DGHS eLMIS Bangladesh

TB-eLMIS User Guide

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Contents

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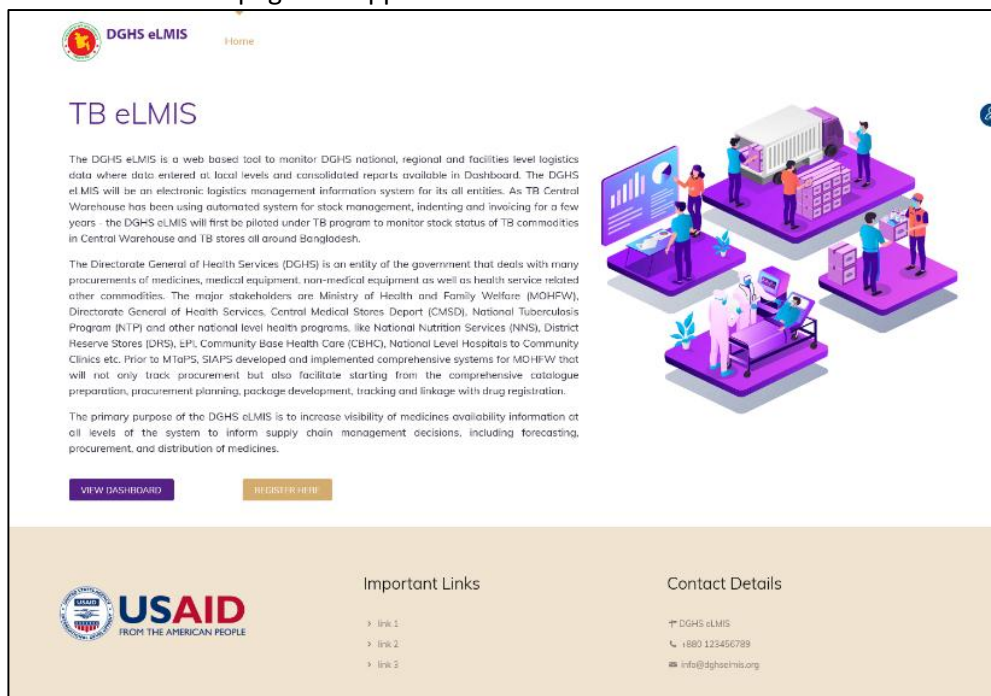
➢ Appropriate user accounts have been created and shared with all participating health facilities.

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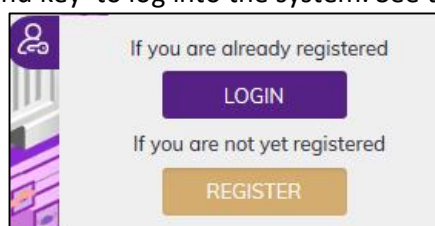
• To log into the system, click **LOGIN** button, following screen will show:

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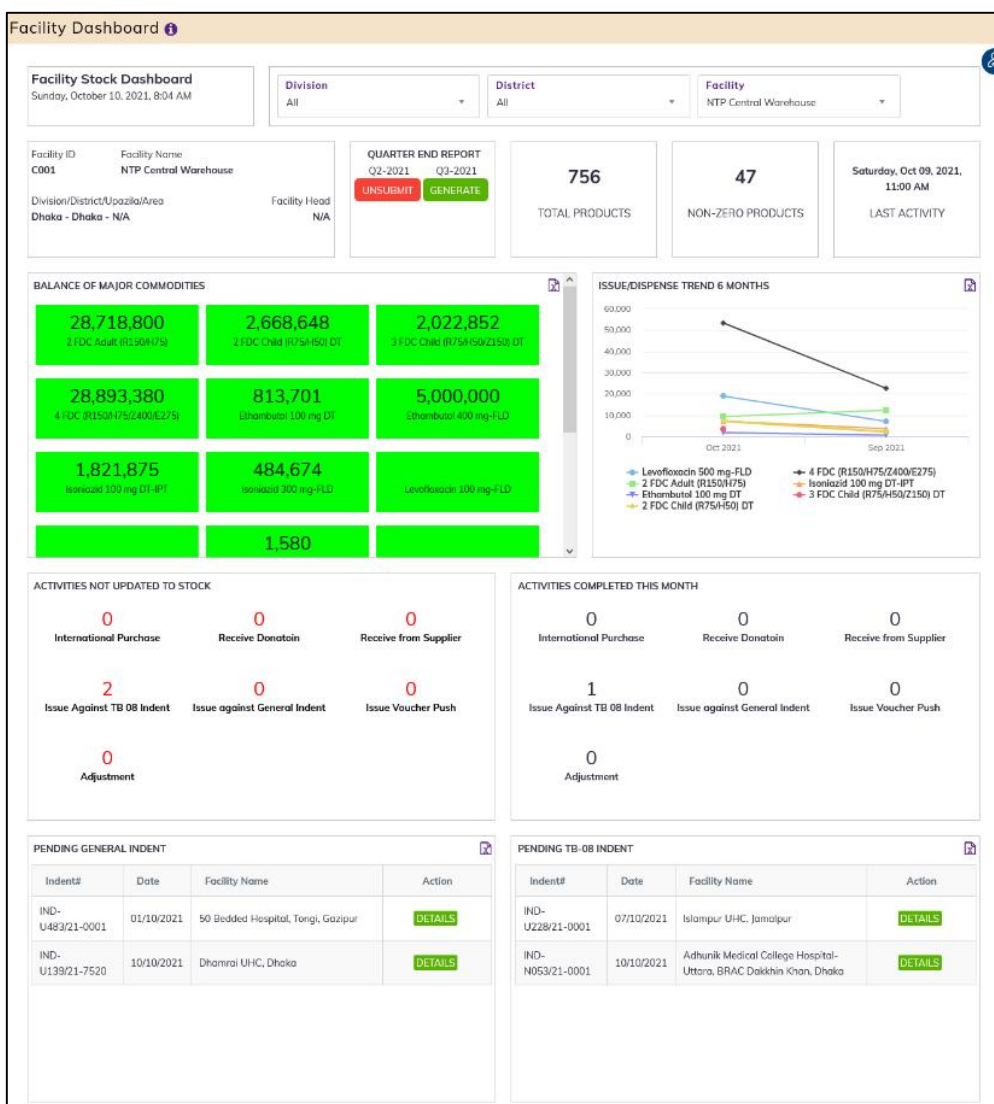
- Other types of user's land in the national level dashboard.

1.2.2. Log out from the DGHS eLMIS System

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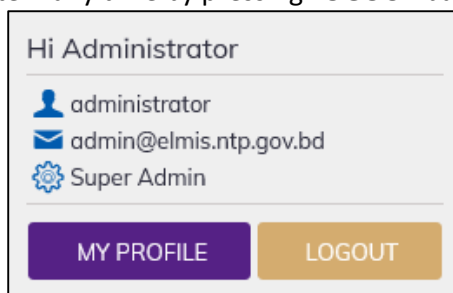
1.3. Menus

- 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 dashboard shows following different indicator blocks:

2.1. Facility Stock Dashboard

- **Facility Stock Dashboard:** Current date-time, Division & District name under where the facility is situated.

- **Facility Information:** Show the Facility ID, Facility Name and Facility Head
- **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.

2.3.   Issue/Dispense Trend 6 Month

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.
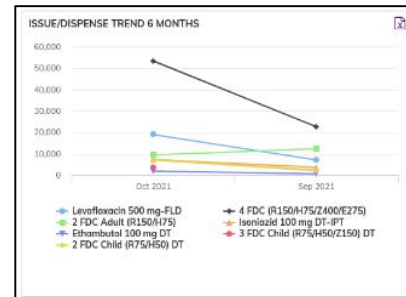
2.4.   Activities Not Updated to Stock

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.

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.

3. CS Dashboard

- **DGHS eLMIS CS Dashboard** is a glimpse of the store functionalities of a facility. Based on CS Dashboard. the dashboard data will display and the displayed information can only be viewed by the logged in on CS user. It looks like below screen -

- The dashboard shows
- following different indicator blocks:

3.1. CS Dashboard

- **CS Dashboard:** Current date-time, Division under where the district is situated.
- **Facility Information:** Show the Facility ID, Facility Name and Facility Head

3.2. WAITING TB-08 INDENTS FOR APPROVAL.

Shows the waiting 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 waiting indent facility with items and quantity can export the excel format.

3.3. WAITING GENERAL INDENTS FOR APPROVAL

Shows the waiting general indent lists which comes from down tier facilities where yet not approved. 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.

3.4. WAITING ISSUE FOR APPROVAL

Shows the waiting issue for approval lists which comes from down tier warehouse where yet not Receive any commodities. The issue invoice issued date and the facilities name where to issued comes. you can see the details of issue invoice and preview the individual issue print for approval. The pending issued facility with items and quantity can export the excel format.

4. Top Sheet View

1. Go to an internet browser – Google Chrome, Firefox etc.
2. Type the URL of http://elmis.ntp.gov.bd in the address bar
3. Log in as a user having CS Operator permission
4. From **eLMIS Entry** menu, select **TOP Sheet View** submenu after selecting the cs user will see the district under facilities issued top sheet view report. The report present summary of districts patients and the issued commodities.

