

# DGHS eLMIS Bangladesh

## TB-eLMIS User Guide

September 2022

### Prepared by:

**USAID Medicines, Technologies, and Pharmaceutical Services (MTaPS) Program, Bangladesh**



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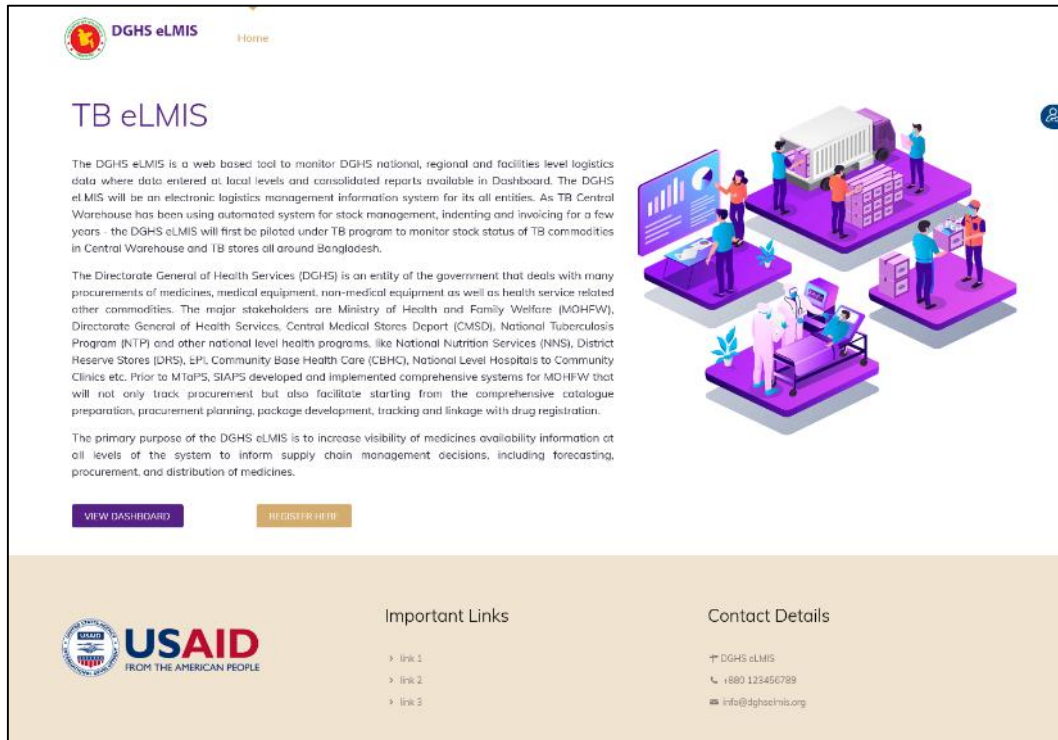
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# 1. How to Browse the DGHS eLMIS

## 1.1. How to go to the (DGHS eLMIS) Home page

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://elmis.ntp.gov.bd> in the address bar.
- The DGHS eLMIS homepage will appear as seen below:

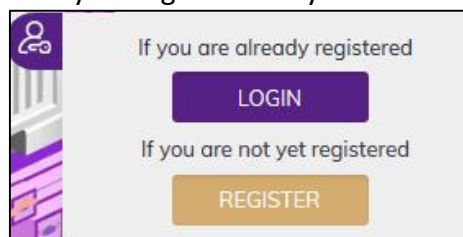


- Appropriate user accounts have been created and shared with all participating health facilities.

## 1.2. How to Log In

### 1.2.1. Log in the DGHS eLMIS

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



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

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

**Facility Dashboard**

**Facility Stock Dashboard**  
Sunday, October 10, 2021, 8:04 AM

Division: All | District: All | Facility: NTP Central Warehouse

Facility ID: C001 | Facility Name: NTP Central Warehouse  
Division/District/Upazila/Area: Dhaka - Dhaka - N/A | Facility Head: N/A

QUARTER END REPORT  
Q2-2021 | Q3-2021  
UNSUBMIT | GENERATE

756 TOTAL PRODUCTS | 47 NON-ZERO PRODUCTS | Saturday, Oct 09, 2021, 11:00 AM LAST ACTIVITY

**BALANCE OF MAJOR COMMODITIES**

28,718,800 2 FDC Adult (R150/H75)	2,668,648 2 FDC Child (R75/H50) DT	2,022,852 3 FDC Child (R75/H50/Z150) DT
28,893,380 4 FDC (R150/H75/Z400/E275)	813,701 Ethambutol 100 mg DT	5,000,000 Ethambutol 400 mg-FLD
1,821,875 Isoniazid 100 mg DT-IPT	484,674 Isoniazid 300 mg-FLD	Levofloxacin 100 mg-FLD
	1,580	

**ISSUE/DISPENSE TREND 6 MONTHS**

**ACTIVITIES NOT UPDATED TO STOCK**

0 International Purchase	0 Receive Donatoin	0 Receive from Supplier
2 Issue Against TB 08 Indent	0 Issue against General Indent	0 Issue Voucher Push
0 Adjustment		

**ACTIVITIES COMPLETED THIS MONTH**

0 International Purchase	0 Receive Donatoin	0 Receive from Supplier
1 Issue Against TB 08 Indent	0 Issue against General Indent	0 Issue Voucher Push
0 Adjustment		

**PENDING GENERAL INDENT**

Indent#	Date	Facility Name	Action
IND-U483/21-0001	01/10/2021	50 Bedded Hospital, Tongi, Gazipur	<a href="#">DETAILS</a>
IND-U139/21-7520	10/10/2021	Dhamrai UHC, Dhaka	<a href="#">DETAILS</a>

**PENDING TB-08 INDENT**

Indent#	Date	Facility Name	Action
IND-U228/21-0001	07/10/2021	Islampur UHC, Jamalpur	<a href="#">DETAILS</a>
IND-N053/21-0001	10/10/2021	Adhunik Medical College Hospital-Uttara, BRAC Daikhin Khan, Dhaka	<a href="#">DETAILS</a>

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

### 1.2.2. Log out from the DGHS eLMIS System

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

Hi Administrator

administrator  
admin@elmis.ntp.gov.bd  
Super Admin

[MY PROFILE](#) [LOGOUT](#)

### 1.3. Menus

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

Home Dashboard Reports Admin eLMIS Entry

## 2. Facility Dashboard

- **DGHS 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 below screen -

The screenshot displays the 'Facility Dashboard' for 'NTP Central Warehouse' on October 10, 2021. It includes a navigation bar, facility details, a 'QUARTER END REPORT' section with 'UNSUBMIT' and 'GENERATE' buttons, and key performance indicators for 'TOTAL PRODUCTS' (756) and 'NON-ZERO PRODUCTS' (47). A 'BALANCE OF MAJOR COMMODITIES' section shows stock levels for various drugs like 2 FDC Adult (R150/H75), 2 FDC Child (R75/H50) DT, and others. A line chart titled 'ISSUE/DISPENSE TREND 6 MONTHS' compares trends for Oct 2021 and Sep 2021. Below, there are sections for 'ACTIVITIES NOT UPDATED TO STOCK' and 'ACTIVITIES COMPLETED THIS MONTH', both showing zero counts for most categories. At the bottom, two tables list 'PENDING GENERAL INDENT' and 'PENDING TB-08 INDENT' with columns for Indent#, Date, Facility Name, and Action.

- The dashboard shows following different indicator blocks:

### 2.1. Facility Stock Dashboard

This screenshot shows the top portion of the 'Facility Stock Dashboard', including the facility name 'NTP Central Warehouse', the 'QUARTER END REPORT' section, and the 'TOTAL PRODUCTS' (756) and 'NON-ZERO PRODUCTS' (47) indicators. It also shows the date and time 'Saturday, Oct 09, 2021, 11:00 AM'.

- **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
- **QUARTER END REPORT:** To create quarter end report generate uses the block.
- **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

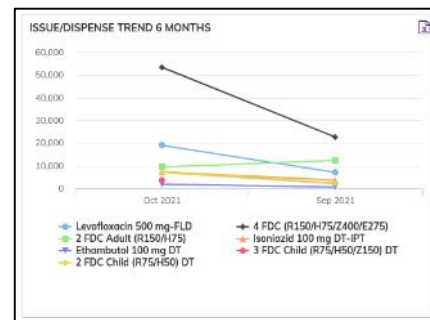


This block displayed the major DGHS commodity group-wise the current stock quantity. Clicking on any block will show the underlying breakup commodities stock status of a Commodity group.

Shows the facility total Issue/Dispense trend summarized by major Product Classifications as well as breakdown by type of issue/dispense to departments, as line chart of last 6 months.

## 2.3. Issue/Dispense Trend 6 Month

Shows the



## 2.4. Activities Not Updated to Stock

This block shows the non-updated transactions entries in RED color in the eLMIS like international purchase, Receive Donation, receive from Supplier, receive from NTP, Indent, Issue/Dispense and adjustment. This is one kind of ALERT the Facility about they give entries but not update the stock that mean transaction done

which are not reflected in stick position/balance.

## 2.5. 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 international purchase, Receive Donation, receive from Supplier, receive from NTP, Indent, Issue/Dispense and adjustment. This is one kind of ALERT the Facility about they give entries but not update the stock that mean transaction done which are not reflected in stick position/balance.



PENDING GENERAL INDENT			
Indent#	Date	Facility Name	Action
IND-U483/21-0001	01/10/2021	50 Bedded Hospital, Tongi, Gazipur	<a href="#">DETAILS</a>
IND-U139/21-7520	10/10/2021	Dhanirai UHC, Dhaka	<a href="#">DETAILS</a>

## 2.6. Pending General Indents

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

## 2.7. Pending TB-08 Indents.

Shows the pending TB-08 indent lists which comes from down tier facilities where yet not issue any commodities. The TB-08 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 TB-08 INDENT			
Indent#	Date	Facility Name	Action
IND-U228/21-0001	07/10/2021	Islampur UHC, Jamalpur	<a href="#">DETAILS</a>
IND-N053/21-0001	10/10/2021	Arhunik Medical College Hospital-Uttara, BRAC Daikkin Khan, Dhaka	<a href="#">DETAILS</a>



## 3. Provisional Receipts

### 3.1. International Purchase (Provisional)

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://elmis.ntp.gov.bd> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Provisional Receipts > International Purchase (Provisional)** submenu

SL	Receive Date	Receive Invoice#	Supplier	Supplier Invoice#	Supplier Invoice Date	Amount
1	11/08/2021	INT-RCV-PRO-C001/21-0001	Demo Supplier	0112	10/08/2021	0

#### 3.1.1. International Purchase (Provisional) - Add

##### 3.1.1.1. International Purchase (Provisional) - Add Invoice Header

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

- Fill in the following data entry fields -
  1. **Receive Invoice#\***: Auto generated, no change required.
  2. **Supplier\***: Select supplier name from drop down. If not available, press on **Supplier+** to add new supplier, the following screen will be displayed.

Enter supplier information then press on **SAVE** button the supplier will be added and selected the supplier dropdown box.

3. **Supplier Invoice#\***: Enter invoice number from supplier's paper document.
  4. **Supplier Invoice Date\***: Today's date will auto fill, change if required. Cannot enter future date.
  5. **Order Number**: Enter the Order number from order paper document.
  6. **Receive By\***: Select the person who is entering data
  7. **Receive Date\***: Today's date will auto fill, change if required. Cannot enter future date.
- **Input non-mandatory fields:**
    8. **Exporter**: Select the exporter name from drop down. If not available, add exporter from Admin > Exporter Entry page.
    9. **Exporter Ref. No**: Enter exporter reference number.
    10. **Exporter Ref. Date**: Today's date will auto fill, change if required. Cannot enter future date.
    11. **Source of Fund**: Select the Source of Fund name from drop down. If not available, add source of fund from Admin > Source of Fund Entry page.
    12. **Source of Fund Ref. No**: Enter Source of Fund reference number.
    13. **Source of Fund Ref. Date**: Today's date will auto fill, change if required. Cannot enter future date.
    14. **Remarks**: Any other description you want to mention.
  - After filling the necessary fields, press **SAVE** button to save the International Purchase (Provisional) 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.

INTERNATIONAL PURCHASE (PROVISIONAL) - CREATE/EDIT

<b>Receive Invoice#</b> INT-RCV-PRO-C001/22-0002	<b>Exporter</b> Select Exporter	<b>Source of Fund</b> Select Source of Fund	<b>Received By</b> Mirza Tafazzal Hossen	<b>Received Date</b> 09/03/2022
<b>Supplier</b> A G Cargo International, Ba...	<b>Exporter Ref. No</b> input here...	<b>Source of Fund Ref. No</b> input here...		
<b>Supplier Invoice#</b> 2333	<b>Exporter Ref. Date</b> input here...	<b>Source of Fund Ref. Date</b> input here...		
<b>Supplier Invoice Date</b> 02/03/2022	<b>Order Number</b> 12548	<b>Remarks</b>		

Search:

Product Code	Product	Quantity Received	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	Line Total
No data available in table							

### 3.1.1.2. International Purchase (Provisional) Invoice - Add Products

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

**ADD PRODUCTS**

**Product Classification**  
All Product Classification

Search:

Product Code	Product	Unit Price
Accerseries		
ACC010	ZN Microscope	0
ACC103	Aluminium frame (18x60x4.1)	0
ACC063	Ambubag	0
ACC060	Aspiration system	0
ACC029	Auto Clave machine	0
ACC007	Auto voltage stabilizers	0
ACC002	BP Blade	0
ACC009	BP Handle	0

Showing 1 to 756 of 756 entries

- You can shortlist the whole products list from Product Classification 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.

Search:

Product Code	Product	Quantity Received	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD							
<input type="checkbox"/> MED002	2 FDC Adult (R150/H75)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/> MED001	4 FDC (R150/H75/Z400/E275)	<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 -
  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. **Donor Ref#:** Enter the item Donor Ref#, if any. If there is no reference – type the Donor name in the box.

5. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
6. **Line Total (BDT):** The line total will be automatically calculated.

Product Code	Product	Quantity Received	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	Line Total
MED002	2 FDC Adult (R150/H75)	280000	1587921	31/03/2023			0
MED001	4 FDC (R150/H75/Z400/E275)	350000	21254688	31/03/2024			0

- 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.
- After entry complete them press on **SAVE** button and return to list by pressing **RETURN TO LIST** button. See the Following screen

SL	Receive Date	Receive Invoice#	Supplier	Supplier Invoice#	Supplier Invoice Date	Amount
1	10/09/2021	INT-RCV-PRO-C001/21-0002	Essential Drugs Company Limited	215469	10/09/2021	0
2	11/08/2021	INT-RCV-PRO-C001/21-0001	Demo Supplier	0112	10/08/2021	0

- which is not standing board completed (RED bubble beside the invoice record).
- which is standing board completed (Green bubble beside the invoice record).

### 3.1.2. International Purchase (Provisional) - Edit

- You can only edit an invoice which is not standing board completed (RED bubble beside the invoice record). standing board completed (Green bubble beside the invoice record).
- To edit an International Purchase (Provisional), the user must select the International Purchase (Provisional) from the list, then click the **EDIT** button at the top right corner of the page or double click on The International Purchase (Provisional) invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the International Purchase (Provisional) 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.

### 3.1.3. International Purchase (Provisional) - Delete

- You cannot delete an invoice item is already standing board completed.
- To delete an International Purchase (Provisional) invoice, the user must select the International Purchase (Provisional) 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.

### 3.1.4. International Purchase (Provisional) - View

- When the invoice item is already standing board completed, you have to select VIEW button to go inside the invoice.
- Select the standing board completed beside the invoice (green bubble) from list and press the VIEW button from top right corner. The invoice will open in view mode.
- After opening the invoice, Press on **PRINT** button to print the International Purchase (Provisional) invoice.

## 3.2. Receive Donation (Provisional)

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

Receive Donation (Provisional)

From: 14/06/2021 To: 14/09/2021 Facility: NTP Central Warehouse

+ ADD View Edit Delete PRINT

Show 10 entries Search:

SL.	Receive Date	Receive Invoice#	Source of Fund	Source of Fund Ref. No	Source of Fund Ref. Date	Supplier	Supplier Invoice#	Supplier Invoice Date	Amount
1	16/08/2021	REC-DON-PRO-C001/21-0001	GLI	23111	05/08/2021	Essential Drugs Company Limited	215487	15/08/2021	0

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

### 3.2.1. Receive Donation (Provisional) - Add

#### 3.2.1.1. Receive Donation (Provisional) Invoice - Add Invoice Header

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

RETURN TO LIST SAVE PRINT

RECEIVE DONATION (PROVISIONAL) - CREATE/EDIT

Receive Invoice# REC-DON-PRO-C001/21-0002

Supplier + Select Supplier

Supplier Invoice# input here...

Supplier Invoice Date input here...

Exporter Select Exporter

Exporter Ref. No input here...

Exporter Ref. Date input here...

Remarks

Source of Fund Select Source of Fund

Source of Fund Ref. No input here...

Source of Fund Ref. Date input here...

Received By Mirza Tofazzal Hossen

Received Date 14/09/2021

+ ADD PRODUCTS

Show 10 entries Search:

Product Code	Product	Quantity Received	Lot No.	Expiry Date	Donor Ref#	Unit Price	Line Total
No data available in table							

Total:

Showing 0 to 0 of 0 entries Previous Next

- Fill in the following data entry fields -
  1. **Receive Invoice#\***: Auto generated, no change required.
  2. **Receive by\***: Auto selected the person who is entering data. change if required
  3. **Receive Date\***: Today's date will auto fill, change if required. Cannot enter future date.
  4. **Source of Fund\***: Select the source of fund name from drop down. If not available, add source of fund from Admin > Source of Fund Entry page.
  5. **Source of Fund Ref No\***: Enter source of fund reference date.
  6. **Source of Fund Date\***: Select source of fund date. Cannot enter future date.
- Input non-mandatory fields:
  7. **Supplier**: Select supplier name from drop down. If not available, press on **Supplier+** to add new supplier, the following screen will be displayed.

Enter supplier information then press on SAVE button the supplier will be added and selected the supplier dropdown box.

8. **Supplier Invoice#:** Enter invoice number from supplier’s paper document.
  9. **Supplier Invoice Date:** Enter date from supplier’s Invoice.
  10. **Exporter:** Select the exporter name from drop down. If not available, add exporter from Admin > Exporter Entry page.
  11. **Exporter Ref. No:** Enter exporter reference number.
  12. **Exporter Ref. Date:** Today’s date will auto fill, change if required. Cannot enter future date.
  13. **Remarks:** Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Receive Donation (Provisional) 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.

### 3.2.1.2. Receive Donation (Provisional) Invoice - Add Products

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

Product Code	Product	Unit Price
Accerseries		
ACC010	ZN Microscope	0
ACC103	Aluminium frame (18x60x4.1)	0
ACC063	Ambubag	0
ACC060	Aspiration system	0
ACC029	Auto Clave machine	0
ACC007	Auto voltage stabilizers	0
ACC002	BP Blade	0
ACC009	BP Handle	0

- You can shortlist the whole products list from Product Classification 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	Donor Ref#	Unit Price	Line Total
MEDFLD							
MED002	2 FDC Adult (R150/H75)						0
MED001	4 FDC (R150/H75/Z400/E275)						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. **Donor Ref#:** Enter the item Donor Ref#, if any. If there is no reference – type the Donor name in the box.
  5. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
  6. **Line Total (BDT):** The line total will be automatically calculated.



Product Code	Product	Quantity Received	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
MED002	2 FDC Adult (R150/H75)	500000	3218	30/09/2025	12456		0
MED001	4 FDC (R150/H75/Z400/E275)	300000	3527	30/09/2025	12456		0

- 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.
- After entry complete them press on **SAVE** button and return to list by pressing **RETURN TO LIST** button. See the Following screen

SL	Receive Date	Receive Invoice#	Source of Fund	Source of Fund Ref. No	Source of Fund Ref. Date	Supplier	Supplier Invoice#	Supplier Invoice Date	Amount
1	10/09/2021	REC-DON-PRO-C001/21-0002	GFATM	12456	02/09/2021	Essential Drugs Company Limited	124578	10/09/2021	0
2	16/08/2021	REC-DON-PRO-C001/21-0001	GLI	23111	05/08/2021	Essential Drugs Company Limited	215487	15/08/2021	0

- which is not standing board completed (RED bubble beside the invoice record).
- which is standing board completed (Green bubble beside the invoice record).

### 3.2.2. Receive Donation (Provisional) - Edit

- You can only edit an invoice which is not standing board completed (RED bubble beside the invoice record). standing board completed (Green bubble beside the invoice record).
- To edit a Receive Donation (Provisional), the user must select the Receive Donation (Provisional) from the list, then click the **EDIT** button at the top right corner of the page or double click on The Receive Donation (Provisional) invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Receive Donation (Provisional) 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.

### 3.2.3. Receive Donation (Provisional) - Delete

- You cannot delete an invoice item is already standing board completed.
- To delete a Receive Donation (Provisional) invoice, the user must select the Receive Donation (Provisional) 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.

### 3.2.4. Receive Donation (Provisional) - View

- When the invoice item is already standing board completed, you have to select VIEW button to go inside the invoice.
- Select the standing board completed beside the invoice (green bubble) from list and press the **VIEW** button from top right corner. The invoice will open in view mode.
- After opening the invoice, Press on **PRINT** button to print the receive Donation (Provisional) invoice.

## 3.3. Receive from Supplier (Provisional)

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

Receive from Supplier (Provisional)

From: 14/06/2021 To: 14/09/2021 Facility: NTP Central Warehouse

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

Show: 10 entries

SL.	Receive Date	Receive Invoice#	Supplier	Amount	Supplier Invoice#	Supplier Invoice Date
1	20/08/2021	REC-SUP-PRO-C001/21-0001	Essential Drugs Company Limited	0	0112	15/08/2021

Showing 1 to 1 of 1 entries

Navigation: First, Previous, 1, Next, Last

### 3.3.1. Receive from Supplier (Provisional) - Add

#### 3.3.1.1. Receive from Supplier (Provisional) Invoice - Add Header

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

RECEIVE FROM SUPPLIER (PROVISIONAL) - CREATE/EDIT

Buttons: RETURN TO LIST, SAVE, PRINT

Receive Invoice#: REC-SUP-PRO-C001/22-0002

Supplier: Select Supplier

Received By: Mirza Tofazzal Hossen

Received Date: 09/03/2022

Supplier Invoice#: input here...

Supplier Invoice Date: input here...

Source of Fund: Select Source of Fund

Source of Fund Ref. No: input here...

Source of Fund Ref. Date: input here...

Order Number: input here...

Remarks: [Text Area]

+ ADD PRODUCTS

Product Code	Product	Quantity Received	Batch/Lot Number	Expiry Date	Unit Price	Line Total
No data available in table						

- Fill in the data entry fields.

- Field descriptions:
  - Receive Invoice#\***: Auto generated, no change required.
  - Supplier\***: Select supplier name from drop down. If not available press on **Supplier+** to add new supplier, the following screen will be displayed.

Enter supplier information then press on SAVE button the supplier will be added and selected the supplier dropdown box.

- Supplier Invoice#\***: Enter invoice number from Supplier (Provisional)'s paper document.
  - Supplier Invoice Date\***: Enter date from Supplier (Provisional)'s Invoice.
  - Receive by\***: Select the person who is entering data.
  - Receive Date\***: Today's date will auto fill, change if required. Cannot enter future date.
- Input non-mandatory fields:
    - Order Number**: Enter the Order number from order paper document.
    - Source of Fund**: Select the source of fund name from drop down. If not available, add source of fund from Admin > Source of Fund Entry page.
    - Source of Fund Ref No**: Enter source of fund reference date.
    - Source of Fund Date**: Select source of fund date. Cannot enter future date.
    - Remarks**: Any other description you want to mention.

- After filling the necessary fields, press **SAVE** button to save the Receive from Supplier (Provisional) 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.

### 3.3.1.2. Receive from Supplier (Provisional) 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 (Provisional). You can use Shift and Control keys to select multiple products at once.
- After selection press **ADD** button, the popup will close and you will return back to the form.

- Fill in the following information for every lot/batch -
  1. **Quantity Received:** Enter the quantity you received in the invoice
  2. **Lot No:** Enter the item lot number, if any
  3. **Expiry Date:** Enter the item expiry date, if any
  4. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
  5. **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.
- After entry complete them press on **SAVE** button and return to list by pressing **RETURN TO LIST** button. See the Following screen

SL	Receive Date	Receive Invoice#	Supplier	Amount	Supplier Invoice#	Supplier Invoice Date
1	14/09/2021	REC-SUP-PRO-C001/21-0002	Essential Drugs Company Limited	0	145	10/09/2021
2	20/08/2021	REC-SUP-PRO-C001/21-0001	Essential Drugs Company Limited	0	0112	15/08/2021

- which is not standing board completed (RED bubble beside the invoice record).
- which is standing board completed (Green bubble beside the invoice record).

### 3.3.2. Receive from Supplier (Provisional) - Edit

- You can only edit an invoice which is not standing board completed (RED bubble beside the invoice record).
- To edit a Receive from Supplier (Provisional), the user must select the Receive from Supplier (Provisional) from the list, then click the **EDIT** button at the top right corner of the page or double click on The Receive from Supplier (Provisional) invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Receive from Supplier (Provisional) 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.

### 3.3.3. Receive from Supplier (Provisional) - Delete

- You cannot delete an invoice item is already standing board completed.
- To delete a Receive from Supplier (Provisional) invoice, the user must select the Receive from Supplier (Provisional) 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.

### 3.3.4. Receive from Supplier (Provisional) - View

- When the invoice item is already standing board completed, you have to select **VIEW** button to go inside the invoice.
- Select the standing board completed beside the invoice (green bubble) from list and press the **VIEW** button from top right corner. The invoice will open in view mode.
- After opening the invoice, Press on **PRINT** button to print the Receive from Supplier (Provisional) invoice.

### 3.4. Standing Board

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

#### 3.4.1. Standing Board – Add

##### 3.4.1.1. Standing Board - Add Header

- To entry new standing board Fill in the data entry fields.
- Field descriptions:
  1. **Facility\***: Automatic selected facility.
  2. **Transaction Type\***: Today’s date will auto fill, change if required. Cannot enter future date.
  3. **Supplier/ Donor\***: Select the person who is entering data.
  4. **Meeting Date\***: Today’s date will auto fill, change if required date to approve date of standing board. In this dated will be generated received invoice as usual transaction type.
- After filling the Standing Board header part necessary fields, press Select Approved Item button to Added approved product, you will see that product list below the data entry fields.

SELECT APPROVED/ DISAPPROVED ITEMS								
Supplier Invoice#	Supplier Invoice Date	Source of Fund Ref. No	Source of Fund Ref. Date	Product	Lot No	Expiry Date	Provisional Received Quantity	Donor Ref#
215469	2021-09-10	5879861	2021-09-02	2 FDC Adult (R150/H75)	35981547	30/09/2022	280000	
215469	2021-09-10	5879861	2021-09-02	4 FDC (R150/H75/Z400/E275)	35968791	30/09/2023	350000	

Showing 1 to 2 of 2 entries.

ADD
CANCEL

- Select a product or more product then press on Add button will see the following screen.

STANDING BOARD ENTRY FORM

Facility: NTP Central Warehouse | Transaction Type: International Purchase | Supplier/ Donor: Essential Drugs Company Limited | Meeting Date: 14/09/2021

SELECT APPROVED ITEMS

Supplier Invoice#	Source of Fund Ref. No	Product	Provisional Received Quantity	Approved Quantity	Lot No	Expiry Date
215469	5879861	4 FDC (R150/H75 /Z400/E275)	350000	350000	35968791	30/09/2023

SELECT DISAPPROVED ITEMS

Supplier Invoice#	Source of Fund Ref. No	Product	Disapproved Quantity	Lot No	Expiry Date
No data available in table					

GENERATE RECEIVED INVOICE

- You can change the product approved quantity, after changes the rest of quantity will be transfer Disapproved table will see the following screen.

STANDING BOARD ENTRY FORM

Facility: NTP Central Warehouse | Transaction Type: International Purchase | Supplier/ Donor: Essential Drugs Company Limited | Meeting Date: 14/09/2021

SELECT APPROVED ITEMS

Supplier Invoice#	Source of Fund Ref. No	Product	Provisional Received Quantity	Approved Quantity	Lot No	Expiry Date
215469	5879861	4 FDC (R150/H75 /Z400/E275)	350000	300000	35968791	30/09/2023

SELECT DISAPPROVED ITEMS

Supplier Invoice#	Source of Fund Ref. No	Product	Disapproved Quantity	Lot No	Expiry Date
215469	5879861	4 FDC (R150/H75 /Z400/E275)	50000	35968791	30/09/2023

GENERATE RECEIVED INVOICE

- If you want to Add Disapproved product, press Select Disapproved Item button to Added disapproved product, you will see that product list below the data entry fields.

SELECT APPROVED/ DISAPPROVED ITEMS

Search:

Supplier Invoice#	Supplier Invoice Date	Source of Fund Ref. No	Source of Fund Ref. Date	Product	Lot No	Expiry Date	Provisional Received Quantity	Donor Ref#
215469	2021-09-10	5879861	2021-09-02	2 FDC Adult (R150/H75)	35981547	30/09/2022	280000	

Showing 1 to 1 of 1 entries 1 row selected

ADD CANCEL

- Select a product or more product then press on Add button will see the following screen.

STANDING BOARD ENTRY FORM

Facility: NTP Central Warehouse | Transaction Type: International Purchase | Supplier/ Donor: Essential Drugs Company Limited | Meeting Date: 14/09/2021

SELECT APPROVED ITEMS

Supplier Invoice#	Source of Fund Ref. No	Product	Provisional Received Quantity	Approved Quantity	Lot No	Expiry Date
215469	5879861	4 FDC (R150/H75 /Z400/E275)	350000	300000	35968791	30/09/2023

SELECT DISAPPROVED ITEMS

Supplier Invoice#	Source of Fund Ref. No	Product	Disapproved Quantity	Lot No	Expiry Date
215469	5879861	4 FDC (R150/H75 /Z400/E275)	50000	35968791	30/09/2023
215469	5879861	2 FDC Adult (R150/H75)	280000	35981547	30/09/2022

GENERATE RECEIVED INVOICE

### 3.4.2. Standing Board - Generate Invoice

- After completed the Standing Board entry, need to generate received invoice.

STANDING BOARD ENTRY FORM

Facility: NTP Central Warehouse | Transaction Type: International Purchase | Supplier/ Donor: Essential Drugs Company Limited | Meeting Date: 14/09/2021

SELECT APPROVED ITEMS

Supplier Invoice#	Source of Fund Ref. No	Product	Provisional Received Quantity	Approved Quantity	Lot No	Expiry Date
215469	5879861	4 FDC (R150/H75 /Z400/E275)	350000	300000	35968791	30/09/2023

SELECT DISAPPROVED ITEMS

Supplier Invoice#	Source of Fund Ref. No	Product	Disapproved Quantity	Lot No	Expiry Date
215469	5879861	4 FDC (R150/H75 /Z400/E275)	50000	35968791	30/09/2023
215469	5879861	2 FDC Adult (R150/H75)	280000	35981547	30/09/2022

GENERATE RECEIVED INVOICE

- Press on 'GENERATE RECEIVED INVOICE' button will see the popup message 'Do you really want to generate received invoice to update the stock?'
- Press on Yes, then the popup message 'invoice generate successfully' with approved product and the generated invoice will invoice generate list and updated the stock quantity in product Stock. Disapproved product will be waiting for return to supplier/Donor.
- To see the generated Invoice from standing board, go to Receipts> International Purchase or Receive Donation or Receive from Supplier. Like following screen:

International Purchase

From: 14/06/2021 | To: 14/09/2021 | Facility: NTP Central Warehouse

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

Show 10 entries

SL	Receive Date	Receive Invoice#	Supplier	Supplier Invoice#	Supplier Invoice Date	Amount
1	14/09/2021	INT-RCV-C001/21-0002	Essential Drugs Company Limited	215469	10/09/2021	0
2	20/08/2021	INT-RCV-C001/21-0001	Demo Supplier	0112	10/08/2021	0

- After Selected the invoice Press on View button will see the update product in the invoice

INTERNATIONAL PURCHASE - CREATE/EDIT

Buttons: RETURN TO LIST, SAVE, UPDATE STOCK, PRINT

Receive Invoice#: INT-RCV-C001/21-0002 | Exporter: The Global Fund Wambo | Source of Fund: GFATM | Received By: Mirza Tafazzal Hossen | Received Date: 14/09/2021

Supplier: Essential Drugs Company Ltd. | Exporter Ref. No: 2559876 | Source of Fund Ref. No: 5879861

Supplier Invoice#: 215469 | Exporter Ref. Date: 07/09/2021 | Source of Fund Ref. Date: 02/09/2021

Supplier Invoice Date: 10/09/2021 | Remarks: Auto Generated

ADD PRODUCTS

Product Code	Product	Quantity Received	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD							
MED001	4 FDC (R150/H75/Z400/E275)	300000	35968791	30/09/2023			0



### 3.5. Provisional Receive Return

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

The screenshot shows the 'Provisional Receive Return' interface. At the top, there are filters for 'From' (14/06/2021), 'To' (14/09/2021), and 'Facility' (NTP Central Warehouse). Action buttons include '+ ADD', 'View', 'Edit', 'Delete', and 'PRINT'. Below the filters, it says 'Show 10 entries'. A table displays one entry with the following data:

SL	Return Date	Invoice#	Receive Type	Supplier	Source of Fund	Exporter
1	14/09/2021	PRO-RET-INTPUR-CD01/21-0001	International Purchase	Demo Supplier		IDA

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

#### 3.5.1. Provisional Receive Return - Add

##### 3.5.1.1. Provisional Receive Return - Add Invoice Header

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

The screenshot shows the 'ADD PROVISIONAL RECEIVE' form. At the top, there are two dropdown menus: 'Receive Type' (set to 'Receive Donatoin') and 'Supplier/ Donor' (set to 'Select Supplier/ Donor'). A search bar is located to the right. Below these is a table with the following columns: Sup Inv No, Sup Date, Source of Fund Ref. No, Source of Fund Ref. Date, Receive Date, Product Code, Product, Provisional Receive Qty, Returnable Qty, Lot No, and Expiry Date. The table is currently empty, with the message 'No data available in table' displayed. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'ADD' and 'CANCEL' buttons.

- Fill in the following data entry fields -
  1. **Receive Type:** Select Receive Type from drop down list.
  2. **Supplier/ Donor:** Select supplier/Donor name from drop down list.
- After selecting will see the following screen.

**ADD PROVISIONAL RECEIVE**

Receive Type: International Purchase      Supplier/ Donor: Essential Drugs Company Limited

Search: \_\_\_\_\_

Sup Inv No	Sup Date	Source of Fund Ref. No	Source of Fund Ref. Date	Receive Date	Product Code	Product	Provisional Receive Qty	Returnable Qty	Lot No	Expiry Date
215469	10/09/2021	5879861	2021-09-02	10/09/2021	MED002	2 FDC Adult (R150/H75)	280000	280000	35981547	30/09/2022
215469	10/09/2021	5879861	2021-09-02	10/09/2021	MED001	4 FDC (R150/H75 /Z400/E275)	350000	50000	35968791	30/09/2023

Showing 1 to 2 of 2 entries

**ADD**    **CANCEL**

- Select a product you want to issue in this provisional return.
- After selecting, the Provisional return invoice will be added with items in Provisional return invoice.
- Automatic fill-up Provisional return invoice header part and item part –and Store part - Sup Inv No, Sup Date, Receive Date, Source of Fund Ref. No, Source of Fund Ref. Date, Product Code, Product, Returnable Qty, Return Qty, Unit, Lot No and Expiry Date.

RETURN TO LIST    SAVE    POST    PRINT

Return to the Supplier from Provisional Receive - Create/Edit

Receive Invoice# : PRO-RET-INTPUR-001/21-0002      Receive Type : International Purchase      Supplier/ Donor : Essential Drugs Company Limited

Prepared By : Rahad Arefin Anil      Date : 14/09/2021

Approved By : Medical Officer (Store)      Date : 14/09/2021

Issued By : Medical Officer (Store)      Date : 14/09/2021

Remarks

+ Select Return Items

Search: \_\_\_\_\_

Sup Inv No	Sup Date	Receive Date	Source of Fund Ref. No	Source of Fund Ref. Date	Product Code	Product	Returnable Qty	Return Qty	Unit	Lot No	Expiry Date	Action
215469	10/09/2021	10/09/2021	5879861	02/09/2021	MED002	2 FDC Adult (R150/H75)	280000	280000	Tab	35981547	30/09/2022	

- You can change the return quantity.
- Continue for every item.
- you can add new item in this invoice by using Select Return Product button from above the items right corner.

### 3.5.2. Provisional Receive Return - POST

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

Provisional Receive Return

RETURN TO LIST SAVE POST PRINT

Return to the Supplier from Provisional Receive - Create/Edit

Receive Invoice# \* PRO-RET-INTPUR-C001/21-0002  
 Receive Type \* International Purchase  
 Supplier/ Donor \* Essential Drugs Company Limited  
 Prepared By \* Rohod Anrifn Amil  
 Date \* 14/09/2021

Remarks  
 Approved By \* Medical Officer (Store)  
 Date \* 14/09/2021  
 Issued By \* Medical Officer (Store)  
 Date \* 14/09/2021

+ Select Return Items

Search:

Sup. Inv. No	Sup. Date	Receive Date	Source of Fund Ref. No	Source of Fund Ref. Date	Product Code	Product	Returnable Qty	Return Qty	Unit	Lot No	Expiry Date	Action
215469	10/09/2021	10/09/2021	5879661	02/09/2021	MED002	2 FDC Adult (R150/H75)	280000	280000	Tob	35981547	30/09/2022	

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

### 3.5.3. Provisional Receive Return - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit a provisional, receive return, the user must select the Provisional Receive Return from the list, then click the **EDIT** button at the top right corner of the page or double click on The Provisional Receive Return invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Provisional Receive Return 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.

