

HIV & AIDS Commodity Management Tool for West Africa (OSPSIDA)

TECHNICAL GUIDE

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SIAPS 
Systems for Improved Access
to Pharmaceuticals and Services

Updated January 2017

This report is made possible by the generous support of the American people through the US Agency for International Development (USAID), under the terms of cooperative agreement number AID-OAA-A-11-00021. The contents are the responsibility of Management Sciences for Health and do not necessarily reflect the views of USAID or the United States Government.

About SIAPS

The goal of the Systems for Improved Access to Pharmaceuticals and Services (SIAPS) Program is to assure the availability of quality pharmaceutical products and effective pharmaceutical services to achieve desired health outcomes. Toward this end, the SIAPS result areas include improving governance, building capacity for pharmaceutical management and services, addressing information needed for decision-making in the pharmaceutical sector, strengthening financing strategies and mechanisms to improve access to medicines, and increasing quality pharmaceutical services.

Recommended Citation

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Mahmudul Islam, Bedel Evi, Joseph Adu, Seydou Doumbia, David Mbirizi, Francis Aboagye-Nyame. *HIV & AIDS Commodity Management Tool for West Africa (OSPSIDA): Technical Guide*. Submitted to the US Agency for International Development by the Systems for Improved Access to Pharmaceuticals and Services (SIAPS) Program. Arlington, VA: Management Sciences for Health.

Key Words

HIV/AIDS, OPSIDA, Technical Guide, West Africa

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ACRONYMS AND ABBREVIATIONS

AIDS	acquired immunodeficiency syndrome
ARV	antiretroviral
CMS	Central Medical Stores
HIV	human immunodeficiency virus
LMIS	Logistics Management Information System
MOH	Ministry of Health
MSH	Management Sciences for Health
PDF	portable document format
RTK	rapid test kit
SIAPS	Systems for Improved Access to Pharmaceuticals & Services
UNAIDS	Joint United Nations Programme on HIV/AIDS
USAID	US Agency for International Development
WAHO	West African Health Organization

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1 Introduction

The West Africa Regional HIV Pharmaceutical Management Information Dashboard is developed and implemented for fifteen focus West African countries—Benin, Burkina Faso, Cameroon, Guinea, Niger, Togo, Cape Verde, The Gambia, Sierra Leona, Liberia, Guinea-Bissau, Ghana, Ivory Coast, Mali, Nigeria, and Senegal—for better management of HIV and AIDS commodities.

The goal of the Dashboard is to capture, track, aggregate, and disseminate information about antiretroviral drugs (ARVs), rapid test kits (RTKs), and other HIV and AIDS commodities to support evidence-based decision making in the West Africa subregion.

The Dashboard will assist focus countries and subregional organizations including USAID/West Africa, the Joint United Nations Programme on HIV/AIDS (UNAIDS) regional, the West African Health Organization (WAHO), the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund), and other stakeholders in improving forecasting, supply planning, and procurement to support the continuous availability of ARVs, RTKs, and other HIV- and AIDS-related commodities.

The Dashboard also offers regional partners a platform through which they may easily share information on funding flows and stock-out risks. The data available on this platform will be used to inform decision making and assist in identifying solutions to mitigate risks in the short-, medium-, and long-term.

2 Technologies

The following are some major building blocks of the OSPSIDA dashboard:

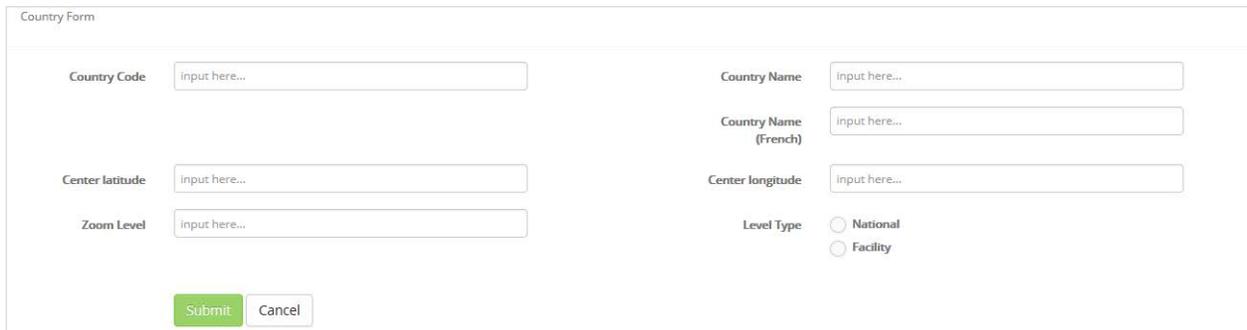
Type	Name	Description
Web server	Apache	HTTP server, an open-source web server platform
Programming/back end	PHP	Server-side open-source scripting language
Database	MySQL	Relational database management system (RDBMS) , permanent storage of data
Client user interface	JQuery	jQuery is a cross-platform JavaScript library designed to simplify the client-side scripting of HTML.
Content management system	Joomla 3.5.1	Content management framework for roles/permissions/ user management, menu management, and news.

3 Electronic Forms

3.1 Electronic forms with database objects

This section lists the data entry forms and names of the database tables which are updated from these forms.

Admin Menu > Country Entry:



The screenshot shows a web form titled "Country Form". It contains several input fields: "Country Code", "Country Name", "Country Name (French)", "Center latitude", "Center longitude", and "Zoom Level". There are also two radio buttons for "Level Type", labeled "National" and "Facility". At the bottom, there are "Submit" and "Cancel" buttons.

Figure 1. Database object updated: t_country

Admin Menu > Region Entry:



The screenshot shows a web form titled "Region Form". It contains a dropdown menu for "Country" with the text "Select Country" and a small downward arrow. Below it is an input field for "Region Name". At the bottom, there are "Submit" and "Cancel" buttons.

Figure 2. Database object updated: t_region

Admin Menu > Year Entry:



The screenshot shows a web form titled "Year Form". It contains a single input field for "Year". At the bottom, there are "Submit" and "Cancel" buttons.

Figure 3. Database object updated: t_year

Admin Menu > Profile Parameter Entry:



The screenshot shows a web form titled "Profile Parameter Form". It contains two text input fields, both labeled "Parameter Name". The first field has a placeholder text "input here...". The second field is labeled "Parameter Name (French)" and also has a placeholder "input here...". Below these fields is a "Show" checkbox, which is currently unchecked. At the bottom of the form are two buttons: a green "Submit" button and a white "Cancel" button.

Figure 4. Database object updated: t_cprofileparams

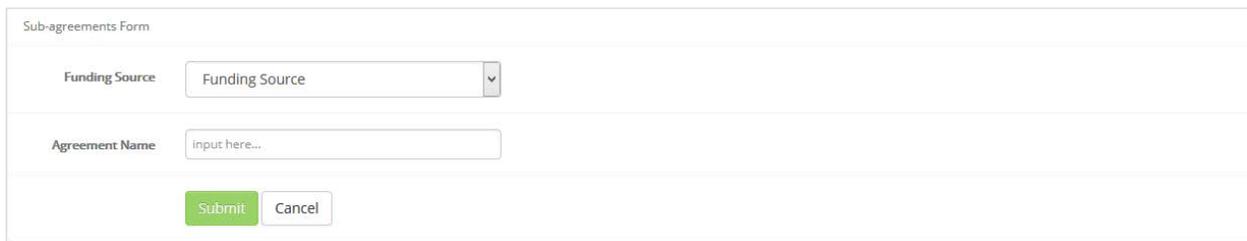
Admin Menu > Funding Source Entry:



The screenshot shows a web form titled "Funding Source Form". It contains two input fields. The first is a text input field labeled "Funding Source Name" with a placeholder "input here...". The second is a larger text area labeled "Description" with a placeholder "input here...". At the bottom of the form are two buttons: a green "Submit" button and a white "Cancel" button.

Figure 5. Database object updated: t_fundingsource

Admin Menu > Sub-agreements Entry:



The screenshot shows a web form titled "Sub-agreements Form". It contains two input fields. The first is a dropdown menu labeled "Funding Source" with the text "Funding Source" selected. The second is a text input field labeled "Agreement Name" with a placeholder "input here...". At the bottom of the form are two buttons: a green "Submit" button and a white "Cancel" button.

Figure 6. Database object updated: t_subagreements

Admin Menu > Procuring Agents Entry:



The screenshot shows a web form titled "Procuring Agents Form". It contains one text input field labeled "Procuring Agent" with a placeholder "input here...". At the bottom of the form are two buttons: a green "Submit" button and a white "Cancel" button.

Figure 7. Database object updated: t_procurement_agents

Admin Menu > Shipment Status Entry:



The screenshot shows a web form titled "Shipment Status Form". It contains one text input field labeled "Shipment Status" with a placeholder "input here...". At the bottom of the form are two buttons: a green "Submit" button and a white "Cancel" button.

Figure 8. Database object updated: t_shipmentstatus

Admin Menu > Facility Type Entry:



The screenshot shows a form titled "Facility Type Form". It contains a single text input field labeled "Facility Type Name" with a placeholder "input here...". Below the input field are two buttons: a green "Submit" button and a white "Cancel" button.

Figure 9. Database object updated: t_facility_type

Admin Menu > Facility Level Entry:



The screenshot shows a form titled "Facility Level Form". It contains two text input fields: "Health Facility Level" and "Facility Level (French)", both with a placeholder "input here...". Below the input fields are two buttons: a green "Submit" button and a white "Cancel" button.

Figure 10. Database object updated: t_facility_level

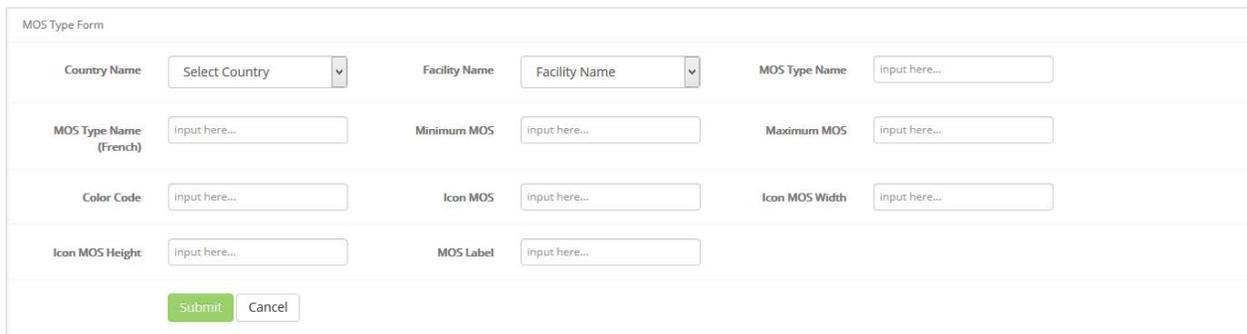
Admin Menu > MOS Type Entry:



The screenshot shows a form titled "MOS Type Form". It contains six text input fields: "MOS Type Name", "MOS Type Name (French)", "Minimum MOS", "Maximum MOS", "Color Code", and "MOS Label", all with a placeholder "input here...". Below the input fields are two buttons: a green "Submit" button and a white "Cancel" button.

Figure 11. Database object updated: t_mostype

Admin Menu > MOS Type for Facility:



The screenshot shows a form titled "MOS Type Form". It contains several input fields: "Country Name" (a dropdown menu with "Select Country" and a downward arrow), "Facility Name" (a dropdown menu with "Facility Name" and a downward arrow), "MOS Type Name" (text input with "input here..."), "MOS Type Name (French)" (text input with "input here..."), "Minimum MOS" (text input with "input here..."), "Maximum MOS" (text input with "input here..."), "Color Code" (text input with "input here..."), "Icon MOS" (text input with "input here..."), "Icon MOS Width" (text input with "input here..."), "Icon MOS Height" (text input with "input here..."), and "MOS Label" (text input with "input here..."). Below the input fields are two buttons: a green "Submit" button and a white "Cancel" button.

Figure 12. Database object updated: t_mostype_facility

Admin Menu > Adjust Reason Entry:



Figure 13. Database object updated: t_adjust_reason

Admin Menu > AMC Change Reason Entry:



Figure 14. Database object updated: t_amc_change_reason

Admin Menu > Product Group Entry:



Figure 15. Database object updated: t_itemgroup

Admin Menu > Service Type Entry:



Figure 16. Database object updated: t_servicetype

Admin Menu > Product Subgroup Entry:

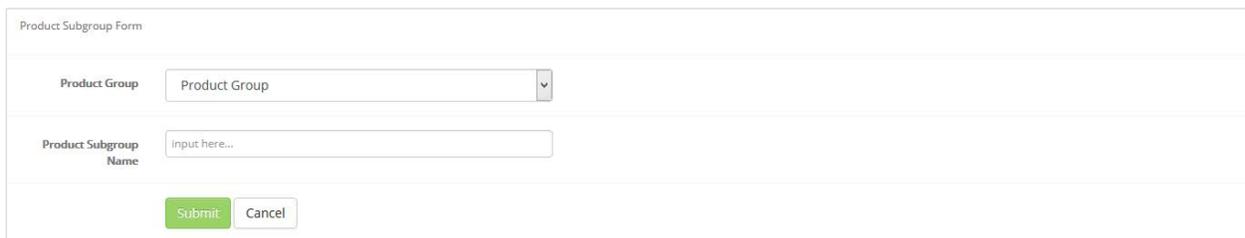


Figure 17. Database object updated: t_servicetype

Admin Menu > Formulation Type Entry:

The screenshot shows a web form titled "Formulation Form". It contains four rows of input fields: "Product Group" (dropdown menu), "Service Type" (dropdown menu), "Formulation Name" (text input), and "Formulation Name (French)" (text input). At the bottom, there are two buttons: "Submit" (green) and "Cancel" (white).

Figure 18. Database object updated: t_formulation

Admin Menu > Reporting Frequency Entry:

The screenshot shows a web form titled "Reporting Frequency Form". It contains five rows of input fields: "Country" (dropdown menu), "Product Group" (dropdown menu), "Frequency Name" (dropdown menu), "Start Year" (dropdown menu), and "Start Month" (dropdown menu). At the bottom, there are two buttons: "Submit" (green) and "Cancel" (white).

Figure 19. Database object updated: t_reporting_frequency

Entry Forms Menu > Product Entry:

The screenshot shows a web form titled "Product Group Form". It contains five rows of input fields: "Product Group" (dropdown menu), "Product Subgroup" (dropdown menu), "Product Code" (text input), "Product Name" (text input), and "Key Product" (checkbox). At the bottom, there are two buttons: "Submit" (green) and "Cancel" (white).

Figure 20. Database object updated: t_itemlist

Entry Forms Menu > Regimen Entry:

The screenshot shows a web form titled "Regimen Entry Form". It contains two rows of input fields: "Formulation" (dropdown menu) and "Regimen Name" (text input). At the bottom, there are two buttons: "Submit" (green) and "Cancel" (white).

Figure 21. Database object updated: t_regimen

Entry Forms Menu > Facility Entry:

Facility Detail Form

Add new Location

Facility Code: BEN0098

Region Name: Atacora/Donga

Facility Type: Facility Type

Facility Address: Facility Address

Facility Phone: Facility Phone

Email: Facility Email

Assigned Group: ARV, RTK

Facility Name: Facility Name

Received From: [None]

Health Facility Level: Health Facility Level

Facility Fax: Facility Fax

Placement of Location: Location

Number of Facility: Number of facility

Submit Cancel

Map

Search

Closest matching address: Rue 117, Cotonou, Benin

Figure 22. Database object updated: t_facility

Entry Forms Menu > Country Product Entry:

Country List

Display 25 Records search here... Q

SL#	Country Name
1	Benin
2	Burkina Faso
3	Cameroon
4	Cape Verde
5	Ghana
6	Guinea
7	Guinea-Bissau
8	Ivory Coast
9	Liberia
10	Mali
11	Niger
12	Nigeria
13	Senegal
14	Sierra Leona
15	The Gambia
16	Togo
17	WAHO

Product List

Show Selected

Display 25 Records search here... Q

Product Code	Product Name
ARV	
<input type="checkbox"/> ARV002	Abacavir /Lamivudine 600/300 mg/tab
<input type="checkbox"/> ARV003	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab
<input type="checkbox"/> ARV004	Abacavir /Lamivudine/Zidovudine 60/30/50 mg/tab
<input type="checkbox"/> ARV056	Abacavir 10 mg/ml
<input type="checkbox"/> ARV009	Abacavir 20 mg/ml
<input type="checkbox"/> ARV005	Abacavir 300 mg/tab
<input type="checkbox"/> ARV008	Abacavir 60 mg/tab
<input type="checkbox"/> ARV010	Abacavir/Lamivudine 60/30 mg/tab
<input type="checkbox"/> ARV013	Atazanavir 150 mg/tab
<input type="checkbox"/> ARV057	Atazanavir 200 mg/tab
<input type="checkbox"/> ARV058	Atazanavir 300 mg/tab
<input type="checkbox"/> ARV014	Atazanavir/Ritonavir 300/100 mg/tab
<input type="checkbox"/> ARV015	Darunavir 600 mg/tab
<input type="checkbox"/> ARV016	Darunavir 75 mg/tab
<input type="checkbox"/> ARV017	Didanosine 10 mg/ml

Figure 23. Database object updated: t_country_product

Entry Forms Menu > Country Regimen Entry:

Figure 24. Database object updated: t_country_regimen

Entry Forms Menu >Country Profile Entry – Basic Information:

SL#	Parameter Name	Value
1	Population	10,653,654
2	HIV prevalence	1.86
3	Estimated people living with HIV	80,381
4	Estimated number eligible for ART	67,926
5	Average number of patients newly enrolled on ART in a year	6,310
6	ART patients attrition rate	8
7	ART treatment failure from 1st to 2nd line	2
8	Women on PMTCT	3,333
9	HIV testing algorithm	Determine
10	Funding sources	<input type="checkbox"/> AXIOS <input type="checkbox"/> Clinton Foundation (CHA) <input type="checkbox"/> DREAM <input checked="" type="checkbox"/> ETAT <input type="checkbox"/> EU <input checked="" type="checkbox"/> FONDS MONDIAL <input type="checkbox"/> French Cooperation <input type="checkbox"/> GIZ <input type="checkbox"/> GSK <input type="checkbox"/> JICA <input type="checkbox"/> MSF Belgium <input type="checkbox"/> ODAS/WAHO <input type="checkbox"/> PEPFAR <input type="checkbox"/> PSI <input type="checkbox"/> Special Fund for President <input type="checkbox"/> UNFPA <input checked="" type="checkbox"/> UNICEF <input type="checkbox"/> World Bank
11	ART Sites	96
12	RTK Sites	163
13	Number of Patients on ART (active patients)	33,602

Figure 25. Database object updated: t_ycprofile

Entry Forms Menu >Country Profile Entry – Regimens/Patients:

SL	Regimen	Patients
1st Line Adult		
1	AZT+3TC+EFV	0
2	AZT+3TC+HDV	0
3	AZT+3TC+LPV	0
4	AZT+3TC+NVP	0
5	AZT+3TC+TDF	0
6	D4T+3TC+ATV	0
7	D4T+3TC+EFV	0
8	D4T+3TC+HDV	0
9	D4T+3TC+LPV	0
10	D4T+3TC+NVP	0
11	TDF+3TC+EFV	0
12	TDF+3TC+LPV	0
13	TDF+3TC+NVP	0
1st Line Paediatric		
14	AZT+3TC+HDV	0
15	AZT+3TC+EFV	0
16	AZT+3TC+HDV	0
17	AZT+3TC+LPV	0
18	AZT+3TC+NVP	0
19	D4T+3TC+EFV	0
20	D4T+3TC+HDV	0
21	D4T+3TC+LPV	0
22	D4T+3TC+NVP	0
23	TDF+3TC+EFV	0
24	TDF+3TC+LPV	0

Figure 26. Database object updated: t_yearly_country_regimen_patient

Entry Forms Menu >Country Profile Entry – Funding Requirements:

SL	Formulation	2016	2017	2018	Total
ART					
1	1st Line Adult	3,711,929	3,920,699	0	7,632,628
2	2nd Line Adult	75,754	80,014	0	155,768
3	1st Line Paediatric	234,705	230,994	0	465,699
4	2nd Line Paediatric	4,790	4,714	0	9,504
RTK					
5	Patients tested for HIV and AIDS	0	0	0	0
PMTCT					
6	Option A - PROPHYLAXIS	0	0	0	0
7	Option A - TREATMENT	0	0	0	0
8	Option B	0	0	0	0
9	Option B+ (Femmes enceintes)	669,566	529,722	0	1,199,288
ART					
10	3rd Line Adult	5,124	14,879	0	19,994
11	3rd Line paediatric	2,562	7,435	0	9,997
PMTCT					
12	Option B+ (Enfants)	3,357	4,187	0	7,544

Figure 27. Database object updated: t_yearly_funding_requirements

Entry Forms Menu >Country Profile Entry – Pledged Funding:

Country Profile Wizard

Basic Information > Regimens/Patients > Funding Requirements > **Pledged Funding**

Close Pledge of Funding

Please enter all monetary values in Euro

2016 2017 2018

Service Type	Category	Total Requirements	ETAT	FONDS MONDIAI	UNICEF	Total	Gap/Surplus
ART	1st Line Adult	3,711,929	1,113,579	2,598,350	0	3,711,929	(0)
ART	2nd Line Adult	75,754	22,726	53,028	0	75,754	0
ART	1st Line Paediatric	234,705	0	234,705	0	234,705	0
ART	2nd Line Paediatric	4,790	0	4,790	0	4,790	0
ART	3rd Line Adult	5,124	0	5,124	0	5,124	(0)
ART	3rd Line paediatric	2,562	0	2,562	0	2,562	(0)
PMTCT	Option A - PROPHYLAXIS	0	0	0	0	0	0
PMTCT	Option A - TREATMENT	0	0	0	0	0	0
PMTCT	Option B	0	0	0	0	0	0
PMTCT	Option B+ (Femmes enceintes)	669,566	200,870	468,696	0	669,566	0
PMTCT	Option B+ (Enfant)	3,357	977	2,380	0	3,357	(0)
RTK	Patients tested for HIV and AIDS	0	0	0	0	0	0

Previous Next

Figure 28. Database object updated: t_yearly_pledged_funding

Entry Forms Menu > Shipment Entry:

Shipment Form

Country Name: Benin

Funding Source: Funding Source

Product Group: Product Group

Product Name: Product Name

Shipment Status: Shipment Status

Shipment Date: 14/07/2016

Shipment Quantity: input here...

Submit Cancel

Figure 29. Database object updated: t_agencyshipment

Entry Forms Menu > Supply Chain Updates:

Figure 30. Database object updated: t_commodity_management

Entry Forms Menu > Facility Level Patient and Stock Status

When the user clicks the "new" button, the database object is updated: **t_cfm_masterstockstatus** and a blank record is inserted in others' facility tables: **t_cfm_patientoverview**, **t_cfm_regimenpatient** and **t_cfm_stockstatus**.

Figure 31. Database object updated: t_cfm_Facility Level Patient and Stock Status

Entry Forms Menu > Facility Level Patient and Stock Status > Patient Overview tab:

Country: Benin Product Group: ARV Month: January Year: 2016 Save	
Report id : 14303 Created Date : 24-May-2016 08:12 AM Accepted Date : 24-May-2016 01:29 AM Submitted Date : 24-May-2016 01:29 AM Published Date : 24-May-2016 01:29 AM	
Published	
Submit Unpublish	
Search	Patient Overview Patient by Regimen Stock Status
Facility	New/Edit
Region: Atacora/Donga (18 Facilities)	
CAME Natitingou	✓
CHD ATACORA	✓
CHD Donga	✓
CS Coby	✓
CS Copargo	✓
CS DJOUGOU	✓
CS KEROU	✓
CS MATER	✓
CS OUAKE	✓
CS PEHUNCO	✓
CS Toucountouna	✓
CSC BOUKOUMBE	✓
HOPITAL STE BAKHITA	✓
HZ BASSILA	✓
HZ KOUANDE	✓
HZ NATTINGOU	✓
HZ TANGUETA	✓
ORDRE DE MALTE DJOUGOU	✓
Region: Atlantique/Littoral (7 Facilities)	
CAME Coo	✓
CNHPP LAZARET	✓
CNHU HKM	✓
CS COTONOU1 (DIST)	✓
CS KPOMASSE	✓
CS SO -TCHANHOUE	✓
CS SO AVA	✓

#	Patient Type	Refill Patients	New Patients	Total Patients
1	1st Line Adult	2,805	80	2,885
2	2nd Line Adult	44		44
3	1st Line Paediatric	182	3	185
4	2nd Line Paediatric	1		1
5	Option A - PROPHYLAXIS			
6	Option A - TREATMENT			
7	Option B			
8	Option B+ (Femmes enceintes)			
9	3rd Line Adult			
10	3rd Line pediatric			
11	Option B+ (Enfant)			
* Total		3,032	83	3,115

Figure 32. Database object updated: t_cfm_patientoverview

Entry Forms Menu > Facility Level Patient and Stock Status > Patient by Regimen tab:

Country: Benin Product Group: ARV Month: January Year: 2016 Save	
Report id : 14303 Created Date : 24-May-2016 08:12 AM Accepted Date : 24-May-2016 01:29 AM Submitted Date : 24-May-2016 01:29 AM Published Date : 24-May-2016 01:29 AM	
Published	
Submit Unpublish	
Search	Patient Overview Patient by Regimen Stock Status
Facility	New/Edit
Region: Atacora/Donga (18 Facilities)	
CAME Natitingou	✓
CHD ATACORA	✓
CHD Donga	✓
CS Coby	✓
CS Copargo	✓
CS DJOUGOU	✓
CS KEROU	✓
CS MATER	✓
CS OUAKE	✓
CS PEHUNCO	✓
CS Toucountouna	✓
CSC BOUKOUMBE	✓
HOPITAL STE BAKHITA	✓
HZ BASSILA	✓
HZ KOUANDE	✓
HZ NATTINGOU	✓
HZ TANGUETA	✓
ORDRE DE MALTE DJOUGOU	✓
Region: Atlantique/Littoral (7 Facilities)	
CAME Coo	✓
CNHPP LAZARET	✓
CNHU HKM	✓
CS COTONOU1 (DIST)	✓
CS KPOMASSE	✓
CS SO -TCHANHOUE	✓
CS SO AVA	✓

#	Regimens	Refill Patients	New Patients	Total Patients
Formulation: 1st Line Adult (8 Items)				
1	AZT+3TC+EFV	1,455	22	1,477
2	AZT+3TC+DV/r			
3	AZT+3TC+LPV/r	12		12
4	AZT+3TC+NVP	395		395
5	AZT+3TC-TDF			
6	TDF+3TC+EFV	924	58	982
7	TDF+3TC+LPV/r	8		8
8	TDF+3TC+NVP	11		11
(8 Regimens)		2,805	80	2,885
Formulation: 1st Line Paediatric (8 Items)				
9	AZT+ 3TC+DV/r			
10	AZT+3TC+EFV	17	1	18
11	AZT+3TC+DV			
12	AZT+3TC+LPV/r	60	1	61
13	AZT+3TC+NVP	91	1	92
14	TDF+3TC+EFV	10		10
15	TDF+3TC+LPV/r			
16	TDF+3TC+NVP	4		4
(8 Regimens)		182	3	185
Formulation: 2nd Line Adult (26 Items)				
17	3TC+DDI+EFV			
18	3TC+DDI+LPV/r			
19	3TC+DDI+NVP			
20	ABC+3TC+ ATV/r			
21	ABC+3TC+AZT+LPV/r			
22	ABC+3TC+EFV			

Figure 33. Database object updated: t_cfm_regimenpatient

Entry Forms Menu > Facility Level Patient and Stock Status > Stock Status:

Country: Benin		Product Group: ARV		Month: January		Year: 2016		Save						
Report Id : 14303		Created Date : 24-May-2016 08:12 AM		Accepted Date : 24-May-2016 01:29 AM				Submit		Unpublish				
Submitted Date : 24-May-2016 01:29 AM		Published Date : 24-May-2016 01:29 AM												
Search		Patient Overview		Patient by Regimen		Stock Status								
Facility	New/ Edit	#	Item	OBL (A)	Recei... (B)	Issued (C)	Adjus... (±D)	Adjust Reason	Stock Out Days	Closing Balance (E)	CL Stock Source	AMC (F)	AMC Change Reason	MOS (G)
Region: Atacora/Donga (18 Facilities) CAME Natitingou ✓ CHD ATACORA ✓ CHD Donga ✓ CS Coby ✓ CS Copargo ✓ CS DJOUGOU ✓ CS KEROU ✓ CS MATERI ✓ CS OUAKE ✓ CS PEHUNCO ✓ CS Toucountouna ✓ CSC BOUKOUMBE ✓ HOPITAL STE BAKHITA ✓ HZ BASSILA ✓ HZ KOUANDE ✓ HZ NATTINGOU ✓ HZ TANQUETA ✓ ORDRE DE MALTE DJOUGOU ✓		Formulation: Adult (20 Items) 1 Abacavir /Lamivudine 600/3... 96 17 -50 Lent Out 29 Physical Count 1 2 Abacavir 300 mg/tab 3 Atazanavir/Ritonavir 300/10... 4 Darunavir 600 mg/tab 5 Efavirenz 600 mg/tab 5,602 798 4804 Physical Count 1,543 3.1 6 Indinavir 400 mg/tab Bohe/180 7 Indinavir 400 mg/tab Bte/30 8 Lamivudine 150 mg/tab 464 -10 -300 Lent Out 154 Physical Count 24 6.4 9 Lamivudine/Zidovudine 150/... 7,967 795 7172 Physical Count 1,226 5.8 10 Lamivudine/Zidovudine/Nevi... 2,242 128 2114 Physical Count 276 7.7 11 Lopinavir/Ritonavir 200/50... 691 45 -236 Lent Out 410 Physical Count 61 6.7 12 Nevirapine 200 mg/tab 819 18 801 Physical Count 112 7.2 13 Raltegravir 400mg/tab 14 Ritonavir 100 mg Bohe/30 15 Ritonavir 100 mg/tab Bohe/60 16 Tenofovir 300 mg/tab 248 248 0.0 17 Tenofovir/Emtricitabine 300/... 18 Tenofovir/Lamivudine 300/3... 258 206 221 Borrowed 273 Physical Count 669 0.4 19 Tenofovir/Lamivudine/Efavir... 1,118 -1,118 Expired 0 Physical Count 322 0.0 20 Zidovudine 300 mg/tab 216 216 0.0 Formulation: Paediatric (15 Items) 21 Abacavir 20 mg/ml 22 Abacavir 60 mg/tab												
Region: Atlantique/Littoral (7 Facilities) CAME Coo ✓ CINHP LAZARET ✓ CNHU HKM ✓ CS COTONOU1 (DIST) ✓ CS KPOMASSE ✓														

Figure 34. Database object updated: t_cfm_stockstatus

After any report gets published, database object is updated:

- t_cnm_masterstockstatus
- t_cnm_patientoverview
- t_cnm_regimenpatient
- t_cnm_stockstatus

Entry Forms Menu > Warehouse Stock Status Expiry:

Country: Togo		Product Group: ARV		Month: January		Year: 2016							
Report Id : 12283		Created Date : 14-Mar-2016 06:17 AM		Published Date : 14-Mar-2016 12:49 PM									
Submitted Date : 14-Mar-2016 11:22 AM													
Search		Lotwise Stock Status											
Facility	Split Stock	#	Batch#	Quantity in hand	AMC	MOS	Reporting Date	Expiry Date	Remaining Life	Usable MOS	Unusable MOS	Potential Stock Out Date	Edi/...
Region: Centrale (1 Facility) PRA Sokode		Abacavir /Lamivudine 600/300 mg/tab (2 Items) 1 Batch Xs 170 29 5.9 31-Jan-16 30-Apr-16 3.0 3.0 2.9 9-May-16 ✖ 2 Batch Xe 9 29 0.3 31-Jan-16 10-Jun-16 4.4 0.3 9-May-16 ✖ (2 Batches) 179 6.2 7.4 3.3 2.9											
Region: Kara (1 Facility) PRA Kara		Abacavir/Lamivudine 60/30 mg/tab (2 Items) 3 FM-3034111 110 67 1.6 31-Jan-16 1-Nov-16 9.2 1.6 28-Apr-16 ✖ 4 FM-3041650 100 67 1.5 31-Jan-16 1-Jun-17 16.2 1.5 28-Apr-16 ✖ (2 Batches) 210 3.1 25.4 3.1											
Region: Lome commune (2 Facilities) CAMEG-Togo Centrale (Siège à Lomé) PRA Lome Commune		Atazanavir/Ritonavir 300/100 mg/tab (2 Items) 5 ET-3037461 40 57 0.7 31-Jan-16 1-Jan-17 11.2 0.7 15-Jul-16 ✖ 6 FM-EM54157 277 57 4.9 31-Jan-16 1-Mar-17 13.2 4.9 15-Jul-16 ✖ (2 Batches) 317 5.6 24.4 5.6											
Region: Maritime (1 Facility) PRA Tsevie		Efavirenz 200 mg/tab Bte/90 (1 Item) 7 FM-2670665 1 5 0.2 31-Jan-16 1-Nov-17 21.3 0.2 6-Feb-16 ✖ (1 Batch) 1 0.2 21.3 0.2											
Region: Plateaux (1 Facility) PRA Atakpame													
Region: Savanes (1 Facility) PRA Dapaong													

Figure 35. Database object updated: t_cfm_lot

Entry Forms Menu > Generate Facility Data Excel Template:

Figure 36. Generate Facility Data Excel Template

Entry Forms Menu > Facility Data Import From Excel:

Figure 37. Facility Data Import From Excel

Database object updated:

- t_cfm_masterstockstatus
- t_cfm_patientoverview
- t_cfm_regimenpatient
- t_cfm_stockstatus

Entry Forms Menu > Forecasted Consumption Entry:

Forecasted Consumption Entry

Forecasted Consumption List

SL	Country Name	Action
1	Benin	Edit Delete Generate
2	Burkina Faso	Edit Delete Generate
3	Cameroon	Edit Delete Generate
4	Cape Verde	Edit Delete Generate
5	Ghana	Edit Delete Generate
6	Guinea	Edit Delete Generate
7	Guinea-Bissau	Edit Delete Generate
8	Ivory Coast	Edit Delete Generate
9	Liberia	Edit Delete Generate
10	Mali	Edit Delete Generate
11	Niger	Edit Delete Generate
12	Nigeria	Edit Delete Generate
13	Senegal	Edit Delete Generate
14	Sierra Leona	Edit Delete Generate
15	The Gambia	Edit Delete Generate
16	Togo	Edit Delete Generate
17	WAHO	Edit Delete Generate

Figure 38. Database object updated: t_forecasted_consumption

Entry Forms Menu > WAHO Stock Transfer Entry:

WAHO Stock Transfer Entry [← Back to List](#)

WAHO Stock Transfer Form

Country Name	<input type="text" value="Select Country"/>	Product Group	<input type="text" value="Select Product Group"/>
Product Name	<input type="text" value="Select Batch"/>	Transfer Date	<input type="text" value="📅"/>
Batch Number	<input type="text"/>	Expiry Date	<input type="text"/>
Current Quantity	<input type="text"/>	WAHO Transfer Quantity	<input type="text" value="input here..."/>

Figure 39. Database object updated: t_transfer_details

4 OSPSIDA Reports

4.1 Dashboard

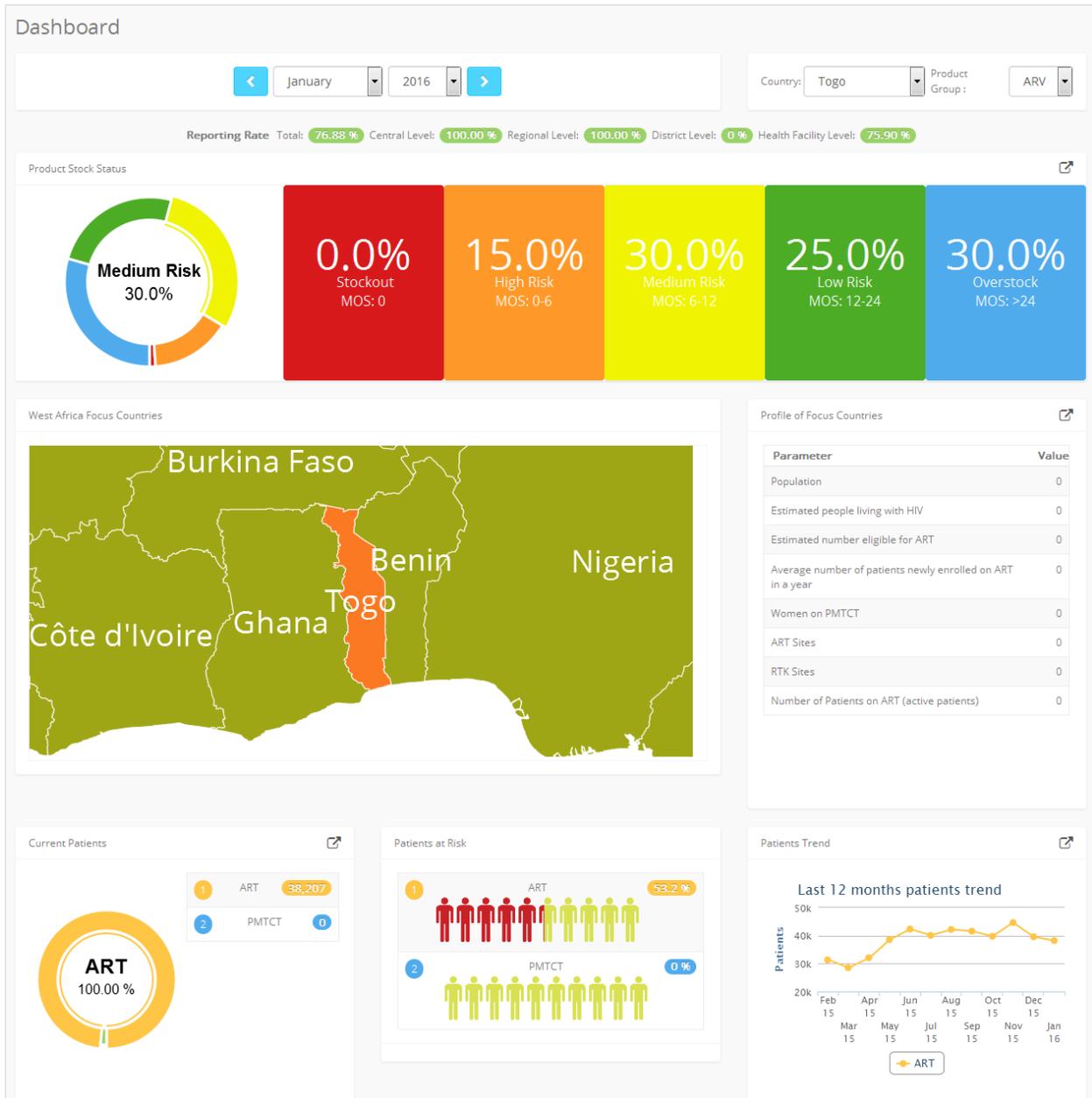


Figure 40. OSPSIDA dashboard

The dashboard, Figure 40, shows **SUMMARY INFORMATION** in charts and tables. It has the following filter criteria from which to select:

- Country
- Product Group
- Month
- Year



Figure 41. Patients at risk

Product Stock Status above shows a pie chart, which groups the national MOS of each product into five different MOS categories:

- Stock-out: Percentage of products which have a national MOS=0
- High Risk: MOS > 0 and MOS < 6
- Medium Risk: MOS > 6 and MOS < 12
- Low Risk: MOS > 12 and MOS < 24
- Overstock: MOS > 24



Figure 42. Country profile

Figure 42 shows a map of the West Africa region, with the country selected. At the right side of the map is a list of parameters and corresponding values.

- Parameter (label, i.e. population, HIV patient information, service type, etc.)
- Value (value of the parameter)

The Current Patients block, Figure 43, shows the total patient count by service type for the selected country and shows the percentage of each service group with a pie chart.

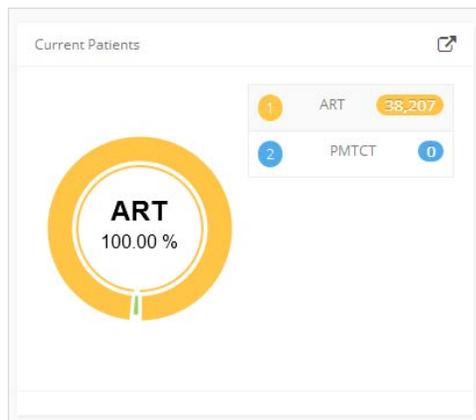


Figure 43.HIV patient information

The next block , Figure 44, shows the percentage of **Patients at Risk** by service type for the selected country.



Figure 44.Percentage of HIV population at risk

Figure 45 shows the **Patient Trend** during the last 12 months for the selected country.

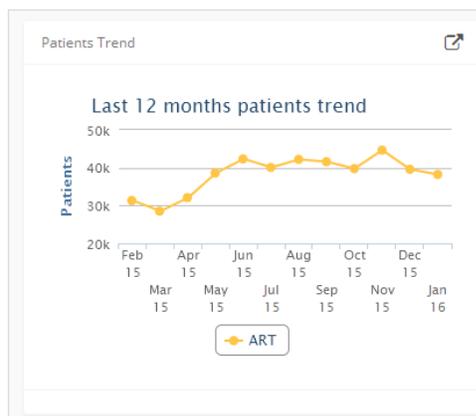


Figure 45.Patient trend during the last 12 months

5 National Level Reports

5.1 Country Reporting Rate

Sl.	Country	Central Warehouse	Regional Warehouse	District Warehouse	Health Facilities	Total
1	Benin	100.00%	100.00%		98.94%	98.97%
2	Burkina Faso					
3	Cameroon		50.00%		56.87%	56.41%
4	Ghana					
5	Guinea					
6	Niger					
7	Togo	100.00%	100.00%		75.90%	76.88%
8	WARD	100.00%				100.00%

Figure 46. Country reporting rate

This report shows the **OVERALL STATUS OF DATA ENTRY** in the OSPSIDA dashboard, comparing all countries. It has following filter criteria from which to select:

- Month
- Year

The fields shown in columns in the accompanying table are:

- Country: Name of the country
- Central Warehouse: Reporting rate of Central Warehouse
- Regional Warehouse: Reporting rate of Regional Warehouse
- District Warehouse: Reporting rate of District Warehouse
- Health Facilities: Reporting rate of Health Facilities
- Total: Total reporting rate (percentage)

Reports can be exported to PDF and/or MS Excel® format. Users can also print these reports.

5.2 Country Profile

This report displays detailed **PROFILE INFORMATION** of the country. It has the following filter criteria from which to select:

- Year
- Country

The report has four blocks. The first block shows values of selected parameters for a country for a specific year:

- Parameter (label, i.e. population, HIV patient information, service types, etc.) as shown in Figure 47.
- Value (value of the parameter)

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

Country Profile

2016

Parameter List Print Excel

SL	Parameter	Value
11	Population	10,653,654
8	HIV prevalence	1.86
6	Estimated people living with HIV	80,381
5	Estimated number eligible for ART	67,926
4	Average number of patients newly enrolled on ART in a year	6,310
1	ART patients attrition rate	7.5
3	ART treatment failure from 1st to 2nd line	2
13	Women on PMTCT	3,333
9	HIV testing algorithm	Determine
7	Funding sources [ETAT, FONDS MONDIAL, UNICEF]	
2	ART Sites	96
12	RTK Sites	163
10	Number of Patients on ART (active patients)	33,602

Figure 47. Country profile

The second part of the report shows the location of the selected country (Figure 48). On the base of the map is a button entitled "UNAIDS Country Profile," which takes the user to the UNAIDS page for that country.

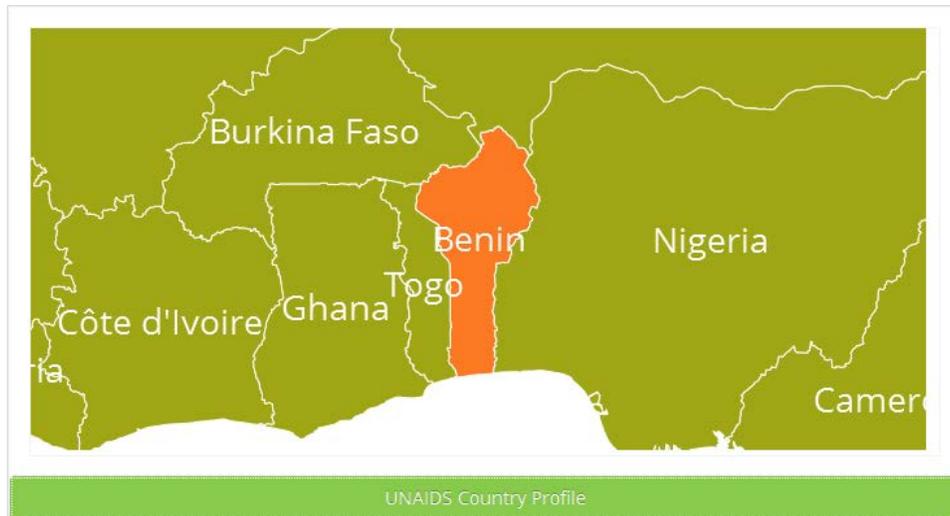


Figure 48. Location of selected country

The next block shows the ARV patient count by regimen for the selected year. Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

ART Protocols with Patient Count Print Excel

SL	Regimen	Count	Patients
1st Line Adult			
1	AZT+3TC+EFV		0
2	AZT+3TC+IDV/r		0
3	AZT+3TC+LPV/r		0
4	AZT+3TC+NVP		0
5	AZT+3TC+TDF		0
6	D4T+3TC+ATV/r		0
7	D4T+3TC+EFV		0
8	D4T+3TC+IDV/r		0
9	D4T+3TC+LPV/r		0
10	D4T+3TC+NVP		0
11	TDF+3TC+EFV		0
12	TDF+3TC+LPV/r		0

Figure 49. ART protocol with patient count

The next block, Figure 50, shows **Funding Requirements** for the country for three years. Reports can be exported to PDF and/or MS Excel® format. Users can also print these reports.

NOTE: Funding requirements are given in Euros.

Funding Requirements (Expressed in Euro) Print Excel

SL	Formulation	2016	2017	2018	Total
ART					
1	1st Line Adult	3,711,929	3,920,699	0	7,632,628
2	2nd Line Adult	75,754	80,014	0	155,768
3	1st Line Paediatric	234,705	230,994	0	465,699
4	2nd Line Paediatric	4,790	4,714	0	9,504
RTK					
12	Patients tested for HIV and AIDS	0	0	0	0
PMTCT					
5	Option A - PROPHYLAXIS	0	0	0	0
6	Option A - TREATMENT	0	0	0	0
7	Option B	0	0	0	0
8	Option B+ (Femmes enceintes)	669,566	529,722	0	1,199,288
ART					
9	3rd Line Adult	5,124	14,870	0	19,994
10	3rd Line pediatric	2,562	7,435	0	9,997
PMTCT					
11	Option B+ (Enfant)	3,357	4,187	0	7,544

Figure 50. Funding requirement

The next report shows **Pledged Funding**, Figure 51, providing information on the commitment from different sources for procuring ARV products. The columns in the table are:

- Category: Name of the product
- Total requirements: Funding Requirements for any specific year
- The next few columns reflect the funding amount committed by different donors.
- Total: Total committed funding

NOTE: Funding amounts are given in Euros.

Gap: (Funding Requirements – Total Committed Fund). If there is a gap, it is displayed with a MINUS sign.

Reports can be exported to PDF and/or MS Excel® format. Users can also print these reports.

Pledged Funding (Expressed in Euro)							
SL	Category	Total Requirements	ETAT	FONDS MONDIAL	UNICEF	Total	Gap/Surplus
ART							
1	1st Line Adult	3,711,629	1,113,579	2,598,350	0	3,711,929	(0)
2	2nd Line Adult	75,754	22,726	53,028	0	75,754	0
3	1st Line Paediatric	234,705	0	234,705	0	234,705	0
4	2nd Line Paediatric	4,790	0	4,790	0	4,790	0
5	3rd Line Adult	5,124	0	5,124	0	5,124	(0)
6	3rd Line paediatric	2,562	0	2,562	0	2,562	(0)
ART Total:		4,034,864	1,136,305	2,898,559	0	4,034,864	0
PMTCT							
7	Option A - PRORHYLAIS	0	0	0	0	0	0
8	Option A - TREATMENT	0	0	0	0	0	0
9	Option B	0	0	0	0	0	0
10	Option B+ (Femmes enceintes)	665,566	205,670	468,696	0	665,566	0
11	Option B+ (Enfant)	3,357	677	2,380	0	3,357	(0)
PMTCT Total:		672,923	206,347	471,076	0	672,923	(0)
ITK							
12	Patients tested for HIV and AIDS	0	0	0	0	0	0
ITK Total:		0	0	0	0	0	0
Grand Total:		4,707,787	1,338,152	3,369,635	0	4,707,787	(0)

Figure 51. Funding gap analysis

5.3 National Stock Summary

This report summarizes **NATIONAL STOCK STATUS**. It has the following filter criteria from which to select:

- Month
- Year
- Country
- Product Group



Figure 52. National stock summary

The fields shown in columns in the accompanying table are:

- Products: Name(s) of product(s)
- CBL: Reported closing balance
- AMC: Average Monthly Consumption
- MOS: Months of stock remaining, calculated as balance divided by AMC

National Stock Summary List

Print Export PDF

SL#	Product	CBL	Tegs		MOS
			AMC		
1	Abacavir/Lamivudine 600/300 mg/tab	8,207		855	9.8
2	Abacavir/Lamivudine 60/30 mg/tab	17,228		1,534	11.2
3	Abacavir/Ritonavir 300/100 mg/tab	27,492		3,070	9.0
4	Darunavir 600 mg/tab	1,339		47	28.3
5	Efavirenz 200 mg/tab Bte/50	7,342		164	44.6
6	Efavirenz 600 mg/tab	6,814		1,207	5.8
7	Lamivudine/Zidovudine 150/300 mg/tab	11,032		1,000	10.9
8	Lamivudine/Zidovudine 30/60 mg/tab	6,972		361	19.3
9	Lamivudine/Zidovudine/Nevirapine 150/300/200 mg/tab	48,564		20,850	2.3
10	Lamivudine/Zidovudine/Nevirapine 30/60/50 mg/tab	21,210		2,038	10.4
11	Lopinavir/Ritonavir 200/50 mg/tab	23,527		1,535	15.3
12	Lopinavir/Ritonavir 100/25 mg/tab	12,562		284	45.6
13	Lopinavir/Ritonavir 80/20 mg/ml	3,435		435	7.5
14	Nevirapine 10 mg/ml F/240 ml	170		32	5.3
15	Nevirapine 200 mg/tab	2,741		206	13.2
16	Nevirapine 50mg/tab	3,254		170	16.1
17	Raltegravir 400mg/tab	191		23	8.3
18	Ritonavir 100 mg/tab Bolar/60	466		47	9.9
19	Tenofovir/Lamivudine 300/300 mg/tab	30,296		4,067	7.4
20	Tenofovir/Lamivudine/Efavirenz 300/300/600 mg/tab	217,092		13,942	15.6

Figure 53. National stock summary table

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

5.4 National Stock Pipeline Information

This report summarizes **NATIONAL STOCK PIPELINE STATUS**. It has the following filter criteria from which to select:

- Month
- Year
- Country
- Product Group

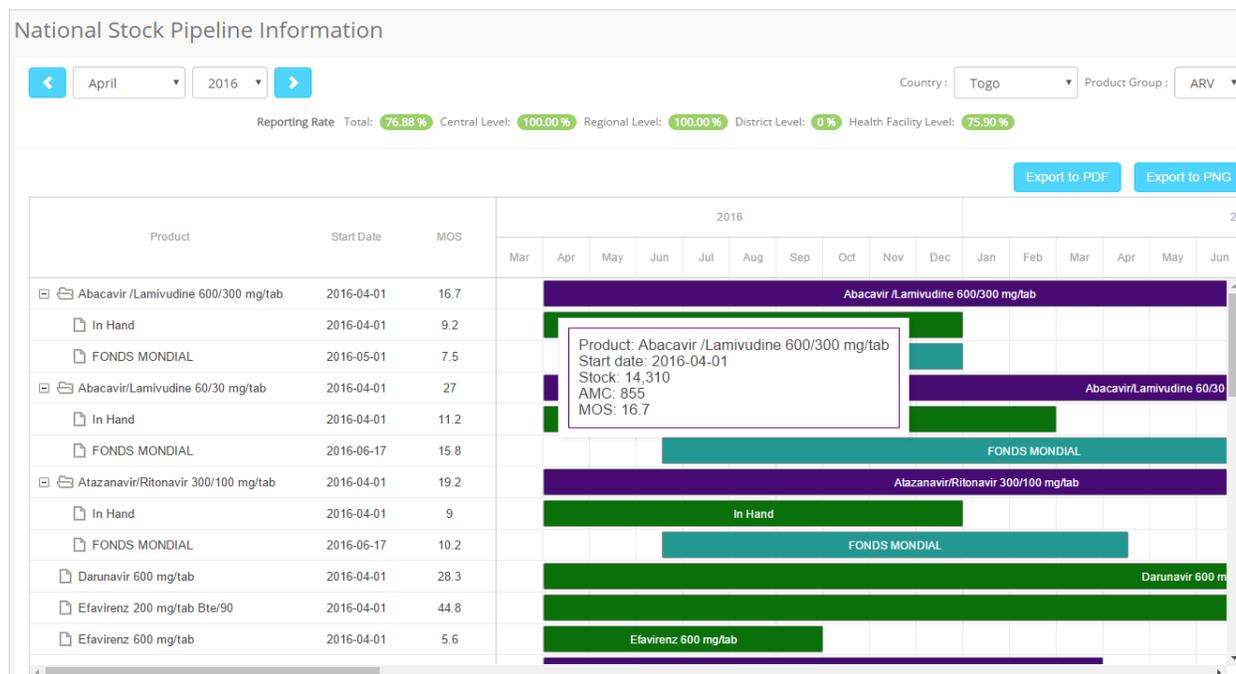


Figure 54. National stock pipeline information

This report displays a chart of MOS status using two criteria: available MOS and ordered MOS of products in the pipeline for national stock.

The fields shown in columns in the accompanying table are:

- **Product Name**
- **Available stock**
 - AMC: Average Monthly Consumption of the product at the health facility (calculated as the sum of the prior 3 months dispensed quantity, divided by 3)
 - Closing stock balance
 - MOS: Months of stock, calculated as balance divided by AMC
- **Shipment**
 - Stock on order
 - MOS: Months of stock of the product being shipped
- **Total MOS**
 - Total MOS is generated, summarizing the above-mentioned fields

National Stock Pipeline Information List

[Print](#)
[Excel](#)
[PDF](#)

Show entries search here...

SL#	Product	Available			Shipment		Total MOS
		AMC	Closing Stock	MOS	Stock on Order	MOS	
1	Abacavir/Lamivudine 600/300 mg/tab	855	7,887	9.2	6,423	7.5	16.7
2	Abacavir/Lamivudine 60/30 mg/tab	1,534	17,228	11.2	24,220	15.8	27.0
3	Atazanavir/Ritonavir 300/100 mg/tab	3,070	27,492	9.0	31,185	10.2	19.2
4	Darunavir 600 mg/tab	47	1,329	28.3			28.3
5	Efavirenz 200 mg/tab Bte/90	164	7,342	44.8			44.8
6	Efavirenz 600 mg/tab	1,207	6,814	5.6			5.6
7	Lamivudine/Zidovudine 150/300 mg/tab	1,008	11,032	10.9	1,004	1.0	11.9
8	Lamivudine/Zidovudine 30/60 mg/tab	361	6,972	19.3			19.3
9	Lamivudine/Zidovudine/Nevirapine 150/300/200 mg/tab	20,850	48,564	2.3	12,657	0.6	2.9
10	Lamivudine/Zidovudine/Nevirapine 30/60/50 mg/tab	2,038	21,210	10.4			10.4
11	Lopinavir/Ritonavir 200/50 mg/tab	1,535	23,527	15.3	19,937	13.0	28.3
12	Lopinavir/Ritonavir 100/25 mg/tab	284	12,962	45.6	8,520	30.0	75.6
13	Lopinavir/Ritonavir 80/20 mg/ml	455	3,435	7.5			7.5
14	Nevirapine 10 mg/ml FI/240 ml	32	170	5.3			5.3
15	Nevirapine 200 mg/tab	208	2,741	13.2	3,903	18.8	32.0
16	Nevirapine 50mg/tab	170	3,254	19.1			19.1
17	Raltegravir 400mg/tab	23	191	8.3			8.3
18	Ritonavir 100 mg/tab Boite/60	47	466	9.9			9.9
19	Tenofovir/Lamivudine 300/300 mg/tab	4,067	30,296	7.4	45,069	11.1	18.5
20	Tenofovir/Lamivudine/Efavirenz 300/300/600 mg/tab	13,942	217,032	15.6	143,561	10.3	25.9

Showing 1 to 20 of 20 entries First Previous 1 Next Last

Figure 55. National stock pipeline information table

Reports can be exported to PDF and/or MS Excel® format. Users can also print these reports.

