Family Planning Executive Dashboard
User’s Guide

Population Welfare Department and Department of Health
Government of Khyber Pakhtunkhwa

USAID GLOBAL HEALTH SUPPLY CHAIN PROGRAM
Procurement and Supply Management
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# List of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJK</td>
<td>Azad Jammu and Kashmir</td>
</tr>
<tr>
<td>CW&amp;S</td>
<td>Central Warehouse and Supplies</td>
</tr>
<tr>
<td>CYP</td>
<td>Couple Years of Protection</td>
</tr>
<tr>
<td>DDP</td>
<td>District Distribution Points</td>
</tr>
<tr>
<td>DOH</td>
<td>Department of Health</td>
</tr>
<tr>
<td>DPIU</td>
<td>District Project Implementation Unit</td>
</tr>
<tr>
<td>DPWO</td>
<td>District Population Welfare Office</td>
</tr>
<tr>
<td>FATA</td>
<td>Federally Administered Tribal Areas</td>
</tr>
<tr>
<td>FLCF</td>
<td>Fist Level Care Facility</td>
</tr>
<tr>
<td>FWC</td>
<td>Family Welfare Center</td>
</tr>
<tr>
<td>LHW</td>
<td>Lady Health Worker</td>
</tr>
<tr>
<td>LMIS</td>
<td>Logistics Management Information System</td>
</tr>
<tr>
<td>MoNHSR&amp;C</td>
<td>Ministry of National Health Services, Regulations and Coordination</td>
</tr>
<tr>
<td>MSU</td>
<td>Mobile Service Unit</td>
</tr>
<tr>
<td>PLDO</td>
<td>Provincial Line Department Outlets</td>
</tr>
<tr>
<td>PPIU</td>
<td>Provincial Project Implementation Unit</td>
</tr>
<tr>
<td>PWD</td>
<td>Population Welfare Department</td>
</tr>
<tr>
<td>RHS-A</td>
<td>Reproductive Health Services – A</td>
</tr>
<tr>
<td>RHS-B</td>
<td>Reproductive Health Services – B</td>
</tr>
<tr>
<td>RMP</td>
<td>Registered Medical Practitioners</td>
</tr>
<tr>
<td>SDP</td>
<td>Service Delivery Point</td>
</tr>
<tr>
<td>TB</td>
<td>Tuberculosis</td>
</tr>
<tr>
<td>TBA</td>
<td>Traditional Birth Attendants</td>
</tr>
<tr>
<td>USAID</td>
<td>United Stated Agency for International Development</td>
</tr>
<tr>
<td>WMS</td>
<td>Warehouse Management System</td>
</tr>
</tbody>
</table>
Chapter 1:

Background

Welcome to the *Family Planning (FP) Executive Dashboard User Guide*

This user guide provides step by step instructions on getting started with the FP Executive Dashboard which is a part of Contraceptive Logistics Management Information System (cLMIS). This user guide is organized according to the logical flow of cLMIS features and describes tasks in the same order users may undertake while using the web application.

This chapter provides background of the FP Executive Dashboard.

**Background of FP Executive Dashboard**

The Contraceptives Logistics Management Information System is a fully functional, Government of Pakistan owned web-based Logistics Management Information System (LMIS) ([http://lmis.gov.pk](http://lmis.gov.pk)) that manages the logistics management of FP commodities in Pakistan. It also provides business intelligence that leaders at various levels can utilize to inform policies and decisions. The USAID funded Global Health Supply Chain – Procurement & Supply Management (GHSC-PSM) project created a Family Planning Executive Dashboard as a step towards ensuring commodity security through use of cLMIS data for policy, procurement planning, financing, and stock monitoring decision making and to ensure evidence-based decisions around contraceptive stock sufficiency up to the service delivery point (SDP)/health facility level.