### 3.5.4. Provisional Receive Return - Delete

- You cannot delete an already posted invoice.
- To delete a Provisional, Receive Return invoice, the user must select the Provisional Receive Return 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.

### 3.5.5. Provisional Receive Return - 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 Provisional Receive Return invoice.

## 4. Receipts

### 4.1. International Purchase

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

SL	Receive Date	Receive Invoice#	Supplier	Supplier Invoice#	Supplier Invoice Date	Amount
1	14/08/2021	INT-RCV-C001/21-0002	Essential Drugs Company Limited	215469	10/09/2021	0
2	20/08/2021	INT-RCV-C001/21-0001	Demo Supplier	0112	10/08/2021	0

#### 4.1.1. International Purchase - Add

##### 4.1.1.1. International Purchase - Add Invoice Header

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

- Fill in the following data entry fields -
  1. **Receive Invoice#\***: Auto generated, no change required.
  2. **Supplier\***: Select supplier name from drop down. If not available, press on **Supplier+** to add supplier.

3. **Supplier Invoice#\***: Enter invoice number from supplier's paper document.
  4. **Supplier Invoice Date\***: Today's date will auto fill, change if required. Cannot enter future date.
  5. **Receive By\***: Select the person who is entering data
  6. **Receive Date\***: Today's date will auto fill, change if required. Cannot enter future date.
- **Input non-mandatory fields:**
    7. **Exporter**: Select the exporter name from drop down. If not available, add exporter from Admin > Exporter Entry page.
    8. **Exporter Ref. No**: Enter exporter reference number.
    9. **Exporter Ref. Date**: Today's date will auto fill, change if required. Cannot enter future date.
    10. **Source of Fund**: Select the Source of Fund name from drop down. If not available, add source of fund from Admin > Source of Fund Entry page.
    11. **Source of Fund Ref. No**: Enter Source of Fund reference number.
    12. **Source of Fund Ref. Date**: Today's date will auto fill, change if required. Cannot enter future date.
    13. **Order Number**: Enter the order number from order paper document.
    14. **Remarks**: Any other description you want to mention.
  - After filling the necessary fields, press **SAVE** button to save the International Purchase 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.

RETURN TO LIST   SAVE   UPDATE STOCK   PRINT

INTERNATIONAL PURCHASE - CREATE/EDIT

Receive Invoice# INT-RCV-C001/22-0003	Exporter The Global Fund Wambo	Source of Fund UNOFS	Received By Mirza Tafazzal Hossen	Received Date 09/03/2022
Supplier + Essential Drugs Company Li...	Exporter Ref. No 124554	Source of Fund Ref. No 12548		
Supplier Invoice# 5446	Exporter Ref. Date 06/03/2022	Source of Fund Ref. Date 01/03/2022		
Supplier Invoice Date 01/03/2022	Order Number 2154	Remarks		

+ ADD PRODUCTS

Show 10 entries   Search:

Product Code	Product	Quantity Received	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	Line Total
No data available in table							
Total:							

Showing 0 to 0 of 0 entries   Previous   Next

### 4.1.1.2. International Purchase Invoice - Add Products

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

**ADD PRODUCTS**

Product Classification  
All Product Classification

Search:

Product Code	Product	Unit Price
Accerseries		
ACC010	ZN Microscope	0
ACC103	Aluminium frame (18x60x4.1)	0
ACC063	Ambubag	0
ACC060	Aspiration system	0
ACC029	Auto Clave machine	0
ACC007	Auto voltage stabilizers	0
ACC002	BP Blade	0
ACC009	BP Handle	0

Showing 1 to 756 of 756 entries

**ADD**   **CANCEL**

- You can shortlist the whole products list from Product Classification 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.

+ ADD PRODUCTS

Search:

Product Code	Product	Quantity Received	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD							
MED002	2 FDC Adult (R150/H75)						0
MED001	4 FDC (R150/H75/Z400/E275)						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. **Donor Ref#:** Enter the item Donor Ref#, if any. If there is no reference – type the Donor name in the box.
5. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
6. **Line Total (BDT):** The line total will be automatically calculated.

- If you have more than one lot for a product, use the “**Copy 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.

### 4.1.2. International Purchase - 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 **Stock Updated Successfully.**

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

### 4.1.3. International Purchase - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit an International Purchase, the user must select the International Purchase from the list, then click the **EDIT** button at the top right corner of the page or double click on The International Purchase invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the International Purchase 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.

### 4.1.4. International Purchase - Delete

- You cannot delete an already posted invoice.
- To delete an International Purchase invoice, the user must select the International Purchase 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.

### 4.1.5. International Purchase - 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 International Purchase invoice.



## 4.2. Receive Donation

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

SL	Receive Date	Receive Invoice#	Source of Fund	Source of Fund Ref. No	Source of Fund Ref. Date	Supplier	Supplier Invoice#	Supplier Invoice Date	Amount
1	26/07/2021	REC-DON-C001/21-0001	GFATM	1234	25/07/2021				0

### 4.2.1. Receive Donation - Add

#### 4.2.1.1. Receive Donation Invoice - Add Invoice Header

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

- Fill in the following data entry fields -
  1. **Receive Invoice#\***: Auto generated, no change required.
  2. **Receive by\***: Auto selected the person who is entering data. change if required
  3. **Receive Date\***: Today's date will auto fill, change if required. Cannot enter future date.
  4. **Source of Fund\***: Select the source of fund name from drop down. If not available, add source of fund from Admin > Source of Fund Entry page.
  5. **Source of Fund Ref No\***: Enter source of fund reference date.
  6. **Source of Fund Date\***: Select source of fund date. Cannot enter future date.
- Input non-mandatory fields:
  7. **Supplier**: Select supplier name from drop down. If not available, press on **Supplier+** to add supplier.

8. **Supplier Invoice#:** Enter invoice number from supplier’s paper document.
  9. **Supplier Invoice Date:** Enter date from supplier’s Invoice.
  10. **Exporter:** Select the exporter name from drop down. If not available, add exporter from Admin >Exporter Entry page.
  11. **Exporter Ref. No:** Enter exporter reference number.
  12. **Exporter Ref. Date:** Today’s date will auto fill, change if required. Cannot enter future date.
  13. **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.

### 4.2.1.2. Receive Donation Invoice - Add Products

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

Product Code	Product	Unit Price
Accerseries		
ACC010	ZN Microscope	0
ACC103	Aluminium frame (18x60x4.1)	0
ACC063	Ambubag	0
ACC060	Aspiration system	0
ACC029	Auto Clave machine	0
ACC007	Auto voltage stabilizers	0
ACC002	BP Blade	0
ACC009	BP Handle	0

- You can shortlist the whole products list from Product Classification 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	Donor Ref#	Unit Price	Line Total
MEDFLD							
MED002	2 FDC Adult (R150/H75)						0
MED001	4 FDC (R150/H75/Z400/E275)						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. **Donor Ref#:** Enter the item Donor Ref#, if any. If there is no reference – type the Donor name in the box.
  5. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
  6. **Line Total (BDT):** The line total will be automatically calculated.

RECEIVE DONATION - CREATE/EDIT

Receive Invoice# REC-DON-C001/21-0002	Exporter IDA	Source of Fund GFATM	Received By Mirza Tafazzal Hossen	Received Date 27/07/2021
Supplier Essential Drugs Company LL.	Exporter Ref. No 20200665 SQ	Source of Fund Ref. No BGD/DP/20/10317		
Supplier Invoice# 3754	Exporter Ref. Date 29/06/2021	Source of Fund Ref. Date 29/06/2021		
Supplier Invoice Date 25/07/2021	Remarks			

Search:

Product Code	Product	Quantity Received	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD							
<input type="checkbox"/> * MED002	2 FDC Adult (R150/H75)	3948000	.BGD/DP/20/10317	31/12/2022			0
<input type="checkbox"/> * MED001	4 FDC (R150/H75/Z400/E275)	1401120	.BGD/DP/20/10317	31/12/2022			0

- 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.

#### 4.2.2. 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 **Stock Updated Successfully.**

RECEIVE DONATION - CREATE/EDIT

Receive Invoice# REC-DON-C001/21-0002	Exporter IDA	Source of Fund GFATM	Received By Mirza Tafazzal Hossen	Received Date 27/07/2021
Supplier Essential Drugs Company LL.	Exporter Ref. No 20200665 SQ	Source of Fund Ref. No BGD/DP/20/10317		
Supplier Invoice# 3754	Exporter Ref. Date 29/06/2021	Source of Fund Ref. Date 29/06/2021		
Supplier Invoice Date 25/07/2021	Remarks			

Search:

Product Code	Product	Quantity Received	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD							
MED002	2 FDC Adult (R150/H75)	3948000	103520033/2-36.BGD/DP/20/10317	31/12/2022			0
MED001	4 FDC (R150/H75/Z400/E275)	1401120	103420033-37.BGD/DP/20/10317	31/12/2022			0

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

### 4.2.3. 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.

### 4.2.4. 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.

### 4.2.5. 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.

## 4.3. Receive from Supplier

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

SL	Receive Date	Receive Invoice#	Supplier	Amount	Supplier Invoice#	Supplier Invoice Date
1	26/07/2021	REC-SUP-C001/21-0003	Sea International Agencies Ltd.	0	123456	23/07/2021
2	14/07/2021	REC-SUP-C001/21-0002	Sea International Agencies Ltd.	0	445667	06/07/2021
3	13/07/2021	REC-SUP-C001/21-0001	Demo Supplier	0	3345	11/07/2021

### 4.3.1. Receive from Supplier - Add

#### 4.3.1.1. Receive from Supplier Invoice - Add Header

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

- Fill in the data entry fields.
- Field descriptions:
  1. **Receive Invoice#\***: Auto generated, no change required.
  2. **Supplier\***: Select supplier name from drop down. If not available press on **Supplier+**: To add supplier.

3. **Supplier Invoice#\***: Enter invoice number from supplier's paper document.
  4. **Supplier Invoice Date\***: Enter date from supplier's Invoice.
  5. **Receive by\***: Select the person who is entering data.
  6. **Receive Date\***: Today's date will auto fill, change if required. Cannot enter future date.
- Input non-mandatory fields:
    7. **Order Number**: Enter the order number from order document.
    8. **Source of Fund**: Select the source of fund name from drop down. If not available, add source of fund from Admin > Source of Fund Entry page.
    9. **Source of Fund Ref No**: Enter source of fund reference date.
    10. **Source of Fund Date**: Select source of fund date. Cannot enter future date.
    11. **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.

### 4.3.1.2. Receive from Supplier Invoice - Add Products

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

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

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

4. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
5. **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.

### 4.3.2. Receive from Supplier Invoice - Update Stock

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

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



### 4.3.3. 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.

### 4.3.4. 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.

### 4.3.5. 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.

## 4.4. Receive from NTP

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

The screenshot shows the 'Receive from NTP' interface. At the top, there are filters for 'From' (26/04/2021), 'To' (26/07/2021), and 'Facility' (Dharmrai UHC, Dhaka). Action buttons include '+ ADD', '+ ADD INDEMENT / ISSUE', 'VIEW', 'Edit', 'Delete', and 'PRINT'. Below the filters, there is a table with the following data:

SL	Receive Date	Receive Invoice#	Receive From	Indent#	Amount	Warehouse Invoice#	Warehouse Invoice Date
1	26/07/2021	REC-WH-U139/21-0001	NTP Central Warehouse	IND-U139/21-7519	0	IND-U139/21-7519	14/07/2021

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

## 4.4.1. Receive from NTP – Receive without Indent Receive invoice

### 4.4.1.1. Receive from NTP Invoice - Add Header

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

- Fill in the data entry fields.
- Field descriptions:
  1. **Receive Invoice#\***: Auto generated, no change required.
  2. **Receive Date\***: Today's date will auto fill, change if required. Cannot enter future date.
  3. **Receive From\***: Select receive from name (NTP) 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 NTP 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

Product Code	Product	Unit Price
Accerseries		
ACC010	ZN Microscope	0
ACC103	Aluminium frame (18x60x4.1)	0
ACC063	Ambubag	0
ACC060	Aspiration system	0
ACC029	Auto Clave machine	0
ACC007	Auto voltage stabilizers	0
ACC002	BP Blade	0
ACC009	BP Handle	0

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

Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD											
MED002	2 FDC Adult (R150/H75)				Tab						0
MED004	3 FDC Adult (R150/H75 /E275)				Tab						0
MED001	4 FDC (R150/H75 /Z400/E275)				Tab						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. **Donor Ref#:** Enter the item Donor Ref#, if any. If there is no reference – type the Donor name in the box.
  5. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
  6. **Line Total (BDT):** the line total will be automatically calculated.
- If you have more than one lot for a product, use the copy icon at the far left of the grid against each product.
- If you want to remove a line item – press the small delete icon on the far left of the row.
- Continue for every item.

RETURN TO LIST   SAVE   UPDATE STOCK   PRINT

RECEIVE - CREATE/EDIT

Receive Invoice# REC-WH-U139/21-0002  
 Receive From NTP Central Warehouse  
 Warehouse Invoice# 016512  
 Received By Dhanraai UHC, Dhaka  
 Received Date 26/07/2021

Warehouse Invoice Date 25/07/2021  
 Remarks

+ ADD NON-INDENTED PRODUCTS

Search:

Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
MED002	2 FDC Adult (R150/H75)			200	Tab						0
MED004	3 FDC Adult (R150/H75 /E275)			300	Tab						0
MED001	4 FDC (R150/H75 /Z400/E275)			400	Tab						0

### 4.4.2. Receive from NTP 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 **Stock Updated Successfully.**

RETURN TO LIST   SAVE   UPDATE STOCK   PRINT

RECEIVE - CREATE/EDIT

Receive Invoice# REC-WH-U139/21-0002  
 Receive From NTP Central Warehouse  
 Warehouse Invoice# 016512  
 Received By Dhanraai UHC, Dhaka  
 Received Date 26/07/2021

Warehouse Invoice Date 25/07/2021  
 Remarks

+ ADD NON-INDENTED PRODUCTS

Search:

Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
MED002	2 FDC Adult (R150/H75)			200	Tab					0	0
MED004	3 FDC Adult (R150/H75 /E275)			300	Tab					0	0
MED001	4 FDC (R150/H75 /Z400/E275)			400	Tab					0	0

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

### 4.4.3. Receive from NTP Invoice – Receive with Indent/Issue

Receive from NTP

From 26/04/2021  
 To 26/07/2021  
 Facility Dhanraai UHC, Dhaka  
 + ADD  
 + ADD INDENT / ISSUE  
 VIEW  
 Edit  
 Delete  
 PRINT

Show 10 entries   Search:

SL	Receive Date	Receive Invoice#	Receive From	Indent#	Amount	Warehouse Invoice#	Warehouse Invoice Date
1	26/07/2021	REC-WH-U139/21-0001	NTP Central Warehouse	IND-U139/21-7519	0	IND-U139/21-7519	14/07/2021

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).

4.4.3.1. Receive from NTP Invoice -Add Issue Product.

ADD INDENT / ISSUE
✕

ADD ISSUED PRODUCTS
ADD INDENT PRODUCTS

Issue Invoice#	Date	Warehouse
ISS-TB08-IND-C001/21-0005	13/07/2021	NTP Central Warehouse

Showing 1 to 1 of 1 entries

ADD
CANCEL

- Select an issue invoice from Add Issue Product tab. you want to receive in this Receive from NTP 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 NTP Invoice.

+ ADD NON-INDENTED PRODUCTS

Search:

Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD											
MED002	2 FDC Adult (R150/H75)	2680	2680	2680	Tab		103420033-37,BGD/DP/20/10317	31/12/2022		0	0
MED046	2 FDC Child (R75/H50) DT	2150	2150	2150	Tab		NRT2020A_2,NRT2021A, Ref_9645	31/03/2022		0	0
MED045	3 FDC Child (R75/H50/Z150) DT	980	980	980	Tab		NRU2017A_2, Ref_9645	31/03/2022		0	0
MED001	4 FDC (R150/H75 /Z400/E275)	6440	6440	6440	Tab		103520037-59,BGD/DP/20/10317	31/12/2022		0	0
MED011	Ethambutol 100 mg DT	540	540	540	Tab		FFR2904D	30/04/2023		0	0
MED006	Isoniazid 100 mg DT-IPT	2160	2160	2160	Tab		20.10.006 to 20.10.013	30/09/2023		0	0
FLD062	Levofloxacin 500 mg FLD	2160	2160	2160	Tab		20.11.078	31/10/2022		0	0
Total:											0

Showing 1 to 7 of 7 entries

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

### 4.4.3.2. Receive from NTP Invoice -Add Indent Product.

ADD INDENT / ISSUE
✕

ADD ISSUED PRODUCTS
ADD INDENT PRODUCTS

Indent Date	Indent Type	Indent#
13/07/2021	TB 08 Indent	IND-U139/21-7518

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 NTP 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 NTP Invoice.

+ ADD NON-INDENTED PRODUCTS

Search:

Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD											
* MED002	2 FDC Adult (R150/H75)	2680	2680	2680	Tab						0
* MED046	2 FDC Child (R75/H50) DT	2150	2150	2150	Tab						0
* MED045	3 FDC Child (R75/H50 /Z150) DT	980	980	980	Tab						0
* MED001	4 FDC (R150/H75 /Z400/E275)	6440	6440	6440	Tab						0
* MED011	Ethambutol 100 mg DT	540	540	540	Tab						0
* MED006	Isoniazid 100 mg DT-IPT	2160	2160	2160	Tab						0
* FLD063	Levofloxacin 250 mg-FLD	4320	4320	4320	Tab						0
* FLD062	Levofloxacin 500 mg-f-LD	2160	2160	2160	Tab						0
Total:											0

Showing 1 to 8 of 8 entries

- Review the Issue against Indent invoice items and continue to above section Update stock.
- Enter the product's Quantity Received, Lot No, Expiry Date and Donor Ref#
- If you want to receive an 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 and Donor Ref#
- Review the Issue against Indent invoice items and continue to above section to Update Stock.

#### 4.4.4. Receive from NTP - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit a Receive from NTP, the user must select the Receive from NTP from the list, then click the **EDIT** button at the top right corner of the page or double click on The Receive from NTP invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Receive from NTP 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.

#### 4.4.5. Receive from NTP - Delete

- You cannot delete an already posted invoice.
- To delete a Receive from NTP invoice, the user must select the Receive from NTP 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.

#### 4.4.6. Receive from NTP - 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 NTP invoice.

### 4.5. Receive from CMSD/GoB

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

The screenshot shows a web application interface for 'Receive from CMSD/GoB'. At the top, there are input fields for 'From' (26/04/2021), 'To' (26/07/2021), and 'Facility' (NTP Central Warehouse). To the right of these fields are buttons for '+ ADD', 'View', 'Edit', 'Delete', and 'PRINT'. Below the input fields, there is a 'Show' dropdown set to '10 entries' and a 'Search:' field. The main part of the interface is a table with the following data:

SL.	Receive Date	Receive Invoice#	Supplier	Amount	Supplier Invoice#	Supplier Invoice Date
1	26/07/2021	REC-CMSD/GoB-C001/21-0001	Central Medical Stores Depot(CMSD)	0	12456	25/07/2021

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

### 4.5.1. Receive from CMSD/GoB - Add

#### 4.5.1.1. Receive from CMSD/GoB Invoice - Add Header

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

- Fill in the data entry fields.
- Field descriptions:
  1. **Receive Invoice#\***: Auto generated, no change required.
  2. **Supplier\***: By default, selected Central Medical Stores Depot (CMSD).
  3. **Supplier Invoice#\***: Enter invoice number from supplier’s paper document.
  4. **Supplier Invoice Date\***: Enter date from supplier’s Invoice.
  5. **Receive by\***: Select the person who is entering data.
  6. **Receive Date\***: Today’s date will auto fill, change if required. Cannot enter future date.
- Input non-mandatory fields:
  7. **Source of Fund**: Select the source of fund name from drop down. If not available, add source of fund from Admin > Source of Fund Entry page.
  8. **Source of Fund Ref No**: Enter source of fund reference date.
  9. **Source of Fund Date**: Select source of fund date. Cannot enter future date.
  10. **Remarks**: Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Receive from CMSD/GoB 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.



### 4.5.1.2. Receive from CMSD/GoB Invoice - Add Products

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

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

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

### 4.5.2. Receive from CMSD/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 **Stock updated Successfully.**

Product Code	Product	Quantity Received	Lot No	Expiry Date	Unit Price	Line Total
MED002	2 FDC Adult (R150/H75)	50000	LOT-05	30/09/2022		0
MED004	3 FDC Adult (R150/H75/E275)	20000	LOT-09	30/09/2023		0
MED001	4 FDC (R150/H75/Z400/E275)	30000	LOT-08	30/09/2023		0

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

### 4.5.3. Receive from CMSD/GoB - Edit

- You can only edit an invoice which is not posted to stock.
- To edit a Receive from CMSD/GoB, the user must select the Receive from CMSD/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/GoB invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Receive from CMSD/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.

### 4.5.4. Receive from CMSD/GoB - Delete

- You cannot delete an already posted invoice.
- To delete a Receive from CMSD/GoB invoice, the user must select the Receive from CMSD/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.

### 4.5.5. Receive from CMSD/GoB - View

- When the invoice is updated to stock, you 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/GoB invoice.

## 5. Indent

### 5.1. TB-08 Indent

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://elmis.ntp.gov.bd> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From eLMIS Entry menu, select **Indent>TB-08 Indent** submenu

#### 5.1.1. TB-08 Indent - Add

##### 5.1.1.1. TB-08 Indent Invoice - Add Header

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

- Fill in the data entry fields.
- Field descriptions:
  1. **Indent#\***: Auto generated, no change required.
  2. **Indent Date\***: Today's date will auto fill, change if required. Cannot enter future date.
  3. **Facility\***: Indent from facility by default selected
  4. **Prepared By\***: Select the person who is entering data.
  5. **Contact No**: Enter the Prepared by contact number.
  6. **Approved By\***: Select the person who is entering data.
  7. **Contact No**: Enter the Approved by contact number.
- Input non-mandatory fields:
  8. **Remarks**: Any other description you want to mention.
- **Input Number of registered cases during the previous quarter**

Adults (>15 years)

1. New/Category-I = (a): All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB): Enter category I patients
2. Re-treatment = (b)
  - ✓ P+ve(b1): Enter P+ve(b1) patients
  - ✓ P-ve(b2): Enter P+ve(b2) patients
  - ✓ EP(b3): Enter EP(b3) patients
  - ✓ Meningitis, Bone & Neurological TB (b4): Enter TB(b4) patients
3. Total (b): This field data automatic calculated

Children (<15 years)

4. Cat. I (Adult Formulation) = (c): Enter the Cat. I Adult Formulation patient
5. Child Cat-I (Dispersible formulation) = (d): Enter the Cat. I (Dispersible) patient
6. Total Child: This field data automatic calculated
7. <5 Years Child Registered for IPT (e): Enter the IPT (e) patient

- 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 Number of registered cases during the previous quarter

RETURN TO LIST SAVE SUBMIT PRINT

**TB 08 INDENT- CREATE/EDIT**

Indent# IND-U078/22-0003	Indent Date 09/03/2022	Facility Banura UHC, Cumilla	Prepared By Manager - Banura UHC, Cumilla	Contact No
Quarter Q1: Jan-Mar	Year 2022	Remarks	Approved By Operator - Banura UHC, Cumilla	Contact No

Number of registered cases during the previous quarter

New/Category-I = (a)	Adults (>15 years)				Total (b)
All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	Re-treatment = (b)				18
	P+ve(b1) 3	P-ve(b2) 5	EP(b3) 5	Meningitis, Bone & Neurological TB (b4) 5	

Children (<15 years)

Child Cat-I (Adult Formulation) = (c) 1	Child Cat-I (Dispersible formulation) = (d) 2	Total Child 3	<5 Years Child Registered for IPT (e) 2
--	--	------------------	--

Search:

Product Code	Product Name	Cat-I = (f)	Re-treatment= (g)	Total(h)= (f+g)	Total Required Quarterly (+Buffer) (i)=2X(h)	Existing Balance (j)	Expiry Date	Amount to be Supplied= (j) - (i)	Actual Quantity Requested	Comment
MEDFLD										
MED001	4 FDC (R150/H75/Z400/E275)	= (a+c) x 180	= (b1+b2+b3)x540-b4x1080	12780	25560	660		24900	24900	
MED002	2 FDC Adult (R150/H75)	= (a+c) x 360	-	720	1440	220		1220	1220	
MED045	3 FDC Child (R75/H50/Z150) DT	= d x 180	-	360	720			720	720	
MED046	2 FDC Child (R75/H50) DT	= d x 360	-	720	1440			1440	1440	
MED011	Ethambutol 100 mg DT	= (dx180)/2	-	180	360			360	360	

Showing 1 to 17 records

- 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.

### 5.1.1.2. TB-08 Indent - Items

- You will see the list of indent product.
  - Product Code:** Product code come from product list
  - Product Name:** Product name come from product list
  - CatI= (f):** Automatic calculated
  - Re- treatment= (g):** Automatic calculated
  - Total(h)= (f+g):** Automatic calculated
  - Total Required Quarterly (+Buffer) (i)=2X(h):** Automatic calculated Total required quarterly (+buffer)
  - Existing Balange (j):** Stock on hand of the facility.
  - Expiry Date:** Enter Expiry Date
  - Amount to be Supplied= (i) -(j):** Automatic calculated (Total required quarterly (+buffer- Stock on hand of the facility.)
  - Actual Quantity Requested=** Amount to be supplied automatically set in this place. You can change it as you require.
  - Comment:** If you have entered, more than actual indent quantity (calculated). Need to enter comment.

### 5.1.2. TB-08 Indent – Submit/Accept

- The TB-08 Indent you entered is in draft mode, and does not have any reflection in your indent to warehouse.
- Press on **Submit** 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 Submitted Successfully.**

RETURN TO LIST SAVE Unsubmit PRINT

**TB 08 INDENT- CREATE/EDIT**

<b>Indent#</b> IND-U078/22-0003	<b>Indent Date</b> 09/03/2022	<b>Facility</b> Baruro UHC, Cumilla	<b>Prepared By</b> Manager - Baruro UHC, Cumilla	<b>Contact No</b>
<b>Quarter</b> Q1: Jan-Mar	<b>Year</b> 2022	<b>Remarks</b>	<b>Approved By</b> Operator - Baruro UHC, Cumilla	<b>Contact No</b>

Number of registered cases during the previous quarter

Adults (>15 years)				
New/Category-I = (a) All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	Re-treatment = (b)	P+ve (b1)	P-ve (b2)	EP (b3)
1		3	5	5
				Meningitis, Bone & Neurological TB (b4)
				5
Total (b)				
18				

Children (<15 years)				
Child Cat-I (Adult Formulation) = (c)	Child Cat-I (Dispersible formulation) = (d)	Total Child	<5 Years Child Registered for IPT (e)	
1	2	3	2	

Search:

Product Code	Product Name	Cat-I = (f)	Re- treatment= (g)	Total(h)= (f+g)	Total Required Quarterly (+Buffer) (i)=2X(h)	Existing Balance (j)	Expiry Date	Amount to be Supplied= (i) -(j)	Actual Quantity Requested	Comment
MEDFLD										
MED001	4 FDC (R150/H75/Z400/E275)	= (a+c) x 180	= (b1+b2+b3)x540+b4x1080	12780	25560	660		24900	24900	
MED002	2 FDC Adult (R150/H75)	= (a+c) x 360	-	720	1440	220		1220	1220	
MED045	3 FDC Child (R75/H50/Z150) DT	= d x 180	-	360	720	0		720	720	
MED046	2 FDC Child (R75/H50) DT	=d x 360	-	720	1440	0		1440	1440	
MED011	Ethambutol 100 mg DT	= (dx180)/2	-	180	360	0		360	360	

Showing 1 to 17 records

- After **Submitting** you are not able to change or delete the TB-08 Indent information.

### 5.1.3. TB-08 Indent – Un-submitted/Unaccepted

- The TB-08 Indent you entered is in draft mode, and does not have any reflection in your indent to warehouse.
- Press on **Un-submit/Un-accept** 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 Un-submitted Successfully.**

RETURN TO LIST SAVE SUBMIT PRINT

**TB 08 INDENT- CREATE/EDIT**

Indent# IND-U078/22-0003	Indent Date 09/03/2022	Facility Baruro UHC, Cumilla	Prepared By Manager - Baruro UHC, Cumilla	Contact No
Quarter Q1: Jan-Mar	Year 2022	Remarks	Approved By Operator - Baruro UHC, Cumilla	Contact No

Number of registered cases during the previous quarter

Adults (>15 years)				
New/Category-I = (a)	Re-treatment = (b)			Total (b)
All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	P+ve(b1)	P-ve(b2)	EP(b3)	Meningitis, Bone & Neurological TB (b4)
1	3	5	5	5

Children (<15 years)

Child Cat-I (Adult Formulation) = (c)	Child Cat-I (Dispersible formulation) = (d)	Total Child	<5 Years Child Registered for IPT (e)
1	2	3	2

Product Code	Product Name	Cat-I = (f)	Re- treatment= (g)	Total(h)= (f+g)	Total Required Quarterly (+Buffer) (i)=2X(h)	Existing Balance (j)	Expiry Date	Amount to be Supplied= (i) - (j)	Actual Quantity Requested	Comment
MEDFLD										
MED001	4 FDC (R150/H75/Z400/E275)	= (a+c) x 180	= (b1+b2+b3)x540+b4x1080	12780	25560	660		24900	24900	
MED002	2 FDC Adult (R150/H75)	= (a+c) x 360	-	720	1440	220		1220	1220	
MED045	3 FDC Child (R75/H50/Z150) DT	= d x 180	-	360	720			720	720	
MED046	2 FDC Child (R75/H50) DT	=d x 360	-	720	1440			1440	1440	
MED011	Ethambutol 100 mg DT	= (dx180)/2	-	180	360			360	360	

Showing 1 to 17 records

- After **Un-submitting** you are able to change or delete the TB-08 Indent information.

### 5.1.4. TB-08 Indent - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit TB-08 Indent, the user must select the TB-08 Indent from the list, then click the **EDIT** button at the top right corner of the page or double click on The TB-08 Indent invoice which he wants to edit.
- The TB-08 Indent will be displayed for editing.
- Modify the TB-08 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 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.
- After **Editing** need to **Submit/Accept** the TB-08 Indent information like Above chapter 4.1.3.

### 5.1.5. TB-08 Indent - Delete

- You cannot delete an already Submitted TB-08 Indent.
- You can only delete an indent which is not posted to stock (RED bubble beside the Indent record).
- To delete an TB-08 Indent, the user must select the TB-08 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.

### 5.1.6. TB-08 Indent - View

- When the TB-08 Indent is submitted to stock, you have to select **VIEW** button to go inside the TB-08 Indent.
- Select the completed TB-08 Indent from list and press the **VIEW** button from top right corner. The TB-08 Indent will open in view mode.
- Press on **PRINT** button to print the TB-08 Indent.

## 5.2. TB-08 Indent Approval

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://elmis.ntp.gov.bd> in the address bar
- Log in as a user having TB-08 Indent Approval permission
- From **eLMIS Entry** menu, select **Indent> TB-08 Indent Approval** submenu

The screenshot shows the 'TB-08 Indent Approval' interface. At the top, there are filters for Quarter (Q1: Jan-Mar), Year (2022), District (Cumilla), and Facility (All). A checkbox labeled 'To be approved' is checked. There are 'VIEW' and 'PRINT' buttons. Below the filters, it says 'Show 10 entries' and 'Search:'. The main table has the following columns: SL#, Indent Date, Indent#, Quarter, Year, Facility, New/Category-I = (a), Total (b), Total Child, <5 Years Child Registered for IPT (e), and Status. The table contains one row for Cumilla with SL# 1, Indent Date 09/03/2022, Indent# IND-U078/22-0003, Quarter Q1: Jan-Mar, Year 2022, Facility Barura UHC, Cumilla, New/Category-I = (a) 1, Total (b) 18, Total Child 3, <5 Years Child Registered for IPT (e) 2, and Status Submitted.

SL#	Indent Date	Indent#	Quarter	Year	Facility	New/Category-I = (a)	Total (b)	Total Child	<5 Years Child Registered for IPT (e)	Status
1	09/03/2022	IND-U078/22-0003	Q1: Jan-Mar	2022	Barura UHC, Cumilla	1	18	3	2	Submitted

Will see the to be approved like as above screen.

### 5.2.1. TB-08 Indent Approve

- Double click on to be approved indent will see the following screen.

**TB-08 Indent Approval**

RETURN TO LIST | SAVE | APPROVE | PRINT

**TB 08 INDENT- CREATE/EDIT**

Indent# : IND-U078/22-0003 | Indent Date : 09/03/2022 | Facility : Barura UHC, Cumilla | Prepared By : Manager - Barura UHC, Cumilla | Contact No :  
 Quarter : Q1: Jan-Mar | Year : 2022 | Remarks : | Approved By : Operator - Barura UHC, Cumilla | Contact No :

**Number of registered cases during the previous quarter**

**Adults (<15 years)**

New/Category-I = (a)	Re-treatment = (b)				Total (b)
All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	P+ve (b1)	P-ve (b2)	EP (b3)	Meningitis, Bone & Neurological TB (b4)	
1	3	5	5	5	18

**Children (<15 years)**

Child Cat-I (Adult Formulation) = (c) : 1 | Child Cat-I (Dispersible formulation) = (d) : 2 | Total Child : 3 | <5 Years Child Registered for IPT (e) : 2

Search:

Product Code	Product Name	Cat-I = (f)	Re-treatment= (g)	Total (h) = (f+g)	Total Required Quarterly (+Buffer) (i)=2X(h)	Existing Balance (j)	Expiry Date	Amount to be Supplied= (i) - (j)	Actual Quantity Requested	Comment
<b>MEDFLD</b>										
MED001	4 FDC (R150/H75/Z400/E275)	= (a+c) x 180	= (b1+b2+b3)x540+b4x1080	12780	25560	660		24900	24900	
MED002	2 FDC Adult (R150/H75)	= (a+c) x 360	-	720	1440	220		1220	1220	
MED045	3 FDC Child (R75/H50/Z150) DT	= d x 180	-	360	720			720	720	
MED046	2 FDC Child (R75/H50) DT	=d x 360	-	720	1440			1440	1440	
MED011	Ethambutol 100 mg DT	= (dx180)/2	-	180	360			360	360	

Showing 1 to 17 records

- Press on **Approve** button to approve the TB-08 Indent, you will see message **Do you really want to approve this indent?**
- Press **Confirm** button if you are confident that the TB-08 indent is correct, you will see message **Data approved Successfully**. The Approved button chainage to Save and disable the indent.

### 5.3. Supply Consolidation on TB-08 Indent

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://elmis.ntp.gov.bd> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Indent>Supply Consolidation on TB-08 Indent** submenu

**Supply Consolidation on TB-08 Indent**

Quarter : Q1: Jan-Mar | Year : 2022 | District : All | Facility : NTP Central Warehouse | + ADD | VIEW | EDIT | DELETE | PRINT

Show 10 entries | Search:

SL.	Consolidation Date	Consolidation#	District	Quarter	Year
1	13/02/2022	TB08-DIS-PLAN-C001/22-0003	Dhaka	Q1: Jan-Mar	2022
2	31/01/2022	TB08-DIS-PLAN-C001/22-0002	Mymensingh	Q1: Jan-Mar	2022
3	31/01/2022	TB08-DIS-PLAN-C001/22-0001	Gazipur	Q1: Jan-Mar	2022

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



### 5.3.1. Supply Consolidation on TB-08 Indent - Add

#### 5.3.1.1. Supply Consolidation on TB-08 Indent - Add Header

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

- Fill in the data entry fields.
- Field descriptions:
  - Consolidation# \***: Auto generated, no change required.
  - Consolidation Date\***: Today's date will auto fill, change if required. Cannot enter future date.
  - District**: select district.
  - Quarter**: select Quarter.
  - Year**: select Year.
  - Prepared By\***: Select the person who is entering data.
  - Checked By\***: Select the person who is entering data.
  - Approved By\***: Select the person who is entering data.
  - Issued By\***: Select the person who is entering data.
- Input non-mandatory fields:
  - Remarks**: Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Supply Consolidation on TB-08 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.