5.5 Number of Patients by Product

Number of Patients by Product

Country: Benin Product Group: ARV

Reporting Rate: Total: 76.77% Central Level: 100.00% Regional Level: 100.00% District Level: 0% Health Facility Level: 69.94%

Number of Patients by Product

Show 10 entries

SL#	Product Name	Total Patients	Available Stock	MOS(Available)	Stock on Order	MOS(Ordered)	Total MOS	Projected Month of Stock Out
1	Abacavir /Lamivudine 600/300 mg/tab	143	74	1.4	0	0.0	1.4	May, 2016
2	Abacavir 300 mg/tab	194	174	1.2	0	0.0	1.2	May, 2016
3	Abacavir 60 mg/tab	0	485	14.7	331	10.0	24.7	May, 2018
4	Abacavir/Lamivudine 60/30 mg/tab	109	4,188	97.4	4,140	37.0	74.4	Jun, 2022
5	Atazanavir/Ritonavir 300/100 mg/tab	24	1,121	93.4	1,140	54.3	107.7	Apr, 2023
6	Darunavir 600 mg/tab	9	189	68.0	88	29.3	92.3	Dec, 2023
7	Efavirenz 200 mg/tab Bte/50	542	4,255	36.7	1,862	16.2	52.9	Sep, 2020
8	Efavirenz 50 mg/tab	542	682	4.8	0	0.0	4.8	Sep, 2016
9	Efavirenz 200 mg/tab Bte/50	0	46	0.2	0	0.0	0.2	Apr, 2016
10	Efavirenz 600 mg/tab	10,729	65,415	8.1	58,764	7.3	15.4	Jul, 2017
11	Tenofovir/Lamivudine/Efavirenz 300/300/600 mg/tab	10,115	61,229	7.0	78,638	9.0	16.0	Aug, 2017
12	Lamivudine 150 mg/tab	3	979	4.5	0	0.0	4.5	Sep, 2016
13	Lamivudine/Zidovudine 150/300 mg/tab	11,839	82,766	9.7	50,189	3.9	15.6	Aug, 2017
14	Lamivudine/Zidovudine 30/60 mg/tab	1,740	20,021	72.8	0	0.0	72.8	May, 2022
15	Lamivudine/Zidovudine/Nevirapine 150/300/200 mg/tab	6,185	43,644	9.0	24,912	5.1	14.1	Jun, 2017
16	Lamivudine/Zidovudine/Nevirapine 30/60/50 mg/tab	889	11,799	31.1	6,467	17.8	48.1	Apr, 2020
17	Lopinavir/Ritonavir 100/25 mg/tab	218	2,071	12.8	2,038	12.6	25.4	May, 2018
18	Lopinavir/Ritonavir 200/50 mg/tab	1,248	7,924	8.3	13,632	10.8	17.1	Sep, 2017
19	Lopinavir/Ritonavir 80/20 mg/ml	218	283	13.5	182	8.7	22.2	Feb, 2018
20	Nevirapine 10 mg/ml R/240 ml	1,378	2,859	12.4	0	0.0	12.4	Apr, 2017
21	Nevirapine 200 mg/tab	1,072	30,995	32.1	25,112	26.0	58.1	Feb, 2021
22	Ritonavir 100 mg/tab Bote/50	0	20	20.0	0	0.0	20.0	Dec, 2017
23	Tenofovir 300 mg/tab	185	552	3.9	0	0.0	3.9	Aug, 2016
24	Tenofovir/Emlastatine 300/200 mg/tab	0	234	117.0	0	0.0	117.0	Jan, 2026

Figure 56. Number of patients by product

This report displays the number of **patients by products** in a corresponding table. It has the following filter criteria from which to select:

- Month
- Year
- Country
- Product Group

The fields shown in columns in the accompanying table are:

- Product Name
- Total Patients
- Available stock
- MOS (available)
- Stock on Order
- MOS (ordered)
- Total MOS
- Projected Month of Stock-Out

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

5.6 National Inventory Control

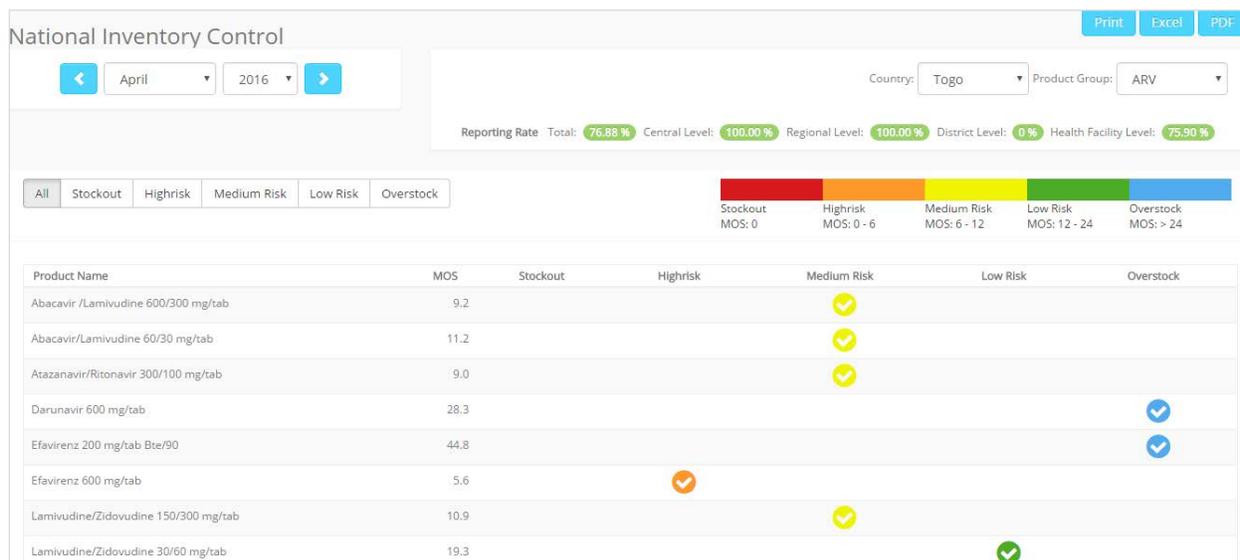


Figure 57. National inventory control

This report displays the **PRODUCT INVENTORY LIST** in a corresponding table. It has the following filter criteria from which to select:

- Month
- Year
- Country
- Product group

Inventory reports can be viewed in six tabs, as follows:

- All Products
- Products in Inventory which are stock-out (MOS=0)
- Products in Inventory which are at High Risk of stock-out
- Products in Medium Risk of stock-out
- Products in Low Risk of stock-out
- Products which are overstocked and may expire

The report has the following fields:

- Product Name: Name of Product
- MOS: Months of stock, calculated as stock balance divided by AMC.
- Stock-out: If the MOS=0, then a RED check will be placed in this column.
- High Risk: If the MOS > 0 and MOS < 6, then an ORANGE check will be placed in this column.
- Medium Risk: If the MOS > 6 and MOS < 12, then a YELLOW check will be placed in this column.
- Low Risk: If the MOS is > 12 and MOS < 24, then a GREEN check will be placed in this column
- Overstock: If the MOS is > 24, then a BLUE check will be placed in this column.

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

5.7 Patient Ratio

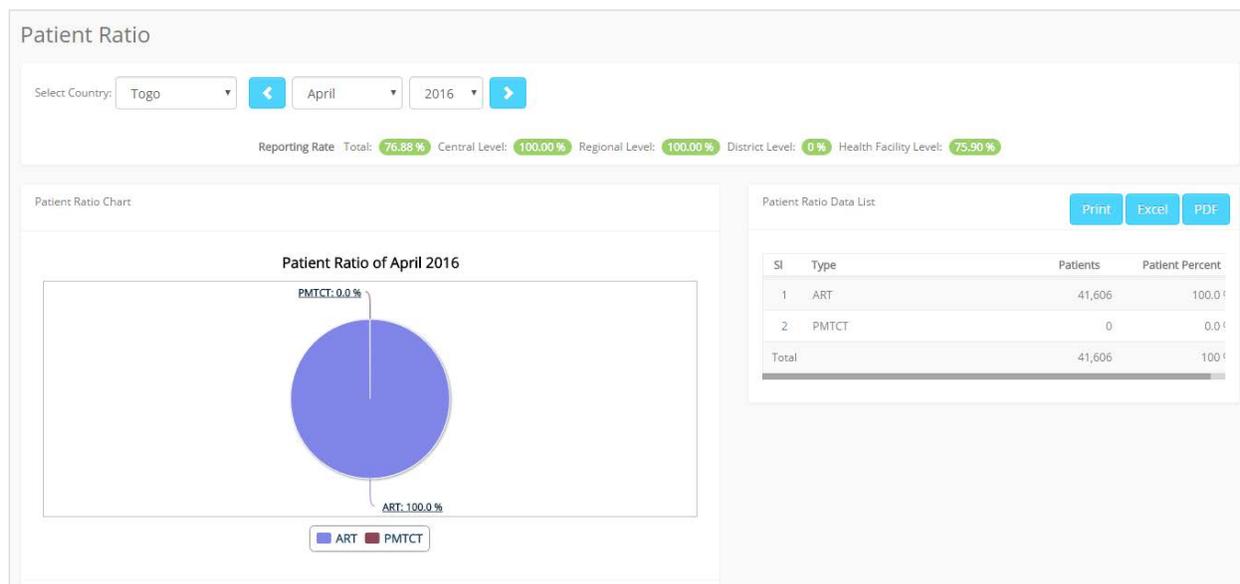


Figure 58. Patient ratio

This report shows a pie chart showing the number of **TOTAL PATIENTS BY TYPE OF TREATMENT**, with a corresponding table for the following criteria:

- Country
- Month
- Year

The **Patient Ratio** data are shown in columns to the right, as follows:

- Type: Type of patients
- Patients: Total patients in the health facility
- Percentage of total patients by treatment type

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

5.8 Patient Ratio by Regimen

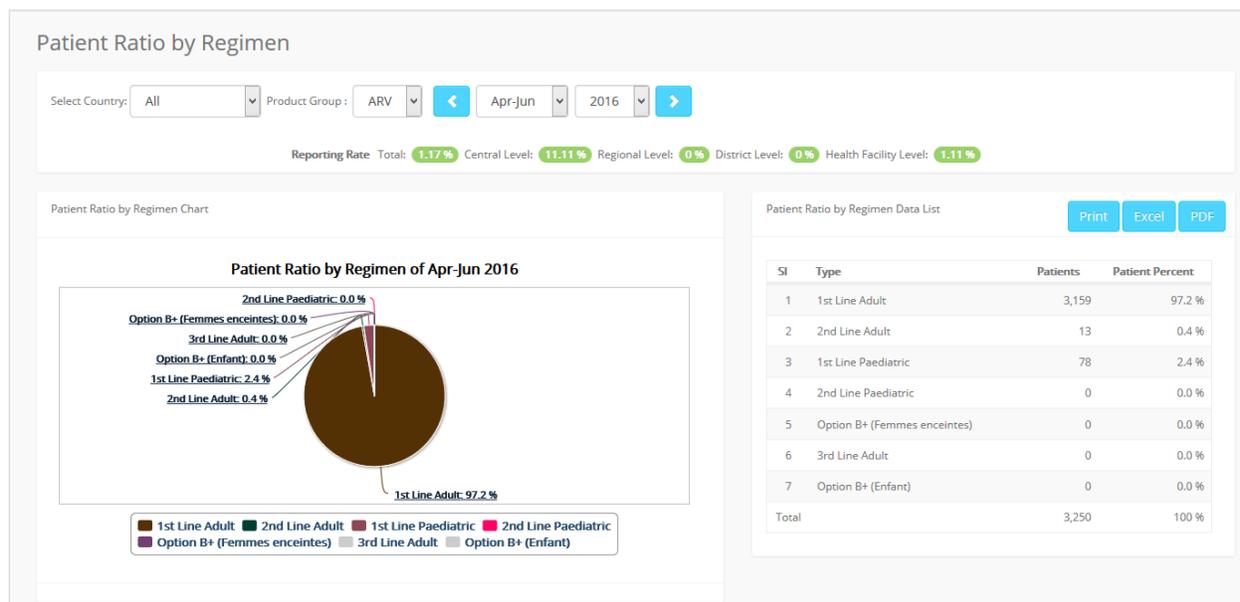


Figure 59. Patient ration by regimen

This report measures **THE NUMBER OF PATIENTS BY REGIMEN** in a pie chart, as well as in a corresponding table. It has the following filter criteria from which to select:

- Country
- Product Group
- Month
- Year

The **Patient Ratio by Regimen** data are shown in columns to the right, as follows:

- Type: Type of patients
- Patients: Total patients
- Percentage(%): Percentage of the patient count

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports..

5.9 Patient Trend Time Series

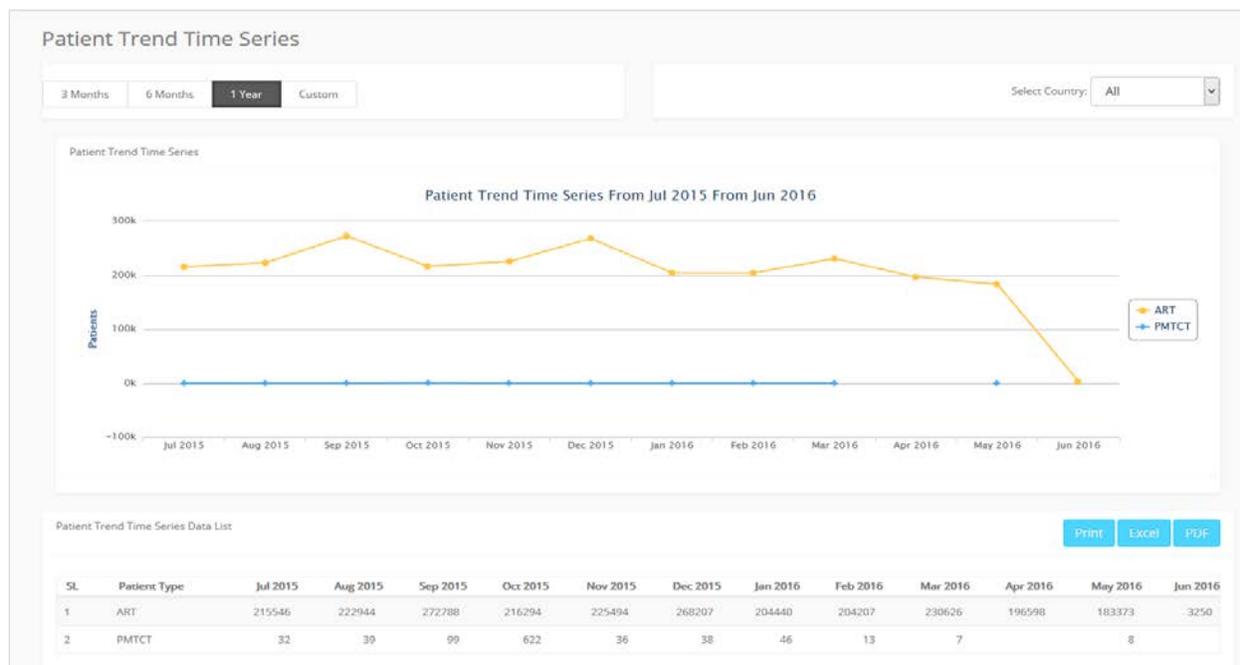


Figure 60. Patient trend time series

The report displays the **TREND IN PATIENT TYPE** over a selected period. It has the following filter criteria from which to select:

Date Range: Select time frame.

- 3 months
- 6 months
- 1 year

Custom: When "Custom" is selected, a new window will open that has four further criteria:

- Start Month
- Start Year
- End Month
- End Year

Location:

- ALL countries
- Individual country

The fields shown in columns in the accompanying table are:

- Patient type

Patient time series data list by month and year

Reports can be exported to PDF and/or MS Excel® format. Users can also print these reports.

5.10 Shipment Reports

Shipment Reports

3 Months 6 Months **1 Year** Custom

Togo All Funding Source All Status ARV

Shipment Report Data List

Show 25 entries

Print Excel PDF

search here... Q

SL#	Product Name	Funding Source	Shipment Status	Shipment Date	Quantity
Togo					
1	Atazanavir/Ritonavir 300/100 mg/tab	FONDS MONDIAL	Ordered	17/06/2016	31,185
2	Lopinavir/Ritonavir 100/25 mg/tab	FONDS MONDIAL	Ordered	17/06/2016	8,520
3	Abacavir/Lamivudine 60/30 mg/tab	FONDS MONDIAL	Ordered	17/06/2016	24,220
4	Lopinavir/Ritonavir 200/50 mg/tab	FONDS MONDIAL	Ordered	17/06/2016	10,037
5	Nevirapine 200 mg/tab	FONDS MONDIAL	Ordered	17/06/2016	3,903
6	Tenofovir/Lamivudine 300/300 mg/tab	FONDS MONDIAL	Ordered	17/06/2016	45,069
7	Lamivudine/Zidovudine 150/300 mg/tab	FONDS MONDIAL	Ordered	17/06/2016	1,004
8	Lamivudine/Zidovudine/Nevirapine 150/300/200 mg/tab	FONDS MONDIAL	Shipped	17/06/2016	12,657
9	Tenofovir/Lamivudine/Efavirenz 300/300/600 mg/tab	FONDS MONDIAL	Ordered	17/06/2016	143,561
Sub Total					290,056

Figure 61. Shipment report

This report displays the **SHIPMENT STATUS** over a selected period. It has the following filter criteria from which to select:

- Date Range: Select time frame.
 - 3 months
 - 6 months
 - 1 year
- Custom: when "Custom" is selected, a new window will open that has four further criteria:
 - Start Month
 - Start Year
 - End Month
 - End Year
- Country: Select a country
- Funding Source: Select ALL or a single funding source
- Shipment Status
- Product Group: Select a product group

The fields shown in columns in the accompanying table are:

- Product Name
- Funding Source
- Shipment Status
- Shipment Date
- Quantity: Total quantity of shipped product

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

5.11 Funding Status

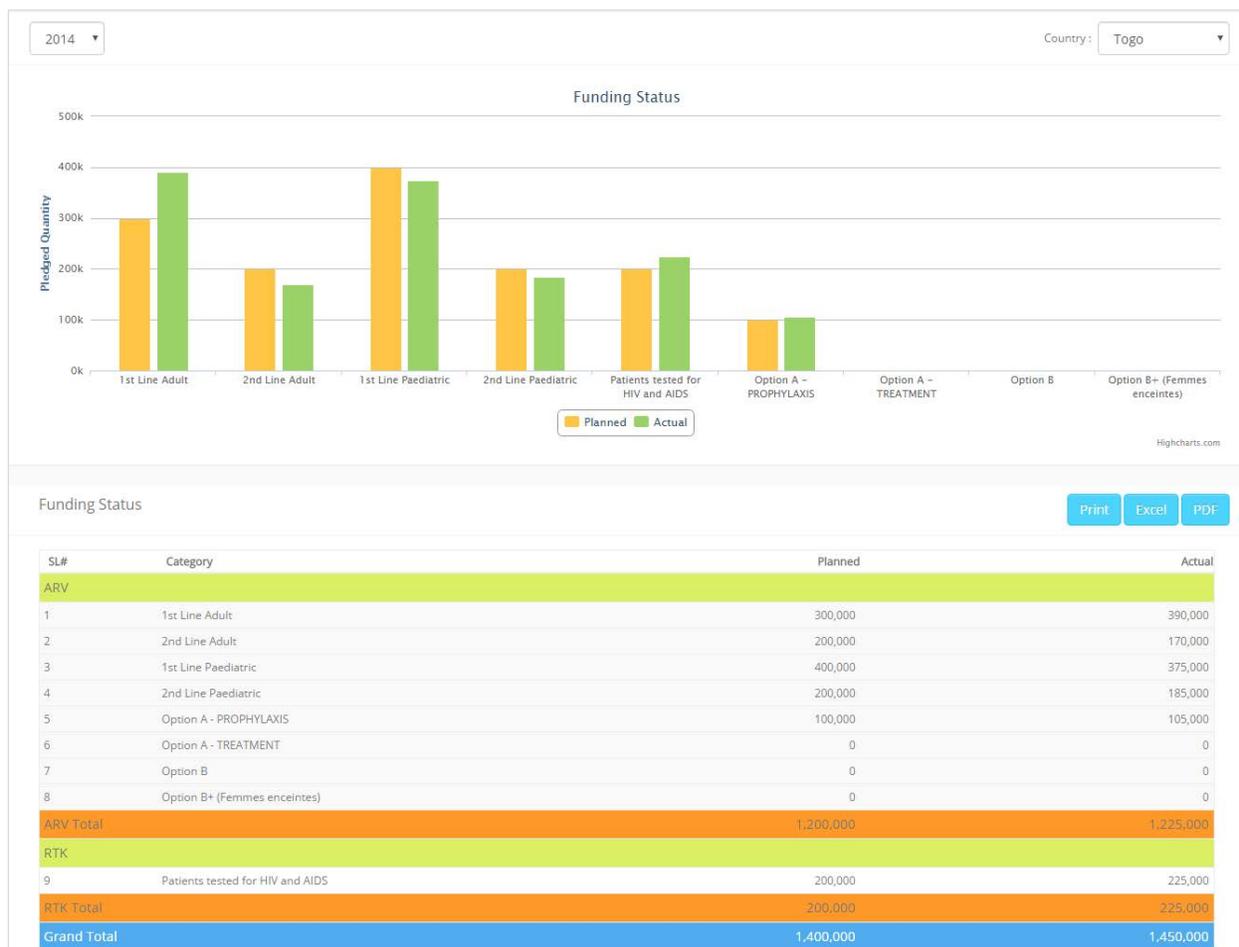


Figure 62. Funding status

This report displays two ways to view **FUNDING STATUS**.

- Year
- Country

The fields shown in columns in the accompanying table are:

- Category
- Planned
- Actual

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

5.12 Stock-out Trend

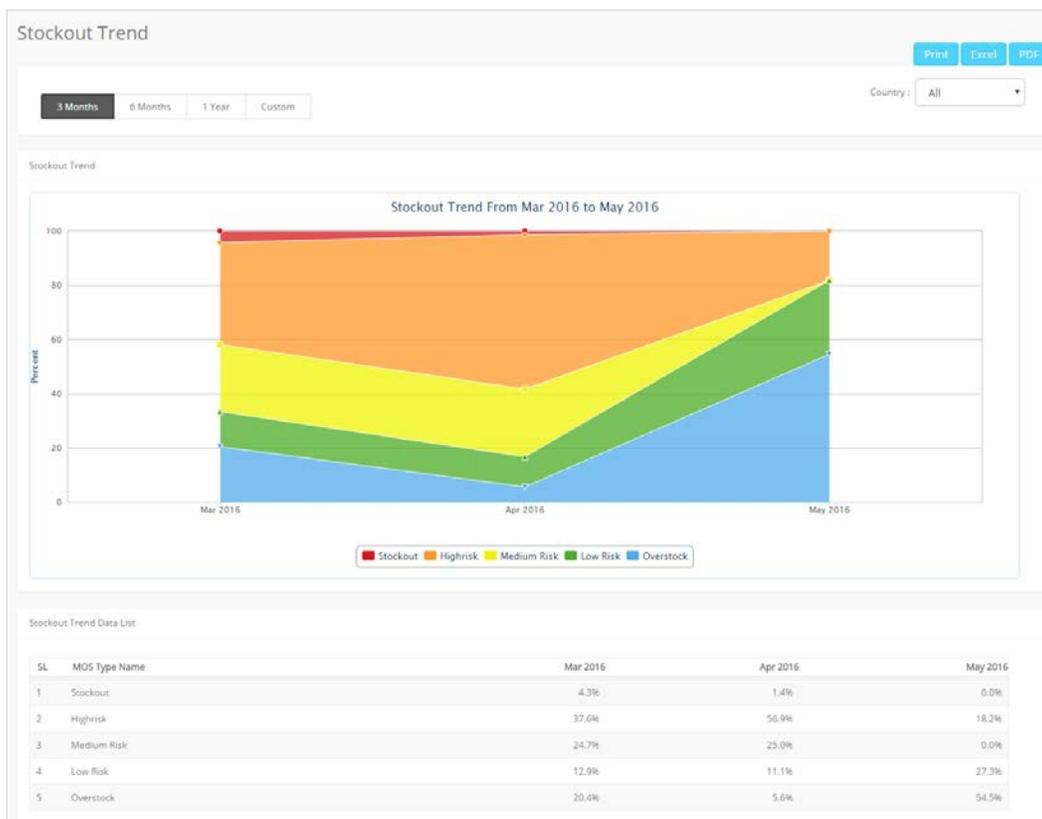


Figure 63. Stockout trend

The report displays the **STOCK-OUT TREND** over a selected period. It has following filter criteria from which to select:

- Date Range: Select time frame.
 - 3 months
 - 6 months
 - 1 year
- Custom: When "Custom" is selected, a new window will open that has four further criteria:
 - Start Month
 - Start Year
 - End Month
 - End Year
- Country: Select a country

The fields shown in columns in the accompanying table are:

- MOS Type Name
- Stock-out trend data list by month and year

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

5.13 National Consumption Trend by Product

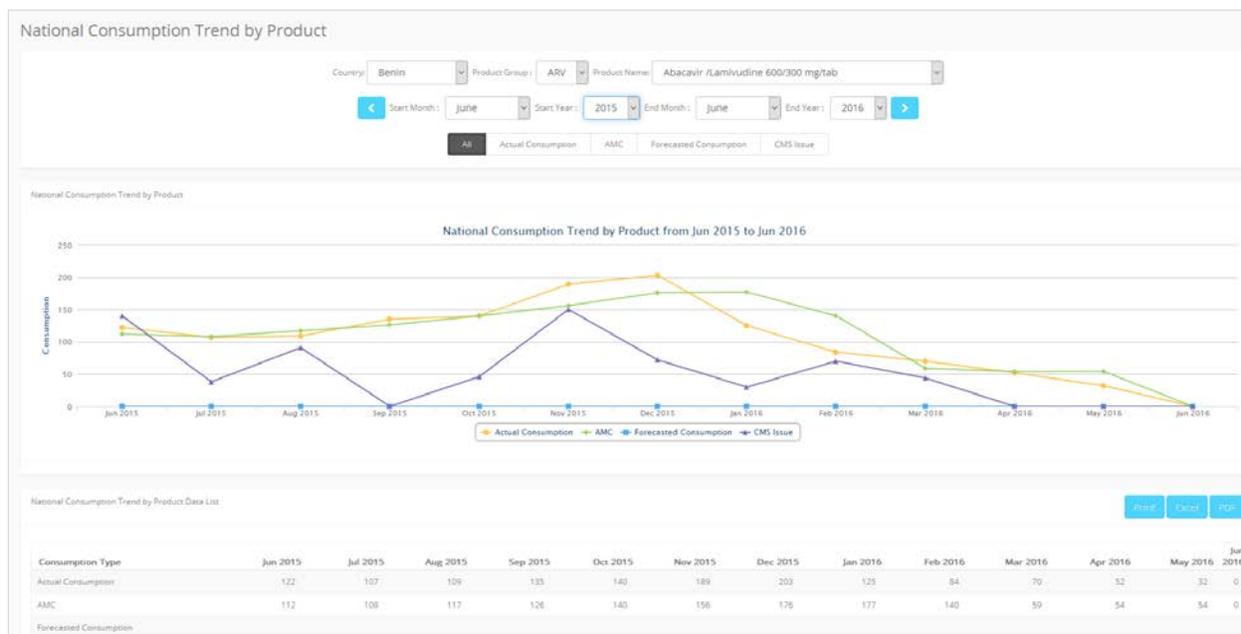


Figure 64. National consumption trend by product

This report displays **CONSUMPTION TRENDS**. It has following filter criteria from which to select:

- Country
- Product group
- Product name

Time frame:

- Start Month
- Start Year
- End Month
- End Year

Next, select indicator from the following:

- All
- Actual consumption: actual consumption mentioned in the monthly LMIS report
- AMC: Average Monthly Consumption
- Forecasted consumption: forecasted consumption entered by facility
- CMS issue: quantity CMS issued during month

The fields shown in columns in the accompanying table are:

- Consumption type

National trend by product data list, by month and year

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

5.14 National Consumption Trend by Country

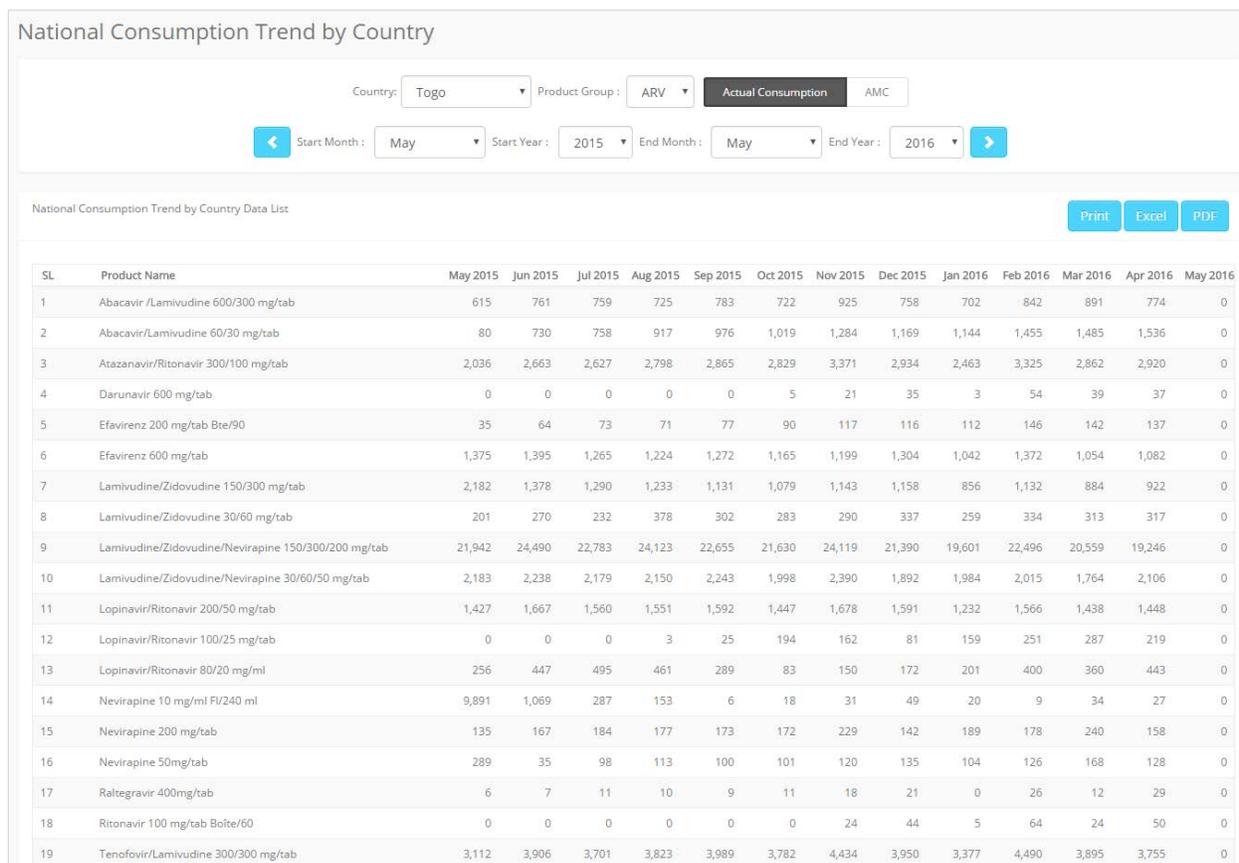


Figure 65. National consumption trend by country

This report displays **CONSUMPTION TREND BY COUNTRY**. It has following filter criteria from which to select:

- Country
- Product Group
- Select between actual consumption and AMC
- Select time frame:
 - Start Month
 - Start Year
 - End Month
 - End Year

The fields shown in columns in the accompanying table are:

- Product Name: Name of the product
- National Consumption Trend by Country data list by Month/ Year

Reports can be exported to PDF and/or MS Excel® format. Users can also print these reports.

5.15 WAHO security stock on hand

WAHO security stock on hand

Product Group: ARV < June 2016 >

WAHO security stock on hand data list Print Excel PDF

SL	Product Name	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016
1	Abacavir /Lamivudine 600/300 mg/tab	2,540	2,340	3,090	3,000	0	0
2	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	3,129	2,929	3,149	3,000	5,500	6,500
3	Abacavir /Lamivudine/Zidovudine 60/30/50 mg/tab	0	0	0	0	6,000	5,000
4	Abacavir 10 mg/ml	0	0	0	0	9,000	8,000
5	Abacavir 20 mg/ml	0	0	0	0	1,500	2,500
6	Abacavir 300 mg/tab	0	0	0	0	1,500	2,500
7	Abacavir 60 mg/tab	0	0	0	0	3,000	4,000
8	Abacavir/Lamivudine 60/30 mg/tab	0	0	0	0	3,500	3,000
9	Atazanavir 150 mg/tab	0	0	0	0	6,500	7,000
10	Atazanavir 200 mg/tab	0	0	0	0	0	0
11	Atazanavir 300 mg/tab	0	0	0	0	3,500	5,500
12	Atazanavir/Ritonavir 300/100 mg/tab	0	0	0	0	5,000	4,000
13	Darunavir 600 mg/tab	0	0	0	0	4,000	5,000

Figure 66. WAHO security stock on hand

This report displays **SECURITY STOCK ON HAND**. It has following filter criteria from which to select:

- Product Group
- Month
- Year

The fields shown in columns in the accompanying table are:

- Product Name
- WAHO security stock on hand data list by month and year

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

5.16 WAHO Security Stock Expiry Date

WAHO Security Stock Expiry Date

Product Group: ARV | February | 2016

WAHO Security Stock Expiry Date data list

Show 25 entries

Sl	Product Name	Batch Number	Quantity	Expiry Date
1	Abacavir /Lamivudine 600/300 mg/tab	Batch X1	120	13-Jul-2016
2	Abacavir /Lamivudine 600/300 mg/tab	Batch X2	100	20-Jul-2016
3	Abacavir /Lamivudine 600/300 mg/tab	Batch X5	520	24-Jul-2016
4	Abacavir /Lamivudine 600/300 mg/tab	Batch X6	400	27-Jul-2016
5	Abacavir /Lamivudine 600/300 mg/tab	Batch X3	200	29-Jul-2016
6	Abacavir /Lamivudine 600/300 mg/tab	Batch X4	1,000	29-Jul-2016
Sub Total			2,340	
7	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	500	22-Jul-2016
8	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X5	30	22-Jul-2016
9	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X8	80	23-Jul-2016
10	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X6	90	26-Jul-2016
11	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X1	10	28-Jul-2016
12	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X10	290	28-Jul-2016
13	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X2	1,002	29-Jul-2016
14	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X8	100	30-Jul-2016
15	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X4	427	31-Jul-2016
16	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X7	400	31-Jul-2016
Sub Total			2,929	

Figure 67. WAHO security stock expiry date

This report displays **SECURITY STOCK EXPIRY**. It has following filter criteria from which to select:

- Product Group
- Month
- Year

The fields shown in columns in the accompanying table are:

- Product Name
- Batch Number
- Quantity
- Expiry Date

Reports can be exported to PDF and/or MS Excel® format. Users can also print these reports.

5.17 Monthly Logistics "Report Wizard"

This is a stepped "wizard" which is used to generate a quick monthly PDF report for any country. The report can be emailed to relevant users. The report is under the **Data Entry** menu. Clicking on the **Report** menu brings you to the following steps.

Step 1:

Figure 68. Monthly reporting rate

Select **Country**, **Product Group**, **Month** & **Year** to proceed. Click on Next button to continue the report.

Step 2:



Figure 69. Reporting rate during the last 12 months

This will generate a "Country Reporting Rate" report. Click on Next button to continue the report.

Step 3:

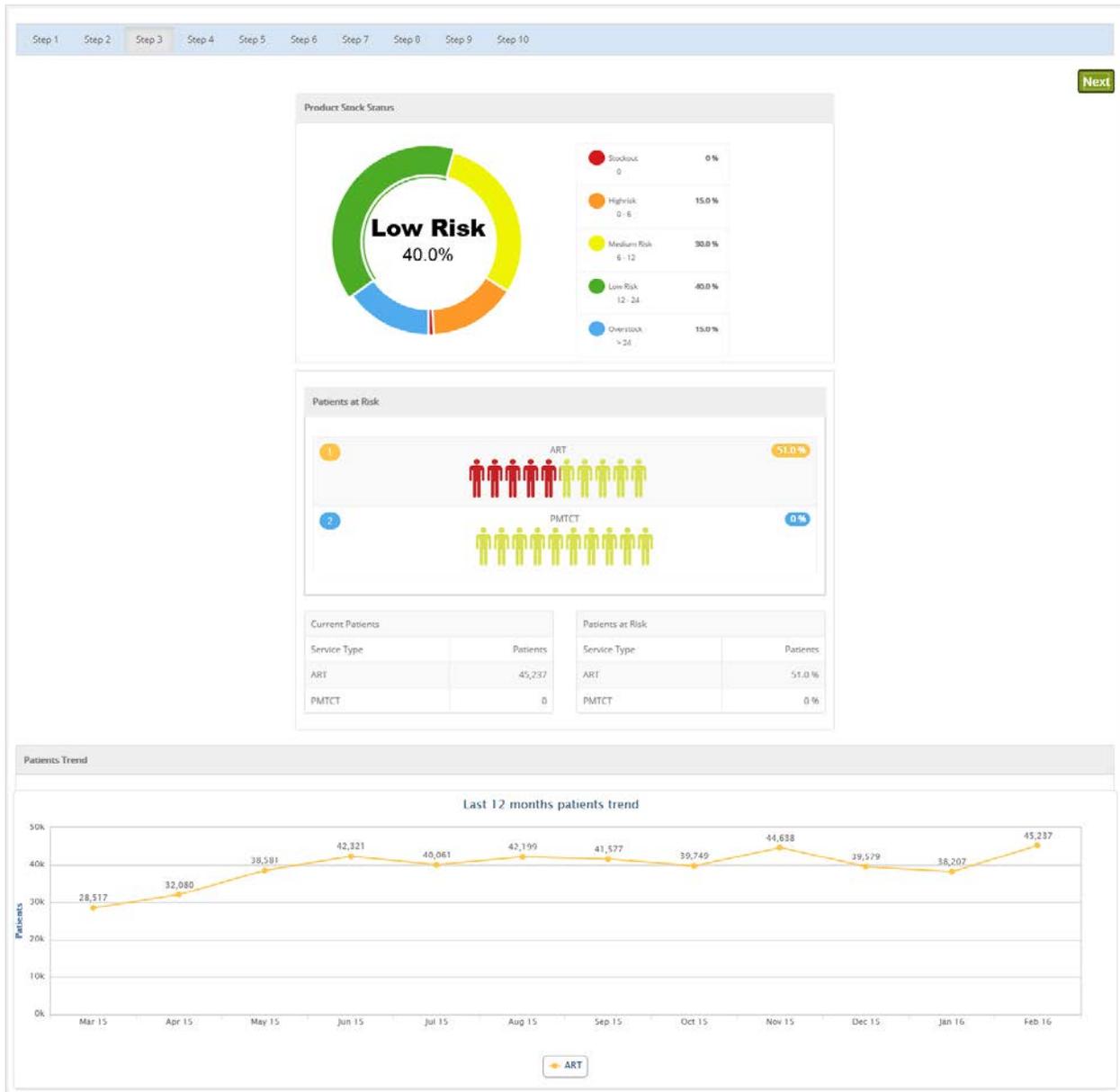


Figure 70. Dashboard

Click on Next button to continue the report.

Step 4:

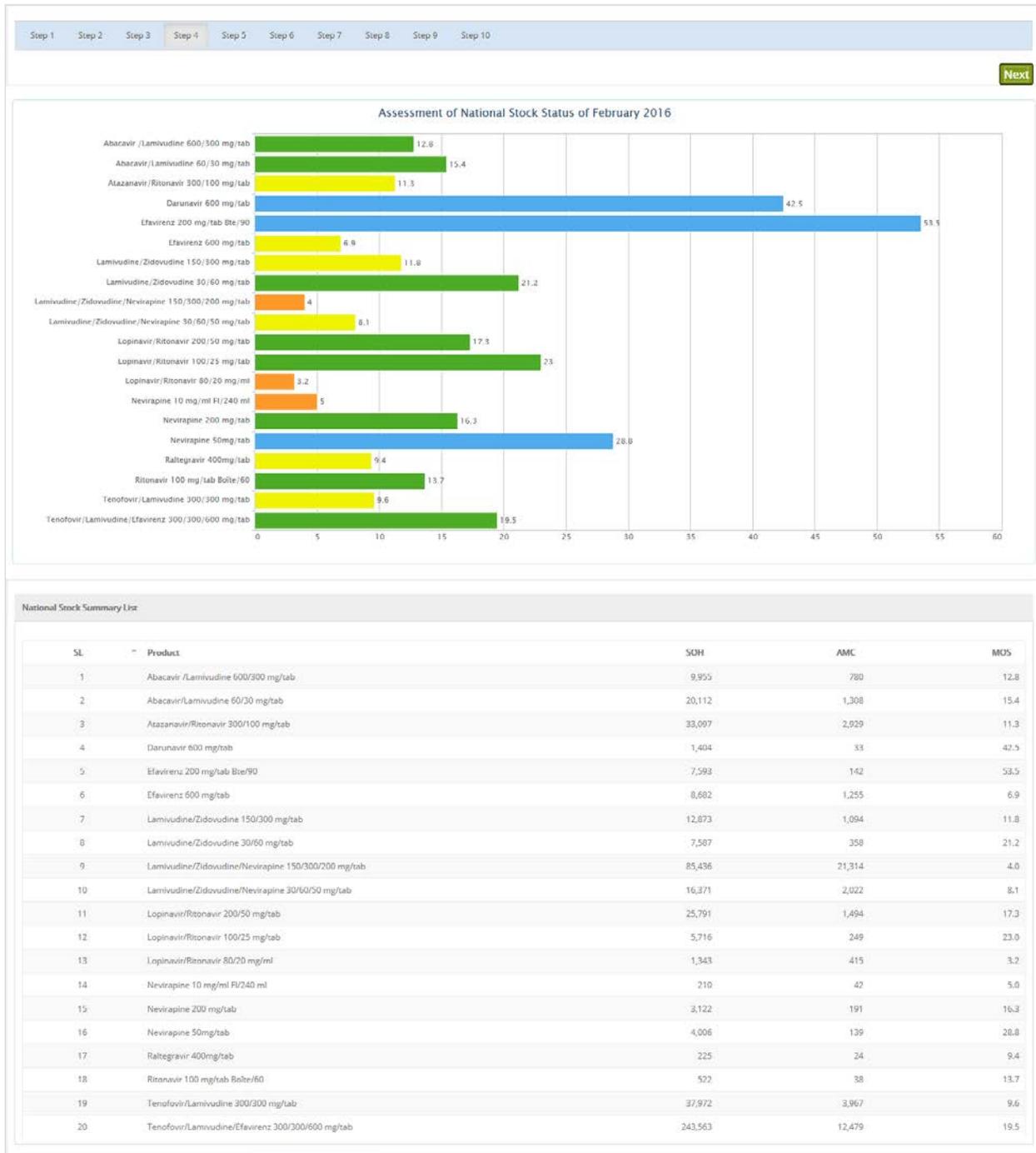


Figure 71. National stock summary

Click on Next button to continue the report.

Step 5:

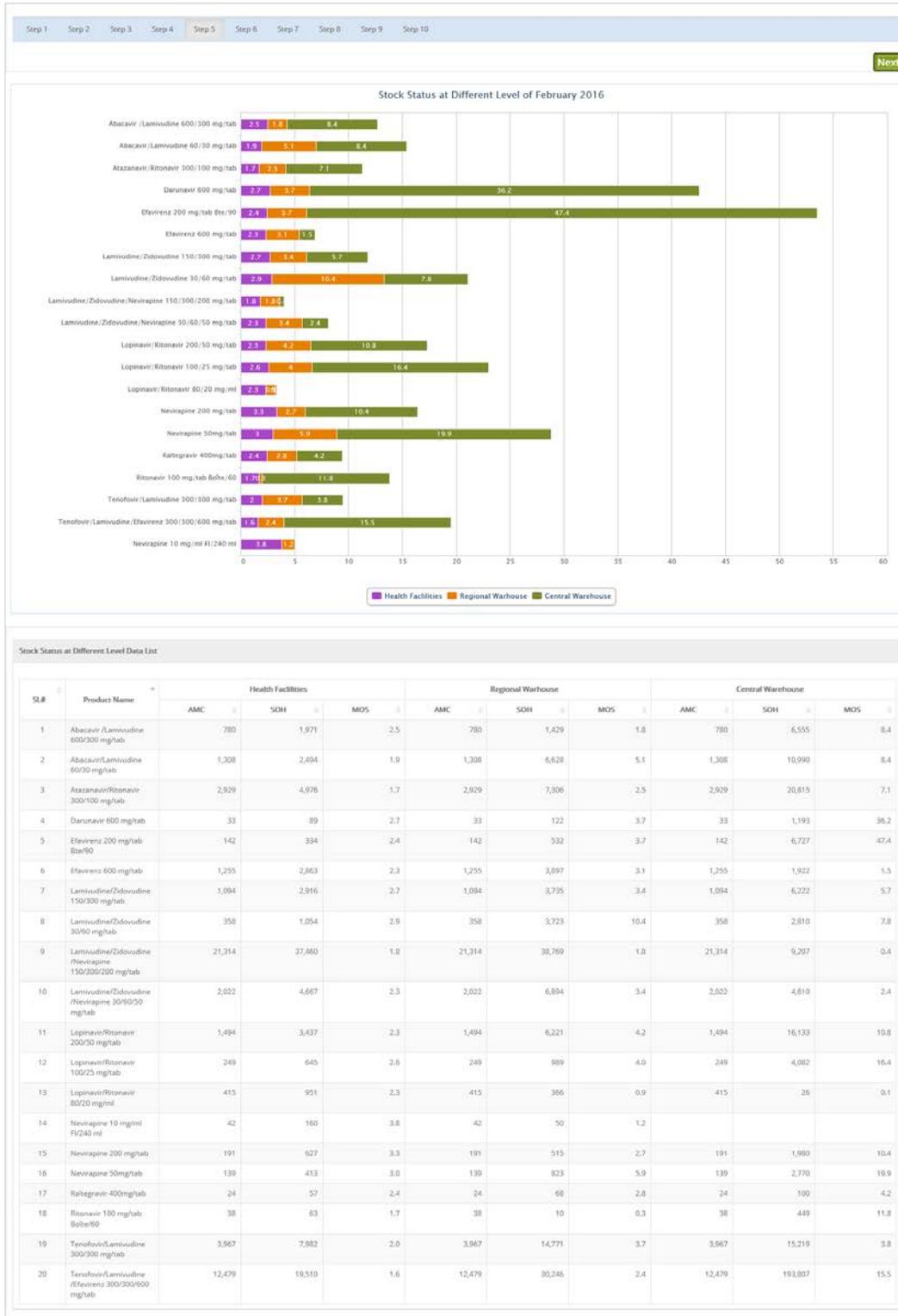


Figure 72. Stock status at different levels

Click on Next button to continue the report.

Step 6:

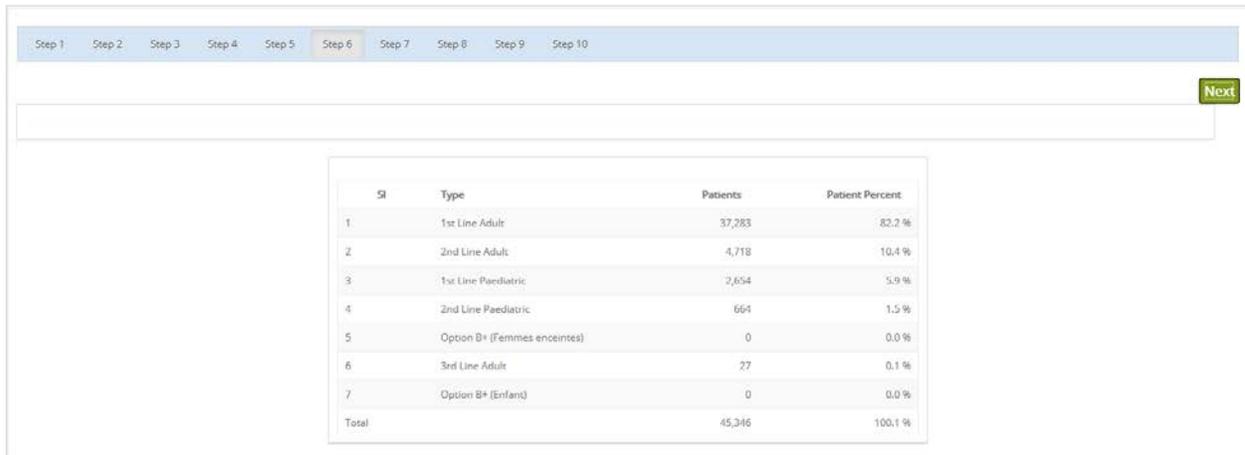


Figure 73. Patient ratio

Click on Next button to continue the report.

Step 7:



Figure 74. Stock out trend

Click on Next button to continue the report.

Step 8:

SL	Products	Stockout Days
CHP AGOU		
1	Lamivudine/Zidovudine 30/50 mg/tab	30
2	Tenofovir/Lamivudine/Efavirenz 300/300/600 mg/tab	13
3	Lamivudine/Zidovudine 150/300 mg/tab	13
CHP BASSAR		
4	Lamivudine/Zidovudine 150/300 mg/tab	5
CHP KPALIME		
5	Nevirapine 50mg/tab	24
6	Abacavir /Lamivudine 600/300 mg/tab	25
7	Lamivudine/Zidovudine 30/60 mg/tab	10
8	Abacavir/Lamivudine 60/30 mg/tab	11
9	Lopinavir/Ritonavir 80/20 mg/ml	21
10	Atazanavir/Ritonavir 300/100 mg/tab	26
11	Tenofovir/Lamivudine 300/300 mg/tab	11
12	Efavirenz 200 mg/tab Bte90	11
CHP MANGO		
13	Tenofovir/Lamivudine/Efavirenz 300/300/600 mg/tab	17
14	Lamivudine/Zidovudine/Nevirapine 30/60/50 mg/tab	22
15	Lopinavir/Ritonavir 200/50 mg/tab	30
CHP NOTSE		
16	Lopinavir/Ritonavir 200/50 mg/tab	6
17	Lopinavir/Ritonavir 80/20 mg/ml	14
18	Nevirapine 200 mg/tab	10
CMA TEMEDJA		
19	Abacavir /Lamivudine 600/300 mg/tab	30
20	Atazanavir/Ritonavir 300/100 mg/tab	30
CMS KETAO		
21	Abacavir/Lamivudine 60/30 mg/tab	23
HOPITAL ST LUC DE PAGALA		
22	Tenofovir/Lamivudine/Efavirenz 300/300/600 mg/tab	10

Figure 75. Stock out report by product

Click on **Next** button to continue the report.

Step 9:

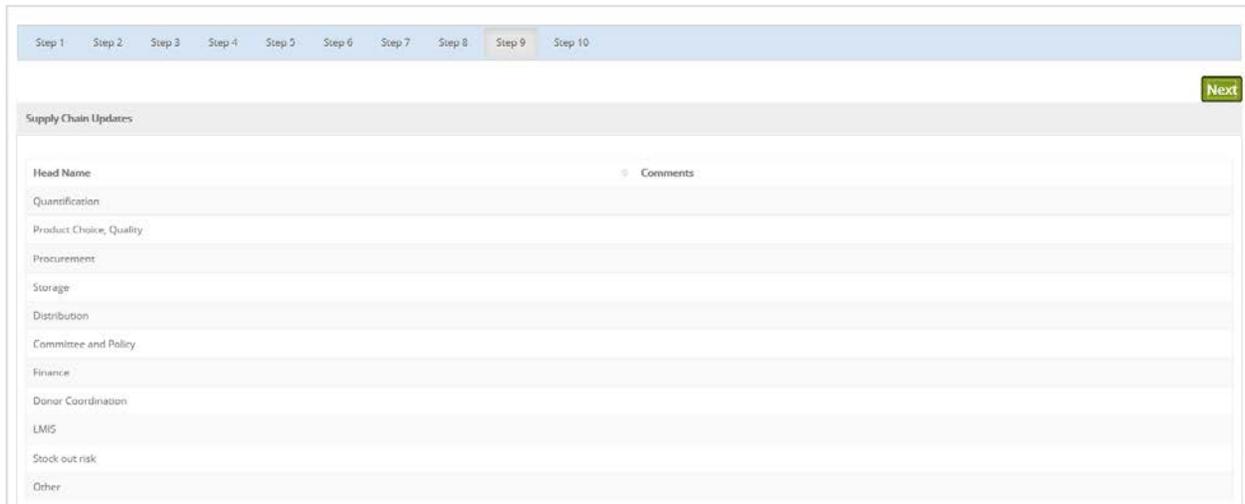


Figure 76. Supply chain updates

Click on **Next** button to continue the report.

Step 10:



Figure 77. Step 10

Click the green **Combine All Reports** button to combine all the previous pages and generate a single PDF report.

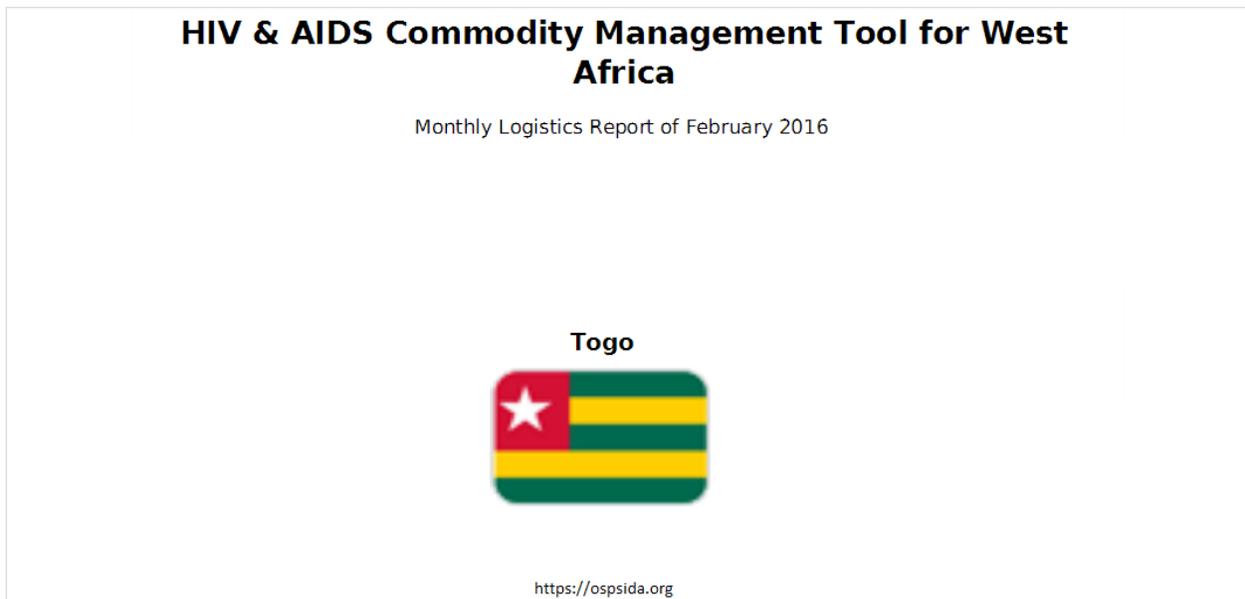


Figure 78. Cover page of monthly logistics report

6 Facility-Level Reports

6.1 Stock Status at Different Levels

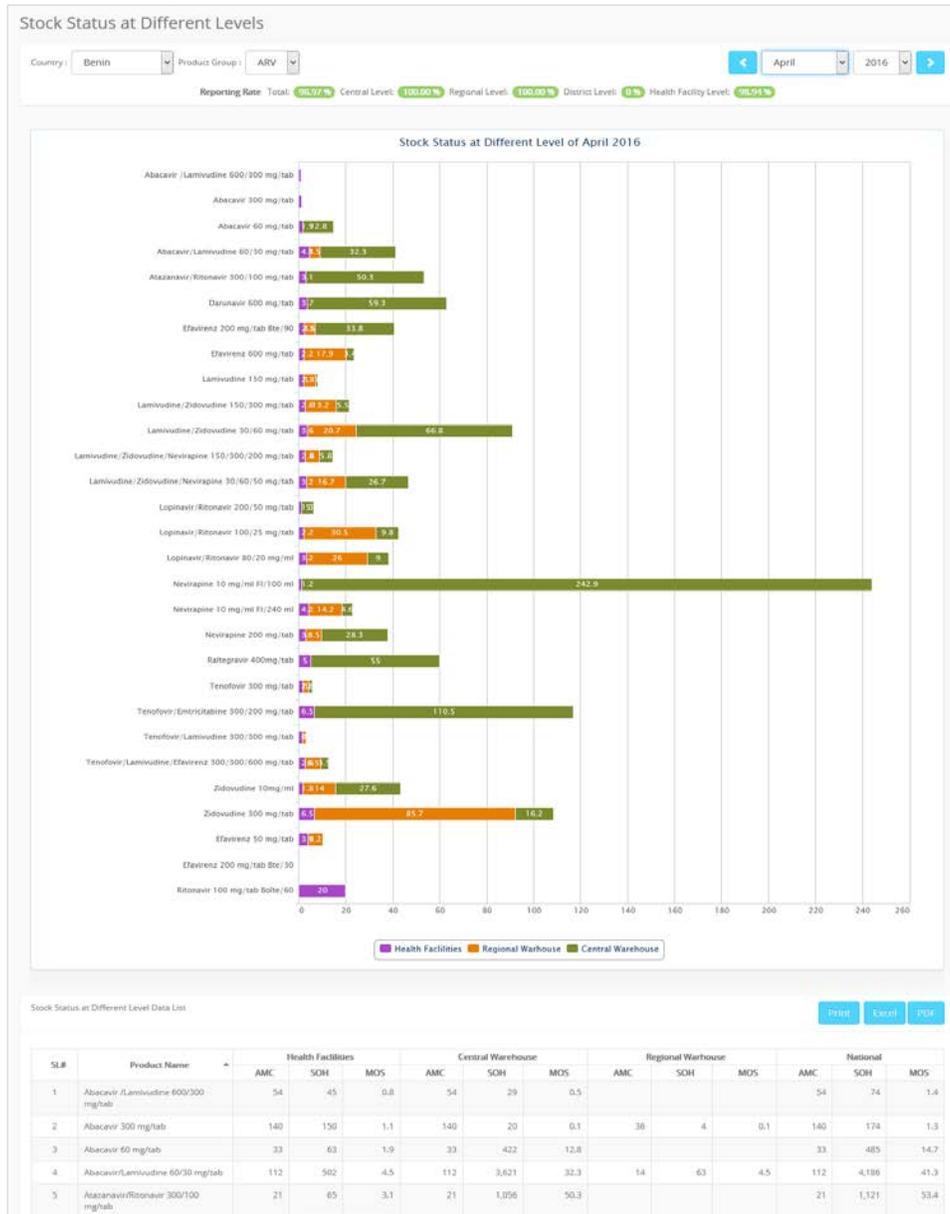


Figure 79. Stock status at different levels

STOCK STATUS AT DIFFERENT LEVELS shows the stock status at different tiers of the country. It has following filter criteria from which to select:

- Country
- Product Group
- Month
- Year

The fields shown in columns in the accompanying table are:

- Product Name
- The table will have four columns for each type of distribution tier in the country (e.g., for Benin shows Health Facilities, Central Warehouse, Regional Warehouse, National Warehouse). Three columns within each tier are:
 - AMC: Average Monthly Consumption for the health facilities under the tier
 - SOH: Stock on hand or closing balance of the product in all of the facilities of the tier
 - MOS: Month of stock available in the tier, calculated as (SOH/AMC)

The 3 columns under National will represent the national stock, the sum of all the tiers, and should match with the previous report.

