

# CONTRACEPTIVE LOGISTICS MANAGEMENT INFORMATION SYSTEM

## Participants Guide

August 2015



*This is a living document and changes will be made as per current or updated system.*

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## INTRODUCTION TO MANUAL

This participant manual contains the training sessions for the “Training on Pakistan’s Contraceptive Logistics Management Information System (cLMIS)”. The steps required to design, develop and deliver the “Training on Pakistan’s Contraceptive Logistics Management Information System (cLMIS)” can be found in the “LMIS Training Plan”. The Training Plan outlines the objectives, needs, strategy, and curriculum to be addressed when training users on LMIS.

## BACKGROUND – USAID | DELIVER PROJECT

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

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

For nationwide implementation of LMIS, the Project has trained the different level LMIS users on its use and functionality. The training provides skills and knowledge required to independently enter and upload data into web-based LMIS. Web-based LMIS plays a significant role in

improving stock monitoring within the districts. The real time monitoring helps in eliminating stock-outs at the district level.

Alongside LMIS implementation, the Project is working closely with federal, provincial and regional governments to advocate for strengthening of the supply chain process through streamlining of supplies and reporting from central to district level. Some of the key policy decisions are, considering the stocks at Central Warehouse as national repository and integrated requisitioning through collaboration among stakeholders. In addition, LMIS web-based reporting is mandatory for all districts.

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

## SESSION 1: INTRODUCTION AND OBJECTIVES

## HANDOUTS

*Handout-1.1: Self Introduction*

## Option-1

Ask participants to write three things about themselves on a piece of paper. Two of these items must be true and third must be a lie. The participants then introduce themselves one by one and tell their three characteristics in any order they wish. The group then has to identify which statement or characteristic is lie by voting.

## Option-2

EXPLAIN the ground rules of the game.

ASK the participants and the trainers to stand in a circle with pen and paper. TELL that you will ask some questions and they will find the participants who fit into the answers. TELL that they will get 10 minutes time to identify the people and after 10 minutes they will tell the names of their identified people. ASK if the instructions of the game are clear to them or not? If not, repeat the instructions.

Question-1: Which participants have names starting with A, S, M, N, B, K, J, K. L, R, P, S or H?

Question-2: Which participants are working in District Health or Population Welfare Department for five or more years?

Question-3: Who has worked as a LMIS trainer before?

Question-4: Who has worked as a trainer for three or more years?

Question-5: Which participants' youngest kid is three or less than 3 years?

Question-6: Who has travelled the most to attend this training?

Question-7: Which participants' Father / Guardian is still worried for his/her marriage?

Question-8: Who likes singing?

Question-9: Who is good at playing cricket?

Question-10: Who knows how to swim?

*Handout-1.2: Training Goal and Objectives*

## Training Goal

To get participants acquainted with the features of the LMIS application as well as to build institutional capacity towards independent and sustainable data entry, importing and exporting of data and data analysis through cLMIS for decision making.

ASK participants that what they understand about the statement. TELL participants that each of the LMIS operators has a critical role in enabling their departments to independently enter, import and export data. TELL participants that cLMIS has valuable data and the use of which depends on system's ability to generate reports, maps and graphs. The meaningful analysis can be of great help in preventing stock-outs and formulating policy changes responsive to supply chain challenges.

## Training Objectives

TELL participants that by the end of the training, they will be able to;

1. Enter cLMIS data with almost 100% accuracy
2. Generate required reports, maps and graphs
3. Analyze and interpret reports, maps and graphs
4. Understand cLMIS problem solving approaches and how to contact helpdesk if needed

PRESENTATION



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# Session - 1

## Introduction and Objectives

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### Session Objectives

By the end of the session, participants will be able to:

- Know the overall Goal and Objectives of the Course.
- 
- Know the fellow participants.
- Cite personal and group expectations from the course.



## Training Goal

- To get participants acquainted with the features of the cLMIS web-based application
- Build institutional capacity towards independent and sustainable data entry
- Perform analysis through cLMIS for decision making.



## Training Objectives

By the end of the training, participants should be able to

- Enter cLMIS data with almost 100% accuracy
- View Dashboards and Maps
- Generate and analyze required reports and graphs
- Understand vLMIS problem solving approaches and how to contact helpdesk if needed



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### Training Ground Rules

- Punctuality, both of trainers and trainees
- Draw attention of trainer by raising hand, if there is any question.
- Respect each others' opinion and no side talking
- Equal and Active participation from all
- Help each other, cooperative learning
- Keep mobiles off or on silent mode
- Speak one at a time



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### Training Norms for Participants and Facilitators

- Punctuality, both of trainers and trainees
- Respect each others' opinion and no side talking
- Speak one at a time
- Draw attention of trainer, by raising hand, if there is any question.
- Active participations from all
- Help each other, cooperative learning
- Equal participation and no domination
- Keep mobiles off or on silent mode.
- Friendly behavior with each other and HAVE FUN





SESSION 2: BASIC COMPUTER SKILLS

PRESENTATION



## Session - 2 Basic Computer Skills





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### Session Objectives

By the end of the session, participants should:

- Identify and effectively use basic computer skills
- Get familiar with the basic input tools used in logistics management information system
- Individuals are able to work independently on their computers and access the logistics management information system



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### Difference between a Desktop and a Laptop





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### Starting the Computer and Checking Internet Connectivity

Start Button



Wi-Fi connectivity



LAN connection



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### Using the Mouse

The mouse is a device that allows you to control the movement of the insertion point on the screen.

Your Mouse Can Be a Very Versatile  
Helper!

ماوس کمپیوٹر کے استعمال میں کافی مددگار ہوتا ہے





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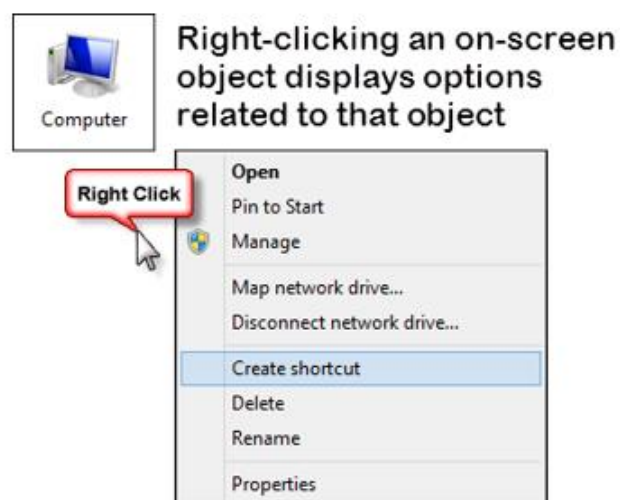
### Clicking using the Mouse



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### Right-Click





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## Mouse-Over



A tool tip is displayed if a mouse stays on an on-screen object for a few seconds

Shows the disk drives and hardware connected to this computer.



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## Using Mouse for Word Processing

take place. Sometimes you click once. Sometimes you click twice. And sometimes you hold down the mouse while your event is happening.¶

→ Most mouse devices give you two opportunities for clicking. There are both right and left areas to depress. The left area is generally used for issuing commands to your computer. To access special menus (known as context sensitive menus) use the right portion of your mouse.¶

→ First let's consider the single click with the left mouse button. First open your word processing program. (For purposes of this illustration we are using



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## Mouse Pointers

**Basic Pointer**



**Question Mark Pointer**



**Hour Glass Pointers**



**I-Beam Pointer**



**Link Pointer**



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## Using the Keyboard

The keyboard is a device that enables you to enter/type data in the computer.

~	! 1	@ 2	# 3	\$ 4	% 5	& 6	/ 7	( 8	) 9	= 0	? ' +	Backspace
Tab	Q	W	E	R	T	Z	U	I	O	P	Š ÷	Enter
Caps lock	A	S	D	F	G	H	J	K	L	Č	Ć Ž	
Shift ↑	>	Y	X	C	V	@	{	N	M	;	:	Shift ↑
Ctrl	Win	Alt								AltGr	Win	Menu





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## Typing Basics

You can type lower case letters by pressing any letter key on the keyboard. For example, you can type the string:



To type numbers, press a number key.



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## Caps Lock and Shift Keys

To type a capital letter, press and hold the Shift key.



To keep typing in capital letters, press the Caps Lock key. To turn off the Caps Lock key press it again:





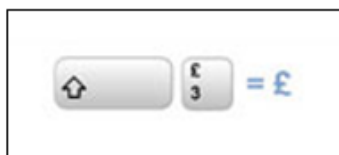
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### Symbols

To type a symbol on the top of a number key:

- press and hold the shift key and then press the number.
- If you press '3' on its own, you get '3',  
But
- if you press '3' while you hold down the 'Shift' key, you get '&'.



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### Backspace and Delete Keys

Use the **Backspace** key to delete text.

To delete a letter, place your cursor (mouse pointer) just after the letter and click. Then press Backspace briefly.



Place your cursor just before the letter, click and press Delete.

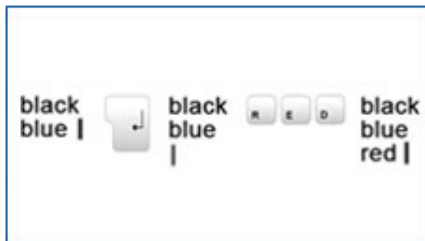




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### Return and Arrow Keys

You can move the cursor along this sentence to move your cursor around a page.



Try moving the cursor backwards and forwards through your sentence. Use the return or enter key to move your cursor down a line.

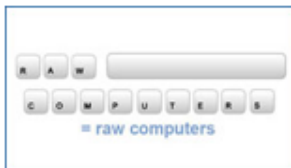


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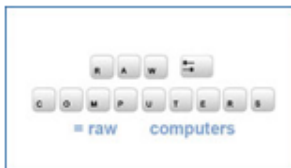
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### Spacebar and Tab Keys

Use the space bar to type single spaces between words.



Use the tab key to make larger spaces between words.



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### Navigating using Keys

There are a number of ways that you can move round a web page.  
Try using the keys below to see where they take you:





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## Basics of Internet Browsing



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## Basic Browsers



Google Chrome



Firefox



Internet Explorer

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### Navigating to a web page

To navigate to a web page

- Open the browser
- Type URL in address bar
- Click **Go**.

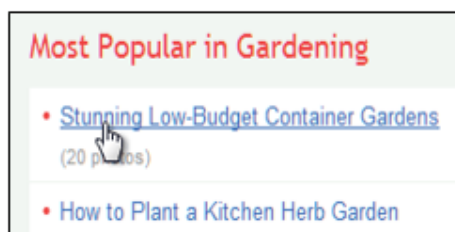
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### Visiting Links inside Web Page

To visit a link in a web page

- Click the link.
- The link opens in new window





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### Navigation Buttons

#### Back, Forward



#### Refresh



#### Search bar



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### Basic Search in a Search Engine

You search on the web by framing a **query**. The word "query" refers to a specific group of words that describes as accurately as possible the type of information you are seeking.

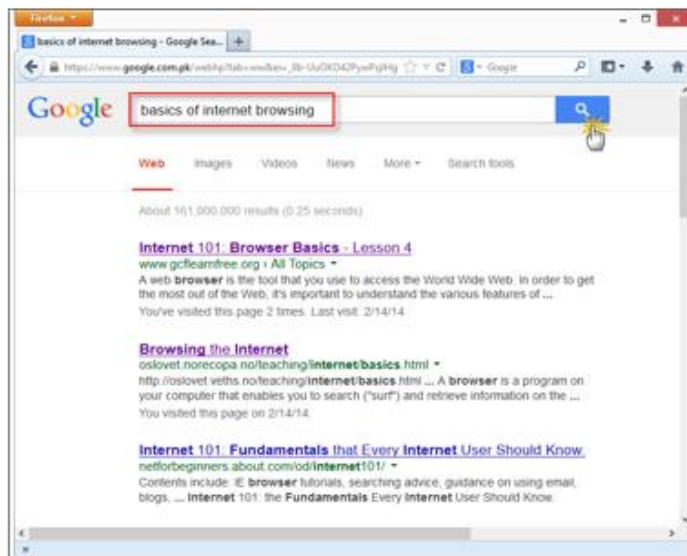




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## Basic Search in a Search Engine



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## Data Entry for Beginners







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## Objectives

By the end of the Session, participants should be able to:

- Log into LMIS
- Know about the basic input tools in LMIS



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## Logging into cLMIS

To Log in to cLMIS:

1. Open the URL:  
<http://lmis.gov.pk>
2. Click the Contraceptives tab.
3. Specify the **Username** and **Password**
4. Click **Login**.





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## Forms and Input Definitions

### Text box

First name:

Last name:

### Password Field

Password:

### Drop-Down

Received From (Funding Source)\*

Select

- Select
- GAVI
- WHO
- GOP
- IDB
- Unicef
- JICA
- Gov of Japan



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## Forms and Input Definitions

### Date Fields

Date From

16/10/2013

October 2013

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Select the Date using date Picker tool





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## Forms and Input Definitions

### Search box

Stock Receive

From Warehouse

Issue No.

### Data List

Receive Search

10 records per page

Search

Date	Receive No	Receive From	Ref No	Product	Batch No	Quantity	Unit	Expiry Date
07/08/14	R0000009	CISH		Condom	800089	3,000	PCs	31/08/15
07/08/14	R0000007	USAID	ref1	Condom	12345	400	PCs	25/08/14
07/08/14	R0000007	USAID	ref1	POP	1321	1,000	Pill	31/08/14
07/08/14	R0000006	CISH		ECP	777	100	Tao	09/08/14
09/08/14	R000013	USAID	ref123	Condom	132453	20,000	PCs	30/08/15

Showing 1 to 5 of 5 entries



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## Forms and Input Definitions

