DGHS eLMIS Bangladesh

TB-eLMIS User Guide

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Prepared by:

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



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1. How to Browse the DGHS eLMIS

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

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

data where data enlered at local levels and a el MIS will be an electronic logistics monageme Warehouse has been using automated system f years - the DAHS eLMIS will first be piloted unde in Central Warehouse and TB stores all around E The Directorate General of Health Services (DGI procurements of medicines, medical equipment, other commodities. The major stakeholders a Directorate General of Health Services. Centra Program (NTP) and other national level health ; Heaserve Stores (DHS), ELV, community base Hec Clinics etc. Prior to MTaPS, SIAPS developed ann will not only track procurement but also fi preparation, procurement planning, package dev The primary purpose of the DGHS eLMIS is to i all levels of the system to inform supply procurement, and distribution of medicines.	ISJ is an entity of the government that deals with many non-medical equipment as well as health service related to Ministry of Health and Family Welfare (MOHFW), Medical Steres Deport (CMSD). National Tuberculasis rearams, like National Nutrition Services (INNS), District th Care (CEHC), National Level Hospitals to Community (implemented comprehensive systems for MDHFW that icilitate starting from the comprehensive catalogue elegement, tracking and finkage with drug registration. Increase visibility of medicines availability information at chain monagement decisions, including forecasting.	
	Important Links	Contact Details # DGHS aluns
	 Ink 2 Ink 3 	 € 1680 122456789 ■ info@dghaeimis.org

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

1.2. How to Log In

1.2.1. Log in the DGHS eLMIS

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

0 ²	If you are already registered
Л	LOGIN
	If you are not yet registered
F	REGISTER

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

•	_	
Login		
	Usemane or E-mail	
	Password	
	Keep me signed in	
	Login Register	
	Forgot your password?	

• 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:

Sunday, October 10.3	2021, 8:04 AM		×	District All		* NTP Central Warehouse	
		farehouse Facility Head N/A	QUARTER END REPORT Q2-2021 Q3-2021 UNSUBWIT GENERATE		56 RODUCTS	47 NON-ZERO PRODUCTS	Saturday, Oct 09, 2021, 11:00 AM LAST ACTIVITY
BALANCE OF MAJO	R COMMODIT	TES		D ^	ISSUE/DISPENS	SE TREND 6 MONTHS	[
28,718 2 FDC Adult (R		2,668,648 2 FDC Child (R75/H50) (2,022,85 3 FDC Child (R75A150)		60,000 50,000 40,000	~	
28,893 4 FDC (R150/175		813,701 Ethambutel 100 mg D	5,000,00 Ethembutol 400 me		20,000	Oct 2021	5ep 2021
1,821, Isoniazid 100 n		484,674 Isoniazid 300 mg-FLD	LevoRoxacin 100 m	g-FLD	Etham		DC (R150/H75/Z400/E275) iazid 100 mg DT-IPT DC Child (R75/H50/Z150) DT
		1,580		v			
ACTIVITIES NOT UP	DATED TO ST	оск		ACTIVITIES CO	OMPLETED THIS M	IONTH	
0 International Pu	urchase	0 Receive Donatain	0 Receive from Supplier	Internatio	0 Inal Purchase	() Receive Donatoin	O Receive from Supplier
2 Issue Against TB	08 Indent	0 Issue against General Indent	0 Issue Voucher Push	Issue Again	1 ist TB 08 Indent	0 Issue against General Indent	0 Issue Voucher Push
0 Adjustmer	nt			Adju	0 ustment		
PENDING GENERAL	INDENT		6		08 INDENT		
Indent#	Date	Facility Name	Action	Indent#	Date	Facility Name	Action
IND- U483/21-0001	01/10/2021	50 Bedded Hospital, Tongi, Go	DETAILS	IND- U228/21-000	07/10/2021	Islampur UHC, Jamaipur	DETAILS
IND- U139/21-7520	10/10/2021	Dhamrai UHC, Dhaka	DETAILS	IND- N053/21-000	10/10/2021	Adhunik Medical College Hospit Uttara, BRAC Dakkhin Khan, Dh	

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

1.2.2. Log out from the DGHS eLMIS System

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

Hi Administrator	
L administrator ≤ admin@elmis.ntp. @ Super Admin	gov.bd
MY PROFILE	LOGOUT

1.3. Menus

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

Home Dashboard Reports Admin eLMIS Entry

2. Facility Dashboard

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

Facility Stock Sunday, October 10			Division All		District All		Facility NTP Central Warehouse	
				UARTER END REPORT 2-2021 Q3-2021 ISUBMIT GENERATE		756 PRODUCTS	47 NON-ZERO PRODUCTS	Saturday, Oct 09, 2021, 11:00 AM LAST ACTIVITY
BALANCE OF MAJ	OR COMMODIT	IES			2	SSUE/DISPEN	SE TREND 6 MONTHS	E
28,71 2FDC Adult			8,648 R75M501DT	2,022,85 3 FDC Child (R758/50/		60,000 50,000 40,000 30,000	~	
28,89 4 FDC (R150/H			,701 100 mg DT	5,000,00 Ethombutol 400 mg		20,000 10,000 0	Oct 2021	Sep 2021
1,821 Isoniazid 10			,674 00 mg-FLD	Levofloxacin 100 m	g-FLD	- 2 FDC	oxocin 500 mg-FLD 4 I Adult (R150/H75)	FDC (R150/H75/Z400/E275) miazid 300 mg DT-IPT FDC Child (R75/H50/Z150) DT
			680			e		
O International		OCK O Receive Donat	oin Re	0 seive from Supplier		COMPLETED THIS M 0 ational Purchase	ONTH O Receive Donatoin	O Receive from Supplier
2 Issue Against Ti	B 08 Indent	0 Issue against Gener	al Indent Is	0 sue Voucher Push	Issue Age	1 ainst TE 08 Indent) Issue against General Indent	0 Issue Voucher Push
0 Adjustm	ent				٨	0 djustment		
PENDING GENER/	L INDENT			6		B-08 INDENT		R
Indent#	Date	Facility Name		Action	Indent#	Date	Facility Name	Action
IND- U483/21-0001	01/10/2021	50 Bedded Hospito	l, Tongi, Gozipur	DETAILS	IND- U228/21-0	07/10/2021	Islampur UHC, Jamalpur	DETAILS
IND- U139/21-7520	10/10/2021	Dhamrai UHC, Dha	ka	DETAILS	IND- N053/21-0	10/10/2021	Adhunik Medical College Hosp Uttara, BRAC Dakkhin Khan, D	

• The dashboard shows following different indicator blocks:

2.1. Facility Stock Dashboard

	ock Dashboard er 10, 2021, 8:04 AM	Division	•	All	•	Facility NTP Central Warehouse	*
Facility ID C001 Division/Distric	Facility Name NTP Central Warehouse :t/Upazila/Area	Facility Head	QUARTER END REPORT Q2-2021 Q3-2021 UNSUBMIT GENERATE	756		47	Saturday, Oct 09, 2021, 11:00 AM
Dhaka - Dhak	a - N/A	N/A		TOTAL PRODUCTS	1	NON-ZERO PRODUCTS	LAST ACTIVITY

• **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. •

Month

- 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

5,000,000 Ethembutol 400 mg-PL0
Levelloracin 100 mg-PLD

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.

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.

Issue/Dispense Trend 6 2.3.



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

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.

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

Indent#	Date	Facility Name	Action
IND- U483/21-0001	01/10/2021	50 Bedded Haspital, Tongi, Gazipur	DETAILS
IND- U139/21-7520	10/10/2021	Dhamrai UHC, Dhaka	DETAILS
	10/10/2021	Dhamrai UHC, Dhaka	DETAILS

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.

Indent#	Date	Facility Name	Action
ND- U228/21-0001	07/10/2021	Islampur UHC, Jamalpur	DETAILS
ND- N053/21-0001	10/10/2021	Adhunik Medical College Hospital- Uttora, BRAC Dakkhin Khan, Dhaka	DETAILS
	10/10/2021		DETAILS

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 -

S Dashboard iday, February 17			Division Rangpur	v		trict	v	Facility All	v
acility ID 1059	Facility Name Civil Surgeon	Office, Rongpur		Division/Distric Rangpur - Ran				Facility Heod	
VAITING TB-08 INI	DENTS FOR APP	ROVAL			X	WAITING GENERAL	. INDENTS FOR	APPROVAL	
indent#	Date	Facility Name		Action		Indent#	Date	Facility Name	Action
IND- U437/22-0003	2022-10-26	Taraganj UHC, Ra	ngpur	DETAILS		IND- U433/22-0003	2022-09-12	Mithapukur UHC, Rangour	DETAILS
						IND- U430/22-0002	2022-07-03	Badargonj UHC, Rangpur	DETAILS
						IND- U431/22-0002	2022-07-03	Gangachara UHC, Fangpur	DETAILS
VAITING ISSUE FO	OR APPROVAL								
Issue Date	Issu	e Invoice#	Issue To		Impl	ementing Agency		Action	
2023-02-17	ISS-II	D-C001/23-0004	Taroganj UHC, Rar	igpur				DETAILS	

- The dashboard shows
- following different indicator blocks:

3.1. CS Dashboard

CS Dashboo Friday, February	ard 17, 2023, 12:36 AM	Division Rangpur *	District Rangpur *	Facility All *	
Facility ID S059	Facility Name Civil Surgeon Office, Rangpur	Division/Distric Rangpur - Ran		Facility Head	

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

Indent#	Date	Facility Name	Action
IND- U433/22-0003	2022-09-12	Mithapukur UHC, Rangpur	DETAILS
IND- U430/22-0002	2022-07-03	Badargonj UHC, Rangpur	DETAILS
IND- U431/22-0002	2022-07-03	Gangachara UHC, Rangpur	DETAILS

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

Date	Facility Name	Action
2022-10-26	Taraganj UHC, Rangpur	DETAILS
2022-10-26	Taraganj UHC, Rangpur	DETAILS
	2022-10-20	auto au

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.

Issue Date	Issue Invoice#			
	ISSUE IIIVOICE#	Issue To	Implementing Agency	Action
2023-02-17	ISS-IND-C001/23-0004	Taraganj UHC, Rangpur		DETAILS

4. Top Sheet View

- 1. Go to an internet browser Google Chrome, Firefox etc.
- 2. Type the URL of <u>http://elmis.ntp.gov.bd</u> 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.

	Year 2022 *	District Joshore	•					
		M	umber of registered	cases during the previo	ous quarter			
			Adu	ilts (>15 years)				
New/Category All New/Cat-I Cases P-, EP, Meningiti Neurologica	together (P+, s, Bone & I TB)	P+ve[b1]	P-ve(b2		EP(b3)		tis, Bone & ical TB (b4)	Total (b)
	90	18		9	9		9	45
			Child	iren (<15 years)				
Child Cat-I (Adult F		Child Cat-I (Dis	persible formulation		Total Chi		<5 Years Child Reg	
	27			18		45		45
iow 10 v entries								Search:
SL. Product Code	Product			Quantity Issued	Unit	Batch/Lot I	Number	Expiry Date
1 MED001	4 FDC (R150/H75	/Z400/E275)		0	Tab	IDA 444		30/09/2025
2 MED002	2 FDC Adult (R15	0/H75)		0	Tab	12321		31/10/2024
3 MED045	3 FDC Child (R75/	'H50/Z150) DT		6560	Tab	IDA 555		30/05/2025
4 MED046	2 FDC Child (875/	(H50) DT		12960	Tab	IDA-555		30/06/2024
5 MED011	Ethombutol 100 n	ng IDT		3240	Tab	2022+3+E		30/09/2024
6 FLD062	Levofloxocin 500	mg-FLD		24300	Tab	2022-6-L		31/10/2024
7 MEDDD6	Isoniazid 100 mg	DT-IPT		32400	Tab	2022-6-1		30/04/2025
iowing 1 to 7 of 7 entries							First Pre	wious 1 Next Last

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

rom	To		Facility			+ ADD 🗟 View 🖋 Edit 🗙	Delete PRIN
14/05/2021	1	4/09/2021 🛗	NTP Central Wa	rehouse *		T ADD III VIEW JF Edit A	Pierce Ba Link
how 10 v	entries Receive Date	e Receive Inv	bice#	Supplier	Supplier Involce#	Search: Supplier Involce Date	Amount
She							

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.

				(RETURN TO LIST) SAVE
INTERNATIONAL PURCHASE (PROVISIONAL) - CREATE/EDIT					
Receive Invoice# * INT-RCV-PR0-C001/22-0002	Exporter Select Exporter *	Source of Fund Select Source of Fund		ved By Tofazzal Hossen		eived Date * 10/2022 🛗
Supplier + * Select Supplier *	Exporter Ref. No input here	Source of Fund Ref. No input here				
Supplier Invoice Date	Exporter Ref. Date	Source of Fund Ref. Date				
input here	input here		#			
Order Number	sinpinent coue	* Supplier Invoice#				
input here	input here	input here				
Remarks			li.			
						+ ADD PRODUCTS
					Search:	
Product Code Product		Quantity Batch/Lot Received Number	Expiry Date	Donor Ref#	Unit Price	Line Total
		No data cvailable in ta	ble			

- 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.

Supplier Name	Country	
see	Bangladesh	*
mail	Contact Name	
· · · · · · · · · · · · · · · · · · ·		
Contact No ·	Fax	
E)		
Supplier Address	URL	
SAVE	CANCEL	

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.

							R	ETURN TO LIST	
RNATIONAL PURCHASE (F	ROVISIONAL	.) - CREATE/EDIT							
Receive involce#	*	Exporter The Global Fund Wambo		Source of Fund GFATM	•	Receive Mirza To	e d By fazzal Hossen	* Receiv	ved Date
Supplier + A G Cargo International, I	* 3an *	Exporter Ref. No input here		Source of Fund Ref. N	D				
Supplier Invoice Date	*	Exporter Ref. Date		Source of Fund Ref. D	ate				
01/09/2022			#						
Order Number		Shipment Code 12232		Supplier Invoice# 23232	*				
Remarks									
					h.				
								[+ ADD PRODU
								Search:	
reduct Code Pro	duct		Quai Rece		Expli	y Date	Donor Ref#	Unit Price	Line To
				No data available i	n table				

5.1.1.2. International Purchase (Provisional) Invoice - Add Products

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

ADD PRODUC	TS	×
Product Classifi All Product Classifi		
		Search:
Product Code	Product	Unit Price
Accerseries		'
ACC010	ZN Microscope	0
ACC103	Aluminium frame (18x60x4.1)	0
ACC063	Ambubag	0
ACC060	Aspiration system	0
ACC029	Auto Clave machine	0
ACC007	Auto voltage stabilizers	0
ACC002	BP Blade	0
ACC009	BP Handle	0

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

						[+ ADD PRODUCTS
						Search:	
Product Code	Product	Quantity Received	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD							
MED002	2 FDC Adult (R150/H75)						0
T × MED001	4 FDC (R150/H75/Z400/E275)						0

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

Receive Invoid	e# *	Exporter		Source	of Fund		Received	By	* Received	Date *
INT-RCV-PRO-0		The Global Fund Wambo	-	GFATM		*		azzal Hossen	• 02/10/202	
Supplier +	*	Exporter Ref. No			of Fund Ref. No					
A G Cargo intern	nctional, Ban *									
Supplier Invoi	ce Date *	Exporter Ref. Date		Source	of Fund Ref. Do	te				
01/09/2022	#		#			*				
Order Number		Shipment Code 12232	•	Suppli 23232	er Invoice#	•				
Remarks						li.				
									+ /	ADD PRODUCT
									Search:	
	Product			uantity eceived	Batch/Lot Number	Expir	y Date	Donor Ref#	Unit Price	Line Toto
roduct Code	Product									
roduct Code	Product									
	2 FDC Adult (R15	i0/H75)		500000	56784	01/10	/2023			

- 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

rom 14/06/2021	11	To 14/09/2	2021	Facility NTP Central Wa	rehouse *		+ ADD 🖹 View 🖋 Edit 🗙	Delete 🖨 PRIN
how 10 v	r entries						Search:	
SL.	Receiv	e Date	Receive Invo	pice#	Supplier	Supplier Invoice#	Supplier Invoice Date	Amount
1	O 10/0	9/2021	INT-RCV-PRO	D-C001/21-0002	Essential Drugs Company Limited	215469	10/09/2021	0
2	0 11/0	08/2021	INT-RCV-PRO	0-C001/21-0001	Demo Supplier	0112	10/08/2021	0

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

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

rom		То		Facility						
14/06/2021	m 🛍	14/	09/2021	NTP Central Warehou	ise *			+ ADD I V	iew 🥒 Edit	X Delete 🔒 PRI
SL.	Receive I	Date	Receive Involce#	Source of Fund	Source of Fund Ref. No	Source of Fund Ref. Date	Supplier	Supplier Invoice#	Supplier Involce Date	Amount
S4.	0 16/08/	2021	REC-DON-PRC C001/21-0001	- _{GU}	23111	05/08/2021	Essential Drugs Company Limited	215487	15/08/2021	3

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.

	DIT								
Receive Invoice#		Exporter		Source of Fund	*	Received By			Received Date
REC-DON-C001/22-0001		Select Exporter	-	Select Source of Fur	nd =	Mirza Tofazzal Hos	sen	*	02/10/2022
Supplier +		Exporter Ref. No		Source of Fund R	ef. No *				
Select Supplier	v								
Supplier Invoice Dote		Exporter Ref. Date		Source of Fund R	ef. Date 🔹				
			É		m				
Order Number		Shipment Code		Supplier Invoice#					
Remarks									
					Hi.				
									+ ADD PRODI
10 ~ entries									Search:
									secien.
duct Product			antity ceived	Batch/Lot ¢ Number	Expiry Date	Donor Ref# 0	Unit Price	0 Line Toto	¢ Ic
de				No data avai					

- 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.

see	Bangladesh	୍
Email s	Contact Name	
Contact No S	• Fax input here	
Supplier Address	URL input here	

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.

						RETURN	TO LIST		DATE STOCK	PRINT
RECIEVE DONAT	ION - CREATE/EDIT									
Receive II REC DON	NVOICE# *	Exporter IDA	Ŧ	Source of Fund GLI	*	Received By Mirza Tofazzal Hosse	en	*	Received Date	*
Supplier · BAGHA UH		Exporter Ref. No input here		Source of Fund R 123213	ef. No *					
Supplier I	Invoice Date	Exporter Ref. Dat	te 🌐	Source of Fund R 02/10/2022	ef. Date *					
Order Nur input here.		Shipment Code		Supplier Invoices						
Remarks					li.					
how 10 v e	intries							Se	+ ADD PR	RODUCTS
Product 🔒 Code	Product		Quantity Received	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	Line Total	÷	
				No data avai	lable in table					
Total:										
ihowing 0 to 0 c	of 0 entries								Previous	Next

5.2.1.2. Receive Donation (Provisional) Invoice - Add Products

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

ADD PRODUC	CTS	×
Product Classif All Product Classi		
		Search:
Product Code	Product	Unit Price
Accerseries		^
ACC010	ZN Microscope	0
ACC103	Aluminium frame (18x60x4.1)	0
ACC063	Ambubag	0
ACC060	Aspiration system	0
ACC029	Auto Clave machine	0
ACC007	Auto voltage stabilizers	0
ACC002	BP Blade	0
ACC009	BP Handle	0 🗸
Showing 1 to 756 of	756 entries	
	ADD CANCEL	

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

						+	ADD PRODUCTS
						Search:	
Product Code	Product	Quantity Received	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
VEDFLD							
🔁 🗶 MED002	2 FDC Adult (R150/H75)						
C × MED001	4 FDC (R150/H75/Z400/E275)						

- 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.

							+	RETURN TO LIST	SAVE UPD,	ATE STOCK
RECIEVE DONATION -	CREATE/EDIT									
Receive Invoic REC-DON-CODI		Exporter IDA	*	Source	c of Fund	*	Receive Mirza To	t d By fazzal Hossen		Received Date * 02/10/2022
Supplier + BAGHA UHC		Exporter Ref. No input here		Source 123213	e of Fund Ref. No 3	٠				
Supplier Invoi	ce Dote	Exporter Ref. Date		Source 02/10/	e of Fund Ref. Da	te *				
Order Number Input here		Shipment Code		Suppli input h	ier Invoice#					
Remarks						11.				
										+ ADD PRODUCTS
									Sec	rch:
Product Code	Product			luantity eceived	Batch/Lot Number	Ехр	Iry Date	Donor Ref#	Unit Pri	te Line Total
MEDFLD										
E × MED002	2 FDC Adult (R15	0/H75)		50000	24343	31/1	0/2025	13213		0
🗇 🗙 MED001	4 FDC (R150/H75	Z400/E275)	6	000000	45666	31/1	0/2023	343242		C

- 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

		09/2021 🟥	NTP Central Warehour	se *		5	+ ADD	Vlew 🎤 Edit 🗴 D	elete 🖨 PRIN
how 10 ¥	entries							Search:	
SL.	Receive Date	Receive Invoice#	Source of Fund	Source of Fund Ref. No	Source of Fund Ref. Date	Supplier	Supplier Invoice#	Supplier Invoice Date	Amount
1	0 10/09/2021	REC-DON-PRO- C001/21-0002	GFATM	12456	02/09/2021	Essential Drugs Company Limited	124578	10/09/2021	3
2	0 16/08/2021	REC-DON-PRO- C001/21-0001	GLI	23111	05/08/2021	Essential Drugs Company Limited	215487	15/08/2021	(

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

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

		-		-				
14/06/2021	m	To 14/09/20	021 🛍	Facility NTP Central War	ehouse +		+ ADD View	🖉 Edit 🗙 Delete 🖨 PRI
haw 10 v a	entries							Search:
SL.	Receive	Date	Receive Invo	Ace#	Supplier	Amount	Supplier Invoice#	Supplier Invoice Date
		8/2021						

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.

* Supplier +	•	Supplier Invoice Dat		Received By			Received Date
Select Supplie	r v		#	Mirza Tofazzal Hosse	'n	*	02/10/2022
Source of F	und Ref. No	Source of Fund Ref.					
			=				
Shipment C	ode	Supplier Invoice#	٠				
			li.				
							+ ADD PRODU
						Se	arch:
	Quantity Received	Batch/Lot Number E	xpiry Date 🛛 🍦	Unit Price 🔶	Line Total 🛛 🕴		
		No data available	in table				
	Select Supplie Source of Fr input here.	Select Suppler * Source of Fund Ref. No Input heres. Shipment Code Input heres. Quantity	Select Supplier * Imput here Source of Fund Ref. No Input here Source of Fund Ref. Imput here Source of Fund Ref. Imput here Shipment Code Input here Supplier Invoice# Imput here Supplier Invoice# Imput here Imput here Supplier Invoice# Imput here Supplier Invoice# Imput here	Select Suppler Source of Fund Ref. No Input here Source of Fund Ref. No Input here Shipment Code Input here Supplier Invoice# Input here Quantity Quantity Received Expiry Date Expiry Date	Setect Supplier Imput heres. Imput heres. <t< td=""><td>Series Supplier Input here Source of Fund Ref. No Input here Source of Fund Ref. Date Input here Shipment Code Input here Supplier Invoice# Input here</td><td>Series Supplier Source of Fund Ref. No Input hors Supplier Invoice# Input hors Supplier Invoice# Input hors Supplier Invoice# Input hors Supplier Invoice# Input hors Supplier Invoice# Input hors</td></t<>	Series Supplier Input here Source of Fund Ref. No Input here Source of Fund Ref. Date Input here Shipment Code Input here Supplier Invoice# Input here	Series Supplier Source of Fund Ref. No Input hors Supplier Invoice# Input hors Supplier Invoice# Input hors Supplier Invoice# Input hors Supplier Invoice# Input hors Supplier Invoice# Input hors

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.

Supplier Name	Country	19
see	Bangladesh	*
Email	Contact Name	
5		
Contact No ·	Fax	
5		
Supplier Address	URL	
ai		
SAVE	CANCEL	
DAVE	C.M.(WLEL	

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.

			RETU	IRN TO LIST
RECIEVE FROM SUPPLIER (PROVISIONAL) -	CREATE/EDIT			
Receive Invoice# * REC-SUP-PRO-C001/22-0001	Supplier + * A G Cargo International, Bang *	Supplier Invoice Date 02/10/2022	Received By Mirza Tofazzal Hossen	* Received Date * 02/10/2022
Source of Fund GFATM *	Source of Fund Ref. No	Source of Fund Ref. Date		
Order Number input here	Shipment Code input here	Supplier Invoice# * 1210		
Remarks		<i>li</i> .		
Show 10 v entries				+ ADD PRODUCTS
Product A Product	Quantity Received	Batch/Lot Number Expiry Date	Unit Price Une Total	
		No data available in table		
Total:				
Showing 0 to 0 of 0 entries				Previous Next

5.3.1.2. Receive from Supplier (Provisional) Invoice - Add Products

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

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

- 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.

					-	ADD PRODUCTS
					Search:	
Product Code	Product	Quantity Received	Lot No	Expiry Date	Unit Price	Line Total
MEDFLD						
MEDO02	2 FDC Adult (R150/H75)					1
C × MED001	4 FDC (R150/H75/Z400/E275)					

- 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.

					+	RETURN TO LIST	SAVE PRINT
RECIEVE FROM SUPPLIER (PROVISIONAL) - (CREATE/EDIT					
Receive Invoice# REC-SUP-PRO-C001/	/22-0001	Supplier * A G Cargo International, Bang *	Supplier Invoice 02/10/2022	Date *	Received By Mirza Tofazzal Hossen	*	Received Date * 02/10/2022
Source of Fund GFATM		Source of Fund Ref. No	Source of Fund F	tef. Date			
Order Number input here		Shipment Code input here	Supplier Invoices	1			
Remarks				li.			
							+ ADD PRODUCTS
							corch:
Product Code	Product		Quantity Received	Batch/Lot Number	Expiry Date	Unit Price	: Line Total
MEDFLD							
E MED002	2 FDC Adult (R	L50/H75)	500000	2323782	31/10/2025		C
C K MED001	4 FDC (R150/H	75/Z400/E275)	600000	483257832	31/10/2024		C

- 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

From 14/06/2021	m	To 14/09/	2021	Facility NTP Central Wa	rehouse *		+ ADD	w 🖋 Edit 🕱 Delete 🖨 PRINT
Show 10	 entries 							Search:
SL.	Receiv	e Date	Receive Invo	oice#	Supplier	Amount	Supplier Invoice#	Supplier Invoice Date
1	0 14/0	9/2021	REC-SUP-PR	0-C001/21-0002	Essential Drugs Company Limited	0	145	10/09/2021
2	0 20/	08/2021	REC-SUP-PR	O-C001/21-0001	Essential Drugs Company Limited	0	0112	15/0B/2021

- 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

Facility		*	Transac	tion Type			Supplier/ D	onor	•	Meeti	ing Date			
	NTP Central Warehouse Receiv						Select Supplier/ Donor				02/09/2021			
Supplier Involce#	Source of Fund Ref. No	Product	Provisional Received Quantity	Approved Quantity	Lot No	Expiry Date	Supplier Invoice#	Source of Fund Ref. No	Product		Disapproved Quantity	Lot No	Expi	
		No data a	vallable in table						No deta ava	stable in t	able			

5.4.1. Standing Board – Add

5.4.1.1. Standing Board - Add Header

Facility NTP Centre	al Warehouse			Receive D	tion Type Ionatoin		*	Supplier/ D Select Suppl			Meeting Date 02/09/2021		曲
SELECT	APPROVED I	TEMS						SELECT	DISAPPROVED	ITEMS			
Supplier Involce#	Source of Fund Ref. No	Product		rovisional Received Quantity	Approved Quantity	Lot No	Expiry Date	Supplier Invoice#	Source of Pund Ref. No	Product	Disapproved Quantity	Lot No	Expir Date
		No da	ita availa	oble in toble						No doto avi	allable in table		

- 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.

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

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

Facilie NTP C	ty entral Wareho			action Type ational Purch			Supplier/ Essential D	Donor rugs Company	Limited		Meeting Date 14/09/2021			m
SEL	ECT APPROV	ED ITEMS					I SELEC	T DISAPPROV	ED ITEMS					
Supplier nvoice#	Source of Fund Ref. No	Product	Provisional Received Quantity	Approved Quantity	Lot No	Expiry Date	Supplier Invoice#	Source of Fund Ref. No	Product		Disap Qi	roved antity	Lot No	Expiry Date
215469	5879861	4 FDC (R150/H75 /Z400/E275)	350000	350000	35968791	30/09/2023			No d	lata aveil	lable in table			

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

Facilit NTP C	t y entral Woreho	use -		saction Typ ational Purch			Supplier/ Essential (Donor Drugs Compan	v Limited *	Meeting Date 14/09/2021		8
ii sel	ECT APPROV	ED ITEMS					III SELE	CT DISAPPRO	VED ITEMS			
Supplier nvoice#	Source of Fund Ref. No	Product	Provisional Received Quantity	Approved Quantity	Lot No	Expiry Date	Supplier Invoice#	Source of Fund Ref. No	Product	Disapproved Quantity	Lot No	Expiry Date
215469	5879861	4 FDC (R150/H75 /Z400/E275)	350000	300000	35968791	30/09/2023	215469	5879861	4 FDC (R150/H75 /Z400/E275)	50000	35968791	30/09/202

• 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.

		SAPPROVED ITEMS				Search	:	>
Supplier Invoice#	Supplier Invoice Date	Source of Fund Ref. No	Source of Fund Ref. Date	Product	Lot No	Expiry Date	Provisional Received Quantity	Donor Ref#
215469	2021-09-10	5879861	2021-09-02	2 FDC Adult (R150/H75)	35981547	30/09/2022	280000	
Showing 1 to	1 of 1 entries 1 row	v selected		ADD CANCEL				

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

Facilit NTP C	y antral Wareho	ouse -		saction Typ actional Purch			Supplier/ Essential E	Donor Drugs Compar	y Limited -	Meeting Date 14/09/2021		m
🔳 SEL	ECT APPROV	ED ITEMS					III SELE	CT DISAPPRO	VED ITEMS			
Supplier	Source of Fund Ref. No	Product	Provisional Received Quantity	Approved Quantity	Lot No	Expiry Date	Supplier Invoice#	Source of Fund Ref. No	Product	Disapproved Quantity	Lot No	Expiry Dat
215469	5879861	4 FDC (R150/H75 /Z400/E275)	350000	300000	35968791	30/09/2023	215469	5879861	4 FDC (R150/H75 /Z400/E275)	50000	35968791	30/09/202
							215469	5879861	2 FDC Adult (R150/H75)	280000	35981547	30/09/202

5.4.2. Standing Board - Generate Invoice

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

Facility NTP Central Warehouse *		Transaction Type International Purchase			Supplier/ Essential I	Donor Drugs Compan	y Limited -	Meeting Date 14/09/2021				
III SEL	ECT APPROV	ED ITEMS					III SELE	CT DISAPPRO	VED ITEMS			
Supplier	Source of Fund Ref. No	Product	Provisional Received Quantity	Approved Quantity	Lot No	Expiry Date	Supplier Invoice#	Source of Fund Ref. No	Product	Disapproved Quantity	Lot No	Expiry Dat
215469	5879861	4 FDC (R150/H75 /Z400/E275)	350000	300000	35968791	30/09/2023	215469	5879861	4 FDC (R150/H75 /Z400/E275)	50000	35968791	30/09/202
							215469	5879861	2 FDC Adult (R150/H75)	280000	35981547	30/09/202

- 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

Receive Invoid	100	Exporter The Global Fund Wambo	* GEATM	e of Fund		Received By Mirza Tofazzal Hossen	Received Date 14/09/2021	
Supplier Essential Drugs	• Gompany U	Exporter Ref. No 2559876	Sourc 58798	e of Fund Ref. No 861				
Supplier Involce# • 215469		Exporter Ref. Date	Sourc 02/09	e of Fund Ref. Da /2021	te Ħ			
Supplier Invol 10/09/2021	ce Date 🔹	Remarks Auto Generated			A			
								+ ADD PRODUC
							Searc	
roduct Code	Product		Quantity Received	Lot No	Explin	y Date Donor Ref#	Searc Unit Price	h:
roduct Code DFLD	Product			Lot No	Explin	y Date Donor Ref#		h:

5.5. Provisional Receive Return

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

From		То		Facility NTP Central Warehouse *			+ ADD	/ Edit X Delete		
14/06/2021	021 🗰 14/09/2021 🛗					🖋 Edit 🗶 Delete 🔒 PRI				
how 10 v	entries							Search:		
SL.	Return	Date	nvoice#		Receive Type	Supplier	Source of Fund	Exporter		

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.

ADD PRO	VISIONAL	RECEIVE								×
Receive Ty Receive Don			¥	Supplier, Select Sup	Donor oplier/ Donor		¥			
								Sean	ch:	
Sup Inv No	Sup Date	Source of Fund Ref. No	Source of Fund Ref. Date	Receive Date	Product Code	Product	Provisional Receive Qty	Returnable	Lot No	Expiry Date
					No data a	vailable in table				
Showing 0 to () of 0 entries				ADD	CANCEL				

- 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.
| Receive Ty | - | | Ŧ | Supplier/ Donor
Essential Drugs Company Limited | | | | | | | | |
|---------------|-------------|------------------------------|-----------------------------------|--|-----------------|--------------------------------|-------------------------------|-------------------|----------|----------------|--|--|
| | | | | | | | | Searc | ch: | | | |
| Sup Inv
No | Sup
Date | Source of
Fund Ref.
No | Source
of Fund
Ref.
Date | Receive
Date | Product
Code | Product | Provisional
Receive
Qty | Returnable
Qty | Lot No | Expiry
Date | | |
| 215469 | 10/09/2021 | 5879861 | 2021-09-02 | 10/09/2021 | MED002 | 2 FDC Adult (R150/H75) | 280000 | 280000 | 35981547 | 30/09/202 | | |
| 215469 | 10/09/2021 | 5879861 | 2021-09-02 | 10/09/2021 | MED001 | 4 FDC (R150/H75
/Z400/E275) | 350000 | 50000 | 35968791 | 30/09/202 | | |
| 15405 | | | | | | /Z400/EZ/3) | | | | | | |
| 213403 | | | | | | 12400[2273] | | | | | | |
| 213403 | | | | | | /L490/E273] | | | | | | |

- 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.

