CONTRACEPTIVE LOGISTICS MANAGEMENT INFORMATION SYSTEM

User Manual *Draft*

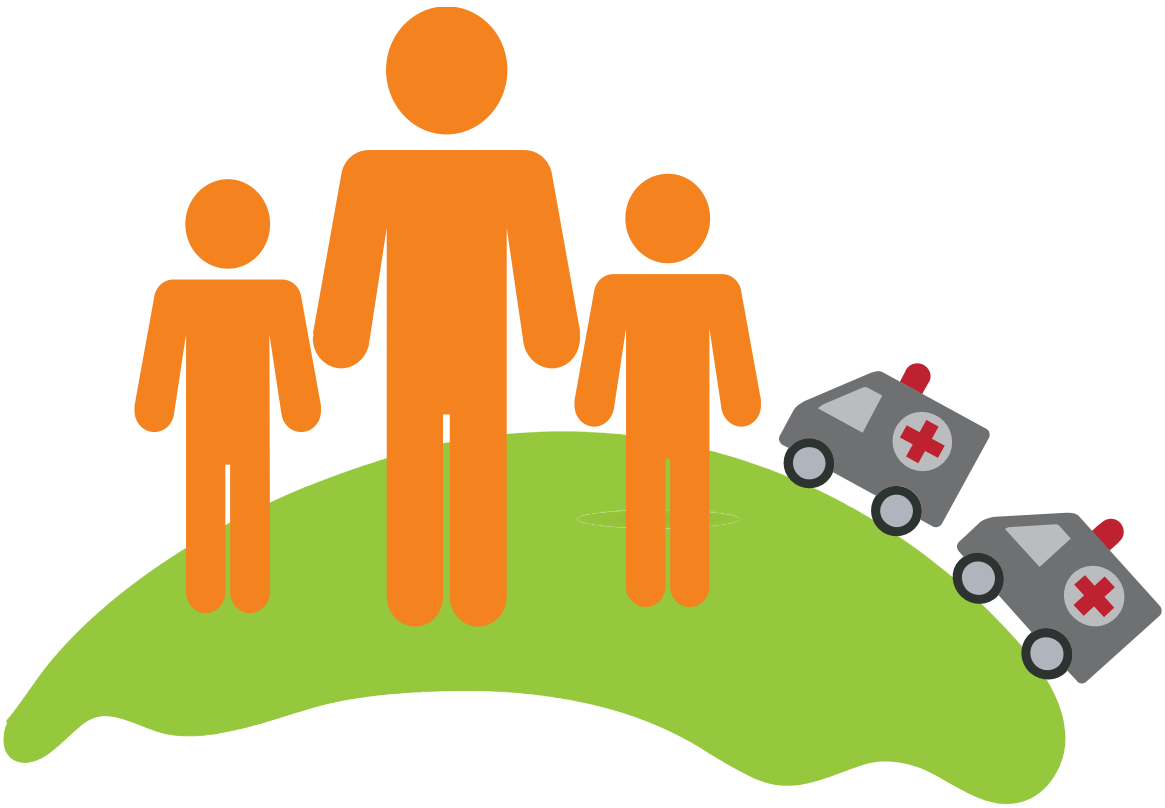


Table of Contents

Revision History 8

List of Acronyms 9

Overview 11

Background 12

The Paper-based Logistics Management Structure in Pakistan 13

Existing Reporting Structure 14

Ministry of Population Welfare (MoPW) 14

Lady Health Workers (LHW) Program 16

Departments of Health (DoH) 17

About Logistics Management Information System 18

Assumptions 19

System Requirements 19

Browser Support 19

Users and User Roles 20

Users and User Roles 22

Anonymous/Guest User 23

Authenticated Users 24

Store User – District 24

Store User – Central 25

Step-by-Step 27

LMIS Homepage 27

Logging into Contraceptive Logistics Management Information System 29

Homepage Menu 30

Contact Us Tab 30

Frequently Asked Questions Tab 30

Changing Your Password 32
Forgot Password 33
Logging Out 34
Guest User 35
Dashboard 38
Public Sector Dashboard 38
Reporting Rate (Stock) 40
Stock Issue vs Stock on Hand (SOH) 41
Reporting Rate (Consumption) 42
Couple Year Protection (CYP) 43
Couple Year Protection (CYP) Map 44
Private Sector Dashboard 45
Reporting Rate (Stock) 46
Stock Issue vs Stock on Hand (SOH) 47
Reporting Rate (Consumption) 48
Couple Year Protection (CYP) 49
Couple Year Protection (CYP) Map 50
Reports 51
National Summary Report 52
Stakeholder Summary Report 56
Provincial Summary Report 59
District Summary Report 62
District Stock Report 65
Stock Availability Report 66
Non/Reported Districts 68
Quarterly Reporting Rate 71
Provincial Reporting Rate 72
Projected Contraceptive Requirements 73
Central/Provincial Warehouse Report 74

Provincial Yearly Report 75
Private Sector Yearly Report 76
Public-Private Sector Report 77
Maps 78
Month of Stock Map 79
Consumption Map 80
Couple Year Protection Map 81
CYP by Population Map 82
Reporting Rate Map 83
Graphs 84
Comparison Graphs 85
Simple Graphs 90
LMIS Explorer 91
Authenticated Users - District 92
Dashboard 93
Public Sector Dashboard 93
Reporting Rate (Stock) 95
Stock Issue vs Stock on Hand (SOH) 96
Reporting Rate (Consumption) 97
Couple Year Protection (CYP) 98
Couple Year Protection (CYP) Map 99
Private Sector Dashboard 100
Reporting Rate (Stock) 102
Stock Issue vs Stock on Hand (SOH) 103
Reporting Rate (Consumption) 104
Couple Year Protection (CYP) 105
Couple Year Protection (CYP) Map 106
Data Entry 108

Data Entry 109

Monthly Reports 110

My Reports 111

Other Warehouse Reports 112

Stock Requisition (CLR-6) 113

New CLR-6 114

View CLR-6 115

Inventory Management 116

Stock Receive (Supplier) 118

Stock Receive (Warehouse) 120

Stock Receive Search 121

Stock Issue 123

Stock Issue Search 124

Batch Management 126

New Adjustments 129

Search Adjustments 130

Placement Locations 131

Stock Pick 132

Location Status 133

Gate Pass 135

New Gate Pass 136

View Gate Pass 137

Authenticated Users - Central 138

Dashboard 140

Distribution and Stock on Hand (SOH) 141

Expiry Status 142

Product Summary 144

Month of Stock 146

Requisitions 148

Requisition Requests (CLR-6) 148

Inventory Management 152

Stock Receive (Supplier) 154

Stock Receive (Warehouse) 156

Stock Receive Search 157

Stock Issue 159

Stock Issue Search 160

Batch Management 162

New Adjustments 165

Search Adjustments 166

Placement Locations 167

Stock Pick 168

Location Status 169

Gate Pass 171

New Gate Pass 171

View Gate Pass 173

Annex 174

Reporting Patterns 174

Department of Health 174

Ministry of Population Welfare 176

Description of Data Formats Being Used 178

Revision History

Name	Date	Reason For Changes	Version
Pakistan Field Office		First Draft	1.0
Pakistan Field Office		Additions to Inventory Module	1.1
Pakistan Field Office		Addition of CLR-6 Requirements	1.2
Pakistan Field Office	August 2014	Additions of R-2 enhancements	2.0
Pakistan Field Office	September 2014	Additions to Dashboards	2.1

List of Acronyms

AJK	Azad Jammu and Kashmir
CWH	Central Warehouse
CYP	Couple Years of Protection
DDP	District Distribution Points
DOH	Department of Health
DPIU	District Project Implementation Unit
DPWO	District Population Welfare Office
FATA	Federally Administered Tribal Areas
FLCF	Fist Level Care Facility
FWC	Family Welfare Center
HIV	Human Immunodeficiency Virus
LHW	Lady Health Worker
LMIS	Logistics Management Information System
MOH	Ministry of Health
MOPW	Ministry of Population Welfare
MSU	Mobile Service Unit
PLDO	Provincial Line Department Outlets
PPIU	Provincial Project Implementation Unit
RHS-A	Reproductive Health Services – A
RHS-B	Reproductive Health Services – B
RMP	Registered Medical Practitioners

SDP	Service Delivery Point
TB	Tuberculosis
TBA	Traditional Birth Attendants
USAID	United Stated Agency for International Development
WMS	Warehouse Management System

Overview

1

With Contraceptive Logistics Management Information System

The *Contraceptive Logistics Management Information System User Guide* provides step-by-step instructions which help you get started with Logistics Management Information System (LMIS) functions as well as features and provides guidelines on managing relevant Logistics data using the Logistics Management Information System accounts.

This guide is organized according to the logical flow of Logistics Management Information System features and describes tasks in the same order you can use while working with the product.

Before You Begin...

It is recommended to have a working internet connection for web-access to the application in order to review the product side-by-side when reading this manual.

Background

The USAID | DELIVER PROJECT Pakistan has been tasked by the Government of Pakistan with implementing a functioning Logistics Management Information System (LMIS) using a web-based approach. After several months of thorough consultations with all stakeholders from the private and public sectors, the Project had adapted and enhanced the web-based application from the Bangladesh model. During enhancement process, LMIS was contextualized to local stakeholder structure and devolution. The LMIS was launched by Prime Minister of Pakistan on July 2011 as first Logistics Management Information System of Pakistan.

LMIS has the flexibility to integrate other health commodities in addition to contraceptives. DELIVER PROJECT has plans to integrate other health products to meet the provincial integrated commodity management requirements. In addition to public sector, application is also able to record contraceptives national sales data of private sector. Currently, the system is able to respond to district level reporting by aggregating facilities level data through paper-based reports. In Release-2, the web application has been enhanced for facility level reporting on logistics indicators for each district along with district store commodities status. To strengthen reporting and visibility of private sector contraceptives, district level interface has been incorporated in LMIS applications which will enables provincial and regional health and population departments to see the contribution of private sector in their geographical areas.

For nationwide implementation of LMIS, the Project needed to train the expected users of the system on its uses and functionality. A total of 144 LMIS Operators have been trained from 19 pilot districts to date. The two day training provides skills and knowledge required to independently enter and upload data into web-based LMIS. Web-based LMIS played a significant role in improving stock monitoring in the 19 pilot districts. The real time monitoring helped eliminate stock-outs at district level.

Alongside LMIS implementation, DELIVER has worked closely with federal, provincial and regional governments to advocate for strengthening of supply chain through streamlining of supplies and reporting from central to district level. Some of the key policy decisions are considering the stocks at Central Warehouse as national repository and integrated requisitioning through collaboration among stakeholders. In addition, LMIS web-based reporting was declared mandatory for all pilot districts and all other districts as soon as they are automated.

Timely and accurate data entry and submission of a monthly report at the district level is critical to the functioning of the LMIS. The data collected from the LMIS can then subsequently be used at each level of the supply chain to enhance informed decision making to meet service delivery demands. Utilization of the LMIS depends heavily on the level of understanding of those trained on its various functionalities.

As the project aims to scale-up LMIS to all 140 districts of Pakistan, capacity of all those required to operate LMIS will need to be built. The project aims to identify the right individuals from the government departments and build their capacity in order to ensure sustainability and accuracy of LMIS up to districts and sub-district levels.

The Paper-based Logistics Management Structure in Pakistan

The Ministry is currently challenged with operating different commodities under different LMIS structures under different branches of the Ministry. There are many vertical commodity distribution systems for various programs which make overall commodity management at each level of the supply chain a difficult task. Commodities such as: HIV test kits, laboratory commodities, TB drugs and essential drugs in addition to contraceptives all operate with varying distribution systems and distribution levels. An additional logistical complexity includes the fact that some systems are operating under a pull system whereas others are referred to a push system to deliver products. Some programs distribute directly from the central warehouse to the service delivery point (SDP), others

flow through varying supply chain levels of distribution to manage commodities which has led to precious human resource duplications and inefficiencies, a lack of a systematized commodity management and created unsustainable dependencies. The verticality of health system poses a unique challenge in Pakistan. There are linkages among various stakeholders at district, provincial and national levels for requisition, delivery and storage of contraceptives. Any LMIS intended to provide national level stock status and consumption data must accommodate all stakeholders and their linkages.

At the public sector level, there are three main stakeholders; Population Welfare Departments in each province and region, Ministry of Health (MOH) at federal level and Departments or Directorates of Health in each province and region. A key stakeholder within MOH is National Program for Family Planning and Primary Health Care which is a vertical program implanted through eight provincial project implementation unit (PPIUs) and district project implementation units (DPIU) at the district level. At the provincial and regional level, departments and directorates of health are mainly involved in distribution of contraceptives. Although vertical programs exist at the federal and provincial levels, these are functionally integrated at district level. Therefore, a reasonably good coordination exists in most districts between DPIU, DPWO and the Executive District Officer (health) offices.

Existing Reporting Structure

Ministry of Population Welfare (MoPW)

Figure-1 below illustrates the reporting structure of MoPW. Each district/area/agency has a number of Service Delivery Points (SDPs) responsible for reporting to them. The SDPs send data to the District Population Welfare Officer's (DPWO) office that then compiles it in the Contraceptive Logistics Report (CLR-15) form and subsequently sends it to Provincial/Regional headquarters. Each Provincial/Regional Headquarter and Federal Capital prepares the CLR-11, which is then sent to the

Federal office for preparation of the monthly contraceptive performance report. The CWH in Karachi sends the CLR-8 monthly for review at the federal level. The CLR-8 provides stock status of commodities lying in CWH.

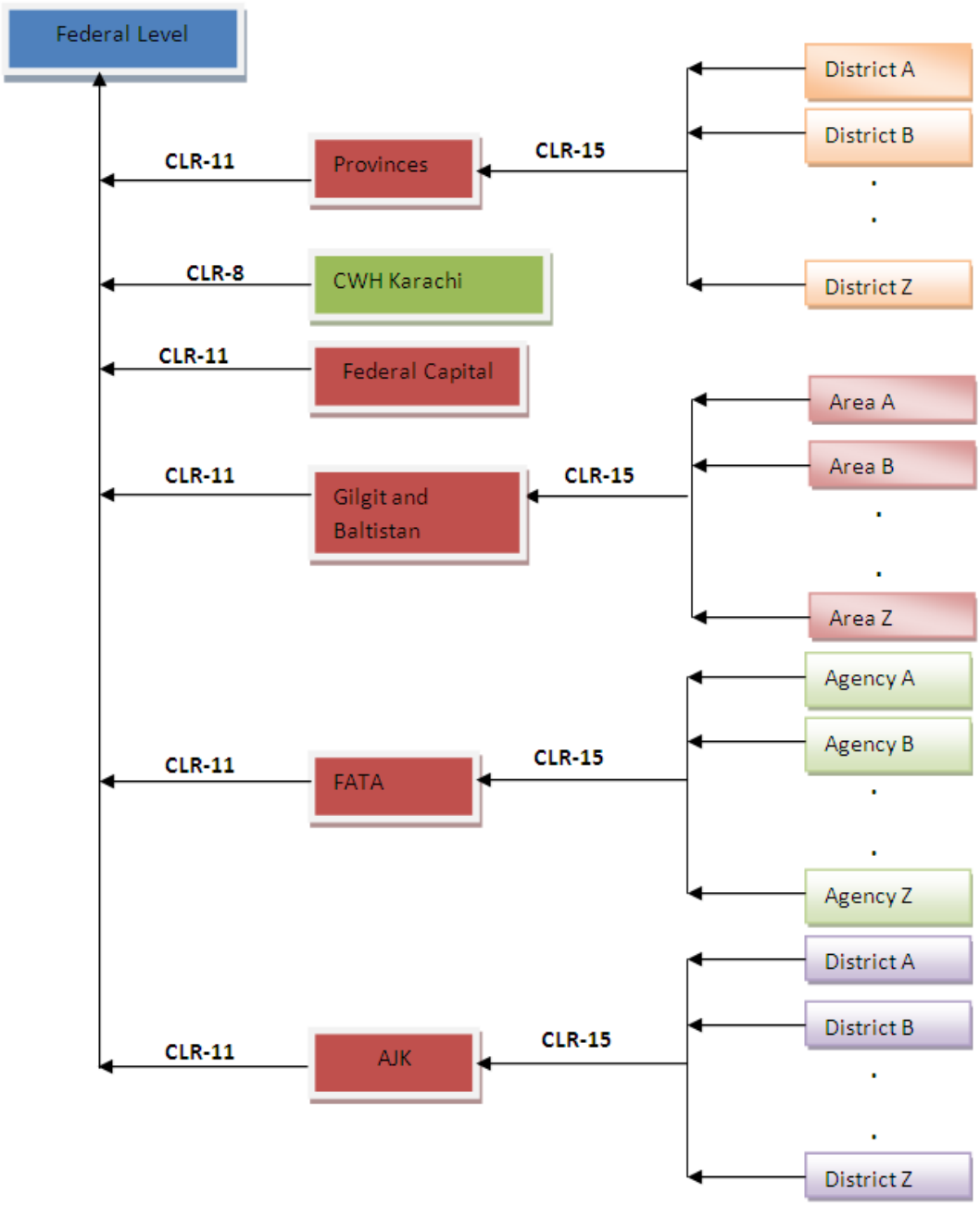


Figure-1: A Flowchart showing flow of data from district to federal level in Ministry of Population Welfare.

The following facilities are being managed by DPWO's office. There is one District Population Welfare Officers appointed at district level supervising activities by all the following service delivery points:

1. FWC (Family Welfare Center)
2. MSU (Mobile Service Unit)
3. Male Mobilizers
4. RHS-A (Reproductive Health Services – A)
5. RHS-B (Reproductive Health Services – B)
6. RMP (Registered Medical Practitioners)
7. Hakeems (Traditional healers using mostly herbal remedies)
8. Homeopaths
9. PLDO (Provincial Line Department Outlets)
10. DDP (District Distribution Points)
11. TBA (Traditional Birth Attendants)

Lady Health Workers (LHW) Program

The LHW program has eight (8) regions called Provincial Project Implementation Units (PPIU) and at the district level, it has District Project Implementation Units (DPIU). At the SDP level, the First Level Care Facility (FLCF) is responsible for providing the contraceptives to LHWs.

The eight Provincial Project Implementation Units are:

1. Peshawar (for Khyber Pakhtunkhwa)
2. FATA secretariat (based in Peshawar, providing services to FATA)
3. Lahore (for Punjab)
4. Hyderabad (for Sindh)
5. Quetta (for Baluchistan)
6. Muzaffarabad (for AJK)
7. Gilgit (for Gilgit and Baltistan)
8. Islamabad (for federal capital territory)

Departments of Health (DoH)

The Department of Health currently receives all supplies from the DPWOs stores. The DOH service delivery points follow the same reporting mechanism as the DPWOs. The commodity needs for DOH facilities are not analyzed separately from DPWOs and there is no quota allocation at the federal level. However, the revised logistics system will be able to address the commodity needs of all the DOH facilities separately from DPWOs.

About Logistics Management Information System

The draft 2010 population policy clearly emphasizes the importance of operationally effective logistics management information system (LMIS). Previous manual based logistics information system was unable to accurately track essential contraceptive stock status data from the central warehouse to facility level. Low and inaccurate reporting levels result in forecasting and procurement planning inefficiencies which when trying to work within an entire logistics system result in stock imbalances and stock outs at each level of the supply chain. In identifying the need for accurate essential logistics data for decision making, the Ministry has requested the current system be replaced with a computerized LMIS.

The USAID/DELIVER PROJECT is providing technical assistance to the Ministry of Population Welfare (MOPW) and the Ministry of Health (MoH) to strengthen the logistics system and improve overall supply chain management. During the years 2008-2009, a series of consultative meetings were held between the Ministry of Population Welfare and USAID/DELIVER PROJECT to access the requirements of the MOPW. Strengthening the LMIS for improved data visibility for better decision making was identified as one of the most important areas requiring immediate attention in order to improve product availability.

Assumptions

This user guide assumes that you already have Contraceptive Logistics Management Information System accounts as per your geographical level and role. This user guide also assumes that you are familiar with basic web-application account login procedures.

System Requirements

The Contraceptive Logistics Management Information System is accessible from any Desktop PC, Mac, or Linux computer with Internet access and a supported Web-browser.

Browser Support

The following browsers and later versions fully support cLMIS standard view:

- Mozilla Firefox (Windows, Mac, Linux)
- Google Chrome (Windows, Mac, Linux)
- Netscape (Windows, Mac, Linux)
- Safari (Mac)
- Internet Explorer 9 and above (Windows)

Users and User Roles

2

of Logistics Management Information System for Contraceptives

This section explains the overview and related concepts of Logistics Management Information System. The web-based application results in an LMIS system contextualized to fit local stakeholder structure and the devolution of health and population programs to provincial governments. The system brings in district-level reporting by aggregating facility-level data through paper-based reports. With a unified system for reporting and requisitioning, the LMIS system is able to integrate information from all levels and sectors. The web-based LMIS can be accessed at http://lmis.gov.pk.

In order to log on to the system, the user will be allocated a username and password. Once successfully logged in, the user will be directed to a 'user information' page specific to the organization. This page will contain specific information about the user's department or organization.

In order to obtain LMIS data and reports, the user must successfully login with his/her username and password. System users are defined by relevant stakeholders and the level in the supply chain they represent. For example, Population Welfare Department users work under Provincial PWD and District Population Welfare Officer. Similarly for the Lady Health Workers' program, the users are authorized personnel from District Program Implementation Unit (DPIU) and Provincial Program Implementation Unit (PPIU). The following table includes the activities that various users will be able to perform once they login:

Stakeholder and level specific activities users can perform in cLMIS.

Activity	Level		
	Central	District	Guest
Data Entry	✔	✔	
Reports	✔	✔	✔
Graphs	✔	✔	✔
Maps	✔	✔	✔
Data Entry	✔	✔	
Reports	✔	✔	✔
Graphs	✔	✔	✔
Maps	✔	✔	✔
Data Entry	✔	✔	
Reports	✔	✔	
Graphs	✔	✔	
Maps	✔	✔	

Data Entry	✔	✔	✔
Reports	✔	✔	✔
Graphs	✔	✔	✔
Maps	✔	✔	✔

** The Central warehouse will be responsible for entering all central level stock status updates into the LMIS.*

Users and User Roles

The Contraceptive Logistics Management Information System Users are basically store operators that manage and record the inventory and stock transactions. Each geographical level entails different user roles associated with their warehouse/store operations.

Anonymous/Guest User

The Anonymous or Guest user can be any web user with the following capabilities:

Feature	Responsibilities
Reports	View geographical and periodic logistics information in tabular formats.
Maps	View geographical and periodic logistics information on the map.
Graphs	View geographical and periodic logistics information in graphical formats.

Authenticated Users

The Authenticated users can log in to cLMIS and perform assigned functions. Each user is assigned responsibilities based on the role and geographical level.

Store User – District

Feature	Responsibilities
Inventory Management	Receive stock from Supplier. Receive stock from Provincial/National/ District warehouse. Search for received stock. Issue stock to other warehouses. (Province, District) and create pick order forms. Search for issued stock. Manage Batches. Add placement locations for stock. Transfer stock to other locations.
Stock Adjustments	Manage adjustments. Add adjustments. Search for adjustments.
Requisitions	Add new requisition requests. View requisition requests.
Data Entry	Enter new data in stock report. View stock report for previous month.
Monthly Reports	View monthly report of the district. View monthly reports of other districts.
Reports	View geographical and periodic logistics information in tabular formats.
Maps	View geographical and periodic logistics information on the map.

Graphs	View geographical and periodic logistics information in graphical formats.
Others	Change account password.

Store User – Central

Feature	Responsibilities
Inventory Management	Receive stock from other provincial warehouses. Receive stock from supplier and create placement vouchers. Search for received stock. Issue stock to other warehouses. (Province, Division, District stores) and create pick order forms. Search for issued stock. Manage Batches. Add placement locations for stock. Transfer stock to other locations.
Stock Adjustments	Manage adjustments. Add adjustments. Search for adjustments.
Requisitions	View pending requisition requests. Approve or deny requisition requests.
Data Entry	Enter new data in stock report. View stock report for previous month.
Gate Pass	Issue a new gate pass. View the list of issued gate passes.
Monthly Reports	View monthly report of the central warehouse. View monthly reports of other districts.
Reports	View geographical and periodic logistics information in tabular formats.

Maps	View geographical and periodic logistics information on the map.
Graphs	View geographical and periodic logistics information in graphical formats.
Others	Change account password.

Step-by-Step 3

Process to using Contraceptive Logistics Management Information System

This section explains the step-by-step instructions on getting started with cLMIS.

In this section, you will learn about:

1. The Contraceptive Logistics Management Information System User Interface.
2. Logging Into Contraceptive Logistics Management Information System.
3. Changing your account password.
4. What to do if you forget your password.
5. Logging Out of Contraceptive Logistics Management Information System.

LMIS Homepage

The Logistics Management Information System has a single landing page for its three modules for Contraceptives, TB, and Vaccines Management Information System. Enter the URL http://lmis.gov.pk to access the application homepage.

Once the user enters the URL http://lmis.gov.pk, a user interface (homepage) will appear. The homepage displays a basic introduction to the 'Pakistan LMIS'.

Before You Begin…

It is recommended to use cLMIS with Google or Mozilla Fire Fox. Older generations of browsers are also supported; however, their use can lead to issues with on-screen formatting and display.

Once you click **Contraceptives**, homepage for cLMIS will display.

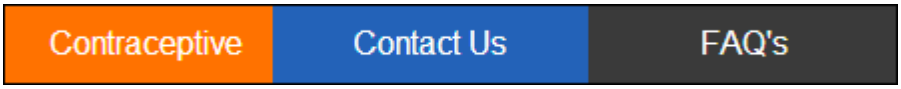
Logging into Contraceptive Logistics Management Information System

The cLMIS is a web-based reporting and inventory management application that makes it simple for beginners and experienced users to report inventory data, view performance and graphical reports as well as maps.

Users can also access contraceptive LMIS application directly by using http://c.lmis.gov.pk URL. Once the user enters the URL http://c.lmis.gov.pk, a user interface (homepage) will appear. The homepage displays a basic introduction to the 'contraceptive LMIS'.

Homepage Menu

The available menu items can be found on the top of homepage screen. The components are displayed adjacently, as shown in the image below:



Contact Us Tab

The Contact Us tab contains addresses, telephone numbers and email addresses (where available) for key personnel as a system communication list. Therefore, the user of LMIS will be able to see contact details of other stakeholders and can contact them as needed.

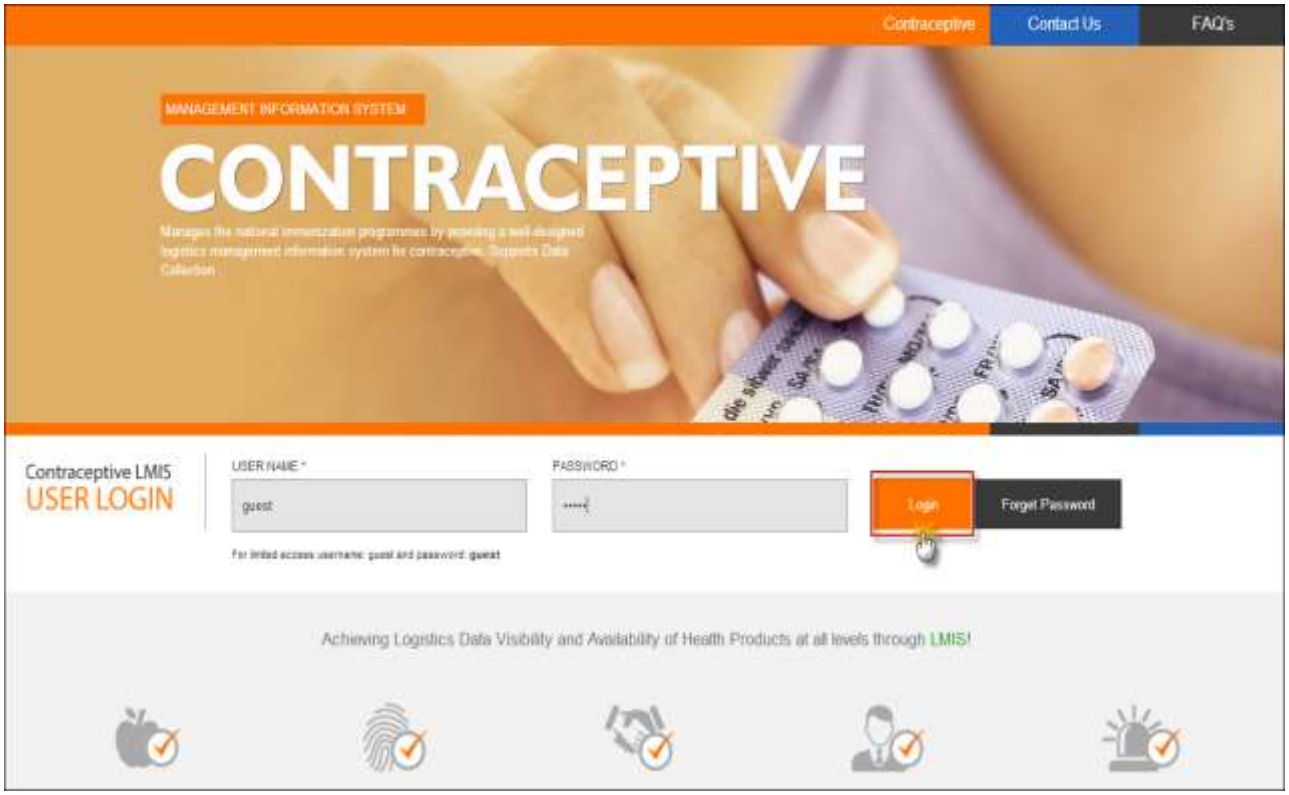
Frequently Asked Questions Tab

The menu also contains a FAQ's tab in order to provide guidance towards the most frequently asked and critical questions.

For logging in to Contraceptive LMIS area:

1. Go to http://c.lmis.gov.pk
2. Click the button **Click Here** on the Contraceptives tab.

   cLMIS login page will be displayed.



3. Specify the Username and Password provided to you by the Administrator.

To login as a guest or anonymous user, you can simply provide the following credentials:

Username: guest
Password: guest

You can change the password provided to you by the administrator. See "*Changing Your Password*" for details.

Never give out your password to anyone for security purposes.

4. Click **Login**. The Contraceptive Logistics Management Information System Dashboard Screen displays.

Changing Your Password

To change your cLMIS password:

1. Login to cLMIS application.

   The welcome screen displays.

2. On the right-side of the application, the user login name appears.
3. Under the login name, click **Change Password** as shown in the image below:

4. Specify the following:
   - **Old Password**: specify your old password.
   - **New Password**: specify the new password.
   - **Confirm New Password**: retype your password.

Password Requirements

Your password must have a combination of a capital alphabet and one Numeric.

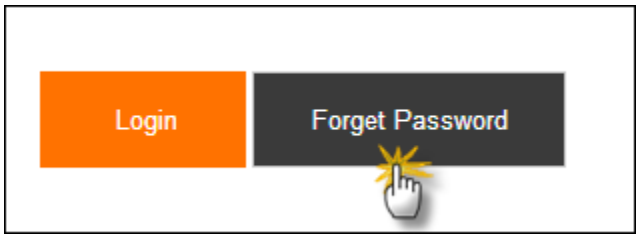
Never give out your password to anyone for security purposes.

5. Click **Change Password**.
   Your password will be changed successfully.

Forgot Password

In case you have forgotten your password:

1. Open the cLMIS login page by entering the URL: http://lmis.gov.pk.
2. In the Login section, click **Forgot Password** as shown in the image below:



   You will be redirected to the Forgot Password Page.

3. In the Email entry box, enter your email address as validated in your account information by the Administrator.
   An email will be sent on your email address for resetting your password.

4. Click the Reset Password link in the email to go to reset password page.

5. Specify the following:

   - **New Password**: specify the new password.
   - **Confirm New Password**: retype your password.

Password Requirements

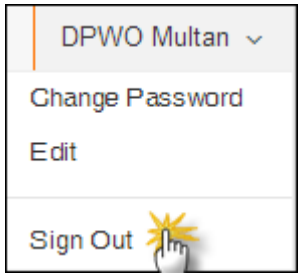
Your password must have a combination of a capital alphabet and one Numeric.

Never give out your password to anyone for security purposes.

6. Click **Change Password**.
   Your password will be changed successfully.

Logging Out

When signed in, click **Sign Out** on the right-side of the application, as shown in the image below:



Guest User

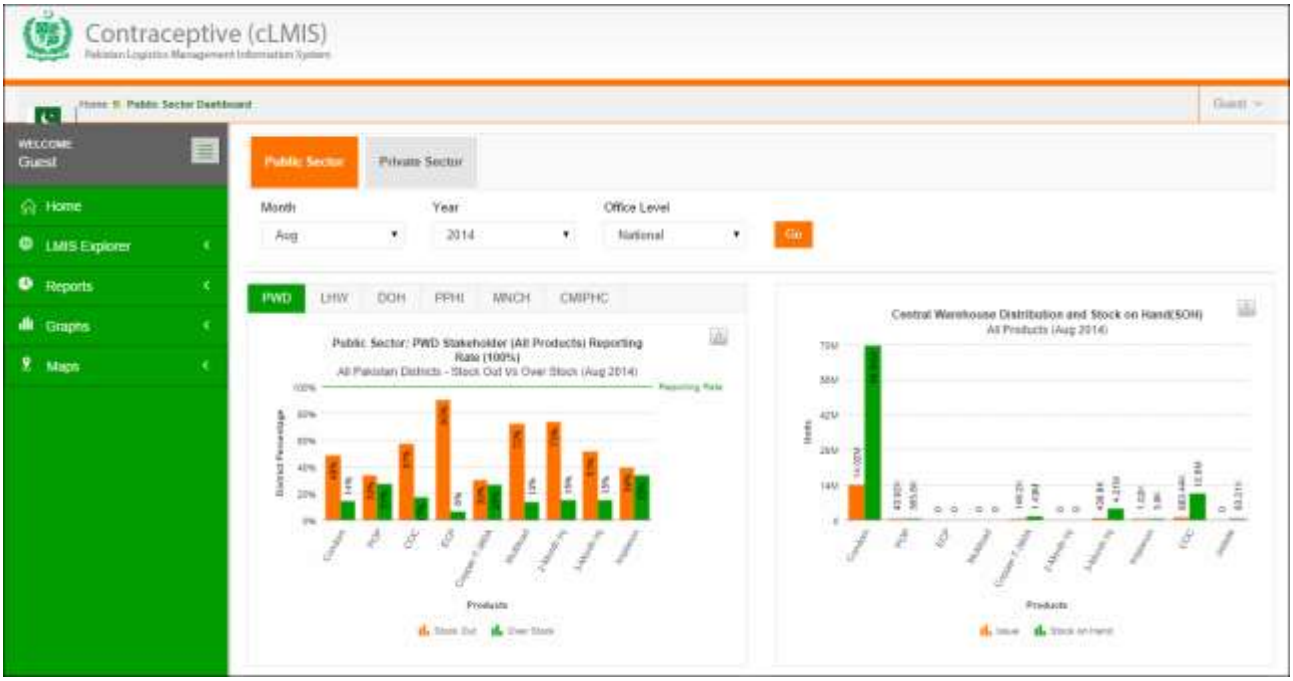
4

in Contraceptive Logistics Management Information System

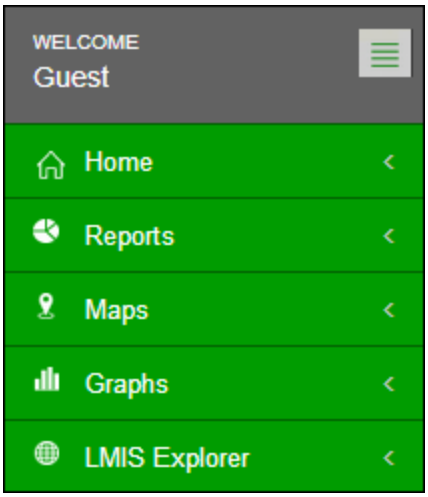
This section explains the step-by-step instructions on the functions and features that can be used by the Contraceptive Logistics Management Information system's Guest User.

The Contraceptive Logistics Management Information System enables you to login as a guest or anonymous user. Guest users can login into LMIS by entering username and password as 'guest'. When a guest user enters login credentials, they can view analytical reports, maps, graphs and warehouse/district stores data report entered by stakeholder specific users for any period. However, they are not entitled to edit the data.

Logging into Guest user displays the following dashboard screen:



On the left side of the dashboard screen, the guest user will see the following tabs:



- Guest: User can sign out of the application by using the following link on the right side of the screen:

- Dashboard: User can view dashboards containing graphs, maps and analytical reports by using this tab.
- Reports: User can view analytical reports by using this tab.
- Maps: User can also view the analytical reports in the form of a map by using this link.
- Graphs: User can view simple and comparable graphs by using this link.
- LMIS Explorer: This link provide user to view individual warehouse / store data of a selected month.

Dashboard

Dashboard is a visual display of the most important information needed to achieve one or more objectives; consolidated and arranged on a single screen so the information can be monitored at a glance.

District user can view following dashboards by default:

- Public Sector Stakeholders
- Private Sector Stakeholders

Public Sector Dashboard

When a district user logs in, user will view the Public and Sector Dashboards. Public Sector dashboard allows users to quickly view reports in a graphical manner for public sector stakeholders by clicking on this tab.

- Reporting Rate (Stock)

  This graph is showing that the reporting rate of products for the selected stakeholder and also shows the district wise percentage of stock out vs over stock.
- Stock Issue vs Stock on Hand (SOH)

  To show the comparison between the issued stock and the stock on hand (SOH) for all products.
- Reporting Rate (Consumption)

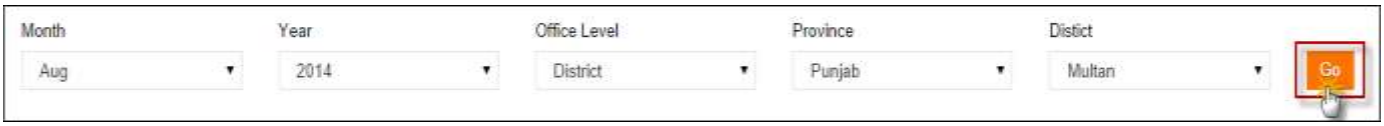
  This graph is showing that the reporting rate of products for the selected stakeholder and also shows the district wise percentage of stock consumption.
- Couple Year Protection (CYP)

  This graph is showing that the CYP for contraceptive products for the selected stakeholder.

- Couple Year Protection (CYP) Map

  This map shows the CYP for contraceptive products for the selected stakeholder on the map of Pakistan.

Users can select from the available filters. For a district user, the following values are selected by default:



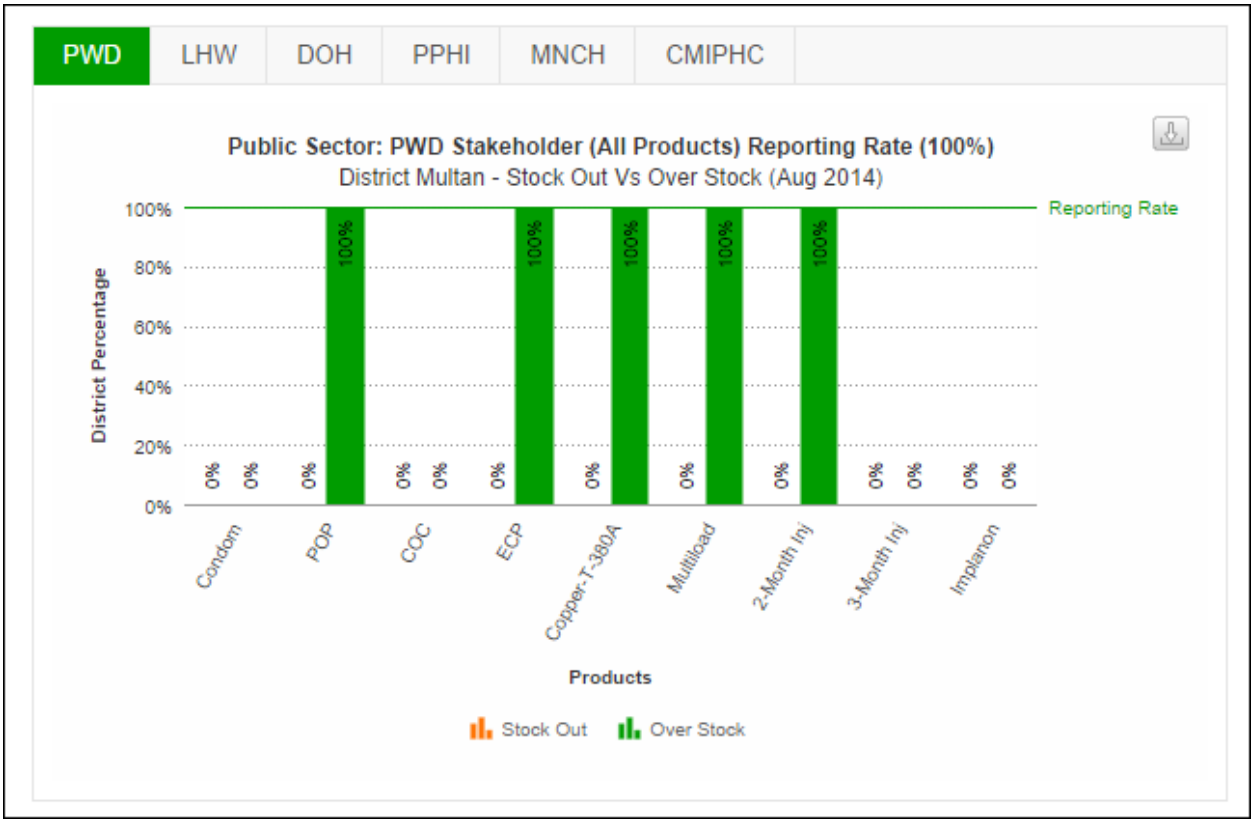
User can select values for the following filters:

- Month: select the month from the drop-down list
- Year: select the year from the drop-down list.
- Office Level: select the Office Level from the drop-down list.
- Province: select the Province from the drop-down list.
- District: select the district for which you want to view report.

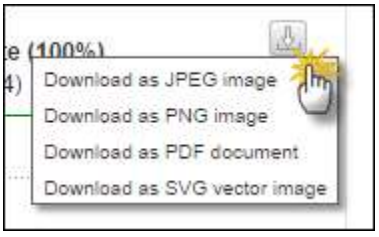
Click Go to view Public Sector Dashboard.

Reporting Rate (Stock)

Public Sector dashboard shows reporting rate for Stock Out and Over Stock for each stakeholder in the selected district. Users can view the comparison graph for stock out and over stock of products on the horizontal axis and District percentage on the vertical axis.

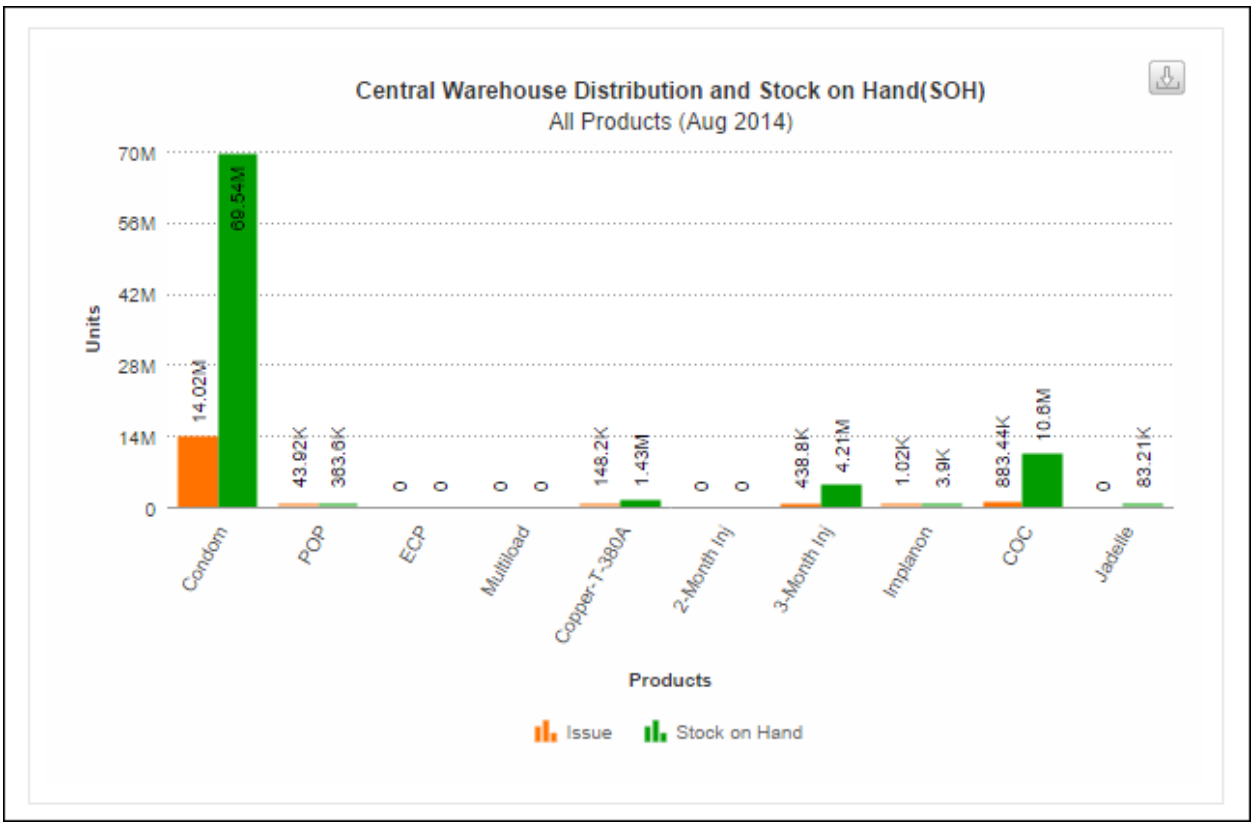


Users can also export charts in JPEG, PNG, PDF and SVG format.

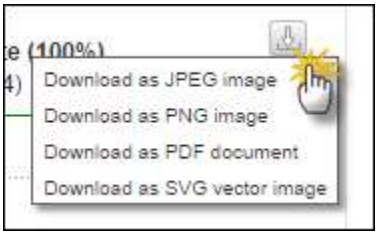


Stock Issue vs Stock on Hand (SOH)

Public Sector dashboard shows the comparison between the issued stock and the stock on hand (SOH) for all products, for the selected month in one district.

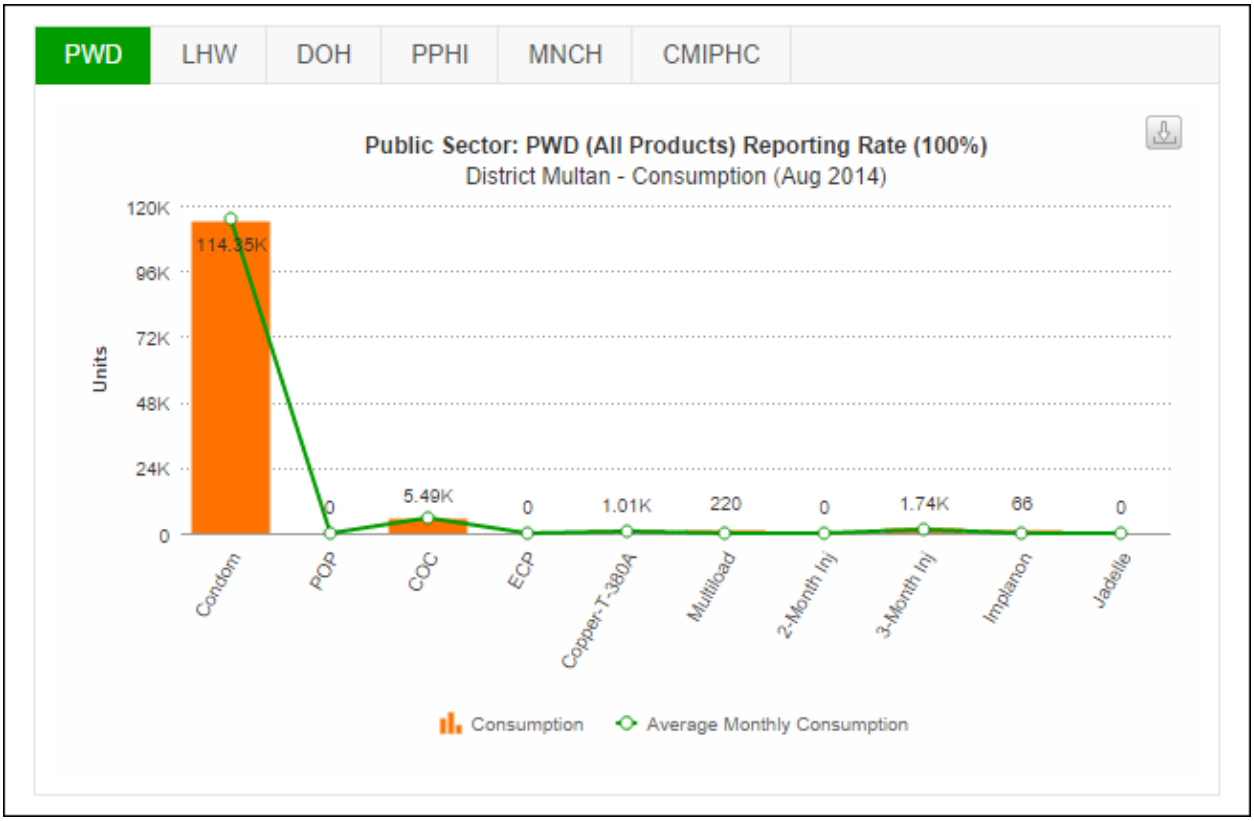


Users can also export charts in JPEG, PNG, PDF and SVG format.

