



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

USER GUIDE

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SIAPS 
Systems for Improved Access
to Pharmaceuticals and Services

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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.

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ACRONYMS AND ABBREVIATIONS

AIDS	Acquired immunodeficiency syndrome
ARV	Antiretroviral
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 and 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 goal of the OSPSIDA 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 sub-regional 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 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.

This User Guide assists users to make entries into the OSPSIDA Dashboard smoothly. The user guide has step-by-step guidance on how to access the dashboard, enter information, and generate reports.

2 How to Browse the OSPSIDA Dashboard

2.1 Opening the OSPSIDA Dashboard Home Page

- Go to an internet browser, e.g. Google Chrome, Firefox, Internet Explorer
- Type <https://ospsida.org> into the address bar.
- The following home page screen will appear.

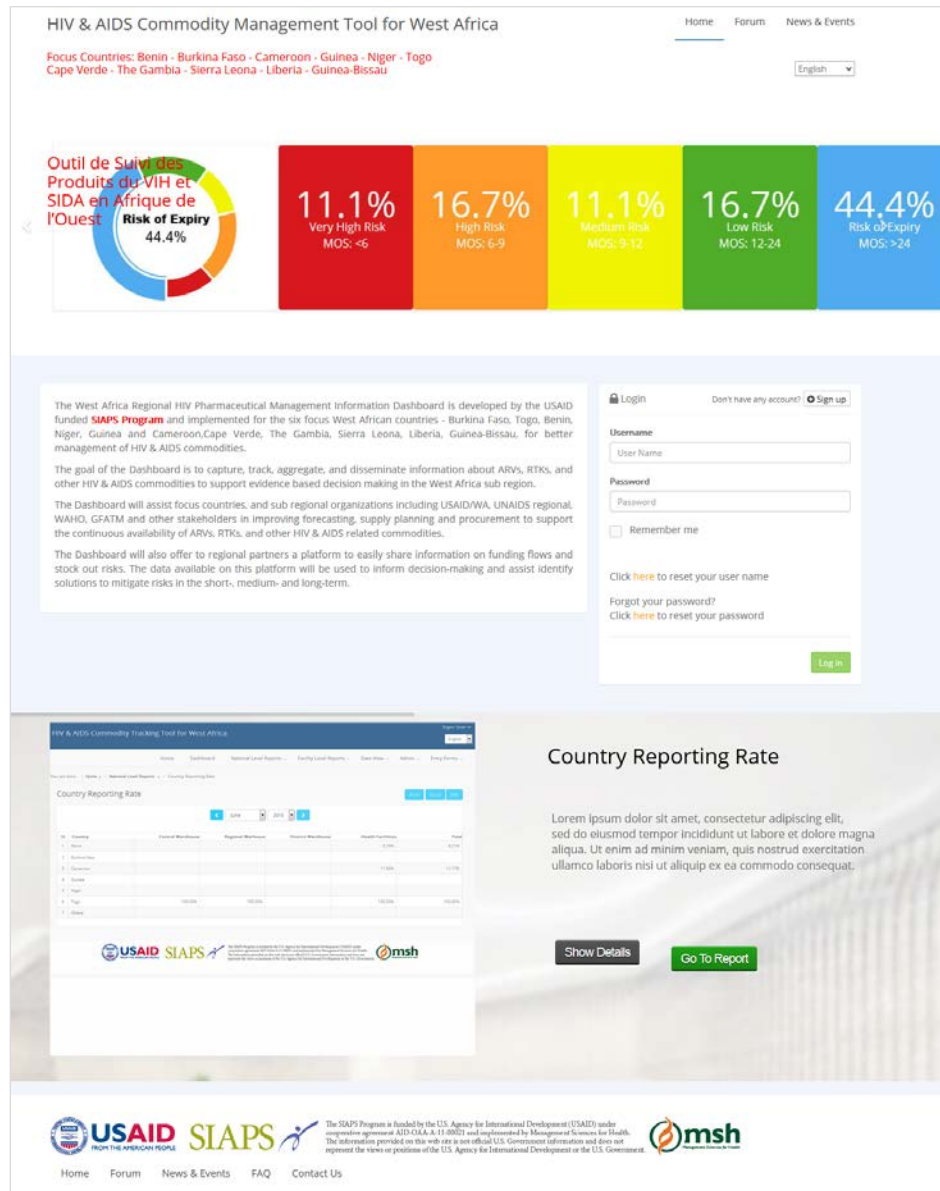


Figure 1

To get further into the dashboard's reports and files, the user needs to complete the registration process. Only registered users can access further information. The following section describes how to create a user account.

2.2 How to Create a New User, Register, and Log In or Out

2.2.1 Logging in to the Dashboard

If you are already registered as a user of OSPSIDA, to log in into the system simply insert your [username](#) and [password](#) in the [Login](#) fields as shown in Figure 2.

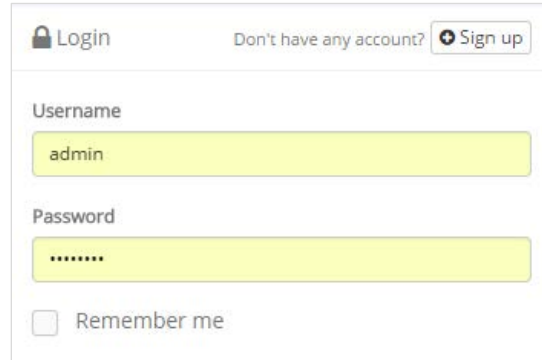


Figure 2

Click the login button after inserting user's [username](#) and [password](#). After login, the following screen will appear.

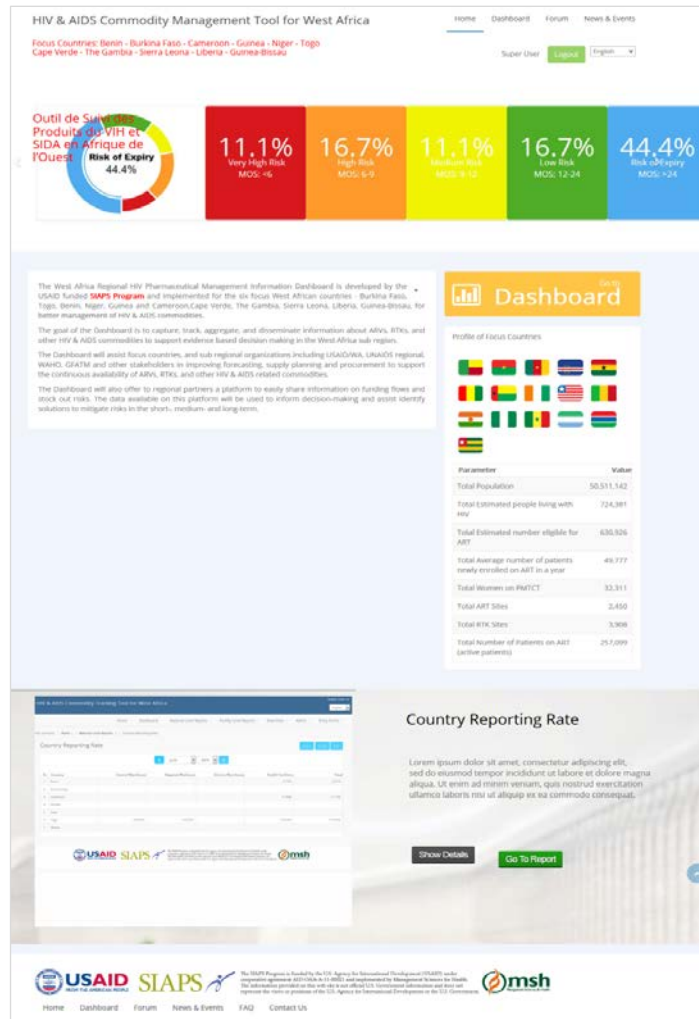


Figure 3

The identity of the user logged onto the system, and status, are shown as follows.

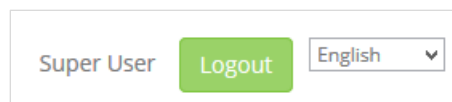


Figure 4

To log out of the system, simply click the [Logout](#) button.

2.2.2 Creating a New User Account

To start a new account, look for the window at the right of the screen, as shown, and click on the [Sign up](#) button.

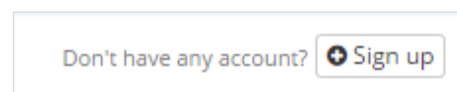


Figure 5

Anyone can apply for a User Account to access the system. After clicking the [Sign Up](#) button, the following information is needed to register:

Figure 6

After pressing the black Register button, the applicant will receive the following e-mail, which contains a link. The applicant should click on the link or, copy and paste it to his or her internet browser.

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

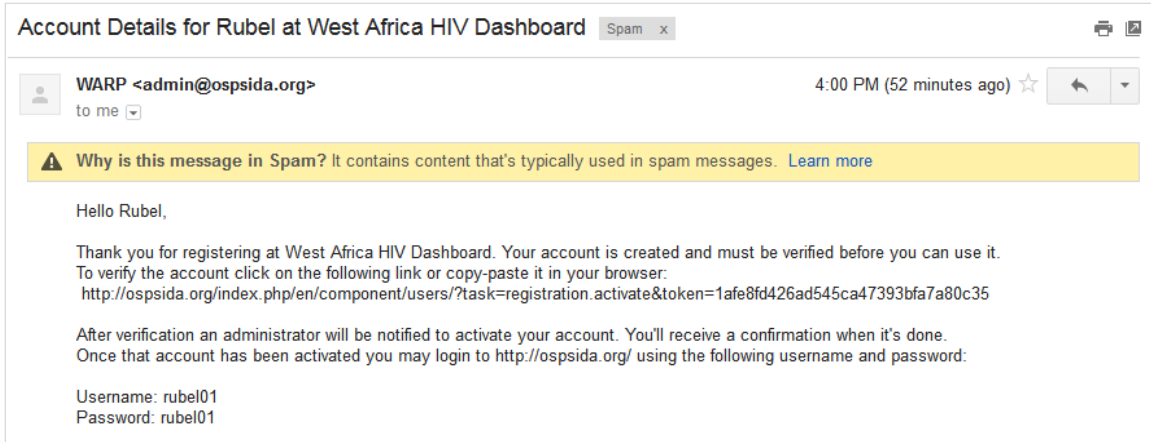


Figure 7

At this point, an OSPSIDA Administrator will receive an e-mail containing the following contents with a similar link. The Administrator will also need to click on the link or, copy and paste the link to her or her browser, to authorize the new user.

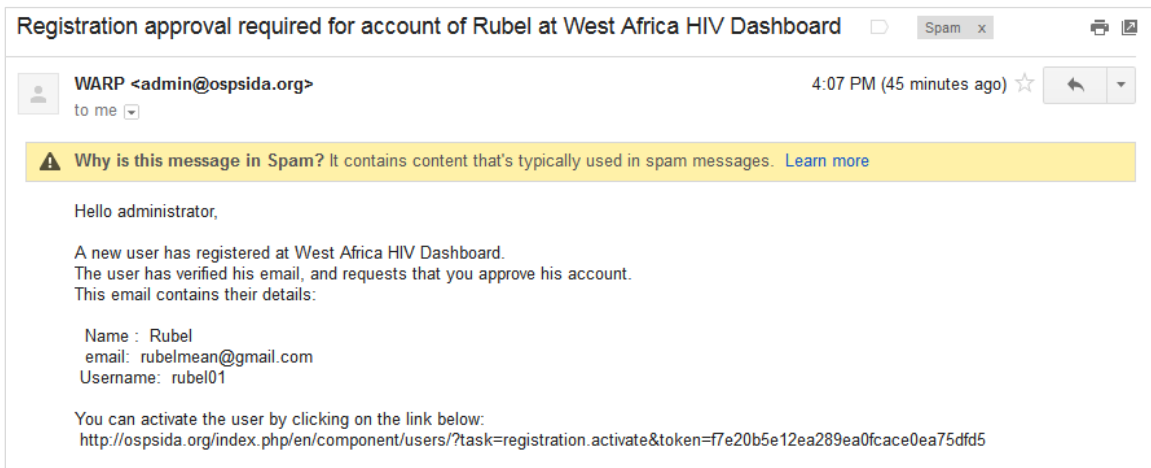


Figure 8

After being validated by the Administrator, the new user will receive an account activation e-mail as follows:

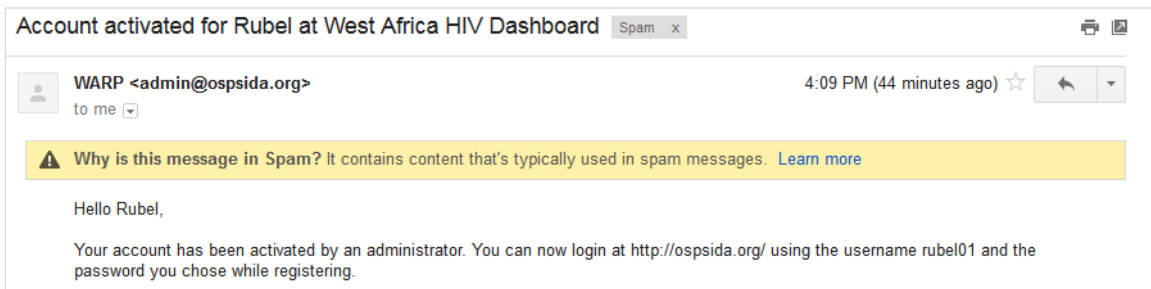
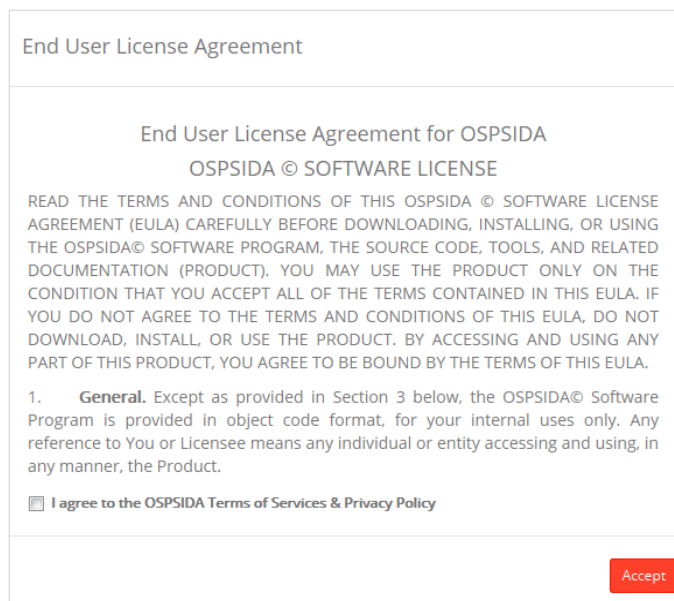


Figure 9

The user is now ready to log into OPSIDA. When the newly registered user goes to the home page website link, <https://ospsida.org/>, and logs in for the first time, the following screen will appear:

After checking (✓) "I agree to the OPSIDA Terms of Services & Privacy Policy", the new user must click on the red **Accept** button. Then, the user can enter the website.



End User License Agreement

End User License Agreement for OPSIDA
OPSIDA © SOFTWARE LICENSE

READ THE TERMS AND CONDITIONS OF THIS OPSIDA © SOFTWARE LICENSE AGREEMENT (EULA) CAREFULLY BEFORE DOWNLOADING, INSTALLING, OR USING THE OPSIDA© SOFTWARE PROGRAM, THE SOURCE CODE, TOOLS, AND RELATED DOCUMENTATION (PRODUCT). YOU MAY USE THE PRODUCT ONLY ON THE CONDITION THAT YOU ACCEPT ALL OF THE TERMS CONTAINED IN THIS EULA. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS OF THIS EULA, DO NOT DOWNLOAD, INSTALL, OR USE THE PRODUCT. BY ACCESSING AND USING ANY PART OF THIS PRODUCT, YOU AGREE TO BE BOUND BY THE TERMS OF THIS EULA.

1. **General.** Except as provided in Section 3 below, the OPSIDA© Software Program is provided in object code format, for your internal uses only. Any reference to You or Licensee means any individual or entity accessing and using, in any manner, the Product.

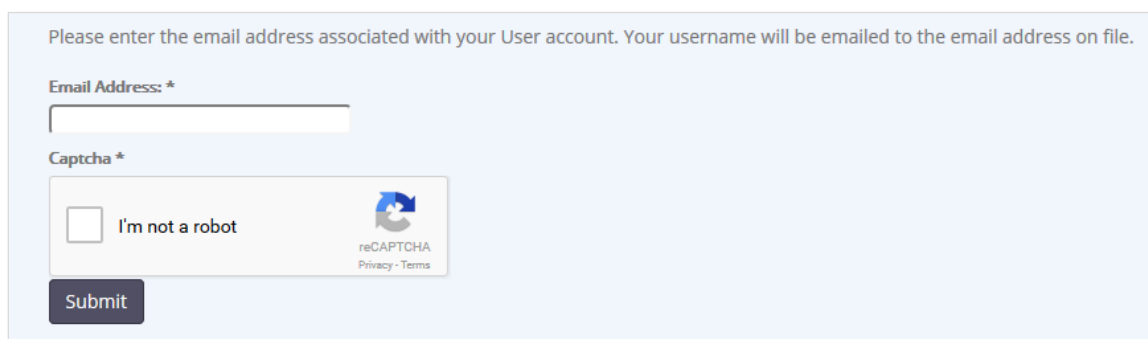
☐ I agree to the OPSIDA Terms of Services & Privacy Policy

Accept

Figure 10

2.2.3 Resetting a User Account

On the home page, in the login panel, there is a way to reset user information. By clicking on the [Click here to reset your user name](#) button in the login panel, the user may reset the User Account information as follows:



Please enter the email address associated with your User account. Your username will be emailed to the email address on file.

Email Address: *

Captcha *

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

Figure 11

The e-mail currently associated with the account must be entered. Follow the indicated steps to reset the account. Some of the steps in section 2.2.2 will need to be repeated.

2.2.4 Changing the Password

By clicking [Forgot your password?](#) button in the login panel, the following screen will be shown. The user has to type in the e-mail address currently associated with the account, enter the Captcha, and press the black [Submit](#) button.

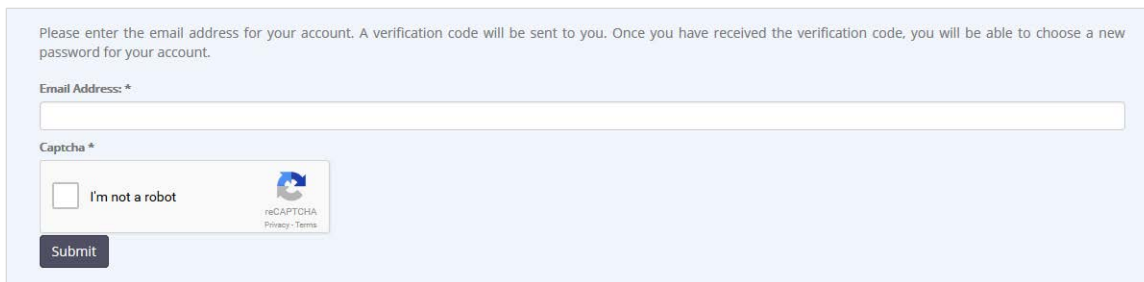


Figure 12

The user will receive an e-mail containing a Verification Code and a link. Pressing the link will bring the user to the OSPSIDA website, which will open. The user should type in his or her username and Verification Code and click [Submit](#). In the next screen, the user should type in a new password twice, and click on [Submit](#). The user can now log in with the new password.

2.3 How to Browse the Dashboard

After logging in with username and password, the home screen will show an orange Dashboard block on the right side of the page. By clicking this [Dashboard](#) button, the user will find the following screen,

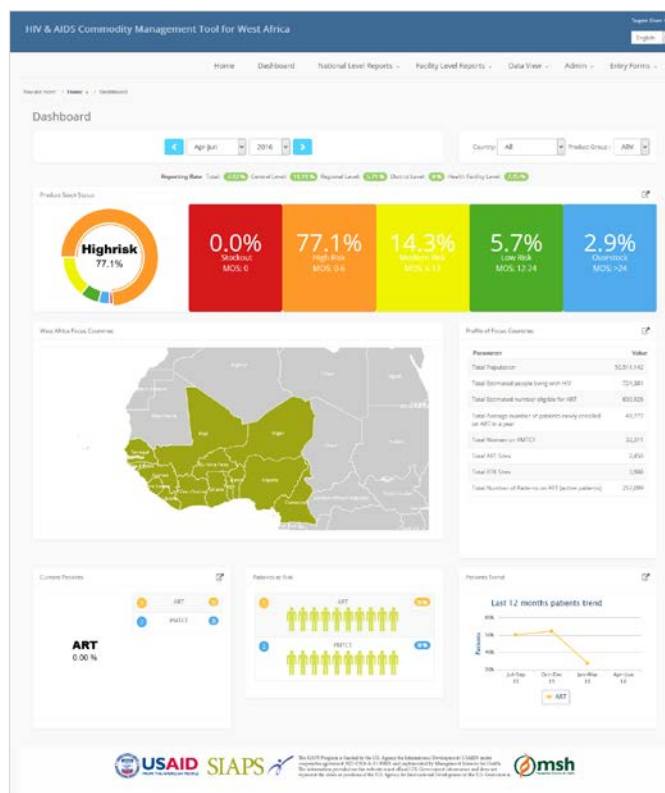


Figure 13

2.4 Exploring Dashboard Elements

2.4.1 Menu Options

The following screen shows the Menu Bar, which is displayed at the top of the website. The menu items may vary based on the level of the user and their permissions.

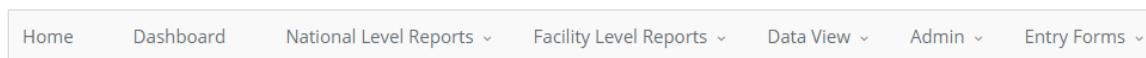


Figure 14

2.4.2 Filtering Options

Users can manipulate data in many ways by filtering Month, Year, Country, or any other available selection boxes. All forms have some sort of filter criteria, which may look like following.



Figure 15

2.4.3 Language Options

The user can choose a language from the selection box at the top right corner of any web page. The OPSIDA will remember this selection in the user's computer.

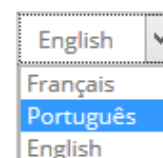


Figure 16

2.4.4 Search Options

In all forms, the system has a Search option. By writing a key word, or part of a word, the user may find items of interest and the choices will be short-listed accordingly.



Figure 17

2.4.5 Print/Export Options

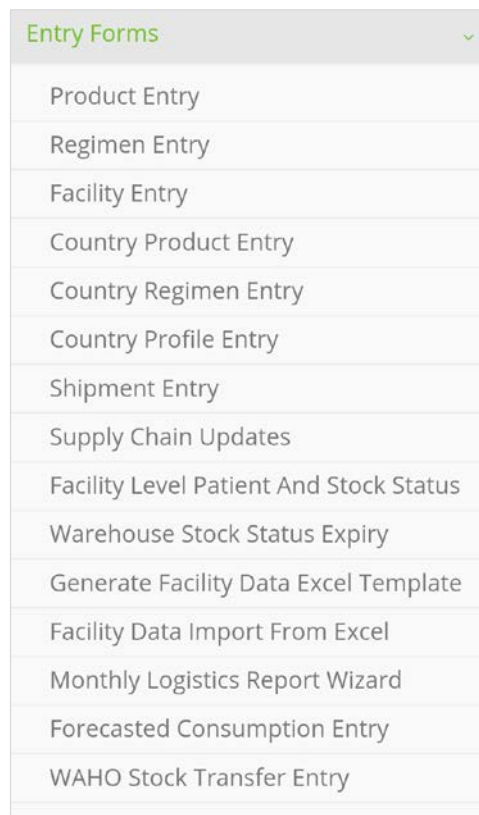
For most of the forms and reports the system, there is a way to export the data to PDF and/or to an MS Excel® format. Users can also print these reports.