5. Provisional Receipts

5.1. 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

5.1.1. International Purchase (Provisional) - Add

5.1.1.1. 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. **Shipment Code*:** Enter the shipment code 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. **Order Number:** Enter the Order number from order paper document.
15. **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.

5.1.1.2. International Purchase (Provisional) Invoice - Add Products

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

- 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.

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

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

5.1.2. 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.

5.1.3. 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.

5.1.4. 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.

5.2. 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

5.2.1. Receive Donation (Provisional) - Add

5.2.1.1. Receive Donation (Provisional) 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 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. **Shipment Code:** Enter the shipment code from order paper document.
14. **Order Number:** Enter the Order number from order paper document.
15. **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.

5.2.1.2. Receive Donation (Provisional) Invoice - Add Products

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

- 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.

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

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

5.2.2. 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.

5.2.3. 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.

5.2.4. 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.

5.3. 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

5.3.1. Receive from Supplier (Provisional) - Add

5.3.1.1. Receive from Supplier (Provisional) Invoice - Add Header

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

Page **28** of **214**

- 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 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 (Provisional)'s paper document.
  4. **Supplier Invoice Date*:** Enter date from Supplier (Provisional)'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 paper document.
  8. **Shipment Code:** Enter the shipment code from order paper document.
  9. **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.
  10. **Source of Fund Ref No:** Enter source of fund reference date.
  11. **Source of Fund Date:** Select source of fund date. Cannot enter future date.
  12. **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.

5.3.1.2. 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

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

5.3.2. 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.

5.3.3. 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.

5.3.4. 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.

5.4. 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

5.4.1. Standing Board – Add

5.4.1.1. 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.
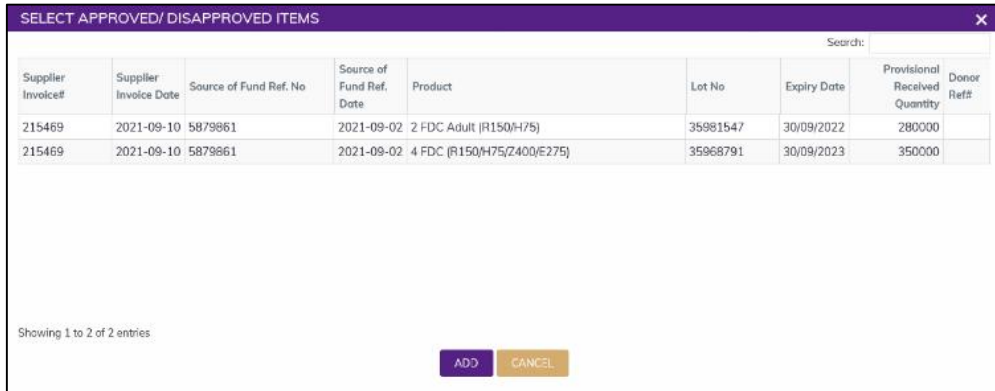
- Select a product or more product then press on Add button will see the following screen.
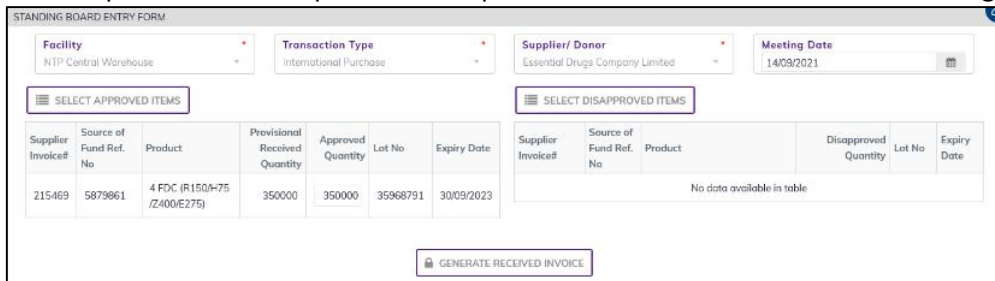
- You can change the product approved quantity, after changes the rest of quantity will be transfer Disapproved table will see the following screen.
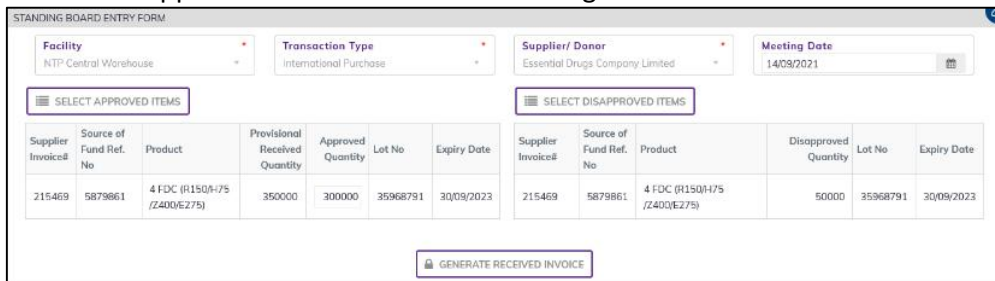
- If you want to Add Disapproved product, press Select Disapproved Item button to Added disapproved product, you will see that product list below the data entry fields.

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

5.4.2. Standing Board - Generate Invoice

- After completed the Standing Board entry, need to 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 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:

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

5.5. 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

5.5.1. Provisional Receive Return - Add

5.5.1.1. Provisional Receive Return - Add Invoice Header

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

- 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.

- 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.

- 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.

5.5.2. 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**.

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

5.5.3. 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.

5.5.4. 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.

5.5.5. 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.

6. Receipts

6.1. 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	14/09/2021	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

Showing 1 to 2 of 2 entries

6.1.1. International Purchase - Add

6.1.1.1. International Purchase - Add Invoice Header

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

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

- 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.
7. **Shipment Code*:** Enter the shipment code from order paper document.

- **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. **Order Number**: Enter the order number from order paper document.
  15. **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.

6.1.1.2. International Purchase Invoice - Add Products

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

- 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.

- 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.

6.1.2. 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.

6.1.3. 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.

6.1.4. 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.

6.1.5. 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.

6.2. 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

6.2.1. Receive Donation - Add

6.2.1.1. 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. **Order Number**: Enter the order number from order paper document.
9. **Shipment Code**: Enter the shipment code from order paper document.
10. **Supplier Invoice#:** Enter invoice number from supplier's paper document.
11. **Supplier Invoice Date:** Enter date from supplier's Invoice.
12. **Exporter:** Select the exporter name from drop down. If not available, add exporter from Admin >Exporter Entry page.
13. **Exporter Ref. No**: Enter exporter reference number.
14. **Exporter Ref. Date**: Today's date will auto fill, change if required. Cannot enter future date.
15. **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.

6.2.1.2. Receive Donation Invoice - Add Products

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

- 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.

- 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.

6.2.2. 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**.

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

6.2.3. 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.

6.2.4. 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.

6.2.5. 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.

6.3. 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

6.3.1. Receive from Supplier - Add

6.3.1.1. 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. **Shipment Code:** Enter the shipment code from order document.
  9. **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.
  10. **Source of Fund Ref No:** Enter source of fund reference date.
  11. **Source of Fund Date:** Select source of fund date. Cannot enter future date.
  12. **Remarks:** Any other description you want to mention.

- After filling the necessary fields, press **SAVE** button to save the Receive from Supplier invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **ADD PRODUCT** button is now enabled below the data entry fields.

6.3.1.2. 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.

6.3.2. 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.

6.3.3. 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.

6.3.4. 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.

6.3.5. 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.

6.4. 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

Receive from NTP							
From 16/11/2022	**To** 16/02/2023	**Facility** Monirampur UHC, Jashore		ADD ISSUE	VIEW	Edit	Delete PRINT

Show 10 entries   Search:

SL.	Receive Date	Receive Invoice#	Receive From	Indent#	Amount	Warehouse Invoice#	Warehouse Invoice Date
1	⬤ 28/11/2022	REC-WH-U278/22-0002	NTP Central Warehouse		0	123	28/11/2022
2	⬤ 28/11/2022	REC-WH-U278/22-0001	NTP Central Warehouse	IND-U278/22-0001	0	ISS-TB08-IND-C001/22-0164	28/11/2022

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

6.4.1. Receive from NTP Invoice entry

- Press on **ADD ISSUE** button; you will see the list **ISSUE INVOICE list** which was supply form supply source (Warehouse/ DRS).

Issue Invoice#	Date	Warehouse
ISS-TB08-IND-C001/22-0163	28/11/2022	NTP Central Warehouse

Showing 1 to 1 of 1 entries

ADD   CANCEL

- Select an issue invoice from Add Issue list. 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.

