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

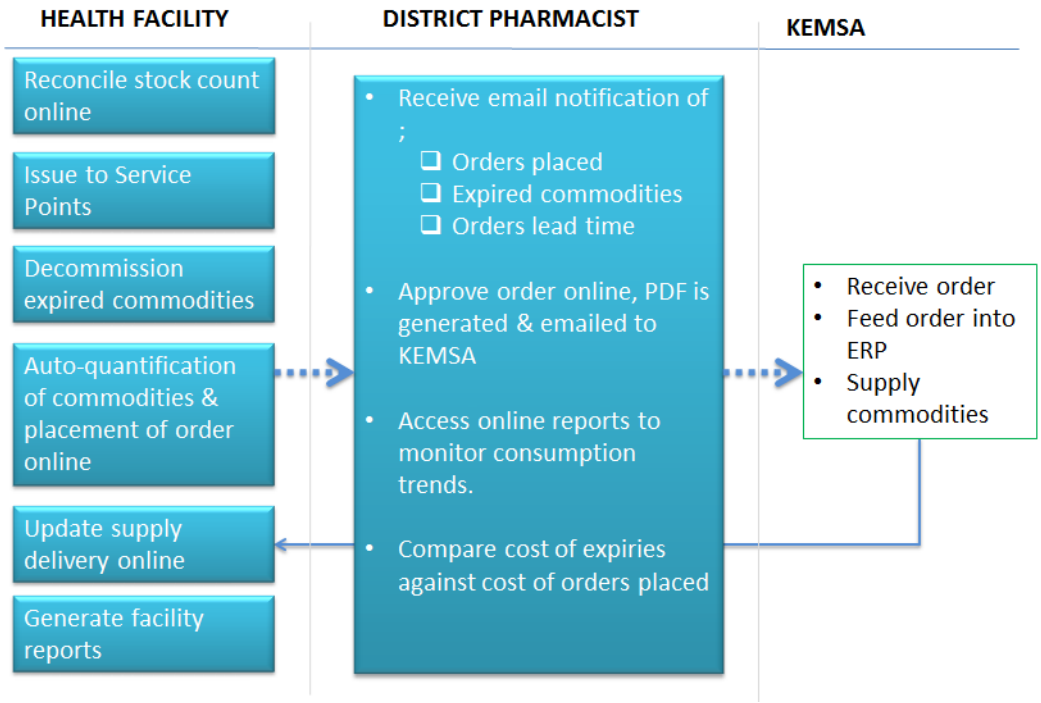

Figure 1 HCMP Flowchart

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.

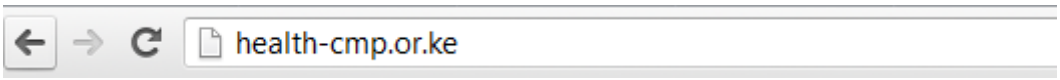

Figure 4: Accessing the HCMP System

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.

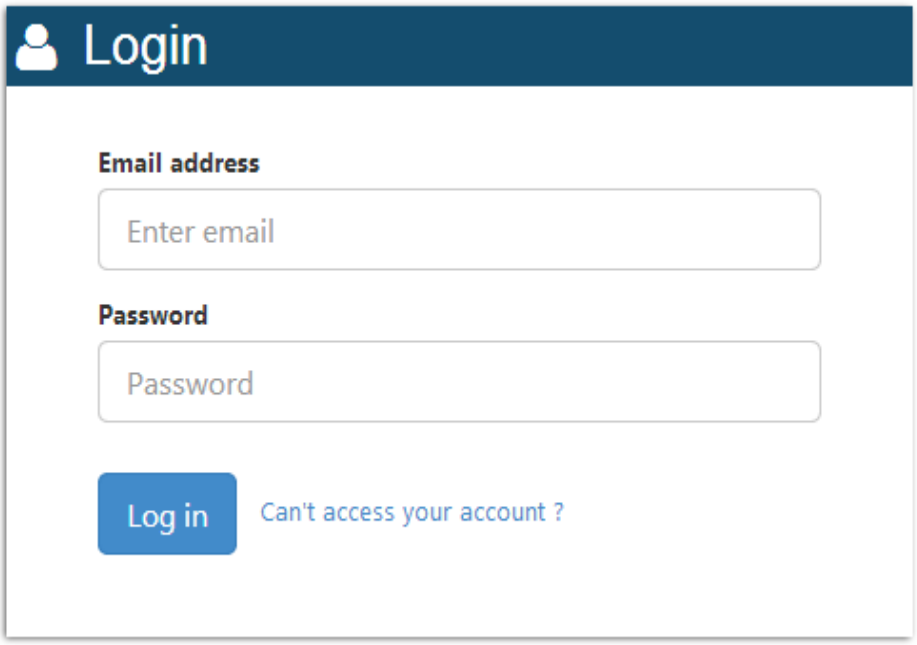

Figure 5 Login Page

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

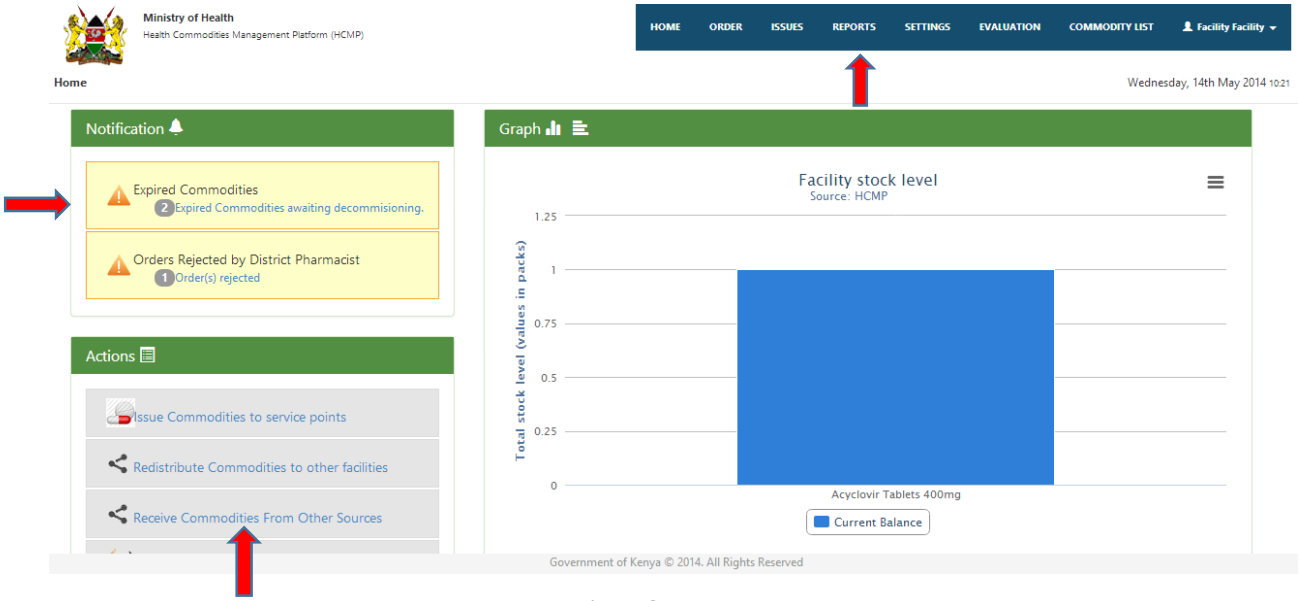

Figure 6 Home Page

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:

