INFECTIOUS DISEASES MANAGEMENT INFORMATION SYSTEM

User Manual for Admin Users

https://ids.lmis.gov.pk

Admin Configurations

1

for Infectious Diseases Management Information System

This chapter explains the step by step instructions on the configuration features that are used by admin users of the infectious disease management system.

When admin user clicks the **configuration** tab, the application shows the list of all available configurations. Click the **configuration** tab from the main menu to show a drop down list which includes a range of configurations.

Organization

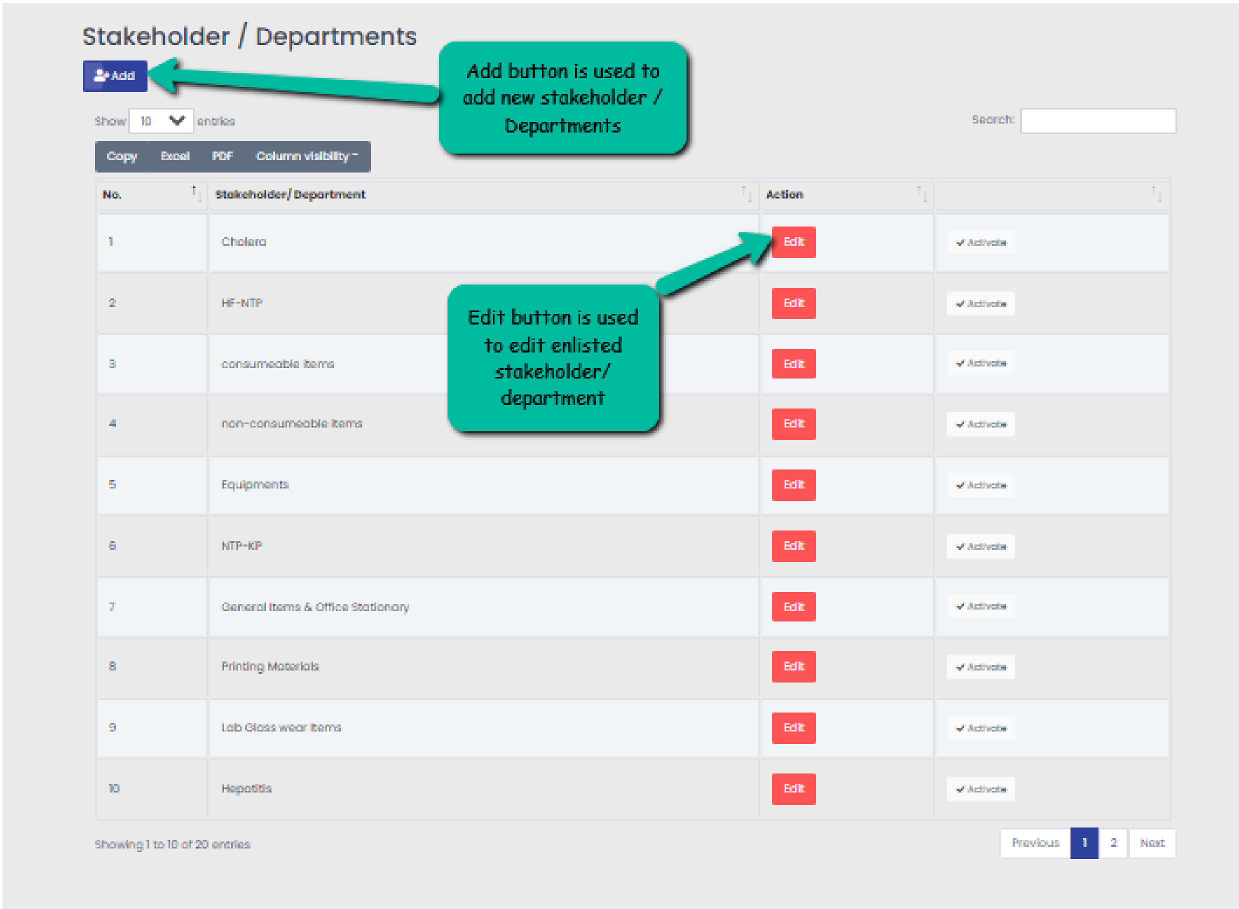
First configuration is for **organization.**

Stake holder / Department

Using "**Stakeholder/ Departments"** tab, when admin user will click on view a form will open that will show all the enlisted stakeholder / departments.

What options admin user can avail in the form?

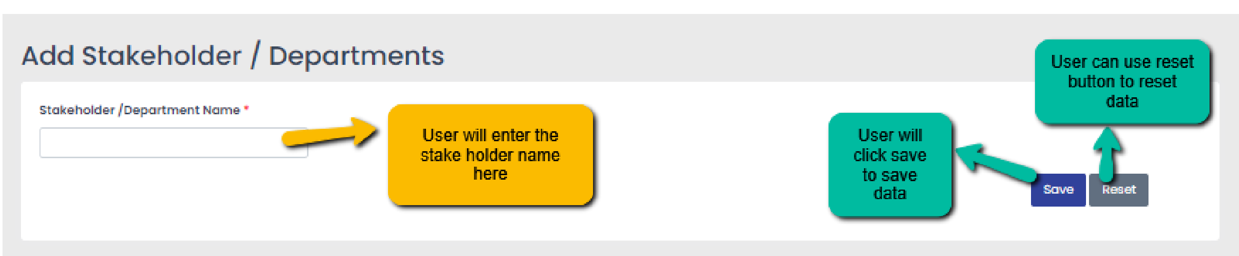
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any stakeholder / Department by entering its name in the search bar.



Admin user can add new stakeholder / departments by clicking add button. When admin user clicks on add button he will see the form that can be used to add new stake holder / department.

What admin user has to do?

Admin user will enter the name of new stakeholder / departments and click on save button to save it. Reset button can be used to reset the form.

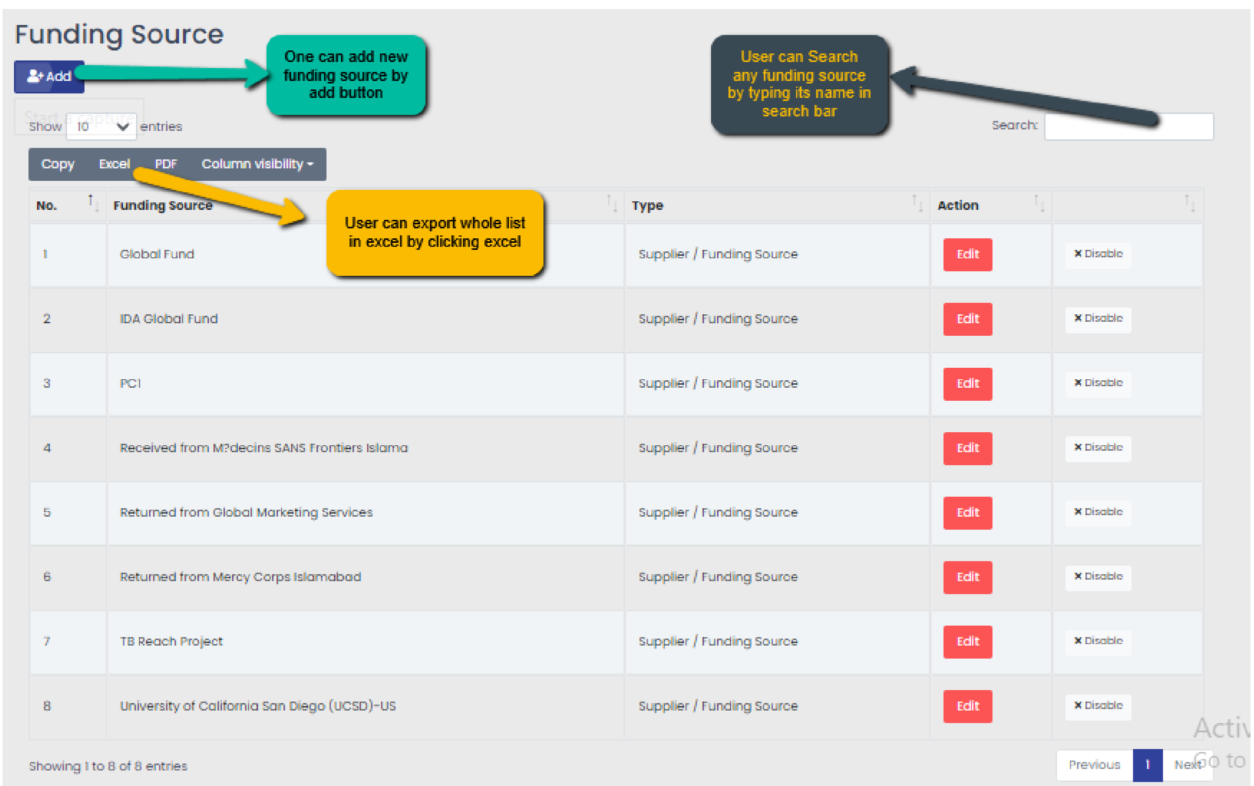


Funding Source

Using "**Funding Source**" tab, when the admin user will click on view, he will see a form that will show all the funding sources related to infectious disease management system. Funding source is actually the stakeholder that provides funds for facilitation and implementation of program / project.

What options Admin user can avail in the form?

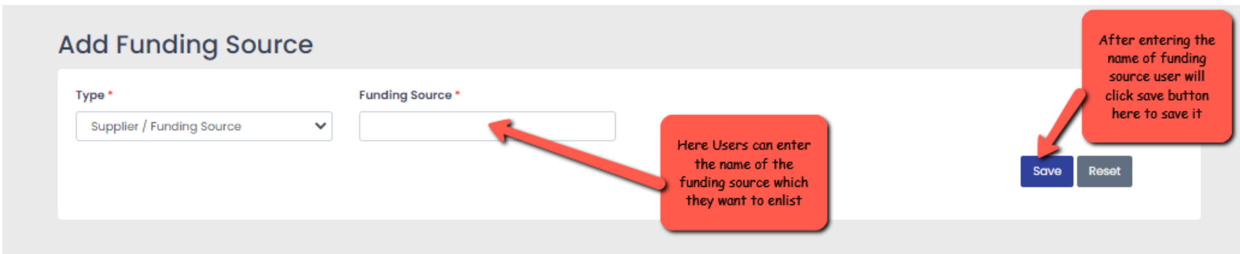
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any Funding Source by entering its name in the search bar.
Disable: Admin user can use disable button to temporarily disable any funding source.



The admin user can also add any new funding source by clicking add button. When the admin user will click add he will see the form that can be used to add new funding source.

What admin user has to do?

Admin user will first specify the type of funding source and after that admin user will enter the name of funding source and then click save button to add it.

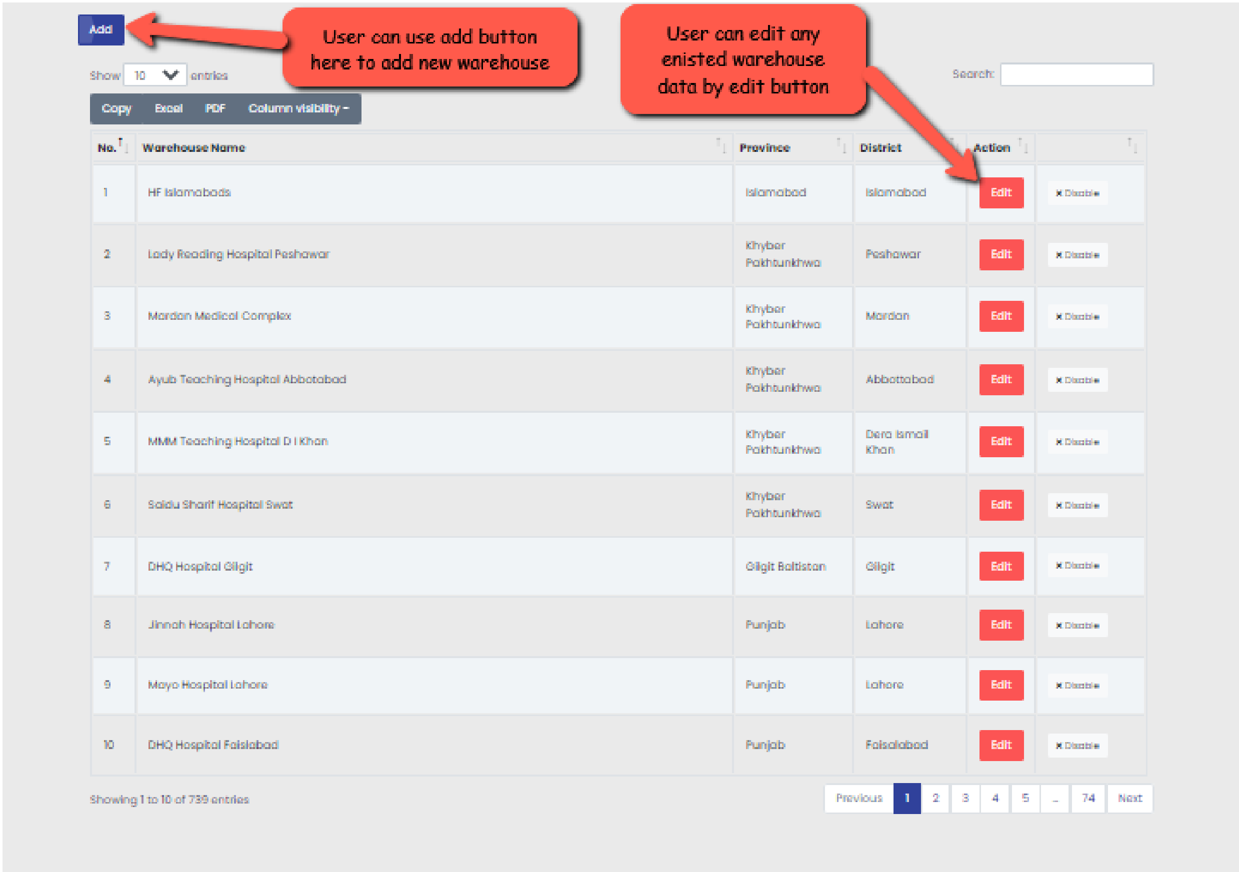


Issues to the Center

Using "**Issues to the Center**" tab, when admin user will click on view, he will see the form that displays all centers being previously added.

What options admin user can avail in the form?

Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any Center by entering its name in the search bar.
Disable: Admin user can use disable button to temporarily disable any center.

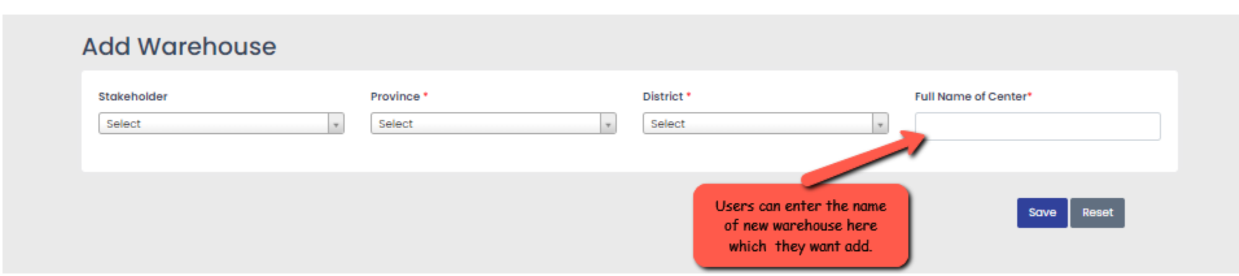


No.	Warehouse Name	Province	District	Action	
1	HF Islamabads	Islamabad	Islamabad	Edit	Disable
2	Lady Reading Hospital Peshawar	Khyber Pakhtunkhwa	Peshawar	Edit	Disable
3	Mardan Medical Complex	Khyber Pakhtunkhwa	Mardan	Edit	Disable
4	Ayub Teaching Hospital Abbotabad	Khyber Pakhtunkhwa	Abbottabad	Edit	Disable
5	MMM Teaching Hospital D I Khan	Khyber Pakhtunkhwa	Dera Ismail Khan	Edit	Disable
6	Saidu Sharif Hospital Swat	Khyber Pakhtunkhwa	Swat	Edit	Disable
7	DHQ Hospital Gilgit	Gilgit Baltistan	Gilgit	Edit	Disable
8	Jinnah Hospital Lahore	Punjab	Lahore	Edit	Disable
9	Mayo Hospital Lahore	Punjab	Lahore	Edit	Disable
10	DHQ Hospital Faislabad	Punjab	Faisalabad	Edit	Disable

Further the admin user can add new warehouse by clicking add button. When the admin user will click add he will see the form that can be used to add new center.

What admin user has to do?

Admin user have to first specify the stakeholder, province and their respective district after that admin user will enter the full name of the center and then admin user will click on save button to save the information, moreover the admin user can utilize reset button to discard the added information.

