procurement Package Details Report ⓘ

Facility Level: COVID-19 Warehouse | Facility: CMSD, Dhaka | Procurement Type: Goods | Start Date: 01/09/2020 | End Date: 29/09/2020

Procurement Package Details Report Table

Show 10 entries | Search:

Description	Name of Package	Package Name	Start Date	Quantity	Budgeted Unit Price (BDT)	Line Total (BDT)
No data available in table						

Showing 0 to 0 of 0 entries | Previous Next

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

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

23.19. Contracts Details Reports

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

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

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

23.20. Asset Register

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

Asset Register

Facility Name: Central Medical Store Depot (CMS...) Asset Location: Asset in Department

1 Functional 1 Not Working

Asset Register

Print Excel CSV

Show: 10 entries Search:

Tag/Asset	Asset Code	Equipment Name	Present Status	Date of Commissioning	Last Date of Warranty	Purchase Value	Procuring Entity	Source of Fund	Date of Receipt by Health Facility	Life Span (Approx Year)	Asset Brand	Supplier	Salvage Value
EQBD00001	COVID100	Oxygen Concentrator	Not Working	24-12-2020	24-12-2020	1,000,000	CMSD	Global Fund	24-12-2020	5	NA	Brain Station 23 Ltd	12:00
EQBD00002	COVID099	Ventilator	Functional	24-12-2020	31-12-2020	11,213,321	CMSD	GOB-Dev	24-12-2020	5	samsung	Dream Traders	12:00

Showing 1 to 2 of 2 entries Previous 1 Next

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

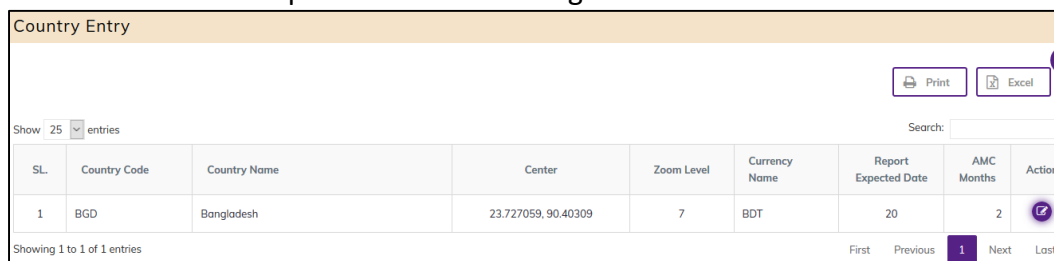
17. **Maintenance Schedule:** Show maintenance schedule.
 18. **Department:** Show department name which are having asset
 19. **Unit:** Show product unit.
 20. **Date of Installation:** Show date of installation
 21. **Rate of Depreciation:** Show rate of depreciation
 22. **Asset Model:** Show asset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

24. Admin

24.1. Country Entry

24.1.1. Country list

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



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

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

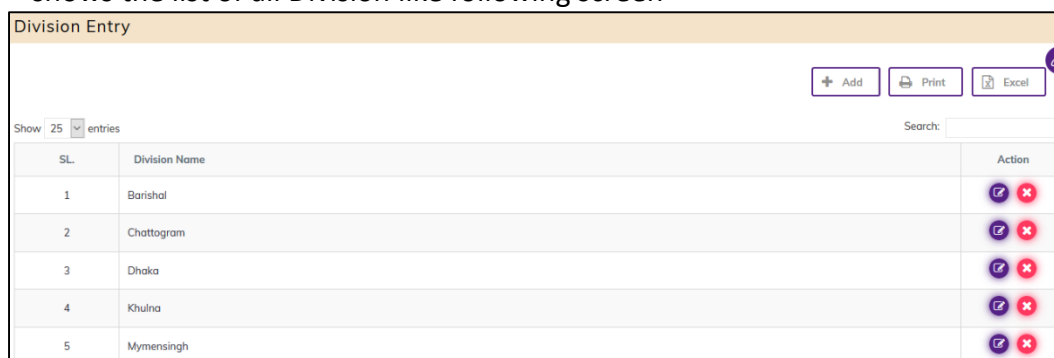
24.1.2. Country Edit

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

24.2. Division Entry

24.2.1. Division list

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

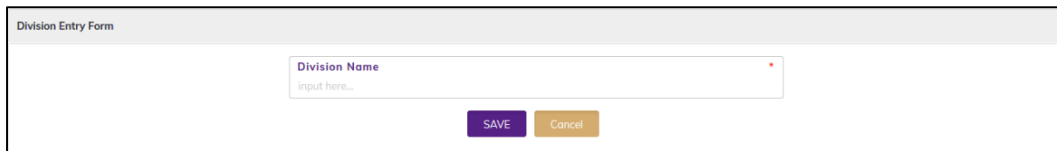


The screenshot shows the 'Division Entry' page. At the top right, there are '+ Add', 'Print', and 'Excel' buttons. Below them is a search bar and a 'Show 25 entries' dropdown. The table has columns: SL, Division Name, and Action. There are five rows for Barishal, Chattogram, Dhaka, Khulna, and Mymensingh. Each row has an edit icon and a delete icon in the Action column. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has pagination links: First, Previous, 1, Next, Last.

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

24.2.2. Add New Division

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



Division Entry Form

Division Name
input here...

SAVE Cancel

- 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**

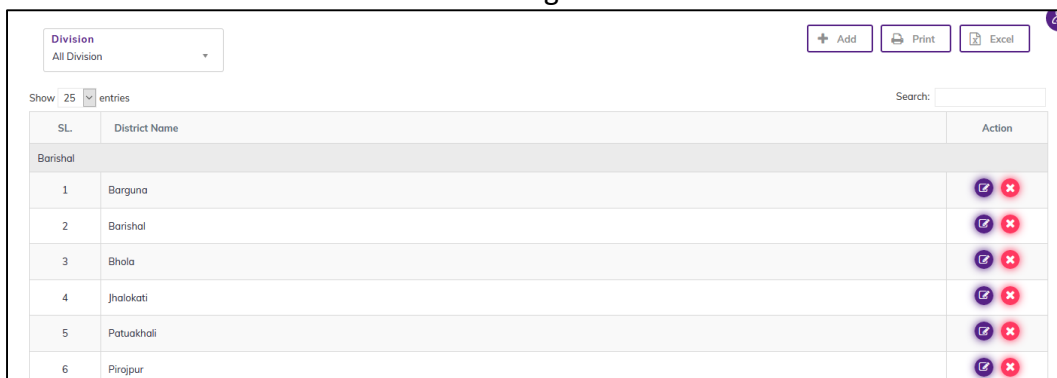
24.2.4. Delete Division

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

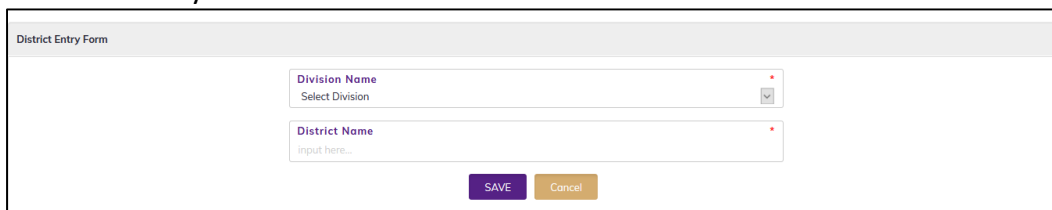


Division		+ Add		Print	Excel
All Division					
SL	District Name	Action			
Barishal					
1	Barguna				
2	Barishal				
3	Bhola				
4	Jhalokati				
5	Patuakhali				
6	Pirojpur				

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

24.3.2. Add New District

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



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

24.3.3. Edit District

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

















24.3.4. Delete District

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

24.4. Upazila Entry

24.4.1. Upazila list

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

<div>Division</div> <div>All Division</div>		<div>District</div> <div>All District</div>		<div>+ Add</div> <div>Print</div> <div>Excel</div>	
Show 25 entries		Search:			
SL	Division Name	District Name	Upazila Name	Action	
1	Barishal	Barguna	Amtali	 	
2	Barishal	Barguna	Bamna	 	
3	Barishal	Barguna	Barguna Sadar	 	
4	Barishal	Barguna	Betagi	 	
5	Barishal	Barguna	Pathargatha	 	
6	Barishal	Barishal	Agailjhara	 	
7	Barishal	Barishal	Babuganj	 	
8	Barishal	Barishal	Bakerganj	 	

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

24.4.2. Add New Upazila

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

Upazila Entry Form

Division

Select Division

District

Select District

Upazila Name

input here...

SAVE

Cancel

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

24.4.3. Edit Upazila

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

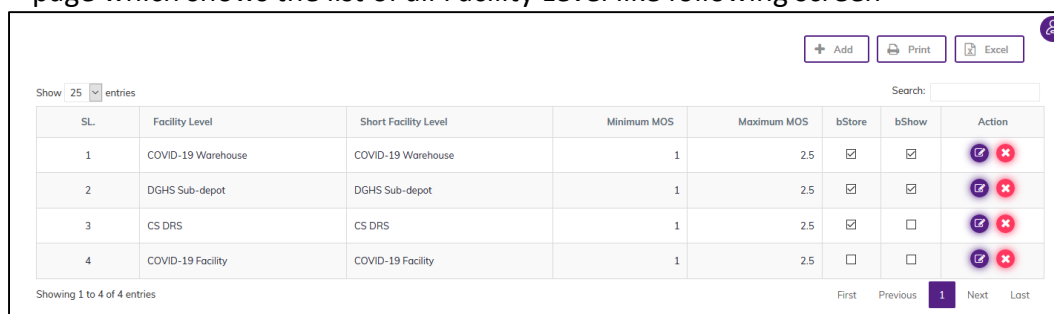
24.4.4. Delete Upazila









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

24.5. Facility Level Entry

24.5.1. Facility Level list

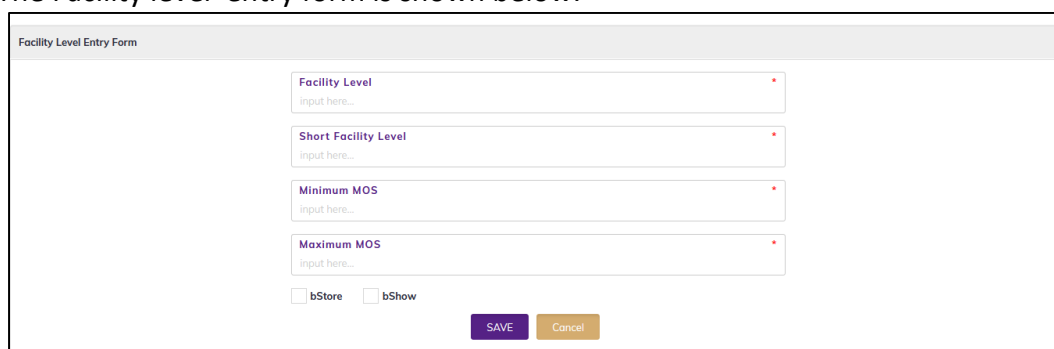
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Facility level** Entry
- From **admin** menu, select **Facility Level Entry** submenu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



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

24.5.2. Add New Facility Level

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



Facility Level Entry Form

Facility Level *
input here...

Short Facility Level *
input here...

Minimum MOS *
input here...

Maximum MOS *
input here...

☐ bStore ☐ bShow

SAVE **Cancel**

- 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

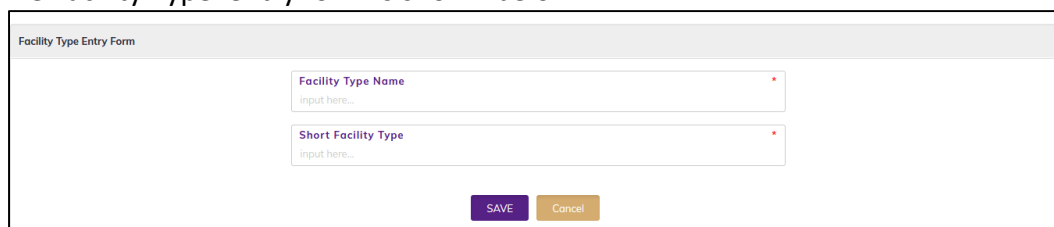
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Facility Type** Entry
- From **admin** menu, select **Facility Type Entry** submenu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



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

24.6.2. Add New Facility Type

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



Facility Type Entry Form

Facility Type Name *

input here...

Short Facility Type *

input here...

SAVE Cancel

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

24.6.3. Edit Facility Type

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



24.6.4. Delete Facility Type

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

24.7. Product Group Entry

24.7.1. Product Group list

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

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

24.7.2. Add New Product Group

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

Product Group Entry Form

Product Group Name

input here...

Short Name

input here...

☐ Major Group

SAVE

Cancel

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

24.7.3. Edit Product Group

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

24.7.4. Delete Product Group

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

24.8. Funding Source Entry

24.8.1. Funding Source list

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



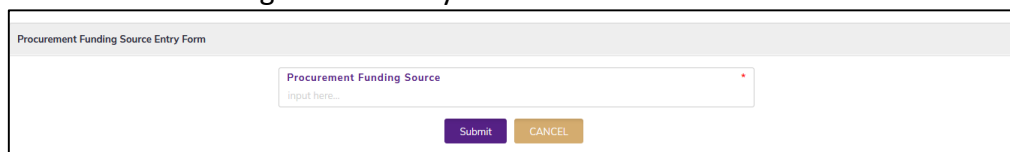
The screenshot shows a table with the following data:

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

Below the table, it says "Showing 1 to 4 of 4 entries". At the bottom right, there are pagination controls: "First", "Previous", "1" (selected), "Next", and "Last".

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:



The screenshot shows a form titled "Procurement Funding Source Entry Form". It contains a single text input field with the placeholder text "Procurement Funding Source" and "input here...". Below the input field are two buttons: "Submit" and "CANCEL".

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

24.8.3. Edit Funding Source

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

24.8.4. Delete Funding Source

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

24.9. Package Status Entry

24.9.1. Package Status list

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

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

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

24.9.2. Add New Package Status

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

Package Status Entry Form

Procurement Method

Select Method

Package Status

input here...

SUBMIT

CANCEL

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

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

24.9.3. Edit Package Status

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

24.9.4. Delete Package Status

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

24.10. Procuring Entity Entry

24.10.1. Procuring Entity list

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



SL	Procuring Name	Color Code	Action
1	AMC		
2	CBHC		
3	CCSD		
4	CDC		
5	CMSD		
6	CPDonation		
7	Donor/UN		
8	FPESD		

24.10.2. Add New Procuring Entity

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

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

24.10.3. Edit Procuring Entity

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

24.10.4. Delete Procuring Entity

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

24.11. Product Subgroup Entry

24.11.1. Product Subgroup List

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

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

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

24.11.2. Add New Product Subgroup

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

Product Subgroup Entry Form

Product Group
Select Product Group

Product Subgroup Name

SAVE **Cancel**

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

24.11.3. Edit Product Subgroup

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

24.11.4. Delete Product Subgroup









- You cannot delete an already used another transaction.

