



**HEALTH COMMODITIES MANAGEMENT PLATFORM  
(HCMP)**

**FACILITY LEVEL USER GUIDE**

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## INTRODUCTION

The Health Commodities Management Platform (HCMP) is a web-based tool that is aimed at promoting efficient commodity management at the facility, sub county & county levels.

### HCMP Flowchart

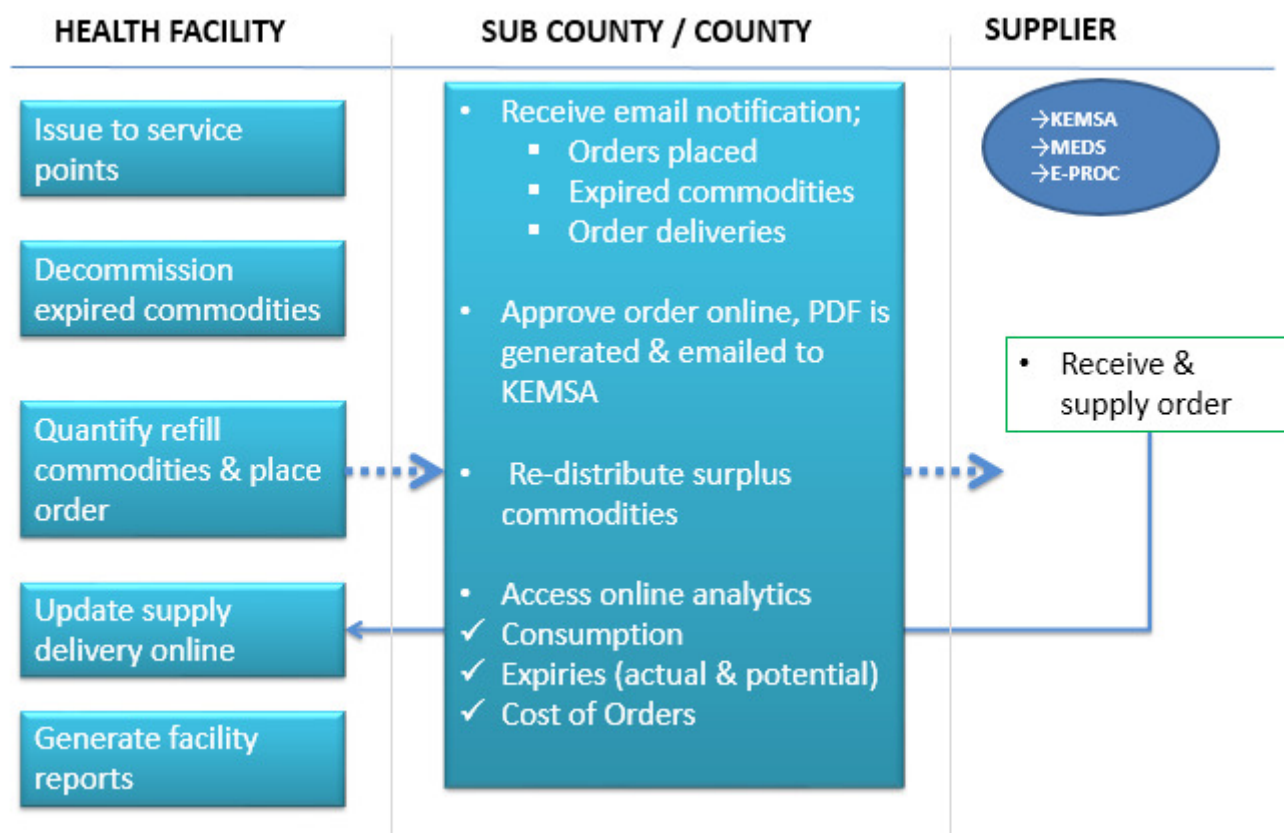


Figure 1 HCMP Flowchart

### How to Start a Computer

Press the start button on the CPU tower and on the monitor as indicated below.

Wait for the computer to boot then log in with your username and password. Upon successful login, your computer will be ready to use.

### Access 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 2: Access your web browser

Access the HCMP system by typing [health-cmp.or.ke](http://health-cmp.or.ke) on the address bar and press enter.



FiFigure 3: Access HCMP

## Log In

A login page, as illustrated below will load prompting the user to enter the username and password.

Figure 4 Login page

**NOTE:** The username & password will be given to you during field visits by the field coordinator and DPFs.  
One is advised to change the password upon first login for security purposes.

## HOMEPAGE

The home page will load to display the following:

### Top Menu

This is at the top right side of the screen. It will guide the user through the list of views for orders, issues, reports, evaluation and commodity list.

### Notifications

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

### Actions

It indicates the day to day processes that take place in the facility in regards to commodities.

**Note: On first run the actions tab will be blank. The graph will also be empty since the system has no commodities.**

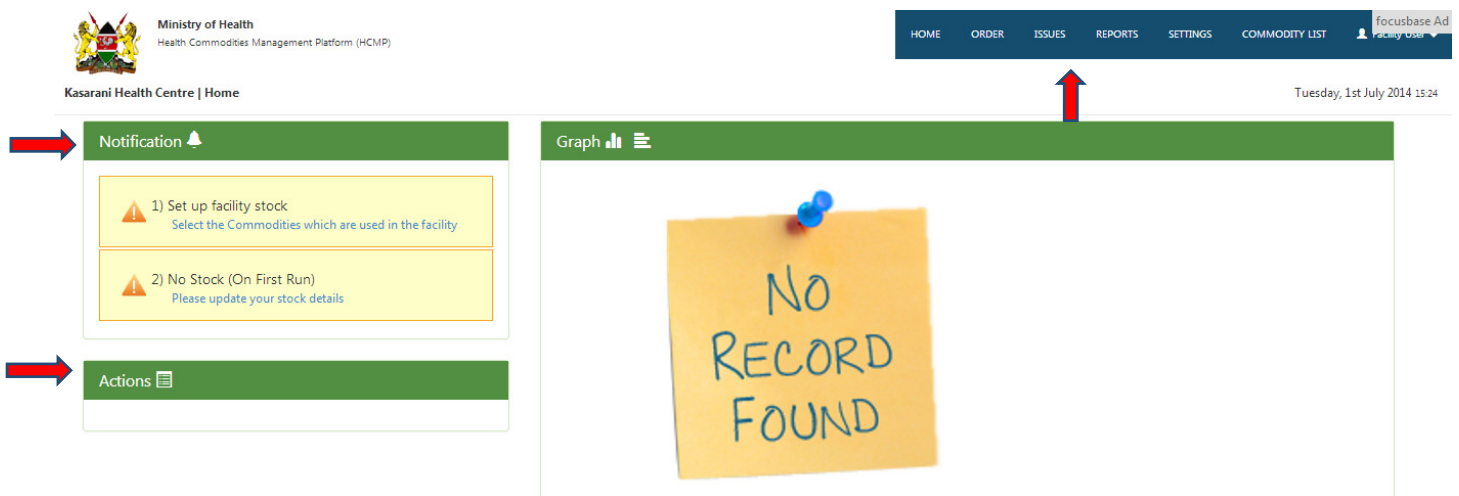


Figure 5 Homepage

### On First Run

#### Setup Facility Stock

This is the first action performed on the system. Click **Settings** on the top menu as shown below:



Figure 6 Top menu

The dialogue box below will then appear. Choose the **Set Up Facility Stock** option

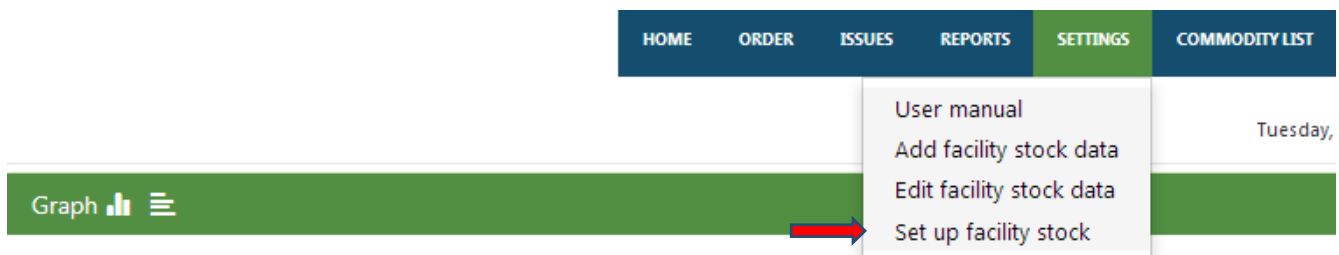


Figure 7 Settings tab

Setting up facility stock data can also be done by clicking **Set Up Facility Stock** on the notification area

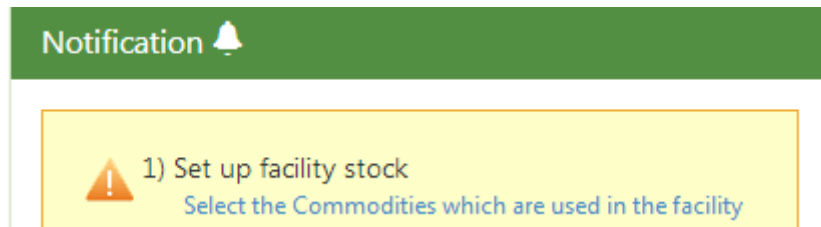


Figure 8 Set up facility stock

The page below will appear enabling the user to select all the drugs used in the facility.

Specify the Average Monthly Consumption for each commodity. The total u

Category	Description	Commodity Code	In Use?	Unit Size	Issue Type	Average Monthly Consumption (Units)	Total Units
Dermatologicals	Benzyl benz.emulsion 25% w/v application 50ml	PM12BBE001	<input checked="" type="checkbox"/>	bottle	Pack Size ▼	2	2
Dermatologicals	Calamine lotion 15% 50ml	PM12CAL001	<input checked="" type="checkbox"/>	bottle	Pack Size ▼	4	4
Dermatologicals	Clotrimazole cream 1% 20g	PM12CLT001	<input checked="" type="checkbox"/>	tube	Pack Size ▼	5	5
Dermatologicals	Clotrimazole pessary 200mg 3s	PM12CLT002	<input checked="" type="checkbox"/>	pack of 3s	Pack Size ▼	12	36
Dermatologicals	Hydrocortisone ointment 1% 15g	PM12HYD001	<input checked="" type="checkbox"/>	tube	Pack Size ▼	0	0
Dermatologicals	Water-based lubricant (KY JELLY) 42g	NM13KYJ001	<input checked="" type="checkbox"/>	Tube	Pack Size ▼	6	6
Dermatologicals	Silver sulphadiazine cream 1% 250g	PM12SLV001	<input checked="" type="checkbox"/>	jar	Pack Size ▼	5	5
Disinfectants &	Chlorhexidine gluconate soln 5%	PD01CHI001	<input type="checkbox"/>	SI			

Figure 9 Set up facility stock

Click the **Update** button at the bottom right of the screen button to save the changes nnce the setup is complete.

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

### Copy Option

This option will prompt a popup notification displaying a specific number of rows in the table that have been copied on the clipboard.

### Print Option

This option will prompt a print view of the table.

### Save Option

This option will prompt the user to select the preferred format for saving this data, i.e. CSV, Excel or PDF.

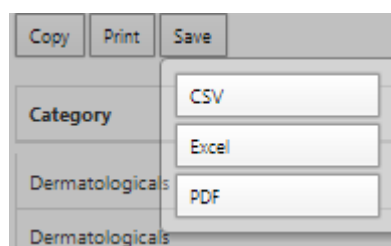


Figure 10: Save option

Select the preferred file format. The browser will prompt the user to specify the location where the file will be saved.

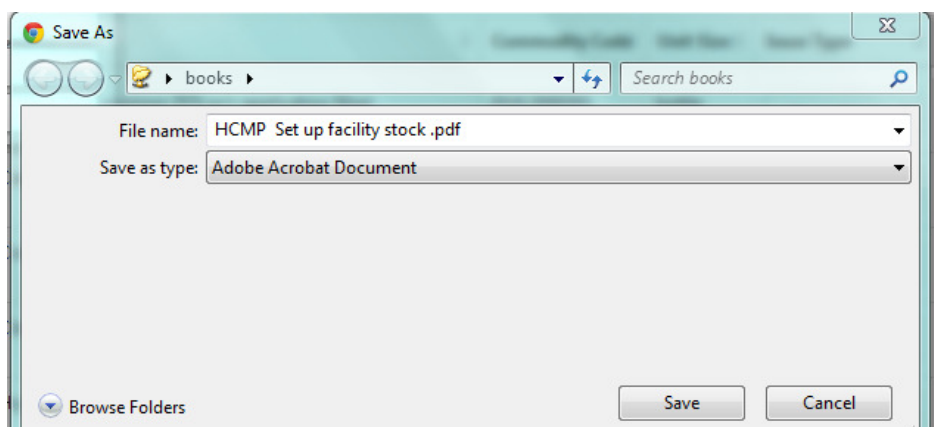


Figure 11 Save selected format

## Update Stock Details

Click on the **Please Update Your Stock Details** on the **Actions** tab as shown below to update the physical stock details for each commodity that the facility has.

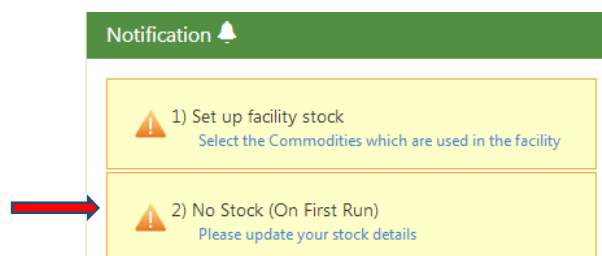


Figure 12 Update stock details

From the page that loads, the user will be required to select a commodity from the drop down on the description column & input the specifics that follow under each column.