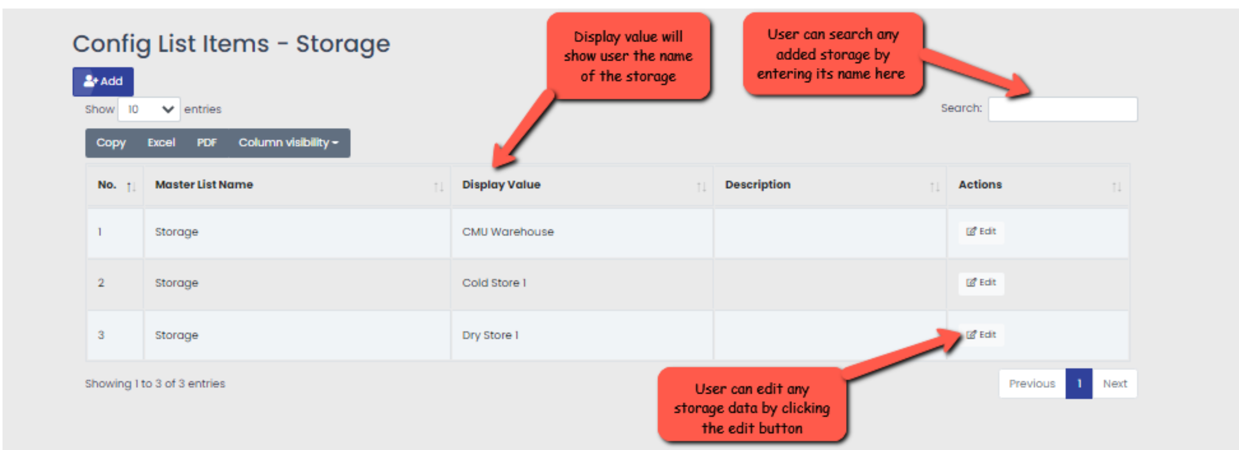


Storage

Using "**Storage**" tab, when the admin user will click on view, he will get to see all the available storage capacity.

What admin users can avail in the form?

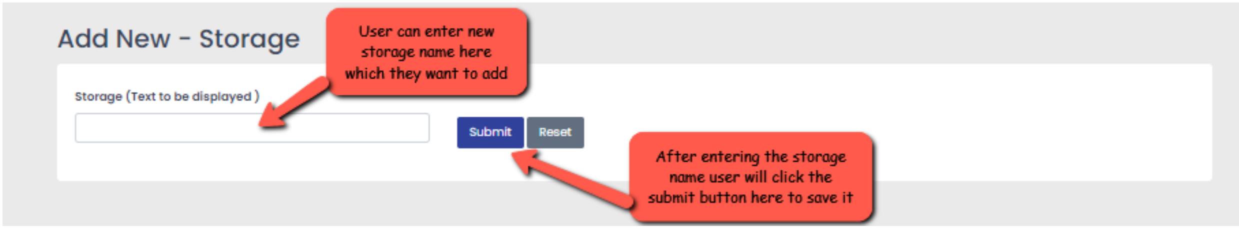
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any Storage capacity by entering its name in the search bar.



Admin user can also add new storage by clicking the add button. When the admin user will click add button he will see a form that can be used to add new storage.

What admin user has to do?

Admin user have to first enter the name of the storage then he will click the submit button to add it.


Add New - Storage
User can enter new storage name here which they want to add
Storage (Text to be displayed)
Submit
Reset
After entering the storage name user will click the submit button here to save it

Access

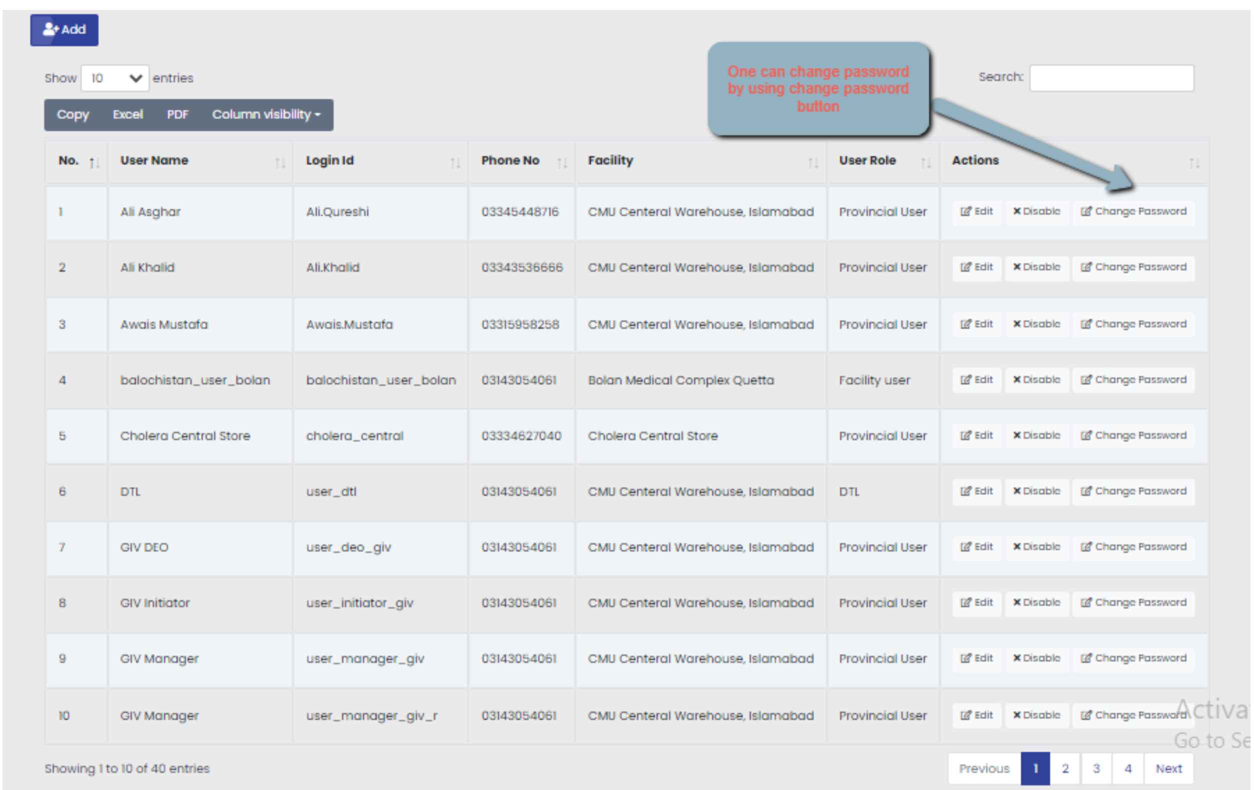
Second admin configuration is for **access.**

Add user

Using access configuration tab of "**Add User"**, when admin user will click on view he will see the form that displays all the registered users **and the information related to them**

What options admin users can avail in the form?

Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any user name by entering its name in the search bar.
Add: Admin user can add new user by add button.



No.	User Name	Login Id	Phone No	Facility	User Role	Actions
1	Ali Asghar	Ali.Qureshi	03345448716	CMU Centeral Warehouse, Islamabad	Provincial User	Edit Disable Change Password
2	Ali Khalid	Ali.Khalid	03343536666	CMU Centeral Warehouse, Islamabad	Provincial User	Edit Disable Change Password
3	Awais Mustafa	Awais.Mustafa	03315958258	CMU Centeral Warehouse, Islamabad	Provincial User	Edit Disable Change Password
4	balochistan_user_bolan	balochistan_user_bolan	03143054061	Bolan Medical Complex Quetta	Facility user	Edit Disable Change Password
5	Cholera Central Store	cholera_central	03334627040	Cholera Central Store	Provincial User	Edit Disable Change Password
6	DTL	user_dtl	03143054061	CMU Centeral Warehouse, Islamabad	DTL	Edit Disable Change Password
7	GIV DEO	user_deo_giv	03143054061	CMU Centeral Warehouse, Islamabad	Provincial User	Edit Disable Change Password
8	GIV Initiator	user_initiator_giv	03143054061	CMU Centeral Warehouse, Islamabad	Provincial User	Edit Disable Change Password
9	GIV Manager	user_manager_giv	03143054061	CMU Centeral Warehouse, Islamabad	Provincial User	Edit Disable Change Password
10	GIV Manager	user_manager_giv_r	03143054061	CMU Centeral Warehouse, Islamabad	Provincial User	Edit Disable Change Password

Showing 1 to 10 of 40 entries
Previous 1 2 3 4 Next

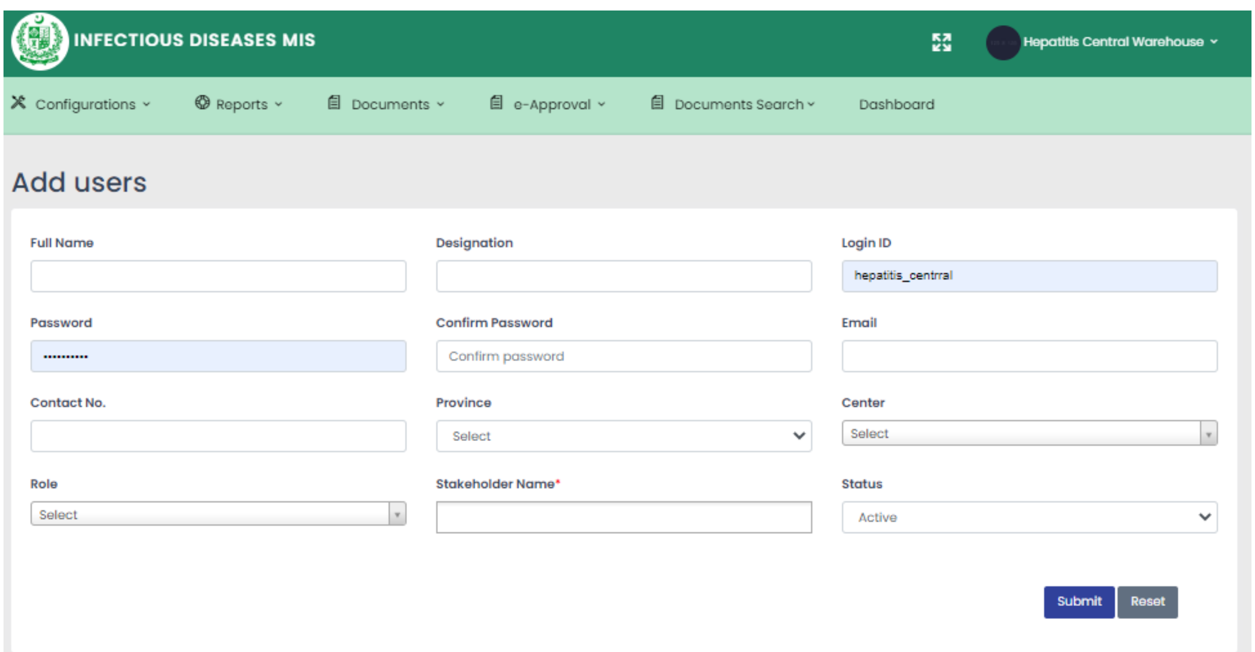
Moreover admin user can create and add new users for infectious management system by clicking add button. When the admin user will click add he will see a form that can be used to add new users by submitting related information.

What admin user has to do?

Admin user will first enter details to the following in the form

Full name: It is the full name of the user
Designation: It is the designation of the user.
Login ID: It is the login id assigned to the user.
Password: It is the password to log in the system.
Email: It is the email of the user.
Contact no: It is the contact number of the user.
Province: It is the province of the user.
Center: It is the warehouse assigned to the user.
Role: It is the role of the user. Admin user can create / add new users and assign role to them. The nature of role can be related to Data entry, administration and management.
Stakeholder: It is the name of the stakeholder.
Status: It is the status of the user whether active or inactive.

After entering the details in the form admin user will click submit button to save the details.

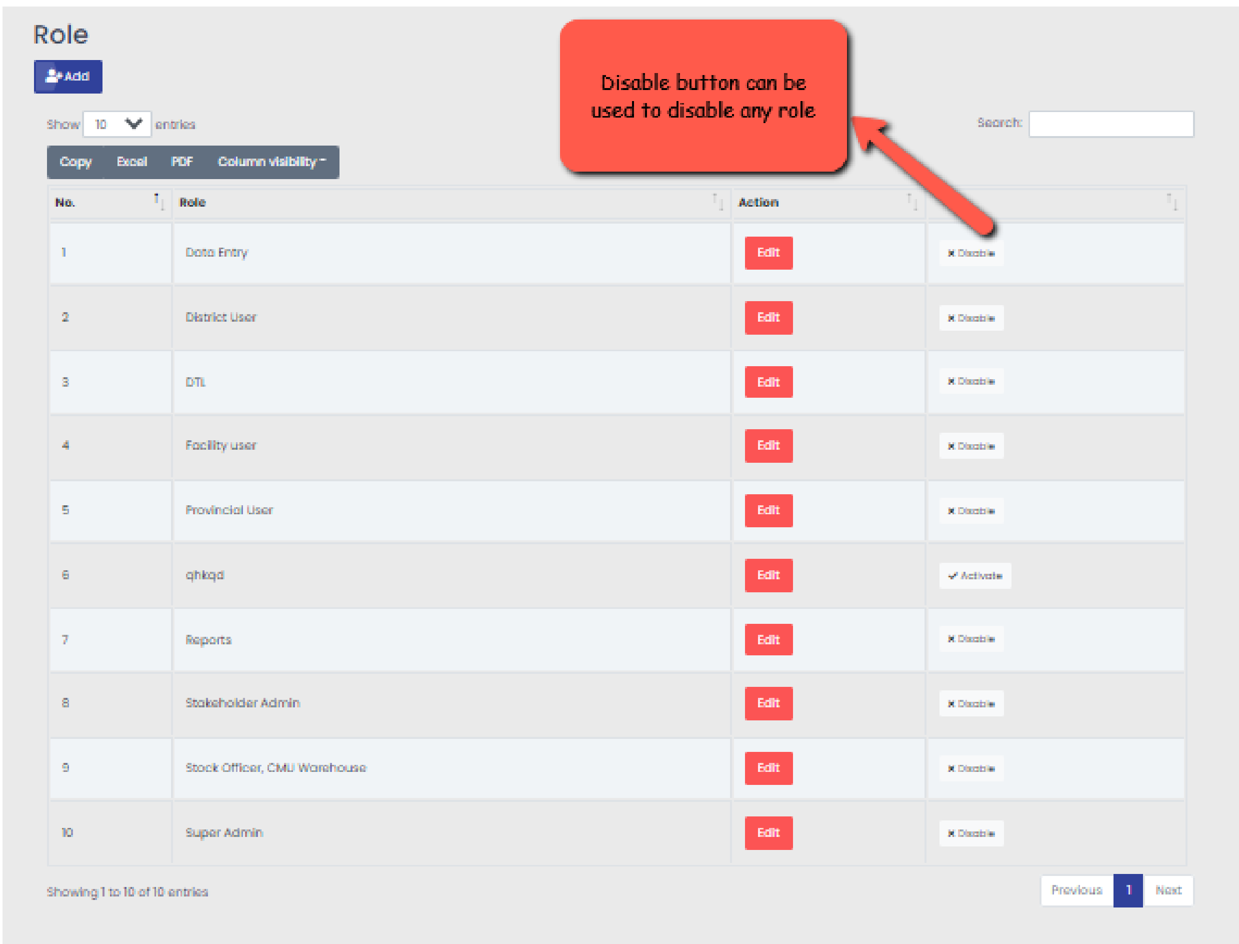


User Roles

Using tab of "**User Roles**", when the admin user will click on view he will see the form that display information related to different roles assigned to different users.

What options admin users can avail in the form?

Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any user role by entering its name in the search bar.
Edit: Admin user can edit any role name by clicking edit button.

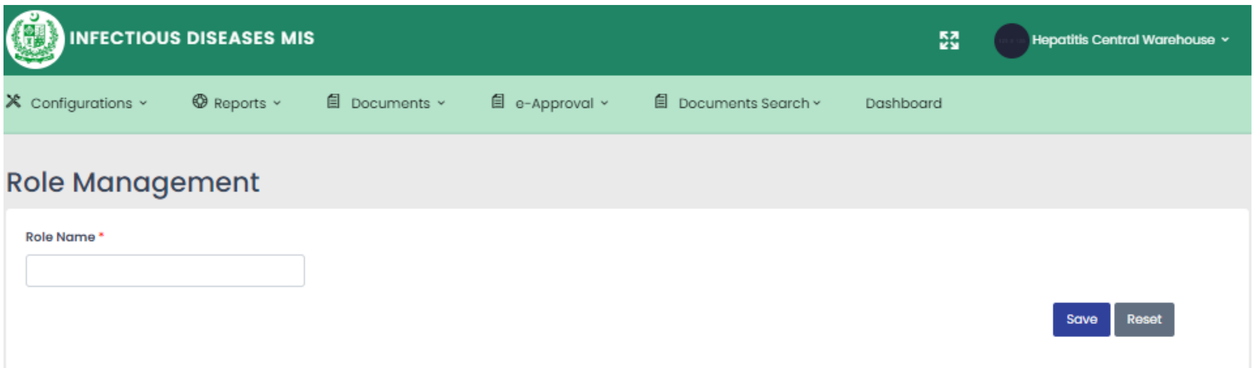


No.	Role	Action	
1	Data Entry	Edit	Disable
2	District User	Edit	Disable
3	DTL	Edit	Disable
4	Facility user	Edit	Disable
5	Provincial User	Edit	Disable
6	qhkqd	Edit	Activate
7	Reports	Edit	Disable
8	Stakeholder Admin	Edit	Disable
9	Stock Officer, CMU Warehouse	Edit	Disable
10	Super Admin	Edit	Disable

Further Admin user can also add new role names by clicking add button. When the admin user will click add he will see the form that can create new role name.

What admin user has to do?

Simply admin user will enter the new role name and click the save button to add it. Further admin user can utilize reset button to discard the entered information.