The GHSC-PSM project, in collaboration with the Population Program Wing / Ministry of National Health Services, Regulations & Coordination, organized a one-day session on 8th February 2018 in Lahore to launch and introduce the Family Planning (FP) Executive Dashboard to all of the Secretaries and relevant Director Generals of provincial Departments of Health and Population Welfare Departments.
One outcome from the orientation session was the decision that the GHSC-PSM program would create a user guide for FP Executive Dashboard that will help in understanding the use of the dashboard for the relevant users today and in the future to institutionalize this knowledge.

**Salient Features of the FP Executive Dashboard**

The prominent features of the FP Executive Dashboard include:

- The Executive Dashboard has the capability to generate “advisories” addressed to appropriate senior level officers at the provincial and district levels where SDP stocks have gone below the agreed-upon levels posing risk of stock-out.

- The Dashboard focuses on engaging higher levels of management for their intervention at appropriate times to ensure action throughout the supply chain hierarchy. Below are recent screen shots from the FP Dashboard.
Chapter 2:

FP Executive Dashboard

This chapter introduces the features of the FP Executive Dashboard, available in the Contraceptives Logistics Management Information System (cLMIS).

In this chapter, the user will be introduced to the following:
1. FP Executive Dashboard
2. Transactional Data Table
3. District’s Stock Availability
4. SDP Level Stock Availability
5. Health Facilities Compliance Rate

FP Executive Dashboard Overview

The FP Executive Dashboard has been developed to provide an overview of stock sufficiency of family planning commodities for all four provinces, relevant districts and Service Delivery Points (SDP) / health facilities. In each province, health and population welfare departments are the main consumer of FP commodities and in some provinces like Sindh and Khyber Pakhtunkhwa, both departments are procuring jointly with storage at the Central Warehouse & Supplies (CWS), Karachi. The dashboard also enables users to drill down to a particular commodity’s stock situation at the SDP level for deeper insight into commodity stock levels.
Working with the FP Executive Dashboard

To open the Executive Dashboard:


2. Log into the LMIS account using your provided credentials.

3. After logging in, click **Executive Dashboard** on the left side menu.

The Executive Dashboard will then display.

Upon loading, the dashboard displays on the left and is a real-time stock situation at the CWS, Karachi, as on the current date, in the Transactional Data table. Please note that districts and health facilities data reporting is compiled monthly, therefore, the stock data of districts and
4. In order to populate Executive Dashboard reports, select the desired filter options.

The options include:
- **Date**: select the required date from the calendar tool.
- **Province**: specify the desired province.
- **Funding Source**: specify the funding source, e.g. Govt. of Punjab – PWD, or Govt. of Punjab – DoH.

- **Products**: specify the product(s) desired. The user can select one or more products of choice.

5. Click **GO** to populate the dashboard graphs.

The Executive Dashboard populates, as shown in the image below:

The following sections explain each of the analysis reports available in the FP Executive Dashboard.
Transactional Data Table

The Transactional Data table provides the status of stock availability at the CWS, Karachi and pipeline for each product for the selected province.

<table>
<thead>
<tr>
<th>Products</th>
<th>Unit</th>
<th>Status</th>
<th>01-Feb-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condom</td>
<td>PCs</td>
<td>Stocks at CWAS Expire on and after Jun-2021</td>
<td>165,761,065</td>
</tr>
<tr>
<td>CCG</td>
<td>Circles</td>
<td>Stocks at CWAS Expire on and after May-2019</td>
<td>11,963,532</td>
</tr>
<tr>
<td>Copper T-380A</td>
<td>IUD</td>
<td>Stocks at CWAS Expire on and after Jun-2020</td>
<td>1,934,418</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pipeline</td>
<td>11,550</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>1,846,068</td>
</tr>
<tr>
<td>Copper T-380A</td>
<td>IUD</td>
<td>Stocks at CWAS Expire on and after Mar-2020</td>
<td>3,022,444</td>
</tr>
<tr>
<td>3-Month Inj</td>
<td>Vials</td>
<td>Stocks at CWAS Expire on and after Mar-2020</td>
<td>3,022,444</td>
</tr>
<tr>
<td>Order 1,263,866 3-Month Inj Vials after 1 months to maintain the desired stock level</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total CYP: 373,129

