VACCINE LOGISTICS MANAGEMENT INFORMATION SYSTEM

Facilitators Manual

August 2015

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

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Background and Training Course Overview

The Government of Pakistan launched first web based Logistics Management Information System (LMIS) of Pakistan in July 2011. It has been expanded to report contraceptive and TB logistics data from all 143 districts of Pakistan. The web-based application has been owned and implemented by the federal and provincial/regional governments.

In May 2013, the USAID | DELIVER PROJECT was tasked by USAID Pakistan to strengthen the Vaccine Logistics System in Pakistan. Based on preliminary discussions, meetings with stakeholders including Ministry of National Health Services, Regulations and Coordination (MoNHSR&C), UNICEF, WHO, World Bank, GAVI and the Provincial and Regional Governments, and Technical Assistance provided by Chris Wright (Senior Advisor) an appropriate understanding has been developed to design a comprehensive, sustainable and automated Vaccine Logistics Management Information System (vLMIS). The project is using the existing USAID Supply Chain Management Technical Assistance support model to strengthen Logistics and Inventory Management of Vaccines in a comprehensive manner including adaptation of existing LMIS to meet the needs of Logistics Information Management for the Vaccines and Cold Chain Equipment. The vLMIS will be implemented in two phases and the first phase of vLMIS will be implemented in 54 high risk districts across Pakistan.

This section introduces the trainees to the Vaccine Logistics Management Information System Software and its related Tasks and Activities. This Trainer manual contains the training sessions for the “Training on Pakistan Vaccine Logistics Management Information System (vLMIS)” The steps required to design, develop and deliver the “Training on Pakistan Vaccine Logistics Management Information System (vLMIS)” can be found in the “vLMIS Training Strategy”. The Training Strategy outlines the objectives, needs, strategy, and curriculum to be addressed when training users on vLMIS.

For nationwide implementation of vLMIS, the Project needs to train the expected users of the system on its uses and functionality. The full course of training will provide skills and knowledge required to independently enter and upload data into web-based vLMIS. In addition, Managerial and Policy level staff needs to be oriented on basic aspects of vLMIS in order to buy-in their support in implementation.

The estimated number of staff to be trained or oriented at different levels of supply chain for phase-1 & 2 of vLMIS implementation is more than 4000. Approximately, more than 2500 users will receive training while 1495 managerial and policy staff will be orientated on vLMIS.

In Phase-1, a total of 926 individuals will receive training on data entry and analysis in vLMIS. In addition, a three to four hours training will be conducted for at least two vaccinators from 3,211 EPI centers included in phase-1. This training will be conducted by collaboration of LMIS operators and vLMIS Master trainers. The EPI center level training includes paper based reporting to districts on basic logistics indicators for all vaccines. The cost of EPI center level trainings (in both phase-1 & 2) will be exclusively funded through government resources.

Similarly, a total of 1,614 individuals will be trained on vLMIS in phase-2 when vLMIS will be scaled up to all 143 districts of Pakistan. Additional staff will be trained at federal and provincial level. The project will conduct training for newly included data entry sites in remaining 95 districts, while EPI center level trainings (7,500 additional EPI centers in scale-up) will be conducted by the government.

Timely and accurate data entry and submission of a monthly report at the district level is critical to the functioning of the vLMIS. The data collected from the vLMIS can then subsequently be used at each level of the supply chain to enhance informed decision making to meet vaccine demands. Utilization of the vLMIS will depend heavily on the level of understanding of those trained on its various functionalities. The project aims to identify the right individuals from the government departments and build their capacity in order to ensure sustainability and accuracy of vLMIS up to districts and sub-district levels.

Session 1: Introduction and Objectives

Time: 85 Minutes

Session Objectives

- Know the overall Goal and Objectives of the Course.
- Know the fellow participants.
- Cite personal and group expectations from the course.
- Identify and explain the six Rights and purpose of Logistics Management.
- Individual are able to explain self-roles and responsibilities in implementing the objectives of Vaccine Logistics Management Information System at District level.

Documents to Be Distributed

- User Guide
- Handout - 1.1: Self-introduction
- Handout - 1.2: Training Goals and Objectives
- Handout - 1.3: Six rights of logistics system

Materials Required

- Colored Cards to express expectation.
- Name Badge tags for both for participants and trainers
- Multimedia projector with Screen
- Flip Charts with Stand
- Marker Pen of different colors

Presentations Required

- Introduction and Objectives

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment's needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part of the session and take preparation accordingly.

Activities

Activity 1.1: Welcome the Participants (Lecture)

Time: 05 Minutes

WELCOME the participants to the training and CONGRATULATE them for playing a key role in implementing the vLMIS. TELL them that the training team aims to impart skills and capacities to each of them so they can successfully implement web-based vLMIS at district level. TELL them that the automated reporting of logistics data, including inventory management of vaccines and cold chain equipment and vaccine consumption reporting, will improve vaccine logistics management drastically and will avert stock-outs of vaccines and cold chain equipment's at district and facility level. MENTION that this is the main focus of this course.

Activity 1.2: Self Introduction - Get to Know Each Other (Game)

Time 15 Minutes

MENTION that participants, coming from the same Province/District, know each other very well and that is quite natural. But others in this room may not be well known to each other accordingly. Other thing is that the participants and the training team members are not also known to each other. In order to make the course a success, both participants and trainers need to know each other well. TELL them that the training team thinks that prior to starting the course; everybody in this room should know each other well. Explain that this will help us work together better. ASK the participants what do they think? TELL that both the participants and trainers can be known to each other through a simple game.

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 clear to them or not? If not, repeat the instructions.

Question-1: Whose name starts with A, S, M, N, B, K, J, K. L, R, P, S or H?

Question-2: Who are working in District Health 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: Whose youngest kid is three or less than 3 years?

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

Question-7: Who’s Father / Guardian is still worried for his/her marriage?

Question-8: Who like singing?

Question-9: Who is good at playing cricket?

Question-10: Who knows how to swim?

Training team member will also participate in this game.

Training team may distribute these questions to the participants in the form of Handout-1.1 (*Self Introduction*) if they like.

TELL that by participating in this game, I hope that we have known each other in respect of our personal liking, disliking, hobby, family condition, professional life, etc. We believe we shall pass our time here very nicely if we value and respect all these sort of things.

Activity 1.3: Course Goal and Objectives (Lecture)

Time: 10 Minutes

TELL that now we shall discuss Goal and Objectives of the course.

Training Goal

ASK one of the participants to read the text: To get participants acquainted with the features of the vLMIS application as well as build institutional capacity towards independent and sustainable data entry, importing, exporting of data and data and report analysis through vLMIS for decision making.

ASK participants what they understand about the statement. TELL participants that each of the vLMIS user has a critical role in enabling their department to independently enter, import and export data. TELL participants that vLMIS has valuable data the use of which depends on vLMIS user's ability to generate reports and graphs. The meaningful analysis can be of great help in preventing stock outs and formulating policy changes responsive to supply chain challenges pertaining to vaccines and cold chain equipment inventory management and vaccine consumption reporting.

Training Objectives

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

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

Activity 1.4: Participants and Trainers Expectation

(Lecture, Game, Q&A)

Time: 20 Minutes

TELL the participants that they have more practical experience of doing Logistics Management than the training team. But the training team has long experience of designing training, developing training curriculum and facilitating training courses. TELL that the course has been designed to implement putting together the practical experiences of participants and long training experience of trainers.

The training team expects that the course will be enjoyable and fruitful with the spontaneous participation of the participants. Everybody should take care so that the discussion does not become one sided. TELL that this course has been arranged in order to train participants in Vaccine Logistics Management Information System operation. The course will impart all required skills to successfully enter, upload and analyze logistics data through vLMIS. The success of web-based system depends highly on their data collection and compilation skills gained in the existing reporting mechanisms. The participants will take part in discussion in the light of their practical experiences, which will benefit them in their practical works later on.

TELL that participants might have some expectations out of this course. Similarly, the training team has also some expectations from the participants. The participants' expectation may be to know the unknown things of vLMIS or to know the things which they do not know well. The participants will work in small groups, to identify their expectations from this course. They will have five minutes time to list the expectations. DISTRIBUTE cards and marker pen to each group. Prior to starting work, TELL the groups that they will identify their expectations only related to vLMIS, and not any administrative or financial aspects, because the training team does not have anything to do in this respect.

At the end of allotted time, ASK each of the groups to tell their expectations. WRITE the key points of their expectations on the chart and paste in a suitable place in the training room so that everybody can see. The training team will do its best to fulfill all the expectations.

TELL that like participants, the training team has also some expectations. DISPLAY the expectations on Multimedia and ASK the participants if they agree to these.

CONCLUDE the discussion by saying that both the participants and training team will sincerely try to fulfill the expectations of each other.

Trainers Expectations

Course norms (Copy on the FLIPCHART and post in training room):

- Punctuality, both of trainers and trainees
- Respect each other's 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. Only attend essential calls and that too after permission from trainers
- Friendly behavior with each other and have fun

After the participants have met in small groups and thought about their expectations, review the lists of expectations with the whole group. Record the main ideas coming from the participants. When this is finished, call attention to some of the specific sessions that will be presented during the course, during which the specific expectation will be covered. Also mention any expectations that were mentioned by several participants. Finally, be sure to note (using a red circle or checkmark) any expectations that are <u>not planned</u> to be covered during the course.

How to Handle Topics not Specifically Covered

Comment that while some of the topics mentioned in the expectations may not be covered through specific sessions, they may be discussed throughout the course in other topics (site one or two specific examples as appropriate).

Comment that from the self-introductions it was obvious that a lot of different expertise exists among the participants as well as the facilitators. Therefore, they should feel free to tap the expertise of others in the group. For example, if there are topics that will not be covered in depth during the course, it is possible that expertise exists among other participants. Comment that in any course such as this learning can take place between participants as from the facilitator to the participant, and participants should take advantage of this opportunity.

Mention also that due to time and other constraints, some topics simply will not be covered, but participants are free to discuss among themselves during breaks, lunches, or in the evenings.

Activity 1.5: Training Schedule

Distribute handout 1.3 Rollout Training Schedules to all participants.

Tell participants that different types of trainings have different schedules. Explain types of training, contents, participants and number of days for each type of training. Encourage participants to ask any question that comes to their mind after looking at the different schedules.

Activity 1.6: The Six Rights of a Logistics System

Time: 20 Minutes

- Explain to Participants that you will explain what a logistics system is. They may be surprised to learn that there are logistics systems of different sorts all around them. We are involved in logistics or the services from logistics virtually every day of our lives.
- Ask them to think about these products and where they see these products: soft drinks, pencils, vegetables, clothing, vehicles, and paper. Ask them how these products got to the place where they saw them. Where were the products before that, and where were they before that, and how did they change places, etc.?
- The discussion should lead to the conclusion that transportation and storage were always involved. In the example of pencils, the pencils went from the pencil factory –wherever it was –

to a warehouse in some city, to some other city, to a store, etc.) Note that virtually all products need transportation and storage if people are going to have them where they need them.

- Something else that is needed too, and that is numbers or data. Without some type of numbers or data, the wrong quantities – too large or too small – or the wrong goods will end up being transported, and they might go to the wrong place. When this happens, there are losses, or there are stock outs, and people do not get what they want or need.
- People who work in logistics, including the vLMIS, say that for a logistics system to succeed it must have the "Six Rights."
- Trainer displays the pre-printed flip chart with the Six Rights, reminding Participants that there is a copy of this flip chart in the PG. Give them the page number.

THE SIX RIGHTS
The Right Goods
In the Right Quantities
In the Right Condition
To the Right Place
At the Right Time
At the Right Cost

- Trainer reviews each of the Six Rights and gives some examples. For example, if you have the wrong goods, it doesn't matter if you have the right quantities or anything else. If you have petrol where people want diesel fuel, you do not have a successful logistics system, even if you have large quantities of petrol. If the petrol has dirt in it, it is not in the right condition. If it is at a town many kilometers away, it is not in the right place. If you have it only on Sunday, that is a serious problem.
- Note that "at the right cost" applies even when drugs and treatment are given free to clients or sold at very low prices. The cost of running the program and the logistics system must be "right." The costs have to be low enough to be covered by the program budget.

- It is not enough to have only one or two of the Six Rights. You must have all six to have an effective program. When you have all Six Rights, you can have a successful logistics system and Commodity Security. People can get what they want every time they want it.

Activity 1.7: The Six Rights and the Restaurant Diagram

Time: 15 Minutes

- Explain that the Six Rights will become clearer when you look at the diagram of a restaurant. A restaurant is in fact a small logistics system. If it does not have the Six Rights, it will not make money. It might not stay in business.
- Trainer asks participants to open their Participant Guides and look at the picture of restaurant. Trainer asks participants to study the picture for a few minutes, and then points out ways in which a good restaurant has the Six Rights. As needed, mention that yes, this is a condom restaurant, and the people are drawn like condoms.

RESTAURANT

- The trainer comments on the diagram, adapting the comments to the needs and background of the group:
  1. If the restaurant has soap and matches on its menu, does it have the right products for a restaurant?
  2. If it offers bowls of rice and beans with 10 grams each, will it make money?
  3. If the rice was cooked four days ago, is it in the right condition?
  4. If the waiter takes your food to a different table and gives you an order from another table, will you be happy?
  5. If the restaurant is in the middle of a swamp, will it do good business?
  6. If the restaurant opens in the middle of the night and closes at dawn, are these good hours?

- All of these are simple examples, but they help make the point. Ask Participants if they have ever experienced restaurants that were missing one or more of the Six Rights. Process their replies. See if you can get at least one restaurant example where one of the Six Rights was missing.

- Conclude that you don't want clients to have problems like that when they want to be treated at a clinic.
- Ask them to apply the Six Rights to vaccines. The responses should be like these: You need to have the right drugs or supplies in the right quantities in the right condition, to the right place at the right time and at the right cost. Have they ever had problems with the Six Rights at their site?
- Even when treatment is free, the Right Cost is involved, because it means the Right Cost to run the Programme, such as shipping and storing drugs and the cost of the staff who manages and dispenses the products.
- Conclude this session by explaining that in the next session they will look at how the Six Rights and a diagram like the Restaurant Diagram applies to the flow of commodities to their site.

Session 2: Basic Computer Skills

Time: 120 Minutes

Session Objectives

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

- Use a mouse to point, click and double-click
- Learn basic Keyboard usage
- Learn to open a web site
- Log into vLMIS
- Know about the basic input tools in vLMIS

Documents to Be Distributed

- User Guide
- Handout - 2.1: Basic Computer Skills

Materials Required

- Laptops / Desktop Computers
- Multimedia projector with Screen
- Flip Charts with Stand
- Markers and Pen of different colors

Presentations Required

  - Basic Computer Skills

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment's needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part of the session and take preparation accordingly.

Activities

Activity 2.1: Interactive Presentation

Time: 10 Minutes

Welcome the participants to a short, easy-to-master course on basic computer skills. Tell them that in today's world, knowing how to use a computer is one of the most needed skills required to succeed in the workplace. In order to use the computer it is necessary to understand how the computer works.

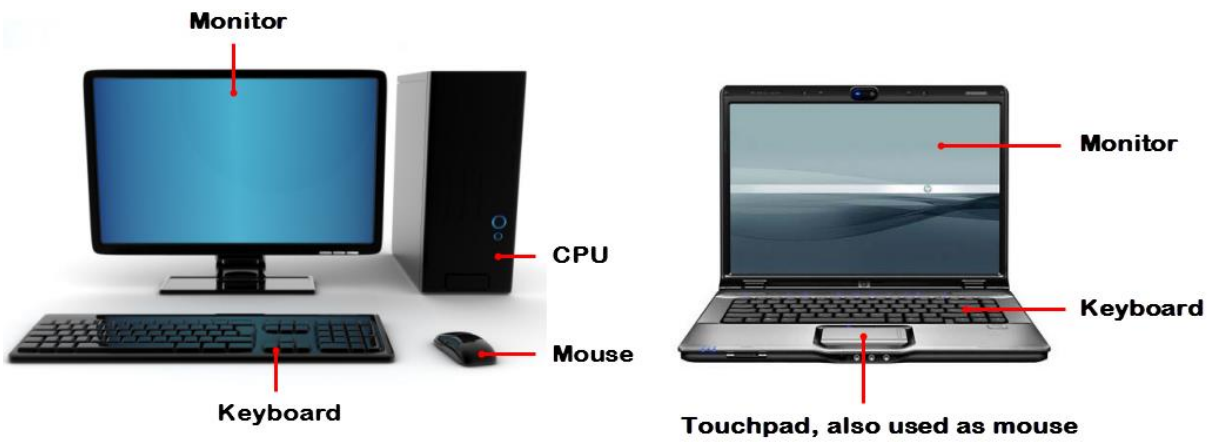
Explain to them that once they have understood these basics, you will have a clear understanding on which to build your future knowledge of and skill with computers.

TELL participants that to understand vLMIS properly they need to have some basic understanding of computers. We need to be fluent in the use of computers and its devices in order to be able to work on vLMIS.

Activity 2.2: Basic Difference between a Desktop and a Laptop

Time: 20 Minutes

Explain to the participants the difference between a desktop computer and a laptop computer, as shown in the image below:



Starting your Computer

Explain the process of Starting the computer. Tell them that they need to click the  button on their laptops in order to start the computer.

Alternatively for a desktop computer, they need to click the  button on the CPU to start the computer.

Checking Internet Connectivity

Explain the process checking internet connectivity. Tell them to look at the right side of the taskbar and look for  icon for Wi-Fi connectivity or  icon for LAN connection.

Activity 2.3: Using the Mouse

Time: 20 Minutes

Tell participants that mouse is a device that allows them to control the movement of the insertion point on the screen. Explain that the operator places the palm of the hand over the mouse and moves it across a mouse pad, which provides traction for the rolling ball inside the device. When the operator clicks the mouse the insertion point which indicates the area you are working on the screen. They can also click the mouse and activate icons or drag to move objects and select text.

'Clicking Using the Mouse – Left Click

Explain the features of click using the mouse with help of the image in the presentation. Tell them that pressing down on the left-mouse twice in rapid succession produces a **double click**. Explain that generally they double-click to open an onscreen object. Show them the image and explain how "My Computer" object to the right is dimmed, indicating a single click has activated it. Tell them that if they click on the dimmed object, their action will open the file represented by that object.

'Right Click'

Tell users that a **Right-click** is used to open the menu for exploring options related to that on-screen object.

Mouse Pointers

Tell them that the **Basic Pointer** is a standard computer pointer. It normally appears on your desktop once your computer is done loading itself completely. This pointer is what you use to select and execute files, programs, etc.

Conduct **Exercise 2.1 "Using the Mouse**".

Activity 2.4: Using the Keyboard

Time: 20 Minutes

Introduce users to the keyboard. Tell them that it takes time to become fluent in typing and that it comes after a bit of practice and study to take advantage of what the keyboard gives you. Tell them that mostly those advantages will be learned through practice and additional instruction.

Distribute **Handout 2.1 "Keyboard and Typing Tips"**.

Using the Keyboard

Tell them to look at the keyboard. Tell them that the basic QWERTY keyboard is displayed in the diagram below:

Explain to them that the main keys are the letter keys. Tell them that when they type just using these, you get lower-case print. However, if they hold down a 'shift key' (there are two to choose from) at the same time as they type, they'll get UPPER-CASE letters.

Typing Basics

Tell them that they can type lower case letters by pressing any letter key on the keyboard. For example, tell them to type the word, 'hello'.

Tell them that to type numbers, they should press a number key.

Backspace and Delete

Tell them that if they make a mistake in your typing, they can use these keys to fix that. First position the cursor to the right of a letter or number and then press the backspace key to delete letters to the left of the cursor, or place your cursor just before the letter, click and press **Delete**.

Spacebar

Tell them to use the **space bar** to type single spaces between words.

Conduct **Exercise 2.2 "Using the Keyboard**".

Activity 2.5: Working with the World Wide Web

Time: 20 Minutes

Introduce the participants to the web browser. Tell them that the web browser used to be seen as a tool whose primary use is to view web pages over the Internet.

Distribute **Handout 2.2: "Working with the World Wide Web"**.

Basic Browsers

Tell them the names of basic web browsers and demonstrate clicking on an icon.

Navigating To a Web Page

Tell them that to navigate to a web page, they need to open the web browser.

Tell them that that browsers have an **address bar** that shows the web address (also called a URL) of the page you are on. To go to a different page, you can type an address in the address bar and then press **Enter** (or **Return**).

Visiting Links inside a web Page and briefly talk about how to visit links in a web page.

Navigation Buttons

Tell participants that sometimes, after you click on a link, you might want to go back to the previous page. Tell them that they can do this using your browser's **Back** button. Once you've pressed the Back button, you can press the **Forward** button to follow the link again.

Conduct **Exercise 2.3 "Working with the World Wide Web".**

Activity 2.6: Data Entry for Beginners

Time: 30 Minutes

Logging into vLMIS

Tell participants that vLMIS is a web-based reporting and inventory management application that makes it simple for beginners and experienced users to report inventory data, view performance and graphical reports and cold-chain information.

Instruct them to follow the following steps:

1. Open the LMIS Landing page by entering the URL: http://lmis.gov.pk.
2. In the Login section, click the **Vaccines** tab
3. Specify the **Username** and **Password** provided to you by the Administrator.
4. Click **Login**.
   The Vaccine Logistics Management Information System Welcome Screen displays.

Distribute **Handout 2.3: "Data Entry for Beginners"**.

Forms and Input Definitions

Tell participants that when using vLMIS, they will come across many different type of input or display fields that will enable you to enter or read your required information.

The basic input definitions used in vLMIS form is explained below:

- **Text box**: Text box defines a one-line input field that a user can enter text into. Below the first name and last name are example for such fields. Another text field that accepts text input is the Ref No. Field in vLMIS forms.
- **Password Field**: A password field is used to specify the password. Note that the characters in a password field are masked (shown as asterisks or circles).
- **Drop-down**: Drop-down displays a list of choices that you can select from. Each choice is called an **Option**.

Forms and Input Definitions

Explain the following:

- **Date Fields**: The date fields are used for date selection in vLMIS. You can select the month and year using the drop-downs on top, and specify the date in a drop-down menu.
- **Radio Buttons**: Radio buttons let a user select ONLY ONE of a limited number of choices.

Show **Slide 21: Forms and Input Definitions** and explain the following:

- **Search box**: This type of text entry box enables the user to enter a keyword that it will search for in the database.
- **Data List**: A data list displays list of entries in form of a table.

Forms and Input Definitions

Explain the following:

- **Legends**: Legends display color coded values for options. The options can be identified using color codes.
- **Submit Button**: A submit button is used to send form data to a server. The data is sent to the page specified in the form's action attribute. The file defined in the action attribute usually does something with the received input.

Conduct **Exercise 2.4: “Data Entry for Beginners”**.

Session 3: Vaccine Supply Chain

Time: 30 Minutes

Session Objectives

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

- Describe Pakistan's Vaccine Supply Chain System
- Describe the flow of information for Vaccines in Pakistan

Documents to Be Distributed

- User Guide

Materials Required

- Multimedia projector with Screen
- Flip Charts with Stand
- Markers and Pen of different colors

Presentations Required

- Vaccine Supply Chain

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment's needed for the session are ready at hand.

- If the session is planned to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part of the session and take preparation accordingly.

Activities

Activity 3.1: Vaccine Supply Chain

Time: 15 Minutes

TELL participants that to understand vLMIS properly they need to have some basic understanding of the system it serves. Studying Pakistan's vaccine supply chain system enables us to understand the logistics environment we are working. They can relate the learning to the role vLMIS is playing in strengthening this system.

Vaccine Supply Chain

Ask participants to identify their own roles in the pipeline. Write the different roles in the supply chain on a flipchart. Ask participants to identify how these various supply roles are linked to each other. The participants should be able to share their role in the supply chain based on their experience.

Tell participants that the flowchart describes supply flow for vaccines and cold chain equipment for different stakeholders. The flowchart shows flow of vaccines from central or provincial to district and sub-district level.

EXPLAIN that the straight black arrows (pointed downwards) in flowchart indicate the flow of vaccines stock issue and receive while semi-rounded /circular arrows (pointed upwards) show the flow of stock return. The district reports are received by Provincial Store and vaccines are re-supplied to districts based on population based targets without considering the consumption data and stock balance.

Vaccine Supply Chain (Summary)

The supply of vaccines is summarized. Ask participants if they have any role in receiving vaccines from central or provincial EPI stores. Tell participants that in addition to supply of vaccines the roles and responsibilities are also connected through this flowchart and any break or hurdle in this supply chain will ultimately affect the availability to recipient.

Activity 3.2: How Vaccines Are Supplied / Demanded?

Time: 15 Minutes

Tell participants that the Central or Provincial Store supplies vaccines based on push system. In push system, the vaccines are supplied based on population targets. For a pull system to work, the consumption data from all EPI Centers has to be recorded. The reports of the EPI Centers of health department are called Monthly EPI reports. These reports are consolidated at tehsil level by Assistant Superintendent Vaccination (ASV).

EDO Health compiles the monthly reports of all tehsils at district level. The consolidated EPI report of EDO is then shared with Provincial EPI Directorate.

vLMIS Users

Tell participants that flow charts gives an overview of various geographical level logistics related positions and their responsibilities pertaining to vLMIS in public sector. List all these categories on flip charts. Ask participants to list responsibilities under each category for all users. Ask participants to categorize various responsibilities each staff has. They may say:

- Stock Receive
- Stock Issue
- Consumption Reporting
- Reporting
- or Others

Session 4: Basic Logistics Concepts

Time: 45 Minutes

Session Objectives

- To make participants understand basic and key logistics concepts including consumption, average monthly consumption and months of stock.
- To enable to calculate the aforementioned indicators for their own district.
- To make supply decisions based on these indicators.

Documents to Be Distributed

- User Guide
- Handout 4.1: Basic and Key Logistics Concepts
- Handout 4.2: Logistics Concept Exercises (1, 2, 3)
- Exercise 1, 2 & 3
- Answer key for exercises

Materials Required

- Flip Charts and Stands
- Multimedia Projector with Screen
- Markers and Tape
- Calculators

Presentations Required

- Basic Logistic Concepts

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment's needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part of the session and take preparation accordingly.

Activities

Activity 4.1: Introduction to Basic Logistics Concepts

Time: 30 Minutes

TELL participants that once the data is uploaded it is visible worldwide and can be used for logistics decision and policy formulation. Stress the importance of utilizing data from district to national level. Emphasize that their role is not just limited to data entry and uploading, but they should be proactive in using this data for district based logistics management. Each vLMIS user MUST understand his/her role in analyzing and interpreting vLMIS data. TELL participants that in order to understand reports they must grasp some basic logistics concepts. The participants may already be aware of some concepts and the exercises contained in this session will refine them further. PRESENT and elaborate basic logistics concepts.

Activity 4.1.1: Basic Logistics Concepts

- Opening Balance: Balance of Vaccines/products in doses/numbers at the start of the month.
- Received: Vaccines/products received in doses/numbers during the month.
- Dispensed: Vaccines/products in doses/numbers dispensed to end user during the month.
- Vials Used: No. of vials used during the month for dispensing of the vaccines.
- Unusable Vials: No. of vials expired/damage due to any reason.
- Closing Balance: Balance of Vaccines/products at the end of month.
- Closing Balance: Opening Balance + Received - (Vials used + Unusable Vials) x doses per vial.

- **Nearest Expiry Date**: Nearest Expiry date of vaccines/product s in existing stock.

Activity 4.1.2: Key Logistics Concepts

ASK participants what they understand by consumption of vaccines. They may possibly reply that it is dispensing of vaccines at the facility level or issuance of vaccines to facilities by district store. The consumption is computed by issuance / dispensing of vaccines at the facility level to the clients. In our vLMIS we are using the facility level issued / dispensed to end users data as consumption data.

TELL participants that it is important to compute the average monthly consumption for forecasting and other policy decisions as consumption may vary from month to month due to various reasons. ASK participants on how they calculate their flour or other home requirements and how frequently they replenish those items. They may respond that every month they buy a month's consumption based on what has been consumed previous month. The vaccines requirements can also be estimated keeping this principle in mind, however the estimation has to be more accurate. For a relatively accurate requirement of next month or so, Average Monthly Consumption is computed. TELL participants that AMC is computed by taking the average of previous three non-zero months, i.e.

Average Monthly Consumption (AMC) = Last Three Non-Zero Months / 3

Non-zero months are those in which the reported consumption was not zero.

ASK participants that how they will estimate that how much time their current stock will last. They may respond that it will depend on future consumption. TELL participants that in order to estimate how much time their current stock will last they will calculate 'months of stock' (MOS). MOS will inform us the number of months' time before all stock is consumed. The MOS is calculated by dividing the current Stock on Hand (SOH) by AMC

Months of Stock = SOH / AMC

Activity 4.2: Exercise – Consumption

Time: 05 Minutes

Give exercise one to all participants. ASK them to perform this exercise individually. TELL participants that they can do their calculations on calculator or excel sheet. GO around the hall to check if participants are having any difficulty in doing the exercise.

ASK participants to share their results. Compare the results with answer key and redo the calculation to make everyone understand how consumption is computed.

Activity 4.3 Exercise – Average Monthly Consumption

Time: 05 Minutes

Give exercise two to all participants. ASK them to perform this exercise individually. TELL participants that they can do their calculations on calculator or excel sheet. GO around the hall to check if participants are having any difficulty in doing the exercise.

ASK participants to share their results. Compare the results with answer key and redo the calculation to make everyone understand how average monthly consumption is computed.

Activity 4.4: Exercise – Months of Stock

Time: 05 Minutes

Give exercise three to all participants. ASK them to perform this exercise individually. TELL participants that they can do their calculations on calculator or excel sheet. GO around the hall to check if participants are having any difficulty in doing the exercise.

ASK participants to share their results. Compare the results with answer key and redo the calculation to make everyone understand how average monthly consumption is computed.

Session 5: Getting started with vLMIS

Time: 35 Minutes

Session Objectives

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

- Tell purpose of vLMIS
- Identify various features / functions contained in vLMIS application
- Identify different Users, Geographical levels and their Roles

Documents to Be Distributed

- User Guide

Materials Required

- Laptops for each participant (with external mouse, Microsoft Office 2007, Internet explorer 8.0 or Firefox, Wi-Fi)
- Flip Charts and Stands
- Multimedia Projector with Screen
- Markers and Tape

Presentations Required

- Getting Started with vLMIS

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment's needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part of the session and take preparation accordingly.

Activities

Activity 5.1: Introduction To and Getting Started With vLMIS

Time: 20 Minutes

Open vLMIS Introduction and Getting Started with vLMIS presentation and project it.

Why vLMIS

TELL participants that the web-based Vaccine Logistics Management Information System has been designed to help plan and manage the immunization resources and ensure that vaccines are always available to meet demand at the right time, to the right place, at the right cost, in the right condition of the right product in the right amount – No matter where they live.

The web-based Vaccine Logistics Management Information System (vLMIS) is an extension of the Logistics Management Information System (LMIS) and is designed to replace the current paper-based logistics information system that is being used for managing the vaccine distribution and logistics.

The Vaccine Logistics Management Information System introduces systematic vaccine product management and create sustainable dependencies among different vaccine procurement procedures and geographical level operations.

The web-based Vaccine Logistics Management Information System (vLMIS) is easy to use and contextualized to fit local stakeholder's structure and the devolution of health and population programs to provincial governments. The system brings in district and EPI-level reporting by aggregating facility-level data through paper-based reports. With a unified system for reporting and requisitioning, the vLMIS system is able to integrate information from all levels and sectors.

Accessing vLMIS

TELL participants that the web-based vLMIS can be accessed at http://lmis.gov.pk and clicking the vaccine tab. The web-based Vaccine Logistics Management Information System (vLMIS) is easy to use and contextualized to fit local stakeholder's structure.

Functions / Features of vLMIS

EXPLAIN each feature / function of vLMIS to the participants.

Following is the list of features and functions of vLMIS:

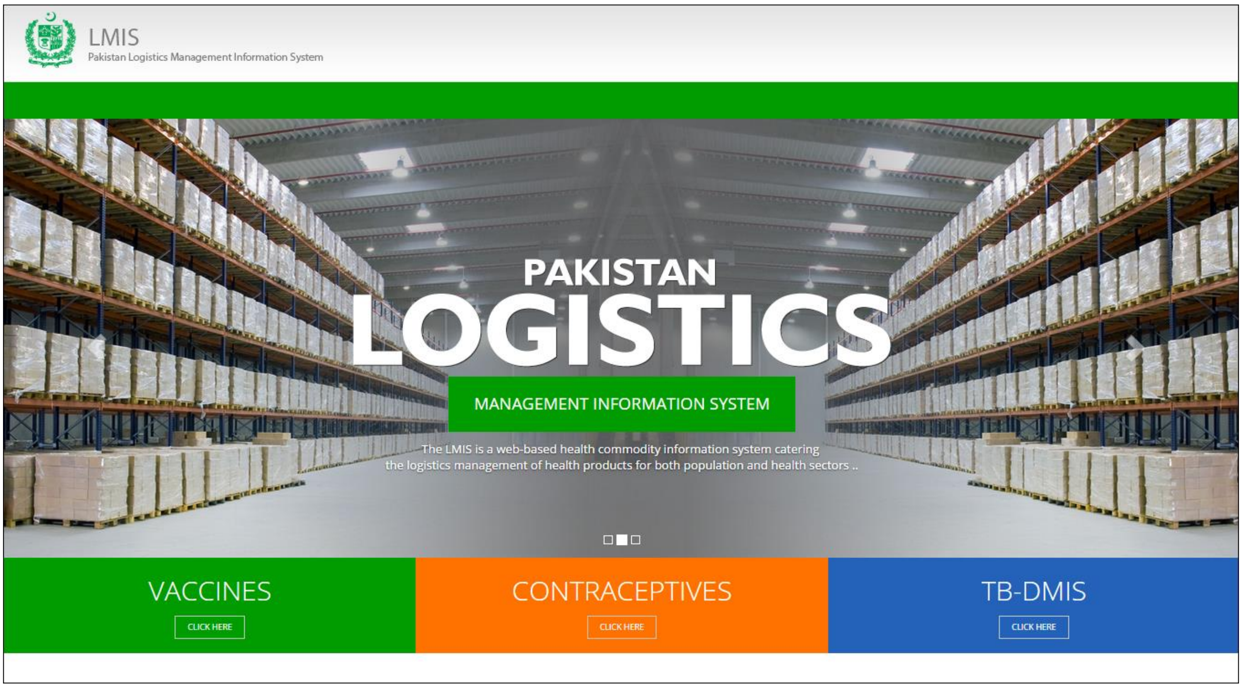
1. **Role-Based Access for Users:** Users are authenticated based on their geographical levels and the roles that are associated with them.
2. **Dashboards:** Users can view dashboards at the national, provincial and district level to access analytical reports, graphs and maps directly from the dashboard. These dashboards include Routine Immunization, Inventory Management, Cold-chain Equipment Management and Campaign Management.
3. **Consumption Reporting** A module for Vaccine reporting in the centralized web-accessible data repository of LMIS to report data from data providers. Data Providers can perform monthly data entry. This also includes being able to generate reports for themselves. Service delivery point data will be collected and recorded daily and compiled and reported online monthly using vLMIS.
4. **Inventory Management / Automated Stock Transactions:** Stock transactions are updated in the system and calculated automatically for transfers and adjustments using vLMIS for better management of inventory. The data provided by different geographical levels tracks vaccines in different data entry forms. The National, Provincial, Divisional and District level users will enter vaccines logistics data with batch and expiry information, while Tehsil and UC users will report data without batch.
5. **Cold-Chain Equipment Management:** The details of Cold-chain assets, their location, status and capacity is tracked in vLMIS for maintaining the cold-chain of immunization vaccines. The cold-

chain inventory and use is tracked in vLMIS. This module is capable of entering new cold chain assets as well as its current operational status. Each month, along with other logistics data, users will update the operational status of their cold chain assets.