								A RET	URN TO L	ST 🖺 SAV	e 🔒 POST	🖨 PRI
eturn to the	e Supplier from P	rovisional Receiv	e - Create/Edit									
	ve Invoice# RET-INTPUR-COC	• 01/21-0002	Receive Ty International			Supplier/ Donor	Prepared Rahad Aref			<u>,</u>	Date 14/09/2021	
Rema	irks						Approved Medical Off	and the second second			Date 14/09/2021	
							Issued By Medical Offi	cer (Store)		*	Date 14/09/2021	
											Search:	Return I
Sup Inv No	Sup Date	Receive Date	Source of Fund Ref. No	Source of Fund Ref. Date	Product Code	Product	Returnable Qty	Return Qty	Unit	Lot No	Expiry Date	Acti
215469	10/09/2021	10/09/2021	5879861	02/09/2021	MED002	2 FDC Adult (R150/H75)	280000	290000	Tab	35981547	30/09/2022	8

- 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**.

ovisio	nal Recei	ve Return	E.									
								RET	URN TO L	IST 🖺 SAV	e 🔒 post	
am to the	e Supplier from Pi	ravisional Receiv	e - Create/Edit									
	ve Invoice# RET-INTPUR-COC	01/21-0002	Receive Typ		•	Supplier/ Donor * Essential Drugs Company Limited	Prepared E Rohad Arefi				Date 14/09/2021	
Remai	rks					<i>i</i> t.	Approved I Medical Office				Date 14/09/2021	
							Issued By Medical Offic	cer (Store)		•	Date 14/09/2021	
											+ Select	Return Ite
Sup Inv No	Sup Date	Receive Date	Source of Fund Ref. No	Source of Fund Ref. Date	Product Code	t Product	Returnable Qty	Return Qty	Unit	Lot No	Expiry Date	Acti
215469	10/09/2021	10/09/2021	5879861	02/09/2021	MED002	2 FDC Adult (R150/H75)	280000	280000	Tolo	35981547	30/09/2022	

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

From		То		Facility			+ ADD View & Edit	
14/06/2021	節	14/09/20	021 🛱	NTP Central W	arehouse		T ADD Ell View & cur	A Delete
Show 10 SL		ve Date	Receive Inv	roice#	Supplier	Supplier Invoice#	Supplier Invoice Date	Amount
1	0 14	09/2021	INT-RCV-C0	01/21-0002	Essential Drugs Company Limited	215469	10/09/2021	0
2	0 20	08/2021	INT-RCV-C0	01/21-0001	Demo Supplier	0112	10/08/2021	0

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.

					1	RETURN TO LIST	SAVE A UPC	ATE STOCK
TERNATIONAL PURCHASE - CREATE/E	DIT							
Receive Invoice#	Exporter Select Exporter	•	Source of Fund Select Source of Fund		Received Mirza Tofa	l By azzal Hossen	* *	Received Date * 02/10/2022 🛍
Supplier + * Select Supplier *	Exporter Ref. No input here		Source of Fund Ref. No input here					
Supplier Invoice Date	Exporter Ref. Date		Source of Fund Ref. Do	te				
input here 🛗		Ê		m				
Order Number	Shipment Code input here	*	Supplier Invoice# input here					
Remarks				li.				
								+ ADD PRODUCTS
							Se	arch:
Product Code Product			antity Batch/Lot ceived Number	Expir	ry Datc	Donor Ref#	Unit Pr	ce Line Total
			No data available in	tcble				

- 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.

Supplier Name		Country	
see		Bangladesh	*
Email		Contact Name	
5			
Contact No	•	Fax	
5			
Supplier Address		URL	
	a.		
	SAVE	CANCEL	

Page **39** of **214**

- 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.

RNATIONAL PURCHASE - CREATE/ED	т						
Receive Invoice# * INT-RCV-C001/22-0003	Exporter The Global Fund Wambo	Ŧ	Source of Fund Select Source of Fund	*	Received By Mirza Tofazzal Hossen	*	Received Date * 02/10/2022 #
Supplier + * A G Cargo International, Ban *	Exporter Ref. No input here		Source of Fund Ret	. No			
Supplier Invoice Date	Exporter Ref. Date		Source of Fund Ret	. Date			
01/10/2022		m		m			
Order Number input here	Shipment Code 7895	•	Supplier Invoice# 4596	•			
Remarks				.lk.			
							+ ADD PRODU
						:	Search:
			antity Batch/Lot				

6.1.1.2. International Purchase Invoice - Add Products

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

Product Classification * All Product Classification * Search: Froduct Code Product Marcerseries Unit Product ACC010 ZN Microscope ACC013 Aluminium frame (18x60x4.1) ACC063 Ambubag ACC060 Aspiration system ACC029 Auto Clave machine	
Product Code Product Unit Prid Accerseries Image: Comparison of the comp	
Accerseries ACC010 ZN Microscope ACC103 Aluminium frame (18x60x4.1) ACC063 Ambubag ACC060 Aspiration system	
ACC010 ZN Microscope ACC103 Aluminium frame (18x60x4.1) ACC063 Ambubag ACC060 Aspiration system	
ACC103 Aluminium frame (18x60x4.1) ACC063 Ambubag ACC060 Aspiration system	^
ACC063 Ambubag ACC060 Aspiration system	0
ACC060 Aspiration system	0
	0
ACC029 Auto Clave machine	0
	0
ACC007 Auto voltage stabilizers	0
ACC002 BP Blade	0
ACC009 BP Handle	ο 🗸

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

						[+ ADD PRODUCTS
						Search:	
Product Code	Product	Quantity Received	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD							
C × MED002	2 FDC Adult (R150/H75)						0
C × MED001	4 FDC (R150/H75/Z400/E275)						0

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

							-	RETURN TO LIST	SAVE UPD	ATE STOCK
INTERNATIONAL PURC	CHASE - CREATE/EDIT	r								
Receive Invoice		Exporter The Global Fund Wambo			e of Fund Source of Fund		Receive Mirza Tof	d By azzal Hossen		Received Date * 02/10/2022 前
Supplier + A G Cargo Intern	* actional. Ban *	Exporter Ref. No input here		Source	e of Fund Ref. No					
Supplier Invoid	ce Date *	Exporter Ref. Date		Source	of Fund Ref. Da	te				
01/10/2022	#	input here	#							
Order Number Input here		Shipment Code 7895	*	Suppli 4596	er Invoice#	*				
Remarks						li.				
									Sec	+ ADD PRODUCTS
Product Code	Product			uantity eceived	Batch/Lot Number	Expir	ry Date	Donor Ref#	Unit Pri	ce Line Total
MEDFLD										
C × MED002	2 FDC Adult (R15	D/H75)		400000	12321	31/10	/2024			٥
C × MED001	4 FDC (R150/H75	/Z400/E275)		300000	31234214	31/10	/2025			a

- 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**.

							4m) F	RETURN TO LIST	SAVE 🔒 UPD	ATE STOCK
RNATIONAL PURCHASE - C	REATE/EDIT									
Receive Invoice# INT-RCV-C001/22-0003	٠	Exporter The Global Fund Wambe	•		of Fund	v	Received I Mirza Tofaz			Received Date * 01/09/2022 🛍
Supplier A G Cargo International, B	★ an ▼	Exporter Ref. No Input here		Source input h	of Fund Ref. No					
Supplier Invoice Date	٠	Exporter Ref. Date		Source	of Fund Ref. Do	ite				
01/09/2022	Ê	input here				1				
Order Number input here		Shipment Code 7895	*	Suppli 4596	er Invoice#	*				
Remarks						11.				
										+ ADD PRODUC
									Sec	rch:
			Q	uantity	Batch/Lot	Expir	y Date	Donor Ref#	Unit Pri	e Line Tot
roduct Code Prod	luct		Re	eceived	Number					Line for
	Juct		Re	ceived	Number					Line lot
EDFLD	duct C Adult (R150)	H75)		400,000	Number 12321	31/10/	2024			0

• 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

From 27/04/202	21	To 27/	07/2021	Facility NTP Central Warehou	se •			+ ADD	View 🖋 Edit	X Delete
Show 10	✓ entries								Search	
SL	Receive I	Date	Receive Invoice#	Source of Fund	Source of Fund Ref. No	Source of Fund Ref. Date	Supplier	Supplier Involce#	Supplier Invoice Date	Amount
1	0 26/07/	/2021	REC-DON- C001/21-0001	GFATM	1234	25/07/2021				o

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.

						+	RETURN TO LIST	SAVE QUPDA	
EVE DONATION - CREA	ATE/EDIT								
Receive Invoice# REC-DON-COD1/22-	•	Exporter Select Exporter		rce of Fund at Source of Fund	v.	Receive Mirza To	d By fazzal Hossen		eceived Date * 2/10/2022
Supplier + Select Supplier	*	Exporter Ref. No input here		rce of Fund Ref. No there	•				
Supplier Invoice D	ate	Exporter Ref. Date	Sou	rce of Fund Ref. Do	ate *				
input here	tt	input here	in pu	it here	8				
Order Number		Shipment Code		plier Invoice# there					
Remarks									
					lh.				
									+ ADD PRODU
								Searc	:h:
roduct Code	Product		Quantity Received		Expir	y Date	Donor Ref#	Unit Price	Line T
				No date available ir	n toble				

- 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.

Supplier Name see	*	Country Bangladesh	
Email s		Contact Name	
Contact No s	٠	Fax input here_	
Supplier Address		URL input here.	

- 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.

						RETURN TO LIST	🖺 SAVE 🔒 UPD	ATE STOCK
CIEVE DONATION - 0	CREATE/EDIT							
Receive Invoice REC-DON-COD1/		Exporter IDA		urce of Fund ATM	*	Received By Mirza Tofazzal Hossen		Received Date * 02/10/2022
Supplier + A G Cargo Interne	ational, Ban *	Exporter Ref. No Input here		arce of Fund Ref. N 9657	• *			
Supplier Invoic	e Date	Exporter Ref. Date	So	urce of Fund Ref. D	ate *			
30/09/2022	Ê		m 30	/09/2022	m			
Order Number		Shipment Code	Su	pplicr Invoice#				
Remarks					1.			
								+ ADD PRODUCT
							Sec	arch:
Product Code	Product		Quantit Receive		Expiry	r Date Donor Ref#	Unit Pri	ce Line Total
				No data available i	in toble			

6.2.1.2. Receive Donation Invoice - Add Products

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

ADD PRODUC	TS	×
Product Classif All Product Classif		
		Search:
Product Code	Product	Unit Price
Accerseries		^
ACC010	ZN Microscope	0
ACC103	Aluminium frame (18x60x4.1)	0
ACC063	Ambubag	0
ACC060	Aspiration system	0
ACC029	Auto Clave machine	0
ACC007	Auto voltage stabilizers	0
ACC002	BP Blade	0
ACC009	BP Handle	0 🗸
Showing 1 to 756 of	756 entries	
	ADD CANCEL	

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

						+	ADD PRODUCT
						Search:	
Product Code	Product	Quantity Received	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Tota
IEDFLD							
🗅 🗙 MED002	2 FDC Adult (R150/H75)						
MED001	4 FDC (R150/H75/Z400/E275)						

- 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.

						+	RETURN TO LIST	SAVE UPD	ATE STOCK
						1.1			
EVE DONATION -	- CREATE/EDIT								
Receive Invoid		Exporter		e of Fund	<u>*</u>	Receive			Received Date
REC-DON-CODI	1/22-0002	IDA	* GFATM	* GFATM			fazzal Hossen	*	02/10/2022
Supplier +		Exporter Ref. No	Sourc	Source of Fund Ref. No *					
A G Cargo interr	nctional, Ban 🔻		G8965	57					
Supplier Invoi	ice Date	Exporter Ref. Date	Sourc	e of Fund Ref. D	ate *				
30/09/2022	6	input here		0/2022	#				
Order Number	-	Shipment Code	Suppl	lier Invoice#					
input here		input here	inputi						
Remarks									
Remarks					li.				
Remarks					li.				
Remarks					<u>li</u>				
Remarks					<u>li</u>				+ ADD PRODU
Remarks					li			Sec	
	Benduct		Quantity	Batch/Lot		r: Data	Donor Pott		irch:
Remarks	Product		Quantity Received	Batch/Lot Number		y Date	Donor Ref#	Sec Unit Pric	irch:
	Product					y Date	Donor Ref#		irch:
roduct Code	Product	50/H75)					Donor Ref#		irch:
Troduct Code		50/H75)	Received	Number	Expir				irch:

- 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**.

EVE DONATION -	C TEA LIEDT								
Receive Involc	:e# *	Exporter	SOL	rce of Fund	*	Received		* R	eceived Date *
REC-DON-C001	1/22-0002	IDA	* GFA	TM	Ψ.	Mirza Tofa	zzal Hossen	w 3	0/09/2022 🛍
Supplier		Exporter Ref. No	Sou	rce of Fund Ref. N	• •				
A G Cargo Intern	national, Ban *		G8	9657					
Supplier Invoice Date Exp		Exporter Ref. Date	Sou	Source of Fund Ref. Date					
30/09/2022			30/	09/2022	#				
Order Number	rder Number Shipment Code		Sup	Supplier Invoice#					
Remarks									
Remarks					Ite				
Remarks					fti.				
Remarks					ltı.				
Remarks					ſŧ.				+ ADD PRODUC
Remarks					ĬĿ.			Searc	
Remarks roduct Code	Product		Quantity Received	· Batch/Lot		ry Date	Donor Ref#	Searc	h:
	Product		Quantity	· Batch/Lot		ry Date	Donor Ref#		h:
roduct Code	Product 2 FDC Adult (F154		Quantity	r Batch/Lot I Number			Donor Ref#	Unit Price	h:

• 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

From 27/04/2021	=	To 27/07/	2021 前	Facility NTP Central V	Vorebouse *		+ ADD View	/ / Edit 🗶 Delete 🔒 PRI
ihow 10 v								Search:
SL.	Receiv	re Date	Receive Invo	Hce#	Supplier	Amount	Supplier Involce#	Supplier Involce Date
1	0 26/	07/2021	REC-SUP-CO	01/21-0003	Sea International Agencies Ltd.	0	123456	23/07/2021
2	0 14/	07/2021	REC-SUP-CO	01/21-0002	Sea International Agencies Ltd.	0	445667	06/07/2021
3	0 13/	07/2021	REC-SUP-CO	01/21-0001	Demo Supplier	0	3345	11/07/2021

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.

	COLATERDIT								
EVE FROM SUPPLIER									
Receive Invoice# REC_SUP_C001/22_0	*	Supplier + Select Supplier	*	Supplier Invoic	e Date *	Received By Mirza Tofazzal Hoss		* Received Dat * 02/10/2022	e *
NEC SUP COULZE C	002	Select Suppres				Kill2d Totd22di Floss		02/10/2022	
Source of Fund		Source of Fund F	Ref. No	Source of Fund					
Select Source of Fund	٠				Ê				
Order Number		Shipment Code		Supplier Invoic	e# *				
input here									
Remarks									
					ll.				
								+ ADD	PROPU
								TADD	PRODU
v 10 v entries								Search:	
roduct A Product		÷	Quantity Received	Batch/Lot Number	🕴 Expiry Date 🍦	Unit Price \$	Line Total		
				No data o	ailable in table				

- 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.

Supplier Name * see	Country Bangladesh	
Email s	Contact Name	
Contact No *	Fax input here_	
Supplier Address	URL input here	
,al SAVE	CANCEL	

- 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.

EVE FROM SUPPLIER - CREATE/EDI	т				
Receive Invoice# REC-SUP-C001/22-0002	* Supplier + * A G Cargo International. Bang *	Supplier Invoice Date 01/10/2022	*	Received By Mirza Tofazzal Hossen	* Received Date * 02/10/2022
Source of Fund	Source of Fund Ref. No	Source of Fund Ref. D	ate		
Select Source of Fund			曲		
Order Number	Shipment Code	Supplier Invoice# 1212	*		
Remarks			11.		
v 10 → entries					Search:
roduct A Product	Quantity Received	Batch/Lot Number Ex	piry Date	Unit Price 🕴 Line Total	\$
		No data ovailab e	in table		

6.3.1.2. Receive from Supplier Invoice - Add Products

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

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

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

					-+	ADD PRODUCTS
					Search:	
Product Code	Product	Quantity Received	Lot No	Expiry Date	Unit Price	Line Total
MEDFLD						
MED035	Isoniazid 300 mg-FLD					C
E × MEDDO9	Pyrazinamide 500 mg-FLD					c

- 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

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

					RETURN TO LIST	🖺 SAVE 🔒 UPDATE ST	OCK
CIEVE FROM SUPPLI	ER - CREATE/EDIT						
Receive Invoice REC-SUP-C001/2		Supplier A G Cargo International, Bang *	* Supplier Invoice 30/09/2022	Date *	Received By Mirza Tofazzal Hossen	* Receiv * 30/09/	red Date * 2022 🛍
Source of Fund Select Source of Fi	Select Source of Fund		Source of Fund Ref. Date				
Order Number		Shipment Code	Supplier Invoice 1212	*			
Remarks							
				li.			
				đi.		Search:	ADD PRODUCT
Product Code	Product		Quantity Received	//. Batch/Lot Number	Explry Dote		ADD PRODUCT
Product Code IEDFLD	Product		Quantity Received		Explay Dote	Search:	_
	Product 2 FDC Adult (R150/175)	Quantity Received		Expiry Date	Search:	_

- 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**.

IEVE FROM SUPPLIE	ER - CREATE/EDIT						
Receive Invoice	# <u>*</u>	Supplier *	Supplier Invoice		Received By		eceived Date *
REC-SUP-C001/2	2-0002	A G Cargo International, Bang 🔻	30/09/2022		Mirza Tofazzal Hossen	v 3	0/09/2022
Source of Fund							
Select Source of Fu	and *		input here				
Order Number Shipment Code		Supplier Invoice	*				
			1212				
		input here					
Remarks			2				
Remarks				đi.			
Remarks				<i>l</i> k			
Remarks				<i>I</i> te			+ ADD PRODUC
Remarks				<i>lk</i>		Scaro	
	Product		Quantity Received	//: Eatch/Lot Number	Expiry Date	Searc Unit Price	:h:
roduct Code	Product		Quantity Received		Expiry Date		:h:
Remarks Product Code EDFLD ED002	Product 2 FDC Aduit (R	150/+75)	Quantity Received		Expiry Date		+ ADD PRODUC

• 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

From 16/11/202	2	To 16/0	2/2023	Facility Moniram	our UHC, Jashore 🔹		+ ADD ISSUE	VIEW Sedit	Delete
show 10	✓ entries							Search:	
SL.	Receive	Date	Receive Invoic	e#	Receive From	Indent#	Amount	Warehouse Invoice#	Warehouse Invoice Date
1	0 28/11	/2022	REC-WH-U278/	22-0002	NTP Central Warehouse		0	123	28/11/2022
2	0 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

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).

ADD ISSUE			×
Issue Invoice#	Date	Warehouse	
ISS-TB08-IND-C001/22-0163	28/11/2022	NTP Central Warehouse	
Showing 1 to 1 of 1 entries			
	ADD CAN	CEI	
	ADD CAN		

- 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.

Receive I REC-WH-	nvoice# * U278/23-0001	Receive From NTP Central Warehou	sc v	Warehouse In ISS-TB08-IND-		63	Received By Select Received B	8y		ived Date	
Warehou 28/11/202	z2 m	Remarks				li.					
									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 Tota
MEDFLD											
MED002	2 FDC Adult (R150/H75)	0	0	C	Tab		12321	31/10/2024		0	
MED046	2 FDC Child (R75/H50) DT	1440	1440	1440	Tab		IDA-555	30/06/2024	BGD/DP/21/524	0	
MED045	3 FDC Child (R75/H50 /Z150) DT	720	720	720	Tab		IDA-555	30/06/2025	30/06/2025	0	
MED001	4 FDC (R150/H75 /Z400/E275)	0	0	U	Tab		IDA-444	30/09/2025	BGD/DP/21/522	0	
MED011	Ethambutol 100 mg DT	360	360	360	Tab		2022-3-E	30/09/2024	EDCL-74/2021	0	
/ED006	Isoniazid 100 mg DT-IPT	3600	3600	3600	Tab		2022-6-1	30/04/2025	EDCL-74/2021	0	
-LD062	Levof oxacin 500 mq-FLD	2700	2700	2700	Tab		2022-6-L	31/10/2024	EDCL-74/2021	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**.

	nvoice# * U278/23-00D1	Receive From NTP Central Warehou	ise 👻	Warehouse In ISS-TB08-IND-		63	Received By Select Received I	Ву	* Receiv	2023	*
	se Invoice Date *	Remarks									
28/11/202	2 🛍					lli.					
									Search:		
Product Code	Product	Indent Quantity	Remaining indent Quantity	Quantity Received	Unit	No of Cartons	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	Lin Toto
NEDFLD											
MED002	2 FDC Adult (R150/H75)	0	0	0	Tab		12321	31/10/2024		0	
/IED046	2 FDC Child (R75/H50) DT	1440	1440	1,440	Tab		IDA-555	30/06/2024	BGD/DP/21/524	0	
MED045	3 FDC Child (R75/H50 /Z150) DT	720	720	720	Tab		IDA-555	30/06/2025	30/06/2025	0	
JED001	4 FDC (R150/H75 /Z400/E275)	0	D	0	Tab		IDA-444	30/09/2025	BGD/DP/21/522	۵	
MED011	Ethambutol 100 mg DT	360	360	360	⊺ab		2022-3-E	30/09/2024	EDCL-74/2021	U	
VED006	Isoniazid 100 mg DT-IPT	3600	3600	3,600	⊤ab		2022-6-1	30/04/2025	EDCL-74/2021	0	
LD052	Levofloxacin 500 mg-FLD	2700	2700	2,700	Tab		2022-6-L	31/10/2024	EDCL-74/2021	0	

• 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

m /04/2021	m	To 26/07/2021	8	Facility NTP Central Ware	house *		+ ADD I View	🖋 Edit 🗶 Delete 🖨 PRI
ow 10 v er	ntries							Search:
SL.	Receive	Date F	Receive Invo	dce#	Supplier	Amount	Supplier Involce#	Supplier Involce Date
1	0 26/07	7/2021 Ri	EC CMSD/G	oB-C001/21-0001	Central Medical Stores Depot(CMSD)	0	12456	25/07/2021

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.

EVE FROM CMSD/GoB- CREATE/EDI									
Receive Invoice# REC-CMSC/GoR-C001/21-0002		Supplier Central Medical S	tores Depot(CMSD)	2	Received By Mirzo Tofazzal Hosse	n	•	Received Dat 18/09/2021	
Supplier Invoice#	Supplier Invoic	e Date	Source of Fund Select Source of Fund	•					
Source of Fund Ref. No	Source of Fund	Source of Fund Ref. Date		Remarks //r.					
							5	+ ADD	PRODU
10 v entries							50	+ ADD	PRODU
v 10 ~ entries roduct de Product		Quantity Received	Lot No 💧	Expiry Date	Unit Price	Line Total	56		PRODU
roduct . Product	4		Lot No	Expiry Date	Unit Price	Line Total	S		PRODU

- 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.

					RETUR	RN TO LIST	SAVE 🔒 U	PDATE STOCK
RECIEVE FROM CMSD/GoB+ CREATE/EDIT								
Receive Invoice# REC-CMSDA56B-C001/21-0002	*	Supplier Centrol Medical S	tores Depot(CMSD)		Received By Mirza Tofazzal Ho	ssen		Received Date * 18/09/2021
Supplier Invoice# *	Supplier Invoice 01/09/2021	Date *	Source of Fund GFATM *					
Source of Fund Ref. No 251489	Source of Fund I 17/09/2021	Ref. Date	Remarks	li.				
Show 10 ¥ entries								+ ADD PRODUCTS
Product Product	4	Quantity Received	Lot No 0	Expiry Date	Unit Price	Line Total		ŧ
			No data ava	ilable în table				
Total:								
Showing 0 to 0 of 0 entries								Previous Next

6.5.1.2. Receive from CMSD/GoB Invoice - Add Products

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

ADD PRODUC	CTS		>	×
Product Classif All Product Classif				
		Search:		
Product Code	Product		Unit Price	
Accerseries				^
ACC010	ZN Microscope		0	
ACC103	Aluminium frame (18x60x4.1)		0	
ACC063	Ambubag		0	
ACC060	Aspiration system		0	
ACC029	Auto Clave machine		0	
ACC007	Auto voltage stabilizers		0	
ACC002	BP Blade		0	
ACC009	BP Handle		0	~
Showing 1 to 756 of	756 entries ADD CANCEL			

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

						ADD PRODUCTS
Product Code	Product	Quantity Received	Lot No	Expiry Date	Search: Unit Price	Line Total
MEDFLD						
T MED002	2 FDC Adult (R150/H75)					0
C × MED004	3 FDC Adult (R150/H75/E275)					0
C × MED001	4 FDC (R150/H75/Z400/E275)					0

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

EVE FROM CMSD/	GoB- CREATE/EDIT								
Receive Invoice REC-CMSD/GoB			Supplier Centrol Medico	Stores Depot(CMSD)	•	Received By Mirza Tofazzal Hossen		Received Dat 18/09/2021	
Supplier Invoic	c# *	Supplier Invoice	Date	Source of Fund					
1245		01/09/2021	8	GFATM					
Source of Fund	Ref. No	Source of Fund	Ref. Date	Remarks					
251489									
		17/09/2021			lle				
		17/09/2021			<i>l</i> k.		s	+ ADD	PRODU
roduct Code	Product	17/09/2021	Ē	Quantity Received	/k Lot No	Expiry Date	S Unit Pric	iearch:	PRODUC
roduct Code DFLD	Froduct	17/09/2021	Ē	Quantity Received		Expiry Date		iearch:	
	Product 2 FDC Adult (R			Quantity Received		Expiry Date		iearch:	

- 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**.

						RETURN TO LIST	🖺 SAVE 🔒 UPI	DATE STOCK
IEVE FROM CMSD/0	GoB- CREATE/EDIT							
Receive Invoice REC-CMSD/GoB-		•	Supplier Centrol Medical 5	itores Depot(CM5D)		Received By Mirza Tofazzal Hassen		Received Date • 18/09/2021
Supplier Invoice	e# *	Supplier Invoice 01/09/2021	e Date	Source of Fund GEATM				
Source of Fund 251489	Ref. No	Source of Fund	Ref. Date	Remarks	h			
								+ ADD PRODUC
							Se	+ ADD PRODUC
Product Code	Product			Quantity Received	Lot No	Expiry Date	Se Unit Price	sorch:
	Product			Quantity Received	Lot No	Expiry Date		sorch:
EDFLD	Product 2 FDC Adult (R)	L50/H75)		Quantity Received	Lot No	Expiry Date		sorch:
Product Code REDFLD RED002 RED004								

• 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.

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• 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

Quarter Q3: Jul-Sep	* 2021	÷	District Cumilla	÷	Facility Barura UHC, Cumilla	*	+ ADD	VIEW SEDIT	🛪 Delete	
how 10 v entrie	i.								Search:	
	Date Indent#		Quarter	Year	Facility	Category I=(a)	Total (b)	Total Child	IPT (e)	Status

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.

BINDENT- CREATE/ADIT BINDENT- CREATE/ADIT Definition BINDENT- CREATE/ADIT Proved By Select Prepared By Contact No Contact No Select Prepared By Contact No Contact	08 Indent												
Indent Date Pacifity Prepared By Contact No No-U078/22-0003 09,03,2022 Barura UHC, Cumilio * Prepared By * Contact No Quarter 2022 Remarks Approved By Salect Approved By * Contact No 2021 jan-Max 2022 Remarks Approved By * Contact No Number of registered cases during the previous quarter Adults (>15 years) New/Category-I = (a) All New/Cat-I Cases together (P+, P-, P, B) P+ve(b1) P-ve(b2) EP(b3) Meningitis, Bone & Neurological TB (b4) Total (b) Child Cat-I (Adult Formulation) = (c) Child Cat-I (Dispersible formulation) = (d) Total Child c5 Years Child Registered for IPT (e) Search: Cat-I = (f) Re- (g) Total(h)= Total Required Quartery Expiry Amount Supplied= (g) Actual (+g) Cannot (+g) Cat-I (+g) Expiry (+g) Expiry Balance (j) Date Amount Supplied= (g) Actual (g) Common									🕈 RE	FURN TO L	IST 🖺 SAVE	Accept	PRI
Indext of the second	18 INDENT- CREATE/EDIT												
Child Cat-1 (Adult Formulation) = (c) Child Cat-1 (Dispersible formulation) = (d) Child Cat-1 (Dispersible formulation) = (d) Total (h)= Child Re- restment= Total (h)= Child Cat-1 (f)= Child Cat-1 (f)= Child Re- restment= Child Cat-1 (f)= Child Re- restment= Total (h)= Child Re- restment= Child Cat-1 (f)= Child Re- restment= Total (h)= Child Re- restment= Child Re- restment= Child Re- restment= Total (h)= Child Re- restment=	Indent# IND-U078/22-0003	inde									3y		st No
Adults (>15 years) New/Category-1 = (a) Re-treatment = (b) Meiningitis, Bone & Neurological TB) Children (<15 years) Child Cat-I (Dispersible formulation) = (d) Total Child Scarch: Child Cat-I (Dispersible formulation) = (d) Total Child Scarch: Scarch: Total (h) Aduut Nome Cat-I = (f) Total(h) = Total Product Nome Cat-I = (f) Total(h) = Total Cat-I = (f) Re- Total(h) = Total Amount to be Supplied=: Actual Quartity Common Order to all for the colspan="2">Scarch: Cat-I = (f) Total (h) Existing Balance (j) Existing Balance (j) Amount to be Supplied=: () - (j)	Quarter Q1: Jan-Mar *			Rema	rks			đi.			Ву		ct No
Re-treatment = (b) Re-treatment = (b) All New/Category-I = (a) P+ve(b1) P-ve(b2) EP(b3) Meningitis, Bone & Neurological TB (b4) P-, EP, Kenningtits, Bone & Neurological TB) P-ve(b1) P-ve(b2) EP(b3) Meningitis, Bone & Neurological TB (b4) Child Cat-1 (Adult Formulation) = (c) Child Cat-1 (Dispersible formulation) = (d) Total Child <5 Years Child Registered for IPT (e)				N	umber of regis			quarter					
All New/Cat-I Cases together (P+, P-, EP, Meringitis, Bone & Neurological TB) P+ve(b1) P-ve(b2) EP(b3) Meningitis, Bone & Neurological TB (b4) Total (b) Child Cat-I (Adult Formulation) = (c) Child Cat-I (Dispersible formulation) = (d) Total Child <5 Years Child Registered for IPT (e)	No. /Coloma 1	- (-)											
Child Cat-I (Adult Formulation) = (c) Child Cat-I (Dispersible formulation) = (d) Total Child <5 Years Child Registered for IPT (e)	All New/Cat-I Cases to P-, EP, Meningitis,	ogether (Pa Bone &	+, P+ve(b1)	р.			(b3)				Total (b)
roduct de Product Name Cat-I = (f) Cat-I						Children (<15 ye	ears)						
raduct Adment Adme	Child Cat-I (Adult Fe	ormulation)	i = (c) Child	Cat-I (Dis	persible for	mulation) = (d)		Total Ch	ild	<5 '	Years Child Regi	stered for IPT	(e)
aduct aduct adue Product Name Re- treatmenter (g) Re- treatmenter (f+g) Re- quarterly (f+g) Re- quarterly (aurterly (f+g) Existing Quarterly (aurterly (f+g) Existing Balance (j) Expiry Date Actual Actual Administration Cat-1 = (f) treatmenter (g) (f+g) Quarterly (f+g) Balance (j) Date Supplied- (f) - (j) Quarterly (f) - (j) Requested												Search:	
No data available in table	roduct Product Name	2	Cat-I =	(f) tr	reatment=		Required Quarterly (+Buffer)				to be Supplied=	Quantity	Comme
						No data available	în table						

- 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)

- 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

UO INDEN	T- CREATE/EDIT											
Indent# IND-U0	* *	Indent D 09/03/20		Facility Barura U	HC, Cumilla				Prepared By Monager - Bo	/ Irura UHC, Cumilla	v Cont	act No
Quarte Q1: Jan-		Year 2022	2	Remarks	5				Approved B Operator - Ba	y Irura UHC, Cumilla	v Cont	act No
				Numl	ber of registe	red cases during	the previous qu	arter				
						Adults (>15 yea	irs)					
	New/Category-I = (a) w/Cat-I Cases toget , EP, Meningitis, Bor Neurological TB)		P+v	e(b1) 3	P-v	Re-treatmet (b2)	hent = (b) EP(t	5		tis, Bone & ical TB (b4) 5	Total	(b) 18
Child	d Cat-I (Adult Formu	lation) = (c	1 Cr	nild Cat-I (Dispe		Children (<15 ye ulation) = (d)	2	Total Child	3	<5 Years Child Re	gistered for li	2 (e)
Product Code	Product Name		Cat-l = (f)	Re- treatment	= (g)	Total(h)= (f+g)	Total Required Quarterly (+Buffer) (i)=2X(h)	Existing Balance (j)	Expiry Date	Amount to be Supplied= (i) -(j)	Actual Quantity Requested	Comment
MEDFLD												
	4 FDC (R150/H75/Z4	00/E275)	= (a+c) x 180	= (b1+b2+b3)x540	0+b4x1080	12780	25560	660		24900	24900	
MED001	2 FDC Adult (R150/H	175)	= (a+c) x 360	-		720	1440	220		1220	1220	
MED001			= d x 180	-		360	720			720	720	
	3 FDC Child (R75/H5	0/Z150) DT										
MED002	3 FDC Child (R75/H6 2 FDC Child (R75/H6		=d x 360	-		720	1440			1440	1440	

- 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. Catl= (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**.