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

24.12. Unit of Measure Entry

24.12.1. Unit of Measure List

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

<div> + ADD PRINT EXCEL </div>		
Show	25	entries
		Search: <input type="text"/>
SL#	Unit Name	Action
1	Amp	 
2	Ampoule	 
3	Baxter	 
4	Blister	 
5	Bote/Sachet	 
6	Bottle	 
7	Capsule	 
8	Comp.	 
9	Comprimé	 
10	Cycle	 

24.12.2. Add New Unit of measure

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

Unit Of Measure Entry Form

Unit Name

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

24.12.3. Edit Unit of Measure

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

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

24.12.4. Delete Unit of Measure

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

24.13. Indent Type Entry

24.13.1. Indent Type Entry List

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

SL#	Indent Type Name	Action
1	EMERGENCY	
2	ROUTINE	

24.13.2. Add New Indent Type

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

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

24.13.3. Edit Indent Type

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

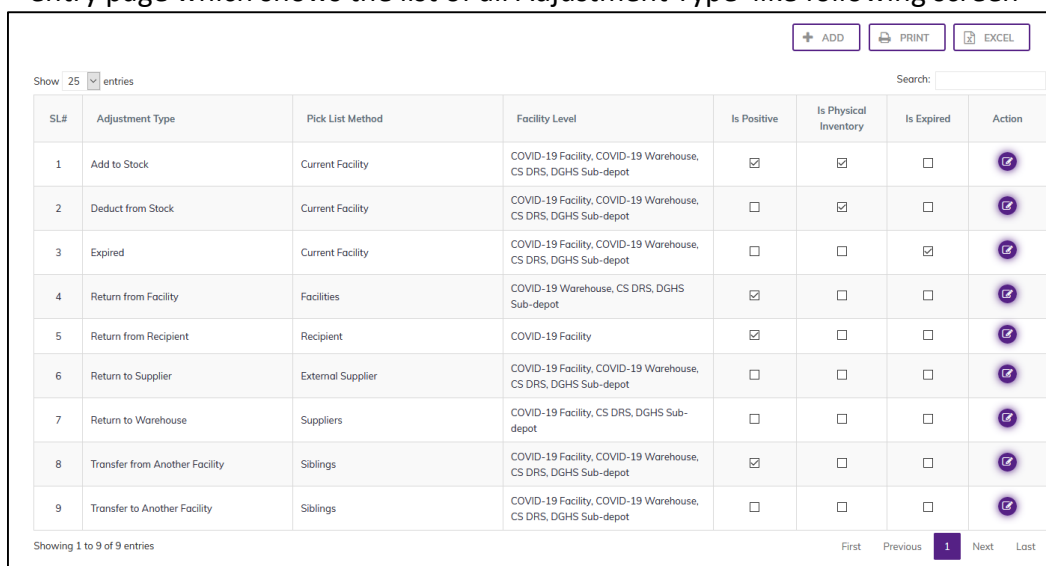
24.13.4. Delete Indent Type

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

24.14. Adjustment Type Entry

24.14.1. Adjustment Type List

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

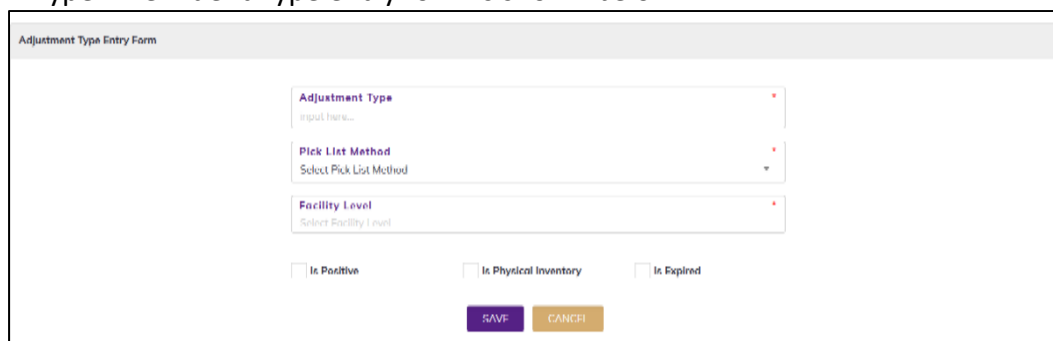


The screenshot shows a web application interface for listing Adjustment Types. At the top right, there are buttons for '+ ADD', 'PRINT', and 'EXCEL'. Below these, a search bar is present. The main area contains a table with the following columns: SL#, Adjustment Type, Pick List Method, Facility Level, Is Positive, Is Physical Inventory, Is Expired, and Action. There are 9 rows of data. At the bottom left, it says 'Showing 1 to 9 of 9 entries'. At the bottom right, there are pagination controls: 'First', 'Previous', '1' (selected), 'Next', and 'Last'.

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

24.14.2. Add New Adjustment Type

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



The screenshot shows the 'Adjustment Type Entry Form'. It has a title bar 'Adjustment Type Entry Form'. Below the title bar, there are three dropdown menus: 'Adjustment Type' (with a red asterisk), 'Pick List Method' (with a red asterisk), and 'Facility Level' (with a red asterisk). Below these, there are three checkboxes: 'Is Positive', 'Is Physical Inventory', and 'Is Expired'. At the bottom, there are two buttons: 'SAVE' and 'CANCEL'.

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

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

24.14.3. Edit Adjustment Type

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

24.15. Recipient Group Entry

24.15.1. Recipient Group List

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

SL#	Recipient Group	Action
1	Facility Department	
2	IPD	
3	OPD	

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

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:

Recipient Group Entry Form

Recipient Group
input here...

SAVE CANCEL

BACK TO LIST

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

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

24.15.3. Edit Recipient Group

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

24.15.4. Delete Recipient Group

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

24.16. Recipients Entry

24.16.1. Recipients List

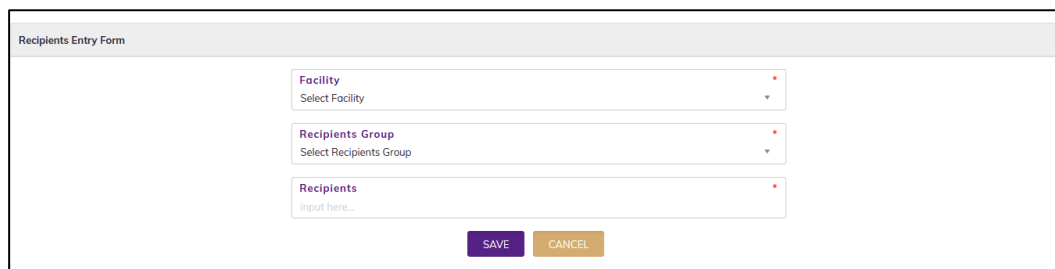
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Recipients** Entry
- From **admin** menu, select **Recipients** submenu to open Recipients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

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

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

24.16.2. Add New Recipients

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



The screenshot shows a web form titled "Recipients Entry Form". It contains three input fields, each with a red asterisk indicating it is mandatory:

- Facility**: A dropdown menu with the placeholder text "Select Facility".
- Recipients Group**: A dropdown menu with the placeholder text "Select Recipients Group".
- Recipients**: A text input field with the placeholder text "input here...".

At the bottom of the form, there are two buttons: a purple "SAVE" button and an orange "CANCEL" button.

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

24.16.3. Edit Recipients

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

24.16.4. Delete Recipients

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

24.17. Product Entry

24.17.1. Product List

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

Product Group
COVID-19

AllAssetNon Asset

CHANGE ORDER

+ ADD

PRINT

EXCEL

Show25entries

Search:

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

- 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:

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

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

24.17.3. Edit Product

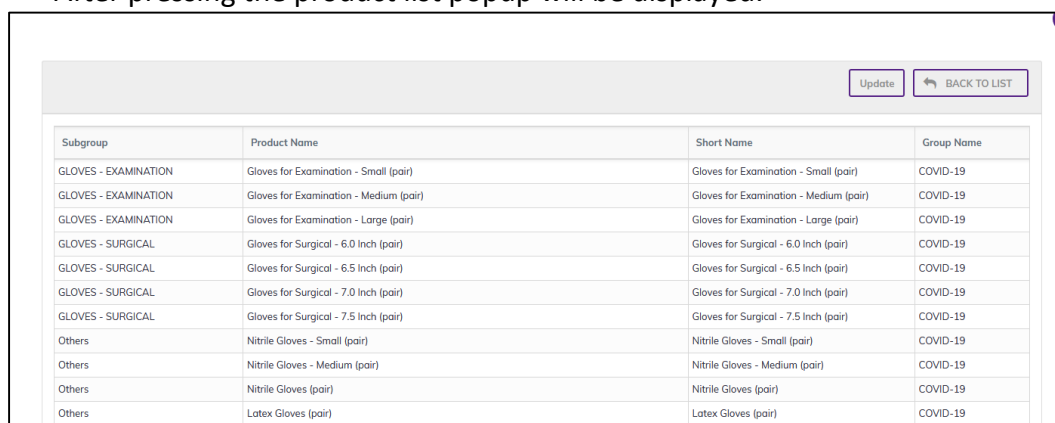
- To edit Product data, the user needs to click the **Edit** button from among the action button beside that record, and the pop-up message shows (**Do you really want to edit this record?**). When you confirm the Product will be displayed for editing.
- Modify the Product information as explained in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

24.17.4. Delete Product

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

24.17.5. Product Change Order

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



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

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

24.18. Procurement Type Entry

24.18.1. Procurement Type List

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

		+ ADD	PRINT	EXCEL	
Show	25	entries			
SL.	Procurement Type	Search: <input type="text"/>			
1	Goods	Action			
2	Service				
Showing 1 to 2 of 2 entries		First	Previous	1	Next
		Last			

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:

[BACK TO LIST](#)

Procurement Type Entry Form

Procurement Type

input here...

Submit

CANCEL

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

24.18.3. Edit Procurement Type

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

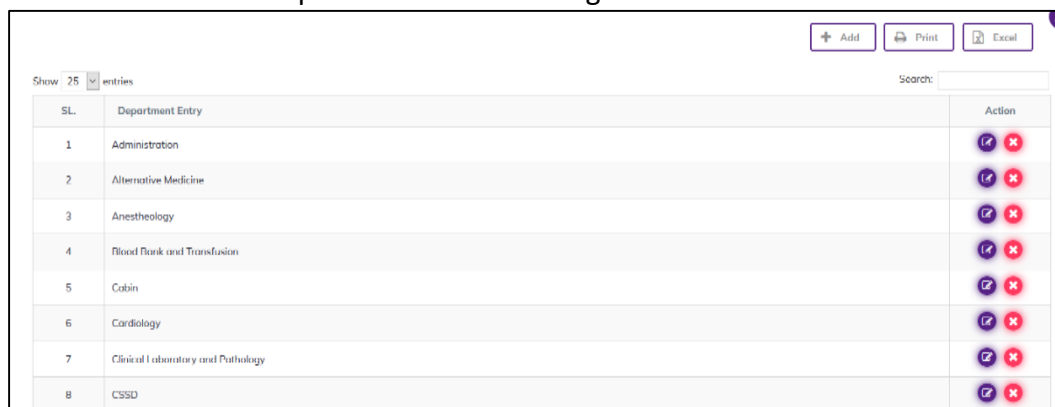
24.18.4. Delete Procurement Type

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

24.19. Department Entry

24.19.1. Department List

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

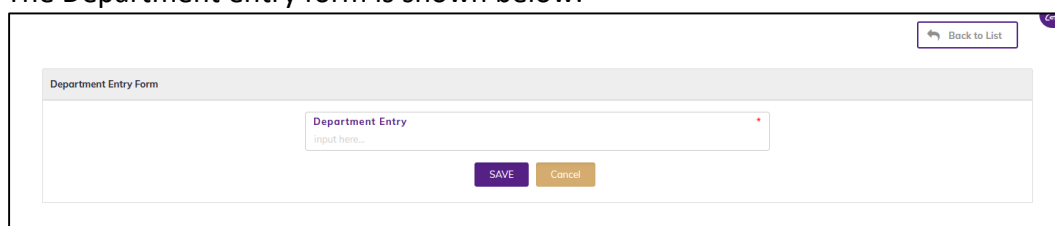


The screenshot shows a web interface for managing departments. At the top right, there are buttons for 'Add', 'Print', and 'Excel'. Below these, there is a 'Show 25 entries' dropdown and a search bar. The main content is a table with the following data:

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

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:



The screenshot shows the 'Department Entry Form'. It has a title bar 'Department Entry Form' and a 'Back to List' button. The form contains a text input field labeled 'Department Entry' with a placeholder 'input here...'. Below the input field are 'SAVE' and 'Cancel' buttons.

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

24.19.3. Edit/Delete Department

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

24.19.4. Delete Department

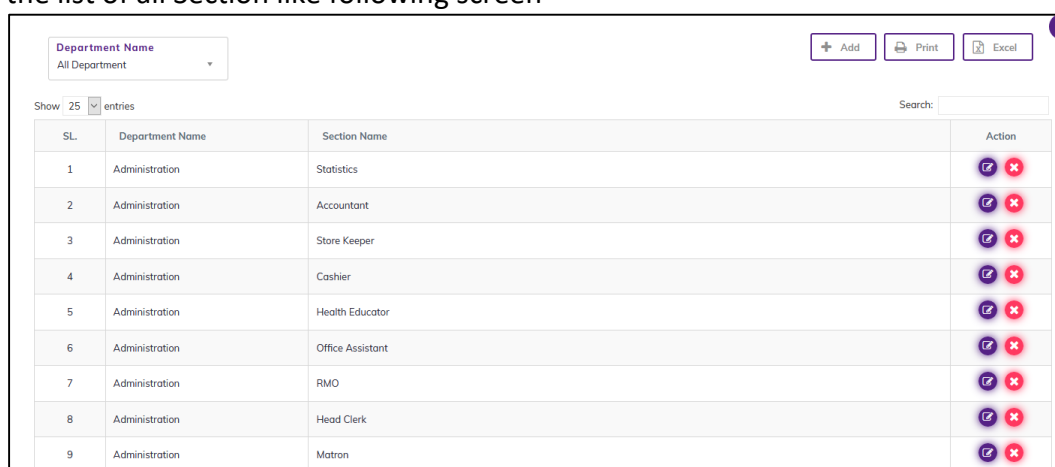
- You cannot delete an already used another transaction.

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

24.20. Section Entry

24.20.1. Section List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- 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 -

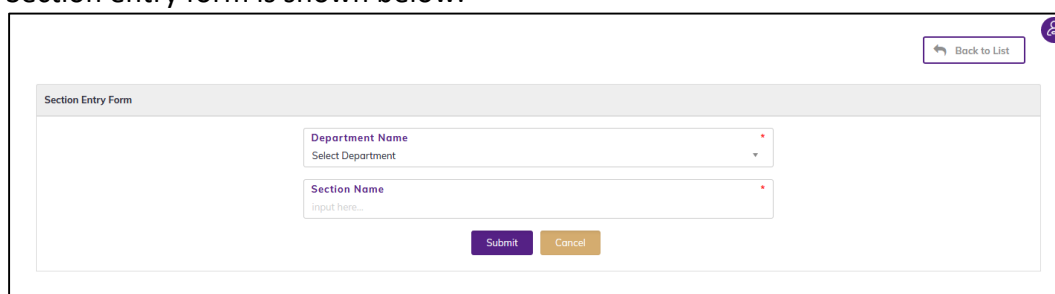


SL	Department Name	Section Name	Action
1	Administration	Statistics	
2	Administration	Accountant	
3	Administration	Store Keeper	
4	Administration	Cashier	
5	Administration	Health Educator	
6	Administration	Office Assistant	
7	Administration	RMO	
8	Administration	Head Clerk	
9	Administration	Matron	

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

24.20.2. Add New Section

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



Back to List

Section Entry Form

Department Name
Select Department

Section Name
Input here...

