# **DGHS eLMIS Bangladesh**

## **TB-eLMIS User Guide**

September 2022

# **Prepared by:**

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



This document is made possible by the generous support of the American people through the US Agency for International Development (USAID) contract no. 7200AA18C00074. The contents are the responsibility of Management Sciences for Health and do not necessarily reflect the views of USAID or the United States Government.

#### Contents

1.	. Ho	ow	to B	Browse the DGHS eLMIS	12
	1.1.		How	<pre>r to go to the (DGHS eLMIS) Home page</pre>	12
	1.2.		How	<i>i</i> to Log In	12
	1.	2.1	Lo	g in the DGHS eLMIS	12
	1.	2.2	. Lo	g out from the DGHS eLMIS System	13
	1.3.		Men	nus	13
2.	. Fa	acili	ity D	Dashboard	14
	2.1.		Facil	lity Stock Dashboard	14
	2.2.		Bala	nce of Major Commodities	15
	2.3.		lssue	e/Dispense Trend 6 Month	15
	2.4.		Activ	vities Not Updated to Stock	15
	2.5.		Activ	vities Completed This Month	15
	2.6.		Pend	ding General Indents	16
	2.7.		Pen	ding TB-08 Indents.	16
3.	. Pr	rov	ision	nal Receipts	17
	3.1.		Intei	rnational Purchase (Provisional)	17
	3.	1.1		International Purchase (Provisional) - Add	17
	3.	1.2		International Purchase (Provisional) - Edit	20
	3.	1.3		International Purchase (Provisional) - Delete	21
	3.	1.4		International Purchase (Provisional) - View	21
	3.2.		Rece	eive Donation (Provisional)	22
	3.	2.1		Receive Donation (Provisional) - Add	22
	3.	2.2		Receive Donation (Provisional) - Edit	25
	3.	2.3		Receive Donation (Provisional) - Delete	26
	3.	2.4		Receive Donation (Provisional) - View	26
	3.3.		Rece	eive from Supplier (Provisional)	26
	3.	3.1		Receive from Supplier (Provisional) - Add	26
	3.	3.2		Receive from Supplier (Provisional) - Edit	29
	3.	3.3		Receive from Supplier (Provisional) - Delete	29
	3.	3.4		Receive from Supplier (Provisional) - View	29
	3.4.		Stan	iding Board	30
	3.	4.1		Standing Board – Add	30
	3.	4.2		Standing Board - Generate Invoice Page <b>2</b> of <b>210</b>	32

	3.5.	Pro	ovisional Receive Return	33
	3.5	.1.	Provisional Receive Return - Add	33
	3.5	.2.	Provisional Receive Return - POST	
	3.5	.3.	Provisional Receive Return - Edit	35
	3.5	.4.	Provisional Receive Return - Delete	35
	3.5	.5.	Provisional Receive Return - View	35
4.	Rec	eipt	S	
4	4.1.	Inte	ernational Purchase	
	4.1	.1.	International Purchase - Add	36
	4.1	.2.	International Purchase - Update Stock	
	4.1	.3.	International Purchase - Edit	40
	4.1	.4.	International Purchase - Delete	40
	4.1	.5.	International Purchase - View	
4	4.2.	Rec	ceive Donation	41
	4.2	.1.	Receive Donation - Add	
	4.2	.2.	Receive Donation Invoice - Update Stock	
	4.2	.3.	Receive Donation - Edit	45
	4.2	.4.	Receive Donation - Delete	45
	4.2	.5.	Receive Donation - View	45
4	4.3.	Rec	ceive from Supplier	45
	4.3	.1.	Receive from Supplier - Add	46
	4.3	.2.	Receive from Supplier Invoice - Update Stock	48
	4.3	.3.	Receive from Supplier - Edit	49
	4.3	.4.	Receive from Supplier - Delete	49
	4.3	.5.	Receive from Supplier - View	49
4	4.4.	Rec	ceive from NTP	49
	4.4	.1.	Receive from NTP – Receive without Indent Receive invoice	50
	4.4	.2.	Receive from NTP Invoice - Update Stock	52
	4.4	.3.	Receive from NTP Invoice – Receive with Indent/Issue	52
	4.4	.4.	Receive from NTP - Edit	55
	4.4	.5.	Receive from NTP - Delete	55
	4.4	.6.	Receive from NTP - View	55
4	4.5.	Rec	ceive from CMSD/GoB	55
	4.5	.1.	Receive from CMSD/GoB - Add	56
	4.5	.2.	Receive from CMSD/GoB Invoice - Update Stock	58
			Page 3 of 210	

	4.5.3.	Receive from CMSD/GoB - Edit	3
	4.5.4.	Receive from CMSD/GoB - Delete	3
	4.5.5.	Receive from CMSD/GoB - View	3
5.	Indent	59	Э
5	.1. TB-0	08 Indent	Э
	5.1.1.	TB-08 Indent - Add	Э
	5.1.2.	TB-08 Indent – Submit/Accept	1
	5.1.3.	TB-08 Indent – Un-submitted/Unaccepted	2
	5.1.4.	TB-08 Indent - Edit	2
	5.1.5.	TB-08 Indent - Delete	3
	5.1.6.	TB-08 Indent - View	3
5	.2. TB-0	08 Indent Approval63	3
	5.2.1.	TB-08 Indent Approve	1
5	.3. Sup	ply Consolidation on TB-08 Indent64	1
	5.3.1.	Supply Consolidation on TB-08 Indent - Add65	5
	5.3.2.	Supply Consolidation on TB-08 Indent - Generate Invoice	3
	5.3.3.	Supply Consolidation on TB-08 Indent - Edit69	Э
	5.3.4.	Supply Consolidation on TB-08 Indent - Delete	)
	5.3.5.	Supply Consolidation on TB-08 Indent - View70	)
5	.4. Gen	eral Indent	)
	5.4.1.	General Indent - Add7	1
	5.4.2.	General Indent - Submit72	2
	5.4.3.	General Indent - Edit	3
	5.4.4.	General Indent - Delete	3
	5.4.5.	General Indent - View	3
5	.5. Gen	eral Indent Approval74	1
	5.5.1.	General Indent Approve74	1
5	.6. Dist	ribution Plan on General Indent75	5
	5.6.1.	Distribution Plan on General Indent - Add75	5
	5.6.2.	Distribution Plan on General Indent - Generate Invoice	5
	5.6.3.	Distribution Plan on General Indent - Edit78	3
	5.6.4.	Distribution Plan on General Indent - Delete	3
	5.6.5.	Distribution Plan on General Indent - View78	3
6.	Issue		Э
6	.1. Issu	e Against TB-08 Indent79	Э

6.1.1.	Issue against TB-08 Indent - Pick-Indent	79
6.1.2.	Issue against TB-08 Indent Invoice - Update Stock	81
6.1.3.	Issue against TB-08 Indent - Edit	81
6.1.4.	Issue against TB-08 Indent - Delete	82
6.1.5.	Issue against TB-08 Indent - View	82
6.2. Iss	ue against General Indent	82
6.2.1.	Issue against General Indent - Adds	82
6.2.2.	Issue against General Indent Invoice - Update Stock	
6.2.3.	Issue against General Indent - Pick-Indent	
6.2.4.	Issue against General Indent - Edit	85
6.2.5.	Issue against General Indent - Delete	85
6.2.6.	Issue against General Indent - View	
6.3. Iss	ue Voucher Push	
6.3.1.	Issue Voucher Push - Add	
6.3.2.	Issue Voucher Push invoice - Update Stock	
6.3.3.	Issue Voucher Push - Edit	
6.3.4.	Issue Voucher Push - Delete	
6.3.5.	Issue Voucher Push - View	
6.4. Iss	ue Approval	
6.4.1.	Issue Approve	
6.5. Ho	ow to Issue Main store to DOT Corner	91
6.5.1.	Adjustment Invoice - Add	91
6.5.2.	Adjustment Invoice - Update Stock	93
6.6. Dis	spense	94
6.6.1.	Dispense - Add	94
6.6.2.	Dispense Invoice - Update Stock	96
6.6.3.	Dispense - Edit	97
6.6.4.	Dispense - Delete	97
6.6.5.	Dispense - View	97
7. Others		
7.1. Ph	ysical Inventory	
7.1.1.	Physical Inventory - Add	
7.1.2.	Physical Inventory - SUBMIT	
7.1.3.	Physical Inventory - Edit	
7.1.4.	Physical Inventory - Delete	

	7.1.	5. Physical Inventory - View	
	7.2.	Adjustment Invoice	
	7.2.	1. Adjustment Invoice - Add	101
	7.2.	2. Adjustment Invoice - Update Stock	
	7.2.	3. Adjustment Invoice - Edit	
	7.2.	.4. Adjustment Invoice - Delete	
	7.2.	.5. Adjustment Invoice - View	
	7.3.	Ad Hoc Distribution Plan	
	7.3.	1. Ad Hoc Distribution Plan - Add	
	7.3.	2. Ad Hoc Distribution Plan - Generate Invoice	
	7.3.	.3. Ad Hoc Distribution Plan - Edit	
	7.3.	.4. Ad Hoc Distribution Plan - Delete	110
	7.3.	5. Ad Hoc Distribution Plan - View	110
8.	Sett	tings	111
	8.1.	Users	111
	8.2.	Products	111
	8.3.	Health Facility	112
	8.4.	Suppliers	
	8.4.	1. Suppliers - Add	
	8.4.	2. Suppliers - Edit	114
	8.4.	.3. Suppliers - Delete	114
	8.4.	.4. Suppliers - Print and Export	114
	8.5.	Recipients	114
	8.5.	1. Recipients - Add	115
	8.5.	2. Recipients - Edit	115
	8.5.	3. Recipients - Delete	115
	8.5.	.4. Recipients - Print and Export	115
	8.6.	Default Signatory	116
	8.6.	1. Default Signatory – Add/Change	116
9.	Rep	oorts	117
	9.1.	Stock Status (Usable)	117
	9.1.	1. Stock Status (Usable)	117
	9.1.	2. View Stock Status (Usable) of a Specific Date	117
	9.1.	.3. View Lot-wise information about a specific Items Lot Stock (Usab	le)118
	9.1.	.4. Stock Status (Usable) - Print	118

9	9.2. Sto	ock Status (Unusable)	118
	9.2.1.	Stock Status (Unusable)	118
	9.2.2.	View Stock Status (Unusable) of a Specific Date	119
	9.2.3.	View Lot-wise information about a specific Items Lot Stock (Unusable)	119
	9.2.4.	Stock Status (Unusable) - Print	119
9	).3. Sto	ock Reports	119
	9.3.1.	Product Stock Report	119
	9.3.2.	Product Lot Stock Report	120
	9.3.3.	Facility Dashboard	121
	9.3.4.	Receive Details Report	122
	9.3.5.	Issue Details Report	123
	9.3.6.	Adjustment Details Report	124
	9.3.7.	Inventory Control Register (ICR)	125
	9.3.8.	Inventory Control Register Unusable (ICR)	126
	9.3.9.	Dispense Report	127
	9.3.10.	Going to Expire Lots Report	128
	9.3.11.	Physical Inventory Details Report	129
	9.3.12.	Facility Contact Report	130
	9.3.13.	TB-08 Product List	131
	9.3.14.	TB-08 Indent Report	132
	9.3.15.	Supply Consolidation on TB-08 Report	
	9.3.16.	Issue against TB-08 Indent	134
	9.3.17.	TB-08 Reporting Status	135
	9.3.18.	General Indent Report	136
	9.3.19.	Distribution Plan on General Indent Report	137
	9.3.20.	Ad Hoc Distribution Plan Report	138
	9.3.21.	Quarterly Stock Status and Stockout Days	139
	9.3.22.	Quarterly Stock Status Lot wise	140
	9.3.23.	Provisional Receive (Waiting for Survey)	141
	9.3.24.	Provisional Receiving Register Report	142
	9.3.25.	Provisional Summary Report	143
	9.3.26.	Provisional Approved Summary Report	144
	9.3.27.	Provisional Return Report	145
10.	Admir	n	146
1	.0.1. C	Country Entry	146

10.1.1.	Country list	146
10.1.2.	Country Edit	146
10.2. Div	ision Entry	146
10.2.1.	Division list	146
10.2.2.	Add New Division	147
10.2.3.	Edit Division	147
10.2.4.	Delete Division	147
10.3. Dis	trict Entry	147
10.3.1.	District list	147
10.3.2.	Add New District	148
10.3.3.	Edit District	148
10.3.4.	Delete District	148
10.4. Fac	cility Level Entry	148
10.4.1.	Facility Level list	148
10.4.2.	Add New Facility Level	149
10.4.3.	Edit Facility level	149
10.4.4.	Delete Facility level	149
10.5. Fac	cility Type Entry	150
10.5.1.	Facility Type list	150
10.5.2.	Add New Facility Type	150
10.5.3.	Edit Facility Type	150
10.5.4.	Delete Facility Type	151
10.6. Imj	plementing Agency Entry	151
10.6.1.	Implementing Agency list	151
10.6.2.	Add New Implementing Agency	151
10.6.3.	Edit Implementing Agency	151
10.6.4.	Delete Implementing Agency	152
10.7. Fac	ility Entry	152
10.7.1.	Facility List	152
10.7.2.	Add New Facility	153
10.7.3.	Edit Facility	154
10.7.4.	Delete Facility	154
10.8. Pro	oduct Classification Entry	155
10.8.1.	Product Classification list	155
10.8.2.	Add New Product Classification	155
	Daga 9 of 210	

10.8.3.	Edit Product Classification	
10.8.4.	Delete Product Classification	156
10.9. Pro	duct Subgroup Entry	156
10.9.1.	Product Subgroup list	156
10.9.2.	Add New Product Subgroup	156
10.9.3.	Edit Product Subgroup	
10.9.4.	Delete Product Subgroup	
10.10. Un	it of Measure Entry	
10.10.1.	Unit of Measure List	
10.10.2.	Add New Unit of measure	
10.10.3.	Edit Unit of Measure	
10.10.4.	Delete Unit of Measure	
10.11. Pro	duct Entry	
10.11.1.	Product List	
10.11.2.	Add New Product	
10.11.3.	Edit Product	
10.11.4.	Delete Product	
10.11.5.	Product Change Order	
10.12. Exp	oorter Entry	
10.12.1.	Exporter list	
10.12.2.	Add New Exporter	
10.12.3.	Edit Exporter	
10.12.4.	Delete Exporter	
10.13. Fur	nding Source Entry	161
10.13.1.	Funding Source list	161
10.13.2.	Add New Funding Source	
10.13.3.	Edit Funding Source	
10.13.4.	Delete Funding Source	
10.14. Ind	ent Type Entry	
10.14.1.	Indent Type Entry List	
10.14.2.	Add New Indent Type	
10.14.3.	Edit Indent Type	
10.14.4.	Delete Indent Type	
10.15. Dis	tribution Plan Type Entry	
10.15.1.	Distribution Plan Type List	

10.15.2.	Add New Distribution Plan Type	
10.15.3.	Edit Distribution Plan Type	164
10.15.4.	Delete Distribution Plan Type	164
10.16. Ad	justment Type Entry	
10.16.1.	Adjustment Type List	
10.16.2.	Add New Adjustment Type	
10.16.3.	Edit Adjustment Type	
10.17. Re	cipient Group Entry	
10.17.1.	Recipient Group List	165
10.17.2.	Add New Recipient Group	166
10.17.3.	Edit Recipient Group	
10.17.4.	Delete Recipient Group	166
10.18. Re	cipients Entry	
10.18.1.	Recipients List	166
10.18.2.	Add New Recipients	167
10.18.3.	Edit Recipients	
10.18.4.	Delete Recipients	
10.19. Us	er Permission Entry	
10.19.1.	Activate a User	
10.19.2.	Assign Instance	
10.19.3.	Assign District	169
10.19.4.	Assign User Groups	170
10.19.5.	Deactivate a User	
10.20. Suj	opliers Entry	172
10.20.1.	Suppliers List	172
10.20.2.	Add New Suppliers	172
10.20.3.	Edit Suppliers	173
10.20.4.	Delete Suppliers	173
10.21. Au	dit log	
10.22. Tra	ansaction Log	176
10.23. Err	or Log	
11. Dashbo	pard	
11.1. Co	mmodities Stock Status	
11.2. Co	mmodities Movement Trend	
11.3. Ava	ailability of Commodities	

12.	Rep	ports	181
12	2.1.	Commodities Stock Status	
12	2.2.	Stock Monitoring by District	
12	2.4.	Product Stock Report	
12	2.5.	Product Lot Stock Report	
12	2.6.	Receive Details Report	
12	2.7.	Issue Details Report	
12	.8.	Adjustment Details Report	
12	2.9.	Inventory Control Register (ICR)	
12	2.10.	Inventory Control Register- Unusable (ICR)	
12	2.11.	Dispense Report	191
12	2.12.	Going to Expire Lots Report	192
12	2.13.	Physical Inventory Details Report	193
12	2.14.	TB-08 Product List	194
12	2.15.	TB-08 Indent Report	195
12	2.16.	Supply Consolidation on TB-08 Report	196
12	2.17.	Issue against TB-08 Indent	198
12	2.18.	TB-08 Reporting Status	199
12	2.19.	General Indent Report	
12	2.20.	Distribution Plan on General Indent Report	201
12	2.21.	Ad Hoc Distribution Plan Report	
12	2.22.	Facility Contact Report	203
12	.23.	Facility eLMIS Activity Status	203
12	2.24.	Quarterly Stock Status and Stockout Days	204
12	.25.	Quarterly Stock Status Lot wise	205
12	.26.	Provisional Receive (Waiting for Survey)	
12	2.27.	Provisional Receiving Register Report	207
12	.28.	Provisional Summary Report	
12	.29.	Provisional Approved Summary Report	209
12	.30.	Provisional Return Report	210

## **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 entered at lacal levels and o et MIS will be an electronic logistics managem Warehouse has been using automated system if years - the DSHS cLMIS 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, ather cammodities. The major stakeholders a Directorate General of Health Services. Centra Program (NTP) and other national level health p. Heserve Stores (DRS), PL Community Base Hec Clinics etc. Prior to MTaPS, SLAPS developed an will not any track procurement but also f preparation, pracurement planning, package des The primary purpose of the DGHS eLMIS is to i	(5) is an entity of the government that deals with many non-medical equipment as well as health service related the Ministry of Health and Family Welfare (MOHFW), Madical Stores Deport (CMSN). National Tuberculosis irograms. Ike National Nutrition Services (NNS), District tht Care (CBHC), National Level Hospitals to Community unipmernetic domprehensive systems for MOHFW that acilitate starting from the comprehensive catalogue elepment, tracking and linkage with drug registration. acrease visibility of medicines availability information at chain management accisions, including forecasting.	
	Important Links > link 1 > link 2 > link 3	Contact Details + DOHS eLMIS • 1680 123456729 = Infa@dghschuis.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:



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

Login		
	Username 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:

Facility Stock Dashba Sunday, October 10, 2021, 8:0		Division All	•	District All		Facility NTP Central Warehouse	
Facility ID Facility Na 2001 NTP Centr Division/District/Upazila/Area Dhaka - Dhaka - N/A	nie al Warehouse	-	UARTER END REPORT 12-2021 Q3-2021 ISUBMIT GENERATE		56 RODUCTS	47 NON-ZERO PRODUCTS	Saturday, Oct 09, 2021 11:00 AM LAST ACTIVITY
BALANCE OF MAJOR COMM	DDITIES			<b>D</b>	ISSUE/DISPENS	E TREND 6 MONTHS	
28,718,800 2 FDC Adult (R150/H75)		,668,648 : Child (R75/H50) DT	2,022,85 3 FDC Child (1754 ISW		60,000 50,000 40,000		~
28,893,380         813,701           4 FDC (FILSON/SZZ400E275)         Ethembatel 100 mg           1,821,875         484,674           Isominazid 100 mg 0T-PPT         Isominazid 300 mg-fr			00 9-FLD	30,000 20,000 10,000 0	0rt 1021 Sep 1021		
		484,674 Hazid 300 mg-FLD	Levolloxacin 100 m	g-FLD:	- 2 FDC	Ioxacin 500 mg-FLD         -         4 FDC (R150/H75/2400/E275)           C Adult (R150/H75)         -         Isoniazid 100 mg DT-IPT           mbutol 100 mg DT         -         3 FDC Child (R75/H50/Z150) C           C Adult (R75/H50/DT         -         -	
ACTIVITIES NOT UPDATED T		1,580		ACTIVITIES CO	OMPLETED THIS MO		
0 International Purchase		) Donatoin Re	0 ceive from Supplier	Internatio	0 mal Purchase	0 Receive Donatoin	O Receive from Supplier
2 Issue Against TB 08 Indeni O Adjustment		) General Indent Is	0 sue Voucher Push		1 st TB 08 Indent O ustment	0 Issue against General Indent	0 Issue Voucher Push
PENDING GENERAL INDENT			5	PENDING TB-	08 INDENT		
Indent# Date	Facility Na	me	Action	Indent#	Date	Facility Name	Action
IND- 01/10/20	121 50 Bedded H	lospital, Tongi, Gazipur	DETAILS	IND- U228/21-000	07/10/2021	Islampur UHC, Jamalpur	DETAILS
U483/21-0001			DETAILS	IND-	10/10/2021	Adhunik Medical College Hospita 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	
▲ 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 -

unday, October 1	Dashboard 0. 2021, 8:04 AM			istrict I		Facility NTP Central Warehouse	
acility ID 001 ivision/District/Up haka - Dhaka - M		arehouse	QUARTER END REPORT Q2-2021 Q3-2021 INSUBMIT GENERATE	75 TOTAL PRO		47 NON-ZERO PRODUCTS	Saturday, Oct 09, 2021, 11:00 AM LAST ACTIVITY
ALANCE OF MA	JOR COMMODIT	IES		₽ ^	ISSUE/DISPENS	E TREND 6 MONTHS	G
	8,800 (R150/475)	2,668,648 2 FDC Child (R75/H50) DT	2,022,852 3 FDC Child (R758450/2150	DT	60,000 50,000 40,000		~
28,893,380 813,701 4 FDC (R150H75/2400/E275) Ethambutel 100 mg DT		5,000,000 Ethambutol 400 mg-FU			Oct 2021	5ep 2021	
	1,875 0 mg DT-IPT	484,674 Isoniazid 300 mg-FLD	LevoRaxacin 100 mg-FL	D	- 2 FDC /	xacin 500 ma-FLD 🛛 🛨 4 FDC	: (R150/H75/Z400/E275) zzid 100 mg DT-IPT : Child (R75/H50/Z150) DT
		1,580		v			
CTIVITIES NOT U	JPDATED TO ST	оск		ACTIVITIES CO	UPLETED THIS MO	нис	
0 International	Purchose	0 Receive Donatoin R	0 eceive from Supplier	( Internation	) al Purchase	0 Receive Donatoin	O Receive from Supplier
2 Issue Against T 0		0 Issue against General Indent	0 Issue Voucher Push	Issue Against	L TB 08 Indent	0 Issue against General Indent	0 Issue Voucher Push
Adjustn	sent			Adjus	tment		
ENDING GENER/	AL INDENT		ß	PENDING TB-08	INDENT		G
Indent#	Date	Facility Name	Action	Indent#	Date	Facility Name	Action
IND- U483/21-0001	01/10/2021	50 Bedded Hospital, Tongi, Gazipur	DETAILS	IND- U228/21-0001	07/10/2021	Islampur UHC, Jamalpur	DETAILS
IND- U139/21-7520	10/10/2021	Dhamrai UHC, Dhaka	DETAILS	IND- N053/21-0001	10/10/2021	Adhunik Medical College Hospital Uttora, BRAC Dakkhin Khan, Dhal	

• The dashboard shows following different indicator blocks:

### **2.1. Facility Stock Dashboard**

	er 10. 2021, 8:04 AM	Division		District All	·	Facility     NTP Central Warehouse     *		
Facility ID C001	Facility Name NTP Central Warehouse		QUARTER END REPORT Q2-2021 Q3-2021 UNSUBVIT GENERATE	756		47	Saturday, Oct 09, 2021, 11:00 AM	
	t/Upazila/Area	Facility Head	UNSUBMIT GENERATE					
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.

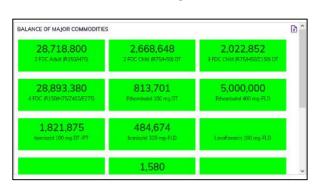
- Facility Information: Show the Facility ID, Facility Name and Facility Head
- **QUARTER END REPORT**: To create quarter end report generate uses the block.

Month

Shows the

- 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



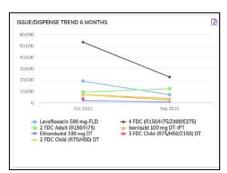
facility total Issue/Dispense trend summarized by major

Product Classifications as well as breakdown by type of

issue/dispense to departments, as line chart of last 6

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

### 2.3. Issue/Dispense Trend 6





months.

### 2.4. Activities Not Updated to Stock

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

which are not reflected in stick position/balance.

### **2.5. Activities Completed This Month**

This is the opposite of the earlier block which means the all-updated transactions entries count are shown in BLACK color in the eLMIS like international purchase, Receive Donation, receive from Supplier, receive from NTP, Indent, Issue/Dispense and adjustment. This is one kind of ALERT the Facility about they give entries but not update the stock that mean transaction done which are not reflected in stick position/balance.

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

Indent#	Date	Facility Name	Action
IND- U483/21-0001	01/10/2021	50 Bedded Hospital, Tongi, Gazipur	DETAILS
IND- U139/21-7520	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- J228/21-0001	07/10/2021	Islampur UHC, Jamaipur	DETAILS
ND- 1053/21-0001	10/10/2021	Adhunik Medical College Hospital- Uttora, BRAC Dakkhin Khan, Dhaka	DETAILS

# **3. Provisional Receipts**

## **3.1. International Purchase (Provisional)**

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

ram 14/06/2021	<b>m</b>	To 14/09/202	21 🛗	Facility NTP Central Warehouse *			+ ADD 📄 View 🖋 Edit	X Delete	
how 10 v c	ntries						Search		
SL.	Receive I	Date	Receive Invo	vice#	Supplier Supplier Involce#		Supplier Involce Date	Amount	
		11/08/2021 INT-RCV-PRO-C001/21-0001					0		

## 3.1.1. International Purchase (Provisional) - Add

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

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

								r R	ETURN TO LIST	🖺 SAVE	
TERNATIONAL PURCH	HASE (PROVISIONA	L) - CREATE/EDIT									
Receive Invoice		Exporter Select Exporter	•		e of Fund Source of Fund	•	Received I Mirza Tofaz		*	Received Do 09/03/2022	ate *
Supplier + Select Supplier	*	Exporter Ref. No input here		Source input he	e of Fund Ref. No ere						
Supplier Invoice	•# •	Exporter Ref. Date	<b>#</b>	Source input h	e of Fund Ref. Date	<b>m</b>					
Supplier Invoice	e Date *	Order Number input here		Remar	ks	11.					
										+ ADD	PRODUCTS
									Sea	rch:	
Product Code	Product			antity eived	Batch/Lot Number	Ð	xpiry Date	Donor Ref#	Unit Pri	ce	Line Total
				N	lo data available in tal	ole					

- 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 * see	Country Bangladesh	
Email s	Contact Name Input here	
Contact No *	Fax input here	
Supplier Address	URL input here.	
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. Order Number: Enter the Order number from order paper document.
- 6. Receive By\*: Select the person who is entering data
- 7. **Receive Date\*:** Today's date will auto fill, change if required. Cannot enter future date.
- Input non-mandatory fields:
  - 8. **Exporter:** Select the exporter name from drop down. If not available, add exporter from Admin >Exporter Entry page.
  - 9. **Exporter Ref. No**: Enter exporter reference number.
  - 10. **Exporter Ref. Date**: Today's date will auto fill, change if required. Cannot enter future date.
  - 11. **Source of Fund**: Select the Source of Fund name from drop down. If not available, add source of fund from Admin > Source of Fund Entry page.
  - 12. Source of Fund Ref. No: Enter Source of Fund reference number.
  - 13. **Source of Fund Ref. Date**: Today's date will auto fill, change if required. Cannot enter future date.
  - 14. **Remarks:** Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the International Purchase (Provisional) Invoice header part. You will see a popup message **New Data Added Successfully**.
- After saving the header part, you will see that **ADD PRODUCT** button is enabled below the right side of header block.

													_
										🖨 R	TURN TO LIST	🖺 SAVE 🔒 PRINT	1
											]		J
INTE	RNATIONAL PURCH	HASE (PROVIS	IONAL	.) - CREATE/EDIT									
	Receive Invoice	#	*	Exporter		Source	e of Fund		Received	Bv		Received Date *	
	INT-RCV-PRO-C0			Select Exporter	-		Source of Fund	-	Mirza Tofaz		-	09/03/2022	
	Supplier +		*	Exporter Ref. No		Source	e of Fund Ref. No						
	A G Cargo Interna	tional, Ba	·										
			_			_							
	Supplier Invoice	e#	·	Exporter Ref. Date	60		e of Fund Ref. Dat						
	2333				<b>m</b>			Ê					
	Supplier Invoice	e Date	*	Order Number		Remar	ks						
	02/03/2022	Ê		12548				11.					
								///.					
													_
												+ ADD PRODUCTS	٦
												<ul> <li>ADD PRODUCTS</li> </ul>	J
											Sea	rch:	
						)uantity	Batch/Lot						
F	Product Code	Product				leceived	Number	Ex	cpiry Date	Donor Ref#	Unit Pri	ce Line Total	
						ľ	lo data available in t	ble					

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

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

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

- 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
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.

						R	ETURN TO LIST	SAVE
INTERNATIONAL PURC	HASE (PROVISIONAL	.) - CREATE/EDIT						
Receive Invoice		Exporter Select Exporter		e of Fund Source of Fund	* Received	<b>i By</b> azzal Hossen		tived Date ★ 3/2022
Supplier + A G Cargo Interno	* ational, Ba *	Exporter Ref. No input here	Sourc	e of Fund Ref. No				
Supplier Invoic 2333	e# *	Exporter Ref. Date		e of Fund Ref. Date				
Supplier Invoic 02/03/2022	e Date *	Order Number 12548	Remo	rks	li.			
							[	+ ADD PRODUCTS
							Search:	
Product Code	Product		Quantity Received	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD								
E × MED002	2 FDC Adult (R150	/H75)	280000	1587921	31/03/2023			0
MED001	4 FDC (R150/H75/	Z400/E275)	350000	21254688	31/03/2024			0

- If you have more than one lot for a product, use the "**Copy Item**" icon at the far left of the grid against each product.
- If you want to remove a line item press the small red color **"Delete"** icon on the far left beside the **"Copy Item"** icon of the row.
- Continue for every item.
- After entry complete them press on **SAVE** button and return to list by pressing **RETURN TO LIST** button. See the Following screen

rom 14/06/2021	8	To 14/09/	2021 🛍	Facility NTP Central Wa	rehouse *		+ ADD View / Edit	C Delete 🕒 PRIN
how 10 v	r entries						Search:	
SL.	Receiv	e Date	Receive Inve	oice#	Supplier	Supplier Invoice#	Supplier Invoice Date	Amount
1	0 10/0	09/2021	INT-RCV-PRO	D-C001/21-0002	Essential Drugs Company Limited	215469	10/09/2021	
2	0 110	08/2021	INT-RCV-PRO	0-C001/21-0001	Demo Supplier	0112	10/08/2021	

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

## 3.1.2. International Purchase (Provisional) - Edit

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

## 3.1.3. International Purchase (Provisional) - Delete

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

## 3.1.4. International Purchase (Provisional) - View

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

# **3.2. Receive Donation (Provisional)**

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <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>Receive Donation (Provisional) submenu

From		To		Facility						
14/06/202	21 🟥	14/	09/2021	NTP Central Wareho	use *			+ ADD	'lew 🥒 Edit 🔉	t Delete 🔒 PRIM
SL.	Receive I	Date	Receive Invoice#	Source of Fund	Source of Fund Ref. No	Source of Fund Ref. Date	Supplier	Supplier Invoice#	Supplier Invoice Date	Amount
82	0 16/08	2021	REC-DON-PRO	GU	23111	05/08/2021	Essential Drugs Compony Limited	215487	15/08/2021	3

## 3.2.1. Receive Donation (Provisional) - Add

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

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

Receive I REC-DON	nvolce# *	Exporter Select Exporter		Source of Fund Select Source of Fund	d	Received By Mirza Tafazzal Hose	sen		Received D 14/09/2021	
Supplier Select Sup		Exporter Ref. No	0	Source of Fund Re	ef. No 🔹					
Supplier		Exporter Ref. De	ate	Source of Fund Ro	ef. Date					
Supplier	Invoice Date	Remarks			ļ,					
		Remarks			ħ				+ AD	D PRODI
	台	Remarks			Å.			Sear		D PRODL
ingit here	台	Remorks	Quantity Received	Lot No	A Expiry Date	Donor Ref#	Unit Price 🕴	Sear Line Total		D PRODL

- 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.

Email Contact Name input him.		
Contact No Fax		
s input bere	Fux	
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. **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.

						REI	JRN TO LIST	E SAVE	PRI
EVE DONATION (PROVISIONAL) -	CREATE/EDIT								
Receive Invoice# REC-DON-PRO-C001/21-0002	* Exporter IDA		Source of Fund GFATM	*	Received By Mirza Tofazzal Ho	ssen	,	Received Do 10/09/2021	te •
Supplier + Essential Drugs Company Li *	Exporter Ref. 1 1245	No	Source of Fund 12456	Ref. No					
Supplier Invoice# 124578	Exporter Ref. I 01/09/2021	Date	Source of Fund 02/09/2021	Ref. Date					
Supplier Invoice Date 10/09/2021	Remarks			lh.					
w 10 → entries							Sor	+ ADD	PRODU
Product A Product		Quantity Received	Lot No 0	Explry Date	Donor Ref#	Unit Price	Une Total		
			No data ava	ilable in table					
'otal:									
wing 0 to 0 of 0 entries								Previo	us 1

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

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

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	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD							
🖆 🗙 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.

							<b>A</b> 000	TURN TO LIST	
							TT RE	TORN TO LIST	S SAVE US 190
ECIEVE DONATION (F	PROVISIONAL) - CRE/	ATE/EDIT							
Receive Invoic REC-DON-PRO-		Exporter IDA	* GFA	urce of Fund		Receive Mirza Ta	ed By ofazzal Hossen		Received Date *
Supplier + Essential Drugs	Company Li *	Exporter Ref. No 1245	Soc 124	urce of Fund Ref. 156	No				
Supplier Invoi	ce#	Exporter Ref. Date		urce of Fund Ref.					
124578		01/09/2021	首 02	/09/2021	曲				
Supplier Invol		Remarks							
10/09/2021	Ê				lh.				
									71
									+ ADD PRODUCT
								Scar	che
Product Code	Product		Quantity Receiver	Lot No	Exp	oiry Date	Donor Ref#	Unit Pric	ze Line Tota
MEDFLD									
MEDO02	2 FDC Adult (R150	D/H75)	50000	0 3218	30/0	9/2025	12456		
🗇 🗙 MED001	4 FDC (R150/H75/	(Z400/E275)	30000	0 3527	30/0	9/2025	12456		

- 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

From 14/06/202		To 14/09/2021 🛗	Facility NTP Central Warehou	se 🔹		19	+ ADD	View 🖋 Edit 🕱 🕻	Delete 🖨 PRIN
ihow 10	✓ entries							Search:	
SL.	Receive Dat	e Receive Invoice#	Source of Fund	Source of Fund Ref. No	Source of Fund Ref. Date	Supplier	Supplier Invoice#	Supplier Invoice Date	Amount
1	0 10/09/20	REC-DON-PRO- C001/21-0002	GFATM	12456	02/09/2021	Essential Drugs Company Limited	124578	10/09/2021	0
2	0 16/08/20	REC-DON-PRO- C001/21-0001	GLI	23111	05/08/2021	Essential Drugs Company Limited	215487	15/08/2021	0

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

## 3.2.2. Receive Donation (Provisional) - Edit

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

## 3.2.3. Receive Donation (Provisional) - Delete

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

## 3.2.4. Receive Donation (Provisional) - View

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

# **3.3. Receive from Supplier (Provisional)**

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <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>Receive from Supplier (Provisional) submenu

From 14/06/2021		To 14/09/2	021 🛍	Facility NTP Central War	rehouse *		+ ADD View	🖋 Edit 🕱 Delete	🖨 PRIM
Show 10 v	entries							Search:	
SL.	Receiv	re Date	Receive Inve	sice#	Supplier	Amount	Supplier Invoice#	Supplier Invoice Date	
	0	08/2021		0-C001/21-0001	Essential Drugs Company Limited		0112	15/08/2021	

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

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

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

	• Curation to		•		* Recei	
Receive Invoice# REC-SUP-PRO-C001/22-0002	* Supplier + Select Suppl			Received By Mirza Tofazzal Hossen	Rece	ived Date * 3/2022 🛍
Supplier Invoice# *	Supplier Invoice Date	* Source of Fund Select Source of Fund	nd v			
Source of Fund Ref. No input here	Source of Fund Ref. Date	Order Number input here				
Remarks			li.			
						ADD PRODU
					Search:	

• 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	
see	Bangladesh	
Email	Contact Name	
5		
Contact No •	Fax	
5	input bere	
Supplier Address	URL	
d		
	Concernance of the second s	
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 (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. **Source of Fund:** Select the source of fund name from drop down. If not available, add source of fund from Admin > Source of Fund Entry page.
  - 9. Source of Fund Ref No: Enter source of fund reference date.
  - 10. **Source of Fund Date:** Select source of fund date. Cannot enter future date.
  - 11. **Remarks:** Any other description you want to mention.
- After filling the necessary fields, press SAVE button to save the Receive from Supplier (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.

