

# **Anti-Retroviral Dispensing Tool User Guide**

## **(ADT)**

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## Preface

This guide contains instructions on how to use the Antiretroviral Dispensing Tool (ADT). ADT is used by facilities to provide services to the HIV/AIDS infected patients. The manual gives the instructions for *ADT version 3.2*.

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

## How This Guide is organized

The manual is divided into two sections:

### [\*\*Section 1: Facility Administrator and Pharmacist\*\*](#)

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

### [\*\*Section 2: System Administrator\*\*](#)

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

## Section 1: Facility Administrator and Pharmacist

### Chapter 1: Starting up ADT and User Module

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

#### Starting up ADT

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



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

The screenshot shows the login interface for the National AIDS/STD Control Programme (NASCOP). At the top, there is the Kenyan coat of arms and the text "National AIDS/STD Control Programme (NASCOP)" followed by "Ministry of Health Government of Kenya". On the right, there is a yellow button labeled "ADT Tools". The main area is titled "Login". It contains two input fields: "Username" with the placeholder "username" and "Password" with the placeholder "password". Below these fields is a "Login" button. At the bottom, there is a link "Forgot Password?".

## User Module

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

### Edit Profile:



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

The screenshot shows the webADT home page with the URL [localhost/ADT/home\\_controller/home](http://localhost/ADT/home_controller/home). The top navigation bar includes links for HOME, PATIENTS, INVENTORY, ORDER, SETTINGS, REPORTS, and PROFILE. The PROFILE link is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is a logo for the Ministry of Health and ARV Drugs Supply Chain Management Tool, Liverpool VCT Home. A modal window titled 'Edit Profile' is open, showing fields for Username (user), Password (demo), and Confirm Password (demo). There is also a checkbox for 'Remember me' and a 'Logout' button.



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

The screenshot shows the 'User details' modal with the following fields: Full Name (Demo User), Username (user), Email Address (demo@gmail.com), Phone Number (+254 721234567), Ordering Sites (Select options), and Store/Pharmacy (Main Pharmacy). At the bottom are 'Cancel' and 'Save changes' buttons. The 'Save changes' button is highlighted with a blue box and a red arrow pointing to it.

### Change Password:



Click Profile on the menu bar. Select 'Change Password'.



Enter your old password and your new password. Click 'Save Changes'.

The screenshot shows the 'Change password' modal with three input fields: Old Password, New Password, and Confirm New Password, each containing four dots. At the bottom are 'Cancel' and 'Save changes' buttons. The 'Save changes' button is highlighted with a blue box and a red arrow pointing to it.

### Reset Password:



Go to the login page.



Click the link at the bottom written 'Forgot Password?'

**Login**

Username  
username

Password  
password

Forgot Password ?



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

[Login](#) / [Forgot Password](#)

**Find your ADT account Enter your email.**

@  Please fill out this field.

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On screen message confirming that your password has been reset.

[Login](#) / [Forgot Password](#)

**RESET!**

Account password was reset to the default password 123456

**Find your ADT account Enter your email.**

@  Please fill out this field.

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Log in using the reset password

*Logout:*



Click logout at the top right of the system.

USERNAME: DEMO USER | [Logout](#)  
Monday, 27th February 2017

## Chapter 2: Dashboard

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



*The Summary of Drugs Expiring* gives all the drugs about to expire within the duration and the dispensing point chosen.



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



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

Stocks About to Run Out at				
Pharmacy	Get	Large		
Drug	Unit	(Units)	Qty (Units)	Priority
acyclovir 400mg tabs	Pack	0	20	HIGH
AMOXYCILLIN 250MG /5MLS SUSP	Bottle	0	3	HIGH
AMOXYCILLIN 500MG CAPS	Capsule	19	47	HIGH
AZITHROMYCYIN 250MG TABS	Tablet	3	14	HIGH
ZINC OXIDE OINTMENT	Pack	0	1	HIGH

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

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

**Quick Links**

- [Add Patients \(i\)](#)
- [Stock Transactions \(ii\)](#)
- [Pharmacovigilance \(iii\)](#)
- [FAQ](#)
  
- [Patients Report \(iv\)](#)
- [User Manual \(v\)](#)

**Notifications**

- [ChangeLog \(vi\)](#)
- [On Time Appointments \(vii\) 0](#)
- [Missed Appointments \(viii\) 0](#)
- [Defaulters \(ix\) 0](#)
- [Lost to Followup \(Last Day Alert\) \(x\) 0](#)

- i. Click when adding new patients
- ii. Click when adding Stock
- iii. Click for pharmacovigilance forms
- iv. Click to Generate the Patients Reports (For all Patients)
- v. To Generate the User Manual
- vi. To view the change log
- vii. To view the day's appointments
- viii. To View the missed appointments
- ix. To View the Defaulters
- x. To view the patients with one remaining to be lost to follow-up.

## Generating Pharmacovigilance Report

The screenshot shows the application's main interface. On the left is a sidebar titled "Quick Links" containing links for "Add Patients", "Stock Transactions", "FAQ", "Patients Report", "User Manual", and "Notifications". The "Notifications" section shows four categories: "ChangeLog" (0), "On Time Appointments" (0), "Missed Appointments" (0), "Defaulters" (0), and "Lost to Followup (Last Day Alert)" (0). The main content area has a header with "PQMP" and "ADR" buttons. Below this is a sub-header "PQMP Reports" with a "New PQMQ" button. To the right is a table with columns: Synch, Action, Brand Name, Generic Name, Batch No, Manufacturer Name, Receipt Date, and Supplier Name. A search bar and pagination controls (First, Previous, Next, Last) are also present.

- i. Click on **PQMP** to generate the Poor Quality Medical Products report
- ii. Click on **ADR** to generate the Adverse Drug Reaction report.
- iii. Click on **New PQMQ** or **New ADR** to generate the reports.
- iv. Click in **Sync with PPB** to send the report and receive generated reports (Requires Internet)

## Chapter 3: Patient Module

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



Add a patient to the system



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

### Patient Listing

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

A pharmacist can:



- Choose the number of entries he wants to view at a time from the 'Show entries' (1), show the active (inactive/all) in the "Active" (2) or Search from the "Search" box (3)

CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action
XXX	XX XX XX	Aug 4th, 2015	XXXX	OI2   OI Medicines	Active	Dispense Detail   Edit   Disable
XXX	XX XXX XX	Mar 7th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Jan 31st, 2017	XXXX	AS2B   TDF + ABC + LPV/r (>15Y...	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	May 16th, 2016	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX		XXXX	AF1A   AZT+3TC+NVP (>15YRS ...	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Apr 7th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Jan 17th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Apr 3rd, 2017	XXXX	AF1A   AZT+3TC+NVP (>15YRS ...	Active	Dispense Detail   Edit   Disable
XXX	XX XXX XX	Feb 7th, 2017	XXXX	AF1A   AZT+3TC+NVP (>15YRS ...	Active	Dispense Detail   Edit   Disable
XXX	XX XXX XX	Feb 28th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	Dispense Detail   Edit   Disable

### Export Patient Master List

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



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

Quick Links

- Add Patients
- Stock Transactions
- Pharmacovigilance
- FAQ
- Patients Report**
- User Manual

Patient Master List Generator

Start Date: FROM [ ] TO [ ] End Date: [ ] TO [ ]

Maturity:  Adult  Paediatric

Smokes:  Yes  No

Drinks:  Yes  No

Pregnant:  Yes  No

Tb:  Yes  No

Disclosure:  Yes  No

Differentiated Care:  Not Differentiated  Differentiated

Gender: [ ] Transferred From: [ ] Service: [ ] Start Regimen: [ ] Current Regimen: [ ] Current Status: [ ]

Generate

## Add Patients



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

The screenshot shows the Liverpool VCT Home page. At the top, there's a logo for the Ministry of Health and a title for the ARV Drugs Supply Chain Management Tool. Below the header is a navigation bar with links for HOME, PATIENTS, INVENTORY, ORDER, SETTINGS, REPORTS, and PROFILE. A user session is shown at the top right. The main content area features three tabs: 'Summary of Drugs Expiring' (with filters for 1 Month, at Pharmacy, Get, Large), 'Expiring Drugs' (with filters for Expiry Stock), and 'Weekly Summary of Patient Enrollment' (with filters for Male Adult, Female Adult, Male Child, Female Child). On the left, a 'Quick Links' sidebar is visible, containing 'Add Patients' (which has a red box around it), '+ Stock Transactions', and 'FAQ'.



Add Patient page will be displayed. Patient details are divided into three sections, program information and demographics (1), program history (2) and patient information

(3). Below is a segment of the page.

This screenshot shows the 'Patient Listing > Add Patients' page. It is divided into three main sections: 'Patient Information & Demographics (1)', 'Patient History (2)', and 'Patient Information (3)'. The 'Patient Information & Demographics' section includes fields for Medical Record No., Patient Number CCC, Last Name, First Name, Other Name, Date of Birth, Place of Birth, and Gender. The 'Patient History' section includes fields for 'Does Patient have other Chronic illnesses?' (with dropdown options like 'Select options', 'If Other Illnesses', and 'Click Here'), and a text input field 'List Them Below (Use Commas to separate)'. The 'Patient Information' section includes fields for Date Patient Enrolled (2017-02-27), Current Status (dropdown), Source of Patient (dropdown), and Type of Service (dropdown).



Fill in all the details taking note of the describe areas below: Note: this is applicable for both the ADD and EDIT patients.

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

This screenshot shows the 'Add Patients' page under 'Patient Information & Demographics (1)'. It includes fields for Date of Birth (1980-02-08), Place of Birth (dropdown), Age (Years) (31), Age (Months) (372), Gender (Female), and Weight (KG) (dropdown). A red box highlights the 'Pregnant?' dropdown, which is set to 'Yes'. To the right, another section shows 'Does Patient have other Chronic illnesses?' with a dropdown and a text input field for listing illnesses.

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

This screenshot shows the 'Add Patients' page under 'Patient Information & Demographics (1)'. It includes fields for Date of Birth (2015-02-05), Place of Birth (dropdown), and a text input field 'Match to parent/guardian in ccc?' containing the value 'abcd4567', which is highlighted with a red box.

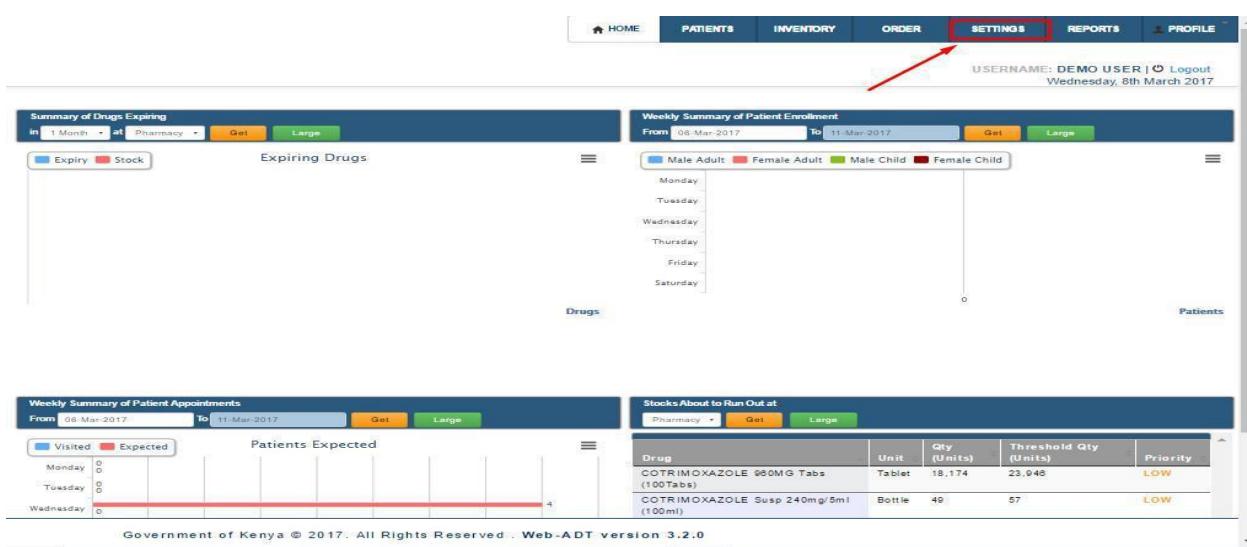
- For the patients who have attained the adult age, they have to give details of their partner status (1) and family planning methods (3). Concordant partners should be matched to their spouses (2).

<b>Patient Information &amp; Demographics</b>		<b>Patient History</b>
Medical Record No.	*Patient Number CCC	Partner Status
DCBA7894		Concordant (1)
Last Name	Other Name	Disclosure
Demo Patient	Demo Patient	Yes No
*First Name	Other Name	Match to spouse in this ccc?
Demo Patient	Demo Patient	ABCD9876 (2)
*Date of Birth	Place of Birth	Family Planning Method
1992-02-12	--Select--	1 selected (3)
Age(Years)	Age(Months)	Does Patient have other Chronic illnesses
25	300	Select options

- Under the type of service, a patient can either be on ART, PEP, PMTCT, PREP, OI Only or PREP. Select the type of service the patient is under.