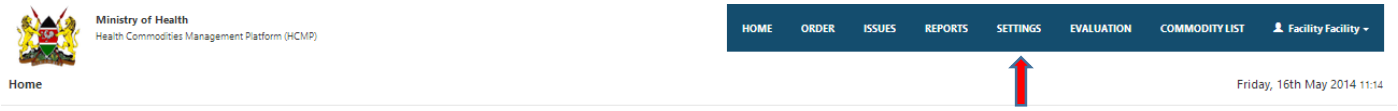

Figure 7 Top Menu

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

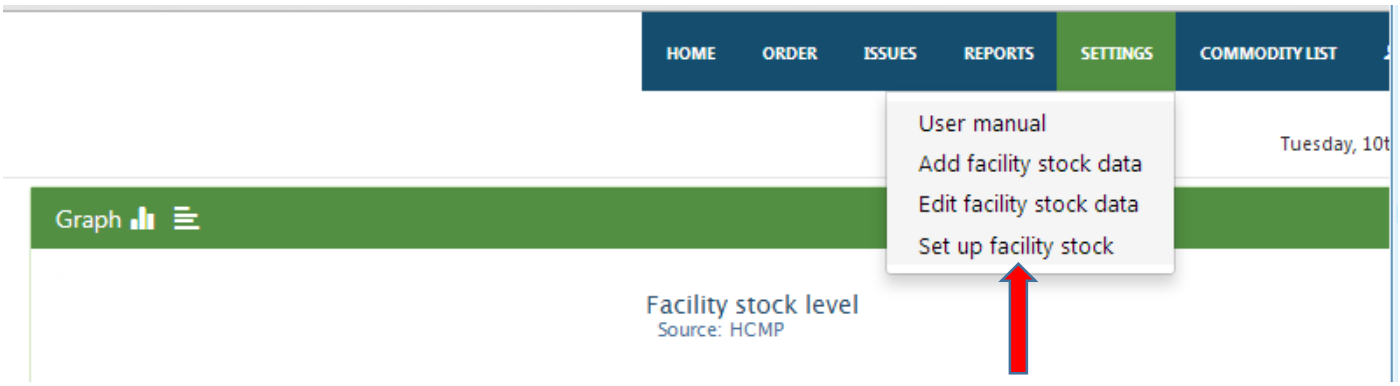

Figure 8 Settings Tab

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

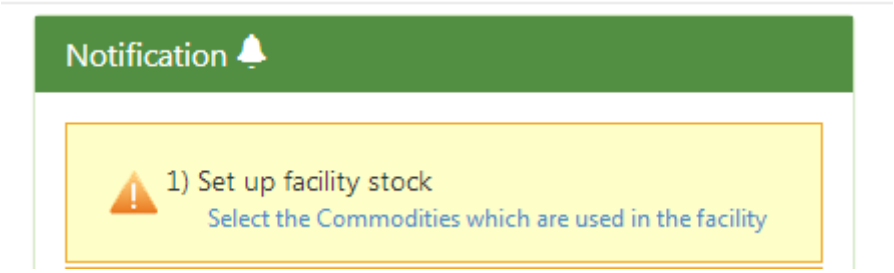

Figure 9 select the commodities which are used in the facility

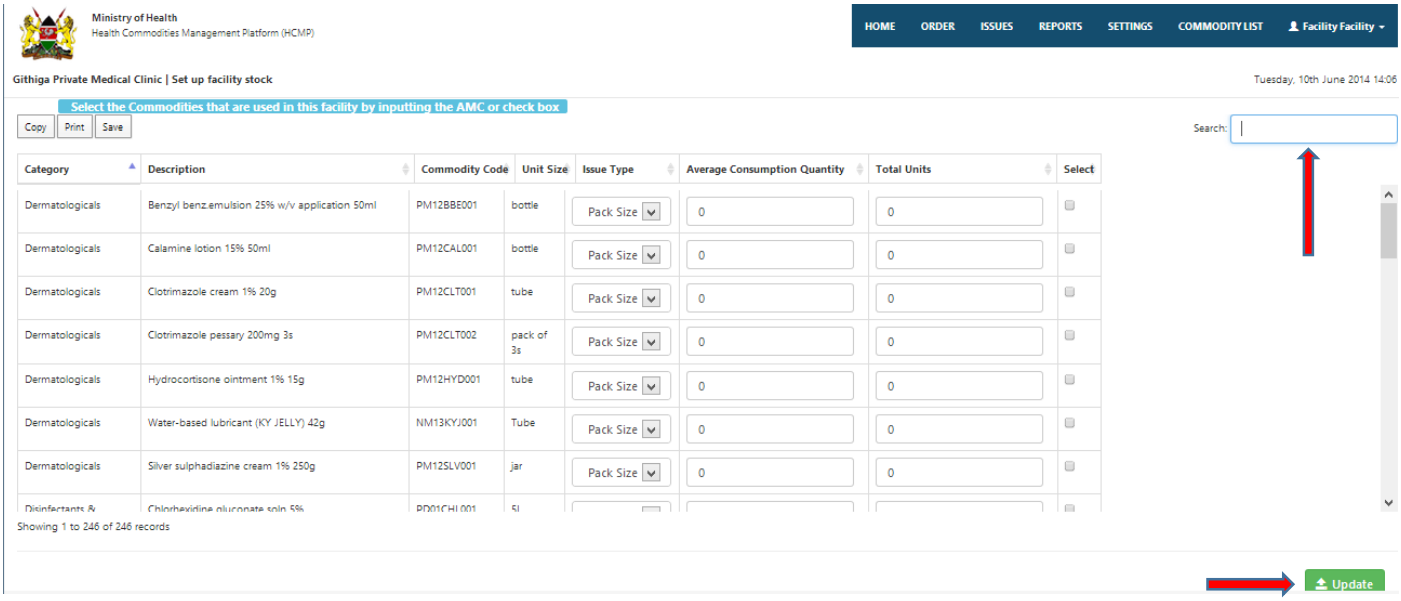

Figure 10 Set up facility stock

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.

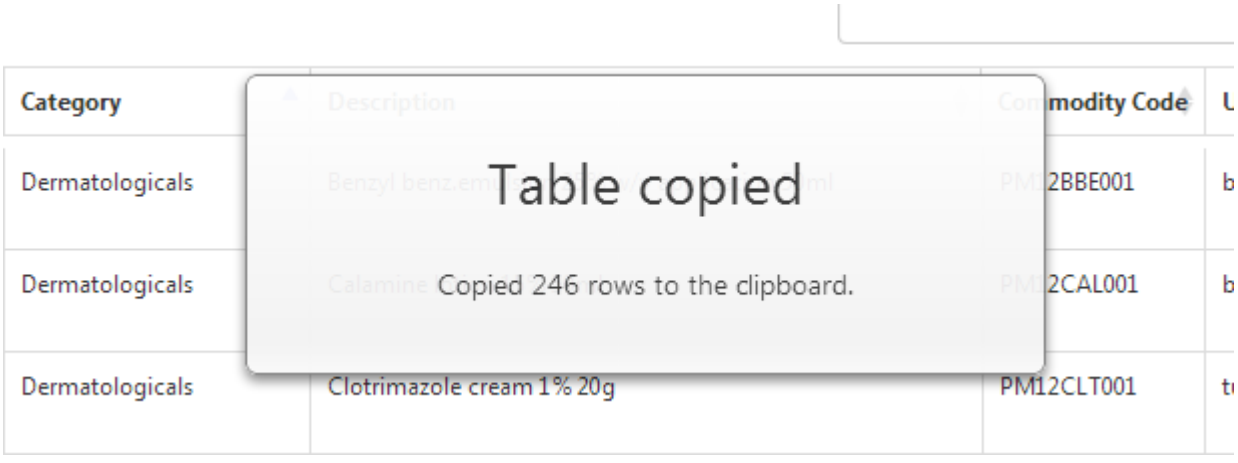

Figure 11 The Copy Option

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	☑
Dermatologicals	Calamine lotion 15% 50ml	PM12CAL001	bottle	Pack Size	0	0	☐
Dermatologicals	Clotrimazole cream 1% 20g	PM12CLT001	tube	Pack Size	0	0	☐
Dermatologicals	Clotrimazole pessary 200mg 3s	PM12CLT002	pack of 3s	Pack Size	0	0	☐
Dermatologicals	Hydrocortisone ointment 1% 15g	PM12HYD001	tube	Pack Size	0	0	☐
Dermatologicals	Water-based lubricant (KY JELLY) 42g	NM13KYJ001	Tube	Pack Size	0	0	☐
Dermatologicals	Silver sulphadiazine cream 1% 250g	PM12SLV001	jar	Pack Size	0	0	☐
Disinfectants & Antiseptics	Chlorhexidine gluconate soln 5%	PD01CHL001	5L	Pack Size	0	0	☐
Disinfectants & Antiseptics	Sodium hypochlorite solution 4-6%	PD01SHS001	5L	Pack Size	0	0	☐
Disinfectants & Antiseptics	Ethanol denatured solution 70%	PD01ETH002	5L	Pack Size	0	0	☐
Disinfectants & Antiseptics	Povidone iodine solution 10%	PD01PDS001	1L	Pack Size	0	0	☐

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.

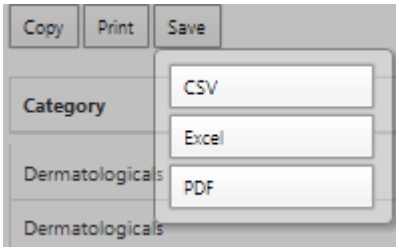

Figure 13 save Option

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.

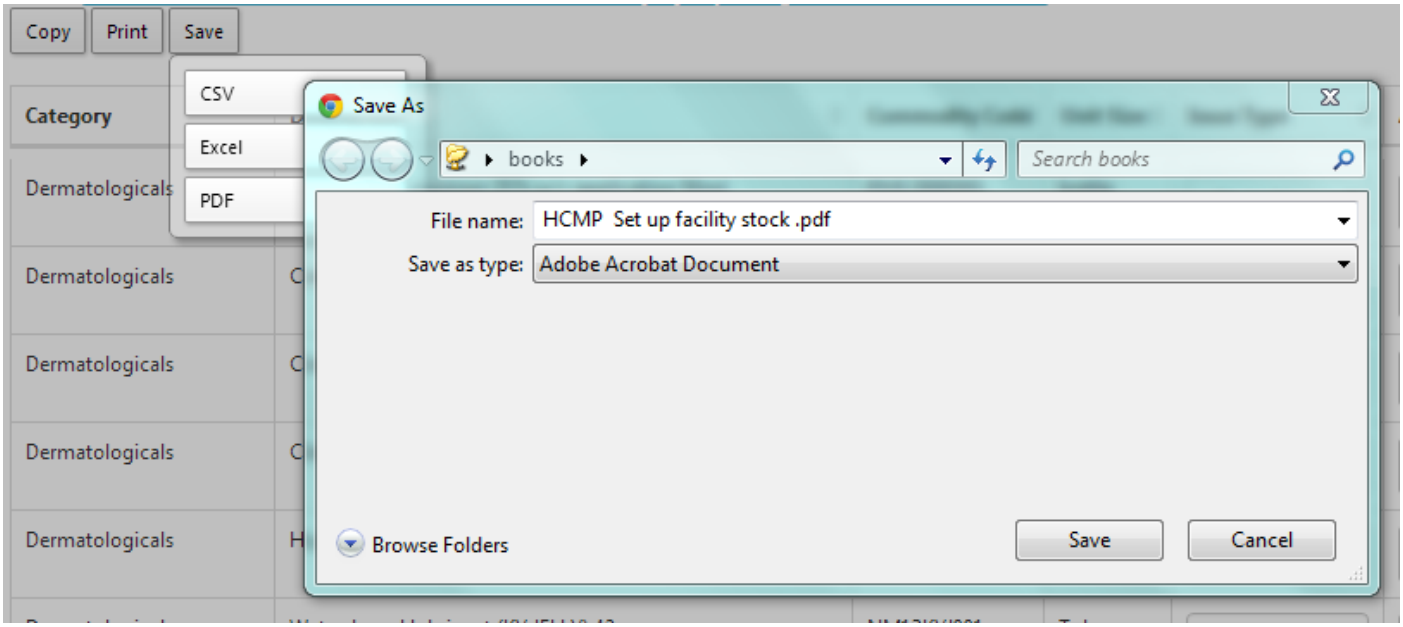

Figure 14 save selected format

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.

