

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

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**(ADT)**

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## Preface

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

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

## How This Guide is organized

The manual is divided into two sections.

### **Section 1: Facility Administrator and Pharmacist**

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

### **Section 2: System Administrator**

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

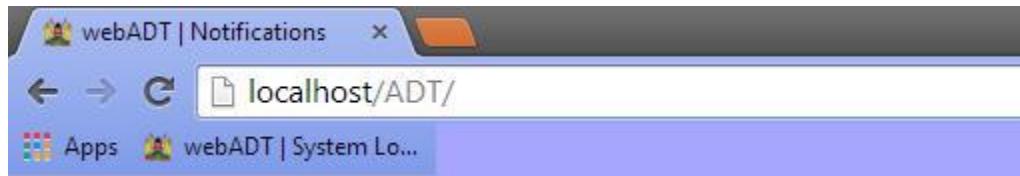
## Section 1: Facility Administrator and Pharmacist

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

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

#### Starting up ADT

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



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

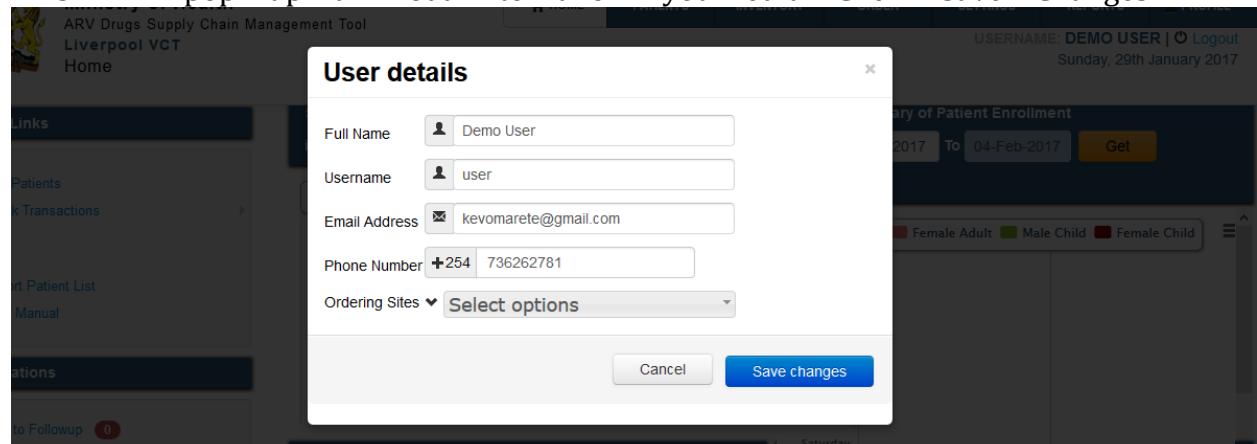
A screenshot of the webADT login page. At the top, there's a logo of the National AIDS/STD Control Programme (NASCOP) and text that reads "National AIDS/STD Control Programme (NASCOP)" and "Ministry of Health Government of Kenya". Below this is a dark blue rectangular login form. The form has two input fields: "Username" with the placeholder "username" and "Password" with the placeholder "password". There are "Login" and "Forgot Password?" buttons at the bottom of the form. At the very bottom of the page, there's a small line of text: "Government of Kenya © 2017. All Rights Reserved".

## User Module

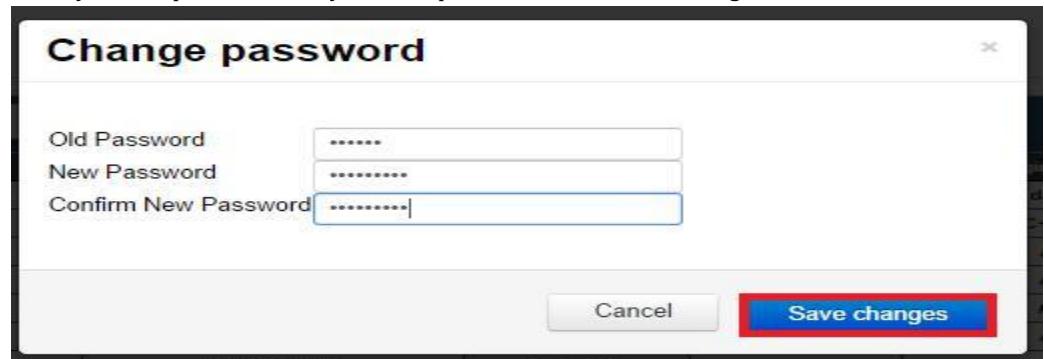
A user can edit profile, change and reset their password and logout of the system.

### Edit Profile:

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

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


### Change Password:

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


### Reset Password:

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

**Login**

Please Enter Your Email/Username  
user@example.com

Password  
\*\*\*\*\*

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

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

Find your ADT account [Enter your email.](#)

@

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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.](#)

@

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- Log in using the reset password.

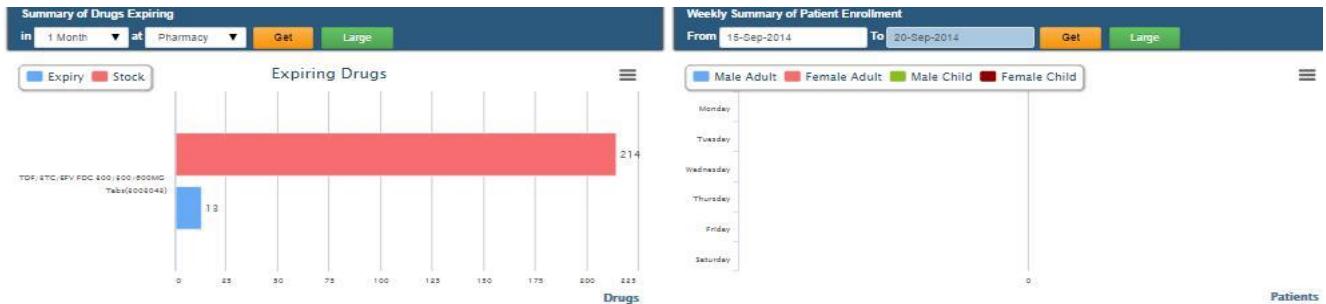
*Logout:*

- Click logout at the top right of the system.



## Chapter 2: Dashboard

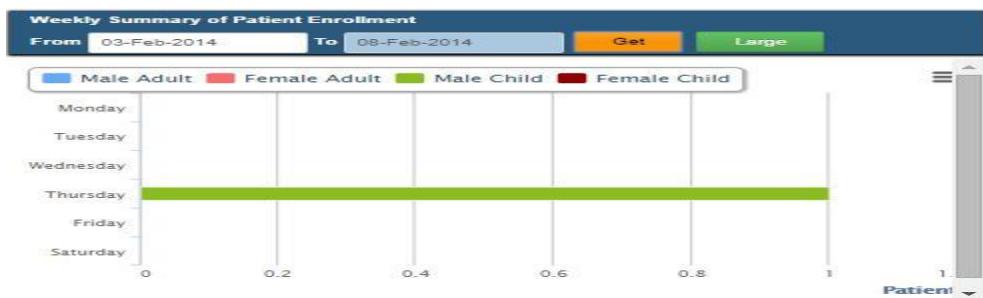
The dashboard displays some historical trends such as summary of the patient enrollment and appointments and current status of the stock running out and drugs expiring.