RETURN TO LIST   SAVE   PRINT

Supply consolidation on TB-08

Consolidation# TB08-DIS-PLAN-C001/22-0004   Consolidation Date 09/03/2022   District Cumilla   Prepared By Rahad Arefin Amil

Quarter Q1: Jan-Mar   Year 2022   Checked By S.M. Forhad Pasha

Remarks

Consolidate by Health Facility  
  Consolidate by Implementing Agency  
  Consolidate by District

+ Add Indents

Number of registered cases during the previous quarter

Adults (>15 years)

New/Category-I = (a)  
All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)

Re-treatment = (b)

P+ve (b1)   P-ve (b2)   EP (b3)   Meningitis, Bone & Neurological TB (b4)   Total (b)

Children (<15 years)

Child Cat-I (Adult Formulation) = (c)   Child Cat-I (Dispersible formulation) = (d)   Total Child   <5 Years Child Registered for IPT (e)

Product: All

Search:

Product	CatI = (1)	CatII = (2)	Total (a) = (1+2)	Total Required Quarterly (+Buffer)	Existing Balance with expiry date	Amount to be supplied	Actual Quantity Requested	Actual Supply Quantity	Issued Qty	Batch/Lot Number	Expiry Date
No data available in table											

### 5.3.1.2. Supply Consolidation on TB-08 Indent - Items

- Press on **Add Indent** button, you will see the list of indents

X

ADD TB-08 INDENT

Consolidated: 0  
 Available: 18  
 Total Indent: 1

Search:

Indent#	Date	Facility
IND-U078/22-0003	09/03/2022	Barura UHC, Cumilla

Showing 1 to 1 of 1 entries

ADD  
 CANCEL

- Select one or multiple indents then Press on **ADD** the selected indent will be added,
- Indent#, Indent Date, Facility, Product

RETURN TO LIST SAVE PRINT

Supply consolidation on TB-08

Consolidation# TB08-DIS-PLAN-C001/22-0004	Consolidation Date 09/03/2022	District Cumilla	Prepared By Rahad Arafin Amil
Quarter Q1: Jan-Mar	Year 2022		Checked By S.M. Farhad Pasha
Remarks			Approved By Medical Officer (Store)
<input checked="" type="radio"/> Consolidate by Health Facility <input type="radio"/> Consolidate by Implementing Agency <input type="radio"/> Consolidate by District			Issued By Medical Officer (Store)

Add Indents

Number of registered cases during the previous quarter

New/Category-I = (a) All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	Adults (>15 years) Re-treatment = (b) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25%;">P+ve(b1)</td> <td style="width: 25%;">P-ve(b2)</td> <td style="width: 25%;">EP(b3)</td> <td style="width: 25%;">Meningitis, Bone &amp; Neurological TB (b4)</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> </table>	P+ve(b1)	P-ve(b2)	EP(b3)	Meningitis, Bone & Neurological TB (b4)	3	5	5	5	Total (b)
P+ve(b1)	P-ve(b2)	EP(b3)	Meningitis, Bone & Neurological TB (b4)							
3	5	5	5							
Children (<15 years)										
Child Cat-I (Adult Formulation) = (c)	Child Cat-I (Dispersible formulation) = (d)	Total Child								
1	2	3								
<5 Years Child Registered for IPT (e)										
2										

Product: All

Search:

Product	CatI = (1)	CatII = (2)	Total (a) = (1+2)	Total Required Quarterly (+Buffer)	Existing Balance with expiry date	Amount to be supplied	Actual Quantity Requested	Actual Supply Quantity	Issued Qty	Batch/Lot Number	Expiry Date
Banura UHC, Cumilla											
4 FDC (R150/H75 /Z400/E275)	= (a+c) x 180	= (b1+b2+b3)x540-b4x1080	12780	25560	660	24900	24900	24900			
2 FDC Adult (R150/H75)	= (a+c) x 360	-	720	1440	220	1220	1220	1220			
3 FDC Child (R75/H50/Z150) DT	= d x 180	-	360	720	0	720	720	720			
2 FDC Child (R75/H50) DT	=d x 360	-	720	1440	0	1440	1440	1440			
Ethambutol 100 mg DT	= (dx180)/2	-	180	360	0	360	360	360			
Levofloxacin 500 mg-FLD	-	= (b1+b3)x270+b4x540	4860	9720	0	9720	9720	9720			
Levofloxacin 250 mg-FLD	-	= (b1+b3)x540+b4x1080	9720	19440	0	19440	19440	19440			
Levofloxacin 100 mg-FLD	-	-		0	0	0	0				

Showing 1 to 11 of 17 entries

Generate Invoice

- After selecting you will see following fields:
- You will see the list of indent product.
  1. **Product Name:** Product name come from product list
  2. **CatI= (1):** Automatic calculated
  3. **Re- treatment= (2):** Automatic calculated
  4. **Total(h)= (1+2):** Automatic calculated
  5. **Total required quarterly (+Buffer) (i):** Automatic calculated Total required quarterly (+buffer)
  6. **Existing Balance with expiry date:** Stock on hand of the facility.
  7. **Expiry Date:** Enter Expiry Date
  8. **Amount to be Supplied= (i) -(j):** Automatic calculated (Total required quarterly (+buffer- Stock on hand of the facility.)
  9. **Actual Quantity Requested=** Amount to be supplied automatically set in this place. You can change it as you require.
  10. **Actual Supply Quantity =** Amount to be supplied automatically set in this place. You can change it as you require
- When you confirm the Distribution Plan on Indent is ready with all items.

### 5.3.2. Supply Consolidation on TB-08 Indent - Generate Invoice

- The Supply Consolidation on TB-08 Indent you entered is in draft mode, and does not have any reflection in your Supply Consolidation on TB-08 Indent to issue against General Indent.
- Press on **Generate Invoice** button, you will see the popup Planned Issue Quantity Summary (list of product balance and Planned Issue Quantity).
- 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**.

Planned Issue Quantity Summary		
Can not plan issue quantity more than current stock quantity		
Product	Balance	Issue Quantity
2 FDC Adult (R150/H75)	28,718,800	5,040
2 FDC Child (R75/H50) DT	2,668,648	2,880
3 FDC Child (R75/H50/Z150) DT	2,022,852	1,440
4 FDC (R150/H75/Z400/E275)	28,893,380	20,880
Ethambutol 100 mg DT	813,701	720
Isoniazid 100 mg DT-IPT	1,821,875	2,880
Levofloxacin 250 mg-FLD	0	15,120
Levofloxacin 500 mg-FLD	1,580	7,560

Showing 1 to 8 of 8 entries

[Generate Invoice](#) [CLOSE](#)

- 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.
- For Rationing Select a product to updating **Planned Issue Quantity**.

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

Supply consolidation on TB-08

Consolidation# TB08-DIS-PLAN-C001/22-0004	Consolidation Date 09/03/2022	District Cumilla	Prepared By Rahad Arefin Aml
Quarter Q1: Jan-Mar	Year 2022	Checked By S.M. Forhad Pasha	Approved By Medical Officer (Store)
Remarks		Issued By Medical Officer (Store)	

Consolidate by Health Facility
  Consolidate by Implementing Agency
  Consolidate by District

[Add Indents](#)

Number of registered cases during the previous quarter

Adults (>15 years)

New/Category-1 = (a) All New/Cat-1 Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	Re-treatment = (b)				
	P+ve(b1)	P-ve(b2)	EP(b3)	Meningitis, Bone & Neurological TB (b4)	Total (b)
1	3	5	5	5	18

Children (<15 years)

Child Cat-1 (Adult Formulation) = (c)	Child Cat-1 (Dispersible formulation) = (d)	Total Child	<5 Years Child Registered for IPT (e)
1	2	3	2

Product 4 FDC (R150/H75/Z400/E275)	Balance 6,194,127	Planned Total 24,900	Issue Quantity	Qty Rationing (%)	<a href="#">UPDATE</a>
---------------------------------------	----------------------	-------------------------	----------------	-------------------	------------------------

Search:

Product	CatI = (1)	CatII = (2)	Total (a) = (1+2)	Total Required Quarterly (+Buffer)	Existing Balance with expiry date	Amount to be supplied	Actual Quantity Requested	Actual Supply Quantity	Issued Qty	Batch/Lot Number	Expiry Date
Barura UHC, Cumilla											
4 FDC (R150/H75/Z400/E275)	= (a+c) x 180	= (b1-b2+b3)x540+b4x1080	12780	25560	660	24900	24900	24900			

- After selecting the product showing product balance and total plan.
- Enter issue quantity or Quantity Rationing (%) to updating plan quantity.
- After update plan quantity Press on generate button again will see the following screen -

Planned Issue Quantity Summary		
Product	Balance	Issue Quantity
2 FDC Adult (R150/H75)	28,718,800	5,040
2 FDC Child (R75/H50) DT	2,668,648	2,880
3 FDC Child (R75/H50/Z150) DT	2,022,852	1,440
4 FDC (R150/H75/Z400/E275)	28,893,380	20,880
Ethambutol 100 mg DT	813,701	720
Isoniazid 100 mg DT-IPT	1,821,875	2,880
Levofloxacin 500 mg-FLD	1,580	1,512

Showing 1 to 7 of 7 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 able to change the Distribution Plan on TB-08 Indent information then generate again.
- You will see the list of the Invoice in eLMIS Entry>Issue>Issue against TB-08 Indent.

Issue Against TB-08 Indent								
Quarter Q1: Jan-Mar	Year 2022	District ALL	Facility NTP Central Warehouse	Implementing Agency ALL				
<input type="button" value="+ PICK-INDENT"/> <input type="button" value="VIEW"/> <input type="button" value="EDIT"/> <input type="button" value="DELETE"/> <input type="button" value="TOP SHEET - DISTRICT"/> <input type="button" value="TOP SHEET - IMPLEMENTING AGENCY"/> <input type="button" value="PRINT"/>								
Show 10 entries <span style="float: right;">Search:</span>								
SL.	Issue Date	Issue Invoice#	Indenter	Indent#	Quarter	Year	District	Implementing Agency
1	09/03/2022	ISS-TB08-IND-C001/22-0009	Barura UHC, Cumilla	IND-U078/22-0003	Q1: Jan-Mar	2022	Cumilla	BRAC
2	09/03/2022	ISS-TB08-IND-C001/22-0008	Gafargaon UHC, Mymensingh	IND-U236/22-0001	Q1: Jan-Mar	2022	Mymensingh	Damien Foundation
3	27/02/2022	ISS-TB08-IND-C001/22-0007	Chankharpul CDC, Dhaka	7476	Q1: Jan-Mar	2022	Dhaka	Govt.
4	14/02/2022	ISS-TB08-IND-C001/22-0006	Tangail Sadar UHC, Tangail	IND-U223/22-0001	Q1: Jan-Mar	2022	Tangail	Damien Foundation
5	13/02/2022	ISS-TB08-IND-C001/22-0005	CWFD Dayaganj, Dhaka-Urban, Dhaka	IND-R076/22-0001	Q1: Jan-Mar	2022	Dhaka	CWFD

- After **Generate Invoice** you are able to change the Distribution Plan on TB-08 Indent information then generate again.

### 5.3.3. Supply Consolidation on TB-08 Indent - Edit

- To edit a Supply Consolidation on TB-08 Indent, the user must select the Supply Consolidation on TB-08 Indent from the list, then click the **EDIT** button at the top right corner of the page or double click on The Supply Consolidation on TB-08 Indent invoice which he wants to edit.
- The Supply Consolidation on TB-08 Indent will be displayed for editing.
- Modify the Supply Consolidation on TB-08 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.
- After **updating** you are able to change the Distribution Plan on TB-08 Indent information then generate again.

### 5.3.4. Supply Consolidation on TB-08 Indent - Delete

- You cannot delete an already Generated Invoice from Supply Consolidation on TB-08 Indent.
- To delete a Supply Consolidation on TB-08 Indent, the user must select the Supply Consolidation on TB-08 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 Supply Consolidation on TB-08 Indent is removed with all items permanently.

### 5.3.5. Supply Consolidation on TB-08 Indent - View

- When the Supply Consolidation on TB-08 Indent invoice generated, you have to select **VIEW** button to go inside the Supply Consolidation on TB-08 Indent.
- Select the completed Supply Consolidation on TB-08 Indent from list and press the **VIEW** button from top right corner. The Supply Consolidation on TB-08 Indent will open in view mode.
- Press on **PRINT** button to print the Supply Consolidation on TB-08 Indent.

## 5.4. General Indent

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

The screenshot shows the 'General Indent' interface. At the top, there are filters for 'From' (21/08/2021), 'To' (21/09/2021), and 'Facility' (Keraniгонj UHC, Dhaka). Action buttons include '+ ADD', 'VIEW', 'EDIT', 'Delete', and 'PRINT'. Below the filters, it says 'Show 10 entries' and 'Search:'. A table displays one entry with columns: SL#, Indent Date, Indent#, Indent To, and Status. The entry has SL# 1, Indent Date 11/09/2021, Indent# IND-U141/21-7504, Indent To NTP Central Warehouse, and Status Issued. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has pagination buttons: First, Previous, 1, Next, Last.

SL#	Indent Date	Indent#	Indent To	Status
1	11/09/2021	IND-U141/21-7504	NTP Central Warehouse	Issued

## 5.4.1. General Indent - Add

### 5.4.1.1. General Indent Invoice - Add Header

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

The screenshot shows the 'INDENT STOCK - CREATE/EDIT' interface. At the top, there are buttons for 'RETURN TO LIST', 'SAVE', 'DELETE ALL and RECREATE', 'SUBMIT', and 'PRINT'. The form contains several input fields: 'Indent#' (value: IND-U141/21-7506), 'Indent To' (value: Select Indent To), 'Prepared By' (value: Operator - Keranigonj UHC, Dhaka), 'Date' (value: 21/09/2021), 'Remarks', 'Approved By' (value: Manager - Keranigonj UHC, Dhaka), and another 'Date' (value: 21/09/2021). Below the form, there are tabs for 'ALL' and 'ONLY INDENT ITEMS'. A search bar is present. The table below has columns: Product Code, Product Name, Stock on Hand, Calculated Indent Quantity, Indent Quantity, and Comment. The table is currently empty, displaying 'No data available in table'.

- Fill in the data entry fields.
- Field descriptions:
  - Indent#\***: Auto generated, no change required.
  - Indent To\***: Select warehouse from Indent to drop down, you want Indent to the warehouse.
  - Prepared By\***: Select the person who is entering data.
  - Prepared Date\***: Today's date will auto fill, change if required. Cannot enter future date
  - Approved By\***: Select the person who is entering data.
  - Approved Date\***: Today's date will auto fill, change if required. Cannot enter future date
- Input non-mandatory fields:
  - 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

The screenshot shows the 'INDENT STOCK - CREATE/EDIT' interface after saving. The 'Indent To' field is now 'NTP Central Warehouse' and the 'Date' is '10/09/2021'. The 'ONLY INDENT ITEMS' button is now selected and highlighted in purple. The table below still shows 'No data available in table'.

- 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.

### 5.4.1.2. General Indent – Items

RETURN TO LIST SAVE DELETE ALL and RECREATE SUBMIT PRINT

**INDENT STOCK - CREATE/EDIT**

**Indent#**  
IND-U141/21-7506

**Indent To**  
NTP Central Warehouse

**Prepared By**  
Operator - Keranigonj UHC, Dhaka

**Date**  
10/09/2021

**Remarks**

**Approved By**  
Manager - Keranigonj UHC, Dhaka

**Date**  
10/09/2021

ALL ONLY INDENT ITEMS

Search: fdc

Product Code	Product Name	Stock on Hand	Calculated Indent Quantity	Indent Quantity	Comment
<b>MEDFLD</b>					
MED002	2 FDC Adult (R150/H75)	650		500	
FLD066	2 FDC Adult (R150/H75) for TPT Treatment	0			
MED046	2 FDC Child (R75/H50) DT	0			
MED004	3 FDC Adult (R150/H75/E275)	30		300	
MED045	3 FDC Child (R75/H50/Z150) DT	600		500	
MED001	4 FDC (R150/H75/Z400/E275)	700		500	

Showing 1 to 6 records

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

### 5.4.2. General Indent - Submit

- The General Indent you entered is in draft mode, and does not have any reflection in your indent to warehouse.
- Press on **Submit** 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.**



INDENT STOCK - CREATE/EDIT

RETURN TO LIST SAVE DELETE ALL and RECREATE SUBMIT PRINT

Indent# IND-U141/21-7506 Indent To NTP Central Warehouse Prepared By Operator - Keraniganj UHC, Dhaka Date 10/09/2021

Remarks Approved By Manager - Keraniganj UHC, Dhaka Date 10/09/2021

ALL ONLY INDENT ITEMS

Search:

Product Code	Product Name	Stock on Hand	Calculated Indent Quantity	Indent Quantity	ment
MED002	2 FDC Adult (R150/H75)	650		500	
MED004	3 FDC Adult (R150/H75/E275)	30		300	
MED045	3 FDC Child (R75/H50/Z150) DT	600		500	
MED001	4 FDC (R150/H75/Z400/E275)	700		500	

Showing 1 to 4 records

- After **Submitting** you are not able to change or delete the General Indent information. The general indent waiting for Approval from CS office.

### 5.4.3. General Indent - Edit

- You can only edit an Indent which is not submitted (RED bubble beside the indent record).
- To edit General Indent, the user must select the General Indent from the list, then click the **EDIT** button at the top right corner of the page or double click on The General Indent invoice which he wants to edit.
- The General Indent will be displayed for editing.
- Modify the General 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.

### 5.4.4. General Indent - Delete

- You cannot delete an already Submitted General Indent.
- To delete a General Indent, the user must select the General Indent 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.

### 5.4.5. General Indent - View

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

## 5.5. General Indent Approval

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

General Indent Approval

From: 10/12/2021 To: 10/03/2022 District: Gazipur Facility: All  To be approved VIEW EDIT PRINT

Show 10 entries Search:

SL#	Indent Date	Indent#	Indenter	Indent To	Status
1	06/03/2022	IND-U483/22-0004	50 Bedded Hospital, Tongi, Gazipur	NTP Central Warehouse	Submitted
2	28/02/2022	IND-U483/22-0003	50 Bedded Hospital, Tongi, Gazipur	NTP Central Warehouse	Submitted

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

Will see the to be approved like as above screen.

### 5.5.1. General Indent Approve

- Double click on to be approved indent will see the following screen.

General Indent Approval

RETURN TO LIST SAVE APPROVE PRINT

INDENT STOCK - CREATE/EDIT

Indent# IND-U483/22-0004 Indent To NTP Central Warehouse Prepared By Manager - 50 Bedded Hospital, Tongi, Gazl... Date 06/03/2022

Remarks Approved By Manager - 50 Bedded Hospital, Tongi, Gazl... Date 06/03/2022

Product Classification All Product Classification ALL ONLY INDENT ITEMS

Search:

Product Code	Product Name	Stock on Hand	Calculated Indent Quantity	Indent Quantity	Comment
MEDFLD					
MED002	2 FDC Adult (R150/H75)	0		500	
FLD066	2 FDC Adult (R150/H75) for TPT Treatment	0		300	
MED046	2 FDC Child (R75/H50) DT	0		200	

- Press on **Approve** button to approve the General Indent, you will see message **Do you really want to approve this indent?**
- Press **Confirm** button if you are confident that the General indent is correct, you will see message **Data approved Successfully**. The Approved button chainage to Save and disable the indent.

## 5.6. Distribution Plan on General Indent

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

### 5.6.1. Distribution Plan on General Indent - Add

#### 5.6.1.1. Distribution Plan on General 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 General 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.

### 5.6.1.2. Distribution Plan on General Indent - Items

- Press on **Add Indent** button, you will see the list of products. **Do you really want to add this record?** - When you confirm the Distribution Plan on Indent is added with all items.
- Indent#, Indent Date, Facility, Product

Indent#	Indent Date	Facility	Product	Facility Balance	Indent Quantity	Planned Issue Quantity
IND-U141/21-7506	10/09/2021	Keraniganj UHC, Dhaka	2 FDC Adult (R150/H75)	650	500	500
IND-U141/21-7506	10/09/2021	Keraniganj UHC, Dhaka	3 FDC Adult (R150/H75/E275)	30	300	300
IND-U141/21-7506	10/09/2021	Keraniganj UHC, Dhaka	3 FDC Child (R75/H50/Z150) DT	600	500	500
IND-U141/21-7506	10/09/2021	Keraniganj UHC, Dhaka	4 FDC (R150/H75/Z400/E275)	700	500	500

Showing 1 to 4 of 4 entries

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

### 5.6.2. Distribution Plan on General Indent - Generate Invoice

- The Distribution Plan on General Indent you entered is in draft mode, and does not have any reflection in your Distribution Plan on General Indent to issue against General Indent.
- 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**.
- 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
2 FDC Adult (R150/H75)	28,735,460	500
3 FDC Adult (R150/H75/E275)	20,000	300
3 FDC Child (R75/H50/Z150) DT	2,022,152	500
4 FDC (R150/H75/Z400/E275)	28,967,200	500

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-C001/21-0002	Remarks	Prepared By Rahad Arefin Arif	Date 21/09/2021
		Checked By S.M. Farhad Pasha	Date 21/09/2021
		Approved By Medical Officer (Store)	Date 21/09/2021

Product All		<span>ADD INDENTS</span>
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Indent#	Indent Date	Facility	Product	Facility Balance	Indent Quantity	Planned Issue Quantity
IND-U141/21-7506	10/09/2021	Keraniganj UHC, Dhaka	2 FDC Adult (R150/H75)	650	500	500
IND-U141/21-7506	10/09/2021	Keraniganj UHC, Dhaka	3 FDC Adult (R150/H75/E275)	30	300	300
IND-U141/21-7506	10/09/2021	Keraniganj UHC, Dhaka	3 FDC Child (R75/H50/Z150) DT	600	500	500
IND-U141/21-7506	10/09/2021	Keraniganj UHC, Dhaka	4 FDC (R150/H75/Z400/E275)	700	500	500

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

Issue against General Indent

From 21/06/2021	To 21/09/2021	Facility NTP Central Warehouse	<span>ADD</span> <span>PICK-INDENT</span> <span>VIEW</span> <span>EDIT</span> <span>DELETE</span> <span>PRINT</span>
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Show 10 entries

Sl.	Issue Date	Issue Invoice#	Indentor	Indent#
1	21/09/2021	ISS-IND-C001/21-0003	Keraniganj UHC, Dhaka	IND-U141/21-7506
2	20/09/2021	ISS-IND-C001/21-0002	Dhamrai UHC, Dhaka	IND-U139/21-7518
3	15/09/2021	ISS-IND-C001/21-0001	Keraniganj UHC, Dhaka	IND-U141/21-7504

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

### 5.6.3. Distribution Plan on General 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 General Indent, the user must select the Distribution Plan on General 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 General Indent invoice which he wants to edit.
- The Distribution Plan on General Indent will be displayed for editing.
- Modify the Distribution Plan on General 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.

### 5.6.4. Distribution Plan on General Indent - Delete

- You cannot delete an already Generated Invoice from Distribution Plan on General Indent.
- To delete a Distribution Plan on General Indent, the user must select the Distribution Plan on General 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 General Indent is removed with all items permanently.

### 5.6.5. Distribution Plan on General Indent - View

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

## 6. Issue

### 6.1. Issue Against TB-08 Indent

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://elmis.ntp.gov.bd> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Issue>Issue Against TB-08 Indent** submenu

SL	Issue Date	Issue Invoice#	District	Indentor	Indent#	Quarter	Year	District	Implementing Agency
1	06/07/2021	ISS-TB08-IND-C001/21-0021	Dhaka	Ashar Alo Society, Adabbar, Dhaka-Urban, Dhaka	IND-R067/21-0002	Q3: Jul-Sep	2021	Dhaka	Ashar Alo Society
2	04/07/2021	ISS-TB08-IND-C001/21-0020	Gazipur	50 Bedded Hospital, Tongli, Gazipur	IND-U483/21-0001	Q3: Jul-Sep	2021	Gazipur	BRAC
3	04/07/2021	ISS-TB08-IND-C001/21-0019	Gazipur	Gazipur Sadar UHC, Gazipur	IND-U155/21-0001	Q3: Jul-Sep	2021	Gazipur	BRAC

#### 6.1.1. Issue against TB-08 Indent - Pick-Indent

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

Indent#	Date	Facility
IND-N053/21-0001	06/07/2021	Adhunik Medical College Hospital-Uttara, BRAC Dakkhin Khan, Dhaka
IND-N057/20-0001	01/03/2020	Adabbar, BRAC Dakkhin Khan, Dhaka
7482	20/05/2017	Ashar Alo Society, Adabbar, Dhaka-Urban, Dhaka

- Select an indent you want to issue in this Issue against TB-08 Indent invoice.
- After selecting, the TB-08 Indent will be added with items in Issue against Indent.
- Automatic fill-up TB-08 part – **Product Code, Product, Indent Quantity, Facility Balance** and Store part - if having, **Current Stock Quantity, Quantity Issued, Lot No, Expiry Date, Donor Ref#**.

Issue Against TB-08 Indent - CREATE/EDIT

**Issue Invoice#** ISS-TB08-IND-C001/22-0009   
 **District** Cumilla   
 **Indentor** Barura UHC, Cumilla   
 **Prepared By** Rahad Arcfin Aml   
 **Date** 09/03/2022

**Quarter** Q1: Jan-Mar   
 **Year** 2022   
 **Implementing Agency** BRAC   
 **Checked By** S.M. Forhad Pasha   
 **Date** 09/03/2022

**Indent#** IND-U078/22-0003   
 **Remarks** Supply Plan on TB-08 Indent   
 **Approved By** Medical Officer (Store)   
 **Date** 09/03/2022

**Issued By** Medical Officer (Store)   
 **Date** 09/03/2022

Number of registered cases during the previous quarter

Adults (>15 years)

New/Category-I = (a)	Re-treatment = (b)				Total (b)
All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	P+ve (b1)	P-ve (b2)	EP (b3)	Meningitis, Bone & Neurological TB (b4)	
1	3	5	5	5	18

Children (<15 years)

Child Cat-I (Adult Formulation) = (c)	Child Cat-I (Dispersible formulation) = (d)	Total Child	<5 Years Child Registered for IPT (e)
1	2	3	2

Search:

Indentor				Store						
Product Code	Product	Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Batch/Lot Number	Expiry Date	Donor Ref#
<input type="checkbox"/>	MED001	4 FDC (R150/H75/Z400/E275)	24900	660	5844127	24900	Tab			
<input type="checkbox"/>	MED002	2 FDC Adult (R150/H75)	1220	220	400000	1220	Tab	3522		
<input type="checkbox"/>	MED045	3 FDC Child (R75/H50/Z150) DT	720	0	497120	720	Tab			
<input type="checkbox"/>	MED046	2 FDC Child (R75/H50) DT	1440	0	993906	1440	Tab			
<input type="checkbox"/>	MED011	Ethambutol 100 mg DT	360	0	198560	360	Tab			
<input type="checkbox"/>	FLD062	Levofloxacin 500 mg-FLD	9720	0	174700	9720	Tab			
<input type="checkbox"/>	FLD063	Levofloxacin 250 mg-FLD	19440	0	949240	19440	Tab			
<input type="checkbox"/>	MED006	Isoniazid 1.00 mg DT-IPT	1440	0	958240	1440	Tab			

- If you want to change items lot, press the Add icon on the far left of the product row.

**ADD PRODUCTS** ✕

**Product Classification**  
 All Product Classification

Search:

Product Code	Product	Batch/Lot Number	Expiry Date	Batch/Lot Quantity	DGDA NOC#	Donor Ref#
Accessories						
ACC010	ZN Microscope			43		
ACC103	Aluminium frame (18x60x4.1)			53		
MEDFLD						
MED002	2 FDC Adult (R150/H75)	3522		398,280		
MED002	2 FDC Adult (R150/H75)	lot-1	31/05/2022	429,570		
MED002	2 FDC Adult (R150/H75)	lot-2	31/01/2023	19,993		
MED002	2 FDC Adult (R150/H75)		31/01/2024	300,000		
FLD066	2 FDC Adult (R150/H75) for TPT Treatment			2,999,700		

Showing 1 to 28 of 28 entries

- 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.
- Continue for every item.
- you can o add new item in this invoice by using Add Products button from above the items right corner.



### 6.1.2. Issue against TB-08 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.**

Issue Against TB-08 Indent - CREATE/EDIT

Issue Invoice# ISS-TB08-IND-C001/22-0009 District Cumilla Indentor Barura UHC, Cumilla Prepared By Rahad Arefin Amil Date 09/03/2022

Quarter Q1: Jan-Mar Year 2022 Implementing Agency BRAC Checked By S.M. Farhad Pasha Date 09/03/2022

Indent# IND-U07B/22-0003 Remarks Supply Plan on TB-08 Indent Approved By Medical Officer (Store) Date 09/03/2022

Issued By Medical Officer (Store) Date 09/03/2022

Number of registered cases during the previous quarter

Adults (>15 years)

New/Category-I = (a)	Re-treatment = (b)				Total (b)
All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	P+ve (b1)	P-ve (b2)	EP (b3)	Meningitis, Bone & Neurological TB (b4)	
1	3	5	5	5	18

Children (<15 years)

Child Cat-I (Adult Formulation) = (c)	Child Cat-I (Dispersible formulation) = (d)	Total Child	<5 Years Child Registered for IPT (e)
1	2	3	2

ADD PRODUCTS

Indentor				Store						
Product Code	Product	Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Batch/Lot Number	Expiry Date	Donor Ref#
MED001	4 FDC (R150/H75/Z400/E275)	24900	660	5044127	24900	Tab				
MED002	2 FDC Adult (R150/H75)	1220	220	400000	1220	Tab		3522		
MED045	3 FDC Child (R75/H50/Z150) DT	720	0	497120	720	Tab				
MED046	2 FDC Child (R75/H50) DT	1440	0	993906	1440	Tab				
MED011	Ethambutol 100 mg DT	380	0	138560	380	Tab				
FLD062	Levofloxacin 500 mg-FLD	9720	0	174700	9720	Tab				
FLD063	Levofloxacin 250 mg-FLD	19440	0	949240	19440	Tab				
MED006	Isoniazid 100 mg DT-IPT	1440	0	950240	1440	Tab				

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

### 6.1.3. Issue against TB-08 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.

### 6.1.4. Issue against TB-08 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.

### 6.1.5. Issue against TB-08 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 TB-08 Indent invoice.

## 6.2. Issue against General Indent

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

The screenshot shows the 'Issue against General Indent' interface. At the top, there are filters for 'From' (10/04/2021), 'To' (10/07/2021), and 'Facility' (NTP Central Warehouse). Action buttons include '+ ADD', '+ PICK-INDENT', 'VIEW', 'EDIT', 'DELETE', and 'PRINT'. Below the filters, it says 'Show 10 entries' and 'Search:'. A table displays one entry with columns: SL., Issue Date, Issue Invoice#, Indentor, and Indent#. The entry details are: SL. 1, Issue Date 02/07/2021, Issue Invoice# ISS-IND-C001/21-0001, Indentor 250 Bedded TB Hospital, Shyamoli, Dhaka-Urban, Dhaka, and Indent#. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has pagination controls: First, Previous, 1, Next, Last.

### 6.2.1. Issue against General Indent - Adds

#### 6.2.1.1. Issue against General Indent Invoice - Add Header

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

The screenshot shows the 'ISSUE VOUCHER - CREATE/EDIT' form. At the top, there are buttons: RETURN TO LIST, SAVE, UPDATE STOCK, and PRINT. The form contains several fields: 'Issue Invoice#' (ISS-IND-C001/21-0002), 'Indentor' (Select Indentor), 'Indent#' (input field), 'Prepared By' (Rahad Arefin Amil), 'Date' (10/07/2021), 'Remarks' (text area), 'Approved By' (Medical Officer (Store)), 'Date' (10/07/2021), and 'Issued By' (Medical Officer (Store)), 'Date' (10/07/2021).

- Fill in the data entry fields.
- Field descriptions:
  1. **Issue Invoice#\***: Auto generated, no change required.
  2. **Indentor\***: Select indentor name from drop down, which are indent you.
  3. **Indent#\***: Enter Indent number from indentor’s paper document.
  4. **Prepared By\***: Select the person who is entering data.
  5. **Prepared Date\***: Today’s date will auto fill, change if required. Cannot enter future date.
  6. **Approved By\***: Select the person who is entering data.

- 7. **Approved By\***: Today's date will auto fill, change if required. Cannot enter future date.
- 8. **Issued By\***: Select the person who is Issued product.
- 9. **Issue Date\***: Today's date will auto fill, change if required. Cannot enter future date.
- Input non-mandatory fields:
- 10. **Remarks**: Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Issue against Indent invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **+ADD PRODUCTS** button is now enabled below the data entry fields.

ISSUE VOUCHER - CREATE/EDIT

Issue Invoice# ISS-IND-C001/21-0002 | Indentor 250 Redded TB Hospital, Sh... | Indent# 25487 | Prepared By Rohad Arefin Amil | Date 29/07/2021

Remarks | Approved By Medical Officer (Store) | Date 29/07/2021 | Issued By Medical Officer (Store) | Date 29/07/2021

+ ADD PRODUCTS

Product Code	Product	Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#
No data available in table										

### 6.2.1.2. Issue against General Indent Invoice - Add Products

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

ADD PRODUCTS

Product Classification: All Product Classification

Search: \_\_\_\_\_

Product Code	Product	Batch/Lot Number	Expiry Date	Batch/Lot Quantity	DGDA NOC#	Donor Ref#
<b>Accerseries</b>						
ACC010	ZN Microscope			43		
ACC103	Aluminium frame (18x60x4.1)			53		
<b>MEDFLD</b>						
MED002	2 FDC Adult (R150/H75)	3522		398,280		
MED002	2 FDC Adult (R150/H75)	lot-1	31/05/2022	429,570		
MED002	2 FDC Adult (R150/H75)	lot-2	31/01/2023	19,993		
MED002	2 FDC Adult (R150/H75)		31/01/2024	300,000		
FLD066	2 FDC Adult (R150/H75) for TPT Treatment			2,999,700		

Showing 1 to 28 of 28 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 - **Facility Balance** and Store part - if having, **Current Stock Quantity, Lot No, Expiry Date, Donor Ref#**.
- Fill in the following information for every lot/batch -
  1. **Indent Quantity**: Enter the quantity indent which require the indentor
  2. **Quantity Issued**: Enter the quantity you have issued in the invoice

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

Indentor				Store						
Product Code	Product	Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#
ACC063	Ambubag			30		Pcs				
ACC002	BP Blade			200		Pcs				

- Continue for every item.

### 6.2.2. Issue against General 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.**

Indentor				Store						
Product Code	Product	Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#
ACC063	Ambubag	5		30	5	Pcs				
ACC002	BP Blade	10		200	10	Pcs				

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

### 6.2.3. Issue against General Indent - Pick-Indent

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

Indent#	Date	Facility
IND-R089/21-7422	26/07/2021	250 Bedded TB Hospital, Shyamoli, Dhaka-Urban, Dhaka

Showing 1 to 1 of 1 entries

ADD CANCEL

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

ISSUE VOUCHER - CREATE/EDIT

Issue Invoice# ISS-IND-C001/21-0003	Indentor 250 Bedded TB Hospital, Sh...	Indent# IND-R089/21-7422	Prepared By Rahad Arefin Amil	Date 29/07/2021
Remarks			Approved By Medical Officer (Store)	Date 29/07/2021
			Issued By Medical Officer (Store)	Date 29/07/2021

Search:

Indentor				Store						
Product Code	Product	Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#
Accessories										
<input type="checkbox"/>	ACC010	ZN Microscope	5	25	5050	5	Pcs			
<input type="checkbox"/>	ACC103	Aluminium frame (18x60x4.1)	5	35	6040	5	Pcs			

- 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 General Indent invoice items and continue to above section.

#### 6.2.4. Issue against General 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 General Indent, the user must select the Issue against General Indent from the list, then click the **EDIT** button at the top right corner of the page or double click on The Issue against General Indent invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Issue against General 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.

#### 6.2.5. Issue against General Indent - Delete

- You cannot delete an already posted invoice.
- You can only delete an invoice which is not posted to stock (RED bubble beside the invoice record).
- To delete an Issue against General Indent invoice, the user must select the Issue against General 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.

## 6.2.6. Issue against General 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 General Indent invoice.

## 6.3. Issue Voucher Push

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

SL#	Issue Date	Issue Invoice#	Issue To
1	03/06/2021	ISS-PUSH-C001/21-0001	250 Bedded TB Hospital, Shyamoli, Dhaka-Urban, Dhaka

### 6.3.1. Issue Voucher Push - Add

#### 6.3.1.1. Issue Voucher Push Invoice - Add Header

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

Product Code	Product	Current Stock	Quantity Issued	Unit	No of Cartons	Lot No	Expiry Date	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 To\***: Select Facility name from drop down, you want to issue the facility.
  3. **Prepared By\***: Select the person who is entering data.
  4. **Prepared Date\***: Today's date will auto fill, change if required. Cannot enter future date.
  5. **Approved By\***: Select the person who is entering data.
  6. **approve Date\***: Today's date will auto fill, change if required. Cannot enter future date.
  7. **Issued By\***: Select the person who is entering data.
  8. **Issued Date\***: Today's date will auto fill, change if required. Cannot enter future date.
- Input non-mandatory fields:

- 9. **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.

### 6.3.1.2. 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.

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

### 6.3.2. 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.**

Product Code	Product	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#
ACC002	BP Blade	190	10	Pcs	1			
ACC105	Dell Latitude 3301 Laptop with Bag, Adapter & HP Wireless Mouse	480	20	Pcs	20	C204454		

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

### 6.3.3. 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.

### 6.3.4. Issue Voucher Push - Delete

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



### 6.3.5. 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.

## 6.4. Issue Approval

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

Issue Approval

From: 10/12/2021 To: 10/03/2022 District: Gazipur Facility: All  To be approved [VIEW] [PRINT]

Show 10 entries Search:

SL.	Issue Date	Issue Invoice#	Indenter	Indent#	Quarter	Year	District	Implementing Agency
1	10/03/2022	ISS-PUSH-C001/22-0002	50 Bedded Hospital, Tongl, Gazipur				Gazipur	
2	10/03/2022	ISS-IND-C001/22-0003	50 Bedded Hospital, Tongl, Gazipur	IND-U483/22-0004			Gazipur	
3	31/01/2022	ISS-TB08-IND-C001/22-0001	Tongl UHC, Gazipur	IND-U485/22-0001	Q1: Jan-Mar	2022	Gazipur	BRAC

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

- Will see the to be approved like as above screen.

### 6.4.1. Issue Approve

- Double click on to be approved indent will see the following screen.

**Issue Approval**

RETURN TO LIST APPROVE PRINT

---

Issue Against TB-08 Indent - CREATE/EDIT

Issue Invoice# ISS-TB08-IND-C001/22-0001	District Gozipur	Indentor Tongi UHC, Gozipur	Prepared By Rahed Arefin Amil	Date 31/01/2022
Quarter Q1: Jan-Mar	Year 2022	Implementing Agency BRAC	Checked By S.M. Farhad Pasha	Date 31/01/2022
Indents# IND-U485/22-0001	Remarks Supply Plan on TB-08 Indent		Approved By Medical Officer (Store)	Date 31/01/2022
			Issued By Medical Officer (Store)	Date 31/01/2022

Number of registered cases during the previous quarter

	Adults (>15 years)				
New/Category-I = (a) All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	Re-treatment = (b)				
20	P+ve (b1)	P-ve (b2)	EP (b3)	Meningitis, Bone & Neurological TB (b4)	Total (b)
	3	2	1	0	6
Children (<15 years)					
Child Cat-I (Adult Formulation) = (c)	Child Cat-I (Dispersible formulation) = (d)	Total Child	<5 Years Child Registered for IPT (e)		
5	2	7	10		

ADD PRODUCTS

Search:

Indentor				Store						
Product Code	Product	Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Batch/Lot Number	Expiry Date	Donor Ref#
MED001	4 FDC (R15Q/H75/Z40Q/E275)	15480	0	6000000	15480	Tab				
MED002	2 FDC Adult (R15Q/H75)	18000	0	5000000	18000	Tab		lot-1	31/05/2022	
MED045	3 FDC Child (R75/H50/Z150) DT	720	0	5000000	720	Tab				
MED046	2 FDC Child (R75/H50) DT	1440	0	1000000	1440	Tab				
MED011	Ethambutol 100 mg DT	360	0	2000000	360	Tab				
FLD062	Levofloxacin 500 mg-FLD	2160	0	2000000	2160	Tab				
FLD063	Levofloxacin 250 mg-FLD	4320	0	1000000	4320	Tab				
MED006	Isoniazid 100 mg DT-IPT	7200	0	1000000	7200	Tab				

- Press on **Approve** button to approve the Issue Invoice, you will see message **Do you really want to approve this issue?**
- Press **Confirm** button if you are confident that the General indent is correct, you will see message **Issue Approved Successfully**. The Approved button change to Save and disable the indent.