Ministry of Health  
Health Commodities Management Platform (HCMP)

Karen Health Centre | Update Stock Level

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

Thursday, 26th June 2014 17:29

Please note this is a one off activity Stock level as of 26 Jun 2014 To add facility stock data, first do physical stock count

Description	Supplier	Unit Size	Batch No	Source of Item	Manufacturer	Expiry Date	Issue Type	Stock Level	Total Unit Count	Options
Atenolol Tablets 50mg	KEMSA	1000s	789	↓	Universal	30 Jun 2014	p	8	8000	<a href="#">Remove Row</a>
Hydrochlorothiazide Table	KEMSA	1000s	789	↓		30 Jun 2014	p	8	8000	<a href="#">Remove Row</a>

-Select One--  
 Acyclovir Tablets 400mg  
 Amoxicillin /Clavulanic Acid Tablets 500mg/125mg  
 Atenolol Tablets 50mg  
 Diclofenac Sodium Tablets 50 mg  
 Enalapril Tablets 5mg  
**Hydrochlorothiazide Tablets 50mg**  
 Glibenclamide Tablets 5mg  
 Loperamide Capsules - 2mg  
 Metformin Tablets 500mg  
 Omeprazole Capsules 20mg  
 Nifedipine Tablets s/r 20mg  
 Albendazole Tablets 400mg  
 Amoxicillin Capsules 250mg  
 Aspirin Tablets 300mg  
 Cefixime Tablets 400mg  
 Chlorpheniramine Tablets 4mg  
 Ciprofloxacin Tablets 250mg  
 Cotrimoxazole Tablets 480mg  
 Diazepam Tablets 5mg

[download excel template](#)
[upload](#)
[Add Row](#)
[Save](#)

Figure 13 Update facility stocks

The total unit count will auto-calculate by computing the product of the unit size and the stock level value that was input in packs.

Click the **Save** button to save the details.

The **Upload** button shown allows the user to upload the stock details from an excel file if available.

**Note: This task is available only on first run, after which it disappears.**

The Homepage will load with more actions as shown below:

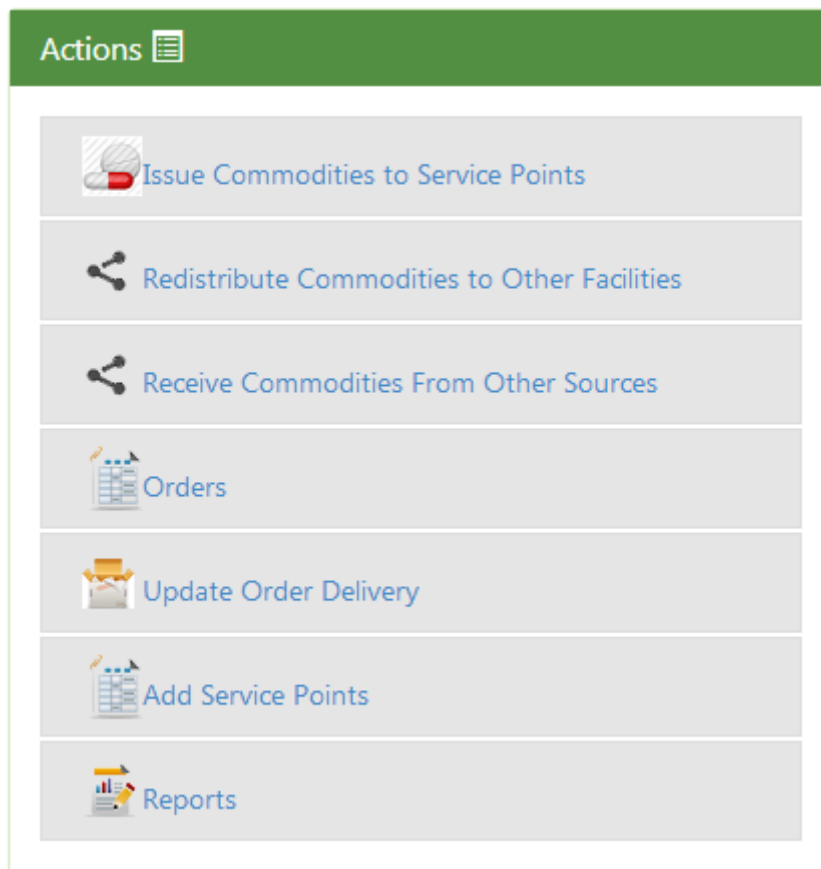


Figure 14 Action items

## Add facility stock data

Click on the **Settings** option on the top menu and choose the **Add Facility Stock** option.

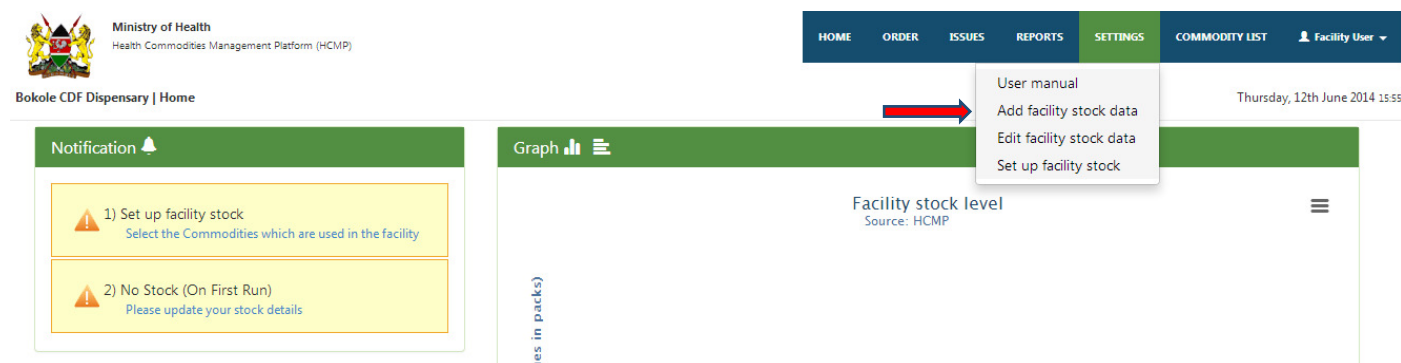


Figure 15 Add facility stock data

The page will load enlisting commodities that are available in the facility as previously entered.





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

Click on **Add Row** to provide a new row.

Select a commodity from the dropdown. Key in the batch number, date received, and 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.

Click the **Save** button to save the changes.

## Edit facility stock

Click on **settings** on the menu tab and select **Edit facility stock** data from the dropdown.