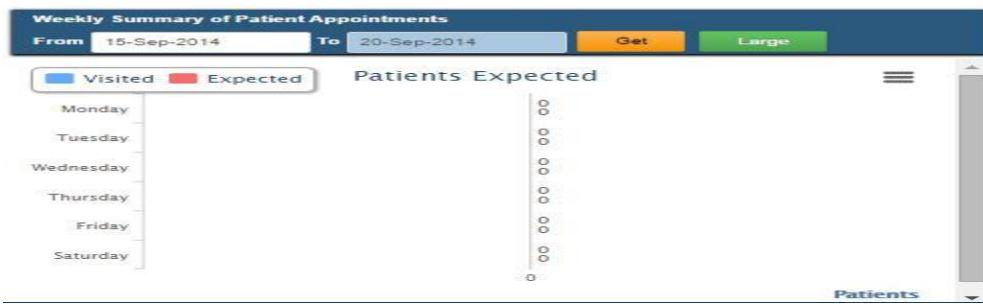
The *Summary of Drugs Expiring* gives all the drugs about to expire within the duration and the dispensing point chosen. In this case, 214 drugs in the pharmacy will expire in a month's time.



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



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



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

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

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

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

## Chapter 3: Patient Module

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

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

### Patient Listing

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

A pharmacist can:

- Choose the number of entries he wants to view at a time from the ‘Show entries’ , show the active ( inactive/all) in the “Active” or Search from the “Search” box

Filter Patients Based on Status: Active							
Show 10 entries							
CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action	
00324/05	AMINA MOHAMMED		707461819	AF2B   TDF + 3TC + E...	Active	Dispense Detail   Edit   ...	
10518-122488	ROSEMARY ONYANGO		706560156	AF2B   TDF + 3TC + E...	Active	Dispense Detail   Edit   ...	
10615000044	JOYCE GATHUYA	Oct 6th, 2016	722281241	AF2B   TDF + 3TC + E...	Active	Dispense Detail   Edit   ...	
1087000007	CHRISTOPHER MULI...	Dec 8th, 2016	728340017	AF2B   TDF + 3TC + E...	Active	Dispense Detail   Edit   ...	
11538-6147	ADELIADE MUKONYI		704531625	AF1A   AZT+3TC+NVP...	Active	Dispense Detail   Edit   ...	
129057809	ELIZABETH MAUA		720678900	AS2C   TDF + 3TC + A...	Active	Dispense Detail   Edit   ...	
131230099	SUSAN MBAIRE CHEGE	Nov 5th, 2016	720414769	AF2B   TDF + 3TC + E...	Active	Dispense Detail   Edit   ...	
132641042	EUNICE JABUYA	Oct 9th, 2016	713853897	AF2A   TDF + 3TC + N...	Active	Dispense Detail   Edit   ...	
134764626	LYDIA ODHIAMBO		707821868	AF1A   AZT+3TC+NVP...	Active	Dispense Detail   Edit   ...	
14013-333	GORDON OMONDI		705520512	AF1A   AZT+3TC+NVP...	Active	Dispense Detail   Edit   ...	

Showing 1 to 10 of 152 entries

First Previous 1 2 3 4 5 Next Last

### Export Patient Master List

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



## Add Patients

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

The screenshot shows the ARV Drugs Supply Chain Management Tool homepage. At the top, there is a banner with the Ministry of Health logo and the text "ARV Drugs Supply Chain Management Tool Demo Facility Home". Below the banner, there is a navigation bar with links for HOME, PATIENTS, INVENTORY, ORDER, SETTINGS, REPORTS, and PROFILE. On the right side, it says "Welcome Demo User" and "Logout" with the date "Tuesday, 23rd September 2014". In the center, there are three main summary boxes: "Summary of Drugs Expiring" (with filters for 1 Month at Pharmacy), "Expiring Drugs" (with buttons for Expiry and Stock), and "Weekly Summary of Patient Enrollment" (from 22-Sep-2014 to 27-Sep-2014) with filters for Male Adult, Female Adult, Male Child, and Female Child.

- 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.

The screenshot shows the "Patient Listing > Add Patients" page under "Patient Registration". It has three main sections: "Patient Information & Demographics (1)" containing fields for Medical Record No., Patient Number CCC, Last Name, First Name, and Other Name; "Program History(2)" containing fields for Partner Status (Concordant), Disclosure (Yes or No), and Match to spouse in this ccc?; and "Patient Information(3)" containing fields for Date Patient Enrolled (2014-09-23), Current Status (active), and Source of Patient (-Select-). A note at the top right says "(Fields Marked with \* Asterisks are required)".

- 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.

The screenshot shows a detailed view of the "Patient Registration" form. It includes fields for Date of Birth (1985-09-12), Place of Birth (dropdown), Family Planning Method (dropdown), Type of Service (dropdown with PMTCT selected), Age (Years) (29), Age (Months) (348), Gender (Female), Pregnant? (Yes), Does Patient have other Chronic illnesses (dropdown), If Other Illnesses (dropdown), Start Regimen (dropdown), and Start Regimen Date (2014-09-23). There is also a note at the bottom left: "List These Details (Use Comma to separate)".

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

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

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

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

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

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

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

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

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



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

This screenshot shows a patient enrollment form. It includes fields for 'Patient's Alternate Contact(s)', 'Has Patient been tested for TB?', 'Does Patient Have TB?', 'Does Patient belong to any support group?', and a 'List Them' section. At the bottom right are three buttons: 'Save' (highlighted with a red box), 'Dispense(1)', and 'Reset (2)'.

## Edit Patients

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

This screenshot shows a table of patient records. The columns include CCC No, Patient Name, Next Appointment, Contact, Current Regimen, Status, and Action. A red arrow points to the 'Action' column, highlighting the 'Edit' link for each patient entry. The table also includes a search bar at the top and pagination at the bottom.

Filter Patients Based on Status: Active						
Show 10 entries						
CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action
00324/05	AMINA MOHAMMED		707461819	AF2B   TDF + 3TC + EFV (>15...)	Active	Dispense Detail   Edit   Disable
10518-122488	ROSEMARY ONYANGO		708580158	AF2B   TDF + 3TC + EFV (>15...)	Active	Dispense Detail   Edit   Disable
10815000044	JOYCE GATHUYA	Oct 6th, 2016	722281241	AF2B   TDF + 3TC + EFV (>15...)	Active	Dispense Detail   Edit   Disable
10870000007	CHRISTOPHER MULINGA	Dec 8th, 2016	728340017	AF2B   TDF + 3TC + EFV (>15...)	Active	Dispense Detail   Edit   Disable
11538-8147	ADELIDE MUKONYI		704531625	AF1A   AZT+3TC+NVP (>15Y...)	Active	Dispense Detail   Edit   Disable
129057809	ELIZABETH MAUA		720878900	AS2C   TDF + 3TC + ATV/r (>1...	Active	Dispense Detail   Edit   Disable
131230099	SUSAN MBAIRE CHEGE	Nov 5th, 2016	720414769	AF2B   TDF + 3TC + EFV (>15...)	Active	Dispense Detail   Edit   Disable
132641042	EUNICE JABUYA	Oct 9th, 2016	713853897	AF2A   TDF + 3TC + NVP (>15...)	Active	Dispense Detail   Edit   Disable
134784828	LYDIA ODHIAMBO		707821868	AF1A   AZT+3TC+NVP (>15Y...)	Active	Dispense Detail   Edit   Disable
14013-333	GORDON OMUNDI		705520512	AF1A   AZT+3TC+NVP (>15Y...)	Active	Dispense Detail   Edit   Disable

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

Patient Listing > DEMO CLIENT > Edit details

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

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

## View Patient Details

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

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

Show 10 entries							Search:
CCC No	Patient Name	Next Appointment	Contact	Current Regimen	Status	Action	
03	DEMO CLIENT	03-May-2007		d4T30/3TC/NVP	deceased	<a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>	
05	DEMO CLIENT	21-Jul-2014		AZT+3TC+NVP (>15YRS ADULT)	active	<a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>	
1003	DEMO CLIENT	11-Feb-2009		AZT/3TC/EFV	transfer out	<a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>	

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

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

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

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

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



## Viral Load Data

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

## Patient Info Report

Clicking the button allows access to the patient information summary.