•	Supplier + Essential Drugs	Company Limited		Received By Mirza Tofazzal Hossen	* Receive • 09/03/20	
Supplier Invoic 07/03/2022	e Date *	Source of Fund NTP,GoB	Ŧ			
Source of Fund 01/03/2022	Ref. Date	Order Number 12133				
			li.			
					+	ADD PRODU
					Consulta	
	Supplier Invoic 07/03/2022 Source of Fund	Supplier Invoice Date 07/03/2022 Source of Fund Ref. Date	Essential Drugs Company Limited Supplier Invoice Date 07/03/2022	Essential Drugs Company Limited     *       Supplier Invoice Date     Source of Fund       07/03/2022     MTP.GoB     *       Source of Fund Ref. Date     Order Number       01/03/2022     M	Essential Drugs Company Limited  Mirza Tofazzal Hossen  Supplier Invoice Date TO7/03/2022  Source of Fund Ref. Date Order Number 12133	Essential Drugs Company Limited   Mirza Tofazzal Hossen    Mirza Tofazzal Hossen

#### 3.3.1.2. Receive from Supplier (Provisional) Invoice - Add Products

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

Product Classif			
		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						
MEDOO2	2 FDC Adult (R150/H75)					0
C × MED001	4 FDC (R150/H75/Z400/E275)					D

- 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.

Receive Invoice# REC-SUP-PRO-CO		*	Supplier Essential Drugs (	Company Limited	* *	Received By Mirza Tofazzal Hossen		ived Date * 3/2022 🛗
Supplier Invoice 1452	*	Supplier Invoic 07/03/2022	e Date *	Source of Fund NTP,GoB				
Source of Fund F 1245	Ref. No	Source of Fund 01/03/2022	Ref. Date	Order Number 12133				
Remarks					llı.			
							Search:	ADD PRODUC
				Quantity Received	Batch/Lot Number	Expiry Date	Unit Price	Line Tot
roduct Code	Product							
roduct Code	Product							
	2 FDC Adult (R	150/H75)		400000	4545	31/03/2023		

• 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		To 14/09/2021	MIP Central V	Varehouse +		+ ADD View	🖋 Edit 🗙 Delete 🕒 PRINT
Show 10 🔻	entries						Search
SL.	Receive D	ate Rec	eive Invoice#	Supplier	Amount	Supplier Invoice#	Supplier Invoice Date
1	0 14/09/2	021 REC-	SUP-PRO-C001/21-0002	Essential Drugs Company Limited	0	145	10/09/2021
2	0 20/08/2	021 REC-	SUP-PRO-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).

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

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

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

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

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

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

## **3.4. Standing Board**

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <a href="http://elmis.ntp.gov.bd">http://elmis.ntp.gov.bd</a> 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		,	Transa	ction Type			Supplier/ D	onor	•	Meeti	ing Date		
	al Warehouse			Donatoin			Select Suppl				V2021		曲
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	Expir Date
		No data a	vailable in table						No data ava	ilable in t	able		

## 3.4.1. Standing Board – Add

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

Facility NTP Centre	al Warehouse			Transaction Receive Done			*	Supplier/ D Select Suppl			Meeting Date 02/09/2021		8
SELECT	APPROVED 11	TEMS						I SELECT	DISAPPROVED	ITEMS			
Supplier Involce#	Source of Fund Ref. No	Product		sional reived antity	Approved Quantity	Lot No	Expiry Date	Supplier Invoice#	Source of Fund Ref. No	Product	Disapproved Quantity	Lot No	Expiry Date
		Ne da	ta available	In toble						No data ava	illable în 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.

	1-09-10 587986 1-09-10 587986			2 FDC Adult (R150/H75)	35981547		Quantity	
215469 2023	1-09-10 587986	1			22201241	30/09/2022	280000	
			2021-09-02	4 FDC (R150/H75/Z400/E275)	35968791	30/09/2023	350000	
Showing 1 to 2 of 2 entri	ies							

Page **30** of **210** 

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

Facilit NTP C	<b>y</b> antral Wareho			action Typ ational Purch			Supplier/ Essential D	Donor Irugs Company	Limited		Meeting 14/09/20			m
I SEL	ECT APPROV	ED ITEMS					I SELEC	T DISAPPROV	ED ITEMS					
Supplier Invoice#	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	350000	35968791	30/09/2023			N	o data avai	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	<b>y</b> antral Woreho	ouse -		action Typ			Supplier/ Essential (	<b>Donor</b> Drugs Compon	y Limited +	Meeting Date 14/09/2021		8
i SELI	ECT APPROV	ED ITEMS					I SELE	CT DISAPPRO	VED ITEMS			
Supplier Invoice#	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	30/09/2023

• 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.

						Search		
Supplier Invoice#	Supplier Invoice Date	Source of Fund Ref. No	Source of Fund Ref. Date	Product	Lot No	Expiry Date	Provisional Received Quantity	Donoi Ref#
215469	2021-09-10	5879861	2021-09-02	2 FDC Adult (R150/H75)	35981547	30/09/2022	280000	
Showing 1 to	L of 1 entries 1 rov	v selected						

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

Facili	<b>ty</b> entral Wareha			saction Typ actional Purch		-	Supplier/			Meeting Date		-
NULL C	entral warend	JUSE	interr	lational Purch	058		Essential L	Drugs Compan	y Limited *	14/09/2021		m
III SEL	ECT APPROV	ED ITEMS					I SELEC	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	30/09/2023
							215469	5879861	2 FDC Adult (R150/H75)	280000	35981547	30/09/2022

### 3.4.2. Standing Board - Generate Invoice

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

Facility NTP Ce	<b>y</b> antral Wareho			action Type ational Purch			Supplier/ Essential [	Donor Drugs Compar	y Limited +	Meeting Date 14/09/2021		m
III SELE	ECT APPROV	ED ITEMS					I 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 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	30/09/2023
							215469	5879861	2 FDC Adult (R150/H75)	280000	35981547	30/09/2022

- 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:

From		To		Facility				
14/06/2021	8	14/09/202	21 🛗	NTP Central V	/arehouse *		+ ADD View Fdit 3	C Delete
snow 10 v	entries						Search:	
Show 10 🗢 SL.		re Date	Receive Invo	olce#	Supplier	Supplier Invoice#	Search: Supplier Involce Date	Amount
Show 10 🛩 SL.	Receiv	one survey and the	Receive Invo		Supplier Essential Drugs Company Limited	Supplier Invoice#		Amount

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

Receive Invoid		Exporter The Global Fund Wambo		urce of Fund ATM	•	Received Mirza Tofa	By izzal Hossen		teceived Date	
Supplier Essential Drugs	Company U., •	Exporter Ref. No 2559876		urce of Fund Ref. ( 179861	No					
Supplier Invol	ice#	Exporter Ref. Date	So	urce of Fund Ref. I	Date					
215469		07/09/2021		/09/2021	<b>#</b>					
Supplier Invol	ce Date	Remarks								
10/09/2021	m	Auto Generated			đ.					
10/09/2021	m	Auto Generated			A				+ ADD PROD	DUC
10/09/2021	m	Auto Generated			<i>th</i>			Sear		DUC
10/09/2021 roduct Code	ffi Product	Auto Generated	Quanti Receive			y Date	Donor Refä	Sear Unit Pric	she	
		Auto Generated				y Date	Donor Refä		she	

## **3.5. Provisional Receive Return**

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

rom	To		Facility				· · · · · · · · · · · · · · · · · · ·	0
14/06/2021	前 14/0	9/2021 🛗	NTP Central Ware	house *		+ ADD 🖹 View	🖋 Edit 💥 Deloto	🔒 PRI
SL.	Return Date	Invoice#		Receive Type	Supplier	Source of Fund	Exporter	

## 3.5.1. Provisional Receive Return - Add

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

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

eceive Ty eceive Don			¥	Supplier/ Select Sup	<b>Donor</b> pplier/ Donor		v			
								Searc	:h:	
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	Expir Dat
					No data a	vailable in table				

- 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.

No         Date         Fund Ref. No         Ref. Date         Date         Code         Product         Receive Qty         Qty         Lot No         Date           215469         10/09/2021         5879861         2021-09-02         10/09/2021         MED002         2 FDC Adult (R150/H75)         280000         280000         35981547         30/09/2	Internation	ype al Purchase		v	Supplier/ Essential [	Donor Drugs Compa	ny Limited 🔹				
Sup Inv No         Sup Date         Source of Fund Ref. Date         of Fund Ref. Date         Receive Date         Product         Product         Product         Provisional Receive Qty         Returnable Qty         Lot No         Expl Date           215469         10/09/2021         5879861         2021-09-02         10/09/2021         MED002         2 FDC Adult (R150/H75)         280000         280000         35981547         30/09/2           215469         10/09/2021         5879861         2021-09-02         10/09/2021         MED001         4 FDC (R150/H75)         250000         550000         35985791         2009/2									Searc	:h:	
215/69 10/09/2021 5879861 2021-09-02 10/09/2021 MED001 4 FDC (R150/H75 350000 50000 35968791 20/09/2			Fund Ref.	of Fund Ref.			Product	Receive		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		350000	50000	35968791	30/09/20
		10,00/2021	00,0001	2021-00-02	10,00/2021	MED 301	/Z400/E275)	330000	30000	55550751	55,55720

- 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.

um to the	Supplier from P	rovisional Receiv	e - Create/Edit									
Receiv	ve Invoice# RET-INTPUR-CO	•	Receive Typ			upplier/ Donor	Prepared Rahad Are	1 2 X X X		.*	Date 14/09/2021	
Rema	rks						Approved Medical Of	i By fficer (Store)			Date 14/09/2021	
							Issued By Medical Of	ficer (Store)		•	Date 14/09/2021	
											+ Select	Return It
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

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

### 3.5.2. Provisional Receive Return - POST

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

								🐴 RET	URN TO L	IST 🖺 SAV	e 🔒 Post	🖨 PRI
rn to the	e Supplier from P	rovisional Receiv	e - Create/Edit									
	ve Invoice# RET-INTPUR-CO	11/21-0002	Receive Ty		•	Supplier/ Donor . Essential Drugs Company Limited	Prepared E Rohad Arefi			*	Date 14/09/2021	
Remo	irks					ji,	Approved I Medical Offic	1.00			Date 14/09/2021	
							Issued By Medical Offic	cer (Store)		•	Date 14/09/2021	
												Return Iter
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
	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.

### 3.5.3. Provisional Receive Return - Edit

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

## 3.5.4. Provisional Receive Return - Delete

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

## 3.5.5. Provisional Receive Return - View

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

## 4. Receipts

## **4.1. International Purchase**

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <a href="http://elmis.ntp.gov.bd">http://elmis.ntp.gov.bd</a> 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		To		Facility			Luna Dava Anna	
14/06/2021	節	14/09/20	21 🟥	NTP Central W	arehouse		+ ADD View & Edit :	X Delete
SL	Recei	ve Dote	Receive Inv	oice#	Supplier	Supplier Invoice#	Supplier Invoice Date	Amour
								Amoun
1	0 14	/09/2021	INT-RCV-CO	01/21-0002	Essential Drugs Company Limited	215469	10/09/2021	
2	0 20	08/2021	INT-RCV-CO	01/21-0001	Demo Supplier	0112	10/08/2021	

## 4.1.1. International Purchase - Add

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

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

	- CREATE/EDIT									
Receive Invoice# INT-RCV-C001/22-000	3	Exporter Select Exporter	¥	Source of Fund Select Source of Fur	nd 🔻	Received By Mirza Tofazzal Hoss	en	*	Received Dat 09/03/2022	e *
Supplier + Select Supplier	*	Exporter Ref. No		Source of Fund R input here	ef. No					
Supplier Invoice# input here	*	Exporter Ref. Da	te	Source of Fund R	ef. Date					
Supplier Invoice Dat	•	Order Number								
	c	Order Number		Remarks						
input here	<b>m</b>	input here		Remarks	11.					
				Remarks	<i>lh</i> .			Sea	+ ADD F	PRODU
		input here	Quantity Received	Remarks Batch/Lot Number	///. Expiry Date	Donor Ref#	Unit Price \$	Sea Line Total		RODU

- 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 Bangladesh	
Email s	Contact Name	
Contact No *	Fax input here	
Supplier Address	URL input here	
SAVE	CANCEL	

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

					🕈 RETURN T	o list	SAVE 🔒 UP	DATE STOCK	PRIN
ERNATIONAL PURCHASE - CREATE/EDI	Г								
Receive Invoice# * INT-RCV-C001/22-0003	Exporter The Global Fund V	Vambo 🔻	Source of Fund UNOFS		Received By Mirza Tofazzal Hos	sen	*	Received Dat	e *
Supplier + * Essential Drugs Company Li *	Exporter Ref. No 124554	D	Source of Fund	Ref. No					
Supplier Invoice#	Exporter Ref. D		Source of Fund						
5446	06/03/2022	<b></b>	01/03/2022	<b>m</b>					
Supplier Invoice Date *	Order Number		Remarks						
01/03/2022	2154			lh.					
w 10 v entries							S	+ ADD Fearch:	RODUC
Product Product	\$	Quantity Received	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price	4 Line Tot	al \$	
Code									
Code Product			No data ava	lable in table					
Code Product			No data ava	lable in table					

#### 4.1.1.2. International Purchase Invoice - Add Products

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

All Product Classi	fication v	
		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	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total			
MEDFLD										
MED002	2 FDC Adult (R150/H75)						ä			
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.

Receive Invoice INT-RCV-C001/2 Supplier + Essential Drugs C	2-0003	Exporter The Global Fund Wamb	io *		e of Fund		C. B.			-
Supplier +	•	The Global Pana Wallio			Received By Mirza Tofazzal Hossen		*	Received Date *		
					00053		Mirza To	luzzui Hussen		09/03/2022 E
Essential Drugs Company Li 🔻		Exporter Ref. No		Source of Fund Ref. No						
		124554		12548						
Supplier Invoice# * 5446 Supplier Invoice Date *		Exporter Ref. Date		Source of Fund Ref. Date						
		06/03/2022	<b>m</b>	01/03/	/2022	<b>m</b>				
		Order Number		Remarks						
01/03/2022	<b>#</b>	2154				11.				
										+ ADD PRO
									Se	arch:
roduct Code	uct Code Product			uantity eceived	Batch/Lot Number	Exp	iry Date	Donor Ref#	Unit P	rice Lin
DFLD										
× MED002	2 FDC Adult (R150	/H75)		400000	3522					

- If you have more than one lot for a product, use the "**Copy Item**" icon at the far left of the grid against each product.
- If you want to remove a line item press the small red color **"Delete"** icon on the far left beside the **"Copy Item**" icon of the row.
- Continue for every item.

#### 4.1.2. International Purchase - Update Stock

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

ERNATIONAL PUP	RCHASE - CREATE/EDI	Т								
Receive Invoi		Exporter The Global Fund Wamb	bo 🔻	Source of F UNOFS	und	v	Receive Mirza Tot	<b>d By</b> fazzal Hossen		eceived Date *
Supplier Essential Drugs	* : Company Li *	Exporter Ref. No 124554		Source of Fund Ref. No 12548						
Supplier Invoice # 5446 Supplier Invoice Date 01/03/2022		Exporter Ref. Date		Source of Fund Ref. Date						
		06/03/2022	<b>m</b>	01/03/2022		m				
		Order Number 2154		Remarks //.						
						111.				
										+ ADD PRODUC
						11.			Searc	
Product Code	Product				tch/Lot mber		iry Date	Donor Ref#	Searci Unit Price	h:
							iry Date	Donor Ref#		h:
Product Code MEDFLD MED002			Rec		mber		iry Date	Donor Ref#	Unit Price	h:

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

# 4.1.3. International Purchase - Edit

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

## 4.1.4. International Purchase - Delete

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

# 4.1.5. International Purchase - View

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

# **4.2.** Receive Donation

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <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 Receipts>Receive Donation submenu

rom 27/04/202	1	To 27/	07/2021	Facility NTP Central Warehou	se •			+ ADD	iew 🖋 Edit 🗙	Delete 🔒 PRI
how 10	✓ entries								Search:	
SL	Receive D	late	Receive Invoice#	Source of Fund	Source of Fund Ref. No	Source of Fund Ref. Date	Supplier	Supplier Invoice#	Supplier Invoice Date	Amount
1	0 26/07/2	2021	REC-DON- C001/21-0001	GEATM	1234	25/07/2021				c

#### 4.2.1. Receive Donation - Add

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

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

Receive Invoice# • REC-DDN-C001/21-0002	Exporter Select Exporter	*	Source of Fund Select Source of Fu	nd •	Received By Mirza Tofazzal Hi	ossen	•	Received Dat 27/07/2021	e *
Supplier + Select Supplier *	Exporter Ref. N	Exporter Ref. No		Ref. No *					
Supplier Invoice#	Exporter Ref. D	late	Source of Fund F	lef. Date 🔹					
lequid tiene		8		1					
Supplier Invoice Date	Remarks								
Supplier Invoice Date	Remarks			li.					
	Remarks			li.					
	Remarks			ļi.				+ ADD F	PRODUCT
	Remarks			lle.			Sec	+ ADD F	PRODUCT
input here	Remarks	Quantity Received	Lot No 🕴	die Explry Date	Donor Ref#	Unit Price	Sec	Line areas	PRODUCT

- 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	Country	
see	Bangladesh	*
Email	Contact Name	
s		
Contact No ·	Fax	
5		
Supplier Address	URL	
, d		
SAVE	CANCEL	
SAVE	CANCEL	

- 8. **Supplier Invoice#:** Enter invoice number from supplier's paper document.
- 9. **Supplier Invoice Date:** Enter date from supplier's Invoice.
- 10. **Exporter:** Select the exporter name from drop down. If not available, add exporter from Admin >Exporter Entry page.
- 11. **Exporter Ref. No**: Enter exporter reference number.
- 12. **Exporter Ref. Date**: Today's date will auto fill, change if required. Cannot enter future date.
- 13. **Remarks:** Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Receive Donation Invoice header part. You will see a popup message **New Data Added Successfully**.
- After saving the header part, you will see that **ADD PRODUCT** button is enabled below the right side of header block.

VE DONATION - CREATE/EDIT				
Receive Invoice#	Exporter IDA *	Source of Fund • GFATM *	Received By Mirza Tofazzal Hossen	* Received Date * 27/07/2021
Supplier 🕂 Essential Drugs Company Li 🔹	Exporter Ref. No 20200665 SQ	Source of Fund Ref. No BGD/DP/20/10317		
Supplier Invoice# 3754	Exporter Ref. Date 29/06/2021	Source of Fund Ref. Date * 29/06/2021		
Supplier Invoice Date	Remarks	ţ,		
192				ADD PRODU
10 v entries				Search

#### **4.2.1.2.** Receive Donation 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	Troduct	
ACC010	ZN Microscope	0
ACC103	Aluminium frame (18x60x4.1)	0
ACC063	Ambubag	0
ACC060	Aspiration system	0
ACC029	Auto Clave machine	0
ACC007	Auto voltage stabilizers	0
ACC002	BP Blade	0
ACC009	BP Handle	0 🗸
Showing 1 to 756 of	756 entries ADD CANCEL	

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

						+	ADD PRODUCTS
						Search:	
Product Code	Product	Quantity Received	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD							
🖸 🗙 MED002	2 FDC Adult (R150/H75)						
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.

EVE DONATION	- CREATE/EDIT									
Receive Invoi		Exporter IDA		Source of GFATM	of Fund	• Receive • Mirzo Te	ed By ofazzal Hossen		Received Do 27/07/2021	nte *
Supplier + Essential Drugs	Company Li *	Exporter Ref. No 20200665 SQ		Source o BGD/DP/	of Fund Ref. No 20/10317	<u>*</u>				
Supplier Invo	lce≢	Exporter Ref. Date		Source (	of Fund Ref. Date	*				
3754		29/06/2021	m	29/06/20	021 f	fi -				
Supplier Invo										
		Remarks								
25/07/2021	ice Date	Remarks				di.				
		Remarks				li.			+ ADD	PRODUC
		Remorks				li.		Sec	+ ADD	PRODUC
		Remarks		uantity	Lot No	///. Expiry Date	Danor Ref#	Sec Unit Pr	arch:	PRODUC
25/07/2021 roduct Code	<u></u>	Remorks		233 ( P. 199	Lot No		Donor Ref#		arch:	
25/07/2021	<u></u>		Rec	ceived	Lot No (BGD/DP/20/10317		Donor Ref#		arch:	

- If you have more than one lot for a product, use the "**Copy Item**" icon at the far left of the grid against each product.
- If you want to remove a line item press the small red color **"Delete"** icon on the far left beside the **"Copy Item"** icon of the row.
- Continue for every item.

#### 4.2.2. Receive Donation Invoice - Update Stock

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

					4 RETUR	RN TO LIST	E 🔒 UPDATE ST	OCK PRIN
CIEVE DONATION	I - CREATE/EDIT							
Receive Invo		Exporter IDA		Source of Fund * GFATM *	Received By Mirza Tofazzal	Hossen	* Receiv	ved Date *
Supplier Essential Drug	is Company Li., *	Exporter Ref. No 20200665 SQ		Source of Fund Ref. No * BGD/DP/20/10317				
Supplier Inv 3754	oice#	Exporter Ref. Date 29/06/2021	m	Source of Fund Ref. Date				
Supplier Inv		Remarks						
25/07/2021	<b>#</b>			. the				
25/07/2021	888 200			. llo				ADD PRODUCT
25/07/2021	Ē						4 Search:	ADD PRODUCT
	Product		Quantity Received	Lot No	Expiry Date	Donor Ref#		
Product Code					Expiry Date	Donor Refa	Search:	
Product Code MEDFLD MED002		H75)				Donor Refä	Search:	ADD PRODUCT

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

## 4.2.3. Receive Donation - Edit

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

## 4.2.4. Receive Donation - Delete

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

#### 4.2.5. Receive Donation - View

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

# **4.3. Receive from Supplier**

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <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 Receipts>Receive from Supplier submenu

From 27/04/2021	1	To 27/07/2	2021 🛍	Facility NTP Central V	Varehouse +		+ ADD View	🖋 Edit 🗙 Delete 🕒 PRI
ihow 10 v	entries							Search:
SL.	Receiv	re Date	Receive Invo	lice#	Supplier	Amount	Supplier Invoice#	Supplier Invoice Date
1	0 26/	07/2021	REC-SUP-CO	1/21-0003	Sea International Agencies	Ltd. 0	123456	23/07/2021
2	0 14/	07/2021	REC-SUP-CO	1/21-0002	Sea International Agencies	Ltd. 0	445667	06/07/2021
3	0 13/	07/2021	REC-SUP-CO	1/21-0001	Demo Supplier	0	3345	11/07/2021

## 4.3.1. Receive from Supplier - Add

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

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

						D LIST 🖺 SAVE		STOCK
ECIEVE FROM SUPPLIER - CREATE	/EDIT							
Receive Invoice# REC-SUP-C001/22-0001	•	Supplier + Select Supplier		* *	Received By Mirza Tofazzal Hose	sen		eceived Date * 9/03/2022 🛍
Supplier Invoice#	* Supplier Invoic	e Date *	Source of Fund Select Source of Fu	nd <del>v</del>				
Source of Fund Ref. No input here	Source of Fund	Ref. Date	Order Number input here					
Remarks				11.				
how 10 v entries							Search	+ ADD PRODUC
Product Code Product	\$	Quantity Received	Batch/Lot Number	Expiry Date 🛛 👙	Unit Price 👙	Line Total 🛛 🌲		
			No data avai	lable in table				

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

Email s	Contact Name
Contact No * S	Fax input here_
Supplier Address	URL input here

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

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

					🐂 RETURN T	O LIST	SAVE	PDATE STOCK	PRINT
ECIEVE FROM SUPPLIER - CREATE/EDIT									
Receive Invoice# REC-SUP-C001/22-0001	*	Supplier + Sea International	I Agencies Ltd.	* *	Received By Mirza Tofazzal Hos	ssen	*	Received Date 09/03/2022	*
Supplier Invoice# * 12545	Supplier Invoice 01/03/2022	e Date *	Source of Fund GFATM	•					
Source of Fund Ref. No 15487	Source of Fund 01/03/2022	Ref. Date	Order Number 254365						
Remarks				li.					
now 10 ≤ entries							c	+ ADD PRO	DUCTS
Product A Product	÷	Quantity Received	Batch/Lot	Expiry Date	Unit Price	Line Total	÷		
			No data avai	lable in table					
Total:									
nowing 0 to 0 of 0 entries								Previous	Next

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

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

ADD PRODUC	TS		×	
Product Classifi All Product Classif	ication *			
		Search:		
Product Code	Product		Unit Price	
Accerseries			^	•
ACC010	ZN Microscope		0	ľ
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 3	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	Lat No	Expiry Date	Search: Unit Price	Line Total
MEDFLD						
🔁 🗙 MED035	Isoniazid 300 mg-FLD					c
E × MED009	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

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

						SRETURN TO LIST	🖺 SAVE 🔒 UPDATE	STOCK
IEVE FROM SUPPLIE	R - CREATE/EDIT							
Receive Invoice# REC-SUP-C001/22		*	Supplier Sea Internationa	al Agencies Ltd.		Received By Mirza Tofazzal Hossen		eceived Date * 9/03/2022
Supplier Invoices	•	Supplier Invoice 01/03/2022	e Date *	Source of Fund GFATM	Ŧ			
Source of Fund F 15487	lef. No	Source of Fund 01/03/2022	Ref. Date	Order Number 254365				
Remarks					li.			
								+ ADD PRODUCT
							Search	E
Product Code	Product			Quantity Received	Batch/Lot Number	Expiry Date	Unit Price	Line Toto
EDFLD								
	Isoniazid 300 r	mg-FLD		30000	5687			
🗅 🗙 MED035								

- If you have more than one lot for a product, use the copy icon at the far left of the grid against each product.
- If you want to remove a line item press the small delete icon on the far left of the row.
- Continue for every item.

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

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

						RETURN TO LIST	🖺 SAVE 🔒 UPD/	ATE STOCK
IEVE FROM SUPPLI	ER - CREATE/EDIT							
Receive Invoice REC-SUP-C001/2		*	Supplier Sea Internationa	Il Agencies Ltd.		<b>Received By</b> Mirza Tofazzal Hossen	*	Received Date * 09/03/2022
Supplier Invoice 12545	*	Supplier Invoice 01/03/2022	e Date *	Source of Fund GFATM	Ţ			
Source of Fund 15487	Ref. No	Source of Fund 01/03/2022	Ref. Date	Order Number 254365				
Remarks					11.			
								+ ADD PRODUCT
							Sea	irch:
Product Code	Product			Quantity Received	Batch/Lot Number	Expiry Date	Unit Price	Line Tota
EDFLD								
ED035	Isoniazid 300 r	ng-FLD		30,000	5687			D
ED009	Pyrazinamide !			40,000	3278		(	

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

## 4.3.3. Receive from Supplier - Edit

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

## 4.3.4. Receive from Supplier - Delete

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

#### 4.3.5. Receive from Supplier - View

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

# **4.4. Receive from NTP**

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <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 Receipts>Receive from NTP submenu

rom 26/04/202	1 前	To 26/	07/2021 🗰	Facility Dhamra	i UHC, Dhaka *	+ ADD + /	ADD INDENT / ISSUE	🖹 VIEW 🥒 Edit	🗶 Delete 🔒 PR
now 10	✓ entries							Searc	h:
SL.	Receive I	Date	Receive Invoice	ı	Receive From	Indent#	Amount	Warehouse Invoice#	Warehouse Invoice Date
- 24	0 26/07/	2021	REC-WH-U139/2	1.0001	NTP Central Warehouse	IND-U139/21-7519	0	IND-U139/21-7519	14/07/2021

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

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

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

	ATE/EDIT													
Receive REC-WH	Invoice# -0139/21-0002		Receive From NTP Central Ware!	rouse v	Warehouse Input here	Invoice#	*	Receiv Select F	ed By Received By			Received 26/07/202		
Warehou Input her	ise Involce Date	<b>*</b>	Remarks				li.							
											3		TED PRODU	ICT
haw 10 v	entries											arch:	100711000	
how 10 v Product Code	entries Product		Indent Quantity	Remaining Indent Quantity	Quantity Received	Unit	No of Carto		Lot No 💧	Expiry Date				
Product				1 Indent	Received	Unit	Carto		Lot No 🔹		Se	orch: Unit		

- Fill in the data entry fields.
- Field descriptions:
  - 1. **Receive Invoice#\*:** Auto generated, no change required.
  - 2. **Receive Date\*:** Today's date will auto fill, change if required. Cannot enter future date.
  - 3. Receive From\*: Select receive from name (NTP) from drop down.
  - 4. Warehouse Invoice#\*: Enter invoice number from warehouse's paper document.
  - 5. Warehouse Invoice Date\*: Enter date from warehouse's Invoice.
  - 6. Receive By\*: Select the person who is entering data.
- Input non-mandatory fields:
  - 7. **Remarks:** Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Receive from NTP invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that –

#### > ADD NON-INDENTED PRODUCTS

Button is now enabled below the data entry fields.

CIEVE - CREA	ALEVEDIT												
Receive I	Invoice# -U139/21-0002		Receive From NTP Central Wareh	iouse v	Warehous 016512	e Invoice#	•	Receiv	ed By al UHC, Dhaka		*	Received 26/07/202	
Warehou 25/07/20	ise Invoice Date 21	, m	Remarks				h.						
												ON-INDENT	ED PRODU
ow 10 ~	entries											ON-INDENT	ED PRODU
ow 10 ♥ Product ▲ Code	entries Product		Indent Quantity	Remaining Indent Quantity	Quantity Received		nit	lo of artons	Lot No	Expiry Date			ED PRODU Line Total
Product				0 Indent	Received		nit 0 C		Lot No		Se	unit	Line

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

Product Classif All Product Classi			
		Search:	
Product Code	Product		Unit Price
Accerseries			
ACC010	ZN Microscope		C
ACC103	Aluminium frame (18x60x4.1)		C
ACC063	Ambubag		C
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 NTP. You can use Shift and Control keys to select multiple products at once.
- After selection press ADD button, the popup will close and you will return back to the form.

									+ ADD NON-IN	DENTED PR	ODUCTS
									Search:		
Product Code	Product	indent Quantity	Remaining Indent Quantity	Quantity Received	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
MEDFLD											
C × MED002	2 FDC Adult (R150/H75)				Tab						3
MEDCO4	3 FDC Adult (R150/H75 /E275)				Tab						- 1
🛍 🛪 MED001	4 FDC (R150/H75 /Z400/E275)				Tab						

- Fill in the following information for every lot/batch -
  - 1. Quantity Received: Enter the quantity you received in the invoice
  - 2. Lot No: Enter the item lot number, If any
  - 3. Expiry Date: Enter the item expiry date, If any
  - 4. **Donor Ref#:** Enter the item Donor Ref#, if any. If there is no reference type the Donor name in the box.
  - 5. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
  - 6. Line Total (BDT): the line total will be automatically calculated.
- If you have more than one lot for a product, use the copy icon at the far left of the grid against each product.
- If you want to remove a line item press the small delete icon on the far left of the row.
- Continue for every item.

							RETURN TO	LIST B SAVE		DATE STO	оск	PRINT
RECIEVE - CREATE/	EDIT											
Receive Invo REC-WH-U1		Receive From NTP Centro: Warehouse	е т	Warehouse Invoic 016512	e#		<b>ived By</b> mai UHC, Dhaki	D	•	Receiv 26/07/	ved Date 2021	<b>*</b>
Warehouse 25/07/2021	Invoice Date	Remarks			Å	ŧ.						
								[	+ ADD N		ENTED PR	ODUCTS
									Se	arch:		
Product Code	Product	Indent Quantity	Remainin Inder Quantit	nt Received	Unit	No of Cartons	Lot No	Expiry Date		onor ef#	Urste Pri	Line Total
MEDFLD												
🗅 🗙 MED002	2 FDC Adult (R150/H	75)		200	Tab							
MED004	3 FDC Adult (R150/H /E275)	75		300	Tab							
MED001	4 FDC (R150/H75			400	Tab							

#### 4.4.2. Receive from NTP Invoice - Update Stock

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

CIEVE - CREATE/	EDIT											
Receive Invo REC-WH-U13		Receive From NTP Central Warehouse		Varehouse Involco 016512			<b>ved By</b> rai UHC, Dhaka			Receiv 26/07/	ved Date 2021	
Warehouse   25/07/2021	Invoice Date	Remarks			h							
									+ ADD	NON-IND	ENTED PR	ODUCT
										NON-INDI earch:	ENTED PRO	ODUCT
Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Unit	No of Cartons	Lot No	Expiry Date	S		Unit Price	DDUCT Line Tota
Product Code MEDFLD	Product		Indent		Unit		Lot No	Explry Date	S	earch:	Unit	Line
	Product 2 FDC Adult (R150)47	Quantity	Indent		Unit		Lot No	Expiry Date	S	earch:	Unit	Line
MEDFLD		Quantity 5j	Indent	Received			Lot No	Expiry Date	Si	earch:	Unit Price	Lin

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

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

rom 26/04/202	21 m	To 26/0	07/2021	Facility Dhamrai	UHC, Dhaka *	+ ADD + /	ADD INDENT / ISSUE	🖹 VIEW 🥒 Edit	🗶 Delete 🔒 PR
10w 10	✓ entries							Search	ĸ
SL.	Receive I	Date	Receive Invoice	4	Receive From	Indent#	Amount	Warehouse Invoice#	Warehouse Invoice Date
1	0 26/07/	2021	REC-WH-U139/2	1-0001	NTP Central Warehouse	IND-U139/21-7519	0	IND-U139/21-7519	14/07/2021

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

ADD INDENT / ISSUE				×
ADD ISSUED PRODUCTS	ADD IND	ENT PRODUCTS	5	
Issue Invoice#		Date	Warehouse	
ISS-TB08-IND-C001/21-000	)5	13/07/2021	NTP Central Warehouse	
howing 1 to 1 of 1 entries				

#### **4.4.3.1.** Receive from NTP Invoice -Add Issue Product.

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

									+ ADD NON-IN	DENTED PR	ODUCT
									Search:		
Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#	Uoit. Price	Line
MEDFLD											
MED002	2 FDC Adult (R150/H75)	2680	2680	2680	Tab		103420033-37,BGD/DP/20/10317	31/12/2022		0	
MED046	2 FDC Child (R75/H50) DT	2150	2150	2150	Tab		NRT2020A_2, NRT2021A, Ref. 9645	31/03/2022		0	
MED045	3 FDC Child (R75/H50/Z150) DT	960	980	980	Tab		NRU2017A_2, Ref_9645	31/03/2022		0	
MED001	4 FDC (R150/H75 /Z400/E275)	6440	6440	6440	Tab		103520037-59,BGD/DP/20/10317	31/12/2022		0	
MED011	Ethambutal 100 mg DT	540	540	540	Tab		EEB2904D	30/04/2023		0	
MED006	Isoniazid 100 mg DT-IPT	2160	2160	2160	Tab		20.10.006 to 20.10.013	30/09/2023		0	
LD062	Levafloxacin 500 mg-FLD	2160	2160	2160	Tab		20.11.078	31/10/2022		0	
Total:											

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

ADD ISSUED PRODUCTS ADD INDENT PRODUCTS ADD INDENT PRODUCTS Indent Date Indent Type Indent# 13/07/2021 TB 08 Indent IND-U139/21-7518	ADD INDENT / ISSUE		
······································	ADD ISSUED PRODUCTS	ADD INDENT PRODUCTS	
13/07/2021 TB 08 Indent IND-U139/21-7518	Indent Date	Indent Type	Indent#
	13/07/2021	TB 08 Indent	IND-U139/21-7518
Showing 1 to 1 of 1 entries	Showing 1 to 1 of 1 entries		

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

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

									Search		
Product Code	Product	Indent Quantity	Remaining Indent Quantity	Quantity Received	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#	Unit Price	Line Total
IEDFLD											
A MEDCO2	2 FDC Adult (R150/H75)	2680	2680	2680	Tab						
🗎 🗙 MED046	2 FDC Child (R75/H50) DT	2150	2150	2150	Tab						
🖹 🗙 MED045	3 FDC Child (R75/H50 /Z150) DT	980	960	980	Tab						
🗂 🗙 MED001	4 FDC (R150/H75 /Z400/E275)	6440	6440	6440	Tab						
🗅 🛪 MED011	Ethambutol 100 mg DT	540	540	540	Tab						
MEDOO6	Isoniazid 100 mg DT-IPT	2160	2160	2160	Tab						
🗋 🗙 FLD063	Levofloxacin 250 mg-FLD	4320	4320	4320	Tab						
TLD062	Levofloxacin 500 mg-FLD	2160	2160	2160	Tab						

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

## 4.4.4. Receive from NTP - Edit

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

## 4.4.5. Receive from NTP - Delete

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

## 4.4.6. Receive from NTP - View

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

# 4.5. Receive from CMSD/GoB

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <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 Receipts>Receive from CMSD/GoB submenu

		To		Facility				
26/04/2021	<b>m</b>	26/07/	2021 🛗	NTP Central War	ehouse *		+ ADD View	🖋 Edit 🗶 Delete 🕒 PRIN
SL	Receiv	e Date	Receive Invo	vice#	Supplier	Amount	Supplier Involce#	Supplier Involce Date
					Central Medical Stores			

## 4.5.1. Receive from CMSD/GoB - Add

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

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

					RETURN TO	LIST SAVE	DIPDATE	STOCK
IEVE FROM CMSD/GoB- CREATE/EDIT								
Receive Invoice# REC-CMSD/GoB-C001/21-0002		Supplier Central Medical S	ores Depot(CMSD)	1	Received By Mirza Tofazzal Hassen			elved Date
Supplier Invoice# *	Supplier Invoice	e Date	Source of Fund Select Source of Fund					
Source of Fund Ref. No Input time.	Source of Fund	Ref. Date	Remarks	h.				
								+ ADD PROD
w 10 v entries							Search:	
w 10 V entries Product * Product	*	Quantity Received	Lot No 🌵 Exp	airy Date	Unit Price I	Line Total	Search:	
Product Product	ł		Lot No Exp No data available t	2202	Unit Price I	Line Total	Search:	
Product Product	4			2202	Unit Price	Line Total	Search:	+ ADD 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.