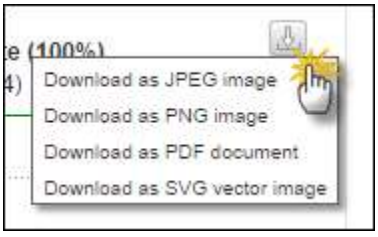


Reporting Rate (Consumption)

Public Sector dashboard shows the reporting rate of products for the selected stakeholder and also shows the district wise percentage of stock consumption. Users can view the consumption and average monthly consumption of stock for the selected stakeholder.

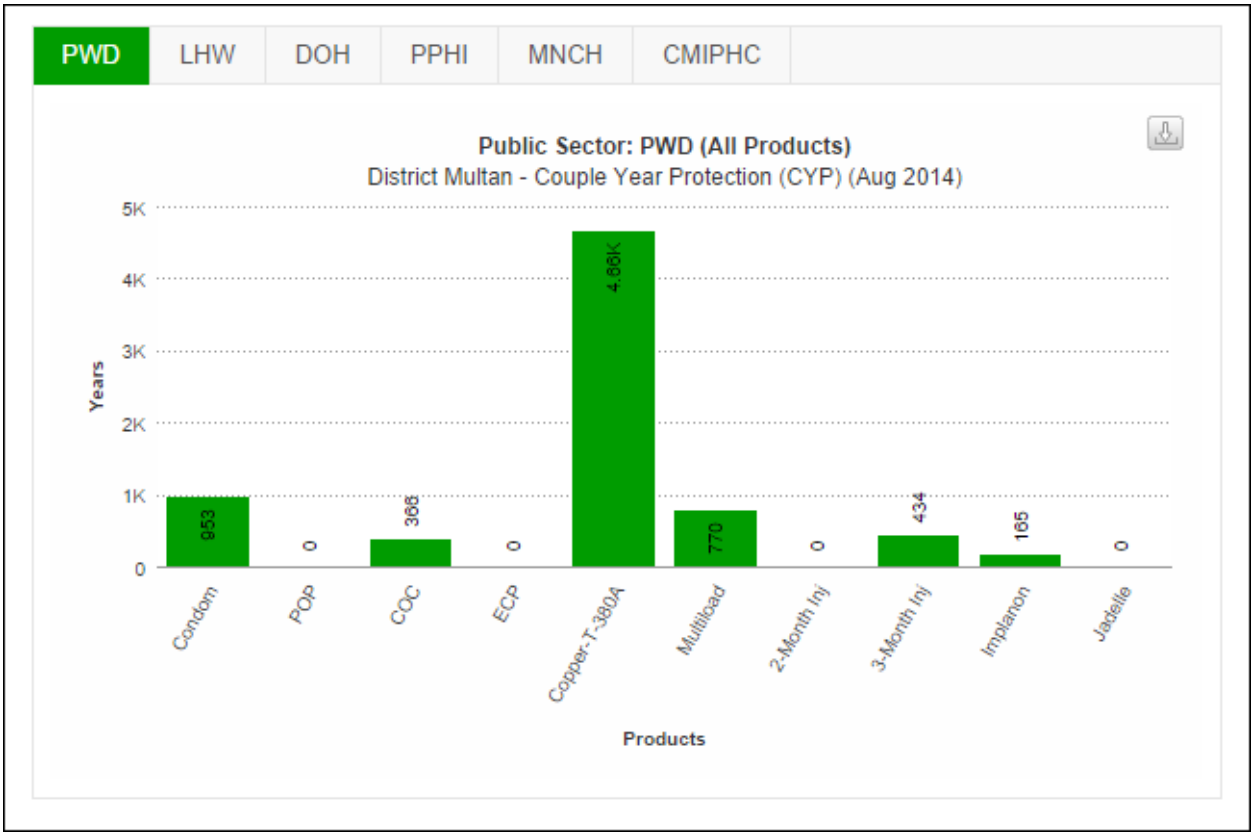


Users can also export charts in JPEG, PNG, PDF and SVG format.

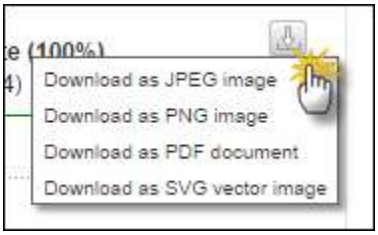


Couple Year Protection (CYP)

Public Sector dashboard shows the Couple Year Protect for contraceptive products for the selected stakeholder.



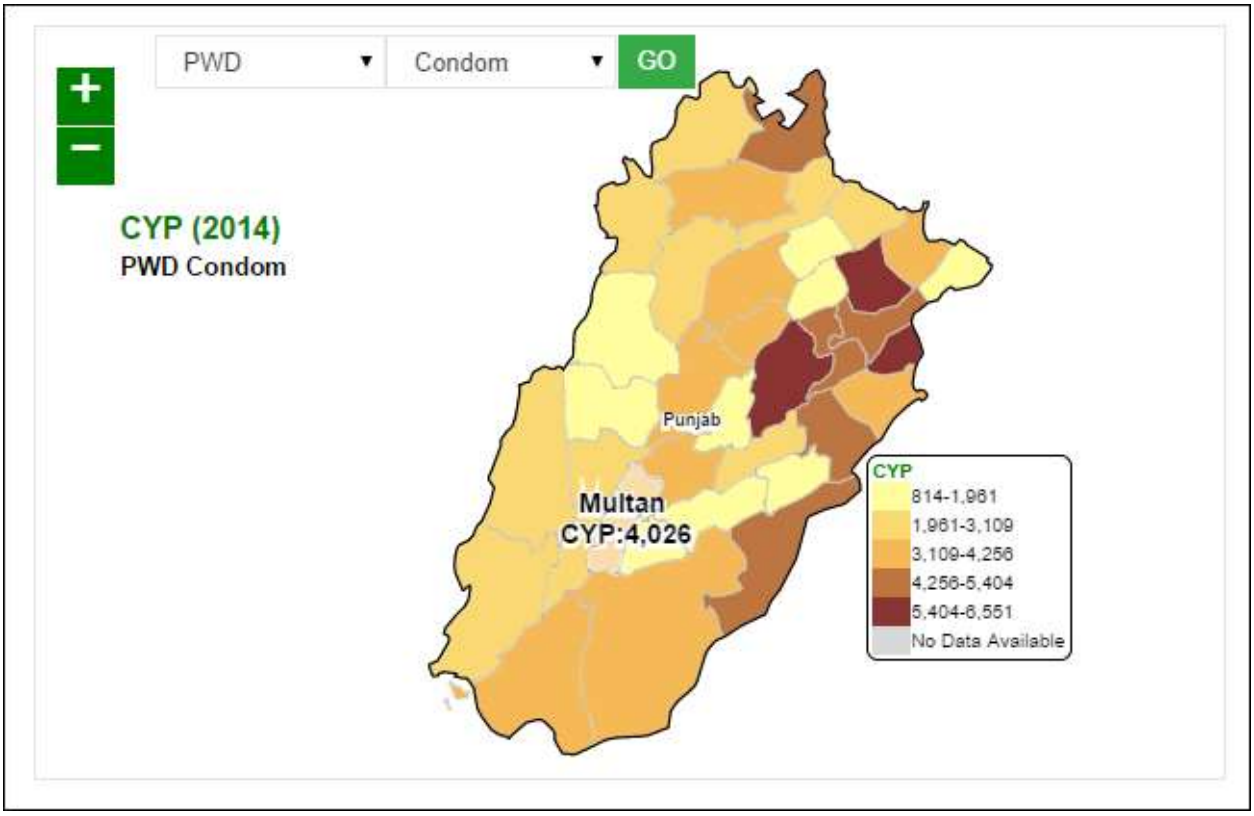
Users can also export charts in JPEG, PNG, PDF and SVG format.



Couple Year Protection (CYP) Map

This map shows the CYP for contraceptive products for the selected stakeholder on the map of the selected province / region.

Select the stakeholder and the product from the drop-down menu and click GO.



Private Sector Dashboard

When a district user logs in, user will view the Public and Sector Dashboards. Private Sector dashboard allows users to quickly view reports in a graphical manner for private sector stakeholders by clicking on this tab.

- Reporting Rate (Stock)

  This graph is showing that the reporting rate of products for the selected stakeholder and also shows the district wise percentage of stock out vs over stock.

- Stock Issue vs Stock on Hand (SOH)

  To show the comparison between the issued stock and the stock on hand (SOH) for all products.

- Reporting Rate (Consumption)

  This graph is showing that the reporting rate of products for the selected stakeholder and also shows the district wise percentage of stock consumption.

- Couple Year Protection (CYP)

  This graph is showing that the CYP for contraceptive products for the selected stakeholder.

- Couple Year Protection (CYP) Map

  This map shows the CYP for contraceptive products for the selected stakeholder on the map of Pakistan.

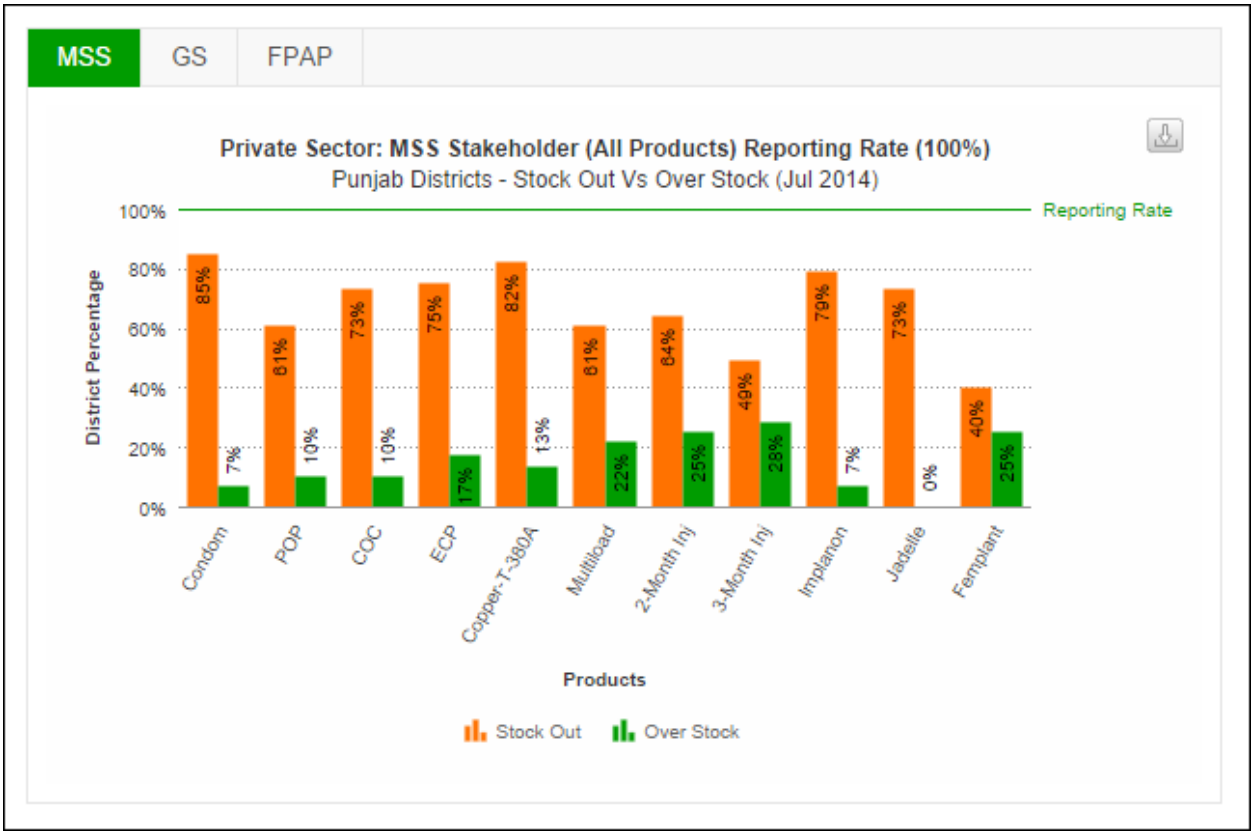
Users can select the following filters:

- Month: select the month from the drop-down list
- Year: select the year from the drop-down list.
- Office Level: select the Office Level for which you want to view report.

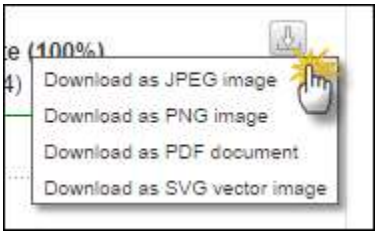
Click Go to view Private Sector Dashboard.

Reporting Rate (Stock)

Private Sector dashboard shows reporting rate for Stock Out and Over Stock for each stakeholder. Users can view the comparison graph for stock out and over stock of products on the horizontal axis and District percentage on the vertical axis.

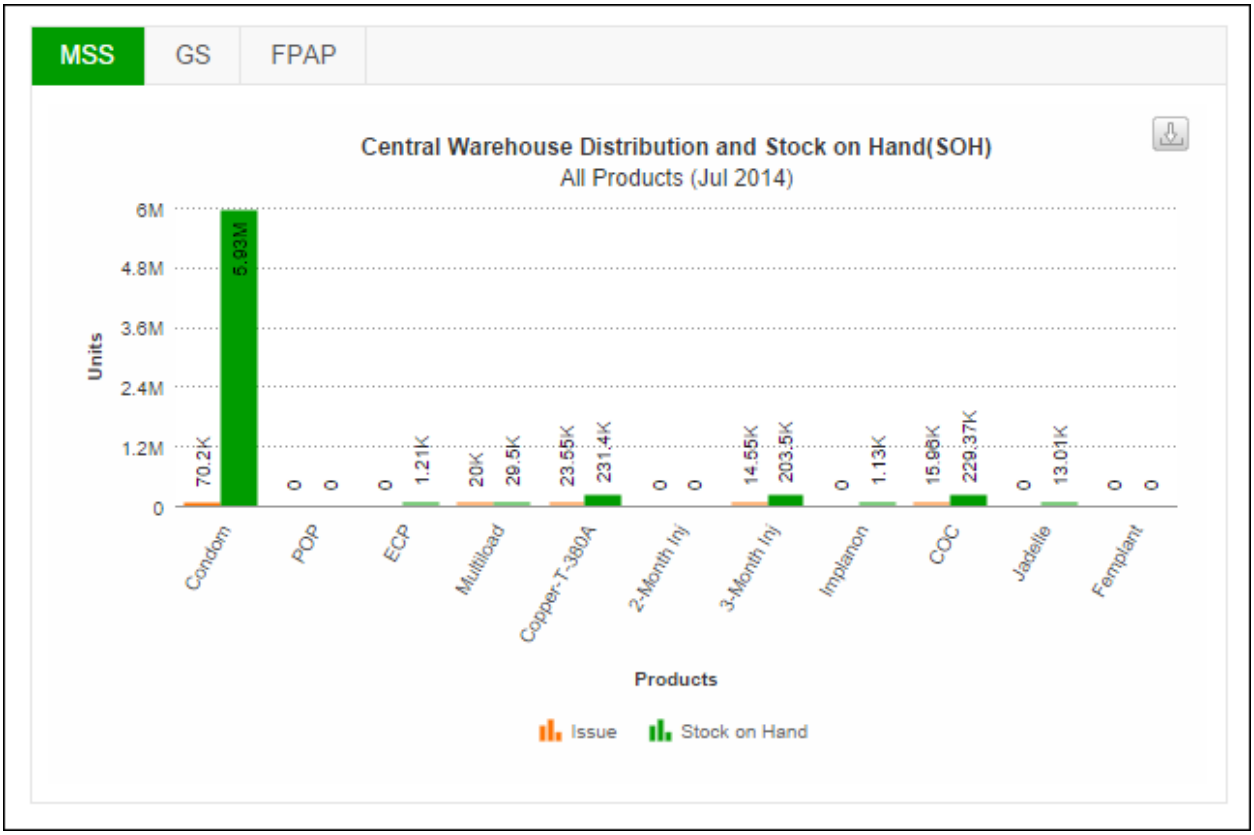


Users can also export charts in JPEG, PNG, PDF and SVG format.

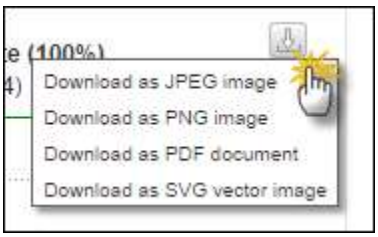


Stock Issue vs Stock on Hand (SOH)

Private Sector dashboard shows the comparison between the issued stock and the stock on hand (SOH) for all products, for the selected month.

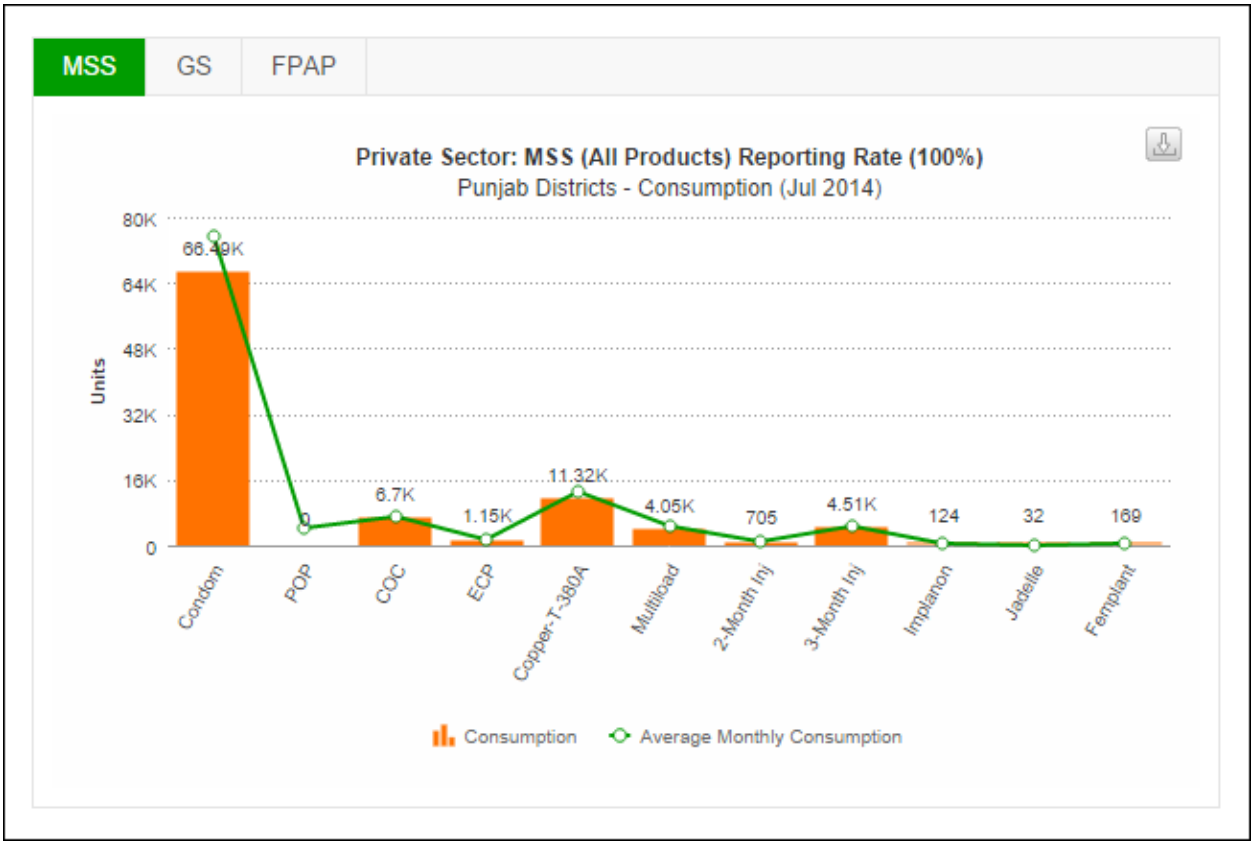


Users can also export charts in JPEG, PNG, PDF and SVG format.



Reporting Rate (Consumption)

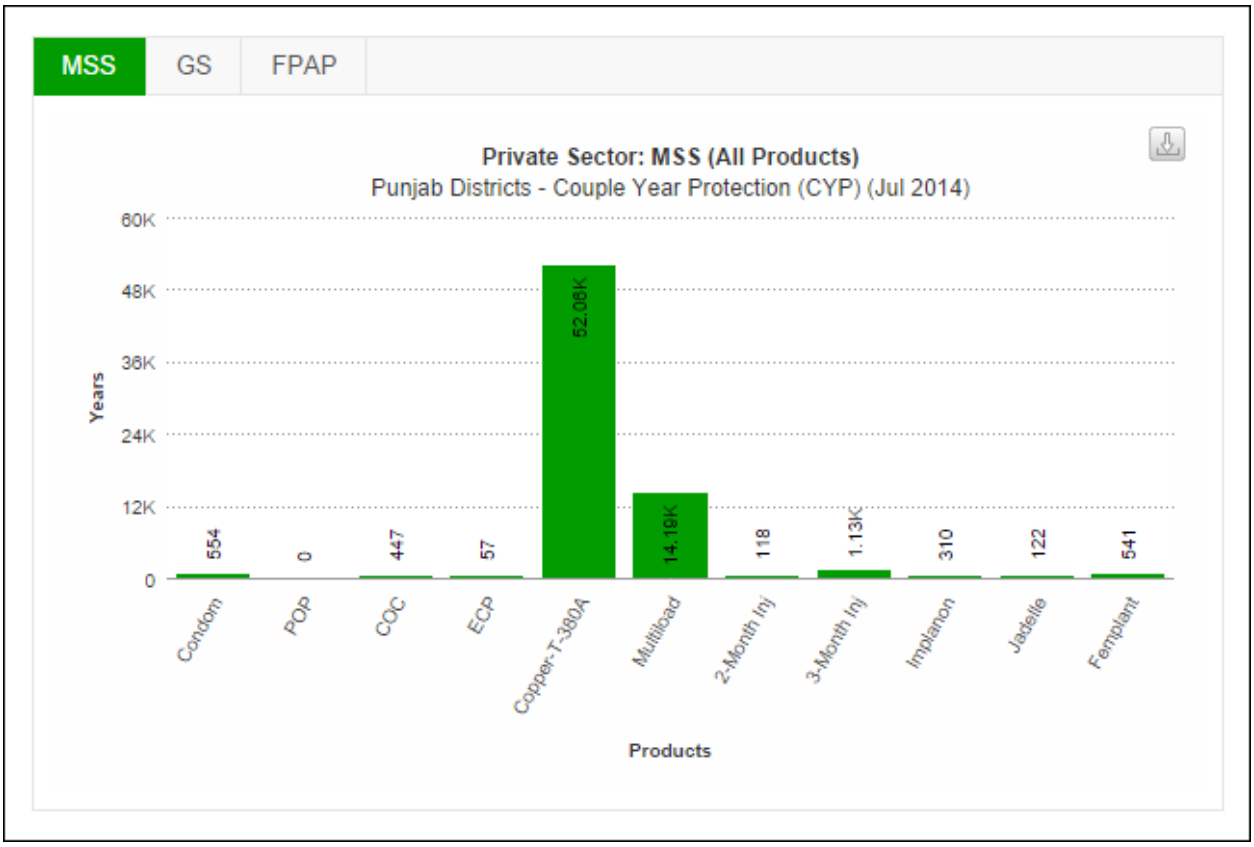
Private Sector dashboard shows the reporting rate of products for the selected stakeholder and also shows the district wise percentage of stock consumption. Users can view the consumption and average monthly consumption of stock for the selected stakeholder.



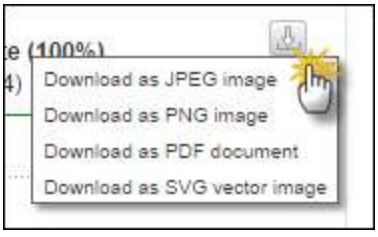
Users can also export charts in JPEG, PNG, PDF and SVG format.

Couple Year Protection (CYP)

Private Sector dashboard shows the Couple Year Protect for contraceptive products for the selected stakeholder.



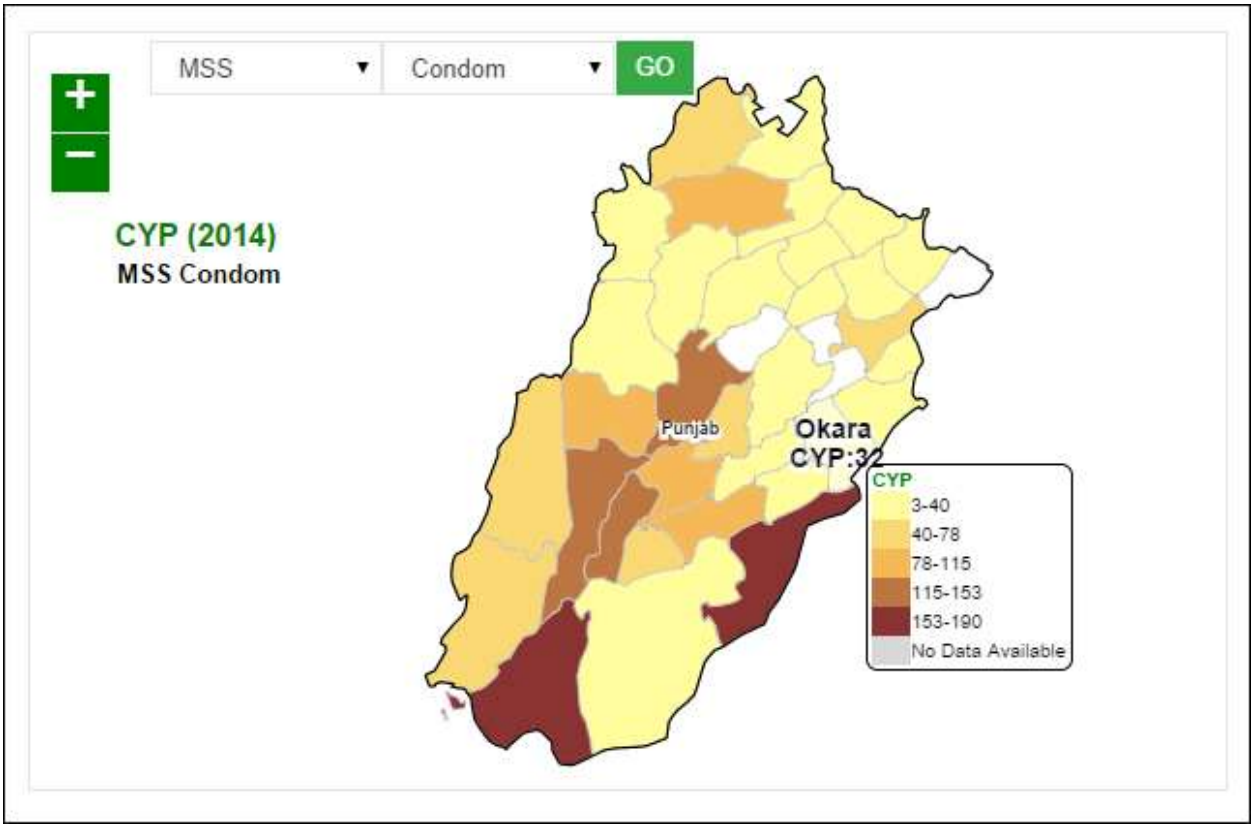
Users can also export charts in JPEG, PNG, PDF and SVG format.



Couple Year Protection (CYP) Map

This map shows the CYP for contraceptive products for the selected stakeholder on the map of the selected province.

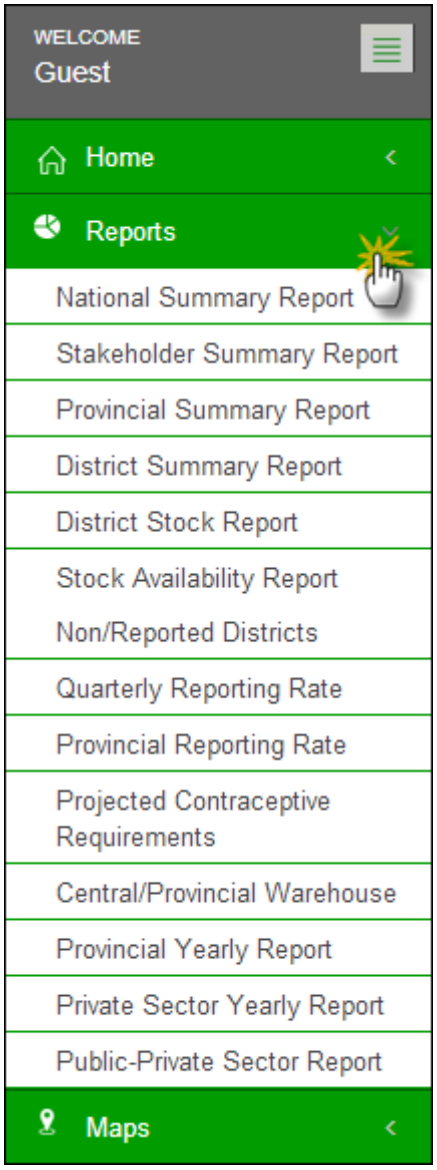
Select the stakeholder and the product from the drop-down menu and click GO.



Reports

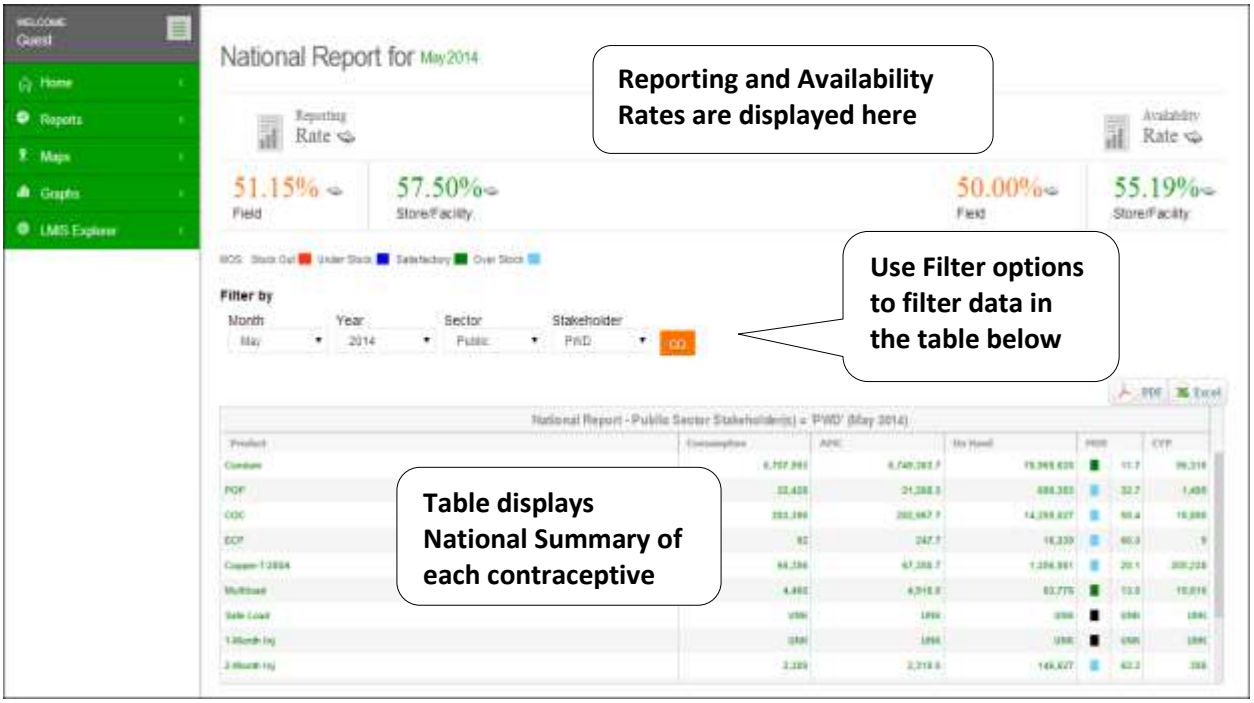
When a user clicks the **Reports** tab, the application shows the list of all available reports. These reports include National, Provincial and District level Reports of both public and private sectors. It also includes Stakeholder Reports, Summary Reports, Field Reports and Stock Availability Reports. Quarterly and Provincial Reporting Rate has also been added in the list of available reports.

Click the **Reports** tab from the main menu to show a drop down list which includes:



National Summary Report

The National Summary Report provides periodic consumption, average monthly consumption, stock on hand, months of stock and Couple Years of Protection by each commodity for a particular month. The data is summed up for all stakeholders as well as the public and private sector in each commodity.



The national summary report not only provides the summary statistics but also opens up various options for users to explore further into the data through various links.

Header bar

The Header bar displays the Reporting Rate of contraceptives on the left side and the Availability Rate on the right side. You can click the icon to open the Reporting Rate and Stock Availability rate reports directly.

Click on **Reporting Rate** to view the warehouse stores which have not reported for a particular month.

Click on **Availability Rate** to view the months of stock for central warehouse, provincial and district stores.

MOS Legends

MOS legends display the MOS Stock values:

A black box represents an Unknown value.

Filters

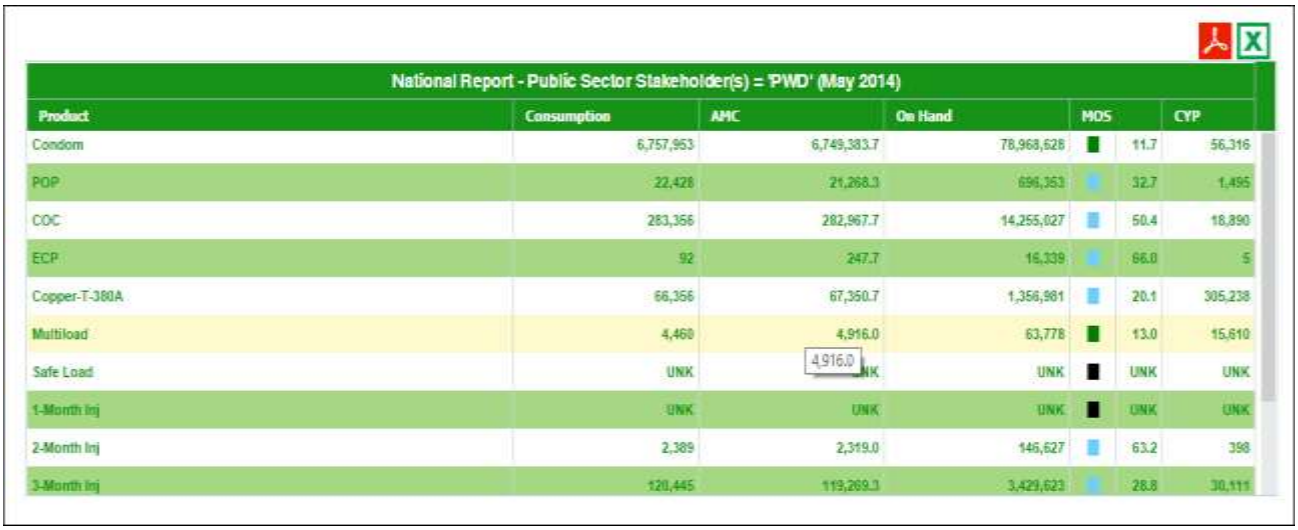
You can use Month and Year filters to filter values based on Month and Year.

Report Table

- Product: displays the list of vaccines.
- Consumption: displays the consumption data of vaccines for the last reported month. The data for each vaccine is the sum of all reporting levels.
- AMC (Average Monthly Consumption): is calculated as average of aggregated consumption of the last three non-zero consumption months.
- On Hand: the amount of product on hand in order to monitor stock positions and anticipate stock outs in advance.

- MOS: Month of Stocks is the estimate of number of months the stock will last. This calculation is based on average monthly consumption.

- CYP: Couple years of Protection is the number of couples been protected using one product in a year.

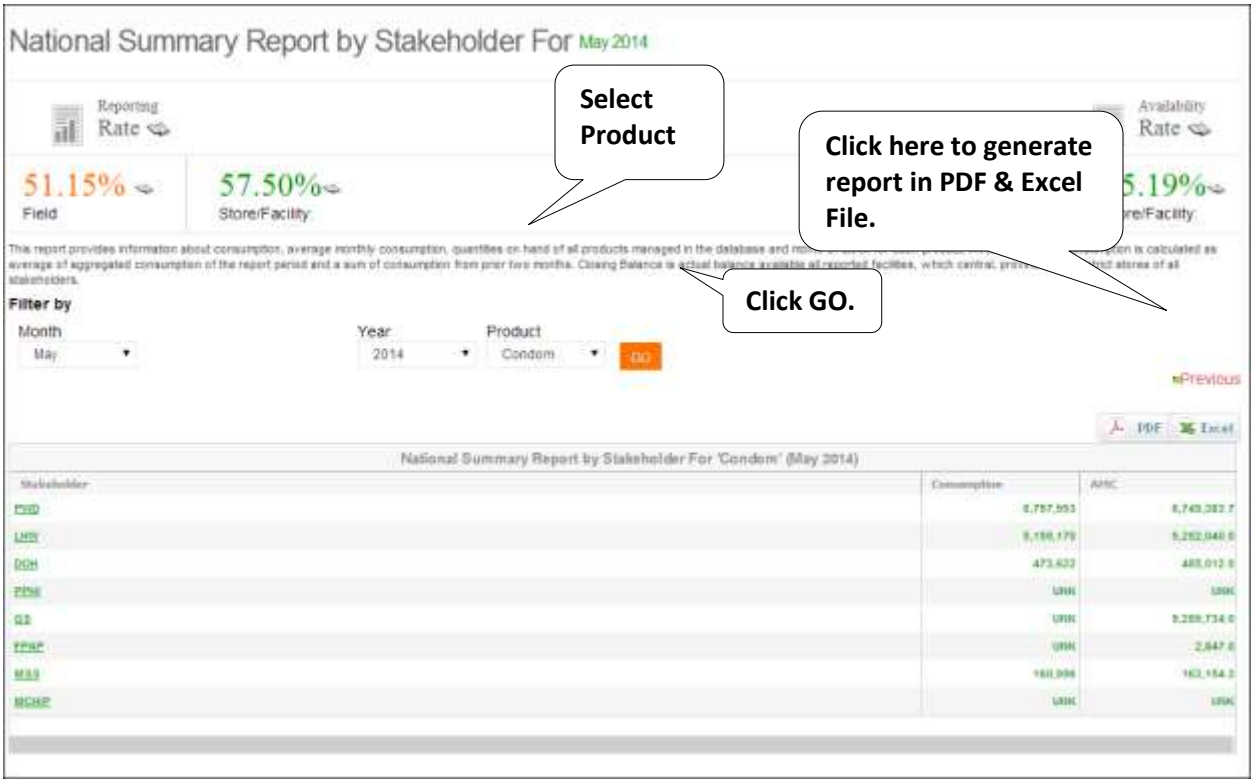


National Report - Public Sector Stakeholder(s) = 'PWD' (May 2014)

Product	Consumption	AMC	On Hand	MOS	CYP
Condom	6,757,953	6,749,383.7	78,968,628	11.7	56,316
POP	22,428	21,268.3	696,353	32.7	1,495
COC	283,356	282,967.7	14,255,627	50.4	18,890
ECP	92	247.7	16,339	66.0	5
Copper-T-380A	66,356	67,350.7	1,356,981	20.1	305,238
Multiload	4,460	4,916.0	63,778	13.0	15,610
Safe Load	UNK	4,916.0 NK	UNK	UNK	UNK
1-Month Inj	UNK	UNK	UNK	UNK	UNK
2-Month Inj	2,389	2,319.0	146,627	63.2	398
3-Month Inj	120,445	119,269.3	3,429,623	28.8	30,111

Stakeholder Summary Report

This report provides information about periodic consumption, average monthly consumption, quantities on hand of all products managed in the database and month of stock for each product. Average Monthly Consumption is calculated as average of aggregated consumption of the last three non-zero consumption months. Closing Balance is actual balance available at all reported facilities, which include central, provincial and district stores of all stakeholders.



The report above displays indicators by province for a specific stakeholder. The users can select "All" from the stakeholder list in order to view an aggregate summary of all stakeholders for a particular commodity. More filtering options are also available as shown in the "Filter by" menu.

Header bar

The Header bar displays the **Reporting Rate** of contraceptives on the left side and the **Availability Rate** on the right side.

You can click icon adjacent to the reports to open the Reporting Rate and Stock Availability rate reports directly.

Click the Reporting Rate to view the stores which have not reported for a particular month.

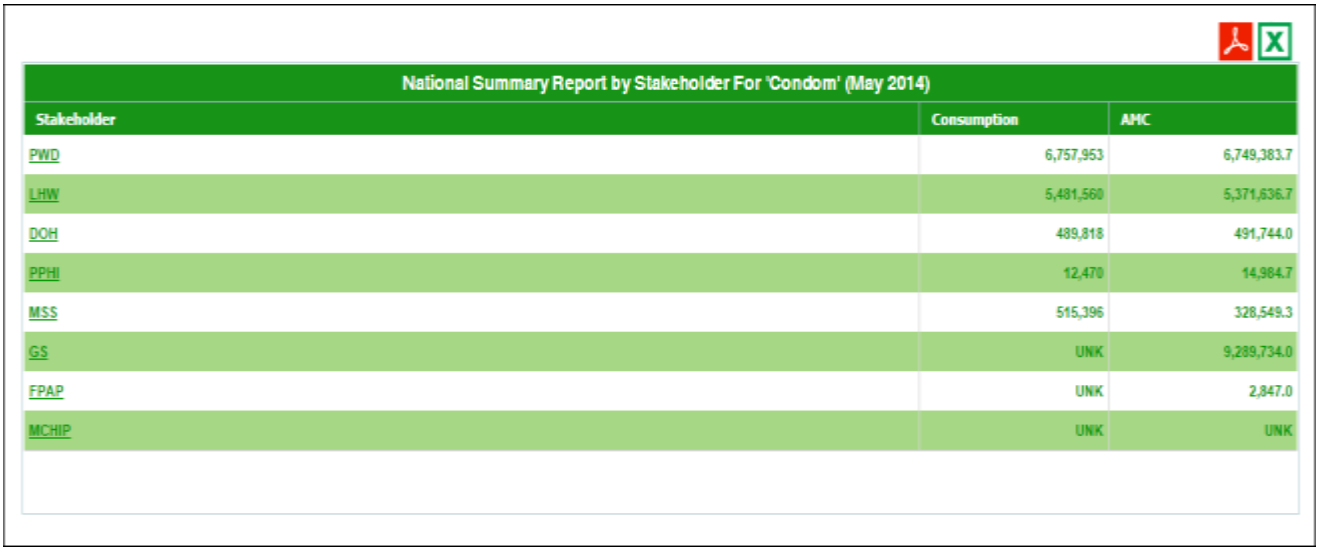
Click the Availability Rate to view the months of stock for stores in the selected Province.

Filters

You can use **Month**, **Year**, and **Product** filters to filter values in the table.

Report Table

- Stakeholder: displays the list of identified stakeholders.
- Consumption: displays the consumption data of vaccines for the last reported month. The data for each vaccine is the sum of all reporting levels.
- Average Monthly Consumption is calculated as average of aggregated consumption of the last three non-zero consumption months.

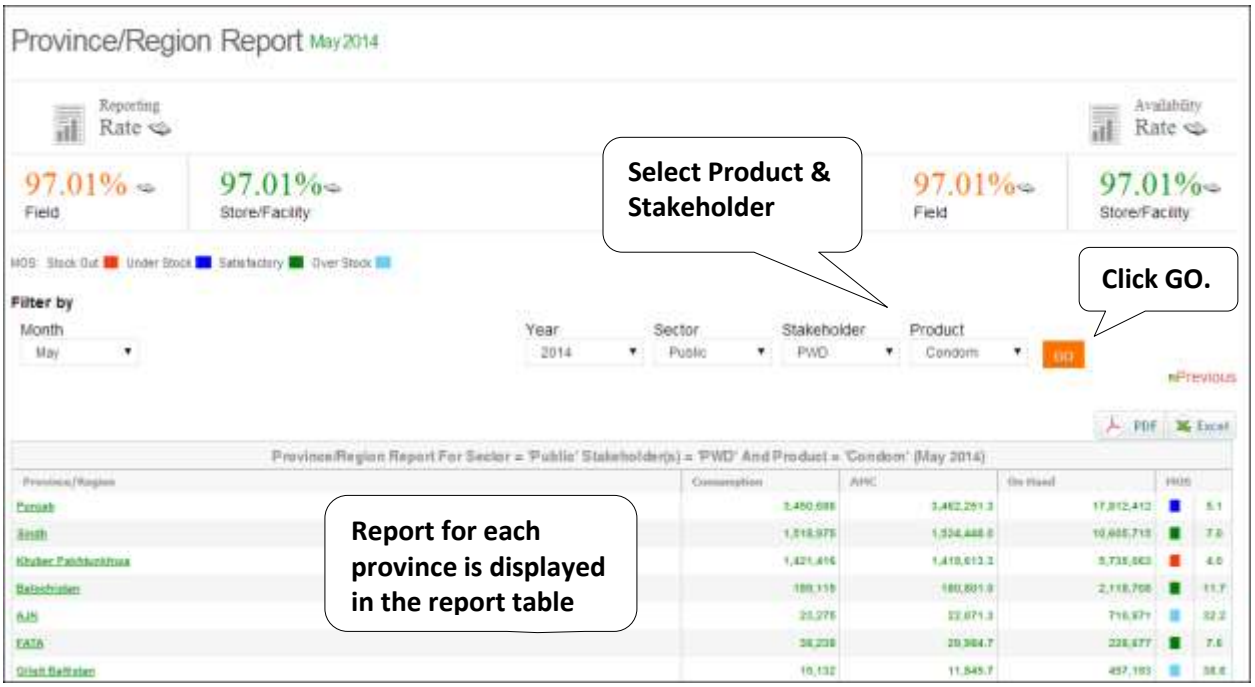


National Summary Report by Stakeholder For 'Condom' (May 2014)

Stakeholder	Consumption	AMC
PWD	6,757,953	6,749,383.7
LHW	5,481,560	5,371,636.7
DOH	489,818	491,744.0
PPHI	12,470	14,984.7
MSS	515,396	328,549.3
GS	UNK	9,289,734.0
FPAP	UNK	2,847.0
MCHIP	UNK	UNK

Provincial Summary Report

Provincial summary report can be accessed via Reports tab and then can be examined further through the drill down approach of selecting and zoning in the desired data. By clicking on any of the stakeholders listed above (in Stakeholder Summary Report), the province wide summary of that particular stakeholder will appear.



The provincial summary report not only provides the summary statistics but also opens up various options for users to explore further into the data through various links.

Header bar

The Header bar displays the Reporting Rate of contraceptives on the left side and the Availability Rate on the right side. You can click the icon to open the Reporting Rate and Stock Availability rate reports directly.

Click on **Reporting Rate** to view the warehouse stores which have not reported for a particular month.

Click on **Availability Rate** to view the months of stock for central warehouse, provincial and district stores.

MOS Legends

MOS legends display the MOS Stock values:

A black box represents an Unknown value.

Filters

You can use Month, Year, Sector, Stakeholder and Product filters to filter values.

Report Table

- Province: displays the list of provinces.
- Consumption: displays the consumption data of vaccines for the last reported month. The data for each vaccine is the sum of all reporting levels.
- AMC (Average Monthly Consumption): is calculated as average of aggregated consumption of the last three non-zero consumption months.
- On Hand: the amount of product on hand in order to monitor stock positions and anticipate stock outs in advance.
- MOS: Month of Stocks is the estimate of number of months the stock will last. This calculation is based on average monthly consumption.