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

The following explains the segments of the patient summary:

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

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

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

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

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

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

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

**Patient Appointment History**

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

## Dispense to Patient

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

The screenshot shows the 'Dispense to Patient' interface. It includes sections for 'Dispensing Information' (with fields for dispensing point, main pharmacy, patient number, purpose of visit, height, weight, and days to next appointment), 'Previous Patient Information' (appointment date, previous visit date, drug dispensed, quantity dispensed), and 'Last Regimen Dispensed' (with a dropdown menu). Below these are sections for 'Current Regimen' (dropdown menu) and 'Appointment Adherence (%)' (dropdown menu). At the bottom is a 'Select Drugs' table with columns for Drug, Unit, Batch No., Expiry Date, Dose, Expected Pill Count, Actual Pill Count, Duration, Qty. disp, Stock on Hand, Brand Name, Indication, Comment, Missed Pills, and Action. A red box highlights the 'Dispense Drugs' button at the bottom right of the table.

**Note:** take note of the following areas while dispensing:

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

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

Last Regimen Dispensed      \*Current Regimen

CF2A | ABC + 3TC + NVP (< 15YRS I)      CF1B | AZT + 3TC + EFV (< 15YF)

\*Regimen Change Reason

New Drug available

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

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

## Print Label

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



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

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

**Label Printer**

All

Drugname: -Select Drug- Qty:  No. of Labels

Tablets/Capsules:  8 to be taken  3 times a day after every  1 hours  1

Before/After Meals:

Name: Rosemary Onyango Pharmacy: Pharmacy Date: 29/01/2017

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

Facility Name: Embul - Bul Catholic Dispensary Facility Phone: 0726-332430

## Chapter 4: Inventory Module

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

### Drug Listing

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

The pharmacist can:

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

Main Store	Main Pharmacy
Show 10 ▾ entries (1)	(2) Search: <input type="text"/>

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

### View Bin Card

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

Inventory - Main Pharmacy > Bin Card

**Drug Information**

Commodity	ABACAVIR (ABC)300MG TABS
Unit	Tablet
Total Stock	8228
Max Stock Level	120
Min Stock Level	60
Avg Monthly Consumption	40

**Batch Information**

Drug Name	Packsize	Batch No	Qty	Expiry Date
ABACAVIR (ABC)300MG TABS	60	x8678	600	08-Apr-2015
ABACAVIR (ABC)300MG TABS	60	ab3013019-a	5288	30-Jun-2018
ABACAVIR (ABC)300MG TABS	60	b4567	2280	07-Sep-2017

Showing 1 to 3 of 3 entries

**Transactions Information**

Ref/Order No	Transaction Date	Transaction Type	Batch No	Expiry Date	Pack Size	No. of Packs	Quantity	Balance	Pack Cost	Total Price
NA	19-Sep-2014	Adjustment (+)	x8678	08-Apr-2015	60	3	180	2,940		
NA	19-Sep-2014	Balance Forward	x8678	08-Apr-2015	60	8	480	2,760		
NA	19-Sep-2014	Received from (KEMSA)	b4567	07-Sep-2017	60	38	2280	2,280	800	22800
NA	23-Jun-2014	Dispensed to Patients (Patients)	ab3013019-a	30-Jun-2016	60		60			
NA	24-Jun-2014	Dispensed to Patients (Patients)	ab3013019-a	30-Jun-2016	60		60			
NA	08-Jan-2014	Dispensed to Patients (Patients)	320980	30-Apr-2016	60		60			
NA	05-Feb-2014	Dispensed to Patients (Patients)	ab3013019-a	30-Jun-2016	60		54			
NA	22-May-2014	Dispensed to Patients (Patients)	ab3013019-a	30-Jun-2016	60		180			
NA	05-Mar-2014	Dispensed to Patients (Patients)	ab3013019-a	30-Jun-2016	60		60			
NA	05-May-2014	Dispensed to Patients (Patients)	320980	30-Apr-2016	60		120			

Showing 1 to 10 of 137 entries

— Previous 1 2 3 4 5 Next --

## Stock Transactions

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

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



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

A screenshot of a software window titled 'Inventory > MAIN PHARMACY'. It shows two main sections: '(1) Transaction details' and '(2) Drug details'. The 'Transaction details' section includes fields for Transaction Date (19-Sep-2014), Transaction Type ('-- Selected Type --'), and Ref. /Order No. The 'Drug details' section is a table with columns: Drug, Unit, Pack Size, Batch No., Expiry Date, Packs, Qty, Available Qty, Pack Cost, Total, Comment, and Action. The table has several rows of data. At the bottom are buttons for 'Generate PDF', 'Reset Fields', and 'Submit'.

### Drug details

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

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

A screenshot of a 'Drug details' table. The table has columns: Drug, Unit, Pack Size, Batch No., Expiry Date, Packs, Qty, Available Qty, Pack Cost, Total, Comment, and Action. The first row contains dropdown menus for 'Drug' and 'Unit', and input fields for 'Pack Size', 'Batch No.', 'Expiry Date', 'Packs', 'Qty', 'Available Qty', 'Pack Cost', 'Total', 'Comment', and 'Action'. Below the table are buttons for '(1) Generate PDF', '(2) Reset Fields', 'Submit', and '(3)'.

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

Drug details											
Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ABACAVIR (A)	Tablet	60	x5678	2015-04-08	6	360	660			(1) Add	
ACYCLOVIR 2	Tablet	30	320497	2016-05-31 00:00:00	3	90	140			Add   Remove (2)	

## Transaction Details

Include:

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

**Transaction Date**  
19-Sep-2014

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

**Transaction Type**

-- Select Type --

-- Select Type --

**Received from**

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

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



Click **Submit** button to complete transactions.

Drug details													
Transaction details		Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
Transaction Date	23-Sep-2014	3TC 10MG/ML	Bottle		x34565	2018-09-20	50	500				A03	
Transaction Type	Received from	ABACAVIR (A	Tablet	60	k78909	2017-09-21	20	1200				Add   Remove	
Ref. /Order No													
Source (1)	kemsa												
<input type="button" value="Reset Fields"/> <input type="button" value="Submit"/>													

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

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

Drug details													
Transaction details		Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
Transaction Date	19-Sep-2014	3TC 10MG/ML	Bottle		w6678	2015-01-01	1	100				Add	
Transaction Type	Balance Forward	ABACAVIR (A	Tablet	60	x5678	2015-04-08	8	480				Add   Remove	
Ref. /Order No													
<input type="button" value="Reset Fields"/> <input type="button" value="Submit"/>													

- iii. **Returns(from/to)**

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

Drug details													
Transaction details		Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
Inventory > MAIN PHARMACY	Transaction Date	ALBENDAZOL	Bottle	1	M6297	2015-01-31 00:00:00	1	1	2			Add	
	Transaction Type	AMOXICILLIN	Tablet	10	3150288	2015-05-31 00:00:00	3	30	60			Add   Remove	
	Ref. /Order No												
	Destination												
	Main Store												
<input type="button" value="Reset Fields"/> <input type="button" value="Submit"/>													

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

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

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

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

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

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

Click **Submit** button to complete.