Figure 18

3 Entering Data into Entry Forms

At the top of the home page screen, there are a series of menu items from which to select. At the far right, select [Entry Forms](#) to see the following list. This list is referenced throughout this section.



Entry Forms
Product Entry
Regimen Entry
Facility Entry
Country Product Entry
Country Regimen Entry
Country Profile Entry
Shipment Entry
Supply Chain Updates
Facility Level Patient And Stock Status
Warehouse Stock Status Expiry
Generate Facility Data Excel Template
Facility Data Import From Excel
Monthly Logistics Report Wizard
Forecasted Consumption Entry
WAHO Stock Transfer Entry

Figure 19

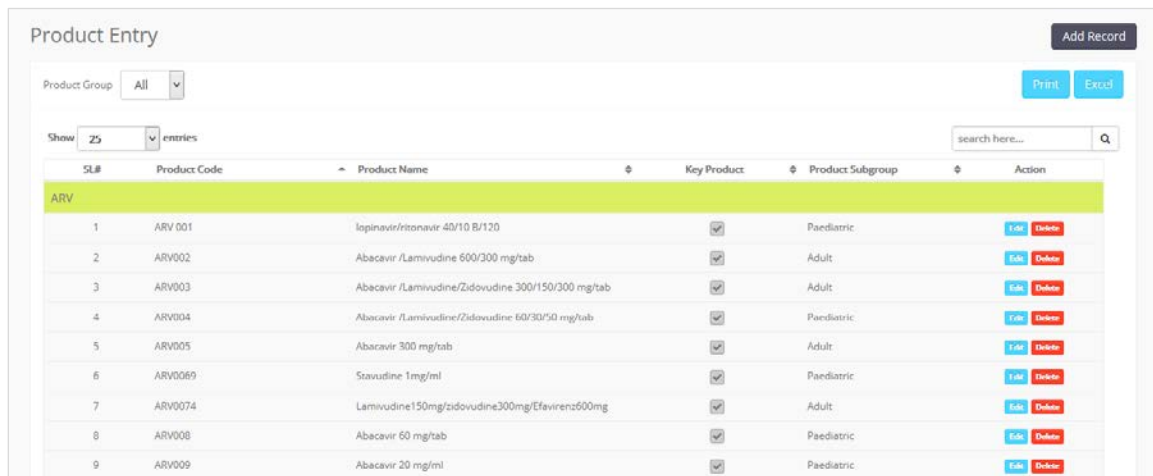
3.1 Adding a New Product and Linking it with a Country Product

When entering a new product for a specific country, there is a series of steps which must be followed. First, you need to enter the new Product and then, you need to link it to a Country Product. Without checking off the product against the country link, products will not show in that country's entry forms.

First, from Entry Forms, select [Product Entry](#) from the menu. This form is used to create, edit, and delete Products.

3.1.1 Product List

Clicking on the [Product Entry](#) submenu will bring the user to the following screen:



SL#	Product Code	Product Name	Key Product	Product Subgroup	Action
1	ARV 001	lopinavir/ritonavir 40/10 B/120	<input checked="" type="checkbox"/>	Paediatric	Edit Delete
2	ARV002	Abacavir /Lamivudine 600/300 mg/tab	<input checked="" type="checkbox"/>	Adult	Edit Delete
3	ARV003	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	<input checked="" type="checkbox"/>	Adult	Edit Delete
4	ARV004	Abacavir /Lamivudine/Zidovudine 60/30/30 mg/tab	<input checked="" type="checkbox"/>	Paediatric	Edit Delete
5	ARV005	Abacavir 300 mg/tab	<input checked="" type="checkbox"/>	Adult	Edit Delete
6	ARV0069	Scavudine 1mg/ml	<input checked="" type="checkbox"/>	Paediatric	Edit Delete
7	ARV0074	Lamivudine150mg/zidovudine300mg/Efavirenz600mg	<input checked="" type="checkbox"/>	Adult	Edit Delete
8	ARV008	Abacavir 60 mg/tab	<input checked="" type="checkbox"/>	Paediatric	Edit Delete
9	ARV009	Abacavir 20 mg/ml	<input checked="" type="checkbox"/>	Paediatric	Edit Delete

Figure 20

3.1.2 Adding a New Product

To add a new product, the user needs to click on [Add Record](#) at the top right of the Product Entry screen (Figure 20). This will open the following pop-up panel.

Enter this information in the following fields:

- Product Group: Select from drop-down list
- Product Subgroup: Select from drop-down list
- Product Code: Write the product code
- Product Name: Write a descriptive product name
- Key Product: Check the "key product" box if the product is important, and press Submit button to save the record.

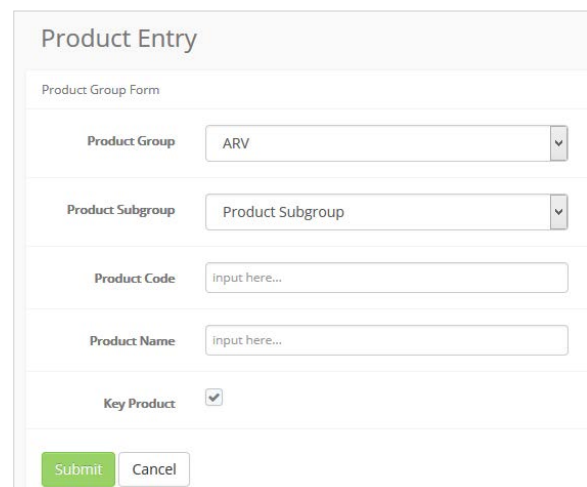


Figure 21

3.1.3 Editing or Deleting a Product Name

To edit product data, begin with the Product Entry screen (Figure 20). Find the product you wish to edit, and click the blue [Edit](#) button from the [Edit](#) [Delete](#) buttons at the right side of the list. A pop-up window will ask:

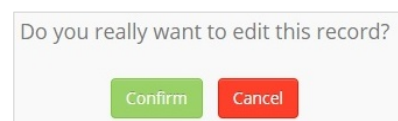
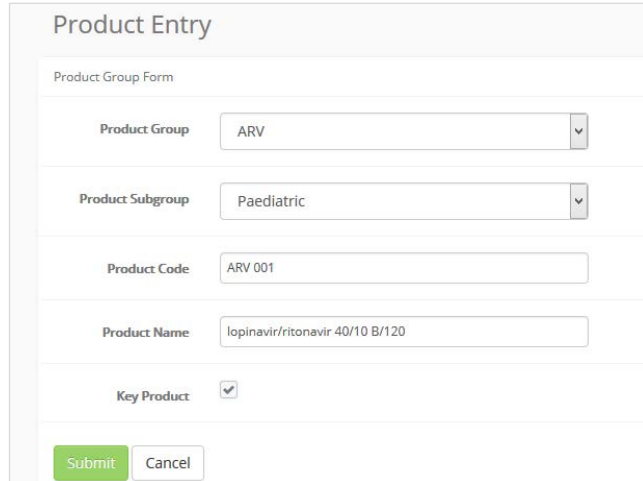


Figure 22

Confirm the edit, and the following panel will appear:

Make the edits, and then press the green *Submit* button to update the record.

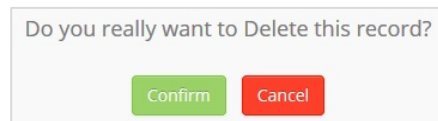


The 'Product Entry' form contains the following fields:

- Product Group:** A dropdown menu with 'ARV' selected.
- Product Subgroup:** A dropdown menu with 'Paediatric' selected.
- Product Code:** A text input field containing 'ARV 001'.
- Product Name:** A text input field containing 'lopinavir/ritonavir 40/10 B/120'.
- Key Product:** A checkbox that is checked.
- Buttons:** 'Submit' (green) and 'Cancel' (grey) buttons at the bottom.

Figure 23

To delete a product, the process is similar. This time, the user needs to click the red **Delete** button from the **Edit** **Delete** buttons at the right side of the list. A pop-up window will ask:



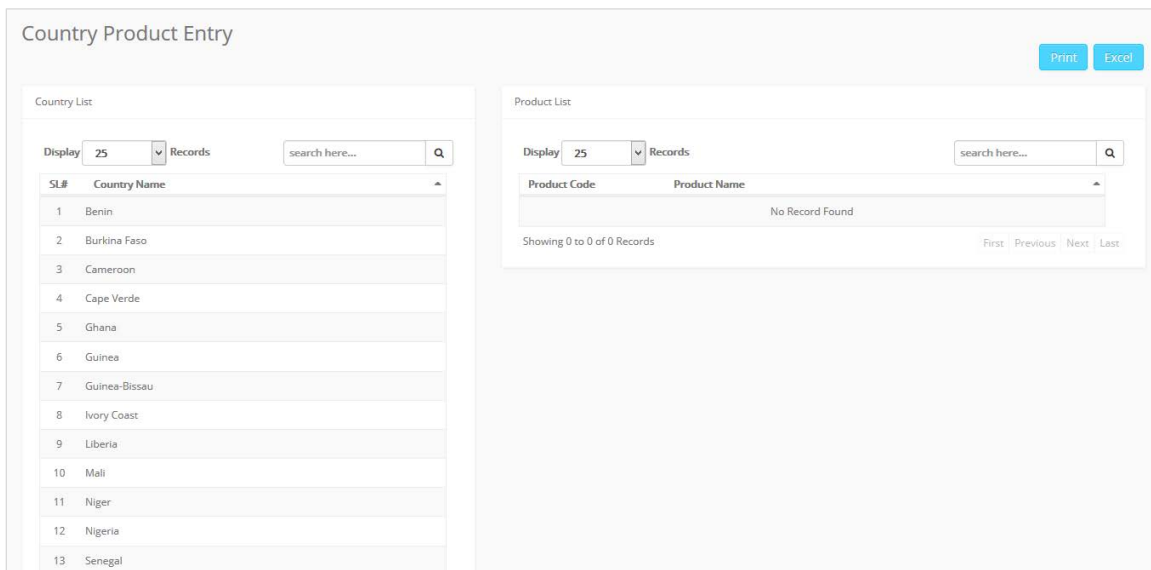
The dialog box contains the text 'Do you really want to Delete this record?' and two buttons: 'Confirm' (green) and 'Cancel' (red).

Figure 24

Confirm the deletion, press *Submit*. If there is any reference data, these will not be deleted.

3.1.4 Entering a Country Product

From the Entry Forms list shown at the beginning of this section (Figure 19), select *Country Product Entry* from the drop-down menu. This form is used to create, edit, and delete Country Products. After selecting Country Product Entry, the user will see the following screen:



The 'Country Product Entry' screen is divided into two main panels:

- Country List:** Features a search bar, a 'Display' dropdown set to '25', and a table of countries. The table has columns 'SL#', 'Country Name', and a search icon. The list includes: 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, and 13 Senegal.
- Product List:** Features a search bar, a 'Display' dropdown set to '25', and a table for product entries. The table has columns 'Product Code' and 'Product Name'. It currently displays 'No Record Found'.

At the top right of the screen are 'Print' and 'Excel' buttons. At the bottom of the Product List panel, it says 'Showing 0 to 0 of 0 Records' and includes navigation links: 'First', 'Previous', 'Next', and 'Last'.

Figure 25

3.1.5 Linking Products with Countries

The user should select a country from the left side list and check off the products which are available or used in that country's LMIS system on the right side of the screen, as shown in Figure 26 below.

Figure 26

NOTE: To view only products already linked to a country, check the ☒ Show Selected button.

3.2 Adding a New Regimen

Start with the Entry Forms screen (Figure 19), and select [Regimen Entry](#) from the drop-down menu. This form is used to create, edit, and delete regimens.

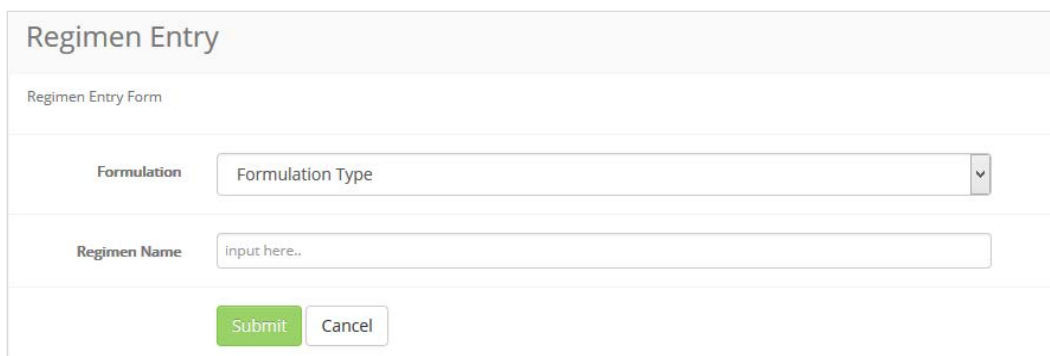
3.2.1 Accessing the Regimen List

Selecting Regimen Entry will bring the user to the following screen.

Figure 27

3.2.2 Adding a New Regimen

To add a new regimen, first click the black [Add Regimen](#) button at the top of the regimen list. This will bring up the following pop-up box.



The image shows a 'Regimen Entry' form. It has a title bar 'Regimen Entry' and a subtitle 'Regimen Entry Form'. Below the subtitle, there are two input fields: 'Formulation' with a dropdown menu showing 'Formulation Type' and 'Regimen Name' with a text input field containing 'Input here..'. At the bottom, there are two buttons: 'Submit' (green) and 'Cancel' (grey).

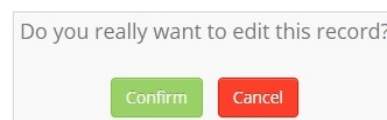
Figure 28

Complete the following fields:

- Formulation: Select Formulation Type from drop-down list
- Regimen Name: Write in the Regimen Name and press Submit to save the record.

3.2.3 Editing or Deleting a Regimen

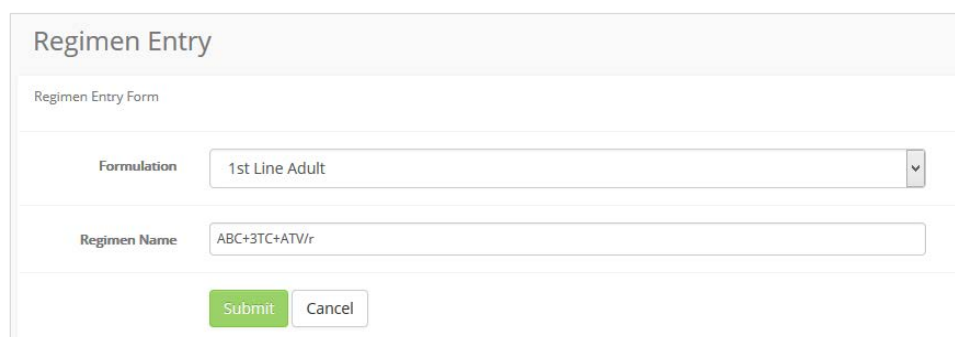
To edit data in an existing regimen, go to the screen in Figure 27 and click the [Edit](#) button from the [Edit](#) [Delete](#) buttons to the right of the regimen list. A pop-up window will ask:



The image shows a confirmation dialog box with the text 'Do you really want to edit this record?'. Below the text are two buttons: 'Confirm' (green) and 'Cancel' (red).

Figure 29

Confirm the edit, and the following panel will appear.



The image shows the 'Regimen Entry' form with data entered. The title bar is 'Regimen Entry' and the subtitle is 'Regimen Entry Form'. Below the subtitle, there are two input fields: 'Formulation' with a dropdown menu showing '1st Line Adult' and 'Regimen Name' with a text input field containing 'ABC+3TC+ATV/r'. At the bottom, there are two buttons: 'Submit' (green) and 'Cancel' (grey).

Figure 30

Make the edits, and then press the green [Submit](#) button to update the record.

To delete regimen data, the process is similar. This time, the user needs to click the red **Delete** button from the **Edit Delete** buttons to the right of the regimen list. A pop-up window will ask:

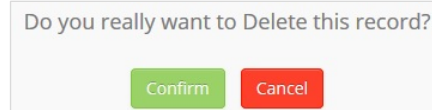


Figure 31

Confirm the edit, and press **Submit**. If there is any reference data these will not be deleted.

3.2.4 Adding, Editing, or Deleting the Items included in a Regimen

To add, edit, or delete the list of Items used in a regimen, the user needs to follow the steps under 3.2.3 Editing or Deleting a Regimen, Figure 30.

[unedited] Then, click **Edit** button from the following screen after clicking **Confirm** from the pop-up message box as follows:

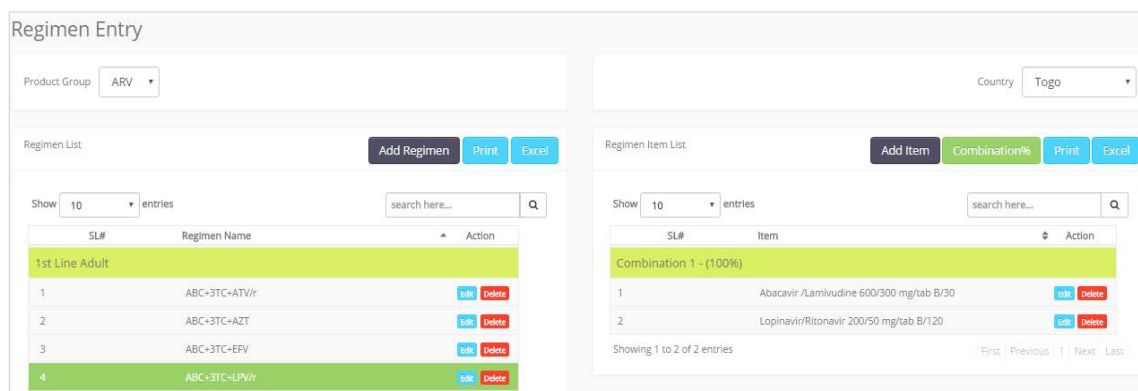


Figure 32

Once the user has clicked **Add Item** on the above screen, the below window will appear. On the left, there is an item list. Drag items from the left side to the right. Once the list is correct, on the right, press the **Submit** button to confirm the combination.

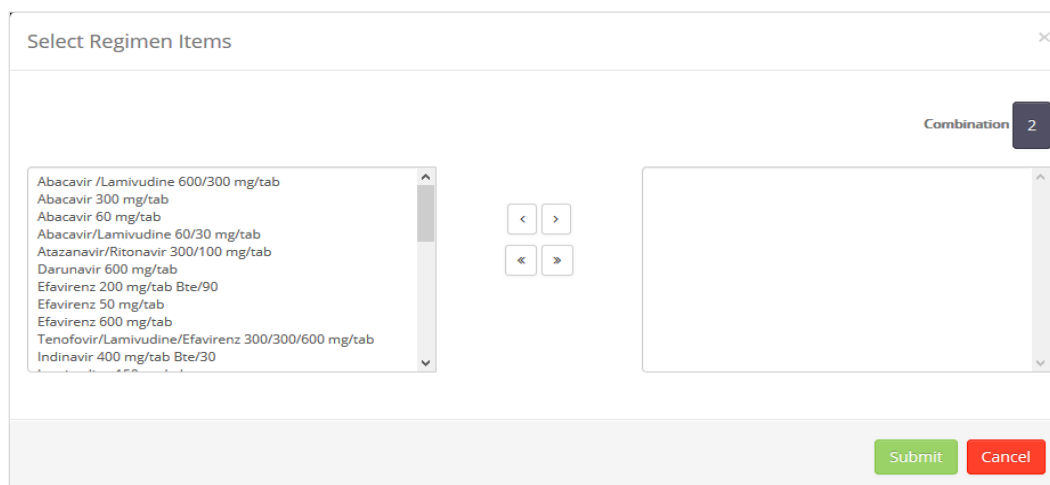


Figure 33

If there is only one combination of products for a single regimen, the combination box will read 100%. If the user adds more product combinations, then the user can select different percentages by pressing the black [Combination%](#) button.

3.3 Adding a Health Facility and Setting its Location

Start with the Entry Forms screen (Figure 19), and select [Facility Entry](#). This form is used to create, edit, and delete health facilities.

3.3.1 Accessing the Facility List

Selecting Facility Entry will bring the user to the following screen:

Facility Entry

Benin All Facility Type Health Facility Level Print Excel Add Record

Facility List

Show 25 entries search here...

SI#	Facility Code	Facility Name	Facility Type	Region Name	Received From	Facility Address	Assigned Group	Action
Central Warehouse								
1	BEN0001	CAME Coo	Warehouse	Atlantique/Littoral	None	RNIE 1, Cotonou, PK2,3 DONATIN, Bénin	ARV, RTK	More Edit Delete
Health Facilities								
2	BEN0004	HZ Banikoara	District Hospitals	Borgou/Alibori	CAME Parakou	RNIE 7, Banikoara, Bénin	ARV, RTK	More Edit Delete
3	BEN0005	CS Gogounou	Health Centres	Borgou/Alibori	CAME Parakou	RNIE 2, Bénin	ARV, RTK	More Edit Delete
4	BEN0006	HZ KANDI	District Hospitals	Borgou/Alibori	CAME Parakou	Unnamed Road, Kandi, Benin	ARV, RTK	More Edit Delete
5	BEN0007	HZ MALANVILLE	District Hospitals	Borgou/Alibori	CAME Parakou	RNIE 2, Malanville, Benin	ARV, RTK	More Edit Delete
6	BEN0008	CS SEGBANA	Health Centres	Borgou/Alibori	CAME Parakou	RN 10, Ségbana, Benin	ARV, RTK	More Edit Delete
7	BEN0009	CS Karimama	Health Centres	Borgou/Alibori	CAME Parakou	Karimama, Bénin	ARV	More Edit Delete
8	BEN0010	HZ BEMBEREKE	District Hospitals	Borgou/Alibori	CAME Parakou	RNIE 2, Bembéréké, Bénin	ARV, RTK	More Edit Delete

Figure 34

To view the facility's information, click the green [More](#) button, and the following pop-up box will open with detail.

4	BEN0006	HZ KANDI	District Hospitals	Borgou/Alibori	CAME Parakou	Unnamed Road, Kandi, Benin	ARV, RTK	More Edit Delete
Facility Phone :				Facility Fax :				
Facility Email :				Facility Manager :				
Point of Location : 11.128611, 2.9369440				No of Facility : 0				

Figure 35

3.3.2 Adding a New Health Facility

To add a new health facility click on **Add Record** at the top right of the screen. This will bring you to the following:

The screenshot shows the 'Facility Entry' form on the left and a Google Map on the right. The form has a title 'Facility Entry' and a 'Back to List' button. Below the title is a 'Facility Detail Form' section with a green 'Add new Location' button. The form contains several input fields and dropdown menus: Facility Code (BEN0098), Facility Name, Region Name (Asorona/Donga), Received From ([None]), Facility Type, Health Facility Level, Facility Address, Facility Phone, Facility Fax, Email, Assigned Group (ARV, RTK), and Placement of Location (Location). There is also a 'Number of Facility' field. At the bottom of the form are 'Submit' and 'Cancel' buttons. The map on the right shows the border between Benin and Togo, with various cities and roads labeled. A search bar is at the top right of the map.