Submit Cancel

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

24.20.3. Edit Section

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

24.20.4. Delete Section

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

24.21. Facility Entry

24.21.1. Facility List

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

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

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

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

24.21.2. Add New Facility

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

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

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

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

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

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

- **Add Location**

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

- 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

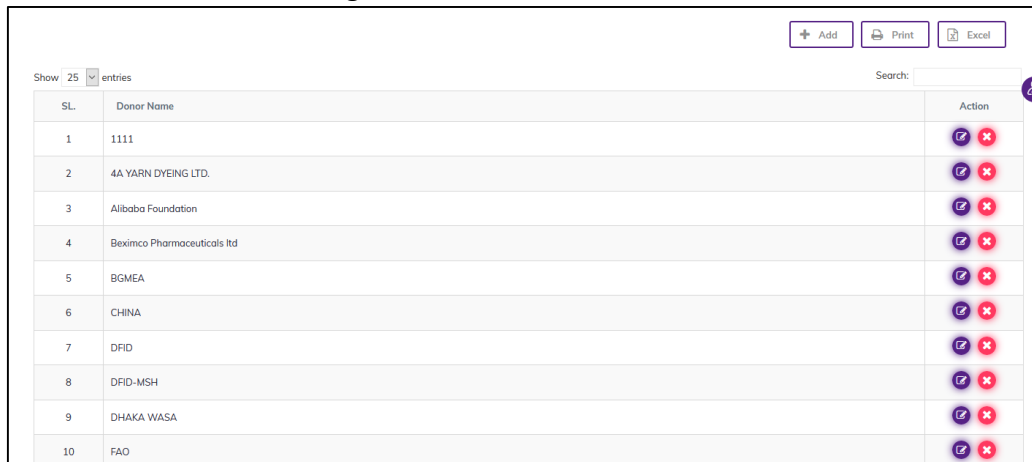
- You cannot delete an already used another transaction.
- To delete a Section from the user needs to click the **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Facility is removed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

24.22. Donor Entry

24.22.1. Donor List

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

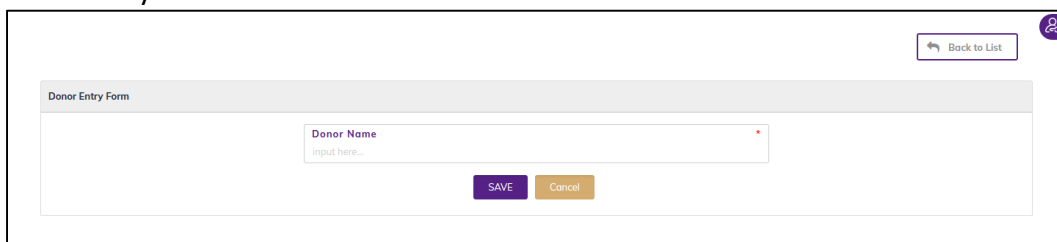
- From **admin** menu, select **Donor** submenu to open Donor entry page which shows the list of all Donor like following screen -



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

24.22.2. Add New Donor

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



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

24.22.3. Edit Donor

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

24.22.4. Delete Donor

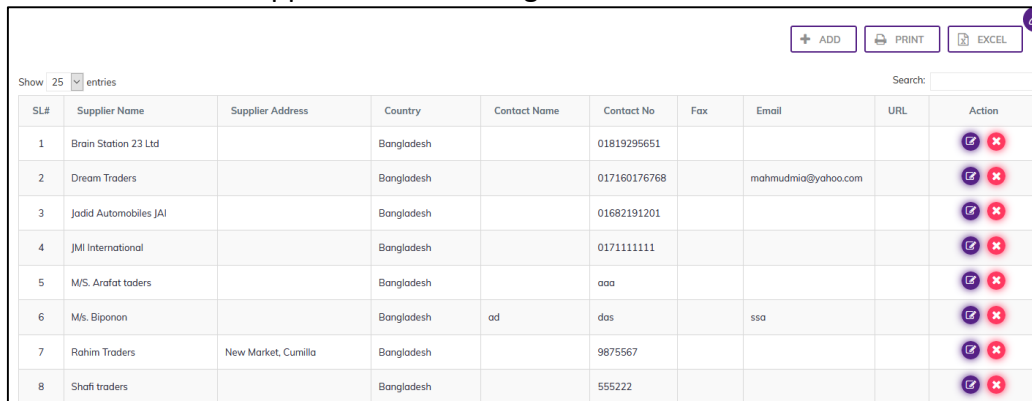
- You cannot delete an already used another transaction.
- To delete a Donor the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Donor is removed permanently.

24.23. Suppliers Entry

24.23.1. Suppliers List

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

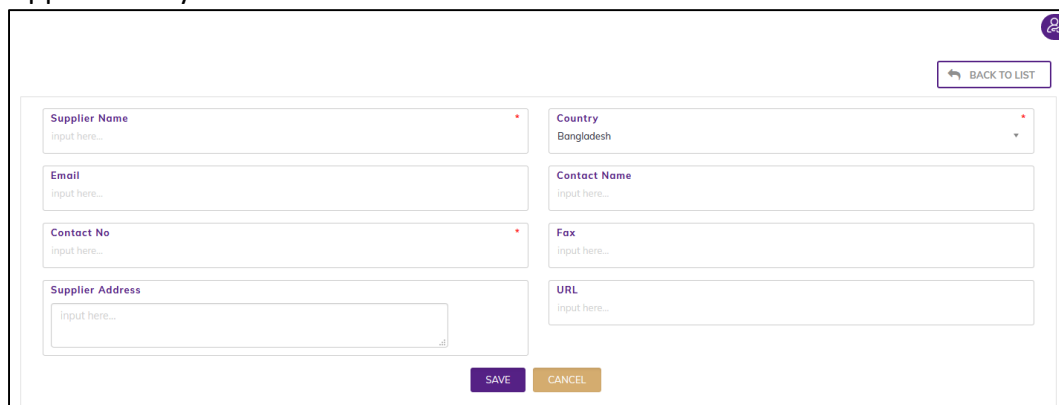
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Suppliers** Entry
- From **admin** menu, select **Suppliers** submenu to open Suppliers entry page which shows the list of all Suppliers like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



SL#	Supplier Name	Supplier Address	Country	Contact Name	Contact No	Fax	Email	URL	Action
1	Brain Station 23 Ltd		Bangladesh		01819295651				
2	Dream Traders		Bangladesh		017160176768		mahmudmia@yahoo.com		
3	Jadid Automobiles JAI		Bangladesh		01682191201				
4	JMI International		Bangladesh		01711111111				
5	M/S. Ararat 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:



Supplier Name
input here...

Country
Bangladesh

Email
input here...

Contact Name
input here...

Contact No
input here...

Fax
input here...

Supplier Address
input here...

URL
input here...

SAVE CANCEL

BACK TO LIST

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

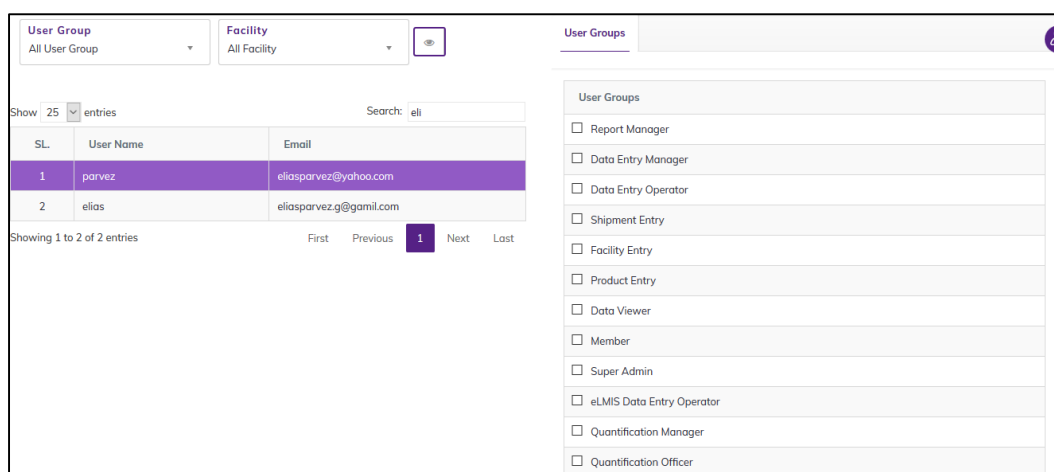
The screenshot shows the 'User Permission Entry' interface. At the top, there's a header bar. Below it, on the left, are two dropdown menus: 'User Group' (set to 'All User Group') and 'Facility' (set to 'All Facility'). To the right of these is a search bar. Below the filters is a table with 11 rows of user data. The table columns are 'SL', 'User Name', and 'Email'. To the right of the table is a sidebar titled 'User Groups' containing a list of permissions with checkboxes: Report Manager, Data Entry Manager, Data Entry Operator, Shipment Entry, Facility Entry, Product Entry, Data Viewer, Member, Super Admin, eLMIS Data Entry Operator, Quantification Manager, and Quantification Officer.


SL	User Name	Email
1	quantificationofficer4	quantificationofficer4@yahoo.com
2	quantificationmanager4	quantificationmanager4@yahoo.com
3	quantificationofficer3	quantificationofficer3@yahoo.com
4	quantificationofficer2	quantificationofficer2@yahoo.com
5	quantificationmanager3	quantificationmanager3@yahoo.com
6	nitase05	nitabarmam@yahoo.com
7	munshidhm	munshidhm@gmail.com
8	mymenscsom	mymenscsom@yahoo.com
9	quantificationofficer1	quantificationofficer1@gmail.com
10	quantificationmanager2	quantificationmanager2@gmail.com
11	quantificationmanager1	quantificationmanager1@gmail.com

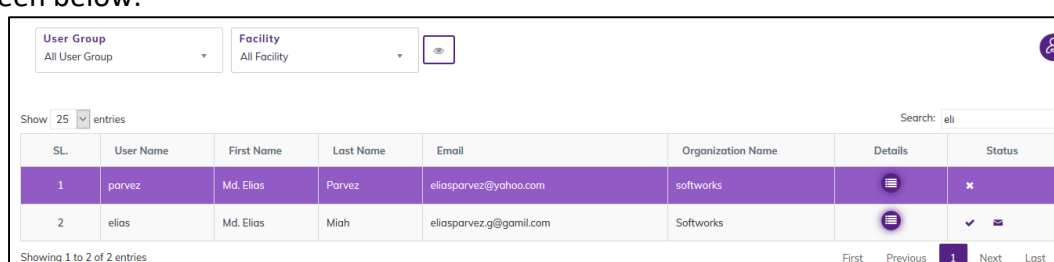
- The user permission has 3 filter criteria
 1. **User Group:** You will see the user group
 2. **Facility:** Facility of the user
 3. **Search:** Search a user

24.24.1. Activate a User

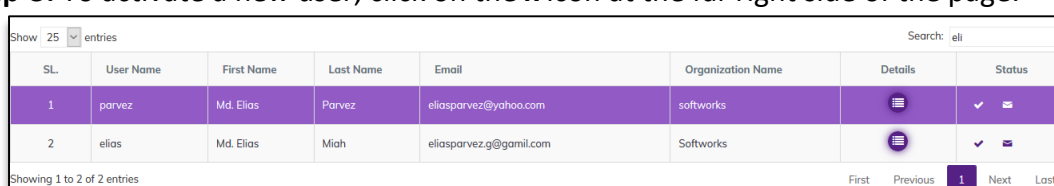
Step-1: The newly registered user should be shown at the top of the list. If not, search for the user in the user list at the left side of the screen.



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

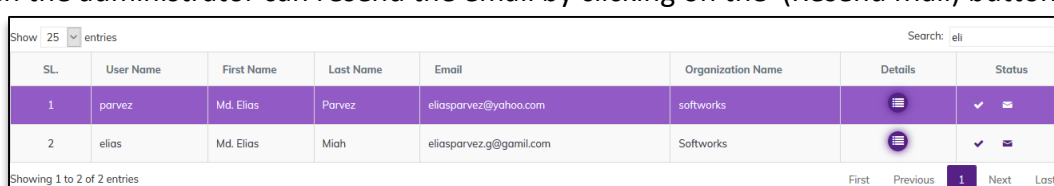


Step-3: To activate a new user, click on the **x** icon at the far right side of the page.



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.

The screenshot shows the 'User Management' interface. At the top, there are dropdowns for 'User Group' (set to 'All User Group') and 'Facility' (set to 'All Facility'). Below these is a search bar with the text 'eli'. A table lists two users:

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

Below the table, it says 'Showing 1 to 2 of 2 entries' and has pagination links: 'First', 'Previous', '1' (highlighted), 'Next', 'Last'. On the right, there is a 'User Groups' list with checkboxes for various roles:

- ☐ Report Manager
- ☐ Data Entry Manager
- ☐ Data Entry Operator
- ☐ Shipment Entry
- ☐ Facility Entry
- ☐ Product Entry
- ☐ Data Viewer
- ☐ Member
- ☐ Super Admin
- ☐ eLMIS Data Entry Operator
- ☐ Quantification Manager
- ☐ Quantification Officer

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

The screenshot shows a 'Selection of Facility' popup form. It has a search bar and a table with two columns: 'Facility' and 'Facility Level'. The table lists five facilities, all with 'COVID-19 Facility' as the level:

Facility	Facility Level
<input type="radio"/> 100 bed Burn Unit at DMCH	COVID-19 Facility
<input type="radio"/> Abhoynagar Upazila Health Complex	COVID-19 Facility
<input type="radio"/> Adamdighi Upazila Health Complex	COVID-19 Facility
<input type="radio"/> Aditmari Upazila Health Complex	COVID-19 Facility
<input type="radio"/> Agailjhara Upazila Health Complex	COVID-19 Facility

Below the table, it says 'Showing 1 to 659 of 659 entries'. At the bottom are 'SAVE' and 'CANCEL' buttons.

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

The screenshot shows the 'User Management' interface after selecting a facility. The 'User Groups' list on the right now has the checkbox for 'eLMIS Data Entry Operator (100 bed Burn Unit at DMCH)' checked:

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

24.24.3. Deactivate a User

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


Show 25 entries Search: eli

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





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

User Groups



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





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

Show 25 entries Search: eli

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

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

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

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

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

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

24.25. Audit log

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

Audit Log

Log Start Date

21/9/2020

Log End Date

28/9/2020

Request Type

All

Table Name

All

User List

All

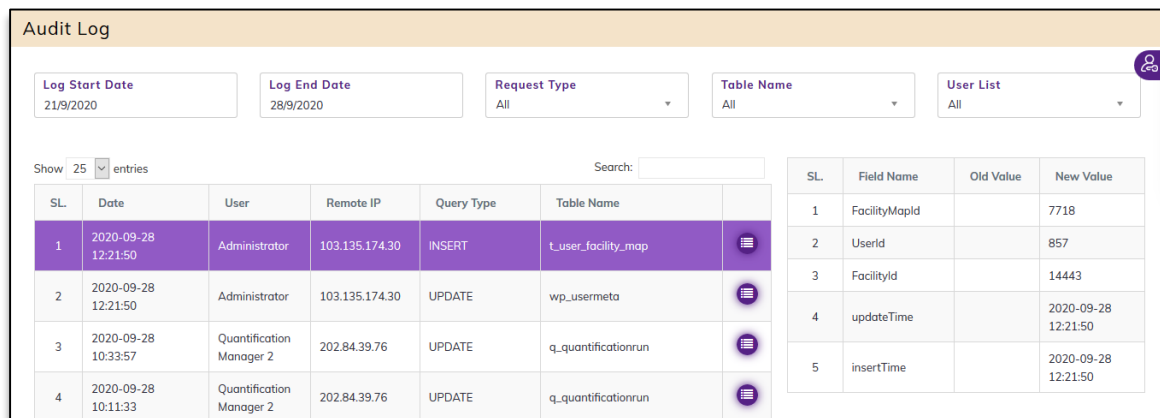
Show 25 entries

Search:

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

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

- 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:



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

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

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

24.26. Error Log

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

Error Log							
Show 25 entries		Search: <input type="text"/>					
SL	Remote IP	User	Date	Type	Query	Error No	Error Message
1	103.59.38.6	Administrator	2020-09-26 15:07:18	INSERT	SQL: INSERT INTO asset_detail (McProfileId,ItemNo,salvageval,SerialNo,tagNo,FacilityId,SupplyDate,assetRemarks,DateRecvInStore,ManufacturerSNo,InstallationDate,AssetLocation,CountyId,FSourceId,MStatusId,DecompositionDate,WarrantyExpair,user_name,UsefullLife,DepRate,SectionId,ProcuringId,MScheduleId,bDraft) values (McProfileId,ItemNo,salvageval,SerialNo,tagNo,FacilityId,SupplyDate,assetRemarks,DateRecvInStore,ManufacturerSNo,InstallationDate,AssetLocation,CountyId,FSourceId,MStatusId,DecompositionDate,WarrantyExpair,user_name,UsefullLife,DepRate,SectionId,ProcuringId,MScheduleId,bDraft) Parameter(s): []	1265	Data truncated for column 'DepRate' at row 1

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

Error Log							
Show 25 entries		Search: <input type="text"/>					
SL	Remote IP	User	Date	Type	Query	Error No	Error Message
1	103.59.38.6	Administrator	2020-09-26 15:07:18	INSERT	SQL: INSERT INTO asset_detail (McProfileId,ItemNo,salvageval,SerialNo,tagNo,FacilityId,SupplyDate,assetRemarks,DateRecvInStore,ManufacturerSNo,InstallationDate,AssetLocation,CountyId,FSourceId,MStatusId,DecompositionDate,WarrantyExpair,user_name,UsefullLife,DepRate,SectionId,ProcuringId,MScheduleId,bDraft) values (McProfileId,ItemNo,salvageval,SerialNo,tagNo,FacilityId,SupplyDate,assetRemarks,DateRecvInStore,ManufacturerSNo,InstallationDate,AssetLocation,CountyId,FSourceId,MStatusId,DecompositionDate,WarrantyExpair,user_name,UsefullLife,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:
 - Remote IP:** IP address of the computer where the error occurred
 - User:** COVID-19 SCM BANGLADESH user's ID
 - Date:** Date and time of the command executed by the user
 - Type:** Command type executed by the user (INSERT/UPDATE/DELETE)
 - Query:** The SQL command which is the source of the error
 - Error No:** MySQL Error number (if available)
 - Error Message:** Message that explains the error
- The error messages can be used by the administrator to determine the types of errors that are encountered in the COVID-19 SCM BANGLADESH so they can try to resolve them.