<b>Patient Information</b>	
*Date Patient Enrolled	2017-07-06
*Current Status	Active
*Source of Patient	PITC
*Type of Service	--Select-- --Select-- ART PEP PMTCT OI Only PREP HPB
--Select One--	
Drug Prophylaxis	
Select options	

- Since under the type of service, PREP does not appear, you first have to add it from the settings side. You do this by clicking on the 'Settings tab'



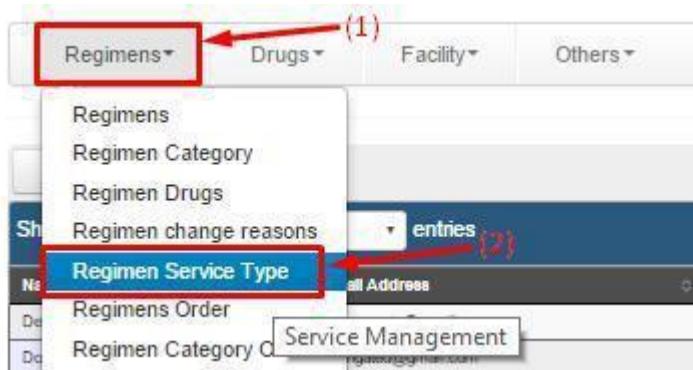
The screenshot shows the Web-ADT software interface with several tabs at the top: HOME, PATIENTS, INVENTORY, ORDER, SETTINGS (highlighted with a red arrow), REPORTS, and PROFILE.

The main content area displays four summary reports:

- Summary of Drugs Expiring**: Shows drugs expiring in 1 month, with filters for Pharmacy, Get, and Large.
- Weekly Summary of Patient Enrollment**: Shows enrollment from 08-Mar-2017 to 11-Mar-2017, with filters for Male Adult, Female Adult, Male Child, and Female Child.
- Weekly Summary of Patient Appointments**: Shows patients visited and expected from 08-Mar-2017 to 11-Mar-2017, with filters for Visited, Expected, Pharmacy, Get, and Large.
- Stocks About to Run Out at**: Shows stock levels for COTRIMOXAZOLE 960MG Tabs (100Tabs) and COTRIMOXAZOLE Susp 240mg/5ml (100ml).

At the bottom, a footer bar reads: Government of Kenya © 2017. All Rights Reserved. Web-ADT version 3.2.0.

- Under the 'Regimens tab' (1), click on 'Regimen Service type' (2)



- Click on 'New Regimen Service type'

The screenshot shows a table titled 'Regimen Service Type' with columns 'Name' and 'Options'. It lists four entries: ART, OI Only, PEP, and PMTCT, each with 'Edit | Disable' links. Above the table, there is a search bar with 'Show 10 entries' and a button '+ New Regimen Service Type' (highlighted with a red box and arrow).

Name	Options
ART	Edit   Disable
OI Only	Edit   Disable
PEP	Edit   Disable
PMTCT	Edit   Disable

Showing 1 to 4 of 4 entries

- Type PREP inside the blank space under name and you will have successfully added PREP as a service type.

The screenshot shows a 'Details' dialog box with a 'Name' input field containing 'PREP' (highlighted with a red box and arrow). At the bottom right of the dialog are 'Cancel' and 'Save' buttons.

- You then need to add the PREP regimen category which can be found by clicking on 'Regimens Category Order' (2) under the 'Regimens tab' (1)

The screenshot shows a navigation bar with tabs: Regimens, Drugs, Facility, and Others. Under the Regimens tab, a dropdown menu is open with options: Regimens, Regimen Category, Regimen Drugs, Regimen change reasons, Regimen Service Type, Regimens Order, and Regimen Category Order. The 'Regimens Order' option is highlighted with a red box and a red arrow pointing to it from the left. At the top right of the page, there are two buttons: 'Disable selected regimens' (red background) and 'Enable selected regimens' (blue background). Below the menu, there is a table with columns 'Name' and 'Link'. A red box highlights the 'Regimens Order' row, which contains the text 'Sync RGT (mapped)'.

- Click on 'New Sync Regimen Category'

The screenshot shows a navigation bar with tabs: Regimens, Drugs, Facility, and Others. Under the Regimens tab, a dropdown menu is open with options: Regimens, Regimen Category, Regimen Drugs, Regimen change reasons, Regimen Service Type, Regimens Order, and Regimen Category Order. The 'Regimen Category Order' option is highlighted with a red box and a red arrow pointing to it from the right. At the bottom of the page, there is a button labeled 'Order Regimen Category Management'.

The screenshot shows a navigation bar with tabs: Regimens, Drugs, Facility, and Others. Below the tabs, there is a button labeled '+ New Sync Regimen Category' with a red box and a red arrow pointing to it from the left. Below this button, there is a dropdown menu labeled 'Show 10 entries' and a table with a single row labeled 'Adult First Line'.

- Type PREP inside the blank space beside name and you will have successfully added PREP as a regimen category.

The screenshot shows a modal dialog box titled 'Add Sync Regimen Category'. It has a form with a 'Name' field containing the text 'PREP', which is highlighted with a red box and a red arrow pointing to it from the left. At the bottom right of the dialog, there are 'Cancel' and 'Save' buttons.

- You then need to add the PREP regimens which can be found by clicking on ‘Regimens order’ under the ‘Regimens tab’
- Click on the last page (1), and you will be able to see the PREP regimen code and description (2)

+ New Sync Regimen		
Show	10	entries
Code	Name	Options
PM2	NVP 200mg stat + AZT 600mg stat (or 300mg BD) + 3TC 150mg BD during labour; then 1...	Edit   Enable
PM3	PMTCT HAART: AZT + 3TC + NVP	Edit   Disable
PM4	PMTCT HAART: AZT + 3TC + EFV	Edit   Disable
PM5	PMTCT HAART: AZT + 3TC + LPV/r	Edit   Disable
PM6	PMTCT HAART: TDF + 3TC + NVP	Edit   Disable
PM7	PMTCT HAART: TDF + 3TC + LPV/r	Edit   Disable
PM9	PMTCT HAART: TDF + 3TC + EFV	Edit   Disable
PRP1A	TDF + FTC (PrEP)	Edit   Disable
PRP1B	TDF + 3TC (PrEP)	Edit   Disable
PRP1C	TDF (PrEP)	Edit   Disable

Showing 121 to 130 of 130 entries

First | Previous | 9 | 10 | 11 | 12 | 13 | Next | Last

- Use this information to add the PREP regimens. Do this by clicking on ‘Regimens’ (1) under the ‘Regimens tab’ (2)

(1)

(2)

Regimens

Regimens

Regimen Category

Regimen

Regimen Management

Regimen change reasons

Regimen Service Type

Regimens Order

Regimen Category Order

Disable selected regimens

Enable selected regimens

- Click on ‘New regimen tab’ and add the regimen details as seen from the ‘Regimen order tab’ previously shown

**Regimen details**

Regimen Code	PRP1A
Description	TDF + FTC (PrEP)
Category	ADULT ART Third-Line Regimens
Line	
Type of Service	PREP
Remarks	
Mapping	PRP1A   TDF + FTC (PrEP)

Cancel Save

ADULT ART Third-Line Regimens | Adult First Line

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

Has Patient been tested for TB?	Does Patient Have TB? (1)
Yes	Yes
Select TB category (2)	TB Phase (3)
Category 1	Intensive
Start of Phase (4)	End of Phase (5)
2017-02-01	2017-05-02

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

Drug Prophylaxis

1 selected

Isoniazid Start Date	Isoniazid End Date
2017-02-01	2017-07-19

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

Drug Prophylaxis

1 selected

Filter: Enter keywords	<input type="checkbox"/> Check all	<input type="checkbox"/> Uncheck all
<input checked="" type="checkbox"/> cotrimoxazole		
<input type="checkbox"/> Dapsone (Disabled)		



Click 'Save' to complete the patient enrollment

- The Dispense (1) button takes the pharmacist to the dispensing page.
- The Reset (2) button is used to clear all the fields in the page.

Does Patient Smoke?	Does Patient Drink Alcohol?
No	No
Has Patient been tested for TB?	Does Patient Have TB?
Yes	Yes
Select TB category	TB Phase
Category 1	Intensive
Start of Phase	End of Phase
2017-02-01	2017-05-02
<input type="button" value="Save"/> <input type="button" value="Dispense(1)"/> <input type="button" value="Reset(2)"/>	

## Edit Patients



Click 'Patients' in the menu bar. It gives a listing of all patients in the facility.

Filter Patients Based on Status: Active						
Show	10	entries	Search:			
CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action
XXX	XX XX XX	Aug 4th, 2015	XXXX	OI 2   OI Medicines	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XX XX	Mar 7th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XX XX	Jan 31st, 2017	XXXX	AS2B   TDF + ABC + LPV/r (>15Y...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XXX XX	May 16th, 2016	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XX XX		XXXX	AF1A   AZT+3TC+NVP (>15YRS ...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XX XX	Apr 7th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XX XX	Jan 17th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XX XX	Apr 3rd, 2017	XXXX	AF1A   AZT+3TC+NVP (>15YRS ...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XXX XX	Feb 7th, 2017	XXXX	AF1A   AZT+3TC+NVP (>15YRS ...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XX XX	Feb 28th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action

Showing 1 to 10 of 1,058 entries

First Previous 1 2 3 4 5 Next Last



To edit patient's information, click edit link on the right

Filter Patients Based on Status: All						
Show	10	entries	Search:			
CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action
XXX	XX XX XX	Aug 4th, 2015	XXXX	OI 2   OI Medicines	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XX XX	Mar 7th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XXX XX	Jan 31st, 2017	XXXX	AS2B   TDF + ABC + LPV/r (>15Y...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XX XX	May 16th, 2016	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XX XX		XXXX	AF1A   AZT+3TC+NVP (>15YRS ...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XX XX	Apr 7th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XX XX	Jan 17th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XXX XX	Apr 3rd, 2017	XXXX	AF1A   AZT+3TC+NVP (>15YRS ...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XX XX	Feb 7th, 2017	XXXX	AF1A   AZT+3TC+NVP (>15YRS ...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
XXX	XX XXX XX	Feb 28th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...	Active	<a href="#">Dispense</a>   <a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action

Showing 1 to 10 of 1,058 entries

First Previous 1 2 3 4 5 Next Last



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

## View Patient Details

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



Click 'Patients' in the menu bar.

The screenshot shows a software interface with a top navigation bar. The 'PATIENTS' button is highlighted with a red box and an arrow pointing to it. The navigation bar also includes 'HOME', 'INVENTORY', 'ORDER', 'SETTINGS', 'REPORTS', and 'PROFILE'. Below the navigation bar, there is a message 'USERNAME: DEMO USER | LOGOUT' and the date 'Thursday, 2nd March 2017'. The main content area is a table titled 'Filter Patients Based on Status: Active'. The table has columns for CCC No, Patient Name, Next Appointment, Contact, Current Regimen, Status, and Action. The 'Action' column contains links: 'Dispense|Detail | Edit | Disable'. The table shows 10 entries out of 1,058. At the bottom, there are search, sort, and navigation buttons.

Filter Patients Based on Status: Active						
Show 10 entries						
CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action
XXX	XX XX XX	Aug 4th, 2015	XXXX	OI 2   OI Medicines	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Mar 7th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...)	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Jan 31st, 2017	XXXX	AS2B   TDF + ABC + LPV/r (>15Y...	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	May 16th, 2016	XXXX	AF2B   TDF + 3TC + EFV (>15YR...)	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX		XXXX	AF1A   AZT+3TC+NVP (>15YRS ...)	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Apr 7th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...)	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Jan 17th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...)	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Apr 3rd, 2017	XXXX	AF1A   AZT+3TC+NVP (>15YRS ...)	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Feb 7th, 2017	XXXX	AF1A   AZT+3TC+NVP (>15YRS ...)	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Feb 28th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...)	Active	Dispense Detail   Edit   Disable

Showing 1 to 10 of 1,058 entries.



Go to 'Detail' link on the patient listing

The screenshot shows the same software interface as the previous one, but with a red arrow pointing to the 'Detail' link in the 'Action' column of the first row of the table. The table structure is identical to the previous screenshot, showing patient details and dispensing actions.