Receive Invoice# REC-CMSD/GoB-C001/21	0002	•	Supplier Central Medical :	Stores Depot(CMSD)		Received By Mirza Tofazzal Hos	sen		Received Date 18/09/2021
Supplier Invoice≢ 1245	*	Supplier Invoice 01/09/2021	Date *	Source of Fund GFATM					
Source of Fund Ref. No		Contractoring	100000 (1000)						
251489		Source of Fund 17/09/2021	Ref. Date	Remarks	lle.				
					<i>h</i> .			1	+ ADD PROD
251489					III.	Unit Price	Line Total	-	

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

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

ADD PRODUC	TS	×
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	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
					Search:	
Product Code	Product	Quantity Received	Lot No	Expiry Date	Unit Price	Line Total
MEDFLD						
T K MED002	2 FDC Adult (R150/H75)					
ED004	3 FDC Adult (R150/H75/E275)					c
	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 🔒 UF	PDATE STOCK	PRIN
LIEVE FROM CMSD/	GoB- CREATE/EDIT								
Receive Invoice REC-CMSD/GoB			Supplier Centrol Medical	Stores Depot(CMSD)		Received By Mirza Tofazzal Hossen		Received Do 18/09/2021	te *
Supplier Invoic 1245	¢#	Supplier Invoice 01/09/2021	Date *	Source of Fund GFATM					
Source of Fund 251489	Ref. No	Source of Fund 17/09/2021	Ref. Dote	Remarks	di.				
								+ ADD	PRODUCT
							s	+ ADD	PRODUCT
Product Code	Product			Quantity Received	Lot No	Explry Date	S Unit Pric	iearch:	PRODUCT
	Product			Quantity Received	Lot No	Expiry Date		iearch:	
Product Code IEDFLD	Product 2 FDC Adult (R	1.50MH75)		Quantity Received	Lot No	Expiry Date 30/09/2022		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.

# 4.5.2. Receive from CMSD/GoB Invoice - Update Stock

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

						RETURN TO LIST	問 SAVE 🔒 UPE	DATE STOCK	PRIN
IEVE FROM CMSD/	56B- CREATE/EDIT								
Receive Invoice REC-CMSD/GoB-		•	Supplier Centrol Medical St	tores Depot(CMSD)		Received By Mirza Tofazzal Hossen		Received Dat 18/09/2021	te 🔹
Supplier Invoic	e# •	Supplier Invoice 01/09/2021	e Date *	Source of Fund GEATM					
Source of Fund 251489	Ref. No	Source of Fund	Ref. Date	Remarks	ji.				
								+ ADD	PRODUC
							Se	orch:	
						Expiry Date			
Product Code	Product			Quantity Received	Lot No	Expiry Date	Unit Price		Line Toto
Product Code	Product			Quantity Received	Lot No	Expiry Date	Unit Price		Line Toto
	Product 2 FDC Adult (R)	50/H75)		Quantity Received	Lot No	30/09/2022	Unit Price		Line Tob
EDFLD							Unit Price		Line Tob

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

# 4.5.3. Receive from CMSD/GoB - Edit

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

## 4.5.4. Receive from CMSD/GoB - Delete

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

## 4.5.5. Receive from CMSD/GoB - View

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

# 5. Indent

# 5.1. TB-08 Indent

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <a href="http://elmis.ntp.gov.bd">http://elmis.ntp.gov.bd</a> 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 *	Year 2021	*	District Cumillo	*	Facility Barura UHC, Cumilla	•	+ ADD [	T VIEW / EDI	T 🕱 Delete	
haw 10 v entries									Search:	
SL# Indent Do	te Indent#	)	Quarter	Year	Facility	Category I=(a)	Total (b)	Total Child	IPT (e)	Status
					No data available	in table				

# 5.1.1. TB-08 Indent - Add

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

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

-08 Ind	lent										
								STETURN TO LIS	ST 🖺 SAVE	Accept	PRIN
08 INDENT-	CREATE/EDIT										
Indent#	*	Indent Date		Facility			*	Prepared By		Contac	ct No
IND-U078	/22-0003	09/03/2022	Ê	Barura UHC, Cumilla			<b>X</b> 1	Select Prepared By		<b>T</b>	
Quarter	• •	Year 2022		Remarks				Approved By Select Approved By		Contac	ct No
Q1: Jan-Ma	ar *	2022	•				ht.	Select Approved B	/	×	
				Number of regist	tered cases duri Adults (>15 y	ing the previous qu	larter				
	New/Category-I = (	a)				rtment = (b)					
P-, E	/Cat-I Cases tog EP, Meningitis, B Neurological TB	one &	P+ve(b1)	p.,	ve(b2)	EP (I	53)	Meningitis, E Neurological		Total (b	•)
					Children (<15	years)					
Child (	Cat-I (Adult Forn	nulation) = (c)	Child C	at-l (Dispersible for	mulation) = (d	0	Total Chi	ild <5 Ye	ears Child Reg	istered for IPT	(e)
										Search:	
Product Code	Product Name		Cat-I = (	Re- f) treatment= (g)	Total(h)= (f+g)	Total Required Quarterly (+Buffer) (i)=2X(h)	Existin Balance (		Amount to be Supplied= (i) -(j)	Actual Quantity Requested	Comme
				1	No data availabl	e in 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

								RETURN T	5 LIJI	Contact alla * Contact Total (b) d Registered for IPT (r Search: t Actual Quantity Contact Panousted Contact C							
08 INDEN	T- CREATE/EDIT																
Indent# IND-U07	*	Indent Do 09/03/202		* Facility Barura UHC, Cumilla				<b>Prepared B</b> Manager - B	y arura UHC, Cumilla	• Cont	act No						
Quarter Q1: Jan-)		Year 2022	,	* Remarks				Approved E Operator - B	3y arura UHC, Cumilla	• Cont	act No						
				Number of registe	ered cases during	; the previous qu	arter										
					Adults (>15 yea	irs)											
	New/Category-I = (a) w/Cat-I Cases toget , EP, Meningitis, Bor Neurological TB)	e &	P+ve	e(b1) P-v	Re-treatmeter	nent = (b) EP(b	3)		itis, Bone & gical TB (b4)	Total	<b>(b)</b> 18						
		1		3	5		5		5								
					Children (<15 ye	ars)											
Child	l Cat-I (Adult Formu	lation) = (c	) Ch 1	ild Cat-I (Dispersible form	nulation) = (d)	2	Total Child	3	<5 Years Child Re	egistered for IF	PT (e) 2						
										Search:							
Product Code	Product Name		Cat-I = (f)	Re- treatment= (g)	Total(h)= (f+g)	Total Required Quarterly (+Buffer) (i)=2X(h)	Existing Balance (j)	Expiry Date	Amount to be Supplied= (i) -(j)		Comment						
EDFLD																	
ED001	4 FDC (R150/H75/Z4	00/E275)	= (a+c) x 180	= (b1+b2+b3)x540+b4x1080	12780	25560	660		24900	24900							
ED002	2 FDC Adult (R150/H	75)	= (a+c) x 360	-	720	1440	220		1220	1220							
ED045	3 FDC Child (R75/H5	0/Z150) DT	= d x 180	-	360	720			720	720							
ED046	2 FDC Child (R75/H5	0) DT	=d x 360		720	1440			1440	1440							
	Ethambutol 100 mg		-		180	360			360	360							

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

#### 5.1.1.2. TB-08 Indent - Items

- You will see the list of indent product.
  - 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.

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

- The TB-08 Indent you entered is in draft mode, and does not have any reflection in your indent to warehouse.
- Press on **Submit** button to post the invoice to stock, you will see message **Do you** really want to complete this indent stock?
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Data Submitted Successfully**.

8 08 INDEN	IT- CREATE/EDIT											
Indent#		Indent D	ate	•	Facility				Prepared By		Cont	act No
IND-U0	78/22-0003	09/03/202	22	1	Barura UHC, Cumilla			7 1	Manager - Baru	ura UHC, Cumilla	Y	
<b>Quarter</b> Q1: Jan-		<b>Year</b> 2022		*	Remarks				Approved By Operator - Baru	ura UHC, Cumilla		act No
					Number of registe	red cases during	the previous qu	arter				
						Adults (>15 yea	irs)					
	New/Category-I = (a					Re-treatm						
	w/Cat-I Cases toge , EP, Meningitis, Bo Neurological TB)		P+v	e(b1)	3	e <b>(b2)</b> 5	EP(b	<b>3)</b> 5	Meningiti: Neurologic		Total	<b>(b)</b> 18
	d Cat-I (Adult Form		1		I (Dispersible form		2	Total Child	3	5 Years Child Ro	Search:	2
Product Code	Product Name		Cat-I = (f)	Re- ti	reatment= (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												
/ED001	4 FDC (R150/H75/Z	400/E275)	= (a+c) x 180	= (b1+b2	!+b3)x540+b4x1080	12780	25560	660		24900	24900	
/ED002	2 FDC Adult (R150/	475)	= (a+c) x 360	-		720	1440	220		1220	1220	
IED045	3 FDC Child (R75/H	50/Z150) DT	= d x 180	-		360	720	0		720	720	
	2 FDC Child (R75/H	50) D <b>T</b>	=d x 360	-		720	1440	0		1440	1440	
IED046												

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

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

- The TB-08 Indent you entered is in draft mode, and does not have any reflection in your indent to warehouse.
- Press on Un-submit/Un-accept button to post the invoice to stock, you will see message Do you really want to complete this indent stock?
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Data Un-submitted Successfully**.

								Ľ	RETURN T	G SAV	a * Cont a * Cont a * Cont Total	T 🔒 PRI
08 INDEN	T- CREATE/EDIT											
Indent# IND-U07	*										Cont	act No
Quarter Q1: Jon-I		Year 2022			rks							act No
				Nu	umber of registe	ered cases during	the previous qu	arter			Cumila * Cont Cumila * Cont Cumila * Cont 8 6 6 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	
		Image: Control of the second secon										
	New/Category-I = (a) w/Cat-I Cases toget EP, Meningitis, Bor Neurological TB)	her (P+, ne &	P+v		P-v	e(b2)				ical TB (b4)	Total	( <b>b</b> ) 18
Child	l Cat-l (Adult Formu	lation) = (c		hild Cat-I (Dis				Total Child		<5 Years Child Re	egistered for II	
Product	Product Name			Re- treatme	ent= (a)		Required			to be	Actual	Comment
Code			(1)			(t+g)		()	Date		Requested	
IEDFLD												
1ED001	4 FDC (R150/H75/Z4	100/E275)	= (α+c) x 180	= (b1+b2+b3)x	540+b4x1080	12780	25560	660		24900	24900	
	2 FDC Adult (R150/H	175)	= (a+c) x 360	-		720	1440	220		1220	1220	
IED002	3 FDC Child (R75/H5	0/Z150) DT	= d x 180	-		360	720			720	720	
IED002 IED045										1440	1440	
	2 FDC Child (R75/H5	0) DT	=d x 360			720	1440			1440	1440	

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

#### 5.1.4. TB-08 Indent - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit TB-08 Indent, the user must select the TB-08 Indent from the list, then click the **EDIT** button at the top right corner of the page or double click on The TB-08 Indent invoice which he wants to edit.
- The TB-08 Indent will be displayed for editing.
- Modify the TB-08 Indent header information as explained in above section.
- Press SAVE button to update the information, you will see a popup message Data Updated Successfully
- You can also change the product quantity details as explained in above section.
- Press ENTER after you type in any of the boxes in the product editing rows that will save the data.
- After **Editing** need to **Submit/Accept** the TB-08 Indent information like Above chapter 4.1.3.

## 5.1.5. TB-08 Indent - Delete

- You cannot delete an already Submitted TB-08 Indent.
- You can only delete an indent which is not posted to stock (RED bubble beside the Indent record).
- To delete an TB-08 Indent, the user must select the TB-08 Indent invoice and click on
  DELETE button at the top right corner of the page. You will see a popup warning message

   Do you really want to delete this indent with relevant indent items?
   When you
   confirm the indent is removed with all items permanently.

## 5.1.6. TB-08 Indent - View

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

# 5.2. TB-08 Indent Approval

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

Quarter Q1: Jan-		Year 2022 *	District Cumilla	Ŧ	Facility All	• 🔽 1	o be approved		VIEW	
now 10	✓ entries								Search:	
SL#	Indent Date	Indent#	Quarter	Year	Facility	New/Category-I = (a)	Total (b)	Total Child	<5 Years Child Registered for IPT (e)	Status
Cumilla										
1	09/03/2022	IND-U078/22-0003	Q1: Jan-Mar	2022	Barura UHC, Cumilla	1	18	3	2	Submittee

Will see the to be approved like as above screen.

## 5.2.1. TB-08 Indent Approve

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

-08 In	dent Approv	al										
								4	RETURN TO I	.IST 🖺 SAVE	APPROV	e 🖨 PRIN
08 INDEN	T- CREATE/EDIT											
Indent# IND-U07	*	Indent Dat 09/03/2022		* Faci Baru	lity Ira UHC, Cumilla				Prepared By Manager - Ba	rura UHC, Cumilla		tact No
Quarter Q1: Jon-)		Year 2022		Rem	arks				Approved By Conta Operator - Barura UHC, Cumilla 🛛 👻			
					Number of registe	red cases during	the previous a	arter				
					-	Adults (>15 yec		ALIA VEI				
	New/Category-I = {a						nent = (b)					
	w/Cat-I Cases toge EP, Meningitis, Bo Neurological TB)		P+ve	e(b1)	P-vi	e(b2)	EP(I			tis, Bone & ical TB (b4)	Total	
		1		3		5		5		5		18
					)	Children (<15 ye	ars)					
Child	I Cat-I (Adult Form	ulation) = (c)		ild Cat-I (D	ispersible form	ulation) = (d)	2	Total Child	з	<5 Years Child Re	egistered for I	PT (e) 2
											Search:	
Product Code	Product Name		Cat-l = (f)	Re- treat	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
EDFLD												
ED001	4 FDC (R150/H75/Z	400/E275)	= (a+c) x 180	= (b1+b2+b3	)x540+b4x1080	12780	25560	660		24900	24900	
ED002	2 FDC Adult (R150/	475)	= (a+c) x 360	-		720	1440	220		1220	1220	
ED045	3 FDC Child (R75/H	50/Z150) DT	= d x 180	-		360	720			720	720	
ED046	2 FDC Child (R75/H	50) DT	=d x 360	÷		720	1440			1440	1440	
ED011	Ethambutol 100 mg	DT	= (dx180)/2	-		180	360			360	360	

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

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

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

uarter		Year		District		Facility			Arour		Dana
1: Jan-Mar	*	2022	*	All	*	NTP Central Warehouse	*	+ ADD VIEW	d EDIT	X DELETE	PRIN
ow 10 🗸	<ul> <li>entries</li> </ul>								Se	earch:	
SL.	Consoli	dation Date	Consoli	dation#		District	Quart	er	Year		
1	13/0	)2/2022	TB08-DI	5-PLAN-C001/22-0003	0	Dhaka	Q1: Jan	Mar	2022		
2	31/0	01/2022	TB08-DI	S-PLAN-C001/22-0002	ħ	/lymensingh	Q1: Jan	Mar	2022		
3	31/0	01/2022	TB08-DI	5-PLAN-C001/22-0001	0	Gazipur	Q1: Jan-	-Mar	2022		

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

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

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

ly consolidation on TE	3-08										
Consolidation#	•	Consolidation Dat		•	District			• Pre	pared By		
TB08-DIS-PLAN-CO	01/22-0004	09/03/2022	-	Ê	Cumilla				ad Arefin Amil		v
Quarter		*	Year						cked By		12
Q1: Jan-Mar		-	2022					* S.M	. Forhad Pasha	1	*
Remarks								App	proved By		
									lical Officer (St	.ore)	v
								//i			
								1534	ied By lical Officer (St	ore)	*
Consolidate by H	ealth Facility	Consolidate by Imp	lementing	Agency	Consolidat	te by District			ilear officer joe	uner.	
				Adults	>15 years)						
New/Cate	gory-l = (a)				>15 years) e-treatment = (	(b)					
All New/Cat-I Ca	ises together (P+,	P+ve(b1)				(b) EP (b3)		Meningitis, Bor		Total (b	)
All New/Cat-I Ca P-, EP, Menir		P+ve(b1)		R				Meningitis, Bor leurological TB		Total (b	ə)
All New/Cat-I Ca P-, EP, Menir	ises together (P+, ngitis, Bone &	P+ve(b1)		R	e-treatment = (	EP(b3)			(b4)		) out here
All New/Cat-I Ca P-, EP, Menir	ises together (P+, ngitis, Bone & gical TB)			R P-ve(b2)	e-treatment = (	EP(b3)	Þ	leurological TB	(b4)		
All New/Cat-I Ca P-, EP, Menir Neurolo	ises together (P+, ngitis, Bone & gical TB)		ispersible	R P-ve(b2) Input h Children	e-treatment = ( me (<15 years)	EP (b3)	Þ	leurological TB	(b4) here		
All New/Cat-I Ca P-, EP, Menir Neurolo	ises together (P+, ngitis, Bone & gical TB) input here		ispersible	R P-ve(b2) Input h Children	e-treatment = ( me (<15 years)	EP (b3)	there	leurological TB	(b4) here	ing	
All New/Cat-I Ca P-, EP, Menir Neurolo	uses together (P+, ngitis, Bone & gical TB) input hers		lispersible	R P-ve(b2) Input h Children	e-treatment = ( yre	EP (b3)	there	leurological TB	(b4) here	ing	out here T (e)
All New/Cat-I Ca P-, EP, Menir Neurolo	uses together (P+, ngitis, Bone & gical TB) input hers		lispersible	R P-ve(b2) Input h Children	e-treatment = ( yre	EP (b3)	there	leurological TB	(b4) here	ing	out here T (e)
All New/Cat-I Ca P-, EP, Menin Neurolo Child Cat-I (Adu	uses together (P+, ngitis, Bone & gical TB) input hers		lispersible	R P-ve(b2) Input h Children	e-treatment = ( yre	EP (b3)	there	leurological TB	(b4) here	ing	out here T (e)
All New/Cat-I Ca P-, EP, Menir Neurolo Child Cat-I (Adu Product	asses together (P+, rgitis, Bone & glcal TB) epict here. It Formulation) = (c) reput here.		lispersible	R P-ve(b2) Input h Children	e-treatment = ( yre	EP (b3)	there	leurological TB	(b4) here	ing	out here T (e)
All New/Cat-I Ca P-, EP, Menir Neurolo Child Cat-I (Adu Product	asses together (P+, rgitis, Bone & glcal TB) epict here. It Formulation) = (c) reput here.		lispersible	R P-ve(b2) Input h Children	e-treatment = ( rre( (<15 years) = (d) input here	EP (b3)	there	leurological TB	(b4) here	ing gistered for IP inpu	out here T (e)
All New/Cat-I Ca P-, EP, Menir Neurolo Child Cat-I (Adu Product	asses together (P+, rgitis, Bone & glcal TB) epict here. It Formulation) = (c) reput here.			R P-ve(b2) Input b Children e formulation) Total	e-treatment = ( (<15 years) = (d) Input here	EP(b3)	rotal Child	eres	(b4) here	ing gistered for IP inpu	out here T (e)
All New/Cat-I Ca P-, EP, Menir Neurolo Child Cat-I (Adu Product	asses together (P+, rgitis, Bone & glcal TB) epict here. It Formulation) = (c) reput here.		Dispersible	R P-ve(b2) input h Children e formulation)	e-treatment = ( rre( (<15 years) = (d) input here	EP (b3)	there	leurological TB	(b4) here	ing gistered for IP inpu	out here T (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.

						숙 RE	TURN TO LIST	SAVE	🖨 PR
y consolidation on TB-08									
Consolidation# TB08-DIS-PLAN-C001/22-0004	* Consolidation Da 09/03/2022	ate *	District Cumilla				<b>pared By</b> ad Arefin Ami	I	*
Quarter Q1: Jan-Mar	•	Year 2022					cked By Forhad Pasha	1	*
Remarks							oroved By lical Officer (St	ore)	
Consolidate by Health Facility	O Consolidate by Im	plementing Agency	○ Consolida	te by District			ied By lical Officer (St	ore)	• •
								+	Add Inden
	Nu	umber of registered case	-	previous que	arter				
New/Category-I = (a)			(>15 years) Re-treatment = (	(b)					
All New/Cat-I Cases together (P+, P-, EP, Meningitis, Bone & Neurological TB)	P+ve(b1)	P-ve(b2)	ie-deddinin - i	EP(b3)		eningitis, Bon urological TB		Total (b	1)
							iere		
		Children	n (<15 years)						
Child Cat-I (Adult Formulation) =		Dispersible formulation)	i) = (d) input here	Т	otal Child input he		ars Child Re	gistered for IP inpu	'T (e) there
Product All *							Se	earch:	

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

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

ADD TB-08 INDE	INT			×
Consolidated	I: O	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 T	B-08											
Consolidation#		*	Consolidation De	ite		District			* Pre	pared By		
TB08-DIS-PLAN-C	001/22-0004		09/03/2022		Ê	Cumilla				ad Arefin An	hil	٣
<b>Quarter</b> Q1: Jan-Mar				<b>Year</b> 2022						cked By Forhad Pasi	na	v
Remarks									Apr	proved By		
									Mec	lical Officer (S	Store)	٠
Consolidate by H	lealth Facility		O Consolidate by Im	plementing	Agency	○ Consolido	ate by District		1001	ical Officer (	Store)	v
											+	Add Inder
			Nu	mber of re	gistered case	s during the	previous quo	arter				
No. /Cat						>15 years)	11-1					
All New/Cat-I Co	egory-l = (a) ases together (l	P+,	P+ve(b1)		P-ve(b2)	e-treatment =	(D) EP(b3)	M	enin <mark>gitis,</mark> Bor	ne &	Total	(b)
	ngitis, Bone & gical TB)							Nei	urological TB	(b4)		
		1		3		5		5		5		18
					Children	(<15 years)						
Child Cat-I (Ad							Т	otal Child	<5 Yea	ars Child R	egistered for I	PT (e)
Product All	ult Formulation	) = (c) 1	Child Cat-I (	Dispersible	e formulation)	2			3			2
Product	ult Formulation	) = {c) 1	Child Cat-I (	Dispersible	e formulation)						Search:	2
Product	v Catl = (1)	) = (c) 1 Catll = (		Total (a) = (1+2)	Total Required Quarterly (+Buffer)	2 Existing Balance with expiry	Amount to be supplied	Actual Quantity Requested				2 Expiry Date
Product All Product		1		Total (a) =	Total Required Quarterly	2 Existing Balance with	Amount to be	Actual Quantity	3 Actual Supply	Issued	Search: Batch/Lot	Expiry
Product All Product arura UHC, Cumillo	• Catl = (1)	1 Catli = (	[2]	Total (a) = (1+2)	Total Required Quarterly (+Buffer)	2 Existing Balance with expiry date	Amount to be supplied	Actual Quantity Requested	3 Actual Supply Quantity	Issued	Search: Batch/Lot	Expiry
Product All Product srura UHC, Cumilla FDC (R150/H75		1 Catli = (		Total (a) =	Total Required Quarterly	2 Existing Balance with expiry	Amount to be	Actual Quantity	3 Actual Supply	Issued	Search: Batch/Lot	Expiry
Product All Product arura UHC, Cumilia FOC (R150H75 400/E275) FDC Adult	• Catl = (1)	1 Catli = (	[2]	Total (a) = (1+2)	Total Required Quarterly (+Buffer)	2 Existing Balance with expiry date	Amount to be supplied	Actual Quantity Requested	3 Actual Supply Quantity	Issued	Search: Batch/Lot	Expiry
Product Ali Product arura UHC, Cumillo FOC (R150/H75 400/E275) FDC Adult 150/H75] FDC Adult	Catl = (1) = (α+c) × 180	1 Catll = ( = (b1+b2	[2]	Total (a) = (1+2) 12780	Total Raquirdy Quarterly (+Buffer) 25560	2 Existing Balance with expiry date	Arnount to be supplied 24900	Actual Quantity Requested 24900	3 Actual Supply Quantity 24900	Issued	Search: Batch/Lot	Expiry
Product All Product FDC (R150/H75 400/5275) FDC Adult 150/H75 FDC Child FDC Child FDC Child	<ul> <li>Catl = (1)</li> <li>= (α+c) x 180</li> <li>= (α+c) x 360</li> </ul>	1 Catll = ( = (b1+b2	[2]	Total (a) = (1+2) 12780 720	Total Required Quarterly (+Buffer) 25560 1440	2 Existing Balance with expiry date 660 220	Amount to be supplied 24900 1220	Actual Quantity Requested 24900 1220	Actual Supply Quantity 24900 1220	Issued	Search: Batch/Lot	Expiry
Product All Product coduct Pro	<ul> <li>Catl = (1)</li> <li>= (α+c) x 180</li> <li>= (α+c) x 360</li> <li>= d x 180</li> </ul>	1 Catll = ( = (b1+b2 -	[2]	Total (c) = (1+2) 12780 720 360	Total Required Quarterly (+Buffer) 25560 1440 720	2 Existing Balance with expity date	Amount to be supplied 24900 1220 720	Actual Quantity Requested 24900 1220 720	3 Actual Supply Quantity 24900 1220 720	Issued	Search: Batch/Lot	Expiry
Product All	Catl = (1) = (a+c) x 180 = (a+c) x 360 = d x 180 = d x 360	1 Catl = ( = (b1+b2 - - -	[2]	Total (a) = (1+2) 12780 720 360 720	Total Required Quarterly (+Buffer) 25560 1440 720 1440	Existing Balance with expiry date 220 0 0	Amount to be supplied 24900 1220 720 1440	Actual Quantity Requested 24900 1220 720 1440	3 Actual Supply Quantity 24900 1220 720 1440	Issued	Search: Batch/Lot	Expiry
Product Ali Product Product CR150/H75 400/E25 FDC Adult FDC Child 75/H50/2150) DT FDC Child 75/H50/2150) DT FDC Child 175/H50/DT Hombutol 100 mg T	Catl = (1) = (a+c) x 180 = (a+c) x 360 = d x 180 = d x 360	Catll = ( = (b1+b2 - - - = (b1+b3	(2) +b3)x540+b4x1080	Total (a) = (1+2) 12780 720 360 720 180	Total Required Quarterly (+Buffer) 25560 1440 7720 1440 360	Existing Balance with expiry date 660 220 0 0	Amount to be supplied 24900 1220 720 1440 360	Actual Quantity Requested 24900 11220 11220 11240 11240 11240 11240	3 Actual Supply Quantity 22900 1220 720 1440 360	Issued	Search: Batch/Lot	Expiry

- 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.

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

- The Supply Consolidation on TB-08 Indent you entered is in draft mode, and does not have any reflection in your Supply Consolidation on TB-08 Indent to issue against General Indent.
- Press on **Generate Invoice** button, you will see the popup Planned Issue Quantity Summary (list of product balance and Planned Issue Quantity.
- When plan Quantity more than stock quantity. After pressing on **Generate Invoice** button, you will see the popup (list of product **balance** and **Planned Issue Quantity) and** warning message **cannot plan issue quantity more than current stock quantity.**

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.**

									RE	TURN TO LIS	T B SAVE	
ly consolidation on TE	3-08											
Consolidation#		•	Consolidation Date			District			• Prep	ared By		
TB08-DIS-PLAN-CO	001/22-0004		09/03/2022		8	Cumillo		· · · · · · · · · · · · · · · · · · ·	Raha	d Arefin Amil		٣
Quarter			•	Year					• Chec	ked By		
Q1: Jan-Mar			v	2022						orhad Pasha		Ŧ
										oved By		
Remarks										avea by al Officer (Sta	re)	v
									13300	ed By cal Officer (Sta	(enc)	
Consolidate by He	ealth Facility		<ul> <li>Consolidate by Implem</li> </ul>	ienting Ager	icy	Consolidate	by District		- Medic	an officer (ore		
											+	Add Inde
			Num	ber of regis			revious quarte	er				
NoulCate	egory-l = (a)				Adults (>	15 years) treatment = (b						
	ases together (P+,		P+ve(b1)		P-ve(b2)	uredunient = (b	9 EP(b3)	Mer	ningitis, Bone	8	Total (b	1
P-, EP, Meni	ingitis, Bone &								rological TB (			
Neurolo	ogical TB)		3			Б		5		5		18
Child Cat-I (Ad	ult Formulation) = (c)		Child Cat-I (Dis	persible fo	<pre>Children (</pre>		Tot	al Child	<5 Yea	rs Child Rea	istered for IP1	(e)
		1			,	2			3			2
Product			Balance	P	lanned Tota	I Issue G	uantity	Qty Ro	tioning (%)			
4 FDC (R150/H75	/Z400/E275) *		6,194,127		24,900						B UF	DATE
										Se	earch:	
						Existing						
				Total	Total Required	Balance	Amount	Actual	Actual	Issued	Batch/Lot	Expir
Product	Catl = (1)	Catl	1 = (2)	(a) = (1+2)	Quarterly	with expiry	to be supplied	Quantity Requested	Supply Quantity	Qty	Number	Date
					(+Buffer)	date						
arura UHC, Cumilla												
FDC (R150/H75	= (a+c) x 180	= (b1-	b2+b3)x540+b4x1080	12780	25560	660	24900	24900	24900			
Z400/E275)	A A											

Page 68 of 210

- 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 -

	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.
   Issue Against TB-08 Indent

Quarter Q1: Jan-N				cility 'P Central Warehouse	٣	Implementing Ag	jency	×	
			+ PICK-INDENT	🖋 EDIT 🗶 DELETE	🔒 то	P SHEET - DISTRICT	TOP SH	EET - IMPLEMENTING A	GENCY
how 10	0 ✓ entries							Search:	
SL.	Issue Date	Issue Invoice#	Indentor	Indent#	Quart	er	Year	District	Implementing Agency
1	09/03/2022	ISS-TB08-IND- C001/22-0009	Barura UHC, Cumilla	IND-U078/22-0003	Q1: jan	-Mar	2022	Cumilla	BRAC
2	03/03/2022	ISS-TB08-IND- C001/22-0008	Gafargaon UHC, Mymensingh	IND-U236/22-0001	Q1: Jan	-Mar	2022	Mymensingh	Damlen 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
5	0 13/02/2022	ISS-TB08-IND- C001/22-0005	CWFD Doyaganj, Dhaka- Urban, Dhaka	IND-R076/22-0001	Q1: Jan	-Mar	2022	Dhaka	CWFD

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

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

- To edit a Supply Consolidation on TB-08 Indent, the user must select the Supply Consolidation on TB-08 Indent from the list, then click the **EDIT** button at the top right corner of the page or double click on The Supply Consolidation on TB-08 Indent invoice which he wants to edit.
- The Supply Consolidation on TB-08 Indent will be displayed for editing.
- Modify the Supply Consolidation on TB-08 Indent header information as explained in above section.
- Press SAVE button to update the information, you will see a popup message Data Updated Successfully

- You can also change the product quantity and lot details as explained in above section.
- Press **ENTER** after you type in any of the boxes in the product editing rows that will save the data.
- After **updating** you are able to change the Distribution Plan on TB-08 Indent information then generate again.

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

- You cannot delete an already Generated Invoice from Supply Consolidation on TB-08 Indent.
- To delete a Supply Consolidation on TB-08 Indent, the user must select the Supply Consolidation on TB-08 Indent invoice and click on DELETE button at the top right corner of the page. You will see a popup warning message Do you really want to delete this record with relevant items? When you confirm the Supply Consolidation on TB-08 Indent is removed with all items permanently.

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

- When the Supply Consolidation on TB-08 Indent 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.

# 5.4. General Indent

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <a href="http://elmis.ntp.gov.bd">http://elmis.ntp.gov.bd</a> 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	21/09/2021	Keranigonj UHC, Dhaka 🔹	+ ADD	VIEW / EDIT X Delete
how 10 v entries				Search:
SL#	Indent Date	Indent#	Indent To	Status

## 5.4.1. General Indent - Add

#### 5.4.1.1. General Indent Invoice - Add Header

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

			4 RETURN TO LIST	🖺 SAVE 📿	DELETE ALL and RECREAT	TE 🔒 SUBMI	IT 🔒 PRI
	- CREATE/EDIT						
Indent# IND-U141/2	1 707	Indent To Select Indent To		Prepared By Operator - Keranigo	ani UHC Dhaka *	• Date • 21/09/20	· 021 前
IND-014115	1-7506	Select Indent 10		Operator - Keranigo	nj one, onaka -	21/05/20	.21
Remarks				Approved By		* Date	
			lk	Manager - Keranigo	onj UHC, Dhaka 🛛 🔻	* 21/09/20	021 億
						ALL ONL	LY INDENT IT
roduct	Product Name			Stock on Hand	Calculated Indent Quantity	Indent Quantity	Comm

- 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

	[	in Return to List	C DELETE ALL and RECREA	TE A SUBMIT	PRIN
- CREATE/EDIT					
*	Indent To NTP Central Warehouse		anigonj UHC, Dhoka	* Date 10/09/202	1 1
				* Date 10/09/202	1
				ALL ONLY Search:	INDENT ITEN
Product Name		Stock on Hand	Calculated Indent Quantity	Indent Quantity	Commer
	1-7506	L-7506	CREATE/EDIT  Indent To In	CREATE/EDIT  CREATE/EDIT  Indent To Information Informatio Information Information Information Information Information Inform	CREATE/EDIT  Indent To Indent To Indent To International Control Warehouse  Intro Centrol Warehouse  Internation  Internation

- 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.

			A RETURN TO LIST	🖺 SAVE	C DELETE ALL and RECR	EATE	SUBMIT	PRIN
NDENT STOCK	- CREATE/EDIT							
Indent# *		Indent To NTP Central Warehouse		Prepared By Operator - Keranigonj UHC, Dhaka		• Da • 10	ite 2/09/2021	, m
Remarks			.A.	Approved By Manager - Kera	niganj UHC, Dhaka	* Da	te )/09/2021	<b>#</b>
						ALL		DENT ITEM
Product						Search	Search: fdc	
Product					Calculated Indent			
Product Code	Product Name			Stock on Hand	Calculated Indent Quantity		lent	Commer
	Product Nome			Stock on Hand		Indi	lent	Commer
Code MEDFLD	Product Name 2 FDC Adult (R150/H75)			Stock on Hand		Indi	lent tity	Commer
Code MEDFLD						Indi Quant	lent tity	Commer
Code MEDFLD MED002	2 FDC Adult (R150/H75)			650		Indi Quant	lent tity	Commen
Code MEDFLD MED002 FLD066	2 FDC Adult (R150)H75) 2 FDC Adult (R150)H75j for TPT Treatment			650 0		Indi Quant	o	Commer
Code MEDFLD MEDC02 FLD066 MED046	2 FDC Adult (R150)H75) 2 FDC Adult (R150)H75) for TPT Treatment 2 FDC Child (R754H50) DT			650 0 0		Indi Quant	0	Commen

#### 5.4.1.2. General Indent – Items

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

## 5.4.2. General Indent - Submit

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

Indent#		Indent To	•	Prepared By		• Date	
IND-U141		NTP Central Warehouse	4	Operator - Keranig	onj UHC, Dhaka	10/09/202	1 11
Remarks			11.	Approved By Manager - Keranig	onj UHC, Dhaka	• Date 10/D9/202	1 0
						ALL OND	INDENT ITEMS
						Search:	
Product Code	Product Name			Stock on Hand		Indent Quantity	ment
MEDFLD							
MED002	2 FDC Adult (H150/H75)		650			500	
MEDCO4	3 FDC Adult (R150/H75/E275)			30			
AED045	3 FDC Child (R75/H50/Z150) DT			600		500	
MED001	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.

# 5.4.3. General Indent - Edit

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

## 5.4.4. General Indent - Delete

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

## 5.4.5. General Indent - View

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

# **5.5. General Indent Approval**

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

om		То	District	Facility	_			
0/12/2021	<b>#</b>	10/03/2022	Gazipur *	All	* 🔽 To	be approved		
SL#	Inde	nt Date	Indent#		Indentor	Indent To	Status	
1	00	5/03/2022	IND-U483/22-0004		50 Bedded Hospital, Tongi, Gazipur	NTP Central Warehouse	Submitted	
	-	B/02/2022	IND-U483/22-0003		50 Bedded Hospital, Tonal, Gazipur	NTP Central Warehouse	Submitted	

Will see the to be approved like as above screen.

# 5.5.1. General Indent Approve

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

General Inc	dent Approval							
				RE'	TURN TO LIST			
INDENT STOCK	- CREATE/EDIT							
Indent#	*	Indent To	•	Prepared By		* Date	*	
IND-U483/2	22-0004	NTP Central Warehouse	Ÿ	Manager - 50 Bedded Hospital, Tongi, Gazi 🔻			<u> </u>	
Remarks				Approved By * Date				
			lh.	Manager - 50 Bedde	d Hospital, Tongi, Gazi *	06/03/2022	2 🛍	
All Product Clas						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.

# **5.6. Distribution Plan on 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> Distribution Plan on General Indent submenu

From 21/06/2021 前	To 21/09/2021 mm	Facility NTP Central Warehouse +	+ ADD VIEW P EDIT X DELETE PRIN
Show 10 v entries			Search:
SL.	Plan Date	Plan ID#	
	O 20/09/2021	DIS-PLAN-C001/21-0001	

### 5.6.1. Distribution Plan on General Indent - Add 5.6.1.1. Distribution Plan on General Indent - Add Header

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

	n Indent						
Plan ID#		* Remarks		Prepared By	•	Date	*
DIS-PLAN-0	001/21-0002		/h.	Rahad Arefin Amil	•	21/09/2021	m
				Checked By		Date	
				S.M. Forhad Pasha	<b>7</b> 6	21/09/2021	曲
				Approved By		Date	2.4
				Medical Officer (Store)	*	21/09/2021	首
oduct		×				+	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.

tribution man a	n Indent						
Plan ID#		* Remarks		Prepared By		Date	6
DIS-PLAN-C	001/21-0002		lh.	Rahad Arefin Amil	*	21/09/2021	m
				Checked By		Date	
				S.M. Forhad Pasha	₹.	21/09/2021	饡
				Approved By		Date	0
				Medical Officer (Store)	*	21/09/2021	前
Product		•				+	\dd In

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

- Press on Add Indent button, you will see the list of products. Do you really want to add this record? When you confirm the Distribution Plan on Indent is added with all items.
  - 🏟 RETURN TO LIST 🛛 SAVE 🖨 PRINT Distribution Plan on Indent Plan ID# Remarks Prepared By Date DIS-PLAN-C001/21-0002 Rohod Arefin Amil + 21/09/2021 Checked By Date S.M. Forhad Pasha  $\mathbf{v}_{i}$ 21/09/2021 🏙 Approved By Date 21/09/2021 🏙 edical Officer (Store) Product + Add Indent All Indent Facility Inden Indenta Facility Product Quantity IND-U141/21-7506 10/09/2021 Keranigonj UHC, Dhaka 2 FDC Adult (R150/H75) 650 500 500 IND-U141/21-7506 10/09/2021 Keranigonj UHC, Dhaka 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 600 500 500 IND-U141/21-7506 10/09/2021 4 FDC (R150/H75/Z400/E275) Keranigonj UHC, Dhaka 700 500 500 Showing 1 to 4 of 4 entries Generate Invoice
- Indent#, Indent Date, Facility, Product

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

# 5.6.2. Distribution Plan on General Indent - Generate Invoice

- The Distribution Plan on General Indent you entered is in draft mode, and does not have any reflection in your Distribution Plan on General Indent to issue against General Indent.
- When plan Quantity more than stock quantity. After pressing on Generate Invoice button, you will see the popup (list of product balance and Planned Issue Quantity) and warning message cannot plan issue quantity more than current stock quantity.

