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

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.

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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.

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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

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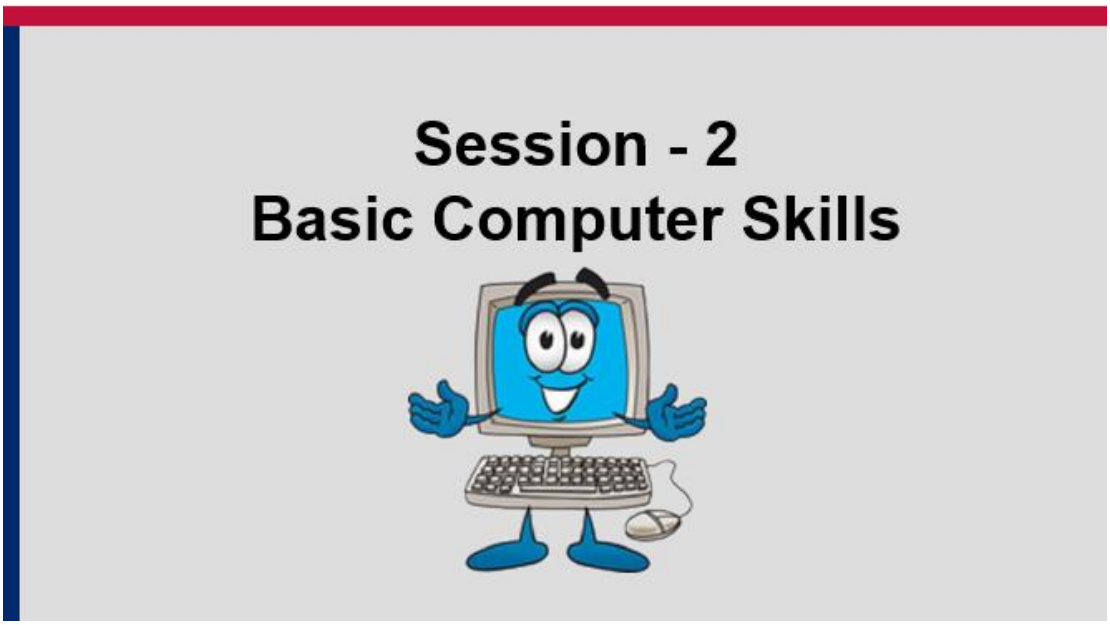

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Session Objectives

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!

ما وس کمپوٹر کے استعمال میں کافی مددگار ہوتا ہے

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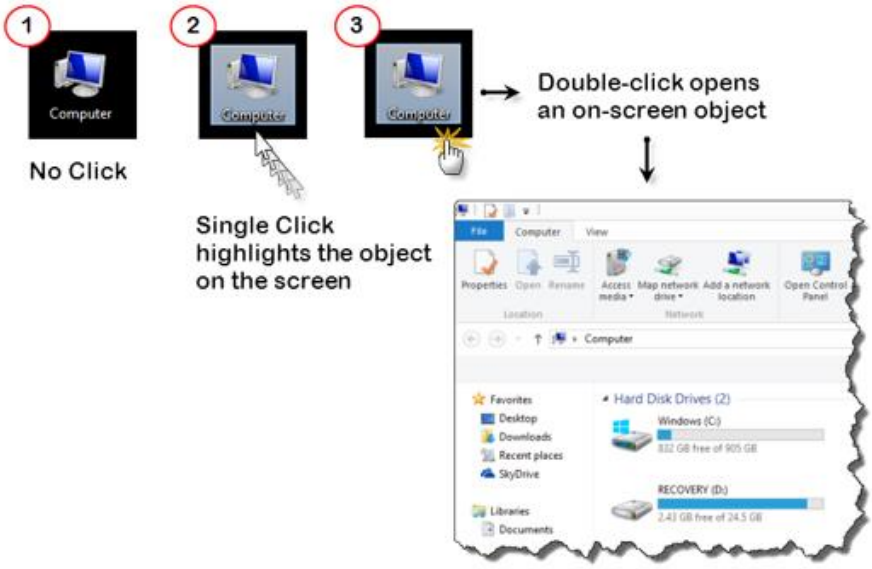
Clicking using the Mouse



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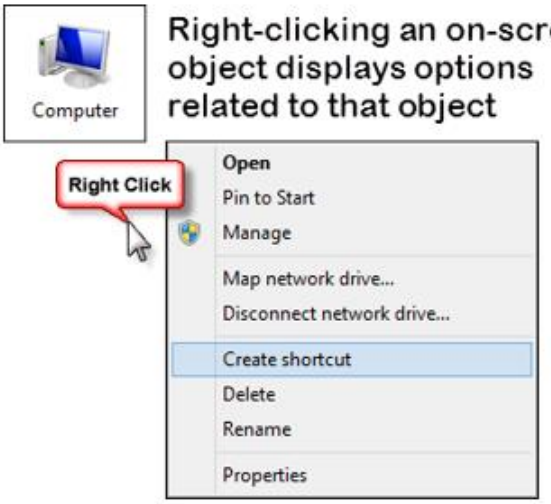
Right-Click



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Mouse-Over

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

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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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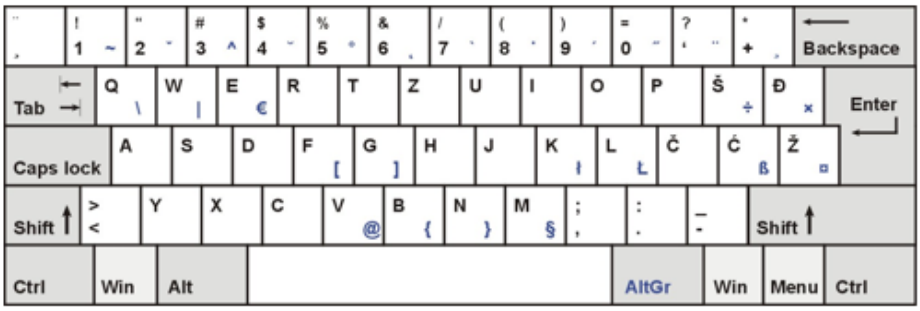
Using the Keyboard

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



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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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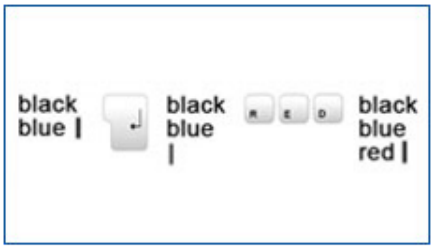
Return and Arrow Keys

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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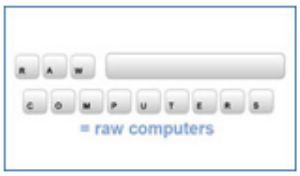
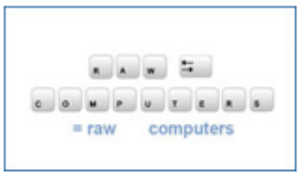
Spacebar and Tab Keys

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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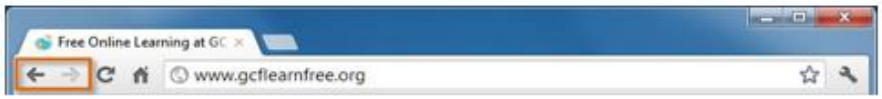
Navigation Buttons

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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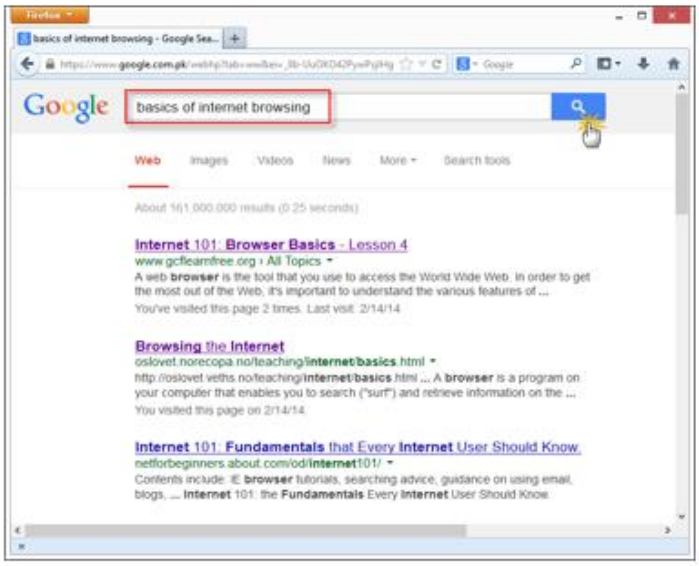
Basic Search in a Search Engine



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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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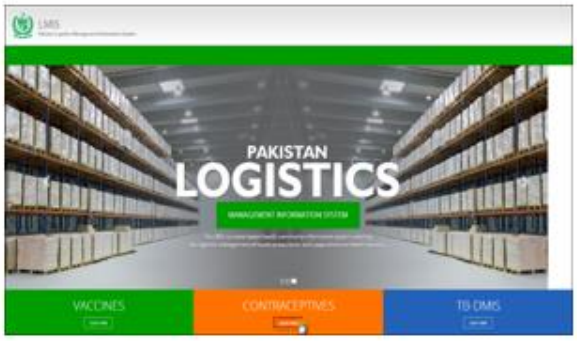
Logging into cLMIS

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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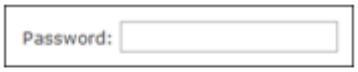
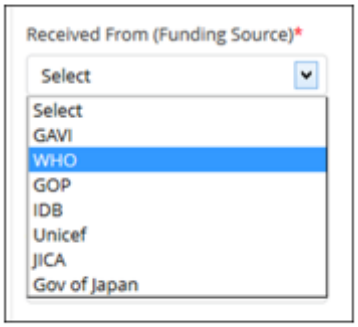
Forms and Input Definitions

Text box

Password Field



Drop-Down



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Forms and Input Definitions

Date Fields

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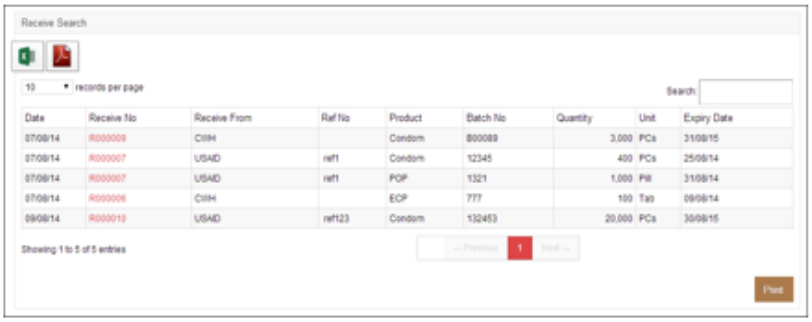
Forms and Input Definitions