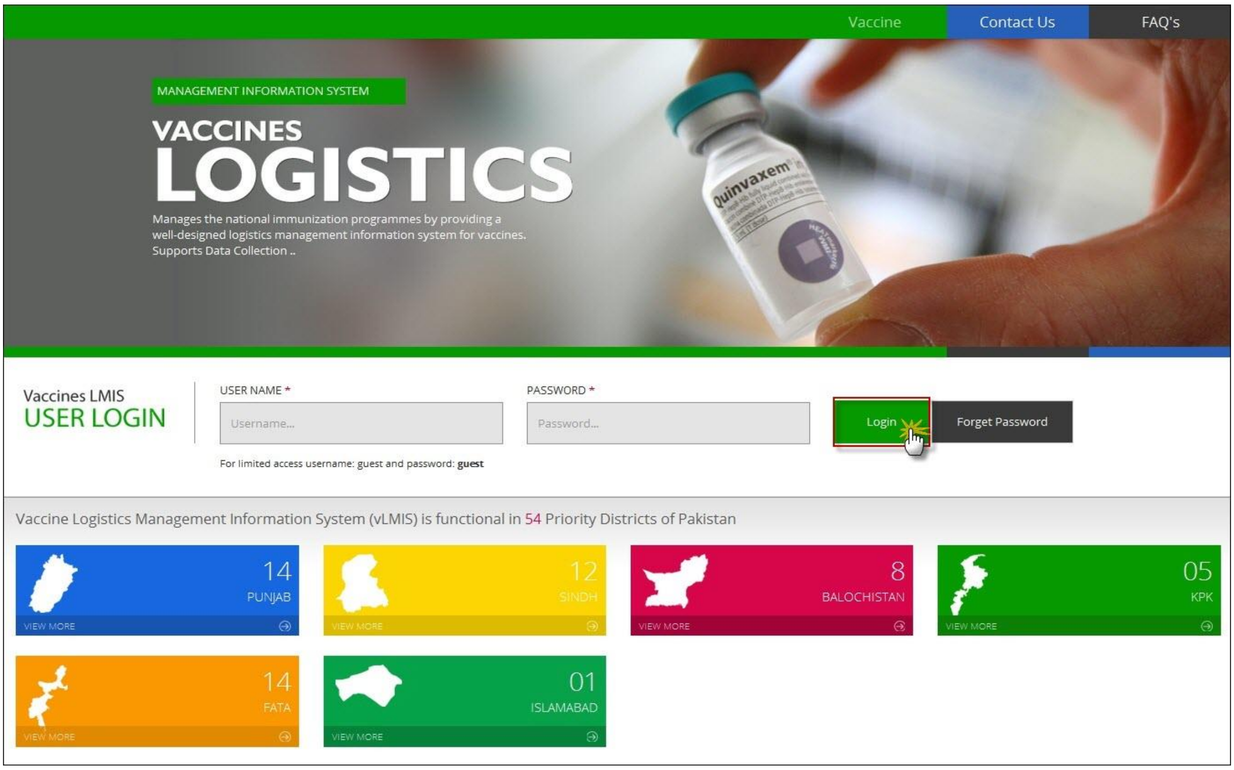
6. Batch Management: vLMIS offers batch management in order to maintain the First expiry first out process for vaccine during stock issue.
7. Wastages: are important indicators in managing and improving the transparency and accuracy of inventory management. Wastage will be calculated automatically with the help of consumed and unused vial information. The Administrator will manage vLMIS and create all of the necessary data in order to assist users to continue to provide and review logistics data.
8. Data Reports: Performance reports enable you to view the monthly reporting performance country-wide. Data Reviewers can access vLMIS using the ‘guest’ user account and get reports about the country’s provinces and districts to help them in logistical decision-making regarding supply chain management in their assigned districts.
9. Graphs: Graphs enable you to view and compare different Indicators and view performance and comparison reports over time.
10. Maps: Maps enable you to view and compare different Indicators and view performance and comparison reports based on the geographical area.

vLMIS Homepage

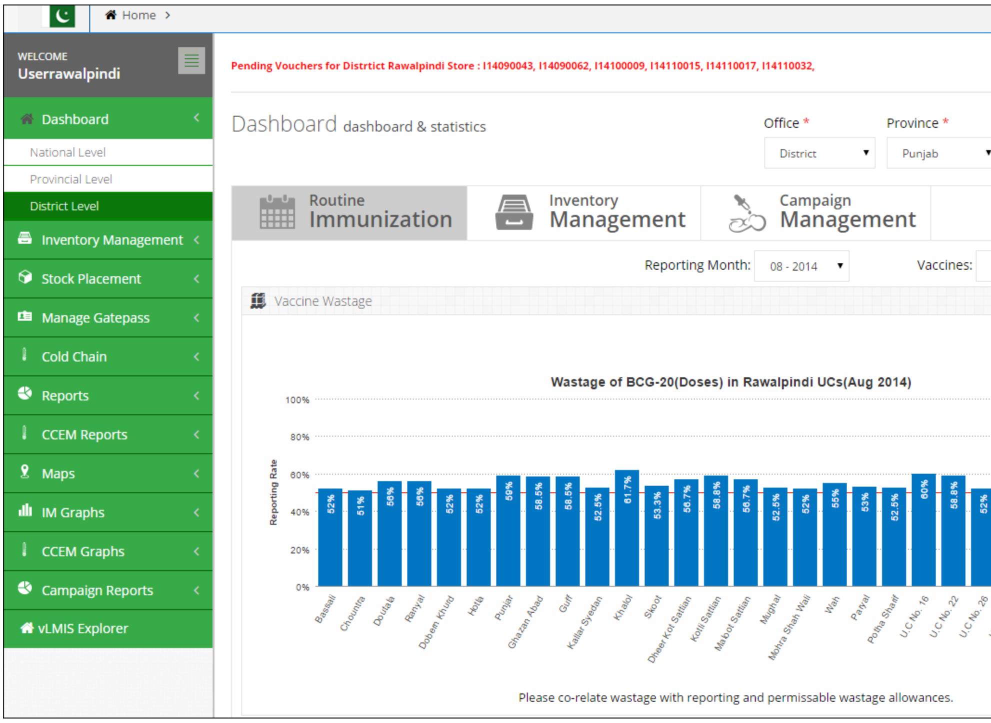
The Logistics Management Information System has a single landing page for its three modules for Contraceptives, TB, and Vaccines Management Information System. Enter the URL http://lmis.gov.pk to access the application homepage.

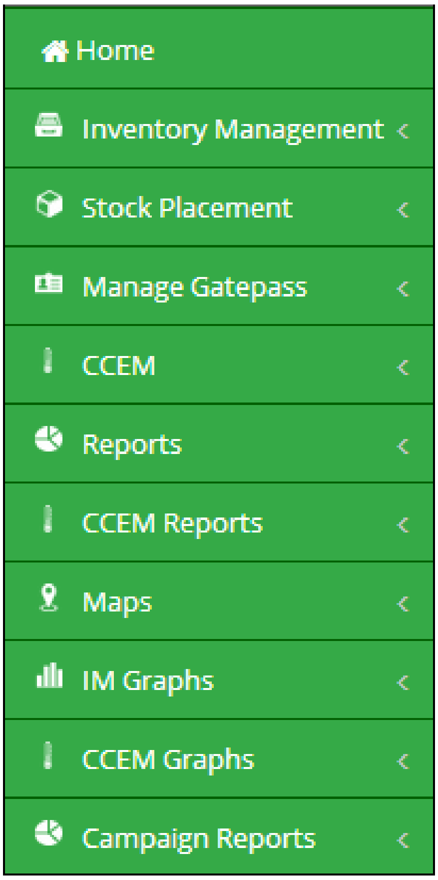


Click the button **Click Here** on the Vaccines tab. vLMIS login page will be displayed.



Enter the username and password and click **Login**. The Vaccine Logistics Management Information System Dashboard Screen displays. Once logged in, s/he will view the dashboard tabs as shown below:





The top bar of the home page displays the main menu, as shown in the image.

Activity 5.2: Introduction To and Getting Started With vLMIS

Time: 15 Minutes

Users and User Roles

Ask participants who could be vLMIS users. The participants may say storekeepers. TELL participants that the Vaccine Logistics Management Information System Users are basically store operators that manage and record the inventory and stock transactions. Each geographical level entails different user roles associated with their warehouse/store operations.

Tell participants that we will now briefly discuss the different users and their roles.

Role Based Users

The Role Based Users can log in to vLMIS and perform assigned functions. Each user is assigned responsibilities based on the role and geographical level.

Users Types to display the list of users.

Authenticated Users

The Authenticated users can log in to vLMIS and perform assigned functions. Each user is assigned responsibilities based on the role and geographical level.

EPI User – National

Feature	Responsibilities
Inventory Management	Receive stock from provincial warehouses. Receive stock from supplier and create placement vouchers. Search for received stock. Issue stock to other warehouses (Province, District and Field stores) and create pick order forms. Search for issued stock. Manage Batches. Add placement locations for stock. Transfer stock to other locations.
Stock Adjustments	Manage adjustments. Search for adjustments
Manage Gate Pass	Issue a new gate pass. View the list of issued gate passes.
Cold Chain	Asset Working Status update
Reports	View geographical and periodic logistics information in tabular formats.
CCEM Reports	View geographical and periodic CCEM information in tabular formats.
IM Graphs	View geographical and periodic inventory management information in graphical formats.
CCEM Graphs	View geographical and periodic cold-chain equipment management information in graphical formats.
Maps	View geographical and periodic logistics information in map formats.
Campaign Reports	View geographical and periodic campaign information in tabular formats.
Others	Change account password.

EPI User – Provincial

Feature	Responsibilities
Inventory Management	Receive stock from National warehouse. Receive stock from supplier and create placement vouchers. Search for received stock. Issue stock to other warehouses (National, Province, Division, District stores) and create pick order forms. Search for issued stock. Manage Batches. Add placement locations for stock. Transfer stock to other locations.
Stock Adjustments	Add adjustments. Search for adjustments
Manage Gate Pass	Issue a new gate pass. View the list of issued gate passes.
Cold Chain	Asset Working Status update
Reports	View geographical and periodic logistics information in tabular formats.
Maps	View geographical and periodic logistics information in map formats.
CCEM Reports	View geographical and periodic CCEM information in tabular formats.
IM Graphs	View geographical and periodic inventory management information in graphical formats.
CCEM Graphs	View geographical and periodic cold-chain equipment management information in graphical formats.
Campaign Reports	View geographical and periodic campaign information in tabular formats.
Others	Change account password.

EPI User – District

Feature	Responsibilities
Inventory Management	Receive stock from National / Provincial warehouse. Search for received stock. Issue stock to other warehouses (National, Province, Division, District stores) and create pick order forms. Search for issued stock. Manage Batches. Add placement locations for stock. Transfer stock to other locations.
Stock Adjustments	Add adjustments. Search for adjustments
Manage Gate Pass	Issue a new gate pass. View the list of issued gate passes.
Cold Chain	Asset Working Status update
Reports	View geographical and periodic logistics information in tabular formats.
Maps	View geographical and periodic logistics information in map formats.
CCEM Reports	View geographical and periodic CCEM information in tabular formats.
IM Graphs	View geographical and periodic inventory management information in graphical formats.
CCEM Graphs	View geographical and periodic cold-chain equipment management information in graphical formats.
Campaign Reports	View geographical and periodic campaign information in tabular formats.
vLMIS Explorer	View previously submitted Monthly Report data for the selected warehouse and the specified month and year.
Others	Change account password.

EPI User - Tehsil

Feature	Responsibilities
Inventory Management	Receive stock from Provincial / District warehouse. Search for received stock. Issue stock to other warehouses (National, Province, Division, District stores) and create pick order forms. Search for issued stock. Manage Batches. Add placement locations for stock. Transfer stock to other locations.
Stock Adjustments	Add adjustments. Search for adjustments
Manage Gate Pass	Issue a new gate pass. View the list of issued gate passes.
Cold Chain	Asset Working Status update
Reports	View geographical and periodic logistics information in tabular formats.
Maps	View geographical and periodic logistics information in map formats.
CCEM Reports	View geographical and periodic CCEM information in tabular formats.
IM Graphs	View geographical and periodic inventory management information in graphical formats.
CCEM Graphs	View geographical and periodic cold-chain equipment management information in graphical formats.
Monthly Stock Consumption	Enter/View monthly reported data of products for the assigned Warehouse/Store.
Others	Change account password.

EPI User - UC

Feature	Responsibilities
Monthly Stock Consumption	Enter/View monthly reported data of products for the assigned Warehouse/Store.
Cold Chain	Cold Chain Status Update.
Reports	View geographical and periodic logistics information in tabular formats.
CCEM Reports	View geographical and periodic CCEM information in tabular formats.
CCEM Graphs	View geographical and periodic cold-chain equipment management information in graphical formats.
Campaign Reports	View geographical and periodic campaign information in tabular formats.
Others	Change account password.

Policy User (National, Provincial and District)

Feature	Responsibilities
Reports	View geographical and periodic logistics information in tabular formats.
CCEM Reports	View geographical and periodic CCEM information in tabular formats.
CCEM Graphs	View geographical and periodic cold-chain equipment management information in graphical formats.
IM Graphs	View geographical and periodic inventory management information in graphical formats.
Campaign Reports	View geographical and periodic campaign information in tabular formats.
Others	Change account password.

Campaign User (National)

Feature	Responsibilities
Campaigns	Add Campaign Search Campaigns Data Entry History Campaigns Target LQAS Data Entry
Campaign Reports	View geographical and periodic campaign information in tabular formats.
Others	Change account password.

Campaign User (Provincial)

Feature	Responsibilities
Campaigns	Add Campaign Search Campaigns Data Entry History Campaigns Target LQAS Data Entry
Campaign Reports	View geographical and periodic campaign information in tabular formats.
Others	Change account password.

Campaign User (District)

Feature	Responsibilities
Campaigns	New Data Entry Data Entry History Reported UCs Campaign Readiness Campaign Readiness UCs
Campaign Reports	View geographical and periodic campaign information in tabular formats.
Others	Change account password.

CCEM Manager (National, Provincial, District)

Feature	Responsibilities
Cold Chain	Search Refrigerator Add Refrigerator Search Vaccine Carriers Add Vaccine Carriers Search Ice Pack Add Ice Pack Search Cold Room Add Cold Room Search Voltage Regulator Add Voltage Regulator Search Generator Add Generator Search Transport Add Transport Transfer Asset Asset Status Update
CCEM Reports	View geographical and periodic CCEM information in tabular formats.
CCEM Graphs	View geographical and periodic cold-chain equipment management information in graphical formats.
Others	Change account password.

Session 6: Inventory Management

Time: 205 Minutes

Session Objectives

By the end of the session participants should know how to perform following vLMIS functions at District EPI Store level:-

1. Stock Receive from Store, Searching Receive History and Placement
2. Batch Management, Stacking and Stock Expiry
3. Stock Issue, Searching Issue History and Picking
4. Stock Adjustment and History

Documents to Be Distributed

- User Guide
- Inventory Management Exercises
- Inventory Management Job-Aids

Materials Required

- Laptops for each participant (with external mouse, Microsoft Office 2007 or above, Firefox, Wi-Fi)
- Calculators for each participant
- Front two Screens, one each side with Multimedia
- Markers and Tape
- Flip Charts with stand

Presentations Required

- Inventory Management

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment's needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part of the session and take preparation accordingly.

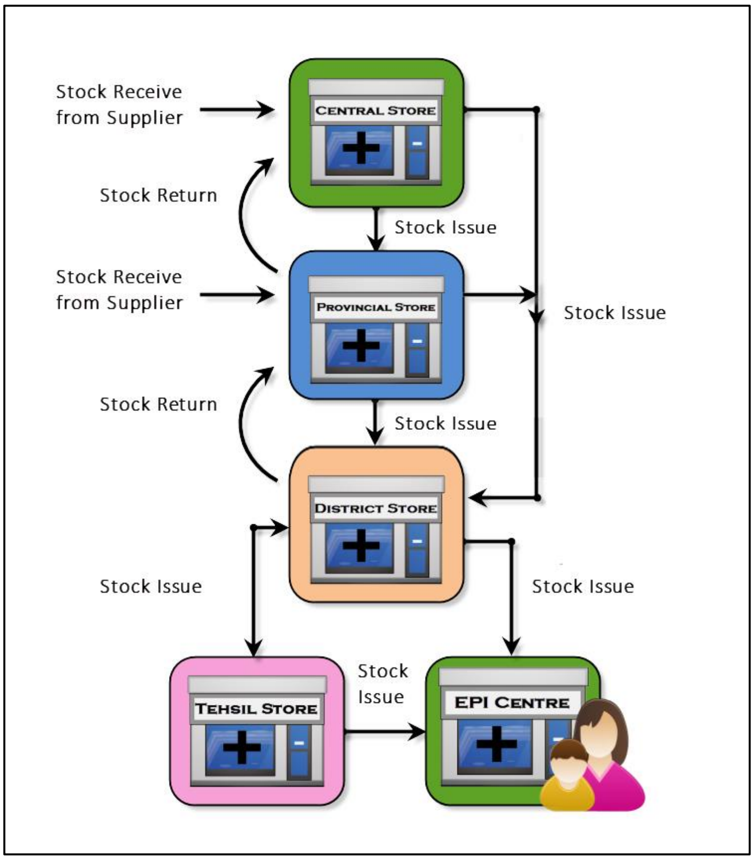
Activities

Activity 6.1: Login

Time: 05 Minutes

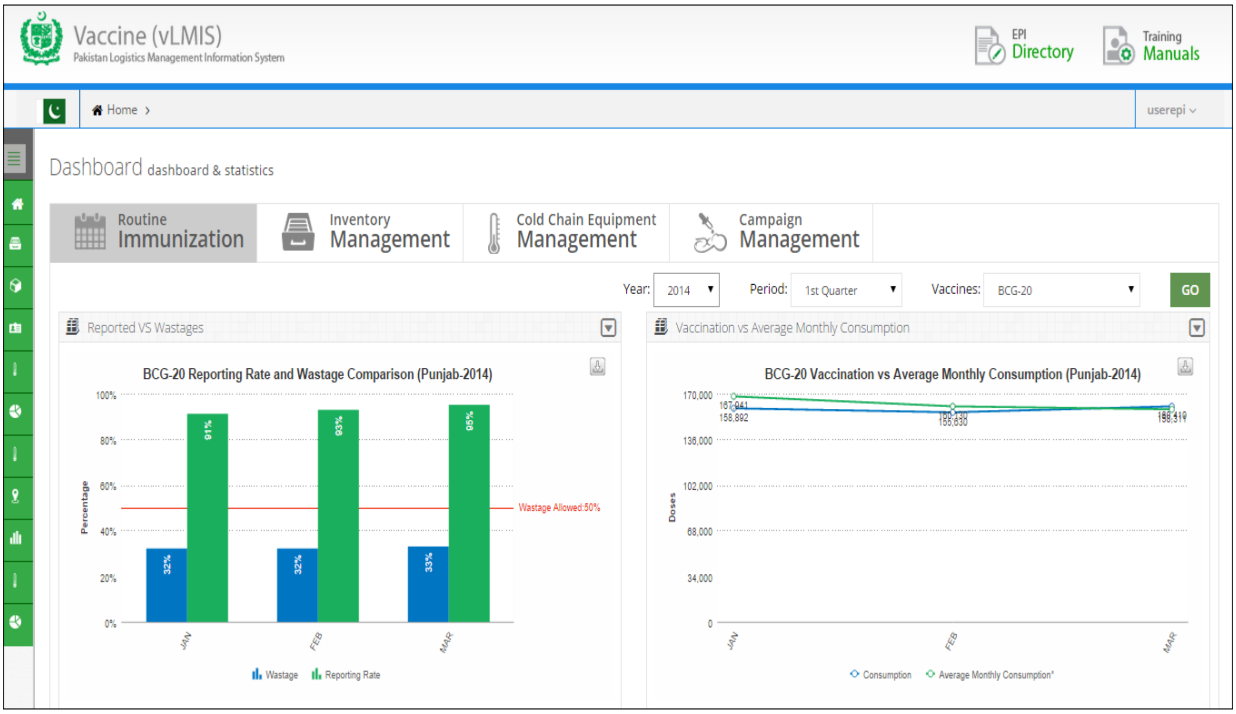
The objective of this activity is to give user an idea, how supply chain starts from federal or provincial level and stock is distributed to the district and tehsil/taluka level.

User Overview: The diagram shows how National user receives stock from suppliers and then distributes the stock to the Provincial, Divisional and District stores. Normally provinces transfers stock to division and districts but few areas like AJK and GB districts receive stock directly from Federal user.



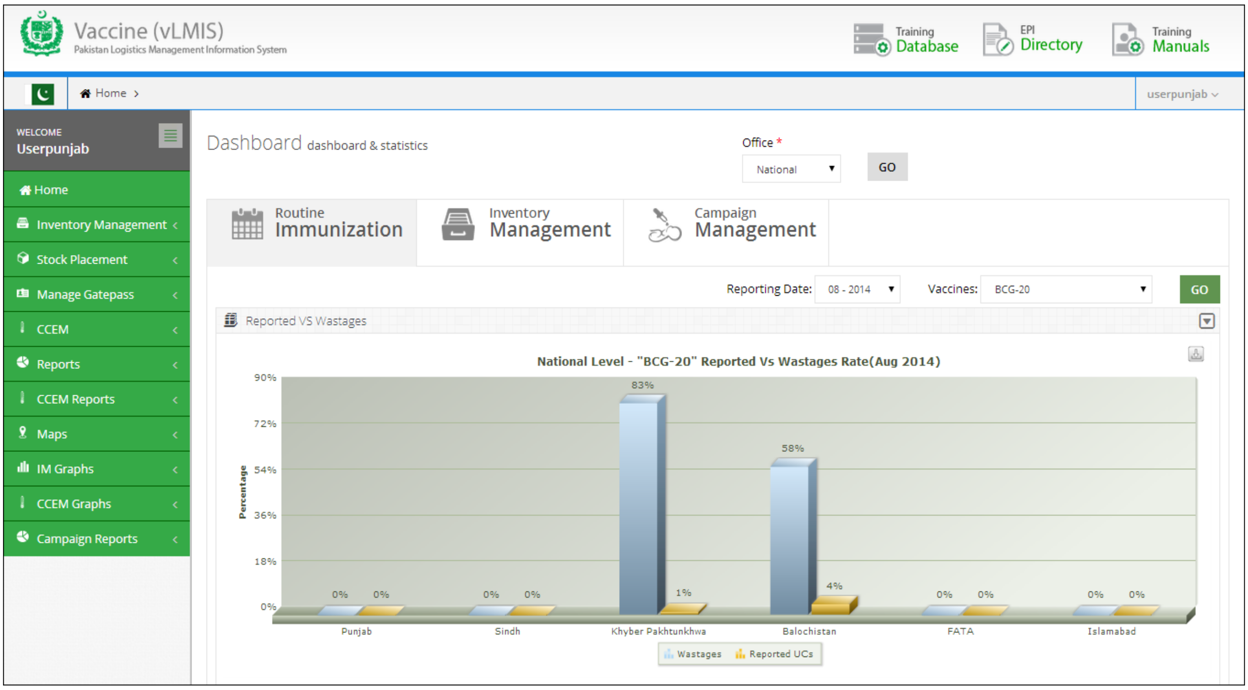
National User Login:

When national level user logs in, user will view the dashboard tabs as shown below:



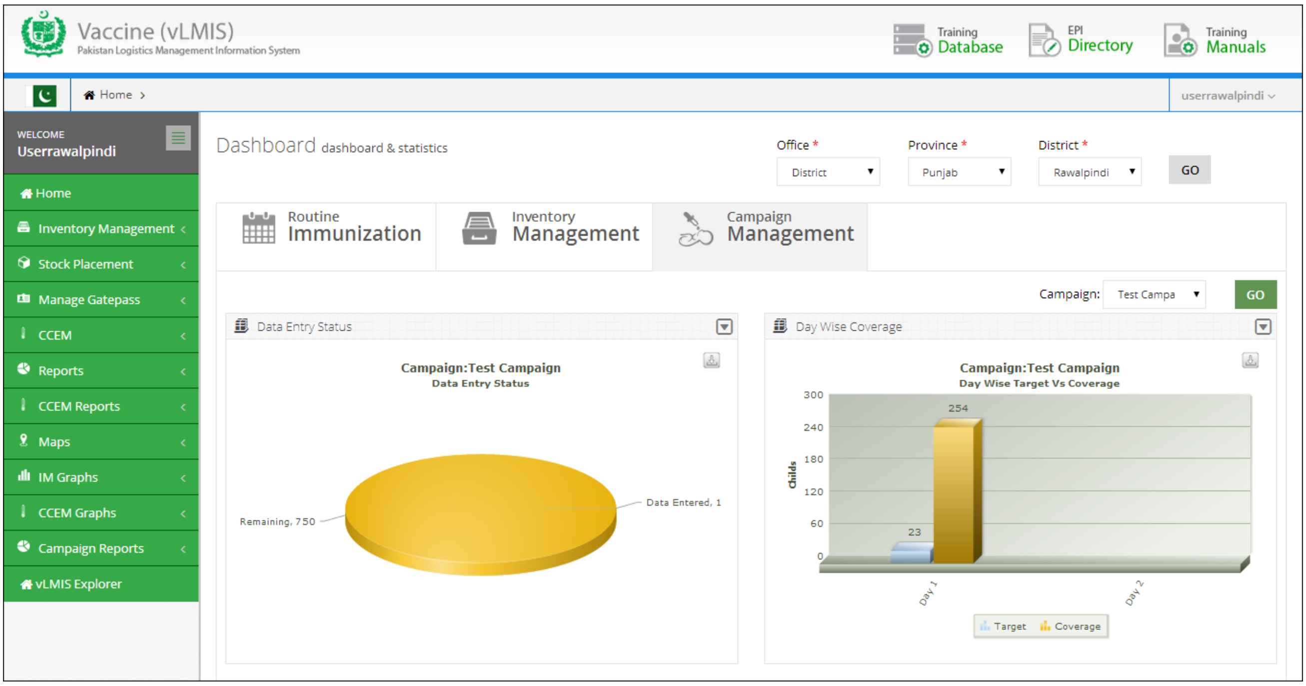
Provincial User Login:

Logging in to the EPI User - Provincial account displays the account's Home page screen by default, as shown in the image below:



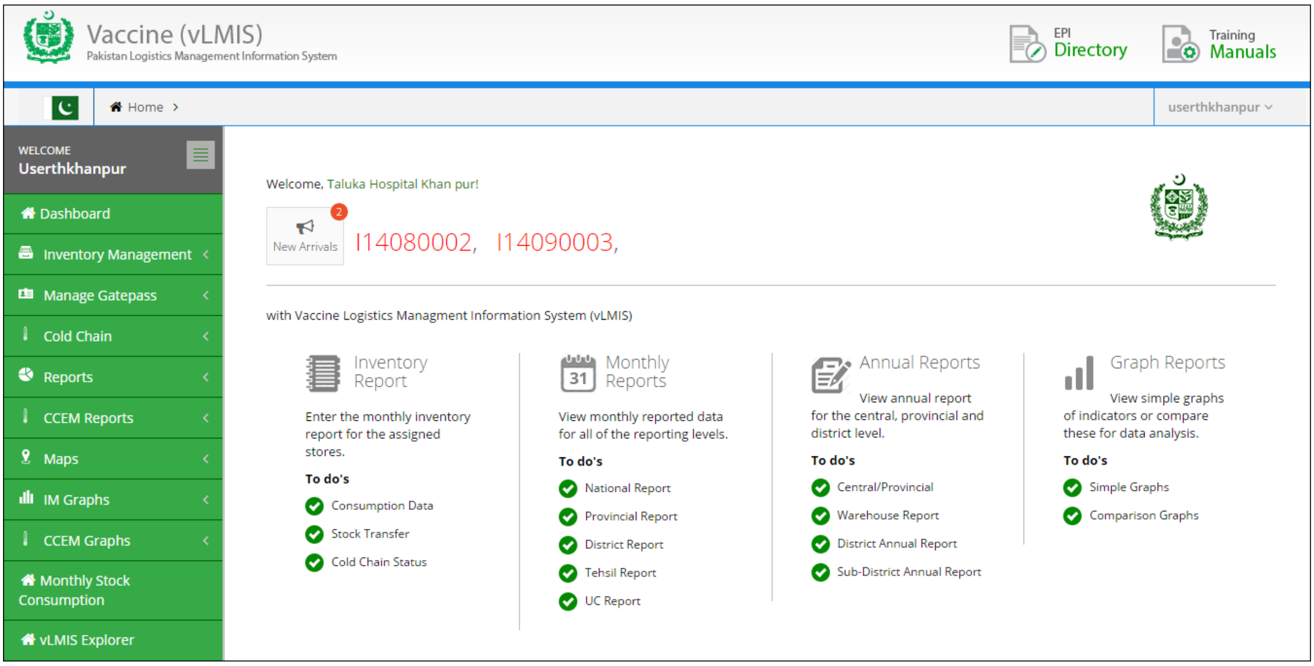
District User Login:

Logging in to the District User account displays the account's Home page screen by default, as shown in the image below:



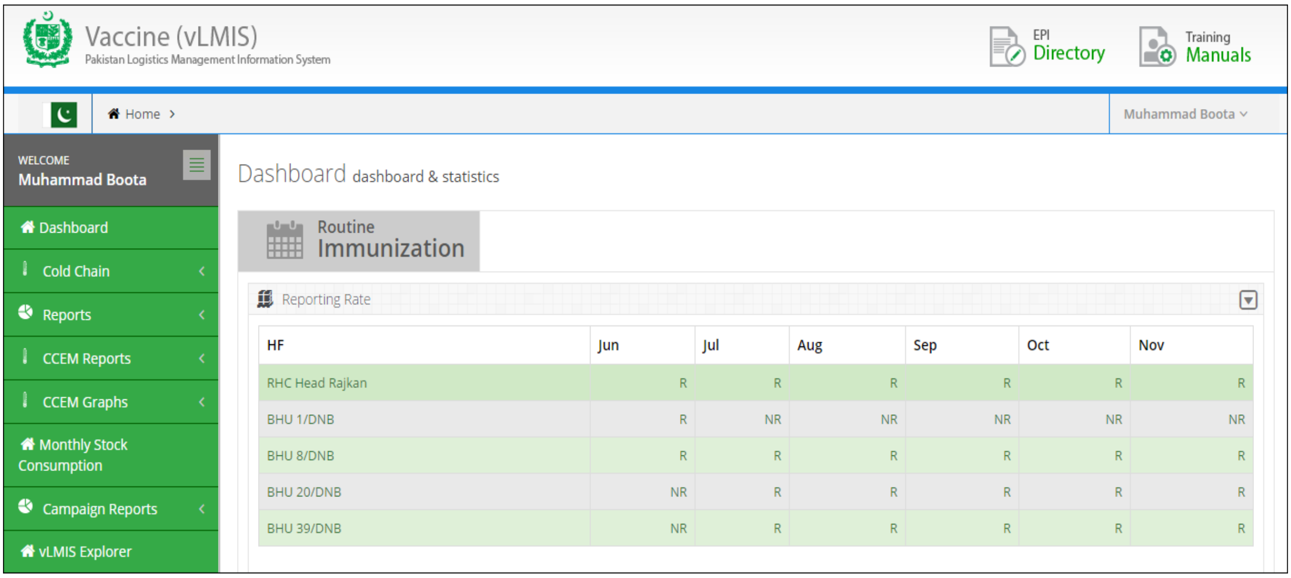
Tehsil User Login:

Logging in to the Tehsil User account displays the account's Home page screen as shown below:



Union Council User Login:

Logging in to the UC User account displays the account's Home page screen by default.



Exercise # 6.1: Ask user to login with given user login from *login sheet* and view the corresponding user Homepage.

Activity 6.2: Stock Receive From Store

Time: 05 Minutes

The objective of this activity is to train user about data entry of receiving stock from store.

Stock Receive from Store - Menu: shows user how to reach the data entry screen of stock receives from warehouse by clicking menu item

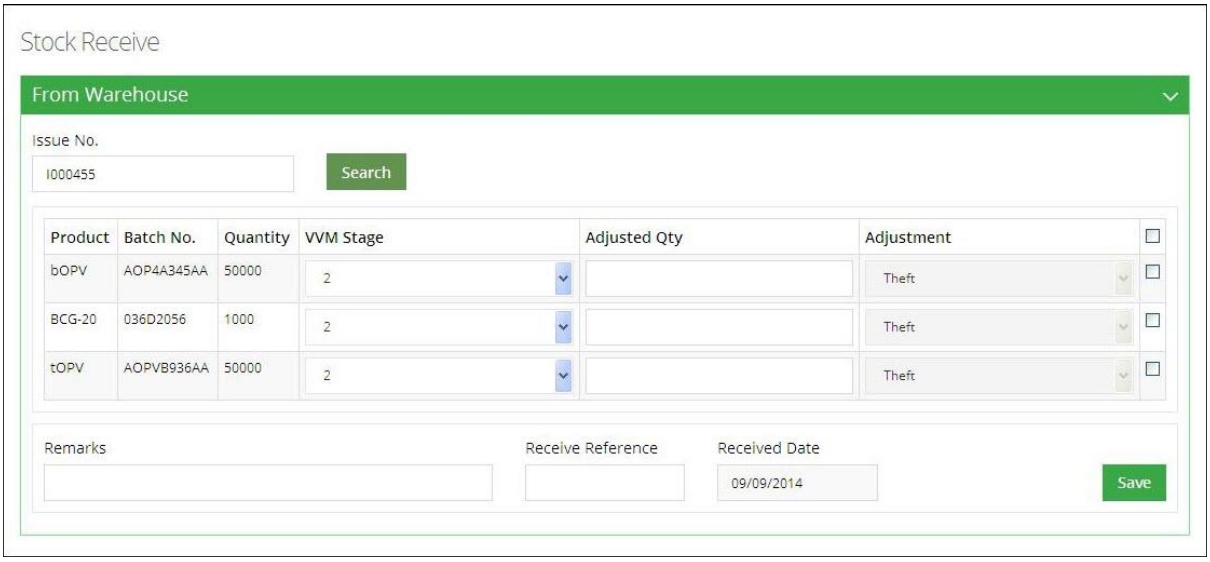
Stock Receive from Store – Screen Introduction: shows data entry screen of stock receives from store.

Inform user about each elements of screen as following:

- Product: displays the product name.
- Batch: displays the batch number for the product.
- Quantity: displays the issued quantity.
- VVM Stage: displays the VVM stage.
- Adjusted Quantity: if the received quantity is different than the issued quantity, you can enter the adjusted quantity in this text box.
- Adjustment: specify the adjustment type:
- Receive Reference: specify the receive reference.
- Receive Date: Click on Receive date to expand the date picker tool and specify the received date.

Demonstrate how many batches of a product or different products with different batches can be received as one receive.

Show print out on clicking Save Entry.



Exercise # 6.2: Ask user to open exercise sheet and enter receive data with the login provided.

Activity 6.3: Stock Receive Search

Time: 05 Minutes

The objective of this activity is to train user about searching received stock entries either from supplier or another warehouse.

Stock Receive Search - Menu: shows user how to reach the data entry screen of stock receive from supplier

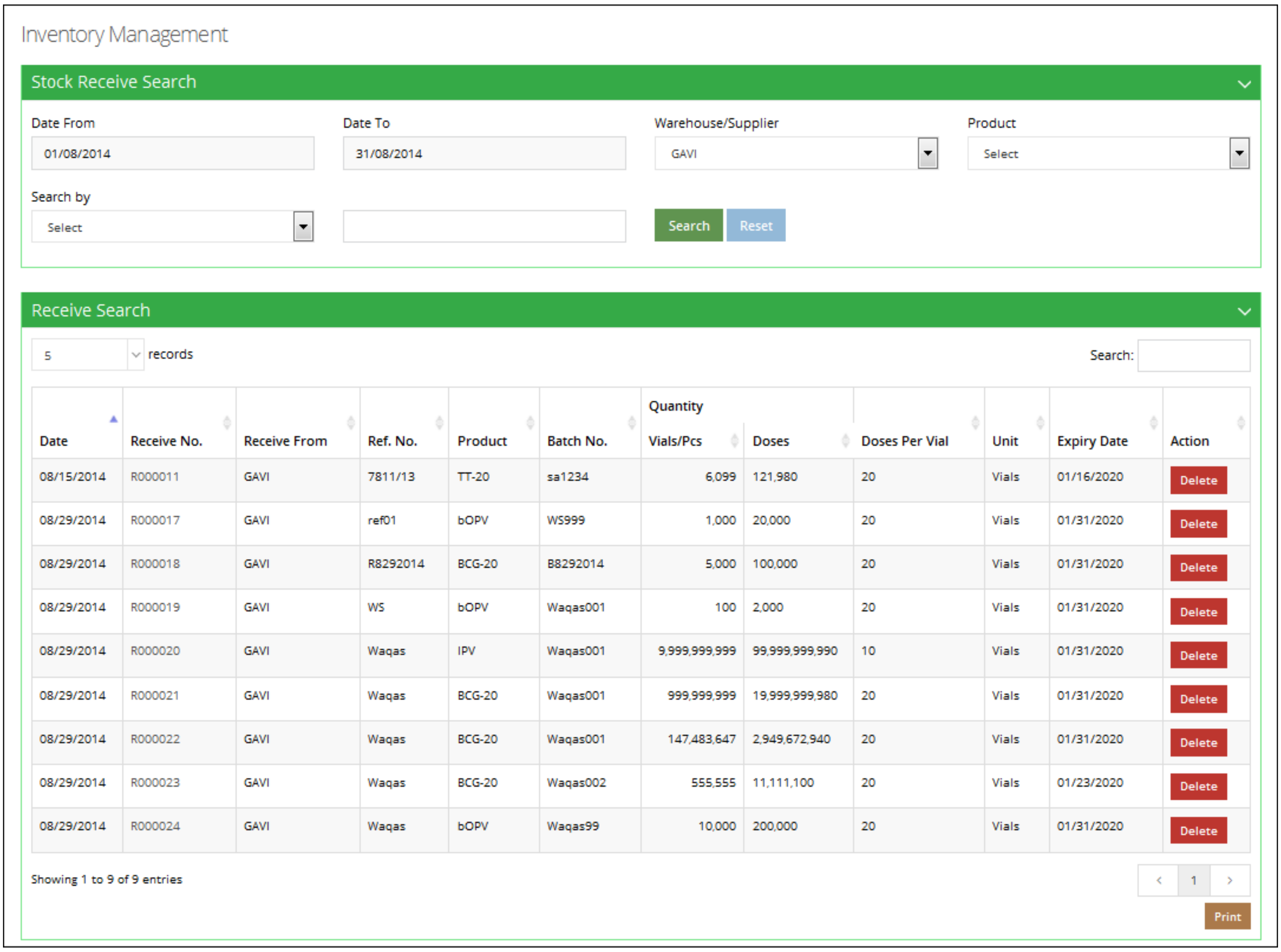
Stock Receive Search - Screen: shows user how to search for a receive stock entry

Stock Receive Search - Filters: shows user how to apply filter to search for receive stock entries. These filters are as follows:-

- Search By:
  The options include:
  - Receipt No: if you know the receipt number, select this option and specify the Issue No in the adjacent text box.
  - Reference No: To search using the receipt Reference, select this option and then specify the receive Reference in the adjacent text box.
  - Batch No: To search using the Batch No., select this option and then specify the Batch No in the adjacent text box.
- Supplier: Select the supplier. This is optional field.
- Product: Select the required vaccine from the list.
- Period: Date From, Date To: Click on date to expand the date picker tool and select date from till date to.

Stock Receive Search - Results: shows how results will appear.

Stock Receive Search –Results' Print out: shows how results will appear in print out.



Date	Receive No.	Receive From	Ref. No.	Product	Batch No.	Quantity		Doses Per Vial	Unit	Expiry Date	Action
						Vials/Pcs	Doses				
08/15/2014	R000011	GAVI	7811/13	TT-20	sa1234	6,099	121,980	20	Vials	01/16/2020	Delete
08/29/2014	R000017	GAVI	ref01	bOPV	WS999	1,000	20,000	20	Vials	01/31/2020	Delete
08/29/2014	R000018	GAVI	R8292014	BCG-20	B8292014	5,000	100,000	20	Vials	01/31/2020	Delete
08/29/2014	R000019	GAVI	WS	bOPV	Waqas001	100	2,000	20	Vials	01/31/2020	Delete
08/29/2014	R000020	GAVI	Waqas	IPV	Waqas001	9,999,999,999	99,999,999,990	10	Vials	01/31/2020	Delete
08/29/2014	R000021	GAVI	Waqas	BCG-20	Waqas001	999,999,999	19,999,999,980	20	Vials	01/31/2020	Delete
08/29/2014	R000022	GAVI	Waqas	BCG-20	Waqas001	147,483,647	2,949,672,940	20	Vials	01/31/2020	Delete
08/29/2014	R000023	GAVI	Waqas	BCG-20	Waqas002	555,555	11,111,100	20	Vials	01/23/2020	Delete
08/29/2014	R000024	GAVI	Waqas	bOPV	Waqas99	10,000	200,000	20	Vials	01/31/2020	Delete

Exercise # 6.3: Ask user to open search screen and find data entered in previous exercise.

Activity 6.4: Batch Management

Time: 15 Minutes

The objective of this activity is to inform user about “First Expiry First Out” and Stacking of Stock.

Batch Management- Menu: to show user how to reach Batch Management Screen. Tell basic concepts of Batch Management.

Show **Batch Management –Screen** to user and explain each search field element.