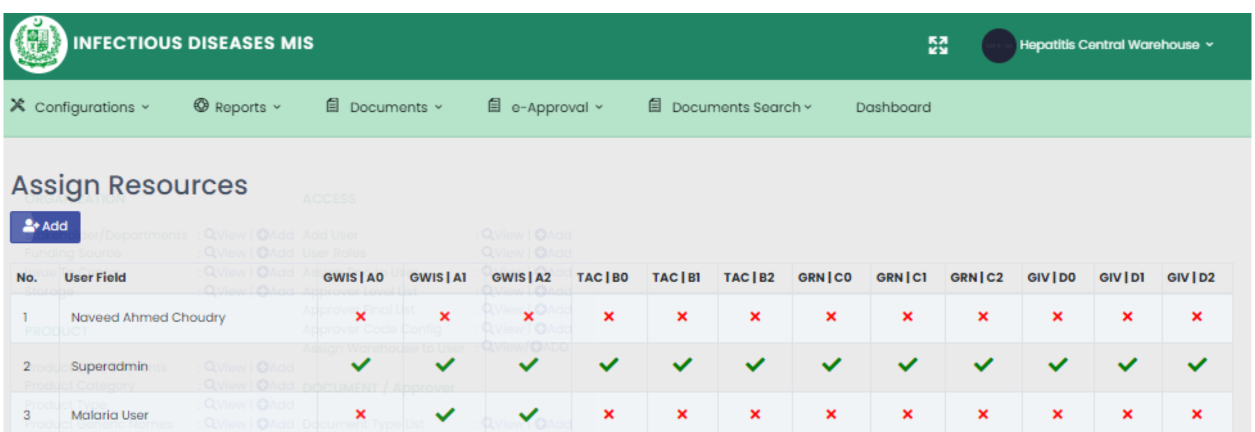


Assign Document to user

Using tab of "**Assign Document to User**", when the admin user will click on view he will see the form that displays information related to all the documents assigned to the user.

What options admin users can avail in the form?

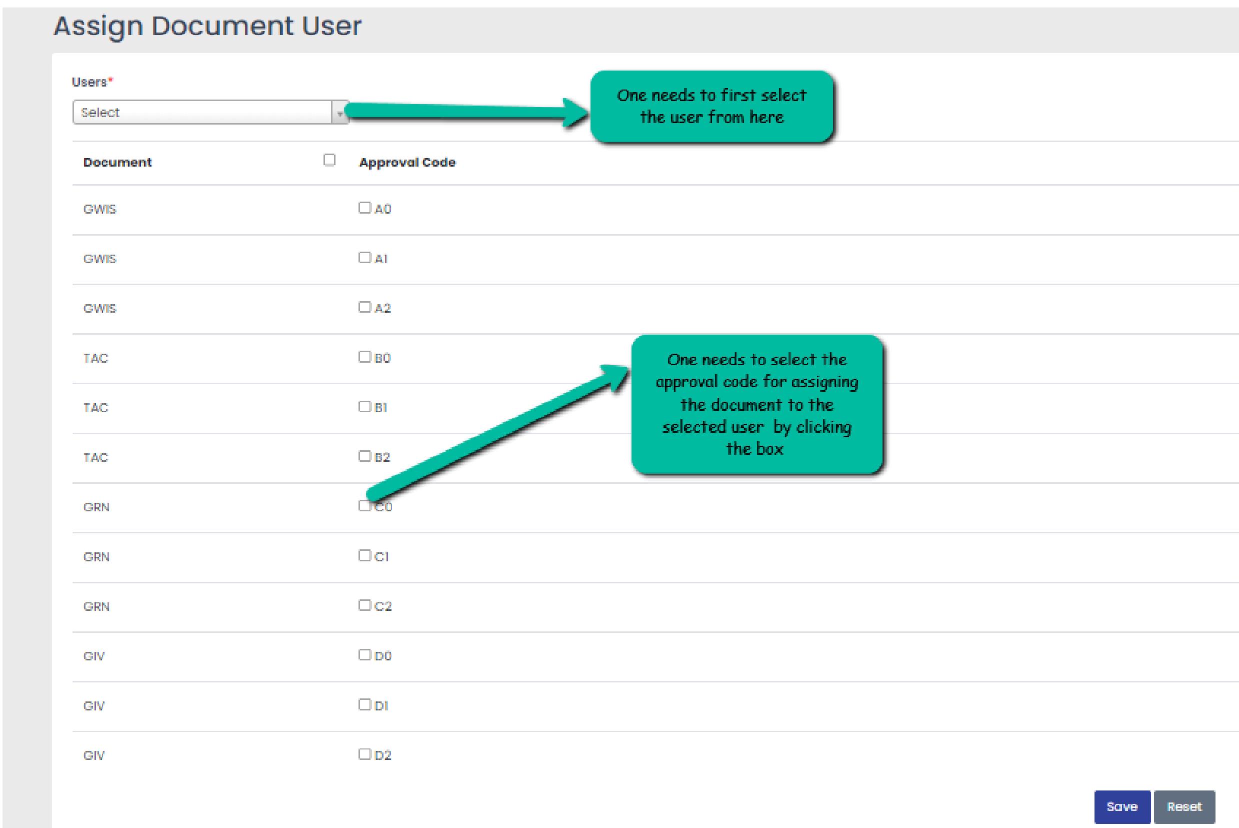
Add: Admin user can assign document to registered users by clicking add button.



Admin user can also assign document to user by clicking the add button. When admin user click add button a new form will open that can be used to assign documents to users.

What Admin user has to do?

Admin user will first select the user whom he wants to assign the document, then he will assign the document to the user by marking the desired document. In the end save button is utilized to save the information.

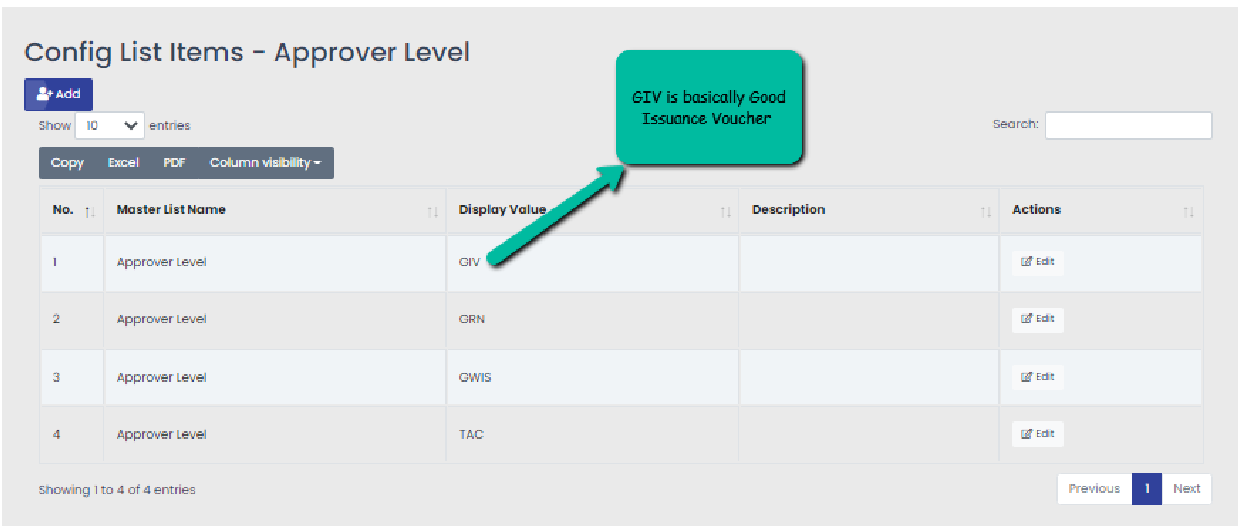


Approver Level List

Using tab of "**Approver Level List**", when the admin user will click on view a form will open that displays information related to all the approval level.

What options admin user can avail in the form?

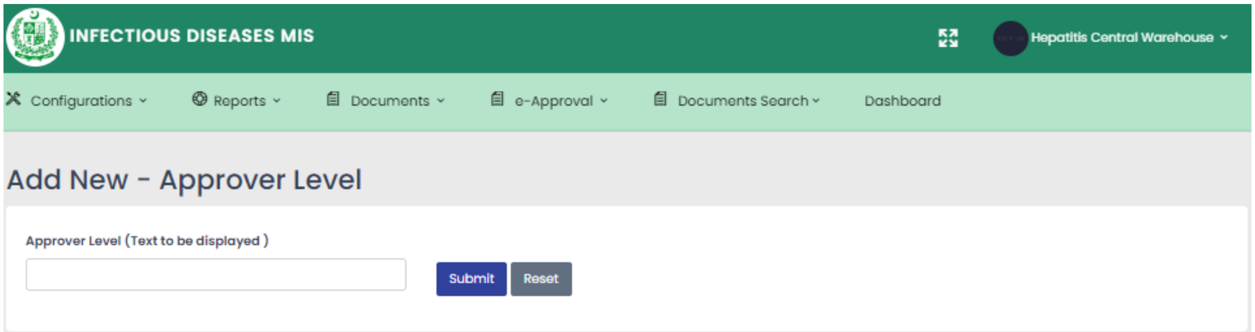
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any approver level by entering its name in the search bar.
Add: Admin user can add new approver level by clicking add button.
Edit: Admin user can edit information related to approver level by clicking edit button.



Admin user can utilize the add button to add new approver level. When admin user clicks on add button a form will open that can used to add new approver level.

What admin user has to do?

He will have to enter name of the new approver level in the field after that he will click the submit button to add it.



Approver Final List

Using tab of "**Approver Final List"**, when the admin user will click on view he will see form that displays the information of final approvers.

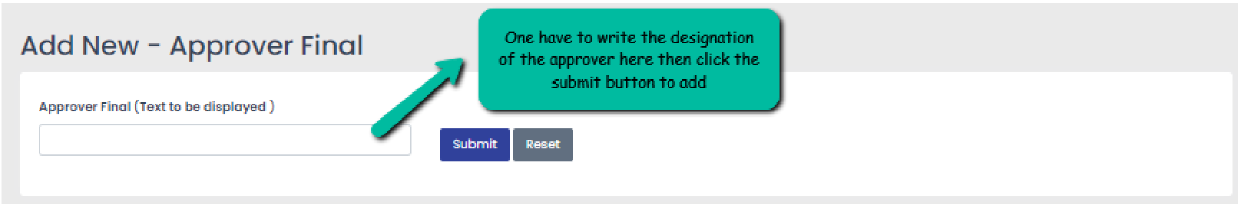
What options admin user can avail in the form?

Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any final approver by entering its name in the search bar.
Add: Admin user can add new final approver by clicking add button.

Moreover admin user can also add new final approvers by clicking add button. When the admin user will click on add a form will open that can be used to add new final approvers.

What admin user has to do?

First admin user have to enter the name of the new final approver whom he wants to enlist after that admin user will click on submit button to save the new final approver.

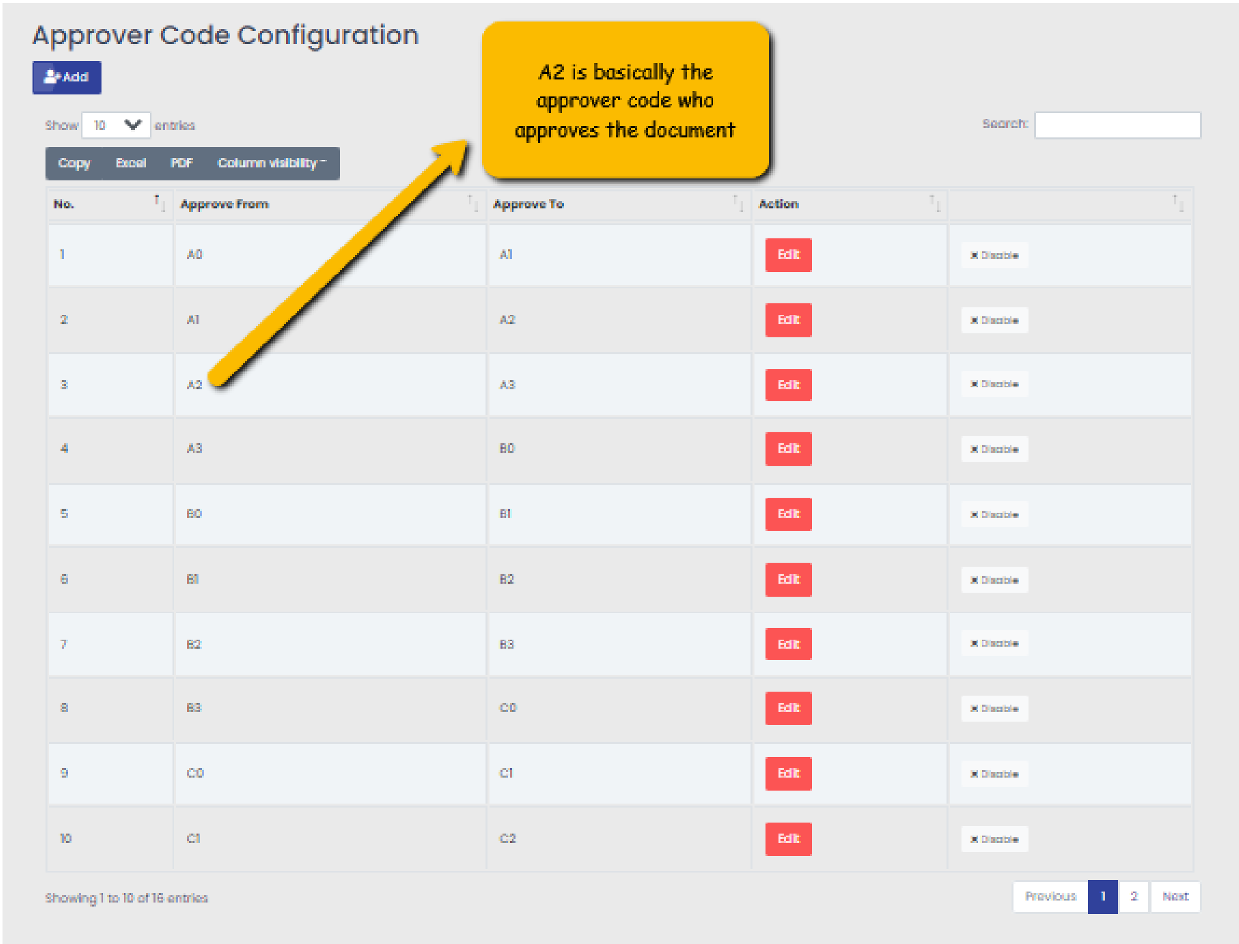


Approver Code Configuration

Using tab of "**Approver Code Configuration**", when the admin user will click on view he a form that displays information related to configuration of approver code.

What options admin user can avail in the form?

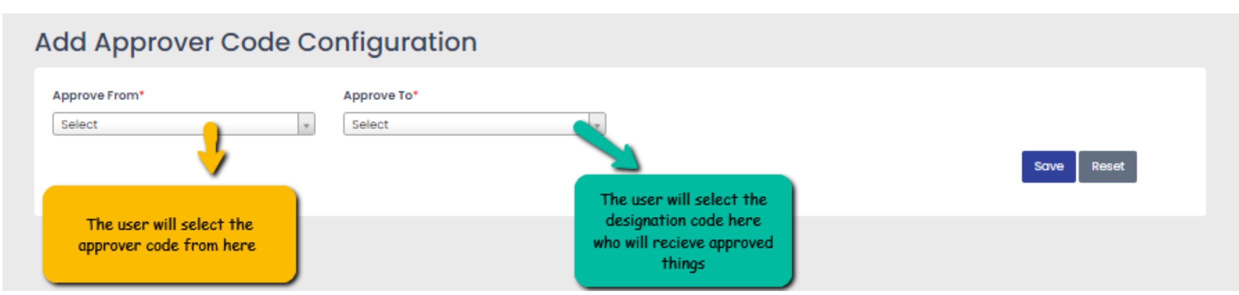
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any approver code configuration by entering it in the search bar.
Add: Admin user can add new approver code configuration by clicking add button.
Edit: Admin user can edit approver code configuration by clicking edit button.
Disable: Admin user can use disable button to temporarily disable any approver code configuration.



Admin user can also add new configuration by clicking add button. When the admin user will click on add a form will open that can be used to add new approver code configuration.

What admin user has to do?

Admin user will select the approvers in the form and click on save button to save the configuration. Admin user can also use reset button to reset the selections.



Assign warehouse to user

Using tab of "**Assign Warehouse to User**", when the admin users will click on view or add a form will open that can be used to assign warehouse to user.

What admin user has to do?

Admin user will first specify the following in the form

User: It is the user of the IDSMIS
Warehouse: It is the place which is used for storage.

Amin user will first select the user after that admin user will assign warehouse to selected user and click save button to save it. Reset button can be used to reset the form.