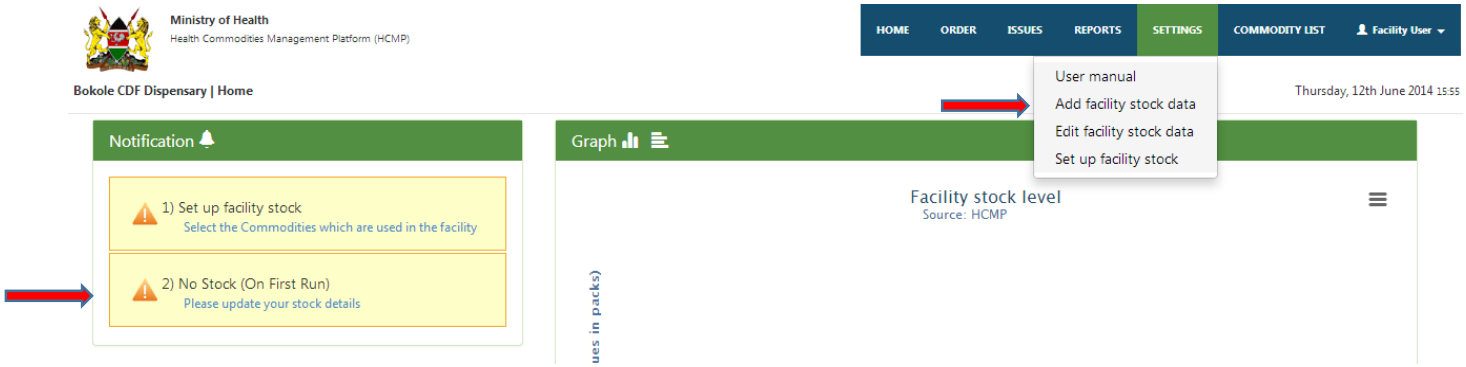

Figure 15 Adding Facility stock Data

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

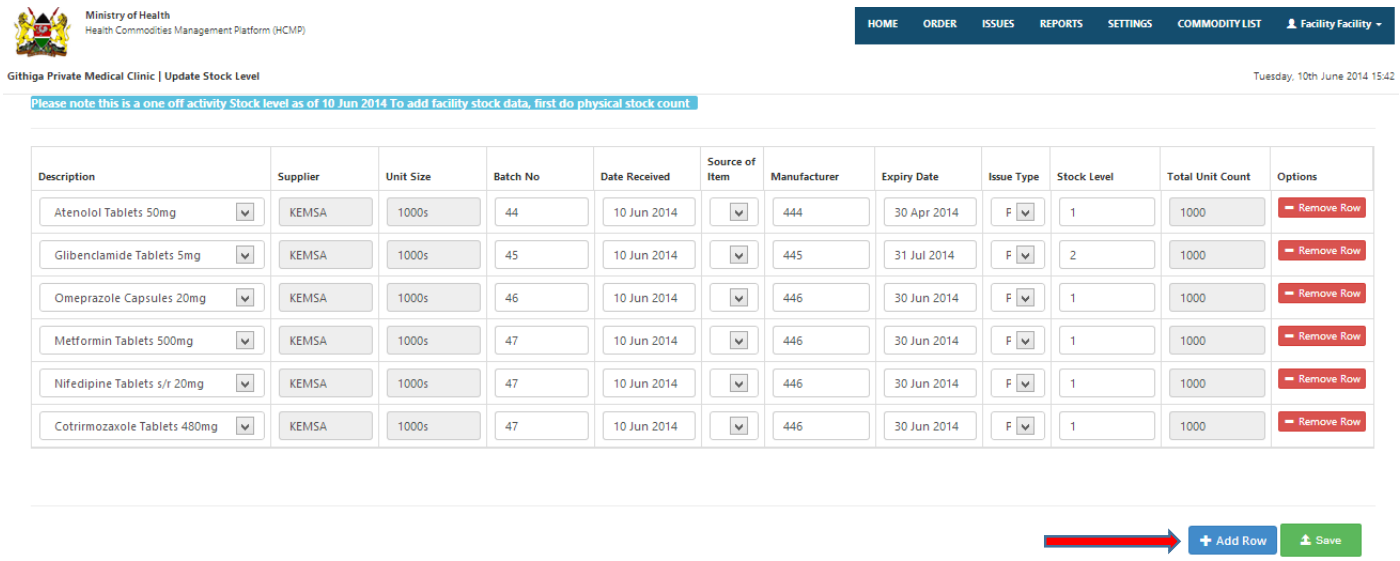

Figure 16 Add facility stock data

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:

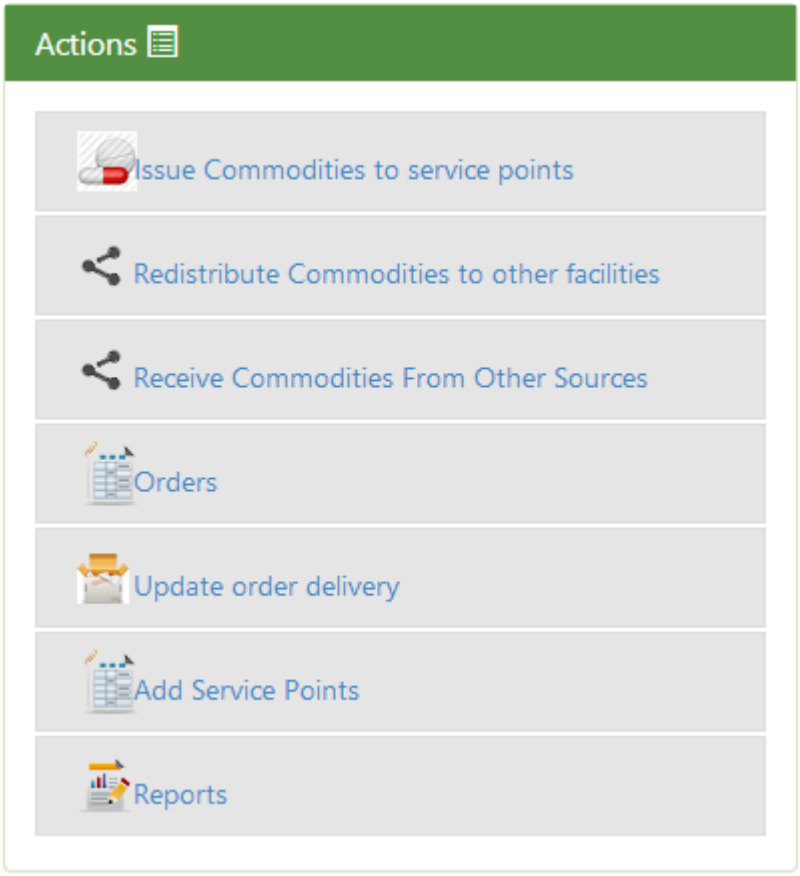

Figure 17 Home Page with more actions

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.

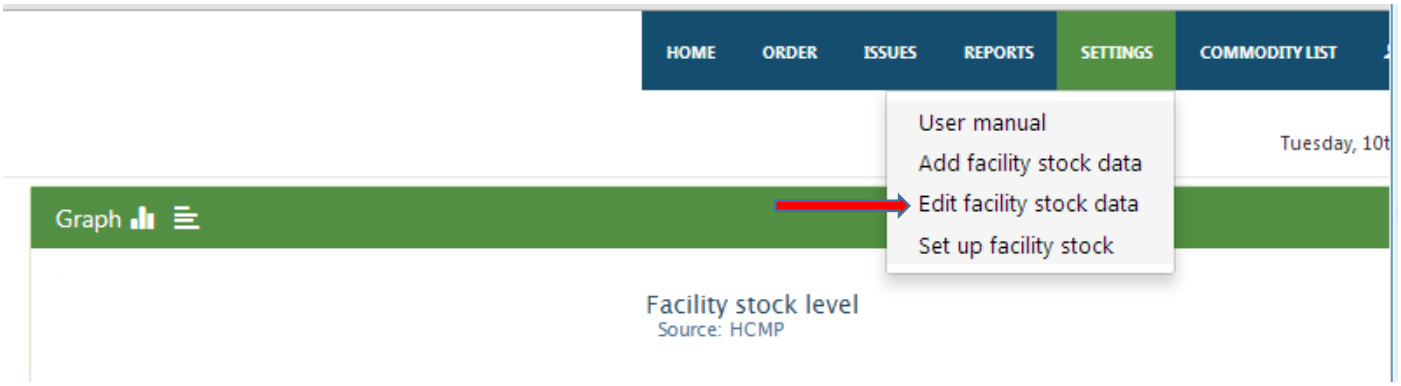

Figure 18 Edit Facility stock data

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

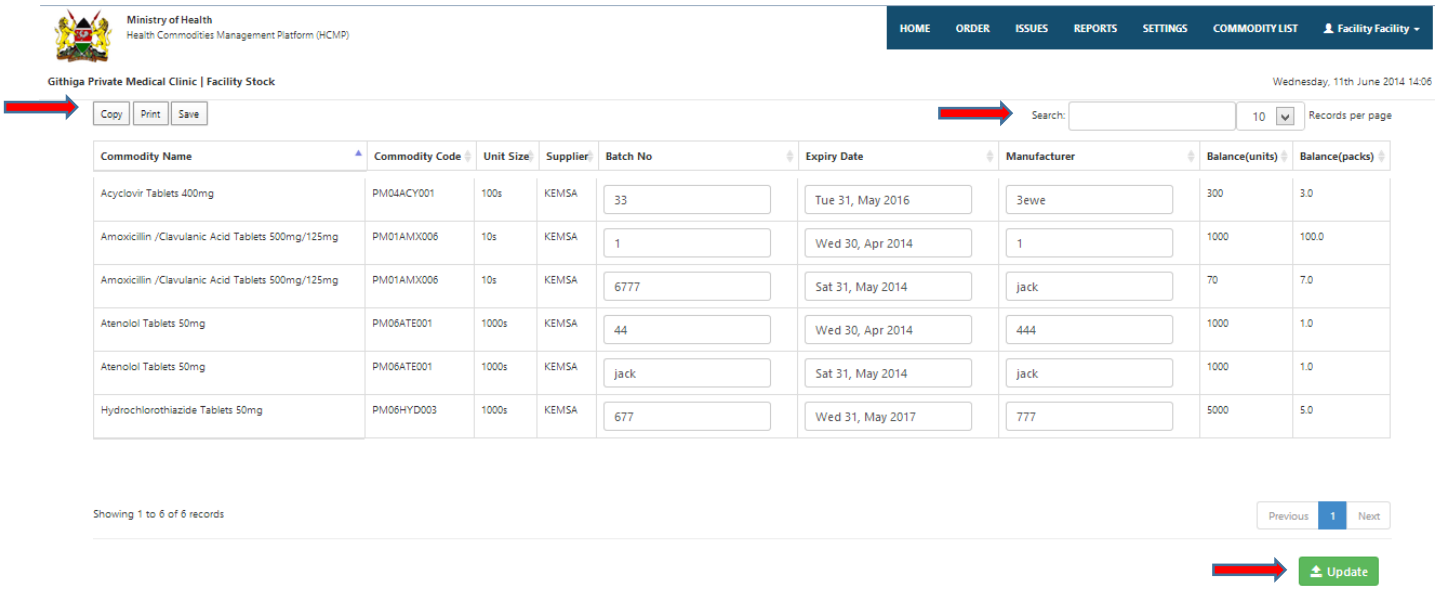

Figure 19 Edit facility stock data

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.

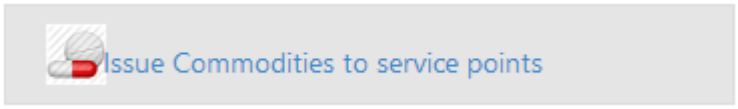

Figure 20 Issue Commodities tab

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.

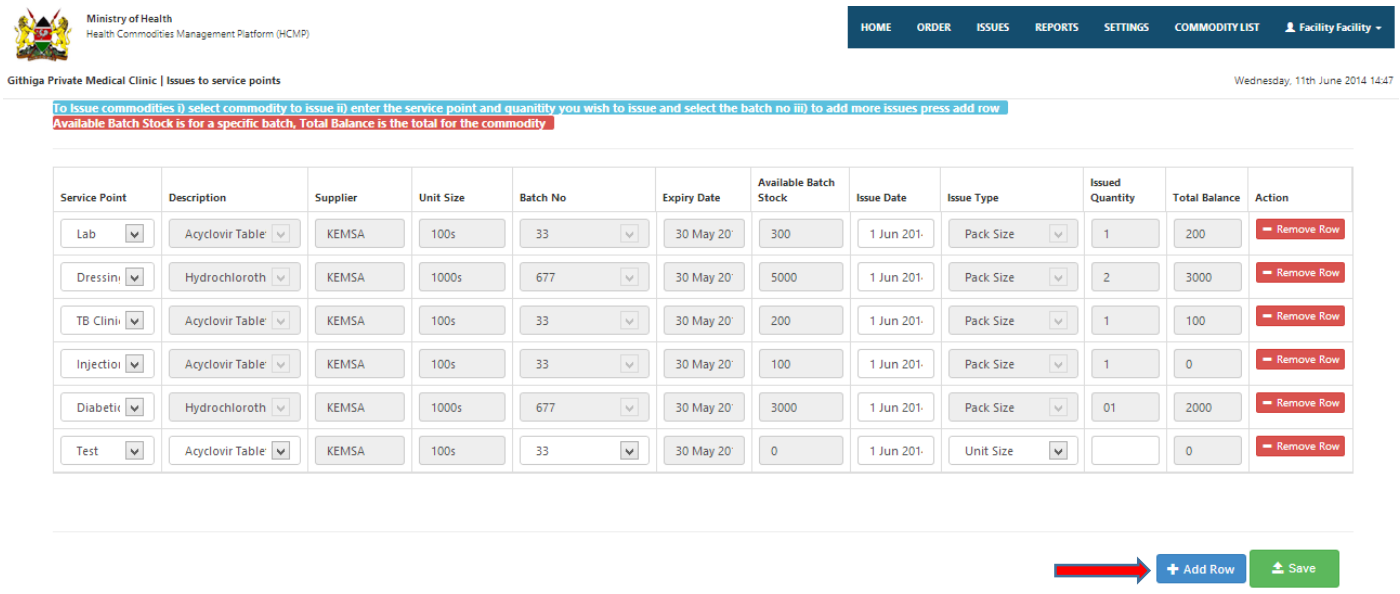

Figure 21 Issue Commodities

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:

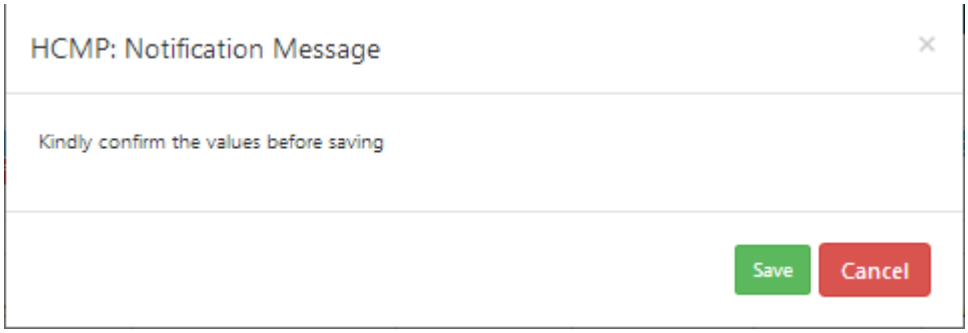

Figure 22 Confirm Save

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.

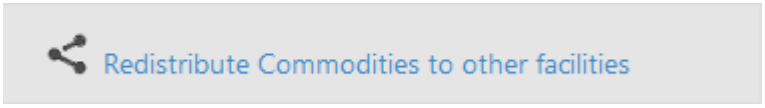

Figure 23 Redistribute commodities tab

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.

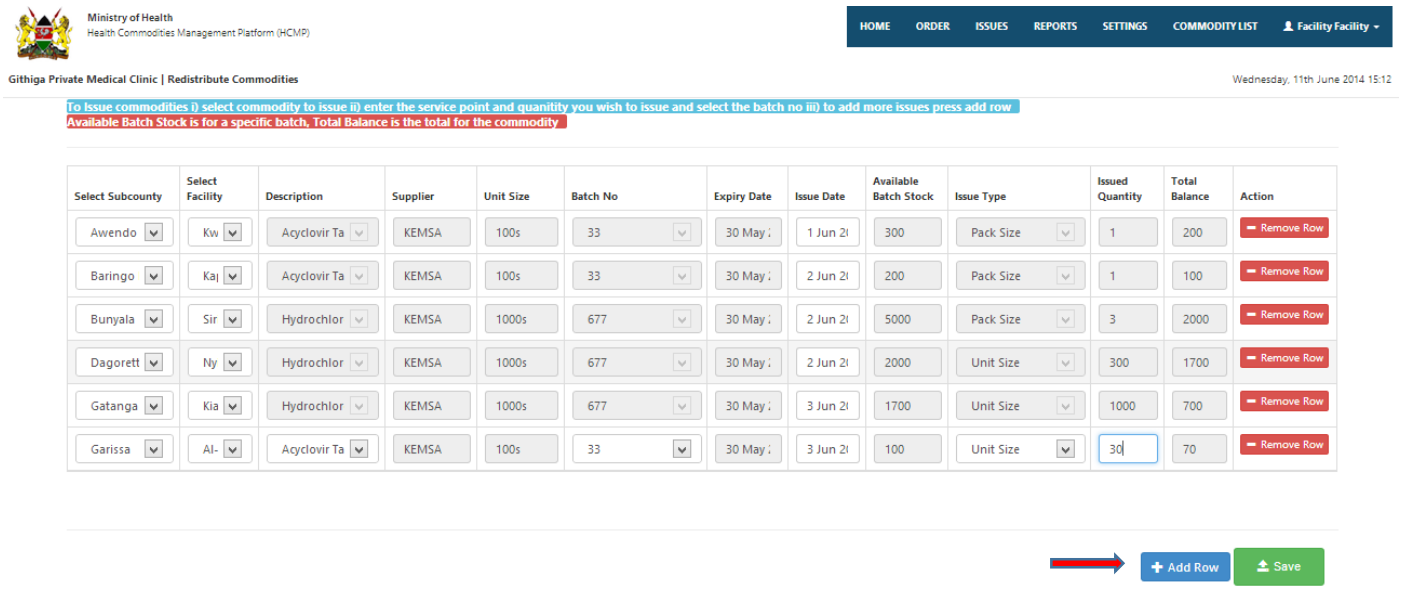

Figure 24 Redistribute Commodities screen

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.

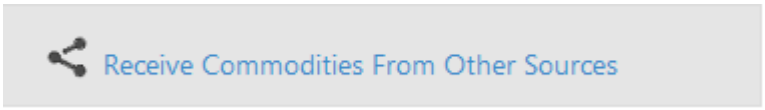

Figure 25 Receive commodities tab

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

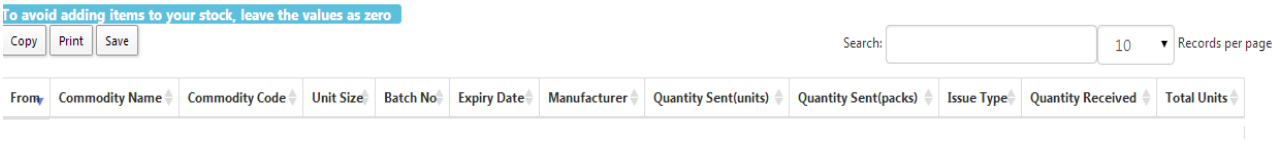

Figure 26 receive commodities from other sources

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:

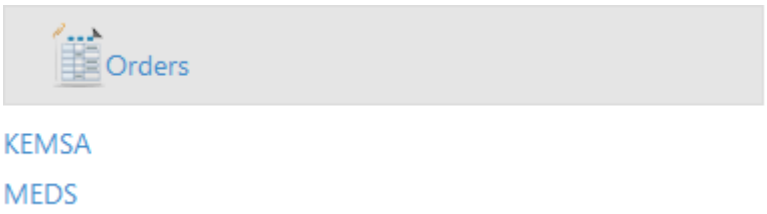

Figure 27 Orders Tab

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

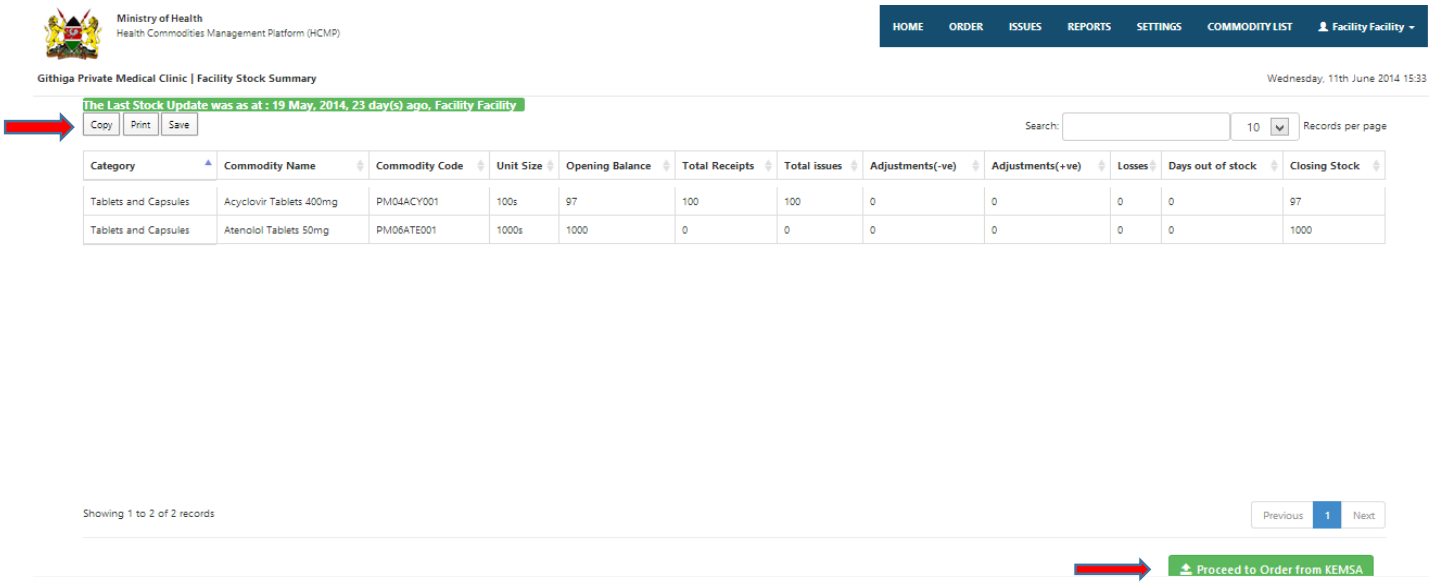

Figure 28 View Orders

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 sow 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:

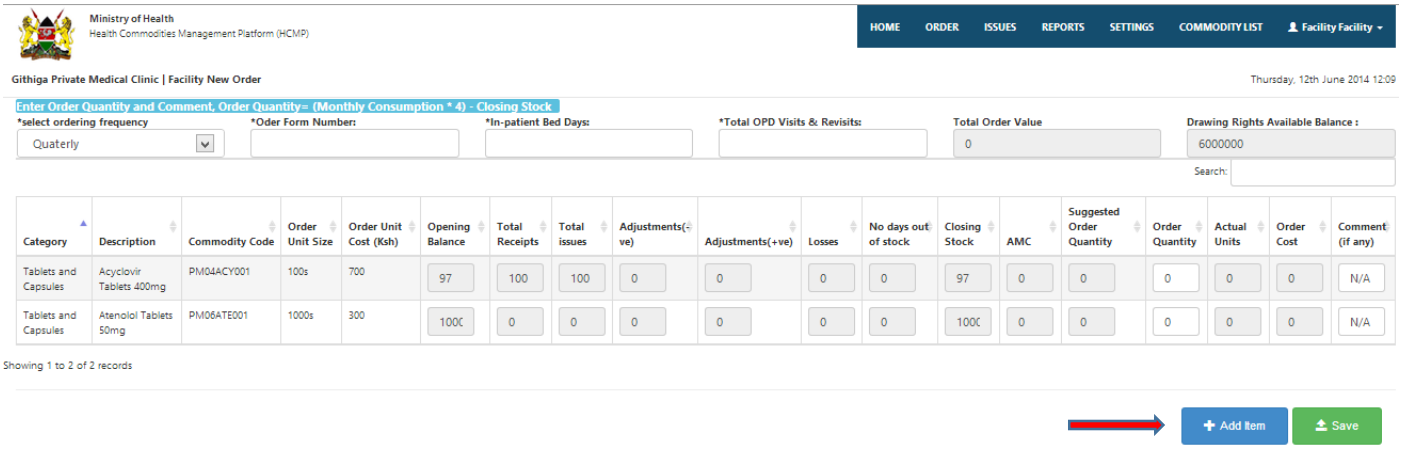

Figure 29 order form

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.