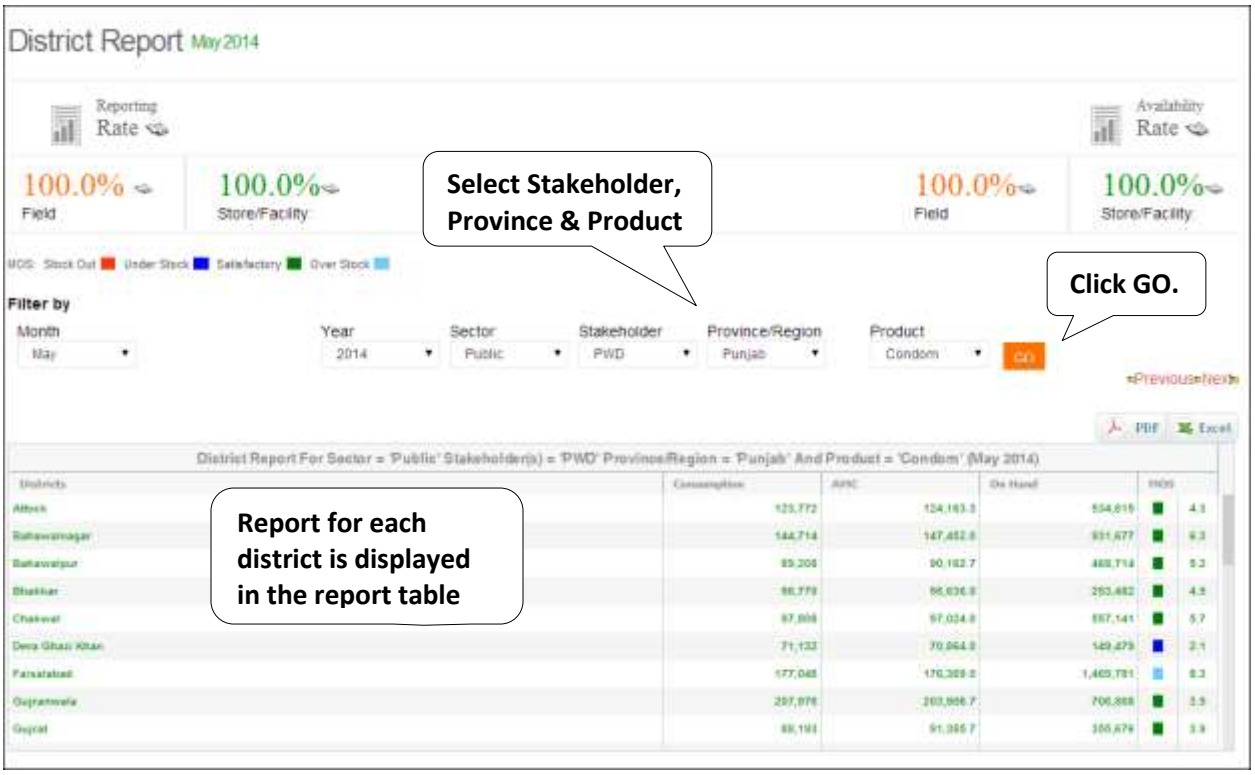
PDF Excel

Province/Region Report For Sector = 'Public' Stakeholder(s) = 'PWD' And Product = 'Condom' (May 2014)

Province/Region	Consumption	AMC	On Hand	MOS	
Punjab	3,450,686	3,462,251.3	17,812,412		5.1
Sindh	1,518,975	1,524,448.0	10,605,715		7.0
Khyber Pakhtunkhwa	1,421,416	1,419,613.3	5,735,063		4.0
Balochistan	189,115	180,801.0	2,118,708		11.7
AJK	23,275	22,071.3	710,971		32.2
FATA	38,238	29,984.7	228,677		7.6
Gilgit Baltistan	15,132	11,845.7	457,193		38.6
Islamabad	101,116	98,368.3	737,889		7.5

District Summary Report

Going further down the chain, the district report can also be accessed directly from the Reports tab or through the drill down approach. The district reports can also be viewed by reviewing the provincial level reports and then selecting a particular province of interest, the user will be able to view the district report for that province.



The district report provides district level information on average monthly consumption, stock on hand, months of stock and couple years of protection by each commodity in each district.

Header bar

The Header bar displays the **Reporting Rate** of contraceptives on the left side and the **Availability Rate** on the right side. You can click the icon adjacent to the reports to open the Reporting Rate and Stock Availability rate reports directly.

Click on **Reporting Rate** to view the warehouse stores in the selected District that have not reported for a particular month.

Click on **Availability Rate** to view the months of stock for selected stores in that District.

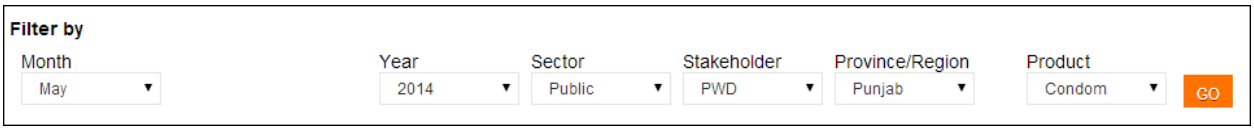
MOS Legends

MOS legends display the MOS Stock values:

Black box represents Unknown value.

Filters

You can use Month, Year, Province/Region and Product filters to filter values in the table.



Report Table

- Districts: displays the list of districts.
- Consumption: displays the consumption data of vaccines for the last reported month. The data for each vaccine is the sum of all reporting levels.
- Average Monthly Consumption is calculated as average of aggregated consumption of the last three non-zero consumption months.
- On Hand: the amount of product on hand in order to monitor stock positions and anticipate stock outs in advance.
- MOS: Month of Stocks is the estimate of number of months the stock will last. This calculation is based on average monthly consumption.

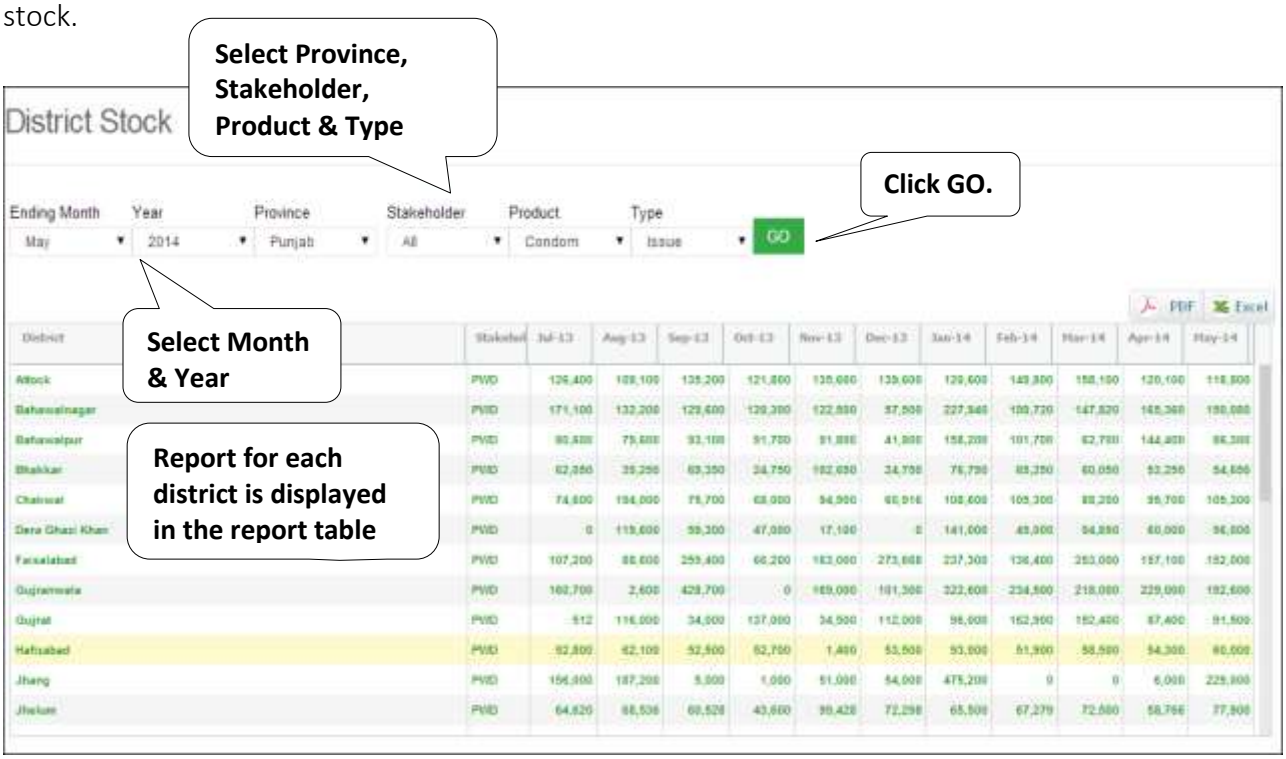
PDF Excel

District Report For Sector = 'Public' Stakeholder(s) = 'PWD' Province/Region = 'Punjab' And Product = 'Condom' (May 2014)

Districts	Consumption	AMC	On Hand	MOS
Attock	123,772	124,153.3	534,615	4.3
Bahawalnagar	144,714	147,452.0	931,677	6.3
Bahawalpur	89,208	90,162.7	468,714	5.2
Bhakkar	56,770	56,636.0	253,482	4.5
Chakwal	97,808	97,024.0	557,141	5.7
Dera Ghazi Khan	71,132	70,864.0	149,479	2.1
Faisalabad	177,046	176,369.0	1,469,731	8.3
Gujranwala	207,976	203,906.7	706,868	3.5
Gujrat	88,193	91,386.7	355,676	3.9

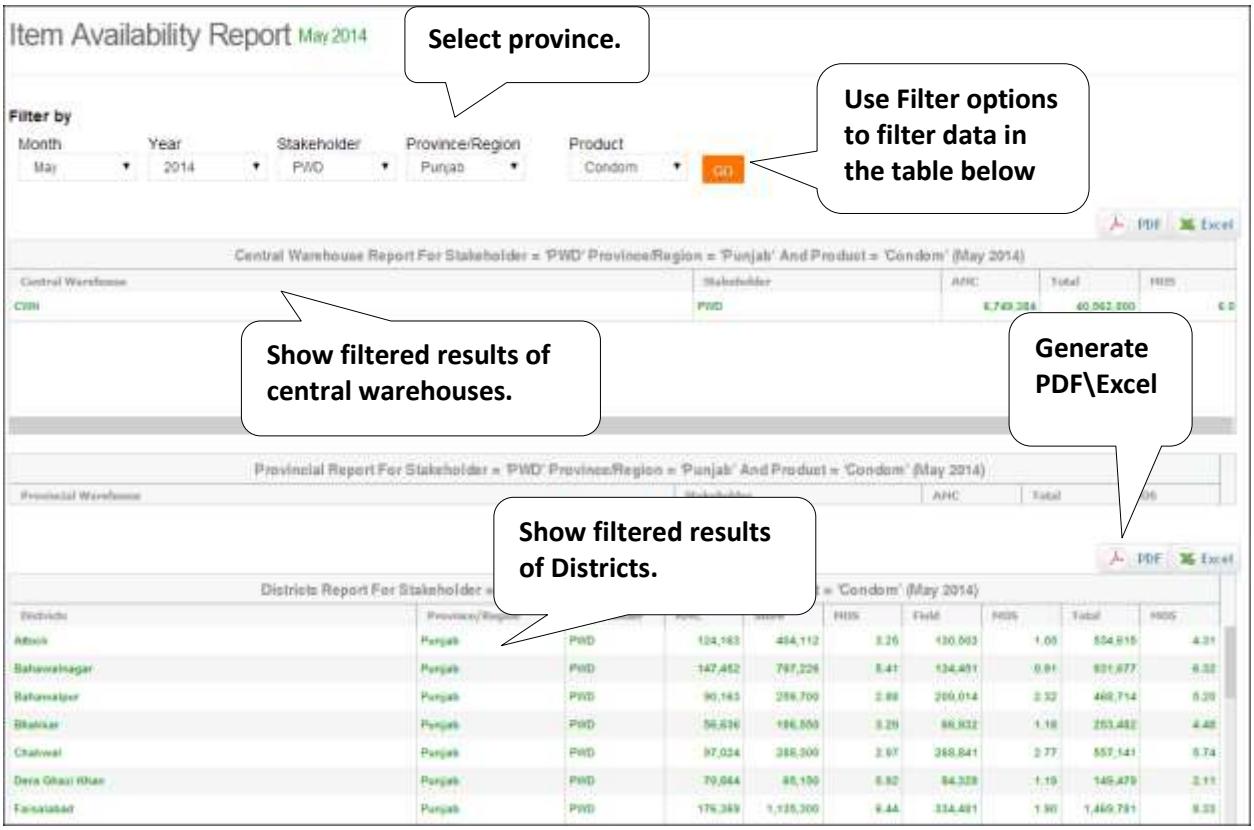
District Stock Report

District Stock report shows month wise stock issued or received for any stakeholder in a particular district of a province. User is provided with a set of filters that may be helpful to extract data by province, month, year, or stakeholder. Type filter provides an option to show received or issued stock.



Stock Availability Report

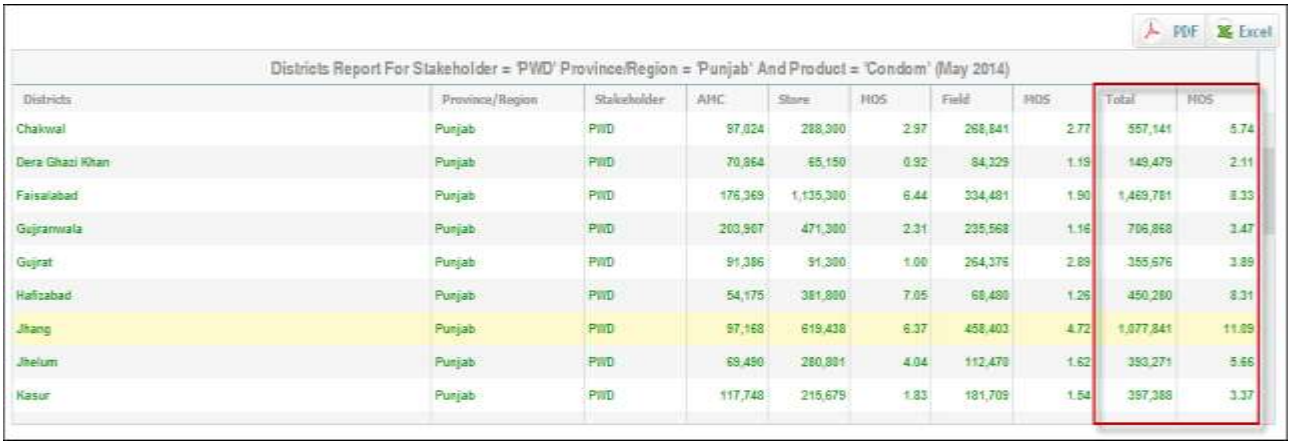
The Stock Availability Report provides the availability rate and the months of stock for each store and facility. The availability rate for central warehouse, provinces and districts for a particular month by stakeholder can be filtered from the menu provided. Separate months of stock for field and store are provided in addition to the aggregate for the two.



This report shows the in-country available stock based on filters applied at all levels of supply chain and stocks are also translated in months of stock calculated from Average Monthly Consumption. In this report only those warehouses/Districts stores appear which have reported for the period applied to view the report.

Field Availability Rate

User can also determine the stock availability rate in the field for one product by the months of stock available in each warehouse, province and district.



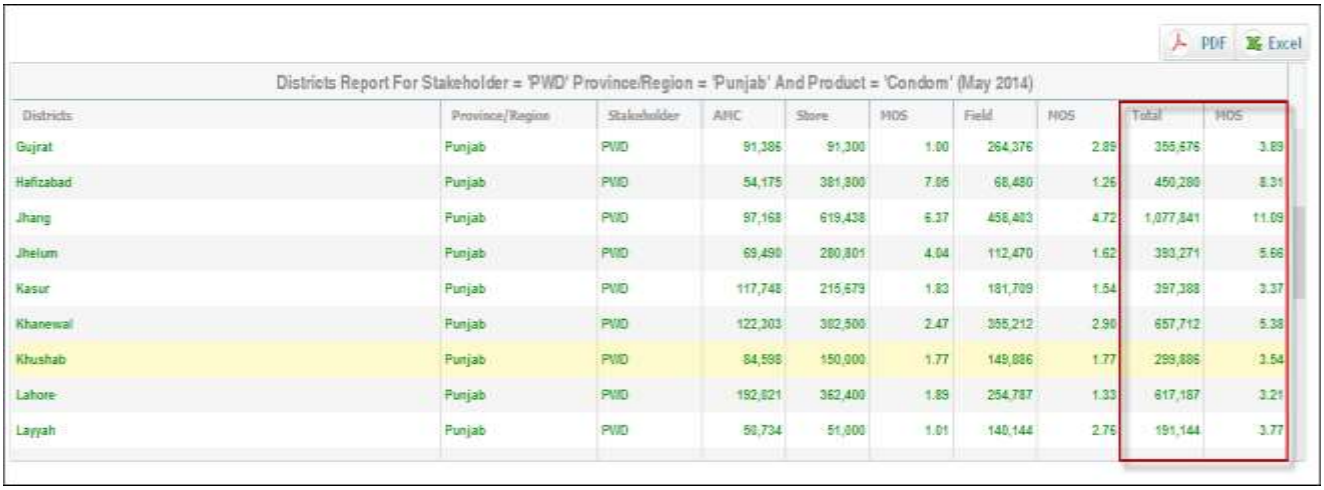
PDF Excel

Districts Report For Stakeholder = 'PWD' Province/Region = 'Punjab' And Product = 'Condom' (May 2014)

Districts	Province/Region	Stakeholder	AMC	Store	MOS	Field	MOS	Total	MOS
Chakwal	Punjab	PWD	97,024	288,300	2.97	268,841	2.77	557,141	5.74
Dera Ghazi Khan	Punjab	PWD	70,864	65,150	0.92	84,329	1.19	149,479	2.11
Faisalabad	Punjab	PWD	176,369	1,135,300	6.44	334,481	1.90	1,469,781	8.33
Gujranwala	Punjab	PWD	203,967	471,300	2.31	235,568	1.16	706,868	3.47
Gujrat	Punjab	PWD	91,386	91,300	1.00	264,376	2.89	355,676	3.89
Hafizabad	Punjab	PWD	54,175	381,800	7.05	68,480	1.26	450,280	8.31
Jhang	Punjab	PWD	97,168	619,438	6.37	458,403	4.72	1,077,841	11.09
Jhelum	Punjab	PWD	69,490	280,801	4.04	112,470	1.62	393,271	5.66
Kasur	Punjab	PWD	117,748	215,679	1.83	181,709	1.54	397,388	3.37

Stock Availability Rate

User can also determine the stock availability rate for one product by the months of stock available in each warehouse, province and district.



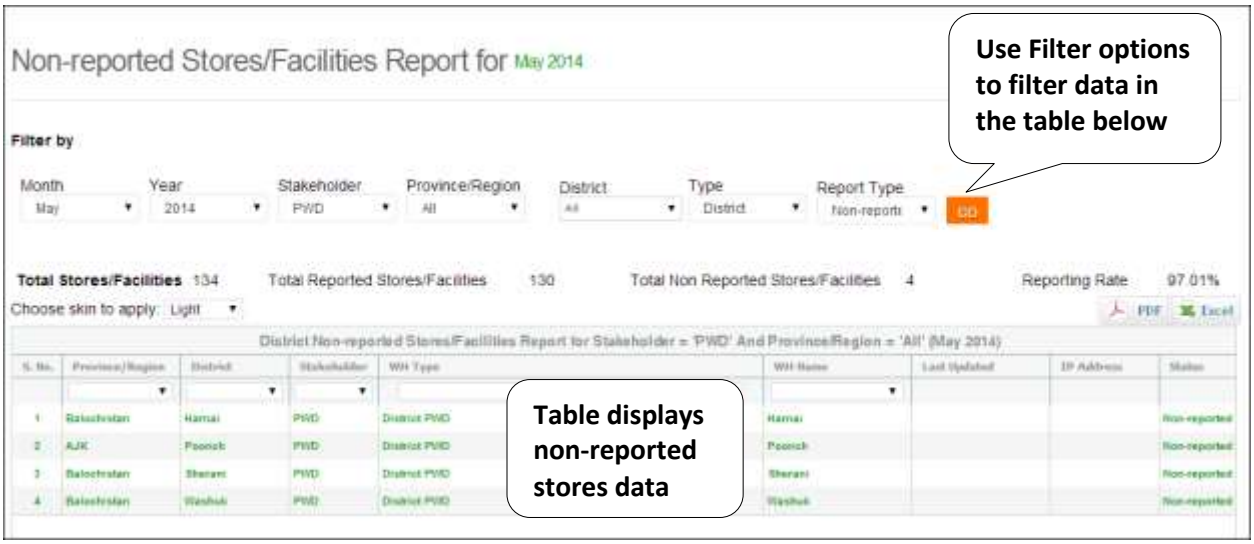
PDF Excel

Districts Report For Stakeholder = 'PWD' Province/Region = 'Punjab' And Product = 'Condom' (May 2014)

Districts	Province/Region	Stakeholder	AMC	Store	MOS	Field	MOS	Total	MOS
Gujrat	Punjab	PWD	91,386	91,300	1.00	264,376	2.89	355,676	3.89
Hafizabad	Punjab	PWD	54,175	381,800	7.05	68,480	1.26	450,280	8.31
Jhang	Punjab	PWD	97,168	619,438	6.37	458,403	4.72	1,077,841	11.09
Jhelum	Punjab	PWD	69,490	280,801	4.04	112,470	1.62	393,271	5.66
Kasur	Punjab	PWD	117,748	215,679	1.83	181,709	1.54	397,388	3.37
Khanewal	Punjab	PWD	122,303	382,500	2.47	355,212	2.90	657,712	5.38
Khushab	Punjab	PWD	84,596	150,000	1.77	149,886	1.77	299,886	3.54
Lahore	Punjab	PWD	192,821	362,400	1.89	254,787	1.33	617,187	3.21
Layyah	Punjab	PWD	50,734	51,000	1.01	140,144	2.76	191,144	3.77

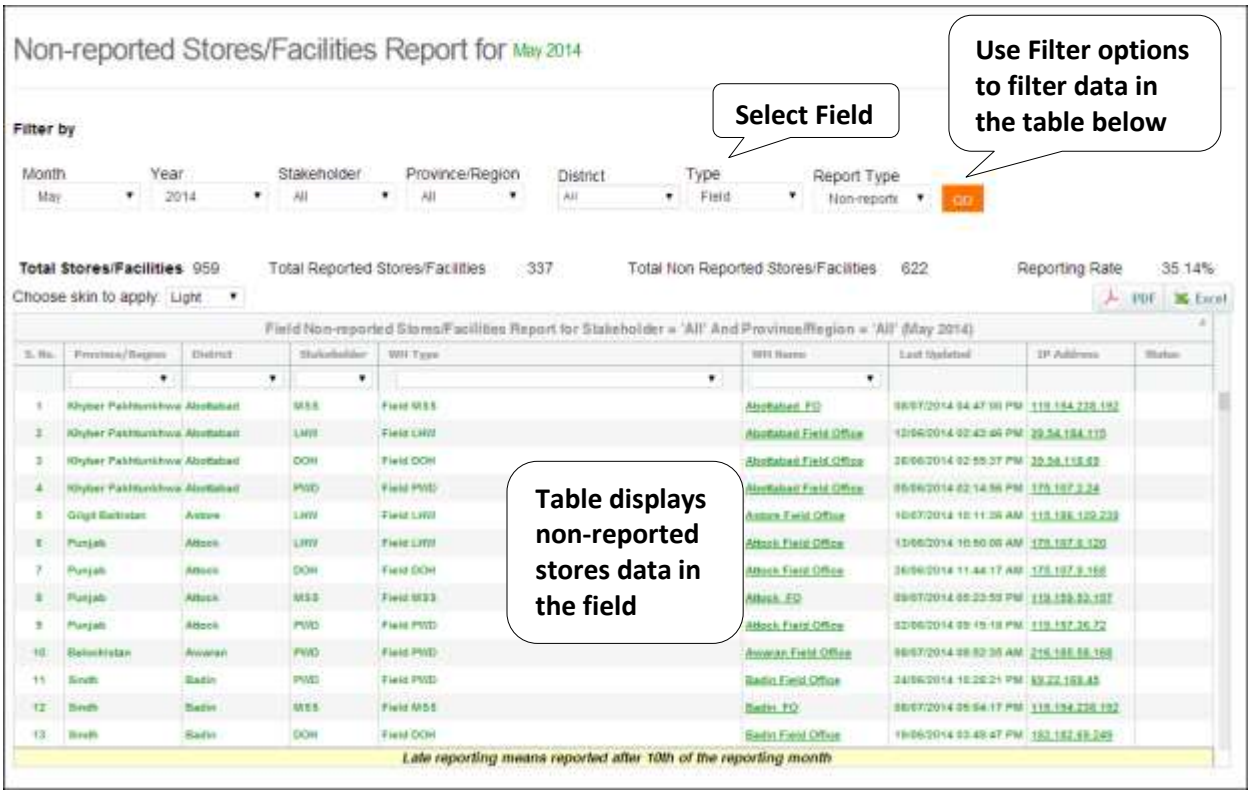
Non/Reported Districts

The Non-reported Districts Report provides the reporting rate for provinces as well as districts (by stakeholders) which have not reported for a particular month. If “all” is selected from the option “stakeholder” all district level stakeholders not reporting for a particular month will appear in the list. For example, a district name will appear twice if both DPIU and DPWO have not reported.



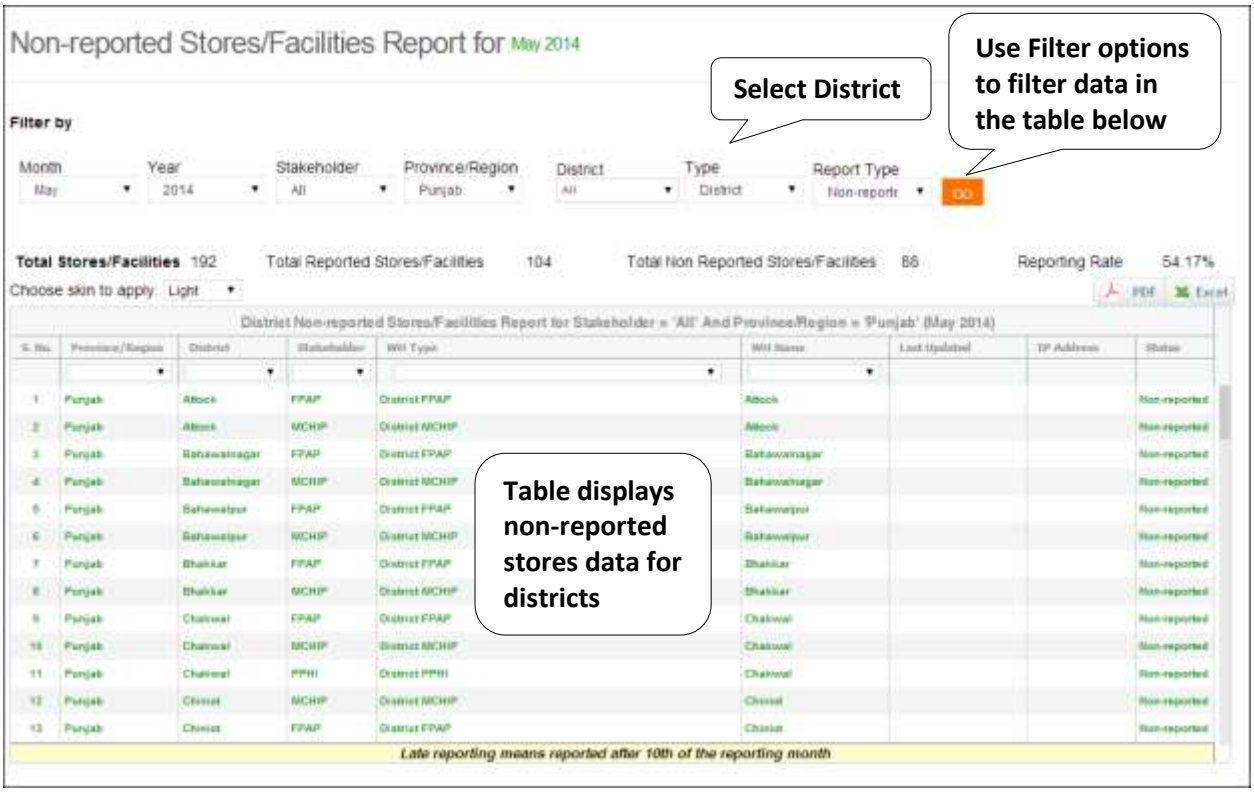
Field Reporting Rate

By selecting the type as **Field** in the filter, user can view the non-reported facilities in the field (by stakeholders) which have not reported for a particular month. If “all” is selected from the option “stakeholder” all stakeholders not reporting for a particular month will appear in the list.



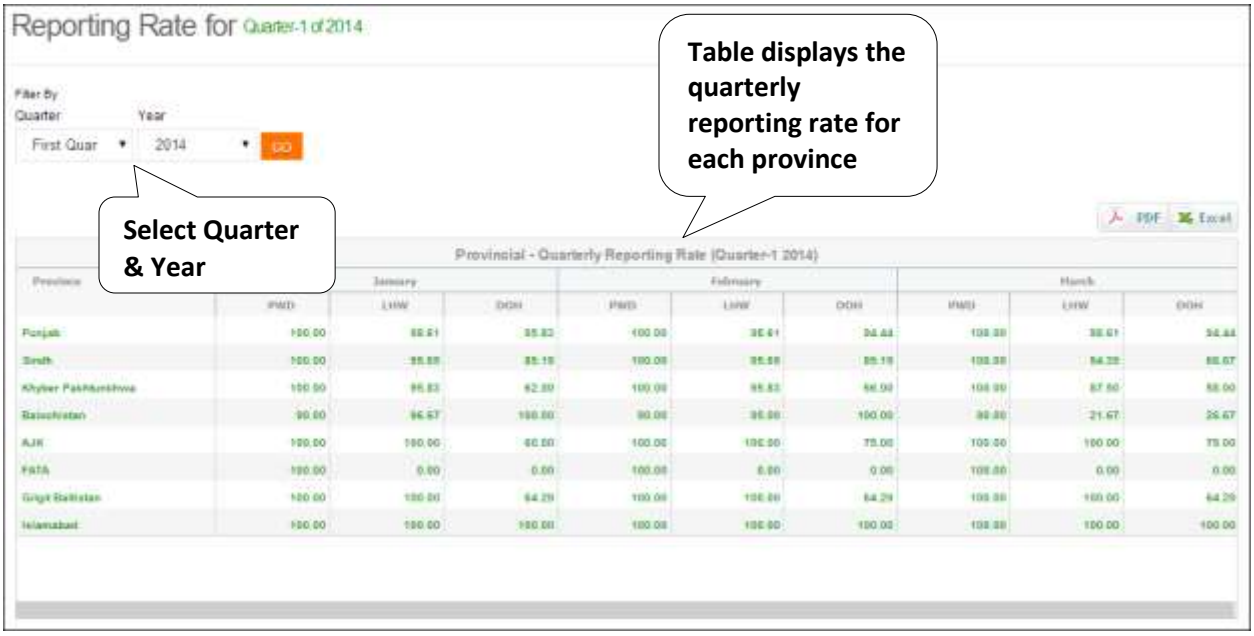
District Reporting Rate

By selecting the type as District in the filter, user can view the non-reported stores in the districts (by stakeholders) which have not reported for a particular month. If “all” is selected from the option “stakeholder” all stakeholders not reporting for a particular month will appear in the list.



Quarterly Reporting Rate

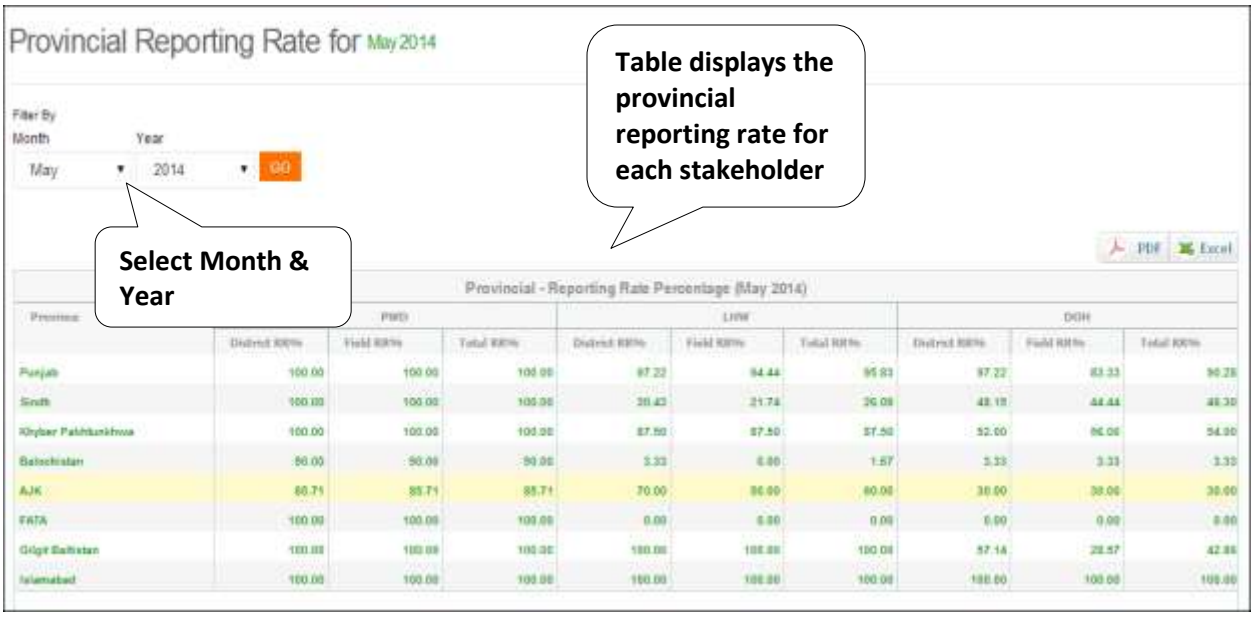
By selecting the desired Quarter of a year in the filter, user can view the reporting rate on the provincial level (by stakeholders) for each month of the quarter.



Provincial Reporting Rate

This report shows the provincial reporting rates for particular public sector stakeholders i.e. PWD, LHW and DOH. User can filter report on the basis of month and year.

The filtered results of the stakeholders will be displayed in the form of district reporting rate, field reporting rate and total (overall) reporting rate.

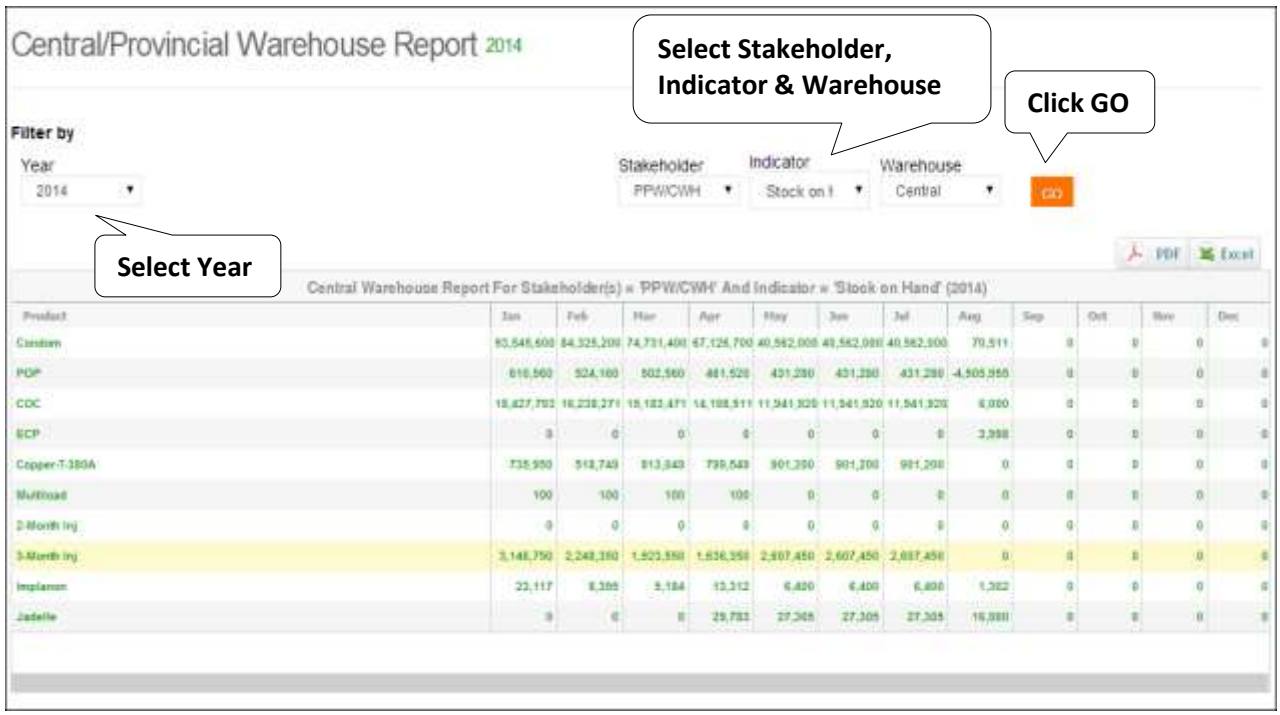


Projected Contraceptive Requirements

This report shows the projected contraceptive requirement for a selected product in each district. User can select the ending month, year, demand for number of months, type, stakeholder and province to estimate the contraceptive requirement for each district.

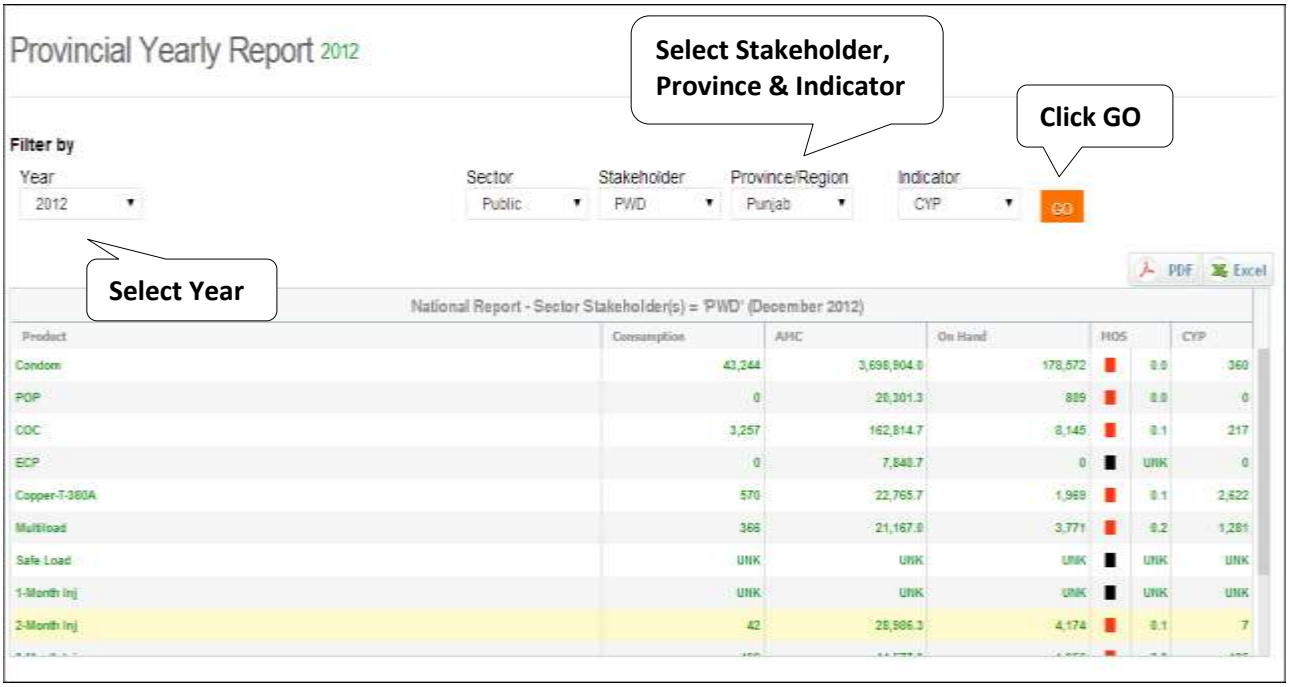
Central/Provincial Warehouse Report

This report shows the monthly values of different inventory indicators i.e. Issued, Stock on Hand and received stock of stakeholder's central or provincial warehouse / stores. User can filter report on the basis of month, stakeholder and type of store i.e. Provincial and Central warehouse.



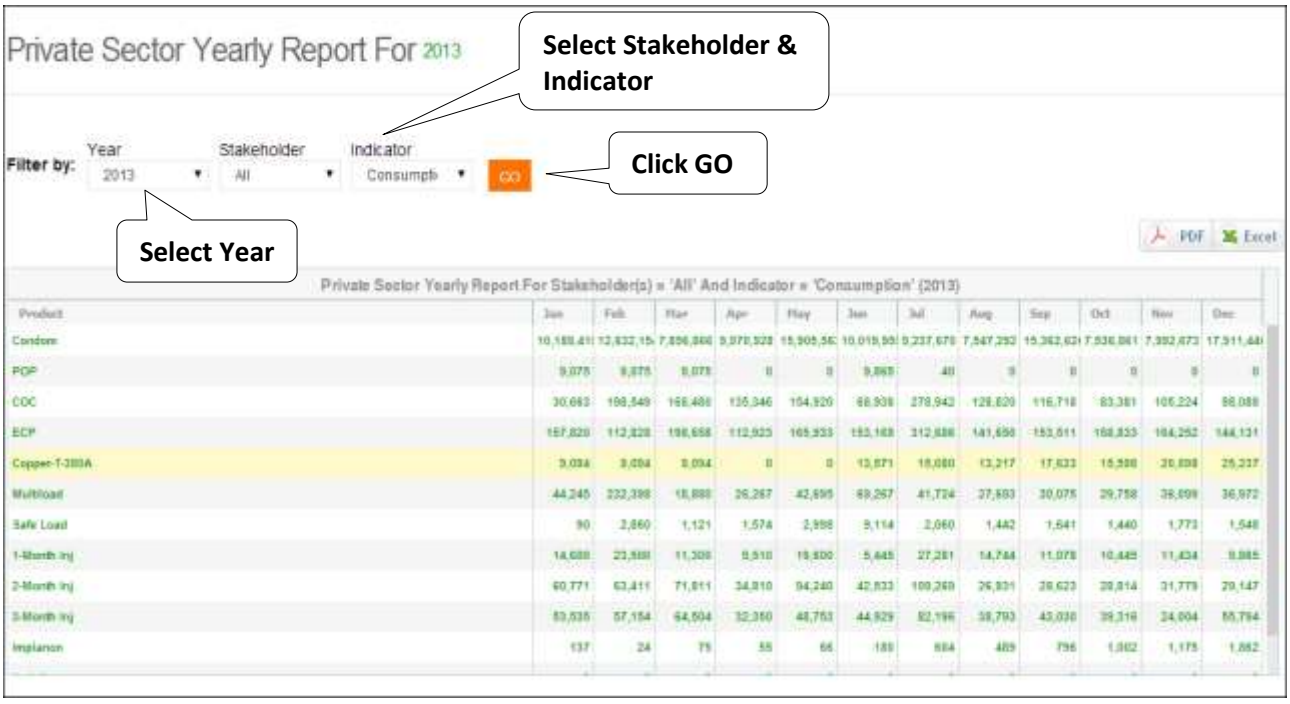
Provincial Yearly Report

This report is to view provincial yearly report month on the stakeholder, indicator and year selected. There are five main indicators that can be viewed i.e. Issuance (Consumption), Couple Years of Protection (CYP), Stock on Hand and Received (District and Field). This is aggregate of the selected indicator from district and field. User can filter report on the basis of stakeholder and Province/Region.



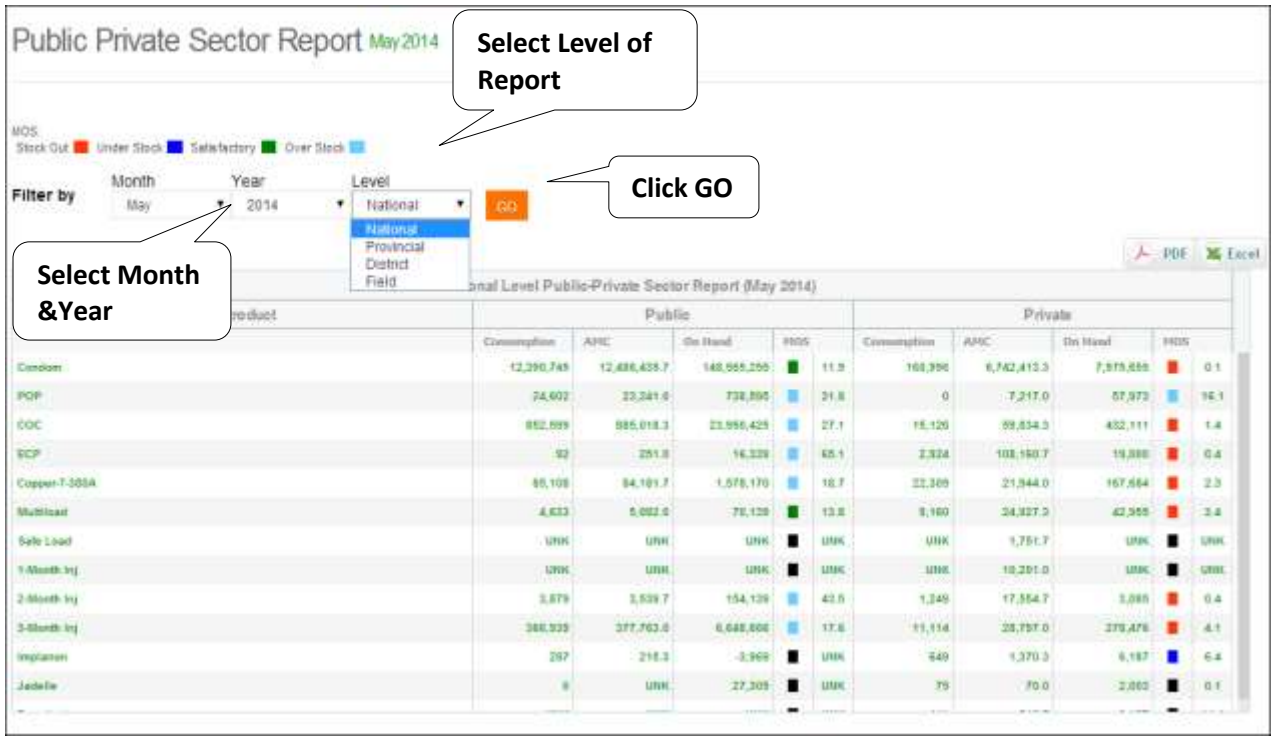
Private Sector Yearly Report

This report shows the monthly values of different inventory indicators i.e. Consumption, Stock on Hand and Received stock for private sector stakeholder's warehouses/stores in a particular month. User can filter on the basis of month, indicator and stakeholder.



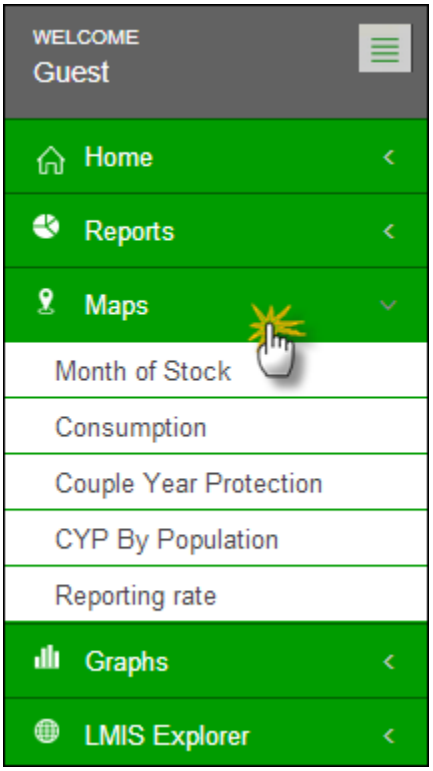
Public-Private Sector Report

This is report is to view the public and private sector share at National, Provincial, District and Field level on some indicators i.e. Consumption, AMC, Stock on Hand and MOS. User can filter on the basis of month and geographical levels i.e. National, Provincial, District and Facility.



