INFECTIOUS DISEASES MANAGEMENT INFORMATION SYSTEM

User Manual for CMU Users

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Revision History

Name	Date	Reason for Changes	Version	Prepared By	Reviewed By
Pakistan Field Office	August, 2022		Draft 1	Rizwan Qayyum	Ajmal Hussain

List of Acronyms

CW&S	Central Warehouse and Supplies
DOH	Department of Health
IDMIS	Infectious Diseases Management Information System
MoNHSR&C	Ministry of National Health Services, Regulations and Coordination
MSU	Mobile Service Unit
USAID	United States Agency for International Development
WMS	Warehouse Management System
GIWS	Good Inspection Worksheet
GRL	Good Receiving Load
TAC	Technical Acceptance Certificate
SIV	Stock Issuance Voucher
PO	Purchase Order
PI	Purchase Invoice
SOH	Stock on Hand
GRN	Goods Received Note

Assumptions

This user guide assumes that you already have Infectious Diseases Management Information System accounts as per your geographical level and role. This user guide also assumes that you are familiar with basic web-application account login procedures.

System Requirements

The Infectious Diseases Management Information System is accessible from any Desktop PC, Mac, or Linux computer with Internet access and a supported Web-browser.

Browser Support

The following browsers and later versions fully support IDMIS standard view:

- Mozilla Firefox (Windows, Mac, Linux)
- Google Chrome (Windows, Mac, Linux)
- Netscape (Windows, Mac, Linux)
- Safari (Mac)
- Internet Explorer 9 and above (Windows)

Overview

1

Of Infectious Diseases Management Information System (IDMIS)

This *User Manual* provides step-by-step instructions for getting started with the Infectious Diseases Management Information System (IDMIS). It provides guidelines on application features to manage data for Infectious diseases. This user manual is organized according to the logical flow of IDMIS features.

Before You Begin...
It is recommended to have a working internet connection for web-access to the IDMIS web portal in order to use it side-by-side when reading this manual.

Background

USAID | Global Health Supply Chain Program – Procurement and Supply Management (GHSC – PSM) Project, Pakistan was tasked by the Government of Pakistan with implementing a Infectious Diseases Management Information System (IDMIS) for Infectious Diseases using a web-based approach to facilitate country-wide data entry without the installation of any specific software. After several months of thorough consultations with all stakeholders from the public and private sectors, the Project adapted and enhanced the web-based application from the international best practices. The IDMIS was contextualized to the local stakeholder structure and the devolution of responsibility from the national to the provincial and district level.

The rise and rise of infectious diseases compel to adopt and utilize management information system for successful monitoring and analyzing information related to infectious diseases. Management Information system for infectious Diseases is the need of the hour and plays a vital role in successful management and monitoring of those affected by infectious diseases (AIDS, TB, Malaria and COVID). The old traditional methods which relies heavily on manual gathering, assembling and publicizing information are time consuming and extremely labor-Intensive. Hospitals specialized in the treatment of infectious diseases still using old traditional methods that fail to interrelate with each other, result in data duplication, and do not support treatment of the patient as a whole. The motivation behind the use of Infectious Disease Management System is to lessen the administrative cost associated with data collection and analysis. This Infectious Disease Management System was developed to ensure the following:

- Cost effectiveness by means of open source software licensing.
- Centralized mechanism of ensuring collection and monitoring of all infectious disease management data
- Automate the process, introducing a mechanism for decision support as per treatment guidelines.
- Provide comprehensive reporting capabilities.
- Maintain a user friendly interface.

IDMIS has the flexibility to integrate other health related diseases. In addition to the public sector, this application is also able to record national data of diseases of the private sector as well. The system is able to cater the district level reporting of disease data.

In order to sustain the usage IDMIS nationwide, the Project trained the government users of the system through the public sector master trainers. The prescribed training provided knowledge and skills required to enter data into the web-based IDMIS

The IDMIS data visibility plays a significant role in improving stock (i.e of medical supplies) monitoring at the district and sub-district level. Therefore, timely and accurate data entry and submission of monthly reports at the district level are critical to the functioning of the IDMIS. The data collected from the IDMIS can then subsequently be used at each level of the supply chain to enhance informed decision making to meet service delivery demands.

The USAID | Global Health Supply Chain Program – Procurement and Supply Management (GHSC – PSM) Project, Pakistan is providing technical assistance to MoNHSR&C to strengthen the management information system and improve overall supply chain management. During the recent years, a series of consultative meetings were held between the Ministry and USAID | GHSC – PSM Project, Pakistan to access the requirements of the MoNHSR&C. One of the most important areas which require immediate attention is improved data visibility to ensure improved product availability.

Settings & Configurations

2

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

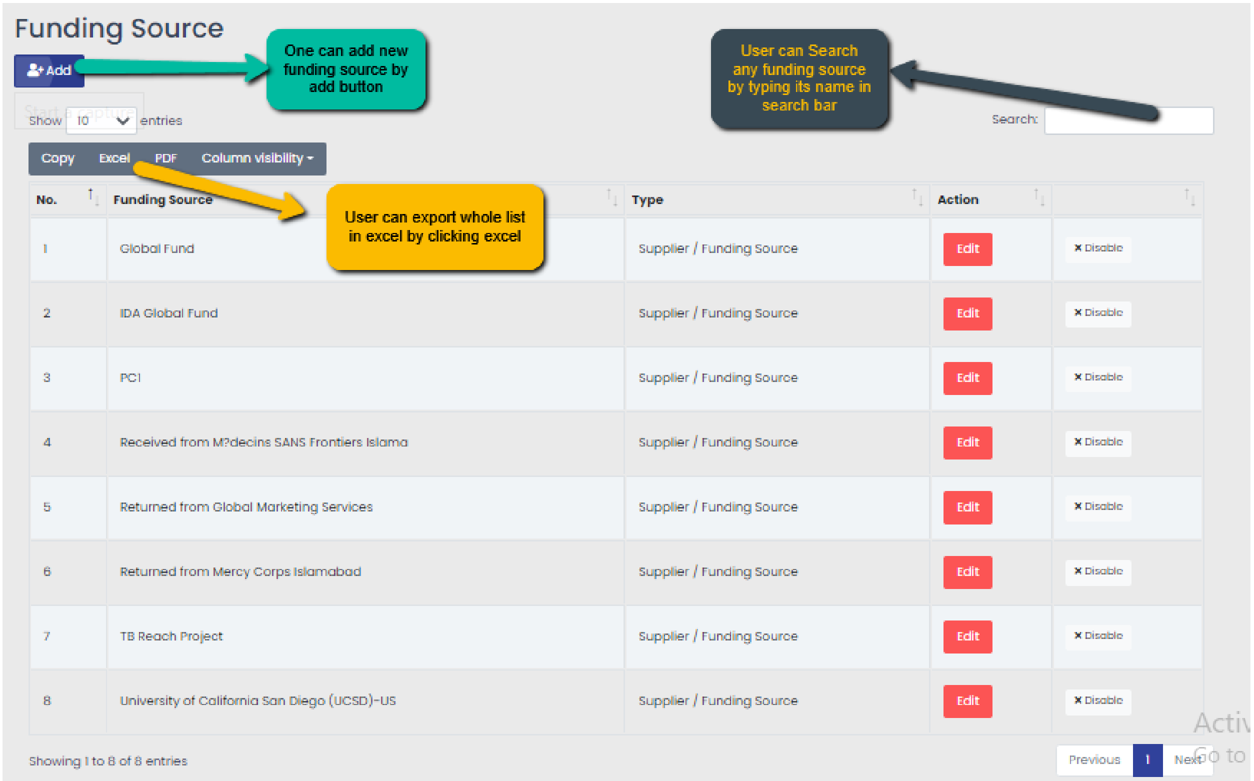
First configuration is for **organization.**

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?

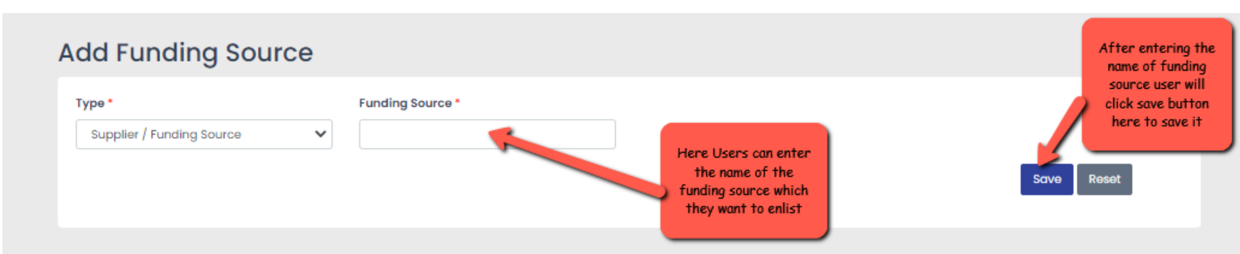
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any Funding Source by entering its name in the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

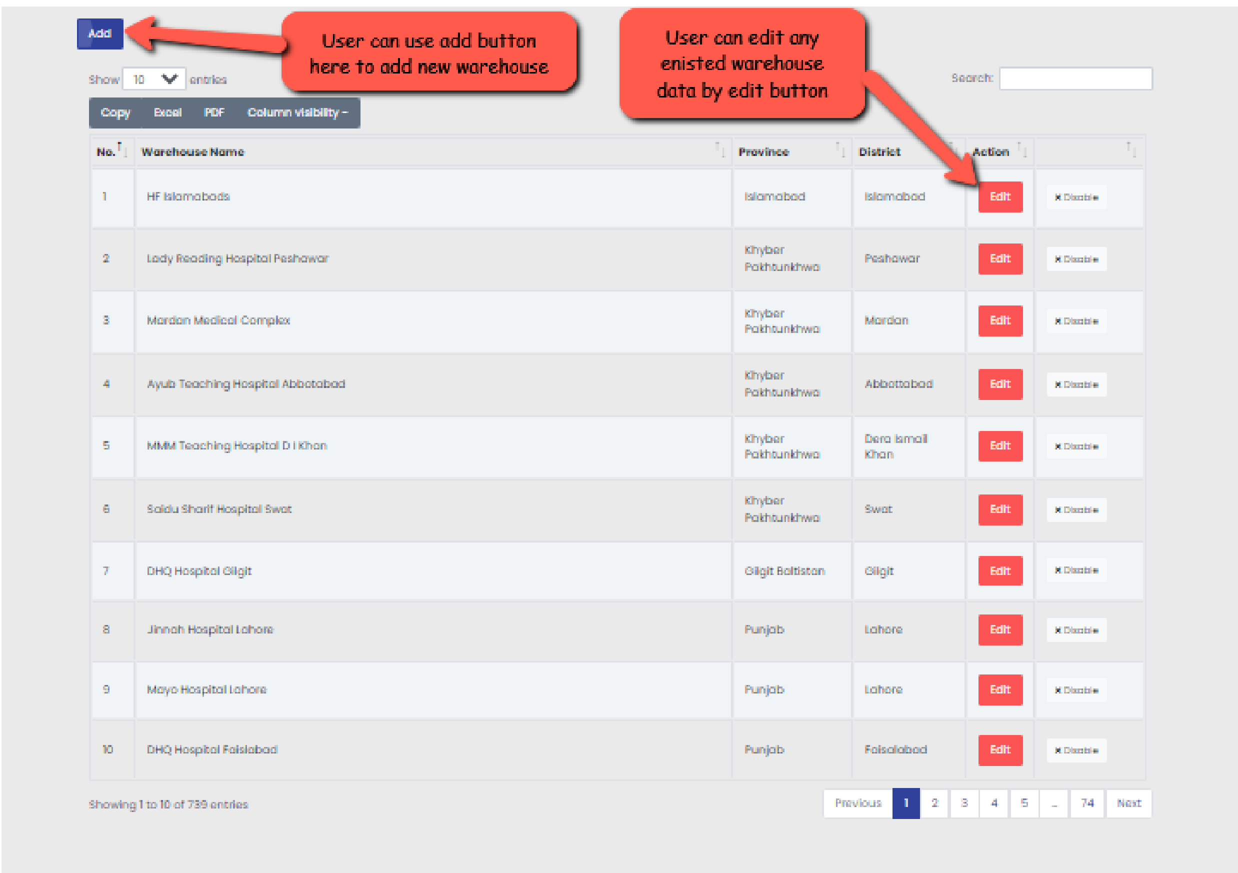


Facilities / Warehouses

Using **"Facilities / Warehouses"** 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?

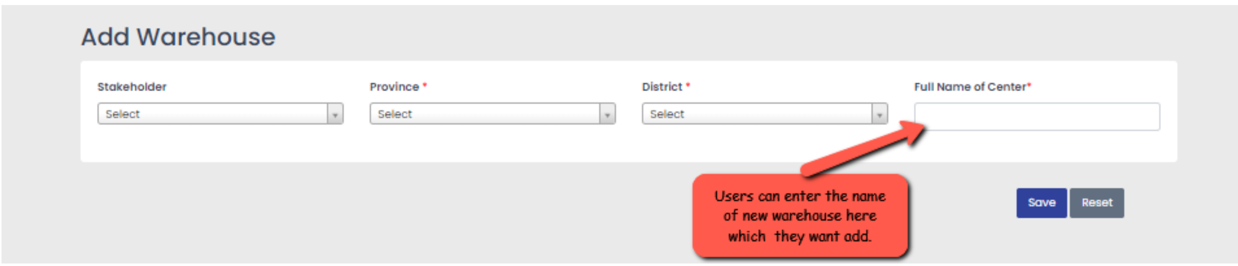
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any Center by entering its name in the search bar.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



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.

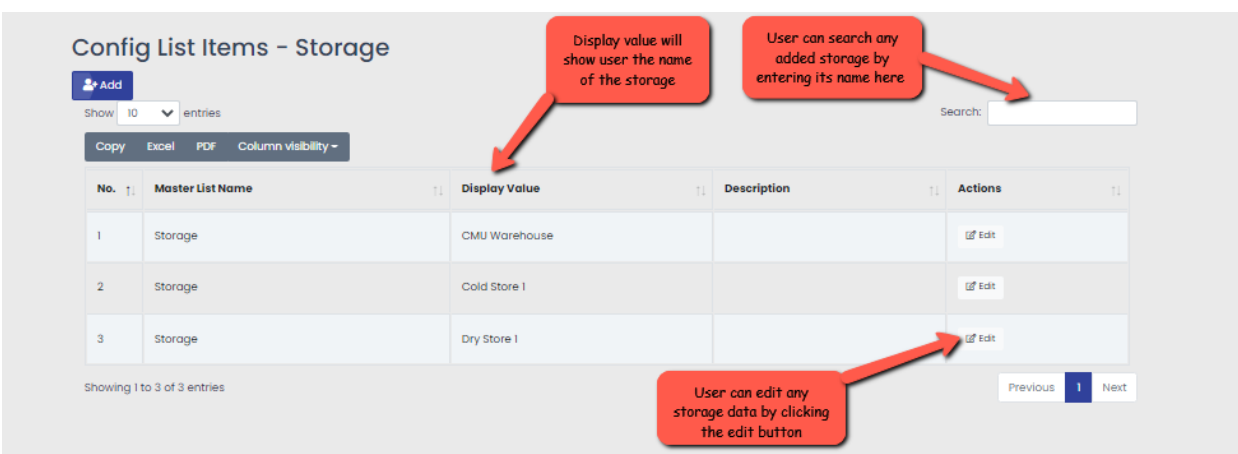


Storage

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?

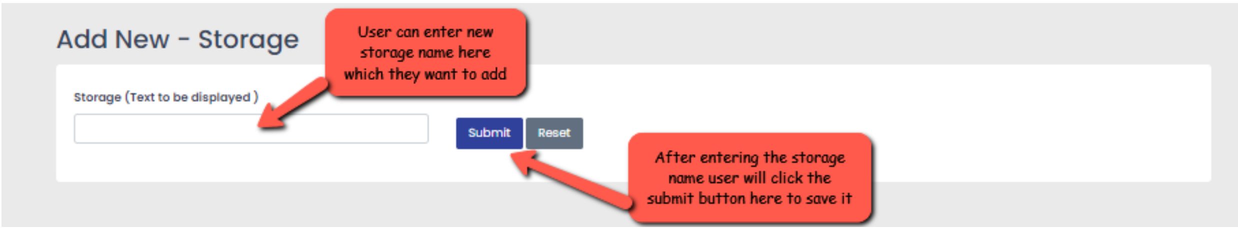
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any Storage capacity by entering its name in the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



Product

The second admin configuration is for **product**

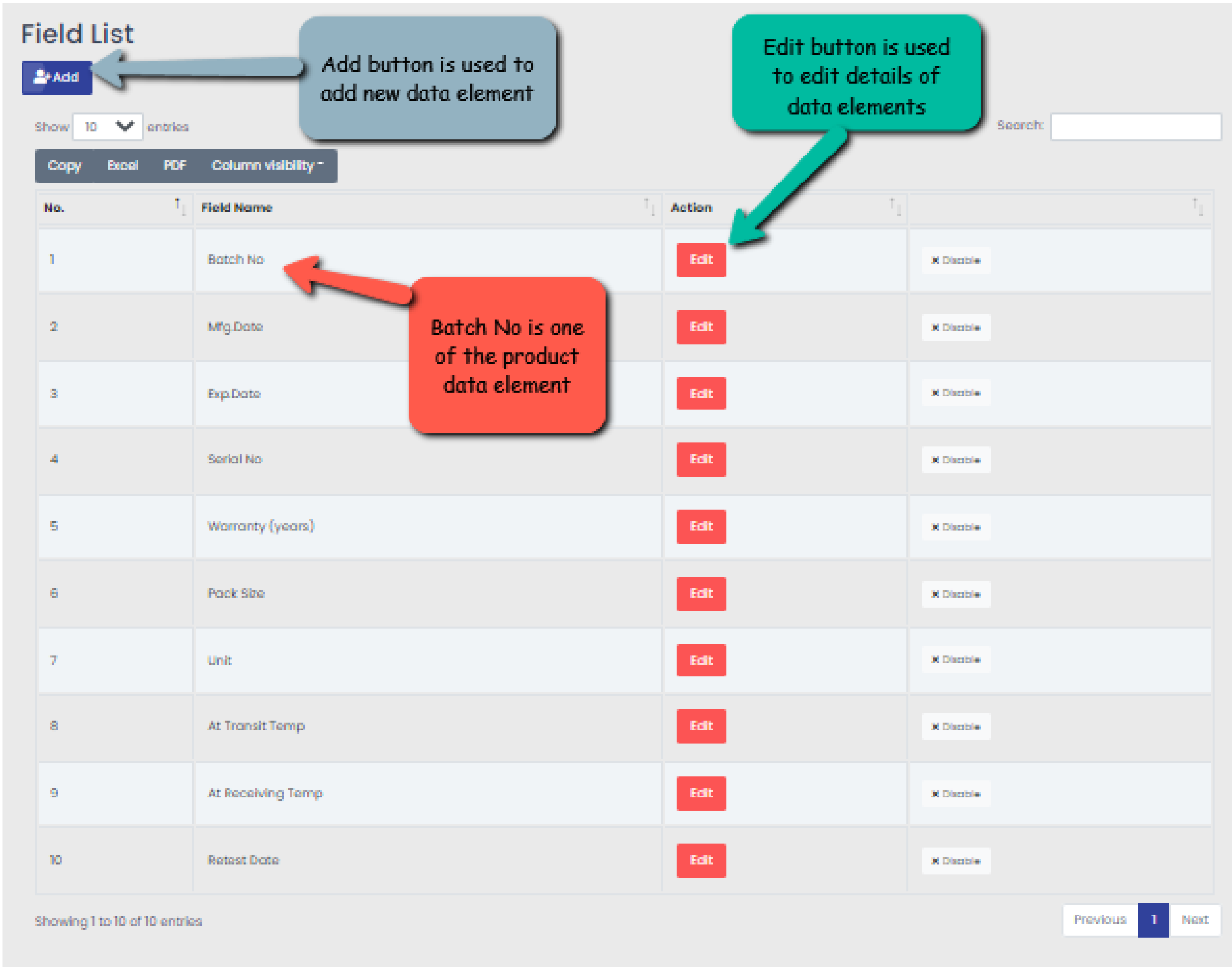
Product Data Elements

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?

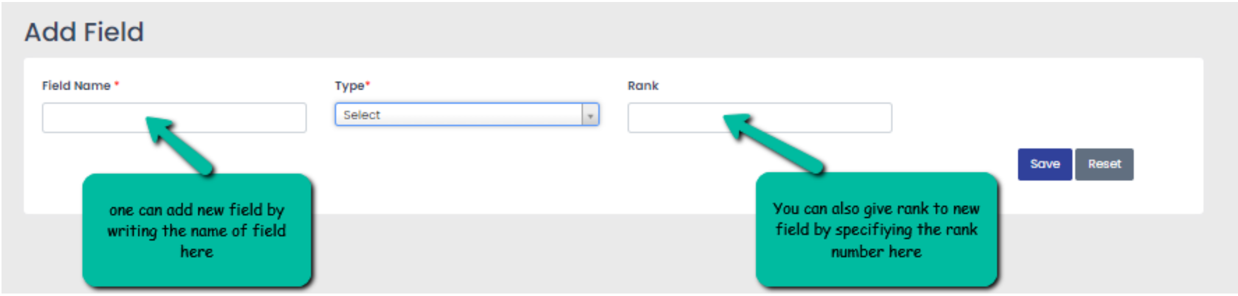
Admin user has to first specify the following.

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?