RECIEVE - CREATE/EDIT

Receive Invoice#	Receive From	Warehouse Invoice#	Received By	Received Date
REC-WH-U278/23-0001	NTP Central Warehouse	ISS-TB08-IND-C001/22-0163	Select Received By	16/02/2023

Warehouse Invoice Date	Remarks
28/11/2022	

Search:

Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Unit	No of Cartons	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD											
MED002	2 FDC Adult (R150/H75)	0	0	0	Tab		12321	31/10/2024		0	0
MED046	2 FDC Child (R75/H50) DT	1440	1440	1440	Tab		IDA-555	30/06/2024	BGD/DP/21/524	0	0
MED045	3 FDC Child (R75/H50 /Z150) DT	720	720	720	Tab		IDA-555	30/06/2025	30/06/2025	0	0
MED001	4 FDC (R150/H75 /Z400/E275)	0	0	0	Tab		IDA-444	30/09/2025	BGD/DP/21/522	0	0
MED011	Ethambutol 100 mg DT	360	360	360	Tab		2022-3-E	30/09/2024	EDCL-74/2021	0	0
MED006	Isoniazid 100 mg DT-IPT	3600	3600	3600	Tab		2022-6-I	30/04/2025	EDCL-74/2021	0	0
FLD062	Levofloxacin 500 mg-FLD	2700	2700	2700	Tab		2022-6-L	31/10/2024	EDCL-74/2021	0	0

- Review the Received invoice items.

6.4.2. 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**.

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

6.4.3. 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.

6.4.4. 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.

6.4.5. 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.

6.5. 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

6.5.1. Receive from CMSD/GoB - Add

6.5.1.1. 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.

6.5.1.2. 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 -
  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.

6.5.2. 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**.

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

6.5.3. 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.

6.5.4. 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.

6.5.5. 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.

7. Indent

7.1. 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

7.1.1. TB-08 Indent - Add

7.1.1.1. 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

- 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.

7.1.1.2. TB-08 Indent - Items

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

7.1.2. 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**.

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

7.1.3. 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**.

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

7.1.4. 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.

7.1.5. 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.

7.1.6. 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.

7.2. 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

TB-08 Indent Approval									

Quarter	Year	District	Facility	To be approved	VIEW	PRINT
Q1: Jan-Mar	2022	Cumilla	All	✓		

Show 10 entries | Search: ___

SL#	Indent Date	Indent#	Quarter	Year	Facility	New/Category-I = (a)	Total (b)	Total Child	<5 Years Child Registered for IPT (e)	Status
Cumilla										
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.

7.2.1. TB-08 Indent Approve

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

- 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.

7.3. 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

7.3.1. Supply Consolidation on TB-08 Indent - Add

7.3.1.1. 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:
  1. **Consolidation# *:** Auto generated, no change required.
  2. **Consolidation Date*:** Today's date will auto fill, change if required. Cannot enter future date.
  3. **District:** select district.
  4. **Quarter:** select Quarter.
  5. **Year:** select Year.
  6. **Prepared By*:** Select the person who is entering data.
  7. **Checked By*:** Select the person who is entering data.
  8. **Approved By*:** Select the person who is entering data.
  9. **Issued By*:** Select the person who is entering data.

- Input non-mandatory fields:
  10. **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.

7.3.1.2. Supply Consolidation on TB-08 Indent - Items

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

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

- 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 querterly (+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 querterly (+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.

7.3.2. 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.**

- 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.**

- 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	Year	District	Facility	Implementing Agency
Q1: Jan-Mar	2022	ALL	NTP Central Warehouse	ALL

+ PICK-INDENT   📄 VIEW   ✏ EDIT   ✖ DELETE   🖨 TOP SHEET - DISTRICT   🖨 TOP SHEET - IMPLEMENTING AGENCY   🖨 PRINT

Show 10 ∨ entries   Search:

SL.	Issue Date	Issue Invoice#	Indentor	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	🔴 03/03/2022	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 Doyaganj, 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.

7.3.3. 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**

Page **69** of **214**

- 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.

7.3.4. 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.

7.3.5. Supply Consolidation on TB-08 Indent - View

- When the Supply Consolidation on TB-08 Indent isinvoice 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.

7.4. 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

7.4.1. General Indent - Add

7.4.1.1. General 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 To*:** Select warehouse from Indent to drop down, you want Indent to the warehouse.
  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. **Approved Date*:** Today's date will auto fill, change if required. Cannot enter future date
- Input non-mandatory fields:
  7. **Remarks:** Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Indent header part. You will see a popup message **New Data Added Successfully**. In this time indent item automatically generated and Actual Indent Quantity automatically calculated

- 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.

7.4.1.2. General Indent – Items

- You will see the list of product stock.
    1. **Product Code:** Product code come from product list
    2. **Product Name:** Product name come from product list
    3. **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.

7.4.2. 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**.

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

7.4.3. 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.

7.4.4. 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.

7.4.5. 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.

7.5. 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#	Indentor	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.

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

7.6. 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

7.6.1. Distribution Plan on General Indent - Add

7.6.1.1. 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.

7.6.1.2. 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

- 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.

7.6.2. 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.

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

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

7.6.3. 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.

7.6.4. 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.

7.6.5. Distribution Plan on General Indent - View

- When the Distribution Plan on General Indent isinvoice 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.

8. Issue

8.1. 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

8.1.1. Issue against TB-08 Indent - Pick-Indent

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

- 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#**.

- If you want to change items lot, press the Add icon on the far left of the product 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.
- Continue for every item.
- you can o add new item in this invoice by using Add Products button from above the items right corner.

8.1.2. 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**.

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

8.1.3. 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.

8.1.4. 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.

8.1.5. 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.

8.2. 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

8.2.1. Issue against General Indent - Adds

8.2.1.1. Issue against General Indent Invoice - Add Header

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

- Fill in the data entry fields.
- Field descriptions:
  1. **Issue Invoice#*:** Auto generated, no change required.
  2. **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.

8.2.1.2. Issue against General Indent Invoice - Add Products

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

- 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.

- Continue for every item.

8.2.2. 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**.

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

8.2.3. Issue against General Indent - Pick-Indent

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

- 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.

- 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.

8.2.4. 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.

8.2.5. 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.

8.2.6. 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.

8.3. 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

8.3.1. Issue Voucher Push - Add

8.3.1.1. Issue Voucher Push Invoice - Add Header

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

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

8.3.1.2. 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.

8.3.2. 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**.

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

8.3.3. 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.

8.3.4. 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.

8.3.5. 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.

8.4. 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	To	District	Facility				VIEW	PRINT
10/12/2021	10/03/2022	Gazipur	All	☑ To be approved				

Show 10 entries   Search:

SL.	Issue Date	Issue Invoice#	Indentor	Indent#	Quarter	Year	District	Implementing Agency
1	🟢 10/03/2022	ISS-PUSH-C001/22-0002	50 Bedded Hospital, Tongi, Gazipur				Gazipur	
2	🟢 10/03/2022	ISS-IND-C001/22-0003	50 Bedded Hospital, Tongi, Gazipur	IND-U483/22-0004			Gazipur	
3	🟢 31/01/2022	ISS-TB08-IND-C001/22-0001	Tongi 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.

8.4.1. Issue Approve

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

- 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.

8.5. 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

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

8.5.1. Adjustment Invoice - Add

8.5.1.1. Adjustment Invoice - Add Header

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

- Fill in the data entry fields.
- Field descriptions:
    1. **Adjustment Invoice#*:** Auto generated, no change required.
    2. **Adjustment Type*:** Select Adjustment Type **'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.

8.5.1.2. 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.

- 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
  1. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
  2. **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.

8.5.2. 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**.

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

8.6. 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

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

8.6.1. Dispense - Add

8.6.1.1. Dispense Invoice - Add Header

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

- 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.

  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.

8.6.1.2. Dispense Invoice - Add Products

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

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

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

- Continue for every item.

8.6.2. 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**.

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

8.6.3. 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.

8.6.4. 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.

8.6.5. 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.

9. Others

9.1. 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

9.1.1. Physical Inventory - Add

9.1.1.1. 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.

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

-

9.1.1.2. Physical Inventory - Entry

- You will see the list of product stock.
  1. **Physical Quantity (Usable):** Enter the product Physical Quantity (Usable).
  2. **Adjustment Quantity**: After entering the adjusted quantity automatically, calculate.
  3. **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.
  4. **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.**

9.1.2. 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.

9.1.3. 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.

9.1.4. 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**

9.1.5. 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.

9.2. 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

9.2.1. Adjustment Invoice - Add

9.2.1.1. Adjustment Invoice - Add Header

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

- 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.

       If you select the adjustment type is **'Return from Facility (usable/Unusable)' or 'Transfer from Another Facility'** will see the Download invoice button. When press on this button displayed popup invoice list for download after selecting the invoice items will be downloaded.
    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.

9.2.1.2. 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 -

Page **102** of **214**

- **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.

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

9.2.2. 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**.

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

9.2.3. 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.

9.2.4. 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.

9.2.5. 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.

9.3. 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

9.3.1. Ad Hoc Distribution Plan - Add

9.3.1.1. 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.

9.3.1.2. 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.

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

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

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

- Continue for every item.

9.3.2. 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.**

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

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

9.3.3. 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.

9.3.4. 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.

9.3.5. Ad Hoc Distribution Plan - View

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

10. Settings

10.1.   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 –

- 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.

10.2.   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 -

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

10.3. 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 -

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

6. **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.

10.4. 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

10.4.1. 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**".

10.4.2.   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".**

10.4.3.   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.