- Check the product from popup list and rationing the **Planned Issue Quantity** in main form by selecting product above the distribution Plan Items. Close the popup.
- Select a product to updating Planned Issue Quantity.
- Press on **Generate Invoice** button, you will see the popup Planned Issue Quantity Summary (list of product balance and Planned Issue Quantity.

Product	Balance	Planned Issue Quantity
2 FDC Adult (R150/H75)	28,735,460	500
3 FDC Adult (R150/H75/E275)	20,000	30(
3 FDC Child (R75/H50/Z150) DT	2,022,152	500
4 FDC (R150/H75/Z400/E275)	28,967,200	50

- 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.

ribution Plan on Inde	ıt						
Plan ID# DIS-PLAN-C001/2	•	Remarks	di .	Prepared By Rahod Arefin Amil	•	Date 21/09/2021	
				Checked By S.M. Forhad Pasha		Date 21/09/2021	曲
				Approved By Medical Officer (Store)	•	Date 21/09/2021	8
Product NI	9					+ A	id Inder
	Indent Date	Facility	Product	Facility Balance	Indent Quantity		d Issue uantity
Indent#			2 FDC Adult (R150/H75)	650	500		50
	10/09/2021	Keranigonj UHC, Dhaka					
IND-U141/21-7506	10/09/2021 10/09/2021	Keranigonj UHC, Dhaka Keranigonj UHC, Dhaka	3 FDC Aduit (R150/H75/	E275) 30	300		30
Indent# IND-U141/21-7506 IND-U141/21-7506 IND-U141/21-7506					300 500		301 501

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

rom		To		Facility		
21/05/2021	曲	21/09/2021	<b>m</b>	NTP Central Warehouse	+ ADI	D + PICK-INDENT VIEW / EDIT X DELETE PRIM
10 v	entries					Search:
SL.	Issue I	Date	Issue Invoice#		Indentor	Indent#
-1	0 21/0	9/2021	ISS-II	ND-C001/21-0003	Keranigonj UHC, Dhaka	IND-U141/21-7506
z	0 20/0	9/2021	ISS-II	ND-C001/21-0002	Dhamrai UHC, Dhaka	IND-U139/21-7518
3	0 15/0	9/2021	ISS-II	ND-C001/21-0001	Keranigonj UHC, Dhaka	IND-U141/21-7504

# 5.6.3. Distribution Plan on General Indent - Edit

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

## 5.6.4. Distribution Plan on General Indent - Delete

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

## 5.6.5. Distribution Plan on General Indent - View

- When the Distribution Plan on General Indent 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.

# 6. Issue

# 6.1. Issue Against TB-08 Indent

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

)uarter )3: Jul-Si		Year 2021 *	ALL	* NTP	lity Central Warehouse	* ALL	ng Agency	6. J	
iow 10	) v entries		+ PICK-INDENT	🖹 VIEW 🥒 E	OIT X DELETE	OP SHEET - DISTRICT	D TOP SHEET - IMP	LEMENTING A	GENCY
SL	Issue Date	Issue Invoice#	District	Indentor	Indent#	Quarter	Year	District	Implementing Agency
1	06/07/2021	ISS-TB08-IND- C001/21-0021	Dhaka	Ashar Alo Saciety, Adabar, Dhaka-Urba Dhaka	n, 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, Tongi, Gazipur	IND-U483/21-0001	Q3: Jul-Sep	2021	Gazipur	BRAC
3	0 04/07/2021	ISS-TB08-IND- C001/21-0019	Gazipur	Gazipur Sadar UHC. Gazipur	IND-U155/21-0001	Q3: Jul-Sep	2021	Gazipur	BRAC

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

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

		Search:
Indenta	Date	Facility
IND-N053/21-0001	06/07/2021	Adhunik Medical College Hospital-Uttaro, BRAC Dakkhin Khan, Dhaka
IND-N057/20-0001	01/03/2020	Adabor, BRAC Dakkhin Khan, Dhaka
7482	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#.

					-	IRN TO LIST		PDATE STOCK		
					- A REIG		AVE	FDATE STOCK	e raisi	
Issue Against TB-08 Indent - CREATE/EDIT										
Issue Invoice# * Distri	ct •	Indentor			ared By			Date		
ISS-TB08-IND-C001/22-0009 Cumil	a *	Barura UHC	2, Cumilla	- Raha	ad Arefin An	nil	v	09/03/2022	<b>#</b>	
Quarter * Year *	Implementing Agency			* Chee	ked By		•	Date	٠	
Q1: Jan-Mar * 2022 *	BRAC			т S.M.	Forhad Pasi	ha	*	09/03/2022	1	
Indent#	Remarks			App	roved By			Date		
IND-U078/22-0003	Supply Plan on TB-08 Indent			//. Medi	cal Officer (	Store)	*	09/03/2022	<b>#</b>	
				Issu	ed By			Date	٠	
				Medi	col Officer (	Store)	*	09/03/2022	<b>#</b>	
	Nun	nber of registere	d cases during the	previous quarter						
		۵	dults (>15 years)							
New/Category-I = (a) All New/Cat-I Cases together (P+,	P+ve(b1)	P-ve(	Re-treatment	t = (b) EP(b3)		Meningitis, Bone	8	Total (b)		
P-, EP, Meningitis, Bone &	,	P-ve(b2)		()	Neurological T					
Neurological TB)	Neurological TB)		5		5	5			18	
Child Cat-I (Adult Formulation) = (c)	Child Cat-I (Dispe		nildren (<15 years)		tal Child		a child nee	stered for IPT (e		
1	cinia cater (bispe	and the rorman	(d) = (d)	2	itar cinita	3	s child key	stered for it i (e	2	
								[ •		
								T ADD F	RODUCTS	
							2	Search:		
Indento	r					Store				
		-	Current							
Product Product Code	Indent Quantity	Facility Balance	Stock Quantity	Quantity Issued	Unit	No of Cartons	Batch/Lot Number	Expiry Date	Donor Ref#	
			Quantity							
C MED001 4 FDC (R150/H75/Z400/E275)	24900	660	5844127	24900	Tab					
@ MED002 2 FDC Adult (R150/H75)	1220	220	400000	1220	Tab		3522			
© MED045 3 FDC Child (R75/H50/Z150) DT	720	0	497120	720	Tab					
C MED046 2 FDC Child (R75/H50) DT	1440	0	993906	1440	Tab					
© MED011 Ethambutal 100 mg DT	360	o	198560	360	Tab					
C FLD062 Levofloxacin 500 mg-FLD	9720	0	174700	9720	Tab					
C FLD063 Levofloxacin 250 mg-FLD	19440	0	949240	19440	Tab					
		0								

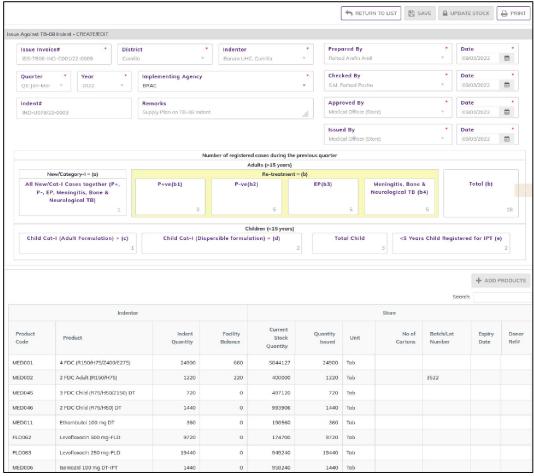
• If you want to change items lot, press the Add icon on the far left of the product row.

	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			Ξ.

- Select one lot which you have changed products lot.
- After selection press **ADD** button, the popup will close and you will return back to the form.
- Continue for every item.
- you can o add new item in this invoice by using Add Products button from above the items right corner.

# 6.1.2. Issue against TB-08 Indent Invoice - Update Stock

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



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

# 6.1.3. Issue against TB-08 Indent - Edit

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

## 6.1.4. Issue against TB-08 Indent - Delete

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

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

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

# **6.2.** Issue against General Indent

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <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 Issue>Issue against Indent submenu

From		To		Facility				_		-
10/04/2021	曲	10/07/2021	<b>#</b>	NTP Central Warehouse	*	+ ADD + PICK-INDENT	I VIEW	P EDIT X	¢ DELETE	PRI
ihow 10 🗸	entries							Search	£	
ihow 10 ~	entries Issue D	late	Issu	e Invoice#	Indentor		Indent#	Search	c	
SL.			Issu	e Involce#	Indentor		Indent#	Search	c	

### 6.2.1. Issue against General Indent - Adds

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

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

JE VOUCHER - CREATE/EDIT						
Issue Invoice#	Indentor *	Indent#	Prepared By		Date	8
ISS-IND-C001/21-0002	Select Indentor *	aput heim	Rahad Arefin Amil	•	10/07/2021	m
Remarks			Approved By		Date	
			Medical Officer (Store)	۲	10/07/2021	8
			Issued By		Date	
		- Alt.	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.

repared By ahad Arefin Amil pproved By dedical Officer (Store) sued By dedical Officer (Store)	* * *	Date 29/07/2021 Date 29/07/2021 Date 29/07/2021	
ahad Arefin Amil pproved By edical Officer (Store) sued By	*	29/07/2021 Date 29/07/2021 Date	*
pproved By ledical Officer (Store) sued By	•	Date 29/07/2021 Date	*
edical Officer (Store) sued By	•	29/07/2021 Date	
sued By		Date	
edical Officer (Store)	*	29/07/2021	曲
Store	Sec	+ ADD F	RODUCT
ty Unit No of d Cartons	Lot No	Expiry Date	Donor Ref#
	y No of	Store	Search: Store

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

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

Air Froduct Cluss	ification 🔻				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

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

								Sean	+ ADD P	RODUCTS
	Inde	entor					Store			
Product Code	Product	Indent Quantity	Facility Balance	Current. Stock Quantity	Quantity Issued	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#
Accerseries										
× ACC063	Ambubag			30		Pcs				
× ACC002	BP Blade			200		Pos				

• Continue for every item.

#### 6.2.2. Issue against General Indent Invoice - Update Stock

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

SUE VOUCHE	R - CREATE/EDIT									
Issue Inv	oice#	Indentor	Indent#		Prepo	ared By			Date	
ISS-IND-0	0001/21-0002	250 Bodded TB Hospital, Sh., *	25487		Rohoo	d Arefin Amil		<u>.</u>	29/07/2021	11
Remarks	Ê.				Appro	oved By			Date	*
					Medio	al Officer (Ston	2)	+	29/07/2021	m
					Issue	d By			Date	٠
					// Modici	al Officer (Stor	01	7	29/07/2021	曲
									+ ADD F	PRODUC
		Indentor					Store	s	+ ADD F	PRÓDUCI
	Product	Indentor Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	Store No of Cartons	S Lot No		Dono
Code	Product	Indent		Stock		Unit	No of		earch: Expiry	Dono
Product Code Accerseries ACC063	Product	Indent		Stock			No of		earch: Expiry	Dono Ref#

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

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

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

PICK-INDENT		>
		Search
Indenti	Date	Facility
ND-R089/21-7422	26/07/2021	250 Bedded TB Hospital, Shyamoli, Dhaka-Urban, Dhaka
howing 1 to 1 of 1 entries		

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

IF VOUCHER	- CREATE/EDIT										
Issue Invo		Indentor 250 Bodded TB Hospital, S	•	Indent# IND-R089/21	1-7422		epared By ahad Arefin Amil			Date 29/07/2021	
Remarks							pproved By edical Officer (Store	2)		Date 29/07/2021	
							sued By edical Officer (Store	2)	1	Date 29/07/2021	m
										+ ADD P	RODU
		Indentor						Store	s	+ ADD P	RODUC
Product Code	Product	Indentor Ind Quan		Facility Balance	Current Stock Quantity	Quantit Issue		Store No of Cartons	S Lot No		Don Refi
	Product	Ind			Stock			No of		earch: Expiry	Don
Code	Product ZN Microscope	Ind			Stock	Issue		No of		earch: Expiry	Dor

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

## 6.2.4. Issue against General Indent - Edit

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

### 6.2.5. Issue against General Indent - Delete

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

## 6.2.6. Issue against General Indent - View

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

# 6.3. Issue Voucher Push

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

10/04/2021	To 10/07/2021	Facility NTP Central Warehouse *	+ ADD 🖻 VIEW 🖋 EDIT 🗶 DELETE 🔒 PRINT
ihow 10 v entrie	IS ,		Search:
SL.	Issue Date	Issue Invoice#	Issue To

## 6.3.1. Issue Voucher Push - Add

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

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

					RETURN TO LIST	SALE OF CE	PDATE STOCK	PRI
JE VOUCHER	- CREATE/EDIT							
Issue Invoi	ce#	Issue T	5		Prepared By		Date	•
ISS-PUSH-	001/21-0002	Select Is	sue To		Rahad Arefin Amil	7	29/07/202	1 11
Remarks					Approved By	•	Date	•
					Medical Officer (Stare)	*	29/07/202	1 11
					Issued By		Date	
				.Mi	Medical Officer (Store)		29/07/202	m 🛍
							+ A	DD PRODUC
						6	Search:	

- 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								
Issue Inv	olce#	* Issue To				Prepared By	•	Date	
ISS-PUSH	-C001/21-0002	250 Beds	led TB Hospital, Si	hyamoli, Dhaka	o-Urban *	Rahad Arefin Amil	1.70	29/07/2021	曲
Remarks						Approved By	•	Date	
						Medical Officer (Store)	*	29/07/2021	6
						Issued By		Date	
					.the	Medical Officer (Store)	*	29/07/2021	m
							s	+ AD	D PRODU
		Current			No of				

#### 6.3.1.2. Issue Voucher Push Invoice - Add Products

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

All Product		*		Sean	ch:		
Product Code	Product	Lot No	Expiry Date	Lot Quantity	DGDA NOC#	Donor Ref#	
Accerseries							1
ACC010	ZN Microscope			5,050			1
ACC103	Aluminium frame (18x60x4.1)			6,040			
ACC063	Ambubag			25			
ACC060	Aspiration system			30			
ACC029	Auto Clave machine			164			
ACC007	Auto voltage stabilizers			90			,
inowing 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.

							Search:	ADD PRODUCT
Product Code	Product	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Lot No	Expiry Date	Donor Ref#
ocerseries								
ACC002	BP Blode	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.

# 6.3.2. Issue Voucher Push invoice - Update Stock

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

						RETURN TO LIST	SAVE 🗎 UP	DATE STOCK	PRIN
JE VOUCHER	- CREATE/EDIT								
Issue Invo	lice#	Issue To				Prepared By		Date	•
ISS-PUSH-	-C001/21-0002	250 Bedd	ed TB Hospital, S	nyamoli, Dhaka	a-Urban *	Rahad Arefin Amil	12	29/07/2021	1 🗰
Remarks						Approved By	•	Date	*
						Medical Officer (Store)	ι.	29/07/2021	1 🗰
						Issued By		Date	
					. Ma	Medical Officer (Store)		29/07/2021	1 #
								+ AI	DD PRODUCT
							S	+ Al	DD PRODUCT
Product Code	Product	Current Stock Quantity	Quantity Issued	Unit	No of Cartons	Lot No			DD PRODUCT
	Product	Stock		Unit		Lot No		eorch:	
Tode	Product BP Blode	Stock		Unit Pcs		Lot No		eorch:	

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

### 6.3.3. Issue Voucher Push - Edit

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

## 6.3.4. Issue Voucher Push - Delete

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

## 6.3.5. Issue Voucher Push - View

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

# 6.4. Issue Approval

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

From 10/12/20		To 10/03/2022	District Gazipur		Fac All	ility	٣	V To be approved	i.		VIEW PR
show 10	✓ entries									Search:	
SL.	Issue Date	Issue Invoice#		Indentor		Indent#	Quar	ter	Year	District	Implementing Agency
ī	0 10/03/2022	ISS-PUSH-C001/22		50 Bedded Hospital, Tor Gazipur	ngi,					Gazipur	
2	0 10/03/2022	ISS-IND-C001/22-0		50 Bedded Hospital, Tor Gazipur	ngi,	IND-U483/22-0004				Gazipur	
3	0 31/01/2022	ISS-TB08-IND- C001/22-0001		Tongi UHC, Gazipur		IND-U485/22-0001	Q1: Jar	n-Mar	2022	Gazipur	BRAC

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

## 6.4.1. Issue Approve

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

ue Appr	oval											
									RETU	JRN TO LIST	APPROVE	PRI
ie Agoinst TB-	08 Indent -	CREATE/EDIT										
Issue Invo		* 22-0001	Distri		maentor	C, Gazipur		<b>repared By</b> Rahad Arefin A	mil	*	Date 31/01/2022	
Quarter Q1: Jan-Mar	*	<b>Year</b> 2022	*	Implementing Agency BRAC				hecked By 5.M. Forhad Pa	sha	•	Date 31/01/2022	
Indent# IND-U485/	22-0001			Remarks Supply Plan on TB-08 Inder	nt			pproved By	(Store)	•	Date 31/01/2022	<b>61</b>
								<b>isued By</b> Aedical Officer	(Store)	*	Date 31/01/2022	<b>#</b>
				N	umber of registe	red cases during t	e previous quart	er				
						Adults (>15 years						
All New/ P-, E	Cat-I Cas	ory-l = (a) es together (P gitis, Bone & ical TB)	*.	P+ve(b1)	P-ve	Re-treatme	nt = (b) EP(b3)		Meningitis, Bor Neurological TB		Total (b)	
			20	3		2		1		0		6
Child Co	at-I (Adul	t Formulation)	= <b>(c)</b> 5	Child Cat-I (Dis		Children (<15 year (lation) = (d)	2	Total Child	<5 Ye	ars Child Reg	istered for IPT (	<b>e)</b> 10
											+ ADD	PRODUC
			Indentor						Store			
Product Code	Prod	uct		Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued		No of Cartons	Batch/Lot Number	Expiry Date	Dono Ref#
ED001	4 FDC	(R150/H75/Z400	/E275)	15480	0	6000000	15480	Tab				
ED002	2 FDC	Adult (R150/H75	)	18000	0	500000	18000	Tab		lot-1	31/05/2022	
ED045	3 FDC	Child (R75/H50/Z	(150) DT	720	0	500000	720	тар				
ED046	2 FDC	Child (R75/H50) I	DT	1440	0	1000000	1440	D Tab				
ED011	Etham	butol 100 mg DT		360	0	200000	360	Tab				
D062	Levofle	oxacin 500 mg-FL	D	2160	0	200000	2160	Tab				
	Levofle	oxacin 250 mg-FL	D	4320	0	1000000	4320	Tab				
LD063		statem 200 mg re										

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

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

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <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> Adjustment Invoice submenu

rom		То		Facility	Store			
10/12/2021	<b>#</b>	10/03/2022	<b>#</b>	Barura UHC, Cumilla *	All	Ŧ	+ ADD VIEW	edit 🗶 delete 🔒 pri
now 10 v er	ntries							Search:
SL.	Adj.	Date		Adjustment Invoice#		To/ From	Adjustment Type	Amount
1	Оз	1/01/2022		ADJ-U078/22-0005		Barura UHC, Cumilla	Add to Stock	
2	0 0	1/01/2022		ADJ-U078/22-0004		Barura UHC, Cumilla	Return from DOTS Corner	
з	0 0	1/01/2022		ADJ-U078/22-0003		Barura UHC, Cumilla	Return to Main Store	
4	0 0	1/01/2022		ADJ-U078/22-0002		Barura UHC, Cumilla	Receive from Main Store	
5	0 0	1/01/2022		ADJ-U078/22-0001		Barura UHC, Cumilla	Issue to DOTS Corner	

# 6.5.1. Adjustment Invoice - Add

#### 6.5.1.1. Adjustment Invoice - Add Header

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

	mer let en une									
ISTMENT INVOICE - CREA	IE/EDIT									
Adjustment Invoice#	*	Adjustment Type	*	To/ From		*	Prepared By	*	Date	*
ADJ-U078/22-0006		Select Adjustment Type	٣	Select To/ From		٣	Select Prepared By	۳	10/03/2022	<b>#</b>
Remarks							Approved By	•	Date	٠
						11.	Select Approved By		10/03/2022	<b>6</b>
						111.				
						///.	Issued By	*	Date	
						///.		*	Date 10/03/2022	
v 10 v entries						///.	Issued By	*	10/03/2022	*
v 10 ∨ entries roduct Code	*	Product		urrent Stock Juantity	Quantity Adjusted		Issued By	Tonor	10/03/2022	•

- 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 🔒 U	PDATE STOCK	🔒 PRINT
DJUSTMENT IN	VOICE - CREATE/EDIT									
Adjustme	ent Invoice#	Adjustment Type	* To/ F	From	*	Prepared	Ву	*	Date	*
ADJ-U078	/22-0006	Issue to DOTS Corner	* Baru	ra UHC, Cumilla	Ŧ	Operator -	Barura UHC, Cumilla	Ψ	10/03/2022	<b>#</b>
Remarks						Approved	Ву	•	Date	•
					14.	Manager -	Barura UHC, Cumilla	Ψ	10/03/2022	
						Issued By			Date	•
							Barura UHC, Cumilla	Ψ.	10/03/2022	
								S	+ / Search:	ADD ITEN
Product Code	Product	Current Stock Quantity	Quantity Adjusted	Batch/Lot Number	Expiry Date		Donor Ref#	Unit Price	Line Total	Actio
				No data available ir	table					

#### 6.5.1.2. Adjustment Invoice - Add Products

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

MEDFLD	Search: (fdc	
MEDFLD	duet	
MED002 2 FD		
	C Adult (R15D/H75)	
FLD066 2 FD	C Adult (R150/H75) for TPT Treatment	
MED046 2 FD	C Child (R75/H50) DT	
MED004 3 FD	C Adult (R150/H75/E275)	
MED045 3 FE	C Child (R75/H50/Z150) DT	
MED001 4 FD	C (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.

JUSTMENT	T INVOICE - CREATE/EDIT								
Adjust	tment Invoice#	Adjustment Type	• To/	From		Prepared By	*	Date	
ADJ-U	078/22+0006	Issue to DOTS Corner	* Boru	ura UHC, Cumilla	*	Operator - Barura UHC, Cumilla	٣	10/03/2022	<b>#</b>
Remar	rks					Approved By	*	Date	*
					11.	Manager - Barura UHC, Cumilla	٣	10/03/2022	1
						Issued By	*	Date	*
						Operator - Barura UHC, Cumilla		10/03/2022	<b>#</b>
							5	+ ) Search:	ADD ITE
	Product	Current Stock Quantity	Quantity Adjusted	Batch/Lot Number	Expiry Date	Donor Ref#	Unit Price		
Code	Product	Current Stock Quantity	Quantity Adjusted		Expiry Date	Donor Ref#		Search:	
Code //EDFLD	Product 2 FDC Adult (R150/H75)				Expiry Date	Donor Ref#		Search:	Activ
Code //EDFLD //ED002		Quantity 200				Donor Ref#	Unit Price	Search:	Activ
Product Code MEDFLD MED002 MED004 MED004	2 FDC Adult (R150/H75)	Quantity 200 9				Donor Ref#	Unit Price	Search: Line Total	ADD ITE

- 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.

JUSTMENT	T INVOICE - CREATE/EDIT									
Adjust	ment Invoice# *	Adjustment Type	* То/	From	*	Prepared	Ву	1	Date	٠
ADJ-U	078/22-0006	Issue to DOTS Corner	* Ban	ıra UHC, Cumilla	٣	Operator -	Barura UHC, Cumilla	*	10/03/2022	<b>#</b>
Remar	ks					Approved	ву	•	Date	*
					lh.	Manager -	Barura UHC, Cumilla	*	10/03/2022	<b>#</b>
						Issued By	/	•	Date	*
						Operator -	Barura UHC, Cumilla	*	10/03/2022	<b>#</b>
								S	<b>+</b> A Search:	ADD ITEM
Product Code	Product	Current Stock Quantity	Quantity Adjusted	Batch/Lot Number	Expiry Date		Donor Ref#	Unit Price		ADD ITEM
	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:	Action
Code MEDFLD	2 FDC Adult (R150/H75)	Quantity 200 9	Adjusted				Donor Ref#	Unit Price	Search:	Action

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

## 6.5.2. Adjustment Invoice - Update Stock

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

JUSTMENT	T INVOICE - CREATE/EDIT									
	ment Involce# *	Adjustment Type	* To/ F Baru	<b>rom</b> a UHC, Cumilla		Prepared Operator - I	<b>By</b> Barura UHC, Cumilla		Date 10/03/2022	
Remar	ks					Approved	By	*	Date	*
					lh.		Barura UHC, Cumilla	.v	10/03/2022	<b>#</b>
						Issued By		•	Date	*
						Operator - I	Barura UHC, Cumilla		10/03/2022	<b>61</b>
									+	ADD ITE
									+ . Search:	ADD ITE
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 MEDFLD	Product 2 FDC Adult (R150)H75)				Expiry Date 2022-09-30		Donor Ref#		Search:	
Code MEDFLD MED002		Quantity 200	Adjusted				Donor Ref#	Unit Price	Search: Line Total	
	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.

# 6.6. Dispense

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

rom	То	Facility		Store			-		
10/12/2021	10/03/2022	Barura UHC,	Cumilla *	Main Store	*	+ ADD	VIEW	der Edit 💥	Delete P
								Search:	
now 10 v entries	Dispense Date		Dispense Invoice#			Recipient		Search:	
how 10 v entries			Dispense Invoice#			Recipient		Search:	

### 6.6.1. Dispense - Add

#### 6.6.1.1. Dispense Invoice - Add Header

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

					RET	TURN TO LIST	SAVE 🔒 u	IPDATE STOCK	PR
ISE INVOICE - CREATE/EDIT									
ispense Invoice# *	Recipient Group	•	Recipient +		Prepared By			Date	*
DIS-U078/22-0003	Select Recipient G	roup *	Select Recipient	*	Operator - Bar	ura UHC, Cumilla	*	10/03/2022	<b>#</b>
emarks					Approved By			Date	*
marks					Manager - Bar	ura UHC, Cumilla	٣	10/03/2022	<b>m</b>
					Issued By		*	Date	*
				11.	Operator - Bar	ura UHC, Cumilla	v	10/03/2022	6
10 v entries								+ Search:	ADD IT
duct A Product		Current Stock Quantity	Quantity Dispensed	Batch/Lot Number	Explry Date	Unit Price	Line Total	🕴 Donor Re	ef# 🔶
			No data	available in table					

- 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	*
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.

- 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	UPDATE STOC	
DISPENSE INVOICE - CREA	ATE/EDIT									
Dispense Invoice#	*	Recipient Group	•	Recipient +	*		ared By	*	Date	*
DIS-U078/22-0003		Govt. Field Staff	Ŧ	Field Staff	Ŧ	Opero	ator - Barura UHC, Cumilla	Ŧ	10/03/202	2 🛗
Remarks							oved By	*	Date	*
						Mana	iger - Barura UHC, Cumilla	Ŧ	10/03/202	2 🛗
					,	Issue		•	Date	•
					lh.	Opero	ator - Barura UHC, Cumilla	Ŧ	10/03/202	2 🛗
									(	+ ADD ITEMS
									Search:	
Product Code	Product			Current Stock Quantity	Quantity Dispe	nsed	Batch/Lot Number	Expiry Date	Done	or Ref#
				No data availabl	e in table					

#### 6.6.1.2. Dispense Invoice - Add Products

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

				:	Search:	
Product Code	Product	Batch/Lot Number	Expiry Date	Batch/Lot Quantity	DGDA NOC#	Dono Ref
MEDFLD						
/IED002	2 FDC Adult (R150/H75)		31/12/2021	7		
/ED002	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		
AED001	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.

							RETURN TO LIST	SAVE	≙ u	PDATE STOCK	PRI
PENSE INVOICE ~ C	REATE/EDIT										
Dispense Invoi	ce# *	Recipient Group	•	Recipient +	٠	Prep	ared By		•	Date	
DIS-U078/22-00	003	Govt. Field Staff		Field Staff	*	Opera	ator - Barura UHC, Cumille		٠	10/03/2022	
Remarks						Appr	oved By		٠	Date	*
						Mana	ager - Barura UHC, Cumille	3	7	10/03/2022	
						Issue	ed By			Date	
					11.	Opera	ator - Barura UHC, Cumilla		Ψ	10/03/2022	<b>#</b>
										+	ADD ITE
				Current Stock						Search:	ADD ITEN
Product Code	Product			Current Stock Quantity	Quantity Disp	ensed	Batch/Lot Number	Expiry Dat			
	Product				Quantity Disp	pensed	Batch/Lot Number	Expiry Dat		Search:	
EDFLD	Product 2 FDC Adult (R15	0/475)			Quantity Disp	pensed	Batch/Lot Number	Expiry Dat 30/09/2022	te	Search:	
Product Code EDFLD				Quantity	Quantity Disp	pensed	Batch/Lot Number		te	Search:	

- 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 Dimensional Enter the quantity you have issue
- 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.

						l	RETURN TO LIST	SAVE		DATE STOCK	🖨 PR
PENSE INVOICE - C	REATE/EDIT										
Dispense Invoi	ce# *	Recipient Group		Recipient +		Prepo	ired By			Date	*
DIS-U078/22-00	103	Govt. Field Staff	*	Field Staff	*	Opera	tor - Barura UHC, Cumillo			10/03/2022	<b>#</b>
Remarks						Appre	oved By		•	Date	*
			Man				Manager - Barura UHC, Cumilla 🔹			10/03/2022	<b>m</b>
						Issue	d By		•	Date	*
					11.	Opera	tor - Barura UHC, Cumillo	1 ¥		10/03/2022	66
										+	ADD IT
									Se	earch:	ADD ITE
Product Code	Product			Current Stock Quantity	Quantity Disp	pensed	Batch/Lot Number	Expiry Date			• ADD ITE
	Product				Quantity Disp	pensed	Batch/Lot Number	Expiry Date		arch:	
IEDFLD	Product 2 FDC Adult (R150/	H75)			Quantity Disp	bensed	Batch/Lot Number	Expiry Date		arch:	
Product Code MEDPLD X MED002 X MED004				Quantity	Quantity Disp		Batch/Lot Number			arch:	

• Continue for every item.

### 6.6.2. Dispense Invoice - Update Stock

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

PENSE INVOICE - C	REATE/EDIT									
Dispense Invoi	ce# *	Recipient Group	•	Recipient	* Pre	oared By			Date	*
DIS-U078/22-00	003	Govt. Field Staff	Ŧ	Field Staff	* Ope	rator - Barura UHC, Cumilla		Ψ	10/03/2022	<b>#</b>
Remarks					App	roved By		٠	Date	*
	indi ka				Mar	ager - Barura UHC, Cumilla		7	10/03/2022	1
						ed By		•	Date	*
					///. Ope	rator - Barura UHC, Cumilla		χ.	10/03/2022	6
									+	
										ADD ITE
								ŝ	+ Search:	ADD ITE
Product Code	Product			Current Stock Quantity	Quantity Dispensed	Batch/Lot Number	Expiry Date			
	Product				Quantity Dispensed	Batch/Lot Number	Expiry Dat		Search:	
EDFLD	Product 2 FDC Adult (R150	9/H75)			Quantity Dispensed		Expiry Data 30/09/2022		Search:	
Product Code IEDFLD IED002 IED004				Quantity					Search:	

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

# 6.6.3. Dispense - Edit

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

## 6.6.4. Dispense - Delete

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

### 6.6.5. Dispense - View

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

# 7. Others

# 7.1. Physical Inventory

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

From	To	Facility		
01/03/2021	19/09/2021	Dhamrai UHC, Dhoka *	÷	ADD VIEW Sedit X Delete
Show 10 v entries	Start Date		End Date	Search:
	O D1/05/2021		01/05/2021	

# 7.1.1. Physical Inventory - Add

#### 7.1.1.1. Physical Inventory - Add Header

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

Start Date		Prepared By	Approved By		End Date		E ST	ART PHYSICAL IN	NVENTOR
19/09/2021	<b></b>	Select Prepared By *	Select Approved	Ву *		0	1.0		
Product Group All Product Group	÷								
	Ŷ							Search:	

- 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.

						RETU	IRN TO LIST	PHYSICAL IN	PENTORY SUBMI		NT
Start Date 19/09/2021	Ó	Prepared By Operator - Baruro UHC, C *	Approved B Monoger - Bo	ly arura UHC, C *		End Date	Ö	Show Physi	cal Quantity Only		
Product Group All Product Group									Search:		
Product Code	Product		Lot No	Expiry Date	Don Refi		Physical Quantity (Usable)	Adjustment Quantity	Physical Quantity (Unusable)	Remarks	
C ACC010	ZN Microscope										1
C ACC103	Aluminium frame	: (18x60x4.1)					5				
C ACC063	Ambubog						0				
C 40000	Aspiration system	n.					5				

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

### 7.1.1.2. Physical Inventory - Entry

- You will see the list of product stock.
  - 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.**

						🥎 RETURN T	O LIST	PHYSICAL INVEN	TORY SUBMIT	
Start Date 19/09/2021	8	Prepared By Operator - Barura UHC, C., *	Approved By Monager - Bo	rura UHC, C., *	End Date			Show Physical (	Quantity Only	
Product Group All Product Group								s	earch: fdc	
Product Code	Product		Lot No	Expiry Date	Donor Ref#	Stock Quantity	Physical Quantity (Usable)	Adjustment Quantity	Physical Quantity (Unusable)	Remark
MED002	2 FDC Adult (R1	50/H75)				0			150	
MED002	2 FDC Adult (R1	50/H75)		30/09/2022		0	200	200		
🖾 🗙 MEDO04	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	

# 7.1.2. Physical Inventory - SUBMIT

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

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

						RETURN 1	TO LIST	PHYSICAL INVEN	TORY SUBMIT	PRINT
Start Date 19/09/2021	<i>i</i>	Prepared By Operator - Borura UHC, C	Approved By Monager - Ba	y nure UHC, C,	End Date 19/09/20			Show Physical C	Quantity Only	
Product Group All Product Group	*							s	earch: fdc	
Product Code	Product		Lot No	Expiry Date	Donor Refø	Stock Quantity	Physical Quantity (Usable)	Adjustment Quantity	Physical Quantity (Unusable)	Remarks
MED002	2 FDC Adult (R1	.50/H75)				0	o	0	150	
MED002	2 FDC Adult (R1	50/H75)		30/09/2022		0	200	200		
MED004	3 FDC Adult (R1	50/H75/E275)				0	a	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	Q	0	120	

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

## 7.1.3. Physical Inventory - Edit

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

# 7.1.4. Physical Inventory - Delete

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

## 7.1.5. Physical Inventory - View

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

# 7.2. Adjustment Invoice

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <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> Adjustment Invoice submenu

From		То		Facility	Store		A
10/12/2021	<b>#</b>	10/03/2022	<b>#</b>	Barura UHC, Cumilla *	All	+ ADD VIEW	PRIM
Show 10 ∨ e	entries						Search:
SL.	Adj	. Date		Adjustment Invoice#	To/ From	Adjustment Type	Amount
1	0 1	10/03/2022		ADJ-U078/22-0007	Barura UHC, Cumilla	Receive from Main Store	
2	0 1	10/03/2022		ADJ-U078/22-0006	Barura UHC, Cumilla	Issue to DOTS Corner	
з	0 3	31/01/2022		ADJ-U078/22-0005	Barura UHC, Cumilla	Add to Stock	
4	0 0	01/01/2022		ADJ-U078/22-0004	Barura UHC, Cumilla	Return from DOTS Corner	
5	0 0	)1/01/2022		ADJ-U078/22-0003	Barura UHC, Cumilla	Return to Main Store	
6	0 0	01/01/2022		ADJ-U078/22-0002	Barura UHC, Cumilla	Receive from Main Store	
7	0 0	)1/01/2022		ADJ-U078/22-0001	Barura UHC, Cumilla	Issue to DOTS Corner	

# 7.2.1. Adjustment Invoice - Add

#### 7.2.1.1. Adjustment Invoice - Add Header

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

						RETURN	TO LIST	SAVE	UPDATE S	тоск	PRINT
DJUSTMENT INVOICE - CREATE/ED	нт										
Adjustment Invoice# ADJ-0078/21-0003	•	Adjustment Type Select Adjustment Type		To/ From Select To/ From	ļ	Prepared By Select Prepared By			Date	9/2021	
Remarks					h	Approved By Select Approved By			Date	9/2021	
						Issued By Select Issued By			Dute	9/2021	
show 10 v entries									Dute	9/2021	
ihow 10 v entries Product Code	* )	Yroduct	0	Current Stock Quantity	Quantity Adjusted		Expiry Date		19/0	9/2021	NDD ITEM
		*roduct	0	Quantity		Select Issued By	Expiry Date	Danor	Search:	9/2021 + /	

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

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

USTMENT	INVOICE - CREATE/EDIT							
Adjustn	nent Invoice# *	Adjustment Type	To/ From	*	Prepared By	*	Date	
ADJ-U07	78/21-00D3	Add to Stock	Barura UHC, Cumilla		Manager - Barura UHC, Cumilla		19/09/2021	1
Remark	15				Approved By		Date	
				lli.	Manager - Barura UHC, Cumilla	•	19/09/2021	1
					Issued By		Date	
					Operator - Barura UHC, Cumilia		19/09/2021	-
							+	ADD I
							Search:	

#### 7.2.1.2. Adjustment Invoice - Add Products

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

Product Group All Product Group	*	
		Search: fdc
Product Code	Product	
NEDFLD		
/ED002	2 FDC Adult (R150/H75)	
FLD066	2 FDC Adult (R150/H75) for TPT Treatment	
MED046	2 FDC Child (R75/H50) DT	
/ED004	3 FDC Adult (R150/H75/E275)	
/ED045	3 FDC Child (R75/H50/Z150) DT	
//ED001	4 FDC (R150/H75/Z400/E275)	
howing 1 to 6 of 6 entries		

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

					RETURN TO LIS	T 🖺 SAVE	UPDATE STOCK	PRINT
DJUSTMENT	T INVOICE - CREATE/EDIT							
	ment Invoice# *	Adjustment Type Add to Stock	* To/ From Barura UH	HC, Cumilia +	Prepared By Manager - Barura UHC, Cur	nilia *	Date 19/09/2021	
Remar	ks			<i>"</i> #.	Approved By Manager - Barura UHC, Cur	nilla *	Date 19/09/2021	
					Issued By Operator - Barura UHC, Cur	nilia *	Date 19/09/2021	
							Search:	ADD ITEM
Product Code	Product	Quantity Adjusted	Lot No	Expliny Date	Donor Refa	Unit Price		ADD ITEM
Code	Product		Lot No	Expliny Date	Donor Refs	Unit Price	Search:	
Code MEDFLD	Product 2 FDC Adult (R1S0H75)		Lot No	Expiry Dete	Donor Ref#	Unit Price	Search:	Action
		Adjusted	Let No	Expliny Date	Denor Ref#	Unit Price	Search:	Action

- If adjustment invoice type is Deduct from Stock, Expired, Return to Supplier, Return to Warehouse and Transfer to Another Facility will see and apply following bullet points
- Automatic fill-up Current Stock Quantity and if having (Lot No, Expiry Date, Donor Ref#).

