

Anti-Retroviral Dispensing Tool User Guide

(ADT)

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Preface

This guide contains instructions on how to use the Antiretroviral Dispensing Tool (ADT). ADT is used by facilities to provide services to the HIV/AIDS infected patients. The manual gives the instructions for *ADT version 2*.

For instructions as a Facility Administrator or a Pharmacist, refer to *Section 1: Facility Administrator and Pharmacist* of the guide. For the System Administrator, refer to *Section 2: System Administrator* of the guide.

How This Guide is organized

The manual is divided into two sections.

Section 1: Facility Administrator and Pharmacist

The chapters in this section will focus on the operations of both the facility administrator and the pharmacist. Both users have similar functions with a difference of the access level. The facility administrator has a higher access level and the privilege of accessing the system settings. Some modules to be covered include the patient, inventory, reports module etc.

Section 2: System Administrator

The chapters in this section will explain how the system administrator operates. He has the highest access level. Some of the modules to be covered include the migration, backup, update module etc.

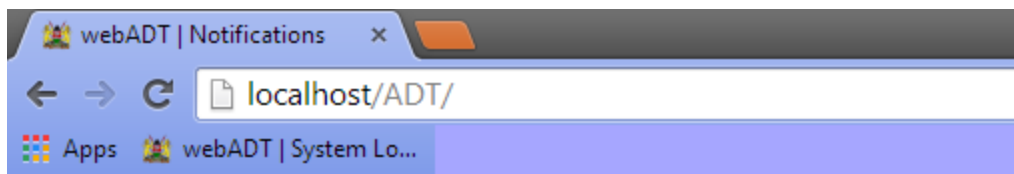
Section 1: Facility Administrator and Pharmacist

Chapter 1: Starting up ADT and User Module


This chapter introduces you to the ADT system. It will focus on starting up ADT and the user module.

Starting up ADT

Open chrome browser and type in `localhost/ADT` or use one of the shortcuts created during the installation. You will find one of the shortcuts at the desktop and another on the bookmark bar of your chrome browser.



On starting ADT, the first window to be displayed is the login page. Use the credentials used in the previous version of ADT to log into the system.



National AIDS/STD Control Programme (NAS COP)
Ministry of Health Government of Kenya

Login

Please Enter Your Email/Username

Password

Login

[Forgot Password?](#)

Government of Kenya © 2014. All Rights Reserved

User Module

A user can edit profile, change and reset their password and logout of the system.

Edit Profile:

- Click Profile on the menu bar. Select 'Edit Profile'.



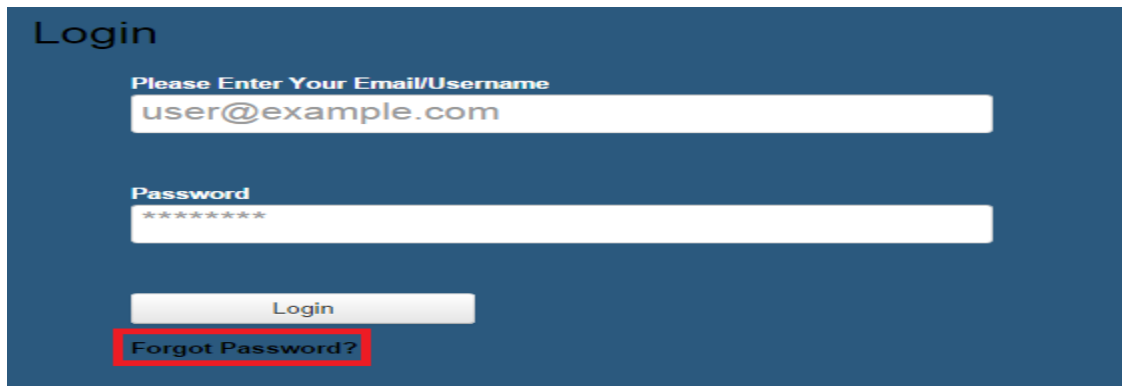
- This will pop up a modal to allow you edit. Click 'Save Changes'.

Change Password:

- Click Profile on the menu bar. Select 'Change Password'.
- Enter your old password and your new password. Click 'Save Changes'.

Reset Password:

- Go to the login page.
- Click the link at the bottom written 'Forgot Password?'



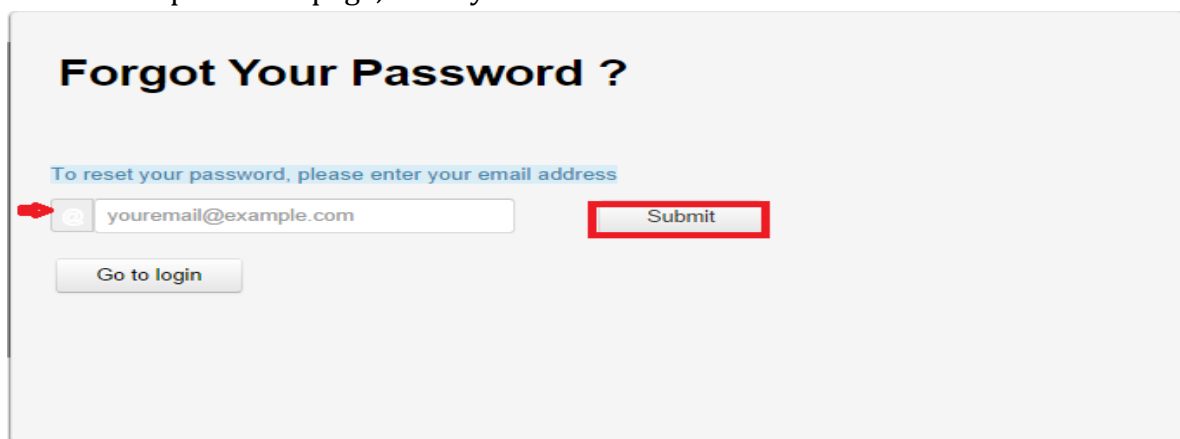
Login

Please Enter Your Email/Username

Password

[Forgot Password?](#)

- In the reset password page, enter your email address. Click 'Submit'.



Forgot Your Password ?

To reset your password, please enter your email address

- On screen message confirming that an email has been sent will be displayed.



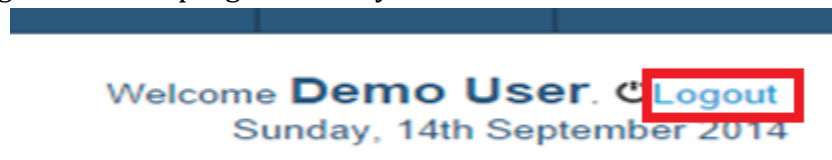
National AIDS/STD Control Programme (NAS COP)
 Ministry of Health Government of Kenya

Email address was sent to [youremail@gmail.com](#)
 Your Password was Reset

- Open your email address to retrieve your new password and use it to login. Change the password to one of your preference.

Logout:

- Click logout at the top right of the system.

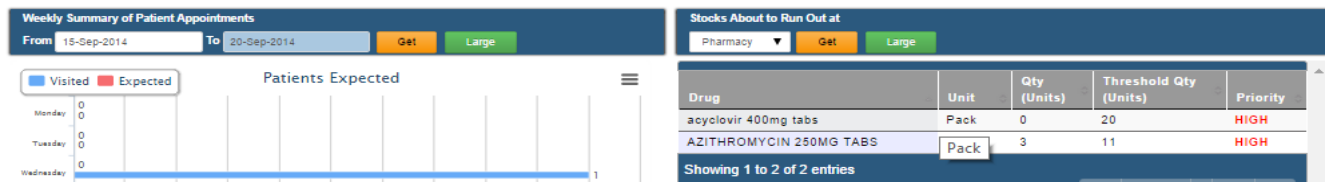
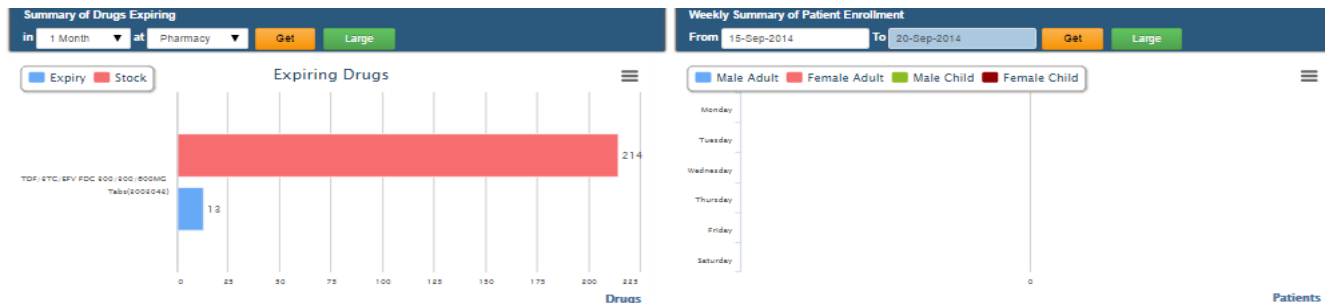


Welcome **Demo User.** [Logout](#)

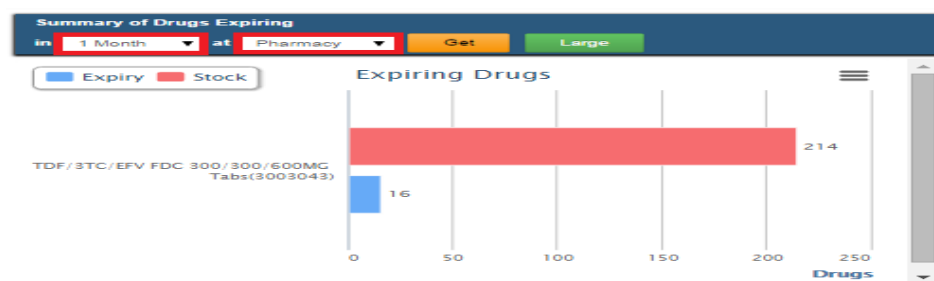
Sunday, 14th September 2014

Chapter 2: Dashboard

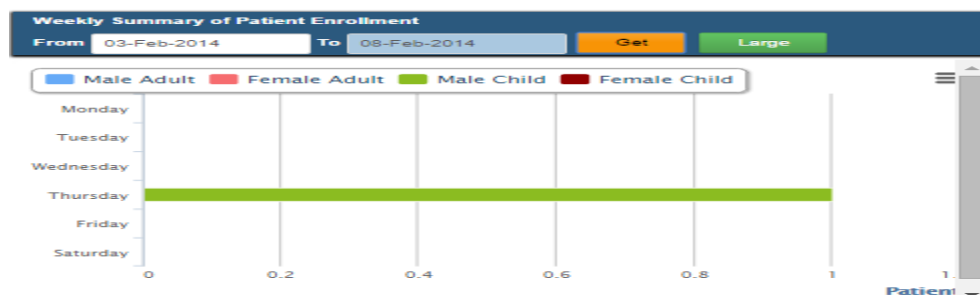
The dashboard displays some historical trends such as summary of the patient enrollment and appointments and current status of the stock running out and drugs expiring.



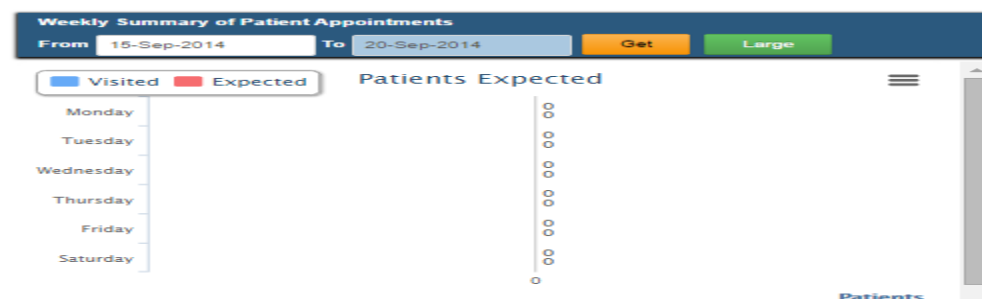
The *Summary of Drugs Expiring* gives all the drugs about to expire within the duration and the dispensing point chosen. In this case, 214 drugs in the pharmacy will expire in a month's time.



The *Summary of Patient Enrollment* shows a summary of patients enrolled in a given week.



The *Summary of Patient Appointment* shows a summary of patients who have had their appointment and those expected to come in that current week. The pharmacist can backdate to view the patients who had appointment in previous weeks.



The *Stock About to Run Out at* gives a summary of the drugs that are running out at the dispensing point selected. The stock is listed according to the priority. Below, the stock running out at the pharmacy with high priority.

Stocks About to Run Out at

Pharmacy

Get

Large

Drug	Unit	(Units)	Qty (Units)	Priority
acyclovir 400mg tabs	Pack	0	20	HIGH
AMOXYCILLIN 250MG /5MLS SUSP	Bottle	0	3	HIGH
AMOXYCILLIN 500MG CAPS	Capsule	19	47	HIGH
AZITHROMYCIN 250MG TABS	Tablet	3	14	HIGH
ZINC OXIDE OINTMENT	Pack	0	1	HIGH

Showing 1 to 5 of 5 entries

First

Previous

1

Next

Last

Note: the 'Large' button is used to show the summaries individually.

Chapter 3: Patient Module

This chapter will introduce you to all the operations related to a patient. This chapter describes how to:

- Add a patient to the system
- View and edit patient details
- Dispense to the patient
- Export patient master list

Patient Listing

It lists all patients in the facility. It consists of details such as the total number, name and medical number of the patients, next appointment, status which the patient is currently in and links to view and edit their details etc.

A pharmacist can:


- Choose the number of entries he wants to view at a time from the 'Show entries' (1)
- Search for patients from the 'Search' bar, (2)

Show 10 entries (1) (2)Search: <input type="text"/>						
CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action
03	DEMO CLIENT	03-May-2007		d4T30/3TC/NVP	deceased	Detail Edit Disable
05	DEMO CLIENT	21-Jul-2014		AZT+3TC+NVP (>15YRS ADULT)	active	Detail Edit Disable
1003	DEMO CLIENT	11-Feb-2009		AZT/3TC/EFV	transfer out	Detail Edit Disable
109	DEMO CLIENT	08-Aug-2011		AZT/3TC/NVP	transfer out	Detail Edit Disable
11-1200	DEMO CLIENT	04-Feb-2013		ABC/3TC/EFV	transfer out	Detail Edit Disable
110	DEMO CLIENT	31-Dec-2013		AZT/3TC/NVP	transfer out	Detail Edit Disable

Export Patient Master List

Patient master list hold the facility's patient information. To export the list:

- Click **Export Patient List** under Quick Links in your Home page to download.