10.4.4.   Suppliers - Print and Export

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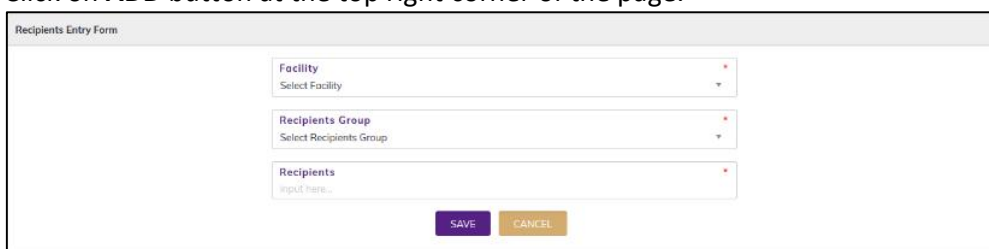
10.5.   Recipients

- 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

10.5.1.   Recipients - Add

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

Recipients Entry Form		
Facility Select Facility	*	▼
Recipients Group Select Recipients Group	*	▼
Recipients Input here...	*	
	SAVE CANCEL	

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

10.5.2.   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.**

10.5.3.   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.

10.5.4.   Recipients - Print and Export

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

10.6. 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

10.6.1. 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.

11. Reports

11.1. 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

11.1.1. 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.

11.1.2. 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.

11.1.3.   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:

11.1.4.   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.

11.2.   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

11.2.1.   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.

11.2.2. 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.

11.2.3. 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:

11.2.4. 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.

11.3.   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

11.3.1. 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 -

- This form presents current stock position of all the items. The report has the following filter criteria:
  1. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  2. **Product Classification:** Select a Product Classification from dropdown list.
  3. **Is Stock:** By default, selected ZERO Stock. Select All or NON-ZERO or ZERO from dropdown list.
  4. **Date:** Today's date will auto fill, change if required.
- The table has the following columns:
  1. **Product 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.

11.3.2. Product Lot Stock Report

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

- This form presents Current Product Lot Stock Position of all the items. The report has the following filter criteria:
  1. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  2. **Product Classification:** Select a Product Classification from dropdown list.
  3. **Product:** Select All or a product from dropdown list.

- The table has the following columns:
  1. **Product Code:** Show the product code.
  2. **Lot No:** Shoe Show the product lot number.
  3. **Expiry Date:** Show the product Expiry Date.
  4. **Donor Ref#:** Show the product Donor Ref number.
  5. **Quantity:** Product lot stock quantity
  6. **Unit Price (BDT):** Product unit price (BDT)
  7. **Total (BDT):** Product total (BDT) price
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

11.3.3.   Facility Dashboard

- Select Facility Dashboard, after selecting see the following screen -
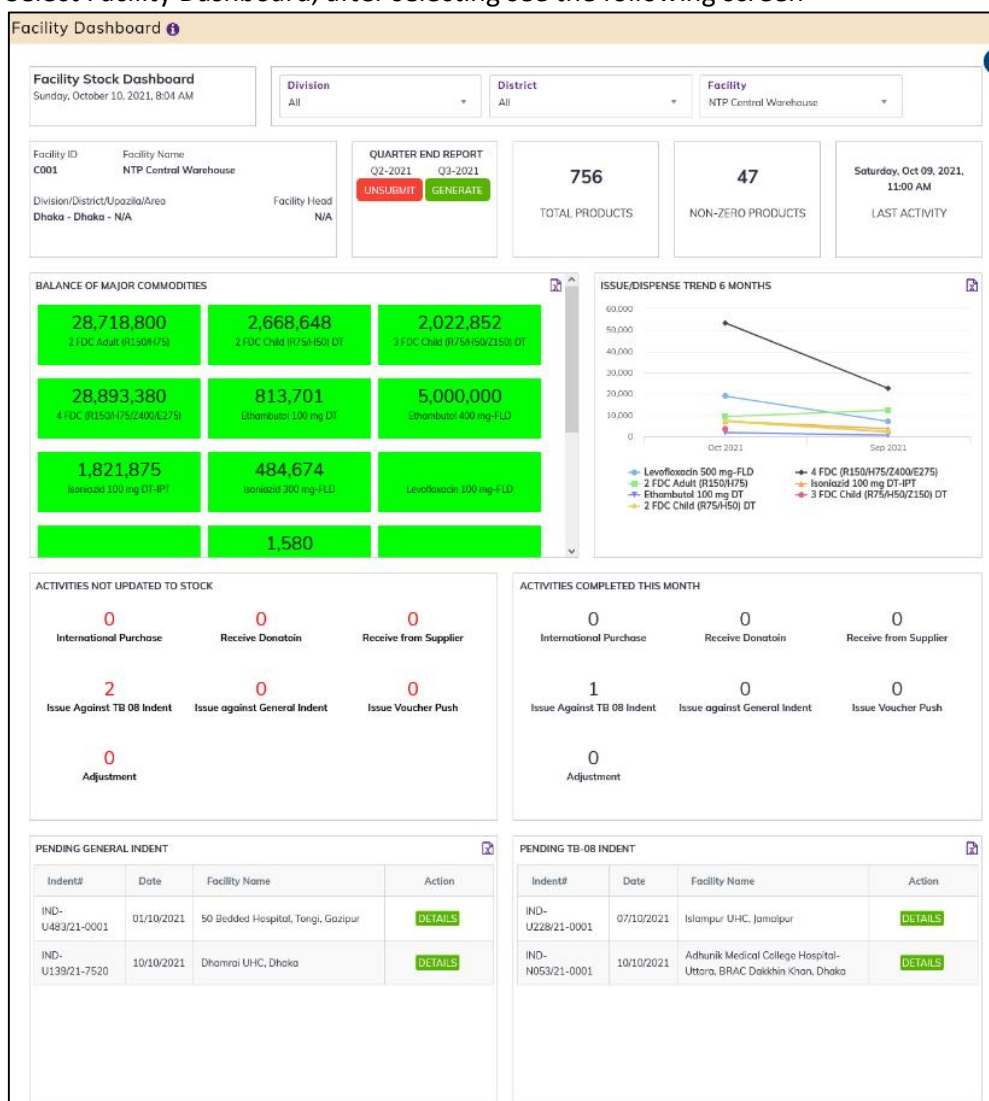
- Details about the Facility Dashboard are described in earlier chapter.

11.3.4.   Receive Details Report

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

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

11.3.5.   Issue Details Report

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

- This form presents Issue Details report of all the items. The report has the following filter criteria:
  1. **Facility Level:** By default, selected facility level DGHS 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. **Indentor/Issue To:** Show the Indentor/Issue to facility name.
  2. **Issue Invoice:** Show the receive invoice number.
  3. **Issue Date:** Show the receive invoice date.
  4. **Lot No:** Show the product lot number.
  5. **Expiry Date:** Show the product Expiry Date.
  6. **Donor Ref#:** Show the product Donor Ref number.
  7. **Indent Quantity:** Show the product Indent quantity.
  8. **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.

11.3.6.　Adjustment Details Report

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

- This form presents Adjustment Details report of all the items. The report has the following filter criteria:
  1. **Facility Level:** By default, selected facility level DGHS 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. **To/From:** Show to/ from facility name.
  2. **Adjustment Invoice:** Show adjustment invoice number.
  3. **Invoice Date:** Show invoice date.
  4. **Adjustment Type:** Show adjustment type.
  5. **Product Code:** Show product Code.
  6. **Lot No:** Show the product lot number.
  7. **Expiry Date:** Show product Expiry Date.
  8. **Donor Ref#:** Show product Donor Ref number.
  9. **Adjusted Quantity:** Show product adjusted quantity.
  10. **Unit Price (BDT):** show Product unit price (BDT).
  11. **Total (BDT):** show Product total (BDT).
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

11.3.7.   Inventory Control Register (ICR)

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

- This form presents Inventory Control Register (ICR) report of all the items. The report has the following filter criteria:
  1. **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.

11.3.8.   Inventory Control Register Unusable (ICR)

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

- 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.

11.3.9.   Dispense Report

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

- This form presents Dispense Report of all the items. The report has the following filter criteria:
    1. **Facility:** By default, selected your facility. Select a facility from dropdown list.
    2. **Start Date:** The first day of the month will auto fill, change if required.
    3. **End Date:** Today's date will auto fill, change if required
    4. **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.

11.3.10. 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 🖨 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										
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.

11.3.11. Physical Inventory Details Report

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

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

- The table has the following columns:
    1. **Product Classification:**
    2. **Product:**
    3. **Start Date:** Show Start Date.
    4. **End Date:** Show End Date.
    5. **Stock Quantity:** Show Stock Quantity.
    6. **Physical Quantity (Usable):** Show physical Quantity.
    7. **Adjusted Quantity:** Show Adjusted Quantity.
    8. **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.

11.3.12. Facility Contact Report

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

- 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.

11.3.13. 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	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

Showing 1 to 10 of 17 entries
Previous 1 2 Next

- 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.

11.3.14. TB-08 Indent Report

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

- This form presents the Facility TB-08 Indent 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 querterly (+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.

11.3.15.   Supply Consolidation on TB-08 Report

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

- 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.

11.3.16.   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	Year	District	Facility
Q1: Jan-Mar ▾	2022 ▾	Mymensingh ▾	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		154,080
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:
  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.

11.3.17. TB-08 Reporting Status

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

- 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.

11.3.18. General Indent Report

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

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

11.3.19. Distribution Plan on General Indent Report

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

- 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.

11.3.20. Ad Hoc Distribution Plan Report

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

- 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.

