

# 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.

### Funding Source

Add
Show 10 entries
Copy Excel PDF Column visibility
Search:

No.	Funding Source	Type	Action
1	Global Fund	Supplier / Funding Source	<span>Edit</span> <span>✕ Disable</span>
2	IDA Global Fund	Supplier / Funding Source	<span>Edit</span> <span>✕ Disable</span>
3	PCI	Supplier / Funding Source	<span>Edit</span> <span>✕ Disable</span>
4	Received from M?decins SANS Frontiers Islama	Supplier / Funding Source	<span>Edit</span> <span>✕ Disable</span>
5	Returned from Global Marketing Services	Supplier / Funding Source	<span>Edit</span> <span>✕ Disable</span>
6	Returned from Mercy Corps Islamabad	Supplier / Funding Source	<span>Edit</span> <span>✕ Disable</span>
7	TB Reach Project	Supplier / Funding Source	<span>Edit</span> <span>✕ Disable</span>
8	University of California San Diego (UCSD)-US	Supplier / Funding Source	<span>Edit</span> <span>✕ Disable</span>

Showing 1 to 8 of 8 entries

Previous 1 Next

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.

### Add Funding Source

Type \* Supplier / Funding Source
 Funding Source \* 
Save Reset

Here Users can enter the name of the funding source which they want to enlist

After entering the name of funding source user will click save button here to save 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.

No.	Warehouse Name	Province	District	Action
1	HF Islamabad	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 Abbottabad	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	Maya Hospital Lahore	Punjab	Lahore	Edit Disable
10	DHQ Hospital Faisalabad	Punjab	Faisalabad	Edit Disable

Showing 1 to 10 of 739 entries

Previous 1 2 3 4 5 ... 74 Next

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.

**Add Warehouse**

Stakeholder: Select  
Province: Select  
District: Select  
Full Name of Center:

Users can enter the name of new warehouse here which they want add.

Save Reset

## 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.

**Config List Items - Storage**

Add  
Show 10 entries  
Copy Excel PDF Column visibility

No.	Master List Name	Display Value	Description	Actions
1	Storage	CMU Warehouse		Edit
2	Storage	Cold Store I		Edit
3	Storage	Dry Store I		Edit

Showing 1 to 3 of 3 entries

Previous 1 Next

Display value will show user the name of the storage.

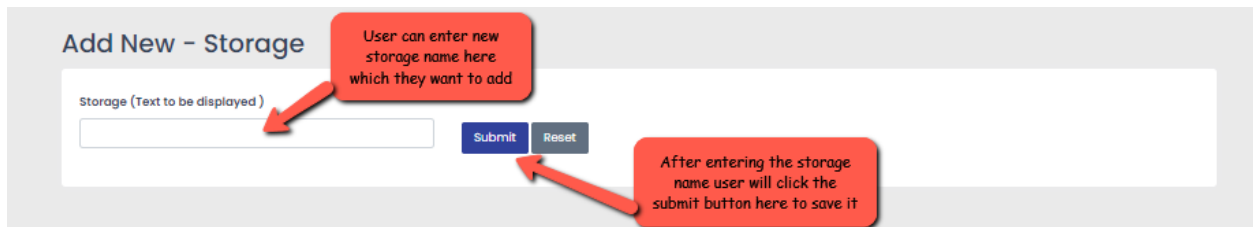
User can search any added storage by entering its name here.

User can edit any storage data by clicking the edit button.

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.



The image shows a screenshot of a web form titled "Add New - Storage". The form contains a text input field with the placeholder text "Storage (Text to be displayed)". To the right of the input field are two buttons: "Submit" (in blue) and "Reset" (in grey). Two red callout boxes with arrows point to the form elements. The first callout box points to the input field and contains the text: "User can enter new storage name here which they want to add". The second callout box points to the "Submit" button and contains the text: "After entering the storage name user will click the submit button here to save 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.





















**Field List**

 Add button is used to add new data element

Show 10 entries

Copy Excel PDF Column visibility

Search:

No.	Field Name	Action
1	Batch No	 Edit  Disable
2	Mfg.Date	 Edit  Disable
3	Exp.Date	 Edit  Disable
4	Serial No	 Edit  Disable
5	Warranty (years)	 Edit  Disable
6	Pack Size	 Edit  Disable
7	Unit	 Edit  Disable
8	At Transit Temp	 Edit  Disable
9	At Receiving Temp	 Edit  Disable
10	Retest Date	 Edit  Disable

Batch No is one of the product data element

Editing button is used to edit details of data elements

Showing 1 to 10 of 10 entries

Previous 1 Next

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.



The screenshot shows a form titled "Add Field" with three main input areas: "Field Name", "Type", and "Rank". The "Field Name" field is a text input with a red asterisk. The "Type" field is a dropdown menu with "Select" as the current option. The "Rank" field is a text input. To the right of these fields are "Save" and "Reset" buttons. Two teal callout boxes with arrows point to the "Field Name" and "Rank" fields. The first callout says "one can add new field by writing the name of field here". The second callout says "You can also give rank to new field by specifying the rank number here".

## 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.

**Assign Resources**

 **Add** User can add new category and assign field to it by 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	PFES	✓	✗	✗	✓	✗	✗	✗	✗	✗	✗
	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.

The screenshot shows a web form titled "Assign Fields". At the top, there is a "Category\*" dropdown menu with "Select" as the current value. Below this is a table with two columns: "Field List" and "Is Mandatory". The table contains several rows, each with a checkbox in the "Field List" column and a checkbox in the "Is Mandatory" column. Annotations with arrows point to the "Category\*" dropdown, the "Warranty (years)" checkbox, and the "Is Mandatory" checkbox for "Warranty (years)". At the bottom right of the form, there are "Save" and "Reset" buttons. The text "Active Go to S" is partially visible at the bottom right corner.

Field List	Is Mandatory
<input type="checkbox"/> Batch No	<input type="checkbox"/>
<input type="checkbox"/> Mfg.Date	<input type="checkbox"/>
<input type="checkbox"/> Exp.Date	<input type="checkbox"/>
<input type="checkbox"/> Serial No	<input type="checkbox"/>
<input type="checkbox"/> Warranty (years)	<input type="checkbox"/>
<input type="checkbox"/> Pack Size	<input type="checkbox"/>
<input type="checkbox"/> Unit	<input type="checkbox"/>
<input type="checkbox"/> At Transit Temp	<input type="checkbox"/>
<input type="checkbox"/> At Receiving Temp	<input type="checkbox"/>
<input type="checkbox"/> Retest Date	<input type="checkbox"/>

## 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.

### Config List Items - Product Type

[Add](#)
 Show  entries
 Search:

[Copy](#)
[Excel](#)
[PDF](#)
[Column visibility -](#)

No.	Master List Name	Display Value	Description	Actions
1	Product Type	Assets		<a href="#">Edit</a>
2	Product Type	Chemical & Reagent		<a href="#">Edit</a>
3	Product Type	Chemicals and Reagents		<a href="#">Edit</a>
4	Product Type	Diagnostic		<a href="#">Edit</a>
5	Product Type	Diagnostics		<a href="#">Edit</a>
6	Product Type	First Treatment Regimen		<a href="#">Edit</a>
7	Product Type	First-line Antibiotics		<a href="#">Edit</a>
8	Product Type	General Item		<a href="#">Edit</a>
9	Product Type	General Items		<a href="#">Edit</a>
10	Product Type	Glassware		<a href="#">Edit</a>

Showing 1 to 10 of 24 entries

[Previous](#)
[1](#)
[2](#)
[3](#)
[Next](#)

Assets is basically one of the product type

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.

### Add New - Product Type

Product Type (Text to be displayed)

[Submit](#) [Reset](#)

User will write the name of the new product type here and then click to submit button to save it

## **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.

### Generic Name

[Add](#)

Show 10 entries

Copy Excel PDF Column visibility

Search:

No.	Generic names	Action
1	Tab Dolutegravir/Lamivudine/Tenofovir	<a href="#">Edit</a> <a href="#">Disable</a>
2	Dolutegravir Tablet	<a href="#">Edit</a> <a href="#">Disable</a>
3	Efavirenz	<a href="#">Edit</a> <a href="#">Disable</a>
4	Efavirenz	<a href="#">Edit</a> <a href="#">Disable</a>
5	Efavirenz+(Lamivudine+Zidovudine) Tablet Co-Pack	<a href="#">Edit</a> <a href="#">Disable</a>
6	Efavirenz+Lamivudine+Tenofovir Tablet	<a href="#">Edit</a> <a href="#">Disable</a>
7	Artemether/Lumefantrine	<a href="#">Edit</a> <a href="#">Disable</a>
8	Chloroquine	<a href="#">Edit</a> <a href="#">Disable</a>
9	8H Rifampicin 75mg + Isoniazid 50mg	<a href="#">Edit</a> <a href="#">Disable</a>
10	F (Ethambutol 100mg)	<a href="#">Edit</a> <a href="#">Disable</a>

Showing 1 to 10 of 403 entries

Previous 1 2 3 4 5 ... 41 Next

Efavirenz is the generic name of product

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.