### Legends

MOS: Stock Out ☐ Under Stock ☐ Satisfactory ☐ Over Stock ☐

### Save button

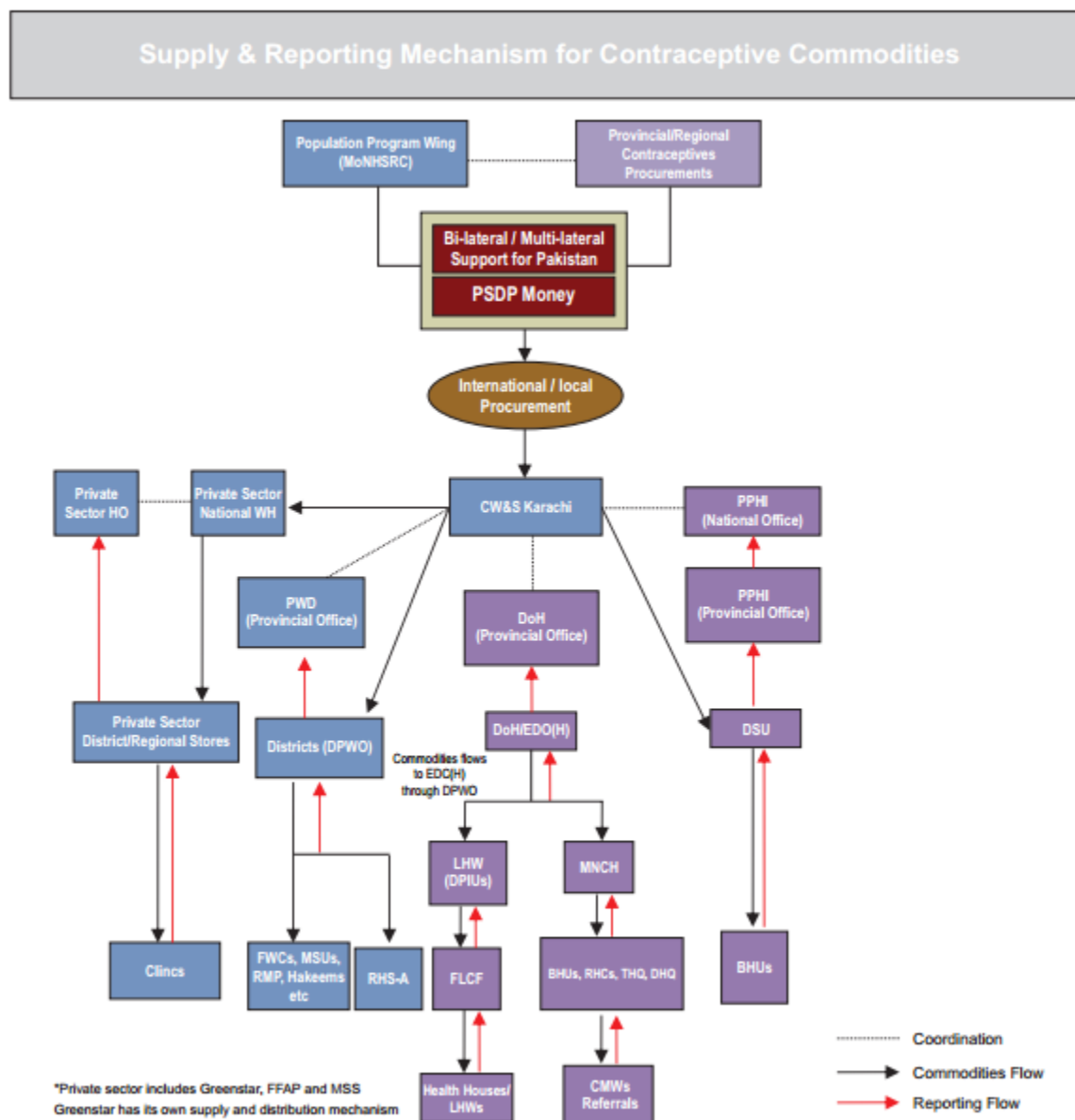




## SESSION 3: PAKISTAN'S PIPELINE AND ORDERING

## HANDOUTS

## HANDOUT-3.1: CONTRACEPTIVE SUPPLY AND REPORTING FLOW



## HANDOUT-3.2: ROLES AND RESPONSIBILITIES OF STORE KEEPERS / DATA ENTRY OPERATORS

Responsibility	Task
1. Receiving	<p>Ensure that—</p> <ul style="list-style-type: none"> <li>the storekeeper(s) (SK) receive all commodities, based on the quantity in the invoice/IRV/CLR-7</li> <li>all commodities received are in good condition</li> <li>the commodities received from the suppliers have adequate shelf life</li> <li>The invoice/CLR-7/IRV is properly signed by the SK and countersigned by the designated authority.</li> </ul>
2. Storing	<p>Ensure that—</p> <ul style="list-style-type: none"> <li>storage space is allocated according to efficient store layout principles</li> <li>the storage racks/cabinets/shelves and equipment are placed according to the layout plan</li> <li>all commodities are stored on/in the proper specified racks/cabinet/shelf</li> <li>the SKs strictly follow the storage guidelines in running the warehouse</li> <li>Commodities are arranged following the FEFO principle.</li> </ul>
3. Issuing	<p>Ensure that—</p> <ul style="list-style-type: none"> <li>the SK uses the stock register properly</li> <li>the SK determines issue quantity so the recipients can maintain inventory at the max-min months-of-stock level</li> <li>the SK prepares the CLR-7/IRV</li> <li>the SK issues commodities follow the FEFO principle</li> <li>the SK follows the supply scheduling in supplying commodities</li> <li>the SK correctly maintains the copies of CLR-7/IRV</li> </ul>
4. Recording	<p>Ensure that—</p> <ul style="list-style-type: none"> <li>the SK maintains the stock register for recording transactions</li> <li>the SK records commodities in bin cards and stock register</li> <li>bin cards and stock register are up-to-date</li> <li>from time to time, the bin cards and stock register are checked to make sure they are maintained correctly</li> </ul>
5. Disposing of unusable	<ul style="list-style-type: none"> <li>Ensure that the SK prepares a list of unusable commodities at the warehouse and informs the supervisor in time.</li> <li>As member-secretary of the condemnation committee, send the file to the authorities for their consent to convene a meeting of the condemnation committee.</li> <li>Issue notice of meeting to the condemnation committee members at least one week before the meeting.</li> <li>Prepare the proceedings of the meeting, obtain signatures of the members present and send the proposal, in the prescribed form, to the competent authority for approval for condemnation.</li> <li>Condemn all the approved unusable commodities of the warehouse in the presence of the condemnation committee members.</li> <li>Ensure that the SK has recorded all the condemned commodities properly in the</li> </ul>

	stock register and bin cards and reported them correctly in the monthly report.
6. Monitoring and supervision	<p>As head of the warehouse, the Director CW&amp;S/DPWO/ EDO(H)/DHO/District Coordinator, the LHW will—</p> <ul style="list-style-type: none"> <li>• Routinely monitor the activities of the warehouse staff to ensure that each individual staff completes his assignment, as per schedule.</li> <li>• Supervise the employees to ensure they have the correct knowledge and skills required to perform their assignments.</li> <li>• Provide on-the-job training if any knowledge and skill deficiency is identified.</li> <li>• Provide supportive supervision to the staff.</li> </ul>
7. Reporting	<ul style="list-style-type: none"> <li>• Regularly review reports received from the lower level and send feedback if there are any mistakes, or give suggestions for improvement.</li> <li>• Ensure that the SK prepares all reports on time and submits them for review and approval.</li> <li>• Review and approve reports prepared by the SK and ensure that reports are mailed to the appropriate authorities on time.</li> </ul>
8. Conducting physical verification	<p>As member–secretary of annual physical verification committee—</p> <ul style="list-style-type: none"> <li>• Convene meeting of the committee to conduct the annual physical verification of the warehouse.</li> <li>• Ensure that the members receive notice at least one week prior to conducting the physical verification.</li> <li>• Notify the facilities that receive commodities from the warehouse that during physical verification, there will be no transaction of commodities.</li> <li>• If a discrepancy is identified during the physical verification, make the necessary adjustment, following the prescribed procedures.</li> <li>• If any new unusable commodity is identified during the physical verification, segregate the unusable from the usable and store them at a place marked as unusable. Properly record the unusable in the stock register and other relevant forms.</li> <li>• Use physical verification instrument to record finding from the physical inventory and obtain signatures of committee members.</li> <li>• Report findings of physical verification to the appropriate authorities.</li> <li>• Preserve a signed copy of physical verification instrument in the file for the record.</li> <li>• Ensure that the SK regularly conducts sample physical verification and keeps the authorities informed on the findings.</li> </ul>

PRESENTATION



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## **Session - 3**

# **Contraceptive Pipeline and Ordering**

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### **Session Objectives**

By the end of the session, participants will be able to:

- Describe the public healthcare system, stakeholders and their inter-relationships
- Describe the contraceptive supply and reporting flow within the public health system for different stakeholders





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### How Contraceptives are Ordered

- Consumption data generated at Service Delivery Points (SDPs)
- All health facilities send their monthly report to DPWO/EDO Health
- District compiles reports of total demand in the form of integrated CLR-6 (includes demand from EDO/LHW program) and sends to the Central Warehouse with a copy to the province
- DPWO after receiving supplies from CWH will send the orders of EDO/LHW program to their respective stores



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### Key Logistics Staff at Various Levels

Key Logistics Staff at Various Levels

Levels/Tiers	Officials
At the Central Warehouse, Karachi level	Director Central Warehouse Store supervisor Storekeeper
At the provincial level	Provincial logistics officer/store in-charge Storekeeper
At the district level	DPWO EDO/DHO (Health) Supervisor Lady Health Workers' program Storekeeper
At the facility level	Family welfare workers Lady Health Workers' visitor/Lady Health Workers' supervisor

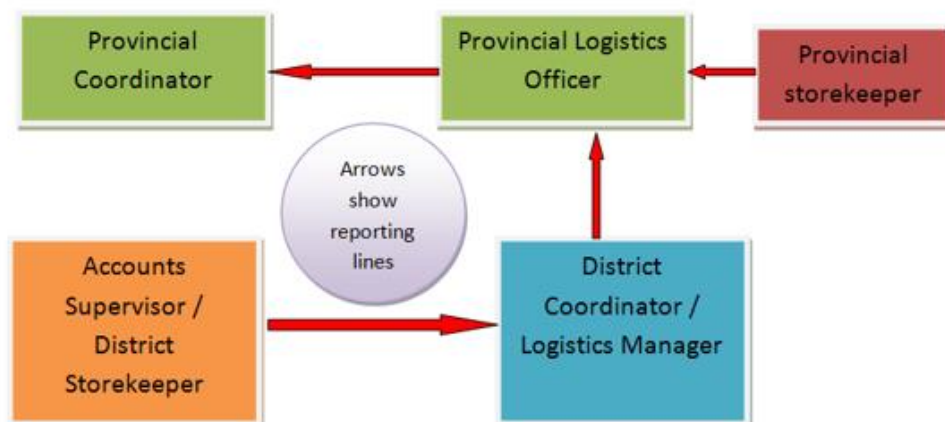




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## Reporting Flow for LHW Logistics Staff



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## ROLES AND RESPONSIBILITIES OF STORE KEEPERS / DATA ENTRY OPERATORS

Responsibility	Task
1. Receiving	Ensure that— <ul style="list-style-type: none"> <li>the storekeeper(s) (SK) receive all commodities, based on the quantity in the invoice/IRV/CLR-7</li> <li>all commodities received are in good condition</li> <li>the commodities received from the suppliers have adequate shelf life</li> <li>The invoice/CLR-7/IRV is properly signed by the SK and countersigned by the designated authority.</li> </ul>
2. Storing	Ensure that— <ul style="list-style-type: none"> <li>storage space is allocated according to efficient store layout principles</li> <li>the storage racks/cabinets/shelves and equipment are placed according to the layout plan</li> <li>all commodities are stored on/in the proper specified racks/cabinet/shelf</li> <li>the SKs strictly follow the storage guidelines in running the warehouse</li> <li>Commodities are arranged following the FEFO principle.</li> </ul>
3. Issuing	Ensure that— <ul style="list-style-type: none"> <li>the SK uses the stock register properly</li> <li>the SK determines issue quantity so the recipients can maintain inventory at the max-min months-of-stock level</li> <li>the SK prepares the CLR-7/IRV</li> <li>the SK issues commodities follow the FEFO principle</li> <li>the SK follows the supply scheduling in supplying commodities</li> <li>the SK correctly maintains the copies of CLR-7/IRV</li> </ul>
4. Recording	Ensure that— <ul style="list-style-type: none"> <li>the SK maintains the stock register for recording transactions</li> <li>the SK records commodities in bin cards and stock register</li> <li>bin cards and stock register are up-to-date</li> <li>from time to time, the bin cards and stock register are checked to make sure they are maintained correctly</li> </ul>

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5. Disposing of unusable	<ul style="list-style-type: none"> <li>• Ensure that the SK prepares a list of unusable commodities at the warehouse and informs the supervisor in time.</li> <li>• As member-secretary of the condemnation committee, send the file to the authorities for their consent to convene a meeting of the condemnation committee.</li> <li>• Issue notice of meeting to the condemnation committee members at least one week before the meeting.</li> <li>• Prepare the proceedings of the meeting, obtain signatures of the members present and send the proposal, in the prescribed form, to the competent authority for approval for condemnation.</li> <li>• Condemn all the approved unusable commodities of the warehouse in the presence of the condemnation committee members.</li> <li>• Ensure that the SK has recorded all the condemned commodities properly in the stock register and bin cards and reported them correctly in the monthly report.</li> </ul>
6. Monitoring and supervision	<p>As head of the warehouse, the Director CW&amp;S/DPWO/ EDO(H)/DHO/District Coordinator, the LHW will—</p> <ul style="list-style-type: none"> <li>• Routinely monitor the activities of the warehouse staff to ensure that each individual staff completes his assignment, as per schedule.</li> <li>• Supervise the employees to ensure they have the correct knowledge and skills required to perform their assignments.</li> <li>• Provide on-the-job training if any knowledge and skill deficiency is identified.</li> <li>• Provide supportive supervision to the staff.</li> </ul>



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7. Reporting	<ul style="list-style-type: none"> <li>• Regularly review reports received from the lower level and send feedback if there are any mistakes, or give suggestions for improvement.</li> <li>• Ensure that the SK prepares all reports on time and submits them for review and approval.</li> <li>• Review and approve reports prepared by the SK and ensure that reports are mailed to the appropriate authorities on time.</li> </ul>
8. Conducting physical verification	<p>As member-secretary of annual physical verification committee—</p> <ul style="list-style-type: none"> <li>• Convene meeting of the committee to conduct the annual physical verification of the warehouse.</li> <li>• Ensure that the members receive notice at least one week prior to conducting the physical verification.</li> <li>• Notify the facilities that receive commodities from the warehouse that during physical verification, there will be no transaction of commodities.</li> <li>• If a discrepancy is identified during the physical verification, make the necessary adjustment, following the prescribed procedures.</li> <li>• If any new unusable commodity is identified during the physical verification, segregate the unusable from the usable and store them at a place marked as unusable. Properly record the unusable in the stock register and other relevant forms.</li> <li>• Use physical verification instrument to record finding from the physical inventory and obtain signatures of committee members.</li> <li>• Report findings of physical verification to the appropriate authorities.</li> <li>• Preserve a signed copy of physical verification instrument in the file for the record.</li> <li>• Ensure that the SK regularly conducts sample physical verification and keeps the authorities informed on the findings.</li> </ul>



## HANDOUT-4.2: INTEGRATED REQUISITIONING (CLR-6)

## Integrated Requisitioning (CLR-6)

This form is being used by all district level public sector Family Planning Service Providers (DPWO, DOH & LHW, PPHI) for requesting contraceptives from Central Warehouse. A new electronic CLR-6 form has also been introduced in release-2 of cLMIS and it automatically generates the required stock based on the amount of stock used in the previous quarter. This form also indicates the stock status and consumption during the month and indicates the quantity requested for each contraceptive being used.

**Public Sector Requisitioning****Contraceptive Requisitioning Form (Integrated CLR-6)**

For: \_\_\_\_\_ Requisition No.: \_\_\_\_\_ Requisition Date: \_\_\_\_\_

DEPARTMENT OF HEALTH											
A - Executive District Officer-EDO Health (Static Facilities)											
S. No.	Description	Condom (no.)	Oral Pills (m. cycles)			IUD (pieces)		Injectables (vials)		Implant	Remarks
			POP	COC	EC	Multiload	Copper-T	Norigest (NET-EN)	Megestron (DMPA)		
1	2	3	4	5	6	7	8	9	10	11	12
<b>PART - A (To be filled in by requester)</b>											
A-1	Consumption during the last quarter										
A-2	Stock at end of last quarter at district store										
A-3	Stock at the end of last quarter at health outlets										
A-4	Total stock available (A2 + A3)										
A-5	Desired stock level for 2 quarters (A1 x 2)										
A-6	Replenishment requested (A5 - A4)										

## HANDOUT-4.3: TRANSACTION RECORDS (CLR-7)

## Transaction Records (CLR-7)

Transaction records are used to record information about the movement of stock from one storage facility to another. It is frequently desirable to include the current stock on hand as well as losses, adjustments, and consumption data. Transaction records are initiated any time when a facility requests or issues supplies. They are completed when the receiving facility confirms receipt of the items shipped. Transaction records are organized by date, which helps to identify the transaction. It can then serve as ticklers, reminders that a request was made and not yet received or that an item was issued, but confirmation of receipt is still pending. The most common formats are Issue/Receipt Voucher (CLR-7). A preprinted voucher number on each transaction record helps track individual shipments.

**Contraceptives Issue & Receipt Voucher (IRV) For Warehouse**

No: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Consignee: \_\_\_\_\_

Designation and Address: \_\_\_\_\_

Requisition No: \_\_\_\_\_ Date: \_\_\_\_\_

Mode of Dispatch (Truck, Program vehicle etc.) \_\_\_\_\_

Dispatch document (Challan/Bilty No. \_\_\_\_\_ Program Vehicle No) \_\_\_\_\_

Contraceptives		Quantities			Verification (if any) in quantities		Remarks
Name of Contraceptive	Unit	Requisitioned	Dispatched	Received by consignee	Requisitioned and Dispatched	Dispatched and Received	

## HANDOUT-4.4: DISTRICT CONTRACEPTIVE STOCK REPORT (CLR-15)

## District Contraceptive Stock Report (CLR-15)

District Contraceptive Report summarizes consumption data occurring at district level. From the report, one can figure out the quantities which were received by district and the quantities issued to service delivery points.

1. Opening balance
2. Received from CWH
3. Issued to field
4. Closing balance
  - a. District store
  - b. Field
5. Total
  - a. Expired stock
  - b. Untraceable stock

Each column is labelled for a commodity, and the information on each commodity is captured in its specified column.

**District Contraceptive Stock Report**

**Distribution**

1. **Province Office**

2. **Office Copy For the Month of \_\_\_\_\_ Year \_\_\_\_\_ Name of District \_\_\_\_\_**

(PART -I)													
District Store	CONDOM (Units)	ORAL PILL (Cycles)			IUD (Pieces)		INJECTABLE (Vials)			Norplant	Contraceptive Surgery (Cases)		REMARKS
		Microgynon/ Lo Femina (etc)	Ethin Tablote	Pillone 2/ate	Multiload etc	Norgestrel etc	Megestrol De povite	CS (Cases)					
								Male	Female				
1	2	3	4	5	6	7	8	9	10	11	12	13	
1. Opening Balance													
2. Received From Central Warehouse													
3. Issued To Field													
4. Closing Balance													
(i) District Store													
(ii) Field												CS (Cases)	
Total													
5. Expired Stock													
6. Untraceable Stock													

## HANDOUT-4.5: STOCK REGISTER – DEPARTMENT OF HEALTH

## Stock Register

The basic stock-keeping record is the Stock Register. The purpose of the stock register is to provide an up-to-date record of all transactions of warehouse/storerooms of the commodities received, issued and discarded. Stock Register has to be maintained by the Storekeeper and entries have to be verified by the In-charge/logistics manager at each level.