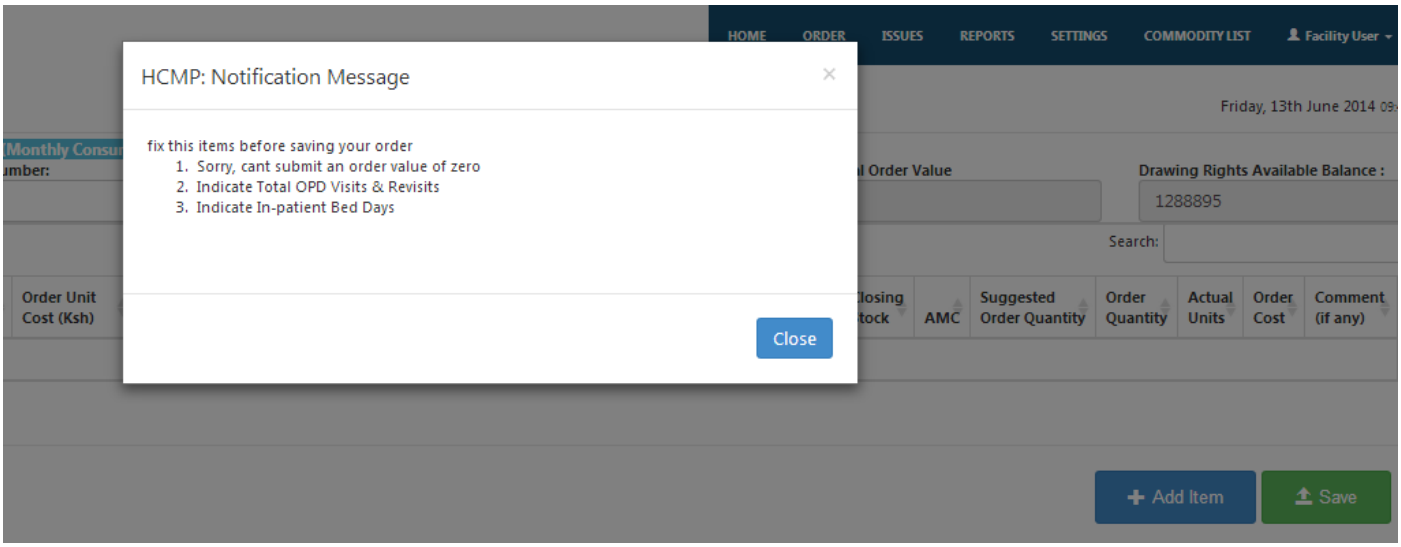

Figure 30 Error notification

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.

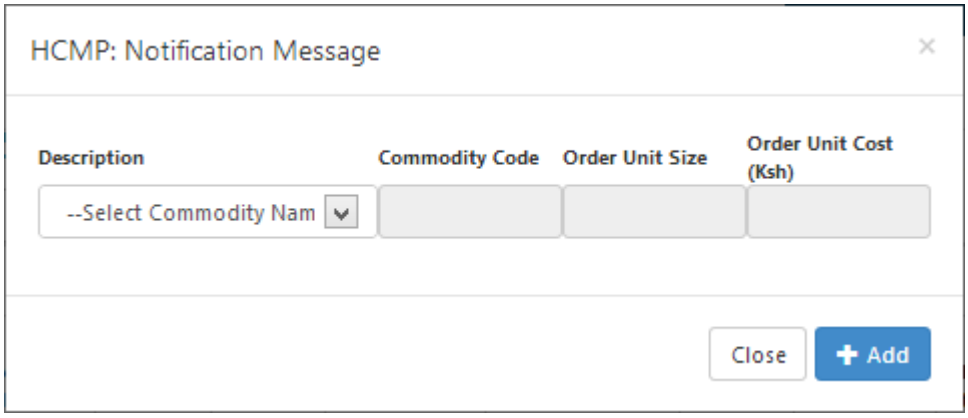

Figure 31 Order Notification

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.

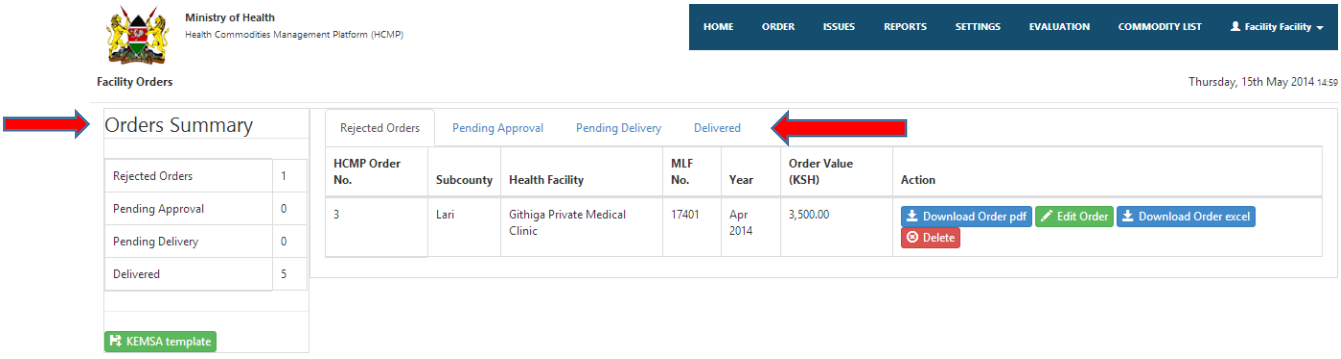

Figure 33 Facility order Listing

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

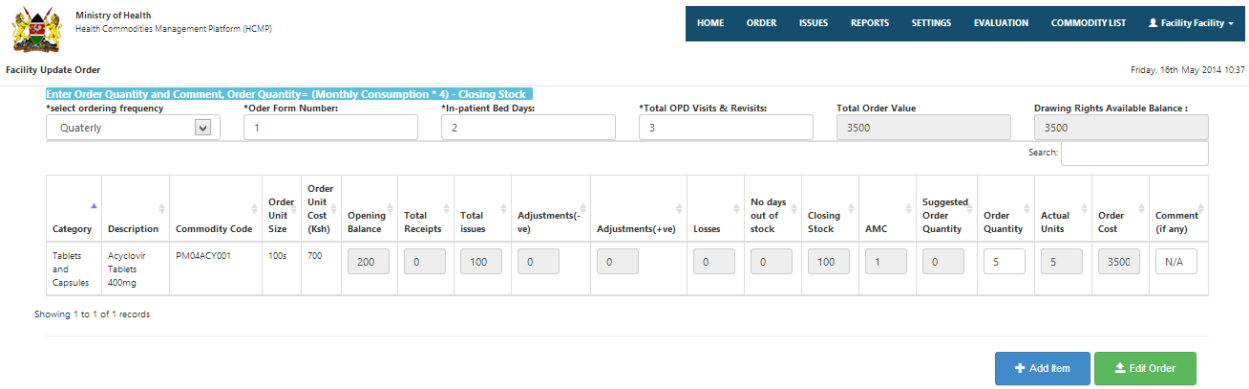

Figure 34 Edit rejected Order

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.

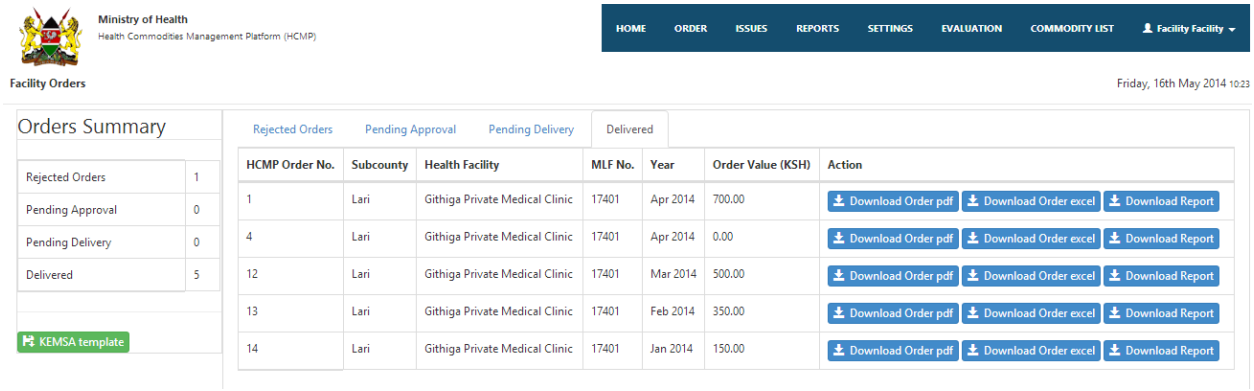

Figure 35 Delivered Orders

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.

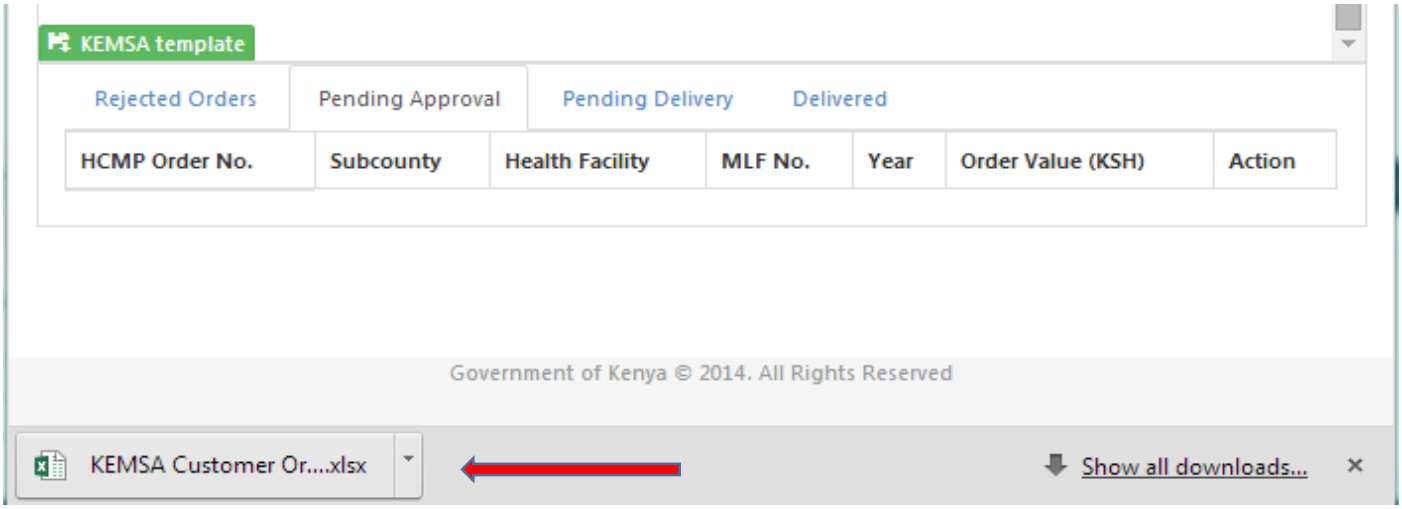

Figure 36 Downloading the KEMSA Template

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:

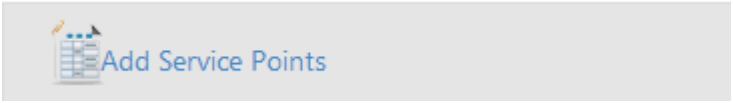

Figure 37 Add Service Points

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.