Search By:

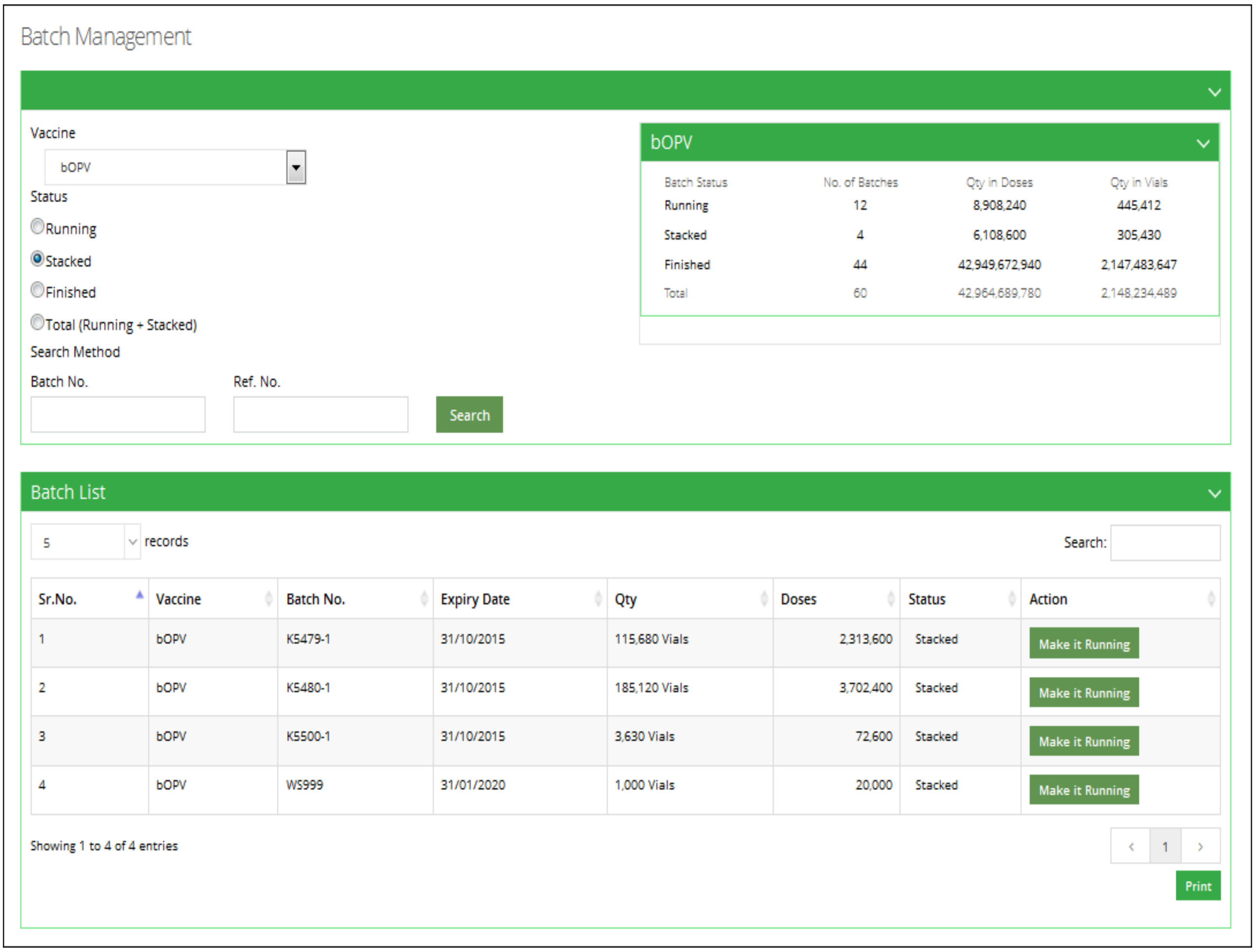
- **Vaccine:** select the required vaccine from the list.
- **Status:** specify the status of the batch that you are searching for.
  - **Running:** Only the batches with the status “Running” can be issued.
  - **Stacked:** Stacked batches represent that they are stacked in the warehouse and cannot be issued.

- **Finished:** batches have finished.

- **Batch No:** Optionally, specify the Batch No of the required batch.
- **Ref. No:** Optionally, specify the Reference No. of the required batch.

Show **Batch Management – Screen** to user and explain how changing of products appears as a Batch summary, where user can see how many batches are present in **Stacked / Running** and **Finished** state.

Show **Batch Management – Search Result** to user and explain how user can change the status of a batch by clicking button present in Batch Row of Search result list This button is toggle button, it change state of batches from **Stacked** to **Running** and Vice Versa**.** Also mention when stock is finished the batch status automatically turned into **finished** state.



Remember that in order to issue batches, tell your user to first set their batch status to **Running**.

Show **Batch Management Search Result's** Print format

Exercise # 6.4: Ask user to open Batch management screen and search the batch received in previous exercise and change its status.

Activity 6.5: Stock Issue

Time: 05 Minutes

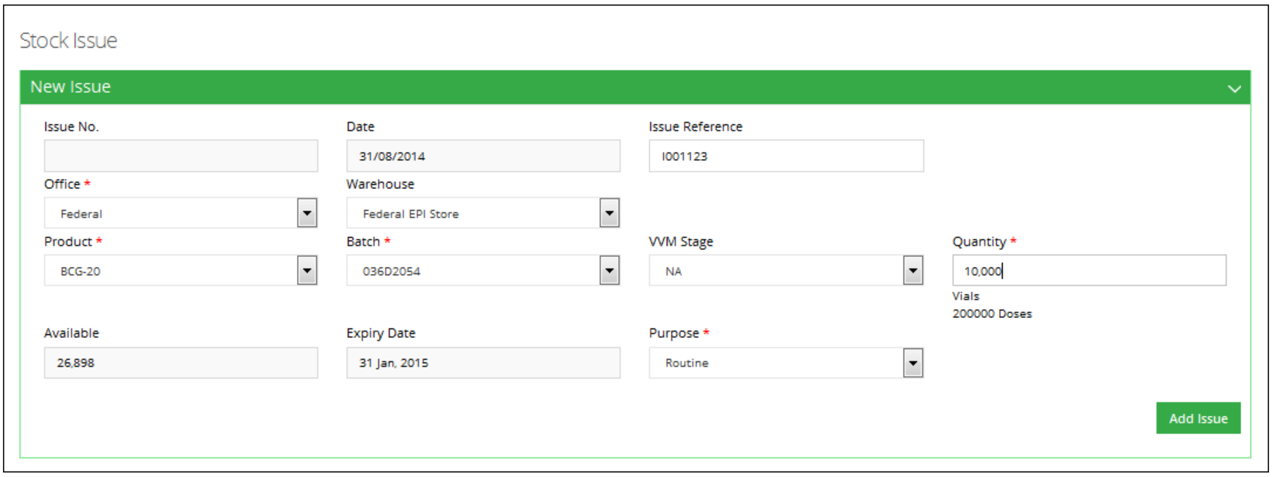
The objective of this activity is to train user about data entry of issuing stock to other warehouses/stores.

Stock Issue - Menu: shows user how to reach the data entry screen of stock issue.

Stock Issue – Screen Introduction: shows data entry screen of stock issue.

Inform user about each elements of screen as following: -

- Issue No: Explain it is an automatically generated number for identifying the Issue transaction. It starts from I with leading 6 number serial number. Every year this number starts from 1.
- Issue Reference: Explain issue reference.
- Issue Date: Click on Issue date to expand the date picker tool.
- Office (Issue To)
  - Usage of selecting different office level store, where user wants to send stock.
- Product: Select the product from the list.
- Batch No: Explain how only running batches appears with the change of products.
  - Expiry Date: Explain how only Expiry date appears on the selection of batch.
- VVM Stage: Explain VVM and stage.
- Available: Explain it is a read only quantity displays the available quantity of the selected batch.
- Quantity: specify the Issued quantity.



Demonstrate a product or different products with different batches can be issued by clicking add entry to an issue invoice. Also show them how to delete an already entered product batch.

Stock Issue List

Date	Product	Unit	To Warehouse	Issued	Batch	Expiry Date	Action
31/08/2014	BCG-20	Vials	Federal EPI Store	10,000	036D2054	31/01/2015	Delete

Print Save

Show print out on clicking Print.

Expanded Program on Immunization
Government of Pakistan
Store: Federal EPI Store

Stock Issue Voucher as on: 31/08/14

Issue Date: 08/31/2014
Entered By: userepi
Recipient: Federal EPI Store
Through: ________
Name of Driver: ________
Issued to DOH/EDO: ________

Request Number: ________
Dispatch Voucher No: ________
Designation: ________
Vehicle No.: ________

Sr.No.	Product	Batch No.	Quantity			VVM Stage	Expiry Date
			Vials/Pcs	Doses Per Vial	Total Doses		
1	BCG-20	036D2054	10000	20	200000		01/31/2015

Summary

Product	Quantity/Dose
BCG-20	10,000 / 200,000

Issued by - Name: ____________________
Designation: ____________________
Signature: ____________________

Received by - Name: ____________________
Designation: ____________________
Signature: ____________________

Print

Exercise # 6.5: Ask user to use open exercise and issue stock with the login provided.

Activity 6.6: Stock Issue Search

Time: 05 Minutes

The objective of this activity is to train user about searching Issue stock to another warehouse.

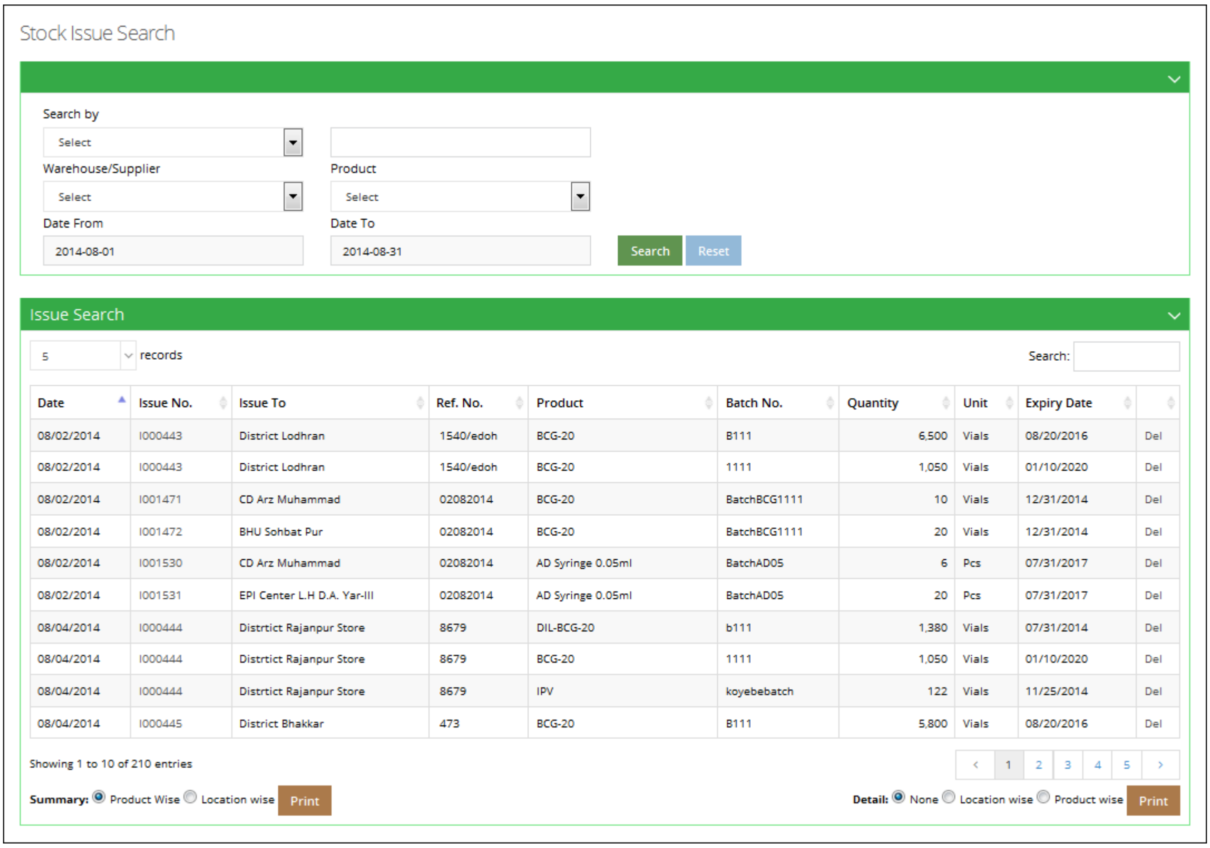
Show **Stock Issue Search - Menu**: to user on how to reach the data entry screen of stock issue to other store/warehouses.

Show **Stock Issue Search - Screen**: to user on how to search for an Issue stock entry.

Show **Stock Issue Search – Filters** to user on how to apply filter to search for receive stock entries. These filters are following:

- **Search By:**
  The options include:
  - **Issue No:** if you know the issue number, select this option and specify the Issue No in the adjacent text box.
  - **Issue Ref.:** To search using the Issue Ref, select this option and then specify the Issue Ref in the adjacent text box.
  - **Batch No.:** To search using the Batch No., select this option and then specify the Batch No in the adjacent text box.
- **Supplier:** Select the supplier. This is optional field.
- **Product:** Select the required vaccine from the list.
- **Period:** Date From, Date To: Click on date to expand the date picker tool and select date from till date to.

Show **Stock Issue Search - Results**: to describe how results will be appeared.



Date	Issue No.	Issue To	Ref. No.	Product	Batch No.	Quantity	Unit	Expiry Date	
08/02/2014	I000443	District Lodhran	1540/edoh	BCG-20	B111	6,500	Vials	08/20/2016	Del
08/02/2014	I000443	District Lodhran	1540/edoh	BCG-20	1111	1,050	Vials	01/10/2020	Del
08/02/2014	I001471	CD Arz Muhammad	02082014	BCG-20	BatchBCG1111	10	Vials	12/31/2014	Del
08/02/2014	I001472	BHU Sohbat Pur	02082014	BCG-20	BatchBCG1111	20	Vials	12/31/2014	Del
08/02/2014	I001530	CD Arz Muhammad	02082014	AD Syringe 0.05ml	BatchAD05	6	Pcs	07/31/2017	Del
08/02/2014	I001531	EPI Center L.H D.A. Yar-III	02082014	AD Syringe 0.05ml	BatchAD05	20	Pcs	07/31/2017	Del
08/04/2014	I000444	Distrtict Rajanpur Store	8679	DIL-BCG-20	b111	1,380	Vials	07/31/2014	Del
08/04/2014	I000444	Distrtict Rajanpur Store	8679	BCG-20	1111	1,050	Vials	01/10/2020	Del
08/04/2014	I000444	Distrtict Rajanpur Store	8679	IPV	koyebebatch	122	Vials	11/25/2014	Del
08/04/2014	I000445	District Bhakkar	473	BCG-20	B111	5,800	Vials	08/20/2016	Del

Show **Stock Issue Search –Results' Print out**: to describe how results will be appeared in print.

Exercise # 6.6: Ask user open search screen and find data issued in previous exercise.

Activity 6.7: Add Adjustment

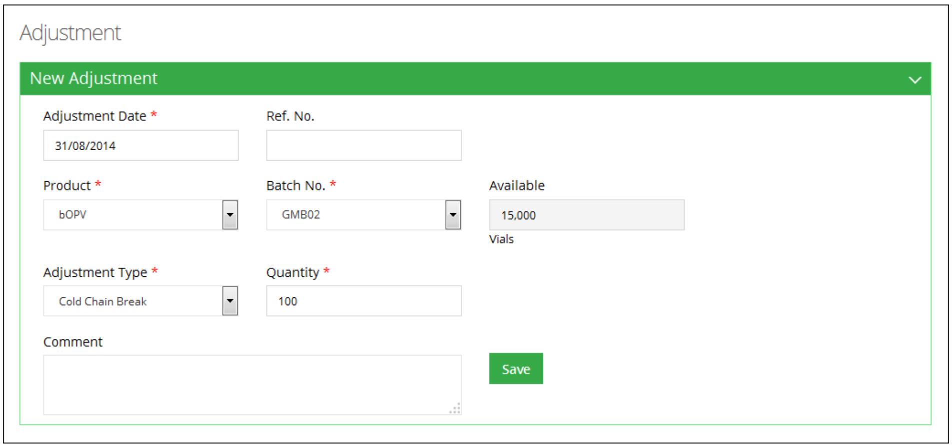
Time: 10 Minutes

The objective of this activity is to train user about data entry of issuing stock to other warehouses/stores.

Add Adjustment - Menu: shows user how to reach the data entry screen of stock adjustment.

Add Adjustment – Screen Introduction: shows Stock adjustment screen. Explain user about each elements of screen as following:

- **Adjustment No.:** is an automatically generated unique identifier for the adjustment.
- **Adjustment Date:** Click on date to expand the date picker tool.
- **Ref No.:** Enter the Ref. No. of the adjustment.
- **Product:** Select the required vaccine from the list.
- **Batch:** Specify the batch number for the selected product.
- **Available:** It is read only filled and appears on batch selection and shows the available quantity.
- **Adjustment Type:** Specify the adjustment type. Show user different options present in the list.
- **Quantity:** specify the quantity to be adjusted.
- **Comment:** Add comments, if any.



Exercise # 6.7: Ask user to open exercise and add an Adjustment.

Activity 6.8: Search Adjustment

Time: 05 Minutes

The objective of this activity is to train user about searching adjusted stock in his/her warehouse/store.

Show **Search Adjustment - Menu**: to user on how to reach the data entry screen of search adjustment.

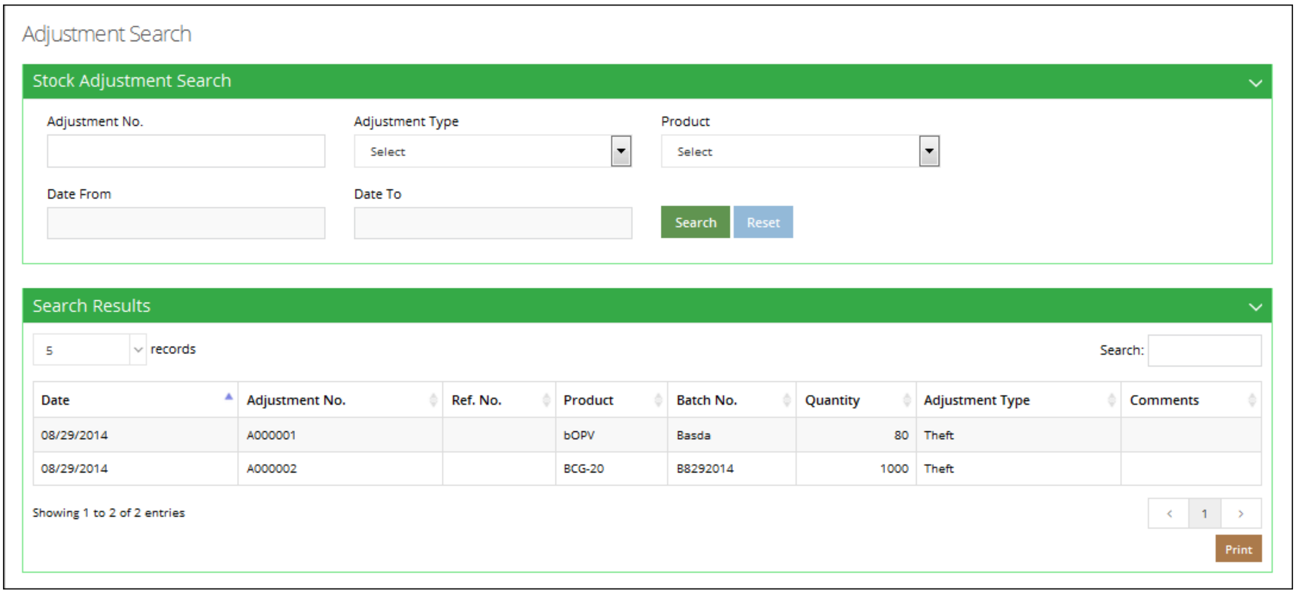
Show **Search Adjustment - Screen**: to user on how to search for an adjustment stock entry and how to apply filter to search for adjusted stock entries.

These filters are following:

Search By: The options include:

- **Adjustment No:** if you know the adjustment number, select this option and specify the adjustment No in the adjacent text box.
- **Adjustment Type:** Specify the adjustment type. Show user different options present in the list.
- **Product:** Select the required vaccine from the list.
- **Period:** Date From, Date To: Click on date to expand the date picker tool and select **date from** till **date to**.

Show **Search Adjustment - Results**: to describe how results will be appeared on the screen.



Show **Search Adjustment - Results' Print out**: to describe how results will be appeared in printout.

Exercise # 6.8: Ask user to open search screen and find adjustment made previous exercise.

Activity 6.9: Manage Location

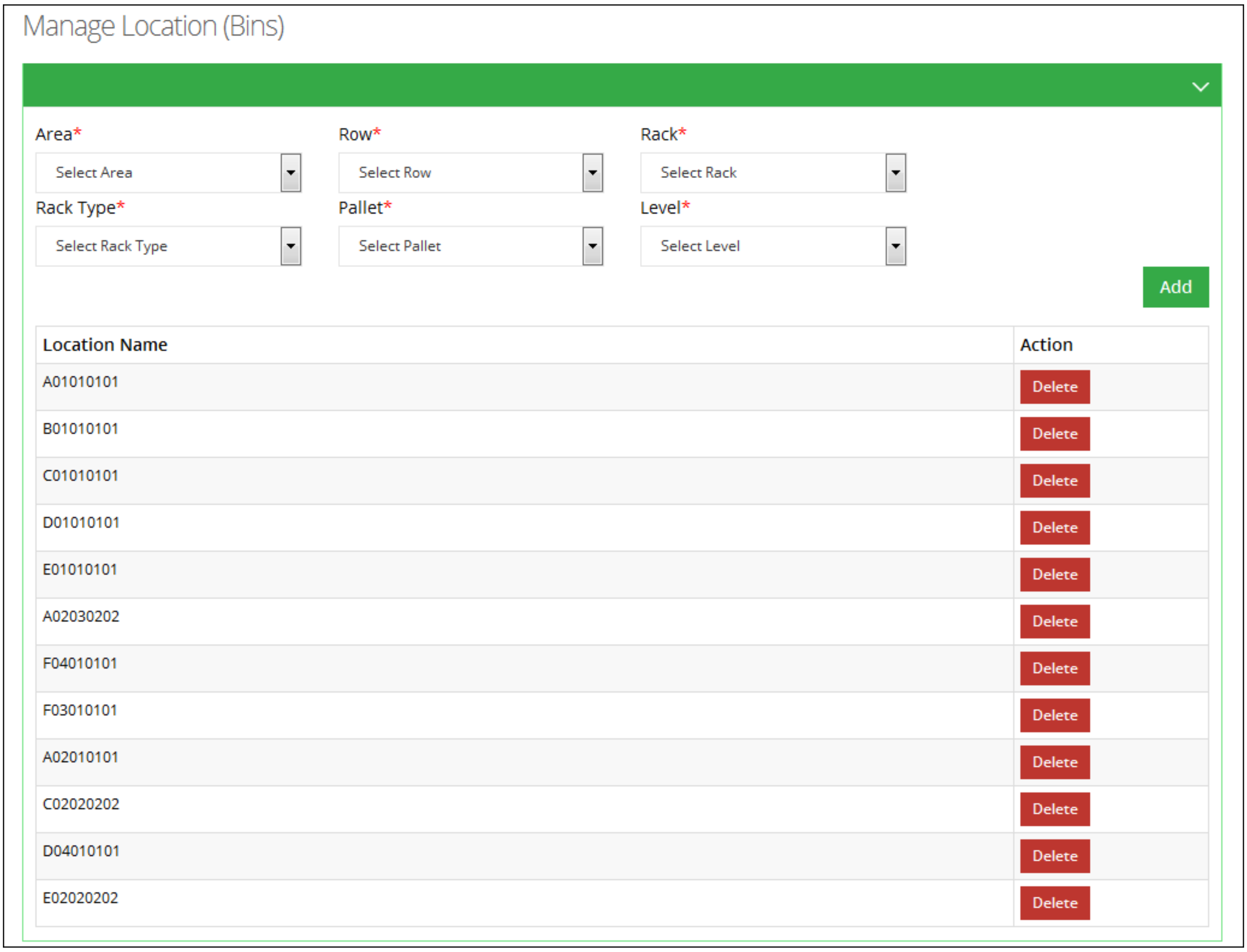
Time: 05 Minutes

The objective of this activity is to train user about managing locations within the stock warehouse.

Click the **Manage Location** link under the stock placement tab.

To manage locations for the stock within the warehouse, select the following filters:

- **Area:** Select the area for the location.
- **Row:** Select the row for the location of stock.
- **Rack:** Select the rack for the stock location.
- **Rack Type:** Select the rack type as Single or Double.
- **Pallet:** Select the pallet for stock location.
- **Level:** Select the level for the location for the list.



Add location shows user how to *add* a location.

Picker Order becomes Picked: This shows <u>Pick order </u>link changed into <u>Picked</u>

Exercise # 6.9: Ask user to open Manage Location screen and add locations.

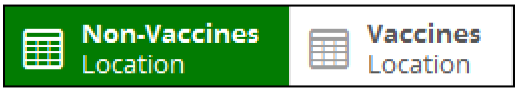
Activity 6.10: Location Status

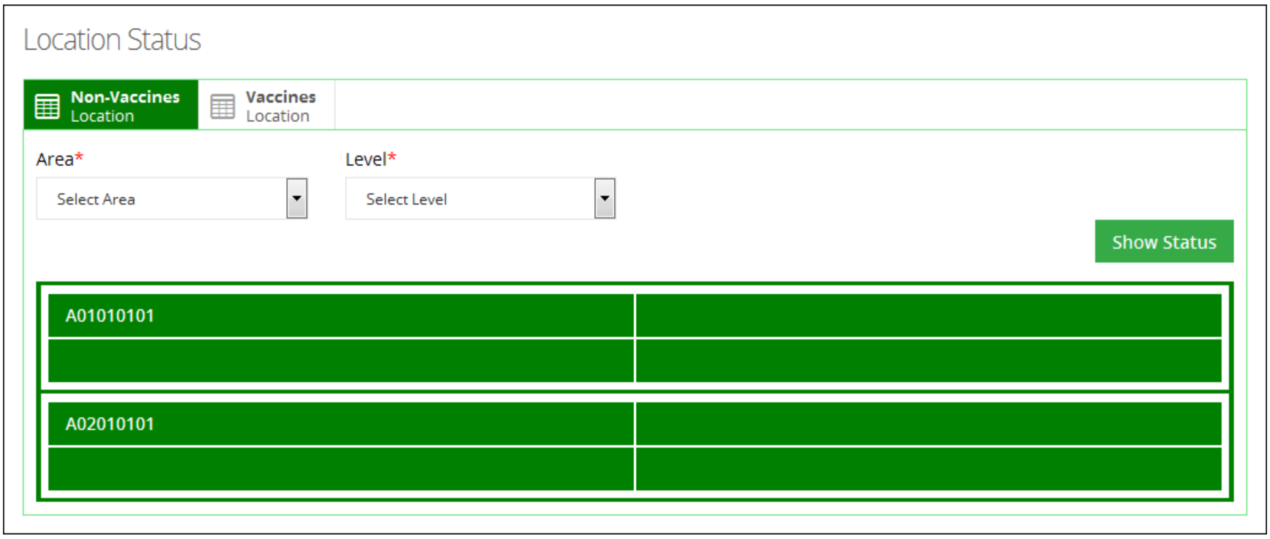
Time: 10 Minutes

The objective of this activity is to train user about location status within the stock warehouse.

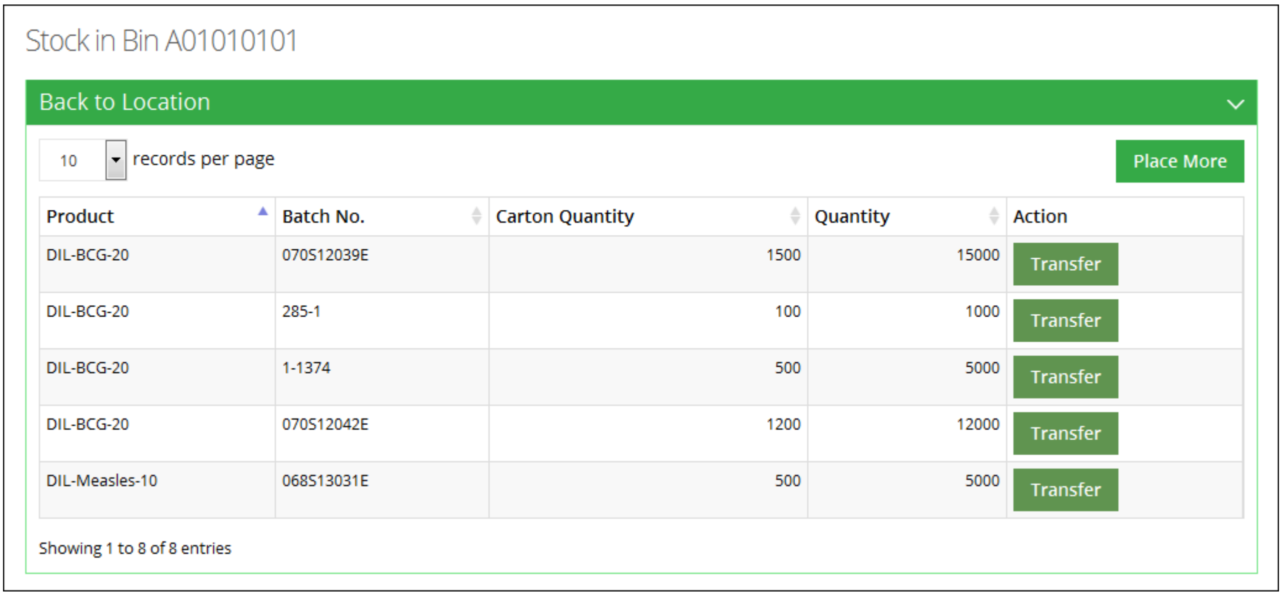
Show **Location Status** link under the stock placement tab.

To manage locations for the stock within the warehouse, use Vaccine Location and Non-Vaccine Location to show a particular location for allocating the stock.





View status of a location and the details of the product present at that location.



Stock in Bin A01010101

Back to Location

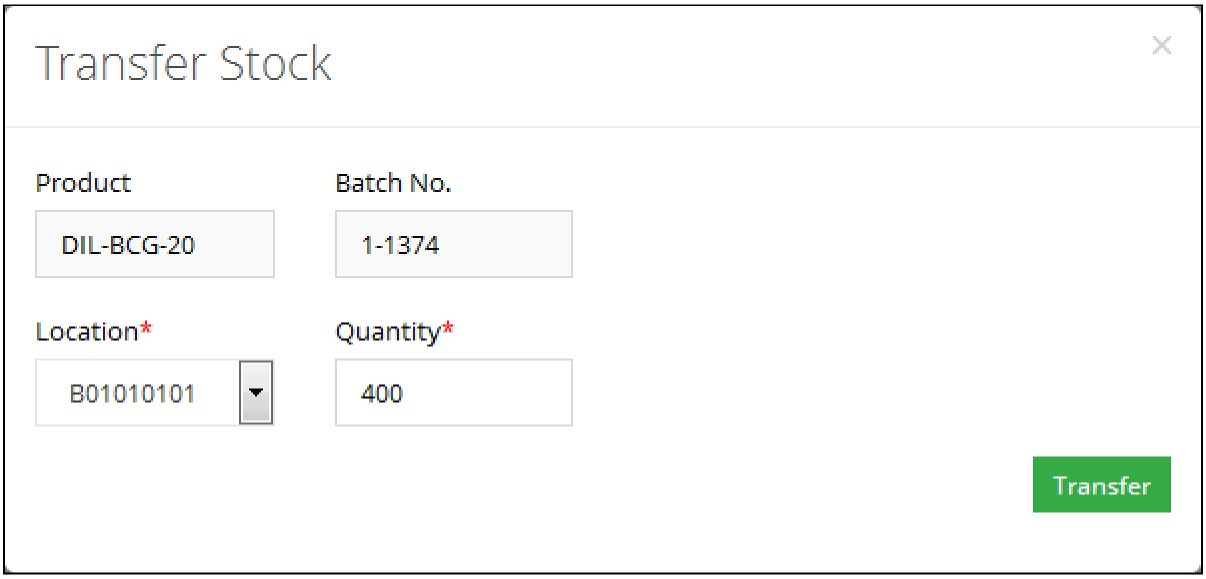
10 records per page | Place More

Product	Batch No.	Carton Quantity	Quantity	Action
DIL-BCG-20	070S12039E	1500	15000	Transfer
DIL-BCG-20	285-1	100	1000	Transfer
DIL-BCG-20	1-1374	500	5000	Transfer
DIL-BCG-20	070S12042E	1200	12000	Transfer
DIL-Measles-10	068S13031E	500	5000	Transfer

Showing 1 to 8 of 8 entries

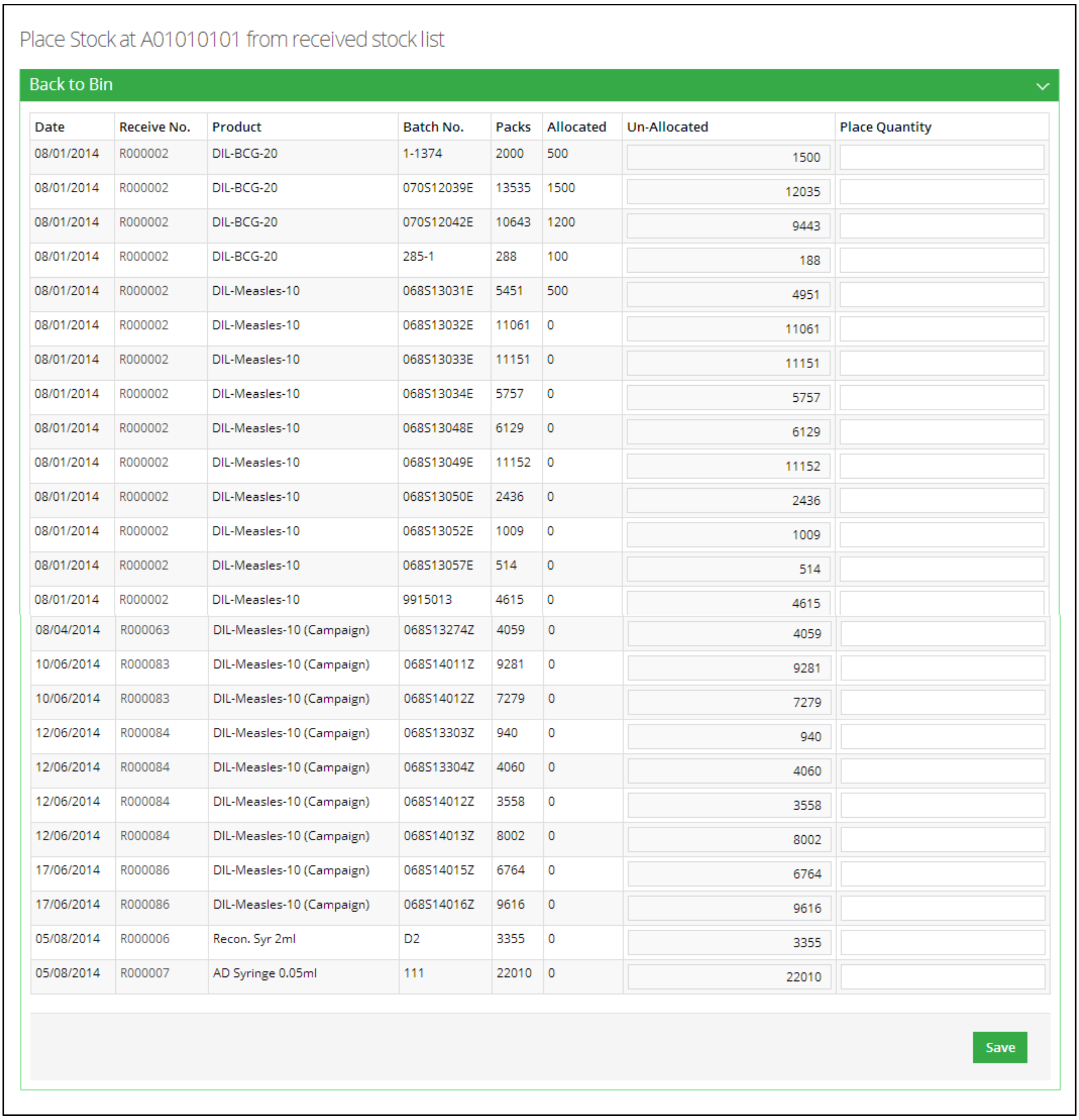
Transfer the stock available at a location using **Transfer.** A new window will pop-up.

- Select the location to transfer stock.
- Add quantity of boxes. (The quantity of boxes to transfer should be less than or equal to the available number of boxes.)
- Click **Transfer.**



Add more stock to a location using **Place More.** A complete list of received stock will be displayed.

Tell users to add **Place Quantity** and click **Save.**



Place Stock at A01010101 from received stock list

Back to Bin

Date	Receive No.	Product	Batch No.	Packs	Allocated	Un-Allocated	Place Quantity
08/01/2014	R000002	DIL-BCG-20	1-1374	2000	500	1500	
08/01/2014	R000002	DIL-BCG-20	070S12039E	13535	1500	12035	
08/01/2014	R000002	DIL-BCG-20	070S12042E	10643	1200	9443	
08/01/2014	R000002	DIL-BCG-20	285-1	288	100	188	
08/01/2014	R000002	DIL-Measles-10	068S13031E	5451	500	4951	
08/01/2014	R000002	DIL-Measles-10	068S13032E	11061	0	11061	
08/01/2014	R000002	DIL-Measles-10	068S13033E	11151	0	11151	
08/01/2014	R000002	DIL-Measles-10	068S13034E	5757	0	5757	
08/01/2014	R000002	DIL-Measles-10	068S13048E	6129	0	6129	
08/01/2014	R000002	DIL-Measles-10	068S13049E	11152	0	11152	
08/01/2014	R000002	DIL-Measles-10	068S13050E	2436	0	2436	
08/01/2014	R000002	DIL-Measles-10	068S13052E	1009	0	1009	
08/01/2014	R000002	DIL-Measles-10	068S13057E	514	0	514	
08/01/2014	R000002	DIL-Measles-10	9915013	4615	0	4615	
08/04/2014	R000063	DIL-Measles-10 (Campaign)	068S13274Z	4059	0	4059	
10/06/2014	R000083	DIL-Measles-10 (Campaign)	068S14011Z	9281	0	9281	
10/06/2014	R000083	DIL-Measles-10 (Campaign)	068S14012Z	7279	0	7279	
12/06/2014	R000084	DIL-Measles-10 (Campaign)	068S13303Z	940	0	940	
12/06/2014	R000084	DIL-Measles-10 (Campaign)	068S13304Z	4060	0	4060	
12/06/2014	R000084	DIL-Measles-10 (Campaign)	068S14012Z	3558	0	3558	
12/06/2014	R000084	DIL-Measles-10 (Campaign)	068S14013Z	8002	0	8002	
17/06/2014	R000086	DIL-Measles-10 (Campaign)	068S14015Z	6764	0	6764	
17/06/2014	R000086	DIL-Measles-10 (Campaign)	068S14016Z	9616	0	9616	
05/08/2014	R000006	Recon. Syr 2ml	D2	3355	0	3355	
05/08/2014	R000007	AD Syringe 0.05ml	111	22010	0	22010	

Save

Exercise # 6.10: Ask user to open Location Status screen and transfer and place stock as per exercise.