24.27. Distribution Plan Type Entry

24.27.1. Distribution Plan Type List

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

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

SL	Distribution Plan Type	Action
1	Adhoc	
2	Indent	

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

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

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

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
 - 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

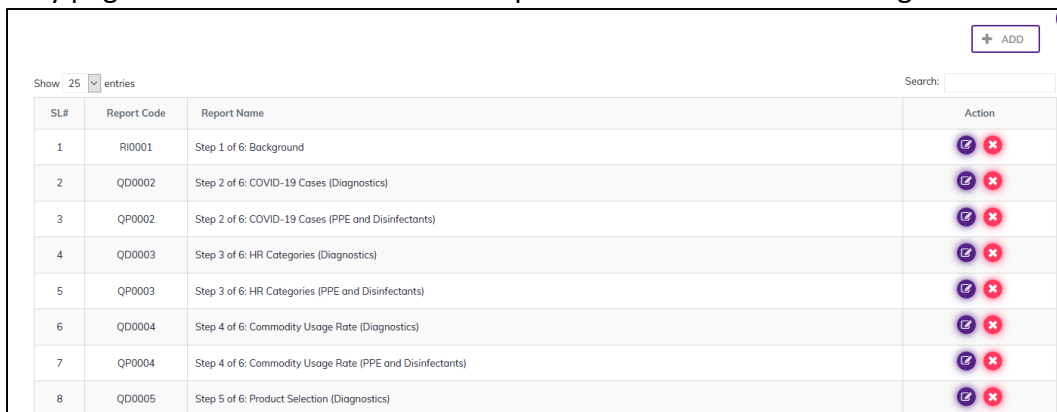
- You cannot delete an already used another transaction.
- To delete a Financial Year the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Financial Year is removed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

24.29. Report Information Entry

24.29.1. Report Information List

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

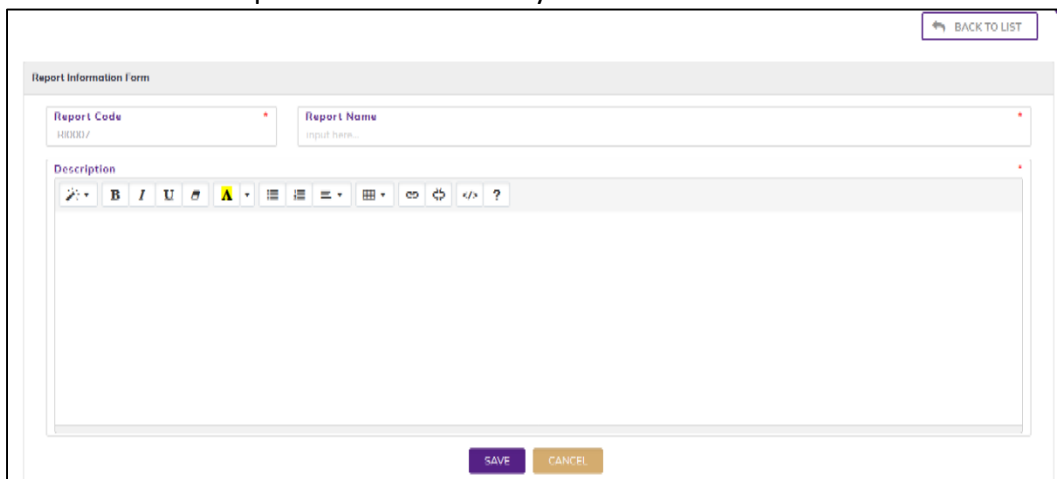
- From **admin** menu, select **Report Information** submenu to open Report Information entry page which shows the list of all Report Information like following screen -



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

24.29.2. Add New Report Information

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



Report Information Form

Report Code:

Report Name:

Description:

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

24.29.3. Edit Report Information

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

24.29.4. Delete Report Information

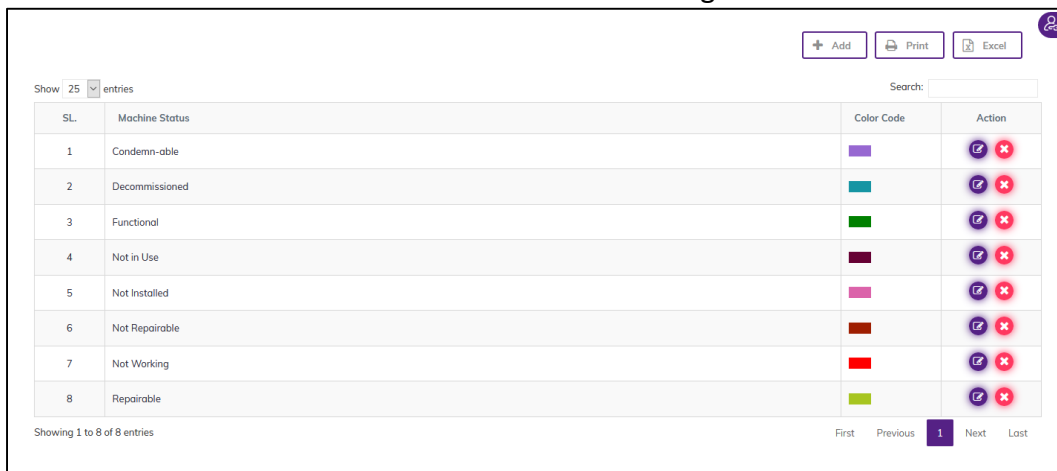
- You cannot delete an already used another transaction.

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

24.30. Machine Status Entry

24.30.1. Machine Status List

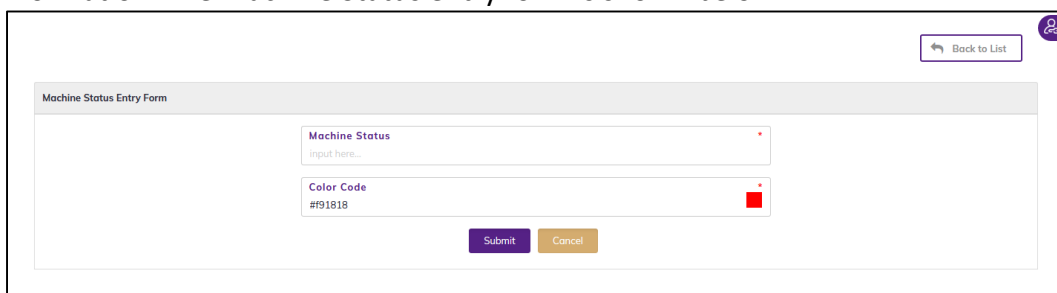
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Machine Status** Entry
- From **admin** menu, select **Machine Status** submenu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



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

24.30.2. Add New Machine Status

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



Machine Status Entry Form

Machine Status
input here...

Color Code
#91818

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

24.30.3. Edit Machine Status

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

24.30.4. Delete Machine Status

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

24.31. Case Groups Entry

24.31.1. Case Groups List

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

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

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

24.31.2. Add New Case Groups

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

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

24.31.3. Edit Case Groups

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

24.31.4. Delete Case Groups

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

24.32. Product of Quantify Entry

24.32.1. Product of Quantify List

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

Product Group
PPE and Disinfectants

Products to Quantify

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

Map with LMIS Products

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

Buttons: + Add, Print, Excel

- 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

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:

Products to Quantify Form

Product Group: PPE and Disinfectants

Product: input here...

Unit: input here...

Unit Price (USD): input here...

Adjustment%: input here...

Wastage%: input here...

Buffer%: input here...

Buttons: SAVE, Cancel, Back to List

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

24.32.3. Edit Product Quantify

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

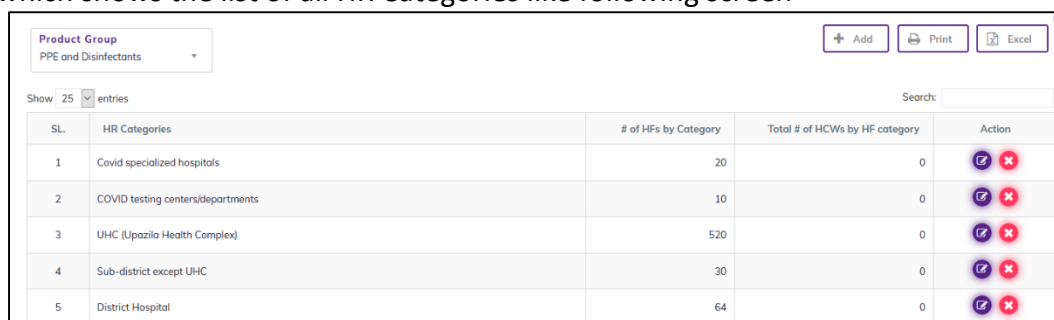
24.32.4. Delete Product Quantify







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

24.33. HR Categories Entry

24.33.1. HR Categories List

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

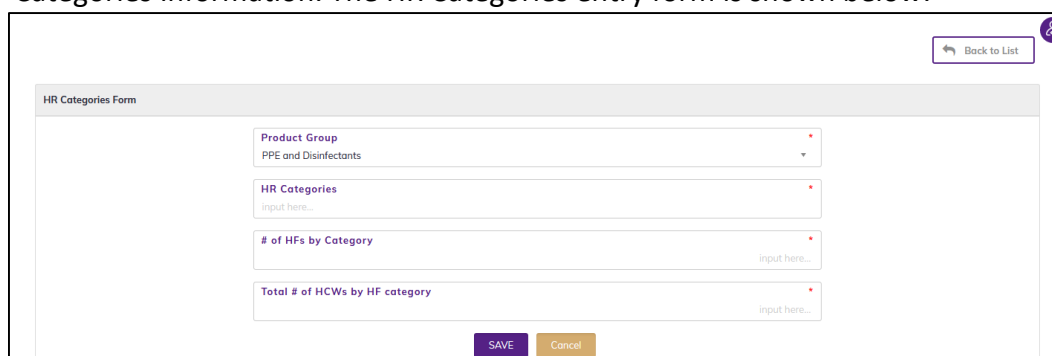


SL	HR Categories	# of HFs by Category	Total # of HCWs by HF category	Action
1	Covid specialized hospitals	20	0	 
2	COVID testing centers/departments	10	0	 
3	UHC (Upazila Health Complex)	520	0	 
4	Sub-district except UHC	30	0	 
5	District Hospital	64	0	 

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

24.33.2. Add New HR Categories

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



Back to List

HR Categories Form

Product Group

PPE and Disinfectants

HR Categories

Input here...

of HFs by Category

Input here...

Total # of HCWs by HF category

Input here...

SAVE

Cancel

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

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

24.33.3. Edit HR Categories

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

24.33.4. Delete HR Categories

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

24.34. Commodity Usage Heads Entry

24.34.1. Commodity Usage Heads List

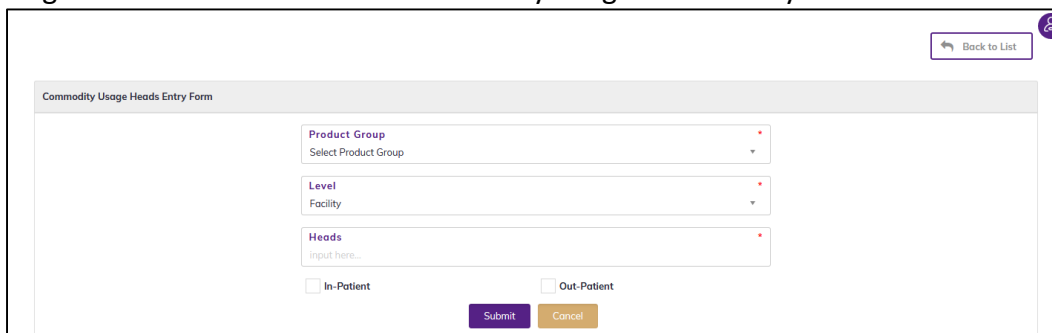
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Commodity Usage Heads** Entry
- From **admin** menu, select **Commodity Usage Heads**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

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

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

24.34.2. Add New Commodity Usage Heads

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



- Fill-up Commodity Usage Heads Information details in the data entry fields
 - Product Group ***: Select the Product group. Where the Product Group Name is situated from the drop-down menu. This is a mandatory field.
 - Level ***: Enter Level. This is mandatory field.
 - Heads***: Enter the Heads. This is mandatory field.
 - In-patient**: Click the Check box. This is not mandatory field.
 - 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.

<div> <div>Update</div> <div>BACK TO LIST</div> </div>			
Subgroup	Product Name	Short Name	Group Name
GLOVES - EXAMINATION	Gloves for Examination - Small (pair)	Gloves for Examination - Small (pair)	COVID-19
GLOVES - EXAMINATION	Gloves for Examination - Medium (pair)	Gloves for Examination - Medium (pair)	COVID-19
GLOVES - EXAMINATION	Gloves for Examination - Large (pair)	Gloves for Examination - Large (pair)	COVID-19
GLOVES - SURGICAL	Gloves for Surgical - 6.0 Inch (pair)	Gloves for Surgical - 6.0 Inch (pair)	COVID-19

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

24.35. Commodity Usage Rate Entry

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

Product 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 HF's	In-Patient (COVID)	Out-Patient (COVID)
Gown, protective	2	2	2	1	1	1	1	1	0	0	0	0
Scrubs, tops	0.03	0.03	0	0.03	0.03	0.03	0.03	0	0	0	0	0
Scrubs, pants	0.03	0.03	0	0.03	0.03	0.03	0.03	0	0	0	0	0

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

24.36. HR Personnel Per Day Entry

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







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

- To Update The HR Personnel Per Day List has a filter criteria
 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://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **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 -

Show 25 entries		+ ADD PRINT EXCEL		Search:	
SL	Procurement Method	Action			
1	DPM	 			
2	ICB	 			
3	NCB	 			
Showing 1 to 3 of 3 entries		First Previous 1 Next Last			

24.37.2. Add New Procurement Method

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

BACK TO LIST	
Procurement Method Entry Form	
<div>Procurement Method</div> <div>Input here...</div>	
<div>SUBMIT</div> <div>CANCEL</div>	

- 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**.

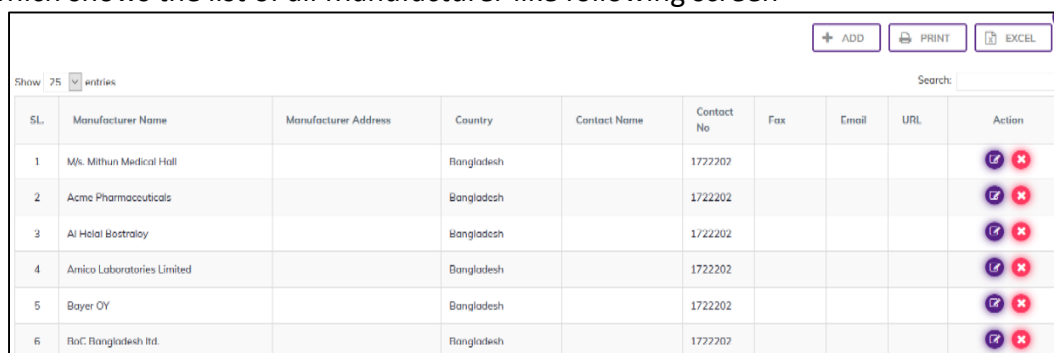
24.37.4. Delete Procurement method













- 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

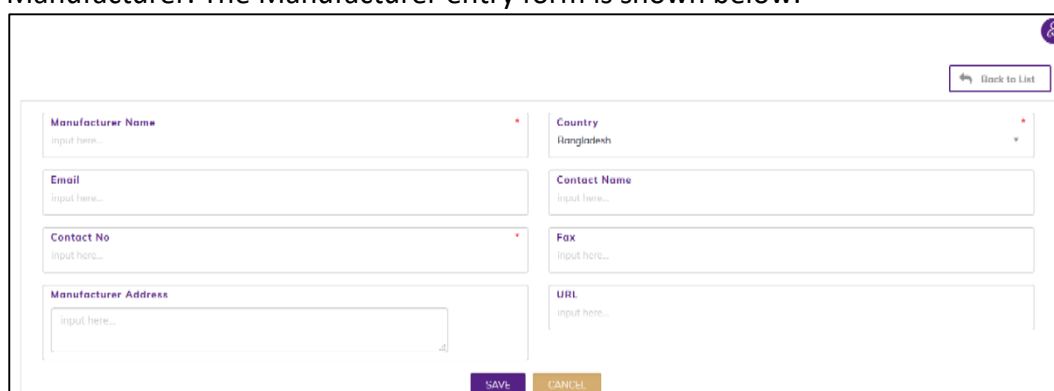
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Manufacturer** Entry
- From **admin** menu, select **Manufacturer** submenu to open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



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

24.28.2. Add New Manufacturer

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



Manufacturer Name
input here...