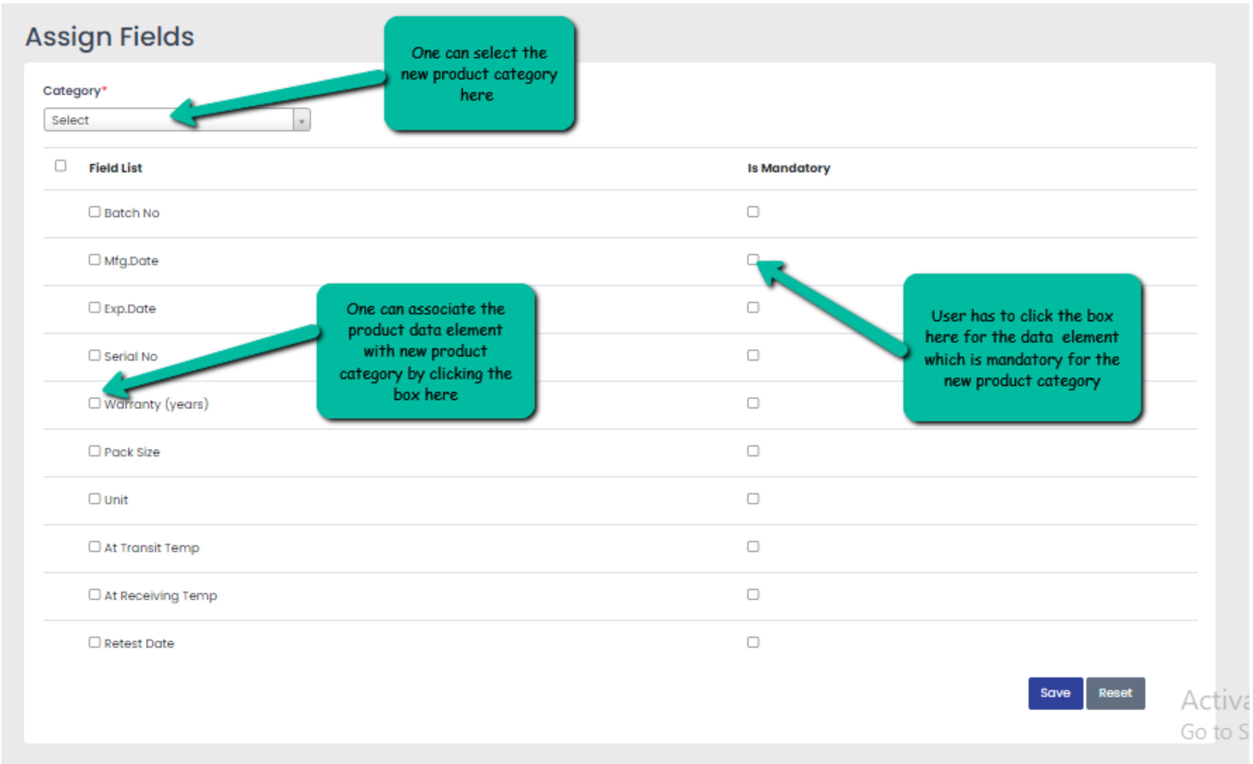
First Admin user has to select the following

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.

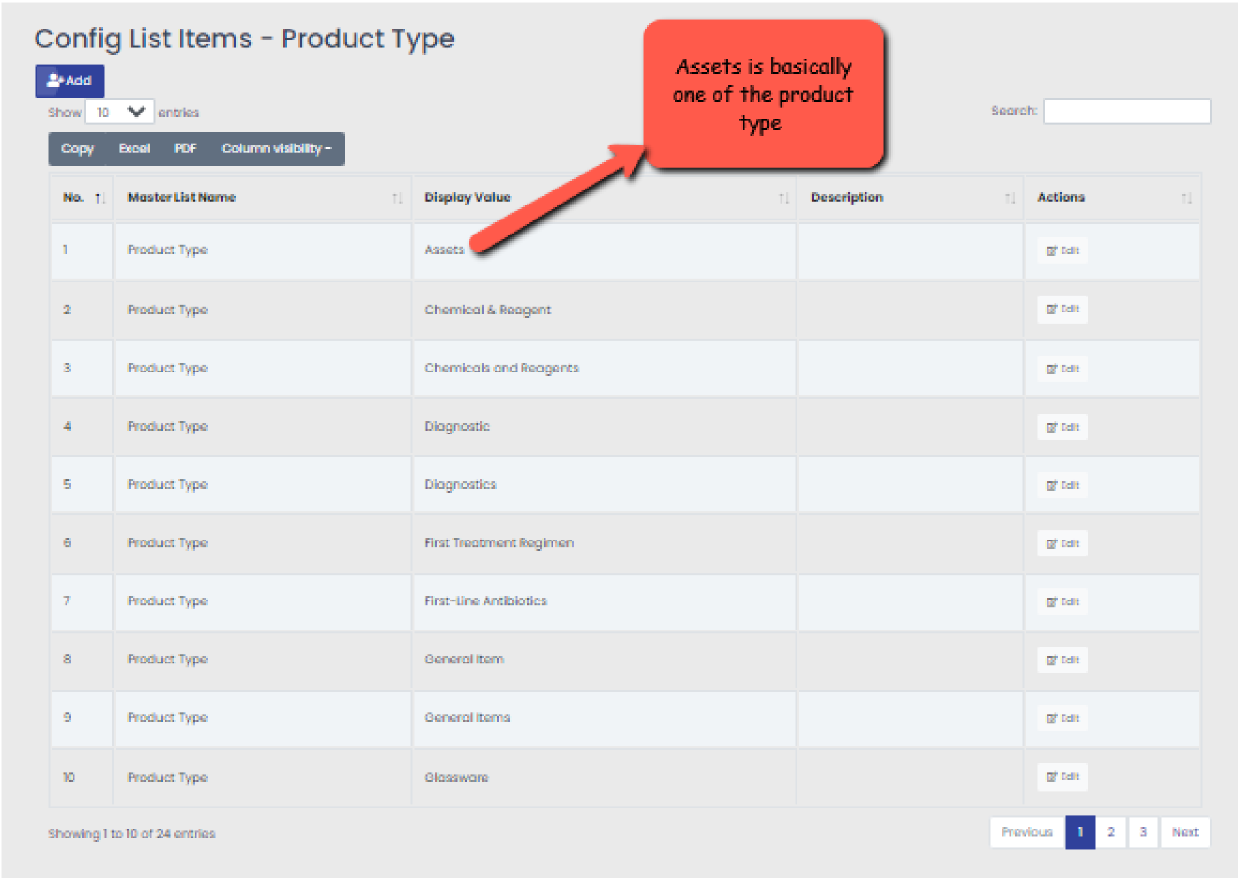


Product Type

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?

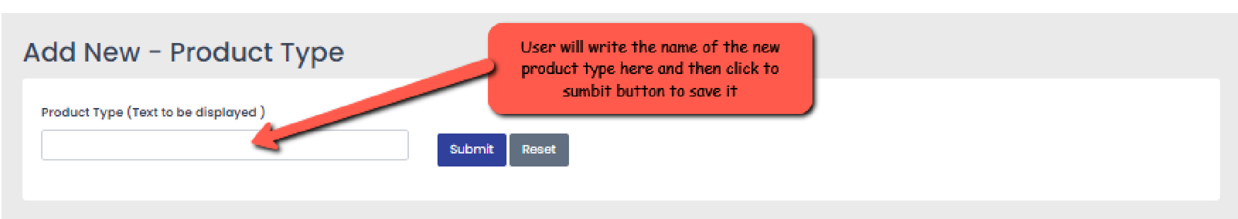
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any product type by entering its name in the search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

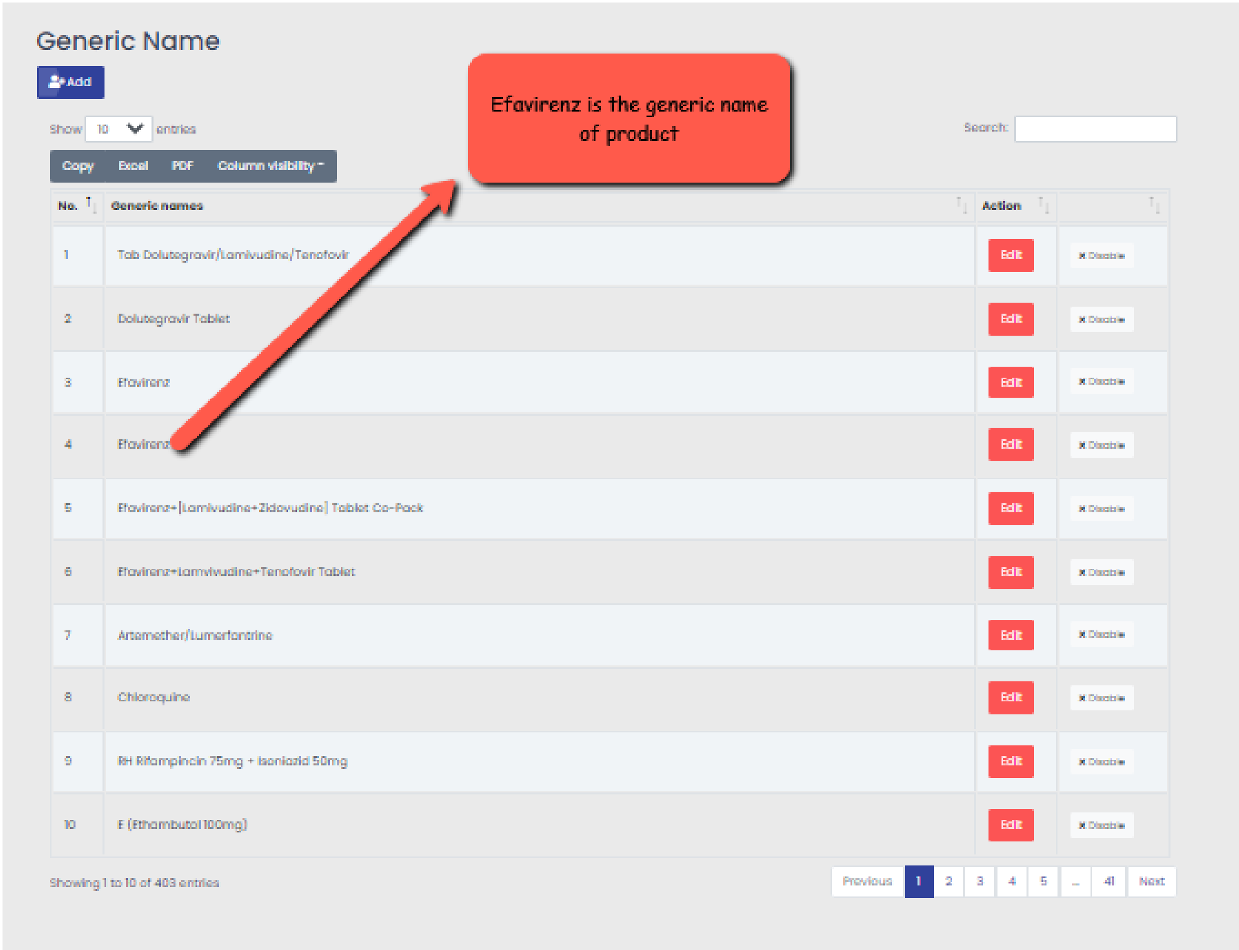


Product Generic Name

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?

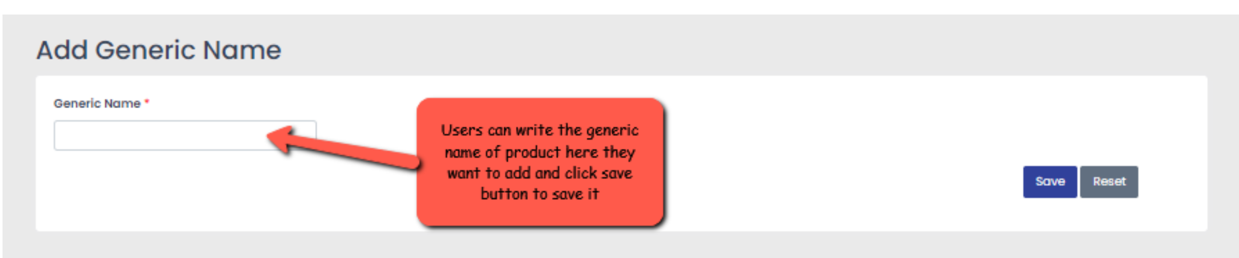
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any product generic name by entering it in the 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.

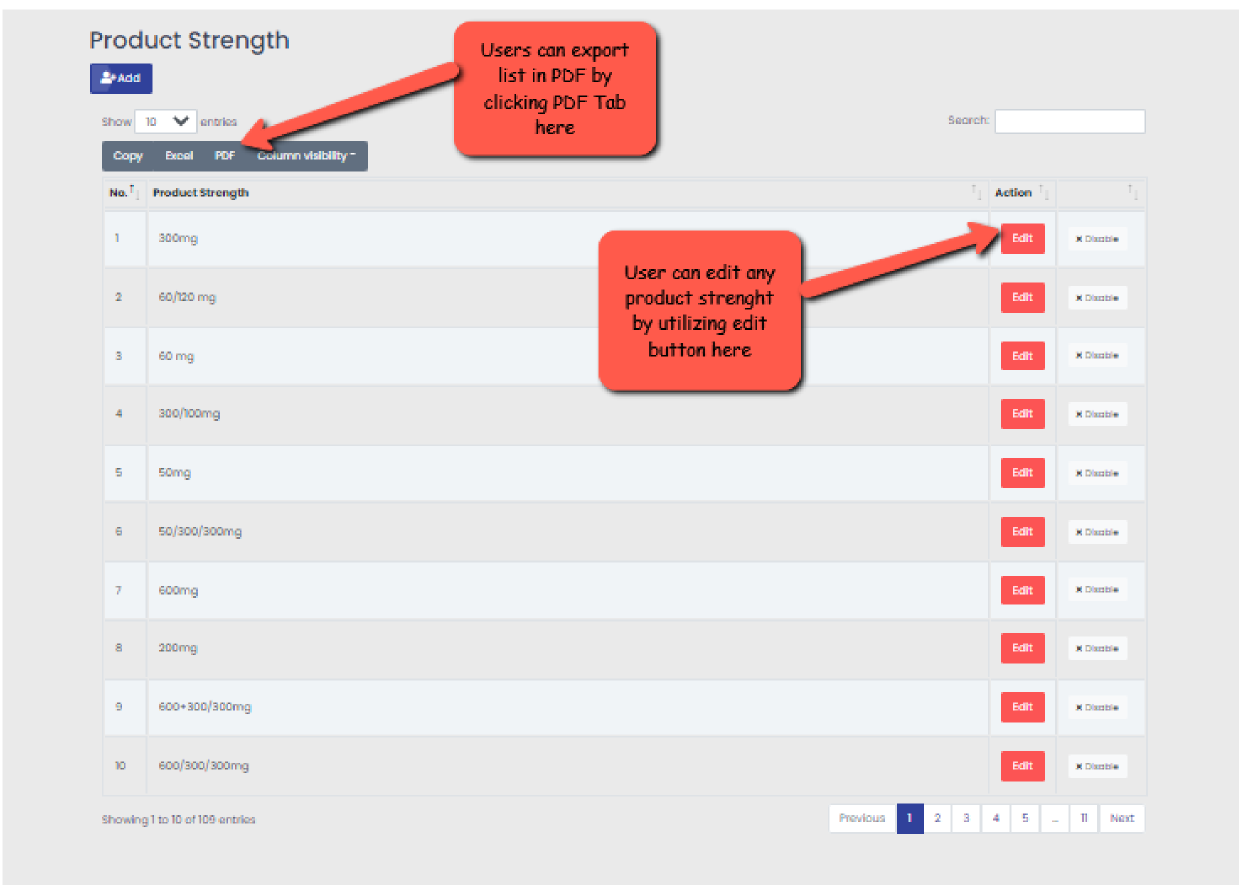


Product Strength

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?

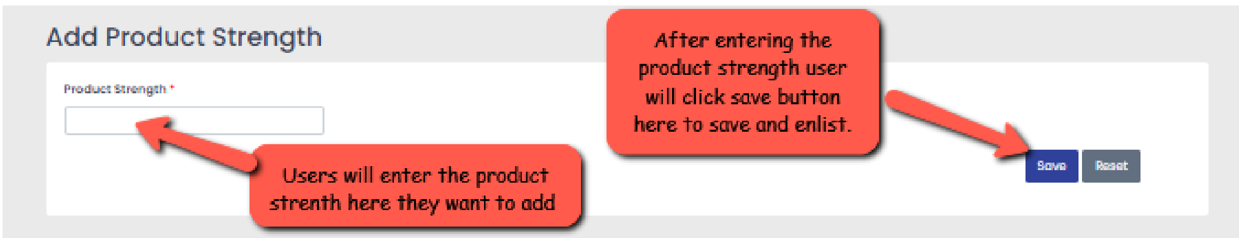
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any product strength by entering it in the search 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.

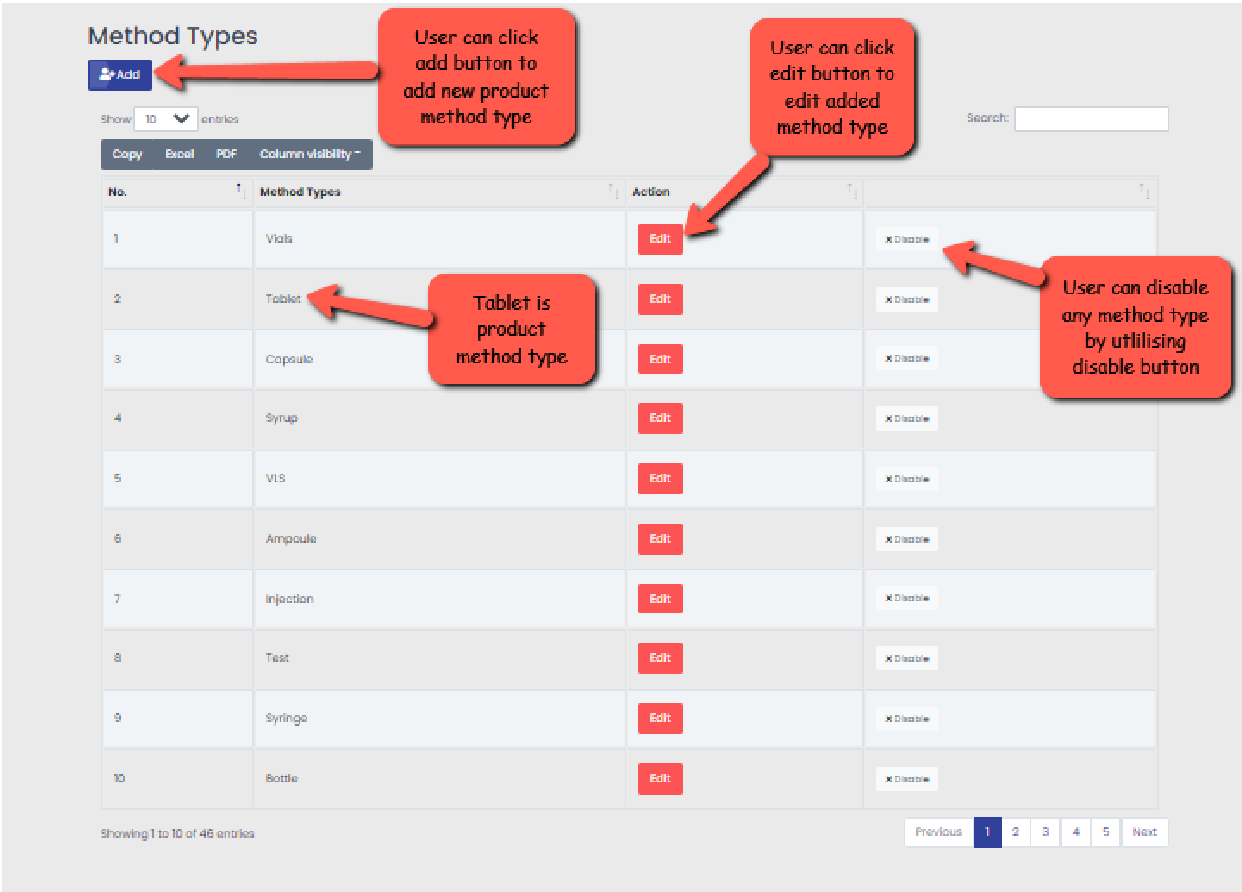


Product Method

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?

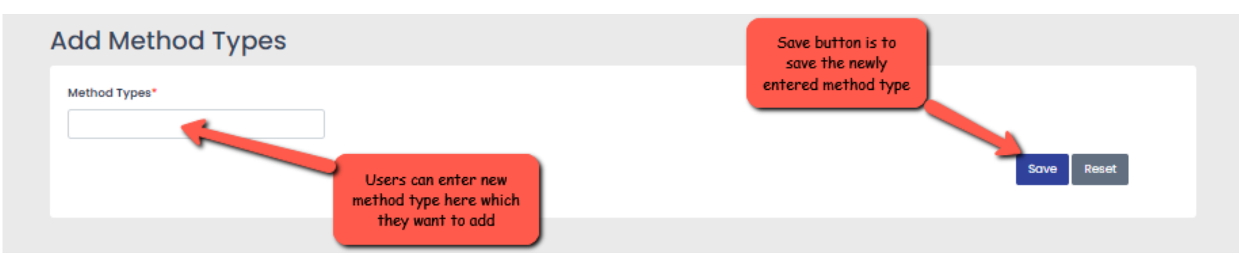
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any method type by entering its name in the search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

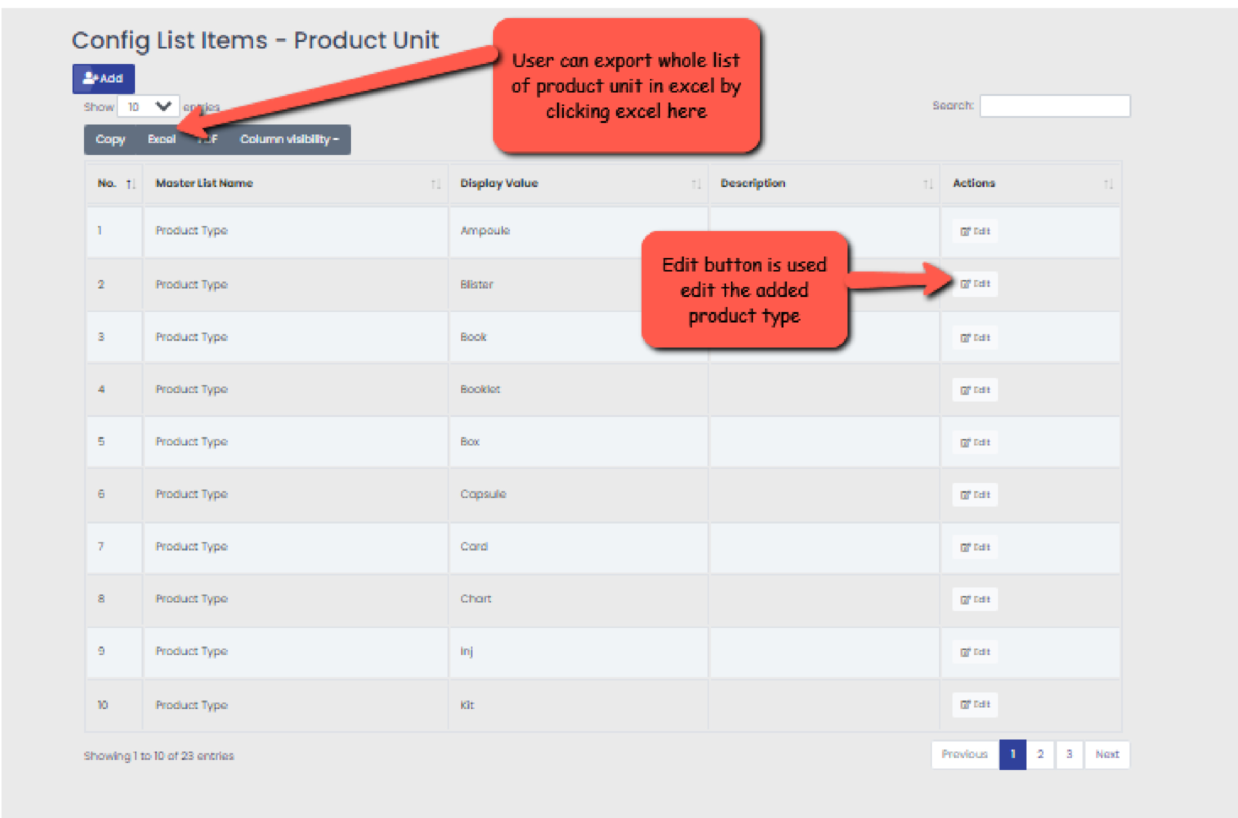


Product Unit

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?