MOS Legend:
- Stock Out (0 - 4.5%)  
- Under Stock (5 - 8.5%)  
- Satisfactory (7 - 14.5%)

- Reordering dates are calculated in order to maintain stock sufficiently of 12-18 months.
- Shipments may take estimated delivery time of 2 - 4 months.
- Key: POP (Program only Fill), CCG (Combined Oral Contraceptive), ECP (Emergency Contraceptive Pill), MOS (Months of Supply), AMC (Average Monthly Consumption).
- "All above estimated MOS represents provisional procure and MOH and UNF allocations from past USAID support.
- AMC*: Average Monthly Consumption calculated on last 12 Non-Zero months
- ReOrder On: Estimated Date to order for maintaining minimum stock level.
- Reordering Quantity: Estimated quantity to be ordered.
- Reordering Quantity: Calculated only on current month.
- LHSP Program reports only 2 products (i.e. Condom, CCG, 3-Month Inj)

The information includes:

- **Products**: display the FP product type.
- **Unit**: displays the unit measure for each product.
- **Status**: displays the stock location at the CWS, in the pipeline, or both.
- **Quantity:** displays the quantity of available stocks and the stocks in pipeline.

![Stock Breakdown (with MOS)](image)

Hover over the icon to view the stock breakdown by funding source.

- **MOS:** displays the months of stock for each product with different colors to identify level of severity. The legends include:

  - Stock Out (0 - 4.99)
  - Under Stock (5 - 6.99)
  - Satisfactory (7 - 14.99)
  - Over Stock (15 - 999999)

- The Transactional Data table also provides intelligence for when and how much needs to be ordered in the future for maintaining desired maximum stock levels.

![Transactional Data](image)

In order to maintain optimum stock levels for each product, intelligent estimates are displayed for when and how much quantity needs to be ordered in future.

- The user can click on the Expiry information under the stock information to view the expiry-wise quantities graph, as shown in the image below:
The bottom section displays the total CYP generated based on the data selected in the filter. For example, the CYP generated for Punjab for the month of February 2018 is displayed in the image below:

The user can also view the expiry-wise quantities of the product using the pie chart here.

- The bottom section displays the total CYP generated based on the data selected in the filter. For example, the CYP generated for Punjab for the month of February 2018 is displayed in the image below:
District Stores Stock Availability

The Monthly Data table is a comprehensive report that shows the stock availability rate at district stores of the selected province by stakeholder. The image below describes the information available in the graph report.

- **Stock Availability Summary**: The Stock Availability Summary of key products is displayed at the district and SDP level at the top.

- **Reporting Rate (District Level)**: The stakeholder reporting rate is displayed as a red line. This enables decision-makers to analyze the credibility of the reported numbers through the district’s reporting rate. A good reporting rate validates the stock availability information.

- **Stock Availability Rate at Districts**: The green bars display the stock availability rate in the districts of the selected province by stakeholder.

The user can click 📑 to export the graph to an Excel format and click 📅 to export the graph as a chart.

Click any of the green bars to view the stock availability rate of each stakeholder by product, as shown in the image below:
For the selected stakeholder, the stock status of each product will then be displayed in form of a bar graph as shown in the smaller table below.

The user can further drill down and click each of the products to view the months of stock for that product in each of the districts for the selected stakeholder. The user can view the following information:

- **Province**: displays the selected province.
- **District**: displays the districts in the province.
- **Stakeholder**: displays the relevant stakeholder.
- **SOH**: displays the Stock on Hand for the product. Stock on Hand is the actual stock available in the district.
- **Months of Stock**: displays the months of stock of the product. Months of stock refers to the sufficiency of stock in number of months.

The user can click on the MOS legend on top to filter the districts based on their MOS, as shown in the image below:

- **Contact**: The user can contact the focal person within the district to ask for more information or give instruction in order to balance stock on hand or prevent stock-out at a given facility.