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

DJUSTMENT	TINVOICE - CREATE/EDIT							
1000	ment Invoice# *	Adjustment Type Add to Stock	* To/ From Boruro UH		Prepared By Manager - Barura UHC, Cumille	· ·	Date 19/09/2021	
Remor	ks			.lk	Approved By Manager - Barura UHC, Cumillo	· ·	Date 19/09/2021	
					Issued By Operator - Barura UHC, Cumilio	•	Date 19/09/2021	
							Search:	ADD ITEN
Product Code	Product	Quantity Adjusted	Lot No	Expiry Date	Donor Ref#	Unit Price		ADD ITEM
Code	Product		Lot No	Expiry Date	Donor Refit		Search:	
Code MEDFLD	Product 2 FDC Adult (F150/H75)		Lot No	Expiry Date 31/12/2021	Donor Ref#		Search:	
		Adjusted	Lot No		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.

### 7.2.2. Adjustment Invoice - Update Stock

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

					RETURN TO LIS	n 🖾 SAVE 🔒	UPDATE STOCK	PRIN
DJUSTMENT	INVOICE - CREATE/EDIT							
	ment Invoice# *	Adjustment Type Add to Stock	To/ From	n · · · · · · · · · · · · · · · · · · ·	Prepared By Manager - Barura UHC, Cur	allio -	Date 19/09/2021	
Remar	ks				Approved By Manager - Barura UHC, Cur	nilio *	Date 19/09/2021	
					Issued By Operator - Barura UHC, Cur	nilio () (*	Date	
							+ Search:	ADD ITEM
Product Code	Product	Quontity Adjusted	Lot No	Expiry Date	Donor Ref≇	Unit Price		
	Product		Lot No	Expiry Date	Donor Ref#	Unit Price	Search:	ADD ITEM
Code MEDFLD	Product 2 FDC Adult (R150/H75)		Lot No	Expiry Date	Donor Ref#	Unit Price	Search:	Action
Code		Adjusted 50	Lot No		Denor Ref#		Search:	Action

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

# 7.2.3. Adjustment Invoice - Edit

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

# 7.2.4. Adjustment Invoice - Delete

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

# 7.2.5. Adjustment Invoice - View

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

# 7.3. Ad Hoc Distribution Plan

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <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>Ad Hoc Distribution Plan submenu

From	To	Facility	+ ADD 📄 VIEW 🖋 EDIT 🗙 DELETE 🔒 PRIN
19/06/2021	19/09/2021	NTP Central Warehouse *	T ADD E VIEW FEDIT X DELETE
Show 10 Y entries			Search
show to + churcs			
SL.	Plan Dat		
36			

# 7.3.1. Ad Hoc Distribution Plan - Add

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

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

			RETURN TO LIS	r 🖹 SAVE	PRI
oc Distribution Plan Entry/Edit					
Plan ID	Remarks	Prepared By		Date	
ADHOC-PLAN-C001/21-0001		Rahad Arefin Amil		19/09/2021	8
		Checked By		Date	*
		S.M. Forhad Pasha	•	19/09/2021	1
		Approved By		Date	
		Medical Officer (Stor	e) *	19/09/2021	前

- 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.

HOC DISTRIBUTION PI	an Entry/Edit							
Plan ID	* Remarks				pared By	•	Date	
ADHOC-PLAN-	C001/21-0001			Rah	ad Arefin Amil		19/09/2021	8
				Che	cked By		Date	
				S.M	. Forhad Pasha	•	19/09/2021	8
				App	proved By		Date	
				Med	dical Officer (Store)		19/09/2021	
	Search:							
Product Code	Product	Balance	Prod	uct Code	Product			Balanc
Accerseries			^		No data avail	oble in table		
ACC010	ZN Microscope	7						
ACC105	Dell Latitude 3301 Laptop with Bog. Adapter & HP Wireless Mouse	481						
Lab Consumable			>					
LAB046	Consumable Kit LED	892	<					
LAB037	Consumable Kit ZN	1,089						
LAB048	Falcon Tube	209,940						
LAB036	GeneXpert Cartridge	109,050						
			V					

#### 7.3.1.2. Ad Hoc Distribution Plan - Items

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

	Search:			Selected Products:		
Product Code	Product	Balance		Product Code	Product	Balance
ab Consumable			^	ACC010	ZN Microscope	
.AB046	Consumable Kit LED	892		ACC105	Dell Latitude 3301 Laptop with Bog. Adapter & HP Wireless Mouse	48
AB037	Consumable Kit ZN	1,089			- VVIICICSS MOUSE.	
.AB048	Falcon Tube	209,940	>	1		
_AB036	GeneXpert Cartridge	109,050	<			
.ab Equipment						
1.6.0						
AB047	GeneXpert System 4 Modules with Laptop	59				
	GeneXpert System 4 Modules with Laptop LED-Microscop	59 461				

- 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	÷	* Dhaka *		Facility Type UPAZILA					
				Search:		Selected Facilitie	es: 3		
Division	District	Facility	Facility			Division	District	Facility	
JPAZILA						UPAZILA			
Dhaka	Dhaka	Nawabganj UHC	Nawabgonj UHC, Dhaka			Dhaka	Dhaka	Dhamrai UHC, Dhaka	
Dhaka	Dhaka	Savar UHC, Dha	Savar UHC, Dhaka			Dhaka	Dhaka	Dohar UHC, Dhoka	
					×	Dhaka	Dhaka	Keranigonj UHC, Dhaka	
iowing 1 to 2 c	of 2 entries								

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

	Focility	10120		
Product		AMC	Facility Balance	Planned Issue Quantity
	Dhamral UHC, Dhaka		o	
	Dohar UHC, Dhaka		0	
	Keranigonj UHC, Dhaka		0	
Dell Latitude 3301 Laptop with Bag, Adapter & $HP$ Wireless Mouse			O	
ter & HP Wireless Mouse	Dahar UHC, Dhaka		0	
ter & HP Wireless Mouse	Keranigonj UHC, Dhaka		0	
	ter & HP Wireless Mouse ter & HP Wireless Mouse ter & HP Wireless Mouse	Keranigonj UHC, Dhaka ter & HP Wireless Mouse Dhamrai UHC, Dhaka ter & HP Wireless Mouse Dohar UHC, Dhaka	Keranigonj UHC, Dhoka       ter & HP Wireless Mouse       Dohamral LIHC, Dhoka       ter & HP Wireless Mouse       Dohar UHC, Dhoka	Keraniganj UHC, Dhaka     0       ter & HP Wireless Mouse     Dhamral UHC, Dhaka     0       ter & HP Wireless Mouse     Dohar 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.**

					RETURN TO LIST	SAVE	
Hoc Distribution Plan Entry/Edit							
Plan ID * ADHOC-PLAN-C001/21-0001	Remarks		lh	Prepared By Rahad Arefin Amil		* Date * 19/09/2021	
				Checked By S.M. Forhad Pasha	.*	Date 19/09/2021	
				Approved By Medical Officer (Store		Date 19/09/2021	
					1	Langurant	
Facility Type All	Facility All		Product All				
Product		Facility		AMC	Facility Balance	Planned Issue	e Quantity
ZN Microscope		Dhamrai UHC, Dha	Ka		0		j.
ZN Microscope		Dohar UHC, Dhaka			0		
ZN Microscope		Keronigonj UHC, Dh	aka		o		
Dell Latitude 3301 Laptop with Bag, Ad	opter & HP Wireless Mouse	Dhamrai UHC, Dha	κα		0		
Dell Latitude 3301 Laptop with Bag, Ad	opter & HP Wireless Mouse	Dohar UHC, Dhoka			0		
	opter & HP Wireless Mouse	Keronigonj UHC, Dh	aka		0		

• Continue for every item.

## 7.3.2. Ad Hoc Distribution Plan - Generate Invoice

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

- 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	T SAVE	PR
Ad Hoc Distribution Plan Entry/Edit	ŧ							
Plan ID ADHOC-PLAN-C001/21-00		Remarks		A	Prepared By Rohad Arefin Amil		Date 19/09/2021	
					Checked By S.M. Forhod Pasha	,	Date 19/09/2021	
					Approved By Medical Officer (Store)		Date 19/09/2021	
Facility Type All		Facility All		Product All				
Product			Facility		AMC	Facility Balance	Planned Issue	Quantit
ZN Microscope			Dhamral UHC, Dhaka			0		
ZN Microscope			Dohar UHC, Dhoka			0.5		
ZN Microscope			Keronigonj UHC, Dh	jaka		0		
Dell Latitude 3301 Laptop with	h Bog, Adaptr	er & HP Wireless Mouse	Dhamral UHC, Dhak	κα		0.5		
Dell Latitude 3301 Laptop with	h Bog, Adaptr	er & HP Wireless Mouse	Dohar UHC, Dhoka			0;		
Dell Latitude 3301 Laptop wit	h Bog, Adapti	er & HP Wireless Mouse	Keronigonj UHC, Dh	aka		0		

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

From		To	Facility	У	+ ADD VIEW & EDIT X DELETE D P
19/06/2021	雦	19/09/2021 🟥	NTP Ce	entral Warehouse *	+ ADD VIEW & EDIT X DELETE
ihow 10 v en		Issue Date		Issue Invoice#	Search:
1	0	0 19/09/2021		ISS-PUSH-C001/21-0003	Keraniganj UHC, Dhaka
2	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

#### 7.3.3. Ad Hoc Distribution Plan - Edit

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

# 7.3.4. Ad Hoc Distribution Plan - Delete

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

## 7.3.5. Ad Hoc Distribution Plan - View

- When the Ad Hoc Distribution Plan 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

# 8. Settings

# 8.1. Users

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <a href="http://elmis.ntp.gov.bd">http://elmis.ntp.gov.bd</a> 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	ral UHC, Dhaka					
	× entries				Seorch:	
SL#	Facility	User Name	User Id	Email	Contect#	
1	Dhamral UHC, Dhaka	Manager - Dhamral UHC, Dhaka	MANU139	MANU139@gmail.com		Ø
2	Dhamrai UHC, Dhaka	Operator - Dhamral UHC, Dhaka	OPRU139	OPRU139@gmail.com		Ø

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

		🅎 Back to List
Jser Entry Form		
	Passwerd	
	Confirm Password	
	User Name * Manager - Dhannal UHC, Dhoka	
	Email ▲ MANU139⊜gmail.com	
	Contect#	
	Submit Cancel	

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

# 8.2. Products

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <a href="http://elmis.ntp.gov.bd">http://elmis.ntp.gov.bd</a> 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					
	<b>y Name</b> entral Warehouse		Classification t Classification * All Product Sub Group			EXCEL
how 10	✓ entries			s	earch:	
SL#	Sub Group	Product Code	Product Name	Short Name	Unit Name	Cost
Accerserie	s					
1	Accerseries	ACC045	MRP 46402 CFI	MRP 46402 CFI	Pcs	0
2	Accerseries	ACC064	UV Light	UV Light	Pcs	0
з	Accerseries	ACC096	Compact hepa filter	Compact hepa filter	Pcs	0
4	Accerseries	ACC013	Drying rack	Drying rack	Pcs	0
5	Accerseries	ACC026	Leed Apron	Leed Apron	Pcs	0
6	Accerseries	ACC100	Exhaust hepa filter (1.8. ABS class 2)	Exhaust hepa filter (1.8. ABS class 2)	Pcs	0
7	Accerseries	ACC077	Lens Paper	Lens Paper	boxes	C

- 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

# 8.3. Health Facility

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <a href="http://elmis.ntp.gov.bd">http://elmis.ntp.gov.bd</a> 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	District	Upazila		Facility Level	Facility Type	
All Division	All District	All Upozia		All Facility Level	All Facility Type	
All eLMIS	Site NON eLMIS Site				S Wop	
how 25 v ent	ries				Search	
Facility Code	Fadility Name	Facility Type	Division Name	District Name	Upazila Name	Action
CS Office						
5001	Civil Surgeon Office, Barguna	CS Office	Borisol	Borguna	N/A	0
\$002	Civil Surgeon Office, Barishal	CS Office	Borisol	Barishal	N/A	0
5003	Civil Surgeon Office, Bhola	CS Office	Borisol	Bhola	N/A	0
S004	Civil Surgeon Office, Jholakathi	CS Office	Borisol	Ihelakothi	N/A	0
s005	Civil Surgeon Office, Potuokholi	CS Office	Borisol	Patuokholi	N/A	0
S006	Civil Surgeon Office, Pirojpur	CS Office	Borisol	Pirojpur	N/A	0
5007	Civil Surgeon Office, Bandarban	CS Office	Chittogong	Bandarban	N/A	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.

# 8.4. Suppliers

- 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>Suppliers submenu

Suppl	iers						
					+ ADD		IXCEL
ihow 25	✓ entries					Search:	
SLØ	Supplier Name	Supplier Address	Country	Contract Name	Contact No	Fax	Ernail
18	Central Medical Stores Depot(CMSD)		Bangladesh				
2	Demo Supplier		Bongladesh		01885687655		
з	Essential Drugs Company Limited	395-397, Tejgaan Industrial Area, Dhaka-1208	Bangladesh		(88-02-9130489-90,)88-02-8151080	+880-2-58155459	edcl@bttl
4	Sea International Agencies Ltd.	Alam Tower, 9th Floor, Room#1009-1010, 12 DIT Avenue, Motifheel, C/A.Dhoko-1000	Bonglodesh		01711347828, +8802-9559102		
5	Supplier -1		Bongladesh		01875895874		
6	Supplier 2		Bangladesh		2555		

#### 8.4.1. Suppliers - Add

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

	A BACK TO LIST
Country Bangladesh	
Contact Name	
Fax input turns	
URL Input here	
	Contact Name again here Fox separt here URL

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

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

#### 8.4.2. Suppliers - Edit

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

#### 8.4.3. Suppliers - Delete

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

#### 8.4.4. Suppliers - Print and Export

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

### 8.5. Recipients

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <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, Dhoka		+ /	ADD B PRINT
w 25	♥ entries			Search:
SLØ	Facility Name	Recipients Group	Recipients	Action
1	Dhamral UHC, Dhoka	Facility Department	Word-1	<b>Ø</b> 8
2	Dhannrai UHC, Dhoko	IFD	IPD-D	0 0

#### 8.5.1. Recipients - Add

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

Facility	×.
Select Facility	
Recipients Group	
Select Recipients Group	*
Recipients	

- 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**.

#### 8.5.2. Recipients - Edit

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

#### 8.5.3. Recipients - Delete

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

#### 8.5.4. Recipients - Print and Export

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

# 8.6. Default Signatory

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <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, Dhoko			
Add Default Signatory			
	Approved By Manager - Dhamrol UHC, Dhaka	Facility Head Name	
	Checked By Monager - Dhamrai UHC, Dhoko	Focility Head Contoct#	
	Issued By Operator - Dhamrai UHC, Dhoke	Storekeeper Nome	
	Prepared By Operator - Dhamrai UHC, Dhaka	Storekeeper Contact#	
	Received By Operator - Dhamral UHC, Dhake		

### 8.6.1. Default Signatory – Add/Change

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

dd Default Signatory			
	Approved By Manager - Dhamrai UHC, Dhaka	Focility Head Name	
	Checked By Monager - Dhamrai UHC, Dheka	Facility Head Contact#	
	Issued By Operator - Dhamrol UHC, Dhoka	Storekeeper Name	
	Prepared By Operator - Dhamral UHC, Dhaka	Storekeeper Contact# Input sem	
	Received By Operator - Dhomrai UHC, Dhoko		

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

And enter the facility

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

# 9. Reports

# 9.1. Stock Status (Usable)

- Go to an internet browser Google Chrome, Firefox etc.
- Type the URL of <a href="http://elmis.ntp.gov.bd">http://elmis.ntp.gov.bd</a> 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		Store			Product	Classif		Stock Date		
50	Bedded Hospi	tal, Tongi, Gazipur 🔹	All		¥	All		٠	10/03/2022		<b></b>
0	SHOW ALL	○ SHOW ZERO	SHOW N	ON-ZERO							
						PRI	NT				
how 1	0 v entries			Se	earch:			Batch/Lot Number	Expiry Date	Donor	Usable Qty
SL.	Product	Product Name		Usable	Unit Price	P	Line	DuttivEot Humber	copity butt	Ref#	Osubic Qty
	Code			Qty			otal				5
Accers	eries							Showing 1 to 1 of 1 entries			
							0				
2	ACC103	Aluminium frame (18x60x4.1)		6		0	0				

### 9.1.1. Stock Status (Usable)

- After Selecting, you will see the Stock Status (Usable). This report current stock position of all the items.
- Shows a list of current item groups in database. A label below shows the total number of items under the selected group. Balance Date is used to give a filter date for which stock position is shown.
- This report shows the facility data of a specific date entered from health facility. The report has the following filter criteria:
  - 1. Facility: select a facility
  - 2. **Product Classification:** select all or A Facility
  - 3. Stock Date: Today's date will auto fill, change if required.
  - 4. **SHOW ALL:** Select the radio button for showing zero and non-zero stock items
  - 5. SHOW ZERO: Select the radio button for showing only zero stock items
  - 6. SHOW NON-ZERO: Select the radio button for showing non-zero stock items
- Items table has the following fields:
  - 1. **Product Code:** Product Code
  - 2. Product Name: Product Name
  - 3. Usable Quantity: shown the product stock quantity on the specific date.
  - 4. Unit Price: shown unit Price
  - 5. Line Total: shown total price of the product stock
- Item stock with lot table following fields:
  - 1. Lot No: Product lot number
  - 2. Expiry Date: Product expiry date
  - 3. Donor Ref#: Shown the Donor ref# of a product
  - 4. **Quantity:** Quantity of the product lot.

#### 9.1.2. View Stock Status (Usable) of a Specific Date

• If you want to view stock status of all items, select '(All)' from Item Group Combo If you want to view a specific group, select the group name from the combo.

- Initially Balance Date is filled with today's date and stock status for that date is presented.
- Type in the desired date in Balance Date field to get the stock status of that date.
- Selected 'Show Only Non-Zero Stock'.

#### Search and find an Item

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

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

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

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

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

# 9.2. Stock Status (Unusable)

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

	t <b>ility</b> Tura UHC, Cum		duct Classification	*					
Show 1	.0 v entries			Search:		Batch/Lot Number	Euroine Data	Donor	Batch/Lot Q
SL.	Product	Product Name	Unusable	Unit Price	Line Total	Batch/Lot Number	Expiry Date	Ref#	(Unusabl
52.	Code	Houdet Hume	Qty	Unit Thee	Line rotar				:
MEDFL	.D					Showing 1 to 1 of 1 entries	5		
		2 FDC Aduit (R150/H75)			o				
2	MED004	3 FDC Adult (R150/H75/E275)	350	0	0				
3	MED001	4 FDC (R150/H75/Z400/E275)	120	0	0				

# 9.2.1. Stock Status (Unusable)

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

- 1. Product Code: Product Code
- 2. Product Name: Product Name
- 3. Unusable Quantity: shown the product stock unusable quantity on the specific date.
- 4. Unit Price: shown unit Price
- 5. **Line Total:** shown total price of the product stock
- Item stock with lot table following fields:
  - 1. Lot No: Product lot number
  - 2. **Expiry Date:** Product expiry date
  - 3. Donor Ref#: Shown the Donor ref# of a product
  - 4. **Quantity:** Quantity of the product lot.

### 9.2.2. View Stock Status (Unusable) of a Specific Date

- If you want to view stock status of all items, select '(All)' from Item Group Combo If you want to view a specific group, select the group name from the combo.
- Initially Balance Date is filled with today's date and stock status for that date is presented.

• Type in the desired date in Balance Date field to get the stock status of that date.

#### Search and find an Item

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

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

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

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

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

### 9.3. Stock Reports

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

#### 9.3.1. Product Stock Report

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

Facility		Product Classification	is	Stock	Date			
Barura UHC, C	Cumilla	* All	۳ h	ION ZERO	v 10/03/2022	ť		
Stock Status	Table					Print	Excel	CSV
how 10 Y e	ntries						Search:	
Division  🍦	District 🕴	Facility	Product Classification	Product Code	Products \$	Quantity 🗍	Unit Price (BDT)	Total (BDT)
Chittagong	Cumilla	Barura UHC, Cumilla	Accerseries	ACC010	ZN Microscope	50	0	
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.

#### 9.3.2. Product Lot Stock Report

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

Facility	Product	t Classificat	ion	Prov	duct				
Barura UHC, Cumilla	* All	clussificat	*	All		*			
Product Lot Stock Report	Table							Print X Exc	el 🖻 CSV
how 10 v entries								Search:	
Product Code	Batch/Lot Number	\$	Expiry Date	¢	Donor Ref#		Unit Price (BDT) ≑	Total (BDT) 🔶	Quantity
Barura UHC, Cumilla									
ZN Microscope									
ACC010							0	0	5
Aluminium frame (18x60x4.1)									
ACC103							0	0	2
2 FDC Adult (R150/H75)									
MED002			31-12-2021				0	0	
MED002			30-09-2022				0	0	19

- 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.

#### 9.3.3. Facility Dashboard

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

Facility Stock Dashb Sunday, October 10, 2021, 8:		Division		District All	2	Facility NTP Central Warehouse	
acility ID Facility N 2001 NTP Cen Division/District/Upazila/Area Dhaka - Dhaka - N/A	tral Warehouse		QUARTER END REPORT 22-2021 Q3-2021 ISUBMIT GENERATE		56 RODUCTS	47 NON-ZERO PRODUCTS	Saturday, Oct 09, 2021, 11:00 AM LAST ACTIVITY
BALANCE OF MAJOR COM	IODITIES			<b>D</b> ^	ISSUE/DISPENS	E TREND 6 MONTHS	
28,718,800 2 FDC Adult (R150W/79		668,648 Child (1175/1450) (21	2,022,85 3 FDC Child (R7584507		60,000 50,000 40,000		
28,893,380 4 FDC (R150H75/2400/E		13,701 Noutel 100 mg DT	5,000,00 Ethombutol 400 mg		20,000 10,000 0	Oct 2021	Sep 2021
1,821,875 Isoniazid 100 mg DT-IP		84,674 azid 300 mg-FLB	Levofloxacin 100 mç	-∓LD	- 2 FDC	xacin 500 ma-FLD 🔶 4 FDC (	R150/H75/Z400/E275) d 100 mg DT-IPT child (R75/H50/Z150) DT
		1,580		v			
ACTIVITIES NOT UPDATED 0 International Purchase	TO STOCK O Receive D		0 ceive from Supplier		OMPLETED THIS M O onal Purchase	ONTH O Receive Donatoin	0 Receive from Supplier
2 Issue Against TB 08 Inder O Adjustment	0 nt Issue against G		0 sue Voucher Push		1 nst TB 08 Indent 0 iustment	0 Issue against General Indent	0 Issue Voucher Push
PENDING GENERAL INDEN	rŏ		R	PENDING TB	08 INDENT		
	Facility Nam	e	Action	Indent#	Date	Facility Name	Action
Indent# Date		spital, Tongi, Gazipur	DETAILS	IND- U228/21-00	07/10/2021	Islampur UHC, Jamalpur	DETAILS
Indent# Date IND- 01/10/2	2021 50 Bedded Ho			IND-		Adhunik Medical College Hospital-	

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

#### 9.3.4. Receive Details Report

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

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

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

#### 9.3.5. Issue Details Report

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

e Details Report 🚯							
Facility Level TB Warehouse	Facility     NTP Central Warehouse	-	Start Date 01/03/2022		End Date 10/03/2022		
15 Wilehouse	NIT Central Warehouse		01/03/2022		10/05/2022		
Product Classification	Product		Transaction Type				
All	All	*	All	*			
Issue Details Report Table					[	Print 🔀 Excel	CSV
how 10 v entries						Search:	
Indentor/Issue To	Issue Invoice	Issue Dat	e 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	09-03-202	2 3522			1,220	1,220
50 Bedded Hospital, Tongi, Gazipur	ISS-IND-C001/22-0003	10-03-202	2 3522			500	500
50 Bedded Hospital, Tongi, Gazipur	ISS-PUSH-C001/22-0002	10-03-202	2 lot-1	2022-0	5-31		200
2 FDC Adult (R150/H75) for TPT Treatm	ent						
50 Bedded Hospital, Tongi, Gazipur	ISS-IND-C001/22-0003	10-03-202	2			300	300
2 FDC Child (R75/H50) DT							
Barura UHC, Cumilla	ISS-TB08-IND-C001/22-0009	09-03-202	2			1,440	1,440
50 Bedded Hospital, Tongi, Gazipur	ISS-IND-C001/22-0003	10-03-202	2			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.

#### 9.3.6. Adjustment Details Report

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

Facility Level		Facility			Start I	Date		End Date			
TB Facility	*	All		*	01/03/			10/03/2022			
Adjustment Ty All	vpe *	Product Cle	assification	•	Produc	t	•				
Adjustment De	etails Report Table								Print	Excel	CSV
now 10 v entr	ries									Search:	
To/ From	Adjustment Invoice	Invoice Date	Adjustment Type	Proc	duct e	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity Adjusted	Unit Price (BDT)	Total (BDT)
Barura UHC, Curr	nilla										
MEDFLD											
2 FDC Adult (R15	60/H75)										
Barura UHC, Cumilla	ADJ- U078/22-0007	10-03-2022	Receive from Main Store	MEDO	002		30-09-2022		50		
Barura UHC, Cumilla	ADJ- U078/22-0006	10-03-2022	Issue to DOTS Corner	MEDO	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	MEDO	004		31-10-2022		200		
Barura UHC, Cumilla	ADJ- U078/22-0007	10-03-2022	Receive from Main Store	MEDO	004				5		
Barura UHC, Cumilla	ADJ- U078/22-0006	10-03-2022	Issue to DOTS Corner	MEDO	004				5	0	
Barura UHC, Cumilla	ADJ- U078/22-0006	10-03-2022	Issue to DOTS Corner	MEDO	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.

## 9.3.7. Inventory Control Register (ICR)

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

		- · · ·									
Start Date		End Date			acility			Product Classifie	cation		
01/03/2022	<u></u>	10/03/2022		Ê	Barura UHC, Cu	nilla	*	All		¥	
Product											
All	*										
nventory Co	ntrol Register (ICR)								🔒 Pri	nt 🔀 Excel	🗎 CSV
										Search:	
Invoice Date	Origin/Destination		Invoice No	Receive	Issue	Balance	Batch/Le Number		Donor Ref#	Observations	Signature
Facility: Barura	UHC, Cumilla										
Product: ZN Mi	croscope										
01/03/2022	-		[Prev Balance]	50	0	50					
Product: 2 FDC	Adult (R150/H75)										
01/03/2022	-		[Prev Balance]	214	0	214		30/09/2022			
10/03/2022	Barura UHC, Cumilla		ADJ- U078/22-0006	0	50	164		30/09/2022		Issue to DOTS Corner	
10/03/2022	Barura UHC, Cumilla		ADJ- U078/22-0007	50	0	214		30/09/2022		Receive from Main Store	
10/03/2022	Field Staff		DIS- U078/22-0003	0	10	204		30/09/2022		Dispense from DOT Corner	

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

# 9.3.8. Inventory Control Register Unusable (ICR)

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

Division												
		District			acility				duct Classificati	on		
All	Ŧ	All		Ψ E	Barura UHC, Curr	illa	Ŧ	All			*	
Product		Start Date			nd Date							
All	Ŧ	01/03/2022		<b></b>	10/03/2022		Ê					
nventory Cont	rol Register (ICR) Unus	able								Pri	int 🔀 Excel	🖹 csv
inventory com	for Register (ICR) onus	able										
											Search:	
Invoice Date	Origin/Destination		Invoice No	Receive	Issue	Balance	Batch Numb		Expiry Date	Donor Ref#	Observations	Signature
<b>acility:</b> Barura U	HC, Cumilla											
Product: 2 FDC A	dult (R150/H75)											
01/03/2022	-		[Prev Balance]	15	0 0	150						
Product: 3 FDC A	dult (R150/H75/E275)											
01/03/2022			[Prev Balance]	35	0 0	350						
Product: 4 FDC (F	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.

#### 9.3.9. Dispense Report

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

Dispense	Repo
----------	------

Facility		Start Date			End Date		Recip	ient Group		
Barura UHC, Cumilla	*	01/03/2022		Ê	10/03/2022	1	All		*	
Recipient		Product Class	sification		Product		Store			
All		All			All	· ·	All			
now 10 v entries									Searc	th:
Facility	Recipient Group	Recipient	Dispense Date	P	roduct	Batch/Lot Nu	ımber	Expiry Date	Donor Ref#	Quantity Dispensed
Facility										
MEDFLD	Govt. Field Staff	Field Staff	10-03-2022	2 F	DC Adult (R150/H75)			30-09-2022		10
MEDFLD Barura UHC, Cumilla Barura UHC, Cumilla	Govt. Field Staff Govt. Field Staff	Field Staff	10-03-2022 10-03-2022		DC Adult (R150/H75) DC Adult (R150/H75/E275)			30-09-2022 31-10-2022		10

- This form presents Dispense Report of all the items. The report has the following filter criteria:
  - 1. Facility: By default, selected your facility. Select a facility from dropdown list.
  - 2. **Start Date:** The first day of the month will auto fill, change if required.
  - 3. End Date: Today's date will auto fill, change if required
  - 4. Recipient Group: Select All or a recipient group.
  - 5. **Recipient:** Select all or a recipient.
  - 6. Product Classification: By default, selected Product Classification DGHS.
  - 7. Product: Select All or a product from dropdown list.
  - 8. **Store:** Select All or a Store from dropdown list.
- The table has the following columns:
  - 1. **Dispense Date:** Show dispense date.
  - 2. Product Code: Show product code.
  - 3. Lot No: Show product lot number.
  - 4. **Expiry Date:** Show product Expiry Date.
  - 5. Donor Ref#: Show product Donor Ref number.
  - 6. Quantity Dispense: Show dispense quantity.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

## 9.3.10. Going to Expire Lots Report

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

Facility L	evel		Facility		Product Classificatio	n	Product			
TB Wareho	ouse	* NTP Central Warehouse *		All	*	All		*		
Start Dat										
10/03/202	2	30/09/2023								
now 10 v		Report Table						Pri	Search:	CSV
- now 10 ~	entries		Product	Product	Batch/Lot	Expiry	Donor		Search: Unit Price	Total
		Report Table Facility	Product Code	Product	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity	Search:	
iow 10 v Division	entries			Product					Search: Unit Price	Total
- now 10 ~	entries			2 FDC Adult (R150/H75)					Search: Unit Price	Total

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

# 9.3.11. Physical Inventory Details Report

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

Facility	Start Date	E.C.		End Date	Pr	oduct Classification	
All	* 01/03/2022	1	Ê	10/03/2022	É Al	I	*
Product All	*						
Physical Inventory Det	ails Report					Pri	nt Excel CSV
	Product	Start 0	End Date	Stock Quantity 🕴	Physical Quantity (Usab	ele) 🕆 Adjustment Quantity 🖗	Physical Quantity (Unusable)
Product Classification 🕴							
Product Classification 🖗							
haliajuri UHC, Netrakona	2 FDC Adult (R150/H75)	01-03-2022	07-03-2022	0	200.	,000 200,000	c
			07-03-2022 07-03-2022	0	200,		0

- 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.

## 9.3.12. Facility Contact Report

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

Division		District		Facility Type All			
Facility Contact	Report					Print	🕅 Excel 🕅 CSV
how 10 v entri	15					Sear	ch
Division 1	District	Facility Id	Facility Name		Focility Type	Facility Head	Storekeeper
Barlsol	Borguna	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	D001	CDC Barishal, Barishal		CDC		
Barisal	Barishal	R001	BRAC, Barishal-Urbon, B	Barishal	URBAN		
Borisol	Barishal	R002	Centrol Jail. Barishal-Urb	an, Barishal	URBAN		
Borisol	Barishal	R130	Prison, Barishal-Urban, I	Barishal	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.

## 9.3.13. TB-08 Product List

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

08 Product List 🚯								
TB-08 Product List		Print Excel						
Show 10 🛩 entries		Search						
Came Code 🕴	Item Nome	Settings ID	Sort Order 🕴	Is Editable				
FLD062	Levofloxacin 500 mg	2	6					
FLD063	Levofloxacin 250 mg	2	7					
FLD064	Levofioxacin 100 mg	2	8					
MED001	4 FDC (R150/H75/E275/Z400)	2	1					
MED002	2 FDC-Adult (R150/H75)	2	2					
MEDDD6	Isoniazid 100 mg for IPT (Dispersible)	2	10	Î				
MED007	Rifampicin 150 mg	2	14					
MED008	Rifampicin 450 mg	2	12					
MED009	Pyrozinamide 500 mg	2	15					
MED010	Pyrozinamide 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.

#### 9.3.14. TB-08 Indent Report

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

	t <b>()</b>								
Quarter		Year		District		Facility	(		
Q1: Jan-Mar	*	2022	Υ.	Cumilla		* All		٣	
			Number of reg	istered cases du	ring the previous qua	ter			
				Adults (>15					
New	/Category-I = (a)			Re-treatme	ent = (b)				
	Cases together (P+, P-, EP, Bone & Neurological TB)	P+ve(b1)	P-ve(b2)	EP(	b3) Mening	jitis, Bone & Neur	ological TB (b4)	l	Total (b)
	1	3	5	5		5			18
				Children (<15	i years)				
(	Child Cat-I (Adult Formulation	n) = (c)	Child Cat-I (Disper	rsible formulation	n) = (d)	Total Chile	d	<5 Years Child	d Registered for IPT (e)
	1			2		3			2
TR-08 Indent								Print [	Excel CSV
TB-08 Indent									Excel
TB-08 Indent								Search	n:
		¢ Total(h)= (f+g)	Total requi	ired querterly (+buffer) (i)	Existing Balance	Expiry Date	Amount to be	Search	Actual Quantity
how <u>10 v</u> en Product	tries Product Name		Total requi				Amount to be	Search	Actual Quantity
now 10 v en Product Code	tries Product Name	÷ (f+g) ÷	Total requi				Amount to be	Search	n: Actual Quantity Requested
how 10 v en Product Code	ntries Product Name milla	÷ (f+g) ÷	Total requi	(+buffer) (i)	0		Amount to be	Search	Actual Quantity Requested 24,90
how 10 v en Product Code Barura UHC, Cu MED001 MED002	ntries Product Name milla 4 FDC (R150/H75/Z400/E2)	(f+g) 75) 12,780 720	Total requi	(+buffer) (i)	(j) 660		Amount to be	Search Supplied= (i) -(j) 0 24,900	Actual Quantity Requested 24.90 1.22
how 10 v en Product Code Barura UHC, Cu MED001 MED045	ttrfes	(f+g) 75) 12,780 720	Tatal requi	(+buffer) (i) 25.560 1,440	() 660 220		Amount to be	Search (i) -(j) 24,900 1,220	X Actual Quantity Requested 24.90 1.22 72
Product Code Barura UHC, Cu MED001	ttrles Product Name 4 FDC (R150/H75/2400/E2: 2 FDC Adult (R150/H75) 3 FDC Child (R150/H75) 0T	75) 12,780 770 720 70) 360	Tatal requi	(+buffer) (i) 25,560 1,440 720	() 660 220 0		Amount to be	Search (i) -(j) = 24,900 1,220 720	Actual Quantity Requested 24.90 1.22 72 1.44
how 10 v en Product Code e Barura UHC, Cu MED001 MED045 MED046	ttries Product Name 4 FDC (R150/H75/2400/E2: 2 FDC Adult (R150/H75) 3 FDC Child (R75/H50/215) DT 2 FDC Child (R75/H50) DT	(f+g) 75) 12,780 720 7) 360 720	Total requi	(+buffer) (i) 25,560 1,440 720 1,440	() 660 220 0		Amount to be	Search Supplied= (i) - (j) = 24,900 1,220 720 1,440	1.22 Actual Quantity Requested 24,90 1.22 7.2 1.44 36
how 10 v en Product Code Barura UHC, Cu MED001 MED045 MED046 MED011	trifes     Product Name      # PDC (R1S0/H75/240/E2:     2 FDC Adult (R150/H75)     3 FDC Adult (R150/H75)     3 FDC Child (R75/H50) DT     2 FDC Child (R75/H50) DT     Ethombutol 100 mg DT	(f+g) 75) 12,780 720 7) 360 720 180	Total requi	(+buffer) (i) 25,560 1,440 720 1,440 360	0) 660 220 0 0		Amount to be	Search Supplied= (i) - (j) (i) 24,900 1,220 720 1,440 380	Actual Quantity Requested 24.90 1.22 72 1.44 36 9.72
New 10 v en Product Code Barura UHC, Cu MED001 MED045 MED046 MED011 FLD062	trifes Product Name milla 4 FDC (R150/H75/2400/E2 2 FDC Adult (R150/H75) 3 FDC Child (R75/H50/215) DT 2 FDC Child (R75/H50) DT Ethombutol 100 mg FD Levofloxacin 500 mg-FLD Levofloxacin 100 mg-FLD	(f+g) 75) 12,780 720 <sup>2)</sup> 360 720 180 180 4,860	Total requi	(+buffer) (i) 25,560 1,440 720 1,440 360 9,720	() 660 220 0 0 0 0		Amount to be	Supplied= (i) -(j) 24,900 1.220 720 1.440 360 9,720	Actual Quantity Requested 24,90 1,22 72 1,44 36 9,72 19,44
New 10 v en Product Code Barura UHC, Cu MED001 MED045 MED046 MED011 FLD062 FLD063	ttries Product Name milla 4 FDC (R150/H75/Z400/E2: 2 FDC Adult (R150/H75) 3 FDC Child (R75/H50/215) DT 2 FDC Child (R75/H50/DT Ethembutol 100 mg DT Levofloxacin 500 mg-FLD Levofloxacin 250 mg-FLD	(f+g) 75) 12,780 720 <sup>2)</sup> 360 720 180 180 4,860	Total requi	(+buffer) (i) 25,560 1,440 720 1,440 360 9,720	0) 660 220 0 0 0 0 0 0		Amount to be	Search Supplied- () - () () () () () () () () () () () () ()	

- 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

- 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.