Filter Patients Based on Status: Active						
Show 10 entries						
CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action
XXX	XX XX XX	Aug 4th, 2015	XXXX	OI 2   OI Medicines	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Mar 7th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...)	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Jan 31st, 2017	XXXX	AS2B   TDF + ABC + LPV/r (>15Y...	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	May 16th, 2016	XXXX	AF2B   TDF + 3TC + EFV (>15YR...)	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX		XXXX	AF1A   AZT+3TC+NVP (>15YRS ...)	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Apr 7th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...)	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Jan 17th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...)	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Apr 3rd, 2017	XXXX	AF1A   AZT+3TC+NVP (>15YRS ...)	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Feb 7th, 2017	XXXX	AF1A   AZT+3TC+NVP (>15YRS ...)	Active	Dispense Detail   Edit   Disable
XXX	XX XX XX	Feb 28th, 2017	XXXX	AF2B   TDF + 3TC + EFV (>15YR...)	Active	Dispense Detail   Edit   Disable

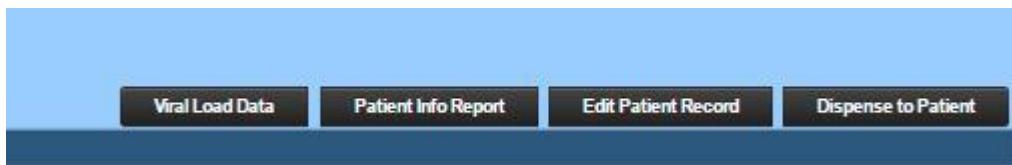
Showing 1 to 10 of 1,058 entries.

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

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

Dispensing History												
<input type="button" value="Viral Load Data"/> <input type="button" value="Patient Info Report"/> <input type="button" value="Edit Patient Record"/> <input type="button" value="Dispense to Patient"/>												
Search: <input type="text"/> Show: <input type="button" value="10"/> entries												
Date	Purpose of Visit	Dose	Duration	Action	Drug	Qty	Weight	Current Regimen	BottleNo	Pill Count	Adherence	Operator
2017-02-14	Routing Refill	100	30	<input type="button" value="Edit"/>	COTRIMOKAZOLE 960MG tabs...	30	42	AZT+3TC+NVP (15YRS ADULT)	E15136	0	0	Susan
2017-02-14	Routing Refill	180	30	<input type="button" value="Edit"/>	AZT+3TC+NVP POC (300MG/150...	60	42	AZT+3TC+NVP (15YRS ADULT)	E151364	0	0	Susan
2016-11-21	Routing Refill	180	60	<input type="button" value="Edit"/>	AZT+3TC+NVP POC (300MG/150...	120	42	AZT+3TC+NVP (15YRS ADULT)	E151364	0	0	Susan
2016-11-21	Routing Refill	100	60	<input type="button" value="Edit"/>	COTRIMOKAZOLE 960MG tabs...	60	42	AZT+3TC+NVP (15YRS ADULT)	E03674	0	0	Susan

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



### Viral Load Data

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

Clicking on the 'Viral Load Data button' shows the viral load information from NASCOP.

Duration	Art Number	First Name	Surname	Sex	Age	Date Therapy Started	Current Status	Last Viral Load Date	Last Viral Load Result
30									
30	<a href="#">Edit</a>		AZT/3TC/NVP FDC (300MG/150... 60		42		AZT+3TC+NVP (>15YRS ADULT)	E151354	0
60	<a href="#">Edit</a>		AZT/3TC/NVP FDC (300MG/150... 120		42		AZT+3TC+NVP (>15YRS ADULT)	E151354	0

N.B. The facility has access to internet and is thus able to pull the data from NASCOP and the results should have been availed to the NASCOP portal. Otherwise there will be no data available as shown above.

### Patient Info Report

Clicking the button allows access to the patient information summary.

Patient Information									
Art Number	First Name	Surname	Sex	Age	Date Therapy Started	Current Status	Last Viral Load Date	Last Viral Load Result	
0053	Demo	Client	Male	43	2009-07-02	Active	2016-06-15	4173	

Patient Pill Count History (Last 12 Months)									
Date of Visit	Drug Name	Qty. Dispensed	Pill Count	Missed Pills	Adherence Rates				
					Pill Count(%)	Missed Pills(%)	Appointment(%)	Average(%)	
14-Feb-2017	AZT/3TC/NVP FDC (300MG/150MG/200MG)	60	0	0	100.00%	100.00%	0%	66.67%	
14-Feb-2017	COTRIMOXAZOLE 960MG TABS 100'S	30	0	0	100.00%	100.00%	0%	66.67%	
21-Nov-2016	AZT/3TC/NVP FDC (300MG/150MG/200MG)	120			100.00%	100.00%	0%	66.67%	
21-Nov-2016	COTRIMOXAZOLE 960MG TABS 100'S	60			100.00%	100.00%	0%	66.67%	

Patient Regimen Change History				
Date of Visit	Last Regimen Dispensed	Current Regimen	Reason for Change	
14-Feb-2017	AZT+3TC+NVP (>15YRS ADULT)	-	-	
21-Nov-2016	AZT+3TC+NVP (>15YRS ADULT)	-	-	

Patient Appointment History	
Date of Next Appointment	Days To Appointment
10-Mar-2017	7 Days To

The following explains the segments of the patient summary:

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

## Patient Summary

### Patient Information

Art Number	First Name	Surname	Sex	Age	Date Therapy Started	Current Status	Last Viral Load Date	Last Viral Load Result
0053	Demo	Client	Male	43	2009-07-02	Active	2016-06-15	4173

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

### Patient Pill Count History (Last 12 Months)

Date of Visit	Drug Name	Qty. Dispensed	Pill Count	Missed Pills	Adherence Rates			
					Pill Count(%)	Missed Pills(%)	Appointment(%)	Average(%)
14-Feb-2017	AZT/3TC/NVP FDC (300MG/150MG/200MG)	60	0	0	100.00%	100.00%	0%	66.67%
14-Feb-2017	COTRIMOXAZOLE 960MG TABS 100'S	30	0	0	100.00%	100.00%	0%	66.67%
21-Nov-2016	AZT/3TC/NVP FDC (300MG/150MG/200MG)	120			100.00%	100.00%	0%	66.67%
21-Nov-2016	COTRIMOXAZOLE 960MG TABS 100'S	60			100.00%	100.00%	0%	66.67%

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

### Patient Regimen Change History

Date of Visit	Last Regimen Dispensed	Current Regimen	Reason for Change
14-Feb-2017	AZT+3TC+NVP (>15YRS ADULT)	-	-
21-Nov-2016	AZT+3TC+NVP (>15YRS ADULT)	-	-

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

### Patient Appointment History

Date of Next Appointment	Days To Appointment
10-Mar-2017	7 Days To
16-Jan-2017	Late By 29 Days (14-Feb-2017)

## Dispense to Patient

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

Main Pharmacy Main Pharmacy	26 Years Patient Name Test Patient	Appointment Date 2018-09-18 Previous Visit Date 2018-08-19											
Patient Number CCC 12345-00001	Purpose of Visit Routine Refill	Previously Dispensed Drugs											
Dispensing Date 2018-08-19	Current Weight(kg) 78	Drug Dispensed TDF/3TC/EFV FDC (300/300/600mg) Tabs Qty Dispensed 30											
Current Height(cm) 165	Date of Next Appointment 2018-10-18	Cotrimoxazole 960mg Tabs (100 Tabs) 30											
Days to Next Appointment 60	Days to Next Clinical Appointment 180	Date of Next Clinical Appointment 2018-02-15											
Differentiated care? <input checked="" type="checkbox"/>	Patients Scheduled on Date: 0 Patients <a href="#">View appointments</a>	Date of Next Clinical Appointment 2018-02-15											
Days to Next Clinical Appointment 180	Last Regimen Dispensed AZT   TDF + 3TC + EFV (>15YRS ADULT)	Current Regimen AFZB   TDF + 3TC + EFV (>15YRS ADULT)											
Patients Scheduled on Date: 0 Patients <a href="#">View appointments</a>	Last Regimen Dispensed AZT   TDF + 3TC + EFV (>15YRS ADULT)	Current Regimen AFZB   TDF + 3TC + EFV (>15YRS ADULT)											
Drug Details	Post/Pair Adherence Reasons -Select One-	Fill ADR form											
Drug	Unit	Batch No.	Expiry Date	Dose	Expected Pill Count	Actual Pill Count	Duration	Qty. disp	Stock on Hand	Indication	Comment	Missed Pills	Action
TDF/3TC/EFV FDC (300/300/600mg) TABS	Tablet	0001	2018-08-28	100	30	0	30	30	1770	None	▼	0	Add   Remove
COTRIMOXAZOLE 960MG TABS (100 TABS)	Tablet	0002	2020-08-28	100	30	0	30	30	5970	None	▼	0	Add   Remove

Note: take note of the following areas while dispensing:

- You must select the dispensing point before filling any other field.
- On selecting routine refill as the purpose of visit, the drugs dispensed during the last appointment are auto filled in the 'Select Drugs' section
- If the patient has changed the current regimen, you must select the regimen change reason
- If a Patient is on **Differentiated care** click on the check box (if not DON'T select)

Last Regimen Dispensed: AF1A | AZT+3TC+NVP (>15YRS ADULT)

Current Regimen: AF1B | AZT + 3TC + EFV (>15YRS ADULT)

\*Regimen Change Reason: Immunological failure

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

Drug Details													
Drug	Unit	Batch No.	Expiry Date	Dose	Expected Pill Count	Actual Pill Count	Duration	Qty. disp	Stock on Hand	Indication	Comment	Missed Pills	Action
AZT/3TC/NVP FDC (300MG/150MG/200MG)	Tablet	E151354	2018-03-31	1BD	20	30	60	4929	None	(1) Add   Remove	(2)		
COTRIMOXAZOLE 960MG TABS 100'S	Tablet	810216	2019-03-15	1OD	13	30	30	17058	None			Add   Remove	(2)

#### Print Label

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



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

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

**Label Printer**

All (4)

Drugname: AZT/3TC/NVP FDC (300MG/150MG/200MG) Qty: 6C No. of Labels: (3) 1

Tablets/Capsules: 1 to be taken 2 times a day after every 12 hours (1)

Before/After Meals: (2)

Name: Demo Client Pharmacy: Pharmacy Date: 03/03/2017

Keep all medicines in a cold dry place out of reach of children.

## Chapter 4: Inventory Module

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

### Drug Listing

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

The pharmacist can:

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

Main Pharmacy								
Show 10 entries (1)		Search: <input type="text"/>						
Commodity	Generic Name	QTY/SOH	Unit	Pack Size	Supplier	Dose	Action	
ABACAVIR (ABC) LIQUID 20MG/ML (240ML)	ABACAVIR	0	Bottle	1	Kemsa		(3) View Bin Card	
ABACAVIR (ABC)300MG TABS	ABACAVIR	180	Tablet	60	Kemsa	1BD	View Bin Card	
ABC/3TC 60/30 FDC TABS	ABACAVIR/LAMIVUDINE	1,440	Tablet	60	Kemsa		View Bin Card	
ACYCLOVIR 200MG-GOK	ACYCLOVIR	0	Tablet	30	Kemsa		View Bin Card	
ACYCLOVIR 400MG		0	Tablet	30	Kemsa	1QDS	View Bin Card	
ALBENDANZOLE 400MG		0	Tablet	100	Kemsa	1OD	View Bin Card	
AMEBAZOLE SUSPENSION		0	Bottle	1	Kemsa	1TDS	View Bin Card	
AMOXYCILLIN 250MG		0	Capsule	1000	Kemsa	1/2BD	View Bin Card	
AMOXYCILLIN SYRUP 100MLS		0	Bottle	1	Kemsa	1TDS	View Bin Card	
AMPHOTERICIN B 50MG INJ	AMPHOTERICIN B	0		1	Kemsa		View Bin Card	
Showing 1 to 10 of 80 entries								
First Previous 1 2 3 4 5 Next Last								

### View Bin Card

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

Inventory - Main Pharmacy > Bin Card								
Drug Information				Batch Information				
Commodity ABACAVIR (ABC)300MG TABS								Search: <input type="text"/>
Unit	Tablet							
Total Stock	180							
Max Stock Level	0							
Min Stock Level	0							
Avg Monthly Consumption	0							
Transactions Information								
Show 10 entries (1)								
Ref/Order No	Transaction Date	Transaction Type	Batch No	Expiry Date	Pack Size	No. of Packs	Quantity	Balance
08-Nov-2016	Dispensed to Patients (1)	3024910	28-Feb-2017	60	180	3	180	360
15-Nov-2016	Received from (Special Treatment Clinic)	3043198	31-Mar-2018	60	180	3	180	360
10-Mar-2016	Received to (Patient Store)	3024910	28-Feb-2017	60	180	3	180	360
29-Jan-2016	Starting Stock/Physical Count	3024910	28-Feb-2017	60	6	360	360	
23-Mar-2016	Assessment (1) (Main Store)	3025952	01-Mar-2018	60	4	240	240	
17-Mar-2016	Received from (Main Store)	3025952	01-Mar-2018	60	4	240	240	
Showing 1 to 6 of 6 entries								
01-Mar-2018								
First Previous 1 Next ...								