Ministry of Health
ARV Drugs Supply Chain Management Tool
Demo Facility
Home

[HOME](#) [PATIENTS](#)

Quick Links

- [Add Patients](#)
- [Stock Transactions](#)
- [Export Patient List](#)

Summary of Drugs Expiring

in 1 Month at Pharmacy [Get](#) [Large](#)

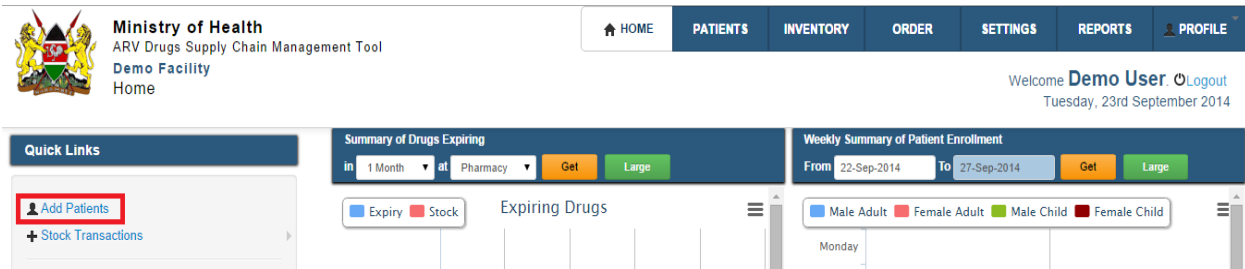
☒ Expiry ☐ Stock

Expiring Drugs

TDF/3TC/EFV FDC 300/300/600MG Tabs(300304)

Add Patients

- Go to the 'Quick Links' in your Home page. Click 'Add Patients'



- Add Patient page will be displayed. Patient details are divided into three sections, program information and demographics (1), program history (2) and patient information (3). Below is a segment of the page.

- Fill in all the details taking note of the describe areas below:

Note: this is applicable for both the **ADD** and **EDIT** patients.

- Female patients who are pregnant are by default on the PMTCT service type. The service will be added on selecting Gender >Female, Pregnant >Yes.

- Patients under the adult age defined facility must be matched with a parent/guardian. In the example, adult age of Demo Facility is 15 years hence any patient under 15 years must be matched to their parent/guardian CCC number.

*Date of Birth	Place of Birth
2005-09-08	--Select--
Match to parent/guardian in ccc?	
df12356	
Age(Years)	Age(Months)
9 <adult age	108

- For the patients who have attained the adult age, they have to give details of their partner status (1) and family planning methods (3). Concordant partners should be matched to their spouses (2).

Patient Information & Demographics		Program History
Medical Record No. 37000	*Patient Number CCC df9876	Partner Status Concordant (1)
Last Name demo client		Disclosure <input checked="" type="radio"/> Yes <input type="radio"/> No
*First Name demo client	Other Name demo client	Match to spouse in this ccc? df2345 (2)
*Date of Birth 1989-09-07	Place of Birth --Select--	Family Planning Method 1 selected (3)
Age(Years) 25 >adult age	Age(Months) 300	Does Patient have other Chronic illnesses Select options

- Patients who have tested positive for TB(1) should be placed in the proper TB category (2) and TB phase(3) , giving the start (4) and the end(5) phase

Has Patient been tested for TB?	Does Patient Have TB? (1)
Yes	Yes
Select TB category (2)	TB Phase (3)
Category 1	Intensive
Start of Phase (4)	End of Phase (5)
2014-07-02	2014-09-30

- For patients with drug prophylaxis and on isoniazid, the pharmacist has to fill in the start and end date.

Drug Prophylaxis	
1 selected	
Isoniazid Start Date	Isoniazid End Date
2014-09-02	2014-10-08

A patient can either be on cotrimoxazole or dapsone. When one is selected, the other is disabled.

- Click 'Save' to complete the patient enrollment
- The Dispense (1) button takes the pharmacist to the dispensing page.
- The Reset (2) button is used to clear all the fields in the page.

Edit Patients

- Click 'Patients' in the menu bar. It gives a listing of all patients in the facility.
- To edit patients information, click edit link on the right

HOME PATIENTS INVENTORY ORDER SETTINGS REPORTS PROFILE							
Welcome Demo User Logout Monday, 15th September 2014							
Show 10 entries Search: <input type="text"/>							
CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action	
03	DEMO CLIENT	03-May-2007		d4T30/3TC/NVP	deceased	Detail	Edit Disable
05	DEMO CLIENT	21-Jul-2014		AZT+3TC+NVP (>15YRS ADULT)	active	Detail Edit Disable	
1003	DEMO CLIENT	11-Feb-2009		AZT/3TC/IEFV	transfer out	Detail Edit Disable	
109	DEMO CLIENT	08-Aug-2011		AZT/3TC/NVP	transfer out	Detail Edit Disable	

- Change the relevant details of the patient. Click 'Update Patient Info'.

Patient Listing > DEMO CLIENT > Edit details

Edit Patient Details (Fields Marked with * Asterisks are required)

Patient Information & Demographics		Program History	Patient Information
Medical Record No.	*Patient Number CCC	Does Patient have other Chronic illnesses	*Date Patient Enrolled
	1003	Select options	2008-03-11
*Last Name		If Other Illnesses	*Current Status
Client		Click Here	transfer out
*First Name	Other Name	List Them Below (Use Commas to separate)	Date of Status Change
Demo			2008-03-11
*Date of Birth	Place of Birth	List Other Drugs Patient is Taking	*Source of Patient
2002-03-11 00:00:00	--Select--	Yes	--Select--
Match to parent/guardian in ccc?		List Them	*Type of Service
			ART
*Gender		Drugs Allergies/ADR	*Start Regimen
Male			AR4 AZT/3TC/EFV

[Update Patient Info](#)

View Patient Details

This shows all the details of the patient and his dispensing history. From the page, the pharmacist can navigate to viral load data, patient info report, edit patient and dispense to patient.

- Click 'Patient' in the menu bar.
- Go to 'Detail' link on the patient listing.

Show 10 entries Search:

CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action
03	DEMO CLIENT	03-May-2007		d4T30/3TC/NVP	deceased	Detail Edit Disable
05	DEMO CLIENT	21-Jul-2014		AZT+3TC+NVP (>15YRS ADULT)	active	Detail Edit Disable
1003	DEMO CLIENT	11-Feb-2009		AZT/3TC/EFV	transfer out	Detail Edit Disable

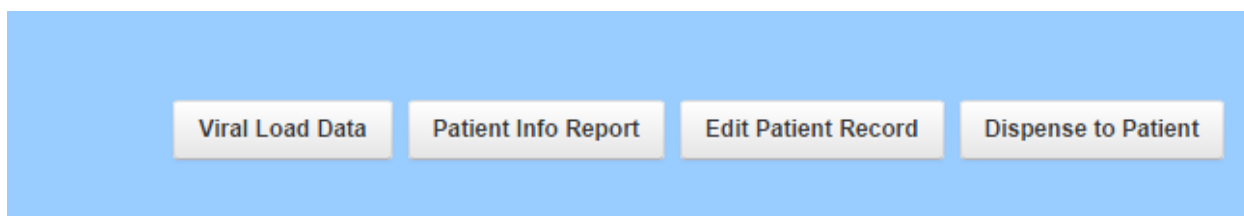
Patient Details: holds the data of the patient as had been filled in during the enrollment. Additional data include their current regimen.

Patient Information & Demographics		Program History	Patient Information
Medical Record No.	*Patient Number CCC	Does Patient have other Chronic illnesses	*Date Patient Enrolled
	13-1661	If Other Illnesses	2010-05-10
*Last Name		Click Here	*Current Status
Client		List Them Below (Use Commas to separate)	active
*First Name	Other Name		*Date of Status Change
Demo		List Other Drugs Patient is Taking	2010-05-10
*Date of Birth	Place of Birth	Yes	*Source of Patient
2008-05-10 00:00:00	--Select--	List Them	--Select--
Match to parent/guardian in ccc?			*Type of Service
		Does Patient have any Drugs Allergies/ADR	ART
*Gender	Pregnant?	Any Other Drug Allergies	*Start Regimen
Female	No	Yes	PR2 ABC/3TC/NVP
Start Age(Years)	Current Age(Years)	List Them	Start Regimen Date
2	6		2010-05-10
Start Weight (KG)	Current Weight (KG)		*Current Regimen
13.1	18.2		CF2A ABC + 3TC + NVP (< 15YRS)
Start Height (CM)	Current Height (CM)		

Dispensing History: gives a list of all the drugs previously dispensed to patient.

Dispensing History													
Show 10 entries										Search:			
Date	Purpose of Visit	Dose	Duration	Action	Drug	Qty	Weight	Current Regimen	BatchNo	Pill Count	Adherence	Operator	Reasons For Change
2014-01-20	Routine Refill	10D	60	Edit	COTRIMOXAZOLE 960MG Tabs	60	18.2	ABC + 3TC + NVP (< 15...	320980	0	0	Joseph	
2014-01-20	Routine Refill	1TA...	60	Edit	NEVIRAPINE (NVP)200MG Tabs	90	18.2	ABC + 3TC + NVP (< 15...	ME201310...	0	0	Joseph	
2014-01-20	Routine Refill	2.5BD	60	Edit	ABACAVIR 60MG/LAMIVUDINE...	285	18.2	ABC + 3TC + NVP (< 15...	k30568	15	0	Joseph	

The four buttons in the image below are also found in the view patient details page. Click on any of the buttons to access more information as described below.



Viral Load Data

It provides the testing date and the results of patients. Viral load is done to test the level of HIV in patient blood and therefore determine when to start treatment or whether the medication being administered is effective.

Patient Info Report

Clicking the button allows access to the patient information summary.

Patient Summary									
Patient Information									
Art Number	First Name	Surname	Sex	Age	Date Therapy Started	Current Status	Last Viral Load Date	Last Viral Load Result	
114	DEMO	CLIENT	Female	26	15-Dec-2005	transfer out	N/A	N/A	
Patient Pill Count History (Last 12 Months)									
Date of Visit	Drug Name	Qty. Dispensed	Pill Count	Missed Pills	Adherence(Pill Count)	Adherence(Missed Pills)	Adherence(Appointment)		
Patient Regimen Change History									
Date of Visit	Last Regimen Dispensed	Current Regimen	Reason for Change						
Patient Appointment History									
Date of Next Appointment					Days To Appointment				
16-Jul-2013					Late By 426 Days (15-Sep-2014)				

The following explains the segments of the patient summary:

Patient Information gives personal details including the patient number, age, names, his current status either being active, transfer or deceased and the viral load data.

Patient Information								
Art Number	First Name	Surname	Sex	Age	Date Therapy Started	Current Status	Last Viral Load Date	Last Viral Load Result
05	DEMO	CLIENT	Female	18	30-May-2005	active	N/A	N/A

Patient Pill Count History (Last 12 Months) provides a list of all drugs dispensed to the patient for the last 12 months from the current date. For each drug, the pill count, missed pills and adherence is shown.

Patient Pill Count History (Last 12 Months)

Date of Visit	Drug Name	Qty. Dispensed	Pill Count	Missed Pills	Adherence (Pill Count)	Adherence (Missed Pills)	Adherence (Appointment)
23-Jun-2014	AZT/3TC/NVP FDC (300MG/150MG/200MG) TABS	60	0	-	0.00%	100%	0
23-Jun-2014	COTRIMOXAZOLE 960MG Tabs	30	0	-	0.00%	100%	0
28-Mar-2014	AZT/3TC/NVP FDC (300MG/150MG/200MG) TABS	120	0	-	0.00%	100%	0

Patient Regimen Change History shows the patient last regimen and current regimen dispensed giving reasons for the change ranging from pregnancy, clinical treatment failure and other reasons.

Patient Appointment History shows a list of patient's dates of next appointment and the number of days to or late for the appointment.

Patient Appointment History

Date of Next Appointment	Days To Appointment
07-Oct-2014	20 Days To
21-Jul-2014	Late By 58 Days (17-Sep-2014)

Dispense to Patient

This button enables the pharmacist to dispense drugs to the patients. Fill in all the details prior to clicking the **Dispense Drugs** button.

Dispensing Information

*Select dispensing point
Main Pharmacy

Patient Number CCC: 05 Patient Name: DEMO CLIENT

*Dispensing Date: 2014-09-17 *Purpose of Visit: --Select One--

Current Height(cm): 166.5 *Current Weight(kg):

*Days to Next Appointment: *Date of Next Appointment:

Last Regimen Dispensed: PA3B | TDF + 3TC + LPV/r (Adult PEP) *Current Regimen: --Select One--

Appointment Adherence (%): Poor/Fair Adherence Reasons: --Select One--

Previous Patient Information

Appointment Date: 07-Oct-2014

Previous Visit Date: 17-Sep-2014

Drug Dispensed	Quantity Dispensed
ANTACID TABS	30

Select Drugs

Drug	Unit	Batch No.	Expiry Date	Dose	Expected Pill Count	Actual Pill Count	Duration	Qty. disp	Stock on Hand	Brand Name	Indication	Comment	Missed Pills	Action
											None			Add

Reset Fields Print Labels Dispense Drugs

Note: take note of the following areas while dispensing:

- You must select the *dispensing point* before filling any other field.
- On selecting *routine refill* as the *purpose of visit*, the drugs dispensed during the last appointment are auto filled in the 'Select Drugs' section.

- If the patient has changed the *current regimen*, you must select the *regimen change reason*

Last Regimen Dispensed: CF2A | ABC + 3TC + NVP (< 15YRS I)
 *Current Regimen: CF1B | AZT + 3TC + EFV (< 15YF ▼
 *Regimen Change Reason: New Drug available ▼

- In the 'Select Drugs' section, to add a new drug click **Add** (1) and to remove drug from the list, click **Remove** (2)

Drug	Unit	Batch No.	Expiry Date	Dose	Expected Pill Count	Actual Pill Count	Duration	Qty. disp	Stock on Hand	Brand Name	Indication	Comment	Missed Pills	Action
NEVIRAPINE (NVP)200MG ▼	Tablet	ME201 ▼	2016-03-31	1TAB AN ▼	0		90	135	597	None ▼	None ▼			(1) Add Remove
ENALAPRIL 5MG TABS ▼	Tablet	20444 ▼	2015-02-28	1/200 ▼	0		90	24	90	None ▼	None ▼			Add Remove (2)

Print Label

When the pharmacist completes filling the dispensing details, he can print the drug labels before dispensing drugs to the patient. To do so, click **Print Labels** button.

Reset Fields | **Print Labels** | Dispense Drugs

In the print label window, the following can be done:

- Adjust the frequency in which drugs should be taken (1)
- Add instructions on how to take drugs (2)
- Select the number of labels to print per drug (3)
- Check **all** (4) to print all labels or check the needed labels individually.
- Click **Print** button to print

Label Printer

☒ All (4)
☒ Drugname: AMOXYCILLIN 250MG /5MLS SUSP Qty: 3 (3) No. of Labels: 2
 (1) Tablets/Capsules: 1 to be taken 2 times a day after every 5 hours
 (2) Before/After Meals: take with warm water
 Name: DEMO CLIENT Pharmacy: Pharmacy Date: 23/09/2014
 Facility Name: Demo Facility Facility Phone: 071235689
 Keep all medicines in a cold dry place out of reach of children.