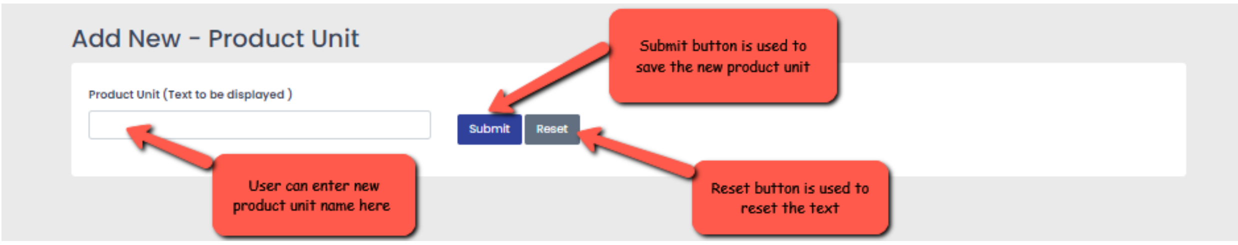
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any product unit type by entering its name in the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

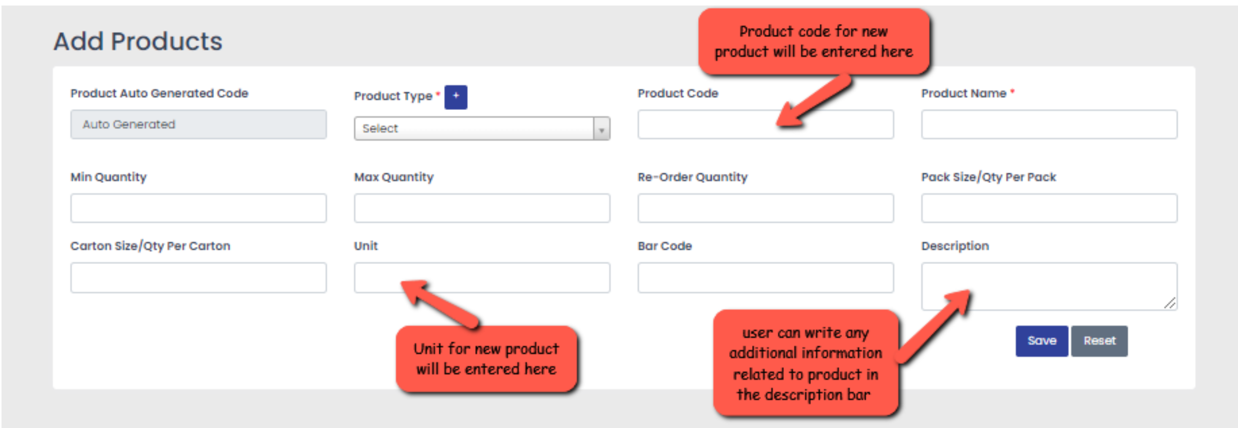
What admin user has to do?

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

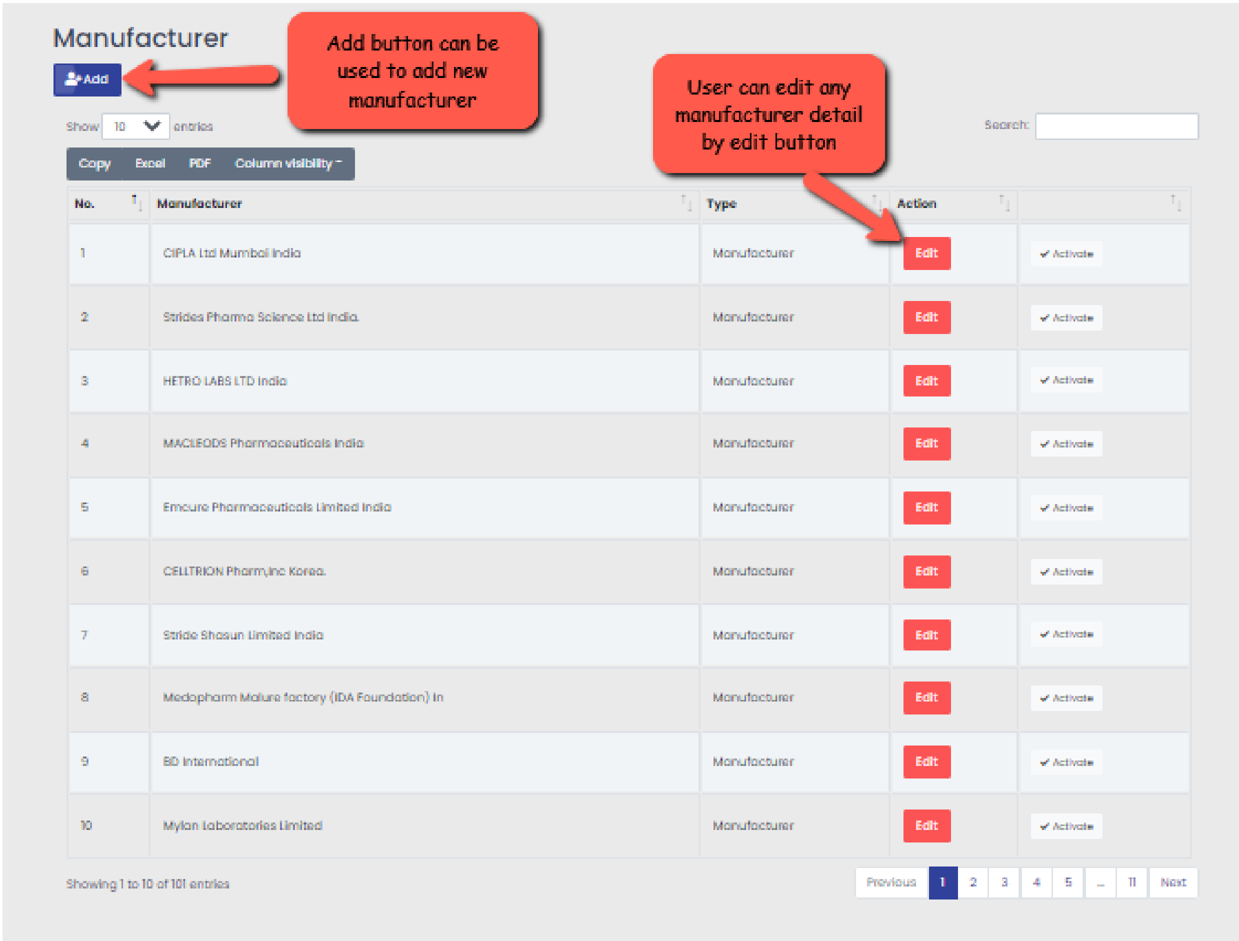
Admin user will first select the stakeholder name after that admin user will map products with the selected stakeholder and click save button to save it. Reset button can be used to reset the form.

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?

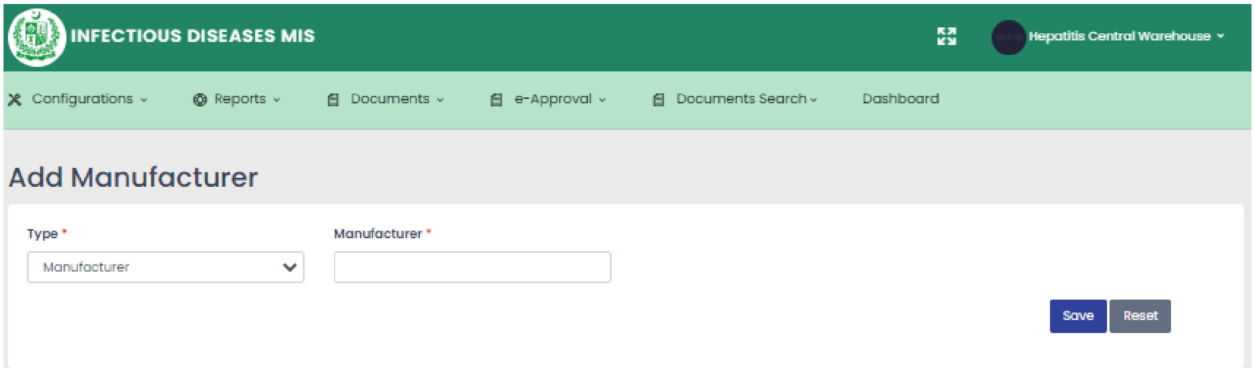
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any manufacturer by entering its name in the search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

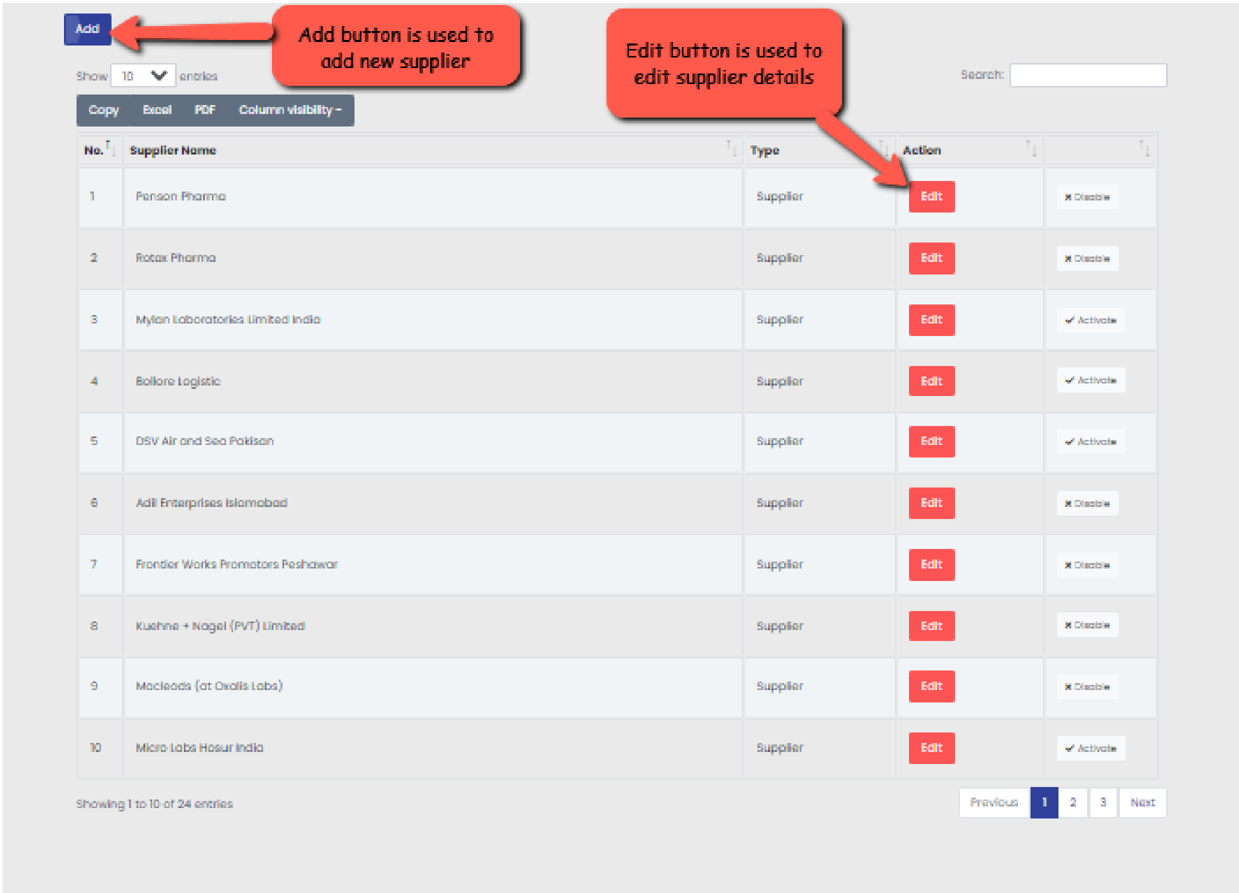


Supplier

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



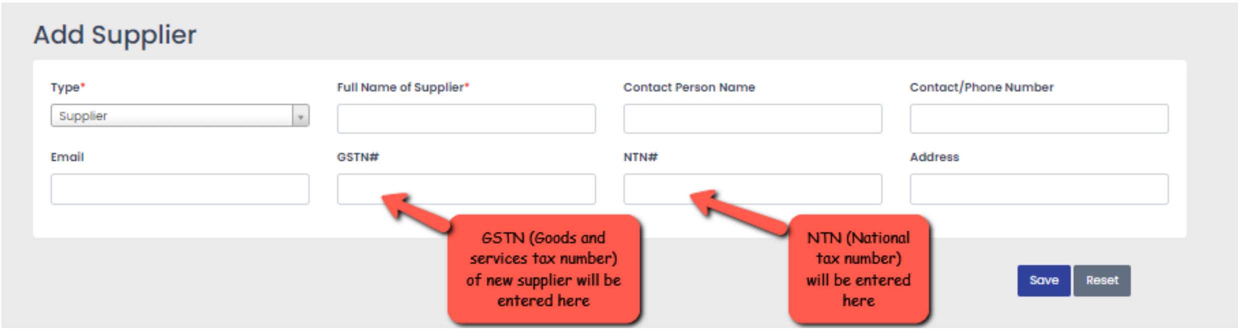
Admin user can also add new supplier by clicking the add button. When the admin user will click add button a form will open that can be used to add new supplier.

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

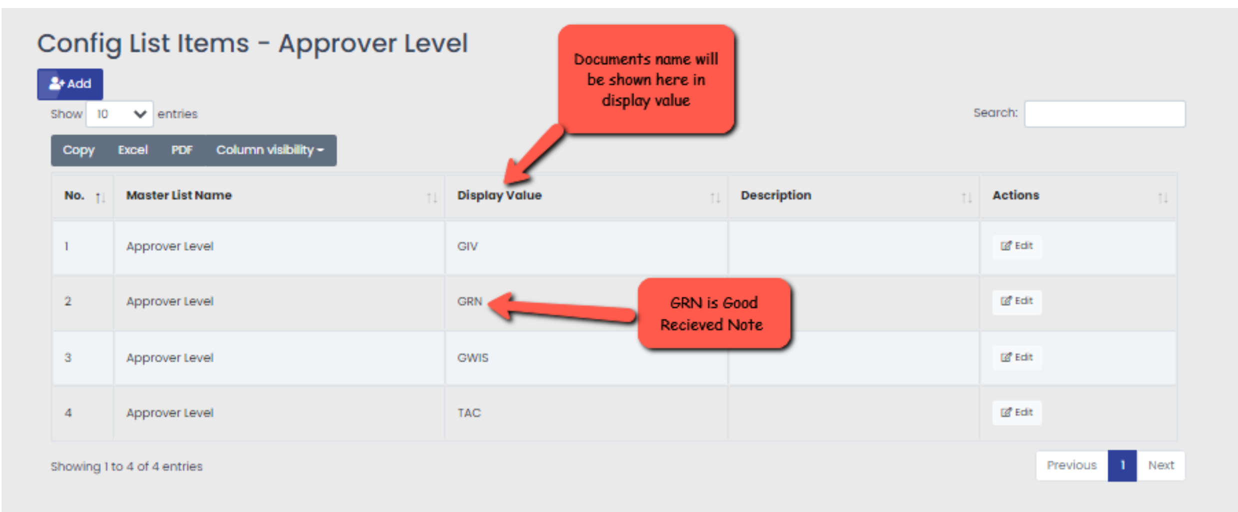
The fourth admin configuration is of **Document / approver**.

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?

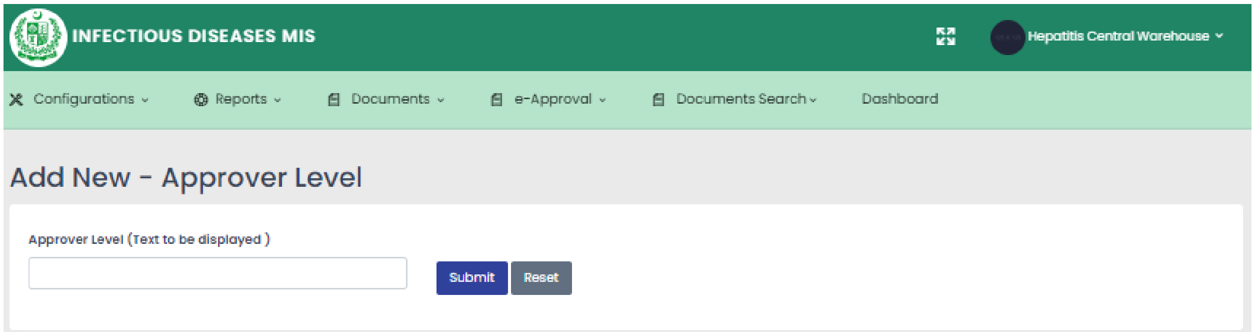
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any approval level by entering its name in the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

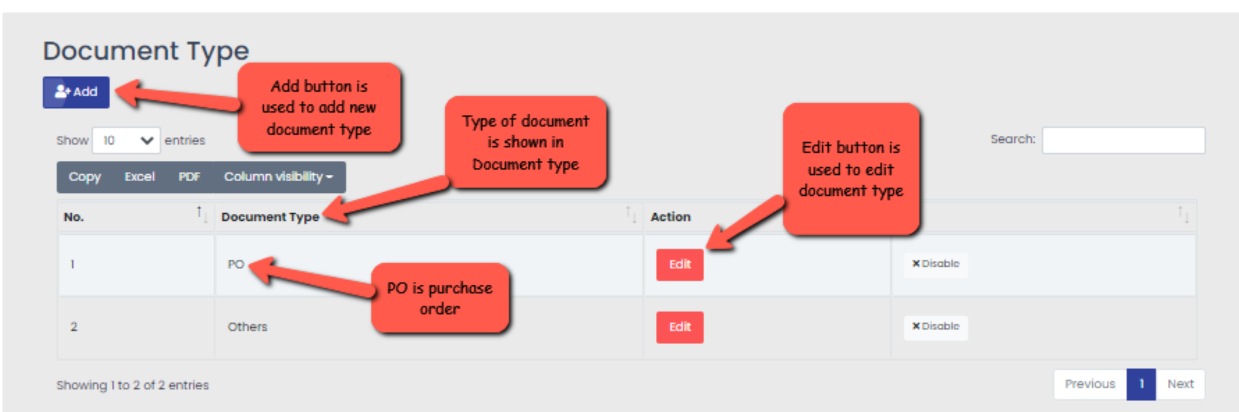


Document Type

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?