11.3.21.   Quarterly Stock Status and Stockout Days

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

- 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.

11.3.22. Quarterly Stock Status Lot wise

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

- 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.

11.3.23. 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)
Khaliajuri 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)										
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.

11.3.24.   Provisional Receiving Register Report

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

- 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.

11.3.25. Provisional Summary Report

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

- 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.

11.3.26.   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.

11.3.27. Provisional Return Report

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

- 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.

12. Admin

12.1.   Country Entry

12.1.1.   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 -

12.1.2.   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**.

12.2.   Division Entry

12.2.1.   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 -

12.2.2. Add New Division

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

Division Entry Form	
Division Name	*
Input here...	
	SAVE Cancel

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

12.2.3. 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**

12.2.4. 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

12.3.   District Entry

12.3.1. 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 -
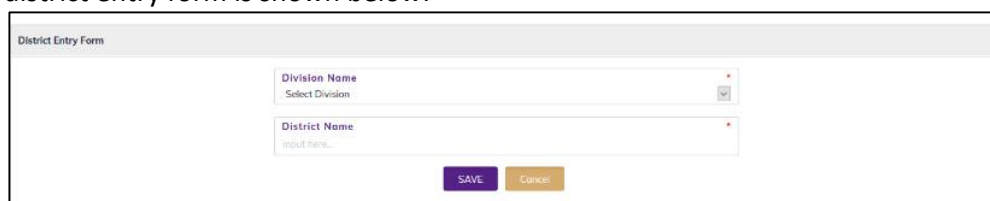
Division				+ Add	Print	Excel
All Division	▼					
Show 25 ▾ entries					Search:	
SL.	District Name					Action
Barishal						
1	Barguna					✎ ✖
2	Barishal					✎ ✖
3	Bhola					✎ ✖
4	Jhalokati					✎ ✖
5	Patuakhali					✎ ✖
6	Pirojpur					✎ ✖

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

2. **Search:** To search a division

12.3.2.   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:

District Entry Form	
Division Name *	
Select Division	
District Name *	
input here...	
SAVE Cancel	

- 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**".

12.3.3.   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".**

12.3.4.   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

12.4.   Facility Level Entry

12.4.1.   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 -

12.4.2.   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:

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

12.4.3.   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.**

12.4.4.   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

12.5.   Facility Type Entry

12.5.1.   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 -

12.5.2.   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**.

12.5.3.   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.**

12.5.4. 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.

12.6. Implementing Agency Entry

12.6.1. 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 -

12.6.2. 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:

- 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**".

12.6.3. 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.**

12.6.4. 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

12.7. Facility Entry

12.7.1. 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 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.

12.7.2. 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:

- 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 eLIMIS site then click this check box this facility user will be created by the pressing eLIMIS 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**.

12.7.3.   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.**

12.7.4.   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.

12.8.   Product Classification Entry

12.8.1.   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 -

12.8.2.   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:

- 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**.

12.8.3.   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.**

12.8.4. Delete Product Classification
- You cannot delete an already used another transaction.
- To delete a Product Classification from the user needs to click 0n **Delete** button from among the action buttons beside that record, and the pop-up message shows **(Do you really want to delete this record?)** - When you confirm the Product Classification is removed permanently.

12.9. Product Subgroup Entry
12.9.1. 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 -

- 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.

12.9.2. 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**.

12.9.3. 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.

12.9.4. 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.

12.10. Unit of Measure Entry

12.10.1. 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 -

12.10.2. 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**.

12.10.3. 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.**

12.10.4. 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.

12.11. Product Entry

12.11.1. 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	☐	☐		
2	Accerseries	ACC103	Aluminium frame (18x60x4.1)	Aluminium frame (18x60x4.1)	Pcs	0	☐	☐		
3	Accerseries	ACC063	Ambubag	Ambubag	Pcs	0	☐	☐		
4	Accerseries	ACC060	Aspiration system	Aspiration system	Pcs	0	☐	☐		
5	Accerseries	ACC029	Auto Clave machine	Auto Clave machine	Pcs	0	☐	☐		
6	Accerseries	ACC007	Auto voltage stabilizers	Auto voltage stabilizers	Pcs	0	☐	☐		
7	Accerseries	ACC002	BP Blade	BP Blade	Pcs	0	☐	☐		

- 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.

12.11.2. 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**.

12.11.3. 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.**

12.11.4. 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.

12.11.5.   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.

- Select a product then drug &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.

12.12.   Exporter Entry

12.12.1.   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 -

12.12.2.   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:

- 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**.

12.12.3.   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.**

12.12.4.   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.

12.13.   Funding Source Entry

12.13.1. 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 -

12.13.2.   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:

- 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**.

12.13.3. 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.**

12.13.4. 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.

12.14. Indent Type Entry

12.14.1. 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 -

12.14.2. 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**.

12.14.3.   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.**

12.14.4.   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.

12.15.   Distribution Plan Type Entry

12.15.1.   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 -

12.15.2.   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**.

12.15.3. 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.**

12.15.4. 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.

12.16. Adjustment Type Entry

12.16.1. 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 -
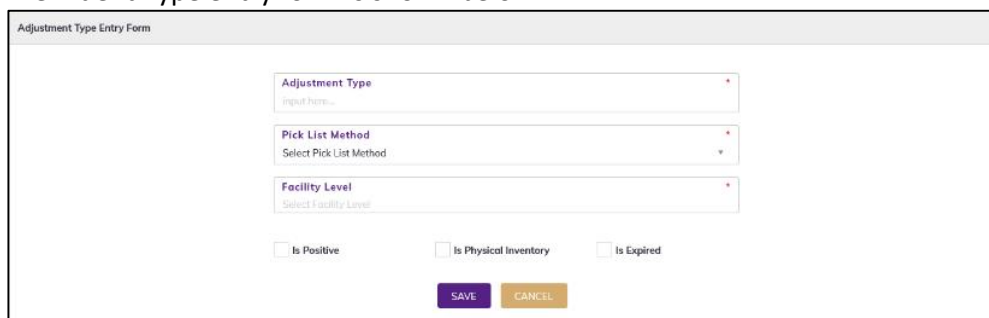
12.16.2.   Add New Adjustment Type

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

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

12.16.3.   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.**

12.17.   Recipient Group Entry

12.17.1.   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 -

12.17.2.   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**.

12.17.3.   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.**

12.17.4.   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.

12.18.   Recipients Entry

12.18.1.   Recipients List

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

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

12.18.2.   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**.

12.18.3.   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.**

12.18.4.   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.

12.19.   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

12.19.1.   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.

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.

12.19.2. Assign Instance

Step-1: Assign the relevant Instance based on requirements by checking the relevant boxes from the right side under the "Instance" tab.

Step-2: Click on a instance after clicking facility list popup form will be displayed.

Step-3: Search and select a facility to assign the user. After selecting instance, the user will be assigned like above screen.

12.19.3. Assign District

Step-1: Assign the relevant district based on requirements by checking the relevant boxes from the right side under the "district" tab.
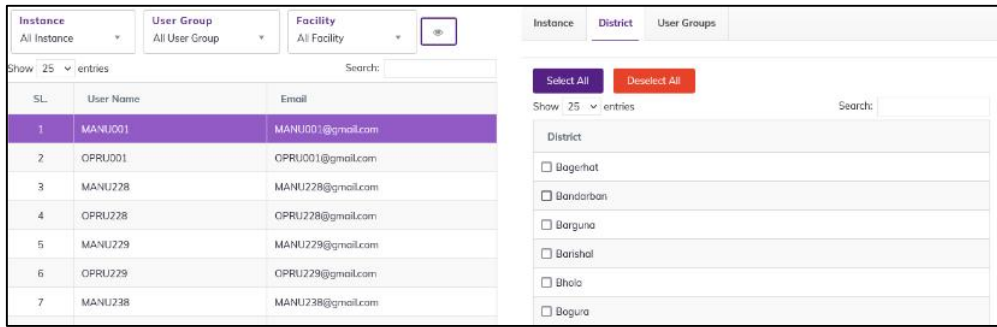
Step-2: Click on a district after clicking facility list popup form will be displayed.
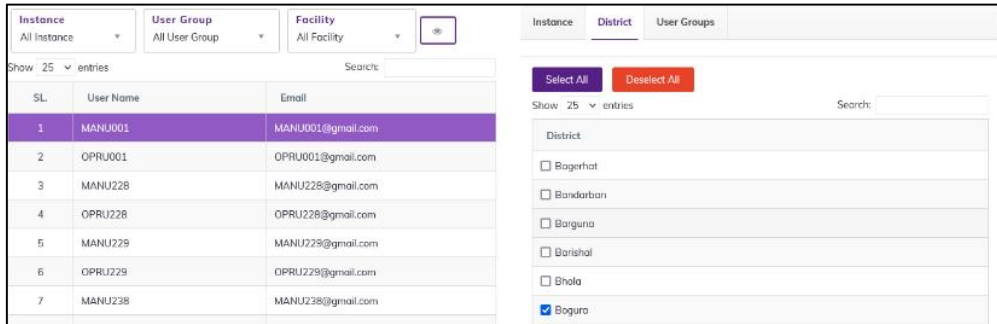
Step-3: Search and select a facility to assign the user. After selecting district, the user will be assigned like above screen.