### Add Generic Name

Generic Name \*

[Save](#) [Reset](#)

Users can write the generic name of product here they want to add and click save button to save it

## 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.

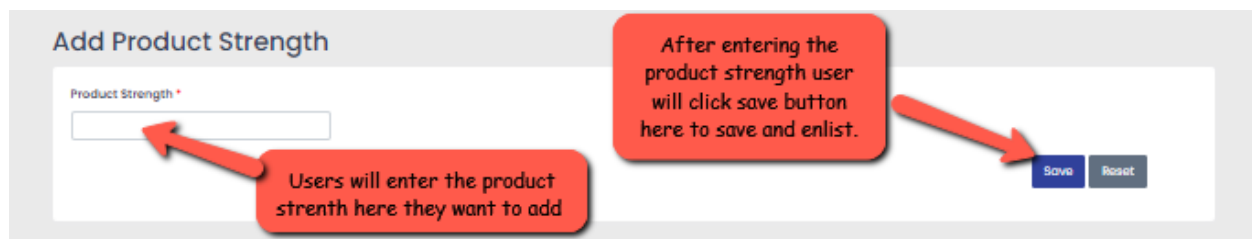
The screenshot shows a web application interface for managing product strengths. At the top left, there is an 'Add' button. Below it, a 'Show 10 entries' dropdown menu is present. A red arrow points from a callout box to the 'PDF' button in the top navigation bar, with the text: 'Users can export list in PDF by clicking PDF Tab here'. The main content area is a table with columns for 'No.', 'Product Strength', and 'Action'. The table contains 10 rows of data. A red arrow points from a callout box to the 'Edit' button in the first row of the table, with the text: 'User can edit any product strength by utilizing edit button here'. At the bottom of the table, there is a pagination control showing 'Showing 1 to 10 of 109 entries' and a set of buttons for 'Previous', '1', '2', '3', '4', '5', '...', '11', and 'Next'.

No.	Product Strength	Action
1	300mg	Edit Disable
2	60/120 mg	Edit Disable
3	60 mg	Edit Disable
4	300/100mg	Edit Disable
5	50mg	Edit Disable
6	50/300/300mg	Edit Disable
7	600mg	Edit Disable
8	200mg	Edit Disable
9	600+300/300mg	Edit Disable
10	600/300/300mg	Edit Disable

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.



**Method Types**

User can click add button to add new product method type
User can click edit button to edit added method type

Show 10 entries

Copy Excel PDF Column visibility

No.	Method Types	Action
1	Viols	<input type="button" value="Edit"/> <input type="button" value="X Disable"/>
2	Tablet	<input type="button" value="Edit"/> <input type="button" value="X Disable"/>
3	Capsule	<input type="button" value="Edit"/> <input type="button" value="X Disable"/>
4	Syrup	<input type="button" value="Edit"/> <input type="button" value="X Disable"/>
5	VLS	<input type="button" value="Edit"/> <input type="button" value="X Disable"/>
6	Ampoule	<input type="button" value="Edit"/> <input type="button" value="X Disable"/>
7	Injection	<input type="button" value="Edit"/> <input type="button" value="X Disable"/>
8	Test	<input type="button" value="Edit"/> <input type="button" value="X Disable"/>
9	Syringe	<input type="button" value="Edit"/> <input type="button" value="X Disable"/>
10	Bottle	<input type="button" value="Edit"/> <input type="button" value="X Disable"/>

Showing 1 to 10 of 46 entries

**Tablet is product method type**

**User can disable any method type by utilising 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.

**Add Method Types**

Method Types\*

**Users can enter new method type here which they want to add**

**Save button is to save the newly entered method type**

## 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.

**Config List Items - Product Unit**

Buttons: Add, Show 10 entries, Copy, Excel, PDF, Column visibility -

Search:

No.	Master List Name	Display Value	Description	Actions
1	Product Type	Ampoule		<input type="button" value="edit"/>
2	Product Type	Blister		<input type="button" value="edit"/>
3	Product Type	Book		<input type="button" value="edit"/>
4	Product Type	Booklet		<input type="button" value="edit"/>
5	Product Type	Box		<input type="button" value="edit"/>
6	Product Type	Capsule		<input type="button" value="edit"/>
7	Product Type	Card		<input type="button" value="edit"/>
8	Product Type	Chart		<input type="button" value="edit"/>
9	Product Type	Inj		<input type="button" value="edit"/>
10	Product Type	Kit		<input type="button" value="edit"/>

Showing 1 to 10 of 23 entries

Previous 1 2 3 Next

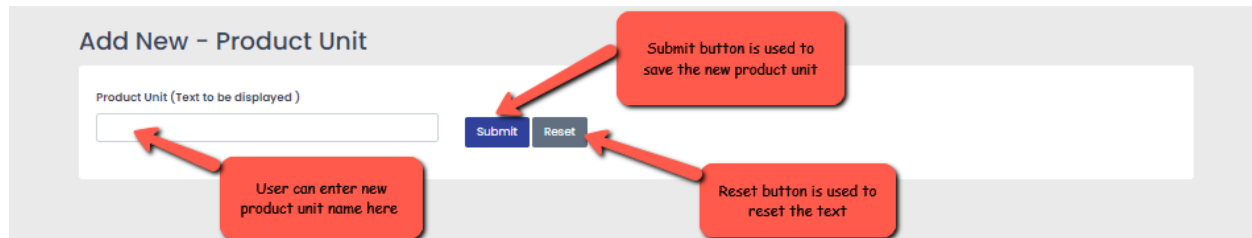
Callout 1: User can export whole list of product unit in excel by clicking excel here.

Callout 2: Edit button is used edit the added product type.

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.

**Products**

[Add](#)

Show 10 entries

Copy Excel PDF Column visibility

Search:

No.	Auto Generated	Product type	Product Name	Product Strength	Product Description	Action
1	P-194	61	1 ml Transfer Pipet			<a href="#">Edit</a> <a href="#">✓ Activate</a>
2	P-190	61	100 ul Transfer Pipet 001-1799			<a href="#">Edit</a> <a href="#">✓ Activate</a>
3	P-257	141	2-Propranol 99.5% for Molecular Biology, Sigma	99.50%		<a href="#">Edit</a> <a href="#">✓ Activate</a>
4	P-601	112	24 G, Butterfly Needle		JMS. 135 packs	<a href="#">Edit</a> <a href="#">✓ Activate</a>
5	P-241	141	4-Nitrobenzoic Acid: Merck	500g		<a href="#">Edit</a> <a href="#">✓ Activate</a>
6	P-193	61	400 ul transfer Pipet 967NL			<a href="#">Edit</a> <a href="#">✓ Activate</a>
7	P-541	112	96 Deep Well Plates		Pack of 32 Pieces	<a href="#">Edit</a> <a href="#">✗ Disable</a>
8	P-544	112	96 Well Optical Reaction Plates		Pack of 20 Pieces	<a href="#">Edit</a> <a href="#">✗ Disable</a>
9	P-172	131	A small, fine brush	NA		<a href="#">Edit</a> <a href="#">✓ Activate</a>
10	P-020	36	Abacavir /Lamivudine dispersible Tablets	120/50 mg		<a href="#">Edit</a> <a href="#">✓ Activate</a>

Showing 1 to 10 of 723 entries

Previous 1 2 3 4 5 - 73 Next

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.

The screenshot shows a web form titled "Add Products" with the following fields and callouts:

- Product Auto Generated Code:** A dropdown menu with "Auto Generated" selected.
- Product Type:** A dropdown menu with "Select" selected.
- Product Code:** A text input field with a red callout box: "Product code for new product will be entered here".
- Product Name:** A text input field.
- Min Quantity:** A text input field.
- Max Quantity:** A text input field.
- Re-Order Quantity:** A text input field.
- Pack Size/Qty Per Pack:** A text input field.
- Carton Size/Qty Per Carton:** A text input field.
- Unit:** A text input field with a red callout box: "Unit for new product will be entered here".
- Bar Code:** A text input field.
- Description:** A text area with a red callout box: "user can write any additional information related to product in the description bar".
- Buttons:** "Save" and "Reset" buttons at the bottom right.