## Stock Transactions

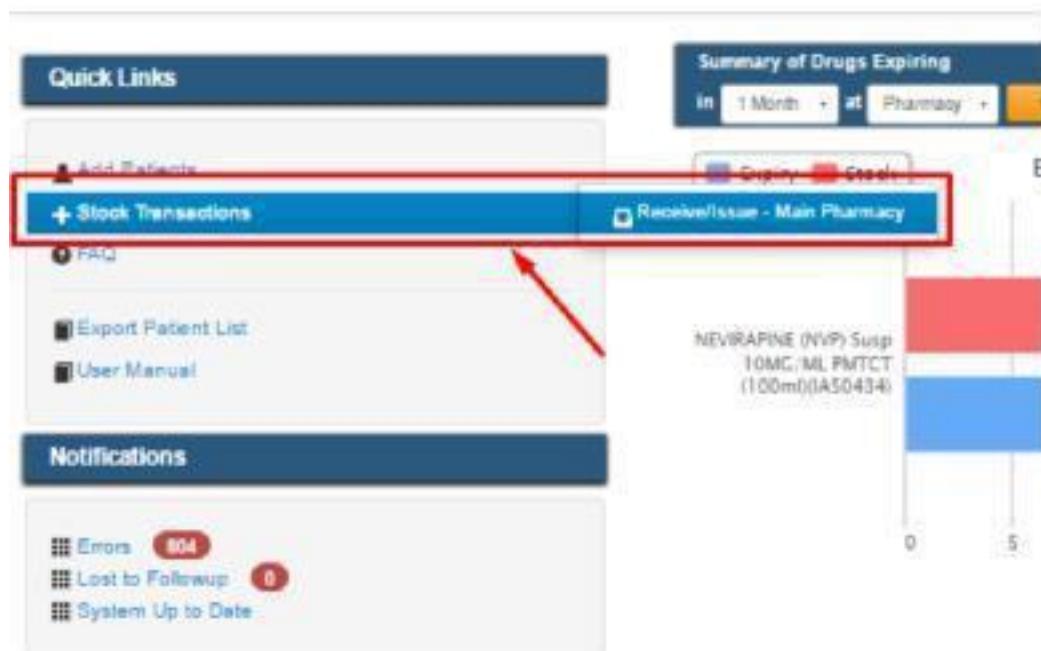
The transactions involved include receiving or issuing stock from the main store or pharmacy. To access the transactions:



Click Stock Transactions under Quick Links in your Home page.



Select the transaction you want to perform. For this example, 'Receive/Issue-Main Pharmacy'



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

Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
NEVIRAPINE (NVP) Susp 10MG/ML PMTCT (100ml)(A50434)									0	5	Add 1 Row

### Drug details

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

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

Inventory > MAIN PHARMACY

Drug details											
Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
Select Commodity											Add   Remove
Ref. /Order No											

(1) Generate PDF (2) Reset Fields (3) Submit

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

Drug details

Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ABACAVIR (ABC) Liquid	Bottle	1	12345	2020-03-31	20	20					(1) Add   Remove
ABC/STC 60/30 FDC Tab	Tablet	50	12345	2021-03-10	50	3000					Add   Remove (2)

## Transaction Details

Include:

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

Transaction Date  
03-Mar-2017

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



### i. Received from:

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

Click **Submit** button to complete transactions.

Drug details											
Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ABACAVIR (ABC) Liquid	Bottle	1	12345	2020-03-31	20	20					Add   Remove
ABC/STC 60/30 FDC Tab	Tablet	50	12345	2021-03-10	50	3000					Add   Remove

Reset Fields (2) Submit

## ii. Balance Forward:

It is the number of drugs that had remained in stock at the time new stock was received. The user enters each drug filling in the quantity remaining.

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

Drug details											
Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ABACAVIR (ABC) Liquid	Bottle	1L	1234	2022-03-17	100	100				Add   Remove	
ABC/3TC 90/30 FDC Tab	Tablet	50	2355	2022-03-10	50	3000				Add   Remove	

## iii. Returns(from/to)

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

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

Drug details											
Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
Select commodity											Add   Remove

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

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

Drug details											
Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
Select commodity											Add   Remove

## iv. Adjustment (+):

This option adds the quantity of a particular drug if the quantity in stock is less than the required.

Click **Submit** button to complete.

<b>Transaction details</b>	<b>Drug details</b>
Transaction Date 03-Mar-2017	Drug      Unit      Pack Size      Batch No.      Expiry Date      Packs      Qty      Available Qty      Pack Cost      Total      Comment      Action
Transaction Type <b>Adjustment (-)</b>	Select commodity      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      Add   Remove
Ref. /Order No	
Destination --Select Destination--	
	<b>Reset Fields</b> <b>Submit</b>

#### v. Adjustment (-):

This option deducts the quantity of a drug if the quantity in stock is larger than the required.

Adjustments are reflected in the Bin Card of the adjusted drug. Click **Submit** button to complete.

<b>Transaction details</b>	<b>Drug details</b>
Transaction Date 03-Mar-2017	Drug      Unit      Pack Size      Batch No.      Expiry Date      Packs      Qty      Available Qty      Pack Cost      Total      Comment      Action
Transaction Type <b>Adjustment (-)</b>	Select commodity      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      Add   Remove
Ref. /Order No	
Destination --Select Destination--	
	<b>Reset Fields</b> <b>Submit</b>

#### vi. Dispensed to Patients:

This option allows the pharmacist to enter the drugs that have been dispensed to the patients.

Click **Submit** button to complete.

<b>Transaction details</b>	<b>Drug details</b>
Transaction Date 03-Mar-2017	Drug      Unit      Pack Size      Batch No.      Expiry Date      Packs      Qty      Available Qty      Pack Cost      Total      Comment      Action
Transaction Type <b>Dispensed to Patients</b>	Select commodity      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      Add   Remove
Ref. /Order No	
	<b>Reset Fields</b> <b>Submit</b>

#### vii. Issued to:

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

Click **Generate PDF** button to download the list of drugs issued or

Click **Submit** button to complete transaction.

<b>Transaction details</b>	<b>Drug details</b>
Transaction Date 03-Mar-2017	Drug      Unit      Pack Size      Batch No.      Expiry Date      Packs      Qty      Available Qty      Pack Cost      Total      Comment      Action
Transaction Type <b>Issued To</b>	Select commodity      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      [ ]      Add   Remove
Ref. /Order No	
Destination --Select Destination--	
	<b>Generate PDF</b> <b>Reset Fields</b> <b>Submit</b>

#### viii. Losses:

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

Drug details											
Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
Select commodity											Add / Remove

#### ix. Expired:

This option enables deduction of the expired drugs from the stock.

Drug details											
Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
Select commodity											Add / Remove

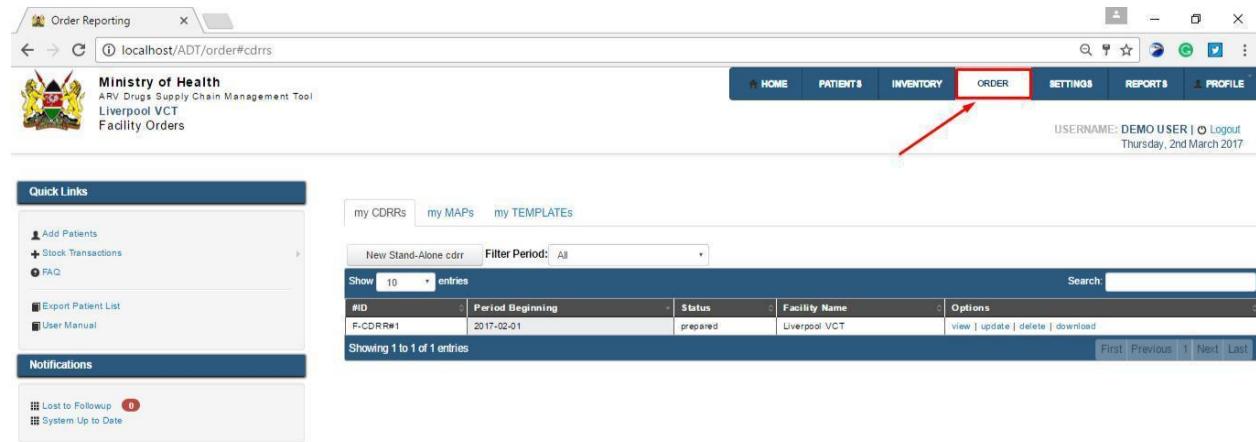
#### x. Starting stock/Physical count:

This option is done when the facility is starting on a new stock. Enter all the drugs and their relevant details. Click **Submit** button to complete.

Drug details											
Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
Select commodity											Add / Remove

## Chapter 5: Order Module

This chapter introduces the process of making MAPS and CDRR reports and ordering. Reports are submitted on the 5th day of the month to KEMSA's LIMS portal.



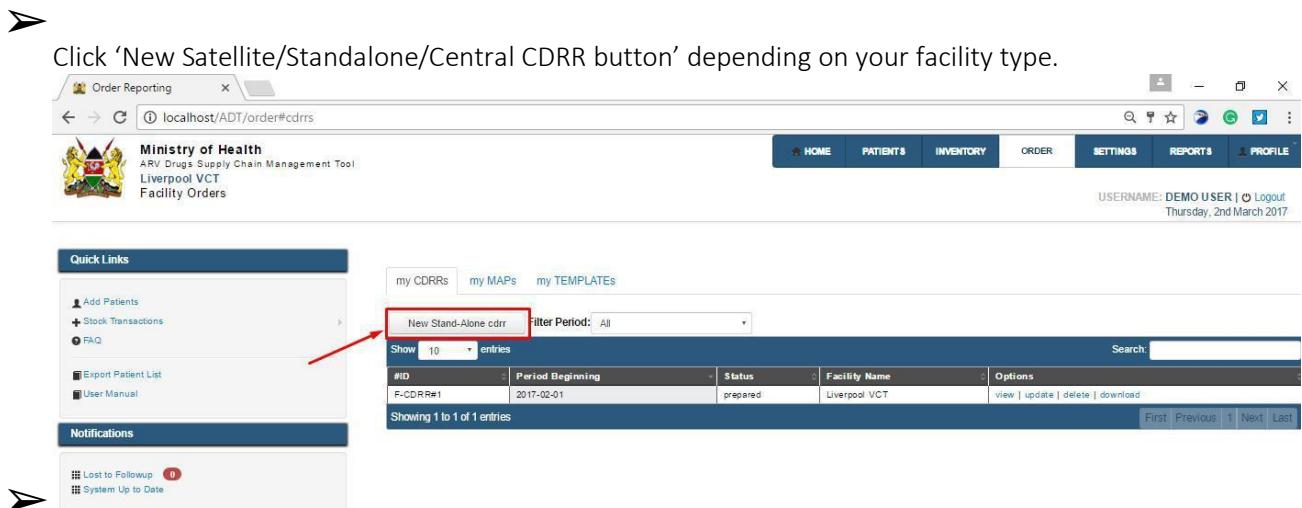
The screenshot shows the ARV Drugs Supply Chain Management Tool interface. At the top, there is a navigation bar with tabs: HOME, PATIENTS, INVENTORY, ORDER (which is highlighted with a red box and has a red arrow pointing to it), SETTINGS, REPORTS, and PROFILE. Below the navigation bar, the username 'DEMO USER' and the date 'Thursday, 2nd March 2017' are displayed. On the left, there is a 'Quick Links' sidebar with options like Add Patients, Stock Transactions, FAQ, Export Patient List, User Manual, and Notifications (with 'Lost to Followup' and 'System Up to Date' notifications). The main content area shows a table for 'my CDRRs' with one entry: F-CDRR Ret1, Period Beginning 2017-02-01, Status prepared, Facility Name Liverpool VCT. There are buttons for view, update, delete, and download.

On clicking the order tab, you will see three tabs for selecting the CDRRs, Maps and templates.

### My CDRRs

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

To prepare a new CDRR:



The screenshot shows the ARV Drugs Supply Chain Management Tool interface. The 'ORDER' tab is selected. In the 'my CDRRs' section, there is a red box around the 'New Stand-Alone cdr' button. A red arrow points from the text 'Click 'New Satellite/Standalone/Central CDRR button' depending on your facility type.' to this button. The rest of the interface is similar to the previous screenshot, showing the navigation bar, quick links, and the CDRR table.

The CDRR form will be displayed with the reporting period of the previous month.