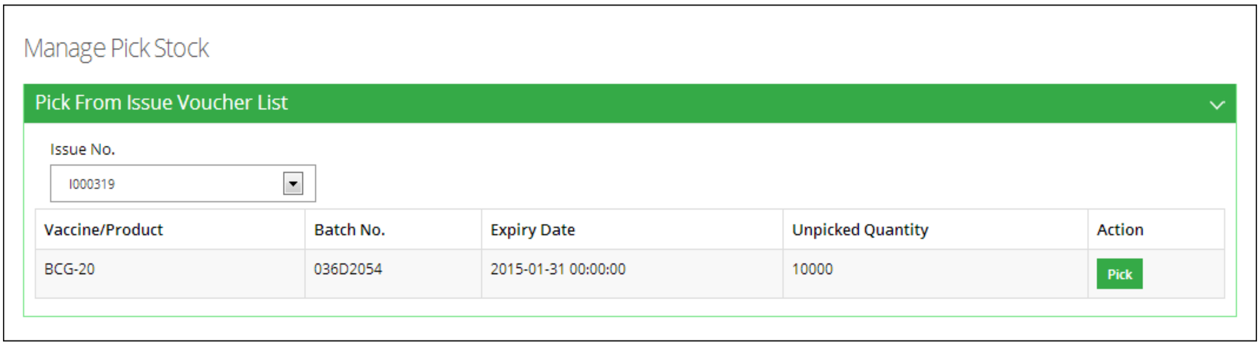
Activity 6.11: Stock Pick

Time: 05 Minutes

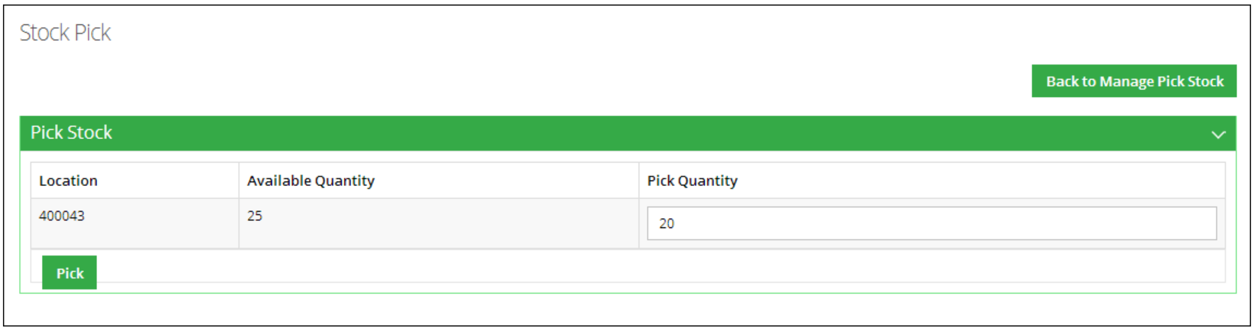
The objective of this activity is to train user about stock picking.

Show **Stock Pick** link under the stock placement tab.

To pick stock within the warehouse, tell users to select **Issue No.** to pick a stock of any particular product from the Issue Voucher List.



Pick: Tell users to add the stock quantity to pick and click **Pick.**



Exercise # 6.11: Ask user to open Stock Pick screen and pick stock as per exercise.

Activity 6.12: New Gate pass

Time: 05 Minutes

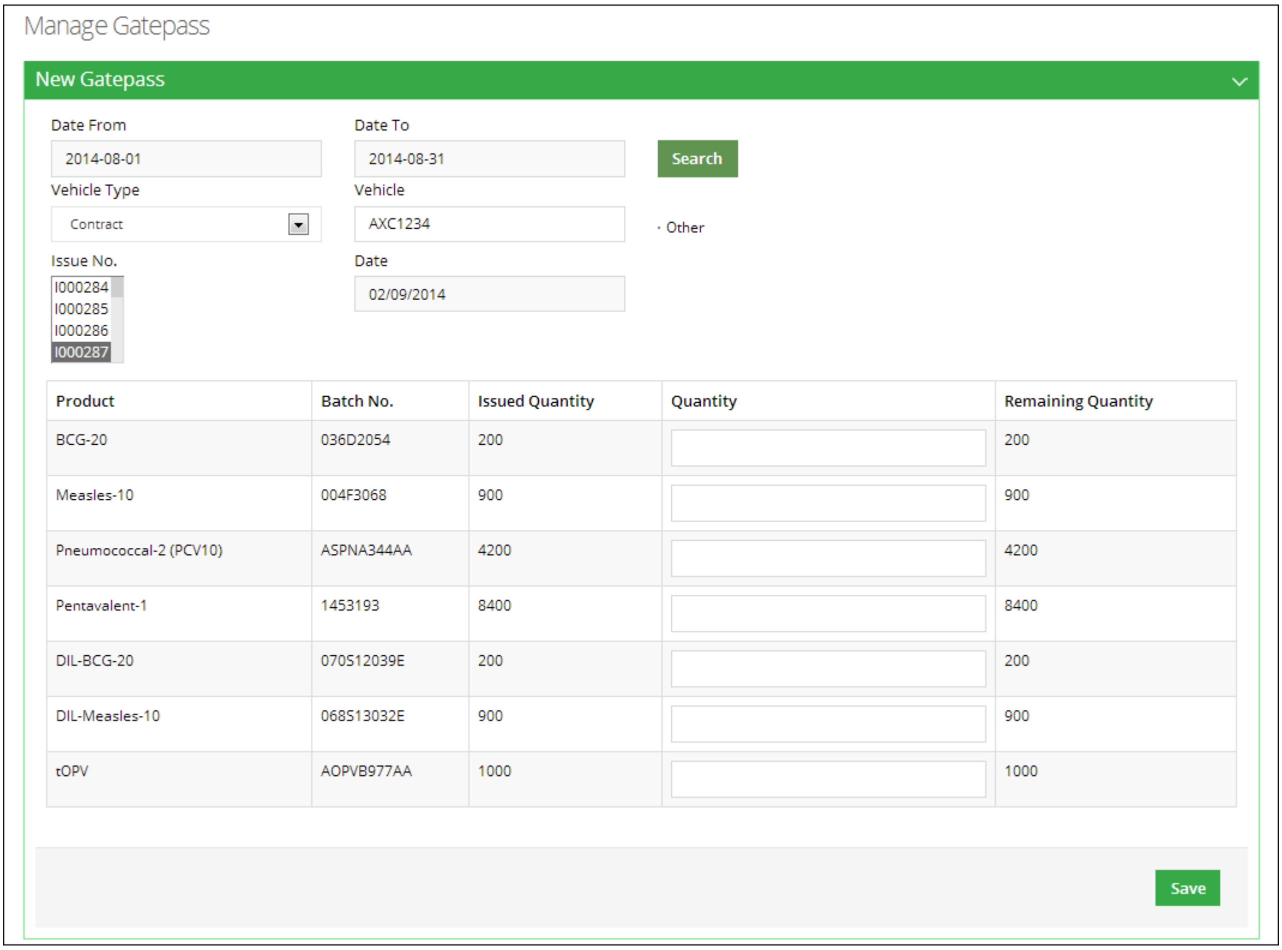
The objective of this activity is to train user about issuing a gate pass from the vLMIS application.

Show **New Gate pass** link under the Manage gate pass tab.

To issue a new gate pass, specify the following:

- **Date From, Date To:** Click on date to expand the date picker tool and select dates.
- **Vehicle Type:** select a vehicle type.
- **Vehicle:** select a vehicle from the list or check other.
- **Issue No.**: select one or multiple issue numbers from the shown list.
- **Date:** Click on date to expand the date picker tool and select date.

Tell users that issued gate passes will be displayed by clicking **Search**.



Add the quantity to create gate pass from the issued quantity and click **Save.**

Exercise # 6.12: Ask user to open New Gate pass screen and create a gate pass.

Activity 6.13: Gate pass List

Time: 05 Minutes

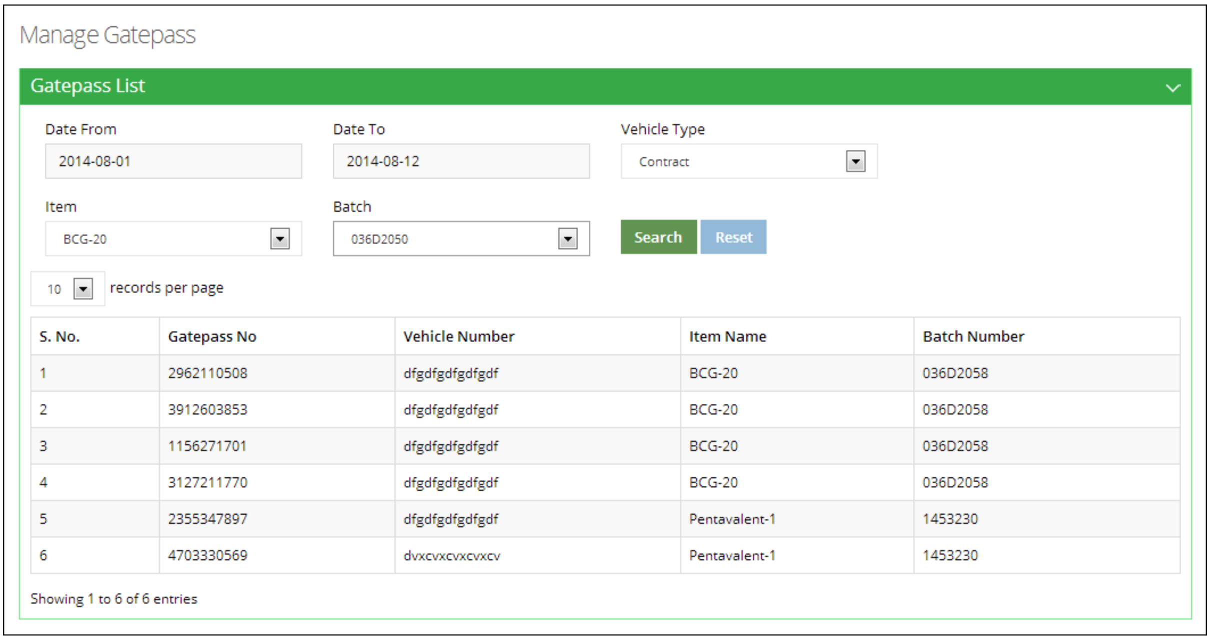
The objective of this activity is to train user about searching the issued gate pass from the vLMIS application.

Show **Gate pass List** link under the Manage gate pass tab.

To view the list of issued gate pass, specify the following:

- **Date From, Date To:** Click on date to expand the date picker tool and select dates.
- **Vehicle Type:** select a vehicle type.
- **Item:** select an item for which you want to view gate pass.
- **Batch:** select the batch associated with the selected item.

Tell users that issued gate passes will be displayed in the list by clicking **Search**.



Exercise # 6.13: Ask user to open Gate pass List screen and pick stock as per exercise sheet 8.14.

Session 7: Monthly Reporting Forms

Time: 35 Minutes

Session Objectives

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

- Describe main features of the Reporting Forms
- Describe the indicator utilized in the Reporting Forms

Documents to Be Distributed

- User Guide
- Handout 5.1 Monthly Reporting Form

Materials Required

- Flip Charts and Stands
- Multimedia Projector with Screen
- Markers and Tape
- Calculators

Presentations Required

- Monthly Reporting Forms

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment's needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part of the session and take preparation accordingly.

Activities

Activity 7.1: Monthly Reporting Forms

Time: 35 Minutes

TELL the participants that for this next activity they will have the opportunity to look at newly introduced Monthly Consumption Reporting Forms for paper based reporting from Health Facility/ EPI Center.

Ask participants to recall what they learned from the earlier session on vaccine supply chain. The LMIS is depicted as the engine of supply chain management system. Pakistan does not have proper and adequate paper based LMIS systems for the Expanded Program on Immunization (EPI) of the Department of Health.

Monthly Reporting Forms

Tell participants that the monthly report forms are prepared by vaccinator of EPI Centre or union Council. The vaccinator collects and consolidates data of routine immunization of static and mobile and/or outreach vaccination teams and enters it in the monthly reporting form. The forms have the provision of reporting data on childhood routine immunization, childbearing age (CBA) women routine Tetanus Toxoid (TT) immunization and stock position of vaccines and other logistics.

Ask participants to have a look at the newly introduced consumption reporting forms and identify what data is required in this sheet. Ask participants what feedback they might have of going through this sheet. Encourage participants to point out deficiencies if any.

Indicators

Ask the participants about their concepts of indicator utilized in Consumption reporting format and describe these indicators briefly for their clarity.

Handout 7.1 Monthly Reporting Forms

Routine Immunization Monthly Vaccination Reporting Form (Side – 1)

ROUTINE IMMUNIZATION MONTHLY VACCINATION REPORTING FORM

Month		Year	
District			
Taluka			
Union Council			
Health Facility			

MONTHLY TARGETS

Children Live Birth	
Surviving Children (0-11 M)	
Children Aged (12-23 M)	
Pregnant Women	

Filled By ____________ *Date* ________ *Sign.* ________

Product	Opening Balance (Doses)	Received (Doses)	#	Number of Children Vaccinated (0-11 Months)								Number of Children Vaccinated (12-23 Months)								Closing Balance (Doses)	Unusable (Doses) **
				Fixed				Referral from Outside UCs *		Outreach		Fixed				Referral from Outside UCs *		Outreach			
				Inside UC		Outside UC						Inside UC		Outside UC							
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
BCG	60	60		10	10	10	10	15	15	10	10	60								30	
Hep-B																					
tOPV			0																		
			1																		
			2																		
			3																		
			Total																		
Pentavalent			1																		
			2																		
			3																		
			Total																		
Pneumococcal (PCV-10)			1																		
			2																		
			3																		

* Children vaccinated in other UC, must be filled in log book of referral children for communication to UC where children live

** Vaccine expired, exposed to heat or unusable due to any other reason

Routine Immunization Monthly Vaccination Reporting Form (Side – 2)

Product	Opening Balance (Doses)	Received (Doses)	#	Number of Children Vaccinated (0-11 Months)								Number of Children Vaccinated (12-23 Months)								Closing Balance (Doses)	Unusable (Doses) **
				Fixed				Referral from Outside UCs *		Outreach		Fixed				Referral from Outside UCs *		Outreach			
				Inside UC		Outside UC						Inside UC		Outside UC							
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
			Total																		
Measles			1																		
			2																		
			Total																		

TT- Coverage

Product	Opening Balance (Doses)	Received (Doses)	S. No	Pregnant Women	Non-Pregnant (15-45 Years age)	Closing Balance (Doses)	Unusable (Doses) **
TT			1				
			2				
			3				
			4				
			5				
			Total				

Other Items

Product	Opening Balance (No)	Received (No)	Dispensed (No)	Closing Balance (No)
Diluent BCG				
Diluent Measles				
AD Syringes 0.5 ml				
AD Syringes 0.05 ml				

Product	Opening Balance (No)	Received (No)	Dispensed (No)	Closing Balance (No)
Reconstitution Syringes (BCG-2 ml)				
Reconstitution Syringes (Measles 5 ml)				
Safety Boxes				

* Children vaccinated in other UC, must be filled in log book of referral children for communication to UC where children live

** Vaccine expired, exposed to heat or unusable due to any other reason

Form B Routine Immunization Monthly Vaccination Reporting Form (Sindh)

Note: *This form shall replace the old forms*

D – Monthly consumption reporting form (EPI center)

From / User Health Facility / Union Council / Tehsil

To / For District / Divisional / Provincial EPI centers

Timeline Monthly

Step by step procedure

A. This form is to be filled by health facility / UC EPI centers as monthly consumption report.
B. Form contains 3 carbonized copies of white, yellow and blue colors.
C. EPI center will send the report to the respective tehsil.
D. Tehsil EPI Center will compile the reports of all its EPI centers in to one Form B and send the consumption report by 10th of every month to the respective district EPI center.
E. Provincial EPI centers will compile all the reports of respective districts/divisions into one form and send the monthly consumption report to federal EPI cell.

Routine Immunization

1) Write health facility / store name, UC, Tehsil/Taluka and District names.
2) Write month and year of the consumption report.
3) Write the monthly targets for Children Live Birth, Surviving Children (0-11 M), Children Aged (12-23 M) and Pregnant Women.
4) Write name of person completing the form, sign and enter the date.
5) Enter number of doses available at the center on 1st of the month in Opening Balance column.
6) Enter number of doses received during the month in Received column.
7) Enter number of doses administered to **FIXED** male and female children (inside and outside UC) from 0 to 11 months during the month.
8) Enter number of doses administered to **REFERRAL** male and female children in outside UCs from 0 to 11 months during the month.
9) Enter number of doses administered to **OUTREACH** male and female children from 0 to 11 months during the month.
10) Enter number of doses administered to **FIXED** male and female children (inside and outside UC) from 12 to 23 months during the month.
11) Enter number of doses administered to **REFERRAL** male and female children in outside UCs from 12 to 23 months during the month.
12) Enter number of doses administered to **OUTREACH** male and female children from 12 to 23 months during the month.
13) Enter actual balance of vaccine in doses at the end of reporting month in Closing Balance column.
14) Enter number of unusable doses (expired, damaged due to any reason) during the month in the Unusable Doses column.

TT-Coverage

15) Enter number of doses available at the center on 1st of the month in Opening Balance column.
16) Enter number of doses received during the month in Received column.
17) Enter number of doses administered to **PREGNANT WOMEN** during the month.
18) Enter number of doses administered to **NON-PREGNANT WOMEN (15-49 years)** during the month.
19) Enter actual balance of vaccine in doses at the end of reporting month in Closing Balance column.
20) Enter number of unusable doses (expired, damaged due to any reason) during the month in the Unusable Doses column.

Other Items

21) Enter number of items available at the center on 1st of the month in Opening Balance column.
22) Enter number of items received during the month in Received column.
23) Enter number of items dispensed during the month.

24) Enter actual number of items at the end of reporting month in Closing Balance column.
25) Keep one copy for record and send two copies to the respective tehsil / district.

Session 8: Monthly Consumption Reporting

Time: 100 Minutes

Session Objectives

By the end of the session participants should know how:

- To report monthly consumption of vaccines and other products

Documents to Be Distributed

- User Guide
- Consumption Reporting Exercises
- Consumption Reporting Job-Aids

Materials Needed

- Laptops for each participant (with external mouse, Microsoft Office 2007 or above, Firefox, Wi-Fi)
- Screens with Multimedia
- Flip Charts with stand
- Markers and Tape

Presentations Required

- Monthly Consumption Reporting

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment's needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part of the session and take preparation accordingly.

Activities

Activity 8.1: Consumption Reporting Concepts

Time: 10 Minutes

The objective of this activity is to give in-depth knowledge of Consumption reporting concepts.

Consumption Reporting Concepts, tell users about different logistics concept related to Immunization i.e.

- Opening balance
- Receive
- Dispensed
- Vial Used for dispensing
- Unusable Vials
- Closing Balance

Show Consumption Reporting Forms and explain that manual data will be received in the form.

Activity 8.2: Login

Time: 05 Minutes

The objective of this activity is to train user login and how user can access EPI centers/facilities linked with user login.

Show **login** to user and tell them accessing home page.

Exercise # 8.2: Ask user to login with the given user.

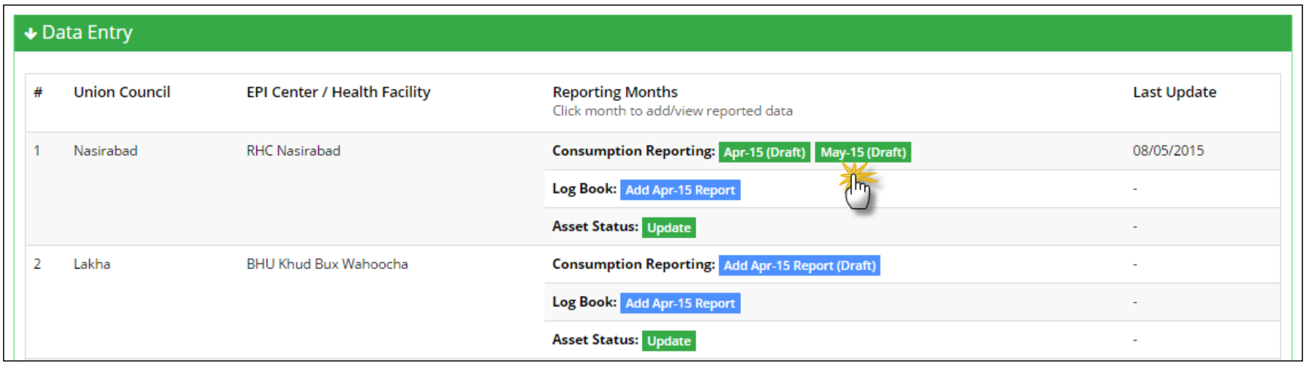
Activity 8.3: Add Monthly Consumption Report

Time: 10 Minutes

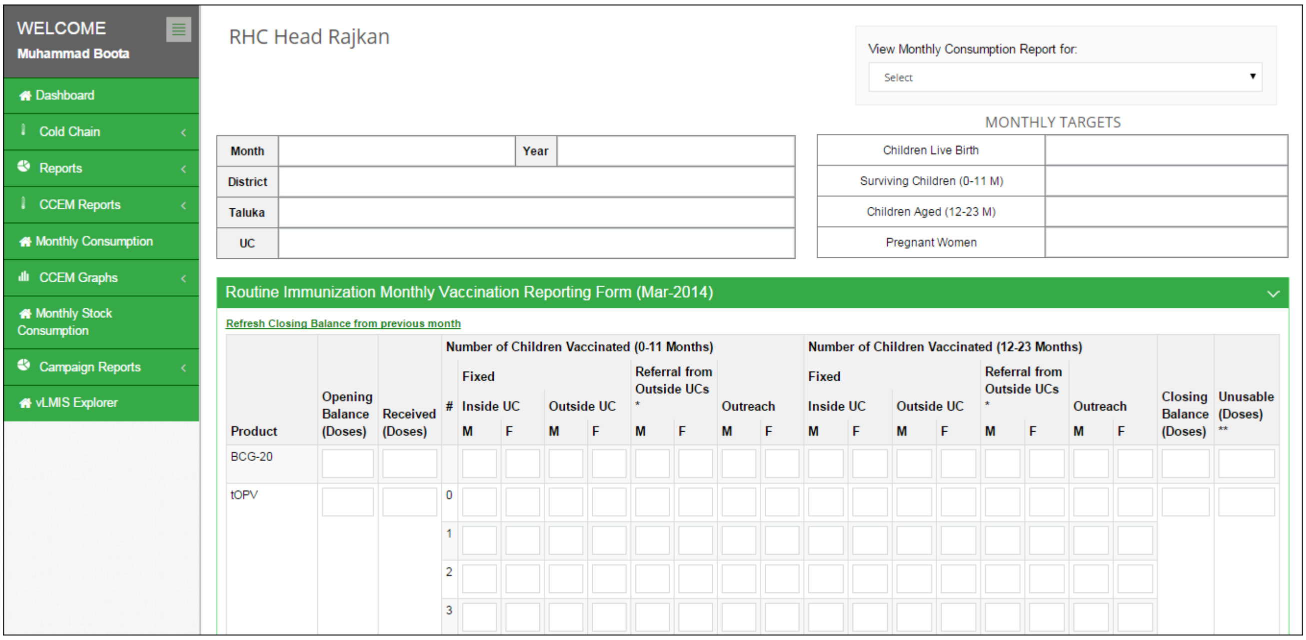
The objective of this activity is to train user about data entry of consumption form.

Show **Consumption Reporting – Menu** to user and tell them how to reach the Consumption reporting data entry screen.

Show **Monthly Consumption– Screen Introduction** to user and introduces them about Selection of Union Council and View Previous Monthly Reports.



Tell users to click the month button for which report is required to be added in the **Consumption Reporting** row. Show **Consumption Report – Form** and explain how users can Enter Data in the Form as per concepts.



TT- Coverage

Product	Opening Balance (Doses)	Received (Doses)	S. No	Pregnant Women	Closing Balance (Doses)	Unusable (Doses) **
TT			1			
			2			
			3			
			4			
			5			
			6			

Other Items

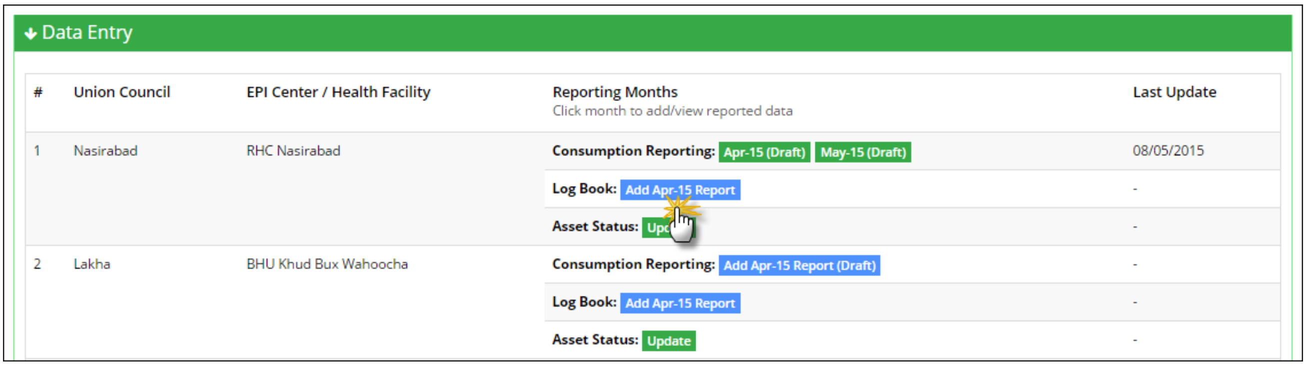
Product	Opening Balance (No)	Received (No)	Dispensed (No)	Closing Balance (No)
Diluent BCG				
Diluent Measles				
AD Syringes 0.5 ml				
AD Syringes 0.05 ml				
Reconstitution Syringes (BCG-2 ml)				
Reconstitution Syringes (Measles 5 ml)				
Safety Boxes				

Activity 8.4: Log Book

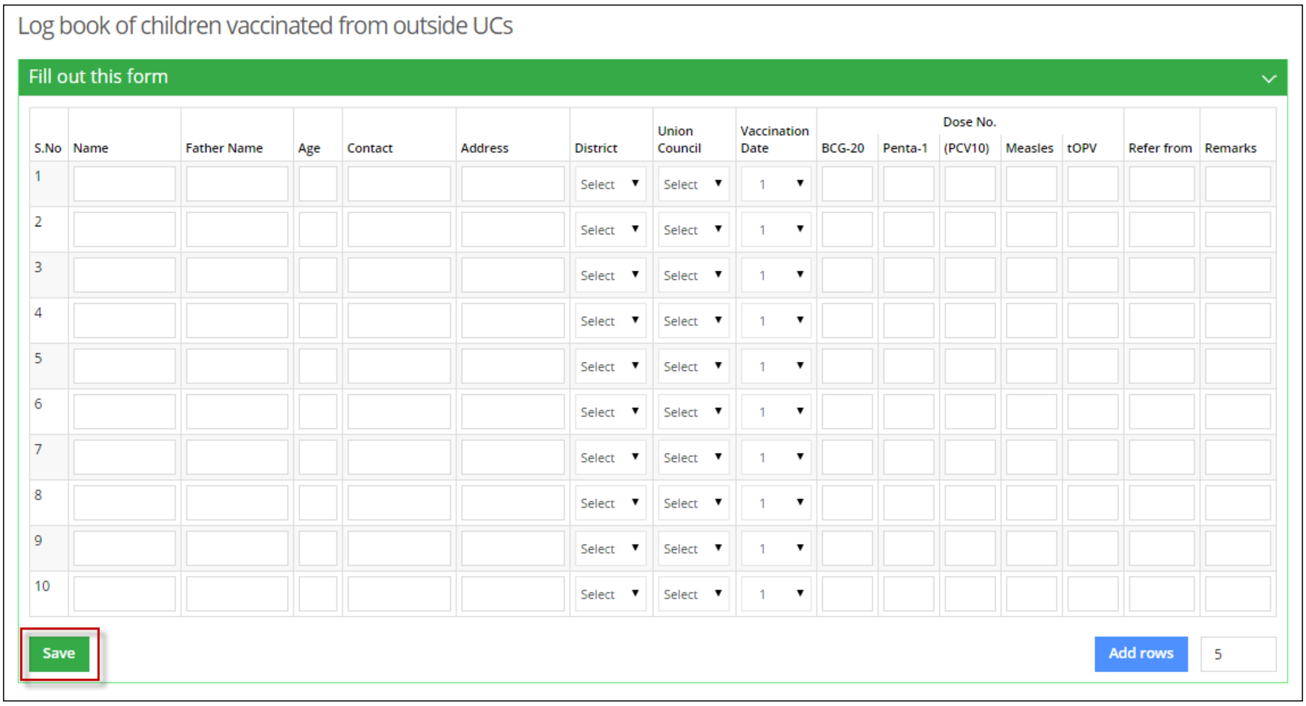
Time: 10 Minutes

Tell users that they can also enter data for referral from outside the union council in details. Show **Log Book – Menu** to user and tell them how to reach the Log Book data entry screen.

Click the month tab in the **Log Book** row as shown below:



Log book of children vaccinated from outside UCs will be displayed.



The elements of the screen are as following:

- S. No: shows the serial numbers from 1 to 10 for children vaccinated from outside UCs.
- Name: enter the name of the child.
- Father Name: enter the name of the child's father.
- Age: enter the age of the child
- Contact: enter the contact number.
- Address: enter the address.

- District: select the district from the list.
- Union Council: select the union council from the list.
- Date of Vaccination: select the date of vaccination.
- Dose No.: enter the number of dose for the following:
    - BCG – 20
    - Penta – 1
    - PCV10
    - Measles – 10
- Refer from: enter the name of the referral.
- Remarks: enter remarks if any.

Click “Save”.

User can also add rows by adding the number of rows and clicking **“Add rows”**.

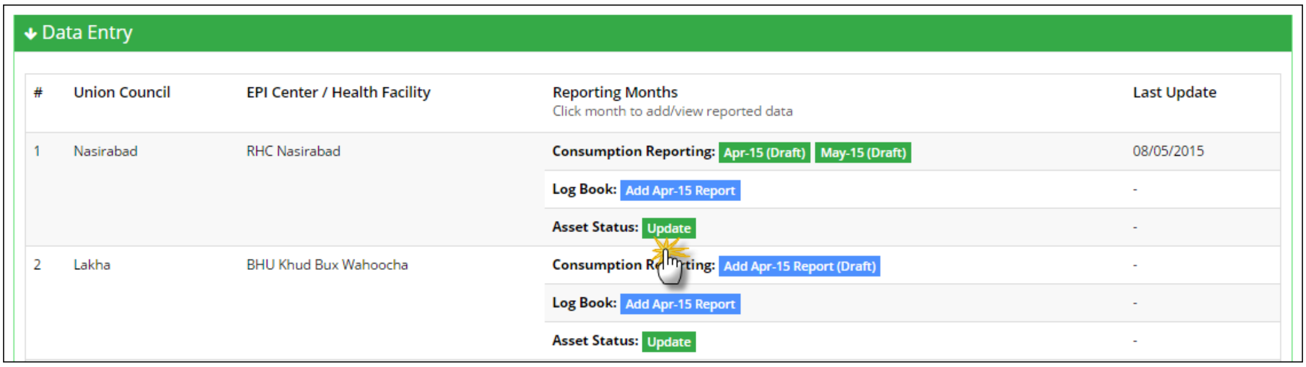
Activity 8.5: Asset Status Update

Time: 10 Minutes

The objective of this activity is to inform user about reporting working status of cold chain asset every month.

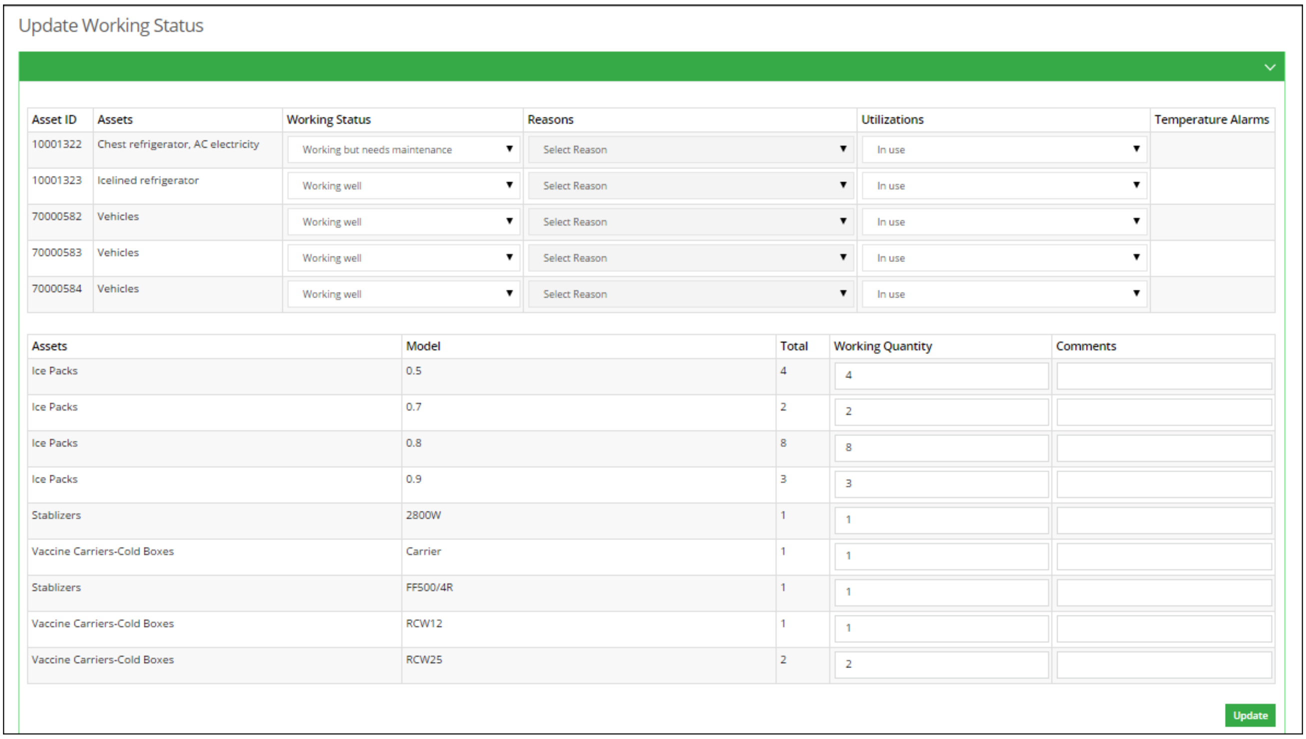
Show **Asset Status Update – Menu** and explain users, how to reach the asset status update screen.

Click the **Update** tab in the **Asset Status** row as shown below:



Show **Asset Status Update – Screen** and explain users, how current status and history of the asset will appear and how to update and save asset’s working status.

Show **Asset Working Status** and explain to users, the types of working status of an asset.



Update Working Status

Asset ID	Assets	Working Status	Reasons	Utilizations	Temperature Alarms
10001322	Chest refrigerator, AC electricity	Working but needs maintenance	Select Reason	In use	
10001323	Icelined refrigerator	Working well	Select Reason	In use	
70000582	Vehicles	Working well	Select Reason	In use	
70000583	Vehicles	Working well	Select Reason	In use	
70000584	Vehicles	Working well	Select Reason	In use	

Assets	Model	Total	Working Quantity	Comments
Ice Packs	0.5	4	4	
Ice Packs	0.7	2	2	
Ice Packs	0.8	8	8	
Ice Packs	0.9	3	3	
Stablizers	2800W	1	1	
Vaccine Carriers-Cold Boxes	Carrier	1	1	
Stablizers	FF500/4R	1	1	
Vaccine Carriers-Cold Boxes	RCW12	1	1	
Vaccine Carriers-Cold Boxes	RCW25	2	2	

Update

Session 9: Cold Chain Equipment Management

Time: 60 Minutes

Session Objectives

By the end of the session participants should know how to perform following Cold Chain Equipment Management functions at Federal, Provincial and District levels:

1. Cold Chain Equipment Management and Search
2. Cold Chain Assets Transfer

Documents to be distributed

- User Guide
- Cold Chain Equipment Management Exercises
- Cold Chain Equipment Management Job-Aids

Materials Required

- Laptops for each participant (with external mouse, Microsoft Office 2007 or above, Firefox, Wi-Fi)
- Calculators for each participant
- Screens with Multimedia
- Flip Charts with stand
- Markers and Tape

Presentations Required

- Cold Chain Equipment Management

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment's needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part of the session and take preparation accordingly.

Activities

Activity 9.1: Introduction and Login

Time: 05 Minutes

The objective of this activity is to give user an idea about Cold Chain Equipment Management (CCEM).

Cold Chain Asset Management Overview and tell user who can manage cold chain assets at Federal, Provincial and District levels.

Explain Cold Chain menu items.

Exercise # 9.1: Ask user to login with given CCEM user login from login sheet.

Activity 9.2: Add Refrigerator

Time: 05 Minutes

The objective of this activity is to train user about data entry of adding refrigerator.

Add Refrigerator, to user and tell them how to reach the data entry screen to add a refrigerator.

Add Refrigerator – Screen Introduction to user and tell them about New/Add Refrigerator/Freezer/ILR Asset screen and its working.