## 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.

**Assign Resources**

Stakeholder Name\*

Select

**Product**

(P-001) Abacavir Tablets

(P-002) Efavirenz 800mg Tablet

(P-003) Determine Combo HIV Test Kit

(P-004) Uni Gold HIV Test Kit

(P-005) Doxycycline 100mg Capsule

(P-006) Cefixime 400mg Capsule

(P-007) Azithromycine 500mg Tablet

(P-741) Water Stills

(P-742) Weighing Balance

(P-743) Latex Gloves

Save Reset

User will select the stake holder here

Save button is used to save product mapping

## 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.

**Manufacturer**

**Add** button can be used to add new manufacturer

User can edit any manufacturer detail by edit button

Show 10 entries

Copy Excel PDF Column visibility

No.	Manufacturer	Type	Action
1	CiPLA Ltd Mumbai India	Manufacturer	Edit
2	Strides Pharma Science Ltd India.	Manufacturer	Edit
3	HETRO LABS LTD India	Manufacturer	Edit
4	MACLEODS Pharmaceuticals India	Manufacturer	Edit
5	Emcure Pharmaceuticals Limited India	Manufacturer	Edit
6	CELLTRION Pharm,Inc Korea.	Manufacturer	Edit
7	Stride Shasun Limited India	Manufacturer	Edit
8	Medopharm Malure factory (IDA Foundation) In	Manufacturer	Edit
9	BD International	Manufacturer	Edit
10	Mylan Laboratories Limited	Manufacturer	Edit

Showing 1 to 10 of 101 entries

Previous 1 2 3 4 5 ... II Next

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.

The screenshot shows the 'Add Manufacturer' form in the Infectious Diseases MIS system. The header is green and contains the system name 'INFECTION DISEASES MIS' and 'Hepatitis Central Warehouse'. Below the header is a navigation menu with items: Configurations, Reports, Documents, e-Approval, Documents Search, and Dashboard. The main form area is white and contains a 'Type' dropdown menu with 'Manufacturer' selected and an empty 'Manufacturer' text input field. At the bottom right of the form are 'Save' and 'Reset' buttons.

## 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.

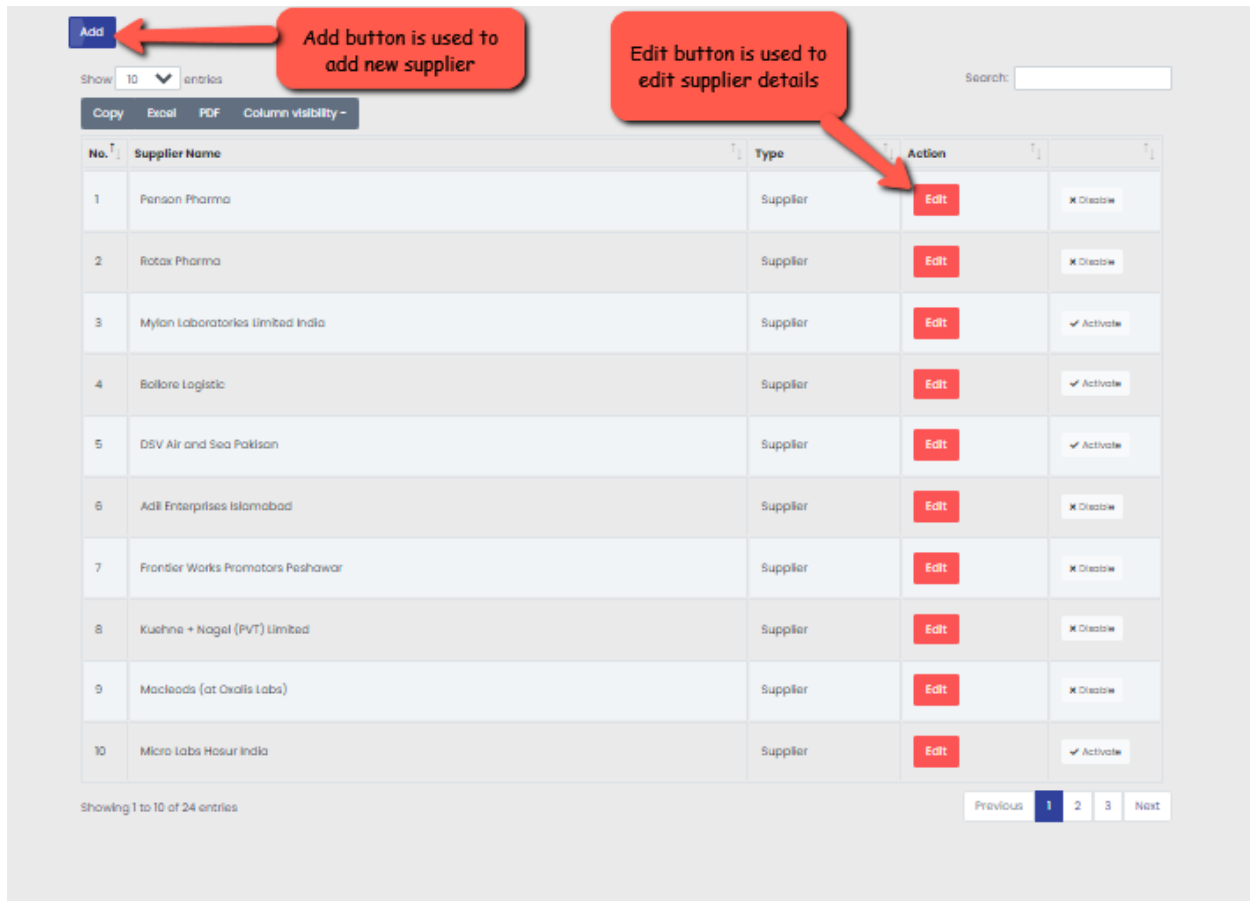
**Search Bar:** Admin user can search any supplier by entering its name in the search bar.

**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*	Full Name of Supplier*	Contact Person Name	Contact/Phone Number
<input type="text" value="Supplier"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	GSTN#	NTN#	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**GSTN (Goods and services tax number) of new supplier will be entered here**

**NTN (National tax number) will be entered here**

## 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.



No.	Master List Name	Display Value	Description	Actions
1	Approver Level	GIV		<a href="#">Edit</a>
2	Approver Level	GRN		<a href="#">Edit</a>
3	Approver Level	GWIS		<a href="#">Edit</a>
4	Approver Level	TAC		<a href="#">Edit</a>

Showing 1 to 4 of 4 entries

Previous 1 Next

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.

The screenshot shows the 'Add New - Approver Level' form. At the top, there is a green header with the 'INFECTIOUS DISEASES MIS' logo and 'Hepatitis Central Warehouse' text. Below the header is a navigation bar with tabs for 'Configurations', 'Reports', 'Documents', 'e-Approval', 'Documents Search', and 'Dashboard'. The main form area has a title 'Add New - Approver Level' and a text input field labeled 'Approver Level (Text to be displayed)'. To the right of the input field are two buttons: 'Submit' and 'Reset'.

## 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.

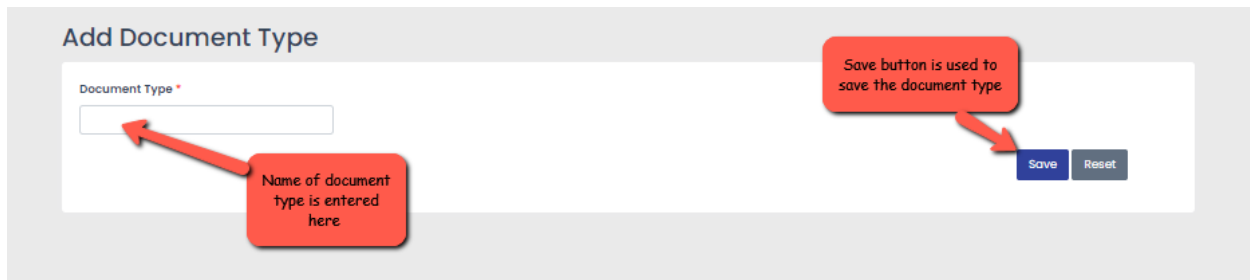
The screenshot shows the 'Document Type' management interface. It features an 'Add' button, a 'Show 10 entries' dropdown, and tabs for 'Copy', 'Excel', 'PDF', and 'Column visibility'. A search bar is located on the right. Below these elements is a table with columns for 'No.', 'Document Type', and 'Action'. The table contains two entries: '1' with 'PO' and '2' with 'Others'. The 'Action' column for each entry has an 'Edit' button and a 'Disable' button. Red callout boxes with arrows point to the 'Add' button, the 'Document Type' column, the 'Edit' button, and the 'PO' entry, providing additional context.