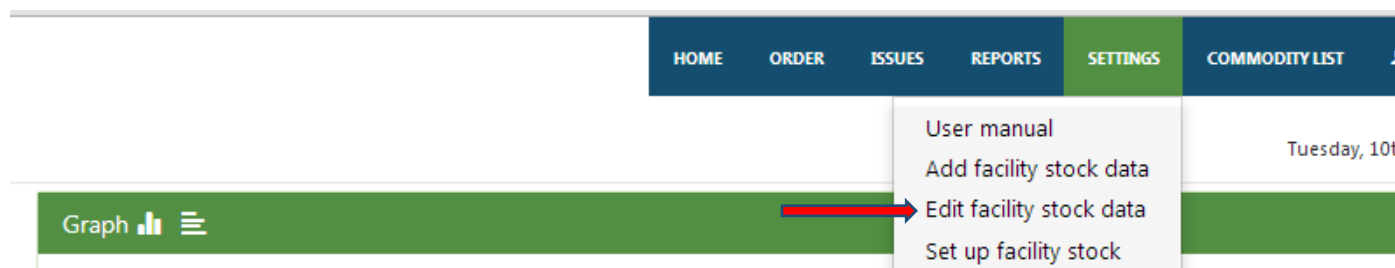



Figure 17 Edit facility stock data

This loads the screen below which contains a list of available stock.



Ministry of Health  
Health Commodities Management Platform (HCMP)

HOMEORDERISSUESREPORTSETTINGS  
COMMODITY LISTFacility Facility

Githiga Private Medical Clinic | Facility Stock
Wednesday, 11th June 2014 14:06

CopyPrintSave

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

Previous1Next

Update

Figure 18 Edit facility stock data

The search bar that is available at the top-right of the page enables the user to search for a specific record on a commodity for viewing or editing.

Click the **Update** button on the bottom of the screen to save the changes.

A green pop up screen will load informing the user that the information has been updated.

The copy, save and print options will be accessible as explained previously.

## ISSUE COMMODITIES

Click on the **Issue Commodities** link under the **Actions** tab.

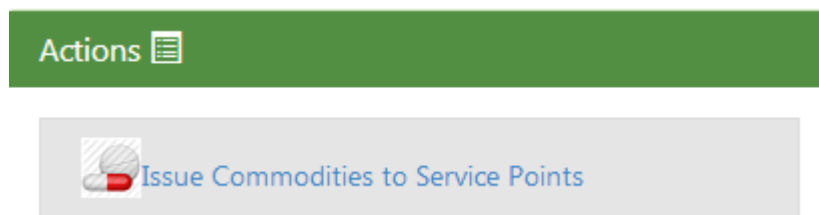


Figure 19 Issue commodities tab

The issue commodities screen will be loaded allowing the user to select the issue specifics i.e. service point, commodity (the supplier, unit size & batch number will pre-populate once the commodity is selected).

The batch numbers will be loaded on a First In First Out queuing principle. Select the specific batch number being issued. The selected batch number's expiry date will auto-load.

Specify the quantity of issue (in packs) & the date of issue.

The screenshot shows the 'Githiga Private Medical Clinic | Issues to service points' interface. It includes a navigation bar with 'HOME', 'ORDER', 'ISSUES', 'REPORTS', 'SETTINGS', 'COMMODITY LIST', and 'Facility Facility'. A warning message states: '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'. Below this is a table with columns: Service Point, Description, Supplier, Unit Size, Batch No, Expiry Date, Available Batch Stock, Issue Date, Issue Type, Issued Quantity, Total Balance, and Action. The table contains six rows of data for various service points like Lab, Dressing, TB Clinic, Injection, Diabetic, and Test. At the bottom right, there are '+ Add Row' and 'Save' buttons.

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
Dressing	Hydrochloroth	KEMSA	1000s	677	30 May 20	5000	1 Jun 201	Pack Size	2	3000	Remove Row
TB Clinic	Acyclovir Table	KEMSA	100s	33	30 May 20	200	1 Jun 201	Pack Size	1	100	Remove Row
Injection	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

Figure 20 Issue commodities

Click on **Save** button. and confirm the values. A confirmation prompt will load requesting the user to confirm the details entered.

The image shows a dialog box titled 'HCMP: Notification Message' with a close button (X). The message inside says 'Kindly confirm the values before saving'. At the bottom, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

Figure 21 Confirm values

Click on the **Save** button once the values have been confirmed..

## Redistribute Commodities

Click on the **Redistribute Commodities** link on the **Actions** tab.

This enables the user redistribute surplus or requested commodities to other facilities.

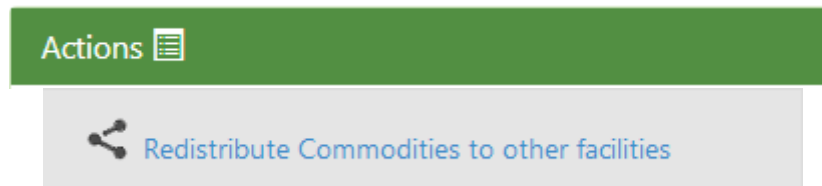


Figure 22 Redistribute commodities tab

From the page that loads, the user will select the sub county that the commodities will be distributed to. The list of facilities from that sub county will load on the facilities drop down.

The redistribution specifics may be entered: The commodity (the supplier, unit size, available batch stock & total balance will auto-populate), date of issue, quantity.

The screenshot shows the 'Githiga Private Medical Clinic | Redistribute Commodities' page. It includes a header with the Ministry of Health logo and a navigation bar with links like HOME, ORDER, ISSUES, REPORTS, SETTINGS, COMMODITY LIST, and Facility Facility. Below the header is a table with columns: Select Subcounty, Select Facility, Description, Supplier, Unit Size, Batch No, Expiry Date, Issue Date, Available Batch Stock, Issue Type, Issued Quantity, Total Balance, and Action. The table contains six rows of data for various subcounties and facilities. At the bottom right, there is a red arrow pointing to a blue 'Add Row' button and a green 'Save' button.

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

Figure 23 Redistribute commodities screen

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

## Receive Commodities

Click on the **Receive commodities** link on the **Actions** tab.

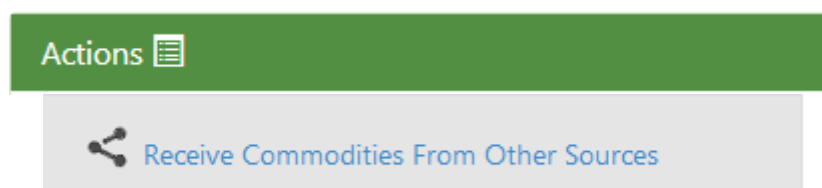



Figure 24 Receive commodities tab

This will load the screen shown below displaying the received commodities and the name of the facility which made the redistribution. Click on **Update** to receive the commodities and update the stock levels.



Ministry of Health  
Health Commodities Management Platform (HCMP)

HOME ORDER ISSUES REPORTS SETTINGS COMMODITY LIST Facility User

Karen Health Centre | Confirm Redistribution
Wednesday, 2nd July 2014 16:37

Karen Health Centre				6780	2015	cosm	2000		Pack Size	0	0
Karen Health Centre				242fe	2014	cosm	200		Pack Size	0	0

Showing 1 to 2 of 2 records

Previous 1 Next

➡

Update

Government of Kenya © 2014. All Rights Reserved

Figure 25 Receive commodities from other sources

## ORDERS

Click on the **Orders** link on the **Actions** tab.