Country
Bangladesh

Email
input here...

Contact Name
input here...

Contact No
input here...

Fax
input here...

Manufacturer Address
input here...

URL
input here...

Save **Cancel**

Back to List

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

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

24.29.2. Add New Maintenance Schedule

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

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

24.29.3. Edit Maintenance Schedule

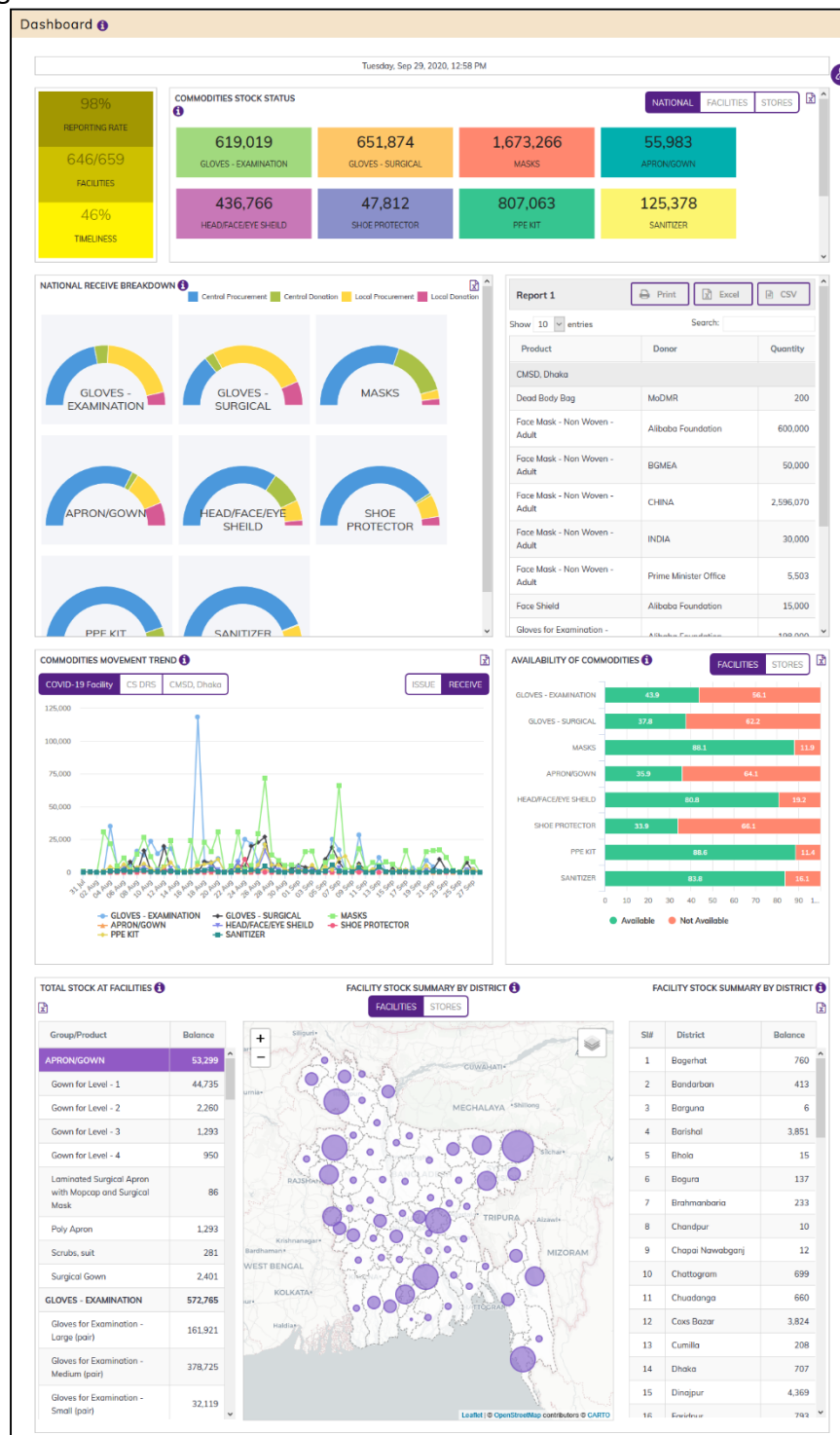
- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?)**. When you confirm the Maintenance Schedule will be displayed for editing.
- Modify the Maintenance Schedule as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

24.29.4. Delete Maintenance Schedule

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

25. Dashboard

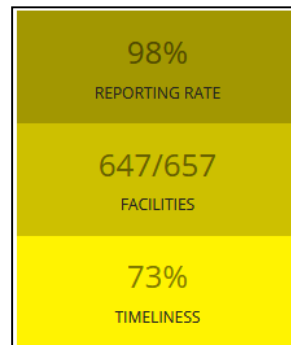
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as any user to see the **COVID-19 COMMODITIES DASHBOARD**, which looks like following screen -



- The dashboard shows 9 different indicator blocks:

25.1. Facility Reporting & Timeliness Rate Status

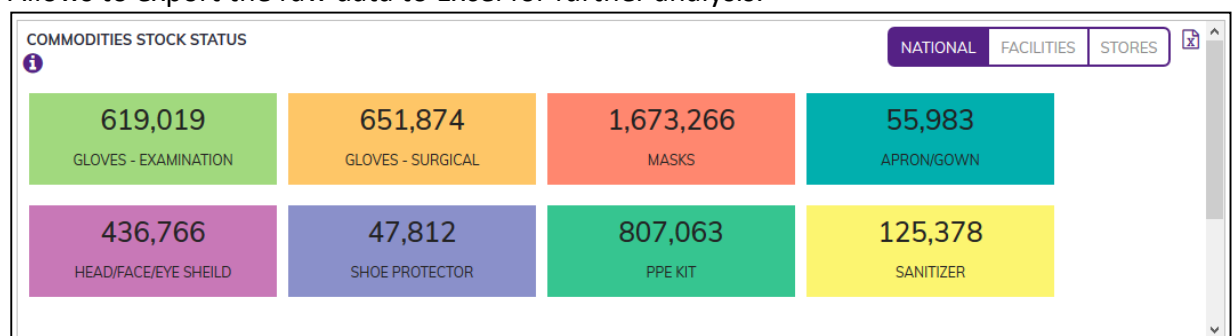
- This block shows various reporting indicators –
 - REPORTING RATE: % of facilities reported at least once in the COVID-19 commodities entry form.
 - FACILITIES: Number of facilities reported at least once vs Number of total facilities who are registered to report.



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

25.2. Commodities Stock Status

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



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

25.3. National Receive Breakdown

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



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

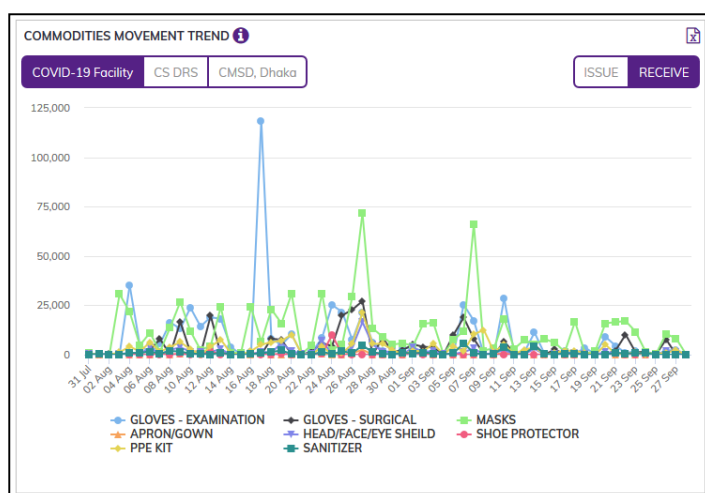
25.4. Central Donation Details

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

Report 1		
<div> <div>Print</div> <div>Excel</div> <div>CSV</div> </div>		
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	108,000

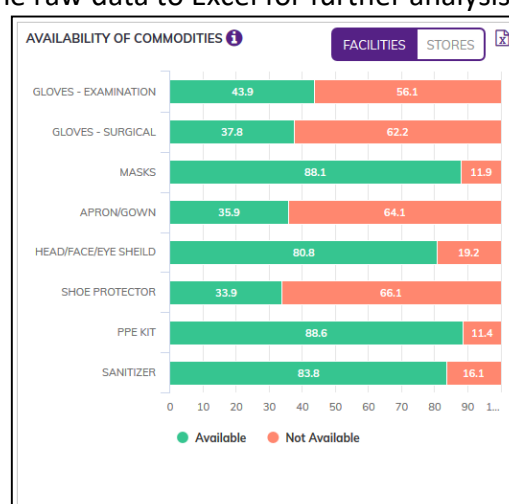
25.5. Commodities Movement Trend

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



25.6. Availability of Commodities

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



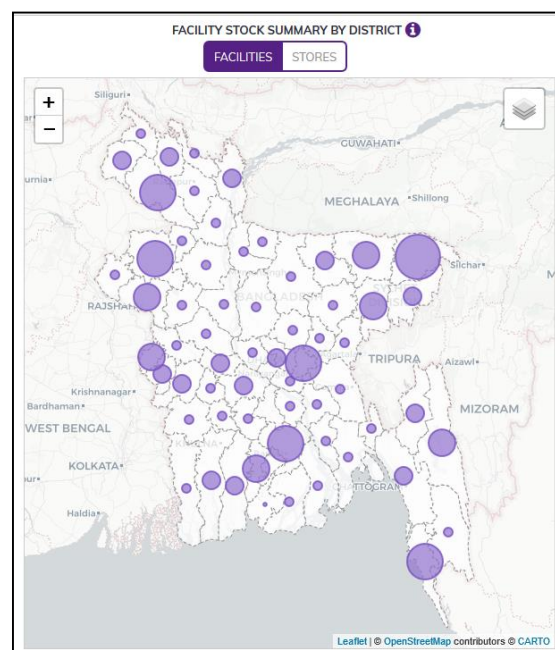
25.7. Total Stock at Facilities

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

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

25.8. Confirmed Cases and Facility Stock Summary by District

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

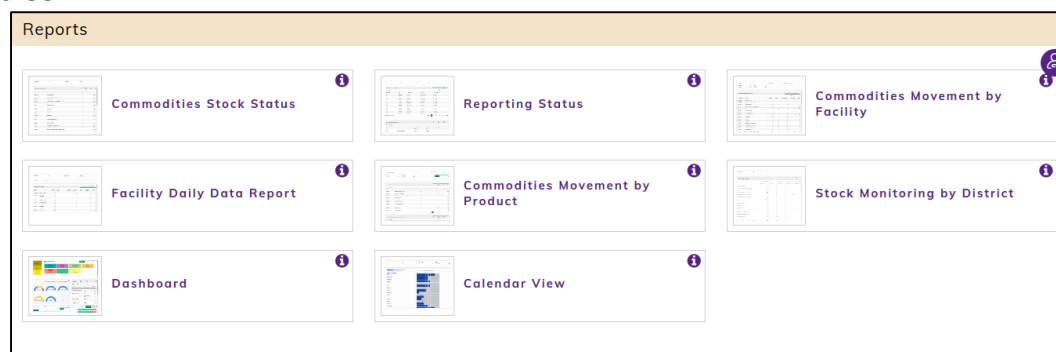


25.9. Facility Stock Summary by District

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

26. Reports

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




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

26.1. COVID-19 Commodities Stock Status

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

Commodities Stock Status			
Division All	District All	Facility Type All	Facility All
Tuesday, Sep 29, 2020, 1:57 PM			
Commodities Stock Status			
			Print Excel CSV
Search:			
Product Code	Product Name	Stock Balance	
COVID001	Gloves for Examination - Small (pair)	36,698	
COVID002	Nitrile Gloves (pair)	4,401	
COVID003	Latex Gloves (pair)	122,331	
COVID004	Gloves for Cleaners (pair)	1,853	
COVID005	Heavy duty Gloves (pair)	2,183	
COVID006	Surgical Mask	562,140	
COVID007	Respiratory Mask	9,473	
COVID008	KN-95 or Equivalent	471,124	

- The report has 4 filter criteria:
 1. **Division:** Select All or a Division
 2. **District:** Select All or a District
 3. **Facility Type:** Select All or a Type
 4. **Facility:** Select All or a Facility
- The report has a table with the following fields:
 1. **Product Code:** COVID-19 product code
 2. **Product Name:** Name of the COVID-19 product
 3. **Stock Balance:** This field shows the reported closing balance

4. **AMC:** Average Monthly Consumption, which is calculated as the average dispense of commodities in last 3 months.
 5. **MOS:** Month of Stock, calculated as Stock Balance divided by AMC.
- By clicking on the  button at the top right of the page, the user can export the report in Excel format.

26.2. COVID-19 Reporting Status

- This report gives the last reporting status of each facility and also can give the last 10 days detailed completion status by site. The report also represents facility non-reported status.

Reporting Status ⓘ




Division
All

District
All

Facility Type
All

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Reporting Status Reported

 Print
  Excel
  CSV

Show 10 entries

Division	District	Facility Code	Facility	Last Report Date
Barishal	Barguna	10001933	Amtali Upazila Health Complex	23-09-2020
Barishal	Barguna	10001937	Bamna Upazila Health Complex	27-09-2020
Barishal	Barguna	10001941	Barguna (sadar) Upazila Health Office	26-09-2020
Barishal	Barguna	10001942	Barguna Civil Surgeon Office	27-09-2020
Barishal	Barguna	10001943	Barguna District Hospital	27-09-2020
Barishal	Barguna	10001945	Betagi Upazila Health Complex	26-09-2020
Barishal	Barguna	10001947	Patharghata Upazila Health Complex	19-09-2020
Barishal	Barishal	10001948	Agailjhara Upazila Health Complex	27-09-2020
Barishal	Barishal	10001955	Babuganj Upazila Health Complex	27-09-2020
Barishal	Barishal	10001963	Bakerganj Upazila Health Complex	27-09-2020

Showing 1 to 10 of 646 entries

Previous 1 2 3 4 5 ... 65 Next

- The report has the following filter criteria:
 1. **Division:** Select All or a Division
 2. **District:** Select All or a District
 3. **Facility Type:** Select All or a Type
- The report has two tables for facility reporting status - '**Reported**' and the other is '**Not Reported**'.
- The '**Current View**' represent last date of completion report each facility. The report displays the list of facilities with their reporting status, with following fields:
 1. **SL #:** Reported facility serial number.
 2. **Division:** Facility division name
 3. **District:** Facility district name
 4. **Facility Code:** Code of the Facility
 5. **Facility Name:** Name of the facility
 6. **Last Report Date:** Status of the facility's last report – RED bullet means the facility last report is not Complete, GREEN means the last report on the specified date is completed.
- The report can be exported in Excel format.
- The Not-Reported tab represents which facilities have not reported ever in the system. The report displays the list of facilities with their reporting status, with following fields:
 7. **SL#:** Reported facility serial number.
 8. **Division:** Facility division name

- 9. **District:** Facility district name
- 10. **Facility Id:** Facility Id
- 11. **Facility Name:** Name of facility
- 12. **Last Report Date:** Always BLANK
- The report can be exported to Excel.

26.3. Commodities Movement by Facility

- The COVID-19 commodities movement by facility report shows the product stock movement by facility.