No.	Document Type	Action
1	PO	Edit Disable
2	Others	Edit Disable

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.

**Transaction Type**

 Add button is used to add new transaction type

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

"-" indicated transactions which decrease the stock quantity

"+" indicated transactions which increase the stock quantity

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.

### Add Transaction Type

Transaction Type \*

Transaction Nature \*

← Name of transaction type will be entered here

← Transaction nature defines what kind of impact transaction have on stock quantity and can be selected here

## 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.

### Challan Type

← Add button is used to add new challan type

Search:

Show  entries

No.	Challan Type	Action
1	Purchase Order	<input type="button" value="Edit"/> <input type="button" value="X Disable"/>
2	No Reference (Direct)	<input type="button" value="Edit"/> <input type="button" value="X Disable"/>
3	Warehouse Transfer#	<input type="button" value="Edit"/> <input type="button" value="X Disable"/>

Showing 1 to 3 of 3 entries

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.

The screenshot shows a web form titled "Add Challan Type". It contains a text input field with the label "Challan Type \*". A red callout box with an arrow points to the input field, containing the text "Name of new challan type is entered here". To the right of the input field are two buttons: "Save" and "Reset". A second red callout box with an arrow points to the "Save" button, containing the text "Save button is used to save new challan type".

## 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.



### Config List Items - Currency

[Add](#)
Show 10 entries
Copy Excel PDF Column visibility -
Search:

No.	Master List Name	Display Value	Description	Actions
1	Currency	34		<a href="#">Edit</a>
2	Currency	Euro		<a href="#">Edit</a>
3	Currency	NA		<a href="#">Edit</a>
4	Currency	PKR		<a href="#">Edit</a>
5	Currency	UK Pound		<a href="#">Edit</a>
6	Currency	US Dollar		<a href="#">Edit</a>

Showing 1 to 6 of 6 entries Previous 1 Next

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.

### Add New - Currency

Currency (Text to be displayed)

[Submit](#) [Reset](#)

## 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.

**Config List Items - Vehicle Type**

Add button is used to add new vehicle type

Edit button is used to edit details of vehicle type

No.	Master List Name	Display Value	Description	Actions
1	Vehicle Type	20' Container		edit
2	Vehicle Type	20' Container		edit
3	Vehicle Type	10 Wheeler trucks		edit
4	Vehicle Type	16 Ft Container truck		edit
5	Vehicle Type	20 Feet Container		edit
6	Vehicle Type	20 ft Container		edit
7	Vehicle Type	20 Ft Container truck		edit
8	Vehicle Type	20 ft. Container truck		edit
9	Vehicle Type	40 Container		edit
10	Vehicle Type	40 Feet Container		edit

Showing 1 to 10 of 36 entries

Previous 1 2 3 4 Next

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.

The screenshot shows a web form titled "Add New - Vehicle Type". It contains a text input field with the placeholder text "Vehicle Type (Text to be displayed )". Below the input field are two buttons: "Submit" and "Reset". A red callout box with an arrow points to the input field, containing the text "Name of new vehicle type is entered here". Another red callout box with an arrow points to the "Submit" button, containing the text "Submitt button is used to save new vehicle type".

## 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.

**Approver Code**

[Add](#)

Show 10 entries

Copy Excel PDF Column visibility

Search:

No.	Approver Code	Document	Approver Designation	Level	Final	Action
1	A0	OWIS	Initiator	1	False	<a href="#">Edit</a> <a href="#">X Disable</a>
2	A1	OWIS	DEO	2	False	<a href="#">Edit</a> <a href="#">X Disable</a>
3	A2	OWIS	AM	3	True	<a href="#">Edit</a> <a href="#">X Disable</a>
4	B0	TAC	Initiator	1	False	<a href="#">Edit</a> <a href="#">X Disable</a>
5	B1	TAC	DEO	2	False	<a href="#">Edit</a> <a href="#">X Disable</a>
6	B2	TAC	AM	3	True	<a href="#">Edit</a> <a href="#">X Disable</a>
7	C0	GRN	Initiator	1	False	<a href="#">Edit</a> <a href="#">X Disable</a>
8	C1	GRN	DEO	2	False	<a href="#">Edit</a> <a href="#">X Disable</a>
9	C2	GRN	AM	3	True	<a href="#">Edit</a> <a href="#">X Disable</a>
10	D0	QIV	Initiator	1	False	<a href="#">Edit</a> <a href="#">X Disable</a>

Showing 1 to 10 of 12 entries

Previous 1 2 Next

**"False" means document is still in process of approval**

**Level defines rank of approver**

**"True" means document is approved**

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.

The screenshot shows a form titled "Add Approver Code" with the following fields: Document\* (dropdown), Approver Code\* (text input), Approver Designation\* (dropdown), Level\* (dropdown), and Final\* (dropdown). There are "Save" and "Reset" buttons at the bottom right. Two callout boxes with arrows point to the "Approver Code" and "Final" fields. The first callout says "User will enter New approver code here" and the second says "True / False will be selected from here".

## 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.

The screenshot shows a table titled "Config List Items - PO Types" with an "Add" button and a search bar. The table has columns: No., Master List Name, Display Value, Description, and Actions. There are three rows of data. A callout box points to the "Add" button with the text "User can add new PO type by add button". Another callout box points to the "edit" button in the Actions column of the first row with the text "Edit button can be used to edit description of PO type".

No.	Master List Name	Display Value	Description	Actions
1	PO Types	CMU		edit
2	PO Types	GF		edit
3	PO Types	GF		edit

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.

The image shows a web form titled "Add New - PO Types". It features a text input field with the placeholder text "PO Types (Text to be displayed)". Below the input field are two buttons: "Submit" and "Reset". Two red callout boxes with arrows provide instructions: one points to the input field stating "Here User can enter name of new PO Type", and the other points to the "Submit" button stating "Submit button is used to save new PO type".

## 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.

**PO Info**

[Add](#) ← Add button can be used to add new PO information

Show 10 entries Search:

Copy Excel PDF Column visibility

No.	PO Type	PO #	Date	Action
1	OF	345444	2021-11-29	<a href="#">Edit</a>
2	CMU	76664	2021-11-29	<a href="#">Edit</a>
3	Glyset (04 mg)	2001431	2022-05-11	<a href="#">Edit</a>
4	Glyset (04 mg)	2101342	2022-05-11	<a href="#">Edit</a>
5	Glyset (04 mg)	2001390	2022-05-11	<a href="#">Edit</a>
6	Glyset (04 mg)	2001621	2022-05-11	<a href="#">Edit</a>
7	Glyset (04 mg)	0	2022-05-11	<a href="#">Edit</a>
8	Glyset (04 mg)	2001436	2022-05-11	<a href="#">Edit</a>
9	Glyset (04 mg)	2100432	2022-05-11	<a href="#">Edit</a>
10	Glyset (04 mg)	2001433	2022-05-11	<a href="#">Edit</a>

Showing 1 to 10 of 48 entries

Previous 1 2 3 4 5 Next

→ Edit button is used to edit PO 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.

**Add PO**

Type \*  Number \*  Date(MM/DD/YYYY) \*

**Here User will select the PO Type** **PO number will be entered here**

## 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.

**INFECTIOUS DISEASES MIS** Hepatitis Central Warehouse

Configurations Reports Documents e-Approval Documents Search Dashboard

### Config List Items - PI

Show 10 entries Search:

Copy Excel PDF Column visibility

No.	Master List Name	Display Value	Description	Actions
1	PI	As per Invoice		<input type="button" value="Edit"/>
2	PI	Broken		<input type="button" value="Edit"/>
3	PI	Damaged		<input type="button" value="Edit"/>
4	PI	Missing		<input type="button" value="Edit"/>
5	PI	Torn / Leakage		<input type="button" value="Edit"/>

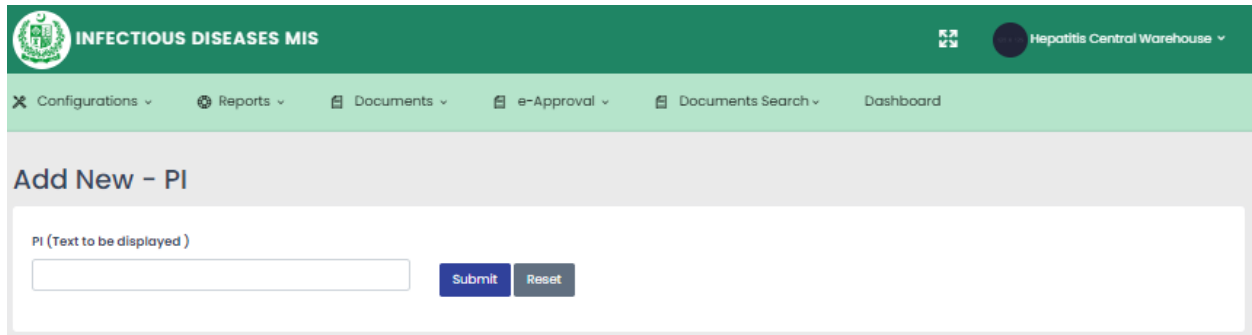
Showing 1 to 5 of 5 entries



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.