Search box

Data List



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Forms and Input Definitions

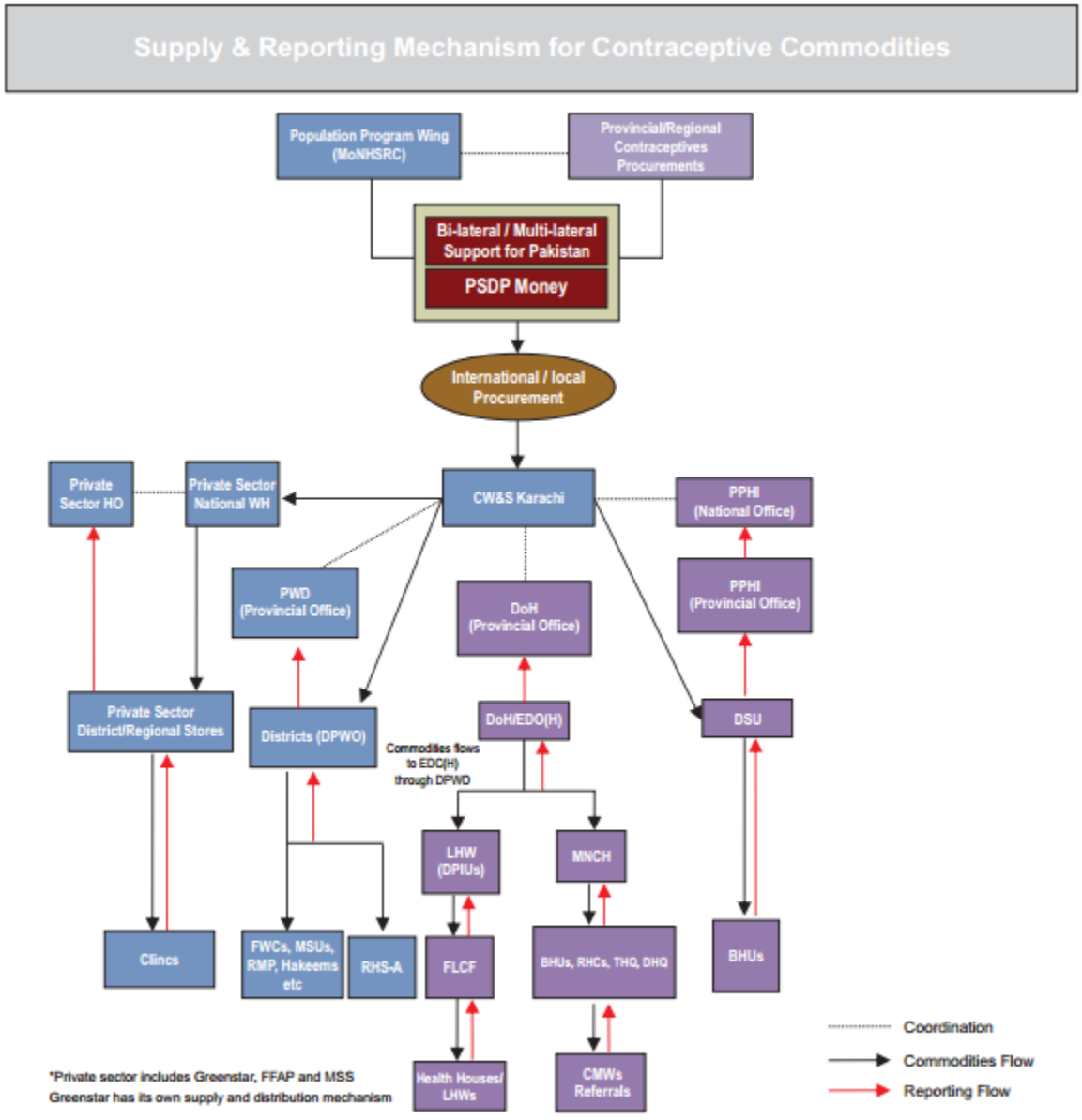
Legends

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	Ensure that— • the storekeeper(s) (SK) receive all commodities, based on the quantity in the invoice/IRV/CLR-7 • all commodities received are in good condition • the commodities received from the suppliers have adequate shelf life • The invoice/CLR-7/IRV is properly signed by the SK and countersigned by the designated authority.
2. Storing	Ensure that— • storage space is allocated according to efficient store layout principles • the storage racks/cabinets/shelves and equipment are placed according to the layout plan • all commodities are stored on/in the proper specified racks/cabinet/shelf • the SKs strictly follow the storage guidelines in running the warehouse • Commodities are arranged following the FEFO principle.
3. Issuing	Ensure that— • the SK uses the stock register properly • the SK determines issue quantity so the recipients can maintain inventory at the max-min months-of-stock level • the SK prepares the CLR-7/IRV • the SK issues commodities follow the FEFO principle • the SK follows the supply scheduling in supplying commodities • the SK correctly maintains the copies of CLR-7/IRV
4. Recording	Ensure that— • the SK maintains the stock register for recording transactions • the SK records commodities in bin cards and stock register • bin cards and stock register are up-to-date • from time to time, the bin cards and stock register are checked to make sure they are maintained correctly
5. Disposing of unusable	• Ensure that the SK prepares a list of unusable commodities at the warehouse and informs the supervisor in time. • As member-secretary of the condemnation committee, send the file to the authorities for their consent to convene a meeting of the condemnation committee. • Issue notice of meeting to the condemnation committee members at least one week before the meeting. • 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. • Condemn all the approved unusable commodities of the warehouse in the presence of the condemnation committee members. • 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.
6. Monitoring and supervision	As head of the warehouse, the Director CW&S/DPWO/ EDO(H)/DHO/District Coordinator, the LHW will— • Routinely monitor the activities of the warehouse staff to ensure that each individual staff completes his assignment, as per schedule. • Supervise the employees to ensure they have the correct knowledge and skills required to perform their assignments. • Provide on-the-job training if any knowledge and skill deficiency is identified. • Provide supportive supervision to the staff.
7. Reporting	• Regularly review reports received from the lower level and send feedback if there are any mistakes, or give suggestions for improvement. • Ensure that the SK prepares all reports on time and submits them for review and approval. • Review and approve reports prepared by the SK and ensure that reports are mailed to the appropriate authorities on time.
8. Conducting physical verification	As member–secretary of annual physical verification committee— • Convene meeting of the committee to conduct the annual physical verification of the warehouse. • Ensure that the members receive notice at least one week prior to conducting the physical verification. • Notify the facilities that receive commodities from the warehouse that during physical verification, there will be no transaction of commodities. • If a discrepancy is identified during the physical verification, make the necessary adjustment, following the prescribed procedures. • 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. • Use physical verification instrument to record finding from the physical inventory and obtain signatures of committee members. • Report findings of physical verification to the appropriate authorities. • Preserve a signed copy of physical verification instrument in the file for the record. • Ensure that the SK regularly conducts sample physical verification and keeps the authorities informed on the findings.

PRESENTATION

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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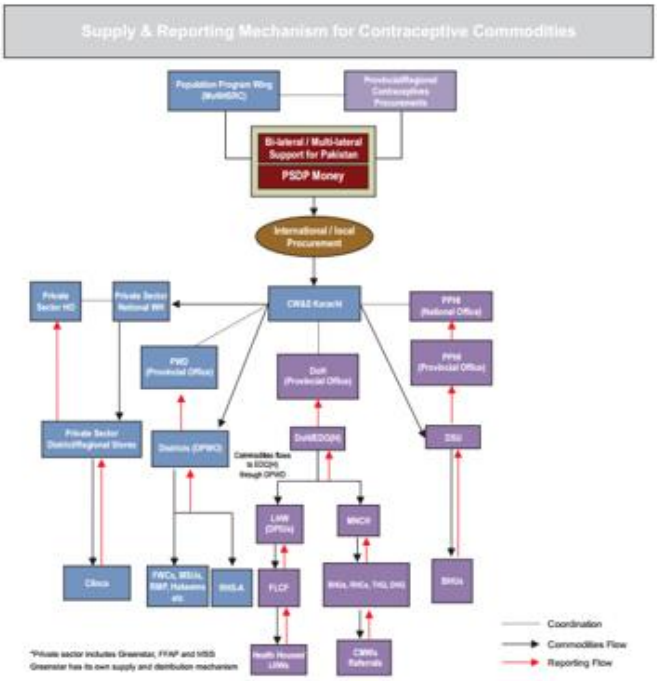

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Contraceptive Pipeline – Summary

- Supplies from Manufacturer / supplier or from port (if imported) are stored at Central Warehouse
- Contraceptives are supplied to districts directly from Central Warehouse (there is no provincial storage currently)
- The district level stocks are maintained by all public sector family planning service providers (Department of Health including lady health workers program, Population Welfare Department and PPHI)
- The district stores of all respective departments distribute onwards to their service delivery points

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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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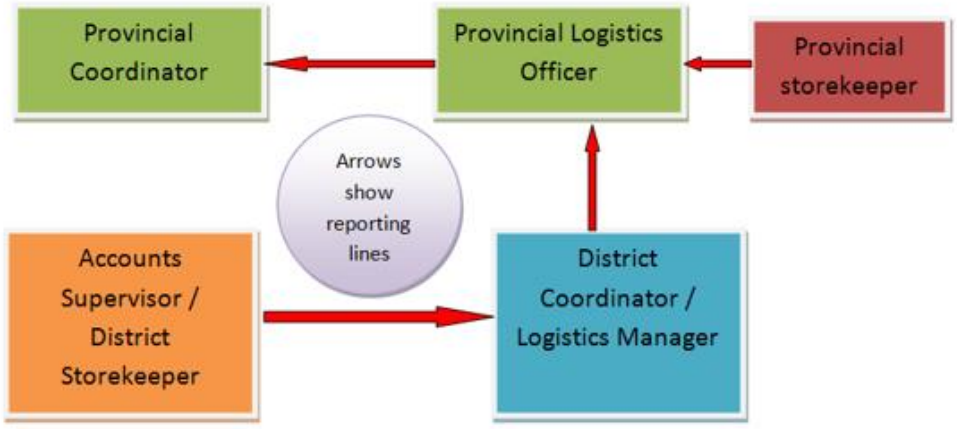
Reporting Flow for LHW Logistics Staff



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ROLES AND RESPONSIBILITIES OF STORE KEEPERS / DATA ENTRY OPERATORS

Responsibility	Task
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8

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5. Disposing of unusable	• Ensure that the SK prepares a list of unusable commodities at the warehouse and informs the supervisor in time. • As member-secretary of the condemnation committee, send the file to the authorities for their consent to convene a meeting of the condemnation committee. • Issue notice of meeting to the condemnation committee members at least one week before the meeting. • 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. • Condemn all the approved unusable commodities of the warehouse in the presence of the condemnation committee members. • 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.
6. Monitoring and supervision	As head of the warehouse, the Director CW&S/DPWO/ EDO(H)/DHO/District Coordinator, the LHW will— • Routinely monitor the activities of the warehouse staff to ensure that each individual staff completes his assignment, as per schedule. • Supervise the employees to ensure they have the correct knowledge and skills required to perform their assignments. • Provide on-the-job training if any knowledge and skill deficiency is identified. • Provide supportive supervision to the staff.

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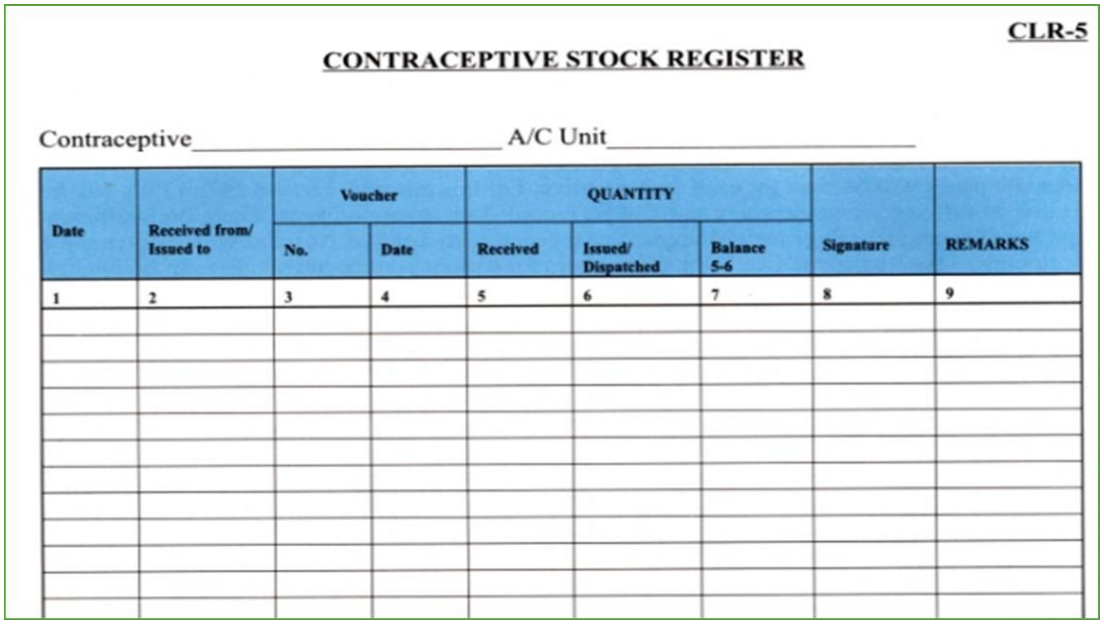
7. Reporting	• Regularly review reports received from the lower level and send feedback if there are any mistakes, or give suggestions for improvement. • Ensure that the SK prepares all reports on time and submits them for review and approval. • Review and approve reports prepared by the SK and ensure that reports are mailed to the appropriate authorities on time.
8. Conducting physical verification	As member–secretary of annual physical verification committee— • Convene meeting of the committee to conduct the annual physical verification of the warehouse. • Ensure that the members receive notice at least one week prior to conducting the physical verification. • Notify the facilities that receive commodities from the warehouse that during physical verification, there will be no transaction of commodities. • If a discrepancy is identified during the physical verification, make the necessary adjustment, following the prescribed procedures. • 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. • Use physical verification instrument to record finding from the physical inventory and obtain signatures of committee members. • Report findings of physical verification to the appropriate authorities. • Preserve a signed copy of physical verification instrument in the file for the record. • Ensure that the SK regularly conducts sample physical verification and keeps the authorities informed on the findings.

SESSION 4: CONTRACEPTIVE LMIS FORMS AND BASIC LOGISTICS CONCEPTS

HANDOUTS

Stock Register (CLR-5)

This register is maintained by all warehouses and stores i.e. central and provincial warehouses, district stores, family welfare center stores and RHS-A centers. The Stock Register is used to form stock transactions at a specific level. It forms the information from where the shipments are received and to where they are going along with the names of consignee. The storekeepers can thus refer back to it in case of any discrepancies. The form also contains the signature and remarks of the person receiving or issuing the contraceptives. The Balance column (7) indicates the balance brought forward from the previous register and the result of regular entries thereafter.



CLR-5

CONTRACEPTIVE STOCK REGISTER

Contraceptive_____ A/C Unit_____

Date	Received from/ Issued to	Voucher		QUANTITY			Signature	REMARKS
		No.	Date	Received	Issued/ Dispatched	Balance 5-6		
1	2	3	4	5	6	7	8	9

HANDOUT-4.1: STOCK REGISTER (CLR-5)

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
PART - A (To be filled in by requester)											
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/ Ld-Femilon/etc)	Exluton Tablets	Postinor2/etc		Multiload/ etc	Norigest/etc	Megestron/Depo/etc		CS (Cases)		
		COC	POP	(EC)	Copper-T 380-A	Copper-T 375	Net-En	DMPA		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_____

Instructions for Report Preparation : رپورٹ تیار کرنے کے لیئے ھدایات

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 جارہی 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 جارہی 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 (ایشو) 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 برابر کردہ (ایڈجسٹمنٹ) تعداد لکھیں۔ پہلے سے کم شمار شدہ تعداد (+) والے کالم میں جبکہ خراب شدہ، گمشدہ، زائد المیعاد 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 لیئے 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

* برابر کردہ (ایڈجسٹمنٹ) تعداد کے لیئے 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 – Stock Register

- Records quantities and their source
- Records issued quantities and facilities / stores issued to
- Calculates stock on hand
- Records signature and remarks of issuing / receiving authority

5

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Stock Register (CLR-5)

CLR-5

CONTRACEPTIVE STOCK REGISTER

Contraceptive_____ A/C Unit_____

Date	Received from/ Issued to	Voucher		QUANTITY			Signature	REMARKS
		No.	Date	Received	Issued/ Dispatched	Balance 5-6		
1	2	3	4	5	6	7	8	9

6

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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	Norigest (NET-EN)	Megestron (DMPA)		
1	2	3	4	5	6	7	8	9	10	11	12
PART - A (To be filled in by requester)											
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- PPHI/CMIPHC (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 challan)										
4	Bank/treasury challan 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 challan)										
4	Bank/treasury challan 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

Signature: _____

Name: _____

Designation: _____

Date: _____

DPWO

Signature: _____

Name: _____

Designation: _____

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)												
		ORAL PILL (Cycles)			IUD (Pieces)		INJECTABLE (Vials)			Contraceptive Surgery (Cases)		
		(Microgynon/ Lo-Femenolone)	Exluton Tablets	Postinor 2 etc		Multiload/ etc	Norigestrete	Megestron/De pavite	Norplant	CS (Cases)		REMARKS
District Store	CONDOM (Units)	COC	POP	(EC)	Copper-T 380-A	Copper-T 375	Net-En	DMPA		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												

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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-Feminal/etc)	Exluton Tablet/etc	Postinor2/etc		Multiload/ etc	Noriget/etc	Megestron/Depo/etc		CS (Cases)		
		COC	POP	(EC)	Copper-T 380-A	Copper-T 375	Net-En	DMPA		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: Batch No.

Mfg Date 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

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SDP / Health Facility Monthly Contraceptive Report and Requisition

SDP/Health Facility Monthly Contraceptive Report and Requisition

Facility _____ District_____

Reporting Month_____

Item Name	Opening Balance	Received	Issued	Adjustments (+)	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_____

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SDP / Health Facility Monthly Contraceptive Report and Requisition

Instructions for Report Preparation :رپورٹ تیار کرنے کے لیئے ھدایات

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 (اشو) 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 برابر کردہ (ایڈجسٹمنٹ) تعداد لکھیں۔ پہلے سے کم شمار شدہ تعداد (+) والے کالم میں جبکہ خراب شدہ، گمشدہ، زائد المیعاد 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 لیئے 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

* برابر کردہ (ایڈجسٹمنٹ) تعداد کے لیئے مجاز اتھارٹی کی ذیلی منظوری ضروری ہے۔

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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.