This will avail two options allowing the user to order from two suppliers; Either KEMSA or MEDS as shown below:

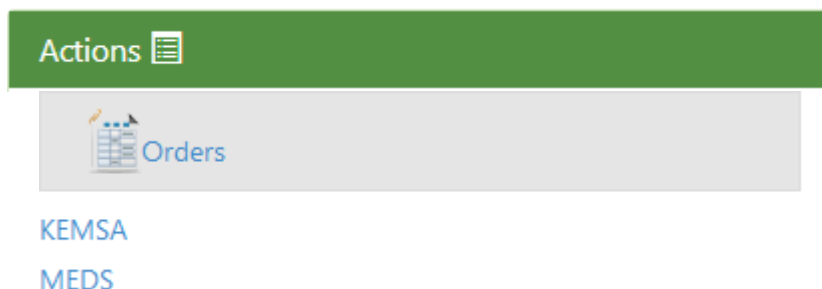


Figure 26 Orders tab

### Order from KEMSA

Click **KEMSA** to load the facility stock consumption summary.

The screenshot shows the 'Facility Stock Summary' page for 'Githiga Private Medical Clinic'. At the top, there's a navigation bar with 'HOME', 'ORDER', 'ISSUES', 'REPORTS', 'SETTINGS', 'COMMODITY LIST', and 'Facility Facility'. Below the header, a green banner states 'The Last Stock Update was as at : 19 May, 2014, 23 day(s) ago, Facility Facility'. There are buttons for 'Copy', 'Print', and 'Save'. A search bar and a 'Records per page' dropdown (set to 10) are also present. The main table has columns: Category, Commodity Name, Commodity Code, Unit Size, Opening Balance, Total Receipts, Total Issues, Adjustments(-ve), Adjustments(+ve), Losses, Days out of stock, and Closing Stock. Two rows of data are shown for 'Acyclovir Tablets 400mg' and 'Atenolol Tablets 50mg'. At the bottom, there's a 'Showing 1 to 2 of 2 records' message and a 'Previous 1 Next' pagination control. A red arrow points to a green button labeled 'Proceed to Order from KEMSA'.

Figure 27 View orders

The columns are explained as follows:

**Opening Balance:** The quantities physically available at the last ordering period

**Total Receipts:** The quantities received by the main suppliers e.g. KEMSA

**Total Issues:** The quantities issued to the facility's service points

**Adjustments (-ve):** The quantities redistributed by the facility to other facilities

**Adjustments (+ve):** The quantities received by the facility from other facilities or donors

**Losses:** The quantities that expired or were found missing without any explanation

**Days out of stock:** The duration from when the period the commodity's stock was exhausted to date

**Closing Stock:** The physical count available during the time of placing the order

Click on **Proceed to Order from KEMSA** the bottom right of the screen to load the order form.

Figure 28 Order form

The user is required to select 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.

Figure 29 Error notification

To add a commodity 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, requesting the user to select the additional commodity.

Figure 30 Order notification

Click the **Add** button on the pop up that appears. The commodity will then appear in the order form. After adding all required commodities and specifying their order values, click on the **Save** button. This will load a pop up showing the order details.

HCMP: Notification Message

Order Summary				
Order Form No				
Order Frequency	Quarterly			
In-Patient Bed Days				
Total OPD Visits & Revisits:	6,000,000.00			
Initial Drawing Rights (Ksh)	61,600.00			
Total Order Value (Ksh)	5,938,400.00			
Drawing Rights Balance(Ksh)				
Description	Commodity Code	Order Quantity	Unit Cost Ksh	Total Ksh
Acyclovir Tablets 400mg	PM04ACY001	88	700.00	61,600.00
Atenolol Tablets 50mg	PM06ATE001	0	300.00	0.00
Hydrochlorothiazide Tablets 50mg	PM06HYD003	0	260.00	0.00
Amoxicillin /Clavulanic Acid Tablets 500mg/125mg	PM01AMX006	0	114.00	0.00
Omeprazole Capsules 20mg	PML1MEP001	0	1,200.00	0.00
Enalapril Tablets 5mg	PM06ENA001	0	70.00	0.00
Prednisolone 5mg tablet	PML1PRE001	0	757.00	0.00
Glibenclamide Tablets 5mg	PML1GLB001	0	1,300.00	0.00

Cancel Save

Figure 31 Order details

## Update Order Delivery

Click on the **Update Order Delivery** link on the **Actions** tab.



Figure 32 Update order delivery tab

This loads the order summary which gives details of the four order status:

- Rejected
- Pending Approval
- Pending Delivery
- Delivered

**Note:** After submitting an order the notification below will appear.

The user can also use this to access the update order delivery page

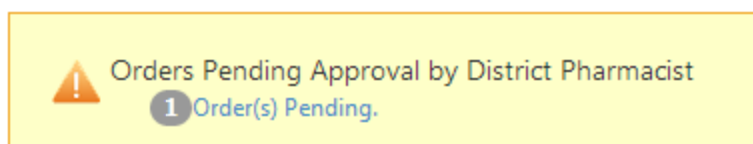


Figure 33 Order pending approval



## Order Status

Ministry of Health  
Health Commodities Management Platform (HCMP)

Facility Orders

Thursday, 15th May 2014 14:59

**Orders Summary**

Rejected Orders	Pending Approval	Pending Delivery	Delivered
1	0	0	5

KEMSA template

Rejected Orders	Pending Approval	Pending Delivery	Delivered			
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	<a href="#">Download Order pdf</a> <a href="#">Edit Order</a> <a href="#">Download Order excel</a> <a href="#">Delete</a>

Figure 34 Facility order listing

### Rejected:

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:

- Click the **Download Order Excel** to download it in excel format and edit offline then upload.
- Click on the **Edit Order** above to load the edit order page shown below

Ministry of Health  
Health Commodities Management Platform (HCMP)

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 35 Edit rejected order

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

**Note: All the grayed columns cannot be edited.**

### Pending Approval

Click on the **Pending Approval** tab.

The list of all orders placed by the facility but not yet approved by the sub county pharmacist will load.

These orders can only be viewed but not edited.

Once approved, the order moves from this list to orders pending delivery.

### Pending Delivery

Click on the **Pending Delivery** tab.

The list of all orders yet to be delivered by the supplier to the facility will load.

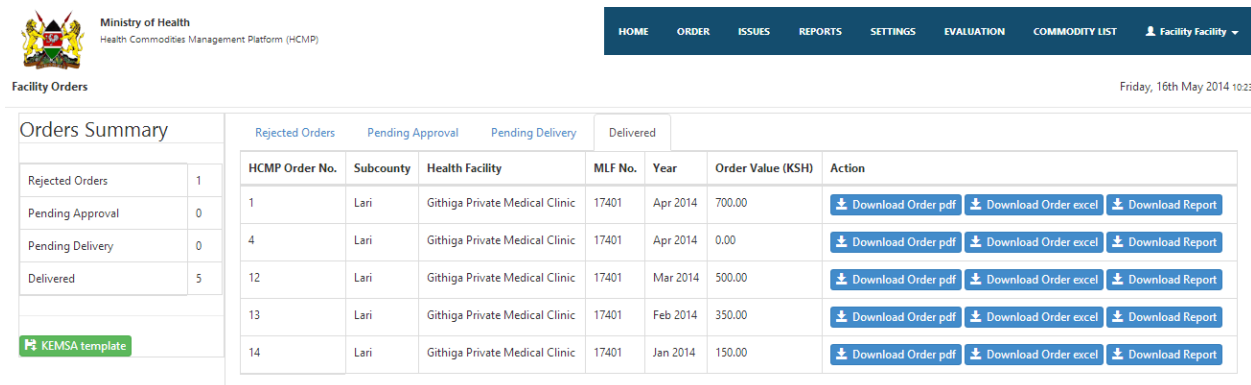
To update a n order delivery made by the supplier, click the **Update** button to input the delivery details.