## 6.5. How to Issue Main store to DOT Corner.

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

Adjustment Invoice

From: 10/12/2021 To: 10/03/2022 Facility: Barura UHC, Cumilla Store: All

+ ADD VIEW EDIT DELETE PRINT

Show 10 entries Search:

SL.	Adj. Date	Adjustment Invoice#	To/ From	Adjustment Type	Amount
1	31/01/2022	ADJ-U078/22-0005	Barura UHC, Cumilla	Add to Stock	0
2	01/01/2022	ADJ-U078/22-0004	Barura UHC, Cumilla	Return from DOTS Corner	0
3	01/01/2022	ADJ-U078/22-0003	Barura UHC, Cumilla	Return to Main Store	0
4	01/01/2022	ADJ-U078/22-0002	Barura UHC, Cumilla	Receive from Main Store	0
5	01/01/2022	ADJ-U078/22-0001	Barura UHC, Cumilla	Issue to DOTS Corner	0

Showing 1 to 5 of 5 entries First Previous 1 Next Last

### 6.5.1. Adjustment Invoice - Add

#### 6.5.1.1. Adjustment Invoice - Add Header

- Select Main Store Then Click on **+ ADD** button at the top right corner of the page.

RETURN TO LIST SAVE UPDATE STOCK PRINT

ADJUSTMENT INVOICE - CREATE/EDIT

Adjustment Invoice#: ADJ-U078/22-0006 Adjustment Type: Select Adjustment Type To/ From: Select To/ From Prepared By: Select Prepared By Date: 10/03/2022

Remarks: Approved By: Select Approved By Date: 10/03/2022 Issued By: Select Issued By Date: 10/03/2022

+ ADD ITEMS

Show 10 entries Search:

Product Code	Product	Current Stock Quantity	Quantity Adjusted	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	Line Total	Action
No data available in table									
Total:									

Showing 0 to 0 of 0 entries Previous Next

- Fill in the data entry fields.
- Field descriptions:
  1. **Adjustment Invoice#\***: Auto generated, no change required.
  2. **Adjustment Type\***: Select Adjustment Type '**Issue to DOT Corner**' from drop down list
  3. **To/ From\***: Adjustment Type by default selected facility you want to adjustment the facility stock.
  4. **Prepared By\***: Select the person who is entering data.
  5. **Prepared Date\***: Enter date from prepared date of Adjustment Invoice.
  6. **Approved By\***: Select the person who is entering data.
  7. **Approved Date\***: Enter date from approved date of Adjustment Invoice.
- Input non-mandatory fields:
  8. **Remarks**: Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Adjustment Invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **+ADD ITEMS** button is now enabled below the data entry fields.

ADJUSTMENT INVOICE - CREATE/EDIT

**Adjustment Invoice#** ADJ-U078/22-0006   
 **Adjustment Type** Issue to DOTS Corner   
 **To/ From** Barura UHC, Cumilla   
 **Prepared By** Operator - Barura UHC, Cumilla   
 **Date** 10/03/2022

**Remarks**    
 **Approved By** Manager - Barura UHC, Cumilla   
 **Date** 10/03/2022

**Issued By** Operator - Barura UHC, Cumilla   
 **Date** 10/03/2022

Search:

Product Code	Product	Current Stock Quantity	Quantity Adjusted	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	Line Total	Action
No data available in table									

### 6.5.1.2. Adjustment Invoice - Add Products

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

ADD ITEMS

**Product Group** All Product Group

Search: fdc

Product Code	Product
MEDFLD	
MED002	2 FDC Adult (R150/H75)
FLD066	2 FDC Adult (R150/H75) for TPT Treatment
MED046	2 FDC Child (R75/H50) DT
MED004	3 FDC Adult (R150/H75/E275)
MED045	3 FDC Child (R75/H50/Z150) DT
MED001	4 FDC (R150/H75/Z400/E275)

Showing 1 to 6 of 6 entries

- 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.

ADJUSTMENT INVOICE - CREATE/EDIT

**Adjustment Invoice#** ADJ-U078/22-0006   
 **Adjustment Type** Issue to DOTS Corner   
 **To/ From** Barura UHC, Cumilla   
 **Prepared By** Operator - Barura UHC, Cumilla   
 **Date** 10/03/2022

**Remarks**    
 **Approved By** Manager - Barura UHC, Cumilla   
 **Date** 10/03/2022

**Issued By** Operator - Barura UHC, Cumilla   
 **Date** 10/03/2022

Search:

Product Code	Product	Current Stock Quantity	Quantity Adjusted	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	Line Total	Action
MEDFLD									
MED002	2 FDC Adult (R150/H75)	200	<input type="text"/>		2022-09-30		0	0	<input type="button" value="X"/>
MED004	3 FDC Adult (R150/H75/E275)	9	<input type="text"/>				0	0	<input type="button" value="X"/>
MED004	3 FDC Adult (R150/H75/E275)	300	<input type="text"/>		2022-10-31		0	0	<input type="button" value="X"/>
MED001	4 FDC (R150/H75/Z400/E275)	560	<input type="text"/>		2021-11-30		0	0	<input type="button" value="X"/>

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

ADJUSTMENT INVOICE - CREATE/EDIT

RETURN TO LIST | SAVE | UPDATE STOCK | PRINT

Adjustment Invoice# : ADJ-U078/22-0006  
 Adjustment Type : Issue to DOTs Corner  
 To/ From : Barura UHC, Cumilla  
 Prepared By : Operator - Barura UHC, Cumilla  
 Date : 10/03/2022

Remarks :

Approved By : Manager - Barura UHC, Cumilla  
 Date : 10/03/2022

Issued By : Operator - Barura UHC, Cumilla  
 Date : 10/03/2022

+ ADD ITEMS

Search:

Product Code	Product	Current Stock Quantity	Quantity Adjusted	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	Line Total	Action
MEDFLD									
MED002	2 FDC Adult (R150/H75)	200	50		2022-09-30		0	0	
MED004	3 FDC Adult (R150/H75/E275)	9	5				0	0	
MED004	3 FDC Adult (R150/H75/E275)	300	200		2022-10-31		0	0	
MED001	4 FDC (R150/H75/Z400/E275)	560	250		2021-11-30		0	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.

### 6.5.2. 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.**

ADJUSTMENT INVOICE - CREATE/EDIT

RETURN TO LIST | SAVE | UPDATE STOCK | PRINT

Adjustment Invoice# : ADJ-U078/22-0006  
 Adjustment Type : Issue to DOTs Corner  
 To/ From : Barura UHC, Cumilla  
 Prepared By : Operator - Barura UHC, Cumilla  
 Date : 10/03/2022

Remarks :

Approved By : Manager - Barura UHC, Cumilla  
 Date : 10/03/2022

Issued By : Operator - Barura UHC, Cumilla  
 Date : 10/03/2022

+ ADD ITEMS

Search:

Product Code	Product	Current Stock Quantity	Quantity Adjusted	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	Line Total	Action
MEDFLD									
MED002	2 FDC Adult (R150/H75)	200	50		2022-09-30		0	0	
MED004	3 FDC Adult (R150/H75/E275)	9	5				0	0	
MED004	3 FDC Adult (R150/H75/E275)	300	200		2022-10-31		0	0	
MED001	4 FDC (R150/H75/Z400/E275)	560	250		2021-11-30		0	0	

- After update you are not able to change or delete the invoice information and the issued product stock added in DOT Corner Store.

## 6.6. Dispense

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

Dispense

From: 10/12/2021 To: 10/03/2022 Facility: Barura UHC, Cumilla Store: Main Store

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

Show 10 entries Search:

SL	Dispense Date	Dispense Invoice#	Recipient
1	01/01/2022	DIS-U078/22-0002	Farid

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

### 6.6.1. Dispense - Add

#### 6.6.1.1. Dispense Invoice - Add Header

- Select the Store (**Main store/DOT Corner**) then Click on **+ ADD** button at the top right corner of the page

RETURN TO LIST SAVE UPDATE STOCK PRINT

DISPENSE INVOICE - CREATE/EDIT

Dispense Invoice#\*: DIS-U078/22-0003 Recipient Group\*: Select Recipient Group Recipient+\*: Select Recipient

Prepared By\*: Operator - Barura UHC, Cumilla Date\*: 10/03/2022

Approved By\*: Manager - Barura UHC, Cumilla Date\*: 10/03/2022

Issued By\*: Operator - Barura UHC, Cumilla Date\*: 10/03/2022

Remarks

+ ADD ITEMS

Show 10 entries Search:

Product Code	Product	Current Stock Quantity	Quantity Dispensed	Batch/Lot Number	Expiry Date	Unit Price	Line Total	Donor Ref#
No data available in table								

Showing 0 to 0 of 0 entries Previous Next

- 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 Dispense 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.

Add Recipients

Recipients \*

input here...

SAVE CANCEL

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

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

### 6.6.1.2. Dispense Invoice - Add Products

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

Product Code	Product	Batch/Lot Number	Expiry Date	Batch/Lot Quantity	DGDA NOC#	Donor Ref#
MEDFLD						
MED002	2 FDC Adult (R150/H75)		31/12/2021	7		
MED002	2 FDC Adult (R150/H75)		30/09/2022	50		
MED004	3 FDC Adult (R150/H75/E275)			10		
MED004	3 FDC Adult (R150/H75/E275)		31/10/2022	200		
MED001	4 FDC (R150/H75/Z400/E275)		30/11/2021	250		
MED001	4 FDC (R150/H75/Z400/E275)		30/09/2022	2		

- 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.

Product Code	Product	Current Stock Quantity	Quantity Dispensed	Batch/Lot Number	Expiry Date	Donor Ref#
MEDFLD						
<input checked="" type="checkbox"/> MED002	2 FDC Adult (R150/H75)	50	<input type="text"/>		30/09/2022	
<input checked="" type="checkbox"/> MED004	3 FDC Adult (R150/H75/E275)	200	<input type="text"/>		31/10/2022	
<input checked="" type="checkbox"/> MED001	4 FDC (R150/H75/Z400/E275)	250	<input type="text"/>		30/11/2021	

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

Product Code	Product	Current Stock Quantity	Quantity Dispensed	Batch/Lot Number	Expiry Date	Donor Ref#
MED002	2 FDC Adult (R150/H75)	50	10		30/09/2022	
MED004	3 FDC Adult (R150/H75/E275)	200	15		31/10/2022	
MED001	4 FDC (R150/H75/Z400/E275)	250	20		30/11/2021	

- Continue for every item.

### 6.6.2. 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.**

Product Code	Product	Current Stock Quantity	Quantity Dispensed	Batch/Lot Number	Expiry Date	Donor Ref#
MED002	2 FDC Adult (R150/H75)	50	10		30/09/2022	
MED004	3 FDC Adult (R150/H75/E275)	200	15		31/10/2022	
MED001	4 FDC (R150/H75/Z400/E275)	250	20		30/11/2021	

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



### 6.6.3. 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.

### 6.6.4. 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.

### 6.6.5. 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.

## 7. Others

### 7.1. Physical Inventory

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

#### 7.1.1. Physical Inventory - Add

##### 7.1.1.1. Physical Inventory - Add Header

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

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

Product Code	Product	Lot No	Expiry Date	Donor Ref#	Stock Quantity	Physical Quantity (Usable)	Adjustment Quantity	Physical Quantity (Unusable)	Remarks
ACC010	ZN Microscope				0				
ACC103	Aluminium frame (18x60x4.1)				0				
ACC063	Ambubag				0				
ACC060	Aspiration system				0				
ACC029	Auto Clave machine				0				

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

### 7.1.1.2. Physical Inventory - Entry

- You will see the list of product stock.
  - Physical Quantity (Usable):** Enter the product Physical Quantity (Usable).
  - Adjustment Quantity:** After entering the adjusted quantity automatically, calculate.
  - Physical Quantity (Unusable):** Enter the product Physical Quantity (Unusable).  
*N.B. Physical quantity Unusable product quantity, can be entered when making physical inventory for the first time.*
  - Remarks:** enter remarks comment if any.
- Continue for every item.
- Before Submitting you can check the entered physical quantity by using checkbox **Show Physical quantity only**.

Product Code	Product	Lot No	Expiry Date	Donor Ref#	Stock Quantity	Physical Quantity (Usable)	Adjustment Quantity	Physical Quantity (Unusable)	Remarks
MED002	2 FDC Adult (R150/H75)				0			150	
MED002	2 FDC Adult (R150/H75)		30/09/2022		0	200	200		
MED004	3 FDC Adult (R150/H75/E275)				0			350	
MED004	3 FDC Adult (R150/H75/E275)		31/10/2022		0	300	300		
MED001	4 FDC (R150/H75/Z400/E275)				0			120	
MED001	4 FDC (R150/H75/Z400/E275)		30/11/2021		0	600	600		

### 7.1.2. Physical Inventory - SUBMIT

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

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

Product Code	Product	Lot No	Expiry Date	Donor Ref#	Stock Quantity	Physical Quantity (Usable)	Adjustment Quantity	Physical Quantity (Unusable)	Remarks
MED002	2 FDC Adult (R150/H75)				0	0	0	150	
MED002	2 FDC Adult (R150/H75)		30/09/2022		0	200	200		
MED004	3 FDC Adult (R150/H75/E275)				0	0	0	350	
MED004	3 FDC Adult (R150/H75/E275)		31/10/2022		0	300	300		
MED001	4 FDC (R150/H75/Z400/E275)				0	0	0	120	
MED001	4 FDC (R150/H75/Z400/E275)		30/11/2021		0	600	600		

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

### 7.1.3. 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.

### 7.1.4. 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**

### 7.1.5. 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.

## 7.2. Adjustment Invoice

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

Adjustment Invoice

From: 10/12/2021 To: 10/03/2022 Facility: Barura UHC, Cumilla Store: All

Buttons: + ADD, VIEW, EDIT, DELETE, PRINT

Show 10 entries Search:

SL.	Adj. Date	Adjustment Invoice#	To/ From	Adjustment Type	Amount
1	10/03/2022	ADJ-U078/22-0007	Barura UHC, Cumilla	Receive from Main Store	0
2	10/03/2022	ADJ-U078/22-0006	Barura UHC, Cumilla	Issue to DOTS Corner	0
3	31/01/2022	ADJ-U078/22-0005	Barura UHC, Cumilla	Add to Stock	0
4	01/01/2022	ADJ-U078/22-0004	Barura UHC, Cumilla	Return from DOTS Corner	0
5	01/01/2022	ADJ-U078/22-0003	Barura UHC, Cumilla	Return to Main Store	0
6	01/01/2022	ADJ-U078/22-0002	Barura UHC, Cumilla	Receive from Main Store	0
7	01/01/2022	ADJ-U078/22-0001	Barura UHC, Cumilla	Issue to DOTS Corner	0

Showing 1 to 7 of 7 entries First Previous 1 Next Last

### 7.2.1. Adjustment Invoice - Add

#### 7.2.1.1. Adjustment Invoice - Add Header

- Select the Store (**Main Store/ DOT Corner**) Click on **+ ADD** button at the top right corner of the page.

RETURN TO LIST SAVE UPDATE STOCK PRINT

ADJUSTMENT INVOICE - CREATE/EDIT

Adjustment Invoice#: ADJ-U078/21-0003 Adjustment Type: Select Adjustment Type To/ From: Select To/ From Prepared By: Select Prepared By Date: 19/09/2021

Remarks: Approved By: Select Approved By Date: 19/09/2021 Issued By: Select Issued By Date: 19/09/2021

+ ADD ITEMS

Show 10 entries Search:

Product Code	Product	Current Stock Quantity	Quantity Adjusted	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total	Action
No data available in table									
Total:									

Showing 0 to 0 of 0 entries Previous Next

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

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

- After filling the necessary fields, press **SAVE** button to save the Adjustment Invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **+ADD ITEMS** button is now enabled below the data entry fields.

### 7.2.1.2. Adjustment Invoice - Add Products

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

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

- If adjustment invoice type is Deduct from Stock, Expired, Return to Supplier, Return to Warehouse and Transfer to Another Facility will see and apply following bullet points
- Automatic fill-up **Current Stock Quantity** and if having (**Lot No, Expiry Date, 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 -
  3. **Quantity Adjusted:** Enter the quantity you Adjusted in the invoice
  4. **Lot No:** Enter the item lot number, if any
  5. **Expiry Date:** Enter the item expiry date, if any
  - 6.
  7. **Donor Ref#:** Enter the item Donor Ref#, if any. If there is no reference – type the Donor name in the box.
  8. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
  9. **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.

Product Code	Product	Quantity Adjusted	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total	Action
MED002	2 FDC Adult (R150/H75)	50		31/12/2021			0	
MED004	3 FDC Adult (R150/H75/E275)	60					0	
MED001	4 FDC (R150/H75/Z400/E275)	100		30/09/2022			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.

## 7.2.2. 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	Donor Ref#	Unit Price	Line Total	Action
MED002	2 FDC Adulit (R150/H75)	50		31/12/2021		0	0	
MED004	3 FDC Adulit (R150/H75/E275)	60				0	0	
MED001	4 FDC (R150/H75/Z400/E275)	100		30/09/2022		0	0	

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

### 7.2.3. 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.

### 7.2.4. Adjustment Invoice - Delete

- You cannot delete an already posted invoice.
- To delete an 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.

### 7.2.5. 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.



## 7.3. Ad Hoc Distribution Plan

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

### 7.3.1. Ad Hoc Distribution Plan - Add

#### 7.3.1.1. Ad Hoc Distribution Plan - Add Header

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

- Fill in the data entry fields.
- Field descriptions:
  1. **Plan ID#\***: Auto generated, no change required.
  2. **Prepared By\***: default selected the person who is entering data. You can change
  3. **Date\***: Today's date will auto fill, change if required. Cannot enter future date.
  4. **Checked By\***: default selected the person who is checking data.
  5. **Date\***: Today's date will auto fill, change if required. Cannot enter future date.
  6. **Approved By\***: Select the person who is Approving data.
  7. **Approved Date\***: Today's date will auto fill, change if required. Cannot enter future date.
- Input non-mandatory fields:
  8. **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.

RETURN TO LIST SAVE PRINT

Ad Hoc Distribution Plan Entry/Edit

Plan ID: ADHOC-PLAN-C001/21-0001

Remarks:

Prepared By: Rahad Arefin Anil Date: 19/09/2021

Checked By: S.M. Farhad Pasha Date: 19/09/2021

Approved By: Medical Officer (Store) Date: 19/09/2021

Search:

Product Code	Product	Balance
Accessories		
ACC010	ZN Microscope	7
ACC105	Dell Latitude 3301 Laptop with Bag, Adapter & HP Wireless Mouse	481
Lab Consumable		
LAB046	Consumable Kit LED	892
LAB037	Consumable Kit ZN	1,089
LAB048	Falcon Tube	209,940
LAB036	GeneXpert Cartridge	109,050

Showing 1 to 44 of 44 entries

< PREV

NEXT >

Product Code	Product	Balance
No data available in table		

### 7.3.1.2. 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
Lab Consumable		
LAB046	Consumable Kit LED	892
LAB037	Consumable Kit ZN	1,089
LAB048	Falcon Tube	209,940
LAB036	GeneXpert Cartridge	109,050
Lab Equipment		
LAB047	GeneXpert System 4 Modules with Laptop	59
LAB050	LED-Microscop	461
LAB049	ZN Microscope	29

Showing 1 to 42 of 42 entries

< PREV

NEXT >

Selected Products: 2

Product Code	Product	Balance
ACC010	ZN Microscope	7
ACC105	Dell Latitude 3301 Laptop with Bag, Adapter & HP Wireless Mouse	481

- 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: All | District: Dhaka | Facility Type: UPAZILA

Search:

Division	District	Facility
UPAZILA		
Dhaka	Dhaka	Nawabganj UHC, Dhaka
Dhaka	Dhaka	Savar UHC, Dhaka

Showing 1 to 2 of 2 entries

Selected Facilities: 3

Division	District	Facility
UPAZILA		
Dhaka	Dhaka	Dhamrai UHC, Dhaka
Dhaka	Dhaka	Dohar UHC, Dhaka
Dhaka	Dhaka	Keraniganj UHC, Dhaka

PREV | 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
ZN Microscope	Dhamrai UHC, Dhaka		0	<input type="text"/>
ZN Microscope	Dohar UHC, Dhaka		0	<input type="text"/>
ZN Microscope	Keraniganj UHC, Dhaka		0	<input type="text"/>
Dell Latitude 3301 Laptop with Bag, Adapter & HP Wireless Mouse	Dhamrai UHC, Dhaka		0	<input type="text"/>
Dell Latitude 3301 Laptop with Bag, Adapter & HP Wireless Mouse	Dohar UHC, Dhaka		0	<input type="text"/>
Dell Latitude 3301 Laptop with Bag, Adapter & HP Wireless Mouse	Keraniganj UHC, Dhaka		0	<input type="text"/>

Showing 1 to 6 of 6 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-C001/21-0001   Remarks:   Prepared By: Rahad Arefin Anil   Date: 19/09/2021

Checked By: S.M. Farhad Pasha   Date: 19/09/2021

Approved By: Medical Officer (Store)   Date: 19/09/2021

Facility Type: All   Facility: All   Product: All

Product	Facility	AMC	Facility Balance	Planned Issue Quantity
ZN Microscope	Dhanrao UHC, Dhaka		0	1
ZN Microscope	Dohar UHC, Dhaka		0	1
ZN Microscope	Keraniganj UHC, Dhaka		0	1
Dell Latitude 3301 Laptop with Bag, Adapter & HP Wireless Mouse	Dhanrao UHC, Dhaka		0	1
Dell Latitude 3301 Laptop with Bag, Adapter & HP Wireless Mouse	Dohar UHC, Dhaka		0	1
Dell Latitude 3301 Laptop with Bag, Adapter & HP Wireless Mouse	Keraniganj UHC, Dhaka		0	1

Showing 1 to 6 of 6 entries

Generate Invoice

- Continue for every item.

### 7.3.2. 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
ZN Microscope	7	3
Dell Latitude 3301 Laptop with Bag, Adapter & HP Wireless Mouse	481	3

Showing 1 to 2 of 2 entries

Generate Invoice   CLOSE

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

Ad Hoc Distribution Plan Entry/Edit

RETURN TO LIST SAVE PRINT

Plan ID: ADHOC-PLAN-C001/21-0001

Remarks:

Prepared By: Rahad Arefin Anil Date: 19/09/2021

Checked By: S.M. Forhad Pashe Date: 19/09/2021

Approved By: Medical Officer (Store) Date: 19/09/2021

Facility Type: All Facility: All Product: All

Product	Facility	AMC	Facility Balance	Planned Issue Quantity
ZN Microscope	Dhamrai UHC, Dhaka		0	1
ZN Microscope	Dohar UHC, Dhaka		0	1
ZN Microscope	Keraniganj UHC, Dhaka		0	1
Dell Latitude 3301 Laptop with Bag, Adapter & HP Wireless Mouse	Dhamrai UHC, Dhaka		0	1
Dell Latitude 3301 Laptop with Bag, Adapter & HP Wireless Mouse	Dohar UHC, Dhaka		0	1
Dell Latitude 3301 Laptop with Bag, Adapter & HP Wireless Mouse	Keraniganj UHC, Dhaka		0	1

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

Issue Voucher Push

From: 19/09/2021 To: 19/09/2021 Facility: NTP Central Warehouse

+ ADD VIEW EDIT DELETE PRINT

Show 10 entries Search:

SL	Issue Date	Issue Invoice#	Issue To
1	19/09/2021	ISS-PUSH-C001/21-0003	Keraniganj UHC, Dhaka
2	19/09/2021	ISS-PUSH-C001/21-0002	Dohar UHC, Dhaka
3	19/09/2021	ISS-PUSH-C001/21-0001	Dhamrai UHC, Dhaka

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

### 7.3.3. 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 General 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 General 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.

### 7.3.4. 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.

### 7.3.5. Ad Hoc Distribution Plan - View

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

## 8. Settings

### 8.1. Users

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of <http://elmis.ntp.gov.bd> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **User's** 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	Dhamrai UHC, Dhaka	Manager - Dhamrai UHC, Dhaka	MANU139	MANU139@gmail.com	
2	Dhamrai UHC, Dhaka	Operator - Dhamrai UHC, Dhaka	OPRU139	OPRU139@gmail.com	

- To change the facility user information press on pen icon to update as below -

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

### 8.2. Products

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

Products

Facility Name: NTP Central Warehouse | Product Classification: All Product Classification | Sub Group: All Product Sub Group

Buttons: PRINT, EXCEL

Show: 10 entries | Search:

SL#	Sub Group	Product Code	Product Name	Short Name	Unit Name	Cost
Accerseries						
1	Accerseries	ACC045	MRP 46402 CFI	MRP 46402 CFI	Pcs	0
2	Accerseries	ACC064	UV Light	UV Light	Pcs	0
3	Accerseries	ACC096	Compact hepa filter	Compact hepa filter	Pcs	0
4	Accerseries	ACC013	Drying rack	Drying rack	Pcs	0
5	Accerseries	ACC026	Leed Apron	Leed Apron	Pcs	0
6	Accerseries	ACC100	Exhaust hepa filter (1.8. ABS class 2)	Exhaust hepa filter (1.8. ABS class 2)	Pcs	0
7	Accerseries	ACC077	Lens Paper	Lens Paper	boxes	0

- The Product has 4 filter criteria
  - Product Classification:** when select a Product Classification then showing Product Name under the selected
  - Sub-Group:** when select Sub-Group Button Group then showing product name Under the selected
  - Search:** To search a Product Classification

### 8.3. Health Facility

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

Buttons: All eLMIS Site, NON eLMIS Site, Map, PRINT, EXCEL

Show: 25 entries | Search:

Facility Code	Facility Name	Facility Type	Division Name	District Name	Upazila Name	Action
CS Office						
S001	Civil Surgeon Office, Berguna	CS Office	Barisal	Berguna	N/A	
S002	Civil Surgeon Office, Barishal	CS Office	Barisal	Barishal	N/A	
S003	Civil Surgeon Office, Bhola	CS Office	Barisal	Bhola	N/A	
S004	Civil Surgeon Office, Jhalakathi	CS Office	Barisal	Jhalakathi	N/A	
S005	Civil Surgeon Office, Patuakhali	CS Office	Barisal	Patuakhali	N/A	
S006	Civil Surgeon Office, Pirojpur	CS Office	Barisal	Pirojpur	N/A	
S007	Civil Surgeon Office, Bandarban	CS Office	Chittagong	Bandarban	N/A	

- 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. **All:** when click the All-group button then showing Related data Under the selected All facility
7. **eLMIS Site:** when click the Site group button then showing Related data Under the selected eLMIS Site
8. **NON-eLMIS Site:** when click the NON-eLMIS Site group button then showing Related data Under the selected NON-eLMIS
9. **Search:** To search a Facility
  - And facility information Showing following Fields.  
Facility Code, Facility Name, Facility Type, Division Name, District Name, Upazila Name
  - Then press on more button showing the facility more information.  
Facility Address, Facility Head Name, Designation, Contact#, eLMIS Site, Point of Location, Storekeeper Name, Designation, Contact#, COVID-19 Site.

## 8.4. Suppliers

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

SL#	Supplier Name	Supplier Address	Country	Contact Name	Contact No	Fax	Email
1	Central Medical Stores Depot(CMSD)		Bangladesh				
2	Demo Supplier		Bangladesh		01389897655		
3	Essential Drugs Company Limited	395-397, Tejgaon Industrial Area, Dhaka-1208	Bangladesh		+88-02-9130469-90,+88-02-9151080	+880-2-58155459	edc@edcb
4	Sea International Agencies Ltd.	A/om Tower, 9th Floor, Room#1009-1010, 12 DIT Avenue, Motijheel, CA,Dhaka-1000	Bangladesh		01711347828,+8802-9559102		
5	Supplier -1		Bangladesh		01875695674		
6	Supplier 2		Bangladesh		2555		

### 8.4.1. Suppliers - Add

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

- Fill in the data entry fields.
  1. **Supplier Name\*:** Enter supplier Name
  2. **Country\*:** Select country from drop down, you want to entry the supplier.
  3. **Contact No\*:** Enter supplier contact number.
- Input non-mandatory fields:

4. **Email:** Enter supplier Email address
  5. **Contact Name:** Enter the Supplier contact person name.
  6. **Supplier Address:** Enter the supplier address.
  7. **URL:** Enter the Supplier web URL
- After filling the necessary fields, press **SAVE** button to save the Supplier in the supplier list. You will see a popup message “**New Data Added Successfully**”.

### 8.4.2. 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**”.

### 8.4.3. 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.

### 8.4.4. Suppliers - Print and Export

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

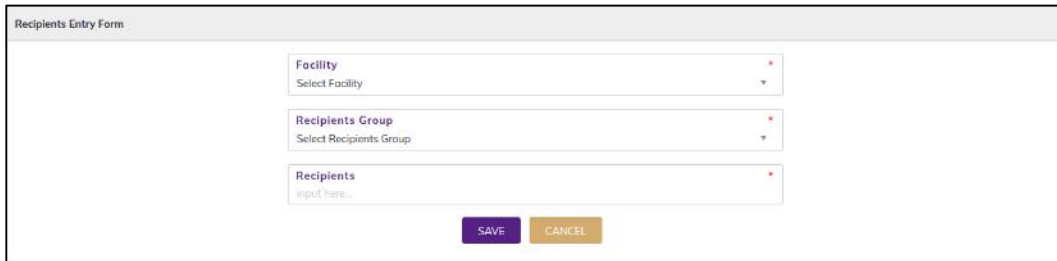
## 8.5. Recipients

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

SL#	Facility Name	Recipients Group	Recipients	Action
1	Dhamrai UHC, Dhaka	Facility Department	Word-1	
2	Dhamrai UHC, Dhaka	IPD	IPD-D	

### 8.5.1. Recipients - Add

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



- Fill in the data entry fields.
  - Facility Name\***: Select facility source from drop down, you want to entry the recipient.
  - Recipients Group\***: Select recipient group from drop down, you want to entry the recipient.
  - 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**.

### 8.5.2. 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**.

### 8.5.3. 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.

### 8.5.4. Recipients - Print and Export

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

## 8.6. Default Signatory

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

### 8.6.1. Default Signatory – Add/Change

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

- Fill in the data in Signatory fields.
  1. **Approved By:** Select approved by from drop down list (If needed).
  2. **Checked By:** Select checked by from drop down list (If needed).
  3. **Issued By:** Select Issued by from drop down list (If needed).
  4. **Prepared By:** Select prepared by from drop down list (If needed).
  5. **Received By:** Select Received by from drop down list (If needed).

And enter the facility

1. **Facility Head Name:** Enter/update facility head name
  2. **Facility Head Contact#:** Enter/update facility contact number
  3. **Storekeeper Name:** Enter/update facility storekeeper name
  4. **Storekeeper Contact#:** Enter/update facility storekeeper contact number
- After Entered press on **SAVE** button, the facility signatory will be changed and update the facility head and store keeper information in the facility list successfully.

## 9. Reports

### 9.1. Stock Status (Usable)

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

Stock Status (Usable)

Facility: 50 Bedded Hospital, Tongl, Gazipur | Store: All | Product Classification: All | Stock Date: 10/03/2022

SHOW ALL  SHOW ZERO  SHOW NON-ZERO

Search: [ ]

SL.	Product Code	Product Name	Usable Qty	Unit Price	Line Total
1	ACC010	ZN Microscope	55	0	0
2	ACC103	Aluminium frame (18x60x4.1)	6	0	0

Showing 1 to 2 of 2 entries

Batch/Lot Number	Expiry Date	Donor Ref#	Usable Qty
			55

Showing 1 to 1 of 1 entries

#### 9.1.1. Stock Status (Usable)

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

#### 9.1.2. View Stock Status (Usable) 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.

### 9.1.3. View Lot-wise information about a specific Items Lot Stock (Usable)

- 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:

### 9.1.4. Stock Status (Usable) - Print

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

## 9.2. Stock Status (Unusable)

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

SL.	Product Code	Product Name	Unusable Qty	Unit Price	Line Total
1	MED002	2 FDC Adult (R150/H75)	150	0	0
2	MED004	3 FDC Adult (R150/H75/E275)	350	0	0
3	MED001	4 FDC (R150/H75/Z400/E275)	120	0	0

### 9.2.1. Stock Status (Unusable)

- After Selecting, you will see the Stock Status (Unusable). This report current stock position of all the items.
- Shows a list of current item groups in database. A label below shows the total number of items under the selected group. Balance Date is used to give a filter date for which stock position is shown.
- This report shows the facility data of a specific date entered from health facility. The report has the following filter criteria:
  1. **Facility:** select a facility
  2. **Product Classification:** select all or A Facility
  3. **Stock Date:** Today’s date will auto fill, change if required.
- Items table has the following fields:

1. **Product Code:** Product Code
2. **Product Name:** Product Name
3. **Unusable Quantity:** shown the product stock unusable quantity on the specific date.
4. **Unit Price:** shown unit Price
5. **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. **Donor Ref#:** Shown the Donor ref# of a product
  4. **Quantity:** Quantity of the product lot.

### 9.2.2. View Stock Status (Unusable) 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.

#### 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.

### 9.2.3. View Lot-wise information about a specific Items Lot Stock (Unusable)

- 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:

### 9.2.4. Stock Status (Unusable) - Print

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

## 9.3. Stock Reports

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

### 9.3.1. 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: Barura UHC, Cumilla  
 Product Classification: All  
 IsStock: NON ZERO  
 Date: 10/03/2022

Stock Status Table

Show 10 entries

Division	District	Facility	Product Classification	Product Code	Products	Quantity	Unit Price (BDT)	Total (BDT)
Chittagong	Cumilla	Barura UHC, Cumilla	Accerseries	ACC010	ZN Microscope	50	0	0
Chittagong	Cumilla	Barura UHC, Cumilla	Accerseries	ACC103	Aluminium frame (18x60x4.1)	20	0	0
Chittagong	Cumilla	Barura UHC, Cumilla	MEDFLD	MED002	2 FDC Adult (R150/H75)	204	0	0
Chittagong	Cumilla	Barura UHC, Cumilla	MEDFLD	MED004	3 FDC Adult (R150/H75/E275)	299	0	0
Chittagong	Cumilla	Barura UHC, Cumilla	MEDFLD	MED001	4 FDC (R150/H75/Z400/E275)	622	0	0

Showing 1 to 5 of 5 entries

- This form presents current 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 Classification:** Select a Product Classification from dropdown list.
  - Is Stock:** By default, selected ZERO Stock. Select All or NON-ZERO or ZERO from dropdown list.
  - Date:** Today's date will auto fill, change if required.
- The table has the following columns:
  - Product Classification:** Name of the Product Classification
  - Product Code:** Show the product code.
  - Product:** Name of product
  - Quantity:** Product 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.

### 9.3.2. Product Lot Stock Report

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

Product Lot Stock Report

Facility: Barura UHC, Cumilla  
 Product Classification: All  
 Product: All

Product Lot Stock Report Table

Show 10 entries

Product Code	Batch/Lot Number	Expiry Date	Donor Refd	Unit Price (BDT)	Total (BDT)	Quantity
Barura UHC, Cumilla						
ZN Microscope						
ACC010				0	0	50
Aluminium frame (18x60x4.1)						
ACC103				0	0	20
2 FDC Adult (R150/H75)						
MED002		31-12-2021		0	0	
MED002		30-09-2022		0	0	190

- 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 Classification:** Select a Product Classification 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.
  - 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.

### 9.3.3. Facility Dashboard

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

The screenshot displays the Facility Dashboard for 'NTP Central Warehouse' as of Sunday, October 10, 2021, at 8:04 AM. The dashboard includes several key sections:

- Facility Stock Dashboard:** Shows filters for Division (All), District (All), and Facility (NTP Central Warehouse). It includes fields for Facility ID (C001), Facility Name (NTP Central Warehouse), Division/District/Upazila/Area (Dhaka - Dhaka - N/A), and Facility Head (N/A). A 'QUARTER END REPORT' section allows users to generate reports for Q2-2021 or Q3-2021 with 'UNSUBMIT' and 'GENERATE' buttons.
- Summary Metrics:** Displays 756 Total Products, 47 Non-Zero Products, and the last activity on Saturday, Oct 09, 2021, at 11:00 AM.
- BALANCE OF MAJOR COMMODITIES:** A grid of green boxes showing stock levels for various drugs:
  - 28,718,800 (2 FDC Adult (R150/H75))
  - 2,668,648 (2 FDC Child (R75/H50) DT)
  - 2,022,852 (3 FDC Child (R75/H50/Z150) DT)
  - 28,893,380 (4 FDC (R150/H75/Z400/E275))
  - 813,701 (Ethambutol 100 mg DT)
  - 5,000,000 (Ethambutol 400 mg-FLD)
  - 1,821,875 (Isoniazid 100 mg DT-IPT)
  - 484,674 (Isoniazid 300 mg-FLD)
  - Levofloxacin 100 mg-FLD
  - 1,580
- ISSUE/DISPENSE TREND 6 MONTHS:** A line graph showing trends for Oct 2021 and Sep 2021 for products like Levofloxacin 500 mg-FLD, 2 FDC Adult (R150/H75), Isoniazid 100 mg DT-IPT, Ethambutol 100 mg DT, 2 FDC Child (R75/H50) DT, 4 FDC (R150/H75/Z400/E275), 3 FDC Child (R75/H50/Z150) DT, and Isoniazid 300 mg-FLD.
- ACTIVITIES NOT UPDATED TO STOCK:** Shows zero counts for International Purchase, Receive Donatoin, Receive from Supplier, Issue Against TB 08 Indent, Issue against General Indent, Issue Voucher Push, and Adjustment.
- ACTIVITIES COMPLETED THIS MONTH:** Shows one 'Issue Against TB 08 Indent' and zero for other categories.
- PENDING GENERAL INDENT:** A table listing two pending general indents with details buttons.
 