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

Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ABACAVIR (A)	Tablet	60	x5678	2015-04-08	5	300	880				Add
ACYCLOVIR 2	Tablet	30	320497	2016-05-31 00:00:00	2	60	140				Add   Remove

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

Click **Submit** button to complete.

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

Click **Submit** button to complete.

Drug details											
Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ACYCLOVIR 2	Tablet	30	320497	2016-05-31 00:00:00	1	30	140				Add
AMOXI 125M	Bottle	60	S5452	2015-03-31 00:00:00	1		50				Add   Remove

**Reset Fields** **Submit**

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

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

Click **Submit** button to complete transaction.

Drug details											
Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ALBENDAZOL	Bottle	f	M9297	2015-01-31 00:00:00	2	2	3				Add
NEVIRAPINE	Tablet	60	ME2013100-A	2015-03-31 00:00:00	4	240	567				Add   Remove

**Generate PDF** **Reset Fields** **Submit**

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

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

**Reset Fields** **Submit**

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

Inventory > MAIN PHARMACY

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

**Transaction details**

Transaction Date: 19-Sep-2014  
 Transaction Type: **Expired(-)**    
 Ref./Order No:  

Reset Fields Submit

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

Drug details											
Drug	Unit	Pack Size	Batch No.	Expiry Date	Packs	Qty	Available Qty	Pack Cost	Total	Comment	Action
ABACAVIR (A)	Bottle	1	07890	2021-09-29	100	100	100				Add
AMOXICILLIN/	Tablet	20	ty7890	2020-09-23	70	1400	1400				Add   Remove

**Transaction details**

Transaction Date: 23-Sep-2014  
 Transaction Type: **Starting Stock/Physical C**    
 Ref./Order No:  

Reset Fields Submit

## Chapter 5: Order Module

This chapter introduces the process of making MAPS and CDRR reports and ordering. Reports are submitted on the 5<sup>th</sup> day of the month to LIMS.

The screenshot shows a web-based application for managing ARV drugs. 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. The profile section shows 'USERNAME: DEMO USER' and 'Logout'. Below the navigation bar, there are two main sections: 'Summary of Drugs Expiring' and 'Weekly Summary of Patient Enrollment'. The 'Summary of Drugs Expiring' section includes filters for 'in 1 Month', 'at Pharmacy', 'Get', and 'Large'. It also has buttons for 'Expiry' and 'Stock'. The 'Weekly Summary of Patient Enrollment' section includes filters for 'From 23-Jan-2017' and 'To 28-Jan-2017', along with 'Get' and 'Large' buttons. On the left, there is a 'Quick Links' sidebar with links for 'Add Patients', 'Stock Transactions', 'FAQ', 'Export Patient List', and 'User Manual'.

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 F-CDRRs (Facility Consumption Data Report and Request).

To prepare a new CDRR:

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

FACILITY CONSUMPTION DATA REPORT AND REQUEST (F-CDRR) FOR ANTIRETROVIRAL AND OPPORTUNISTIC INFECTION MEDICINES											
Facility Name:	Demo Facility			Facility code:	123456						
County:	Mombasa			District:	Athi River						
Programme Sponsor:											
Type of Service provided at the Facility:	Non-ARV: <input type="checkbox"/>										
Period of Reporting:	August <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1.</span>	▼	2014 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2.</span>	Main Store <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3.</span>	Generate Report						
Drug Name	Basic Unit	Beginning Balance	Quantity Received in this period	Total Quantity Dispensed this period	Losses (Damages, Expires, Missing)	Adjustments (Borrowed from or Issued out to Other Facilities)	End of Month Physical Count	Drugs with less than 6 months to expiry		Days out of stock this Month	Quantity required for RESUPPLY
		In Units	In Units	In Units	In Units	In Units	In Units	Quantity	Expiry Date		In Units
Adult Preparations											
Zidovudine/Lamivudine/Nevirapine [AZT/3TC/NVP] 300/150/200mg FDC Tabs	Tablet										
Zidovudine/Lamivudine [AZT/3TC] 300/150mg FDC Tabs	Tablet										

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

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

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

Comments (Explain ALL Losses and Adjustments):

Save

To view or download the past CDRRs:

my CDRRs	my MAPs			
New Satellite cdrs	Filter Period: All ▼			
Show 10 entries	Search: <input type="text"/>			
<hr/>				
#ID	Period Beginning	Status	Facility Name	Options
F-CDRR#3320	2014-08-01	approved	Mbagathi District Hospital	<span style="color: red;">(1)</span> <a href="#">view</a>   <a href="#">download</a>
F-CDRR#3205	2014-07-01	dispatched	Mbagathi District Hospital	<a href="#">view</a>   <a href="#">download</a> (2.)
F-CDRR#32754	2014-08-01	dispatched	Mbagathi District Hospital	<a href="#">view</a>   <a href="#">download</a>

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

View

## F-CDRR#3320 approved

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

Archive (ii)

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

Facility Name: Mbagathi District Hospital	Facility code: 13080								
County: Nairobi	District: Dagoretti								
Programme Sponsor:									
Type of Service provided at the Facility: ART	Non-ARV: <input type="checkbox"/>								
Period of Reporting: August 2014 None selected									
	Beginning Balance	Quantity Received in this period	Total Quantity Dispensed this period	Losses (Damages, Expiries, Missing)	Adjustments (Borrowed from or Issued out to Other Facilities)	End of Month Physical Count	Drugs with less than 6 months to expiry	Days out of stock this Month	Quantity required for RESUPPLY

- Click 'Download', (2).

## My MAPS

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

To prepare new MAPS:

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

MAPS / Satellite Facility(F-MAPS)

Facility code:	123456	Facility Name:	Demo Facility
County:	Mombasa	District:	Athi River
Programme Sponsor:		Service provided:	
Reporting Period :	August-2014 (1.)		
Total Number of Patients on ART ONLY:		Adults (>15yrs)	Children (<= 15yrs)
Males		Females	
New	Revisit	New	Revisit
Generate Report (2.)			

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



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

<b>Totals for Patients / Clients (ART plus Non-ART) on Cotrimoxazole/Dapsone prophylaxis:</b>	Adults (>15yrs) 35	Children (<=15yrs) 287
<b>Totals for Patients / Clients on Diflucan (For Diflucan Donation Program ONLY):</b>	Adults (>15yrs) 0	Children (<=15yrs) 0
<b>CM</b>		<b>OC</b>
New 20	Revisit 180	New 30
Revisit 123		
<b>Submit Report</b>		

To view or download the past MAPS:

my CDRRs		my MAPs		
New Satellite maps		Filter Period: All		
Show	10	entries		
#ID	Period Beginning	Status	Facility Name	Options
F-MAPS#2676	2014-08-01	approved	Mbagathi District Hospital	(1) <a href="#">view</a>   <a href="#">download</a>
F-MAPS#2560	2014-07-01	dispatched	Mbagathi District Hospital	<a href="#">view</a>   <a href="#">download</a> (2.)