"It is certified that this register is maintained for commodities of the \_\_\_\_\_ facility, contains \_\_\_\_\_ pages (from Page No. \_\_\_\_\_ to Page No. \_\_\_\_\_)". All the pages have been checked and found intact, accurate, duly stamped and initialed by the undersigned.

Seal & Signatures

Date:

Officer In charge

## HANDOUT-4.6: BIN CARD – DEPARTMENT OF HEALTH

## Bin Card

Bin card indicates the balance of an item available in stock; it must be used for all levels of storage facilities. However, these are only as good as how often they are updated. One bin card is used for each commodity. Bin card indicates the balance of an item available in stock; it must be used for all levels of storage facilities. However, these are only as good as how often they are updated.

Name of Article		Accounting Unit:		Batch No.	
Mfg Date				Exp. Date	
Date	Description	Quantity		Balance	Initials
		Receipt	Issued		

## HANDOUT-4.7: CONSUMPTION RECORDS – DEPARTMENT OF HEALTH

## Consumption Records

Consumption records contain dispensed-to-user data, to record the quantity of each item dispensed to a customer. Consumption records are filled out whenever supplies are dispensed to clients. They are totaled at the end of the reporting period, usually monthly or as required. The logistics data generated by the SDPs/health facilities is received on prescribed format and consolidated at the district level and entered into the web-based Logistics Management Information System (LMIS).

SDP / Health Facility: _____			Month: _____		
S.No	Contraceptive	Opening balance	Received	Issued	Stock on hand



## HANDOUT-4.5: SDP / HEALTH FACILITY MONTHLY REPORT

## SDP / Health Facility Monthly Report

The SDPs/health facilities of health and population welfare departments will use following format for contraceptive reporting, as well as requisitioning from the concerned district offices, on a monthly basis, as per inventory level defined for them. This will include the contraceptive stock position in the respective SDPs.

**SDP/Health Facility Monthly Contraceptive Report and Requisition**

Facility \_\_\_\_\_ District \_\_\_\_\_

Reporting Month \_\_\_\_\_

Item Name	Opening Balance	Received	Issued	Adjustments		Closing Balance	Next Month Requirement
				(+)	(-)		
Condoms							
COC							
POP							
ECP							
Copper-T							
Multiload							
2-Months Inj.							
3-Months Inj.							
Implanon							

Prepared by:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Verified by:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_



## رپورٹ تیار کرنے کے لیے ہدایات: Instructions for Report Preparation

Item / Columns' Title	Description in English	Description in Urdu
SDP / Facility	Write the name of reporting health facility	مرکز صحت کا نام لکھیں جس کی رپورٹ تیار کی جا رہی ہے۔
District	Write the name of relevant district	متعلقہ ضلع کا نام لکھیں۔
Reporting Month / Year	Write the name of reporting month and year	مہینہ اور سال لکھیں جس کی رپورٹ تیار کی جا رہی ہے۔
Opening Balance	Write the closing balance of previous month against each item	پچھلے مہینے کے اختتام پر موجود تعداد ہر آئٹم کے سامنے لکھیں۔
Received	Write the quantity received during the reporting month against each item	رپورٹنگ مہینے کے دوران وصول کی گئی تعداد ہر آئٹم کے سامنے لکھیں۔
Issued	Write the quantity issued during the reporting month against each item	رپورٹنگ مہینے کے دوران جاری کردہ (ایٹو) تعداد ہر آئٹم کے سامنے لکھیں۔
Adjustment *	Write the quantity of damaged / lost / expired / excess / miscounted during the reporting month against each item	ہر آئٹم کے سامنے براہ کردہ (ایڈجسٹمنٹ) تعداد لکھیں۔ پہلے سے کم شمار شدہ تعداد (+) والے کالم میں جبکہ خراب شدہ، گمشدہ، زائد المیعا اور پہلے سے زائد شمار شدہ تعداد (-) والے کالم میں لکھیں۔
Closing Balance	Write the remaining quantity (stock balance) on last date of the reporting month against each item	رپورٹنگ مہینے کی آخری تاریخ کی باقی ماندہ (سٹاک بیلنس) تعداد ہر آئٹم کے سامنے لکھیں۔
Next Month Requirement	Write the next month requirements which can be calculated by using the following formula; contraceptive required = (Quantity Issued x 3) - Closing Balance	اگلے مہینے کی مطلوبہ تعداد ہر آئٹم کے سامنے لکھیں جس کے لیے درج ذیل فارمولہ استعمال کریں: مطلوبہ تعداد = (مہینے کے دوران جاری کردہ آئٹم کی تعداد x 3) - رپورٹنگ مہینے کی آخری تاریخ کی باقی ماندہ (سٹاک بیلنس) تعداد
Prepared By	Signature, name and designation of storekeeper or person who prepared the report with date	سٹور کیپر یا رپورٹ تیار کنندہ کا نام، عہدہ اور دستخط
Verified By	Signature, name and designation of SDP / Facility In-charge with date	ہیلتھ سنٹر یا مرکز صحت کے انچارج کا نام، عہدہ اور دستخط

\* براہ کردہ (ایڈجسٹمنٹ) تعداد کے لیے مجاز اتھارٹی کی پیشگی منظوری ضروری ہے۔

PRESENTATION



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**Supply Chain Management for Health Commodities Course**

## **Session – 4**

# **Contraceptive LMIS Forms and Basic Logistics Concepts**

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### **Session Objectives**

By the end of this session participants will have:

- Improved and complete understanding of various Contraceptive LMIS forms
- Improved and comprehensive understanding of key logistics concepts



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### Population Welfare Department



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### **Population Welfare Department Forms**

- Stock register: CLR-5
- Requisitioning form: CLR-6
- Transaction Records: CLR-7
- District Contraceptive Stock Report: CLR-15

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## Description – Integrated CLR-6

- Used for requesting contraceptives from Central Warehouse
- Compiles requests from department of health and population at district level.
- Indicates the stock status and consumption
- Indicates the quantity requested for each contraceptive



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## Integrated Requisitioning - CLR-6

### Public Sector Requisitioning

### Contraceptive Requisitioning Form (Integrated CLR-6)

For: \_\_\_\_\_ Requisition No.: \_\_\_\_\_ Requisition Date: \_\_\_\_\_

DEPARTMENT OF HEALTH											
A - Executive District Officer-EDO Health (Static Facilities)											
S. No.	Description	Condom (no.)	Oral Pills (m. cycles)			IUD (pieces)		Injectables (vials)		Implant	Remarks
			POP	COC	EC	Multiload	Copper-T	Norinest (NET-EN)	Megestron (DMPA)		
1	2	3	4	5	6	7	8	9	10	11	12
<b>PART - A (To be filled in by requester)</b>											
A-1	Consumption during the last quarter										
A-2	Stock at end of last quarter at district store										
A-3	Stock at the end of last quarter at health outlets										
A-4	Total stock available (A2 + A3)										
A-5	Desired stock level for 2 quarters (A1 x 2)										
A-6	Replenishment requested (A5 - A4)										



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## Integrated Requisitioning - CLR-6

B - District Program Implementation Unit - DPIU (Community-based distribution - LHW Program)										
PART - A (To be filled in by requester)										
B-1	Consumption during the last quarter									
B-2	Stock at the end of last quarter at district store									
B-3	Stock at the end of last quarter at health outlets									
B-4	Total stock available (B2 + B3)									
B-5	Desired stock level for 2 quarters (B1 x 2)									
B-6	Replenishment requested (B5 - B4)									
C - PPH/CMPHC (static facilities)										
PART - A (To be filled in by requester)										
C-1	Consumption during the last quarter									
C-2	Stock at the end of last quarter at district store									
C-3	Stock at the end of last quarter at health outlets									
C-4	Total stock available (C2 + C3)									
C-5	Desired stock level for 2 quarters (C1 x 2)									
C-6	Replenishment requested (C5 - C4)									



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## Integrated Requisitioning - CLR-6

D - Maternal, Neonatal, and Child Health (MNCH)										
PART - A (To be filled in by requester)										
D-1	Consumption during the last quarter									
D-2	Stock at the end of last quarter at district store									
D-3	Stock at the end of last quarter at health outlets									
D-4	Total stock available (D2 + D3)									
D-5	Desired stock level for 2 quarters (D1 x 2)									
D-6	Replenishment requested (D5 - D4)									
Total Replenishment for DoH										





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## Integrated Requisitioning - CLR-6

POPULATION WELFARE DEPARTMENT										
E - District Population Welfare Office - DPWO										
PART - A & B (To be filled in by requester) Part -A										
1	Avg. quarterly sale based on last three months consumption									
2	Sale/use last quarter									
3	Amount of sales proceeds deposited in bank/treasury (attach original paid <u>challan</u> )									
4	Bank/treasury <u>challan</u> no. & date									
PART-B										
E-1	Consumption during the last quarter									
E-2	Stock at the end of last quarter at district store									
E-3	Stock at the end of last quarter at population outlets									
E-4	Total stock available (E2 + E3)									
E-5	Desired stock level for 2 quarters (E1 x 2)									
E-6	Replenishment requested (E5 - E4)									



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## Integrated Requisitioning - CLR-6

F - Reproductive Health Centers (RHS-A)										
PART - A & B (To be filled by requester) Part -A										
1	Avg. quarterly sale based on the last 3 months consumption									
2	Sale/use last quarter									
3	Amount of sales proceeds deposited in bank/treasury (attach original paid <u>challan</u> )									
4	Bank/treasury <u>challan</u> no. & date									
PART-B										
F-1	Consumption during the last quarter									
F-2	Stock at the end of last quarter at district store									
F-3	Stock at the end of last quarter at health outlets									
F-4	Total stock available (F2 + F3)									
F-5	Desired stock level for 2 quarters (F1 x 2)									
F-6	Replenishment requested (F5 - F4)									
Total Replenishment for PWD										
Grand Total										



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## Integrated Requisitioning - CLR-6

PART - B (To be filled in at warehouse)										
Quantity approved										
Relevant issue voucher										

EDO (H)/DHO

DPWO

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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### Transaction Records

- Transaction records are used to record information about the movement of stock from one storage facility to another.
- It is frequently desirable to include the current stock on hand as well as losses, adjustments, and consumption data.
- Transaction records are initiated any time when a facility requests or issues supplies. They are completed when the receiving facility confirms receipt of the items shipped.
- Transaction records are organized by date, which helps to identify the transaction. It can then serve as ticklers, reminders that a request was made and not yet received or that an item was issued, but confirmation of receipt is still pending.
- The most common formats are Issue/Receipt Voucher (CLR-7). A preprinted voucher number on each transaction record helps track individual shipments.

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### CLR-7

#### Contraceptives Issue & Receipt Voucher (IRV) For Warehouse

No: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Consignee: \_\_\_\_\_

Designation and Address: \_\_\_\_\_

Requisition No: \_\_\_\_\_ Date: \_\_\_\_\_

Mode of Dispatch (Truck, Program vehicle etc.) \_\_\_\_\_

Dispatch document (Challan/Bilty No. \_\_\_\_\_ Program Vehicle No) \_\_\_\_\_

Contraceptives		Quantities			Verification (if any) in quantities		Remarks
Name of Contraceptive	Unit	Requisitioned	Dispatched	Received by consignee	Requisitioned and Dispatched	Dispatched and Received	



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## Description - District Contraceptive Stock Report (CLR-15)

- The report has two parts
  - Part 1: Stocks at district store
  - Part 2: Indicates the stock and sales (issued by field) position at various categories of the field operational units
- Provides aggregate district and field level stock and issue
- Field level issue data can be used as proxy for consumption where dispense to user data is not available

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## District Contraceptive Stock Report (CLR-15)

**District Contraceptive Stock Report**

**Distribution**

1. Province Office

2. Office Copy For the Month of \_\_\_\_ Year \_\_\_\_ Name of District \_\_\_\_\_

(PART -I)													
District Store	CONDOM (Units)	ORAL PILL (Cycles)			IUD (Pieces)		INJECTABLE (Vials)			Surgeon	Contraceptive Surgery (Cases)		REMARKS
		Morning After Pills (Cycles)	Ethinone Tablets	Pill Pack	Pill Pack	Mifeprestone	Mifeprestone	Mifeprestone	Mifeprestone		CS (Cases)		
											Male	Female	
1. Opening Balance													
2. Received From Central Warehouse													
3. Issued To Field													
4. Closing Balance													
(i) District Store													
(ii) Field													
Total													
5. Expired Stock													
6. Untraceable Stock													

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## District Contraceptive Stock Report (CLR-15)

(PART -II)												
Field	CONDOM (Units)	ORAL PILL (Cycles)			IUD (Pieces)		INJECTABLE (Vials)		Norplant	Contraceptive Surgery (Cases)		REMARKS
		Microgynon Lo Fructus (etc)	Ethinor Tablet	Postinor 2 etc		Mellinad etc	Norgestrel	Megestrol De povite		CS (Cases)		
		COC	POP	(EC)	Copper-T 380- A	Copper-T 375	Nel-Ea	DMFA		Male	Female	
1	2	3	4	5	6	7	8	9	10	11	12	13
01. FWCs												
Opening Balance												
Received From District Store												
Sold												



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Department of Health



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### Stock Register

- The basic stock-keeping record is the Stock Register.
- Purpose of the stock register is to provide an up-to-date record of all transactions of warehouse/storerooms of the commodities received, issued and discarded.
- Stock Register has to be maintained by the Storekeeper and entries have to be verified by the In-charge/logistics manager at each level.

"It is certified that this register is maintained for commodities of the \_\_\_\_\_ facility, contains \_\_\_\_\_ pages (from Page No. \_\_\_\_\_ to Page No. \_\_\_\_\_)". All the pages have been checked and found intact, accurate, duly stamped and initialed by the undersigned.

Seal & Signatures

Date:

Officer In charge



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### Bin Card

Name of Article

Accounting Unit:

Mfg Date

Batch No.

Exp. Date

Date	Description	Quantity		Balance	Initials
		Receipt	Issued		



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### Description – Bin Card

- A bin card or stock card indicates up-dated balance of an item available in the stock; it must be used for all levels of storage facilities.

Name of Article    Male Condoms                      Accounting Unit: Piece

No. 123456

Mfg. Date: 02-10-2012

Exp. Date: 02-10-2017

Date	Description	Quantity		Balance	Signature
		Receipt	Issued		
12/02/2013	Opening balance			40,000	
13/02/2013	Received from the Central Warehouse	100,000		140,000	
14/02/2013	Issued to health facilities		60,000	80,000	

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### Consumption Records

- Consumption records contain dispensed-to-user data, to record the quantity of each item dispensed to a customer.
- Consumption records are filled out whenever supplies are dispensed to clients. They are totaled at the end of the reporting period, usually monthly or as required.
- The logistics data generated by the SDPs/health facilities is received on prescribed format and consolidated at the district level and entered into the web-based Logistics Management Information System (LMIS).