Maps

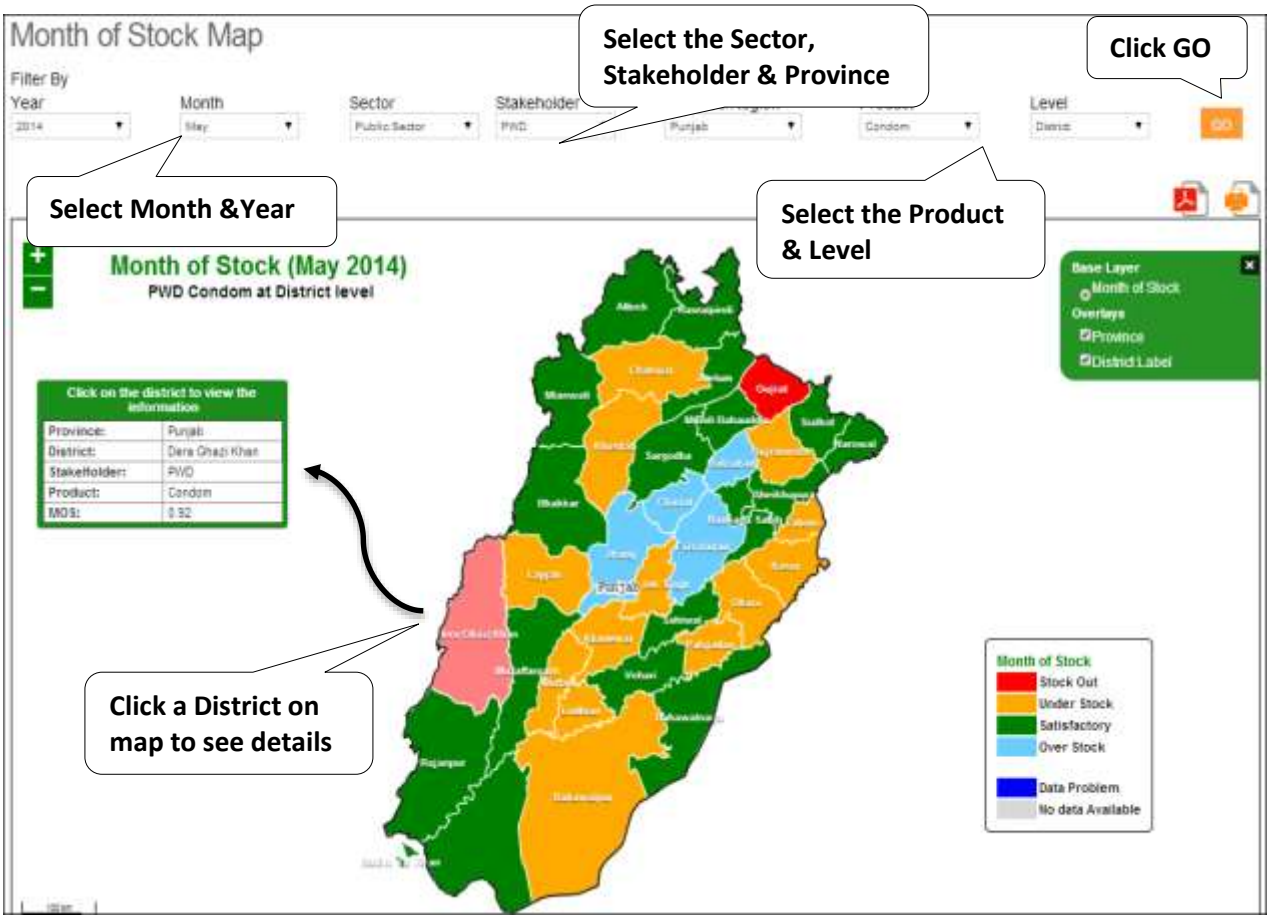
The LMIS also has the capability of generating easy to interpret maps with color codes. These maps can be viewed by selecting the “Maps” tab in the menu. The drop down menu will be displayed as follows:



Once the indicator for which the map is to be viewed is selected, the user will be directed towards a page to select from various filters.

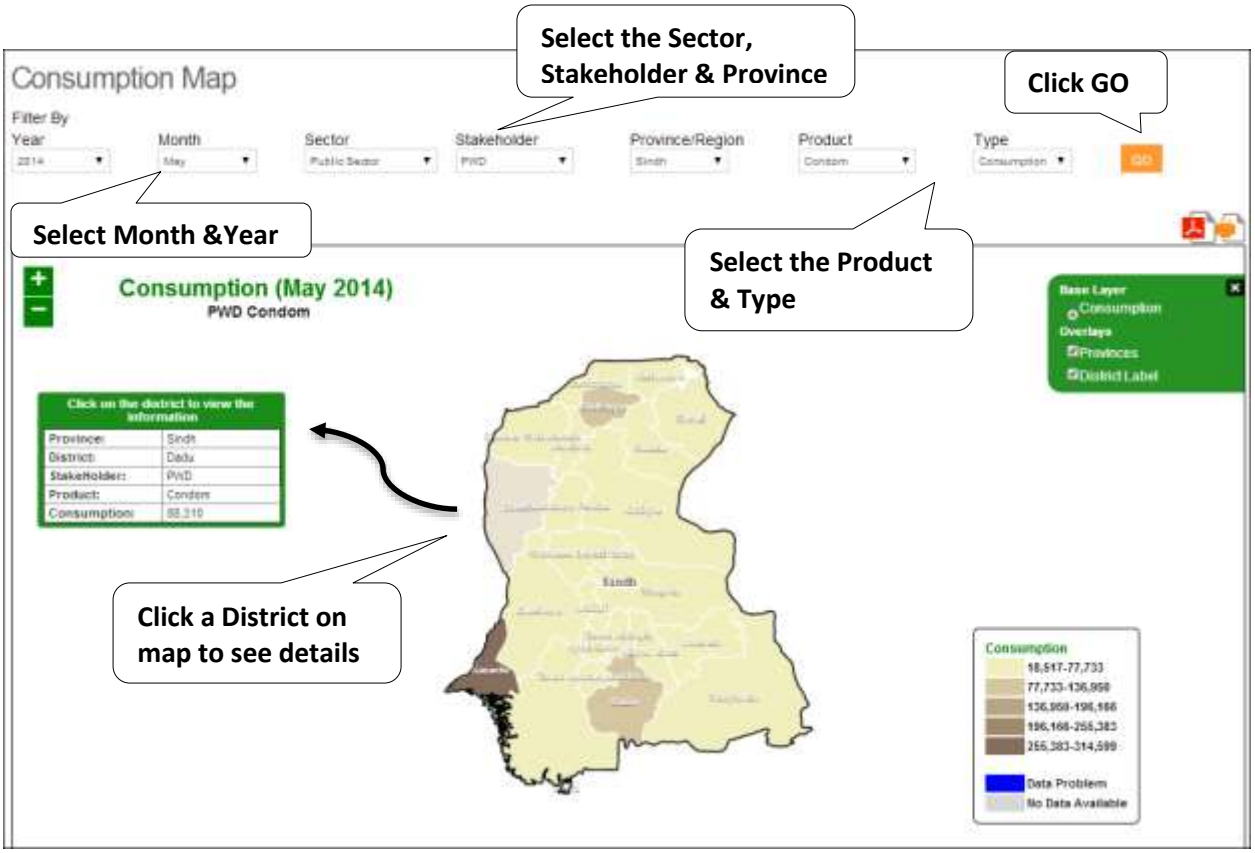
Month of Stock Map

Month of Stock (MOS) map provides many filter options to the user. User can select Month, Year, Province/Region, Product as well as Level to analyze MOS for each district in the selected province. The detailed information can be seen once the user clicks a particular district on the map.



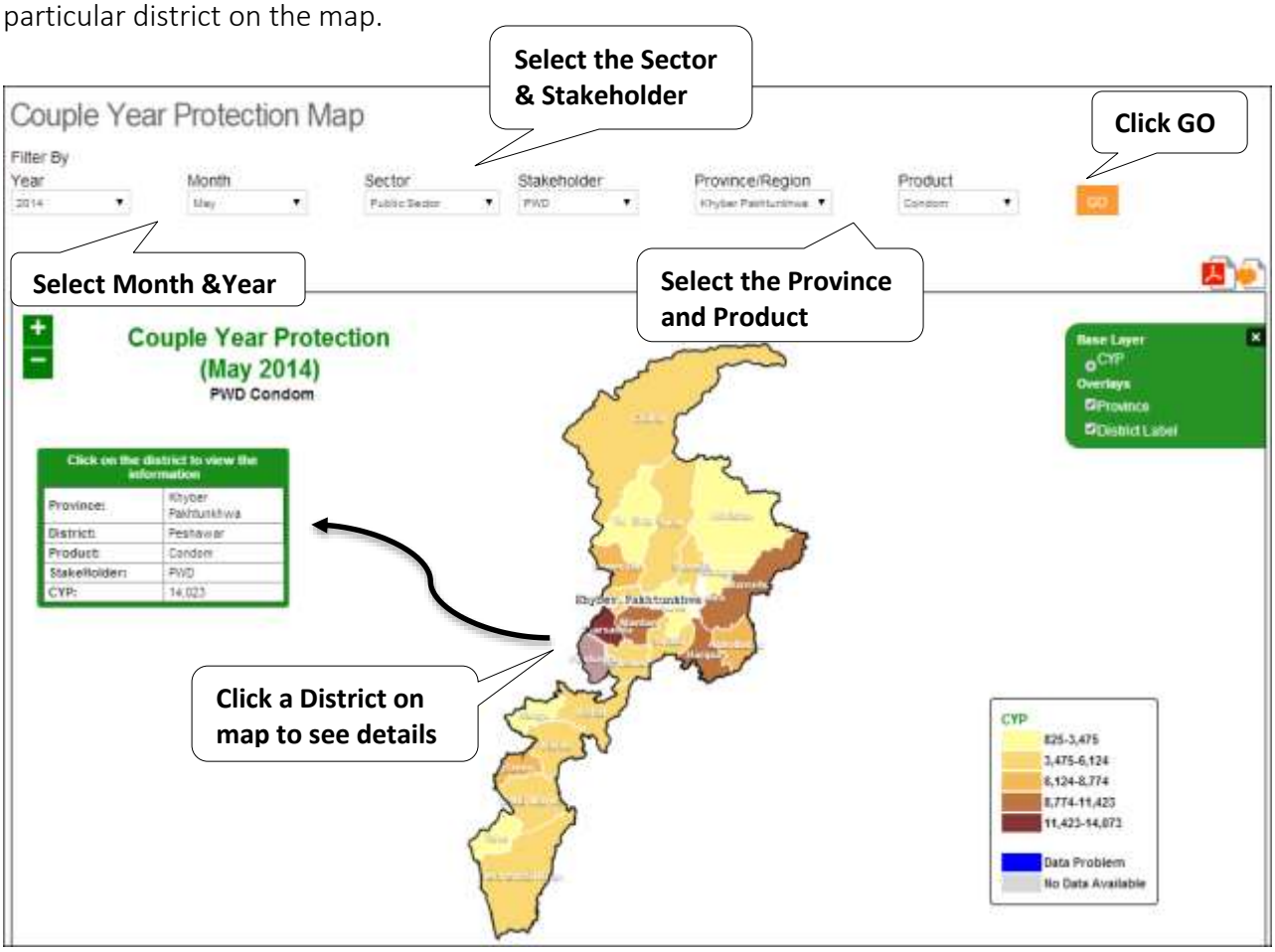
Consumption Map

Consumption map provides user with filter options such as Month, Year, Sector, Stakeholder, Province/Region, Product as well as Type (Consumption and Avg. Monthly Consumption) to analyze product consumption for each district in the selected province. The detailed information can be seen once the user clicks a particular district on the map.



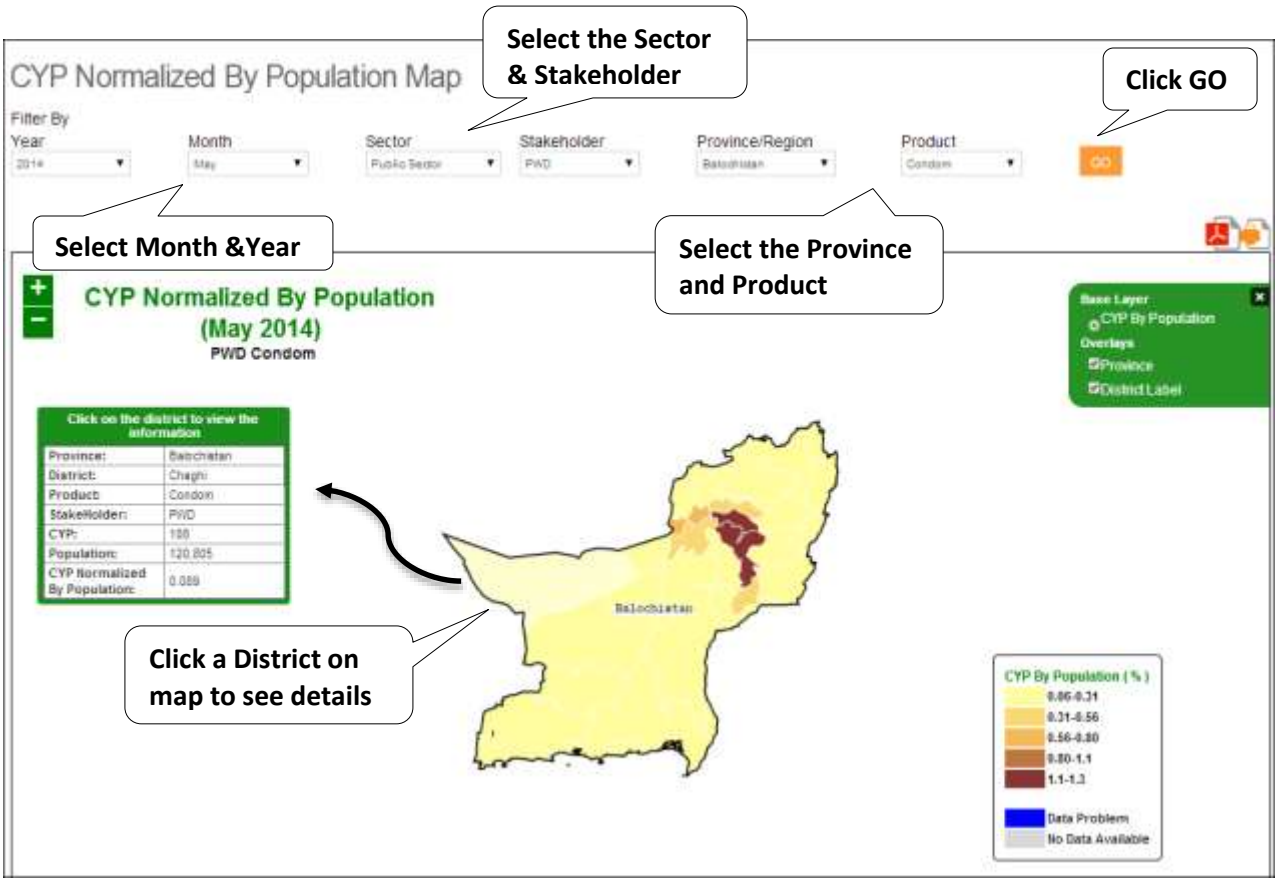
Couple Year Protection Map

Couple Year Protection map provides user with filter options such as Month, Year, Sector, Stakeholder, Province/Region and Product to analyze number of couples protected for each district in the selected province. The detailed information can be seen once the user clicks a particular district on the map.



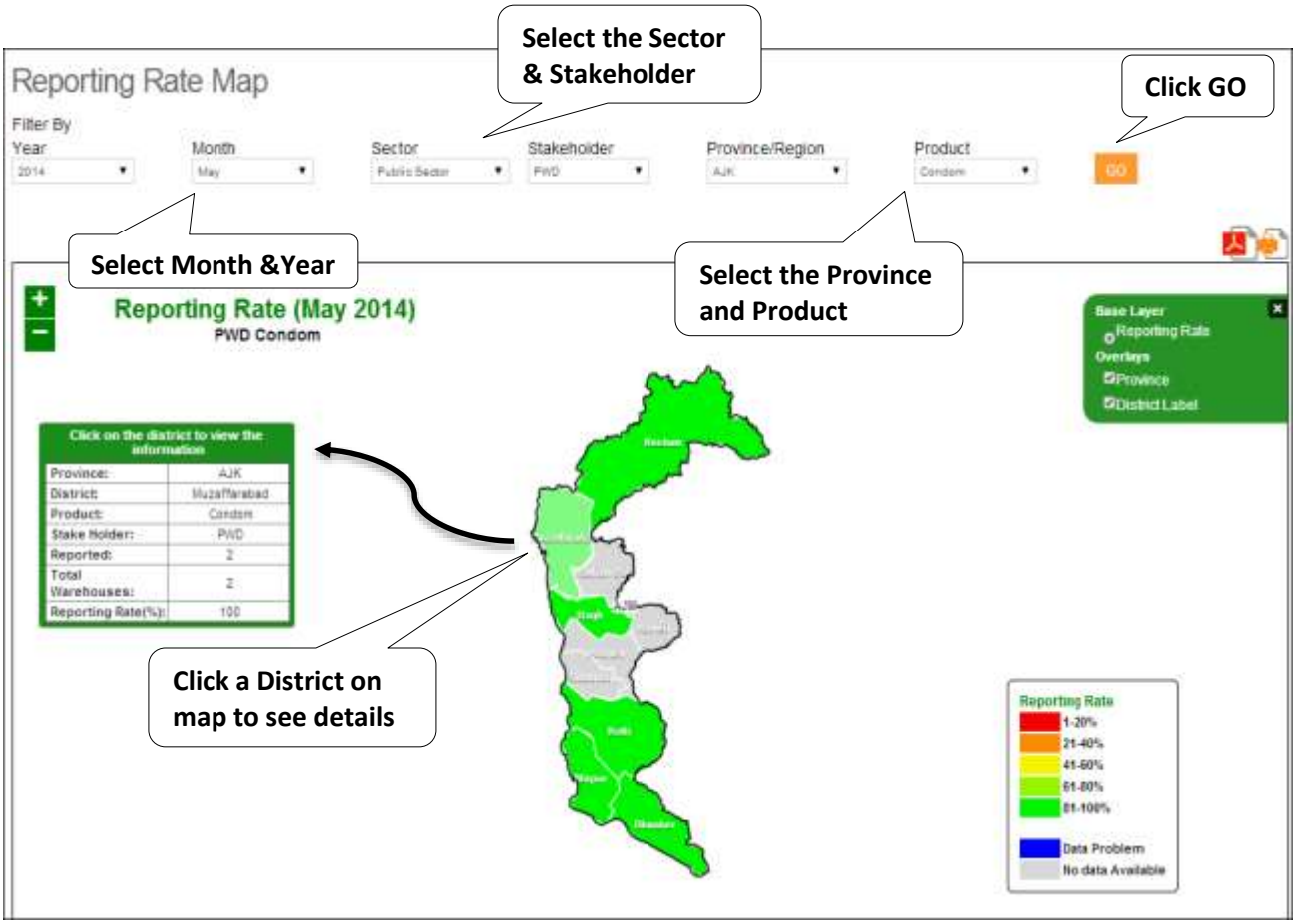
CYP by Population Map

Couple Year Protection map can also be normalized based on the population of the province. It provides user with filter options such as Month, Year, Sector, Stakeholder, Province/Region and Product to analyze number of couples protected for each district in the selected province based on the population of that district. The detailed information can be seen once the user clicks a particular district on the map.



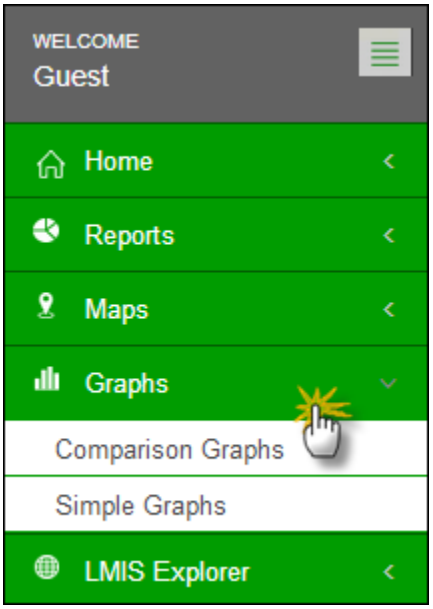
Reporting Rate Map

Reporting rate map shows the number of stores and facilities which have provided the report for each district. User can see filter options such as Month, Year, Sector, Stakeholder, Province/Region and Product to analyze the reporting rate for each district in the selected province based on the number of facilities in that district. The detailed information can be seen once the user clicks a particular district on the map.



Graphs

The LMIS also has the capability of generating easy to interpret graphs. Simple and comparative graphs can be viewed by selecting the “Graphs” tab. The drop down menu will display:

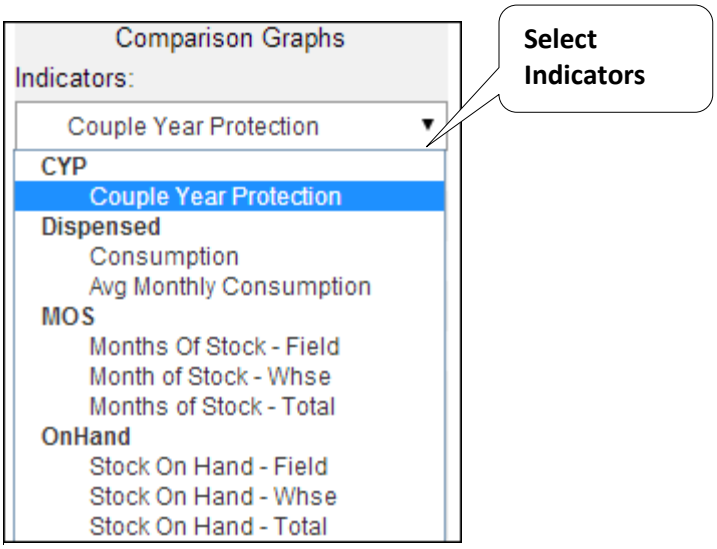


Once simple or comparison graphs is selected, the user is directed towards a page from where s/he can choose various options to create graphs.

Comparison Graphs

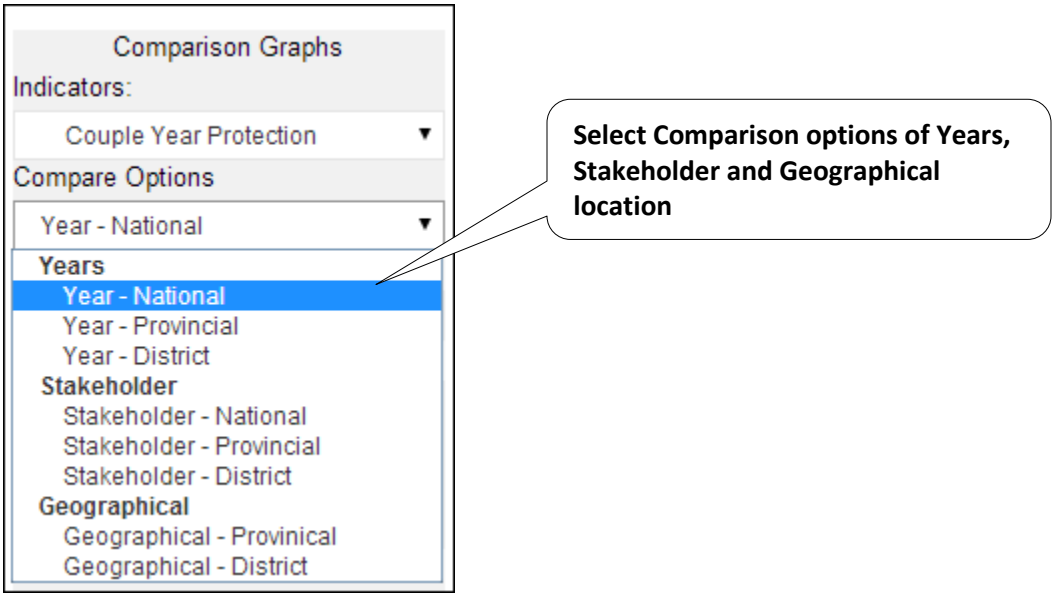
Graph Comparison Report page includes different filters and select option to compare graphs to generate reports. Once the user clicks the 'Indicators', it gives four options to select from:

- CYP (Couple Year Production)
- Dispensed
- MOS(Month Of Stock)
- On Hand

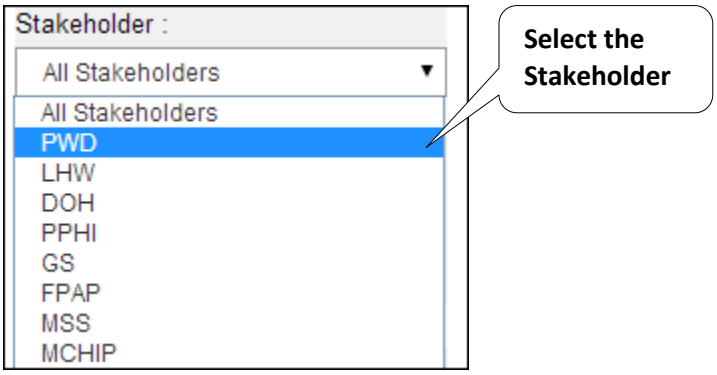


Once user clicks the 'Compare options', it will give the user three options.

- Years
- Stakeholder
- Geographical



Once the user clicks 'Stakeholder', it will show the list of all stakeholders to choose one.

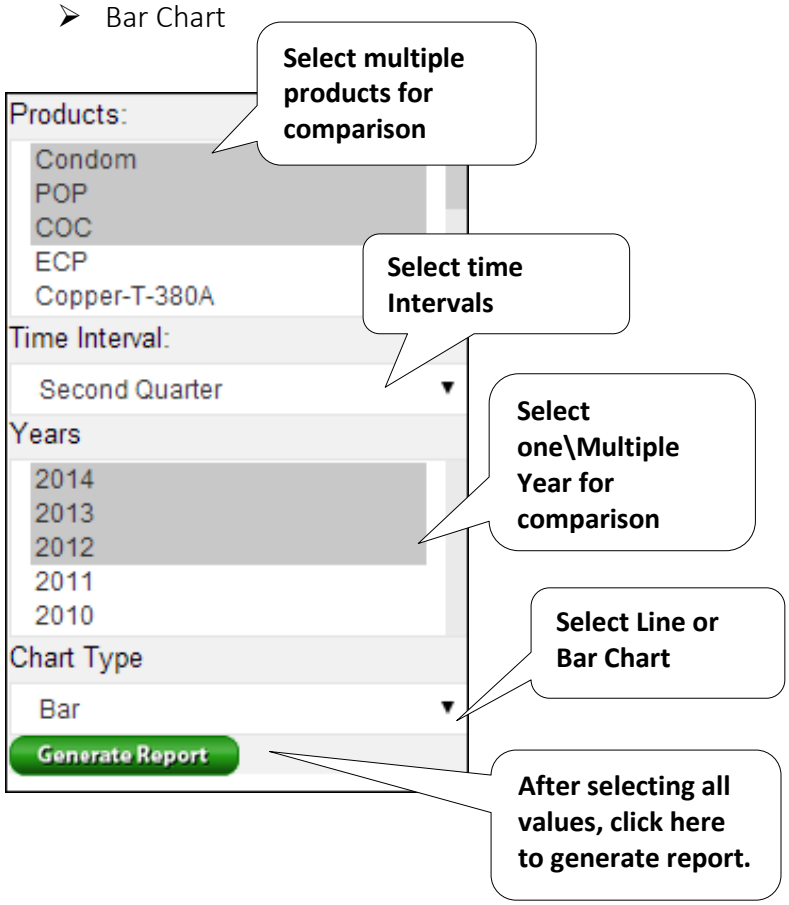


Products and Year show multiple options to select. The user can choose more than one product and year respectively. By clicking on Time-Interval it shows three options:

- Quarter
- Half
- Annual

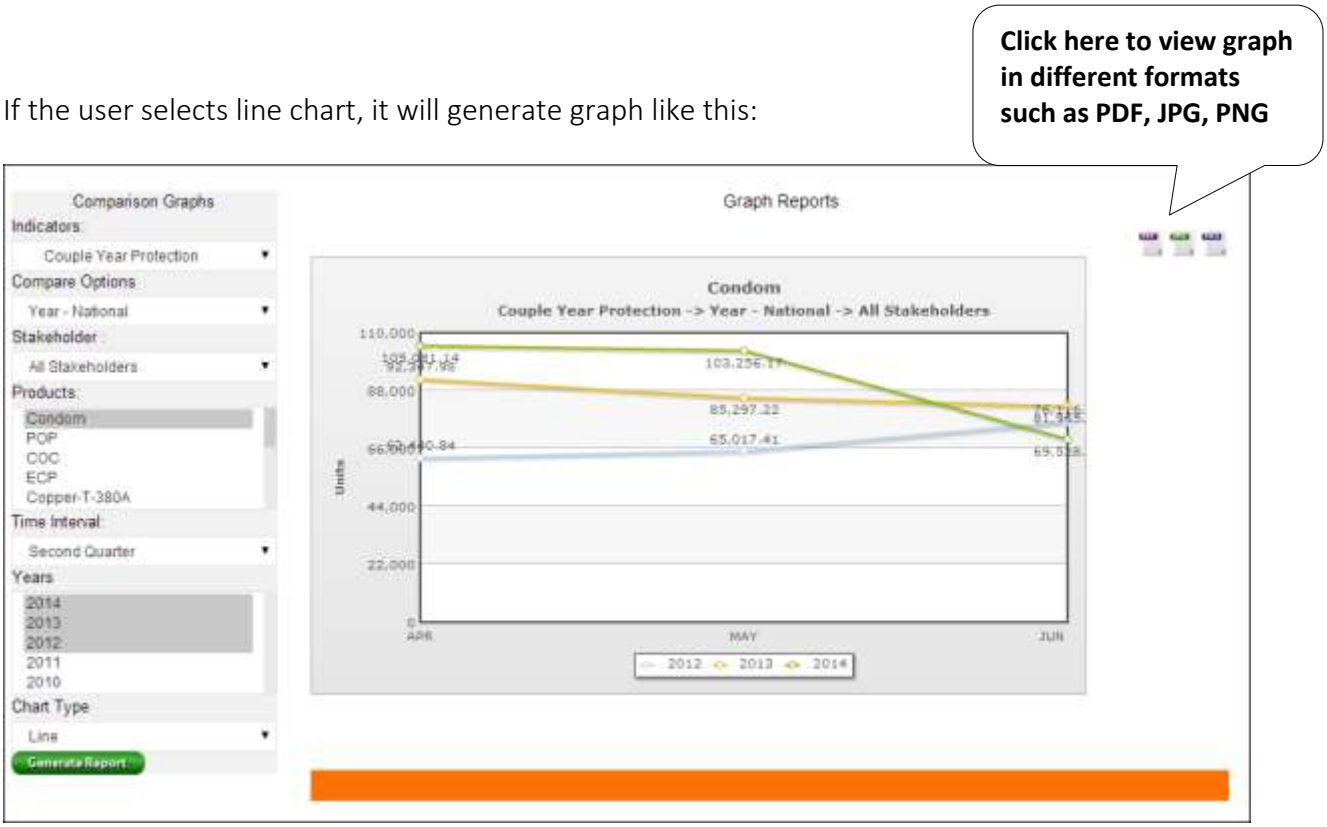
By clicking on Chart type it shows two options:

- Line Chart
- Bar Chart



Line Chart

If the user selects line chart, it will generate graph like this:

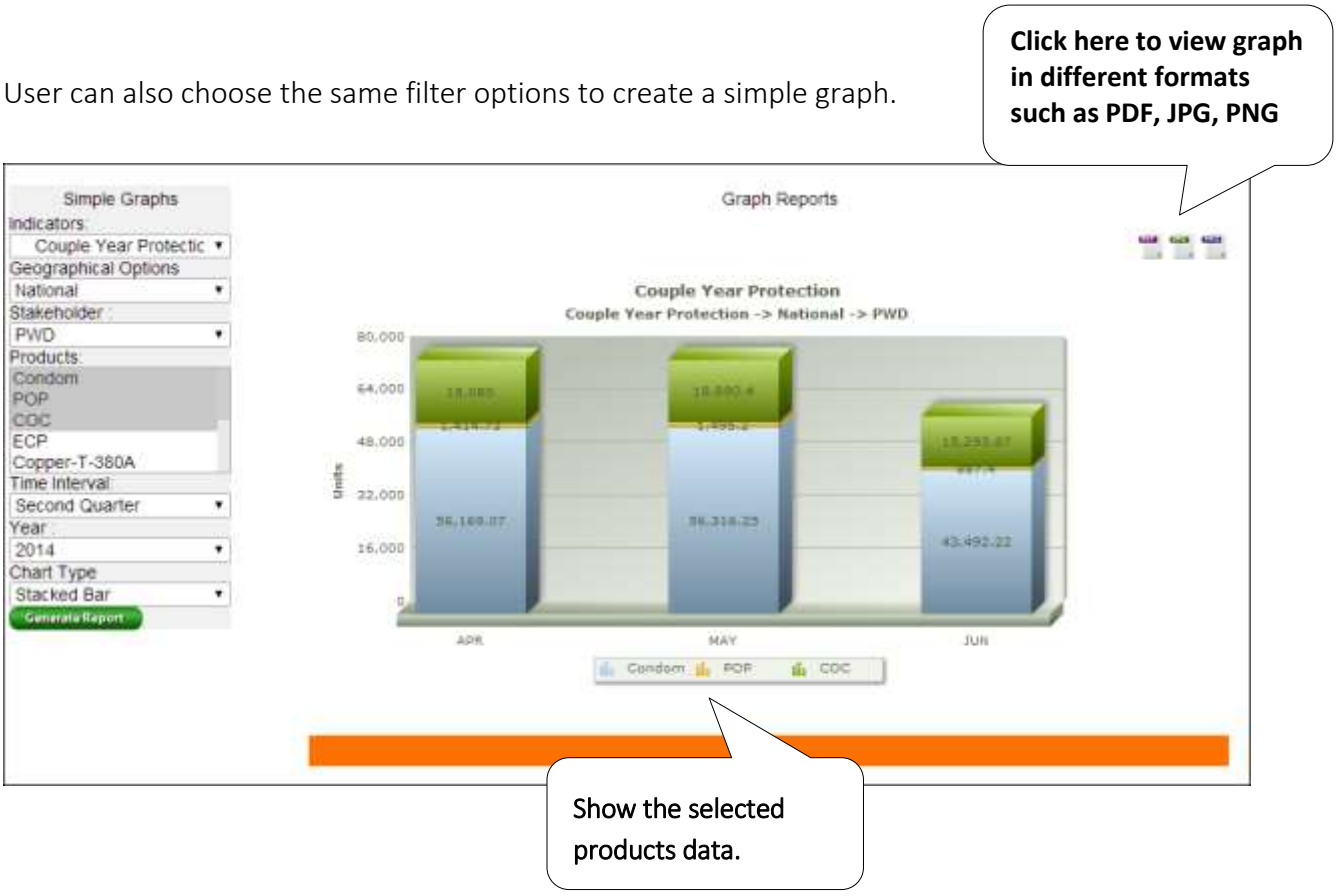


Bar Chart

If the user selects bar chart, it will generate graph like this:

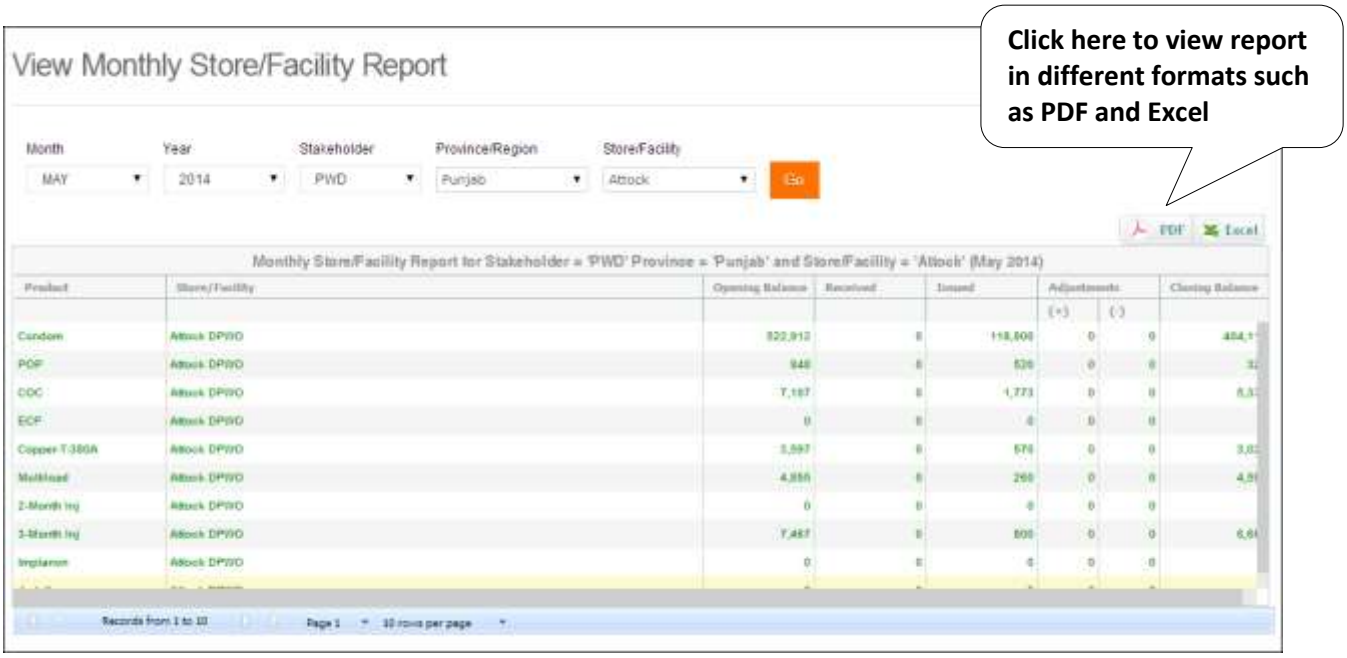
Simple Graphs

User can also choose the same filter options to create a simple graph.



LMIS Explorer

In LMIS explorer, the user can see monthly district warehouse or field store reports and data. If there is no data, a message will be shown.



Similarly, the user can view monthly field reports and data. If there is no data for that selected field, it will show zeroes for that specific month.

Authenticated Users - District

5

in Contraceptive Logistics Management Information System

This section explains overview of the authenticated users on the district level and describes the tasks they can perform while using Logistics Management Information System for contraceptives.

In order to log on to the system, the user will be allocated a username and password. Once successfully logged in, the user will be directed to a 'user information' page specific to the organization. This page will contain specific information about the user's department or organization.

In order to obtain LMIS data and reports, the user must successfully login with his/her username and password. System users are defined by relevant stakeholders and the level in the supply chain they represent. For example, Population Welfare Department users work under Provincial PWD and District Population Welfare Officer. Similarly for the Lady Health Workers' program, the users are authorized personnel from District Program Implementation Unit (DPIU) and Provincial Program Implementation Unit (PPIU).

Dashboard

Dashboard is a visual display of the most important information needed to achieve one or more objectives; consolidated and arranged on a single screen so the information can be monitored at a glance.

Guest user can view following dashboards by default:

- Public Sector Stakeholders
- Private Sector Stakeholders

Public Sector Dashboard

When a guest user logs in, user will view the Public and Sector Dashboards. Public Sector dashboard allows users to quickly view reports in a graphical manner for public sector stakeholders by clicking on this tab.

- Reporting Rate (Stock)

  This graph is showing that the reporting rate of products for the selected stakeholder and also shows the district wise percentage of stock out vs over stock.
- Stock Issue vs Stock on Hand (SOH)

  To show the comparison between the issued stock and the stock on hand (SOH) for all products.
- Reporting Rate (Consumption)

  This graph is showing that the reporting rate of products for the selected stakeholder and also shows the district wise percentage of stock consumption.
- Couple Year Protection (CYP)

  This graph is showing that the CYP for contraceptive products for the selected stakeholder.

- Couple Year Protection (CYP) Map

  This map shows the CYP for contraceptive products for the selected stakeholder on the map of Pakistan.

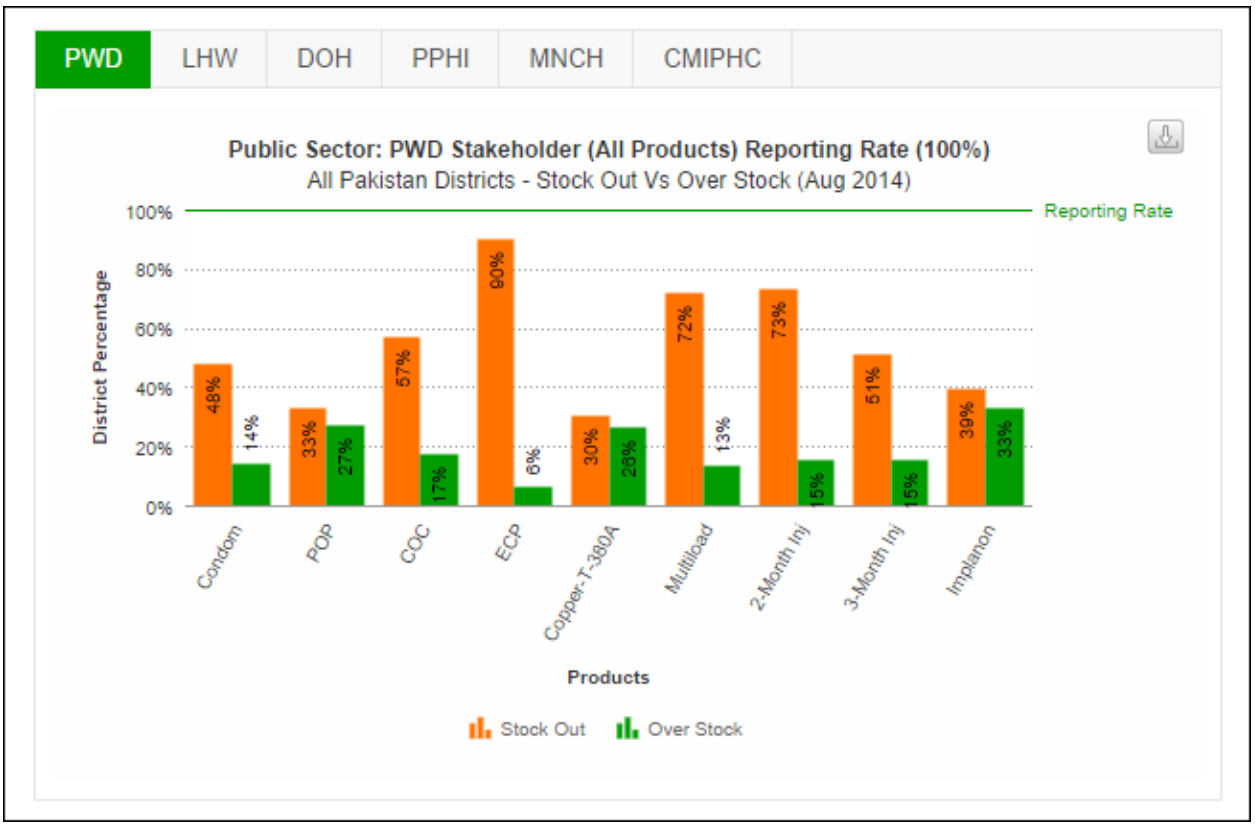
Users can select the following filters:

- Month: select the month from the drop-down list
- Year: select the year from the drop-down list.
- Office Level: select the Office Level for which you want to view report.

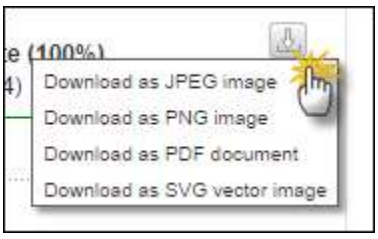
Click Go to view Public Sector Dashboard.

Reporting Rate (Stock)

Public Sector dashboard shows reporting rate for Stock Out and Over Stock for each stakeholder. Users can view the comparison graph for stock out and over stock of products on the horizontal axis and District percentage on the vertical axis.

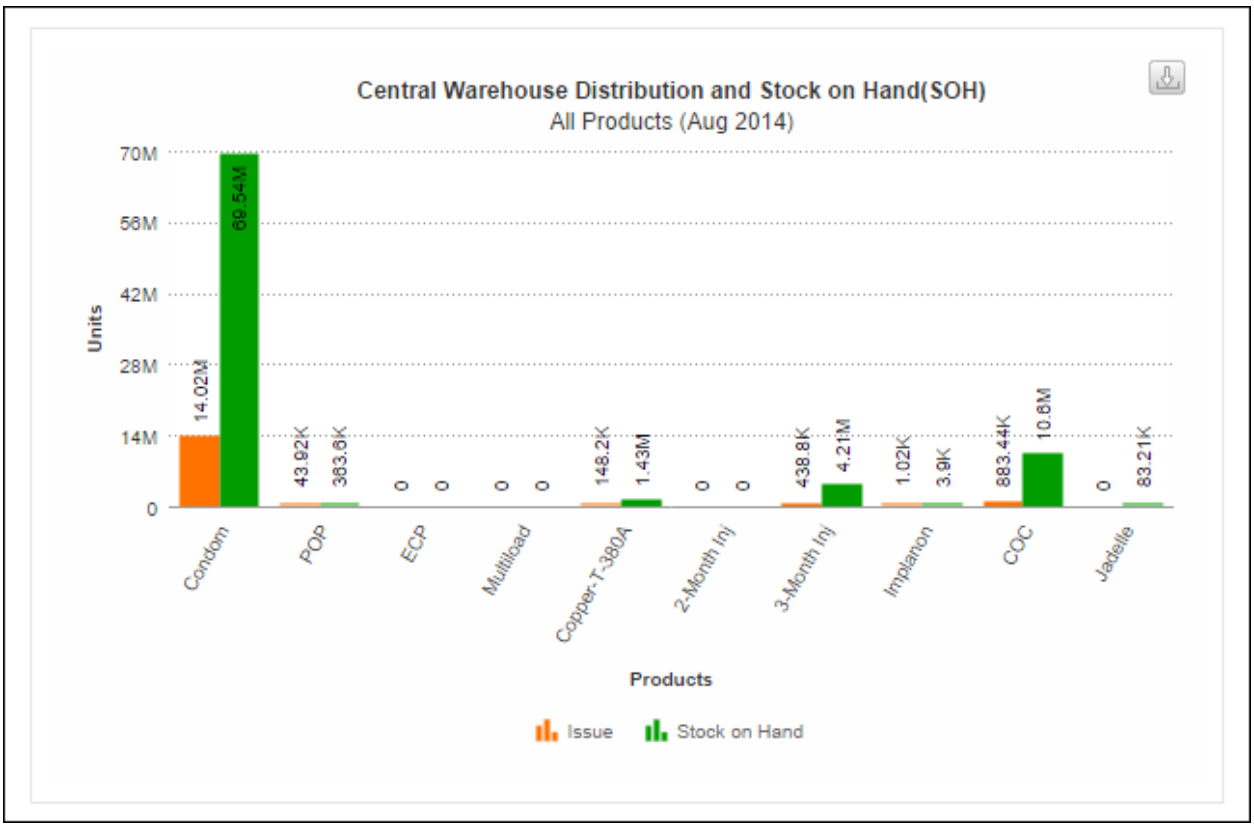


Users can also export charts in JPEG, PNG, PDF and SVG format.

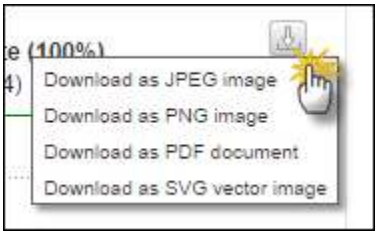


Stock Issue vs Stock on Hand (SOH)

Public Sector dashboard shows the comparison between the issued stock and the stock on hand (SOH) for all products, for the selected month.

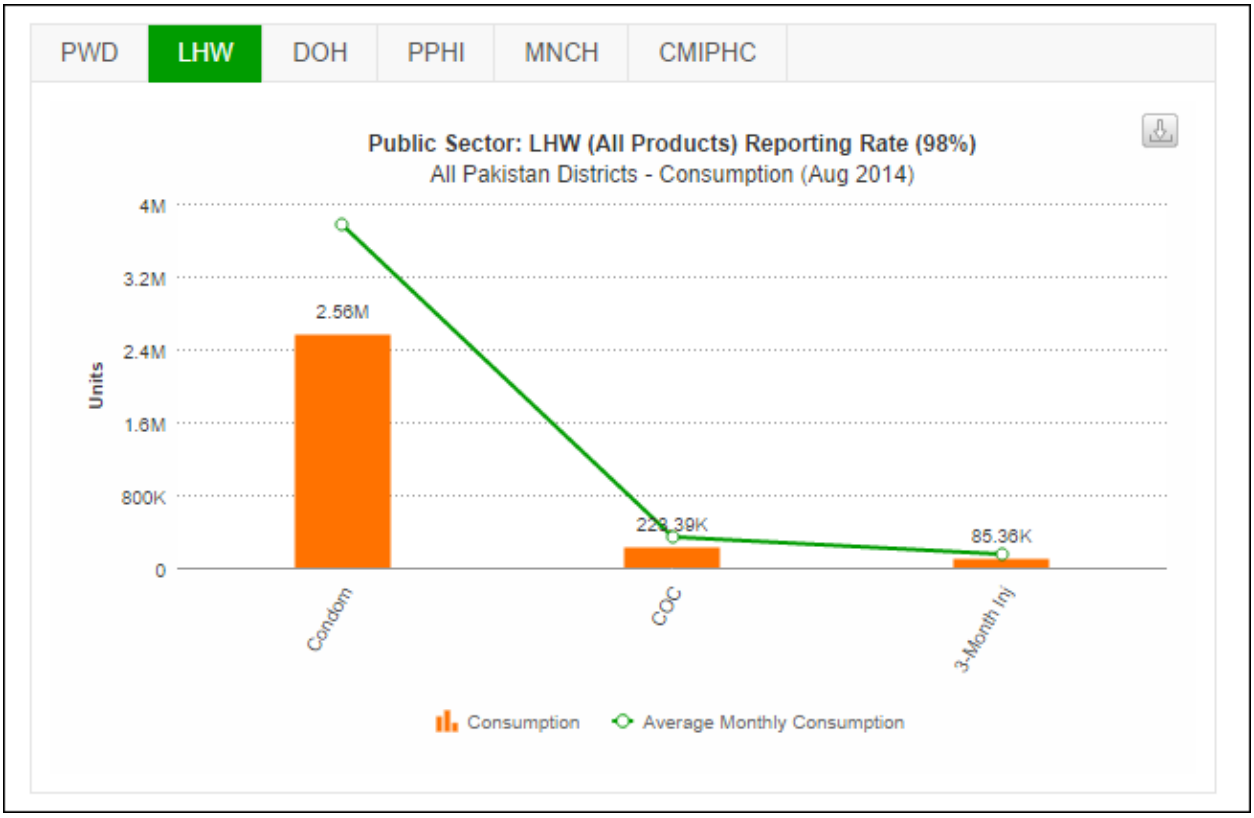


Users can also export charts in JPEG, PNG, PDF and SVG format.