Product

The third admin configuration is for **product**

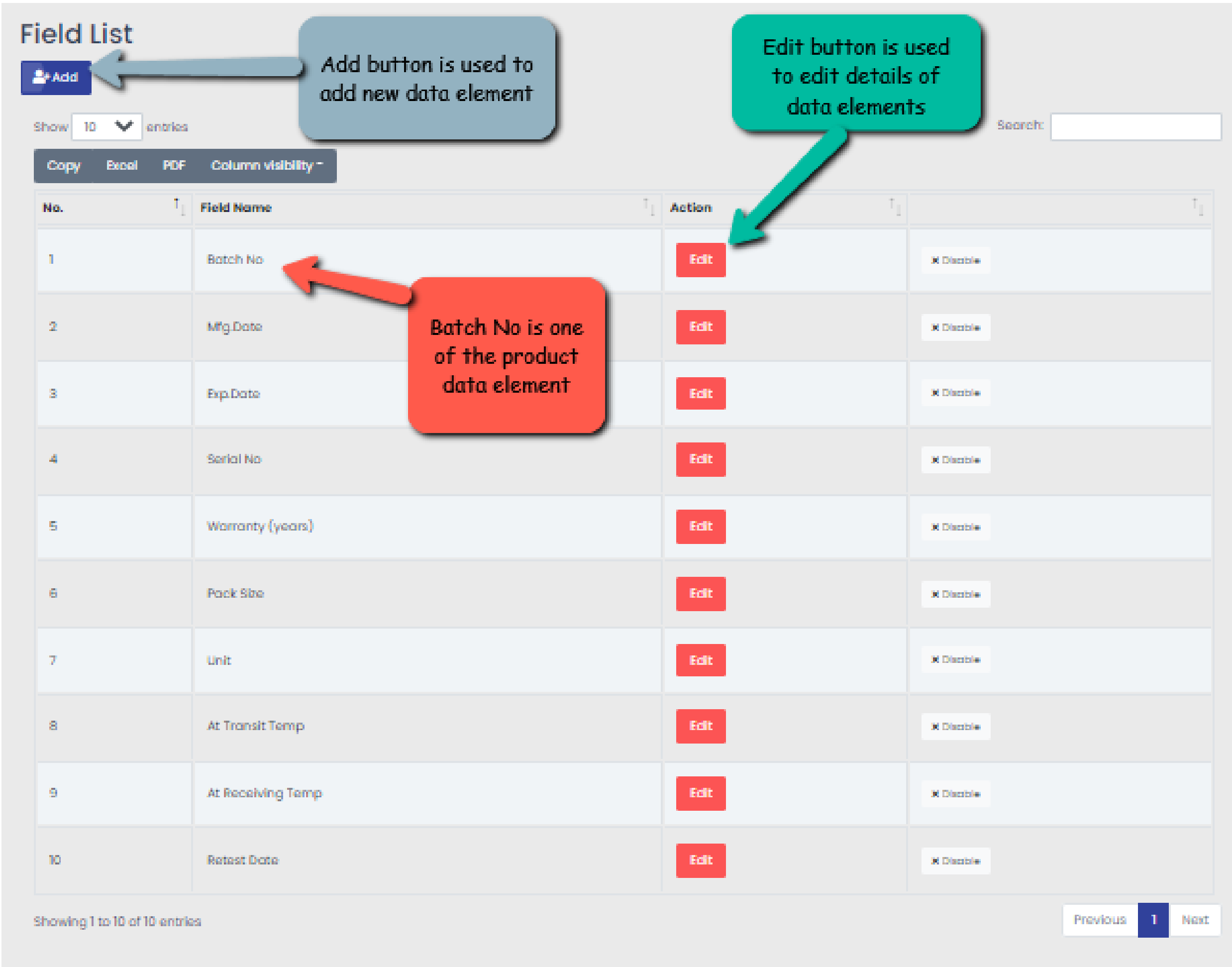
Product Data Elements

Using tab of "**Product Data Elements"**, when the admin user will click on view a form will open that will show all the data elements related to the product including the following

- **Batch no:** It is the batch no of the product.
- **Manufacturing Date:** It is the Date on which product is manufactured.
- **Expiry Date:** It is the Date after which product is not usable.
- **Serial No:** It is the serial number of the product.
- **Warranty (in Years):** It is the written guarantee, issued to the purchaser promising to repair or replace it if necessary within a specified period of time.
- **Pack Size:** It is the Packet size of the product.
- **Unit:** It is the units of the product.
- **At Transit Temperature:** It is the transit temperature of the product.
- **At Receiving Temperature:** It is the receiving temperature of the product.
- **Retest date:** It is the retest date of the product.

What options admin user can avail in the form?

Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any product data element by entering its name in the search bar.
Add: Admin user can add new product data element by clicking add button.
Edit: Admin user can edit details related to product data element by clicking edit button.
Disable: Admin user can use disable button to temporarily disable any product data element.



Admin user can also add new data elements by clicking add button. When admin user clicks on add a form will open that can be used to add new data elements.

What admin user has to do?

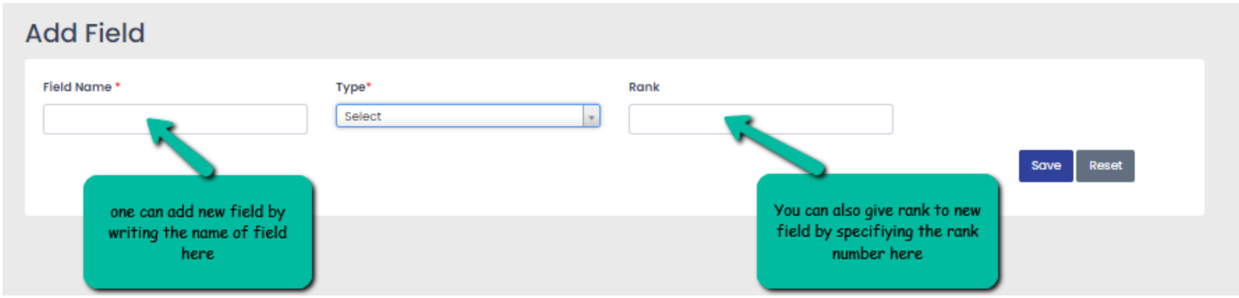
Admin user has to first specify the following.

Field name: It is the field name of the data element.

Type: It is the type of the data element.

Rank: It is the rank of the data element.

Admin user will use save button after specifying the desired fields to save the data elements.



Product Category

Using tab of "**Product Category"**, when admin user clicks on view they will see a form that displays all the product categories utilizing product data elements.

What options admin user can avail in the form?

Add: Admin user can add new product category utilizing product data elements by clicking add button.

No.	Category Field	Batch No	Mfg.Date	Exp.Date	Serial No	Warranty (years)	Pack Size	Unit	At Transit Temp	At Receiving Temp	Retest Date
1	Medicine	✓	✓	✓	✓	✗	✓	✗	✗	✗	✗
	Is Mandatory	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗
2	Assets	✓	✗	✗	✓	✓	✗	✗	✗	✗	✗
	Is Mandatory	✓	✗	✗	✓	✓	✗	✗	✗	✗	✗
3	Printing	✓	✗	✗	✓	✗	✓	✓	✗	✗	✗
	Is Mandatory	✓	✗	✗	✓	✗	✓	✓	✗	✗	✗
4	Laboratory Equipment	✓	✗	✗	✓	✗	✗	✗	✗	✗	✗
	Is Mandatory	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗
5	Chemicals and Reagents	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗
	Is Mandatory	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗
6	Diagnostics	✓	✓	✓	✗	✗	✓	✗	✓	✓	✗
	Is Mandatory	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗
7	PPEs	✓	✗	✗	✓	✗	✗	✗	✗	✗	✗
	Is Mandatory	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗
8	General Items	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗
	Is Mandatory	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗
9	Diagnostic	✓	✓	✓	✗	✗	✓	✗	✗	✗	✗
	Is Mandatory	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
10	Preventive Item	✓	✗	✗	✓	✗	✗	✗	✗	✗	✗
	Is Mandatory	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗

Admin user can add new product category and can select new product data elements for the product category with clearly indicating the mandatory data elements for the newly added product category by clicking the add button. When admin user will click add button a form will open that can be used to add new product category.

What admin user has to do?

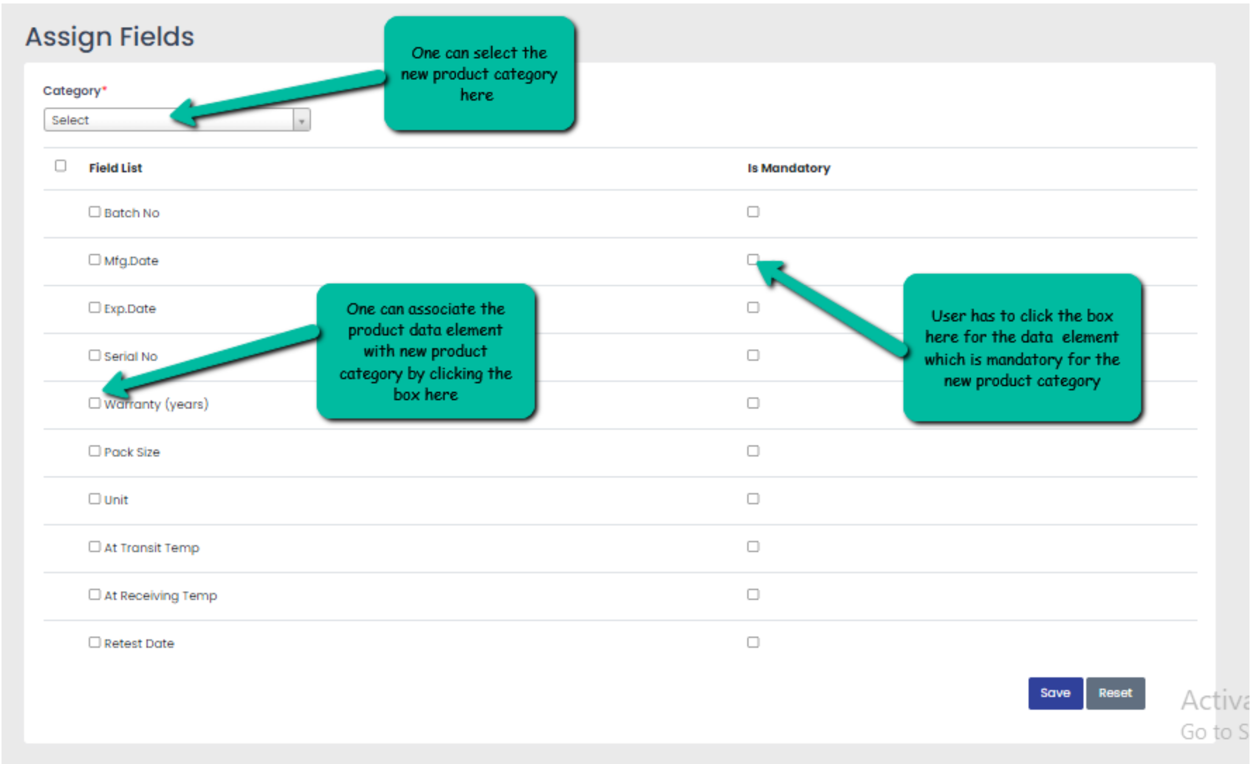
First Admin user has to select the following

Category: It is the category of the product.

Field list: It is the product data element.

Is Mandatory: It shows whether the data element is mandatory for the product or not. Admin user has to select the Is Mandatory Box for the data element which is mandatory for the product.

After specifying the fields admin user will click save button to save it.

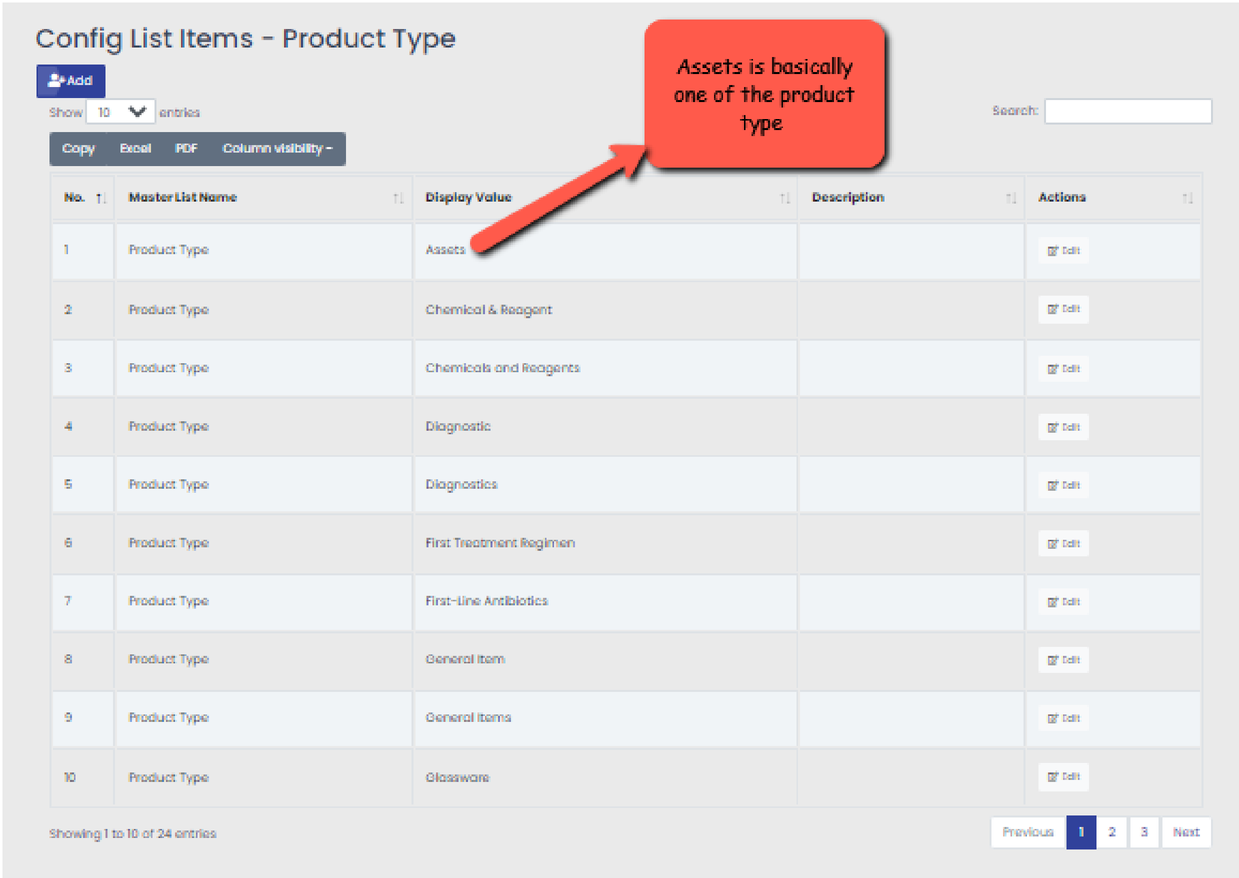


Product Type

Using tab of "**Product Type**", when admin users click on view they will see a form that displays all the added product types.

What options admin user can avail in the form?

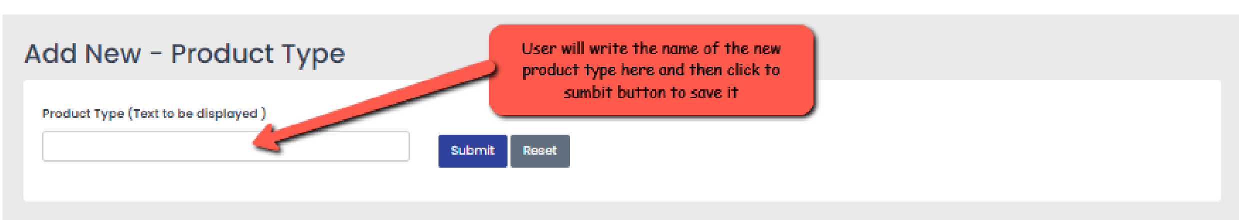
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any product type by entering its name in the search bar.
Add: Admin user can add new product type by clicking add button.
Edit: Admin user can edit details of any product type by clicking edit button.



Admin user can also add new product type by clicking add button. When the admin user will click on add a form will open that can be used to add new product type.

What admin user has to do?

Admin user will have to first enter name of the new product type he wants to enlist then by clicking the submit button he can save the new product type.

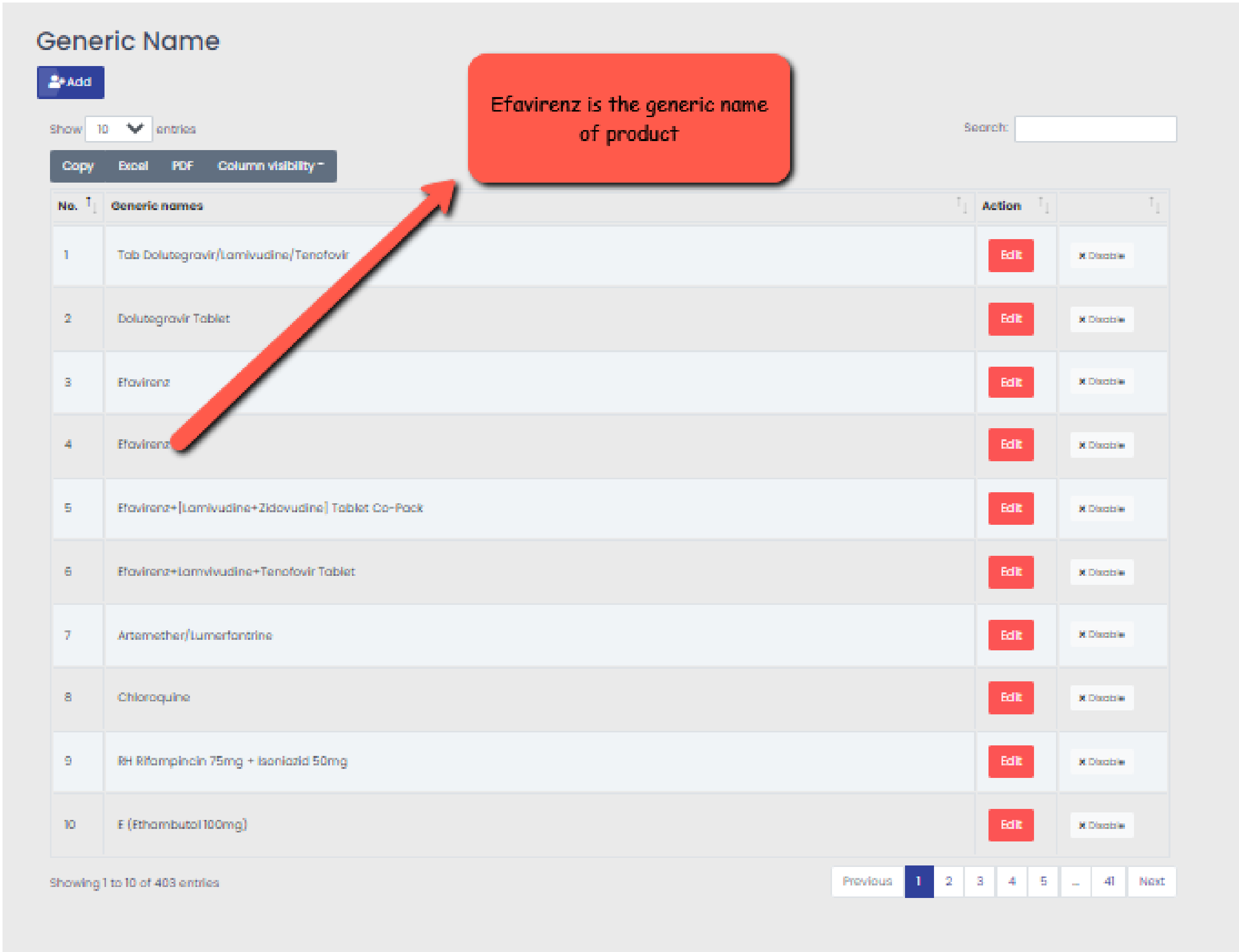


Product Generic Name

Using tab of "**Product Generic Names"**, when the admin users will click on view a form will open that displays all the added products by their generic names.

