



HEALTH COMMODITIES MANAGEMENT PLATFORM

FACILITY LEVEL USER GUIDE

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INTRODUCTION

The Health Commodities Management Platform (HCMP) is a web-based system that serves as a health care worker interface in the management of stock and monitoring of consumption at various service points. The system enhances rational procurement, efficient and timely distribution as well as rational use of commodities and supplies based on consumption needs.

The HCMP Facility Module is a step-by-step user guide tool for the Facility User. The purpose of this user guide is to enable users quickly learn how to manage commodities using HCMP system.

HCMP Flowchart

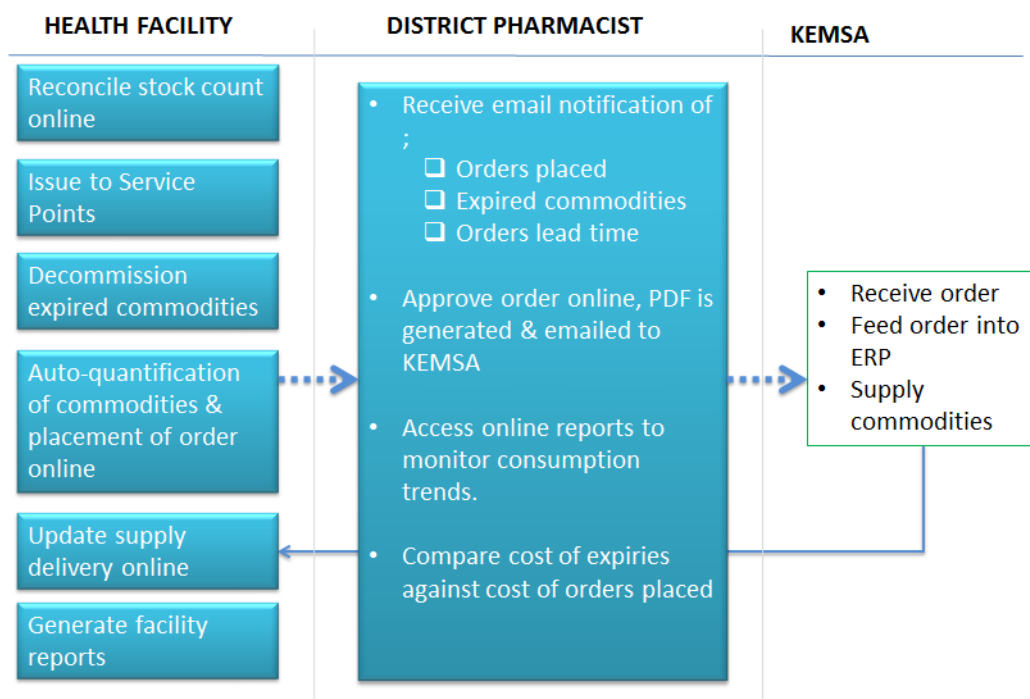


Figure 1 HCMP Flowchart

HOW TO START A COMPUTER

To start the computer, press the start button on the CPU tower and on the monitor as indicated below.



Figure 2: Locating the Power Buttons on your Machine.

Wait for the computer to boot up. Once it is finished booting, log in with your username and password. Upon successful login, your computer will be ready to use.

ACCESSING HCMP

Click on your preferred web browser (Google Chrome or Mozilla Firefox is recommended). This can be done using the shortcut icon on your desktop or through the start menu.



Figure 3: Accessing your Web Browser

Access the HCMP system by typing health-cmp.or.ke on the address bar and press enter as shown below.

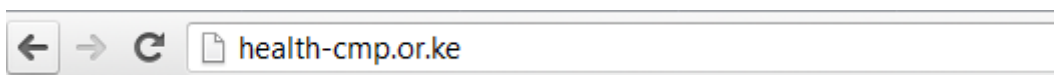
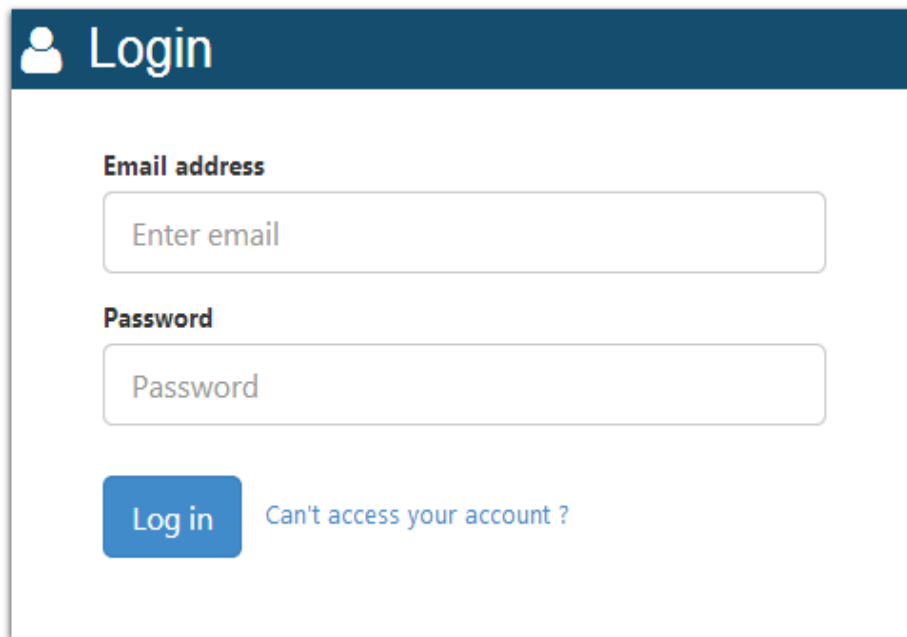


Figure 4: Accessing the HCMP System

LOGGING IN

A login page as illustrated below will be loaded upon accessing the system, prompting the user to enter his/her username and password.

The image shows a login page with a dark blue header bar containing a white user icon and the word "Login". Below the header, there are two input fields: "Email address" with a placeholder "Enter email" and "Password" with a placeholder "Password". At the bottom left is a blue "Log in" button, and to its right is a link "Can't access your account ?".

Login

Email address

Enter email

Password

Password

Log in [Can't access your account ?](#)

Figure 5 Login Page

NOTE: The login credentials will be supplied to you during field visits by the system coordinator and DPFs.

One is advised to change their password upon first login.

HOMEPAGE

Once the correct credentials are entered, the home page will load to display the following:

- Top Menu

This menu located at the top right position of the screen. It will guide the user through the list of views for all orders, issues, reports, evaluation and the commodity list.

- Notifications Area

It provides timely information to the user on orders pending approval, orders pending dispatch, potential expiries and actual expiries of commodities.

- Actions Items

Indicates the day to day processes that take place in the facility in regards to the commodities

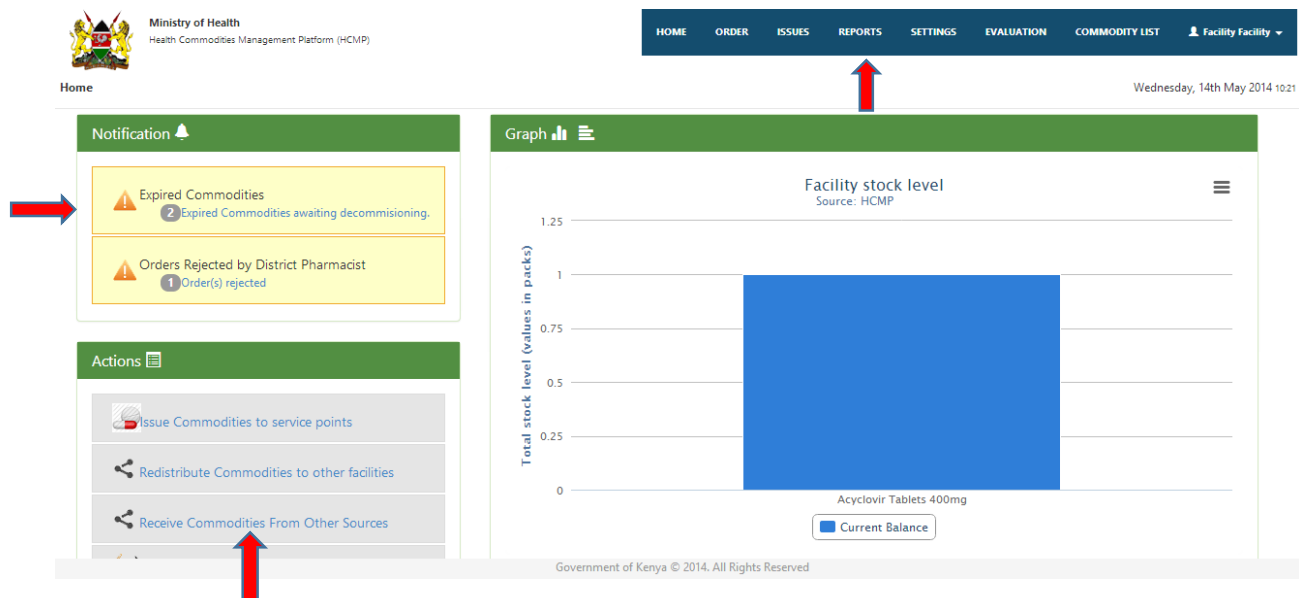


Figure 6 Home Page

Setup facility stock

This is the first action item to be performed on the system. This is in order for the commodity records to load. This is accessed by clicking SETTINGS on the top menu as shown below:



Figure 7 Top Menu

The dialogue box below will then appear. Choose the set up facility stock option as indicated in figure 666.