Indent#	Date	Facility Name	Action
IND-U483/21-0001	01/10/2021	50 Bedded Hospital, Tongi, Gazipur	<a href="#">DETAILS</a>
IND-U139/21-7520	10/10/2021	Dhamrai UHC, Dhaka	<a href="#">DETAILS</a>
- PENDING TB-08 INDENT:** A table listing two pending TB-08 indents with details buttons.
 

Indent#	Date	Facility Name	Action
IND-U228/21-0001	07/10/2021	Islampur UHC, Jamalpur	<a href="#">DETAILS</a>
IND-N053/21-0001	10/10/2021	Adhunik Medical College Hospital-Uttara, BRAC Daikhin Khan, Dhaka	<a href="#">DETAILS</a>

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

### 9.3.4. Receive Details Report

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

Receive Details Report

Facility Level: TB Facility | Facility: All | Start Date: 01/03/2022 | End Date: 10/03/2022  
 Product Classification: All | Product: All | Transaction Type: All

Receive Details Report Table

Show: 10 entries | Search:

Supplier	Receive Invoice	Receive Date	Donor/Contract#/Indent#	Unit	No of Cartons	Batch/Lot Number	Expiry Date	Donor Ref#	Indent Quantity	Quantity	Unit Price (BDT)	Total (BDT)
Khalilajuri UHC, Netrakona												
Goggles												
Sea International Agencies Ltd.	REC-DON-U250/22-0001	07-03-2022	The Global Fund Wambo	Pcs		BGD-555		BGD-NTP-GFATM Donation-001/2022		5,000		
Surgical Mask												
Essential Drugs Company Limited	REC-SUP-U250/22-0001	07-03-2022		Pcs		BGD-999	31-03-2024			500,000		

Showing 1 to 2 of 2 entries | Previous 1 Next

- 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 TB 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 Classification:** By default, selected Product Classification DGHS.
  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. **Donor Ref#:** Show the product Donor Ref number.
  8. **Indent Quantity:** Show the product Indent quantity.
  9. **Quantity:** Product lot stock quantity.
  10. **Unit Price (BDT):** Product unit price (BDT).
  11. **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.

### 9.3.5. Issue Details Report

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

Indentor/Issue To	Issue Invoice	Issue Date	Batch/Lot Number	Expiry Date	Donor Ref#	Indent Quantity	Quantity
NTP Central Warehouse							
MEDFLD							
2 FDC Adult (R150/H75)							
Barura UHC, Cumilla	ISS-TB08-IND-C001/22-0009	09-03-2022	3522			1,220	1,220
50 Bedded Hospital, Tangi, Gazipur	ISS-IND-C001/22-0003	10-03-2022	3522			500	500
50 Bedded Hospital, Tangi, Gazipur	ISS-PUSH-C001/22-0002	10-03-2022	lot-1	2022-05-31			200
2 FDC Adult (R150/H75) for TPT Treatment							
50 Bedded Hospital, Tangi, Gazipur	ISS-IND-C001/22-0003	10-03-2022				300	300
2 FDC Child (R75/H50) DT							
Barura UHC, Cumilla	ISS-TB08-IND-C001/22-0009	09-03-2022				1,440	1,440
50 Bedded Hospital, Tangi, Gazipur	ISS-IND-C001/22-0003	10-03-2022				200	200

- This form presents Issue Details report of all the items. The report has the following filter criteria:
  - Facility Level:** By default, selected facility level DGHS 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 Classification:** By default, selected Product Classification DGHS.
  - 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.
  - 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.

### 9.3.6. Adjustment Details Report

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

Adjustment Details Report

Facility Level: TB Facility | Facility: All | Start Date: 01/03/2022 | End Date: 10/03/2022  
 Adjustment Type: All | Product Classification: All | Product: All

Adjustment Details Report Table

Show 10 entries | Search:

To/ From	Adjustment Invoice	Invoice Date	Adjustment Type	Product Code	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity Adjusted	Unit Price (BDT)	Total (BDT)
Barura UHC, Cumilla										
MEDFLD										
2 FDC Adult (R150/H75)										
Barura UHC, Cumilla	ADJ-U078/22-0007	10-03-2022	Receive from Main Store	MED002		30-09-2022		50		
Barura UHC, Cumilla	ADJ-U078/22-0006	10-03-2022	Issue to DOTS Corner	MED002		30-09-2022		50	0	
3 FDC Adult (R150/H75/E275)										
Barura UHC, Cumilla	ADJ-U078/22-0007	10-03-2022	Receive from Main Store	MED004		31-10-2022		200		
Barura UHC, Cumilla	ADJ-U078/22-0007	10-03-2022	Receive from Main Store	MED004				5		
Barura UHC, Cumilla	ADJ-U078/22-0006	10-03-2022	Issue to DOTS Corner	MED004				5	0	
Barura UHC, Cumilla	ADJ-U078/22-0006	10-03-2022	Issue to DOTS Corner	MED004		31-10-2022		200	0	

- This form presents Adjustment Details report of all the items. The report has the following filter criteria:
  - Facility Level:** By default, selected facility level DGHS 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 Classification:** By default, selected Product Classification DGHS.
  - 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:
  - To/From:** Show to/ from facility name.
  - Adjustment Invoice:** Show adjustment invoice number.
  - Invoice Date:** Show invoice date.
  - Adjustment Type:** Show adjustment type.
  - Product Code:** Show product Code.
  - Lot No:** Show the product lot number.
  - Expiry Date:** Show product Expiry Date.
  - 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.

### 9.3.7. Inventory Control Register (ICR)

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

Inventory Control Register (ICR) Print Excel CSV

Start Date: 01/03/2022 | End Date: 10/03/2022 | Facility: Barura UHC, Cumilla | Product Classification: All

Product: All

Invoice Date	Origin/Destination	Invoice No	Receive	Issue	Balance	Batch/Lot Number	Expiry Date	Donor Ref#	Observations	Signature
Facility: Barura UHC, Cumilla										
Product: ZN Microscope										
01/03/2022	-	[Prev Balance]	50	0	50					
Product: 2 FDC Adult (R150/H75)										
01/03/2022	-	[Prev Balance]	214	0	214		30/09/2022			
10/03/2022	Barura UHC, Cumilla	ADJ-U078/22-0006	0	50	164		30/09/2022		Issue to DOTS Corner	
10/03/2022	Barura UHC, Cumilla	ADJ-U078/22-0007	50	0	214		30/09/2022		Receive from Main Store	
10/03/2022	Field Staff	DIS-U078/22-0003	0	10	204		30/09/2022		Dispense from DOT Corner	

- This form presents Inventory Control Register (ICR) report of all the items. The report has the following filter criteria:
  - Division:**
  - District**
  - Facility:** By default, selected your facility. Select a facility from dropdown list.
  - Product Classification:** By default, selected Product Classification DGHS.
  - 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.
  - 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.

### 9.3.8. Inventory Control Register Unusable (ICR)

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

Inventory Control Register Unusable(ICR) ⓘ

Division: All | District: All | Facility: Barura UHC, Cumilla | Product Classification: All

Product: All | Start Date: 01/03/2022 | End Date: 10/03/2022

Inventory Control Register (ICR) Unusable [Print] [Excel] [CSV]

Search: \_\_\_\_\_

Invoice Date	Origin/Destination	Invoice No	Receive	Issue	Balance	Batch/Lot Number	Expiry Date	Donor Ref#	Observations	Signature
Facility: Barura UHC, Cumilla										
Product: 2 FDC Adult (R150/H75)										
01/03/2022	-	[Prev Balance]	150	0	150					
Product: 3 FDC Adult (R150/H75/E275)										
01/03/2022	-	[Prev Balance]	350	0	350					
Product: 4 FDC (R150/H75/Z400/E275)										
01/03/2022	-	[Prev Balance]	120	0	120					

- This form presents Inventory Control Register Unusable (ICR) report of all the items. The report has the following filter criteria:
  1. **Division:**
  2. **District:**
  3. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  4. **Product Classification:** By default, selected Product Classification DGHS.
  5. **Product:** Select All or a product from dropdown list.
  6. **Start Date:** The first day of the month will auto fill, change if required.
  7. **End Date:** Today's date will auto fill, change if required
- The table has the following columns:
  1. **Invoice Date:** Show invoice date.
  2. **Origin/Destination:** Show Origin/Destination.
  3. **Invoice:** Show invoice number.
  4. **Receive:** Show product receive Quantity.
  5. **Issue:** Show product Issue Quantity
  6. **Balance:** Show product Balance.
  7. **Lot No:** Show product lot number.
  8. **Expiry Date:** Show product Expiry Date.
  9. **Donor Ref#:** Show product Donor Ref number.
  10. **Observations:** Show Observations.
  11. **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.

### 9.3.9. Dispense Report

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

The screenshot shows the 'Dispense Report' interface. At the top, there are several filter criteria dropdowns: Facility (Barura UHC, Cumilla), Start Date (01/03/2022), End Date (10/03/2022), Recipient Group (All), Recipient (All), Product Classification (All), Product (All), and Store (All). Below the filters is a 'Dispense Report Table' with buttons for Print, Excel, and CSV. The table has columns for Facility, Recipient Group, Recipient, Dispense Date, Product, Batch/Lot Number, Expiry Date, Donor Ref#, and Quantity Dispensed. The table contains three rows of data for 'MEDFLD' at 'Barura UHC, Cumilla' for 'Govt. Field Staff' recipients, with products '2 FDC Adult (R150/H75)', '3 FDC Adult (R150/H75/E275)', and '4 FDC (R150/H75/Z400/E275)'. The quantities dispensed are 10, 15, and 20 respectively. The interface also shows 'Showing 1 to 3 of 3 entries' and navigation buttons for 'Previous', '1', and 'Next'.

- 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. **Recipient Group:** Select All or a recipient group.
  5. **Recipient:** Select all or a recipient.
  6. **Product Classification:** By default, selected Product Classification DGHS.
  7. **Product:** Select All or a product from dropdown list.
  8. **Store:** Select All or a Store 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. **Donor Ref#:** Show product Donor Ref number.
  6. **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.

### 9.3.10. 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: TB Warehouse | Facility: NTP Central Warehouse | Product Classification: All | Product: All

Start Date: 10/03/2022 | End Date: 30/09/2023

Going to Expire Lots Report Table

Show 10 entries | Search:

Division	District	Facility	Product Code	Product	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity	Unit Price (BDT)	Total (BDT)
MEDFLD										
Dhaka	Dhaka	NTP Central Warehouse	MED002	2 FDC Adult (R150/H75)	lot-1	31-05-2022		429,570	0	0
Dhaka	Dhaka	NTP Central Warehouse	MED002	2 FDC Adult (R150/H75)	lot-2	31-01-2023		19,993	0	0

Showing 1 to 2 of 2 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 DGHS Facility.
  2. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  3. **Product Classification:** By default, selected product classification DGHS.
  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. **Donor Ref#:** Show product Donor Ref number.
  8. **Quantity:** Show product quantity.
  9. **Unit Price (BDT):** show Product unit price (BDT).
  10. **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.



### 9.3.11. 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: 01/03/2022 | End Date: 10/03/2022 | Product Classification: All | Product: All

Physical Inventory Details Report [Print] [Excel] [CSV]

Show: 10 entries | Search:

Product Classification	Product	Start Date	End Date	Stock Quantity	Physical Quantity (Usable)	Adjustment Quantity	Physical Quantity (Unusable)
Khalajuri UHC, Netrakona							
MEDFLD	2 FDC Adult (R150/H75)	01-03-2022	07-03-2022	0	200,000	200,000	0
MEDFLD	2 FDC Child (R75/H50) DT	07-03-2022	07-03-2022	0	300,000	300,000	0
MEDFLD	4 FDC (R150/H75/Z400/E275)	01-03-2022	07-03-2022	0	100,000	100,000	0

Showing 1 to 3 of 3 entries | Previous 1 Next

- 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 Classification:** By default, selected Product Classification DGHS.
  - Product:** Select All or a product from dropdown list.
- The table has the following columns:
  - Product Classification:**
  - Product:**
  - Start Date:** Show Start Date.
  - End Date:** Show End Date.
  - Stock Quantity:** Show Stock Quantity.
  - Physical Quantity (Usable):** Show physical Quantity.
  - Adjusted Quantity:** Show Adjusted Quantity.
  - Physical Quantity (Unusable):** Show physical 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.

### 9.3.12. Facility Contact Report

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

Facility Contact Report

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

Print | Excel | CSV

Show 10 entries | Search:

Division	District	Facility Id	Facility Name	Facility Type	Facility Head	Storekeeper
Barisal	Barguna	S001	Civil Surgeon Office, Barguna	CS Office		
Barisal	Barguna	U001	Amtali UHC, Barguna	UPAZILA		
Barisal	Barguna	U002	Bamno UHC, Barguna	UPAZILA		
Barisal	Barguna	U003	Betagi UHC, Barguna	UPAZILA		
Barisal	Barguna	U004	Pathorghata UHC, Barguna	UPAZILA		
Barisal	Barguna	U005	Barguna Sedar UHC, Barguna	UPAZILA		
Barisal	Barishal	D001	CDC Barishal, Barishal	CDC		
Barisal	Barishal	R001	BRAC, Barishal-Urban, Barishal	URBAN		
Barisal	Barishal	R002	Central Jail, Barishal-Urban, Barishal	URBAN		
Barisal	Barishal	R130	Prison, Barishal-Urban, Barishal	URBAN		

Showing 1 to 10 of 926 entries | Previous 1 2 3 4 5 63 Next

- 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.

### 9.3.13. TB-08 Product List

- Select TB-08 product Report. After selecting you will see the following screen -

Came Code	Item Name	Settings ID	Sort Order	Is Editable
FLD062	Levofloxacin 500 mg	2	6	0
FLD063	Levofloxacin 250 mg	2	7	0
FLD064	Levofloxacin 100 mg	2	8	1
MED001	4 FDC (R150/H75/E275/Z400)	2	1	0
MED002	7 FDC -Adult (R150/H75)	2	2	0
MED006	Isoniazid 100 mg for IPT (Dispersible)	2	10	0
MED007	Rifampicin 150 mg	2	14	1
MED008	Rifampicin 450 mg	2	12	1
MED009	Pyrazinamide 500 mg	2	15	1
MED010	Pyrazinamide 400 mg	2	16	1

- This form presents the TB-08 indent items report. The report has the following
- The table has the following columns:
  1. **Product Code:** Show the product code.
  2. **Product:** Name of product
  3. **Settings ID:** Show the product's settings Id.
  4. **Sort Order:** Show the product's sort order id.
  5. **Is Editable:** Show the product's is editable or not
- 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.

### 9.3.14. TB-08 Indent Report

- Select TB-08 Indent Report. After selecting you will see the following screen -

**Quarter** Q1-Jan-Mar **Year** 2022

**District** Cumilla **Facility** All

Number of registered cases during the previous quarter

Adults (>15 years)					Total (b)
New/Category-I = (a)	Re-treatment = (b)				
All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	P+ve(b1)	P-ve(b2)	EP(b3)	Meningitis, Bone & Neurological TB (b4)	
1	3	5	5	5	18

Children (<15 years)

Child Cat-I (Adult Formulation) = (c)	Child Cat-I (Dispersible formulation) = (d)	Total Child	<5 Years Child Registered for IPT (e)
1	2	3	2

Print Excel CSV

Show 10 entries Search:

Product Code	Product Name	Total (h) = (f+g)	Total required quarterly (+buffer) (i)	Existing Balance (j)	Expiry Date	Amount to be Supplied= (i) - (j)	Actual Quantity Requested
Barura UHC, Cumilla							
MED001	4 FDC (R150/H75/Z400/E275)	12,780	25,560	660		24,900	24,900
MED002	2 FDC Adult (R150/H75)	720	1,440	220		1,220	1,220
MED045	3 FDC Child (R75/H50/Z150) DT	360	720	0		720	720
MED046	2 FDC Child (R75/H50) DT	720	1,440	0		1,440	1,440
MED011	Ethambutol 100 mg DT	180	360	0		360	360
FLD062	Levofloxacin 500 mg-FLD	4,860	9,720	0		9,720	9,720
FLD063	Levofloxacin 250 mg-FLD	9,720	19,440	0		19,440	19,440
FLD064	Levofloxacin 100 mg-FLD			0		0	0
MED031	Levofloxacin-Syp 125 mg/5ml-FLD			0		0	0
MED006	Isoniazid 100 mg DT-IPT	720	1,440	0		1,440	1,440

Showing 1 to 10 of 17 entries Previous 1 2 Next

- This form presents the Facility TB-08 Indent report. The report has the following filter criteria:
  - Quarter:** By default, selected current Quarter. Select previous quarter from dropdown list.
  - Year:** By default, selected current year. Select previous year from dropdown list.
  - District:** By default, selected a district. Select the district according to your needs.
  - Facility:** By default, selected All. Select the facility according to your needs.
- Number of registered cases during the previous quarter has showing the following columns:
  - Adults (>15 years)
    - New Category I=(a): All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)
    - Re-treatment = (b)
      - ✓ P+ve(b1)
      - ✓ P-ve(b2)
      - ✓ EP(b3)
      - ✓ Meningitis, Bone & Neurological TB (b4)
      - ✓ Total (b)
  - Children (<15 years)
    - Cat. I Adult Formulation= (c)
    - Cat. I (Dispersible)= (d)
    - <5 Child Registered for IPT (e)
    - Total Child
- The indent product table are showing Following column
  - Product Code
  - Product Name

3. Total(h)= (f+g)
  4. Total required quarterly (+buffer) (i)
  5. Existing Balance (j)
  6. Expiry Date
  7. Amount to be Supplied= (i) -(j)
  8. Actual Quantity Requested
- 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.

### 9.3.15. Supply Consolidation on TB-08 Report

- Select Supply Consolidation on TB-08 Report. After selecting you will see the following screen –

Supply Consolidation on TB-08 Report ⓘ

Quarter: Q1: Jan-Mar | Year: 2022 | District: Mymensingh | Facility: All

Number of registered cases during the previous quarter					
Adults (>15 years)					
New/Category-I = (a)	Re-treatment = (b)				Total (b)
All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	P+ve(b1)	P-ve(b2)	EP(b3)	Meningitis, Bone & Neurological TB (b4)	
292	22	9	4	0	35
Children (<15 years)					
Child Cat-I (Adult Formulation) = (c)	Child Cat-I (Dispersible formulation) = (d)		Total Child	<5 Years Child Registered for IPT (e)	
8	5		13	46	

Supply Consolidation on TB-08 Report Table

Show: 10 entries | Search:

Product	Total (a) = (1+2)	Total Required Quarterly (+Buffer)	Amount to be supplied	Actual Quantity Requested	Actual Supply Quantity	Issued Qty	Batch/Lot Number	Expiry Date
Ishwerganj UHC, Mymensingh								
2 FDC Adult (R150/H75)	30,960	61,920	34,265	34,265	34,265	34,265	lot-1	2022-06-31
2 FDC Child (R75/H50) DT	360	720	334	334	334	334		
3 FDC Child (R75/H50 /Z150) DT	180	360	0	0	0			
4 FDC (R150/H75 /Z400/E275)	23,040	46,080	28,433	28,433	28,433	28,433		
Ethambutol 100 mg DT	90	180	0	0	0			
Ethambutol 400 mg-FLD			0	0	0			
Isoniazid 100 mg DT-IPT	0	0	0	0	0			
Isoniazid 300 mg-FLD			0	0	0			
Levofloxacin 100 mg-FLD			0	0	0			
Levofloxacin 250 mg-FLD	3,780	7,560	7,560	7,560	7,560	7,560		

Showing 1 to 10 of 34 entries | Previous 1 2 3 4 Next

- This form presents the Supply Consolidation on TB-08 report. The report has the following filter criteria:
  1. **Quarter:** By default, selected current Quarter. Select previous quarter from dropdown list.
  2. **Year:** By default, selected current year. Select previous year from dropdown list.
  3. **District:** By default, selected a district. Select the district according to your needs.
  4. **Facility:** By default, selected All. Select the facility according to your needs.
- Number of registered cases during the previous quarter has showing the following columns:
  1. Adults (>15 years)
    - New Category I=(a): All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)
    - Re-treatment = (b)
      - ✓ P+ve(b1)

- ✓ P-ve(b2)
  - ✓ EP(b3)
  - ✓ Meningitis, Bone & Neurological TB (b4)
  - ✓ Total (b)
2. Children (<15 years)
    - Cat. I Adult Formulation= (c)
    - Cat. I (Dispersible)= (d)
    - <5 Child Registered for IPT (e)
    - Total Child
- The indent product table are showing Following column
    1. Product Code
    2. Product Name
    3. Total(h)= (f+g)
    4. Total required quarterly (+buffer) (i)
    5. Existing Balance (j)
    6. Expiry Date
    7. Amount to be Supplied= (i) -(j)
    8. Actual Quantity Requested
    9. Issued Qty
    10. Lot No
    11. Expiry Date
  - 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.

### 9.3.16. Issue against TB-08 Indent

- Select Issue against TB-08 Indent Report. After selecting you will see the below screen -

**Issue against TB-08 Indent**

Quarter: Q1: Jan-Mar

Year: 2022

District: Mymensingh

Facility: All

Number of registered cases during the previous quarter					
Adults (>15 years)					
New/Category-I = (a)	Re-treatment – (b)				Total (b)
All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	P+ve(b1)	P-ve(b2)	EP(b3)	Meningitis, Bone & Neurological TB (b4)	
292	22	9	4	0	35
Children (<15 years)					
Child Cat-I (Adult Formulation) = (c)	Child Cat-I (Dispersible formulation) = (d)		Total Child	<5 Years Child Registered for IPT (e)	
8	5		13	46	

**Issue against TB-08 Indent Details Report** Print Excel CSV

Show 10 entries Search:

Quarter	Year	Product	Unit	Batch/Lot Number	Expiry Date	DONOR REF#	Quantity	No of Cartons	Ordered Quantity
Ishwarganj UHC, Mymensingh (ISS-TB08-IND-C001/22-0003)									
Q1: Jan-Mar	2022	2 FDC Adult (R150/H75)	Tab	lot-1	31-05-2022		34,265		34,265
Q1: Jan-Mar	2022	2 FDC Child (R75/H450) DT	Tab				334		334
Q1: Jan-Mar	2022	4 FDC (R150/H75/Z400/E275)	Tab				28,433		28,433
Q1: Jan-Mar	2022	Levofloxacin 250 mg-FLD	Tab				7,560		7,560
Q1: Jan-Mar	2022	Levofloxacin 500 mg-FLD	Tab				3,700		3,700
Phulpur UHC, Mymensingh (ISS-TB08-IND-C001/22-0002)									
Q1: Jan-Mar	2022	2 FDC Adult (R150/H75)	Tab	lot-1	31-05-2022		15,080		154,080
Q1: Jan-Mar	2022	2 FDC Child (R75/H450) DT	Tab				2,890		2,890
Q1: Jan-Mar	2022	3 FDC Child (R75/H50/Z150) DT	Tab				1,440		1,440
Q1: Jan-Mar	2022	4 FDC (R150/H75/Z400/E275)	Tab				90,000		99,720
Q1: Jan-Mar	2022	Ethambutol 100 mg DT	Tab				720		720

Showing 1 to 10 of 13 entries Previous 1 2 Next

- This form presents the Facility Indent items report. The report has the following filter criteria:
  1. **Quarter:** By default, selected current Quarter. Select previous quarter from dropdown list.
  2. **Year:** By default, selected current year. Select previous year from dropdown list.
  3. **District:** By default, selected a district. Select the district according to your needs.
  4. **Facility:** By default, selected All. Select the facility according to your needs.
- Number of registered cases during the previous quarter has showing the following columns:
  1. Adults (>15 years)
    - New Category I=(a): All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)
    - Re-treatment = (b)
      - ✓ P+ve(b1)
      - ✓ P-ve(b2)
      - ✓ EP(b3)
      - ✓ Meningitis, Bone & Neurological TB (b4)
      - ✓ Total (b)
  2. Children (<15 years)
    - Cat. I Adult Formulation= (c)
    - Cat. I (Dispersible)= (d)
    - <5 Child Registered for IPT (e)
    - Total Child
- The Issue against TB-08 Indent Details Report table has the following columns:
  1. **Quarter**
  2. **Year**
  3. **Product**
  4. **Unit**
  5. **Lot No**
  6. **Expiry Date**
  7. **DONOR REF#**
  8. **Quantity**
  9. **No of Cartons**
  10. **Ordered 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.

### 9.3.17. TB-08 Reporting Status

- Select TB-08 Reporting Status. After selecting you will see the following screen -

TB-08 Reporting Status

Quarter: Q2: Apr-Jun | Year: 2021 | District: Dhaka | Facility: All

TB-08 Reporting Status [PRINT] [EXCEL]

Show 10 entries | Search:

Facility	Reporting Date	Status
Dhaka		
250 Bedded TB Hospital, Shyamoli, Dhaka-Urban, Dhaka	01-04-2021	NOT SUBMITTED
Adabor, BRAC Dakkhin Khan, Dhaka		
Adhanik Medical College Hospital-Uttara, BRAC Dakkhin Khan, Dhaka		

- This form presents the TB-08 Reporting Status. The report has the following filter criteria:
  1. **Quarter:** By default, selected current Quarter. Select previous quarter from dropdown list.
  2. **Year:** By default, selected current year. Select previous year from dropdown list.
  3. **District:** By default, selected a district. Select the district according to your needs.
  4. **Facility:** By default, selected All. Select the facility according to your needs.
- The table has the following columns:
  1. Facility
  2. Reporting Date
  3. Status
- 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.

### 9.3.18. General Indent Report

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

Product Code	Product	Stock on Hand	Indent Quantity
Indent To: NTP Central Warehouse			
Indent From: Dhamrai UHC, Dhaka, Indent#: IND-U139/21-7518, Date: 19/09/2021			
FLD066	2 FDC Adult (R15Q/H75) for TPT Treatment	0	500
MED004	3 FDC Adult (R15Q/H75/E275)	0	300
MED046	2 FDC Child (R75/H50) DT	0	200

- This form presents the Facility Indent items report. The report has the following filter criteria:
  5. **Indent from:** By default, selected All. Select a facility from dropdown list.
  6. **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. **Stock on Hand:** Show the product stock on hand.
  4. **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.



### 9.3.19. Distribution Plan on General Indent Report

- Select Distribution Plan on General Indent Report. After selecting you will see the following screen -

Distribution Plan on General Indent Report ?

Division  
All

District  
All

Facility Level  
All

Facility  
All

Start Plan Date  
01/09/2021

End Plan Date  
13/03/2022

Product Classification  
All

Product  
All

**Distribution Plan on Indent Table Data** Print Excel CSV

Show 10 entries Search:

Indent	Indent Date	Indentor Facility	Product	Indent Quantity	Planned Issue Quantity
NTP Central Warehouse					
DIS-PLAN-C001/22-0002(31-01-2022)					
IND-U139/21-7521	01-11-2021	Dhamrai UHC, Dhaka	Amikacin 500 mg/2ml inj	50	0
IND-U139/21-7521	01-11-2021	Dhamrai UHC, Dhaka	Capreomycin inj 1 gm	100	0
IND-U139/21-7521	01-11-2021	Dhamrai UHC, Dhaka	Clafazimine 100 mg	100	0
IND-U140/21-7509	25-11-2021	Dahar UHC, Dhaka	Amikacin 500 mg/2ml inj	10	0
IND-U140/21-7509	25-11-2021	Dahar UHC, Dhaka	Amoxicillin(500)+ Clavulanic acid (125) mg	40	0
IND-U140/21-7509	25-11-2021	Dahar UHC, Dhaka	Bedaquiline 20mg for Child Patient	40	0
IND-U140/21-7509	25-11-2021	Dahar UHC, Dhaka	Bedaquiline 100 mg	45	0
IND-U141/21-7506	10-09-2021	Keranigonj UHC, Dhaka	2 FDC Adult (R150/H75)	500	500
IND-U141/21-7506	10-09-2021	Keranigonj UHC, Dhaka	3 FDC Adult (R150/H75/E275)	300	0
IND-U141/21-7506	10-09-2021	Keranigonj UHC, Dhaka	3 FDC Child (R75/H50/Z150) DT	500	500

Showing 1 to 10 of 18 entries Previous 1 2 Next

- This form presents Distribution Plan on General Indent Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level TB Facility.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Product Classification:** By default, selected Product Classification DGHS.
  8. **Product:** Select All or a product from dropdown list.
- The table has the following columns:
  1. **Indent**
  2. **Indent Date**
  3. **Indentor Facility**
  4. **Product**
  5. **Indent Quantity**
  6. **Planned Issue 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.

### 9.3.20. Ad Hoc Distribution Plan Report

- Select Ad Hoc Distribution Plan Report. After selecting you will see the following screen -

Ad Hoc Distribution Plan Report

Division: All, District: All, Facility Level: All, Facility: All, Start Plan Date: 01/10/2021, End Plan Date: 13/03/2022, Product Classification: All, Product: All

Ad Hoc Distribution Plan Table Data

Show 10 entries

Facility	Product Name	Planned Issue Quantity
NTP Central Warehouse		
ADHOC-PLAN-C001/22-0001(13-03-2022)		
CDC Brahmanbaria, Brahmanbaria	ZN Microscope	1
CDC Chattogram, Chattogram	ZN Microscope	1
CDC Bhola, Bhola	ZN Microscope	1
CDC Pirojpur, Pirojpur	ZN Microscope	1
CDC Chandpur, Chandpur	ZN Microscope	1
CDC Pirojpur, Pirojpur	2 FDC Adult (R150/H75)	200
CDC Brahmanbaria, Brahmanbaria	2 FDC Adult (R150/H75)	200
CDC Chandpur, Chandpur	2 FDC Adult (R150/H75)	200
CDC Chattogram, Chattogram	2 FDC Adult (R150/H75)	200
CDC Bhola, Bhola	2 FDC Adult (R150/H75)	200

Showing 1 to 10 of 35 entries

Previous 1 2 3 4 Next

- This form presents Ad Hoc Distribution Plan Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level TB Facility.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Product Classification:** By default, selected Product Classification DGHS.
  8. **Product:** Select All or a product from dropdown list.
- The table has the following columns:
  1. Facility
  2. Product
  3. Planned Issue 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.

### 9.3.21. Quarterly Stock Status and Stockout Days

- Select Quarterly Stock Status and Stockout Days report. After selecting you will see the following screen -

Quarterly Stock Status and Stockout Days

Quarter: Q3: Jul-Sep | Year: 2021 | District: All | Facility: Dhamrai UHC, Dhaka | Product: All

Buttons: Print, Excel, CSV

Product Code	Product	Closing Balance	# of stock-out days
Dhamrai UHC, Dhaka			
MEDFLD			
FLD066	2 FDC Adult (R150/H75) for TPT Treatment	0	92
MED001	4 FDC (R150/H75/2400/E275)	3,400	0
MED002	2 FDC Adult (R150/H75)	2,480	0
MED006	Isoniazid 100 mg DT-IPT	0	92
MED011	Ethambutol 100 mg DT	0	92
MED033	Ethambutol 400 mg-FLD	0	92
MED045	3 FDC Child (R75/H50/Z150) DT	4,200	0
MED046	2 FDC Child (R75/H50) DT	0	92

Showing 1 to 8 of 8 entries | Page 1 of 1 | Previous 1 Next

- This form presents the Quarterly Stock Status and Stockout Days report. The report has the following filter criteria:
  1. **Quarter:** By default, selected current Quarter. Select previous quarter from dropdown list.
  2. **Year:** By default, selected current year. Select previous year from dropdown list.
  3. **District:** By default, selected a district. Select the district according to your needs.
  4. **Facility:** By default, selected All. Select the facility according to your needs.
  5. **Product:** By default, selected All. Select the product according to your needs.
- The table has the following columns:
  1. Product Code
  2. Product
  3. Closing Balance
  4. # Of stock-out days
- 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.

### 9.3.22. Quarterly Stock Status Lot wise

- Select Quarterly Stock Status Lot wise report. After selecting you will see the following screen -

Quarterly Stock Status Lot wise ⓘ

Quarter: Q2: Apr-Jun | Year: 2021 | District: All | Facility: NTP Central Warehouse  
 Product: All

Quarterly Stock Status Lot wise Table | Print | Excel | CSV

Show 10 entries | Search:

Product Code	Product Name	Batch No	Expiry Date	Donor Ref	Closing Balance
NTP Central Warehouse					
MEDFLD					
FLD066	2 FDC Adult (R150/H75) for TPT Treatment	A005919-20.A006048.A006046.A100036-37	30-11-2023		9,492,000
MED001	4 FDC (R150/H75/2400/E275)	103520037-59.BGD/DP/20/10317	31-12-2022		3,094,560
MED001	4 FDC (R150/H75/2400/E275)	NRG20147A-61A & NRG20166A, BGD/DP/19/9645	31-07-2023		9,295,413
MED001	4 FDC (R150/H75/2400/E275)	NRG20168A-83A & NRG20164A, 2	31-07-2023		4,531,116
MED001	4 FDC (R150/H75/2400/E275)	NRG20208A-219A.BGD/DP/20/10317	31-06-2023		10,178,112
MED002	2 FDC Adult (R150/H75)	103420033-37.BGD/DP/20/10317	31-12-2022		2,358,720
MED002	2 FDC Adult (R150/H75)	NRH20158A, 2, NRH20161B, NRH20162A-76A, Order# 9646	31-07-2023		11,573,579
MED002	2 FDC Adult (R150/H75)	NRH20207A-220A, BGD/DP/20/10317	31-06-2023		14,468,160
MED006	Isoniazid 100 mg DT-IPT	20.10.006 to 20.10.013	30-09-2023		1,174,175
MED006	Isoniazid 100 mg DT-IPT	20.10.014 & 20.10.015	30-09-2023		658,500

Showing 1 to 10 of 23 entries | Previous 1 2 3 Next

- This form presents the Quarterly Stock Status Lot wise report. The report has the following filter criteria:
  - Quarter:** By default, selected current Quarter. Select previous quarter from dropdown list.
  - Year:** By default, selected current year. Select previous year from dropdown list.
  - District:** By default, selected a district. Select the district according to your needs.
  - Facility:** By default, selected All. Select the facility according to your needs.
  - Product:** By default, selected All. Select the product according to your needs.
- The table has the following columns:
  - Product Code
  - Product Name
  - Batch No
  - Expiry Date
  - Donor Ref
  - Closing Balance
- 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.

### 9.3.23. Provisional Receive (Waiting for Survey)

- Select Provisional Receive report. After selecting you will see below screen -

Provisional Receive (Waiting for Survey) ⓘ

Division All	District All	Facility Level All	Facility All
Start Date 01/03/2022	End Date 13/03/2022	Product Classification All	Product All
Receive Type All	Source of Fund All	Supplier All	

Provisional Receive (Waiting for Survey) Print Excel CSV

Show 10 entries Search:

Supplier	Source of Fund	Receive Invoice	Receive Date	Unit	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity	Unit Price (BDT)	Total (BDT)
Khalajuri UHC, Netrakona										
PCR Tubes										
Demo Supplier	GFATM	REC-DON-PRO-U280/22-0002	07-03-2022	Pcs	TTT-888	31-03-2024	GFATM-103/2022	300	2,000	600,000
NTP Central Warehouse										
2 FDC Adult (R150/H75)										
A G Cargo International, Bangladesh		INT-RCV-PRO-C001/22-0002	09-03-2022	Tab	1587921	31-03-2023		280,000	0	
Essential Drugs Company Limited	NTP.GoB	REC-SUP-PRO-C001/22-0002	09-03-2022	Tab	4545	31-03-2023		400,000	0	
4 FDC (R150/H75/Z400/E275)										
A G Cargo International, Bangladesh		INT-RCV-PRO-C001/22-0002	09-03-2022	Tab	21254688	31-03-2024		350,000	0	
Essential Drugs Company Limited	NTP.GoB	REC-SUP-PRO-C001/22-0002	09-03-2022	Tab	2544	31-03-2024		350,000	0	

Showing 1 to 5 of 5 entries Previous 1 Next

- This form presents Provisional Receive (Waiting for Survey) Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level TB Facility.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Product Classification:** By default, selected Product Classification DGHS.
  8. **Product:** Select All or a product from dropdown list.
  9. **Receive Type:**
  10. **Source of Fund:**
  11. **Supplier:**
- The table has the following columns:
  1. Supplier
  2. Source of Fund
  3. Receive Invoice
  4. Receive Date
  5. Unit
  6. Lot No
  7. Expiry Date
  8. Donor Ref#
  9. Quantity
  10. Unit Price (BDT)
  11. 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.