The screenshot shows the 'Add New - PI' form within the 'INFECTIOUS DISEASES MIS' system. The header includes the system logo and name, along with a 'Hepatitis Central Warehouse' dropdown menu. A navigation bar contains links for 'Configurations', 'Reports', 'Documents', 'e-Approval', 'Documents Search', and 'Dashboard'. The form itself has a title 'Add New - PI' and a text input field labeled 'PI (Text to be displayed)'. Below the input field are two buttons: 'Submit' and 'Reset'.

# Reports

## 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

The screenshot shows the 'Batch Management' form with the following elements and annotations:

- Product**: A dropdown menu with 'Select' as the current value. An annotation points to it: "Product can be selected from here".
- Summary**: A blue button. An annotation points to it: "Summary button is used to see summary of product status".
- Status**: A section with radio buttons for 'Running', 'Stacked', 'Finished', and 'Total (Running + Stacked)' (which is selected).
- Batch No**: A text input field.
- Ref No**: A text input field.
- Funding Source**: A dropdown menu with 'Select' as the current value.
- Search**: A blue button.
- Distribution summary**: A green button. An annotation points to it: "User will see the distribution summary of the products by clicking distribution summary button".
- Detailed distribution**: A green button. An annotation points to it: "User can see the detailed distribution of the products with respect to priority by clicking the detailed distribution button".

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

The screenshot shows the 'Batch Management' interface for the product '100 uL Transfer Pipet 001-1799'. The interface includes a navigation menu at the top with options like 'Configurations', 'Reports', 'Documents', 'e-Approval', 'Documents Search', and 'Dashboard'. The main content area is titled 'Batch Management' and features a product selection dropdown, a status selection panel, and search filters for 'Batch No', 'Ref No', and 'Funding Source'. A table displays the batch status summary, and two buttons at the bottom allow for 'Distribution summary' and 'Detailed distribution'.

Batch Status	No of Batches	Quantity ()
Running	1	0
Stacked	0	0
Finished	0	0
<b>Total</b>	<b>1</b>	<b>0</b>

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

Distribution Detail Report



GOVERNMENT OF PAKISTAN  
 CMU  
 REGULATIONS & COORDINATION  
 DIRECTORATE OF CENTRAL WAREHOUSE & SUPPLIES  
 Sindh

Distribution Detail Report as on: 15-Aug-2022

One can click the print button to print the distribution report

Print

S. No.	Stakeholder	Product	Strength	Unit Cost	Batch 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-Consumable Items	Beakers		3	0	5,000	
6	Non-Consumable Items	Demand Pencils		2	0	10,000	
7	TB Final Line	Ethambutol 100mg	100mg	1	0	5,000	
8	TB Final Line	RH2E(150+75+400+275)mg	150+75+400+275mg	2	0	9,600	
9	TB Final Line	RH (75+50)mg	75+50mg	17	0	6,000	
10	TB Final Line	Disposable Syringe 5ml	5ml	20	0	1,000	
11	TB Final Line	RH (150+75)mg	150+75mg	1	0	200	
12	TB Final Line	Isoniazid 100mg dispersible	100mg	13	0	4,500	
13	TB Second Line	Delamanid 50mg	50mg		0	4,985	
14	TB Second Line	Clotrimazole 100mg	100mg	15	0	8,500	
15	TB Second Line	Cyclohexim 125mg	125mg	10	0	14,000	
16	TB Second Line	Amikacin 500mg	500mg	20	0	3,110	
17	TB Second Line	2 RH2E / 4 RH	300mg	56	0	2,501	
18	TB Second Line	Pyrazinamide 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	1,580	
				<b>Total</b>	<b>904</b>	<b>0</b>	<b>89,176</b>

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.

Stakeholder

User will select the stakeholder here

User will click the search button after selecting the stakeholder to see batch status wise distribution of stakeholder products

Search

### 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 / Serial No.	Expiry Date	Unit Cost	Total Cost	Quantity	
<b>Unusable</b>										
1	TB Second Line	Delamanide 50mg	50mg		TestBatch	03/08/22	0	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	
							<b>Total:</b>	<b>30</b>	<b>0</b>	<b>41,985</b>
<b>Priority 1</b>										
							<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Priority 2</b>										
4	TB Second Line	Bedaquiline 20mg	20mg		test/new/123	31/12/22	10	0	2,000	
5	Non-Consumable Items	Diamond Pencils			Diam 1st Batch	31/08/23	2	0	20,000	
6	Non-Consumable Items	Diamond Pencils			Diam 1st Batch	31/08/23	2	0	20,000	
							<b>Total:</b>	<b>14</b>	<b>0</b>	<b>42,000</b>

<b>Priority 3</b>										
7	Equipments	GeneXpert Machines 18 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		B34587	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	Amikacaine 500mg	500mg		Amic 1st Batch	31/08/25	20	0	103,010	
13	TB Second Line	Amikacaine 500mg	500mg		Amic 1st Batch	31/08/25	20	0	103,010	
14	TB Second Line	Amikacaine 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	4,000	
17	Non-Consumable Items	Beakers			Beak 1st Batch	30/08/25	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	6,260	
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	Pyrazinamide 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	9,800	
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	
							<b>Total:</b>	<b>1,464</b>	<b>0</b>	<b>446,330</b>

Activate M  
Go to Setting

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.

The screenshot shows a web form titled "Storage Report". It contains the following fields and controls:

- Start Date(MM/DD/YYYY):** A text input field containing "15/08/2022".
- End Date(MM/DD/YYYY):** A text input field containing "15/08/2022".
- Product Category:** A dropdown menu with "Select" as the current selection.
- Product:** A dropdown menu with "Select" as the current selection.
- Storage:** A dropdown menu with "Select" as the current selection.
- Search:** A blue button.

Three red callout boxes with arrows pointing to the dropdown menus provide additional information:

- One callout points to the "Storage" dropdown: "The nature of storage can be selected from here".
- Another callout points to the "Product Category" dropdown: "Product category includes medicines, assets etc and can be selected from here".
- The third callout points to the "Product" dropdown: "The nature of the product can be selected from here".

## 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.

Stock Ledger Report Reports > Stock Ledger

Start Date(MM/DD/YYYY)  End Date(MM/DD/YYYY)  Stakeholder  Product\*

Funding Source

**Dates can be selected from here**

**Funding source is the one that funds the stock and can be selected from here**

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.

Stock Ledger Report Reports > Stock Ledger

Start Date(MM/DD/YYYY)  End Date(MM/DD/YYYY)  Stakeholder  Product\*

Funding Source

**Ledger report includes stock receive and issue quantity**

**Batch balance is the balance of particular product batch**

#	Voucher Date	Voucher Number	Batch No.	Batch Expiry	Type	Particulars	Receive Quantity	Issue Quantity	Batch Balance	Product Balance	Created Date	Created By
1	2022-01-01					Opening Balance (Amikacaine 500mg) (500mg)			0			
2	2022-08-01	A22080001	Amic_1st Batch	2025-08-31	Opening Balance	From ()	5,000			5,000	2022-08-03	Provincial Store
3	2022-08-03	I22080001	Amic_1st Batch	2025-08-31	Opening Balance	To (Mardan District Store)		500		4,500	2022-08-03	Provincial Store

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

S. No.	Stakeholder	Product	Strength	Funding source	Unit	Actual Receive Quantity	Stock Receive	Stock Issue	Stock Balance
1	Consumable 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-Consumable Items	Beakers				0	5,000	0	5,000
7	Non-Consumable Items	Diamond 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	Delamanid 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	Amikacine 500mg	500mg	Ampoul		0	6,338	1,900	4,438
25	TB Second Line	Pyrazinamide 400mg	400mg	Tab		0	3,500	0	3,500
26	TB Second Line	Bedaquiline 20mg	20mg	Tab		0	5,965	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
<b>Total</b>						<b>0</b>	<b>2,945,162</b>	<b>105,936</b>	<b>2,839,226</b>