12.19.4.   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.
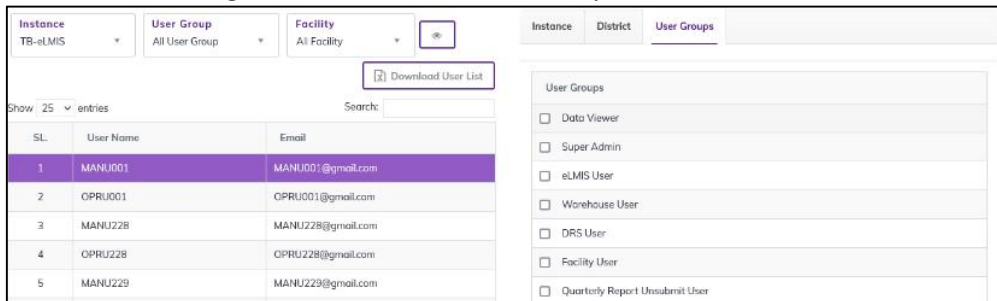
Step-2: Click on a user group after clicking facility list popup form will be displayed.
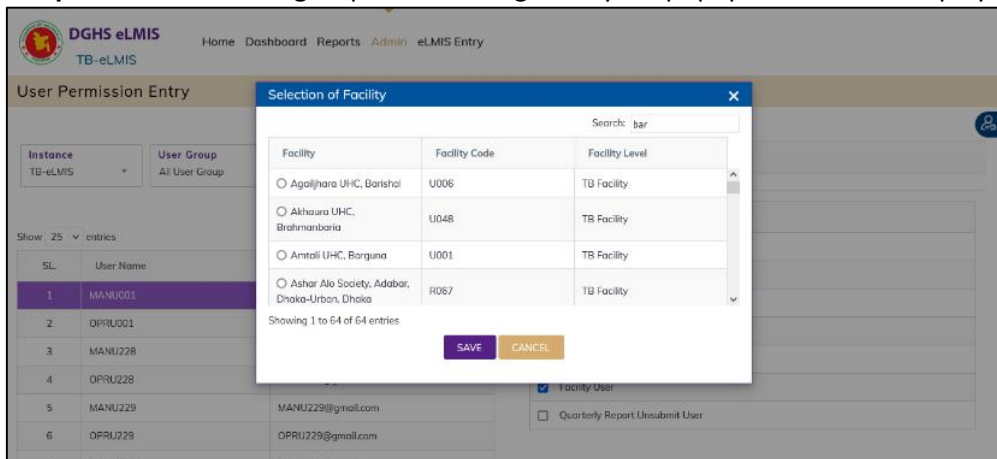
Step-3: Search and select a facility to assign the user. After selecting press on SAVE button the facility will be assigned like following screen
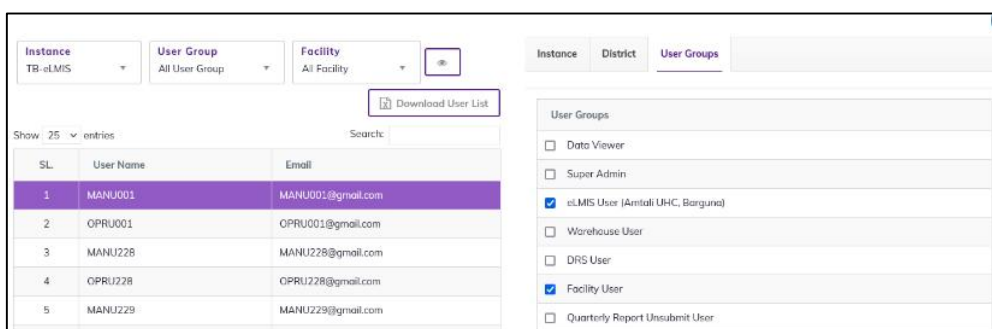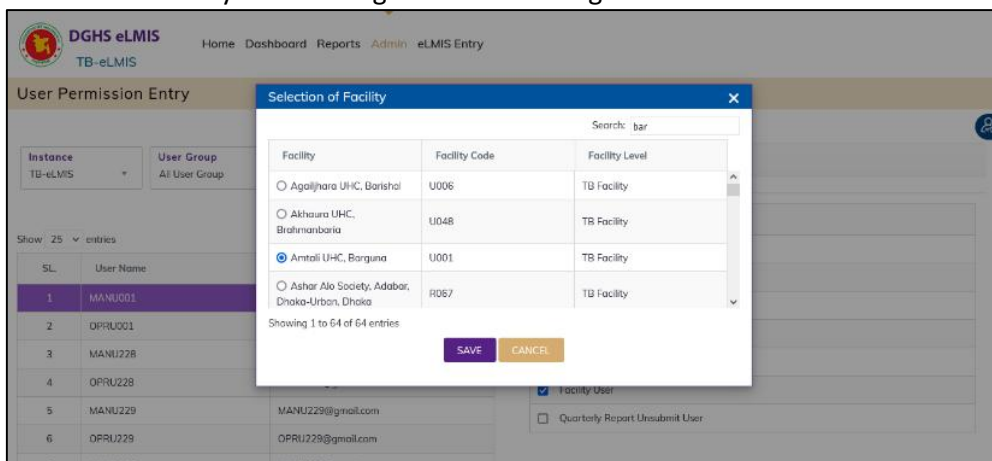
12.19.5. Deactivate a User

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

- **Step-2:** Click on the [eye] button to expand the user list. The user list displays as on the screen below:
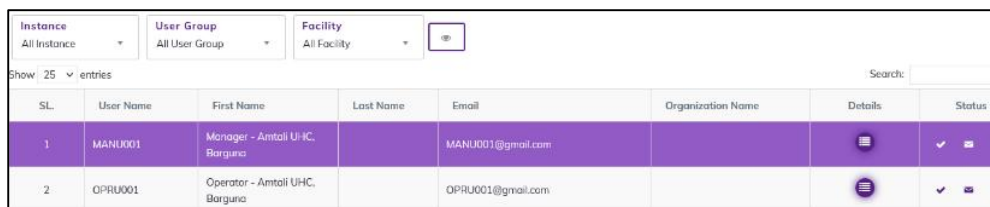
- **Step-3:** Click on the [✓] button in the Status column. After clicking the button, it will change to [✗] and looks like the following screen:

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

12.20.   Suppliers Entry

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

12.20.2.   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:

- 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.

Page **173** of **214**

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**.

12.20.3. 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.**

12.20.4. 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.

12.21.   Audit 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 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	Log End Date	Request Type	Table Name	User List
14/9/2021	21/9/2021	All ▼	All ▼	All ▼

Show 25 ∨ entries   Search: _____

SL.	Date	User	Remote IP	Query Type	Table Name			SL.	Field Name	Old Value	New Value
1	2021-09-21 07:58:08	Administrator	103.135.174.101	INSERT	t_planmaster	▤		1	FacilityId		4142
2	2021-09-20 14:31:46	Operator - NTP Central Warehouse	202.84.39.73	INSERT	t_stocktakemaster	▤		2	PlanId		1632189488700
3	2021-09-20 14:29:33	Operator - NTP Central Warehouse	202.84.39.73	INSERT	t_stocktakemaster	▤		3	PlanTypeId		1
4	2021-09-20 14:28:04	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitems	▤		4	PlanInvoiceNo		DIS-PLAN-C001/21-0002
5	2021-09-20 14:27:53	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitems	▤		5	PlanInvoiceDate		2021-09-21 00:00:00
6	2021-09-20 14:27:44	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitems	▤		6	UpdateBy		1
7	2021-09-20 14:27:09	Operator - NTP Central Warehouse	202.84.39.73	INSERT	t_stocktakemaster	▤		7	UpdateTs		2021-09-21 07:58:08
8	2021-09-20 14:24:42	Operator - NTP Central Warehouse	202.84.39.73	INSERT	t_stocktakemaster	▤		8	CreateTs		2021-09-21 07:58:08
9	2021-09-20 14:23:18	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakemaster	▤		9	1_Sig		3106
								10	1_Date		2021-09-21
10	2021-09-20 14:22:59	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitems	▤		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

Showing 1 to 10 records   First   Previous   1   Next   Last

- 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:

- There are two panels in this page: a left panel and a right panel. The left panel shows the user actions of insert, update and delete. The fields in the left side include:
  1. **SL#**: Serial number of the record displaying on the page, latest records first
  2. **Date**: Date and time when a command was executed by the user
  3. **User**: Name of the user who executed a command
  4. **Remote IP**: IP address of the user's PC
  5. **Query Type**: Command type executed by the user (INSERT/UPDATE/DELETE)
  6. **Table Name**: Name of the table on which the user command is being executed
  7. **SQL Text**: Standard query language text that is being executed in the database in short notation. When you click on the M**ore** button you will be able to see the full text of the command

- When you select a record from the table on the left side, the table on the right side will show the list of values based on the command executed. The fields are "Field Name", "Old Value" and "New Value." If the command "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.

12.22.   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 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:

- 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 M**ore** button you will be able to see the full text of the command

When you select a record from the table on the left side, the table on the right side will show the list of values based on the command executed. The fields are "Field Name", and "Value".

12.23.   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 –

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

- 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.