## Delivered

Click on the **Pending Approval** tab

The list of all orders that have been received by the facility from the supplier will load.

The user may download the delivery received in PDF or Excel format.



Ministry of Health  
Health Commodities Management Platform (HCMP)

Facility Orders

Friday, 16th May 2014 10:23

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

KEMSA template

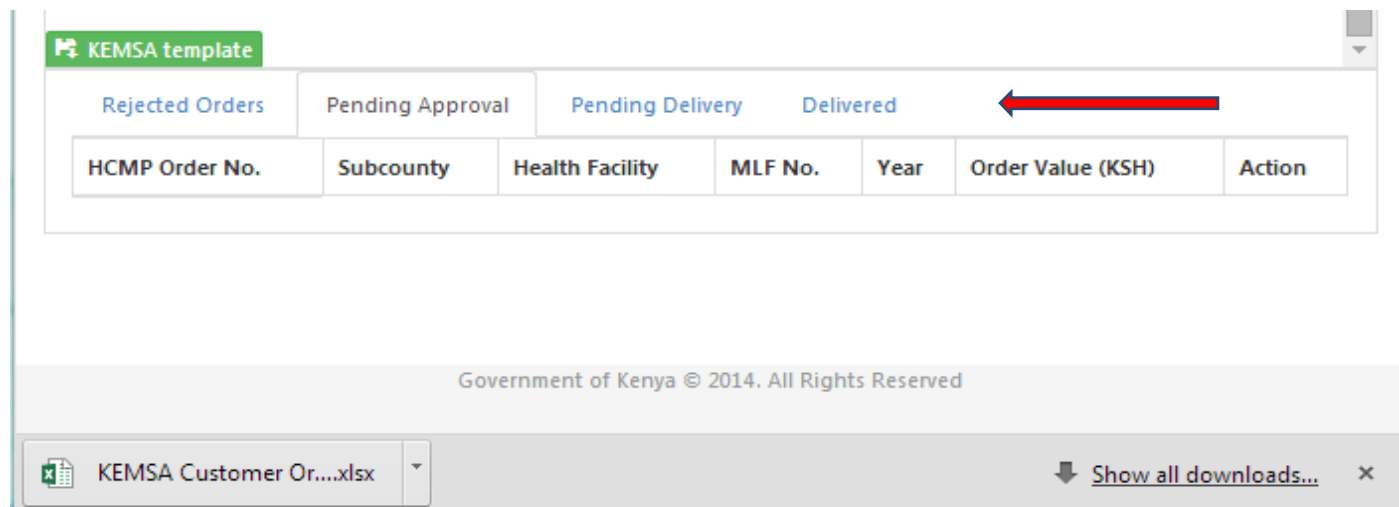
HCMP Order No.	Subcounty	Health Facility	MLF No.	Year	Order Value (KSH)	Action
1	Lari	Githiga Private Medical Clinic	17401	Apr 2014	700.00	<a href="#">Download Order pdf</a> <a href="#">Download Order excel</a> <a href="#">Download Report</a>
4	Lari	Githiga Private Medical Clinic	17401	Apr 2014	0.00	<a href="#">Download Order pdf</a> <a href="#">Download Order excel</a> <a href="#">Download Report</a>
12	Lari	Githiga Private Medical Clinic	17401	Mar 2014	500.00	<a href="#">Download Order pdf</a> <a href="#">Download Order excel</a> <a href="#">Download Report</a>
13	Lari	Githiga Private Medical Clinic	17401	Feb 2014	350.00	<a href="#">Download Order pdf</a> <a href="#">Download Order excel</a> <a href="#">Download Report</a>
14	Lari	Githiga Private Medical Clinic	17401	Jan 2014	150.00	<a href="#">Download Order pdf</a> <a href="#">Download Order excel</a> <a href="#">Download Report</a>

Figure 36 Delivered orders

## Download KEMSA Template

The user may download the KEMSA order form (in excel format) and fill the respective order details offline.

This file may be uploaded onto HCMP at a later time.



KEMSA template

Rejected Orders Pending Approval Pending Delivery **Delivered**

HCMP Order No. Subcounty Health Facility MLF No. Year Order Value (KSH) Action

Government of Kenya © 2014. All Rights Reserved

KEMSA Customer Or....xlsx

Show all downloads...

Figure 37 Downloading the KEMSA template

## SERVICE POINTS

Click on **Add Service Points** link under the **Actions** tab.

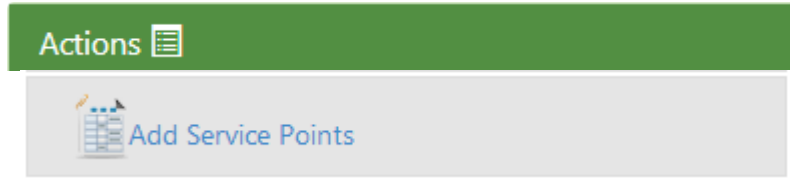


Figure 38 Add Service Points

This will load the screen below which 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 to edit this information if required.

The screenshot shows the 'Githiga Private Medical Clinic | Facility Service Points' interface. At the top, there's a navigation bar with 'HOME', 'ORDER', 'ISSUES', 'REPORTS', 'SETTINGS', 'COMMODITY LIST', and 'Facility Facility'. Below the header, the page title is 'Githiga Private Medical Clinic | Facility Service Points'. On the left, there's a form to add a new service point with a 'Service Point Name' input field and a 'Remove Row' button. A red arrow points to the 'Add Row' button at the bottom. The main area contains a table of existing service points. A red arrow points to the 'Edit' button in the 'Action' column of the 'CCC' row. At the bottom right, there's a pagination control showing 'Previous', '1', '2', and 'Next'.

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

Figure 39 Service points

### Add service point

Click on **Add Row** 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 box. Click **Add Row** to add a row.

The screenshot shows the 'Add service point' interface. On the left, there's a form with 'Service Point Name' input fields and 'Remove Row' buttons. Below the form are 'Add Row' and 'Save' buttons. The main area contains a table of existing service points. A red arrow points to the 'Add Row' button at the bottom. The table has columns for 'Service Point Name', 'Date Added', 'Facility MFL', 'Facility Name', 'Sub-County', 'Added By', 'Cred', and 'Action'. The 'ccc' row is highlighted, and the 'Activate' button is visible in the 'Action' column. At the bottom right, there's a pagination control showing 'Showing 1 to 12 of 12 entries'.