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

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

0		Year		District			Facility			
Quarter Q1: Jan-Mar		2022			ah		All		*	
Q1. Jon-War		2022		signification	ign					
						a				
			Number	of registered case	s during the pr (>15 years)	evious quarter				
No. 10-to-source 1	(1)				atment = (b)					
New/Category-I =				Ne-ue	atment = (b)				Total (	b)
All New/Cat-I Cases togeth Meningitis, Bone & Neuro		P+ve(b1)	P-ve(b2	)	EP(b3)	Meningitis, i	3one & Neurological TE	3 (b4)	lotal (	0)
292				35						
				Children	(<15 years)					
Child Cat-I (A	Adult Formulation	)) = (c)	Child Cat-I (E	ispersible formu	lation) = (d)		Total Child	<	5 Years Child Regis	tered for IPT (e
	8			5			13		46	
Supply Consolidation on	1 TB-08 Report	Table						Ð	Print	el 🗎 CSV
	n TB-08 Report	Table						Ð	Print Exc Search:	el 🗍 🖻 CSV
	Total (a) = (1+2)	Total Required 0	Quarterly (+Buffer)	Amount to be supplied		ıl Quantity Requested	Actual Supply Quantity	lssued Qty		el 📄 CSV Expiry Date
now 10 v entries	Total (a) = (1+2)	Total Required 0						Issued	Search: Batch/Lot	Expiry
how 10 v entries Product Ishwarganj UHC, Mymensing	Total (a) = (1+2)	Total Required 0						Issued	Search: Batch/Lot	Expiry Date
Product IShwarganj UHC, Mymensing 2 FDC Adult (R150/H75) 2 FDC Child (R75/H50)	Total (a) = (1+2) gh	Total Required 0	(+Buffer)	supplied		Requested	Quantity	Issued Qty	Search: Betch/Lot Number	Expiry Date
Product Product Shwarganj UHC, Mymensing 2 PDC Adult (R150/H75) 2 FDC Child (R75/H50) DT 3 FDC Child (R75/H50	Total (a) = (1+2) gh 30,960	Total Required 0	(+Buffer) 61,920	supplied 34,265		Requested 34,265	Quantity 34,265	Issued Qty 34,265	Search: Betch/Lot Number	Expiry Date
10         entries           Product         Ishwarganj UHC, Mymensing 2 PDC Aduli (R150/H75)           2 PDC Aduli (R150/H75)         IST           3 PDC Child (R75/H50)         IST           3 FDC Child (R75/H50)         IST           4 PDC (R150/H75)         IST	Total (a) = (1+2) 30,960 360	Total Required 0	(+Buffer) 61,920 720	supplied 34,265 334		Requested 34,265 334	Quantity 34,265 334	Issued Qty 34,265	Search: Betch/Lot Number	Expiry Date
10         entries           Product         Ishwarganj UHC, Mymensing           2 FDC Adult (R150(H75))         2 FDC Child (R75/H50)           2 FDC Child (R75/H50)         0T           3 FDC Child (R75/H50)         27150)           4 FDC (R150(H775)         27400)	Total (a) = (1+2) 30,960 360 180	Total Required 0	(+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: Betch/Lot Number	Expiry Date
10         v         entries           Product         shworgonj UHC, Mymensing 2 PDC Aduli (R130/H75)         2 PDC Aduli (R130/H75)           2 PDC Aduli (R130/H75)         3 PDC Child (R75/H50)         7           3 PDC Child (R75/H50)         6 PDC (R150/H75)         2 PDC Aduli (R150/H75)           2 FDC Aduli (R150/H75)         6 PDC (R150/H75)         2 PDC Child (R75/H50)           5 PDC Child (R75/H50)         6 PDC (R150/H75)         2 PDC (R160/H75)           5 PDC H150/H75         5 PDC (R160/H75)         2 PDC (R160/H75)           5 PDC H160/H75         5 PDC (R160/H75)         2 PDC (R160/H75)	Total (a) = (1+2) 360 360 180 23,040 90	Total Required 0	(+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 0	Quantity 34,265 334 0 28,433 0 0 0	Issued Qty 34,265 334	Search: Betch/Lot Number	Expiry Date
ID v entries Product Ishworganj UHC, Mymensing 2 FDC Adult (R150(H75) 2 FDC Adult (R150(H75) 2 FDC Child (R75/H50) 0 T 3 FDC Child (R75/H50) (Z150) DT 4 FDC (R160/H75 (Z400(E275) Ethombuck 100 mg DT Isoniozid 100 mg DT-IPT	Total (a) = (1+2) 30,960 360 180 23,040	Total Required 0	(+Buffer) 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 0 0	Quantity 34,265 334 0 28,433 0 0 0 0	Issued Qty 34,265 334	Search: Betch/Lot Number	Expiry
10         v entries           Product         Ishwarganj UHC, Mymensing 2 FDC, Adult (H1S0/H78)           2 FDC, Child (R75/H50)         DT           3 FDC, Child (R75/H50)         C/150/H76           7 C200E275)         Ethomburdi 100 mg FD           Ethomburdi 100 mg FD         Ethomburdi 400 mg FLPT           Istonolari di 00 mg FLD         Istonizidi 300 mg-FLD	Total (a) = (1+2) 360 360 180 23,040 90	Total Required 0	(+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 0	Quantity 34,265 334 0 28,433 0 0 0	Issued Qty 34,265 334	Search: Betch/Lot Number	Expiry Date
Supply Consolidation on how 10 v entries Product Shworgan (UHC, Mymensing 2 PDC Child (R75/H50) DT 3 PDC Child (R75/H50) DT 3 PDC Child (R75/H50) C7150) DT 4 PDC (R100H75) C7400(E275) Ethombutol 100 mg DT Ethombutol 100 mg DTL Ethombutol 100 mg FLD Etonoladi 300 mg FLD Levelloazdi 300 mg -FLD Levelloazdi 300 mg -FLD	Total (a) = (1+2) 360 360 180 23,040 90	Total Required 0	(+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 0 0	Quantity 34,265 334 0 28,433 0 0 0 0	Issued Qty 34,265 334	Search: Betch/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)
    - 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
  - 3. Total(h)= (f+g)
  - 4. Total required quarterly (+buffer) (i)
  - 5. Existing Balance (j)
  - 6. Expiry Date
  - 7. Amount to be Supplied= (i) -(j)
  - 8. Actual Quantity Requested
  - 9. Issued Qty
  - 10. Lot No
  - 11. Expiry Date
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

#### 9.3.16. Issue against TB-08 Indent

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

Quarter Q1: Jan-Mar		• Year 2022		T Myme	ict nsingh	v	Facilit All	у		
				Number of registered	cases during the prev	vious quarter				
				Adu	ilts (>15 years)					
New	//Category-I = (a)			Re	-treatment = (b)					
	Cases together (P+ Bone & Neurologic			P-ve(b2)	EP(b3)	Meningitis, Bo	one & Neu	rological TB (b4)		Total (b)
	292	22		9	4		0			35
				Chile	iren (<15 years)					
	Child Cat-I (Adult F	Formulation) = (c)	Chi	ld Cat-I (Dispersible fo	rmulation) = (d)		Total Chi	ld	<5 Years Child	d Registered for IPT (e
	8			5			13			46
										<b>.</b>
Issue agains	t TB-08 Indent D	etails Report								
<b>Issue agains</b>		etails Report							Print [	
			∳ Unit ∳	Batch/Lot Number	≜ Expiry Date	DONOR F	ter# ÷	Quantity		
ow 10 v ei Quarter 🔶	ntrics Year ≑ Prod		0 Unit 0	Batch/Lot Number	÷ Expiry Date	DONOR F	REF# ÷	Quantity 🖣	Search	r
ow 10 ∨ ei Quarter ∲ shworganj UH	Year 🕴 Prod	luct	♦ Unit ♦	Batch/Lot Number	Expiry Date 31-05-2022	- Donor F	REF# ÷	Quantity 🛊 34,265	Search	Drdered Quanti
ow 10 ⊻ ei Quarter ∳ ihwarganj UH Q1: Jan-Mar	Treat + Prod C, Mymensingh (ISS 2022 2 FDC	luct -T808-IND-C001/22-0003]				donor f	REF#		Search	r: Ordered Quanti 34,2
ow 10 ∨ e Quarter ∲ shwarganj UH (1: Jan-Mar (1: Jan-Mar	Year         Prod           C, Mymensingh (ISS         2022         2 FDC           2022         2 FDC         2022         2 FDC	luct - TB08-IND-C001/22-0003) : Adult (R150/H75)	Tab			DONOR F	REF#	34,265	Search	C Ordered Quanti
w 10 v er Quarter ‡ Ihwarganj UH I1: Jan-Mar I1: Jan-Mar I1: Jan-Mar	Year         Prod           C, Mymensingh (ISS         2022         2 FDC           2022         2 FDC         2022         2 FDC           2022         4 FDC         2022         4 FDC	luct T808-IND-C001/22-0003) - Adult (R150/H75) - Child (R75/H50) DT	Tab Tab				REF#	34,265 334	Search	Cordered Quanti 34,2 38,2 28,4
Quarter altworganj UH (1: Jan-Mar (1: Jan-Mar (1: Jan-Mar (1: Jan-Mar (1: Jan-Mar	Year         Prod           C, Mymensingh (ISS         2022         2 FDC           2022         2 FDC         2022         2 FDC           2022         4 FDC         2022         Levofl	luct - TB08-IND-C001/22-0003) Adult (R150/H75) Child (R75/H50) DT : (R150/H75/2400/E275)	Tab Tab Tab			DONOR F	REF# ∳	34,265 334 28,433	Search	C Ordered Quanti 34,2 28,4 28,4 7,5
Quarter Quarter thworgonj UH (1: jon-Mar (1: jon-Mar (1: jon-Mar (1: jon-Mar (1: jon-Mar	Year         Prod           C, MymensImpl (SS)         2022         2 FDC           2022         2 FDC         2022         2 FDC           2022         4 FDC         2022         4 FDC           2022         Levofl         2022         Levofl	luct -TB08-IND-C001/22-0003) Aduit (R150/H75) Child (R75/H50) DT Child (R75/H50) DT (R150/H75/240/E275) oxocin 250 mg-FLD	Tab Tab Tab Tab			DONOR F	te <i>f#</i> ∳	34,265 334 28,433 7,560	Search	C Ordered Quanti 34,2 28,4 28,4 7,5
w 10 v ei Quarter hwarganj UH (1: jan-Mar (1: jan-Mar (1: jan-Mar (1: jan-Mar (1: jan-Mar hulpur UHC, N	Year         Prod           C, Mymensingh (ISS)         2022         2 FDC           2022         2 FDC         2022         4 FDC           2022         4 FDC         2022         4 FDC           2022         Levofl         2022         Levofl           2022         Levofl         2022         Levofl           2022         Levofl         2022         Levofl	Luct -TB08-IND-C001/22-0003) Adult (R150/H75) Child (R75/H50) DT :(R150/H75/2400/E275) oxocin 250 mg-FLD loxocin 500 mg-FLD	Tab Tab Tab Tab				REF#	34,265 334 28,433 7,560	Search	C Ordered Quanti 34,; 28, 7, 3,
aw 10 v ei Quarter ihwarganj UH (1: jan-Mar (1: jan-Mar (1: jan-Mar (1: jan-Mar (1: jan-Mar hulpur UHC, N (1: jan-Mar	Year         Prod           Year         Prod           C, Mymensingh (ISS)         2022           2022         2 FDC           2022         4 FDC           2022         Levofi           2022         Levofi           2022         Levofi           2022         2 FDC           2022         Levofi           2022         2 FDC	luct -TaB08-IND-C001/22-0003J -TaB08-IND-C001/22-0003J (IT150/H75/H50) DT (IT150/H75/2400/E275) axacia 250 mg-FLD axacia 520 mg-FLD axacia 520 mg-FLD axacia 520 mg-FLD	Tab Tab Tab Tab Tab	lot-1	31-05-2022		REF# \$	34,265 334 28,433 7,560 3,700	Search	x Ordered Quanti 34,2 5 28,4 7,5 3,7 154,0
ow 10 v et Quarter \$ shwarganj UH Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Phulpur UHC, N Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar	Year         Prod           C, Mymensingh (ISS)         2022         2 FDC           2022         2 FDC         2022         2 FDC           2022         2 FDC         2022         2 Evold           2022         Levolf         2022         Levolf           2022         Levolf         2022         2 FDC           2022         Levolf         2022         2 FDC           2022         2 FDC         2022         2 FDC	luct :T3083-IND-C001/22-0003) : Adult (1150/H75) : (1150/H75/2460) DT : (1150/H75/2460/E275) : (2000) CD (2000) CD (2000) : (2000) CD (2000) CD (2000) : (2000) CD (2000) CD (2000) : Adult (1150/H75)	Tab Tab Tab Tab Tab Tab Tab	lot-1	31-05-2022		REF# \$	34,265 334 28,433 7,560 3,700	Search	x Ordered Quanti 34,2 28,4 7,5 3,7 154,6 2,8
ow 10 v ei Quarter ¢ shwarganj UH Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar Q1: jan-Mar	Year         Prad           Vear         Prad           2022         2 FDC           2022         2 FDC           2022         4 FDC           2022         4 FDC           2022         Levofl           2022         2 SDC           2022         2 SDC           2022         2 SDC           2022         2 FDC           2022         2 FDC           2022         2 SDC           2022         3 FDC	Luct -T808-IND-C001/22-0003) Child (R150475) Child (R75450) DT (rt150/178/2400/225) (rt150/178/2400/275) 006-IND-C001/22-0002) 006-IND-C001/22-0002) 066-IND-C001/22-0002) 2. Child (R75/H50) DT	Tab Tab Tab Tab Tab Tab Tab	lot-1	31-05-2022		ter# ∲	34,265 334 28,433 7,560 3,700 15,080 2,880	Search	r

- 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.

### 9.3.17. TB-08 Reporting Status

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

Quarter Q2: Apr-Jun *	Year 2021	District Dhoka		Facility	-	
TB-08 Reporting Status					4	PRINT
how 10 v entries					Searc	h:
Facility		Reporting Do	rte		Status	
Dhaka						
250 Bedded TB Hospital, Shyamoli, Dhaka-	Jrban, Dhaka	01-04-2021		٩	IOT SUBMITTED	
Adabar, BRAC Dakkhin Khan, Dhaka						
Adhunik Medical College Hospital-Uttara, B	AC Dakkhia Khaa, Dhaka					

Page 135 of 210

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

### 9.3.18. General Indent Report

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

Indent From All	*	Indent To All	×		
Indent Report Table				🕒 Print	Excel
ow 10 v entries				5	Search:
Product Code	# Prod	luct		\$ Stock on Hand	Indent Quant
ndent To: NTP Central Wa	rehause				
ndent From: Dhamrai UHC	. Dhaka, Indent#:	IND-U139/21-7518, Date: 19	/09/2021		
LD066	2 FDC	Adult (R150/H75) for TPT Tre	atment	0	
IED004	3 FDC	Adult (R150/H75/E275)		0	
VED046	2 500	Child (R75/H50) DT		0	

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

# 9.3.19. Distribution Plan on General Indent Report

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

Division All	¥	District All	٣	Facility Level	Facility All	
Start Plan Date		End Plan Date		Product Classification	Product	
01/09/2021	j/2021		All	All	¥	
Distribution Plan on	Indent Table Dat	a			0	Print Excel CSV
how 10 v entries						Search:
Indent	Indent Date	Indentor Facility	1	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	Dhamrai UHC, Dhaka	A	nikacin 500 mg/2ml inj	50	
IND-U139/21-7521	01-11-2021	Dhamrai UHC, Dhaka	Co	apreomycin Inj 1 gm	100	c
IND-U139/21-7521	01-11-2021	Dhamrai UHC, Dhaka	CI	ofazimine 100 mg	100	c
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	A	mikacin 500 mg/2ml inj	10	- C
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	A	moxicillin(500)+ Clavulanic acid (125) mg	40	c
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	В	edaquiline 20mg for Child Patient	40	
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	В	edaquline 100 mg	45	
IND-U141/21-7506	10-09-2021	Keranigonj UHC, Dhaka	2	FDC Adult (R150/H75)	500	500
IND-U141/21-7506	10-09-2021	Keranigonj UHC, Dhaka	3	FDC Adult (R150/H75/E275)	300	(
IND-U141/21-7506	10-09-2021	Keranigonj UHC, Dhaka	3	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.

# 9.3.20. Ad Hoc Distribution Plan Report

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

Division		District		Facility Level	Facility		
الم	۲	All	*	All	* All	*	
Start Plan Date		End Plan Date		Product Classification	Product		
01/10/2021	8	13/03/2022	1	All	All	v	
Ad Hoc Distribution Plan T	able Data					Print	Excel CSV
ow 10 v entries						Se	arch:
Facility			Pro	oduct Name			Planned Issue Quantity
NTP Central Warehouse							
ADHOC-PLAN-C001/22-0001(	13-03-2022)						
DC Brahmanbarla, Brahmanb	aria		ZNI	Alcroscope			1
DC Chattogram, Chattogram			ZNI	licroscope			1
DC Bhola, Bhola			ZN	licroscope			1
CDC Pirojpur, Pirojpur			ZNI	Alcroscope			1
DC Chandpur, Chandpur			ZN	Alcroscope			1
CDC Pirojpur, Pirojpur			2 FC	IC Adult (R150/H75)			200
DC Brahmanbaria, Brahmanb	arla		2 FC	C Adult (R150/H75)			200
DC Chandpur, Chandpur			2 FC	C Adult (R150/H75)			200
DC Chattogram, Chattogram			2 FC	PC Adult (R150/H75)			200

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

# 9.3.21. Quarterly Stock Status and Stockout Days

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

Quarter		Year		District	Facility	
Q3: Jul-Sep	*	2021	*	All	Dhamrai UHC, Dhaka	*
Product						
All	ेल्ड					
					_	
Quarterly Stock Statu	s and Stockout	Days			e Pi	int 🖹 Excel 🔄 CSV
now 10 v entries						Search:
Product Code	Produ	ct			Closing Balance	# of stock-out days
Dhamrai UHC, Dhoka						
MEDFLD						
FLD066	2 FDC /	Adult (R150/H75) for TPT	Treatment		0	9
MED001	4 FDC (	R150/H75/Z400/E275)			3.400	
MED002	2 FDC /	Adult (R150/H75)			2.480	
MED006	Isoniazi	d 100 mg DT-IPT			0	9
MED011	Ethamb	utol 100 mg DT			0	9
MED033	Ethamb	utol 400 mg-FLD			0	9
MED045	3 FDC 0	Child (R75/H50/Z150) DT			4,200	
MED046		Child (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.
  - 3. **District**: By default, selected a district. Select the district according to your needs.
  - 4. **Facility**: By default, selected All. Select the facility according to your needs.
  - 5. **Product**: By default, selected All. Select the product according to your needs.
- The table has the following columns:
  - 1. Product Code
  - 2. Product
  - 3. Closing Balance
  - 4. # Of stock-out days
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

# 9.3.22. Quarterly Stock Status Lot wise

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

Quarter Q2: Apr-Jun	*	Year 2021	*	District All *	Facility NTP Central Warehout	150 ¥	
Product All	÷						
Quarterly Stock	Status Lot wise Tabl	e			[	A Print	Excel
how 10 v entri	15					Search:	
Product Code	Product Name		Batch No		Expiry Date	Donor Ref	Closing Balance
NTP Central Ware	louse						
MEDFLD							
FLD066	2 FDC Adult (R150/H75) for TPT Treatment		A005919-20,A00	06048,A006046,A100036-37	30-11-2023		9,492,00
MED001	4 FDC (R150/H75/Z40	00/E275)	103520037-59,8	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		9,295,4
MED001	4 FDC (R150/H75/Z40	00/E275)	NRG20168A-834	A & NRG201644_2	31-07-2023		4,531,11
MED001	4 FDC (R150/H75/Z40	00/E275)	NRG20208A-215	9A.BGD/DP/20/10317	31-08-2023		10,178,11
MED002	2 FDC Adult (R150/H)	75)	103420033-37,B	3GD/DP/20/10317	31-12-2022		2,358,72
MED002	2 FDC Adult (R150/H7	75)	NRH20158A.2.1	NRH20161B, NRH20162A-76A, Order# 9646	31-07-2023		11,573,57
MED002	2 FDC Adult (R150/H)	75)	NRH20207A-220	0A, BGD/DP/20/10317	31-08-2023		14,468,16
MED006	Isoniazid 100 mg DT-I	PT	20.10.006 to 20.1	10.013	30-09-2023		1,174,17
MED006	Isoniazid 100 mg DT-I		20.10.014 & 20.1		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.

# 9.3.23. Provisional Receive (Waiting for Survey)

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

Division		District		Facility L	evel		Facility			
All	*	All	*	All		*	All			
Start Date		End Date		Product C	lassification		Product			
01/03/2022		13/03/2022	<b></b>	All		Υ.	All	,		
Receive Type		Source of Fund		Supplier						
All	*	All	٣	All		¥				
Provisional Receive (Wa	iting for Surve	ey)						🔒 Print	Excel	CSV
now 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)
Khallajuri UHC, Netrokona										
PCR Tubes										
Demo Supplier	GFATM	REC-DON-PRO- U250/22-0002	07-03-2022	Pcs	TTT-868	31-03-20	024 GFATM- 103/2022	300	2,000	600,00
NTP Central Warehouse										
2 FDC Adult (R150/H75)										
A G Cargo International, Bangladesh		INT-RCV-PRO- C001/22-0002	09-03-2022	Tab	1587921	31-03-20	023	280,000	0	
Essential Drugs Company Limited	NTP,GoB	REC-SUP-PRO- C001/22-0002	09-03-2022	Tab	4545	31-03-20	023	400,000	o	
4 FDC (R150/H75/Z400/E27	5)									
A G Cargo International, Bangladesh		INT-RCV-PRO- C001/22-0002	09-03-2022	Tab	21254688	31-03-20	024	350,000	O	
Essential Drugs Company	NTP,GoB	REC-SUP-PRO-	09-03-2022	Tab	2544	31-03-20	724	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.

# 9.3.24. Provisional Receiving Register Report

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

Division		District		Facility	/		Product Class	ification		
All	Ŧ	All		* NTP Cer	ntral Warehouse	Ŧ	All		Ŧ	
Product Name		Start Date		End Da	ite		Receive Type			
All	Ŧ	01/03/2022		13/03/2	2022	<b></b>	All		*	
Supplier All	Ŧ	Source of Fund	1	¥						
Provisional Reco	iving Register Table								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#
Facility: NTP Centr	al Warehouse									
Product: 2 FDC Ad	ult (R150/H75)									
09/03/2022	INT-RCV-PRO- C001/22-0002	280,000	280,000	0	0	a	0	1587921	31/03/2023	
09/03/2022	REC-SUP-PRO- C001/22-0002	400,000	680,000	0	0	C	0	4545	31/03/2023	
Total		680,000		0		C	0			
Product: 4 FDC (R1	.50/H75/Z400/E275)									
09/03/2022	INT-RCV-PRO- C001/22-0002	350,000	350,000	0	0	a	0	21254688	31/03/2024	
09/03/2022	REC-SUP-PRO- C001/22-0002	350,000	700,000	0	0	C	0	2544	31/03/2024	

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

The table has the following columns:

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

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

#### 9.3.25. Provisional Summary Report

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

Division All	*	District	Ŧ	Facility Level	Ŧ	Facility All	*	
Start Date		End Date		Product Classification	on	Product		
01/03/2022	Ê	13/03/2022	Û	All	Ŧ	All	٠	
Receive Type		Source of Fund		Supplier				
All	*	All	¥	All	*			
Provisional Summ	ary Table Data						Print	Excel
ow 10 v entries							Sean	ch:
Facility	Product Name	Provision	al Receive Qty	Waiting for Standing Board	Approved Qty	Disapproved Qty	Return to Supplier	Return to Supplier (Walting)
Khaliajuri UHC, Netrakona	Goggles		5,000	0	5,000	0	0	
Khaliajuri UHC, Netrakona	PCR Tubes		300	300	o	0	0	3
Khaliajuri UHC, Netrakona	Surgical Mask		500,000	o	500,000	o	o	
NTP Central Warehouse	2 FDC Adult (R15	0/H75)	680,000	680,000	0	0	o	
NTP Central Narehouse	4 FDC (R150/H75 /Z400/E275)	5	700,000	700,000	o	o	0	3

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

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

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

#### 9.3.26. Provisional Approved Summary Report

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

Division		District		Facility Level		Facility		
All	*	All	*	All	*	All	*	
Start Date		End Date		Product Classification		Product		
01/03/2022	<b>m</b>	13/03/2022	1	All	*	All	*	
Receive Type		Source of Fund		Supplier				
All	٣	All		All	*			
Provisional Approved S	Summary Tabl	2					Print	Excel
	Summary Tabl	9					Print Search	
	Summary Tabl	Product			Approved	Quantity		h:
Provisional Approved ! now 10 v entries Facility Kholiajuri UHC, Netrakona					Approved	Quantity 5,000		

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

### 9.3.27. Provisional Return Report

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

Division			District All			Facility Level		Fac ▼ All	ility			
Start Date			End Date			Product Class	ification	Pro	duct			
01/03/2022		<b> </b>	13/03/2022		Ê	All		▼ All		Ŧ		
Receive Type			Source of Fund		*	Supplier		*				
now 10 v entr		Sup	Sup Date	Source of Fund	Source of Fund Ref. No		Return Date	Return Invoice No	Product Name	Batch/Lot Number	earch: Expiry Date	Returr Qty
Receive Invoice	Supplier	No			Nel. NO	Date						
Invoice		No			Nel. No	Date						
		No 2333	02-03-2022			Date	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:
  - 10. Source of Fund:
  - 11. Supplier:
- The table has the following columns:
  - 1. Receive Invoice
  - 2. Supplier
  - 3. Sup Inv No
  - 4. Sup Date
  - 5. Source of Fund
  - 6. Source of Fund Ref. No
  - 7. Source of Fund Ref. Date
  - 8. Return Date
  - 9. Return Invoice No
  - 10. Product Name
  - 11. Unit
  - 12. Lot No
  - 13. Expiry Date
  - 14. Return Qty
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

# 10.Admin

# 10.1. Country Entry

#### 10.1.1. Country list

- Open any internet browser, like Google Chrome or Firefox.
- Type <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							
Show 25	i 🛩 entries					🖨 Prir Search		Excel
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	Las

### 10.1.2. Country Edit

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

# **10.2.** Division Entry

#### 10.2.1. Division list

- Open any internet browser, like Google Chrome or Firefox.
- Type <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 💽 Excel
how 25 🛩 en	tries	Search:
SL.	Division Name	Action
1	Barishal	0 0
2	Chattogram	0 0
3	Dhaka	00
4	Khulna	00
5	Mymensingh	0 8

## 10.2.2. Add New Division

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

Division Entry Form			
	Division Name	•	
	SAVE Cancel		

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

#### 10.2.3. Edit Division

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

## 10.2.4. Delete Division

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

# **10.3.** District Entry

#### 10.3.1. District list

- Open any internet browser, like Google Chrome or Firefox.
- Type <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 All Divisi		+ Add 🖨 Print 😰 Excel
w 25 >	entries	Search:
SL.	District Name	Action
lorishal		
1	Barguna	00
2	Barishal	0 0
3	Bhala	0 8
4	Jhalokati	0 8
5	Petuakhali	0 8
6	Pirojpur	0 0

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

2. Search: To search a division

## 10.3.2. Add New District

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

District Entry Form			
	Division Name Select Division	•	
	District Name mouthers	*	
	SAVE	cel	

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

#### 10.3.3. Edit District

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

#### 10.3.4. Delete District

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

## **10.4.** Facility Level Entry

#### 10.4.1. Facility Level list

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

				Г	🕂 Add	Print	Excel
25 v en	tries					Search:	
SL.	Facility Level	Short Facility Level	Minimum MOS	Maximum MOS	bStore	bShow	Action
1	TB Warehouse	TB Warehouse	0	1			<b>C C</b>
2	CS Office	CS Office	0	1			08
з	TB Facility	TB Facility	0	1	0		0

## 10.4.2. Add New Facility Level

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

Facility Level input here	
Short Facility Level	
Minimum MOS input here	
Maximum MOS imput bere	
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".

#### 10.4.3. Edit Facility level

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

#### 10.4.4. Delete Facility level

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

# 10.5. Facility Type Entry

#### 10.5.1. Facility Type list

- Open any internet browser, like Google Chrome or Firefox.
- Type <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	pe Entry			
			🕂 Add 📄 Print 🔯 Excel	
w 25 v e	ntries		Search:	
SL.	Facility Type	Short Facility Type	Action	
1	CDC	D	<b>Ø</b> 8	
2	СDH	н	@ 8	
з	CS Office	s	<b>Ø</b> 8	
4	DOTS Corner	т	@ 8	
5	Medical College	м	<b>2</b>	
6	NGO	N	@ 8	
7	NTRURTRL	L	<b>(2)</b>	
8	Others	0	Ø 8	
9	TB Warehouse	c	@ 8	
10	UPAZILA	U	0 8	
11	URBAN	R	Ø (3)	

## 10.5.2. Add New Facility Type

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

Facility Type Name	
Short Facility Type	
input here	

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

## 10.5.3. Edit Facility Type

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

## 10.5.4. Delete Facility Type

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

## **10.6.** Implementing Agency Entry

#### 10.6.1. Implementing Agency list

- Open any internet browser, like Google Chrome or Firefox.
- Type <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	Print Z Excel
v 25 v ent	ries			Search:
SL.	Implementing Agency Name	Address	Contact	Action
ı	Ashar Alo Saciety			<b>@ 8</b>
2	BGMEA			Ø (3)
3	BRAC			6 8
4	CMH, Dhaka			0 8

## 10.6.2. Add New Implementing Agency

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

Implementing Agency Name	3 <b>9</b> .
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".

#### 10.6.3. Edit Implementing Agency

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

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

### 10.6.4. Delete Implementing Agency

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

# 10.7. Facility Entry

#### 10.7.1. Facility List

- Open any internet browser, like Google Chrome or Firefox.
- Type <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 Ent	у					
Division All Division	* All District	* All Facility Level		cility Type Facility Type		
All eLMISS		🛛 Map 🛛 💠 Add 🖉	6 Download Template	1 Import Facilities	+ Download Users	Print 🔀 E
row 25 v entri Facility Code	s Facility Name	Facility Type	Division Name	District Name	Implementing Agency	Search: Action
CS Office						
5001	Civil Surgeon Office, Barguna	CS Office	Barisal	Borguna	Govt.	000
5002	Civil Surgeon Office, Barishal	CS Office	Barisal	Barishal		000
5003	Civil Surgeon Office, Bhola	CS Office	Barisal	Bhola		000
5004	Civil Surgeon Office, Jholakathi	CS Office	Barisal	Jholokothi	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.

## 10.7.2. Add New Facility

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

cility Details Form		Add new Location	Map Search
Facility Code BGD00010		Facility Name * Facility Name	Map Satellite
Division Name Select Division	*	District * Select District *	Maida Haran Assol Auranizza Mymensingh Haranizza Karingan Sichas
Implementing Agency Implementing Agency	~	Facility Address Facility Address	Bangladesh
Facility Type Facility Type	Ĵ	Facility Level * Facility Level *	Behangore Benangore Bartya Bar
Facility Head Name Facility Head Nome		Storekeeper Name Store Keeper Nome	BENGAL Kolkata Solution
Designation Facility Head Designation		Designation Store Keeper Designation	ragpur अनुमृत
Contact# Focility Head Contact		Contact# Stare Knoper Contact	Dights The Cook Bazar Cook Bazar Cook Bazar Cook Bazar Cook Bazar Cook Bazar Cook Bazar Cook Bazar Cook Bazar
Latitude Latitude		Longitude Longitude	Concern maximing Statists :

- Fill-up Facility details in the data entry fields
  - 1. Facility Code\*: Enter the facility code. This is mandatory field.
  - 2. Facility Name\*: Enter the facility Name. This is mandatory field.
  - 3. **Division Name\*:** Select the Division Name. Where the Division Name is situated from the drop-down menu. This is a mandatory field.
  - 4. **District \*:** Select the District. Where the District Name is situated from the drop-down menu. This is a mandatory field.
  - 5. **Implementing Agency\*:** Select the Implementing Agency. Where the Implementing Agency name is situated from the drop-down menu. This is a mandatory field.
  - 6. Facility Address\*: Enter the facility Address. This is mandatory field.
  - 7. **Facility Type \*:** Select the Facility Type. Where the Facility Type is situated from the drop-down menu. This is a mandatory field.
  - 8. **Facility level \*:** Select the Facility level. Where the Facility level is situated from the drop-down menu. This is a mandatory field.
  - 9. Facility Head Name: Enter the facility Head Name.
  - 10. **Storekeeper Name**: Enter the Storekeeper Name.

- 11. **Designation**: Enter the Facility Head Designation Name.
- 12. **Designation**: Enter the store keeper Designation Name.
- 13. Contact: Enter the Facility Head Contact Name.
- 14. Contact: Enter the store keeper Contact Name.
- 15. Latitude: when add location button click then automatic add location latitude code.
- 16. **eLMIS Site:** when selected eLIMIS site then click this check box this facility user will be created by the pressing eLIMIS site checkbox.

#### • Add Location

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

ility Details Form		Add new Location	Мар	Search
Facility Code 5001		Facility Name * Civil Surgeon Office, Barguna	Map Satellite	MEGHALAYA oshillong
Division Name Barisal	<b></b>	District * Barguna V	Malda Providence	nensingh Innifete Skichor Karangan
Implementing Agency Govt.	~	Facility Address Facility Address	Rajshahi	adesh
Facility Type CS Office	•	Facility Level * CS Office *	urgapur epi va Burdwan	
Facility Head Name Facility Head Name		Storekeeper Name Stare Keeper Name	BENGAL Kolkata	rishall Feet
Designation Facility Head Designation		Designation Stare Kooper Designation	iragpur अन्नमूत्र •	Chattogram
Contact# Facility Head Contact		Contact# Stare Keeper Contact	Google Closest mothing address :	Con's Bazar Mep date ©2021 Google Terms of User Report a map
Latitude		Longitude Longitude	clusest matching dounds .	

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

#### 10.7.3. Edit Facility

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

#### 10.7.4. Delete Facility

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

# **10.8. Product Classification Entry**

#### 10.8.1. Product Classification list

- Open any internet browser, like Google Chrome or Firefox.
- Type <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	X Excel
ow 25	♥ entries		Search:	
SL.	Product Classification Name	Short Name	Major Group	Action
1	Accerseries	ACC		<b>Ø</b> 8
2	Furniture	FUR		<b>Ø</b> 8
3	Lab Consumable	LCO		Ø 8
4	Lab Equipment	LEQ		<b>Ø</b> 8
5	Logistics	LOG	۷	Ø 8
6	MEDANC	ANC	2	<b>Ø</b> 8
7	MEDFLD	FLD		08
8	MEDSLD	SLD		<b>Ø</b> 8
9	Stationery	STA	8	<b>Ø</b> 8
10	VEHICLE	VEH		<b>Ø</b> 8

## 10.8.2. Add New Product Classification

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

Product Classification Entry Form		
	Product Classification Name Input here	
	Short Name Input here	
	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**.

## 10.8.3. Edit Product Classification

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

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

## 10.8.4. Delete Product Classification

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

## **10.9. Product Subgroup Entry**

#### 10.9.1. Product Subgroup list

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

<u> </u>		
Product	t Subgroup Entry	
	t Classification uct Classification *	🕂 Add
Show 25 💊	<ul> <li>entries</li> </ul>	Search:
SL.	Product Subgroup Name	Action
Accerseries	1 1	
1	Accerseries	0 0
Furniture		
2	Furniture	0 3
Lab Consur	mable	
3	Lab Consumable	Ø 8

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

#### 10.9.2. Add New Product Subgroup

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

Product Group Select Product Group	*
Select Product Group	. v
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.