☒ Drugname: NEVIRAPINE (NVP)200MG TABS Qty: 13! No. of Labels: 1
 Tablets/Capsules: 2 to be taken 2 times a day after every 6 hours
 Before/After Meals: take after meals
 Name: DEMO CLIENT Pharmacy: Pharmacy Date: 23/09/2014

Chapter 4: Inventory Module

This chapter explains how to issue or receive stock from one point to another, generating pdf files for the stock issued and viewing the drugs and the amount available. The whole chapter will use illustrations from the Main Pharmacy

Drug Listing

Click **Inventory** on main menu. Select a service point to list drugs. Information such as the drug, quantity, unit, supplier etc. is shown.

The pharmacist can:

- Choose the number of entries to view at a time (1)
- Search drugs from the search bar (2)
- Access more details of a drug by clicking View Bin Card (3)

Main Store

Main Pharmacy

Show

10

▼

entries (1)

(2) Search:

Commodity	Generic Name	QTY/SOH	Unit	Pack Size	Supplier	Dose	Action
3TC 10MG/ML	LAMIVUDINE	600	Bottle		Kenya Pharma		(3) View Bin Card
ABACAVIR (ABC) LIQUID 20MG/ML (240ML)	ABACAVIR	0	Bottle	1	Kemsa		View Bin Card
ABACAVIR (ABC)300MG TABS	ABACAVIR	8,226	Tablet	60	Kenya Pharma	1BD	View Bin Card
ABACAVIR 60MG/LAMIVUDINE 30MG FDC TABS	ABACAVIR/LAMIVUDINE	17,372	Tablet	60	Kenya Pharma		View Bin Card
ABC-20MG/ML	ABACAVIR	0	Bottle		Kenya Pharma		View Bin Card

View Bin Card

It provides drug information, transaction history in the past and the batch information

Inventory - Main Pharmacy > Bin Card

Drug Information

Commodity	ABACAVIR (ABC)300MG TABS
Unit	Tablet
Total Stock	8226
Max Stock Level	120
Min Stock Level	60
Avg Monthly Consumption	40

Batch Information

Show	10	entries	Search:	
Drug Name	Packsize	Batch No	Qty	Expiry Date
ABACAVIR (ABC)300MG TABS	60	s5678	600	08-Apr-2015
ABACAVIR (ABC)300MG TABS	60	ab3013019-a	5288	30-Jun-2016
ABACAVIR (ABC)300MG TABS	60	b4567	2280	07-Sep-2017
Showing 1 to 3 of 3 entries				
First Previous 1 Next Last				

Transactions Information

Show	10	entries	Search:							
Ref./Order No	Transaction Date	Transaction Type	Batch No	Expiry Date	Pack Size	No. of Packs	Quantity	Balance	Pack Cost	Total Price
	19-Sep-2014	Adjustment (+)	s5678	08-Apr-2015	60	3	180	2,940		
	19-Sep-2014	Balance Forward	s5678	08-Apr-2015	60	8	480	2,760		
	19-Sep-2014	Received from (KEMSA)	b4567	07-Sep-2017	60	38	2280	2,280	600	22800
NA	23-Jun-2014	Dispensed to Patients (Patients)	ab3013019-a	30-Jun-2016	60		60			
NA	24-Jun-2014	Dispensed to Patients (Patients)	ab3013019-a	30-Jun-2016	60		60			
NA	08-Jan-2014	Dispensed to Patients (Patients)	320960	30-Apr-2016	60		60			
NA	05-Feb-2014	Dispensed to Patients (Patients)	ab3013019-a	30-Jun-2016	60		60			
NA	22-May-2014	Dispensed to Patients (Patients)	ab3013019-a	30-Jun-2016	60		60			
NA	05-May-2014	Dispensed to Patients (Patients)	ab3013019-a	30-Jun-2016	60		60			
NA	05-May-2014	Dispensed to Patients (Patients)	320960	30-Apr-2016	60		60			
Showing 1 to 10 of 137 entries										Previous 1 2 3 4 5 Next

Stock Transactions

The transactions involved include receiving or issuing stock from the main store or pharmacy. To access the transactions:

- Click **Stock Transactions** under Quick Links in your Home page.
- Select the transaction you want to perform. For this example 'Receive/Issue-Main Pharmacy'



A new window for the Inventory in the Main Pharmacy will open. Details include Transaction details (1) and Drug Details (2) which will be described below.

The screenshot shows the 'Inventory - MAIN PHARMACY' form. It has two main sections: (1) Transaction details and (2) Drug details. The Transaction details section includes fields for Transaction Date (19-Sep-2014), Transaction Type (a dropdown menu), and Ref. /Order No. The Drug details section is a table with columns: Drug, Unit, Pack Size, Batch No., Expiry Date, Packs, Qty, Available Qty, Pack Cost, Total, Comment, and Action. The table has one row with a dropdown menu for Drug, and empty fields for the other columns. At the bottom right, there are buttons for 'Generate PDF', 'Reset Fields', and 'Submit'.

Drug details

This is a table with drug details that are filled in by the user. Some of the details include the drug selected, unit, pack size, batch number etc.

On filling all the details, a user can generate a PDF (1) or submit transaction (3). In case of the need to clear fields, click the 'Reset' button (2)

The screenshot shows the 'Drug details' table from the previous image. At the bottom right, there are three buttons: (1) Generate PDF, (2) Reset Fields, and (3) Submit. The table itself is empty, with the same columns as in the previous image.

Note: to add a drug, click **Add** (1) and to remove a drug from the list click **Remove** (2)

Drug details											
Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ABACAVIR (A)	Tablet	60	x5678	2015-04-08	6	360	690				(1) Add
ACYCLOVIR 2	Tablet	30	320497	2018-05-31 00:00:00	3	90	140				Add/Remove (2)

Transaction Details

Include:

Transaction Date is the current date when the transaction is being carried out.

Transaction Date

Transaction Type gives the user a list of transactions to do as explained below.

Transaction Type

-- Select Type --
-- Select Type --
Received from
Balance Forward
Returns from (+)
Ajustment (+)
Dispensed to Patients
Issued To
Ajustment (-)
Returns to (-)
Losses(-)
Expired(-)
Starting Stock/Physical Count

- i. **Received from:** When selected, it allows the user to select the *Source* (1) of the drugs. One then proceeds to enter the drugs they have received from the selected source, the batch number, expiry date, packs, quantity, pack cost and a comment. In the example, Received 3TC 10MG/ML and ABACAVIR(ABC) 300MG Tabs from Kemsal.
 - Click **Submit** button to complete transactions.

Transaction details

Transaction Date

23-Sep-2014

Transaction Type

Received from

Ref. /Order No

Source (1)

kemsa

Drug details

Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
3TC 10MG/ML	Bottle		x34595	2018-09-20	50	500					Add
ABACAVIR (A	Tablet	60	k78909	2017-09-21	20	1200					Add /Remove

Reset Fields

Submit

- ii. **Balance Forward:** is the amount of drugs that had remained in stock at the time new stock was received. The user enters the each drug filling in the quantity remaining. Click **Submit** button to complete the transaction.

Transaction details

Transaction Date

19-Sep-2014

Transaction Type

Balance Forward

Ref. /Order No

Drug details

Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
3TC 10MG/ML	Bottle		w5678	2015-01-01	1	100					Add
ABACAVIR (A	Tablet	60	x5678	2015-04-08	8	480					Add /Remove

Reset Fields

Submit

- iii. **Returns(from/to)**
From: a user enters the drugs from the destination which they had been issued to. In this example, returns from the 'Main Store' are transferred back to the 'Main Pharmacy'. This increases the quantity of drugs in the Main Pharmacy.

Inventory > MAIN PHARMACY

Transaction details

Transaction Date

19-Sep-2014

Transaction Type

Returns from (+)

Ref. /Order No

Destination

Main Store

Drug details

Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ALBENDAZOL	Bottle	1	M9297	2015-01-31 00:00:00	1	1	2				Add
AMOXICILLIN/	Tablet	10	3150288	2015-05-31 00:00:00	3	30	60				Add /Remove

Reset Fields

Submit

Click **Submit** button to complete the transaction.

To: a user returns drugs to the source from which they had received. This reduces the amount of drug at the point of transaction, in this example, the 'Main Pharmacy' and adds them back to the source, 'Main Store'.

Inventory > MAIN PHARMACY

Transaction details
Transaction Date
19-Sep-2014
Transaction Type
Returns to (-)
Ref. /Order No
Source
Main Store

Drug details

Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
3TC 10MG/ML	Bottle		w5678	2015-01-01	6	60	100				Add
ABACAVIR (A	Tablet	60	x5678	2015-04-08	2	120	480				Add/Remove

Reset Fields Submit

Click **Submit** button to complete the transaction.

- iv. **Adjustment (+):** adds the quantity of a particular drug if the quantity in stock is less than the required.

Inventory > MAIN PHARMACY

Transaction details
Transaction Date
19-Sep-2014
Transaction Type
Adjustment (+)
Ref. /Order No

Drug details

Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ALBENDAZOL	Pack	1000	A30080	2017-12-31 00:00:00	1	1000					Add
CHLORHEXIDIN	Bottle	1	A30080	2017-12-31 00:00:00	5	5					Add/Remove

Reset Fields Submit

Click **Submit** button to complete.

- v. **Adjustment (-):** deducts the quantity of a drug if the quantity in stock is larger than the required.

Inventory > MAIN PHARMACY

Transaction details
Transaction Date
19-Sep-2014
Transaction Type
Adjustment (-)
Ref. /Order No

Drug details

Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ABACAVIR (A	Tablet	60	x5678	2015-04-08	5	300	600				Add
ACICLOVIR 2	Tablet	30	320497	2016-05-31 00:00:00	2	60	140				Add/Remove

Reset Fields Submit

Adjustments are reflected in the Bin Card of the adjusted drug.

Click **Submit** button to complete.

- vi. **Dispensed to Patients:** allows the pharmacist to enter the drugs that have been dispensed to the patients.

Click **Submit** button to complete.

Transaction details

Transaction Date: 23-Sep-2014

Transaction Type: **Dispensed to Patients**

Ref./Order No:

Drug details

Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ACYCLOVIR 2	Tablet	30	320497	2016-05-31 00:00:00	1	30	140				Add
AMOXY 125M	Bottle		S5452	2015-03-31 00:00:00	1		50				Add Remove

Reset Fields Submit

- vii. **Issued to:** on selecting the transaction type, the 'Destination' field is displayed and allows the user to select one. One then proceeds to enter the drugs which they want to issue. Fill in all the relevant fields related to the drug.

Click 'Generate PDF' button to download the list of drugs issued or
Click **Submit** button to complete transaction.

Inventory > MAIN PHARMACY

Transaction details

Transaction Date: 19-Sep-2014

Transaction Type: **Issued To**

Ref./Order No:

Destination

Main Store

Drug details

Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ALBENDAZOL	Bottle	1	M9297	2015-01-31 00:00:00	2	2	3				Add
NEVIRAPINE	Tablet	60	ME2013100-A	2015-03-31 00:00:00	4	240	597				Add Remove

Generate PDF Reset Fields Submit

- viii. **Losses:** allows deducting of the amount of drugs that may have gone missing from the stock. This adjusts the stock leaving only the available amount. To complete the transaction, click **Submit** button.

Inventory > MAIN PHARMACY

Transaction details

Transaction Date: 19-Sep-2014

Transaction Type: **Losses**

Ref./Order No:

Drug details

Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ABACAVIR (A)	Tablet	60	ab3013019-a	2016-06-30 00:00:00	20	1200	5288				Add
ANTACID TAB	Tablet	1000	e12592	2015-12-31 00:00:00	0.2	200	850				Add Remove

Reset Fields Submit

- ix. **Expired:** this enables deduction of the expired drugs from the stock.

Inventory > MAIN PHARMACY

Transaction details
Transaction Date
19-Sep-2014
Transaction Type
Expired(-) ▼
Ref. /Order No

Drug details

Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ANTACID TABS ▼	Tablet	1000	e12592 ▼	2014-09-02	0.85	854	850				Add

Reset Fields
Submit

- x. **Starting stock/Physical count:** this is done when the facility is starting on a new stock. Enter all the drugs and their relevant details. Click **Submit** button to complete.

Transaction details

Transaction Date
23-Sep-2014

Transaction Type
Starting Stock/Physical C ▼

Ref. /Order No

Drug details

Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ABACAVIR (A ▼	Bottle	1	87890	2021-09-29	100	100					Add
AMOXICILLIN ▼	Tablet	20	ty7890	2020-09-23	70	1400					Add/Remove

Reset Fields
Submit

Chapter 5: Order Module

This chapter introduces the process of making MAPS and CDRR reports and ordering. Reports are submitted on the 5th day of the month to Kenya Pharma.

Facilities whose drug supplier is KEMSA make their reporting and ordering from NASCOP while those supplied by Kenya Pharma do it from the eSCM side.

To access the NASCOP or eSCM side:

- Go to 'Settings' on the main menu
- Under Facility, click 'Facility Details'
- At the bottom of the details,
 - select KEMSA (1) to access the NASCOP side or
 - select Kenya Pharma (2) to access the eSCM side

Client Supported By	Services offered at the facility	Client Supplied By
<input type="radio"/> GOK Sponsorship <input type="radio"/> PEPFAR Sponsorship	<input type="checkbox"/> ART <input type="checkbox"/> PMTCT <input type="checkbox"/> PEP	(1) <input type="radio"/> KEMSA <input checked="" type="radio"/> Kenya Pharma (2)
<input type="button" value="Save"/>		

NASCOP

To login, use credentials for your account created by NASCOP.

- Enter your email in the email address field
- Enter your password in the password field
- Click 'Go' button

NASCOP Log In

Email Address:

Password:

eSCM

To sign in, use the credentials your account created by Kenya Pharma

- Enter your username in the username field
- Enter your password in the password field
- Click 'Go' button

eSCM Log In

Username:

Password:

Go

On login, a user views two links, one for My CDRRs and another for My MAPs each showing the CDRRs and MAPs that have been prepared in the past and their statuses. The example below shows two CDRRs such as an 'approved' or 'dispatched' status.

Welcome Kevin Marete [logout](#)

my CDRRs
my MAPs

New Satellite cdrr
Filter Period: All

#ID	Period Beginning	Status	Facility Name	Options
F-CDRR#3320	2014-08-01	approved	Mbagathi District Hospital	view download
F-CDRR#3205	2014-07-01	dispatched	Mbagathi District Hospital	view download

My CDRRs

CDRRs (Consumption Data Report and Request) are monthly reports made by facilities about their drug consumption. There are two types of CDRRs generated relative to the facility type. If it is a central site, D-CDRR (District Store Consumption Data Report and Request) reports are prepared. For the satellites and standalone sites, they prepare the F-CDRRs (Facility Consumption Data Report and Request).