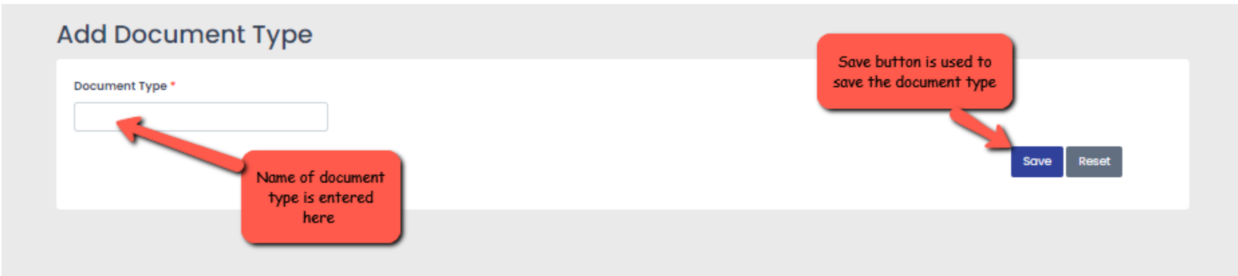
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any document type by entering its name in the search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

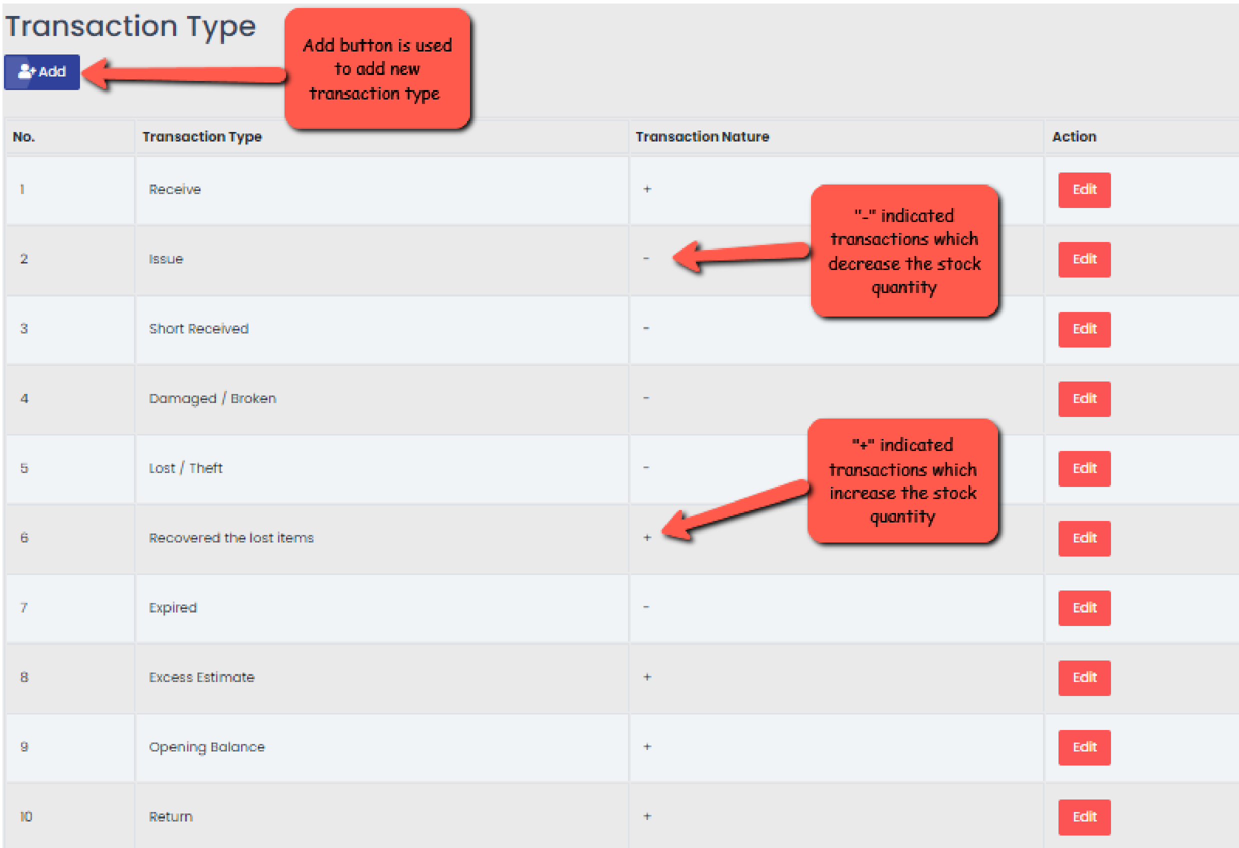
Using tab of "**Transaction Type"**, when the admin user clicks on view a form will open that displays list of all the types of transactions and the nature of transactions whether it is positive or negative.

"+" 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.

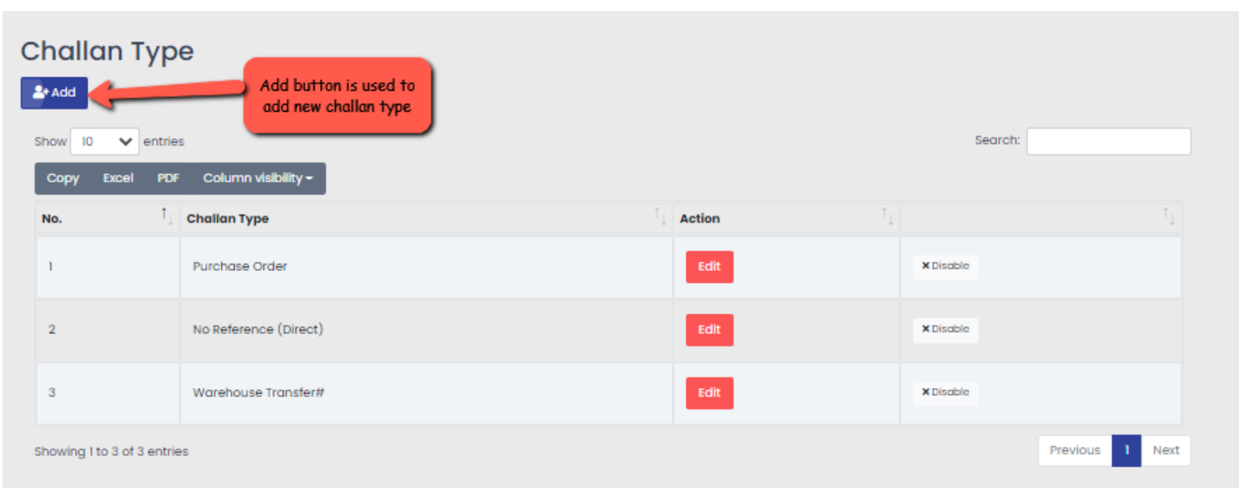
After entering the details admin user clicks save button to save it. Reset button can be used to reset the form.

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?

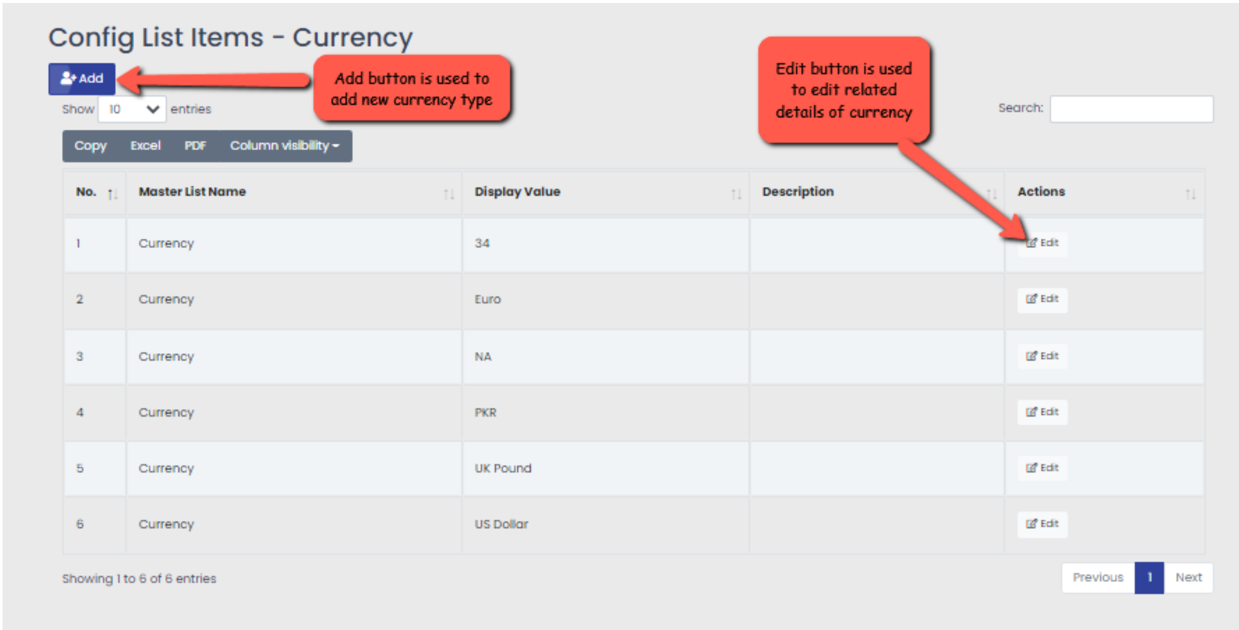
Admin user will first enter the name of the new challan type in the form and after that click save button to save it. Reset button can be used to reset the form.

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?

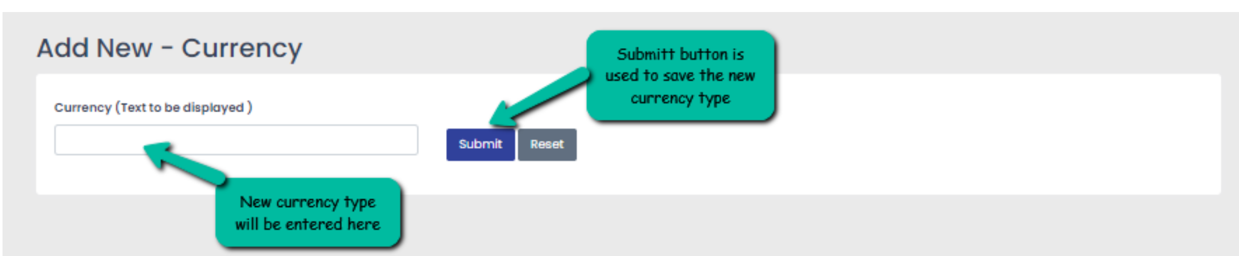
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any currency type by entering its name in the search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

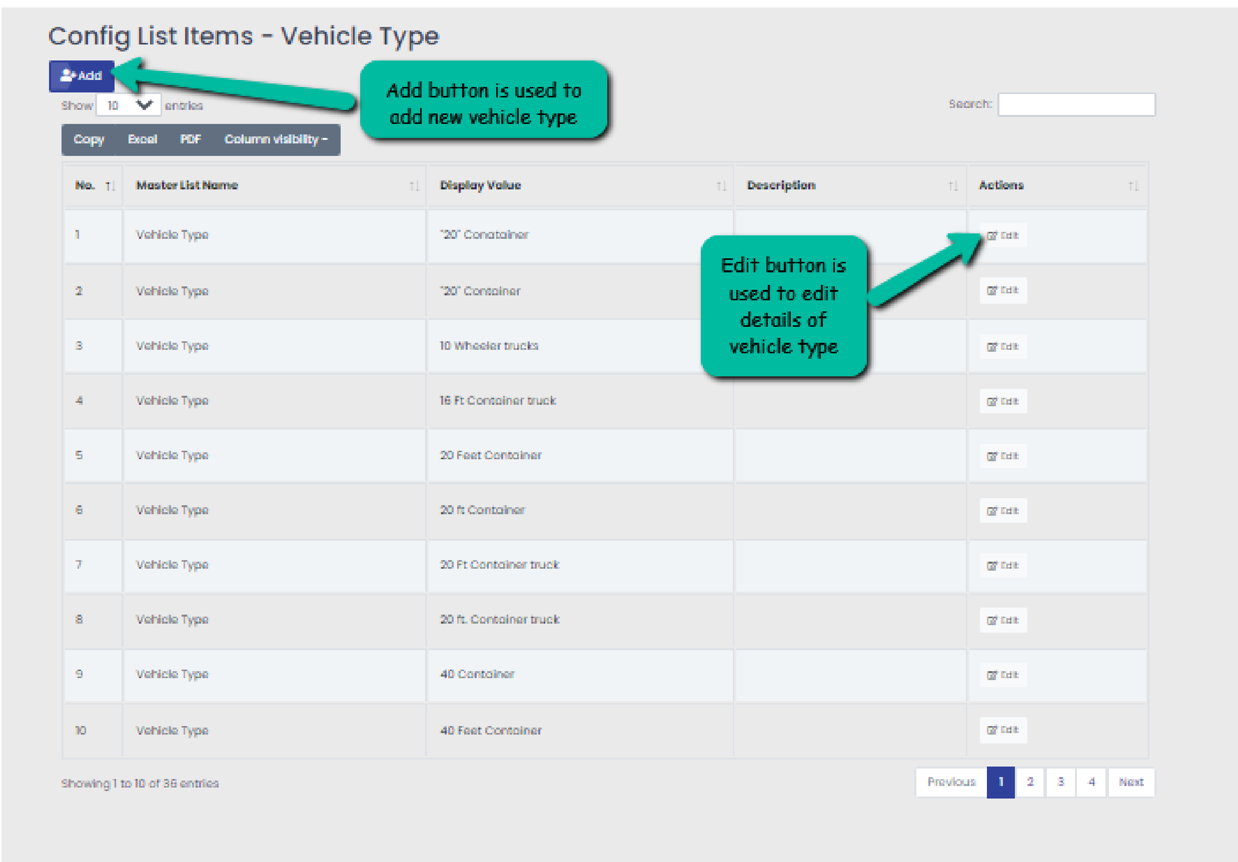


Vehicle Type

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?

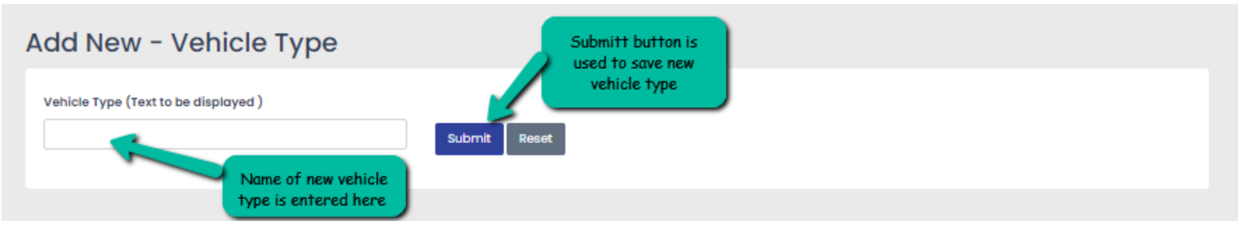
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any vehicle type by entering its name in the search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

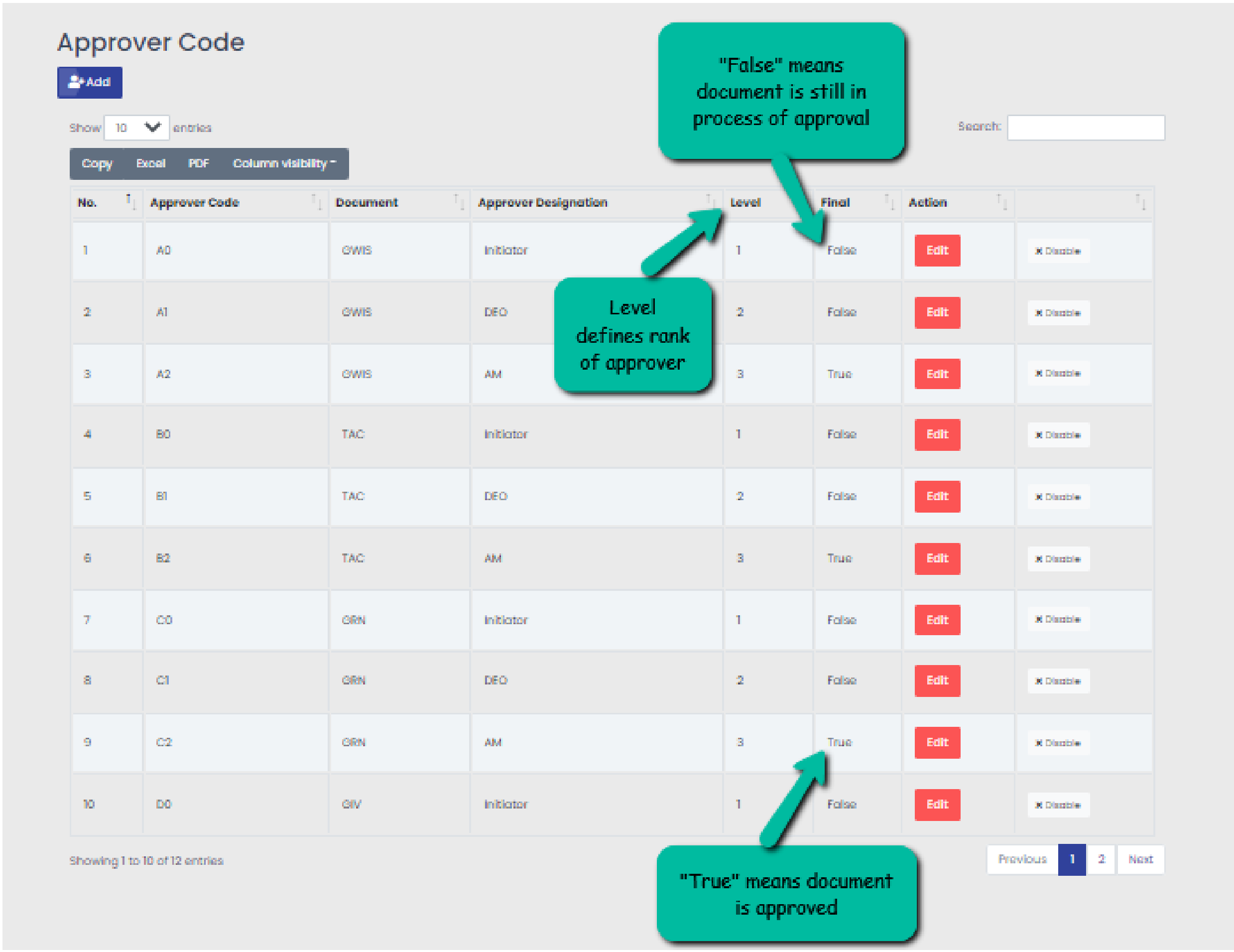


Approver Code

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.



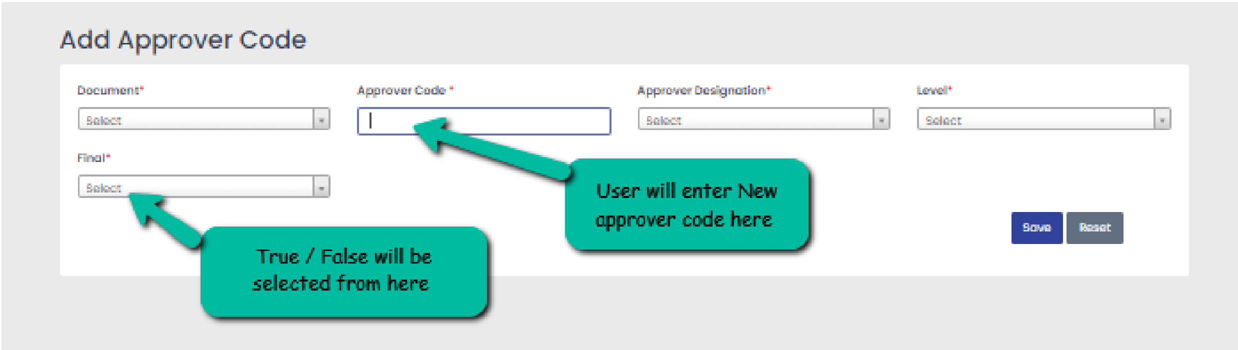
Admin user can add new approver code for different documents by clicking the add button. When admin user clicks on add button a form will open that can be used to add new approver code.

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.

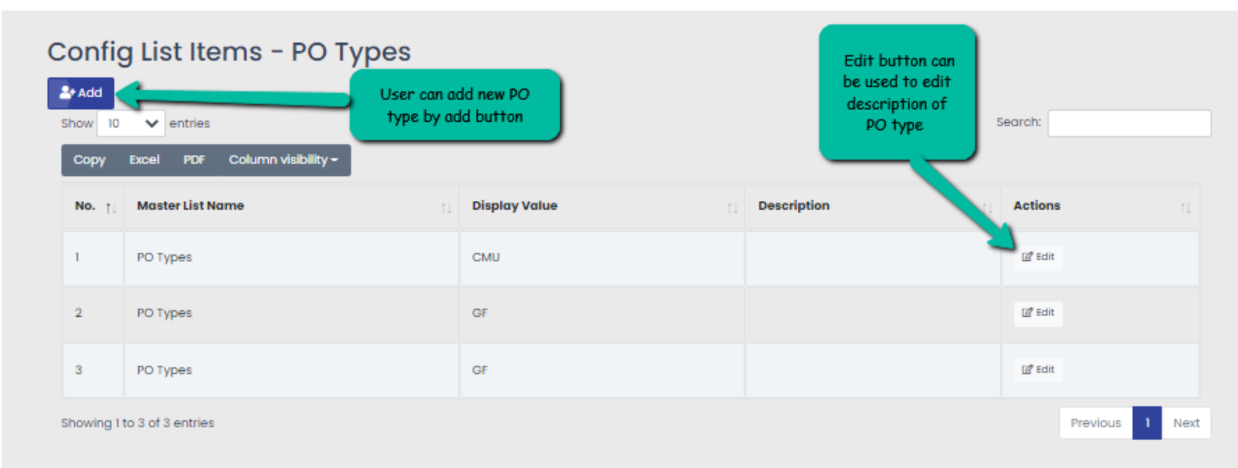


PO Type

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?