Commodities Movement by Facility ⓘ

Division
All

District
All

Facility Type
All

Facility
Bamna Upazila Health Complex

Start Date
01/09/2020

End Date
29/09/2020

Tuesday, Sep 29, 2020, 2:11 PM

Commodities Movement by Facility
Print
Excel
CSV


Search:

Product Code	Product	From MoH	Donation	Local Purchased	Total Received	Issue
COVID001	Gloves for Examination - Small (pair)					
COVID002	Nitrile Gloves (pair)					
COVID003	Latex Gloves (pair)					
COVID004	Gloves for Cleaners (pair)					
COVID005	Heavy duty Gloves (pair)					
COVID006	Surgical Mask					10
COVID007	Respiratory Mask					

- The report has following filter criteria:
 1. **Division:** select all or a division
 2. **District:** select all or a district
 3. **Facility Type:** select all or a facility type
 4. **Facility:** select a facility
 5. **Start Date:** select start Date
 6. **End Date:** select end date
- The **Receive** report has a table with the following fields:
 1. **Product Code:** Code of product
 2. **Product Name:** Name of Product
 3. **Received from MOH:** Quantity received from MOH
 4. **Donation:** Quantity received from Donor.
 5. **Local Purchased:** Quantity received from supplier.
 6. **Total Received:** Displayed total receive quantity from MOH, Donor and Local Purchased.
 7. **Issue:** Issued Quantity
- The report can be exported to Excel format

26.4. Facility Daily Data Report

- This report shows the facility data of a specific date entered from health facility.

Facility Daily Data Report 

Division
All




District
All

Facility Type
All

Facility
Antali Upazila Health Complex

Date
23/09/2020

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Facility Daily Data Report   

Product Code	Product	Opening Balance	From MoH	Donation	Local Purchased	Total Received	Issued Quantity	Adjustment Quantity +/-	Closing Balance
COVID001	Gloves for Examination - Small (pair)	0							0
COVID002	Nitrile Gloves (pair)	0							0
COVID003	Latex Gloves (pair)	0							0
COVID004	Gloves for Cleaners (pair)	0							0
COVID005	Heavy duty Gloves (pair)	0							0
COVID006	Surgical Mask	126							126
COVID007	Respiratory Mask	0							0
COVID008	KN-95 or Equivalent	66							66
COVID009	Tyvek Suits	0							0

- The report has the following filter criteria:
 - Division:** Select all or a division
 - District:** select all or a district
 - Facility Type:** select all or facility type
 - Date:** select a date
 - Facility:** select a facility
- The table has the following fields:
 - Product Code:** COVID-19 Product Code
 - Product Name:** COVID-19 Product Name
 - Opening Balance:** show the opening balance of the specific date
 - Received from MOH:** Quantity received from MOH
 - Donation:** Quantity received from Donation
 - Local Purchased:** Quantity received from local purchase
 - Total Received:** Total receive quantity (sum of above 3)
 - Issued Quantity:** issued quantity
 - Adjustment Quantity (+/-):** any positive or negative adjustment
 - Closing Balance:** Closing balance at the end of the date
- The report can be exported to Excel format.

26.5. Commodities Movement by Product

- The COVID-19 Commodities Movement by Product report shows either Receive, Issue or Balance information.


Commodities Movement by Product 


Product
Antiseptic Handrub Solution (EDCL) ▼

Division
All ▼

District
All ▼

Facility Type
All ▼

Start Date
01/09/2020 

End Date
29/09/2020 

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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	Rajshahi Upazila Health Complex	12			12
10001327	Rajarhat Upazila Health Complex	100			100
10001412	Raninagar Upazila Health Complex	100			100
10001560	Rajshahi Medical College Hospital	1,700			1,700
10001862	Kushia 250 bed General Hospital		6		6
10001978	Sher-e-Bangla Medical College Hospital	2,000			2,000
10002042	Kalapara Upazila Health Complex	10			10
10002088	Madhabpur Upazila Health Complex			200	200

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

10000508	Goalanda Upazila Health Complex	10			10
10001085	Rajasthali Upazila Health Complex	12			12
10001327	Rajarhat Upazila Health Complex	100			100
10001412	Raninagar Upazila Health Complex	100			100
10001560	Rajshahi Medical College Hospital	1,700			1,700
10001862	Kushtia 250 bed General Hospital		6		6
10001978	Sher-e-Bangla Medical College Hospital	2,000			2,000
10002042	Kalapara Upazila Health Complex	10			10
10002088	Madhabpur Upazila Health Complex			200	200

- The report can be exported to Excel format.
- The **Issue** report has a table with the following fields:
 1. **Facility Id:** Id of Facility
 2. **Facility Name:** Name of Facility
 3. **Issue:** Issued Quantity during the period

Commodities Movement by Product-Issue			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 Bedded 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.

Stock Monitoring by District ⓘ

Division: Barishal District: Barguna

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Stock Monitoring by District Excel

	Amtali Upazila Health C	Bamna Upazila Health C	Barguna (sadar) Upazila	Barguna Civil Surgeon O	Barguna District Hospital
	Stock (Sum)	Stock (Sum)	Stock (Sum)	Stock (Sum)	Stock (Sum)
Antiseptic Handrub Solution (EDCL)	0	0	0	0	0
Autoclave Machine	1	0	0	0	0
Azithromycin tablet 500mg	0	0	0	0	3,000
Biohazard Bag	0	0	0	0	0
Biohazard bin	0	0	0	0	0
Central Venous Catheters kit	0	0	0	0	0

- The report has the following filter criteria:
 - Division:** Select a division
 - District:** Select a district
- The table has the following fields:
 - Product Name:** product name
- The other columns display current stock status of each facility.
- The report can be exported to Excel format

26.7. Calendar View

- The 'Calendar View' represent last 10 (ten) days of report completed, not completed and not reported status of each facility. The report displays the list of facilities with their reporting status, with following:

Calendar View ⓘ

Division: All District: All Facility Type: All Date: 29/09/2020

Tuesday, Sep 29, 2020, 2:42 PM

☒ Complete
 ☐ Not Complete
 ☐ No Data

Barishal - Barguna

	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24	Sep 25	Sep 26	Sep 27	Sep 28	Sep 29
Amtali Upazila Health Complex	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Bamna Upazila Health Complex	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Barguna (sadar) Upazila Health Office	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Barguna Civil Surgeon Office	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Barguna District Hospital	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Betagi Upazila Health Complex	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Patharghata Upazila Health Complex	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete

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

- The Calendar view can be filtered by Start Date and End Date – if you want to see historical data it allows to change the Start Date, and End Date will be automatically set to 10 days after Start Date.

26.8. Asset Register

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

The screenshot shows the 'Asset Register' interface. At the top, there are four dropdown filters: Division (All), District (All), Facility Name (All), and Asset Location (All). Below these is a summary bar with two colored boxes: a green box with '1 Functional' and a red box with '1 Not Working'. Underneath is a table titled 'Asset Register' with columns: Tag/Asset, Asset Code, Equipment Name, Present Status, Date of Commissioning, Last Date of Warranty, Purchase Value, Procuring Entity, Source of Fund, Date of Receipt by Health Facility, Life Span (Approx Year), Asset Brand, Supplier, and Salvage Value. The table contains two rows of data. Above the table are buttons for 'Print', 'Excel', and 'CSV', and a search bar. A 'Show 10 entries' dropdown is also present.

Tag/Asset	Asset Code	Equipment Name	Present Status	Date of Commissioning	Last Date of Warranty	Purchase Value	Procuring Entity	Source of Fund	Date of Receipt by Health Facility	Life Span (Approx Year)	Asset Brand	Supplier	Salvage Value
EQBD00001	COVID100	Oxygen Concentrator	Not Working	24-12-2020	24-12-2020	1,000,000	CMSD	Global Fund	24-12-2020	5	NA	Brain Station 23 Ltd	12:00
EQBD00002	COVID099	Ventilator	Functional	24-12-2020	31-12-2020	11,213,321	CMSD	GOB-Dev	24-12-2020	5	samsung	Dream Traders	12:00

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

21. **Rate of Depreciation:** Show rate of depreciation

22. **Asset Model:** Show asset model

23. **Manufacturer:** Show manufacturer name

24. **Product Serial No:** Show product serial no.

25. **Remarks:** Show remarks for each asset

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

26.9. Product Stock Report

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

Product Stock Report ⓘ

Division
Dhaka

District
Dhaka

Facility
CMSD, Dhaka-

Product Group
COVID-19

Is Stock
NON ZERO

Date
26/12/2020

Stock Status Table

Print Excel CSV

Show 10 entries

Search:

Product Group	Product Code	Products	Quantity	Unit Price (BDT)	Total (BDT)
CMSD, Dhaka-					
COVID-19	COVID066	Antiseptic Handrub Solution (EDCL)	500	0	0
COVID-19	COVID039	Autoclave Machine	600	0	0
COVID-19	COVID088	Azithromycin tablet 500mg	700	0	0
COVID-19	COVID046	Gloves for Surgical - 6.5 Inch (pair)	23.500	0	0
COVID-19	COVID048	Gloves for Surgical - 7.0 Inch (pair)	2.000	0	0

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

26.10. Product Lot Stock Report

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

Product Lot Stock Report ⓘ

Division
All

District
All

Facility
All

Product Group
COVID-19

Product
All

Product Lot Stock Report Table

Print Excel CSV

Show 10 entries

Product Code	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Quantity	Unit Price (BDT)	Total (BDT)
Chudanga Civil Surgeon Office							
Face Mask - Non Woven - Adult							
COVID068					656	0	0
Face Shield							
COVID013					40	0	0
Gloves for Surgical - 6.5 Inch (pair)							
COVID046					27	0	0
Goggles							
COVID012					1,329	0	0

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

26.11. Indent Report

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

Indent Report ⓘ

Indent From: All Indent To: All

Indent Report Table Print Excel CSV

Show: 10 entries Search:

Product Code	Product	AMC	Stock on Hand	Indent Quantity
Indent To: CMSD, Dhaka				
Indent From: Munshiganj 250 bed District Hospital, Indent#: IND-10000328/20-0001, Date: 08/12/2020				
COVID006	Surgical Mask		220	5,000
COVID008	KN-95 or Equivalent		0	200
COVID013	Face Shield		0	300
COVID046	Gloves for Surgical - 6.5 Inch (pair)		0	5,000

- This form presents the Facility Indent items report. The report has the following filter criteria:
 1. **Indent From:** By default, selected All. Select a facility from dropdown list.
 2. **Indent To:** By default, selected All. You can select another indent to dropdown list.
- The table has the following columns:
 1. **Product Code:** Show the product code.
 2. **Product:** Name of product
 3. **AMC:** Show the product average month of consumption.
 4. **Stock on Hand:** Show the product stock on hand.
 5. **Indent Quantity:** Show the product's actual indent quantity.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.12. Receive Details Report

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

Receive Details Report ⓘ

Division

All

District

All

Facility Level

All

Facility

All

Start Date

01/12/2020

End Date

26/12/2020

Product Group

COVID-19

Product

All

Transaction Type

All

Receive Details Report Table

Print

Excel

CSV

Show 10 entries

Search:

Supplier	Receive Invoice	Receive Date	Donor/ Contract#/ Indent#	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Indent Quantity	Quantity	Unit Price (BDT)	Total (BDT)
DGHS Integrated Control Room											
Gloves for Surgical - 6.0 Inch (pair)											
Shafiq Traders	REC-SUP-DGHSCC001/20-0001	23-12-2020				3924			2,000	0	
Gloves for Surgical - 6.5 Inch (pair)											
Shafiq Traders	REC-SUP-DGHSCC001/20-0001	23-12-2020				3924			4,000	0	
Gloves for Surgical - 7.0 Inch (pair)											
Shafiq Traders	REC-SUP-DGHSCC001/20-0001	23-12-2020				3924			1,000	0	

- This form presents Receive Details report of all the items. The report has the following filter criteria:
 - Division:** By default, selected your Division. Select a Division from dropdown list.
 - District:** By default, selected your district. Select a district from dropdown list.
 - Facility Level:** By default, selected facility level COVID-19 Facility.
 - Facility:** By default, selected your facility. Select a facility from dropdown list.
 - Start Date:** The first day of the month will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required.
 - Product Group:** By default, selected product group COVID-19.
 - Product:** Select All or a product from dropdown list.
 - Transaction Type:** Select ALL or a transaction type from dropdown list.
- The table has the following columns:
 - Supplier:** Show the supplier Name.
 - Receive Invoice:** Show the receive invoice number.
 - Receive Date:** Show the receive invoice date.
 - Donor/ Contract#/ Indent#:** Show the Donor/ Contract#/ Indent#:
 - Lot No:** Show the product lot number.
 - Expiry Date:** Show the product Expiry Date.
 - DGDA NOC#:** Show the product DGDA NOC number.
 - Donor Ref#:** Show the product Donor Ref number.
 - Indent Quantity:** Show the product Indent quantity.
 - Quantity:** Product lot stock quantity.
 - Unit Price (BDT):** Product unit price (BDT).
 - Total (BDT):** Product total (BDT) price.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.13. Receive Summary Report

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

Receive Summary Report ⓘ

Division
All

District
All

Facility Level
All

Facility
All

Start Date
01/12/2020

End Date
26/12/2020

Transaction Type
All

Receive Summary Report Table

Print Excel CSV

Search:

Facility	Receive Date	Receive Invoice	Supplier Invoice	Supplier	Receive Quantity	Total (BDT)
Receive from Supplier						
DGHS Integrated Control Room	23-12-2020	REC-SUP-DGHSCC001/20-0001	88965	Shafiq Traders	18,000	0
Receive Donatoin						
Dohazari 31 Bed Hospital	01-12-2020	REC-DON-10000749/20-0001	ssss	Brain Station 23 Ltd	201	0
Dohazari 31 Bed Hospital	02-12-2020	REC-DON-10000749/20-0003	0112	Dream Traders	500	0

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

26.14. Issue Details Report

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

Issue Details Report ⓘ

Division
All

District
All

Facility Level
All

Facility
All

Start Date
01/12/2020

End Date
26/12/2020

Product Group
COVID-19

Product
All

Transaction Type
All

Issue Details Report Table
Print
Excel
CSV


Show 10 entries
Search:

Indentor/Issue To	Issue Invoice	Issue Date	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Indent Quantity	Quantity
CMSD, Dhaka-								
COVID-19								
KN-95 or Equivalent								
Narayanganj Civil Surgeon Office	ISS-IND-BGD25268/20-0005	23-12-2020					300	300
Chudanga Civil Surgeon Office	ISS-IND-BGD25268/20-0001	23-12-2020					300	300
Netrokona Civil Surgeon Office	ISS-IND-BGD25268/20-0008	23-12-2020					300	300

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

26.15. Issue Summary Report

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

Issue Summary Report 

Division

All

District

All

Facility Level


All

Facility

All


Start Date

01/12/2020



End Date


26/12/2020





Transaction Type

All

Issue Summary Report Table







Search:

Facility	Indentor/Issued To	Issue Date	Issue Invoice	Issue Amount (BDT)
Issue against Indent				
CMSD, Dhaka-	Chuadanga Civil Surgeon Office	23-12-2020	ISS-IND-BGD25268/20-0001	0
CMSD, Dhaka-	Jhenaidah Civil Surgeon Office	23-12-2020	ISS-IND-BGD25268/20-0002	0
CMSD, Dhaka-	Lalmonirhat Civil Surgeon Office	23-12-2020	ISS-IND-BGD25268/20-0004	0
CMSD, Dhaka-	Mymensingh Civil Surgeon Office	23-12-2020	ISS-IND-BGD25268/20-0003	0

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

26.16. Adjustment Details Report

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

Adjustment Details Report ⓘ

Division

All

District

All

Facility Level

COVID-19 Facility

Facility

All

Start Date

01/12/2020

End Date

28/12/2020

Adjustment Type

Add to Stock

Product Group

COVID-19

Product

All

Adjustment Details Report Table

Print

Excel

CSV

Show 10 entries

Search:

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

26.17. Adjustment Summary Report

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

Adjustment Summary Report ⓘ

Division
All

District
All

Facility Level
COVID-19 Facility

Facility
All

Start Date
01/12/2020

End Date
28/12/2020

Adjustment Summary Report

Print
Excel
CSV

Show 10 entries
Search:

To/ From	Adjustment Date	Adjustment Invoice	Total (BDT)
Chuadanga District Hospital			
Chuadanga District Hospital	05-12-2020	ADJ-10001723/20-0001	0
Dohazari 31 Bed Hospital			
Dohazari 31 Bed Hospital	02-12-2020	ADJ-10000749/20-0004	0
Dohazari 31 Bed Hospital	01-12-2020	ADJ-10000749/20-0001	0
Dohazari 31 Bed Hospital	01-12-2020	ADJ-10000749/20-0003	0
Dohazari 31 Bed Hospital	01-12-2020	ADJ-10000749/20-0002	0

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

26.18. Inventory Control Register (ICR)

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

Inventory Control Register (ICR) ⓘ

Division

All

District

All

Facility

Central Medical Store Depot (CMS...