To prepare a new CDRR:

- Click 'New Satellite cdrr' button
- A new form will be displayed with the reporting period of the previous month as in 1.
- Select the service point, main store or main pharmacy or both, 2.
- Click 'Generate Report' button, 3.

CDRR / Satellite Facility(F-CDRR)

FACILITY CONSUMPTION DATA REPORT AND REQUEST (F-CDRR) FOR ANTIRETROVIRAL AND OPPORTUNISTIC INFECTION MEDICINES

Facility Name: Demo Facility Facility code: 123456
 County: Mombasa District: Athi River
 Programme Sponsor:
 Type of Service provided at the Facility: Non-ARV: ☐

Period of Reporting: August ¹ 2014 ² Main Store ³ Generate Report

Drug Name	Basic Unit	Beginning Balance	Quantity Received in this period	Total Quantity Dispensed this period	Losses (Damages, Expiries, Missing)	Adjustments (Borrowed from or Issued out to Other Facilities)	End of Month Physical Count	Drugs with less than 6 months to expiry		Days out of stock this Month	Quantity required for RESUPPLY
		In Units	In Units	In Units	In Units	In Units	In Units	In Units	Quantity	Expiry Date	
		A	B	C	D	E	F	In Units	mm-yy	G	H
Adult Preparations											
Zidovudine/Lamivudine/Nevirapine [AZT/3TC/NVP] 300/150/200mg FDC Tabs	Tablet										
Zidovudine/Lamivudine [AZT/3TC] 300/150mg FDC Tabs	Tablet										

This auto-calculates the consumption of each drug for the last one month.

- When the report has been generated, click 'Save' button at the bottom of the page.

Drug Name	Basic Unit	Beginning Balance	Quantity Received in this period	Total Quantity Dispensed this period	Losses (Damages, Expiries, Missing)	Adjustments (Borrowed from or Issued out to Other Facilities)	End of Month Physical Count	Drugs with less than 6 months to expiry		Days out of stock this Month	Quantity required for RESUPPLY
		In Units	In Units	In Units	In Units	In Units	In Units	In Units	Quantity	Expiry Date	
		A	B	C	D	E	F	In Units	mm-yy	G	H
Pyrazinamide [] 500mg Tabs		55	0	0	0	0	0	0	-	0	0

Comments (Explain ALL Losses and Adjustments):

Save

To view or download the past CDRRs:

my CDRRs my MAPs

New Satellite cddr Filter Period: All

Show 10 entries Search:

#ID	Period Beginning	Status	Facility Name	Options
F-CDRR#3320	2014-08-01	approved	Mbagathi District Hospital	⁽¹⁾ view download
F-CDRR#3205	2014-07-01	dispatched	Mbagathi District Hospital	view download ⁽²⁾
F-CDRR#3254	2014-06-01	dispatched	Mbagathi District Hospital	view download

- Click 'View' link as in ⁽¹⁾.
- While in the view, the user can download the form from the link ⁽ⁱ⁾ or 'archive' by clicking the archive button ⁽ⁱⁱ⁾

[view](#)

F-CDRR#3320 approved

F-CDRR#3320 Mbagathi District Hospital 2014-08-01 to 2014-08-31.xls [\(i\)](#)

Archive [\(ii\)](#)

FACILITY CONSUMPTION DATA REPORT AND REQUEST (F-CDRR) FOR ANTIRETROVIRAL AND OPPORTUNISTIC INFECTION MEDICINES											
Facility Name: Mbagathi District Hospital						Facility code: 13080					
County: Nairobi						District: Dagoretti					
Programme Sponsor:											
Type of Service provided at the Facility: ART						Non-ARV: <input type="checkbox"/>					
Period of Reporting: August ▼ 2014 ▼ None selected ▼											

		Beginning Balance	Quantity Received in this period	Total Quantity Dispensed this period	Losses (Damages, Expiries, Missing)	Adjustments (Borrowed from or Issued out to Other Facilities)	End of Month Physical Count	Drugs with less than 6 months to expiry		Days out of stock this Month	Quantity required for RESUPPLY
									Expiry		

- Click 'Download', [\(2\)](#).

My MAPS

MAPS (Monthly ARV Patients Summary) are monthly reports made by facilities summarizing the number of patients on ARVs. There are two types of MAPS generated. If the facility is a central site, D-MAPS (District Store Monthly ARV Patients Summary) reports are prepared. For the satellites and standalone sites, they prepare the F-MAPS (Facility Monthly ARV Patients Summary).

To prepare new MAPS:

- Click 'New Satellite maps' button
- A new form will be displayed with the reporting period of the previous month as in [\(1.\)](#)
- Click 'Generate Report' button, [\(2.\)](#)

[MAPS](#) / [Satellite Facility\(F-MAPS\)](#)

Facility code:		123456		Facility Name:		Demo Facility	
County:		Mombasa		District:		Athi River	
Programme Sponsor:				Service provided:			
Reporting Period :		August-2014 (1.)					
Total Number of Patients on ART ONLY:				Adults (>15yrs)			
				Children (<= 15yrs)			
Males				Females			
New		Revisit		New		Revisit	

Generate Report [\(2.\)](#)

This auto-calculates the number of patients on each regimen for the last one month.

- When the report has been generated, click 'Submit Report' button at the bottom of the page.

Totals for Patients / Clients (ART plus Non-ART) on Cotrimoxazole/Dapsone prophylaxis:		Adults (>15yrs) 35	Children (<=15yrs) 287
Totals for Patients / Clients on Diflucan (For Diflucan Donation Program ONLY):		Adults (>15yrs) 0	Children (<=15yrs) 0

CM		OC	
New 20	Revisit 180	New 30	Revisit 123

Submit Report

To view or download the past MAPS:

[my CDRRs](#)
[my MAPs](#)

New Satellite maps
Filter Period: All

Show 10 entries
Search:

#ID	Period Beginning	Status	Facility Name	Options
F-MAPS#2676	2014-08-01	approved	Mbagathi District Hospital	(1) view download
F-MAPS#2560	2014-07-01	dispatched	Mbagathi District Hospital	view download (2)

- Click 'View' link as in (1).
While in the view, the user can download the form from the link (i) or 'archive' by clicking the archive button (ii)

F-MAPS#2676 Approved

F-MAPS#2676 Mbagathi District Hospital 2014-08-01 to 2014-08-31.xls (i)

[Archive](#) (ii)

Facility code:	12345	Facility Name: Demo Facility	
County:		District:	
Programme Sponsor:		Service provided:	

- Click 'Download', (2).

To update the list of MAPS or CDRRs

- Click the settings icon at the top left, select 'Update Records' or 'Update Settings'.
This synchronizes the system with NASCOP or Kenya Pharma and gives the list of the previous MAPS or CDRRs.

Welcome username [logout](#)

[my CDRRs](#)
[my MAPs](#)

New Satellite cdrr
Filter Period: All

- Update Records
- Update Settings

When done with the reporting and ordering, click 'logout' link to leave the system.

Welcome **lucywankio**  [logout](#)

my CDRRs

my MAPs

New Satellite cdrr

Filter Period: All ▼

Chapter 6: Settings Module

This chapter explains all the settings of the system. The system settings are only accessible to the Facility Administrator who can add, edit, delete, enable and disable services, drugs and users.

Ministry of Health
ARV Drugs Supply Chain Management Tool
Demo Facility
System Settings

HOME PATIENTS INVENTORY ORDER **SETTINGS** REPORTS PROFILE

Welcome **Demo User** Logout
Saturday, 20th September 2014

Quick Links
Add Patients
Stock Transactions
Export Patient List
User Manual

Notifications
Lost to Followup 11

Regimens Drugs Facility Others

Settings / Facility Details Management

Facility Details

Organization Code/MFL No: 123456
Name of Organization / System: Demo Facility
Adult Age: 0
Maximum Patients Per Weekday:
Maximum Patients Per Weekend:
Facility Type:
District:
County:
Central Site:
Facility Phone No:
Does Facility want to send sms to patients? No

Client Supported By
☐ GOK Sponsorship
☐ PEPFAR Sponsorship

Services offered at the facility
☐ ART
☐ PMTCT
☐ PEP

Client Supplied By
☐ KEMSA
☐ Kenya Pharma

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time: 2.7653 seconds memory: 0.1MB

To perform the aforementioned activities, click any of the four links shown below to access the various activities.

Regimens (1) Drugs (2) Facility (3) Others (4)

Regimens (1)

Information under regimens includes the list of regimens, the drugs under each regimen etc.

The list of events includes:

- Regimens
- Regimen Drugs
- Regimen Change Reasons
- Regimen Service Types

All the events mentioned above follow the same procedure of viewing, editing, enabling, disabling with an exception of **Regimens** that allows **Merge** of duplicate regimens and **Bulk Mapping**. Described below is **Regimens** used as the illustration.

Regimens

A user can view a list of regimens in the facility, add a new regimen, enable or disable regimens, merge and map regimens.

The regimen listing shows the regimen name, the regimen category such as adult first line, the type of service in which the regimen belongs and the actions which a user can take on an individual regimen including enable, disable edit etc.

The screenshot shows the 'Regimen Management' page. At the top, there are tabs for 'Regimens', 'Drugs', 'Facility', and 'Others'. Below these, there are buttons for 'Disable selected regimens', 'Enable selected regimens', and 'Bulk mapping'. A search bar is present on the right. The main table lists regimens with columns: Regimen, Line, Regimen Category, Type Of Service, and Options. The first row is highlighted, and the 'Options' column for the first row shows 'Enable', 'Edit', 'Disable', and 'Merge' links. The table shows 10 entries out of 80.

Regimen	Line	Regimen Category	Type Of Service	Options
AF1A AZT+3TC+NVP (>15YRS ADULT)	1	Adult First Line	ART	Enable
AF1B AZT + 3TC + EFV (>15YRS ADULT)	1	Adult First Line	ART	Edit Disable Merge
AF1C AZT + 3TC + ABC (>15YRS ADULT)	1	Adult First Line	ART	Edit Disable Merge
AF2A TDF + 3TC + NVP (>15YRS ADULT)	1	Adult First Line	ART	Edit Disable Merge
AF2B TDF + 3TC + EFV (>15YRS ADULT)	1	Adult First Line	ART	Edit Disable Merge
AF2C TDF + 3TC + AZT (>15YRS ADULT)	1	Adult First Line	ART	Edit Disable Merge
AF3A d4T + 3TC + NVP (>15YRS ADULT)	1	Adult First Line	ART	Edit Disable Merge
AF3B d4T + 3TC + EFV (>15YRS ADULT)	1	Adult First Line	ART	Edit Disable Merge
AF3C d4T + 3TC + ABC (>15YRS ADULT)	1	Adult First Line	ART	Edit Disable Merge
AR1 d4T30/3TC/NVP	1			Edit Disable Merge

New Regimen/Edit: New Regimen allows the user to add a new regimen into the list. Edit enables updating of the existing regimens.

To add or edit:

- Click New Regimen, (1) button to add.
- Click Edit link, (2) to update regimen info.

The screenshot shows the 'Regimen Management' page with the 'New Regimen' button highlighted with a red circle and the number 1. The 'Edit' link in the 'Options' column of the first row is highlighted with a red circle and the number 2. The table shows 10 entries out of 80.

Regimen	Line	Regimen Category	Type Of Service	Options
AF1A AZT+3TC+NVP (>15YRS ADULT)	1	Adult First Line	ART	(2) Edit Disable Merge
AF1B AZT + 3TC + EFV (>15YRS ADULT)	1	Adult First Line	ART	Edit Disable Merge

The two will open a similar window to the one below. Fill in or update the details of the regimen. On completing, click '**Save**' button.

Regimen details

Regimen Code: AF1A

Description: AZT+3TC+NVP (>15YRS ADULT)

Category: Adult First Line

Line: 1

Type of Service: ART

Remarks:

Mapping: -Select One--

Buttons: Cancel, Save

Enable/Disable selected regimens:

- Check the list of regimens you want to disable or enable
- Click the 'Disable selected regimens' (1) button to disable or click 'Enable selected regimens' (2) button to enable regimens
- To disable or enable a single regimen, click 'Disable' (3) link to disable and 'Enable' (4) link to enable in the **Options** column.

Regimens ▾ Drugs ▾ Facility ▾ Others ▾

Settings / Regimen Management

+ New Regimen Disable selected regimens (1) Enable selected regimens (2) Bulk mapping

Show 10 entries Search:

Regimen	Line	Regimen Category	Type Of Service	Options
<input type="checkbox"/> AF1A AZT+3TC+NVP (>15YRS ADULT)	1	Adult First Line	ART	Edit Disable (3)
<input type="checkbox"/> AF1B AZT + 3TC + EFV (>15YRS ADULT)	1	Adult First Line	ART	Enable (4)
<input checked="" type="checkbox"/> AF1C AZT + 3TC + ABC (>15YRS ADULT)	1	Adult First Line	ART	Edit Disable Merge
<input checked="" type="checkbox"/> AF2A TDF + 3TC + NVP (>15YRS ADULT)	1	Adult First Line	ART	Edit Disable Merge

Merge: is done when there are two or more duplicate regimens.

- Check duplicate regimens,
- Click Merge on one of the drugs

+ New Regimen		Disable selected regimens	Enable selected regimens	Bulk mapping	
Show	10	entries	Search:		
Regimen	Line	Regimen Category	Type Of Service	Options	
<input checked="" type="checkbox"/> AF1B AZT + 3TC + EFV (>15YRS ADULT)	1	Adult First Line	ART	Edit Disable Merge	
<input checked="" type="checkbox"/> AF1B AZT+3TC+EFV (>15YRS ADULT)	1	Adult First Line	ART	Edit Disable Merge	

Bulk mapping: is mapping of a list of regimens at once. Mapping is done to ensure that the regimen codes in the facility and Kenya Pharma are similar.

- Check the list of regimens to be mapped
- Click **Bulk mapping** button

+ New Regimen		Disable selected regimens	Enable selected regimens	Bulk mapping	
Show	10	entries	Search:		
Regimen	Line	Regimen Category	Type Of Service	Options	
<input checked="" type="checkbox"/> AR10 d4T40/3TC/NVP	1			Edit Disable Merge	
<input checked="" type="checkbox"/> AR15 AZT300/DDI250/LPVIR (>15YRS ADULT)	2			Edit Disable Merge	
<input checked="" type="checkbox"/> AR16 AZT300/DDI400/LPVIR (>15YRS ADULT)	2			Edit Disable Merge	

- A new window will pop allowing you to select similar regimens in the **sync regimens** column
- Click Map Regimens after matching the regimens.