SDP / Health Facility: \_\_\_\_\_

Month: \_\_\_\_\_

S.No	Contraceptive	Opening balance	Received	Issued	Stock on hand



## Reporting Month \_\_\_\_\_

Item Name	Opening Balance	Received	Issued	Adjustments		Closing Balance	Next Month Requirement
				(+)	(-)		
Condoms							
COC							
POP							
ECP							
Copper-T							
Multiload							
2-Months Inj.							
3-Months Inj.							
Implanon							

Date \_\_\_\_\_



## SDP / Health Facility Monthly Contraceptive Report and Requisition

Item / Columns' Title	Description in English	Description in Urdu
<b>SDP / Facility</b>	Write the name of reporting health facility	گزارش کنندہ صحت کی سہولت کا نام لکھیں۔
<b>District</b>	Write the name of relevant district	متعلقہ ضلع کا نام لکھیں۔
<b>Reporting Month / Year</b>	Write the name of reporting month and year	گزارش کرنے والے مہینے اور سال کا نام لکھیں۔
<b>Opening Balance</b>	Write the closing balance of previous month against each item	پیش روئے کے ہر شعبہ کے لیے گزشتہ مہینے کے اختتام پر موجود رقم لکھیں۔
<b>Received</b>	Write the quantity received during the reporting month against each item	گزارش کرنے کے مہینے کے دوران وصول کی گئی مقدار لکھیں۔
<b>Issued</b>	Write the quantity issued during the reporting month against each item	گزارش کرنے کے مہینے کے دوران موزوں کی گئی مقدار لکھیں۔
<b>Adjustment *</b>	Write the quantity of damaged / lost / expired / excess / miscounted during the reporting month against each item	گزارش کرنے کے مہینے کے دوران (خراب / گم / ختم ہونے والے / اضافے / غلط شمار کیے گئے) کی مقدار لکھیں۔
<b>Closing Balance</b>	Write the remaining quantity (stock balance) on last date of the reporting month against each item	گزارش کرنے کے مہینے کی آخری تاریخ پر ہر شعبہ کے لیے موجود باقی ماندہ مقدار لکھیں۔
<b>Next Month Requirement</b>	Write the next month requirements which can be calculated by using the following formula: $\text{contractive required} = (\text{Quantity issued} \times 3) - \text{Closing Balance}$	اگلی مہینے کی ضرورتیں تحریر کریں جو درج ذیل فارمولے سے حساب کی جاسکتی ہیں۔ $\text{Contractive required} = (\text{Quantity issued} \times 3) - \text{Closing Balance}$
<b>Prepared By</b>	Signature, name and designation of stocktaker or person who prepared the report with date	موجودہ کی دستخط، نام، عہدہ اور تاریخ۔
<b>Verified By</b>	Signature, name and designation of SDP / Facility In-charge	صحت کی سہولت کے چارج والا کی دستخط، نام اور عہدہ۔

\* روزگار و دنیا مٹوے گا۔ اے نبی! تم کوئی چیز نہ ہو جس کی وجہ سے تم کوئی عیب نہ ہو۔





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## **Supply Chain Management for Health Commodities Course**

# **Basic Logistics Concepts**



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## **Basic Logistics Concept**

### **Average Monthly Consumption (AMC)**

- Average Monthly Consumption is calculated as average of the aggregated consumption for last three non-zero consumption months of vaccines and related products.

$$\text{AMC} = \text{Consumption for last three non-zero months} / 3$$



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### **Basic Logistics Concept**

#### **Stock on Hand(SOH)**

- Stock on Hand is the amount of product on hand, in order to monitor stock positions and anticipate stock-out in advance.



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### **Basic Logistics Concept**

#### **Months of Stock (MOS)**

- Month of Stock is the estimate for number of months the stock will last. This is obtained by dividing Stock on Hand by average monthly consumption.

$$\text{Months of Stock} = \text{SOH} / \text{AMC}$$



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### Key Logistics Concepts

- **Consumption** - Medicine dispensed to patients
- **Average Monthly Consumption(AMC)** - Average consumption of last three non zero months
- **Stock on Hand(SOH)** - Stock available at facility/warehouse at any time interval
- **Months of Stock(MOS)** - Estimate for number of months the stock will last.

$$\text{MOS} = \text{SOH} / \text{AMC}$$



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### Basic Logistics Concept

#### Opening Balance

Balance of contraceptive products at the start of the month.

#### Received

Contraceptive products received during the month.

#### Consumed

Contraceptive products consumed during the month.



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### **Basic Logistics Concept (Cont.)**

#### **Adjustments**

In case stock is lost or recovered, adjustments (+/-) are added during the month.

#### **Closing Balance**

Balance of contraceptive products at the end of month.

$$\text{Closing Balance} = \text{Opening Balance} + \text{Received} + \text{Adjustments (+/-)} - \text{Consumed}$$



SESSION 5: CLMIS INTRODUCTION, DATA ENTRY AND REQUISITIONS

PRESENTATION



## Session - 5

# cLMIS Introduction, Data Entry and Requisition

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### Session Objectives

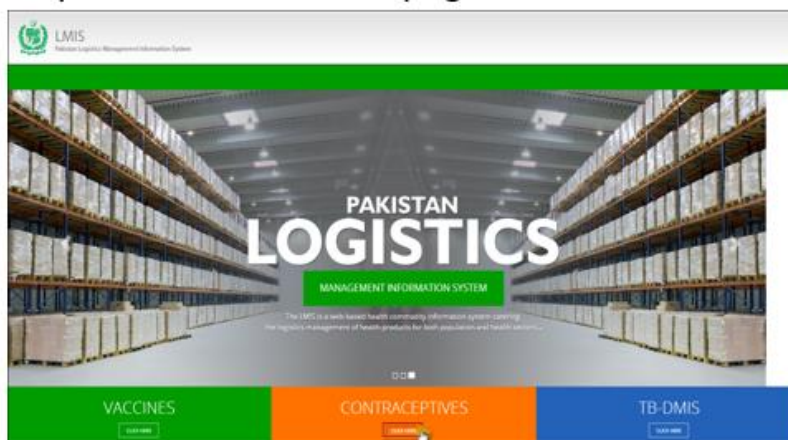
At the end of the session, participants will be able to:

- Log in and browse the cLMIS web-based application
- Efficiently use various functions of cLMIS application
- Enter consumption data with 100% accuracy
- View requisition requests (CLR-6)



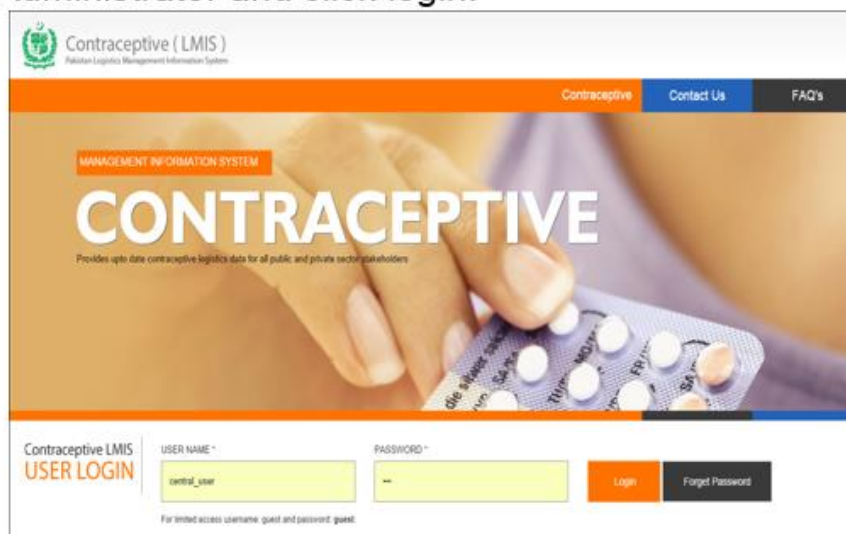
## Introduction to cLMIS Data Entry

Type in <http://lmis.gov.pk/> into the web-browser and click Contraceptives from the homepage.



## Log into cLMIS

Specify the Username and Password provided to you by the Administrator and click login.





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## Log into cLMIS

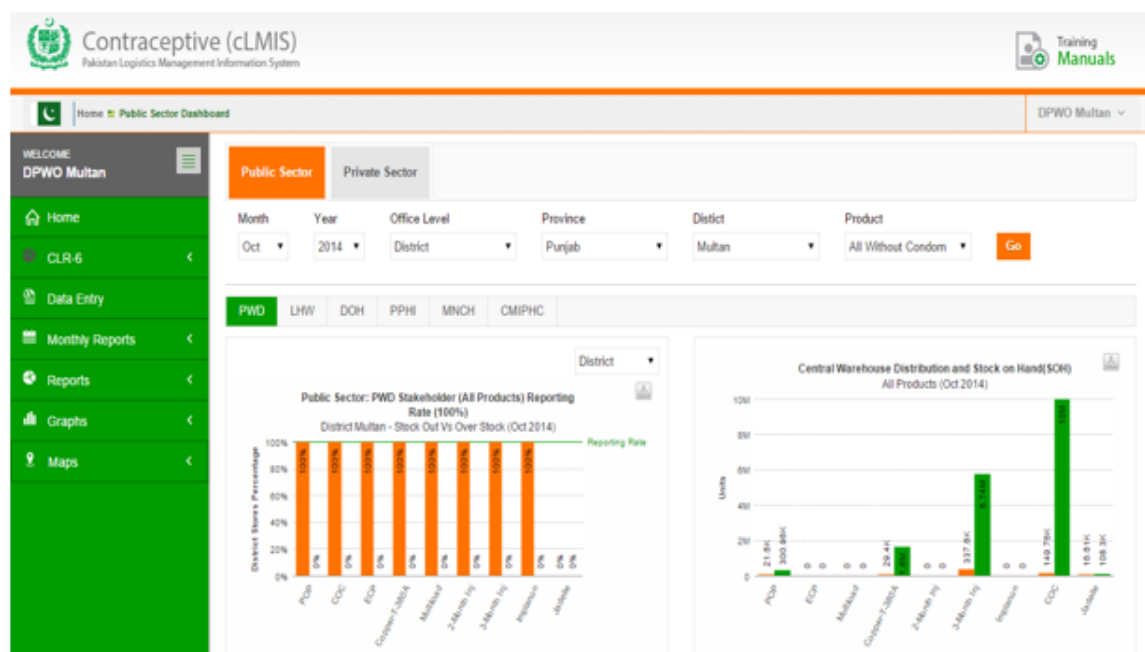
After a successful login,

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



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## Dashboard

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

District user can view following dashboards by default:

- Public Sector Stakeholders
- Private Sector Stakeholders



## Public Sector Dashboard

Public Sector dashboard allows users to quickly view reports in a graphical manner for public sector stakeholders by clicking on this tab.

## Public Sector Dashboard

Private Sector dashboard allows users to quickly view reports in a graphical manner for private sector stakeholders by clicking on this tab.



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## cLMIS Data Entry

- User can enter monthly reports by using Data Entry tab.
- Select the reporting month to enter data.
- By default, user can enter last month data and edit last report.

Store/Facility	Last Update	Reporting Months
Multan	09/12/2014 10:25:43 PM	Nov-2014 Add Dec-14 Report
Multan Field Office	09/12/2014 10:35:12 PM	Nov-2014 Add Dec-14 Report



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## cLMIS Data Entry

- Enter data and click Save.

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

S.No.	Article	Opening balance	Received	Issued	Adjustments		Closing Balance
					(+)	(-)	
1	Condom	16856	0	0	0	0	16856
2	POP	0	0	0	0	0	0
3	COC	19	0	0	0	0	19
4	ECP	0	0	0	0	0	0
5	Copper-T-380A	302	0	0	0	0	302
6	Multiload	0	0	0	0	0	0
7	2-Month Inj	0	0	0	0	0	0
8	3-Month Inj	1341	0	0	0	0	1341
9	Implanon	0	0	0	0	0	0
10	Jadelle	0	0	0	0	0	0

Click save to confirm your changes.

RESET SAVE



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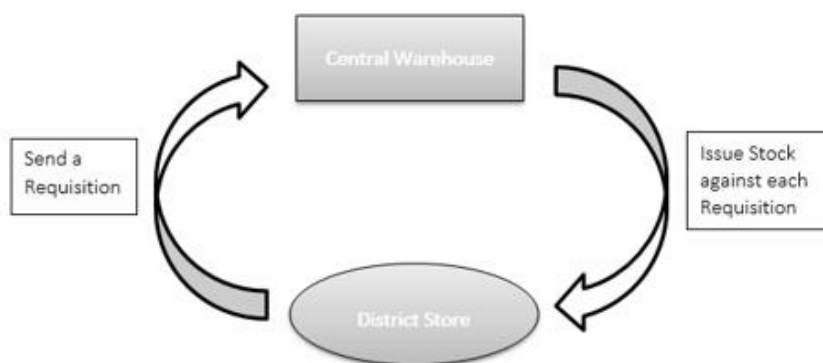
### Requisitions

- Requisition (CLR-6) form is used by EDO (H) for commodities request from CW&S.
- EDO (H) staff prepares this requisition form on quarterly basis in consultation with storekeeper of DPWO.
- This form indicates the stock status and consumption during the quarter and indicates the quantity request for each contraceptive being used in respective districts.
- Central warehouses can manage requisition requests placed by the district stores or facilities. Central users can approve these requisition requests.



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### Requisition Requests (CLR-6)





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## Requisitions – Menu

District users can create requisition requests and electronically submit it to the central warehouse.

These requisitions will be reviewed by the management of central warehouse and stock will be issued as per stock availability and approval.



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## New Requisition (CLR-6)

**New CLR**

Ending Month: Aug Year: 2014 Requisition To: CWH Create

**Contraceptive Requisition Form** (For PWD District Males) CLR-6

For Jun 2014 to Aug 2014  
Requisition No: RC200012  
Requisition Date: 12/12/2014

S. No	Description	PCs (Condom)	Cycle POP	PIE COC	PIE ECP	PIE Copper-T 380A	PIE Multiload	PIE Jadele	PIE 3-Month Inj	PIE 3-Month Inj	PIE Implant	Remarks
Part - A (District Population Welfare Office - DPWO)												
1	Quarterly Sale on the basis of last 3 months consumption											
2	Sale/Use last month											
3	Amount of sales proceeds deposited in bank/treasury (attached original paid challan)											
4	Bank/Treasury challan no. & Date											
Part - B (To be filled by Requester)												
A-1	Average Quarterly Consumption	114,824	60	5,506	10	982	276	43	1,677	57	0	
A-2	Stock at the end of last quarter at district Store	157,362	362	15,219	168	2,865	6,697	605	1,936	0	0	
A-3	Stock at the end of last quarter at health outlets	362,398	12,191	8,392	27	8,041	2,438	1,332	6,863	267	0	
A-4	Total Stock Available (A2+A3)	519,960	12,553	23,611	195	10,906	9,335	1,937	7,829	267	0	
A-5	Desired stock level for 2 quarters (A1x2)	229,648	121	11,013	20	1,964	551	87	3,353	114	0	
A-6	Replenishment Requested (A5-A4)	0	0	0	0	0	0	0	0	0	0	
Part - C (To be filled at warehouse)												
5	Quantity Approved											
6	Relevant Issue Voucher											

Save CLR-6 Print



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## View Requisition

Sr. No.	Duration	Requested On	Action
1	Aug-2014 to Oct-2014	10/07/2014	<a href="#">View</a>
2	Jun-2014 to Aug-2014	07/08/2014	<a href="#">View</a>
3	Apr-2014 to Jun-2014	24/07/2014	<a href="#">View</a>
4	Mar-2014 to May-2014	24/07/2014	<a href="#">View</a>
5	Feb-2014 to Apr-2014	27/07/2014	<a href="#">View</a>
6	Jan-2014 to Mar-2014	09/07/2014	<a href="#">View</a>
7	Dec-2013 to Feb-2014	03/08/2014	<a href="#">View</a>
8	Nov-2013 to Jan-2014	28/07/2014	<a href="#">View</a>

**Requisitions**

**Contraceptive Requisition Form**  
(For PWD District Malaria)

For Year: 2014 to 12/31/2014  
Requisition No: RQ000008  
Requisition Date: 24/07/2014

S. No.	Description	P/W	PCP	2 Month Inj	CC	BCP	Unfilled	Copper-T 380A	3 Month Inj	Implant	Latex	Remarks
Part - A (District Population Health Office - PWD)												
1	Quarterly Sale on the basis of last 3 months consumption											
2	Stock on hand month											
3	Amount of sales proceeds deposited in bank treasury (Attached original paid challan)											
4	Bank Treasury challan no. & Date											
Part - B (To be filled by Requester)												
A-1	Average Quarterly Consumption	128,212	80	10	540	880	40	1,780	35	5,728	0	
A-2	Stock at the end of last quarter at district Store	348,150	362	158	6,897	6,895	658	4,875	0	18,971	0	
A-3	Stock at the end of last quarter at health outlets	431,270	12,181	27	3,488	7,888	1,332	7,884	182	8,188	0	
A-4	Total Stock Available (A2+A3)	889,420	12,583	168	10,165	13,853	1,997	12,859	182	27,159	0	
A-5	Desired stock level for 2 quarters (A1x2)	256,424	121	20	1,081	1,880	87	3,561	71	11,456	0	
A-6	Replacement Requested (A4-A5)	10,358	0	0	0	0	0	0	0	0	0	
Part - C (To be filled at warehouse)												
C	Quantity Approved											
E	Requester Name/Signature											

Print

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Designation: \_\_\_\_\_ Date: \_\_\_\_\_

## SESSION 6: DASHBOARDS, REPORTS, GRAPHS & MAPS

### HANDOUT 6.1: GROUP WORK

---

#### GROUP WORK 1: DASHBOARDS

Browse the dashboards feature of the application.

---

#### GROUP WORK 2: REPORTS

Browse the reports available in the application.