## 10.9.3. Edit Product Subgroup

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

### 10.9.4. Delete Product Subgroup

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

# **10.10. Unit of Measure Entry**

#### 10.10.1. Unit of Measure List

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

Unit Of I	Aeasure Entry	
Show 25 v	entries	Search:
SL#	Unit Name	Action
1	amp.	© 0
2	bag	0 0
з	hook	0 0
4	Bottle	Ø 8
5	Вох	Ø 8

#### 10.10.2. Add New Unit of measure

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

Unit Of Measure Entry Form			
	Unit Name mput here	*	
	SAVE	CANCEL	

• Fill-up Unit of measure details in the data entry fields

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

#### 10.10.3. Edit Unit of Measure

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

#### 10.10.4. Delete Unit of Measure

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

## **10.11. Product Entry**

#### 10.11.1. Product List

- Open any internet browser, like Google Chrome or Firefox.
- Type <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	🛓 Downloa	d Template	🔔 İmp	oort Products		EXCE
how 2	5 🗸 entries								Search:	
SL#	Subgroup	Product Code	Product Name	Short Name	Unit Name	Unit Price	Key Product	Key Product Dashboard	Asset	Action
Accerse	ries									
1	Accerseries	ACC010	ZN Microscope	ZN Microscope	Pcs	0				<b>Ø</b> 8
2	Accerseries	ACC103	Aluminium frame (18x60x4.1)	Aluminium frame (18x60x4.1)	Pcs	0		0		6 8
3	Accerseries	ACC063	Ambubag	Ambubag	Pcs	0		0		6 8
4	Accerseries	ACC060	Aspiration system	Aspiration system	Pcs	0		0		<b>Ø</b> 8
5	Accerseries	ACC029	Auto Clave machine	Auto Clave machine	Pcs	0	0	0		<b>Ø</b> 8
6	Accerseries	ACC007	Auto voltage stabilizers	Auto voltage stabilizers	Pcs	0		o		<b>Ø</b> 8
7	Accerseries	ACC002	BP Blode	BP Blade	Pcs	0				0 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.

### 10.11.2. Add New Product

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

			SACK TO
•	Product Subgroup	* Product Code	
~	Select Product Subgroup	✓ Input here	
•	Short Name	Unit Name	
		amp.	
•	Key Product	Key Product Dashboard Is Asset	
	•	Select Product Subgroup     Short Name     input here     Key Product	Select Product Subgroup     Short Name     Input here     Short Name     Input here     May Product     Key Product Dashboard     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.

#### 10.11.3. Edit Product

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

#### 10.11.4. Delete Product

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

## 10.11.5. Product Change Order

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

			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 Blade	Accerseries		
Accerseries	Microscope bulb	Microscope bulb	Accerseries		
Accerseries	Round flask	Round flosk	Accerseries		
Accerseries	Loof Holder	Loof Holder	Accersories		
Accerseries	Diamond Pencil	Diamond Pencil	Accerseries		
Accersories	Auto voltage stabilizers	Auto voltage stabilizers	Accersories		
Accerseries	Generator	Generator	Accerseries		
Accersories	BP Handle	BP Handle	Accerseries		
Accerseries	ZN Microscope	ZN Microscope	Accerseries		
Accerseries	Flask for solution	Flask for solution	Accerseries		
Accerseries	Flask 50 ml	Flask 50 ml	Accerseries		
Accerseries	Drying rack	Drying rack	Accerseries		
Accerseries	MXA 29009 M Agent	MXA 29009 M Agent	Accerseries		

- Select a product then 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.

# **10.12.** Exporter Entry

#### 10.12.1. 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	
Show 25	r entries	+ Add Print Excel
SL.	Exporter Name	Action
1	IDA	Ø 8
2	The Global Fund Wambo	Ø 8
Showing 1 to	2 of 2 entries	First Previous 1 Next Last

#### 10.12.2. Add New Exporter

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

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.

#### 10.12.3. Edit Exporter

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

#### 10.12.4. Delete Exporter

• You cannot delete an already used another transaction.

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

## **10.13.** Funding Source Entry

#### 10.13.1. Funding Source list

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

SL.	Procurement Funding Source	Action
1	GOV	0 8
2	јса	0 0
3	RPA	@ 3
4	RPA(GOB)	Ø 8

## 10.13.2. Add New Funding Source

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

Procurement Funding Source	×.

- Fill-up Funding source details in the data entry fields
  - 1. **Procurement Funding Source \*:** Enter the Procurement Funding source. This is a mandatory field.

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

### 10.13.3. Edit Funding Source

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

#### 10.13.4. Delete Funding Source

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

## 10.14. Indent Type Entry

#### 10.14.1. Indent Type Entry List

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



## 10.14.2. Add New Indent Type

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

Indent Type Entry Form	
Indent Type Name *	
SAVE CANCEL	

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

## 10.14.3. Edit Indent Type

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

#### 10.14.4. Delete Indent Type

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

## **10.15.** Distribution Plan Type Entry

#### 10.15.1. Distribution Plan Type List

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

ww 25	entries	Search	
SL.	Distribution Plan Type	A	ction
1	Adhoc	C	0
2	Indent	C	0

### 10.15.2. Add New Distribution Plan Type

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

			🖌 Bock to List
Distribution Plan Type Entry Form			
	Distribution Plan Type iront here	2.4	
	Submit Concel		

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

## 10.15.3. Edit Distribution Plan Type

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

#### 10.15.4. Delete Distribution Plan Type

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

# **10.16.** Adjustment Type Entry

#### 10.16.1. Adjustment Type List

- Open any internet browser, like Google Chrome or Firefox.
- Type <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
aw 25	<ul> <li>entries</li> </ul>					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				0
2	Deduct from Stock	Current Facility	CS Office, TB Facility, TB Warehouse				Ø
3	Expired	Current Facility	CS Office, TB Facility, TB Warehouse				C
4	Return from Facility	Facilities	CS Office, TB Warehouse				0
5	Return from Recipient	Recipient	TB Focility				0
6	Return to Supplier	External Supplier	CS Office, TB Facility, TB Warehouse				0
7	Return to Warehouse/DRS	Suppliers	CS Office, TB Facility				Ø
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

### 10.16.2. Add New Adjustment Type

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

Adjustment Type Entry Form		
	Adjustment Type input 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.

## 10.16.3. Edit Adjustment Type

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

## **10.17.** Recipient Group Entry

#### 10.17.1. Recipient Group List

- Open any internet browser, like Google Chrome or Firefox.
- Type <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 🖨 PRINT 🔀 EXCE
25 👻	entries	Search:
SLØ	Recipient Group	Action
1	Facility Department	@ 🛛
2	IPD	0 0
з	OPD	00
ng 1 to 3	of 3 entries	First Previous 1 Next

## 10.17.2. Add New Recipient Group

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

Recipient Group	Recipient Group Entry Form		
input them.		Recipient Group	

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

## 10.17.3. Edit Recipient Group

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

## 10.17.4. Delete Recipient Group

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

# 10.18. Recipients Entry

#### 10.18.1. Recipients List

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

Facility Tejgoor	n Health Complex, Dhaka *		+ ADD	
w 25 [	∽ entries			Search
SL#	Facility Name	Recipients Group	Recipients	Action
1	Tejgaon Health Complex, Dhaka	IPD	IPD Dept	Ø 8
2	Tejgaon Health Complex, Dhaka	OFD	OPD Dept	<b>(2)</b>

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

### 10.18.2. Add New Recipients

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

Facility		
Select Facility		
Recipients Group Select 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.

#### 10.18.3. Edit Recipients

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

#### 10.18.4. Delete Recipients

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

# **10.19.** User Permission Entry

- Open any internet browser, like Google Chrome or Firefox.
- Type <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							
Instance All Instance		User Group All User Group	* All Facility	• [	۲	Instance	District	User Groups	
Show 25	✓ entries		S	earch					
SL.	User Name		Email			Instance			
1	MANU001		MANU001@gmd	il.com		DGHS			
2	OPRU001		OPRU001@gma	Lcom	1	EPI			
3	MANU228		MANU228@gmd			MNC8	H		
						I NNS			
4	OPRU228		OPRU228@gma	l.com		Z TB-eL	MIS		
5	MANU229		MANU229@gmo	il.com					

- The user permission has 4 filter criteria
  - 1. Instance: You will see the Instance List
  - 2. User Group: You will see the user group
  - 3. Facility: Facility of the user
  - 4. Search: Search a user

#### 10.19.1. Activate a User

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

Instance All Instanc		User Group T	Facility All Facility =	Ð	Instance	District	User Groups	
how 25 v	<ul> <li>entries</li> </ul>		Search					
SL.	User Nam	e	Email		Instance			
1	MANU001		MANU001@gmail.com		DGHS			
					EPI			
2	OPRU001		OPRU001@gmail.com		MNC8	H <sup>2</sup>		
з	MANU228		MANU228@gmail.com					
4	OPRU228		OPRU228@gmail.com		□ NNS			
<u> </u>	01 110220		or norrogandizoni		TB-el.	VIIS		
5	MANU229		MANU229@gmail.com					

**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 ser Group * All Fac					
ihow 25 🗸	entries					Search:	
SL.	User Name	First Name	Last Name	Email	Organization Name	Details	Status
1	MANU001	Manager - Amtali UHC, Barguna		MANU001@gmail.com		۰	×
2	OPRU001	Operator - Amtali UHC. Barguna		OPRU001@gmail.com		0	~ a
3	MANU228	Manager - Islampur UHC, Jamalpur		MANU228@gmail.com		0	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 Gr All User (	1.2	Facility All Facility		œ				
iow 25 ~	entries							Search:		
SL.	User Nar	ne	First Name		Last Name	Email	Organization Name	Details		Status
1	MANU001		Manager - Amtali Barguna	UHC.		MANU001@gmail.com		•	-	-
2	OPRU001		Operator - Amtali Barguna	UHC,		0PRU001@gmail.com		0	~	8

**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		Iser Group All User Group 🔹 🔻	Facility All Facility *	œ			
ihow 25 v	entries					Search:	
SL.	User Name	First Name	Last Name	Email	Organization Name	Details	Status
1	MANU001	Monager – Amtal Barguna	i UHC.	MANU001@gmail.com		۲	
2	OPRU001	Operator - Amtal Barguna	i UHC,	OPRU001@gmail.com		•	v =

#### 10.19.2. Assign Instance

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

Instance Al Instan		User Group All User Group *	Facility All Facility *	Instance District User Groups
Show 25	✓ entries		Search:	
SL.	User Name		Email	Instance
11	1 martine			D DGHS
1	MANU001		MANU001@gmail.com	
2	OPRU001		OPRU001@gmoil.com	
3	MANU228		MANU228@gmail.com	□ MNC&H
	00000000			I NNS
4	OPRU228		OPRU228@gmoil.com	TB-eLMIS
5	MANILI229		MANI 1229@onnail.com	

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

All Instance		User Group All User Group	v All Facility v	Instance District User Groups
haw 25	✓ entries		Search:	
SL.	User Name		Email	Instance
1	MANU001		MANU001@gmoil.com	
1	MANUUUI		MANDUDTuggmon.com	EPI
2	OPRU001		OPRU001@gmail.com	
3	MANU228		MANU228@gmail.com	MNC8H
4	OPRU228		OPRU228@gmoil.com	NNS
.4	UPR0228		OPRO228@gmail.com	Z TB-eLMIS
5	MANU229		MANU229@gmail.com	

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

#### 10.19.3. Assign District

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

Instance Al Instanc			Instance District User Groups
Show 25	← entries	Search:	Select All Deselect All
SL.	User Name	Email	Show 25 v entries Search:
1	MANU001	MANU001@gmail.com	District
2	OPRU001	OPRUC01@gmail.com	Bagerhat
3	MANU228	MANU228@gmail.com	Bandarban
4	OPRU228	OPRU228@gmail.com	Barguna
5	MANU229	MANU229@gmail.com	Barishal
б	OPRU229	OPRU229@gmail.com	Bholo
7	MANU238	MANU238@gmail.com	Bogura

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

Instance All Instan	500.00 Sec.	v All Facility v	Instance District User Groups	
Show 25	✓ entries	Search:	Select All Deselect All	
SL.	User Name	Email	Show 25 v entries	Search:
1	MANU001	MANU001@gmail.com	District	
2	OPRU001	OPRU001@gmail.com	Bogerhat	
3	MANU228	MANU228@gmail.com	🗌 Bandarban	
4	OPRU228	OPRU228@gmail.com	🔲 Barguno	
5	MANU229	MANU229@gmail.com	🔲 Barishal	
6	OPRU229	OPRU229@gmail.com	🗌 Bhola	
7	MANU238	MANU238@gmail.com	Z Bogura	

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

#### 10.19.4. Assign User Groups

**Step-1:** Assign the relevant user groups based on requirements by checking the relevant boxes from the right side under the "User Groups" tab.

Instance TB-eLMIS		* All Facility *	Instance District User Groups
Show 25	✓ entries	🔀 Download User List	User Groups
SL.	User Name	Emoil	Super Admin
1	MANU001	MANU001@gmail.com	eLMIS User
2	OPRU001	OPRUC01@gmail.com	Warehouse User
3	MANU228	MANU228@gmail.com	DRS User
4	OPRU228	GPRU228@gmail.com	Eacility User
5	MANU229	MANU229@gmail.com	Quarterly Report Unsubmit User

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

Jser Pe	rmission	Entry	Selection of Facility	×			
					Search: bar		
Instance		User Group	Facility	Facility Code	Facility Level		
TB-eLMIS	10	All User Group	O Agailjhara UHC, Barishal	U006	TB Facility	<u>^</u>	
10w 25 ~	entries		O Akhaura UHC, Brahmanbaria	U048	TB Facility		
5L.	User Name		O Amtoli UHC, Barguna	U001	TB Facility		
1	MANUCOL		O Ashar Alo Society, Adabar, Dhaka-Urban, Dhaka	R067	TB Facility		
2	OPRU001		Showing 1 to 64 of 64 entries				
3	MANU228			SAVE CA	NCEL		
4	OPRU228			_	V ocility User		
5	MANU229		MANU229@gmail.com		Quarterly Report Unsubmit U	Juer	
6	OFRU229		OPRU229@gmail.com				

Page 170 of 210

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 Perr	mission E	Entry	Selection of Facility			×	
					Search: bar		
Instance		User Group	Facility	Facility Code	Facility Level		
TB-eLMIS	<u>.</u>	All User Group	O Agailjhara UHC, Barishal	U006	TB Facility	^	
ow 25 ~ t	entries		O Akhaura UHC, Brahmanbaria	U048	TB Facility		
5L	User Name		Amtali UHC, Barguna	U001	TB Facility		
1	MANU001	_	O Ashar Alo Society, Adabar, Dhaka-Urban, Dhaka	R067	TB Facility		
2	OPRU001		Showing 1 to 64 of 64 entries				
3	MANU228			SAVE	ANCE		
4	OPRU228			_	V focility User		
5	MANU229		MANU229@gmoil.com		Quarterly Report Unsubmit I	User	
6	OFRU229		OPRU229@gmoil.com				

Instance TB-eLMIS		User Group All User Group	▼ All Facility ▼ ●	Instance District User Groups
			Download U	ser List User Groups
Show 25 v	entries		Search:	Data Viewer
SL.	User Name		Email	Super Admin
	MANU001		MANU001@gmail.com	eLMIS User (Amtali UHC, Barguna)
2	OPRU001		OPRU001@gmail.com	Warehouse User
3	MANU228		MANU228@gmail.com	DRS User
4	OPRU228		OPRU228@gmail.com	Facility User
5	5 MANU229 MANU229@gmail.com		MANU229@gmail.com	Quarterly Report Unsubmit User

#### 10.19.5. Deactivate a User

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

User Pe	rmission	Entry		
Instance All Instance	e Ŧ	User Group	Facility Al Facility -	Instance District User Groups
Show 25 v	<ul> <li>entries</li> </ul>		Search:	
SL.	User Name		Email	Instance
1	MANU001		MANU001@gmail.com	
z	OPRU001		OPRU001@gmail.com	C EPI
3			MANU228@gmail.com	MNC8H
4	OPRU228		OPRU228@gmail.com	
5	MANUZ29		MANU229@gmail.com	TB-oLMIS

screen below:

• Step-2: Click on the substant to expand the user list. The user list displays as on the

Instance All Instance		User Gr All User		Facility All Facility					
ihow 25 🗸	entries							Search:	
SL.	User Na	me	First Name	L	ast Name	Email	Organization Name	Details	Status
1	MANUGO	1	Monager - Amtali Barguna	UHC.		MANU001@gmail.com		۲	v =
2	OPRU001	2	Operator - Amtali Barguna	UHC,		OPRU001@gmail.com		•	~ =

• 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	* All Facility		(B)			
Show 25 v	entries						Search:	
SL.	User Nan	ne First Name	e .	Last Name	Email	Organization Name	Details	Status
1	MANU001	Manager - A Barguna	Amtali UHC.		MANU001@gmail.com		•	×
2	OPRU001	Operator - A Barguno	Amtali UHC,		OPRU001@gmail.com		0	~ =

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

## **10.20.** Suppliers Entry

#### 10.20.1. Suppliers List

- Open any internet browser, like Google Chrome or Firefox.
- Type <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 Suppliers Entry
- From **admin** menu, select **Suppliers** submenu to open Suppliers entry page which shows the list of all Suppliers like following screen -

low 25	🛛 🖂 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		mahmudmia@yahoo.com		0 8
3	Jadid Automobiles JAI		Bangladesh		01682191201				00
4	JM International		Bangladesh		0171111111				00
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

#### 10.20.2. Add New Suppliers

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

	M BACK TO LI
Supplier Name *	Country Bargladesh *
Emoil mouthers.	Contact Name
Contact No *	Fax insuthers
Supplier Address	URL must be a.

- Fill-up Suppliers details in the data entry fields
  - 1. **Suppliers Name\*:** Enter the Suppliers Name. This is mandatory field.
  - 2. **Country\*:** Select the Country Name. Where the Country Name is situated from the drop-down menu this is a mandatory field.
  - 3. Email: Enter the Email name. This not mandatory field.
  - 4. Contact Name: Enter the Contact name. This not mandatory field.

- 5. Contact No: Enter the Contact No. This not mandatory field.
- 6. **Fax:** Enter the Fax. This not mandatory field.
- 7. Suppliers Address: Enter the Suppliers address. This not mandatory field.
- 8. URL: Enter the Url. This not mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

### 10.20.3. Edit Suppliers

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

#### 10.20.4. Delete Suppliers

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

## 10.21. Audit log

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

	tart Date	Log En				st Type	Table Nar	ne		User List	
14/9/2	021	21/9/20	21		Al		All		•	Ali	¥.:
how 2	25 👻 entries					Search:				Old	
SL.	Date	User	Remote IP	Query T	ype	Table Name		SL	Field Name	Value	New Value
1	2021-09-21 07:58:08	Administrator	103.135.174.101	INSERT		Lplanmaster	0	1	FacilityId		4142
		Operator - NTP						2	Planid		1632189488700
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_stocktakeitems	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_Sig		3106
		Warehouse					-	10	1_Date		2021-09-21
7	2021-09-20 14:27:09	Operator - NTP Control	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	LOC 1-107-20 1-124,42	Warehouse	Locarhadar a	macrit		LOUG NUMBER RASID	-	14	3_Date		2021-09-21
9	2021-09-20-14-22-19	Operator - NTP Central	202.84.39.73	UPDATE		t_stocktakemaster	0	15	4_Sig		3107
5	2021-09-20 14:23:18	Warehouse	202.84.33.73	OPDATE		L'stocktokemoster	•	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_stocktakeitems	0	18	5_Date		2021-09-21

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

Log S 14/9/2	tart Date	Log En 21/9/20		Request Type All v		Table Nar All	ne	•	User List All	*	
how	25 v entries					Search:				-	
SL.	Date	User	Remote IP	Query Ty	ype	Table Name		SL.	Field Name	Old Value	New Value
1	2021-09-21 07:58:08	Administrator	103.135.174.101	INSERT		1_planmoster		1	FacilityId		4142
		Operator - NTP						2	Planid		1632189488700
2	2021-09-20 14:31:46	Central	202.84.39.73	INSERT		t_stocktokemaster	0	3	PlanTypeld		1
		Warehouse 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	r.	2021-09-21 00:00:00
4	2021-09-20 14:28:04	Operator - NTP Central Warehouse	202.84.39.73	UPDATE		t_stocktakeitems	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_Sig		3106
		Warehouse						10	1_Date		2021-09-21
7	2021-09-20 14:27:09	Operator - NTP Control	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
	2021-05-25 14:24:42	Warehouse	202.04.33.73	INSERT		Lisiot tracemaster	-	14	3_Date		2021-09-21
		Operator - NTP	20220122	100.475			0	15	4_Sig		3107
9	2021-09-20 14:23:18	Central Warehouse	202.84.39.73	UPDATE		t_stocktakemaster	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_stocktakeitems	•	18	5_Date		2021-09-21

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

# 10.22. Transaction Log

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

Facility List Log Start Date Dhamrai UHC, Dhaka * 14/9/2021					Query Type All *			Table Name All v	
ow 25	👻 entries			Sea	rch:		SL.	Field Name	Value
SL.	Log Sequence	Query Type	Table Name	Execution Time	Executed		1	FacilityId	3670
				2021-09-20 05:52:19	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
8					-	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:

Facility Dhamrai	r List i UHC, Dhaka	* 14/9/2021		Log End Date 21/9/2021		Query Typ	be		Table Name All v
how 25	✓ entries			Sea	rch:		SL.	Field Name	Value
SL.	Log Sequence	Query Type	Table Name	Execution Time	Executed		1	FacilityId	3670
				2021-09-20 05:52:19	•	•	2	TransactionId	1632138727550
2	1632138739411	DELETE	t_transaction_items	2021-09-20 05:52:19	0	0	3	TransactionTypela	i 1.
3	1632138739410	DELETE	t_transaction_items	2021-09-20 05:52:19	0	0	4	TransactionNo	REC-WH-U139/21-0002
	1632138727557	INSERT	t transaction items	2021-09-20 05:52:07	0	0	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".

# 10.23. 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 –

rror Lo	g						
how 25	<ul> <li>entries</li> </ul>						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, mydatasourcesettings (DataSourceld, Column Name, Column), abelEn, Colum ni, abed Others, Column Data Type Groupolite-Filterable (Count) Bittinic, Summable, Decimal Piont, Color Code, Co Uator Sourceld, Column Name, Column, abelEns, Colu mil, abel Others, Column Name, Column, BabelEns, Colum ni, abel Others, Column Name, Decimal Point, Color Code, Caustor Hidl, Schum Serial Parameter (a); []	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.dghadmis.master.t.,ui,Janguage [LangKey,LangText,LangCode,UseFor,MenuId,UseSi tel values [LangKey,LangText;LangCode,UseFor,MenuId,Us eSitg[ Parameter(s): []	1062	Duplicate entry '219-en_GB-This invoice has relovent Partial Standing Boord' for key 'UK-ui Janguage Menu LangCode LangKey'
3	203.78.144.14	Administrator	2021-08-16 12:15:57		SQL: UPDATE t. transaction. Items SET DisopprovedQuantity-or WHERE Facility/id = 4142 AND Transactionitemia IN (1628822263496,1628823486646) AND Staretid='1'; Parametersts; 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:

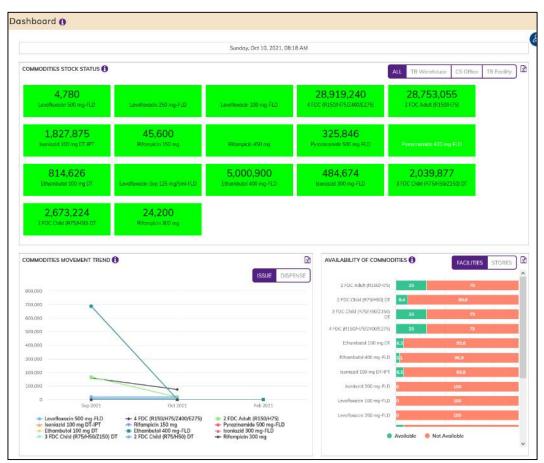
rror Lo	g						
how 25 v	• entries						Search:
SL.	Remote IP	User	Date	Туре	Query	Error No	Error Message
1	103.142.184.43	Administrator	2021-09-28 13:27:28	INSERT	SQL: INSERT INTO L_myddatosourcosettings (DataSourceld,ColumnName,ColumnLabelEn,Colum nLabelOthers,ColumnData Type,Groupable,Filterable (CountDistinct,Sammable,DecimalPoint,ColorCode,C ustomField,ColumnName,ColumnLabelEn,Colu mil.abelOthers,ColumnName,ColumnLabelEn,Colu mil.abelOthers,ColumnData Type,Groupable,Filter able,CountDistinct,Sammable,DecimalPoint,Color Code:CustaroField,SclumnSerial) Parameter(a): []	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.dghtedmia_mastert.ui.Janguage [LangKey.LangText.LangCode.UseFar.MenuId.UseSi tel values [LangKey.LangText.LangCode.UseFor.tMenuId.Us eSP 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 t. transaction. Items SET DisophravedQuantity-0 WHERE Facility/d = 4142 AND Transactionitemis Ni (1628822263496,1628823486646) AND Starefield-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

- 4. **Type**: Command type executed by the user (INSERT/UPDATE/DELETE)
- 5. Query: The SQL command which is the source of the error
- 6. **Error No**: MySQL Error number (if available)
- 7. Error Message: Message that explains the error
- The error messages can be used by the administrator to determine the types of errors that are encountered in the TB-eLMIS so they can try to resolve them.

# **11. Dashboard**

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

#### **11.1. Commodities Stock Status**

- Similar NTP commodities are grouped and the total quantity is displayed. Clicking on any block will show the underlying breakup. Initially grouped by NATIONAL, FACILITIES and STORES.
- NATIONAL is the total country stock, FACILITIES show the total stock at health facilities and STORES shows the stock at different stores. When STORES selected a separate breakdown is available. Initially you can see ALL store stock, or stock available at NTP Central warehouse or Civil Surgeon District Reserve Store (CS DRS) stock.
- Allows to export the raw data to Excel for further analysis.

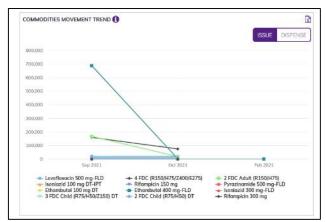


• The block also shows available stock.

#### **11.2.** Commodities Movement Trend

Shows the commodity movement (Receive or Issue) at facility level or from NTP Central warehouse in last twelve month against major commodity groups. Allows to export the raw data to Excel for further analysis.

VAILABILITY OF COMMODIT	IES U	FACILITIES ST	ORES
2 FDC Adult (R150/H75)	25	75	
2 FDC CHild (975/H50) DT	9.4	90.6	
3 PDC Child (%75/H50/2150) DT	25	75	
4 PDC (R150/H75/2400/E275)	25	75	
Ethambutol 100 mg 0T	.3	93.8	
Ethambutol 400 mg FLD	Ethambutal 400 mg FLD		
isoniazid 100 mg DT-IPT	.3	93.8	
Isonicizid 300 mg-FLD		100	
Levofloxacin 100 mg-FLD		100	
Levolloxacin 250 mg-FLD		100	
• A:	vailable 🌖 I	Nat Available	
	vailable 🧶 I		



#### **11.3.** Availability of Commodities

• A stacked bar chart showing the percentage of health facilities who have and do not have groups of commodities. When 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.

#### 12.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 -

0	0	1
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	State of the second sec	TB-08 Reporting Status
General Indent Report	Distribution Plan on General	Ad Hoc Distribution Plan Report
For a first of the second seco	Received a second secon	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 -

## **12.1. Commodities Stock Status**

• This report gives the total stock status of NTP Commodities as of current date. It includes all stock at the NTP warehouse, CS Office, Upazila health office and at health facilities. There is a block were mentioned how many facilities have reported. The report header also shown report view date and time.

Division	District	Facility Type	Facility	
All	All	LA.	All	
		Monday, Sep 20, 2021, 09:37 AM		
Commodities Stock St	atus		e	Print
				Search:
Product Code	Product Name			Stock Balance
SLD067	Clofazimine 50 mg capsule / tablet			0
.EQ056	Hand pump for disinfectant for cleanin	g instrument		0
ACC057	Pull oxymeter			0
LEQ152	UV Light (LEQ)			0
STA042	Pin remover			o
LC0081	Lotex 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.

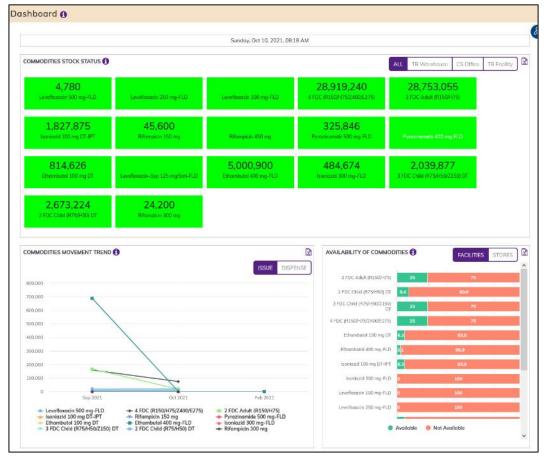
# **12.2. Stock Monitoring by District**

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

Division Dhaka	District					
		Monday, Sep 20, 202	21. 10:05 AM			
Stock Monitoring by Dist	rrict					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	D	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	
1-Channel Pipette 20-200ul		0	0	0	0	
1-Channel Pipette 200-1000	ul	0	Ō	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

# **12.3.** Dashboard



# **12.4. Product Stock Report**

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

Division All		*	District All	•	Fac	ility	,	•	Product Classificati All		•	
Product			isStock NON ZERO	•	Da	te /03/2022	ť					
All			NON ZERO		13	103/2022		1				
Stock Status	Table									Print	Excel	l csv
how 10 v er	ntries										Search:	
Division 🕴	District 🕴	Facility		Product Classification		Product Code	Products		¢	Quantity 🕴	Unit Price (BDT)	Total (BDT)
Dhaka	Gozipur	50 Beddeo	d Hospital, Tongi, Gazipur	Accerseries		ACC010	ZN Microsco	pe		55	0	
Dhaka	Gazipur	50 Beddeo	d Hospital, Tongi, Gazipur	Accerseries		ACC103	Aluminium fr	rame	(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	0	
Borisal	Barguna	Amtali UH	IC, Barguna	MEDFLD		MED004	3 FDC Adult	(R15	50/H75/E275)	400	0	
Borisol	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	)/H75	5/Z400/E275)	600	0	
Barisal	Barguna	Amtali UH	IC, Barguna	MEDFLD		MED003	Ethambutol :	100 1	mg	700	0	
Barisal	Barguna	Amtali UH	IC, Barguna	MEDFLD		MED011	Ethambutol :	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.

#### **12.5. Product Lot Stock Report**

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

Division		District			liity		Product Classificat	ion	
All	*	All	Ŧ	NT	P Central Warehouse	Ŧ	All	Ŧ	
Product All	•								
Product Lot Stock Report	t Table							Print	Excel
how 10 v entries								Search	h:
Product Code	Batch/Lot N	umber	Expiry Date	÷	Donor Ref#	÷	Unit Price (BDT) $\doteqdot$	Total (BDT)	
NTP Central Warehouse									
ZN Microscope									
ACC010							0		0 4
Aluminium frame (18x60x4.1)									
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.

#### **12.6. Receive Details Report**

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

Division All		▼ A	istrict	Ŧ	Facili All	ty Level	*	Facility All		-		
Start Date		E	nd Date		Prode	uct Classificatio	on	Product				
01/03/2022		1	3/03/2022	<b></b>	All		*	All		*		
Transaction Ty All	vpe	•										
	s Report Table											iii CSV
ow 10 v entr	ies									Search	с	
Supplier	Receive Invoice	Receive Date	Contract#/ Unit		No of Cartons			Donor Ref# Indent Quan		Quantity	Unit Price (BDT)	Tota (BDT
Khaliajuri UHC, N	etrakona											
Goggles			The Global Fund			BGD-555		BGD-NTP- GFATM Donation-		5,000		
Sea International	REC-DON- U250/22-0001	07-03-20	Wambo	Pcs				001/2022				
Goggles Sea International Agencies Ltd. Surgical Mask		07-03-20	22	Pcs				001/2022				
Sea International Agencies Ltd.		07-03-20	22	Pcs				001/2022				

- 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.

#### **12.7.** Issue Details Report

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

Division	District	E	acility Level	Facility	/		
All T	All			▼ All		*	
0			roduct Classification	Produc			
01/03/2022	End Date 13/03/2022		roduct Classification	* All	t	Ŧ	
Transaction Type	Issued To Facility						
All	All	Ŧ					
Issue Details Report Table					[	Print Excel	CSV
now 10 v entries						Search:	
Indentor/Issue To	Issue Invoice	Issue Date	Batch/Lot Number	Expiry Date	Donor Ref#	Indent Quantity	Quantity
Indentor/Issue To	Issue Invoice	Issue Date	Batch/Lot Number	Expiry Date	Donor Ref#	Indent Quantity	Quantity
	Issue Invoice	Issue Date	Batch/Lot Number	Expiry Date	Donor Ref#	Indent Quantity	Quantity
NTP Central Warehouse	Issue Invoice	Issue Date	Batch/Lot Number	Expiry Date	Donor Ref#	Indent Quantity	Quantity
NTP Central Warehouse	Issue Invoice	Issue Date		Expiry Date	Donor Ref#	Indent Quantity	
NTP Central Warehouse MEDFLD 2 FDC Adult (R150/H75)			3522	Expiry Date	Donor Ref#		50
NTP Central Warehouse MEDFLD 2 FDC Adult (R150/H75) 50 Bedded Hospital, Tongi, Gazipur	ISS-IND-C001/22-0003	10-03-2022	3522 3522	Expiry Date	Donor Ref#	500	Quantity 500 1,220
NTP Central Warehouse MEDFLD 2 FDC Adult (R150/H75) 50 Bedded Hospital, Tongi, Gazipur Barura UHC, Cumilla	ISS-IND-C001/22-0003 ISS-TB08-IND-C001/22-0009 ISS-PUSH-C001/22-0002	10-03-2022 09-03-2022	3522 3522		Donor Ref#	500	50
NTP Central Warehouse MEDFLD 2 FDC Adult (R150/H75) 50 Bedded Haspital, Tangi, Gazipur Barura UHC, Cumilia 50 Bedded Haspital, Tangi, Gazipur	ISS-IND-C001/22-0003 ISS-TB08-IND-C001/22-0009 ISS-PUSH-C001/22-0002	10-03-2022 09-03-2022	3522 3522 lot-1		Donor Ref#	500	50
NTP Centrol Warehouse MEDFLD 2 FDC Adult (R150/H75) 50 Bedded Hospital, Tongi, Gazipur Barura UHC, Cumilia 50 Bedded Hospital, Tongi, Gazipur 2 FDC Adult (R150/H75) for TPT Treatmer	ISS-IND-C001/22-0003 ISS-TB08-IND-C001/22-0009 ISS-PUSH-C001/22-0002 t	10-03-2022 09-03-2022 10-03-2022	3522 3522 lot-1		Donor Ref#	500	50 1,22 20
NTP Central Warehouse MEDFLD 2 FDC Adult (R150/H75) 50 Bedded Hospital, Tongi, Gazipur Barura UHC, Cumilla 50 Bedded Hospital, Tongi, Gazipur 2 FDC Adult (R150/H75) for TPT Treatmer 50 Bedded Hospital, Tongi, Gazipur	ISS-IND-C001/22-0003 ISS-TB08-IND-C001/22-0009 ISS-PUSH-C001/22-0002 t	10-03-2022 09-03-2022 10-03-2022	3522 3522 lot-1		Donor Ref#	500	50 1,22 20

- 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.

#### **12.8. Adjustment Details Report**

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

Division		District			Facility	Level	*	Facility			
AI		All		•	All		•	All			
Start Date		End Date				ient Type		Product Classif			
01/03/2022	<b></b>	13/03/2022		Ê	All		v	All	v		
Product All	v										
Adjustment De	tails Report Table								Print	Excel	CSV
how 10 v entri	es									Search:	
To/ From	Adjustment Invoice	Invoice Date	Adjustment Type		oduct ode	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity Adjusted	Unit Price (BDT)	Total (BDT)
Barura UHC, Cum	illo										
MEDFLD											
2 FDC Adult (R15	D/H75)										
Barura UHC, Cumilia	ADJ- U078/22-0007	10-03-2022	Receive from Main Store	MED	0002		30-09-202	2	50		
Barura UHC, Cumilla	ADJ- U078/22-0006	10-03-2022	Issue to DOTS Comer	MED	0002		30-09-202	2	50	0	
3 FDC Adult (R15	D/H75/E275)										
Barura UHC, Cumilla	ADJ- U078/22-0007	10-03-2022	Receive from Main Store	MED	0004		31-10-202	2	200		
Barura UHC, Cumilla	ADJ- U078/22-0007	10-03-2022	Receive from Moin Store	MED	0004				5		
Barura UHC, Cumilla	ADJ- U078/22-0006	10-03-2022	Issue to DOTS Corner	MED	0004		31-10-202	2	200	0	
Barura UHC, Cumilia	ADJ- U078/22-0006	10-03-2022	Issue to DOTS Comer	MEL	0004				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.