Inform user about each element of screen:

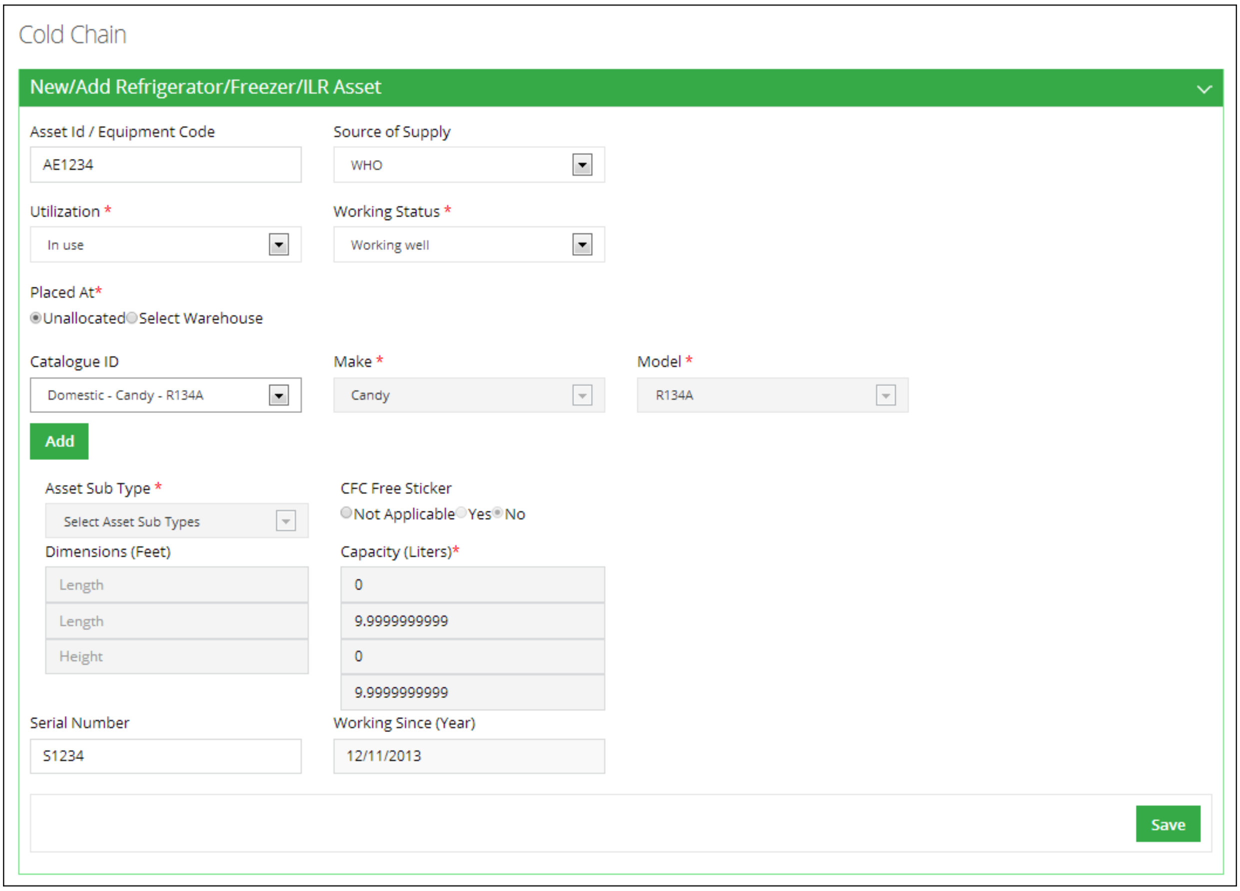
- **Asset ID/Equipment Code:** is an automatically generated unique identifier for the adjustment.
- **Source of Supply:** select the supplier source from the list.
- **Utilization:** select the utilization of the asset.
- **Working Status**: select the status of the Asset from the list.
- **Placed at**: Specify one of the following:

  Unallocated: specifies that the asset is not allocated.

  Warehouse: select the warehouse to place the asset.

  - **Office**: In this drop-down, select the office to which you want to issue the asset. On selecting the **Office** level, specify the office location in the adjacent drop-down list. On selecting the location, the **Issue To** drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.
- **Catalogue ID:** select the Catalogue ID from the list. You can also add a new catalogue ID by clicking **Add**. It will display a new window with following options:
  - **Catalogue ID:** specify the Catalogue ID.
  - **Make:** specify the make of the asset being added.
  - **Model:** specify the model of the asset being added.
  - **Asset Sub-Type**: Select asset sub-type from the list.
  - **Dimensions**: Add the dimensions of the asset in feet.
  - **Capacity:** Add the capacity of the asset in liters.
  - **CFC Free Sticker:** select one of the options from Not Applicable, Yes and No.
- **Serial No.:** Enter the asset's serial number.
- **Working Since (Year):** Enter the year since the working of the asset.

Add Refrigerator – Save and explain show user can save an asset.



Exercise # 9.2: Ask users to open exercise and add a refrigerator.

Activity 9.3: Search Refrigerator

Time: 03 Minutes

The objective of this activity is to train user about searching a refrigerator.

Search Refrigerator – Menu and explain user how to reach the refrigerator search screen.

Show **Search Refrigerator– Screen / Filters** and explain user how to search for a refrigerator and how to apply filters to search for a cold chain asset.

These filters are following:

- **Asset Sub-Type:** Select asset sub-type from the list.

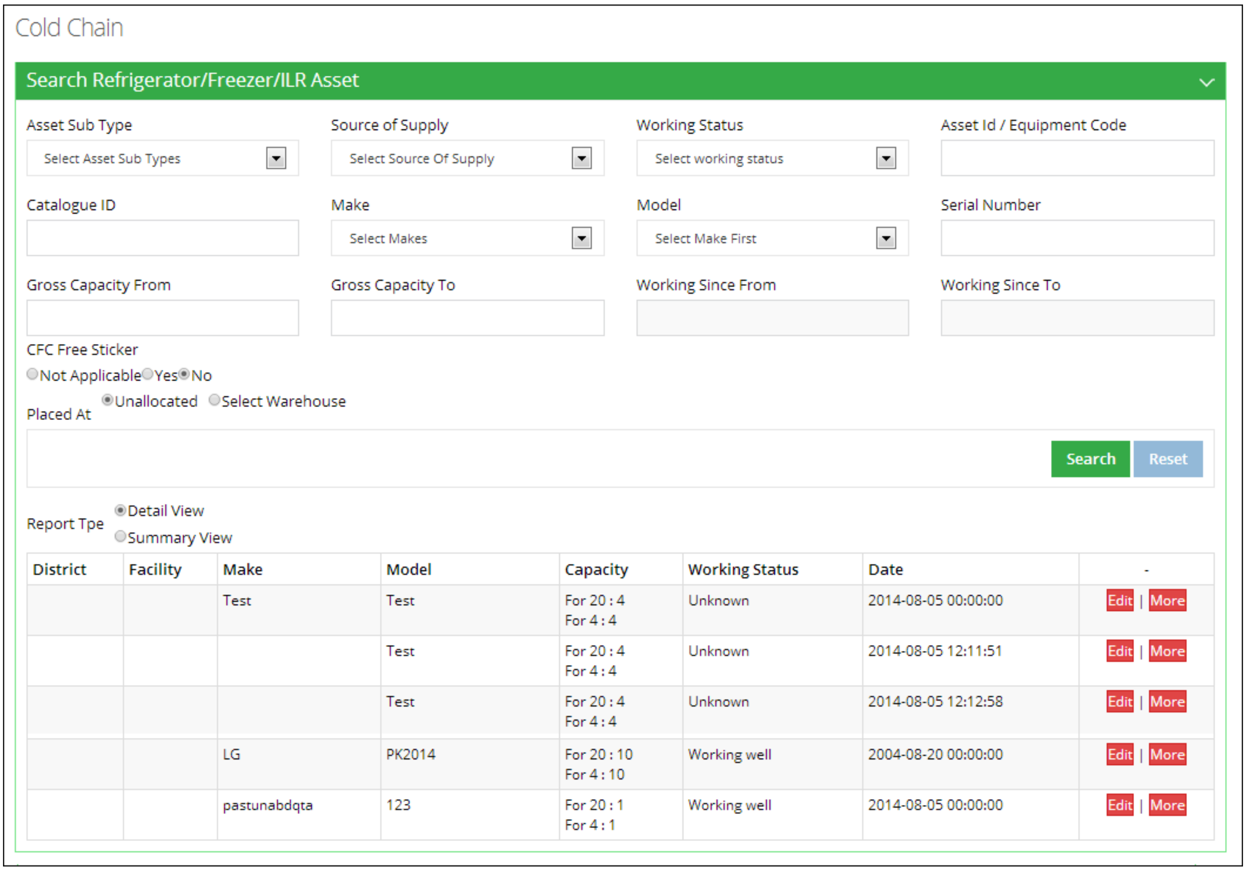
- Source of Supply: select the supplier source from the list.
- Working Status: select the status of the Asset from the list.
- Asset ID/Equipment Code: is an automatically generated unique identifier for the adjustment.
- Catalogue ID: specify the Catalogue ID.
- Make: specify the make of the asset being added.
- Model: specify the model of the asset being added.
- Serial No.: Enter the asset's serial number.
- Gross Capacity From: Add the gross capacity of the asset in liters.
- Gross Capacity to: Add the gross capacity of the asset in liters.
- Working From: Enter the year since the working of the asset.
- Working To: Enter the year till the optimal working of the asset.
- CFC Free Sticker: select one of the options from Not Applicable, Yes and No.
- Placed at: Specify one of the following:

  Unallocated: specifies that the asset is not allocated.

  Warehouse: select the warehouse to place the asset.

  - Office: In this drop-down, select the office to which you want to issue the asset. On selecting the Office level, specify the office location in the adjacent drop-down list. On selecting the location, the Issue To drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.
- Working Since (Year): Enter the year since the working of the asset.

Refrigerator Search – Results and explain the results of the search.



Show **Refrigerator Search - Working Status History** and explain user about working status and history links of the searched asset.

Show **Refrigerator Search – Edit Link** and shows user how to edit the searched asset.

Show **Refrigerator Search–Results**’ Print out and explain how results will be appeared in printout.

Exercise # 9.3: Ask users to search refrigerator, which they entered in previous exercise.

Activity 9.4: Add Vaccine Carriers

Time: 05 Minutes

The objective of this activity is to train user about data entry of adding vaccine carriers.

Show **Add Vaccine Carriers** to user and tell them how to reach the data entry screen to add a vaccine carrier.

Show **Add Vaccine Carriers – Screen Introduction** to user and tell them about Add Vaccine Carriers screen and its working.

Inform user about each element of screen:

- **Placed at**: Specify one of the following:

  Unallocated: specifies that the asset is not allocated.

  Warehouse: select the warehouse to place the asset.

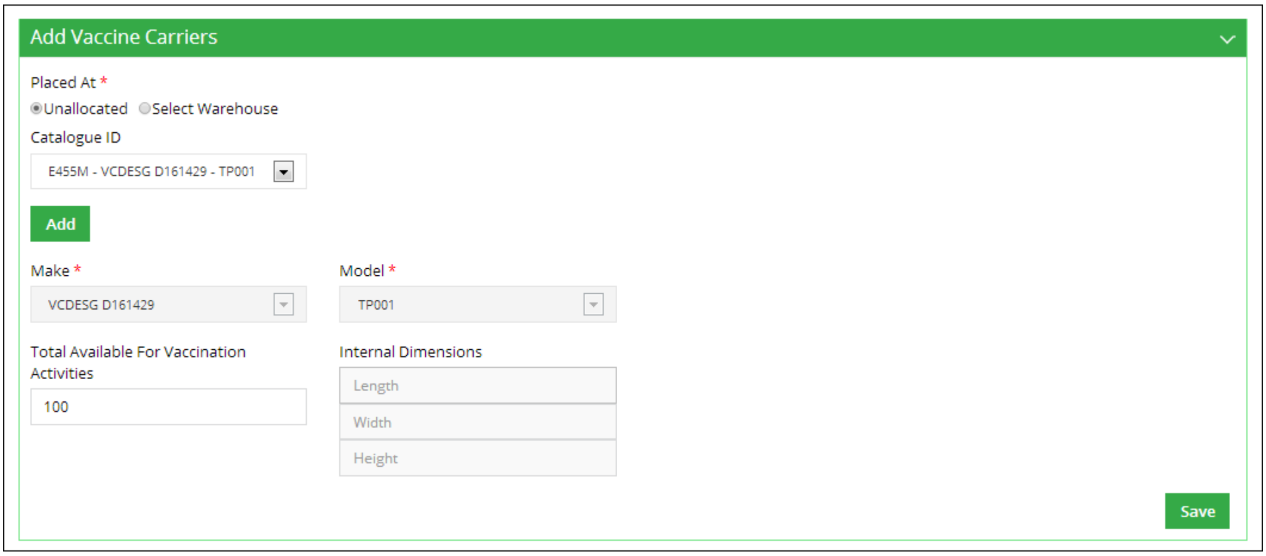
  - **Office**: In this drop-down, select the office to which you want to issue the asset. On selecting the **Office** level, specify the office location in the adjacent drop-down list. On selecting the location, the **Issue To** drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.

- **Catalogue ID:** select the **Catalogue ID** from the list. You can also add a new catalogue ID by clicking **Add**. It will display a new window with following options:

  - **Catalogue ID:** specify the Catalogue ID.
  - **Make:** specify the make of the asset being added.
  - **Model:** specify the model of the asset being added.
  - **Dimensions**: Add the dimensions of the asset in feet.

- Add **Total Available for Vaccination Activities** and click **Save.**

Show **Add Vaccine Carriers – Save** and explain show user can save an asset.



Exercise # 9.4: Ask users to open exercise and add a vaccine carrier.

Activity 9.5: Search Vaccine Carriers

Time: 02 Minutes

The objective of this activity is to train user about searching a vaccine carriers.

Show **Search Vaccine Carriers – Menu** and explain user how to reach the vaccine carriers search screen.

Show **Search Vaccine Carriers – Screen / Filters** and explain user how to search for a vaccine carrier and how to apply filters to search for a cold chain asset.

These filters are following:

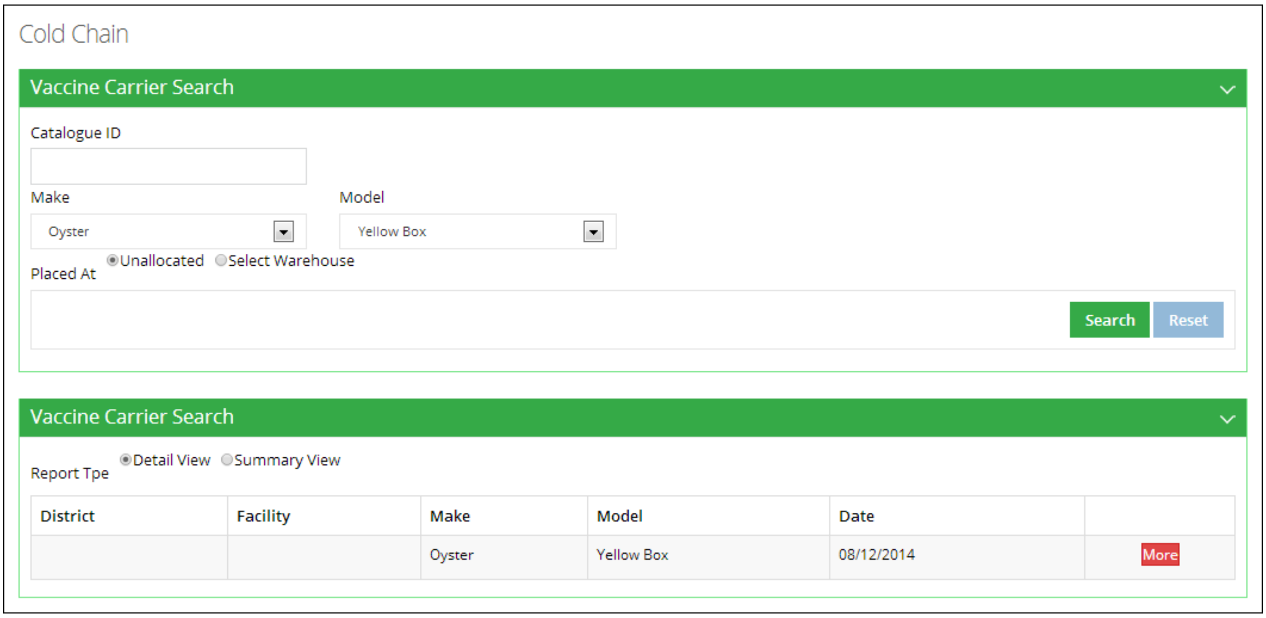
- **Catalogue ID:** specify the Catalogue ID.
- **Make:** specify the make of the asset being added.
- **Model:** specify the model of the asset being added.
- **Placed at**: Specify one of the following:

  Unallocated: specifies that the asset is not allocated.

Warehouse: select the warehouse to place the asset.

- **Office**: In this drop-down, select the office to which you want to issue the asset. On selecting the **Office** level, specify the office location in the adjacent drop-down list. On selecting the location, the **Issue To** drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.

Show **Vaccine Carriers Search – Results** and explain the results of the search.



Show **Vaccine Carriers Search - Working Status History** and explain user about working status and history links of the searched asset.

Show **Vaccine Carriers Search – Edit Link** and shows user how to edit the searched asset.

Show **Vaccine Carriers Search–Results**' Print out and explain how results will be appeared in printout.

Exercise # 9.5: Ask users to search vaccine carriers, which they entered in previous exercise.

Activity 9.6: Add Ice Pack

Time: 05 Minutes

The objective of this activity is to train user about data entry of adding ice packs.

Show **Add Ice Pack** to user and tell them how to reach the data entry screen to add an ice packs.

Show **Add Ice Pack – Screen Introduction** to user and tell them about Add Ice Pack screen and its working.

Inform user about each element of screen:

- **Placed at**: Specify one of the following:

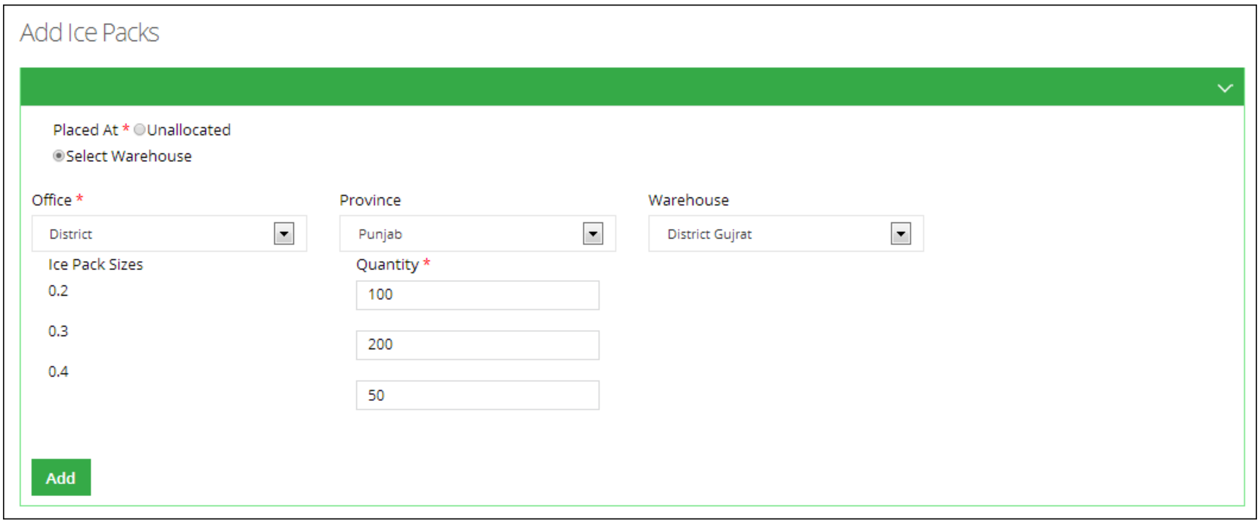
  Unallocated: specifies that the asset is not allocated.

  Warehouse: select the warehouse to place the asset.

    - **Office**: In this drop-down, select the office to which you want to issue the asset. On selecting the **Office** level, specify the office location in the adjacent drop-down list. On selecting the location, the **Issue To** drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.

- Add **Quantity** before the ice pack size required to be added.
- Click **Add.**

Show **Add Ice Packs – Save** and explain show user can save an asset.



Exercise # 9.6: Ask users to open exercise and add an ice pack.

Activity 9.7: Search Ice Pack

Time: 02 Minutes

The objective of this activity is to train user about searching an ice pack.

Show **Search Ice Pack – Menu** and explain user how to reach the ice pack search screen.

Show **Search Ice Pack – Screen / Filters** and explain user how to search for an ice pack and how to apply filters to search for a cold chain asset.

These filters are following:

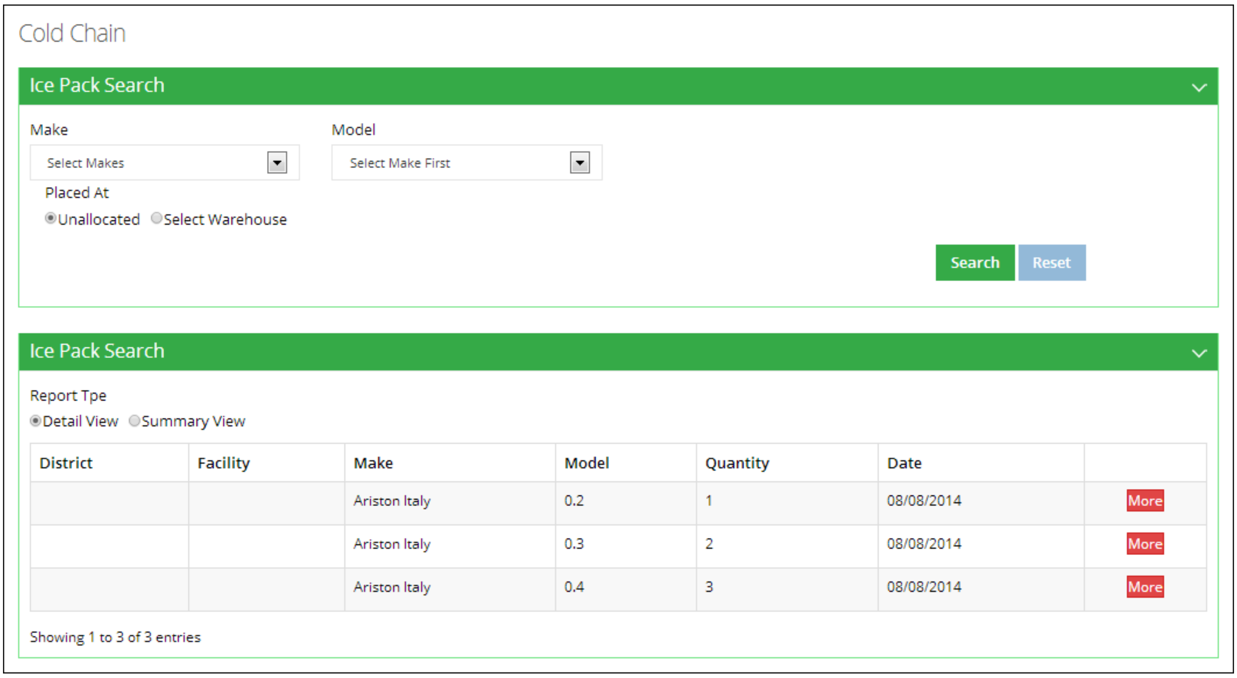
- **Make:** specify the make of the asset being added.
- **Model:** specify the model of the asset being added.
- **Placed at**: Specify one of the following:

  Unallocated: specifies that the asset is not allocated.

  Warehouse: select the warehouse to place the asset.

  - **Office**: In this drop-down, select the office to which you want to issue the asset. On selecting the **Office** level, specify the office location in the adjacent drop-down list. On selecting the location, the **Issue To** drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.

Show **Ice Pack Search – Results** and explain the results of the search.



Show **Ice Pack Search - Working Status History** and explain user about working status and history links of the searched asset.

Show **Ice Pack Search – Edit Link** and shows user how to edit the searched asset.

Show **Ice Pack Search–Results**’ Print out and explain how results will be appeared in printout.

Exercise # 9.7: Ask users to search ice pack which they entered in previous exercise.

Activity 9.8: Add Cold Room

Time: 05 Minutes

The objective of this activity is to train user about data entry of adding cold room.

Show **Add Cold Room** to user and tell them how to reach the data entry screen to add a cold room.

Show Add Cold Room – Screen Introduction to user and tell them about Add Cold Room screen and its working.

Inform user about each element of screen:

- Asset ID/Equipment Code: is an automatically generated unique identifier for the asset.
- Source of Supply: select the supplier source from the list.
- Utilization: select the utilization of the cold room.
- Working Status: select the status of the cold room from the list.
- Placed at: Specify one of the following:

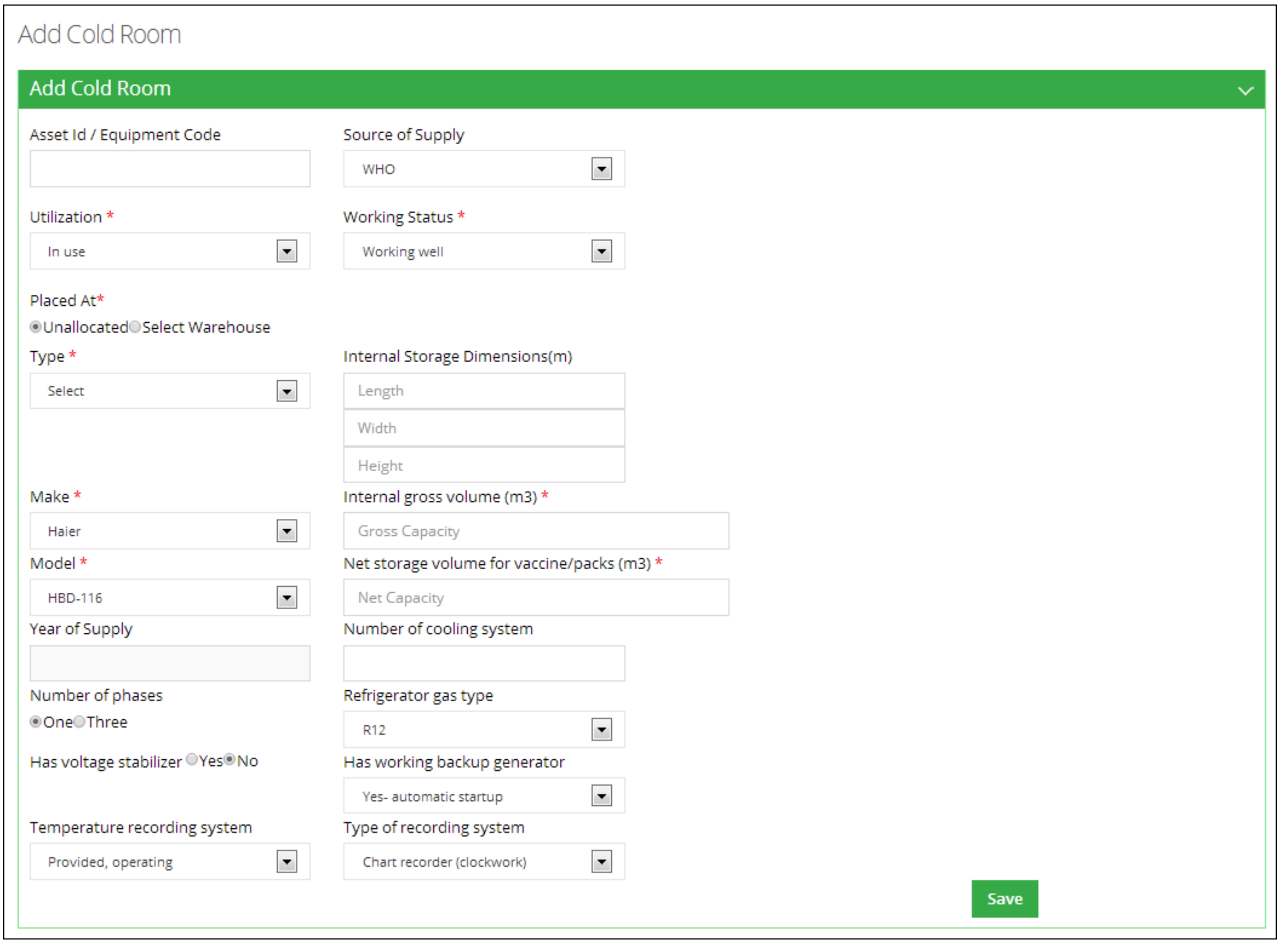
  Unallocated: specifies that the cold room is not allocated.

  Warehouse: select the warehouse to place the cold room.

    - Office: In this drop-down, select the office to which you want to issue the asset. On selecting the Office level, specify the office location in the adjacent drop-down list. On selecting the location, the Issue To drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.
- Type: select the type of the cold room.
- Internal Storage Dimensions: specify the storage dimensions of the cold room such as length, width and height.
  - Make: specify the make of the cold room being added.
  - Model: specify the model of the asset being added.
  - Internal gross volume: specify in meters.
  - Net storage volume for vaccine/packs: specify the volume in meters.
  - Year of Supply: specify the year of supply for the cold room.
  - Number of cooling system: specify the number of cooling systems in the cold room.
  - Number of phases: select the number of phases.

- **Refrigerator gas type:** select the type of refrigerator gas.
- Specify if there is a **Voltage Stabilizer** or not.
- Specify if the cold room **has working backup generator**.
- **Temperature recording system:** select the temperature recording system from the list.
- **Type of recording system:** select the type of recording system.

Show **Add Cold Room – Save** and explain that user can save an asset.



Exercise # 9.8: Ask users to open exercise and add a cold room.

Activity 9.9: Search Cold Room

Time: 02 Minutes

The objective of this activity is to train user about searching a cold room.

Show **Search Cold Room – Menu** and explain user how to reach the cold room search screen.

Show **Search Cold Room – Screen / Filters** and explain user how to search for a cold room and how to apply filters to search for a cold chain asset.

These filters are following:

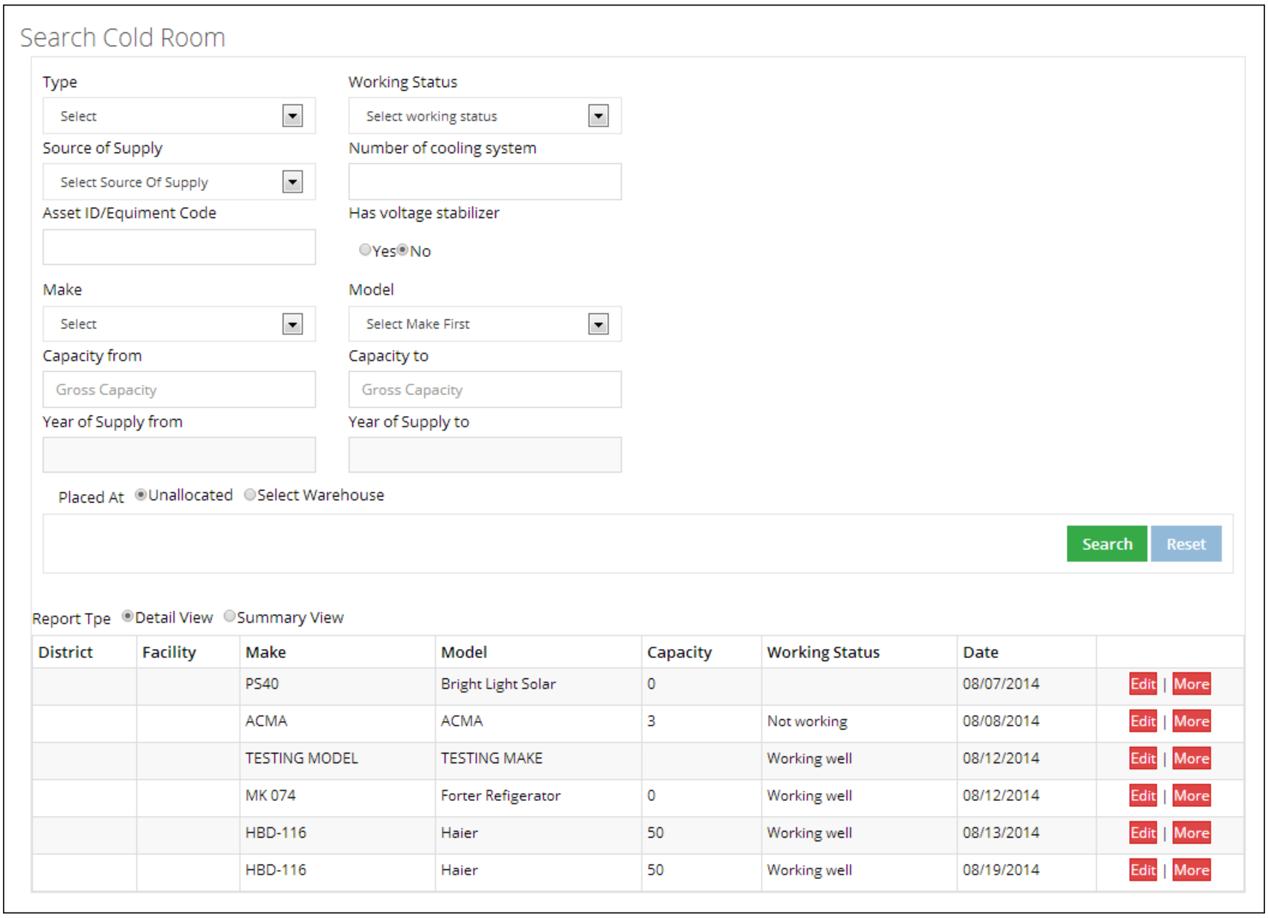
- **Type:** select the type of the cold room.
- **Working Status:** select the status of the cold room from the list.
- **Source of Supply:** select the supplier source from the list.
- **Number of cooling system:** specify the number of cooling systems in the cold room.
- **Asset ID/Equipment Code:** is an automatically generated unique identifier for the asset.
- Specify if there is a **Voltage Stabilizer** or not.
- **Make:** specify the make of the cold room being added.
- **Model:** specify the model of the asset being added.
- **Capacity From, Capacity to:** Add the capacity of the cold room.
- **Year of Supply From, to:** specify the year of supply for the cold room.
- **Placed at**: Specify one of the following:

  Unallocated: specifies that the cold room is not allocated.

  Warehouse: select the warehouse to place the cold room.

  - **Office**: In this drop-down, select the office to which you want to issue the asset. On selecting the **Office** level, specify the office location in the adjacent drop-down list. On selecting the location, the **Issue To** drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.

Show **Cold Room Search – Results** and explain the results of the search.



Show **Cold Room Search - Working Status History** and explain user about working status and history links of the searched asset.

Show **Cold Room Search – Edit Link** and shows user how to edit the searched asset.

Show **Cold Room search–Results**' Print out and explain how results will be appeared in printout.

Exercise # 9.9: Ask users to search cold room, which they entered in previous exercise.

Activity 9.10: Add Voltage Regulator

Time: 05 Minutes

The objective of this activity is to train user about data entry of adding voltage regulator.

Show **Add Voltage Regulator** to user and tell them how to reach the data entry screen to add a voltage regulator.

Show **Add Voltage Regulator – Screen Introduction** to user and tell them about Add Voltage Regulator screen and its working.

Inform user about each element of screen:

- **Placed at**: Specify one of the following:

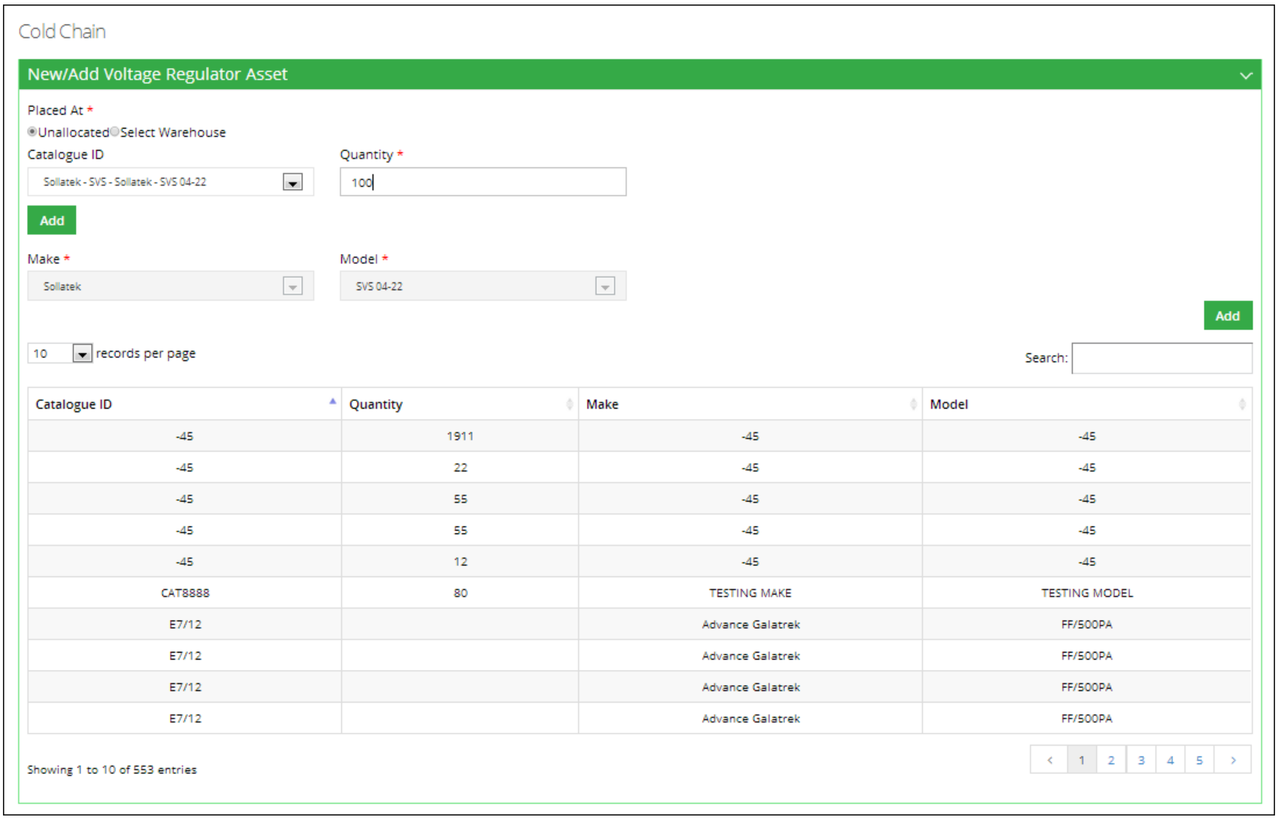
  Unallocated: specifies that the voltage regulator is not allocated.

  Warehouse: select the warehouse to place the regulator.

    - **Office**: In this drop-down, select the office to which you want to issue the asset. On selecting the **Office** level, specify the office location in the adjacent drop-down list. On selecting the location, the **Issue To** drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.

- **Catalogue ID:** specify the Catalogue ID.
- Add **Quantity** before the ice pack size required to be added.

Show **Add Voltage Regulator – Save** and show user can save an asset.



Exercise # 9.10: Ask users to open exercise and add a voltage regulator.

Activity 9.11: Search Voltage Regulator

Time: 02 Minutes

The objective of this activity is to train user about searching a voltage regulator.