08 INDEN	T- CREATE/EDIT											
Indent# IND-U03	* *	Indent Da 09/03/202		Faci Boru	lity ra UHC, Cumilla				Prepared Manager - E	By Barura UHC, Cumilla	- Cont	act No
Quarter Q1: Jan-I		Year 2022		Rem	arks				Approved Operator - E	By Barura UHC, Cumilla	- Cont	act No
					Number of registe	red cases during	the previous qu	arter				
						Adults (>15 yea						
	New/Category-I = (a w/Cat-I Cases toge , EP, Meningitis, Bo Neurological TB)	ther (P+, ne &	P+ve	e(b1)	P-v	Re-treatn e(b2) 5	nent = (b) EP(b	3) 5		gitis, Bone & ogical TB (b4) 5	Total	(b) 18
		1						0				10
Child	d Cat-I (Adult Form		1 Ch	nild Cat-I (D	ispersible form	Children (<15 ye ulation) = (d)	2	Total Child	З	<5 Years Child Re	egistered for li Search:	2 ²
Product Code	Product Name		Cat-I = (f)	Re- treats	ment= (g)	Total(h)= (f+g)	Total Required Quarterly (+Buffer) (i)=2X(h)	Existing Balance (j)	Expiry Date	Amount to be Supplied= (i) -(j)	Actual Quantity Requested	Comment
IEDFLD												
1ED001	4 FDC (R150/H75/Z	400/E275)	= (a+c) x 180	= (b1+b2+b3)×540+b4×1080	12780	25560	660		24900	24900	
1ED002	2 FDC Adult (R150/	H75)	= (a+c) x 360	÷		720	1440	220		1220	1220	
	3 FDC Child (R75/H	50/Z150) DT	= d x 180	-		360	720	0		720	720	
IED045	2 FDC Child (R75/H	50) DT	=d x 360	-		720	1440	0		1440	1440	
IED045 IED046												

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

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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**.

08 INDEN	IT- CREATE/EDIT											
Indent#	* * 78/22-0003	Indent D 09/03/202			a cility arura UHC, Cumilla				Prepared B Manager - Be	y arura UHC, Cumilla	v Cont	act No
Quarter Q1: Jan-I		Year 2022		• Re	emarks				Approved E Operator - Be	B y arura UHC, Cumilla	v	act No
					Number of registe	red cases during	the previous au	arter				
						Adults (>15 yea						
	New/Category-I = (a)				Re-treatm	nent = (b)					
	w/Cat-I Cases toge , EP, Meningitis, Bo Neurological TB)		P+v	e(b1)		e(b2)	EP(b			itis, Bone & gical TB (b4)	Total	
		1			3	5		5		5		18
						Children (<15 ye	ars)					
Child	d Cat-I (Adult Form	ulation) = (c) CH	hild Cat-l	(Dispersible form	ulation) = (d)	2	Total Child	3	<5 Years Child Ro	egistered for IF	PT (e) 2
											Search:	
Product Code	Product Name		Cat-l = (f)	Re- tre	atment= (g)	Total(h)= (f+g)	Total Required Quarterly (+Buffer) (i)=2X(h)	Existing Balance (j)	Expiry Date	Amount to be Supplied= (i) -(j)	Actual Quantity Requested	Comment
IEDFLD												
IED001	4 FDC (R150/H75/Z	400/E275)	= (a+c) x 180	= (b1+b2+	b3)x540+b4x1080	12780	25560	660		24900	24900	
IED002	2 FDC Adult (R150/	H75)	= (a+c) x 360	-		720	1440	220		1220	1220	
1ED045	3 FDC Child (R75/H	50/Z150) DT	= d x 180	-		360	720			720	720	
	2 FDC Child (R75/H	50) DT	=d x 360	-		720	1440			1440	1440	
/ED046												

• 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

Quarter Q1: Jan-Mar *	Year 2022 *	District Cumilla		Facility All	👻 🔽 To b	e approved		VIEW	PRI
now 10 v entries								Search: <5 Years	
SL# Indent Dat	e Indent#	Quarter	Year	Facility	New/Category-I = (a)	Total (b)	Total Child	Child Registered for IPT (e)	Status

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.

-08 Inc	dent Approvo	1											
								-	RETURN TO	LIST 🖺 SAVE	APPROV	re 🕞 pri	NIT
									nerona re				
08 INDENT	T- CREATE/EDIT												
Indent#		Indent Do	ite	* Facili	У			•	Prepared I	Ву	Con	tact No	
IND-U07	8/22-0003	09/03/202	2 🛍	Boruro	UHC, Cumilla			w.	Manager - B	Barura UHC, Cumilla	v		
Quarter Q1: Jon-W		Year 2022	,	Rema	rks			lh.	Approved Operator - E	B y Barura UHC, Cum i lla	v Con	tact No	
				N	mber of registe	red cases durin	g the previous q	uarter					
						Adults (>15 yea	ars)						
	New/Category-I = (a v/Cat-I Cases toget		Due	e(b1)	D	Re-treatr e(b2)	nent = (b) EP(h 21	Manin	gitis, Bone &	Total	(6.)	
	EP, Meningitis, Bo		P+V	(01)	P-V	2(02)	EPI	53)		gical TB (b4)	lota	(0)	
	Neurological TB)	1		з		5		5		5		18	
						Children (<15 ye	urre)						
Child	Cat-I (Adult Form		1	ild Cat-I (Dis		ulation) = (d)	2	Total Chile	d 3	<5 Years Child R	egistered for I	PT (e) 2	
											Search:		
Product Code	Product Name		Cat-I = (f)	Re- treatme	ent= (g)	Total(h)= (f+g)	Total Required Quarterly (+Buffer) (i)=2X(h)	Existing Balance (j)	Expiry Date	Amount to be Supplied= (i) - (j)	Actual Quantity Requested	Comment	
EDFLD													
ED001	4 FDC (R150/H75/Z	100/E275)	= (a+c) × 180	= (b1+b2+b3)x	540+b4x1080	12780	25560	660		24900	24900		
ED002	2 FDC Adult (R150/	175)	= (a+c) x 360	~		720	1440	220		1220	1220		
ED045	3 FDC Child (R75/H	0/Z150) DT	= d x 180	-		360	720			720	720		
ED046	2 FDC Child (R75/H	i0) DT	=d x 360	-		720	1440			1440	1440		
D011	Ethambutol 100 mg	DT	= (dx180)/2	-		180	360			360	360		
	17 records												

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

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

Quarter Q1: Jan-Ma	ar *	Year 2022	٣	District All	Ŧ	Facility NTP Central Warehouse	Ŧ	+ ADD VIEW	& EDIT	🗙 DELETE 🔒 PRIN
how 10	✓ entries								S	earch:
SL.	Consol	idation Date	Consoli	idation#		District	Quar	ter	Year	
1	13	/02/2022	TB08-DI	S-PLAN-C001/22-0003	[Dhaka	Q1: Jar	n-Mar	2022	
2	31	/01/2022	TB08-DI	S-PLAN-C001/22-0002	3	<i>l</i> ymensingh	Q1: Jar	n-Mar	2022	
3	31	/01/2022	TB08-DI	S-PLAN-C001/22-0001	(Gazipur	Q1: Jar	n-Mar	2022	

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.

y consolidation on TB-08	В										
Consolidation#		Consolidation Dat	te		District			* Prep	ared By		
TB08-DIS-PLAN-C001	/22-0004	09/03/2022		#	Cumilla			• Rah	od Arefin Amil		
Quarter			Year					* Che	cked By		
Q1: Jan-Mar		*	2022					* S.M.	Forhad Pasha	2	π.
Remarks									roved By		
								Med	ical Officer (St	tore)	7
									ed By		•
Consolidate by Healt	th Facility	Consolidate by Imp	plementing A	gency	Consolidat	te by District		Med	ical Officer (St	tore)	Ŧ
										+	Add Inden
		Nur	mbar of row								
		Ttu	inder of regi	istered case	s during the p	previous que	arter				
		Hui	inder of reg	Adults (>15 years)		arter				
New/Categor			inder of reg	Adults (R		(b)					
All New/Cat-I Cases P-, EP, Meningin	s together (P+, tis, Bone &	P+ve(b1)		Adults (>15 years)		M	eningitis, Bon irological TB		Total (b)
All New/Cat-I Case:	s together (P+, tis, Bone &			Adults (R	>15 years) e-treatment = ((b)	M		(b4)		i) put here
All New/Cat-I Cases P-, EP, Meningin	s together (P+, tis, Bone & al TB)	P+ve(b1)		Adults (R P-ve(b2)	>15 years) e-treatment = (b) EP(b3)	M	irological TB	(b4)		
All New/Cat-I Cases P-, EP, Meningin	s together (P+, tis, Bone & al TB) inpot bere	P+ve(b1)		Adults (R P-ve(b2) Input h Children	>15 years) e-treatment = (ene	b) EP (b3)	M	input h	(b4) erc		
All New/Cat-I Case: P-, EP, Meningi Neurologic	s together (P+, tis, Bone & al TB) inpot bere	P+ve(b1)		Adults (R P-ve(b2) Input h Children	>15 years) e-treatment = (ene	b) EP (b3)	Mere	inputh	(b4) erc	gistered for IP	
All New/Cat-I Case: P-, EP, Meningi Neurologic	s together (P+, tis, Bone & al TB) input here Formulation) = (c)	P+ve(b1)		Adults (R P-ve(b2) Input h Children	>15 years) e-treatment = ((<15 years) = (d)	b) EP (b3)	here	inputh	(b4) erc	gistered for IP	put here PT (e)
All New/Cat-I Case: P-, EP, Meningi Neurologic	s together (P+, tis, Bone & al TB) input here Formulation) = (c)	P+ve(b1)		Adults (R P-ve(b2) Input h Children	>15 years) e-treatment = ((<15 years) = (d)	b) EP (b3)	here	inputh	(b4) erc	gistered for IP	put here PT (e)
All New/Cat-I Case P-, EP, Meningi Neurologic Child Cat-I (Adult I	s together (P+, tis, Bone & al TB) input here Formulation) = (c)	P+ve(b1)		Adults (R P-ve(b2) Input h Children	>15 years) e-treatment = ((<15 years) = (d)	b) EP (b3)	here	inputh	(b4) erc	gistered for IP	put here PT (e)
All New/Cat-I Case P-, EP, Meningi Neurologic Child Cat-I (Adult I Product	s together (P+, tis, Bono & al TB) imput here Formulation) = (c) input here	P+ve(b1)		Adults (R P-ve(b2) Input h Children	>15 years) e-treatment = ((<15 years) = (d)	b) EP(b3)	here	inputh	(b4) erc	gistered for IP	put here PT (e)
All New/Cat-I Case P-, EP, Meningi Neurologic Child Cat-I (Adult I Product	s together (P+, tis, Bono & al TB) imput here Formulation) = (c) input here	P+ve(b1)		Adults (R P-ve(b2) Thout he Children formulation)	<pre>>15 years) =-treatment = ((<15 years) = (d) Toport here</pre>	b) EP(b3)	here	inputh	(b4) erc	in gistered for IP inpu	put here PT (e)
All New/Cat-I Case P-, EP, Meningi Neurologic Child Cat-I (Adult I Product	s together (P+, tis, Bono & al TB) imput here Formulation) = (c) input here	P+ve(b1)		Aduits (R P-ve(b2) Inset b Children formulation)	>15 years) e-treatment = ((<15 years) = (d)	b) EP(b3)	here	inputh	(b4) ere	in gistered for IP inpu earch:	Put here
All New/Cat-I Case P-, EP, Meningi Neurologic Child Cat-I (Adult I Product	s together (P+, tis, Bono & al TB) imput here Formulation) = (c) input here	P+ve(b1)	Dispersible	Adults (R P-ve(b2) Thout he Children formulation)	>15 years) =-treatment = ((<15 years) = (d) input here Existing	b) EP(b3) Input	interc. M interc. I intercent of the second se	Input h	(b4) erc	in gistered for IP inpu	put here PT (e)

- 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.

						🖛 RE	TURN TO LIST	r 🖹 Save	PF
y consolidation on TB-08									
Consolidation# * TB08-DIS-PLAN-C001/22-0004	Consolidation Date 09/03/2022	*	District Cumilla				pared By had Arefin Ami	i	*
Quarter Q1: Jan-Mar	*	Year 2022					ecked By I. Forhad Pash	a	*
Remarks							proved By dical Officer (Si	tore)	
Consolidate by Health Facility	O Consolidate by Implen	nenting Agency	🔿 Consolida	ite by District			ued By dical Officer (Si	tore)	Ţ
								+	Add Inder
	Numb	er of registered case		previous que	arter				
New/Category-I = (a)			(>15 years) le-treatment =	(b)					
All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	P+ve(b1)	P-ve(b2)		EP(b3)		eningitis, Bor urological TB input	(b4)	Total (I	o) put here
Child Cat-I (Adult Formulation) = (c) input heres	Child Cat-I (Disp	Childrer persible formulation	(<15 years)) = (d) input here	1	Fotal Child input her		ars Child Re	gistered for IF	PT (e) it here
Product All *									
							Si	earch:	
Product Catl = (1)	Catll = (2)	Total Total (a) = Quarterly 1+2)	Existing Balance with expiry	Amount to be supplied	Actual Quantity Requested	Actual Supply Quantity	Issued Qty	Batch/Lot Number	Expiry Date
	c	(+Buffer)	date	subbuca					

7.3.1.2. Supply Consolidation on TB-08 Indent - Items

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

ADD TB-08 INDE	NT		×
Consolidated	: 0	Available: 18	Total Indent: 1
			Search:
Indent#	Date	Facility	
IND-U078/22-0003	09/03/2022	Barura UHC, Cumilla	
Showing 1 to 1 of 1 entri	es		
		ADD CANCEL	

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

consolidation on TI	R-08										
	8-00	Consolidation D			District			• Dro	pared By		
Consolidation# TB08-DIS-PLAN-CI	001/22-0004	09/03/2022	ate	m	Cumilla				parea By ad Arefin An	nil	
Quarter			Year					* Che	cked By		
Q1: Jan-Mar		v	2022					▼ S.M	. Forhad Pas	ha	٠
Remarks									proved By		
									dical Officer (Store)	*
									ued By dical Officer (Storal	Ĵ
Consolidate by H	lealth Facility	Consolidate by In	nplementing	Agency	○ Consolide	te by District		wied	accar officer (30016)	
										+	Add Inde
		N	umber of re	gistered case	s during the	previous quo	irter				
New/Cate	:gory-l = (a)				(>15 years) e-treatment =	(b)					
All New/Cat-I Co	ases together (I	P+, P+ve(b1)		P-ve(b2)	e-deduient =	EP(b3)		eningitis, Boi		Total	(b)
	ngitis, Bone & Igical TB)						Net	rological TB (b4)			
		1	3		5		5		5		18
					(<15 years)						DT ()
Child Cat-l (Adu	alt Formulation	1 Child Cat-1	Dispersible	e formulation)	= (a) 2		otal Child	3	ars Child R	egistered for I	2 PT (e)
Product	7										
Product All	•									Search:	
All	v Catl = (1)	Cotll = (2)	Total (a) = {1+2}	Total Required Quarterly (+Buffer)	Existing Balance with expiry date	Amount to be supplied	Actual Quantity Requested	Actual Supply Quantity	Issued Qty	Search: Batch/Lot Number	Expiry Date
All		Catli = (2)	(a) =	Required Quarterly	Balance with expiry	to be	Quantity	Supply	Issued	Batch/Lot	
All Product arura UHC, Cumilla FDC (R150/H75	Cotl = (1)		(a) = (1+2)	Required Quarterly (+Buffer)	Balance with expiry date	to be supplied	Quantity Requested	Supply Quantity	Issued	Batch/Lot	
All Product arura UHC, Cumilla FDC (R150/H75 400/E275)		Cottl = (2) = (b1+b2+b3)x540+b4x1080	(a) =	Required Quarterly	Balance with expiry	to be	Quantity	Supply	Issued	Batch/Lot	
All Product arura UHC, Cumilla FDC (R150/H75 400/E275) FDC Adult	Cotl = (1)		(a) = (1+2)	Required Quarterly (+Buffer)	Balance with expiry date	to be supplied	Quantity Requested	Supply Quantity	Issued	Batch/Lot	
	Catl = (1) = (a+c) x 180	= (b1+b2+b3)x540+b4x1080	(a) = (1+2) 12780	Required Quarterly (+Buffer) 25560	Balance with expiry date 660	to be supplied 24900	Quantity Requested 24900	Supply Quantity 24900	Issued	Batch/Lot	
All Product arura UHC, Cumilla FDC (R150/H75 4/00/E275) FDC Adult 150/H75) FDC Child	$Cotl = (1)$ $= (\alpha + c) \times 180$ $= (\alpha + c) \times 360$	= (b1+b2+b3)x540+b4x1080	(o) = (1+2) 12780 720	Required Quarterly (+Buffer) 25560 1440	Balance with expiry date 660 220	to be supplied 24900 1220	Quantity Requested 24900 1220	Supply Quantity 24900 1220	Issued	Batch/Lot	
All Product arura UHC, Cumilla FDC (R150/H75 FDC CAdut 150/H75) FDC Child 75/H50/Z150) DT FDC Child hambutol 100 mg	Catl = (1) = (a+c) × 180 = (a+c) × 360 = d × 180	= (b1+b2+b3):540+b4x1080 -	(o) = (1+2) 12780 720 360	Required Quarterly (+Buffer) 25560 1440 720	Balance with expiry date 660 220 0	to be supplied 24900 1220 720	Quantity Requested 24900 1220 720	Supply Quantity 24900 1220 720	Issued	Batch/Lot	
All Product arura UHC, Curnilla FDC (R150/H75 FDC Adult 150/H75 FDC Child FDC Child FDC Child	Catl = (1) = (a+c) x 180 = (a+c) x 180 = (a+c) x 360 = d x 180	= (b1+b2+b3)x540+b4x1080 - -	(c) = (1+2) 12780 720 360 720	Required Quarterly (+Buffer) 25560 1440 720 1440	Balance with expity date 660 220 0	to be supplied 24900 1220 720 1440	Quantity Requested 24900 1220 720 1440	Supply Quantity 24900 1220 720 1440	Issued	Batch/Lot	
All Product Product Cumilla PCC (R150/H75 Ad00(E275)/175 PDC Child PCC Child	Cotl = (1) = (a+c) × 180 = (a+c) × 360 = d × 180 = d × 360 = (dx180)/2		(o) = (1+2) 12780 720 360 720 180	Required Quarterly (+Buffer) 25560 1440 720 1440	Balance with expiry date	to be supplied 24900 1220 720 1440 360	Quantity Requested 24900 1220 720 1440 360	Supply Quantity 24900 1220 720 1440 360	Issued	Batch/Lot	
All Product arura UHC, Cumilla FDC (R150,H75 COLid A00/E275) FDC Adult (150,H75) FDC Child (755/H50/DT FDC Child (755/H50) DT FDC Child exofloxacin 500 exofloxacin 250	Cotl = (1) = (a+c) × 180 = (a+c) × 360 = d × 180 = d × 360 = (dx180)/2	= (b1+b2+b3)x540+b4x1080	(a) = (1+2) 12780 720 360 720 180 4860	Required Quarterly (+Buffer) 25560 1440 720 1440 360 9720	Belence with expiry date	to be supplied 24900 1220 720 1440 360 9720	Quantity Requested 24900 1220 720 1440 350 9720	Supply Quantity 24900 1220 720 1440 360 9720	Issued	Batch/Lot	

- 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. Catl= (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.

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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.**

Product	Balance	Issue Quantity
2 FDC Adult (R150/H75)	28,718,800	5,040
2 FDC Child (R75/H50) DT	2,668,648	2,880
3 FDC Child (R75/H50/Z150) DT	2,022,852	1,440
4 FDC (R150/H75/Z400/E275)	28,893,380	20,880
Ethambutol 100 mg DT	813,701	720
Isoniazid 100 mg DT-IPT	1,821,875	2,880
Levofloxacin 250 mg-FLD	0	15,120
Levofloxacin 500 mg-FLD	1,580	7,560

- 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.**

								Ang RE	TURN TO LIS	T SAVE	
ly consolidation on TB-	08										
Consolidation# TB0B-DIS-PLAN-COO	01/22-0004	Consolidation D 09/03/2022	ate		District Cumilla		*		ared By d Arefin Amil		
Quarter Q1: Jan-Mar		ý.	Year 2022				in V		ked By orhad Pasha		
Remarks									oved By al Officer (Sta	re)	Ŧ
Consolidate by Her	alth Facility	O Consolidate by Im	plementing Age	ncy Ö) Consolidate b	by District	10	10000	d By al Officer (Sta	re)	Ŧ
										+	Add Ind
		h	lumber of regi			evious quarte	ar				
New/Cates	aory-l = (a)			Adults (>1) Re-t	reatment = (b)						
All New/Cat-I Ca P-, EP, Menin Neurolog	gitis, Bone &	P+ve(b1)	3	P-ve(b2)	5	ЕР(ЬЗ)		ingitis, Bone ological TB (l		Total (I	b) 18
	lt Formulation} = ((Dispersible fe	Children (<1			al Child	1	abilit a	istered for IP	
chila cat-i (Adu	it Pormulation) = (1	(Dispersible in	srmutation) =	2	100	3		s child keg	Istered for in	2
Product 4 FDC (R150/H75/2	1400/E275) *	Balance 6,194,127		Planned Total 24,900	Issue Qu	uantity	Qty Rat	ioning (%)		E u	PDATE
									Se	earch:	
Product	Catl = (1)	Catil = (2)	Total (a) = (1+2)	Total Required Quarterly (+Buffer)	Existing Balance with expiry date	Amount to be supplied	Actual Quantity Requested	Actual Supply Quantity	Issued Qty	Batch/Lot Number	Expir Date
larura UHC, Cumilia											
FDC (R150/H75 Z400/E275)	= (0+c) × 180	= (b1+b2+b3)x540+b4x108	80 12780	25560	660	24900	24900	24900			

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- 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 -

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

- 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.

Quarter Q1: Jan-N		7ear D 2022 T A		cility P Central Warehouse	v AL	nplementing Ag	ency .		
				🖋 EDIT 🗱 DELETE		EET - DISTRICT	TOP SHEET	IMPLEMENTING AC	
Show 10) v 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, Cumilia	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	0 27/02/2022	ISS-TB08-IND- C001/22-0007	Chankharpul CDC, Dhaka	7476	Q1: Jan-Mar		2022	Dhaka	Govt.
4	0 14/02/2022	ISS-TB08-IND- C001/22-0006	Tangail Sadar UHC, Tangail	IND-U223/22-0001	Q1: Jan-Mar		2022	Tangail	Damien Foundation
Б	0 13/02/2022	ISS-TB08-IND- C001/22-0005	CWFD Dayaganj, Dhaka- Urban, Dhaka	IND-R076/22-0001	Q1: Jan-Mar		2022	Dhaka	CWFD

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

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

- 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 <u>http://elmis.ntp.gov.bd</u> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From eLMIS Entry menu, select Indent>General Indent submenu

From	To	Facility	
21/06/2021	1/09/2021	Keranigonj UHC, Dhaka *	+ ADD 🖹 VIEW 🖋 EDIT 🗶 Delete
how 10 v entries			Search:
how 10 v entries	Indent Date	Indent#	Search: Search: Search:

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.

			RETURN TO LIST	SAVE C	DELETE ALL and RECREA	TE 🔒 SUBMI	
INDENT STOCK	- CREATE/EDIT						
Indentă IND-U141/	Indent# Indent To IND-0141/21-7506 Select Indent To		•	Prepared By Operator - Keranigonj UHC, Dhaka		• Date 21/09/20	• •21 m
Remarks			<i>l</i> k	Approved By Manager - Keranig	anj UHC, Dhaka	Date 21/09/20	21
						ALL ONL	Y INDENT ITEMS
						Search:	
Product Code	Product Name			Stock on Hand	Calculated Indent Quantity	Indent Quantity	Comment
		No dab	a available in table				

- 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

		[neturn to list	SAVE 2	DELETE ALL and RECREA	ATE	SUBMIT	🔒 PRIN
DENT STOCK	- CREATE/EDIT							
Indent# IND-U141/2	Indent# Indent To Indent To NTP Central Warehouse			Prepared By Operator - Keranigonj UHC, Dhaka			Date 10/09/2021	m
Remarks			ħ.	Approved By Manager - Keranig	onj UHC, Dhaka	•	Date 10/09/2021	
						AL		IDENT ITEM
						Se	arch:	
Product Code	Product Name			Stock on Hand	Calculated Indent Quantity	c	Indent Juantity	Commen
		No data civ	ailable in table					

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

7.4.1.2. General Indent – Items

NDENT STOCK	C - CREATE/EDIT						
Indent# IND-U141	, /21-7506	Indent To NTP Central Warehouse		Prepared By Operator - Keranig	onj UHC, Dhaka	* Date * 10/09/20	, 21 節
Remarks			A	Approved By Manager - Keranig	janj UHC, Dhaka	* Date * 10/09/20	21
							Y INDENT ITEM
						Search: fdc	
Product Code	Product Name			Stock on Hand	Calculated Indent Quantity	Indent Quantity	Commen
MEDFLD							
MED002	2 FDC Adult (R150/H75)			650		500	
FLD066	2 FDC Adult (R150/H75) for TPT Treatment			0			
MED046	2 FDC Child (R75/H50) DT			0			
MED004	3 FDC Adult (R150/H75/E275)			30		300	
MED045	3 FDC Child (R75/H50/Z150) DT			600		500	

- 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**.
| Indentä | • | Indent To | • | Prepared By | | * Date | • |
|-----------------|-------------------------------|-----------------------|-----|-----------------------------------|-------------------------------|-------------------------------|---------------|
| IND-U141 | 21-7506 | NTP Central Warehouse | * | Operator - Keranigi | onj UHC, Dhaka | * 10/09/20 | 21 🏛 |
| Remarks | | | jh. | Approved By
Manager - Keranige | anj UHC, Dhoka | * Date
10/09/20 | 21 🗰 |
| | | | | | | | Y INDENT ITEM |
| Product
Code | Product Name | | | Stock on Hand | Calculated Indent
Quantity | Search:
Indent
Quantity | mer |
| EDFLD | | | | | | | |
| IED002 | 2 FDC Adult (H150/H75) | | | 650 | | 500 | |
| EDC04 | 3 FDC Adult (R150/H75/E275) | | | - 30 | | 300 | |
| ED045 | 3 FDC Child (R75/H50/Z150) DT | | | 600 | | 500 | |
| ED001 | 4 FDC (R150/H75/Z400/E275) | | | 700 | | 500 | |

• 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		То	District		Facility		_	VIEW	EDIT	
10/12/2021	-	10/03/2022	Gazipur	Ŧ	All	· .	To be approved	I VIEW	& EDIT	PRIN
now 10 v en	tries							Sec	rch:	
SL#	Inde	ent Date	Indent#		1	ndentor	Indent To	Status		
1	0 0	6/03/2022	IND-U483/22-0	004	50) Bedded Hospital, Tongi, Gazi	ipur NTP Central Warehouse	Submitte	ed	
2	0 2	8/02/2022	IND-U483/22-0	003	50) Bedded Hospital, Tongi, Gazi	ipur NTP Central Warehouse	Submitt	ed	

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 Ir	ndent Approval						
				RE	TURN TO LIST	VE APPROVE	
INDENT STOCK	K - CREATE/EDIT						
Indent# IND-U483	*	Indent To NTP Central Warehouse	* *	Prepared By Manager - 50 Bedde	d Hospital, Tongi, Gazi	* Date • 06/03/2022	*
Remarks			li.	Approved By Manager - 50 Bedde	d Hospital, Tongi, Gazi	* Date * 06/03/2022	2 🛗
Product Cle All Product C	assification Classification *					ALL ONLY Search:	INDENT ITEMS
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
 Distribution Plan on General Indent

21/06/2021	To 21/09/2021	Facility NTP Central Warehouse *	+ ADD VIEW / EDIT X DELETE
Show 10 v entrie			Search:
SL.	Plan Date	Plan ID#	
1	O 20/09/2021	DIS-PLAN-C001/21-0001	

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.

	n Indent						
Plan ID#		* Remarks		Prepared By	•	Date	*
DIS-PLAN-	001/21-0002		lh.	Rohod Arefin Amil	•	21/09/2021	m
				Checked By		Date	
				S.M. Forhad Pasha	7 0	21/09/2021	曲
				Approved By		Date	÷.
				Medical Officer (Store)	÷.	21/09/2021	60
						C D OULCOL Y	
oduct I		×					Add Inde

- 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.

ent						
	Remarks		Prepared By	•	Date	
21-0002			Rohod Arefin Amil	<u></u>	21/09/2021	m
			Checked By		Date	
			S.M. Forhad Pasha	T 2	21/09/2021	1
			Approved By		Date	0.
			Medical Officer (Store)	*	21/09/2021	前
					+ /	Add Inc
Indent F Date	acility	Product	Facility Balance	Indent Quantity	Planned Issue	Quanti
	Indent		Indent Equility Product	21-0002 Rahed Aretin Arnii Rahed Aretin Arnii Checked By S.M. Forhod Posho Approved By Medical Officer (Store) Indent Earliny Product Pacility	21-0002 Rohod Aretin Arnil * Checked By S.M. Forhod Posho * Approved By Medical Officer (Store) *	21-0002 Rahad Aretin Armil * 21/03/2021 Checked By S.M. Forhad Pasha * 21/03/2021 Checked By S.M. Forhad Pasha * 21/03/2021 Approved By * Date 21/03/2021 * Indent Earliny Product Facility Indent Planaed Ionic

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

Indent Facility Product Indent Facility Product Indent Facility Product Indent Facility Indent Indent4 Indent Facility Product Facility Indent 100-012121-7506 1009/2021 Keranigorij UHC, Dhoka 2 FDC Adult (R150H/75) 6550 500		
S.M. Fonhod Posho 21/09/2021 Approved By Medical Officer (Store) Date 21/09/2021 Troduct Date 21/09/2021 Indent# Fodility Date Date 21/09/2021 Indent# Indent Date Fodility Fodility Indent Quantity Product Fodility Balance Indent Quantity Parameter Plane IND-U141/21-7506 10/09/2021 Keranigorij UHC, Dhoka 2 FDC Adult (R150/H75) 650 500		*
Indent# Indent Facility Facility Indent Facility Indent Product Facility Indent Product Facility Indent Output Output </td <td></td> <td>m</td>		m
Indent# Indent Facility Product Facility Indent# Product Product Facility Indent# Product Product Facility Indent# Product Product		
Indextili Date Facility Product Balance Quantity Qu IND-U141/21-7506 10/09/2021 Keranigonj UHC, Dhoka 2 FDC Adult (R150/H75) 650 500	+	Add Inder
		nned Issue Quantity
IND-U141/21-7506 10(09/2021 Keraniganj UHC, Dhoka 3 FDC Adult (R150/H75(E275) 30 300	2 FDC Aduit (R150/H75) 650 500	500
	3 FDC Adult (R150(H75/E275) 30 300	300
IND-U141/21-7506 10/09/2021 Keranigoni UHC, Dhaka 3 FDC Child (R75/H50/Z150) DT 600 500	3 FDC Child (R75/H50/Z150) DT 600 500	500
IND-U141/21-7506 10/09/2021 Keranigori UHC, Dhaka 4 FDC (R150/H75/Z400/E275) 700 500	4 FDC (R150/H75/Z400/E275) 700 500	500

- 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.

Product	Balance	Planned Issue Quantity
2 FDC Adult (R150/H75)	28,735,460	500
3 FDC Adult (R150/H75/E275)	20,000	300
3 FDC Child (R75/H50/Z150) DT	2,022,152	500
4 FDC (R150/H75/Z400/E275)	28,967,200	500

- 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.

tribution Plan on Inder	at .							
Plan ID# DIS-PLAN-C001/2	•	Remarks		Prepared By Rahad Arefin Are		•	Date 21/09/2021	
Dig-+ Dig-000.02	1-0002			Hubble Michin Mi			2.000(2023	(<u>113</u>
				Checked By			Date	
				S.M. Forhad Pasl	ha		21/09/2021	m
				Approved By			Date	14
				Medical Officer (Store)		21/09/2021	60
Product All	}						+ /	Add Inder
	Indent	Facility	Product		Facility Balance	Indent Quantity		ed Issue Quantity
Indent#	Date							
Indent# IND-U141/21-7506		Keranigonj UHC, Dhaka	2 FDC Adult (R150/H75)		650	500		500
	Date	0	2 FDC Adult (R150/H75) 3 FDC Adult (R150/H75/		650 30	500 300		500 300
IND-U141/21-7506	Date 10/09/2021	Keranigonj UHC, Dhaka		E275)				

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

From		То		Facility		
21/06/2021	曲	21/09/2021	(11)	NTP Central Warehouse	· ·	ADD + PICK-INDENT VIEW PEDIT X DELETE PRIN
ihow 10 v	entries					Search:
SL.	Issue I	Date	Issu	e Invoice#	Indentor	Indent#
1	0 21/	9/2021	ISS-I	ND-C001/21-0003	Keranigonj UHC, Dhoka	IND-U141/21-7506
z	0 20/0	09/2021	ISS-I	ND-C001/21-0002	Dhamrai UHC, Dhako	IND-0139/21-7518
3	0 15/0	19/2021	ISS-II	ND-C001/21-0001	Keranigonj UHC, Dhaka	IND-U141/21-7504

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

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

Quarter Q3: Jul-Se		Year 2021 *	District	* NTP Cen	itral Warehouse	* ALL			
10w 10) v entries	C	PICK-INDENT	VIEW & EDIT	X DELETE	OP SHEET - DISTRICT	D TOP SHEET - IMP	LEMENTING A	SENCY
SL	Issue Date	Issue Invoice#	District	Indentor	Indent#	Quarter	Year	District	Implementing Agency
1	0 06/07/2021	ISS-TB08-IND- C001/21-0021	Dhaka	Ashar Alo Saciety, Adabar, Dhaka-Urban, Dhaka	IND-R067/21-0002	Q3: Jul-Sep	2021	Dhaka	Ashar Alo Society
2	0 04/07/2021	ISS-TB08-IND- C001/21-0020	Gazipur	50 Bedded Hospital, Tangi, Gazipur	IND-U483/21-0001	Q3: Jul-Sep	2021	Gazipur	BRAC
3	04/07/2021	ISS-TB08-IND- C001/21-0019	Gazipur	Gazipur Sadar UHC. Gazipur	IND-U155/21-0001	Q3: Jul-Sep	2021	Gozipur	BRAC

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

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

Indent#	Date	Facility	
IND-N053/21-0001	06/07/2021	Adhunik Medical College Hospital-Uttara, BRAC Dakkhin Khan, Dhaka	
IND-N057/20-0001	01/03/2020	Adabar, BRAC Dakkhin Khan, Dhaka	
7492	20/05/2017	Ashar Alo Society, Adabar, Dhaka-Urban, Dhaka	

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

								🕈 RETUR	IN TO LIST	AVE	JPDATE STOCK	
e Against TB-08	Indent - CREATE/E	DIT										
Issue Invoice	# -C001/22-0009		Distri		Indentor Barura UHC	2. Cumilla		ared By ad Arefin Amil		•	Date 09/03/2022	
Quarter Q1: Jan-Mar	* Year * 2022		*	Implementing Agency BRAC				:ked By Forhad Pasha			Date 09/03/2022	*
Indent# IND-U078/22-	0003			Remarks Supply Plan on TB-08 Inden	t			roved By col Officer (St	ore)		Date 09/03/2022	*
							Issu	e d By col Officer (St	ore)	.*	Date 09/03/2022	*
				Nu	mber of registere	d cases during the	previous quarter					
					A	dults (>15 years)						
All New/Ca P-, EP,	v/Category-I = (a) t-I Cases togeti Meningitis, Bon urological TB)	e &	, 1	P+ve(b1)	P-ve(l	Re-treatment	EP(b3)		Meningitis, Bone & Neurological TB (b4) 5		Total (b)	18
					ch	nildren (<15 years)						
Child Cat-I	l (Adult Formula	ition) -	- (c) 1	Child Cat-I (Disp	ersible formulo		2	tal Child	3 <5 Year	s Child Reç	istered for IPT (2
			Indento								Search:	
			Indento						Store			
roduct ode	Product			Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Batch/Lo Number	t Expiry Date	Don Ref#
MED001	4 FDC (R150/H7	5/Z400/I	275)	24900	660	5844127	24900	Tab				
MED002	2 FDC Adult (R1	50/H75)		1220	220	400000	1220	Tab		3522		
MED045	3 FDC Child (R75	/H50/Z	150) DT	720	D	497120	720	Tab				
MED046	2 FDC Child (R75	/H50) D	т	1440	0	993906	1440	Tab				
MED011	Ethambutol 100	mg DT		360	0	198560	360	Tab				
FLD062	Levofloxacin 500	mg-FLI	þ	9720	0	174700	9720	Tab				
FLD063	Levofloxacin 250	mg-FLI	>	19440	0	949240	19440	Tab				
MED006	Isoniazid 100 mg	DT-IPT		1440	0	958240	1440	Tab				

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

All Product Clas	sification *				Search:		
Product Code	Product	Batch/Lot Number	Expiry Date	Batch/Lot Quantity	DGDA NOC#	Donor Ref#	
Accerseries							1
ACC010	ZN Microscope			43			
ACC103	Aluminium frame (18x60x4.1)			53			1
MEDFLD							
MED002	2 FDC Adult (R150/H75)	3522		398,280			
MED002	2 FDC Adult (R150/H75)	lot-1	31/05/2022	429,570			
MED002	2 FDC Adult (R150/H75)	lot-2	31/01/2023	19,993			
MED002	2 FDC Adult (R150/H75)		31/01/2024	300,000			
FLD066	2 FDC Adult (R150/H75) for TPT Treatment			2,999,700			١.