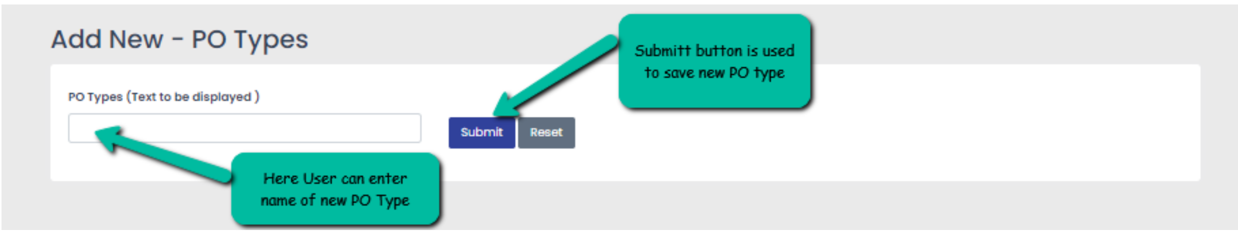
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any PO type by entering its name in the search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

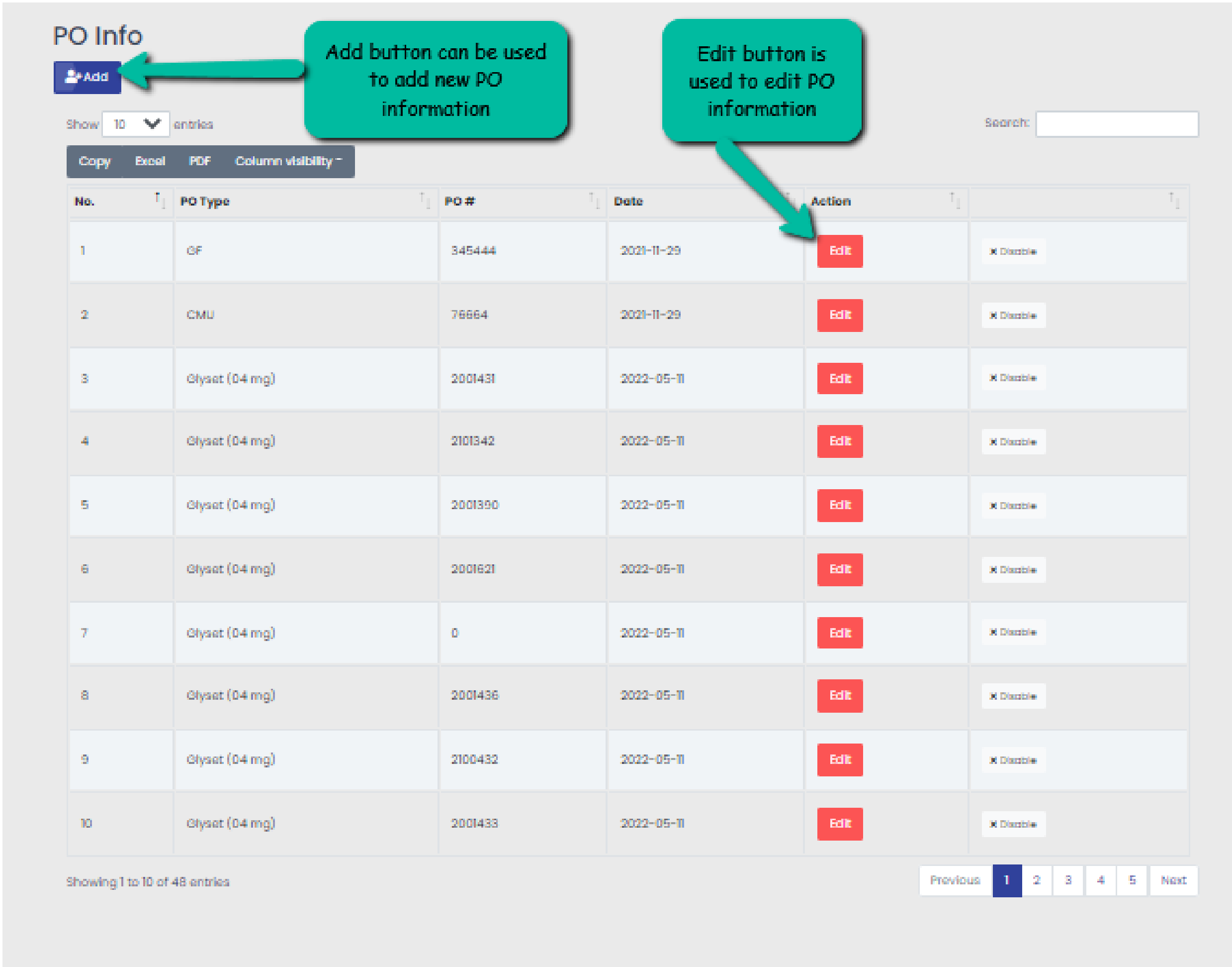


PO Document Info

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.



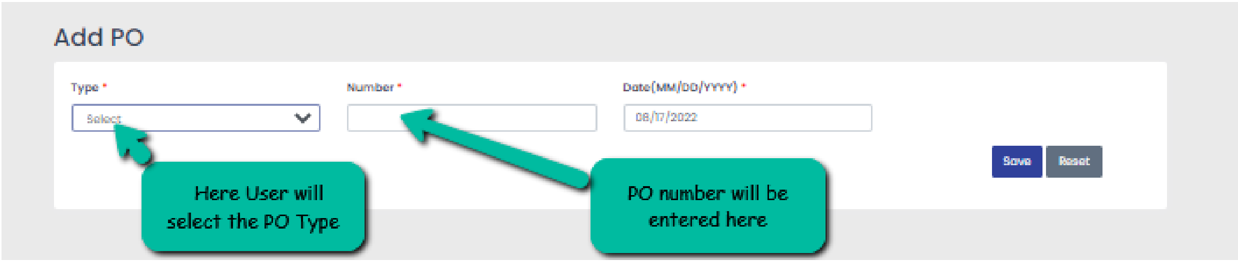
Admin user can use add button to add new purchase order information. When the admin user clicks add button a form will open that can be used to add new purchase order information.

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.

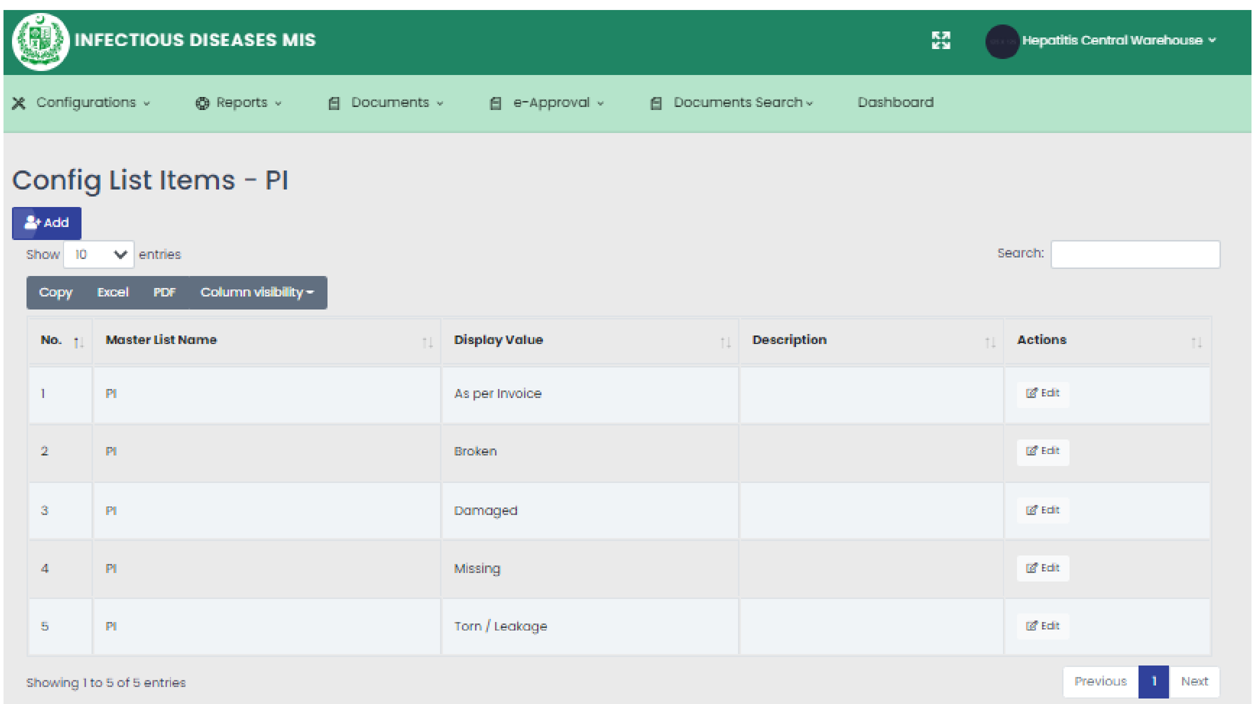


PI Type

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?

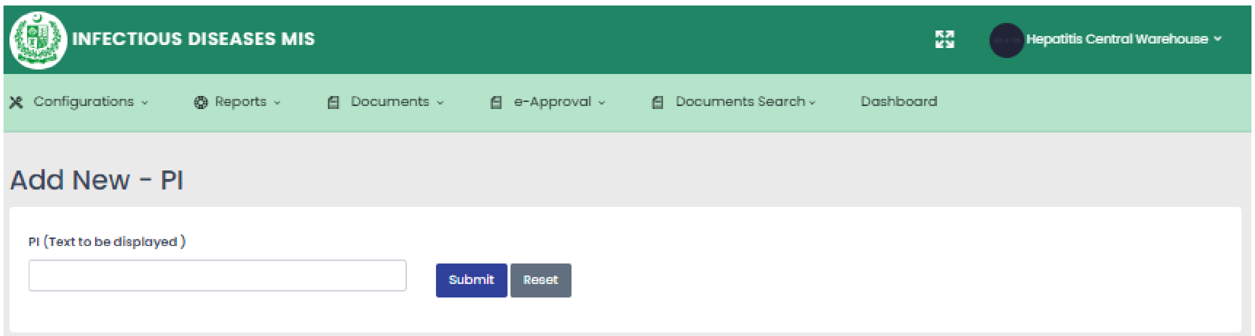
Copy: Admin user can copy the form by clicking copy button.
Excel: Admin user can export the whole form in Excel format by using excel button.
PDF: Admin user can export the whole form in PDF format by using PDF button.
Search Bar: Admin user can search any PI type by entering its name in the search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



Reports

3

for Infectious Diseases Management Information System

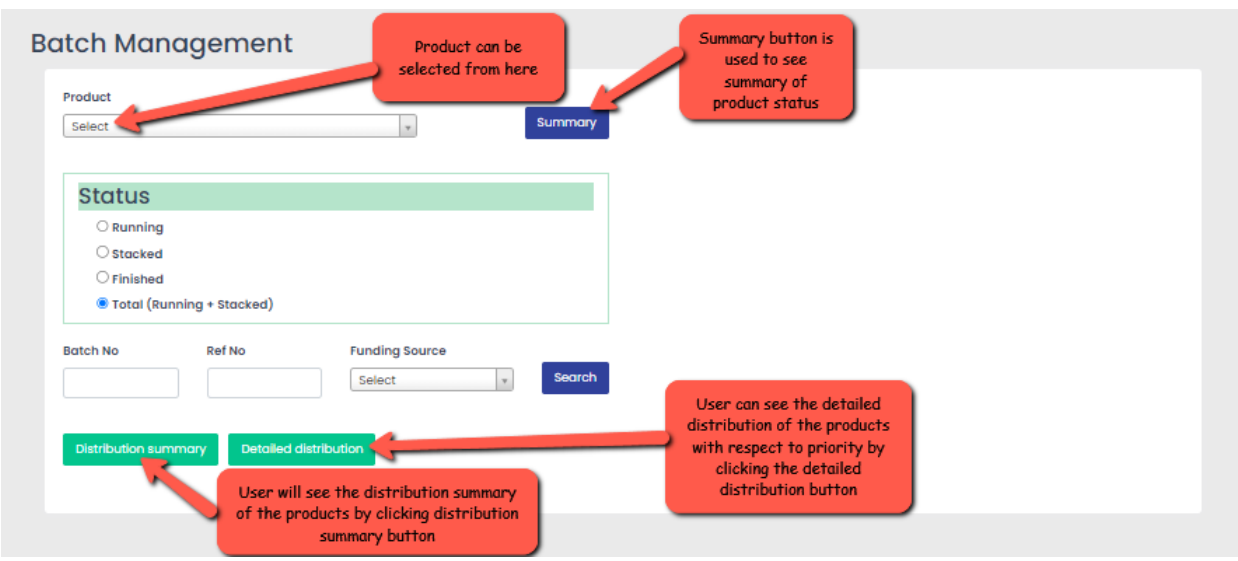
Report

This chapter explains the step-by-step instructions on the report features that can be used by the Infectious Diseases Management Information system.

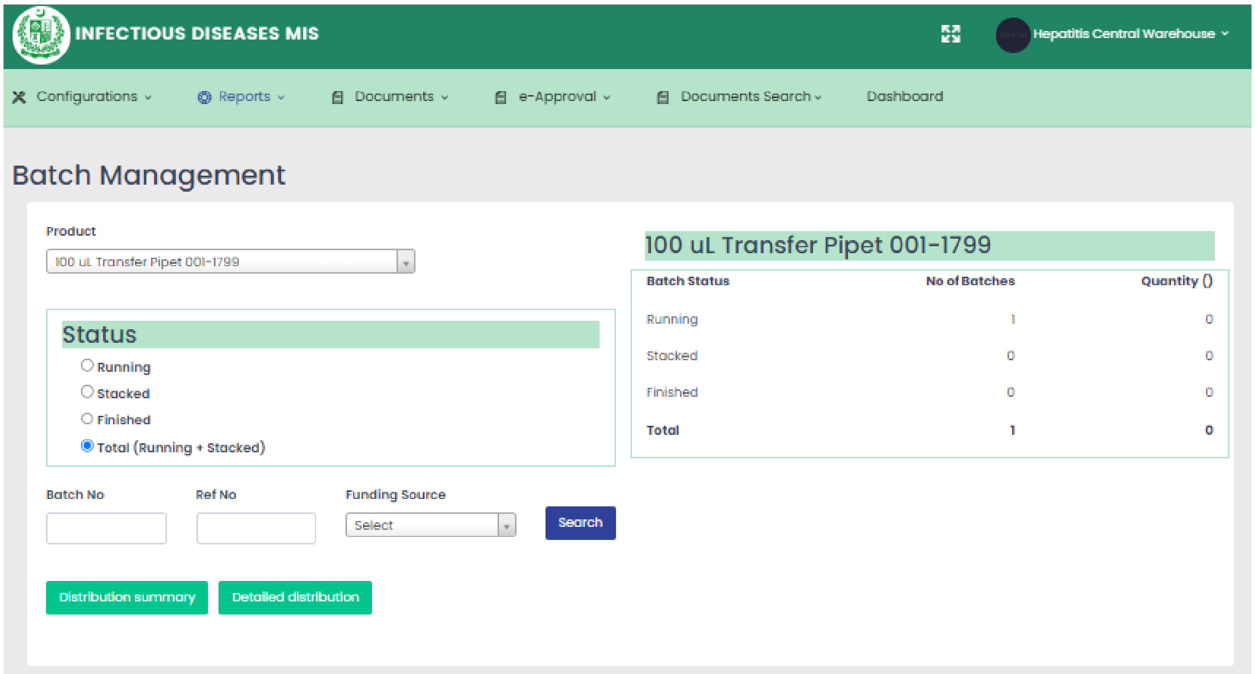
When a user clicks the **Reports** tab, the application shows the list of following tabs:

Batch Management

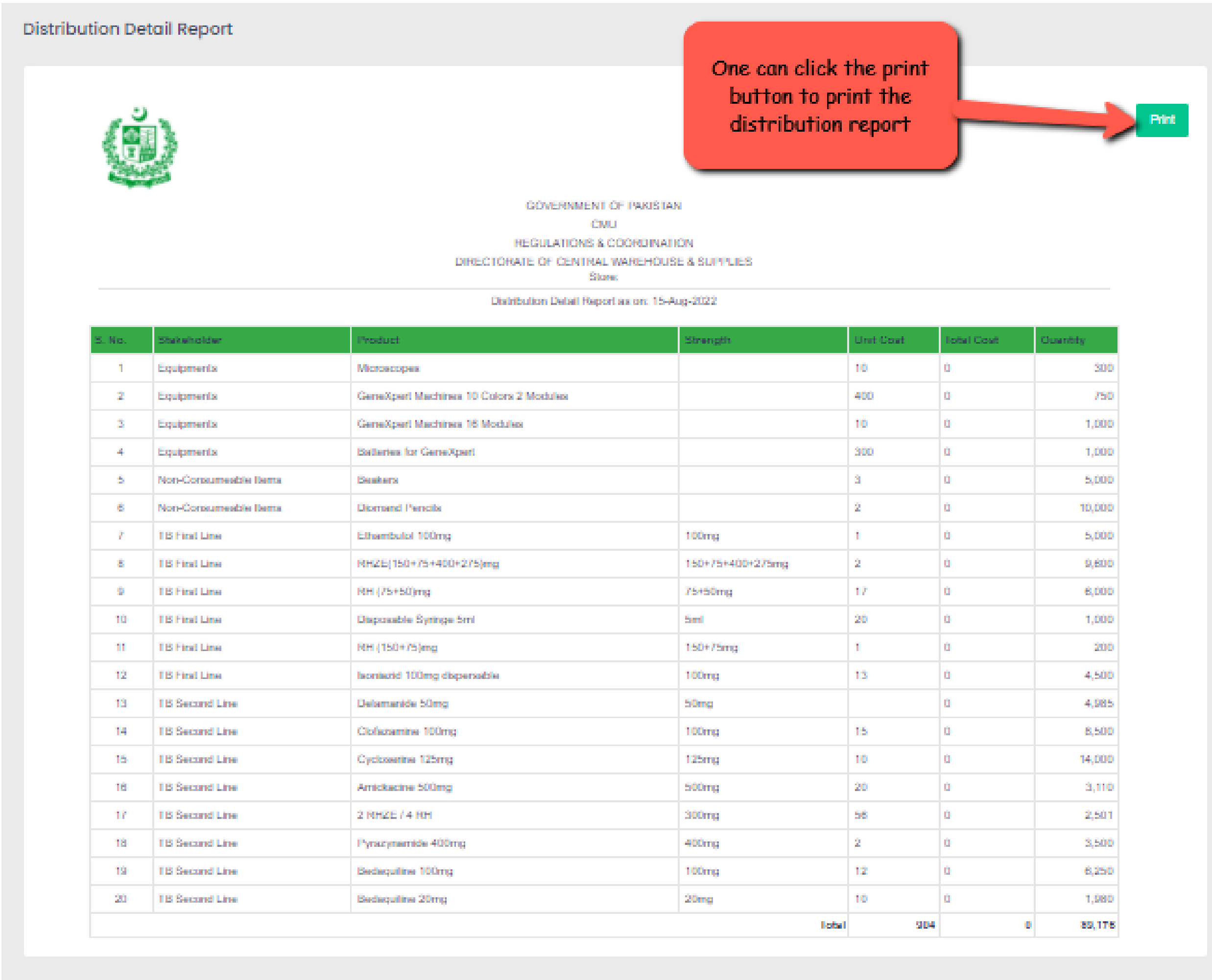
Using tab of "**Batch Management**", when users click on the tab they will get to see the form that is used to retrieve the report for batch management of the stock



When one selects the product name **100uL Transfer Pipet 001-1799,** he will see the following information summary as shown below.



When the user will click on the distribution summary he will see the detail of distribution report.

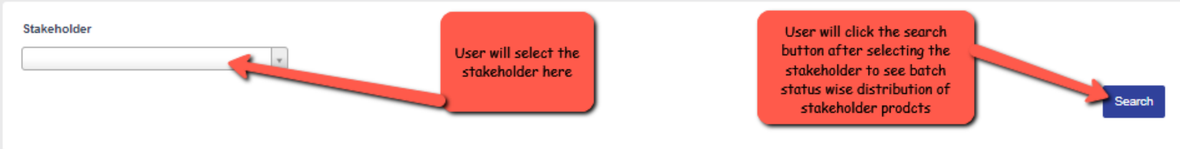


GOVERNMENT OF PAKISTAN
CMU
REGULATIONS & COORDINATION
DIRECTORATE OF CENTRAL WAREHOUSE & SUPPLIES
Store:

Distribution Detail Report as on: 15-Aug-2022

S. No.	Stakeholder	Product	Strength	Unit Cost	Total Cost	Quantity
1	Equipments	Microscopes		10	0	300
2	Equipments	GeneXpert Machines 10 Colors 2 Modules		400	0	750
3	Equipments	GeneXpert Machines 16 Modules		10	0	1,000
4	Equipments	Batteries for GeneXpert		300	0	1,000
5	Non-Consumeable Items	Beakers		3	0	5,000
6	Non-Consumeable Items	Diamond Pencils		2	0	10,000
7	TB First Line	Ethambutol 100mg	100mg	1	0	5,000
8	TB First Line	RHZE(150+75+400+275)mg	150+75+400+275mg	2	0	9,600
9	TB First Line	RH (75+50)mg	75+50mg	17	0	6,000
10	TB First Line	Disposable Syringe 5ml	5ml	20	0	1,000
11	TB First Line	RH (150+75)mg	150+75mg	1	0	200
12	TB First Line	Isoniazid 100mg dispersable	100mg	13	0	4,500
13	TB Second Line	Delamanide 50mg	50mg		0	4,985
14	TB Second Line	Clofazamine 100mg	100mg	15	0	8,500
15	TB Second Line	Cycloserine 125mg	125mg	10	0	14,000
16	TB Second Line	Amickacine 500mg	500mg	20	0	3,110
17	TB Second Line	2 RHZE / 4 RH	300mg	58	0	2,501
18	TB Second Line	Pyrazynamide 400mg	400mg	2	0	3,500
19	TB Second Line	Bedaquiline 100mg	100mg	12	0	6,250
20	TB Second Line	Bedaquiline 20mg	20mg	10	0	1,980
			Total	904	0	89,176

When the user will click on the detailed distribution, the following form will open. User will select the stakeholder to see batch status wise product distribution.



Material Distribution

Print

Batch status	Description
Unusable	If batch is expired.
Priority 1	If expiry is less than 3 Months.
Priority 2	If expiry is more than 3 months and less than 12 months.
Priority 3	If expiry is more than 12 months.