---

#### GROUP WORK 2: MAPS

Browse the maps available in the application.

---

#### GROUP WORK 4: GRAPHS

Browse the graphs available in the application.

## PRESENTATION

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## Session – 6

# Dashboards, Reports, Maps and Graphs

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### Objectives

By the end of the session participants should know how to view and access:

- Public Sector Dashboards
- Private Sector Dashboards
- Reports
- Graphs
- Maps



## Public Sector Dashboards

Public Sector dashboard allows users to quickly view reports in a graphical manner for public sector stakeholders.

- **Stock Out vs Over Stock**

This graph shows the stock out and over stock rates in district/sub-district (field) stores for different products. This also mentions the reporting rate on which this analysis is drawn.

- **Stock Issued vs Stock on Hand (SOH) in Central Warehouse**

This graph is showing the comparison between the issued stock and the stock on hand (SOH) for all products in the central warehouse.

3



## Public Sector Dashboards

- **Consumption vs Average Monthly Consumption (AMC)**

This graph is showing that the comparison between consumption and average monthly consumption of all products for the selected stakeholder and also shows the reporting rate on which this analysis is drawn.

- **Couple Year Protection (CYP)**

This graph is showing the product-wise CYP for the selected month.

- **Couple Year Protection (CYP) Map**

This map is showing the product-wise CYP for the selected month.

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## Stock Out vs Over Stock



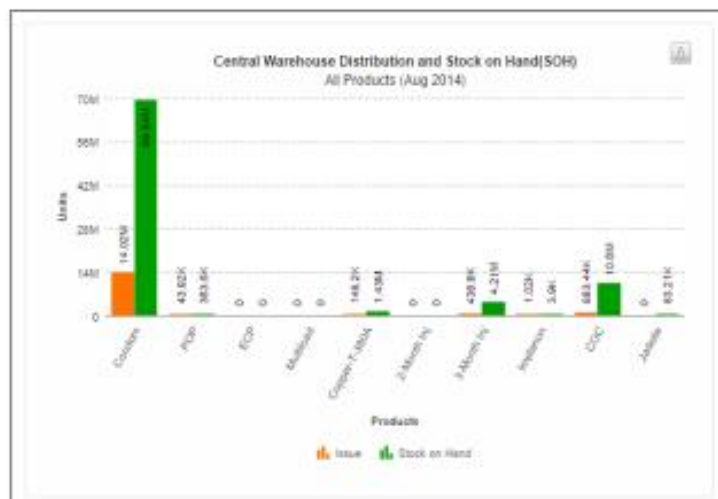
5



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## Stock Issued vs Stock on Hand (SOH) in CW&S



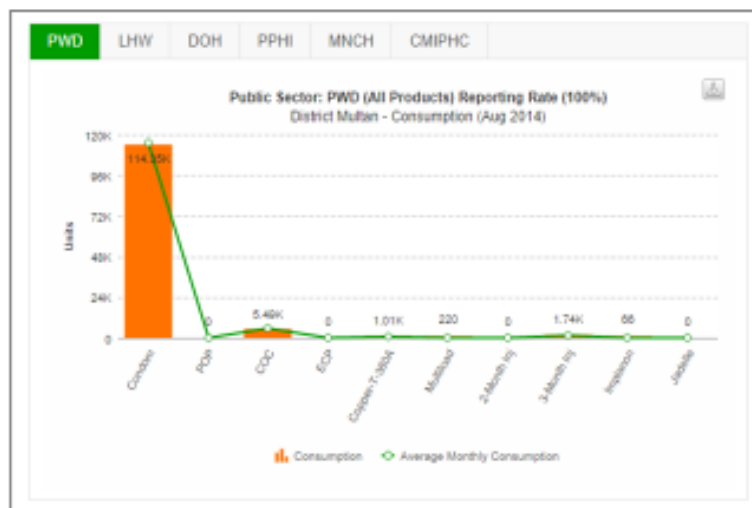
6



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## Consumption vs Average Monthly Consumption (AMC)



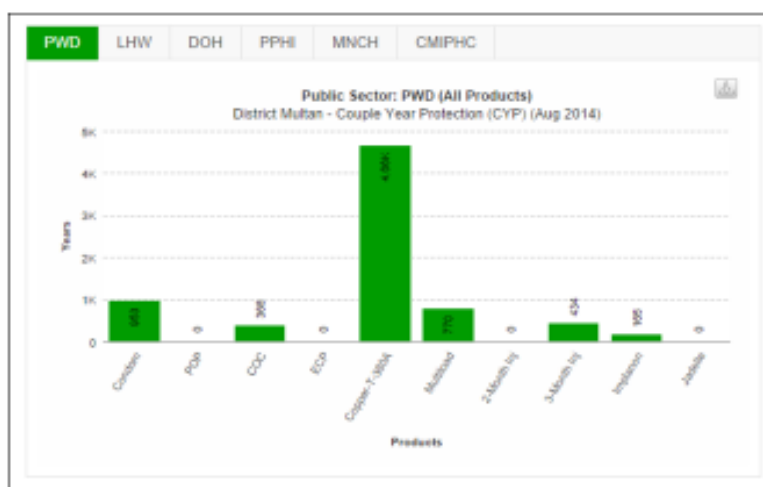
7



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## Couple Year Protection (CYP)



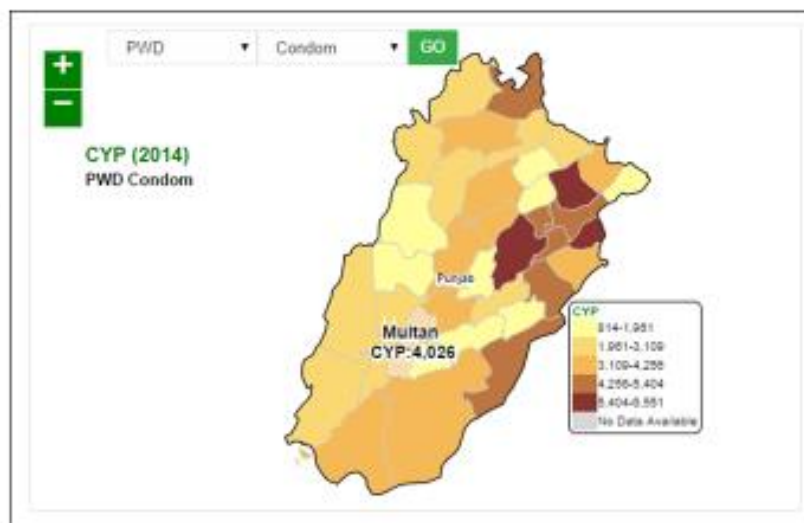
8



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### Couple Year Protection (CYP) Map



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### Private Sector Dashboard

Private Sector dashboard allows users to quickly view reports in a graphical manner for private sector stakeholders by clicking on this tab.

- **Stock Out vs Over Stock**

This graph shows the stock out and over stock rates in district/sub-district (field) stores for different products. This also mentions the reporting rate on which this analysis is drawn.

- **Stock Issued vs Stock on Hand (SOH) in Central Warehouse**

This graph is showing the comparison between the issued stock and the stock on hand (SOH) for all products in the central warehouse.

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### Private Sector Dashboard

- **Consumption vs Average Monthly Consumption (AMC)**

This graph is showing that the comparison between consumption and average monthly consumption of all products for the selected stakeholder and also shows the reporting rate on which this analysis is drawn.

- **Couple Year Protection (CYP)**

This graph is showing the product-wise CYP for the selected month.

- **Couple Year Protection (CYP) Map**

This map is showing the product-wise CYP for the selected month.

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### Stock Out vs Over Stock



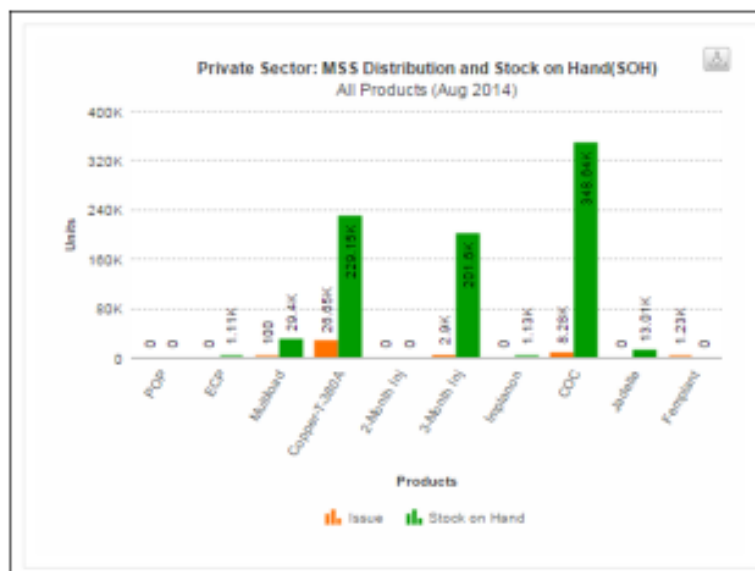
12



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## Stock Issued vs Stock on Hand (SOH) in CW&S



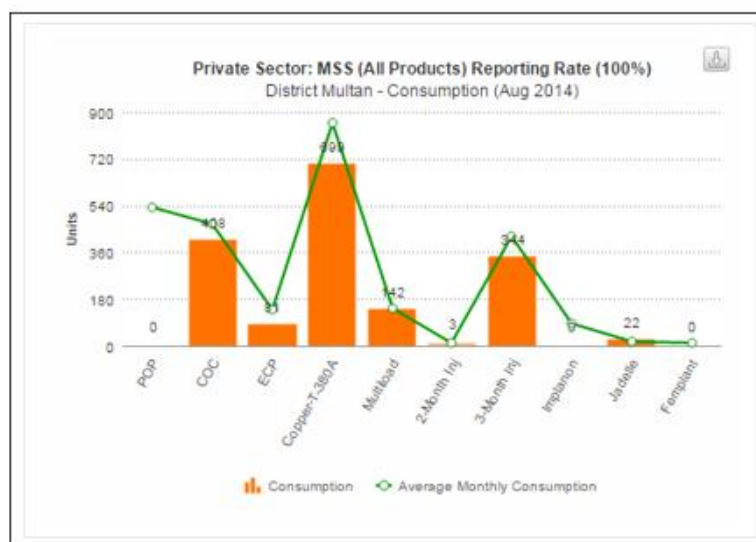
13



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## Consumption vs Average Monthly Consumption (AMC)

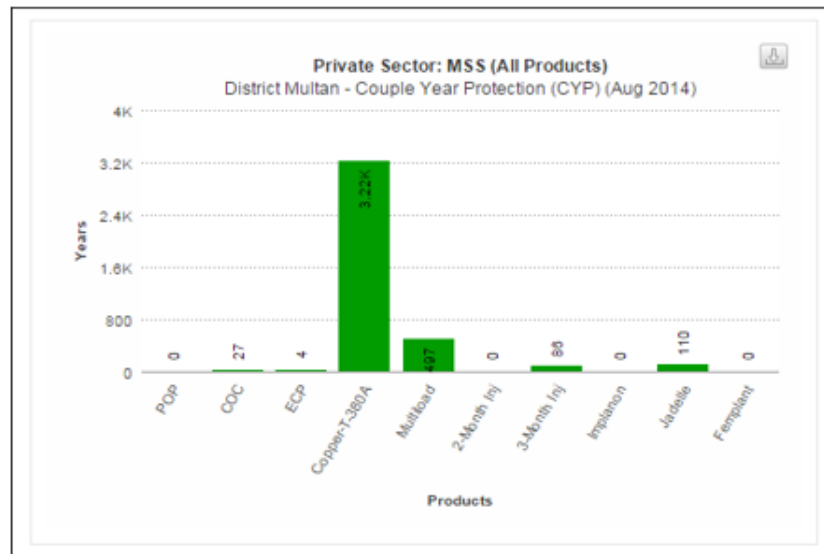




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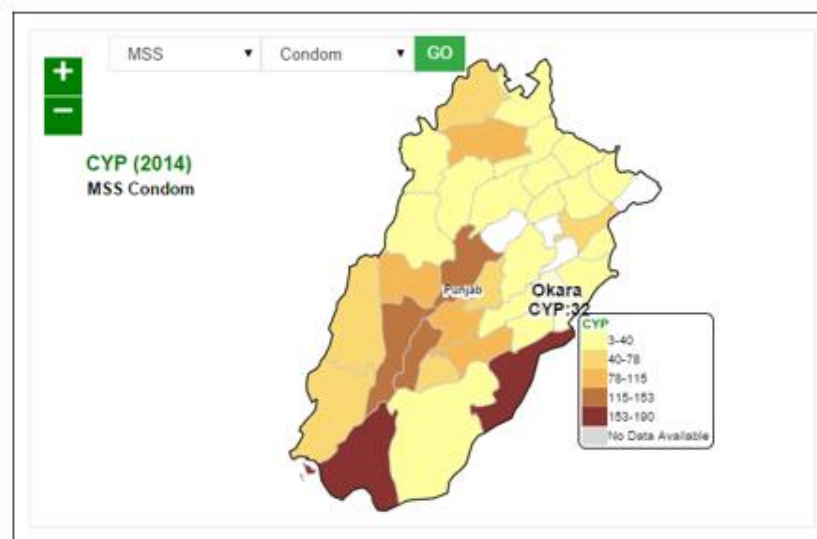
## Couple Year Protection (CYP)



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## Couple Year Protection (CYP) Map





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## Reports



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### Objectives

By the end of the session participants should know how to generate Reports:

1. Summary Reports
2. Yearly Reports
3. Provincial Reports
4. Public and Private Sector Reports
5. Monthly Reports





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## Reports - Menu

- Under **Reports**, click **National Summary Report**.
- The **National Summary Report** screen displays.



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## National Summary Report Parts

Reporting Rate		Availability Rate	
51.15%	57.50%	50.00%	55.19%
Field	Store/Facility:	Field	Store/Facility:

MOS: Stock Out ■ Under Stock ■ Satisfactory ■ Over Stock ■

Month	Year	Sector	
Dec ▼	2014 ▼	Public ▼	<span style="background-color: orange; color: white; padding: 2px 5px;">GO</span>





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## National Summary Report - Screen

WELCOME  
DPWO Multan

Home  
Requests  
Data Entry  
Monthly Reports  
Reports

National Summary Report  
Stakeholder Summary Report  
Provincial Summary Report  
District Summary Report  
District Stock Yearly Report  
Stock Availability Report  
Non/Reported Districts  
Quarterly Reporting Rate  
Provincial Reporting Rate  
Projected Contraceptive Requirements  
Central/Provincial Warehouse  
Provincial Yearly Report  
Private Sector Yearly Report  
Public-Private Sector Report  
Shipment Report

National Report for November 2014

Reporting Rate  
47.59%  
Field

Availability Rate  
41.41%  
Field

36.90%  
Store/Facility

43.10%  
Store/Facility

Reporting and Availability Rates are displayed here

Filter by  
MOS: Stock Out Under Stock Satisfactory Over Stock

Month: Nov Year: 2014 Sector: Public GO

Use Filter options to filter data in the table below

National Report - Public Sector Stakeholder(s) - 'All' (November 2014)

Product	Consumption	AMC	On Hand	MOS	CYP
Condoms	8,821,863	14,112,862.7	256,943,320	17.8	73,611
POP	19,315	21,442.7	425,215	29.2	1,288
COC	677,867	1,090,124.3	26,153,080	26.0	45,187
ECP	1,595	576.7	5,898,955	17.165	85
Copper-T-380A	75,084	85,312.3	3,935,212	46.1	345,386
Multiload	26,805	6,127.7	955,709	117.4	72,154
2-Month Inj	13,099	8,852.3	181,497	22.5	2,183
3-Month Inj	241,409	404,984.7	5,135,703	22.6	60,352
Implanon	2,428	1,072.3	6,942	6.5	6,079
Subline	2,357	877.3	111,197	126.7	11,706

Table displays National Summary of each contraceptive



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## Reports - Menu

- Under Reports, click Stakeholder Summary Report.
- The Stakeholder Summary Report screen displays.