### 9.3.24. Provisional Receiving Register Report

- Select Provisional Receiving Register Report. After selecting you will see the following screen -

**Provisional Receiving Register Report**

Division All	District All	Facility NTP Central Warehouse	Product Classification All
Product Name All	Start Date 01/03/2022	End Date 13/03/2022	Receive Type All
Supplier All	Source of Fund All		

Provisional Receiving Register Table										
Invoice Date	Invoice No	Provisional Received Quantity	Cumulative Quantity Received	Approved Quantity	Total Received Quantity	Disapproved Quantity	Return to supplier	Batch/Lot Number	Expiry Date	Donor Ref#
Facility: NTP Central Warehouse										
Product: 2 FDC Adult (R150/H75)										
09/03/2022	INT-RCV-PRO-C001/22-0002	280,000	280,000	0	0	0	0	1587921	31/03/2023	
09/03/2022	REC-SUP-PRO-C001/22-0002	400,000	680,000	0	0	0	0	4545	31/03/2023	
Total		680,000		0		0	0			
Product: 4 FDC (R150/H75/Z400/E275)										
09/03/2022	INT-RCV-PRO-C001/22-0002	350,000	350,000	0	0	0	0	21254688	31/03/2024	
09/03/2022	REC-SUP-PRO-C001/22-0002	350,000	700,000	0	0	0	0	2544	31/03/2024	
Total		700,000		0		0	0			

- This form presents Provisional Receiving Register Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level TB Facility.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today’s date will auto fill, change if required.
  7. **Product Classification:** By default, selected Product Classification DGHS.
  8. **Product:** Select All or a product from dropdown list.
  9. **Receive Type:** Select All or a receive type
  10. **Source of Fund:** Select All or a source of fund
  11. **Supplier:** Select All or a Supplier

The table has the following columns:

1. Invoice Date
2. Invoice No
3. Provisional Received Quantity
4. Cumulative Quantity Received
5. Approved Quantity
6. Total Received Quantity
7. Disapproved Quantity
8. Return to supplier
9. Lot No
10. Expiry Date
11. Donor Ref#

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.

### 9.3.25. Provisional Summary Report

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

Provisional Summary Report

Division: All, District: All, Facility Level: All, Facility: All

Start Date: 01/03/2022, End Date: 13/03/2022, Product Classification: All, Product: All

Receive Type: All, Source of Fund: All, Supplier: All

Provisional Summary Table Data

Show 10 entries

Facility	Product Name	Provisional Receive Qty	Waiting for Standing Board	Approved Qty	Disapproved Qty	Return to Supplier	Return to Supplier (Waiting)
Khalilajuri UHC, Netrakona	Goggles	5,000	0	5,000	0	0	0
Khalilajuri UHC, Netrakona	PCR Tubes	300	300	0	0	0	0
Khalilajuri UHC, Netrakona	Surgical Mask	500,000	0	500,000	0	0	0
NTP Central Warehouse	2 FDC Adult (R150/H75)	680,000	680,000	0	0	0	0
NTP Central Warehouse	4 FDC (R150/H75 /Z400/E275)	700,000	700,000	0	0	0	0

Showing 1 to 5 of 5 entries

Previous 1 Next

- This form presents Provisional Summary Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level TB Facility.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Product Classification:** By default, selected Product Classification DGHS.
  8. **Product:** Select All or a product from dropdown list.
  9. **Receive Type:** Select All or a receive type
  10. **Source of Fund:** Select All or a source of fund
  11. **Supplier:** Select All or a Supplier
- The table has the following columns:
  1. **Facility**

2. **Product Name**
3. **Provisional Receive Qty**
4. **Waiting for Standing Board**
5. **Approved Qty**
6. **Disapproved Qty**
7. **Return to Supplier**
8. **Return to Supplier (Waiting)**

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.

### 9.3.26. Provisional Approved Summary Report

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

- This form presents Provisional Approved Summary Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level TB Facility.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Product Classification:** By default, selected Product Classification DGHS.
  8. **Product:** Select All or a product from dropdown list.
  9. **Receive Type:** Select All or a receive type
  10. **Source of Fund:** Select All or a source of fund
  11. **Supplier:** Select All or a Supplier
- The table has the following columns:
  1. **Facility**
  2. **Product Name**
  3. **Approved Qty**
  4. **Disapproved Qty**
- 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.



### 9.3.27. Provisional Return Report

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

The screenshot shows the 'Provisional Return Report' interface. At the top, there are several filter criteria dropdown menus: Division (All), District (All), Facility Level (All), Facility (All), Start Date (01/03/2022), End Date (13/03/2022), Product Classification (All), Product (All), Receive Type (All), Source of Fund (All), and Supplier (All). Below the filters is a table titled 'Provisional Return Table Data' with buttons for Print, Excel, and CSV. The table has 13 columns: Receive Invoice, Supplier, Sup Inv No, Sup Date, Source of Fund, Source of Fund Ref. No, Source of Fund Ref. Date, Return Date, Return Invoice No, Product Name, Batch/Lot Number, Expiry Date, and Return Qty. The table contains two rows of data under the heading 'NTP Central Warehouse'. The first row shows a return invoice for '2 FDC Adult (R150/H75)' with a quantity of 280,000. The second row shows a return invoice for '4 FDC (R150/H75 /Z400/E275)' with a quantity of 350,000. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and has 'Previous' and 'Next' navigation buttons.

- This form presents Provisional Return Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level TB Facility.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today’s date will auto fill, change if required.
  7. **Product Classification:** By default, selected Product Classification DGHS.
  8. **Product:** Select All or a product from dropdown list.
  9. **Receive Type:**
  10. **Source of Fund:**
  11. **Supplier:**
- The table has the following columns:
  1. Receive Invoice
  2. Supplier
  3. Sup Inv No
  4. Sup Date
  5. Source of Fund
  6. Source of Fund Ref. No
  7. Source of Fund Ref. Date
  8. Return Date
  9. Return Invoice No
  10. Product Name
  11. Unit
  12. Lot No
  13. Expiry Date
  14. Return Qty
- 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.

## 10. Admin

### 10.1. Country Entry

#### 10.1.1. Country list

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

The screenshot shows the 'Country Entry' page. At the top right, there are 'Print' and 'Excel' buttons. Below them is a search bar and a 'Show 25 entries' dropdown. The table has the following columns: SL., Country Code, Country Name, Center, Zoom Level, Currency Name, Report Expected Date, AMC Months, and Action. There is one row with SL. 1, Country Code BGD, Country Name Bangladesh, Center 23.727059.90.40309, Zoom Level 7, Currency Name BDT, Report Expected Date 20, and AMC Months 2. The Action column contains an edit icon. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons: First, Previous, 1, Next, Last.

SL.	Country Code	Country Name	Center	Zoom Level	Currency Name	Report Expected Date	AMC Months	Action
1	BGD	Bangladesh	23.727059.90.40309	7	BDT	20	2	

#### 10.1.2. 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**.

### 10.2. Division Entry

#### 10.2.1. Division list

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

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

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

## 10.2.2. Add New Division

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

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

## 10.2.3. 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**

## 10.2.4. 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

## 10.3. District Entry

### 10.3.1. District list

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

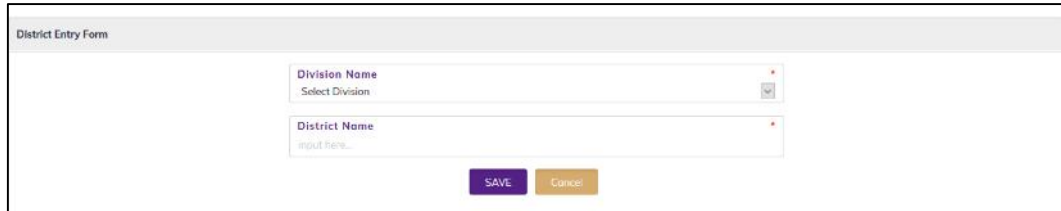
SL.	District Name	Action
Barshal		
1	Barguna	[Edit] [Delete]
2	Barshal	[Edit] [Delete]
3	Bhola	[Edit] [Delete]
4	Jhalakati	[Edit] [Delete]
5	Panaukhali	[Edit] [Delete]
6	Pirojpur	[Edit] [Delete]

- 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

### 10.3.2. Add New District

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



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

### 10.3.3. 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”**.

### 10.3.4. 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

## 10.4. Facility Level Entry

### 10.4.1. Facility Level list

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://elmis.ntp.gov.bd> in the address bar.
- The TB-eLMIS 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	TB Warehouse	TB Warehouse	0	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	CS Office	CS Office	0	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	TB Facility	TB Facility	0	1	<input type="checkbox"/>	<input type="checkbox"/>	

### 10.4.2. Add New Facility Level

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

Facility Level Entry Form

Facility Level

Short Facility Level

Minimum MOS

Maximum MOS

bStore  bShow

**SAVE** **CANCEL**

- Fill-up Facility Level details in the data entry fields
  - Facility level \***: Enter the Facility Level. This is a mandatory field.
  - Short Facility Level \***: Enter the Short Facility level. This is a mandatory field.
  - Minimum MOS\***: Enter the Field. This is a mandatory field.
  - Maximum MOS\***: Enter the Field. This is a mandatory field.
  - bStore\***: Click the Box. This is not mandatory field.
  - 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**”.

### 10.4.3. 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**.

### 10.4.4. 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

## 10.5. Facility Type Entry

### 10.5.1. Facility Type list

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://elmis.ntp.gov.bd> in the address bar.
- The TB-eLMIS 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	CDC	D	
2	CDH	H	
3	CS Office	S	
4	DOTS Corner	T	
5	Medical College	M	
6	NGO	N	
7	NTRL/RTRL	L	
8	Others	O	
9	TB Warehouse	C	
10	UPAZILA	U	
11	URBAN	R	

### 10.5.2. Add New Facility Type

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

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

### 10.5.3. 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**.

### 10.5.4. 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.

## 10.6. Implementing Agency Entry

### 10.6.1. Implementing Agency list

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

SL	Implementing Agency Name	Address	Contact	Action
1	Ashar Alo Society			
2	BGMEA			
3	BRAC			
4	CMH, Dhaka			

### 10.6.2. Add New Implementing Agency

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

Implementing Agency Entry Form

Implementing Agency Name  
input here...

Address  
input here...

Contact  
input here...

**SAVE** **Cancel**

- Fill-up Implementing Agency details in the data entry fields
  7. **Implementing Agency \***: Enter the Implementing Agency. This is a mandatory field.
  8. **Address**: Enter the Implementing Agency address. This is not a mandatory field.
  9. **Contact**: Enter the Implementing Agency contact. This is not 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”**.

### 10.6.3. Edit Implementing Agency

- To edit Implementing Agency 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 Implementing Agency will be displayed for editing.

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

### 10.6.4. Delete Implementing Agency

- You cannot delete an already used another transaction.
- To delete an Implementing Agency 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 Implementing Agency is removed permanently

## 10.7. Facility Entry

### 10.7.1. Facility List

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

The screenshot shows the 'Facility Entry' interface. At the top, there are four dropdown filters: 'Division' (All Division), 'District' (All District), 'Facility Level' (All Facility Level), and 'Facility Type' (All Facility Type). Below these are two site selection buttons: 'All eLMIS Site' and 'NON eLMIS Site'. A toolbar contains buttons for 'Map', 'Add', 'Download Template', 'Import Facilities', 'Download Users', 'Print', and 'Excel'. A 'Show 25 entries' dropdown and a search box are also present. The main table has columns for Facility Code, Facility Name, Facility Type, Division Name, District Name, Implementing Agency, and Action. The table lists five 'CS Office' entries with their respective details and action icons.

Facility Code	Facility Name	Facility Type	Division Name	District Name	Implementing Agency	Action
CS Office						
S001	Civil Surgeon Office, Barguna	CS Office	Barisal	Barguna	Govt.	[Action Icons]
S002	Civil Surgeon Office, Barishal	CS Office	Barisal	Barishal		[Action Icons]
S003	Civil Surgeon Office, Bhola	CS Office	Barisal	Bhola		[Action Icons]
S004	Civil Surgeon Office, Jhalokathi	CS Office	Barisal	Jhalokathi	Govt.	[Action Icons]
S005	Civil Surgeon Office, Patuakhali	CS Office	Barisal	Patuakhali	Govt.	[Action Icons]

- 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. **Facility Level:** when select a Facility Level then showing Facility Name under the selected facility level
  4. **Facility Type:** when select a Facility Type then showing Facility Type under the selected Facility
  5. **eLMIS site:** when click the DGHS Site group button then showing related data under the selected eLMIS site.
  6. **NON eLMIS Site:** when click the Site group button then showing related data under the selected NON eLMIS Site
  7. **Search:** To search a facility.



- There are 7 action buttons above the facility list. they are MAP, Add, Download Template, import facilities, download user, Print and Excel.
  1. **MAP:** The Map button uses to see the facility Map view list
  2. **Add:** The add button uses to added a new facility in the TB Facility List.
  3. **Download Template:** The Download Template button uses to download facility Excel template.
  4. **Import Facilities:** The import facilities button uses to import facility in the facility list.
  5. **Download user:** the download user button uses to download eLMIS facility user list.
  6. **Print:** The print button uses to print the facility list.
  7. **Excel:** The excel Button uses to export facility excel list.

### 10.7.2. 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 shows a web interface for adding a new facility. On the left is a 'Facility Details Form' with two columns of input fields. The first column includes Facility Code (BGD00010), Division Name (Select Division), Implementing Agency (Implementing Agency), Facility Type (Facility Type), Facility Head Name (Facility Head Name), Designation (Facility Head Designation), Contact# (Facility Head Contact), and Latitude (Latitude). The second column includes Facility Name (Facility Name), District (Select District), Facility Address (Facility Address), Facility Level (Facility Level), Storekeeper Name (Store Keeper Name), Designation (Store Keeper Designation), Contact# (Store Keeper Contact), and Longitude (Longitude). There are 'SAVE' and 'Cancel' buttons at the bottom of the form. On the right is a 'Map' section with a search bar and a 'Search' button. Below the search bar is a map of Bangladesh with various districts labeled. A 'Back to List' button is located in the top right corner 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\*:** Select the District. Where the District Name is situated from the drop-down menu. This is a mandatory field.
  5. **Implementing Agency\*:** Select the Implementing Agency. Where the Implementing Agency 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. **eLMIS Site:** when selected eLMIS site then click this check box this facility user will be created by the pressing eLMIS site checkbox.
- **Add Location**
    17. 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**.

### 10.7.3. 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**.

### 10.7.4. 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.

## 10.8. Product Classification Entry

### 10.8.1. Product Classification list

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

SL	Product Classification Name	Short Name	Major Group	Action
1	Accessories	ACC	<input checked="" type="checkbox"/>	
2	Furniture	FUR	<input checked="" type="checkbox"/>	
3	Lab Consumable	LCO	<input checked="" type="checkbox"/>	
4	Lab Equipment	LEQ	<input checked="" type="checkbox"/>	
5	Logistics	LOG	<input checked="" type="checkbox"/>	
6	MEDANC	ANC	<input checked="" type="checkbox"/>	
7	MEDFLD	FLD	<input checked="" type="checkbox"/>	
8	MEDSLD	SLD	<input checked="" type="checkbox"/>	
9	Stationery	STA	<input checked="" type="checkbox"/>	
10	VEHICLE	VEH	<input checked="" type="checkbox"/>	

### 10.8.2. Add New Product Classification

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

Product Classification Entry Form

Product Classification Name

Short Name

Major Group

- Fill-up Product Classification details in the data entry fields
  1. **Product Classification Name \***: Enter the Product Classification 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**.

### 10.8.3. Edit Product Classification

- To edit Product Classification 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 Classification will be displayed for editing.
- Modify the Product Classification information as explained in above section.

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

### 10.8.4. Delete Product Classification

- You cannot delete an already used another transaction.
- To delete a Product Classification 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 Classification is removed permanently.

## 10.9. Product Subgroup Entry

### 10.9.1. Product Subgroup list

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

SL	Product Subgroup Name	Action
Accerseries		
1	Accerseries	[Search] [Delete]
Furniture		
2	Furniture	[Search] [Delete]
Lab Consumable		
3	Lab Consumable	[Search] [Delete]

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

### 10.9.2. Add New Product Subgroup

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

- Fill-up Product subgroup details in the data entry fields
  1. **Product Classification\*:** Select the Product Classification Name. Where the Product Classification Name is situated from the drop-down menu. This is a mandatory field.

2. **Product Subgroup Name.** Enter the product subgroup name. This is a mandatory field.

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

### 10.9.3. 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.

### 10.9.4. 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.

## 10.10. Unit of Measure Entry

### 10.10.1. Unit of Measure List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://elmis.ntp.gov.bd> in the address bar.
- The TB-eLMIS 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 -

SLE	Unit Name	Action
1	amp.	
2	bag	
3	book	
4	Bottle	
5	Box	

### 10.10.2. Add New Unit of measure

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

- Fill-up Unit of measure details in the data entry fields

1. **Unit Name\***: Enter the Unit Name. This is mandatory field.

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

### 10.10.3. 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**.

### 10.10.4. 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.

## 10.11. Product Entry

### 10.11.1. Product List

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

SL#	Subgroup	Product Code	Product Name	Short Name	Unit Name	Unit Price	Key Product	Key Product Dashboard	Asset	Action
Accerseries										
1	Accerseries	ACC010	ZN Microscope	ZN Microscope	Pcs	0	<input type="checkbox"/>	<input type="checkbox"/>		
2	Accerseries	ACC103	Aluminium frame (18x60x4.1)	Aluminium frame (18x60x4.1)	Pcs	0	<input type="checkbox"/>	<input type="checkbox"/>		
3	Accerseries	ACC063	Ambubag	Ambubag	Pcs	0	<input type="checkbox"/>	<input type="checkbox"/>		
4	Accerseries	ACC060	Aspiration system	Aspiration system	Pcs	0	<input type="checkbox"/>	<input type="checkbox"/>		
5	Accerseries	ACC029	Auto Clave machine	Auto Clave machine	Pcs	0	<input type="checkbox"/>	<input type="checkbox"/>		
6	Accerseries	ACC007	Auto voltage stabilizers	Auto voltage stabilizers	Pcs	0	<input type="checkbox"/>	<input type="checkbox"/>		
7	Accerseries	ACC002	BP Blade	BP Blade	Pcs	0	<input type="checkbox"/>	<input type="checkbox"/>		

- The Product has 3 filter criteria
  - **Product Classification:** when select a Product Classification then showing Product Name under the selected
  - **Asset set:** when select Asset Button Group then showing Asset Related Name Under the selected
  - **Search:** To search a product

- There are 6 (six) action button in the product list. They are
  - Change Order, ADD, download template, Import Products, Print and Excel.

### 10.11.2. Add New Product

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

- Fill-up Product details in the data entry fields
  1. **Product Classification\*:** Select the Product Classification. Where the Product Classification is situated from the drop-down menu. This is a mandatory field.
  2. **Product Subgroup\*:** Select the Product Subgroup. Where the product subgroup is situated from the drop-down menu. This is a mandatory field.
  3. **Product Code\*:** Enter the Product Code. This is mandatory field.
  4. **Product Name\*:** Enter the Product Name. This is mandatory field.
  5. **Short Name\*:** Enter the Short Name. This is mandatory field.
  6. **Unit Name\*:** Select the Unit Name. Where the Unit name is situated from the drop-down menu. This is a mandatory field.
  7. **Unit Price (BDT)\*:** Enter the Unit Price. This is mandatory field.
  8. **Key Product:** Click the check box. This is not mandatory field.
  9. **Key Product Dashboard:** Click the check box. This is not mandatory field.
  10. **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.**

### 10.11.3. 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.**

### 10.11.4. 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.

### 10.11.5. Product Change Order

- If need to change product sort order in product list
- Select a Product Classification 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
Accerseries	Texo INH Test Container	Texo INH Test Container	Accerseries
Accerseries	BP Blade	BP Blade	Accerseries
Accerseries	Microscope bulb	Microscope bulb	Accerseries
Accerseries	Round flask	Round flask	Accerseries
Accerseries	Loaf Holder	Loaf Holder	Accerseries
Accerseries	Diamond Pencil	Diamond Pencil	Accerseries
Accerseries	Auto voltage stabilizers	Auto voltage stabilizers	Accerseries
Accerseries	Generator	Generator	Accerseries
Accerseries	BP Handle	BP Handle	Accerseries
Accerseries	ZN Microscope	ZN Microscope	Accerseries
Accerseries	Flask for solution	Flask for solution	Accerseries
Accerseries	Flask 50 ml	Flask 50 ml	Accerseries
Accerseries	Drying rack	Drying rack	Accerseries
Accerseries	MXA 29009 M Agent	MXA 29009 M Agent	Accerseries

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

## 10.12. Exporter Entry

### 10.12.1. Exporter list

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

SL.	Exporter Name	Action
1	IDA	 
2	The Global Fund Wanbo	 

### 10.12.2. Add New Exporter

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

<p>Exporter Name</p> <input type="text" value="Input here..."/> <p style="text-align: right;"> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> </p>
---

- Fill-up Exporter details in the data entry fields



1. **Procuring Entry\***: Enter the Procuring entry. 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**.

### 10.12.3. Edit Exporter

- To edit Exporter 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 Exporter will be displayed for editing.
- Modify the Exporter information as explained in above section.
- Press on **SAVE** button to update the Exporter information. You will see a popup message **Data Updated Successfully**.

### 10.12.4. Delete Exporter

- You cannot delete an already used another transaction.

To delete an Exporter 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.

## 10.13. Funding Source Entry

### 10.13.1. Funding Source list

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

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

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

### 10.13.2. Add New Funding Source

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

Procurement Funding Source Entry Form

Procurement Funding Source  
input here...

Submit CANCEL

- Fill-up Funding source details in the data entry fields
  1. **Procurement Funding Source \***: Enter the Procurement Funding source. This is a mandatory field.

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

### 10.13.3. 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**.

### 10.13.4. 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.

## 10.14. Indent Type Entry

### 10.14.1. Indent Type Entry List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://elmis.ntp.gov.bd> in the address bar.
- The TB-eLMIS 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	[Edit] [Delete]
2	ROUTINE	[Edit] [Delete]

### 10.14.2. 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**.

### 10.14.3. 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.**

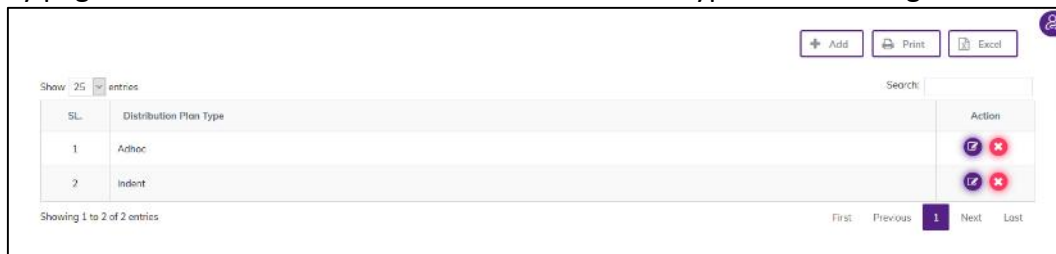
### 10.14.4. Delete Indent Type

- 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.

## 10.15. Distribution Plan Type Entry

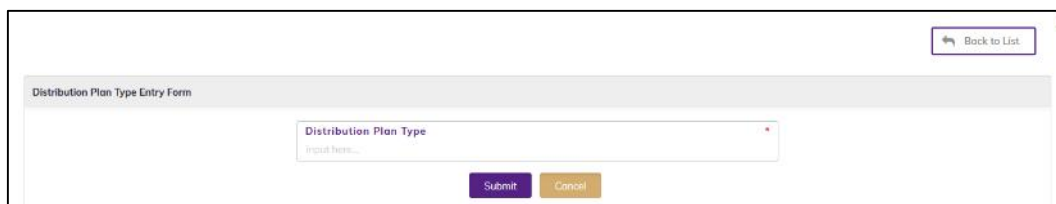
### 10.15.1. Distribution Plan Type List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://elmis.ntp.gov.bd> in the address bar.
- The TB-eLMIS 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 -



### 10.15.2. Add New Distribution Plan Type

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



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

### 10.15.3. 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**.

### 10.15.4. 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.

## 10.16. Adjustment Type Entry

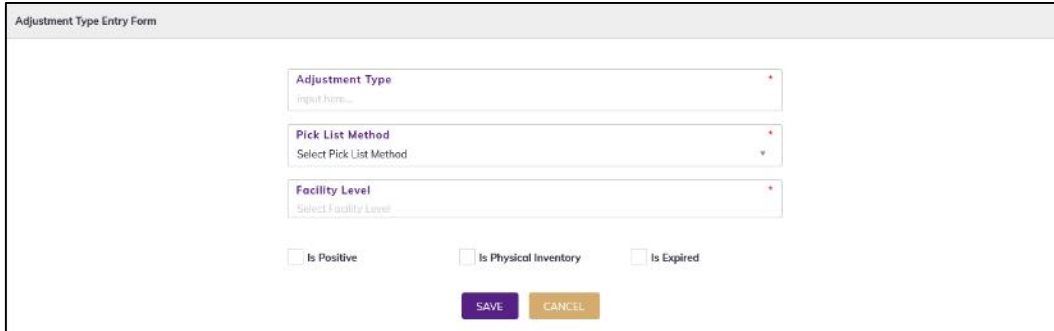
### 10.16.1. Adjustment Type List

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

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

## 10.16.2. Add New Adjustment Type

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



- Fill-up Adjustment Type details in the data entry fields
  - Adjustment Type\***: Enter the Adjustment type. This is mandatory field.
  - 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.
  - Facility Level\***: Enter the Facility Level. This is mandatory field.
  - Is Positive\***: Click this (Is Positive) check box. This is not mandatory field
  - Is Physical Inventory\***: Click the (Is Physical Inventory) check box. This is not mandatory field
  - 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**.

## 10.16.3. 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**.

## 10.17. Recipient Group Entry

### 10.17.1. Recipient Group List

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

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

### 10.17.2. Add New Recipient Group

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

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

### 10.17.3. 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**.

### 10.17.4. 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.

## 10.18. Recipients Entry

### 10.18.1. Recipients List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://elms.ntp.gov.bd> in the address bar.
- The TB-eLMIS homepage will appear.
- Login as a user who has permission to **Recipients** Entry
- From **admin** menu, select **Recipient's** submenu to open Recipient's 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	[Edit] [Delete]
2	Tejgaon Health Complex, Dhaka	OPD	OPD Dept	[Edit] [Delete]

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

### 10.18.2. Add New Recipients

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

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

### 10.18.3. Edit Recipients

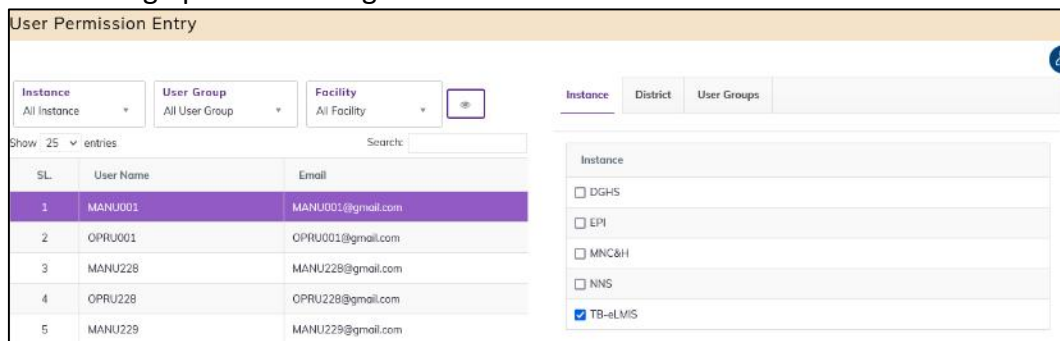
- To edit Recipient's data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?)**. When you confirm the Recipient will be displayed for editing.
- Modify the Recipient information as explained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

### 10.18.4. 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.

## 10.19. User Permission Entry

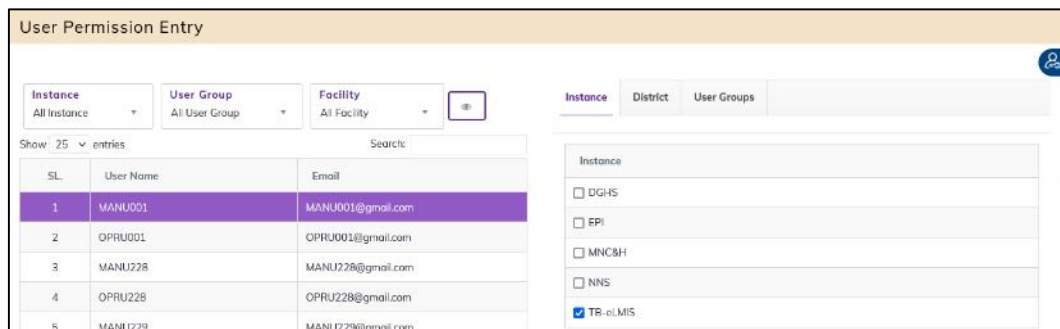
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://elmis.ntp.gov.bd> in the address bar.
- The TB-eLMIS homepage screen will appear.
- Login as a user who has permission to User Permission Entry
- From **admin** menu, select User Permission Entry submenu to open User Permission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




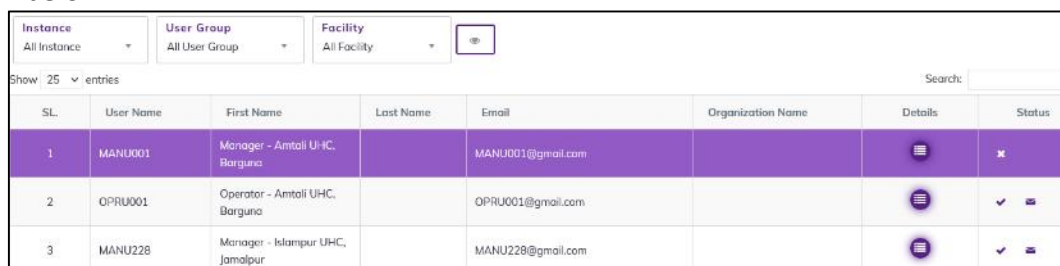
- The user permission has 4 filter criteria
  1. **Instance:** You will see the Instance List
  2. **User Group:** You will see the user group
  3. **Facility:** Facility of the user
  4. **Search:** Search a user

### 10.19.1. 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.



Instance	User Group	Facility	
All Instance	All User Group	All Facility	<input type="checkbox"/>

SL	User Name	First Name	Last Name	Email	Organization Name	Details	Status
1	MANU001	Manager - Amtali UHC, Barguna		MANU001@gmail.com			
2	OPRU001	Operator - Amtali UHC, Barguna		OPRU001@gmail.com			

**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.

Instance	User Group	Facility	
All Instance	All User Group	All Facility	<input type="checkbox"/>

SL	User Name	First Name	Last Name	Email	Organization Name	Details	Status
1	MANU001	Manager - Amtali UHC, Barguna		MANU001@gmail.com			
2	OPRU001	Operator - Amtali UHC, Barguna		OPRU001@gmail.com			

### 10.19.2. Assign Instance

**Step-1:** Assign the relevant Instance based on requirements by checking the relevant boxes from the right side under the “Instance” tab.

Instance	User Group	Facility		Instance	District	User Groups
All Instance	All User Group	All Facility	<input type="checkbox"/>			

SL	User Name	Email
1	MANU001	MANU001@gmail.com
2	OPRU001	OPRU001@gmail.com
3	MANU228	MANU228@gmail.com
4	OPRU228	OPRU228@gmail.com
5	MANU229	MANU229@gmail.com

Instance
<input type="checkbox"/> DGHS
<input type="checkbox"/> EPI
<input type="checkbox"/> MNC&H
<input type="checkbox"/> NNS
<input type="checkbox"/> TB-eLMIS

**Step-2:** Click on a instance after clicking facility list popup form will be displayed.

Instance	User Group	Facility		Instance	District	User Groups
All Instance	All User Group	All Facility	<input type="checkbox"/>			

SL	User Name	Email
1	MANU001	MANU001@gmail.com
2	OPRU001	OPRU001@gmail.com
3	MANU228	MANU228@gmail.com
4	OPRU228	OPRU228@gmail.com
5	MANU229	MANU229@gmail.com

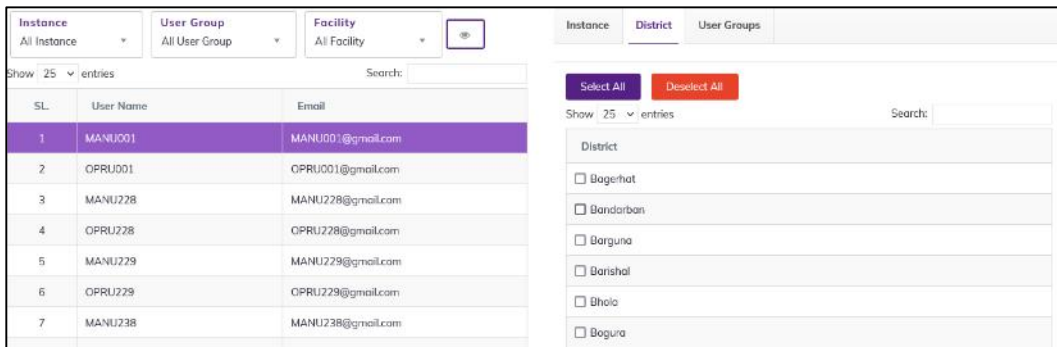
  

Instance
<input type="checkbox"/> DGHS
<input type="checkbox"/> EPI
<input type="checkbox"/> MNC&H
<input type="checkbox"/> NNS
<input checked="" type="checkbox"/> TB-eLMIS

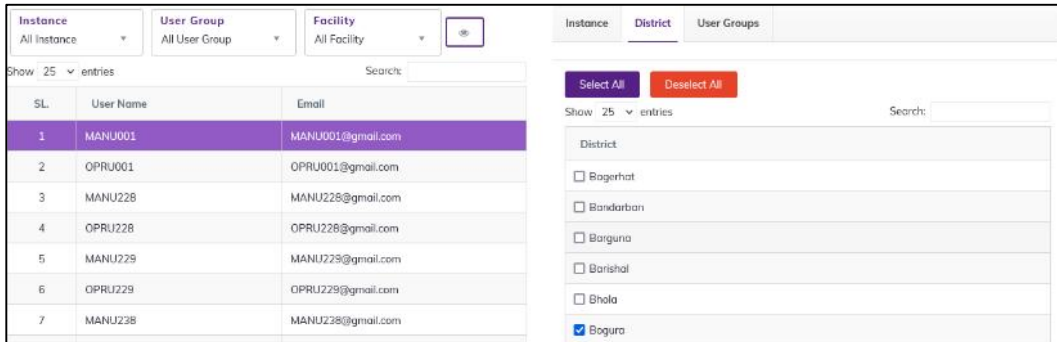
**Step-3:** Search and select a facility to assign the user. After selecting instance, the user will be assigned like above screen.

### 10.19.3. Assign District

**Step-1:** Assign the relevant district based on requirements by checking the relevant boxes from the right side under the “district” tab.



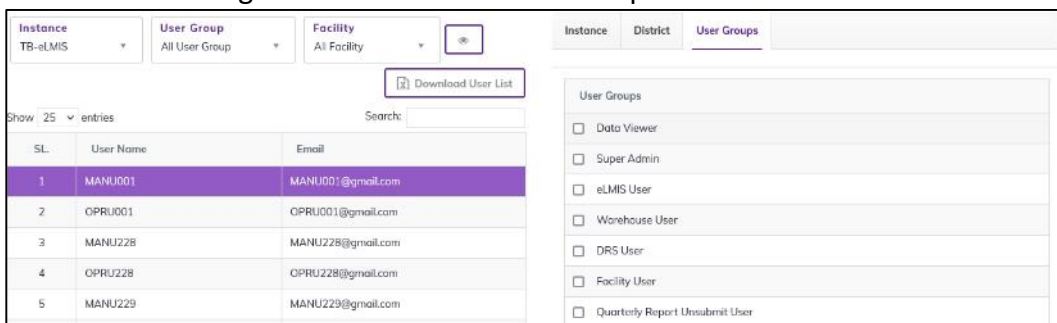
**Step-2:** Click on a district after clicking facility list popup form will be displayed.



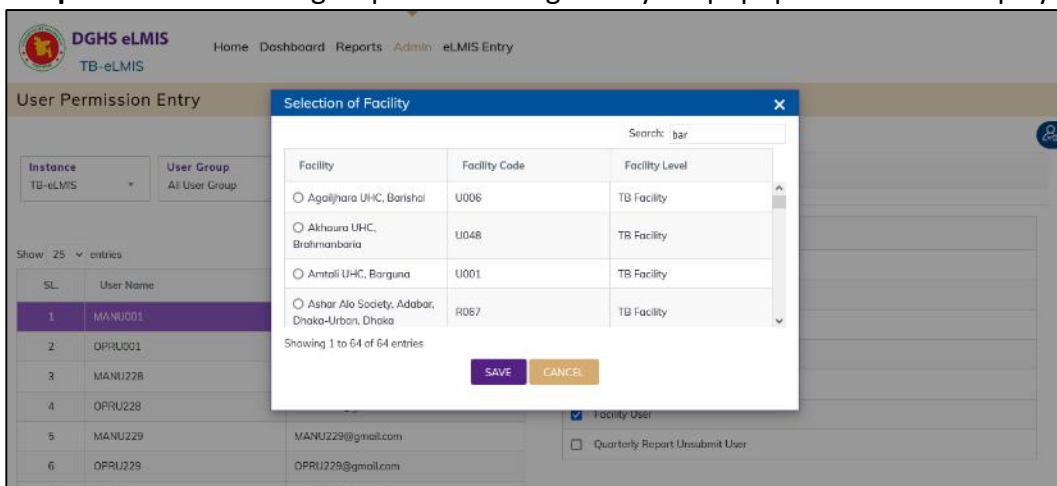
**Step-3:** Search and select a facility to assign the user. After selecting district, the user will be assigned like above screen.