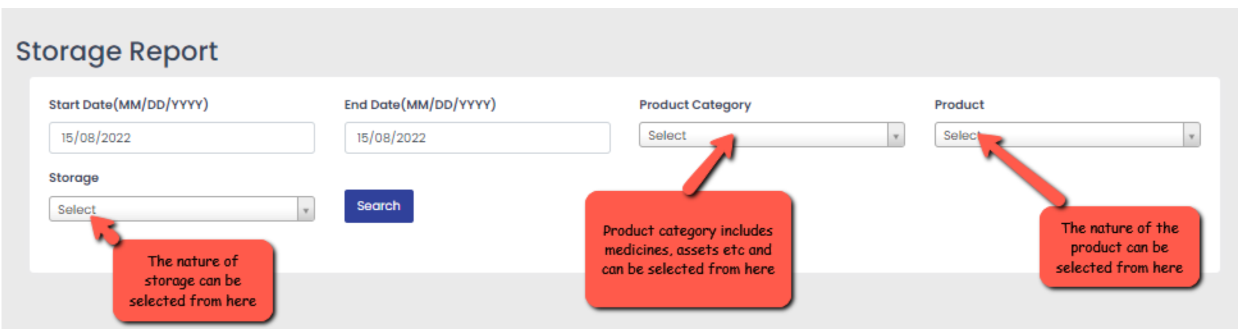
Sr #	Stakeholder	Description	Strength	Storage	Batch / Lot / Seriel No.	Expiry Date	Unit Cost	Total Cost	Quantity
Unusable									
1	TB Second Line	Delamanide 50mg	50mg		TestBatch	03/08/22		0	4,985
2	TB Second Line	Clofazamine 100mg	100mg		Clof 1st Batch	03/08/22	15	0	18,500
3	TB Second Line	Clofazamine 100mg	100mg		Clof 1st Batch	03/08/22	15	0	18,500
						Total:	30	0	41,985
Priority 1									
						Total:	0	0	0
Priority 2									
4	TB Second Line	Bedaquiline 20mg	20mg		test/new/123	31/12/22	10	0	2,000
5	Non-Consumeable Items	Diomand Pencils			Diam 1st Batch	31/08/23	2	0	20,000
6	Non-Consumeable Items	Diomand Pencils			Diam 1st Batch	31/08/23	2	0	20,000
						Total:	14	0	42,000
Priority 3									
7	Equipments	GeneXpert Machines 16 Modules			Gene 10 aug batch	31/08/24	10	0	1,000
8	Equipments	Microscopes			Micro 10 Aug batch	28/08/24	10	0	300
9	Equipments	Batteries for GeneXpert			Batt 1st Batch	31/05/25	300	0	1,000
10	TB First Line	RH (150+75)mg	150+75mg		B34567	11/08/25	1	0	200
11	TB First Line	Disposable Syringe 5ml	5ml		Disp 1st Batch	31/08/25	20	0	1,000
12	TB Second Line	Amickacine 500mg	500mg		Amic 1st Batch	31/08/25	20	0	103,010
13	TB Second Line	Amickacine 500mg	500mg		Amic 1st Batch	31/08/25	20	0	103,010
14	TB Second Line	Amickacine 500mg	500mg		Amic 1st Batch	31/08/25	20	0	103,010
15	TB First Line	Ethambutol 100mg	100mg		Etha 1st Batch	31/10/25	1	0	5,000
16	Equipments	Batteries for GeneXpert			Batt 2nd Batch	31/10/25	500	0	4,900
17	Non-Consumeable Items	Beakers			Beak 1st Batch	30/06/26	3	0	5,000
18	TB First Line	RH (75+50)mg	75+50mg		J5-3Aug2022	31/08/26	17	0	11,950
19	TB First Line	RH (75+50)mg	75+50mg		J5-3Aug2022	31/08/26	17	0	11,950
20	TB Second Line	Bedaquiline 100mg	100mg		Beda 1st Batch	31/08/26	12	0	6,250
21	TB First Line	RH (75+50)mg	75+50mg		J5-3Aug2022	31/08/26	17	0	11,950
22	TB First Line	Isoniazid 100mg dispersable	100mg		90-3Aug2022	31/08/26	13	0	4,500
23	TB Second Line	2 RHZE / 4 RH	300mg		test/rhe	10/08/27	12	0	36,000
24	TB Second Line	2 RHZE / 4 RH	300mg		RHZE 1st BAtch HF	31/08/27	56	0	6,500
25	TB Second Line	Pyrazynamide 400mg	400mg		Pyra 1st Batch	31/08/27	2	0	3,500
26	TB First Line	RHZE(150+75+400+275)mg	150+75+400+275mg		B12345	28/12/28	2	0	9,600
27	TB Second Line	Bedaquiline 20mg	20mg		TestBatchB	04/08/29	1	0	1,950
28	TB Second Line	Cycloserine 125mg	125mg		testBatch	23/08/29	10	0	14,000
29	Equipments	GeneXpert Machines 10 Colors 2 Modules			Gene 1st Batch	31/08/29	400	0	750
						Total:	1,464	0	446,330

Four priorities have been defined related to the stock with different color codes.

1. **Unusable**: If the stock expired
2. **Priority1**: If expiry is less than 3 months
3. **Priority2**: If expiry is more than 3 months and less than a year
4. **Priority3**: If expiry is more than a year

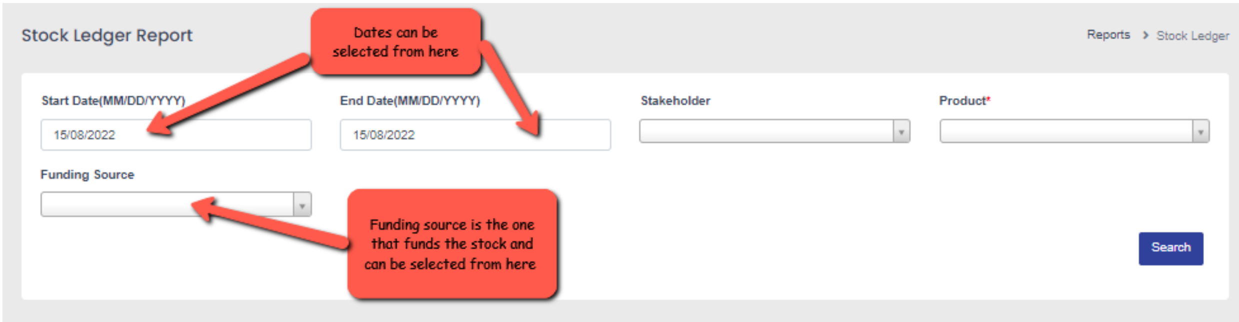
Storage Report

Using tab of "**Storage Report"**, when user click on the tab he will see the form that is used to search the storage report. User will first the select the dates then product category after which user will select the nature of the product and nature of storage in the end user will click the search button to see the desired storage report.



Stock Ledger

Using tab of "**Stock Ledger"** When one click on tab he will see the form that is used to search the stock ledger report. User will first select the dates then stakeholder after which user will select the nature of the product and the funding source in the end user will click the search button to see the desired stock ledger report.



To search specify the following filters;

Start date: Specify the start Date

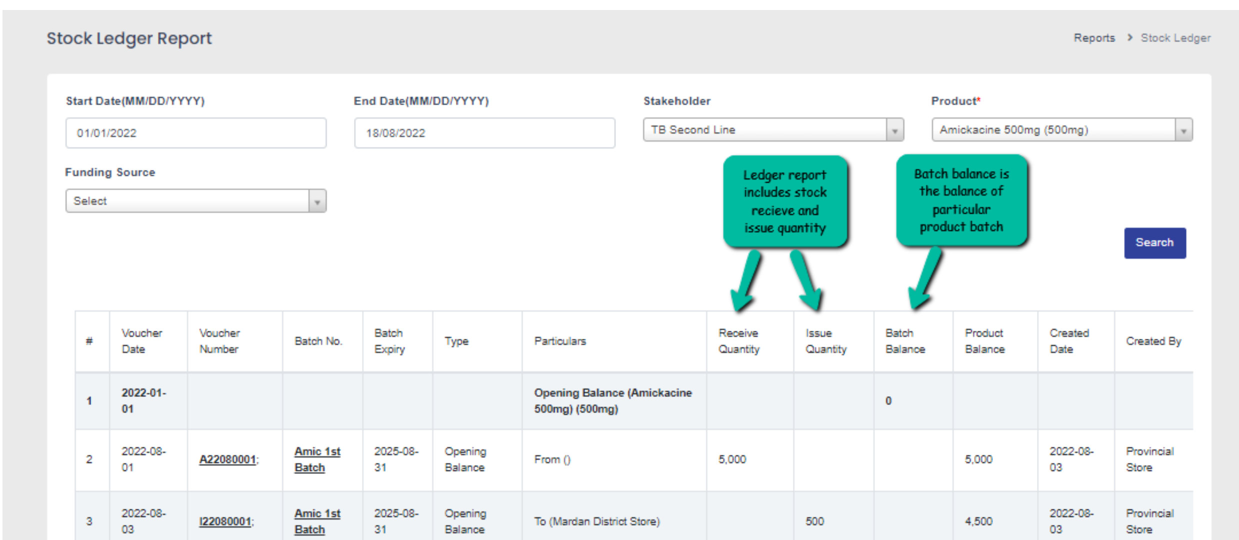
End date: Specify the End Date

Stakeholder: Specify the stakeholder

Product: Specify the name of the product

Funding Source: Specify the particular funding source

A Stock ledger Report will be generated for the selected time period.



4	2022-08-03	A22080009;	Amic 1st Batch	2025-08-31	Opening Balance	From ()	10			4,510	2022-08-03	Provincial Store
5	2022-08-03	I22080006;	Amic 1st Batch	2025-08-31	Opening Balance	To (Mardan Medical Complex)		50		4,460	2022-08-03	Provincial Store
6	2022-08-03	I22080009;	Amic 1st Batch	2025-08-31	Opening Balance	To (Kohistan Upper District Store)		560		3,900	2022-08-03	Provincial Store
7	2022-08-05	R220867;	Amic 1st Batch	2025-08-31	Receive	From ()	10			3,910	2022-08-05	Provincial Store
8	2022-08-05	A220837;	Amic 1st Batch	2025-08-31	Short Received	From ()	2			3,908	2022-08-05	Provincial Store
9	2022-08-12	I22080051;	Amic 1st Batch	2025-08-31	Issue	To (Mardan District Store)		780		3,128	2022-08-12	Provincial Store
10	2022-08-18	I22080075;	Amic 1st Batch	2025-08-31	Issue	To (Mardan Medical Complex)		10		3,118	2022-08-18	Provincial Store
11	**2022-08-18**					**Closing Balance (Amic 1st Batch)**			**3,108**			
12	**2022-08-18**					**Closing Balance (Amickacine 500mg) (500mg)**			**3,118**			

Balance on the end date of the report is the closing balance for that particular report

Following kind of information Stock Ledger report will provide:

Voucher Number: It is the voucher number of the product.

Batch Number: It is the batch number of the product.

Batch Expiry: It is the expiry date of the product batch.

Type & Particular: It will show the nature of transaction whether it is received, issued or adjustment.

Receive Quantity: It will show the received quantity of the batch

Issue Quantity: It will show the issued quantity of the batch

Batch Balance: It will show the batch balance

Product Balance: It will show the product balance

Created Date: It will show the date on which report is created

Created By: It will show the user who has created the report

Stock Summary

Using tab of "**Stock Summary**", when one click on the tab form will open that is used to search the stock summary report. First user will select the dates from which the stock summary is required and then click the search button to get the desired stock summary report.

To search specify the following filters;

Start date: Specify the start Date

End date: Specify the End Date

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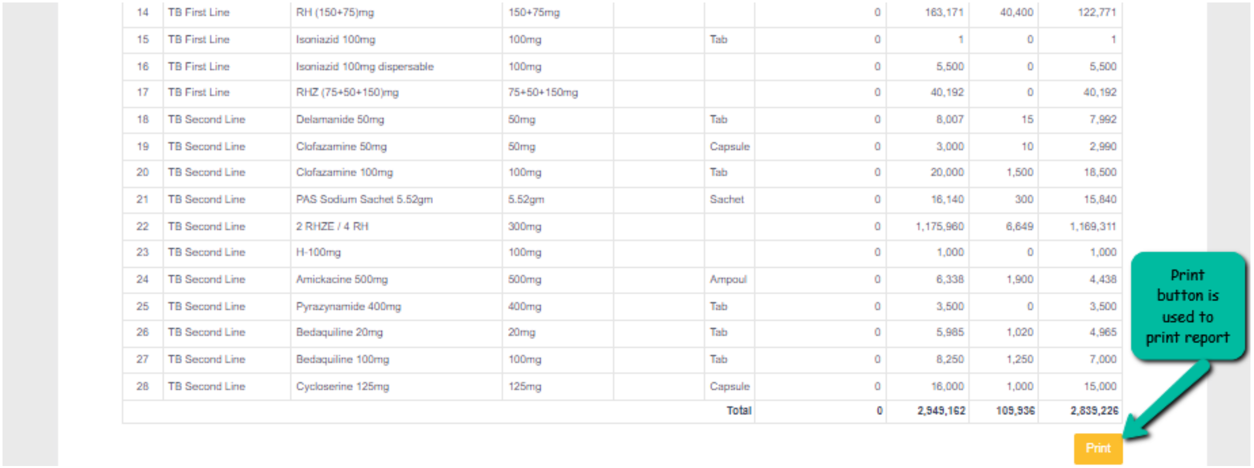
Store:

Stock Summary Report as on: 18-Aug-2022

S. No.	Stakeholder	Product	Strength	Funding Source	Unit	Actual Receive Quantity	Stock Receive	Stock Issue	Stock Balance
1	Consumeable Items	Auramine Powder				0	1,000	0	1,000
2	Equipments	Microscopes				0	600	200	400
3	Equipments	GeneXpert Machines 10 Colors 2 Modules				0	1,800	750	1,050
4	Equipments	GeneXpert Machines 16 Modules				0	1,000	0	1,000
5	Equipments	Batteries for GeneXpert				0	7,500	1,000	6,500
6	Non-Consumeable Items	Beakers				0	5,000	0	5,000
7	Non-Consumeable Items	Diomand Pencils				0	20,000	0	20,000
8	NTP-KP	2 RHZ + E / 10 RH	300mg			0	1,000	0	1,000
9	NTP-KP	6 RHZE	300mg			0	10,000	0	10,000
10	TB First Line	Disposable Syringe 5ml	5ml		Syringe	0	36,288	12	36,276
11	TB First Line	RHZE(150+75+400+275)mg	150+75+400+275mg			0	1,182,721	3,100	1,179,621
12	TB First Line	RH (75+50)mg	75+50mg			0	42,360	0	42,360
13	TB First Line	Ethambutol 100mg	100mg		Tab	0	166,849	50,830	116,019



14	TB First Line	RH (150+75)mg	150+75mg			0	163,171	40,400	122,771
15	TB First Line	Isoniazid 100mg	100mg		Tab	0	1	0	1
16	TB First Line	Isoniazid 100mg dispersable	100mg			0	5,500	0	5,500
17	TB First Line	RHZ (75+50+150)mg	75+50+150mg			0	40,192	0	40,192
18	TB Second Line	Delamanide 50mg	50mg		Tab	0	8,007	15	7,992
19	TB Second Line	Clofazamine 50mg	50mg		Capsule	0	3,000	10	2,990
20	TB Second Line	Clofazamine 100mg	100mg		Tab	0	20,000	1,500	18,500
21	TB Second Line	PAS Sodium Sachet 5.52gm	5.52gm		Sachet	0	16,140	300	15,840
22	TB Second Line	2 RHZE / 4 RH	300mg			0	1,175,960	6,649	1,169,311
23	TB Second Line	H-100mg	100mg			0	1,000	0	1,000
24	TB Second Line	Amickacine 500mg	500mg		Ampoul	0	6,338	1,900	4,438
25	TB Second Line	Pyrazynamide 400mg	400mg		Tab	0	3,500	0	3,500
26	TB Second Line	Bedaquiline 20mg	20mg		Tab	0	5,985	1,020	4,965
27	TB Second Line	Bedaquiline 100mg	100mg		Tab	0	8,250	1,250	7,000
28	TB Second Line	Cycloserine 125mg	125mg		Capsule	0	16,000	1,000	15,000
					Total	**0**	**2,949,162**	**109,936**	**2,839,226**

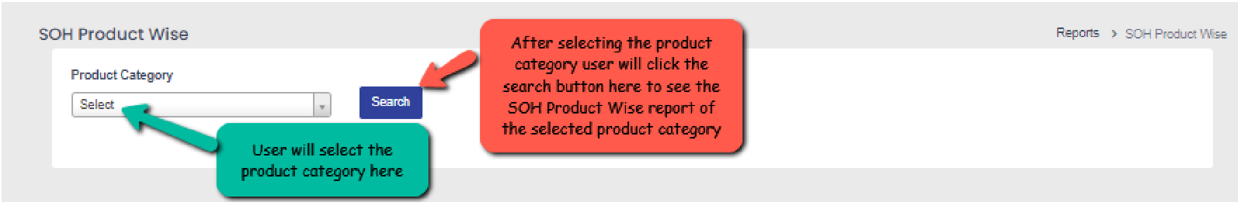
A report for the summary of stock will be displayed which includes:

- **Stakeholder:** Here stakeholder is the category of the product.
- **Product:** It is the name of the product
- **Product strength:** It is the strength of the product
- **Funding Source:** It is funding source of the product
- **Unit:** It is the unit of the product
- **Actual Receive Quantity:** It is the actual received quantity of the product
- **Stock Received:** It is the received stock of the product
- **Stock Issued:** It is the issued stock of the product
- **Stock Balance:** It is the balance of the stock on end date

A Stock Summary Report will be generated for the selected time period.

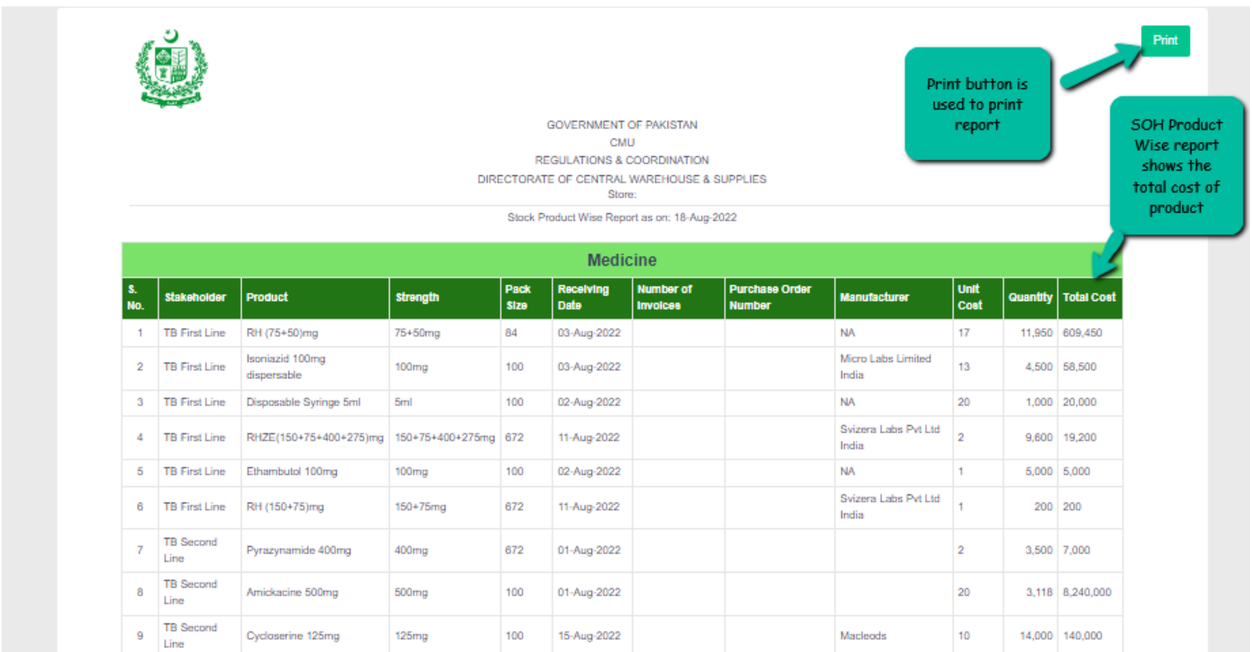
SOH Product Wise

Using tab of **SOH (Stock on Hand) product wise**, when user open the tab form will open that can be utilized to search the desired Stock on hand product wise report. User will first select the product category in the form then click the search button to get desired stock on hand report for the selected product category.



To search specify the following filter;

Product Category: It is the category of the product. For example user selects medicine and clicks search button he will see the following report



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Stock Product Wise Report as on: 18-Aug-2022

Medicine

S. No.	Stakeholder	Product	Strength	Pack Size	Receiving Date	Number of Invoices	Purchase Order Number	Manufacturer	Unit Cost	Quantity	Total Cost
1	TB First Line	RH (75+50)mg	75+50mg	84	03-Aug-2022			NA	17	11,950	609,450
2	TB First Line	Isoniazid 100mg dispersable	100mg	100	03-Aug-2022			Micro Labs Limited India	13	4,500	58,500
3	TB First Line	Disposable Syringe 5ml	5ml	100	02-Aug-2022			NA	20	1,000	20,000
4	TB First Line	RHZE(150+75+400+275)mg	150+75+400+275mg	672	11-Aug-2022			Svizera Labs Pvt Ltd India	2	9,600	19,200
5	TB First Line	Ethambutol 100mg	100mg	100	02-Aug-2022			NA	1	5,000	5,000
6	TB First Line	RH (150+75)mg	150+75mg	672	11-Aug-2022			Svizera Labs Pvt Ltd India	1	200	200
7	TB Second Line	Pyrazynamide 400mg	400mg	672	01-Aug-2022				2	3,500	7,000
8	TB Second Line	Amickacine 500mg	500mg	100	01-Aug-2022				20	3,118	8,240,000
9	TB Second Line	Cycloserine 125mg	125mg	100	15-Aug-2022			Macleods	10	14,000	140,000

A SOH Product Wise report will be generated that will show the following information

Stakeholder: It is the Program name

Product: It is the name of the product

Strength: It is the strength of the product

Pack Size: It is the pack size of the product

Receiving Date: It is the date on which product is received

Number of Invoices: It is the number of product Invoice

Purchase order Number: It is the purchase order number of the product

Manufacturer: It is the manufacturer of the product

Unit Cost: It is the Unit cost of the product

Quantity: It is the quantity of the product

Total Cost: It is the total cost for particular quantity of product

SOH Batch Wise

Using tab of **"SOH Batch Wise"**, when user click on the tab a form will open that is used to search SOH (stock on hand) batch wise report for different product categories. User will first select the product category then click on search button to see the desired report of stock on hand batch wise for particular product category.

To search specify the following filter;

Product Category: It is the category of the product.

For example if user selected medicine as product category and search button he will see the stock on hand batch wise report of medicine.