Click 'View' link as in (1).

While in the view, the user can download the form from the link (i) or 'archive' by clicking the archive button (ii)

#### F-MAPS#2676 Approved

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

**Archive** (ii)

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



Click 'Download', (2).

## My Templates

For this tab you will be able to get access to the templates to the CDRR and Maps. For Central Sites these are the ones sent to facilities without ADT, they are then sent back for generating aggregate CDRRs

localhost/ADT/order#templates

Ministry of Health  
ARV Drugs Supply Chain Management Tool  
Liverpool VCT  
Facility Orders

HOME PATIENTS INVENTORY ORDER SETTINGS REPORTS PROFILE

USERNAME: DEMO USER | Logout  
Thursday, 26th January 2017

**Quick Links**

- Add Patients
- + Stock Transactions
- FAQ

**Notifications**

- Lost to Followup 0
- System Up to Date

my CDRRs my MAPs my TEMPLATES

**CDRR Templates** X Excel

- F-CDRR for Satellite/Standalone Sites.xlsx
- D-CDRR for Central Sites.xlsx

**MAPS Templates** X Excel

- F-MAPS for Satellite/Standalone Sites.xlsx
- D-MAPS for Central Sites.xlsx

## 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 the ARV Drugs Supply Chain Management Tool interface. At the top, there is a navigation bar with links for HOME, PATIENTS, INVENTORY, ORDER, SETTINGS (which is highlighted with a red box), REPORTS, and PROFILE. Below the navigation bar, it says "Welcome Demo User. Logout Saturday, 20th September 2014". On the left, there is a sidebar titled "Quick Links" with options like Add Patients, Stock Transactions, Export Patient List, User Manual, and Notifications (with 11 items). The main content area is titled "Facility Details" and contains fields for Organization Code/MFL No (123456), Name of Organization / System (Demo Facility), Adult Age (0), Maximum Patients Per Weekday, Maximum Patients Per Weekend, Facility Type (dropdown menu), District, County, Central Site, Facility Phone No, and a dropdown for "Does Facility want to send sms to patients?". Below these fields, there are three sections: "Client Supported By" (GOK Sponsorship, PEPFAR Sponsorship), "Services offered at the facility" (ART, PMTCT, PEP), and "Client Supplied By" (KEMSA, Kenya Pharma). At the bottom of the page, it says "Government of Kenya © 2014. All Rights Reserved" and "time: 2.7663 seconds memory: 6.1MB".

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 Drugs
- Regimen Change Reasons
- Regimen Service Types

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

## Regimens

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

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

The screenshot shows a web-based application interface for managing regimens. At the top, there are navigation tabs: 'Regimens', 'Drugs', 'Facility', and 'Others'. To the right of these is a 'Settings' link and the current page title, 'Regimen Management'. Below the tabs is a toolbar with buttons: 'Regimen Drugs', 'Regimen Management' (which is highlighted in red), 'Enable selected regimens', and 'Bulk mapping'. A search bar is also present. The main area contains a table with columns: 'Regimen', 'Line', 'Regimen Category', 'Type Of Service', and 'Options'. The 'Options' column includes links for 'Enable', 'Edit', 'Disable', and 'Merge'. The table lists 10 entries from 1 to 10 of 80 total. The first entry, AF1A, has its 'Enable' link highlighted in blue. The last entry, AR1, has its 'Edit | Disable | Merge' link highlighted in red. At the bottom of the table, there are navigation links for 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', and 'Last'.

Regimen	Line	Regimen Category	Type Of Service	Options
AF1A   AZT+3TC+NVP (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">Enable</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>
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>
AR1   d4T/3TC/NVP	1			<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 'Regimen Management' page as the previous one, but with a different set of visible data. The 'New Regimen' button is highlighted in red. The table below shows two entries: AF1A and AF1B. The 'Edit' link for AF1A is highlighted in red, while the 'Edit' link for AF1B is highlighted in green. The rest of the interface elements are identical to the first screenshot.

Regimen	Line	Regimen Category	Type Of Service	Options
AF1A   AZT+3TC+NVP (>15YRS ADULT)	1	Adult First Line	ART	<a href="#">(2)Edit   Disable   Merge</a>
AF1B   AZT + 3TC + EFV (>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 regimen. On completing, click ‘Save’ the button.

**Regimen details**

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

Cancel **Save**

#### Enable/Disable selected regimens:

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

Regimens ▾ Drugs ▾ Facility ▾ Others ▾ Settings / Regimen Management

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

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

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

+ New Regimen		Disable selected regimens		Enable selected regimens		Bulk mapping	
Show	10	entries	Search:				
Regimen	Line	Regimen Category	Type Of Service	Options			
<input checked="" type="checkbox"/> AF1B   AZT + 3TC + EFV (>15YRS ADULT)	1	Adult First Line	ART	<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"/> AR10   d4T40/3TC/NVP	1			<a href="#">Edit</a>	<a href="#">Disable</a>	<a href="#">Merge</a>	
<input checked="" type="checkbox"/> AR15   AZT300/DDI250/LPV/R (>15YRS ADULT)	2			<a href="#">Edit</a>	<a href="#">Disable</a>	<a href="#">Merge</a>	
<input checked="" type="checkbox"/> AR16   AZT300/DDI400/LPVR (>15YRS ADULT)	2			<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 ]**

#	Regimens	Sync Regimens
1	AF1B   AZT + 3TC + EFV (>15YRS ADULT)	<input type="button" value="AF1B   AZT + 3TC + EFV"/>
2	AF1C   AZT + 3TC + ABC (>15YRS ADULT)	<input type="button" value="AF1C   AZT + 3TC + ABC"/>
3	AF2A   TDF + 3TC + NVP (>15YRS ADULT)	<input type="button" value="AF2A   TDF + 3TC + NVP"/>
4	AF2B   TDF + 3TC + EFV (>15YRS ADULT)	<input type="button" value="AF2B   TDF + 3TC + EFV"/>
5	AF2C   TDF + 3TC + AZT (>15YRS ADULT)	<input type="button" value="AF2C   TDF + 3TC + AZT"/>
6	AF3A   d4T + 3TC + NVP (>15YRS ADULT)	<input type="button" value="AF3A   d4T + 3TC + NVP"/>
7	AF3B   d4T + 3TC + EFV (>15YRS ADULT)	<input type="button" value="AF3B   d4T + 3TC + EFV"/>
8	AF3C   d4T + 3TC + ABC (>15YRS ADULT)	<input type="button" value="AF3C   d4T + 3TC + ABC"/>

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

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

## Drugs (2)

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

The list of events includes:

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

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

The illustrations below will focus on the three exceptions:

### Drug Codes

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

The screenshot shows a web-based application for managing drug codes. At the top, there are navigation buttons: 'Regimens', 'Drugs' (selected), 'Facility', and 'Others'. On the right, there are 'Settings' and 'Drug Code Management' links. Below the navigation is a toolbar with buttons for '+New Drug Code', 'Disable selected drugs', 'Enable selected drugs', and 'Bulk mapping'. A search bar is also present. The main area displays a table of drug entries. The table has columns: 'Drug', 'Unit', 'Dose', 'Supplier', and 'Options'. Each row represents a drug entry with its details. The 'Options' column contains links for 'Edit', 'Disable', and 'Merge'. At the bottom of the table, it says 'Showing 1 to 10 of 284 entries' and has a pagination bar with buttons for 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', and 'Last'.