WELCOME  
Guest

Home  
Reports  
National Summary Report  
Stakeholder Summary Report  
Provincial Summary Report  
District Summary Report  
District Stock Report  
Stock Availability Report  
Non/Reported Districts  
Quarterly Reporting Rate  
Provincial Reporting Rate  
Projected Contraceptive Requirements  
Central/Provincial Warehouse  
Provincial Yearly Report  
Private Sector Yearly Report  
Public-Private Sector Report  
Maps

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## Stakeholder Summary Report Parts

Reporting Rate

**51.15%**

Field

Reporting Rate

**57.50%**

Store/Facility

Availability Rate

**50.00%**

Field

Availability Rate

**55.19%**

Store/Facility

Month: Oct    Year: 2014    Product: Condom    **GO**



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## Stakeholder Summary Report - Screen

WELCOME  
DPWO Multan

- Home
- Requests
- Data Entry
- Monthly Reports
- Reports
  - National Summary Report
  - Stakeholder Summary Report
  - Provincial Summary Report
  - District Summary Report
  - District Stock Yearly Report
  - Stock Availability Report
  - Non/Reported Districts
  - Quarterly Reporting Rate
  - Provincial Reporting Rate
  - Projected Contraceptive Requirements
  - Central/Provincial Warehouse
  - Provincial Yearly Report
  - Private Sector Yearly Report
  - Public-Private Sector Report
  - Shipment Report

National Summary Report by Stakeholder for **October 2014**

Reporting Rate

**73.62%**

Field

Reporting Rate

**57.98%**

Store/Facility

Availability Rate

**65.18%**

Field

Availability Rate

**53.49%**

Store/Facility

**Filter by**

This report provides information about consumption, average monthly consumption, quantities on hand of all products managed in the database and month of stock by facility. Monthly Consumption is calculated as average of aggregated consumption of the report period and a sum of consumption from prior two months. Closing Balance is reported facilities, which central, provincial and district stores of all stakeholders.

Month: Oct    Year: 2014    Product: Condom    **GO**

[Previous](#)

Stakeholder	Consumption	AMC
CHD	8,895,899	8,895,899.2
UNW	1,244,790	4,211,649.3
DGH	165,855	580,589.6
SDH	12,265	16,149.9
WLS	0	16,149.7
SS	0	5,267,331.6
EDM	0	2,887.8
SCW	0	0
WMS	0	0
WMS	0	0
WMS	0	0



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## Reports - Menu

- Under **Reports**, click **Provincial Summary Report**.
- The **Provincial Summary Report** screen displays.



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## Provincial Summary Report Parts

Reporting Rate		Availability Rate	
51.15%	57.50%	50.00%	55.19%
Field	Store/Facility	Field	Store/Facility

MOS: Stock Out ■ Under Stock ■ Satisfactory ■ Over Stock ■

Month	Year	Sector	Stakeholder	Product	
Aug	2014	Public	PWD	Condom	GO



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## Provincial Summary Report - Screen

WELCOME: DPWO Multan

Province/Region Report for August 2014

Reporting Rate: 98.48% Field, 78.79% Store/Facility. Availability Rate: 98.48% Field, 78.18% Store/Facility.

Filter by: MOS: Stock Out (red), Under Stock (blue), Satisfactory (green), Over Stock (light blue). Month: Aug, Year: 2014, Sector: Public, Stakeholder: PWD, Product: Condom. GO

Use Filter options to filter data in the table below

Table displays Provincial Summary

Province/Region	Consumption	APC	On Hand	MOS
Punjab	3,385,738	3,415,363.7	13,877,067	4.1
Sindh	1,476,853	1,488,786.3	8,323,332	5.6
Khyber Pakhtunkhwa	858,314	1,025,994.8	5,474,247	5.3
Balochistan	166,962	173,466.7	1,799,766	10.4
AJK	32,753	25,275.3	698,247	27.6
FATA	36,106	34,225.7	343,786	10.0
Gilgit Baltistan	10,038	9,845.8	648,478	65.9
Islamabad	86,957	85,125.7	482,512	5.7



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## District Summary Report Parts

Reporting Rate: 51.15% Field, 57.50% Store/Facility. Availability Rate: 50.00% Field, 55.19% Store/Facility.

MOS: Stock Out (red), Under Stock (blue), Satisfactory (green), Over Stock (light blue).

Filter by: Month: May, Year: 2014, Sector: Public, Stakeholder: PWD, Province/Region: Punjab, Product: Condom. GO



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## District Summary Report - Screen

District Report for **September 2014**

Reporting Rate: **97.22%** Field | **97.22%** Store/Facility | Availability Rate: **94.44%** Field | **80.56%** Store/Facility

Reporting and Availability Rates are displayed here

Filter by: MOS: Stock Out Under Stock Satisfactory Over Stock

Month: Sep Year: 2014 Sector: Public Stakeholder: DOH Province/Region: Punjab Product: Condom GO

Use Filter options to filter data in the table below

Previous Next

District Report for Sector = 'Public' Stakeholder(s) = 'DOH' Province/Region = 'Punjab' And Product = 'Condom' (September 2014)

Districts	Consumption	AMC	On Hand	MOS
Attock	8,390	9,821.0	27,027	3.0
Bahawalnagar	5,206	4,852.3	90,207	19.4
Bahawalpur	6,185	8,706.0	244,710	28.1
Bhakkar	800	9,000.0	9,000	1.0
Chakwal	7,968	9,414.3	252,516	26.8
Chisht	1,416	1,188.7	40,274	33.9
Dera Ghazi Khan	11,990	4,795.3	102,112	21.3
Faisalabad	3,000	2,791.7	112,401	40.4
Gujranwala	13,794	11,941.3	220,989	18.5
Gujrat	7,042	7,164.3	104,661	29

Table displays District Summary



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## District Stock yearly Report - Screen

District Stock Yearly Report

Filter by: Ending Month: Aug Year: 2014 Province: Punjab Stakeholder: DOH Product: Condom Indicator: Consumpt GO

Select Province, Stakeholder, Product & Type

Click GO.

Select Month & Year

Report for each district is displayed in the report table

Stock Consumption Yearly Report for Province/Region = 'Punjab' And Product = 'Condom'

District	Indicator	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14
Attock	DOH	6,377	7,455	8,470	9,900	9,680	9,844	9,999	10,838	6,470	8,621	9,852	9,021
Bahawalnagar	DOH	4,621	4,457	4,320	4,429	5,798	4,932	4,961	5,604	4,637	3,830	3,601	5,150
Bahawalpur	DOH	0	2,763	906	7,021	12,873	13,811	12,805	10,290	26,476	24,639	14,719	5,214
Bhakkar	DOH	0	5,000	15,500	4,500	29,600	12,400	65,000	29,500	55,000	60,000	20,000	6,200
Chakwal	DOH	0	0	0	6,541	7,452	7,940	7,671	9,616	6,184	5,389	6,082	14,193
Chisht	DOH	0	1,157	1,240	821	1,478	1,142	1,209	0	1,111	971	1,132	1,018
Dera Ghazi Khan	DOH	0	0	3,600	838	3,618	3,618	3,233	2,340	510	3,600	1,138	1,268
Faisalabad	DOH	0	0	0	0	0	0	0	0	0	4,354	2,345	3,000
Gujranwala	DOH	0	0	9,773	5,381	8,938	10,619	7,962	9,957	12,684	10,796	10,856	11,174
Gujrat	DOH	7,166	7,455	7,426	7,308	9,724	9,203	8,380	6,956	8,108	7,725	7,608	6,942
Hafizabad	DOH	0	0	0	5,183	4,599	2,453	3,191	3,090	5,528	5,812	4,284	5,813
Jhang	DOH	19,640	18,213	3,302	17,562	18,413	10,577	46,896	35,418	17,852	21,456	8,721	21,300





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## Stock Availability Report - Screen

Item Availability Report for November 2014

**Filter by**

Month: Nov Year: 2014 Stakeholder: DOH Province/Region: Punjab Product: Condom **GO**

Select province.

Use Filter options to filter data in the table below

**Central Warehouse Report for Stakeholder = 'DOH' Province/Region = 'Punjab' And Product = 'Condom' (November 2014)**

Central Warehouse Stakeholder AMC Total

Show filtered results of central warehouses.

**Generate PDF/Excel**

**DOH Province/Region = 'Punjab' And Product = 'Condom' (November 2014)**

Districts Stakeholder AMC Store MOS Field MOS Total MOS

Attock	Punjab	DOH	8,237	2,800	0.34	7,905	0.96	10,705	1.30
Bahawalnagar	Punjab	DOH	4,364	45,100	10.34	37,222	8.53	82,322	18.87
Bahawalpur	Punjab	DOH	10,893	74,524	6.84	143,692	13.19	218,216	20.03
Bhakkar	Punjab	DOH	2,967	0	0.00	0	0.00	0	0.00
Chakwal	Punjab	DOH	10,104	30,074	2.98	0	0.00	30,074	2.98
Chiniot	Punjab	DOH	1,131	0	0.00	0	0.00	0	0.00
Dera Ghazi Khan	Punjab	DOH	36,324	243,030	6.69	2,621	0.07	245,651	6.76
Faisalabad	Punjab	DOH	2,849	UNK	UNK	UNK	UNK	UNK	UNK
Gujranwala	Punjab	DOH	12,107	0	0.00	198,463	16.39	198,463	16.39
Rashtree	Punjab	DOH	6,706	UNK	UNK	UNK	UNK	UNK	UNK

Show filtered results of Districts.



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## Non/Reported Districts - Screen

All Reported Stores/Facilities Report for July 2014

**Filter by**

Month: Jul Year: 2014 Stakeholder: PWD Province/Region: Punjab Type: All Report Type: Reported - All **GO**

Use Filter options to filter data in the table below

Total Stores/Facilities: 68 Reported Stores/Facilities: 68

**All Reported Stores/Facilities Report for Stakeholder = 'PWD' And Province/Region = 'Punjab' (July 2014)**

S. No.	Province/Region	District	Stakeholder	WH Type	WH Name	Last Updated	IP Address	Status
2	Punjab	Attock	PWD	District PWD	Attock	02/08/2014 01:31:28 PM	28.41.114.289	On-line
4	Punjab	Bahawalnagar	PWD	District PWD	Bahawalnagar	04/08/2014 12:27:12 PM	152.180.142.180	On-line
6	Punjab	Bahawalpur	PWD	District PWD	Bahawalpur	05/08/2014 12:59:10 PM	119.154.111.139	On-line
8	Punjab	Bhakkar	PWD	District PWD	Bhakkar	02/08/2014 10:34:07 AM	28.52.97.25	On-line
10	Punjab	Chakwal	PWD	District PWD	Chakwal	01/08/2014 06:29:11 PM	28.52.59.202	On-line
12	Punjab	Dera Ghazi Khan	PWD	District PWD	Dera Ghazi Khan	06/08/2014 09:34:23 AM	119.154.80.230	On-line
14	Punjab	Faisalabad	PWD	District PWD	Faisalabad	02/08/2014 01:09:54 PM	175.187.53.58	On-line
16	Punjab	Gujranwala	PWD	District PWD	Gujranwala	04/08/2014 10:59:25 AM	152.187.86.81	On-line
18	Punjab	Rashtree	PWD	District PWD	Rashtree	06/08/2014 10:17:06 AM	119.154.187.230	On-line
19	Punjab	Rashtree	PWD	District PWD	Rashtree	07/08/2014 12:22:25 PM	152.187.22.213	On-line
22	Punjab	Jhang	PWD	District PWD	Jhang	07/08/2014 01:42:43 PM	152.186.179.154	On-line
24	Punjab	Jhelum	PWD	District PWD	Jhelum	07/08/2014 10:19:03 AM	28.32.233.136	On-line
26	Punjab	Kasur	PWD	District PWD	Kasur	06/08/2014 11:27:09 AM	182.178.237.82	On-line

Table displays non-reported stores data

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## Quarterly Reporting Rate - Screen

Reporting Rate for **Quarter-3 of 2014**

**Filter by**

Quarter: **Third Quarter** Year: **2014** **GO**

Table displays the quarterly reporting rate for each province

Select Quarter & Year

Province	July			August			September		
	PWD	LHW	DOH	PWD	LHW	DOH	PWD	LHW	DOH
Punjab	3.96	100.00	97.22	3.96	100.00	97.22	3.96	100.00	97.22
Sindh	100.00	82.61	92.86	100.00	82.61	92.86	100.00	84.78	92.86
Khyber Pakhtunkhwa	100.00	97.92	92.00	100.00	97.92	90.00	100.00	97.92	90.00
Balochistan	98.15	93.33	73.33	96.30	93.33	73.33	96.30	93.33	73.33
AJK	100.00	90.00	40.00	100.00	90.00	40.00	100.00	90.00	40.00
FATA	100.00	71.43	75.00	100.00	71.43	75.00	100.00	0.00	42.86
Gilgit Baltistan	100.00	100.00	71.43	100.00	100.00	57.14	100.00	100.00	57.14
Islamabad	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00



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## Provincial Reporting Rate - Screen

Provincial Reporting Rate for **December 2014**

Filter by

Month: Dec Year: 2014 **GO**

Table displays the provincial reporting rate for each stakeholder

Select Month & Year

Province	PWD			LHW			DOH		
	District RR%	Field RR%	Total RR%	District RR%	Field RR%	Total RR%	District RR%	Field RR%	Total RR%
Punjab	100.00	100.00	100.00	27.78	13.89	20.83	19.44	13.89	16.67
Sindh	8.00	4.00	6.00	21.74	13.04	17.39	36.71	25.00	30.36
Khyber Pakhtunkhwa	100.00	100.00	100.00	50.00	45.83	47.92	52.00	52.00	52.00
Balochistan	96.30	96.30	96.30	3.33	3.33	3.33	3.33	3.33	3.33
AJK	57.14	71.43	64.29	30.00	30.00	30.00	10.00	10.00	10.00
FATA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gilgit Baltistan	0.00	0.00	0.00	0.00	0.00	0.00	28.57	0.00	14.29
Islamabad	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00

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## Projected Contraceptive Requirements - Screen

Projected Contraceptive Requirement

Filter by

Ending Month: Sep Year: 2014 Demand For(Months): 2

Sector: Public Sector Stakeholder: DOH Province/Region: Punjab Product: Condom **Go**

Select Type, Stakeholder & Province

Select Month & Year

Note: If D > E then F = 0 else

District	Product	Stakeholder	AMC (A)	Stock at the end of Sep 2014			Desired stock level for 2 months (E)	Replenishment Requested (F = E - D)	
				District (B)	Field (C)	Total (D)		Qty(Pcs)	Qty(Cartons)
Attock	Condom	DOH	9,821	11,500	15,527	27,027	18,042	0	0
Bahawalnagar	Condom	DOH	4,652	50,450	79,757	90,207	9,304	0	0
Bahawalpur	Condom	DOH	8,706	141,424	103,286	244,710	17,412	0	0
Bhakkar	Condom	DOH	9,000	9,000	0	9,000	10,000	9,000	3
Chakwal	Condom	DOH	9,414	30,474	222,042	252,516	18,828	0	0
Chiniot	Condom	DOH	1,189	0	40,274	40,274	2,378	0	0
Dera Ghazi Khan	Condom	DOH	4,795	89,828	13,084	102,912	9,590	0	0
Faisalabad	Condom	DOH	2,782	65,600	48,801	112,401	5,564	0	0
Gujranwala	Condom	DOH	11,941	0	220,989	220,989	23,882	0	0
Gujrat	Condom	DOH	7,164	0	104,661	104,661	14,328	0	0

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## Central/Provincial Warehouse Report - Screen

Central/Provincial Warehouse Report for 2014

Select Stakeholder, Indicator & Warehouse

Click GO

Select Year

Filter by

Year: 2014 Stakeholder: PPW/CWH Indicator: Issued Warehouse: All

GO

Provincial Warehouse Report for Stakeholder(s) = 'PPW/CWH' And Indicator = 'Issued' (2014)

Product	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Condom	14,524,224	29,956,400	9,593,800	16,604,700	26,564,700	1,553,900	3,755,800	14,022,200	6,189,500	3,996,300	25,440,700	46,572,900
POP	27,395	86,405	21,605	41,045	30,240	16,560	7,200	43,920	41,040	21,800	36,800	74,160
COC	1,013,040	2,189,522	1,054,800	984,960	2,256,591	198,720	257,040	883,440	457,200	149,760	1,396,800	3,555,360
ECP	0	0	0	0	0	0	0	0	0	0	0	0
Copper-T-380A	56,700	267,301	56,100	127,200	158,149	11,400	45,900	148,200	110,700	29,400	96,300	268,200
Multiload	1,005	0	0	0	100	0	0	0	0	0	0	0
2 Month Inj	0	0	0	0	0	0	0	0	0	0	0	0
3 Month Inj	457,600	896,400	324,800	287,200	1,176,300	54,000	47,800	436,800	286,800	337,800	525,000	1,664,400
Implanon	7,563	14,722	3,211	1,920	6,912	1,408	448	1,024	3,904	0	0	0
Jadelle	0	0	0	217	2,475	0	4,100	0	3,300	16,405	1,000	3,600

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## Provincial Yearly Report - Screen