- 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

om		To		Facility						
0/04/2021	曲	10/07/2021	#	NTP Central Warehouse		+ ADD + PICK-INDENT	VIEW	/ EDIT	X DELETE	PRI
ow 10 🗸	entries							Sean	chc	
ow 10 ~ . SL.	entries Issue D	late	Issue	e Invoice#	Indentor		Indenti	Sean	che	

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.

VOUCHER - CREATE/EDIT									
Issue Invoice#	•	Indentor	(. •)	Indent#		Prepared By		Date	
ISS-IND-C001/21-0002		Select Indentor		input here		Rahad Arefin Amil	•	10/07/2021	m
Remarks						Approved By		Date	
						Medical Officer (Store)	۰.	10/07/2021	8
						Issued By	۲	Date	•
					M.	Medical Officer (Store)	÷	10/07/2021	=

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

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

					3 ^{**}	RETURN TO	LIST 🖺 SAV		DATE STOCK	PRINT
JE VOUCHER	- CREATE/EDIT									
Issue Invoi	ice# *	Indentor 250 Bedded TB Hospital, Sh *	Indent# 25487			ared By d Arefin Amil			Date 29/07/2021	
Remarks						oved By al Officer (Store	1	.*	Date 29/07/2021	
					Issue			*	Date 29/07/2021	
								s	+ ADD F	RODUCT
		Indentor					Store			
Product Code	Product	Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#
				a available in table						

8.2.1.2. Issue against General Indent Invoice - Add Products

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

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

- 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

Page 83 of 214

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

								Sear	h	
	Ind	entor					Store			
Product Code	Product	Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Lot No	Expiry Date	Dono Ref#
Accerseries										
× ACC063	Ambubag			30		Pos				
X ACCOD2	BP Blade			200		Pcs				

• 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**.

UE VOUCHE	R - CREATE/EDIT									
Issue Inv		Indentor	Indent#			ared By			Date	
ISS-IND-0	001/21-0002	250 Bodded TB Hospital, Sh., *	25487		Rohod	d Arefin Amil		<u>8</u>)	29/07/2021	1
Remarks						oved By		٠	Date	×
					Medic	al Officer (Stor	e)	*	29/07/2021	m
					Issue				Date	
					Medic	al Officer (Stor	0)	7	29/07/2021	8
									+ ADD F	RODU
		Indentor					Store	S	+ ADD F	PRODUC
	Product	Indentor Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	Store No of Cartons	S Lot No		Don
Code	Product	Indent		Stock		Unit	No of		earch: Expiry	Don
Product Code Accersories	Product	Indent		Stock		Unit Pcs	No of		earch: Expiry	PRODUC Don Refi

• 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.

PICK-INDENT			×
		Search:	
Indentë	Date	Facility	
IND-R089/21-7422	26/07/2021	250 Bedded TB Hospital, Shyamoli, Dhaka-Urban, Dhaka	1
Showing 1 to 1 of 1 entries			
		ADD CANCEL	

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

UE VOUCHER	R - CREATE/EDIT									
Issue Inve ISS-IND-C	oice# •	Indentor *	Indent# IND-R089/2	1-7422		ared By d Arefin Amil			Date 29/07/2021	
Remarks						oved By al Officer (Store	9		Date 29/07/2021	m
					// Issue //c Medic	d By al Officer (Store	ð		Date 29/07/2021	m
									+ ADD	PRODUC
	1	ndentor					Store	S	+ ADD i earch:	PRODUCT
	Product	Indentor	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	Store No of Cartons	S Lot No		Done
Code		Indent		Stock		Unit	No of		earch: Expiry	Done Ref#
Product Code Accersories		Indent		Stock		Unit	No of		earch: Expiry	Done

- 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

om	То	Facility	
0/04/2021 #	10/07/2021	NTP Central Warehouse *	+ ADD 📄 VIEW 🖋 EDIT 🗙 DELETE 🔒 PR
ow 10 v entri	15		Search:
ow 10 ∨ entri SL.	Issue Date	Issue Invoice#	Search: Issue To

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.

									- 2
JE VOUCHER	R - CREATE/EDIT								
Issue Invo	oice#	• Issue To				Prepared By		Date	
ISS-PUSH	C001/23-0002	Select Iss	Je To		*	Rahad Arefin Amil	7	29/07/20	21 🛍
Remarks						Approved By	•	Date	*
						Medical Officer (Stare)	*	29/07/20	21 🛍
						Issued By	•	Date	
					.th.	Medical Officer (Store)		29/07/20	21 🛍
							s	+ A	ADD PRODUC
Product	Product	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Lot No	Ex	piry Date	Donor Re

- 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.

	R - CREATE/EDIT								
E VOUCHER	CHERICIEDIT								
Issue Invo	blce#	* Issue To				Prepared By		Date	
ISS-PUSH	-C001/21-0002	250 Bedd	led TB Hospital, Si	hyamoli, Dhaki	a-Urban ≠	Rahad Arefin Amil	2.70	29/07/2021	曲
Remarks						Approved By	•	Date	
						Medical Officer (Store)	*	29/07/2021	#
						Issued By		Date	
						Medical Officer (Store)		29/07/2021	m
							5	+ AD	D PRODU
roduct	Product	Current Stock	Quantity	Unit	No of Cartons	Lot No	Б	piry Date	Donor Re

8.3.1.2. Issue Voucher Push Invoice - Add Products

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

All Product 0							
				Sear	ch:		
Product Code	Product	Lot No	Expiry Date	Lot Quantity	DGDA NOC#	Donor Ref#	
Accerseries							^
ACC010	ZN Microscope			5,050			
ACC103	Aluminium frome (18x60x4.1)			6,040			
ACC063	Ambubag			25			
ACC060	Aspiration system			30			
ACC029	Auto Clave machine			164			
ACC007	Auto voltage stabilizers			90			~
showing 1 to	114 of 114 entries						

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

							+ /	ADD PRODUCT
							Search:	
Product Code	Product	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Lat No	Expiry Date	Donor Refa
Accerseries								
× ACC002	BP Blade	190		Pcs				
× ACC105	Dell Latitude 3301 Laptop with Bag, Adapter & HP Wireless Mouse	480		Pcs		C204454		

- 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**.

JE VOUCHER	- CREATE/EDIT								
Issue Invo	ice#	• Issue To				Prepared By		Date	*:
ISS-PUSH	C001/21-0002	250 Bedde	ed TB Hospital, S	hyamoli, Dhaka	a-Urban *	Rahad Arefin Amii	2	29/07/2021	
Remarks						Approved By	•	Date	¥.
						Medical Officer (Store)	Ψ	29/07/2021	#
						Issued By	•	Date	
					.the	Medical Officer (Store)		29/07/2021	m
								+ AD	D PRODUC
							5	+ AE	D PRODUC
Product Code	Product	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Lot No			Donor Ref
	Product	Stock		Unit		Lot No		Search:	
lode	Product BP Blode	Stock		Unit Pcs		Lot No		Search:	

• 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

rom 10/12/20	021	To 10/03/2022	#	Dist		Fa	i cility	٣	🔽 To be app	roved		VIEW P
iow 10) v entries										Search:	
SL.	Issue Date	Issue Inv	olce#		Indentor		Indent#	Quar	ter	Year	District	Implementin Agency
1	0 10/03/202	22 ISS-PUSH	-C001/22	-0002	50 Bedded Hospital, Ta Gazipur	ongi,					Gazipur	
2	0 10/03/202	22 ISS-IND-C	001/22-0	003	50 Bedded Hospital, To Gazipur	ongi,	IND-U483/22-0004				Gazipur	
3	0 31/01/202	ISS-TB08- C001/22-0			Tongi UHC, Gazipur		IND-U485/22-0001	Q1: Jar	n-Mar	2022	Gazipur	BRAC

• 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.

ue Appr	oval									
							🐴 RET	URN TO LIST	APPROVE	PF
e Against TB-	08 Indent - CREATE/EDIT									
Issue Invo	ice# * Dist	rict	* Indentor	r		Prepared By		•	Date	
ISS-TB08-I	ND-C001/22-0001 Goz	lpur	Tongi UH	HC, Gazipur		Rohod Arefin	Amil		31/01/2022	#
Quarter	• Year •	Implementing Agency	<i>i</i>		•	Checked By			Date	
Q1: Jan-Ma	2022	BRAC			Y	S.M. Forhod P	asha		31/01/2022	1
Indent#		Remarks				Approved By	1		Date	
IND-U485/	22-0001	Supply Plan on TB-08 In	dent		11.	Medical Office			31/01/2022	
						Issued By			Date	
						Medical Office	er (Store)		31/01/2022	#
			Number of registe			arter				
				Adults (>15 years						
	New/Category-1 = (a)	The second second		Re-treatme		21			Trank (b)	
	Cat-I Cases together (P+, P, Meningitis, Bone &	P+ve(b1)	P-V	e(b2)	EP(b	3)	Meningitis, Ba Neurological TI		Total (b)	
	Neurological TB)									
	20	3		2		1		0		6
				Children (<15 yea	s}					
Child Co	at-I (Adult Formulation) = (c)	Child Cat-I (D	ispersible form	ulation) - (d)	2	Total Child	d <5 Y	ears Child Reg	istered for IPT (e	10
									+ ADD F	PROD
	Indenti	Dr.					Store		ocorcia	
		-					0.010			
roduct ode	Product	indent Quantity	Facility Balance	Current Stock Quantity	Quanti Issue		No of Cartons	Batch/Lot Number	Expiry Date	Do Re
D001	4 FDC (R150/H75/Z400/E275)	15480	0	6000000	154	180 Tab				
D002	2 FDC Adult (R150/H75)	18000	0	500000	180	00 Tab		lot-1	31/05/2022	
D045	3 FDC Child (R75/H50/Z150) D	r 720	0	500000	7	'20 Tab				
D046	2 FDC Child (R75/H50) DT	1440	O	1000000	14	140 Tab				
D011	Ethambutal 100 mg DT	360	0	200000	3	160 Tab				
0062	Levofloxacin 500 mg-FLD	2160	0	200000	21	.60 Tab				
0063	Levofloxacin 250 mg-FLD	4320	0	1000000	43	20 Tab				
ED006	Isoniazid 100 mg DT-IPT	7200	0	1000000	72	00 Tab				

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

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

rom 10/12/2021		To 10/03/2022	Facility Barura UHC, Cumilla	Store		+ ADD VIEW	🖋 EDIT 🗙 DELETE	
10/12/2021		10/05/2022	Barara OHC, Cumina	All	1.75			
how 10 🗸 en	tries						Search:	
SL.	Adj. Do	ate	Adjustment Invoice#	To/ Fi	rom	Adjustment Type		Amount
1	0 31/0	1/2022	ADJ-U078/22-0005	Barura	ı UHC, Cumilla	Add to Stock		C
2	0 01/0	1/2022	ADJ-U078/22-0004	Boruro	uHC, Cumilla	Return from DOTS Corner		C
3	0 01/0	1/2022	ADJ-U078/22-0003	Boruro	ı UHC, Cumilla	Return to Main Store		0
4	0 01/0	1/2022	ADJ-U078/22-0002	Barura	ı UHC, Cumilla	Receive from Main Store		0
5	0 01/0	1/2022	ADJ-U078/22-0001	Boruro	UHC, Cumilia	Issue to DOTS Corner		c

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.

STMENT INVOICE - CREATE	E/EDIT											
STMENT INVOICE - CREATE												
Adjustment Invoice#	*	Adjustment Type		To/ From		*	Prepared By		*	Date		*
ADJ-U078/22-0006		Select Adjustment Type	٣	Select To/ From			Select Prepared By		*	10/03	3/2022	#
Remarks							Approved By			Date		
						11.	Select Approved By		*	10/03	3/2022	#
					~	~~~						
					~		Issued By			Date		
					~		Issued By Select Issued By		v		3/2022	
10 v entries							the second second second					
10 v entries	•	Product		rrent Stock	Quantity Adjusted		Select Issued By	Expiry Date 🗍		10/03		ADD ITI
	* 1	Product		antity	Quantity		Select Issued By	Expiry Date	v Donor	10/03 Search: Unit	+ A	ADD IT

- 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.

							•	RETURN TO LIST	🖺 SAVE	IPDATE STOCK	PRINT
ADJ	USTMENT I	INVOICE - CREATE/EDIT									
	Adjustm	nent Invoice# * Adj	ustment Type	* To	/ From	*	Prepared	Ву	•	Date	
	ADJ-U07	78/22-0006 Issu	e to DOTS Corner	₹ Bo	irura UHC, Cumilla	Ŧ	Operator -	Barura UHC, Cumilla	v	10/03/2022	m
	Remark	s					Approved	Ву	•	Date	•
						//.	Monager -	Barura UHC, Cumilla	Ψ	10/03/2022	m
							Issued By		•	Date	٠
							Operator -	Barura UHC, Cumilla	*	10/03/2022	**
										Search:	ADD ITEMS
	Product Code	Product	Current Stock Quantity	Quantity Adjusted	Batch/Lot Number	Expiry Date		Donor Ref#	Unit Price	Line Total	Action
					No data available in	n table					

8.5.1.2. Adjustment Invoice - Add Products

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

ADD ITEMS			×
Product Group All Product Group			
		Search: fdc	
Product Code	Product		
MEDFLD			
MED002	2 FDC Adult (R15	50/H75)	
FLD066	2 FDC Adult (R15	50/H75) for TPT Treatment	
MED046	2 FDC Child (R75	5/H50) DT	
MED004	3 FDC Adult (R15	50/H75/E275)	
MED045	3 FDC Child (R75	5/H50/Z150) DT	
MED001	4 FDC (R150/H75	5/2400/E275)	

- 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.

JUSIMEN	T INVOICE - CREATE/EDIT								
Adjust	tment Invoice#	Adjustment Type	* To/	From	*	Prepared By		Date	
ADJ-U	078/22-0006	Issue to DOTS Corner	* Ban	ura UHC, Cumilla	٣	Operator - Barura UHC, Cumilla	٠	10/03/2022	6
Rema	ks					Approved By	•	Date	
					11.	Manager - Barura UHC, Cumilla	٣	10/03/2022	m
						Issued By	•	Date	
						Operator - Barura UHC, Cumilla		10/03/2022	6
								Search:	ADD ITI
Product Code	Product	Current Stock Quantity	Quantity Adjusted	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price		ADD ITE
Code	Product				Expiry Date	Donor Ref#		Search:	
Code //EDFLD	Product 2 FDC Adult (R150/H75)				Expiry Date	Donor Ref#		Search:	
Code IEDFLD IED002		Quantity				Donor Ref#	Unit Price	Search:	Acti
	2 FDC Adult (R150/H75)	Quantity 200				Donor Ref#	Unit Price	Search: Line Total	Acti

- 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.

						RETURN TO LIST	SAVE 🔒 U	PDATE STOCK	3
DJUSTMENT	T INVOICE - CREATE/EDIT								
Adjust	tment Invoice# *	Adjustment Type	• To/ F	From		Prepared By	,	Date	*
ADJ-U	078/22-0006	Issue to DOTS Corner	* Boru	ra UHC, Cumilla	*	Operator - Barura UHC, Cumilla	¥	10/03/2022	1
Remar	ks					Approved By	•	Date	
					11.	Manager - Barura UHC, Cumilla	Ψ	10/03/2022	60
						Issued By	•	Date	
						Operator - Barura UHC, Cumilla	×	10/03/2022	6
							ş	+ Search:	ADD ITE
Product Code	Product	Current Stock Quantity	Quantity Adjusted	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price		ADD ITEN
Code	Product				Expiry Date	Donor Ref#		Search:	
	Product 2 FDC Adult (R150H75)				Expiry Date	Donor Ref#		Search:	
Code MEDFLD MED002		Quantity 200	Adjusted			Donor Ref#	Unit Price	Search: Line Total	Actio
Code MEDFLD	2 FDC Adult (R150/H75)	Quantity 200	Adjusted			Donor Ref#	Unit Price	Search: Line Total	Actio

- 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**.

DJUSTMEN	T INVOICE - CREATE/EDIT								
Adjust	tment Invoice#	Adjustment Type	* To/ F	From	٠	Prepared By	*	Date	*
ADJ-U	078/22-0006	Issue to DOTS Corner	* Baru	ra UHC, Cumilla		Operator - Barura UHC, Cumil	la v	10/03/2022	#
Remai	rks					Approved By		Date	
					11.	Manager - Barura UHC, Cumil	la v	10/03/2022	1
						Issued By		Date	*
						Operator - Barura UHC, Cumi	la *	10/03/2022	#
								+	ADD ITE
								+ /	ADD ITE
Product Code	Product	Current Stock Quantity	Quantity Adjusted	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price		ADD ITE
	Product				Expiry Date	Donor Ref#		Search:	
Code	Product 2 FDC Adult (R150/H75)				Expiry Date	Donor Ref#		Search:	
Code MEDFLD MED002		Quantity 200	Adjusted			Donor Ref#	Unit Price	Search:	
Code MEDFLD	2 FDC Adult (R150/H75)	Quantity 200 9	Adjusted			Donor Ref#	Unit Price	Search: Line Total	

• 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

From	То	Facility	Store				
10/12/2021	10/03/2022	Barura UHC, Cumilla *	Moin Store	Ŧ	+ ADD VIEW	V 🖋 Edit 🗶 De	elete 🕒 PRIN
Show 10 ¥ entries						Search:	
Show 10 v entries	Dispense Date	Dispense Invoice#			Recipient	Search:	

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

* Recipient Grou	p	*	Recipient +		*	Prepared By			Date	*
Select Recipient	Group	*	Select Recipient		¥	Operator - Baru	ra UHC, Cumilla	Ŧ	10/03/2022	
						Approved By		•	Date	
						Monager - Baru	ra UHC, Cumilla	٣	10/03/2022	*
						Issued By		•	Date	*
					11.	Operator - Baru	ra UHC, Cumilla	v	10/03/2022	#
										ADD IT
¢	Current Stock Quantity	1.0		Batch/Lot Number	÷	Expiry Date 🕴	Unit Price	Line Total	Donor R	ef# 0
				available in table						
	incorpreter dros	Select Recipient Group	Select Recipient Group *	Select Recipient Group	Select Recipient Group * Select Recipient	Select Recipient Group * Select Recipient *	Select Recipient Group * Select Recipient * Operator - Boru Select Recipient Group * Select Recipient * Approved By Manager - Baru issued By Operator - Baru Ø Current Stock Quantity Quantity Dispensed Batch/Lot Number Expiry Date	Select Recipient Group * Select Recipient * Operator - Barura UHC, Cumilla Approved By Manager - Barura UHC, Cumilla Manager - Barura UHC, Cumilla Issued By Operator - Barura UHC, Cumilla # Current Stock Quantity Batch/Lot Number Expiry Date Unit Price	necipient Group * Select Recipient Group * Select Recipient Group * Select Recipient * Gentor - Barura UHC, Cumilla * Approved By: * Manager - Barura UHC, Cumilla * Issued By: * Operator - Barura UHC, Cumilla * Gentor - Barura UHC, Cumilla * Unit Price Unit Price Unit Price Unit Price Unit Price Unit Price	necipient Group * recipient * Prepriet 9* Date Select Recipient Group * Select Recipient * Operator * Baura UHC, Cumilia * Date Approved By * Select Recipient * Manager - Baura UHC, Cumilia * Date Issued By Operator - Baura UHC, Cumilia * Date 1003/2022 Issued By Operator - Baura UHC, Cumilia * Date Io03/2022 Issued By * Date Io03/2022 Select Recipient * Date 1003/2022 Select Recipient * * Batch/Lot * Date Io03/2022 Select Recipient * * Date 1003/2022 * * Select Recipient * * Date 1003/2022 * Select Recipient * Select Recipient * Date 1003/2022 * Select Recipient * * Date 1003/2022 * Select Recipient * * * Date * Quantity Batch/Lot Expiry Date Unit Price Une Total Danor Recipient *

- 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.

Recipients	*	
input here		

- 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.

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- 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.

							RETURN TO LIST	SAVE	JPDATE STO	CK 🕒 PRIN
PENSE INVOICE - CREATE	/EDIT									
Dispense Invoice#	*	Recipient Group	*	Recipient +	*	Prep	ared By		Date	*
DIS-U078/22-0003		Govt. Field Staff	Ŧ	Field Staff	Ψ	Oper	ator - Barura UHC, Cumilla	Ψ.	10/03/2)22 🋗
Remarks						Арр	roved By		Date	*
							ager - Barura UHC, Cumilla	Ψ.	10/03/2	22 🛍
						Issue	ed By		Date	*
					11.	Oper	ator - Barura UHC, Cumilla	Ψ.	10/03/20)22 🋗
										+ ADD ITE
									Search:	
Product Code	Product			Current Stock Quantity	Quantity Disp	ensed	Batch/Lot Number	Expiry Date	Do	nor Ref#
				No data availabl	e in table					

8.6.1.2. Dispense Invoice - Add Products

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

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

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

ENSE INVOICE - CI	REATE/EDIT										
Dispense Invoid	ice# *	Recipient Group	*	Recipient +	*	Prepo	ared By			Date	*
DIS+U078/22+00	103	Govt. Field Staff		Field Staff	*	Operc	ator - Barura UHC, Cumillo	1	٣	10/03/2022	m
Remarks						Appr	oved By		٠	Date	*
						Mono	ger - Barura UHC, Cumilic	1	٣	10/03/2022	8
						Issue	d By		•	Date	*
					11.	Operc	tor - Barura UHC, Cumilla	1	٧	10/03/2022	m
										-	ADD ITE
									s	earch:	ADD ITE
Product Code	Product			Current Stock Quantity	Quantity Disp	pensed	Batch/Lot Number	Expiry Date			
Product Code	Product				Quantity Dis	pensed	Batch/Lot Number	Expiry Date		earch:	
EDFLD	Product 2 FDC Adult (R15	0/475)			Quantity Dis	pensed	Batch/Lot Number	Expiry Date		earch:	-
				Quantity	Quantity Disj	pensed	Batch/Lot Number			earch:	

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- 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.

PENSE INVOICE - C	REATE/EDIT									
Dispense Invoi	ce# *	Recipient Group	 Recipient +	*	Prepo	ared By		•	Date	*
DIS+U078/22+00	03	Govt. Field Staff	Field Staff	*	Operc	ator - Barura UHC, Cumilla			10/03/2022	6
Remarks					Appr	oved By		•	Date	*
					Mono	ger - Barura UHC, Cumilia			10/03/2022	8
					Issue	d By		• 0	Date	*
				11.	Operc	tor - Barura UHC, Cumilla			10/03/2022	6
									+	ADD IT
								Sear		ADD IT
Product Code	Product		Current Stock Quantity	Quantity Dis	pensed	Batch/Lot Number	Expiry Date	Sear		ADD ITE
Product Code EDFLD	Product			Quantity Dis	pensed	Batch/Lot Number	Expiry Date	Sear	rch:	
EDFLD	Product 2 FDC Adult (R1	50/H75)		Quantity Dis	pensed	Batch/Lot Number	Expiry Date	Sear	rch:	
			Quantity	Quantity Dis		Batch/Lot Number		Sear	rch:	

• 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**.

						Ľ	RETURN TO LIST	SAVE	₩ U	PDATE STOCK	PRI
PENSE INVOICE - C	REATE/EDIT										
Dispense Invoi	ice# *	Recipient Group	•	Recipient	*	Prepar	red By			Date	
DIS-U078/22-00	003	Govt. Field Staff	100	Field Staff	v	Operato	or - Barura UHC, Cumilla		Ψ	10/03/2022	
Remarks						Approv	ved By		٠	Date	*
						Manage	er - Barura UHC, Cumilla		7	10/03/2022	*
						Issued	Ву		٠	Date	*
					lh.	Operato	or - Barura UHC, Cumilla		× .	10/03/2022	#
											. 100 177
										+ Search:	ADD ITEM
Product Code	Product			Current Stock Quantity	Quantity Dispe	ensed	Batch/Lot Number	Expiry Dat			
Product Code #EDFLD	Product				Quantity Dispe	ensed	Batch/Lot Number	Expiry Dat		Search:	
IEDFLD	Product 2 FDC Adult (R15	0/H75)			Quantity Dispe	ensed	Batch/Lot Number	Expiry Dat 30/09/2022	te	Search:	
				Quantity	Quantity Dispe		Batch/Lot Number		te	Search:	

• 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 <u>http://elmis.ntp.gov.bd</u> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From eLMIS Entry menu, select Others>Physical Inventory submenu

	To	Facility		(Th	A	
01/03/2021 🛗	19/09/2021 🛗	Dhamrai UHC, Dhaka *	-	WBIV 🗄 DDA	🖋 Edit 🕱 De	elete 🔒 PRI
			End Date			
51,	Start Date		Ena Date			

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.

Start Date		Prepared By	Approved By		End Dat	e (巴 ST	ART PHYSICAL IN	NVENTOR
19/09/2021		Select Prepared By	* Select Approve	i By *			6			
roduct Group										
Product Group	÷									
	¥								Search:	
	Product		Lot No	Expiry	Denor	Stock	Physical Quantity	Adjustment	Search: Physical Quantity	Remar

- 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.

						🖘 RETUR	RN TO LIST	PHYSICAL IN	ENTORY SUBMI	T PRI
Start Date 19/09/2021	8	Prepared By Operator - Borura UHC, C	Approved B Monager - Ba	3y arura UHC, C	Er	id Date		Show Physi	cal Quantity Only	ŝ
Product Group All Product Group	٠								Search:	
Product Code	Product		Lot No	Expiry Date	Donor Ref∜	Stock Quantity	Physical Quantity (Usable)	Adjustment Quantity	Physical Quantity (Unusable)	Remarks
ACC010	ZN Microscope					0				
D ACC103	Aluminium frame	: (18x60x4.1)				0				
D ACC063	Ambubog					0				
D ACC060	Aspiration system	n				0				
C ACC029	Auto Clave mach	ine				0				

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

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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.

						SETURN 1	TO LIST	PHYSICAL INVEN	TORY SUBMIT	
Start Date 19/09/2021		Prepared By Operator - Barura UHC, C.,. *	Approved By Manager - Bar	uro UHC, C *	End Date			Show Physical C	Quantity Only	
Product Group All Product Group	÷							3	iearch: fdc	
Product Code	Product		Lot No	Expiry Date	Donor Ref#	Stock Quantity	Physical Quantity (Usable)	Adjustment Quantity	Physical Quantity (Unusable)	Remarks
MEDOOZ	2 FDC Adult (R1)	50/H75)				0			150	
MED002	2 FDC Adult (R1)	50/H75)		30/09/2022		0	200	200		
🖾 🗙 MED004	3 FDC Adult (R1	50/H75/E275)				0			350	
MED004	3 FDC Adult (R1)	50/H75/E275)		31/10/2022		0	300	300		
🗇 🗙 MED001	4 FDC (R150/H7	5/Z400/E275)				0			120	
MED001	4 FDC (R150/H7	5/Z400/E275)		30/11/2021		0	600	600		

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**.

						RETURN 1	TO LIST	PHYSICAL INVEN	TORY SUBMIT	PRINT
Start Date 19/09/2021	8	Prepared By Operator - Bonura UHC, C	Approved B Monager - Ba	y nuro UHC, C,	End Date 19/09/202			Show Physical (Quantity Only	
Product Group All Product Group								s	iearch: fdc	
Product Code	Product		Lat No	Expiry Date	Donor Refø	Stock Quantity	Physical Quantity (Usable)	Adjustment Quantity	Physical Quantity (Unusable)	Remarks
MED002	2 FDC Adult (R1	50/H75)				0	0	0	150	
MED002	2 FDC Adult (R1	50/H75)		30/09/2022		0	200	200		
MEDOD4	3 FDC Adult (R1	50/H75/E275)				0	0	O	350	
MED004	3 FDC Adult (R1	50/H75/E275)		31/10/2022		0	300	300		
MED001	4 FDC (R150/H7	5/Z400/E275)				0	a	0	120	
MED001	4 FDC (R150/H7	5/2400/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

rom		То		Facility		Store	Г	+ ADD VIEW	A row		D
02/07/2022	m	02/10/2022	m	Adamdighi UHC, Bogura	*	Main Store	*	+ ADD VIEW	P EDIT	X DELETE	🖨 PRI
ow 10 ∨		Date		Adjustment Invoice#	To/ From		Adjustment Type	Store	Searc	h:	Amount
1	0 30	//09/2022		ADJ-U319/22-0008	Gabtali UHC,	Bogura	Transfer to Another Facility	Main Store			
2	0 25	/09/2022		ADI-U319/22-0007	Akkelpur UHC	. lovpurhat	Transfer to Another Facility	Main Store			

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.

				RETURN TO LIST	SAVE 🔒 U	PDATE STOCK	PRINT
ADJUSTMENT INVOICE - CREATE/EDIT							
Adjustment Invoice# ADJ-U319/22-0009	* Adjustment Type Select Adjustment Type	* To/ From * Select To/ From	•	Prepared By Select Prepared By	r T	Date 02/10/2022	*
Remarks			li.	Adjusted By Select Adjusted By	*	Date 02/10/2022	*
				Approved By Select Approved By	*	Date 02/10/2022	*
Show 10 v entries					La Downloo	ad Invoice + /	DD ITEMS
	Product \$	Current Stock ¢	Quantity Adjusted	Batch/Lot Number 🕴 Expiry Date 🖗		Unit tine Price Total	Action 💠
		No deta av	vcilable in table				
Total:							
Showing 0 to 0 of 0 entries						Previou	is Next

- Fill in the data entry fields.
- Field descriptions:
 - 1. Adjustment Invoice#*: Auto generated, no change required.
 - 2. Adjustment Type*: Select Adjustment Type from drop down
 - 3. To/ From*: (If Adjustment Type is Return to Supplier, Return to Warehouse and Transfer to Another Facility (usable/Unusable), Return from Facility (usable/Unusable), Return from Recipient(usable/Unusable), Transfer from Another Facility) else Adjustment Type by default selected facility you want to adjustment the facility stock.

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.

				4	RETURN TO LIST	SAVE	🔒 ui	PDATE STOCK	PRINT
ADJUSTMENT INVOICE - CREATE/EDIT									
Adjustment Involce# * Adjustment ADJ-U319/22-0009 Add to Stoc	To/ Fram Adamdighi UHO	C, Bogura	*	Prepared Operator -	By Adomdighi UHC,	Bogura	•	Date 30/09/2022	*
Remarks			fi.	Adjusted Operator -	By Adomdighi UHC,	Bogura	*	Date 30/09/2022	*
				Approved Manager -	l By Adcmdighi UHC,	Eogura	*	Date 02/10/2022	*
						*		ed Invoice +	ADD ITEMS
Product Code Product	Batch/Lot Number	Expiry Date		Do	nor Ref#	Unit Pr		Line Total	Action
	Nc data	available in tabl	2						

9.2.1.2. Adjustment Invoice - Add Products

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

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

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

				(*)	RETURN TO LIST	🖺 SAVE	UPDATE STOCK	
JUSTMENT INVOICE - CREATE/EDIT								
Adjustment Invoice# Adjustme	nt Type	* To/ From	*	Prepared			Date	*
ADJ-U319/22-0009 Add to Stor	ck 🔻	Adamdighi	UHC, Bogura 🔹	Operator -	Adamdighi UHC, Bogu	ira *	30/09/2022	1
Remarks				Adjusted	Ву	•	Date	*
			16.	Operator	Adamdighi UHC, Bogu	ira *	30/09/2022	*
				Approved	Ву	*	Date	*
				Manager	Adcmdighi UHC, Bogu	ira 👻	02/10/2022	#
						🛓 Downlo	cad Invoice	ADD ITE
						🛓 Downlo	Search:	ADD ITE
Product Product Code Product	Quantity Adjusted	Batch/Lot Number	Expiry Date	Dor	tor Ref#	Lunit Price		ADD ITER
Code			Expiry Date	Dor	oor Ref#		Search:	
Code Product /EDFLD			Expiry Date	Dor	tor Ref#		Search:	
Code Product VEDFLD			Expiry Date	Dor	oor Ref#		Search:	

- 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.