AMC = 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.

Months of Stock = SOH / 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.

MOS= SOH / 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.

Closing Balance= Opening Balance + Received + Adjustments(+/-) – Consumed

SESSION 5: CLMIS INTRODUCTION, DATA ENTRY AND REQUISITIONS

PRESENTATION

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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)

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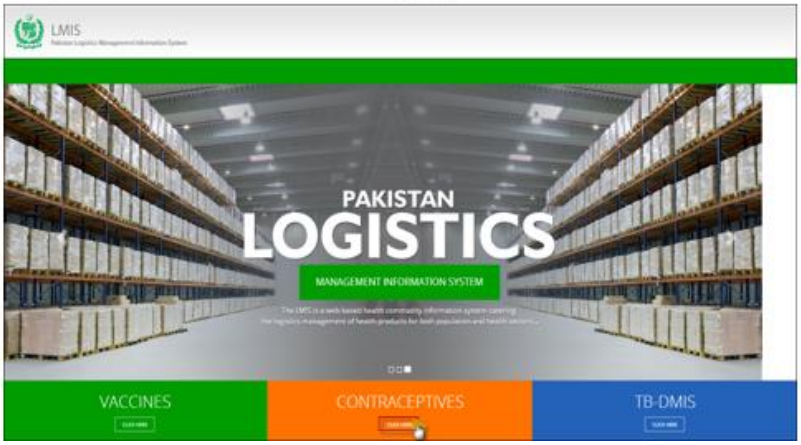
Introduction to cLMIS Data Entry

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



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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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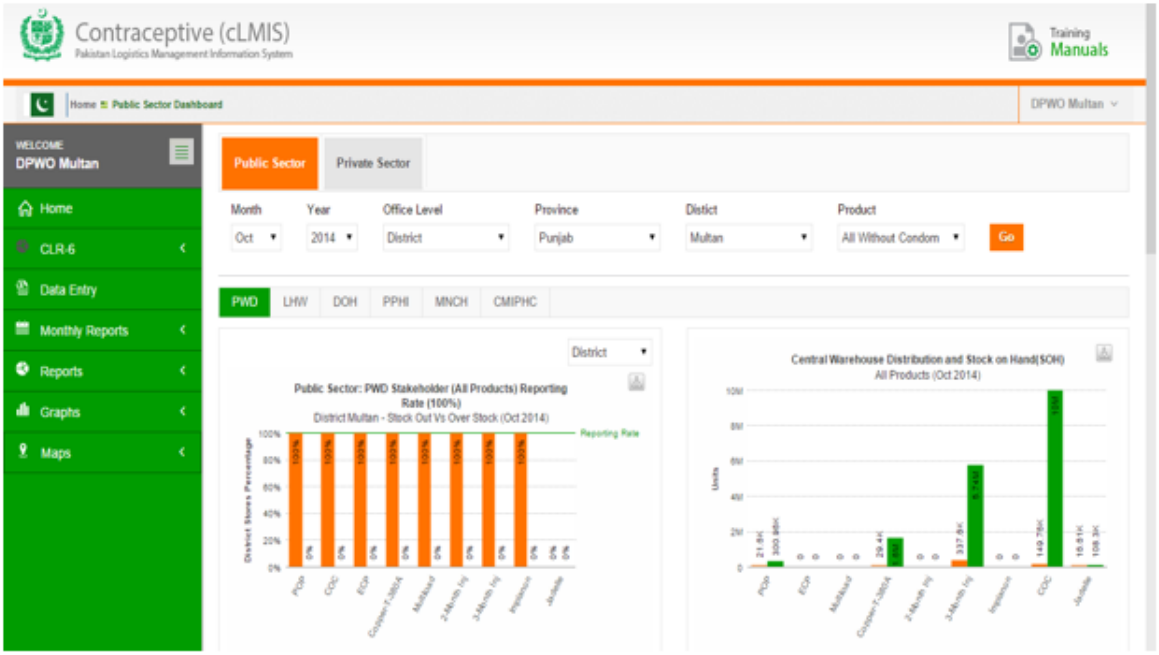

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Dashboard

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

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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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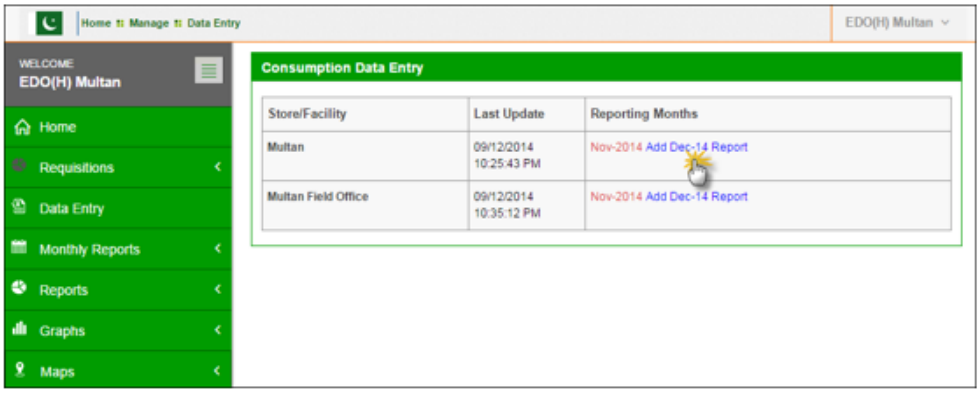
cLMIS Data Entry

- 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.



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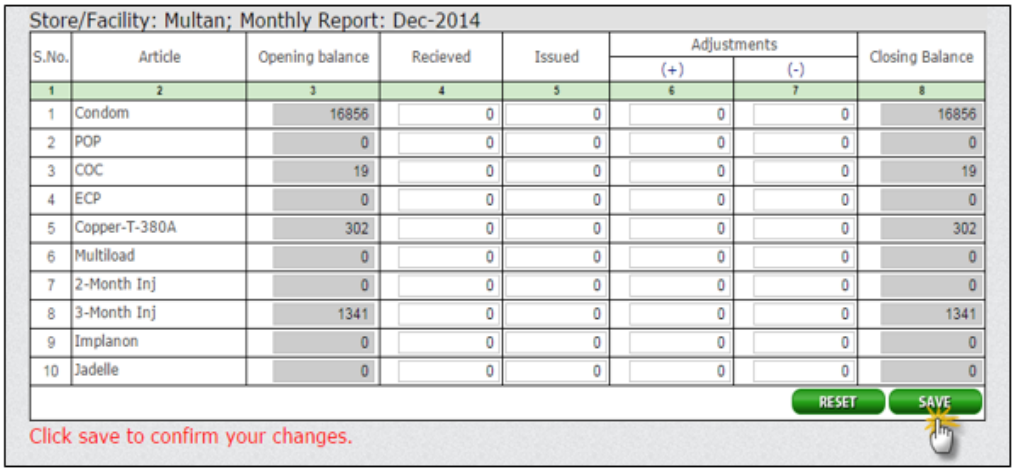
cLMIS Data Entry

- Enter data and click 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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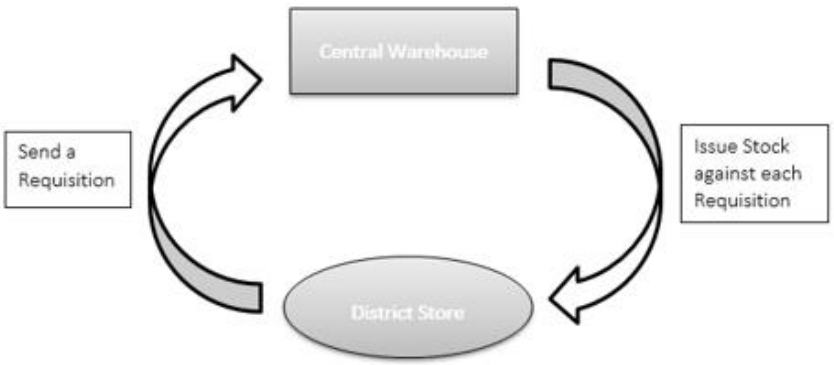
Requisition Requests (CLR-6)



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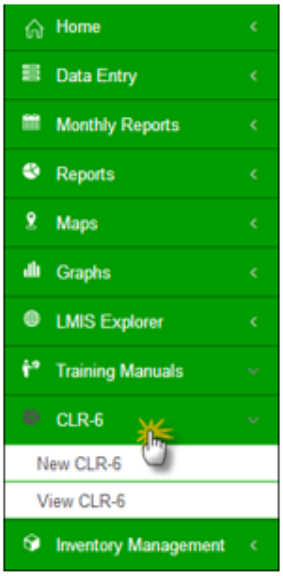
Requisitions – Menu

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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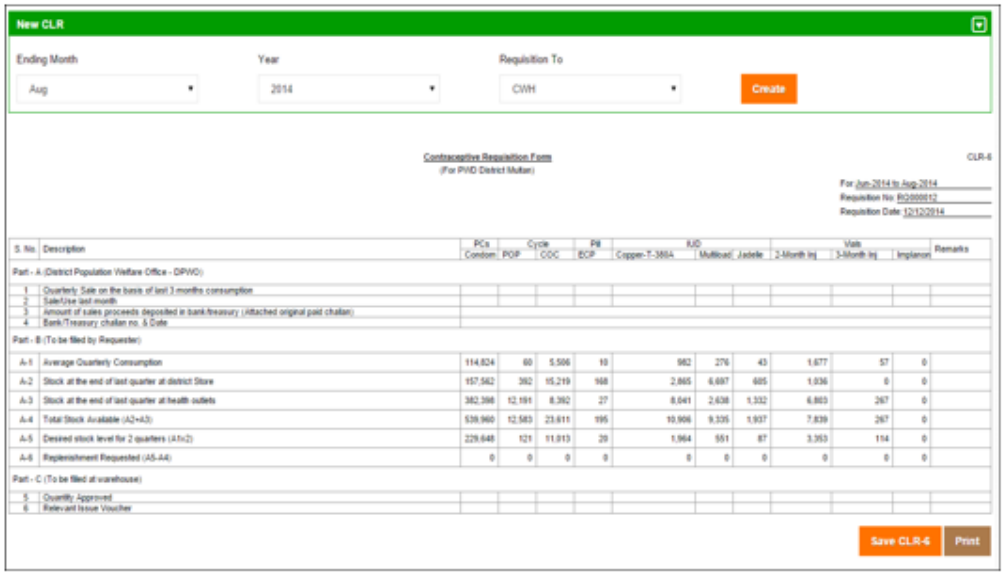
New Requisition (CLR-6)



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View Requisition

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

Requisitions

Contraceptive Requisition Form
(For PVID District Multan)

CLR-6

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

S. No.	Description	P/Cs Condom	POP	Pill 2-Month Inj	COC	Tab ECP	I/D Multiload	Copper-T-380A	Inj 3-Month Inj	AHP Implanon	Jadelle	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	128,212	60	10	546	996	43	1,760	35	6,728	0	
A-2	Stock at the end of last quarter at district Store	249,162	392	168	6,697	6,953	605	4,875	0	18,971	0	
A-3	Stock at the end of last quarter at health outlets	431,270	12,191	27	3,466	7,899	1,332	7,984	182	8,199	0	
A-4	Total Stock Available (A2+A3)	680,432	12,583	195	10,162	13,852	1,937	12,859	182	27,170	0	
A-5	Desired stock level for 2 quarters (A1x2)	252,423	121	20	1,091	1,993	87	3,521	71	11,456	0	
A-6	Replenishment Requested (A5-A4)	10,000	0	0	0	0	0	0	0	0	0	
Part - C (To be filled at warehouse)												
5	Quantity Approved											
6	Relevant Issue Voucher											

Print

Name: _____ Signature: _____

Designation: _____ Date: _____

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

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

2

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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.

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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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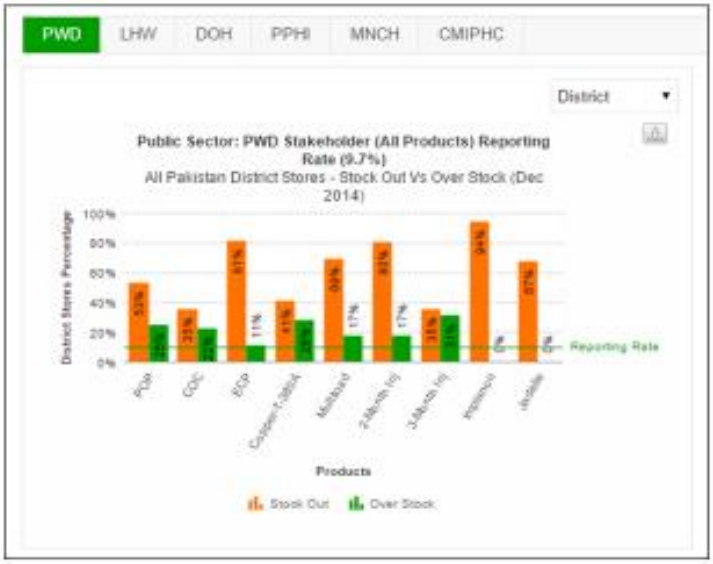
Stock Out vs Over Stock



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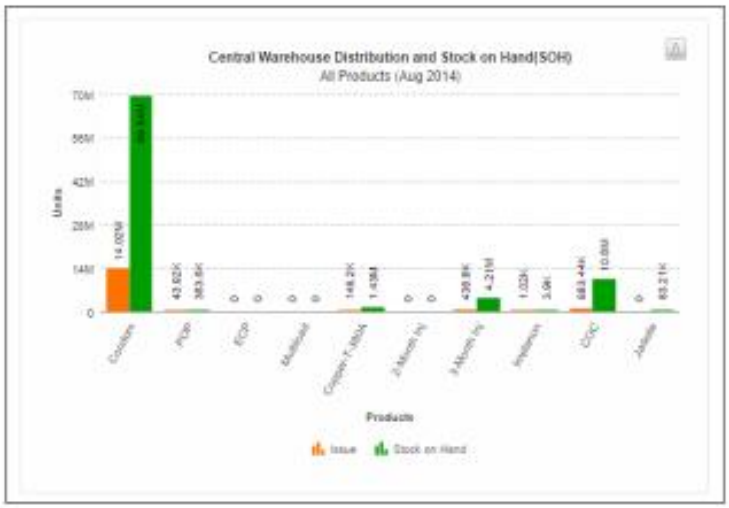
Stock Issued vs Stock on Hand (SOH) in CW&S