Product Group

COVID-19

Product

All

Start Date

01/12/2020

End Date

28/12/2020

Inventory Control Register (ICR)

Print

Excel

CSV

Search:

Invoice Date	Origin/Destination	Invoice No	Receive	Issue	Balance	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Observations	Signature
Facility: Central Medical Store Depot (CMSD), Dhaka-											
Product: Antiseptic Handrub Solution (EDCL)											
23/12/2020	Central Medical Store Depot (CMSD), Dhaka-	ADJ-BGD25268/20-0001	140,000	0	140,000					Add to Stock	
26/12/2020	Central Medical Store Depot (CMSD), Dhaka-	ADJ-BGD25268/20-0001	500	0	140,500					Add to Stock	
26/12/2020	Central Medical Store Depot (CMSD), Dhaka-	ADJ-BGD25268/20-0001	0	140,000	500					Deduct from Stock	

- This form presents Inventory Control Register (ICR) report of all the items. The report has the following filter criteria:
 - Division:** By default, selected All. Select a Division from dropdown list.
 - District:** By default, selected All. Select a district from dropdown list.
 - Facility:** By default, selected a facility. Select a facility from dropdown list.
 - Product Group:** By default, selected product group COVID-19.
 - Product:** Select All or a product from dropdown list.
 - Start Date:** The first day of the month will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required
- The table has the following columns:
 - Invoice Date:** Show invoice date.
 - Origin/Destination:** Show Origin/Destination.
 - Invoice:** Show invoice number.
 - Receive:** Show product receive Quantity.
 - Issue:** Show product Issue Quantity
 - Balance:** Show product Balance.
 - Lot No:** Show product lot number.
 - Expiry Date:** Show product Expiry Date.
 - DGDA NOC#:** Show product DGDA NOC number.
 - Donor Ref#:** Show product Donor Ref number.
 - Observations:** Show Observations.
 - Signature):** show signature
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.19. Dispense Report

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

Dispense Report ⓘ

Division
All

End Date
28/12/2020

Product
All

District
All

Recipient Group
All

Facility
All

Recipient
All

Start Date
01/12/2020

Product Group
COVID-19

Dispense Report Table

Show 10 entries

Search:

Recipient Group	Recipient	Dispense Date	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Quantity Dispensed
Dohazari 31 Bed Hospital							
COVID-19							
Gloves for Cleaners (pair)							
OPD	OPD1	01-12-2020					70
Gloves for Examination - Large (pair)							
OPD	OPD1	01-12-2020					10
Gloves for Surgical - 6.0 Inch (pair)							
OPD	OPD1	01-12-2020					15
Gloves for Surgical - 8.0 Inch (Pair)							
OPD	OPD1	01-12-2020					3

Print Excel CSV

- This form presents Dispense Report of all the items. The report has the following filter criteria:
 - Division:** By default, selected All. Select a Division from dropdown list.
 - District:** By default, selected All. Select a district from dropdown list.
 - Facility:** By default, selected All facility. Select a facility from dropdown list.
 - Start Date:** The first day of the month will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required
 - Product Group:** By default, selected product group COVID-19.
 - Product:** Select All or a product from dropdown list.
- The table has the following columns:
 - Dispense Date:** Show dispense date.
 - Product Code:** Show product code.
 - Lot No:** Show product lot number.
 - Expiry Date:** Show product Expiry Date.
 - DGDA NOC#:** Show product DGDA NOC number.
 - Donor Ref#:** Show product Donor Ref number.
 - Quantity Dispense:** Show dispense quantity.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.20. Going to Expire Lots Report

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

Going to Expire Lots Report ⓘ

Division
All

District
All

Facility Level
COVID-19 Facility

Facility
All

Product Group
COVID-19

Product
All

Start Date
28/12/2020

End Date
28/02/2022

Going to Expire Lots Report Table

Show 10 entries

Search:

Division	District	Upazila	Product Code	Product	Lot No	Expiry Date	DGDA NOC#	Donor Ref#	Quantity	Unit Price (BDT)	Total (BDT)
Sylhet Shahid Shamsuddin Ahmed District Hospital											
COVID-19											
Sylhet	Sylhet	Sylhet Sadar	COVID089	Inj. Redemsvir 100ml		30-06-2021			96	0	0
Sylhet	Sylhet	Sylhet Sadar	COVID096	PPE Coverall for Level - 3		31-12-2021			2,000	850	1,700,000

Print Excel CSV

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

26.21. Physical Inventory Details Report

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

Physical Inventory Details Report ?

Division

All

District

All

Facility

All

Product Group

COVID-19

Product

All

Start Date

01/12/2020

End Date

29/12/2020

Physical Inventory Details Report

Print Excel CSV

Show 10 entries

Search:

Start Date	Prepared By	Approved By	End Date	Stock Quantity	Physical Quantity	Adjustment Quantity
Central Medical Store Depot (CMSD), Dhaka-						
COVID-19						
Antiseptic Handrub Solution (EDCL)						
26-12-2020	CMSD Data Entry_Trainer	CMSD Data Entry_Trainer	26-12-2020	140,000	0	-140,000
26-12-2020	CMSD Data Entry_Trainer	CMSD Data Entry_Trainer	26-12-2020	0	500	500
23-12-2020	CMSD Data Entry_Trainer	CMSD Data Entry_Trainer	23-12-2020	0	140,000	140,000
Autoclave Machine						
26-12-2020	CMSD Data Entry_Trainer	CMSD Data Entry_Trainer	26-12-2020	0	600	600
Azithromycin tablet 500mg						
26-12-2020	CMSD Data Entry_Trainer	CMSD Data Entry_Trainer	26-12-2020	0	700	700

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

26.22. Facility Contact Report

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

Facility Contact Report ⓘ

Division: All District: All Facility Type: All

Facility Contact Report

Show 10 entries

Print Excel CSV

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

- This form presents Facility Contact Report of all the items. The report has the following filter criteria:
 - Division:** By default, selected All. Select a Division from dropdown list.
 - District:** By default, selected All. Select a district from dropdown list.
 - Facility Type:** By default, selected All. Select a facility Type from dropdown list.
- The table has the following columns:
 - Division:** Show facility division name.
 - District:** Show Facility district name.
 - Facility Id:** Show facility Id name.
 - Facility Name:** Show facility Name.
 - Facility Type:** Show facility type.
 - Facility Head:** Show facility head with contact number.
 - Storekeeper:** Show storekeeper with contact number.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

26.23. Procurement Package Summary Report

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

Procurement Package Summary Report ⓘ

Division: All District: All Facility Name: All Start Date: 01/12/2020

End Date: 29/12/2020

Procurement Package Summary Report

Show 10 entries

Print Excel CSV

Package#	Package Name	Financial Year	Procurement Type	Procurement Method	Funding Source	Start Date	Package Status	Estimated Cost
Central Medical Store Depot (CMSD), Dhaka-								
GD-01	Procurement of PPE	2020-21	Goods	ICB(GOB/IDA/DPI-ICB	Global Fund	29-12-2020	Contract Signed/LC Opened on 29/12/2020	0

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

26.24. Contracts Summary Report

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

Contracts Summary Report ⓘ

Division: All | District: All | Facility Name: All | Start Date: 01/12/2020 | End Date: 29/12/2020 | Payment Status: All

Contracts Summary Report | Print | Excel | CSV

Show 10 entries | Search:

Name of Package	Nature of Procurement	Method	Package Name	Supplier Name	Total Cost	Other Cost	Contract Date	Contract Reference No	Delivery Schedule (Days)	Status	Payment	Remarks
Aditmari Upazila Health Complex				Brain Station 23 Ltd	8,200,000.00		29-12-2020	12344	90		Not Paid	

- This form presents Dispense Report of all the items. The report has the following filter criteria:
 1. **Division:** By default, selected All. Select a Division from dropdown list.
 2. **District:** By default, selected All. Select a district from dropdown list
 3. **Facility Name:** By default, selected All. Select a facility from dropdown list.
 4. **Payment Status:** Select All or a payment Status from dropdown list.
 5. **Start Date:** The first day of the previous 3th months will auto fill, change if required.
 6. **End Date:** Today's date will auto fill, change if required
- The table has the following columns:
 1. **Contract Date:** Show contract Date.

2. **Contract#:** Show contract number.
 3. **Package#:** Show package number.
 4. **Other Cost:** Show other cost.
 5. **Payment Status:** payment status.
 6. **Delivery Schedule:** Show delivery schedule.
 7. **Remarks:** Show remarks.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

26.25. Procurement Package Details Report

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

Procurement Package Details Report

Division: All, District: All, Facility Level: COVID-19 Warehouse, Facility: All, Start Date: 01/12/2020, End Date: 29/12/2020, Procurement Type: All

Print, Excel, CSV

Show 10 entries

Name of Package	Package Name	Start Date	Description	Quantity	Budgeted Unit Price (BDT)	Line Total (BDT)
GD-01	Procurement of PPE	29-12-2020	PPE Coverall for Level - 1	5,000	1,200	6,000,000
GD-01	Procurement of PPE	29-12-2020	Protective Coverall (PPE) - Smart	6,000	1,500	9,000,000

- This form presents Procurement Package Details Report of all the items. The report has the following filter criteria:
 1. **Division:** By default, selected All. Select a Division from dropdown list.
 2. **District:** By default, selected All. Select a district from dropdown list.
 3. **Facility Level:** Select A Facility Level
 4. **Facility Name:** By default, selected All. Select a facility from dropdown list.
 5. **Start Date:** The first day of the previous 3th months will auto fill, change if required.
 6. **End Date:** Today's date will auto fill, change if required
 7. **Procurement Type:** Select A procurement Type
- The table has the following columns:
 1. **Description:** Show Description
 2. **Name of Package:** Show name of package
 3. **Package Name:** Show package name.
 4. **Start Date:** Show package start date.
 5. **Quantity:** Show quantity
 6. **Budget Unit Price (BDT):** show the Budget Unit Price
 7. **Line Total (BDT):** Show line total (BDT)
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

26.26. Contracts Details Reports

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

Contracts Details Reports ⓘ

Division
All

District
All

Facility Level
COVID-19 Facility

Facility Name
All

Start Date
01/12/2020

End Date
29/12/2020

Procurement Type
All

Contracts Details Report

Show 10 entries

Search:

Name of Package	Nature of Procurement	Method	Package Name	Description	Supplier	Estimated Cost	Quantity	Unit Price	Line Total (BDT)	Contract Date	Contract Reference No	Delivery Schedule (Days)	Status
				Antiseptic Handrub Solution (EDCL)	Brain Station 23 Ltd		2,000	350	700,000	29-12-2020	12344	90	
				Azithromycin tablet 500mg	Brain Station 23 Ltd		500,000	15	7,500,000	29-12-2020	12344	90	

Print Excel CSV

- This form presents Contracts Details Reports of all the items. The report has the following filter criteria:
 - Division:** By default, selected All. Select a Division from dropdown list.
 - District:** By default, selected All. Select a district from dropdown list.
 - Facility Level:** Select A Facility Level
 - Facility Name:** By default, selected All. Select a facility from dropdown list.
 - Start Date:** The first day of the previous 3th months will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required
 - Procurement Type:** Select A procurement Type
- The table has the following columns:
 - Name of Package:** Show package name.
 - Nature of Procurement:** Show nature of procurement
 - Method:** Show procurement method.
 - Package Name:** Show package name.
 - Description:** Show description
 - Supplier:** Show Supplier Name
 - Estimate Cost:** Show Estimate cost
 - Quantity:** Show quantity
 - Unit Price:** Show Unit price
 - Line Total:** Show line total
 - Contract Date:** Show Contract Date
 - Contract Reference No:** Show Contract Reference No
 - Delivery Schedule:** Show Delivery Schedule
 - Status:** Show Status
 - Payment:** Show Payment
 - Remarks:** Show remarks.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

26.27. Facility eLMIS Activity Status

- Select Facility eLMIS Activity Status report, after selecting you will see the following screen -

Facility eLMIS Activity Status ⓘ

Division
All

District
All

Facility
All

Year
2020

Month
12- December

Facility eLMIS Activity Status

Print Excel CSV

Show 10 entries

Facility Code	Facility	Facility Head	Store Keeper	Last Activity	Last Daily Report Generate Date	Non-zero Product	Receive	Issue	Adj	Indent
10001776	Jhenaidah District Hospital			2020-12-26 08:46	2020-12-25	18	0	4	5	0
10000453	Narsingdi 100 Bed Zilla Hospital			2020-12-26 08:39	2020-12-25	25	0	6	1	1
BGD25268	CMSD, Dhaka-			2020-12-26 08:37		13	0	8	3	0

- This form presents Asset Report of all the items. The report has the following filter criteria:
 - Division:** Select All or a Division from dropdown list.
 - District:** Select All or a district from dropdown list.
 - Facility Name:** Select a facility from dropdown list.
 - Year:** Select year from dropdown list.
 - Month:** Select Month from dropdown list.
- The table has the following columns:
 - Facility Code:** Show the facility code.
 - Facility:** Show the facility Name.
 - Facility Head:** Show the facility head Name with Contact number.
 - Store Keeper:** Show the facility Store keeper name with contact number.
 - Last Activity:** Show the facility last activity date.
 - Last Daily Report Generate Date:** Show the facility last daily report generate date.
 - Non-zero Product:** Show the facility heaving number of non-zero product for selected month
 - Receive:** Show the facility received number of receive invoice for selected month
 - Issue:** Show the facility Issued number of Issue voucher for selected month.
 - Adj:** Show the facility number created of adjusted invoice selected month.
 - Indent:** Show the facility submitted number of indents for the selected month.

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

27. Entry Forms

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidemis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM homepage screen will appear
- Login as 'Operator' user
- From **Entry Forms** menu, select **Commodities Entry Form** submenu to open Commodities Entry Form.

27.1. COVID-19 Commodities Stock Data View

- This form is used to view the daily stock status reports. The form looks like following -

Commodities Entry Form

Facility: Lalmonirhat Civil Surgeon Office Date: 23/12/2020

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)								0
2	COVID043	Gloves for Examination - Medium (pair)								0
3	COVID044	Gloves for Examination - Large (pair)								0
4	COVID045	Gloves for Surgical - 6.0 Inch (pair)		0	0	2000	2000	0	0	2000
5	COVID046	Gloves for Surgical - 6.5 Inch (pair)		0	0	4000	4000	0	500	4500
6	COVID048	Gloves for Surgical - 7.0 Inch (pair)		0	0	1000	1000	0	20	1020
7	COVID049	Gloves for Surgical - 7.5 Inch (pair)								0
8	COVID104	Gloves for Surgical - 8.0 Inch (Pair)								0
9	COVID101	Nitrile Gloves - Small (pair)								0

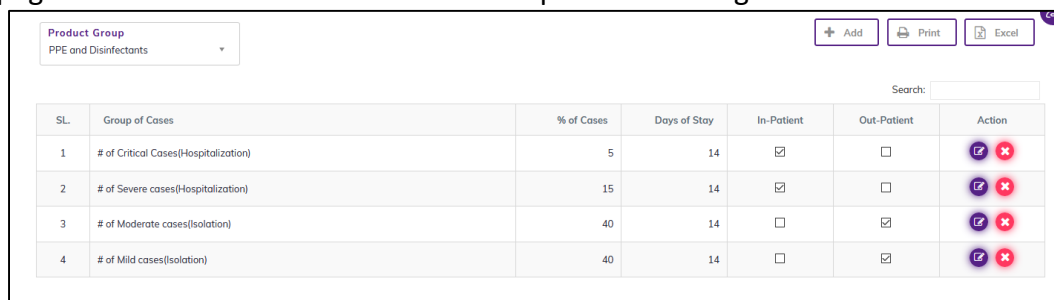
- The following fields can be viewed in:
 1. **Opening Balance:** The amount of stock you have at the beginning of the day
Note: Opening Balance will automatically calculate according to the information you provide previous report.
 2. **Received Quantity:** The quantity you received in this days from the supply source
Note: For your convenience, Receive Quantity has been divided into 03 (three) parts. If the supply is from an official source, show the "From MoH" column. If there is from a donor organization, show the "Donor" column. And if it is procured locally, show the "Local Purchased" column. The sum of all you receive quantity can be seen in "Total Received".
 3. **Issued Quantity:** The quantity issued to Facilities
 4. **Adjustment Quantity (+/-):** Adding or subtracting quantity.
 5. **Closing Balance:** The amount of stock you have at the end of the day.
Note: Closing Balance will automatically calculate according to the information you provide.