JUSTMENT	INVOICE - CREATE/EDIT							
	ment Invoice# *	Adjustment Type Add to Stock	* To/ From Adamdigh	i UHC, Bogura 👻	Prepared By Operator - Adamdighi UHC,	, Bogura 👻	Date 30/09/2022	*
Remark	ks			<i>l</i> te	Adjusted By Cperator - Adamdighi UHC,	• , Bogura •	Date 30/09/2022	*
					Approved By Manager - Adamdighi UHC,	• Boguro •	Date 02/10/2022	
						1 Downlo		ADD ITEI
	Product	Quantity Adjusted	Batch/Lot Number	Expiry Date	Donor Ref#	Lunit Price	Search:	ADD (TE)
Code	Product			Expiry Date	Donor Ref#		Search:	
Code EDFLD	Product 2 HDC Adult (R150/H75)			Expiry Date	Donor Ref#		Search:	
Product Code /EDFLD /ED002		Adjusted			Donor Ref#		Search:	Actio

- 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**.

JUSTMENT IN	VOICE - CREATE/EDIT										
Adjustme	ent Invoice#	Adjustment Type	•	To/ From	•	E	Prepared By		.*	Date	
ADJ-U319	9/22-0009	Add to Stock	Ÿ	Adamdighi Uł	HC, Bogura 👘	(Jperator - Adamdighi UHC,	Bogura	Ŧ	30/09/2022	
Remarks						4	Adjusted By			Date	٠
					hi.	(Operator - Adamdighi UHC.	Boguro	Ψ.	30/09/2022	•
						A	Approved By		*	Date	
						h	Vanager - Adamdighi UHC,	Boguro		30/09/2022	#
											100 75
								-	Downloc		ADD ITEM
								1		ad Invoice + Search:	ADD ITEM
	Product		Quantity Adjusted	Batch/Lot Number	Expiry Date		Donor Ref#	Unit F			
Code	Product				Expiry Date					Search:	
Code EDFLD	Product 2 FDC Aduit (R150)-75)				Expiry Date					Search:	Action
			Adjusted						Price	Search: Line Total	

• 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

19/06/2021	To 19/09/2021	Facility NTP Central V	Aarehouse *	+ ADD VIEW / EDIT X DELETE
Show 10 Y entries				Search
SL.	Plan Dat	le	Plan ID	
			No data available in table	9 6

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.

			RETURN TO LIS	T 🖺 SAVE	PRIN
Ad Hoc Distribution Plan Entry/Edit					
Plan ID ADHOC-PLAN-C001/71-0001	* Remarks	Prepared By Rahad Arefin Amil	.*	Date 19/09/2021	•
		Checked By S.M. Forhod Pasho	, -	Date 19/09/2021	1
		Approved By Medical Officer (Store	c) *	Date 19/09/2021	, .)

- 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.

oc Distribution Pl	lan Entry/Edit								
Plan ID ADHOC-PLAN	* Remarks			li.		pared By ad Arefin Amil	.*	Date 19/09/2021	m
						cked By Forhad Pasha		Date 19/09/2021	
						roved By		Date	•
						ical Officer (Store)		19/09/2021	
Product Code	Search: Product	Balance		Product	Code	Product			Balanc
Accerseries	- FOULL	Datance	^	Tioduct	0000	No data avail	oble in table		Darane
CC010	ZN Microscope	7							
ACC105	Dell Latitude 3301 Laptop with Bog. Adapter & HP Wireless Mouse	481							
ob Consumable			>						
AB046	Consumable Kit LED	892	<						
AB037	Consumable Kit ZN	1,089							
AB048	Falcon Tube	209,940							
AB036	GeneXpert Cortridge	109,050							
1 m - 1	44 entries		~						

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.

Product Code	Product	Balance		Product Code	Product	Balance
Lab Consumable			^	ACC010	ZN Microscope	
LAB046	Consumable Kit LED	892		ACC105	Dell Latitude 3301 Laptop with Bog, Adapter & HP Wireless Mouse	48
LAB037	Cansumable Kit ZN	1,089			- AANGIESS MOUSE	
LAB048	Falcon Tube	209,940				
LAB036	GeneXpert Cartridge	109,050		-		
LAB036 Lab Equipment	GeneXpert Cartridge	109,050		-		
	GeneXpert Cartridge GeneXpert System 4 Modules with Laptop	109,050	×	-		
Lab Equipment			×	-		

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

Division All	÷	District Dhaka *	Facility Type UPAZILA *			
			Search:	Selected Faciliti	es: 3	
Division	District	Facility		Division	District	Facility
UPAZILA				UPAZILA		
Dhaka	Dhaka	Nawabgonj UHC, Dh	oka 🗌	Dhaka	Dhaka	Dhamrai UHC, Dhaka
Dhaka	Dhaka	Savar UHC, Dhaka		Dhaka	Dhaka	Dohar UHC, Dhaka
				Dhaka	Dhaka	Keranigonj UHC. Dhaka
owing 1 to 2 a	f 2 entries					
<prev <<="" td=""><td>a e trut 403</td><td></td><td></td><td></td><td></td><td>NEXT ></td></prev>	a e trut 403					NEXT >

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

Product		Facility	AMC	Facility Balance	Planned Issue Quantity
IN Microscope		Dhamral UHC, Dhaka		0	
IN Microscope		Dohor UHC, Dhaka		0	
EN Microscope		Keranigonj UHC, Dhaka		0	
Cell Latitude 3301 Laptop with Bag. Adapt	er & HP Wireless Mouse	Dhamral UHC, Dhaka		Q	
Cell Latitude 3301 Laptop with Bog. Adapt	er & HP Wireless Mouse	Dohar UHC, Dhaka		Ō	
Cell Latitude 3301 Laptop with Bog. Adapt	er & HP Wireless Mouse	Keraniganj UHC, Dhaka		0	

- 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.**

						neturn to list	SAVE	E PF
loc Distribution Plan Entry/Edit								
Plan ID + ADHOC-PLAN-C001/21-0001	Remarks		.h.	Prepared Rahad Arel		*	Date 19/09/2021	
				Checked I S.M. Forhoo			Date 19/09/2021	
				Approved Medical Off			Date 19/09/2021	
Facility Type All +	Facility All		Product All					
Product		Facility			AMC	Facility Balance	Planned Issu	e Quanti
ZN Microscope		Dhamral UHC, Dha	ka			o		
ZN Microscope		Dohar UHC, Dhoka				0		
ZN Microscope		Keronigonj UHC, Di	naka			o		
Dell Latitude 3301 Laptop with Bag. Adv	opter & HP Wireless Mouse	Dhamral UHC, Dha	ka			0		
	opter & HP Wireless Mouse	Dohar UHC, Dhoka				0		
Dell Latitude 3301 Laptop with Bag, Ade			naka			0		

• 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.

Planned Issue Quantity Summary		
Product	Balance	Planned Issue Quantity
N Microscope	7	
ell Latitude 3301 Laptop with Bag, Adapter & HP Vireless Mouse	481	
ovelog 1 to 2 of 2 eptrice		
rowing 1 to 2 of 2 entries	volce CLOSE	

- Press on Generate Invoice form Planned Issue Quantity Summary popup. You will see warning message Do you want to Generate Invoice? When you confirm the Invoice Generate Successfully.
- After **Generate Invoice** you are not able to change or delete the Ad Hoc Distribution Plan information.
| | | | | | | | RETURN TO LIST | SAVE | |
|--------------------------------|-----------------|------------------------|--------------------|------|----------------|-------------------------------|------------------|--------------------|----------|
| Ad Hoc Distribution Plan Entry | 'Edit | | | | | | | | |
| Plan ID
ADHOC-PLAN-C001/21 | -0001 | Remarks | | | đi. | i Arefin Amil | | Date
19/09/2021 | |
| | | | | | | ced By
orbod Pasho | | Date
19/09/2021 | |
| | | | | | | oved By
al Officer (Store) | ; | Date
19/09/2021 | |
| Facility Type
All | | Facility
All | | | Product
All | | | | |
| Product | | | Facility | | | AMC | Facility Balance | Planned Issue | Quantity |
| ZN Microscope | | | Dhamral UHC, Dha | ika | | | 0 | | 1 |
| ZN Microscope | | | Dohar UHC, Dhoka | e. | | | 0 | | 1 |
| ZN Microscope | | | Keronigonj UHC, DI | hakı | a | | 0 | | 1 |
| Dell Latitude 3301 Laptop | with Bog, Adopt | er & HP Wireless Mouse | Dhamral UHC, Dha | ska | | | 0 | | 1 |
| Dell Latitude 3301 Laptop | with Bog, Adopt | er & HP Wireless Mouse | Dohar UHC, Dhoka | E. | | | 0; | | 1 |
| Deli Latitude 3301 Laptop | with Bog, Adopt | er & HP Wireless Mouse | Keronigonj UHC, Di | hak | ٥ | | 0 | | 1 |

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

From	То	Facility	+ ADD VIEW & EDIT X DELETE PRIM
19/06/2021	節 19/09/2021 節	NTP Central Warehouse *	T ADD I VIEW & CDIT & DELETE O FAIR
ihow 10 v ent	ries		Search
SL.	Issue Date	Issue Invoice#	Issue To
1	0 19/09/2021	ISS-PUSH-C001/21-0003	Keraniganj UHC, Dhaka
z	0 19/09/2021	ISS-PUSH-C001/21-0002	Dohar UHC, Dhaka
3	0 19/09/2021	ISS-PUSH-C001/21-0001	Dhamral UHC, Dhaka

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

10. Settings

10.1. Users

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

Dham	al UHC, Dhaka					
w 25	✓ entries				Search:	
SL#	Facility	User Name	User Id	Email	Contact#	
1	Dhomral UHC, Dhaka	Manager - Dhamral UHC, Dhaka	MANU139	MANU139@gmail.com		Ø
2	Dhamrai UHC, Dhaka	Operator - Dhamroi UHC, Dhaka	OPRU139	OPRU139@gmail.com		C

• 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 -

Produc	ts						
	ty Name entral Warehouse	v	Classification *	Sub Group All Product Sub Group		e PRINT	EXCEL
SL#	Sub Group	Product Code	Product Name		Short Name	Unit Name	Cost
Accerserie	15						
1	Accerseries	ACC045	MRP 46402 CFI		MRP 46402 CFI	Pcs	0
2	Accerseries	ACC064	UV Light		UV Light	Pcs	0
3	Accerseries	ACC096	Compact hepa filter		Compact hepa filter	Pcs	0
4	Accerseries	ACC013	Drying rack		Drying rack	Pcs	0
5	Accerseries	ACC026	Leed Apron		Leed Apron	Pcs	0
6	Accerseries	ACC100	Exhaust hepa filter (1.8. ABS cla	ss 2)	Exhaust hepa filter (1.8. ABS class 2)	Pcs	0
7	Accerseries	ACC077	Lens Poper		Lens Paper	boxes	0

- 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 <u>http://elmis.ntp.gov.bd</u> 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 -

Division All Division	District All District	Upazila Ail Upazila		Facility Level All Facility Level	Facility Type All Facility Type	
All eLMIS	Site NON eLMIS Site				S Wap	RINT
how 25 v ent	ries				Search	
Facility Code	Facility Name	Facility Type	Division Name	District Nome	Upazila Name	Action
CS Office						
5001	Civil Surgeon Office, Borguno	CS Office	Borisol	Borguno	N/A	0
S002	Civil Surgeon Office, Barishal	CS Office	Bortsol	Borishal	N/A	0
S003	Civil Surgeon Office, Bhola	CS Office	Borisol	Bholo	N/A	0
S004	Civil Surgeon Office, Jholakothi	CS Office	Borisol	Jholakothi	N/A	0
S005	Civil Surgeon Office, Potucidaeli	CS Office	Borisol	Patuokholi	NA	0
S006	Civil Surgeon Office, Pirojpur	CS Office	Borisol	Pirojpur	N/A	0
5007	Civil Surgeon Office, Bandarban	CS Office	Chittogong	Bondarbon	NA	0

- 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

				+ ADD		EXCEL
 entries 					Search:	
Supplier Name	Supplier Address	Country	Contact Name	Contact No	Бах	Email
Centrol Medical Stores Depat(CMSD)		Bangladesh				
Demo Supplier		Bongladesh		01889887655		
Essential Drugs Company Limited	395-397, Tejgaan Industrial Area, Dhaka-1208	Bangladesh		(88-02-9130489-90,(88-02-8151080	+880-2-58155459	edcl@bt
Sea International Agencies Ltd.	Alam Tower, 9th Floor, Room#1009-1010, 12 DIT Avenue, Motifheel, C/A.Dhoko-1000	Bonglodesh		01711347828, +8802-9559102		
Supplier - 1		Bangladesh		01375895874		
Supplier 2		Bongladesh		2555		
d Di Es	entrol Medical Stores Depot(CUSD) ema Suppler servital Druge Company Limited ex International Agencies Ltd. uppler-1	Supplier Name Supplier Address enter of Medical Stores Depot/CMSED	Supplier Name Supplier Address Country enter Of Medical Stores Dapad (CMSD) Education Borgladsah enter Supplier Address Education Borgladsah enter Supplier Address Borgladsah Borgladsah enter Supplier Address Borgladsah Borgladsah enter Supplier Address Borgladsah Borgladsah samtlel Drugs Compory Linited Borgladsah Borgladsah applier 1 Onor Tower, 90 Floor, Roomit 2009-1010, 12 DIT Avenue, Molt/Heil, CIA.Dhobal-100 Borgladsah	Supplier Name Supplier Address Countert Name cnst of Mathaal Stores Depaty(LMED) Bonglades Bonglades Bonglades emis Supplier Name Bonglades Bonglades Bonglades Image emis Supplier Name Bonglades Bonglades Image Image emis Supplier Name Bonglades Bonglades Image Image emis Supplier Name Bonglades Bonglades Image Image Image emis Supplier Name Alter Tower, 9th Floor, Room# 2009-101.12 DT Avenue, Moltjiver, GAD Abta-to-tow Bonglades Image Image upplier L Bonglades Bonglades Bonglades Image Image	entrics Supplier Address Supplier Address Control None Control No	entrics Sappler Name Suppler Address Sampler Name Cantor March Sampler Name Cantor March Sampler Name Sampler Name Sampler Name Cantor March Sampler Name Cantor March Fac entrol Matching Stores Dippol (CMED) Monor Sampler Name Sampler Name

10.4.1. Suppliers - Add

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

			🐴 BACK TO LIST
Supplier Name	•	Country Bangladesh	ţ
Email input here		Contact Name	
Contact No Imput here:		Fex input here	
Supplier Address		URL input here.	

- 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 <u>http://elmis.ntp.gov.bd</u> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From eLMIS Entry menu, select Settings>Recipients submenu

Facilit Dhamn	y ai UHC, Dhaka		+ /	
	✓ entries			Search:
SLF	Facility Name	Recipients Group	Recipients	Action
1	Dhamral UHC, Dhoka	Facility Department	Word-1	Ø 8
2	Dhamrai UHC, Dhaka	IPD	IPD-D	0 0

10.5.1. Recipients - Add

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

Facility	
Select Facility	*
Recipients Group	
Recipients Group Select Recipients Group	*
Recipients	.*
input here	

- 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 <u>http://elmis.ntp.gov.bd</u> in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From eLMIS Entry menu, select Settings> Default Signatory submenu

Dhamral UHC, Dhaka			
Add Default Signatory			
	Approved By Manager - Dhamral UHC, Dhaka	Facility Head Name	
	Checked By Monagor - Dhamrai UHC, Dhaka	Facility Head ContactV	
	Issued By Operator - Dhamrol UHC, Dhoko	Storekeeper Nome	
	Prepared By Operator - Dhamrol UHC, Dhako	Storekeeper Contact#	
	Received By Operator - Dhamrol UHC, Dhoke		

10.6.1. Default Signatory – Add/Change

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

Add Default Signatory			
	Approved By Manager - Dhamini UHC, Dhoka	Facility Head Name	
	Checked By Monager - Dhamroi UHC, Dhoka	Facility Head Contact#	
	Issued By Operator - Dhamroi UHC, Dhoka	Storekeeper Nome	
	Prepared By Operator - Dhamrai UHC, Dhaka	Stornkeeper Contact#	
	Received By Operator - Dhamrai UHC, Dhaka		

- 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

	ility Bedded Hospi	tal, Tongi, Gazipur 🔹	Store All			Product Classif All	ication .	Stock Date 10/03/2022		1
0	SHOW ALL	○ SHOW ZERO	e sho	W NON-ZERO						
					[
how 1	.0 v entries			Se	earch:		Batch/Lot Number		Donor	
SL.	Product	Product Name		Usable Qty	Unit Price	Line Total	Batch/Lot Number	Expiry Date	Ref#	Usable Qt
	Code			Qty		Total				3
Accers	eries						Showing 1 to 1 of 1 entries			
						• •				
2	ACC103	Aluminium frome (18x60x4.1)		6	(0 (

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

	tility Tura UHC, Cum		assification	¥					
Show 1	.0 v entries			Search:				Donor	Batch/Lot Q1
SL.	Product Code	Product Name	Unusable Qty	Unit Price	Line Total	Batch/Lot Number	Expiry Date	Ref#	(Unusable
MEDFL	.D					Showing 1 to 1 of 1 entries			
1	MED002	2 FDC Adult (R150/H75)	150	o	o	-			
2	MED004	3 FDC Adult (R150/H75/E275)	350	0	0				
3	MED001	4 FDC (R150/H75/Z400/E275)	120	0	0				

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:

Page **118** of **214**

- 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 -

Facility Barura UHC, C	Cumilla	▼ Product Classification		Stock ON ZERO	▼ Date 10/03/2022	Ê		
Stock Status	Table					Print	Excel	CSV
ihow 10 v er	ntries					5	Search:	
Division	District \Rightarrow	Facility	Product Classification	Product Code	Products \$	Quantity \Rightarrow	Unit Price (BDT)	Tota (BDT)
Chittagong	Cumilla	Barura UHC, Cumilla	Accerseries	ACC010	ZN Microscope	50	0	
Chittagong	Cumilla	Barura UHC, Cumilla	Accerseries	ACC103	Aluminium frame (18x60x4.1)	20	0	
Chittagong	Cumilla	Barura UHC, Cumilla	MEDFLD	MED002	2 FDC Adult (R150/H75)	204	0	
Chittagong	Cumilla	Barura UHC, Cumilla	MEDFLD	MED004	3 FDC Adult (R150/H75/E275)	299	0	
Chittagong	Cumilla	Barura UHC, Cumilla	MEDFLD	MED001	4 FDC (R150/H75/Z400/E275)	622	0	

- This form presents current stock position of all the items. The report has the following filter criteria:
 - 1. Facility: By default, selected your facility. Select a facility from dropdown list.
 - 2. Product 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 Product Lot Stock Report 0

	Product Classificat	tion	Proc	duct			
Barura UHC, Cumilla 🔹 🔻	All	*	All		Ψ.		
Product Lot Stock Report Table						Print Exc	el 🖹 CSV
ow 10 v entries						Search:	
Product Code 🍦 Batch/Lo	t Number 🔶	Expiry Date	¢	Donor Ref# \$	Unit Price (BDT) 🗄	Total (BDT) 🖨	Quantity
larura UHC, Cumilla							
N Microscope							
CC010					0	0	50
luminium frame (18x60x4.1)							
CC103					0	0	20
FDC Adult (R150/H75)							
ED002		31-12-2021			0	0	

- 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 -

unday, October 1	Dashboard 0. 2021, 8:04 AM		Division All		District All		Facility NTP Central Warehouse	
acility ID 001 Ivision/District/Up haka - Dhaka - M				22-2021 Q3-2021 SUBMIT GENERATE	75 TOTAL PRO		47 NON-ZERO PRODUCTS	Saturday, Oct 09, 2021, 11:00 AM LAST ACTIVITY
ALANCE OF MA	OR COMMODIT	IES			☑ ^	ISSUE/DISPENS	E TREND 6 MONTHS	[
	8,800 (R150/4/75)		8,648 IR75/H501 DT	2,022,852 3 FDC Child (R754/50/21		60,000 50,000 40,000 30,000		
	3,380 75/2400/6275)		6,701 of 100 mg DT	5,000,000 Ethambatol 400 mg-k		20,000 10,000 0	Oct 2921	5ep 2021
1,821 Isoniozid 10	L,875) mg DT-IPT		1,674 300 mg-FLD	LevoRoxacin 100 mg-	FLD.	Ethami	wardin 500 ma. ELD 📥 4 EC	DC (R150/H75/Z400/E275) iazid 100 mg DT-IPT DC Child (R75/H50/Z150) DT
		1,	580		v			
CTIVITIES NOT U	IPDATED TO ST	оск		0	ACTIVITIES COI	APLETED THIS M	О	0
International	Purchase	Receive Dong	toin Re	ceive from Supplier	Internation		Receive Donatoin	Receive from Supplier
2 Issue Against T	B 08 Indent	0 Issue against Gener	ral Indent I:	0 sue Voucher Push] Issue Against	L TB 08 Indent	0 Issue against General Indent	0 Issue Voucher Push
0 Adjustn	ent				(Adjus			
ENDING GENER	AL INDENT			ß	PENDING TB-08	INDENT		[
Indent#	Date	Facility Name		Action	Indent#	Date	Facility Name	Action
IND- U483/21-0001	01/10/2021	50 Bedded Hospite	al, Tongi, Gazipur	DETAILS	IND- U228/21-0001	07/10/2021	Islampur UHC, Jamalpur	DETAILS
IND- U139/21-7520	10/10/2021	Dhamrai UHC, Dha	ska	DETAILS	IND- N053/21-0001	10/10/2021	Adhunik Medical College Hospit Uttara, BRAC Dakkhin Khan, Dh	

• 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 -

Facility Level		Fac	lity		Start	Date		End Date				
TB Facility		* All		*	01/03	3/2022	1	10/03/2022				
Product Class	ification	* Pro	luct	¥	All	action Type	v					
Receive Detail	s Report Table								[Print [Excel	CSV
Show 10 v ent	ies									Search	12	
Supplier	Receive Involce	Receive Date	Donor/ Contract#/ Indent#	Unit	No of Cartons	Batch/Lot Number	Expiry Date	Donor Ref#	Indent Quantity	Quantity	Unit Price (BDT)	Total (BDT)
Khaliajuri UHC, N	etrakona											
Goggles												
Sea International Agencles Ltd.	REC-DON- U250/22-0001	07-03-2022	The Global Fund Wambo	Pcs		BGD-555		BGD-NTP- GFATM Donation- 001/2022		5,000		
Surgical Mask												
Essential Drugs Company Limited	REC-SUP- U250/22-0001	07-03-2022		Pcs		BGD-999	31-03-2024			500,000		

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

e Details Report 🚯							
Facility Level	Facility		Start Date		End Date		
TB Warehouse	NTP Central Warehouse	*	01/03/2022	Ê	10/03/2022		
Product Classification	Product		Transaction Type				
All	All	*	All	٣			
Issue Details Report Table						Print Excel	CSV
how 10 v entries						Search:	
Indentor/Issue To	Issue Invoice	Issue Date	Batch/Lot Number	Expiry	Date Donor Ref#	Indent Quantity	Quantity
NTP Central Warehouse							
MEDFLD							
2 FDC Adult (R150/H75)							
Barura UHC, Cumilla	ISS-TB08-IND-C001/22-0009	09-03-2022	3522			1,220	1,220
50 Bedded Hospital, Tongi, Gazipur	ISS-IND-C001/22-0003	10-03-2022	3522			500	500
50 Bedded Hospital, Tongi, Gazipur	ISS-PUSH-C001/22-0002	10-03-2022	lot-1	2022-05	5-31		200
2 FDC Adult (R150/H75) for TPT Treatm	ent						
50 Bedded Hospital, Tongi, Gazipur	ISS-IND-C001/22-0003	10-03-2022				300	300
2 FDC Child (R75/H50) DT							
Barura UHC, Cumilla	ISS-TB08-IND-C001/22-0009	09-03-2022				1,440	1,440
50 Bedded Hospital, Tongi, Gazipur	ISS-IND-C001/22-0003	10-03-2022				200	200

- 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

istment D	etails Report (
Facility Level		Facility			Start	Date		End Date			
TB Facility	*	All		٣	01/03/	2022		10/03/2022			
Adjustment Ty All	ype *	Product Cle	assification	•	Produ All	:t	*				
Adjustment De	etails Report Table								Print	X Excel	CSV
how 10 v entr	ries									Search:	
To/ From	Adjustment Invoice	Invoice Date	Adjustment Type	Pro	duct le	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity Adjusted	Unit Price (BDT)	Total (BDT)
Barura UHC, Cun	nilla										
MEDFLD											
2 FDC Adult (R15	50/H75)										
Barura UHC, Cumilla	ADJ- U078/22-0007	10-03-2022	Receive from Main Store	MED	002		30-09-2022		50		
Barura UHC, Cumilla	ADJ- U078/22-0006	10-03-2022	Issue to DOTS Corner	MED	002		30-09-2022		50	0	
3 FDC Adult (R15	50/H75/E275)										
Barura UHC, Cumilla	ADJ- U078/22-0007	10-03-2022	Receive from Main Store	MED	004		31-10-2022		200		
Barura UHC, Cumilla	ADJ- U078/22-0007	10-03-2022	Receive from Main Store	MED	004				5		
Barura UHC, Cumilla	ADJ- U078/22-0006	10-03-2022	Issue to DOTS Corner	MED	004				5	0	
Barura UHC, Cumilla	ADJ- U078/22-0006	10-03-2022	Issue to DOTS Corner	MED	004		31-10-2022		200	0	

- 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 -

Start Date		End Date		F	acility			Product Classific	ation		
01/03/2022		10/03/2022		Ê B	arura UHC, Cu	milla	٣	All		*	
Product											
All	Ŧ										
nventory Co	ontrol Register (ICR)								e P	rint 🔀 Excel	🖹 CSV
										Search:	
Invoice Date	Origin/Destination		Invoice No	Receive	Issue	Balance	Batch/Lot Number	Expiry Date	Donor Ref#	Observations	Signature
acility: Barura	uHC, Cumilla										
Product: ZN M	icroscope										
01/03/2022	-		[Prev Balance]	50	0	50					
Product: 2 FD0	CAdult (R150/H75)										
01/03/2022	-		[Prev Balance]	214	0	214		30/09/2022			
10/03/2022	Barura UHC, Cumilla		ADJ- U078/22-0006	0	50	164		30/09/2022		Issue to DOTS Corner	
10/03/2022	Barura UHC, Cumilla		ADJ- U078/22-0007	50	0	214		30/09/2022		Receive from Main Store	
10/03/2022	Field Staff		DIS- U078/22-0003	0	10	204		30/09/2022		Dispense from DOT Corner	

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

Division		District		F	acility			Prod	uct Classificati	on		
All	*	All			Barura UHC, Cum	illa	٣	All			*	
Product		Start Date			nd Date							
All	Ŧ	01/03/2022			10/03/2022		Ê					
Inventory Con	trol Register (ICR) Unus	sable								🔒 Pri	nt 🔀 Excel	CSV
											Search:	
Invoice Date	Origin/Destination		Invoice No	Receive	Issue	Balance	Batcl Numl		Expiry Date	Donor Ref#	Observations	Signatu
Facility: Barura l	JHC, Cumilla											
Product: 2 FDC /	Adult (R150/H75)											
01/03/2022	-		[Prev Balance]	150	0 0	150						
Product: 3 FDC /	Adult (R150/H75/E275)											
01/03/2022	-		[Prev Balance]	350	0 0	350						
	R150/H75/Z400/E275)											

- 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 -

Facility		Start Date		End Date		Recip	ient Group		
Barura UHC, Cumilla	*	01/03/2022	1	10/03/2022		All		*	
Recipient		Product Class	sification	Product		Store			
All	*	All		* All	Ŧ	All		v	
iow 10 v entries								Searc	
Dispense Report To how 10 ~ entries Facility	able Recipient Group	Recipient	Dispense Date	Product	Batch/Lot N	lumber	Expiry Date		
now 10 v entries Facility		Recipient	Dispense Date	Product	Batch/Lot N	lumber	Expiry Date	Searc	th:
now 10 v entries Facility MEDFLD		Recipient Field Staff	Dispense Date	Product 2 FDC Adult (F150/H75)	Batch/Lot N	lumber	Expiry Date	Searc	th:
how 10 v entries	Recipient Group				Batch/Lot N	lumber		Searc	Quantity Dispensed

- 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

Facility L TB Woreho			Facility NTP Central Warehou	ise v	Product Classificatio	n *	Product All		*	
Start Dat	e		End Date							
10/03/202	2	m	30/09/2023							
show 10 v		leport Table						🖨 Pris	nt 🕅 Excel Search:	CSV
how 10 v	entries		Product	Paral at	Batch/Lot	Expiry	Donor			Total
1.5%		Facility	Product Code	Product	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity	Search:	Total
how 10 v	entries			Product					Search: Unit Price	Total
how 10 v	entries			Product 2 FDC Adult (R150/H75)					Search: Unit Price	

- 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-

Facility	Start Dat	e (End Date	P	roduct Classification	
All	* 01/03/202	2		10/03/2022	111 A	II	*
Product All	¥						
Physical Inventory De	tails Report					Prin	nt Excel CSV
Product Classification	Product	Start Date	End Date 🕴	Stock Quantity 🕴	Physical Quantity (Usal	ble) 🖗 Adjustment Quantity 🖗	Physical Quantity (Unusable)
Khaliajuri UHC, Netrakona							
MEDFLD	2 FDC Adult (R150/H75)	01-03-2022	07-03-2022	0	200	0,000 200,000	c
		07-03-2022	07-03-2022	0	300	300.000	(
MEDFLD	2 FDC Child (R75/H50) DT	07=03=2022	OF OU LOLL				

- 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 -

Division All		District	*	Facility Type All			
-	ucility Contact Report					Print	Excel
how 10 ∨ en						Sea	
Division	1 District 1	Facility Id	Facility Name		Facility Type	Facility Head	Storekeeper
Barisal	Barguna	S001	Civil Surgeon Office, Bor	guna	CS Office		
Barisal	Barguna	U001	Amtali UHC, Barguna		UPAZILA		
Barisal	Barguna	U002	Bamna UHC, Barguna		UPAZILA		
Barisal	Barguna	U003	Betagi UHC, Barguna		UPAZILA		
Barisal	Barguna	U004	Patharghata UHC, Barg	una	UPAZILA		
Barisal	Barguna	U005	Barguna Sodar UHC, Ba	rguna	UPAZILA		
Barisal	Barishal	DC01	CDC Bartshal, Bartshal		CDC		
Barisal	Barishal	R001	BRAC, Barishal-Urbon, B	Barishal	URBAN		
Borisol	Barishal	R002	Central Jail. Barishal-Urb	an, Barishal	URBAN		
Borisol	Barishal	B130	Prison, Barishal-Urban, I	Bartshal	URBAN		

- 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 -

TB-08 Product List			🖨 Print	Excel CSV				
how 10 🛩 entries		Search:						
Came Code	Item Nome 0	Settings ID 0	Sort Order 🕴	Is Editable				
FLD062	Levofloxacin 500 mg	2	6	c				
FLD063	Levofloxacin 250 mg	2	7	(
FLD064	Levofloxacin 100 mg	2	8	1				
MED001	4 FDC (R150/H75/E275/Z400)	2	1	(
MED002	2 FDC-Adult (R150/H75)	2	2	(
MED006	Isoniazid 100 mg for IPT (Dispersible)	2	10	1				
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.