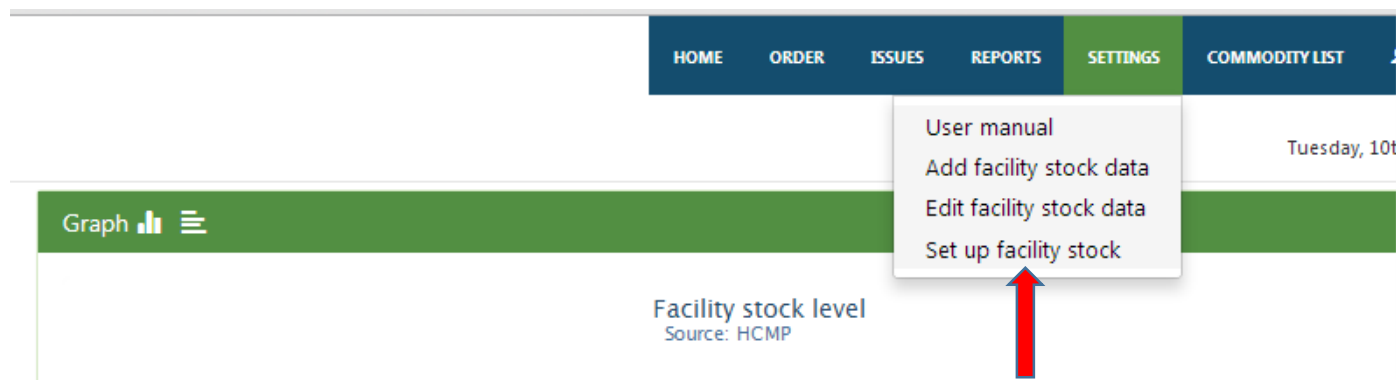


Figure 8 Settings Tab

The set up facility stock page will appear enabling the user to select all the drugs used in the facility and enter commodity issue type, amounts and Average monthly Consumptions (AMC) details for the first run as shown in figure 8.

Setting up facility stock data can also be done by clicking the select the commodities which are used in the facility link on the notification area. This redirects the user to the set up facility stock page shown in

Figure 8

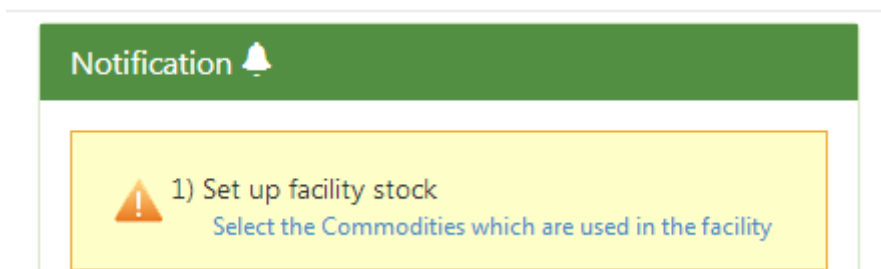



Figure 9 select the commodities which are used in the facility



Ministry of Health
Health Commodities Management Platform (HCMP)

HOME ORDER ISSUES REPORTS SETTINGS COMMODITY LIST Facility Facility

Githiga Private Medical Clinic | Set up facility stock

Tuesday, 10th June 2014 14:06

Select the Commodities that are used in this facility by inputting the AMC or check box.

Copy Print Save

Search:

Category	Description	Commodity Code	Unit Size	Issue Type	Average Consumption Quantity	Total Units	Select
Dermatologicals	Benzyl benz.emulsion 25% w/v application 50ml	PM12BBE001	bottle	Pack Size	0	0	<input type="checkbox"/>
Dermatologicals	Calamine lotion 15% 50ml	PM12CAL001	bottle	Pack Size	0	0	<input type="checkbox"/>
Dermatologicals	Clotrimazole cream 1% 20g	PM12CLT001	tube	Pack Size	0	0	<input type="checkbox"/>
Dermatologicals	Clotrimazole pessary 200mg 3s	PM12CLT002	pack of 3s	Pack Size	0	0	<input type="checkbox"/>
Dermatologicals	Hydrocortisone ointment 1% 15g	PM12HYD001	tube	Pack Size	0	0	<input type="checkbox"/>
Dermatologicals	Water-based lubricant (KY JELLY) 42g	NM13KYJ001	Tube	Pack Size	0	0	<input type="checkbox"/>
Dermatologicals	Silver sulphadiazine cream 1% 250g	PM12SLV001	jar	Pack Size	0	0	<input type="checkbox"/>
Disinfectants &	Chlorhexidine gluconate soln 5%	PD01CHI001	cl				<input type="checkbox"/>

Showing 1 to 246 of 246 records

Update

Figure 10 Set up facility stock

The category column shows the category of the drug followed by the description is given, along with the code that the commodity belongs to. The unit size column shows the standard packaging of the commodity. The Average Consumption Quantity column denotes the average Monthly consumption of a particular drug in the facility while the total units are the units available in the facility.

A search bar is available on the top right of the page, as shown by the red arrow on figure 8. This enables the user to access a specific record and set up the stock available.

Use checkboxes in the select column to select the various commodities used in a particular facility.

Once the setup is complete, there is an Update button that is available at the bottom right of the screen, Click on the button to save the changes made.

The copy, print and save options are at the top left of the screen:

Copy Option

Once the copy option is clicked, a popup notification will appear displaying specific numbers of rows in the table that have been copied on the clipboard as shown.

Category

Description

Commodity Code

Unit Size

Dermatologicals

Benzyl benz.emulsion 25% w/v application 50ml

PM12BBE001

bottle

Dermatologicals

Calamine lotion 15% 50ml

PM12CAL001

bottle

Dermatologicals

Clotrimazole cream 1% 20g

PM12CLT001

tube

Table copied

Copied 246 rows to the clipboard.

Figure 11 The Copy Option

Print Option

Once Print is clicked, a print view of the table will appear and you will be asked to use your browser print function to achieve this.

For setting up facility stock, the print view is shown below:

Category	Description	Commodity Code	Unit Size	Issue Type	Average Consumption Quantity	Total Units	Select
Dermatologicals	Benzyl benz.emulsion 25% w/v application 50ml	PM12BBE001	bottle	Pack Size	0	0	<input checked="" type="checkbox"/>
Dermatologicals	Calamine lotion 15% 50ml	PM12CAL001	bottle	Pack Size	0	0	<input type="checkbox"/>
Dermatologicals	Clotrimazole cream 1% 20g	PM12CLT001	tube	Pack Size	0	0	<input type="checkbox"/>
Dermatologicals	Clotrimazole pessary 200mg 3s	PM12CLT002	pack of 3s	Pack Size	0	0	<input type="checkbox"/>
Dermatologicals	Hydrocortisone ointment 1% 15g	PM12HYD001	tube	Pack Size	0	0	<input type="checkbox"/>
Dermatologicals	Water-based lubricant (KY JELLY) 42g	NM13KYJ001	Tube	Pack Size	0	0	<input type="checkbox"/>
Dermatologicals	Silver sulphadiazine cream 1% 250g	PM12SLV001	jar	Pack Size	0	0	<input type="checkbox"/>
Disinfectants & Antiseptics	Chlorhexidine gluconate soln 5%	PD01CHL001	5L	Pack Size	0	0	<input type="checkbox"/>
Disinfectants & Antiseptics	Sodium hypochlorite solution 4-6%	PD01SHS001	5L	Pack Size	0	0	<input type="checkbox"/>
Disinfectants & Antiseptics	Ethanol denatured solution 70%	PD01ETH002	5L	Pack Size	0	0	<input type="checkbox"/>
Disinfectants & Antiseptics	Povidone iodine solution 10%	PD01PDS001	1L	Pack Size	0	0	<input type="checkbox"/>

Figure 12 Setup facility stock print view

Save Option

Once the save button is clicked, different options are provided, which enable the user select the preferred format for saving this data.