Reports can be exported to PDF and/or MS Excel® format. Users can also print these reports.

6.2 Facility Reporting Status

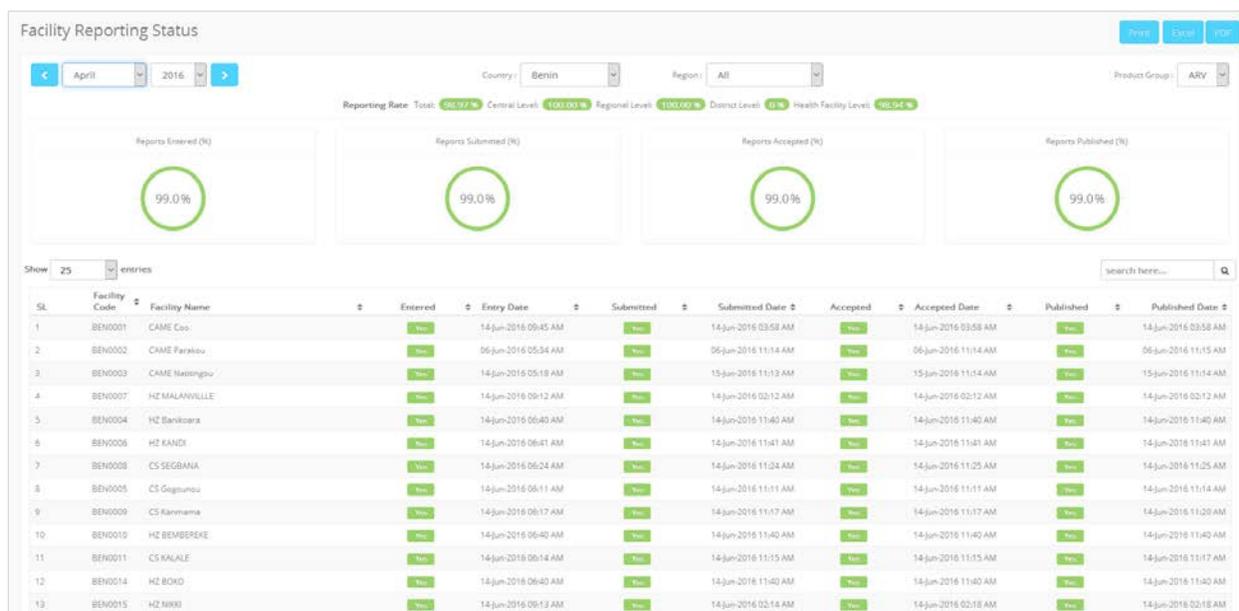


Figure 80. Facility reporting status

This report shows the **FACILITY REPORTING STATUS** for a specific month. It has following filter criteria from which to select:

- Month
- Year
- Country
- Region
- Product Group

The report displays the list of facilities with their reporting status, with following fields shown.

- Facility Code: Unique ID of the facility
- Facility Name
- Entered: Yes/No, whether a new report entry started for the selected facility/month/year & product group
- Entry Date: Date and time when the entry was started
- Submitted: Yes/No, whether the data entry operator submitted the report
- Submitted Date: Date time when the report was submitted by the operator
- Accepted: Yes/No, whether the data entry manger accepted the report
- Accepted Date: Date time when the report was accepted by the manager
- Published: Yes/No, whether the data entry manger published the report
- Published Date: Date time when the report was published by the manager

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

6.3 Facility Stock Status by Product

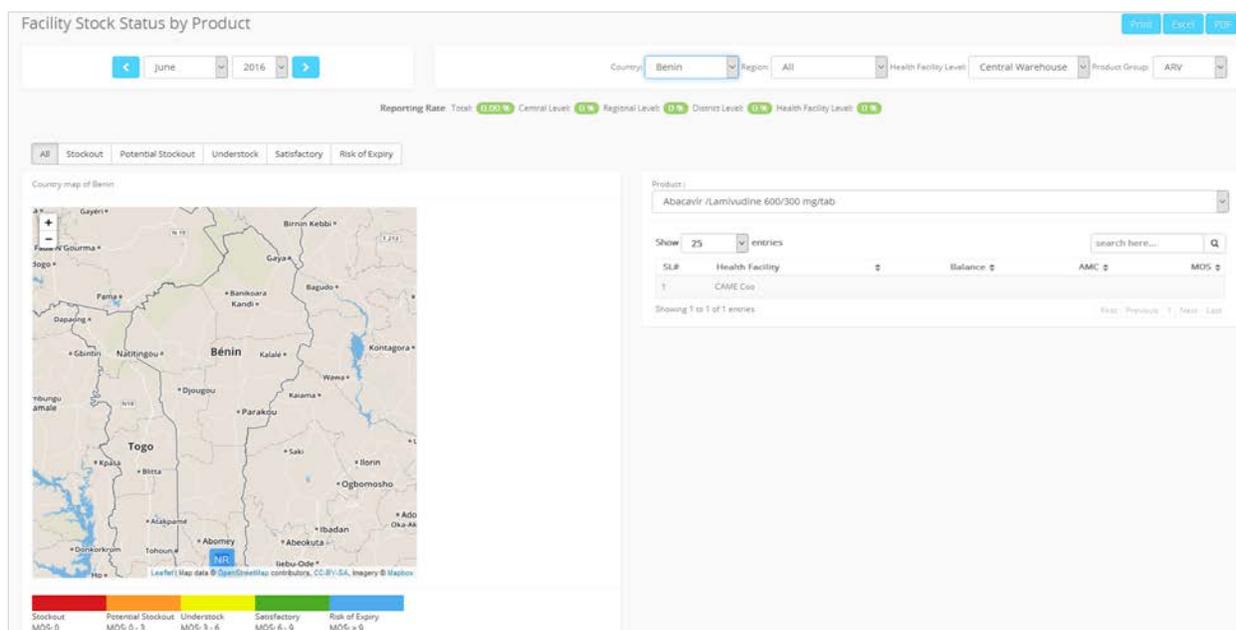


Figure 81. Facility stock status by product

This report shows the MOS of different products for a specific facility. It has following filter criteria from which to select:

- Month
- Year
- Country
- Product Group
- Health Facility Level: Select for which types of facility you want the report to be displayed
- MOS Type: Select an MOS type from tab bar, or "ALL"

The map shows colored markers based on MOS type. As there may be thousands of markers at any time, the map initially may show numbered white bubbles (called "clustering"), which represent very close facilities. Clicking on the white bubbles, or zooming more into the map, will show all facilities. The report has a corresponding MOS legend. When a facility has not reported, it will be marked with a blue "NR" icon on the map.

The fields shown in columns in the accompanying table are:

- Health Facility: Name of the health facility
- Balance: Closing balance of the selected product in the health facility
- AMC: Average Monthly Consumption of the product at the health facility (calculated as sum of last 3 months dispensed quantity divided by 3)
- MOS: Month of stock calculated as Balance divided by AMC

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

6.4 Facility Inventory Control

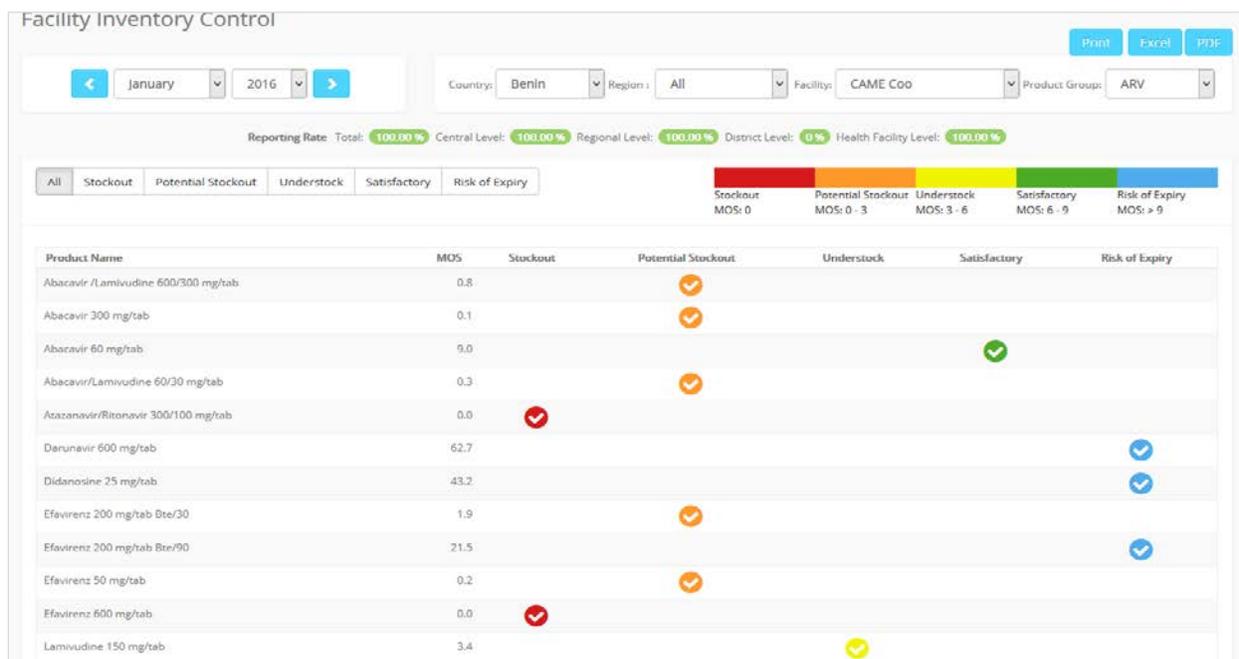


Figure 82. Facility inventory control

This report shows the reported **INVENTORY STATUS OF A FACILITY** during a specific month. It has following filter criteria from which to select:

- Month
- Year
- Country
- Region
- Facility
- Product Group

The report displays the list of products in a facility with relevant MOS, as well as the MOS level. The report has the following fields:

- Product Name
- Closing Balance: Stock balance of the product
- MOS: Month of stock of the product
- Stock-out: A RED check will be shown if the product MOS is 0.
- Potential Stock-out: An ORANGE check will be shown if the product MOS is between 0-3 months.
- Understock: A YELLOW check will be shown if the product MOS is between 3-6 months.
- Satisfactory: A GREEN check will be shown if the product MOS is between 6-9 months.
- Risk of Expiry: A BLUE check will be shown if the product MOS is more than 9 months.

Reports can be exported to PDF and/or MS Excel® format. Users can also print these reports.

6.5 Facility Service Indicators

Facility Service indicators

April

 2016
 Total Patient: 41,606
 Country: Togo
 Region: All
 Service Type: ART

Reporting Rate Total: 76.88 %
 Central Level: 100.00 %
 Regional Level: 100.00 %
 District Level: 0 %
 Health Facility Level: 75.90 %

Show entries

SL	Name of Facility	Number of Total Patients	Number of New Patients
1	ACS	1,389	2
2	AED KARA	909	3
3	AIDER	535	7
4	AIDSS-TSEVIE	86	12
5	AIDSS_TOGO	258	1
6	AKARALE	79	0
7	AMC KPALIME	332	0
8	AMC LOME	989	7
9	AMC TSEVIE	227	3
10	APAS	260	1
11	ASDEB	0	0
12	ASMENE	114	2
13	ASPROFEM	742	3
14	AST BAGUIDA	731	8
15	ATBEF	806	47
16	AVLS BASSAR	73	2
17	CABINET MEDICAL LA VIE	82	0
18	CAPS JP II	87	4
19	CHAL	646	16
20	CHP AFAGNAN	498	11
21	CHP AGOU	176	5
22	CHP AMLAME	123	1
23	CHP ANEHO	1,259	0
24	CHP ASSAHOUN	212	0
25	CHP BADOU	171	2

Showing 1 to 25 of 126 entries First Previous 1 2 3 4 5 Next Last

Figure 83. Facility service indicator

The **FACILITY SERVICE INDICATORS** report shows the number of new and total ART cases at each facility. It has following filter criteria from which to select:

- Country
- Region: Select ALL or any specific region of a country
- District: When region is selected, district list will filter. Select ALL or any specific district
- Service Type: ART service by default
- Month
- Year

The fields shown in columns in the accompanying table are:

- Name of Facility
- Number of Total Patients: number of ART cases
- Number of New Patients: number of ART cases

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

6.6 Facility Stock Adjustment

This is a **FACILITY PERFORMANCE REPORT**, which shows facility stock adjustments for different ART products. This report has following filter criteria from which to select:

- Month
- Year
- Country
- Region
- Product Group

This report shows product list, adjusted quantity, and reason (expired, damaged etc).

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

SL	Product	Adjusted Quantity	Reason
ACS			
1	Lopinavir/Ritonavir 100/25 mg/tab	77	Borrowed
2	Lopinavir/Ritonavir 80/20 mg/ml	-60	Lent Out
AIDSS-TSEVIE			
3	Abacavir /Lamivudine 600/300 mg/tab	5	Borrowed
4	Abacavir/Lamivudine 60/30 mg/tab	6	Borrowed
5	Atazanavir/Ritonavir 300/100 mg/tab	8	Borrowed
6	Efavirenz 200 mg/tab Bte/90	1	Borrowed
7	Efavirenz 600 mg/tab	10	Borrowed

Figure 84. Facility stock adjustment

6.7 Patient Ratio by Facility

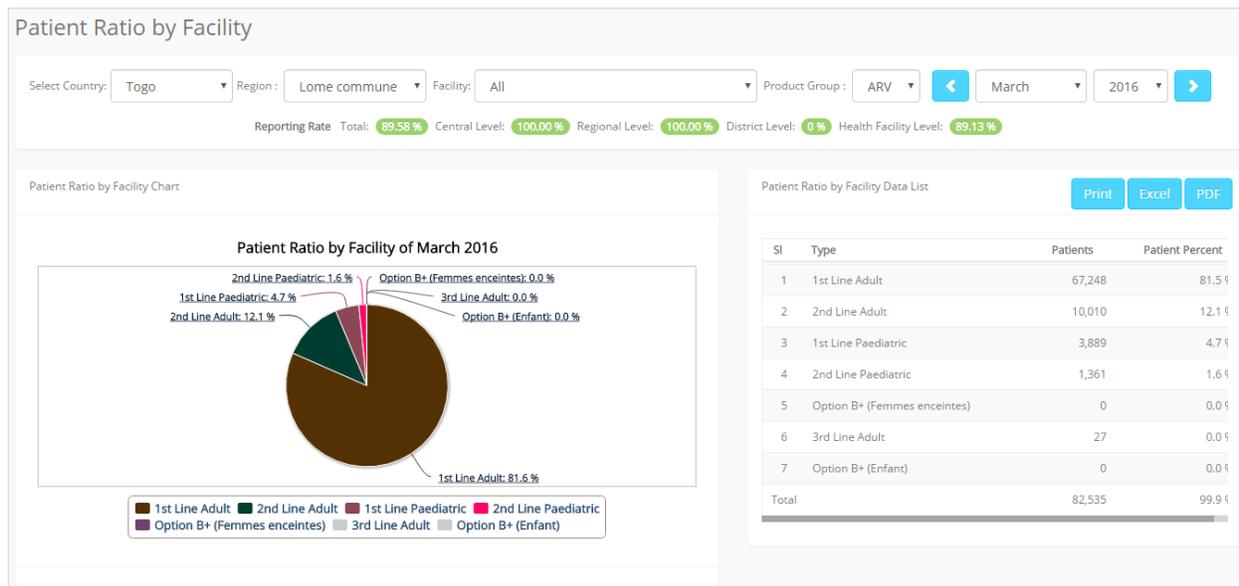


Figure 85. Patient ratio by facility

The report shows a pie chart by **FACILITY PATIENT TYPE**, with number of total patients, and shows the following criteria:

- Country
- Region
- Facility
- Product group
- Month
- Year

The fields shown in columns in the accompanying table are:

- Type: Type of patient (e.g., 1st line adult, 2nd line pediatric)
- Patients: Total number of cases for each type
- Percentage of patients by type

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

6.8 Stock-out Trend by Facility Level

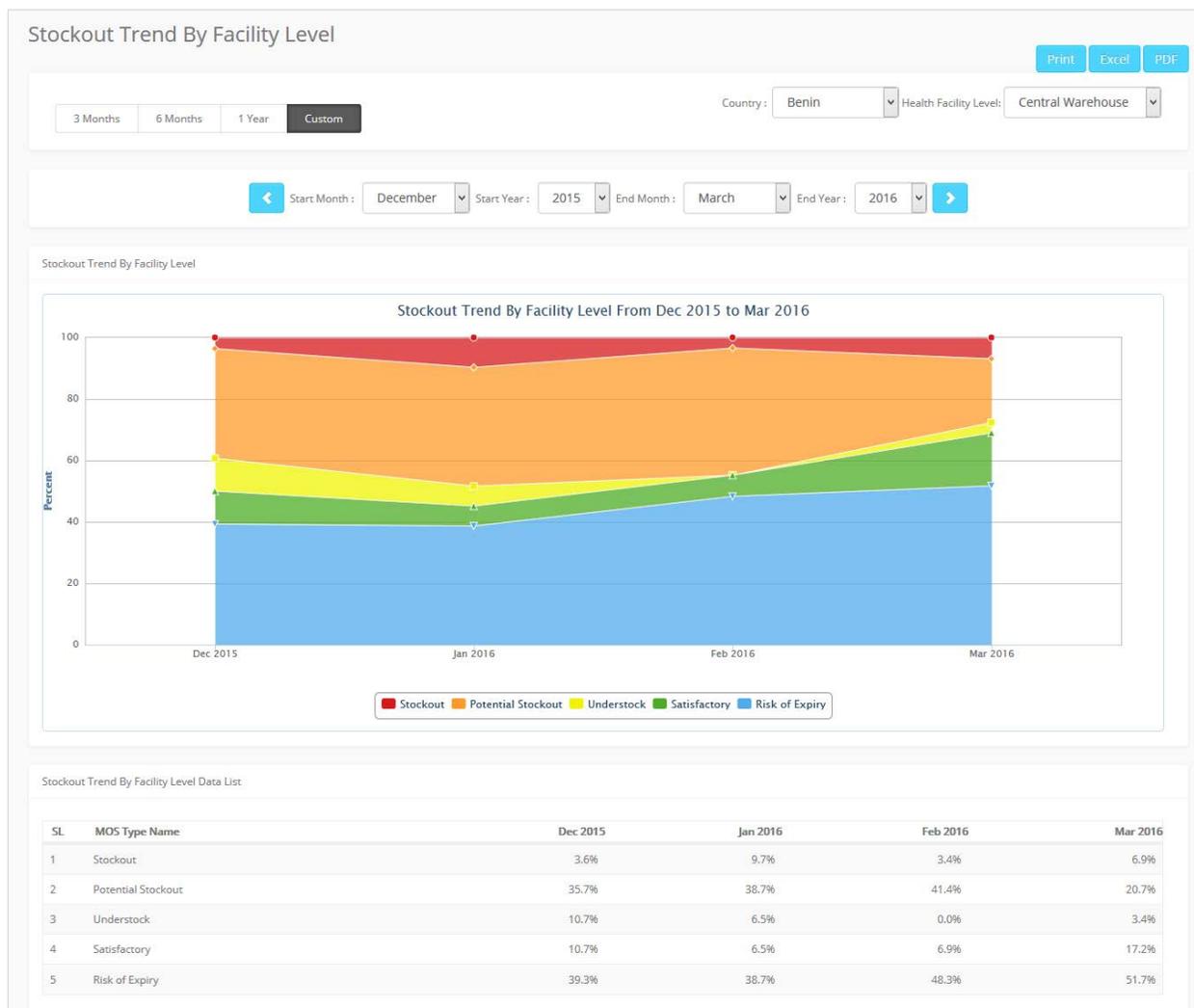


Figure 86. Stock out trend by facility level

This report displays the **FACILITY STOCK-OUT TREND** over a selected period. This report has following filter criteria from which to select:

Date Range:

- 3 months
- 6 months
- 1 year

Custom: When "Custom" is selected, a new window will open that has four further criteria:

- Start Month
- Start Year
- End Month
- End Year

Location:

- Country: Select a country
- Health Facility level: Select a health facility

The fields shown in columns in the accompanying table are:

- Type of MOS
- Stock-out Trend by facility-level data list by month and year

Reports can be exported to PDF and/or MS Excel® format. Users can also print these reports.

6.9 Stock-out Report by Product

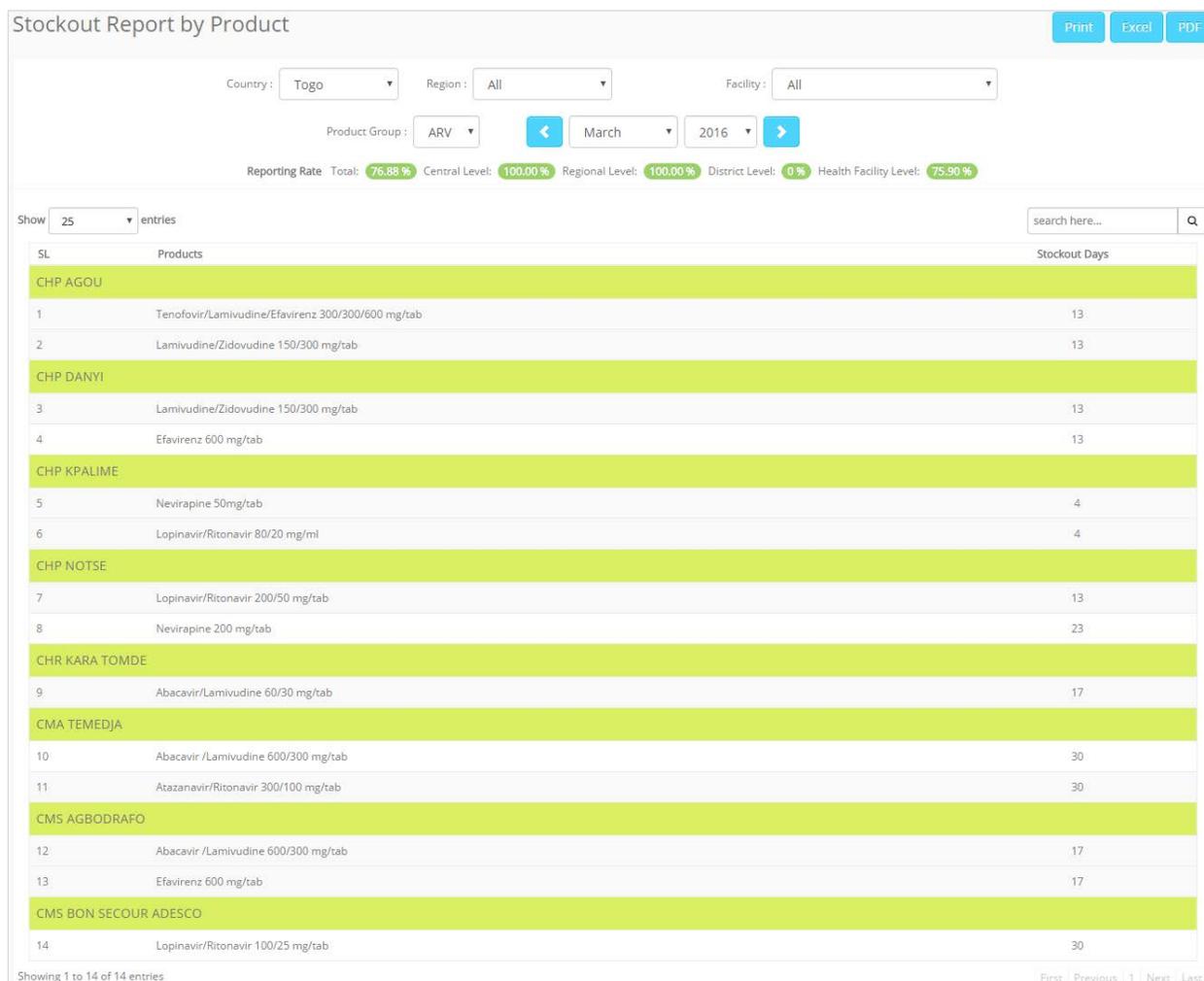


Figure 87. Stock out report by product

This report displays the **NUMBER OF DAYS ANY PRODUCT WAS OUT OF STOCK** in a particular month. This report has following filter criteria from which to select:

- Country
- Region

- Facility
- Product group
- Month
- Year

The table has two columns:

- Product: Name of the Product
- Number of stock-out days

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

6.10 Percentage of Facilities at Different Stock Levels

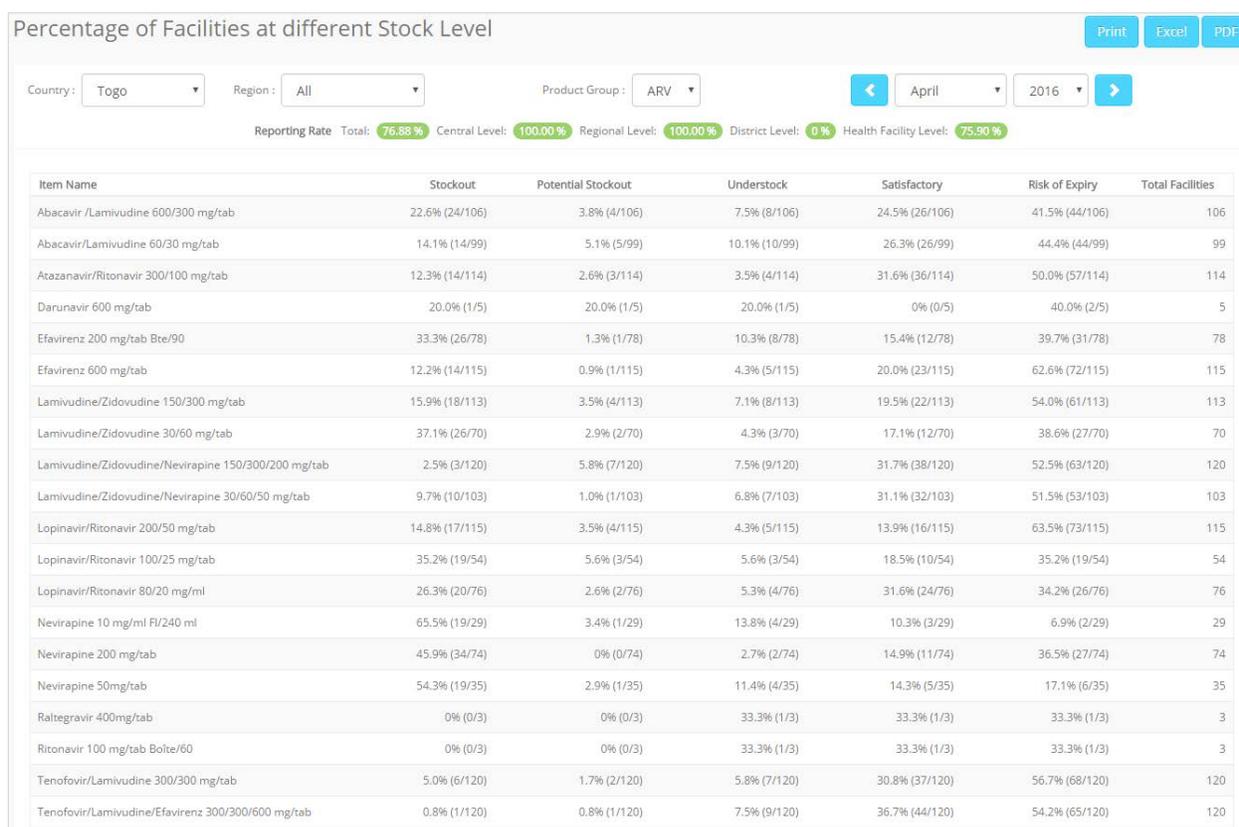


Figure 88. Percentage of facilities at different stock levels

This report displays the **PERCENTAGE OF FACILITIES AT DIFFERENT STOCK LEVELS**, and has a corresponding table. This report has following filter criteria from which to select:

- Country
- Region
- Product group
- Month
- Year

The fields shown in columns in the accompanying table are:

- Item Name
- Stock-out: number and percent of facilities which were reporting stock-out for the product
- Potential Stock-out
- Understock
- Satisfactory
- Risk of Expiry
- Total Facilities: Total number of facilities who reported a non-blank closing balance and are accounted for in the report.

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

6.11 Usable and Unusable Stock Status

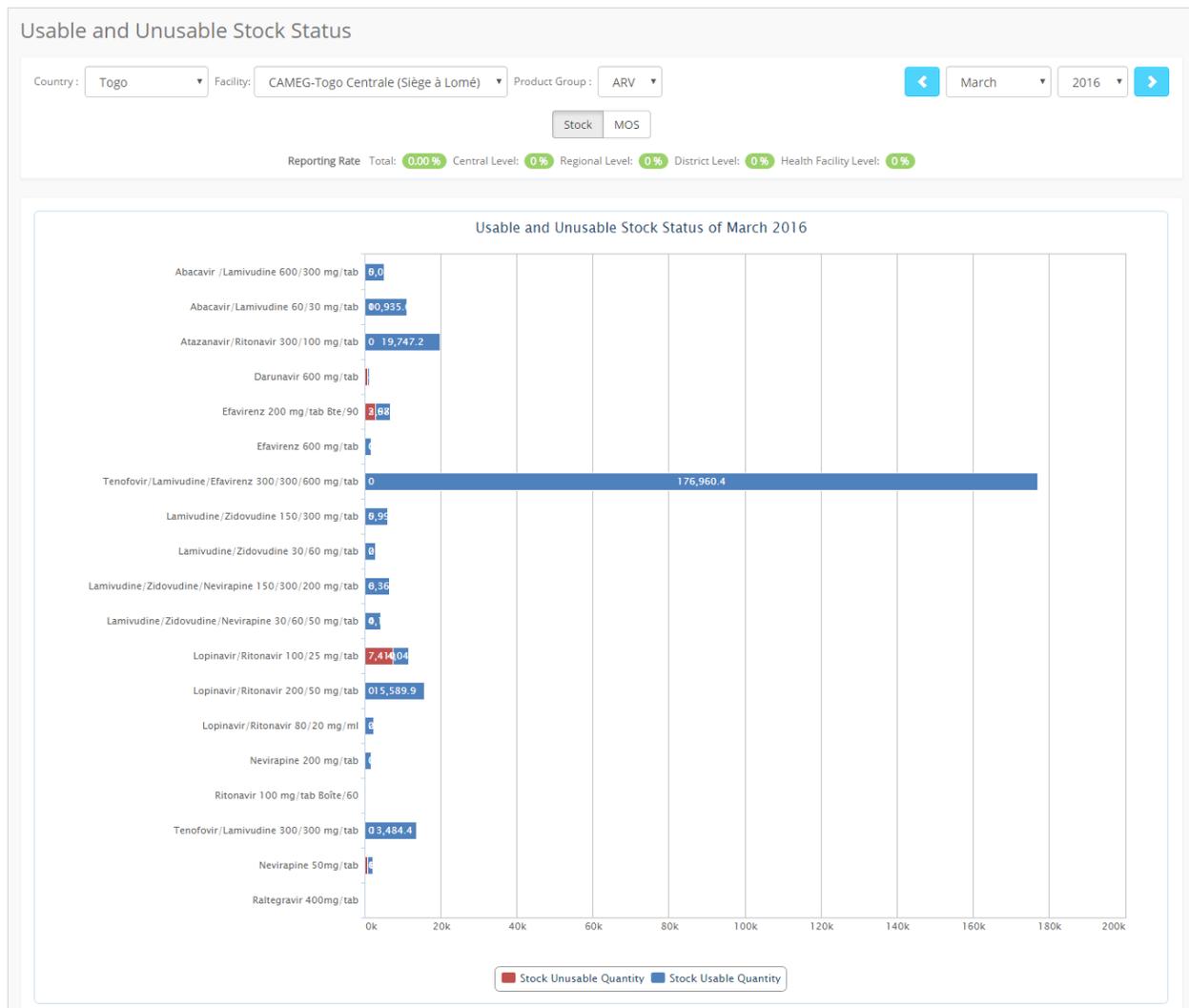


Figure 89. Usable and unusable stock status

Usable and Unusable Stock Status

Print Excel PDF

SL#	Product Name	MOS Usable Quantity	MOS Unusable Quantity	Stock Usable Quantity	Stock Unusable Quantity
1	Abacavir /Lamivudine 600/300 mg/tab	6.1	0.0	5,050.8	0.0
2	Abacavir/Lamivudine 60/30 mg/tab	7.8	0.0	10,935.6	0.0
3	Atazanavir/Ritonavir 300/100 mg/tab	6.8	0.0	19,747.2	0.0
4	Darunavir 600 mg/tab	12.2	20.0	451.4	740.0
5	Efavirenz 200 mg/tab Bte/90	26.4	17.7	3,986.4	2,672.7
6	Efavirenz 600 mg/tab	1.4	0.0	1,660.4	0.0
7	Tenofovir/Lamivudine/Efavirenz 300/300/600 mg/tab	13.4	0.0	176,960.4	0.0
8	Lamivudine/Zidovudine 150/300 mg/tab	6.0	0.0	5,994.0	0.0
9	Lamivudine/Zidovudine 30/60 mg/tab	8.2	0.0	2,804.4	0.0
10	Lamivudine/Zidovudine/Nevirapine 150/300/200 mg/tab	0.3	0.0	6,364.5	0.0
11	Lamivudine/Zidovudine/Nevirapine 30/60/50 mg/tab	2.1	0.0	4,111.8	0.0
12	Lopinavir/Ritonavir 100/25 mg/tab	14.2	26.0	4,047.0	7,410.0
13	Lopinavir/Ritonavir 200/50 mg/tab	10.7	0.0	15,589.9	0.0
14	Lopinavir/Ritonavir 80/20 mg/ml	5.3	0.0	2,247.2	0.0
15	Nevirapine 200 mg/tab	7.8	0.0	1,708.2	0.0
16	Ritonavir 100 mg/tab Boite/60	6.1	6.5	189.1	201.5
17	Tenofovir/Lamivudine 300/300 mg/tab	3.4	0.0	13,484.4	0.0
18	Nevirapine 50mg/tab	9.2	4.1	1,499.6	668.3
19	Raltegravir 400mg/tab	5.3	0.0	100.7	0.0

Figure 90. Usable and unusable stock status table

This report shows a stacked bar chart, with **USABLE AND UNUSABLE STOCK STATUS** and has the following criteria from which to select:

- Country
- Facility
- Product group
- Month
- Year
- Stock/MOS: bar chart should display stock quantity or MOS

The fields shown in columns in the accompanying table are:

- Product Name
- MOS Usable Quantity
- MOS Unusable Quantity
- Stock Usable Quantity
- Stock Unusable Quantity

Reports can be exported to PDF and/or MS Excel[®] format. Users can also print these reports.

6.12 Consumption Trend Report by Facility

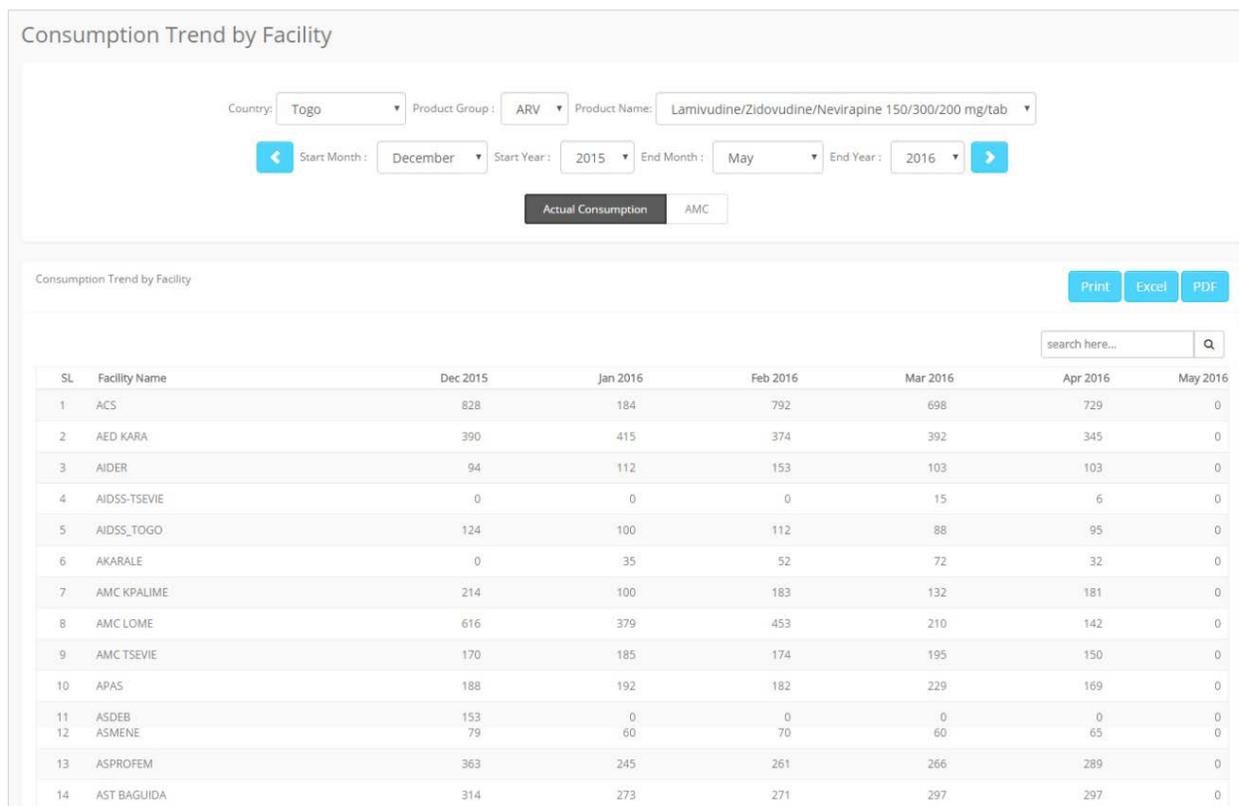


Figure 91. Consumption trend report by facility

This report displays the **TREND IN CONSUMPTION BY FACILITY** and has a corresponding table that has the following criteria:

- Country
- Product group
- Product Name
- Date range:
 - Start Month
 - Start Year
 - End Month
 - End Year
- Actual Consumption or AMC
- Show Top [Count] Facilities. When blank, will show ALL facilities

This report has the following fields:

- Facility Name: Name of the health facility
- Consumption/AMC data list by month and year

Reports can be exported to PDF and/or MS Excel® format. Users can also print these reports.

7 User Management

OSPSIDA uses the Joomla content management framework for user access management. In Joomla, the web page access is managed as in Figure 92.

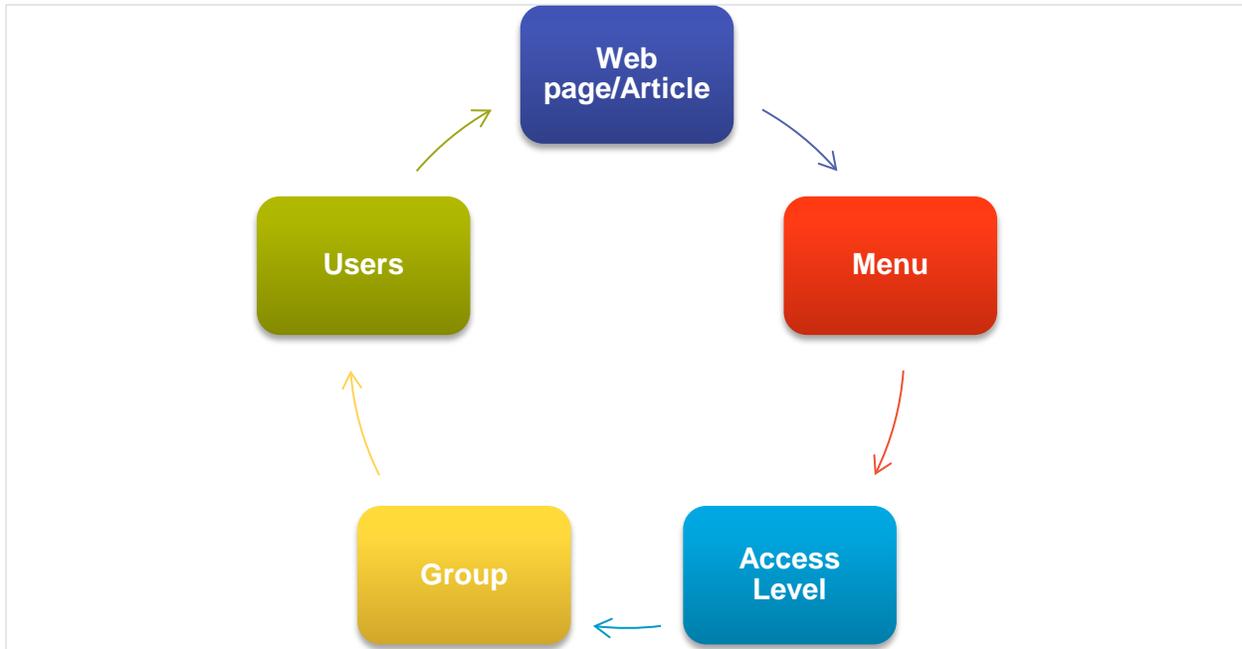


Figure 92. User access management framework

Groups are defined based on specific roles. Each group has permission to access a specific menu item or page. When new users are created, they are assigned to a group, which eventually gives them access to pages based on their group permissions.

The following groups are defined in the portal:

- **Viewers (public).** General public viewers who self-register from the home page of the web portal will have access to limited data and report viewing.
- **Master Viewers.** Viewers from the Ministry of Health and/or other relevant authority will get access to more data and report viewing.
- **Regional Viewers.** Managers from WAHO will have access to all types of reporting.
- **National Viewers.** Viewers from specific WAHO countries will get access to all types of reporting.
- **Country Entry Managers.** Data entry managers from a specific country will have access to data entry pages, and will be able to update/override data entered by operators.
- **Country Entry Operators.** Data entry operators from a specific country will enter the monthly/quarterly data, with limited report viewing.
- **Regional Administration.** Users from WAHO who take part in the administration of the dashboard, and manage the Joomla portal, users, permissions, overall data entry status, etc.
- **Administrators.** Users who take part in the administration of the web portal, managing the Joomla portal, users, permissions, overall data entry status etc.

7.1 Web Pages list with permissions

Sl#	Joomla Menu/ Article Reference/Page Name	Page Link	Viewers (Public)	Master Viewer	Regional Viewer	National Viewer	Country Entry Manager	Country Entry Operator	Regional Admin	Adminis-trator
1	Home	https://ospsida.org/index.php	✓	✓	✓	✓	✓	✓	✓	✓
2	News & Events	https://ospsida.org/index.php/en/news-events	✓	✓	✓	✓	✓	✓	✓	✓
3	FAQ	https://ospsida.org/index.php/en/faq-bottom	✓	✓	✓	✓	✓	✓	✓	✓
4	Contact Us	https://ospsida.org/index.php/en/contact-us-bottom	✓	✓	✓	✓	✓	✓	✓	✓
5	Dashboard	https://ospsida.org/index.php/en/dashboard		✓	✓	✓	✓	✓	✓	✓
National Level Reports										
6	Country Reporting Rate	https://ospsida.org/index.php/en/national-level-reports/country-reporting-rate		✓	✓	✓	✓	✓	✓	✓
7	Country Profile	https://ospsida.org/index.php/en/national-level-reports/country-profile		✓	✓	✓	✓	✓	✓	✓
8	National Stock Summary	https://ospsida.org/index.php/en/national-level-reports/national-stock-summary		✓	✓	✓	✓	✓	✓	✓
9	National Stock Pipeline Info	https://ospsida.org/index.php/en/national-level-reports/national-stock-pipeline-info		✓	✓	✓	✓	✓	✓	✓
10	Number of Pa-tients by Product	https://ospsida.org/index.php/en/national-level-reports/number-of-patients-by-product		✓	✓	✓	✓	✓	✓	✓
11	National Inventory Control	https://ospsida.org/index.php/en/national-level-reports/national-inventory-control		✓	✓	✓	✓	✓	✓	✓
12	Patient Ratio	https://ospsida.org/index.php/en/national-level-reports/patient-ratio		✓	✓	✓	✓	✓	✓	✓
13	Patient Ratio by Regimen	https://ospsida.org/index.php/en/national-level-reports/patient-ratio-by-regimen		✓	✓	✓	✓	✓	✓	✓
14	Patient Trend Time Series	https://ospsida.org/index.php/en/national-level-reports/patient-trend-time-series		✓	✓	✓	✓	✓	✓	✓
15	Shipment Reports	https://ospsida.org/index.php/en/national-level-reports/shipment-reports		✓	✓	✓	✓	✓	✓	✓
16	Funding Status	https://ospsida.org/index.php/en/national-level-reports/funding-status		✓	✓	✓	✓	✓	✓	✓
17	Stockout Trend	https://ospsida.org/index.php/en/national-level-reports/stockout-trend		✓	✓	✓	✓	✓	✓	✓
18	National Consumption Trend by Product	https://ospsida.org/index.php/en/national-level-reports/national-consumption-trend-by-product		✓	✓	✓	✓	✓	✓	✓
19	National Consumption Trend by Country	https://ospsida.org/index.php/en/national-level-reports/national-consumption-trend-by-country		✓	✓	✓	✓	✓	✓	✓

Sl#	Joomla Menu/ Article Reference/Page Name	Page Link	Viewers (Public)	Master Viewer	Regional Viewer	National Viewer	Country Entry Manager	Country Entry Operator	Regional Admin	Adminis-trator
20	WAHO security stock on hand	https://ospsida.org/index.php/en/national-level-reports/waho-security-stock-on-hand		✓	✓	✓	✓	✓	✓	✓
21	WAHO Security Stock Expiry Date	https://ospsida.org/index.php/en/national-level-reports/waho-security-stock-expiry-date		✓	✓	✓	✓	✓	✓	✓
Facility Level Reports										
22	Stock Status at Different Level	https://ospsida.org/index.php/en/reports/stock-status-at-different-levels		✓		✓	✓	✓	✓	✓
23	Facility Reporting Status	https://ospsida.org/index.php/en/reports/facility-reporting-status		✓		✓	✓	✓	✓	✓
24	Facility Stock Status by Product	https://ospsida.org/index.php/en/reports/facility-stock-status-by-product		✓		✓	✓	✓	✓	✓
25	Facility Inventory Control	https://ospsida.org/index.php/en/reports/facility-inventory-control		✓		✓	✓	✓	✓	✓
26	Facility Service Indicators	https://ospsida.org/index.php/en/reports/facility-service-indicators		✓		✓	✓	✓	✓	✓
27	Facility Stock Adjustment	https://ospsida.org/index.php/en/reports/facility-stock-adjustment		✓		✓	✓	✓	✓	✓
28	Patient Ratio By Facility	https://ospsida.org/index.php/en/reports/patient-ratio-by-facility		✓	✓	✓	✓	✓	✓	✓
29	Stockout Trend By Facility Level	https://ospsida.org/index.php/en/reports/stockout-trend-by-facility-level		✓	✓	✓	✓	✓	✓	✓
30	Stockout Report by Product	https://ospsida.org/index.php/en/reports/stockout-report-by-product		✓	✓	✓	✓	✓	✓	✓
31	Percentage of Facilities at Different Stock Level	https://ospsida.org/index.php/en/reports/percentage-of-facilities-at-different-stock-level		✓	✓	✓	✓	✓	✓	✓
32	Usable & Unusable Stock Status	https://ospsida.org/index.php/en/reports/usable-and-unusable-stock-status		✓	✓	✓	✓	✓	✓	✓
33	Consumption Trend by Facility	https://ospsida.org/index.php/en/reports/consumption-trend-by-facility		✓	✓	✓	✓	✓	✓	✓
Data View Admin										
34	Countries	https://ospsida.org/index.php/en/data-view/coming-soon/country-view							✓	✓
35	Country Regions	https://ospsida.org/index.php/en/data-view/coming-soon/region-view							✓	✓
36	Years	https://ospsida.org/index.php/en/data-view/coming-soon/year-view							✓	✓
37	Profile Paramiters	https://ospsida.org/index.php/en/data-view/coming-soon/profile-params-view							✓	✓

Sl#	Joomla Menu/ Article Reference/Page Name	Page Link	Viewers (Public)	Master Viewer	Regional Viewer	National Viewer	Country Entry Manager	Country Entry Operator	Regional Admin	Adminis-trator
38	Funding Source	https://ospsida.org/index.php/en/data-view/coming-soon/funding-source-view							✓	✓
39	Sub-agreement	https://ospsida.org/index.php/en/data-view/coming-soon/sub-agreements-view							✓	✓
40	Procuring Agents	https://ospsida.org/index.php/en/data-view/coming-soon/procuring-agents-view							✓	✓
41	Shipment Statuses	https://ospsida.org/index.php/en/data-view/coming-soon/shipment-status-view							✓	✓
42	Facility Types	https://ospsida.org/index.php/en/data-view/coming-soon/facility-type-view							✓	✓
43	Facility Levels	https://ospsida.org/index.php/en/data-view/coming-soon/facility-level-view							✓	✓
44	MOS Types	https://ospsida.org/index.php/en/data-view/coming-soon/mos-type-view							✓	✓
45	Stock Adjustment Reasons	https://ospsida.org/index.php/en/data-view/coming-soon/adjust-reason-view							✓	✓
46	AMC Change Reasons	https://ospsida.org/index.php/en/data-view/coming-soon/amc-change-reason-view							✓	✓
47	Product Groups	https://ospsida.org/index.php/en/data-view/coming-soon/item-view							✓	✓
48	Service Types	https://ospsida.org/index.php/en/data-view/coming-soon/service-type-view							✓	✓
49	Product Subgroups	https://ospsida.org/index.php/en/data-view/coming-soon/product-subgroup-view							✓	✓
50	Formulation Types	https://ospsida.org/index.php/en/data-view/coming-soon/formulation-view							✓	✓
51	Products	https://ospsida.org/index.php/en/data-view/grid-view		✓	✓	✓	✓	✓	✓	✓
52	Regimes	https://ospsida.org/index.php/en/data-view/regimen-view		✓	✓	✓	✓	✓	✓	✓
53	Health Facilities	https://ospsida.org/index.php/en/data-view/facility-view		✓	✓	✓	✓	✓	✓	✓
54	Country Products	https://ospsida.org/index.php/en/data-view/country-product-view		✓	✓	✓	✓	✓	✓	✓
55	Country Regimen	https://ospsida.org/index.php/en/data-view/country-regimen-view		✓	✓	✓	✓	✓	✓	✓
56	National Level Patient and Stock Status	https://ospsida.org/index.php/en/data-view/national-level-patient-and-stock-status-view		✓	✓	✓	✓	✓	✓	✓
57	Facility-Level Patient and Stock Status	https://ospsida.org/index.php/en/data-view/facility-level-patient-and-stock-status-view		✓	✓	✓	✓	✓	✓	✓
58	Shipment Status	https://ospsida.org/index.php/en/data-view/agency-shipment-view		✓	✓	✓	✓	✓	✓	✓
59	Supply Chain Updates	https://ospsida.org/index.php/en/data-view/supply-chain-updates-view		✓	✓	✓	✓	✓	✓	✓
Admin Menu										
60	Country Entry	https://ospsida.org/index.php/en/admin/country							✓	✓
61	Region Entry	https://ospsida.org/index.php/en/admin/region							✓	✓

Sl#	Joomla Menu/ Article Reference/Page Name	Page Link	Viewers (Public)	Master Viewer	Regional Viewer	National Viewer	Country Entry Manager	Country Entry Operator	Regional Admin	Adminis-trator
62	Year Entry	https://ospsida.org/index.php/en/admin/year							✓	✓
63	Profile Parameters Entry	https://ospsida.org/index.php/en/admin/profile-params							✓	✓
64	Funding Source Entry	https://ospsida.org/index.php/en/admin/funding-source							✓	✓
65	Sub-agreements Entry	https://ospsida.org/index.php/en/admin/sub-agreements							✓	✓
66	Procuring Agents Entry	https://ospsida.org/index.php/en/admin/procuring-agents							✓	✓
67	Shipment Status Entry	https://ospsida.org/index.php/en/admin/shipment-status							✓	✓
68	Facility Type Entry	https://ospsida.org/index.php/en/admin/facility-type							✓	✓
69	Facility Level Entry	https://ospsida.org/index.php/en/admin/facility-level							✓	✓
70	MOS Type Entry	https://ospsida.org/index.php/en/admin/facility-level							✓	✓
71	MOS Type for Facility	https://ospsida.org/index.php/en/admin/mos-type-for-facility							✓	✓
72	Adjust Reason Entry	https://ospsida.org/index.php/en/admin/adjust-reason							✓	✓
73	AMC change Reason Entry	https://ospsida.org/index.php/en/admin/amc-change-reason							✓	✓
74	Product Group Entry	https://ospsida.org/index.php/en/admin/item							✓	✓
75	Service Type Entry	https://ospsida.org/index.php/en/admin/service-type							✓	✓
76	Product Sub-group Entry	https://ospsida.org/index.php/en/admin/product-subgroup							✓	✓
77	Formulation Type Entry	https://ospsida.org/index.php/en/admin/formulation							✓	✓
78	Country user map entry	https://ospsida.org/index.php/en/admin/user-authentication							✓	✓
79	Reporting frequency entry	https://ospsida.org/index.php/en/admin/reporting-frequency-entry							✓	✓
Entry Form Menu										
80	Product Entry	https://ospsida.org/index.php/en/entry-forms/product-entry							✓	✓
81	Regimen Entry	https://ospsida.org/index.php/en/entry-forms/regimen-entry							✓	✓
82	Facility Entry	https://ospsida.org/index.php/en/entry-forms/facility					✓	✓	✓	✓
83	Country Product Entry	https://ospsida.org/index.php/en/entry-forms/country-product					✓	✓	✓	✓

Sl#	Joomla Menu/ Article Reference/Page Name	Page Link	Viewers (Public)	Master Viewer	Regional Viewer	National Viewer	Country Entry Manager	Country Entry Operator	Regional Admin	Adminis-trator
84	Country Regimen Entry	https://ospsida.org/index.php/en/entry-forms/country-regimen					✓	✓	✓	✓
85	Country Profile Entry	https://ospsida.org/index.php/en/entry-forms/profile					✓	✓	✓	✓
86	Shipment Entry	https://ospsida.org/index.php/en/entry-forms/agency-shipment					✓	✓	✓	✓
87	Supply Chain Updates	https://ospsida.org/index.php/en/entry-forms/supply-chain-updates					✓	✓	✓	✓
88	Facility-level patient and Stock status	https://ospsida.org/index.php/en/entry-forms/facility-level-patient-and-stock-status-ext					✓	✓	✓	✓
89	Warehouse Stock Status Expiry	https://ospsida.org/index.php/en/entry-forms/warehouse-stock-status-expiry					✓	✓	✓	✓
90	Generate Facility Data Excel Template	https://ospsida.org/index.php/en/entry-forms/generate-facility-data-excel-template					✓	✓	✓	✓
91	Facility Data Import from Excel	https://ospsida.org/index.php/en/entry-forms/facility-data-import-from-excel					✓	✓	✓	✓
92	Monthly Logistics Report Wizard	https://ospsida.org/index.php/en/entry-forms/monthly-logistics-report-wizard					✓	✓	✓	✓
93	Forecasted Consumption Entry	https://ospsida.org/index.php/en/entry-forms/forecasted-consumption-entry					✓	✓	✓	✓
94	WAHO Stock Transfer Entry	https://ospsida.org/index.php/en/entry-forms/waho-stock-transfer-entry					✓	✓	✓	✓

8 OSPSIDA: Registering, Assigning, and Activating New Users

Step 1: Register New User

Steps 1, 2, and 3 will complete a new user's activation.

Go to the <https://ospsida.org>, and the following screen will appear.

HIV & AIDS Commodity Management Tool for West Africa

Home News & Events

Focus Countries: Benin, Burkina Faso, Cameroon, Cape Verde, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, The Gambia and Togo

English

Outil de Suivi des Produits du VIH et SIDA en Afrique de l'Ouest

Risk of Expiry

Risk Level	Percentage	MOS Range
Very High Risk	11.1%	<6
High Risk	16.7%	6-9
Medium Risk	11.1%	9-12
Low Risk	16.7%	12-24
Risk of Expiry	44.4%	>24

The West Africa Regional HIV Pharmaceutical Management Information Dashboard is developed by the USAID funded **SIAPS Program** and implemented for the six focus West African countries - Burkina Faso, Togo, Benin, Niger, Guinea and Cameroon, Cape Verde, The Gambia, Sierra Leone, Liberia, Guinea-Bissau, for better management of HIV & AIDS commodities.

The goal of the Dashboard is to capture, track, aggregate, and disseminate information about ARVs, RTKs, and other HIV & AIDS commodities to support evidence based decision making in the West Africa sub region.

The Dashboard will assist focus countries, and sub regional organizations including USAID/WA, UNAIDS regional, WAHO, GFATM and other stakeholders in improving forecasting, supply planning and procurement to support the continuous availability of ARVs, RTKs, and other HIV & AIDS related commodities.

The Dashboard will also offer to regional partners a platform to easily share information on funding flows and stock out risks. The data available on this platform will be used to inform decision-making and assist identify solutions to mitigate risks in the short-, medium- and long-term.

Login Don't have any account? **Sign up**

Username

Password

Remember me

Click [here](#) to reset your user name

Forgot your password? Click [here](#) to reset your password

Log in

Figure 93. <https://ospsida.org> registration page

Anyone can apply for a User Account to access into the system. To register, click the **Sign up** button (circled in Figure 93). After clicking the button, fill in the needed information to register in the fields.

Figure 94. OSPSIDA registration page

After pressing the black *Register* button, the applicant will receive the following e-mail, containing a link. The applicant should then click on the link received, or copy and paste it to the internet browser.

NOTE: Sometimes, a Spam filter may divert the confirmation e-mail.