Bulk regimen Mapping [Regimens details]		
#	Regimens	Sync Regimens
1	AF1B AZT + 3TC + EFV (>15YRS ADULT)	AF1B AZT + 3TC + EFV
2	AF1C AZT + 3TC + ABC (>15YRS ADULT)	AF1C AZT + 3TC + ABC
3	AF2A TDF + 3TC + NVP (>15YRS ADULT)	AF2A TDF + 3TC + NVP
4	AF2B TDF + 3TC + EFV (>15YRS ADULT)	AF2B TDF + 3TC + EFV
5	AF2C TDF + 3TC + AZT (>15YRS ADULT)	AF2C TDF + 3TC + AZT
6	AF3A d4T + 3TC + NVP (>15YRS ADULT)	AF3A d4T + 3TC + NVP
7	AF3B d4T + 3TC + EFV (>15YRS ADULT)	AF3B d4T + 3TC + EFV
8	AF3C d4T + 3TC + ABC (>15YRS ADULT)	AF3C d4T + 3TC + ABC
		Cancel Map regimens

- On success, an on-screen message will be shown confirming the success
- Mapped regimens will show '(mapped)' in the regimens

Regimen	Line	Regimen Category	Type Of Service	Options
<input type="checkbox"/> AF1B AZT + 3TC + EFV (>15YRS ADULT) (mapped)	1	Adult First Line	ART	Edit
<input type="checkbox"/> AF1B AZT+3TC+EFV (>15YRS ADULT)	1	Adult First Line	ART	Enable
<input type="checkbox"/> AF1C AZT + 3TC + ABC (>15YRS ADULT) (mapped)	1	Adult First Line	ART	Edit
<input type="checkbox"/> AF2A TDF + 3TC + NVP (>15YRS ADULT) (mapped)	1	Adult First Line	ART	Edit

Drugs (2)

Gives all drug related information including drugs classification, codes among others as explained below.

The list of events includes:

- Drug Classification
- Drug codes
- Drug consumption
- Drug Doses
- Drug Instructions
- Drug Indications
- Drug sources
- Drug Destinations
- Generic Names
- Brand Names
- Drug Running Balance

All the events mentioned above follow the same procedure of viewing, editing, enabling, disabling with an exception of: **Drug Codes** that allows **merge** of duplicate drugs and **Bulk Mapping**; **Drug Consumption** that updates the consumption of drugs in a facility; **Drug Running Balance** that fixes any varying quantity of drugs in the stock.

The illustrations below will focus on the three exceptions:

Drug Codes

A user is able to view and define the drug details including the unit, dose, supplier etc. as shown in the drug codes listing.

- Select Drug Codes from the Drugs dropdown.

Regimens ▾

Drugs ▾

Facility ▾

Others ▾

Settings / Drug Code Management

+ New Drug Code

Disable selected drugs

Enable selected drugs

Bulk mapping

Show 10 ▾ entries

Search:

Drug	Unit	Dose	Supplier	Options
<input type="checkbox"/> 3TC 10MG/ML	Bottle	4mls bd	Kenya Pharma	Edit Disable Merge
<input type="checkbox"/> 3TC 150MG	Tablet	1BD	Kenya Pharma	Edit Disable Merge
<input type="checkbox"/> ABACAVIR (ABC) LIQUID 20MG/ML (240ML)	Bottle		Kemsa	Edit Disable Merge
<input type="checkbox"/> ABACAVIR (ABC)300MG TABS	Tablet	1BD	Kenya Pharma	Edit Disable Merge
<input type="checkbox"/> ABACAVIR 80MG/LAMIVUDINE 30MG FDC TABS	Tablet	2.5BD	Kenya Pharma	Edit Disable Merge
<input type="checkbox"/> ABC-20MG/ML	Bottle	4ML SBD	Kenya Pharma	Edit Disable Merge
<input type="checkbox"/> ABC-300MG		1BD	Kenya Pharma	Edit Disable Merge
<input type="checkbox"/> ABC80/3TC30 FDC PAED.	Tablet	2.5BD	Kenya Pharma	Edit Disable Merge
<input type="checkbox"/> ACY-200MG TABS	Tablet	1 QID	Kenya Pharma	Edit Disable Merge
<input type="checkbox"/> ACY-400MG	Tablet	1QID	Kenya Pharma	Edit Disable Merge

Showing 1 to 10 of 284 entries

[First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

A user can do the following while in the Drug Codes:

New Drug Code/Edit: New Drug Code allows the user to add a new drug into the list. Edit enables updating of the existing drugs.

To add or edit:

- Click New Regimen, (1) button to add.
- Click Edit link, (2) to update regimen info.

<div> <div>(1)+New Drug Code</div> <div>Disable selected drugs</div> <div>Enable selected drugs</div> <div>Bulk mapping</div> </div>				
<div> <div>Show 10 entries</div> <div>Search:</div> </div>				
Drug	Unit	Dose	Supplier	Options
<input type="checkbox"/> 3TC 10MG/ML	Bottle	4mls bd	Kenya Pharma	Edit (2)
<input type="checkbox"/> 3TC 10MG/ML	Bottle	1BD	Kenya Pharma	Enable Unmerge
<input type="checkbox"/> ABACAVIR (ABC) LIQUID 20MG/ML (240ML)	Bottle		Kemsa	Edit Disable Merge

The two will open a similar window to the one below. Fill in or update the details of the regimen. On completing, click 'Save' button.

Drug details

Drug ID

such as 3TC 10MG/ML

Unit

--Select--

Packsize

eg. 60

Generic Name

--Select One-- from the list

Supplied By

--Select One-- from the list

Classification

ART as an example

☐ Non ARV Drug
 ☐ TB Drug

check the boxes if need be

Standard Dispensing Information

Dose Strength

mg

Dose

1/2BD

Duration

eg. 5

Quantity

eg. 200

Comments

optional comment for the drug

Mappings

--Select One-- from the list

Instructions

Select options from the lis

e.g. Name(abbreviation)(strength)(formulation)(packsize)

Cancel

Save

Enable/Disable selected drugs:

- Check the list of drugs to disable or enable
- Click the 'Disable selected drugs' (1) button to disable or click 'Enable selected drugs' (2) button to enable regimens
- To disable or enable a single drug, click 'Disable' (3) link to disable and 'Enable' (4) link to enable in the **Options** column.

+ New Drug Code		(1) Disable selected drugs	(2) Enable selected drugs	Bulk mapping
Show	10	entries	Search:	
Drug	Unit	Dose	Supplier	Options
<input checked="" type="checkbox"/> 3TC 10MG/ML	Bottle	4mls bd	Kenya Pharma	Edit Disable (3)
<input checked="" type="checkbox"/> 3TC 10MG/ML	Bottle	1BD	Kenya Pharma	Enable (4)
<input checked="" type="checkbox"/> ABACAVIR (ABC) LIQUID 20MG/ML (240ML)	Bottle		Kemsa	Edit Disable Merge

Merge: is done when two or more drugs are similar.

- Check the drugs to merge
- Click **merge** link on one of the drugs from the 'Options' column

+ New Drug Code		Disable selected drugs	Enable selected drugs	Bulk mapping
Show	10	entries	Search:	
Drug	Unit	Dose	Supplier	Options
<input checked="" type="checkbox"/> 3TC 10MG/ML	Bottle	4mls bd	Kenya Pharma	Edit Disable Merge
<input checked="" type="checkbox"/> 3TC 10MG/ML	Bottle	1BD	Kenya Pharma	Edit Disable Merge

Bulk mapping: is mapping of a list of drugs at a go.

- Click **Bulk mapping** button.
- A new window will pop allowing you to select similar drugs in the **sync drugs** column. Gives a list of all drugs in the pharmacy
- Match the drugs you want to map
- Click Map drugs button.

Bulk Drugs Mapping [Drugs details]		
#	Drugs	Sync Drugs
0	Name [Unit] - strength (packsize)	Name[abbreviation]strength[form]...
1	3TC 10MG/ML[Bottle] - ()	-Select One--
2	3TC 200MG[Tablet] - 0 (45)	-Select One--
3	ABACAVIR (ABC) Liquid 20MG/ML (240ml)[Bottle] - (1)	-Select One--
4	ABACAVIR (ABC)300MG TABS[Tablet] - (60)	Abacavir [ABC] 300mg Tab
5	ABACAVIR 60MG/LAMIVUDINE 30MG FDC Tabs[Tablet] - ...	Abacavir/Lamivudine [ABC/3]
6	ABC-20MG/ML[Bottle] - ()	-Select One--
7	ABC-300mg[null] - ()	-Select One--
		Cancel Map drugs

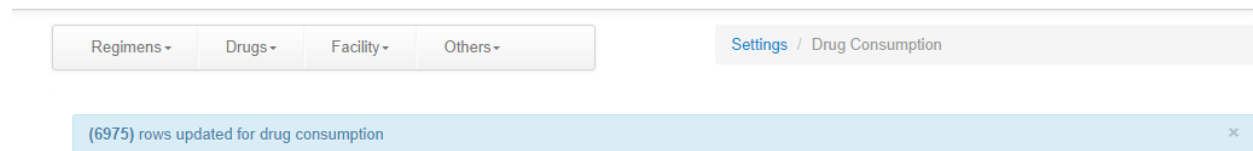
- On success, an on-screen message will be shown confirming the success
- Mapped drugs will show '(mapped)' in the drugs

+ New Drug Code		Disable selected drugs	Enable selected drugs	Bulk mapping
Show	10	entries	Search:	
Drug	Unit	Dose	Supplier	Options
<input type="checkbox"/> 3TC 10MG/ML	Bottle	4mls bd	Kenya Pharma	Edit Disable Merge
<input type="checkbox"/> 3TC 200MG	Tablet	1BD	Kenya Pharma	Edit Disable Merge
<input type="checkbox"/> ABACAVIR (ABC) LIQUID 20MG/ML (240ML)	Bottle		Kemsa	Edit Disable Merge
<input type="checkbox"/> ABACAVIR (ABC)300MG TABS (mapped)	Tablet	1BD	Kenya Pharma	Edit Disable Merge

Drug Consumption

- Select 'Drug Consumption' from the list

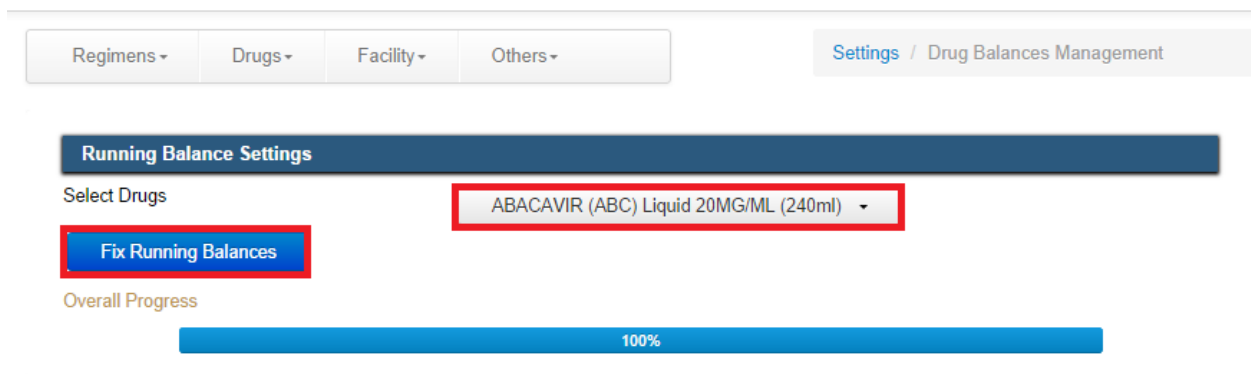
A loading image will be shown. It updated the consumption of drugs and gives a message with the number of rows updated.



Drug Running Balances

Used to correct the amount of drugs in the stock

- Click 'Drug Running Balances'
- Select the drugs that need to be fixed from the list. Click 'Fix Running Balances' button. The overall progress bar will show the progress as the drugs are fixed.



Facility

This will explain all the facility settings which an administrator can manipulate.

The list of events includes:

- Facility Details
- Facility Users
- Facility Patient Sources
- Facility Supporters

Facility Users, patient sources and supporters follow the same procedure of viewing, editing, enabling, disabling. Facility Details give information concerning the Facility and can be modified.

This section will use the illustration of facility users and facility details:

Facility Details

The facility administrator can view and add the details of the facility.

- If the facility is being sponsored, the administrator selects the sponsor from the list of 'Client Supported By' (1)
- One can check the services offered by the facility under 'services offered at the facility' (2)
- The administrator can also select the facility suppliers under 'Client supplied by' (3)
- Click 'Save' to finish

Facility Details

Organization Code/MFL No: 123456

Name of Organization / System: Demo Facility

Adult Age: 0

Maximum Patients Per Weekday: 30

Maximum Patients Per Weekend: 0

Facility Type: Medical Clinic - Medical special

District: Athi River

County: Mombasa

Central Site: 10 Engineer VCT

Facility Phone No: 071235689

Does Facility want to send sms to patients?: No

Client Supported By (1)

☐ GOK Sponsorship

☐ PEPFAR Sponsorship

Services offered at the facility (2)

☐ ART

☐ PMTCT

☐ PEP

Client Supplied By (3)

☐ KEMSA

☒ Kenya Pharma

Save

Facility Users

- Select 'Facility Users'

A list of users is displayed and the Facility administrator can add or disable a user.

New user:

- Click 'New User' button
- Enter the details of the user in the fields. Click 'Save'.

Note: if the facility has access to internet, the new user needs to activate the account and obtain the password from their email. When there is no internet, a default password is given to the new user. On logging in, a user should change the password to that of their preference.

Disable/Enable:

- Click 'Disable' link for the user that needs to be disabled or 'Enable' link for the user to be enabled.

Others

This shows a list of any other event that an administrator can manipulate. The list of events includes:

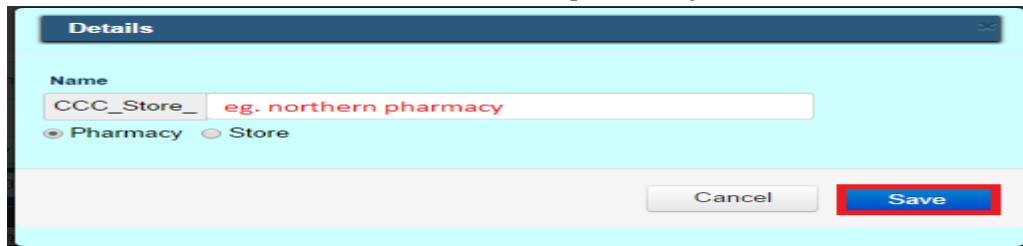
- CCC Store/Pharmacy
- Manual/Auto Scripts
- Non-adherence Reasons
- Patient Merging
- PEP Reasons
- Transaction Types
- Visit Purpose

CCC Store/pharmacy, Non-Adherence reasons, PEP reasons, Transaction Types and Visit purpose operates in a similar manner. Manual/Auto Scripts and Patient merging have different procedures from the others.