### 10.19.4. Assign User Groups

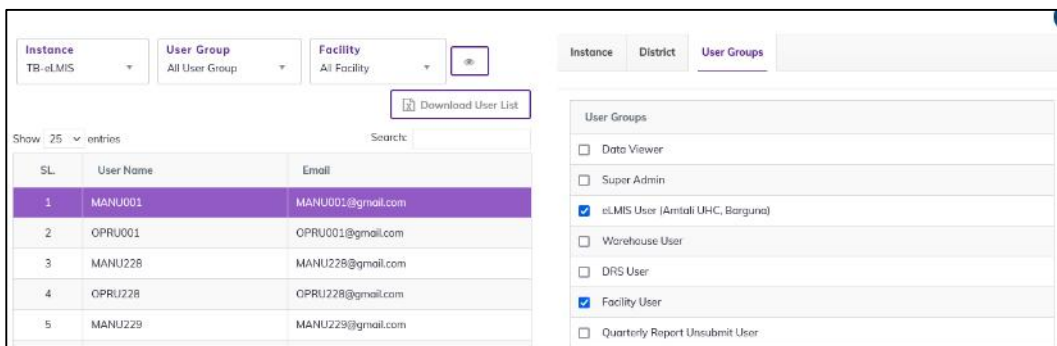
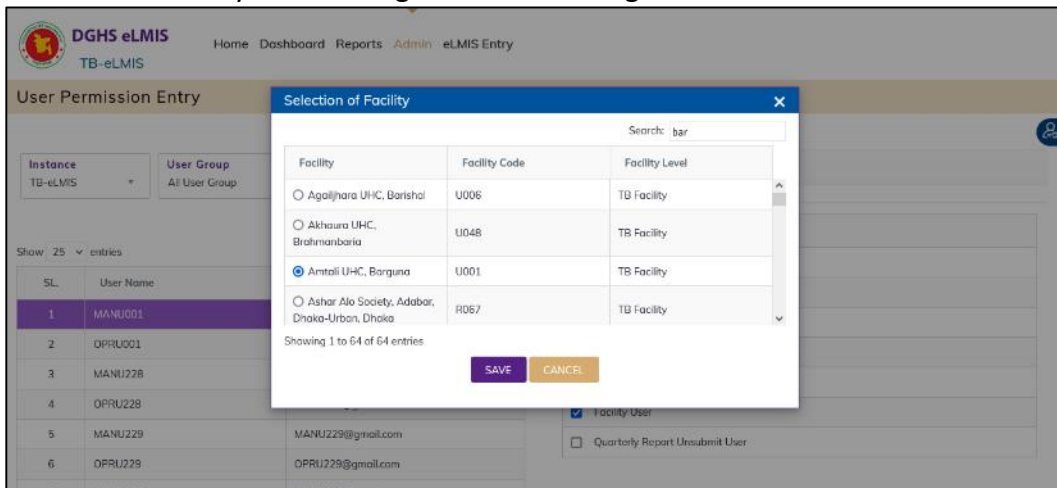
**Step-1:** Assign the relevant user groups based on requirements by checking the relevant boxes from the right side under the "User Groups" tab.



**Step-2:** Click on a user group after clicking facility list popup form will be displayed.

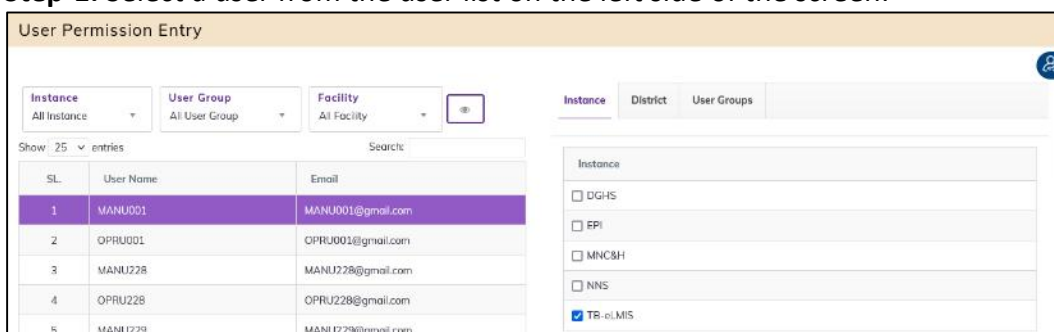


**Step-3:** Search and select a facility to assign the user. After selecting press on SAVE button the facility will be assigned like following screen

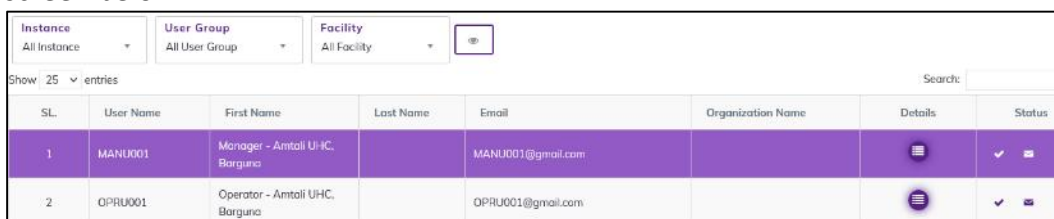


### 10.19.5. Deactivate a User

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



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



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

















Instance	User Group	Facility					
All Instance	All User Group	All Facility					
Show 25 entries			Search:				
SL	User Name	First Name	Last Name	Email	Organization Name	Details	Status
1	MANU001	Manager - Amtali UHC, Barguna		MANU001@gmail.com			
2	OPRU001	Operator - Amtali UHC, Barguna		OPRU001@gmail.com			

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

## 10.20. Suppliers Entry

### 10.20.1. Suppliers List

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://elms.ntp.gov.bd> in the address bar.
- The TB-eLMIS 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		0181929651				 
2	Dream Traders		Bangladesh		017160176768		mahnudma@yanoo.com		 
3	Jadid Automobiles JAI		Bangladesh		01682191201				 
4	JMI International		Bangladesh		0171111111				 
5	M/S. Arafat traders		Bangladesh		aaa				 
6	M/s. Biponon		Bangladesh	ad	das		ssa		 
7	Rahim Traders	New Market, Cumilla	Bangladesh		9875567				 
8	Shafi traders		Bangladesh		555222				 

### 10.20.2. 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		Country	
<input type="text"/>		Bangladesh	
Email		Contact Name	
<input type="text"/>		<input type="text"/>	
Contact No		Fax	
<input type="text"/>		<input type="text"/>	
Supplier Address		URL	
<input type="text"/>		<input type="text"/>	
<input type="button" value="SAVE"/>		<input type="button" value="CANCEL"/>	

- 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**.

### 10.20.3. 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**.

### 10.20.4. 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.

## 10.21. Audit log

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://elms.ntp.gov.bd> in the address bar.
- The TB-eLMIS 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 14/9/2021		Log End Date 21/9/2021		Request Type All	Table Name All	User List All
Show 25 entries						
SL	Date	User	Remote IP	Query Type	Table Name	
1	2021-09-21 07:58:08	Administrator	103.135.174.101	INSERT	L_planmaster	
2	2021-09-20 14:31:46	Operator - NTP Central Warehouse	202.84.39.73	INSERT	t_stocktakemaster	
3	2021-09-20 14:29:33	Operator - NTP Central Warehouse	202.84.39.73	INSERT	t_stocktakemaster	
4	2021-09-20 14:28:04	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitems	
5	2021-09-20 14:27:53	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitems	
6	2021-09-20 14:27:44	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitems	
7	2021-09-20 14:27:09	Operator - NTP Central Warehouse	202.84.39.73	INSERT	t_stocktakemaster	
8	2021-09-20 14:24:42	Operator - NTP Central Warehouse	202.84.39.73	INSERT	t_stocktakemaster	
9	2021-09-20 14:23:18	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakemaster	
10	2021-09-20 14:22:59	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitems	
Showing 1 to 10 records						
First Previous 1 Next Last						

SL	Field Name	Old Value	New Value
1	FacilityId		4142
2	PlanId		1632189488700
3	PlanTypeId		1
4	PlanInvoiceNo		DIS-PLAN-C001/21-0002
5	PlanInvoiceDate		2021-09-21 00:00:00
6	UpdateBy		1
7	UpdateTs		2021-09-21 07:58:08
8	CreateTs		2021-09-21 07:58:08
9	1_Sig		3108
10	1_Date		2021-09-21
11	2_Sig		3109
12	2_Date		2021-09-21
13	3_Sig		3107
14	3_Date		2021-09-21
15	4_Sig		3107
16	4_Date		2021-09-21
17	5_Sig		3108
18	5_Date		2021-09-21

- 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 TB-eLMIS. 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:

**Audit Log**

Log Start Date: 14/9/2021 | Log End Date: 21/9/2021 | Request Type: All | Table Name: All | User List: All

Show 25 entries | Search:

SL	Date	User	Remote IP	Query Type	Table Name	
1	2021-09-21 07:58:08	Administrator	103.135.174.101	INSERT	L_planmaster	
2	2021-09-20 14:31:46	Operator - NTP Central Warehouse	202.84.39.73	INSERT	t_stocktakeitem	
3	2021-09-20 14:29:33	Operator - NTP Central Warehouse	202.84.39.73	INSERT	t_stocktakeitem	
4	2021-09-20 14:28:04	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitem	
5	2021-09-20 14:27:53	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitem	
6	2021-09-20 14:27:44	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitem	
7	2021-09-20 14:27:09	Operator - NTP Central Warehouse	202.84.39.73	INSERT	t_stocktakeitem	
8	2021-09-20 14:24:42	Operator - NTP Central Warehouse	202.84.39.73	INSERT	t_stocktakeitem	
9	2021-09-20 14:23:18	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitem	
10	2021-09-20 14:22:59	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitem	

Showing 1 to 10 records | First | Previous | 1 | Next | Last

SL	Field Name	Old Value	New Value
1	FacilityId		4142
2	PlanId		1632189488700
3	PlanTypeId		1
4	PlanInvoiceNo		DIS-PLAN- C001/21-0002
5	PlanInvoiceDate		2021-09-21 00:00:00
6	UpdateBy		1
7	UpdateTs		2021-09-21 07:58:08
8	CreateTs		2021-09-21 07:58:08
9	1_Sig		3108
10	1_Date		2021-09-21
11	2_Sig		3108
12	2_Date		2021-09-21
13	3_Sig		3107
14	3_Date		2021-09-21
15	4_Sig		3107
16	4_Date		2021-09-21
17	5_Sig		3108
18	5_Date		2021-09-21

- There are two panels in this page: a left panel and a right panel. The left panel shows the user actions of insert, update and delete. The fields in the left side include:
  1. **SL#:** Serial number of the record displaying on the page, latest records first
  2. **Date:** Date and time when a command was executed by the user
  3. **User:** Name of the user who executed a command
  4. **Remote IP:** IP address of the user's PC
  5. **Query Type:** Command type executed by the user (INSERT/UPDATE/DELETE)
  6. **Table Name:** Name of the table on which the user command is being executed
  7. **SQL Text:** Standard query language text that is being executed in the database in short notation. When you click on the **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 "INSERT", the table will show only new values; the old values are empty in this case. If the command "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.

## 10.22. Transaction Log

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

The screenshot shows the Transaction Log interface. At the top, there are filters for Facility List (Dhamrai UHC, Dhaka), Log Start Date (14/9/2021), Log End Date (21/9/2021), Query Type (All), and Table Name (All). Below the filters, there is a 'Show 25 entries' dropdown and a search bar. The main table has columns: SL, Log Sequence, Query Type, Table Name, Execution Time, and Executed. The first row is highlighted in purple. To the right of the main table, there is a detailed view table with columns: SL, Field Name, and Value.

SL	Log Sequence	Query Type	Table Name	Execution Time	Executed
1	1632138739412	DELETE	t.transaction	2021-09-20 05:52:19	✓
2	1632138739411	DELETE	t.transaction_items	2021-09-20 05:52:19	✓
3	1632138739410	DELETE	t.transaction_items	2021-09-20 05:52:19	✓
4	1632138727557	INSERT	t.transaction_items	2021-09-20 05:52:07	✓
5	1632138727556	INSERT	t.transaction_items	2021-09-20 05:52:07	✓

SL	Field Name	Value
1	FacilityId	3670
2	TransactionId	1632138727550
3	TransactionTypeId	1
4	TransactionNo	REC-WH-U139/21-0002
5	TransactionDate	2021-09-20 00:00:00
6	SupplierId	
7	SupplierInvNo	ISS-PUSH-C001/21-0001

- The Transaction Log keeps track of all the user data entry actions (i.e., insert, update and delete) in all the data entry forms of the TB-eLMIS. 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 Transaction Log will record the value. If the user edits a record and saves it, the new values are saved to the Transaction 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 > Transaction Log** menu, which will bring up the following page:

This screenshot is identical to the one above, showing the Transaction Log interface with filters, a list of log entries, and a detailed view of a selected entry.

- There are two panels in this page: a left panel and a right panel. The left panel shows the user actions of insert, update and delete. The fields in the left side include:
  1. **Log Sequence:** created log sequences number.
  2. **Query Type:** Command type executed by the user (INSERT/UPDATE/DELETE)
  3. **Table Name:** Name of the table on which the user command is being executed
  4. **Execution Time:** Log executed time.
  5. **Executed:** Log executed status.
  6. **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”, and “Value”.



## 10.23. Error Log

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

SL.	Remote IP	User	Date	Type	Query	Error No	Error Message
1	103.142.184.43	Administrator	2021-08-28 13:27:28	INSERT	SQL: INSERT INTO t_mydatasourcesettings (DataSourceId,ColumnName,ColumnLabelEn,ColumnLabelOthers,ColumnDataType,Groupable,Filterable,CountDistinct,Summable,DecimalPoint,ColorCode,CustomField,ColumnSerial) values (DataSourceId,ColumnName,ColumnLabelEn,ColumnLabelOthers,ColumnDataType,Groupable,Filterable,CountDistinct,Summable,DecimalPoint,ColorCode,CustomField,ColumnSerial) <b>Parameter(s):</b> []	1062	Duplicate entry '269-FSource' for key 'UK_DataSourceId,ColumnName'
2	103.142.184.43	Administrator	2021-08-26 16:39:05	INSERT	SQL: INSERT INTO websoftw_dghselmis_master_t_ui_language (LangKey,LangText,LangCode,UseFor,MenuId,UseSite) values (LangKey,LangText,LangCode,UseFor,MenuId,UseSite) <b>Parameter(s):</b> []	1062	Duplicate entry '219-en_GB-This invoice has relevent Partial Standing Board' for key 'UK_ui_language_Menu_LangCode_LangKey'
3	203.78.144.14	Administrator	2021-08-16 12:15:57		SQL: UPDATE t_transaction_items SET DisapprovedQuantity=0 WHERE FacilityId = 4142 AND TransactionItemId IN (1628822263496,1628823486646) AND StoreId='1'; <b>Parameter(s):</b> Array	1054	Unknown column 'StoreId' in 'where clause'

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

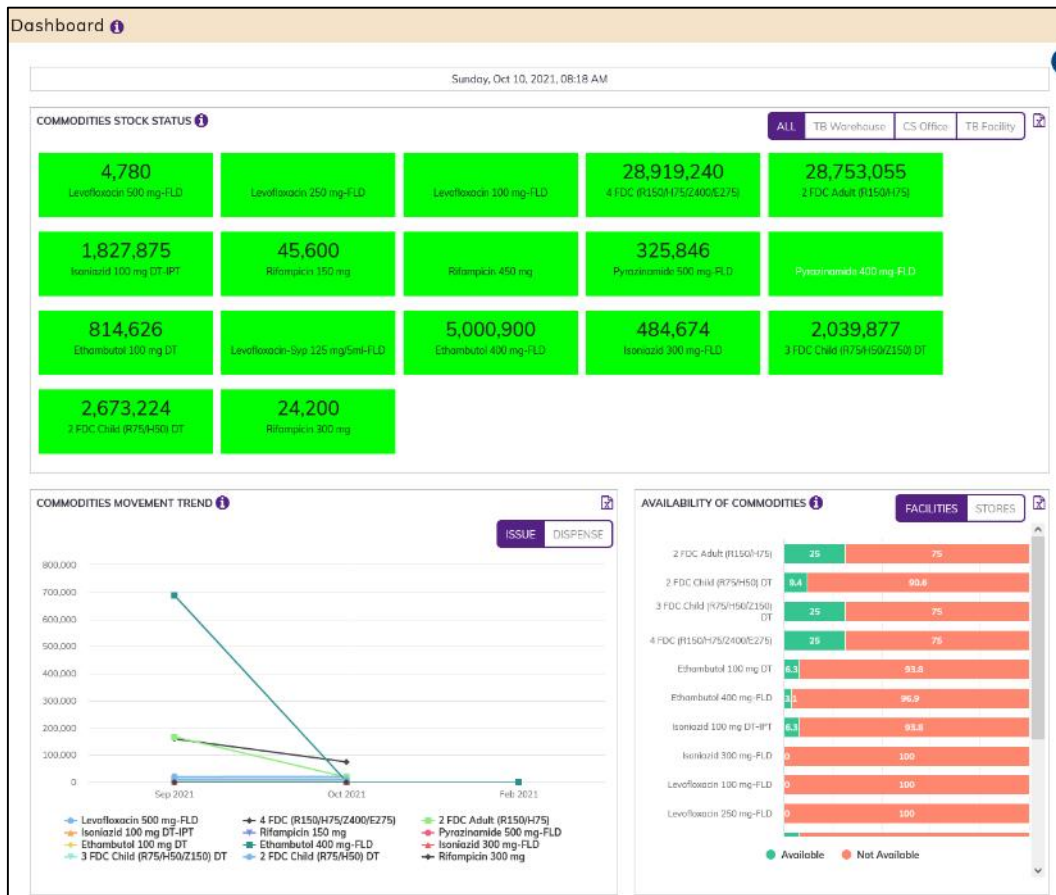
SL.	Remote IP	User	Date	Type	Query	Error No	Error Message
1	103.142.184.43	Administrator	2021-08-28 13:27:28	INSERT	SQL: INSERT INTO t_mydatasourcesettings (DataSourceId,ColumnName,ColumnLabelEn,ColumnLabelOthers,ColumnDataType,Groupable,Filterable,CountDistinct,Summable,DecimalPoint,ColorCode,CustomField,ColumnSerial) values (DataSourceId,ColumnName,ColumnLabelEn,ColumnLabelOthers,ColumnDataType,Groupable,Filterable,CountDistinct,Summable,DecimalPoint,ColorCode,CustomField,ColumnSerial) <b>Parameter(s):</b> []	1062	Duplicate entry '269-FSource' for key 'UK_DataSourceId,ColumnName'
2	103.142.184.43	Administrator	2021-08-26 16:39:05	INSERT	SQL: INSERT INTO websoftw_dghselmis_master_t_ui_language (LangKey,LangText,LangCode,UseFor,MenuId,UseSite) values (LangKey,LangText,LangCode,UseFor,MenuId,UseSite) <b>Parameter(s):</b> []	1062	Duplicate entry '219-en_GB-This invoice has relevent Partial Standing Board' for key 'UK_ui_language_Menu_LangCode_LangKey'
3	203.78.144.14	Administrator	2021-08-16 12:15:57		SQL: UPDATE t_transaction_items SET DisapprovedQuantity=0 WHERE FacilityId = 4142 AND TransactionItemId IN (1628822263496,1628823486646) AND StoreId='1'; <b>Parameter(s):</b> Array	1054	Unknown column 'StoreId' in 'where clause'

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

4. **Type:** Command type executed by the user (INSERT/UPDATE/DELETE)
  5. **Query:** The SQL command which is the source of the error
  6. **Error No:** MySQL Error number (if available)
  7. **Error Message:** Message that explains the error
- The error messages can be used by the administrator to determine the types of errors that are encountered in the TB-eLMIS so they can try to resolve them.

## 11. Dashboard

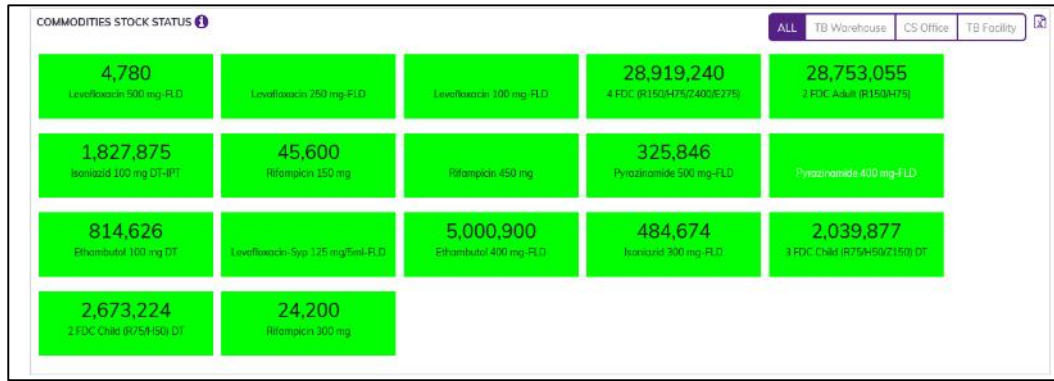
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://elmis.ntp.gov.bd> in the address bar.
- The TB-eLMIS homepage screen will appear.
- Login as any user to see the **DASHBOARD**, which looks like following screen –



- The dashboard shows 3 different indicator blocks:

### 11.1. Commodities Stock Status

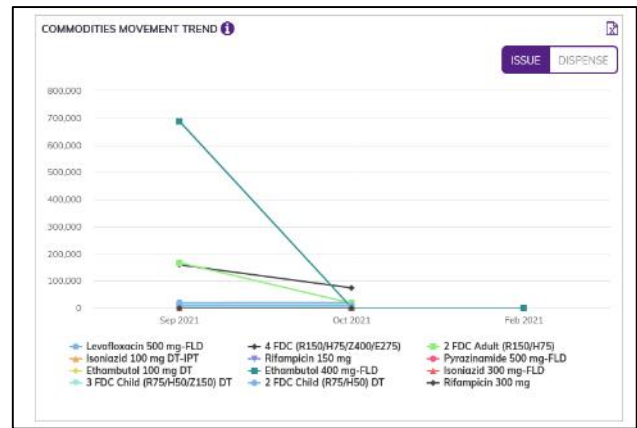
- Similar NTP commodities are grouped and the total quantity is displayed. Clicking on any block will show the underlying breakup. Initially grouped by NATIONAL, FACILITIES and STORES.
- NATIONAL is the total country stock, FACILITIES show the total stock at health facilities and STORES shows the stock at different stores. When STORES selected a separate breakdown is available. Initially you can see ALL store stock, or stock available at NTP Central warehouse or Civil Surgeon District Reserve Store (CS DRS) stock.
- Allows to export the raw data to Excel for further analysis.



- The block also shows available stock.

### 11.2. Commodities Movement Trend

Shows the commodity movement (Receive or Issue) at facility level or from NTP Central warehouse in last twelve month against major commodity groups. Allows to export the raw data to Excel for further analysis.

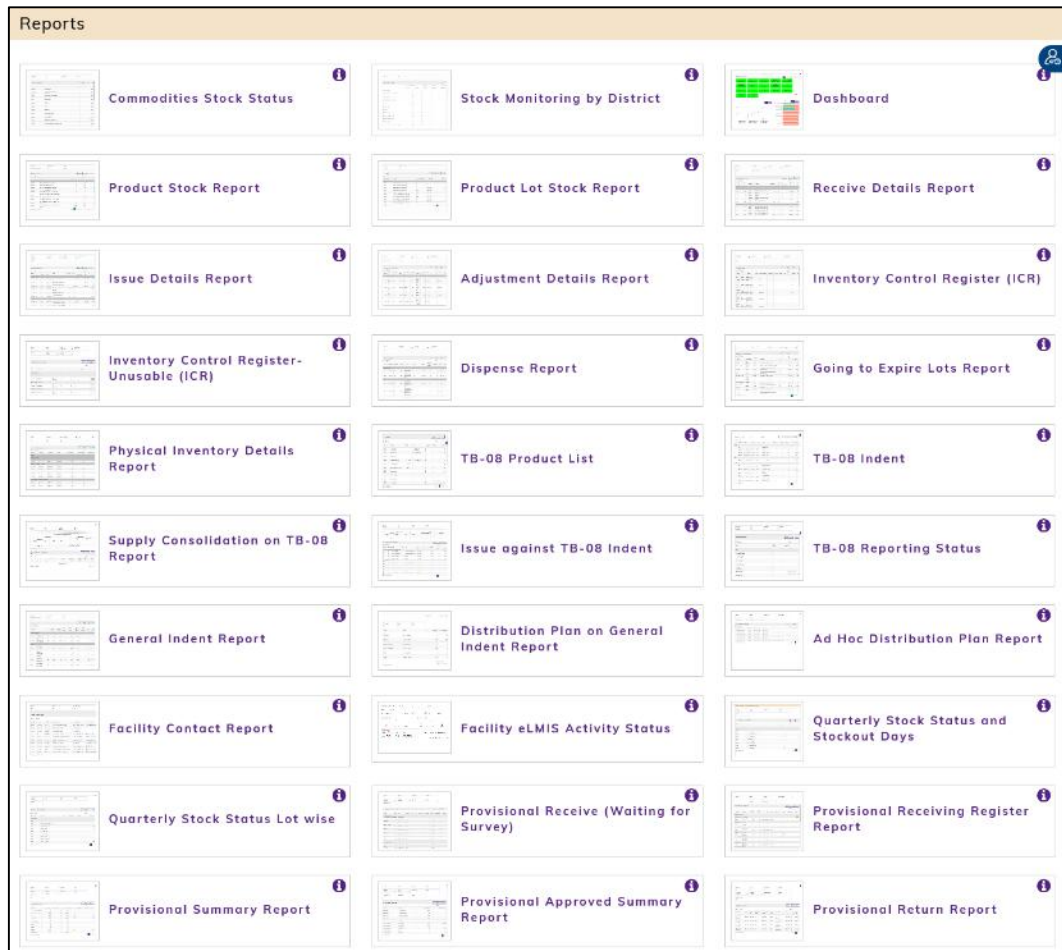


### 11.3. Availability of Commodities

- 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 NTP central warehouse, CS DRS. Allows to export the raw data to Excel for further analysis.

## 12. Reports

- Open any internet browser, like Google Chrome or Firefox.
- Type <http://elmis.ntp.gov.bd> in the address bar.
- The TB-eLMIS 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 -

## 12.1. Commodities Stock Status

- This report gives the total stock status of NTP Commodities as of current date. It includes all stock at the NTP warehouse, CS Office, Upazila health office and at health facilities. There is a block were mentioned how many facilities have reported. The report header also shown report view date and time.

Product Code	Product Name	Stock Balance
SLD067	Clofazimine 50 mg capsule / tablet	0
LEQ056	Hand pump for disinfectant for cleaning instrument	0
ACC057	Pull oxymeter	0
LEQ152	UV Light (LEQ)	0
STAO42	Pin remover	0
LC0081	Latex Gloves-L size	0
MED001	4 FDC (R150/H75/Z400/E275)	28,981,500
LAB042	Soda lime glass balls	0

- The report has 4 filter criteria:
  - Division:** Select All or a Division
  - District:** Select All or a District
  - Facility Type:** Select All or a Type
  - Facility:** Select All or a Facility
- The report has a table with the following fields:
  - Product Code:** NTP product code
  - Product Name:** Name of the NTP product
  - Stock Balance:** This field shows the reported closing balance
  - MOS:** Month of Stock, calculated as Stock Balance divided by AMC.
- By clicking on the **Excel** button at the top right of the page, the user can export the report in Excel format.

## 12.2. Stock Monitoring by District

- The TB commodities Stock Monitoring by District report shows the product stock status each district.

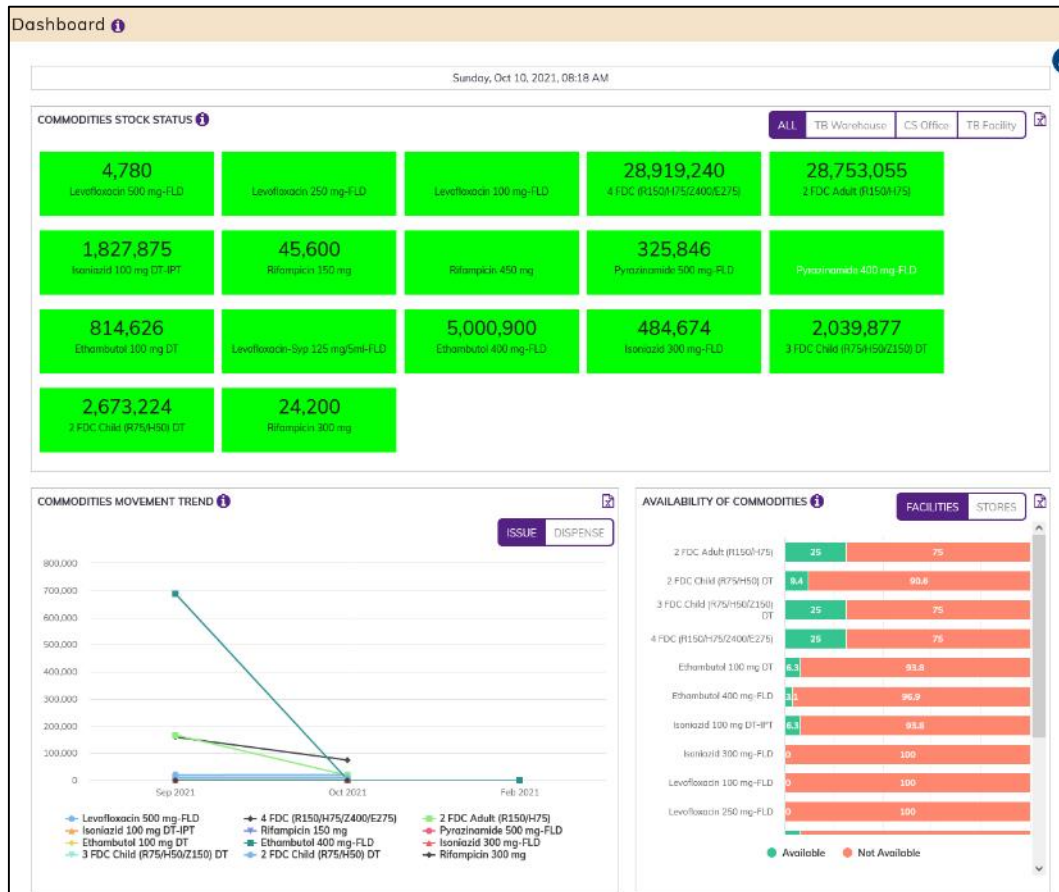
Stock Monitoring by District

Monday, Sep 20, 2021, 10:05 AM

	250 Bedded TB Hospital	BGMEA Ashulia, Dhaka	Chanakarpur CDC, Dhaka	Dhamrai UHC, Dhaka	Dohar UHC, Dhaka
	Stock (Sum)	Stock (Sum)	Stock (Sum)	Stock (Sum)	Stock (Sum)
Lap crash	0	0	0	0	0
ZN Microscope	0	0	0	0	0
1-Channel Pipette 1-10ul	0	0	0	0	0
1-Channel Pipette 10-100 ul	0	0	0	0	0
1-Channel Pipette 2-20	0	0	0	0	0
1-Channel Pipette 2-20ul	0	0	0	0	0
1-Channel Pipette 20-200ul	0	0	0	0	0
1-Channel Pipette 200-1000ul	0	0	0	0	0
2 FDC Adult (R150/H75)	0	0	1,300	2,980	

- The report has following filter criteria:
  - Division:** select all or a division
  - District:** select all or a district
- The report can be exported to Excel format

## 12.3. Dashboard



## 12.4. 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  
All ▼

District  
All ▼

Facility  
All ▼

Product Classification  
All ▼

Product  
All ▼

Is Stock  
NON ZERO ▼

Date  
13/03/2022 📅

**Stock Status Table** Print Excel CSV

Show 10 entries Search:

Division	District	Facility	Product Classification	Product Code	Products	Quantity	Unit Price (BDT)	Total (BDT)
Dhaka	Gazipur	50 Bedded Hospital, Tongi, Gazipur	Accerseries	ACC010	ZN Microscope	55	0	0
Dhaka	Gazipur	50 Bedded Hospital, Tongi, Gazipur	Accerseries	ACC103	Aluminium frame (18x60x4.1)	6	0	0
Barisal	Barguna	Amtali UHC, Barguna	MEDFLD	MED002	2 FDC Adult (R150/H75)	100	0	0
Barisal	Barguna	Amtali UHC, Barguna	MEDFLD	FLD066	2 FDC Adult (R150/H75) for TPT Treatment	200	0	0
Barisal	Barguna	Amtali UHC, Barguna	MEDFLD	MED046	2 FDC Child (R75/H50) DT	300	0	0
Barisal	Barguna	Amtali UHC, Barguna	MEDFLD	MED004	3 FDC Adult (R150/H75/E275)	400	0	0
Barisal	Barguna	Amtali UHC, Barguna	MEDFLD	MED045	3 FDC Child (R75/H50/Z150) DT	500	0	0
Barisal	Barguna	Amtali UHC, Barguna	MEDFLD	MED001	4 FDC (R150/H75/Z400/E275)	600	0	0
Barisal	Barguna	Amtali UHC, Barguna	MEDFLD	MED003	Ethambutol 100 mg	700	0	0
Barisal	Barguna	Amtali UHC, Barguna	MEDFLD	MED011	Ethambutol 100 mg DT	800	0	0

Showing 1 to 10 of 246 entries Previous 1 2 3 4 5 ... 25 Next

- 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 Classification:** Select a Product Classification 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 Classification:** Name of the Product Classification
  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.



## 12.5. 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**  
NTP Central Warehouse

**Product Classification**  
All

**Product**  
All

**Product Lot Stock Report Table** Print Excel CSV

Show 10 entries Search:

Product Code	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price (BDT)	Total (BDT)	Quantity
NTP Central Warehouse						
ZN Microscope						
ACC010				0	0	43
Aluminium frame (18x60x4.1)						
ACC103				0	0	53
2 FDC Adult (R150/H75)						
MED002	3522			0	0	398,280
MED002	lot-1	31-05-2022		0	0	429,570
MED002	lot-2	31-01-2023		0	0	19,993
MED002		31-01-2024		0	0	300,000

- 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 Classification:** Select a Product Classification 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.
  - 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.

## 12.6. 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  
01/03/2022

End Date  
13/03/2022

Product Classification  
All

Product  
All

Transaction Type  
All

Receive Details Report Table Print Excel CSV

Show 10 entries Search:

Supplier	Receive Invoice	Receive Date	Donor/ Contract#/ Indent#	Unit	No of Cartons	Batch/Lot Number	Expiry Date	Donor Ref#	Indent Quantity	Quantity	Unit Price (BDT)	Total (BDT)
Khalijuri UHC, Netrakona												
Goggles												
Sea International Agencies Ltd.	REC-DON-U250/22-0001	07-03-2022	The Global Fund Wambo	Pcs		BGD-555		BGD-NTP-GFATM Donation-001/2022		5,000		
Surgical Mask												
Essential Drugs Company Limited	REC-SUP-U250/22-0001	07-03-2022		Pcs		BGD-999	31-03-2024			500,000		

- 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 DGHS 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 Classification:** By default, selected Product Classification DGHS.
  - 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.
  - 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.

## 12.7. 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  
01/03/2022

End Date  
13/03/2022

Product Classification  
All

Product  
All

Transaction Type  
All

Issued To Facility  
All

**Issue Details Report Table** Print Excel CSV

Show 10 entries Search:

Indentor/Issue To	Issue Invoice	Issue Date	Batch/Lot Number	Expiry Date	Donor Ref#	Indent Quantity	Quantity
NTP Central Warehouse							
MEDFLD							
2 FDC Adult (R150/H75)							
50 Bedded Hospital, Tongi, Gazipur	ISS-IND-C001/22-0003	10-03-2022	3522			500	500
Barura UHC, Cumilla	ISS-TB08-IND-C001/22-0009	09-03-2022	3522			1,220	1,220
50 Bedded Hospital, Tongi, Gazipur	ISS-PUSH-C001/22-0002	10-03-2022	lot-1	2022-05-31			200
2 FDC Adult (R150/H75) for TPT Treatment							
50 Bedded Hospital, Tongi, Gazipur	ISS-IND-C001/22-0003	10-03-2022				300	300
2 FDC Child (R75/H50) DT							
Barura UHC, Cumilla	ISS-TB08-IND-C001/22-0009	09-03-2022				1,440	1,440
50 Bedded Hospital, Tongi, Gazipur	ISS-IND-C001/22-0003	10-03-2022				200	200
3 FDC Child (R75/H50/Z150) DT							
Barura UHC, Cumilla	ISS-TB08-IND-C001/22-0009	09-03-2022				720	720

- 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 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 Classification:** By default, selected All Product Classification.
  - Product:** By default, selected All. Select a product from dropdown list.
  - Transaction Type:** By default, selected All Select a transaction type from dropdown list.
  - Issued To Facility:** By default, selected All, Select a Facility.
- 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.
  - 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.

## 12.8. Adjustment Details Report

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

Adjustment Details Report ?

Division  
All

District  
All

Facility Level  
All

Facility  
All

Start Date  
01/03/2022

End Date  
13/03/2022

Adjustment Type  
All

Product Classification  
All

Product  
All

Print Excel CSV

Show 10 entries Search:

To/ From	Adjustment Invoice	Invoice Date	Adjustment Type	Product Code	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity Adjusted	Unit Price (BDT)	Total (BDT)
Barura UHC, Cumilla										
MEDFLD										
2 FDC Adult (R150/H75)										
Barura UHC, Cumilla	ADJ-U078/22-0007	10-03-2022	Receive from Main Store	MED002		30-09-2022		50		
Barura UHC, Cumilla	ADJ-U078/22-0006	10-03-2022	Issue to DOTS Corner	MED002		30-09-2022		50	0	
3 FDC Adult (R150/H75/E275)										
Barura UHC, Cumilla	ADJ-U078/22-0007	10-03-2022	Receive from Main Store	MED004		31-10-2022		200		
Barura UHC, Cumilla	ADJ-U078/22-0007	10-03-2022	Receive from Main Store	MED004				5		
Barura UHC, Cumilla	ADJ-U078/22-0006	10-03-2022	Issue to DOTS Corner	MED004		31-10-2022		200	0	
Barura UHC, Cumilla	ADJ-U078/22-0006	10-03-2022	Issue to DOTS Corner	MED004				5	0	

- This form presents Adjustment Details report of all the items. The report has the following filter criteria:
  - Division:** By default, selected All. Select a division from dropdown list.
  - District:** By default, selected All. Select a district from dropdown list.
  - Facility Level:** By default, selected facility level DGHS 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.
  - Adjustment Type:** Select ALL or a adjustment type from dropdown list.
  - Product Classification:** By default, selected Product Classification DGHS.
  - Product:** Select All or a product 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.
  - 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.