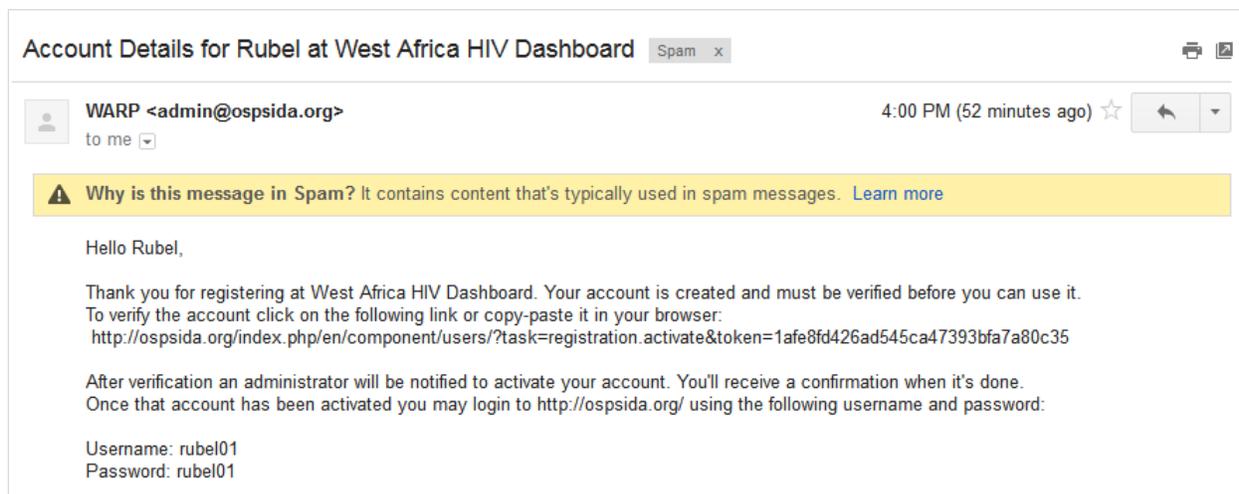


Figure 95. Email received by OSPSIDA applicant

After the user confirms his e-mail address, the OSPSIDA Administrator will receive an e-mail containing the following contents, with another link that s/he must click on to confirm the validity of the application.

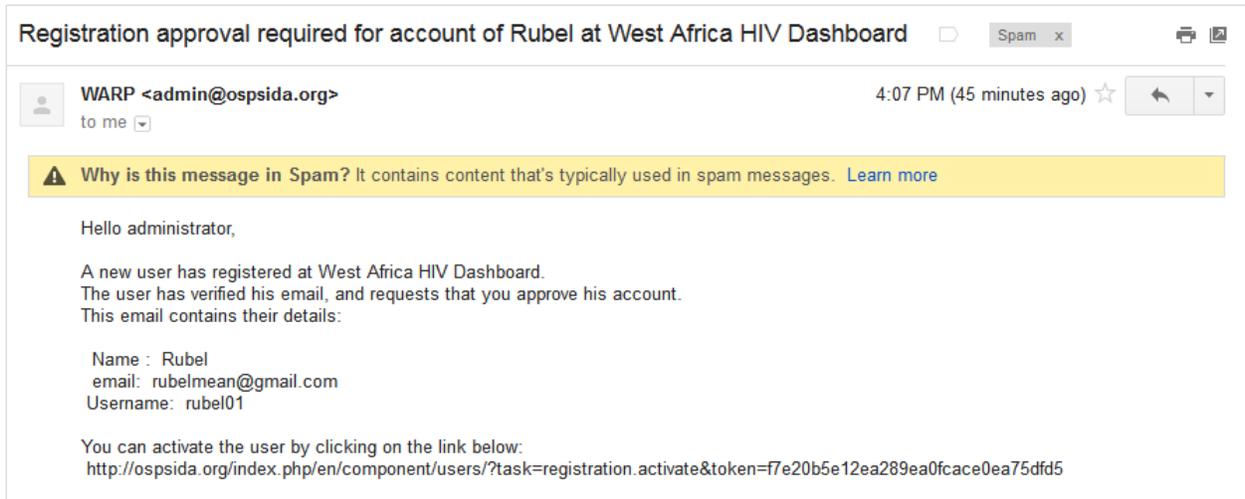


Figure 96. Email received by OSPSIDA administrator

The applicant will receive an account activation e-mail as follows.

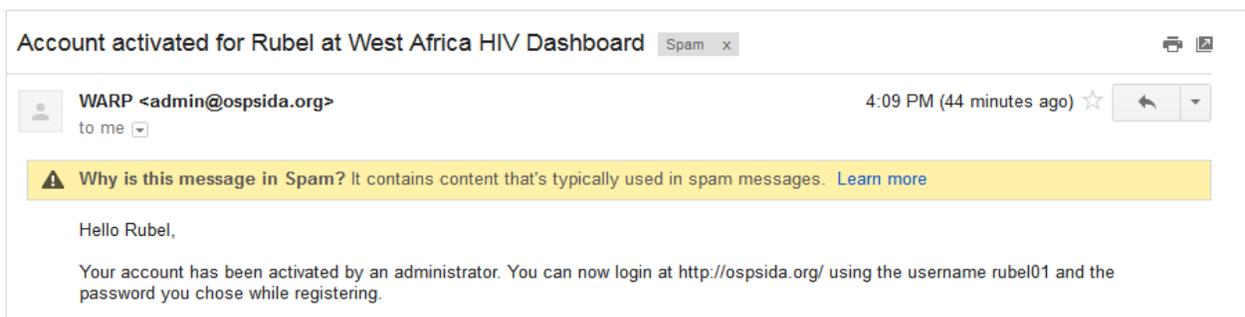


Figure 97. Email received by applicant after validation of hir/her registration

When the newly registered user opens the web link <https://www.ospsida.org/> and logs in, s/he will see this screen:

After **checking** (✓) "I agree to the OSPSIDA Terms of Services & Privacy Policy" and **Accept**, then s/he will be able to go into the dashboard. However, the user will not yet be able to see any data in the system; the Administrator still needs to give the user permission to access the data, by going through Steps 2 and 3.

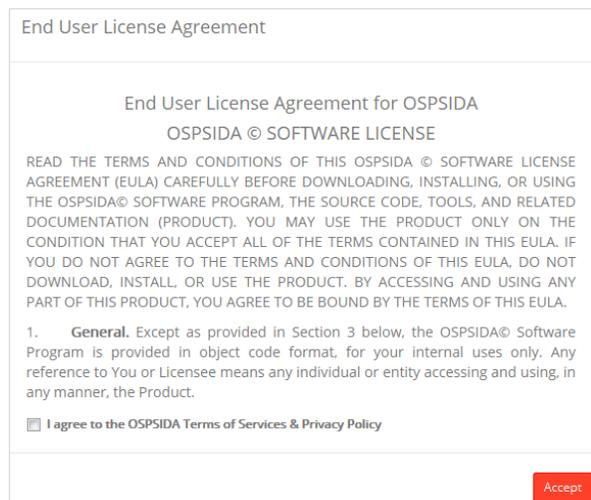


Figure 98. End user licence agreement

Step 2: Assign Role & Activate New User

The Administrator should now go to <https://osp시다.org/administrator>. The screen shown in Figure 99 will appear.

- Type in the Administrator username and password.
- Click the **Log In** button.



Figure 99. Joomla! Login

The following screen will appear.

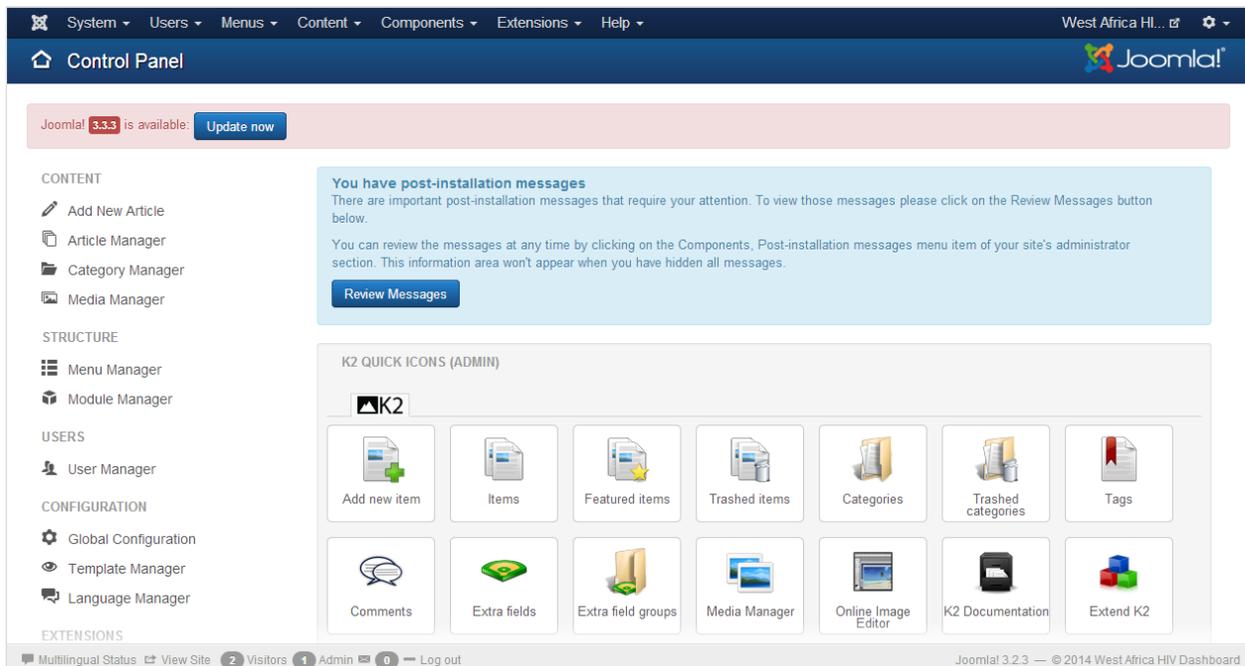


Figure 100. Joomla! home page

Select **User Manager** from the **Users** Menu

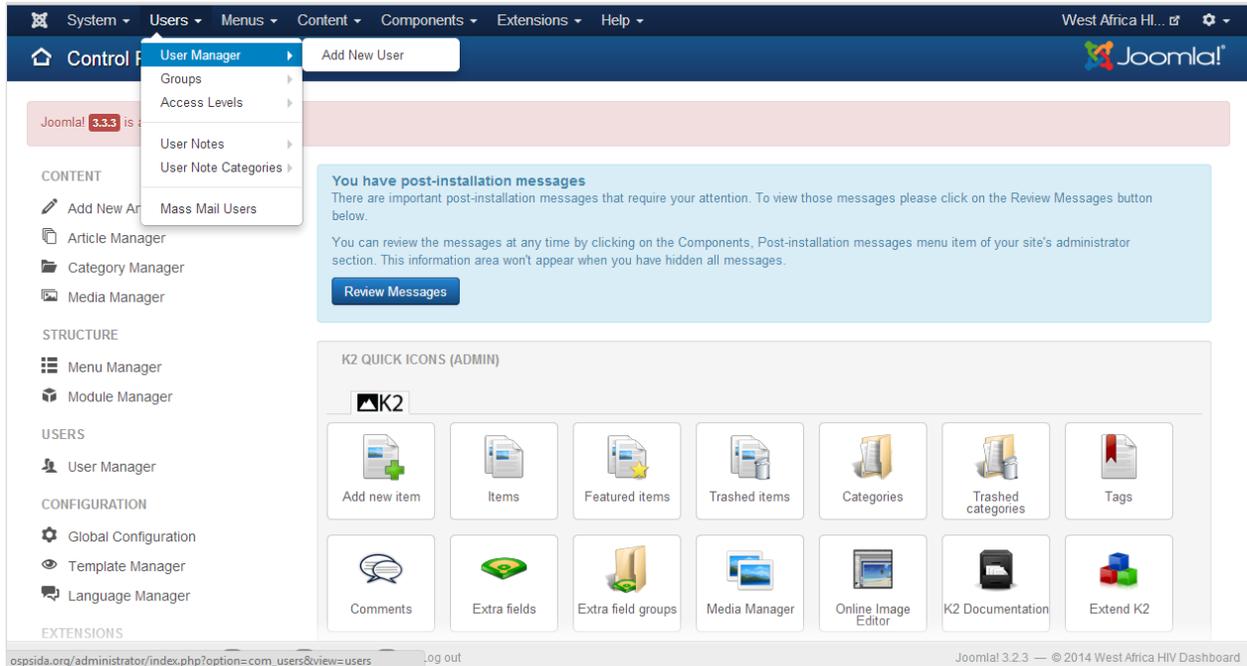


Figure 101. Joomla! user manager

After entering **User Manager**, the following screen will appear.

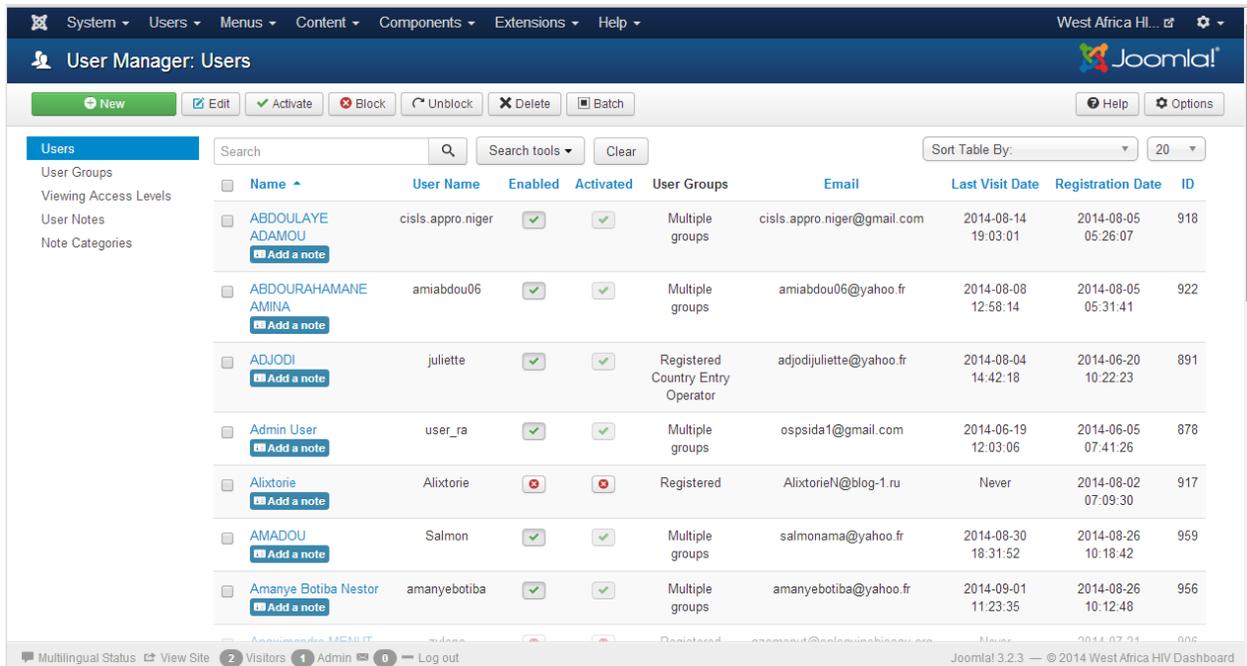


Figure 102. Joomla! user manager

Enter the new user's **username** in the **search box** to **activate & assign** his or her role.

Click the **Search** button as shown in Figure 103.

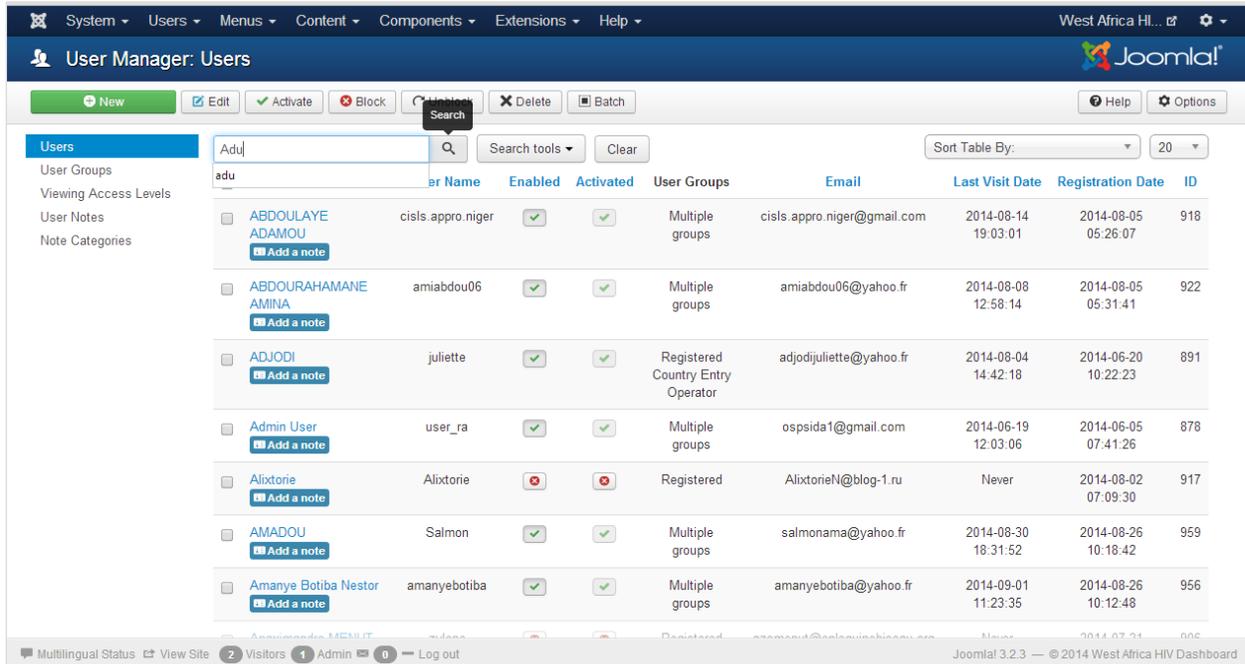


Figure 103. User name

After clicking the **Search** button, the following **Search Result** will appear for a user. Click on the **username**.

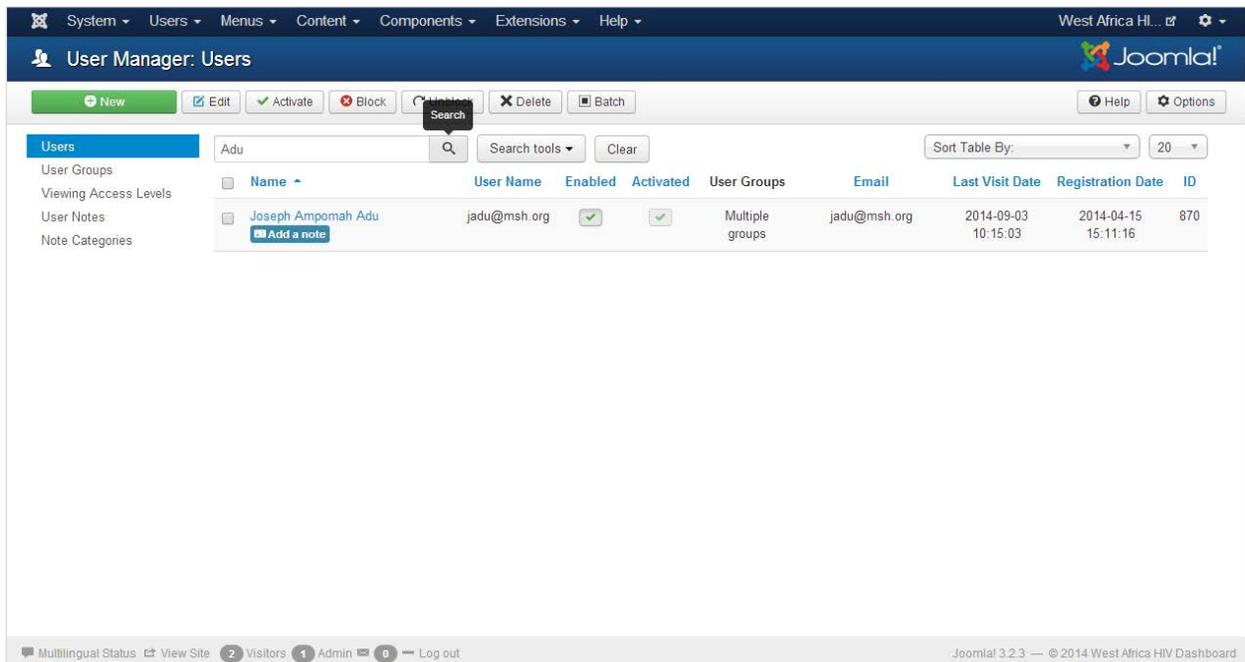


Figure 104. Search Result

After clicking the **username**, the following screen will appear:

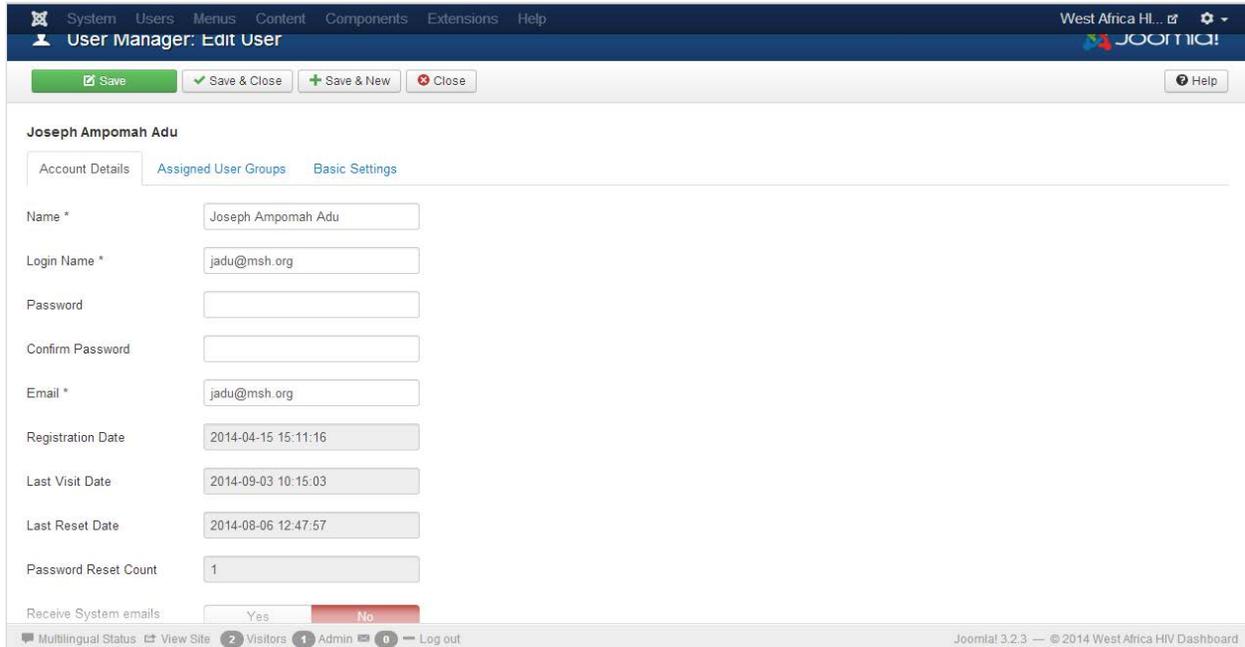


Figure 105. User manager: Edit user

Now, click on **Assigned User Groups** tab. After entering **Assigned User Groups**, the following screen will appear.

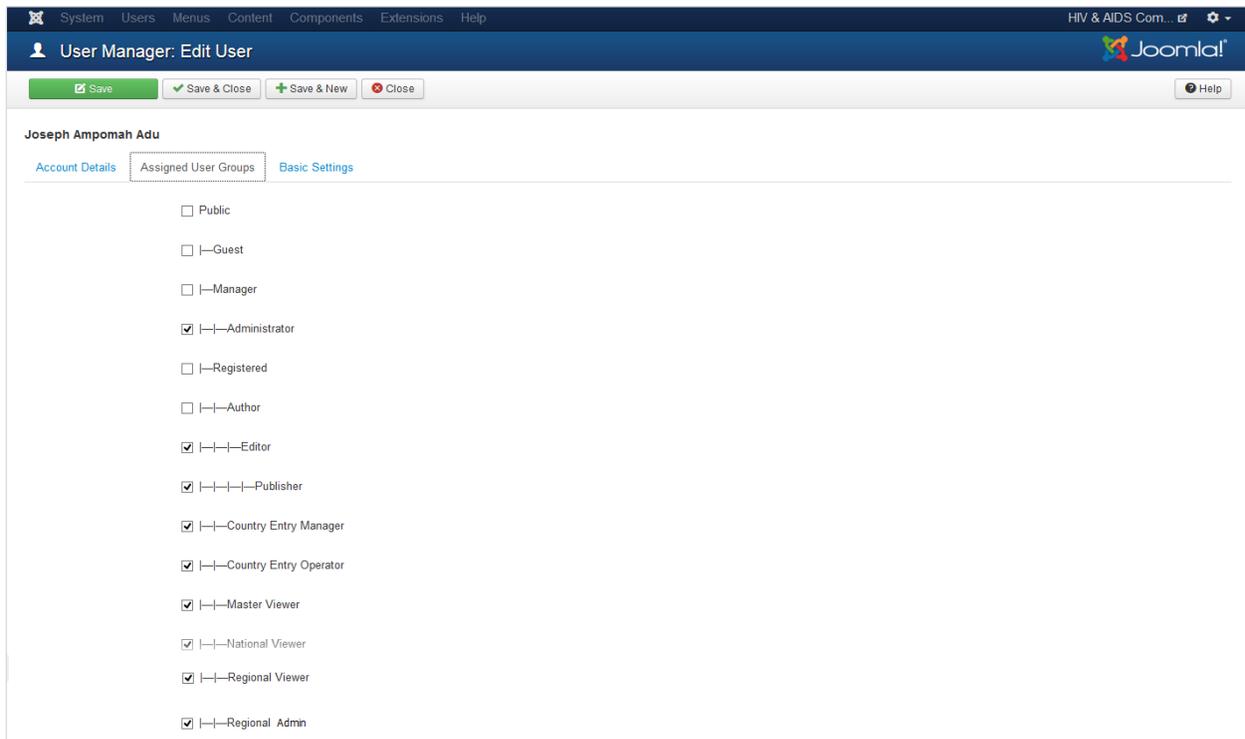


Figure 106. User Manager: Edit User

Check boxes in the relevant user roles (for example, if the user will do the data entry for a country, select **Country Entry Operator**). Then, press the **Save & Close** button.

The following screen will now appear:

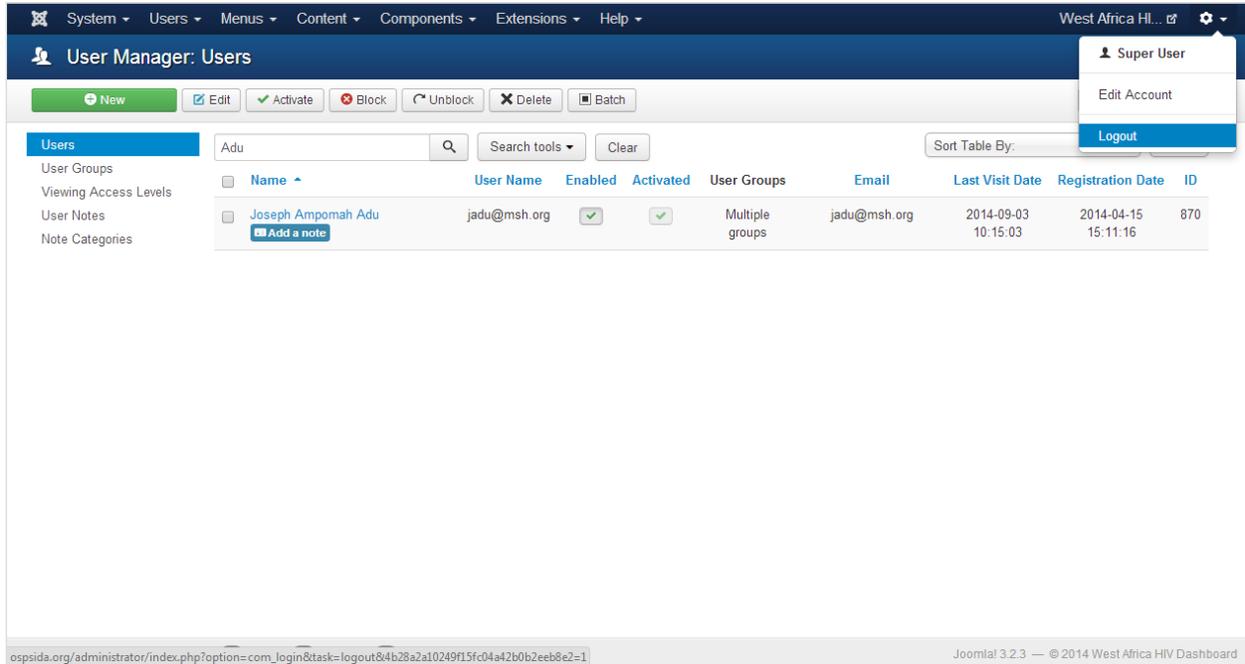


Figure 107. User manager: users

Now, **logout** of the back end of the system.

Step 3: Set country for user

Open <https://ospsida.org/> in your browser. The following screen will appear.

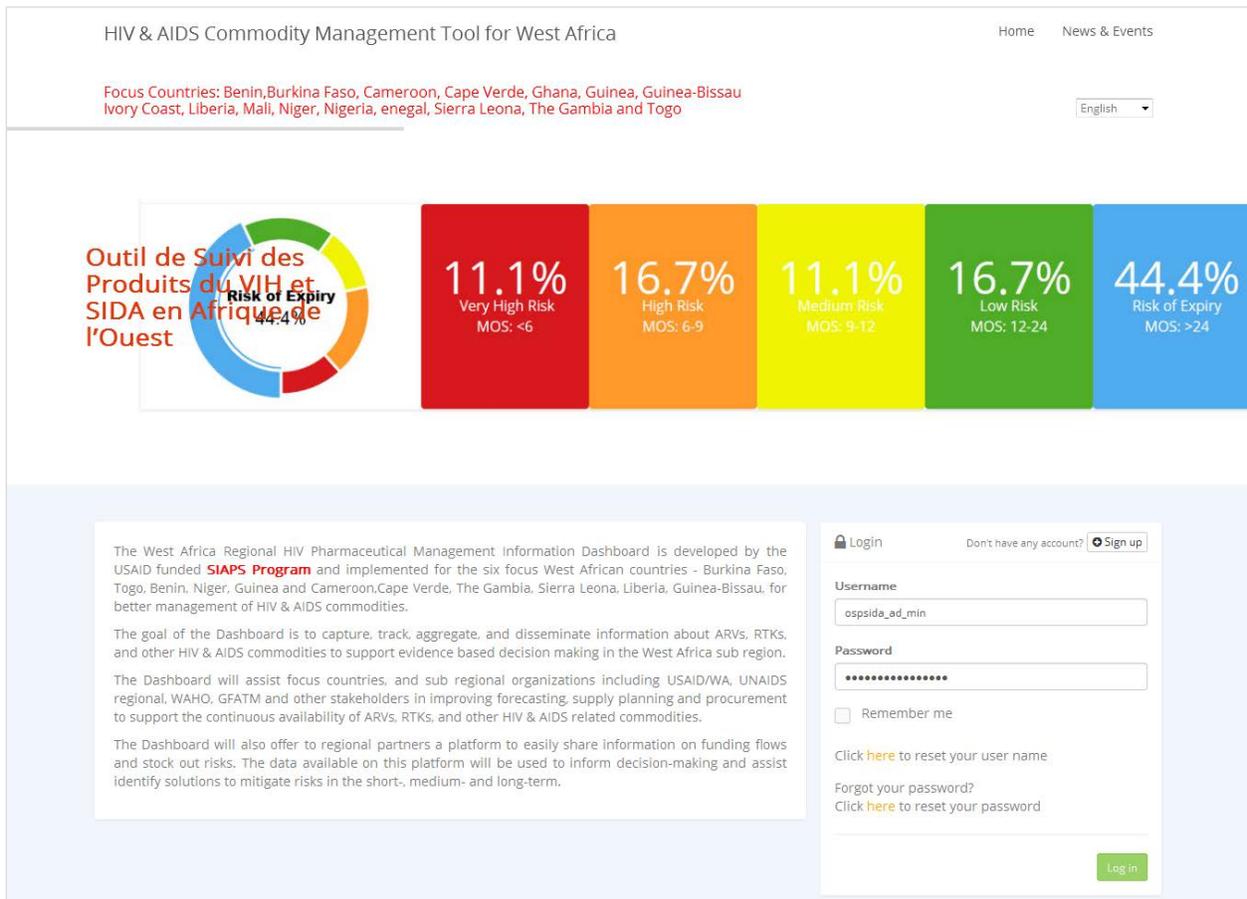


Figure 108. <https://ospsida.org/>

Type Administrator username & password and press Login.

After login, the following screen will appear:

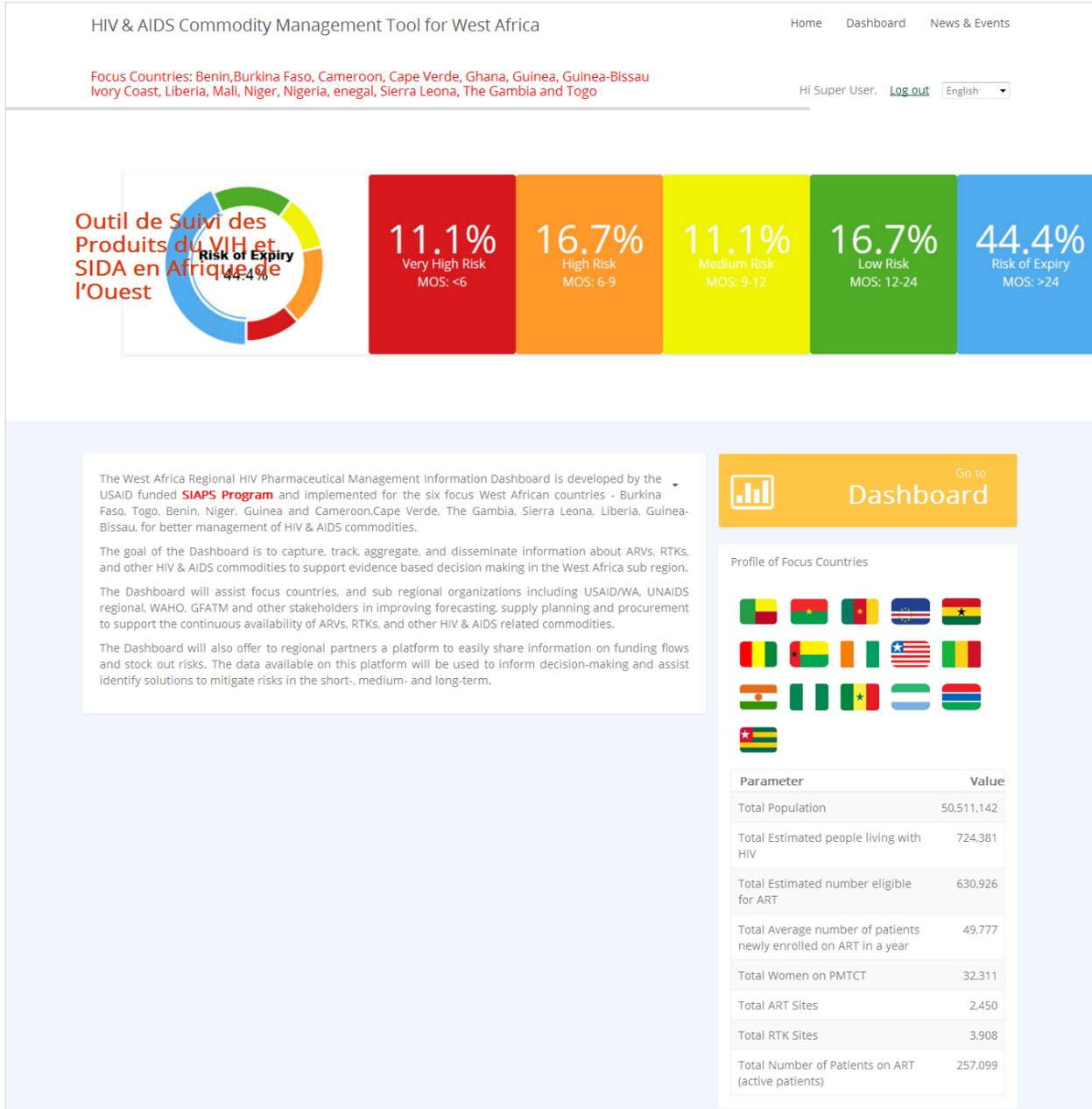


Figure 109. <https://ospsida.org/>

Now, click on Dashboard.

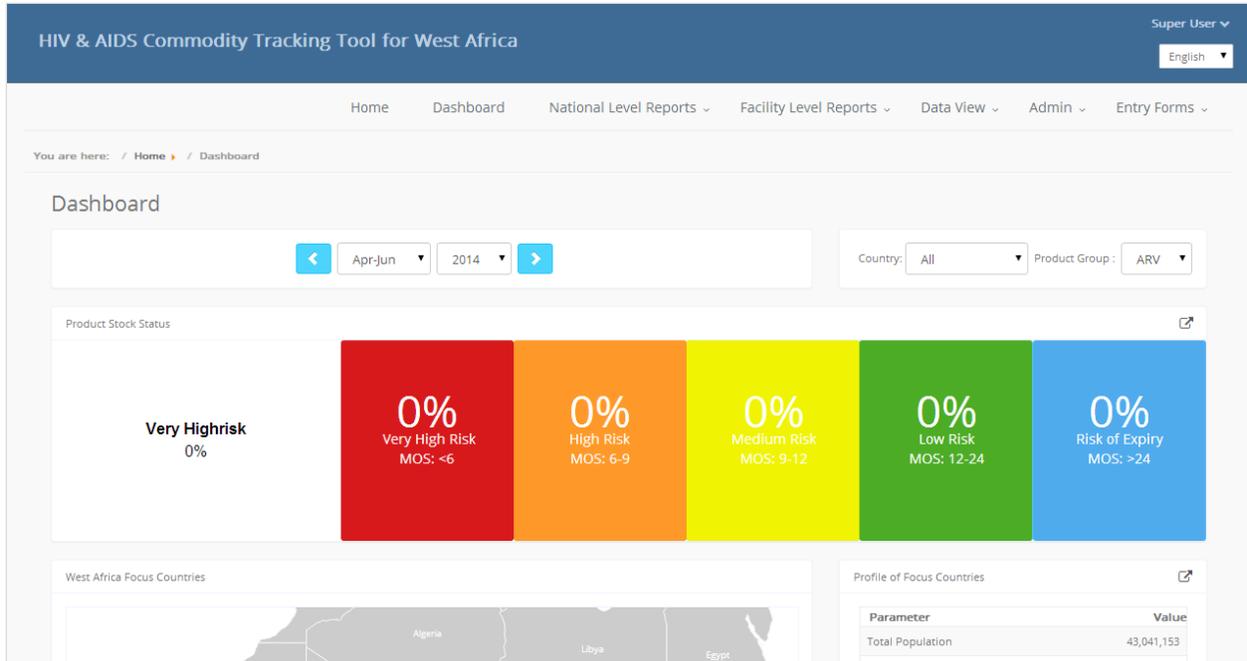


Figure 110. OPSIDA dashboard

From the Admin menu, select **Country User Map Entry**.

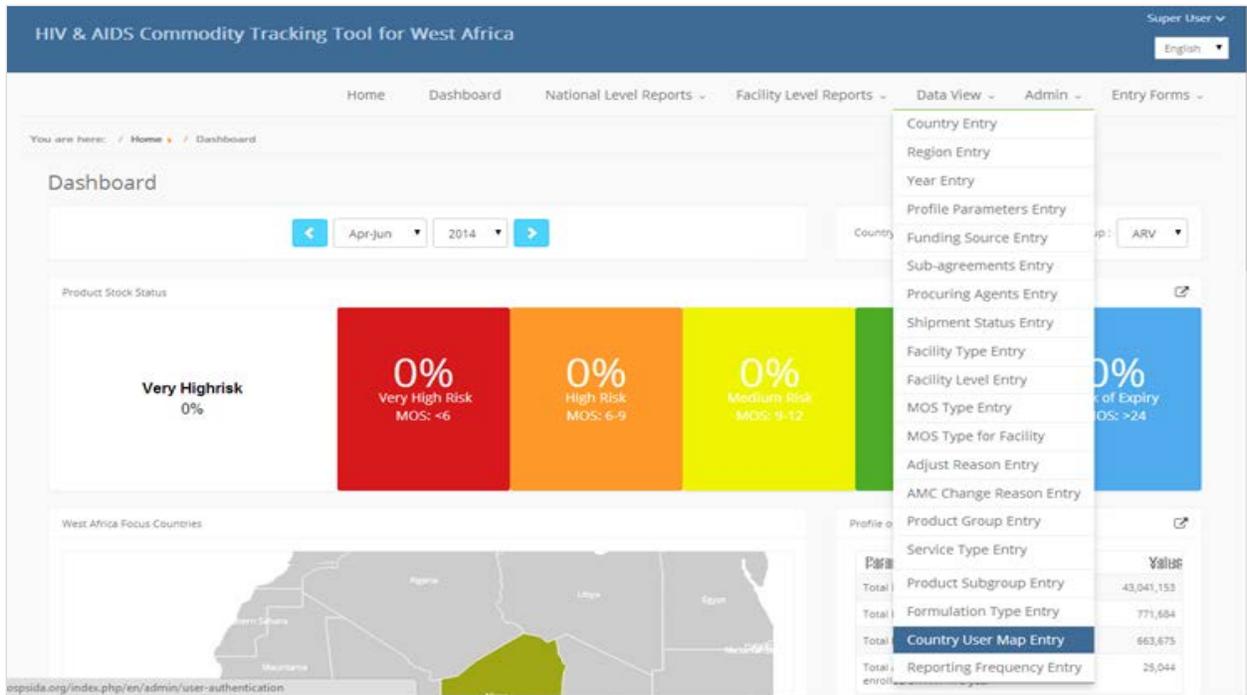


Figure 111. Access to country user map entry

After selecting **Country User Map Entry**, the following screen will appear:

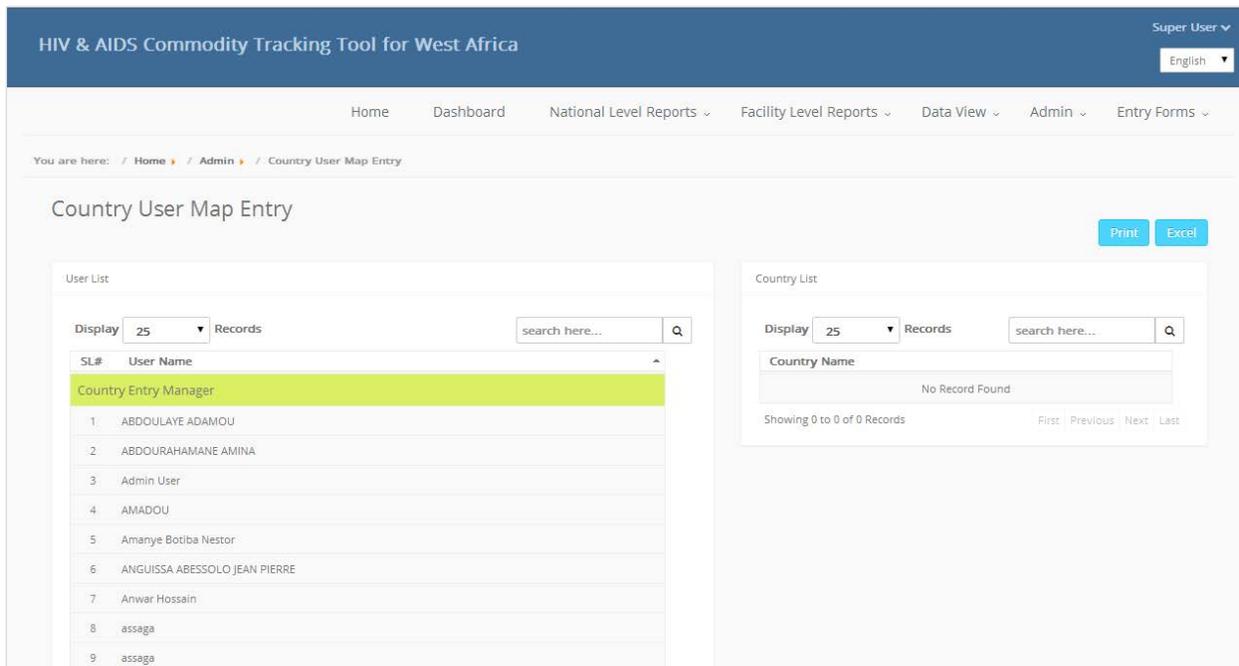


Figure 112. Country user map entry

Type your activated user into the search box to find him or her in the User List.

After searching, following screen will appear:

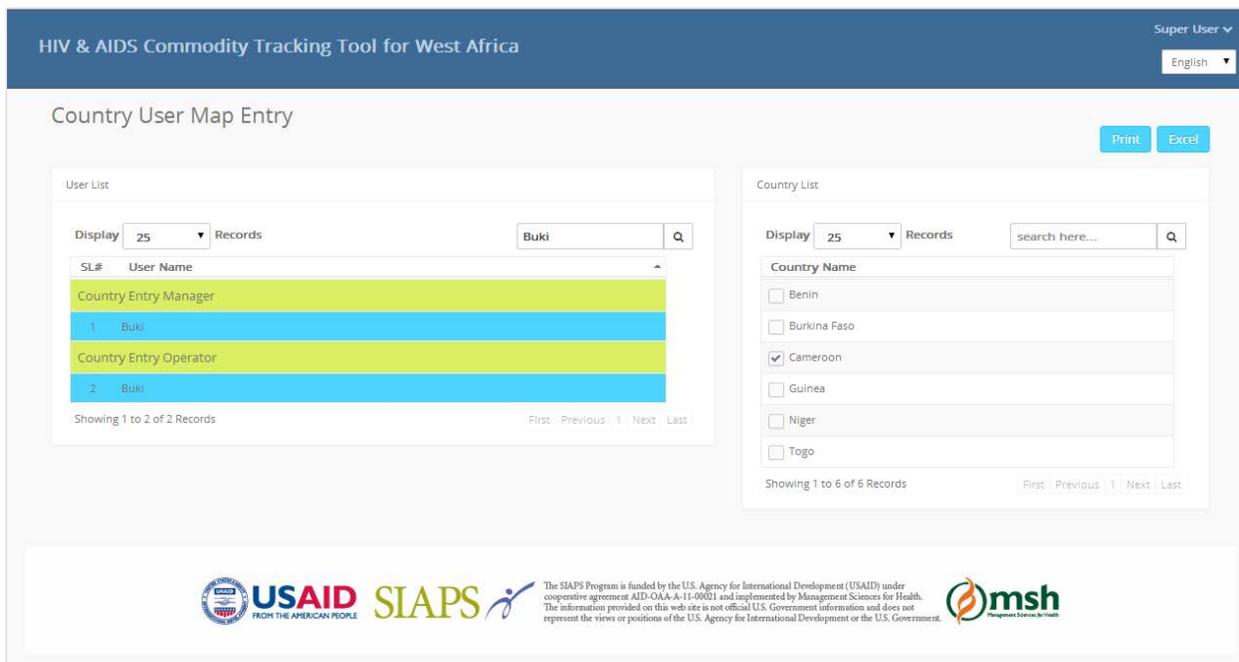


Figure 113. Search user on Country user map entry screen

Select the user on the left side, and check off the country from right side. Remember, if the user is a regional viewer, you will need to select each country individually.

Now logout from the front end of the system.

Step 4: Reset User Account: As Needed

By clicking [Click here to reset your user name](#) button, a user might reset their User Account as follows:

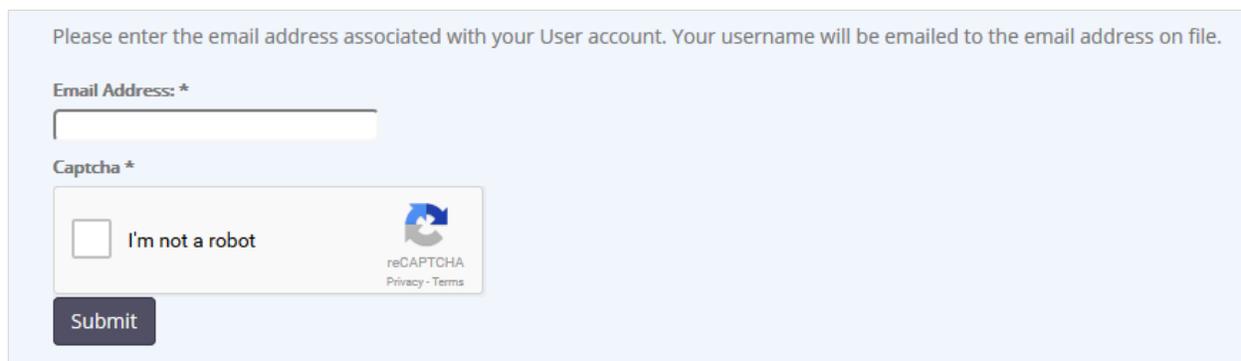


Figure 114. Reset user account

Step 5: Change Password: As Needed

By clicking the [Forgot your password?](#) [Click here to reset your password](#) button, the following screen will be shown to the user. User has to type in the e-mail address associated with his/her account, type the Captcha, and press the Submit button.



Figure 115. Reset user account

User will then receive an e-mail containing a Verification Code and a URL. Pressing on the URL will open the OSPSIDA website, where the user must enter the User Name & Verification Code, and then click Submit. On the next page, the user has to type the new password twice, and submit. User can now log in with the new password.

9 How to Change OSPSIDA Home Page Content

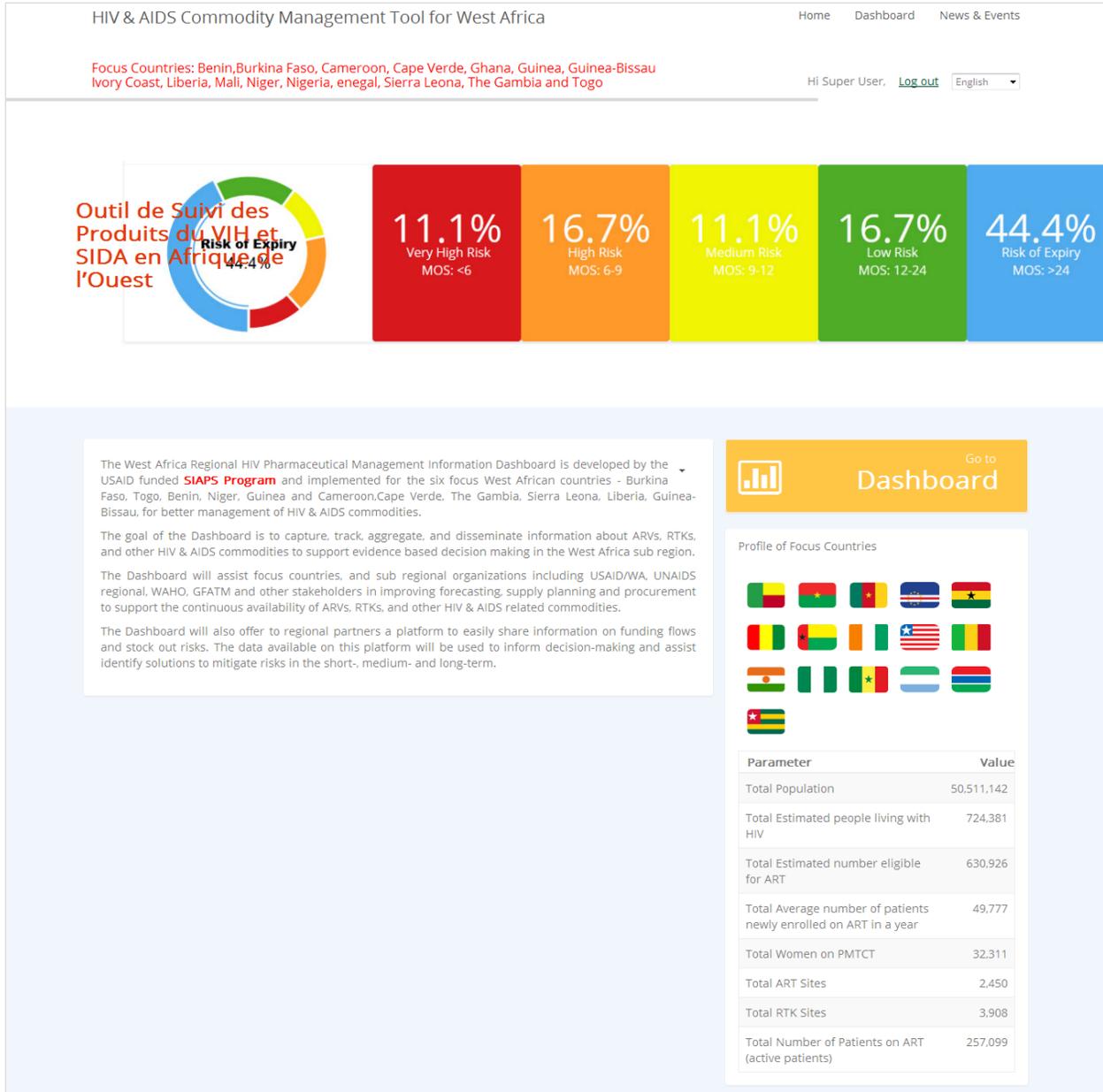


Figure 116. OSPSIDA Home Page

9.1 How to Change the Header

9.1.1 Change Home Page Title and Focus Countries



Figure 117. How to change the header

Step 1:

Go to <https://ospsida.org/administrator>.
Open the following screen.

Enter Administrator **username** and **password** then click on **login** button.



Figure 118. OSPSIDA administrator login screen

You will see the screen in Figure 119.

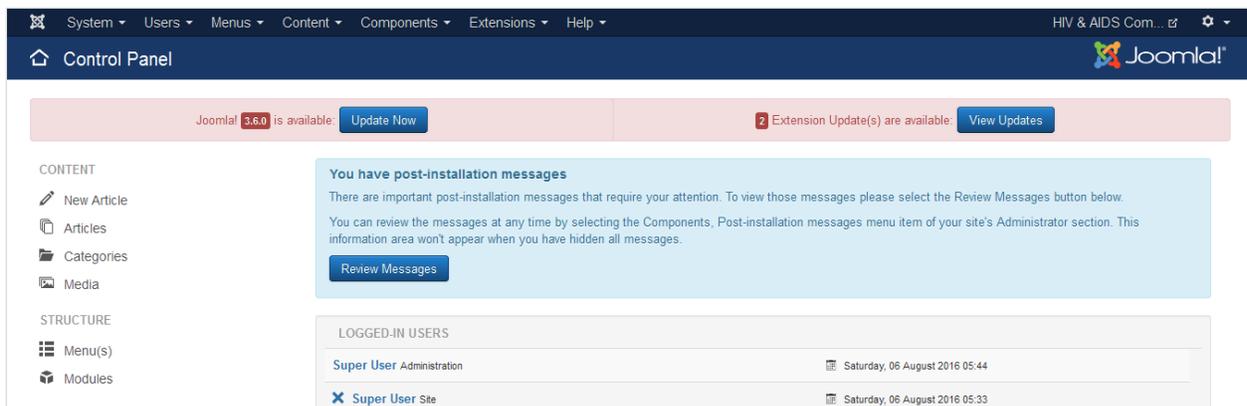


Figure 119. Control panel

Step 2:

Under the Extensions menu, click on Templates and open template styles.

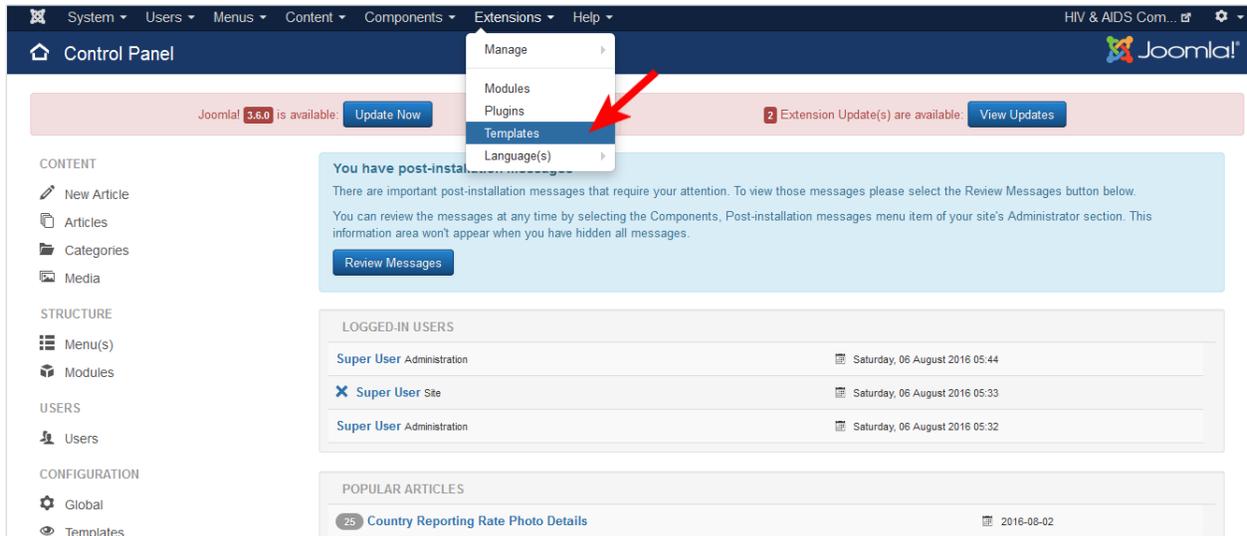


Figure 120. Control panel

You will see the screen shown in Figure 121.