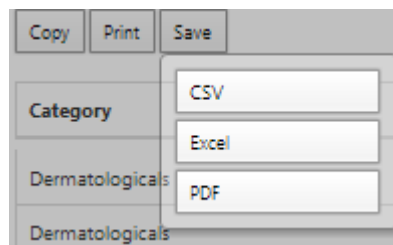


Figure 13 save Option

If either of the formats is clicked, the browser will prompt the user to input the specific location that they wish to save the file and save it. This is shown in figure 12.

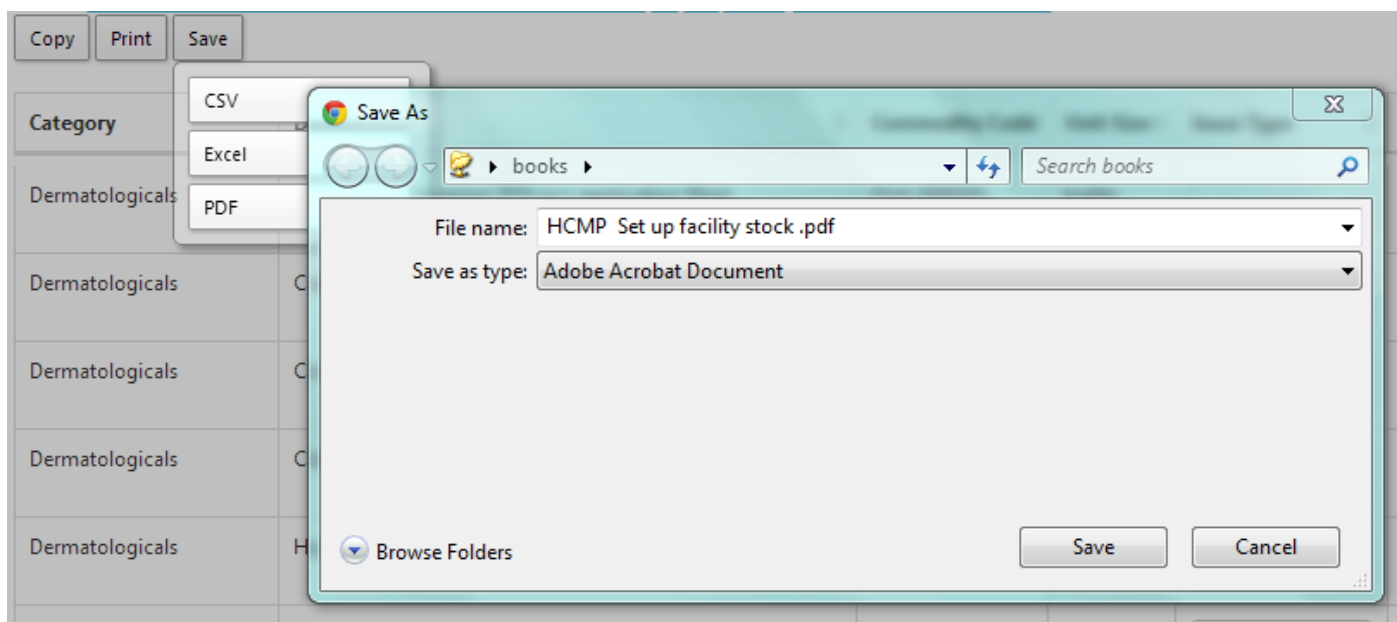


Figure 14 save selected format

Add facility stock data

To add quantities of commodities received from KEMSA by the facility, click on the SETTINGS option on the top menu and choose the Add Facility Stock option. This can also be done by clicking the please update your stock details link as shown in figure 14 below.

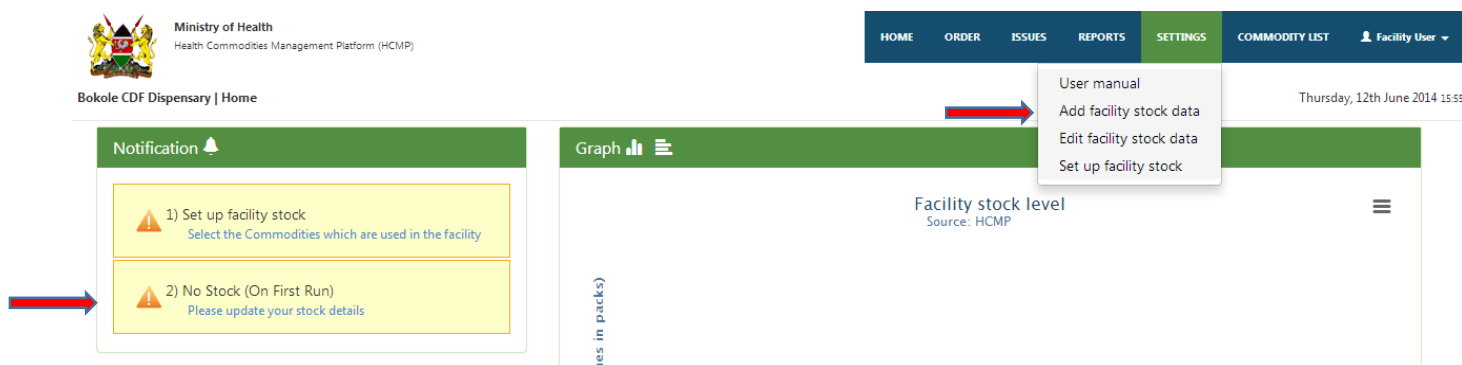


Figure 15 Adding Facility stock Data

Either of the above options will load the screen shown on figure 15 below:

Please note this is a one off activity Stock level as of 10 Jun 2014 To add facility stock data, first do physical stock count.

Description	Supplier	Unit Size	Batch No	Date Received	Source of Item	Manufacturer	Expiry Date	Issue Type	Stock Level	Total Unit Count	Options
Atenolol Tablets 50mg	KEMSA	1000s	44	10 Jun 2014		444	30 Apr 2014	F	1	1000	Remove Row
Glibenclamide Tablets 5mg	KEMSA	1000s	45	10 Jun 2014		445	31 Jul 2014	F	2	1000	Remove Row
Omeprazole Capsules 20mg	KEMSA	1000s	46	10 Jun 2014		446	30 Jun 2014	F	1	1000	Remove Row
Metformin Tablets 500mg	KEMSA	1000s	47	10 Jun 2014		446	30 Jun 2014	F	1	1000	Remove Row
Nifedipine Tablets s/r 20mg	KEMSA	1000s	47	10 Jun 2014		446	30 Jun 2014	F	1	1000	Remove Row
Cotrimoxazole Tablets 480mg	KEMSA	1000s	47	10 Jun 2014		446	30 Jun 2014	F	1	1000	Remove Row

➔ Add Row Save

Figure 16 Add facility stock data

This page allows the user to add commodity quantities that are available in the commodity store. The user is required to select a commodity, key in the batch number, date received, source of the item, manufacturer, expiry date, issue type and stock level.

The supplier and the unit size fields are auto generated. The total unit count is generated with reference to the available stock level entered by the user. To add a new row of data, click on the add row button at the bottom right of the screen. Here, two options are provided, Add Row and Save. This is shown by a red arrow on figure 15 above. Once the save action is performed, the Home Page loads with more actions as shown in figure 16 below:

Actions

- Issue Commodities to service points
- Redistribute Commodities to other facilities
- Receive Commodities From Other Sources
- Orders
- Update order delivery
- Add Service Points
- Reports

Figure 17 Home Page with more actions

Edit facility stock

To edit or update the current facility stock, click on SETTINGS on the menu tab and select Edit facility stock data from the dropdown as shown in figure 17.