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
mememe	Fri 13, Jun 2014	11254	Bokole CDF Dispensary	Changamwe	Facility User	Facility User	Edit
Pharmacy	Fri 07, Mar 2014	0					Edit

Figure 40 Add a service point

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

Service Point Name	Action	Copy	Print	Save	Search:	
<input type="text"/>	<a href="#">- Remove Row</a>					

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

Showing 1 to 13 of 13 entries

[+ Add Row](#) [Save](#)

Figure 41 Added service points

## Edit Service point

Click on **Edit** at the end of the row of the specific service point. This loads a pop up allowing the user to edit the service point name. Click save to keep the changes.

Edit Service Point
×

Service Point Name

Status

Active
▼

Active

Inactive

Close

Save changes

Figure 42 Edit a service point

## Activate or Deactivate a Service Point

Click on the **Edit** button to the right of the service point name. The above pop up 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 43 Reports

There are several reports available for access:

- Expiries
- Divisional reports
- Facility Statistics
- Other Reports

### Expiries

#### Potential Expiries (3/6/12 Months)

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

This window can also be accessed by clicking the potential expires notification available on the homepage. See figure below.

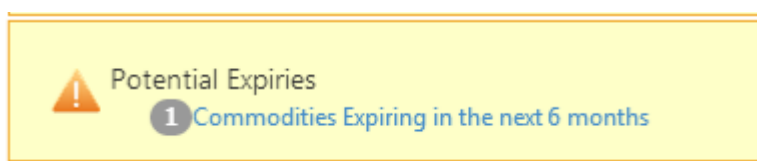


Figure 44 Potential expires notification

The figure below loads showing the specifics of potential expiries.

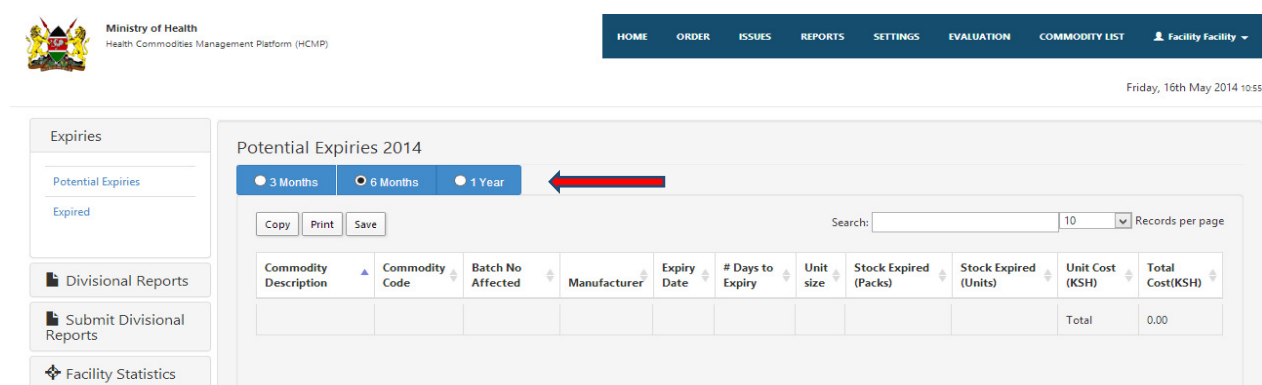


Figure 45 Potential expiries report

### Actual Expiries

This is a report of the expired commodities within the facility. Click on the notifications available on the homepage.

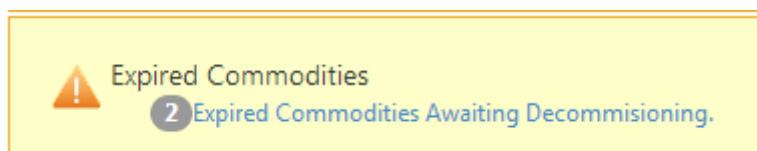


Figure 46 Expired commodities

This will load up the screen below showing expiry details.

The screenshot displays the 'Expiries' section of the HCMP interface. On the left, there is a sidebar with navigation options: 'Expiries' (selected), 'Divisional Reports', 'Facility Statistics', and 'Other Reports'. The main area shows a table of expired commodities. The table has columns for item name, code, quantity, expiry date, and total value. Two items are listed: Diclofenac Sodium Tablets 50 mg and Enalapril Tablets 5mg. Below the table, it indicates 'Showing 1 to 3 of 3 records' and includes 'Previous', '1', and 'Next' pagination links. A red 'Decommission Items' button is located at the bottom right of the table area. The footer shows 'Government of Kenya © 2014. All Rights Reserved'.

Item Name	Code	Quantity	Expiry Date	Total
Diclofenac Sodium Tablets 50 mg	PM05DCL001	1000s	1234	243
Enalapril Tablets 5mg	PM06ENA001	100s	1234	243

Figure 47 Expired commodities

## Decommission Expired Commodities

Click on **Decommission** button to decommission expired products

An email notification will be sent to the district pharmacist and the decommissioned commodities will be removed from the system.

The dialog box is titled 'HCMP: Notification Message'. It contains the text: 'Please Note this action will remove the expired stock from your store, are you sure you want to continue?'. At the bottom, there are two buttons: 'NO' (blue) and 'YES' (red).

Figure 48 Decommissioning expired commodities

## Divisional Reports

This has several reports; Malaria, TB & Reproductive Health.


Click on the respective tabs to access each report.

The user has an opportunity to download the report as either Excel or PDF file.

The edit tab allows the user to make any changes to the submitted report.

## 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 49: Submit divisional reports

## Facility Statistics

Comprehensive facility statistics are shown in graphs. These statistics include expiries, cost of orders, consumption and user statistics.