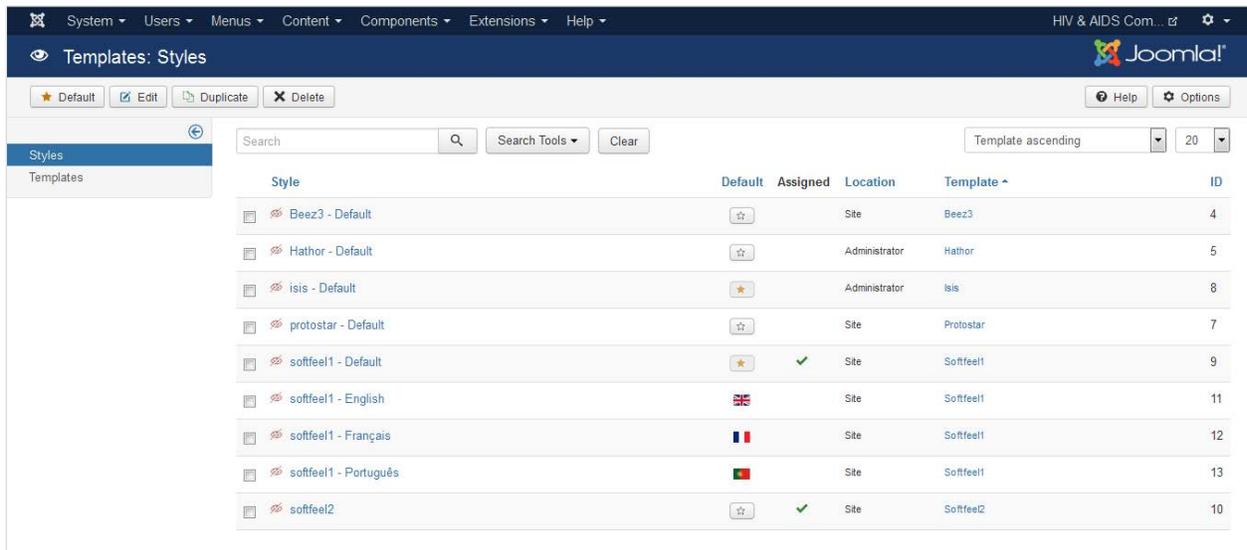


Figure 121. Templates: styles

Step 3:

Click on “softfeel1 – English” button for English Language, and others (e.g., softfeel1 – Français, softfeel1 - Português) as needed.

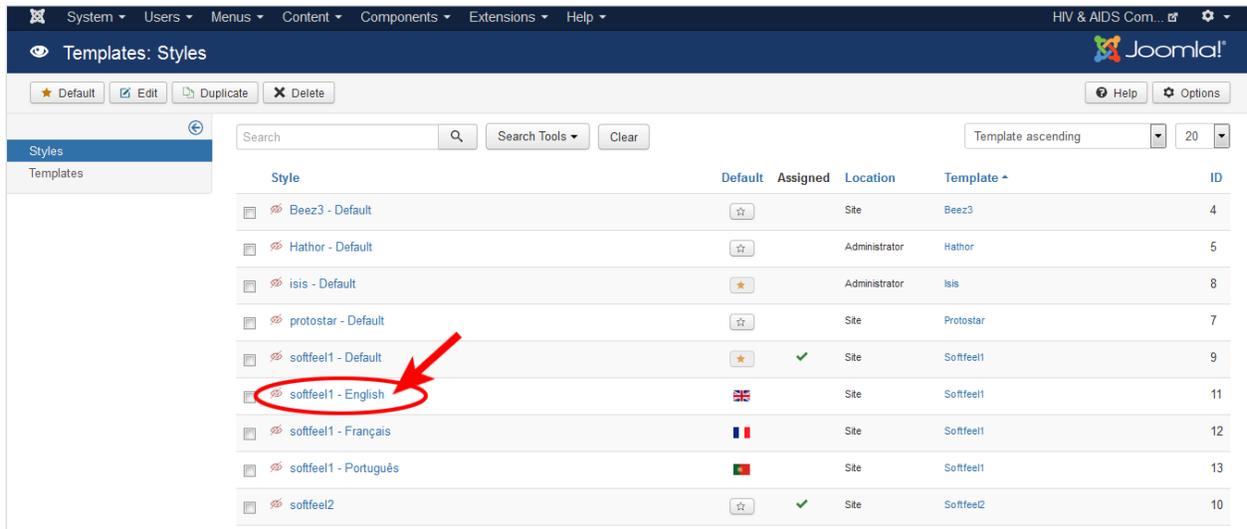


Figure 122. Templates: styles

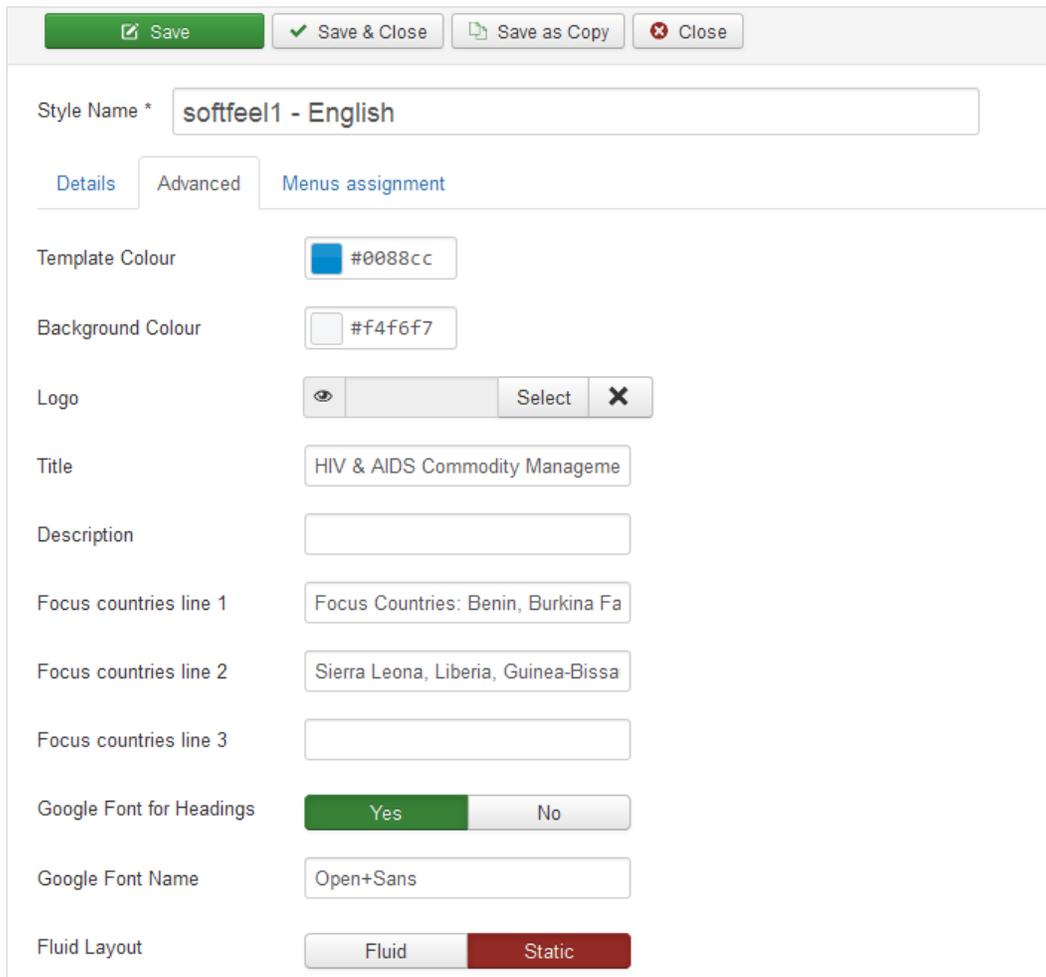
You will see the screen shown in Figure 123.



Figure 123. Template: Edit style

Step 4:

Click on the Advanced tab, and you will see the following screen.



Save Save & Close Save as Copy Close

Style Name * softfeel1 - English

Details Advanced **Menus assignment**

Template Colour #0088cc

Background Colour #f4f6f7

Logo Select X

Title HIV & AIDS Commodity Manageme

Description

Focus countries line 1 Focus Countries: Benin, Burkina Fa

Focus countries line 2 Sierra Leona, Liberia, Guinea-Bissa

Focus countries line 3

Google Font for Headings Yes No

Google Font Name Open+Sans

Fluid Layout Fluid Static

Figure 124. Template: Edit style

Step 5:

Change the "Title" and "Focus Countries," then click on Save & Close.

NOTE: In this example, Focus Countries line 1, and Focus Countries line 2 each show three different countries.

The screenshot shows a web-based interface for editing a template style. At the top, there are four buttons: 'Save', 'Save & Close', 'Save as Copy', and 'Close'. Below these is a text input field for 'Style Name *' containing 'softfeel1 - English'. There are three tabs: 'Details', 'Advanced', and 'Menus assignment'. The 'Details' tab is active. Under 'Template Colour', there is a blue color swatch and the hex code '#0088cc'. Under 'Background Colour', there is a light grey swatch and the hex code '#f4f6f7'. Under 'Logo', there is an eye icon, a text input field, a 'Select' button, and a close 'X' button. A red box highlights the 'Title' and 'Focus countries' section. The 'Title' field contains 'HIV & AIDS Commodity Manageme'. The 'Description' field is empty. 'Focus countries line 1' contains 'Focus Countries: Benin, Burkina Fa'. 'Focus countries line 2' contains 'Sierra Leona, Liberia, Guinea-Bissa'. 'Focus countries line 3' is empty. At the bottom, there is a 'Google Font for Headings' section with 'Yes' and 'No' buttons. A red arrow points to the 'Title' field.

Figure 125. Template: Edit style

9.2 How to Change the Home Page Description

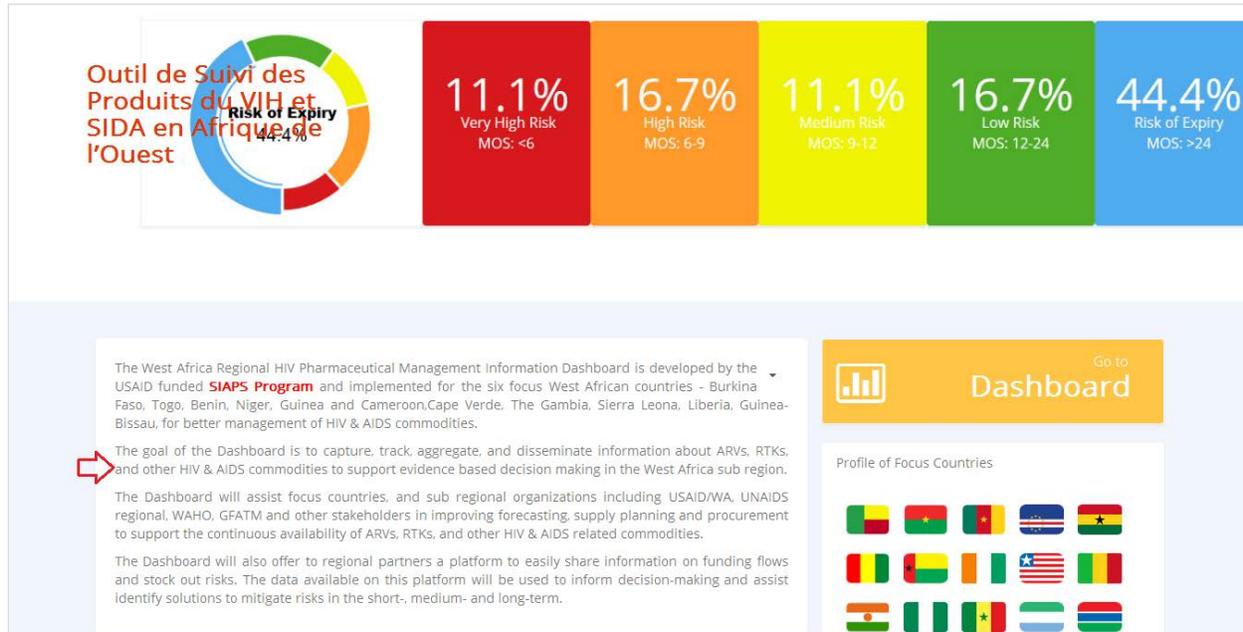


Figure 126. Change home page description

Step 1:

Go to <https://opsida.org/administrator>



Figure 127. Joomla! administrator login

Step 2:

Enter Administrator username and password, and press login to see the following screen.

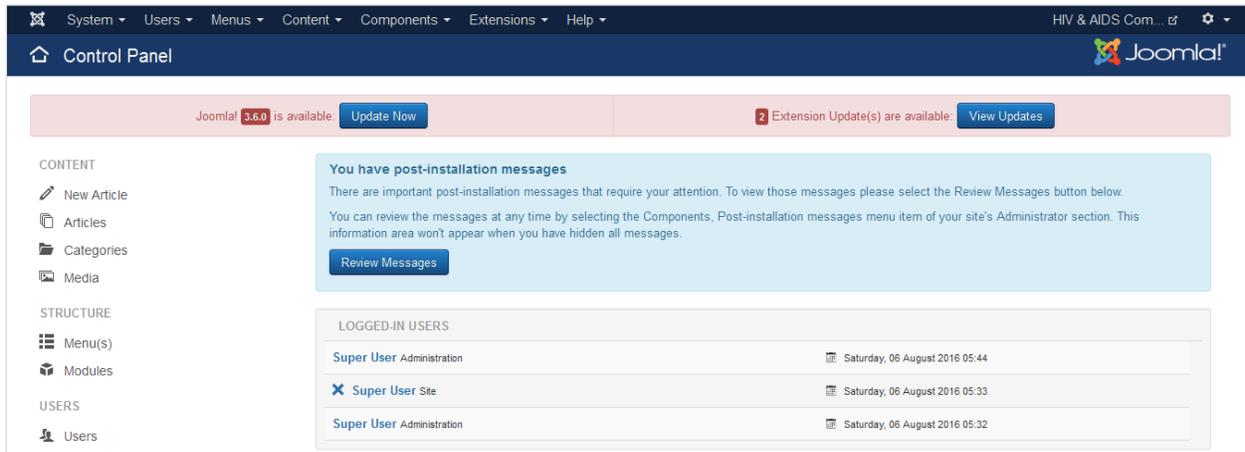


Figure 128. Control panel

Step 3:

From the Content menu, select Featured Articles.

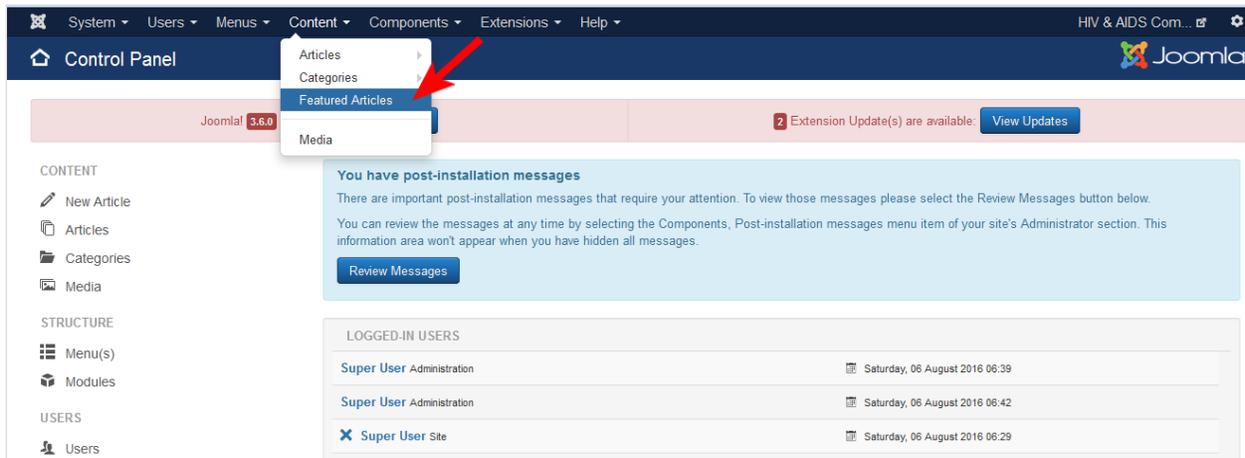


Figure 129. Control panel

The following screen will appear:

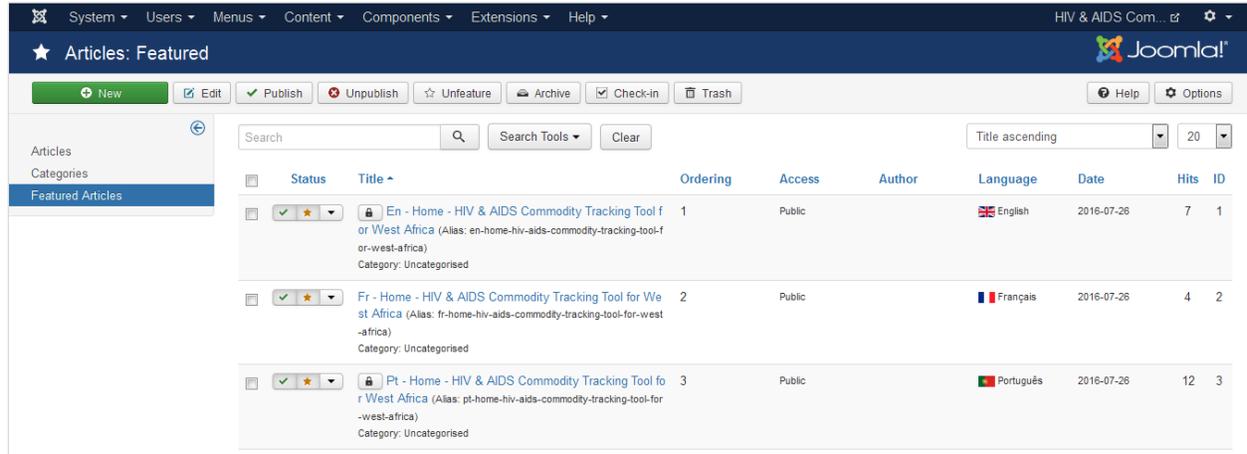


Figure 130. Articles: featured

Step 4:

Select "En - Home - HIV & AIDS Commodity Tracking Tool for West Africa" from the list.

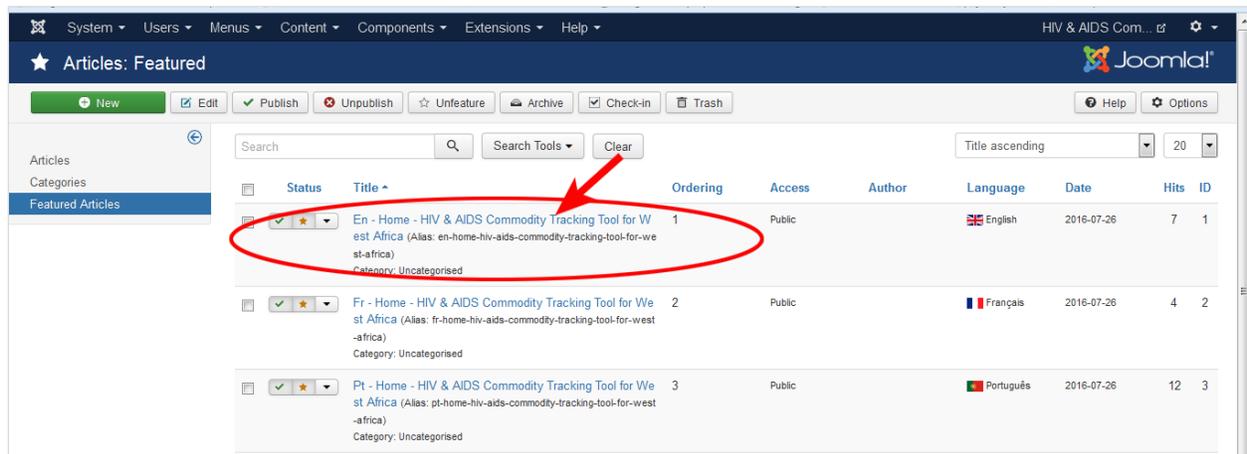


Figure 131. Articles: featured

Step 5:

Click on the title of "En - Home - HIV & AIDS Commodity Tracking Tool for West Africa," after which the following screen will appear.

NOTE:

- To change the English text, click on "**En - Home - HIV & AIDS Commodity Tracking Tool for West Africa**"
- To change the French text, click on "**Fr - Home - HIV & AIDS Commodity Tracking Tool for West Africa**"
- To change the Portuguese text, click on "**Pt - Home - HIV & AIDS Commodity Tracking Tool for West Africa**"

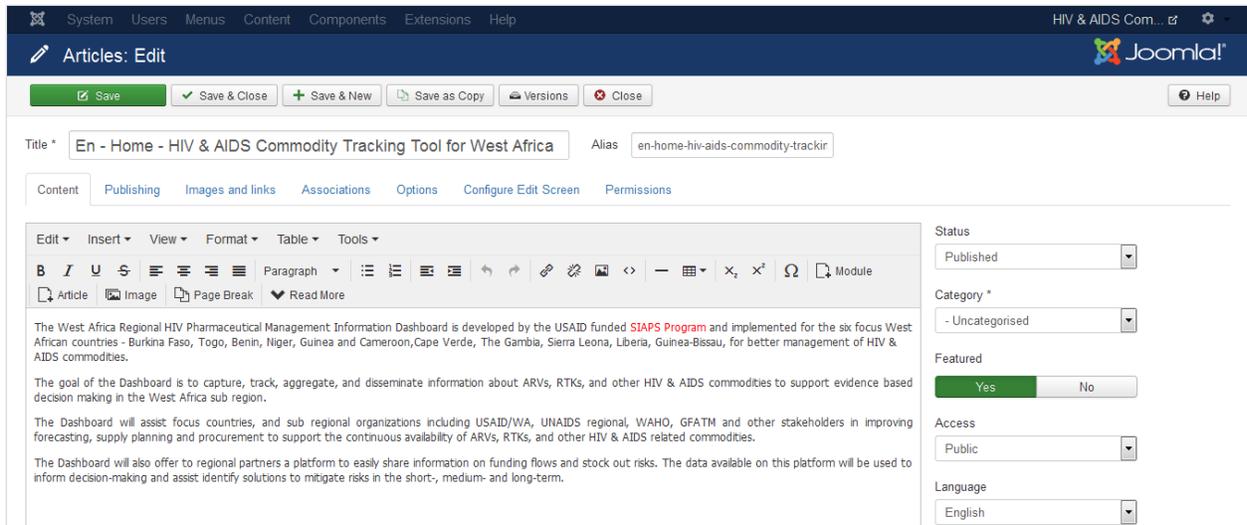


Figure 132. Articles: Edit

Now make changes or replace the text as needed.

After your changes are complete, click on the  button and  the window.

9.3 How to Change the Reports Slider and Slider Top Image/Text

Reports Slider:

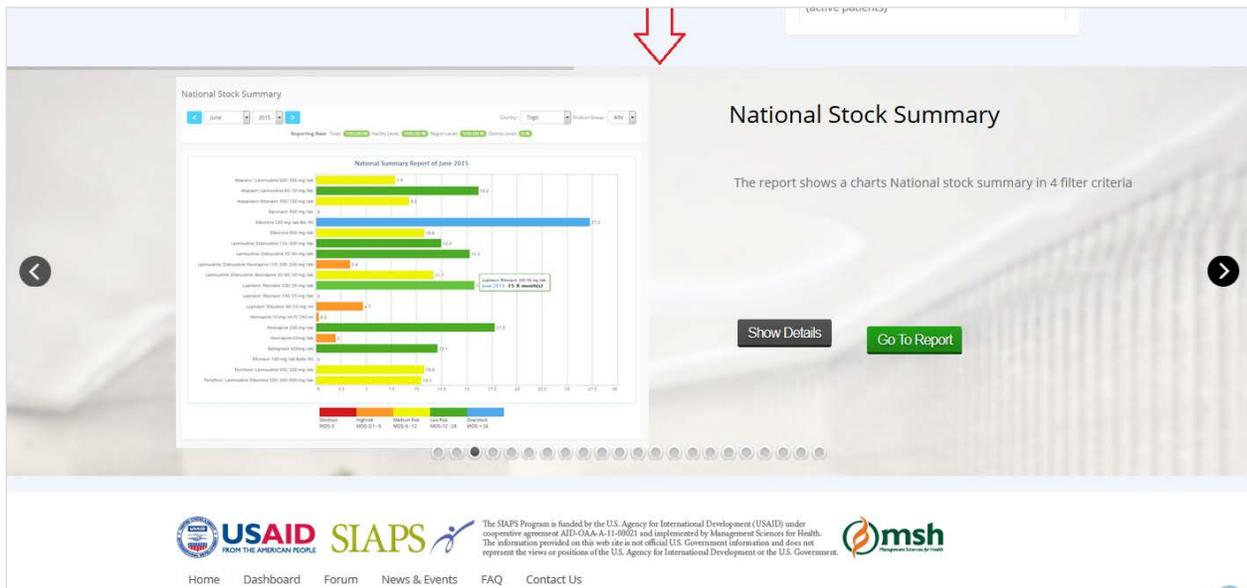


Figure 133. Report slider: National summary report

Step 1:

After logging in as Administrator, go to the Joomla Control Panel, and under the "Components" menu, select "Unite Revolution Slider 2."

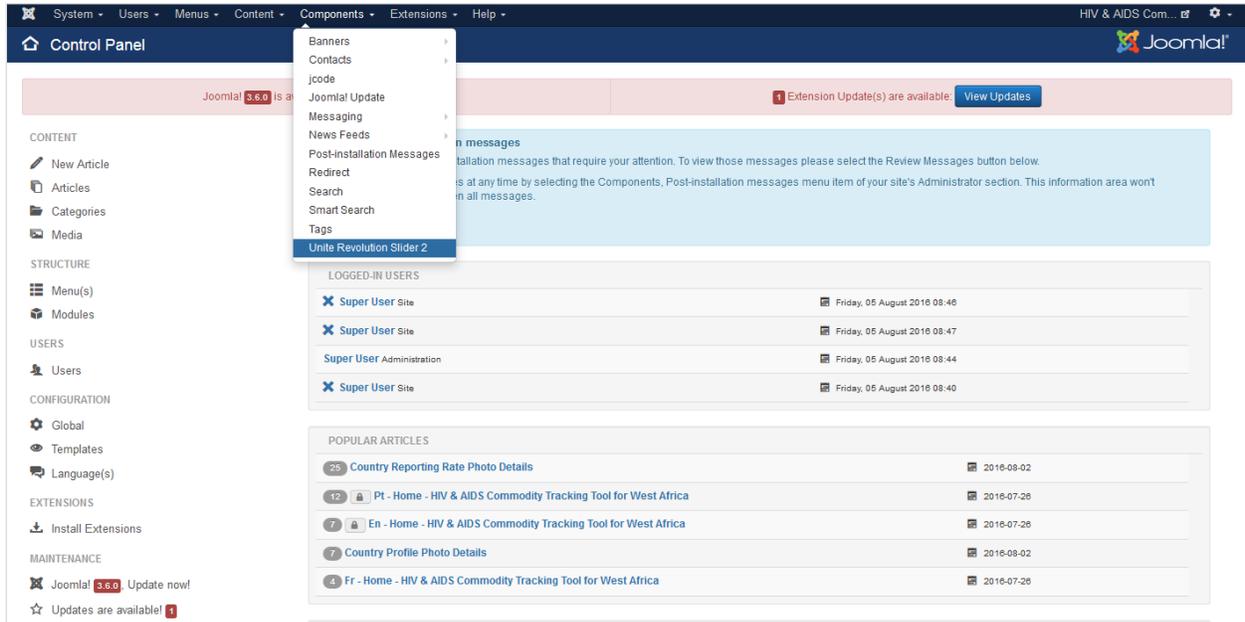


Figure 134. Control panel: unit revolution slider 2

The following screen will appear:

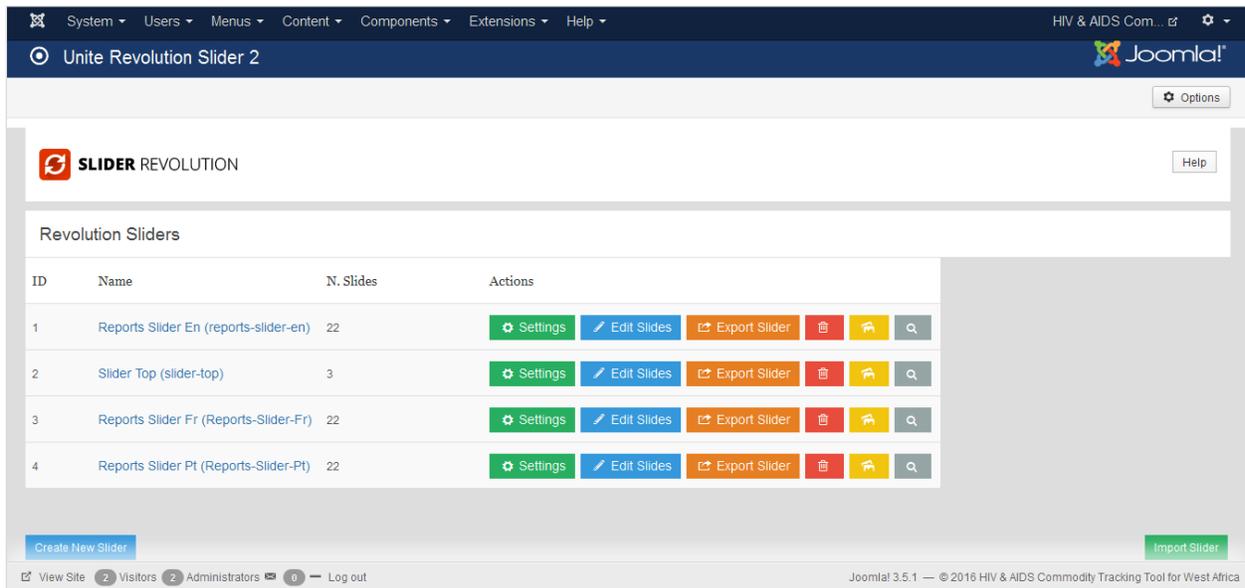


Figure 135. Slider revolution

Step 2:

Click the [Edit Slides](#) button **Reports Slider En (reports-slider-en)**, which will open the following screen.

NOTE: This example is for the English language. The same instructions apply to change in the French and Portuguese languages. For French, click on **Reports Slider Fr (reports-slider-Fr)** and for Portuguese, click on **Reports Slider Pt (reports-slider-Pt)**.

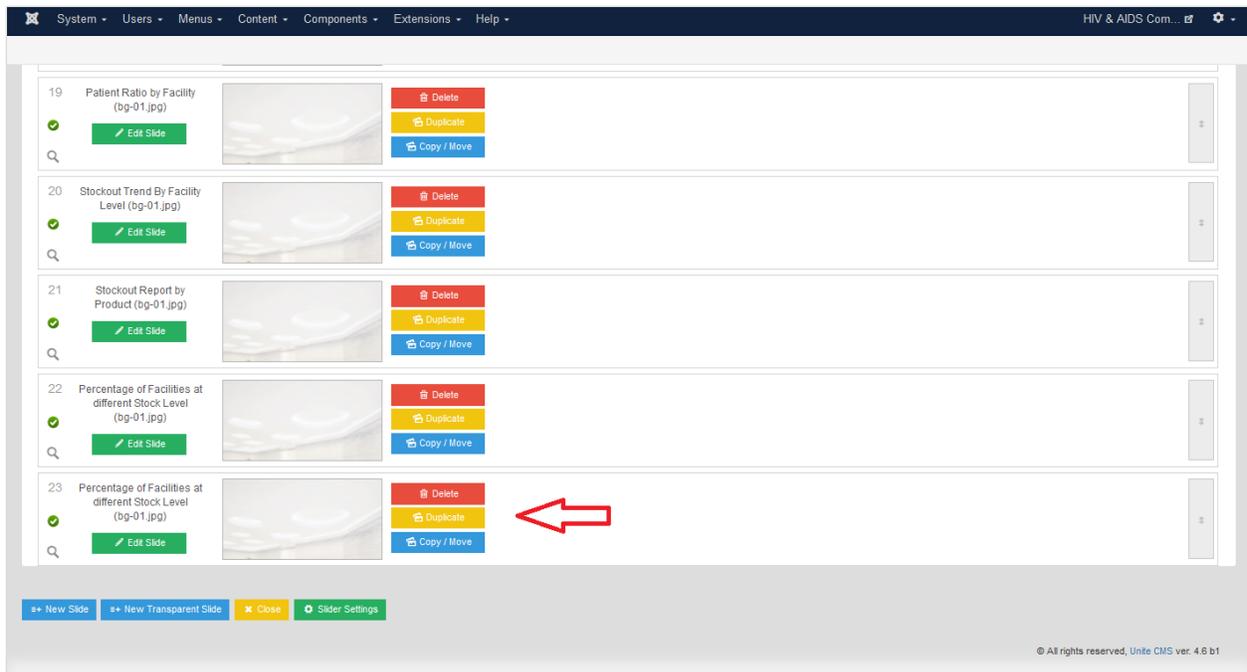
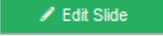


Figure 136. Slider revolution

Step 3:

Now, click on the  button from the duplicate slider to customize its content. This will bring up the following screen.

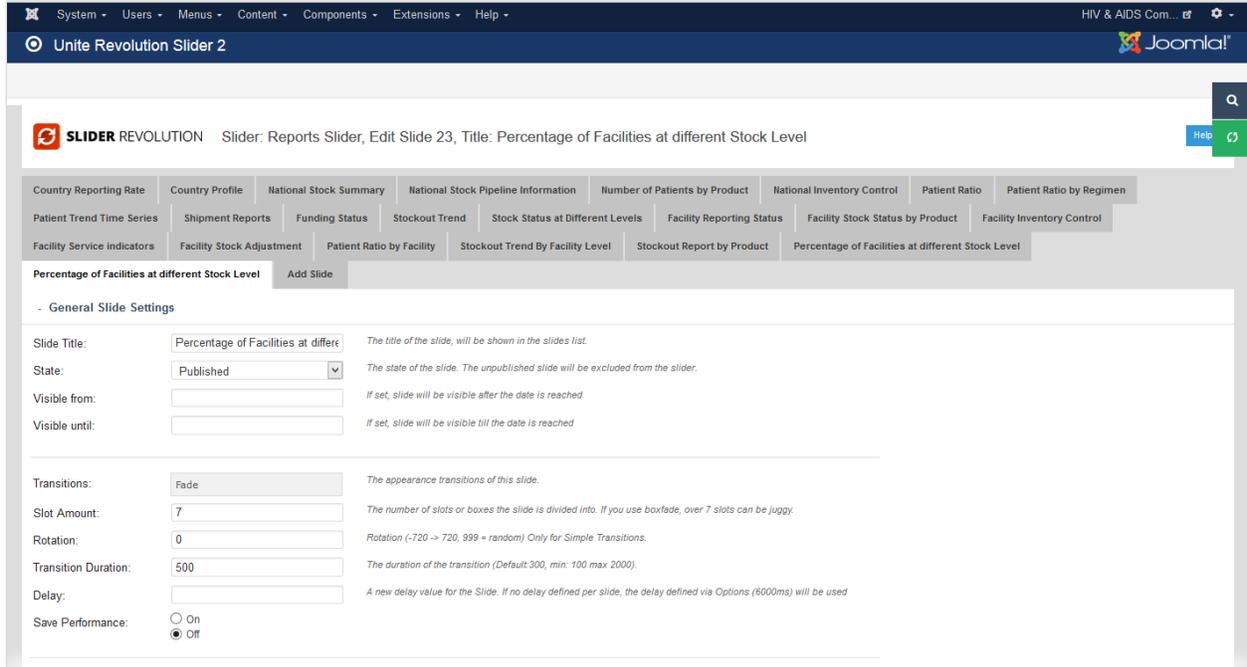


Figure 137. Slider revolution

Change the Slide Title from **General Slide Settings**.

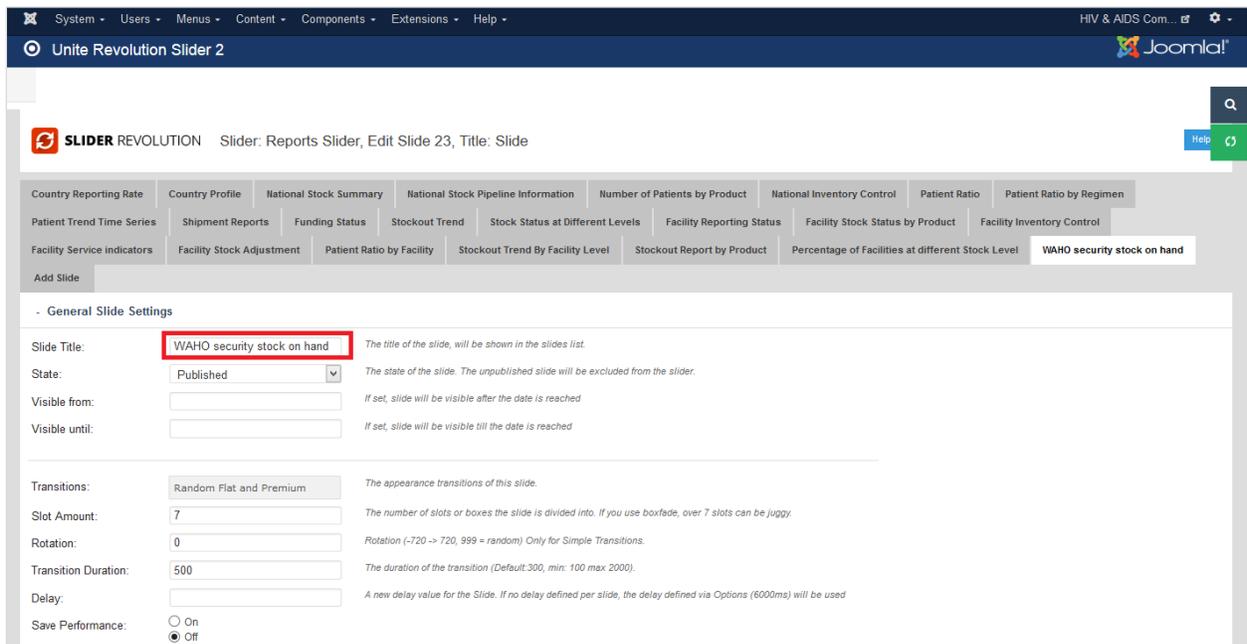


Figure 138. Slider revolution

Now, scroll down and go to the **Slide** area. This will look like the following screen.

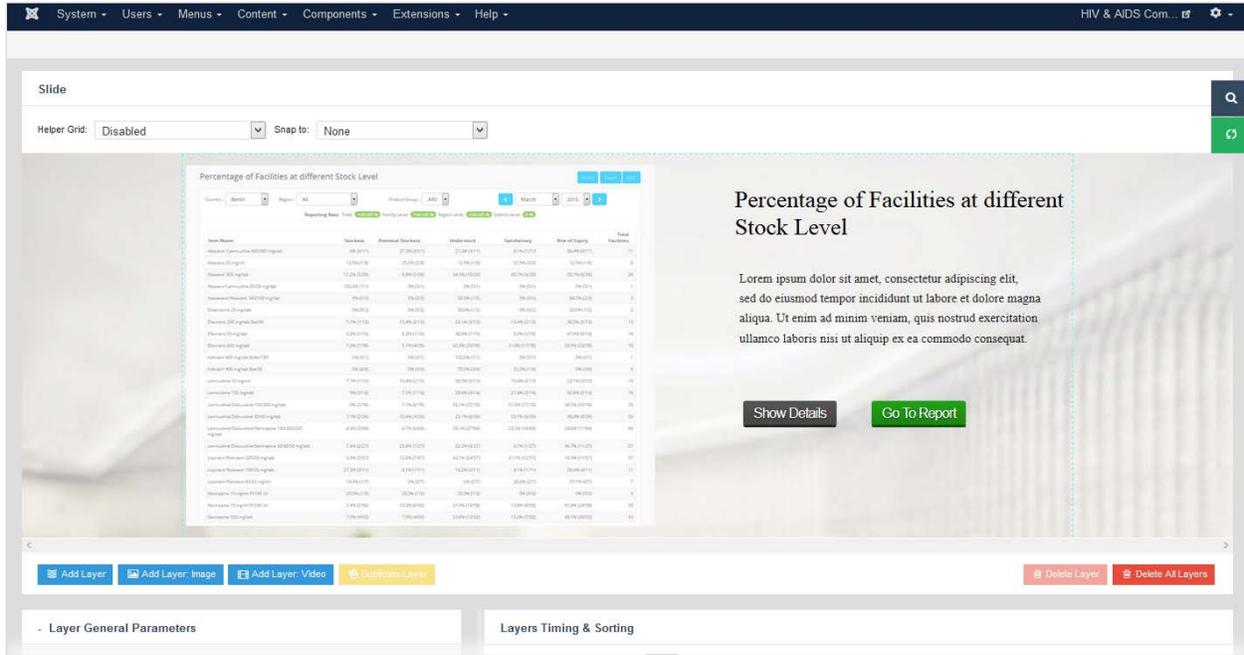


Figure 139. Slider revolution

Step 4:

Change Report Image. Click on the Image layer to select it, then click the button (circled in red in Figure 140) to change the image.

Change Image Source

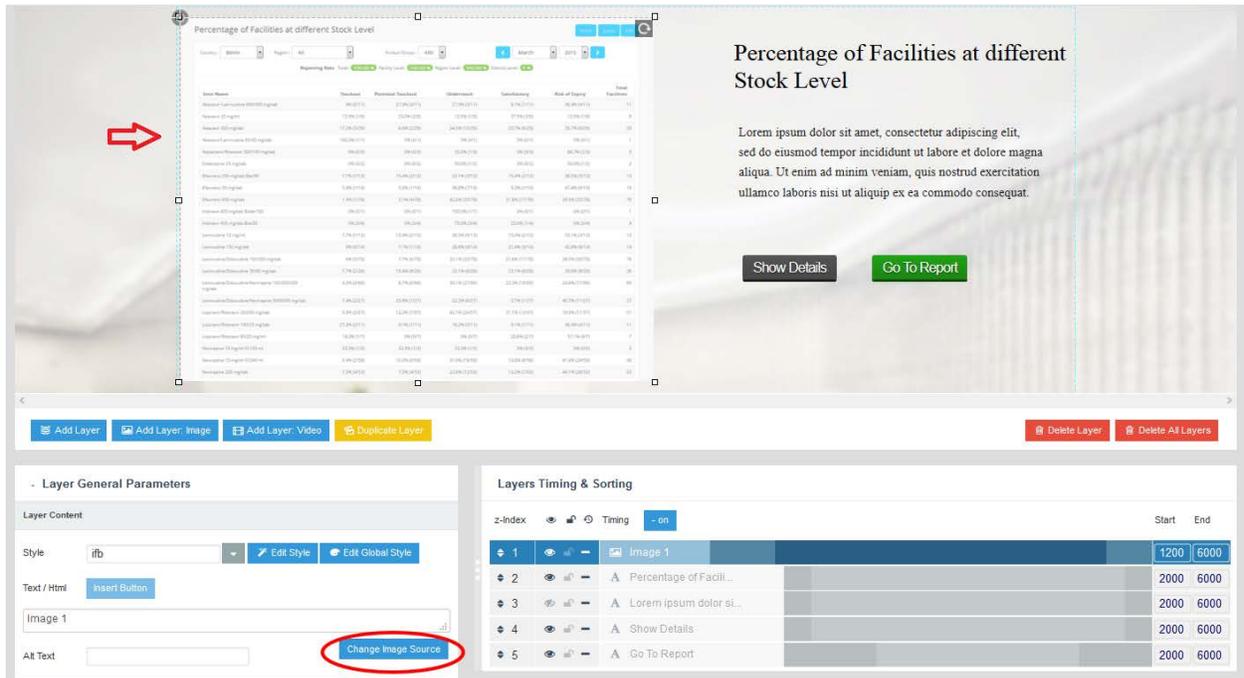


Figure 140. Change report image

You will then see the following screen.

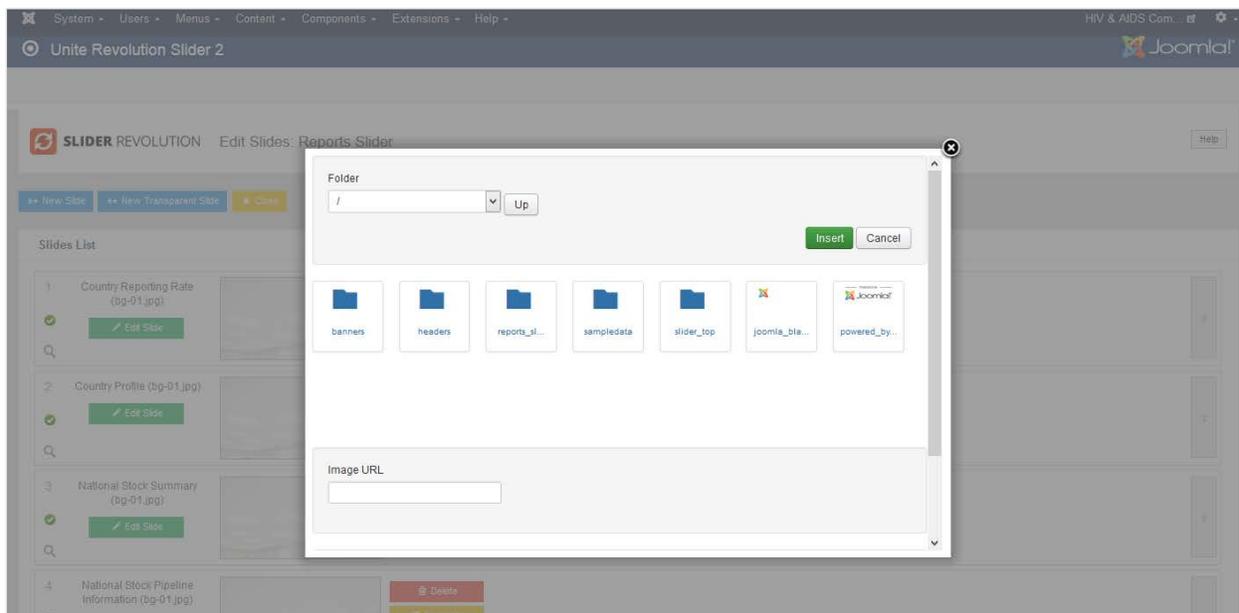


Figure 141. Change report image

There are three ways of inserting an image into the slider:

- Select an image from the existing ones in your Media Library;
- Use a direct image path (link); or
- Upload an image from your computer. To do this, click the **Browse...** button and select an image from your directory, then press the **Start Upload** button. The following screen will appear.

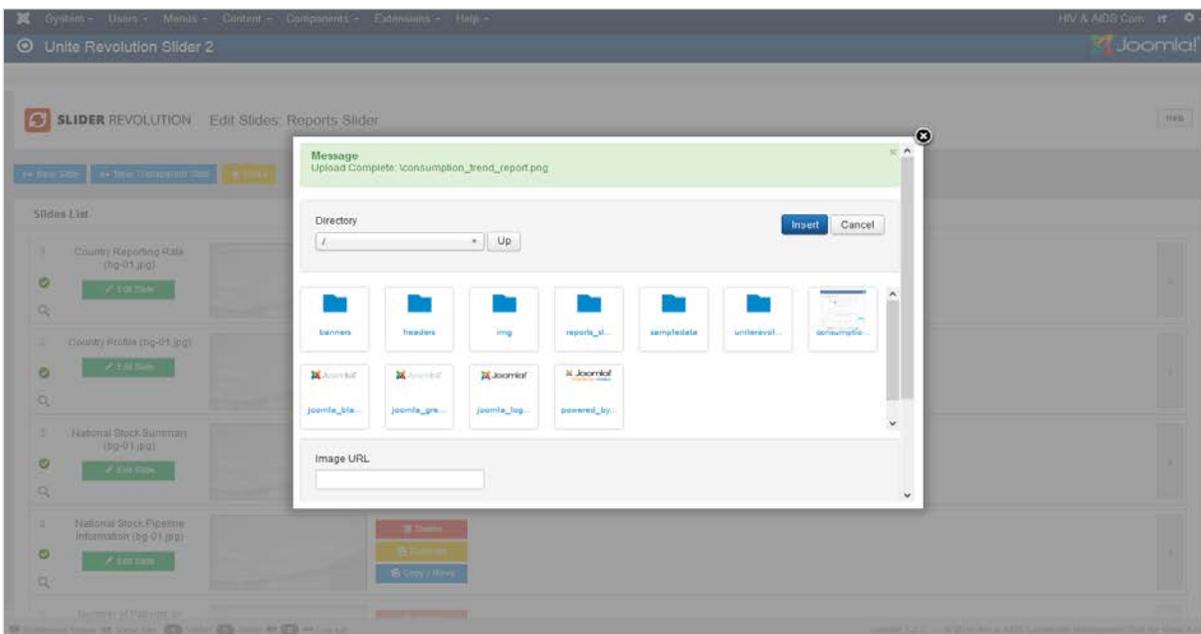


Figure 142. Change report image

Select the image to upload and click the **Insert** button. A new image will show in the slider (see Figure 143).

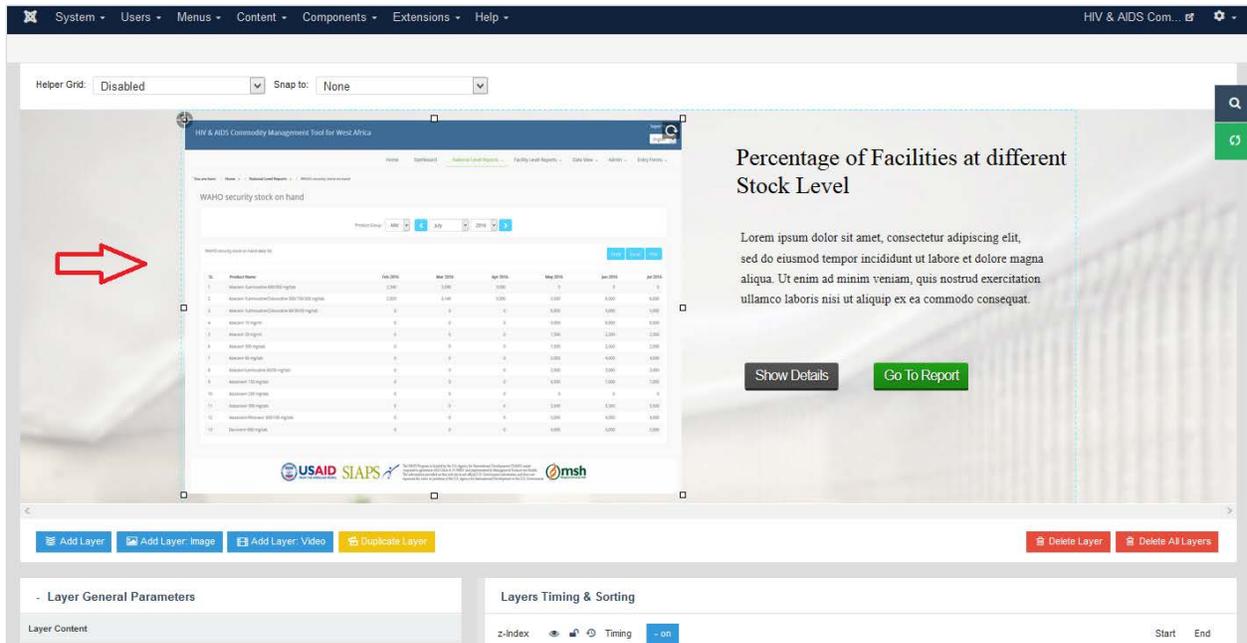


Figure 143. Change report image

Step 5:

Change the Report Heading. Click on the text heading layer and change the text in the **Text / Html** input box, marked with a red border at the lower left of Figure 144.

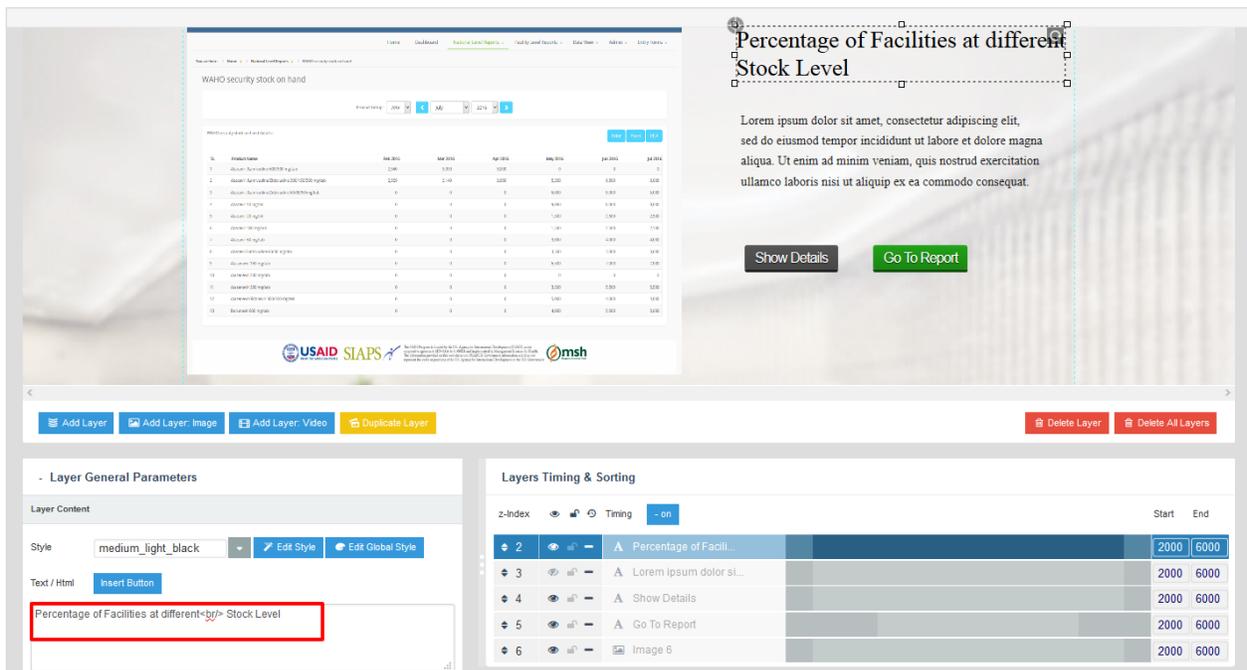


Figure 144. Change report heading

This will make the screen look like Figure 145.

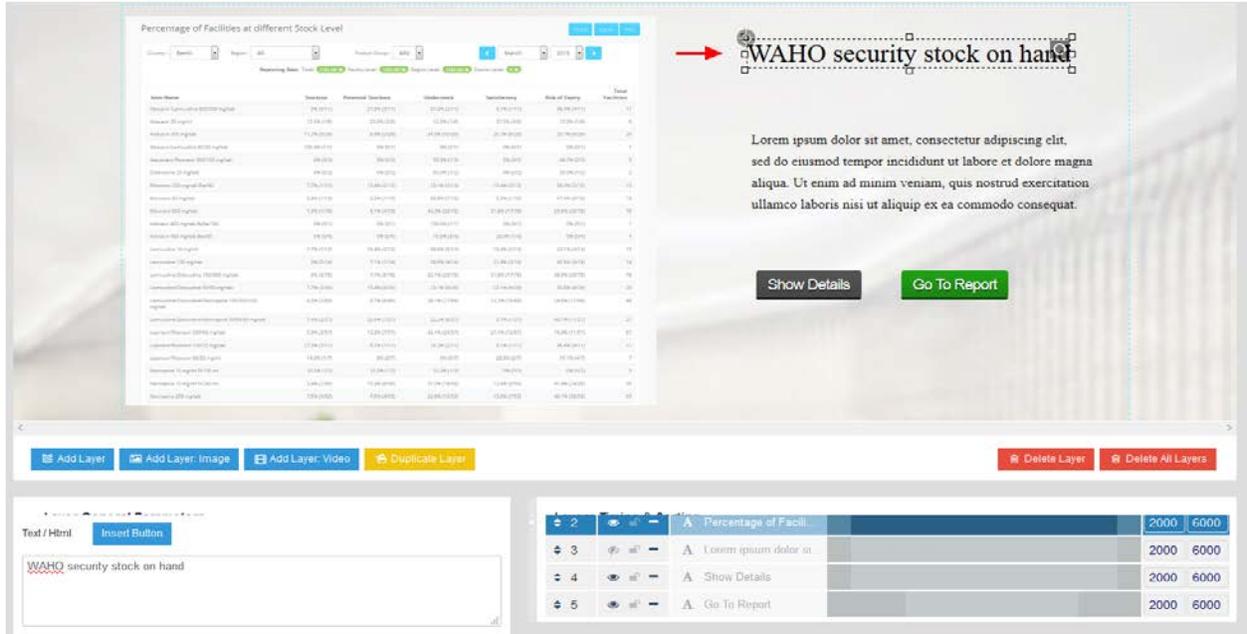


Figure 145. Change report heading

Step 6:

Change the Report Description. Click on the description text layer, then change the text in the **Text / Html** text input box, shown boxed in red at the lower left of the screen in Figure 146.

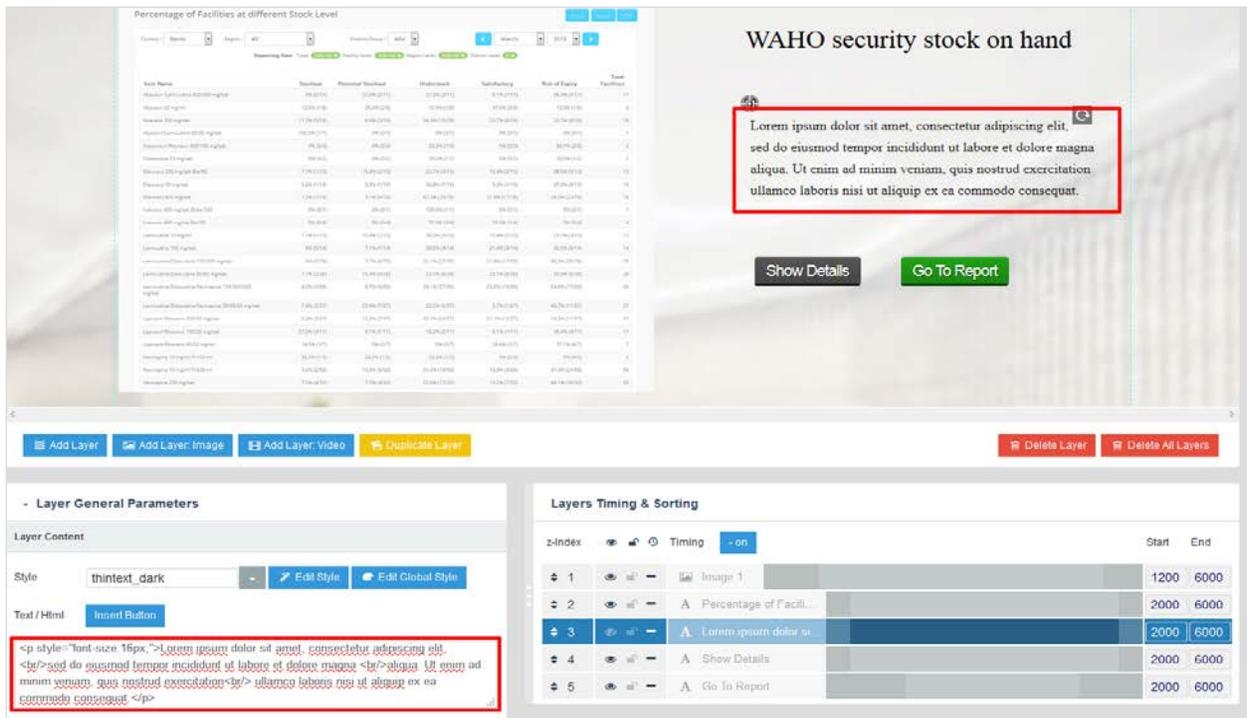


Figure 146. Change report description

Step 7

Change the "Show Details" button link. Select the **Show Details** button, and change the button link in the **Text / Html** text input box, shown at bottom left in Figure 147.