13. 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 –
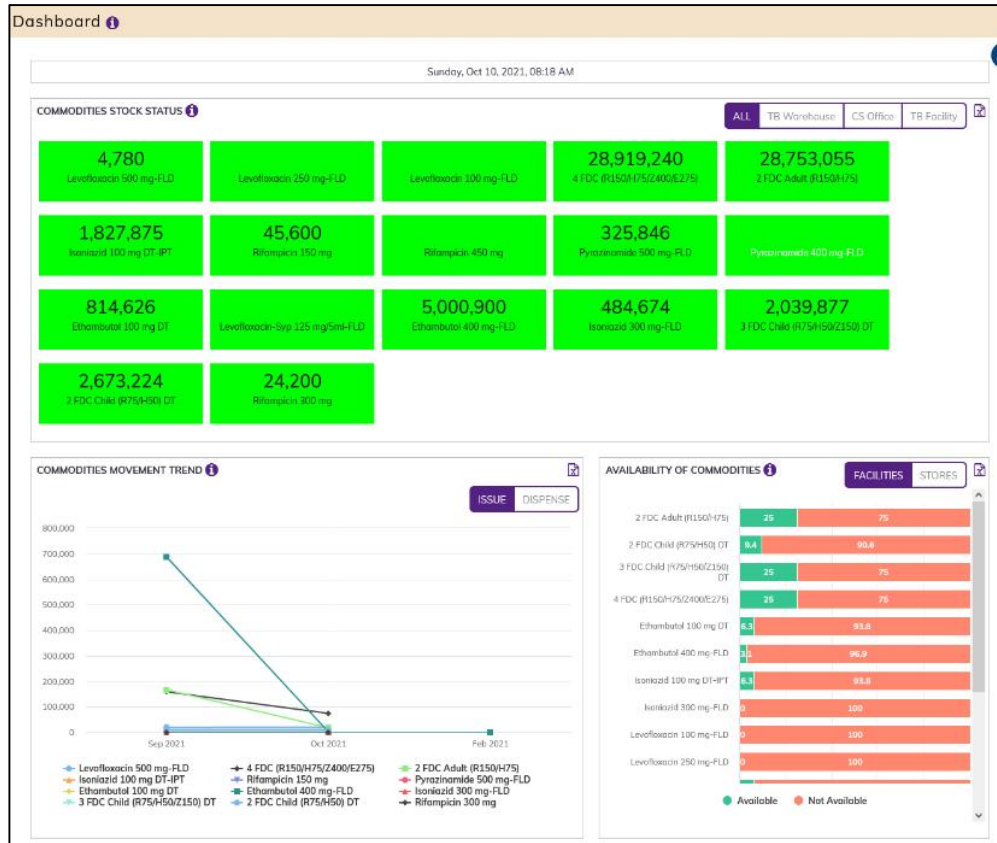
- The dashboard shows 3 different indicator blocks:

13.1. 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.
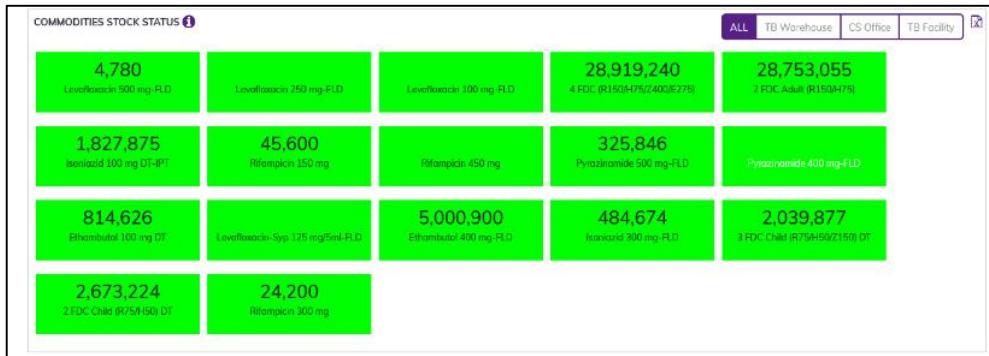
- The block also shows available stock.

13.2. 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.
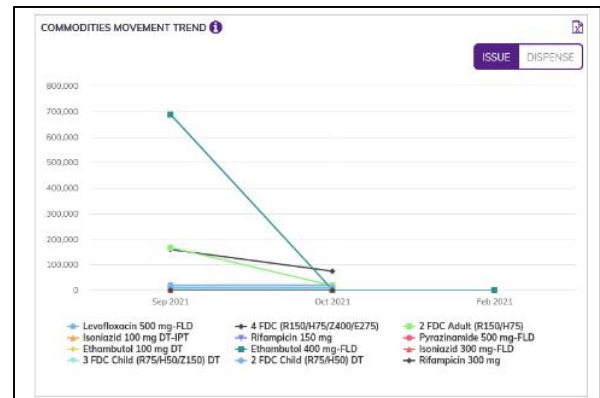
13.3. Availability of Commodities

- A stacked bar chart showing the percentage of health facilities who have and do not have groups of commodities. When FACTLITIES selected, shows the availability % at health facilities; when STORES selected, shows the availability at NTP central warehouse, CS DRS. Allows to export the raw data to Excel for further analysis.

14. 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 -
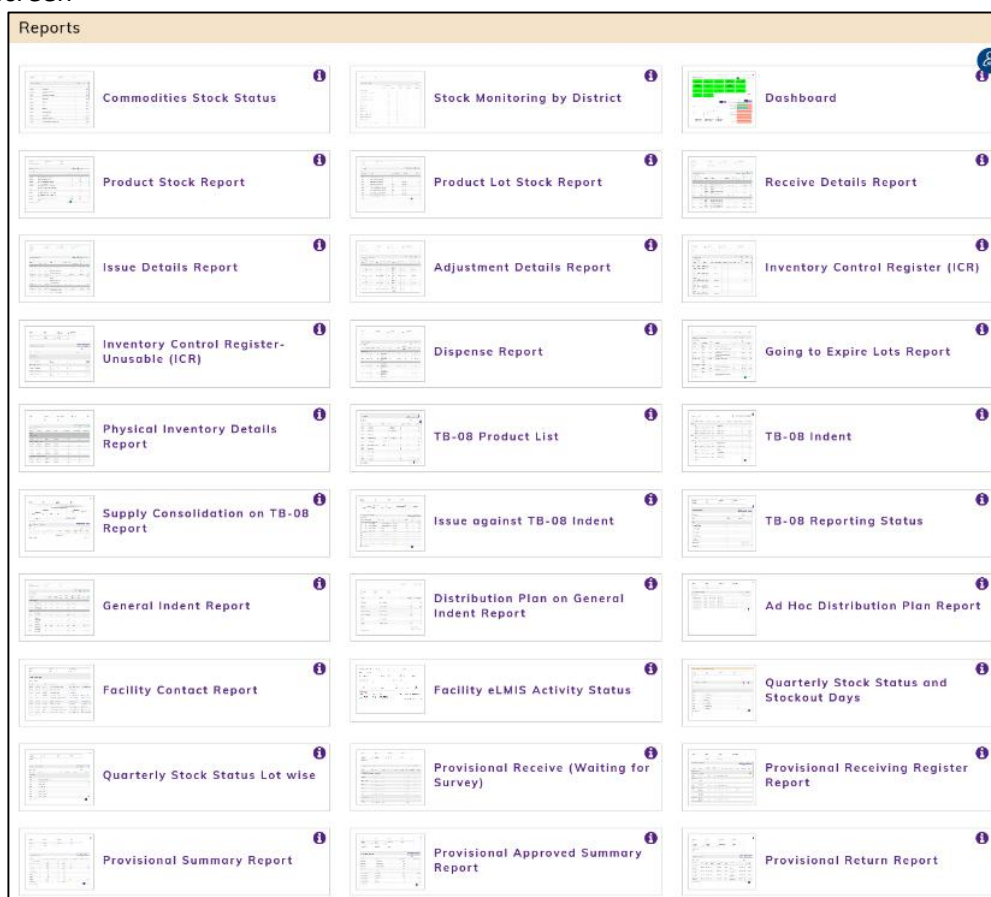
- In Reports menu there are 6 different type of reports -

14.1. 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.

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

14.2. Stock Monitoring by District

- The TB commodities Stock Monitoring by District report shows the product stock status each district.

- The report has following filter criteria:
  1. **Division:** select all or a division
  2. **District:** select all or a district
- The report can be exported to Excel format

14.3.   Dashboard

14.4. 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 -

- 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.

14.5. Product Lot Stock Report

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

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:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility:** By default, selected All facility. Select a facility from dropdown list.
  4. **Product Classification:** Select a Product Classification from dropdown list.
  5. **Product:** Select All or a product from dropdown list.
- The table has the following columns:
  1. **Product Code:** Show the product code.
  2. **Lot No:** Shoe Show the product lot number.
  3. **Expiry Date:** Show the product Expiry Date.
  4. **Donor Ref#:** Show the product Donor Ref number.
  5. **Quantity:** Product lot stock quantity
  6. **Unit Price (BDT):** Product unit price (BDT)
  7. **Total (BDT):** Product total (BDT) price
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

14.6. Receive Details Report

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

- This form presents Receive Details report of all the items. The report has the following filter criteria:
  1. **Division:** By default, selected your division. Select a division from dropdown list.
  2. **District:** By default, selected your district. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level DGHS 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. **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.