## 12.9. Inventory Control Register (ICR)

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

Inventory Control Register (ICR) Print Excel CSV

Search:

Invoice Date	Origin/Destination	Invoice No	Receive	Issue	Balance	Batch/Lot Number	Expiry Date	Donor Ref#	Observations	Signature
Facility: NTP Central Warehouse										
Product: ZN Microscope										
01/03/2022	-	[Prev Balance]	43	0	43					
Product: 2 FDC Adult (R150/H75)										
01/03/2022	-	[Prev Balance]	749,763	0	749,763	lot-2	31/01/2023			
09/03/2022	Essential Drugs Company Limited	INT-RCV-C001/22-0003	400,000	0	1,149,763	3522				
09/03/2022	Barura UHC, Cumilla	ISS-TB08-IND-C001/22-0009	0	1,220	1,148,543	3522				
10/03/2022	50 Bedded Hospital, Tongi, Gazipur	ISS-IND-C001/22-0003	0	500	1,148,043	3522				
10/03/2022	50 Bedded Hospital, Tongi, Gazipur	ISS-PUSH-C001/22-0002	0	200	1,147,843	lot-1	31/05/2022			

- 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 Classification:** By default, selected Product Classification DGHS.
  - 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.
  - 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.

## 12.10. Inventory Control Register- Unusable (ICR)

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

Inventory Control Register- Unusable (ICR) ⓘ

Division: All, District: All, Facility: Barura UHC, Cumilla, Product Classification: All, Product: All, Start Date: 01/07/2021, End Date: 13/03/2022

Inventory Control Register (ICR) Unusable [Print] [Excel] [CSV]

Search: \_\_\_\_\_

Invoice Date	Origin/Destination	Invoice No	Receive	Issue	Balance	Batch/Lot Number	Expiry Date	Donor Ref#	Observations	Signature
Facility: Barura UHC, Cumilla										
Product: 2 FDC Adult (R150/H75)										
19/09/2021	Barura UHC, Cumilla	ADJ-U078/21-0002	150	0	150				Add to Stock (Unusable)	
Product: 3 FDC Adult (R150/H75/E275)										
19/09/2021	Barura UHC, Cumilla	ADJ-U078/21-0002	350	0	350				Add to Stock (Unusable)	
Product: 4 FDC (R150/H75/Z400/E275)										
19/09/2021	Barura UHC, Cumilla	ADJ-U078/21-0002	120	0	120				Add to Stock (Unusable)	

- This form presents Inventory Control Register- Unusable (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 Classification:** By default, selected Product Classification DGHS.
  - 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.
  - 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.

## 12.11. Dispense Report

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

Dispense Report ?

Division  
All

District  
All

Facility  
All

Start Date  
01/03/2022

End Date  
13/03/2022

Recipient Group  
All

Recipient  
All

Product Classification  
All

Product  
All

Store  
All

**Dispense Report Table** Print Excel CSV

Show 10 entries Search:

Facility	Recipient Group	Recipient	Dispense Date	Product	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity Dispensed
<b>MEDFLD</b>								
Barura UHC, Cumilla	Govt. Field Staff	Field Staff	10-03-2022	2 FDC Adult (R150/H75)		30-09-2022		10
Barura UHC, Cumilla	Govt. Field Staff	Field Staff	10-03-2022	3 FDC Adult (R150/H75 /E275)		31-10-2022		15
Barura UHC, Cumilla	Govt. Field Staff	Field Staff	10-03-2022	4 FDC (R150/H75 /Z400/E275)		30-11-2021		20
<b>Lab Consumable</b>								
Khaliajuri UHC, Netrakona	Implementing Partner	DOTs Corner (MMCH)	10-03-2022	Surgical Mask	BGD-999	31-03-2024		10,000

Showing 1 to 4 of 4 entries Previous 1 Next

- 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
  - Recipient Group:** By default, selected recipient group
  - Recipient:** Select All or a recipient from dropdown list.
  - Product Classification:** By default, selected Product Classification.
  - Product:** Select All or a product from dropdown list.
- The table has the following columns:
  - Facility:** Show facility Name
  - Recipient group:** Show recipient group Name
  - Recipient:** Show recipient Name
  - Dispense Date:** Show dispense date.
  - Product Code:** Show product code.
  - Lot No:** Show product lot number.
  - Expiry Date:** Show product Expiry Date.
  - 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.

## 12.12. Going to Expire Lots Report

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

Going to Expire Lots Report ?

Division  
All

District  
All

Facility Level  
All

Facility  
All

Product Classification  
All

Product  
All

Start Date  
13/03/2022

End Date  
13/06/2022

Going to Expire Lots Report Table Print Excel CSV

Show 10 entries Search:

Division	District	Facility	Product Code	Product	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity	Unit Price (BDT)	Total (BDT)
MEDFLD										
Mymensingh	Mymensingh	Dhobaura UHC, Mymensingh	MED046	2 FDC Child (R75/H50) DT	NRT2020A_2, NRT2021A, Ref_9645	31-03-2022		1,205		
Mymensingh	Mymensingh	Dhobaura UHC, Mymensingh	MED045	3 FDC Child (R75/H50/Z150) DT	NRU2017A_2, Ref_9645	31-03-2022		645		
Mymensingh	Mymensingh	Dhobaura UHC, Mymensingh	MED045	3 FDC Child (R75/H50/Z150) DT	KKK-777	01-05-2022	NTP/2021	2,000	0	0
Chittagong	Cumilla	Homna UHC, Cumilla	MED002	2 FDC Adult (R150/H75)	AAA-111	31-03-2022		1,000	0	0
Mymensingh	Mymensingh	Ishwarganj UHC, Mymensingh	MED002	2 FDC Adult (R150/H75)	lot-1	31-05-2022		33,965	0	0
Mymensingh	Jamalpur	Islampur UHC, Jamalpur	MED045	3 FDC Child (R75/H50/Z150) DT		01-06-2022		225	0	0

- 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 TB Facility.
  - Facility:** By default, selected your facility. Select a facility from dropdown list.
  - Product Classification:** By default, selected Product Classification DGHS.
  - 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.
  - 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.



## 12.13. 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 Classification: All

Product: All, Start Date: 01/03/2022, End Date: 13/03/2022

Physical Inventory Details Report [Print] [Excel] [CSV]

Show 10 entries Search:

Product Classification	Product	Start Date	End Date	Stock Quantity	Physical Quantity (Usable)	Adjustment Quantity	Physical Quantity (Unusable)
Khalajuri UHC, Netrakona							
MEDFLD	2 FDC Adult (R150/H75)	01-03-2022	07-03-2022	0	200,000	200,000	0
MEDFLD	2 FDC Child (R75/H50) DT	07-03-2022	07-03-2022	0	300,000	300,000	0
MEDFLD	4 FDC (R150/H75/Z400/E275)	01-03-2022	07-03-2022	0	100,000	100,000	0

Showing 1 to 3 of 3 entries Previous 1 Next

- 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.
  - Product Classification:** By default, selected Product Classification.
  - 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:
  - Product Classification:** Show Product Classification.
  - Product:** Show product.
  - Start Date:** Show Start Date.
  - End Date:** Show End Date.
  - Stock Quantity:** Show Stock Quantity.
  - Physical Quantity (Usable):** Show physical Quantity(usable).
  - Adjustment Quantity:** Show Adjusted Quantity.
  - Physical Quantity (Unusable):** Show physical Quantity (Unusable).
- 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.

## 12.14. TB-08 Product List

- Select TB-08 product Report. After selecting you will see the following screen -

The screenshot shows the 'TB-08 Product List' report interface. At the top, there are three buttons: 'Print', 'Excel', and 'CSV'. Below the buttons, there is a search bar and a dropdown menu showing '10 entries'. The main table has the following data:

Product Code	Item Name	Settings ID	Sort Order	Is Editable
FLD062	Levofloxacin 500 mg	2	6	0
FLD063	Levofloxacin 250 mg	2	7	0
FLD064	Levofloxacin 100 mg	2	8	1
MED001	4 FDC (R150/H75/E275/Z400)	2	1	0
MED002	2 FDC-Adult (R150/H75)	2	2	0
MED006	Isoniazid 100 mg for IPT (Dispersible)	2	10	0
MED007	Rifampicin 150 mg	2	14	1
MED008	Rifampicin 450 mg	2	12	1
MED009	Pyrazinamide 500 mg	2	15	1
MED010	Pyrazinamide 400 mg	2	16	1

- This form presents the TB-08 indent items report. The report has the following
- The table has the following columns:
  - Product Code:** Show the product code.
  - Product:** Name of product
  - Settings ID:** Show the product's settings Id.
  - Sort Order:** Show the product's sort order id.
  - Is Editable:** Show the product's is editable or not
- 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.

## 12.15. TB-08 Indent Report

- Select TB-08 Indent Report. After selecting you will see the following screen -

**TB-08 Indent**

Quarter: Q1: Jan-Mar
Year: 2022
District: Mymensingh
Facility: Phulpur UHC, Mymensingh

---

Number of registered cases during the previous quarter

Adults (>15 years)					Total (b)
New/Category-I = (a)	Re-treatment = (b)				
All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	P+ve(b1)	P-ve(b2)	EP(b3)	Meningitis, Bone & Neurological TB (b4)	
212	17	2	2	0	21

Children (<15 years)			
Child Cat-I (Adult Formulation) = (c)	Child Cat-I (Dispersible formulation) = (d)	Total Child	<5 Years Child Registered for IPT (e)
2	4	6	46

---

**TB-08 Indent** Print Excel CSV

Show 10 entries Search:

Product Code	Product Name	Total (h) = (f+g)	Total required quarterly (+buffer) (i)	Existing Balance (j)	Expiry Date	Amount to be Supplied= (l) - (j)	Actual Quantity Requested
Phulpur UHC, Mymensingh							
MED001	4 FDC (R150/H75/Z400/E275)	49,860	99,720	0		99,720	99,720
MED002	2 FDC Adult (R150/H75)	77,040	154,080	0		154,080	154,080
MED045	3 FDC Child (R75/H50/Z150) DT	720	1,440	0		1,440	1,440
MED046	2 FDC Child (R75/H50) DT	1,440	2,880	0		2,880	2,880
MED011	Ethambutol 100 mg DT	360	720	0		720	720
FLD062	Levofloxacin 500 mg-FLD	5,130	10,260	0		10,260	10,260
FLD063	Levofloxacin 250 mg-FLD	10,260	20,520	0		20,520	20,520
FLD064	Levofloxacin 100 mg-FLD			0		0	0
MED031	Levofloxacin-Syp 125 mg/5ml-FLD			0		0	0
MED006	Isoniazid 100 mg DT-IPT	16,560	33,120	0		33,120	33,120

Showing 1 to 10 of 17 entries Previous 1 2 Next

- This form presents the Facility TB-08 Indent report. The report has the following filter criteria:
  - Quarter:** By default, selected current Quarter. Select previous quarter from dropdown list.
  - Year:** By default, selected current year. Select previous year from dropdown list.
  - District:** By default, selected a district. Select the district according to your needs.
  - Facility:** By default, selected All. Select the facility according to your needs.
- Number of registered cases during the previous quarter has showing the following columns:
  - Adults (>15 years)
    - New/Category-I = (a): All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)
    - Re-treatment = (b)
      - ✓ P+ve(b1)
      - ✓ P-ve(b2)
      - ✓ EP(b3)
      - ✓ Meningitis, Bone & Neurological TB (b4)
      - ✓ Total (b)
  - Children (<15 years)
    - Child Cat. I Adult Formulation= (c)
    - Child Cat. I (Dispersible)= (d)
    - Total Child
    - <5 Years Child Registered for IPT (e)
- The indent product table are showing Following column
  - Product Code

2. Product Name
3. Total(h)= (f+g)
4. Total required quarterly (+buffer) (i)
5. Existing Balance (j)
6. Expiry Date
7. Amount to be Supplied= (i) -(j)
8. Actual Quantity Requested

- 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.

## 12.16. Supply Consolidation on TB-08 Report

- Select Supply Consolidation on TB-08 Report. After selecting you will see the following screen –

**Supply Consolidation on TB-08 Report**

Quarter  
Q1: Jan-Mar

Year  
2022

District  
Mymensingh

Facility  
All

Number of registered cases during the previous quarter					
Adults (>15 years)					
New/Category-I = (a)	Re-treatment = (b)				Total (b)
All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	P+ve(b1)	P-ve(b2)	EP(b3)	Meningitis, Bone & Neurological TB (b4)	
292	22	9	4	0	35
Children (<15 years)					
Child Cat-I (Adult Formulation) = (c)	Child Cat-I (Dispersible formulation) = (d)		Total Child	<5 Years Child Registered for IPT (e)	
8	5		13	46	

**Supply Consolidation on TB-08 Report Table**

Print Excel CSV

Show 10 entries Search:

Product	Total (a) = (1+2)	Total Required Quarterly (+Buffer)	Amount to be supplied	Actual Quantity Requested	Actual Supply Quantity	Issued Qty	Batch/Lot Number	Expiry Date
<b>Ishwarganj UHC, Mymensingh</b>								
2 FDC Adult (R150/H75)	30,960	61,920	34,265	34,265	34,265	34,265	lot-1	2022-05-31
2 FDC Child (R75/H50) DT	360	720	334	334	334	334		
3 FDC Child (R75/H50 /Z150) DT	180	360	0	0	0	0		
4 FDC (R150/H75 /Z400/E275)	23,040	46,080	28,433	28,433	28,433	28,433		
Ethambutol 100 mg DT	90	180	0	0	0	0		
Ethambutol 400 mg-FLD			0	0	0	0		
Isoniazid 100 mg DT-IPT	0	0	0	0	0	0		
Isoniazid 300 mg-FLD			0	0	0	0		
Levofloxacin 100 mg-FLD			0	0	0	0		
Levofloxacin 250 mg-FLD	3,780	7,560	7,560	7,560	7,560	7,560		

Showing 1 to 10 of 34 entries Previous **1** 2 3 4 Next

- This form presents the Supply Consolidation on TB-08 report. The report has the following filter criteria:
  1. **Quarter:** By default, selected current Quarter. Select previous quarter from dropdown list.
  2. **Year:** By default, selected current year. Select previous year from dropdown list.
  3. **District:** By default, selected a district. Select the district according to your needs.
  4. **Facility:** By default, selected All. Select the facility according to your needs.
- Number of registered cases during the previous quarter has showing the following columns:
  1. Adults (>15 years)
    - New/Category-I = (a): All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)

- Re-treatment = (b)
  - ✓ P+ve(b1)
  - ✓ P-ve(b2)
  - ✓ EP(b3)
  - ✓ Meningitis, Bone & Neurological TB (b4)
  - ✓ Total (b)
- 2. Children (<15 years)
  - Child Cat. I Adult Formulation= (c)
  - Child Cat. I (Dispersible)= (d)
  - Total Child
  - <5 Years Child Registered for IPT (e)
- The indent product table are showing Following column
  1. Product
  2. Total (a) = (1+2)
  3. Total Required Quarterly (+Buffer)
  4. Amount to be supplied
  5. Actual Quantity Requested
  6. Actual Supply Quantity
  7. Issued Qty
  8. Lot No
  9. Expiry Date
- 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.

## 12.17. Issue against TB-08 Indent

- Select Issue against TB-08 Indent Report. After selecting you will see the below screen -

**Issue against TB-08 Indent**

Quarter: Q1: Jan-Mar | Year: 2022 | District: Mymensingh | Facility: All

---

Number of registered cases during the previous quarter

Adults (>15 years)					
New/Category-I = (a)	Re-treatment = (b)				Total (b)
All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	P+ve(b1)	P-ve(b2)	EP(b3)	Meningitis, Bone & Neurological TB (b4)	
292	22	9	4	0	35

Children (<15 years)			
Child Cat-I (Adult Formulation) = (c)	Child Cat-I (Dispersible formulation) = (d)	Total Child	<5 Years Child Registered for IPT (e)
8	5	13	46

---

**Issue against TB-08 Indent Details Report** Print | Excel | CSV

Show 10 entries Search:

Quarter	Year	Product	Unit	Batch/Lot Number	Expiry Date	DONOR REF#	Quantity	No of Cartons	Ordered Quantity
Ishwarganj UHC, Mymensingh (ISS-TB08-IND-C001/22-0003)									
Q1: Jan-Mar	2022	2 FDC Adult (R150/H75)	Tab	lot-1	31-05-2022		34,265		34,265
Q1: Jan-Mar	2022	2 FDC Child (R75/H50) DT	Tab				334		334
Q1: Jan-Mar	2022	4 FDC (R150/H75/Z400/E275)	Tab				28,433		28,433
Q1: Jan-Mar	2022	Levofloxacin 250 mg-FLD	Tab				7,560		7,560
Q1: Jan-Mar	2022	Levofloxacin 500 mg-FLD	Tab				3,700		3,700
Phulpur UHC, Mymensingh (ISS-TB08-IND-C001/22-0002)									
Q1: Jan-Mar	2022	2 FDC Adult (R150/H75)	Tab	lot-1	31-05-2022		15,080		15,080
Q1: Jan-Mar	2022	2 FDC Child (R75/H50) DT	Tab				2,880		2,880
Q1: Jan-Mar	2022	3 FDC Child (R75/H50/Z150) DT	Tab				1,440		1,440
Q1: Jan-Mar	2022	4 FDC (R150/H75/Z400/E275)	Tab				90,000		99,720
Q1: Jan-Mar	2022	Ethambutol 100 mg DT	Tab				720		720

Showing 1 to 10 of 13 entries Previous 1 2 Next

- This form presents the Facility Indent items report. The report has the following filter criteria:
  - Quarter:** By default, selected current Quarter. Select previous quarter from dropdown list.
  - Year:** By default, selected current year. Select previous year from dropdown list.
  - District:** By default, selected a district. Select the district according to your needs.
  - Facility:** By default, selected All. Select the facility according to your needs.
- Number of registered cases during the previous quarter has showing the following columns:
  - Adults (>15 years)
    - New/Category-I = (a): All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)
    - Re-treatment = (b)
      - ✓ P+ve(b1)
      - ✓ P-ve(b2)
      - ✓ EP(b3)
      - ✓ Meningitis, Bone & Neurological TB (b4)
      - ✓ Total (b)
  - Children (<15 years)
    - Child Cat. I Adult Formulation= (c)
    - Child Cat. I (Dispersible)= (d)
    - Total Child
    - <5 Years Child Registered for IPT (e)
- The Issue against TB-08 Indent Details Report table has the following columns:
  - Quarter**
  - Year**

3. **Product**
  4. **Unit**
  5. **Lot No**
  6. **Expiry Date**
  7. **DONOR REF#**
  8. **Quantity**
  9. **No of Cartons**
  10. **Ordered 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.

## 12.18. TB-08 Reporting Status

- Select TB-08 Reporting Status. After selecting you will see the following screen -

The screenshot displays the 'TB-08 Reporting Status' interface. At the top, there are four dropdown filters: 'Quarter' (selected: Q2: Apr-Jun), 'Year' (selected: 2021), 'District' (selected: Dhaka), and 'Facility' (selected: All). Below the filters, there is a table with the following columns: 'Facility', 'Reporting Date', and 'Status'. The table contains three rows of data. To the right of the table, there are two buttons: 'PRINT' and 'EXCEL'. Below the table, there is a search bar and a 'Show 10 entries' indicator.

Facility	Reporting Date	Status
Dhaka		
250 Bedded TB Hospital, Shyamoli, Dhaka-Urban, Dhaka	01-04-2021	NOT SUBMITTED
Adabor, BRAC Dakkhin Khan, Dhaka		
Adhanik Medical College Hospital-Uttara, BRAC Dakkhin Khan, Dhaka		

- This form presents the TB-08 Reporting Status. The report has the following filter criteria:
  1. **Quarter:** By default, selected current Quarter. Select previous quarter from dropdown list.
  2. **Year:** By default, selected current year. Select previous year from dropdown list.
  3. **District:** By default, selected a district. Select the district according to your needs.
  4. **Facility:** By default, selected All. Select the facility according to your needs.
- The table has the following columns:
  1. **Facility**
  2. **Reporting Date**
  3. **Status**
- 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.

## 12.19. General Indent Report

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

Product Code	Product	Stock on Hand	Indent Quantity
Indent To: NTP Central Warehouse			
Indent From: Dharmal UHC, Dhaka, Indent#: IND-U139/21-7518, Date: 19/09/2021			
FLD066	2 FDC Adult (R15Q/H75) for TPT Treatment	0	500
MED004	3 FDC Adult (R15Q/H75/E275)	0	300
MED046	2 FDC Child (R75/H50) DT	0	200

- 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. **Stock on Hand:** Show the product stock on hand.
  4. **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.



## 12.20. Distribution Plan on General Indent Report

- Select Distribution Plan on General Indent Report. After selecting you will see the following screen -

Distribution Plan on General Indent Report ⓘ

Division All	District All	Facility Level All	Facility All
Start Plan Date 01/09/2021	End Plan Date 13/03/2022	Product Classification All	Product All

Distribution Plan on Indent Table Data Print Excel CSV

Show 10 entries Search:

Indent	Indent Date	Indentor Facility	Product	Indent Quantity	Planned Issue Quantity
NTP Central Warehouse					
DIS-PLAN-C001/22-0002(31-01-2022)					
IND-U139/21-7521	01-11-2021	Dhamrai UHC, Dhaka	Amikacin 500 mg/2ml Inj	50	0
IND-U139/21-7521	01-11-2021	Dhamrai UHC, Dhaka	Capreomycin Inj 1 gm	100	0
IND-U139/21-7521	01-11-2021	Dhamrai UHC, Dhaka	Clofazimine 100 mg	100	0
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	Amikacin 500 mg/2ml Inj	10	0
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	Amoxicillin(500)+ Clavulanic acid (125) mg	40	0
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	Bedaquiline 20mg for Child Patient	40	0
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	Bedaquiline 100 mg	45	0
IND-U141/21-7506	10-09-2021	Keranigonj UHC, Dhaka	2 FDC Adult (R150/H75)	500	500
IND-U141/21-7506	10-09-2021	Keranigonj UHC, Dhaka	3 FDC Adult (R150/H75/E275)	300	0
IND-U141/21-7506	10-09-2021	Keranigonj UHC, Dhaka	3 FDC Child (R75/H50/Z150) DT	500	500

Showing 1 to 10 of 18 entries Previous 1 2 Next

- This form presents Distribution Plan on General Indent Report. 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 TB 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 Classification:** By default, selected Product Classification DGHS.
  - Product:** Select All or a product from dropdown list.
- The table has the following columns:
  - Indent**
  - Indent Date**
  - Indentor Facility**
  - Product**
  - Indent Quantity**
  - Planned Issue 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.

## 12.21. Ad Hoc Distribution Plan Report

- Select Ad Hoc Distribution Plan Report. After selecting you will see the following screen -

Ad Hoc Distribution Plan Report ⓘ

**Division**  
All

**District**  
All

**Facility Level**  
All

**Facility**  
All

**Start Plan Date**  
01/03/2022

**End Plan Date**  
13/03/2022

**Product Classification**  
All

**Product**  
All

**Ad Hoc Distribution Plan Table Data** Print Excel CSV

Show 10 entries Search:

Facility	Product Name	Planned Issue Quantity
NTP Central Warehouse		
ADHOC-PLAN-C001/22-0001(13-03-2022)		
CDC Chattogram, Chattogram	ZN Microscope	1
CDC Bhola, Bhola	ZN Microscope	1
CDC Pirajpur, Pirajpur	ZN Microscope	1
CDC Chandpur, Chandpur	ZN Microscope	1
CDC Brahmanbaria, Brahmanbaria	ZN Microscope	1
CDC Brahmanbaria, Brahmanbaria	2 FDC Adult (R150/H75)	200
CDC Chandpur, Chandpur	2 FDC Adult (R150/H75)	200
CDC Chattogram, Chattogram	2 FDC Adult (R150/H75)	200
CDC Bhola, Bhola	2 FDC Adult (R150/H75)	200
CDC Pirajpur, Pirajpur	2 FDC Adult (R150/H75)	200

Showing 1 to 10 of 35 entries Previous 1 2 3 4 Next

- This form presents Ad Hoc Distribution Plan Report. 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 TB 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 Classification:** By default, selected Product Classification DGHS.
  - Product:** Select All or a product from dropdown list.
- The table has the following columns:
  - Facility**
  - Product**
  - Planned Issue 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.

## 12.22. Facility Contact Report

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

Division	District	Facility Id	Facility Name	Facility Type	Facility Head	Storekeeper
Barisal	Barguna	S001	Civil Surgeon Office, Barguna	CS Office		
Barisal	Barguna	U001	Amtali UHC, Barguna	UPAZILA		
Barisal	Barguna	U002	Bamina UHC, Barguna	UPAZILA		
Barisal	Barguna	U003	Betagi UHC, Barguna	UPAZILA		
Barisal	Barguna	U004	Patharghata UHC, Barguna	UPAZILA		
Barisal	Barguna	U005	Barguna Sodar UHC, Barguna	UPAZILA		

- 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.

## 12.23. Facility eLMIS Activity Status

- Select Facility eLMIS Activity Status report, after selecting you will see the below screen -

Facility Code	Facility	Facility Head	Store Keeper	Last Activity	Non-zero Product	Receive	Issue	Adj	General Indent	TB-08 Indent
C001	NTP Central Warehouse	N/A		2021-09-25 12:41	44	8	4	0	0	0
U139	Dhamrai UHC, Dhaka			2021-09-23 15:50	3	0	1	0	1	1
U077	Cumilla Adarsha Sodar UHC, Cumilla			2021-09-23 15:45	0	0	0	0	0	0
D013	Chankharpal CDC, Dhaka			2021-09-23 14:49	3	0	0	0	0	1
U141	Keranigonj UHC, Dhaka			2021-09-23 08:32	4	2	0	0	2	1

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

1. **Division:** Select All or a Division from dropdown list.
  2. **District:** Select All or a district from dropdown list.
  3. **Facility:** Select a facility from dropdown list.
  4. **Start Date:** Select Start Date from dropdown list.
  5. **End Date:** Select End Date from dropdown list.
- The table has the following columns:
    1. **Facility Code:** Show the facility code.
    2. **Facility:** Show the facility Name.
    3. **Facility Head:** Show the facility head Name with Contact number.
    4. **Store Keeper:** Show the facility Store keeper name with contact number.
    5. **Last Activity:** Show the facility last activity date.
    6. **Last Daily Report Generate Date:** Show the facility last daily report generate date.
    7. **Non-zero Product:** Show the facility heaving number of non-zero product for selected month
    8. **Receive:** Show the facility received number of receive invoice for selected month
    9. **Issue:** Show the facility Issued number of Issue voucher for selected month.
    10. **Adj:** Show the facility number created of adjusted invoice selected month.
    11. **General Indent:** Show the facility submitted number of general indents for the selected month.
    12. **TB-08 Indent:** Show the facility submitted number of TB-08 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.

## 12.24. Quarterly Stock Status and Stockout Days

- Select Quarterly Stock Status and Stockout Days report. After selecting you will see the following screen -

Product Code	Product	Closing Balance	# of stock-out days
Dhamrai UHC, Dhaka			
MEDFLD			
FLD066	2 FDC Adult (R150/H75) for TPT Treatment	0	92
MED001	4 FDC (R150/H75/Z400/E275)	3,400	0
MED002	2 FDC Adult (R150/H75)	2,480	0
MED006	Isoniazid 100 mg DT-IPT	0	92
MED011	Ethambutol 100 mg DT	0	92
MED033	Ethambutol 400 mg-FLD	0	92
MED045	3 FDC Child (R75/H50/Z150) DT	4,200	0
MED048	2 FDC Child (R75/H50) DT	0	92

- This form presents the Quarterly Stock Status and Stockout Days report. The report has the following filter criteria:
  1. **Quarter:** By default, selected current Quarter. Select previous quarter from dropdown list.
  2. **Year:** By default, selected current year. Select previous year from dropdown list.

3. **District:** By default, selected a district. Select the district according to your needs.
  4. **Facility:** By default, selected All. Select the facility according to your needs.
  5. **Product:** By default, selected All. Select the product according to your needs.
- The table has the following columns:
    1. **Product Code**
    2. **Product**
    3. **Closing Balance**
    4. **# Of stock-out days**
  - 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.

## 12.25. Quarterly Stock Status Lot wise

- Select Quarterly Stock Status Lot wise report. After selecting you will see the following screen -

Product Code	Product Name	Batch No	Expiry Date	Donor Ref	Closing Balance
MED001	4 FDC (R150/H75/Z400/E275)		30-09-2022		400
MED002	2 FDC Adult (R150/H75)		30-09-2022		2,480
MED045	3 FDC Child (R75/H50/Z150) DT		30-09-2023		4,200

- This form presents the Quarterly Stock Status Lot wise report. The report has the following filter criteria:
  1. **Quarter:** By default, selected current Quarter. Select previous quarter from dropdown list.
  2. **Year:** By default, selected current year. Select previous year from dropdown list.
  3. **District:** By default, selected a district. Select the district according to your needs.
  4. **Facility:** By default, selected All. Select the facility according to your needs.
  5. **Product:** By default, selected All. Select the product according to your needs.
- The table has the following columns:
  1. **Product Code**
  2. **Product Name**
  3. **Batch No**
  4. **Expiry Date**
  5. **Donor Ref**
  6. **Closing Balance**
- 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.

## 12.26. Provisional Receive (Waiting for Survey)

- Select Provisional Receive (Waiting for Survey) Report. After selecting you will see the following screen -

Provisional Receive (Waiting for Survey) ?

Division: All, District: All, Facility Level: All, Facility: All

Start Date: 01/03/2022, End Date: 13/03/2022, Product Classification: All, Product: All

DGHS eLMIS TB-eLMIS | Home Dashboard Reports Admin eLMIS Entry

Provisional Receive (Waiting for Survey) [Print] [Excel] [CSV]

Show 10 entries | Search:

Supplier	Source of Fund	Receive Invoice	Receive Date	Unit	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity	Unit Price (BDT)	Total (BDT)
Khalilajuri UHC, Netrakona										
PCR Tubes										
Demo Supplier	GFATM	REC-DON-PRO-U250/22-0002	07-03-2022	Pcs	TTT-888	31-03-2024	GFATM-103/2022	300	2,000	600,000
NTP Central Warehouse										
2 FDC Adult (R150/H75)										
Essential Drugs Company Limited	NTP.GoB	REC-SUP-PRO-C001/22-0002	09-03-2022	Tab	4545	31-03-2023		400,000	0	
4 FDC (R150/H75/Z400/E275)										
Essential Drugs Company Limited	NTP.GoB	REC-SUP-PRO-C001/22-0002	09-03-2022	Tab	2544	31-03-2024		350,000	0	

Showing 1 to 3 of 3 entries | Previous 1 Next

- This form presents Provisional Receive (Waiting for Survey) Report. 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 TB 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 Classification:** By default, selected Product Classification DGHS.
  - Product:** Select All or a product from dropdown list.
  - Receive Type:**
  - Source of Fund:**
  - Supplier:**
- The table has the following columns:
  - Supplier**
  - Source of Fund**
  - Receive Invoice**
  - Receive Date**
  - Unit**
  - Lot No**
  - Expiry Date**
  - Donor Ref#**
  - Quantity**
  - Unit Price (BDT)**
  - 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.

## 12.27. Provisional Receiving Register Report

- Select Provisional Receiving Register Report. After selecting you will see the following screen -

Provisional Receiving Register Report ⓘ

Division All	District All	Facility NTP Central Warehouse	Product Classification All
Product Name All	Start Date 01/03/2022	End Date 13/03/2022	Receive Type All
Supplier All	Source of Fund All		

Provisional Receiving Register Table Print Excel CSV

Search:

Invoice Date	Invoice No	Provisional Received Quantity	Cumulative Quantity Received	Approved Quantity	Total Received Quantity	Disapproved Quantity	Return to supplier	Batch/Lot Number	Expiry Date	Donor Ref#
Facility: NTP Central Warehouse										
Product: 2 FDC Adult (R150/H75)										
09/03/2022	INT-RCV-PRO-C001/22-0002	280,000	280,000	0	0	280,000	280,000	1587921	31/03/2023	
09/03/2022	REC-SUP-PRO-C001/22-0002	400,000	680,000	0	0	0	0	4545	31/03/2023	
Total		680,000		0		280,000	280,000			
Product: 4 FDC (R150/H75/Z400/E275)										
09/03/2022	INT-RCV-PRO-C001/22-0002	350,000	350,000	0	0	350,000	350,000	21254688	31/03/2024	
09/03/2022	REC-SUP-PRO-C001/22-0002	350,000	700,000	0	0	0	0	2544	31/03/2024	
Total		700,000		0		350,000	350,000			

- This form presents Provisional Receiving Register Report. 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 TB 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 Classification:** By default, selected Product Classification DGHS.
  - Product:** Select All or a product from dropdown list.
  - Receive Type:** Select All or a receive type from dropdown list.
  - Source of Fund:** Select All or a Source of Fund type from dropdown list.
  - Supplier:** Select All or a supplier type from dropdown list.

The table has the following columns:

- Invoice Date**
- Invoice No**
- Provisional Received Quantity**
- Cumulative Quantity Received**
- Approved Quantity**
- Total Received Quantity**
- Disapproved Quantity**
- Return to supplier**
- Lot No**
- Expiry Date**
- Donor Ref#**

12. Product

- 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.

## 12.28. Provisional Summary Report

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

Provisional Summary Report

Division: All, District: All, Facility Level: All, Facility: All

Start Date: 01/03/2022, End Date: 13/03/2022, Product Classification: All, Product: All

Receive Type: All, Source of Fund: All, Supplier: All

Facility	Product Name	Provisional Receive Qty	Waiting for Standing Board	Approved Qty	Disapproved Qty	Return to Supplier	Return to Supplier (Waiting)
Khalilajuri UHC, Netrakona	Goggles	5,000	0	5,000	0	0	0
Khalilajuri UHC, Netrakona	PCR Tubes	300	300	0	0	0	0
Khalilajuri UHC, Netrakona	Surgical Mask	500,000	0	500,000	0	0	0
NTP Central Warehouse	2 FDC Adult (R150/H75)	680,000	400,000	0	280,000	280,000	0
NTP Central Warehouse	4 FDC (R150/H75 /Z400/E275)	700,000	350,000	0	350,000	350,000	0

Showing 1 to 5 of 5 entries

- This form presents Provisional Summary Report. 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 TB 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 Classification:** By default, selected Product Classification DGHS.
- Product:** Select All or a product from dropdown list.
- Receive Type:** Select All or a receive type from dropdown list.
- Source of Fund:** Select All or a Source of Fund type from dropdown list.
- Supplier:** Select All or a supplier type from dropdown list.

- The table has the following columns:

- Facility**
- Product Name**
- Provisional Receive Qty**
- Waiting for Standing Board**
- Approved Qty**
- Disapproved Qty**
- Return to Supplier**
- Return to Supplier (Waiting)**

- 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.



## 12.29. Provisional Approved Summary Report

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

Provisional Approved Summary Report

Division: All, District: All, Facility Level: All, Facility: All

Start Date: 01/03/2022, End Date: 13/03/2022, Product Classification: All, Product: All

Receive Type: All, Source of Fund: All, Supplier: All

Provisional Approved Summary Table

Show: 10 entries, Search:

Facility	Product	Approved Quantity	Disapproved Quantity
Khallajuri UHC, Netrakona	Goggles	5,000	0
Khallajuri UHC, Netrakona	Surgical Mask	500,000	0

Showing 1 to 2 of 2 entries, Previous 1 Next

- This form presents Provisional Approved Summary Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level TB Facility.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Product Classification:** By default, selected Product Classification DGHS.
  8. **Product:** Select All or a product from dropdown list.
  9. **Receive Type:** Select All or a receive type from dropdown list.
  10. **Source of Fund:** Select All or a Source of Fund type from dropdown list.
  11. **Supplier:** Select All or a supplier type from dropdown list.
- The table has the following columns:
  1. **Facility**
  2. **Product Name**
  3. **Approved Qty**
  4. **Disapproved Qty**
- 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.

## 12.30. Provisional Return Report

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

Provisional Return Report ?

Division All	District All	Facility Level All	Facility All
Start Date 01/03/2022	End Date 13/03/2022	Product Classification All	Product All
Receive Type All	Source of Fund All	Supplier All	

Print Excel CSV

Provisional Return Table Data

Show 10 entries Search:

Receive Invoice	Supplier	Sup Inv No	Sup Date	Source of Fund	Source of Fund Ref. No	Source of Fund Ref. Date	Return Date	Return Invoice No	Product Name	Batch/Lot Number	Expiry Date	Return Qty
NTP Central Warehouse												
INT-RCV-PRO-C001/22-0002	A G Cargo International, Bangladesh	2333	02-03-2022				13-03-2022	PRO-RET-INTPUR-C001/22-0001	2 FDC Adult (R150/H75)	1587921	31-03-2023	280,000
INT-RCV-PRO-C001/22-0002	A G Cargo International, Bangladesh	2333	02-03-2022				13-03-2022	PRO-RET-INTPUR-C001/22-0001	4 FDC (R150/H75 /Z400/E275)	21254688	31-03-2024	350,000

Showing 1 to 2 of 2 entries Previous 1 Next

- This form presents Provisional Return Report. 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 TB 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 Classification:** By default, selected Product Classification DGHS.
  - Product:** Select All or a product from dropdown list.
  - Receive Type:** Select All or a receive type from dropdown list.
  - Source of Fund:** Select All or a Source of Fund type from dropdown list.
  - Supplier:** Select All or a supplier type from dropdown list.
- The table has the following columns:
  - Receive Invoice**
  - Supplier**
  - Sup Inv No**
  - Sup Date**
  - Source of Fund**
  - Source of Fund Ref. No**
  - Source of Fund Ref. Date**
  - Return Date**
  - Return Invoice No**
  - Product Name**
  - Unit**
  - Lot No**
  - Expiry Date**
  - Return Qty**
- 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.

- End -