CCC Store/Pharmacy

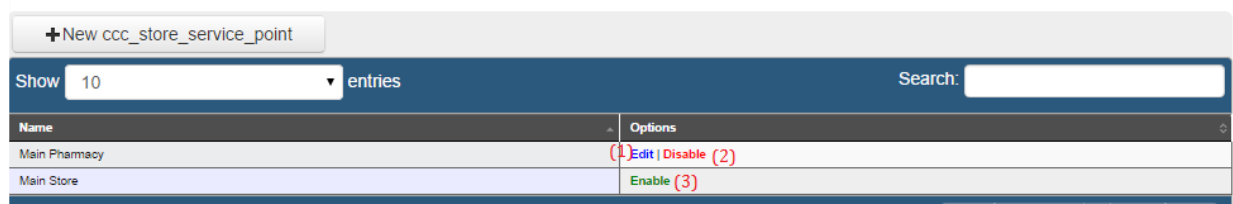
These are the service points from which the facilities dispense their drugs to the patient.

- Select 'CCC Store/Pharmacy'
- A facility adds the service points depending on the number it has. To add a new service point, click the 'new_ccc_store_service_point'
- Enter the name and select whether it is a pharmacy or store. Click 'Save' button.



The screenshot shows a 'Details' form with a title bar. Below the title bar, there is a 'Name' label followed by a text input field containing 'CCC_Store_ eg. northern pharmacy'. Below the input field, there are two radio buttons: 'Pharmacy' (selected) and 'Store'. At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

- Click the relevant links to edit (1), enable (2) or disable (3) the service points.



The screenshot shows a table with the title '+New ccc_store_service_point'. The table has two columns: 'Name' and 'Options'. The 'Name' column contains 'Main Pharmacy' and 'Main Store'. The 'Options' column contains links: '(1) Edit | Disable (2)' for 'Main Pharmacy' and 'Enable (3)' for 'Main Store'.

Name	Options
Main Pharmacy	(1) Edit Disable (2)
Main Store	Enable (3)

Manual/Auto Scripts

This runs to sync data that could not be synchronized automatically.

- Click Manual/Auto scripts from the dropdown. A loading image will be displayed indicating the synchronization in progress.
- An on-screen message will be displayed showing what has been updated.



The screenshot shows a light blue message box with a close button (X) in the top right corner. The message text is: '(1) patients without current_regimen have been updated with last dispensed regimen! EID Sync Success (0) rows affected by fixes applied! Viral Load Download Success! GITLOG Sync Success'.

Patient Merging

This is done when an individual patient has duplicate account.

- Select 'Patient Merging'

Check the CCC No's that holds the details of the patient. Click 'merge'. After merging, one of the accounts will be disabled

Show entries Search:

CCC No	Patient Name	Options
<input checked="" type="checkbox"/> 03	Demo Client	<div>Merge</div>
<input checked="" type="checkbox"/> 05	Demo Client	<div>Merge</div>

Chapter 7: Reports Module

This chapter explains the kind of reports a user can generate from the system.

Ministry of Health
ARV Drugs Supply Chain Management Tool
Demo Facility
Facility Reports

HOME PATIENTS INVENTORY ORDER SETTINGS REPORTS PROFILE

Welcome Demo User Logout
Sunday, 21st September 2014

Quick Links

- Add Patients
- Stock Transactions
- Export Patient List
- User Manual

Notifications

- Lost to Followup 8
- System Up to Date

Standard Reports Visiting Patients Early Warning Indicators Drug Inventory MOH Forms

Cumulative Number of Patients by Current Status as of 21-Sep-2014

Current Status	Total No.	Total %	Adult Male	Adult Female	Children Male	Children Female	Children Total	Children %	Children ART	Children PEP	Children PMTCT	Children OI	Children ART	Children PEP	Children PMTCT	Children OI	Children ART	Children PEP	Children PMTCT	Children OI
active	328	20.6	13	2	10	4	121	37.2	32	104	16	32	104	16	32	104	16	32	104	16
deceased	101	6.3	5	3	6	1	12	3.7	32	8	1	32	8	1	32	8	32	8	1	32
discharged	337	21.1	-	1	-	4	-	-	169	-	-	-	169	-	-	-	169	-	-	-
lost to follow up	202	12.7	2	6	4	5	11	3.4	74	16	-	74	16	-	74	16	74	16	-	74
patient decline	82	5.1	-	3	1	4	7	2.2	32	7	-	32	7	-	32	7	32	7	-	32
transfer to kangemi	44	2.8	3	3	2	-	6	1.9	11	7	-	11	7	-	11	7	11	7	-	11
transfer out	312	19.6	18	9	19	8	51	15.6	84	40	-	84	40	-	84	40	84	40	-	84
transfer to dagorreti	158	9.9	5	2	13	3	34	10.5	39	37	-	39	37	-	39	37	39	37	-	39
transfer to kariobangi	13	0.8	1	-	2	-	2	0.6	5	2	-	5	2	-	5	2	5	2	-	5
transfer to kibera	10	0.6	-	-	1	-	6	1.9	-	1	-	-	1	-	-	1	-	1	-	-
Total:	1595	100	48	0	29	59	0	0	29	252	0	0	480	223	0	0	480	223	0	0

Showing 1 to 10 of 12 entries

The types of reports include:

Standard Reports

Gives summary reports such as patients enrolled in a period, TB stages, cumulative number of patient to date etc.

By default, reports display the standard reports.

- Select the type of report to be generated.

Standard Reports Visiting Patients Early Warning Indicators Drug Inventory

Select Report

-- Select a Report --

- Number of Patients Enrolled in Period
- Number of Patients Started on ART in the Period
- Graph of Number of Patients Enrolled Per Month in a Given Year
- Cumulative Number of Patients to Date
- Number of Active Patients Receiving ART (by Regimen)
- Family Planning Summary
- Patient Indications Summary
- TB Stages Summary
- Chronic Illnesses Summary
- Patient Allergy Summary
- Patients Status & Disclosure
- Patient BMI Summary

- Select the donor, GOK or PEPFAR, and the range of dates. In this example, number of patients enrolled in a period of three months from 1st January to 31st March 2014 with PEPFAR as the donor.

Standard Reports Visiting Patients Early Warning Indicators Drug Inventory MOH Forms

Select Report: Number of Patients Enrolled in Period

Select Donor: PEPFAR

From: 01-Jan-2014 To: 31-Mar-2014

Generate Report

Note: to generate the other types of report under Standard Reports list, follow the same instructions as above

Report results are as shown below. The user can save the results as the file of their choice such as excel or pdf.

Demo Facility

Patients Enrolled By Source Between 01-Jan-2014 And 31-Mar-2014

Show 10 entries

Copy Excel PDF

Search:

Source	Total		Adult												Children													
	No.	%	Male		Female		Male		Female		Male		Female		Male		Female		Male		Female		Male		Female			
			ART	PEP	ART	PEP	ART	PEP	ART	PEP	ART	PEP	ART	PEP	ART	PEP	ART	PEP	ART	PEP	ART	PEP	ART	PEP	ART	PEP		
GATINA	3	9.7	-	-	-	-	-	-	-	-	-	-	-	-	-	1	33.3	-	-	-	-	-	-	-	-	-		
KAWANGWARE	10	32.3	-	-	-	-	-	-	-	-	-	-	-	-	-	4	40.0	-	-	-	-	2	20.0	1	10.0	-		
RIRUTA	14	45.2	-	-	-	-	-	-	-	-	-	-	-	-	-	2	14.3	-	-	-	-	4	28.6	4	28.6	-		
TRANSFER IN	4	12.9	-	-	-	-	-	-	-	-	-	-	-	-	-	1	25.0	-	-	-	-	-	2	50.0	-	-		
TOTALS	31	100	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	8	25.8	0	0.0	0	0.0	6	19.4	7	22.6	-		

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Visiting Patients

To generate reports of the patients who have visited the facility for drugs,

- Select the type of report you want to generate. Such reports are patients scheduled to visit, patients started on a particular day, patients visited for refill and those missing appointments.

Standard Reports Visiting Patients Early Warning Indicators Drug Inventory MOH Forms

Select Report: -- Select a Report --

Patients by Current Status as of 21-Sep-20

Current Status: -- Select a Report --

- List of Patients Scheduled to Visit
- List of Patients Started (on a Particular Date)
- List of Patients Visited For Refill
- Patients Missing Appointments

Current Status	No.	%	Male		Female		Children	
			No.	%	No.	%	No.	%

- On selecting the type, choose the range of dates. In this example, generating a report for the patients scheduled to visit from 1st January to 4th March 2014.
- Click 'Generate Report' button

Standard Reports
Visiting Patients
Early Warning Indicators
Drug Inventory
MOH Forms

Select Report
List of Patients Scheduled to Visit

From: 01-Jan-2014
To: 04-Mar-2014
Generate Report

Note: to generate the other types of report under Visiting Patients, follow the same instructions as above.

The report results are:

Demo Facility

Listing of Patients Expected to Visit Between 01-Jan-2014 And 04-Mar-2014

Number of patients: 7

Visited: 1

Not Visited: 6

Visited Later: 0

Show 10 entries

Copy Excel PDF

Search:

Patient No	Patient Name	Phone No /Alternate No	Phys. Address	Sex	Age	Last Regimen	Appointment Date	Visit Status
2074	DEMO CLIENT		FATHER,0727 -853443 /0723-936230 MOTHER	Male	7	TDF/3TC/LPV/R	20-Jan-2014	Not Visited
8-2589	DEMO CLIENT			Male	3	ABC/3TC/LPV/R	30-Jan-2014	Not Visited
8-2760	DEMO CLIENT			Female	1	OI Medicines	10-Feb-2014	Not Visited
8-3228	DEMO CLIENT			Female	2	O.I. Prophylaxis	30-Jan-2014	Not Visited
8-3260	DEMO CLIENT			Male	2	O.I. Prophylaxis	01-Mar-2014	Not Visited
8-3261	DEMO CLIENT			Female	8	AZT + 3TC + NVP (< 15YRS PAED)	12-Feb-2014	Yes
8-3356	DEMO CLIENT			Female	14	AZT/3TC/EFV	01-Jan-2014	Not Visited

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

A user can then download the results as an excel file or a PDF file or copy the results to the destination of their choice such as word document.

Early warning Indicators

This allows generating of reports related to patients' adherence to drugs, patients who may have changed the regimens etc.

To generate such reports:

- Click 'Early Warning Indicators'
- Select the type of report to generate. Such are active patients who have changed regimen, list of patients starting (by regimen), HIV early warning indicator, patients' adherence and non-adherence reports.

Standard Reports Visiting Patients Early Warning Indicators Drug Inventory

Select Report -- Select a Report --

-- Select a Report --
Active Patients who Have Changed Regimens
List of Patients Starting (By Regimen)
HIV Early Warning Indicators
Patients Adherence Report
Patients Non Adherence Report

Patients by Current S

- Define the range of dates. This example will generate reports for active patients who have changed regimens from the 1st January to end of February 2014.
- Click 'Generate Report'

Standard Reports Visiting Patients Early Warning Indicators Drug Inventory MOH Forms

Select Report Active Patients who Have Changed Regimens

From: 01-Jan-2014 To: 28-Feb-2014 Generate Report

Note: other types of report under Early Warning Indicators' list are generated following the above instructions

The results are as shown below. The user can then save them as PDF or excel file or copy them to a file of their choice

Demo Facility

Listing of Active Patients Who Have Changed Regimens In The Period Between 01-Jan-2014 And 28-Feb-2014

Number of patients: 148

From Regimen	To Regimen	ART No	Name	Service	Date of Change	Change Reason
AF1A AZT+3TC+NVP (>15YRS ADULT)	OI OI Medicines	757	DEMO CLIENT	ART	04-Feb-2014	
AR4 AZT/3TC/EFV	CF1B AZT + 3TC + EFV (< 15YRS PAED)	13-1673	DEMO CLIENT	ART	03-Feb-2014	
AR4 AZT/3TC/EFV	AF1B AZT + 3TC + EFV (>15YRS ADULT)	13-1680	DEMO CLIENT	ART	03-Feb-2014	
AR4 AZT/3TC/EFV	AF1B AZT + 3TC + EFV (>15YRS ADULT)	1756	DEMO CLIENT	ART	30-Jan-2014	
AR4 AZT/3TC/EFV	AF1B AZT + 3TC + EFV (>15YRS ADULT)	2092	DEMO CLIENT	ART	20-Jan-2014	
AR4 AZT/3TC/EFV	AF1B AZT + 3TC + EFV (>15YRS ADULT)	2098	DEMO CLIENT	ART	12-Feb-2014	
AR4 AZT/3TC/EFV	CF1B AZT + 3TC + EFV (< 15YRS PAED)	2619	DEMO CLIENT	ART	04-Feb-2014	
AR4 AZT/3TC/EFV	CF1B AZT + 3TC + EFV (< 15YRS PAED)	2663	DEMO CLIENT	ART	07-Jan-2014	
AR4 AZT/3TC/EFV	AF1B AZT + 3TC + EFV (>15YRS ADULT)	2674	DEMO CLIENT	ART	30-Jan-2014	
AR4 AZT/3TC/EFV	CF1B AZT + 3TC + EFV (< 15YRS PAED)	2757	DEMO CLIENT	ART	07-Jan-2014	

Showing 1 to 10 of 148 entries

First Previous 1 2 3 4 5 Next Last

Drug Inventory

Generates reports related to the drug consumption by the facility and its patients

- Click 'Drug Inventory'
- Select the report to be generated. The reports under drug inventory include drug consumption report, patient drug consumption report, drug stock on hand report, facility summary commodity report etc.