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Stock Batch Wise Report as on: 18-Aug-2022

2 RHZE / 4 RH											
S. No.	Stakeholder	Product Name	Strength	UOM	Batch No	Batch Expiry	Balance	Unit Price	Total Cost	Average Monthly Consumption	Months of Stock
1	TB Second Line	2 RHZE / 4 RH	300mg		test/rhe	10-Aug-2027	36,000	12	432,000	1333	27.01
2	TB Second Line	2 RHZE / 4 RH	300mg		RHZE 1st BAtch HF	31-Aug-2027	6,500	56	364,000	500	13
						Total	42,500	68	796,000	1,833	40
Amickacine 500mg											
S. No.	Stakeholder	Product Name	Strength	UOM	Batch No	Batch Expiry	Balance	Unit Price	Total Cost	Average Monthly Consumption	Months of Stock
3	TB Second Line	Amickacine 500mg	500mg	Ampoul	Amic 1st Batch	31-Aug-2025	103,000	20	2,060,000	633.33	162.63
						Total	103,000	20	2,060,000	633	163

A SOH batch Wise report will be generated that will show the amount of product Consumed monthly and for how long have been the stock is available. The report will show the following information

Strength: It is the strength of product batch

Batch No: It is the batch number of product batch

Batch Expiry: It is the expiry date of the product batch

Balance: It is the available balance of product batch

Unit Price: It is the unit price of product batch

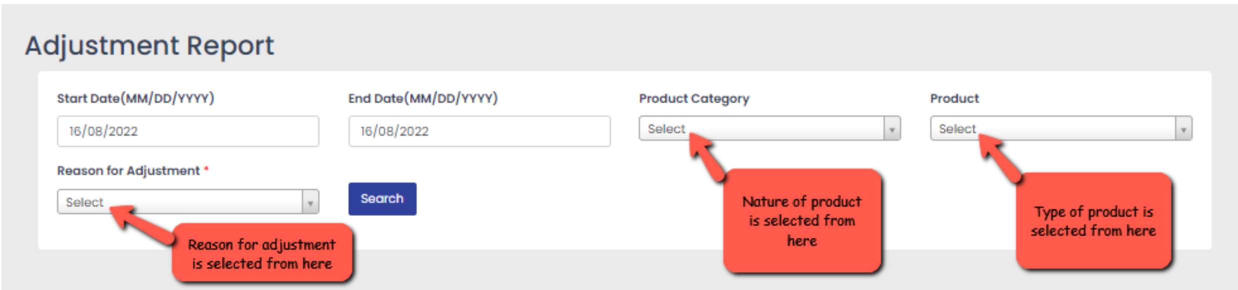
Total Cost: It is the total cost of product batch

Average Monthly Consumption: It is the average monthly consumption of product batch

Month of stock: It is the duration for how long the Product batch stock is been available

Adjustment Report

The tab of "**Adjustment Report"** involves reports related to adjustment of stock due to different reasons, reasons can be expiry of products, product is lost Etc.



To search specify the following filters;

Start date: Specify the start Date

End date: Specify the End Date

Product category: Specify the nature of the product

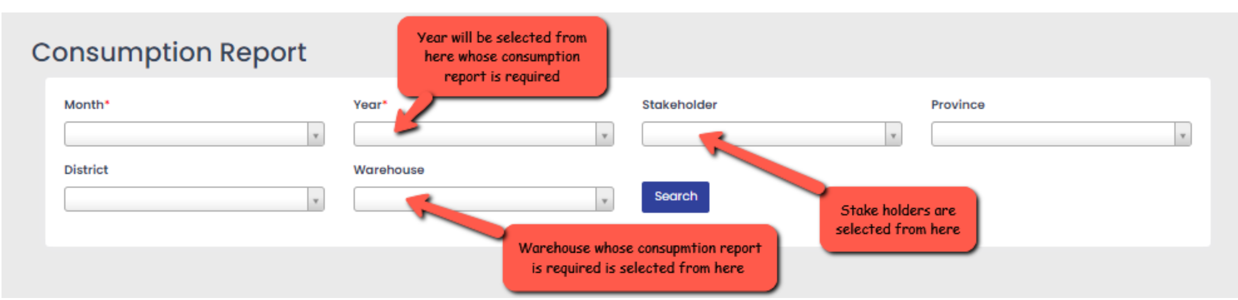
Product: Specify the name of the product

Reason for adjustment: Specify the reason for adjustment

A Stock adjustment Report will be generated for the selected time period.

Consumption Report

The tab of "**Consumption Report"** will show the report of the stock consumed by months and years by the warehouse for different districts of provinces. When the user will enter the required information and click the search button he will get the desired consumption report.



To search consumption report specify the following filters;

Month: Specify the month

Year: Specify the year

Stake holder: Specify the stakeholder

Province: Specify the province for which consumption report is required

District: Specify the district for which consumption report is required

Warehouse: Specify the warehouse whose consumption report is required

A Stock consumption Report for concerned warehouse will be generated for the selected time.

Stock Movement Report

The tab of "**Stock Movement Report"** will show the reports related to the movement of stocks. When user clicks the tab a form will open which can be utilized to search the reports related to stock movement. The user will enter the dates during which the report is required and click the search tab he will get the desired stock movement report.

To search Stock Movement report specify the following filters;

Start Date: Specify the start date

End Date: Specify the end date

A Stock movement Report for will be generated for the selected dates.

Print

Print button is used to print report

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Store:

Stock Movement Report as on: 18-Aug-2022

S. No.	Stakeholder	Product	Strength	SOH	Stock Received	Stock Return	Stock Dispatched/Issued	Stock Expired/Incenerated	SOH	Average Monthly Consumption	Price/Unit	Currunt Balance till 18-Aug-2022
				SOH till 08/01/2022	08/01/2022 to 18/08/2022	08/01/2022 to 18/08/2022	08/01/2022 to 18/08/2022	08/01/2022 to 18/08/2022	08/01/2022 to 18/08/2022			
1	Consumeable Items	Auramine Powder		0	0	0	0	0	0	0	10	1,000
2	Equipments	Batteries for GeneXpert		0	0	0	1,000	0	1,000	1,000	300	6,500

Documents

4

for Infectious Diseases Management Information System

Document

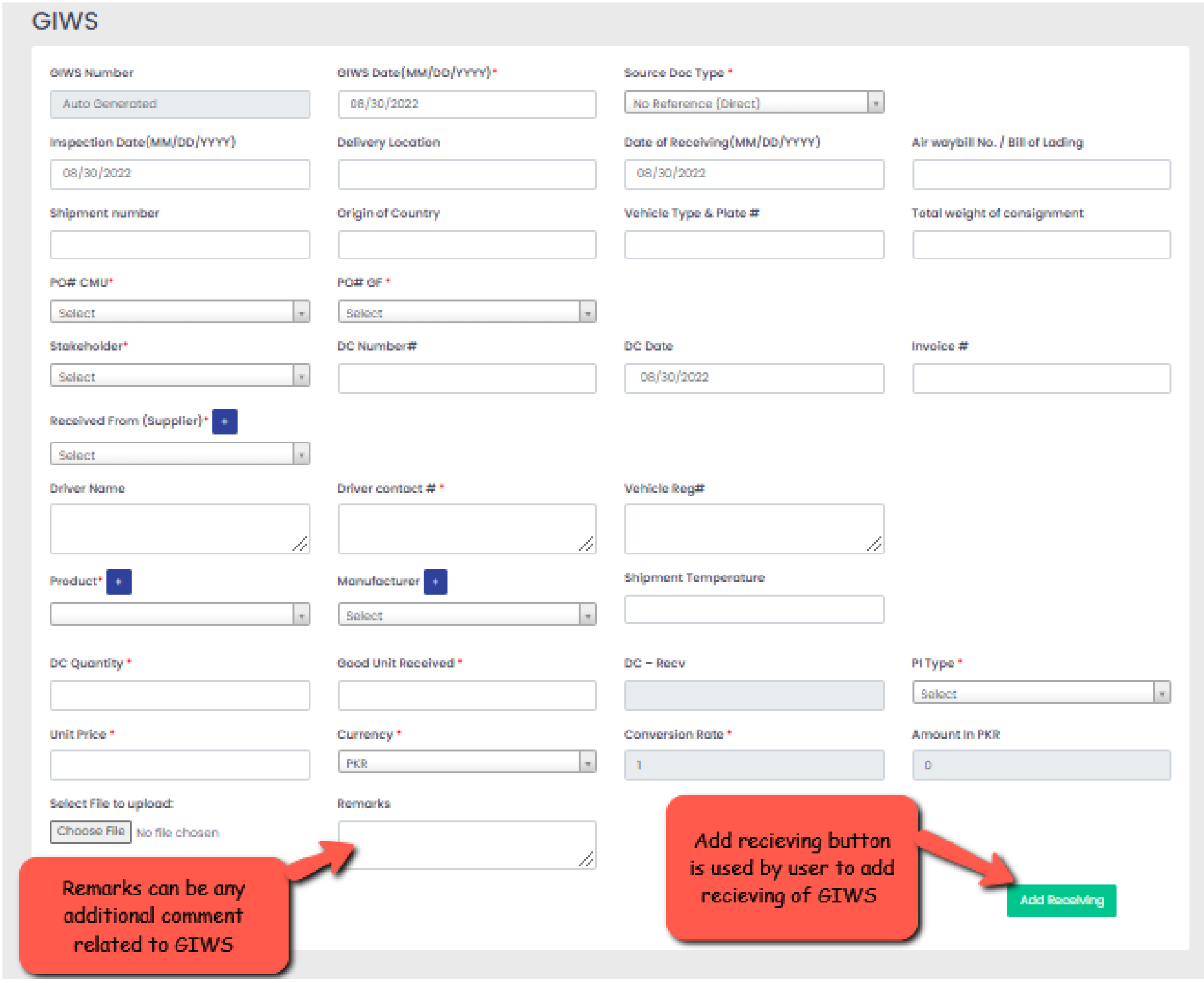
This chapter explains the step by step instructions on the document features that are used by the infectious disease management system.

When a user clicks the **Document** tab, the application shows the list of all available documents. Click the **Document** tab from the main menu to show a drop down list which includes a range of documents. Users can view the list of documents from the menu and click on each document button to edit the data.

GIWS

GIWS is actually the short form of Goods Inspection Worksheet. Using tab of "**GIWS"**, when user click on the tab he will get to see the form that stores related to Goods Inspection Worksheet.

The fields with steric (*) sign are mandatory to fill before clicking add receiving button.



What user has to do?

User will enter the following information in the form

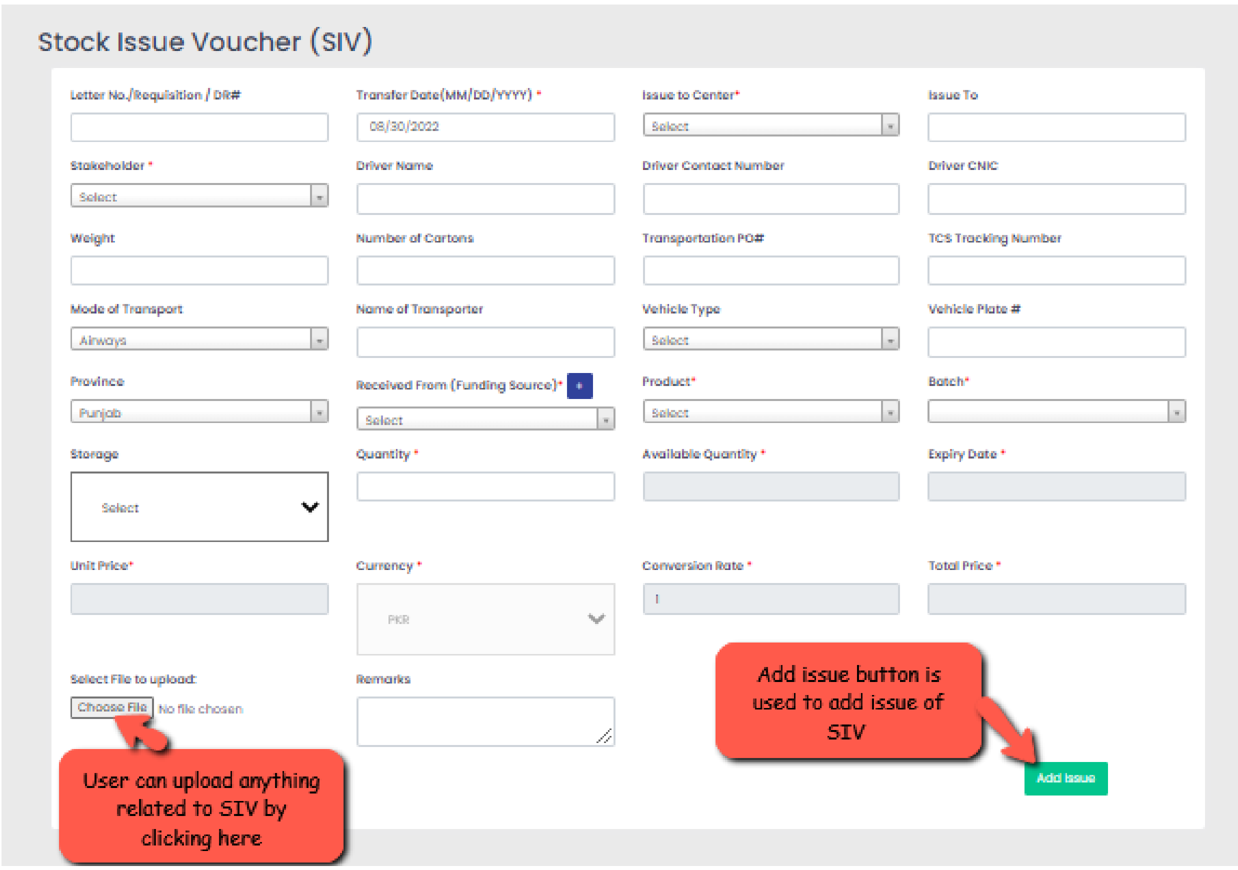
GIWS date: It is the date of the GIWS document
Source Doc type: It is the source through which product is received.
Inspection Date: It is date on which product is inspected by drug inspector.
Delivery Location: It is the delivery location of the product.
Date of Receiving: It is the receiving date of the product.
Airway Bill No / Bill of Landing: It is airway bill number through which product is transferred.
Shipment Number: It is the shipment number of the product.
Origin of Country: It is country from which product is received.
Vehicle Type and plate #: It is the type and plate number of the vehicle.
Total Weight of Consignment: It is the total weight of the consignment.

PO# CMU: It is the purchase order number for CMU.
PO# GF: It is the purchase order number for Global Fund.
Stakeholder: It is the concerned stakeholder for product.
DC Number: It is the delivery challan number.
DC date: It is the delivery challan date.
Invoice#: It is the invoice number for product.
Received from (Supplier): It is name of the supplier of product.
Driver Name: It is the name of the driver who delivers the product.
Driver Contact Number: It is the contact number of the driver.
Vehicle Registration Number: It is the registration number of the vehicle used for transport.
Product: It is the name of the product.
Manufacturer: It is the name of the manufacturer of the product.
Shipment Temperature: It is the temperature on which shipment is received.
DC Quantity: It is the delivery challan quantity.
Good Units Received: It is the number of good units received.
DC – Recv: It is the delivery challan received.
PI Type: It is the purchase invoice type.
Unit Price: It is the unit price of the product.
Currency: It is the nature of currency used.
Conversion Rate: It is the conversion rate for currency.
Amount in PKR: It is the converted amount in PKR.
Select file to upload: It is the option if user wants to upload any additional document.
Remarks: It is used to enter any additional comments related to product.

After entering the information, user will click the add receiving button to save receiving for GWIS.

Stock Issue Voucher

Using tab of "**Stock Issue Voucher" (SIV)**, when user click on the tab a form will open that stores information regarding the SIV. The users will first provide all the related information in form for the stock issue voucher, further if user wants to upload any relevant document he can click upload after that user will click add issue button to save the entered information.



What user has to do?

User will enter the following information in the form

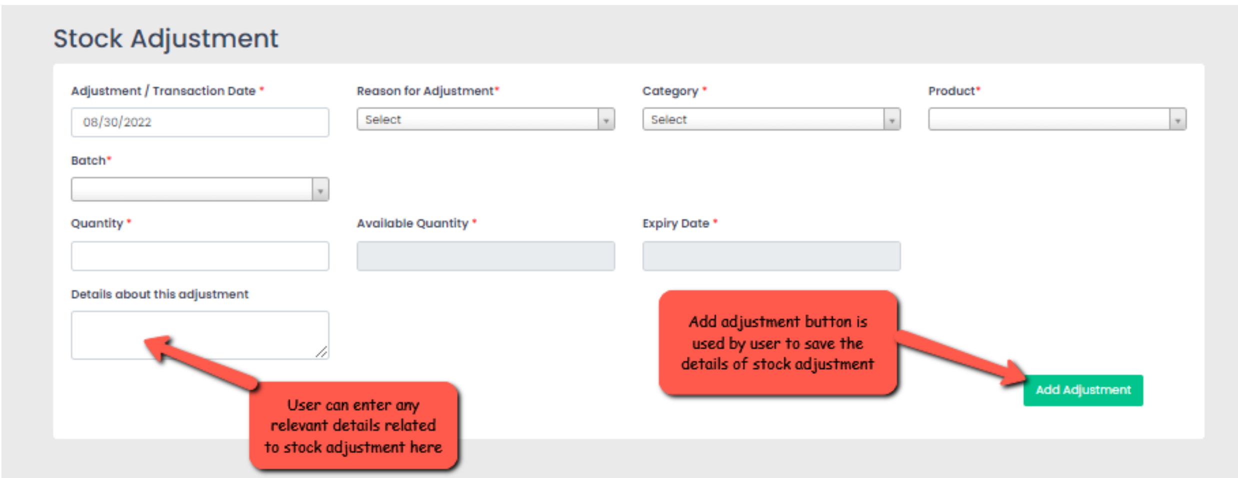
Letter no. / Requisition: It is official order laying claim to the use of stock.
Transfer Date: It is the date on which stock is transferred.
Issue to Center: It is the center to which stock is issued.
Issue to: It is the name center to which stock is issued.
Stake holder: It is the name of the stakeholder for stock.

Driver Name: It is the name of the driver delivering the stock.
Driver contact Number: It is number of the driver delivering the stock.
Driver CNIC: It is CNIC of the driver delivering the stock.
Weight: It is weight of the stock.
Number of Cartons: It is number of cartons of the stock.
Transportation PO#: A transportation purchase order (PO) is a commercial document and official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices. Here it is the number for transportation purchase order of stock.
TCS Tracking number: It is the TCS tracking number to track the consignment.
Mode of transport: It is the mode through which stock is transported.
Name of Transporter: It is the name of the transporter who is going to transport the stock.
Vehicle type: It is the type of the vehicle transporting the stock.
Vehicle Plate Number: It is the n umber of the vehicle.
Province: It is the name of the province to which stock has been issued
Received from (Funding Source): It is the funding source from which the stock is received.
Product: It is the name of the product.
Batch: It is the batch of the product.
Storage: It is the type of the storage.
Quantity: It is the quantity of the stock.
Available Quantity: It is the available quantity of the stock.
Expiry Date: It is the expiry date of the stock.
Unit Price: It is the unit price of the stock.
Currency: It is currency price of the stock.
Conversion rate: It is the conversion rate of the currency.
Total Price: It is the total price of the stock.
Upload: It can be any document you want to upload related to the stock issue voucher.
Remarks: It can be any remarks you want to add.

After entering the information user will click the add issue button to add the new stock issue voucher.

Stock Adjustment

Using tab of "**Stock adjustment**", when user clicks on the tab a form will open that stores information regarding adjustment of stock.



What user has to do?

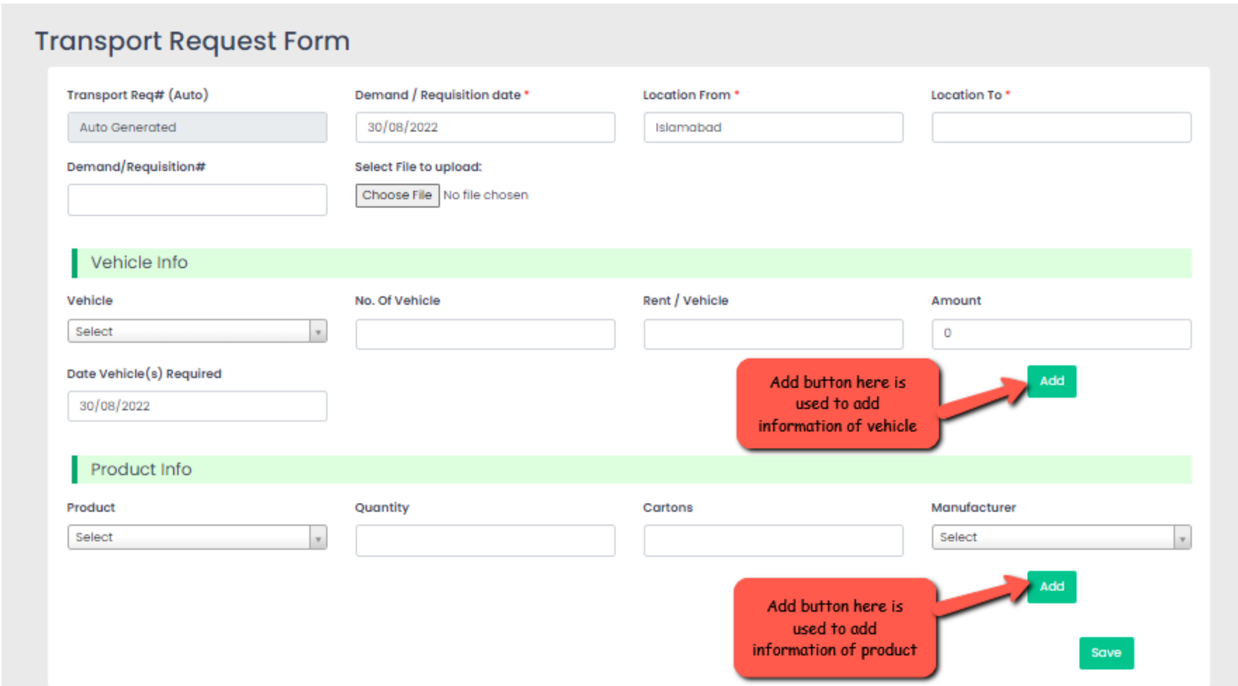
User will enter the following information in the form

Adjustment / Transaction Date: It is the date on which adjustment of stock is performed.
Reason of Adjustment: It is the reason due to which adjustment is performed.
Stakeholder: It is the concerned stakeholder for the stock.
Product: It is the name of the product.
Batch: It is the batch of stock.
Quantity: It is the quantity of the stock requested for adjustment.
Available Quantity: It is the available quantity of the stock.
Expiry Date: It is the expiry date of the stock that needs adjustment.
Details about this adjustment: It is the reason stating the details about the adjustment.

After entering the information, user will click the add adjustment button to add new document related to stock adjustment.

Transport Request Form

The fourth tab is of **Transport Request form**, when users click on the tab a form will open that stores information regarding transport.



What user has to do?

User will enter the following details in the form

Transport Requisition Number: It is an auto generated response from the system regarding the transport requisition
Demand/ Requisition Date: It is the date on which requisition has been sent.
Location From: It is the location from which stock will be transported.
Location To: It is the location to which stock will be transported.
Demand / Requisition Number: It is the assigned number of the demand / requisition.

Vehicle Information

Vehicle: It is the type of the vehicle.
No. of vehicle: It is the number of the vehicles.