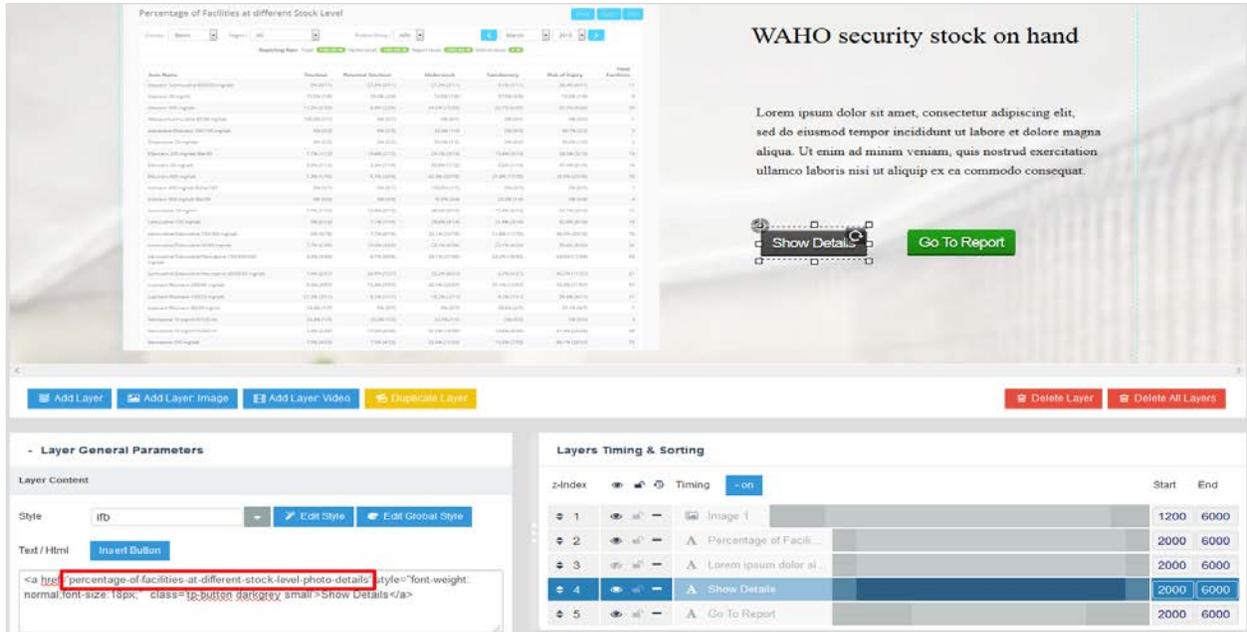


Figure 147. Change the show details

Step 8:

Change the "Go to Report" button link. Select the **Go to Report** button, and change the button link in the **Text / Html** text input box, shown at bottom left in Figure 148.

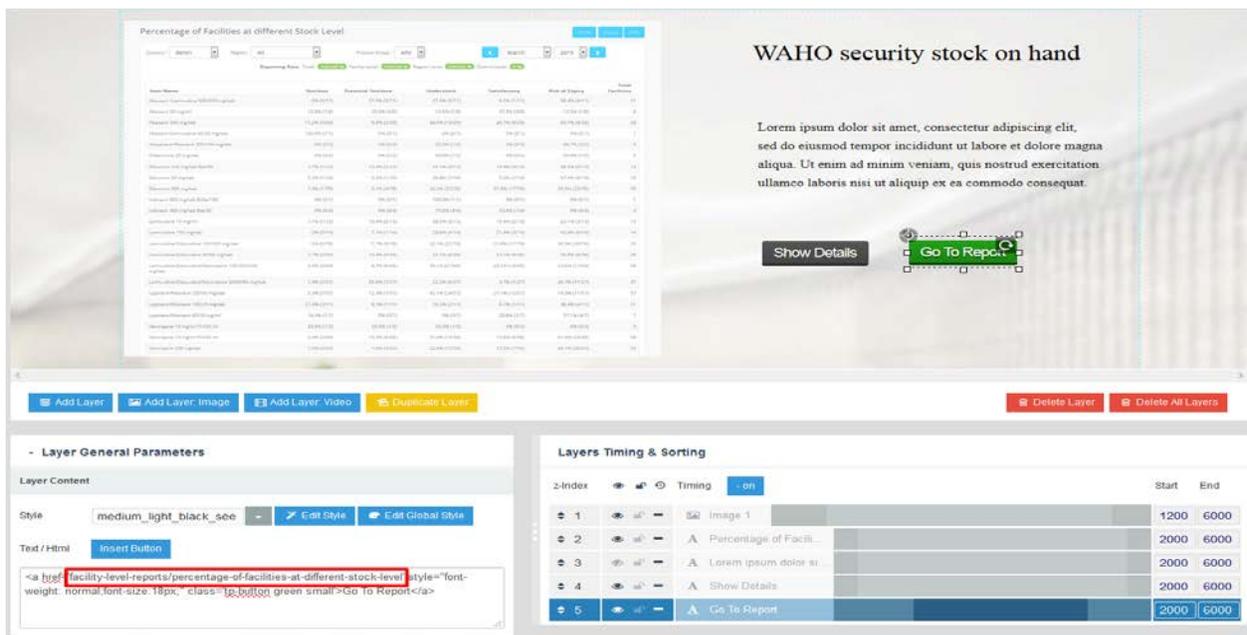


Figure 148. Change the go to report

Scroll down and find the Update Slide button, circled in Figure 149.

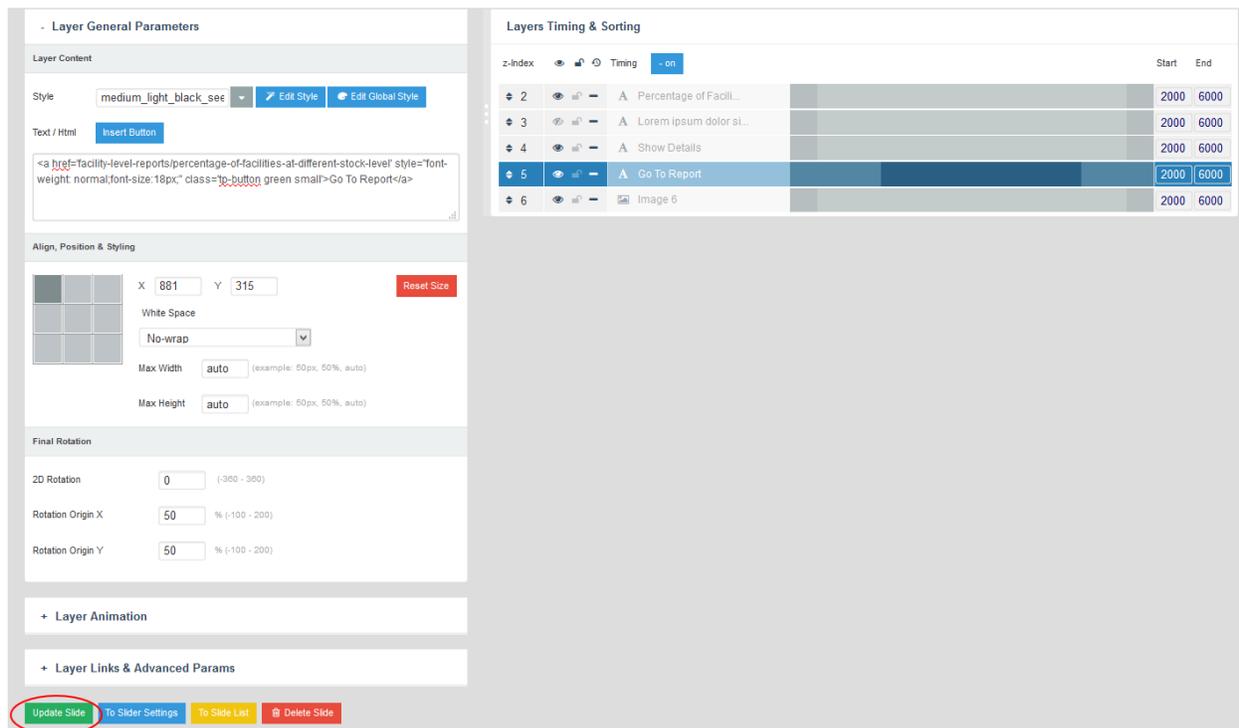


Figure 149. Change the go to report

After changes are complete, click on the **Update Slide** button to successfully update your **slider image and text**.

Now, go to the <https://ospsida.org> home page. The new changes will show in the reports slider.

Slider Top: Changes are made in the same way as with the above Reports slider. Just **click the [Edit Slides](#) button and Slider Top (slider-top)** as in Step 2, above.

9.4 How to Change the Footer



Figure 150. How to change the footer

Step 1:

Upload a new image to “ospsida.org/templates/softfeel1/img/footer-logo” location by **File Manager/FTP**.

Go to ospsida.org/templates/softfeel1/index.php by **File Manager/FTP**. Click to open “**index.php**” file. Find the footer block, and replace the image name (such as **usaidd.png** in Figure 151) by following the screen shot on the next page, and save.



Figure 151. How to change the footer

Step 2:

Upload new image in “ospsida.org/templates/softfeel2/img/footer-logo” location by **File Manager/FTP**.

Go to ospsida.org/templates/softfeel2/layout/footer.php by **File Manager/FTP**. Click to open “**footer.php**” file. Find the footer block and replace image name (such as **usaid.png** in Figure 152) by following Figure 152, and save.

```

191 <footer>
192 <div class="container">
193 <div class="row">
194 <div class="col-lg-12 padding-md">
195 <!--<center> -->
196 <div class="row">
197 <div class="col-md-2">
198 <div class="footer_img_box1">
199 <a href="http://www.usaid.gov/" target=" blank">
200 
201 </a>
202 </div>
203 </div>
204 <div class="col-md-2">
205 <div class="footer_img_box2">
206 <a href="http://www.siapsprogram.org/" target=" blank">
207 
208 </a>
209 </div>
210 <div>
211 <div class="col-md-5">
212 <div class="footer_img_box3">
213 
214 </div>
215 </div>
216 <div class="col-md-2">
217 <div class="footer_img_box4">
218 <a href="http://www.msh.org/" target=" blank">
219 
220 </a>
221 </div>
222 </div>
    
```

Figure 152. How to change the footer

9.5 How to Add News and Events

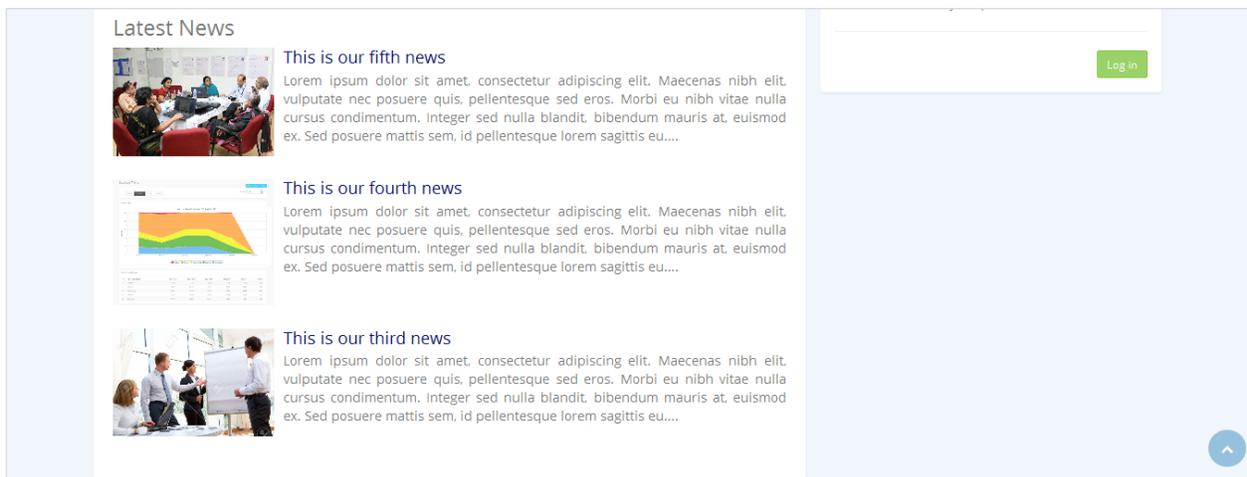


Figure 153. How to add news and events

Step 1:

Login to Joomla Admin Panel and under Content, select Articles. Figure 154 shows the Joomla Control Panel.

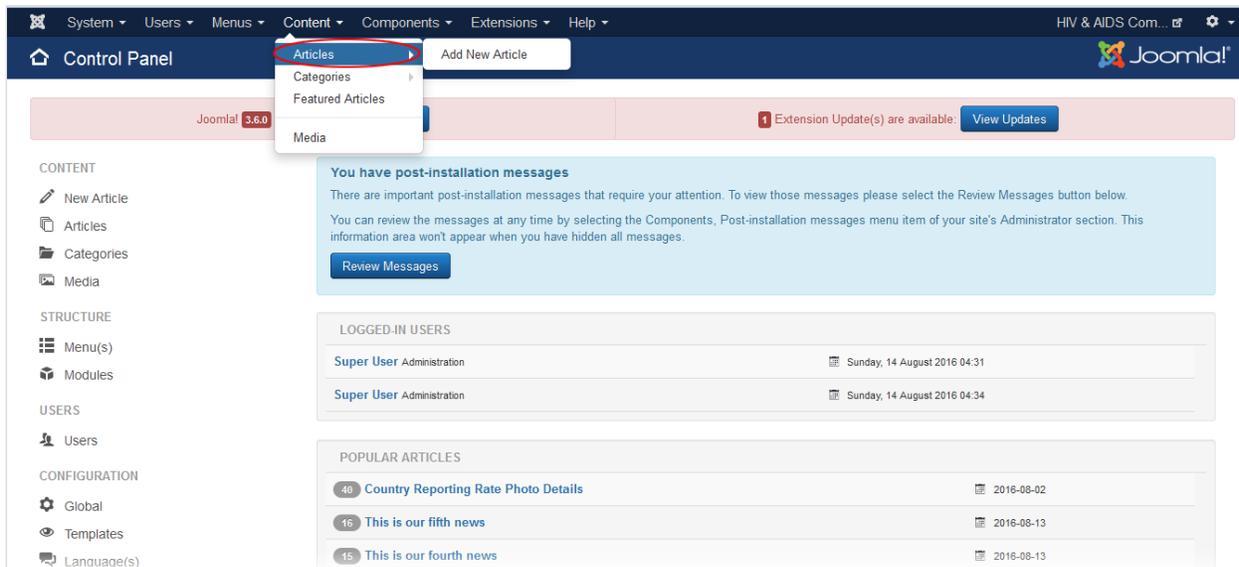


Figure 154. How to add news and events

After you select **Articles**, the following screen will appear.

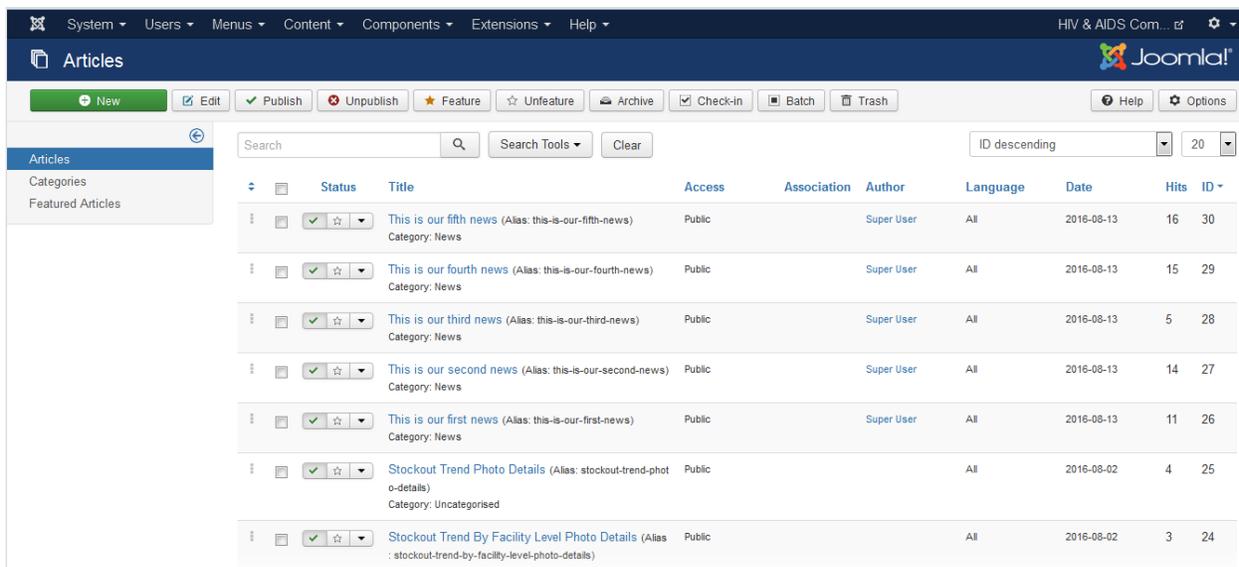


Figure 155. How to add news and events

Step 2:

Click on the  button to create a new article. The following screen will appear.

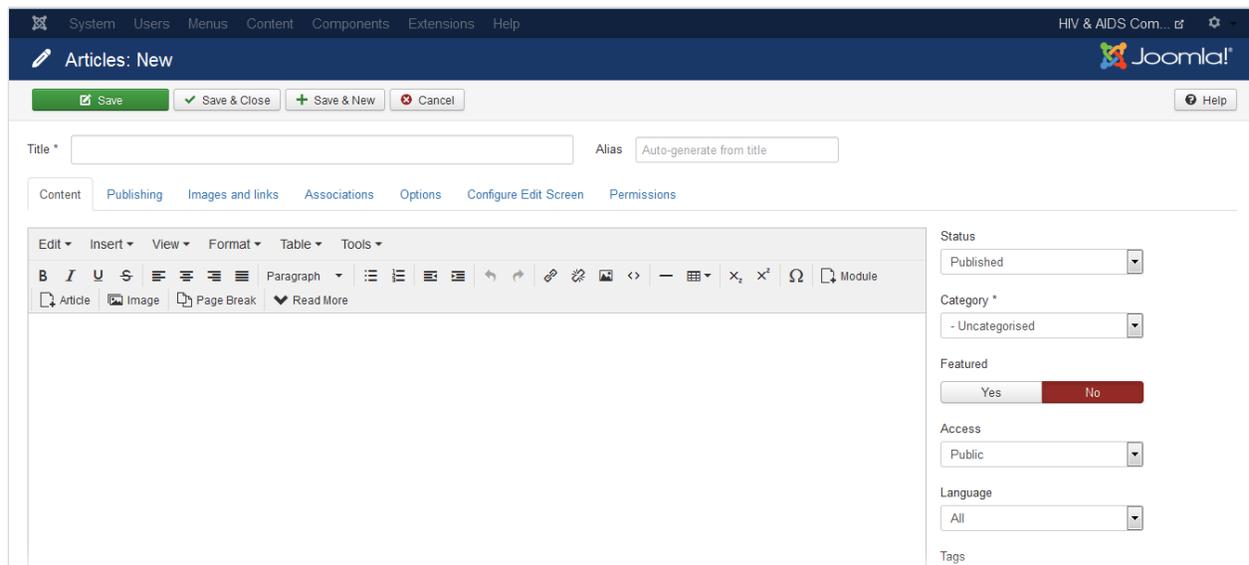


Figure 156. How to add news and events

Step 3:

Type in a new title, content, and select a category.

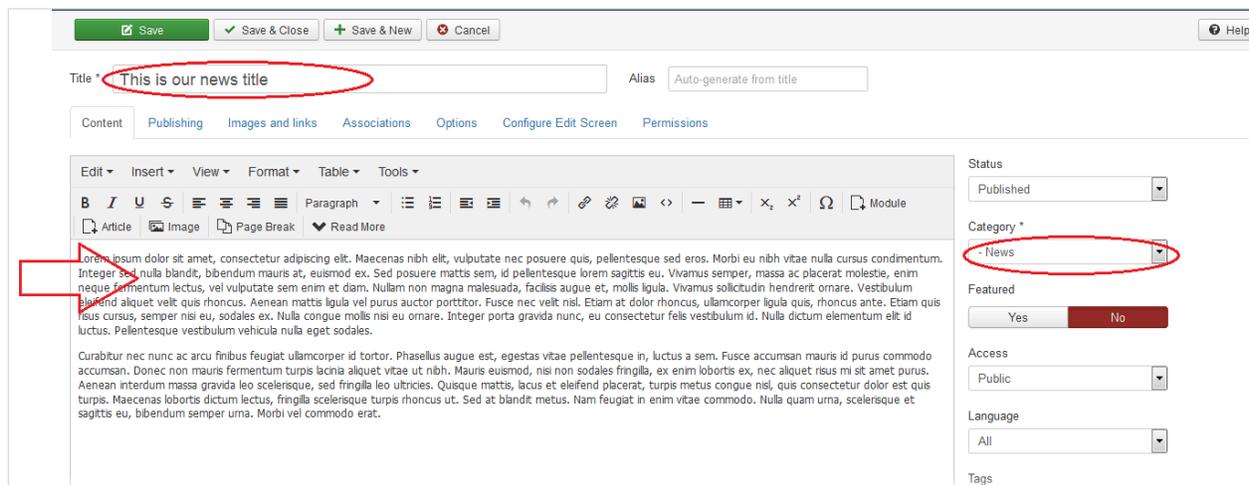


Figure 157. How to add news and events

Step 4:

Click on the Images and links button. The following screen will appear.

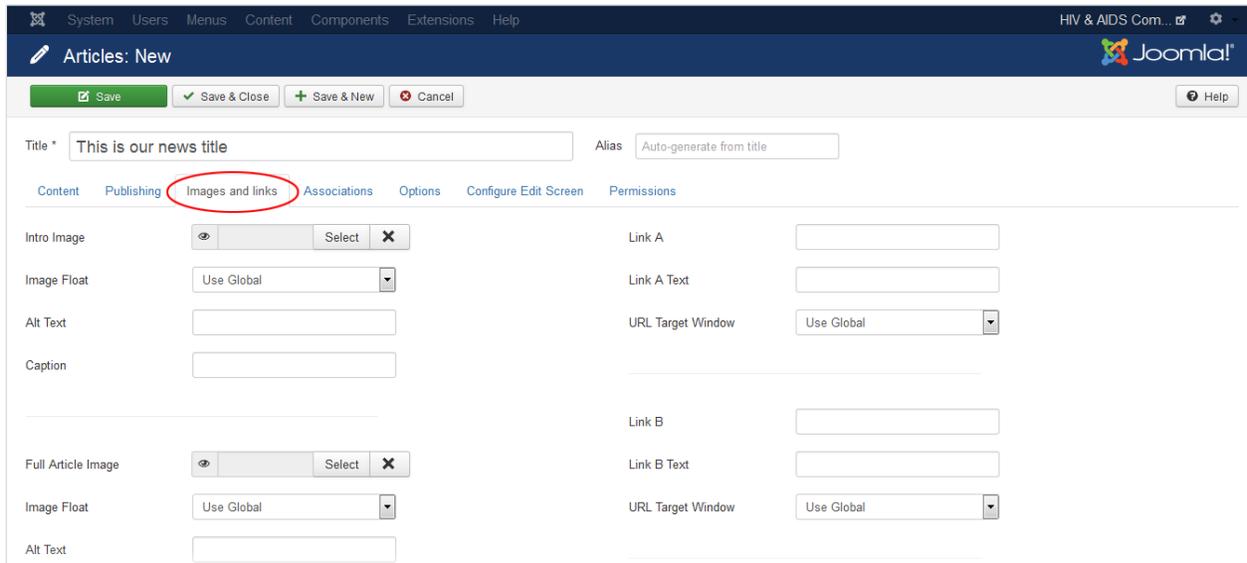


Figure 158. How to add news and events

Step 5:

Click on the Select button for Intro Image and Full Article Image.

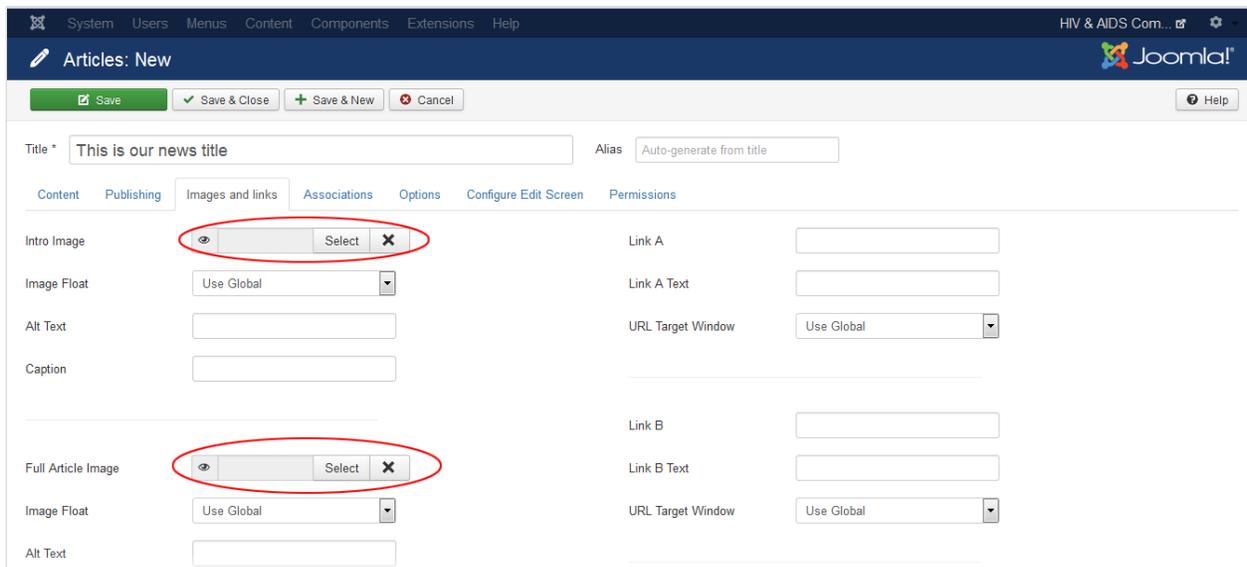


Figure 159. How to add news and events

Step 6:

A pop-up dialog box will appear. Press the Browse button.

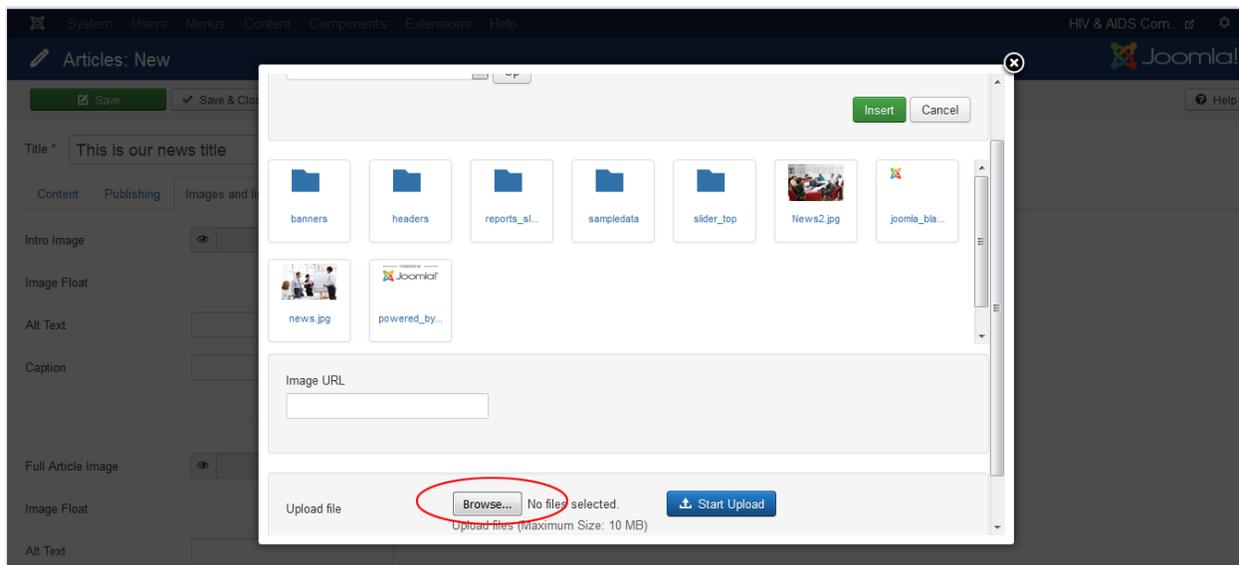


Figure 160. How to add news and events

Step 7:

Select your image from your computer, then press Open.

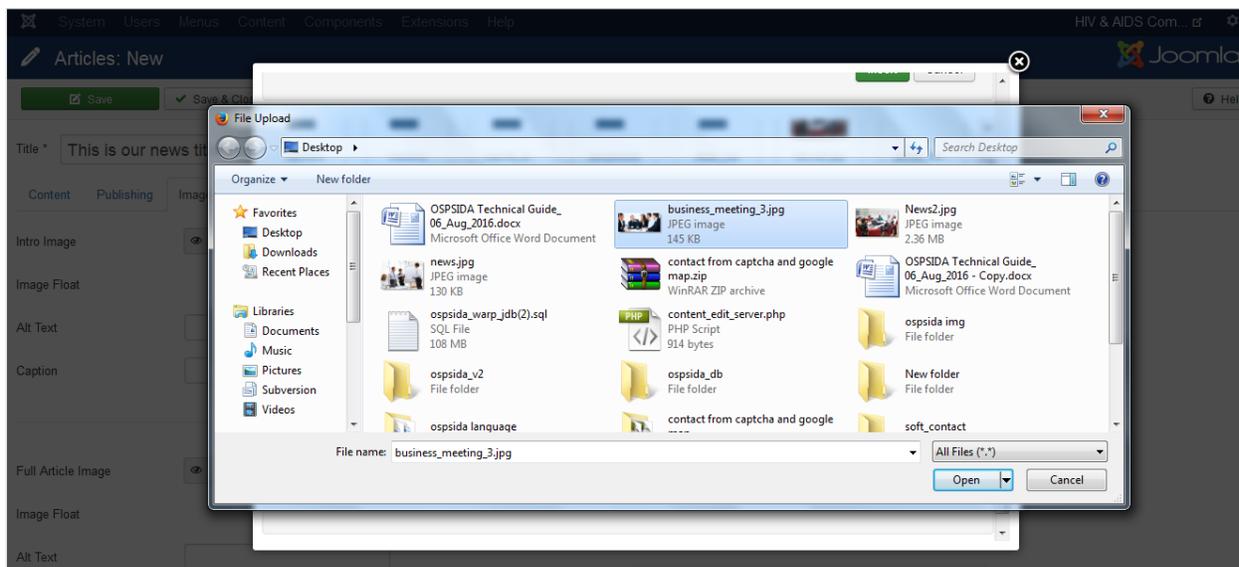


Figure 161. How to add news and events

Step 8:

Click on the Start Upload button.

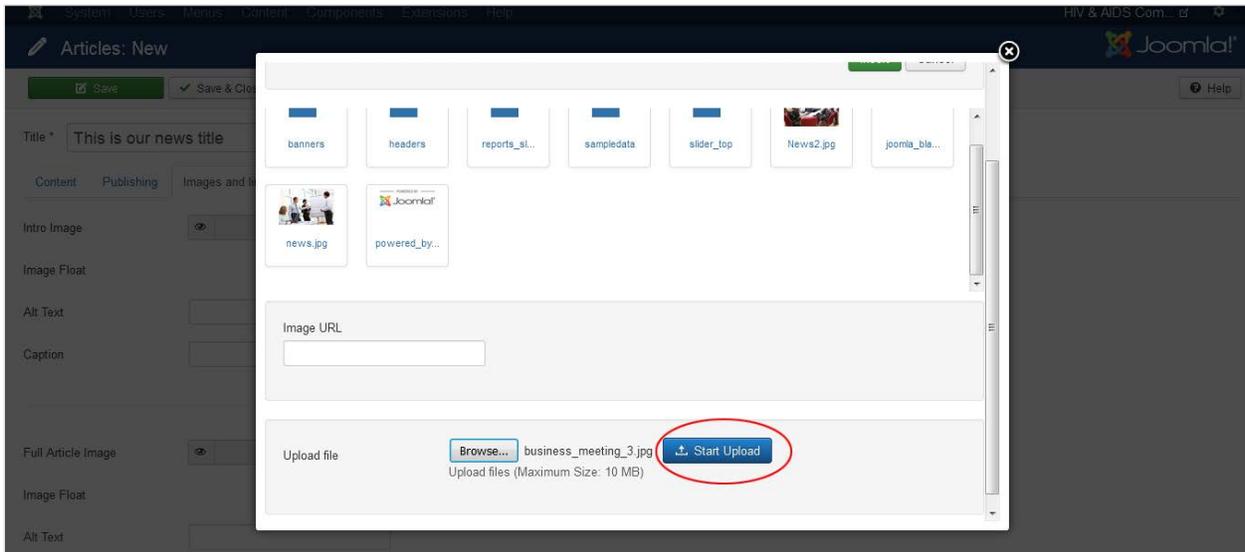


Figure 162. How to add news and events

Step 9:

Select your uploaded image, then click on the Insert button.

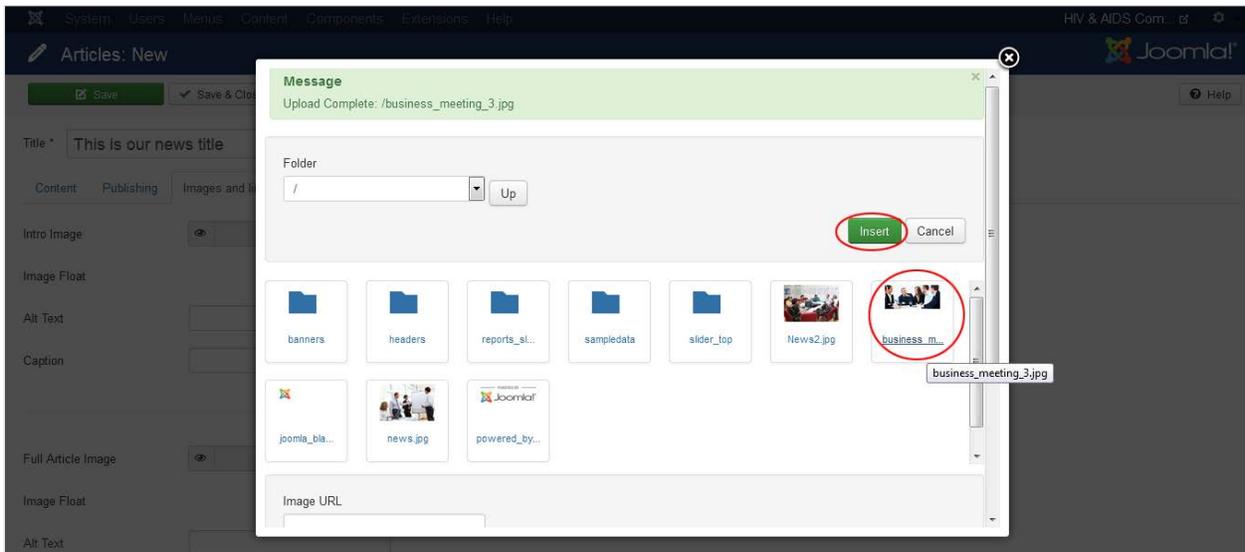


Figure 163. How to add news and events

NOTE: Use the same approach for uploading the **Full Article Image**.

Step 10:

Click on the Save & Close button.

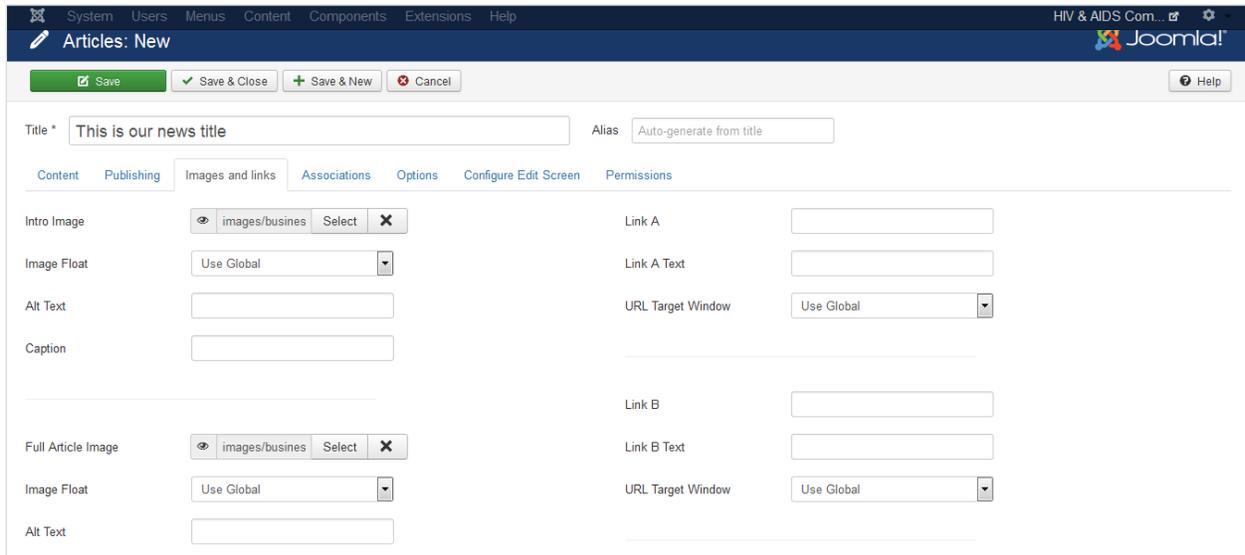


Figure 164. How to add news and events

Step 11:

The following screen will appear.

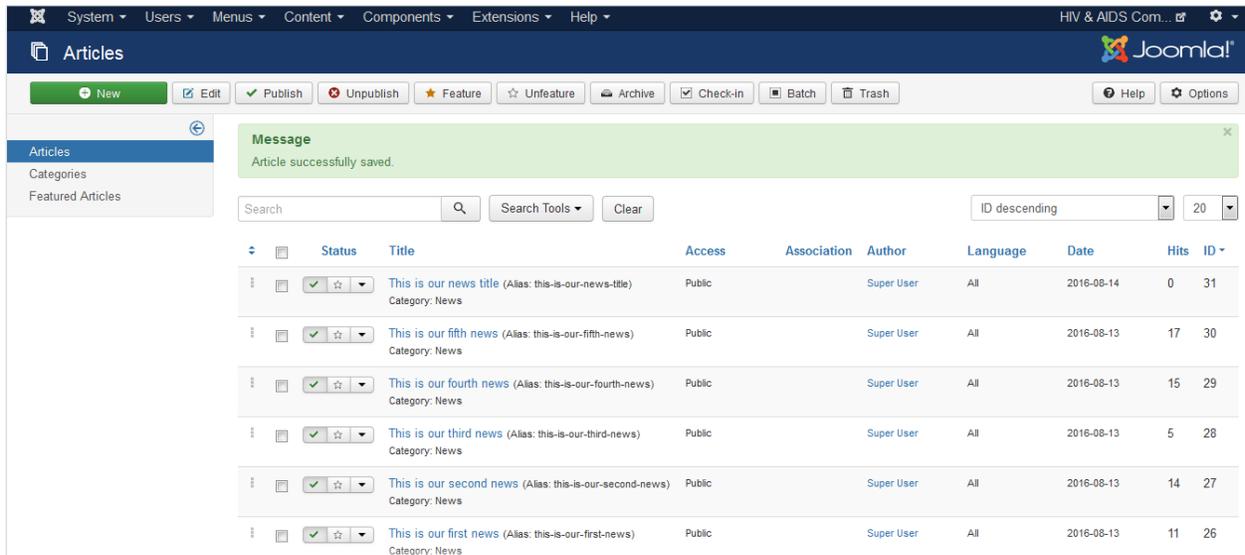


Figure 165. How to add news and events

Step 12:

Under Menus, select News & Events.

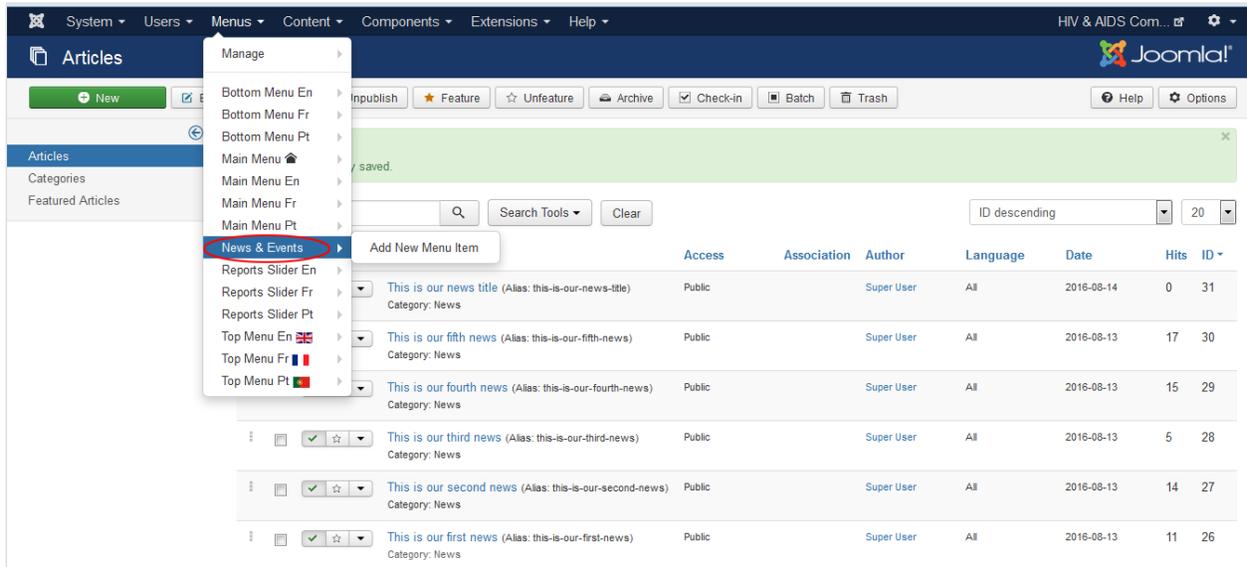


Figure 166. How to add news and events

The following screen will appear.

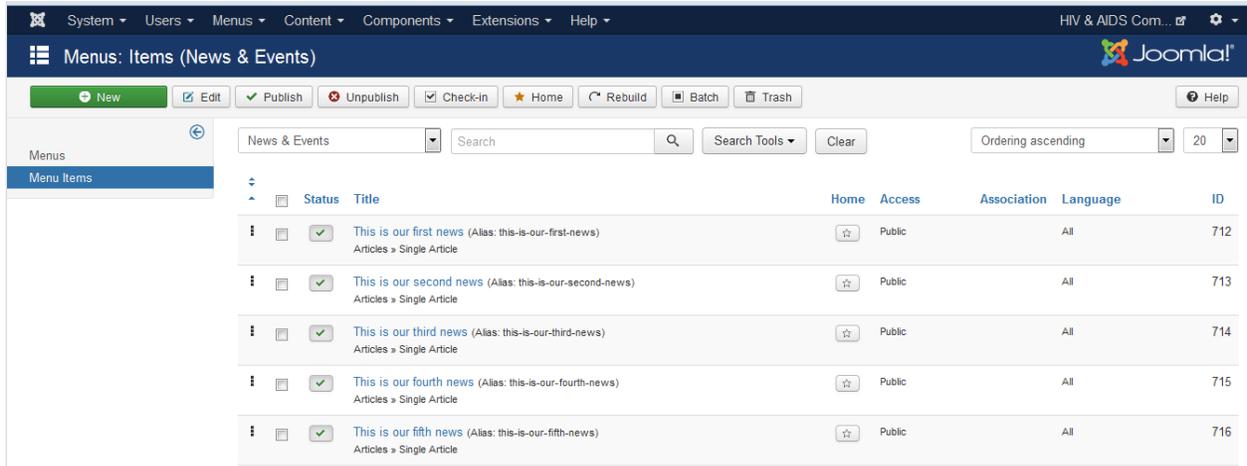


Figure 167. How to add news and events

Step 13:

Click on the  button to create a new menu title. The following screen will appear.

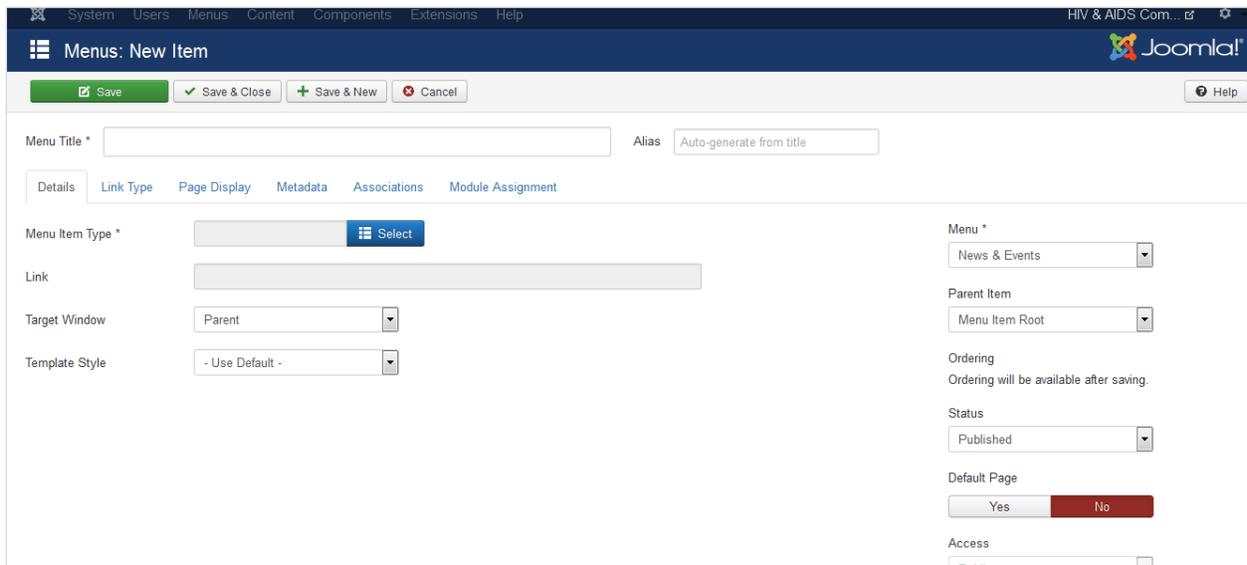


Figure 168. How to add news and events

Type a Menu title. For this example, we are using "This is our news title."

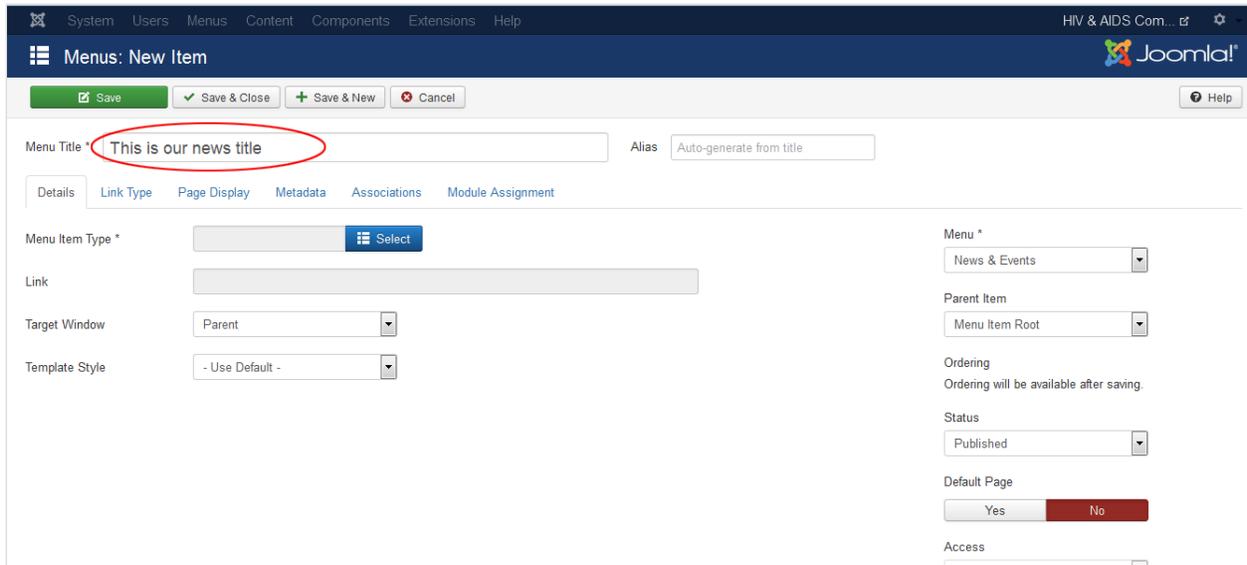


Figure 169. How to add news and events

Click the  button from **Menu Item Type *** and the following pop-up window will open.



Figure 170. How to add news and events

Select **Articles** from **Menu Item Type**, then select the **Single Article** option. The following screen will appear.

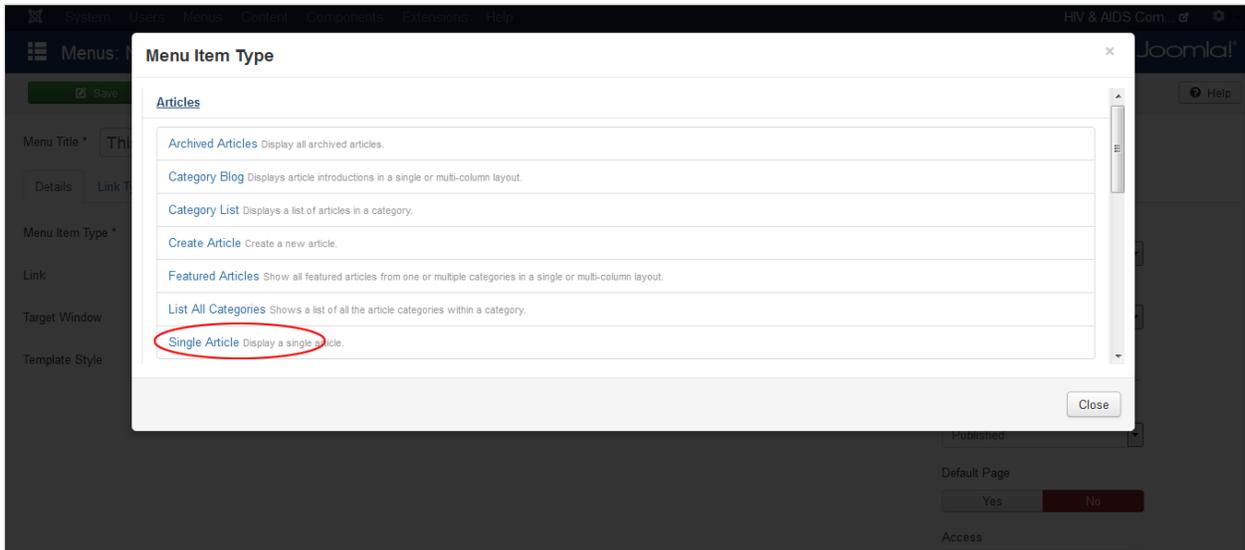


Figure 171. How to add news and events

Step 15:

Click on the **Select Article*** button. The following pop-up window will appear.

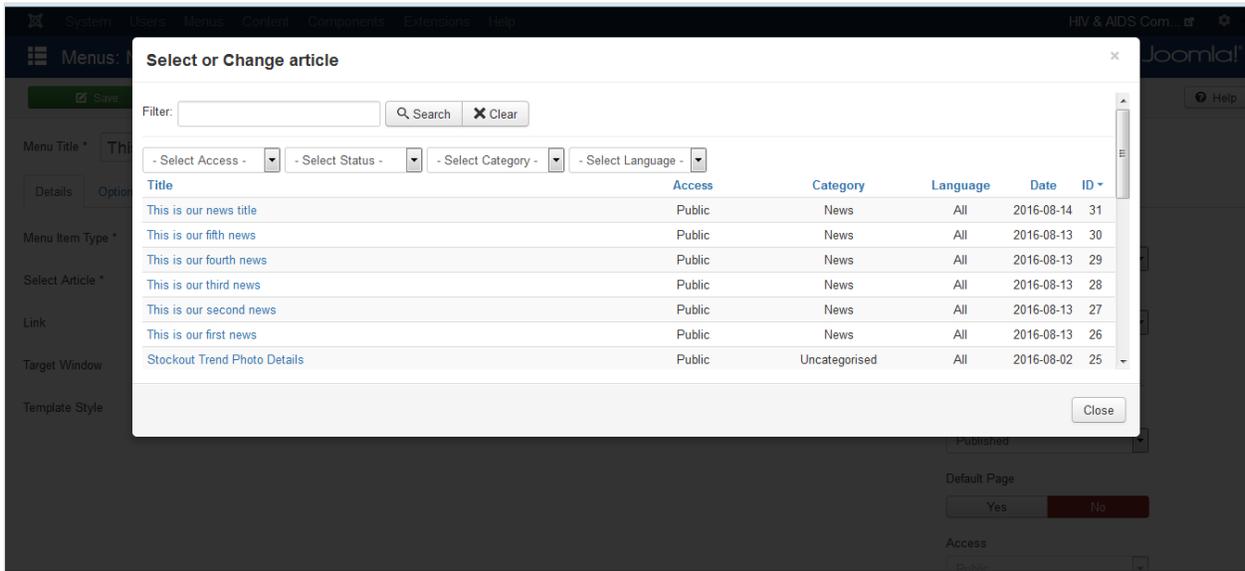


Figure 172. How to add news and events

Step 16:

Click on (for example) "This is our news title." The following pop-up window will appear.

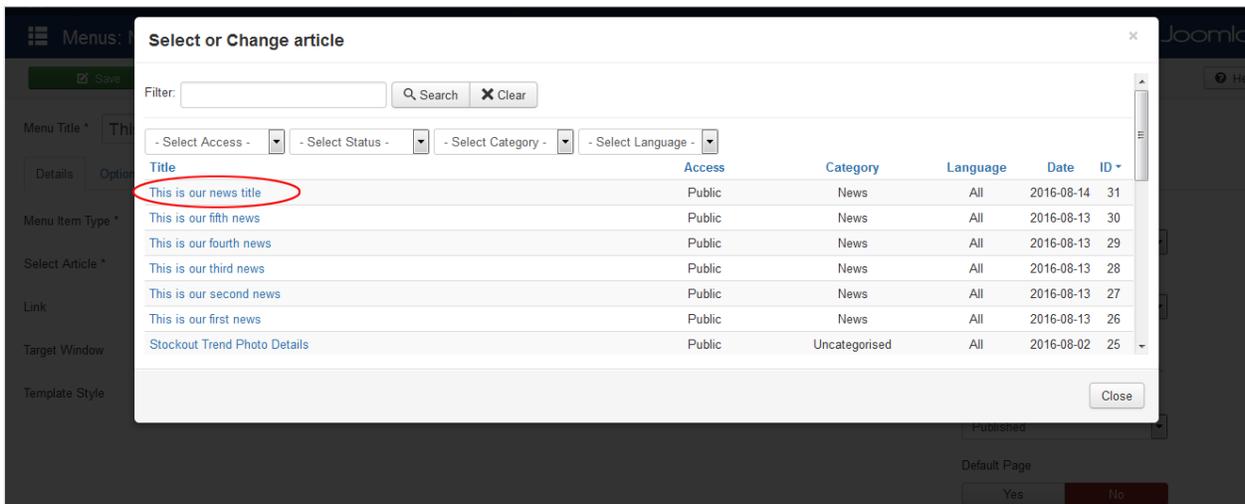


Figure 173. How to add news and events

Step 17:

Click on the Options button. The following screen will appear.