Print button is used to print report

Print

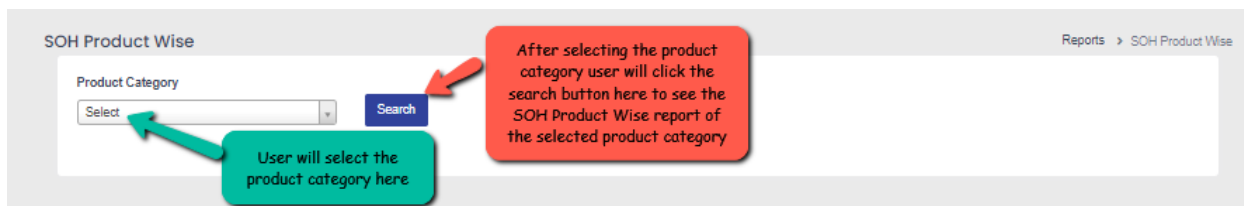
A report for the summary of stock will be displayed which includes:

- **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

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	Pyrazinamide 400mg	400mg	672	01-Aug-2022				2	3,500	7,000
8	TB Second Line	Amikacine 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

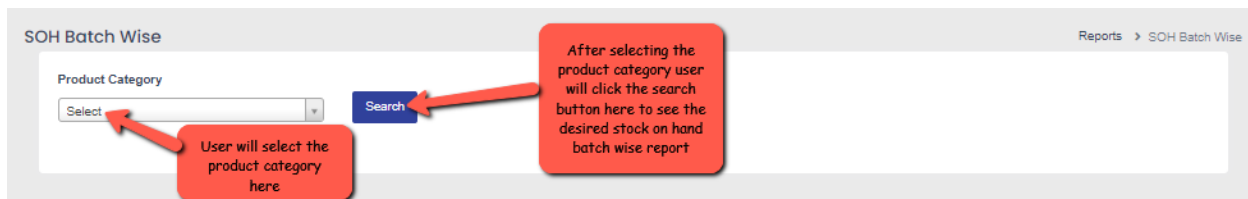
**Unit Cost:** It is the Unit cost of the product

**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.



The screenshot shows a web interface for the 'SOH Batch Wise' report. It features a dropdown menu labeled 'Product Category' with the text 'Select' inside. To the right of the dropdown is a blue 'Search' button. Two red callout boxes with arrows point to these elements. The first callout box, pointing to the dropdown, contains the text: 'User will select the product category here'. The second callout box, pointing to the 'Search' button, contains the text: 'After selecting the product category user will click the search button here to see the desired stock on hand batch wise report'. The top right corner of the interface shows a breadcrumb trail: 'Reports > SOH Batch Wise'.

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
Amikacine 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	Amikacine 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

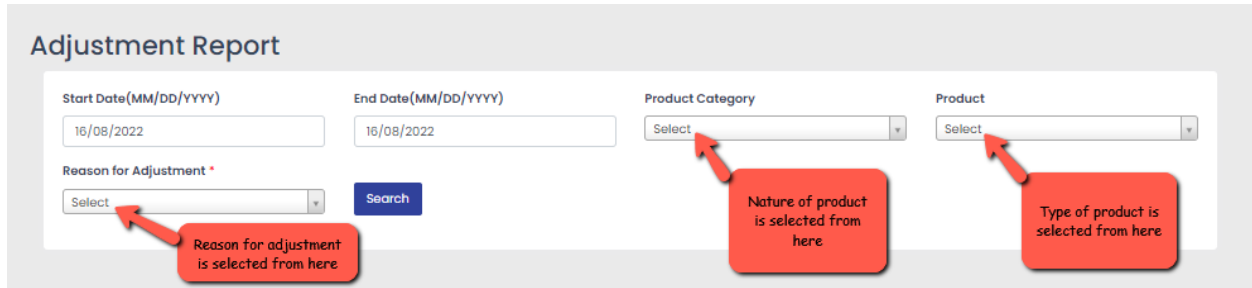
**Total Cost:** It is the total cost of product batch

**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.



The screenshot shows the 'Adjustment Report' form with the following fields and callouts:

- Start Date (MM/DD/YYYY)**: 16/08/2022
- End Date (MM/DD/YYYY)**: 16/08/2022
- Product Category**: Select (Callout: Nature of product is selected from here)
- Product**: Select (Callout: Type of product is selected from here)
- Reason for Adjustment \***: Select (Callout: Reason for adjustment is selected from here)
- Search**: Button

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

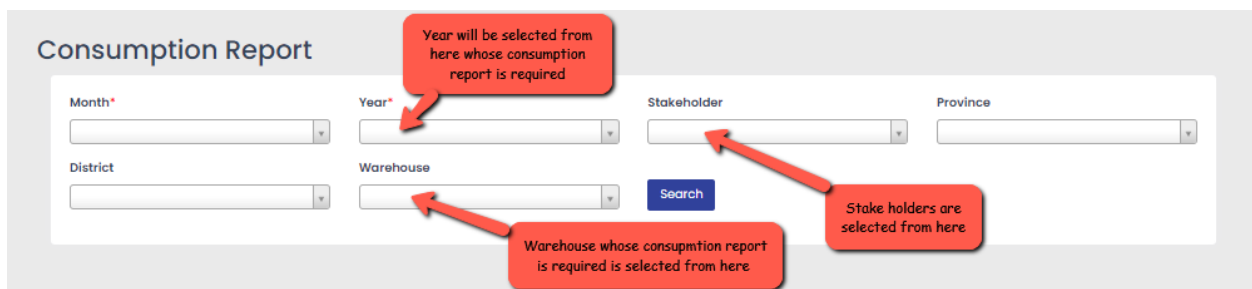
**Product:** Specify the name of the product

**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.



The screenshot shows the 'Consumption Report' form with the following fields and callouts:

- Month \***: Dropdown menu
- Year \***: Dropdown menu (Callout: Year will be selected from here whose consumption report is required)
- Stakeholder**: Dropdown menu (Callout: Stake holders are selected from here)
- Province**: Dropdown menu
- District**: Dropdown menu
- Warehouse**: Dropdown menu (Callout: Warehouse whose consumption report is required is selected from here)
- Search**: Button

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.

The screenshot shows a web interface for the 'Stock Movement Report'. At the top left, the title 'Stock Movement Report' is displayed. On the right side, there is a breadcrumb trail 'Reports > Stock Movement'. The main form area contains two date input fields: 'Start Date(MM/DD/YYYY)' and 'End Date(MM/DD/YYYY)'. Both fields have the date '16/08/2022' entered. Below the 'Start Date' field, a red callout box with an arrow pointing to the field contains the text 'Start Date of stock movement is selected from here'. Below the 'End Date' field, another red callout box with an arrow pointing to the field contains the text 'End date of stock movement is selected from here'. To the right of the date fields, there is a blue 'Search' button. A red callout box with an arrow pointing to the 'Search' button contains the text 'After selecting the dates user will click the search button here to get the 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.



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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	Current 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	Consumable 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



# 4

# Documents

## for Infectious Diseases Management Information System

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### 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.

**GIWS**

GIWS Number Auto Generated	GIWS Date(MM/DD/YYYY)* 08/30/2022	Source Doc Type* No Reference (Direct)	
Inspection Date(MM/DD/YYYY) 08/30/2022	Delivery Location	Date of Receiving(MM/DD/YYYY) 08/30/2022	Air waybill No. / Bill of Lading
Shipment number	Origin of Country	Vehicle Type & Plate #	Total weight of consignment
PO# CMU* Select	PO# GF* Select		
Stakeholder* Select	DC Number#	DC Date 08/30/2022	Invoice #
Received From (Supplier)* Select			
Driver Name	Driver contact #*	Vehicle Reg#	
Product* Select	Manufacturer* Select	Shipment Temperature	
DC Quantity* 0	Good Unit Received* 0	DC - Recv	PI Type* Select
Unit Price* 0	Currency* PKR	Conversion Rate* 1	Amount in PKR 0
Select File to upload: Choose File   No file chosen	Remarks		

Remarks can be any additional comment related to GIWS

Add receiving button is used by user to add receiving of GIWS

Add Receiving

## 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 Lading:** 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.

The screenshot shows the 'Stock Issue Voucher (SIV)' form with various input fields and dropdown menus. Two red callout boxes provide instructions: one points to the 'Choose File' button with the text 'User can upload anything related to SIV by clicking here', and another points to the 'Add Issue' button with the text 'Add issue button is used to add issue of SIV'.