14.7. Issue Details Report

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

- This form presents Issue Details report of all the items. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected All facility level Facility.
  4. **Facility:** By default, selected all facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Product Classification:** By default, selected All Product Classification.
  8. **Product:** By default, selected All. Select a product from dropdown list.
  9. **Transaction Type:** By default, selected All Select a transaction type from dropdown list.
  10. **Issued To Facility:** By default, selected All, Select a Facility.
- The table has the following columns:
  1. **Indentor/Issue to:** Show the Indentor/Issue to facility name.
  2. **Issue Invoice:** Show the receive invoice number.
  3. **Issue Date:** Show the receive invoice date.
  4. **Lot No:** Show the product lot number.
  5. **Expiry Date:** Show the product Expiry Date.
  6. **Donor Ref#:** Show the product Donor Ref number.
  7. **Indent Quantity:** Show the product Indent quantity.
  8. **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.

14.8. Adjustment Details Report

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

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:
  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 DGHS Facility.
  4. **Facility:** By default, selected All facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Adjustment Type:** Select ALL or a adjustment type from dropdown list.
  8. **Product Classification:** By default, selected Product Classification DGHS.
  9. **Product:** Select All or a product from dropdown list.
- The table has the following columns: date
  1. **To/From:** Show To/ from facility name.
  2. **Adjustment Invoice:** Show adjustment invoice number.
  3. **Invoice Date:** Show invoice.
  4. **Adjustment Type:** Show adjustment type.
  5. **Product Code:** Show product Code.
  6. **Lot No:** Show the product lot number.
  7. **Expiry Date:** Show product Expiry Date.
  8. **Donor Ref#:** Show product Donor Ref number.
  9. **Adjusted Quantity:** Show product adjusted quantity.
  10. **Unit Price (BDT):** show Product unit price (BDT).
  11. **Total (BDT):** show Product total (BDT).

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

14.9. Inventory Control Register (ICR)

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

- This form presents Inventory Control Register (ICR) report of all the items. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility:** By default, selected a facility. Select a facility from dropdown list.
  4. **Product 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.

14.10. Inventory Control Register- Unusable (ICR)

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

- This form presents Inventory Control Register- Unusable (ICR) report of all the items. The report has the following filter criteria:
    1. **Division:** By default, selected All. Select a division from dropdown list.
    2. **District:** By default, selected All. Select a district from dropdown list.
    3. **Facility:** By default, selected a facility. Select a facility from dropdown list.
    4. **Product 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.

14.11.   Dispense Report

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

Facility	Recipient Group	Recipient	Dispense Date	Product	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity Dispensed
MEDFLD								
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
Lab Consumable								
Khaliajuri UHC, Netrakona	Implementing Partner	DOTs Corner (MMCH)	10-03-2022	Surgical Mask	BGD-999	31-03-2024		10,000

- This form presents Dispense Report of all the items. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility:** By default, selected All facility. Select a facility from dropdown list.
  4. **Start Date:** The first day of the month will auto fill, change if required.
  5. **End Date:** Today's date will auto fill, change if required
  6. **Recipient Group:** By default, selected recipient group
  7. **Recipient:** Select All or a recipient from dropdown list.
  8. **Product Classification:** By default, selected Product Classification.
  9. **Product:** Select All or a product from dropdown list.

- The table has the following columns:
  1. **Facility:** Show facility Name
  2. **Recipient group:** Show recipient group Name
  3. **Recipient:** Show recipient Name
  4. **Dispense Date:** Show dispense date.
  5. **Product Code:** Show product code.
  6. **Lot No:** Show product lot number.
  7. **Expiry Date:** Show product Expiry Date.
  8. **Donor Ref#:** Show product Donor Ref number.
  9. **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.

14.12.   Going to Expire Lots Report

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

- This form presents Going to Expire Lots Report of all the items. The report has the following filter criteria:
  1. **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. **Product Classification:** By default, selected Product Classification DGHS.
  6. **Product:** Select All or a product from dropdown list.
  7. **Start Date:** The first day of the month will auto fill, change if required.
  8. **End Date:** Today's date will auto fill, change if required.

- The table has the following columns:
  1. **Division:** Show facility division name.
  2. **District:** Show Facility district name.
  3. **Upazila name:** Show facility upazila name.
  4. **Product Code:** Show product Code.
  5. **Lot No:** Show the product lot number.
  6. **Expiry Date:** Show product Expiry Date.
  7. **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.

14.13.   Physical Inventory Details Report

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

Physical Inventory Details Report ⓘ							

Division	District	Facility	Product Classification
All ▾	All ▾	All ▾	All ▾

Product	Start Date	End Date
All ▾	01/03/2022 📅	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)
Khaliajuri 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:
  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:** By default, selected Product Classification.
  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. **Product Classification:** Show Product Classification.
  2. **Product:** Show product.
  3. **Start Date:** Show Start Date.
  4. **End Date:** Show End Date.
  5. **Stock Quantity:** Show Stock Quantity.
  6. **Physical Quantity (Usable):** Show physical Quantity(usable).
  7. **Adjustment Quantity:** Show Adjusted Quantity.
  8. **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.

14.14.   TB-08 Product List

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

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:
  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.

14.15. TB-08 Indent Report

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

TB-08 Indent ⓘ			

Quarter	Year	District	Facility
Q1: Jan-Mar	2022	Mymensingh	Phulpur UHC, Mymensingh

Number of registered cases during the previous quarter					
Adults (>15 years)					
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)	Total (b)
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 querterly (+buffer) (i)	Existing Balance (j)	Expiry Date	Amount to be Supplied= (i) -(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:
  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 Code

2. Product Name
3. Total(h)= (f+g)
4. Total required querterly (+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.

14.16.   Supply Consolidation on TB-08 Report

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

- 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.

14.17.   Issue against TB-08 Indent

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

- 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)
     - 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:
  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.

14.18.   TB-08 Reporting Status

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

- 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.

14.19. General Indent Report

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

- This form presents the Facility Indent items report. The report has the following filter criteria:
  1. **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.

14.20.   Distribution Plan on General Indent Report

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

- 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.

14.21.   Ad Hoc Distribution Plan Report

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

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 Pirojpur, Pirojpur	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 Pirojpur, Pirojpur	2 FDC Adult (R150/H75)	200

- 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.

14.22. Facility Contact Report

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

- This form presents Facility Contact Report of all the items. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Type:** By default, selected All. Select 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.

14.23. Facility eLMIS Activity Status

- Select Facility eLMIS Activity Status report, after selecting you will see the below screen -

- 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.

14.24. Quarterly Stock Status and Stockout Days

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

- 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.

14.25. Quarterly Stock Status Lot wise

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

- 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.

14.26.   Provisional Receive (Waiting for Survey)

- Select Provisional Receive (Waiting for Survey) Report. After selecting you will see the following screen -

- 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.

Page **207** of **214**

14.27.   Provisional Receiving Register Report

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

- 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.
  5. **Facility:** By default, selected your facility. Select a facility 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.
  8. **Product Classification:** By default, selected Product Classification DGHS.
  9. **Product:** Select All or a product from dropdown list.
  10. **Receive Type:** Select All or a receive type from dropdown list.
  11. **Source of Fund:** Select All or a Source of Fund type from dropdown list.
  12. **Supplier**: Select All or a supplier type from dropdown list.

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#**

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.

14.28.　Provisional Summary Report

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

Provisional Summary Report

Division	District	Facility Level	Facility
All	All	All	All

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

Receive Type	Source of Fund	Supplier	
All	All	All	

Provisional Summary Table Data　　Print　Excel　CSV

Show 10 entries　　　　　　　　　　　　　　　　Search:

Facility	Product Name	Provisional Receive Qty	Waiting for Standing Board	Approved Qty	Disapproved Qty	Return to Supplier	Return to Supplier (Waiting)
Khaliajuri UHC, Netrakona	Goggles	5,000	0	5,000	0	0	0
Khaliajuri UHC, Netrakona	PCR Tubes	300	300	0	0	0	0
Khaliajuri 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　　　　　　　　　　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 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. **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.

14.29.   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 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.

14.30.   Provisional Return Report

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

- 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:** 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. **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.

14.31.   CS Dashboard

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

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

14.32.   District wise Quarterly patients' information from TB 08

- Select Report. After select District wise Quarterly patients' information from TB 08, you will see the following screen -

- This form presents District wise Quarterly patients' information from TB 08 Report. The report has the following filter criteria:
  1. **Quarter:**
  2. **Year:**
  3. **District:** By default, selected All. Select a district from dropdown list.
- The table has the following columns:

1. **Name of facility**
2. **New**
   - ➢ **All New cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)**

3. **Re-Treatment**
   - ➢ **P+**
   - ➢ **P-**
   - ➢ **EP**
   - ➢ **Meningitis, Bone & Neurological TB**
   - ➢ **Total Re-treatment**
4. **Child**
   - ➢ **(Adult Formulation)**
   - ➢ **(Dispersible formulation)**
   - ➢ **Total Child**

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.

14.33.   General Indent Status View

- Select the general Indent status view report. After selecting you will see the following screen -

- This form presents General Indent Status View 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.
- The table has the following columns:
    1. **Facility**
    2. **Indent date**
    3. **Indent No**
    4. **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.

- End -