Show **Search Voltage Regulator – Menu** and explain user how to reach the voltage regulator search screen.

Show **Search Voltage Regulator – Screen / Filters** and explain user how to search for a voltage regulator and how to apply filters to search for a cold chain asset.

These filters are following:

- **Catalogue ID:** specify the Catalogue ID.
- **Make:** specify the make of the voltage regulator.

- **Model:** specify the model of the voltage regulator.
- Specify the following filters:
- **Placed at**: Specify one of the following:

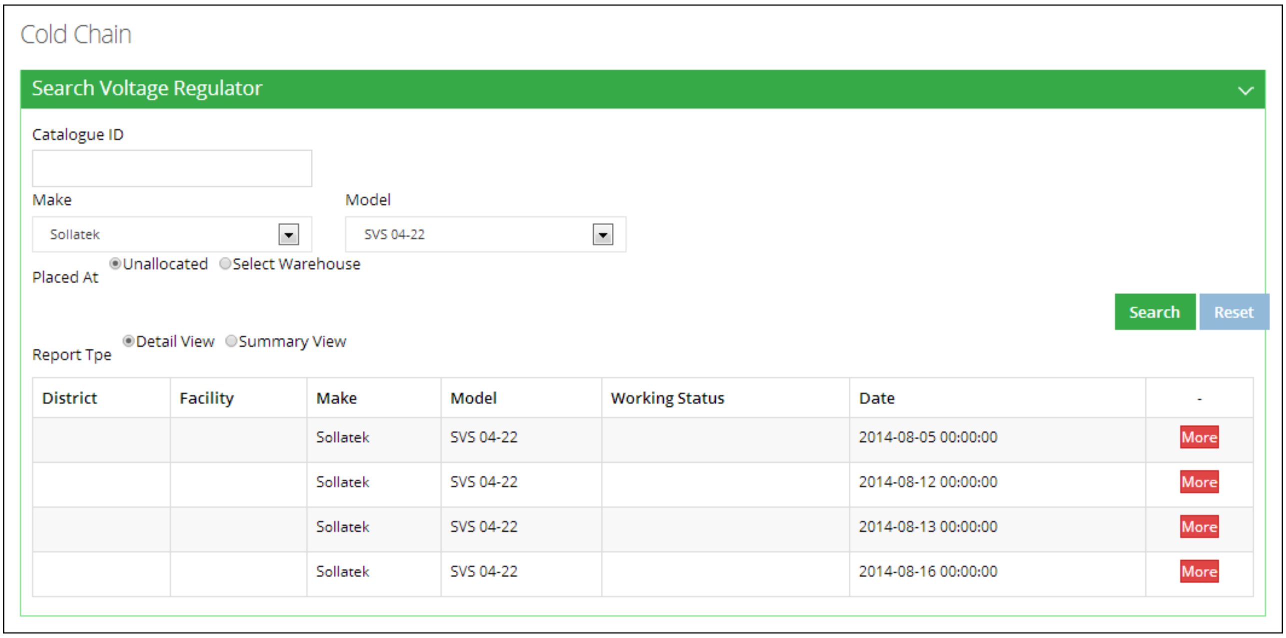
  Unallocated: specifies that the voltage regulator is not allocated.

  Warehouse: select the warehouse to place the regulator.

  - **Office**: In this drop-down, select the office to which you want to issue the asset. On selecting the **Office** level, specify the office location in the adjacent drop-down list. On selecting the location, the **Issue To** drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.

- **Catalogue ID:** specify the Catalogue ID.
- Add **Quantity** before the ice pack size required to be added.

Show **Voltage Regulator Search – Results** and explain the results of the search.



Show **Voltage Regulator Search - Working Status History** and explain user about working status and history links of the searched asset.

Show **Voltage Regulator Search – Edit Link** and shows user how to edit the searched asset.

Show **Voltage Regulator Search–Results**' Print out and explain how results will be appeared in printout.

Exercise # 9.11: Ask users to search voltage regulator which they entered in previous exercise.

Activity 9.12: Add Generator

Time: 05 Minutes

The objective of this activity is to train user about data entry of adding a generator.

Show **Add Generator,** to user and tell them how to reach the data entry screen to add a generator.

Show **Add Generator – Screen Introduction** to user and tell them about Add Generator screen and its working.

Inform user about each element of screen:

- **Asset ID/Equipment Code:** is an automatically generated unique identifier for the adjustment.
- **Source of Supply:** select the supplier source from the list.
- **Utilization:** select the utilization of the asset.
- **Working Status**: select the status of the Asset from the list.
- **Placed at**: Specify one of the following:

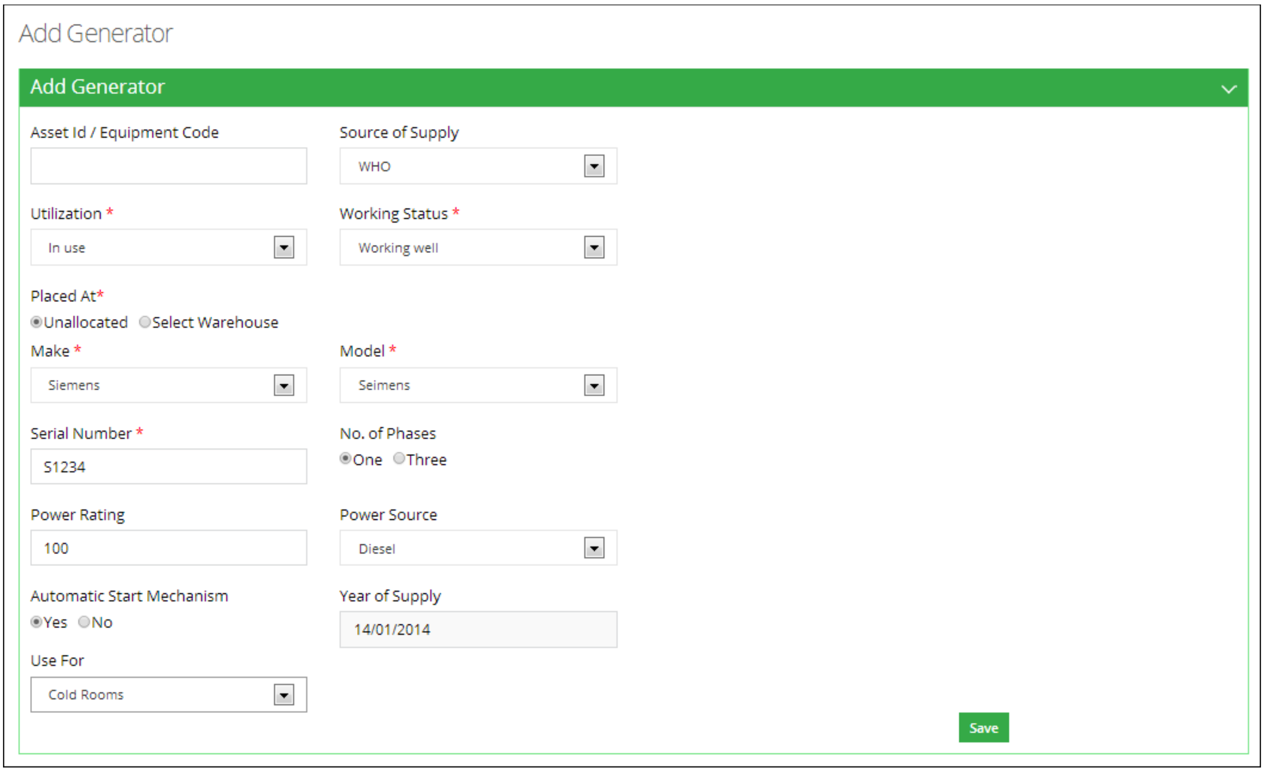
  Unallocated: specifies that the asset is not allocated.

  Warehouse: select the warehouse to place the asset.

  - **Office**: In this drop-down, select the office to which you want to issue the asset. On selecting the **Office** level, specify the office location in the adjacent drop-down list. On selecting the location, the **Issue To** drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.
- **Make:** specify the make of the asset being added.

- **Model:** specify the model of the asset being added.
- **Serial No**.: Enter the asset's serial number.
- **Number of phases:** select the number of phases.
- **Power Rating:** Enter the power rating of the generator.
- **Power Source:** Select the power source of the generator.
- Specify if the generator has an **Automatic Start Mechanism** or not.
- **Year of Supply:** specify the year of supply for the generator.
- **Use for:** select the use for the generator.

Show **Add Generator – Save** and explain show user can save an asset.



Exercise # 9.12: Ask users to open exercise and add a generator.

Activity 9.13: Search Generator

Time: 02 Minutes

The objective of this activity is to train user about searching a generator.

Show Search Generator – Menu and explain user how to reach the generator search screen.

Show Search Generator– Screen / Filters and explain user how to search for a generator and how to apply filters to search for a cold chain asset.

These filters are following:

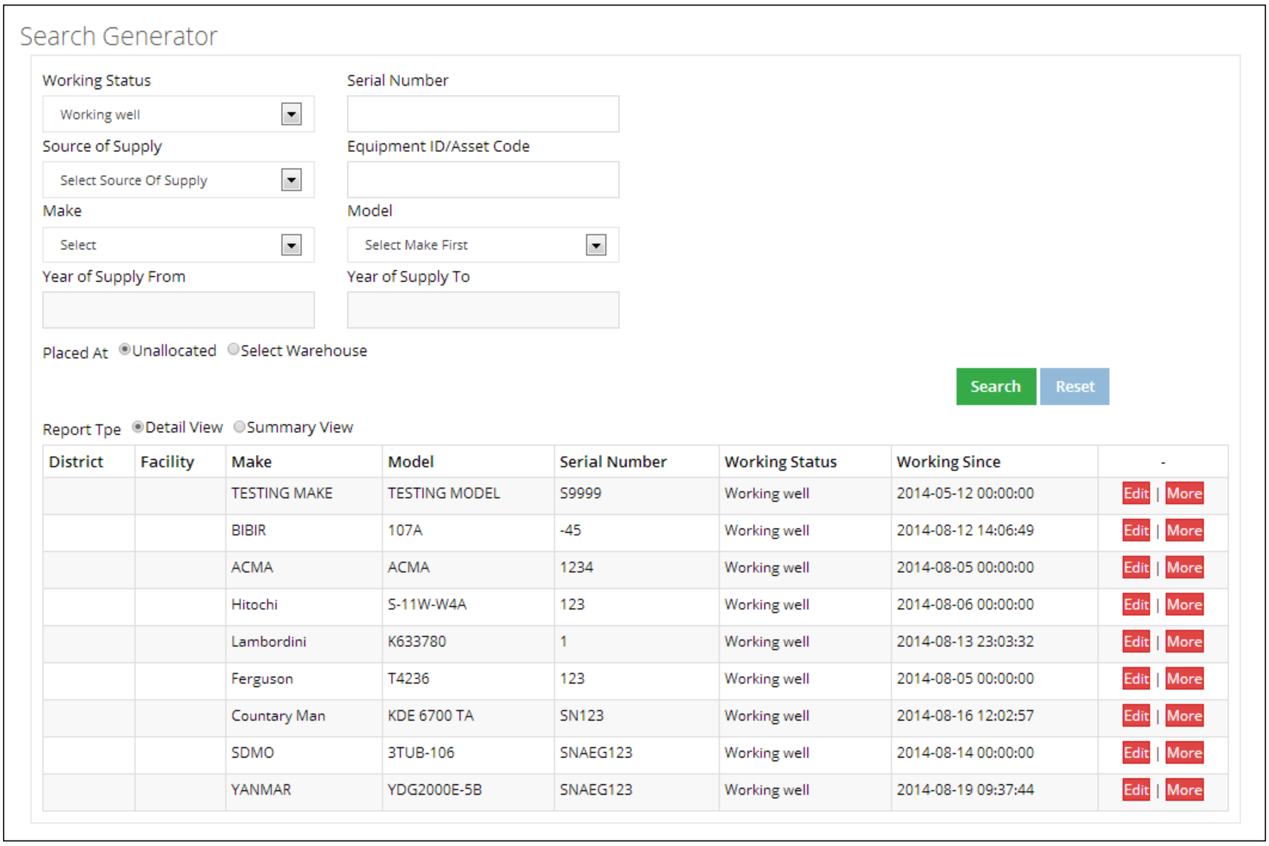
- Working Status: select the status of the Asset from the list.
- Source of Supply: select the supplier source from the list.
- Asset ID/Equipment Code: is an automatically generated unique identifier for the adjustment.
- Make: specify the make of the asset being added.
- Model: specify the model of the asset being added.
- Year of Supply from, to: specify the year of supply for the generator.
- Placed at: Specify one of the following:

  Unallocated: specifies that the asset is not allocated.

  Warehouse: select the warehouse to place the asset.

    - Office: In this drop-down, select the office to which you want to issue the asset. On selecting the Office level, specify the office location in the adjacent drop-down list. On selecting the location, the Issue To drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.

Show Generator Search – Results and explain the results of the search.



Search Generator

Working Status: Working well

Serial Number

Source of Supply: Select Source Of Supply

Equipment ID/Asset Code

Make: Select

Model: Select Make First

Year of Supply From

Year of Supply To

Placed At ◉Unallocated ○Select Warehouse

Search Reset

Report Tpe ◉Detail View ○Summary View

District	Facility	Make	Model	Serial Number	Working Status	Working Since	-
		TESTING MAKE	TESTING MODEL	S9999	Working well	2014-05-12 00:00:00	Edit | More
		BIBIR	107A	-45	Working well	2014-08-12 14:06:49	Edit | More
		ACMA	ACMA	1234	Working well	2014-08-05 00:00:00	Edit | More
		Hitochi	S-11W-W4A	123	Working well	2014-08-06 00:00:00	Edit | More
		Lambordini	K633780	1	Working well	2014-08-13 23:03:32	Edit | More
		Ferguson	T4236	123	Working well	2014-08-05 00:00:00	Edit | More
		Countary Man	KDE 6700 TA	SN123	Working well	2014-08-16 12:02:57	Edit | More
		SDMO	3TUB-106	SNAEG123	Working well	2014-08-14 00:00:00	Edit | More
		YANMAR	YDG2000E-5B	SNAEG123	Working well	2014-08-19 09:37:44	Edit | More

Show **Generator Search - Working Status History** and explain user about working status and history links of the searched asset.

Show **Generator Search – Edit Link** and shows user how to edit the searched asset.

Show **Generator Search–Results**' Print out and explain how results will be appeared in printout.

Exercise # 9.13: Ask users to search generator, which they entered in previous exercise.

Activity 9.14: Add Transport

Time: 05 Minutes

The objective of this activity is to train user about data entry of adding transport.

Show **Add Transport** to user and tell them how to reach the data entry screen to add a transport.

Show **Add Transport – Screen Introduction** to user and tell them about Add Transport screen and its working.

Inform user about each element of screen:

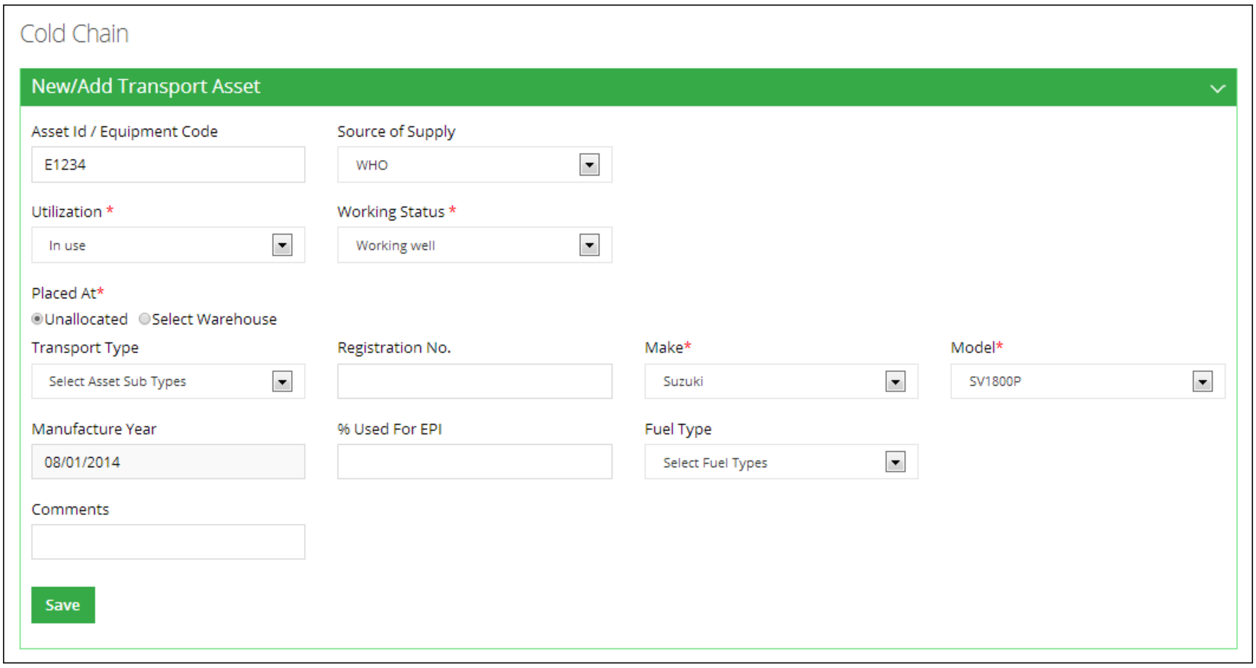
- **Asset ID/Equipment Code:** is an automatically generated unique identifier for the transport.
- **Source of Supply:** select the supplier source from the list.
- **Utilization:** select the utilization of the.
- **Working Status**: select the status of the transport from the list.
- **Placed at**: Specify one of the following:

  Unallocated: specifies that the transport is not allocated.

  Warehouse: select the warehouse to place the transport.

    - **Office**: In this drop-down, select the office to which you want to issue the asset. On selecting the **Office** level, specify the office location in the adjacent drop-down list. On selecting the location, the **Issue To** drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.
- **Transport Type:** select the transport type.
- **Registration No.:** specify the registration number. This field is optional.
- **Make:** specify the make of the transport being added.
- **Model:** specify the model of the transport being added.
- **Manufacture Year:** select the manufacture year of the transport.
- **% use for EPI:** specify the percent use for EPI. This is an optional field.
- **Fuel Type:** select the fuel type being used.

Show **Add Transport – Save** and explain user can save an asset.



Exercise # 9.14: Ask users to open exercise sheet and add a transport.

Activity 9.15: Search Transport

Time: 02 Minutes

The objective of this activity is to train user about searching a transport.

Show **Search Transport – Menu** and explain user how to reach the transport search screen.

Show **Search Transport – Screen / Filters** and explain user how to search for a transport and how to apply filters to search for a cold chain asset.

These filters are following:

- **Transport Type:** select the transport type.
- **Working Status**: select the status of the Asset from the list.
- **Source of Supply:** select the supplier source from the list.
- **Fuel Type:** select the fuel type being used.
- **Registration No.:** specify the registration number. This field is optional.

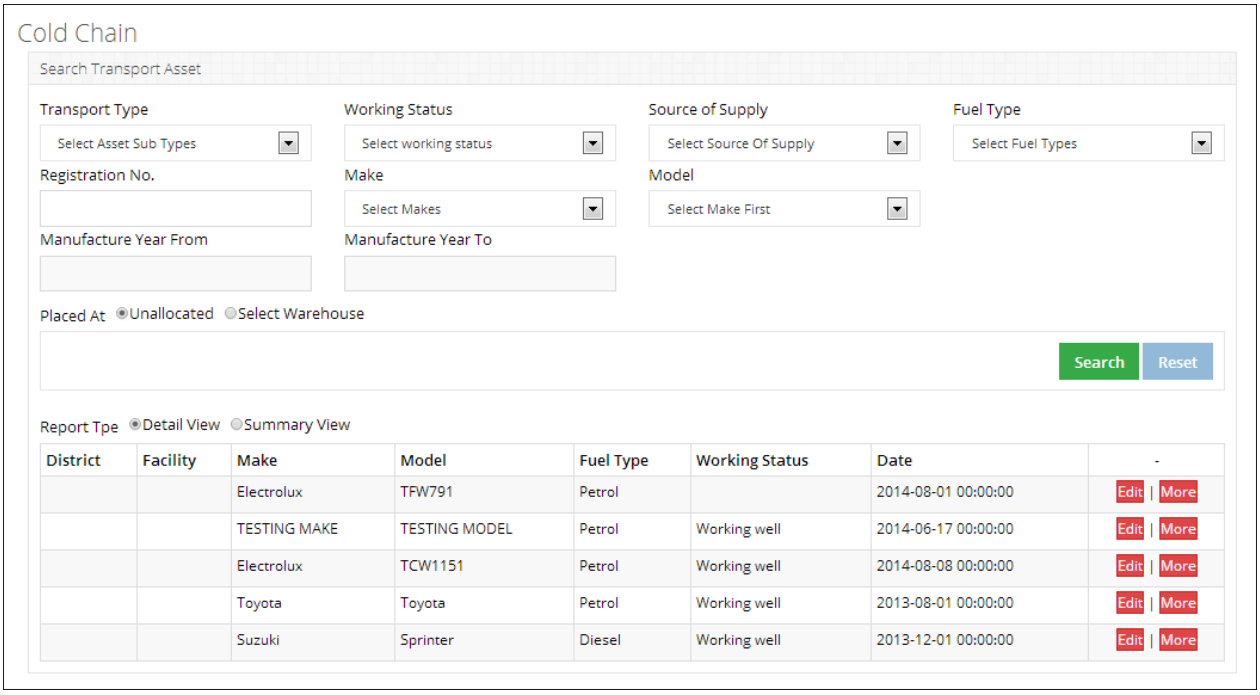
- **Make:** specify the make of the asset being added.
- **Model:** specify the model of the asset being added.
- **Manufacture Year from, to:** specify the year of manufacture for the transport.
- **Placed at**: Specify one of the following:

  Unallocated: specifies that the asset is not allocated.

  Warehouse: select the warehouse to place the asset.

  - **Office**: In this drop-down, select the office to which you want to issue the asset. On selecting the **Office** level, specify the office location in the adjacent drop-down list. On selecting the location, the **Issue To** drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.

Show **Transport Search – Results** and explain the results of the search.



Show **Transport Search - Working Status History** and explain user about working status and history links of the searched asset.

Show **Transport Search – Edit Link** and shows user how to edit the searched asset.

Show Transport Search–Results' Print out and explain how results will be appeared in printout.

Exercise # 9.15: Ask users to search Transport, which they entered in previous exercise.

Activity 9.16: Transfer Asset

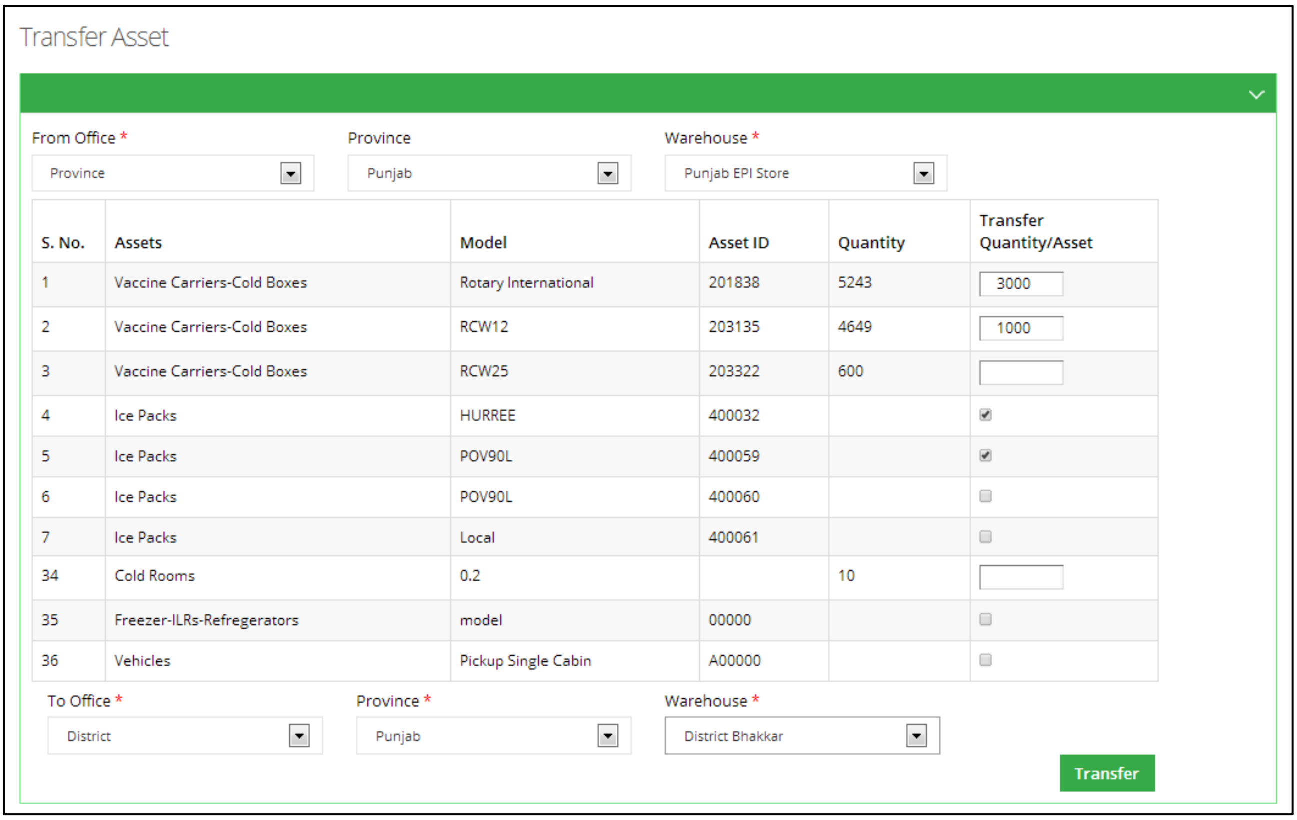
Time: 05 Minutes

The objective of this activity is to train user about transferring cold chain asset from one facility/store to another.

Show Transfer Asset – Menu and explain users, how to reach the asset transfer screen.

Show Asset Transfer – Screen and explain users, that by giving Asset ID the asset details appears and how user can transfer a cold chain asset.

Show Location Selection of Federal/Provincial User and explain users about selection of new location to which user want to transfer asset by selecting level of Facility store or warehouse in the office list, the office list tell user how to select office to which user want to transfer. Specify the office location in the adjacent drop-down list. Tell them that on selecting the location, the drop-down displays the relevant province. If it is district or below district level facility then district list will appear. After selecting district a list of warehouse/store/facility store names appears. Tell them to select the required warehouse/store/facility.


Transfer Asset

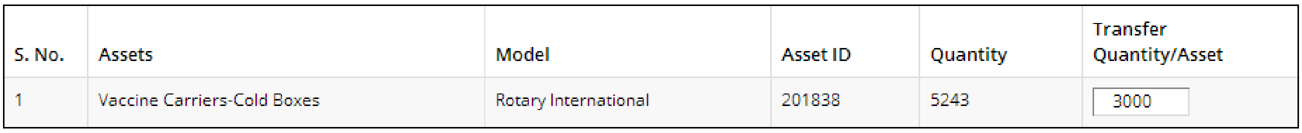
From Office * Province | Province Punjab | Warehouse * Punjab EPI Store

S. No.	Assets	Model	Asset ID	Quantity	Transfer Quantity/Asset
1	Vaccine Carriers-Cold Boxes	Rotary International	201838	5243	3000
2	Vaccine Carriers-Cold Boxes	RCW12	203135	4649	1000
3	Vaccine Carriers-Cold Boxes	RCW25	203322	600	
4	Ice Packs	HURREE	400032		☑
5	Ice Packs	POV90L	400059		☑
6	Ice Packs	POV90L	400060		☐
7	Ice Packs	Local	400061		☐
34	Cold Rooms	0.2		10	
35	Freezer-ILRs-Refregerators	model	00000		☐
36	Vehicles	Pickup Single Cabin	A00000		☐

To Office * District | Province * Punjab | Warehouse * District Bhakkar

Transfer

In Transfer Quantity/Asset, specify the quantity you want to transfer.



S. No.	Assets	Model	Asset ID	Quantity	Transfer Quantity/Asset
1	Vaccine Carriers-Cold Boxes	Rotary International	201838	5243	3000

In To Office, specify the location that you want to transfer to.

Click Transfer.

Exercise # 9.16: Ask user to transfer cold chain asset, which they added in above exercises.

Session 10: Dashboards

Time: 75 Minutes

Session Objectives

By the end of the session participants should know how to view maps, graphs and data reports using dashboards:

1. District User Dashboard
2. Tehsil User Dashboard
3. Union Council User Dashboard

Documents to Be Distributed

- User Guide

Materials Required

- Laptops for each participant (with external mouse, Microsoft Office 2007 or above, Firefox, Wi-Fi)
- Screens with Multimedia

Presentations Required

- Dashboards

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment's needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part of the session and take preparation accordingly.

Activities

Activity 10.1: Routine Immunization

Time: 15 Minutes

The objective of this activity is to give users an idea about Routine Immunization dashboard.

Routine Immunization Dashboard Overview, tell users that they can view comparison graphs for wastages and reporting rate as well as stock consumption and AMC.

Explain Wastages vs Reporting Rate graph

Introduction to users and explain the vaccine wastages and reporting rate graph.

Explain Consumption graph

Introduction to users and explain the stock consumption and average monthly consumption graph.

Dashboard Parts

Tell users about dashboard parts. Explain its purpose and screen elements.

- Filters:
  Tell users about filters and explain the Year, Period and Vaccines filters. Explain the users how to filter values based on Year, Period and Vaccines.
- Year:
  Displays the list of Year.

- **Period:**

  Displays the period of year to be selected.

- **Vaccines:**

  Select the product from the list of vaccines.

Tell users to click **GO** to generate graphs.

Graph Result

Tell users system displays the required report with following fields.

- **Reporting Rate:** Explain to users that reporting rate displays the percentage reporting for the selected period of the year for each province / region.

- **Wastages:** Explain to users that wastages rate displays the percentage vaccine wastages for the selected period of the year for each province / region.

- **Consumption** Explain to users that it displays the consumption data of vaccines for the last reported period. The data for each vaccine is the sum of all reporting levels for each province / region.

- **Average Monthly Consumption (AMC):** Explain to users that AMC is calculated as average of aggregated consumption of the last three non-zero consumption months for each province / region.

Reporting Rate and Wastage Graph Screen

Tell users about Reporting Rate and Wastage Graph. Explain its purpose and screen elements.

Consumption and Average Monthly Consumption Graph Screen

Tell users about Consumption and Average Monthly Consumption Graph. Explain its purpose and screen elements.

Exercise # 10.1: Ask user to open Routine Immunization dashboard screen and generate graph as per exercise sheet 10.1.

Activity 10.2: Inventory Management

Time: 15 Minutes

The objective of this activity is to give users an idea about Inventory Management dashboard.

Inventory Management Dashboard Overview, tell users that they can view comparison graphs for consumption stock vs month of stock (MOS), MOS map and stock expiry status pie-chart.

Explain Consumption Stock vs Month of Stock (MOS) graph

Introduction to users and explain the Consumption stock and month of stock (MOS) graph.

Explain Month of Stock (MOS) map

Introduction to users and explain the month of stock (MOS) map.

Explain Stock Expiry Status pie-chart

Introduction to users and explain the Stock Expiry Status pie-chart.

Dashboard Parts

Tell users about dashboard parts. Explain its purpose and screen elements.

- Filters:
  Tell users about filters and explain the **Year**, **Period** and **Vaccines** filters. Explain the users how to filter values based on **Year, Period** and **Vaccines**.
- Year:
  Displays the list of Year.
- Period:

  Displays the period of year to be selected.
- Vaccines:

  Select the product from the list of vaccines.

Tell users to click **GO** to generate graphs.

Graph Result

Tell users system displays the required report with following fields.

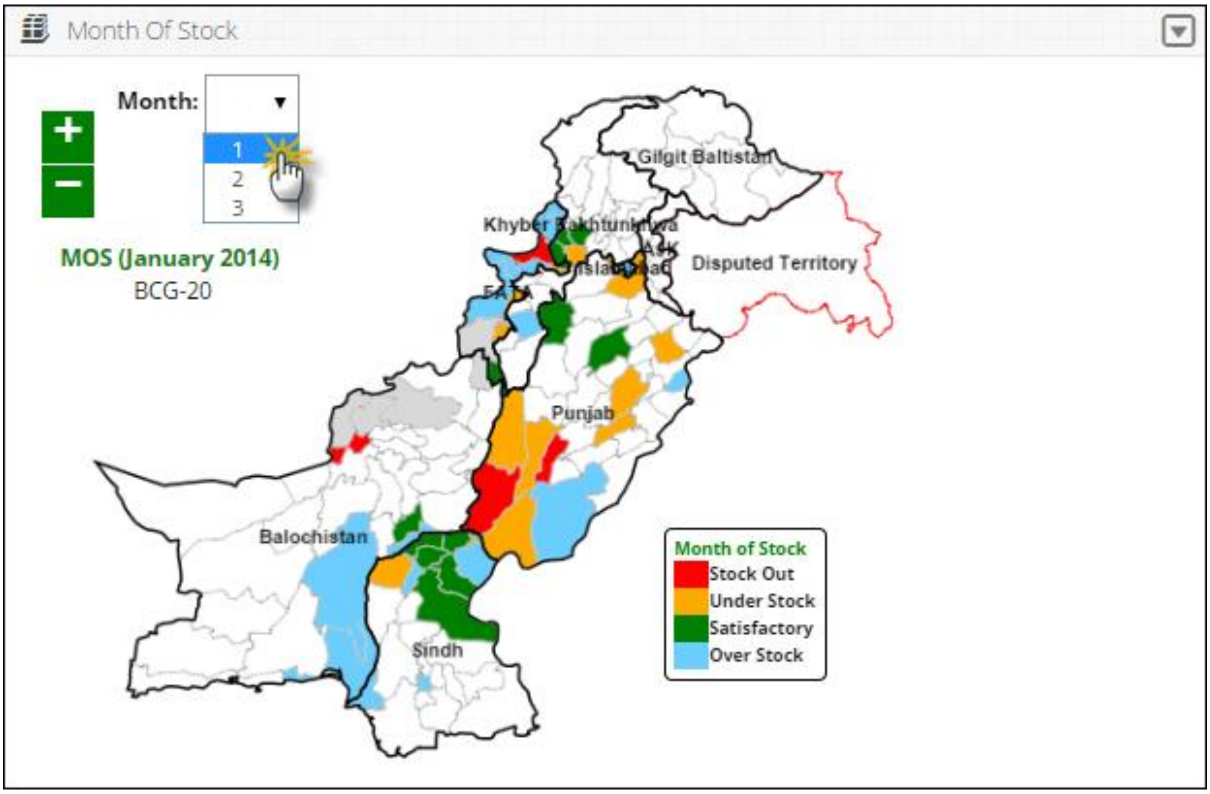
- **Consumption** Explain to users that it displays the consumption data of vaccines for the last reported period. The data for each vaccine is the sum of all reporting levels for each province / region.
- **Month of Stock (MOS):** Month of Stocks is the estimate of number of months the stock will last. This obtains by dividing Stock of Hand by average monthly consumption.

Consumption Stock vs Month of Stock (MOS) graph

Tell users about Consumption stock and month of stock (MOS) graph. Explain its purpose and screen elements.

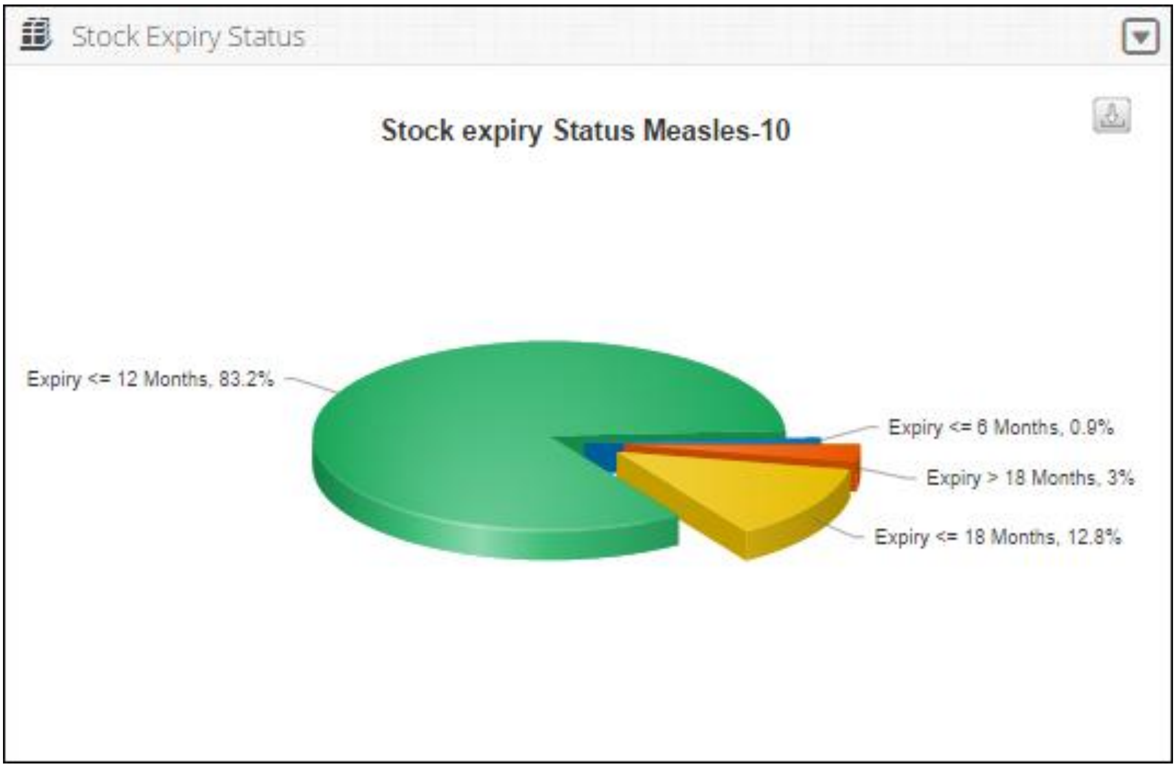
Explain Month of Stock map

Introduction to users and explain the Month of Stock map. Tell users that they can select the **Month** from the drop-down menu to view the MOS map for each month in the selected quarter.



Explain Stock Expiry Status

Introduction to users and explain the stock expiry status pie chart. Tell that users can view the percentage expiry status of the selected vaccine in months. Explain its purpose and screen elements.



Exercise # 10.2: Ask user to open Inventory Management dashboard screen and generate graph as per exercise sheet 10.2.

Activity 10.3: Campaign Management

Time: 15 Minutes

The objective of this activity is to give users an idea about Campaign Management dashboard.