Standard Reports Visiting Patients Early Warning Indicators Drug Inventory MOH Forms

Select Report -- Select a Report --

- Select a Report --
- Drug Consumption Report
- Patient Drug Consumption Report
- Drug Stock on Hand Report
- Facility Summary Commodity Report
- Short Dated Stocks <6 Months to Expiry
- List of Expired Drugs
- Stock Consumption
- Daily Drug Consumption
- Drugs Issued To
- Drugs Received From

Number of Patients by Current Status as of 21-

	Female				Child
	ART	PEP	PMTCT	OI	Ma
active	10	-	-	4	121
deceased	6	-	-	1	12
discharged	-	-	-	4	-
lost to follow up	4	-	-	5	11

- Define the year. In this example, drug consumption report of the year 2014 in units.
- Click 'Generate Report'

Standard Reports Visiting Patients Early Warning Indicators Drug Inventory MOH Forms

Select Report Drug Consumption Report

Select Year : 2014 Units

Generate Report

Note: to generate the other types of report under Drug Inventory list, follow the same instructions as above

Report results are as shown below. The user can then save them as PDF or excel file or copy them to a file of their choice

Demo Facility

Listing of Drug Consumption Report for 2014 (UNIT)

Show 10 entries Copy Excel PDF Search:

Drug	Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3TC 10MG/ML	Bottle	-	-	-	-	-	-	-	-	-	-	-	-
ABACAVIR (ABC) Liquid 20MG/ML (240ml)	Bottle	-	-	-	-	-	-	-	-	-	-	-	-
ABACAVIR (ABC)300MG TABS	Tablet	2696	1566	2204	2872	1786	840	-	-	-	-	-	-
ABACAVIR 60MG/LAMIVUDINE 30MG FDC Tabs	Tablet	9489	6133	10344	12006	9978	6486	-	-	-	-	-	-
ABC-20MG/ML	Bottle	-	-	-	-	-	-	-	-	-	-	-	-
ABC60/3TC30 fdc paed.	Tablet	-	-	-	-	-	-	-	-	-	-	-	-
Acy-200mg TABS	Tablet	-	-	-	-	-	-	-	-	-	-	-	-
Acy-400mg	Tablet	-	-	-	-	-	-	-	-	-	-	-	-
ACY-CREAM	Pack	-	-	-	-	-	-	-	-	-	-	-	-
ACYCLOVIR 200MG-GOK	Tablet	60	40	180	30	-	20	-	-	-	-	-	-

MOH forms

- Click 'MOH forms'
- Select the type of form to download either GET MOH 711 or GET MOH 731

Select Report **-- Select a Report --** ▼

-- Select a Report --

GET MOH 711


GET MOH 731

- Choose the date for which to obtain the report. The example will generate MOH form for January 2014
- Click 'Generate Report'

Select Report **GET MOH 711** ▼

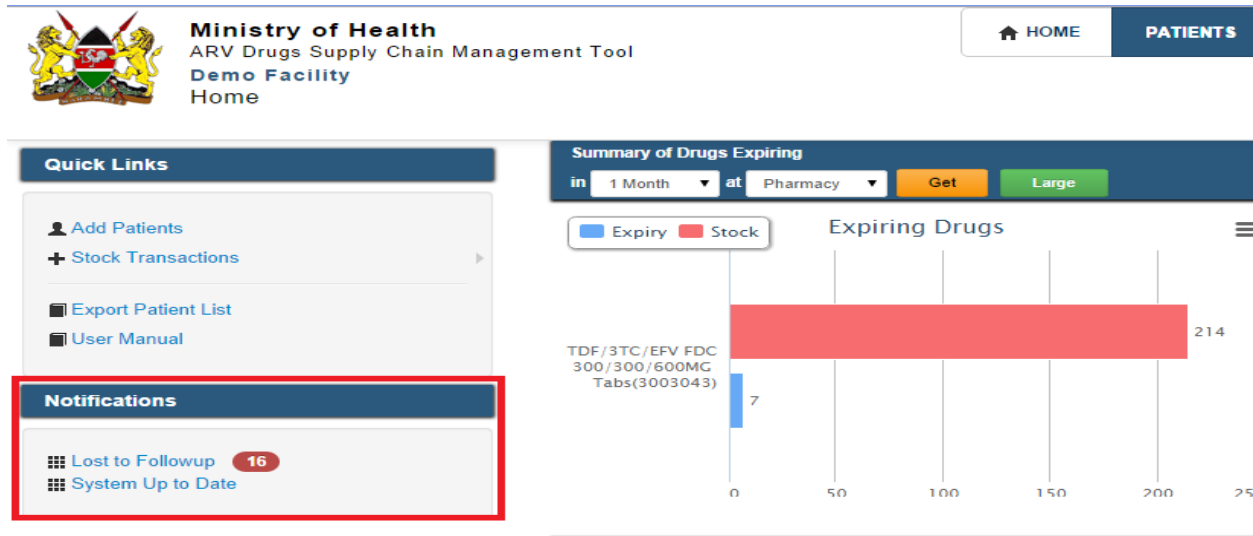
Select Period : **January-2014** **Generate Report**

This will download an excel file with results such as the ones shown below

				
REPUBLIC OF KENYA MINISTRY OF HEALTH				
MOH 711A - REPRODUCTIVE HEALTH, HIV/AIDS, MALARIA, TB and NUTRITION (Facility Form)				
Facility	Demo Facility			
CCC Code No.	District	Province	Month	Year
123456			September	2014
A: FAMILY PLANNING				
		New Clients	Re-Visits	TOTAL
1	Pills	Microlut	0	0
		Microgynon	0	0
2	Injection	Injection	0	0
3	I.U.C.D	Insertion	0	0
4	Implants	Insertion	0	0
5	Sterelization	B.T.L	0	0
		Vasectomy	0	0
6	Condoms	No. of Clients receiving	0	0
7	ALL OTHERS: (specify)	Emergency Contraceptive pills(levonorgestrel0.75 mg)	0	0
8	TOTAL NO. OF CLIENTS		0	0
9	REMOVALS:	IUCD	IMPLANTS	0

Notifications

They are found in the homepage. They include lost to follow-up, errors and system up to date



Lost to Followup: shows cumulative number of the patients that missed their appointment by 90 or more days.

Show 10 entries Search:

CCC NO	Patient Name	Contact	Date Enrolled	Next Appointment	Current Regimen	Status	Action
2138	DEMO CLIENT		21-Nov-2011	23-Jun-2014	AZT+3TC+NVP (>15YRS ADULT)	LOST TO FOLLOW UP	Detail Edit Disable
2512	DEMO CLIENT		02-Jul-2007	23-Jun-2014	AZT + 3TC + NVP (< 15YRS PAED)	LOST TO FOLLOW UP	Detail Edit Disable
285	DEMO CLIENT		04-Oct-2010	23-Jun-2014	AZT+3TC+NVP (>15YRS ADULT)	LOST TO FOLLOW UP	Detail Edit Disable
4415	DEMO CLIENT		14-May-2008	24-Jun-2014	ABC + 3TC + NVP (< 15YRS PAED)	LOST TO FOLLOW UP	Detail Edit Disable

Errors: lists all the errors that the pharmacist may have made in the process of dispensing drugs to patients, editing their details among others. They include patients without start regimen, patients with incorrect current regimen etc.

System Up to Date: shows that the system is the latest version.

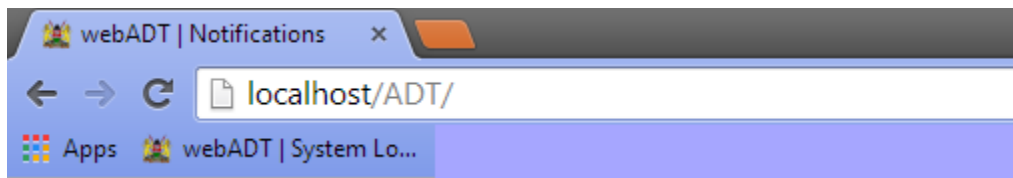
Section 2: System Administrator

Chapter 8: Starting up ADT and User Module

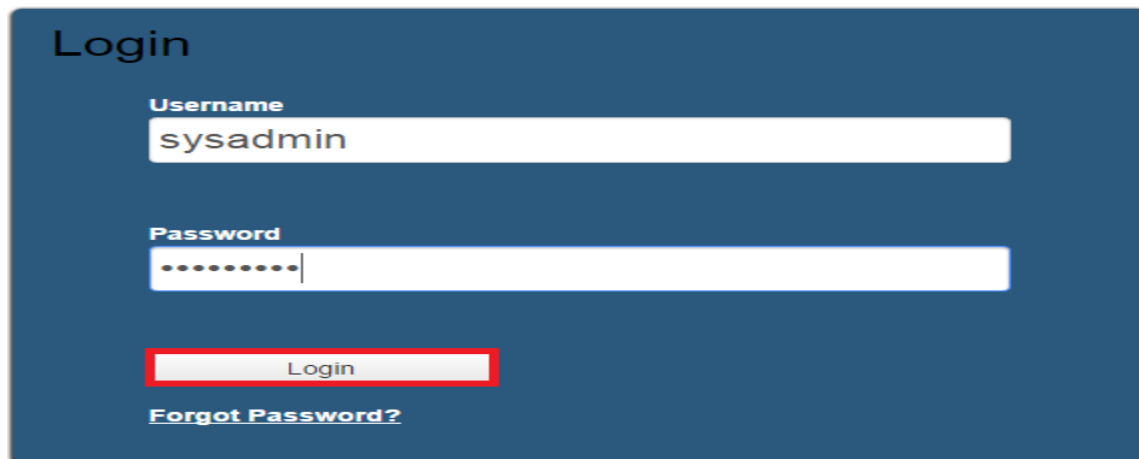
This chapter will focus on how the system administrator gets started with the system and the dashboard

Starting up ADT

Open chrome browser and type in `localhost/ADT` or use one of the shortcuts created during the installation. You will find one of the shortcuts at the desktop and another on the bookmark bar of your chrome browser.



This will take you to the login page. Use the facility's system administrator's credentials.

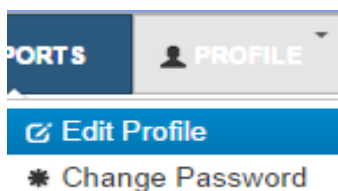
A screenshot of the webADT login page. The page has a dark blue background. At the top, it says 'Login'. Below that, there are two input fields: 'Username' with the text 'sysadmin' and 'Password' with masked characters. Below the password field is a 'Login' button, which is highlighted with a red border. At the bottom, there is a link that says 'Forgot Password?'.

User Module

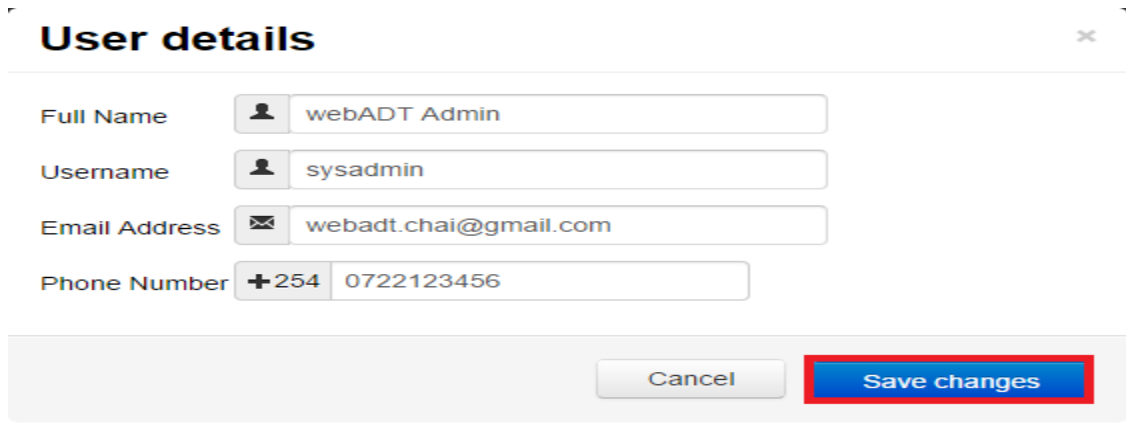
An admin can edit profile, change the password and logout of the system.

To edit profile:

- Click 'Profile' on the menu bar. Select 'Edit Profile'.



This will pop up a modal to allow you edit. Click 'Save Changes'.



User details

Full Name

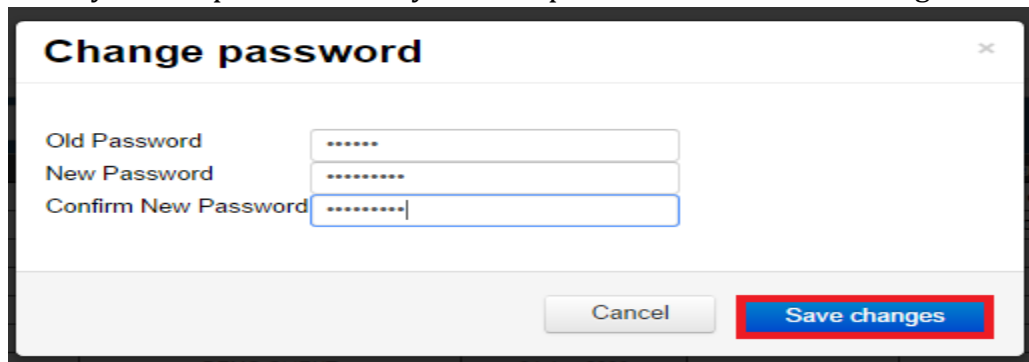
Username

Email Address

Phone Number

To change password:

- Click profile on the menu bar. Select 'Change Password'.
- Enter your old password and your new password. Click 'Save Changes'.



Change password

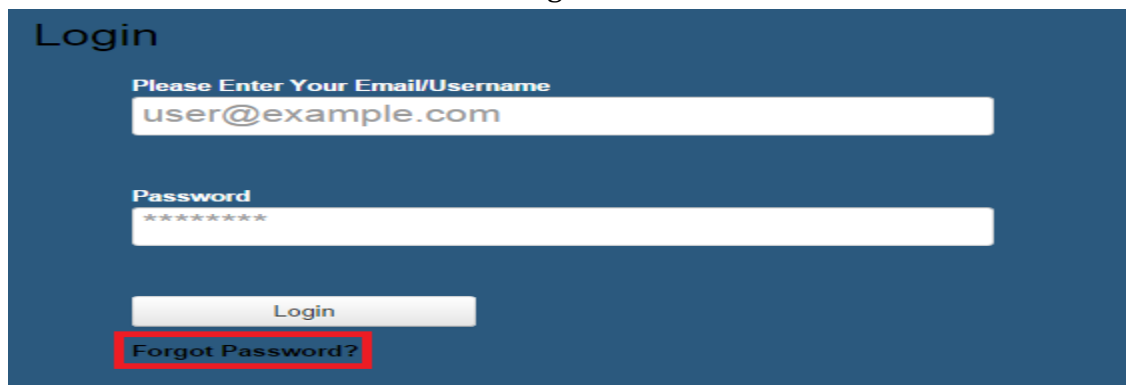
Old Password

New Password

Confirm New Password

To reset your password:

- Go to the login page.
- Click the link at the bottom written 'Forgot Password?'



Login


Please Enter Your Email/Username

Password

- In the reset password, enter your email address. Click 'Submit'.

Forgot Your Password ?

To reset your password, please enter your email address



On screen message confirming that an email has been sent will be displayed.



National AIDS/STD Control Programme (NAS COP)
Ministry of Health Government of Kenya

Email address was sent to **youremail@gmail.com**
Your Password was Reset

Open your email address to retrieve your new password and use it to login. Change the password to one of your choice.