# **12.9. 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	*	All		Ŧ	
Product		Start Date			End Date						
All	Ŧ	01/03/2022		Ê	13/03/2022		Û				
Inventory Co	ontrol Register (ICR)								Pr	int 🕅 Excel	CSV
										Search:	
Invoice Date	Origin/Destination		Invoice No	Receive	Issue	Balance	Batch/L Number		Donor Ref#	Observations	Signature
Facility: NTP C	entral Warehouse										
Product: ZN M	icroscope										
01/03/2022	-		[Prev Balance]	4	з 0	43					
Product: 2 FD0	CAdult (R150/H75)										
01/03/2022	-		[Prev Balance]	749,76	3 0	749,763	lot-2	31/01/2023			
09/03/2022	Essential Drugs Company	Limited	INT-RCV- C001/22-0003	400,00	0 0	1,149,763	3522				
09/03/2022	Barura UHC, Cumilla		ISS-TB08- IND- C001/22-0009		0 1,220	1,148,543	3522				
10/03/2022	50 Bedded Hospital, Tongi	Gazipur	ISS-IND- C001/22-0003		0 500	1,148,043	3522				
10/03/2022	50 Bedded Hospital, Tongi	Gazipur	ISS-PUSH- C001/22-0002		0 200	1,147,843	lot-1	31/05/2022			

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

# **12.10.** Inventory Control Register- Unusable (ICR)

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

•	All Start Date			<b>cility</b> Irura UHC. Cumi							
•			End Date		lla	*	All			*	
*				d Date							
	01/07/2021		1	3/03/2022		Ô					
ol Register (ICR) Unus	able								P	rint X Excel	CSV
								Search:			
Origin/Destination	Destination Invoice No		Receive	Issue	Balance	nce Batch/Lot Number				Observations	Signature
IC, Cumilla											
lult (R150/H75)											
Barura UHC, Cumilla		ADJ- U078/21-0002	150	) 0	150					Add to Stock (Unusable)	
lult (R150/H75/E275)											
Barura UHC, Cumilla		ADJ- U078/21-0002	350	) 0	350					Add to Stock (Unusable)	
150/H75/Z400/E275)											
	Origin/Destination IC, Cumilla Uit (R150/H75) Barura UHC, Cumilla Barura UHC, Cumilla Barura UHC, Cumilla	LIC, Cumillo uit (R150/H75) Barura UHC, Cumillo uit (R150/H75/E275) Barura UHC, Cumillo LIS0/H75/Z400/E275)	Origin/Destination         Invoice No           Cr., Cumillo	Origin/Destination         Invoice No         Receive           Cr, Cumilia	Origin/Destination         Invoice No         Receive         Issue           Cr., Cumillo	Origin/Destination         Invoice No         Receive         Issue         Balance           Cr, Cumilla	Origin/Destination         Invoice No         Receive         Issue         Balance         Bart           Cr. Cumillo               Bart         Num           LIC, Cumillo                Bart         Num           Barura UHC, Cumillo         ADj- U076/21-0002         150         O         150         150              Barura UHC, Cumillo         MD/F/21-0002         350         O         350               LISOH75/E275)  <	Origin/Destination         Invoice No         Receive         Issue         Balance         Batch/Lot Number           Cr, Cumilla	Origin/Destination         Invoice No         Receive         Issue         Balance         Batch/Lot Number         Expiry Date           Cr, Cumilla         U/CR21-0002         150         0         150         150           Barura UHC, Cumilla         U/OR/21-0002         150         0         150         150           Barura UHC, Cumilla         U/OR/21-0002         150         0         150         150           Barura UHC, Cumilla         U/OR/21-0002         350         0         350         160           Barura UHC, Cumilla         U/OR/21-0002         350         0         350         160           Stor/Y5/2400/E275)         U/OR         U/OR         160         160         160	Origin/Destination         Invoice No         Receive         Issue         Balance         Broch/Lot Number         Expiry Date         Donor Ref#           Cr. Cumilla	Origin/Destination         Invoice No         Receive         Issue         Balance         Batch/Lat, Number         Expiry Date         Donor Ref#         Observations           Cr, Cumilla         U/074/21-0002         150         0         150         150         Add to Stock (Junsable)           Batch/Lat, Supervise         Jung/2/21-0002         150         0         150         150         Add to Stock (Junsable)           Ut (R150/H75/E275)         Jung/2/21-0002         350         0         350         Image: Supervise Supervise         Add to Stock (Junsable)           Ltop/H75/2400/E275)         ADI- Supervise         Add to Stock         Image: Supervise Supervise         Image: Supervise Supervise         Image: Supervise Supervise

- 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.

## 12.11. Dispense Report

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

Division		District		Facility		Start Date		
All	*	All	Ψ	All	*	01/03/2022	節	
End Date		Recipient Group		Recipient		Product Classificatio	n	
13/03/2022	<b></b>	All	٣	All	Ψ.	All	٣	
Product		Store						
All	٣	All	*					
Dispense Report Tal	ble						Print	Excel CSV
ow 10 v entries							Seo	rch:
Facility	Recipient Gro	oup Recipient Dispense Date		Product	Batch/I Numbe		Donor Ref#	Quantity Dispensed
MEDFLD								
	Govt. Field Staf	f Field Staff	10-03-2022	2 FDC Adult (R150/H75)		30-09-202	2	10
Barura UHC, Cumilla	Govt. Field Staf	f Field Staff	10-03-2022	3 FDC Adult (R150/H75 /E275)		31-10-202	2	1
Borura UHC, Cumilla Borura UHC, Cumilla			10-03-2022	4 FDC (R150/H75 /Z400/E275)		30-11-202	1	20
Barura UHC, Cumilla	Govt. Field Staf	f Field Staff						
	Govt. Field Staf	f Field Staff						

- 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.

## **12.12.** Going to Expire Lots Report

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

Division			District			Facility	Level		Facility				
All		Ŧ	All		Ŧ	All		*	All		Ŧ		
Product Cla	ssification		Product			Start D	ate		End Dat	te			
All		Ŧ	All		Ŧ	13/03/2	022	۵Ó	13/06/2	022	Ê		
Going to Exp	oire Lots Repo	rt Table									Print	X Excel	CSV
iow 10 v e	ntries										S	earch:	
Division	District	Facility		Product Code	Product		Batch/Lot Number		piry ste	Donor Ref#	Quantity	Unit Price (BDT)	Total (BDT)
MEDFLD													
Mymensingh	Mymensingh	Dhobaura UH Mymensingh	łC,	MED046	2 FDC Child (R75/H50) D		NRT2020A_2, NRT2021A, Ref_9645	31-	03-2022		1,205		
Mymensingh	Mymensingh	Dhobaura UH Mymensingh	łC,	MED045	3 FDC Child (R75/H50/Z		NRU2017A_2, Ref_9645	31-	03-2022		645		
dymensingh	Mymensingh	Dhobaura UH Mymensingh	łC,	MED045	3 FDC Child (R75/H50/Z		ККК-777	01-	05-2022	NTP/2021	2,000	0	
Chittagong	Cumilla	Homna UHC,	Cumilla	MED002	2 FDC Adult (R150/H75)		AAA-111	31-	03-2022		1,000	0	
dymensingh	Mymensingh	Ishwarganj L Mymensingh	HC,	MED002	2 FDC Adult (R150/H75)		lot-1	31-	05-2022		33,965	0	
Mymensingh	Jamalpur	Islampur UH(	lamalour	MED045	3 FDC Child			01	06-2022		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.

## **12.13.** Physical Inventory Details Report

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

Division All	*	District All			Facility All	₹ A	roduct Classification	*
Product		Start Date			End Date			
All	Ψ.	01/03/2022		1	13/03/2022	1		
Product Classification 🛊	Product	÷	Start Date	End Date	Stock Quantity 🕴	Physical Quantity (Usa	ble) 🖗 Adjustment Quantity 🖗	Physical Quantity (Unusable)
Khaliajuri UHC, Netrakona			Date					
MEDFLD	2 FDC Adult (R	L50/H75)	01-03-2022	07-03-2022	0	200	0,000 200,000	
MEDFLD	2 FDC Child (R7	5/H50) DT	07-03-2022	07-03-2022	0	300	0,000 300,000	

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

## **12.14. TB-08 Product List**

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

B-08 Product List 🚯				
TB-08 Product List			Print	Excel
Show 10 ¥ entries			1	Search:
Product Code	Item Name	Settings ID	Sort Order 📥	Is Editable $\stackrel{\scriptscriptstyle A}{\Rightarrow}$
FLD062	Levofloxacin 500 mg	2	6	0
FLD063	Levofloxacin 250 mg	2	7	0
FLD064	Levofloxacin 100 mg	2	8	1
MED001	4 FDC (R150/H75/E275/Z400)	2	1	0
MED002	2 FDC-Adult (R150/H75)	2	2	0
MED006	Isoniazid 100 mg for IPT (Dispersible)	2	10	0
MED007	Rifampicin 150 mg	2	14	1
MED008	Rifampicin 450 mg	2	12	1
MED009	Pyrazinamide 500 mg	2	15	1
MED010	Pyrazinamide 400 mg	2	16	1

- This form presents the TB-08 indent items report. The report has the following
- The table has the following columns:
  - 1. **Product Code:** Show the product code.
  - 2. Product: Name of product
  - 3. Settings ID: Show the product's settings Id.
  - 4. **Sort Order:** Show the product's sort order id.
  - 5. Is Editable: Show the product's is editable or not
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

## 12.15. TB-08 Indent Report

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

	t 🚯								
Quarter		Year		District		Facility	4		
Q1: Jan-Mar	*	2022	Ψ	Mymensingh		* Phulpur	UHC, Mymensingh	*	
			March an effer		ring the previous qua				
			Number of rec	Adults (>15		ter			
New	/Category-I = (a)			Re-treatme					
	Cases together (P+, P-, EP, Bone & Neurological TB)	P+ve(b1)	P-ve(b2)	EP (I	o3) Mening	jitis, Bone & Neur	ological TB (b4)	Total (b)	
	212	17	2	2		0			21
				Children (<15	years)				
)	Child Cat-I (Adult Formulation)	= (c)	Child Cat-I (Dispe	rsible formulation	n) = (d)	Total Chil	d	<5 Years Child	d Registered for IPT (e)
	2			4		6			46
TR-08 Indent								Print	Excel CSV
								Print Search	Excel
now 10 v er								Search	h:
		Total(h)=	Total requ	ired querterly (+buffer) (i)	Existing Balance	Expiry Date	Amount to be	Search	h: Actual Quantity
now 10 v er Product Code	ntries Product Name		Total requ				Amount to be	Search	h: Actual Quantity
now 10 v er Product Code Phulpur UHC, N	ntries Product Name	Ψ (f+g) Ψ	Total requ				Amount to be	Search	Actual Quantity Requested
Product Code Phulpur UHC, N MED001	tries Product Name tymensingh	Ψ (f+g) Ψ	Total requ	(+buffer) (i) <sup>+</sup>	(j) <sup>†</sup>		Amount to be	Search Supplied= (i) - (j) +	Actual Quantity Requested 99,72/
now 10 v er Product Code Phulpur UHC, N MED001 MED002	tries Product Name tymensingh 4 FDC (R150/H75/Z400/E27	(f+g) = 5) 49,860 77,040	Total requ	(+buffer) (i) 99,720	0		Amount to br	Search Supplied= (i) - (j) 99,720	Actual Quantity Requested 99,72 154,08
now 10 v er Product Code Phulpur UHC, M MED001 MED002 MED045	trifes Product Name tymenslingh 4 FDC (R150/H75/Z400/E27 2 FDC Adult (R150/H75) 3 FDC Child (R75/H50/Z150)	(f+g) = 5) 49,860 77,040	Total requ	(+buffer) (i) 99,720 154,080	0		Amount to br	Search e Supplied= (i) - (j) ÷ 99,720 154,080	Actual Quantity Requested 99,72 154,08 1,44
now 10 v er Product Code Phulpur UHC, M MED001 MED045 MED046	tt/es Product Name ymensingh 4 FDC (R150/H75/2400/E27 2 FDC Adult (R150/H75) 3 FDC Child (R75/H50/2150) DT	(f+g) = 5) 49,860 77,040 ) 720	Total requ	(+buffer) (i) 99,720 154,080 1,440	0 0 0		Amount to be	Seord e Supplied= (i) - (j) → 99,720 154,080 1,440	Actual Quantity Requested 99.72 154.08 1.44 2.88
Now 10 v er Product Code Phulpur UHC, M MED001 MED002 MED045 MED046 MED011	ttries Product Name 4FDC (R150/H75/Z400/E27 2 FDC Adult (R150/H75) 3 FDC Child (R75/H50/2150 DT 2 FDC Child (R75/H50) DT	(f+g)	Totol requ	(+buffer) (i) 99,720 154,080 1,440 2,880	() 0 0 0		Amount to be	Secord : Supplied= (i) - (j) 99,720 154,080 1,440 2,880	Actual Quantity Requested 99.72 154.09 1.444 2.88 72
	titles Product Name tymensingh 4 FDC (R150)H75/Z400/E27 2 FDC Adult (R150)H75/3 3 FDC Child (R75/H50/2150) DT 2 FDC Child (R75/H50/DT Ethombutol 100 mg DT	(f+g) 5) 49,860 77,040 0) 720 1,440 360	Total requ	(+buffer) (i) 99,720 154,080 1,440 2,880 720	0 0 0 0		Amount to be	Second Supplied= 99,720 154,080 1,440 2,880 720	Actual Quantity Requested 99,72 154,09 1,44 2,88 72 10,26
how 10 v er Product Code Phulpur UHC, N MED001 MED045 MED046 MED011 FLD062	trifes Product Name tymensingh 4 FDC (R150/H75/2400/E27 2 FDC Adult (R150/H75) 3 FDC Child (R75/H50) DT 2 FDC Child (R75/H50) DT Ethombuld 10 on gDT Levofloxacin 500 mg-FLD	<ul> <li>(f+g)</li> <li>49,860</li> <li>77,040</li> <li>720</li> <li>1,440</li> <li>360</li> <li>5,130</li> </ul>	Totol requ	(+buffer) (i) 99,720 154,080 1,440 2,880 720 10,260			Amount to be	Second Supplied= 99,720 154,090 1,440 2,880 720 10,280	Actual Quantity Requested 99,72 154.09 1,44 2,88 722 10,26 20,52
how 10 v er Product Code Phulpur UHC, N MED001 MED045 MED046 MED011 FLD062 FLD063	ttries Product Name tymensingh 4 FDC (R150/H75/Z400/E27 2 FDC Adult (R150/H75) 3 FDC Child (R75/H50/2180 DT 2 FDC Child (R75/H50) DT Ethombutol 100 mg TT Levofloxacin 500 mg-FLD Levofloxacin 250 mg-FLD	<ul> <li>(f+g)</li> <li>49,860</li> <li>77,040</li> <li>720</li> <li>1,440</li> <li>360</li> <li>5,130</li> </ul>	Totol requ	(+buffer) (i) 99,720 154,080 1,440 2,880 720 10,260			Amount to be	Second Supplied= (i) - (j) 99,720 154,080 1,440 720 720 10,280 20,520	] [

- 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

- 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.

#### 12.16. 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	*	2022		<ul> <li>Mymensing</li> </ul>	h	*	All		v	
			Number	r of registered cases	during the previou	us quarter				
				Adults (>	15 years)					
New/Category-I	= (a)			Re-trea	tment = (b)					
All New/Cat-I Cases toget Meningitis, Bone & Neur		P+ve(b1)	P-ve(b	52) I	EP(b3)	Meningitis, I	Bone & Neurological TB	(b4)	(b4)	
292		22			4 0				35	
				Children (	<15 years)					
Child Cat-I (	Adult Formulation	) = (c)	Child Cat-I	(Dispersible formula	tion) = (d)		Total Child		5 Years Child Re	egistered for IPT (e
	8			5			13			46
upply Consolidation or	n TB-08 Report	Table						0	Print	Excel
	n TB-08 Report	Table						Ð	Print 🔀 E Search:	Excel CSV
upply Consolidation of w 10 v entries Product	TB-08 Report Total (α) = (1+2)	Total Required Q	luarterly +Buffer)	Amount to be supplied	Actual Qua Requi		Actual Supply Quantity	lssued Qty		Expiry Date
ow 10 v entries	Total (a) = (1+2)	Total Required Q						Issued	Search: Batch/Lot	Expiry
w 10 v entries Product hwarganj UHC, Mymensin	Total (a) = (1+2)	Total Required Q			Requ			Issued	Search: Batch/Lot	Expiry
w 10 v entries Product hwarganj UHC, Mymensin FDC Adult (R150/H75) FDC Child (R75/H50)	Total (a) = (1+2) gh	Total Required Q	+Buffer)	supplied	Requ	ested	Quantity	Issued Qty	Search: Batch/Lot Number	Expiry Date
vvvvvvvvvvvvvvvvvvvvvvvvvvvvvvvvvvvvvv	Total (a) = (1+2) gh 30,960	Total Required Q	+Buffer) 61,920	supplied 34,265	Requ	ested 34,265	Quantity 34,265	Issued Qty 34,265	Search: Batch/Lot Number	Expiry Date
www.intervention         intervention           Product         http://www.intervention           How angoing UHC, Mymensian         FOC (Multical (R75/H50))           FDC Child (R75/H50)         T           FDC (R150/H75)         FDC (R150/H75)	Total (a) = (1+2) gh 30,960 360	Total Required Q	+Buffer) 61,920 720	supplied 34,265 334	Requ	ested 34,265 334	Quantity 34,265 334	Issued Qty 34,265	Search: Batch/Lot Number	Expiry Date
V 10 v entries Product hwarganj UHC, Mymensin FDC Adult (R150/H75) FDC Child (R75/H50) TFDC Child (R75/H50) 150) DT FDC (R150/H75 400/F275)	Total (a) = (1+2) gh 30,960 360 180	Total Required Q	+Buffer) 61,920 720 360	supplied 34,265 334 0	Requ	asted 34,265 334 0	Quantity 34,265 334 0	Issued Qty 34,265 334	Search: Batch/Lot Number	Expiry Date
w 10 ∨ entries Product hwarganj UHC, Mymensin FDC Adult (R150/H75) FDC Child (R75/H50) T FDC Child (R75/H50 2150) DT FDC (R150/H75 400/E275) thombutel 100 mg DT	Total (a) = (1+2) 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 0	Requ	ested 34,265 334 0 28,433	Quantity 34,265 334 0 28,433 0 0 0	Issued Qty 34,265 334	Search: Batch/Lot Number	Expiry Date
wwwwint         10 v entries           Product         International Control (Control (Contro) (Control (Contro) (Control (Control (Control (C	Total (a) = (1+2) 30,960 360 180 23,040	Total Required Q	+Buffer) 61,920 720 360 46,080	supplied 34,265 334 0 28,433 0	Requ	ested 34,265 334 0 28,433 0	Quantity 34,265 334 0 28,433 0	Issued Qty 34,265 334	Search: Batch/Lot Number	Expiry Date
w 10 v entries Product hwarganj UHC, Mymensim FDC Adult (R150(H75) FDC Child (R75/H50) T FDC Child (R75/H50) T50) 0T FDC (R150/H75 K400/E275) thembulot 100 mg DT thembulot 100 mg DT-IDT thembulot 400 mg -FLD	Total (a) = (1+2) 30,960 360 180 23,040 90	Total Required Q	+Buffer) 61,920 720 360 46,080	supplied 34,265 334 0 28,433 0 0 0	Requ	ested 34,265 334 0 28,433 0 0	Quantity 34,265 334 0 28,433 0 0 0	Issued Qty 34,265 334	Search: Batch/Lot Number	Expiry Date
ow 10 v entries	Total (a) = (1+2) 30,960 360 180 23,040 90	Total Required Q	+Buffer) 61,920 720 360 46,080	supplied 34,265 334 0 28,433 0 0 0 0	Requ	ested 34,265 334 0 28,433 0 0 0 0	Quantity 34265 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)

- 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.

## 12.17. Issue against TB-08 Indent

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

Quarter			Year		C	District	Facilit	у		
Q1: Jan-Mar		*	2022		* h	lymensingh	▼ All		*	
					Number of registe	ared cases during the pro	nious quarter			
					Number of regist	Adults (>15 years)	wous quarter			
New	w/Category	ul = (a)				Re-treatment = (b)				
									т	otal (b)
All New/Cat-I Cases together (P+, P-, Meningitis, Bone & Neurological TE					P-ve(b2)	EP(b3)	Meningitis, Bone & Neu	rological TB (b4)		
	292		22		9	4	0			35
						Children (<15 years)				
	Child Cat-	l (Adult Formulatio	n) = (c)	Chil	d Cat-I (Dispersib	le formulation) = (d)	Total Chi	ld	<5 Years Child	Registered for IPT (e)
		8			5		13			46
ssue agains	st TB-08 li	ndent Details Re	port						Print	Excel
		ndent Details Re	port						Print E	
	entries	ndent Details Re	port	Unit 🖨	Batch/Lot Nun	nber 💧 Expiry Date	DONOR REF# \$	Quantity 🛊		
ow 10 v e Quarter 🕴	entries Year \$	Product		Unit 🖗	Batch/Lot Nun	nber 🕴 Expiry Date	DONOR REF#	Quantity 🔶	Search:	
low 10 ∨ e Quarter ∲ shwarganj UF	entries Year \$		0-C001/22-0003)	Unit 🖗	Batch/Lot Nun	nber 🕴 Expiry Date	DONOR REF#	Quantity \$	Search:	Ordered Quantity
low 10 ∨ e Quarter ∲ shwarganj U⊦ Q1: Jan-Mar	entries Year ( HC, Mymens	Product ingh (ISS-TB08-INE	0-C001/22-0003) 50/H75}				DONOR REF#		Search:	
Quarter Quarter shwarganj UF Q1: Jan-Mar Q1: Jan-Mar	Year 4 HC, Mymens 2022	Product singh (ISS-TB08-INE 2 FDC Adult (R1	0-C001/22-0003) 50/H75) 5/H50) DT	Tab			DONOR REF#	34,265	Search:	Ordered Quantity 34,265
aw 10 v a Quarter a shwarganj UH Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar	Year ( HC, Mymens 2022 2022	Product ingh (ISS-TB08-INC 2 FDC Adult (R1 2 FDC Child (R7!	0-C001/22-0003) 50/H75) 5/H50) DT 5/Z400/E275)	Tab Tab			DONOR REF#	34,265 334	Search:	Ordered Quantity 34,265 334
aw 10 v a Quarter shwarganj UF Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar	Year C, Mymens 2022 2022 2022	Product ingh (ISS-TB08-INE 2 FDC Adult (R1 2 FDC Child (R7 4 FDC (R150/H7	0-C001/22-0003) 50/H75) 5/H50) DT 5/Z400/E275) 0 mg-FLD	Tab Tab Tab			DONOR REF#	34,265 334 28,433	Search:	Ordered Quantity 34,265 334 28,433
aw 10 v a Quarter shwarganj UF Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar	Year Year HC, Mymens 2022 2022 2022 2022 2022 2022 2022	Product ingh (ISS-TB08-INE 2 FDC Adult (R1 2 FDC Child (R7 4 FDC (R150/H7 Levofloxacin 250	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 34265 334 28,433 7,560
aw 10 v a Quarter shwarganj UF Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Phulpur UHC,	Year Year HC, Mymens 2022 2022 2022 2022 2022 2022 2022	Product ingh (ISS-TB08-INE 2 FDC Adult (R1 2 FDC Child (R7! 4 FDC (R150/H7 Levofloxacin 250 Levofloxacin 500	0-C001/22-0003) 50/H75) 5/H50) DT 5/2400/E275) 0 mg-FLD 001/22-0002)	Tab Tab Tab Tab			DONOR REF#	34,265 334 28,433 7,560	Search:	Ordered Quantity 34,265 334 28,433 7,560 3,700
aw 10 v a Quarter shwarganj U- Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Phulpur U-HC, Q1: Jan-Mar	Year C, Mymens 2022 2022 2022 2022 2022 2022 2022 20	Product 2 FDC Adult (R1 2 FDC Adult (R1 4 FDC (R150/r7 Levofloxacin 250 Levofloxacin 500 h (ISS-TB08-IND-CI	0-C001/22-0003) 50/F75) 5/F50) DT 5/2400(8275) 0 mg-FLD 0 mg-FLD 0 001/22-0002) 50/F75)	Tab Tab Tab Tab Tab	lot-1	31-05-2022	DONOR REF#	34.265 334 28,433 7,560 3,700	Search:	Ordered Quantity 34265 334 28,433 7,560
aw 10 v a Quarter shwarganj U- Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Q1: Jan-Mar Phulpur UHC, Q1: Jan-Mar Q1: Jan-Mar	Artries Year AC, Mymens 2022 2022 2022 2022 2022 2022 2022 20	Product ingh (ISS-TB08-INE 2 FDC Adult (R1 2 FDC Child (R7: 4 FDC (R150/H7 Levofloxacin 250: Levofloxacin 500: h (ISS-TB08-IND-CI 2 FDC Adult (R1	0-C001/22-0003) 50/H75) 54/50) DT 55/2400(2275) 0 mg-FLD 001/22-0002) 50/H75) 54/50) DT	Tab Tab Tab Tab Tab Tab	lot-1	31-05-2022	DONOR REF#	34,265 334 28,433 7,560 3,700 15,080	Search:	Ordered Quantity 34.265 334 28.433 7.560 3.700 154.080
aw 10 v a Quarter Ishwarganj UF 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 ingh (ISS-TB08-INE 2 FDC Adult (R1 2 FDC Adult (R1 4 FDC (R150H7 Levofloxacin 50C h (ISS-TB08-IND-C) 2 FDC Adult (R1 2 FDC Adult (R7	0-C001/22-0003) 50/H75) 5/H50 DT 5/2400(E275) mg-FLD 010/22-0002) 50/H75) 50/H75) 5/H50(2150) DT 5/H50(2150) DT	Tab Tab Tab Tab Tab Tab Tab	lot-1	31-05-2022		34,265 334 28,433 7,560 3,700 15,080 2,880	Search:	Ordered Quantity 34.265 334 28.433 7.560 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

- 3. Product
- 4. Unit
- 5. Lot No
- 6. Expiry Date
- 7. DONOR REF#
- 8. Quantity
- 9. No of Cartons
- 10. Ordered Quantity
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

#### 12.18. TB-08 Reporting Status

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

Quarter Q2: Apr-Jun	Year 2021	 District Dhoka	Facility		2
de obi-lui	 2021	 Drigke	74		<u> </u>
				(	
3-08 Reporting Status					PRINT EXCE
b-oo neporting status					E COURT
ow 10 v entries				Sec	arch:
w 10 v entries		Reporting Date		Status	
		Reporting Date			

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

## 12.19. General Indent Report

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

neral Indent Rep	oort 🚯				
Indent From	*	Indent To All	×		
Indent Report Table				Print	Excel
Show 10 👻 entries					Search:
Product Code	# Prod	luct		\$ Stock on Hand 🗄	Indent Quantity
Indent To: NTP Central Wa	arehause				
Indent From: Dhamrai UH	C, Dhaka, Indent#:	IND-U139/21-7518, Dote: 1	9/09/2021		
FLD066	2 FDC	Adult (R150/H75) for TPT Tr	reatment	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:
  - 1. Indent from: By default, selected All. Select a facility from dropdown list.
  - 2. Indent to: By default, selected All. You can select another indent to dropdown list.
- The table has the following columns:
  - 1. **Product Code:** Show the product code.
  - 2. Product: Name of product
  - 3. Stock on Hand: Show the product stock on hand.
  - 4. Indent Quantity: Show the product's actual indent quantity.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

# **12.20.** Distribution Plan on General Indent Report

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

Division		District	Ţ	Facility Level	Facility All	¥
Start Plan Date 01/09/2021		End Plan Date 13/03/2022		Product Classification	All	w.
						nt
Distribution Plan on	Indent Table Dat	a			Pri	Search:
Indent	Indent Date	Indentor Facility	1	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	Dhamrai UHC, Dhaka	A	nikacin 500 mg/2ml inj	50	0
IND-U139/21-7521	01-11-2021	Dhamrai UHC, Dhaka	C	apreomycin inj 1 gm	100	c
IND-U139/21-7521	01-11-2021	Dhamrai UHC, Dhaka	CI	ofazimine 100 mg	100	
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	A	nikacin 500 mg/2ml inj	10	(
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	A	moxicillin(500)+ Clavulanic acid (125) mg	40	c
IND-U140/21-7509	25-11-2021	Dohar UHC, Dhaka	В	edaquiline 20mg for Child Patient	40	(
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	500
IND-U141/21-7506	10-09-2021	Keranigonj UHC, Dhaka	3	FDC Adult (R150/H75/E275)	300	c
140-0141/21-7506	10-09-2021	Keranigonj UHC, Dhaka		FDC Child (R75/H50/Z150) DT	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.

# **12.21.** Ad Hoc Distribution Plan Report

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

Division		District		Facility Level	Facility		
All	Ŧ	All	*	All	All	*	
Start Plan Date		End Plan Date		Product Classification	Product		
01/03/2022	<b></b>	13/03/2022		All	All	٣	
Ad Hoc Distribution Plar	n Table Data					Print	Excel
ow 10 v entries						Sea	rch:
Facility			Pro	duct Name			Planned Issue Quantity
ITP Central Warehouse							
ADHOC-PLAN-C001/22-000	01(13-03-2022)						
DC Chattogram, Chattogra	m		ZN M	ficroscope			1
CDC Bhola, Bhola			ZN M	ficroscope			1
CDC Pirojpur, Pirojpur			ZN M	licroscope			1
CDC Chandpur, Chandpur			ZN M	ficroscope			1
CDC Brahmanbaria, Brahma	nbaria		ZN N	ficroscope			1
CDC Brahmanbaria, Brahma	nbaria		2 FD	C Adult (R150/H75)			200
CDC Chandpur, Chandpur			2 FD	C Adult (R150/H75)			200
CDC Chattogram, Chattogra	m		2 FD	C Adult (R150/H75)			200
CDC Bhola, Bhola			2 FD	C Adult (R150/H75)			200
DC Pirojpur, Pirojpur			2 ED	C Adult (R150/H75)			200

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

## 12.22. Facility Contact Report

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

Division		District     All		Facility Type						
Facility Cont	act Report						🖨 Print		Excel	sv
how 10 v e	ntries							Search	h:	
Division	0 District 0	Facility Id	Facility Name	+	Facility Type	. 0	Facility Head	. 0	Storekeeper	
Barisal	Barguna	S001	Civil Surgeon Office, Barg	una	CS Office					
Barisal	Barguna	U001	Amtali UHC, Barguna		UPAZILA					
Barisal	Borguno	U002	Bamna UHC, Barguno		UPAZILA					
Barisal	Barguna	U003	Betagi UHC, Barguna		UPAZILA					
Barisal	Barguna	U004	Patharghata UHC, Bargu	na	UPAZILA					
Barisal	Borguna	U005	Barguna Sadar UHC, Bar	0100	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.

#### **12.23.** Facility eLMIS Activity Status

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

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

• This form presents Asset Report of all the items. The report has the following filter criteria:

- 1. Division: Select All or a Division from dropdown list.
- 2. **District:** Select All or a district from dropdown list.
- 3. Facility: Select a facility from dropdown list.
- 4. Start Date: Select Start Date from dropdown list.
- 5. End Date: Select End Date from dropdown list.
- The table has the following columns:
  - 1. Facility Code: Show the facility code.
  - 2. Facility: Show the facility Name.
  - 3. Facility Head: Show the facility head Name with Contact number.
  - 4. Store Keeper: Show the facility Store keeper name with contact number.
  - 5. Last Activity: Show the facility last activity date.
  - 6. Last Daily Report Generate Date: Show the facility last daily report generate date.
  - 7. **Non-zero Product:** Show the facility heaving number of non-zero product for selected month
  - 8. Receive: Show the facility received number of receive invoice for selected month
  - 9. **Issue:** Show the facility Issued number of Issue voucher for selected month.
  - 10. Adj: Show the facility number created of adjusted invoice selected month.
  - 11. **General Indent:** Show the facility submitted number of general indents for the selected month.
  - 12. **TB-08 Indent:** Show the facility submitted number of TB-08 indents for the selected month.
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV formats.

#### **12.24.** Quarterly Stock Status and Stockout Days

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

Quarter Q3: Jul-Sep	÷	Year 2021	*	District	Facility Dhamrai UHC, Dhaka	-
Product All	•					
Quarterly Stock Statu	s and Stockout	t Days			₽ P	rint
how 10 v entries						Search:
Product Code	Produ	act			Closing Balance	# of stack-out day
Dhamrai UHC, Dhaka						
MEDELD						
FLD066	2 FDC	Adult (R150/H75) for TPT Tree	atment		0	
MED001	4 FDC	(R150/H75/Z400/E275)			3,400	
MED002	2 FDC	Adult (R150/H75)			2,480	
MED006	Isoniaz	id 100 mg DT-IPT			0	
MED011	Ethoma	butol 100 mg DT			0	
MED033	Ethoma	butol 400 mg-FLD			0	
MED045	3 FDC	Child (R75/H50/2150) DT			4,200	
MED046	2 500	Child (R75/H50) DT			0	

- This form presents the Quarterly Stock Status and Stockout Days report. The report has the following filter criteria:
  - 1. **Quarter**: By default, selected current Quarter. Select previous quarter from dropdown list.
  - 2. Year: By default, selected current year. Select previous year from dropdown list.

- 3. **District**: By default, selected a district. Select the district according to your needs.
- 4. Facility: By default, selected All. Select the facility according to your needs.
- 5. **Product**: By default, selected All. Select the product according to your needs.
- The table has the following columns:
  - 1. Product Code
  - 2. Product
  - 3. Closing Balance
  - 4. # Of stock-out days
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

# **12.25.** Quarterly Stock Status Lot wise

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

Quarter Q3: Jul-Sep	Ŧ	Year 2021	* A	listrict JI		Facility Dhamrai UHC, Dhaka		
Product All	٠							
Quarterly Stock Sta	tus Lot wise Table	1				Print	Excel	
now 10 v entries							Search:	
Product Code	Product N	ame	Bat	Batch No Expiry Date		Donor Ref	Closing Balan	
Dhamrai UHC, Dhaka								
MEDELD	4 FDC (R15	0/H75/Z400/E275)			30-09-2022		40	
Ohamrai UHC, Dhaka MEDELD MED001 MED002		0/H75/Z400/E275) : (R150/H75)			30-09-2022 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.

# 12.26. Provisional Receive (Waiting for Survey)

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

All Start Date			Facility I	Level		Facility				
Start Date	All *		Ŧ	All		Ŧ	All	1		
		End Date		Product	Classification		Product			
01/03/2022	1	13/03/2022	1	All		*	All		r.	
The second second		Comparent.		Star (Mar)						
TB-eLMIS Provisional Receive (Waiti	ng for Surve	ey)						Print	Excel	CSV
how 10 🗸 entries									Search:	
Supplier	Source of Fund	Receive Invoice	Receive Date	Unit	Batch/Lot Number	Expiry Date	Donor Ref#	Quantity	Unit Price (BDT)	Total (BDT)
Khaliajuri UHC, Netrakona										
PCR Tubes										
Demo Supplier G	IFATM	REC-DON-PRO- U250/22-0002	07-03-2022	Pcs	TTT-888	31-03-202	4 GFATM- 103/2022	300	2,000	600,00
NTP Central Warehouse										
2 FDC Adult (R150/H75)										
Essential Drugs Company Limited	ITP,GoB	REC-SUP-PRO- C001/22-0002	09-03-2022	Tab	4545	31-03-202	3	400,000	0	
4 FDC (R150/H75/Z400/E275)										
Essential Drugs Company	ITP,GoB	REC-SUP-PRO- C001/22-0002	09-03-2022	Tab	2544	31-03-202	4	350,000	o	

- 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.

# **12.27.** Provisional Receiving Register Report

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

risional Re	ceiving Regist	er Report 🚯									
Division All	Ŧ	District All		▼ NTP Ce	/ ntral Warehouse	Ŧ	Product Class	ification	*		
Product Name		Start Date		End Do			Receive Type				
All	*	01/03/2022		13/03/3	2022	<b></b>	All				
Supplier All	¥	Source of Fund	1	¥							
Provisional Rec	eiving Register Table									E CSV	
Invoice Date	Invoice No	Provisional Received	Cumulative Quantity	Approved Quantity	Total Received	Disapproved Quantity	Return to supplier	Batch/Lot Number	Search: Expiry Date	Donor Ref#	
Facility: NTP Centr	ral Warehouse	Quantity	Received	4	Quantity	()					
Product: 2 FDC Ad											
9/03/2022	INT-RCV-PRO- C001/22-0002	280,000	280,000	0	0	280,000	280,000	1587921	31/03/2023		
09/03/2022	REC-SUP-PRO- C001/22-0002	400,000	680,000	0	0	0	0	4545	31/03/2023		
Total		680,000		0		280,000	280,000				
Product: 4 FDC (R:	150/H75/Z400/E275)										
9/03/2022	INT-RCV-PRO- C001/22-0002	350,000	350,000	0	0	350,000	350,000	21254688	31/03/2024		
9/03/2022	REC-SUP-PRO- C001/22-0002	350,000	700,000	0	0	0	0	2544	31/03/2024		
Fotal		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.

## **12.28.** Provisional Summary Report

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

Division		District			Facility Level		Facility		
All	*	All		*	All	*	All	Ŧ	
Start Date		End Da	te		Product Classifica	tion	Product		
01/03/2022	<b>m</b>	13/03/2	022	Ê	All	*	All	*	
Receive Type		Source	of Fund		Supplier				
All	Ŧ	All		٣	All	Ŧ			
Provisional Summ	ary Table Data							🔒 Print	Excel B 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)
ihaliajuri UHC, Ietrakona	Goggles		5,000		o	5,000	0	0	
ihaliajuri UHC, Ietrakona	PCR Tubes		300		300	0	0	0	
ihaliajuri UHC, Ietrakona	Surgical Mask		500,000		0	500,000	0	0	
ITP Central Varehouse	2 FDC Adult (R15	0/H75)	680,000		400,000	0	280,000	280,000	
ITP Central	4 FDC (R150/H7	;	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.

## 12.29. Provisional Approved Summary Report

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

Division		District			Facility Level		Facility		
All	Ψ.	All			All	*	All	Ŧ	
Start Date		End Date			Product Classification		Product		
01/03/2022	1	13/03/2022		Ê	All	٣	All	٣	
Receive Type		Source of F	und		Supplier				
All	Ŧ	All		Ŧ	All	*			
Provisional Approved S	Summary Tabl	5						Print	Excel
	Summary Tabl	9						Print Sea	
	Summary Tabl	2	Product			Approve	ed Quantity		
Provisional Approved S now 10 v entries Facility Khallajuri UHC, Netrakona	Summary Tabl	2	Product Goggles			Approve	ed Quantity 5,000		rch:

- 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

٠

- 2. Product Name
- 3. Approved Qty
- 4. Disapproved Qty
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

# 12.30. Provisional Return Report

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

Division			District			Facility Level			Facility	/			
All		*	All		*	All			All		*		
Start Date			End Date			Product Clas	sification		Produc	t			
01/03/2022		1	13/03/2022		Ê	All		Ψ.	All		Ŧ		
Receive Type			Source of Fund			Supplier							
All		٣	All			All		*					
Receive	ries Supplier	Sup Inv No	nv Sup Date of Fund		Source of Fund Ref. No	Ref	Return Date	Return Invoice No		Product Name	Se Batch/Lot Number	earch: Expiry Date	Return
NTP Central War	ehouse												
NT-RCV-PRO- C001/22-0002	A G Cargo International, Bangladesh	2333	02-03-2022				13-03-2022	PRO-RET- INTPUR- C001/22-0		2 FDC Adult (R150/H75)	1587921	31-03-2023	280,00
	A G Cargo		02-03-2022				13-03-2022	PRO-RET-		4 FDC (R150/H75	21254688	31-03-2024	350.00

- 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.