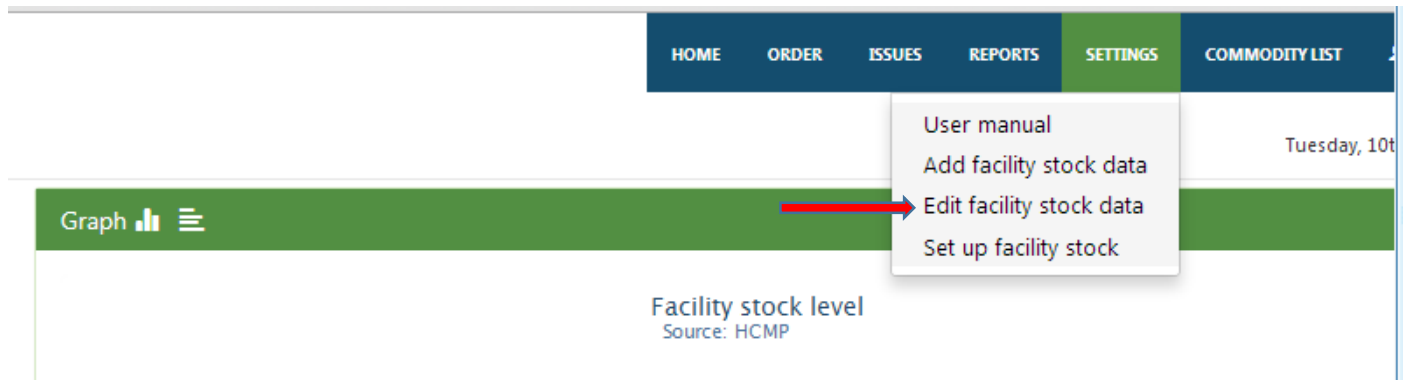


Figure 18 Edit Facility stock data

This loads the screen shown on figure 18 which allows the user edit information on the stock available.

Ministry of Health
Health Commodities Management Platform (HCMP)

Githiga Private Medical Clinic | Facility Stock

Wednesday, 11th June 2014 14:06

Copy Print Save Search: 10 Records per page

Commodity Name	Commodity Code	Unit Size	Supplier	Batch No	Expiry Date	Manufacturer	Balance(units)	Balance(packs)
Acyclovir Tablets 400mg	PM04ACY001	100s	KEMSA	33	Tue 31, May 2016	3ewe	300	3.0
Amoxicillin /Clavulanic Acid Tablets 500mg/125mg	PM01AMX006	10s	KEMSA	1	Wed 30, Apr 2014	1	1000	100.0
Amoxicillin /Clavulanic Acid Tablets 500mg/125mg	PM01AMX006	10s	KEMSA	6777	Sat 31, May 2014	jack	70	7.0
Atenolol Tablets 50mg	PM06ATE001	1000s	KEMSA	44	Wed 30, Apr 2014	444	1000	1.0
Atenolol Tablets 50mg	PM06ATE001	1000s	KEMSA	jack	Sat 31, May 2014	jack	1000	1.0
Hydrochlorothiazide Tablets 50mg	PM06HYD003	1000s	KEMSA	677	Wed 31, May 2017	777	5000	5.0

Showing 1 to 6 of 6 records

Previous 1 Next

Update

Figure 19 Edit facility stock data

A search bar is available on the top right of the page, which enables the user search and access a specific record in order to edit the stock.

Once stock is edited, click the update button on the bottom of the screen to save the changes. A green pop up appears informing the user that the information has been permanently updated. The copy, save and print options explained above are available.

Issue Commodities

Clicking the **Issue Commodities** tab on the Actions section shown in figure 21 below, loads the issue commodities screen that enables the user issue commodities to the respective service points within the facility.

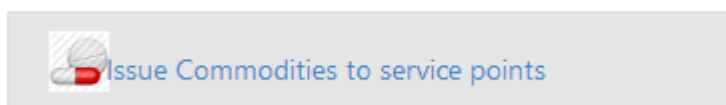


Figure 20 Issue Commodities tab

The issue commodities screen shown in figure 22 allows the user select the service point, choose commodity being issued, the issue date and the issued quantity. The Supplier, Unit size, Expiry Date and Available Batch Stock will populate automatically based on the selected commodity details.

From the **Batch No** drop down, the system will enlist all the Batches received within the facility for that particular commodity based on the First-In-First-Out & Short Expiry commodities.

Ministry of Health

Health Commodities Management Platform (HCMP)

[HOME](#)
[ORDER](#)
[ISSUES](#)
[REPORTS](#)
[SETTINGS](#)
[COMMODITY LIST](#)
[Facility Facility -](#)

Githiga Private Medical Clinic | Issues to service points
Wednesday, 11th June 2014 14:47

To Issue commodities i) select commodity to issue ii) enter the service point and quantity you wish to issue and select the batch no iii) to add more issues press add row

Available Batch Stock is for a specific batch, Total Balance is the total for the commodity

Service Point	Description	Supplier	Unit Size	Batch No	Expiry Date	Available Batch Stock	Issue Date	Issue Type	Issued Quantity	Total Balance	Action
Lab	Acyclovir Table	KEMSA	100s	33	30 May 20	300	1 Jun 201	Pack Size	1	200	Remove Row
Dressin	Hydrochloroth	KEMSA	1000s	677	30 May 20	5000	1 Jun 201	Pack Size	2	3000	Remove Row
TB Clin	Acyclovir Table	KEMSA	100s	33	30 May 20	200	1 Jun 201	Pack Size	1	100	Remove Row
Injectio	Acyclovir Table	KEMSA	100s	33	30 May 20	100	1 Jun 201	Pack Size	1	0	Remove Row
Diabetic	Hydrochloroth	KEMSA	1000s	677	30 May 20	3000	1 Jun 201	Pack Size	01	2000	Remove Row
Test	Acyclovir Table	KEMSA	100s	33	30 May 20	0	1 Jun 201	Unit Size		0	Remove Row

➔
+ Add Row
Save

Figure 21 Issue Commodities

To add a new row, select the Add row button as shown at the bottom of figure 22 by the red arrow. To save this information, click on the Save button next to the Add row button. A prompt will appear as follows:

HCMP: Notification Message

Kindly confirm the values before saving

Save

Cancel

Figure 22 Confirm Save

Click on the save button once the values are confirmed for the information to be recorded.

Redistribute Commodities

Clicking on the **Redistribute commodities** tab on the Actions section shown in figure 24 below, loads the redistribute commodities screen that enables the user redistribute commodities to other facilities.

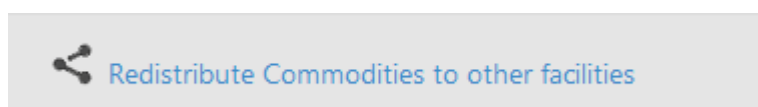


Figure 23 Redistribute commodities tab

The redistribute commodities screen shown in figure 25 allows the user select the sub county of the receiving facility belongs to, the facility name and select the commodity being redistributed. The user is also required to enter the issue date, type and quantity. The Supplier, Unit size, Expiry Date, Available Batch Stock and Total Balance will populate automatically based on the commodity selected.

From the **Batch No** drop down, the system would enlist all the Batches received within the facility for that particular commodity based on the First-In-First-Out & Short Expiry commodities.

Ministry of Health
Health Commodities Management Platform (HCMP)

HOME ORDER ISSUES REPORTS SETTINGS COMMODITY LIST Facility Facility

Githiga Private Medical Clinic | Redistribute Commodities
Wednesday, 11th June 2014 15:12

To issue commodities i) select commodity to issue ii) enter the service point and quantity you wish to issue and select the batch no iii) to add more issues press add row
Available Batch Stock is for a specific batch, Total Balance is the total for the commodity

Select Subcounty	Select Facility	Description	Supplier	Unit Size	Batch No	Expiry Date	Issue Date	Available Batch Stock	Issue Type	Issued Quantity	Total Balance	Action
Awendo	Kw	Acyclovir Ta	KEMSA	100s	33	30 May	1 Jun 21	300	Pack Size	1	200	Remove Row
Baringo	Kaj	Acyclovir Ta	KEMSA	100s	33	30 May	2 Jun 21	200	Pack Size	1	100	Remove Row
Bunyala	Sir	Hydrochlor	KEMSA	1000s	677	30 May	2 Jun 21	5000	Pack Size	3	2000	Remove Row
Dagorett	Ny	Hydrochlor	KEMSA	1000s	677	30 May	2 Jun 21	2000	Unit Size	300	1700	Remove Row
Gatanga	Kia	Hydrochlor	KEMSA	1000s	677	30 May	3 Jun 21	1700	Unit Size	1000	700	Remove Row
Garissa	Al-	Acyclovir Ta	KEMSA	100s	33	30 May	3 Jun 21	100	Unit Size	30	70	Remove Row

➔

Add Row

Save

Figure 24 Redistribute Commodities screen

To add a new row, select the Add row button as shown at the bottom of figure 20 by the red arrow. To save this information, click on the Save button next to the Add row button. A prompt will appear as illustrated in figure 18. Click on the save button once the values are confirmed for the information to be recorded.

Receive commodities

Click on the **Receive commodities** tab on the Actions section shown in figure 26 below to load the distribute commodities screen that enables the user receive commodities from other facilities or sources like donors.