Drug	Unit	Dose	Supplier	Options
3TC 10MG/ML	Bottle	4mls bd	Kenya Pharma	Edit   Disable   Merge
3TC 150MG	Tablet	1BD	Kenya Pharma	Edit   Disable   Merge
ABACAVIR (ABC) LIQUID 20MG/ML (240ML)	Bottle		Kemsa	Edit   Disable   Merge
ABACAVIR (ABC)300MG TABS	Tablet	1BD	Kenya Pharma	Edit   Disable   Merge
ABACAVIR 60MG/LAMIVUDINE 30MG FDC TABS	Tablet	2.5BD	Kenya Pharma	Edit   Disable   Merge
ABC-20MG/ML	Bottle	4MLSBD	Kenya Pharma	Edit   Disable   Merge
ABC-300MG		1BD	Kenya Pharma	Edit   Disable   Merge
ABC80/3TC30 FDC PAED.	Tablet	2.5BD	Kenya Pharma	Edit   Disable   Merge
ACY-200MG TABS	Tablet	1QID	Kenya Pharma	Edit   Disable   Merge
ACY-400MG	Tablet	1QID	Kenya Pharma	Edit   Disable   Merge

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.

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

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

Drug details

Standard Dispensing Information

Drug ID	such as 3TC 10MG/ML	Dose Strength	mg
Unit	-Select	Dose	1/2BD
Packsizes	eg. 60	Duration	eg. 5
Generic Name	-Select One-- from the list	Quantity	eg. 200
Supplied By	-Select One-- from the list	Comments	optional comment for the drug
Classification	ART as an example	Mappings	-Select One-- from the list
<input type="checkbox"/> Non ARV Drug	check the boxes if	Instructions	Select options from the lis
<input type="checkbox"/> TB Drug	need be		

Cancel Save

*Enable/Disable selected drugs:*

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

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

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

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

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

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

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

**Bulk Drugs Mapping [ Drugs details ]**

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

Cancel Map drugs

On success, an on-screen message will be shown confirming the success

- Mapped drugs will show '(mapped)' in the drugs

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

## Drug Consumption

- Select 'Drug Consumption' from the list

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

The screenshot shows a user interface with a navigation bar at the top containing 'Regimens', 'Drugs', 'Facility', and 'Others'. To the right of the navigation bar 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').

## Drug Running Balances

Used to correct the amount of drugs in the stock

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

The screenshot shows a user interface with a navigation bar at the top containing 'Regimens', 'Drugs', 'Facility', and 'Others'. To the right of the navigation bar 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, indicating 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'(2)

- Click 'Save' to

Click finish

'Save'

to

Facility Details	
Organization Code/MFL No	14445
Name of Organization / System	
Adult Age	15
Maximum Patients Per VWeekday	
Maximum Patients Per VWeekend	
Lost to follow_up days	180
Facility Type	Dispensary
District	Konoin
County	Machakos
Central Site	
Facility Phone No	+254 783-239473
Does Facility want to send sms to patients?	No

**Services offered at the facility**

ART  
 PMTCT  
 PEP

**Save**

## Facility Users

- Select 'Facility Users'

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

*New user:*

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

User details

**Fields with ★ are compulsory**

User type	Pharmacist
Full Name	eg. melissa adams
Username	eg. mel
Phone number	e.g. +254721111111
Email address	e.g. youremail@example.com
Facility	Demo Facility

Cancel **Save**

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

*Disable/Enable:*

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

## **Others**

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

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

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

## CCC Store/Pharmacy

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

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

The screenshot shows a 'Details' dialog box. At the top, there's a 'Name' input field containing 'CCC\_Store\_ eg. northern pharmacy'. Below it is a radio button group with 'Pharmacy' selected and 'Store' as an option. At the bottom right are 'Cancel' and 'Save' buttons, with 'Save' being highlighted in red.

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

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

## Manual/Auto Scripts

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

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

(1) patients without current\_regimen have been updated with last dispensed regimen!  
EID Sync Success  
(0) rows affected by fixes applied!  
Viral Load Download Success!  
GITLOG Sync Success

## Patient Merging

This is done when an individual patient has duplicate account.

- Select 'Patient Merging'

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

Show 10 entries			Search:
CCC No	Patient Name	Options	
<input checked="" type="checkbox"/> 03	Demo Client	<button>Merge</button>	
<input checked="" type="checkbox"/> 05	Demo Client	<button>Merge</button>	

## 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 is a header with the Ministry of Health logo, the title "ARV Drugs Supply Chain Management Tool", the facility name "Embul - Bul Catholic Dispensary", and the page title "Facility Reports". The top navigation bar includes links for HOME, PATIENTS, INVENTORY, ORDER, SETTINGS, REPORTS, and PROFILE. A user session is shown at the top right: "USERNAME: DEMO USER | Logout" and the date "Sunday, 29th January 2017". Below the header, a "Quick Links" sidebar contains links for "Add Patients", "Stock Transactions", "FAQ", "Export Patient List", and "User Manual". The main content area is titled "Standard Reports" and displays a report titled "Cumulative Number of Patients by Current Status as of 29-Jan-2017". The report table has columns for Current Status (Active), Total No., Total %, Adult Male, Female, and Children Male. The data shows 33 Active patients (100.0%), 2 males, and 30 females. The report also includes a search bar, navigation buttons, and a message "Showing 1 to 1 of 1 entries".

The types of reports include:

### Standard Reports

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

By default, reports display the standard reports.

The screenshot shows the ARV Drugs Supply Chain Management Tool interface. The top navigation bar includes links for Standard Reports, Visiting Patients, Early Warning Indicators, and Drug Inventory. A dropdown menu titled "Select Report" is open, showing a list of report options: "Number of Patients Enrolled in Period", "Number of Patients Started on ART in the Period", "Graph of Number of Patients Enrolled Per Month in a Given Year", "Cumulative Number of Patients to Date", "Number of Active Patients Receiving ART (by Regimen)", "Family Planning Summary", "Patient Indications Summary", "TB Stages Summary", "Chronic Illnesses Summary", "Patient Allergy Summary", "Patients Status & Disclosure", and "Patient BMI Summary".

- Select the donor, GOK or PEPFAR, and the range of dates. In this example, number of patients enrolled in a period of three months from 1<sup>st</sup> January to 311st March 2014 with PEPFAR as the donor.

Select Report : Number of Patients Enrolled in Period

Select Donor : PEPFAR

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

**Generate Report**

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

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

		Demo Facility												Patients Enrolled By Source Between 01-Jan-2014 And 31-Mar-2014																	
		Show 10 entries						Copy			Excel			PDF			Search:														
Source	No.	Total		Adult		Male		Female		ART		PEP		OI		ART		PEP		PMTCT		OI		ART		PEP		OI		ART	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	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	1	10.0	-		
RIRUTA	14	45.2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	14.3	-	-	-	-	4	28.6	4	28.6	-		
TRANSFER IN	4	12.9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	25.0	-	-	-	-	-	-	2	50.0	-		
TOTALS	31	100	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	8	25.8	0	0.0	0	0.0	6	19.4	7	22.6	-		

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

## Visiting Patients

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

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

Standard Reports Visiting Patients Early Warning Indicators Drug Inventory MOH Forms

Select Report : -- Select a Report --

-- Select a Report --

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

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

- 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 2014.
- Click 'Generate Report' button

Select Report **List of Patients Scheduled to Visit**

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

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

The report results are:

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

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

## Early warning Indicators

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

To generate such reports:

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

Select Report

-- Select a Report --

-- Select a Report --

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

Patients by Current S

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

Select Report

Active Patients who Have Changed Regimens

From: 01-Jan-2014

To: 28-Feb-2014

**Generate Report**

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

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

Demo Facility

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

Number of patients: 148

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	AF1B   AZT + 3TC + EFV (>15YRS ADULT)	2098	DEMO CLIENT	ART	12-Feb-2014	
AR4   AZT/3TC/EFV	CF1B   AZT + 3TC + EFV (< 15YRS PAED)	2619	DEMO CLIENT	ART	04-Feb-2014	
AR4   AZT/3TC/EFV	CF1B   AZT + 3TC + EFV (< 15YRS PAED)	2663	DEMO CLIENT	ART	07-Jan-2014	
AR4   AZT/3TC/EFV	AF1B   AZT + 3TC + EFV (>15YRS ADULT)	2674	DEMO CLIENT	ART	30-Jan-2014	
AR4   AZT/3TC/EFV	CF1B   AZT + 3TC + EFV (< 15YRS PAED)	2757	DEMO CLIENT	ART	07-Jan-2014	

Showing 1 to 10 of 148 entries

First | Previous | 1 2 3 4 5 Next | Last

## Drug Inventory

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

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

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

-- Select a Report --

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

Number of Patients by Current Status as of 21-01-2014

	Female	Male	Child	Male	Female
	ART	PEP	PMTCT	OI	ART
10	-	-	-	4	121
6	-	-	-	1	12
-	-	-	-	4	-
4	-	-	-	5	11

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

Select Report Drug Consumption Report

Select Year : 2014 Units Generate Report

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

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

Demo Facility

Listing of Drug Consumption Report for 2014 (UNIT)

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

## MOH forms

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

Select Report -- Select a Report --  
 – Select a Report –  
 GET MOH 711  
 GET MOH 731

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

Select Report GET MOH 711  
 Select Period : January-2014 Generate Report

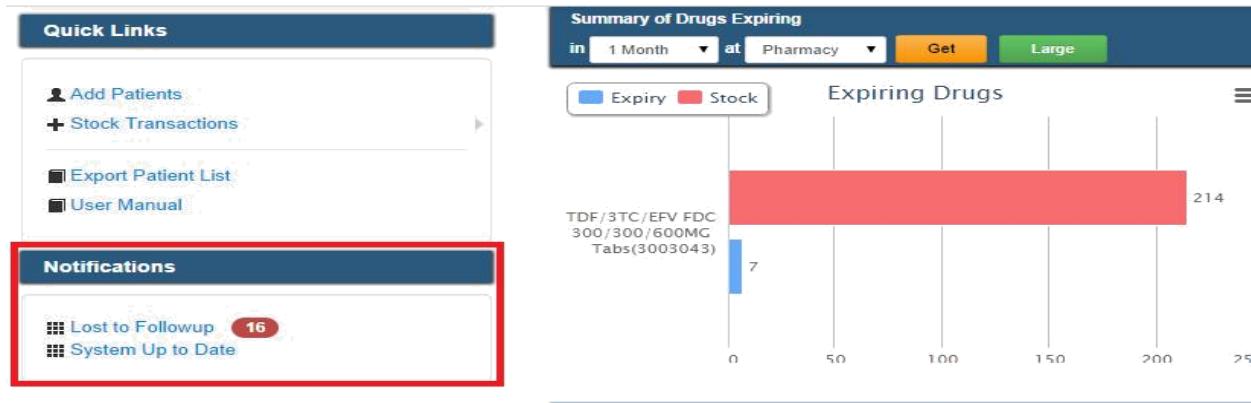
This will download an excel file with results such as the ones shown below



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

## Notifications

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



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

Show 10 entries							Search:
CCC NO	Patient Name	Contact	Date Enrolled	Next Appointment	Current Regimen	Status	Action
2138	DEMO CLIENT		21-Nov-2011	23-Jun-2014	AZT+3TC+NVP (>15YRS ADULT)	LOST TO FOLLOW UP	<a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
2512	DEMO CLIENT		02-Jul-2007	23-Jun-2014	AZT + 3TC + NVP (< 15YRS PAED)	LOST TO FOLLOW UP	<a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
285	DEMO CLIENT		04-Oct-2010	23-Jun-2014	AZT+3TC+NVP (>15YRS ADULT)	LOST TO FOLLOW UP	<a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>
4415	DEMO CLIENT		14-May-2008	24-Jun-2014	ABC + 3TC + NVP (< 15YRS PAED)	LOST TO FOLLOW UP	<a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Disable</a>

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

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

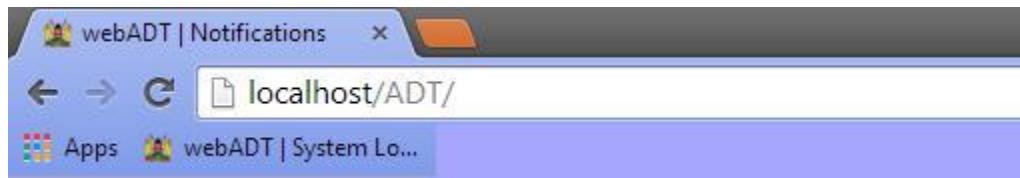
## Section 2: System Administrator

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

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

#### Starting up ADT

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



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



The form is a 'Login' page with a dark blue background. It contains two input fields: 'Username' with the value 'sysadmin' and 'Password' with several red dots. Below the password field is a red rectangular button labeled 'Login'. At the bottom of the form is a link labeled 'Forgot Password?'

#### User Module

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

#### To edit profile:

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



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

## User details

Full Name	<input type="text"/> webADT Admin
Username	<input type="text"/> sysadmin
Email Address	<input type="text"/> webadt.chai@gmail.com
Phone Number	<input type="text"/> +254 0722123456

### To change password:

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

### Change password

Old Password	.....
New Password	.....
Confirm New Password	.....

### To reset your password:

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

### Login

Please Enter Your Email/Username

Password

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

## Forgot Your Password ?

To reset your password, please enter your email address

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



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

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

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

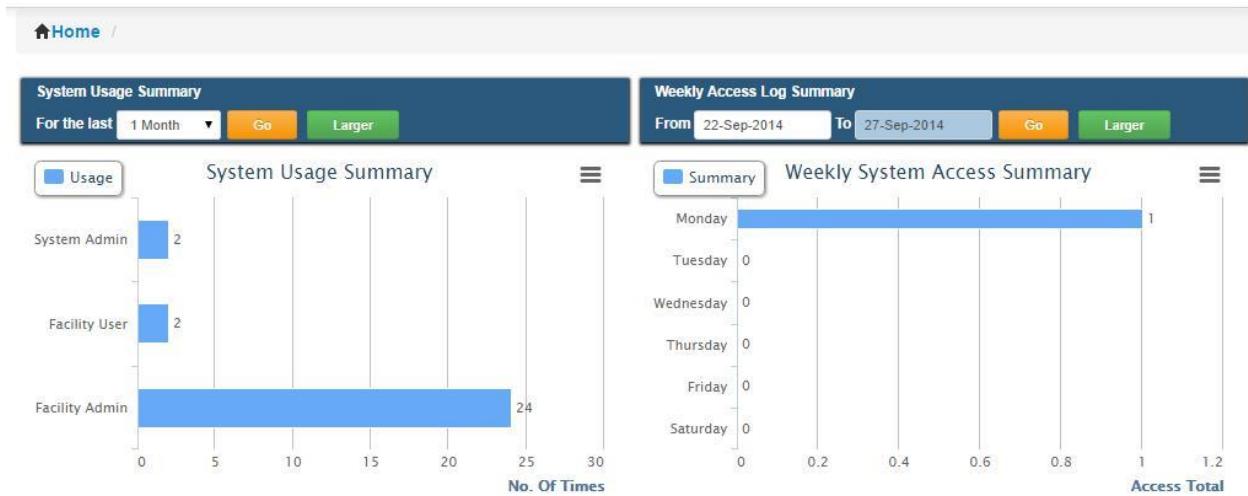
**To logout of the system:**

- Click logout at the top right of the system.