11.3.14. TB-08 Indent Report

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

08 Inden	t 🚯								
Quarter		Year		District		Facility			
Q1: Jan-Mar	-	2022	v	Cumilla		* All		*	
			Number of reg	istered cases du	ing the previous quart	ter			
				Adults (>15	years)				
New	//Category-I = (a)			Re-treatme	nt = (b)				
	Cases together (P+, P-, EP, Bone & Neurological TB)	P+ve(b1)	P-ve(b2)	EP(o3) Meningi	tis, Bone & Neurol	ogical TB (b4)		Total (b)
	1	3	5	5		5			18
				Children (<15	years)				
	Child Cat-I (Adult Formulation)	= (c)	Child Cat-I (Disper	sible formulation	a) = (d)	Total Child		<5 Years Chil	d Registered for IPT (e)
	1			2		3			2
TB-08 Indent	t						[🖨 Print	Excel
how 10 Y er	ntries							Searc	h:
Product Code	Product Name		Total requi	red querterly (+buffer) (i)	Existing Balance (j)	Expiry Date	Amount to be !	Supplied= (i) -(j)	Actual Quantity Requested
Barura UHC, Cu	umilla								
MED001	4 FDC (R150/H75/Z400/E27	5) 12,780		25,560	660			24,900	24,90
MED002	2 FDC Adult (R150/H75)	720		1,440	220			1,220	1,22
MED045	3 FDC Child (R75/H50/Z150) DT	360		720	0			720	72
	2 FDC Child (R75/H50) DT	720		1,440	0			1,440	1.44
	Ethambutol 100 mg DT	180		360	0			360	36
				9,720	0			9,720	9,72
MED011 FLD062	Levafloxacin 500 mg-FLD	4,860			0			19,440	19,44
MED011 FLD062 FLD063	Levafloxacin 500 mg-FLD Levafloxacin 250 mg-FLD	4,860		19,440					
MED011 FLD062 FLD063	Levofloxacin 500 mg-FLD Levofloxacin 250 mg-FLD Levofloxacin 100 mg-FLD			19,440	0			0	
MED046 MED011 FLD062 FLD063 FLD064 MED031	Levafloxacin 500 mg-FLD Levafloxacin 250 mg-FLD			19,440				0	

- 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)</p>
 - > Total Child
- The indent product table are showing Following column
 - 1. Product Code
 - 2. Product Name

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- 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 –

Quarter		Year		District			Facility			
Q1: Jan-Mar	¥.	2022		 District Mymensi 	nah	*	All		¥.	
Q1. Juli-Mul		XUXX		wymens	ngn					
			Number	of registered cas		revious quarter				
					(>15 years)					
New/Category-I =	• (a)			Re-tre	eatment = (b)					
All New/Cat-I Cases togeth Meningitis, Bone & Neuro		P+ve(b1)	P-ve(b	2)	EP(b3)	Meningitis, I	Bone & Neurological TB	(b4)	Total	(b)
292		22	9		4		0		38	
				Children	n (<15 years)					
Child Cat-I (A	dult Formulation) - (c)	Child Cat-I (Dispersible formu	ılation) – (d)		Total Child		5 Years Child Reg	stered for IPT (e
	8			5			13		46	
upply Consolidation on	TB-08 Report	Table						Ð	Print X Ex	cel 🗎 CSV
	TB-08 Report	Table						Ð	Print Ex	cel 🗈 CSV
	TB-08 Report Total (a) = (1+2)	Total Required Qu	Jarterly Buffer)	Amount to be supplied		al Quantity Requested	Actual Supply Quantity	lssued Qty		Expiry Date
ow 10 v entries	Total (a) = (1+2)	Total Required Qu						Issued	Search: Batch/Lot	Expiry
ow 10 v entries Product shwarganj UHC, Mymensing	Total (a) = (1+2)	Total Required Qu						Issued	Search: Batch/Lot	Expiry Date
ow 10 v entries Product shwargonj UHC; Mymensing PDC Adult (R150/H75) FDC Child (R75/H50) DT	Total (a) = (1+2)	Total Required Qu	-Buffer)	supplied		Requested	Quantity	Issued Qty	Search: Batch/Lat Number	Expiry Date
Product Product Proc Adult (R150/H75) FDC Adult (R150/H75) FDC Child (R75/H50) TF FDC Child (R75/H50) 2150) DT	Total (a) = (1+2) h 30,960	Total Required Qu	Buffer) 61,920	supplied 34,265		Requested 34,265	Quantity 34,265	Issued Qty 34,265	Search: Batch/Lat Number	Expiry Date
aw 10 	Total (a) = (1+2) h 30,960 360	Total Required Qu	61.920 720	supplied 34,265 334		Requested 34.265 334	Quantity 34,265 334	Issued Qty 34,265	Search: Batch/Lat Number	Expiry Date
10 v entrés Product shwarganj UHC, Mymensing FDC Adult (R150H-75) FDC Child (R75/H50) PC Child (R75/H50) PC Child (R75/H50) FDC Child (R75/H50)	Total (c) = (1+2) jh 30.960 360 180	Total Required Qu	Buffer) 61.920 720 360	supplied 34,265 334 0		Requested 34,265 334 0	Quantity 34,265 334 0	Issued Qty 34,265 334	Search: Batch/Lat Number	Expiry Date
Product Product Product Product Product Proc Adult (R150/H75) Proc Child (R75/H50 2156) DT ProC (R150/H75 PCC (R15	Total (e) = (1+2) h 30,960 360 180 23,040 90	Total Required Qu	Buffer) 61.920 720 360 46,080 180	supplied 34,265 334 0 28,433 0 0 0		Requested 34,265 334 0 28,433 0 0	Quantity 34,265 334 0 28,433 0 0	Issued Qty 34,265 334	Search: Batch/Lat Number	Expiry Date
NID ✓ entries Product shwarganj UHC, Mymensing POC Abili (R156/H50) FDC Child (R75/H50) TFOC (Histo) (R75/H50) TFOC (Histo) (R75/H50) THOC ND (R75/H50) THOC (Histo) (R75/H50) THOC (Histo) (R75/H50) Thiothout 100 mg DT thombutol 100 mg DT thombutol 100 mg DT-IPT	Total (c) = (1+2) (h 30.960 360 180 23.040	Total Required Qu	Euffer) 61.920 720 360 46.080	supplied 34,265 334 0 28,433 0 0 0 0 0		Requested 34,265 334 0 28,433 0 0 0 0	Quantity 34,265 334 0 28,433 0 0 0 0	Issued Qty 34,265 334	Search: Batch/Lat Number	Expiry Date
NID ✓ entries Product shwarganj UHC, Mymensing POC Abili (R156/H50) FDC Child (R75/H50) TFOC (Histo) (R75/H50) TFOC (Histo) (R75/H50) THOC ND (R75/H50) THOC (Histo) (R75/H50) THOC (Histo) (R75/H50) Thiothout 100 mg DT thombutol 100 mg DT thombutol 100 mg DT-IPT	Total (e) = (1+2) h 30,960 360 180 23,040 90	Total Required Qu	Buffer) 61.920 720 360 46,080 180	supplied 34,265 334 0 28,433 0 0 0		Requested 34,265 334 0 28,433 0 0	Quantity 34,265 334 0 28,433 0 0	Issued Qty 34,265 334	Search: Batch/Lat Number	Expiry Date
Supply Consolidation on www.iow.entries Product shwarganj UHC, Mymensing Product Product shwarganj UHC, Mymensing Proc Abidi (R75/H50) DT Proc Child (R75/H50) DT P	Total (e) = (1+2) h 30,960 360 180 23,040 90	Total Required Qu	Buffer) 61.920 720 360 46,080 180	supplied 34,265 334 0 28,433 0 0 0 0 0		Requested 34,265 334 0 28,433 0 0 0 0	Quantity 34,265 334 0 28,433 0 0 0 0	Issued Qty 34,265 334	Search: Batch/Lat Number	Expiry

- 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)

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- ✓ 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)</p>
 - 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 Q1: Jan-Mar			Year 2022		v Myn	rict ensingh	٣	Facility	Y	Ψ.	
					Number of registered	cases during the pre	vious quarter				
					Ac	luits (>15 years)					
New	v/Category-	l = (a)			R	e-treatment = (b)					
		ther (P+, P-, EP, irological TB)	P+ve(b1)		P-ve(b2)	EP(b3)	Meningitis, B	one & Neur	ological TB (b4)		Total (b)
	292		22		9	4		0			35
					Chi	dren (<15 years)					
	Child Cat-I	(Adult Formulatio	n) = (c)	Chil	d Cat-I (Dispersible f	ormulation) = (d)		Total Chil	d	<5 Years Child	Registered for IPT (e)
		8			5			13			46
lssue aggins	t TB-08 In	dent Details Re	port							Print	T Excel
-		dent Details Re	port							Print Search	
now 10 v e	ntries		port	Unit 🌢	Batch/Lot Number	Expiry Date	DONOR	REF#	Ougntity 5	Search	
aow 10 v ei Quarter 🕴	ntries Year 🕴	Product		Unit 🔶	Batch/Lot Number	• 🔶 Expiry Date	DONOR	REF# \$	Quantity \$:
aaw 10 v ei Quarter († Ishwarganj UH	ntries Year 🕴	Product	- 0-C001/22-0003)				DONOR	REF# \$		Search	Ordered Quantity
Quarter + Ishwarganj UH Q1: Jan-Mar	ntries Year 🕴 IC, Mymensii 2022	Product ngh (ISS-TB08-IND 2 FDC Adult (R1	- 0-C001/22-0003) 50/H75j	Tab	Batch/Lot Number	Expiry Date 31-05-2022	DONOR	REF# 🝦	34,265	Search	Cordered Quantity
Quarter Quarter Ishwarganj UH Q1: Jan-Mar Q1: Jan-Mar	Ntries Year 🗍 IC, Mymensii 2022 2022	Product ngh (ISS-TB08-INC 2 FDC Adult (R1 2 FDC Child (R75	- 0-C001/22-0003) 50/H75) 5/H50) DT				♦ DONOR	REF# \$		Search	Cordered Quantity 34,26 33
Quarter Quarter Ishwarganj UH Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar	Ntries Year 🔅 IC, Mymensii 2022 2022 2022	Product ngh (ISS-TB08-INC 2 FDC Adult (R1 2 FDC Child (R7) 4 FDC (R150/H7	- 0-C001/22-0003) 50/H75) 5/H50) DT 5/Z400/E275)	Tab Tab Tab			DONOR	REF# \$	34,265 334 28,433	Search	Cordered Quantity 34,26 33 28,43
Quarter Quarter shwarganj UH Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar	Ntries Year 🗍 IC, Mymensii 2022 2022	Product ngh (ISS-TB08-IND 2 FDC Adult (R1 2 FDC Child (R75 4 FDC (R150/H7 Levofloxach 250	- 0-C001/22-0003) 50/H75) 5/H750) DT 5/Z400/E275) 0 mg-FLD	Tab Tab			DONOR	REF# \$	34,265 334	Search	Ordered Quantity 34,26 33 28,43 7,56
Quarter Quarter Ishwarganj UH Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar	Ntrics Year (*) 2022 2022 2022 2022 2022 2022 2022 20	Product ngh (ISS-TB08-INC 2 FDC Adult (R1 2 FDC Child (R7) 4 FDC (R150/H7	0C001/22-0003) 50/H75) 5/H50) DT 5/Z400/E275) 0 mg-FLD 0 mg-FLD	Tab Tab Tab Tab			DONOR	REF# \$	34,265 334 28,433 7,560	Search	Ordered Quantity 34,26 33 28,43 7,56
Quarter Quarter Ishwarganj UH Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar	Ntrics Year (*) 2022 2022 2022 2022 2022 2022 2022 20	Product ngh (ISS-TB08-INC 2 FDC Adult (R1 2 FDC Child (R7 4 FDC (R150/H7 Levofloxoch 250 Levofloxoch 500	- 	Tab Tab Tab Tab			DONOR	REF# \$	34,265 334 28,433 7,560	Search	Cordered Quantity 34,26 33 28,43 7,56 3,70
Quarter Quarter Ishwarganj UH Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Phulpur UHC, M	Vear Vear C, Mymensii 2022 2022 2022 2022 2022 2022 2022 2	Product 2 FDC Adult (R1 2 FDC Adult (R1 2 FDC Child (R7 4 FDC (R150/H7 Levofloxoch 250 Levofloxoch 500 (ISS-TB08-IND-C0	- - - - - - - - - - - - - -	Tab Tab Tab Tab Tab	lot-1	31-05-2022	DONOR D	REF# \$	34,265 334 28,433 7,560 3,700	Search	Cordered Quantity 34,26 33 28,43 7,56 3,70 154,08
Quarter Quarter Ishwarganj UH Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Phulpur UHC, N Q1: jan-Mar	Year Image: Provide the second s	Product ngh (ISS-TB08-INL 2 FDC Adult (R1 2 FDC Child (R7 4 FDC (R150)H7 Levofloxcin 500 (ISS-TB08-IND-C) 2 FDC Adult (R1	- 50H75 57H50) DT 57H502DT 57H30(2275) 0 mg-FLD 001/22-0002) 50H750 57H50) DT	Tab Tab Tab Tab Tab Tab	lot-1	31-05-2022	DONOR	REF# 🔶	34,265 334 28,433 7,560 3,700	Search	Crdered Quantity 34,26 33 28,43 7,56 3,70 154,08 2,88
Quarter Quarter Ishwarganj UH Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Phulpur UHC, N Q1: jan-Mar Q1: jan-Mar	Year Image: C, Mymensing 2022 2022 2022 2022 2022 2022 2022 2022 2022 2022 2022 2022 2022 2022 2022 2022 2022 2022 2022 2022 2022 2022	Product ngh (ISS-TB08-INL 2 FDC Adult (R1 2 FDC Adult (R1 4 FDC (R150/H7 Levofloxach 500 (ISS-TB08-IND-c) 2 FDC Adult (R1 2 FDC Adult (R1	- 	Tab Tab Tab Tab Tab Tab Tab	lot-1	31-05-2022	DONOR	REF#	34,265 334 28,433 7,560 3,700 15,080 2,880	Search	

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- 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)</p>
 - > 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 -

Quarter	Year	District		Facility		
Q2: Apr-Jun	* 2021	Dhoka	*	All	<u>.</u>	
TB-08 Reporting Status) EXCEL
Show 10 v entries					Search:	
Facility		Reporting Date		s	atus	
Dhaka						
250 Bedded TB Hospital, Shyamoli,	Dhaka-Urban, Dhaka	01-04-2021		NO	T SUBMITTED	

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- 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 -

neral Indent Re	port 🚯				
Indent From All	*	Indent To All			
Indent Report Table				Print	Excel
Show 10 🖌 entries					Search:
Product Code	# Prod	uct		Stock on Hand	Indent Quantity
Indent To: NTP Central W	/arehause				
Indent From: Dhamrai UH	IC, Dhaka, Indent#:	IND-U139/21-7518, Date: 19/09/2021			
FLD066	2 FDC	Adult (R150/H75) for TPT Treatment		0	500
MED004	3 FDC	Adult (R150/H75/E275)		0	300
MED046	2 FDC	Child (R75/H50) DT		0	200

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

11.3.19. Distribution Plan on General Indent Report

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

Division		District		Facility Level	Facility		
All	*	All	٠	All *	All	-	
Start Plan Date		End Plan Date		Product Classification	Product		
01/09/2021	6	13/03/2022	1	All	All	*	
Distribution Plan on	Indent Table Dat	a				🔒 Print	Excel
how 10 🖌 entries							Search:
Indent	Indent Date	Indentor Facility	F	roduct		Indent Quantity	Planned Issue Quantity
NTP Central Warehouse							
DIS-PLAN-C001/22-000	2(31-01-2022)						
IND-U139/21-7521	01-11-2021	Dhamrai UHC, Dhaka	Ar	nikacin 500 mg/2ml inj		50	
IND-U139/21-7521	01-11-2021	Dhamrai UHC, Dhaka	Co	ipreomycin inj 1 gm		100	(
IND-U139/21-7521	01-11-2021	Dhamral UHC, Dhaka	Cl	ofazimine 100 mg		100	(
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	Ar	nikacin 500 mg/2ml inj		10	
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	Ar	noxicillin(500)+ Clavulanic acid (125) mg		40	(
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	Be	daquiline 20mg for Child Patient		40	(
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	Be	daquline 100 mg		45	
IND-U141/21-7506	10-09-2021	Keranigonj UHC, Dhaka	21	FDC Adult (R150/H75)		500	500
ND-U141/21-7506	10-09-2021	Keranigonj UHC, Dhaka	3	FDC Adult (R150/H75/E275)		300	c
	10-09-2021	Keranigonj UHC, Dhaka	140	FDC Child (R75/H50/Z150) DT		500	500

- 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 -

Division		District		Facility Level	* All		
Start Plan Date 01/10/2021	Ô	End Plan Date 13/03/2022		Product Classification All	▼ Product All	*	
Ad Hoc Distribution Plan Tab	ole Data					Print	X Excel
ow 10 v entries						Searc	:h:
Facility			Pro	oduct Name			Planned Issue Quantity
ITP Central Warehouse							
DHOC-PLAN-C001/22-0001(13	-03-2022)						
DC Brahmanbaria, Brahmanbari	a		ZNI	Aicroscope			
DC Chattogram, Chattogram			ZN	Alcroscope			
DC Bhola, Bhola			ZN	Alcroscope			
DC Pirojpur, Pirojpur			ZNI	Alcroscope			
DC Chandpur, Chandpur			ZN	/icroscope			
DC Pirojpur, Pirojpur			2 FC	C Adult (R150/H75)			20
DC Brahmanbaria, Brahmanbari	a		2 FC	PC Adult (R150/H75)			20
DC Chandpur, Chandpur			2 FC	PC Adult (R150/H75)			20
DC Chattogram, Chattogram			2 FC	C Adult (R150/H75)			20
DC Bhola, Bhola			2.57	C Adult (R150/H75)			20

- 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 -

Ouarter		Year		District		Facility	
Q3: Jul-Sep	*	2021	٠	All	*	Dhamrai UHC, Dhaka	*
Product All							
Quarterly Stock Statu	s and Stockout D	ays				0	
how 10 v entries							Search:
Product Code	Product					Closing Balance	# of stock-out days
Dhamrai UHC, Dhoka							
MEDFLD							
FLD066	2 FDC Ad	ult (R150/H75) for TP	l'Treatment			0	9
MED001	4 FDC (R1	50/H75/Z400/E275)				3,400	
MEDD02	2 FDC Ad	ult (R150/H75)				2,480	
MED006	Isoniazid	LOO mg DT-IPT				0	9
	Ethambut	ol 100 mg DT				0	9
MED011	Ethorshot	ol 400 mg-FLD				0	9
	Engribut						
MED011 MED033 MED045		ld (R75/H50/Z150) D	Té.			4,200	

- 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 -

Quarter Q2: Apr-Jun		Year 2021		District All *	Facility NTP Central Warehou	se *	
Product All							
Quarterly Stock	Status Lot wise Tabl	e			[A Print	Excel
how 10 v entrie	15					Search:	
Product Code	Product Name		Batch No		Expiry Date	Donor Ref	Closing Balance
NTP Central Ware	house						
MEDFLD							
FLD066	2 FDC Adult (R150/H	75) for TPT Treatment	A005919-20,A0	06048,A006046,A100036-37	30-11-2023		9,492,00
MED001	4 FDC (R150/H75/Z40	00/E275)	103520037-59,6	3GD/DP/20/10317	31-12-2022		3,094,56
MED001	4 FDC (R150/H75/Z40	00/E275)	NRG20147A-61	A & NRG20166A, BGD/DP/19/9645	31-07-2023		9,295,41
MED001	4 FDC (R150/H75/Z40	00/E275)	NRG20168A-83	A & NRG20164A_2	31-07-2023		4,531,11
MED001	4 FDC (R150/H75/Z40	00/E275)	NRG20208A-21	9A.BGD/DP/20/10317	31-08-2023		10,178,11
MED002	2 FDC Adult (R150/H)	75)	103420033-37,8	3GD/DP/20/10317	31-12-2022		2,358,72
MED002	2 FDC Adult (R150/H)	75)	NRH20158A.2.	NRH20161B, NRH20162A-76A, Order# 9646	31-07-2023		11,573,57
MED002	2 FDC Adult (R150/H)	75)	NRH20207A-22	0A, BGD/DP/20/10317	31-08-2023		14,468,16
MED006	Isoniazid 100 mg DT-	IPT	20.10.006 to 20.	10.013	30-09-2023		1,174,17
MED006	Isoniazid 100 mg DT-	IDT	20.10.014 & 20.1	10.015	30-09-2023		658,50

- 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 -

Division		District		Facility L	rvel		Facility			
All	Τ.	All	Ψ	All		*	All	7	•	
Start Date		End Date		Product C	lassification		Product			
01/03/2022	₩	13/03/2022	Ö	All			All	-		
Receive Type		Source of Fund		Supplier						
All	*	All	*	All		٣				
Provisional Receive (Wo	iiting for Surve	y)						Print	X Excel	CSV
ow 10 v entries									Search:	
Supplier	Source of Fund	Receive Invoice	Receive Date	Unit	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity	Unit Price (BDT)	Total (BDT)
haliojuri UHC, Netrakona										
CR Tubes										
emo Supplier	GFATM	REC-DON-PRO- U250/22-0002	07-03-2022	Pcs	TTT-888	31-03-2	024 GFATM- 103/2022	300	2,000	600,00
ITP Central Warehouse										
FDC Adult (R150/H75)										
A G Cargo International, Bangladesh		INT-RCV-PRO- C001/22-0002	09-03-2022	Tab	1587921	31-03-2	023	280,000	o	
ssential Drugs Company imited	NTP,GoB	REC-SUP-PRO- C001/22-0002	09-03-2022	Tab	4545	31-03-2	023	400,000	0	
FDC (R150/H75/Z400/E27	5)									
. G Cargo International, angladesh		INT-RCV-PRO- C001/22-0002	09-03-2022	Tab	21254688	31-03-2	024	350,000	o	
ssential Drugs Company	NTP.GoB	REC-SUP-PRO-	09-03-2022	Tab	2544	31-03-2	024	350,000	0	

- 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 -

Division All		District		* Facility	/ ntral Warehouse		Product Class	ification		
Product Name	*	Start Date 01/03/2022		End Do 13/03/3			Receive Type		-	
Supplier All	v	Source of Fund All	I	•						
Provisional Rece	eiving Register Table							-	rint Excel	CSV
									Search:	
Invoice Date	Invoice No	Provisional Received Quantity	Cumulative Quantity Received	Approved Quantity	Total Received Quantity	Disapproved Quantity	Return to supplier	Batch/Lot Number	Expiry Date	Donor Ref#
Facility: NTP Centr	al Warehouse									
Product: 2 FDC Ad	uit (R150/H75)									
09/03/2022	INT-RCV-PRO- C001/22-0002	280,000	280,000	0	0	0	0	1587921	31/03/2023	
09/03/2022	REC-SUP-PRO- C001/22-0002	400,000	680,000	0	0	0	0	4545	31/03/2023	
Total		680,000		0		0	0			
Product: 4 FDC (R1	L50/H75/Z400/E275)									
09/03/2022	INT-RCV-PRO- C001/22-0002	350,000	350,000	0	0	0	0	21254688	31/03/2024	
09/03/2022	REC-SUP-PRO- C001/22-0002	350,000	700,000	0	0	0	0	2544	31/03/2024	
Total		700,000		0		0	0			

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

The table has the following columns:

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

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

11.3.25. Provisional Summary Report

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

Division All	Ψ.	District All	٣	Facility Level All		Facility All	*	
Start Date 01/03/2022		End Date 13/03/2022	#	Product Classification	on T	Product All	*	
Receive Type All		Source of Fund All	*	Supplier All	Ψ.			
rovisional Summ	ary Table Data						Print	Excel
ow 10 Y entries							Sea	
Facility	Product Name	Provisional Receiv Qt		Waiting for Standing Board	Approved Qty	Disapproved Qty	Return to Supplier	Return to Supplier (Waiting)
haliajuri UHC, letrakona	Goggles	5,00	00	o	5,000	o	0	
haliajuri UHC, Ietrakona	PCR Tubes	30	00	300	o	0	0	
haliajuri UHC, letrakona	Surgical Mask	500,00	00	0	500,000	0	o	
ITP Central Varehouse	2 FDC Adult (R15	D/H75) 680,00	00	680,000	0	0	0	
TP Central Varehouse	4 FDC (R150/H75 /Z400/E275)	700,00	00	700,000	o	o	0	

- 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 -

Division All		District All	*	Facility Level All	*	All	*	
Start Date		End Date		Product Classification		Product		
01/03/2022		13/03/2022		All	*	All	Ŧ	
Receive Type		Source of Fund		Supplier				
	*							
All	¥	All	.*.	All	¥			
rovisional Approved			×	All	•		Print Sec	Excel CSV
Provisional Approved			*			ed Quantity		
All Provisional Approved ow 10 v entries Facility Challogurt UHC, Netrakona	Summary Tabl	8	×			ed Quantity 5,000		arch:

- 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 -

Division			District			Facility Level			Facility				
All		*	All			All		*	All		v		
Start Date			End Date			Product Class	ification		Product				
01/03/2022			13/03/2022		1	All		×	All		٣		
Receive Type			Source of Fund			Supplier							
All		*	All			All		*					
		Sup	Sup Date	Source of Fund	Source of Fund	Ref	Return Date	Return In No		oduct me	Batch/Lot Number	Expiry Date	Return Qty
Receive Invoice	Supplier	No		orrand	Ref. No	Date							
Invoice		No		or r uno	Ref. No	Date							
		No 2333	02-03-2022		Ref. No	Date	13-03-2022	PRO-RET- INTPUR- C001/22-0	(B15	IC Adult 60/H75)	1587921	31-03-2023	280,000

- 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 <u>http://elmis.ntp.gov.bd</u> 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 -

Count	ry Entry							
ihow 25	i 👻 entries					🖨 Prin		ixcel
SL.	Country Code	Country Name	Center	Zoom Level	Currency Name	Report Expected Date	AMC Months	Action
1	BGD	Bangladesh	23.727059. 90.40309	7	BDT	20	2	0
Showing	1 to 1 of 1 entries					First Previous	1 Next	La

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 <u>http://elmis.ntp.gov.bd</u> 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 -

Division E	ntry	
		◆ Add → Print I Excel
Show 25 🛩 en	tries	.Search:
SL.	Division Name	Action
1	Barishal	0 0
2	Chottogram	0 0
з	Dhaka	0 0
4	Khulno	0 0
5	Mymensingh	8 0

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:



- 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 <u>http://elmis.ntp.gov.bd</u> 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			
ow 25 >	entries	Search:			
SL.	District Name	Action			
Borishal					
1	Barguna	00			
2	Banshal	0 0			
3	Bholo	0 0			
4	Jholokati	0 0			
5	Patuakhali	0 8			
6	Pirojpur	@ <mark>8</mark>			

- 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	
	SAVE Con	ei

- 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 <u>http://elmis.ntp.gov.bd</u> 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 -

				ſ	+ Add	Print	Excel
25 v cri	trics					Search	
SL.	Facility Level	Short Facility Level	Minimum MOS	Maximum MOS	bStore	bShow	Action
1	TB Warehouse	TB Warehouse	0	1			00
2	CS Office	CS Office	0	1			0
з	TB Facility	TB Facility	0	1	0	0	GC

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:

Facility Level input here.	*
Short Facility Level	*
Minimum MOS mout here	
Maximum MOS mput here	*
bStore bShow	

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

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 <u>http://elmis.ntp.gov.bd</u> 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 -

cility Ty	rpe Entry		
			🕂 Add 🔒 Print 🔀 Excel
v 25 v e	ntries		Search:
SL.	Facility Type	Short Facility Type	Action
1	CDC	D	Ø 8
2	CDH	н	© 8
э	CS Office	S	Ø 8
4	DOTS Corner	т	Ø 8
5	Medical College	м	Ø 8
6	NGO	N	0 8
7	NTRL/RTRL	L	Ø 8
8	Others	0	0 8
9	TB Warehouse	c	0 3
10	UPAZILA	U	0 0
11	URBAN	R	0 3

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:

Facility Type Name	*	
Short Facility Type		

- 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 <u>http://elmis.ntp.gov.bd</u> 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 -

plement	ing Agency Entry			
			+ Add	
w 25 ∨ ent	ries			Search:
SL.	Implementing Agency Name	Address	Contact	Action
1	Ashar Ale Saciety			Ø 8
2	BGMEA			Ø (8)
3	BRAC			Ø 8
	CMH, Dhaka			00

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:

Implementing Agency Name	
Address	
Contact	

- 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 <u>http://elmis.ntp.gov.bd</u> 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 -

acility Entr	ry					
Division All Division	* All District	* Facility Level All Facility Level		ility Type Facility Type	•	
All eLMISS		🛛 Mop 🕹 🕹	Download Template	🏦 Import Facilities	📲 Download Users	Search:
Facility Code	es Facility Name	Facility Type	Division Name	District Name	Implementing Agency	Action
CS Office						
5001	Civil Surgeon Office, Barguna	CS Office	Barisal	Borguno	Govt.	000
5002	Civil Surgeon Office, Barishal	CS Office	Barisal	Barishal		000
S003	Civil Surgeon Office, Bhola	CS Office	Barisal	Bhola		
S003 S004	Civil Surgeon Office, Bhola Civil Surgeon Office, Jhalakathi	CS Office CS Office	Barisal Barisal	Bhola Jhalakathi	Govt.	000

- 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:

lity Details Form		Add new Location	Map Search
Facility Code BGD00010	1	Facility Name *	Map Satellite
Division Name Select Division	*	District * Select District *	Media Bogura Adeur Mymensingh Sylfred Sichward Adeur
implementing Agency Implementing Agency	~	Facility Address Facility Address	Bangladesh
Facility Type Facility Type	1	Facility Level * Facility Level *	Berhampore Viceobar Sector B Urgebar Burgwan
acility Head Name acility Head Norms		Storekeeper Name Store Keeper Name	BENGAL Kolkata Series Bastelatin Free
Designation Focility Head Designation		Designation Store Keeper Designation	Hagpur अन्युव अन्युव
Contact# Foolity Head Contact		Contact# Store Keeper Contact	Digita Google Kashawari alanni na Mag data 20221 Soogle 1 Tomie of Use Report a map
atitude		Longitude Langitude	Closest matching address :

- 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.

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- 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.

Facility Code S001		Facility Name Civil Surgeon Office, Barguna	Map Satellite Planausa Planausa
Division Name Barisal	•	District Barguna v	B esterior Mades Regel Regel Avmensingh Synthet Sicher B Regel Regel Avmensingh Sicher Sicher
Implementing Agency Covt.	v	Facility Address Facility Address	Bangladesh
Facility Type CS Office	•	Facility Level * CS Office *	Urgapur erige Berkange Burkwan Barkwan
Facility Head Name Facility Head Name		Storekeeper Name Stare Kerper Name	BENGAL Kolkata
Designation Facility Head Designation		Designation Stare Keeper Designation	Hangpur अनमूत्र •
Contact# FacMy Head Contact		Contact# Store Reeper Contact	Pigna Google Closest matching address : Meg das 60021 Sougle Terris el Une Reporta me
Latitude Latitude		Longitude Loogitudo	under minnen sonree .

• 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 <u>http://elmis.ntp.gov.bd</u> 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 -

rodu	ct Classification Entry			
			🕂 Add	Excel
ow 25	 ✓ entries 		Search:	
SL.	Product Classification Name	Short Name	Major Group	Action
1	Accerseries	ACC		(2)
2	Furniture	FUR		Ø 8
3	Lab Consumable	LCO	•	Ø 8
4	Lab Equipment	LEQ		Ø 8
5	Logistics	LOG	•	6 8
6	MEDANC	ANC	•	6 8
7	MEDFLD	FLD		6 8
8	MEDSLD	SLD	•	Ø 8
9	Stationery	STA	•	6
10	VEHICLE	VEH		6 8

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:

Product Classification Entry Form		
	Product Classification Name Input here	
	Short Name •	
	Major Group	
	SAVE Cancel	

- 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 On Delete button from among the action buttons beside that record, and the pop-up message shows (Do you really want to delete this record?) - When you confirm the Product Classification is removed permanently.

12.9. Product Subgroup Entry

12.9.1. Product Subgroup list

- Open any internet browser, like Google Chrome or Firefox.
- Type <u>http://elmis.ntp.gov.bd</u> 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 -

Product	t Subgroup Entry	
	t Classification uct Classification *	+ Add
Show 25	 entries 	Search:
SL.	Product Subgroup Name	Action
Accerseries		
1	Accerseries	@ <mark>8</mark>
Furniture		
2	Furniture	© 0
Lab Consur	mable	
з	Lab Consumable	Ø (3)

- 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:

Product Group Select Product Group	*
Select Product Group	
Product Subgroup Name	*

- 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 <u>http://elmis.ntp.gov.bd</u> 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 -

Jnit Of I	leasure Entry	
		+ ADD ADD EXCEL
how 25 v	entries	Search:
SL#	Unit Name	Action
1	amp.	0 0
2	bag	0 0
а	book	0 0
4	Bottle	0 8
5	Box	Ø 😮

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:

Unit Name	*	
input here		

• 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 <u>http://elmis.ntp.gov.bd</u> 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 -

	ct Classificati duct Classificatio		Asset Non Asset	+ ADD	🛓 Downloo	d Template	1 Imp	port Products		X EXCE
iow 2	i 🗸 entries								Search:	
SL#	Subgroup	Product Code	Product Name	Short Name	Unit Name	Unit Price	Key Product	Key Product Dashboard	Asset	Action
Accerse	rles									
1	Accerseries	ACC010	ZN Microscope	ZN Microscope	Pcs	o				Ø 😣
2	Accerseries	ACC103	Aluminium frame (18x60x4.1)	Aluminium frame (18x60x4.1)	Pcs	0	0	0		6 8
3	Accerseries	ACC063	Ambubag	Ambubag	Pcs	0		0		6 8
4	Accerseries	ACC060	Aspiration system	Aspiration system	Pcs	o				Ø 3
5	Accerseries	ACC029	Auto Clave machine	Auto Clave machine	Pcs	0	0	0		6 8
6	Accerseries	ACC007	Auto voltage stabilizers	Auto voltage stabilizers	Pcs	0	0			Ø 8
7	Accerseries	ACC002	BP Blade	BP Blade	Pcs	0	0			2 8

- 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:

					SACK TO L
Product Classification	*	Product Subgroup	*	Product Code	
Accerserles	~	Select Product Subgroup	~		
Product Name	*	Short Name	•	Unit Name	,
				amp.	~
Unit Price	•	Key Product	Key Product Dashbo	oard Is Asset	

- 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 dropdown 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.