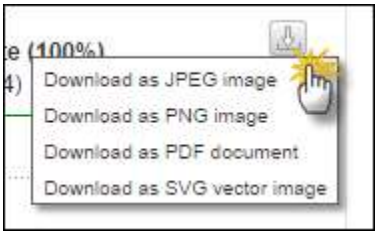


Reporting Rate (Consumption)

Public Sector dashboard shows the reporting rate of products for the selected stakeholder and also shows the district wise percentage of stock consumption. Users can view the consumption and average monthly consumption of stock for the selected stakeholder.

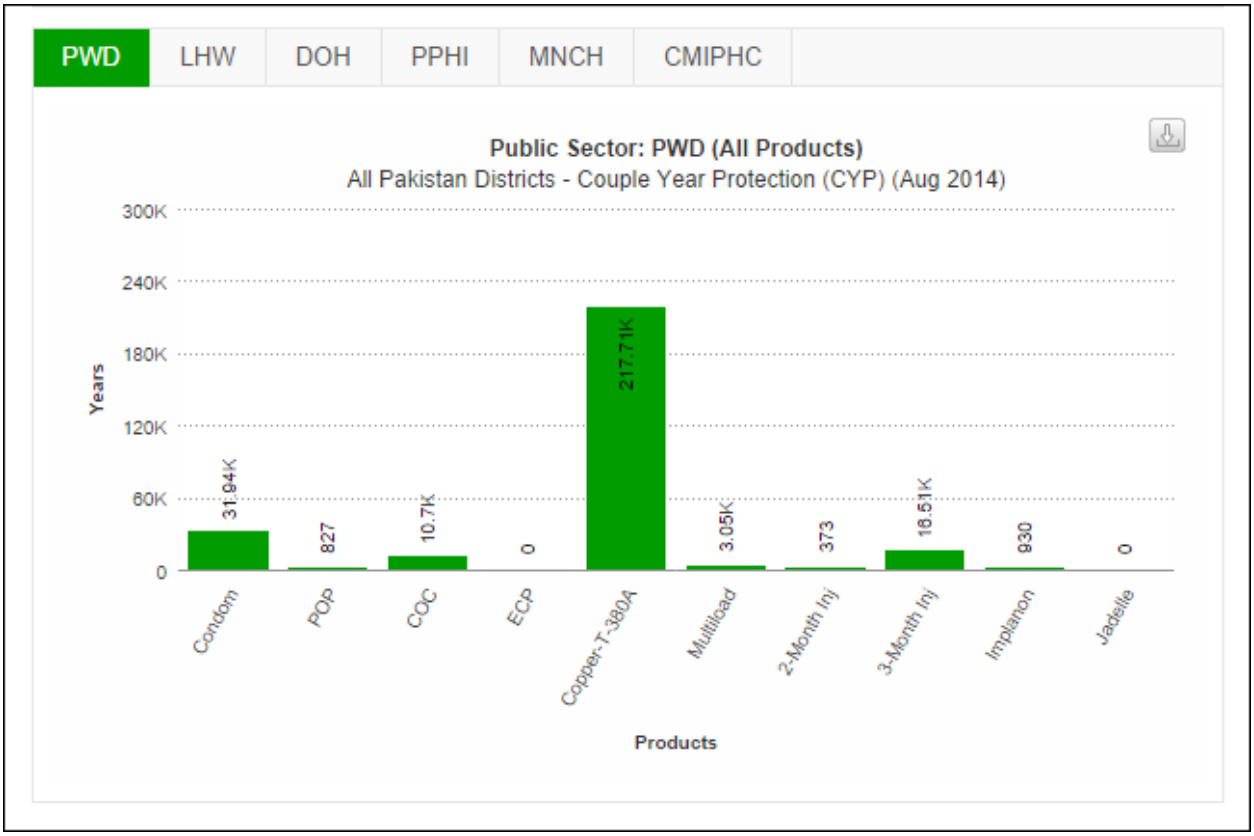


Users can also export charts in JPEG, PNG, PDF and SVG format.

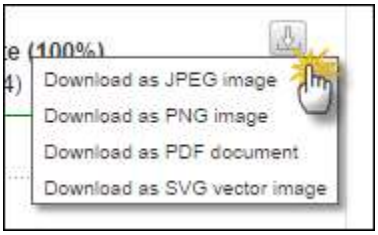


Couple Year Protection (CYP)

Public Sector dashboard shows the Couple Year Protect for contraceptive products for the selected stakeholder.



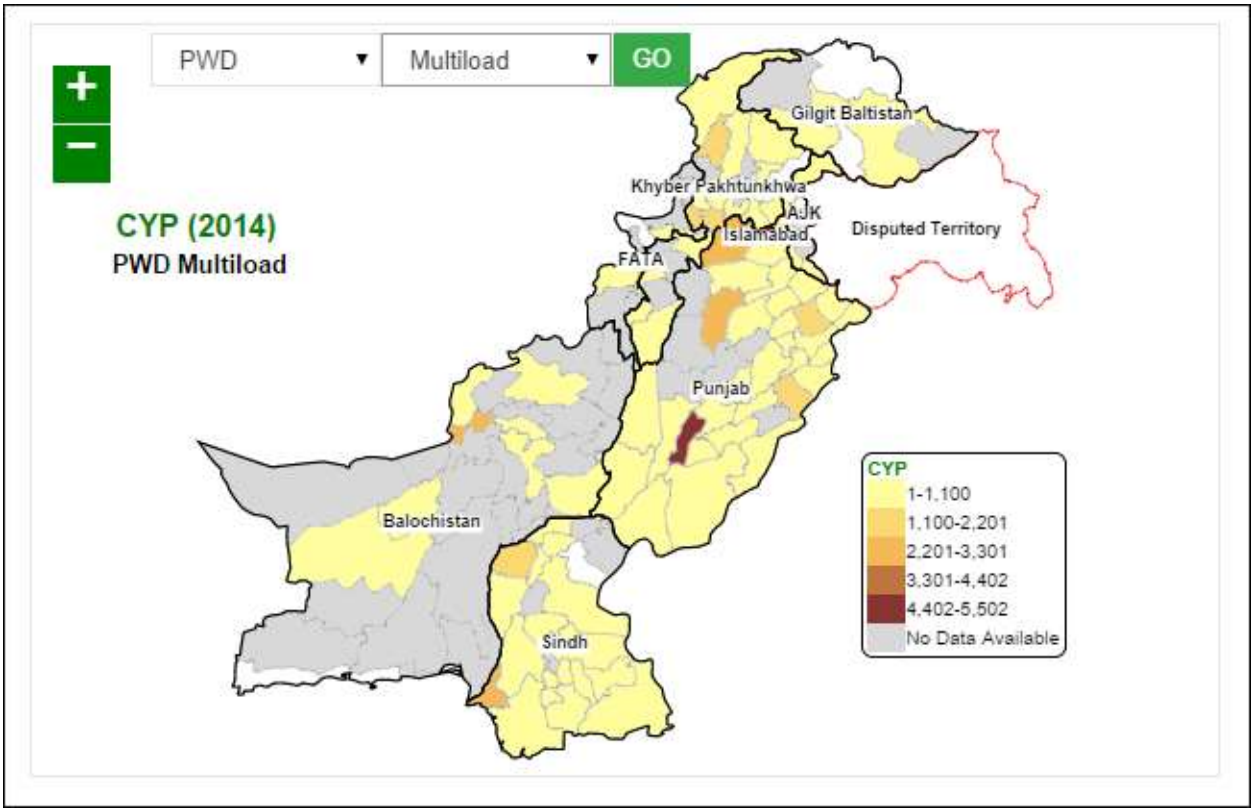
Users can also export charts in JPEG, PNG, PDF and SVG format.



Couple Year Protection (CYP) Map

This map shows the CYP for contraceptive products for the selected stakeholder on the map of Pakistan.

Select the stakeholder and the product from the drop-down menu and click GO.



Private Sector Dashboard

When a guest user logs in, user will view the Public and Sector Dashboards. Private Sector dashboard allows users to quickly view reports in a graphical manner for private sector stakeholders by clicking on this tab.

- Reporting Rate (Stock)

  This graph is showing that the reporting rate of products for the selected stakeholder and also shows the district wise percentage of stock out vs over stock.

- Stock Issue vs Stock on Hand (SOH)

  To show the comparison between the issued stock and the stock on hand (SOH) for all products.

- Reporting Rate (Consumption)

  This graph is showing that the reporting rate of products for the selected stakeholder and also shows the district wise percentage of stock consumption.

- Couple Year Protection (CYP)

  This graph is showing that the CYP for contraceptive products for the selected stakeholder.

- Couple Year Protection (CYP) Map

  This map shows the CYP for contraceptive products for the selected stakeholder on the map of Pakistan.

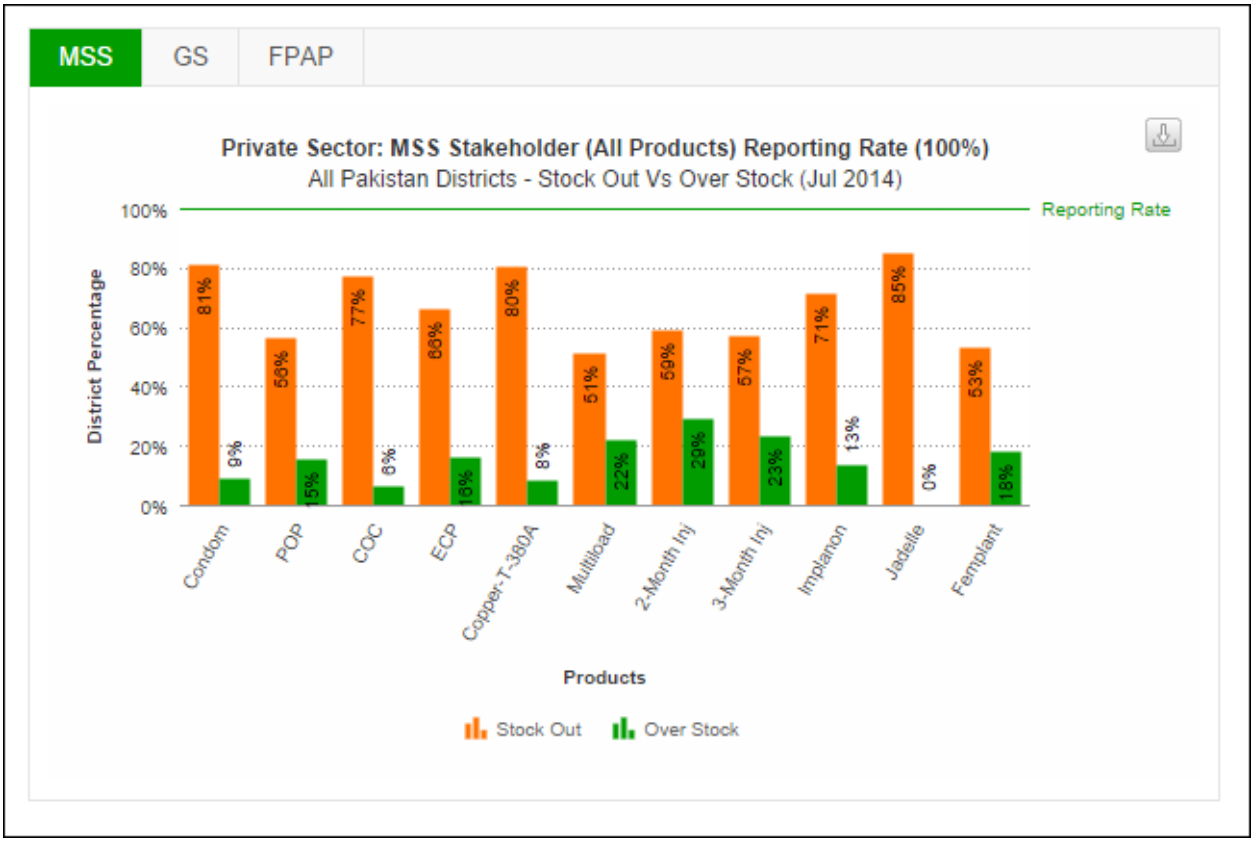
Users can select the following filters:

- Month: select the month from the drop-down list
- Year: select the year from the drop-down list.
- Office Level: select the Office Level for which you want to view report.

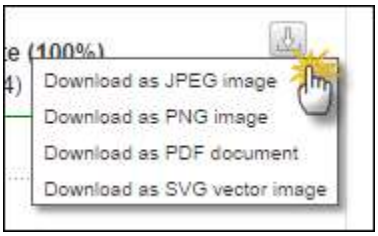
Click Go to view Private Sector Dashboard.

Reporting Rate (Stock)

Private Sector dashboard shows reporting rate for Stock Out and Over Stock for each stakeholder. Users can view the comparison graph for stock out and over stock of products on the horizontal axis and District percentage on the vertical axis.

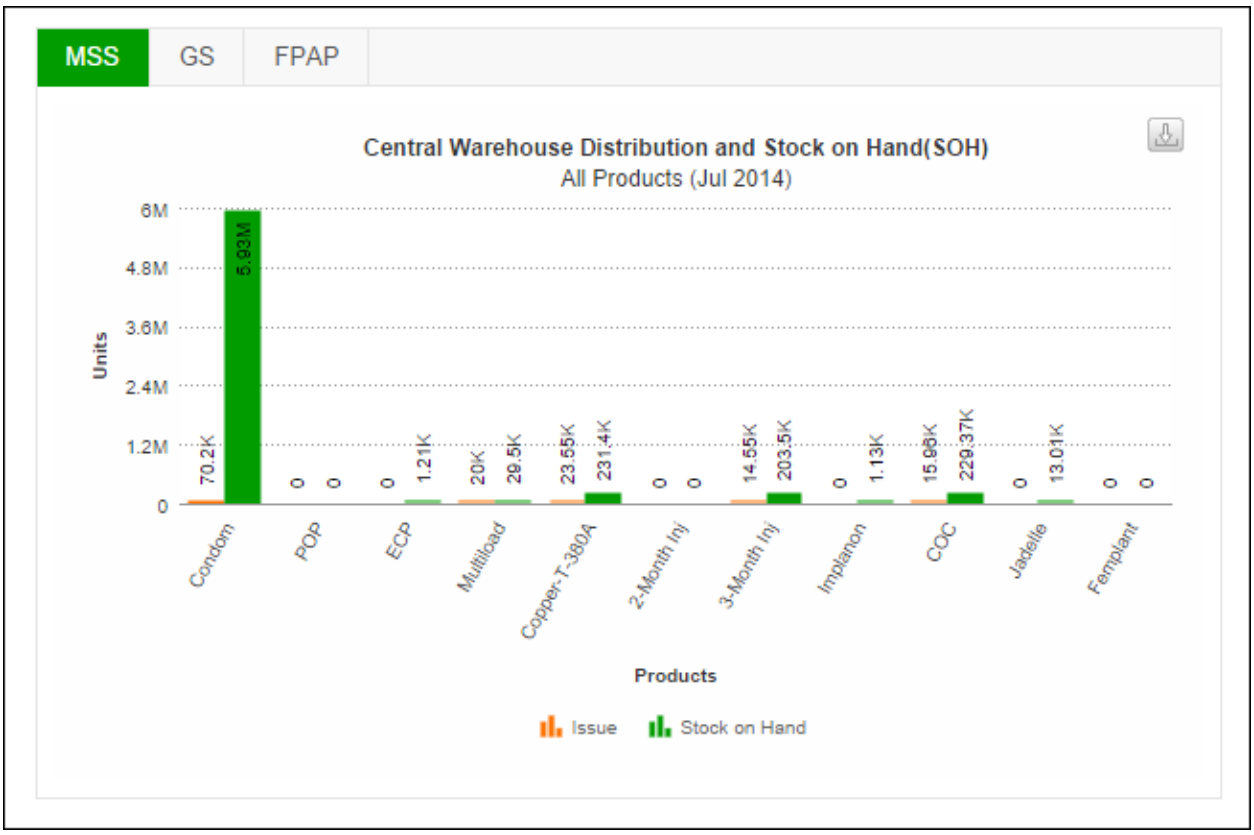


Users can also export charts in JPEG, PNG, PDF and SVG format.

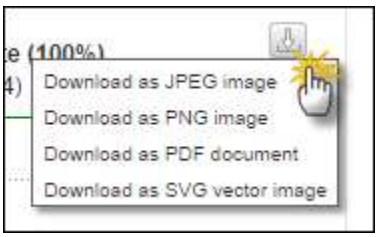


Stock Issue vs Stock on Hand (SOH)

Private Sector dashboard shows the comparison between the issued stock and the stock on hand (SOH) for all products, for the selected month.

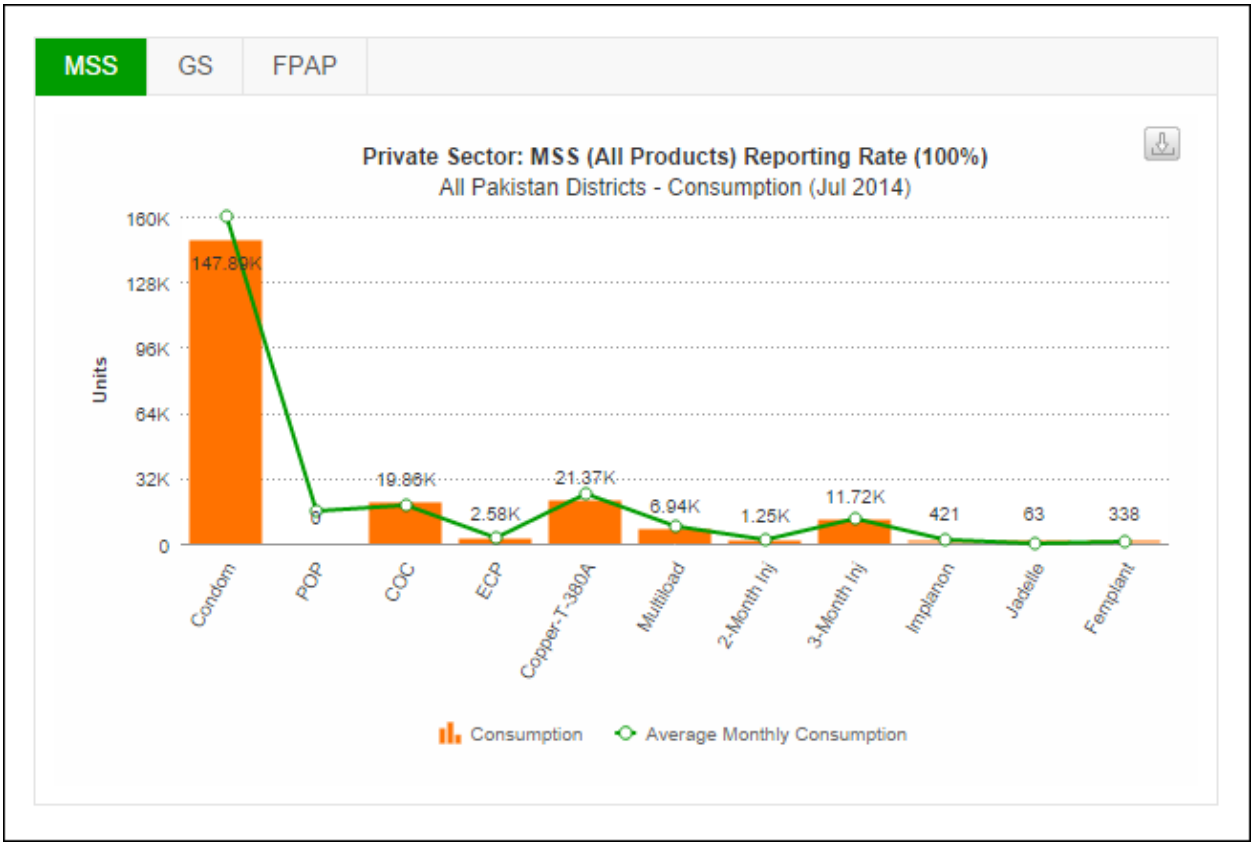


Users can also export charts in JPEG, PNG, PDF and SVG format.

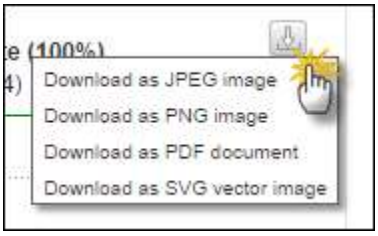


Reporting Rate (Consumption)

Private Sector dashboard shows the reporting rate of products for the selected stakeholder and also shows the district wise percentage of stock consumption. Users can view the consumption and average monthly consumption of stock for the selected stakeholder.

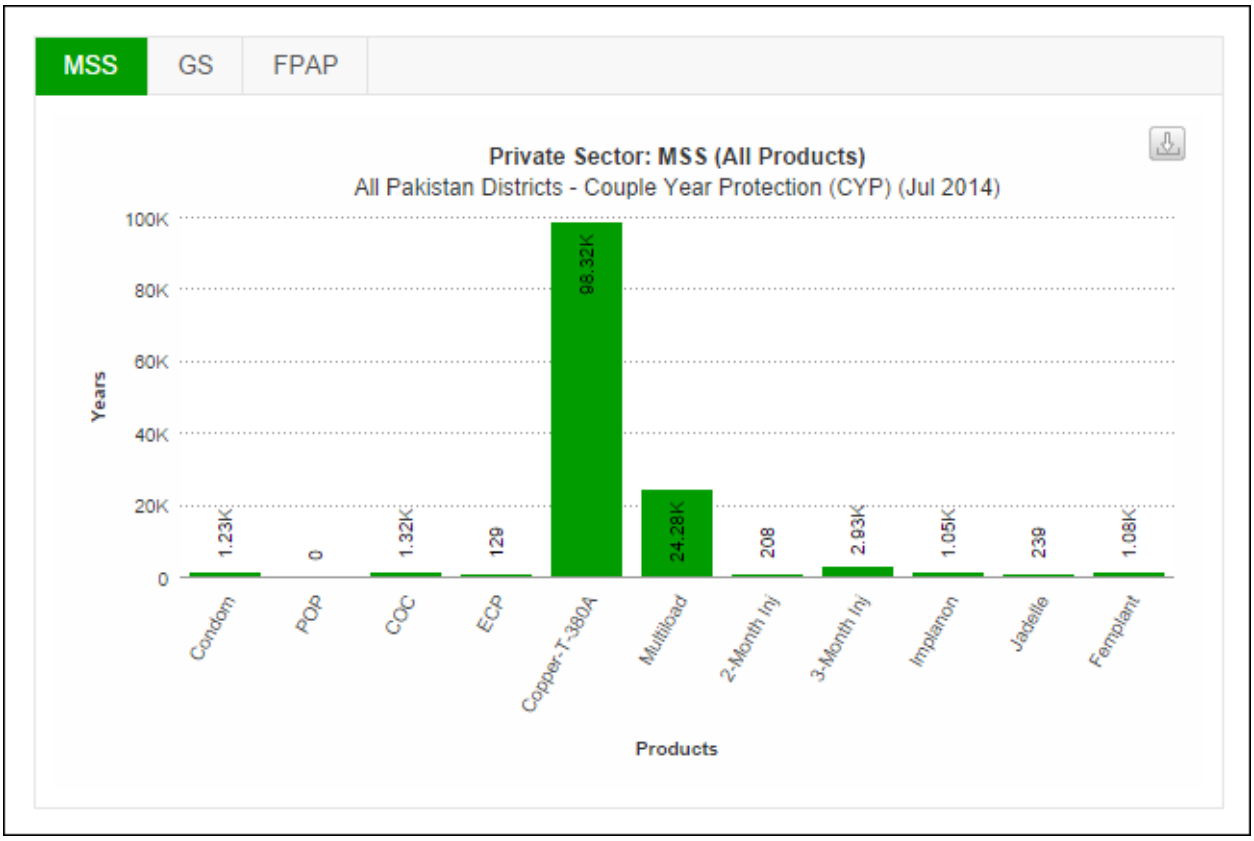


Users can also export charts in JPEG, PNG, PDF and SVG format.

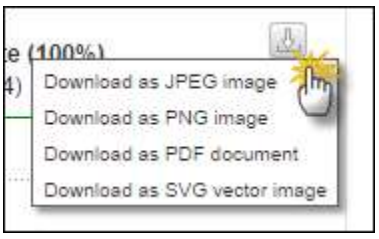


Couple Year Protection (CYP)

Private Sector dashboard shows the Couple Year Protect for contraceptive products for the selected stakeholder.



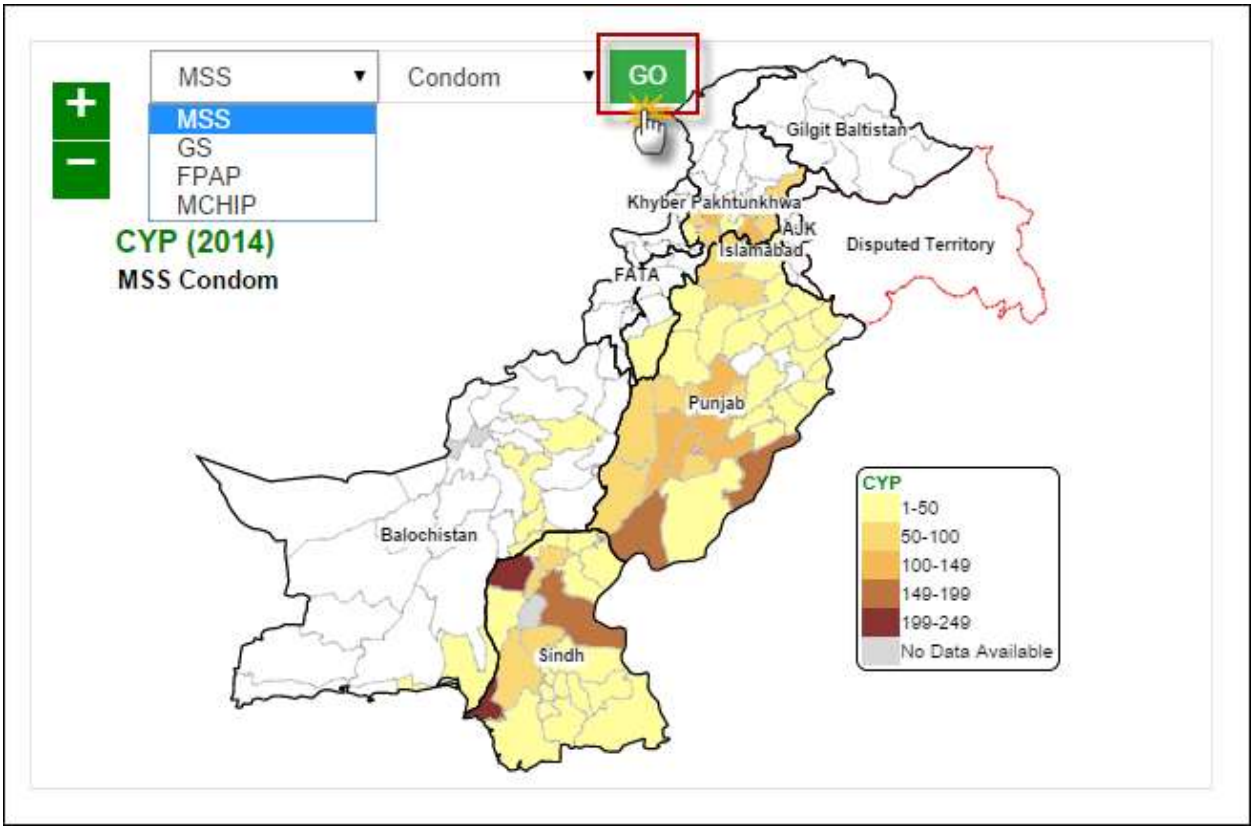
Users can also export charts in JPEG, PNG, PDF and SVG format.



Couple Year Protection (CYP) Map

This map shows the CYP for contraceptive products for the selected stakeholder on the map of Pakistan.

Select the stakeholder and the product from the drop-down menu and click GO.



Data Entry

After a successful login, the user will be directed to stakeholder specific page. Based on the privileges assigned to the user by the system administrator, various menu items will appear on the interface homepage.

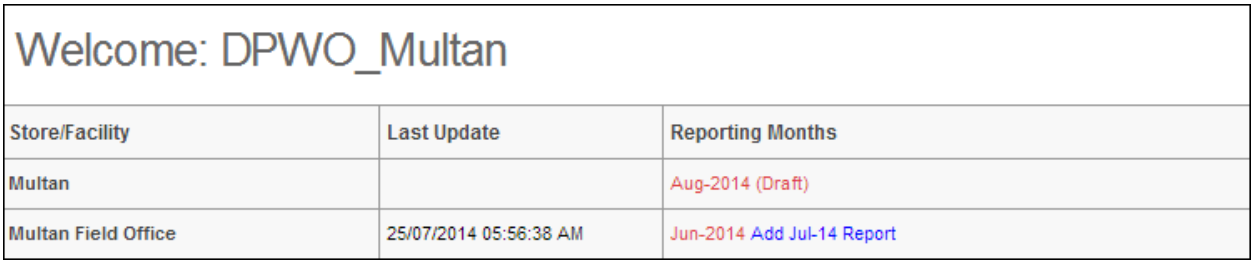
After successful login, district user will see the following menu:

- DPWO Multan: Name of the User who is currently logged in.
- Sign Out: signs out the user to homepage of LMIS.
- Change Password: It allows user to change the password.
-

: By clicking this icon, user will be reached on the main page which appeared just after logging in.
- Data Entry: User can enter monthly reports by using this menu item.
- Monthly Reports: User can view his and other warehouse / stores reports by using this menu item.
- Reports: User can view pre-published analytical reports.

- **Maps**: User can view analytical reports in the form of maps.
- **Graphs**: User can view pre-published graphs.
- **LMIS Explorer**: User can view monthly warehouse report.
- **CLR-6:** User can add or view requisition requests.
- **Inventory Management:** User can manage the inventory of the district facility / store.

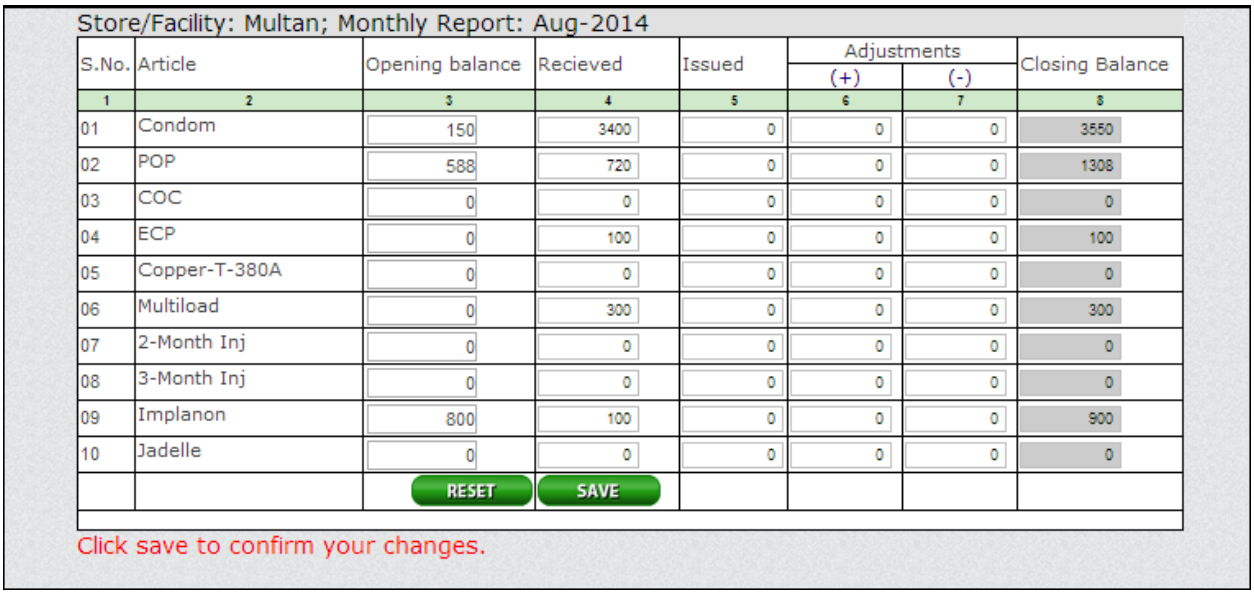
Data Entry



Welcome: DPWO_Multan

Store/Facility	Last Update	Reporting Months
Multan		Aug-2014 (Draft)
Multan Field Office	25/07/2014 05:56:38 AM	Jun-2014 Add Jul-14 Report

Once the user selects the Store/Facility and the month in which he/she wants to add data, a data entry screen will appear where the user can fill and save. By default, user can enter last month data and edit last report.



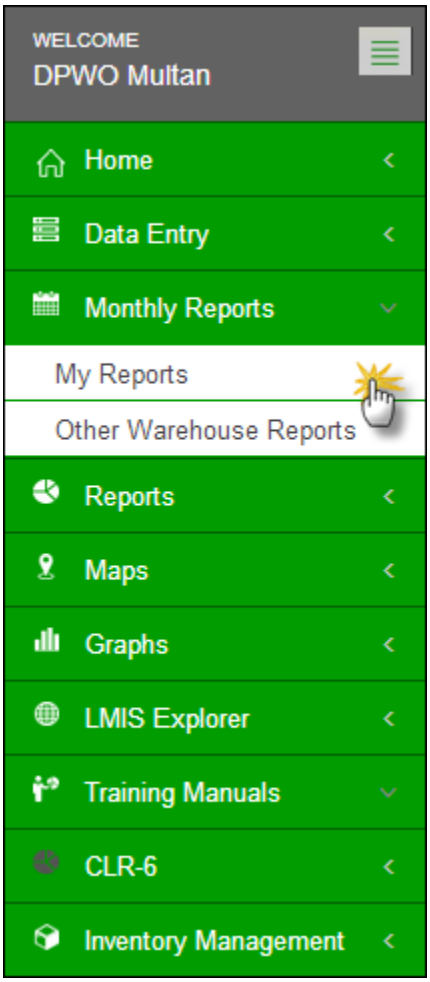
Store/Facility: Multan; Monthly Report: Aug-2014

S.No.	Article	Opening balance	Recieved	Issued	Adjustments (+)	Adjustments (-)	Closing Balance
1	2	3	4	5	6	7	8
01	Condom	150	3400	0	0	0	3550
02	POP	588	720	0	0	0	1308
03	COC	0	0	0	0	0	0
04	ECP	0	100	0	0	0	100
05	Copper-T-380A	0	0	0	0	0	0
06	Multiload	0	300	0	0	0	300
07	2-Month Inj	0	0	0	0	0	0
08	3-Month Inj	0	0	0	0	0	0
09	Implanon	800	100	0	0	0	900
10	Jadelle	0	0	0	0	0	0
		RESET	SAVE				

Click save to confirm your changes.

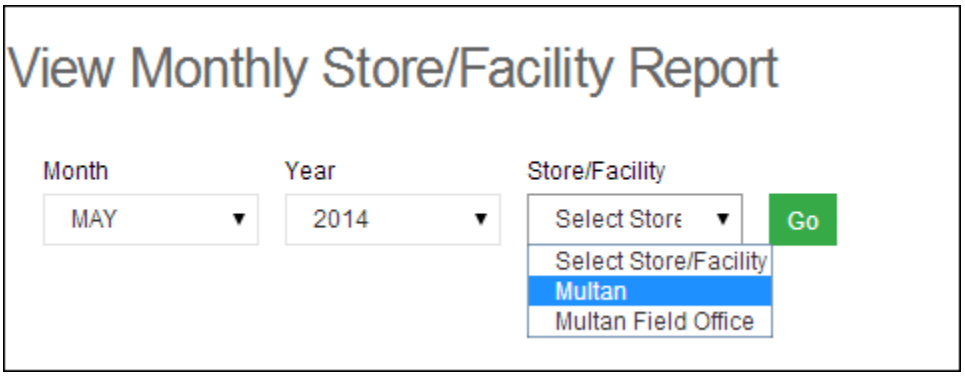
Monthly Reports

District Users can view monthly reports of facilities / stores assigned to them as well as view reports of stores present in other districts.

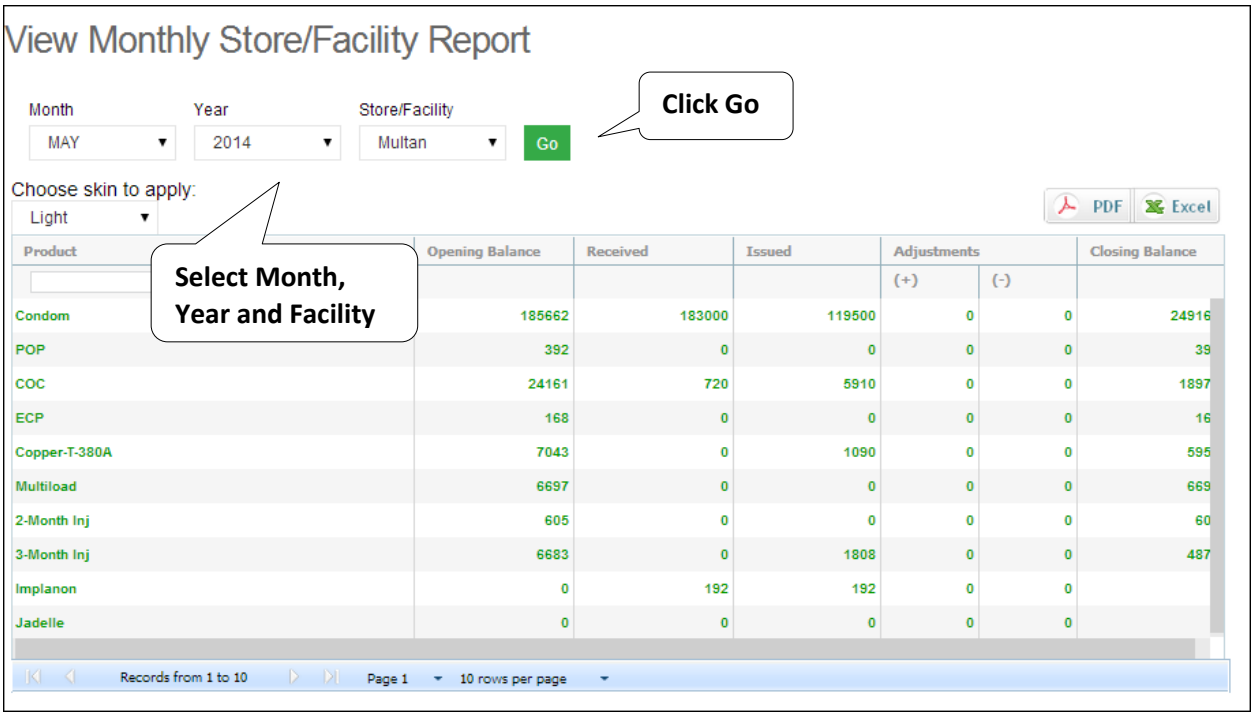


My Reports

User can view already reported reports by clicking “My Reports”. User can select any of his/her assigned facility /store to view data of that particular month.

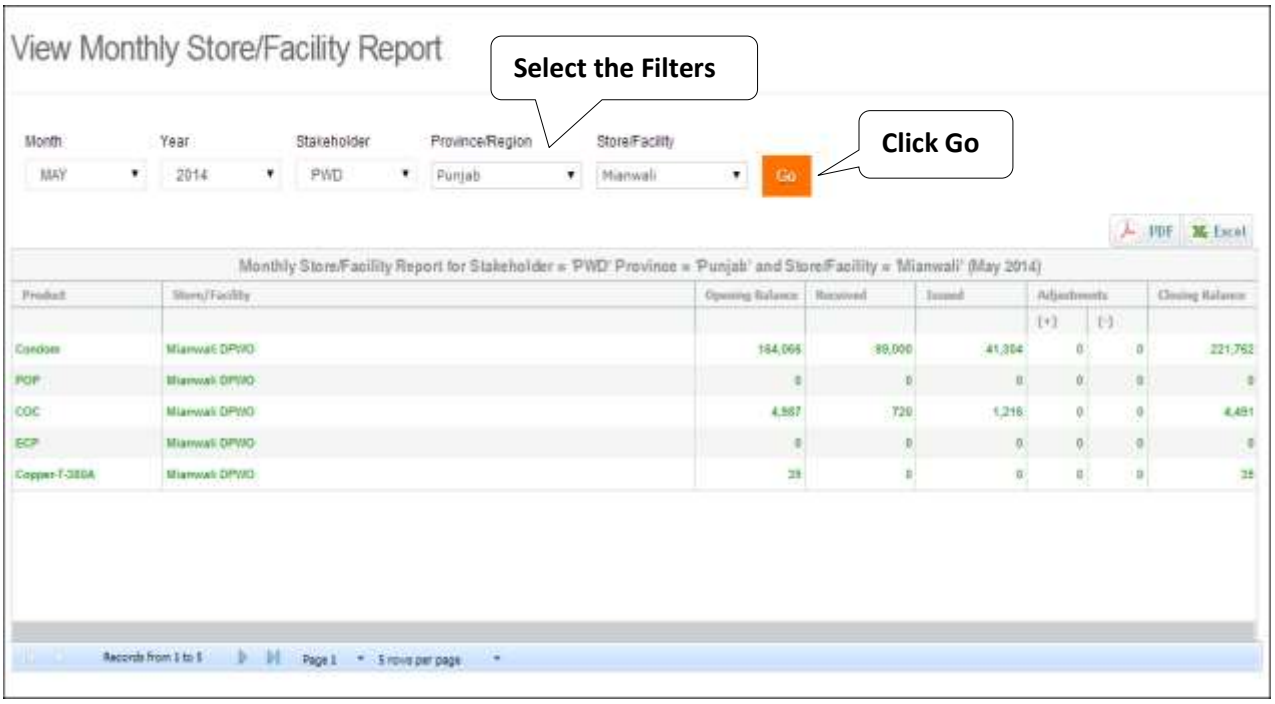


User can now view the report for the selected month.



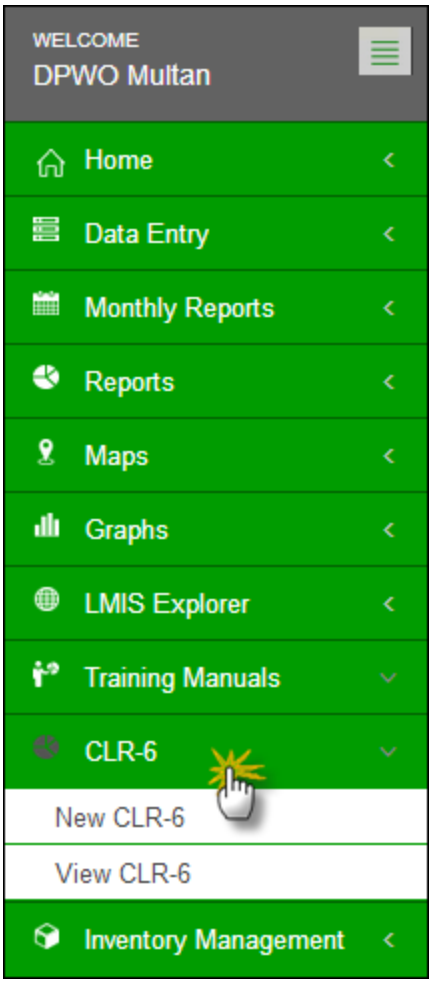
Other Warehouse Reports

User can also view already reported reports from other warehouses by clicking “Other Warehouse Reports”. User can select any of the stores / facilities in a district to view data of a particular month.

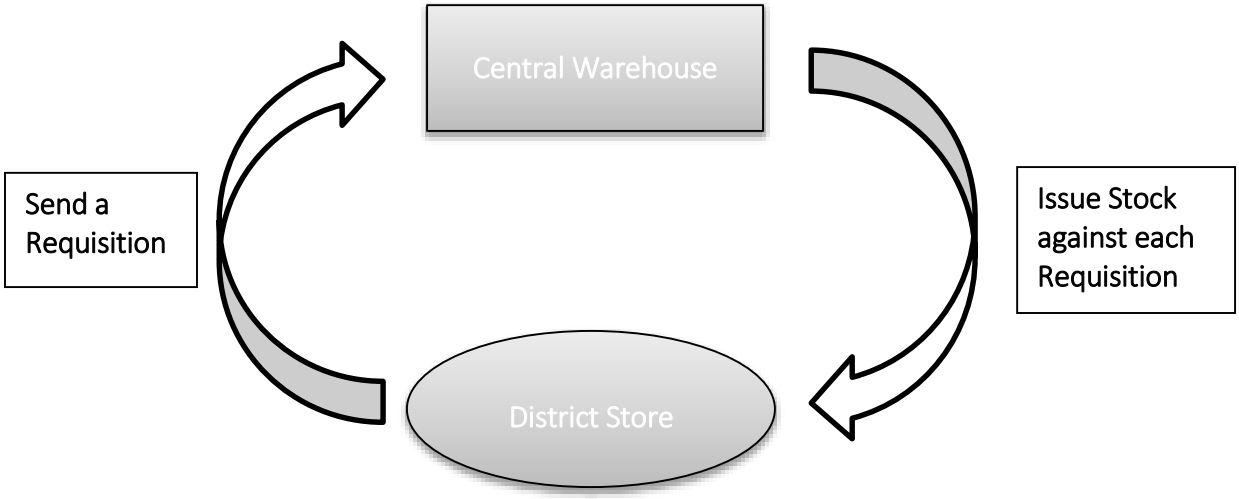


Stock Requisition (CLR-6)

Stock Requisition (CLR-6) form is being used by EDO (H) for commodities request from CW&S. EDO (H) staff prepares this requisition form on quarterly basis in consultation with storekeeper of DPWO. This form indicates the stock status and consumption during the quarter and indicates the quantity request for each contraceptive being used in respective districts.

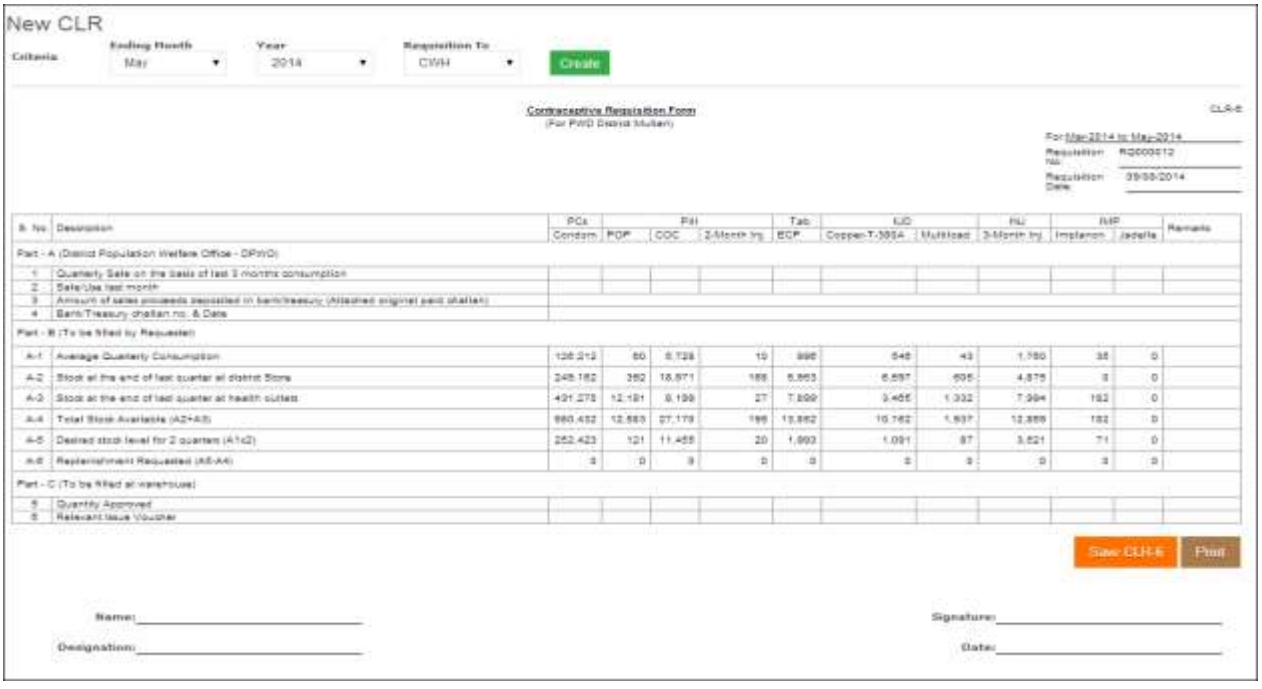


The district store users were required to fill out Requisition (CLR-6) based on the previous consumption of that district and submit to the Central Warehouse. However, in Release-2 of cLMIS, Requisition (CLR-6) is auto generated using previous consumption trends for the required quantity of products for the next quarter.