Figure 36

Fill the following fields:

- Facility Code: This code will automatically generate after clicking [Add Record](#).
- Facility Name: Write the facility name. This is a mandatory text field.
- Region Name: Specify in which region of the country the facility is located.
- Receive From: Specify which facility supplies products to this facility.
- Facility Type: Specify the type of facility.
- Facility Level: Specify the facility level.
- Facility Address: Write in the address of the facility.
- Facility Phone: Write in the phone number of the facility.
- Facility Fax: Write in the fax number of the facility.
- Email: Write in the primary e-mail address of the facility.
- Placement of Location: Select [Add New Location](#). Drag the cursor to the facility location point in the Google Map. The LAT-LONG of that facility will be automatically placed in this field.
- Assigned Group: Place a check mark beside the product groups which are managed by this facility.
- Number of Facility: This box is auto-updated and reflects the number of facilities which are under any warehouse.

3.3.3 Adding a Location

To add or edit a health facility's location, click the [Add new Location](#) button at the top of the screen, and drag and place the cursor on the specific location of the health facility. The LAT-LONG of that placement will be automatically placed in the appropriate field.

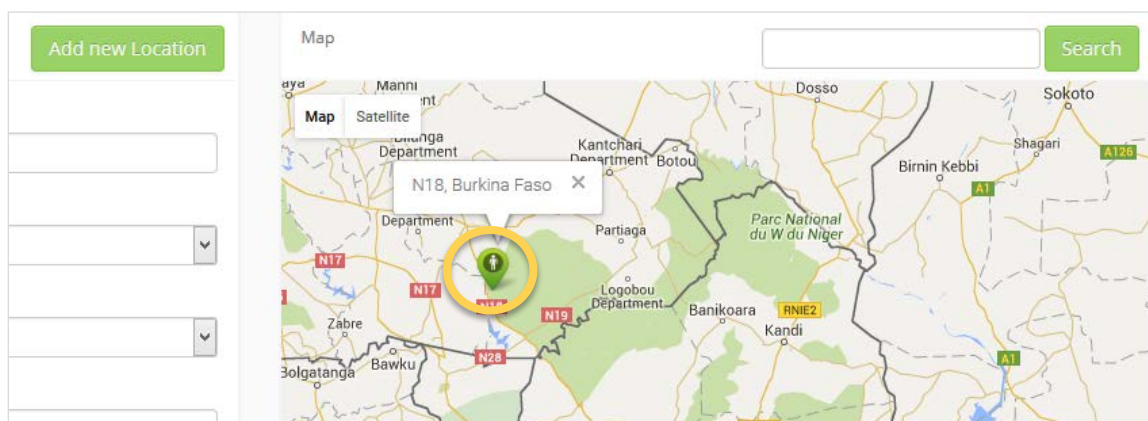


Figure 37

3.3.4 Editing or Deleting Health Facility Information

To edit a health facility's information, start from the screen shown in Figure 34. Click on the [Edit](#) button, which will bring you to the following screen:

Figure 38

Make changes, and then click the green [Submit](#) button to update the record.

To delete facility data, click on the **Delete** button from the **Edit** **Delete** buttons to the right of the list in Figure 34. A pop-up box will ask:

Do you really want to Delete this record?

Confirm

Cancel

Figure 39

Confirm the deletion, and press **Submit**. If there is any reference data, these will not be deleted.

3.4 Linking a Regimen with a Country Regimen Entry

Start with the Entry Forms screen (Figure 19), and select **Country Regimen**. This form is used to create, edit, and delete country regimens.

3.4.1 Accessing the Country Regimen List

Selecting Country Regimen Entry will bring the user to the following screen:

Country Regimen 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

Regimen List

Display: 25 Records

search here...

Q

Regimen Name

No Record Found

Showing 0 to 0 of 0 Records

First Previous Next Last

Print Excel

Figure 40

3.4.2 Linking the Regimen with the Country

The user should select a country from the left side list and check off the regimens which are available or used in that country's LMIS system on the right side of the screen, as shown in Figure 41.

The screenshot displays the 'Country Regimen Entry' interface. On the left, the 'Country List' shows 17 countries, with 'Benin' highlighted. On the right, the 'Regimen List' for 'ARV' shows 17 regimens. The '1st Line Adult' regimen is highlighted in yellow. Several regimens are checked, including 'AZT+3TC+EFV', 'AZT+3TC+IDV/r', 'AZT+3TC+LPV/r', 'AZT+3TC+NVP', and 'AZT+3TC+TDF'. The 'Show Selected' button is visible in the top right corner of the regimen list.

Figure 41

NOTE: To view only regimens already linked to a country, check the ☒ Show Selected button.

3.5 Managing the Country Profile, Regimen/Patient Count, Funding Requirements, and Pledged Funding Entries

Start with the Entry Forms screen (Figure 19), and select [Country Profile Entry](#). This form is used to create, edit, and delete country profiles and related data. Select a country, and start entering Basic Information, then enter regimen data after clicking on [Regimen Patients](#) Button, then enter funding requirement data after clicking on [Funding Requirements](#) Button, and complete country profile entry by entering pledged funding data after clicking on [Pledged Funding](#) Button.

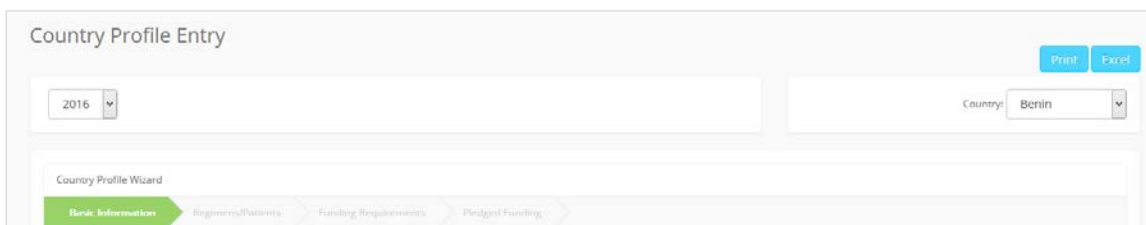


Figure 42

To enter the Country Profile, the user must fill in the Wizard for each year. The Wizard has four tabs:

- Basic Information
- Regimen/Patients
- Funding Requirements
- Pledged Funding

3.5.1 Entering Country Profile Basic Information

To enter the Country Profile Basic Information, the user needs to complete all parameter fields and check off (✓) the funding source check boxes in the following form.

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 (CHAI) <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"/> OAS/WHO <input type="checkbox"/> PEPFAR <input type="checkbox"/> PSI <input type="checkbox"/> Special Fund for Presidents <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

Previous Next

Figure 43

After completing this form, click the green [Next](#) button at the bottom of the screen to proceed to the Regimens/Patients entry screen.

3.5.2 Entering the Country Profile Regimen/Patients Data

To enter the Country Profile Regimens/Patients, the user needs to complete the patient count for each regimen for the specific year.



SL	Regimen	Patients
1st Line Adult		
1	AZT+3TC+EFV	11,365
2	AZT+3TC+IDV/r	9
3	AZT+3TC+LPV/r	303
4	AZT+3TC+NVP	6,146
5	D4T+3TC+EFV	1,543
6	D4T+3TC+IDV/r	1

Figure 44

After completing this form, click the green [Next](#) button at the bottom of the screen to proceed to the Funding Requirements entry screen.

3.5.3 Entering Country Profile Funding Requirements

To enter the Country Profile Funding Requirements, the user needs to complete three consecutive years of funding requirements against each formulation. This information should be available from a quantification exercise.

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	14,870	0	19,994
11	3rd Line pediatric	2,562	7,435	0	9,997
PMTCT					
12	Option B+ (Enfant)	3,357	4,187	0	7,544

Figure 45

After completing this form, click the green [Next](#) button at the bottom of the screen to proceed to the Pledge Funding entry screen.

3.5.4 Entering Country Pledged Funding Data

This entry form is like MS Excel®, and the user has to enter funding pledged or approved by each funding source. OPSIDA will automatically calculate the Gap or Surplus amount in the last column. Please note, all values are expressed in Euros.

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

Clear Pledged Funding

Please enter all monetary values in Euro

2016 2017 2018

Service Type	Category	Total Requirements	ETAT	FONDS MONDIAL	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 pediatric	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

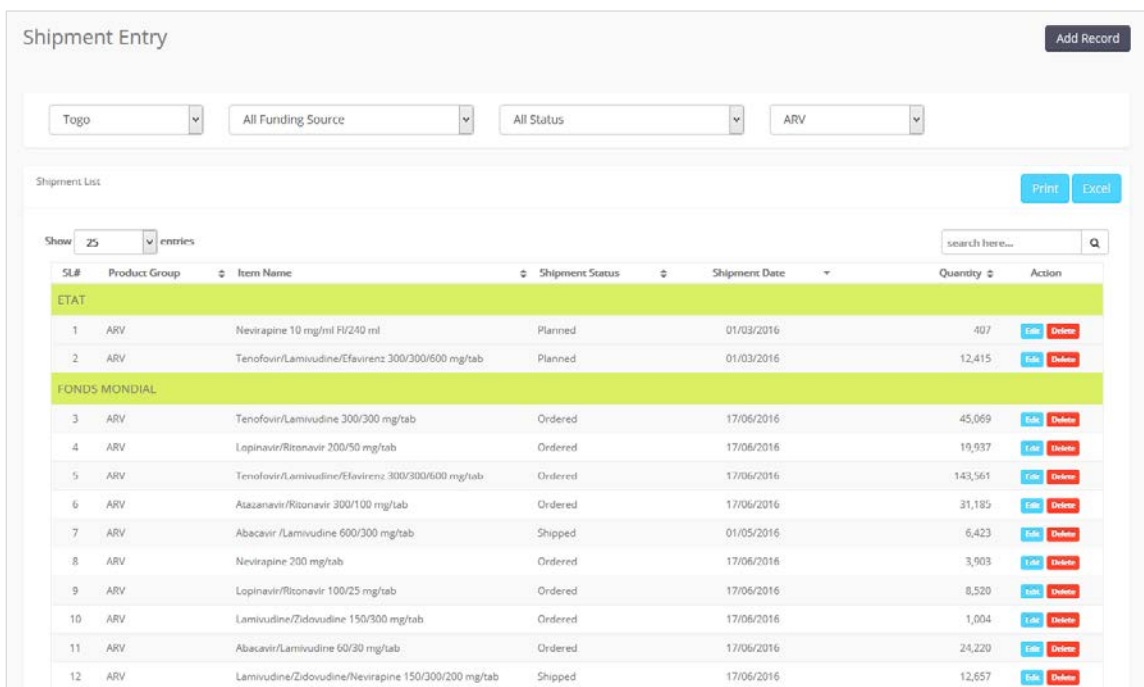
Figure 46

3.6 Entering Shipment Data

Start with the Entry Forms screen (Figure 19), and select [Shipment Entry](#).

3.6.1 Shipment List

Opening Shipment Entry will bring the user to the following screen:



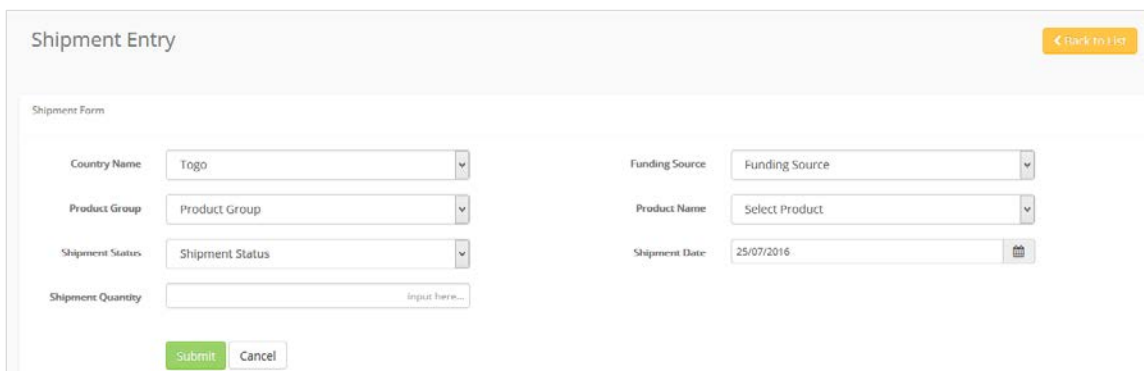
The screenshot shows the 'Shipment Entry' interface. At the top right is an 'Add Record' button. Below it are four dropdown menus: 'Togo', 'All Funding Source', 'All Status', and 'ARV'. The main section is titled 'Shipment List' and includes 'Print' and 'Excel' buttons. A 'Show 25 entries' dropdown and a search bar are also present. The table below lists 12 shipments, grouped by 'ETAT' and 'FONDS MONDIAL'.

SL#	Product Group	Item Name	Shipment Status	Shipment Date	Quantity	Action
ETAT						
1	ARV	Nevirapine 10 mg/ml PZ240 ml	Planned	01/03/2016	407	Edit Delete
2	ARV	Tenofovir/Lamivudine/Efavirenz 300/300/600 mg/tab	Planned	01/03/2016	12,415	Edit Delete
FONDS MONDIAL						
3	ARV	Tenofovir/Lamivudine 300/300 mg/tab	Ordered	17/06/2016	45,069	Edit Delete
4	ARV	Lopinavir/Ritonavir 200/50 mg/tab	Ordered	17/06/2016	19,937	Edit Delete
5	ARV	Tenofovir/Lamivudine/Efavirenz 300/300/600 mg/tab	Ordered	17/06/2016	143,561	Edit Delete
6	ARV	Atazanavir/Ritonavir 300/100 mg/tab	Ordered	17/06/2016	31,185	Edit Delete
7	ARV	Abacavir/Lamivudine 600/300 mg/tab	Shipped	01/05/2016	6,423	Edit Delete
8	ARV	Nevirapine 200 mg/tab	Ordered	17/06/2016	3,903	Edit Delete
9	ARV	Lopinavir/Ritonavir 100/25 mg/tab	Ordered	17/06/2016	8,520	Edit Delete
10	ARV	Lamivudine/Zidovudine 150/300 mg/tab	Ordered	17/06/2016	1,004	Edit Delete
11	ARV	Abacavir/Lamivudine 60/30 mg/tab	Ordered	17/06/2016	24,220	Edit Delete
12	ARV	Lamivudine/Zidovudine/Nevirapine 150/300/200 mg/tab	Shipped	17/06/2016	12,657	Edit Delete

Figure 47

3.6.2 Adding New Shipment Data

To add a new shipment entry click on [Add Record](#) at the top right of the screen. This will open the following pop-up panel:



The screenshot shows the 'Shipment Entry' form with a 'Back to List' button at the top right. The form contains several input fields: 'Country Name' (Togo), 'Funding Source' (Funding Source), 'Product Group' (Product Group), 'Product Name' (Select Product), 'Shipment Status' (Shipment Status), and 'Shipment Date' (25/07/2016). There is also a 'Shipment Quantity' field with a placeholder 'Input here...'. At the bottom are 'Submit' and 'Cancel' buttons.

Figure 48

Fill in the following fields:

- Country Name: Select Country Name from drop-down list.
- Product Group: Select Product Group from drop-down list.
- Shipment Status: Select Shipment Status from drop-down list.
- Shipment Quantity: Write in shipment quantity here.
- Funding Source: Select Funding Source from drop-down list.
- Product Name: Select Product Name from drop-down list.
- Shipment Date: Select Shipment Date from Date Picker

Press [Submit](#) button to save the record.

3.6.3 Editing Shipment Data

To edit shipment data, start from the screen shown in Figure 47. Click on the blue [Edit](#) button, confirm that you wish to edit, and the following screen will pop up.

Figure 49

Make any edits and click [Submit](#) to update the record.

To delete shipment data, click the [Delete](#) button from the [Edit](#) [Delete](#) buttons to the right of the list in Figure 47. A pop-up box will ask:

Figure 50

Confirm the deletion, and press [Submit](#) to update the record. If there is any reference data the data will not be deleted.

3.7 Editing Supply Chain Updates

Start with the Entry Forms screen (Figure 19), and select [Supply Chain Updates](#). This form is used to create, edit, and delete supply chain information.

3.7.1 Accessing Supply Chain Updates

By clicking on [Supply Chain Updates](#), the user will be brought to the following screen:

Supply Chain Updates

<
June
>
2016
>

Show 25 entries

SL.	Country Name	Action
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	

Showing 1 to 17 of 17 entries
 First
Previous
1
Next
Last

Figure 51

3.7.2 Adding Comments to a Country Listing

Select a country from the left side list. Type in comments under the appropriate headings.

The screenshot displays the 'Adding Comments to a Country Listing' interface. At the top, there is a date selector showing 'June' and '2016'. Below this is a search bar with the text 'search here...' and a magnifying glass icon. On the left side, there is a list of 17 countries, each with a 'Sl.' number and an 'Action' link. The countries listed are: 1. Benin, 2. Burkina Faso (highlighted), 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 Leone, 15. The Gambia, 16. Togo, and 17. WAHO. Below the list, it says 'Showing 1 to 17 of 17 entries' and 'First Previous 1 Next Last'. On the right side, there is a form with 12 headings for comments: 'Quantification', 'Product Choice, Quality', 'Procurement', 'Storage', 'Distribution', 'Committee and Policy', 'Finance', 'Donor Coordination', 'LMIS', 'Stock out risk', and 'Other'. Each heading has a corresponding text input field. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Figure 52

Click on the [Save](#) button to preserve the record.

3.7.3 Editing or Deleting Comments

To edit a comment, click the  button from the   menu.

Show

25

▼

entries

search here...

Q

SL.	Country Name	Action
1	Benin	
2	Burkina Faso	<div>✓</div> <div>✗</div>
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	

Showing 1 to 17 of 17 entries

First

Previous

1

Next

Last

Figure 53

To delete a comment, click the  button from the   menu.

4 Entering Facility-Level Patient and Stock Status Data

Patient and stock status data can be entered in three ways, as follows:

- Entering data online, on the web
- Downloading an MS Excel® template and updating the template
- Importing facility data from an MS Excel® template

4.1 Entering Data Online


Starting with the Entry Forms menu, select *Facility Level Patients and Stock Status Entry*. This will bring the user to the following screen.

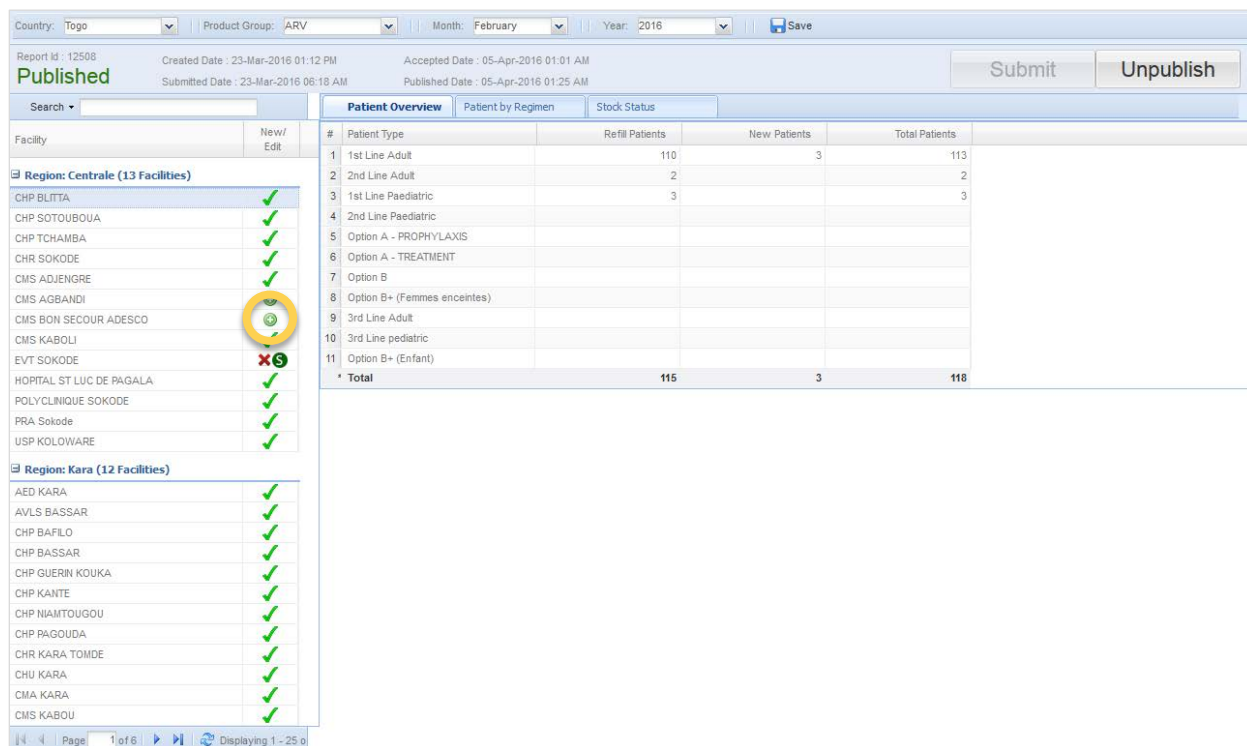
#	Patient Type	Refill Patients	New Patients	Total Patients
---	--------------	-----------------	--------------	----------------

Figure 54

In the above screen, select the following from provided drop-down lists:

- Country
- Product Group
- Month
- Year

After selecting the above, a list of facilities will fill in. On the right side a  button will appear, as circled below.




Country: Togo | Product Group: ARV | Month: February | Year: 2016 | Save

Report ID: 12508 | Created Date: 23-Mar-2016 01:12 PM | Accepted Date: 05-Apr-2016 01:01 AM | Submitted Date: 23-Mar-2016 06:18 AM | Published Date: 05-Apr-2016 01:25 AM | Submit | Unpublish

Search: []

Region: Centrale (13 Facilities)

Facility	New/ Edit
CHP BLITTA	✓
CHP SOTOUBOUA	✓
CHP TCHAMBA	✓
CHR SOKODE	✓
CMS ADJENGRE	✓
CMS AGBANDI	
CMS BON SECOUR ADESCO	✗
CMS KABOLI	✗
EVT SOKODE	✗
HOPITAL ST LUC DE PAGALA	✓
POLYCLINIQUE SOKODE	✓
PRA Sokode	✓
USP KOLOWARE	✓


Region: Kara (12 Facilities)

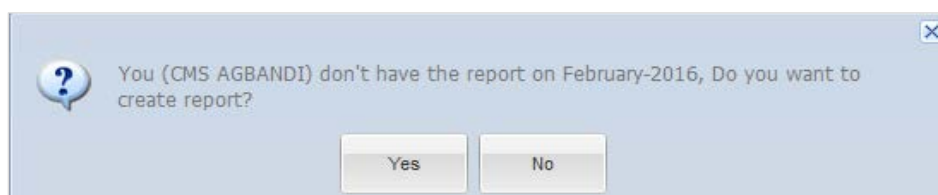
AED KARA	✓
AVLS BASSAR	✓
CHP BAFILO	✓
CHP BASSAR	✓
CHP GUERIN KOUKA	✓
CHP KANTE	✓
CHP NIAMTOUGOU	✓
CHP PAGOUDA	✓
CHR KARA TOMDE	✓
CHU KARA	✓
CMA KARA	✓
CMS KABOU	✓

Page: 1 of 6 | Displaying 1 - 25 of 25

#	Patient Type	Refill Patients	New Patients	Total Patients
1	1st Line Adult	110	3	113
2	2nd Line Adult	2		2
3	1st Line Paediatric	3		3
4	2nd Line Paediatric			
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		115	3	118

Figure 55

To enter a monthly report for any facility, press the  button beside the facility, after which the following message will appear:



You (CMS AGBANDI) don't have the report on February-2016, Do you want to create report?




Yes No

Figure 56

Clicking the **Yes** button will populate the right side tabs. There are three tabs for each facility: Patient Overview, Patient by Regimen, and Stock Status.