Campaign Management Dashboard Overview, tell users that they can data entry status pie-chart, Day wise Target vs Coverage graph, Missed Children Types graph and Campaign vaccines report.

Explain Campaign Data Entry Status pie-chart

Introduction to users and explain the cold chain capacity map.

Dashboard Parts

Tell users about dashboard parts. Explain its purpose and screen elements.

- Campaign:
  Displays the list of campaigns being conducted.

Tell users to click GO to generate graphs.

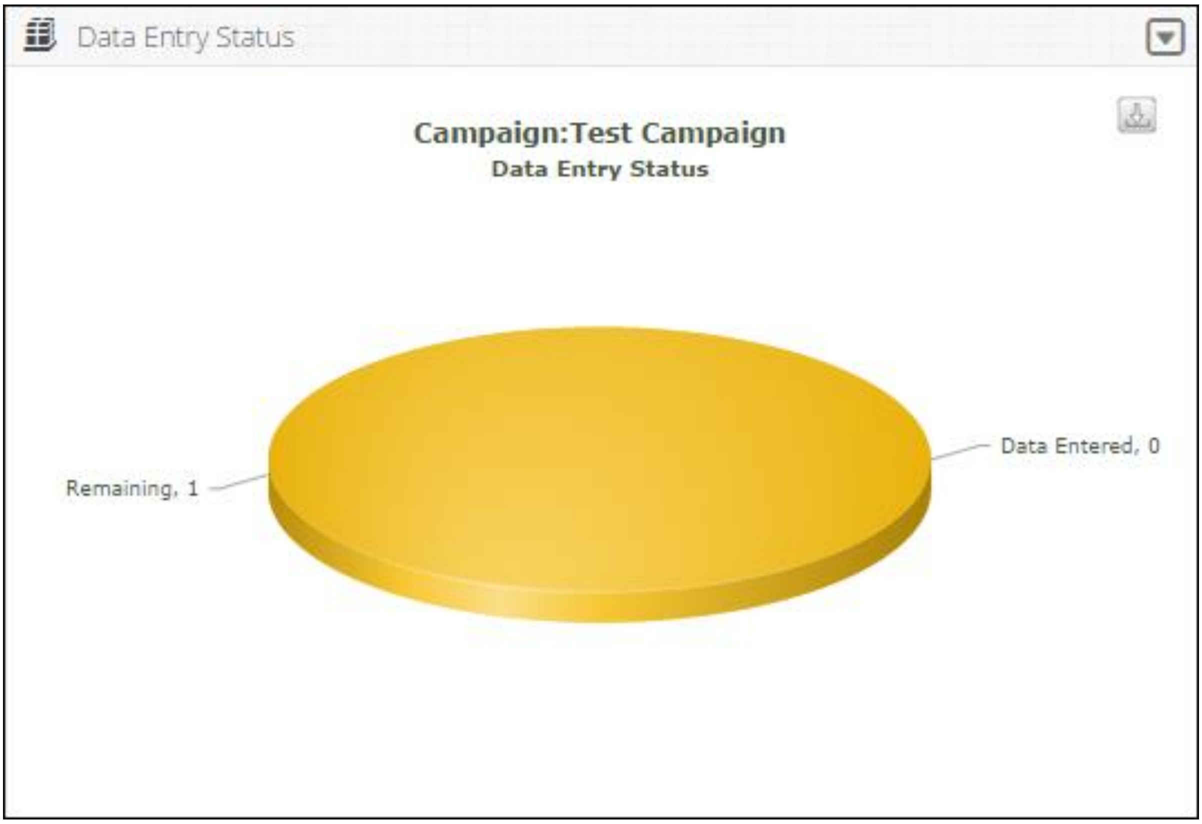
Graph Result

Tell users system displays the required report with following fields.

- Campaign Data Entry Status
  Shows the data entry stats for a selected campaign in the pie chart.
- Day wise Target vs Coverage
  Shows the day wise comparison of target versus coverage stats.
- Missed Children Types
  This is the comparison graph of defined different missed as well as unreachable list.
- Campaign vaccines (vials)
  To show the list of each campaign's vaccines (vials) which are used in any or all districts in the specified time span.

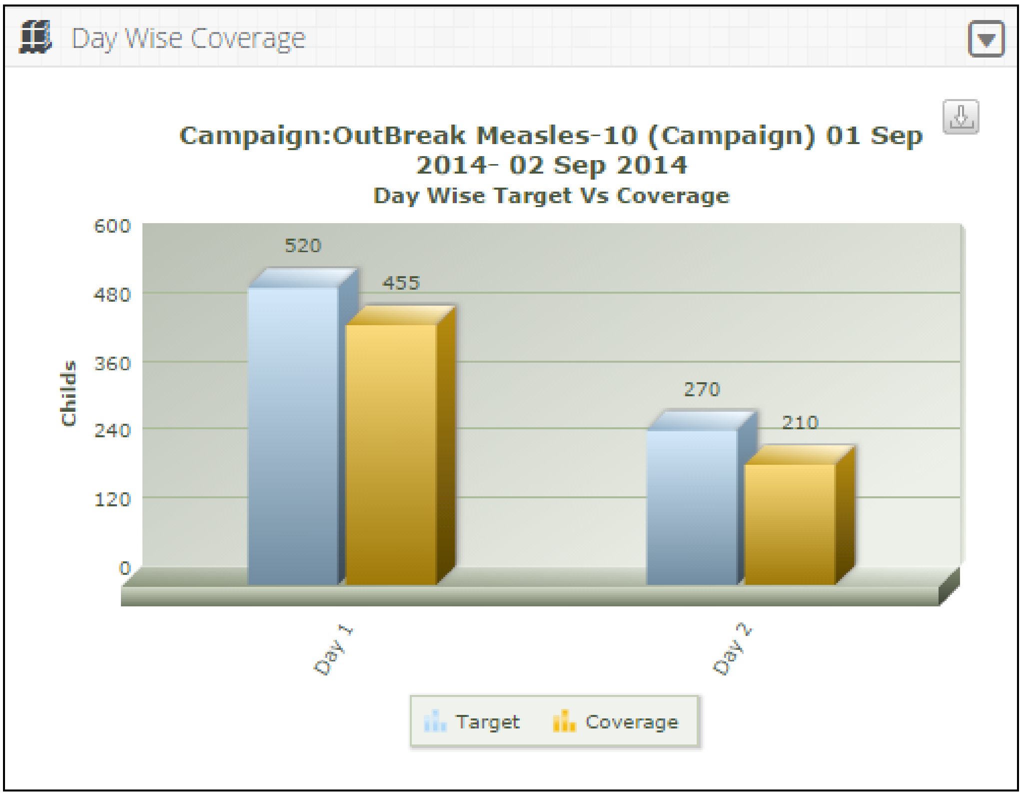
Explain Data Entry Status pie-chart

Introduction to users and explain the data entry status for each district in a pie chart. Users can view the reported (Data Entered) and non-reported (Remaining) districts in the chart.



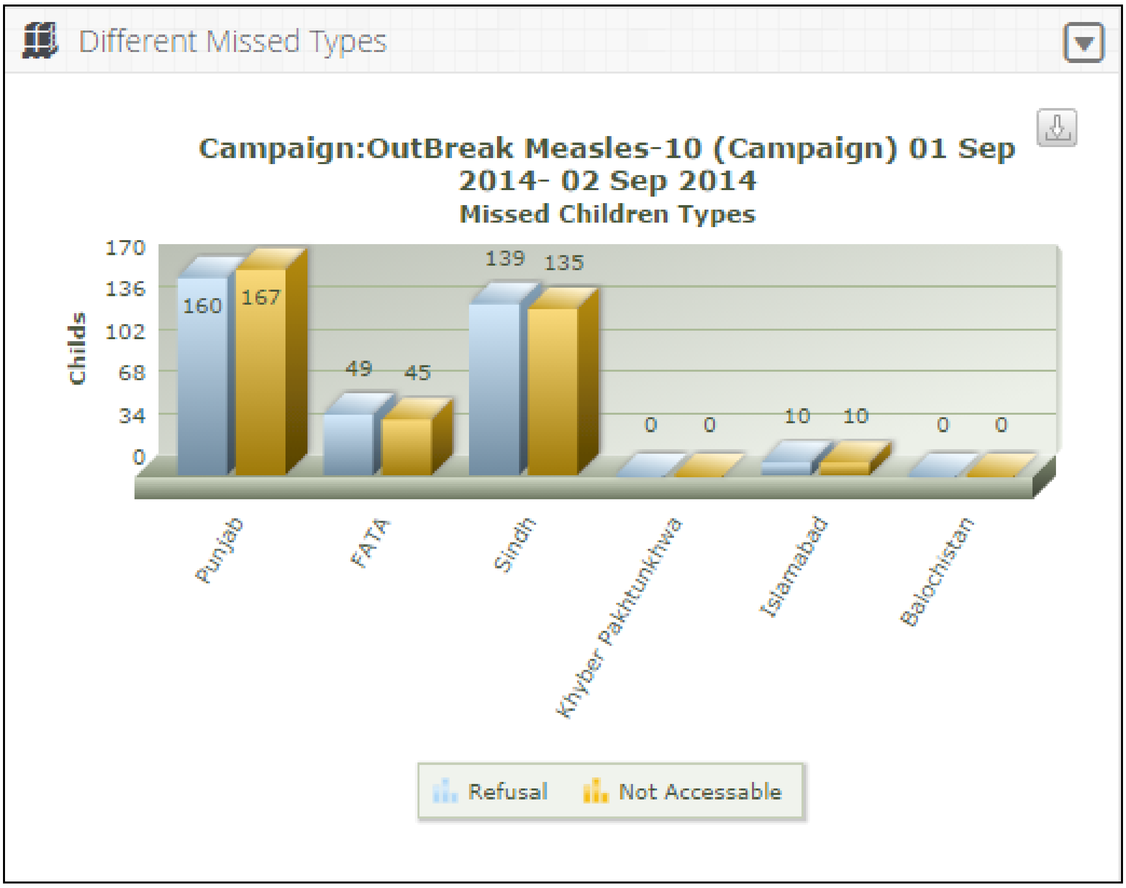
Explain Day Wise Target vs Coverage graph

Introduction to users and explain the day wise target vs coverage for the selected campaign at the national level.



Explain Missed Children graph

Introduction to users and explain the different type of the missed or unreachable children in a graphical manner.



Explain Campaign Vaccines graph

Introduction to users and explain the list of each campaign's vaccines which are used in any or all districts in the specified time span.

Campaign Vaccines

District Name	Vaccines	Vials Required
Dera Ghazi Khan	Measles-10 (Campaign)	25
Gujranwala	Measles-10 (Campaign)	27
Lahore	Measles-10 (Campaign)	27
Multan	Measles-10 (Campaign)	15
Rahim Yar Khan	Measles-10 (Campaign)	40
Rawalpindi	Measles-10 (Campaign)	55
Sahiwal	Measles-10 (Campaign)	35
Sargodha	Measles-10 (Campaign)	35

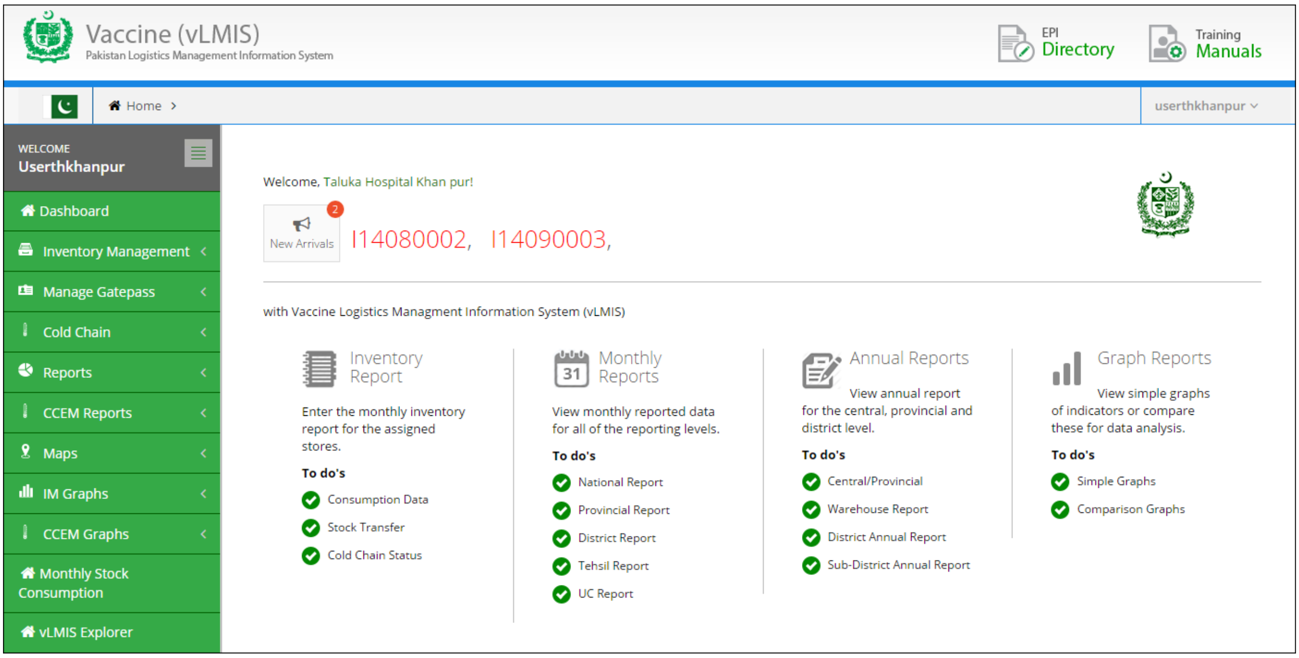
Exercise # 10.3: Ask user to open Campaign Management dashboard screen and generate graphs as per exercise sheet 10.3.

Activity 10.4: Tehsil User Dashboard

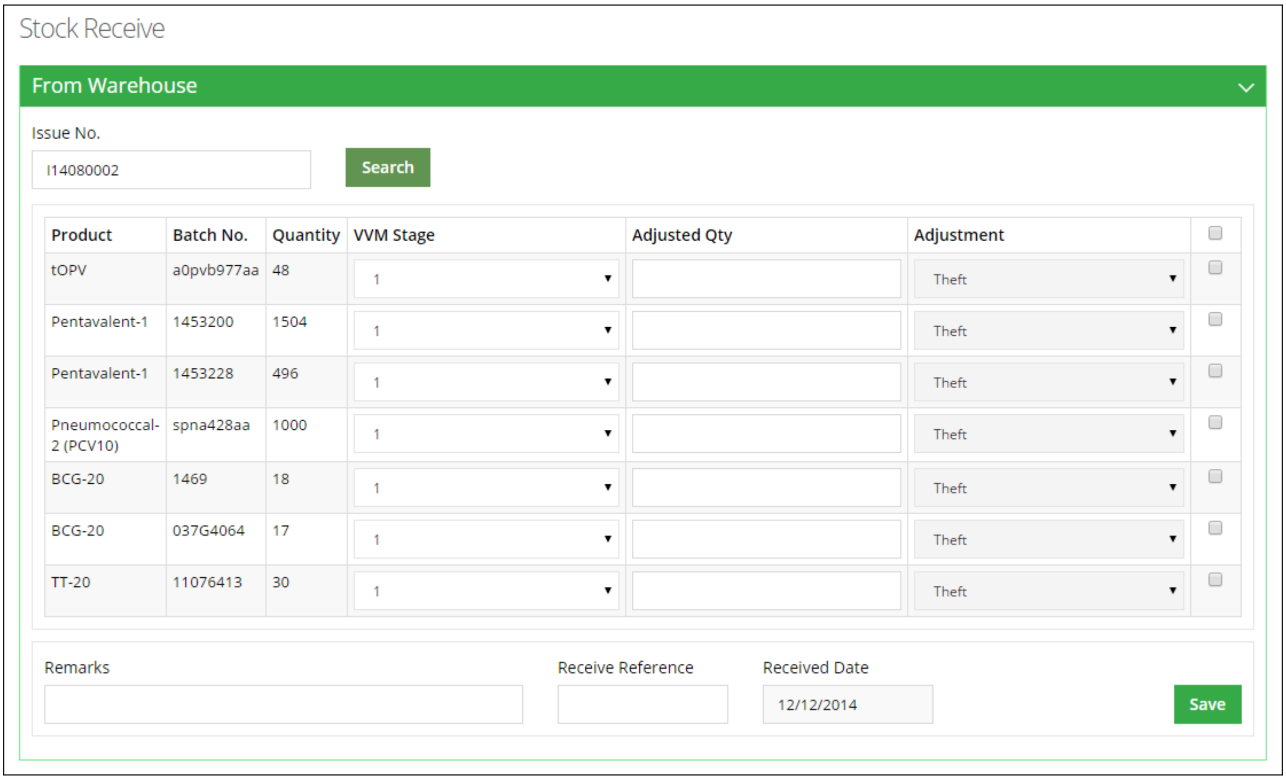
Time: 15 Minutes

The objective of this activity is to give users an idea about tehsil user dashboard.

Tehsil User Dashboard Overview, tell users that they can view new arrival vouchers using this tab.



Tell users that they can view the new arrivals / issue vouchers from the dashboard by clicking the pending voucher from here to view details, add adjustments and to save it.



Stock Receive

From Warehouse

Issue No.

I14080002

Search

Product	Batch No.	Quantity	VVM Stage	Adjusted Qty	Adjustment	
tOPV	a0pvb977aa	48	1		Theft	
Pentavalent-1	1453200	1504	1		Theft	
Pentavalent-1	1453228	496	1		Theft	
Pneumococcal-2 (PCV10)	spna428aa	1000	1		Theft	
BCG-20	1469	18	1		Theft	
BCG-20	037G4064	17	1		Theft	
TT-20	11076413	30	1		Theft	

Remarks

Receive Reference

Received Date

12/12/2014

Save

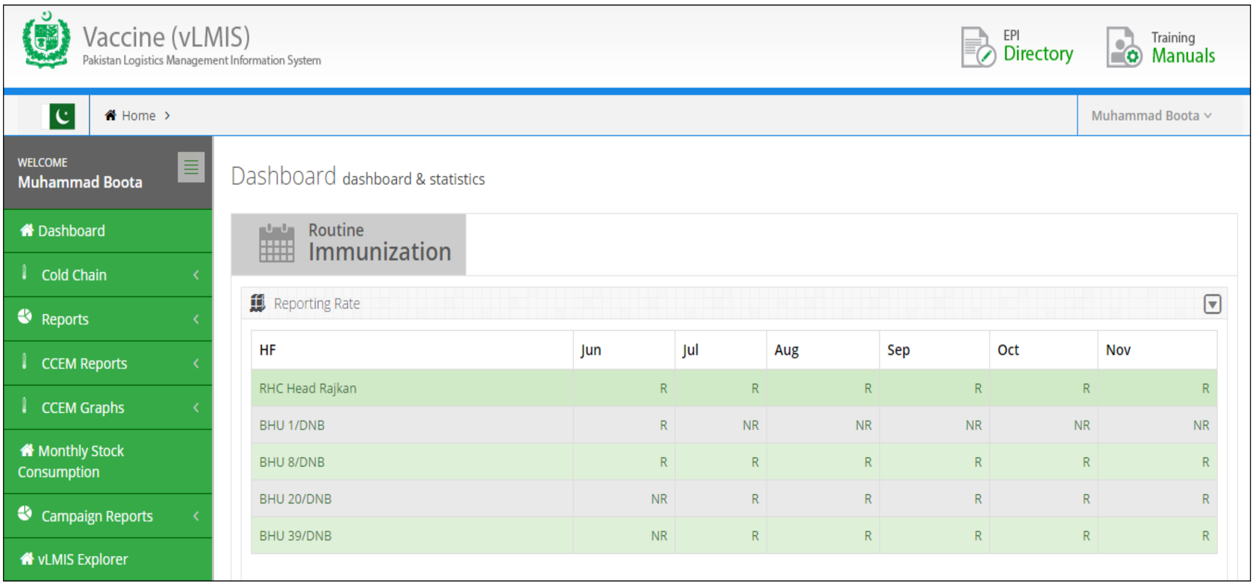
Exercise # 10.4: Ask user to open Tehsil User dashboard screen and view vouchers.

Activity 10.5: Union Council User Dashboard

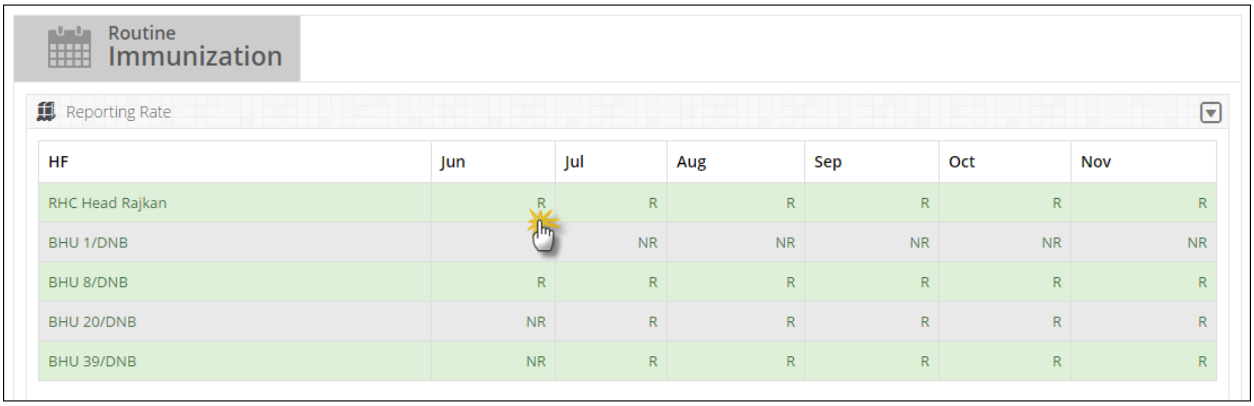
Time: 15 Minutes

The objective of this activity is to give users an idea about union council user dashboard.

Union Council User Dashboard Overview, tell users that they can view routine immunization tab from the union council user dashboard.



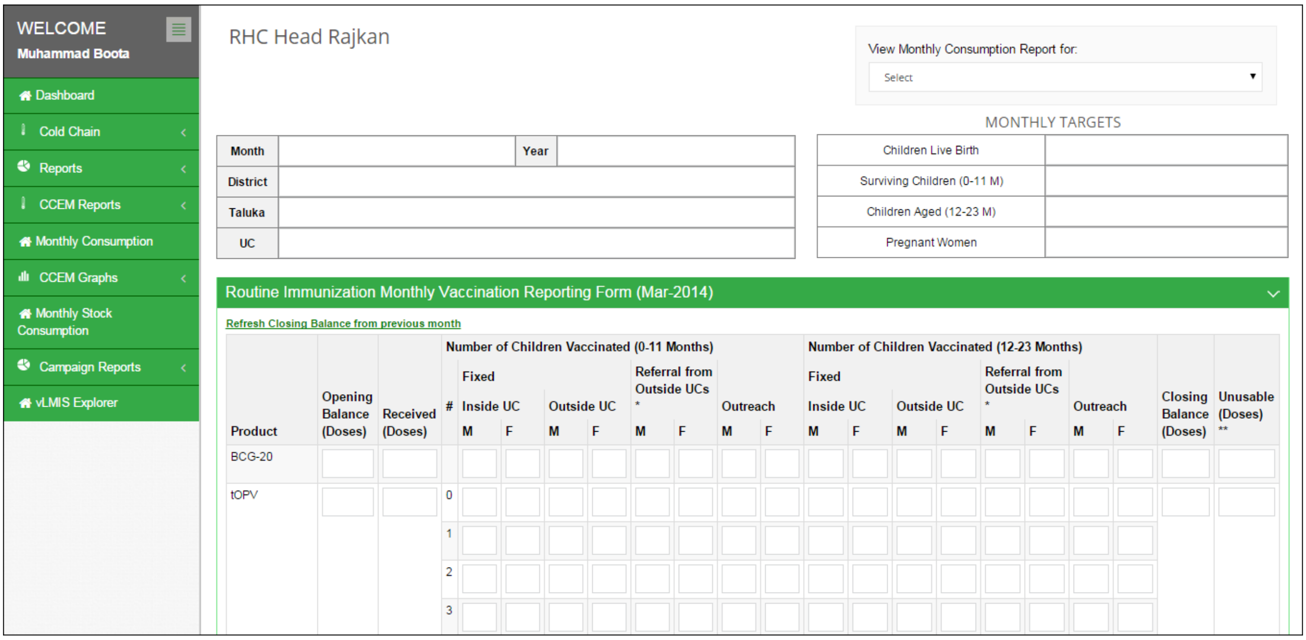
Tell users that the Routine Immunization dashboard is shown at the union council level which displays a list of BHUs and health facilities associated with a particular union council.



R: R is the abbreviation for the reported health facility.

NR: NR is the abbreviation for the non-reported health facility.

Click **R** to view the consumption reporting details for the selected month and health facility.



Similarly, tell users to click **NR** to view the consumption reporting details for the selected month and health facility.

Exercise # 10.5: Ask user to open Routine Immunization dashboard screen and view consumption reports.

Session 11: Reports and CCEM Reports

Time: 45 Minutes

Session Objectives

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

1. Summary Reports
2. Yearly Reports
3. Monthly Provincial Reports
4. Data Performance
5. Others
6. CCEM Reports

Documents to Be Distributed

- User Guide

Materials Required

- Laptops for each participant (with external mouse, Microsoft Office 2007 or above, Firefox, Wi-Fi)
- Screens with Multimedia

Presentations Required

- Reports

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment's needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part of the session and take preparation accordingly.

Activities

Activity 11.1: Summary Report

Time: 10 Minutes

The objective of this activity is to give users an idea about Reports.

Reports Overview, tells users who can generate Reports at National, Provincial, Divisional, District, Tehsil, Union Council levels.

Explain Summary Reports menu items.

Introduction to users and introduces them about Reports and its working.

Summary Report Concepts.

Tell users about concept of summary report. The objective of this activity is to train users about generating data reports.

Report Parts

Tell users about report parts. Explain its purpose and screen elements.

- Header bar:
  Explain to Users that the Header bar displays the **Reporting Rate** of vaccines on the left side and the **Availability Rate** of vaccines on the right side of District and UC. Tell users that **Reporting Rate enables them to** view the warehouse stores which have not reported for a particular month and **Availability Rate** displays the months of stock for each District and UC stores.

- **MOS Legends:**

  Tell users about Months of Stock concept and what MOS legends signify. Explain to them using the values in the Report table.

- **Filters:**

  Tell users about filters and explain the **Month** and **Year** filters. Explain the users how to filter values based on **Month** and **Year**.

- **Month**:

  Displays the list of Month.

- **Year:**

  Displays the list of Year

Tell users to click **GO** to generate report.

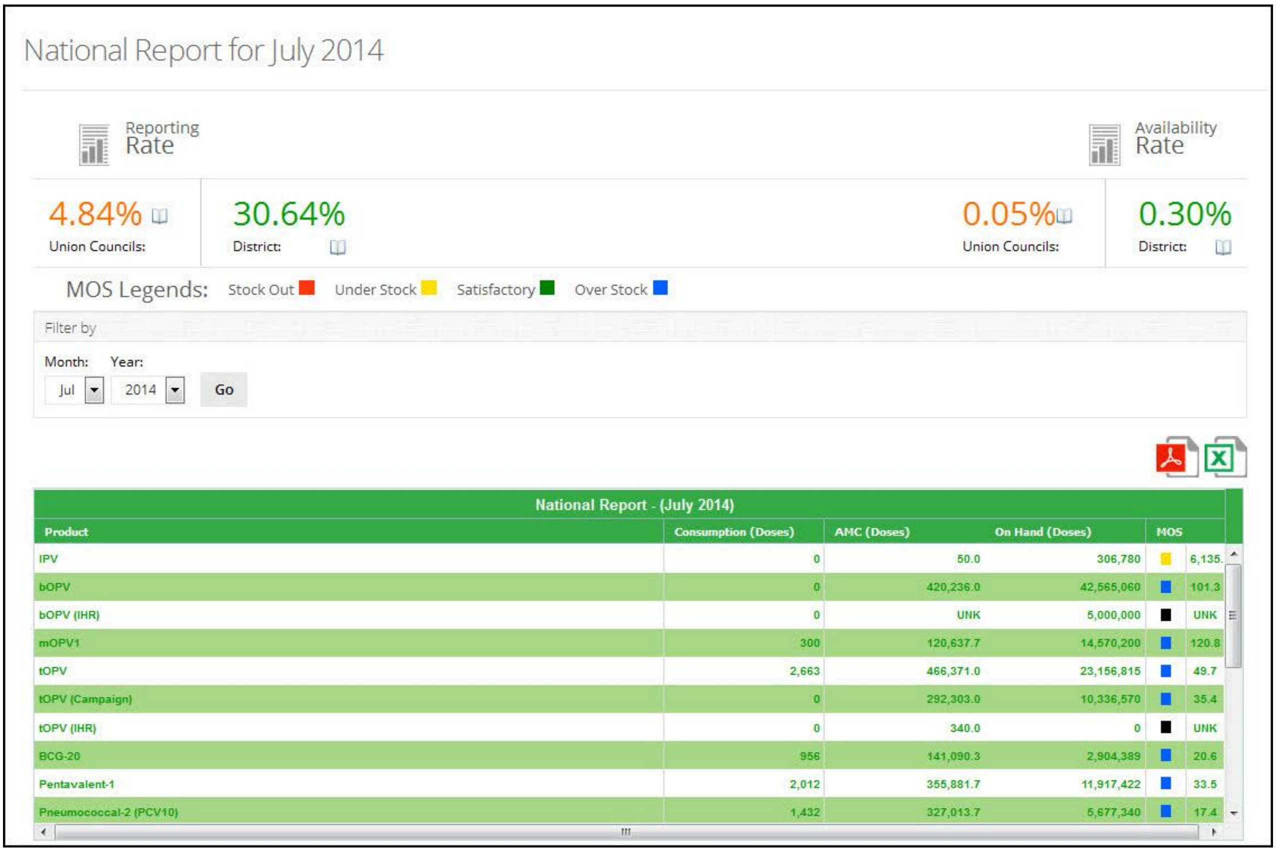
Report Result

Tell users system displays the required report with following fields.

- **Products**: Explain to users that field displays the list of vaccines.
- **Consumption:** Explain to users that field displays the consumption data of vaccines for the last reported month. The data for each vaccine is the sum of all reporting levels.
- **Average Monthly Consumption:** Explain to users that field is calculated as average of aggregated consumption of the last three non-zero consumption months.
- **On Hand:** Explain to users that field the stock of product on hand in order to monitor stock positions and anticipate stock outs in advance.
- **MOS:** Explain to users that field Month of Stocks is the estimate of number of months the stock will last. This calculation is based on average monthly consumption.

National Report Screen

Tell users about National report. Explain its purpose and screen elements.



National Report for July 2014

Reporting Rate

4.84% Union Councils:

30.64% District:

Availability Rate

0.05% Union Councils:

0.30% District:

MOS Legends: Stock Out Under Stock Satisfactory Over Stock

Filter by

Month: Jul Year: 2014 Go

National Report - (July 2014)				
Product	Consumption (Doses)	AMC (Doses)	On Hand (Doses)	MOS
IPV	0	50.0	306,780	6,135.
bOPV	0	420,236.0	42,565,060	101.3
bOPV (IHR)	0	UNK	5,000,000	UNK
mOPV1	300	120,637.7	14,570,200	120.8
tOPV	2,663	466,371.0	23,156,815	49.7
tOPV (Campaign)	0	292,303.0	10,336,570	35.4
tOPV (IHR)	0	340.0	0	UNK
BCG-20	956	141,090.3	2,904,389	20.6
Pentavalent-1	2,012	355,881.7	11,917,422	33.5
Pneumococcal-2 (PCV10)	1,432	327,013.7	5,677,340	17.4

Provincial Report: Filters

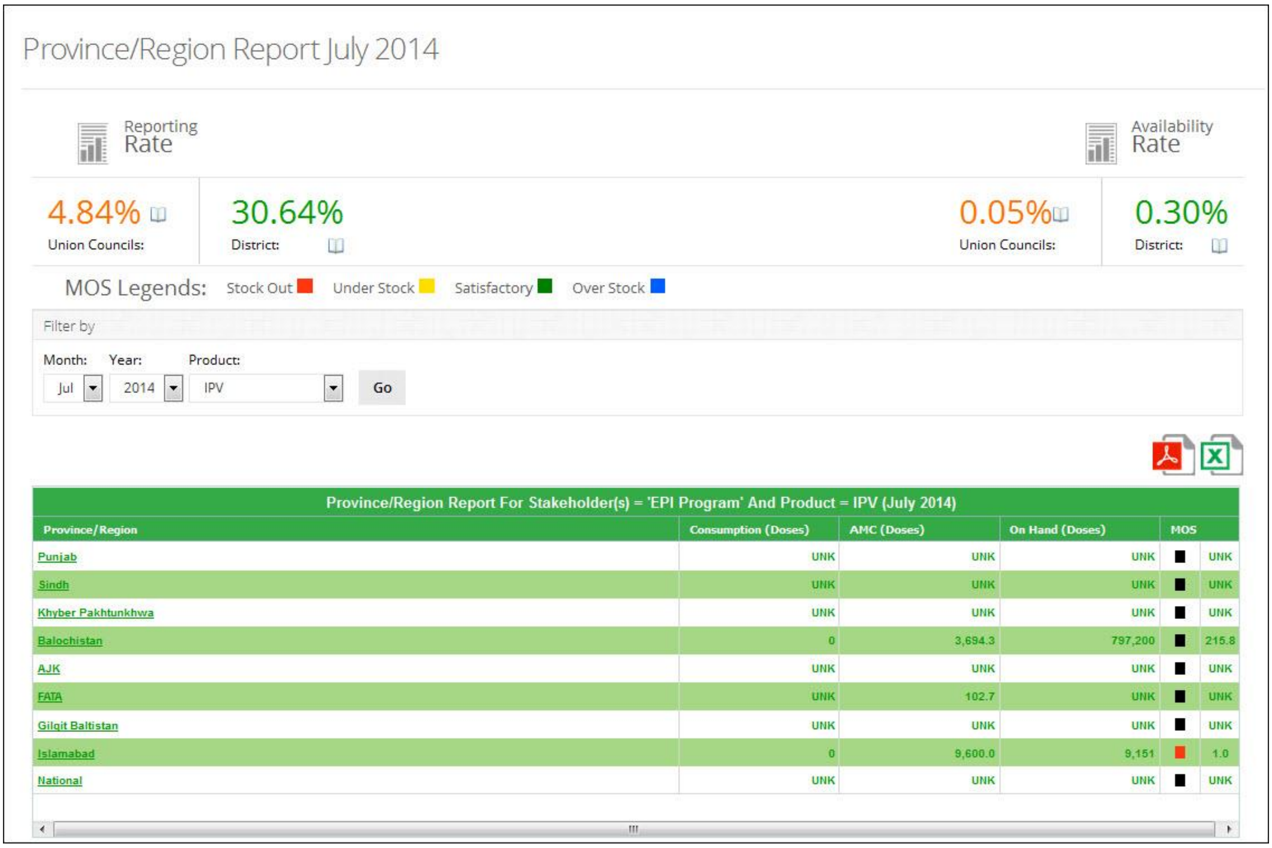
Tell users about filters and explain the Month, Year and product filters. Explain the users how to filter values based on Month, Year and product.

- **Month**: displays the list of Month.
- **Year:** displays the list of Year
- **Product:** displays the list of vaccines.

Tell users to click **GO** to generate report.

Provincial Report-Screen

Tell users about Provincial report. Explain its purpose and screen elements.



District Report Filters

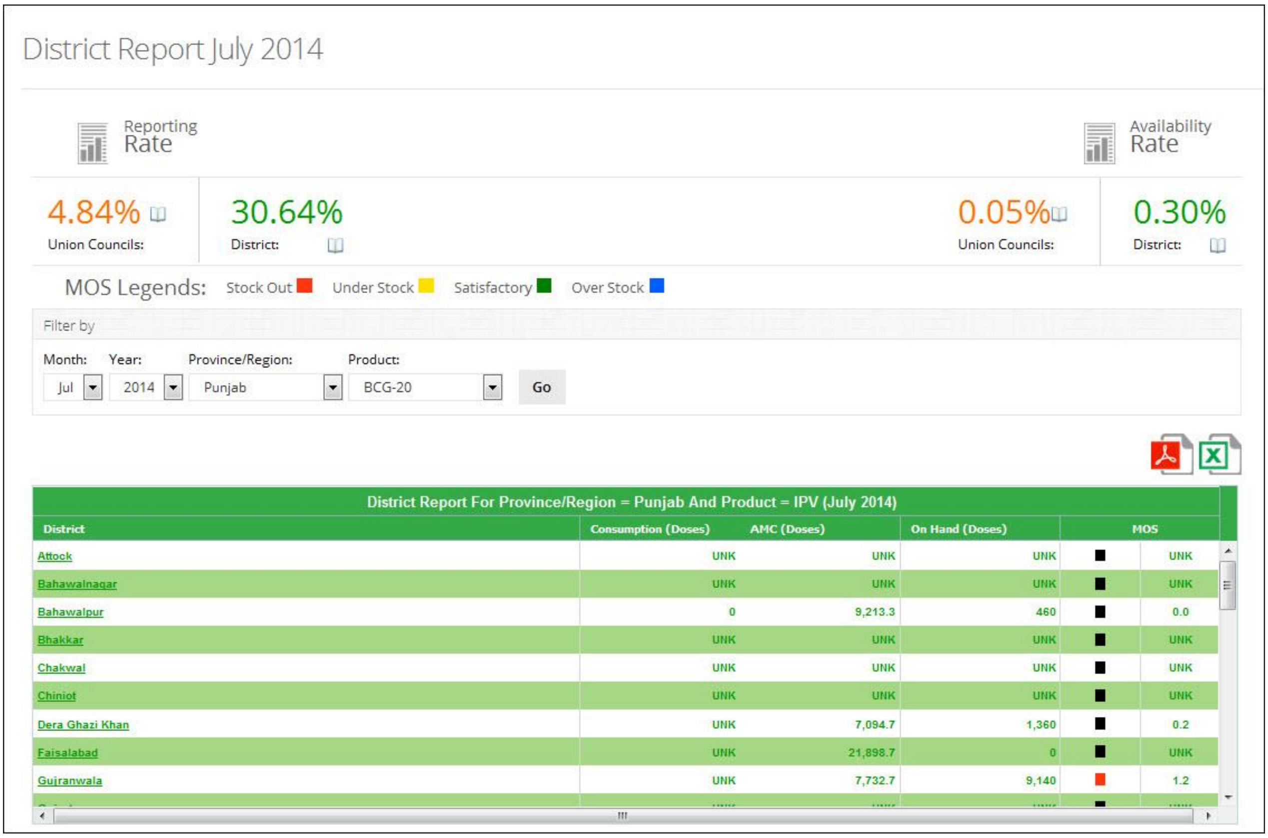
Tell users about filters and explain the **Month, Year, Province/Region** and **Product** filters. Explain the users how to filter values based **on Month, Year, Province/Region** and **Product.**

- **Month**: displays the list of Month.
- **Year:** displays the list of Year
- **Province/Region:** displays the list of Province/Region.
- **Products**: displays the list of vaccines.