New CLR-6

New Requisition (CLR-6) auto-fills the fields by using previous consumption data of a district in a selected quarter. This sheet was previously filled by the requester. District user can create requisition and electronically submit it to the central warehouse. These requisitions will be reviewed by the management of central warehouse and stock will be issued as per stock availability and approval.



View CLR-6

District users can also view a comprehensive list of requisition requests placed to the central warehouses. Details of each requisition will also be available for District users to view.

Sr. No.	Duration	Requested On	Action
1	Aug-2014 to Oct-2014	10/07/2014	View
2	Jun-2014 to Aug-2014	07/08/2014	View
3	Apr-2014 to Jun-2014	24/07/2014	View
4	Mar-2014 to May-2014	24/07/2014	View
5	Feb-2014 to Apr-2014	27/07/2014	View
6	Jan-2014 to Mar-2014	09/07/2014	View
7	Dec-2013 to Feb-2014	02/08/2014	View
8	Nov-2013 to Jan-2014	28/07/2014	View

Submitted Requisition (CLR-6) can be viewed any time by the requester.

Requisitions

Contraceptive Requisition Form
(For PWO District Multan)

CLR-6

For Mar-2014 to May-2014
Requisition No: RQ000006
Requisition Date: 24/07/2014

S. No	Description	PCs	Pill			Tab	IUD		INJ	IMP		Remarks
		Condom	POP	2-Month Inj	COC	ECP	Multiload	Copper-T-380A	3-Month Inj	Implanon	Jadelle	
Part - A (District Population Welfare Office - DPWO)												
1	Quarterly Sale on the basis of last 3 months consumption											
2	Sale/Use last month											
3	Amount of sales proceeds deposited in bank/treasury (Attached original paid challan)											
4	Bank/Treasury challan no. & Date											
Part - B (To be filled by Requester)												
A-1	Average Quarterly Consumption	126,212	60	10	646	996	43	1,760	36	5,728	0	
A-2	Stock at the end of last quarter at district Store	249,162	392	169	6,697	6,963	606	4,876	0	18,971	0	
A-3	Stock at the end of last quarter at health outlets	431,278	12,191	27	3,466	7,899	1,332	7,994	182	8,199	0	
A-4	Total Stock Available (A2+A3)	680,432	12,583	196	10,162	13,952	1,937	12,869	182	27,170	0	
A-5	Desired stock level for 2 quarters (A1x2)	252,423	121	20	1,091	1,993	87	3,521	71	11,455	0	
A-6	Replenishment Requested (A5-A4)	10,000	0	0	0	0	0	0	0	0	0	
Part - C (To be filled at warehouse)												
5	Quantity Approved											
6	Relevant Issue Voucher											

Print

Name: _____ Signature: _____

Designation: _____ Date: _____

Inventory Management

Inventory Management is a component of supply chain management and supervises the flow of goods from manufacturers to warehouses and from these facilities to the point of sale. One of the key functions of inventory management is to keep a detailed record of each new or returned product as it enters or leaves a warehouse or the point of sale.

Inventory Management feature enables the Store User to manage the inventory for the district warehouse. The Store User can perform the following:

- Stock Receive from Supplier: District level users can receive stock directly from supplier.
- Stock Receive from Warehouse: District users can also receive stock from other warehouses.
- Stock Receive Search: District users can search the received stock from other warehouses or suppliers.
- Stock Issue to Warehouses: The stock is issued to warehouses/stores on demand.

- Stock Issue Search: District users can search the issued stock to other warehouses.
- Batch Management: When stock is received, the user marks the batches with latest expiry date as ‘Running’, so that this stock can be issued first.
- Stock Adjustments: If stock is lost or recovered, user can add adjustments in cLMIS.
- Search Adjustments: User can search the added adjustments for a selected duration.
- Manage Locations: User can manage the location of stock within the store / warehouse.
- Location Status: User can check the stock available at a particular location in the store and transfer it to another location.
- Stock Pick: User can select Issue No. to pick a particular product from the voucher list.

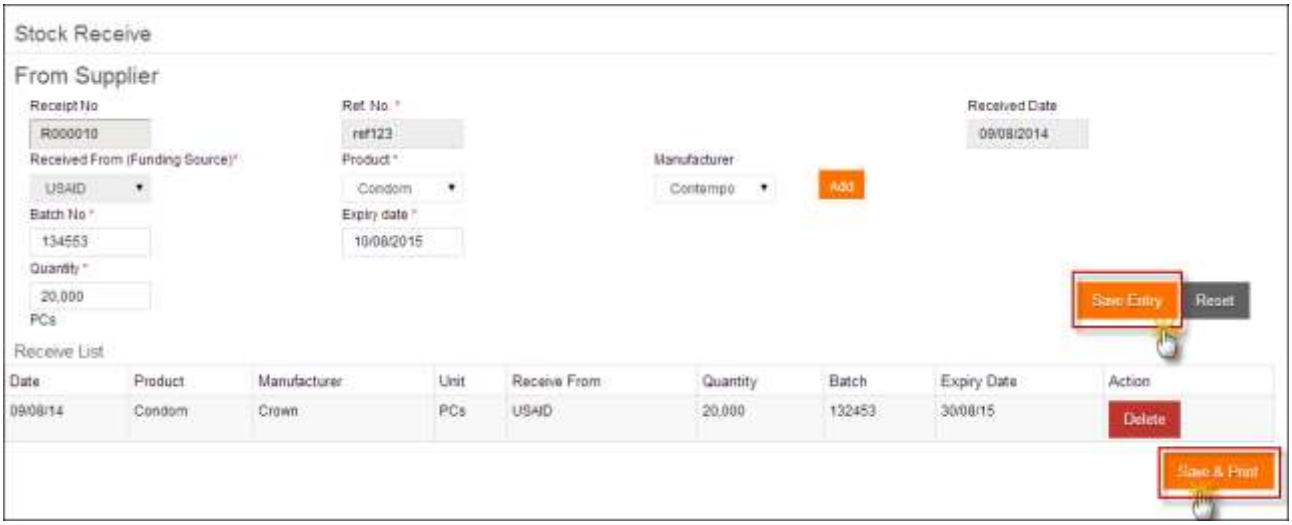
Stock Receive (Supplier)

Users at the district level can receive stock directly from the supplier. User can add information such as Funding Source, Product, Manufacturer and batch information i.e. Batch No, Expiry Date and Quantity of the required product.

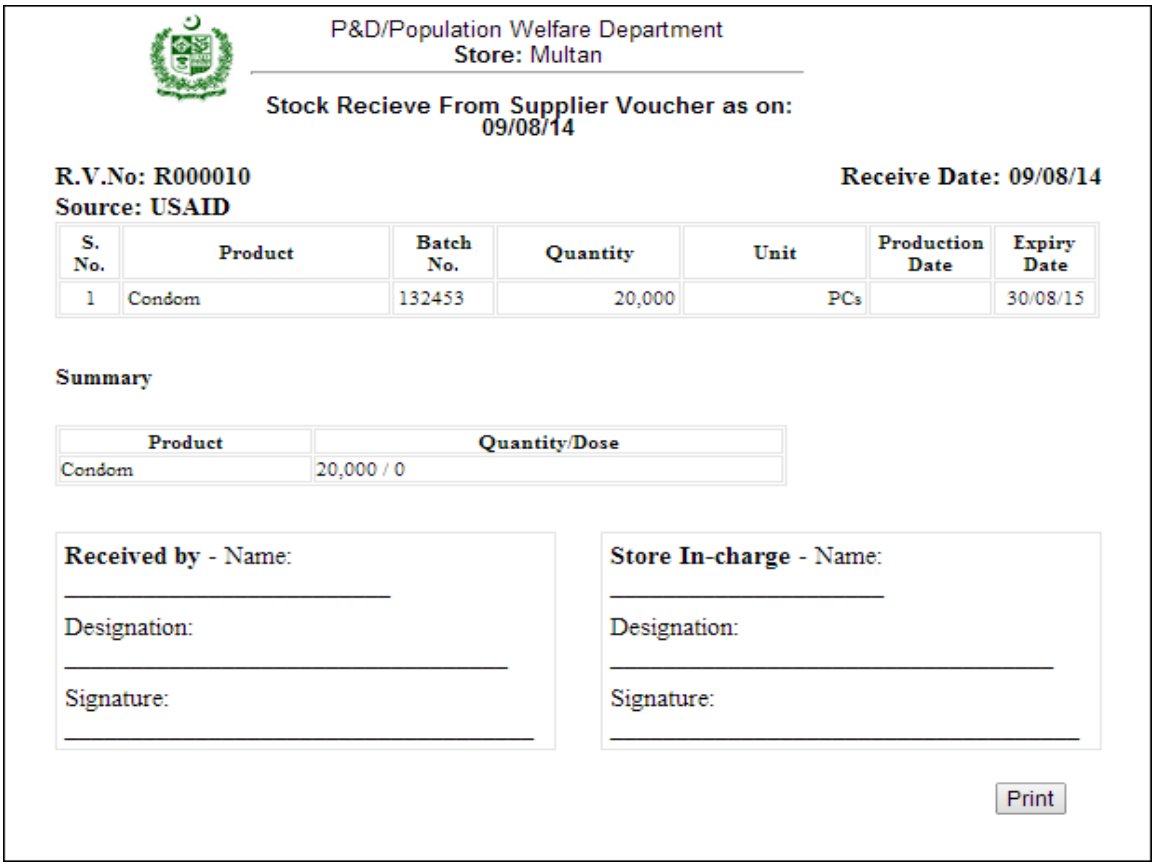
Specify the following information:

- Receipt No: is an automatically generated number for identifying the receive transaction.
- Ref No: specify the receive reference.
- Received Date: Click on Receive date to expand the date picker tool and select the date.
- Receive From: Select the supplier for the product.
- Product: select the product from the list.
- Manufacturer: select or add the manufacturer for the selected product.
- Batch No: specify the batch number for the product.
- Expiry Date: Click on Expiry date to expand the date picker tool, or type-in the required date using format dd/mm/yyyy.
- Quantity: Add the received quantity for the selected product.

Click Save Entry to add the entry in the receive list. The entry moves to the Receive List. You can add new entries, as required. All of the entries will be displayed in the Receive List.



User can also click **Save & Print** to save the complete receive list. Once user saves the receive list, The Receive order is saved and a Stock Receive Voucher is created.



P&D/Population Welfare Department
Store: Multan

Stock Recieve From Supplier Voucher as on: 09/08/14

R.V.No: R000010 **Receive Date: 09/08/14**
Source: USAID

S. No.	Product	Batch No.	Quantity	Unit	Production Date	Expiry Date
1	Condom	132453	20,000	PCs		30/08/15

Summary

Product	Quantity/Dose
Condom	20,000 / 0

Received by - Name:
_____
Designation:
_____
Signature:
_____

Store In-charge - Name:
_____
Designation:
_____
Signature:
_____

Print

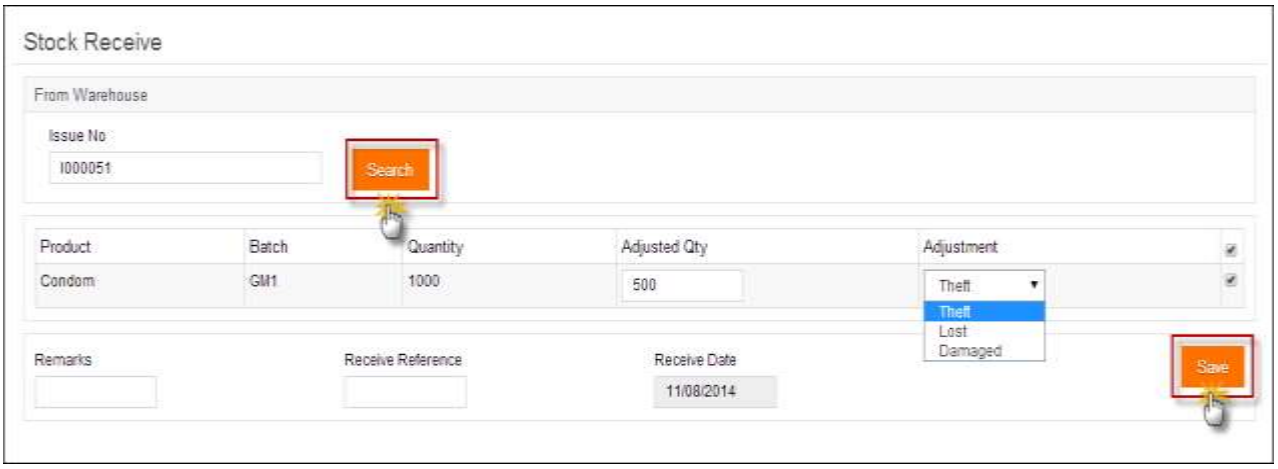
Stock Receive (Warehouse)

Storekeepers at the district level can receive the stock being issued by the central warehouse. Storekeepers will be able to receive products against the issue voucher number provided by the central warehouse user.

Add **Issue Number** to search for the required entry in database. The required issued entry will be displayed.

Review the issued product's details. The table includes:

- **Product**: displays the product name.
- **Batch:** displays the batch number for the product.
- **Quantity:** displays the issued quantity.
- **Adjusted Quantity:** if the received quantity is different than the issued quantity, you can enter the adjusted quantity in this text box.
- **Adjustment:** specify the adjustment type.
- **Receive Reference**: specify the receive reference.
- **Receive Date:** Click on Receive date to expand the date picker tool and specify the received date.
- Check the ☑ icon in the end of the row and then click **Save & Print**.

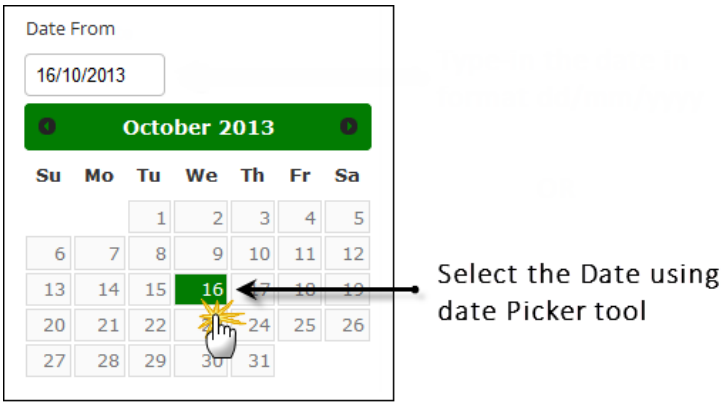


Stock Receive Search

User can search received stock by Receive No, Receive Ref or Batch No. Users can also select Warehouse Supplier and Product to search a particular stock.

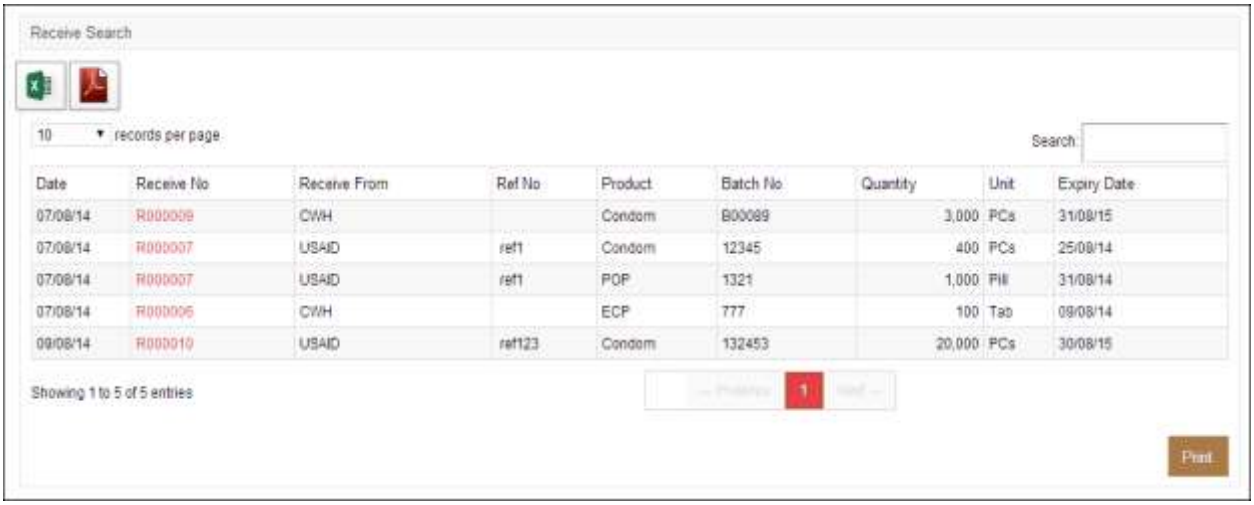
To search for a receive entry, specify the following filters:

- Search By: Specify the unique identifier you want to search by. The options include:
    - Receive No: if you know the receive number, select this option and specify the receive No. in the adjacent text box.
    - Receive Ref: To search using the Receive Ref, select this option and then specify the Receive Ref in the adjacent text box.
    - Batch No.: To search using the Batch No., select this option and then specify the Batch No in the adjacent text box.
- Warehouse Supplier: select the warehouse supplier. This is optional field.
- Product: select the required product from the list.
- Date From, Date To: Click on date to expand the date picker tool and select dates.



Click **Search**.

The required entries are displayed in the Receive Search list.



Stock Issue

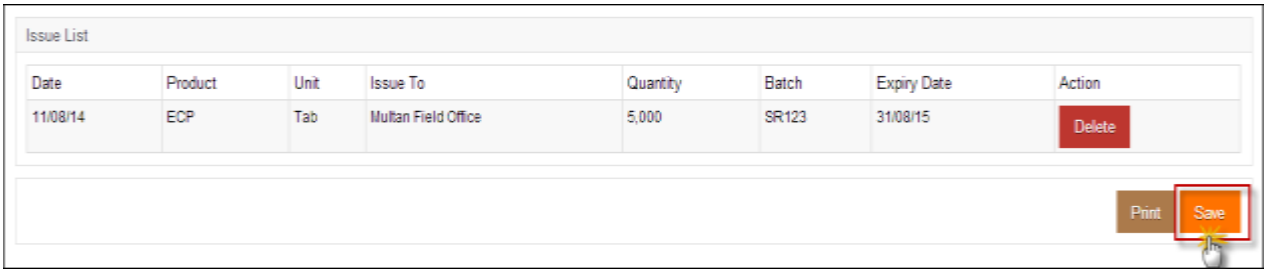
District users can issue stock using this option. At National level, the stock issue is based on the districts requisition (CLR-6) while districts can issue stock to health facilities on the bases of sub-district product consumption. Provincial and district storekeepers can also issue the stock back to the respective upper level store if required.

To issue stock, specify the following filters:

- **Date:** Click on date to expand the date picker tool and add a date.
- **Stakeholder:** Select stakeholder from the list.
- **Office:** Select office from the drop down list.
- **Store:** Select the store from the list.
- **Product:** Select the product from the list.
- **Batch No:** Select batch no. for the selected product.
- **Quantity:** Add quantity from the quantity of the product available.
- **Expiry Date:** Click on date to expand the date picker tool and add a date.

Click **Add Issue.**

The newly added entry is displayed in the Issue list. Click **Save.**



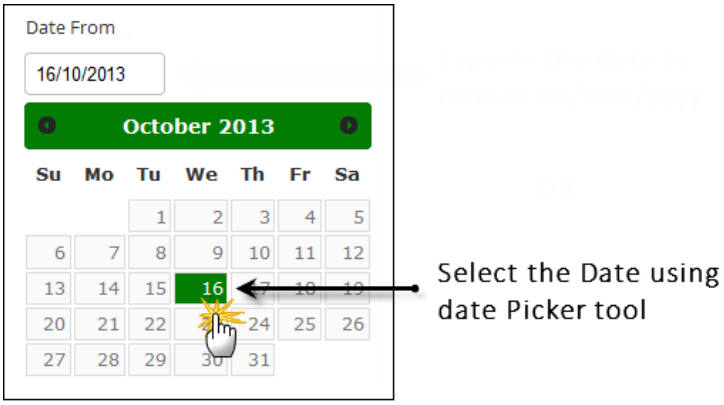
Stock Issue Search

District User can also search the issued stock by Issue No, Issue Ref or Batch No. Users can also select Warehouse Supplier and Product to search a particular stock. System provides an option to print filtered search as well as individual transaction. Users can also print stock issue summary as well as detailed list based on product and location.

To search for an issued entry, specify the following filters:

- **Search By**: Specify the unique identifier you want to search by. The options include:
    - **Issue No**: if you know the issue number, select this option and specify the issue No. in the adjacent text box.
    - **Issue Ref**: To search using the Issue Ref, select this option and then specify the Issue Ref in the adjacent text box.
    - **Batch No.:** To search using the Batch No., select this option and then specify the Batch No in the adjacent text box.
- **Warehouse Supplier:** select the warehouse supplier. This is optional field.
- **Product:** select the required product from the list.

- **Date From, Date To:** Click on date to expand the date picker tool.



Click **Search**.

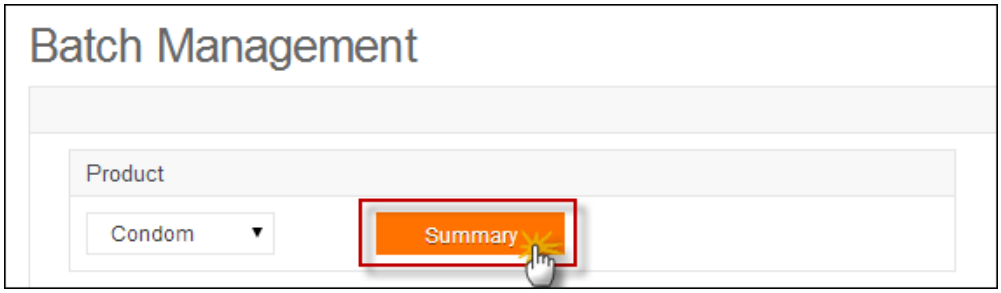
The specified issued stock will appear in the Issue Search list.

Batch Management

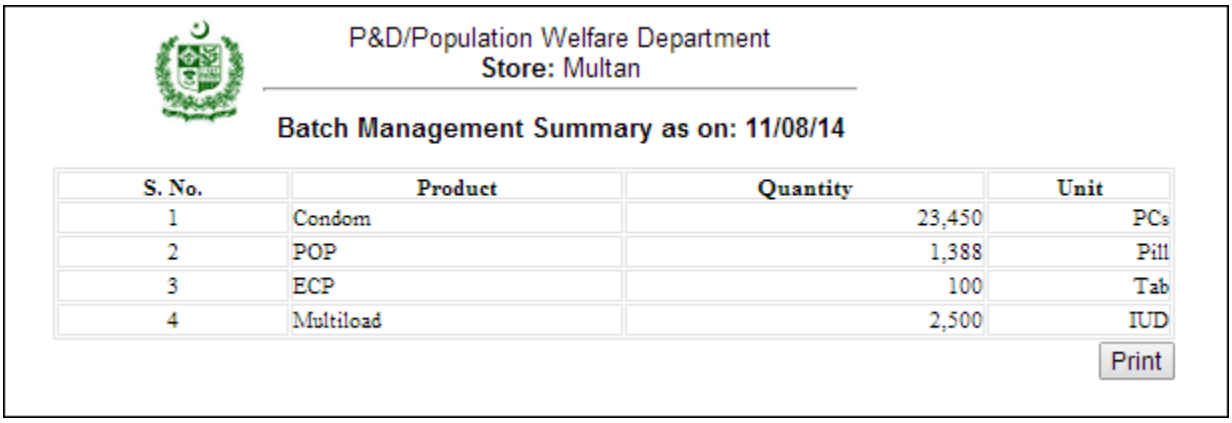
Once the stock is received in warehouse, each package is identified by its Batch Number and Expiry Date. Each batch is sorted by its expiry date by the rule of “First Expiry First Out”. When batches of stock are added to cLMIS, the account user usually assigns the batches with latest expiry date as ‘Running’. The running batches are issued first. cLMIS provides a section for batch management of each product. Each batch will have a status i.e. Running, Stacked and Finished. District users will be able to change the status from Running to Stacked as desired.

Stock can be issued only if their batch status is set to Running by the system. One or more batches can be set to running depending on the quantity and expiry date of the product.

System provides a summary of batches of each product with a total quantity.



Batch Management summary for the stock will be displayed in a pop-up window.



P&D/Population Welfare Department
Store: Multan

Batch Management Summary as on: 11/08/14

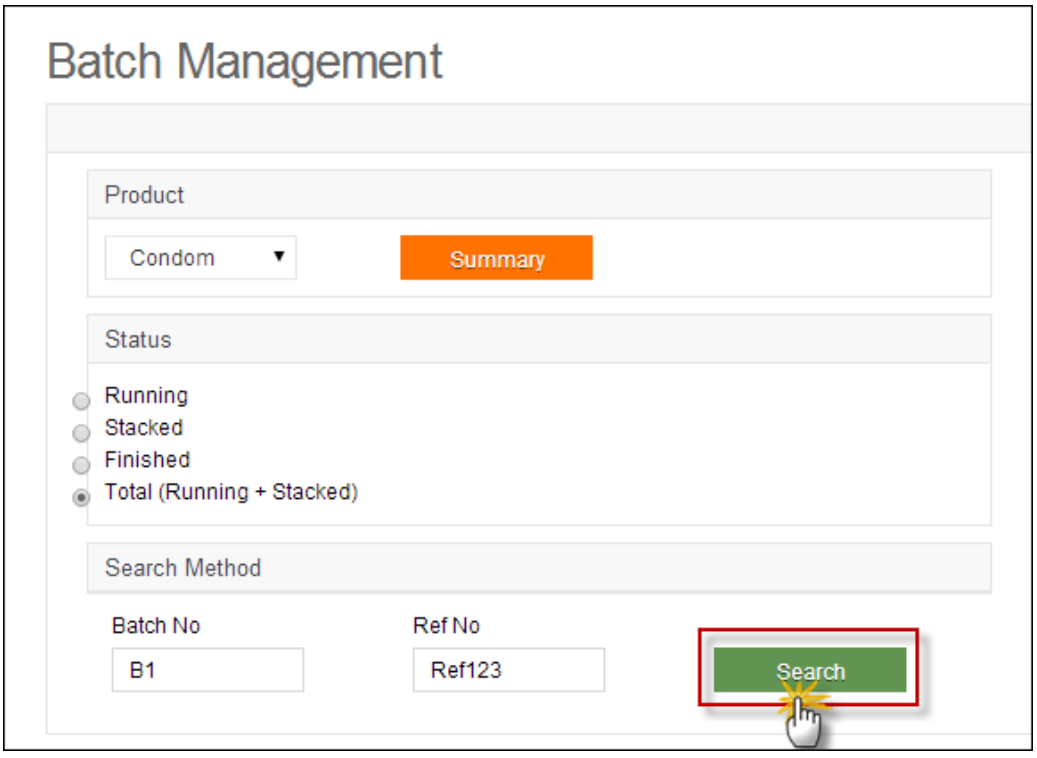
S. No.	Product	Quantity	Unit
1	Condom	23,450	PCs
2	POP	1,388	Pill
3	ECP	100	Tab
4	Multiload	2,500	IUD

Print

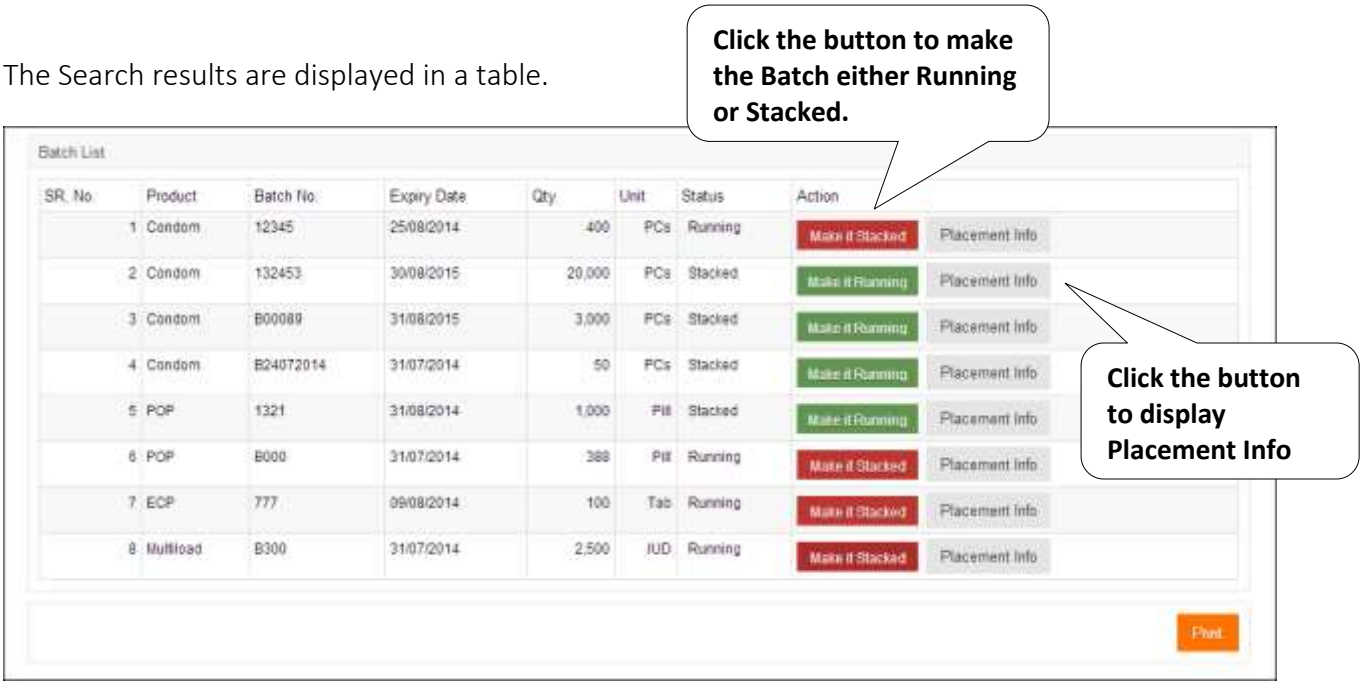
In order to mark the status of the batch, you can specify search criteria to search for the required batch as follows:

- **Product:** select the required product from the list.
- **Status:** specify the status of the batch that you are searching for.
    - **Running:** Only the batches with the status "Running" can be issued.
    - **Stacked:** Stacked batches represent that they are stacked in the warehouse and cannot be issued.
    - **Finished:** batches have finished.
    - **Total:** total number of running and stacked batches.
- **Batch No:** Optionally, specify the Batch No of the required batch.
- **Ref. No:** Optionally, specify the Ref. No. of the required batch.

Click **Search.**



The Search results are displayed in a table.



You can review the batch status and change it by clicking the button adjacent to it.

Remember that in order to issue batches, you have to first set the status to 'Running'.

Click **Print.**

The Batch management form is saved and printed.

New Adjustments

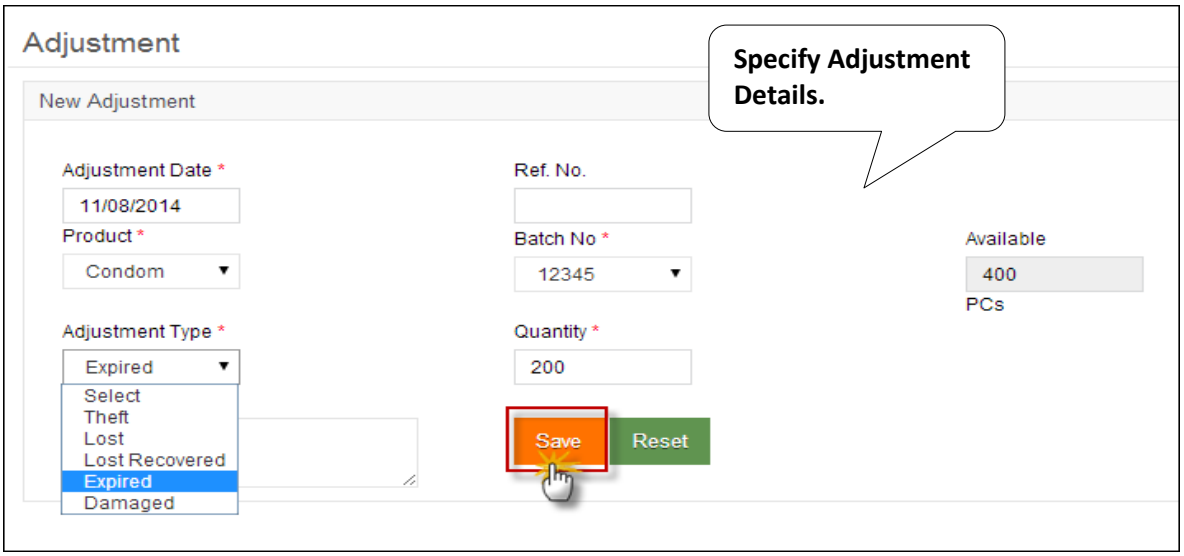
Every now and then, users want to update the number of items in stock manually. In case of lost and damaged items or you have received less inventory than expected, you can add stock adjustments for managing you inventory.

District users can add adjustments of stock as theft, lost, lost recovered, expired or damaged.

To add new Adjustments, specify the following criteria:

- **Adjustment Date:** Click on adjustment date to expand the date picker tool and select date.
- **Ref. No.:** Optionally, specify the Ref. No. of the batch.
- **Product:** select the product from the list.
- **Batch No:** Specify the Batch No of the batch.
- **Adjustment Type:** specify the adjustment type.
- **Quantity:** Specify the quantity of the product.
- **Comment**: Add comments, if any.

Click **Save.**



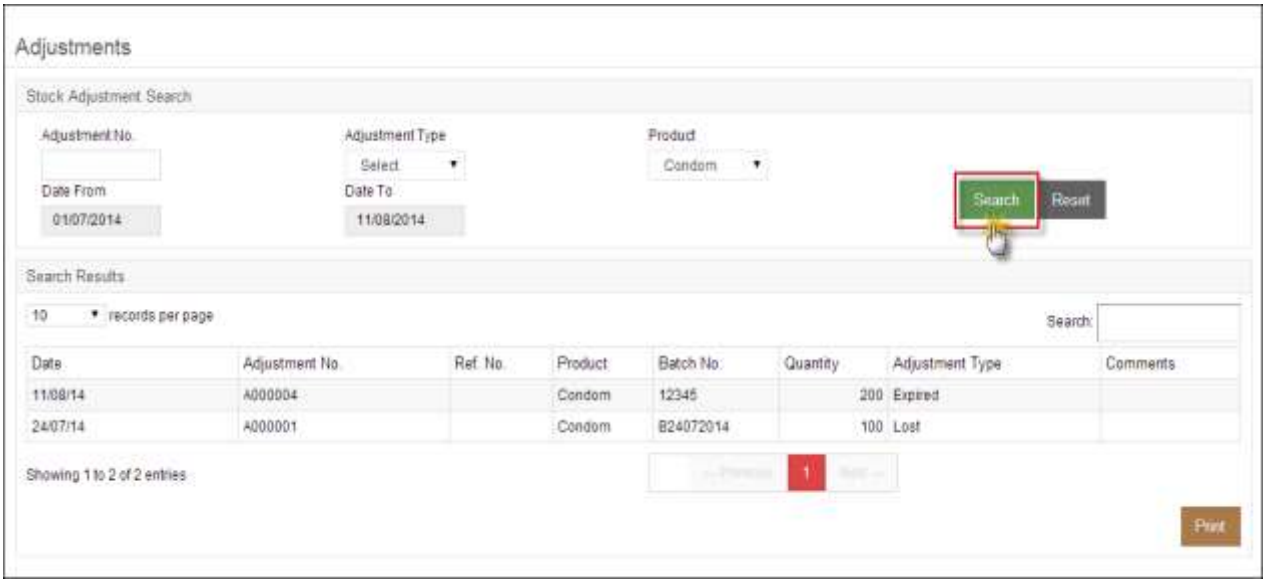
Search Adjustments

District users can also search adjustments to stock by adjustment type and product. System provides an option to print filtered search and individual transaction.

To search for Adjustments, specify the search criteria:

- Adjustment No.: is an automatically generated unique identifier for the adjustment.
- Adjustment Type: specify the adjustment type.
- Product: select the product from the list.
- Date From, Date To: Click on date to expand the date picker tool and select the dates.

Click Search.



Placement Locations

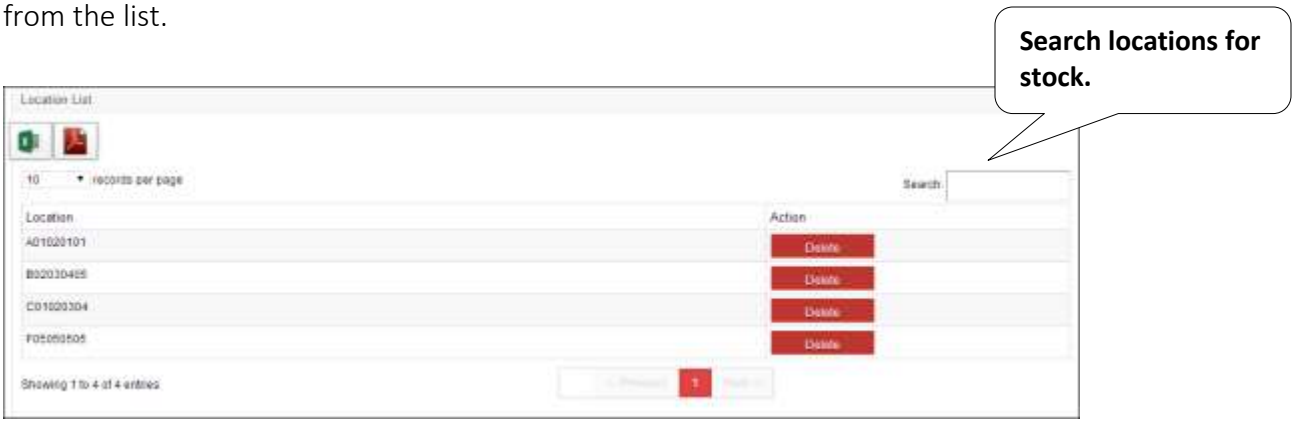
District users can manage placement locations for the stock within the warehouse by adding location Area, Row, Rack, Rack Type, Pallet as well as Level.

To manage locations for the stock within the warehouse, select the following filters:

- **Area:** Select the area for the location.
- **Row:** Select the row for the location of stock.
- **Rack:** Select the rack for the stock location.
- **Rack Type:** Select the rack type as Single or Double.
- **Pallet:** Select the pallet for stock location.
- **Level:** Select the level for the location for the list.

Click **Save Entry.**

Location list of stock placement locations is available. User can also search for a stock location from the list.



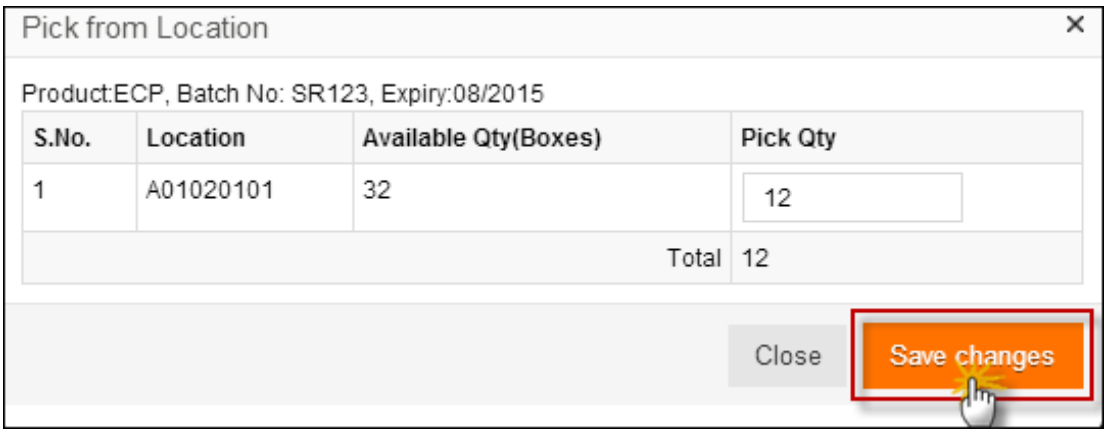
Stock Pick

District Users have an option to issue stock to central warehouse, provincial facilities as well as field offices. Once a district user issues stock to a field office, it is placed at a location within the warehouse. User can manage placement location of the stock from **Location Status** (see the next section).

Remember that in order to issue and pick batches, you have to first set the status to 'Running'.

From the **Issue Voucher List**, select **Issue No.** to pick a stock of any particular product.

Click **Pick.** A new screen is displayed.



Location Status

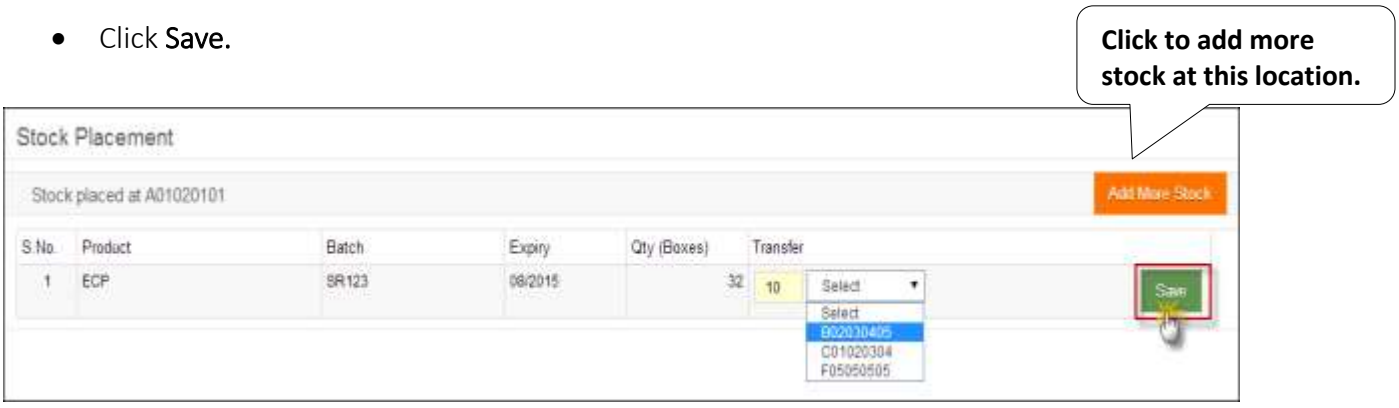
District users can select **Area** and **Level** to show a particular location for allocating the stock.

Click **Show Status.** The placement location will appear.

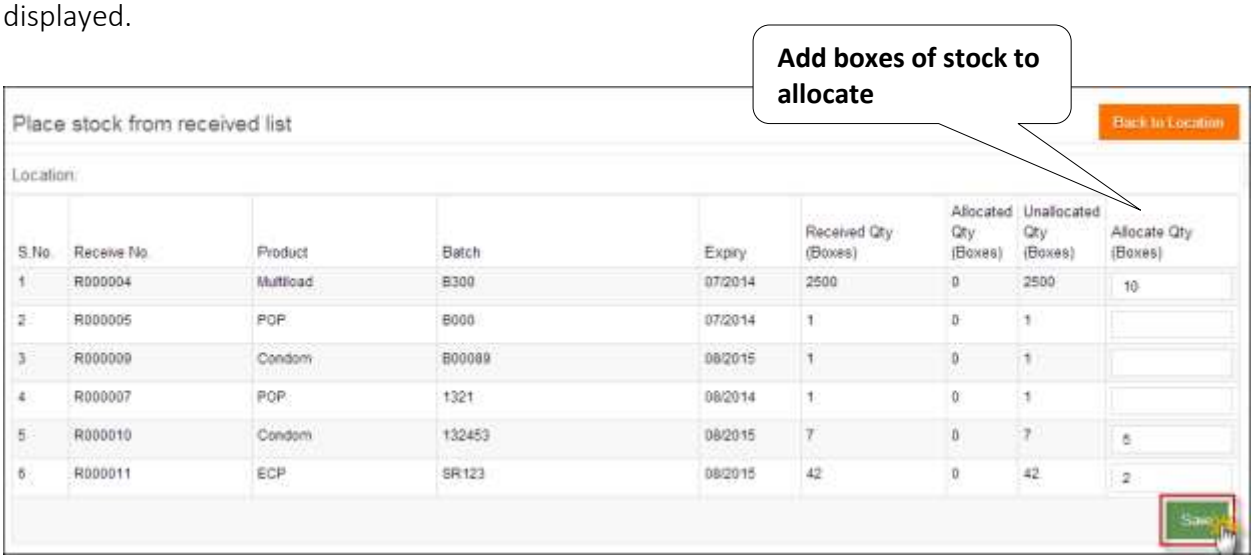
When user clicks the placement location, the details of the product present at that location will appear.

In order to transfer the stock available at this location,

- Add quantity of boxes under **Transfer.** (The quantity of boxes to transfer should be less than or equal to the available number of boxes.
- Select the location to transfer stock.
- Click **Save.**



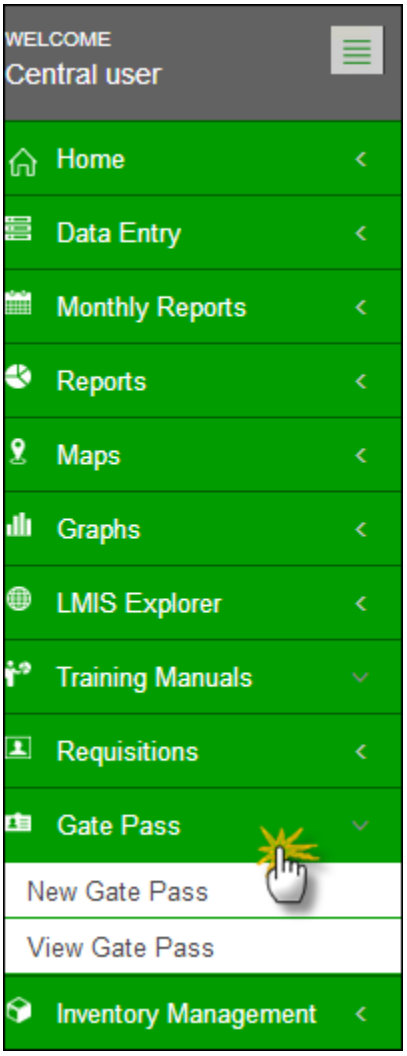
To add more stock to this location, click Add More Stock. A complete list of received stock will be displayed.



Gate Pass

Once a stock has been picked to be transferred to another location, a new gate pass will be created. To create a new gate pass, select the Issue No. of the products to be picked along-with the vehicle and vehicle type. User will also add the quantity to be picked from the issued quantity of the product.

Select Gate Pass from the main menu to issue a new gate pass or view a list of gate passes.



New Gate Pass

Click **New Gate Pass** under the Gate Pass tab.

To issue a new gate pass, you can specify the following:

- **Date From, Date To:** Click on date to expand the date picker tool and select dates.
- **Vehicle Type:** select a vehicle type.
- **Vehicle:** select a vehicle from the list or check other.
- **Issue No.**: select one or multiple issue numbers from the shown list.
- **Date:** Click on date to expand the date picker tool and select date.