Country: Togo	Product Group: ARV	Month: February	Year: 2016	Save
Report Id : 12513	Created Date : 23-Mar-2016 01:44 PM	Submit	Unpublish	
Search	Patient Overview	Patient by Regimen	Stock Status	
Facility	New/ Edit	#	Item	OBL (A)
Region: Centrale (13 Facilities)				Recel... (B)
CHP BLITTA	✓			Dispe... (C)
CHP SOTOUBOUA	✓			Adjus... (±D)
CHP TCHAMBA	✓			Adjust Reason
CHR SOKODE	✓			Stock Out Days
CMS ADJENGRE	✓			Closing Balance (E)
CMS AGBANDI	✓			CL Stock Source
CMS BON SECOUR ADESCO	✓			AMC (F)
CMS KABOLI	✓			AMC Change Reason
EVT SOKODE	✗			MOS (G)
HOPITAL ST LUC DE PAGALA	✓			
POLYCLINIQUE SOKODE	✓			
PRA Sokode	✓			
USP KOLOWARE	✓			

Figure 57

The user will also note that after pressing the  button, some line items may show a  , and the top bar above changes to read "Not Submitted."

Report Id : 12513	Created Date : 23-Mar-2016 01:44 PM	Submit	Unpublish
Not Submitted			

Figure 58

4.1.1 Patient Overview

The Patient Overview tab populates automatically, by summing up all the patient information from Patient by Regimen tab.

Report Id : 1719	Created Date : 01-Dec-2014 08:26 AM	Accepted Date : 01-Dec-2014 08:46 AM	Submit	Unpublish
Not Submitted	Submitted Date : 01-Dec-2014 08:43 AM	Published Date : 01-Dec-2014 08:50 AM		
Search	Patient Overview	Patient by Regimen	Stock Status	
Facility	New/ Edit	#	Patient Type	Refill Patients
Region: Atacora/Donga (5 Facilities)				New Patients
CAME Nattingou	✓			Total Patients
CHD ATACORA	✓			
CSC BOUKOUMBE	✓			
CS KEROU	✓			
HZ TANGUIETA	✓			
Region: Atlantique/Littoral (1 Facility)				
CAME Coe	✗			

Figure 59

The system allows the user to see the following pre-populated data, and auto-calculates the patient counts:

- Patient Type
- Refill Patients
- New Patients
- Total Patients

4.1.2 Patient by Regimen

After clicking the [Patient by Regimen](#) tab, the following window will appear:

Report Id : 1719
Created Date : 01-Dec-2014 08:26 AM
Accepted Date : 01-Dec-2014 08:46 AM
Submitted Date : 01-Dec-2014 08:43 AM
Published Date : 01-Dec-2014 08:50 AM

Not Submitted

Search

Facility New/Edit

Region: Atacora/Donga (5 Facilities)

- CAME Nattingou
- CHD ATACORA
- CSC BOUKOUMBE
- CS KEROU
- HZ TANGUETA

Region: Atlantique/Littoral (1 Facility)

- CAME Co

Region: Borgou/Alibori (19 Facilities)

- CAME Parakou
- HZ MALANVILLE
- HZ Bankoara
- HZ KANDI

Formulation: 1st Line Adult (12 Items)

#	Regimens	Refill Patients	New Patients	Total Patients
1	AZT+3TC+EFV	8,891	108	8,999
2	AZT+3TC+IDV/r	19		19
3	AZT+3TC+LPV/r	254	1	255
4	AZT+3TC+NVP	5,259	31	5,290
5	D4T+3TC+ATV/r	1		1
6	D4T+3TC+EFV	1,034	10	1,044
7	D4T+3TC+IDV/r	31		31
8	D4T+3TC+LPV/r	54		54
9	D4T+3TC+NVP	743	4	747
10	TDF+3TC+EFV	2,387	103	2,490
11	TDF+3TC+LPV/r	217	5	222
12	TDF+3TC+NVP	260	6	266

Formulation: 1st Line Paediatric (8 Items)

Figure 60

The system will show the pre-populated Regimen list for the country. OSPSIDA allows entry of Refill Patient & New Patient counts for each regimen. The system will auto-calculate the Total Patient field.

4.1.3 Stock Status

After clicking the [Stock Status](#) tab, the following window will appear:

Report Id : 1719
Created Date : 01-Dec-2014 08:26 AM
Accepted Date : 01-Dec-2014 08:46 AM
Submitted Date : 01-Dec-2014 08:43 AM
Published Date : 01-Dec-2014 08:50 AM

Not Submitted

Search

Facility New/Edit

Region: Atacora/Donga (5 Facilities)

- CAME Nattingou
- CHD ATACORA
- CSC BOUKOUMBE
- CS KEROU
- HZ TANGUETA

Region: Atlantique/Littoral (1 Facility)

- CAME Co

Region: Borgou/Alibori (19 Facilities)

- CAME Parakou
- HZ MALANVILLE

Formulation: Adult (22 Items)

#	Item	OBL (A)	Rece... (B)	Issued (C)	Adju... (±D)	Adjust Reason	Stock Out Days	Closing Bala... (E)	CL Stock Source	AMC (F)	AMC Change Reason	MOS (G)
1	Abacavir /Lamivudine 60...									50		
2	Abacavir 300 mg/tab		11					11	Physical Count	126		0.1
3	Atazanavir 300 mg/tab									5		
4	Atazanavir/Ritonavir 300/...											
5	Darunavir 300 mg/tab											
6	Didanosine 400 mg/tab	3,816						0		57		0.0
7	Efavirenz 600 mg/tab	44,838						0		8,591		0.0
8	Etravirine 100mg/tab											
9	Indinavir 400 mg/tab	2,722						0		15		0.0
10	Lamivudine 150 mg/tab	7,277						0		52		0.0

Figure 61

OSPSIDA will auto-populate the products, as well as the opening balance field, from the prior month's closing balance.

4.1.3.1 Entering Data

OSPSIDA will allow the user to update or fill in the following fields:

- Received (B): Qty received by the facility this month

- Dispensed Quantity (C): Qty dispensed by the facility to patients
- Adjusted Quantity (+/- D): Adjustment quantity for the month
- Adjust Reason: Why (if any) adjustment was done
- Stock out Days: Number of days the facility was stock out in any given month
- Closing Balance*: Closing balance of the product
- Closing Stock Source: Source of closing balance information
- AMC: will be calculated auto from last 3 month's average consumption. User will have option to edit AMC
- AMC Change Reason: If the user changes the AMC, he will have to give a reason for doing so
- MOS: Month of Supply, which is closing balance divided by AMC for each product

4.1.3.2 Mismatch of Closing Stock

If the entered data is incorrect, then a message box will appear, as follows.

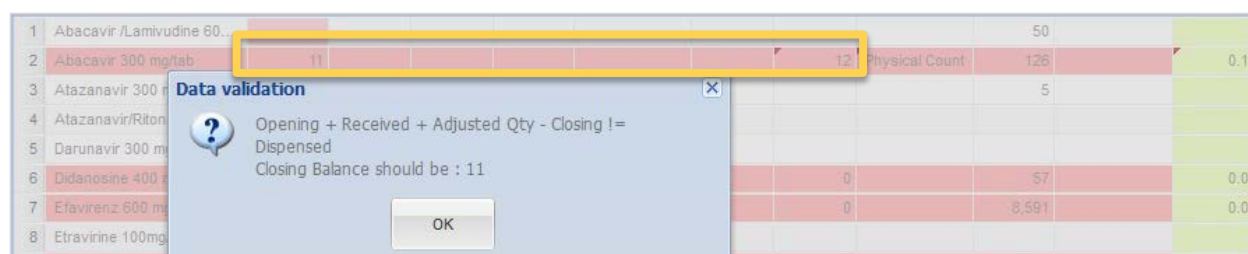


Figure 62

If the data is a mismatch, for example, Opening is 11 but there is no Received and Distribution, then user might insert 12 in the Closing Balance. Then, the above Data validation pop-up message will be populated.

1	Abacavir /Lamivudine 60...							50		
2	Abacavir 300 mg/tab	11						Physical Count	126	0.1
3	Atazanavir 300 mg/tab								5	
4	Atazanavir/Ritonavir 300/...									
5	Darunavir 300 mg/tab									
6	Didanosine 400 mg/tab	3,816				0		57		0.0
7	Efavirenz 600 mg/tab	44,838				0		8,591		0.0
8	Etravirine 100mg/tab									
9	Indinavir 400 mg/tab	2,722				0		15		0.0
10	Lamivudine 150 mg/tab	7,277				0		52		0.0

Figure 63

After data is successfully entered, the user needs to submit the report for that month, which is described in following section.

4.1.4 Submitting the Patient and Stock Report

From the following status bar, the click the [Submit](#) button to submit the report.



Figure 64

After clicking [Submit](#), a pop-up panel will ask if you are sure you want to submit.

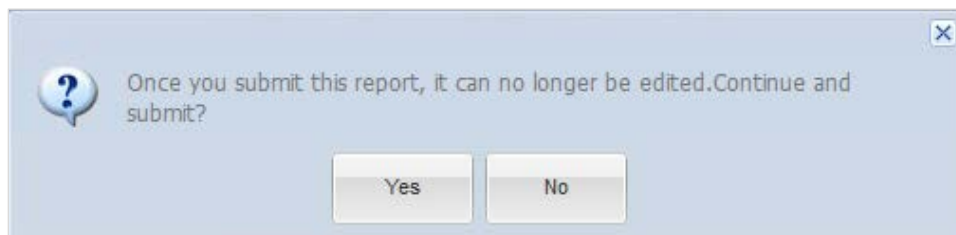


Figure 65

If you click [Yes](#), the following message box will appear.

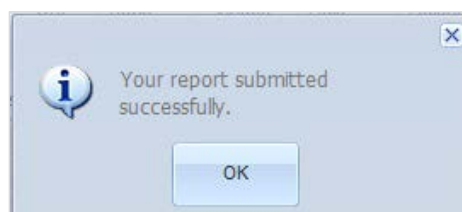


Figure 66

After clicking [OK](#), the revised screen will appear with "Submitted" in the title.

Report ID : 1719

Submitted

Created Date : 01-Dec-2014 08:26 AM

Submitted Date : 01-Dec-2014 08:43 AM

Accepted Date : 18-Sep-2014 03:45 AM

Published Date : 19-Sep-2014 05:35 AM

Accept

Unpublish

Search ▾		Patient Overview		Patient by Regimen		Stock Status										
Facility	New/ Edit	#	Item	OBL (A)	Rece... (B)	Issued (C)	Adju... (±D)	Adjust Reason	Stock Out Days	Closing Bala... (E)	CL Stock Source	AMC (F)	AMC Change Reason	MOS (G)		
Region: Atacora/Donga (5 Facilities)																
CAME Natlingou	+															
CHD ATACORA	✓															
CSC BOUKOUMBE	✓															
CS KEROU	✓															
HZ TANGUETA	+															
Region: Atlantique/Littoral (1 Facility)																
CAME Coo	✗ A															
Region: Borgou/Alibori (19 Facilities)																
CAME Parakou	+															
HZ MALANVILLE	✓															
HZ Banikoara	✗ S															
HZ KANDI	+															

Figure 67

4.1.5 Accepting the Patient and Stock Report

After submitting a report, the user still needs to accept the report. The status bar will show before accepting as follows.

Report Id : 1719 Submitted	Created Date : 01-Dec-2014 08:26 AM Submitted Date : 01-Dec-2014 08:43 AM	Accepted Date : 18-Sep-2014 03:45 AM Published Date : 19-Sep-2014 05:35 AM	Accept	Unpublish
--------------------------------------	--	---	---------------	------------------

Figure 68

After clicking **Accept**, the accepted screen will appear:

Report Id : 1719 Accepted	Created Date : 01-Dec-2014 08:26 AM Submitted Date : 01-Dec-2014 08:43 AM	Accepted Date : 01-Dec-2014 08:46 AM Published Date : 19-Sep-2014 05:35 AM	Publish	Unpublish
-------------------------------------	--	---	----------------	------------------

Search		Patient Overview	Patient by Regimen	Stock Status													
Facility	New/ Edit	#	Item	OBL (A)	Rece... (B)	Issued (C)	Adju... (±D)	Adjust Reason	Stock Out Days	Closing Bala... (E)	CL Stock Source	AMC (F)	AMC Change Reason	MOS (G)			
Region: Atacora/Donga (5 Facilities)																	
CAME Nattingou	✓																
CHD ATACORA	✓																
CSC BOUKOUMBE	✓																
CS KEROU	✓																
HZ TANGUETA	✓																
Region: Atlantique/Littoral (1 Facility)																	
CAME Coo	✗																
Formulation: Adult (22 Items)																	
1	Abacavir /Lamivudine 60...											50					
2	Abacavir 300 mg/tab		11							11	Physical Count	126		0.1			
3	Atazanavir 300 mg/tab											5					
4	Atazanavir/Ritonavir 300/...																
5	Darunavir 300 mg/tab																
6	Didanosine 400 mg/tab		3,816							0		57		0.0			
7	Efavirenz 600 mg/tab		44,838							0		8,591		0.0			

Figure 69

4.1.6 Publishing the Patient and Stock Report

After accepting a report, the user still needs to publish the report. The status bar will show before publishing as follows.

Report Id : 1719 Accepted	Created Date : 01-Dec-2014 08:26 AM Submitted Date : 01-Dec-2014 10:41 AM	Accepted Date : 01-Dec-2014 10:41 AM Published Date : 01-Dec-2014 08:50 AM	Publish	Unpublish
-------------------------------------	--	---	----------------	------------------

Figure 70

From the above status bar, user needs to click **Publish** to publish the report. After clicking the **Publish** button, the screen will update to following.

Report Id : 1719 Published	Created Date : 01-Dec-2014 08:26 AM Submitted Date : 01-Dec-2014 08:43 AM	Accepted Date : 01-Dec-2014 08:46 AM Published Date : 01-Dec-2014 08:50 AM	Publish	Unpublish
--------------------------------------	--	---	----------------	------------------

Search		Patient Overview	Patient by Regimen	Stock Status													
Facility	New/ Edit	#	Item	OBL (A)	Rece... (B)	Issued (C)	Adju... (±D)	Adjust Reason	Stock Out Days	Closing Bala... (E)	CL Stock Source	AMC (F)	AMC Change Reason	MOS (G)			
Region: Atacora/Donga (5 Facilities)																	
CAME Nattingou	✓																
CHD ATACORA	✓																
CSC BOUKOUMBE	✓																
CS KEROU	✓																
HZ TANGUETA	✓																
Region: Atlantique/Littoral (1 Facility)																	
CAME Coo	✓																
Formulation: Adult (22 Items)																	
1	Abacavir /Lamivudine 60...											50					
2	Abacavir 300 mg/tab		11							11	Physical Count	126		0.1			
3	Atazanavir 300 mg/tab											5					
4	Atazanavir/Ritonavir 300/...																
5	Darunavir 300 mg/tab																
6	Didanosine 400 mg/tab		3,816							0		57		0.0			
7	Efavirenz 600 mg/tab		44,838							0		8,591		0.0			

Figure 71

Please note that a report is available for national and regional summaries only after publication.

4.1.7 Unpublishing Patient and Stock Reports

After publishing a report, if the user needs to unpublish the report, click the [Unpublish](#) button at top left.

Report Id : 1719 Created Date : 01-Dec-2014 08:26 AM Accepted Date : 01-Dec-2014 08:46 AM
Published Submitted Date : 01-Dec-2014 08:43 AM Published Date : 01-Dec-2014 08:50 AM
 Publish Unpublish

Figure 72

When [Unpublish](#) is clicked, the following pop-up message will appear:



Figure 73

If you press [Yes](#) from the above message box, the screen will revert to "Not Submitted," as prior in Figure 61.

Report Id : 1719 Created Date : 01-Dec-2014 08:26 AM Accepted Date : 01-Dec-2014 08:46 AM
Not Submitted Submitted Date : 01-Dec-2014 08:43 AM Published Date : 01-Dec-2014 08:50 AM
 Submit Unpublish

Facility	New/ Edit	#	Item	OBL (A)	Rece... (B)	Issued (C)	Adju... (±D)	Adjust Reason	Stock Out Days	Closing Bala... (E)	CL Stock Source	AMC (F)	AMC Change Reason	MOS (G)
Region: Atacora/Donga (5 Facilities)														
CAME Natitingou	✓													
CHD ATACORA	✓													
CSC BOUKOUMBE	✓													
CS KEROU	✓													
HZ TANGUETA	⊕													
Region: Atlantique/Littoral (1 Facility)														
CAME Coo	⊗													
Formulation: Adult (22 Items)														
1	Abacavir /Lamivudine 60...											50		
2	Abacavir 300 mg/tab		11							11	Physical Count	126		0.1
3	Atazanavir 300 mg/tab											5		
4	Atazanavir/Ritonavir 300/...													
5	Darunavir 300 mg/tab													
6	Didanosine 400 mg/tab		3,816							0		57		0.0
7	Efavirenz 600 mg/tab		44,838							0		8,591		0.0

Figure 74

The user may now update the report and submit, accept, and publish again.

4.2 Generating a Facility Data MS Excel[®] Template

Starting with the Entry Forms menu, select [Generate Facility Data Excel Template](#). This will bring the user to the following screen.

Generate Facility Data Excel Template

< June 2016 >

Country: Benin Facility: CAME Coo Product Group: ARV

Export Excel Template

Figure 75

In the above screen, the user needs to select the following from the provided drop-down lists:

- Month
- Year
- Country
- Facility
- Product Group

To generate a facility data Excel template, the user needs to click on the [Export Excel Template](#) button. A pop-up panel will appear to confirm the request to generate an Excel template.

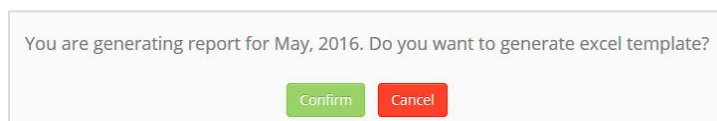


Figure 76

Click to the green [Confirm](#) button, which will take the user to the following:

Click [OK](#) and save the Excel template onto a local drive.

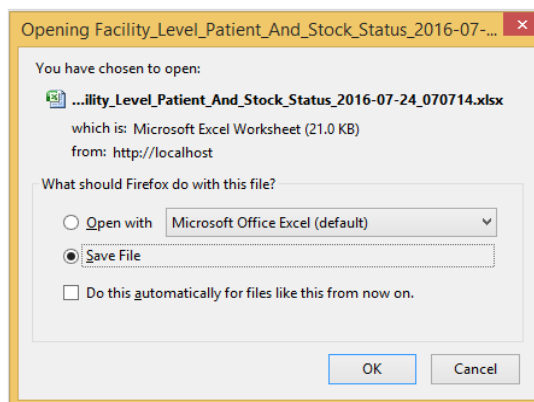


Figure 77

4.3 Importing Facility Data from MS Excel®

Starting with the Entry Forms menu, select [Facility Data Import From Excel](#). This will bring the user to the following screen.

To import facility data form Excel, click on the black [Browse](#) button to open a facility data Excel file.

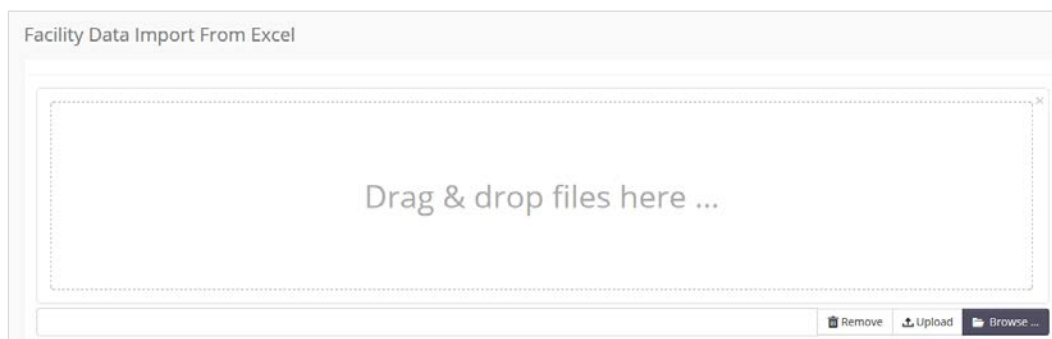


Figure 78

First, locate your file, then select the Excel file from computer and click [Open](#).

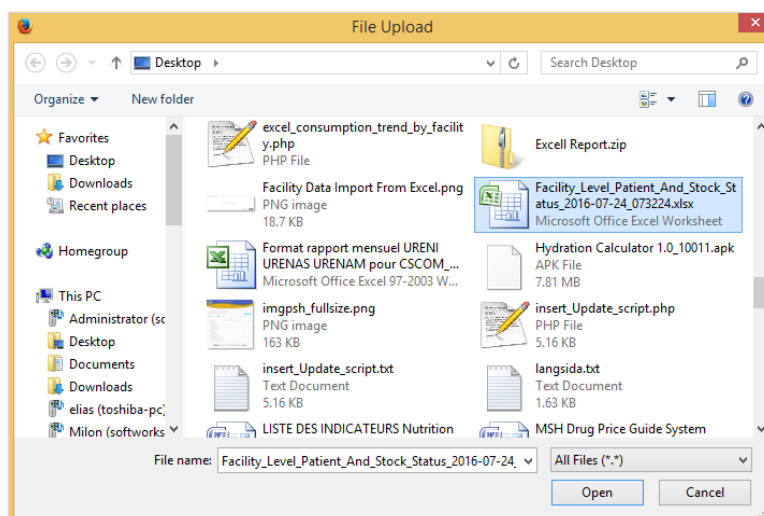


Figure 79

This will bring the user to the following screen:



Figure 80

Click on the [Upload](#) button to upload this file. The file can be removed by clicking the [Remove](#) button. After successfully completing the upload process, the screen will appear as follows.



Figure 81

Click the **IMPORT DATA** button to start the import process. After successfully importing the data, the following message box will appear:

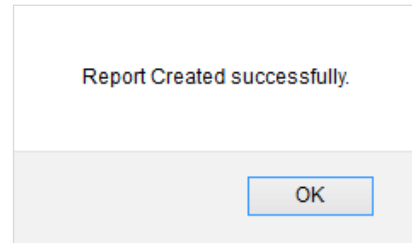


Figure 82

Click **OK** to complete the Facility Data Import from Excel. Now, go to the Facility Level Patients and Stock Status Entry page to submit, accept, and publish the report, as described above.

5 Monthly Logistics Report Wizard

Starting with the Entry Forms menu, select [Monthly Logistics Report Wizard](#). This will bring the user to the following page.

Figure 83

In the above screen, select the following from the drop-down lists provided:

- Country
- Product Group
- Month
- Year

After selection, the **Next** button will appear on the top right side.

Step 1:

Figure 84

Click on the [Next](#) button to proceed through the report.

Step 2:



Figure 85

Click on the [Next](#) button to proceed through the report.