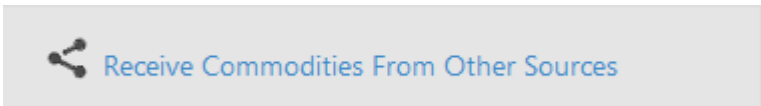


Figure 25 Receive commodities tab

This will load a screen shown in figure 25 below allowing the user to enter the details of the received commodity:

To avoid adding items to your stock, leave the values as zero

Copy

Print

Save

Search: 10 Records per page

From	Commodity Name	Commodity Code	Unit Size	Batch No	Expiry Date	Manufacturer	Quantity Sent(units)	Quantity Sent(packs)	Issue Type	Quantity Received	Total Units
------	----------------	----------------	-----------	----------	-------------	--------------	----------------------	----------------------	------------	-------------------	-------------

Figure 26 receive commodities from other sources

Orders

Click on the Orders tab shown in figure 26. This will avail two options allowing the user to order from two suppliers either KEMSA or MEDS as shown in figure 26 below:

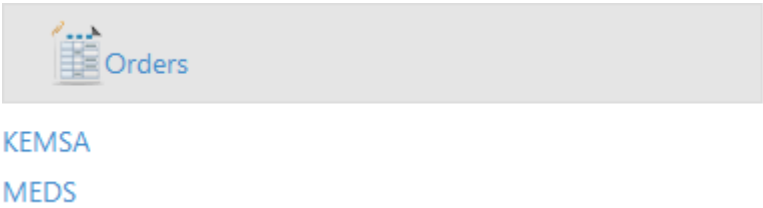


Figure 27 Orders Tab

Clicking the KEMSA link loads up a screen that enables the user view a summarized list of available commodities. See figure 27:

Ministry of Health
Health Commodities Management Platform (HCMP)

Githiga Private Medical Clinic | Facility Stock Summary

Wednesday, 11th June 2014 15:33

The Last Stock Update was as at : 19 May, 2014, 23 day(s) ago, Facility Facility

Copy Print Save

Search: 10 Records per page

Category	Commodity Name	Commodity Code	Unit Size	Opening Balance	Total Receipts	Total issues	Adjustments(-ve)	Adjustments(+ve)	Losses	Days out of stock	Closing Stock
Tablets and Capsules	Acyclovir Tablets 400mg	PM04ACY001	100s	97	100	100	0	0	0	0	97
Tablets and Capsules	Atenolol Tablets 50mg	PM06ATE001	1000s	1000	0	0	0	0	0	0	1000

Showing 1 to 2 of 2 records

Previous 1 Next

Proceed to Order from KEMSA

Figure 28 View Orders

On the top left includes the copy, print and save option explained above. The search option is also available here. The opening Balance column shows the quantities physically available on first run of the system.

Total Receipts show quantities received by the main suppliers e.g. KEMSA when an order is received.

Total issues represents all issues made within the facility.

Adjustments (-ve) shows negative adjustments; these are commodities redistributed by the facility.

Adjustments (+ve) shows positive adjustments; these are commodities received by the facility from other facilities or donors.

Losses column is used to update any losses that occurred during the ordering period.

Days out of stock show how long a particular commodity has been out of stock.

Closing stock this is the physical count of commodities available during the time of placing the order.

Placing an Order from KEMSA

Click on the Proceed to order from KEMSA button at the bottom right of the screen (refer to figure 27 above) to load the order form that is shown below in figure 28:

Ministry of Health
Health Commodities Management Platform (HCMP)

Githiga Private Medical Clinic | Facility New Order

Thursday, 12th June 2014 12:09

Enter Order Quantity and Comment, Order Quantity = (Monthly Consumption * 4) - Closing Stock

Select ordering frequency: Quarterly

Order Form Number:

In-patient Bed Days:

Total OPD Visits & Revisits:

Total Order Value: 0

Drawing Rights Available Balance: 6000000

Search:

Category	Description	Commodity Code	Order Unit Size	Order Unit Cost (Ksh)	Opening Balance	Total Receipts	Total Issues	Adjustments(-ve)	Adjustments(+ve)	Losses	No days out of stock	Closing Stock	AMC	Suggested Order Quantity	Order Quantity	Actual Units	Order Cost	Comment (if any)
Tablets and Capsules	Acyclovir Tablets 400mg	PM04ACY001	100s	700	97	100	100	0	0	0	0	97	0	0	0	0	0	N/A
Tablets and Capsules	Atenolol Tablets 50mg	PM06ATE001	1000s	300	1000	0	0	0	0	0	0	1000	0	0	0	0	0	N/A

Showing 1 to 2 of 2 records

+ Add Item Save

Figure 29 order form

The user is required to input the ordering frequency, order form number, in patient bed days and the total OPD visits and revisits monthly. These values need to be filled in order for the orders to be submitted, failure to which the system shows a notification error in figure29.

HCMP: Notification Message

fix this items before saving your order

1. Sorry, cant submit an order value of zero
2. Indicate Total OPD Visits & Revisits
3. Indicate In-patient Bed Days

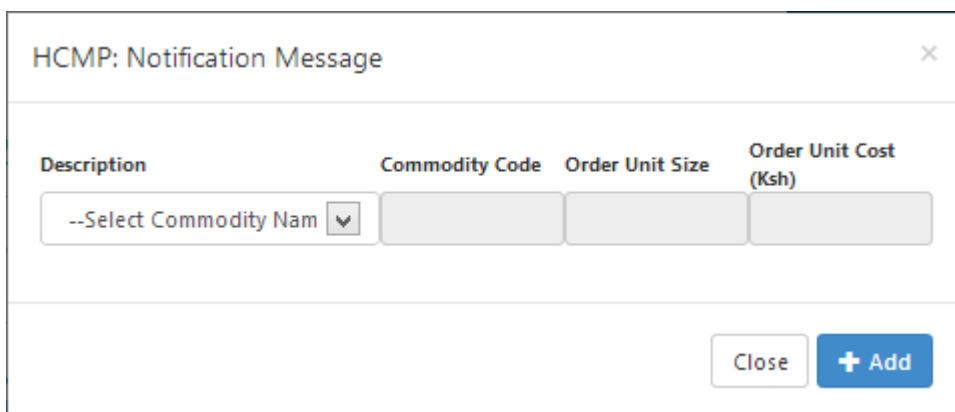
Close

+ Add Item Save

Figure 30 Error notification

The drawing rights balance is available on the top right.

To add an item that is not in the order form, click on the Add Item button at the bottom right of the screen. This action prompts a notification message pop up window as shown below in figure 30, asking the user to select the desired additional commodity.



HCMP: Notification Message

Description	Commodity Code	Order Unit Size	Order Unit Cost (Ksh)
--Select Commodity Nam			

Close + Add

Figure 31 Order Notification

Thereafter, click the Add button. The commodity will then appear in the order form. After adding all required commodities, click on the save button to enable the user input the quantity required to order.

(MEDS not developed)

Updating an order

Click on the Update Order Delivery tab on the Actions tab as shown in figure 31 below:



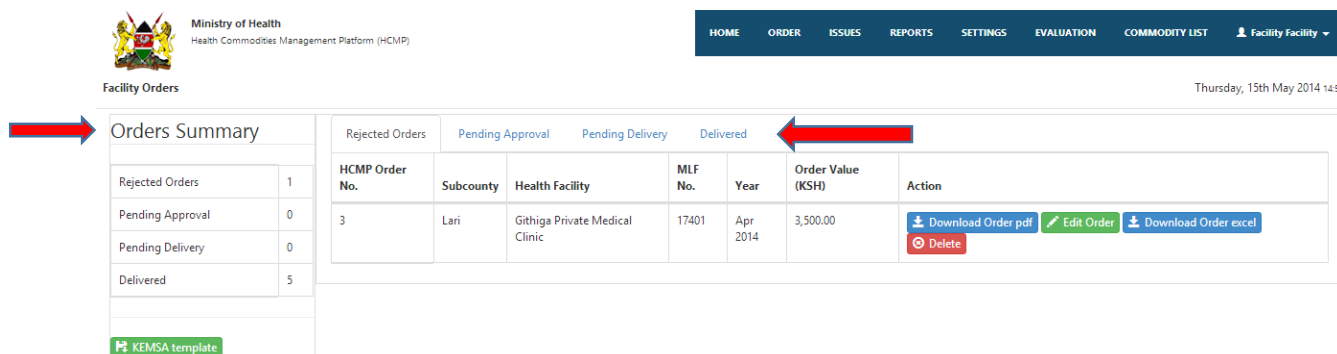
Figure 32 Update Order Delivery tab

This loads up the screen below in figure 32 which has Order summary and gives details of the four order status:

- Rejected Order:
- Pending Approval
- Pending Delivery
- Delivered

Orders summary

The Orders summary situated on the left of the page shows the number of rejected orders, orders pending approval by the district Pharmacist, orders pending delivery from KEMSA or another supplier and number of orders that have been delivered to the facility.