What options admin user can avail in the form?

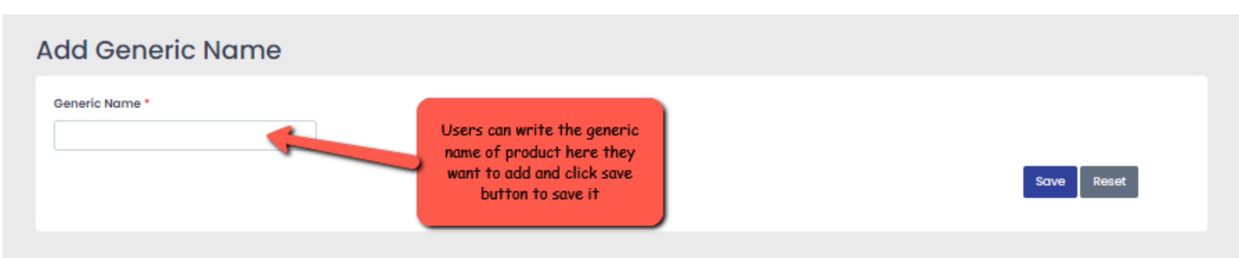
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any product generic name by entering it in the search bar.
Add: Admin user can add new product generic name by clicking add button.
Edit: Admin user can edit any product generic name by clicking edit button.
Disable: Admin user can disable any product by clicking disable button.



Admin user can also add new product generic names by clicking add button. When the admin user will click add button a form will open that can be used to add new generic name

What admin user has to do?

Admin user has to first enter the generic name in the desired field and after that admin user will click save button to save it. Reset button can be used to discard the entered information.

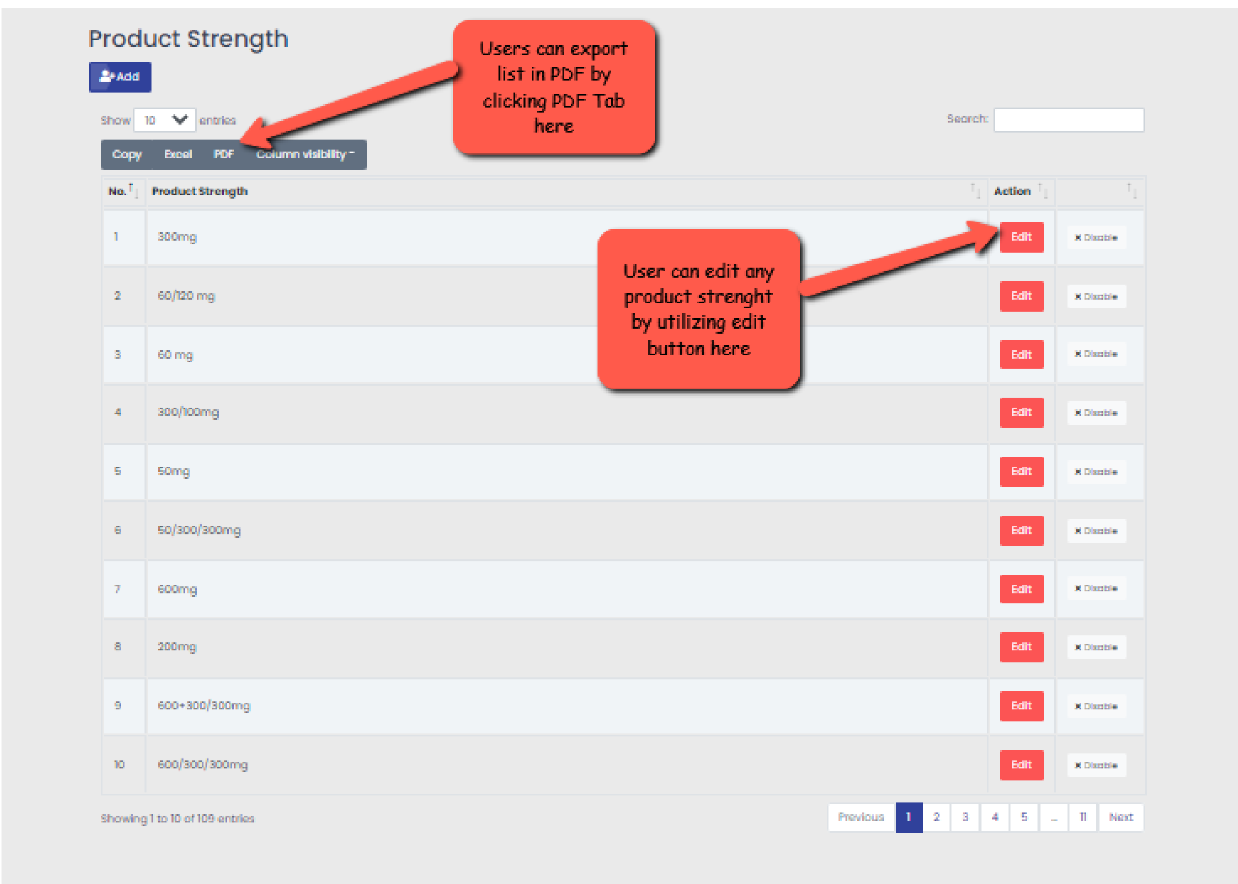


Product Strength

Using tab of “**Product Strength”**, when the admin user will click on view he will see a form that displays strength of added products.

What options admin user can avail in the form?

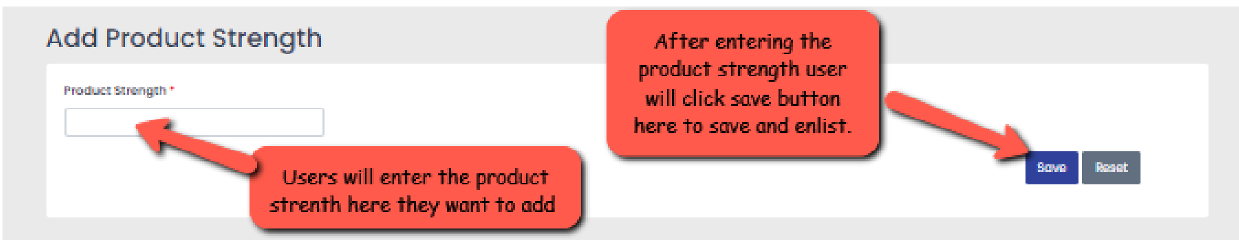
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any product strength by entering it in the search bar.
Add: Admin user can add new product strength by clicking add button.
Edit: Admin user can edit detail of product strength by clicking edit button.
Disable: Admin user can disable any product strength by clicking disable button.



Admin user can also add new product strength by clicking the add button. When the admin user clicks add button a form will open that can be used to add new product strength.

What admin user has to do?

Admin user has to first enter product strength in the desired field and after that admin user will click save button to save and enlist it. Reset button can be used to discard the entered information.



Product Method

Using tab of "**Product Method"**, when the admin user will click on view a form will open that displays all the method type.

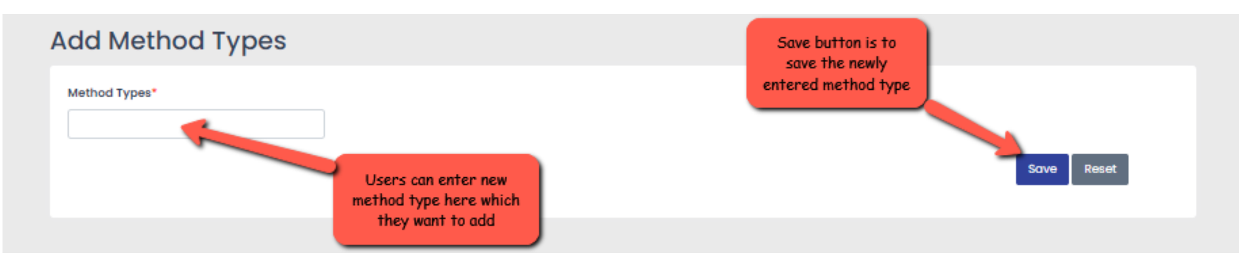
What options admin user can avail in the form?

Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any method type by entering its name in the search bar.
Add: Admin user can add new product method type by clicking add button.
Edit: Admin user can edit details of product method type clicking edit button.
Disable: Admin user can disable any product method type by using disable button.

Admin user can add new product method types by clicking add button. When the admin user will click add button a form will open that can be used to add new method type.

What admin user has to do?

Admin user will first enter the name of the new method type in the desired field after that admin user will click on save button to save it. Reset button can be used to discard the entered information.

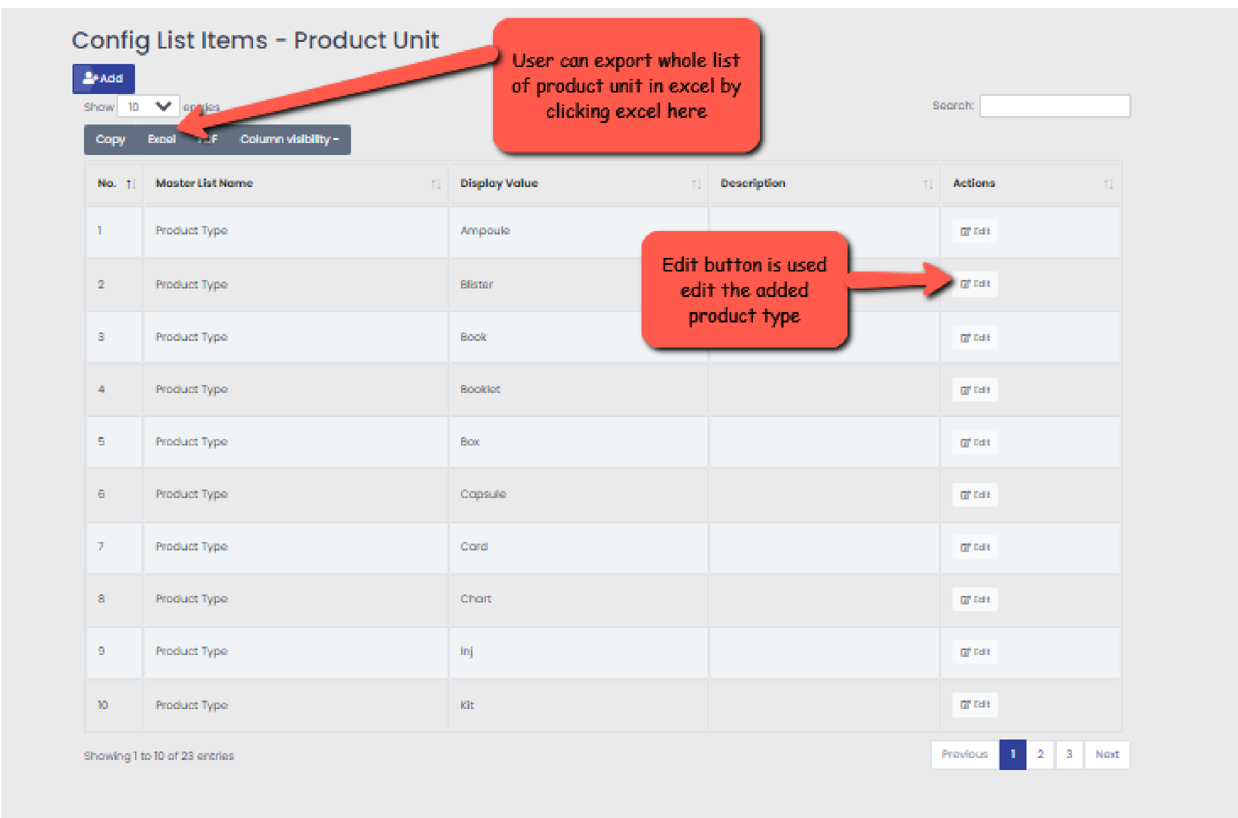


Product Unit

Using tab of "**Product Unit**", when the admin user will click on view a form will open that displays all the added product units.

What options admin user can avail in the form?

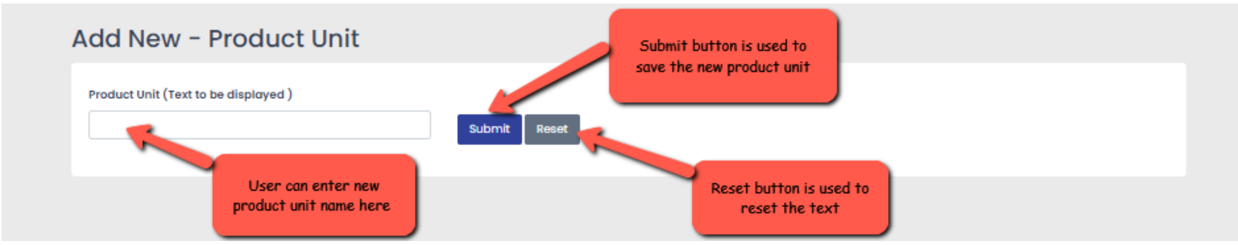
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any product unit type by entering its name in the search bar.
Add: Admin user can add new product unit type by clicking add button.
Edit: Admin user can edit details of product unit type by clicking edit button.



Admin user can add new product unit by clicking the add button. When the admin user click on add button a form will form that can be used to add new product unit.

What admin user has to do?

Admin user will first enter the name of the product unit in the desired field in the form and after that admin user will click submit button to save it. Reset button can be used by admin user to discard or reset the entered information.



Product

Using tab of “**Product”**, when the admin user will click on view a form will open that displays all the added products.

What options admin user can avail in the form?

Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any product by entering name in the search bar.
Add: Admin user can add new product by clicking add button.
Edit: Admin user can edit details of product by clicking edit button.
Activate: Admin user activate any product when it is available by clicking activate button.

Admin user can add new products by clicking add button. When the admin user clicks add button a form will open that can be used to add new products.

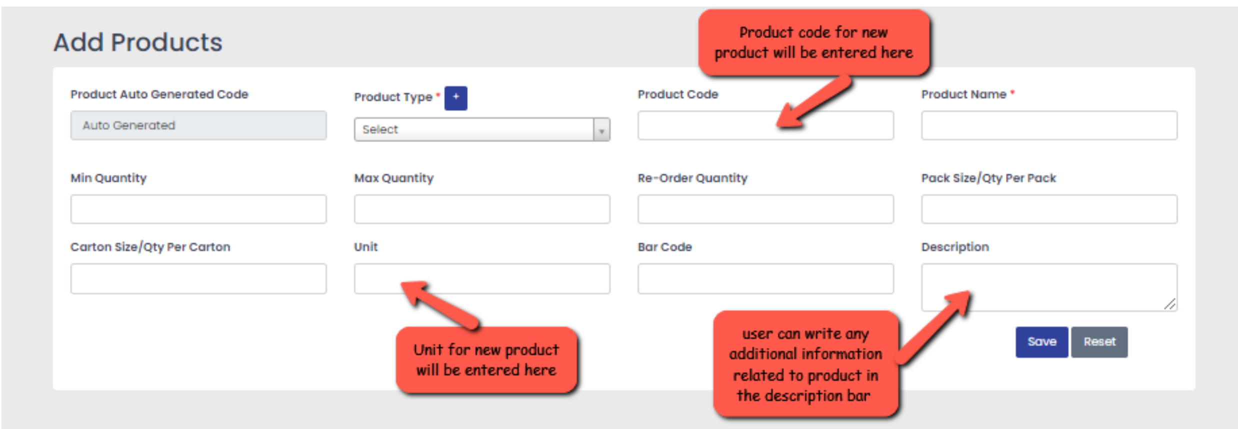
What admin user has to do?

Admin user has to first fill the following fields

Product Type: It is the type of the product.
Product code: It is the code of the product.
Product name: It is the name of the product.
Min Quantity: It is the minimum quantity limit of the product.
Maximum Quantity: It is the maximum quantity limit of the product.
Re-order Quantity: It is the reordered quantity of the product.
Pack Size/Qty Per Pack: It is pack size of the product or the quantity of product per pack.

Carton Size/ Qty per Carton: It is the carton size of the product or the quantity per carton of the product.
Unit: It is the unit of product.
Barcode: It is the barcode assigned to each product for scanning.
Description: It can be any additional detail related to product.

After filling the desired information admin user will click save button to save it. Reset button can be used to discard the entered information.



Product Mapping

Using tab of "**Product Mapping**", when the admin user will click on view or add a form will open that can be used to map products with relevant stakeholders.

What admin user has to do?

Admin user will first specify the following in the form

Stakeholder Name: It is the name of the stakeholder.