Step 3:

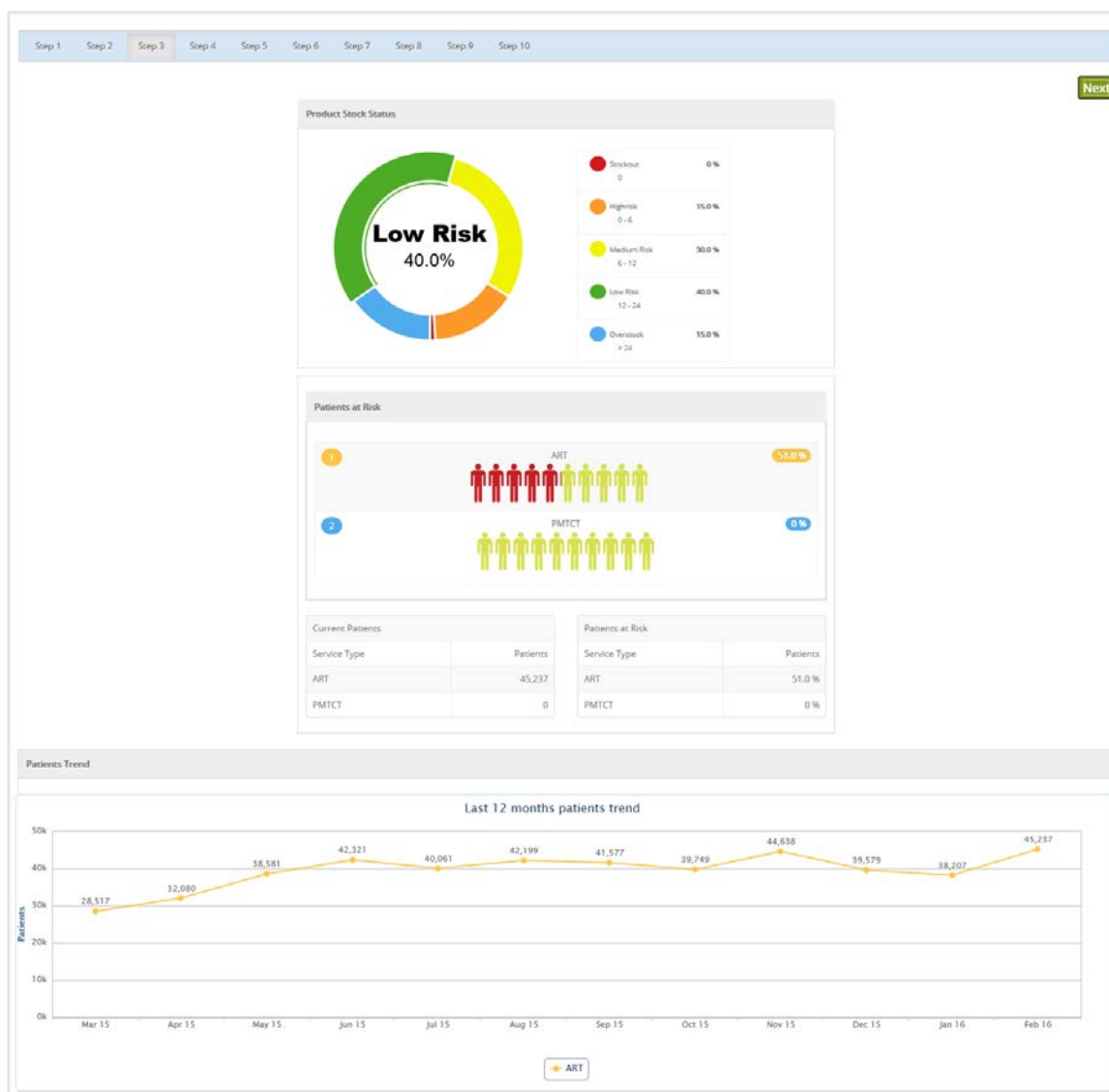


Figure 86

Click on the [Next](#) button to proceed through the report.

Step 4:

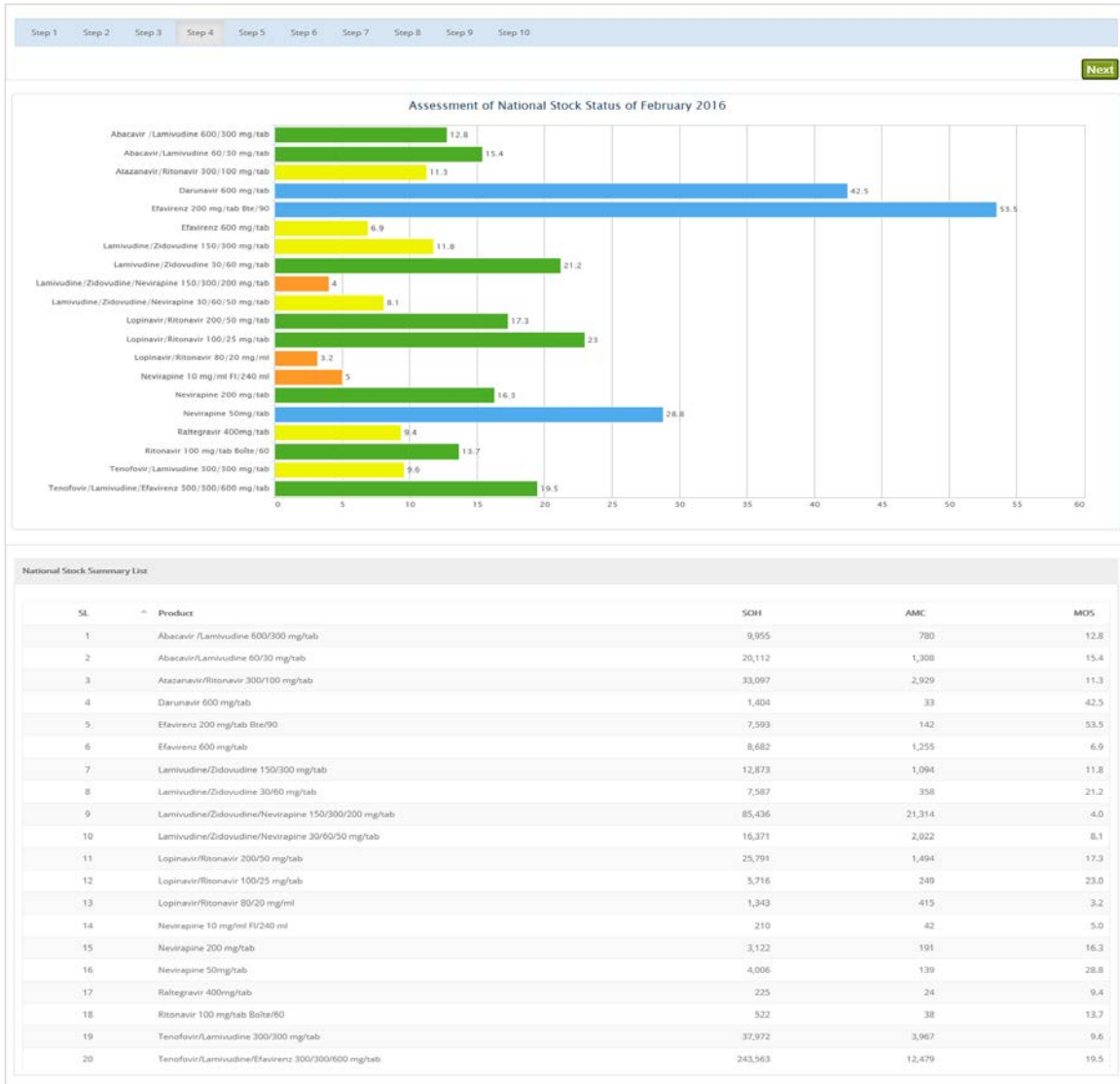


Figure 87

Click on the [Next](#) button to proceed through the report.

Step 5:

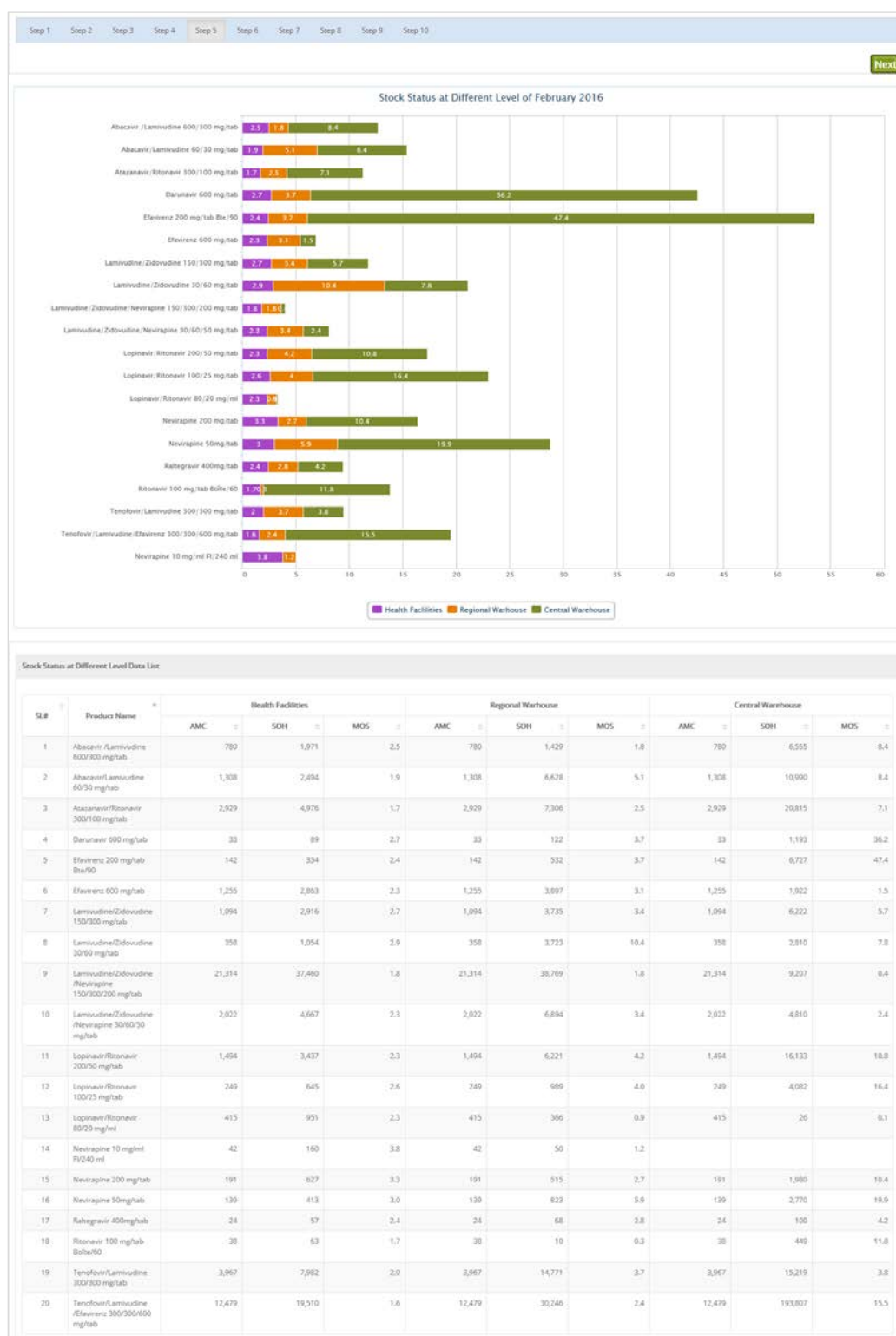


Figure 88

Click on the [Next](#) button to proceed through the report.

Step 6:

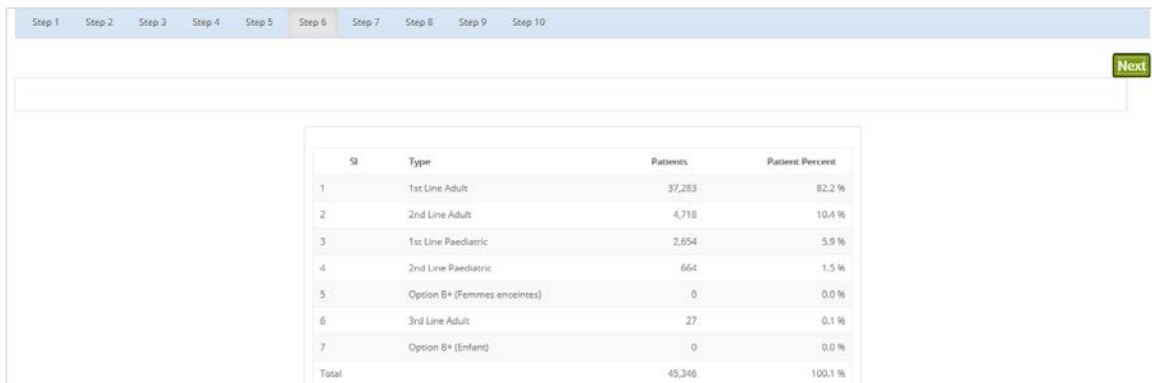


Figure 89

Click on the [Next](#) button to proceed through the report.

Step 7:

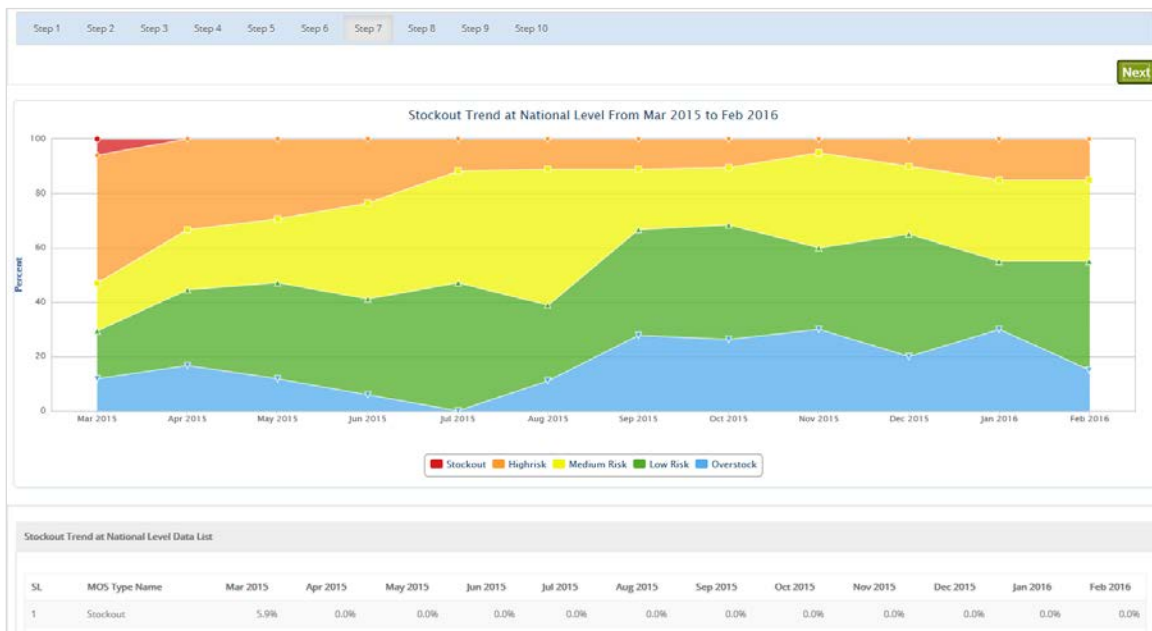
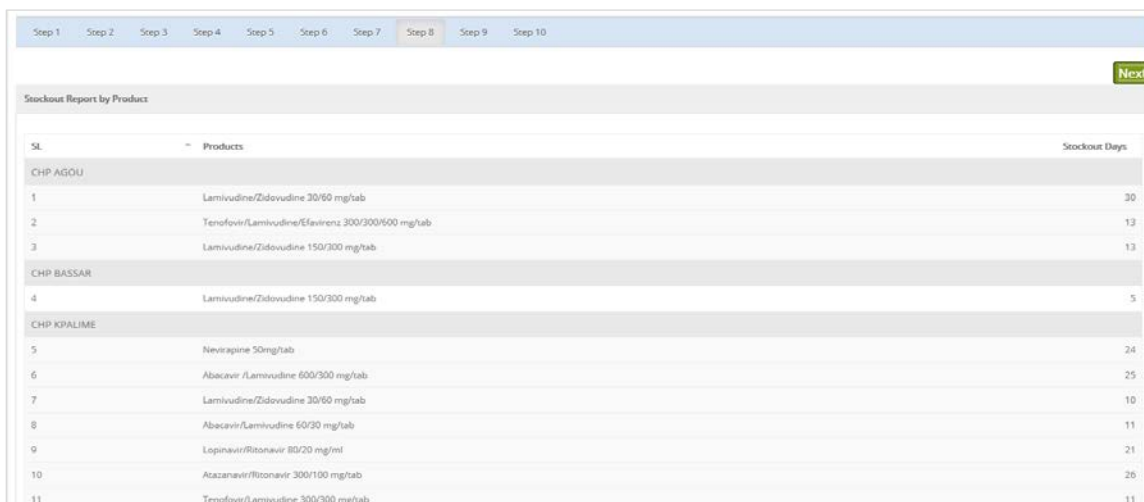


Figure 90

Click on the [Next](#) button to proceed through the report.

Step 8:



SL	Products	Stockout Days
CHP AGOU		
1	Lamivudine/Zidovudine 30/60 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

Figure 91

Click on the [Next](#) button to proceed through the report.

Step 9:

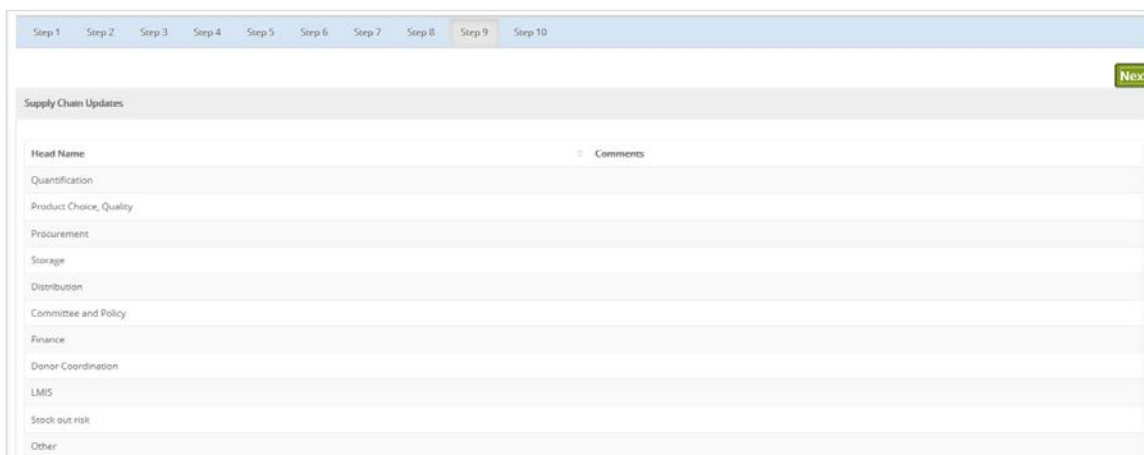


Figure 92

Click on the [Next](#) button to proceed through the report.

Step 10:



Figure 93

Click on the [Combine All Reports](#) button to generate a PDF report. The following PDF report will open in a new window:

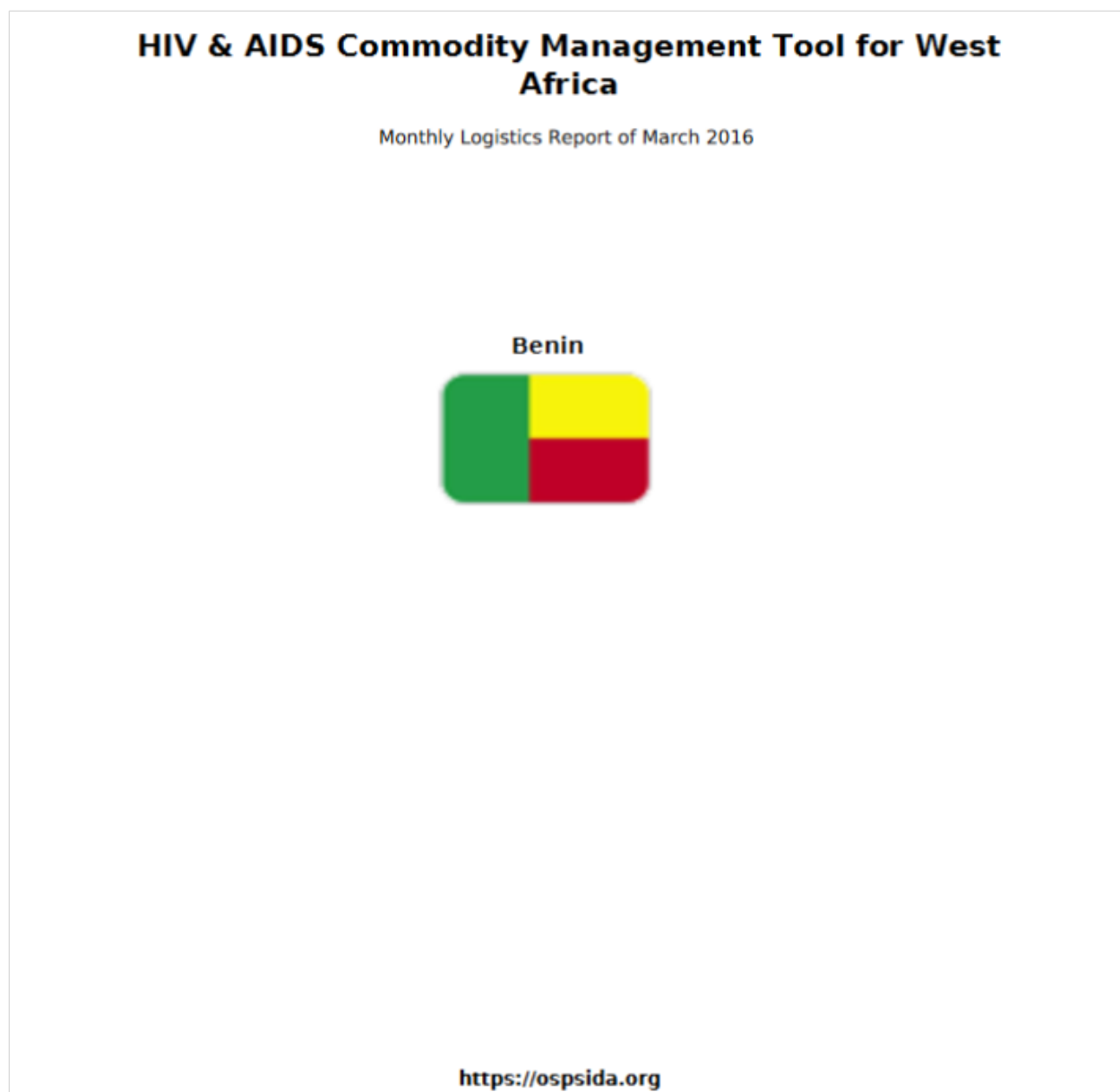


Figure 94

Press the *Ctrl+Shift* buttons on your keyboard to save as this PDF file in a local drive.

6 Warehouse Stock Status: Entering Expiry Dates

After the monthly LMIS report entry is done for the warehouses, there is the option to enter stock status by batch/expiry. **NOTE:** This is optional.

6.1 Adding Batches of Items

Starting with the Entry Forms menu, select *Warehouse Stock Status Expiry*. This will bring the user to the following page.

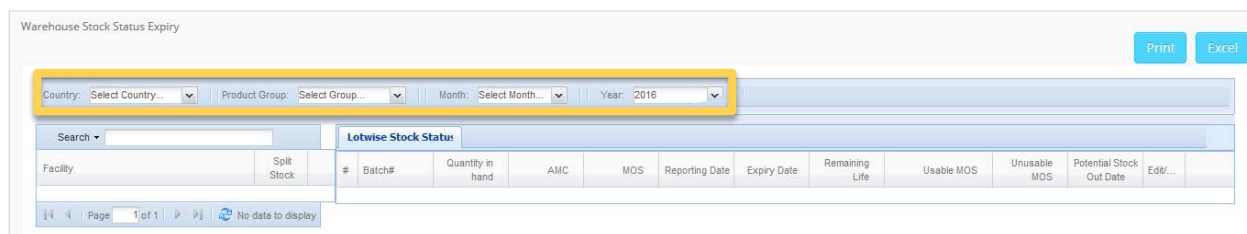



Figure 95

In the following fields, select from the drop-down lists provided:

- Country
- Product Group
- Month
- Year

After selecting the above 4 options, the list of facilities will fill in the right side list with a  button appearing at the right side.