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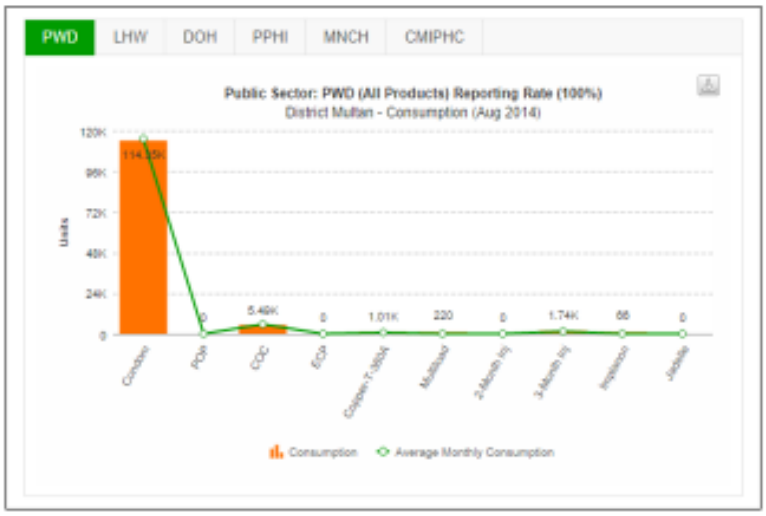
Consumption vs Average Monthly Consumption (AMC)



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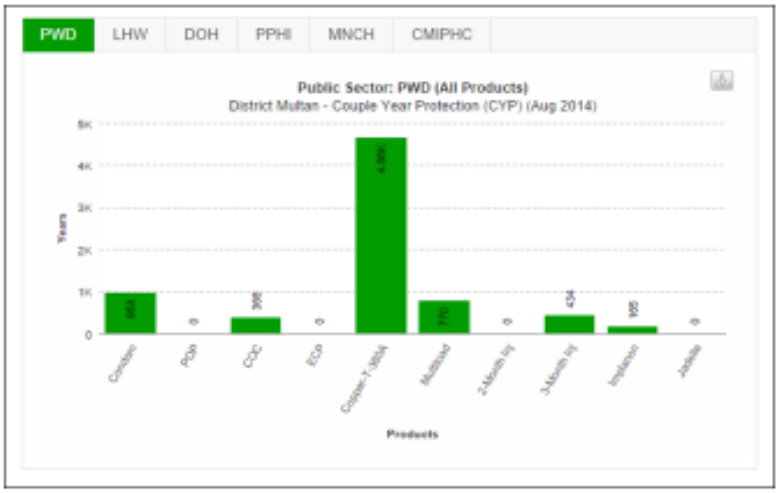
Couple Year Protection (CYP)



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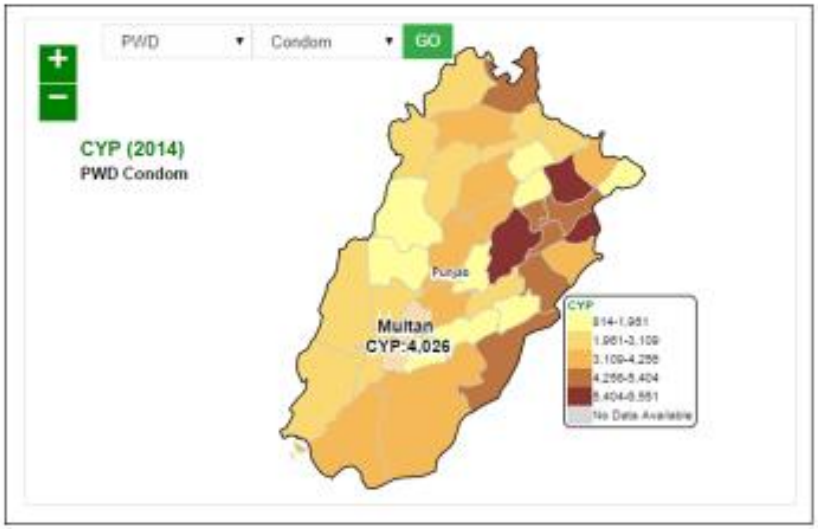
Couple Year Protection (CYP) Map



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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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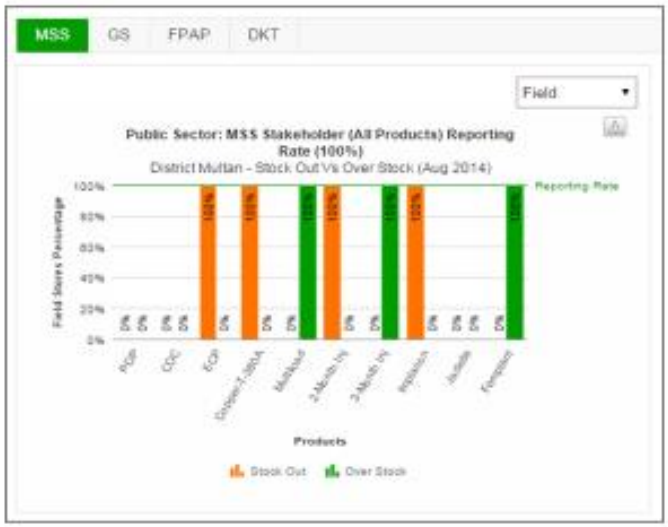
Stock Out vs Over Stock



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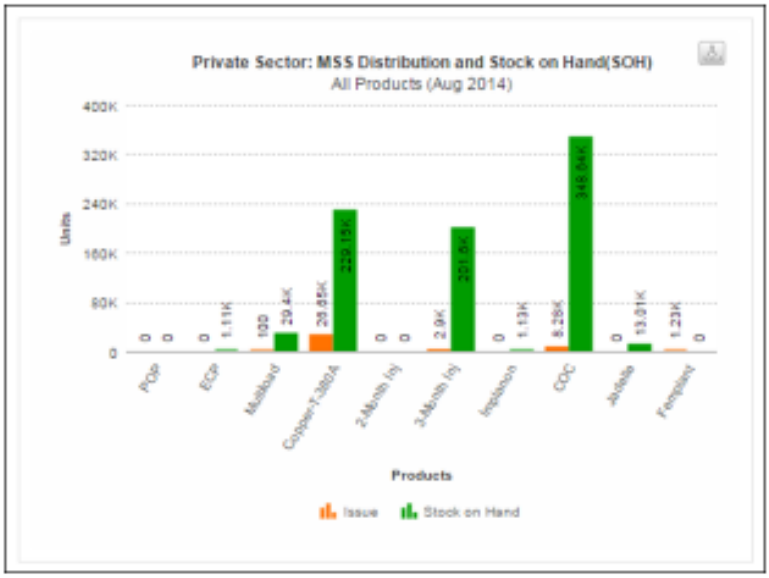
Stock Issued vs Stock on Hand (SOH) in CW&S



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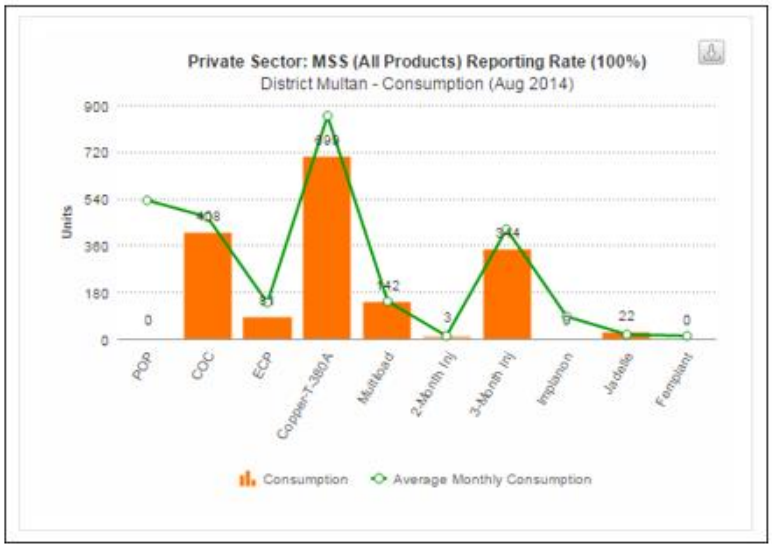
Consumption vs Average Monthly Consumption (AMC)



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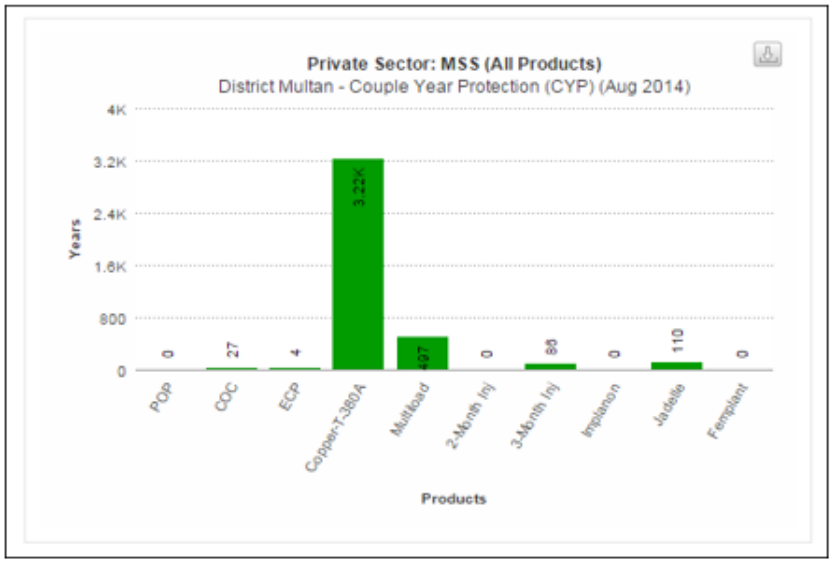
Couple Year Protection (CYP)



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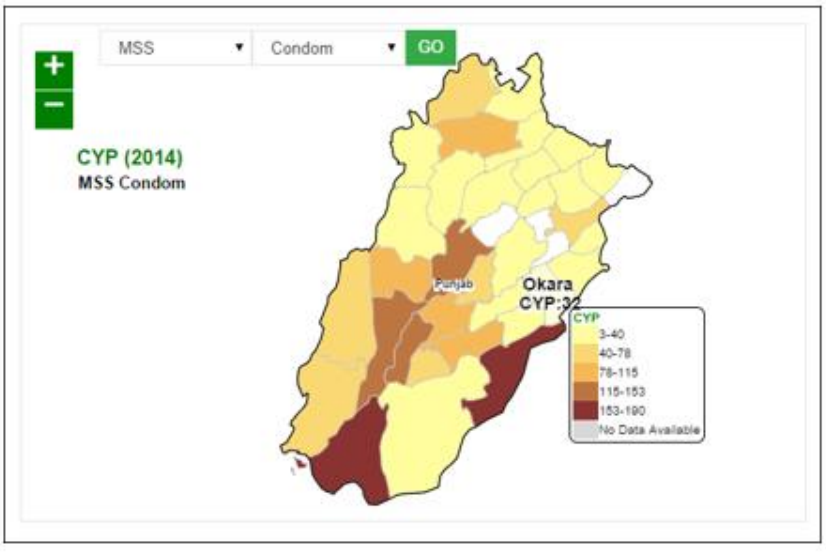
Couple Year Protection (CYP) Map



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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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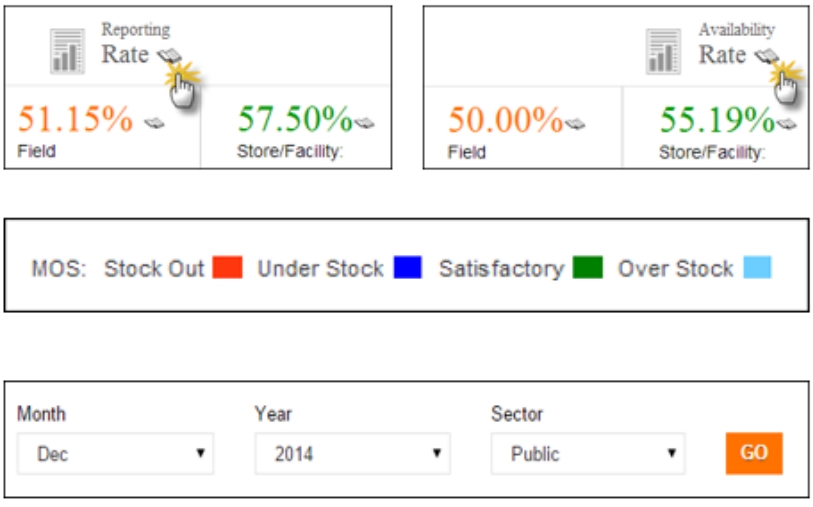
National Summary Report Parts



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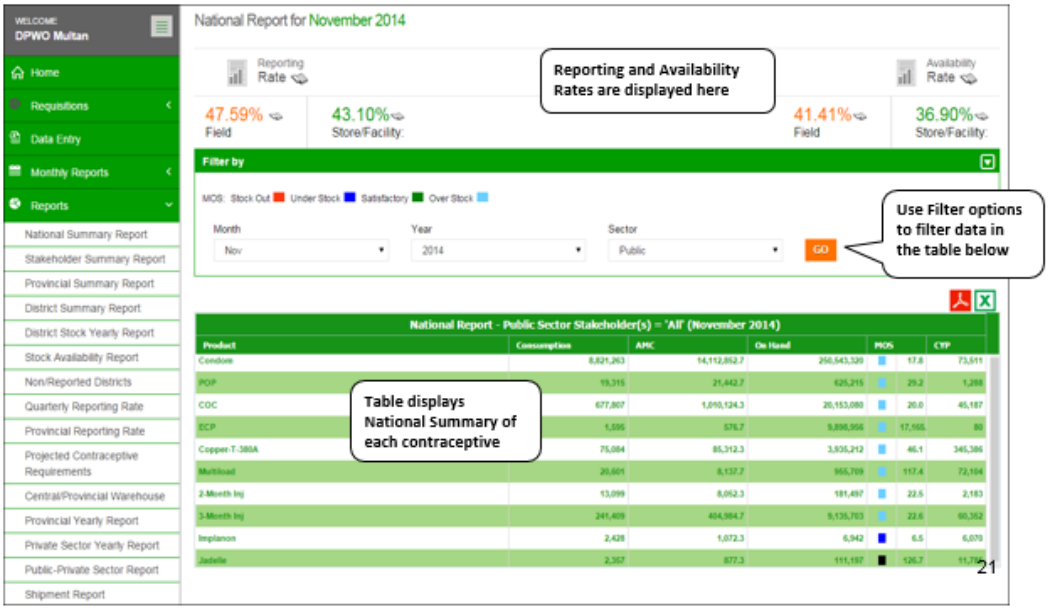
National Summary Report - Screen



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Reports - Menu

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

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Stakeholder Summary Report Parts