Product: It is the product that user will map with the stakeholder

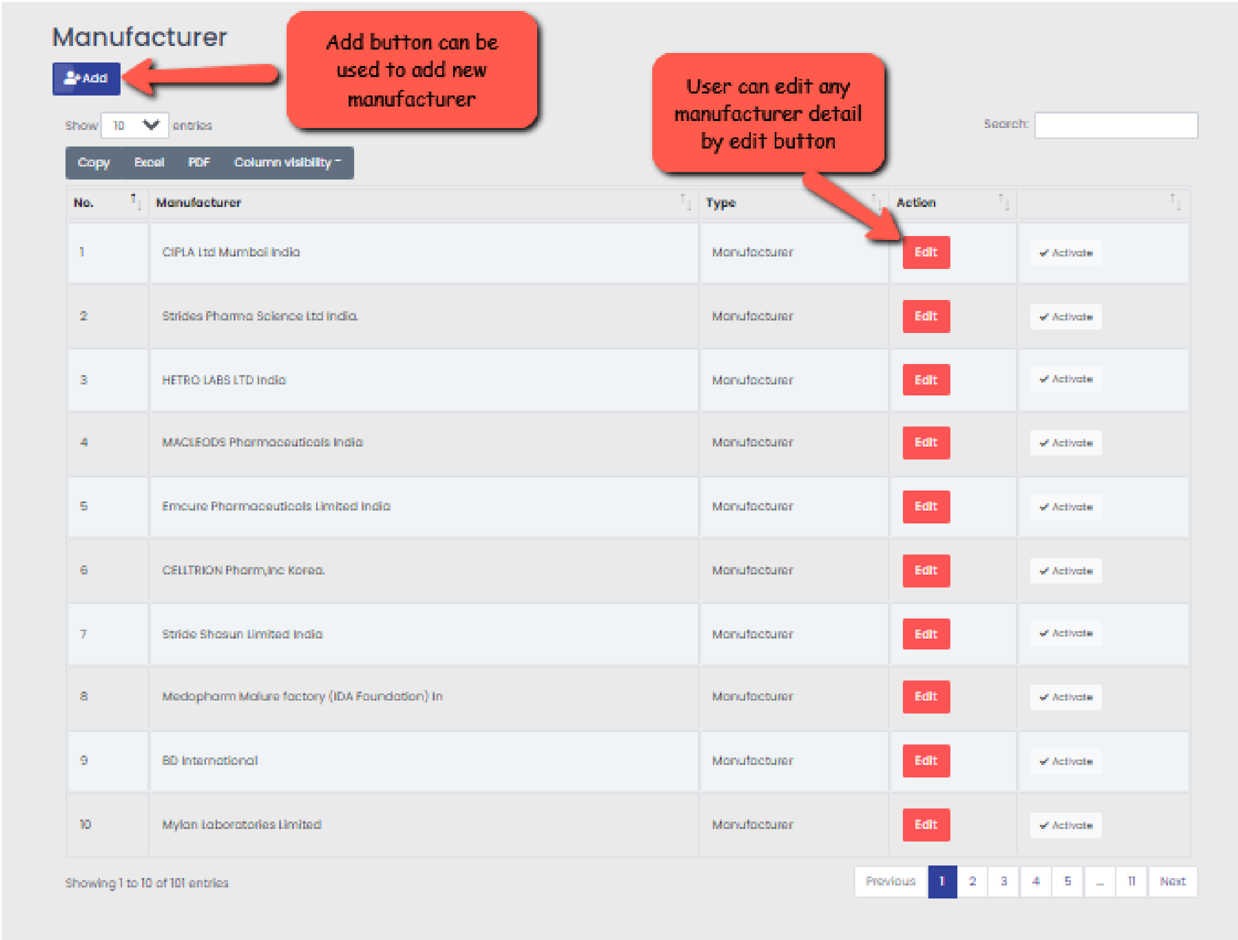
Admin user will first select the stakeholder name after that admin user will map products with the selected stakeholder and click save button to save it. Reset button can be used to reset the form.

Manufacturer

Using tab of "**Manufacturer**", when the user will click on view they will see the form that displays information related manufacturers of products.

What options admin user can avail in the form?

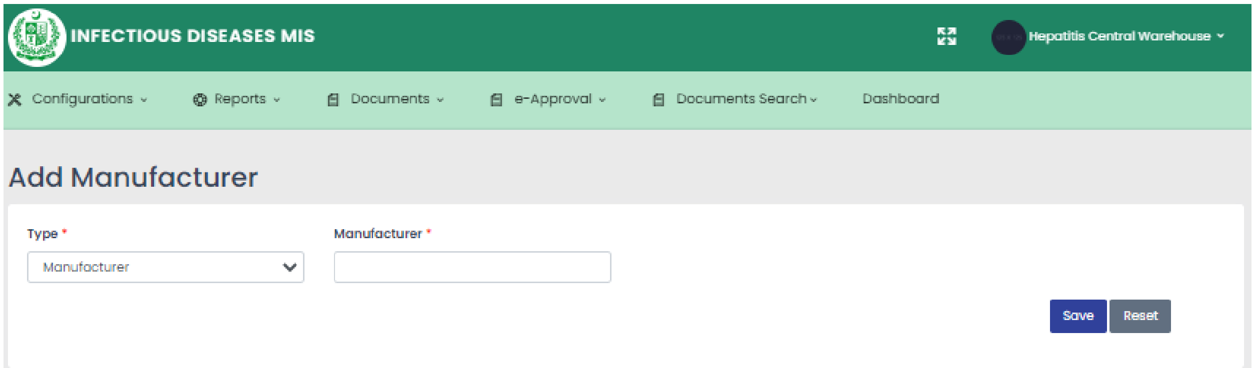
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any manufacturer by entering its name in the search bar.
Add: Admin user can add new manufacturer by clicking add button.
Edit: Admin user can edit details of manufacturer by clicking edit button.
Activate: Admin can activate any manufacturer by clicking activate button.



Admin user can add new manufacturer by clicking the add button. When admin user clicks add button a new form will open that can be used to add new manufacturer.

What admin user has to do?

Admin user will enter the name of the manufacturer in the desired field can click save button to save it.

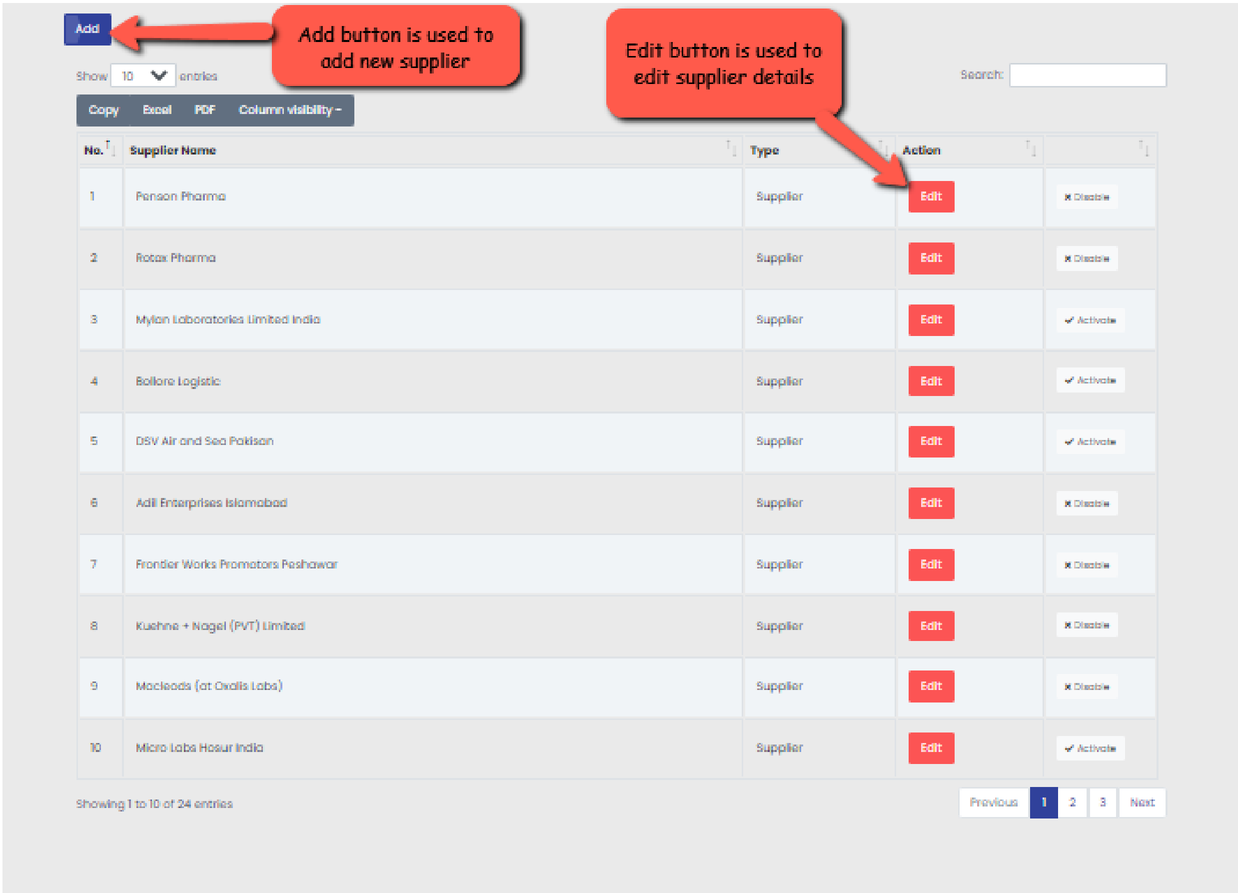


Supplier

Using tab of "**Supplier**", when the user will click on view a form will open that displays all listed suppliers of products.

What options admin user can avail in the form?

Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any supplier by entering its name in the search bar.
Add: Admin user can add new supplier by clicking add button.
Edit: Admin user can edit details of any supplier by clicking edit button.
Disable: Admin user can use disable button to temporarily disable any supplier



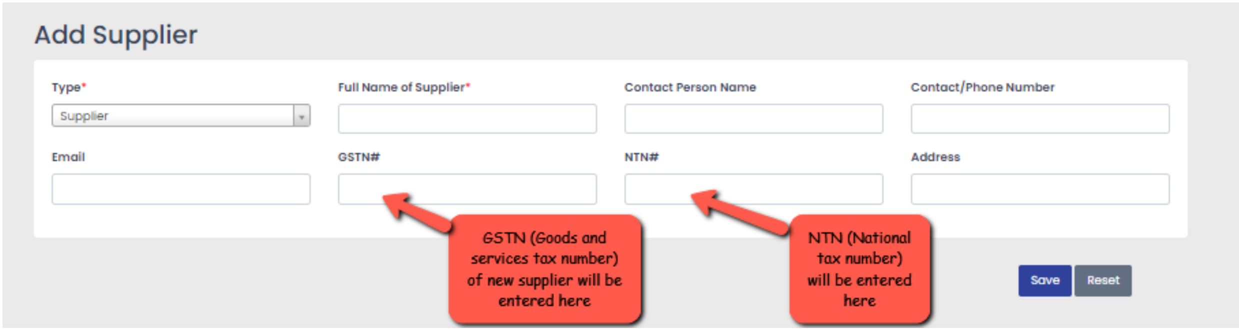
Admin user can also add new supplier by clicking the add button. When the admin user will click add button a form will open that can be used to add new supplier.

What admin user has to do?

Admin user has to first fill the following fields in the form

Full name of Supplier: It is the full name of the supplier.
Contact person name: It is the contact person name on behalf of supplier.
Contact/ Phone number: It is the contact number of the supplier.
Email: It is the email of the supplier.
GSTN#: It is the GSTN number of the supplier.
NTN#: It is the NTN number of the supplier.
Address: It is the address of the supplier.

After specifying the information in the form admin user will click save button to save it. Reset button can be used to discard the entered information.


Add Supplier
Type*
Supplier
Full Name of Supplier*
Contact Person Name
Contact/Phone Number
Email
GSTN#
NTN#
Address
GSTN (Goods and services tax number) of new supplier will be entered here
NTN (National tax number) will be entered here
Save
Reset

Document / Approver

The fourth admin configuration is of **Document / approver**.

Document Type List

Using tab of "**Document Type List"**, when the admin user click on view a form will open that displays all the approver levels with documents assigned to them.

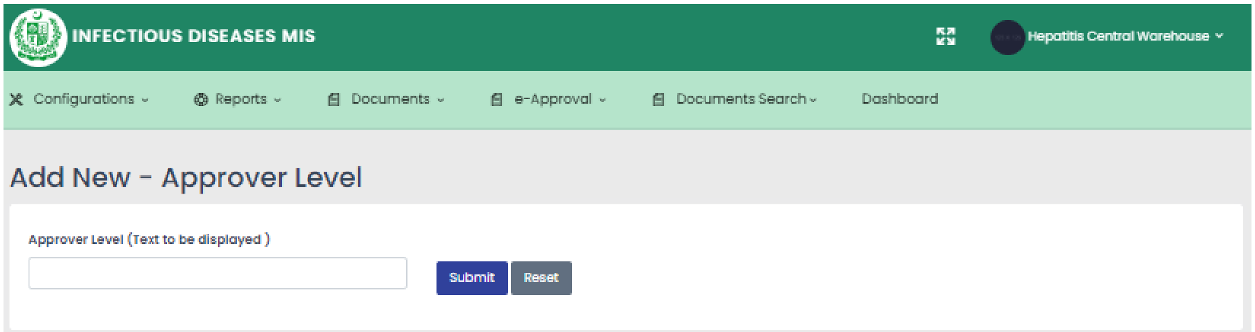
What options admin user can avail in the form?

Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any approval level by entering its name in the search bar.
Edit: Admin user can edit details of any approval level by clicking edit button.

Admin user can add or create new approver level by clicking the add button. When admin user clicks the add button a form will open that can be used to add new approver level.

What admin user has to do?

Admin user will first enter the name of the approver level in the form and after that click the submit button to save it.

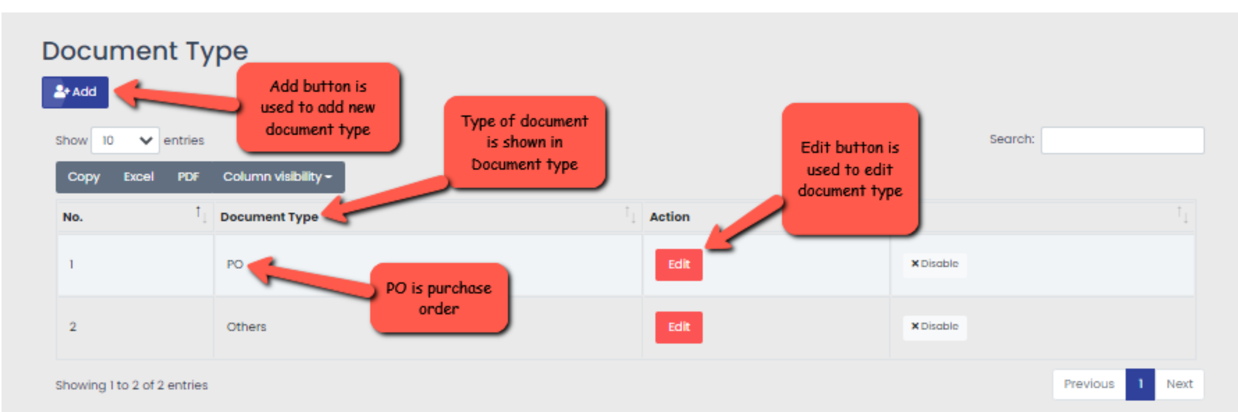


Document Type

Using tab of "**Document Type**", when the admin user click on view a form will open that displays list of all the added documents.

What options admin user can avail in the form?

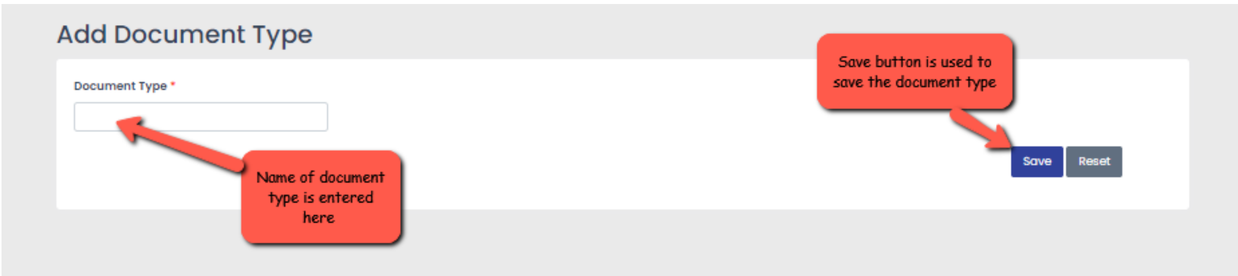
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any document type by entering its name in the search bar.
Edit: Admin user can edit details of any document type by clicking edit button.
Disable: Admin user can temporarily disable any document type by clicking disable button.



Admin user can create new document type by clicking the add button. When admin user clicks add button a form will open that can be used to add new document type.

What admin user has to do?

Admin user will first enter the name of the document type in the form and after that click save button to save it. Reset button can be used to discard the entered information.