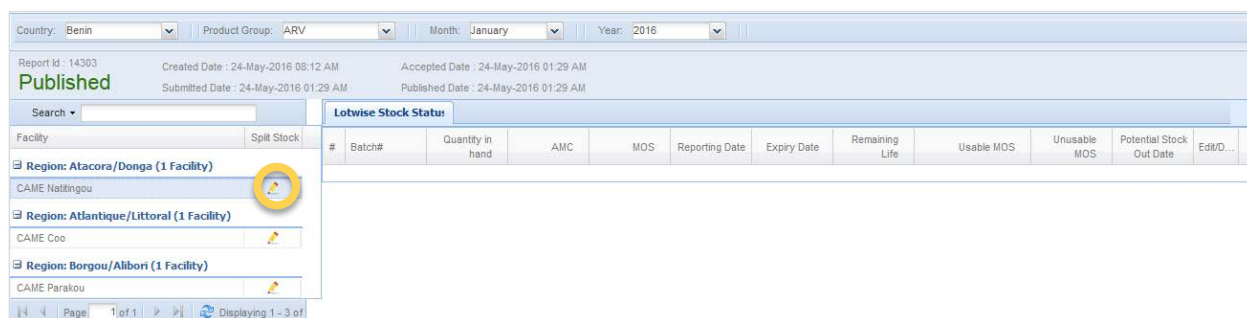



Figure 96

To enter Lotwise Stock expiry date for any facility, click the  button beside the facility, which will display the following panel:

Split stock into lot

Select Stock Item... Stock Quantity : AMC: MOS:

#	Batch#	Quantity in hand	AMC	MOS	Reporting Date	Expiry Date	Remaini... Life	Usable MOS	Unusable MOS	Potential Stock Out Date	Delete
No rows to display											

NEW ENTRY / UPDATE

Fields

Batch# Expiry Date

Quantity in hand Report Date

Figure 97

Fill in the following fields:

- Select a Stock Item: Select a Stock Item the drop-down list
- Batch#: Write a Batch Number
- Expiry Date: Select the expiry date from the Date picker

Click the [Add/Update](#) button to add the record. This will change the screen to the following:

Split stock into lot

Abacavir 300 mg/tab Stock Quantity : 29 AMC: 28 MOS: 1.0

#	Batch#	Quantity in hand	AMC	MOS	Reporting Date	Expiry Date	Remaini... Life	Usable MOS	Unusable MOS	Potential Stock Out Date	Delete
1	Batch X2	29	28	1.0	31-Jan-16	25-Jul-16	5.9	1.0		2-Mar-16	✗
* Total		29		1.0				1.0			

NEW ENTRY / UPDATE

Fields

Batch# Expiry Date

Quantity in hand Report Date

31/01/2016

Add / Update Reset

Save List Close

Figure 98

Click on [Save List](#) and the following pop-up box will appear:



Figure 99

Click [OK](#) and close the window. The Item Batch should successfully show on the Lotwise Stock Status tab.

Country: Benin Product Group: ARV Month: January Year: 2016

Report Id : 14303 Created Date : 24-May-2016 08:12 AM Accepted Date : 24-May-2016 01:29 AM
Published Submitted Date : 24-May-2016 01:29 AM Published Date : 24-May-2016 01:29 AM

Search Facility Split Stock

Region: Atacora/Donga (1 Facility)
CAME Nattingou

Region: Atlantique/Littoral (1 Facility)
CAME Coo

Region: Borgou/Alibori (1 Facility)
CAME Parakou



Page 1 of 1 Displaying 1 - 3 of

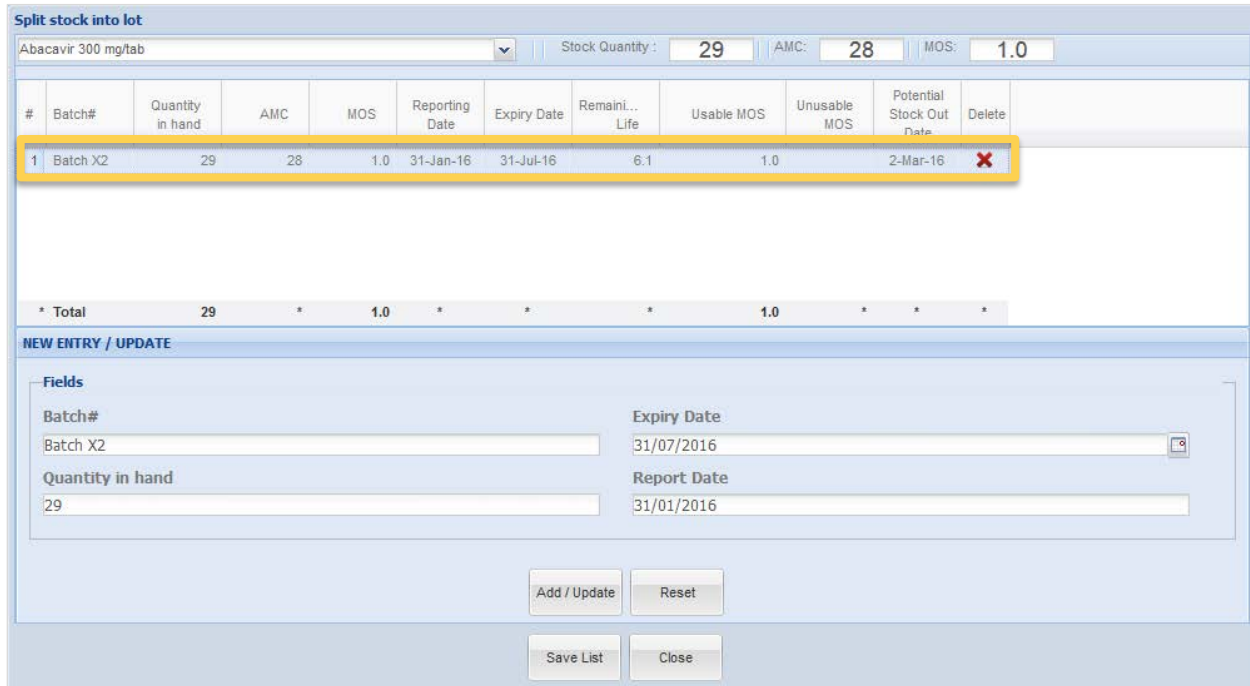
Lotwise Stock Status

#	Batch#	Quantity in hand	AMC	MOS	Reporting Date	Expiry Date	Remaining Life	Usable MOS	Unusable MOS	Potential Stock Out Date	Edit/D...
Abacavir 300 mg/tab (1 Item)											
1	Batch X2	29	28	1.0	31-Jan-16	25-Jul-16	5.9	1.0		2-Mar-16	✗
(1 Batch)		29		1.0				5.9	1.0		

Figure 100


6.2 Editing or Deleting Batches of Items

To edit data, click the  button from the  button at the right in the screen above, and the following window appear:



Split stock into lot

Abacavir 300 mg/tab | Stock Quantity: 29 | AMC: 28 | MOS: 1.0

#	Batch#	Quantity in hand	AMC	MOS	Reporting Date	Expiry Date	Remaini... Life	Usable MOS	Unusable MOS	Potential Stock Out Date	Delete
1	Batch X2	29	28	1.0	31-Jan-16	31-Jul-16	6.1	1.0		2-Mar-16	
* Total		29		1.0				1.0			

NEW ENTRY / UPDATE

Fields

Batch# | Expiry Date
Batch X2 | 31/07/2016



Quantity in hand | Report Date
29 | 31/01/2016

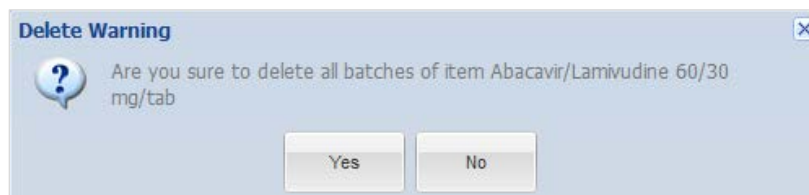
Add / Update | Reset

Save List | Close

Figure 101

Double click on the record from the data list, and edit it in the data field. Then, press [Save List](#) to update the record. Then close the window.

To delete Warehouse Stock Status Expiry data, click the  button from the  button on the screen shown in Figure 100, and this pop-up panel will appear:



Delete Warning

Are you sure to delete all batches of item Abacavir/Lamivudine 60/30 mg/tab

Yes | No

Figure 102

Confirm the deletion, and save the list. If there is any reference data the data will not be deleted.

7 Forecasted Consumption

Starting with the Entry Forms menu, select *Forecasted Consumption Entry*. This form is used to generate, edit, and delete forecasted consumption.

7.1 Forecasted Consumption: Accessing the List

Once this menu has been selected, the user will see the following screen.

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

Figure 103

7.2 Forecasted Consumption: Generating Data

To generate Forecasted Consumption, click on the black *Generate* button for a specific country on the far right of this list, here. [Edit](#) [Delete](#) [Generate](#) Then, the following pop-up panel will appear:

Year List (Benin) ×

Please, select year for generate forecasted consumption

Year :

2017

Done

Cancel

Figure 104

Select a year from the drop-down list for generating forecasted consumption, then click the [Done](#) button. The following message box will appear:

Do you really want to generate this record?

Confirm

Cancel

Figure 105

Click to the green *Confirm* button to successfully generate forecasted consumption data. This will generate blank records for each product each month for the selected year.

7.3 Forecasted Consumption: Editing and Deleting Data

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 106

To edit Forecasted Consumption entries click the blue [Edit](#) button to the right of the selected country.

[Edit](#) [Delete](#) [Generate](#) The following pop-up panel will appear:

Do you really want to edit this record?

[Confirm](#) [Cancel](#)

Figure 107

Click the green [Confirm](#) button. This will bring the user to the following screen:

Forecasted Consumption Entry			Back to List	Print	Excel
Country :	Benin	Product Group :	ARV	Product :	Abacavir /Lamivudine 600/300 mg/tab
			2017		
SL	Month Name	Consumption			
1	January, 2017				
2	February, 2017				
3	March, 2017				
4	April, 2017				
5	May, 2017				
6	June, 2017				

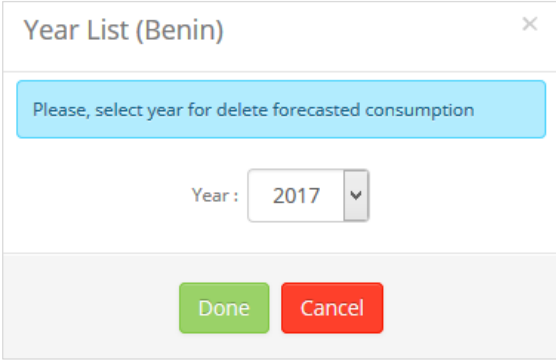
Figure 108

Fill in the following fields:

- Product Group: Select from drop-down list
- Product: Select from drop-down list
- Consumption field: Type in the Forecasted Consumption data (monthly).

After successfully inputting the data, click the **◀ Back to List** button.

To delete Forecasted Consumption data, click the **Delete** button from the **Edit** **Delete** **Generate** buttons to the right of the selected country, and the following pop-up panel will appear:

A pop-up panel titled "Year List (Benin)" with a close button (X) in the top right corner. Inside the panel, there is a light blue instruction box that says "Please, select year for delete forecasted consumption". Below this, there is a label "Year :" followed by a dropdown menu showing "2017" and a downward arrow. At the bottom of the panel, there are two buttons: a green "Done" button and a red "Cancel" button.

Year List (Benin) ×

Please, select year for delete forecasted consumption

Year : 2017 ▼

Done Cancel

Figure 109

Enter the year to delete. Then, click **Done**, which will bring the user to the following window to confirm the deletion.

A small confirmation dialog box with a light gray background. It contains the text "Do you really want to Delete this record?" in a light blue font. Below the text, there are two buttons: a green "Confirm" button and a red "Cancel" button.

Do you really want to Delete this record?

Confirm Cancel

Figure 110

Click the **Confirm** button to successfully delete the Forecasted Consumption record.

8 WAHO Stock Transfer

Starting with the Entry Forms menu, select *WAHO Stock Transfer Entry*. This form is used to create, edit, and delete data.

8.1 WAHO Stock Transfer: Accessing the List

Once the user has selected this menu, the following screen appears:

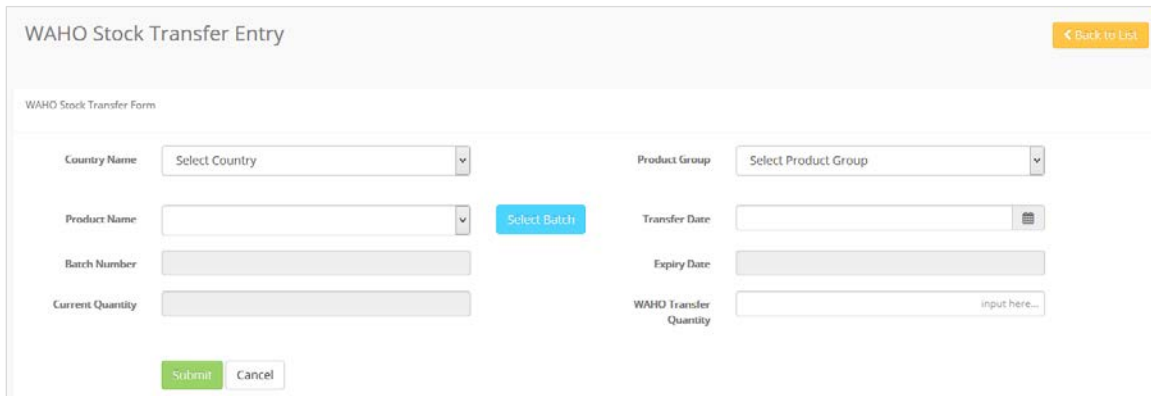
The screenshot displays the 'WAHO Stock Transfer Entry' interface. At the top, there are filters for Country (All), Product Group (All Product Group), and Product Name (All Products). Below these are navigation arrows and a date selector set to July 2016. An 'Add Record' button is in the top right. The main section is titled 'Stock Transfer List' and includes 'Print' and 'Excel' buttons. A 'Show 25 entries' dropdown and a search bar are also present. The table below lists 16 stock transfer records for Benin, with columns for Sl, Transfer Date, Product Group, Product Name, Batch Number, Transfer Quantity, Expiry Date, and Action (Edit/Delete).

Sl	Transfer Date	Product Group	Product Name	Batch Number	Transfer Quantity	Expiry Date	Action
Benin							
1	20/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	4	22-Jul-2016	Edit Delete
2	19/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	54	30-Jul-2016	Edit Delete
3	19/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	1,000	30-Jul-2016	Edit Delete
4	18/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	50	30-Jul-2016	Edit Delete
5	18/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	45	30-Jul-2016	Edit Delete
6	18/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X4	49	31-Jul-2016	Edit Delete
7	18/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X2	100	23-Jul-2016	Edit Delete
8	17/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X2	40	23-Jul-2016	Edit Delete
9	17/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X1	30	31-Jul-2016	Edit Delete
10	14/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	1,000	30-Jul-2016	Edit Delete
11	12/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	500	30-Jul-2016	Edit Delete
12	12/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X2	45	23-Jul-2016	Edit Delete
13	12/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X2	50	23-Jul-2016	Edit Delete
14	12/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	545	30-Jul-2016	Edit Delete
15	12/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X2	800	29-Jul-2016	Edit Delete
16	06/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	503	30-Jul-2016	Edit Delete
Burkina Faso							

Figure 111

8.2 WAHO Stock Transfer: Adding a New Entry

To add a new WAHO Stock Transfer, click on **Add Record** at the upper right of Figure 111. This will open the following panel:



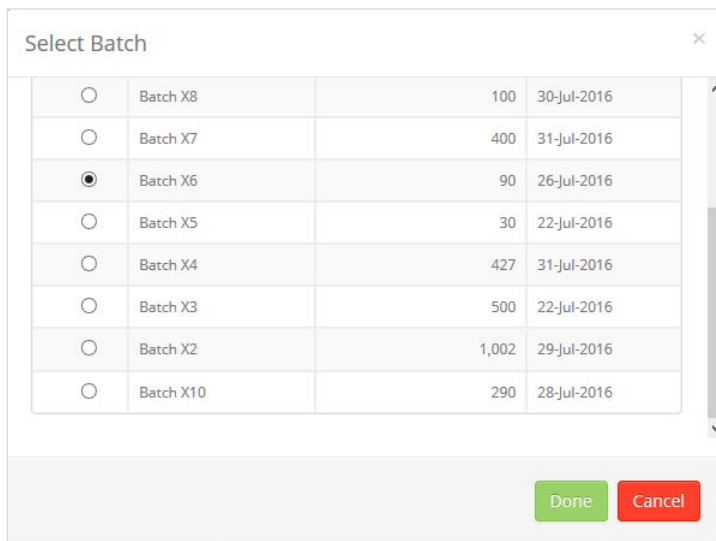
The form is titled "WAHO Stock Transfer Entry" and includes a "Back to LSA" button in the top right. Below the title is the "WAHO Stock Transfer Form". It contains several input fields: "Country Name" (a dropdown menu with "Select Country"), "Product Group" (a dropdown menu with "Select Product Group"), "Product Name" (a dropdown menu), "Batch Number" (a text input), "Current Quantity" (a text input), "Transfer Date" (a date picker), "Expiry Date" (a text input), and "WAHO Transfer Quantity" (a text input with a placeholder "input here..."). There is a blue "Select Batch" button next to the "Product Name" dropdown. At the bottom left are "Submit" and "Cancel" buttons.

Figure 112

Fill in the following fields:

- Country Name: Select from drop-down list
- Product Group: Select from drop-down list
- Product Name: Select from drop-down list
- Transfer Date: Select Transfer Date from Date Picker
- WAHO Transfer Quantity: Write in a Transfer Quantity

After selecting *Product Group* and *Product Name*, click to **Select Batch** and the following pop-up panel appear:



The "Select Batch" pop-up panel displays a table with columns for a radio button, Batch Name, Quantity, and Date. The data is as follows:

	Batch	Quantity	Date
<input type="radio"/>	Batch X8	100	30-Jul-2016
<input type="radio"/>	Batch X7	400	31-Jul-2016
<input checked="" type="radio"/>	Batch X6	90	26-Jul-2016
<input type="radio"/>	Batch X5	30	22-Jul-2016
<input type="radio"/>	Batch X4	427	31-Jul-2016
<input type="radio"/>	Batch X3	500	22-Jul-2016
<input type="radio"/>	Batch X2	1,002	29-Jul-2016
<input type="radio"/>	Batch X10	290	28-Jul-2016

At the bottom right of the panel are "Done" and "Cancel" buttons.

Figure 113

Click on the *radio* button to select a Batch Number from the list, then press **Done**.

This will bring up the following screen:

The screenshot shows the 'WAHO Stock Transfer Entry' form. It includes a 'Back to List' button in the top right. The form fields are: Country Name (Benin), Product Name (Abacavir /Lamivudine/Zidovudine 300/150/300 mg), Batch Number (Batch X6), Current Quantity (90), Product Group (ARV), Transfer Date (27/07/2016), Expiry Date (2016-07-26), and WAHO Transfer Quantity (20). There are 'Submit' and 'Cancel' buttons at the bottom left, and a 'Select Batch' button next to the Product Name field.

Figure 114

Review the information, and click the green [Submit](#) button to add the record successfully.

8.3 WAHO Transfer: Editing or Deleting an Entry

To edit, click the blue [Edit](#) button from the [Edit](#) [Delete](#) buttons. The following pop-up panel will appear:

The screenshot shows a confirmation dialog box with the text 'Do you really want to edit this record?' and two buttons: 'Confirm' (green) and 'Cancel' (red).

Figure 115

Click on [Confirm](#) and the user will be brought to the following screen:

The screenshot shows the 'WAHO Stock Transfer Entry' form after editing. The fields are the same as in Figure 114, but the 'Current Quantity' is now 90 and the 'WAHO Transfer Quantity' is 20. The 'Submit' and 'Cancel' buttons are at the bottom left, and the 'Select Batch' button is next to the Product Name field.

Figure 116

After editing, click the green [Submit](#) button to update the record.

To delete a product, click the red [Delete](#) button from the [Edit](#) [Delete](#) buttons. The following pop-up panel will appear:

The screenshot shows a confirmation dialog box with the text 'Do you really want to edit this record?' and two buttons: 'Confirm' (green) and 'Cancel' (red).

Figure 117

Confirm the deletion. If there is any reference data, the data will not be deleted.

9 Managing Basic Forms Administration

The Admin menu will allow the user to manage metadata or reference tables. It has the following sub-menus:

Country Entry	
Region Entry	
Year Entry	
Profile Parameters Entry	
Funding Source Entry	
Sub-agreements Entry	
Procuring Agents Entry	
Shipment Status Entry	
Facility Type Entry	
Facility Level Entry	
MOS Type Entry	Service Type Entry
MOS Type for Facility	Product Subgroup Entry
Adjust Reason Entry	Formulation Type Entry
AMC Change Reason Entry	Country User Map Entry
Product Group Entry	Reporting Frequency Entry

Figure 118

9.1 Country: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [Country Entry](#). This form is used to create, edit, and delete countries.

9.1.1 Country: Accessing the List

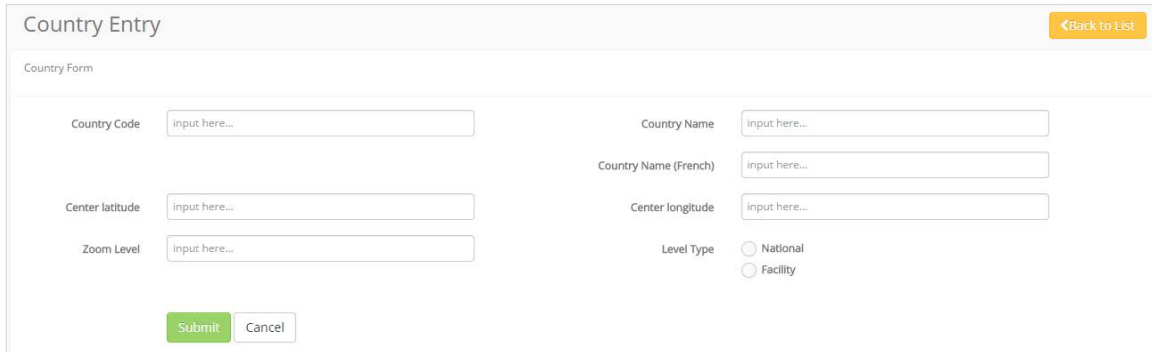
Once the user has selected this menu, the following screen appears:

Country Entry							
Country List							
Show 25 entries							
search here...							
SL#	Country Code	Country Name	Country Name (French)	Country Level	Center	Zoom Level	Action
1	ICT	Ivory Coast	Côte d'Ivoire	Facility Level	7.670766, -5.679381	10	Edit Delete
2	WAH	WAHO	WAHO	Facility Level	41.211481, -96.62256	7	Edit Delete
3	MLI	Mali	Mali	Facility Level	17.804718, -1.788486	10	Edit Delete
4	NGA	Nigeria	Nigeria	Facility Level	9.587272, 7.754606	10	Edit Delete
5	SGL	Senegal	Sénégal	Facility Level	14.367177, -14.483173	10	Edit Delete
6	GHA	Ghana	Ghana	Facility Level	7.951512, -1.250382	10	Edit Delete

Figure 119

9.1.2 Country: Adding a New Record

To add a new Country, click on **Add Record** shown at the upper right of Figure 119. This will open the following panel:



The form is titled "Country Entry" and includes a "Back to List" button in the top right corner. Below the title is a "Country Form" section. It contains several input fields: "Country Code", "Country Name", "Country Name (French)", "Center latitude", "Center longitude", and "Zoom Level". Each of these fields has a placeholder text "input here...". There are also two radio buttons for "Level Type", labeled "National" and "Facility". At the bottom left of the form are "Submit" and "Cancel" buttons.