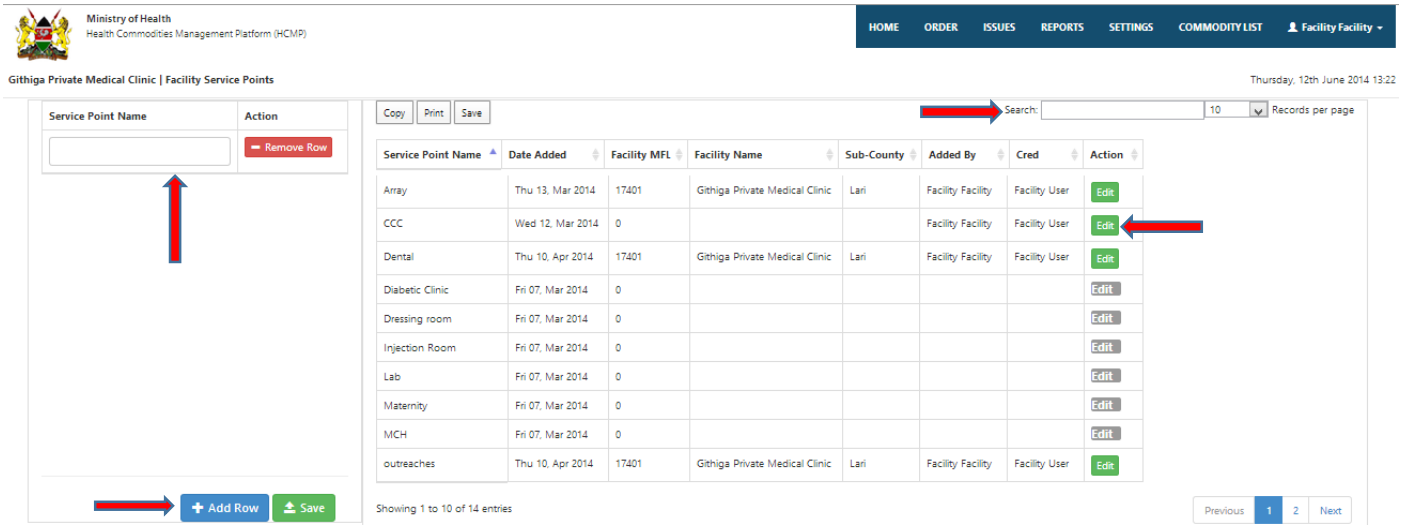

Figure 38 Service points

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.

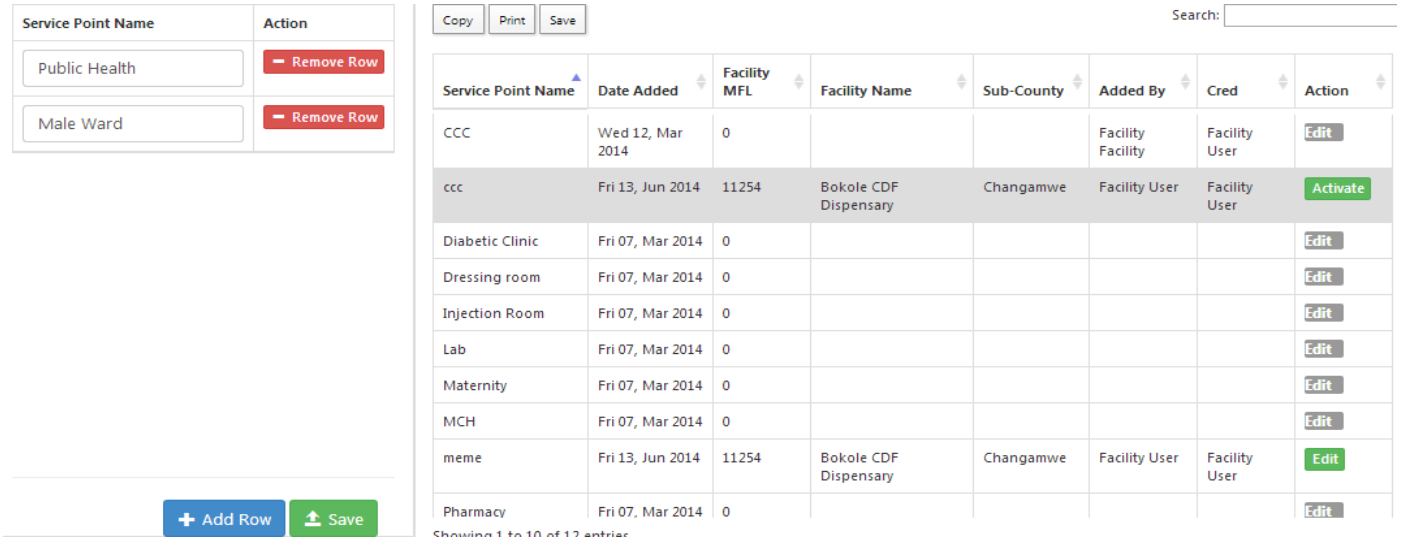

Figure 39 adding a service point

The added service point will be reflected as a new service point on the table as shown below.

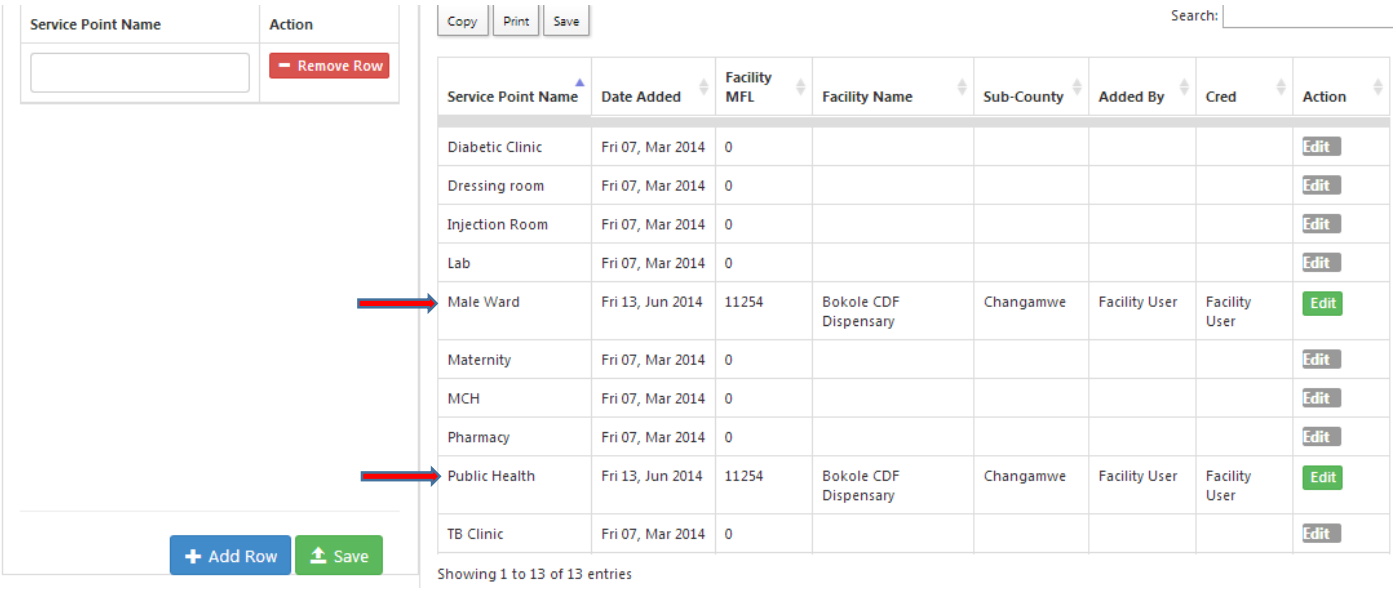

Figure 40 Added service points

Editing a Service point

To edit an existing service point, Click on the edit button at the end of the row for the specific service point. This loads a pop up (see figure 38) allowing the user to edit the service point name. Click save to keep the changes.

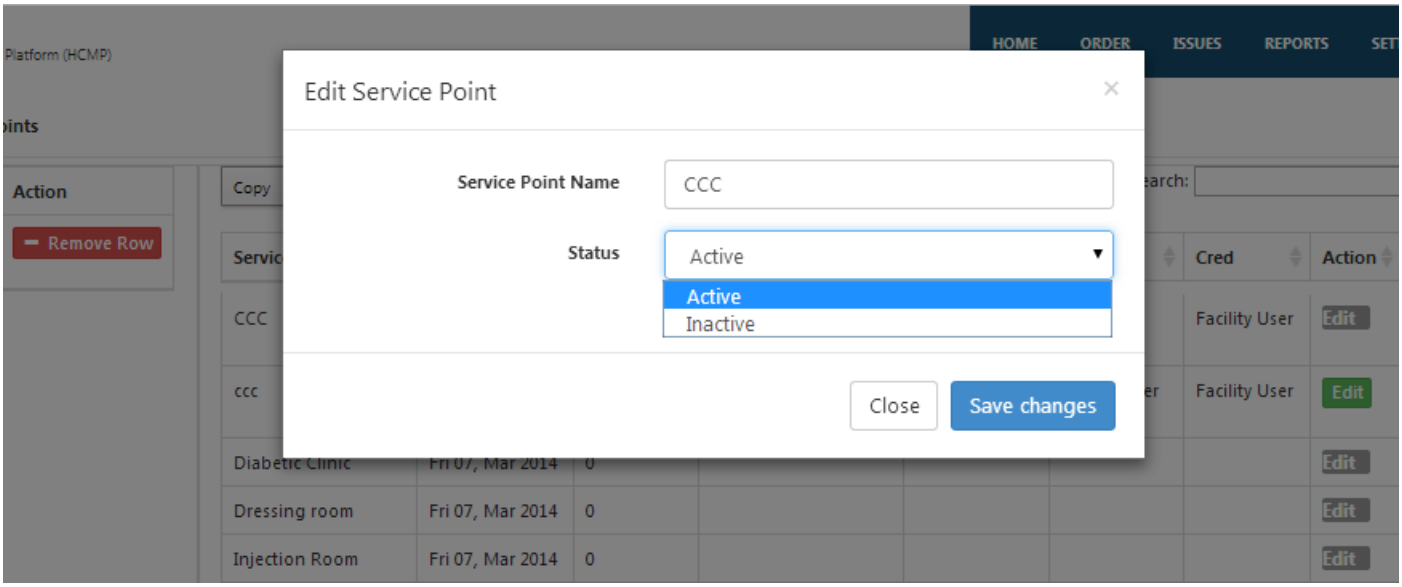

Figure 41 Edit a Service point

Activating or Deactivating a Service Point

To activate or deactivate a service point, click on the edit button to the right of the service point name. The above pop up (figure 38) will appear enabling the user to select either the active or inactive status.