Field	Value / Selection
Letter No./Requisition / Dr#	
Transfer Date(MM/DD/YYYY)	08/30/2022
Issue to Center*	Select
Issue To	
Stakeholder *	Select
Driver Name	
Driver Contact Number	
Driver CNIC	
Weight	
Number of Cartons	
Transportation PO#	
TCS Tracking Number	
Mode of Transport	Always
Name of Transporter	
Vehicle Type	Select
Vehicle Plate #	
Province	Punjab
Received From (Funding Source)*	Select
Product*	Select
Batch*	
Storage	Select
Quantity *	
Available Quantity *	
Expiry Date *	
Unit Price*	
Currency *	PKR
Conversion Rate *	1
Total Price *	
Select File to upload:	Choose File   no file chosen
Remarks	

### 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 number 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.

The screenshot shows a web form titled "Stock Adjustment". The form contains several input fields and a button. The fields are: "Adjustment / Transaction Date" (text input with "08/30/2022"), "Reason for Adjustment" (dropdown menu with "Select"), "Category" (dropdown menu with "Select"), "Product" (dropdown menu), "Batch" (dropdown menu), "Quantity" (text input), "Available Quantity" (text input), and "Expiry Date" (text input). There is also a "Details about this adjustment" text area. A green "Add Adjustment" button is located at the bottom right. Two red callout boxes with arrows point to the "Details about this adjustment" field and the "Add Adjustment" button. The first callout says "User can enter any relevant details related to stock adjustment here". The second callout says "Add adjustment button is used by user to save the details of stock adjustment".

### 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.

The screenshot shows the 'Transport Request Form' interface. It includes fields for 'Transport Req# (Auto)' (Auto Generated), 'Demand / Requisition date' (30/08/2022), 'Location From' (Islamabad), and 'Location To'. There is a 'Demand/Requisition#' field and a 'Select File to upload:' section with a 'Choose File' button and 'No file chosen' text. Below these are two sections: 'Vehicle Info' and 'Product Info'. The 'Vehicle Info' section has fields for 'Vehicle' (dropdown), 'No. Of Vehicle', 'Rent / Vehicle', and 'Amount' (0), along with a 'Date Vehicle(s) Required' field (30/08/2022). The 'Product Info' section has fields for 'Product' (dropdown), 'Quantity', 'Cartons', and 'Manufacturer' (dropdown). There are two red callout boxes with arrows pointing to 'Add' buttons: one for the vehicle section and one for the product section. A 'Save' button is located at the bottom right.

### 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

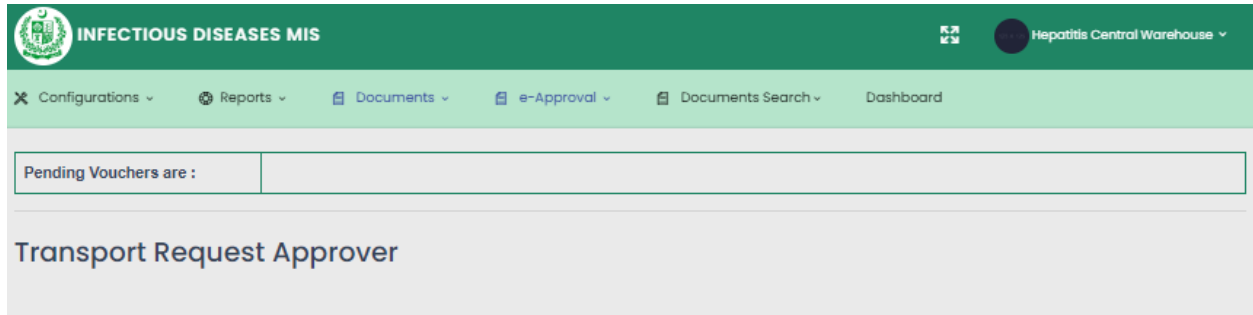
Using tab of “Transport Request Initiator”, when users click on the tab a form will open that stores the related information regarding the initiation of the request for transport.

The screenshot displays the user interface of the Infectious Diseases MIS system. At the top, there is a green header bar with the system logo and name 'INFECTIOUS DISEASES MIS' on the left, and a user profile icon labeled 'Hepatitis Central Warehouse' on the right. Below the header is a navigation menu with several tabs: 'Configurations', 'Reports', 'Documents', 'e-Approval', 'Documents Search', and 'Dashboard'. A 'Pending Vouchers are :' section is visible below the navigation. The main content area is titled 'Transport Request Form'.



## 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.

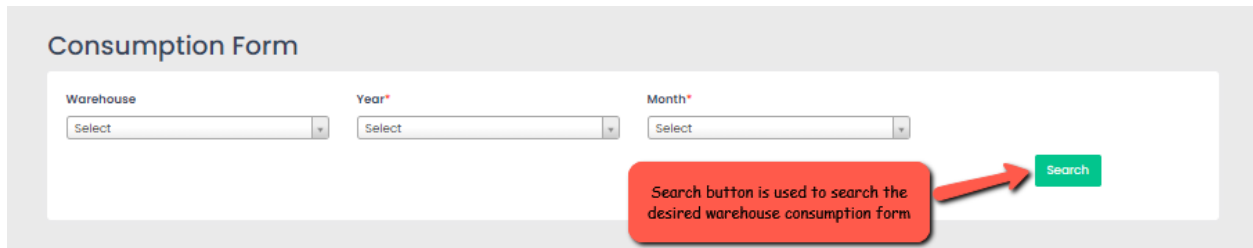
**Product:** It is the name of the product.

**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



The screenshot shows a web form titled "Consumption Form". It contains three dropdown menus: "Warehouse", "Year\*", and "Month\*", each with a "Select" option. To the right of these fields is a green "Search" button. A red callout box with a white border and a red arrow pointing to the "Search" button contains the text: "Search button is used to search the desired warehouse consumption form".

### 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

## for Infectious Diseases Management Information System

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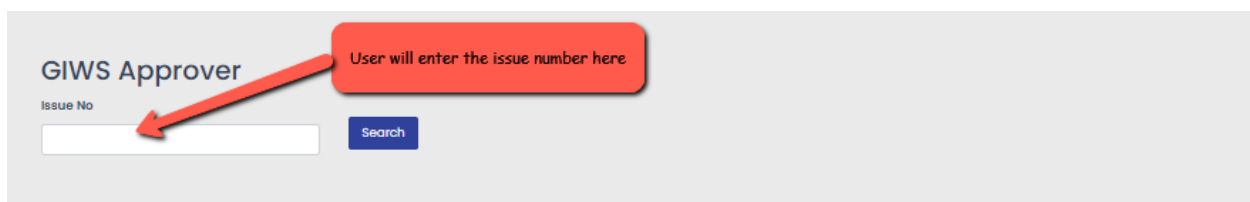
### E-approval

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.



The screenshot displays a web form titled "GIWS Approver". Below the title, there is a label "Issue No" followed by a white text input field. To the right of the input field is a blue button labeled "Search". A red callout box with a white border contains the text "User will enter the issue number here" and has a red arrow pointing to the input field.

### What user has to do?

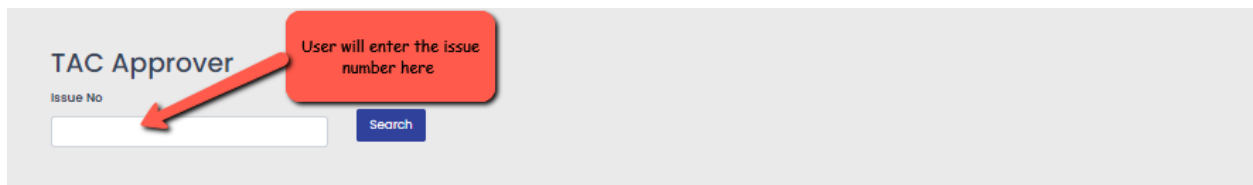
User will enter the following details in the form

**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.



The image shows a screenshot of a web form titled "TAC Approver". Below the title is a label "Issue No" followed by a white text input field. To the right of the input field is a blue button labeled "Search". A red callout box with a white border and a red arrow pointing to the input field contains the text "User will enter the issue number here".