Figure 120

The following fields should be filled:

- Country Code: Enter the 3-digit ISO code for the country
- Country Name: Name of the country, in English
- Country Name (French): Name of the country, in French
- Center Latitude: Country's center coordinate (to be used during zoom in/out)
- Center Longitude: Country's center coordinate (to be used during zoom in/out)
- Zoom Level: Initial zoom level of the country for use in Google Maps (1-13)
- Level Type: Whether the country will enter National Level or Facility Level LMIS reports

After filling the all the fields, click the green [Submit](#) button to save.

9.1.3 Country: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:



A confirmation dialog box with the text "Do you really want to edit this record?". It has two buttons: "Confirm" (green) and "Cancel" (red).

Figure 121

Click on [Confirm](#) and the user will be brought to the following screen:

Figure 122

After editing, click the green [Submit](#) button to update the record.

To delete country data, click the red [Delete](#) button from the [Edit](#) [Delete](#) buttons. The following pop-up panel will appear:

Figure 123

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.2 Region: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [Region Entry](#). This form is used to create, edit, and delete regions.

9.2.1 Region: Accessing the List

Once the user has selected this menu, the following screen appears:

Figure 124

9.2.2 Region: Adding a New Record

To add a new Country, click on **Add Record** shown at the upper right of Figure 124. This will open the following panel:

The following fields should be filled:

- Country: Select one from the drop-down list
- Region Name: Name of Region

Figure 125

After filling the all the fields, click the green **Submit** button to save.

9.2.3 Region: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. When the pop-up box appears:

Figure 126

Confirm and the user will be brought to the following screen:

Edit, and then press the green **Submit** button to update the record.

Figure 127

To delete the region, click the red **Delete** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

Figure 128

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.3 Year: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select **Year Entry**. This form is used to create, edit, and delete years.

9.3.1 Year: Accessing the List

Once the user has selected this menu, the following screen appears:

The screenshot shows the 'Year Entry' interface. At the top right is an 'Add Record' button. Below it is a 'Year List' section with a 'Show 25 entries' dropdown and a search bar. The main part of the interface is a table with 13 rows, each representing a year from 2013 to 2025. Each row has an 'SL#', a 'Year', and an 'Action' column with 'Edit' and 'Delete' buttons. The table is paginated, showing 'Showing 1 to 13 of 13 entries' and navigation links for 'First', 'Previous', '1', 'Next', and 'Last'.

SL#	Year	Action
1	2013	Edit Delete
2	2014	Edit Delete
3	2015	Edit Delete
4	2016	Edit Delete
5	2017	Edit Delete
6	2018	Edit Delete
7	2019	Edit Delete
8	2020	Edit Delete
9	2021	Edit Delete
10	2022	Edit Delete
11	2023	Edit Delete
12	2024	Edit Delete
13	2025	Edit Delete

Figure 129

9.3.2 Year: Adding a New Record

To add a new year, click on **Add Record** shown at the upper right of Figure 129. This will open the following panel:

The screenshot shows the 'Year Entry' interface with the 'Year Form' panel open. It contains a 'Year' input field with a placeholder 'input here...' and 'Submit' and 'Cancel' buttons.

Figure 130

Enter a four digit year (i.e., 2015, 2016). Afterward, press the green **Submit** button to save.

9.3.3 Year: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

The screenshot shows a confirmation pop-up panel with the text 'Do you really want to edit this record?' and 'Confirm' and 'Cancel' buttons.

Figure 131

Confirm and the user will be brought to the following screen:

Figure 132

Edit, and then press the green [Submit](#) button to update the record.

To delete the year, click the red [Delete](#) button from the [Edit](#) [Delete](#) buttons. The following pop-up panel will appear:

Figure 133

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.4 Profile Parameters: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [Profile Parameter Entry](#). This form is used to create, edit, and delete parameters.

9.4.1 Profile Parameters: Accessing the List

Once the user has selected this menu, the following screen appears.

Sl.#	Parameter Name	Parameter Name (French)	Action
1	ART patients attrition rate	Taux d'attrition (Perdus de vue, Transférés, Décédés, etc.)	Edit Delete
2	ART protocol	Protocole de ART	Edit Delete
3	ART Sites	Nombre de sites de traitement ARV	Edit Delete
4	ART treatment failure from 1st to 2nd line	Taux d'échec de la première à la deuxième ligne	Edit Delete
5	Average number of patients newly enrolled on ART in a year	Nombre moyen de personnes enrôlées au Traitement ARV par an	Edit Delete
6	Estimated number eligible for ART	Nombre estimé de personnes éligibles au Traitement ARV	Edit Delete
7	Estimated people living with HIV	Nombre estimé de personnes vivant avec le VIH/SIDA	Edit Delete
8	Funding sources	Organismes sources de financement	Edit Delete
9	HIV prevalence	Prévalence du VIH	Edit Delete
10	HIV testing algorithm	Algorithme de dépistage sérologique du VIH	Edit Delete
11	Number of Patients on ART (active patients)	Nombre de patients sous ARV (patients actifs)	Edit Delete
12	Population	Population totale	Edit Delete
13	Reported number of people receiving ART per regimen	Nombre déclaré de personnes recevant un traitement antirétroviral par le régime	Edit Delete
14	RTK Sites	Nombre de sites de dépistage du VIH	Edit Delete
15	Women on PMTCT	Nombre de femmes enceintes sous PTME	Edit Delete

Figure 134

9.4.2 Profile Parameters: Adding a New Record

To add a new Profile Parameter, click on **Add Record** shown at the upper right of Figure 134. This will open the following panel:

Figure 135

The following fields need to be filled:

- Parameter Name: Name of a parameter in English
- Parameter Name (French): Name of the same parameter in French

After filling these fields, press the green **Submit** button to save.

9.4.3 Profile Parameters: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

Figure 136

Confirm and the user will be brought to the following screen:

Figure 137

Edit, and then press the green **Submit** button to save.

To delete the Profile Parameter, click the red **Delete** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

Do you really want to edit this record?

Confirm

Cancel

Figure 138

9.5 Funding Source: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select *Funding Source Entry*. This form is used to create, edit, and delete funding sources.

9.5.1 Funding Source: Accessing the List

Once the user has selected this menu, the following screen appears.

Funding Source Entry

Add Record

Funding Source List

Show 25 entries

search here...

Print

Excel

SL#	Funding Source Name	Description	Action
1	AXIOS		<a>Edit <a>Delete
2	Clinton Foundation (CHA)		<a>Edit <a>Delete
3	DREAM		<a>Edit <a>Delete
4	ETAT		<a>Edit <a>Delete
5	EU		<a>Edit <a>Delete
6	FONDS MONDIAL		<a>Edit <a>Delete
7	French Cooperation	ARV Procurement	<a>Edit <a>Delete
8	GIZ		<a>Edit <a>Delete
9	GSK		<a>Edit <a>Delete
10	JICA		<a>Edit <a>Delete
11	MSF Belgium		<a>Edit <a>Delete
12	OOAS/WAHO		<a>Edit <a>Delete
13	PEPFAR		<a>Edit <a>Delete
14	PSI		<a>Edit <a>Delete
15	Special Fund for President	President Donation	<a>Edit <a>Delete
16	UNFPA		<a>Edit <a>Delete
17	UNICEF		<a>Edit <a>Delete
18	World Bank	ARV Procurement	<a>Edit <a>Delete

Figure 139

9.5.2 Funding Source: Adding a New Record

To add a new Funding Source, click on **Add Record** shown at the upper right of Figure 139. This will open the following panel:

A screenshot of a web form titled "Funding Source Entry". Below the title is a subtitle "Funding Source Form". There are two input fields: "Funding Source Name" and "Description", both with placeholder text "input here...". At the bottom of the form are two buttons: a green "Submit" button and a grey "Cancel" button.

Figure 140

After filling the necessary fields, click the green **Submit** button to save.

9.5.3 Funding Source: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

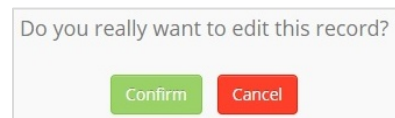
A small rectangular pop-up dialog box with a light grey background. It contains the text "Do you really want to edit this record?" at the top. Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 141

Confirm and the user will be brought to the following screen:

A screenshot of the same "Funding Source Entry" form as in Figure 140. The "Funding Source Name" field now contains the text "Clinton Foundation (CHAI)". The "Description" field still has the placeholder "input here...". The "Submit" and "Cancel" buttons are at the bottom.

Figure 142

Edit, and then press the green **Submit** button to update the record.

To delete a Funding Source, click the red **Delete** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

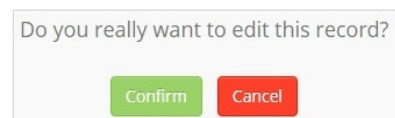
A small rectangular pop-up dialog box with a light grey background. It contains the text "Do you really want to edit this record?" at the top. Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 143

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.6 Sub-Agreement : Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [Sub-Agreements Entry](#). This form is used to create, edit, and delete sub-agreements.

9.6.1 Sub-Agreements: Accessing the List

Once the user has selected this menu, the following screen appears:

SL#	Funding Source	Agreement Name	Action
1	Clinton Foundation (CHAI)	ASADH	Edit Delete
2	EU	WWAASS	Edit Delete
3	JICA	ASHIM	Edit Delete

Figure 144

9.6.2 Sub-Agreements: Adding a New Record

To add a new Sub-Agreement, click on [Add Record](#) shown at the upper right of Figure 144. This will open the following panel:

Fill the appropriate fields, then press the green [Submit](#) button to save.

Figure 145

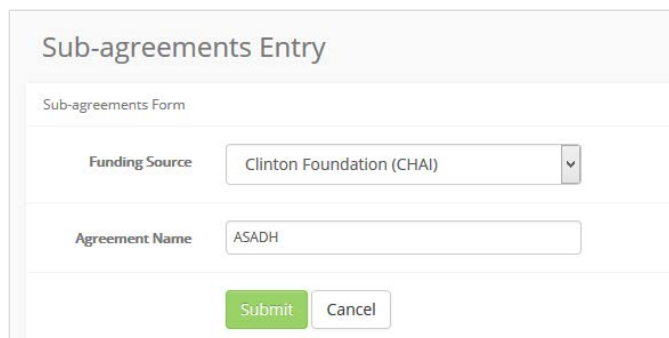
9.6.3 Sub-Agreements: Editing or Deleting Data

To edit, click the blue [Edit](#) button from the [Edit](#) [Delete](#) buttons. The following pop-up panel will appear:

Figure 146

Confirm and the user will be brought to the following screen:

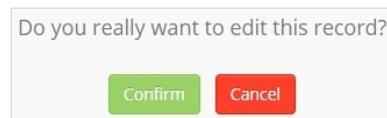
Edit, and then press the green [Submit](#) button to update the record.



The form is titled "Sub-agreements Entry" and contains a "Sub-agreements Form" section. It has two input fields: "Funding Source" with a dropdown menu showing "Clinton Foundation (CHAI)" and "Agreement Name" with a text input field containing "ASADH". At the bottom, there are two buttons: a green "Submit" button and a grey "Cancel" button.

Figure 147

To delete Sub-Agreement data, click the red [Delete](#) button from the [Edit](#) [Delete](#) buttons. The following pop-up panel will appear:



The pop-up panel is titled "Do you really want to edit this record?". It contains two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 148

9.7 Procuring Agents: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [Procuring Agents Entry](#). This form is used to create, edit, and delete procuring agents.

9.7.1 Procuring Agents: Accessing the List

Once the user has selected this menu, the following screen appears:



The screen is titled "Procuring Agents Entry" and features a "Procuring Agents List" table. Above the table, there is a "Show 25 entries" dropdown, a "search here..." input field, and buttons for "Add Record", "Print", and "Excel". The table has columns for "SL#", "Procuring Agents", and "Action". The "Action" column contains "Edit" and "Delete" buttons for each row.

SL#	Procuring Agents	Action
1	new	Edit Delete
2	sss	Edit Delete
3	gh	Edit Delete
4	syddda	Edit Delete

Figure 149

9.7.2 Procuring Agents: Adding a New Record

To add a new Procuring Agent, click on **Add Record** shown at the upper right of Figure 149. This will open the following panel:



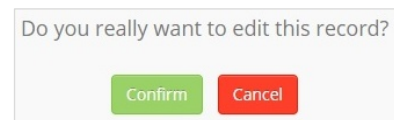
The figure shows a web form titled "Procuring Agents Entry". Below the title is a subtitle "Procuring Agents Form". The form contains a single text input field labeled "Procuring Agent" with the placeholder text "input here...". At the bottom of the form are two buttons: a green "Submit" button and a grey "Cancel" button.

Figure 150

After filling in the necessary fields, press the green **Submit** button to save.

9.7.3 Procuring Agents: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:



The figure shows a small pop-up panel with a light grey background. It contains the text "Do you really want to edit this record?" at the top. Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 151

Confirm and the user will be brought to the following screen:




The figure shows the same "Procuring Agents Entry" form as in Figure 150. The text input field now contains the word "new". The "Submit" and "Cancel" buttons are still at the bottom.

Figure 152

Edit, and then press the green **Submit** button to update the record.

To delete Procuring Agent data, click the red **Delete** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:



The figure shows the same confirmation pop-up panel as in Figure 151, with the text "Do you really want to edit this record?" and "Confirm" and "Cancel" buttons.

Figure 153

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.8 Shipment Status: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [Shipping Status Entry](#). This form is used to create, edit, and delete shipping data.

9.8.1 Shipment Status: Accessing the List

Once the user has selected this menu, the following screen appears:

The screenshot shows the 'Shipment Status Entry' interface. At the top right is an 'Add Record' button. Below it are 'Print' and 'Excel' buttons. A search bar labeled 'search here...' is on the right. On the left, there's a 'Show 25 entries' dropdown. The main area contains a table with columns 'SL#', 'Shipment Status', and 'Action'.

SL#	Shipment Status	Action
1	Planned	Edit Delete
2	Ordered	Edit Delete
3	Shipped	Edit Delete

Figure 154

9.8.2 Shipment Status: Adding a New Record

To add a new Procuring Agent, click on [Add Record](#) shown at the upper right of Figure 154. This will open the following panel:

The screenshot shows the 'Shipment Status Entry' form. It has a title 'Shipment Status Entry' and a subtitle 'Shipment Status Form'. There is a text input field labeled 'Shipment Status' with a placeholder 'input here...'. At the bottom are 'Submit' and 'Cancel' buttons.

Figure 155

After filling in the necessary fields, press the green [Submit](#) button to save.

9.8.3 Shipment Status: Editing or Deleting Data

To edit, click the blue [Edit](#) button from the [Edit](#) [Delete](#) buttons. The following pop-up panel will appear:

The screenshot shows a confirmation pop-up panel with the text 'Do you really want to edit this record?'. At the bottom are 'Confirm' and 'Cancel' buttons.

Figure 156

Confirm and the user will be brought to the following screen:

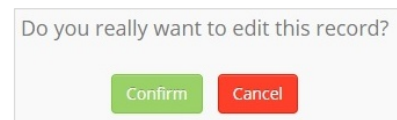


The form is titled "Shipment Status Entry" and "Shipment Status Form". It contains a single text input field labeled "Shipment Status" with the value "Planned". Below the input field are two buttons: a green "Submit" button and a grey "Cancel" button.

Figure 157

Edit, and then press the green [Submit](#) button to update the record.

To delete Shipping Status data, click the red [Delete](#) button from the [Edit](#) [Delete](#) buttons. The following pop-up panel will appear:



The pop-up panel has a grey background and contains the text "Do you really want to edit this record?". Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 158

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.9 Facility Type: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [Facility Type Entry](#). This form is used to create, edit, and delete facility type data.

9.9.1 Facility Type: Accessing the List

Once the user has selected this menu, the following screen appears:



The screen is titled "Facility Type Entry" and "Facility Type". It features a table with the following data:

SL#	Facility Type Name	Action
1	District Hospitals	Edit Delete
2	Health Centres	Edit Delete
3	Regional Hospitals	Edit Delete
4	Tertiary Hospitals	Edit Delete
5	Warehouse	Edit Delete

Additional UI elements include: "Add Record" button (top right), "Print" and "Excel" buttons (top right), "Show 25 entries" (top left), and a search bar labeled "search here..." (top right).

Figure 159

9.9.2 Facility Type: Adding a New Record

To add a new Facility Type, click on **Add Record** shown at the upper right of Figure 128. This will open the following panel:

A screenshot of a web form titled "Facility Type Entry". Below the title is a subtitle "Facility Type Form". There is a text input field labeled "Facility Type Name" with the placeholder text "input here...". At the bottom of the form are two buttons: a green "Submit" button and a grey "Cancel" button.

Figure 160

After filling in the necessary fields, press the green **Submit** button to save.

9.9.3 Facility Type: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

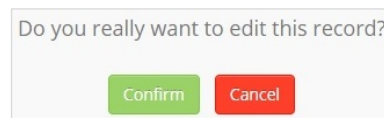
A small pop-up dialog box with a light grey background. It contains the text "Do you really want to edit this record?" at the top. Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 161

Confirm and the user will be brought to the following screen:

A screenshot of the same "Facility Type Entry" form as in Figure 160. The "Facility Type Name" input field now contains the text "Regional Hospitals". The "Submit" and "Cancel" buttons are still at the bottom.

Figure 162

Edit, and then press the green **Submit** button to update the record.

To delete Facility type data, click the red **Delete** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

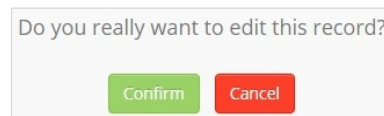
A small pop-up dialog box with a light grey background. It contains the text "Do you really want to edit this record?" at the top. Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 163

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.10 Facility Level: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [Facility Level Entry](#). This form is used to create, edit, and delete facility type data.

9.10.1 Facility Level: Accessing the List

Once the user has selected this menu, the following screen appears:

SL#	Health Facility Level	Facility Level (French)	Action
1	Central Warehouse	Entrepôt central	Edit Delete
2	District Warehouse	Warehouse District	Edit Delete
3	Health Facilities	Facilities santé	Edit Delete
4	Regional Warehouse	Entrepôt régional	Edit Delete

Figure 164

9.10.2 Facility Level: Adding a New Record

To add a new Facility Level, click on [Add Record](#) shown at the upper right of Figure 131. This will open the following panel:

Figure 165

After filling in the necessary fields, press the green [Submit](#) button to save.

9.10.3 Facility Level: Editing or Deleting Data

To edit, click the blue [Edit](#) button from the [Edit](#) [Delete](#) buttons. The following pop-up panel will appear:

Figure 166

Confirm and the user will be brought to the following screen:

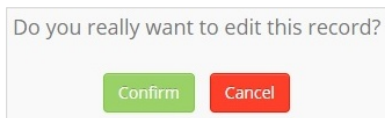


The screenshot shows a form titled "Facility Level Entry". Below the title is a sub-header "Facility Level Form". There are two input fields: "Facility Level" with the value "Health Facilities" and "Facility Level (French)" with the value "Facilities santé". At the bottom of the form are two buttons: a green "Submit" button and a grey "Cancel" button.

Figure 167

Edit, and then press the green [Submit](#) button to update the record.

To delete Facility Level data, click the red [Delete](#) button from the [Edit](#) [Delete](#) buttons. The following pop-up panel will appear:



The screenshot shows a confirmation pop-up panel with the text "Do you really want to edit this record?". At the bottom are two buttons: a green "Confirm" button and a red "Cancel" button.

Confirm the deletion. If there is any reference data, the data will not be deleted.

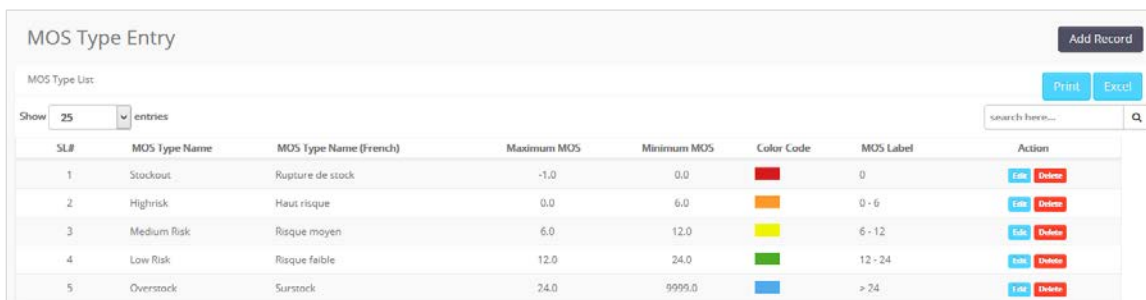
Figure 168

9.11 MOS Type: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [MOS Type Entry](#). This form is used to create, edit, and delete within this group.

9.11.1 MOS Type: Accessing the List

Once the user has selected this menu, the following screen appears:



The screenshot shows the "MOS Type Entry" screen. At the top right is an "Add Record" button. Below it are "Print" and "Excel" buttons. There is a search bar with the placeholder text "search here...". Below the search bar is a table with the following columns: SL#, MOS Type Name, MOS Type Name (French), Maximum MOS, Minimum MOS, Color Code, MOS Label, and Action. The table contains five rows of data.

SL#	MOS Type Name	MOS Type Name (French)	Maximum MOS	Minimum MOS	Color Code	MOS Label	Action
1	Stockout	Rupture de stock	-1.0	0.0	Red	0	Edit Delete
2	Highrisk	Haut risque	0.0	6.0	Orange	0 - 6	Edit Delete
3	Medium Risk	Risque moyen	6.0	12.0	Yellow	6 - 12	Edit Delete
4	Low Risk	Risque faible	12.0	24.0	Green	12 - 24	Edit Delete
5	Overstock	Surstock	24.0	9999.0	Blue	> 24	Edit Delete

Figure 169

9.11.2 MOS Type: Adding a New Record

To add a new MOS Type, click on **Add Record** shown at the upper right of Figure 169. This will open the following panel:



The figure shows a web form titled "MOS Type Entry". Below the title is a sub-header "MOS Type Form". The form contains six input fields, each with a placeholder text "input here...":

- MOS Type Name
- MOS Type Name (French)
- Minimum MOS
- Maximum MOS
- Color Code
- MOS Label

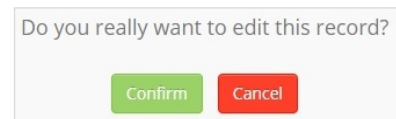
At the bottom of the form are two buttons: a green "Submit" button and a grey "Cancel" button.

Figure 170

After filling in the necessary fields, press the green **Submit** button to save.

9.11.3 MOS Type: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:



The figure shows a small pop-up dialog box with a light grey background. It contains the text "Do you really want to edit this record?" at the top. Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 171

Confirm and the user will be brought to the following screen:



The figure shows the same "MOS Type Entry" form as in Figure 170, but now it is populated with data:

- MOS Type Name: Very Highrisk
- MOS Type Name (French): Très haut risque
- Minimum MOS: 0
- Maximum MOS: 6
- Color Code: #D7191C
- MOS Label: < 6

The "Submit" and "Cancel" buttons remain at the bottom.