Ministry of Health
Health Commodities Management Platform (HCMP)

Facility Orders

Thursday, 15th May 2014 14:59

HOME ORDER ISSUES REPORTS SETTINGS EVALUATION COMMODITY LIST Facility Facility

Orders Summary		Rejected Orders	Pending Approval	Pending Delivery	Delivered
Rejected Orders	1				
Pending Approval	0				
Pending Delivery	0				
Delivered	5				

HCMP Order No.	Subcounty	Health Facility	MLF No.	Year	Order Value (KSH)	Action
3	Lari	Githiga Private Medical Clinic	17401	Apr 2014	3,500.00	Download Order pdf Edit Order Download Order excel Delete

KEMSA template

Figure 33 Facility order Listing

The Order Status

Rejected Order:

To view rejected orders, click on the Rejected orders tab.

This is an order that has been sent by the facility user to the District pharmacist and rejected due to certain issues. This page displays the Order no. the facility sub-county, the name of the health facility the year when the order was placed and the order value in Kenya shillings (KSH).

To edit this order:

- i) Click the Download Order excel to download it as an excel form and edit offline then upload.
- ii) Click on the edit Order above to load the edit order page shown below

Ministry of Health
Health Commodities Management Platform (HCMR)

Facility Update Order

Friday, 16th May 2014 10:37

Enter Order Quantity and Comment. Order Quantity= (Monthly Consumption * 4) - Closing Stock

*Select ordering frequency: Quarterly

*Order Form Number: 1

*In-patient Bed Days: 2

*Total OPD Visits & Revisits: 3

Total Order Value: 3500

Drawing Rights Available Balance: 3500

Search:

Category	Description	Commodity Code	Order Unit Size	Order Unit Cost (Ksh)	Opening Balance	Total Receipts	Total Issues	Adjustments(-ve)	Adjustments(+ve)	Losses	No days out of stock	Closing Stock	AMC	Suggested Order Quantity	Order Quantity	Actual Units	Order Cost	Comment (if any)
Tablets and Capsules	Acyclovir Tablets 400mg	PM04ACY001	100s	700	200	0	100	0	0	0	0	100	1	0	5	5	3500	N/A

Showing 1 to 1 of 1 records

+ Add Item

Edit Order

Figure 34 Edit rejected Order

This page allows the user to edit the Order quantity and use the Add Item to add any commodity that was missing in the order.

Note: All the greyed columns cannot be edited.

Orders Pending Approval

To view Orders Pending Approval, click on the Pending Approval tab.

These are orders pending approval by the DPF. These orders can only be viewed but not edited. Once approved the order moves from this list to the orders pending delivery page.

Orders Pending Delivery

To view Orders Pending delivery, click on the Pending delivery tab.

These are orders pending delivery from the supplier. Click the update button to input the batch no. manufacturer and quantities of the commodities received.

Delivered

These are orders that have been received by the facility from the supplier.

To view delivered Orders, click on the delivered orders tab. The page displays the order number the facility sub-county and name its MFL number the year when the order was placed and the order value in Kenya shillings. The page then allows the user to download the order in pdf or excel format.

Facility Orders

Orders Summary		Rejected Orders	Pending Approval	Pending Delivery	Delivered			
Rejected Orders	1	HCMP Order No.	Subcounty	Health Facility	MLF No.	Year	Order Value (KSH)	Action
Pending Approval	0	1	Lari	Githiga Private Medical Clinic	17401	Apr 2014	700.00	Download Order pdf Download Order excel Download Report
Pending Delivery	0	4	Lari	Githiga Private Medical Clinic	17401	Apr 2014	0.00	Download Order pdf Download Order excel Download Report
Delivered	5	12	Lari	Githiga Private Medical Clinic	17401	Mar 2014	500.00	Download Order pdf Download Order excel Download Report
		13	Lari	Githiga Private Medical Clinic	17401	Feb 2014	350.00	Download Order pdf Download Order excel Download Report
		14	Lari	Githiga Private Medical Clinic	17401	Jan 2014	150.00	Download Order pdf Download Order excel Download Report

Figure 35 Delivered Orders

The KEMSA Template

The KEMSA template option provided allows the user download the current KEMSA order form (in excel format) and fill the order details offline then upload the form at their own convenience. Click on the form to open.

KEMSA template

Rejected Orders

Pending Approval

Pending Delivery

Delivered

HCMP Order No.	Subcounty	Health Facility	MLF No.	Year	Order Value (KSH)	Action
<div> <div>Government of Kenya © 2014. All Rights Reserved</div> <div> <div>KEMSA Customer Or....xlsx</div> <div>Show all downloads...</div> </div> </div>						

Figure 36 Downloading the KEMSA Template

Add Service Points

To add a Service point, Click on the Add Service Points tab in the Actions section as shown in figure 38 below:

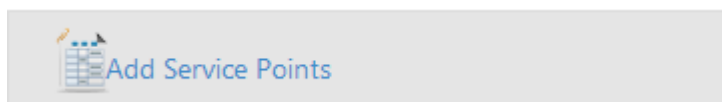


Figure 37 Add Service Points

This will load a screen figure 39 that shows all the service points within the facility, the date they were added and who was responsible for the add. The edit option is available allowing the user edit this information if required.

Ministry of Health
Health Commodities Management Platform (HCMP)

Githiga Private Medical Clinic | Facility Service Points

Thursday, 12th June 2014 13:22

HOME ORDER ISSUES REPORTS SETTINGS COMMODITY LIST Facility Facility -

Copy Print Save Search: 10 Records per page

Service Point Name	Date Added	Facility MFL	Facility Name	Sub-County	Added By	Cred	Action
Array	Thu 13, Mar 2014	17401	Githiga Private Medical Clinic	Lari	Facility Facility	Facility User	Edit
CCC	Wed 12, Mar 2014	0			Facility Facility	Facility User	Edit
Dental	Thu 10, Apr 2014	17401	Githiga Private Medical Clinic	Lari	Facility Facility	Facility User	Edit
Diabetic Clinic	Fri 07, Mar 2014	0					Edit
Dressing room	Fri 07, Mar 2014	0					Edit
Injection Room	Fri 07, Mar 2014	0					Edit
Lab	Fri 07, Mar 2014	0					Edit
Maternity	Fri 07, Mar 2014	0					Edit
MCH	Fri 07, Mar 2014	0					Edit
outreaches	Thu 10, Apr 2014	17401	Githiga Private Medical Clinic	Lari	Facility Facility	Facility User	Edit

Showing 1 to 10 of 14 entries

Previous 1 2 Next

Service Point Name Action

Remove Row

+ Add Row Save

Figure 38 Service points

Adding a service point

To add a new service point, Click on the add row button at the bottom of the screen. Write the name of the new service point in the input box to the right of the screen. Click the save button to save the changes. To remove a row, click on the remove row button next to the user input bar. Click add row to add a row.

Service Point Name Action

Public Health Remove Row

Male Ward Remove Row

+ Add Row Save

Copy Print Save Search:

Service Point Name	Date Added	Facility MFL	Facility Name	Sub-County	Added By	Cred	Action
CCC	Wed 12, Mar 2014	0			Facility Facility	Facility User	Edit
ccc	Fri 13, Jun 2014	11254	Bokole CDF Dispensary	Changamwe	Facility User	Facility User	Activate
Diabetic Clinic	Fri 07, Mar 2014	0					Edit
Dressing room	Fri 07, Mar 2014	0					Edit
Injection Room	Fri 07, Mar 2014	0					Edit
Lab	Fri 07, Mar 2014	0					Edit
Maternity	Fri 07, Mar 2014	0					Edit
MCH	Fri 07, Mar 2014	0					Edit
mem	Fri 13, Jun 2014	11254	Bokole CDF Dispensary	Changamwe	Facility User	Facility User	Edit
Pharmacy	Fri 07, Mar 2014	0					Edit

Showing 1 to 10 of 12 entries

Figure 39 adding a service point

Service Point Name

Action

Remove Row

Copy

Print

Save

Search:

Service Point Name	Date Added	Facility MFL	Facility Name	Sub-County	Added By	Cred	Action
Diabetic Clinic	Fri 07, Mar 2014	0					Edit
Dressing room	Fri 07, Mar 2014	0					Edit
Injection Room	Fri 07, Mar 2014	0					Edit
Lab	Fri 07, Mar 2014	0					Edit
Male Ward	Fri 13, Jun 2014	11254	Bokole CDF Dispensary	Changamwe	Facility User	Facility User	Edit
Maternity	Fri 07, Mar 2014	0					Edit
MCH	Fri 07, Mar 2014	0					Edit
Pharmacy	Fri 07, Mar 2014	0					Edit
Public Health	Fri 13, Jun 2014	11254	Bokole CDF Dispensary	Changamwe	Facility User	Facility User	Edit
TB Clinic	Fri 07, Mar 2014	0					Edit