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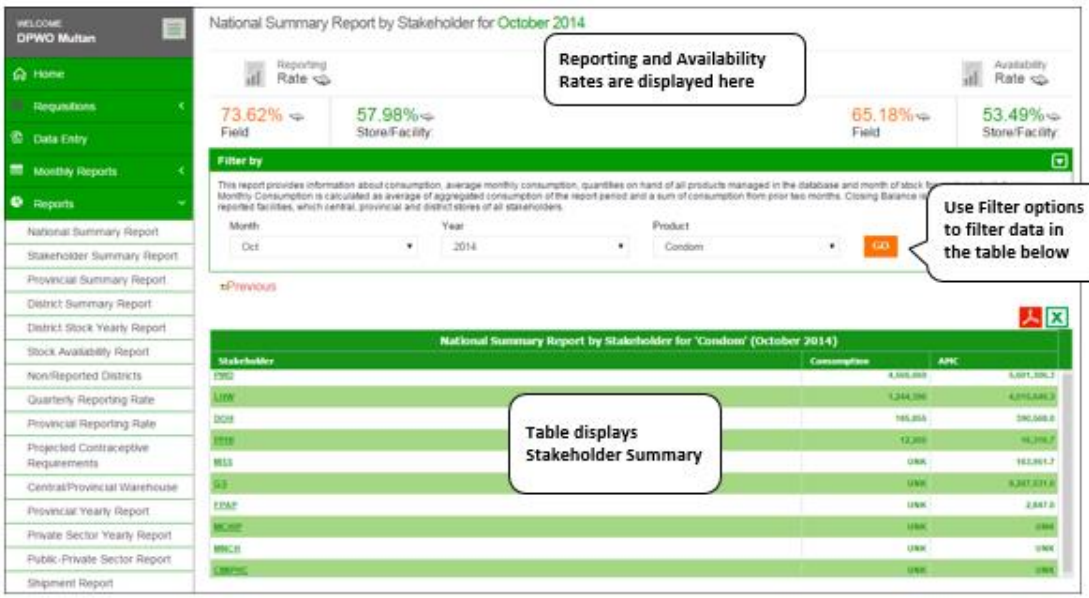
Stakeholder Summary Report - Screen



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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

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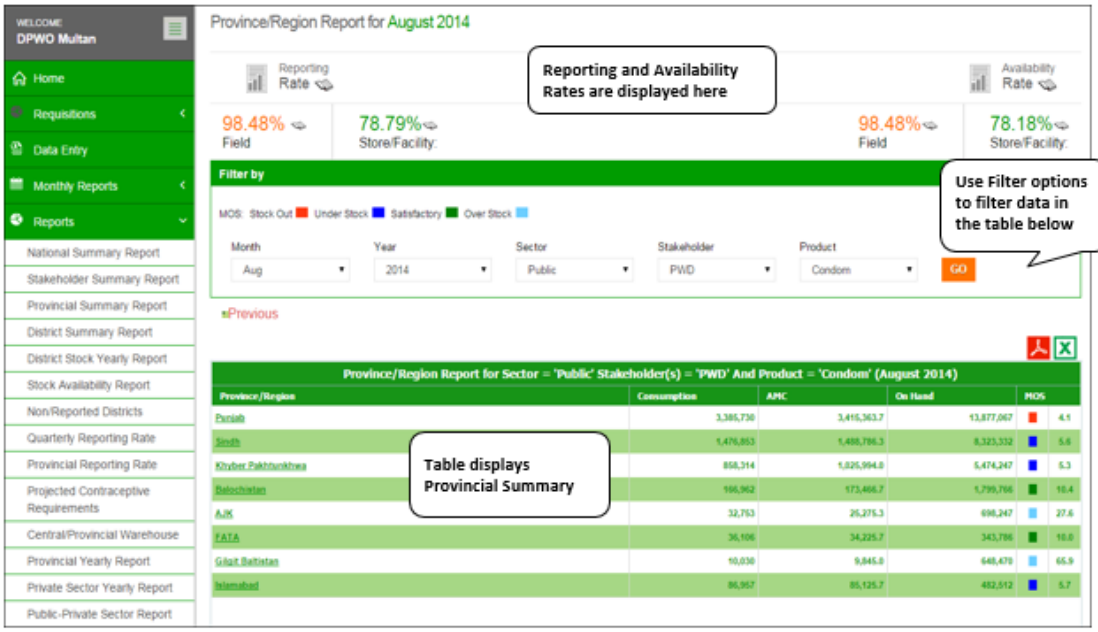
Provincial Summary Report - Screen



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District Summary Report Parts

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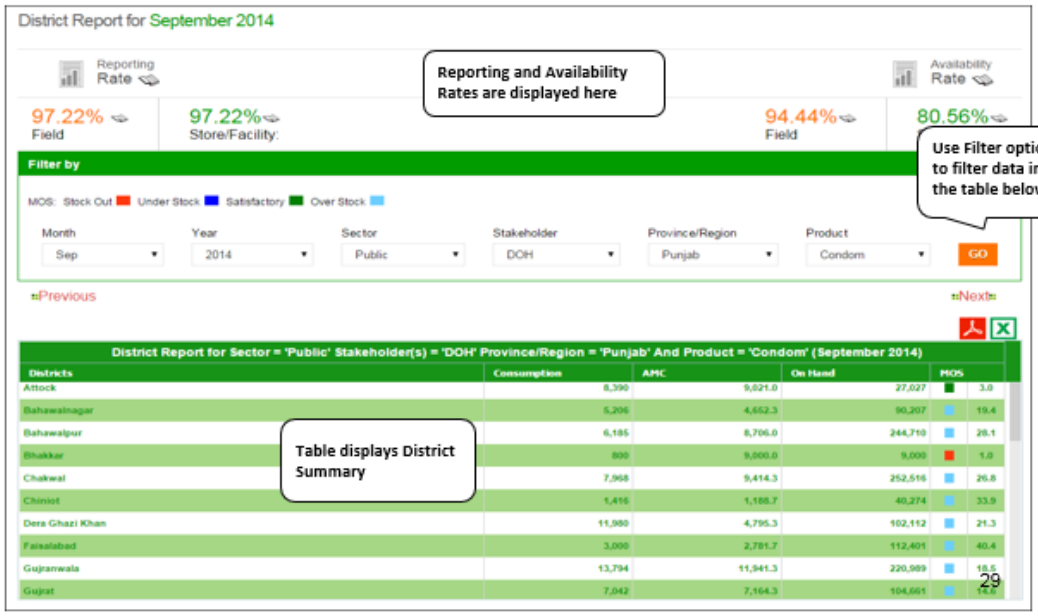
District Summary Report - Screen



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District Stock yearly Report - Screen

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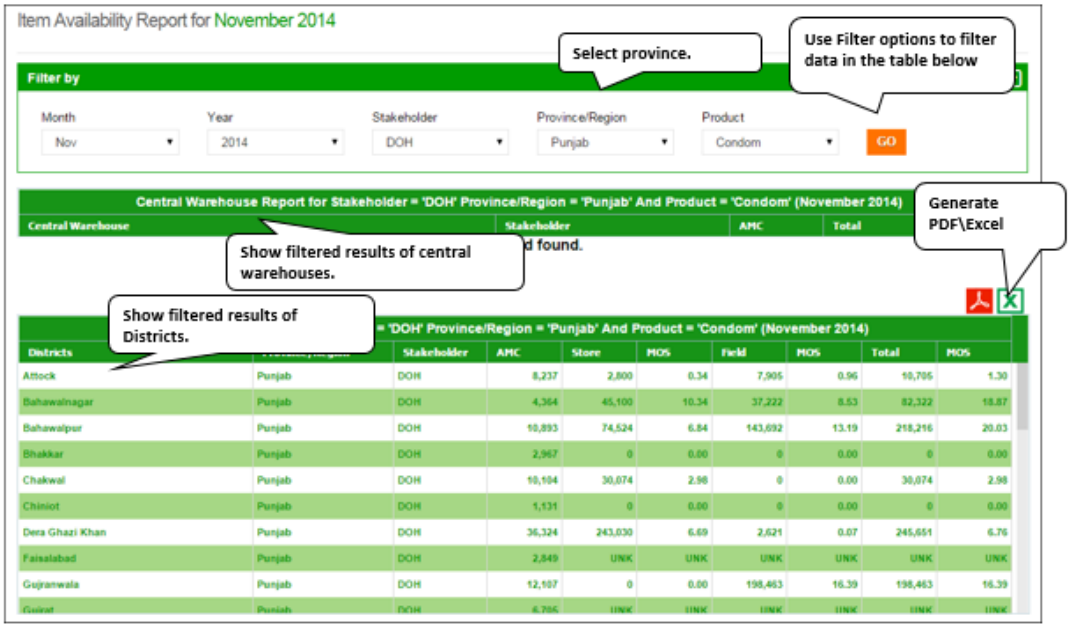
Stock Availability Report - Screen



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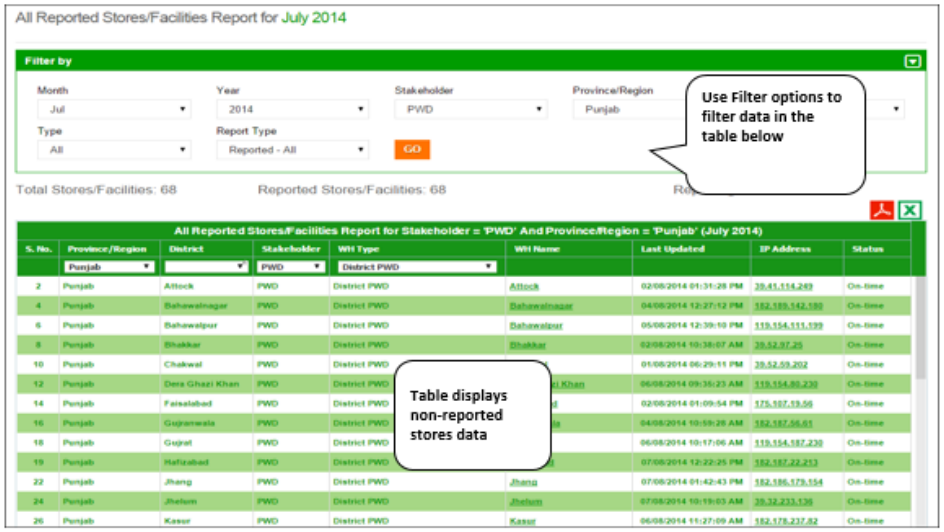
Non/Reported Districts - Screen



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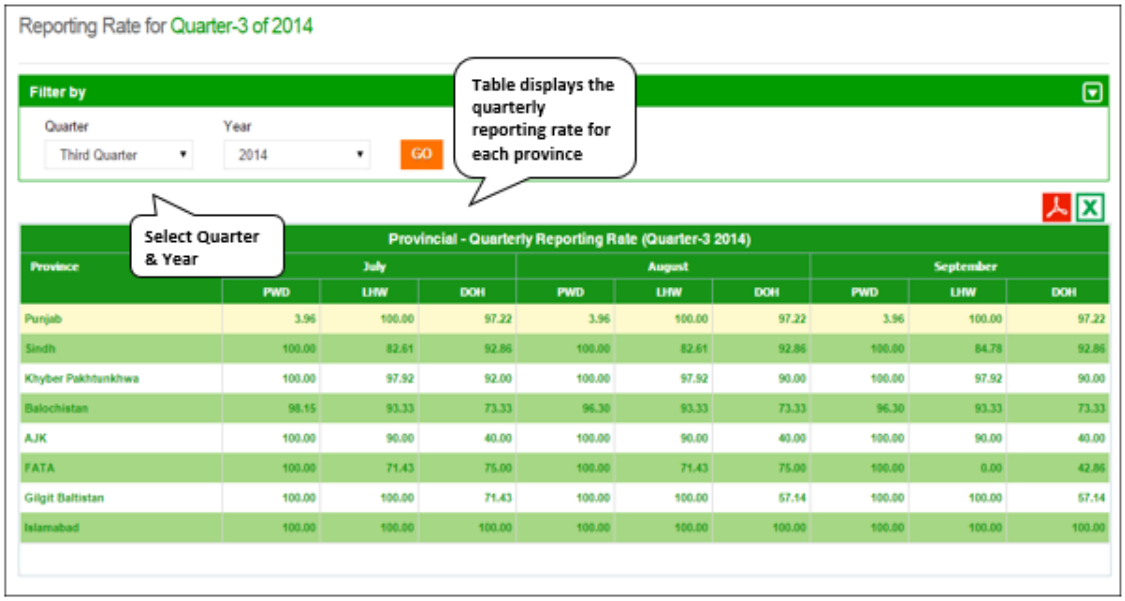
Quarterly Reporting Rate - Screen



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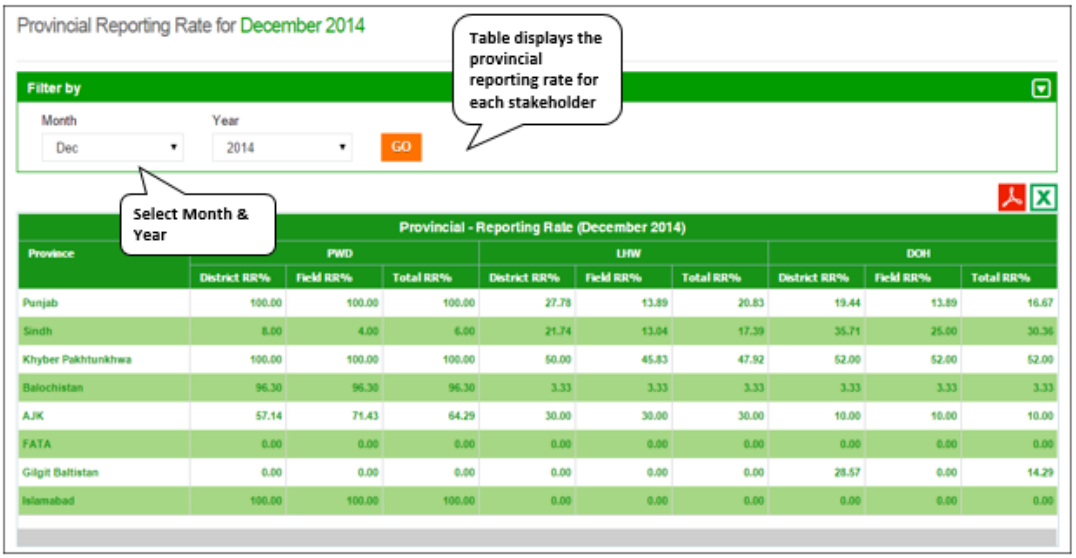
Provincial Reporting Rate - Screen