Figure 172

Edit, then press the green [Submit](#) button to update the record.

To delete MOS Type data, click the red [Delete](#) button from the [Edit](#) [Delete](#) buttons. The following pop-up panel will appear:

Do you really want to edit this record?

[Confirm](#) [Cancel](#)

Figure 173

9.12 MOS Type for Facility: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [MOS Type for Facility Entry](#). This form is used to create, edit, and delete within this group.

9.12.1 MOS Type for Facility: Accessing the List

Once the user has selected this menu, the following screen appears:

MOS Type For Facility Add Record

Health Facility Level: [Central Warehouse](#) Country: [Benin](#) Print Excel

MOS Type Facility List

Show [25](#) entries search here...

ID #	MOS Type Name	MOS Type Name (French)	Minimum MOS	Maximum MOS	Color Code	Icon MOS	Icon MOS Width	Icon MOS Height	MOS Label	Action
1	Stockout	Rupture de stock	-1.0	0.0		Stockout.png	50	80	0	Edit Delete
2	Potential Stockout	Rupture de stock potentiel	0.0	1.0		Potential_Stockout.png	55	88	0 - 1.0	Edit Delete
3	Understock	understock	1.0	3.0		Understock.png	60	96	1 - 3	Edit Delete
4	Satisfactory	satisfaisant	3.0	4.0		Satisfactory.png	50	80	3 - 4	Edit Delete
5	Risk of Expiry	Risque d'expiration	4.0	9999.0		Overstock.png	65	104	> 4	Edit Delete
6	Stockout	Rupture de stock	-1.0	0.0		Stockout.png	50	80	0	Edit Delete
7	Potential Stockout	Rupture de stock potentiel	0.0	3.0		Potential_Stockout.png	55	88	0 - 3	Edit Delete
8	Understock	understock	3.0	6.0		Understock.png	60	96	3 - 6	Edit Delete
9	Satisfactory	satisfaisant	6.0	9.0		Satisfactory.png	50	80	6 - 9	Edit Delete
10	Risk of Expiry	Risque d'expiration	9.0	9999.0		Overstock.png	65	104	> 9	Edit Delete
11	Stockout	Rupture de stock	-1.0	0.0		Stockout.png	50	80	0	Edit Delete
12	Potential Stockout	Rupture de stock potentiel	0.0	3.0		Potential_Stockout.png	55	88	0 - 3	Edit Delete
13	Understock	understock	3.0	6.0		Understock.png	60	96	3 - 6	Edit Delete

Figure 174

9.12.2 MOS for Facility Type: Adding a New Record

To add a new MOS for Facility Type, click on **Add Record** shown at the upper right of Figure 174. This will open the following panel:

Figure 175

After filling in the necessary fields, press the green **Submit** button to save.

9.12.3 MOS for Facility Type: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

Figure 176

Confirm and the user will be brought to the following screen:

Figure 177

Edit, then press the green **Submit** button to update the record.

To delete MOS Type for Facility data, click the red **Delete** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

Do you really want to edit this record?

Confirm **Cancel**

Figure 178

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.13 Adjust Reason: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [Adjust Reason Entry](#). This form is used to create, edit, and delete within this group.

9.13.1 Adjust Reason: Accessing the List

Once the user has selected this menu, the following screen appears:

Adjust Reason Entry

Adjust Reasons

Add Record **Print** **Export**

Show entries

search here...

SL#	Adjust Reason	Action
1	Expired	Edit Delete
2	Borrowed	Edit Delete
3	Lent Out	Edit Delete
4	Damaged	Edit Delete
5	Theft	Edit Delete

Figure 179

9.13.2 Adjust Reason: Adding a New Record

To add a new Adjust Reason, click on **Add Record** shown at the upper right of Figure 179. This will open the following panel:

Adjust Reason Entry

Adjust Reason Form

Adjust Reason

Submit **Cancel**

Figure 180

After filling in the necessary fields, press the green **Submit** button to save.

9.13.3 Adjust Reason: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

Figure 181

Confirm and the user will be brought to the following screen:

Figure 182

Edit, and then press the green **Submit** button to update the record.

To delete Adjust Reason data, click the red **Delete** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

Figure 183

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.14 AMC Change Reason: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select **AMC Change Reason Entry**. This form is used to create, edit, and delete within this group.

9.14.1 AMC Change Reason: Accessing the List

Once the user has selected this menu, the following screen appears:

Figure 184

9.14.2 AMC Change Reason: Adding a New Record

To add a new AMC Change Reason, click on **Add Record** shown at the upper right of Figure 184. This will open the following panel:

The form is titled "AMC Change Reason Entry". Below the title is a subtitle "AMC Change Reason Form". There is a text input field labeled "AMC Change Reason" with the placeholder text "Input here...". At the bottom of the form are two buttons: a green "Submit" button and a white "Cancel" button with a grey border.

Figure 185

After filling in the necessary fields, press the green **Submit** button to save.

9.14.3 AMC Change Reason: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

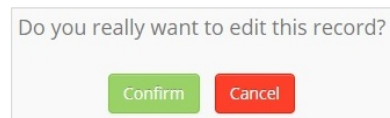
The dialog box has a title "Do you really want to edit this record?". At the bottom are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 186

Confirm and the user will be brought to the following screen:

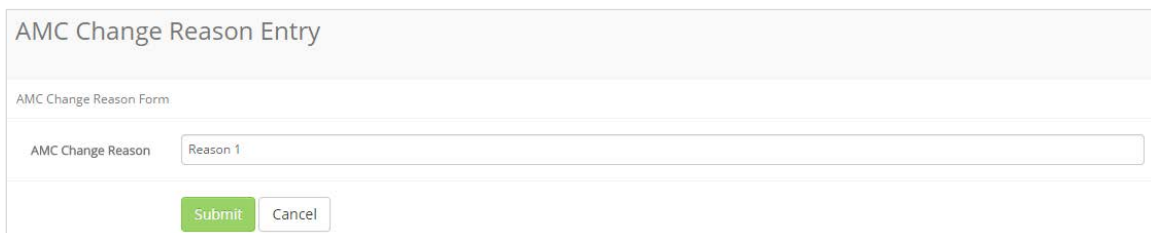
The form is titled "AMC Change Reason Entry". Below the title is a subtitle "AMC Change Reason Form". There is a text input field labeled "AMC Change Reason" containing the text "Reason 1". At the bottom of the form are two buttons: a green "Submit" button and a white "Cancel" button with a grey border.

Figure 187

Edit, and then press the green **Submit** button to update the record.

To delete Change Reason data, click the red **Delete** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

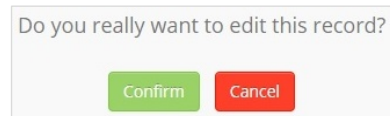
The dialog box has a title "Do you really want to edit this record?". At the bottom are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 188

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.15 Product Group: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select **Product Group Entry**. This form is used to create, edit, and delete product groups.

9.15.1 Product Group: Accessing the List

Once the user has selected this menu, the following screen appears:

The screenshot shows the 'Product Group Entry' interface. At the top right is an 'Add Record' button. Below it are 'Print' and 'Excel' buttons. A 'Show 25 entries' dropdown is on the left, and a search bar is on the right. The main area contains a table with two columns: 'Product Group Name' and 'Product Group Name (French)'. The table has two rows: one with 'ARV' and another with 'RTK'. Each row has 'Edit' and 'Delete' buttons. At the bottom, it says 'Showing 1 to 2 of 2 entries' and has pagination links: 'First', 'Previous', '1', 'Next', 'Last'.

Figure 189

9.15.2 Product Group: Adding a New Record

To add a new Product Group, click on **Add Record** shown at the upper right of Figure 189. This will open the following panel:

The screenshot shows the 'Product Group Entry' form. It has two input fields: 'Product Group Name' and 'Product Group Name (French)'. At the bottom are 'Submit' and 'Cancel' buttons.

Figure 190

After filling in the necessary fields, press the green **Submit** button to save.

9.15.3 Product Group: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

The screenshot shows a confirmation pop-up panel with the text 'Do you really want to edit this record?'. It has two buttons: 'Confirm' and 'Cancel'.

Figure 191

Confirm and the user will be brought to the following screen:

Figure 192

Edit, then press the green [Submit](#) button to update the record.

To delete a Product Group, click the red [Delete](#) button from the [Edit](#) [Delete](#) buttons. The following pop-up panel will appear:

Figure 193

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.16 Service Type: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [Service Type Entry](#). This form is used to create, edit, and delete service type data.

9.16.1 Service Type: Accessing the List

Once the user has selected this menu, the following screen appears:

Sl.#	Service Type	Service Type (French)	Action
1	ART	TAR	Edit Delete
2	PMTCT	PTME	Edit Delete
3	RTK	TDR	Edit Delete

Figure 194

9.16.2 Service Type: Adding a New Record

To add a new Product Group, click on **Add Record** shown at the upper right of Figure 194. This will open the following panel:

Figure 195

After filling in the necessary fields, press the green **Submit** button to save.

9.16.3 Service Type: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

Figure 196

Confirm and the user will be brought to the following screen:

Figure 197

Edit, and then press the green **Submit** button to update the record.

To delete a Service Type, click the red **Delete** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

Figure 198

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.17 Product Subgroups: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [Product Subgroup Entry](#). This form is used to create, edit, and delete service type data.

9.17.1 Product Subgroups: Accessing the List

Once the user has selected this menu, the following screen appears:

The screenshot shows the 'Product Subgroup Entry' interface. At the top right is an 'Add Record' button. Below it is a 'Product Subgroup List' section with 'Print' and 'Excel' buttons. A 'Show 25 entries' dropdown and a search bar are also present. The main table lists product subgroups with columns for SL#, Product Subgroup Name, and Action. The table is divided into two sections: ARV and RTK. The ARV section includes 'Adult', 'Paediatric', and 'Prophylaxis'. The RTK section includes 'Viral Load'. Each row has 'Edit' and 'Delete' buttons in the Action column.

SL#	Product Subgroup Name	Action
ARV		
1	Adult	Edit Delete
2	Paediatric	Edit Delete
3	Prophylaxis	Edit Delete
RTK		
4	Viral Load	Edit Delete

Figure 199

9.17.2 Product Subgroup: Adding a New Record

To add a new Product Subgroup, click on [Add Record](#) shown at the upper right of Figure 199. This will open the following panel:

After filling in the necessary fields, press the green [Submit](#) button to save.

The screenshot shows the 'Product Subgroup Entry' form. It has a 'Product Subgroup Form' section with a 'Product Group' dropdown menu and a 'Product Subgroup Name' text input field. At the bottom are 'Submit' and 'Cancel' buttons.

Figure 200

9.17.3 Product Subgroups: Editing or Deleting Data

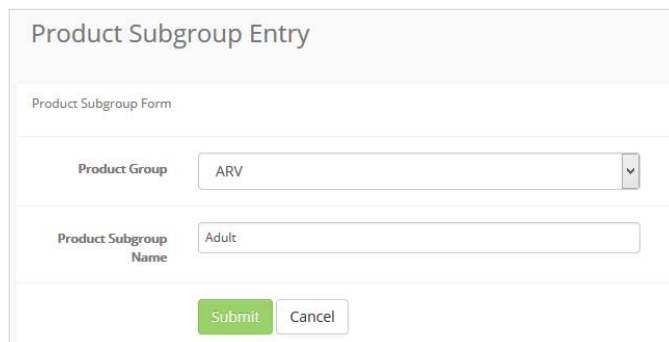
To edit, click the blue [Edit](#) button from the [Edit](#) [Delete](#) buttons. The following pop-up panel will appear:

The screenshot shows a confirmation pop-up panel with the text 'Do you really want to edit this record?' and two buttons: 'Confirm' and 'Cancel'.

Figure 201

Confirm and the user will be brought to the following screen:

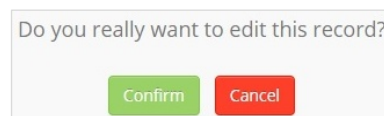
Edit, and then press the green [Submit](#) button to update the record.



The form is titled "Product Subgroup Entry". It contains a section "Product Subgroup Form" with two input fields: "Product Group" (a dropdown menu showing "ARV") and "Product Subgroup Name" (a text box containing "Adult"). At the bottom, there are two buttons: "Submit" (green) and "Cancel" (grey).

Figure 202

To delete a Product Subgroup, click the red [Delete](#) button from the [Edit](#) [Delete](#) buttons. The following pop-up panel will appear:



The pop-up panel is titled "Do you really want to edit this record?". It contains two buttons: "Confirm" (green) and "Cancel" (red).

Confirm the deletion. If there is any reference data, the data will not be deleted.

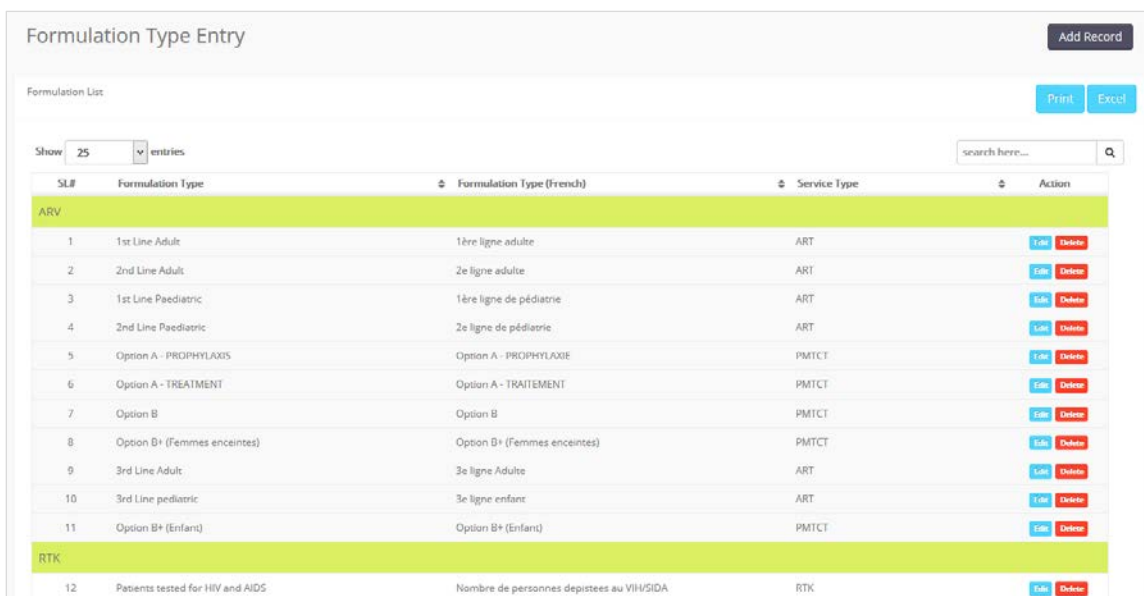
Figure 203

9.18 Formulation Type: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [Formulation Type Entry](#). This form is used to create, edit, and delete within this group.

9.18.1 Formulation Type: Accessing the List

Once the user has selected this menu, the following screen appears:



The screen is titled "Formulation Type Entry". It features a table with columns: SL#, Formulation Type, Formulation Type (French), Service Type, and Action. The table is filtered by "ARV" and shows 11 entries. The first entry is "1st Line Adult" (1ère ligne adulte) under "ART". The last entry is "Option B+ (Enfants)" (Option B+ (Enfants)) under "PMTCT". The table is followed by a section for "RTK" with one entry: "Patients tested for HIV and AIDS" (Nombre de personnes dépistées au VIH/SIDA) under "RTK".

SL#	Formulation Type	Formulation Type (French)	Service Type	Action
ARV				
1	1st Line Adult	1ère ligne adulte	ART	Edit Delete
2	2nd Line Adult	2e ligne adulte	ART	Edit Delete
3	1st Line Paediatric	1ère ligne de pédiatrie	ART	Edit Delete
4	2nd Line Paediatric	2e ligne de pédiatrie	ART	Edit Delete
5	Option A - PROPHYLAXIS	Option A - PROPHYLAXIE	PMTCT	Edit Delete
6	Option A - TREATMENT	Option A - TRAITEMENT	PMTCT	Edit Delete
7	Option B	Option B	PMTCT	Edit Delete
8	Option B+ (Femmes enceintes)	Option B+ (Femmes enceintes)	PMTCT	Edit Delete
9	3rd Line Adult	3e ligne Adulte	ART	Edit Delete
10	3rd Line paediatric	3e ligne enfant	ART	Edit Delete
11	Option B+ (Enfants)	Option B+ (Enfants)	PMTCT	Edit Delete
RTK				
12	Patients tested for HIV and AIDS	Nombre de personnes dépistées au VIH/SIDA	RTK	Edit Delete

Figure 204

9.18.2 Formulation Type: Adding a New Record

To add a new Formulation Type, click on **Add Record** shown at the upper right of Figure 204. This will open the following panel:

After filling in the necessary fields, press the green **Submit** button to save.

The image shows a web form titled "Formulation Type Entry". It contains a section labeled "Formulation Form" with the following fields: "Product Group" (a dropdown menu), "Service Type" (a dropdown menu), "Formulation Name" (a text input field with placeholder "input here..."), and "Formulation Name (French)" (a text input field with placeholder "input here..."). At the bottom of the form are two buttons: a green "Submit" button and a grey "Cancel" button.

Figure 205

9.18.3 Formulation Type: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

The image shows a small pop-up dialog box with a light grey background. It contains the text "Do you really want to edit this record?" at the top. Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 206

Confirm and the user will be brought to the following screen:

Edit, and then press the green **Submit** button to update the record.

The image shows the same "Formulation Type Entry" form as in Figure 205, but with pre-filled data. The "Product Group" dropdown is set to "ARV", "Service Type" is set to "ART", "Formulation Name" is "1st Line Adult", and "Formulation Name (French)" is "1ère ligne adulte". The "Submit" and "Cancel" buttons are still at the bottom.

Figure 207

To delete a Product Subgroup, click the red **Delete** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

The image shows the same pop-up dialog box as in Figure 206, with the text "Do you really want to edit this record?" and "Confirm" and "Cancel" buttons.

Figure 208

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.19 Country User Map: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select [Country User Map Entry](#). This form is used to create, edit, and delete this set of data.

9.19.1 Country User Map: Accessing the List

Once the user has selected this menu, the following screen appears:

The screenshot displays the 'Country User Map Entry' form. It features two main sections: 'User List' on the left and 'Country List' on the right. The 'User List' section includes a search bar with the letter 'a' and a 'Display 25 Records' dropdown. Below this is a table of users with columns 'Sl.#' and 'User Name'. The first user, 'ABDOULAYE ADAMOU', is highlighted in blue. The 'Country List' section includes a search bar with the text 'search here...' and a 'Display 25 Records' dropdown. Below this is a list of countries with checkboxes. The 'Niger' checkbox is checked. At the bottom of the 'Country List' section, it says 'Showing 1 to 17 of 17 Records' and 'First Previous 1 Next Last'. There are 'Print' and 'Excel' buttons in the top right corner of the form.

Sl.#	User Name
1	ABDOULAYE ADAMOU
2	AMADOU Salmon
3	ANKAN Rodrigue
4	Beh Kprevi Agnes
5	Catherine Tadzong
6	Dongang Jean Sakou
7	kaptue towa yves
8	Muhamadi Zongo
9	Serges N'guessan
10	Yonli Christian
11	ZOROM Djeneba

Country Name
<input type="checkbox"/> Benin
<input type="checkbox"/> Burkina Faso
<input type="checkbox"/> Cameroon
<input type="checkbox"/> Cape Verde
<input type="checkbox"/> Ghana
<input type="checkbox"/> Guinea
<input type="checkbox"/> Guinea-Bissau
<input type="checkbox"/> Ivory Coast
<input type="checkbox"/> Liberia
<input type="checkbox"/> Mali
<input checked="" type="checkbox"/> Niger
<input type="checkbox"/> Nigeria
<input type="checkbox"/> Senegal
<input type="checkbox"/> Sierra Leone
<input type="checkbox"/> The Gambia
<input type="checkbox"/> Togo
<input type="checkbox"/> WAHO

Figure 209

This page has two lists. On the left side appears a list showing all the users of OSPSIDA. On the right side is a list of countries. Select a user from the left side list, then check off the countries to which the user will have access. There is no save button in this page. Data will be saved automatically once the check box is checked. Users may see the information in OSPSIDA depending upon the selection.

9.20 Reporting Frequency Entries: Adding, Editing, and Deleting

Starting with the Admin menu, select [Reporting Frequency Entry](#). This form is used to create, edit, and delete this set of data.

9.20.1 Reporting Frequency: Accessing the List

Once the user has selected this menu, the following screen appears:

SL#	Country Name	Product Group	Frequency Name	Start Year	Start Month	Action
1	Benin	ARV	Monthly	2014	January	Edit Delete
2	Benin	RTK	Quarterly	2014	Jan-Mar	Edit Delete
3	Burkina Faso	ARV	Quarterly	2014	Jan-Mar	Edit Delete
4	Burkina Faso	RTK	Quarterly	2014	Jan-Mar	Edit Delete
5	Cameroon	RTK	Monthly	2014	January	Edit Delete
6	Cameroon	ARV	Monthly	2014	January	Edit Delete

Figure 210

9.20.2 Reporting Frequency: Adding a New Record

To add a new record in Recording Frequency, click on [Add Record](#) shown at the upper right of Figure 210. This will open the following panel:

Figure 211

After selecting from the drop-down lists in the necessary fields, press the green [Submit](#) button to save.

9.20.3 Reporting Frequency: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

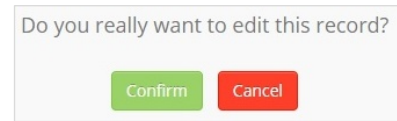


Figure 212

Confirm and the user will be brought to the following screen:

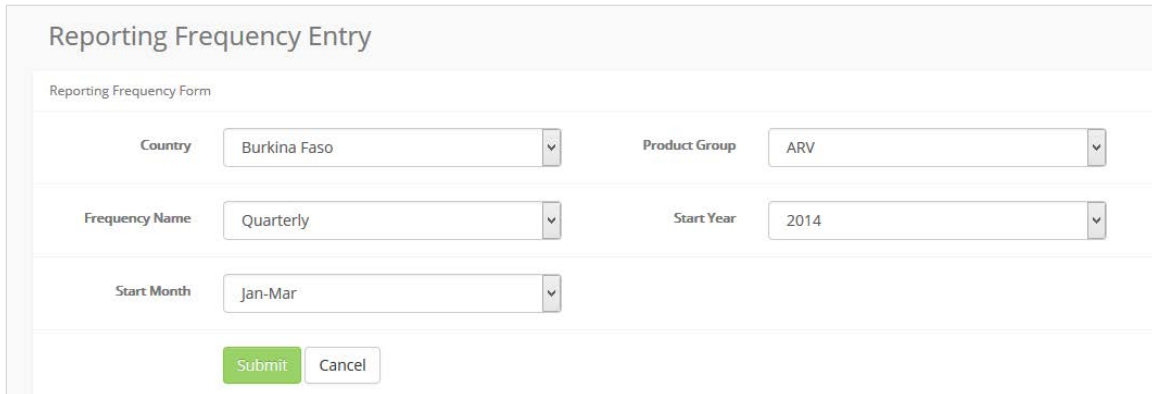


Figure 213

Edit, and then press the green **Submit** button to update the record.

To delete an entry, click the red **Delete** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:



Confirm the deletion. If there is any reference data, the data will not be deleted.

Figure 214