Order Reporting

localhost/ADT/order/create\_order/cdr/1

Ministry of Health  
ARV Drugs Supply Chain Management Tool  
Liverpool VCT  
Stand-alone(F-CDRR)

HOME PATIENTS INVENTORY ORDER SETTINGS REPORTS PROFILE

USERNAME: DEMO USER | Logout  
Thursday, 2nd March 2017

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

Facility Name: Liverpool VCT		Facility code: 13050		Sub-County: Westlands										
Period of Reporting: February 2017		None selected												
Commodity Name	Unit of Issue / Pack Size	Beginning Balance	Total Quantity Received this month	Total Quantity Dispensed this month	Losses & Wastages									
		A	B	C	D	E	F	G	Quantity	Earliest Expiry date mm/yyyy	H	I	Days out of stock this Month	Quantity required for RE-SUPPLY
Zidovudine/Lamivudine/Nevirapine [AZT/3TC/NVP] 300/150/200mg FDC Tabs	60													
Zidovudine/Lamivudine [AZT/3TC] 300/150mg FDC Tabs	60													
Tenofovir/Lamivudine/Efavrenz [TDF/3TC/EFV] 300/300/400mg FDC Tabs	30													
Tenofovir/Lamivudine/Efavrenz [TDF/3TC/EFV] 300/300/400mg FDC Tabs	30													
Tenofovir/Lamivudine/Efavrenz [TDF/3TC] 300/300mg FDC Tabs	30													
Efavrenz [EFV] 600mg Tabs	30													
Lamivudine [3TC] 150mg Tabs	60													
Nevirapine [NVP] 200mg Tabs	60													
Tenofovir [TDF] 300mg Tabs	30													
Abacavir [ABC] 300mg Tabs	60													

Select the service point, main store or main pharmacy or both.

CDRR / Stand-alone(F-CDRR)

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

Facility Name: Liverpool VCT		Facility code: 13050		Sub-County: Westlands										
Period of Reporting: February 2017		Main Pharmacy		Generate Report										
Commodity Name	Unit of Issue / Pack Size	Beginning Balance	Total Quantity Dispensed this month	Losses & Wastages	Positive Adjustments									
		A	B	C	D	E	F	G	Quantity	Earliest Expiry date mm/yyyy	H	I	Days out of stock this Month	Quantity required for RE-SUPPLY
Zidovudine/Lamivudine/Nevirapine [AZT/3TC/NVP] 300/150/200mg FDC Tabs	60													
Zidovudine/Lamivudine [AZT/3TC] 300/150mg FDC Tabs	60													
Tenofovir/Lamivudine/Efavrenz [TDF/3TC/EFV] 300/300/400mg FDC Tabs	30													
Tenofovir/Lamivudine/Efavrenz [TDF/3TC/EFV] 300/300/400mg FDC Tabs	30													

Click 'Generate Report' button

CDRR / Stand-alone(F-CDRR)

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

Facility Name: Liverpool VCT		Facility code: 13050		Sub-County: Westlands										
Period of Reporting: February 2017		Main Pharmacy		Generate Report										
Commodity Name	Unit of Issue / Pack Size	Beginning Balance	Total Quantity Received this month	Total Quantity Dispensed this month	Losses & Wastages									
		A	B	C	D	E	F	G	Quantity	Earliest Expiry date mm/yyyy	H	I	Days out of stock this Month	Quantity required for RE-SUPPLY
Zidovudine/Lamivudine/Nevirapine [AZT/3TC/NVP] 300/150/200mg FDC Tabs	60													
Zidovudine/Lamivudine [AZT/3TC] 300/150mg FDC Tabs	60													
Tenofovir/Lamivudine/Efavrenz [TDF/3TC/EFV] 300/300/400mg FDC Tabs	30													
Tenofovir/Lamivudine/Efavrenz [TDF/3TC/EFV] 300/300/400mg FDC Tabs	30													
Tenofovir/Lamivudine [TDF/3TC] 300/300mg FDC Tabs	30													
Efavrenz [EFV] 600mg Tabs	30													
Lamivudine [3TC] 150mg Tabs	60													
Nevirapine [NVP] 200mg Tabs	60													
Tenofovir [TDF] 300mg Tabs	30													
Abacavir [ABC] 300mg Tabs	60													

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

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

Commodity Name	Unit of Issue / Pack Size	Beginning Balance	Total Quant Received II month	D	E	F	G	Quantity	Earliest Expiry date mm/yyyy	H	I
Zidovudine/Lamivudine/Nevirapine [AZT/3TC/NVP] 300/150/200mg FDC Tabs	60	0	0	0	0	0	0	0	-	0	0
Zidovudine/Lamivudine [AZT/3TC] 300/150mg FDC Tabs	60	0	0	0	0	0	0	0	-	0	0
Tenofovir/Lamivudine/Efavirenz [TDF/3TC/EFV] 300/300/400mg FDC Tabs	30	0	0	0	0	0	0	0	-	0	0
Tenofovir/Lamivudine/Efavirenz [TDF/3TC/EFV] 300/300/900mg FDC Tabs	30										
Tenofovir/Lamivudine [TDF/3TC] 300/300mg FDC Tabs	30										
Efavirenz [EFV] 600mg Tabs	30										
Lamivudine [3TC] 150mg Tabs	60										
Nevirapine [NVP] 200mg Tabs	60										
Tenofovir [TDF] 300mg Tabs	30										
Abs�avir [ABC] 300mg Tabs	60										
<b>Total Quantity</b>									<b>End of Month</b>		

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

Comments (Explain ALL Losses and Adjustments):

Save

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To view or edit or delete or download the past CDRRs:

Click 'View' (1), 'Update' (2), 'Delete' (3), 'Download' (4) links.

USERNAME: DEMO USER | Logout  
Thursday, 2nd March 2017

New Stand-Alone cdrs Filter Period: All

Show 10 entries Search:

#ID	Period Beginning	Status	Facility Name	Options
F-CDRR#1	2017-02-01	prepared	Liverpool VCT	<a href="#">view</a> <a href="#">update</a> <a href="#">delete</a> <a href="#">download</a>

Showing 1 to 1 of 1 entries

(1) (2) (3) (4)

## My MAPS

MAPS (Monthly ARV Patients Summary) are monthly reports made by facilities summarizing the number of patients on ARVs. There are two types of MAPS generated. If the facility is a

central site, D-MAPS (District Store Monthly ARV Patients Summary) reports are prepared. For the satellites and standalone sites, they prepare the F-MAPS (Facility Monthly ARV Patients Summary). To prepare new MAPS:



Click 'New Satellite/Standalone/Central MAPS button' depending on your facility type.

The screenshot shows a web-based application for managing ARV drugs. At the top, there's a navigation bar with links for HOME, PATIENTS, INVENTORY, ORDER, SETTINGS, REPORTS, and PROFILE. The user is logged in as 'DEMO USER' on Thursday, 2nd March 2017. On the left, there's a 'Quick Links' sidebar with options like Add Patients, Stock Transactions, FAQ, Export Patient List, and User Manual. Below the sidebar, there's a 'Notifications' section with two items: 'Lost to Followup' and 'System Up to Date'. The main content area has tabs for my CDRRs, my MAPS (which is highlighted with a red box), and my TEMPLATES. A red arrow points from the text above to this tab. Below the tabs, there's a search bar and a table showing one entry: ID D-MAPS#1, Period Beginning 2017-02-01, Status prepared, Facility Name Liverpool VCT. There are buttons for view, update, delete, and download. At the bottom, there are links for First, Previous, Next, and Last.



A new form will be displayed with the reporting period of the previous month as in (1)

The screenshot shows the F-MAPS report form. At the top, it says 'MAPS / Satellite Facility(F-MAPS)'. It includes fields for Facility code (13122), County (Nairobi), and Facility Name (Ngara Health Centre (City Council of Nairobi)). The Reporting Period is set to 'Beginning : 01 February-2017' and 'Ending : 28 February-2017'. A red arrow points from the text '(1)' to the 'Beginning' date. Below this, there's a table for 'Adult First Line' regimens. The columns are 'Regimen Code' and 'ARV Treatment Regimen'. The last column shows the 'No of Cumulative Active Patients/Clients on this regimen at the End of the Reporting period'. The rows include AF1A (AZT + 3TC + NVP), AF1B (AZT + 3TC + EFV), AF2A (TDF + 3TC + NVP), AF2B (TDF + 3TC + EFV), AF3A (d4T + 3TC + NVP), AF3B (d4T + 3TC + EFV), AF4A (ABC + 3TC + NVP), AF4B (ABC + 3TC + EFV), and AF5X (All other 1st line Adult regimens), all with a value of 0. At the bottom, it says 'Government of Kenya © 2017. All Rights Reserved . Web-ADT version 3.2.0'



Click 'Generate Report' button, (2) This auto-calculates the number of patients on each regimen for the last one month.

Facility code:	13122	Facility Name:	Ngara Health Centre (City Council of Nairobi)
County:	Nairobi	Sub-County:	Starehe
Reporting Period :	Beginning: 01 February-2017	Ending: 28 February-2017	
<a href="#">Generate Report</a>		(2)	
Regimen Code	ARV Treatment Regimen	No of Cumulative Active Patients/Clients on this regimen at the End of the Reporting period	
<b>Adult First Line</b>			
AF1A	AZT + 3TC + NVP	0	
AF1B	AZT + 3TC + EFV	0	
AF2A	TDF + 3TC + NVP	0	
AF2B	TDF + 3TC + EFV	0	
AF3A	d4T + 3TC + NVP	0	
AF3B	d4T + 3TC + EFV	0	
AF4A	ABC + 3TC + NVP	0	
AF4B	ABC + 3TC + EFV	0	
AF5X	All other 1st line Adult regimens	0	

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When the report has been generated, click 'Submit Report' (3) button at the bottom of the page.

AF2G	TDF + 3TC + RAL (PWHs intolerant to ATV)	0
AF2H	TDF + FTC + ATV/r	0
AF4C	ABC + 3TC + DTG	0
<b>Adult Second Line</b>		
<b>Adult Third Line</b>		
<b>Hepatitis B Patients who are HIV-ve</b>		
Ois Medicines [1. Universal Prophylaxis]		
Ois Medicines [2. IPT]		
Ois Medicines [3. Fluconazole (treatment & prophylaxis)]		
Ois Medicines (CM) and (OC) For Diflucan Donation		
<b>Paediatric First Line</b>		
<b>Paediatric Second Line</b>		
<b>Paediatric Third Line</b>		
PEP Adult		
PEP Child		
PMTCT Child		
PMTCT Mother		
PrEP		
<a href="#">Submit Report</a>		(3)

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To view or edit or delete or download the past MAPS:



Click 'View' (1), 'Update' (2), 'Delete' (3), 'Download' (4) links.

my CDRRs		my MAPs	my TEMPLATES
New Satellite maps		Filter Period:	All
Show	10	entries	
#ID	Period Beginning	Status	Facility Name
F-MAPS#1	2016-12-01	prepared	Ngara Health Centre
Showing 1 to 1 of 1 entries			
<a href="#">Options</a> <span style="margin-left: 20px;"><a href="#">view</a></span> <span style="margin-left: 20px;"><a href="#">update</a></span> <span style="margin-left: 20px;"><a href="#">delete</a></span> <span style="margin-left: 20px;"><a href="#">download</a></span>			
<span style="margin-right: 20px;"><a href="#">First</a></span> <span><a href="#">Previous</a></span> <span><a href="#">1</a></span> <span><a href="#">Next</a></span> <span><a href="#">Last</a></span>			

(1) (2) (3) (4)

## Chapter 6: Settings Module

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

The screenshot shows a top navigation bar with links for HOME, PATIENTS, INVENTORY, ORDER, SETTINGS (which is highlighted with a red box and has a red arrow pointing to it from below), REPORTS, and PROFILE. Below the navigation bar, there is a user session information area showing 'USERNAME: DEMO USER | Logout' and the date 'Monday, 27th February 2017'. The main content area is titled 'Settings / Users Management'. At the top of this section is a search bar with dropdown filters for 'Regimens', 'Drugs', 'Facility', and 'Others'. Below the search bar is a table displaying user information. The table has columns for Name, Email Address, Phone Number, Access Level, Registered By, and Options. One row is shown: 'Demo User' with email 'kevomarete@gmail.com', phone '736262781', access level 'Facility Administrator', registered by 'Admin', and options. At the bottom of the table are buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

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



### Regimens (1)

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

The list of events includes:

- Regimens
  - Regimen Category
  - Regimen Drugs
  - Regimen Change Reasons
  - Regimen Service Type
  - Regimens Order
  - Regimen Category Order

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

## Regimens

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

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

The screenshot shows the 'Regimens' section of the application. At the top, there are navigation tabs: 'Regimens', 'Drugs', 'Facility', and 'Others'. Below these are buttons for 'Disable selected regimens', 'Enable selected regimens', and 'Bulk mapping'. A search bar labeled 'Search:' is also present. The main area displays a table of regimens with columns for 'Line', 'Regimen Category', 'Type Of Service', and 'Options'. Each row has a checkbox in the first column and an 'Edit | Disable | Merge' link in the 'Options' column. Red arrows point to the 'Regimens' tab, the 'Edit | Disable | Merge' link in the table header, and the 'Edit | Disable | Merge' link in the table body.

Regimen	Line	Regimen Category	Type Of Service	Options
AF1A   AZT + 3TC + ABC (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit   Disable   Merge</a>
AF2A   TDF + 3TC + NVP (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit   Disable   Merge</a>
AF2B   TDF + 3TC + EFV (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit   Disable   Merge</a>
AF2C   TDF + 3TC + AZT (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit   Disable   Merge</a>
AF3A   d4T + 3TC + NVP (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit   Disable   Merge</a>
AF3B   d4T + 3TC + EFV (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit   Disable   Merge</a>
AF3C   d4T + 3TC + ABC (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit   Disable   Merge</a>

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

To add or edit:

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

This screenshot shows the same 'Regimens' section as the previous one, but with a different focus. The 'New Regimen' button at the top left is highlighted with a red box and a red arrow pointing to it. The rest of the interface is identical to the first screenshot, including the table of regimens and the 'Edit | Disable | Merge' links.