		L	Update BACK TO LIST
Subgroup	Product Name	Short Name	Group Name
Accerseries	Texo INH Test Container	Texo INH Test Container	Accerseries
Accerseries	BP Blade	BP Blode	Accerseries
Accerseries	Microscope bulb	Microscope bulb	Accerseries
Accerseries	Round flask	Round flosk	Accerseries
Accerseries	Loof Holder	Loof Halder	Accersories
Accerseries	Diamond Pencil	Diamond Pencil	Accerseries
Accersieries	Auto voltage stabilizers	Auto voltage stabilizers	Accersories
Accerseries	Generator	Generator	Accerseries
Accersieries	BP Handle	BP Handle	Accerseries
Accerseries	ZN Microscope	ZN Microscope	Accerseries
Accerseries	Flask for solution	Flask for solution	Accerseries
Accerseries	Flask 50 ml	Flask 50 ml	Accerseries
Accerseries	Drying rack	Drying rack	Accerseries
Accerseries	MXA 29009 M Agent	MXA 29009 M Agent	Accersories

- 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 <u>http://elmis.ntp.gov.bd</u> 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 -

Exporte	r Entry	
		+ Add 🔂 Print 🔀 Excel
Show 25	ontries	Search:
SL.	Exporter Name	Action
1	IDA	0 0
2	The Global Fund Wambo	0 8
Showing 1 to	2 of 2 entries	First Previous 1 Next Lost

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:

Exporter Name	*	

• 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 <u>http://elmis.ntp.gov.bd</u> 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 -

w 25	entries	Search:
SL.	Procurement Funding Source	Action
1	GOV	0 3
2	JICA	0 0
3	RPA	@ 8
4	RPA(GOB)	0 8
wing 1 to	4 of 4 entries	First Previous 1 Next Los

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:

Procurement Funding Source	· · · · · · · · · · · · · · · · · · ·

- 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 <u>http://elmis.ntp.gov.bd</u> 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 -

w 25 v	entries	Search:
SL#	Indent Type Name	Action
1	EMERGENCY	0 8
2	ROUTINE	8 8

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:

Indent Type Name	*	

- 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 <u>http://elmis.ntp.gov.bd</u> 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 -

		🕂 Add 🕞 Print 🔝 Excel
haw 25	entries	Search
SL.	Distribution Plan Type	Action
1	Adhoc	0 0
2	Indent	0 3
howing 1 to	2 of 2 entries	First Previous 1 Next Las

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:

			🍋 Bock to List
Distribution Plan Type Entry Form			
	Distribution Plan Type	2. 4 2)	
	Submit Conteil		

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

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 <u>http://elmis.ntp.gov.bd</u> 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 -

djus	tment Type Entry						
					+ ADD	⊖ PRINT	🕅 EXCEL
ow 25	✓ entries				Search:		
SL#	Adjustment Type	Pick List Method	Facility Level	Is Positive	ls Physical Inventory	Is Expired	Action
1	Add to Stock	Current Facility	CS Office, TB Facility, TB Warehouse	2			0
2	Deduct from Stock	Current Facility	CS Office, TB Facility, TB Warehouse				0
3	Expired	Current Facility	CS Office, TB Facility, TB Warehouse				0
4	Return from Facility	Facilities	CS Office, TB Warehouse				Ø
5	Return from Recipient	Rocipient	TB Fociity				Ø
6	Return to Supplier	External Supplier	CS Office, TB Facility, TB Warehouse				0
7	Return to Warehouse/DRS	Suppliers	CS Office, TB Facility				0
8	Transfer from Another Facility	Siblings	CS Office, TB Facility, TB Warehouse				Ø
9	Transfer to Another Facility	Siblings	CS Office, TB Facility, TB Warehouse		0	0	Ø

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:

Adjustment Type Entry Form		
	Adjustment Type Pipet here	*
	Pick List Method Select Pick List Method *	·
	Facility Level Select Facility Level	•
	Is Positive Is Physical Inventory Is Expired	
	SAVE CANCEL	

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

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 <u>http://elmis.ntp.gov.bd</u> 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 -

		+ ADD A PRINT B EXCEL
w 25 🔍	entries	Soarzhi
SLØ	Recipient Group	Action
1	Faolity Department	0 0
2	IPD	0 0
з	OPD	0 0
wing 1 to 3	of 3 entries	First Previous 1 Next L

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:

Recipient Group Entry Form		
	Recipient Group	
	SAVE	

- 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 -

Tejgaan k	Health Complex, Dhaka *		+ ADD	A PRINT EXCEL
ow 25 💌	entries			Search:
SL#	Facility Name	Recipients Group	Recipients	Action
1	Tejgaon Health Complex, Dhaka	091	IPD Dept	0 8
2	Tejgaan Health Complex, Dhaka	OFO	OPD Dept	Ø 8

- 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:

Facility	•	
Select Facility	•	
Recipients Group		
Select Recipients Group	*	
Recipients		

- 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 <u>http://elmis.ntp.gov.bd</u> 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:

User Pe	ermission	Entry						
								C.
Instance All Instan		User Group All User Group *	Facility All Facility	*	Instance	District	User Groups	
Show 25	✓ entries		Search	r				
SL	User Name		Email		Instance			
1	MANU001		MANU001@gmail.com		DGHS			
					EPI			
2	OPRU001		OPRU001@gmail.com	8	MNC&H	e.		
3	MANU228		MANU228@gmail.com	n.;		1		
4	OPRU228		OPRU228@gmail.com		I NNS			
	OFR0220		OPRO228@gmail.com	R(Z TB-eLM	1IS		
5	MANU229		MANU229@gmail.com	3.6	L. Contraction			

- 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.

User Pe	rmission	Entry						
Instance All Instanc	e Ŧ	User Group All User Group *	Facility All Facility =	@	Instance	District	User Groups	
Show 25 v	 entries 		Search					
SL.	User Nam	e	Email		Instance			
1	MANU001		MANU001@gmail.com		DGHS			
z	OPRU001		OPRU001@gmail.com		EPI			
	OPHOUI		OPHODOL@gmail.com		I MNC8	н		
з	MANU228		MANU228@gmail.com					
4	OPRU228		OPRU228@gmail.com		□ NNS			
5	MANU229		MANU229@gmail.com		TB-eil	MIS		

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

Instance All Instance		r Group Facilit Iser Group * All Fac	· · · · · · · · · · · · · · · · · · ·				
ihow 25 🗸	entries					Search:	
SL.	User Name	First Name	Last Nome	Email	Organization Name	Detoils	Statu
		Manager - Amtali UHC. Barguna				•	
2	OPRU001	Operator - Amtali UHC. Barguna		OPRU001@gmail.com		0	~ 8
3	MANU228	Manager - Islampur UHC, Jamalpur		MANU228@gmail.com		•	v =

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

Instance All Instance		User Group All User Group	Facility All Facility =				
Show 25 🗸	entries					Search:	
SL.	User Name	e First Name	Last Name	Email	Organization Name	Details	Status
1	MANU001	Manager - Amtali Barguna	IUHC.	MANU003@gmail.com		۰	v =
2	OPRU001	Operator - Amtali Barguna	I UHC,	OPRU001@gmail.com		0	~ =

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

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

Instance All Instance		r Group Faci ser Group * All F	ility aciity *	1				
Show 25 v	entries					Search:		
SL.	User Name	First Name	Last Name	Email	Organization Name	Details	Star	itus
1	MANU001	Monager - Amtali UHC, Barguna		MANU003@gmoil.com		•	v =	R
2	OPRU001	Operator - Amtali UHC, Barguna		OPRU001@gmail.com		0	~ 8	

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.

Instance Al Instan		ser Group II User Group	v All Facility v ⊗	Instance District User Groups
Show 25	✓ entries		Search:	
SL	User Name		Email	Instance
1	MANU001		MANU001@gmail.com	DGHS
	OPRU001		OPRUC01@gmoil.com	C) EPI
2				□ MNC&H
3	MANU228		MANU228@gmail.com	I NNS
4	OPRU228		OPRU228@gmoil.com	TB-eLMIS
G.	MANU1229		MANI 1229@amail.com	L IB-6EMIS

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

Instance All Instance		User Group All User Group *	Facility All Facility	 Instance District User Groups
Show 25	 entries 		Search;	
SL.	User Name		Email	Instance
1	MANU001		MANU001@gmail.com	DGHS
				D EPI
Z	OPRU001		0PRU001@gmail.com	□ MNC8/-I
3	MANU228		MANU228@gmail.com	
4	OPRU228	4	OPRU228@gmail.com	
5	MANU229		MANU229@gmail.com	Z TB-eLMIS

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.

Instance Al Instan	12552.18 1927	* Al Facility *	Instance District User Groups	
show 25	← entries	Search:	Select All Deselect All	
SL.	User Name	Email	Show 25 ~ entries Search:	
1	MANU001	MANU001@gmail.com	District	
2	OPRU001	OPRUC01@gmail.com	Bogerhat	
3	MANU228	MANU228@gmail.com	Bandorban	
4	OPRU228	OPRU228@gmail.com	Barguna	
5	MANU229	MANU229@gmail.com	Barishal	
6	OPRU229	OPRU229@gmail.com	Bhola	
7	MANU238	MANU238@gmaiLcom	D Bogura	

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

Instance All Instand	50353C 3263	 Facility All Facility Second Second Seco	Instance District User Groups
how 25	✓ entries	Search;	Select All Deselect All
SL.	User Name	Email	Show 25 v entries Search:
1	MANU001	MANU001@gmail.com	District
2	OPRU001	0PRU001@gmail.com	Bogerhat
3	MANU228	MANU228@gmail.com	Bandarban
4	OPRU228	OPRU228@gmail.com	Barguna
5	MANU229	MANU229@gmail.com	Barishal
6	OPRU229	OPRU229@gmail.com	🗋 Bhola
7	MANU238	MANU238@gmail.com	☑ Bogura

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.

Instance TB-eLMIS		* All Facility *	Instance District User Groups	
		🔀 Download User List	User Groups	
Show 25 v	 entries 	Search:	Data Viewer	
SL.	User Name	Email	Super Admin	
	MANU001	MANU001@gmail.com	eLMIS User	
2	OPRU001	OPRU001@gmail.com	Warehouse User	
3	MANU22B	MANU228@gmail.com	DRS User	
4	OPRU228	OPRU228@gmail.com	Facility User	
5	MANU229	MANU229@gmail.com	Quarterly Report Unsubmit User	

ser Pe	ermission Entry	Selection of Facility			×	
				Search: bar		
nstance		Facility	Facility Code	Facility Level		
TB-eLMIS	Al User Group	O Agailjhara UHC, Barishal	U006	TB Facility	^	
ow 25	✓ entries	O Akhaura UHC, Brohmanbaria	U048	TB Facility		
SL	User Name	O Amtali UHC, Barguna	U001	TB Facility		
1	MANUCO1	O Ashar Alo Society, Adabar, Dhaka-Urban, Dhaka	R067	TB Facility		
z	OPRU001	Showing 1 to 64 of 64 entries				
3	MANU228		SAVE	CANCEL		
4	OPRU228		_	V I aciity User		
5	M4NU229	MANU229@gmoil.com		Quarterly Report Unsubmit	Hoer-	
6	OFRU229	OPRU229@gmail.com				
-	LARNIN 2000	1133010200				

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

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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

ser Per	rmission	Entry	Selection of Facility			×	
					Search: bar		
Instance		User Group	Facility	Facility Code	Facility Level		
TB-eLMIS	* /	All User Group	O Agailjhara UHC, Barishal	U006	TB Facility	^	
ow 25 ~	entries		O Akhaura UHC, Brahmanbaria	U048	TB Facility		
5L.	User Name		 Amtali UHC, Barguna 	U001	TB Facility		
1	MANUCOL		O Ashar Alo Society, Adabar, Dhaka-Urbon, Dhaka	R067	TB Facility	~	
2	OPRU001		Showing 1 to 64 of 64 entries				
3	MANU228			SAVE	ANCEL		
4	OPRU228		1		V Pocility User		
5	MANU229		MANU229@gmoil.com		Quarterly Report Unsubmit	User	
6	OFRU229		OPRU229@gmoil.com		- que con report deservine		
-			112200000000000000000000000000000000000				

Instance TB-eLMIS		User Group All User Group	τ All Facility τ ∞	Instance District User Groups
			🔀 Download User List	User Groups
Show 25 v	entries		Search:	Data Viewer
SL.	SL. User Name		Email	Super Admin
	1 MANU001		MANU001@gmail.com	eLMIS User (Amtali UHC, Barguna)
2	OPRU001		OPRU001@gmail.com	Warehause User
3	MANU228		MANU228@gmail.com	DRS User
4	4 OPRU228		OPRU228@gmail.com	Facility User
5	MANU229		MANU229@gmail.com	Ouarterly Report Unsubmit User

12.19.5. Deactivate a User

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

					1
Instance All Instanc	e Ŧ	User Group All User Group	Facility Al Facility =	Instance District User Groups	
how 25 🗸	 entries 		Search		
SL.	User Nam		Email	Instance	
1	MANU001		MANU001@gmail.com	DGHS	
				EPI	
2	OPRU001		OPRU001@gmail.com	I MNC8H	
з	MANU228		MANU228@gmail.com		
4	OPBU228		OPRU228@gmail.com	□ NNS	
5	OPRU228 MANU229		MANU229@gmail.com	7B-oLMIS	

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

Instance All Instance		User Group All User Group *	Facility All Facility *	æ				
how 25 🗸	entries					Search:		
SL.	User Nam	e First Name	Lost Nome	Email	Organization Name	Details		Status
1	MANU001	Monager - Amto Barguna	ali UHC.	MANU001@gmail.com		۲	-	-
2	OPRU001	Operator - Amto Borguno	oli UHC.	OPRU001@gmail.com		0	*	-

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

Instance All Instance		User Group All User Group *	Facility All Facility *	œ			
Show 25 🗸	entries					Search:	
SL.	User Name	First Name	Last Name	Email	Organization Name	Details	Status
1	MANU001	Manager – Amtal Barguna	i UHC.	MANU001@gmail.com		۰	×
2	OPRU001	Operator - Amtal Barguno	I UHC.	OPRU001@gmail.com		0	~ 2

• 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 -

							+ ADD	🔒 PRINT	X EXCEL
ow 25	• v entries							Search;	
SLØ	Supplier Name	Supplier Address	Country	Contact Name	Contact No	Fax	Email	URL	Action
1	Brain Station 23 Ltd		Bangladesh		01819295651				00
2	Dream Traders		Bangladesh		017160176768		mohmudmia@yahoo.com		00
3	Jadid Automobiles JAI		Bangladesh		01682191201				00
4	JM International		Bangladesh		0171111111				08
5	M/S. Arafat taders		Bangladesh		000				00
6	M/s. Biponon		Bangladesh	ad	das		550		00
7	Rohim Traders	New Market, Cumilla	Bangladesh		9875567				00
8	Shafi traders		Bangladesh		555222				00

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:

try
adesh *
act Nome

- 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.

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- 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 <u>http://elmis.ntp.gov.bd</u> 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 –

Log S 14/9/2	tart Date 021	Log En(21/9/202		R	quest Type	Table Nar All	ne		User List All	×
iow 2	25 v entries				Search:				Old	
SL.	Date	User	Remote IP	Query Type	Table Name		SL	Field Name	Value	New Value
1	2021-09-21 07:58:08	Administrator	103.135.174.101	INSERT	1_planmaster		1	FacilityId		4142
		Operator - NTP					2	Planid		163218948870
2	2021-09-20 14:31:46	Central Warehouse	202.84.39.73	INSERT	t_stocktokemaster	0	3	PlanTypeld		1
		Operator - NTP				-	4	PlaninvoiceNo		DIS-PLAN- C001/21-0002
3	2021-09-20 14:29:33	Central Warehouse	202.84.39.73	INSERT	t_stocktokemoster	0	5	PlaninvoiceDate		2021-09-21 00:00:00
4	2021-09-20 14:28:04	Operator - NTP Central	202.84.39.73	UPDATE	t_stocktakeitems	0	6	UpdateBy		1
		Warehouse Operator - NTP					7	UpdateTs		2021-09-21 07:58:08
5	2021-09-20 14:27:53	Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitems	0	8	CreateTs		2021-09-21 07:58:08
6	2021-09-20 14:27:44	Operator - NTP Central	202.84.39.73	UPDATE	t_stocktokeitems	0	9	1_Sig		3106
		Warehouse					10	1_Dote		2021-09-21
7	2021-09-20 14:27:09	Operator - NTP Central	202.84.39.73	INSERT	t_stocktokemoster	0	11	2_Sig		3109
		Warehouse					12	2 Date		2021-09-21
8	2021-09-20 14:24:42	Operator - NTP Central	202.84.39.73	INSERT	t_stocktakemaster	0	13	3_Sig		3107
M	2021-00-20 19:29:42	Warehouse	EVEN-133.13	and a second	Long staken uster	-	14	3_Date		2021-09-21
		Operator - NTP			829	0	15	4_Sig		3107
9	2021-09-20 14:23:18	Central Warehouse	202.84.39.73	UPDATE	t_stocktokemoster	0	16	4_Date		2021-09-21
		Operator - NTP				0	17	5_Sig		3108
10	2021-09-20 14:22:59	Central Warehouse	202.84.39.73	UPDATE	t_stocktokeitems	•	18	5_Dote		2021-09-21

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

Log S 14/9/2	tart Date 021	Log En 21/9/20	d Date 21	Request Type All		Table Na All	Table Name All		User List All	
show 2	25 👻 entries				Search:		SL	Field Name	Old	New Value
SL.	Date	User	Remote IP	Query Ty	pe Table Name				Value	
						•	1	FacilityId		4142
		Operator - NTP				-	2	Planid		163218948870
2	2021-09-20 14:31:46	Central Warehouse	202.84.39.73	INSERT	t_stocktakemaster	0	3	PlanTypeld		1
		Operator - NTP				-	4	PlaninvoiceNo		DIS-PLAN- C001/21-0002
3	2021-09-20 14:29:33	Central Warehouse	202.84.39.73	INSERT	t_stocktakemaster	0	5	PlaninvoiceDate		2021-09-21 00:00:00
4	2021-09-20 14:28:04	Operator - NTP Central Warehouse	202.84.39.73	UPDATE	t_stocktokeitems	0	6	UpdateBy		1
		Operator - NTP				-	7	UpdateTs		2021-09-21 07:58:08
5	2021-09-20 14:27:53	Central Warehouse	202.84.39.73	UPDATE	t_stocktakeitems	0	8	CreateTs		2021-09-21 07:58:08
6	2021-09-20 14:27:44	Operator - NTP Central	202.84.39.73	UPDATE	t_stocktakeitems	0	9	1_5ig		3106
		Warehouse					10	1_Date		2021-09-21
7	2021-09-20 14:27:09	Operator - NTP Central	202.84.39.73	INSERT	t_stocktakemaster	0	11	2_Sig		3109
		Warehouse					12	2. Dote		2021-09-21
8	2021-09-20 14:24:42	Operator - NTP Central	202.84.39.73	INSERT	t_stocktakemaster	0	13	3_Sig		3107
0	2021-03-20 14:24:42	Warehouse	202.84.53.75	maent	1_stocktokemöster	0	14	3_Date		2021-09-21
		Operator - NTP				0	15	4_Sig		3107
9	2021-09-20 14:23:18	Central Warehouse	202.84.39.73	UPDATE	t_stocktokemaster	0	16	4_Date		2021-09-21
		Operator - NTP				-	17	5_Sig		3108
10	2021-09-20 14:22:59	Central Warehouse	202.84.39.73	UPDATE	t_stocktokeitems	0	18	5_Date		2021-09-21

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

12.22. Transaction Log

- Open any internet browser, like Google Chrome or Firefox.
- Type <u>http://elmis.ntp.gov.bd</u> 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 –

	y List ai UHC, Dhaka	* 14/9/202		Log End Date 21/9/2021		Query Typ All	pe	•	Table Name All v
ow 2	5 v entries			Sec	rch:		SL.	Field Name	Value
SL.	Log Sequence	Query Type	Table Name	Execution Time	Executed		1	FacilityId	3670
					0	0	2	TransactionId	1632138727550
2	1632138739411	DELETE	t_transaction_items	2021-09-20 05:52:19	0	0	3	TransactionTypeld	1
3	1632138739410	DELETE	t_transaction_items	2021-09-20 05:52:19	0	0	4	TransactionNo	REC-WH-U139/21-0002
					0	0	5	TransactionDate	2021-09-20 00:00:00

• 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:

acilit	ty List	Log St	art Date	Log End Date		Query Typ	be -		Table Name
Dhamn	rai UHC, Dhaka	* 14/9/20	121	21/9/2021		All			Ali
2	25 v entries			Son	rch:				
							SL.	Field Name	Value
SL.	Log Sequence	Query Type	Table Name	Execution Time	Executed		1	FacilityId	3670
					•	•	2	TransactionId	1632138727550
2	1632138739411	DELETE	t_transaction_items	2021-09-20 05:52:19	0	0	3	TransactionTypeld	1
3	1632138739410	DELETE	t_transaction_items	2021-09-20 05:52:19	0	0	4	TransactionNo	REC-WH-U139/21-0002
					2000		5	TransactionDate	2021-09-20 00:00:00

- There are two panels in this page: a left panel and a right panel. The left panel shows the user actions of insert, update and delete. The fields in the left side include:
 - 1. Log Sequence: created log sequences number.
 - 2. **Query Type**: Command type executed by the user (INSERT/UPDATE/DELETE)
 - 3. Table Name: Name of the table on which the user command is being executed
 - 4. **Execution Time**: Log executed time.
 - 5. Executed: Log executed status.
 - 6. **SQL Text**: Standard query language text that is being executed in the database in short notation. When you click on the More button you will be able to see the full text of the command

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

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12.23. Error Log

- Open any internet browser, like Google Chrome or Firefox.
- Type <u>http://elmis.ntp.gov.bd</u> 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 –

ror Lo	,9						
w 25 -	∽ entries						Search:
SL.	Remote IP	User	Date	Туре	Query	Error No	Error Message
1	103.142.184.43	Administrator	2021-08-28 13:27:28	INSERT	SQL: INSERT INTO IL, mydalasourcesettings [DateSourceld;Caleurn Name,Column;Jadelin;Colum nLabelOthers,ColumnDataType;Groupable;Filerable CountDistinct.Summable;DecimalPoint;ColorCode;C ustomField;ColumnName;Column!LabelEn;Colu mil. JadelOthers;ColumnDatoType;Groupable;Filer able;CountDistinct;Summable;DecimalPoint;Color Code;Custanofield;ColumnSerial) Parameter[a]; []	1062	Duplicate entry '269-FSource' for key 'UK.DataSourceld.CelumnName'
2	103.142.184.43	Administrator	2021-08-26 16:39:05	INSERT	SQL: INSERT INTO websoftw.defnedmis, mostert., ui.janguage [LangKey.LangText.LangCode.UseFor.Menuid.UseSi tel values [LangKey.LangText.LangCode.UseFor.Menuid.Us est] Parameter(s): []	1062	Duplicate entry '219-en, GB-This invoice has relovent Partial Standing Board for key 'UK ul language. Menu LangCode LangKey'
3	203.78.144.14	Administrator	2021-08-16 12:15:57		SQL: UPDATE 1: transaction. Item's SET DisapprovedQuantity-or WHERE Facility/d = 4142 AND Transactionitomic IN (1628822263496,1628823486646) AND Storefal-T1; Perameters(s): Array	1054	Unknown column 'Storeld' in 'where clause'

- When a user tries to add, edit or remove a record and any error occurs during database operations, i.e., a user tries to add a record that already exists in the database, that will be recorded as an error. If a user tries to delete a record that has a 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:

rror Lo	og						
how 25 v entries Search:							
SL.	Remote IP	User	Date	Туре	Query	Error No	Error Message
1	103.142.184.43	Administrator	2021-09-28 13:27:28	INSERT	SQL: INSERT INTO L_mydotasourcesettings (DeteSourceld,ColumNome,Column,LobelFin,Colum n.daetOfber,SournoBathyRearouphtel:Filerable .CountDistinct,SournoBathyRearouPhoneMont EbottsSourceld,ColumnSeraly avais EbottsSourceld,ColumNoms,Column,LabelEn,Colu meLabelOfbers,ColumNoterSourceld,Enker ebler,CountDistinct,Summobile,DecimalPoint,Color Code.Caston Field,ColumnSeral) Parameter[3:]]	1062	Duplicate entry '269-FSource' for key 'UK. DataSourceld. ColumnName'
2	103.142.184.43	Administrator	2021-08-26 16:39:05	INSERT	SQL: INSERT INTO websoftw.deftedmis.master.t., ui, Janguage [LangKey,LangText,LangCode,UseFar,Menuid;UseSi tel values [LlangKey,LangText;LangCode;UseFar,Menuid;Us eSite] Parameter(a): []	1062	Duplicate entry 219-en., GB-This invoice has relovent Partial Standing Board for key "UK. ul language. Menu. LangCode. LangKey
3	203.78.144.14	Administrator	2021-08-16 12:15:57		SQL: UPDATE t. transaction. Items SET DisopprovedQuantity-0 WHERE Facility/id = 4142 AND Transactionitemid N (1628822263496,1628823486646) AND Staratel-11"; Parameters(s): Array	1054	Unknown column 'Storeld' in 'where clause'

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

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- 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 <u>http://elmis.ntp.gov.bd</u> 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 <u>http://elmis.ntp.gov.bd</u> 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 -

eports		
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Commodities Stock Status	Stock Monitoring by District	Dashboard
Product Stock Report	Product Lot Stock Report	Receive Details Report
Issue Details Report	Adjustment Details Report	Inventory Control Register (ICR
Inventory Control Register- Unusable (ICR)	Dispense Report	Going to Expire Lots Report
Physical Inventory Details Report	TB-08 Product List	TB-08 Indent
Supply Consolidation on TB-08	Sector 2017	TB-08 Reporting Status
General Indent Report	Distribution Plan on General	Ad Hoc Distribution Plan Repo
Facility Contact Report	Facility eLMIS Activity Status	Quarterly Stock Status and Stockout Days
Quarterly Stock Status Lot wise	Provisional Receive (Waiting for Survey)	Provisional Receiving Register Report
Provisional Summary Report	Provisional Approved Summary Report	Provisional Return Report

• 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.

Division All	District All	Facility Type All	Facility All	
		Monday, Sep 20, 2021, 09:37 AM		
Commodities Stock St	atus			Print
				Search:
Product Code	Product Name			Stock Balance
SLD067	Clofazimine 50 mg capsule / tablet			0
.EQ056	Hand pump for disinfectant for cleaning	ig instrument		0
ACC057	Pull oxymeter			o
LEQ152	UV Light (LEQ)			0
STA042	Pin remover			0
LC0081	Latex Gloves-L size			0
MED001	4 FDC (R150/H75/Z400/E275)			28,981,500

- 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.

Division	District					
Dhaka	Dhoko					
		Monday, Sep 20, 202	21. 10:05 AM			
Stock Monitoring by Dist	rict					Excel
		250 Bedded TB Hospital	BGMEA Ashulia, Dhaka-I	Chankharpul CDC, Dhaki	Dhamral UHC, Dhaka	Dohar UHC, Dhaka
		Stock (Sum)	Stock (Sum)	Stock (Sum)	Stock (Sum)	Stock (Sum)
Lap crash		0	0	٥	0	
ZN Microscope		0	0	0	0	
1-Channel Pipette 1-10ul		0	0	0:	0	
1-Channel Pipette 10-100 ul		0	0	0	0	
1-Channel Pipette 2-20		0	0	0	0	
1-Channel Pipette 2-20ul		0	0	0	0	
I-Channel Pipette 20-200ul		0	0	O	0	
1-Channel Pipette 200-1000	al .	0	0	0	0	
2 FDC Adult (R150/H75)		0	0	1,300	2,980	

- 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



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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 -Product Stock Report •

Division All			District All	•	Fa All	cility			Product Classificati All	on		
Product All		*	isStock NON ZERO	•	Do	te 3/03/2022	Ċ	1				
Stock Status										Print	Search:	CSV
Division \$	District \$	Facility		Product Classification	¢	Product Code 👙	Products		¢	Quantity 🕴	Unit Price (BDT)	Toto (BDT
Dhaka	Gazipur	50 Bedder	d Hospital, Tongi, Gazipur	Accerseries		ACC010	ZN Microscop	pe		55	0	
Dhaka	Gazipur	50 Bedder	d Hospital, Tongi, Gazipur	Accerseries		ACC103	Aluminium fr	ame	(18x60x4.1)	6	0	
Barisal	Barguna	Amtali UH	IC, Barguna	MEDFLD		MED002	2 FDC Adult	(R15	50/H75)	100	0	
Barisal	Barguna	Amtali UH	IC, Barguna	MEDFLD		FLD066	2 FDC Adult Treatment	(R15	50/H75) for TPT	200	0	
Barisal	Barguna	Amtali UH	IC, Barguna	MEDFLD		MED046	2 FDC Child	(R75	/H50) DT	300	o	
Barisal	Barguna	Amtali UH	IC, Barguna	MEDFLD		MED004	3 FDC Adult	(R15	50/H75/E275)	400	0	
Barisal	Barguna	Amtali UH	IC, Barguna	MEDFLD		MED045	3 FDC Child	(R75	/H50/Z150) DT	500	0	
Barisal	Barguna	Amtali UH	IC, Barguna	MEDFLD		MED001	4 FDC (R150	/H79	5/Z400/E275)	600	o	
Barisal	Barguna	Amtali UH	IC, Barguna	MEDFLD		MED003	Ethambutol 1	100	mg	700	0	
Barisal	Barguna	Amtali UH	IC, Barguna	MEDFLD		MED011	Ethombutol 1	100	mg DT	800	0	

- This form presents current stock position of all the items. The report has the following filter criteria:
 - 1. Division: By default, selected All. Select a division from dropdown list.
 - 2. District: By default, selected All. Select a district from dropdown list.
 - 3. Facility: By default, selected your facility. Select a facility from dropdown list.
 - 4. Product 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 -

duct Lot Stock	Report 🜖							
Division		District		Facility		Product Classification	n	
All	Ŧ	All	*	NTP Central Warehouse	*	All	*	
Product All	Ţ							
Product Lot Stock R	eport Table						Print Exce	CSV
Show 10 v entries							Search:	
Product Code	Batch/La	rt Number	Expiry Date	Donor Ref#		Unit Price (BDT) 🕀	Total (BDT) 🔶	Quantity
NTP Central Warehouse								
ZN Microscope								
ACC010						0	0	4
Aluminium frame (18x6	Dx4.1)							
ACC103						0	0	5
2 FDC Adult (R150/H75)							
MED002	3522					0	0	398,28
MED002	lot-1		31-05-2022			0	0	429,57
MED002	lot-2		31-01-2023			0	0	19,99
MED002			31-01-2024			0	0	300,00

- 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 -

Division		v All	rict		Facili	ty Level		Facility				
All		All			All			All		•		
Start Date			Date			uct Classificati		Product				
01/03/2022		13/	03/2022		All		Ŧ	All		٣		
Transaction T	ype											
All		*										
Receive Detail	s Report Table									Print	Excel	CSV
Receive Detail	s Report Table									e Print	K Excel	≝ CSV
ow 10 v ent	ries									Search	c	
Supplier	Receive Invoice	Receive Date	Donor/ Contract#/ Indent#	Unit	No of Cartons	Batch/Lot Number	Expiry Date	Donor Ref#	Indent Quantity	Quantity	Unit Price (BDT)	Toto (BDT
Chaliajuri UHC, N	etrakona											
Goggles								BGD-NTP- GFATM		5.000		
Sea	REC-DON- U250/22-0001	07-03-2022	The Global Fund Wambo	Pcs		BGD-555		Donation- 001/2022				
Sea International Agencies Ltd.		07-03-2022		Pcs		BGD-555						
Goggles Sea International Agencies Ltd. Surgical Mask Essential Drugs		07-03-2022		Pcs		BGD-555						

- 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 -

ie Details Report 🚯									
Division	District		Facility Level		Facility				
All	All	Ŧ	All	*	All		*		
Start Date 01/03/2022	End Date 13/03/2022	8	Product Classification	v	Product All				
Transaction Type All	Issued To Facility All	Ŧ							
Issue Details Report Table						(Print	Excel	CSV
how 10 v entries							Search	1:	
Indentor/Issue To	Issue Invoice	Issue Do	te Batch/Lot Number	Expir	y Date	Donor Ref#	Indent Qu	antity	Quantit
NTP Central Warehouse									
MEDFLD									
2 FDC Adult (R150/H75)									
50 Bedded Hospital, Tongi, Gazipur	ISS-IND-C001/22-0003	10-03-20	22 3522					500	50
Barura UHC, Cumilla	ISS-TB08-IND-C001/22-0009	09-03-20	22 3522					1,220	1,2
50 Bedded Hospital, Tongl, Gazipur	ISS-PUSH-C001/22-0002	10-03-20	22 lot-1	2022-0	05-31				20
2 FDC Adult (R150/H75) for TPT Treatm	ent								
50 Bedded Hospital, Tongl, Gazipur	ISS-IND-C001/22-0003	10-03-20	22					300	30
2 FDC Child (R75/H50) DT									
Barura UHC, Cumilla	ISS-TB08-IND-C001/22-0009	09-03-20	22					1,440	1,4
50 Bedded Hospital, Tongi, Gazipur	ISS-IND-C001/22-0003	10-03-20	22					200	2
3 FDC Child (R75/H50/Z150) DT									
Barura UHC, Cumilla	ISS-TB08-IND-C001/22-0009	09-03-20	22					720	7

- 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 -

Division		District		F	acility L	evel		Facility			
All	*	All		* A	11		٠	All		e	
Start Date 01/03/2022	*	End Date 13/03/2022			djustme	nt Type		Product Classi	fication		
		15/05/2022						All			
Product All	×										
Adjustment Da	tails Report Table								Print	x Excel	CSV
how 10 v entri										Search:	
To/ From	Adjustment Invoice	Invoice Date	Adjustment Type	Produ	:t	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity Adjusted	Unit Price (BDT)	Toto (BDT
Barura UHC, Cum	illa										
MEDFLD											
2 FDC Adult (R15	0/H75)										
Barura UHC, Cumilla	ADJ- U078/22-0007	10-03-2022	Receive from Main Store	MED 003			30-09-2022		50		
Barura UHC, Cumilla	ADJ- U078/22-0006	10-03-2022	Issue to DOTS Corner	MED003			30-09-2022		50	O	
3 FDC Adult (R15	0/H75/E275)										
Barura UHC, Cumilla	ADJ- U078/22-0007	10-03-2022	Receive from Main Store	MED00-			31-10-2022		200		
Barura UHC, Cumilia	ADJ- U078/22-0007	10-03-2022	Receive from Main Store	MED00-					5		
Barura UHC, Cumilla	AD]- U078/22-0006	10-03-2022	Issue to DOTS Corner	MED00-			31-10-2022		200	0	
Barura UHC, Cumilla	ADJ- U078/22-0006	10-03-2022	Issue to DOTS Corner	MED00-					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 -

Division		District			Facility			Product Classific	ation		
All	Ψ	All			NTP Central Wa	rehouse	٣	All		Ŧ	
Product		Start Date			End Date						
All	•	01/03/2022		 	13/03/2022						
Inventory Co	ontrol Register (ICR)								🔒 Pr	int X Excel	🗎 csv
										Search:	
Invoice Date	Origin/Destination		Invoice No	Receive	Issue	Balance	Batch/L Numbe		Donor Ref#	Observations	Signature
Facility: NTP C	entral Warehouse										
Product: ZN M	croscope										
01/03/2022	-		[Prev Balance]	43	0	43					
Product: 2 FD0	CAdult (R150/H75)										
01/03/2022	-		[Prev Balance]	749,763	0	749,763	lot-2	31/01/2023			
09/03/2022	Essential Drugs Company Li	mited	INT-RCV- C001/22-0003	400,000	0	1,149,763	3522				
09/03/2022	Barura UHC, Cumilla		ISS-TB08- IND- C001/22-0009	C	1,220	1,148,543	3522				
10/03/2022	50 Bedded Hospital, Tongi, (3αzipur	ISS-IND- C001/22-0003	C	500	1,148,043	3522				
10/03/2022	50 Bedded Hospital, Tongi, 0		ISS-PUSH-	c	200	1,147,843	lot-1	31/05/2022			