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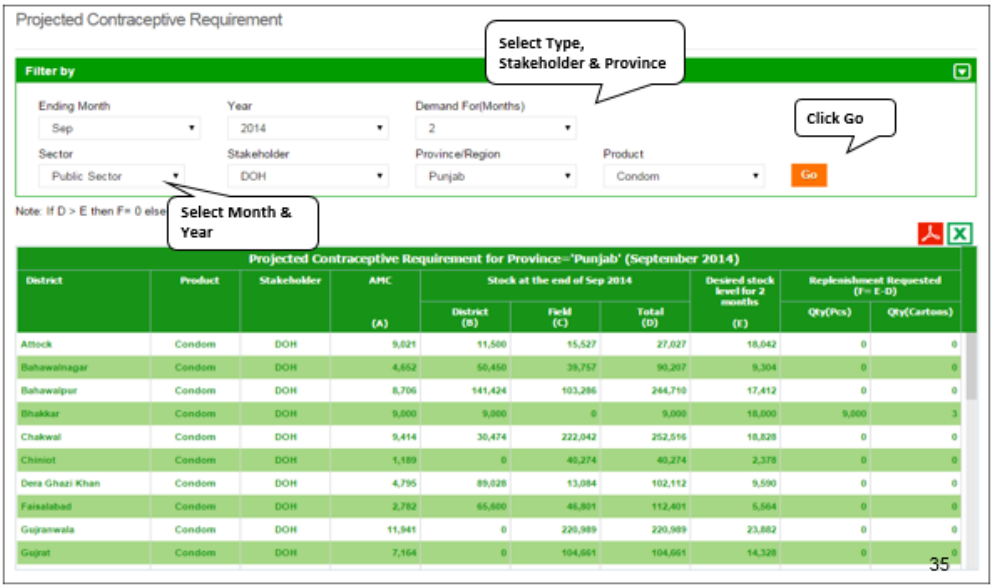
Projected Contraceptive Requirements - Screen



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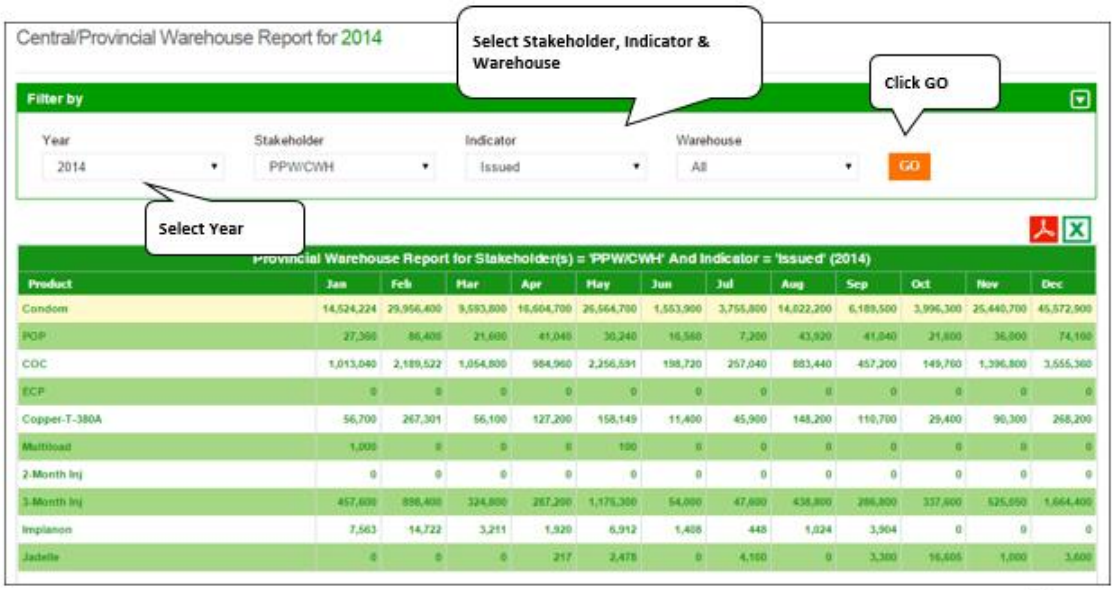
Central/Provincial Warehouse Report - Screen



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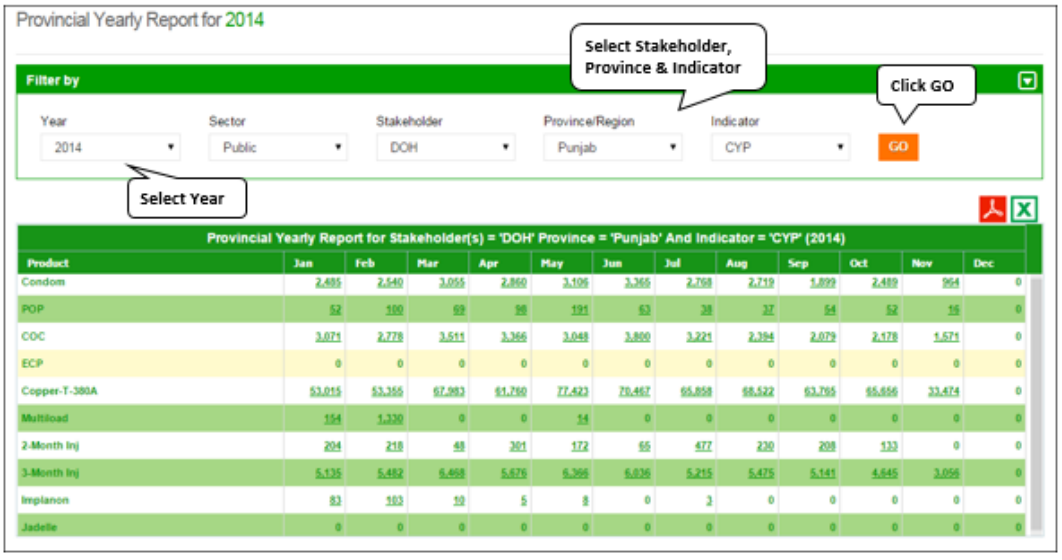
Provincial Yearly Report - Screen



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Private Sector Yearly Report - Screen

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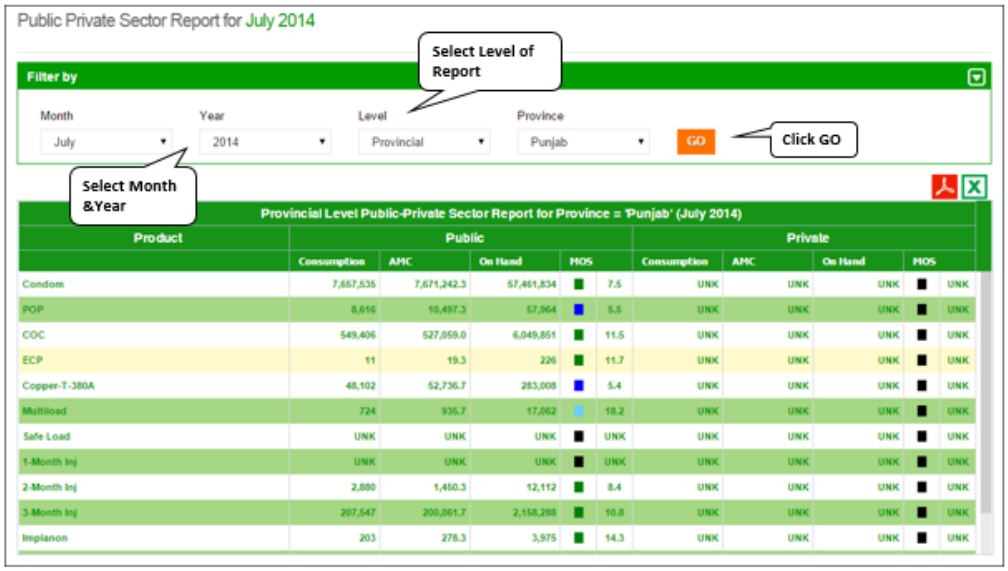
Public-Private Sector Report - Screen



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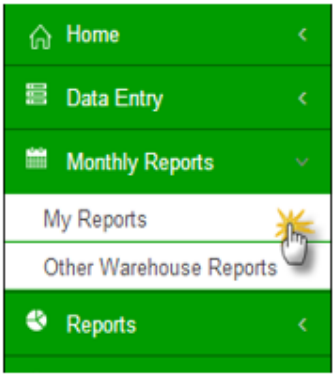
Monthly Reports

- 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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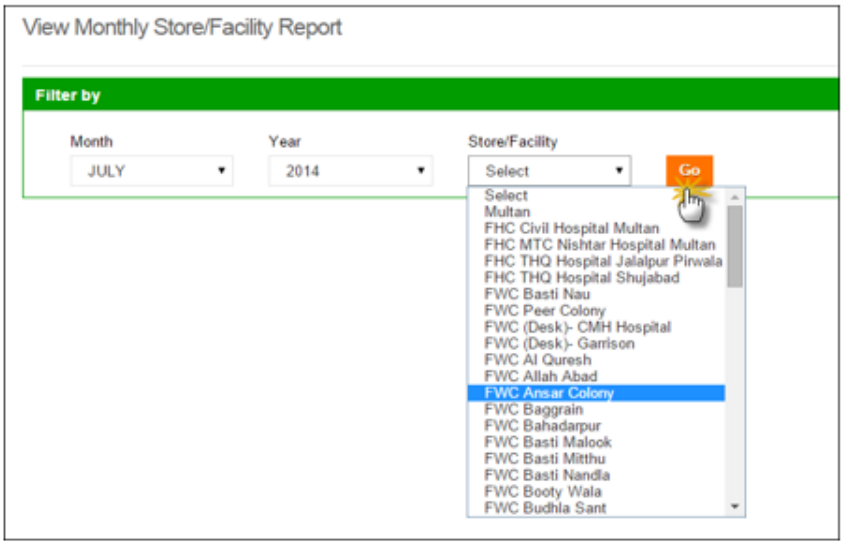
My Reports

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.



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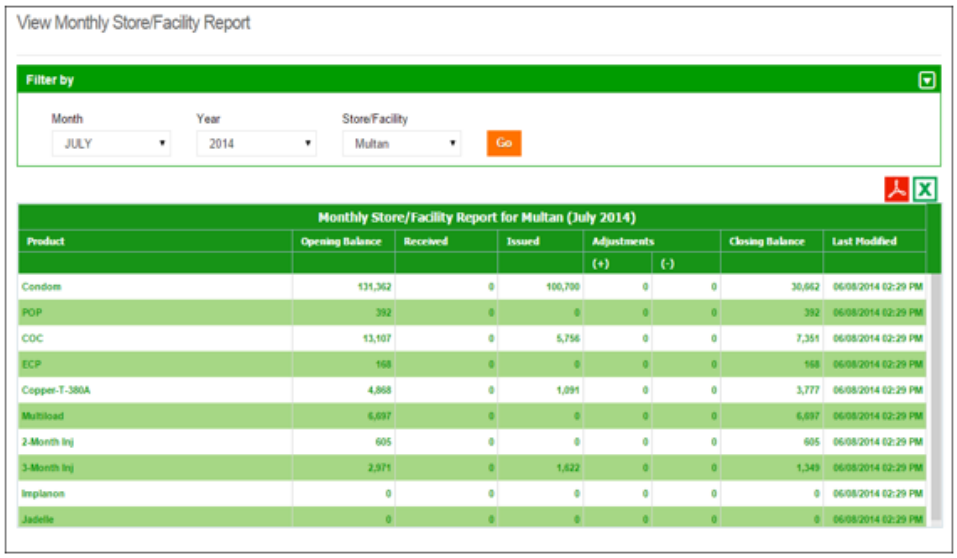
My Reports

User can now view the report for the selected month.



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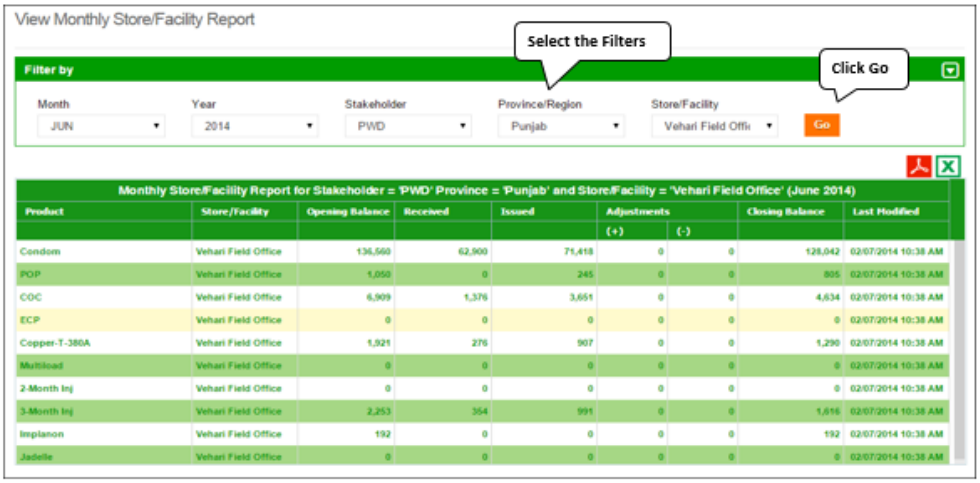
Other Warehouse Reports

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.