The issued products will be displayed in the list. Add the quantity to create gate pass from the issued quantity and click **Save.**

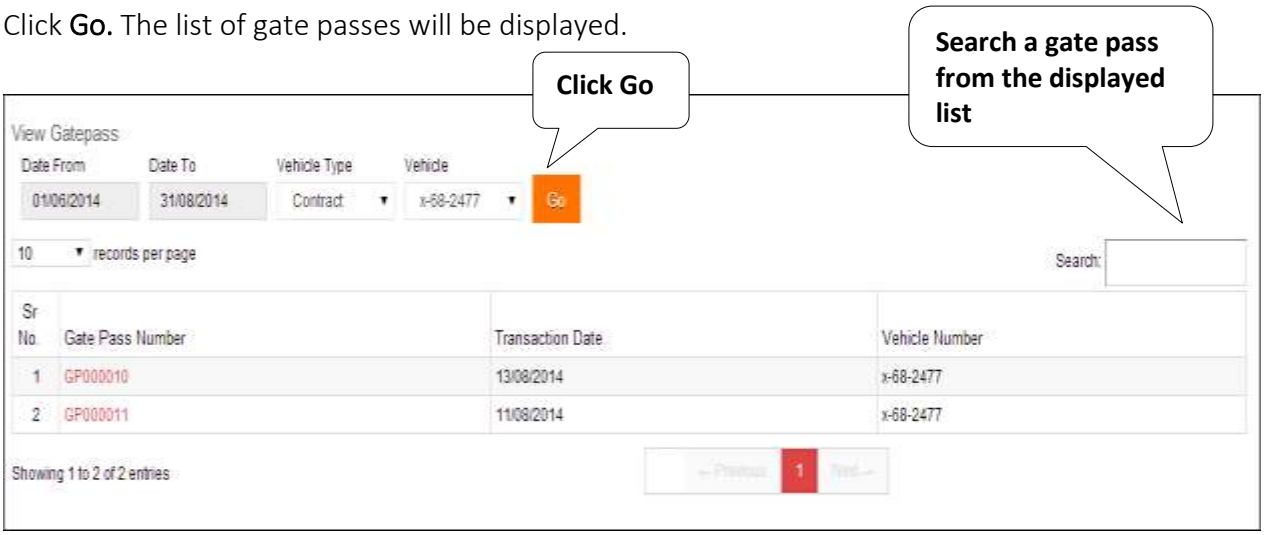
View Gate Pass

Click **View Gate Pass** under the Gate Pass tab.

To view the list of issued gate pass, you can specify the following:

- **Date From, Date To:** Click on date to expand the date picker tool and select dates.
- **Vehicle Type:** select a vehicle type.
- **Vehicle:** select a vehicle from the list or check other.

Click **Go.** The list of gate passes will be displayed.



Authenticated Users - Central

6

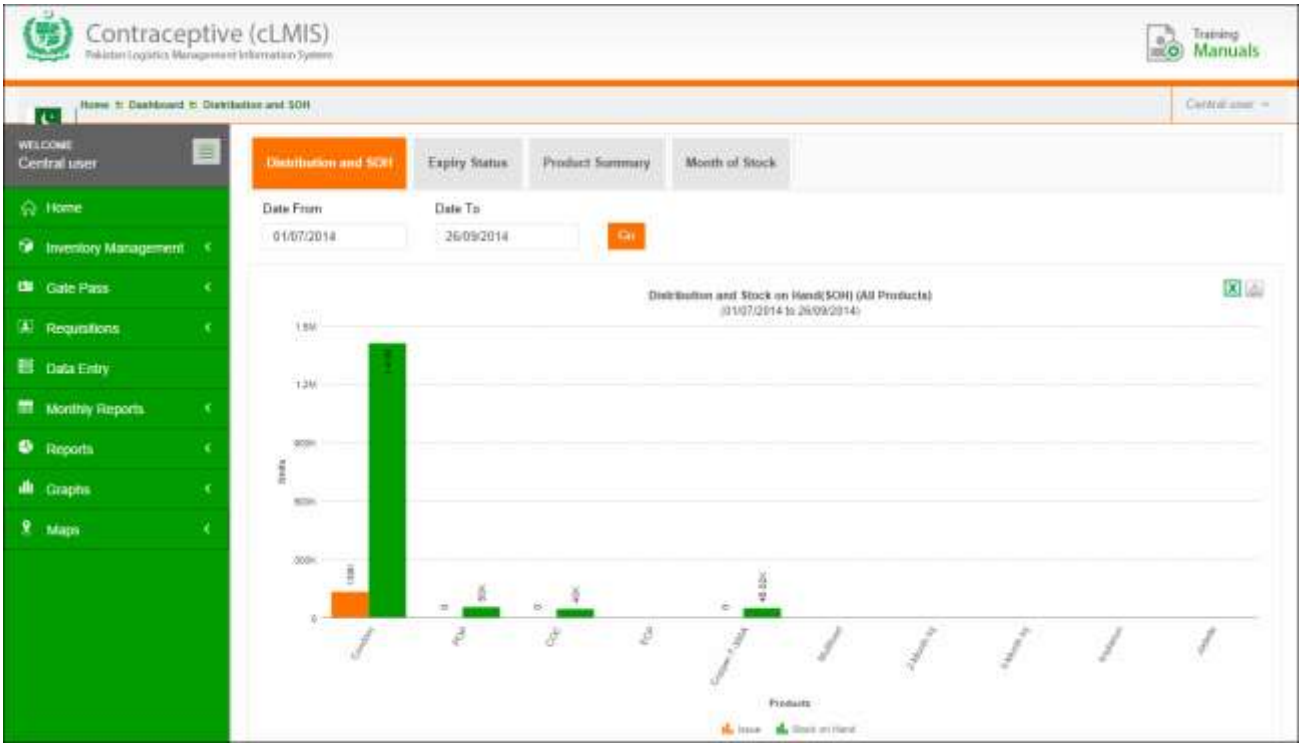
in Logistics Management Information System for Contraceptives

This section explains overview of the authenticated users on the district level and describes the tasks they can perform while using Logistics Management Information System for contraceptives.

In order to log on to the system, central user will be allocated a username and password. Once successfully logged in, the user will be directed to a 'user information' page specific to the organization. This page will contain specific information about the user's department or organization.

After a successful login, the user will be directed to stakeholder specific page. Based on the privileges assigned to the user by the system administrator (in this case, the user has privileges of a central user), various menu items will appear on the interface homepage.

After successful login, central user will see the following menu:



- **Central user**: Name of the User who is currently logged in.
- **Sign Out**: signs out the user to homepage of LMIS.
- **Change Password**: It allows user to change the password.
-

: By clicking this icon, user will view the available dashboards.
- **Data Entry**: User can enter monthly reports by using this menu item.
- **Monthly Reports**: User can view his and other warehouse / stores reports by using this menu item.
- **Reports**: User can view pre-published analytical reports.
- **Maps**: User can view analytical reports in the form of maps.
- **Graphs**: User can view pre-published graphs.
- **LMIS Explorer**: User can view monthly warehouse report.
- **Requisitions:** User can view, approve or decline requisition requests.
- **Inventory Management:** User can manage the inventory of the district facility / store.

Dashboard

Dashboard is a visual display of the most important information needed to achieve one or more objectives; consolidated and arranged on a single screen so the information can be monitored at a glance.

Central user can view following dashboards by default:

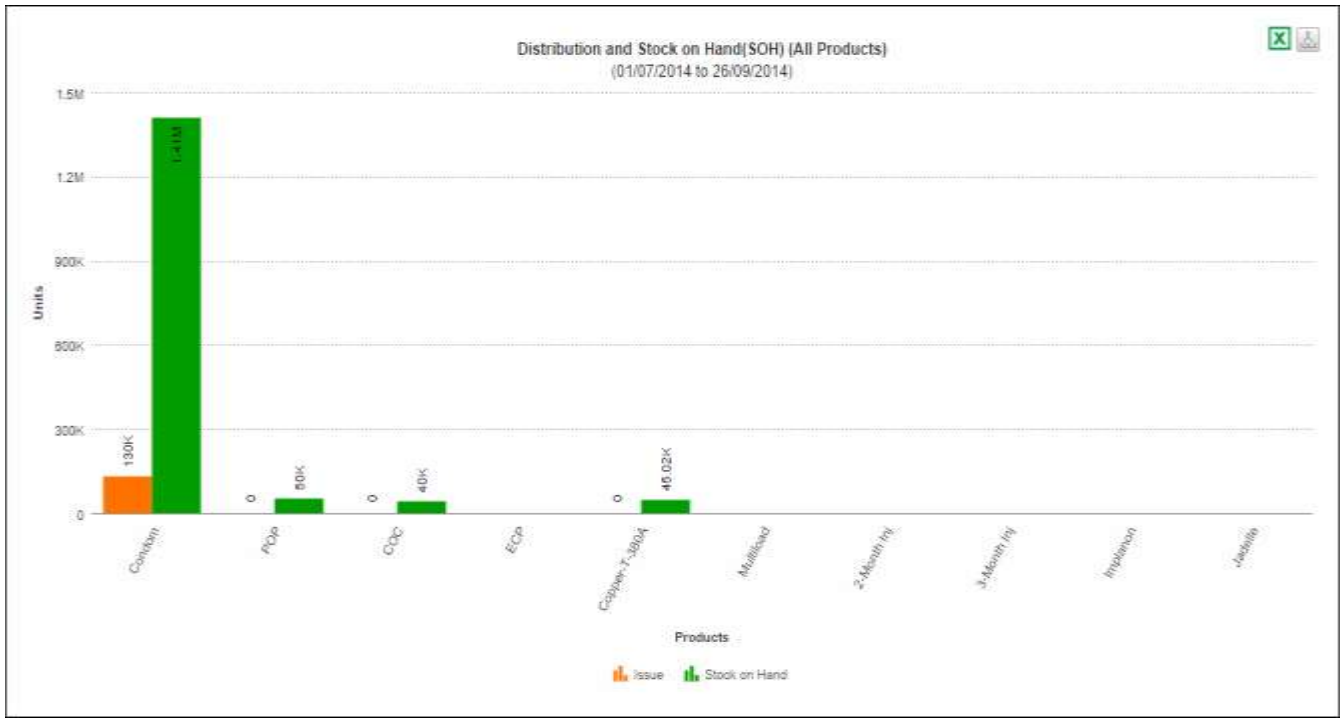
- Distribution and Stock on Hand (SOH)
- Expiry Status
- Product Summary
- Month of Stock

Distribution and Stock on Hand (SOH)

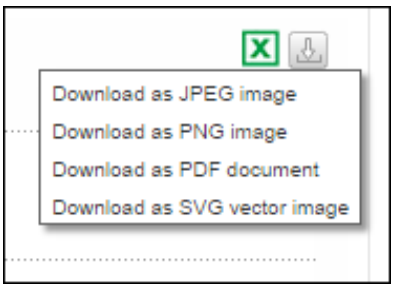
When a central user logs in, user will view stock distribution and stock on hand (SOH) in a graphical manner for public sector stakeholders. The bar graph will show the comparison between the issued stock and the stock on hand (SOH) for all products.

Select **Date From** and **Date To** from the available filters and click **GO.**

A bar graph for stock distribution and stock on hand comparison for all products will be displayed.



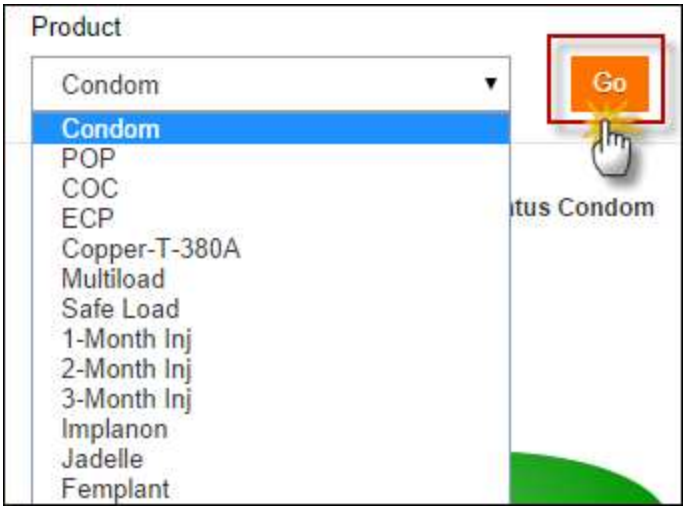
Users can also export charts in CSV, JPEG, PNG, PDF and SVG format.



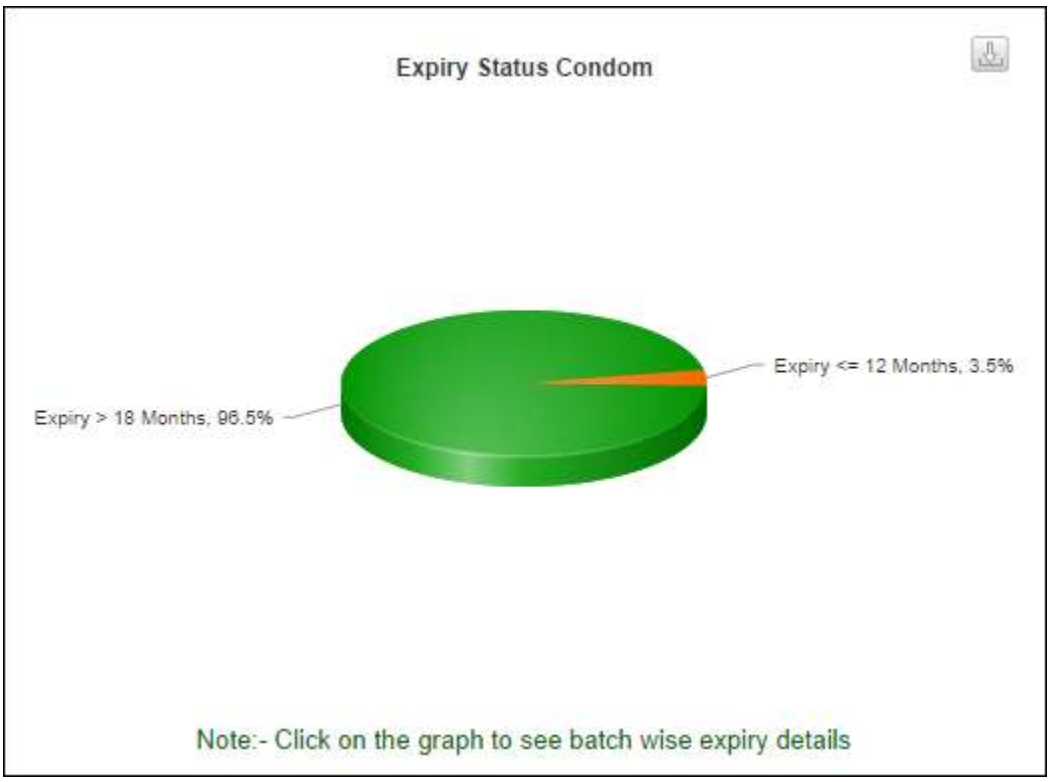
Expiry Status

User can click the Expiry Status dashboard to view the expiry status of the available stock in the form of a pie-graph for public sector stakeholders.

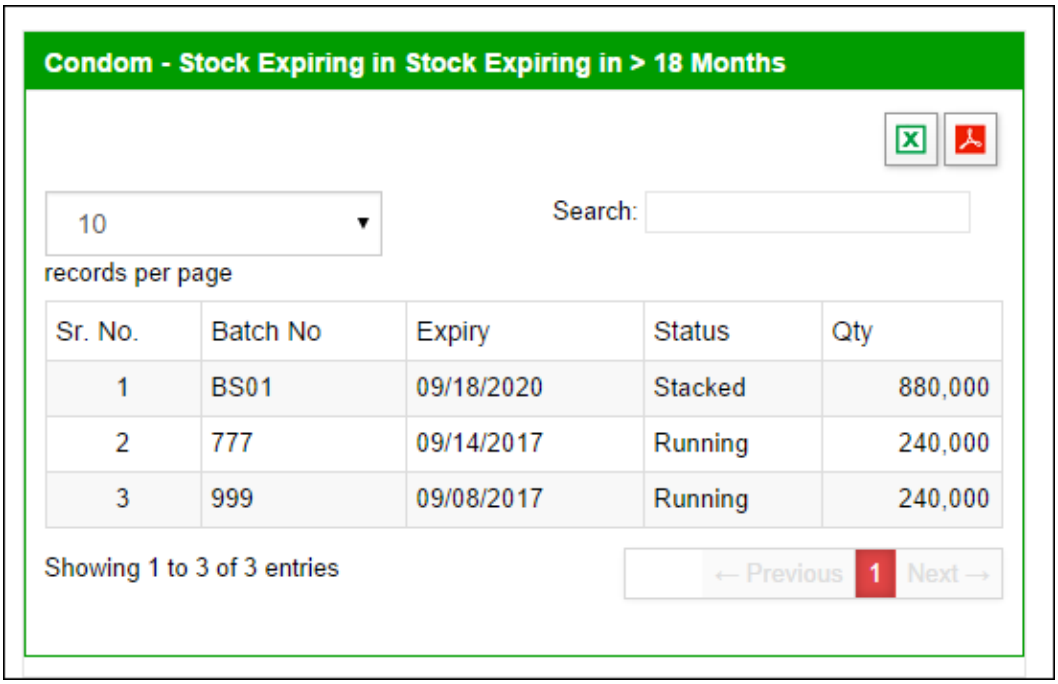
Select Product from the available filters and click GO.



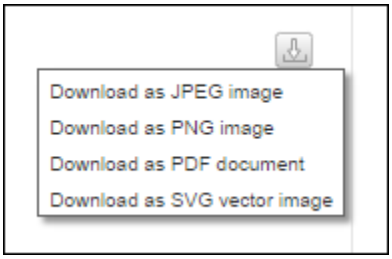
A pie-graph for stock expiry status for the selected product will be displayed.



Click on the pie-graph distribution to view details for the batches expiry status.



Users can also export charts in CSV, JPEG, PNG, PDF and SVG format.



Product Summary

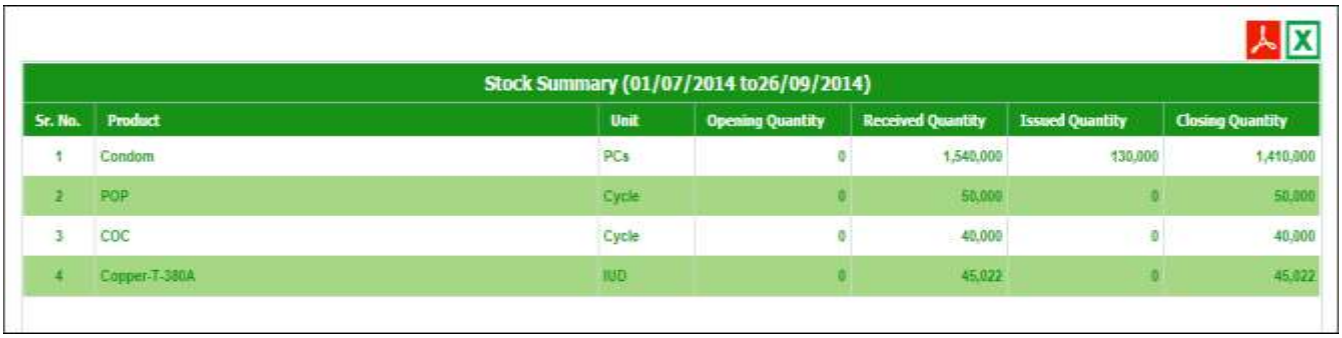
Once user clicks the product summary dashboard, user will view the stock summary report for public sector stakeholders.

Select Date From and Date To from the available filters and click GO.

A report for the summary of stock will be displayed which includes:

- Opening Quantity
- Received Quantity
- Issued Quantity
- Closing Quantity

A stock summary report will be generated for the selected time period. Users can also export charts in PDF and CSV format.



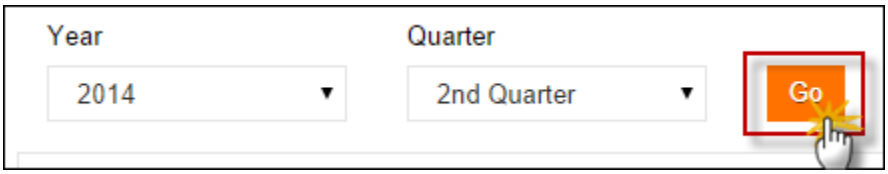
Stock Summary (01/07/2014 to26/09/2014)

Sr. No.	Product	Unit	Opening Quantity	Received Quantity	Issued Quantity	Closing Quantity
1	Condom	PCs	0	1,540,000	130,000	1,410,000
2	POP	Cycle	0	50,000	0	50,000
3	COC	Cycle	0	40,000	0	40,000
4	Copper-T-380A	IUD	0	45,022	0	45,022

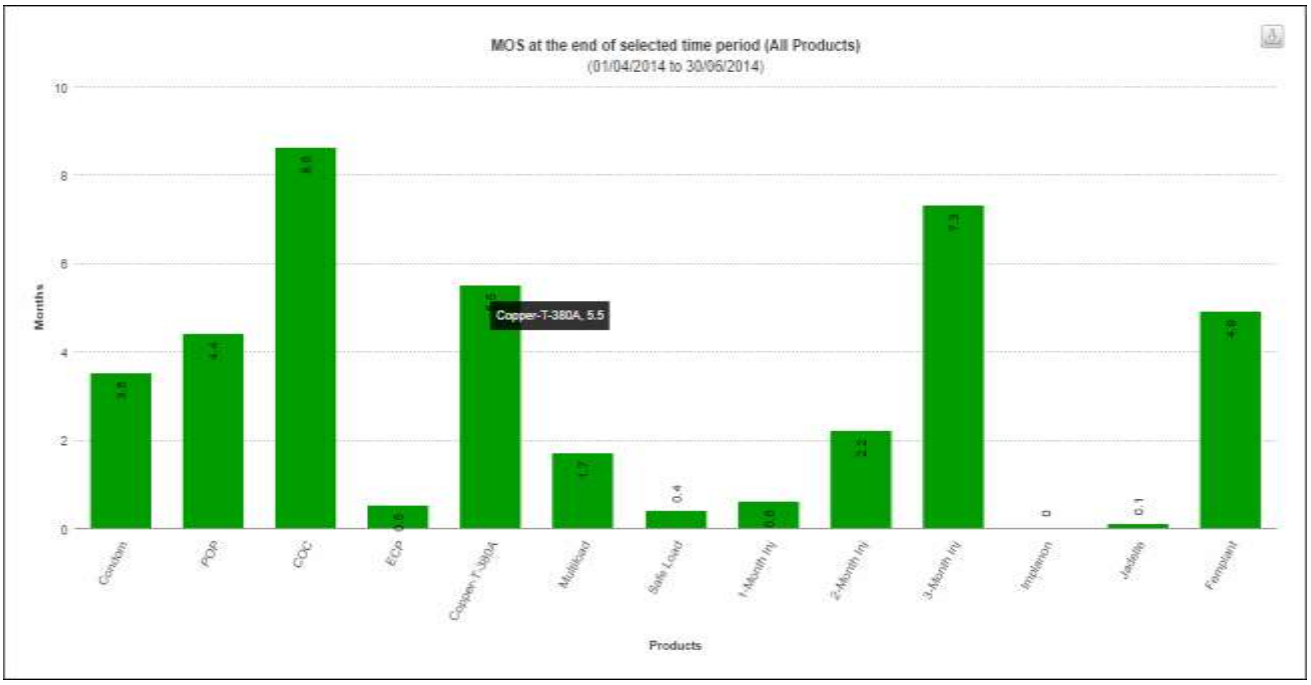
Month of Stock

Once user clicks the month of stock dashboard, user will view the MOS for the selected period of time in the form of a bar graph for public sector stakeholders.

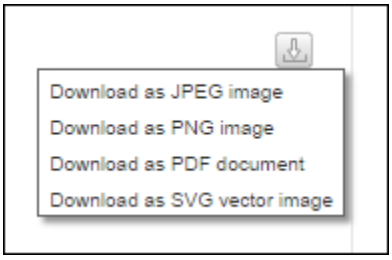
Select **Year** and **Quarter** from the available filters and click **GO.**



A bar graph for month of stock for all products will be displayed.



Users can also export charts in CSV, JPEG, PNG, PDF and SVG format.



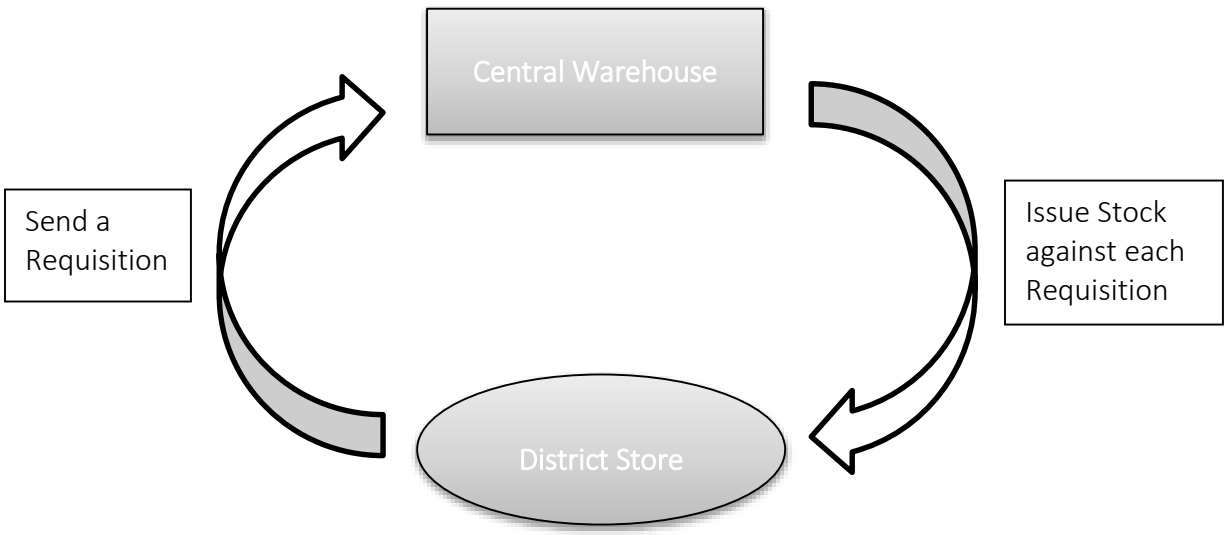
Requisitions

Requisition (CLR-6) form is used by EDO (H) for commodities request from CW&S. EDO (H) staff prepares this requisition form on quarterly basis in consultation with storekeeper of DPWO. This form indicates the stock status and consumption during the quarter and indicates the quantity request for each contraceptive being used in respective districts.

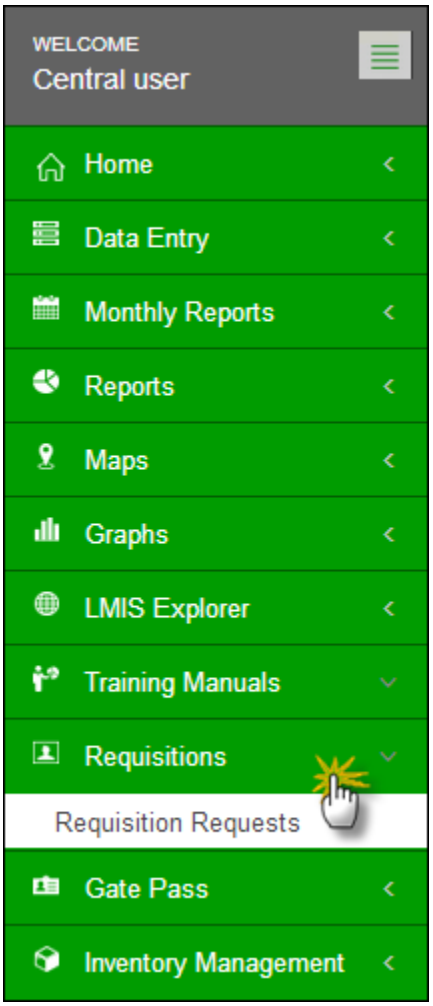
Central warehouses can manage requisition requests placed by the district stores or facilities. Central users can approve these requisition requests.

Requisition Requests (CLR-6)

The district store places a Requisition Request (New CLR-6) based on the previous consumption of that district and submits to the Central Warehouse. This Requisition Request (CLR-6) is auto generated using previous consumption trends for the required quantity of products for the next quarter.



District users can create requisition requests and electronically submit it to the central warehouse. These requisitions will be reviewed by the management of central warehouse and stock will be issued as per stock availability and approval.

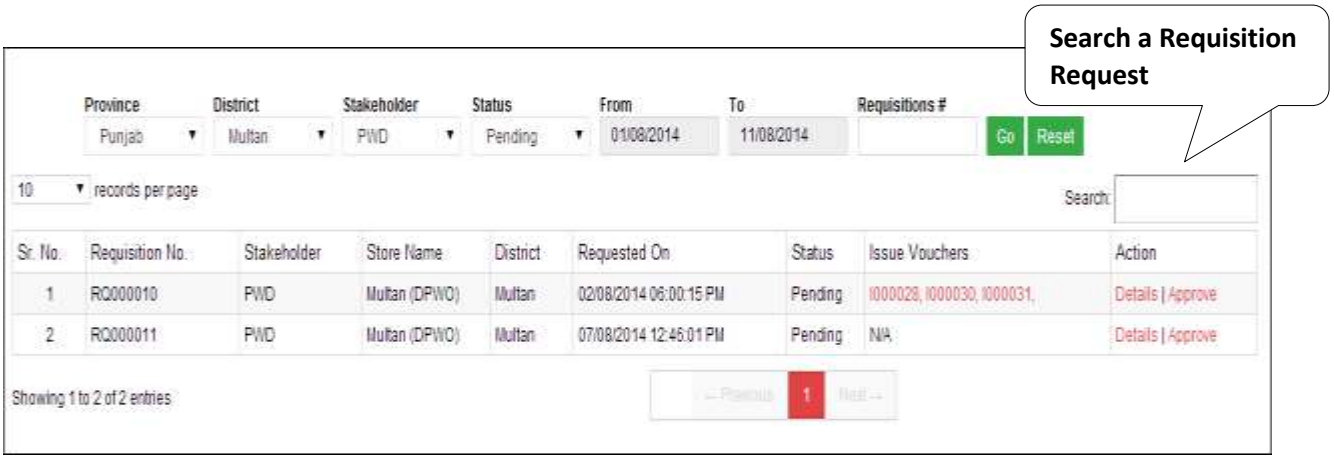


Central and provincial stores are able to manage requisition requests by district stores. System will provide options to view detail Requisition (CLR-6), stock issue voucher against any requisition and approve.

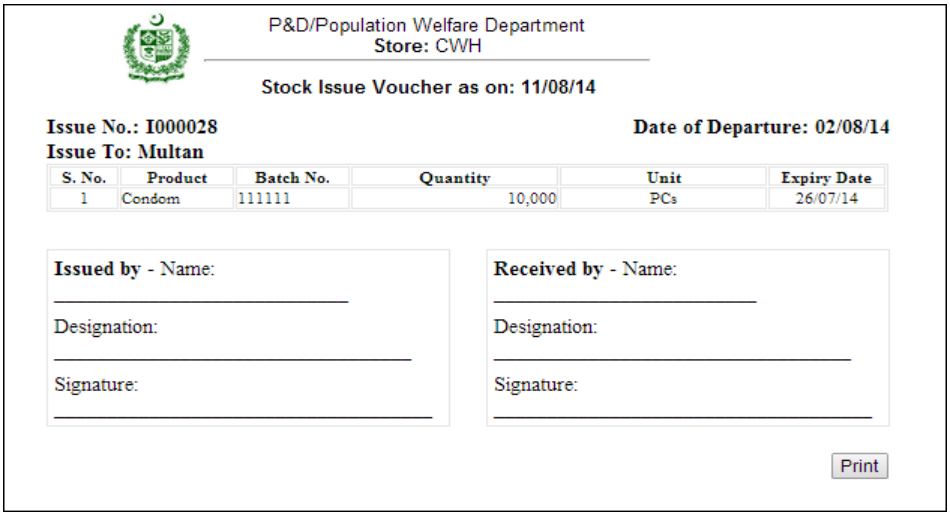
Click **Requisition Requests** under the Requisition tab.

To find a requisition request placed by district users, you can specify the following:

- **Province:** select a province.
- **District:** select a district from the list.
- **Stakeholder:** select the required stakeholder
- **Issue Ref.**: To search using the Issue Ref, select this option and then specify the Issue Ref in the adjacent text box.
- **Batch No.:** To search using the Batch No., select this option and then specify the Batch No. in the adjacent text box.

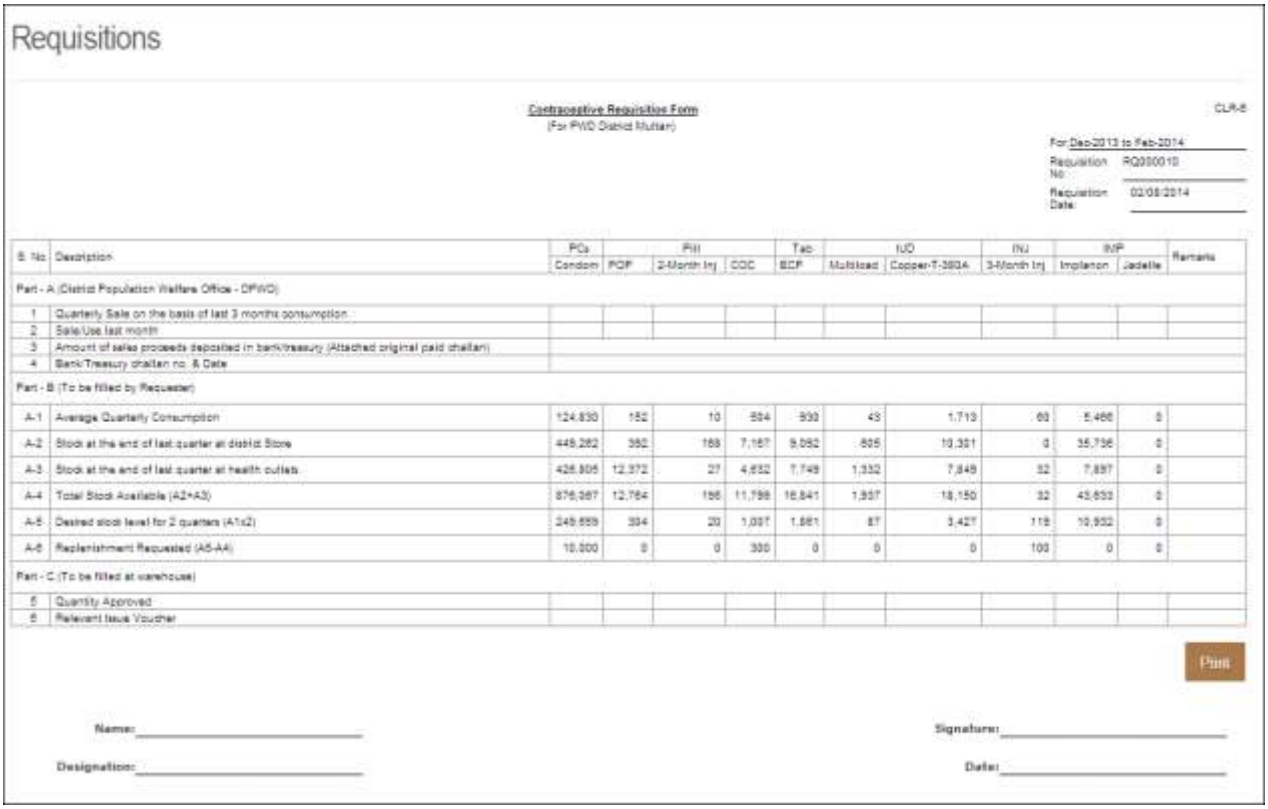


Click an Issue Voucher number to see the details and print the voucher.

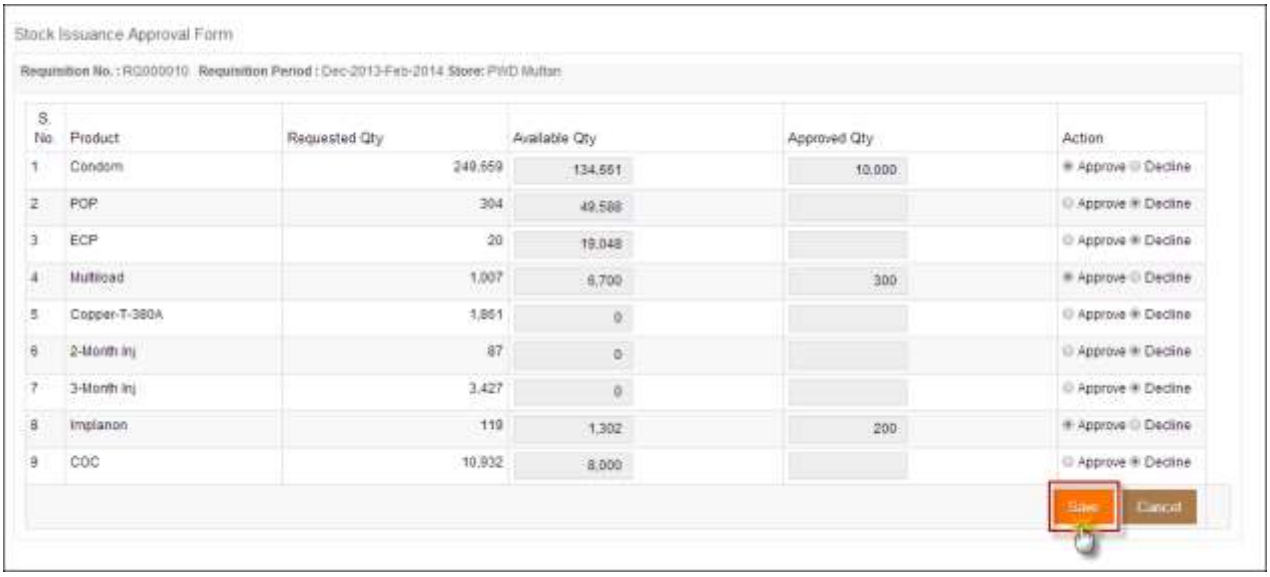


Central user can select the following actions to perform:

Details: to view the details of the requisition request placed by the district user.



Approve: to approve or decline the requisition request placed by the district user.



Inventory Management

Inventory Management is a component of supply chain management and supervises the flow of goods from suppliers to warehouses and from these facilities to the districts and ultimately to the point of sale. One of the key functions of inventory management is to keep a detailed record of each new or returned product as it enters or leaves a warehouse or the point of sale.

Inventory Management feature enables the Store User to manage the inventory for the central warehouse. The Store User can perform the following:

- Stock Receive from Supplier: Central users can receive stock directly from supplier.
- Stock Receive from Warehouse: Central users can also receive stock from other warehouses.
- Stock Receive Search: Central users can search the received stock from other warehouses or suppliers.
- Stock Issue to Warehouses: The stock is issued to other warehouses and stores on demand.

- Stock Issue Search: Central users can search the issued stock to other warehouses.
- Batch Management: When stock is received, the user marks the batches with latest expiry date as 'Running', so that this stock can be issued first.
- Stock Adjustments: If stock is lost or recovered, user can add adjustments in cLMIS.
- Search Adjustments: User can search the added adjustments for a selected duration.
- Manage Locations: User can also manage the location of stock within the warehouse.
- Location Status: User can check the stock available at a particular location in the warehouse and transfer it to another location.
- Stock Pick: User can select Issue No. to pick a particular product from the voucher list.

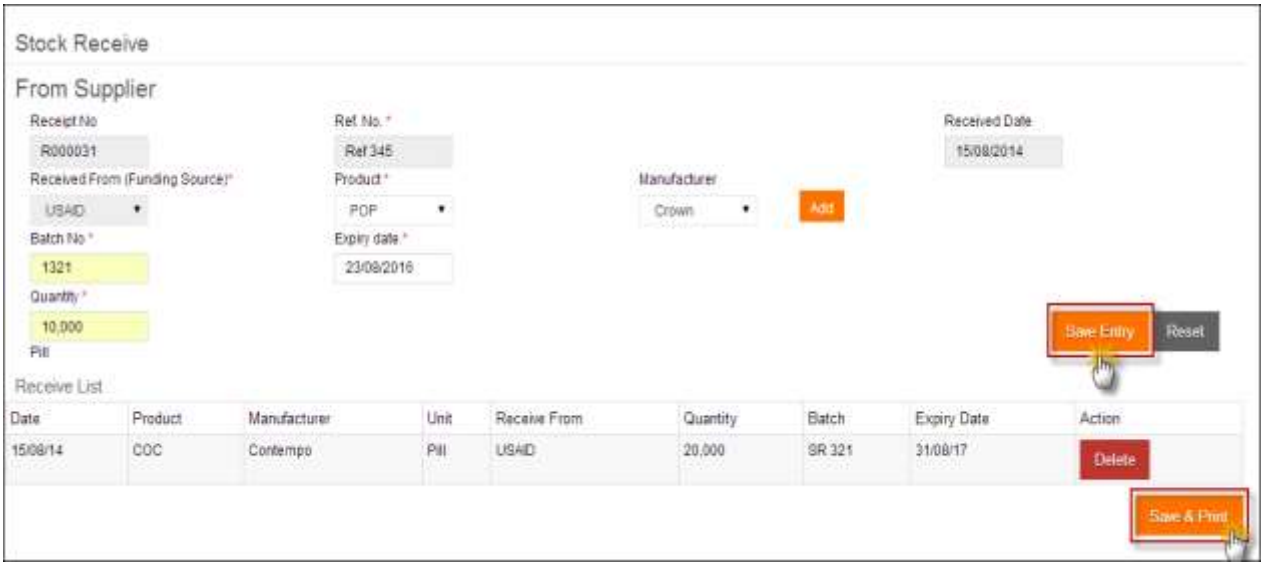
Stock Receive (Supplier)

Users at the central level can receive stock directly from the supplier. Users can also add information such as Funding Source, Product, Manufacturer and batch information i.e. Batch No, Expiry Date and Quantity of the required product.

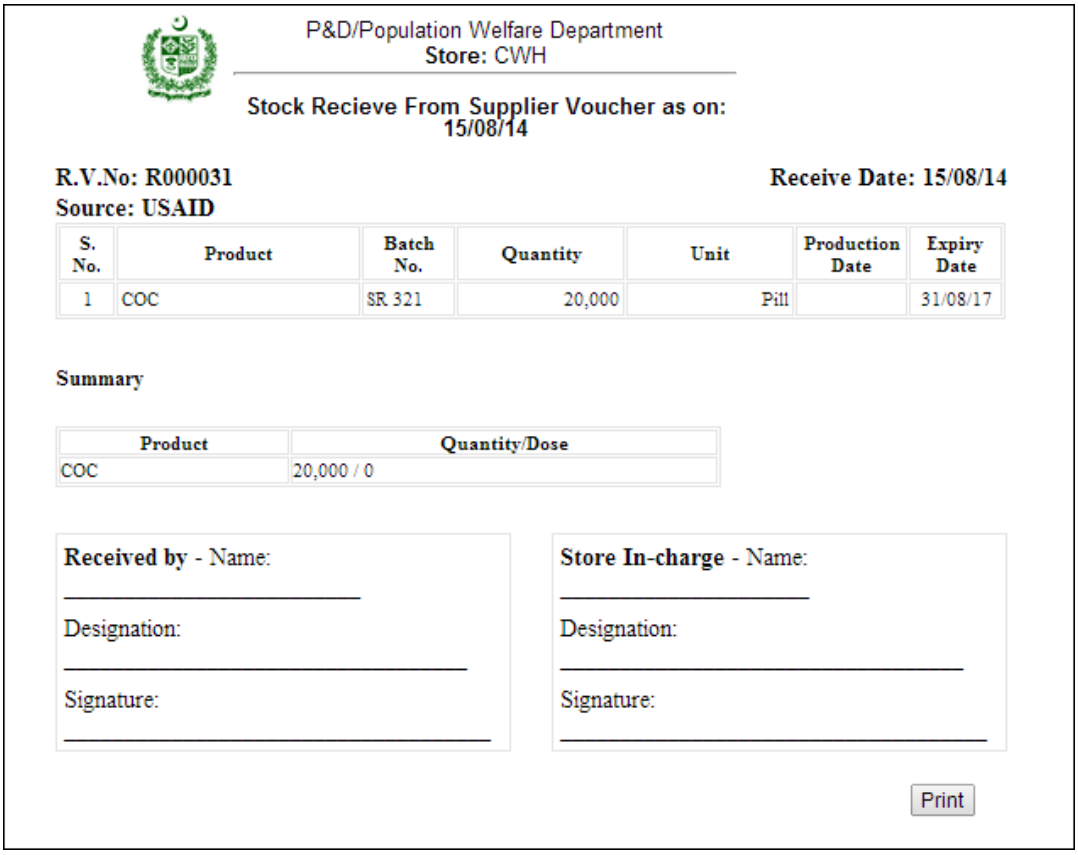
Specify the following information:

- Receipt No: is an automatically generated number for identifying the receive transaction.
- Ref No: specify the receive reference.
- Received Date: Click on Receive date to expand the date picker tool and select the date.
- Receive From: Select the supplier for the product.
- Product: select the product from the list.
- Manufacturer: select or add the manufacturer for the selected product.
- Batch No: specify the batch number for the product.
- Expiry Date: Click on Expiry date to expand the date picker tool, or type-in the required date using format dd/mm/yyyy.
- Quantity: Add the received quantity for the selected product.

Click Save Entry to add the entry in the receive list. The entry moves to the Receive List. You can add new entries, as required. All of the entries will be displayed in the Receive List.



User can also click **Save & Print** to save the complete receive list. Once user saves the receive list, The Receive order is saved and a Stock Receive Voucher is created.



P&D/Population Welfare Department
Store: CWH

Stock Recieve From Supplier Voucher as on: 15/08/14

R.V.No: R000031 **Receive Date: 15/08/14**
Source: USAID

S. No.	Product	Batch No.	Quantity	Unit	Production Date	Expiry Date
1	COC	SR 321	20,000	Pill		31/08/17

Summary

Product	Quantity/Dose
COC	20,000 / 0

Received by - Name:
_____
Designation:
_____
Signature:
_____

Store In-charge - Name:
_____
Designation:
_____
Signature:
_____

Print

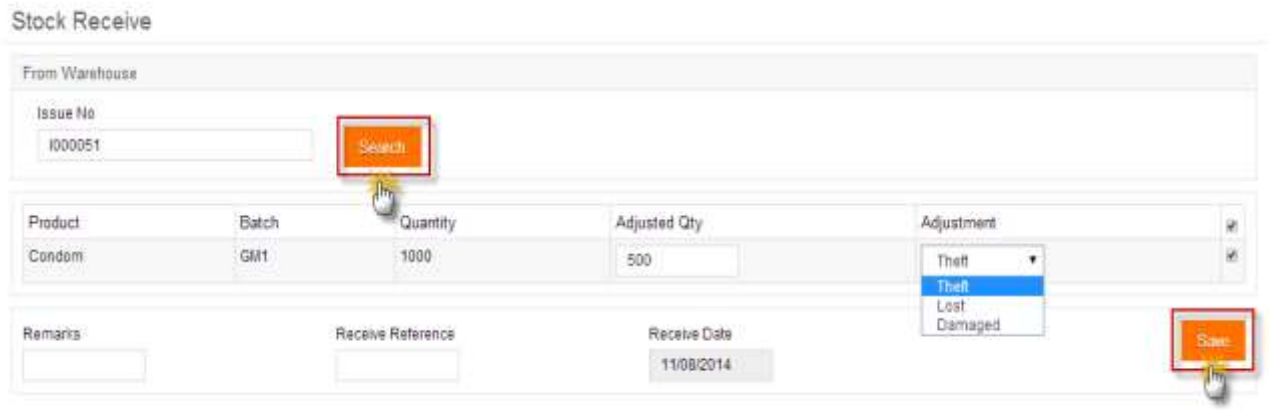
Stock Receive (Warehouse)

Central warehouse users can receive the stock being issued by other warehouses such as at the provincial or district level. Storekeepers will be able to receive products against the issue voucher number provided by the issuing authority.

Add **Issue Number** to search for the required entry in database. The required issued entry will be displayed.

Review the issued product's details. The table includes:

- **Product**: displays the product name.
- **Batch:** displays the batch number for the product.
- **Quantity:** displays the issued quantity.
- **Adjusted Quantity:** if the received quantity is different than the issued quantity, you can enter the adjusted quantity in this text box.
- **Adjustment:** specify the adjustment type.
- **Receive Reference**: specify the receive reference.
- **Receive Date:** Click on Receive date to expand the date picker tool and specify the received date.
- Check the ☑ icon in the end of the row and then click **Save & Print**.

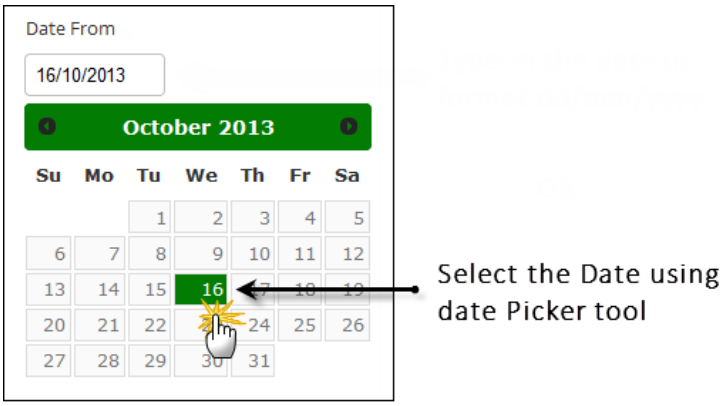


Stock Receive Search

User can search received stock by Receive No, Receive Ref or Batch No. Users can also select Warehouse Supplier and Product to search a particular stock.