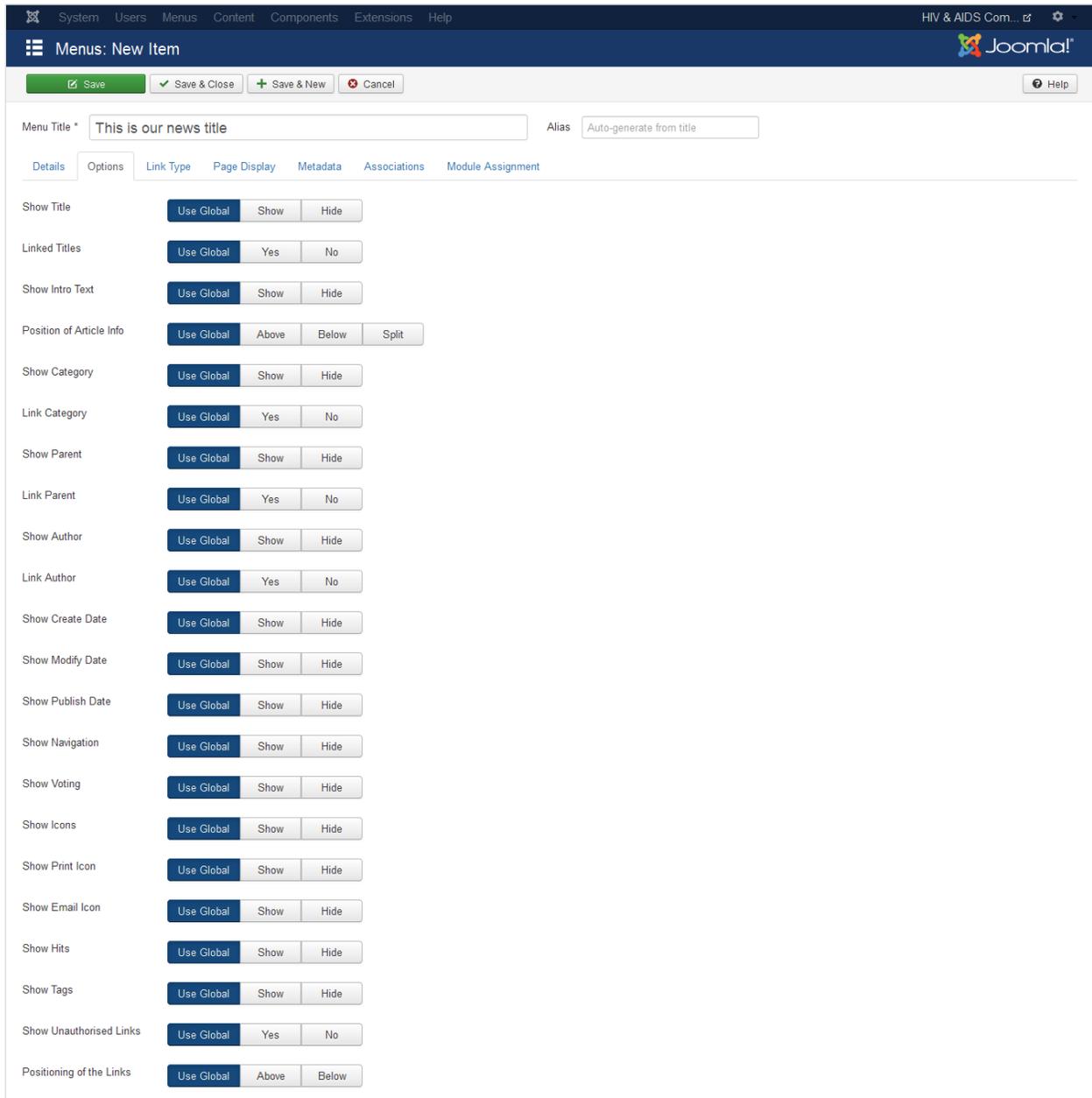


Figure 174. How to add news and events

Step 18:

Click on the No/Hide button. The following screen will appear.

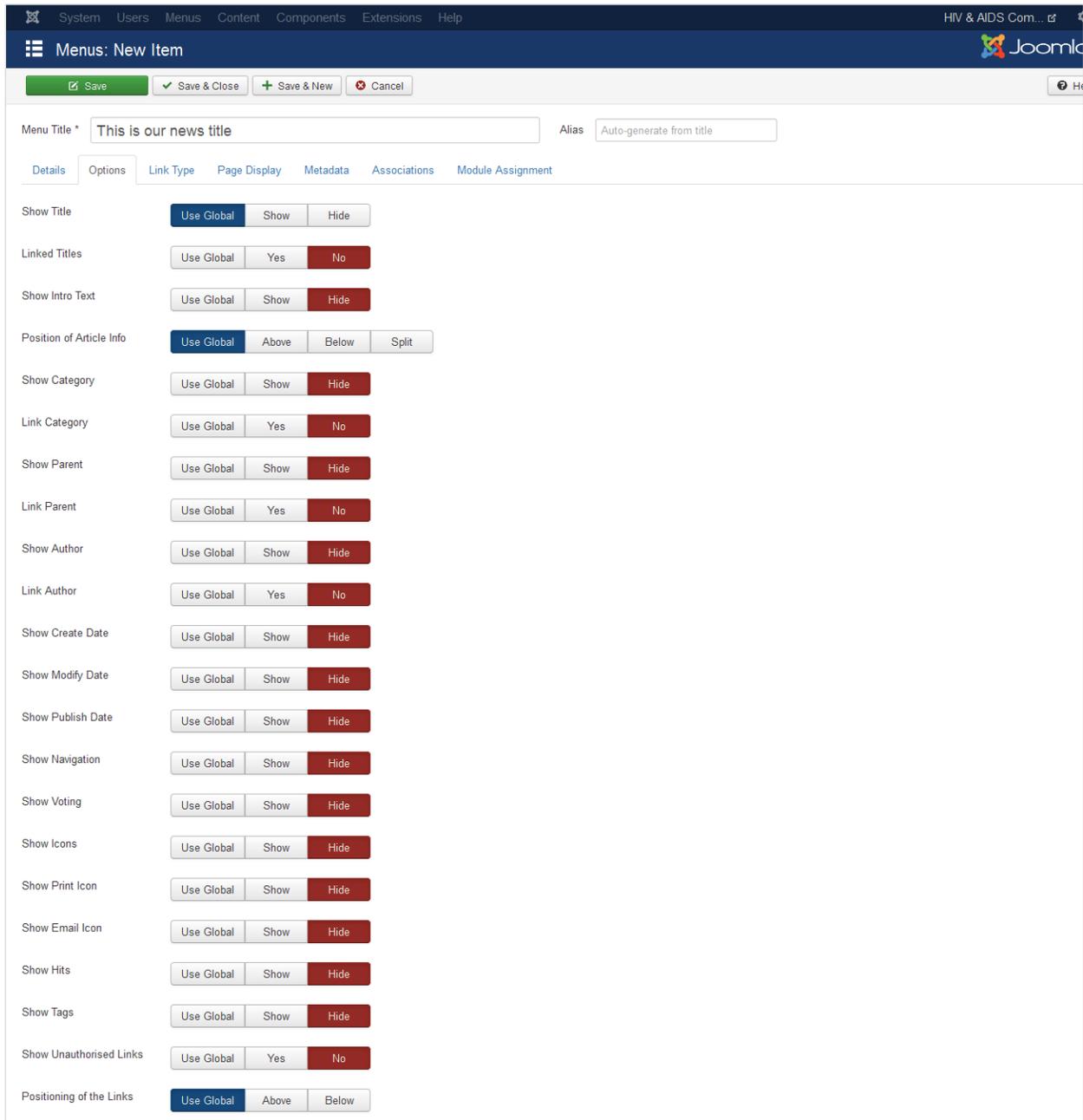


Figure 175. How to add news and events

Step 19:

Click on the Module Assignment button. The following screen will appear.

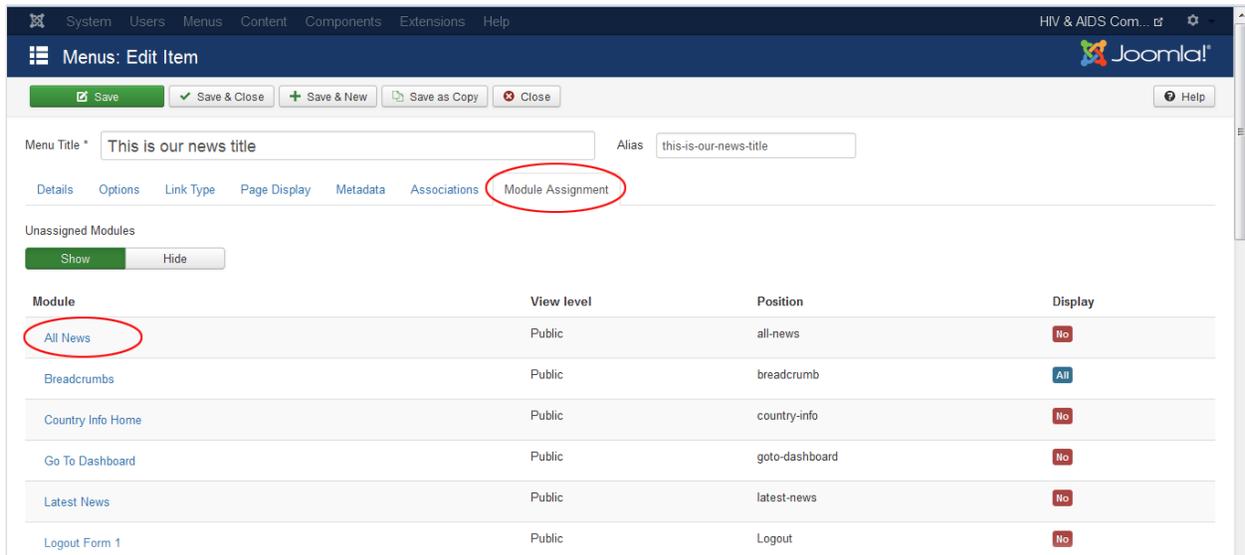


Figure 176. How to add news and events

Step 20:

Click the All News module from the following pop-up window.

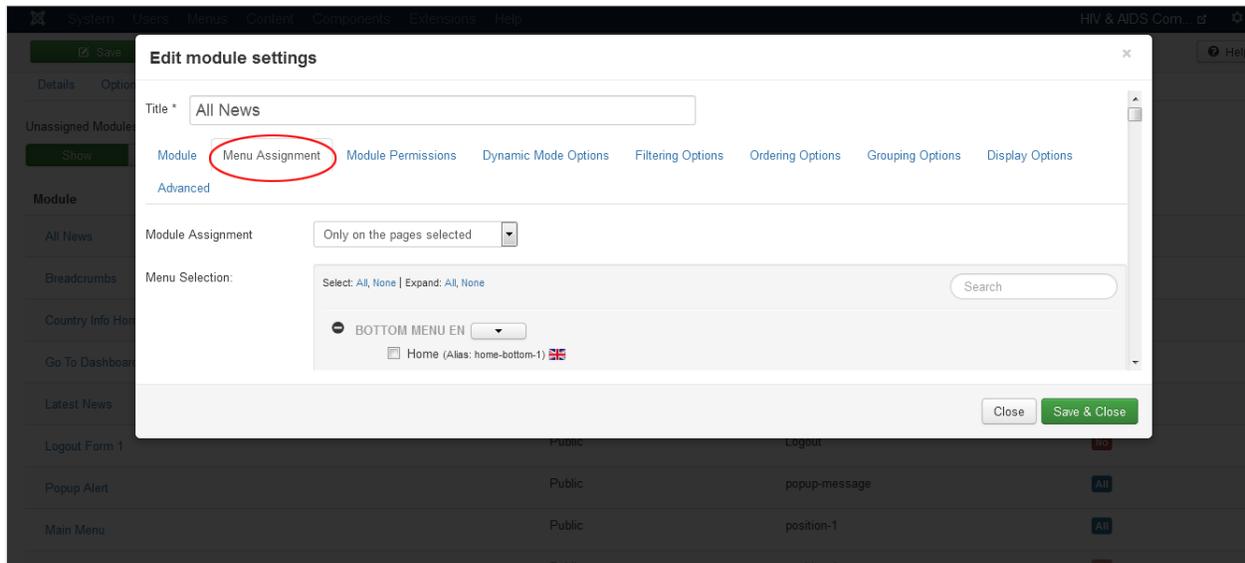


Figure 177. How to add news and events

Step 20:

Search the "NEWS & EVENTS" module. Select Menu Title by check box, then click on the Save & Close button, as in the following.

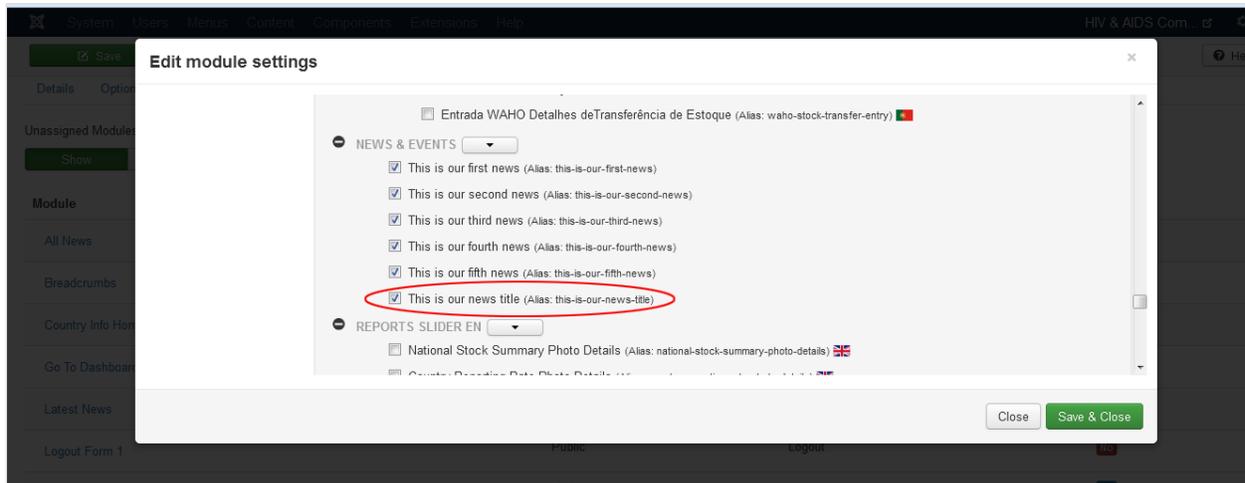


Figure 178. Edit module settings

NOTE: Other Module Assignments work the same way:

‘Top Menu En’, ‘Top Menu Fr’, ‘Top Menu Pt’, ‘Bottom Menu En’, ‘Bottom Menu Fr’, ‘Bottom Menu Pt’ and ‘Language Switcher 1’

Step 21:

After clicking the Save & Close button, reload the site home page in your browser. The following screen will appear.



Figure 179. How to add news and events

Step 22:

In the "NEWS & EVENTS" menu, browse all the articles and see the new addition.

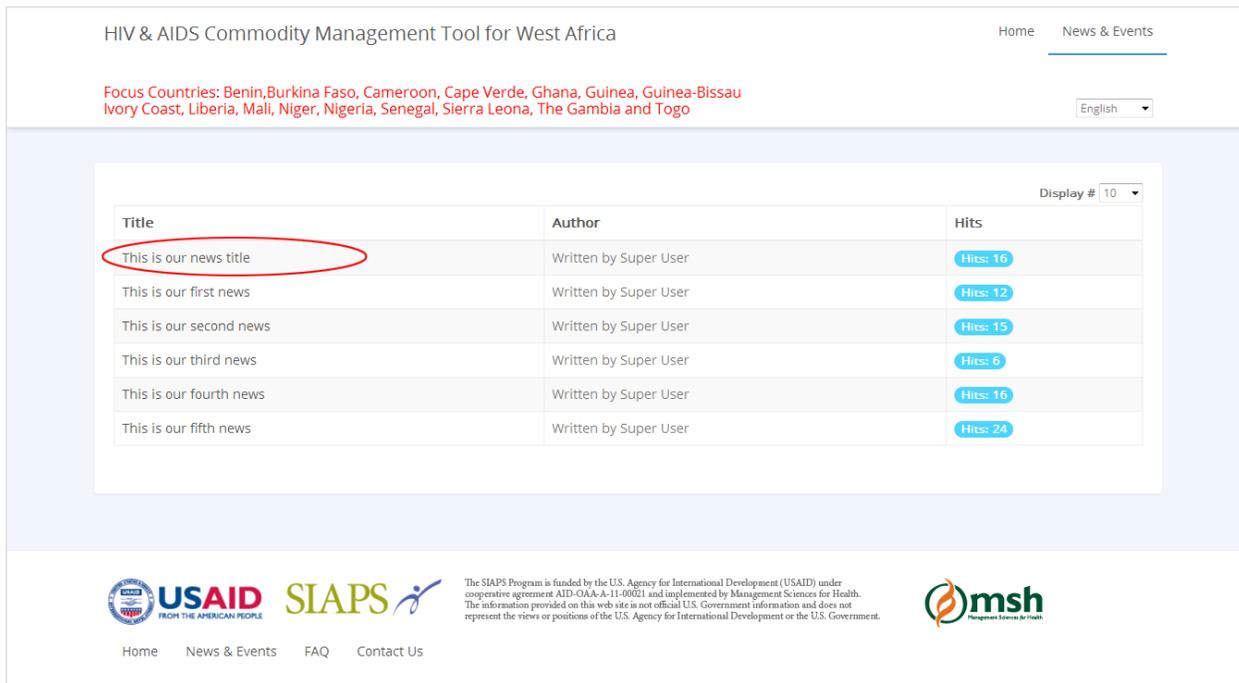


Figure 180. How to add news and events

9.6 How to Create a Menu

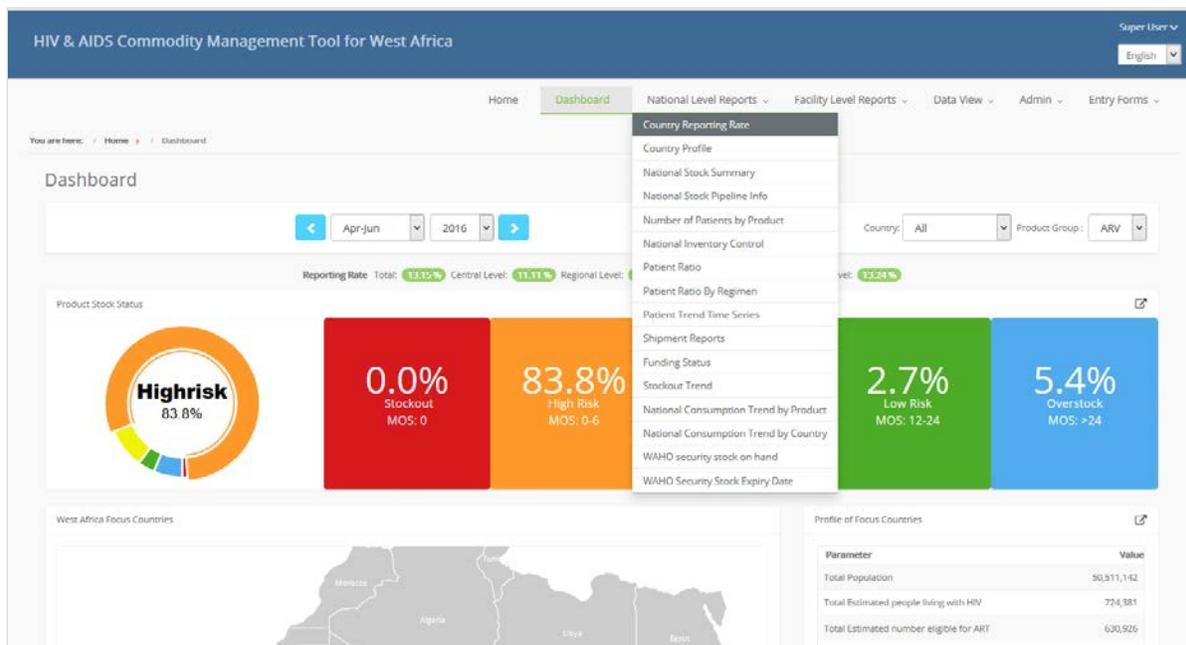


Figure 181. How to create a menu

This example is for creating a "Country Reporting Rate" menu item under the **National Level Reports** menu.

(DASHBOARD -> National Level Reports -> Country Reporting Rate)

Step 1:

Log in to the Joomla Admin Panel, go to Menus, and select the 'Main Menu En' for English language. Figure 182 shows the Joomla Control Panel.

NOTE: French and Portuguese menu work the same way. Click on 'Main Menu Fr' for French and click on 'Main Menu Pt' for Portuguese.

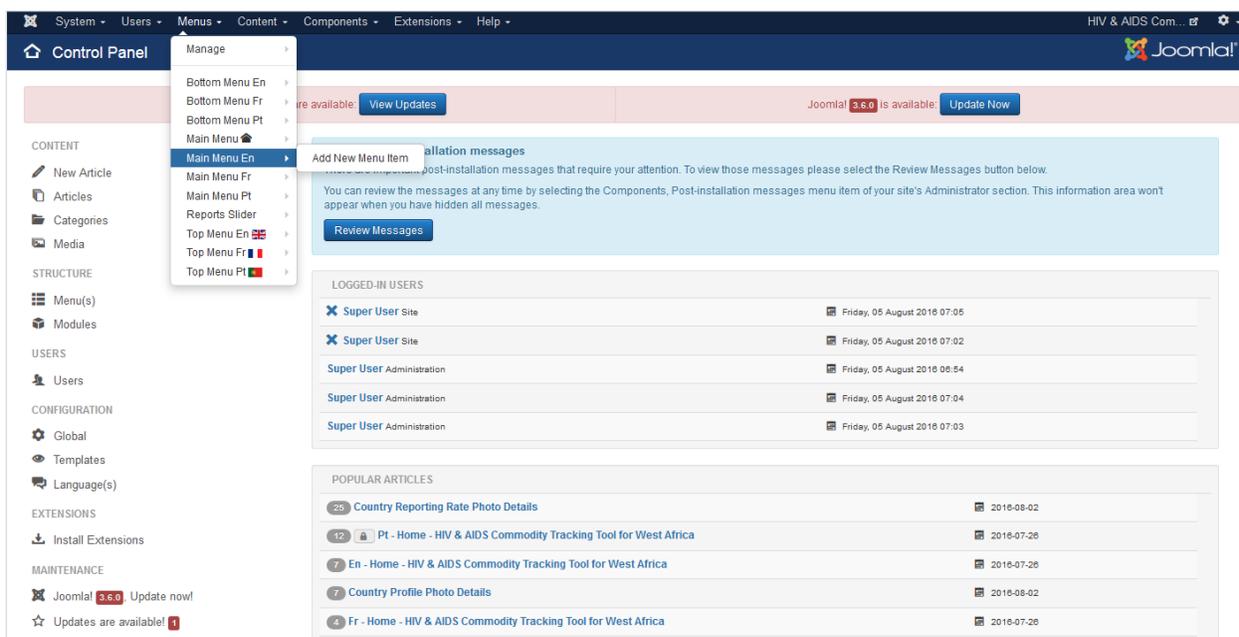


Figure 182. How to create a menu

After clicking on the **Main Menu En**, the following screen will appear.

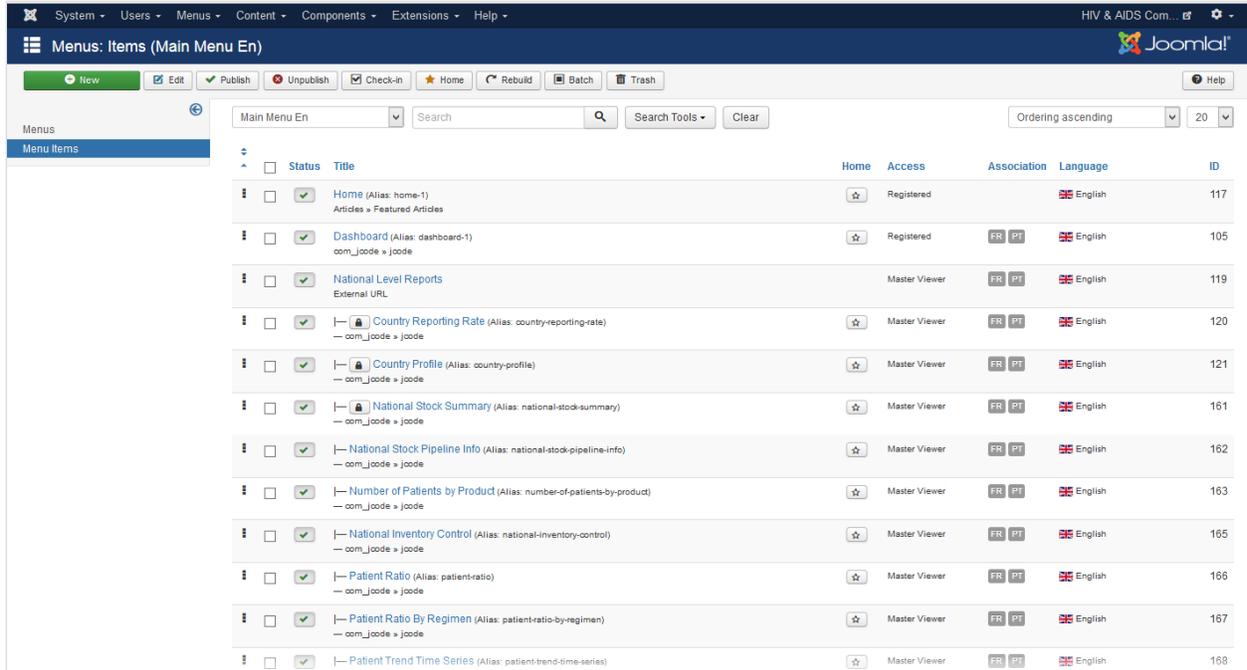


Figure 183. How to create a menu

Step 2:

Click on the  button to create a new menu. The following screen will appear.

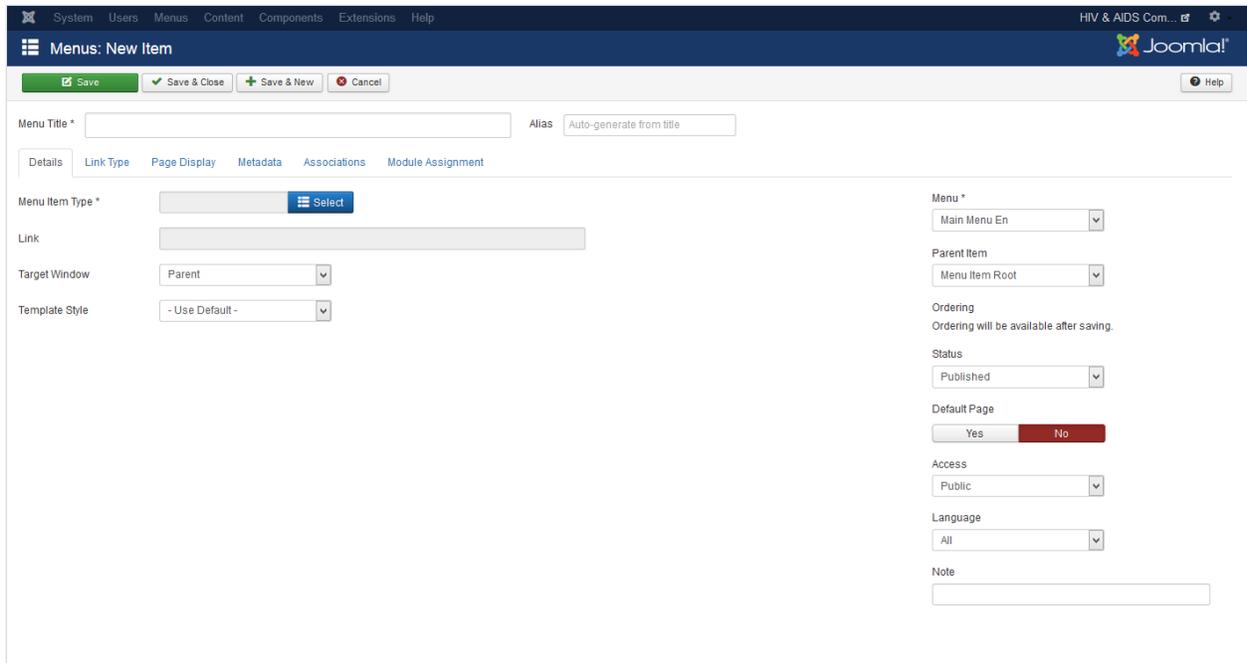


Figure 184. How to create a menu

Step 3:

Type a Menu Title. Here, the example is "Country Reporting Rate."

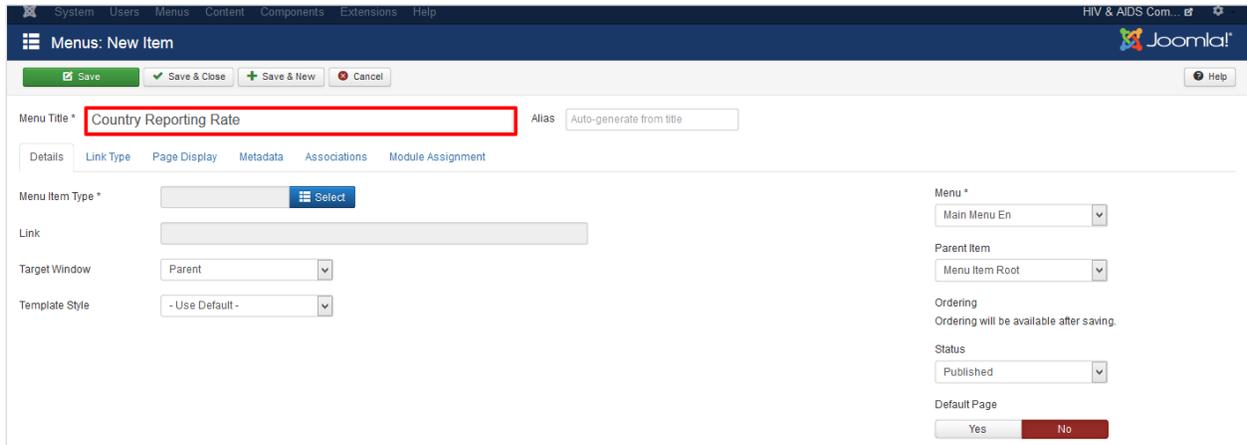


Figure 185. How to create a menu

Click the **Select** button from **Menu Item Type ***. The following pop-up window will appear.

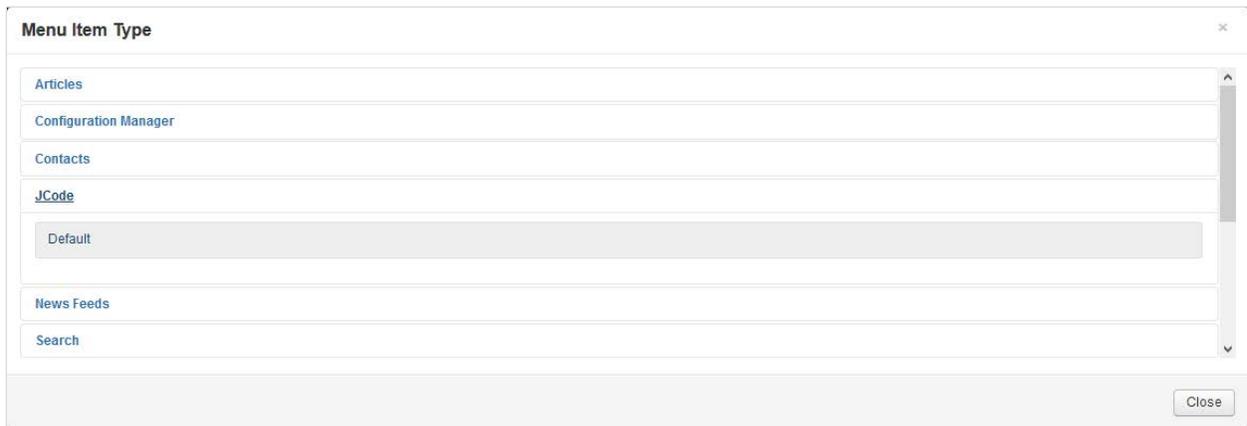


Figure 186. How to create a menu

Click the **JCode** button from within **Menu Item Type**, and then select **Default**. The following screen will appear.

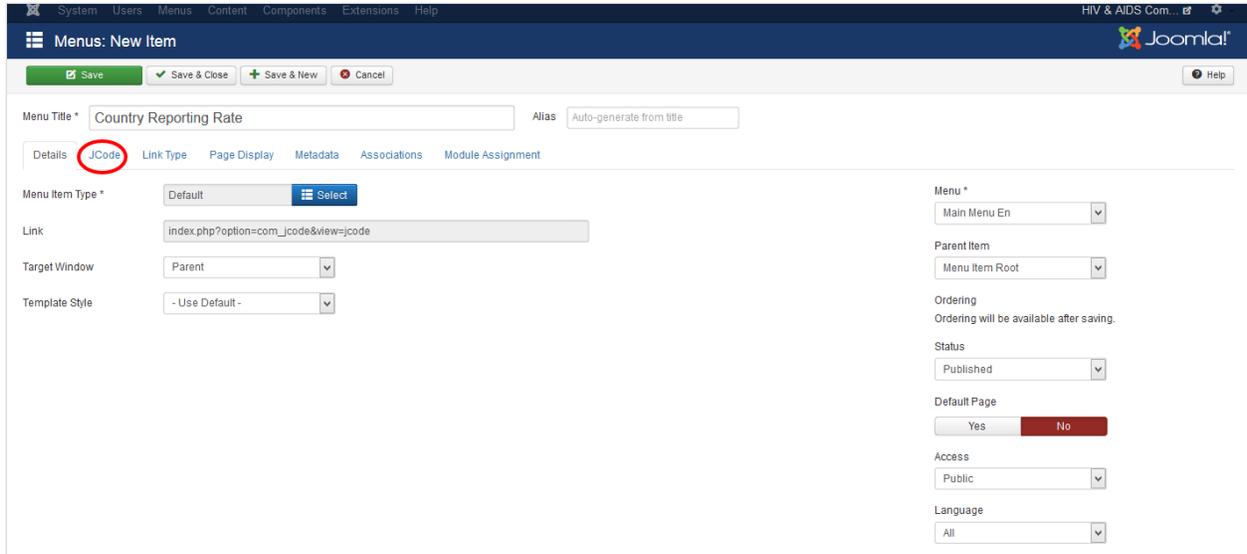


Figure 187. How to create a menu

Click on the **JCode** tab circled in Figure 187, and type in the Country Reporting Rate Reports HTML page name.

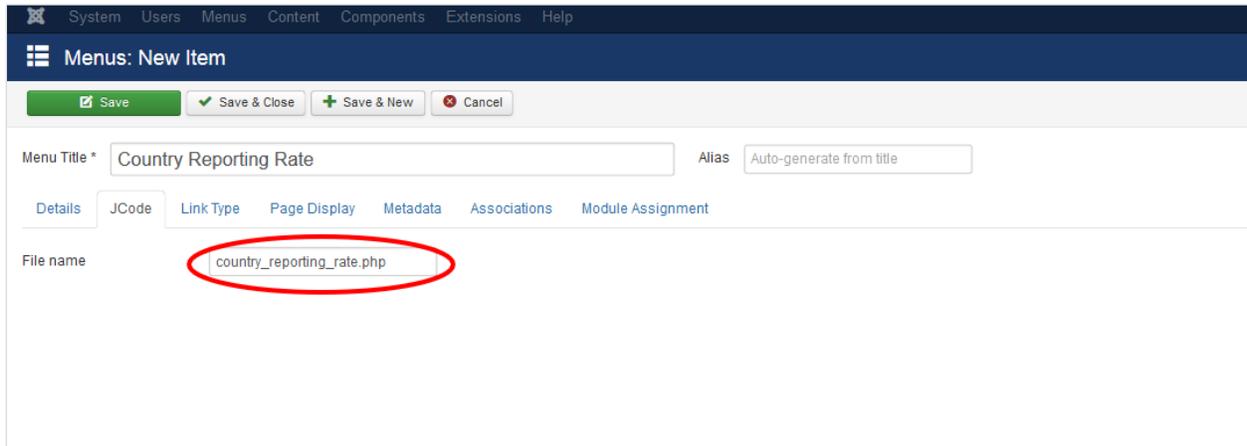


Figure 188. How to create a menu

Step 4:

Now, click on the Page Display tab and type the report name into the File Name field.

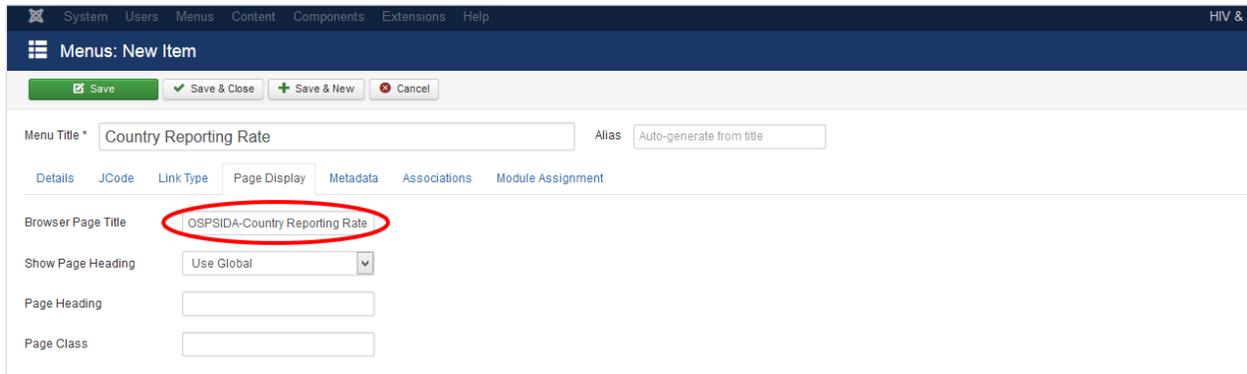


Figure 189. How to create a menu

Step 5:

Go to the Details tab and select National Level Reports (circled in Figure 190) from Parent Item to create the menu item under National Level Reports Menu.

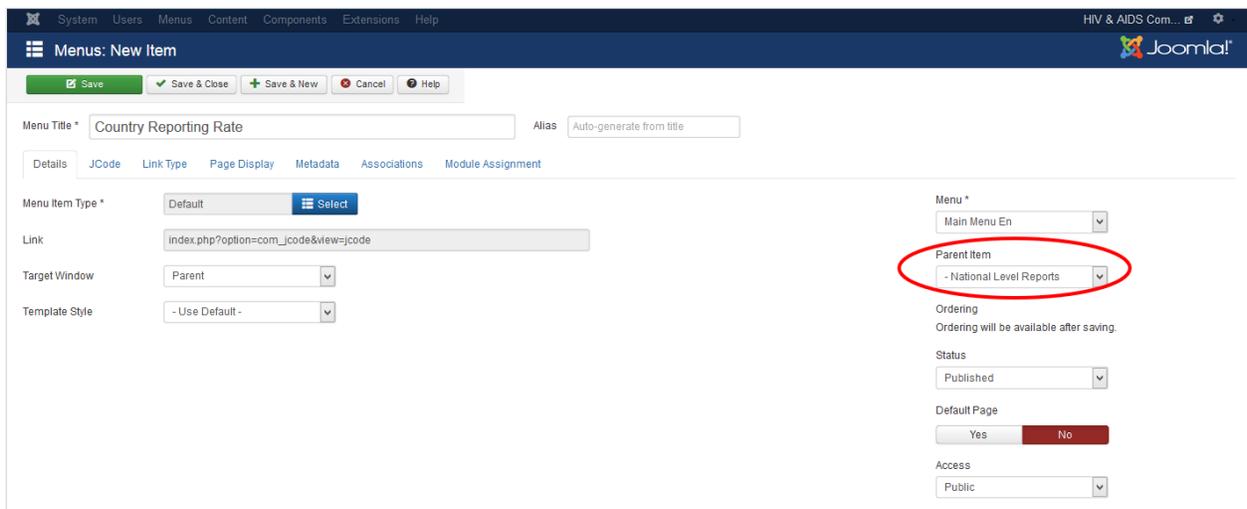


Figure 190. How to create a menu

Step 6:

Still in the Details tab, select the Access layer of this new menu (circled in Figure 191).

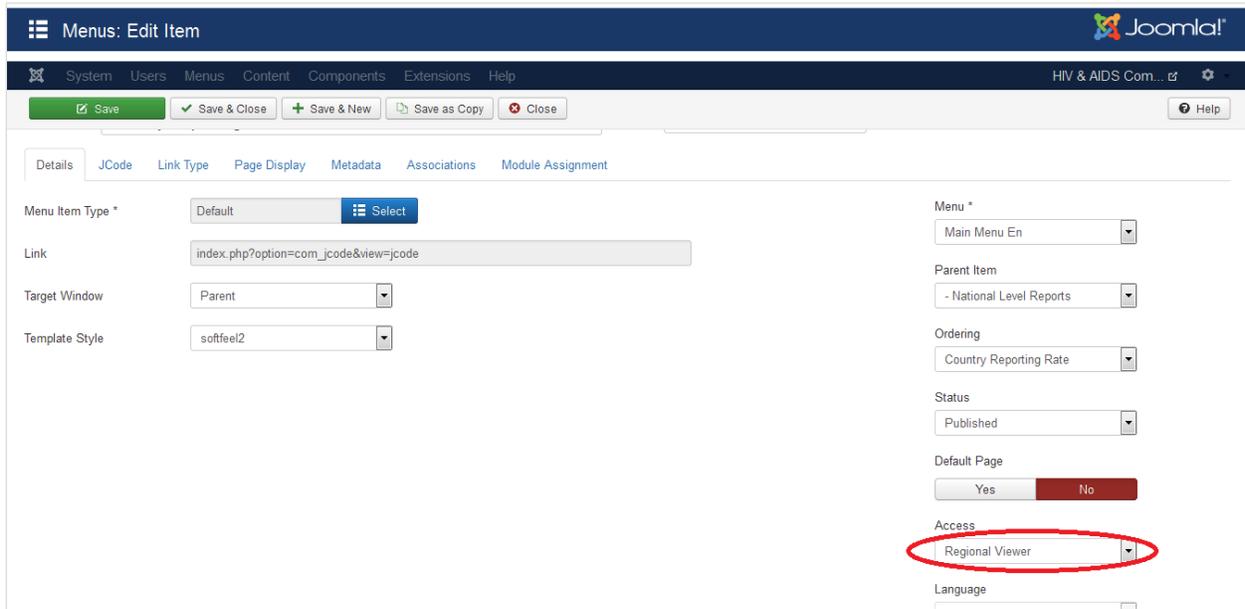


Figure 191. How to create a menu

Now, click on the  button and a message that says "Menu item successfully saved" will appear at the top of the screen.

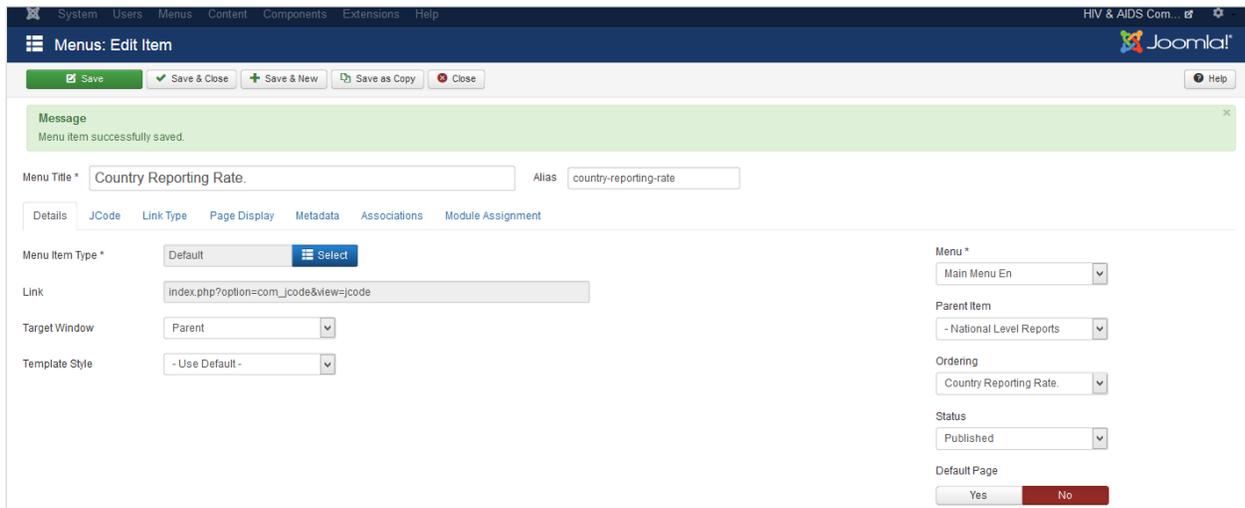


Figure 192. How to create a menu

Click to close the window, then go to the **DASHBOARD -> National Level Reports** menu. The new menu item will successfully show on the list.

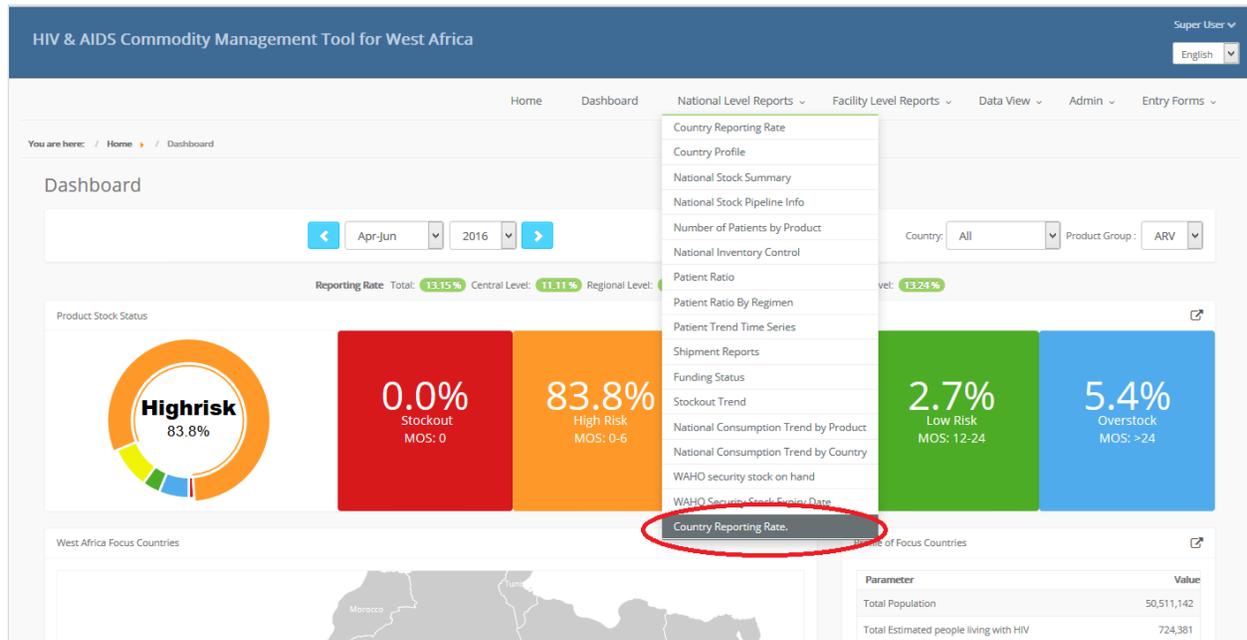


Figure 193. How to create a menu

After you have created the English version, follow the same steps to replicate the menu item in the remaining languages. Then, proceed to create the Associations menu for each language.

English Menu Associations

Go to <https://opsida.org/administrator> and from the Menus tab, select **Main Menu En**. Click on the newly created menu item.

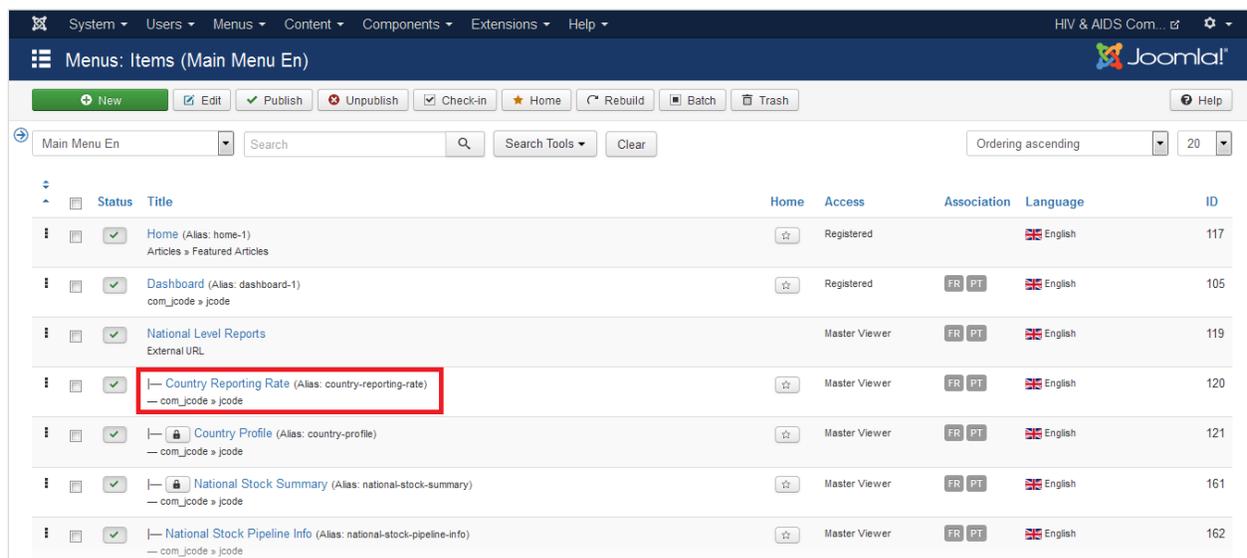


Figure 194. English Menu Associations

You will see the following screen. Here, click on the **Associations** tab, boxed in red in Figure 195.

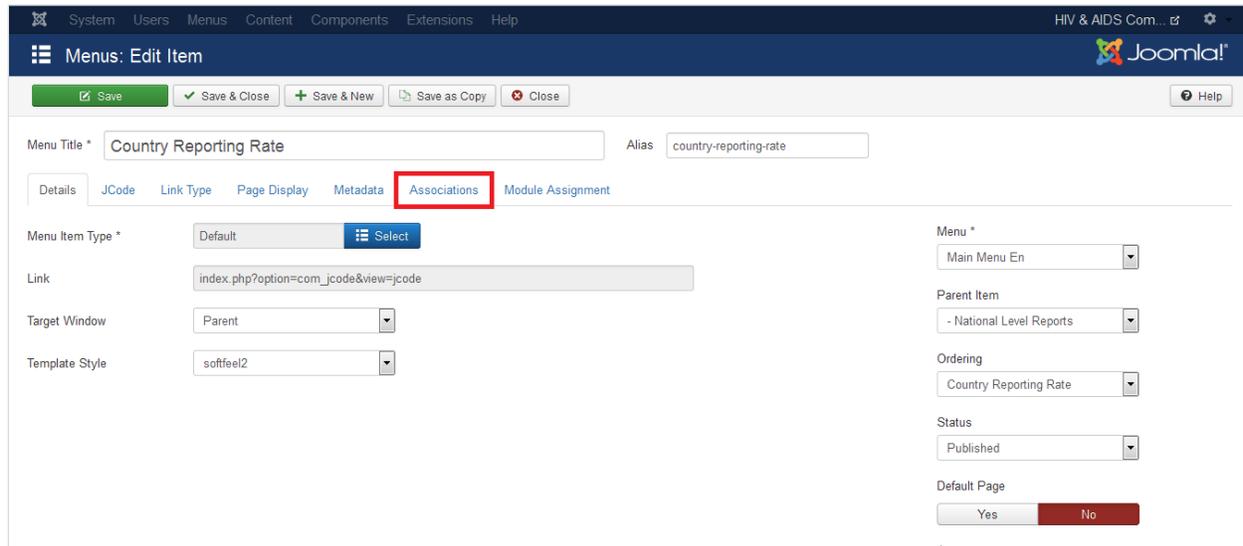


Figure 195. English Menu Associations

Select Français and Português from the drop-down list. Then, press save and close.

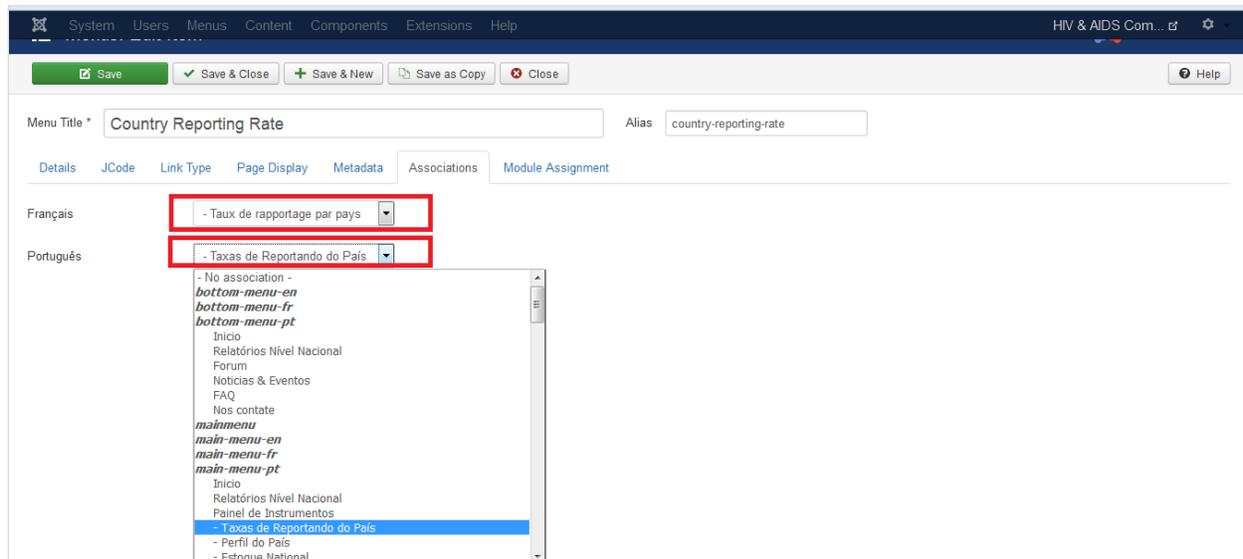


Figure 196. English Menu Associations

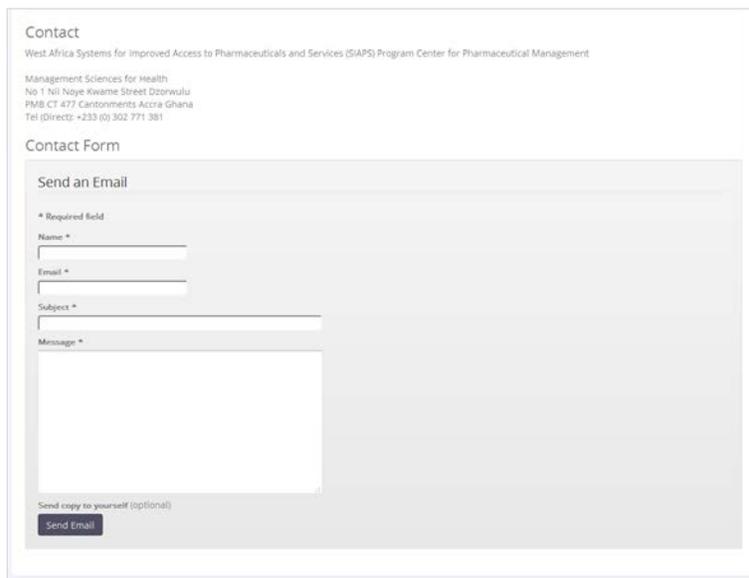
French Menu Associations

Go to <https://opsida.org/administrator> and from the Menus tab, select **Main Menu Fr**. Click on the newly created menu item. The process is the same as for the English menu associations.

Portuguese Menu Associations

Go to <https://ospida.org/administrator> and from the Menus tab, select **Main Menu Pt**. Click on the newly created menu item. The process is the same as for the English menu associations.

9.7 How to Change "Contact Us"



The screenshot shows a web form titled "Contact" for the "West Africa Systems for Improved Access to Pharmaceuticals and Services (SIAPS) Program Center for Pharmaceutical Management". The form includes contact information for "Management Sciences for Health" and a "Contact Form" section. The "Contact Form" section is titled "Send an Email" and contains four required fields: "Name", "Email", "Subject", and "Message". There is also an optional checkbox for "Send copy to yourself (optional)" and a "Send Email" button.

Figure 197. How to change Change "Contact Us"

Go to the ospida.org/components/com_contact/views/contact/tmpl/default_address.php URL via **File Manager/FTP**. Click to open "default_address.php" file. Locate the "contact-address" class and change the text, as in the following example.

"West Africa Systems for Improved Access to Pharmaceuticals and Services (SIAPS) Program Center for Pharmaceutical Management

- Management Sciences for Health
- No 1 Nii Noye Kwame Street Dzorwulu
- PMB CT 477 Cantonments Accra Ghana
- Tel (Direct): +233 (0) 302 771 381"

```
11
12
13  /**
14   * marker_class: Class based on the selection of text, none, or icons
15   * jicon-text, jicon-none, jicon-icon
16   */
17  <?php if ($this->params->get('address_check') > 0) &&
18     <div class="contact-address dl-horizontal">
19     West Africa Systems for Improved Access to Pharmaceuticals and Services (SIAPS) Program Center for Pharmaceutical Management
20     Management Sciences for Health <br />
21     No 1 Nii Noye Kwame Street Dzorwulu <br />
22     PMB CT 477 Cantonments Accra Ghana <br />
23     Tel (Direct): +233 (0) 302 771 381<br />
24     <?php if (($this->params->get('address_check') > 0) &&
25         ($this->contact->address || $this->contact->suburb || $this->contact->state || $this->contact->country || $this->contact->city)) : ?>
26         <dt>
27             <span class="<?php echo $this->params->get('marker_class'); ?>" >
28                 <?php echo $this->params->get('marker_address'); ?>
29             </span>
30         </dt>
31     <?php endif; ?>
32
33     <?php if ($this->contact->address && $this->params->get('show_street_address')) : ?>
34         <dd>
35             <span class="contact-street">
```

Figure 198. How to change Change "Contact Us

10 How to Update the Joomla Version

Go to the Admin panel at <https://ospsida.org/administrator>, and log in with username and password. The following screen will appear.