**Contact via Email**

The user can contact the district focal person via email by clicking the email button.

The email dialog displays as shown in the image below:
Specify the email **Subject** and **Message** and then click **Send** to send an email.

**Contact via Message**

The user can contact the focal person in the district via short message service (SMS) by clicking the Message button.

The Message dialog displays as shown in the image below:
Specify the **Message** and then click **Send** to send an SMS.

**Contact via Call**

In the future, users will be able to call the focal person in the district by clicking on the call button, as shown in the image below:

This will enable the user to easily connect with the concerned person and verify the stock situation on hand.

**View Correspondence History**

The users can view the correspondence history by clicking the icon. The correspondence history is displayed for each district.
SDP Level Stock Availability

This report shows the average stock availability rate at the Service Delivery Point (SDP) level by stakeholder for the selected month along with the SDP’s reporting rate.

- **Stock Availability Rate at SDPs**: The green bars display the stock availability rate by stakeholder at the SDP level in the districts of the selected province.
- **Reporting Rate (SDP Level):** The reporting rate by stakeholder is displayed as a red line, that enables decision-makers to analyze the credibility of the reported numbers through the SDP reporting rate. A good reporting rate validates the stock availability information.

The user can click to export the graph in an Excel format and click to export the graph as a chart.

To analyze SDP stock sufficiency:

1. Click any of the green bars to view product stock availability rate of each stakeholder, as shown in the image below:

2. Click on the stakeholder to view the product stock availability status in the form of a bar graph. The reporting rate is also displayed which helps provide credibility to the product availability statistics. A 100% reporting rate indicates that the stock availability information is reliable and correct. See image below for more information:
3. Click on the product to further drill down to view the selected product’s availability at each District for the selected stakeholder and province. This information is also clubbed with the District’s reporting rate being shown as a red line.

![Stock Availability Rate at SDPs - Khyber Pakhtunkhwa - PWD - Condom for Feb-2018](image)

The user can scroll down to view the district’s contact list. This makes it easier for the user to contact the focal person at the district for any inquiry. The contact list also provides the ‘Reporting Rate’ and the ‘Stock Availability Rate’ of each district, as shown in the image below:

![Districts Contact List](image)
4. The user can click on ‘Email’ to contact via email or click on ‘Message’ to send a text message to the district focal person for any desired action. Refer to the ‘Contact via Email’ and ‘Contact via Message’ for more information.

5. Clicking on the ‘Stock Availability Rate’ of any district displays the Months of Stock for relevant SDPs, as shown in the image below:

![Image](image_url)

Click on a district to drill-down to view the stock availability for the product (selected above) at each SDP.

The user can view the following information:

- **District**: displays the districts in the province.
- **Warehouse**: displays the area where the warehouse is located.
- **SOH**: displays the Stock on Hand for the product.
  Stock on Hand is the actual stock available at the SDP.
- **Months of Stock (MOS)**: displays the months of stock for the product.
  Months of stock refers to the sufficiency of stock in number of months.
- **Contact**: The user can even contact the SDP in the district to confirm stock levels and ask for further information.

- 📧: The user can click on this icon to view the correspondence history via email and text messages.

### Contact via Email

The user can contact the SDPs of the district via email by clicking the email button.

![Email Button]

The email dialog displays as shown in the image below:

```
<table>
<thead>
<tr>
<th>Send Email</th>
</tr>
</thead>
</table>
| Write e-mail to: javed khokhar  
| PWD - Abbottabad - Khyber Pakhtunkhwa  
| Regarding: Ayub Medical Complex Abbottabad  
| Subject: [ unnecessary text ]  
| Add subject here…  
| Add message here…  
| Message: (text area)  
| Send |
```

Specify the email **Subject** and **Message** and then click **Send** to send an email.

### Contact via Message

The user can contact the district via SMS by clicking the Message button.

![Message Button]

The Message dialog displays as shown in the image below:
Specify the **Message** and then click **Send** to send an SMS.

In case of any further information, please contact our support representative at support@lmis.gov.pk.