Transaction type

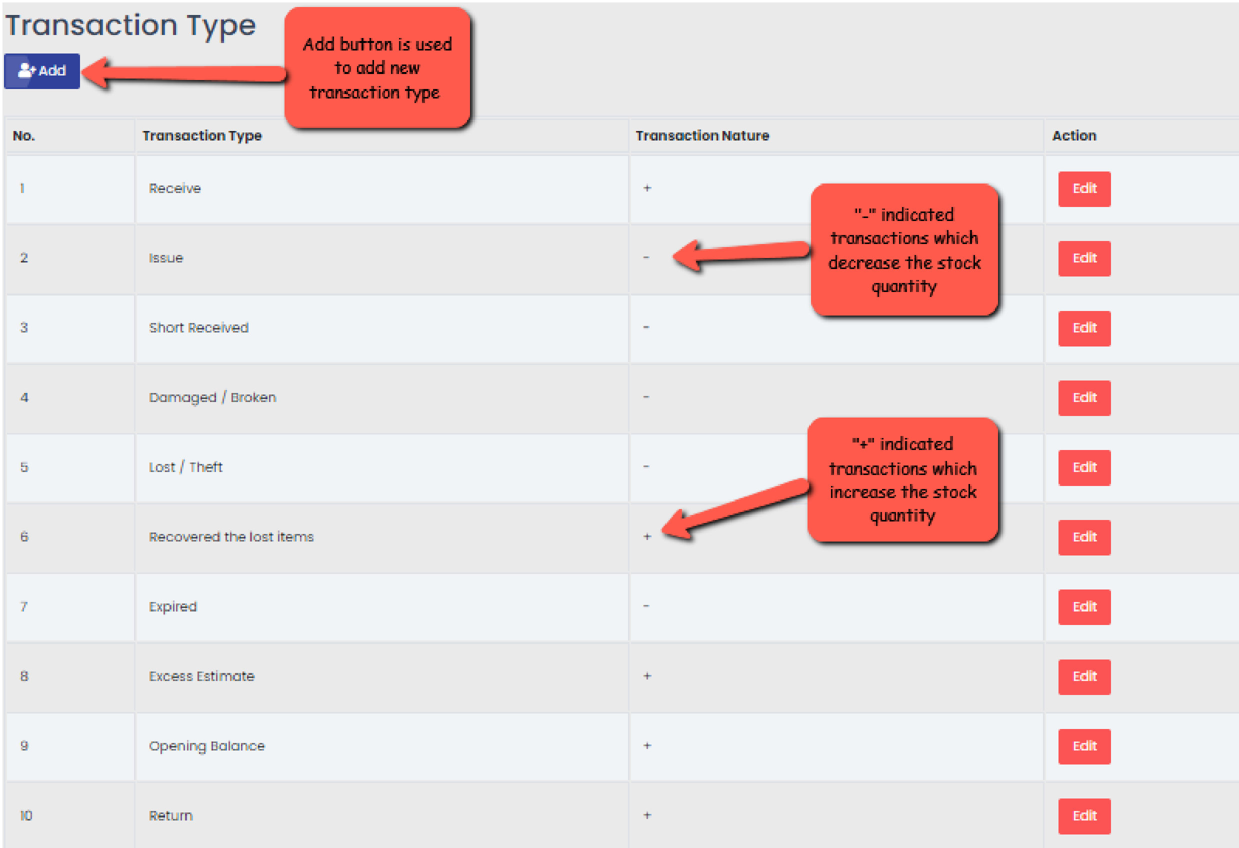
Using tab of "**Transaction Type**", when the admin user clicks on view a form will open that displays list of all the types of transactions and the nature of transactions whether it is positive or negative.

"+" Indicates the incoming transactions.

"-" Indicates the outgoing transactions.

What options admin user can avail in the form?

Add: Admin user can add new transaction type by clicking add button.
Edit: Admin user can edit details of any transaction type by clicking edit button.



No.	Transaction Type	Transaction Nature	Action
1	Receive	+	Edit
2	Issue	-	Edit
3	Short Received	-	Edit
4	Damaged / Broken	-	Edit
5	Lost / Theft	-	Edit
6	Recovered the lost items	+	Edit
7	Expired	-	Edit
8	Excess Estimate	+	Edit
9	Opening Balance	+	Edit
10	Return	+	Edit

Admin user can also add new transaction types by defining the nature of transaction. When the admin user clicks add button a form will open that can be used to add new transaction type.

What admin user has to do?

Admin user will enter the following details in the form

Transaction type: It is the type of transaction.

Transaction Nature: It is the nature of transaction whether is incoming or outgoing. Incoming is indicated by **+** sign whereas outgoing is indicated by **-** sign.

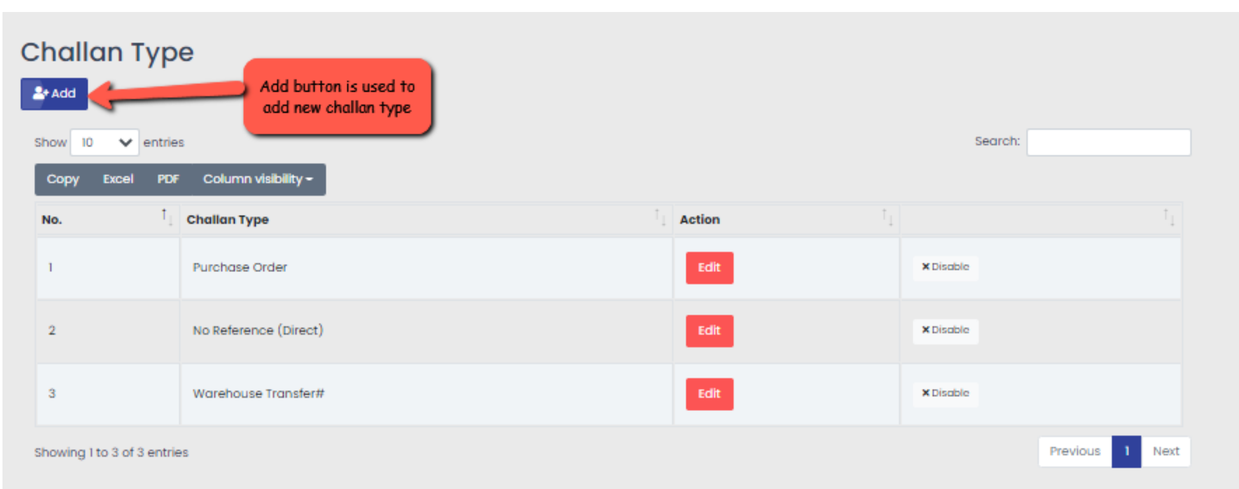
After entering the details admin user clicks save button to save it. Reset button can be used to reset the form.

Challan Type

Using tab of “**Challan Type”**, when the admin users click on view a form will open that displays the list of different type of challans.

What options admin user can avail in the form?

Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any challan type by entering its name in the search bar.
Edit: Admin user can edit details of any challan type by clicking edit button.
Add: Admin user can add new challan type by clicking add button.
Disable: Admin user can use disable button to temporarily disable any challan type.



Admin user can add new challan by utilizing the add button. When the admin user clicks add button a form will open that can be used to add new challan type.

What admin user has to do?

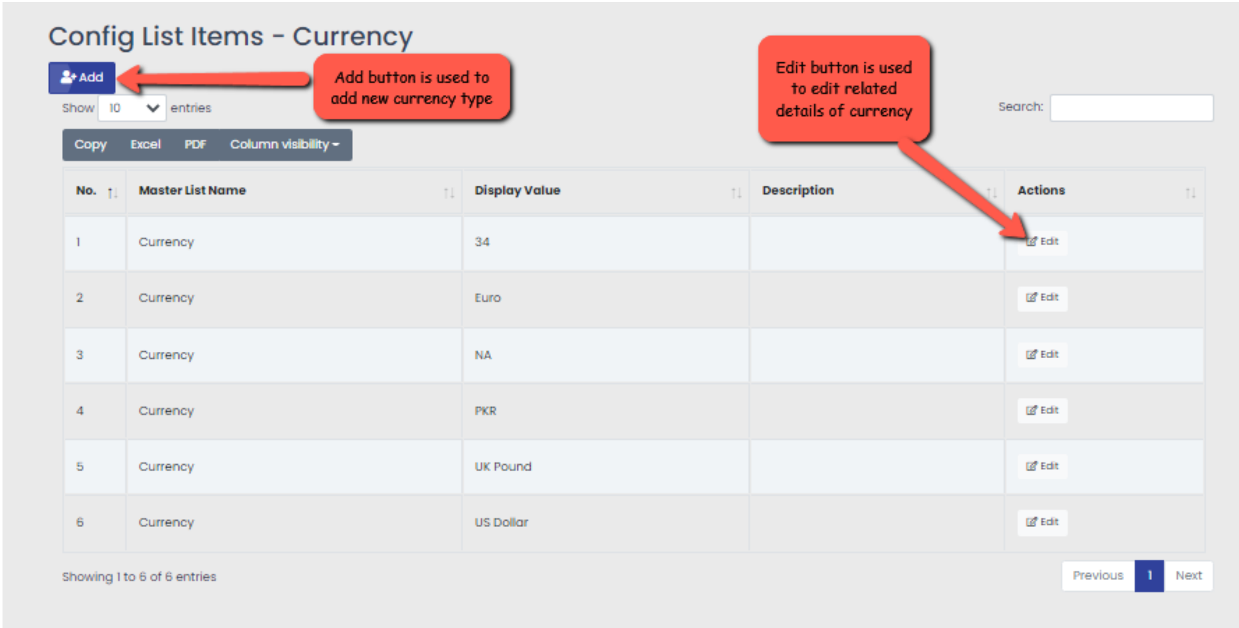
Admin user will first enter the name of the new challan type in the form and after that click save button to save it. Reset button can be used to reset the form.

Currency Type

Using tab of "**Currency Type**", when the admin user click on view a form will open that displays the list of all currencies being used.

What options admin user can avail in the form?

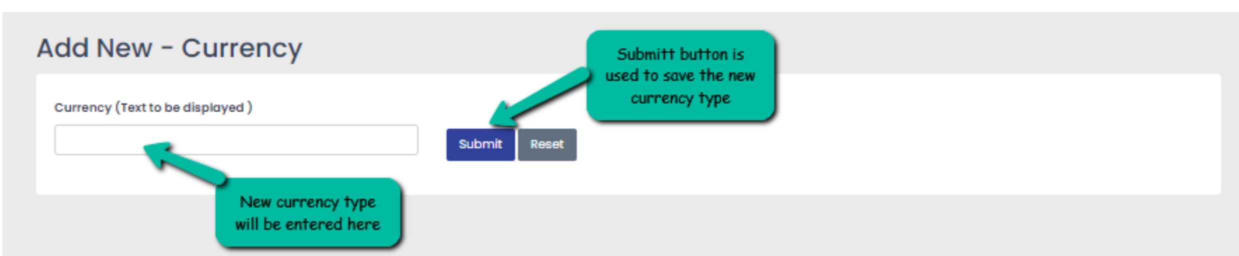
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any currency type by entering its name in the search bar.
Edit: Admin user can edit any currency type by clicking edit button.
Add: Admin user can add new currency type by clicking add button.



Admin user can add new currency type by clicking the add button. When admin user clicks add button a form will open that can be used to add new currency type.

What admin user has to do?

Admin user will first enter the name of new currency type in the form and after that admin user click submit button to save it. Reset button can be used to reset the button.

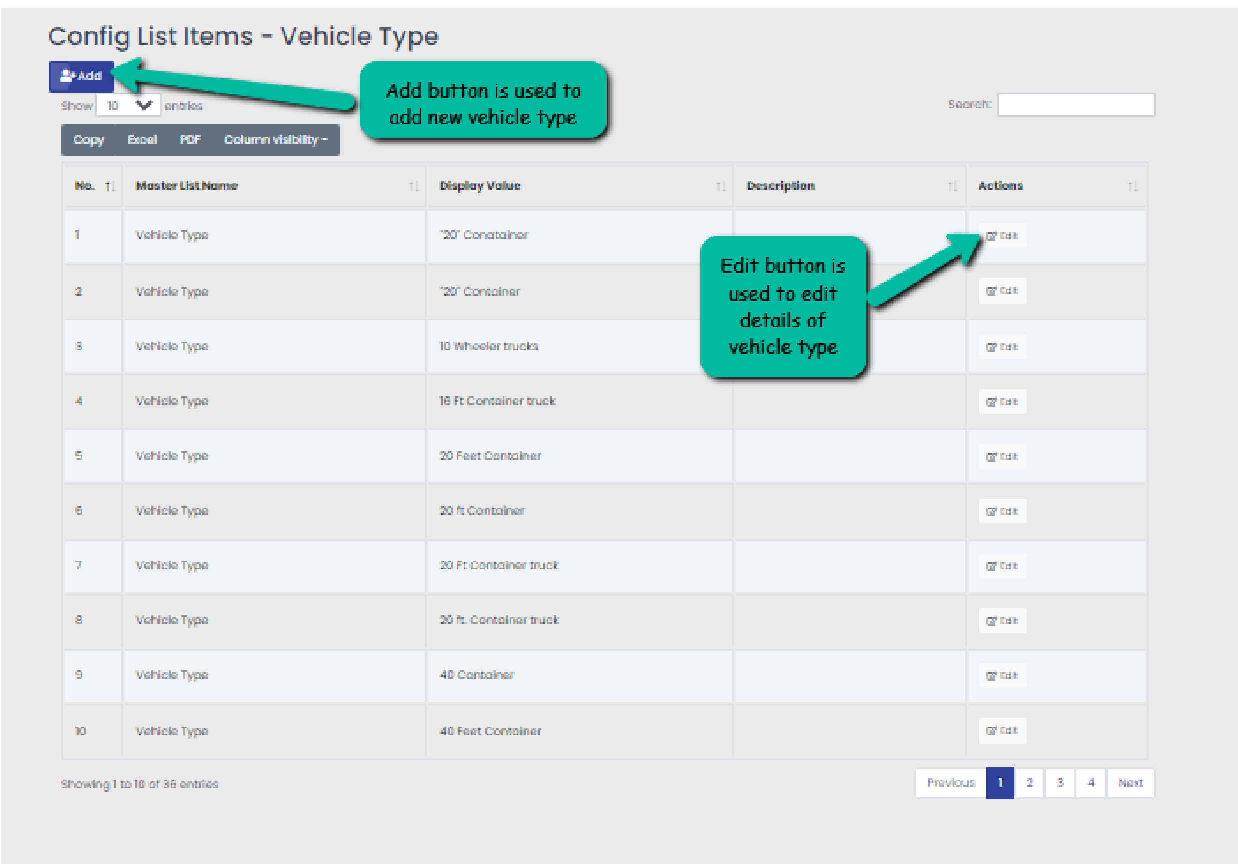


Vehicle Type

Using tab of "**Vehicle Type**", when the admin user click on view a form will open that displays the list of all types of vehicles being previously used.

What options admin user can avail in the form?

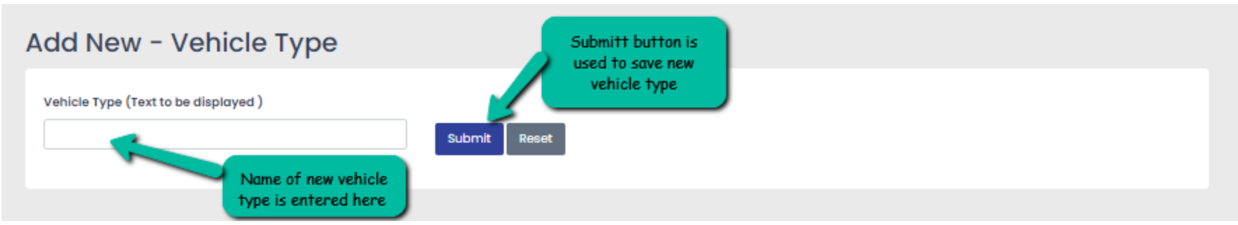
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any vehicle type by entering its name in the search bar.
Edit: Admin user can edit details of any vehicle type by clicking edit button.
Add: Admin user can add new vehicle type by using add button.



Admin user can add new vehicle type by clicking the add button. When the admin user clicks add button a form will open that can be used to add new vehicle type.

What admin user has to do?

Admin user will first enter the name of the vehicle type in the form and after that clicks submit button to save it. Reset button can be used to reset the form.

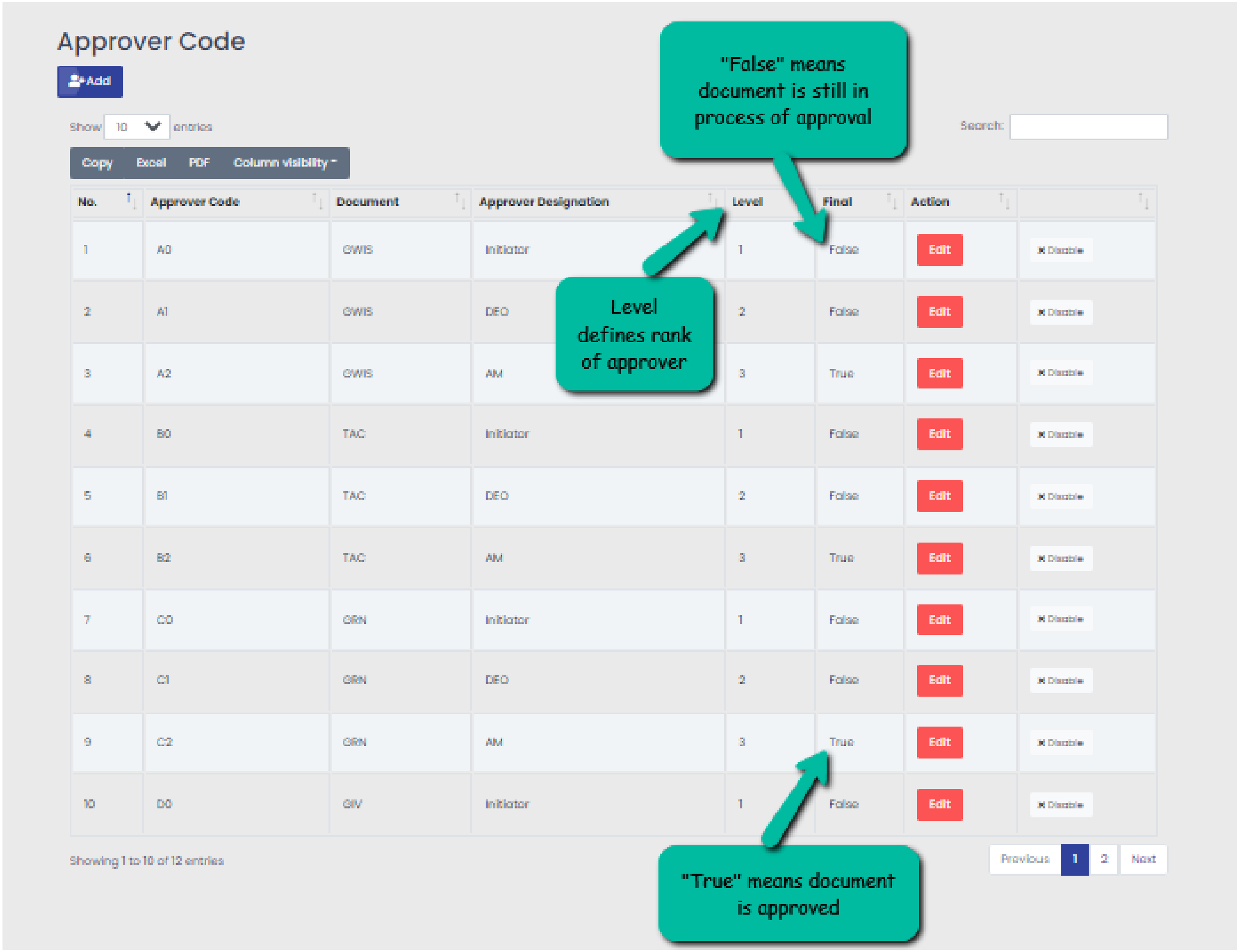


Approver Code

Using tab of "**Approver Code"**, when the admin user click on view a form will open that displays list of all the approver codes for different documents and the approver designation.