### What user has to do?

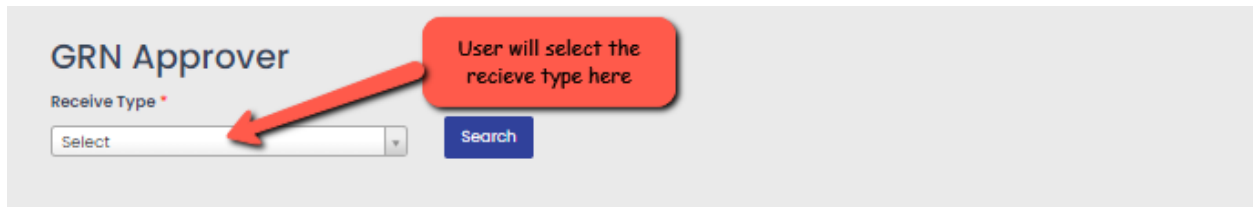
User will enter the following details in the form

**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

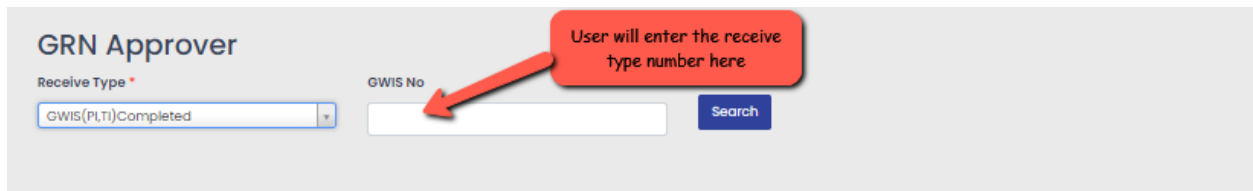
Using tab of “GRN”, when users click on the tab they will see the form that can be used to retrieve the information regarding electronic approval of GRN.



The screenshot shows the 'GRN Approver' form. It features a dropdown menu labeled 'Receive Type \*' with the word 'Select' inside. A red arrow points from a red callout box to the dropdown menu. The callout box contains the text: 'User will select the receive type here'. To the right of the dropdown menu is a blue 'Search' button.

### 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.



The screenshot shows the 'GRN Approver' form. The 'Receive Type \*' dropdown menu is now populated with the text 'GWIS(PI,TI)Completed'. To its right is an input field labeled 'GWIS No'. A red arrow points from a red callout box to this input field. The callout box contains the text: 'User will enter the receive type number here'. To the right of the input field is a blue 'Search' button.

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.

**SIV Approver**

Pending Vouchers are : 122080323

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Issuance Type \* Issue No

Issue Number   Search

← User will enter the issue number here

### 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.

**INFECTIOUS DISEASES MIS**
Hepatitis Central Warehouse ▾

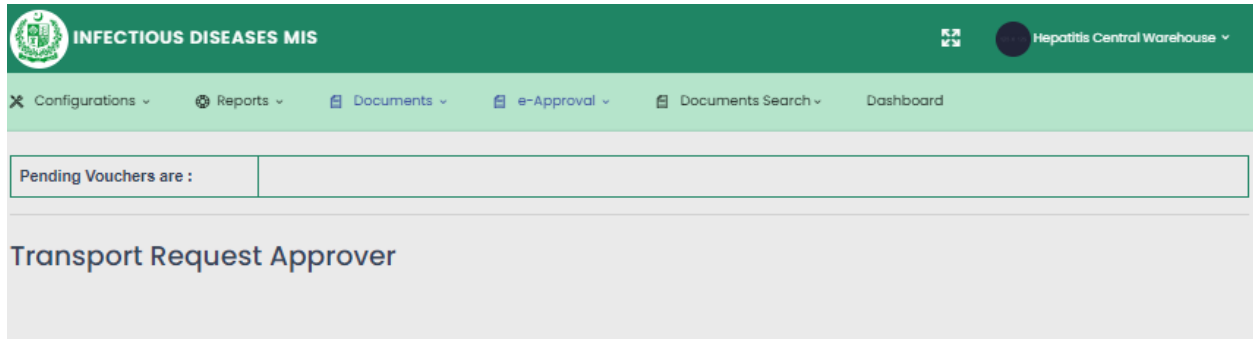
✕ Configurations ▾
📊 Reports ▾
📁 Documents ▾
📄 e-Approval ▾
🔍 Documents Search ▾
🏠 Dashboard

Pending Vouchers are :

### Transport Request Form

## 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.



The screenshot displays the user interface of the Infectious Diseases Management Information System (MIS). At the top, there is a green header bar with the system logo on the left, the text "INFECTIOUS DISEASES MIS" in the center, and a user profile icon labeled "Hepatitis Central Warehouse" on the right. Below the header is a light green navigation bar containing several menu items: "Configurations", "Reports", "Documents", "e-Approval", "Documents Search", and "Dashboard". The "e-Approval" menu item is currently selected. Below the navigation bar, there is a section titled "Pending Vouchers are :" followed by a large, empty rectangular box. The main content area below this section is titled "Transport Request Approver".

# Document Search

# 6

## for Infectious Diseases Management Information System

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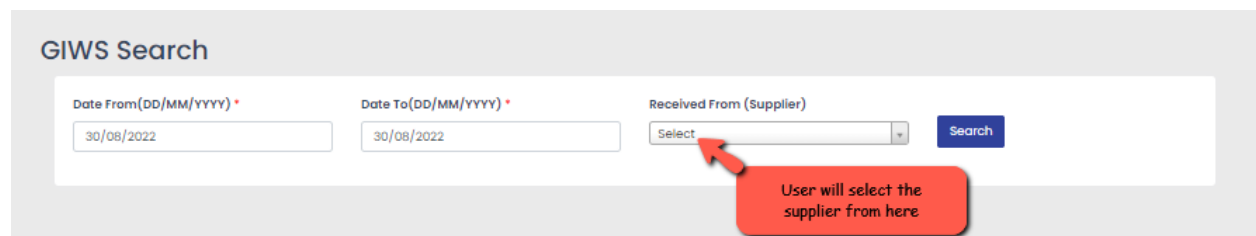
### Document Search

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.



The screenshot shows the 'GIWS Search' form. It contains three input fields: 'Date From (DD/MM/YYYY)' with the value '30/08/2022', 'Date To (DD/MM/YYYY)' with the value '30/08/2022', and 'Received From (Supplier)' with a dropdown menu showing 'Select'. A blue 'Search' button is located to the right of the dropdown. A red callout box with an arrow pointing to the dropdown menu contains the text: 'User will select the supplier from here'.



### 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.

**TAC Search**

Date From(DD/MM/YYYY) \*      Date To(DD/MM/YYYY) \*      Received From (Supplier)

30/08/2022      30/08/2022      Select      Search

User will select the dates here

### 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.

**Stock Receive Search**

Date From(DD/MM/YYYY) \*      Date To(DD/MM/YYYY) \*      Received From (Supplier)

30/08/2022      30/08/2022      Select      Search

Search button is used to search desired document

### 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.



The screenshot shows the "Stock Issue Search" form. It includes the following fields and annotations:

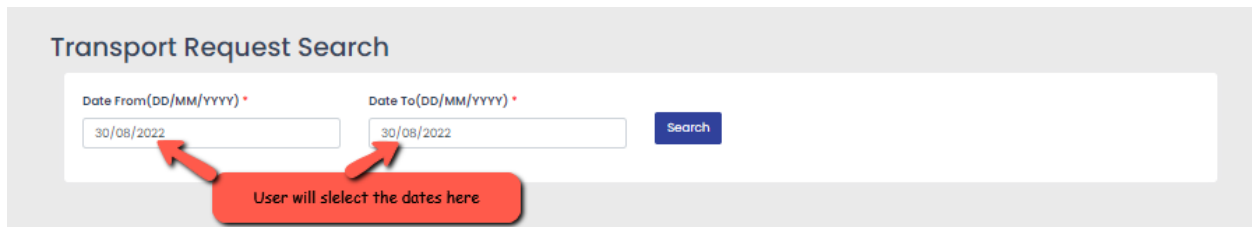
- Date From(DD/MM/YYYY) \***: Input field with "30/08/2022".
- Date To(DD/MM/YYYY) \***: Input field with "30/08/2022".
- Received From (Supplier)**: Dropdown menu with "Select". A red arrow points to this field with a callout box: "User will select the supplier here".
- Stakeholder**: Dropdown menu with "Select".
- Issue To**: Dropdown menu with "Select". A red arrow points to this field with a callout box: "User will select the center from here to which stock is issued".
- Search**: A blue button.

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.



The screenshot shows the "Transport Request Search" form. It includes the following fields and annotations:

- Date From(DD/MM/YYYY) \***: Input field with "30/08/2022".
- Date To(DD/MM/YYYY) \***: Input field with "30/08/2022".
- Search**: A blue button.
- A red callout box with arrows pointing to both date input fields: "User will select the dates here".

What user has to do?

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

For any comments and suggestions please write to [support@lmis.gov.pk](mailto:support@lmis.gov.pk)



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