+ Add Row

Save

Showing 1 to 13 of 13 entries

Editing a Service point

Platform (HCMP)

HOMEORDERISSUESREPORTSSEARCH

Service Points

Action

Copy

Service Point Name

CCC

Status

Active

Active

Inactive

Close

Save changes

	Service Point Name	Status	Created	Updated	Created By	Updated By	Action
	CCC	Active	Fri 07, Mar 2014	0			Edit
	ccc	Active	Fri 07, Mar 2014	0			Edit
	Diabetic Clinic	Active	Fri 07, Mar 2014	0			Edit
	Dressing room	Active	Fri 07, Mar 2014	0			Edit
	Injection Room	Active	Fri 07, Mar 2014	0			Edit

Activating or Deactivating a Service Point

24

Reports

Click on the Reports tab in the Actions section on the Home Screen as shown below:

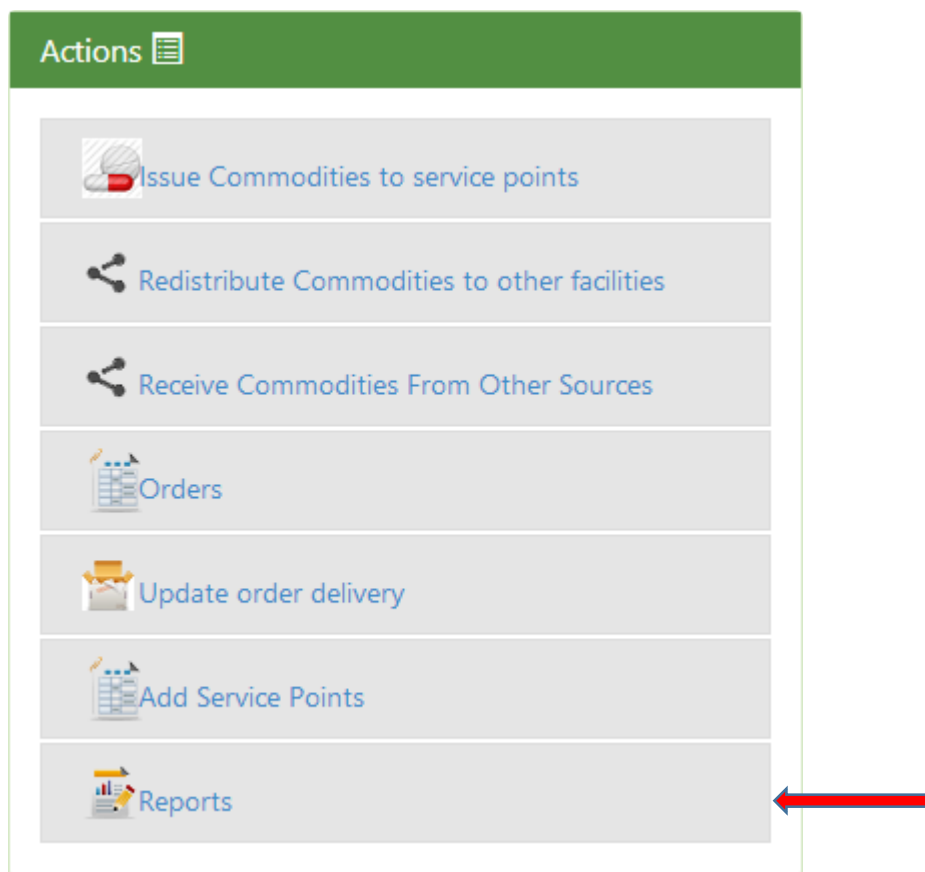


Figure 42 Reports

There are several reports available for access:

- Expiries
- Divisional reports
- Facility Statistics
- Other Reports

Expiries

Potential Expiries

The Potential indicate drugs that will expire within the durations of 3 months, 6 months and 1 year.



Expiries	Potential Expiries 2014									
Potential Expiries	<input type="radio"/> 3 Months <input checked="" type="radio"/> 6 Months <input type="radio"/> 1 Year									
Expired										
Divisional Reports	Copy Print Save Search: 10 Records per page									
Submit Divisional Reports	Commodity Description	Commodity Code	Batch No Affected	Manufacturer	Expiry Date	# Days to Expiry	Unit size	Stock Expired (Packs)	Stock Expired (Units)	Unit Cost (KSH)
Facility Statistics										Total Cost(KSH)
										Total 0.00

Figure 43 potential Expiries Report

Expiries

This is a report of the expired commodities within the facility.

Expiries Bokole CDF Dispensary 2014										
Copy	Print	Save	Search: 10 Records per page							
Commodity Description	Commodity Code	Unit size	Batch No Affected	Manufacturer	Expiry Date	# Days after Expiry	Stock Expired (Packs)	Stock Expired (Units)	Unit Cost (KSH)	Total Cost(KSH)
									Total	0.00

Figure 44 Expired Commodities

An option of copy, print or save is given to the left as shown by the red arrow above.

Use the search option to quickly access a commodity within the list by typing its name.

Use the records per page selection to choose number of rows to be viewed at a particular time.

Divisional Reports

A summary of the divisional reports is loaded. Which include:

- Malaria Reports
- TB Reports
- Reproductive Health Reports

Click on the respective tabs to access each report. If no reports have been submitted, the screen below will be loaded.

Expiries	10 Records per page	Search:
Divisional Reports	Submitted By: Date of Submission Action	
Malaria Reports	No data available in table	
TB Reports		
Reproductive Health Reports		

Figure 45 Divisional reports not submitted

If a report has been filled and submitted the screen below will load up. Giving the user an opportunity to download the report as an excel or pdf file. The edit tab is available in case the user requires to make any changes to the submitted report.

Ministry of Health
Health Commodities Management Platform (HCMP)

HOME ORDER ISSUES REPORTS SETTINGS EVALUATION COMMODITY LIST Facility Facility

Friday, 16th May 2014 11:

Expiries

Potential Expiries

Expired

Divisional Reports

Submit Divisional Reports

Facility Statistics

10 Records per page

Search:

Submitted By:	Date of Submission	Action
	2014-05-06 15:48:15	Edit PDF Excel

Figure 46 Divisional reports

To edit this information, click on the Edit button as shown by the red arrow above to load the screen that will allow you to perform this action.

Ministry of Health
Health Commodities Management Platform (HCMP)

HOME ORDER ISSUES REPORTS SETTINGS EVALUATION COMMODITY LIST Facility Facility

Monday, 19th May 2014 07:33

Write up on how to use the Report

Available Batch Stock is for a specific batch, Total Balance is the total for the commodity

Drug Name	Beginning Balance	Quantity Received	Quantity Dispensed	Losses Excluding Expiries	Positive Adjustments	Negative Adjustments	Physical Count	Expired Drugs	Stock Out Days	Total
Artemether/lumefantrine tab 12	123	123	123	123	123	123	123	123	123	123
Artemether/lumefantrine tab 18	123	123	123	123	123	123	123	123	123	123
Artemether/lumefantrine tab 24	123	123	123	123	123	123	123	123	123	123
Artemether/lumefantrine tab 6	123	123	123	123	123	123	123	123	123	123
Artesunate Injection	123	123	123	123	123	123	123	123	123	123
Quinine Injection	123	123	123	123	123	123	123	123	123	123
Sulfadoxine	123	123	123	123	123	123	123	123	123	123

Save

Figure 47 Edit report

To save your changes, click on the Save button at the bottom right position of the screen.

Submit Divisional Reports

To fill in either of the reports click the respective report tab, after filling all required details, click the Save button to save changes and submit the report.