Rent / Vehicle: It is the rent of the vehicle.
Amount: It is the total amount of the rent.
Date Vehicle(s) required: It is the date on which vehicle is required.

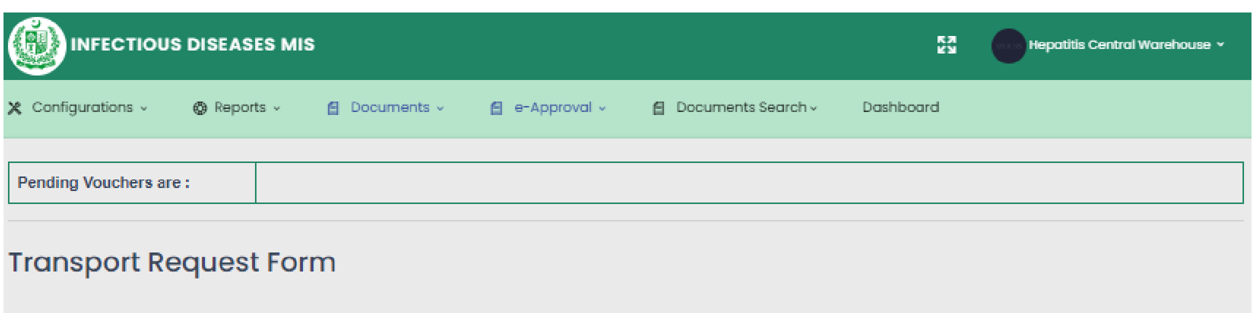
Product Information

Product: It is the name of the product.
Quantity: It is the quantity of the product.
Cartons: It is the cartons of the product.
Manufacturer: It is the manufacturer of the product.

Firstly the user has to provide details related of the transport request, secondly user will fill the vehicle information for the particular transport request and then click add button to associate it with the particular transport request, thirdly the user will fill product information for which transport request is initiated and click add button to associate it with the particular transport request, in the end user will click save button to save the transport request form as a document.

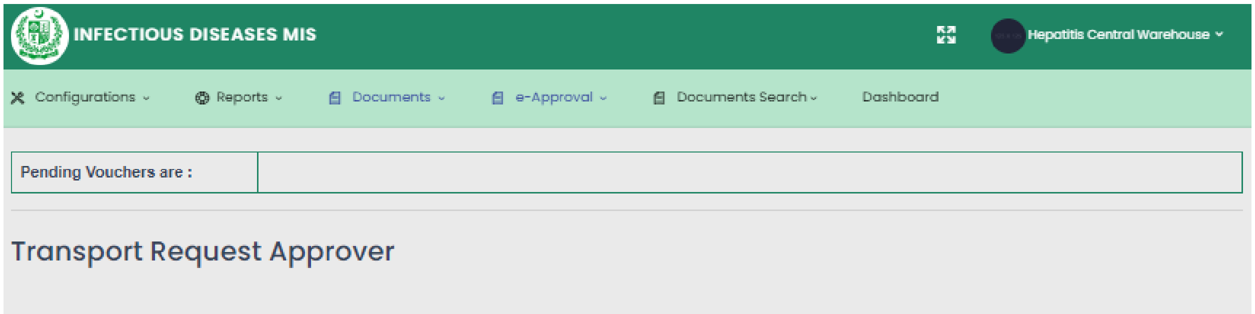
Transport Request Initiator

Using tab of "**Transport Request Initiator"**, when users click on the tab a form will open that stores the related information regarding the initiation of the request for transport.



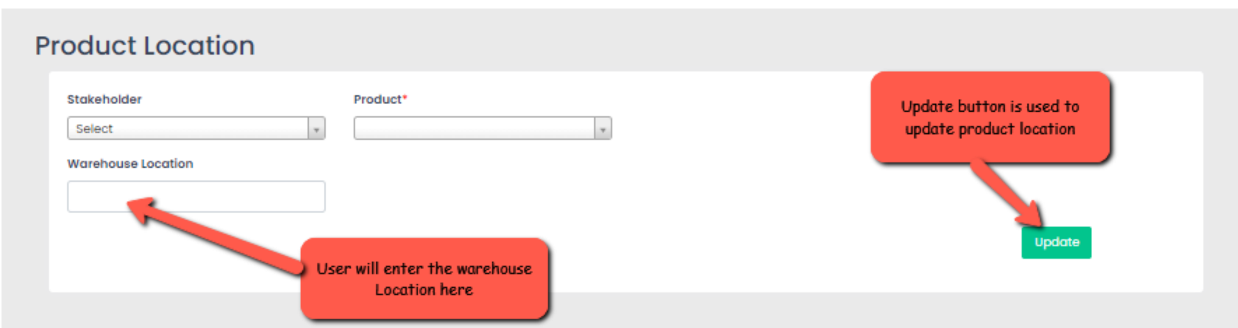
Transport Request Approver

Using tab of "**Transport Request Approver**", when user click on the tab a form will open that stores the related information for the approver who approves the request for transport.



Product Location

Using tab of "**Product location**", when user clicks on the tab a form will open that stores the related information for the location of the product.



What user has to do?

User will enter the following details in the form

Stakeholder: It is the concerned stakeholder for the product.

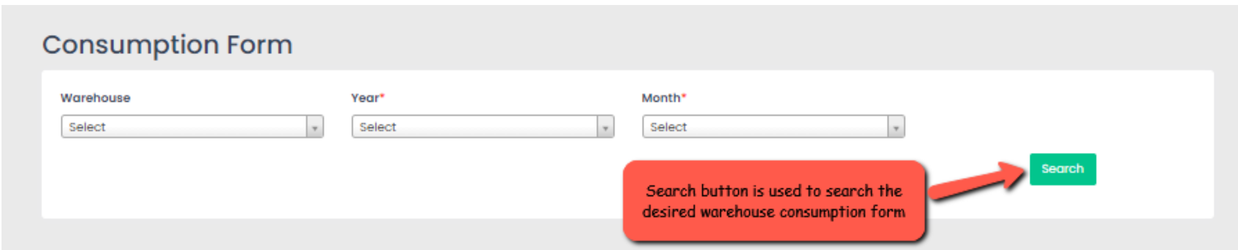
Product: It is the name of the product.

Warehouse Location: It is the location of the warehouse.

After entering the information in the form user will click update button to save the product location.

Consumption Form

Using tab of "**Consumption Form**", when user click on the tab a form will open that can be used to search the consumption form of the desired ware house



What user has to do?

User will select the following details in the form

Warehouse: It is the name of the warehouse

Year: It is the year of consumption

Month: It is the month of consumption

After entering the details user will click search button to search the desired consumption form.

E - Approval

5

for Infectious Diseases Management Information System

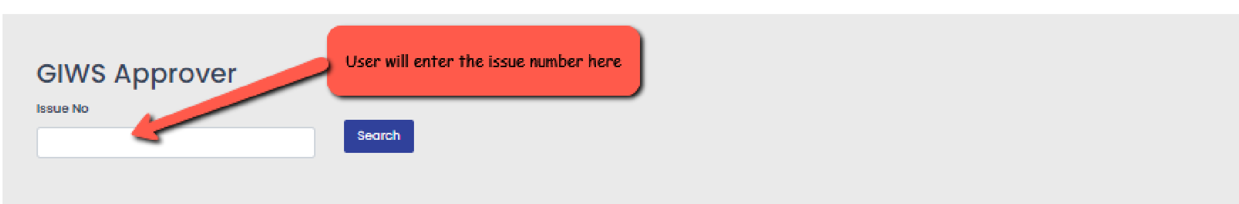
E-approval

This chapter explains the step by step instructions on the E-Approval features that are used by the infectious disease management system.

When a user clicks the **e-approval** tab, the application shows the list of all the related tabs. Click the **e-approval** tab from the main menu to show a drop down list. Users can view the list of e-approvals from the menu and click on each e-approval to edit the data.

GIWS

Using tab of "**GIWS**", when users click on the tab they will see the form that can be used to retrieve the information regarding electronic approval of GIWS by giving the issue number and clicking the search button.



What user has to do?

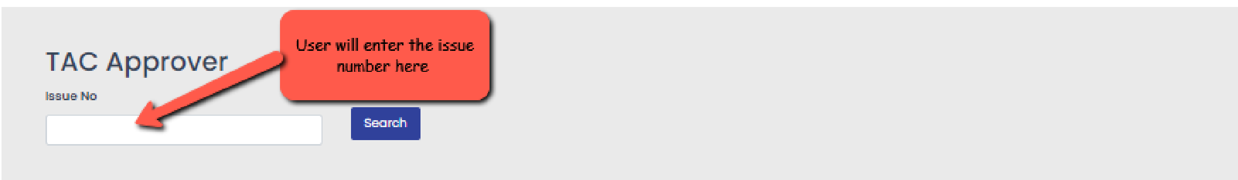
User will enter the following details in the form

Issue no: It is the issue number of the Goods Inspection Worksheet.

After entering the issue number user will click the search button to get e – approval of desired GIWS.

TAC

Using tab of "**TAC"**, when users click on the tab they will see the form that can be used to retrieve the information regarding electronic approval of TAC by giving the issue number and clicking the search button.



What user has to do?

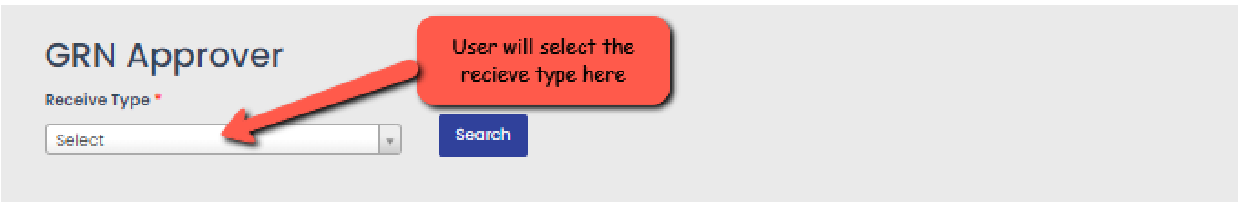
User will enter the following details in the form

Issue no: It is the issue number of the technical acceptance certificate.

After entering the issue number user will click the search button to get e – approval of desired TAC.

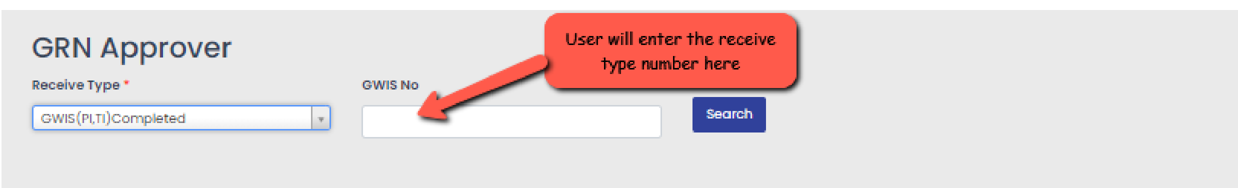
GRN

Using tab of "**GRN"**, when users click on the tab they will see the form that can be used to retrieve the information regarding electronic approval of GRN.



What user has to do?

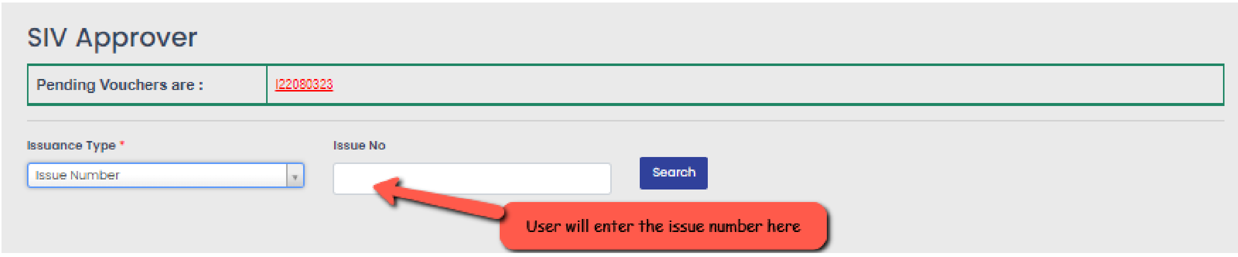
User will first select the receive type in the form, when the user select the receive type a new option will appear in the form in which user have to enter the receive type number.



After entering the receive type number user will click the search button to get e-approval of desired GRN.

Stock Issue Voucher

Using tab of "**Stock Issue Voucher"**, when users click on the tab they will see the form that can be used to retrieve the information regarding electronic approval of Stock Issue Voucher (SIV). Firstly the user has to select the issuance type i.e. the issue number and then user will give the issue number of the desired SIV and click on search to get the electronic approval for the particular SIV.



What user has to do?

User will enter the following details in the form

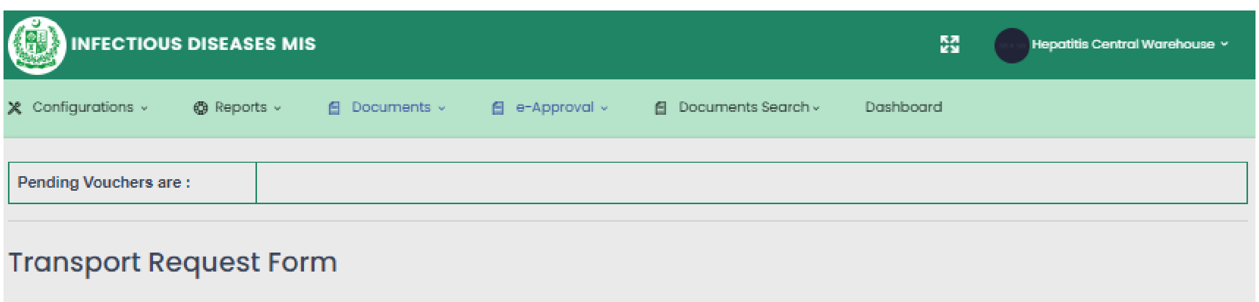
Issuance type: It is the issuance type which in this case is issue number.

Issue number: It is issue number of the stock issue voucher.

After entering the details user will click the search button to get the e-approval for desired stock issue voucher.

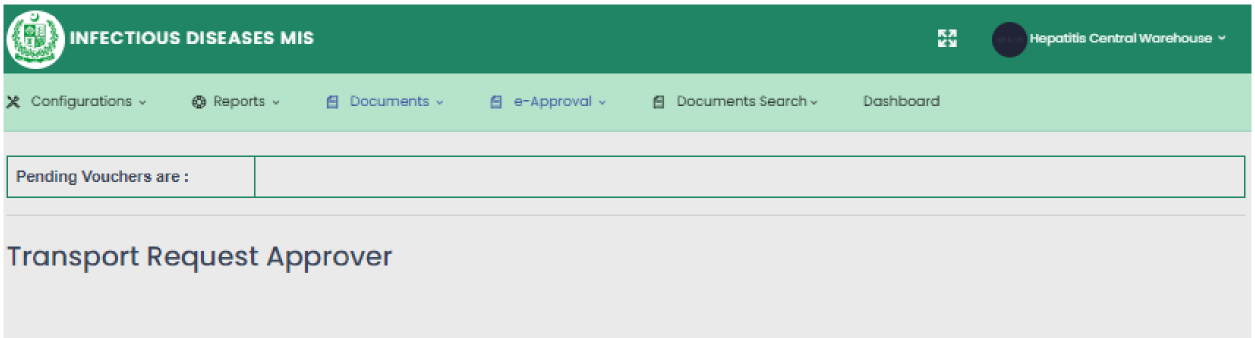
Transport Request Initiator

Using tab of "**Transport Request Initiator"**, when users click on the tab they will see the form that can be used to retrieve the information regarding e - approval for initiation of transport request.



Transport Request Approver

Using tab of "**Transport Request Approver"**, when users click on the tab they will see the form that can be used to retrieve the information regarding e-approval for Transport Request.



Document Search

6

for Infectious Diseases Management Information System

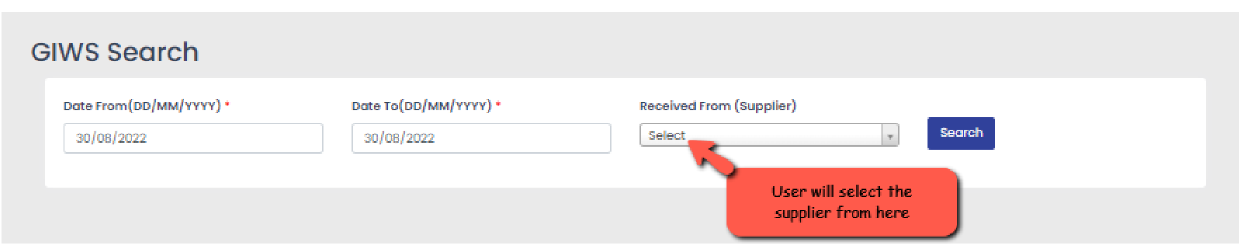
Document Search

This chapter explains the step by step instructions on the Document Search features that are used by the infectious disease management system.

When a user clicks the **document search** tab, the application shows the list of all the tabs related to the document search. Click the **document search** tab from the main menu to show a drop down list.

GIWS

Using tab of **GIWS**, when the user clicks on the tab the form will open that can be used to search the documents related to GIWS.

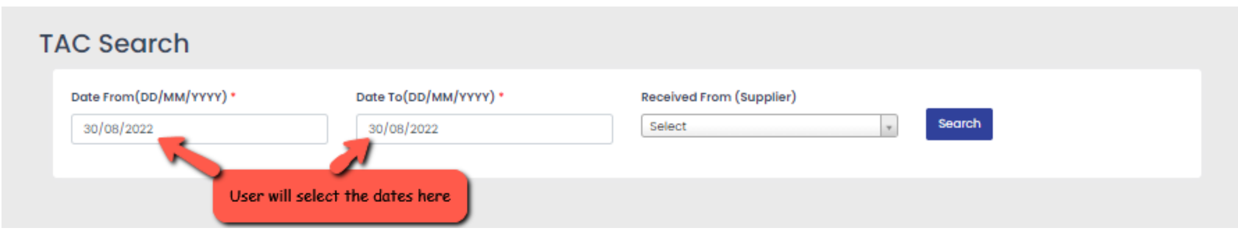


What user has to do?

The user will select the dates and the supplier then click the search button to get the desired document for GIWS (Good Inspection Worksheet).

TAC

Using tab of "**TAC**" (Technical Acceptance Certificate), when the user clicks on the tab the form will open that can be used to search the documents related to TAC.

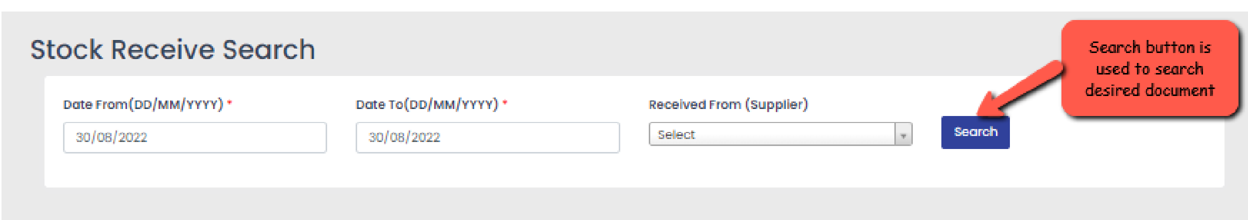


What user has to do?

The user will enter the dates and select the supplier then click the search button to get desired document for TAC.

GRN

Using tab of "**GRN**" (Goods Received Note), when the user clicks on the tab the following form will open that can be used to search the documents related to GRN.

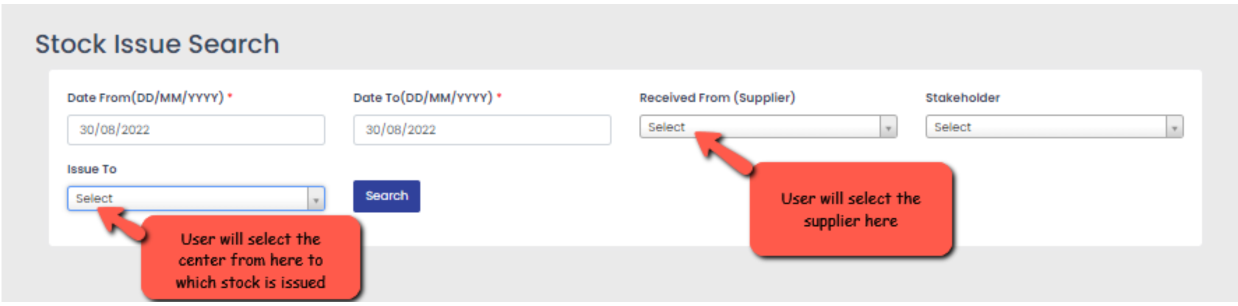


What user has to do?

The user will enter the dates and select the supplier then click the search button to get the desired GRN document.

SIV

Using tab of "**Stock Issue Voucher" (SIV)**, when the user click on the tab the following form will open that can be used to search the documents related to SIV.

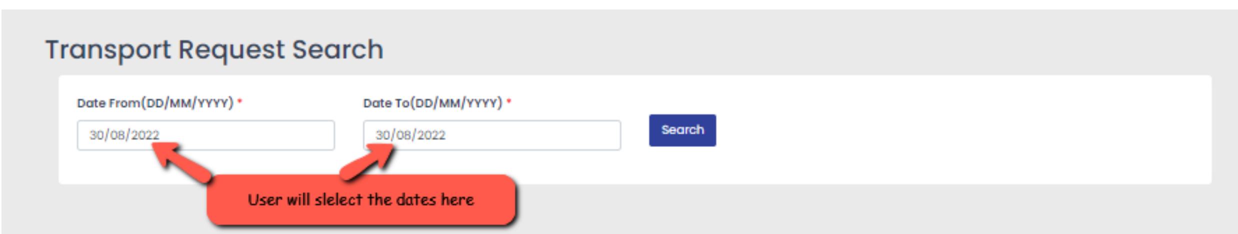


What user has to do?

The user will enter the dates, select the supplier, stakeholders involved and the center to which stock is issued then click on search button to get the desired document for stock issue voucher.

Transport Request

Using tab of "**Transport Request"**, when the user click on tab the following form will open that can be used to search the documents related to transport request.



What user has to do?

The user will enter the dates then click on search to see the desired documents for transport request.

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