Provincial Yearly Report for 2014

Select Stakeholder, Province & Indicator

Click GO

Select Year

Filter by

Year: 2014 Sector: Public Stakeholder: DOH Province/Region: Punjab Indicator: CYP

GO

Provincial Yearly Report for Stakeholder(s) = 'DOH' Province = 'Punjab' And Indicator = 'CYP' (2014)

Product	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Condom	2,485	2,540	3,055	2,860	3,105	3,365	2,768	2,719	1,899	2,489	954	0
POP	52	100	89	95	191	63	28	37	54	52	15	0
COC	3,071	2,778	3,511	3,366	3,048	3,800	3,221	2,384	2,079	2,178	1,571	0
ECP	0	0	0	0	0	0	0	0	0	0	0	0
Copper-T-380A	53,015	53,355	67,983	61,760	77,423	70,467	65,858	68,522	63,795	65,656	33,474	0
Multiload	154	1,320	0	0	14	0	0	0	0	0	0	0
2 Month Inj	204	218	48	261	172	55	477	230	208	133	0	0
3 Month Inj	5,135	5,482	6,468	5,676	6,366	6,036	5,215	5,475	5,141	4,645	3,056	0
Implanon	83	183	10	5	8	0	3	0	0	0	0	0
Jadelle	0	0	0	0	0	0	0	0	0	0	0	0



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## Private Sector Yearly Report - Screen

Private Sector Yearly Report for 2014

**Filter by**

Year: 2014    Stakeholder: All    Indicator: Consumption    **GO**

**Select Stakeholder & Indicator**

**Select Year**

**Click GO**

Private Sector Yearly Report for Stakeholder(s) = 'All' And Indicator = 'Consumption' (2014)

Product	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Condom	14,908,530	16,419,800	23,752,297	16,051,724	7,521,293	8,771,600	4,201,131	6,354,484	14,678,833	7,402,566	215,579	0
POP	0	0	0	11,746	0	0	0	0	0	0	0	0
COC	171,353	145,845	152,938	149,088	147,669	100,261	75,138	105,367	157,941	63,577	21,431	0
ECP	339,806	306,506	321,800	316,067	215,486	120,237	95,033	130,604	136,307	201,437	1,061	0
Copper-T-380A	18,615	21,604	21,282	22,241	22,309	29,533	21,633	24,120	28,144	24,326	29,458	0
Multiload	66,828	68,043	46,539	62,052	43,890	22,477	14,001	13,478	22,920	25,649	10,694	0
Safe Load	5,040	3,694	3,336	3,480	1,518	667	222	205	2,967	990	0	0
1-Month Inj	24,574	22,618	17,960	20,528	18,145	6,756	4,777	11,165	21,827	7,747	0	0
2-Month Inj	58,236	51,418	49,270	50,559	46,780	22,674	15,436	31,829	41,736	50,030	1,052	0
3-Month Inj	85,308	68,326	66,943	63,628	55,021	46,748	31,944	41,000	66,423	32,546	12,329	0
Implanon	942	1,233	740	2,722	649	736	421	789	1,641	502	482	0
Jedarte	0	0	59	76	75	77	63	146	1,363	99	65	0

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## Public-Private Sector Report - Screen

Public Private Sector Report for July 2014

**Filter by**

Month: July    Year: 2014    Level: Provincial    Province: Punjab    **GO**

**Select Level of Report**

**Select Month & Year**

**Click GO**

Provincial Level Public-Private Sector Report for Province = 'Punjab' (July 2014)

Product	Public				Private			
	Consumption	AMC	On Hand	MOS	Consumption	AMC	On Hand	MOS
Condom	7,657,535	7,571,242.3	57,461,834	7.5	UNK	UNK	UNK	UNK
POP	8,616	10,497.3	57,964	5.5	UNK	UNK	UNK	UNK
COC	549,406	527,059.0	6,049,851	11.5	UNK	UNK	UNK	UNK
ECP	11	19.3	226	11.7	UNK	UNK	UNK	UNK
Copper-T-380A	48,102	52,736.7	283,008	5.4	UNK	UNK	UNK	UNK
Multiload	724	935.7	17,062	10.2	UNK	UNK	UNK	UNK
Safe Load	UNK	UNK	UNK	UNK	UNK	UNK	UNK	UNK
1-Month Inj	UNK	UNK	UNK	UNK	UNK	UNK	UNK	UNK
2-Month Inj	2,890	1,450.3	12,112	8.4	UNK	UNK	UNK	UNK
3-Month Inj	207,547	200,061.7	2,158,208	10.8	UNK	UNK	UNK	UNK
Implanon	203	278.3	3,975	14.3	UNK	UNK	UNK	UNK

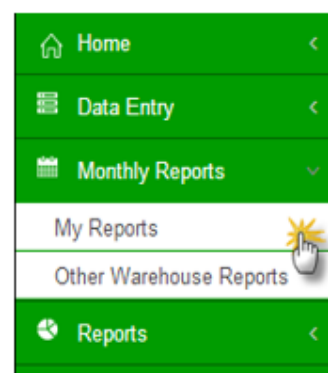


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## Monthly Reports

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



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## My Reports

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

View Monthly Store/Facility Report

Filter by

Month

JULY

Year

2014

Store/Facility

Select

Select

Multan

FHC Civil Hospital Multan

FHC MTC Nishtar Hospital Multan

FHC THQ Hospital Jalalpur Pirwala

FHC THQ Hospital Shujabad

FWC Basti Nau

FWC Peer Colony

FWC (Desk)- CMH Hospital

FWC (Desk)- Garrison

FWC Al Quresh

FWC Allah Abad

FWC Ansar Colony

FWC Bagrain

FWC Bahadarpur

FWC Basti Malook

FWC Basti Mitthu

FWC Basti Nandia

FWC Booty Wala

FWC Budhia Sant

Go

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## My Reports

User can now view the report for the selected month.

View Monthly Store/Facility Report

**Filter by**

Month: JULY Year: 2014 Store/Facility: Multan **Go**

**Monthly Store/Facility Report for Multan (July 2014)**

Product	Opening Balance	Received	Issued	Adjustments		Closing Balance	Last Modified
				(+)	(-)		
Condom	131,362	0	100,700	0	0	30,662	06/08/2014 02:29 PM
POP	392	0	0	0	0	392	06/08/2014 02:29 PM
COC	13,107	0	5,756	0	0	7,351	06/08/2014 02:29 PM
ECP	168	0	0	0	0	168	06/08/2014 02:29 PM
Copper-T-380A	4,868	0	1,091	0	0	3,777	06/08/2014 02:29 PM
Multiload	6,697	0	0	0	0	6,697	06/08/2014 02:29 PM
2-Month Inj	605	0	0	0	0	605	06/08/2014 02:29 PM
3-Month Inj	2,371	0	1,622	0	0	1,349	06/08/2014 02:29 PM
Implanon	0	0	0	0	0	0	06/08/2014 02:29 PM
Jadelle	0	0	0	0	0	0	06/08/2014 02:29 PM



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## Other Warehouse Reports

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

View Monthly Store/Facility Report

**Filter by**

Month: JUN Year: 2014 Stakeholder: PWD Province/Region: Punjab Store/Facility: Vehari Field Office **Go**

**Monthly Store/Facility Report for Stakeholder = 'PWD' Province = 'Punjab' and Store/Facility = 'Vehari Field Office' (June 2014)**

Product	Store/Facility	Opening Balance	Received	Issued	Adjustments		Closing Balance	Last Modified
					(+)	(-)		
Condom	Vehari Field Office	136,560	62,900	71,418	0	0	128,042	02/07/2014 10:38 AM
POP	Vehari Field Office	1,050	0	245	0	0	805	02/07/2014 10:38 AM
COC	Vehari Field Office	6,909	1,376	3,651	0	0	4,634	02/07/2014 10:38 AM
ECP	Vehari Field Office	0	0	0	0	0	0	02/07/2014 10:38 AM
Copper-T-380A	Vehari Field Office	1,921	276	907	0	0	1,290	02/07/2014 10:38 AM
Multiload	Vehari Field Office	0	0	0	0	0	0	02/07/2014 10:38 AM
2-Month Inj	Vehari Field Office	0	0	0	0	0	0	02/07/2014 10:38 AM
3-Month Inj	Vehari Field Office	2,253	354	991	0	0	1,616	02/07/2014 10:38 AM
Implanon	Vehari Field Office	192	0	0	0	0	192	02/07/2014 10:38 AM
Jadelle	Vehari Field Office	0	0	0	0	0	0	02/07/2014 10:38 AM



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## Maps

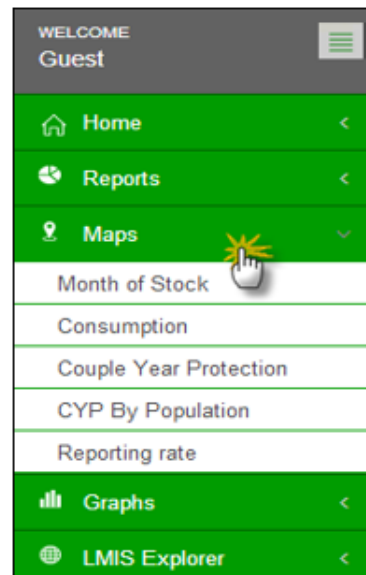


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### Maps - Menu

- Using the **Maps** menu, click **Month of Stock**.
- The Month of Stock Map screen displays.

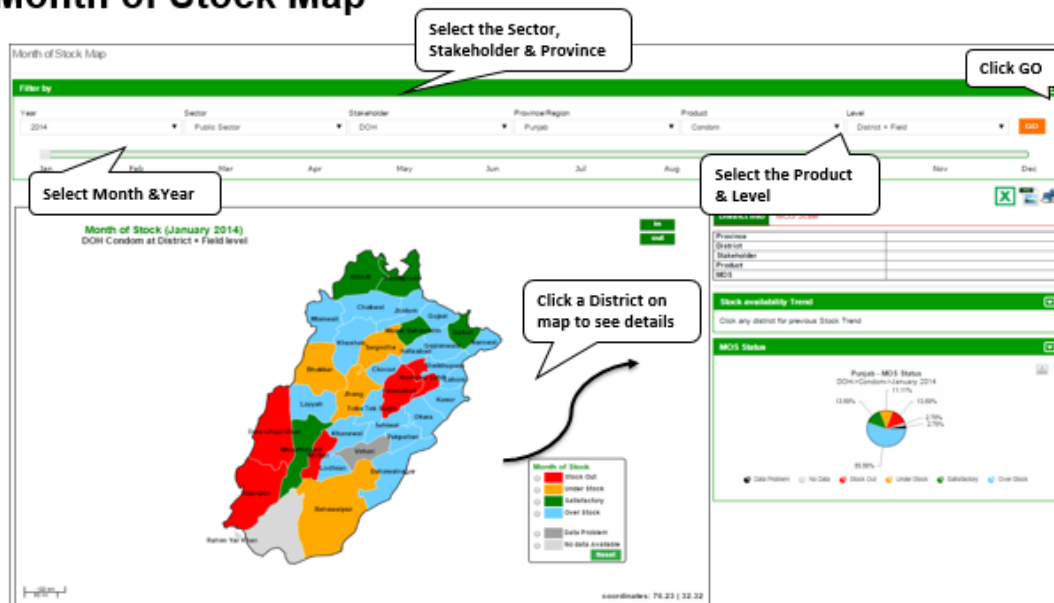




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## Month of Stock Map



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## Month of Stock Map



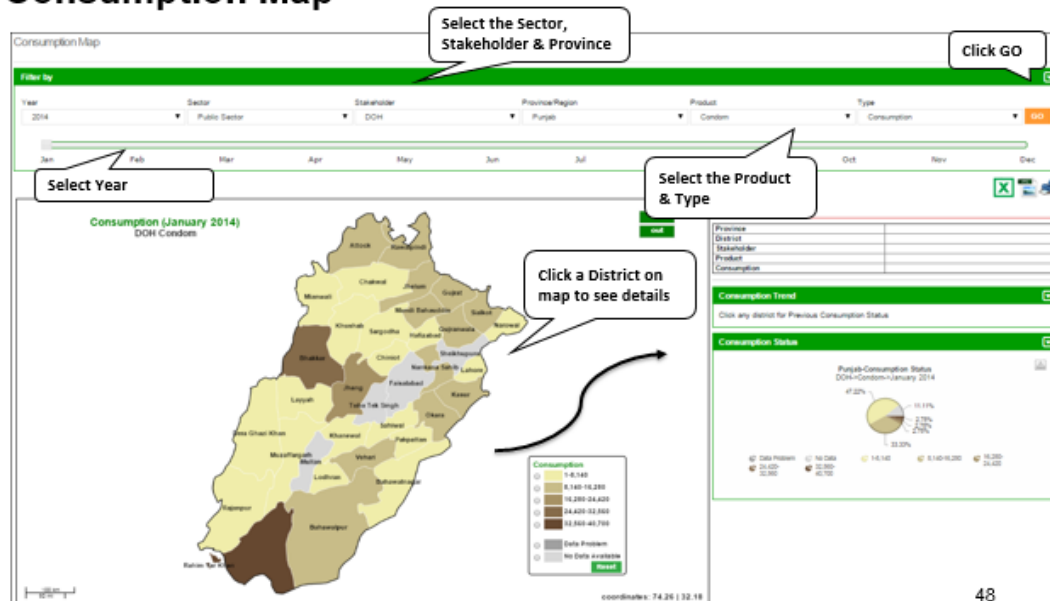
47



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## Consumption Map





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## Consumption Map



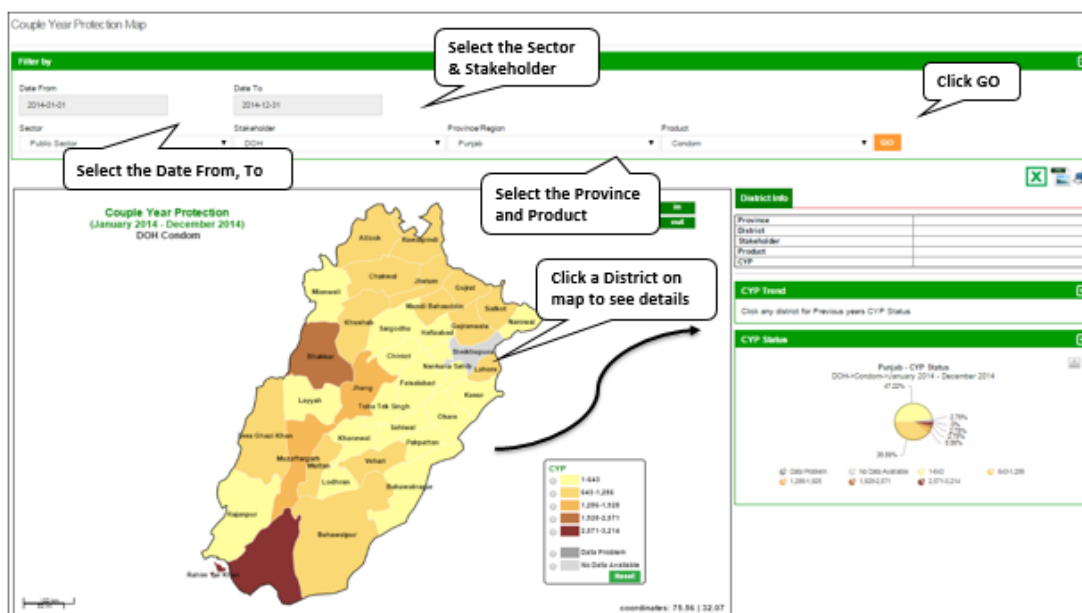
49



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## Couple Year Protection Map