Regimen	Line	Regimen Category	Type Of Service	Options
AF1A   AZT+3TC+NVP (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit   Disable   Merge</a>
AF1B   AZT + 3TC + EFV (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit   Disable   Merge</a>
AF1C   AZT + 3TC + ABC (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit   Disable   Merge</a>

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

**Regimen details**

close

Regimen Code	AF1A
Description	AZT+3TC+NVP (>15YRS ADULT)
Category	Adult First Line
Line	1
Type of Service	ART
Remarks	
Mapping	-Select One--

Cancel Save

*Enable/Disable selected regimens:*

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

+ New Regimen   Disable selected regimens   Enable selected regimens   Bulk mapping

Show 10 entries Search:

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

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

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

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

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

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

+ New Regimen		Disable selected regimens		Enable selected regimens		Bulk mapping	
Show	10	entries	Search:				
Regimen	Line	Regimen Category	Type Of Service	Options			
<input checked="" type="checkbox"/> AF1A   AZT+3TC+NVP (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit</a>	<a href="#">Disable</a>	<a href="#">Merge</a>	
<input checked="" type="checkbox"/> AF1B   AZT + 3TC + EFV (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit</a>	<a href="#">Disable</a>	<a href="#">Merge</a>	
<input checked="" type="checkbox"/> AF1C   AZT + 3TC + ABC (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit</a>	<a href="#">Disable</a>	<a href="#">Merge</a>	
<input type="checkbox"/> AF2A   TDF + 3TC + NVP (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit</a>	<a href="#">Disable</a>	<a href="#">Merge</a>	
<input type="checkbox"/> AF2B   TDF + 3TC + EFV (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Edit</a>	<a href="#">Disable</a>	<a href="#">Merge</a>	

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

**Bulk regimen Mapping [ Regimens details ]** close

#	Regimens	Sync Regimens
1	AF1A   AZT+3TC+NVP (>15YRS ADULT)	AF1A   AZT + 3TC + NVP
2	AF1B   AZT + 3TC + EFV (>15YRS ADULT)	AF1B   AZT + 3TC + EFV
3	AF1C   AZT + 3TC + ABC (>15YRS ADULT)	-Select One--
4	AF2A   TDF + 3TC + NVP (>15YRS ADULT)	AF2A   TDF + 3TC + NVP
5	AF2B   TDF + 3TC + EFV (>15YRS ADULT)	AF2B   TDF + 3TC + EFV
6	AF2C   TDF + 3TC + AZT (>15YRS ADULT)	-Select One--
7	AF3A   d4T + 3TC + NVP (>15YRS ADULT)	-Select One--
8	AF3B   d4T + 3TC + EFV (>15YRS ADULT)	-Select One--

[Cancel](#) **Map regimens**

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

Regimen	Line	Regimen Category	Type Of Service	Options
AF1A   AZT+3TC+NVP (>15YRS ADULT) (mapped)	1	Adult First Line	ART	Edit   Disable   Merge
AF1B   AZT + 3TC + EFV (>15YRS ADULT) (mapped)	1	Adult First Line	ART	Edit   Disable   Merge
AF1C   AZT + 3TC + ABC (>15YRS ADULT)	1	Adult First Line	ART	Edit   Disable   Merge

## Regimen Drugs

Regimen drugs setting allows you to edit and view the drugs in the regimens.

Regimens	Drugs	Facility	Others
Regimens	Drugs	Facility	Others
Regimen Category			
<b>Regimen Drugs</b>			
Show Regimen change re	Regimen Drug Management		
Regimen Service Type			
Regimens Order			
Regimen Category Order			

Showing 1 to 2 of 2 entries

To add drugs to the regimen, click on 'Regimen Drugs'

Regimens	Lines	Options
AF1A   AZT+3TC+NVP (>15YRS ADULT)	ART	<a href="#">View List of drugs</a> (2)
AF1B   AZT + 3TC + EFV (>15YRS ADULT)	ART	<a href="#">View List of drugs</a>
AF1C   AZT + 3TC + ABC (>15YRS ADULT)	ART	<a href="#">View List of drugs</a>
AF2A   TDF + 3TC + NVP (>15YRS ADULT)	ART	<a href="#">View List of drugs</a>
AF2B   TDF + 3TC + EFV (>15YRS ADULT)	ART	<a href="#">View List of drugs</a>
AF2C   TDF + 3TC + AZT (>15YRS ADULT)	ART	<a href="#">View List of drugs</a>
AF3A   d4T + 3TC + NVP (>15YRS ADULT)	ART	<a href="#">View List of drugs</a>
AF3B   d4T + 3TC + EFV (>15YRS ADULT)	ART	<a href="#">View List of drugs</a>
AF3C   d4T + 3TC + ABC (>15YRS ADULT)	ART	<a href="#">View List of drugs</a>
AF4A   ABC + 3TC + NVP		<a href="#">View List of drugs</a>

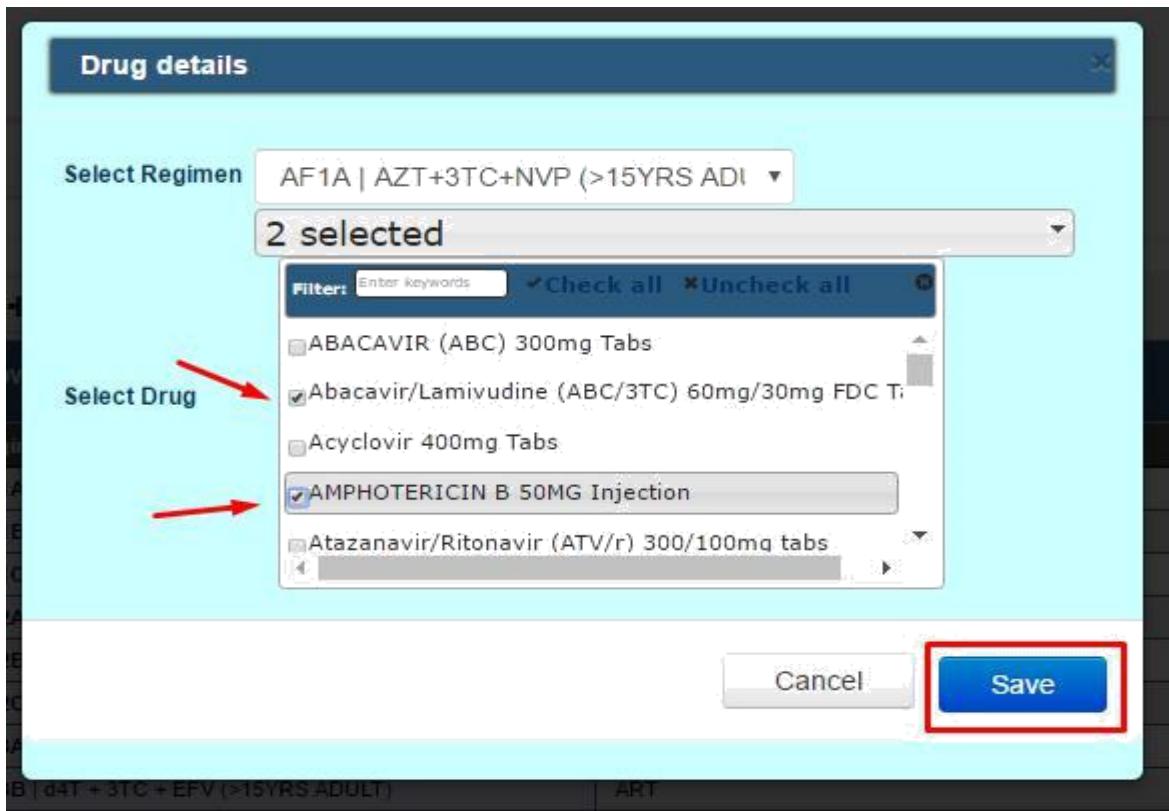
Showing 1 to 10 of 116 entries



Click on (1) to add a new regimen drug



Click on (2) to view the drugs in the regimen



When you click on “New Regimen Drugs”:

- Select the regimen you wish to add or remove drugs from
- Select the drugs you wish to add or remove by clicking on the check box
- Save click on save to finish

When you click on view drugs, you should be able to see the drugs you selected.

Drug List for Regimen AF1A	
Drug	Option
AZT/3TC/NVP FDC (300MG/150MG/200MG)	Disable
AZT/3TC FDC (300MG/150MG)TABS	Disable
LAMIVUDINE (3TC)150MG TABS	Disable
ZIDOVUDINE (AZT) 300MG Tabs	Disable
NEVIRAPINE (NVP)200MG Tabs	Disable
Abacavir/Lamivudine (ABC/3TC) 60mg/30mg FDC Tabs	Disable
AMPHOTERICIN B 50MG Injection	Disable

## Drugs (2)

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

The list of events includes:



### Drug Classification

- Drug codes
- Drug Units
- Drug consumption
- Drug Doses
- Drug Instructions
- Drug Indications
- Drug sources
- Drug Destinations
- Generic Names
- Brand Names
- Drug Running Balance
- Pediatric Dosing Chart
- Drugs Order

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

The illustrations below will focus on the three exceptions:

### Drug Codes

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



Select Drug Codes from the Drugs dropdown

<a href="#">+ New Drug Code</a>		<a href="#">Disable selected drugs</a>	<a href="#">Enable selected drugs</a>	<a href="#">Bulk mapping</a>	
Show	10	▼ entries			
Drug		Unit	Dose	Supplier	Options
	ABACAVIR (ABC) 300MG TABS	Tablet		Kemsa	<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>
	ABACAVIR/LAMIVUDINE (ABC/3TC) 60MG/30MG FDC...	Tablet			<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>
	ACYCLOVIR 400MG TABS	Tablet			<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>
	AMPHOTERICIN B 50MG INJECTION			Kemsa	<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>
	ATAZANAVIR/RITONAVIR (ATV/R) 300/100MG TABS	Tablet		Kemsa	<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>
	AZT/3TC FDC (300MG/150MG)TABS	Tablet	1BD	Kemsa	<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>
	AZT/3TC FDC (60MG/30MG)	Tablet	1BD	Kemsa	<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>
	AZT/3TC/NVP FDC (300MG/150MG/200MG)	Tablet	1BD	Kemsa	<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>
	AZT/3TC/NVP FDC (60MG/30MG/50MG)	Tablet	1BD	Kemsa	<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>
	COTRIMOXAZOLE 480MG TABS	Tablet	10D	Kemsa	<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>

Showing 1 to 10 of 64 entries

First Previous | 1 2 3 4 5 Next Last

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

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

To add or edit:

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

Drug		Unit	Dose	Supplier	Options
<input type="checkbox"/>	ABACAVIR (ABC) 300MG TABS	Tablet		Kemsa	<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>
<input type="checkbox"/>	ABACAVIR/LAMIVUDINE (ABC/3TC) 60MG/30MG FDC TABS	Tablet			<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>
<input type="checkbox"/>	ACYCLOVIR 400MG TABS	Tablet			<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>
<input type="checkbox"/>	AMPHOTERICIN B 50MG INJECTION			Kemsa	<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>

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

Drug details

Standard Dispensing Information

Drug ID	such as Abacavir 300 mg	Dose Strength	mg
Unit	-Select-	Dose	1/2BD
Packsize	eg. 60	Duration	eg. 8
Generic Name	-Select One-- from the list	Quantity	eg. 400
Supplied By	-Select One-- from the list	Comments	add comments if necessary
Classification	ART (as an example)	Mappings	-Select One-- from the list
<input type="checkbox"/> Non ARV Drug	Check boxes if needed	Instructions	Select options from the list

Cancel Save

#### Enable/Disable selected drugs:

- Check the list of drugs to disable or enable
- Click the 'Disable selected drugs' (1) button to disable or click 'Enable selected drugs' (2) button to enable regimens

To disable or enable a single drug, click 'Disable' (3) link to disable and 'Enable' (4) link to enable in the Options column.