What options admin user can avail in the form?

Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any approver code by entering it in the search bar.
Edit: Admin user can edit details of any approver code by clicking edit button.
Add: Admin user can add new approver code by clicking add button.
Disable: Admin user can use disable button to temporarily disable any approver code.



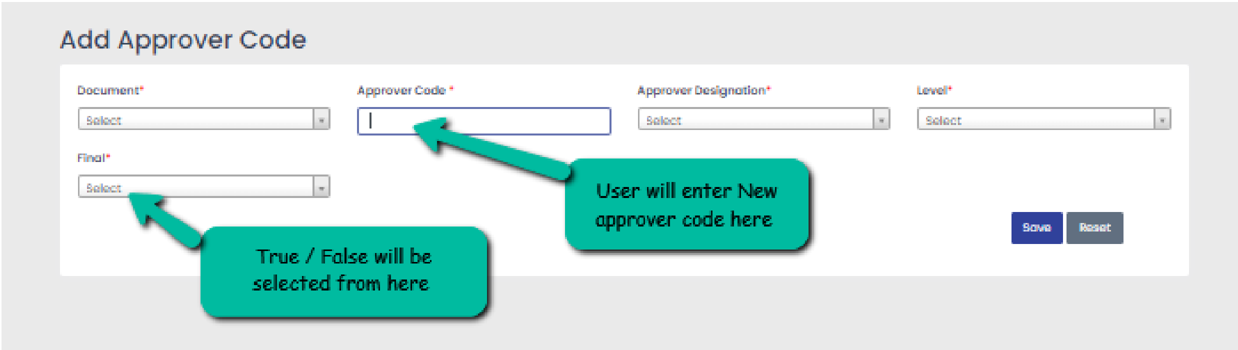
Admin user can add new approver code for different documents by clicking the add button. When admin user clicks on add button a form will open that can be used to add new approver code.

What admin user has to do?

He has to first specify the document the following field in the form

Document: It is the name of the document.
Approver code: It is the approver code.
Approver Designation: It is the designation of the approver.
Level: It is the level of the approver.
Final: It indicates true and false. True means document is approved and false means document is in process of approval.

After entering the desired details in the form admin user will click save button to save it. Reset button can be used to reset the form.

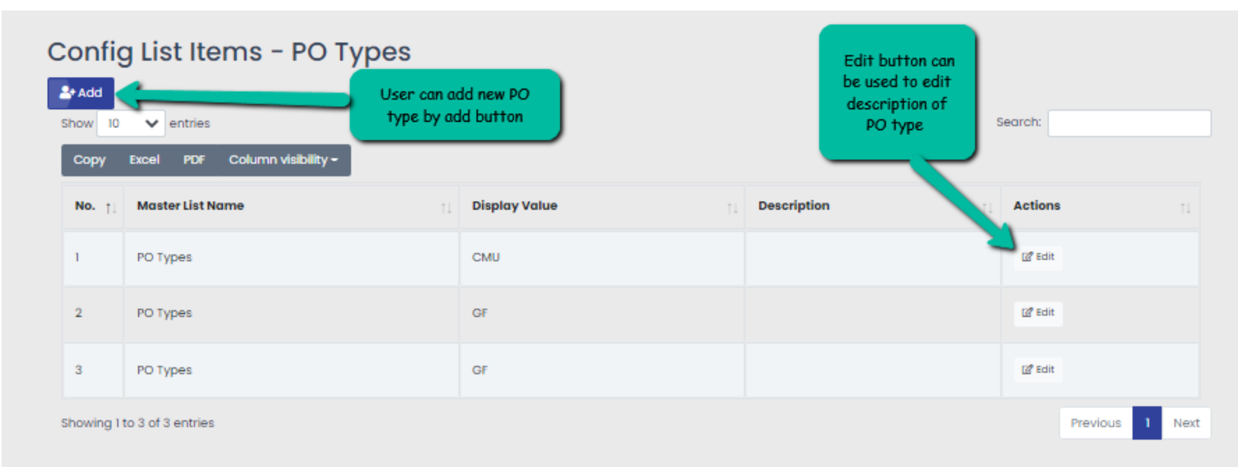


PO Type

Using tab of "**PO Type**", when the admin user click on view a form will open that displays the list of all types of PO (purchase orders) being previously added.

What options admin user can avail in the form?

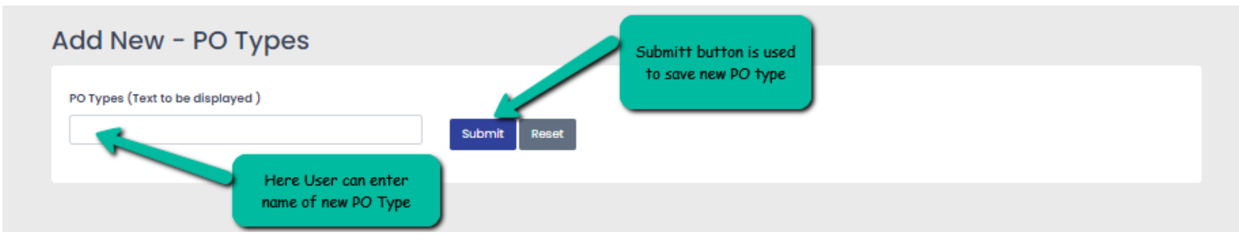
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any PO type by entering its name in the search bar.
Edit: Admin user can edit details of any PO type by clicking edit button.
Add: Admin user can add new PO type by clicking add button.



Admin user can add new purchase order types by clicking the add button. When the admin user clicks add button a form will open that can be used to add new PO type.

What admin user has to do?

Admin user will first enter the name of the PO type in the form and after that clicks submit button to save it. Reset button can be used to reset the form.

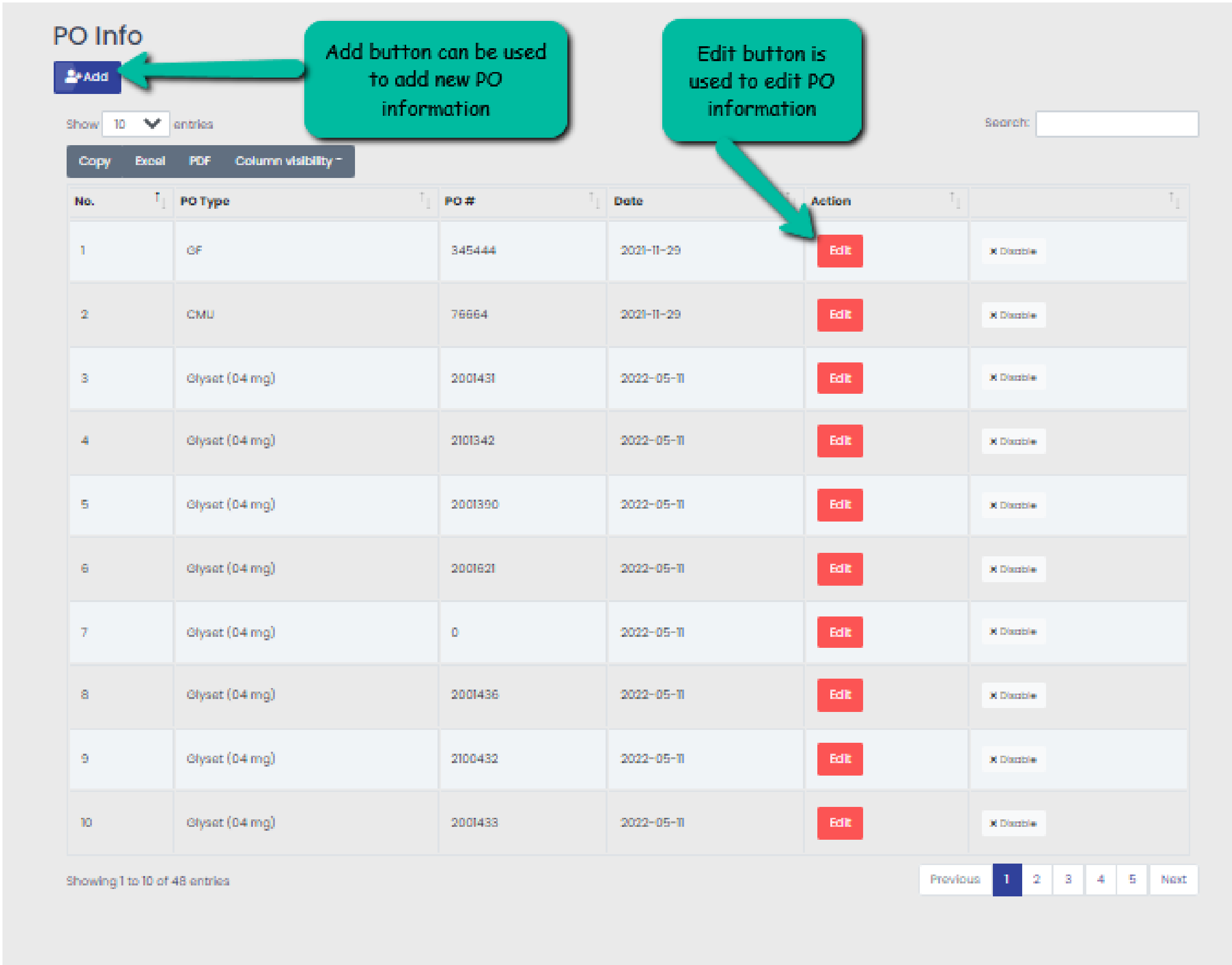


PO Document Info

Using tab of "**PO Document Info**", when the admin user click on view a form will open that displays all the purchase order types with their respective purchase order number and dates.

What options admin user can avail in the form?

Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any PO Document Information by entering its name in the search bar.
Edit: Admin user can edit details of any PO Document Information by clicking edit button.
Add: Admin user can add new PO Document Information by clicking add button.
Disable: Admin user can use disable button to temporarily disable PO document Information.



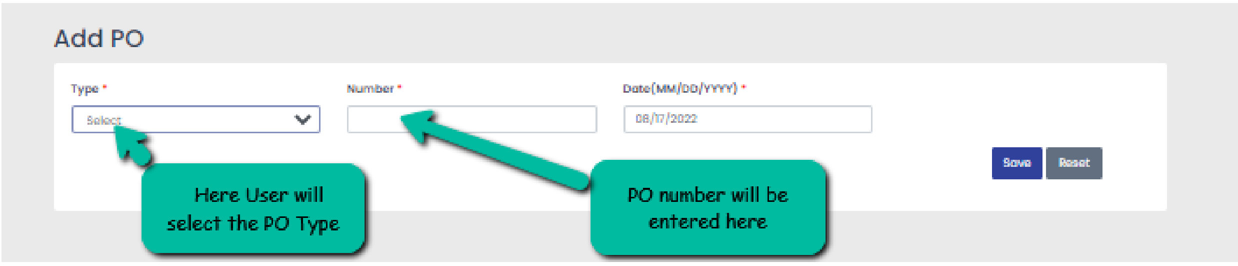
Admin user can use add button to add new purchase order information. When the admin user clicks add button a form will open that can be used to add new purchase order information.

What admin user has to do?

Admin user will first enter the following details in the form

Type: It is the type of the Purchase Order.
Number: It is the number of the purchase order.
Date: It is the date on which the purchase order is issued.

After entering the details admin user will click save button to save it. Reset button can be used to reset the form.

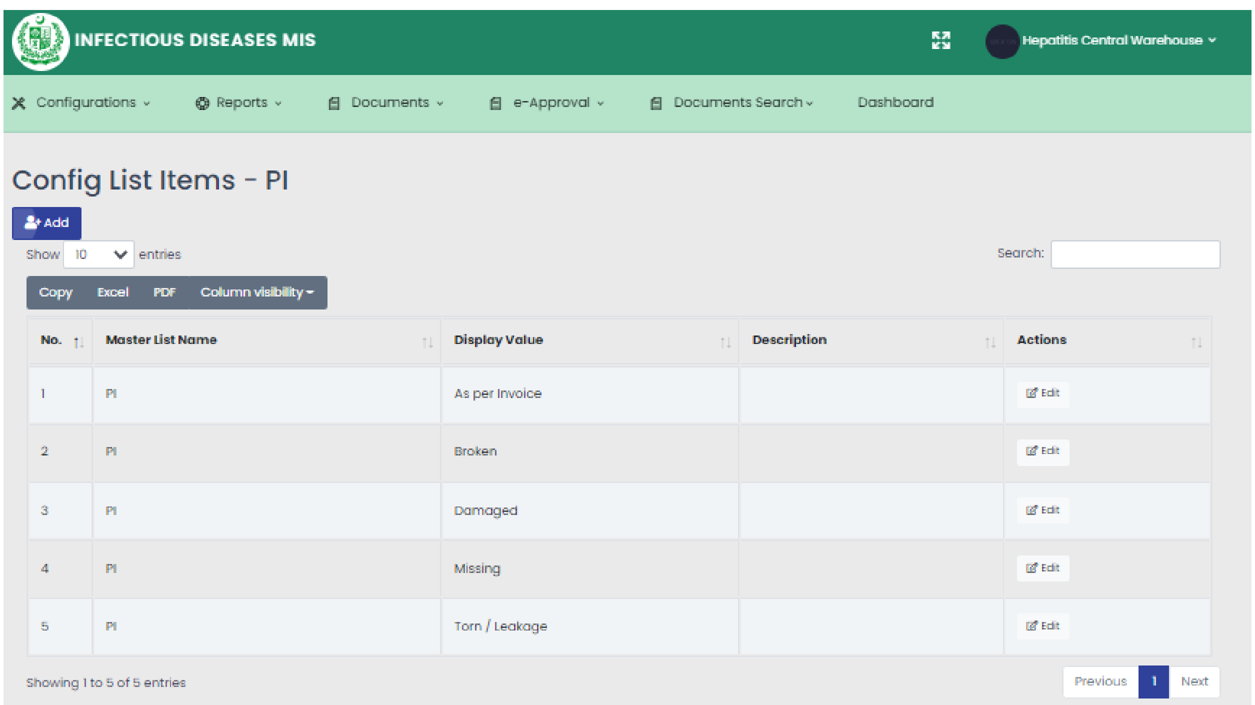


PI Type

Using tab of "**PI Type**", when the admin user click on view a form will open that displays the list of all types of PI (Purchase Invoice) being recently added.

What options admin user can avail in the form?

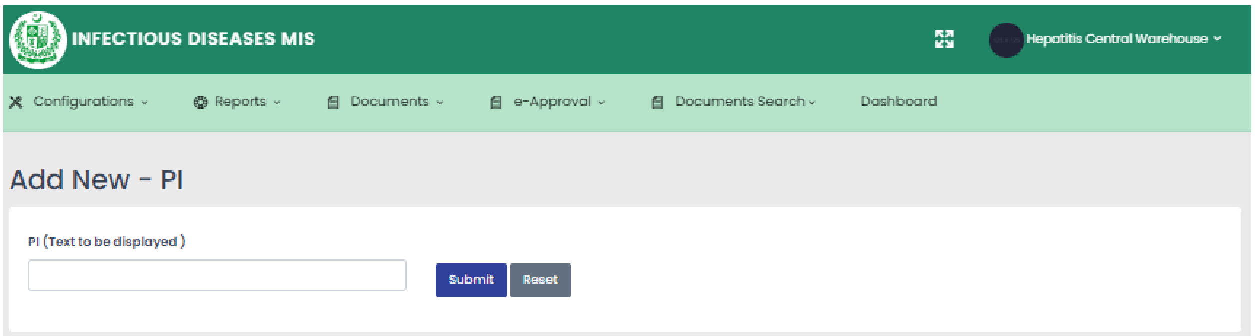
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any PI type by entering its name in the search bar.
Edit: Admin user can edit details of any PI type by clicking edit button.
Add: Admin user can add new PI type by clicking add button.



Admin user can add new type of PI by utilizing the add button. When the admin user clicks add button a form will open that can be used to add new PI type.

What admin user has to do?

Admin user will first enter the name of the PI type in the form and after that click submit button to save it. Reset button can be used to reset the form.



USAID GLOBAL HEALTH SUPPLY CHAIN PROGRAM
Procurement and Supply Management

https://ids.lmis.gov.pk