28. Administration

28.1. Case Groups Entry

28.1.1. Case Groups List

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

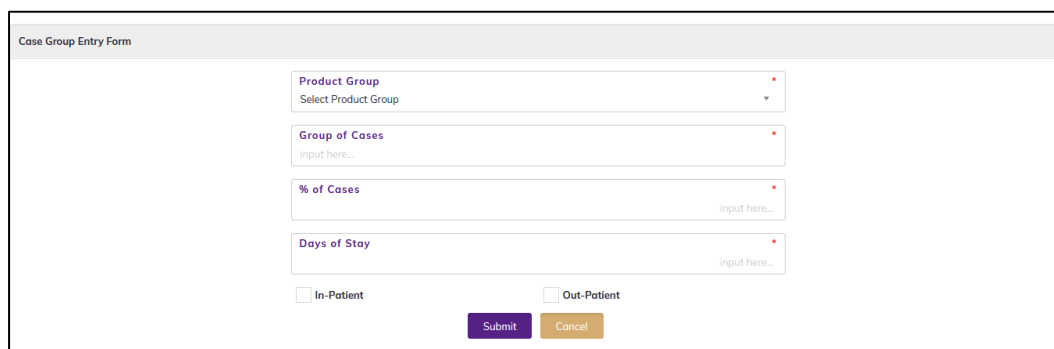


SL	Group of Cases	% of Cases	Days of Stay	In-Patient	Out-Patient	Action
1	# of Critical Cases(Hospitalization)	5	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
2	# of Severe cases(Hospitalization)	15	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
3	# of Moderate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

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

28.1.2. Add New Case Groups

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



Case Group Entry Form

Product Group
Select Product Group

Group of Cases
input here...

% of Cases
input here...

Days of Stay
input here...

☐ In-Patient ☐ Out-Patient

Submit Cancel

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

28.1.3. Edit Case Groups

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

28.1.4. Delete Case Groups

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

28.2. Product of Quantify Entry

28.2.1. Product of Quantify List

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

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

Product Code	LMIS Product	Action
COVID052	Gown for Level - 1	x
COVID091	Gown for Level - 2	x
COVID092	Gown for Level - 3	x
COVID093	Gown for Level - 4	x

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

28.2.2. Add New Product Quantify

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

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

28.2.3. Edit Product Quantify

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

28.2.4. Delete Product Quantify

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

28.3. HR Categories Entry

28.3.1. HR Categories List

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

Product Group PPE and Disinfectants		+ Add Print Excel		
Show	25	entries	Search:	
SL.	HR Categories	# of HFs by Category	Total # of HCWs by HF category	Action
1	Covid specialized hospitals	20	0	Edit Delete
2	COVID testing centers/departments	10	0	Edit Delete
3	UHC (Upazila Health Complex)	520	0	Edit Delete
4	Sub-district except UHC	30	0	Edit Delete
5	District Hospital	64	0	Edit Delete
6	District level/General/other	0	0	Edit Delete
7	Medical/dental college Hospital	0	0	Edit Delete
8	Medical/dental college/institute	0	0	Edit Delete

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

28.3.2. Add New HR Categories

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

[Back to List](#)

Product Group
PPE and Disinfectants

HR Categories
input here...

of HFs by Category
input here...

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

[SAVE](#)
[Cancel](#)

- Fill-up HR Categories Information details in the data entry fields
 - Product Group ***: Select the Product group. Where the Product Group Name is situated from the drop-down menu. This is a mandatory field.
 - HR Categories ***: Enter HR Categories. This is mandatory field.
 - # of Hfs by Category***: Enter the # of Hfs by Category. This is mandatory field.
 - Total # of HCWs by HF category***: Enter the Total # of HCWs by HF category. This is mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

28.3.3. Edit HR Categories

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

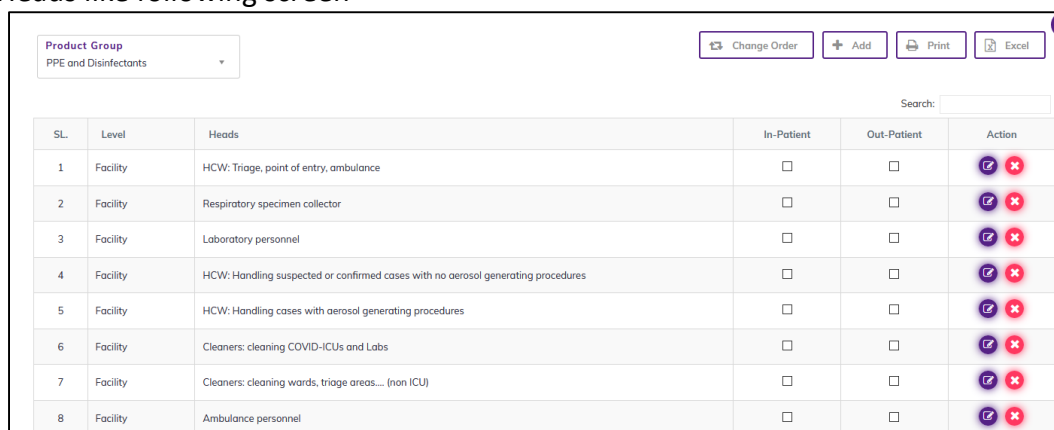
28.3.4. Delete HR Categories

















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

28.4. Commodity Usage Heads Entry

28.4.1. Commodity Usage Heads List

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



SL	Level	Heads	In-Patient	Out-Patient	Action
1	Facility	HCW: Triage, point of entry, ambulance	<input type="checkbox"/>	<input type="checkbox"/>	 
2	Facility	Respiratory specimen collector	<input type="checkbox"/>	<input type="checkbox"/>	 
3	Facility	Laboratory personnel	<input type="checkbox"/>	<input type="checkbox"/>	 
4	Facility	HCW: Handling suspected or confirmed cases with no aerosol generating procedures	<input type="checkbox"/>	<input type="checkbox"/>	 
5	Facility	HCW: Handling cases with aerosol generating procedures	<input type="checkbox"/>	<input type="checkbox"/>	 
6	Facility	Cleaners: cleaning COVID-ICUs and Labs	<input type="checkbox"/>	<input type="checkbox"/>	 
7	Facility	Cleaners: cleaning wards, triage areas... (non ICU)	<input type="checkbox"/>	<input type="checkbox"/>	 
8	Facility	Ambulance personnel	<input type="checkbox"/>	<input type="checkbox"/>	 

- The Commodity Usage Heads has 2 filter criteria
 - **Product Group**: when select a Product Group then showing Product Heads under the selected
 - **Change Order**: To change order
 - **Search**: To search a usage head

28.4.2. Add New Commodity Usage Heads

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

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

28.4.3. Edit Commodity Usage Heads

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

28.4.4. Delete Commodity Usage Heads

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

28.4.5. Product Change Order

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

<div>Update</div> <div>BACK TO LIST</div>			
Subgroup	Product Name	Short Name	Group Name
GLOVES - EXAMINATION	Gloves for Examination - Small (pair)	Gloves for Examination - Small (pair)	COVID-19
GLOVES - EXAMINATION	Gloves for Examination - Medium (pair)	Gloves for Examination - Medium (pair)	COVID-19
GLOVES - EXAMINATION	Gloves for Examination - Large (pair)	Gloves for Examination - Large (pair)	COVID-19
GLOVES - SURGICAL	Gloves for Surgical - 6.0 Inch (pair)	Gloves for Surgical - 6.0 Inch (pair)	COVID-19
GLOVES - SURGICAL	Gloves for Surgical - 6.5 Inch (pair)	Gloves for Surgical - 6.5 Inch (pair)	COVID-19
GLOVES - SURGICAL	Gloves for Surgical - 7.0 Inch (pair)	Gloves for Surgical - 7.0 Inch (pair)	COVID-19
GLOVES - SURGICAL	Gloves for Surgical - 7.5 Inch (pair)	Gloves for Surgical - 7.5 Inch (pair)	COVID-19
Others	Nitrile Gloves - Small (pair)	Nitrile Gloves - Small (pair)	COVID-19
Others	Nitrile Gloves - Medium (pair)	Nitrile Gloves - Medium (pair)	COVID-19
Others	Nitrile Gloves (pair)	Nitrile Gloves (pair)	COVID-19
Others	Latex Gloves (pair)	Latex Gloves (pair)	COVID-19

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

28.5. Commodity Usage Rate Entry

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **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 HF's	In-Patient (COVID)	Out-Patient (COVID)
Gown, protective	2	2	2	1	1	1	1	1	0	0	0	0
Scrubs, tops	0.03	0.03	0	0.03	0.03	0.03	0.03	0	0	0	0	0
Scrubs, pants	0.03	0.03	0	0.03	0.03	0.03	0.03	0	0	0	0	0
Apron, disposable	0	0	0	0	1	0	0	0	0	0	0	0
Apron, heavy duty, reusable	0	0	0	0	0	0.05	0.05	0	0	0	0	0
Gum boots	0	0	0	0	0	0.01	0.01	0	0	0	0	0
Gloves, heavy duty	0	0	0	0	0	0.1	0.1	0	0	0	0	0
Gloves, examination	8	8	8	4	24	0	0	4	0	0	0	0

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

28.6. HR Personnel per Day Entry

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

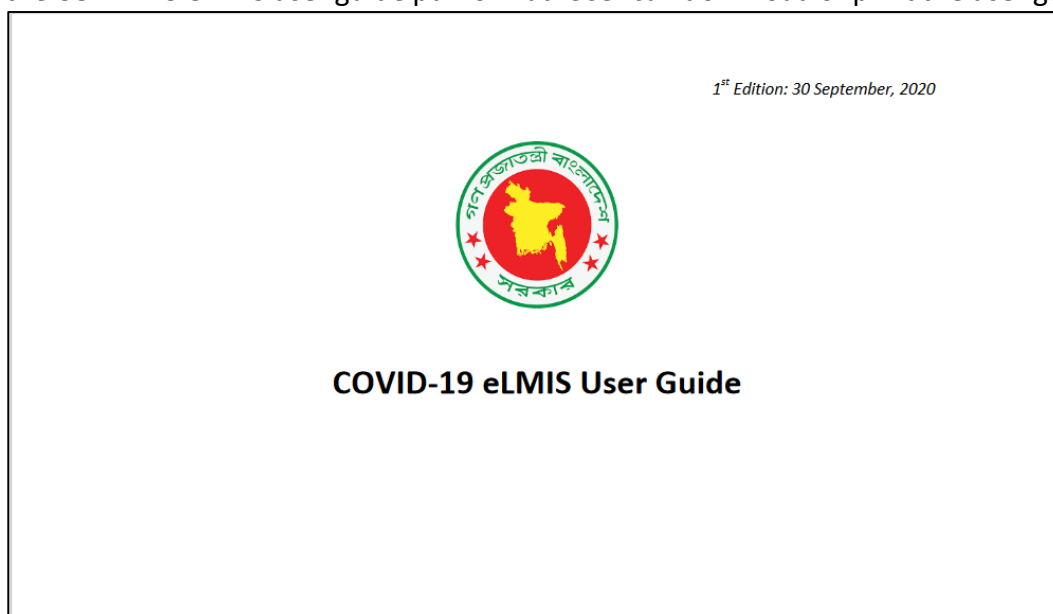
Product Group PPE and Disinfectants		Average quantity per day per person/patient											Print Excel	
Product Description	HCW: Triage, point of entry, ambulance	Respiratory specimen collector	Laboratory personnel	HCW: Handling suspected or confirmed cases with no aerosol generating procedures	HCW: Handling cases with aerosol generating procedures	Cleaners: cleaning COVID-ICUs and Labs	Cleaners: cleaning wards, triage areas... (non ICU)	Ambulance personnel	Admin staff	People visiting HF's	In-Patient (COVID)	Out-Patient (COVID)		
Gown, protective	2	2	2	1	1	1	1	1	0	0	0	0		
Scrubs, tops	0.03	0.03	0	0.03	0.03	0.03	0.03	0	0	0	0	0		
Scrubs, pants	0.03	0.03	0	0.03	0.03	0.03	0.03	0	0	0	0	0		
Apron, disposable	0	0	0	0	1	0	0	0	0	0	0	0		
Apron, heavy duty, reusable	0	0	0	0	0	0.05	0.05	0	0	0	0	0		
Gum boots	0	0	0	0	0	0.01	0.01	0	0	0	0	0		
Gloves, heavy duty	0	0	0	0	0	0.1	0.1	0	0	0	0	0		
Gloves, examination	8	8	8	4	24	0	0	4	0	0	0	0		

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

29. User Guide

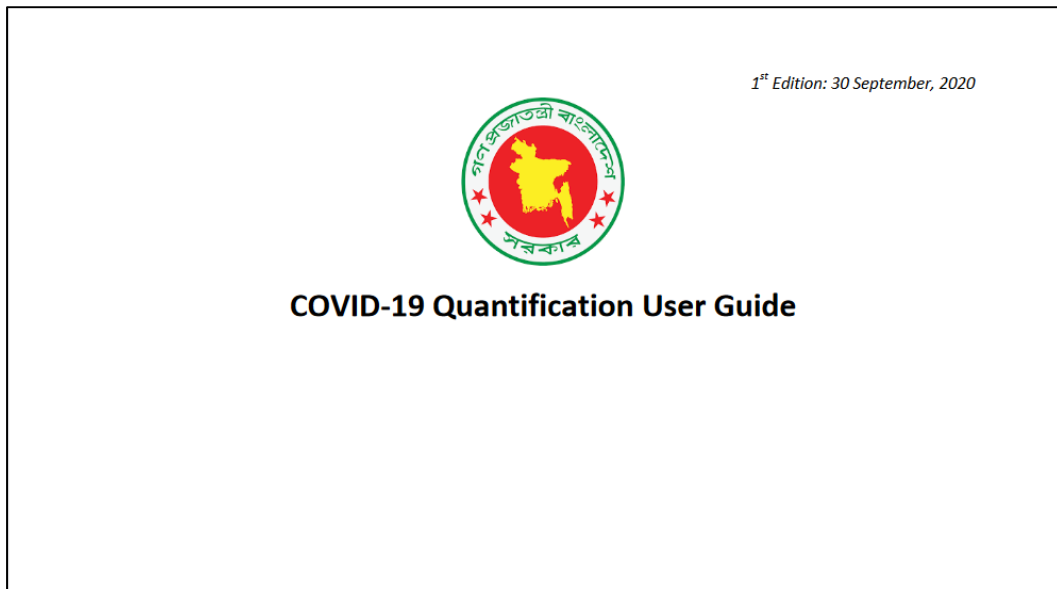
29.1. COVID-19 eLMIS User Guide

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
























29.2. COVID-19 Quantification User Guide

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



30. Circulars

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://covidelmis.dghs.gov.bd/> in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to Data Quality Management-6
- Select **Circulars** menu. The user get COVID-19 Circulars pdf format. User can download or print documents.

Circulars							
COVID-19 CIRCULARS							
Title	Description	Version	Size	Hits	Date added	Date modified	Download
 2020.04.29 Notice of PPE testing Laboratory cc to			1.17 MB	170	15-07-2020	15-07-2020	Download 
							Preview 
 PPE for Healthcare Workers_Bangla			502.58 KB	62	15-07-2020	15-07-2020	Download 
							Preview 
 PPE for Healthcare Workers_English			566.22 KB	33	15-07-2020	15-07-2020	Download 
							Preview 
 WHO Specs COVID			1.72 MB	7	15-07-2020	15-07-2020	Download 
							Preview 
 2020.06.15 Meeting Minutes on level wise PPE usage_DGDA & DGHS ICR			1.23 MB	1	15-07-2020	15-07-2020	Download 
							Preview 
 2020.06.18 Official Letter on কাজের বা কাজের জাম্বু Cover All, Gown এবং Mask এবং_UHFPO			1.72 MB	1	15-07-2020	15-07-2020	Download 
							Preview 
 2020.05.12 Office Order_Donation will receive by DGHS ICR Joint Focal Person -COVID Store, DGHS			210.00 KB	7	15-07-2020	15-07-2020	Download 
							Preview 

- End -