Reports

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

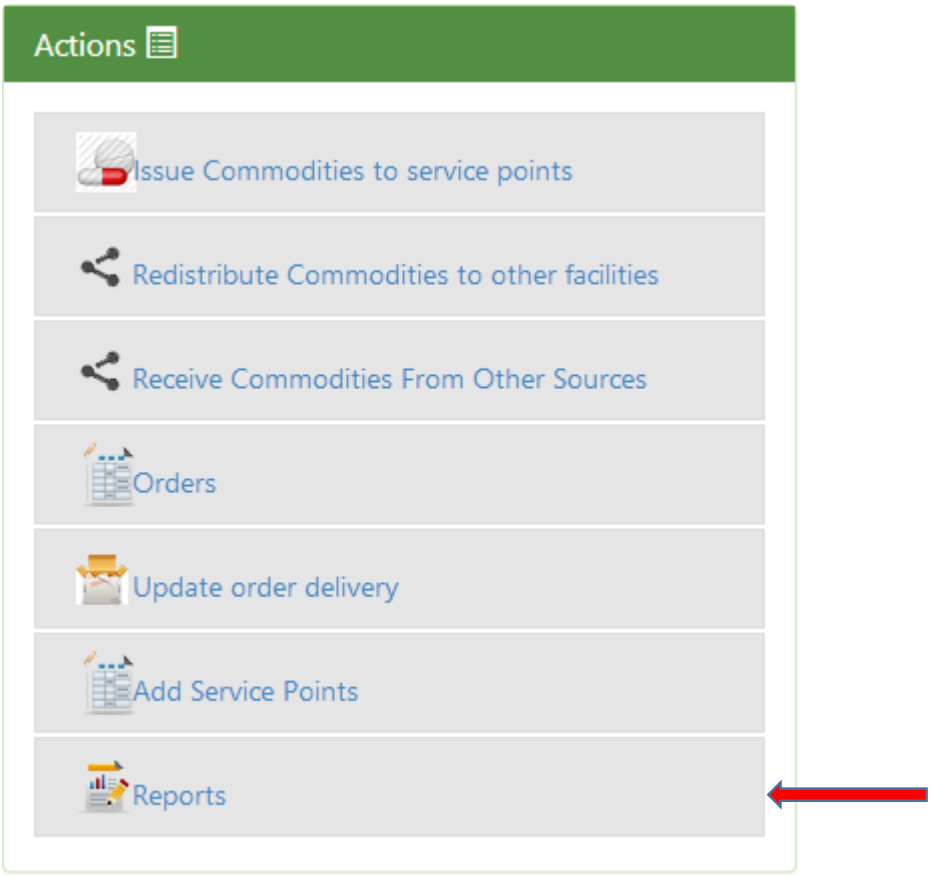

Figure 42 Reports

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.

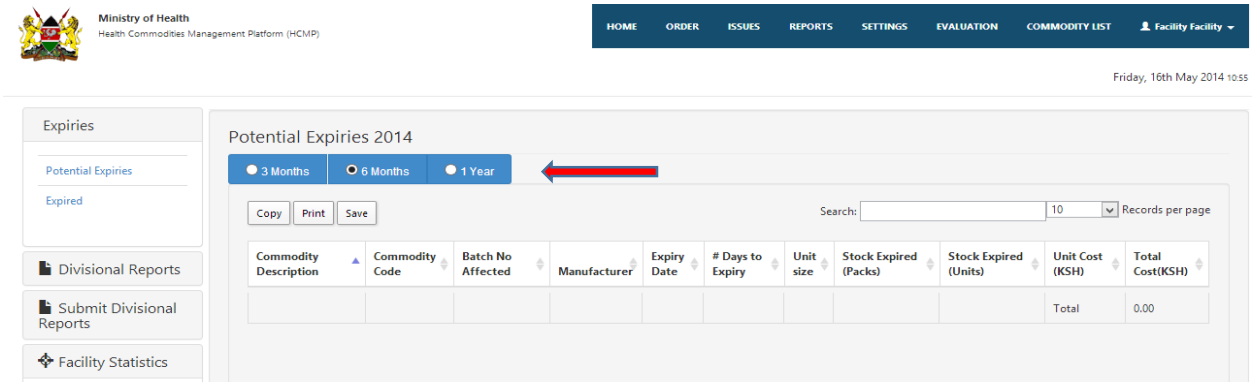

Figure 43 potential Expiries Report

Expiries

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

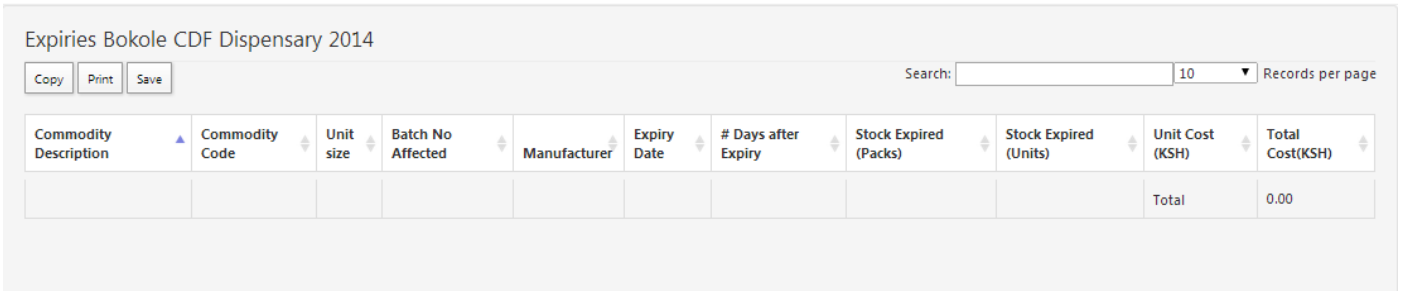

Figure 44 Expired Commodities

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.

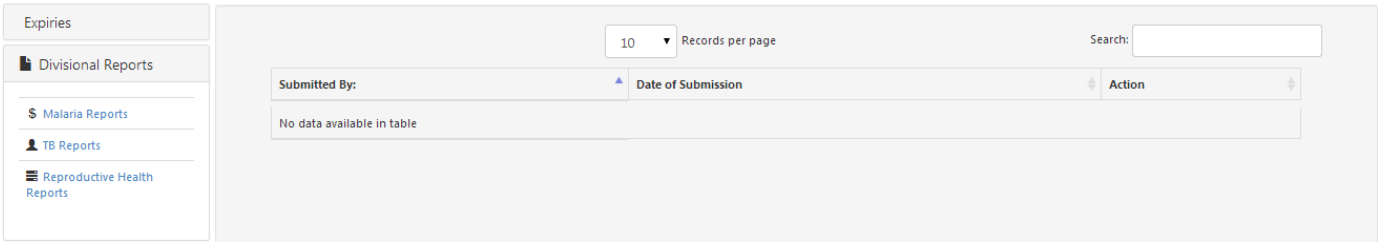

Figure 45 Divisional reports not submitted

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.

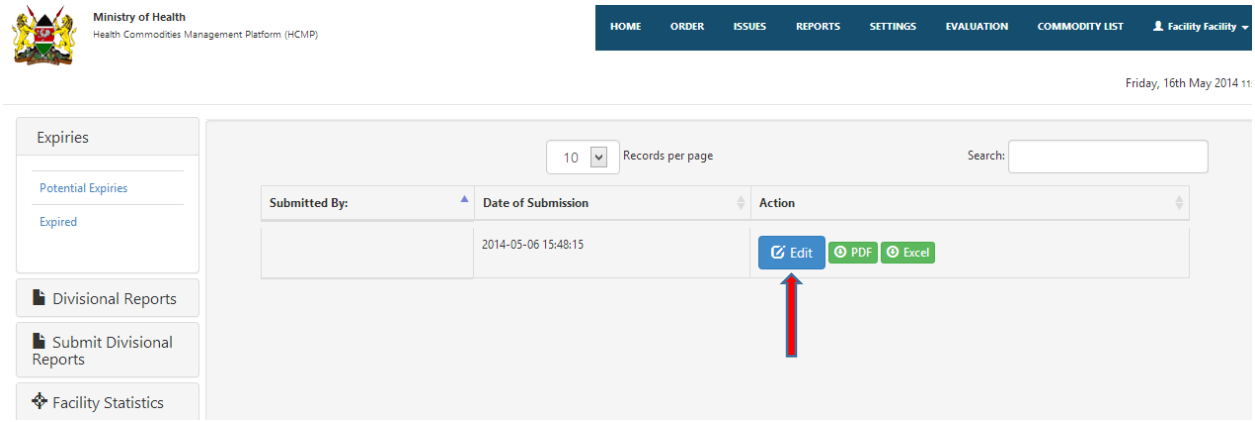

Figure 46 Divisional reports

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.

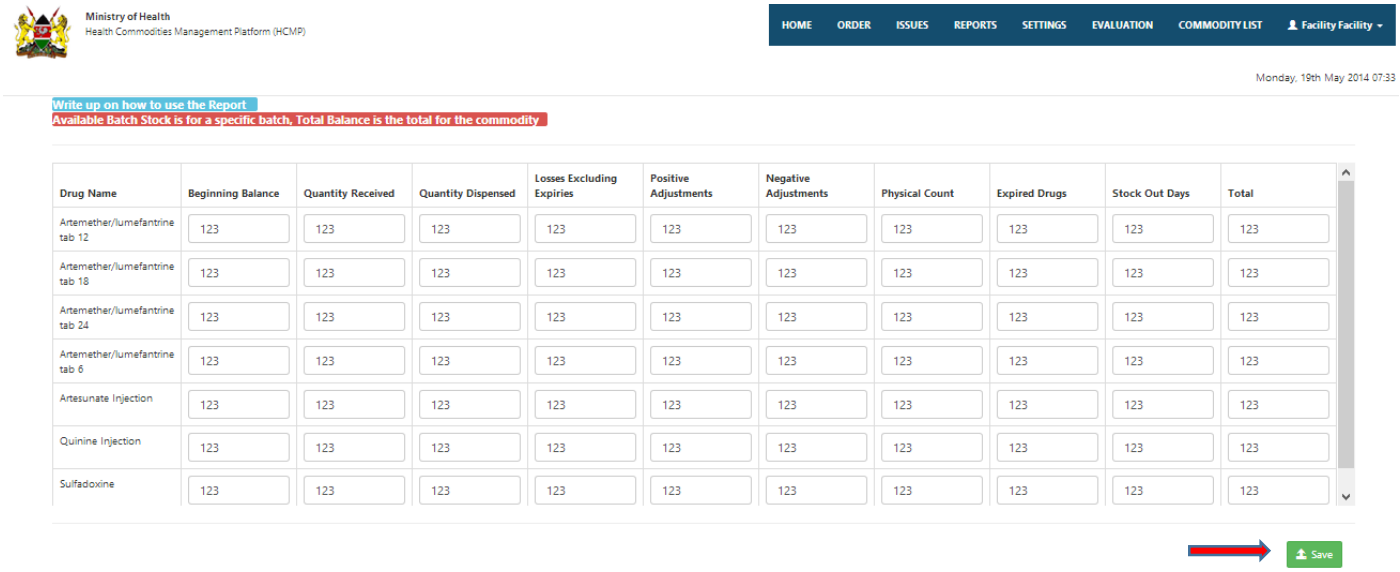

Figure 47 Edit report

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.