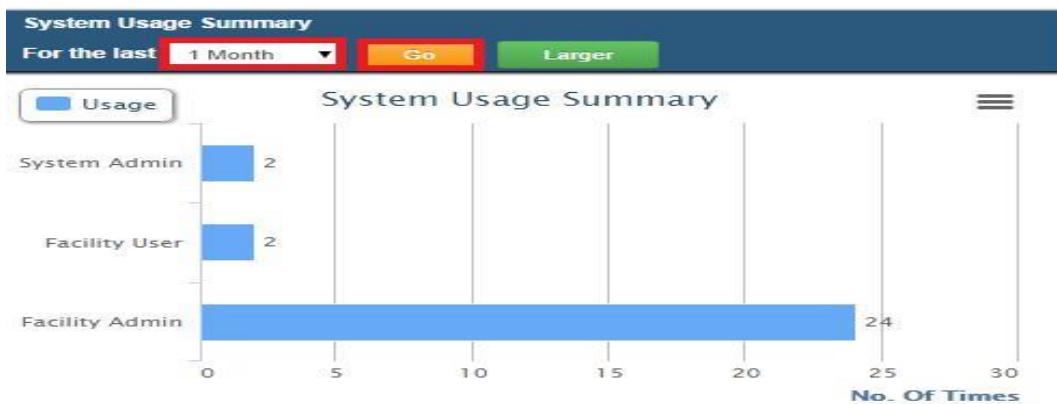
Welcome **webADT Admin**. [Logout](#)  
Monday, 22nd September 2014

## Chapter 9: Dashboard

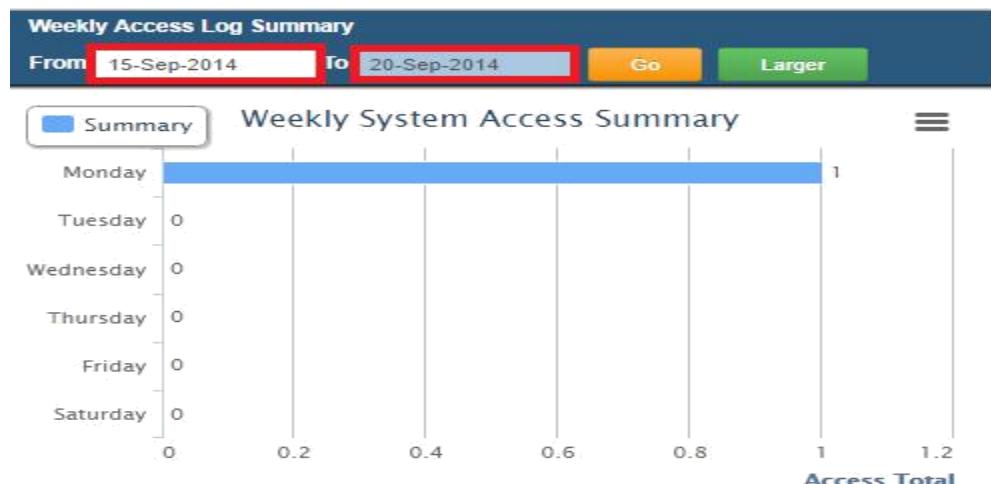
The dashboard shows the summary of system usage and that of weekly logs.



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



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



## Chapter 10: Quick Links and Notifications

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

The screenshot shows the ARV Drugs Supply Chain Management Tool homepage. At the top, there is a logo of Kenya's coat of arms, followed by the text "Ministry of Health", "ARV Drugs Supply Chain Management Tool", "Demo Facility", and "Home". On the right side, there are "HOME" and "MIGRATION" buttons. Below this, the main content area is divided into sections:

- Quick Links:** A sidebar with a red border containing links for View Counties, View Satellites, View Districts, View Menus, View Users, Assign User Rights, Nascop Settings, Access Logs, Denied Logs, and User Manual.
- Notifications:** A section showing 1 online user and 0 deactivated users.
- System Usage Summary:** A chart titled "System Usage Summary" showing the number of times different user types have used the system over the last month. The data is as follows:

User Type	No. Of Times
System Admin	3
Facility User	2
Facility Admin	28
- Weekly Access Log Summary:** A chart titled "Weekly Access Log Summary" showing the number of logins per day from September 22, 2014, to September 29, 2014. The data is as follows:

Day	No. Of Logins
Monday	1
Tuesday	0
Wednesday	0
Thursday	0
Friday	0
Saturday	0

### Quick Links

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

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

[Home](#) / View Counties

[+ New County](#) (1)

Show 10 entries Search:

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

Showing 1 to 10 of 47 entries

First Previous 1 2 3 4 5 Next Last

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

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

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

To update the URL, click 'Update'

[Home](#) / NASCOP Settings

Show 10 entries Search:

Link	Options
http://nascopurl	<a href="#">Update</a>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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

[Home](#) / Access Logs

Show 10 entries Search:

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

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

## Notifications

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

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

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

To enable the user, click 'Enable'

Deactivated Users							
Full Name	UserName	Access Level	Email Address	Phone Number	Account Creator	Options	
guest	guest	Facility Administrator			webADT Admin	<span style="background-color: red;">Enable</span>	
Showing 1 to 1 of 1 entries							
First	Previous	1	Next	Last			

## Chapter 11: Migration Module

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

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

The screenshot shows the 'Migration Settings' interface. It has two main sections: 'Facility' and 'Pharmacy' on the left, and 'Database' and 'Tables' on the right. The 'Start Migration' button is highlighted with a red border. Below the interface is a 'Migration Progress' section with a progress bar labeled 'Overall Progress'.

Facility	Database
Select Facility	Select Database

Pharmacy	Tables
Select Pharmacy	None selected

**Start Migration**

**Migration Progress**

Overall Progress

## Chapter 12: Backup Module

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

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

The screenshot shows the ARV Drugs Supply Chain Management Tool interface. At the top, there is a navigation bar with links for HOME, MIGRATION, BACKUP, UPDATE, and PROFILE. On the left, there is a logo of the Ministry of Health and text indicating it's a Demo Facility for Database Backup. On the right, it says "Welcome WebADT Admin" and shows the date "Monday, 22nd September 2014". Below the navigation bar, there is a section titled "Backup Settings" with a "Location" input field containing "C:\backup\" and a red "Run Backup" button.

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

The screenshot shows the same ARV Drugs Supply Chain Management Tool interface as before, but now with a green success message box at the top stating "Backup! Database Backup Successful". The "Run Backup" button is still visible below the message.

## Chapter 13: Update Module

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



Click 'Update' from the main menu to view

---

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

Showing 1 to 7 of 7 entries

FirstPreviousNextLast