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

Division All	*	District			c ility rura UHC, Cumi	la	*	All	uct Classificat	tion	-	
Product		Start Date			d Date							
All	Ŧ	01/07/2021			3/03/2022		m					
Inventory Co	ontrol Register (ICR) Unu	sable								🔒 Pri	int 🔀 Excel	CSV
											Search:	
Invoice Date	Origin/Destination	Origin/Destination Invoice No Rec		Receive	Issue	Balance	Bata	:h/Lot iber	Expiry Date	Donor Ref#	Observations	Signature
Facility: Barun	a UHC, Cumilla											
Product: 2 FD	C Adult (R150/H75)											
19/09/2021	Barura UHC, Cumilla		ADJ- U078/21-0002	150	0	150					Add to Stock (Unusable)	
Product: 3 FD	C Adult (R150/H75/E275)											
	Barura UHC, Cumilla		ADJ- U078/21-0002	350	0	350					Add to Stock (Unusable)	
19/09/2021	DC (R150/H75/Z400/E275)											
19/09/2021 Product: 4 FD	C (R150/H75/Z400/E275)											

- 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 -

Division		District		Facility		Start Date				
All	*	All	*	All	*	01/03/2022				
End Date		Recipient Group		Recipient		Product Cla	assification			
13/03/2022		All		All	*	All				
Product		Store								
All	*	All								
							1	David		(D
Dispense Report Tal	ble							🔒 Print	Excel	CSV
now 10 v entries								Se	arch:	
Facility	Recipient Grou	up Recipient	Dispense Date	Product	Batch/ Numbe		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										

- 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 -

Division			District			acility	Level		Facility				
All		* 4	All		*	411		*	All		Ŧ		
Product Cla	ssification		roduct			Start Do			End Da				
All		*	All		•	13/03/20	022	 	13/06/2	022	Ê		
Going to Exp	pire Lots Repo	rt Table									🔒 Print	X Excel	CSV
iow 10 v e	entries										ŝ	Search:	
Division	District	Facility		Product Code	Product		Batch/Lot Number	Expi Date		Donor Ref#	Quantity	Unit Price (BDT)	Total (BDT)
MEDFLD													
dymensingh	Mymensingh	Dhobaura UHC, Mymensingh		MED046	2 FDC Child (R75/H50) DT		NRT2020A_2, NRT2021A, Ref_9645	31-03	-2022		1,205		
dymensingh	Mymensingh	Dhobaura UHC, Mymensingh		MED045	3 FDC Child (R75/H50/Z150	D) DT	NRU2017A_2, Ref_9645	31-03	-2022		645		
dymensingh	Mymensingh	Dhobaura UHC, Mymensingh		MED045	3 FDC Child (R75/H50/Z150	D) DT	ККК-777	01-05	-2022	NTP/2021	2,000	0	
Chittagong	Cumilla	Homna UHC, Cu	umilla	MED002	2 FDC Adult (R150/H75)		AAA-111	31-03	-2022		1,000	0	
dymensingh	Mymensingh	Ishwarganj UHO Mymensingh	<u>,</u>	MED002	2 FDC Adult (R150/H75)		lot-1	31-05	5-2022		33,965	0	(
Mymensingh	Jamalpur	Islampur UHC, J	amalpur	MED045	3 FDC Child (R75/H50/Z150	D. DT		01-06	6-2022		225	0	

- 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-

All	 District All 			Facility	▼ All	luct Classification	*
Product	Start D	ate		End Date			
All	* 01/03/2	022		13/03/2022	#		
	Product	Start	End Date	Stock Quantity 🕴	Physical Quantity (Usable)	🕴 Adjustment Quantity 🕴	Physical Quantity (Unusable)
Product Classification 🕴	rioduct	Date					
		Date					
Khaliajuri UHC, Netrakona		Date 01-03-2022	07-03-2022	0	200,00	0 200,000	c
Product Classification Khaliajuri UHC, Netrakona MEDFLD MEDFLD			07-03-2022		200,00 300,00		C

- 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 -

TB-08 Product List			Print	Excel					
how 10 × entries Search:									
Product Code	Item Name	Settings ID $\product label{eq:settings}$	Sort Order 🔶	Is Editable					
FLD062	Levofloxacin 500 mg	2	6						
FLD063	Levofloxacin 250 mg	2	7						
FLD064	Levofloxacin 100 mg	2	8						
MED001	4 FDC (R150/H75/E275/Z400)	2	1						
MED002	2 FDC-Adult (R150/H75)	2	2						
MED006	Isoniazid 100 mg for IPT (Dispersible)	2	10						
MED007	Rifampicin 150 mg	2	14						
MED008	Rifampicin 450 mg	2	12						
MED009	Pyrazinamide 500 mg	2	15						
MED010	Pyrazinamide 400 mg	2	16						

- 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 -

08 Indent	Ŭ						
Quarter Q1: Jan-Mar	•	Year 2022	• District Mymensingh		Facility Phulpur UH	IC, Mymensingh *	
			Number of registered cases d		T)		
			Adults (>1	5 years)			
New/	Category-I = (a)		Re-treatm	nent = (b)			
	cases tagether (P+, P-, EP, one & Neurological TB)	P+ve(b1)	P-ve(b2) EF	(b3) Meningitis	s, Bone & Neurolog	gical TB (b4)	Total (b)
	212	17	2	2	0		21
			Children (<	L5 years}			
c	hild Cat-I (Adult Formulation)	= (c)	Child Cat-I (Dispersible formulati	on) = (d)	Total Child	<5 Years Ch	ild Registered for IPT (e)
	2		4		6		46
TB-08 Indent	tries					Print Sea	Excel
Product		Total(h)=	Total required querterly	Existing Balance	Expiry	Amount to be Supplied=	Actual Quantity
Code	Product Name	♦ (f+g)	(+buffer) (i)	existing building ⊕	Date 0	(i) -(j)	Requested
Phulpur UHC, M	mensingh						
MED001	4 FDC (R150/H75/Z400/E27)	5) 49,860	99,720	0		99,720	99,72
MED002	2 FDC Adult (R150/H75)	77,040	154,080	0		154,080	154,08
MED045	3 FDC Child (R75/H50/Z150) DT	720	1,440	0		1,440	1,44
MED046	2 FDC Child (R75/H50) DT	1,440	2,880	0		2,880	2,88
MED011	Ethambutol 100 mg DT	360	720	0		720	72
FLD062	Levaflaxacin 500 mg-FLD	5,130	10,260	0		10,260	10,26
FLD062	Levafloxacin 250 mg-FLD	10,260	20,520	0		20,520	20,52
FLD062 FLD063	Levofloxacin 100 mg-FLD			0		0	
	Levolioxoci i 100 mg+ LD						
FLD063	Levofloxacin-Syp 125 mg/5ml-FLD			0		0	

- 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)</p>
- The indent product table are showing Following column
 - 1. Product Code

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- 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 –

Quarter		Year		District			Facility				
Q1: Jan-Mar	Υ.	2022		* Mymensing	jh	v	All		Ψ		
			Numbe	er of registered cases	during the previo	ous quarter					
					15 years)						
New/Category-I	= (a)			Re-trea	tment = (b)						
All New/Cat-I Cases togeti Meningitis, Bone & Neur		P+ve(b1)	P-ve(I	b2)	EP(b3)	Meningitis, I	Bone & Neurological TB	(b4)	Total (b)		
292		22	9		4		0		35		
				Children (<15 years)						
Child Cat-I (/	Adult Formulation) = (c)	Child Cat-I	l (Dispersible formulo	rtion) = (d)		Total Child		5 Years Child Reg	istered for IPT (e)	
	8			5			13		46	;	
	1 TB-08 Report	Table						0	Print 🔀 Exe	cel 📔 CSV	
supply Consolidation or	n TB-08 Report Total (a) =	Table Total Required Q	uarterly	Amount to be	Actual Q	uantity	Actual Supply	Issued	Print Exe Search: Batch/Lot	cel CSV Expiry	
		Total Required Q	uarterly +Buffer)	Amount to be supplied		uantity uested	Actual Supply Quantity		Search:		
ow 10 v entries	Total (α) = (1+2)	Total Required Q						Issued	Search: Batch/Lot	Expiry	
w 10 v entries Product shwarganj UHC, Mymensiny FDC Adult (R150/H75)	Total (α) = (1+2)	Total Required Q						Issued	Search: Batch/Lot	Expiry Date	
ow 10 v entries Product shwarganj UHC, Mymensing	Total (a) = (1+2) gh	Total Required Q	+Buffer)	supplied		uested	Quantity	Issued Qty	Search: Batch/Lot Number	Expiry Date	
IV v entries Product shwarganj UHC, Mymensing FDC Adult (R150/H75) FDC Child (R75/H50)	Total (a) = (1+2) gh 30,960	Total Required Q	+Buffer) 61,920	supplied 34,265		34,265	Quantity 34,265	Issued Qty 34,265	Search: Batch/Lot Number	Expiry	
Product hwarganj UHC, Mymensing FDC Adult (R150H75) FDC Child (R75/H50) FDC Child (R75/H50)	Total (a) = (1+2) gh 30,960 360	Total Required Q	+Buffer) 61,920 720	supplied 34,265 334		34,265 334	Quantity 34,265 334	Issued Qty 34,265	Search: Batch/Lot Number	Expiry Date	
aw 10 v entries Product	Total (a) = (1+2) gh 30,960 360 180	Total Required Q	+Buffer) 61,920 720 360	supplied 34,265 334 0		34,265 334 0	Quantity 34,265 334 0	Issued Qty 34,265 334	Search: Batch/Lot Number	Expiry Date	
awing 10 ventries Product attraction shwarganj UHC, Mymensing FDC Adult (R150)475) FDC Child (R75/H50) attraction FDC (R150)/H75 attraction 2400/r2275) attraction	Total (a) = (1+2) gh 30,960 360 180 23,040	Total Required Q	+Buffer) 61,920 720 360 46,080	supplied 34,265 334 0 28,433 0 0		34,265 334 200 28,433 200 28,433 200 200 200 200 200 200 200 200 200 2	Quantity 34,265 334 0 28,433	Issued Qty 34,265 334	Search: Batch/Lot Number	Expiry Date	
aw 10 entries Product entries htwargonj UHC, Mymensini EDC Adult (R150/H75) FDC Child (R75/H50) FDC FDC Child (R75/H50) FDC FDC Child (R75/H50) FDC FDC Child (R75/H50) FDC Homovid (R150/H75) Edo(H275) Homovid (R100 mg DT) FDC	Total (a) = (1+2) gh 30,960 360 180 23,040	Total Required Q	+Buffer) 61,920 720 360 46,080	supplied 34.265 334 0 28.433 0		28,433 0 0 0	Quantity 34,265 334 0 28,433 0	Issued Qty 34,265 334	Search: Batch/Lot Number	Expiry Date	
An 10 v entries Product An Antiperiod (R1504475) FDC Chult (R1504475) FDC Chult (R1504475) FDC Chult (R754450) T FDC (R150)475 Etd00/E275) Hombutol 100 mg DT thembutol 400 mg -FLD	Total (a) = (1+2) gh 330,960 360 180 23,040 90	Total Required Q	+Buffer) 61.920 720 360 46.080 180	supplied 34,265 334 0 28,433 0 0		34,265 334 200 28,433 200 28,433 200 200 200 200 200 200 200 200 200 2	Quantity 34,265 334 0 28,433 0 0	Issued Qty 34,265 334	Search: Batch/Lot Number	Expiry Date	
aw 10 ✓ entries Product shwargonj UHC, Mymensinin FDC Adult (R150/H75) FDC Child (R75/H50) FDC Child (R75/H50) FDC Child (R75/H50) FDC Child (R75/H50) of thombutol 100 mg DT thombutol 100 mg DT-IPT	Total (a) = (1+2) gh 330,960 360 180 23,040 90	Total Required Q	+Buffer) 61.920 720 360 46.080 180	supplied 34.265 334 0 28.433 0 0 0 0		34,265 334 34,265 2465 24,265 246 24,265 24,265 24,265 24,265 24,265 24,265 24,265 24,	Quantity 34,265 334 0 28,433 0 0 0 0	Issued Qty 34,265 334	Search: Batch/Lot Number	Expiry Date	

- 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)

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- 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)</p>
- 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 -

Quarter Q1: Jan-Mar		v	Year 2022		*	District Mymensingh	×	All	y	×	
					Number of regis	tered cases during the	previous quarter				
						Adults (>15 years)					
Nev	w/Category	/-l = (a)				Re-treatment = (b)					
All New/Cat-I	Cases tog	jether (P+, P-, EP,			-					т	iotal (b)
		eurological TB)	P+ve(b1)		P-ve(b2)	EP(b3)	Meningitis,	Bone & Neur	ological TB (b4)		
	292		22		9	4		0			35
						Children (<15 years)					
	Child Cat-	I (Adult Formulation	n) = (c)	Chi	ild Cat-I (Dispers	ible formulation) = (d)		Total Chil	d	<5 Years Child	Registered for IPT (e)
		8				5		13			46
ssue agains	t TB-08 li	o ndent Details Rep	ort			5		13		Print 🕅	Excel
			port			5		13		Print Search:	
			port	Unit 🔅	Batch/Lot No		ate 🕴 DONO	RREF≢ ∳	Quantity ()		
ow 10 v e Quarter (entries Year (ndent Details Rej) Unit ¢	Batch/Lot Ne		ate 🕴 DONO		Quantity \$	Search:	Excel ESV
ow 10 v e Quarter (shwarganj UH	entries Year (ndent Details Rep Product)-C001/22-0003)	Unit I	Batch/Lot Nu				Quantity 🖗 34,265	Search:	Excel ESV
ow 10 v e Quarter ¢ shwarganj UH Q1: Jan-Mar	entries Year (IC, Mymens	ndent Details Reg Product singh (ISS-TB08-INC)-C001/22-0003) 50/H75}			mber ≬ Expiry D				Search:	Excel CSV
ow 10 v e Quarter o shwarganj UH Q1: Jan-Mar Q1: Jan-Mar	entries Year IC, Mymens 2022	ndent Details Rep Product singh (ISS-TB08-IND 2 FDC Adult (R19	0-C001/22-0003) 50/H75) 5/H50) DT	Tab		mber ≬ Expiry D			34,265	Search:	Excel CSV Ordered Quantity 9 34,265
ow 10 v e Quarter shwarganj UH Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar	Year (FC, Mymens 2022 2022	ndent Details Rep Product singh (ISS-TB08-IND 2 FDC Adult (R11 2 FDC Child (R75	0-C001/22-0003) 50/H75) 5/H50) DT 5/Z400/E275)	Tab Tab		mber ≬ Expiry D			34,265 334	Search:	Excel CSV Ordered Quantity 0 34,265 334
ow 10 v e Quarter shwarganj UH Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar	Year (K, Mymens 2022 2022 2022	Product aingh (ISS-TB08-IND 2 FDC Adult (R11 2 FDC Adult (R11 2 FDC Child (R75 4 FDC (R150/H7)	0-C001/22-0003) 50/H75) 5/H50) DT 5/Z400/E275) I mg-FLD	Tab Tab Tab		mber ≬ Expiry D			34,265 334 28,433	Search:	Excel CSV Ordered Quantity 34,265 334 28,433
ow 10 v e Quarter shwarganj UH Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar	Year (Year (AC, Mymens 2022 2022 2022 2022 2022 2022 2022	Product singh (ISS-TB08-INC 2 FDC Adult (F11 2 FDC Adult (F11 4 FDC (R150H7) Levefloxacin 250	0-C001/22-0003) 50(H75) 57(H50) DT 5/Z400/E275) I mg-FLD I mg-FLD	Tab Tab Tab Tab		mber ≬ Expiry D			34,265 334 28,433 7,560	Search:	Excel CSV Ordered Quantity 34,265 334 28,433 28,434 28,433 7,560
ow 10 v e Quarter shwarganj UH Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Phulpur UHC, N	Year (Year (AC, Mymens 2022 2022 2022 2022 2022 2022 2022	ndent Details Reg Product singh (ISS-TB08-IND 2 FDC Adult (R11 2 FDC Child (R75 4 FDC (R150/H7) Levofloxacin 250 Levofloxacin 500	o-c001/22-0003) 50/H75) 50/H50) DT 5/2400/E275) mg-FLD img-FLD 201/22-0002)	Tab Tab Tab Tab		mber ≬ Expiry D	22		34,265 334 28,433 7,560	Search:	Excel CSV Ordered Quantity 34,265 334 28,433 28,434 28,433 7,560
ow 10 v e Quarter shwarganj UH Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Phulpur UHC, N Q1: Jan-Mar	Antries Year C, Mymens 2022 2022 2022 2022 2022 2022 2022 20	Product angh (ISS-TB08-INC 2 FDC Adult (R1 2 FDC Adult (R1 2 FDC Child (R7 4 FDC (R150H7) Levofloxacin 500 Levofloxacin 500 (h) (ISS-TB08-IND-CC	0-C001/22-0003) 50/H75) 57/50/DT 52/400/6275) Img-FLD Img-FLD 101/22-0002) 50/H75)	Tab Tab Tab Tab Tab	lot-1	imber 0 Expiry D 31-05-20	22		34,265 334 28,433 7,560 3,700	Search:	Excel CSV Ordered Quantity 24,265 334 28,433 7,560 3,700
ow 10 v e Quarter shwarganj UH Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar 21: Jan-Mar 21: Jan-Mar Phulpur UHC, 1 Q1: Jan-Mar Q1: Jan-Mar	AC, Mymens 2022 2022 2022 2022 2022 2022 2022 20	Product angh (ISS-TE06-INE 2 FDC Adult (P11 2 FDC Adult (P11 2 FDC Child (P27 4 FDC (R150)H77 Levofloxacin 250 Levofloxacin 500 (ISS-TE06-INE) 2 FDC Adult (R11 2 FDC Adult (R11	0-C001/22-0003) 50/H75) 57/H00/E275) mg-FLD img-FLD 01/22-0002) 50/H75) 50/H75)	Tab Tab Tab Tab Tab Tab	lot-1	imber 0 Expiry D 31-05-20	22		34,265 334 28,433 7,560 3,700 15,080	Search:	Excel CSV Ordered Quantity 34,265 334 28,433 7,550 3,700 1154,080
aw 10 v e Quarter shwarganj UH Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar	Ac, Mymens 2022 2022 2022 2022 2022 2022 2022 20	Product Produc	CO01/22-0003) 50/H75 5/H50) DT 52/2400(2275) img-FLD 101/22-0002) 50/H75 50/H75 5/H50/2150) DT	Tab Tab Tab Tab Tab Tab Tab	lot-1	imber 0 Expiry D 31-05-20	22		34,265 334 28,433 7,560 3,700 15,080 2,880	Search:	Excel CSV Ordered Quantity 34265 334 28433 7,550 3,700 154,080 2,880

- 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)</p>
- The Issue against TB-08 Indent Details Report table has the following columns:
 - 1. Quarter
 - 2. Year

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- 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 -

Quarter	320	Year	 District	Facility	2
Q2: Apr-Jun		2021	 Dhaka	* All	
TB-08 Reporting Status					PRINT EXCEL
Show 10 🛩 entries					Search:
Facility			Reporting Date		Status
Facility			Reporting Date		Status
	moli, Dhaka-Urt	ion, Dhaka	Reporting Date 01-04-2021		Status NOT SUBMITTED
Dhaka		ian, Dhaka			

- This form presents the TB-08 Reporting Status. The report has the following filter criteria:
 1. Quarter: By default, selected current Quarter. Select previous quarter from dropdown list.
 - 2. Year: By default, selected current year. Select previous year from dropdown list.
 - 3. **District**: By default, selected a district. Select the district according to your needs.
 - 4. Facility: By default, selected All. Select the facility according to your needs.
- The table has the following columns:
 - 1. Facility
 - 2. Reporting Date
 - 3. Status
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

14.19. General Indent Report

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

				01		0
neral Indent Rep	ort 🚯					
Indent From All		Indent To All	*			
Indent Report Table					🖨 Print	Excel
how 10 v entries						Search:
Product Code	# Proc	duct			Stock on Hand	Indent Quantity
Indent To: NTP Central Wa	rehause					
Indent From: Dhamrai UHC	, Dhaka, Indent#	: IND-U139/21-7518, Dote:	19/09/2021			
FLD066	2 FD0	C Adult (R150/H75) for TPT	Freatment		0	50
MED004	3 FDO	C Adult (R150/H75/E275)			0	30
MED046	12/22	C Child (R75/H50) DT			0	20

- 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 -

Division		District All		Facility Level	Facility	
Start Plan Date 01/09/2021	m	End Plan Date 13/03/2022	-	Product Classification	Product	
01/09/2021		15/05/2022		All	All	
Distribution Plan on	Indent Table Dat	a			e	Print Excel CSV
how 10 v entries						Search:
Indent	Indent Date	Indentor Facility	F	Product	Indent Quantity	Planned Issue Quantity
NTP Central Warehouse						
DIS-PLAN-C001/22-000	2(31-01-2022)					
IND-U139/21-7521	01-11-2021	Dhamral UHC, Dhaka	Ar	mikacin 500 mg/2ml inj	50	
IND-U139/21-7521	01-11-2021	Dhamrai UHC, Dhaka	Co	apreomycin inj 1 gm	100	
IND-U139/21-7521	01-11-2021	Dhamrai UHC, Dhaka	Cl	ofazimine 100 mg	100	
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	Ar	mikacin 500 mg/2ml inj	10	
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	Ar	moxicillin(500)+ Clavulanic acid (125) mg	40	
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	Be	edaquiline 20mg for Child Patient	40	9
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	Be	edaquline 100 mg	45	
IND-U141/21-7506	10-09-2021	Keranigonj UHC, Dhaka	2	FDC Adult (R150/H75)	500	50
IND-U141/21-7506	10-09-2021	Keranigonj UHC, Dhaka	3	FDC Adult (R150/H75/E275)	300	
				FDC Child (R75/H50/Z150) DT	500	50

- 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 -

livision		District		Facility Level		Facility	
All	Ŧ	All	٣	All	*	All	7
itart Plan Date		End Plan Date		Product Classification		Product	
01/03/2022		13/03/2022		All	Ŧ	All	7
d Hoc Distribution P	lan Table Data					🔒 Print	Excel CSV
w 10 v entries							Search:
Facility			Pro	duct Name			Planned Issue Quantity
IP Central Warehouse							
DHOC-PLAN-C001/22-0	0001(13-03-2022)						
DC Chattogram, Chattog	jram		ZN N	licroscope			
DC Bhola, Bhola			ZN N	licroscope			
DC Pirojpur, Pirojpur			ZN N	licroscope			
DC Chandpur, Chandpur			ZN N	licroscope			
DC Brahmanbaria, Brah	manbaria		ZN N	licroscope			
DC Brahmanbaria, Brah	manbaria		2 FD	C Adult (R150/H75)			20
DC Chandpur, Chandpur			2 FD	C Adult (R150/H75)			20
DC Chattogram, Chattog	gram		2 FD	C Adult (R150/H75)			20
DC Bhola, Bhola			2 FD	C Adult (R150/H75)			20
OC Pirojpur, Pirojpur			2 FD	C Adult (R150/H75)			20

- 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

٠

- 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 -

Division All		District All		Facility Type All	S.*.		
Facility Contact	Report					Print	Excel
how 10 v entrie	s					See	arch:
Division (District 0	Facility Id 🕴	Facility Name	\$	Facility Type	Facility Head	Storekeeper
Barisal	Barguna	S001	Civil Surgeon Office, Bargur	na	CS Office		
Barisal	Barguna	U001	Amtali UHC, Barguna		UPAZILA		
Barisal	Borguna	U002	Bamna UHC, Borguno		UPAZILA		
Barisal	Barguna	U003	Betagi UHC, Barguna		UPAZILA		
Barisal	Barguna	U004	Patharghata UHC, Barguna	1	UPAZILA		
Barisal	Borguna	U005	Barguna Sadar UHC, Bargu	ina	UPAZILA		

- 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 -

Division All	÷	District	+ All	Y	•	Start Dat 01/09/202			m	
End Date 26/09/202										
Facility eL	MIS Activity Status						[Print	Search:	el 📄 CSV
Facility Code	Facility 0	Facility Head	Store Keeper 🕴	Last Activity	Non- zero \$ Product	Receive \$	Issue ()	Adj ‡	General Indent	TB-08 Indent
C001	NTP Central Warehouse	N/A		2021-09-25 12:41	44	8	4	o	o	а
U139	Dhamrai UHC, Dhaka			2021-09-23 15:50	3	0	1	0	1	
U077	Cumilla Adarsha Sadar UHC, Cumilla			2021-09-23 15:45	0	0	0	0	0	1
D013	Chankharpul CDC, Dhaka			2021-09-23 14:49	3	0	D	0	0	
U141	Keraniganj UHC, Dhaka			2021-09-23 08:32	4	2	D	0	2	9

• 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 -

Quarter Q3: Jul-Sep	*	Year 2021	×	District	Facility Dhamrai UHC, Dhaka	
Product All	٠					
Quarterly Stock Statu	s and Stockout	Days			Ð	Print
ihow 10 🖌 entries						Search:
Product Code	Produ	ct			Closing Balance	# of stack-out days
Dhamrai UHC, Dhaka						
MEDFLD						
FLD066	2 FDC /	Adult (R150/H75) for TPT	Treatment		0	s
MED001	4 FDC (R150/H75/Z400/E275)			3,400	
MED002	2 FDC /	dult (R150/H75)			2,480	
MED006	Isoniazi	d 100 mg DT-IPT			0	6
MED011	Ethomb	utol 100 mg DT			0	ŝ
MED033	Ethomb	utol 400 mg-FLD			0	6
MED045	3 FDC (child (R75/H50/Z150) DT			4,200	
MED046	2500/	hild (R75/H50) DT			0	9

• 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.

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- 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 -

Quarter Q3: Jul-Sep	÷	Year 2021	District		Facility Dhamrai UHC, Dhaka	
Product All	÷					
Quarterly Stock Sta	tus Lot wise Tabl	e;			Print	Excel
how 10 v entries						Search:
Product Code	Product N	lame	Batch No	Expiry Date	Donor Ref	Closing Balance
Dhamrai UHC, Dhaka						
MEDFLD				30-09-2022		40
	4 FDC (R15	50/H75/Z400/E275)				
MEDELD MED001 MED002		60/H75/Z400/E275) It (R150/H75)		30-09-2022		2.48

- 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 -

Division		District		Facility I	evel		Facility			
All	*	All	*	All		Ŧ	All			
Start Date		End Date		Product	Classification		Product			
01/03/2022		13/03/2022		All		*	All			
		(-						
TB-eLMIS								Print	X Excel	CSV
Provisional Receive (W	aiting for Surv	ey)						e rinc	X Excel	E CSV
now 10 Y 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	31-03-202	GFATM- 103/2022	300	2,000	600,00
NTP Central Warehouse										
2 FDC Adult (R150/H75)										
Essential Drugs Company Limited	NTP,GoB	REC-SUP-PRO- C001/22-0002	09-03-2022	Tab	4545	31-03-202	3	400,000	0	
4 FDC (R150/H75/Z400/E27	5)									
Essential Drugs Company	NTP,GoB	REC-SUP-PRO- C001/22-0002	09-03-2022	Tab	2544	31-03-2024	1	350,000	0	

- 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.

14.27. Provisional Receiving Register Report

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

Division		District		Facilit			Product Class	ification		
All	*	All		* NTP Ce	ntral Warehouse	٣	All		*	
Product Name		Start Date		End Do			Receive Type			
All	Ŧ	01/03/2022		13/03/	2022		All		Ŧ	
Supplier All	v	Source of Fun All	d	Ŧ						
Provisional Rece	eiving Register Table							Ð	Print Excel	E CSV
									Search:	
Invoice Date	Invoice No	Provisional Received Quantity	Cumulative Quantity Received	Approved Quantity	Total Received Quantity	Disapproved Quantity	Return to supplier	Batch/Lot Number	Expiry Date	Donor Ref#
acility: NTP Centr	al Warehouse									
roduct: 2 FDC Ad	uit (R150/H75)									
09/03/2022	INT-RCV-PRO- C001/22-0002	280,000	280,000	0	0	280,000	280,000	1587921	31/03/2023	
09/03/2022	REC-SUP-PRO- C001/22-0002	400,000	680,000	0	0	0	0	4545	31/03/2023	
Fotal		680,000		0		280,000	280,000			
roduct: 4 FDC (R1	150/H75/Z400/E275)									
09/03/2022	INT-RCV-PRO- C001/22-0002	350,000	350,000	0	0	350,000	350,000	21254688	31/03/2024	
09/03/2022	REC-SUP-PRO- C001/22-0002	350,000	700,000	0	0	0	0	2544	31/03/2024	
		700,000		0		350,000	350,000			

- 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 -

Division		District			Facility Level		Facility		
All	Ψ	All		*	All	*	All	*	
Start Date		End Date			Product Classificat	tion	Product		
01/03/2022	*	13/03/202	2		All	*	All	٣	
Receive Type		Source of	Fund		Supplier				
All	Ŧ	All		٣	All	Ŧ			
Provisional Summ	ary Table Data							Print	Excel CSV
ow 10 v entries								s	earch:
Facility	Product Name		Provisional Receive Qty		Waiting for Standing Board	Approved Qty	Disapproved Qty	Return to Supplier	Return to Supplier (Waiting)
haliajuri UHC, Ietrakona	Goggles		5,000		0	5,000	0	0	c
haliajuri UHC, letrakona	PCR Tubes		300		300	0	0	0	c
haliajuri UHC, letrakona	Surgical Mask		500,000		0	500,000	0	o	(
ITP Central Varehouse	2 FDC Adult (R150	/H75)	680,000		400,000	o	280,000	280,000	c
ITP Central	4 FDC (R150/H75		700.000		350.000	0	350.000	350.000	

- 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 -

Division	District		Fac	ility Level		Facility		
All *	All		* All		*	All	*	
Start Date	End Date		Pro	duct Classification		Product		
01/03/2022	13/03/2022		All All		٣	All	*	
Receive Type	Source of F	und	Su	oplier				
All	All		* All		٣			
Provisional Approved Summary Tab	e						Print	Excel
····· · · · · · · · · · · · · · · · ·							Sear	ch:
							Sedi	cn.
iow 10 v entries		Product			Approve	d Quantity	Sear	
now 10 v entries Facility Khaliajuri UHC, Netrakona		Product Goggles			Approve	d Quantity 5,000	Sear	Disapproved Quantity

- 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 -

Division			District			Facility Level		Fac	ility			
All		×	All			All		* All		*		
Start Date			End Date			Product Class	sification	Pro	duct			
01/03/2022			13/03/2022			All		* All		٠		
Receive Type			Source of Fund			Supplier						
Provisional Re	turn Table Data									Print	Excel	CSV
ow 10 v entr	les									Se	earch:	
Receive	Supplier	Sup Inv No	Sup Date	Source of Fund	Source of Fund Ref. No		Return Date	Return Invoice No	Product Name	Batch/Lot Number	Expiry Date	Return Qty
Invoice												
	ehouse											
Invoice	ehouse A G Cargo International, Bangladesh	2333	02-03-2022				13-03-2022	PRO-RET- INTPUR- C001/22-0001	2 FDC Adult (R150/H75)	1587921	31-03-2023	280,00

- 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 -

CS Dashboard Friday, February 17, 2023,	, 12:36 AM		Division							
			Rangpur		Dist		Ŧ	Facility	*	
			nungpu		nen	lba				
	lity Name I Surgeon (Office, Rangpur		Division/Distric Rangpur - Ran				Facility Head		
VAITING TB-08 INDENTS	FOR APP	ROVAL			ł	WAITING GENERAL	. INDENTS FOR A	.PPROVAL		
indent# De	ate	Facility Name		Action		Indent#	Date	Facility Name	Action	
IND- U437/22-0003 202	2-10-26	Taraganj UHC, Rai	ngpur	DETAILS		IND- U433/22-0003	2022-09-12	Mithapukur UHC, Rangpur	DETAILS	
						IND- U430/22-0002	2022-07-03	Badargonj UHC, Rangpur	DETAILS	
						IND- U431/22-0002	2022-07-03	Gangachara UHC, Rangpur	DETAILS	
(AITING ISSUE FOR APP	ROVAL									[
Issue Date	Issue	e Invoice#	Issue To		Imple	menting Agency		Action		
2023-02-17	ISS-IN	ID-C001/23-0004	Taroganj UHC, Rar	igpur				DETAILS		

• 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 -

Quarter	Year		Dist	rict					
Q4: Oct-Dec	* 2022		Bage	erhat	•				
DISTRICT WISE QUARTERLY PATIEN	TS INFORMATION FROM TB 08 (1)								R
	New			Rc	treatment			Child	
Name of Facility	All New cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	P+	P-	EP	Meningitis, Bone & Neurological TB	Total Re- treatment	(Adult Formulation)	(Dispersible formulation)	Total Child
Bogerhat Sadar UHC, Eagerhat	10	2	1	1	1	5	3	2	Ę
Chitalmari UHC, Bagerhat	10	2	1	1	1	5	3	2	5
Fakirhat UHC. Bogerhat	10	2	1	1	1	5	3	2	Ę
Kachua UHC, Bagerhat	10	2	1	1	1	5	3	2	1
Mollahat UHC, Bagerhat	0	5	3	1	0	9	3	2	E
Mongla UHC, Bagerhat	10	2	1	1	1	5	3	2	5
Morrelgonj UHC, Bagerhat	10	2	1	1	1	5	3	2	5
Rampal UHC, Bagerhat	10	2	1	1	1	5	1	2	3
Saronkhola UHC, Bagerhat	10	2	1	1	1	5	3	2	E
District Total :	80	21	11	9	8	49	25	18	43

- 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 -

Division		District		Facility		Start Date			
All	*	All	*	All	Ψ.	01/11/2022		首	
End Date									
17/02/2023	Ê								
General Indent Table Date	a						₽ P		CSV
	٥						₽ P	Print Excel Search:	CSV
			Indent Date		Indent No		- ₽ ₽		CSV
now 10 v entries Facility	٥		0 Indent Date		Indent No		₽ •	Search:	CSV
how 10 v entries Facility Bagerhat	٥		 Indent Date 05-12-2022 		Indent No IND-U251/22-0002	2	¢	Search:	CSV
how 10 v entries						2	¢	Search: Status	CSV

- 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 -