Ministry of Health
Health Commodities Management Platform (HCMP)

HOME ORDER ISSUES REPORTS SETTINGS EVALUATION COMMODITY LIST Facility Facility

Friday, 16th May 2014 11:05

Write up on how to use the Report.
Available Batch Stock is for a specific batch, Total Balance is the total for the commodity

Drug Name	Beginning Balance	Quantity Received	Quantity Dispensed	Losses Excluding Expiries	Positive Adjustments	Negative Adjustments	Physical Count	Expired Drugs	Stock Out Days	Total
Artemether/lumefantrine tab 12										
Artemether/lumefantrine tab 18										
Artemether/lumefantrine tab 24										
Artemether/lumefantrine tab 6										
Artesunate Injection										
Quinine Injection										
Sulfadoxine										

Save

Figure 48 Submit divisional reports

Facility Statistics

Comprehensive statistics of the facility are shown here in the form of a line graph. These statistics include expiries, cost of orders, consumption and user statistics. Refer to figure 41 below:

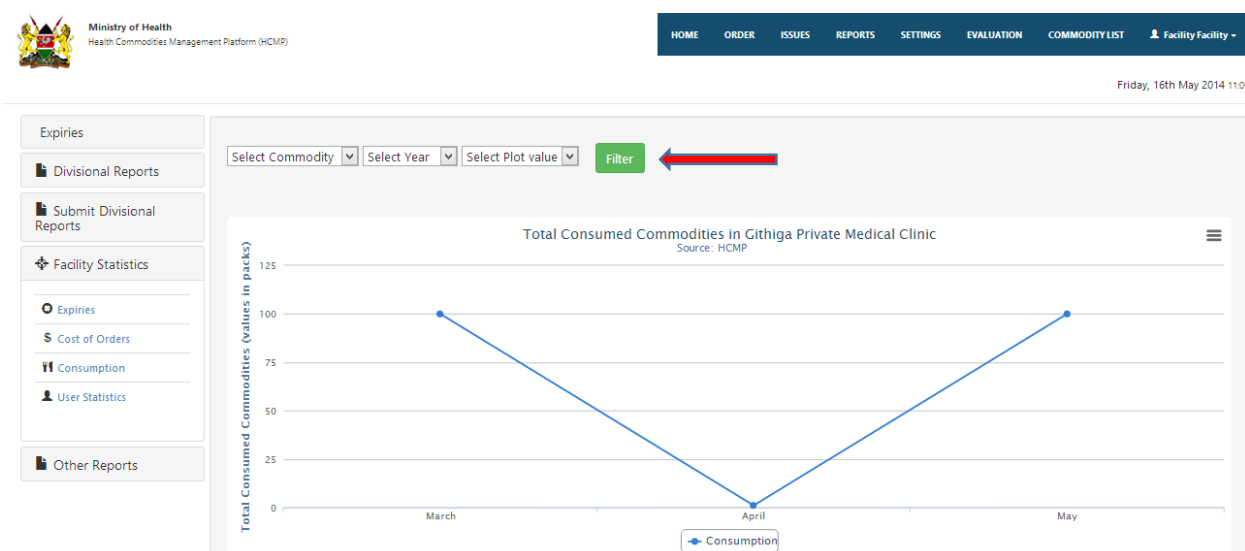


Figure 49 Facility Statistics

To get user specific reports, use the filter options to choose a filter criteria.

For example: In order to find statistics for a particular commodity, select the commodity, year and the plot value of the graph that you would like to see. Then click on Filter to get this information.

All these can be located at the top of the graph as shown by the red arrow.

Commodity List

Click on the Commodity List Tab on the Top Menu Section on the Home Page to access the list as shown below:

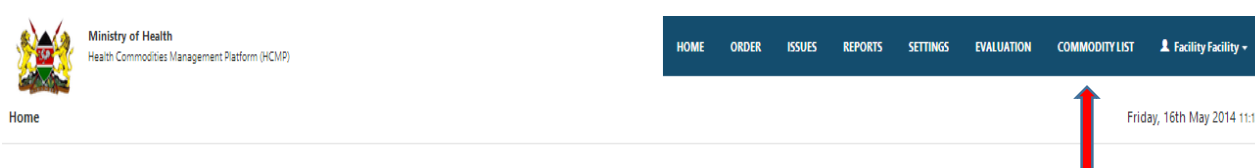



Figure 50 Commodity list tab

This will load a screen that will show a comprehensive list of all the commodities available in the facility.



Ministry of Health
Health Commodities Management Platform (HCMP)

HOME
ORDER
ISSUES
REPORTS
SETTINGS
EVALUATION
COMMODITY LIST
Facility Facility

Commodity Listing
Friday, 16th May 2014 11:16

Copy
Print
Save

Search:
10
Records per page

Category	Commodity Name	Commodity Code	Unit Size	Unit Cost(2014)
Dermatologicals	Benzyl benz.emulsion 25% w/v application 50ml	PM12BBE001	bottle	27
Dermatologicals	Calamine lotion 15% 50ml	PM12CAL001	bottle	27
Dermatologicals	Clotrimazole cream 1% 20g	PM12CLT001	tube	14
Dermatologicals	Clotrimazole pessary 200mg 3s	PM12CLT002	pack of 3s	15
Dermatologicals	Hydrocortisone ointment 1% 15g	PM12HYD001	tube	29
Dermatologicals	Water-based lubricant (KY JELLY) 42g	NM13KYJ001	Tube	120
Dermatologicals	Silver sulphadiazine cream 1% 250g	PM12SLV001	jar	280
Disinfectants & Antiseptics	Chlorhexidine gluconate soln 5%	PD01CHL001	5L	1060
Disinfectants & Antiseptics	Sodium hypochlorite solution 4-6%	PD01SHS001	5L	255
Disinfectants & Antiseptics	Ethanol denatured solution 70%	PD01ETH002	5L	850

Showing 1 to 10 of 246 records
Previous
1
2
3
4
5
Next

Figure 51 Commodity List

An option of copy, print or save is given to the left as shown above.

CHANGE PASSWORD

Click on the change password to change the default password assigned by the system (123456)

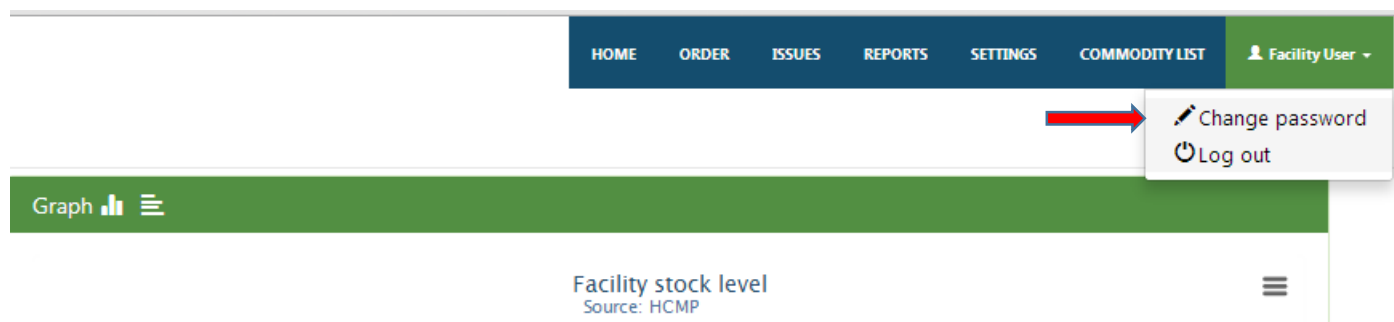


Figure 52 Change password

Note: This a highly recommended step since it ensures user privacy and data security.

LOG OUT

In order to log out of the system, click the top right **Facility User** link on the menu bar, which will provide you with the **Log Out** option as shown below. Click on this option to log out.

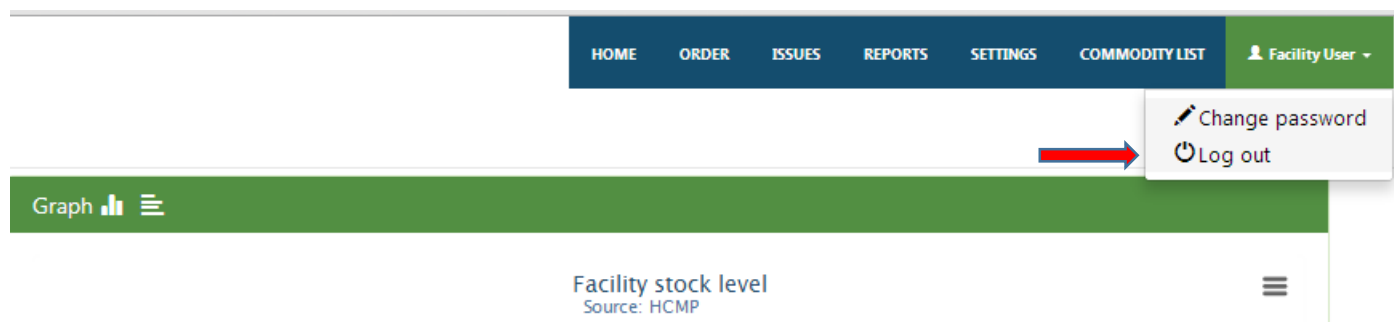


Figure 53 facility log out