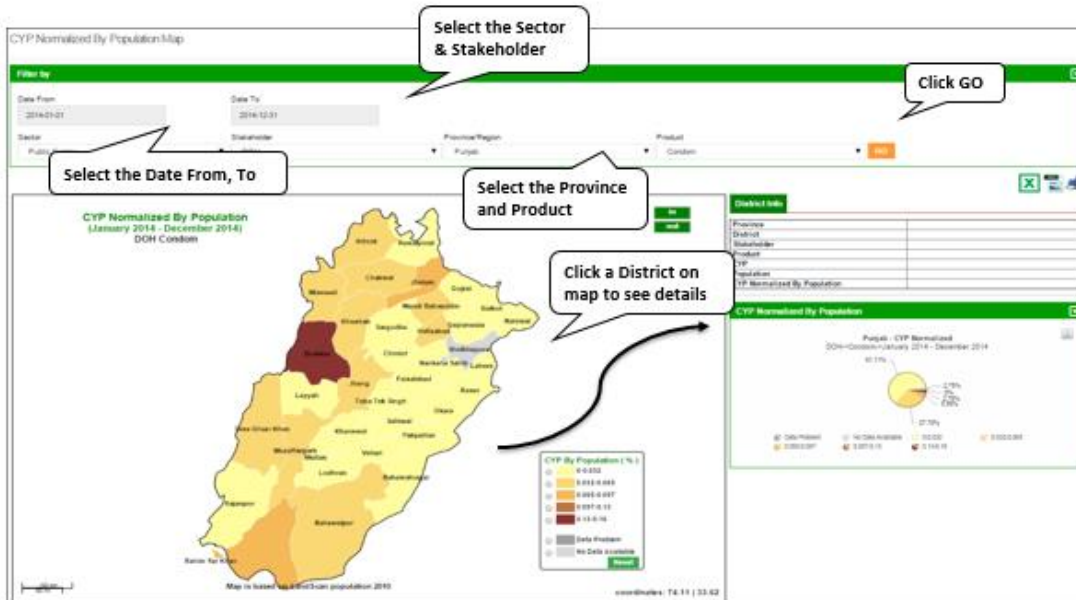


## Couple Year Protection Map



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## CYP by Population Map

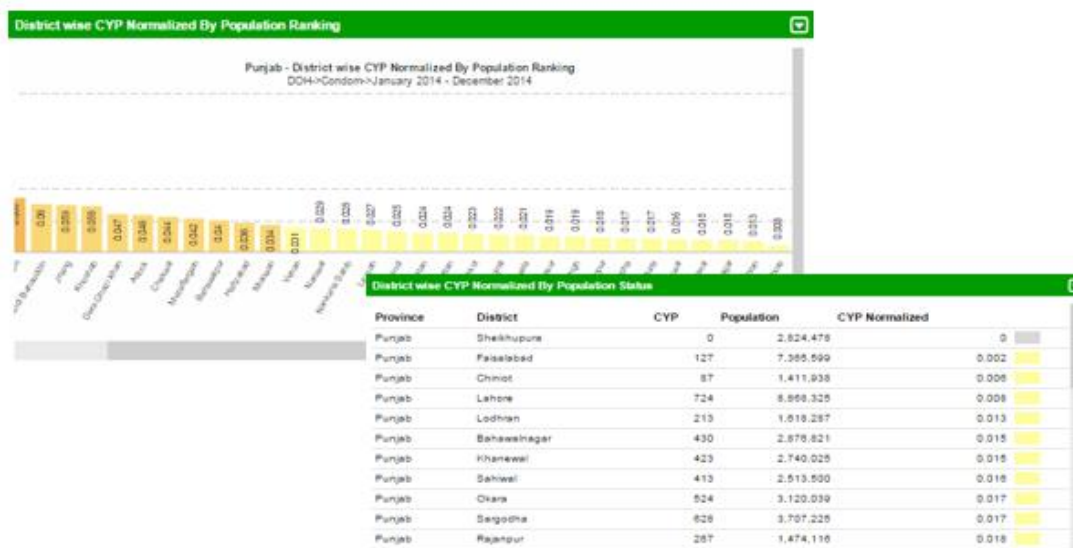




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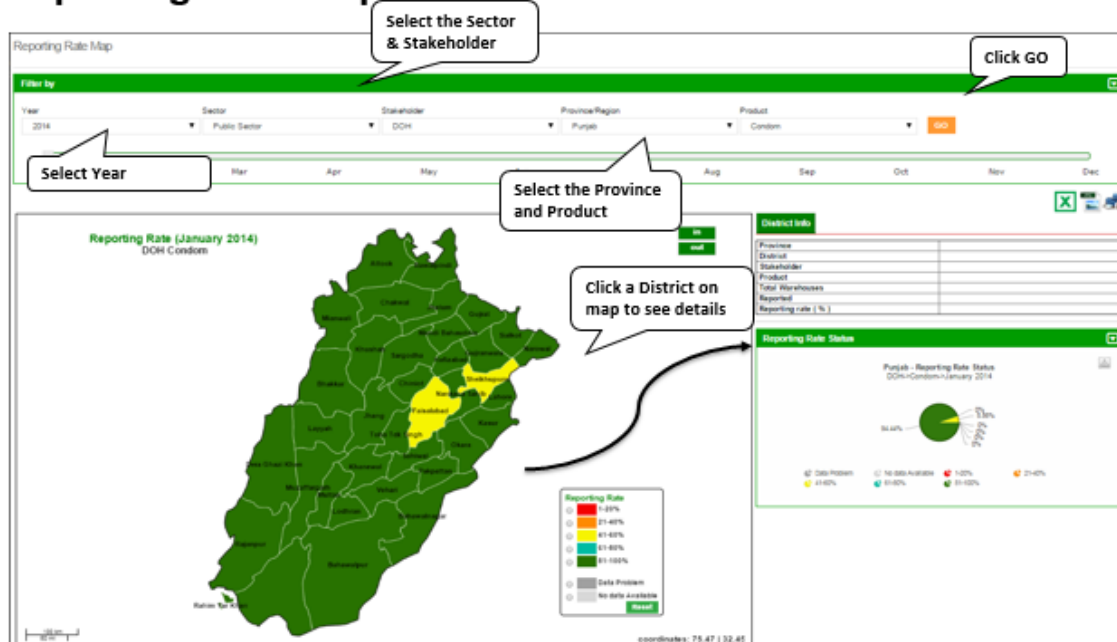
## CYP by Population Map



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## Reporting Rate Map





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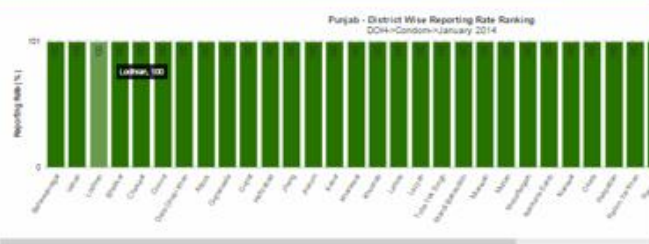
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## Reporting Rate Map

District Wise Reporting Rate Status

Province	District	StakeHolder	Total	Reported	Reporting Rate (%)
Punjab	Faisalabad	DOH	2	1	50
Punjab	Shekhupura	DOH	2	1	50
Punjab	Lodhran	DOH	2	2	100
Punjab	Shakkar	DOH	2	2	100
Punjab	Chakwal	DOH	2	2	100
Punjab	Chiniot	DOH	2	2	100
Punjab	Dera Ghazi Khan	DOH	2	2	100
Punjab	Attock	DOH	2	2	100
Punjab	Gujranwala	DOH	2	2	100
Punjab	Gujrat	DOH	2	2	100
Punjab	Hafizabad	DOH	2	2	100

District Wise Reporting Rate Ranking



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## Graphs

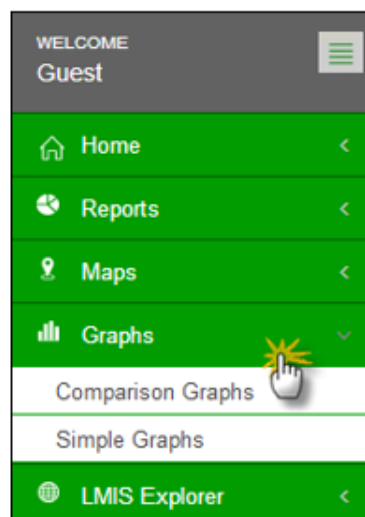


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## Graphs Menu

- Using the **Graphs** menu, click **Simple Graphs**.
- The **Simple Graphs** screen displays.



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## Simple Graph Indicator, Products

<b>Indicators:</b> Couple Year Protection <b>CYP</b> Couple Year Protection <b>Dispensed</b> Consumption Avg Monthly Consumption <b>MOS</b> Months Of Stock - Field Month of Stock - Whse Months of Stock - Total <b>OnHand</b> Stock On Hand - Field Stock On Hand - Whse Stock On Hand - Total	<b>Stakeholder :</b> All Stakeholders All Stakeholders <b>PWD</b> LHW DOH PPHI GS FPAP MSS MCHIP	<b>Products:</b> Condom POP COC ECP Copper-T-380A <b>Time Interval:</b> Second Quarter <b>Years</b> 2014 2013 2012 2011 2010 <b>Chart Type</b> Bar <b>Generate Report</b>
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## Generate report

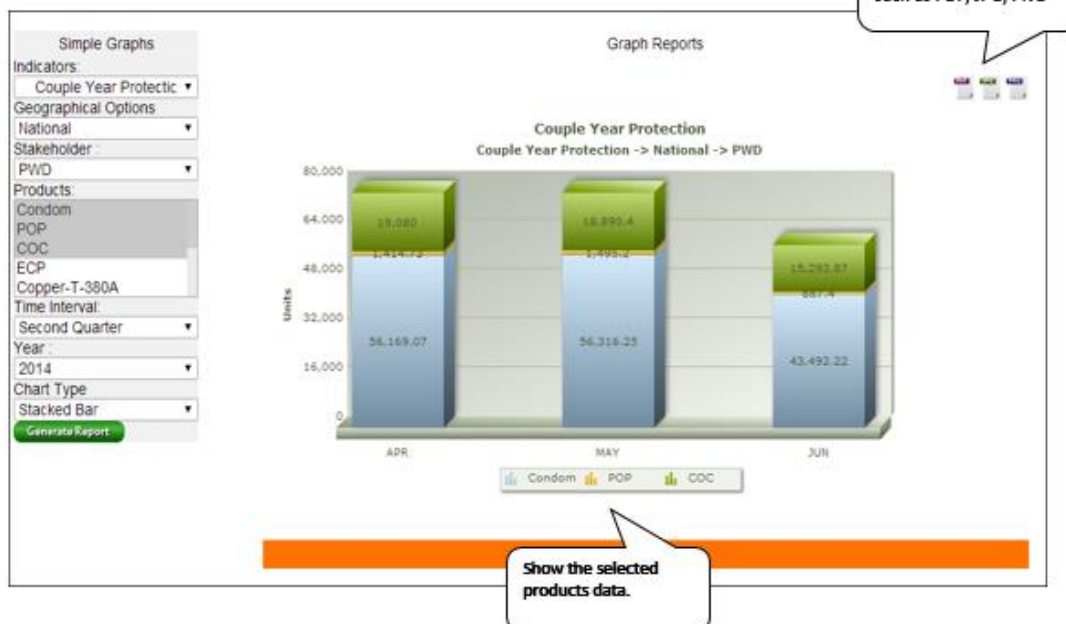
A screenshot of a web application dialog box titled "Generate Report". It has a light gray background and a torn-paper top edge. The dialog contains two main sections: "Years :" with a text input field containing "2013" and a vertical scrollbar; and "Chart Type" with a dropdown menu showing "Bar". At the bottom is a green button with white text that says "Generate Report". A red rectangular box highlights this button, and a mouse cursor icon is pointing at it.



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## Simple Graph

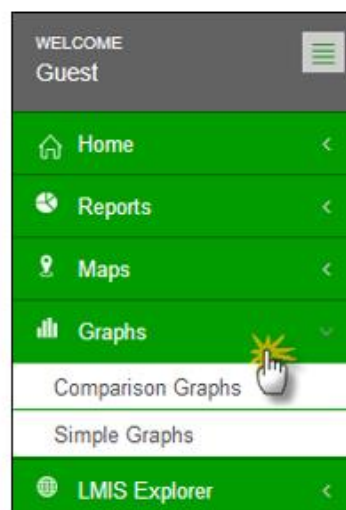


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## Comparison Graph

- Using the **Graphs** menu, click **Comparison Graphs**.
- The **Comparison Graph** screen displays.







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## Comparison Graph Indicator, Products

Comparison Graphs		
Indicators:		
Couple Year Protection		
CYP		
Couple Year Protection		
Dispensed		
Consumption		
Avg Monthly Consumption		
MOS		
Months Of Stock - Field		
Month of Stock - Whse		
Months of Stock - Total		
OnHand		
Stock On Hand - Field		
Stock On Hand - Whse		
Stock On Hand - Total		
Compare Options		
Year - National		
Years		
Year - National		
Year - Provincial		
Year - District		
Stakeholder		
Stakeholder - National		
Stakeholder - Provincial		
Stakeholder - District		
Geographical		
Geographical - Provincial		
Geographical - District		
Stakeholder :		
All Stakeholders		
All Stakeholders		
PWD		
LHW		
DOH		
PPHI		
GS		
FPAP		
MSS		
MCHIP		
Products:		
Condom		
POP		
COC		
ECP		
Copper-T-380A		
Time Interval:		
Second Quarter		
Years		
2014		
2013		
2012		
2011		
2010		
Chart Type		
Bar		
Generate Report		

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## Generate report

Years :

2013

Chart Type

Bar

Generate Report

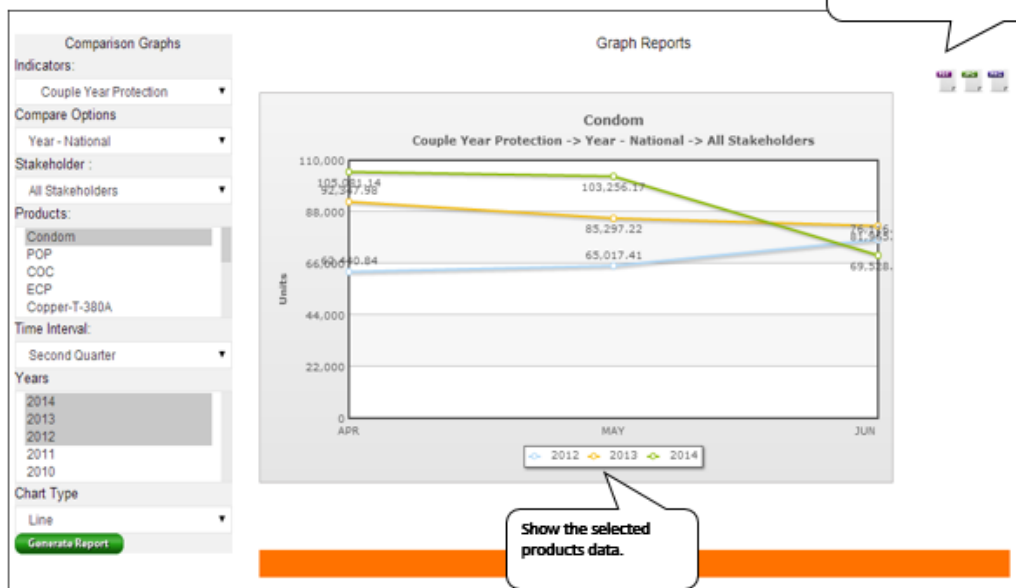


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## Comparison Graph – Line Chart

Click here to view graph in different formats such as PDF, JPG, PNG



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## Comparison Graph – Bar Chart

Click here to view graph in different formats such as PDF, JPG, PNG





SESSION 7: TROUBLESHOOTING AND ACCESSING HELPDESK

HANDOUTS

*Handout 7.1 – Troubleshooting and how to access helpdesk*

## Troubleshooting and how to access helpdesk

## Issue one: Homepage does not appear

The reasons for this issue are multiple and some of the common ones are;

1. Inserting wrong web-address
2. No connectivity to the internet

Copy and paste the address <http://www.lmis.gov.pk/> in the web-browser. The users should write this address somewhere to enable to check and verify if they are entering the correct address. They can also save the web-page in their browser's favorite list for ease of access.

After checking and verifying the address; if the homepage still does not open, users should check the internet connection (open some other website). Internet connection should be restored before the homepage could open.

Users can access the helpdesk by emailing at the system administrator <mailto:support@lmis.gov.pk> in case the above steps don't work.

## Issue two: Unable to login

This is also a very common problem and usually occurs due to inserting wrong user name or password. Users should check if they have caps lock on in the computer before inserting the password. If user is still unable to login after verifying the user name and password, he/she should contact system administrator as mentioned above.

PRESENTATION



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## **Session - 7**

# **Troubleshooting and Accessing Helpdesk**

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### **Session Objectives**

The participants should be able to:

- Troubleshoot basic issues encountered while accessing and using cLMIS
- Able to access helpdesk in case of any unresolved issues



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### Issue 1: Homepage does not appear

- The homepage address: <http://www.lmis.gov.pk/>
- Steps to resolve
  - Copy and paste the above address to the internet search engine
  - If step one does not work, check your internet connection
  - If step one and two do not work, please email the issue at <mailto:support@lmis.gov.pk> to request assistance.



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### Issue 2: Unable to login

- The user is unable to login into the LMIS
- Steps to resolve
  - Check to see that you have correctly entered in your username and password
  - If you forgot your password or are unable to login, please contact the system administrator at: <mailto:support@lmis.gov.pk> or call at +92-51-2655425-26



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