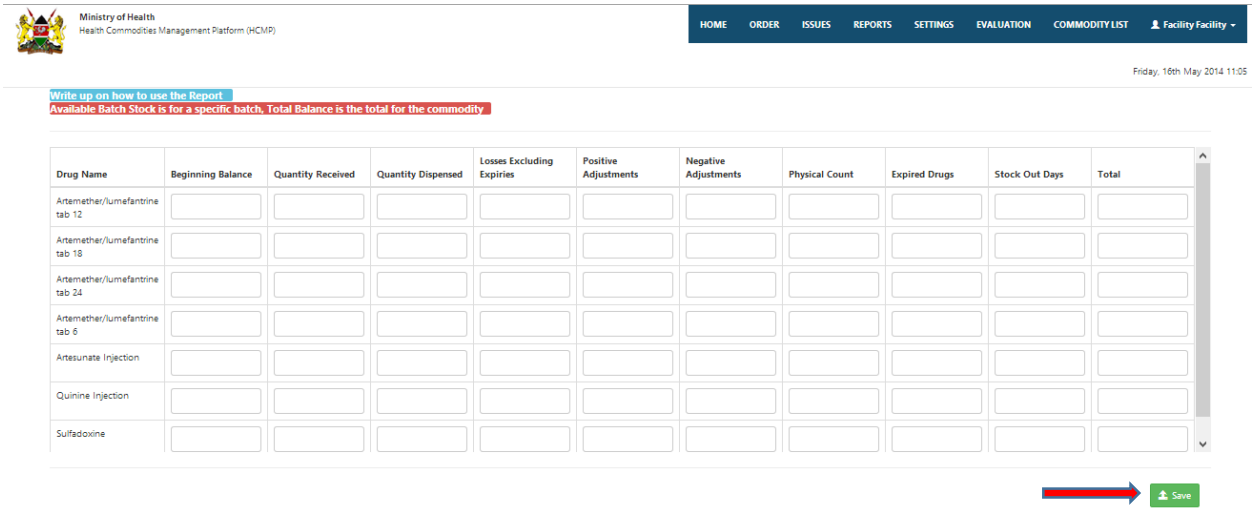

Figure 48 Submit divisional reports

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:

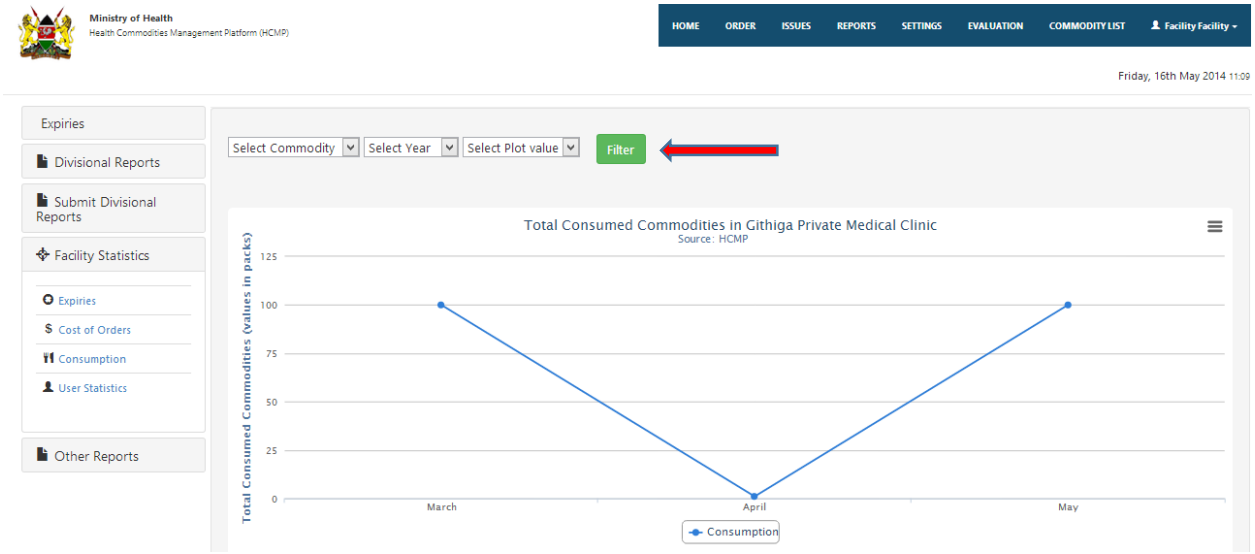

Figure 49 Facility Statistics

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:

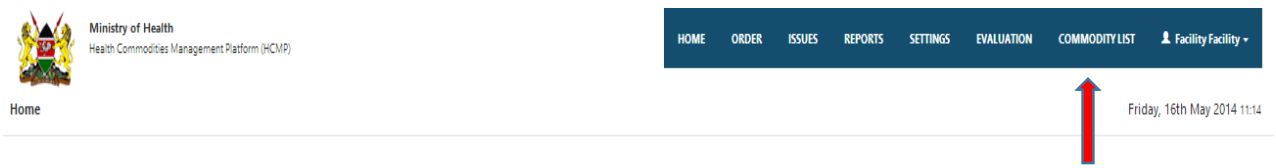

Figure 50 Commodity list tab

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

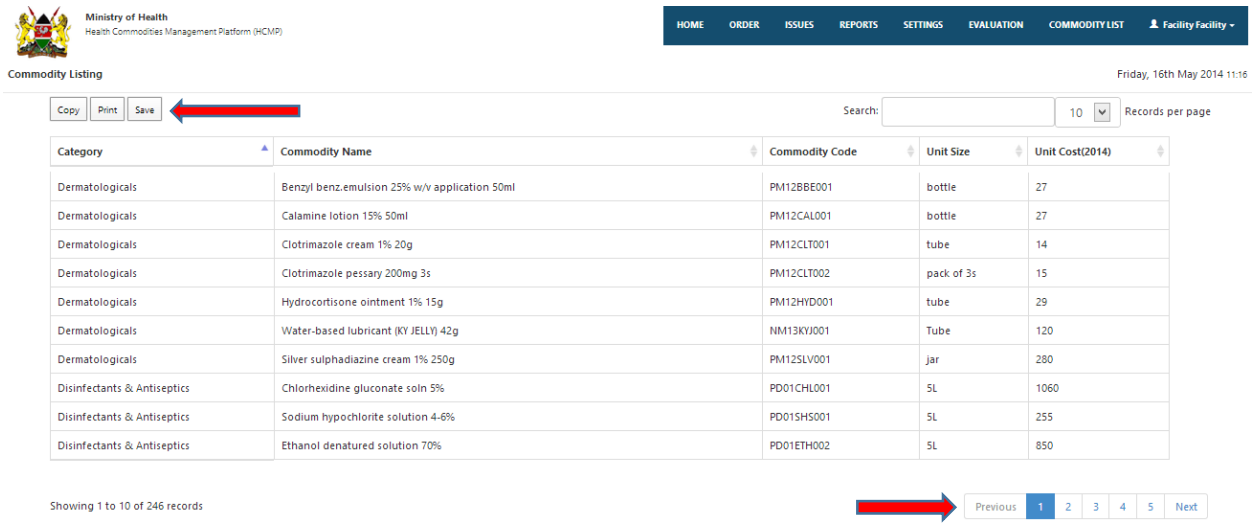

Figure 51 Commodity List

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)

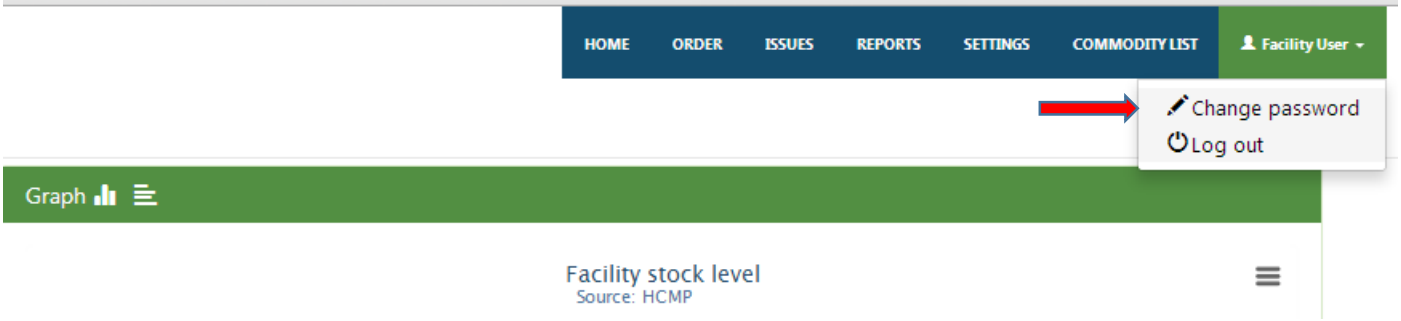

Figure 52 Change password

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.

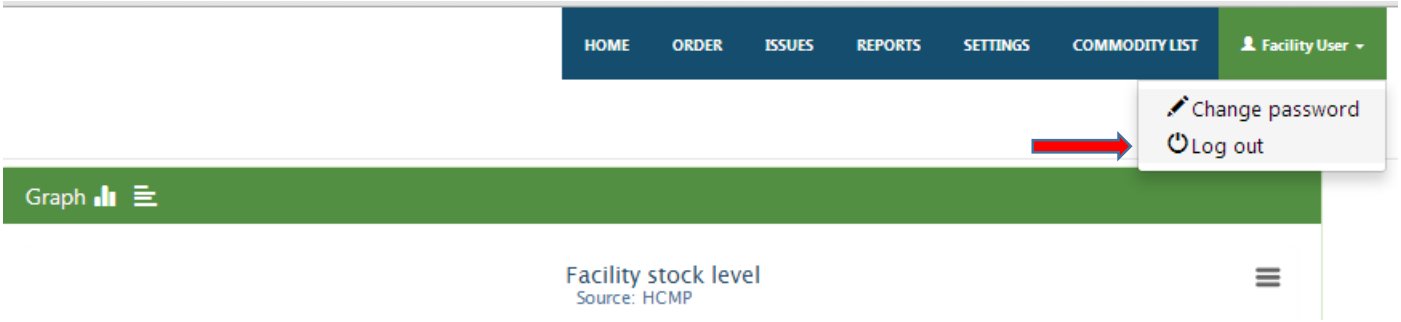

Figure 53 facility log out