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Maps

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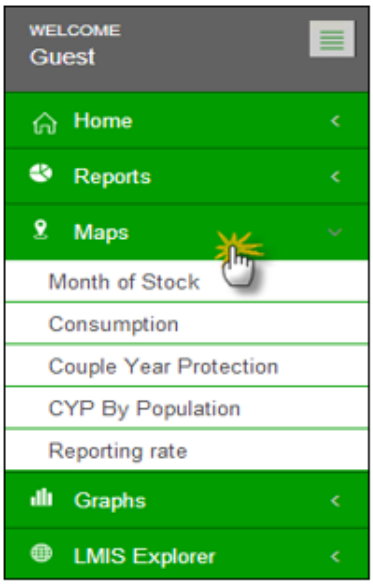
Maps - Menu

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



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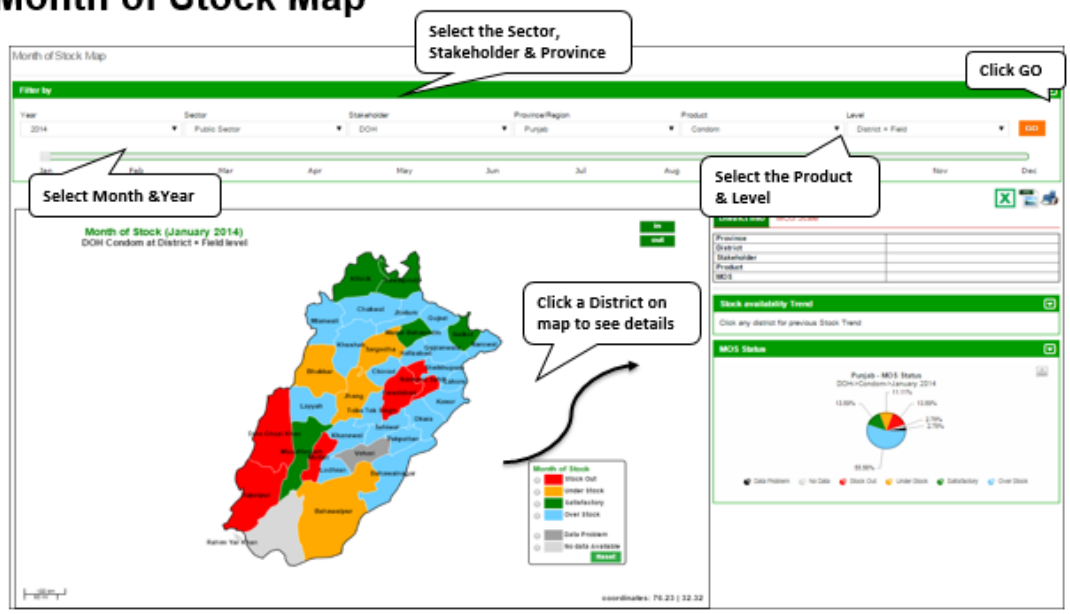
Month of Stock Map



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Month of Stock Map

Province	District	StakeHolder	MOS
Punjab	Vehari	DOH	-3.59
Punjab	Rahim Yar Khan	DOH	0
Punjab	Faisalabad	DOH	0.13
Punjab	Nankana Sahib	DOH	0.87
Punjab	Dera Ghazi Khan	DOH	0.99
Punjab	Multan	DOH	1.51
Punjab	Rajanpur	DOH	1.97
Punjab	Bhakkar	DOH	2.02
Punjab	Sargodha	DOH	2.08
Punjab	Jhang	DOH	2.2
Punjab	Bahawalpur	DOH	2.52

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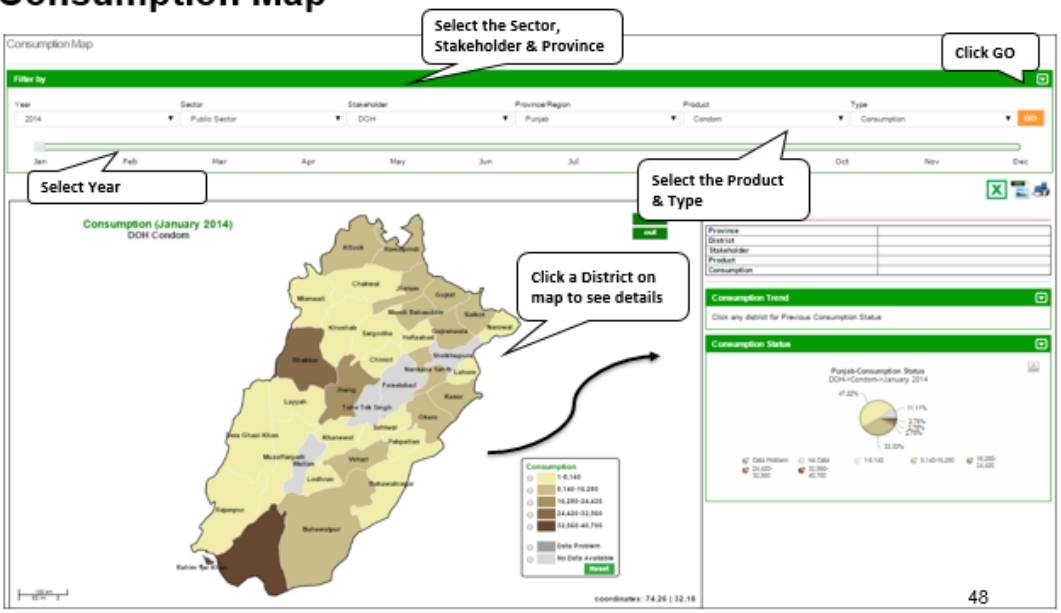
Consumption Map



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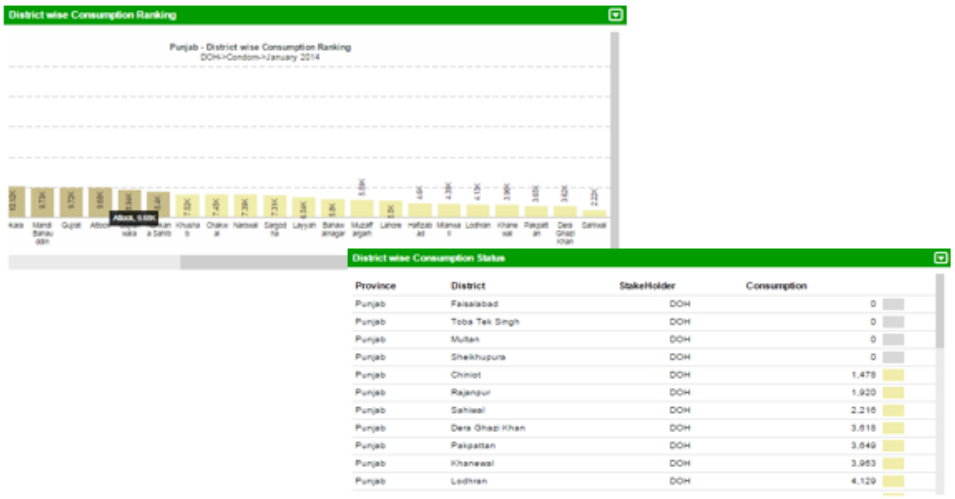
Consumption Map



Province	District	StakeHolder	Consumption
Punjab	Faisalabad	DOH	0
Punjab	Toba Tek Singh	DOH	0
Punjab	Multan	DOH	0
Punjab	Sheikhupura	DOH	0
Punjab	Chiniot	DOH	1,478
Punjab	Rajanpur	DOH	1,920
Punjab	Sahiwal	DOH	2,216
Punjab	Dera Ghazi Khan	DOH	3,618
Punjab	Pakpattan	DOH	3,649
Punjab	Khanewal	DOH	3,953
Punjab	Lodhran	DOH	4,129

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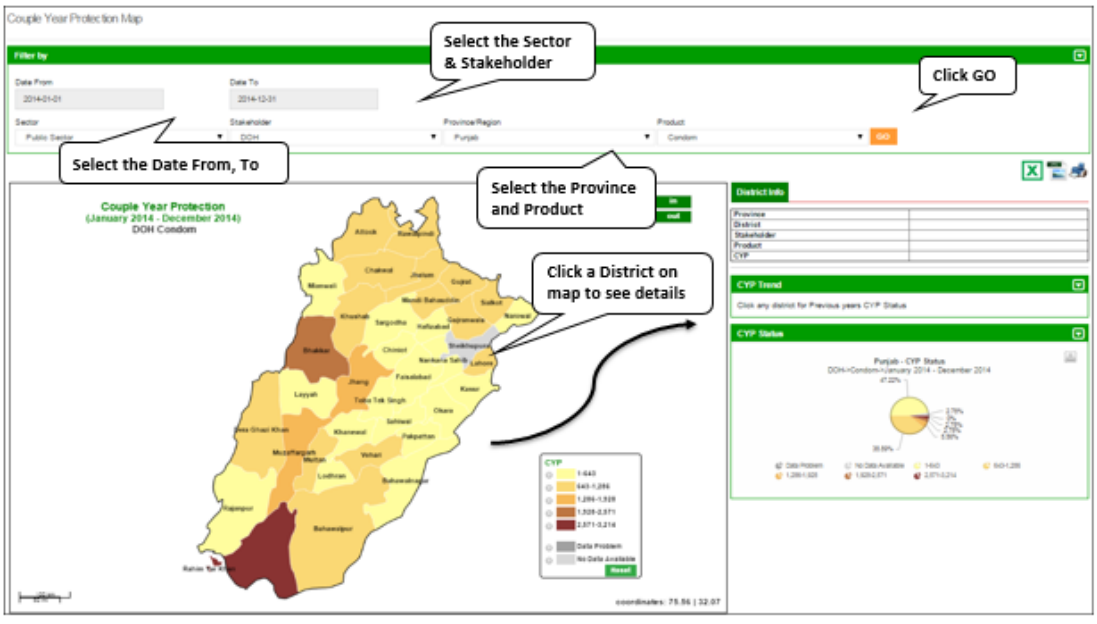
Couple Year Protection Map



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Couple Year Protection Map

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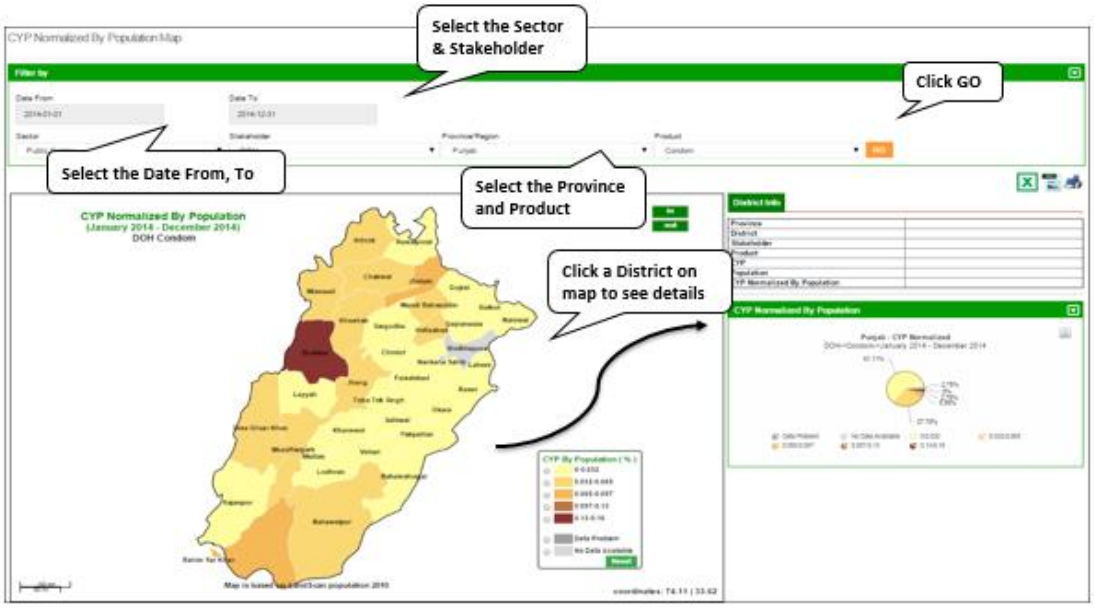
CYP by Population Map



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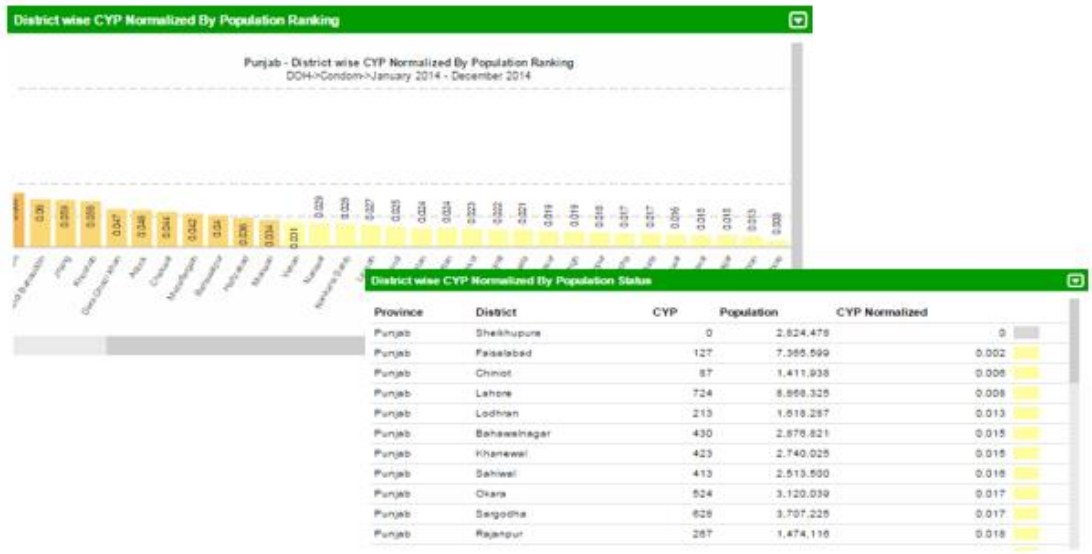
CYP by Population Map



Province	District	CYP	Population	CYP Normalized
Punjab	Sheikhupura	0	2,824,478	0
Punjab	Faisalabad	127	7,365,599	0.002
Punjab	Chiniot	87	1,411,938	0.006
Punjab	Lahore	724	8,866,325	0.008
Punjab	Lodhran	213	1,618,287	0.013
Punjab	Bahawalnagar	430	2,878,821	0.015
Punjab	Khanewal	423	2,740,025	0.015
Punjab	Sahiwal	413	2,513,500	0.016
Punjab	Okara	524	3,120,039	0.017
Punjab	Sargodha	628	3,707,225	0.017
Punjab	Rajanpur	267	1,474,116	0.018

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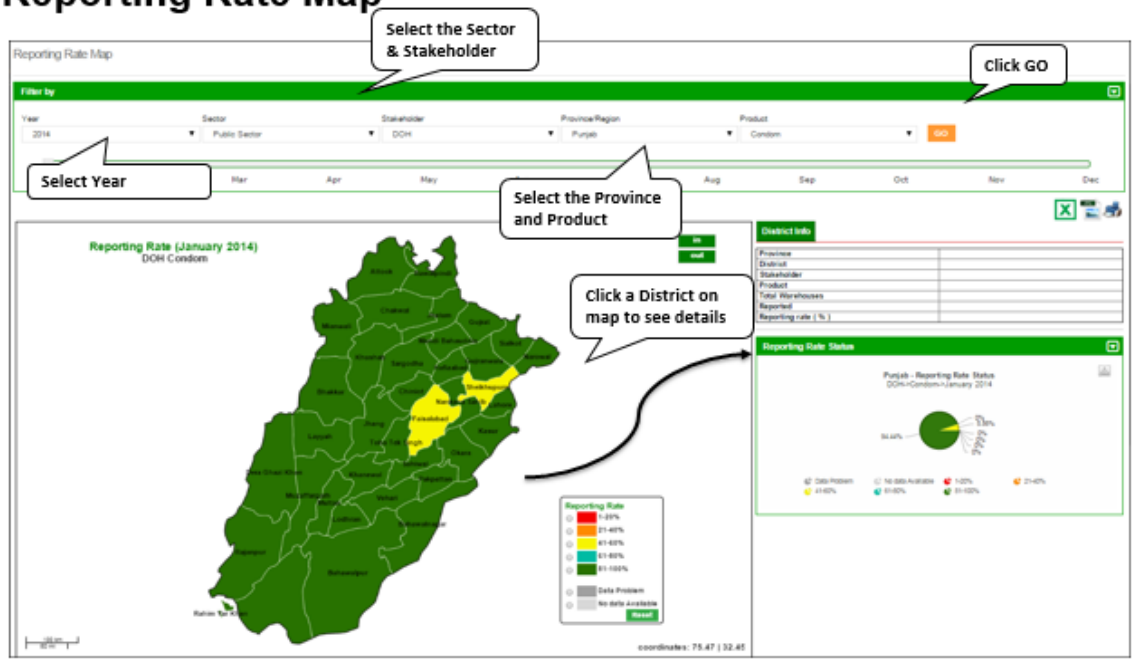
Reporting Rate Map