Drug		Unit	Dose	Supplier	Options
<input checked="" type="checkbox"/>	ABACAVIR (ABC) 300MG TABS	Tablet		Kemsa	<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a> (iii)
<input checked="" type="checkbox"/>	ABACAVIR/LAMIVUDINE (ABC/3TC) 60MG/30MG FDC ...	Tablet			<a href="#">Enable</a> (iv)
<input checked="" type="checkbox"/>	ACYCLOVIR 400MG TABS	Tablet			<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>

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

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

Drug		Unit	Dose	Supplier	Options
<input checked="" type="checkbox"/>	ABACAVIR (ABC) 300MG TABS	Tablet		Kemsa	<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>
<input checked="" type="checkbox"/>	ABACAVIR/LAMIVUDINE (ABC/3TC) 60MG/30MG FDC ...	Tablet			<a href="#">Edit</a>   <a href="#">Disable</a>   <a href="#">Merge</a>

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

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

#	Drugs	Sync Drugs
0	Name [Unit] - strength ( packsize )	Name[abbreviation]strength formulati...
1	ABACAVIR (ABC) 300mg Tabs[Tablet] - ( 60 )	Abacavir [ABC] 300mg   Tabs ▾
2	Abacavir/Lamivudine (ABC/3TC) 60mg/30mg FDC Tabs[Tablet] - ( 60 )	Abacavir/Lamivudine [ABC/3T] ▾
3	Acyclovir 400mg Tabs[Tablet] - ( 30 )	Acyclovir (30s) [] 400mg   Tab ▾
4	AMPHOTERICIN B 50MG Injection[null] - ( 1 )	Amphotericin B [] 50mg   Inje ▾
5	Atazanavir/Ritonavir (ATV/r) 300/100mg tabs[Tablet] - ( 30 )	Atazanavir/Ritonavir [ATV/r] ▾
6	AZT/3TC FDC (300MG/150MG)TABS[Tablet] - ( 60 )	Zidovudine/Lamivudine [AZT] ▾
7	AZT/3TC FDC (60MG/30MG)[Tablet] - ( 60 )	Zidovudine/Lamivudine [AZT] ▾
8	ATAZANAVIR RITONAVIR 300/100MG TABS(30)	

Cancel Map drugs

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

Drug	Unit	Dose	Supplier	Options
3TC 10MG/ML	Bottle	4mls bd	Kenya Pharma	Edit   Disable   Merge
3TC 200MG	Tablet	1BD	Kenya Pharma	Edit   Disable   Merge
ABACAVIR (ABC) LIQUID 20MG/ML (240ML)	Bottle		Kemsa	Edit   Disable   Merge
ABACAVIR (ABC)300MG TAB	Tablet	1BD	Kenya Pharma	Edit   Disable   Merge
ABACAVIR (ABC)300MG TAB (mapped)				

## Drug Consumption



- Select 'Drug Consumption' from the list

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

The screenshot shows a top navigation bar with tabs: Regimens, Drugs, Facility, and Others. To the right of the tabs is the text "Settings / Drug Consumption". Below the navigation bar, a blue banner displays the message "(6975) rows updated for drug consumption" with a close button (X) on the right.



## Drug Running Balances

Used to correct the number of drugs in the stock

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

The screenshot shows a top navigation bar with tabs: Regimens, Drugs, Facility, and Others. To the right of the tabs is the text "Settings / Drug Balances Management". Below the navigation bar, there is a section titled "Running Balance Settings" with a "Select Drugs" dropdown menu containing "ABACAVIR (ABC) Liquid 20MG/ML (240ml)". A red box highlights the "Fix Running Balances" button. Below this, an "Overall Progress" bar is shown at 100% completion.

## Facility

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

The list of events includes:



### Facility Details

- Facility Users
- Facility Patient Sources
- Facility Supporters

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

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

## Facility Details

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

- One can check the services offered by the facility under 'services offered at the facility'
- Ensure the Auto Backup (i) is enabled
- Select how you want to order (ii) either Offline or through DHIS.

The screenshot shows the 'Facility Details' form. It includes fields for Organization Code/MFL No, Name of Organization / System, Adult Age (with dropdown values 15, 40, 20), Facility Type (VCT Centre (Stand-Alone)), Sub County (Maara), County (Isiolo), Central Site, Facility Phone No, and several dropdown menus for facility settings. Two specific dropdowns are highlighted with red arrows:

- (i) A dropdown for 'Do you want to enable AutoBackup?' with options Yes (selected) and No.
- (ii) A dropdown for 'How do you want to Order?' with options Offline (selected) and DHIS.

At the bottom, there is a 'Save' button.

## Facility Users

- Select 'Facility Users'

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

*New user:*

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

User details

Fields with ★ are compulsory

User type	Pharmacist
Full Name	eg. Mary Winters
Username	eg. Mary
Phone number	e.g. +254721111111
Email address	e.g. youremail@example.com
Facility	Embul - Bul Catholic Dispensary
Order Sites	Select options

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

#### Disable/Enable:

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

#### Others

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

- CCC Store/Pharmacy
  - Manual/Auto Scripts
  - Non-adherence Reasons
  - Patient Merging
  - Transaction Types
  - Visit Purpose
  - Viral Load Results
  - Patient Status

#### CCC Store/Pharmacy

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

- Select 'CCC Store/Pharmacy'
- A facility adds the service points depending on the number it has. To add a new service point, click the 'new\_ccc\_store\_service\_point'

- Enter the name and select whether it is a pharmacy or store. Click 'Save' button.



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

+ New ccc_store_service_point	
Show	10 entries
Name	<a href="#">Options</a> <a href="#">Edit</a>   <a href="#">Disable</a> (2)
Main Pharmacy	<a href="#">Edit</a>   <a href="#">Disable</a> (2)
Main Store	<a href="#">Edit</a>   <a href="#">Enable</a> (3)

## Manual/Auto Scripts

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

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

The screenshot shows a user interface for managing manual and auto scripts. At the top, there are four dropdown menus: 'Regimens', 'Drugs', 'Facility', and 'Others'. To the right, a breadcrumb navigation shows 'Settings / Manual/Auto Scripts'. Below this, a large green message box displays several status messages in white text:

- Dispensing date index (Patient Visit) successfully created !
- Date Enrolled index (Patient) successfully created !
- Transaction Date index (Drug Stock Movement) successfully created !
- (1) patients without current\_regimen have been updated with last dispensed regimen!
- (0) rows affected by fixes applied!
- (23) rows affected!
- Viral Load Download Failed!
- Updated Dose Records in Visits (0)

## Patient Merging

This is done when an individual patient has duplicate account.



Select 'Patient Merging'

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

The screenshot shows a software interface with a top navigation bar and a main content area. The top bar includes links for 'Regimens', 'Drugs', 'Facility', 'Others', 'Settings', and 'Patient Merging'. Below this, a table lists two entries: CCC No 03 and CCC No 05, both associated with 'Densi Client'. Each entry has a 'Merge' button next to it. The 'Others' tab is currently selected, and a dropdown menu is open, listing several options: CCC Store/Pharmacy, Manual/Auto Scripts, Non Adherence reasons, Patient Merging, PEP Reasons, PREP Reasons, Transaction Types, Visit Purpose, Viral Load Results (which is highlighted with a red border), and Patient Status.

You can also download viral results by connecting to the internet and clicking **Manual/Auto Scripts** then once done click on **Viral load Results**.

## Chapter 7: Reports Module

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

The screenshot shows the ARV Drugs Supply Chain Management Tool interface. At the top, there's a header with the Ministry of Health logo, facility name (Embul - Bul Catholic Dispensary), and a Facility Reports link. The top navigation bar includes links for HOME, PATIENTS, INVENTORY, ORDER, SETTINGS, REPORTS, and PROFILE. On the right, it shows the username (DEMO USER), a logout link, and the date (Sunday, 29th January 2017). Below the header is a Quick Links sidebar with links for Add Patients, Stock Transactions, FAQ, Export Patient List, and User Manual. It also displays notifications: Errors (570), Lost to Followup (0), and System Up to Date. The main content area is titled "Cumulative Number of Patients by Current Status as of 29-Jan-2017". It features a search bar and a detailed table with columns for Current Status (Active), Total (No. and %), and various patient categories (Male, Female, ART, PEP, OI, PMTCT) across different stages (Adult, Children). The table shows 33 Active patients (100.0%), 2 males, and 30 females. The report footer indicates "Showing 1 to 1 of 1 entries" and provides navigation links for First, Previous, 1, Next, and Last.

The types of reports include:

### Standard Reports

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

By default, reports display the standard reports.



Select the type of report to be generated.

The screenshot shows the "Select Report" screen. A dropdown menu is open, showing "Number of Patients Enrolled in Period" as the selected option. The dropdown also lists other report types like "Number of Patients Started on ART in the Period", "Graph of Number of Patients Enrolled Per Month in a Given Year", "Cumulative Number of Patients to Date", etc. To the right, a preview of the report is shown with a title "Status as of 19-Aug-2018". The report table has columns for ART, OI, PREP, Male, PEP, PMTCT, OI, and PREP. The data shows 0 patients across all categories. Navigation links for First, Previous, 1, Next, and Last are at the bottom.



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

Select Report Number of Patients Enrolled in Period ▾

Select Donor : --All Donor-- ▾

From : 01-Jan-2018 To : 31-Dec-2018

**Generate Report**

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

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

**Demo Facility**

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

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

Showing 1 to 4 of 4 entries

First | Previous | 1 | Next | Last

## Visiting Patients

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

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

Sunday, 15th August 2010

The screenshot shows a navigation bar with tabs: Standard Reports, Visiting Patients (which is selected and highlighted in blue), Differentiated Care, Early Warning Indicators, Drug Inventory, MOH Forms, and Guidelines. Below the navigation bar, there's a sidebar with filters for 'Current Status' (Active) and 'Total' entries. A dropdown menu titled 'Select Report' is open, showing options like 'List of Patients Scheduled to Visit', 'List of Patients Started (on a Particular Date)', etc. The 'List of Patients Scheduled to Visit' option is highlighted with a red arrow. To the right of the dropdown is a table titled 'Patients by Current Status as of 15-Aug-2010'. The table has columns for Female and Male patients, categorized by ART, PEP, PMTCT, OI, and PREP status. At the bottom of the page, it says 'Showing 1 to 1 of 1 entries' and includes links for First, Previous, Next, and Last.

- On selecting the type, choose the range of dates. In this example, generating a report for the patients scheduled to visit from 1<sup>st</sup> January to 4<sup>th</sup> March 2018.
- Click 'Generate Report' button

The screenshot shows the same navigation bar and sidebar as the previous screenshot. The 'Visiting Patients' tab is selected. Below it, a form for generating a report is shown. It has fields for 'From' (01-Jan-2018) and 'To' (04-Mar-2018). A large orange button labeled 'Generate Report' is highlighted with a red arrow. Below the form, a title 'Cumulative Number of Patients by Current Status as of 15-Aug-2010' is displayed.

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

The report results are:

Demo Facility											
Listing of Patients Expected to Visit Between 01-Jan-2014 And 04-Mar-2014											
Number of patients: 7											
Visited: 1	Not Visited: 6	Visited Later: 0									
Patient No	Patient Name	Phone No /Alternate No	Phys. Address	Sex	Age	Last Regimen	Appointment Date	Visit Status	Copy	Excel	PDF
2074	DEMO CLIENT		FATHER, 0727 - 853443 / 0723-936230 MOTHER	Male	7	TDF/3TC/LPV/R	20-Jan-2014	Not Visited			
8-2589	DEMO CLIENT			Male	3	ABC/3TC/LPV/R	30-Jan-2014	Not Visited			
8-2760	DEMO CLIENT			Female	1	O.I. Medicines	10-Feb-2014	Not Visited			
8-3228	DEMO CLIENT			Female	2	O.I. Prophylaxis	30-Jan-2014	Not Visited			
8-3260	DEMO CLIENT			Male	2	O.I. Prophylaxis	01-Mar-2014	Not Visited			
8-3261	DEMO CLIENT			Female	8	AZT + 3TC + NVP (< 15YRS PAED)	12-Feb-2014	Yes			
8-3356	DEMO CLIENT			Female	14	AZT/3TC/EFV	01-Jan-2014	Not Visited			

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

## Differentiated Care

To be able to generate reports for Differentiated Care:

- Click on the Differentiated Care Button as shown
- Select the Type of Report you want.

The screenshot shows a software interface with a top navigation bar containing links: Standard Reports, Visiting Patients, Differentiated Care (which is highlighted with a red box), Early Warning Indicators, and Drug I... . Below the navigation bar, there's a sidebar with sections for Current Status and Active. A main content area has a 'Select Report' dropdown menu open, listing options such as 'List of Patients on Differentiated Care', 'List of Patients Scheduled to Visit', etc. To the right of the dropdown, there's a table titled 'Patients by Current Status as of 1' with columns for male, RT, PEP, PMTCT, OI, and P. At the bottom of the content area, it says 'Showing 1 to 1 of 1 entries'.

You Can be able to generate all the reports for patients on differentiated care on this section.

## Early warning Indicators

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

To generate such reports:

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

The screenshot shows a web-based application interface. At the top, there is a navigation bar with several tabs: Standard Reports, Visiting Patients, Differentiated Care, Early Warning Indicators (which is highlighted with a red box), Drug Inventory, MOH Forms, and Guidelines. Below the navigation bar, there is a section titled "Select Report" with a dropdown menu. The dropdown menu is open, showing a list of report options: "Select a Report", "Active Patients who Have Changed Regimens", "Active Patients who Have Changed to second line Regimens", "List of Patients Starting (By Regimen)", "HIV Early Warning Indicators", "Patients Adherence Report", "Patients Non Adherence Report", "Lost to Followup Report", and "Viral Load Suppression Report". A red arrow points from the text "Select the type of report to generate" to this dropdown menu. To the right of the dropdown, there is a table titled "Patient Status as of 19-Aug-2018" with columns for "Search", "Children", "Male", and various treatment categories like ITCT, OI, PREP, ART, PEP, PMTCT, OI, and PREP. The table displays the message "No data available in table". At the bottom of the table, there are links for "First", "Previous", "Next", and "Last".