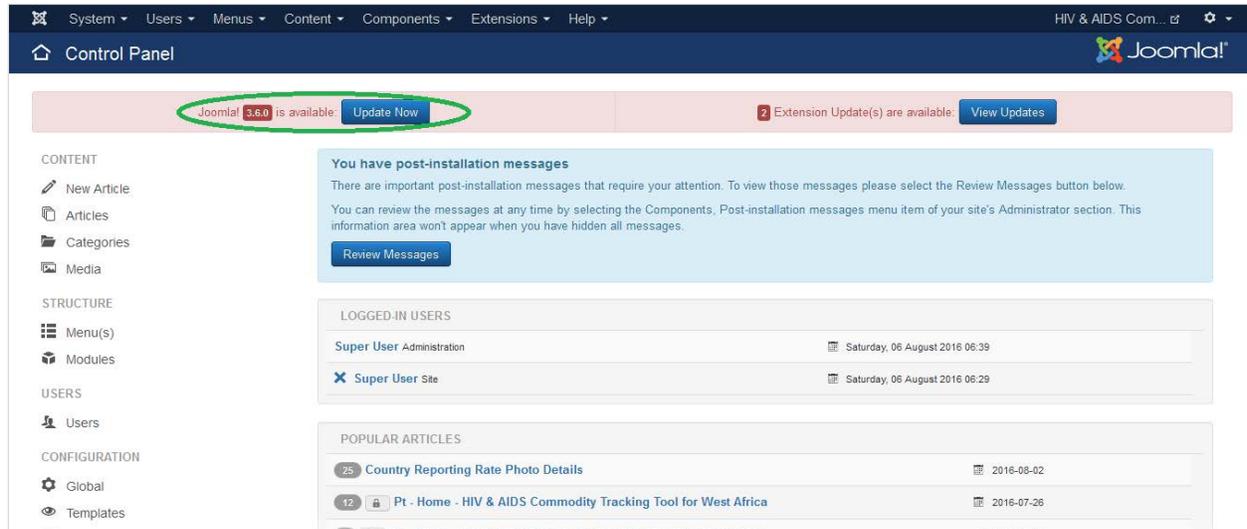


Figure 199. How to Update the Joomla Version

If updates Joomla are available, then the [Joomla! 3.6.0 is available: Update Now](#) block will appear. Press the Update Now button to update the Joomla, version and wait for a message saying that the update was successfully completed.

11 OPSIDA Local Installation

11.1 Install Web Server and Database

First, check your computer to see whether **Xampp** is already installed. If Xampp is not installed, then you must install it. The new version of Xampp has been provided on the CD. Open the CD, and copy the **xampp-win32-1.8.0-VC9-installer.exe** file onto your desktop.

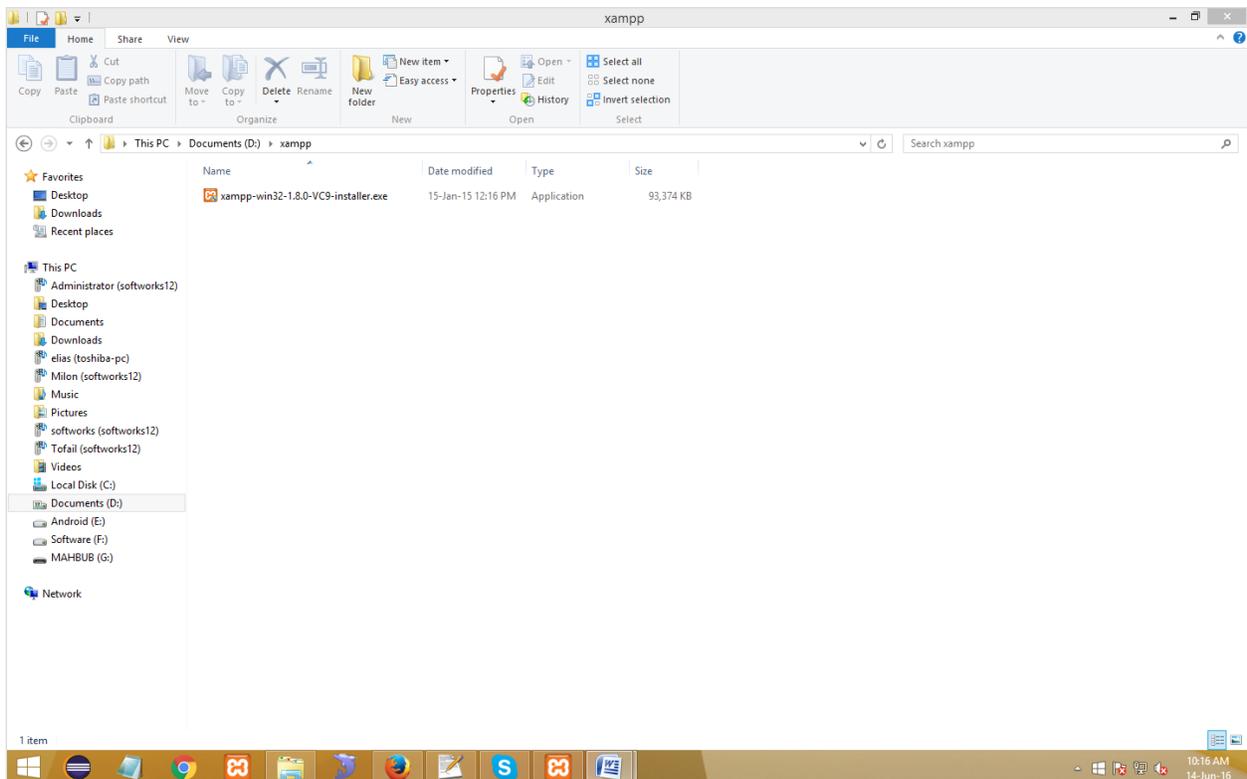


Figure 200. Install Web Server & and Database

Now, double-click on the file, and you will get the dialog box in Figure 201.

Press OK, and the following dialog is shown.



Figure 201. Install Web Server and Database

Press OK, and the following window will show.



Figure 202. Install Web Server and Database

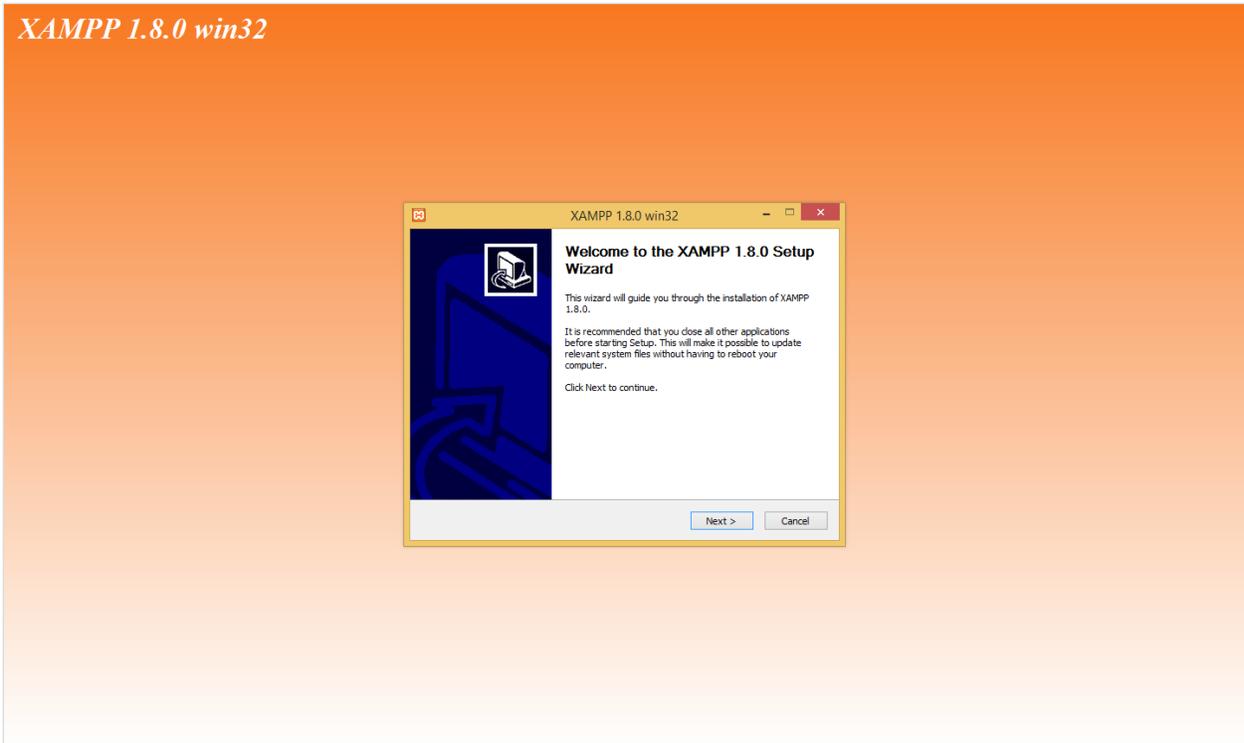


Figure 203. Install Web Server and Database

Click the [Next](#) button to continue the setup process.

A dialog box for the installation location will appear, with a default location.

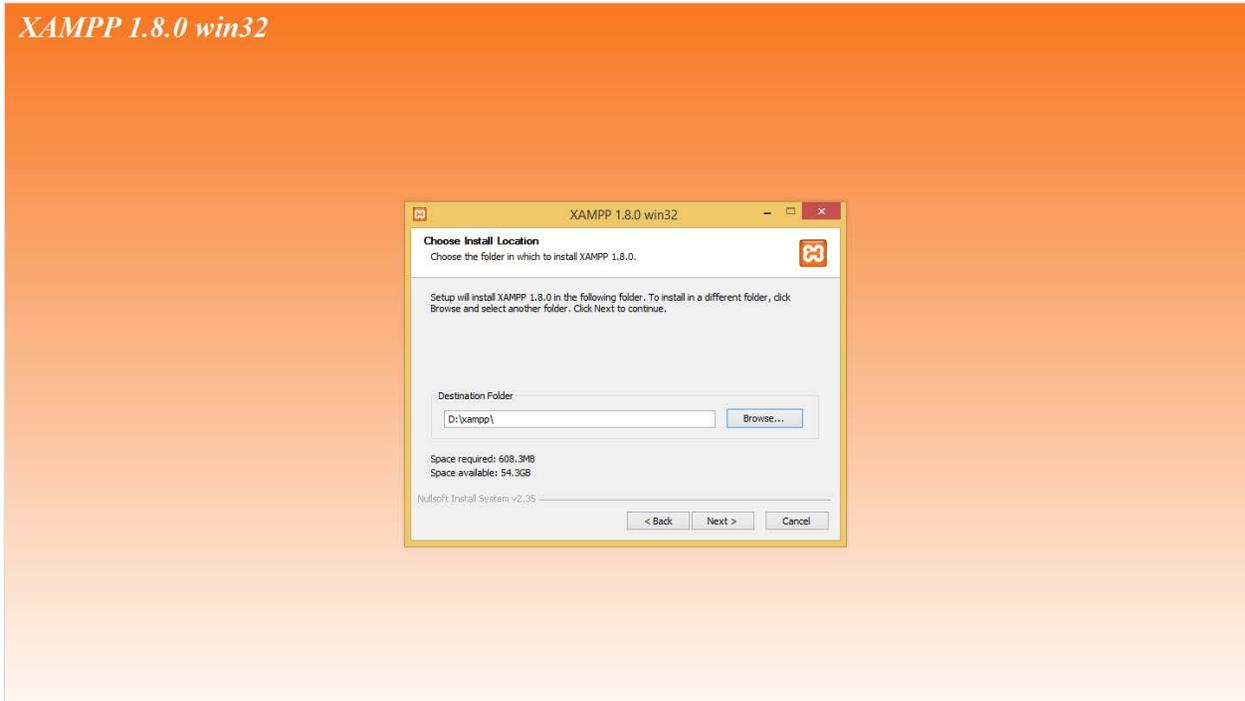


Figure 204. Install Web Server and Database

Click Next, which will bring you to the following screen.

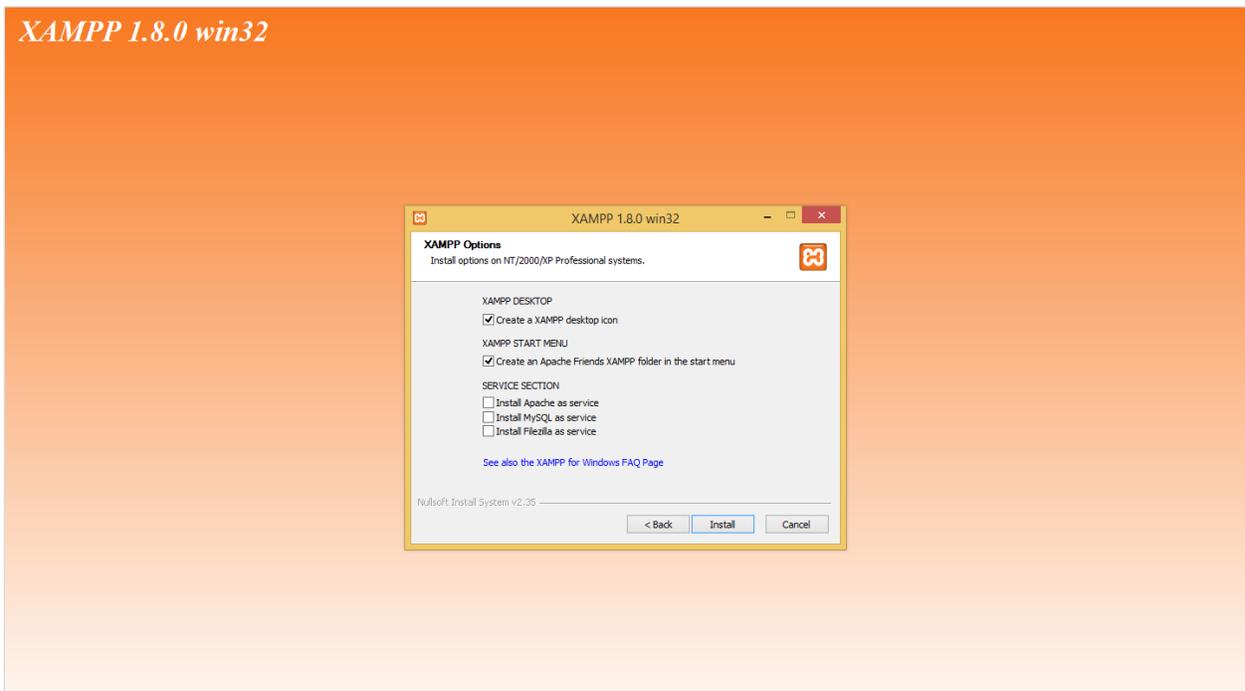


Figure 205. Install Web Server and Database

Check off the top two check boxes, then click on the Install button. Wait a while to for you system to complete the installation. After completion, a new dialog box will appear, Figure 206.

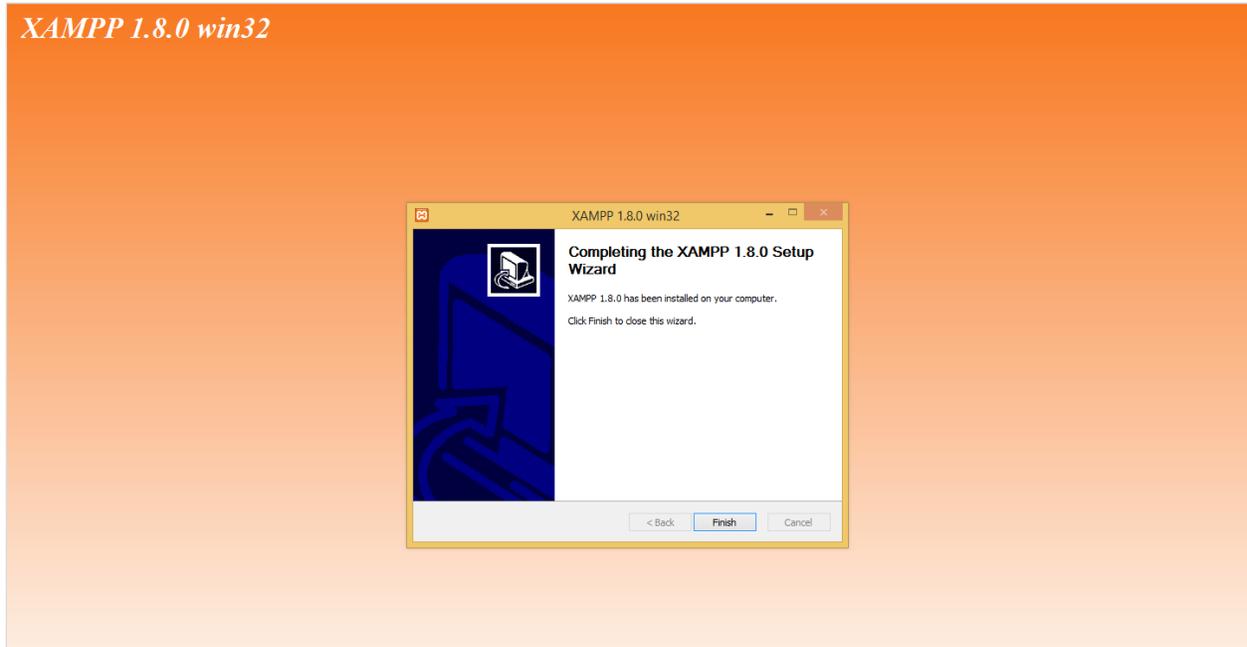


Figure 206. Install Web Server and Database

Click on the Finish button. The following window will pop up.

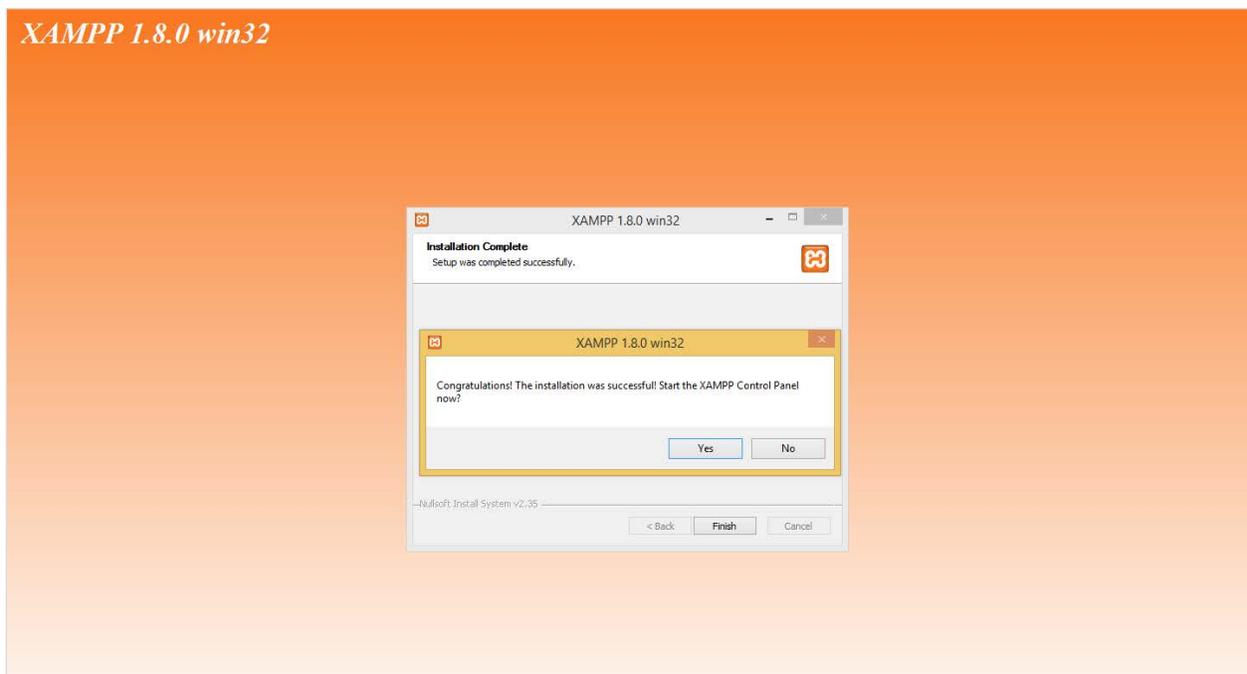


Figure 207. Install Web Server and Database

Click Yes, and the following window will pop up.

Select OK, and the following screen will appear.



Figure 208. Install Web Server and Database

Check off the first check box titled Apache. The following window will pop up.

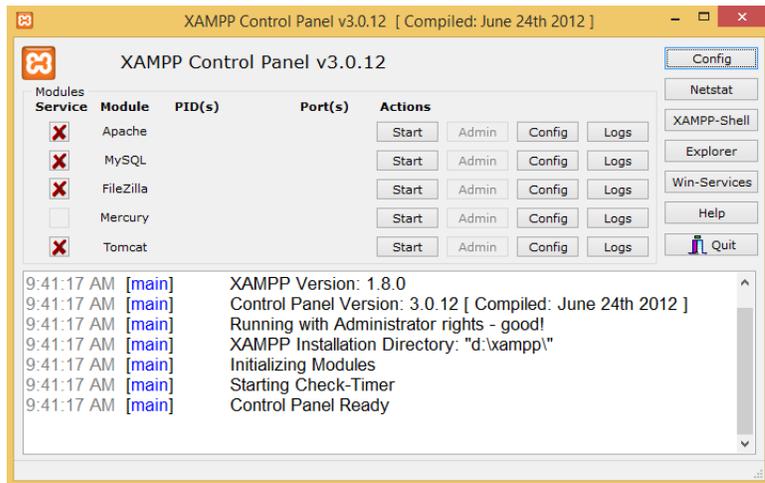


Figure 209. Install Web Server and Database

Click Yes, and the following screen will appear.

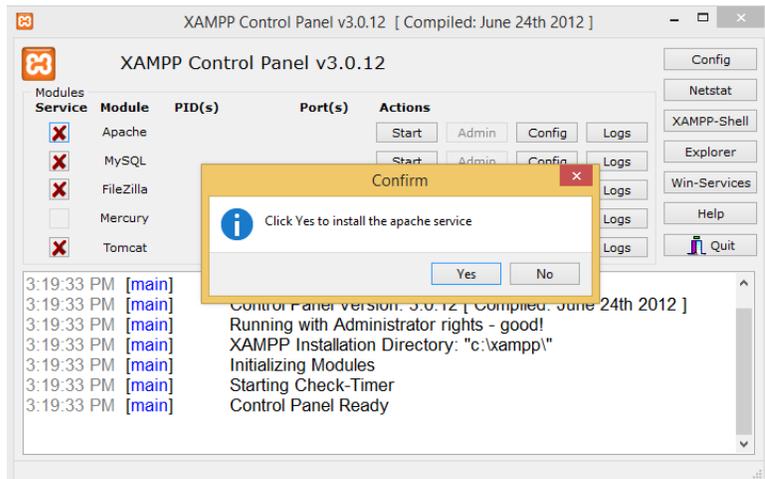


Figure 210. Install Web Server and Database

Check the second check box titled MySQL. The following window will pop up.

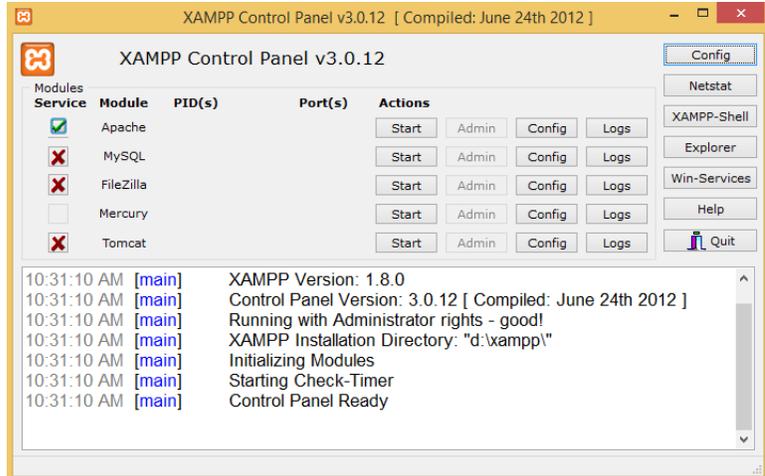


Figure 211. Install Web Server and Database

Click Yes, and the following screen will show.

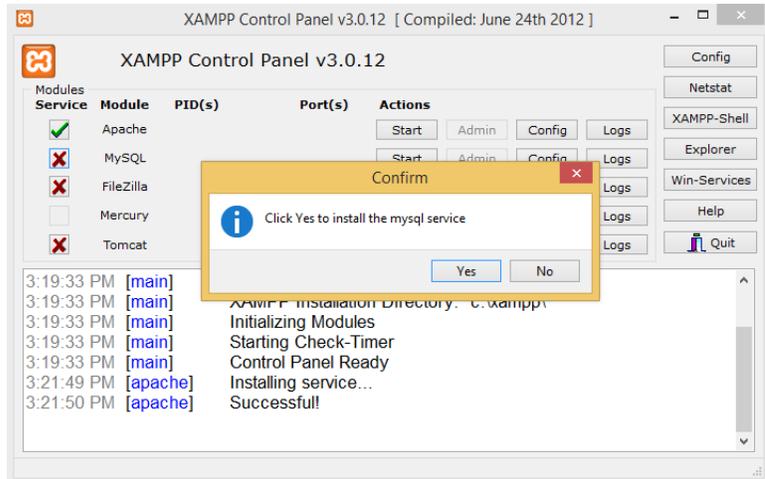


Figure 212. Install Web Server and Database

Click on the first two start buttons entitled Apache and MySQL, which will make the screen look like this.

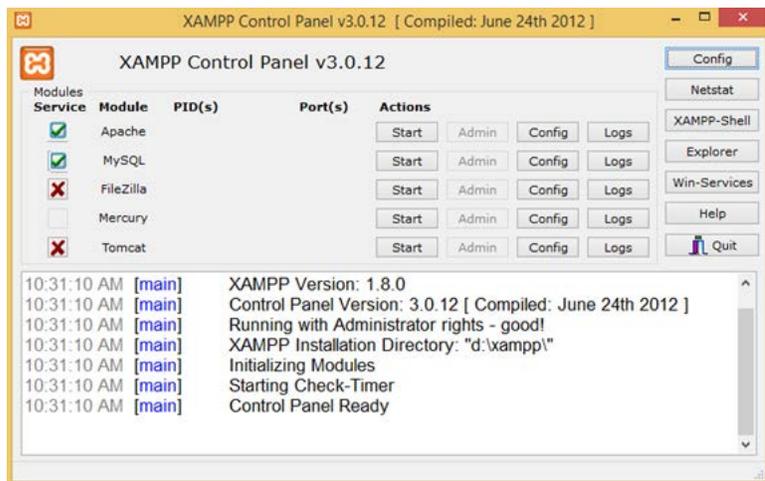


Figure 213. Install Web Server and Database

Press the Quit button to close the dialog box.

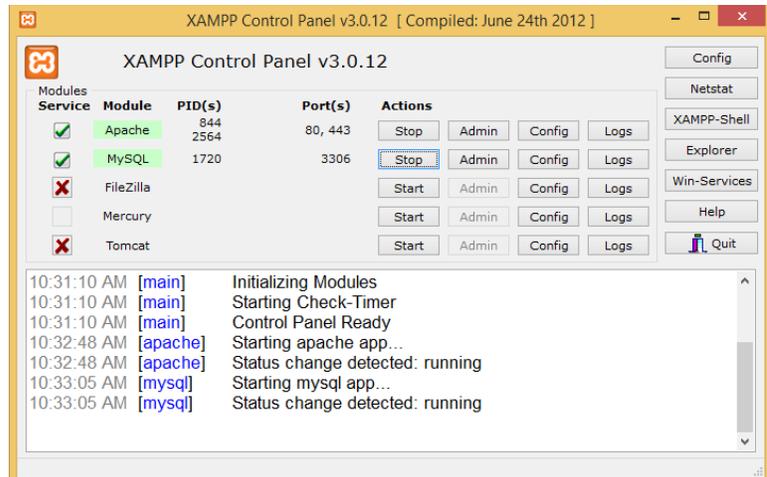


Figure 214. Install Web Server and Database

Open **php.ini** from XAMPP installed folder (C:\xampp->php-> php.ini). Here, replace **error_reporting = E_ALL | E_STRICT** this line by **error_reporting = E_ALL & ~E_NOTICE & ~E_DEPRECATED** and restart your computer. This screen appears as follows.

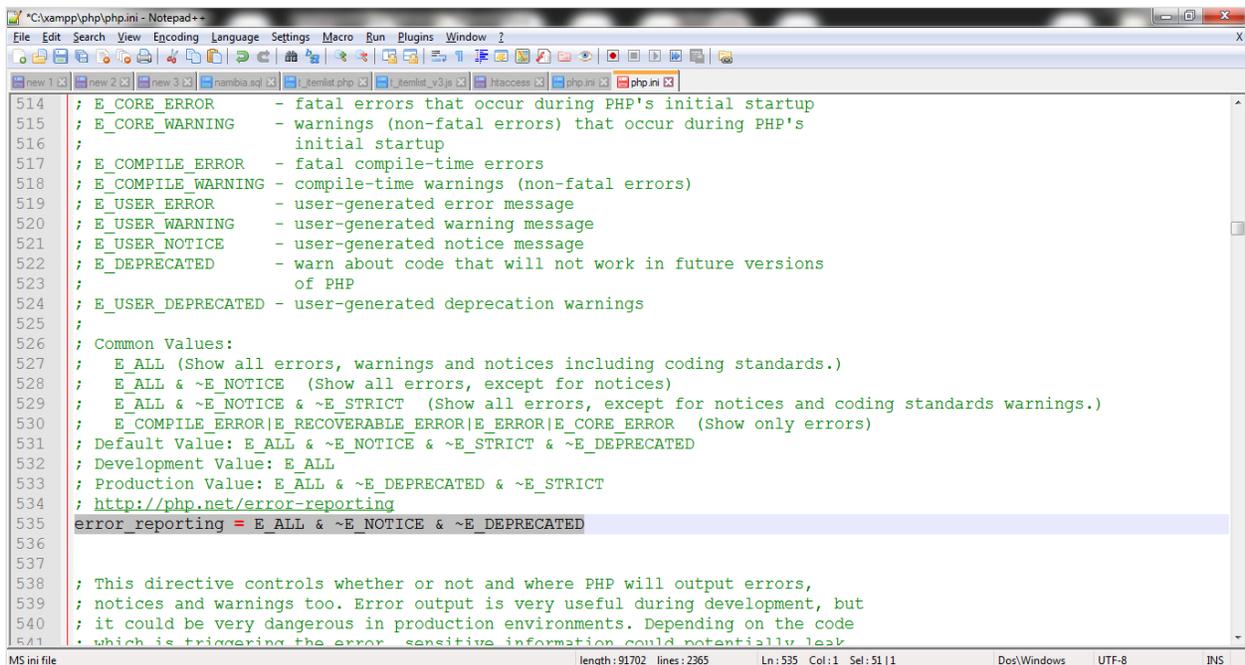


Figure 215. Install Web Server and Database

11.2 Create OPSIDA Backup in Web Server

Go to <https://opsida.org/administrator/> and log in with your username and password. You will see the screen shown in Figure 216.

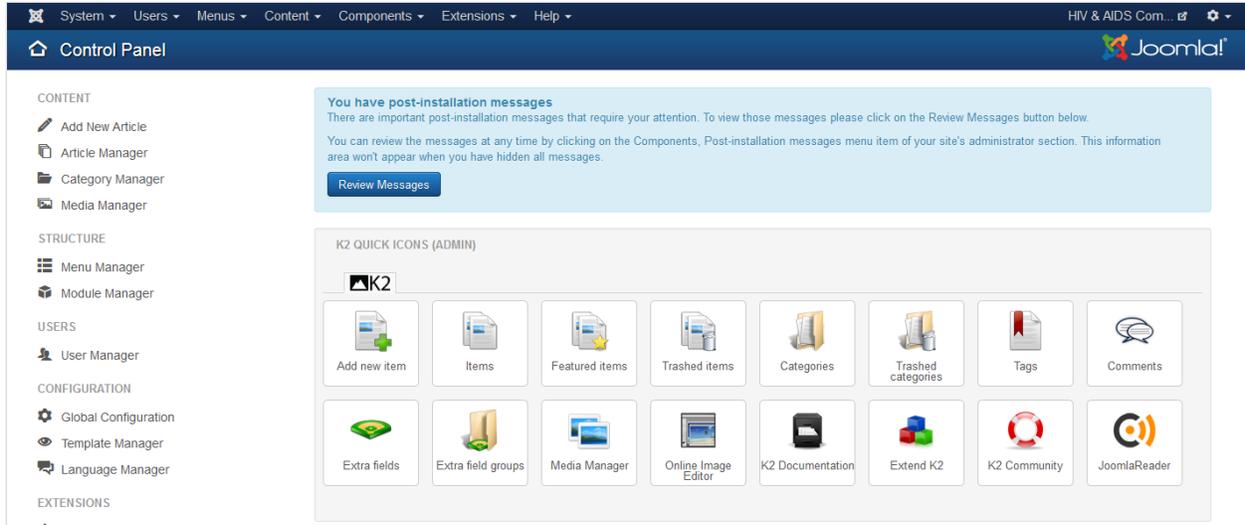


Figure 216. Create OPSIDA Backup in Web Server

Now go to the **Components** tab and select **Akeeba Backup**. This brings you to the **Akeeba Backup** page in your Joomla backend.

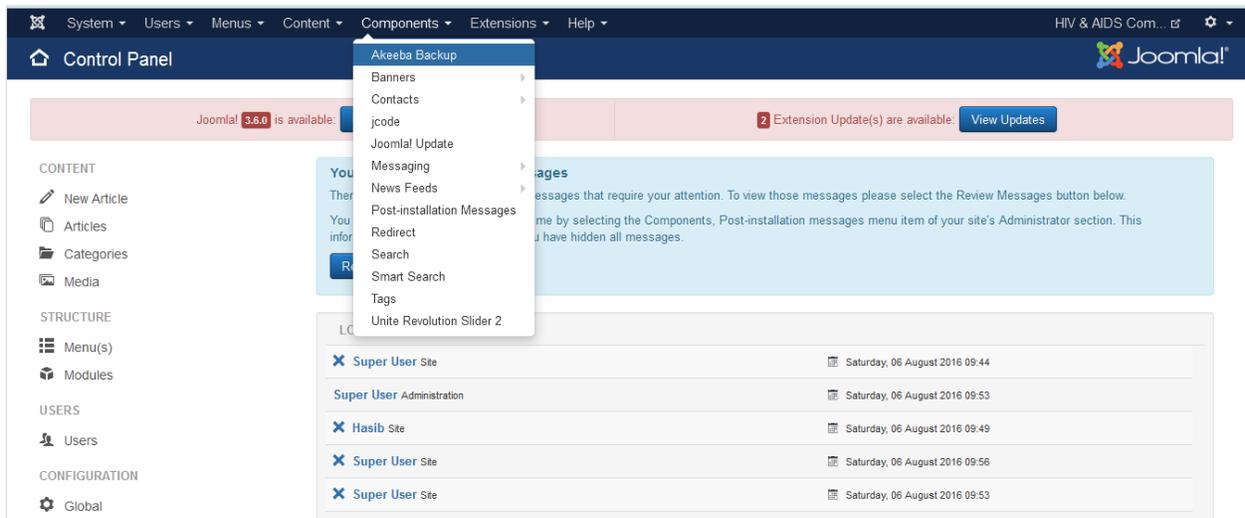


Figure 217. Create OPSIDA Backup in Web Server

The following screen will appear:

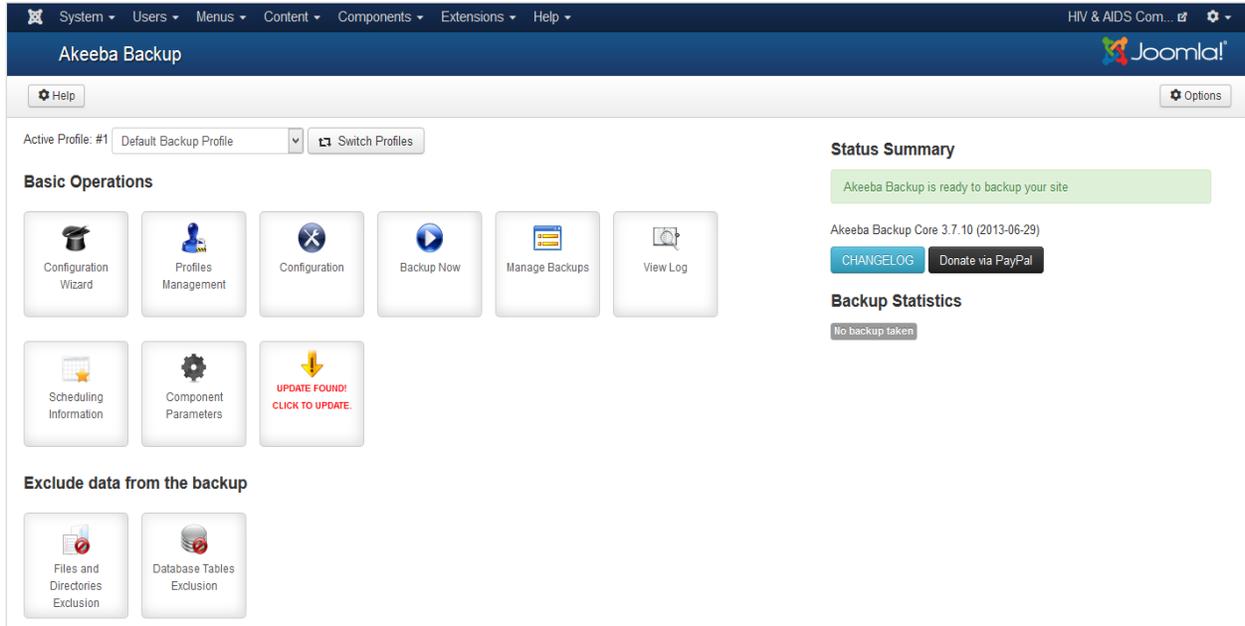


Figure 218. Create OSPSIDA Backup in Web Server

For making a backup of **OSPSIDA**, click on the **Backup Now** button. On the next page, you can write a short description and/or backup comment about this backup. It is good practice to use the comments field, so you can remember later why you created this backup.

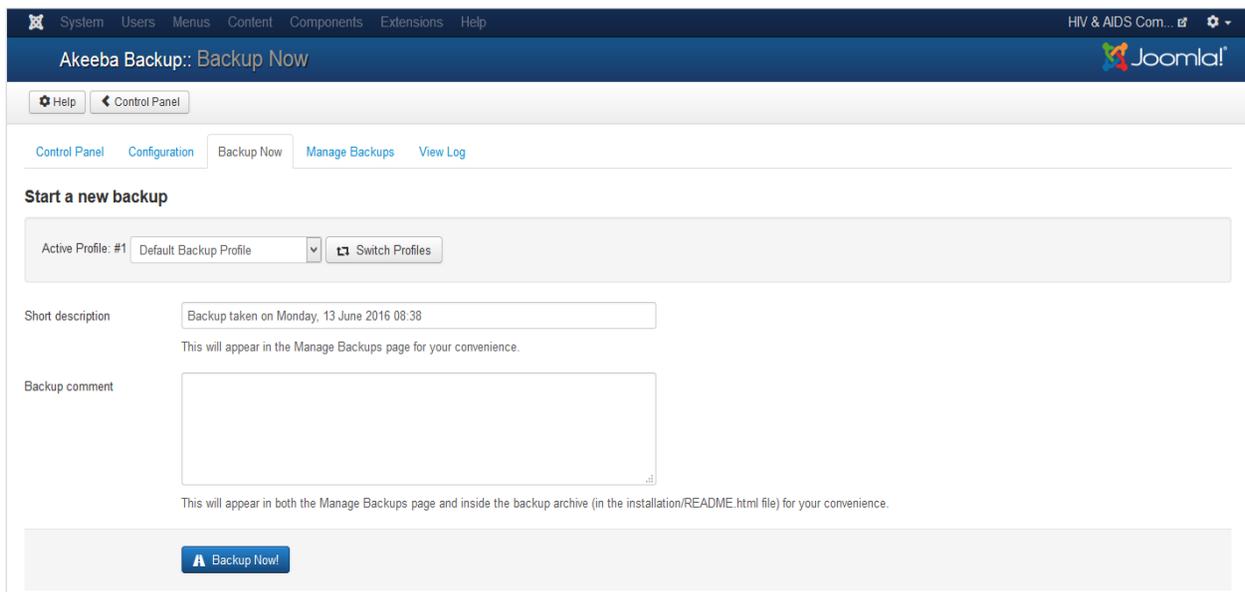


Figure 219. Create OSPSIDA Backup in Web Server

Press the **Backup Now!** button to begin the process.

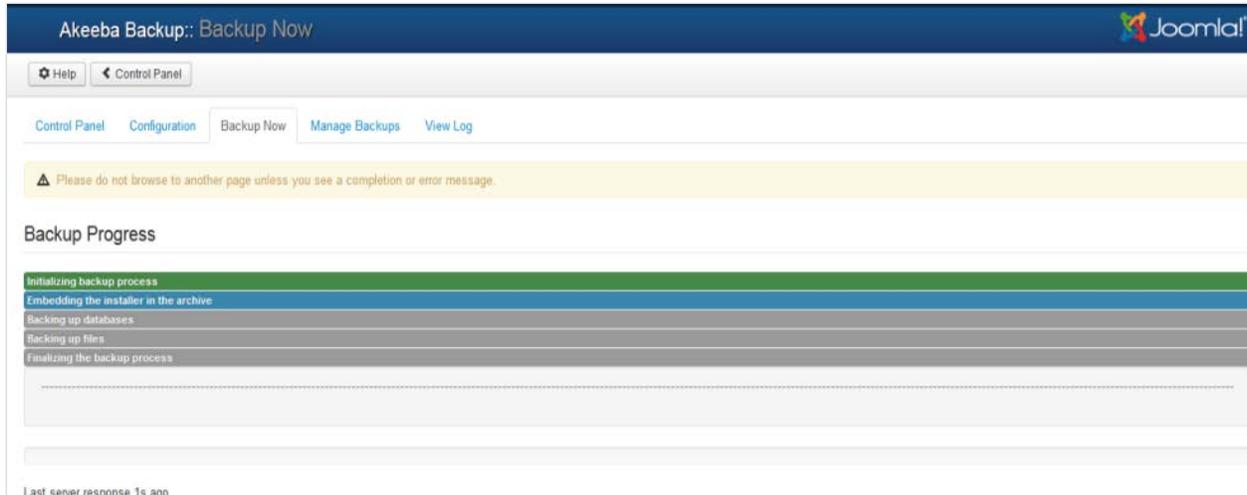


Figure 220. Create OSPSIDA Backup in Web Server

Important! Do not close this browser window unless the backup is completed. Doing so will interrupt the backup creation process and it will not be completed successfully!

When backup is complete, click the **Manage Backups** button to proceed.

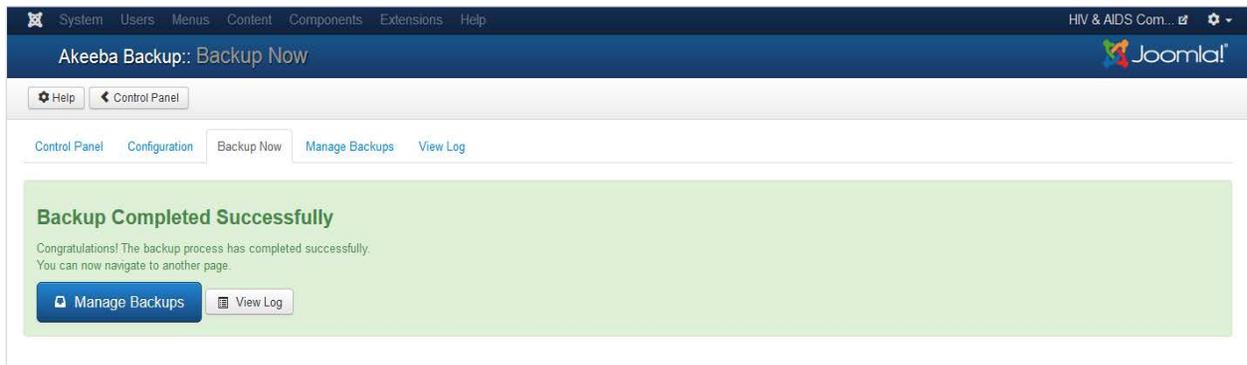


Figure 221. Create OSPSIDA Backup in Web Server

11.3 How to Download and Install an OSPSIDA Backup

On the Manage Backups page, click on the "download" button (at the right side of each row) on the most recent backup that you created. The download of your archive will begin immediately.

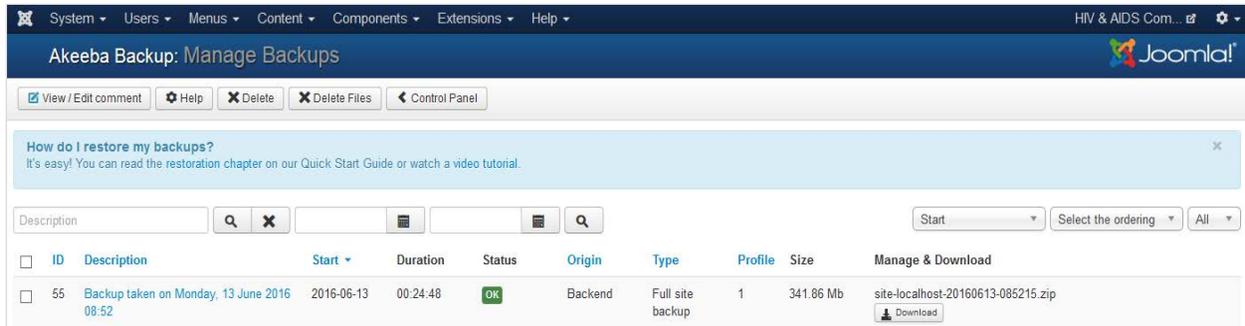


Figure 222. How to Download and install Install an OSPSIDA Backup

Copy the downloaded backup file under **D:\xampp\htdocs\ospsida** directory. Extract the zip folder in this directory. Delete the following three files from **D:\xampp\htdocs\ospsida** directory:

- .htaccess.dec12
- .ftpquota
- .htaccess

Open your web browser. Type **http://localhost/ospsida/** into the address bar. The following screen will appear. You need change nothing here, simply click blue **Next** button at the top right corner.

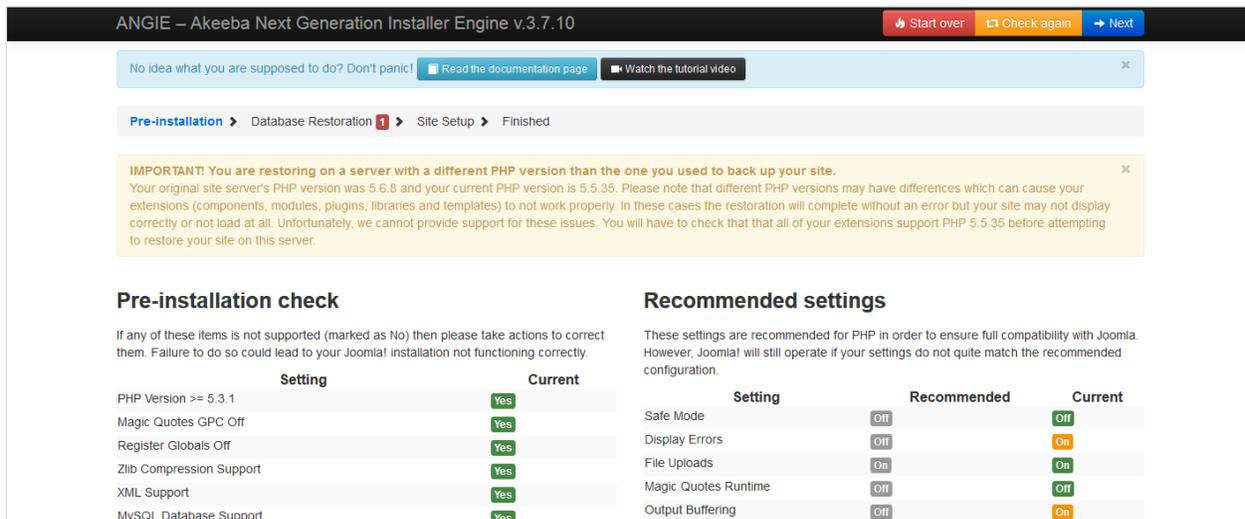


Figure 223. How to Download and Install an OSPSIDA Backup

After that, a screen will appear (Figure 224). In the Connection Information section, type in as shown:

- Databse server host name = localhost
- User name = root

- Database name = ospsida_db

Other options remain the same.

The screenshot shows the 'Database Restoration' step in the ANGIE installer. The title is 'Restoration of site's main database'. It is divided into 'Connection information' and 'Advanced options'. Under 'Connection information', fields include Database type (MySQLi), Database server host name (localhost), User name (root), Password (Password), and Database name (warp_jdb). Under 'Advanced options', there are buttons for 'Drop' and 'Backup', a field for 'Database table name prefix' (j323_), and checkboxes for 'Suppress foreign key checks', 'Use REPLACE instead of INSERT', 'Force UTF-8 collation on database', and 'Force UTF-8 collation on tables'. A 'Fine tuning' section has a warning box and a 'Maximum execution time' field set to 5. Navigation buttons 'Previous', 'Skip Restoration', and 'Next' are at the top.

Figure 224. How to Download and Install an OSPSIDA Backup

Click Next, and the following screen will appear, showing that the database restoration was successful. Click **Next Step** button.

The screenshot shows a 'Database restoration' dialog box. It has a green header and a green message box that says 'The database restoration was successful'. Below the message, it says 'Click the button below to close this dialog and proceed to the next step of this installer'. At the bottom, there is a green button with a checkmark icon and the text 'Next step'.

Figure 225. How to Download and Install an OSPSIDA Backup

On the next page, just click **Next** on the top right side.

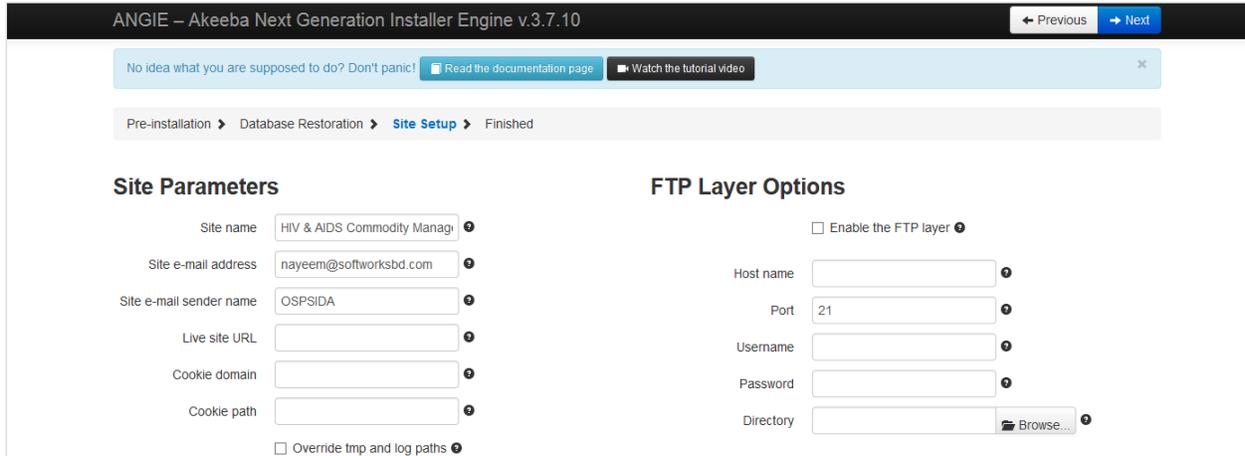


Figure 226. How to Download and Install an OSPSIDA Backup

When the next page comes up, click **Remove the installation directory** button (the red button in the middle of the screen).

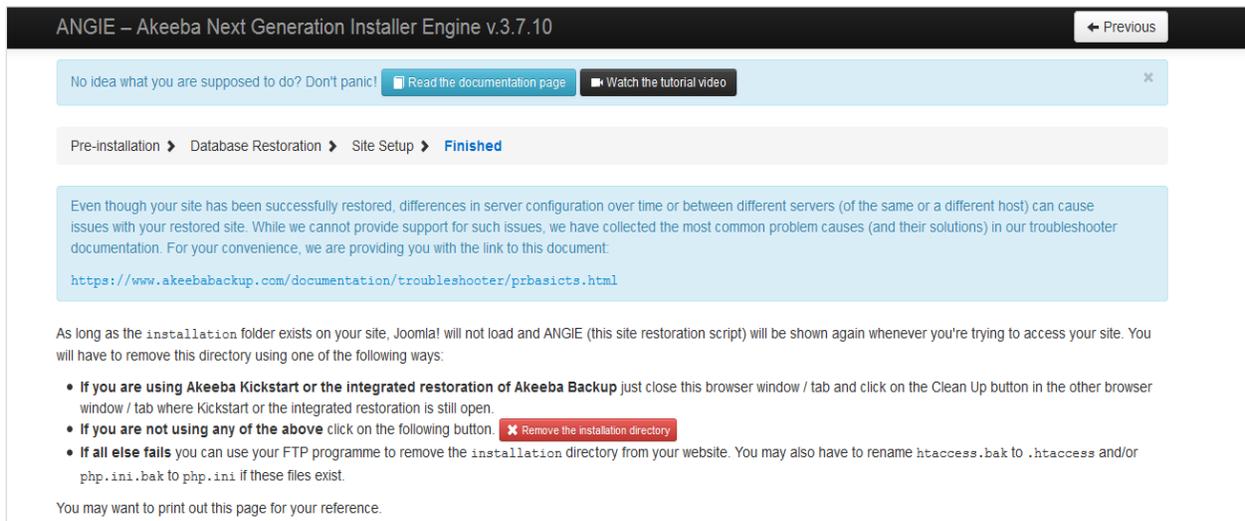


Figure 227. How to Download and Install an OSPSIDA Backup

The following screen will appear.

Click on the **Visit your site's front-end** button (green button in Figure 228). You will be taken to the home page of OSPSIDA, installed on your local computer.

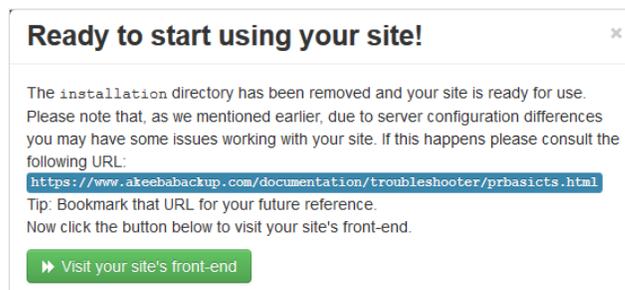


Figure 228. How to Download and Install an OSPSIDA Backup

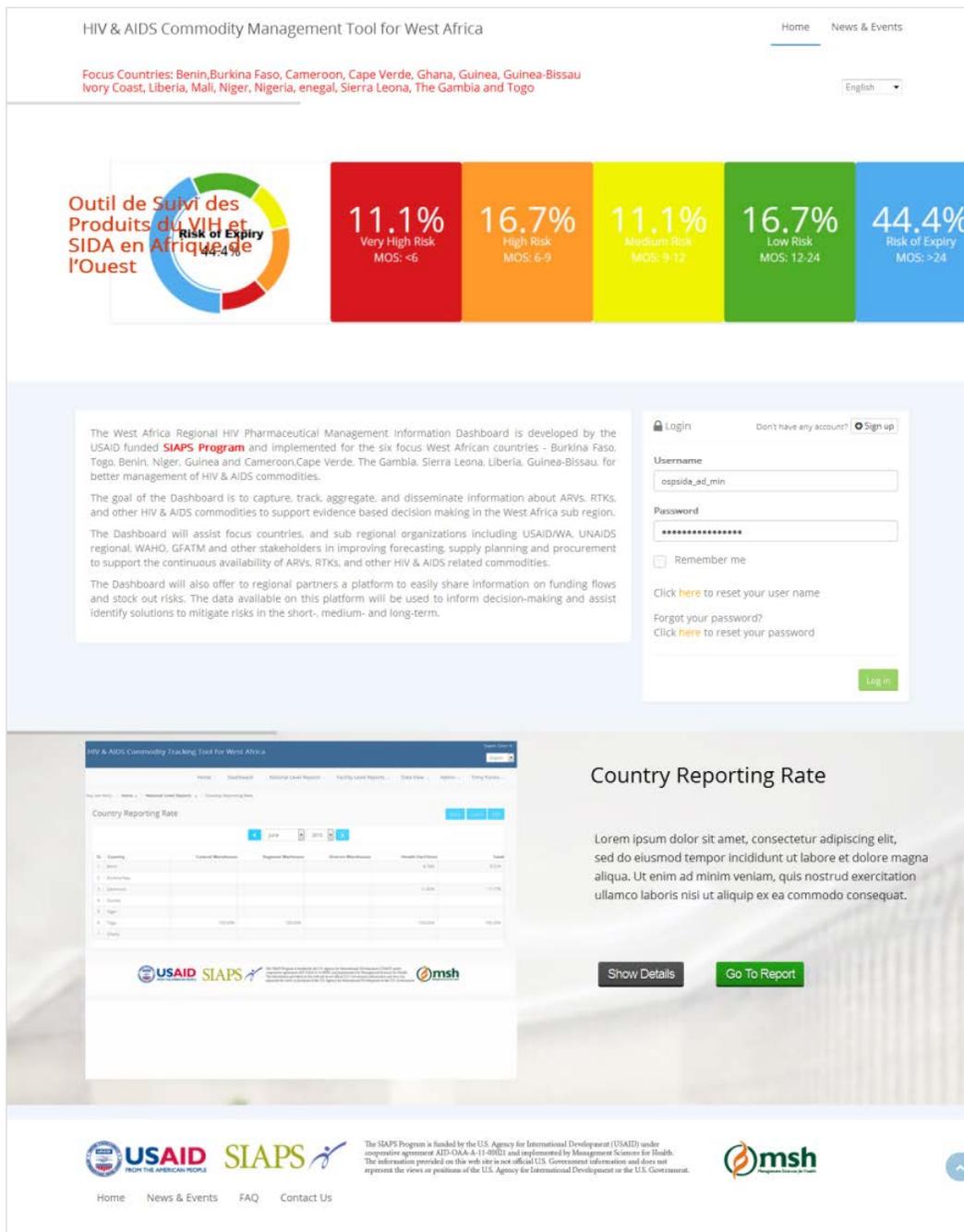


Figure 229. How to Download and Install an OSPSIDA Backup

- Copy the configuration.php file from your installation folder, and replace it in this folder: **[your drive]:\xampp\htdocs\ospsida**
- Copy the define.inc file from your installation folder, and replace it in this folder: **[your drive]:\xampp\htdocs\ospsida\ source**

Now, you can log into OSPSIDA with your username and password. The local website link will be **http://localhost/ospsida**.