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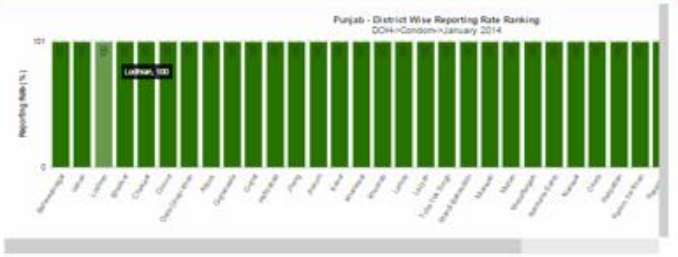
Reporting Rate Map

District Wise Reporting Rate Status

Province	District	StakeHolder	Total	Reported	Reporting Rate (%)
Punjab	Faisalabad	DOH	2	1	50
Punjab	Sheikhupura	DOH	2	1	50
Punjab	Lodhran	DOH	2	2	100
Punjab	Bhakkar	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			

District Wise Reporting Rate Ranking



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Graphs

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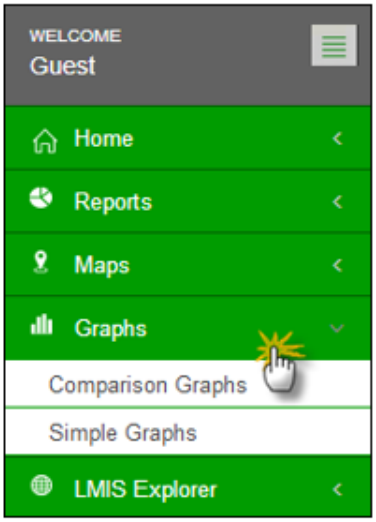
Graphs Menu

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



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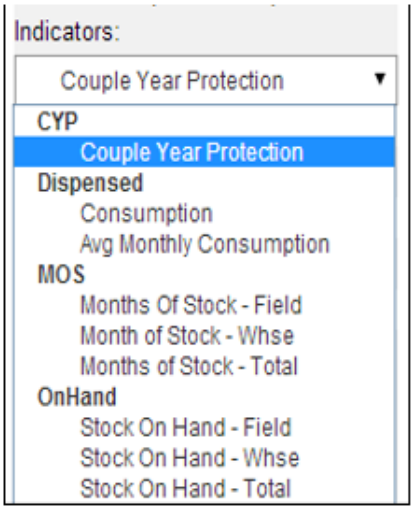
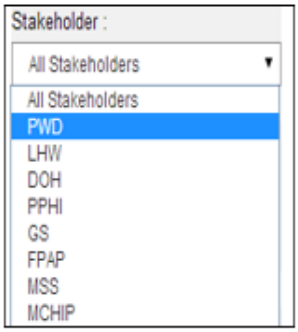
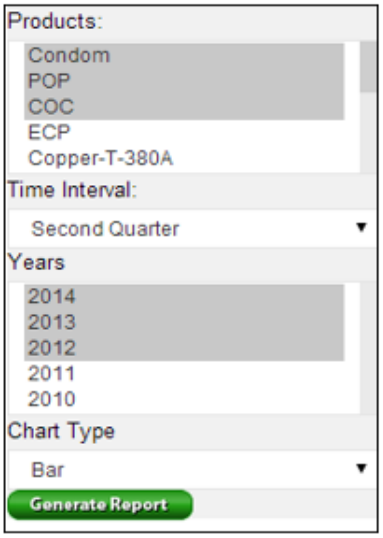
Simple Graph Indicator, Products







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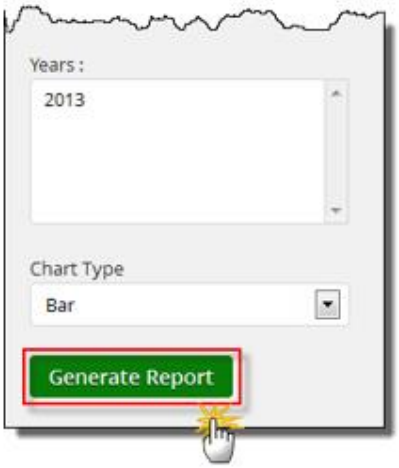
Generate report



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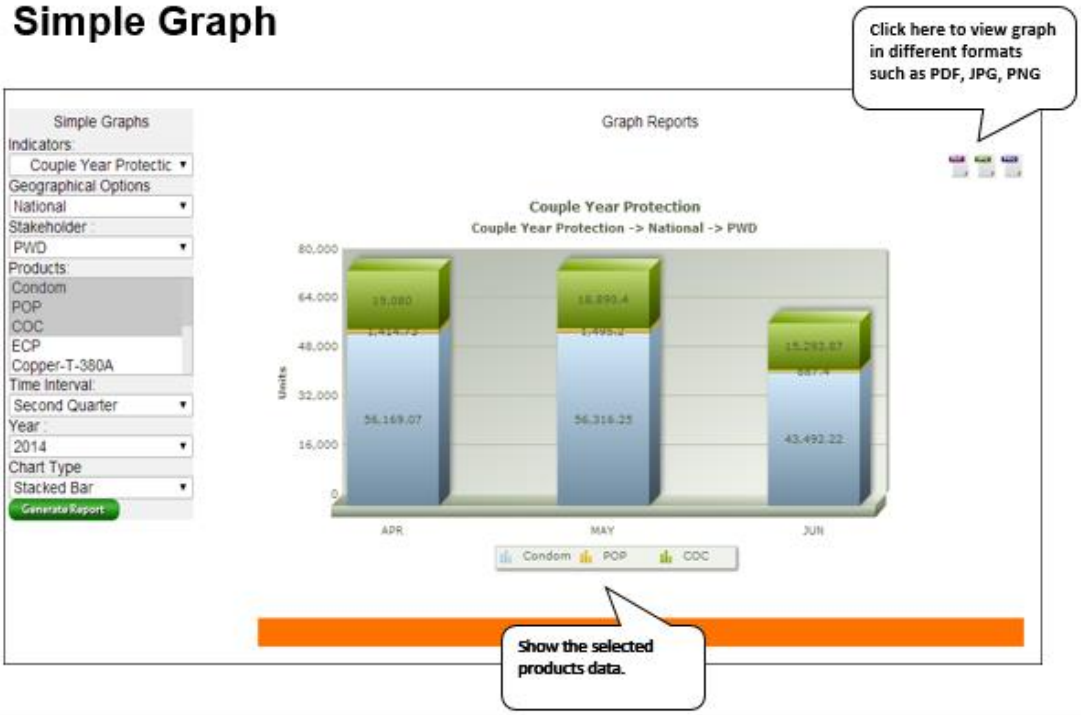
Simple Graph



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Comparison Graph

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

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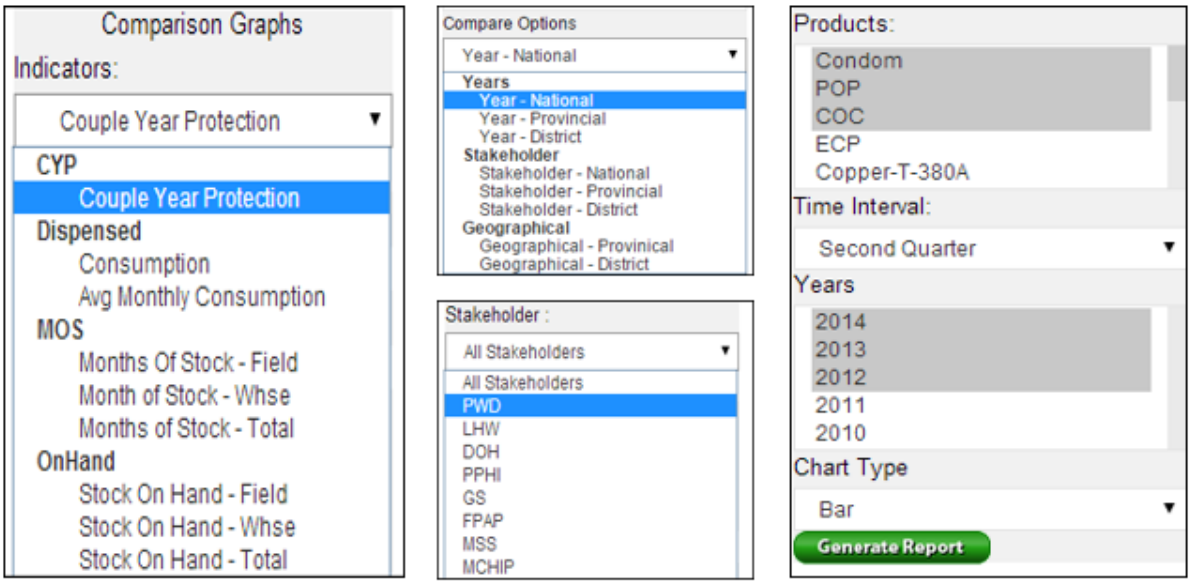
Comparison Graph Indicator, Products



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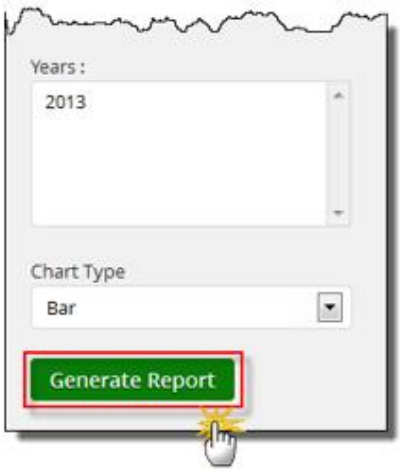
Generate report



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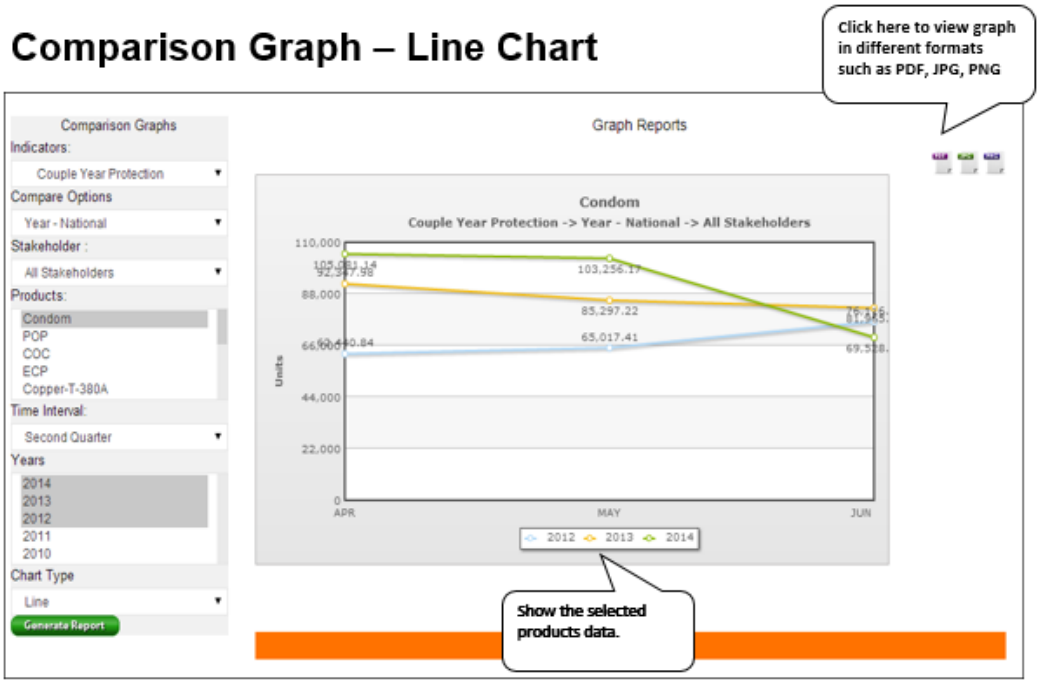
Comparison Graph – Line Chart



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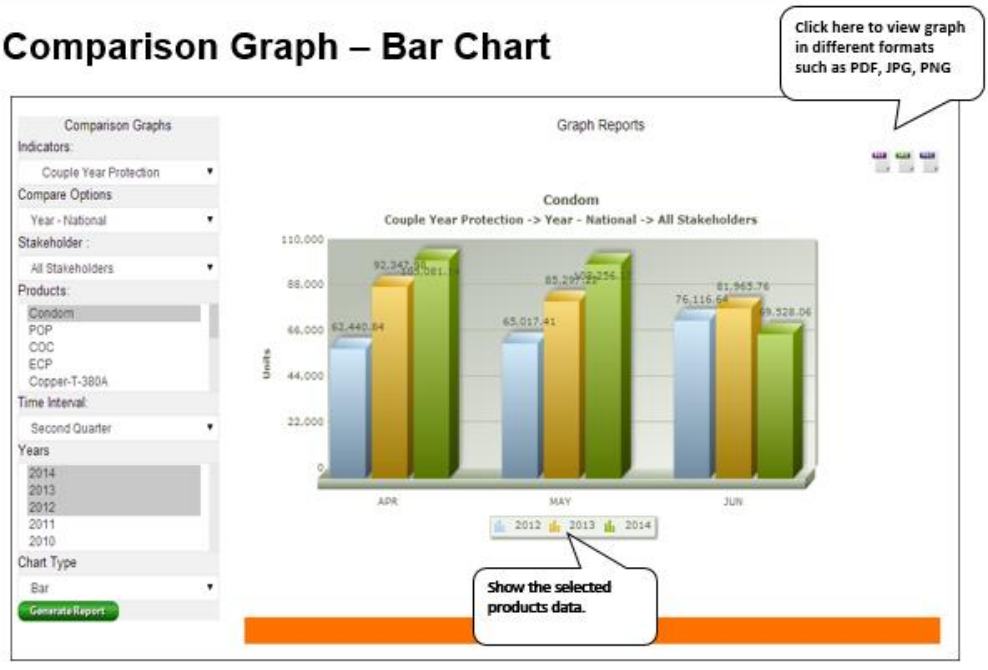
Comparison Graph – Bar Chart



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

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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