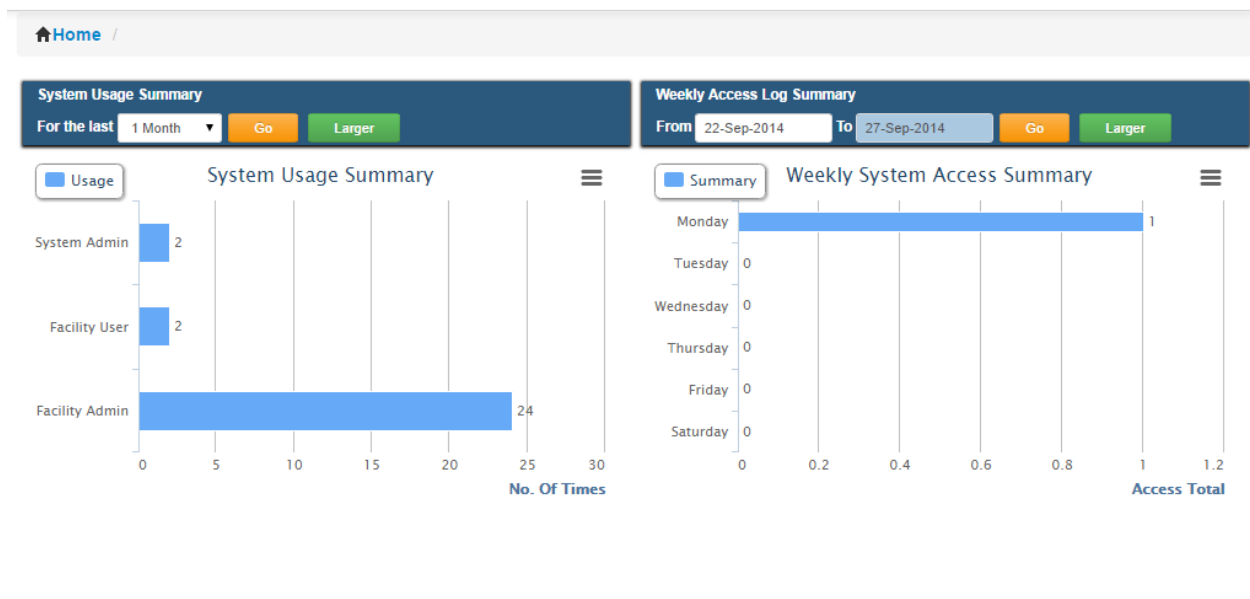
To logout of the system:

- Click logout at the top right of the system.

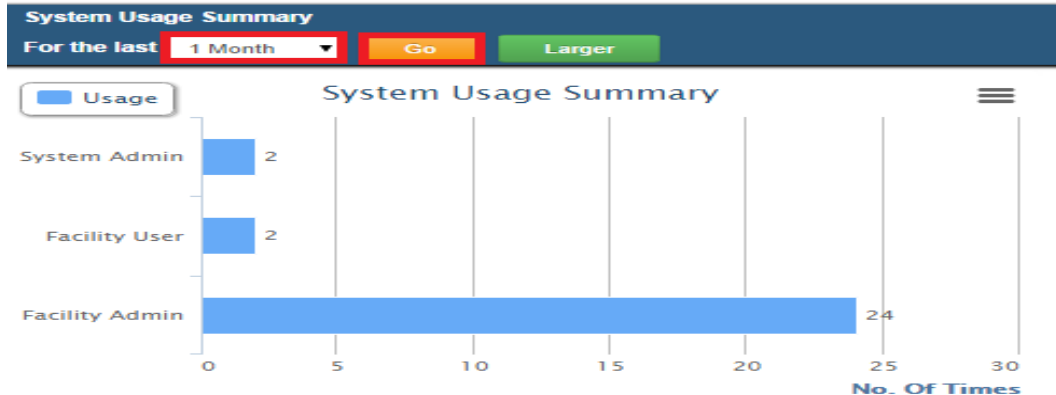
Welcome **webADT Admin.**  Logout
Monday, 22nd September 2014

Chapter 9: Dashboard

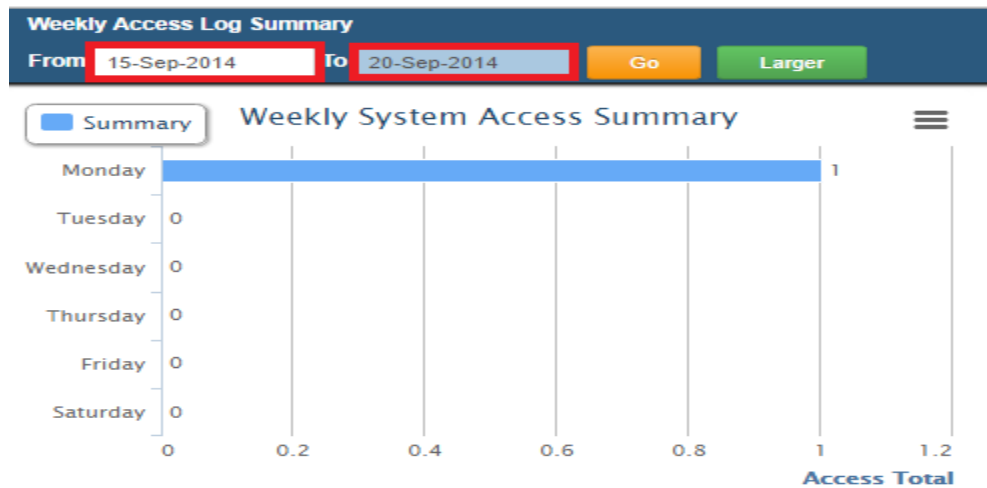
The dashboard shows the summary of system usage and that of weekly logs.



System Usage Summary: shows how often the facility users use the system. The example below displays the system usage for the last one month.

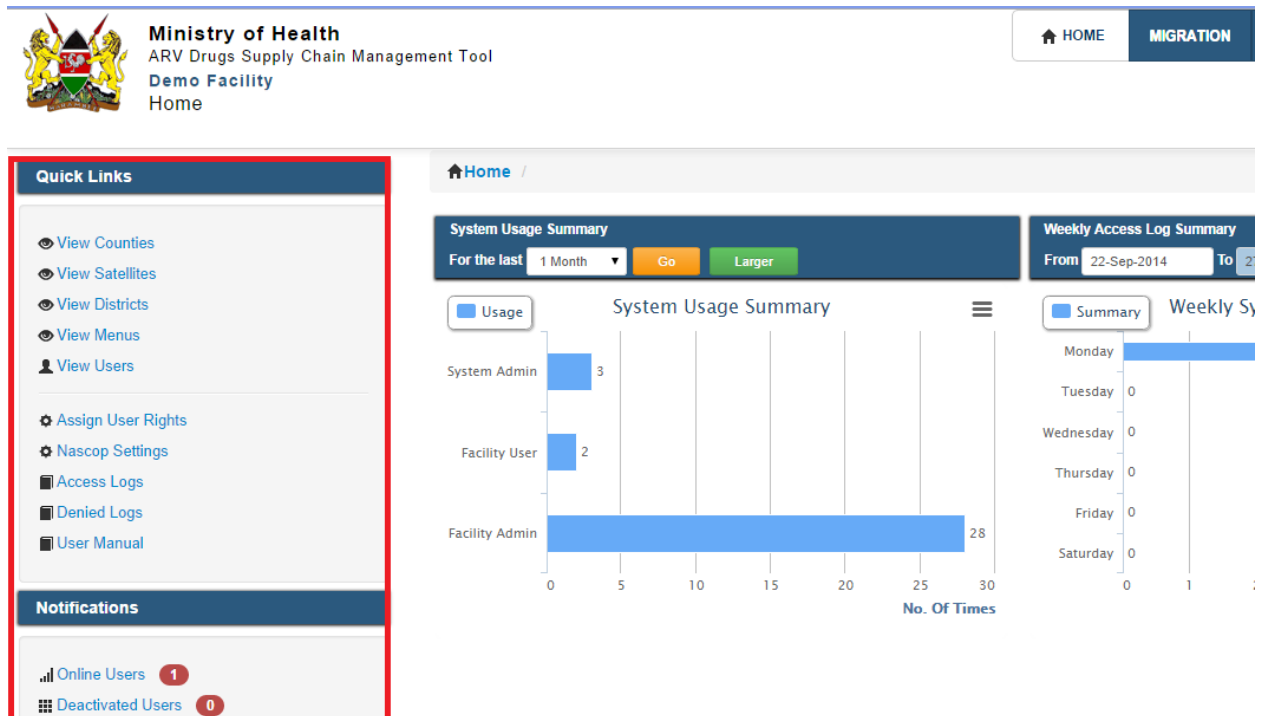


Weekly Access Log Summary: shows the weekly access of the system by all users. In the example, the summary of the system access for the week beginning on 15th to 20th September 2014.



Chapter 10: Quick Links and Notifications

The quick links and notifications can be accessed from the homepage. They allow the administrator to view counties, satellites, online users among others.



Quick Links

View Counties: lists the counties from the facility database. The administrator can:

- Add a new county by clicking the 'New County' button, (1)
This displays a new window which the admin enters the name of the county and saves it by clicking 'Save' button.
- Edit the name of the county. Click the 'Edit', (2)
- To disable a county, click 'Disable', (3)
- To enable a county, click 'Enable', (4)

Home / View Counties

+ New County (1)

Show 10 entries Search:

County Name	Options
Baringo	(2) Edit Enable
Bomet	Edit Disable (3)
Bungoma	Edit Disable
Busia	Edit Enable (4)
Elgeyo Marakwet	Edit Disable
Embu	Edit Disable
Garissa	Edit Disable
Homa Bay	Edit Disable
Isiolo	Edit Disable
Kajiado	Edit Disable

Showing 1 to 10 of 47 entries

First Previous 1 2 3 4 5 Next Last

Note: the above process described for the 'View Counties' is also applied in:

- View Satellites
- View Districts
- View Menus
- View Users
- Assign User Rights

NASCOP Settings: provides the system administrator with the link to NASCOP.

To update the URL, click 'Update'

Home / NASCOP Settings

Show 10 entries Search:

Link	Options
http://nascopurl	Update

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Access and Denied Logs: list the users who have accessed the system and those who have been denied the rights to access the system respectively. In this example, the list of users who accessed the system

Home / Access Logs

Show 10 entries Search:

User	Start Time	End Time	Session Duration	Status
Demo User	07-May-2014 03:19:43 pm	07-May-2014 03:22:38 pm	2 Minutes and 55 Seconds	Logout
Demo User	14-Sep-2014 08:42:26 pm	14-Sep-2014 08:47:35 pm	5 Minutes and 9 Seconds	Logout
Demo User	14-Sep-2014 09:37:34 pm	14-Sep-2014 09:44:50 pm	7 Minutes and 16 Seconds	Logout

User Manual: allows the admin to access the user manual from the system.

Notifications

Online users: lists the users who are accessing the system at the moment

Home / Online Users

Show	10	entries	Search:	
Full Name	UserName	Access Level	Email Address	Activity Duration
webADT Admin	sysadmin	System Administrator	webadt.chai@gmail.com	9 seconds
Showing 1 to 1 of 1 entries				
First Previous 1 Next Last				

Deactivated users: lists the users who have been deactivated hence cannot access the system

To enable the user, click 'Enable'

Home

/ Deactivated Users

Show

10

▼

entries

Search:

Full Name	UserName	Access Level	Email Address	Phone Number	Account Creator	Options
guest	guest	Facility Administrator			webADT Admin	Enable

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

Chapter 11: Migration Module

This chapter explains how to migrate database. Migration is only done during the installation of the ADT system.

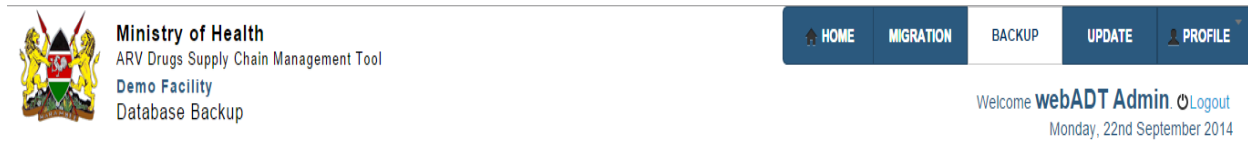
- Click Migration on the main menu
- Select the facility name where installation is taking place, (1)
- Select the pharmacy name, (2)
- Select the database to migrate, (3)
- Select the tables that need to be migrated, (4)
- Click Start Migration. The overall progress will be shown in real time as the migration continues.

The screenshot displays the 'Migration Settings' and 'Migration Progress' sections of a software interface. The 'Migration Settings' section contains four dropdown menus: 'Facility' (labeled (1)), 'Database' (labeled (3)), 'Pharmacy' (labeled (2)), and 'Tables' (labeled (4)). A 'Start Migration' button is highlighted with a red box. Below this, the 'Migration Progress' section shows an 'Overall Progress' bar, which is currently empty. A vertical scrollbar is visible on the right side of the progress bar area.

Chapter 12: Backup Module

This chapter explains how the administrator can do backup for the facility database.

- Create a folder which will hold the backup databases in the location of your choice. Example, backup folder in local disk C.
- Copy the location of the folder to the field given in the backup settings in ADT
- Click Run Backup button.



Ministry of Health
ARV Drugs Supply Chain Management Tool
Demo Facility
Database Backup

HOME MIGRATION BACKUP UPDATE PROFILE

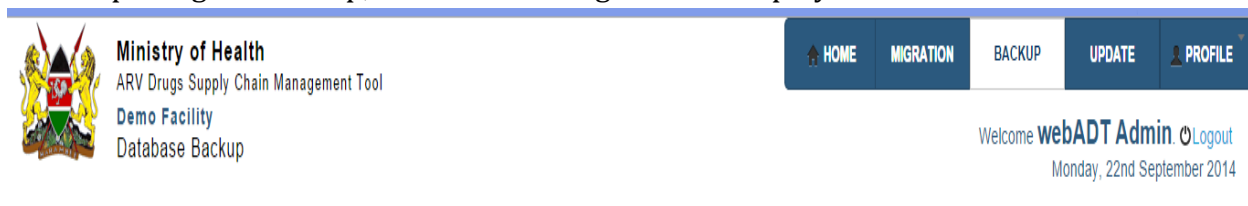
Welcome webADT Admin Logout
Monday, 22nd September 2014

Backup Settings

Location
C:\backup

Run Backup

On completing the backup, a success message will be displayed.



Ministry of Health
ARV Drugs Supply Chain Management Tool
Demo Facility
Database Backup

HOME MIGRATION BACKUP UPDATE PROFILE

Welcome webADT Admin Logout
Monday, 22nd September 2014

Backup Settings

Backup! Database Backup Successful

Location

Run Backup

Chapter 13: Update Module

This chapter shows the list of system updates and their dates. The administrator is able to see the last time the system was updated and the corresponding hash value.

- Click 'Update' from the main menu to view

Show 10 entries		Search:
#	Hash value	Timestamp
1	288765ad85627c2d0a72ecf3237ae3232245e2b7	2014-09-21 15:21:06
2		2014-09-20 20:03:23
3		2014-09-20 09:39:21
4		2014-09-20 09:12:45
5		2014-09-20 08:45:30
6		2014-09-20 08:44:59
7		2014-09-20 08:31:42
Showing 1 to 7 of 7 entries		FirstPreviousNextLast