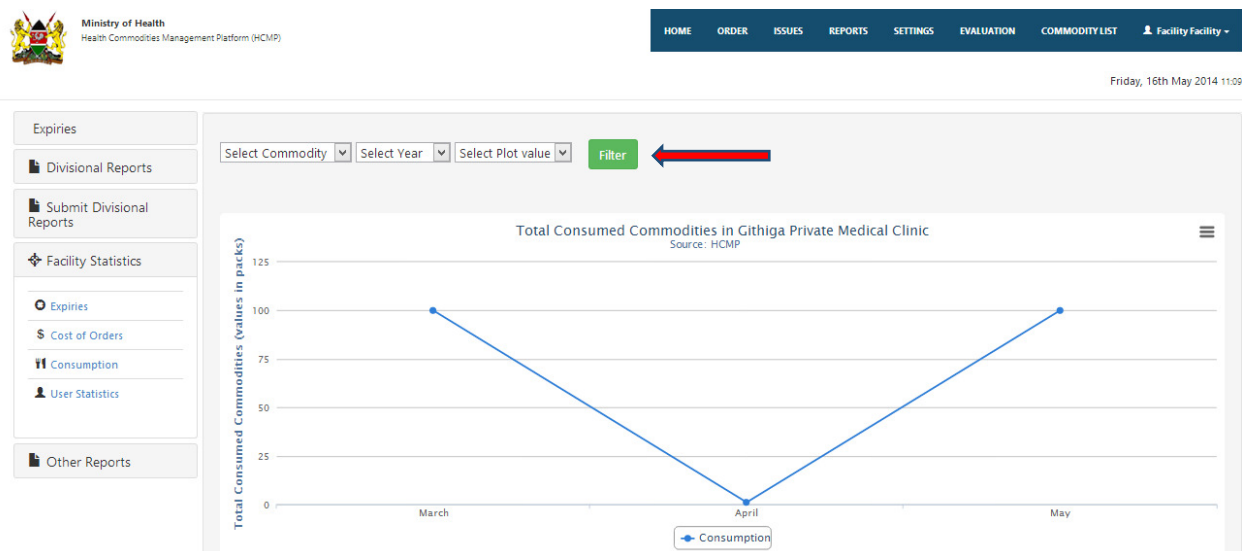


Figure 50 Facility statistics

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

## Commodity List

Click on the **Commodity List** link on the Top Menu Section.

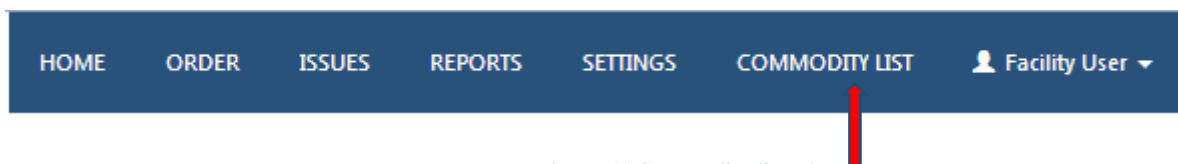



Figure 51 Commodity list tab

A screen loads showing a comprehensive list of all the commodities available in the facility.



Ministry of Health  
Health Commodities Management Platform (HCMP)

HOMEORDERISSUESREPORTSSETTINGSEVALUATIONCOMMODITY LISTFacility Facility

Commodity Listing
Friday, 16th May 2014 11:16

CopyPrintSave

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
Previous12345Next

Figure 52 Commodity list

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



## PASSWORD MANAGEMENT

### Change Password

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

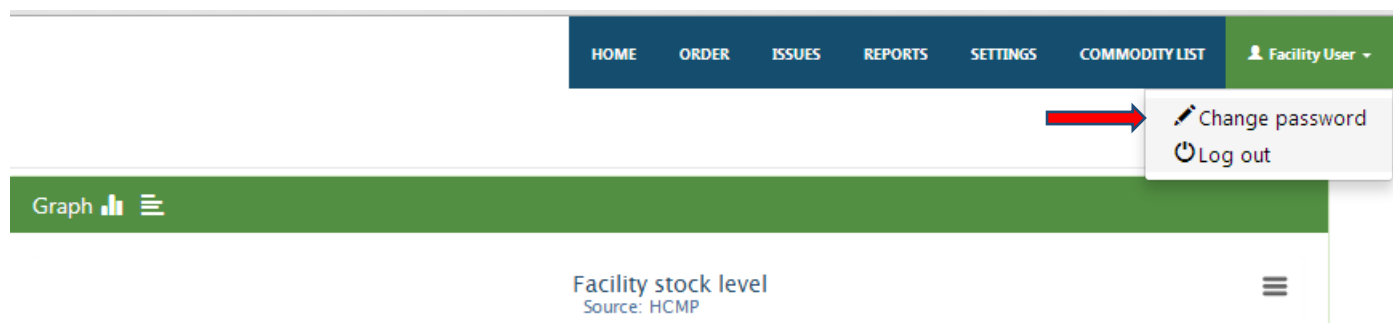


Figure 53 Change password

**Note:** This is highly recommended since it ensures user privacy and data security.

This loads up the change password dialogue box. Enter the old password in the first input box, followed by the new password and confirm it. Press **Save** to save the changes.

The user can now use the new password for log in.

A 'Change Password' dialogue box with a close button (X) in the top right corner. It contains three input fields: 'Old/Current Password' with the placeholder text 'Current Password', 'New Password' with the placeholder text 'New Password', and 'Confirm New Password' with the placeholder text 'Confirm Password'. At the bottom, there are two buttons: 'Cancel' and 'Save changes'.

Figure 54 Change password dialogue

### Forgotten Password

Click on **can't access your account?** as shown below.

A 'Login' form with a dark blue header containing a lock icon and the word 'Login'. Below the header, there are two input fields: 'Email address' with the value 'facility5@hcmp.com' and 'Password' with the placeholder text 'Password'. At the bottom, there is a blue 'Log in' button and a link 'Can't access your account ?' with a red arrow pointing to it.

Figure 55 Accessing forgotten password

This redirects the user to the password recovery screen. Enter the email used for registration and click the recover button. The system sends an email with a recovery link.

Follow this link to recover the password.

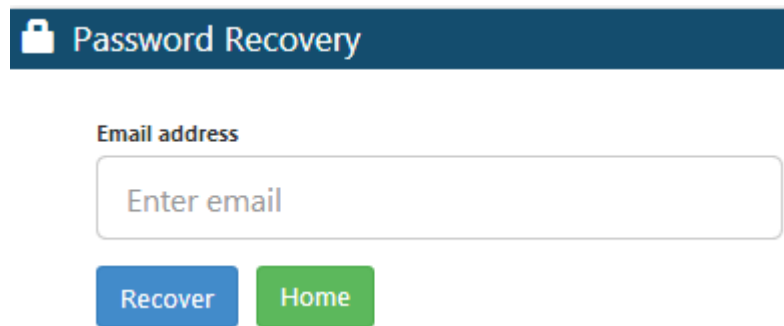
The image shows a 'Password Recovery' form. At the top is a dark blue header with a white padlock icon and the text 'Password Recovery'. Below this is a label 'Email address' in a small, dark font. Under the label is a white text input field with the placeholder text 'Enter email'. Below the input field are two buttons: a blue button labeled 'Recover' and a green button labeled 'Home'.

Figure 56 Password recover

## LOG OUT

Click on **Facility User** on the menu bar.

The **Log Out** option will appear as shown below. Click on this option to log out.

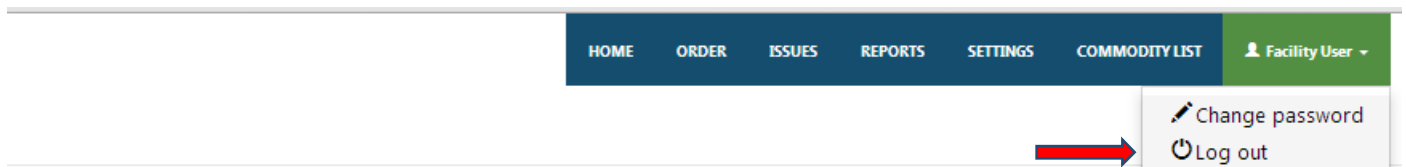


Figure 57 Log out