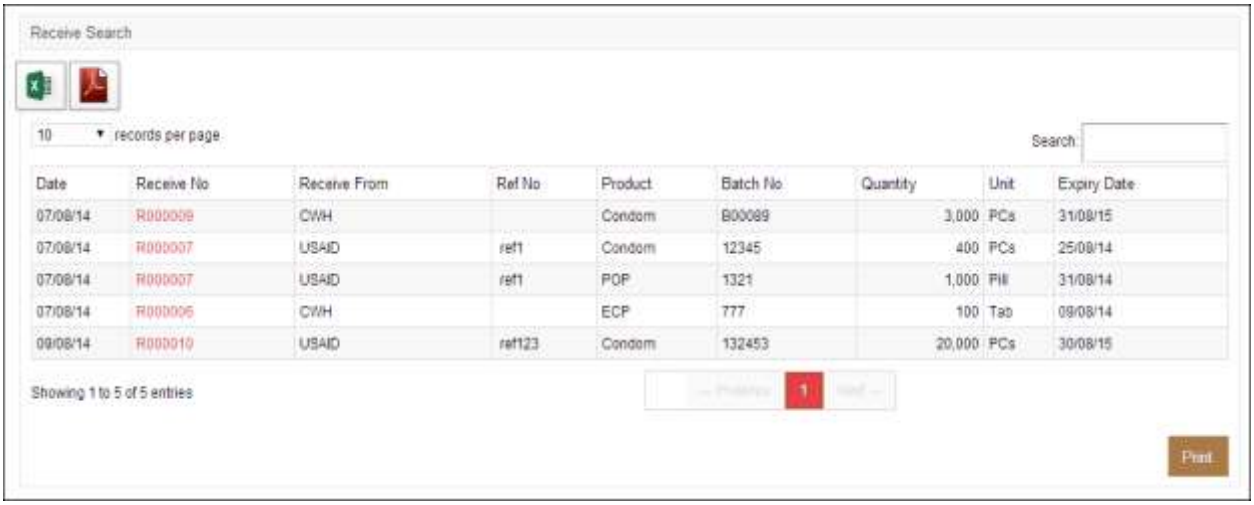
To search for a receive entry, specify the following filters:

- Search By: Specify the unique identifier you want to search by. The options include:
    - Receive No: if you know the receive number, select this option and specify the receive No. in the adjacent text box.
    - Receive Ref: To search using the Receive Ref, select this option and then specify the Receive Ref in the adjacent text box.
    - Batch No.: To search using the Batch No., select this option and then specify the Batch No in the adjacent text box.
- Warehouse Supplier: select the warehouse supplier. This is optional field.
- Product: select the required product from the list.
- Date From, Date To: Click on date to expand the date picker tool and select dates.



Click **Search**.

The required entries are displayed in the Receive Search list.



Stock Issue

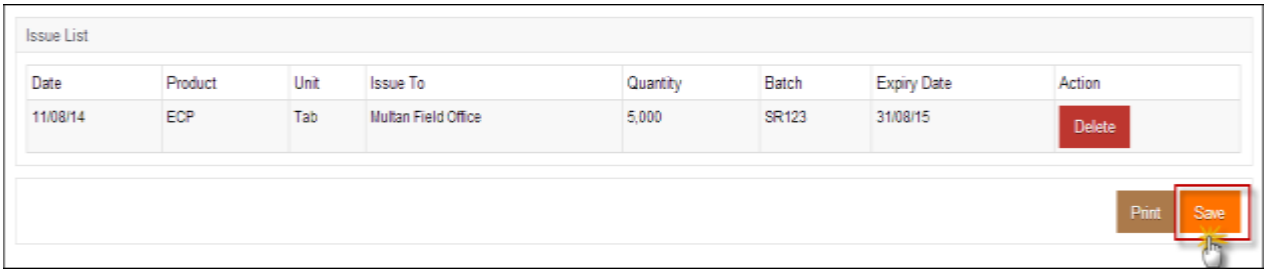
Central users can issue stock using this option. At National level, the stock issue is based on the districts requisition (CLR-6). Provincial and district storekeepers can also issue the stock back to the respective upper level store if required.

To issue stock, specify the following filters:

- **Date:** Click on date to expand the date picker tool and add a date.
- **Stakeholder:** Select stakeholder from the list.
- **Office:** Select office from the drop down list.
- **Store:** Select the store from the list.
- **Product:** Select the product from the list.
- **Batch No:** Select batch no. for the selected product.
- **Quantity:** Add quantity from the quantity of the product available.
- **Expiry Date:** Click on date to expand the date picker tool and add a date.

Click **Add Issue.**

The newly added entry is displayed in the Issue list. Click **Save.**



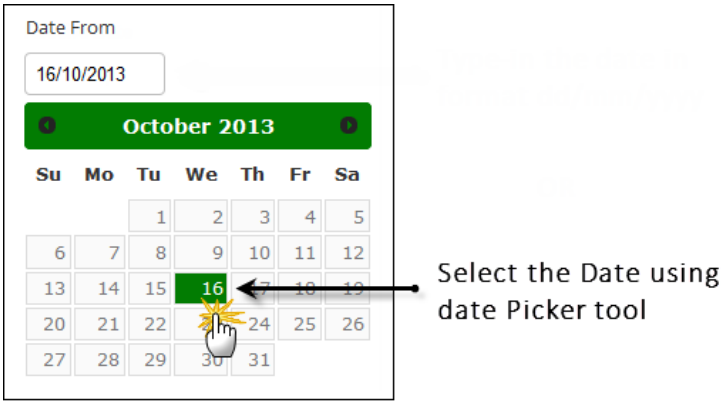
Stock Issue Search

Central users can also search the issued stock by Issue No, Issue Ref or Batch No. Users can also select Warehouse Supplier and Product to search a particular stock. System provides an option to print filtered search as well as individual transaction. Users can also print stock issue summary as well as detailed list based on product and location.

To search for an issued entry, specify the following filters:

- **Search By**: Specify the unique identifier you want to search by. The options include:
    - **Issue No**: if you know the issue number, select this option and specify the issue No. in the adjacent text box.
    - **Issue Ref**: To search using the Issue Ref, select this option and then specify the Issue Ref in the adjacent text box.
    - **Batch No.:** To search using the Batch No., select this option and then specify the Batch No in the adjacent text box.
- **Warehouse / Supplier:** select the warehouse / supplier. This is optional field.
- **Product:** select the required product from the list.

- **Date From, Date To:** Click on date to expand the date picker tool.



Click **Search**.

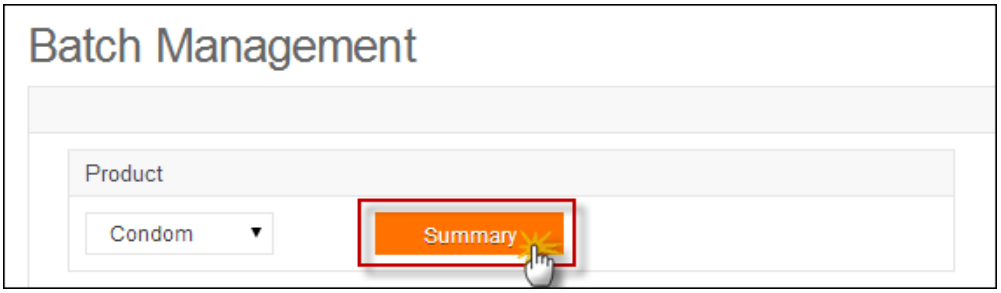
The specified issued stock will appear in the Issue Search list.

Batch Management

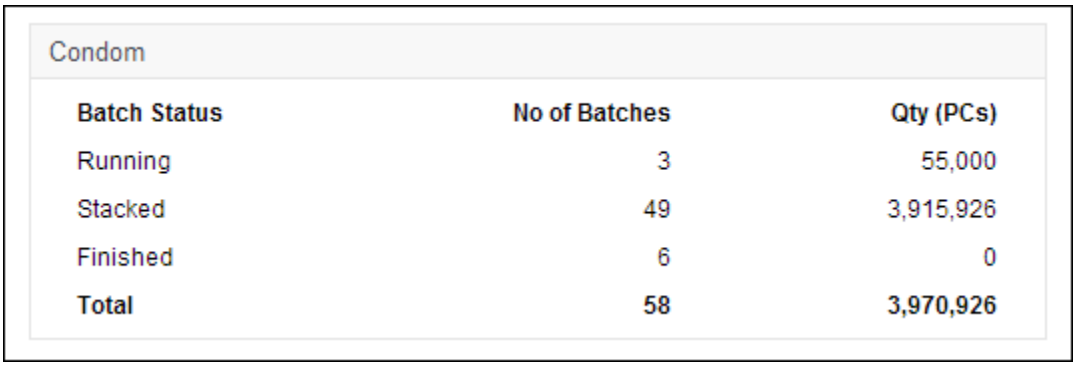
Once the stock is received in warehouse, each package is identified by its Batch Number and Expiry Date. Each batch is sorted by its expiry date by the rule of “First Expiry First Out”. When batches of stock are added to cLMIS, the account user usually assigns the batches with latest expiry date as ‘Running’. The running batches are issued first. cLMIS provides a section for batch management of each product. Each batch will have a status i.e. Running, Stacked and Finished. Central users will be able to change the status from Running to Stacked as desired.

Stock can be issued only if their batch status is set to Running by the system. One or more batches can be set to running depending on the quantity and expiry date of the product.

System provides a summary of batches of each product with a total quantity.



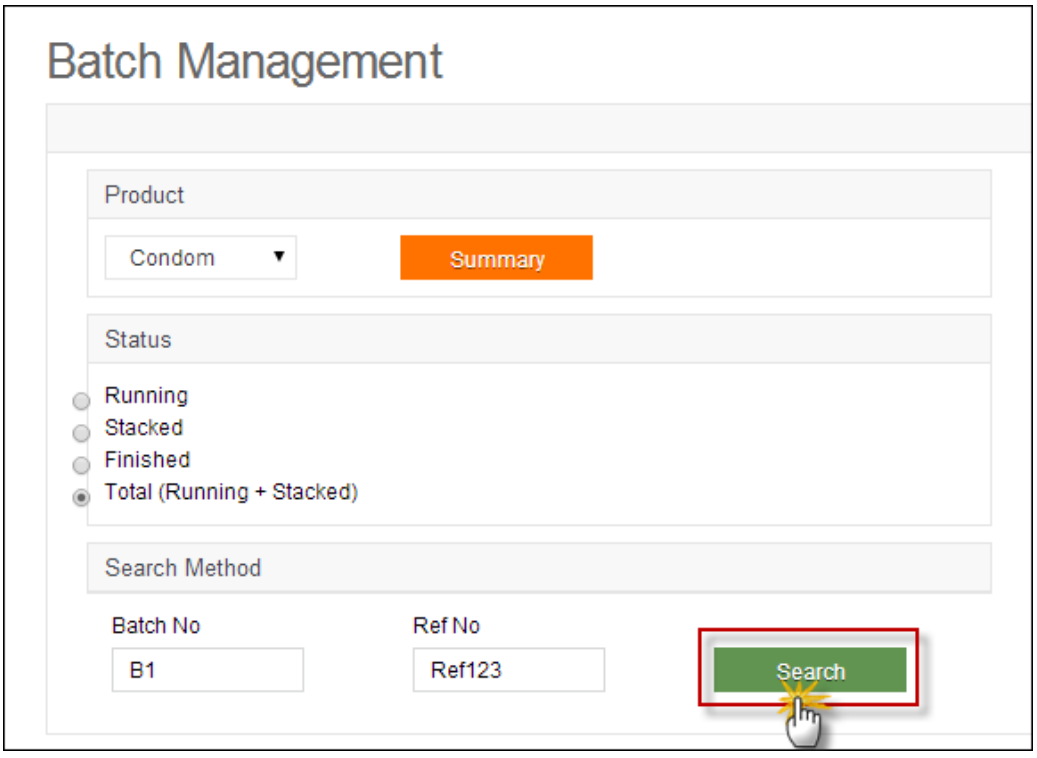
Batch Management summary for the stock will be displayed.



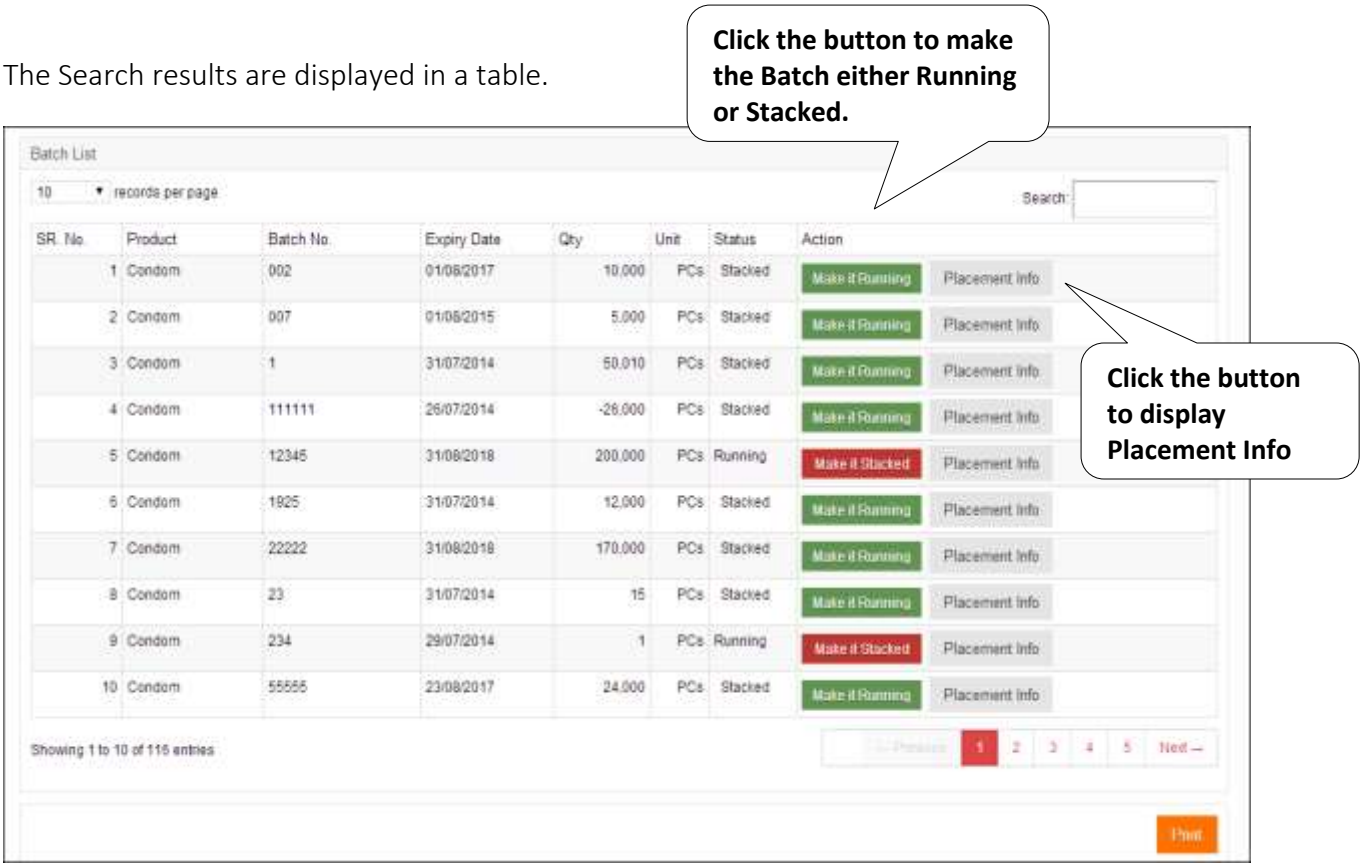
In order to mark the status of the batch, you can specify search criteria to search for the required batch as follows:

- **Product:** select the required product from the list.
- **Status:** specify the status of the batch that you are searching for.
    - **Running:** Only the batches with the status "Running" can be issued.
    - **Stacked:** Stacked batches represent that they are stacked in the warehouse and cannot be issued.
    - **Finished:** batches have finished.
    - **Total:** total number of running and stacked batches.
- **Batch No:** Optionally, specify the Batch No of the required batch.
- **Ref. No:** Optionally, specify the Ref. No. of the required batch.

Click **Search.**



The Search results are displayed in a table.



You can review the batch status and change it by clicking the button adjacent to it.

Remember that in order to issue batches, you have to first set the status to 'Running'.

Click **Print.**

The Batch management form is saved and printed.

New Adjustments

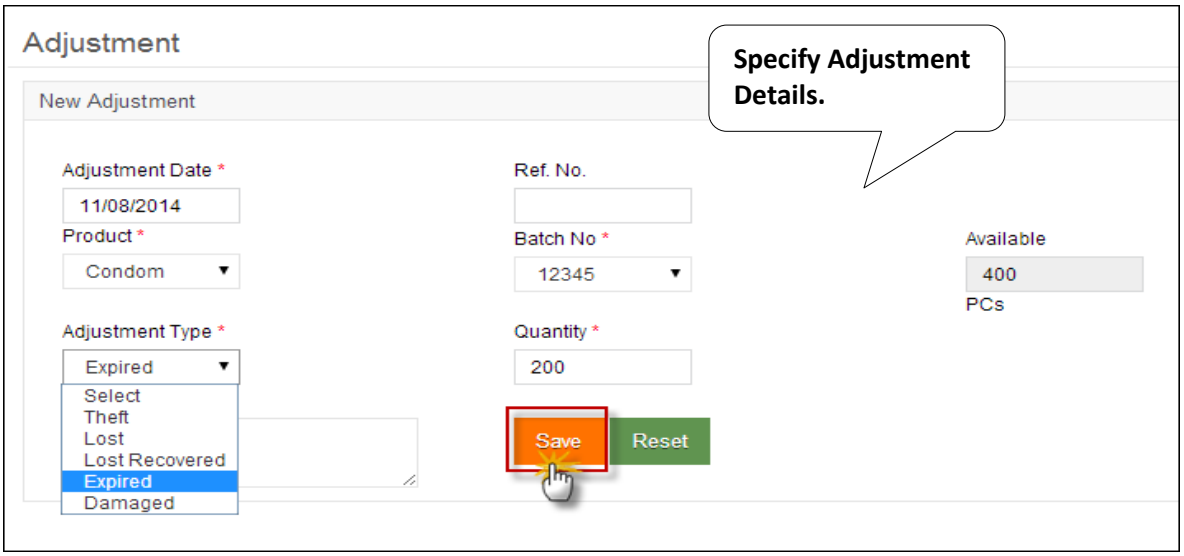
Every now and then, users want to update the number of items in stock manually. In case of lost and damaged items or you have received less inventory than expected, you can add stock adjustments for managing you inventory.

Central users can add adjustments of stock as theft, lost, lost recovered, expired or damaged.

To add new Adjustments, specify the following criteria:

- **Adjustment Date:** Click on adjustment date to expand the date picker tool and select date.
- **Ref. No.:** Optionally, specify the Ref. No. of the batch.
- **Product:** select the product from the list.
- **Batch No:** Specify the Batch No of the batch.
- **Adjustment Type:** specify the adjustment type.
- **Quantity:** Specify the quantity of the product.
- **Comment**: Add comments, if any.

Click **Save.**



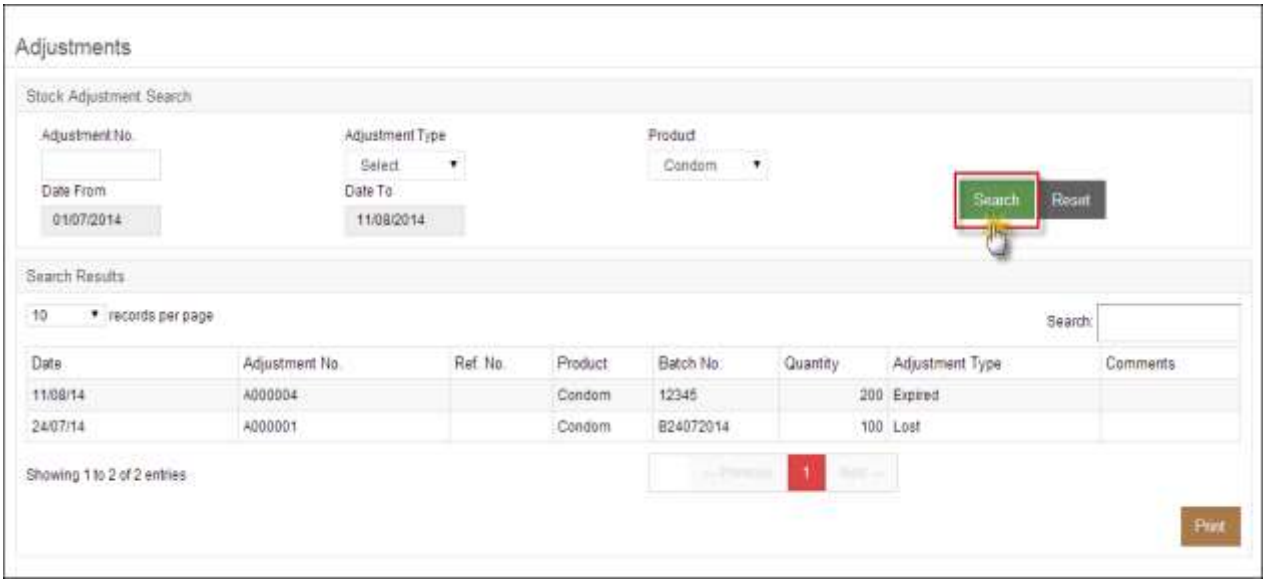
Search Adjustments

Central users can also search adjustments to stock by adjustment type and product. System provides an option to print filtered search and individual transaction.

To search for Adjustments, specify the search criteria:

- **Adjustment No.:** is an automatically generated unique identifier for the adjustment.
- **Adjustment Type:** specify the adjustment type.
- **Product:** select the product from the list.
- **Date From, Date To:** Click on date to expand the date picker tool and select the dates.

Click **Search.**



Placement Locations

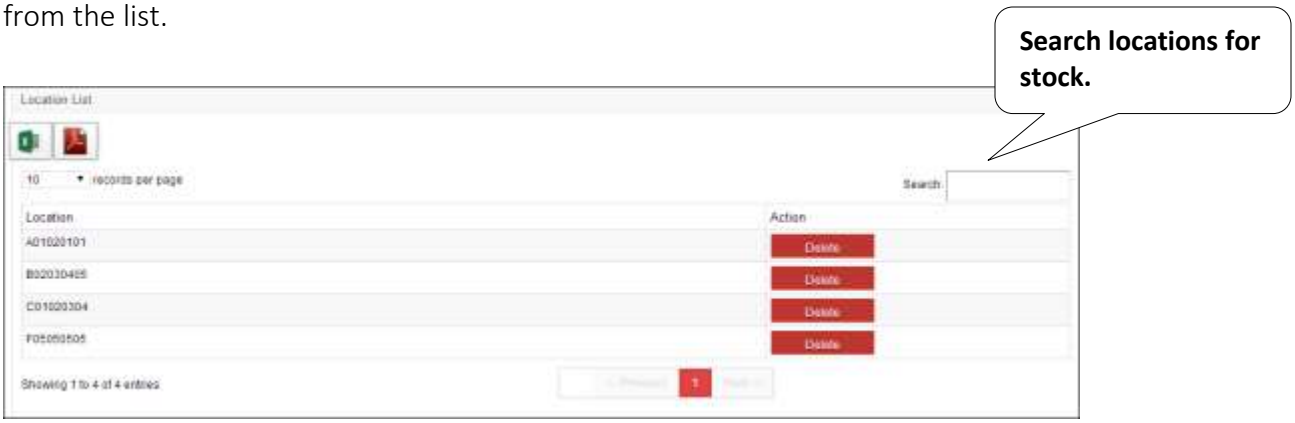
Central users can manage placement locations for the stock within the main warehouse by adding location Area, Row, Rack, Rack Type, Pallet as well as Level.

To manage locations for the stock within the warehouse, select the following filters:

- **Area:** Select the area for the location.
- **Row:** Select the row for the location of stock.
- **Rack:** Select the rack for the stock location.
- **Rack Type:** Select the rack type as Single or Double.
- **Pallet:** Select the pallet for stock location.
- **Level:** Select the level for the location for the list.

Click **Save Entry.**

Location list of stock placement locations is available. User can also search for a stock location from the list.



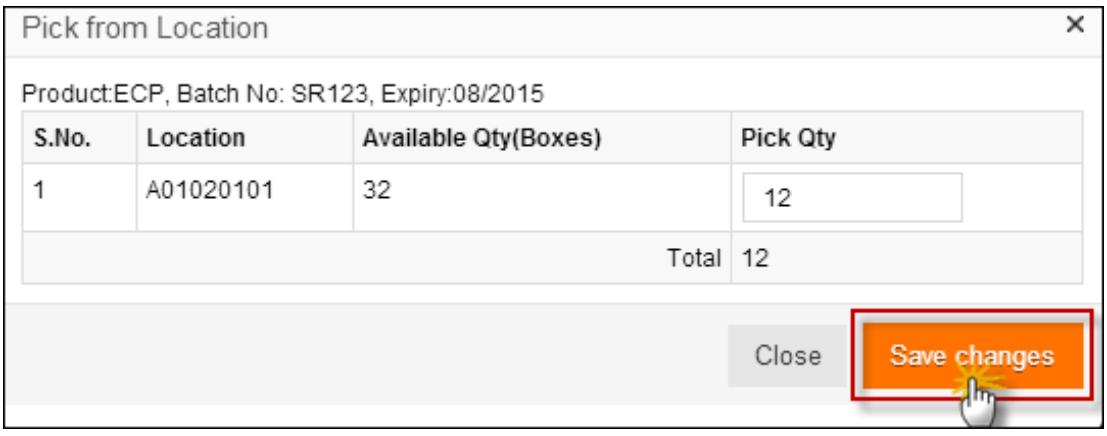
Stock Pick

Central users also have an option to issue stock to other warehouses, provincial stores / facilities as well as field offices. Once a central user issues stock to a district, it is placed at a location within the warehouse. User can manage placement location of the stock from **Location Status** (see the next section).

Remember that in order to issue and pick batches, you have to first set the status to 'Running'.

From the **Issue Voucher List**, select **Issue No.** to pick a stock of any particular product.

Click **Pick.** A new screen is displayed.



Location Status

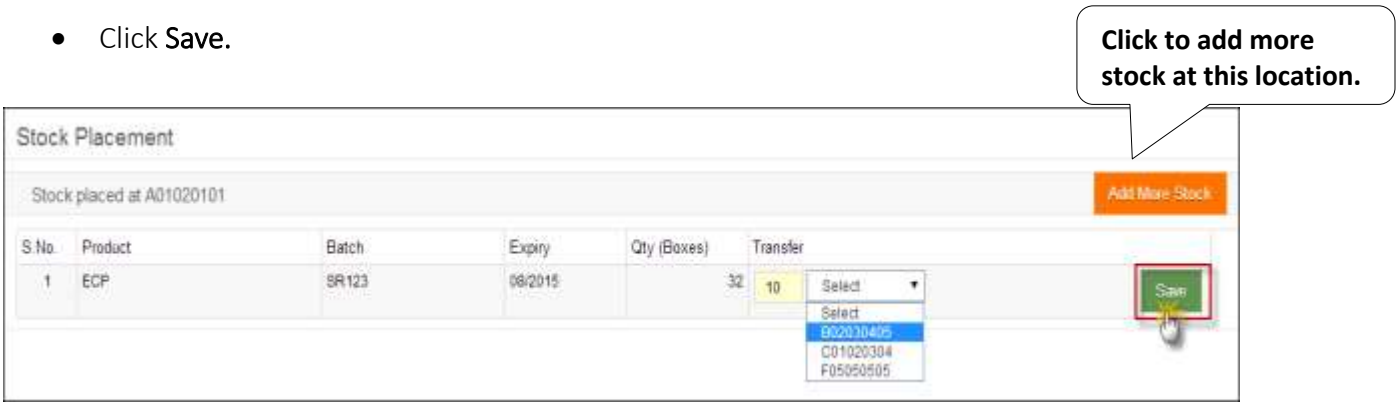
Central users can select **Area** and **Level** to show a particular location for allocating the stock.

Click **Show Status.** The placement location will appear.

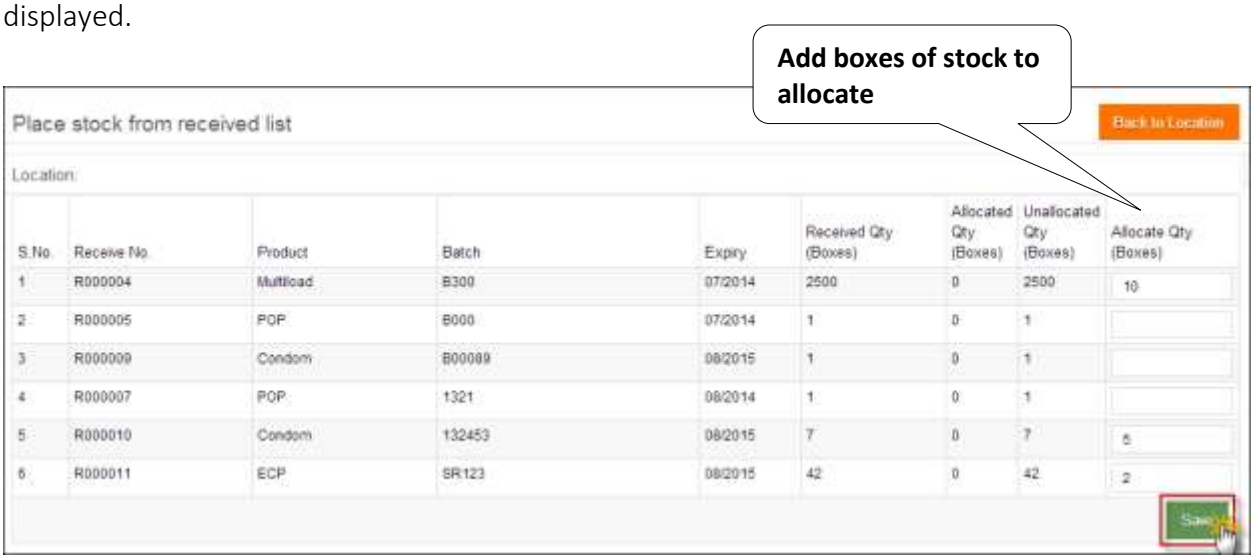
When user clicks the placement location, the details of the product present at that location will appear.

In order to transfer the stock available at this location,

- Add quantity of boxes under **Transfer.** (The quantity of boxes to transfer should be less than or equal to the available number of boxes.
- Select the location to transfer stock.
- Click **Save.**



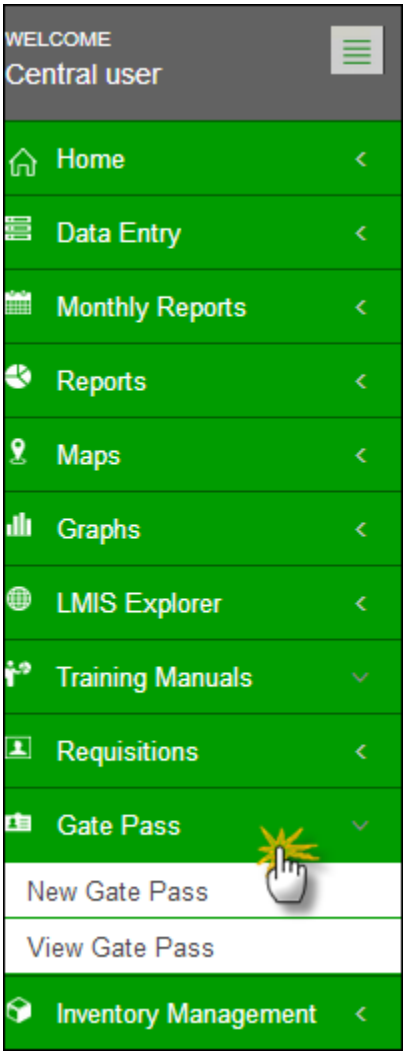
To add more stock to this location, click Add More Stock. A complete list of received stock will be displayed.



Gate Pass

Once a stock has been picked to be transferred to another location, a new gate pass will be created. To create a new gate pass, select the Issue No. of the products to be picked along-with the vehicle and vehicle type. User will also add the quantity to be picked from the issued quantity of the product.

Select Gate Pass from the main menu to issue a new gate pass or view a list of gate passes.



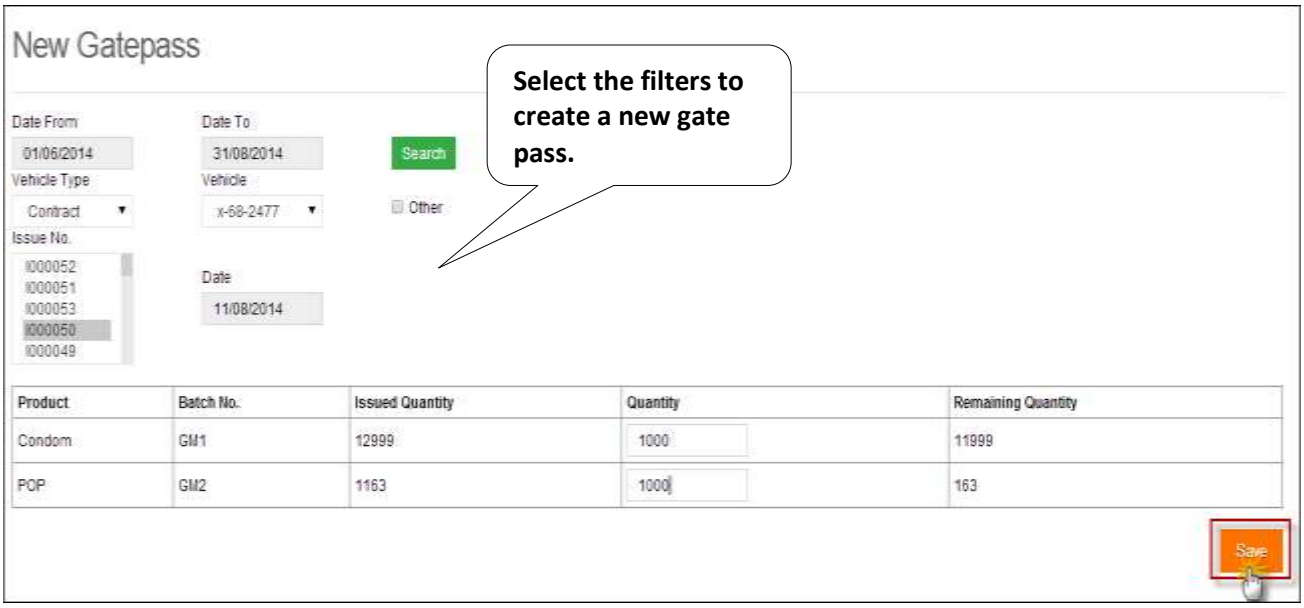
New Gate Pass

Click **New Gate Pass** under the Gate Pass tab.

To issue a new gate pass, you can specify the following:

- **Date From, Date To:** Click on date to expand the date picker tool and select dates.
- **Vehicle Type:** select a vehicle type.
- **Vehicle:** select a vehicle from the list or check other.
- **Issue No.**: select one or multiple issue numbers from the shown list.
- **Date:** Click on date to expand the date picker tool and select date.

The issued products will be displayed in the list. Add the quantity to create gate pass from the issued quantity and click **Save.**



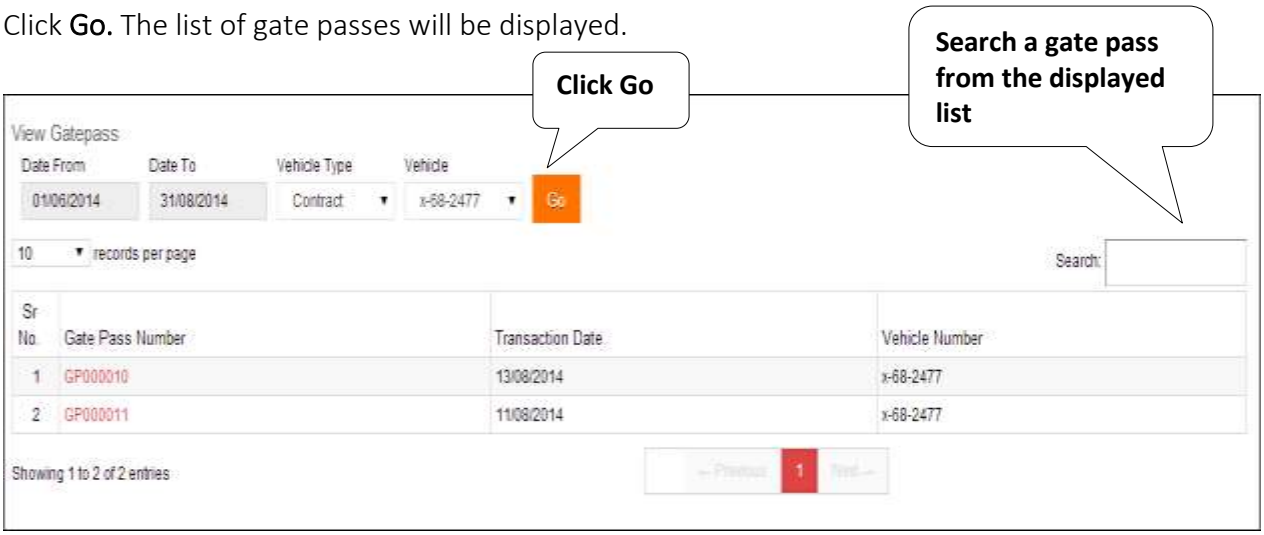
View Gate Pass

Click **View Gate Pass** under the Gate Pass tab.

To view the list of issued gate pass, you can specify the following:

- **Date From, Date To:** Click on date to expand the date picker tool and select dates.
- **Vehicle Type:** select a vehicle type.
- **Vehicle:** select a vehicle from the list or check other.

Click **Go.** The list of gate passes will be displayed.



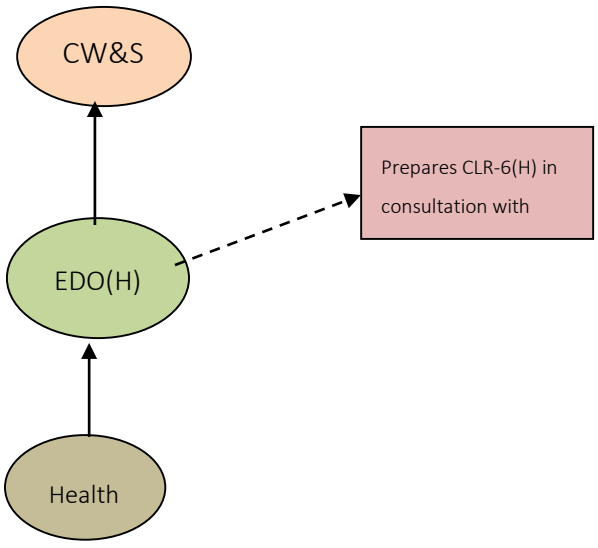
Annex 7

in Logistics Management Information System for Contraceptives

Reporting Patterns

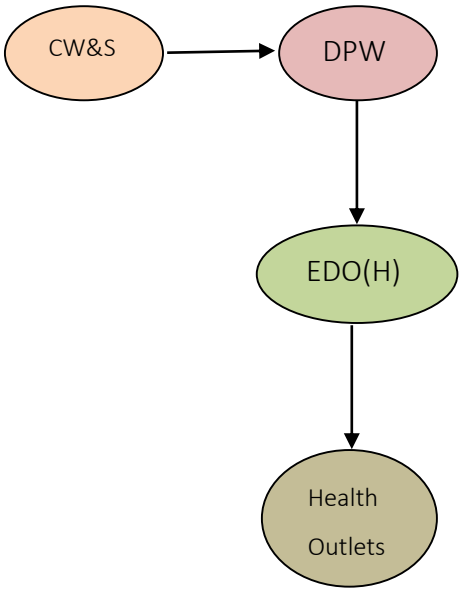
Department of Health

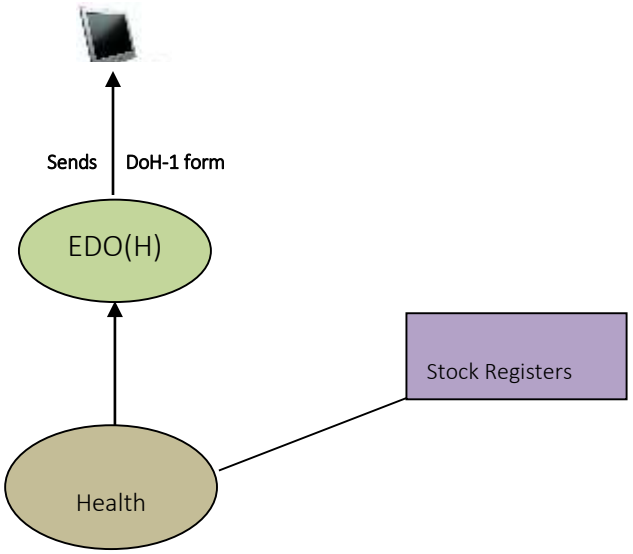
Requisition



1. EDO(H) prepares CLR-6(H) requisition form in consultation with DPWO and send it to CW&S for supplies.
2. Health Outlets demands for contraceptives from EDO(H) by sending DoH-2 form.

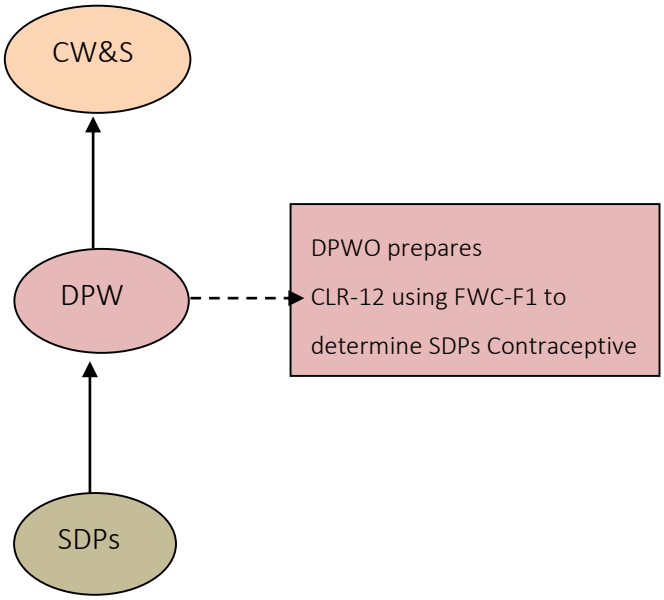
Supplies	Reporting

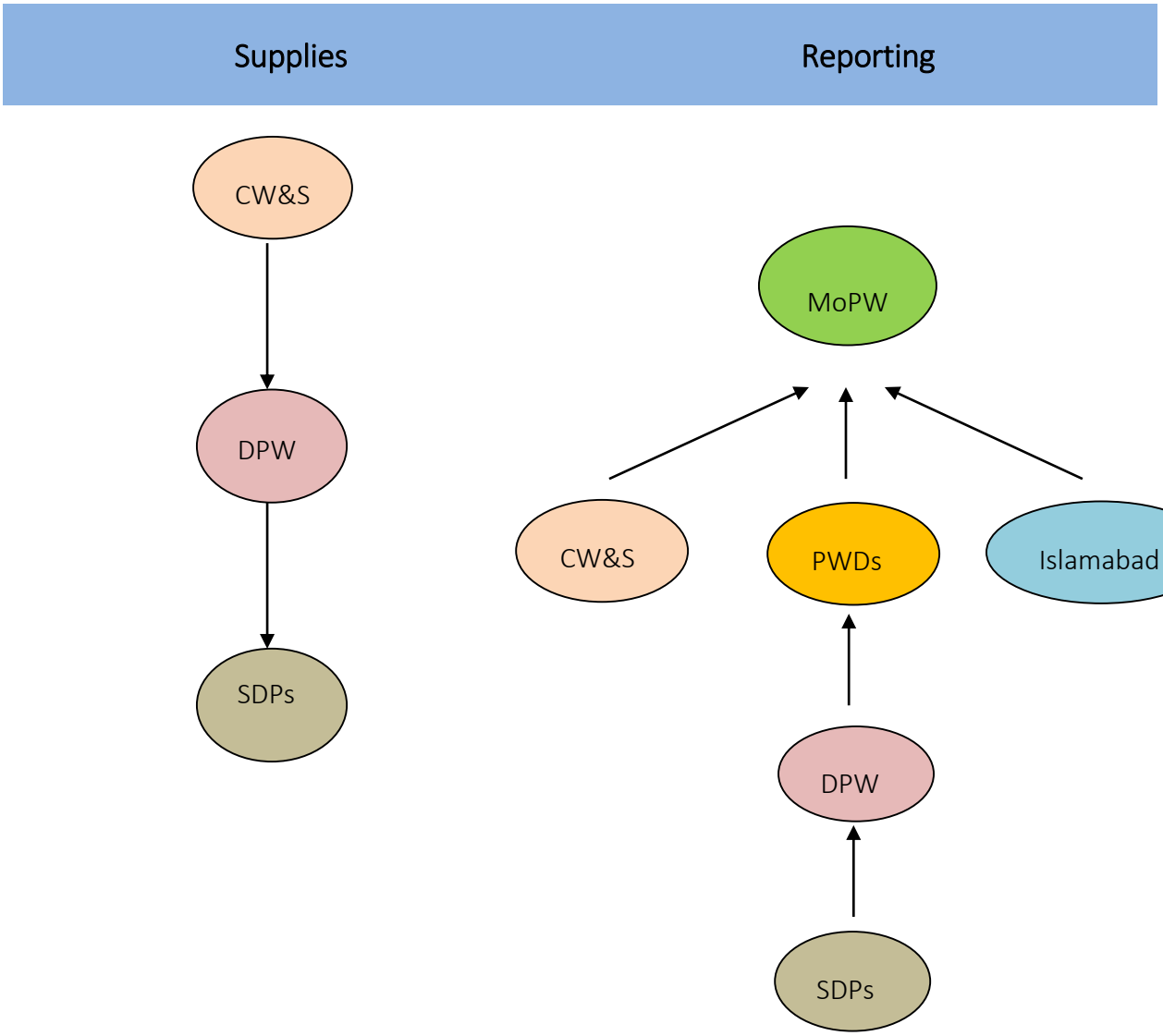




Ministry of Population Welfare

Requisition




Supplies
Reporting
CW&S
DPW
SDPs
MoPW
CW&S
PWDs
Islamabad
DPW
SDPs

Description of Data Formats Being Used

CLR-6(H)

This form is being used by EDO (H) for commodities request from CW&S. EDO (H) staff prepares this requisition form on quarterly basis in consultation with storekeeper of DPWO.

This form indicates the stock status and consumption during the quarter and indicates the quantity request for each contraceptive being used in respective districts.

DOH-2

LHV requests for commodities through DOH-2 from EDO (H) and collect the commodities during monthly meetings. This form has requester particulars that include District & Tehsil names along with name of outlet.

The other indicators are Opening balance, Received, Sold/Dispensed, closing Balance and Next Month demand.

DoH-1

This form is being used by EDO (H) to report Monthly Contraceptive Performance Report. This report then fed into the HMIS.

The indicators of this form are Contraceptive sold/dispensed, Current Month, Previous month and percentage increase/decrease.

RHC-F-1

This form is prepared by Health Outlets each month and report then sends to EDO (H). This form contains the service delivery indicator along with contraceptive new and older cases served during this month.

CLR-5

This is contraceptive Stock Register. This register is being maintained in all warehouses and stores at central, provincial, districts, FWCs, RHS centers etc. Separate pages is being maintained to record each contraceptive.

CLR-6

This form is being used Provincial offices, DPWOs, PPSOs and NGOs for commodities request from CW&S. This requisition form is being prepared on monthly basis

This form indicates the stock status and consumption during the month and indicates the quantity request for each contraceptive being used in respective districts/PPSOs/NGOs.

FWC-F-1

This form is prepared by FWC each month and report then sends to DPWO. This form contains the service delivery indicator along with contraceptive new and older cases served during this month.

The logistics indicators for contraceptive also included in this form.

MSU-F-1

This is form is prepared by MSU (Mobile Services Unit) each month and report then sends to DPWO. This form contains the service delivery indicator along with contraceptive new and older cases served during this month. The other indicators of this form are Staff Position, Equipment, General Medicine Stock and vehicle Conditions.

The logistics indicators for contraceptive also included in this form.

CLR-15

This is District Contraceptive Stock Report. Part-I of this report relates to the position at the district store and part-II indicates the stock and sales position at categories of field operational unit.

CLR-11

This is Provincial Contraceptive Stock Report (district wise). This report is prepared by Monitoring and Provincial Cell of Provincial Offices every month for submission of M&S wing of MoPW. This report is prepared separately district wise for each type of contraceptive.

CLR-8

This is monthly Warehouse Contraceptive Stock and Dispatch Report. This report is prepared by Central and Provincial Warehouse each month and sends to Director PME. Part-A of the report indicates the accountability and stock position. Part-B is a breakdown of dispatches to various categories of recipients.

PREPARED BY
USAID
FROM THE AMERICAN PEOPLE