- Define the range of dates. This example will generate reports for the Viral Load Suppression Report for 19-Aug-2018.
- Click 'Generate Report'

The screenshot shows the same web-based application interface as the previous one, but with different data in the "Select Report" dropdown. The dropdown now contains the option "Viral Load Suppression Report". Below the dropdown, there is a "Select Date" field containing the value "19-Aug-2018". To the right of the date field is a large orange button labeled "Generate Report". A red arrow points from the text "Click 'Generate Report'" to this button. Below the "Generate Report" button, there is a chart titled "Cumulative Number of Patients by Current Status as of 19-Aug-2018". The chart has a dark blue header and a light blue body, showing data for various patient categories.

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

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

Demo Facility						
Listing of Active Patients Who Have Changed Regimens In The Period Between 01-Jan-2014 And 28-Feb-2014						
Number of patients: 148						
Show 10 entries	Copy	Excel	PDF	Search:		
From Regimen	To Regimen	ART No	Name	Service	Date of Change	Change Reason
AF1A   AZT+3TC+NVP (>15YRS ADULT)	OI   OI Medicines	757	DEMO CLIENT	ART	04-Feb-2014	
AR4   AZT/3TC/EFV	CF1B   AZT + 3TC + EFV (< 15YRS PAED)	13-1673	DEMO CLIENT	ART	03-Feb-2014	
AR4   AZT/3TC/EFV	AF1B   AZT + 3TC + EFV (>15YRS ADULT)	13-1680	DEMO CLIENT	ART	03-Feb-2014	
AR4   AZT/3TC/EFV	AF1B   AZT + 3TC + EFV (>15YRS ADULT)	1756	DEMO CLIENT	ART	30-Jan-2014	
AR4   AZT/3TC/EFV	AF1B   AZT + 3TC + EFV (>15YRS ADULT)	2092	DEMO CLIENT	ART	20-Jan-2014	
AR4   AZT/3TC/EFV	CF1B   AZT + 3TC + EFV (>15YRS PAED)	2098	DEMO CLIENT	ART	12-Feb-2014	
AR4   AZT/3TC/EFV	CF1B   AZT + 3TC + EFV (>15YRS PAED)	2619	DEMO CLIENT	ART	04-Feb-2014	
AR4   AZT/3TC/EFV	CF1B   AZT + 3TC + EFV (< 15YRS PAED)	2663	DEMO CLIENT	ART	07-Jan-2014	
AR4   AZT/3TC/EFV	AF1B   AZT + 3TC + EFV (>15YRS ADULT)	2674	DEMO CLIENT	ART	30-Jan-2014	
AR4   AZT/3TC/EFV	CF1B   AZT + 3TC + EFV (< 15YRS PAED)	2757	DEMO CLIENT	ART	07-Jan-2014	

Showing 1 to 10 of 148 entries. First Previous 1 2 3 4 5 Next Last

## Drug Inventory

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

- Click 'Drug Inventory'

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

- Define the year. In this example, drug consumption report of the year 2017 in units.
- Click 'Generate Report'

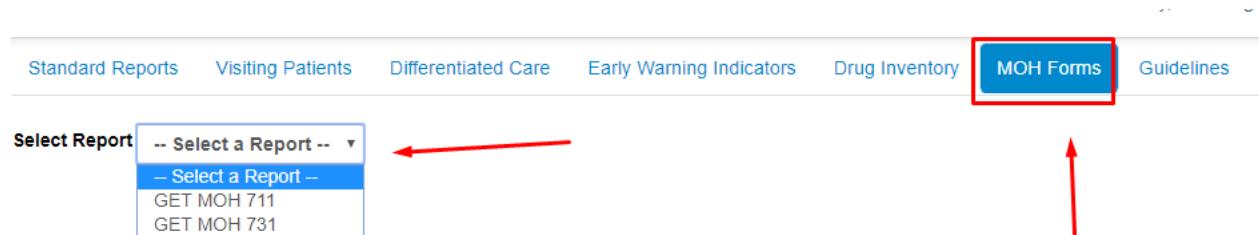
Standard Reports Visiting Patients Early Warning Indicators **Drug Inventory** MOH Forms Guidelines

Select Report: Drug Consumption Report

Select Year: 2017 Units Generate Report

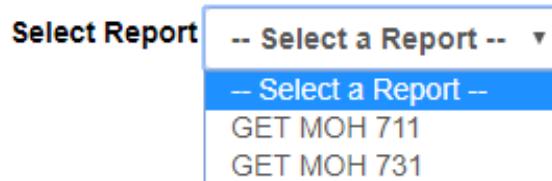
**Note:** to generate the other types of report under Drug Inventory list, follow the same instructions as above

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



## MOH forms

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



- Choose the date for which to obtain the report. The example will generate MOH form for January 2017
- Click 'Generate Report'

Select Report **GET MOH 711**

Select Period **January-2017**

**Generate Report**

(1) (2)

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



## Guidelines



Click on guidelines

Show 10 entries Copy | Excel | PDF Search: \_\_\_\_\_

Action	File Name
View	ARV-RTV Paediatric Dosing Chart.pdf
View	Guidelines-on-Use-of-Antiretroviral-Drugs-for-Treating-and-Preventing-HIV-Infections-in-Kenya (2016 Edition).pdf

Showing 1 to 2 of 2 entries First | Previous | Next | Last

There are two Charts which contains guidelines. Click on view to get the guidelines



ARV-RTV Pediatric Dosing Chart.

This chart provides dosing information for children based on weight range (kg) and fixed dose combinations. It includes columns for weight range, drug combinations, administration route, and various dosing options like twice daily or once daily regimens.

Weight Range (kg)	Fixed dose combination			Single formulations where FDCs are not available							Weight Range (kg)	
	Abacavir (ABC) + Lamivudine (3TC)	Zidovudine (ZDV) + Lamivudine (3TC) + Nevirapine (NVP)	Zidovudine (ZDV) + Lamivudine (3TC) + Nevirapine (NVP)	Efavirenz (EFV)	Nevirapine (NVP)	Lopinavir/ ritonavir (LPV/r)	Additional dosing for Ritonavir for TB/ HIV co-infection					
	TWICE Daily	TWICE Daily	TWICE Daily	Once Daily	Once daily for first 2 weeks then twice daily	TWICE Daily	TWICE Daily		TWICE Daily			
3 - 5.9	1 tab	1 tab	1 tab	See notes	5 ml	-	1.5 ml	-	1 ml	-	3 - 5.9	
6 - 9.9	1.5 tab	1.5 tab	1.5 tab	See notes	8 ml	-	1.5 ml	-	1 ml	-	6 - 9.9	
10 - 13.9	2 tab	2 tab	2 tab	1 tab	10 ml	0.5 tab	2 ml	-	1.5 ml	-	10 - 13.9	
14 - 19.9	2.5 tab	2.5 tab	2.5 tab	1.5 tab	15 ml	1 tab in am 0.5 tab in pm	2.5 ml	1 tab twice daily	2 ml	2 cap	14 - 19.9	
20 - 24.9	3 tab	3 tab	3 tab	1.5 tab	15 ml	1 tab in am 0.5 tab in pm	3 ml	1 tab twice daily	2.5 ml	2 cap	20 - 24.9	
25 - 34.9	300 + 150mg	300 + 150mg	300/150/200mg	2 tab	-	1 tab	4 ml	2 tab in am 1 tab in pm	4 ml in am 2 ml in pm	2 cap in am 3 cap in pm	25 - 34.9	



Guidelines-on-Use-of -Antiretroviral-Drugs-for-Treating-and-Preventing-HIV-Infections-in-Kenya (2016 Edition)

Guidelines on Use of Antiretroviral Drugs for Treating and Preventing HIV Infection in Kenya  
2016 Edition

## Notifications

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

The screenshot shows a summary of notifications. It includes:

- Errors: 2 (highlighted with a red circle)
- ChangeLog: 0
- On Time Appointments: 0
- Missed Appointments: 0
- Defaulters: 0
- Lost to Followup (Last Day Alert): 0

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

The screenshot shows the 'Errors' report page. A red arrow points to a dropdown menu labeled 'Errors' which is expanded to show a list of error types. Below the dropdown is a table with the following data:

Cat C No	Errors	Date Enrolled	Next Appointment	Current Regimen	Status	Action
0450	Patients without Appointment(1) Patients without Start Regimen(140) Patients without Current Status(312) Patients without Service Line(34) Patients without Refillable date(1) Patients without Start Change date(3)	10-Apr-2013		TDF + 3TC + EFV (>15YR...)	Active	[Detail] [Edit] [Disable]

*Lost to Follow-up:* shows cumulative number of the patients that missed their appointment by 90 or more days.

## Section 2: System Administrator

### Chapter 8: Starting up ADT and User Module

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

#### Starting up ADT

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



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

The screenshot shows the login interface for the National AIDS/STD Control Programme (NASCOP). At the top, there is the Kenyan coat of arms and the text 'National AIDS/STD Control Programme (NASCOP)' followed by 'Ministry of Health Government of Kenya'. To the right is a yellow button labeled 'ADT Tools'. The main area is a dark blue box containing a 'Login' heading, 'Username' field with placeholder text 'username', 'Password' field with placeholder text 'password', a 'Login' button, and a 'Forgot Password?' link.

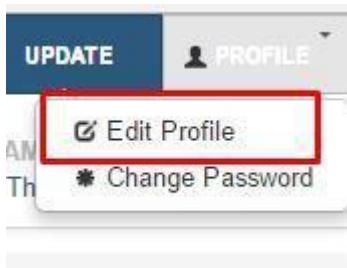
## User Module

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

### To edit profile:



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



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

User details	
Full Name	<input type="text"/> Admin
Username	<input type="text"/> admin
Email Address	<input type="text"/> webadt.chai@gmail.com
Phone Number	<input type="text"/> +254 0722123456
Ordering Sites	<input type="button" value="Select options"/>
Store/Pharmacy	<input type="button" value="Main Pharmacy"/>
<input type="button" value="Cancel"/> <input type="button" value="Save changes"/>	

### To change password:



Click profile on the menu bar. Select 'Change Password'.



Enter your old password and your new password. Click 'Save Changes'.

## Change password

Old Password .....

New Password .....

Confirm New Password .....

To reset your password:



Go to the login page.

- Click the link at the bottom written 'Forgot Password?'

## Login

Username username

Password password

[Forgot Password?](#)



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

[Login](#) / [Forgot Password](#)

**Find your ADT account Enter your email.**

@

Send 

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

**RESET!**

Account password was reset to the default password 123456

**Find your ADT account Enter your email.**

@

Send

If the email is correct, the default password of 123456 will be used to log in to your account.

**To logout of the system:**

Click logout at the top right of the system.

## Chapter 9: Dashboard

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



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



**Weekly Access Log Summary:** shows the weekly access of the system by all users. In the example, the summary of the system access for the week beginning on 27th Feb to 4th March 2017.

### Weekly Access Log Summary

From 27-Feb-2017

To 04-Mar-2017

Go

Larger

Summary

### Weekly System Access Summary



Monday 3

Tuesday 0

Wednesday 0

Thursday 6

Friday 0

Saturday 0

0 1 2 3 4 5 6 7

Access Total

## Chapter 10: Quick Links and Notifications

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

The screenshot shows the application's homepage. On the left, a sidebar titled "Quick Links" contains links for viewing counties, satellites, facilities, districts, menus, FAQ, access levels, users, and managing user rights. Below this is a "Notifications" section. The main area features three summary dashboards: "System Usage Summary" (for the last 1 month), "Weekly Access Log Summary" (from 20-Aug-2018 to 25-Aug-2018), and a "System Usage Summary" chart. The chart displays usage counts for three roles: System Administrator (1 time), Pharmacist (0 times), and Facility Administrator (5 times). The Y-axis lists the roles, and the X-axis shows the "No. Of Times" from 0 to 6.

### Quick Links

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

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

The screenshot shows the 'View Counties' page. At the top, there is a button to add a new county. Below is a search bar and a dropdown to show 10 entries per page. A table lists 47 counties with their names and actions. The table has columns for 'County Name' and 'Options'. The 'Options' column includes links for 'Edit' and 'Enable/Disable'. The first few rows are: Baringo, Bomet, Bungoma, Busia, Elgeyo Marakwet, Embu, Garissa, Homa Bay, Isiolo, Kajiado. At the bottom, a message says 'Showing 1 to 10 of 47 entries' and a navigation bar with links for First, Previous, Next, Last.

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

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