Tell users to click **GO** to generate report.

District Report - Screen

Tell users about District report. Explain its purpose and screen elements.



Tehsil Report: Filters

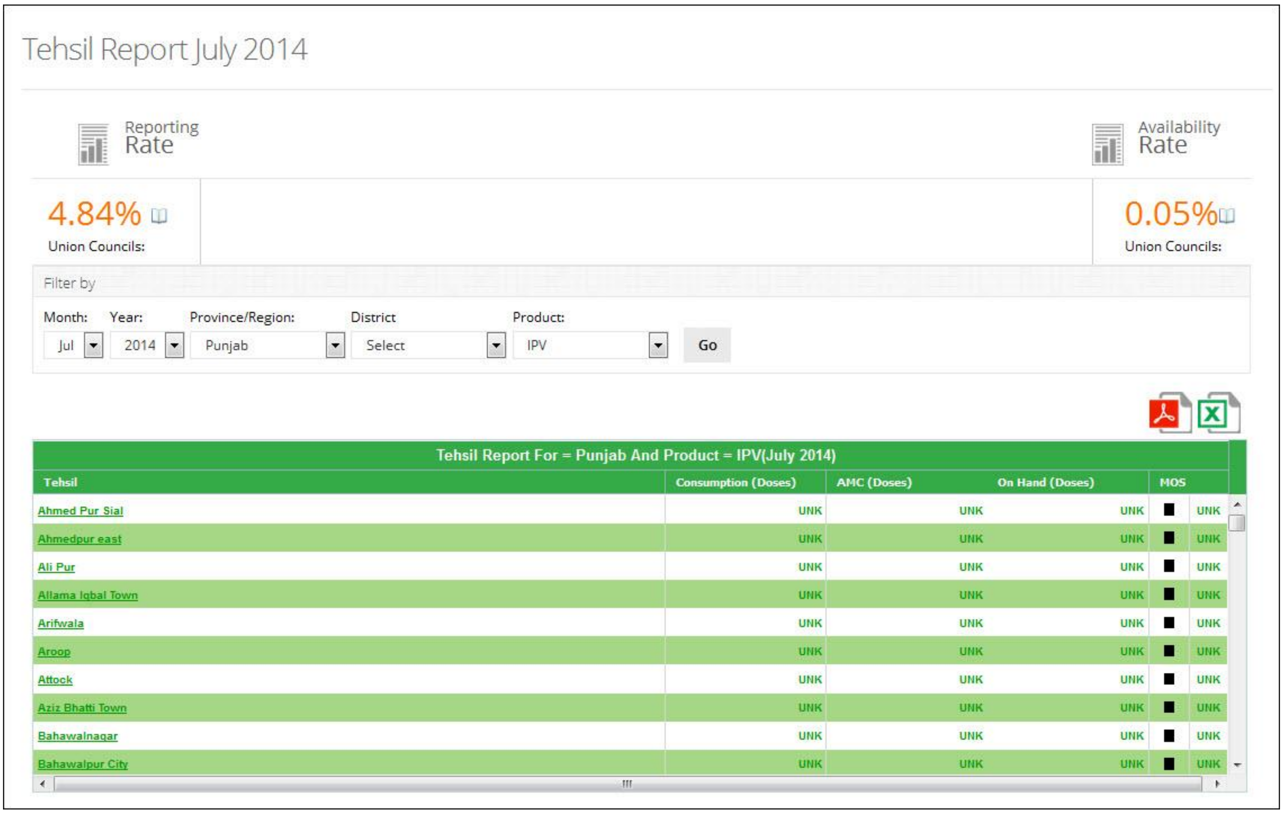
Tell users about filters and explain the **Month, Year, Province/Region, District** and **Product** filters. Explain the users how to filter values based on **Month, Year, Province/Region, District** and **Product**.

- **Month**: displays the list of Month.
- **Year:** displays the list of Year
- **Province/Region:** displays the list of Province/Region.
- **District:** displays the list of District.
- **Products**: displays the list of vaccines.

Tell users to click **GO** to generate report.

Tehsil Report-Screen

Tell users about Tehsil report. Explain its purpose and screen elements.



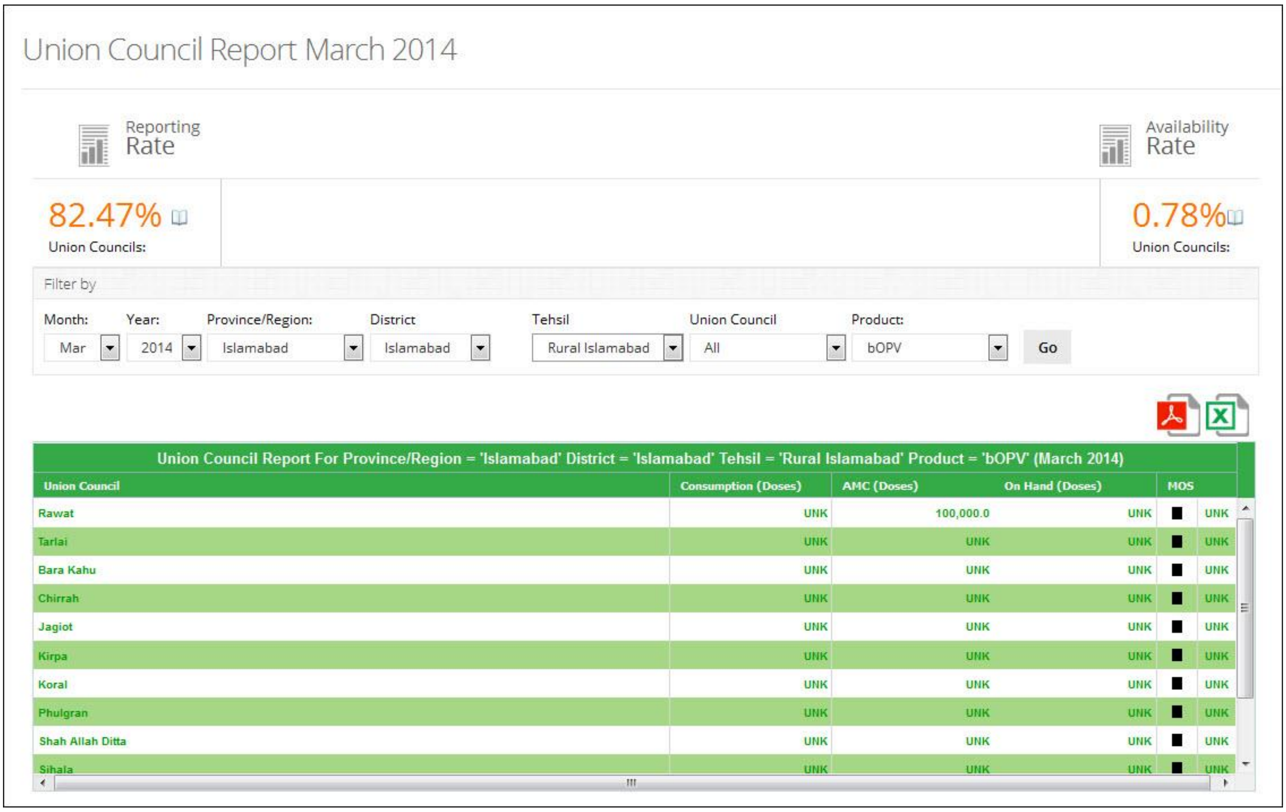
Union Council Report: Filters

Tell users about filters and explain the **Month, Year, province/Region, District, Tehsil, UC** and **Product** filters. Explain the users how to filter values based on **Month, Year, Province/Region, District, Tehsil, UC** and **Product**.

- **Month**: displays the list of Month.
- **Year:** displays the list of Year
- **Province/Region:** displays the list of Province/Region.
- **District:** displays the list of District.
- **Tehsil:** displays the list of Tehsil.
- **UC:** displays the list of Union Council.
- **Products**: displays the list of vaccines.

Tell users to click **GO** to generate report.

Union Council Report-Screen and Tell users about Union Council report. Explain its purpose and screen elements.



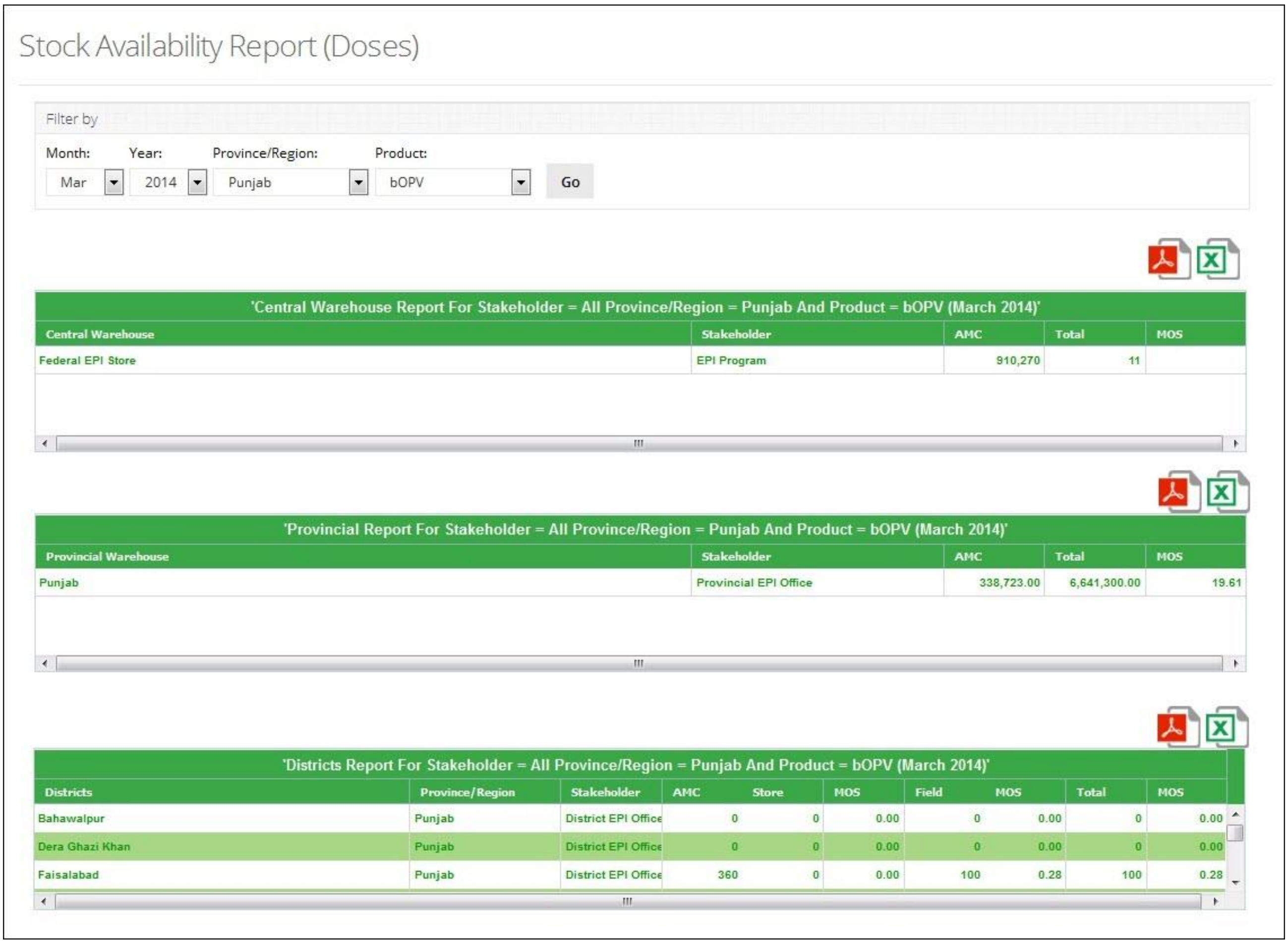
Stock Availability Report: Filters

Tell users about filters and explain the **Month, Year, Province/Region** and **Product** filters. Explain the users how to filter values based on **Month, Year, Province/Region** and **Product**.

- **Month**: displays the list of Month.
- **Year:** displays the list of Year
- **Province/Region:** displays the list of Province/Region.
- **Products**: displays the list of vaccines.

Tell users to click **GO** to generate report.

Stock Availability Report-Screen explain to users and introduces them about Reports and its working.



Exercise # 11.1: Ask users to use current month and year to generate all reports.

Activity 11.2: Yearly Report

Time: 10 Minutes

Explain Yearly Reports menu items.

Orientation to users and introduces them about Reports and its working. The objective of this activity is to train users about generating data reports.

Provincial Yearly Report- Filters

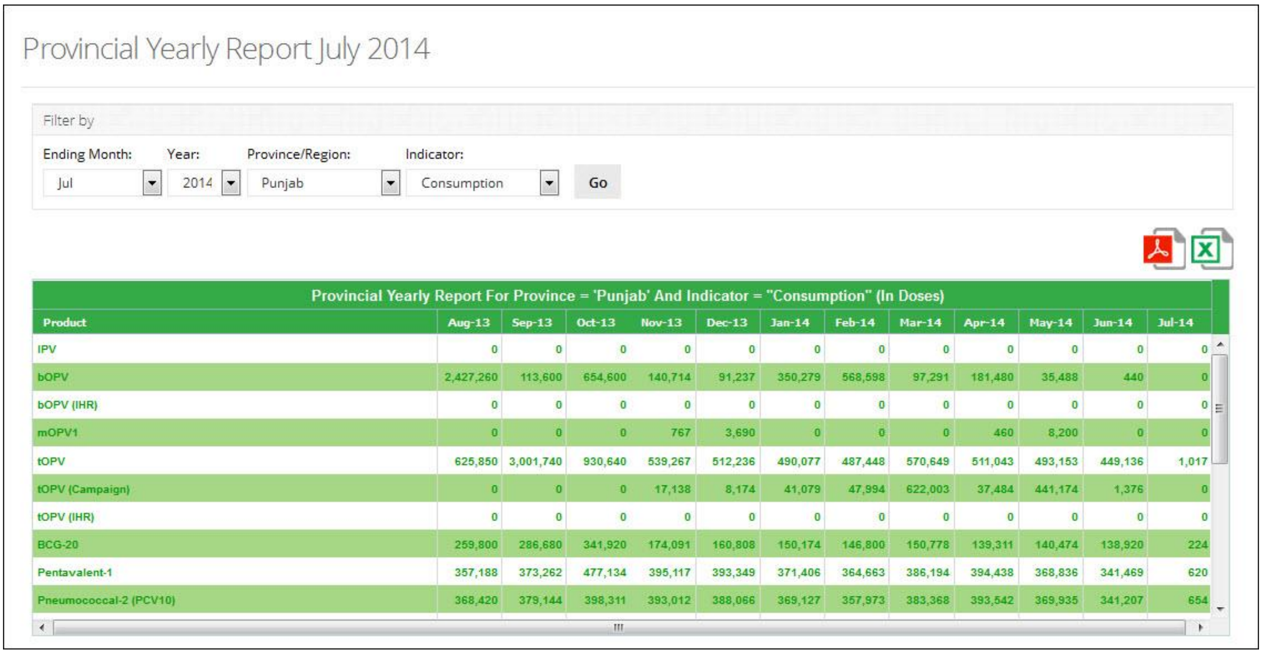
Tell users about filters and explain the Year, Province/Region and Indicator filters. Explain the users how to filter values based on Year, Province/Region and Indicator.

- Year: displays the list of Year
- Province/Region: displays the list of Province/Region.
- Product: displays the list of Product.
- Indicator: displays the list of Indicator.

Tell users to click GO to generate report.

Provincial Yearly Report-Screen

Tell users about Provincial Yearly Report. Explain its purpose and screen elements.



Provincial Yearly Report For Province = 'Punjab' And Indicator = "Consumption" (In Doses)												
Product	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14
IPV	0	0	0	0	0	0	0	0	0	0	0	0
bOPV	2,427,260	113,600	654,600	140,714	91,237	350,279	568,598	97,291	181,480	35,488	440	0
bOPV (IHR)	0	0	0	0	0	0	0	0	0	0	0	0
mOPV1	0	0	0	767	3,690	0	0	0	460	8,200	0	0
tOPV	625,850	3,001,740	930,640	539,267	512,236	490,077	487,448	570,649	511,043	493,153	449,136	1,017
tOPV (Campaign)	0	0	0	17,138	8,174	41,079	47,994	622,003	37,484	441,174	1,376	0
tOPV (IHR)	0	0	0	0	0	0	0	0	0	0	0	0
BCG-20	259,800	286,680	341,920	174,091	160,808	150,174	146,800	150,778	139,311	140,474	138,920	224
Pentavalent-1	357,188	373,262	477,134	395,117	393,349	371,406	364,663	386,194	394,438	368,836	341,469	620
Pneumococcal-2 (PCV10)	368,420	379,144	398,311	393,012	388,066	369,127	357,973	383,368	393,542	369,935	341,207	654

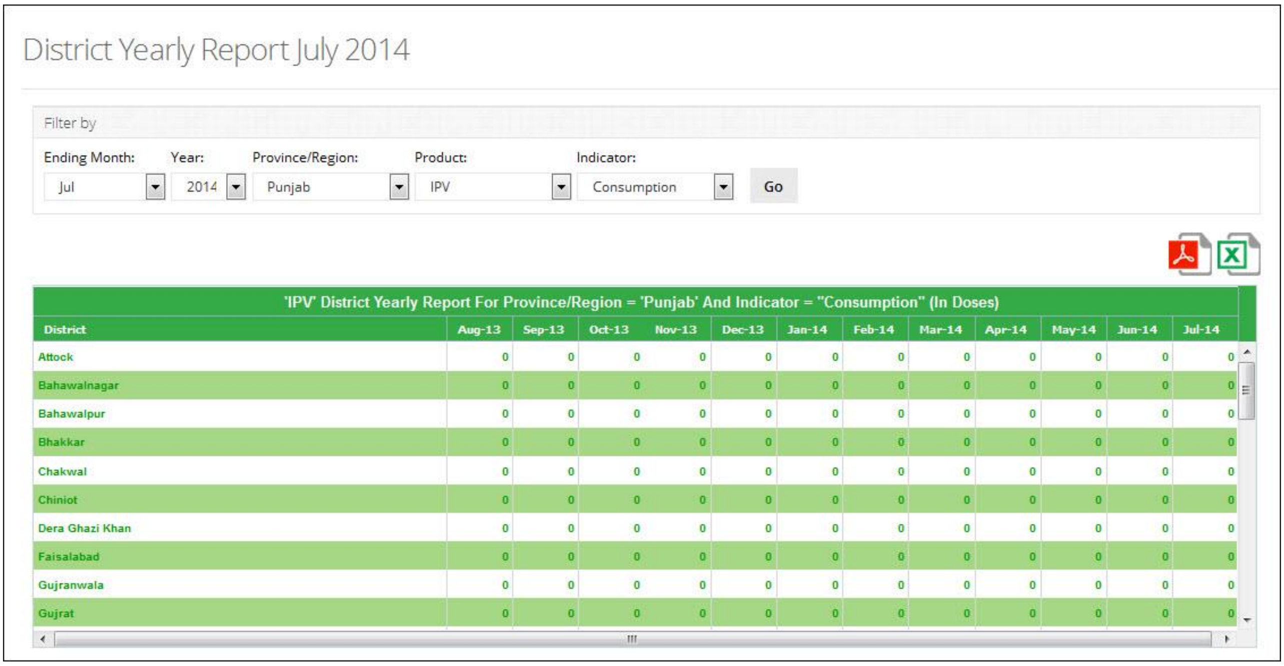
District Yearly Report- Filters

Tell users about filters and explain the **Year, Province/Region, Product** and **Indicator** filters. Explain the users how to filter values based on **Year, Province/Region, Product** and **Indicator**.

- **Year:** displays the list of Year
- **Province/Region:** displays the list of Province/Region.
- **Product:** displays the list of Product.
- **Indicator**: displays the list of Indicator.

Tell users to click **GO** to generate report.

District Yearly Report-Screen Orientation to users and introduces them about Report and its working.



'IPV' District Yearly Report For Province/Region = 'Punjab' And Indicator = "Consumption" (In Doses)

District	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14
Attock	0	0	0	0	0	0	0	0	0	0	0	0
Bahawalnagar	0	0	0	0	0	0	0	0	0	0	0	0
Bahawalpur	0	0	0	0	0	0	0	0	0	0	0	0
Bhakkar	0	0	0	0	0	0	0	0	0	0	0	0
Chakwal	0	0	0	0	0	0	0	0	0	0	0	0
Chiniot	0	0	0	0	0	0	0	0	0	0	0	0
Dera Ghazi Khan	0	0	0	0	0	0	0	0	0	0	0	0
Faisalabad	0	0	0	0	0	0	0	0	0	0	0	0
Gujranwala	0	0	0	0	0	0	0	0	0	0	0	0
Gujrat	0	0	0	0	0	0	0	0	0	0	0	0

Exercise # 11.2: Ask users to use current month and year to generate a Provincial yearly report.

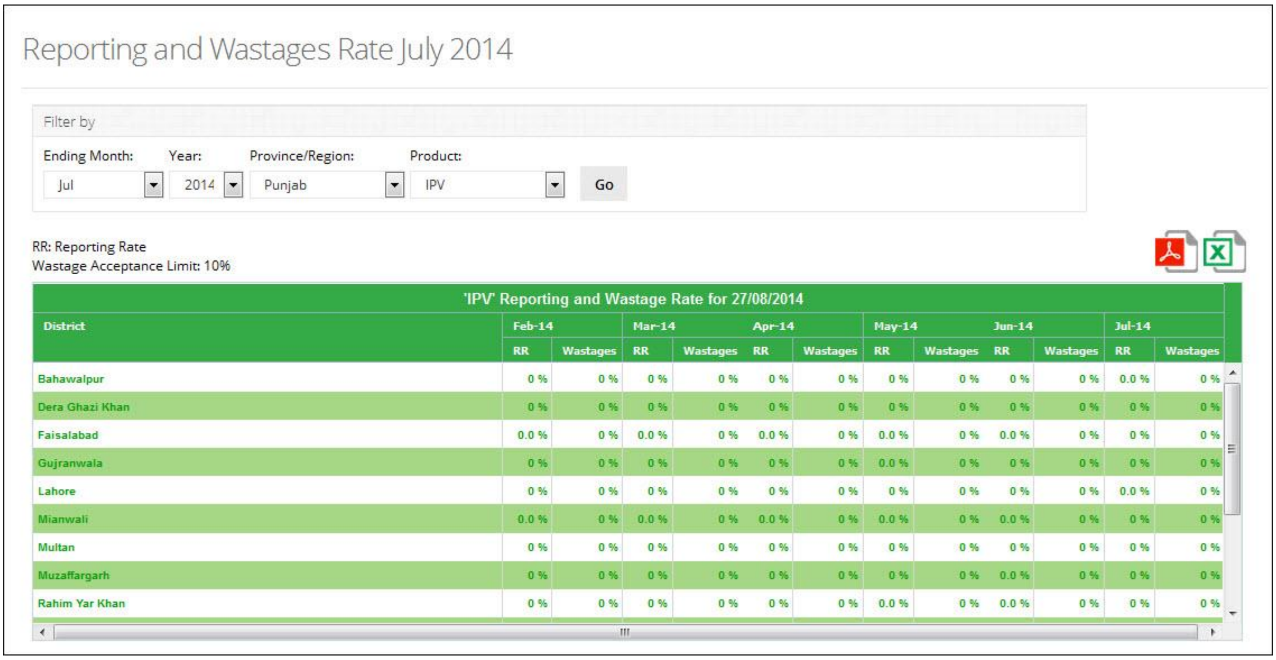
Wastages Report- Filters

Tell users about filters and explain the **Year, Province/Region, Product** and **Indicator** filters. Explain the users how to filter values based on **Year, Province/Region, Product** and **Indicator**.

- **Year:** displays the list of Year
- **Province/Region:** displays the list of Province/Region.
- **Product:** displays the list of Product.
- **Indicator**: displays the list of Indicator.

Tell users to click **GO** to generate report.

Wastages Report-Screen Orientation to users and introduces them about Report and its working.


Reporting and Wastages Rate July 2014

Filter by

Ending Month: Jul | Year: 2014 | Province/Region: Punjab | Product: IPV | Go

RR: Reporting Rate
Wastage Acceptance Limit: 10%

'IPV' Reporting and Wastage Rate for 27/08/2014

District	Feb-14		Mar-14		Apr-14		May-14		Jun-14		Jul-14	
	RR	Wastages	RR	Wastages	RR	Wastages	RR	Wastages	RR	Wastages	RR	Wastages
Bahawalpur	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0.0 %	0 %
Dera Ghazi Khan	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Faisalabad	0.0 %	0 %	0.0 %	0 %	0.0 %	0 %	0.0 %	0 %	0.0 %	0 %	0 %	0 %
Gujranwala	0 %	0 %	0 %	0 %	0 %	0 %	0.0 %	0 %	0 %	0 %	0 %	0 %
Lahore	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0.0 %	0 %
Mianwali	0.0 %	0 %	0.0 %	0 %	0.0 %	0 %	0.0 %	0 %	0.0 %	0 %	0 %	0 %
Multan	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Muzaffargarh	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0.0 %	0 %	0 %	0 %
Rahim Yar Khan	0 %	0 %	0 %	0 %	0 %	0 %	0.0 %	0 %	0.0 %	0 %	0 %	0 %

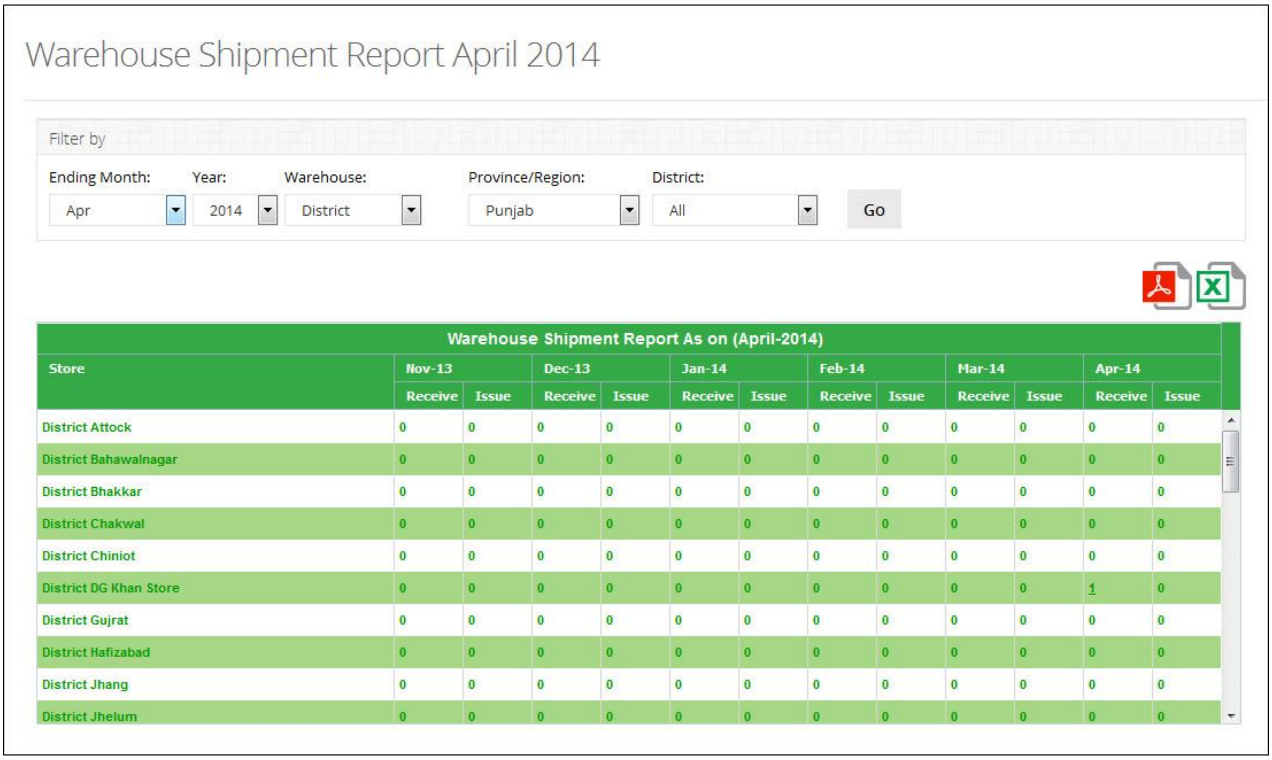
Shipment Report- Filters

Tell users about filters and explain the **Year, Province/Region, Product** and **Indicator** filters. Explain the users how to filter values based on **Year, Province/Region, Product** and **Indicator**.

- **Year:** displays the list of Year
- **Province/Region:** displays the list of Province/Region.
- **Product:** displays the list of Product.
- **Indicator**: displays the list of Indicator.

Tell users to click **GO** to generate report.

Shipment Report-Screen Orientation to users and introduces them about Report and its working.



Warehouse Shipment Report As on (April-2014)												
Store	Nov-13		Dec-13		Jan-14		Feb-14		Mar-14		Apr-14	
	Receive	Issue	Receive	Issue	Receive	Issue	Receive	Issue	Receive	Issue	Receive	Issue
District Attock	0	0	0	0	0	0	0	0	0	0	0	0
District Bahawalnagar	0	0	0	0	0	0	0	0	0	0	0	0
District Bhakkar	0	0	0	0	0	0	0	0	0	0	0	0
District Chakwal	0	0	0	0	0	0	0	0	0	0	0	0
District Chiniot	0	0	0	0	0	0	0	0	0	0	0	0
District DG Khan Store	0	0	0	0	0	0	0	0	0	0	1	0
District Gujrat	0	0	0	0	0	0	0	0	0	0	0	0
District Hafizabad	0	0	0	0	0	0	0	0	0	0	0	0
District Jhang	0	0	0	0	0	0	0	0	0	0	0	0
District Jhelum	0	0	0	0	0	0	0	0	0	0	0	0

Exercise # 11.2: Ask users to use current month and year to generate yearly reports.

Activity 11.3: Monthly Provincial Reports

Time: 10 Minutes

Explain Monthly Provincial Reports menu items.

Orientation to users and introduces them about Reports and its working. The objective of this activity is to train users about generating data reports.

AMC (Average Monthly Consumption) Reports - Filters

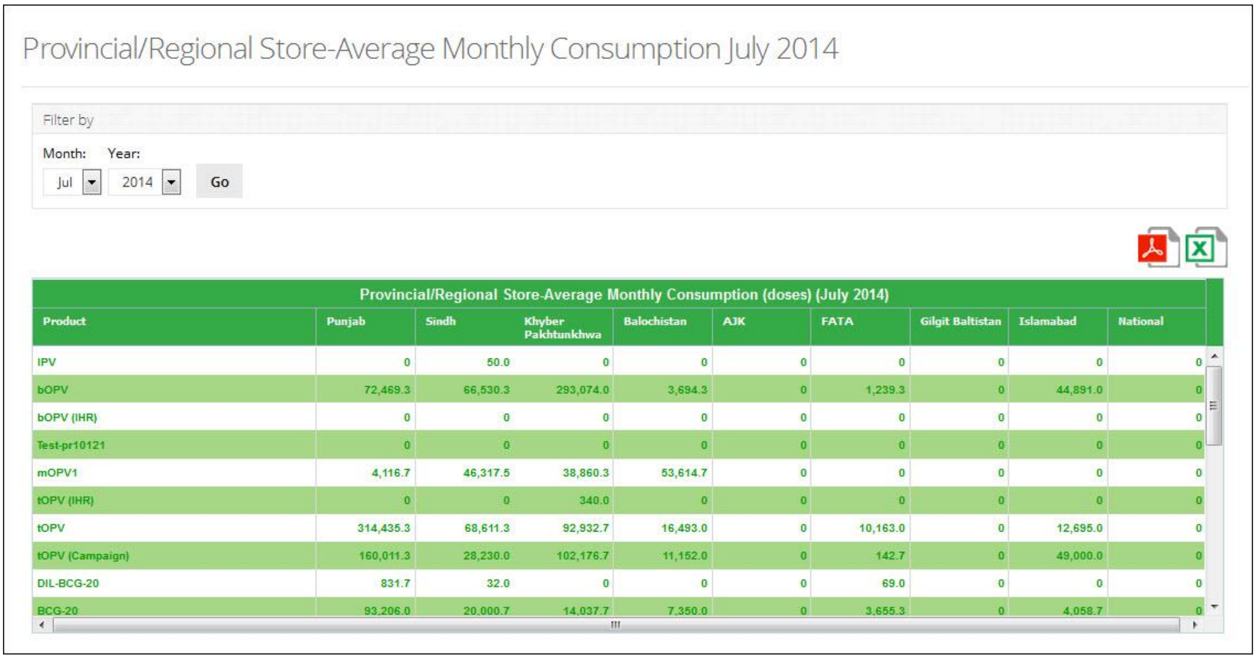
Tell users about filters and explain the **Month** and **Year** filters. Explain the users how to filter values based on **Year** and **Month**.

- **Year:** displays the list of Year
- **Month:** displays the list of month

Tell users to click **GO** to generate report.

AMC (Average Monthly Consumption) Reports - Screen

Tell users about AMC (Average Monthly Consumption) Reports. Explain its purpose and screen elements.



Provincial/Regional Store-Average Monthly Consumption (doses) (July 2014)									
Product	Punjab	Sindh	Khyber Pakhtunkhwa	Balochistan	AJK	FATA	Gilgit Baltistan	Islamabad	National
IPV	0	50.0	0	0	0	0	0	0	0
bOPV	72,469.3	66,530.3	293,074.0	3,694.3	0	1,239.3	0	44,891.0	0
bOPV (IHR)	0	0	0	0	0	0	0	0	0
Test-pr10121	0	0	0	0	0	0	0	0	0
mOPV1	4,116.7	46,317.5	38,860.3	53,614.7	0	0	0	0	0
tOPV (IHR)	0	0	340.0	0	0	0	0	0	0
tOPV	314,435.3	68,611.3	92,932.7	16,493.0	0	10,163.0	0	12,695.0	0
tOPV (Campaign)	160,011.3	28,230.0	102,176.7	11,152.0	0	142.7	0	49,000.0	0
DIL-BCG-20	831.7	32.0	0	0	0	69.0	0	0	0
BCG-20	93,206.0	20,000.7	14,037.7	7,350.0	0	3,655.3	0	4,058.7	0

Month of Stock Report- Filters

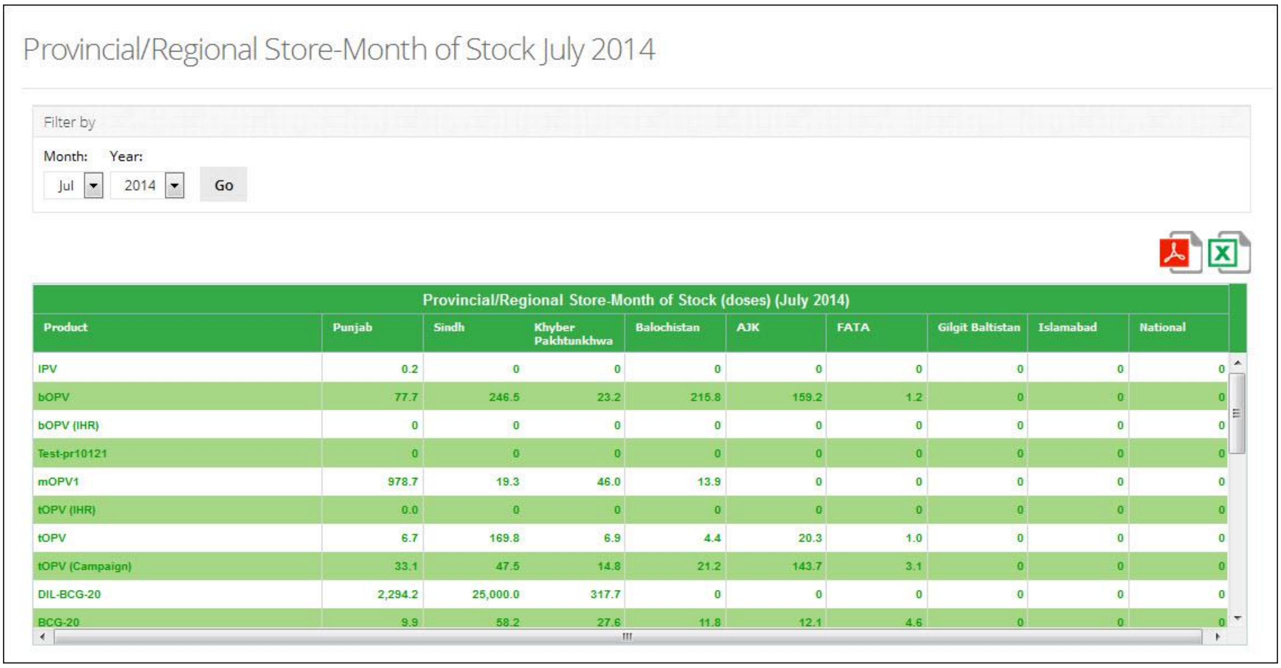
Tell users about filters and explain the **Month** and **Year** filters. Explain the users how to filter values based on **Year** and **Month.**

- **Year:** displays the list of Year
- **Month:** displays the list of month

Tell users to click **GO** to generate report.

Month of Stock Reports - Screen

Tell users about Month of Stock Reports. Explain its purpose and screen elements.



Provincial/Regional Store-Month of Stock (doses) (July 2014)									
Product	Punjab	Sindh	Khyber Pakhtunkhwa	Balochistan	AJK	FATA	Gilgit Baltistan	Islamabad	National
IPV	0.2	0	0	0	0	0	0	0	0
bOPV	77.7	246.5	23.2	215.8	159.2	1.2	0	0	0
bOPV (IHR)	0	0	0	0	0	0	0	0	0
Test-pr10121	0	0	0	0	0	0	0	0	0
mOPV1	978.7	19.3	46.0	13.9	0	0	0	0	0
tOPV (IHR)	0.0	0	0	0	0	0	0	0	0
tOPV	6.7	169.8	6.9	4.4	20.3	1.0	0	0	0
tOPV (Campaign)	33.1	47.5	14.8	21.2	143.7	3.1	0	0	0
DIL-BCG-20	2,294.2	25,000.0	317.7	0	0	0	0	0	0
BCG-20	9.9	58.2	27.6	11.8	12.1	4.6	0	0	0

Consumption Report- Filters

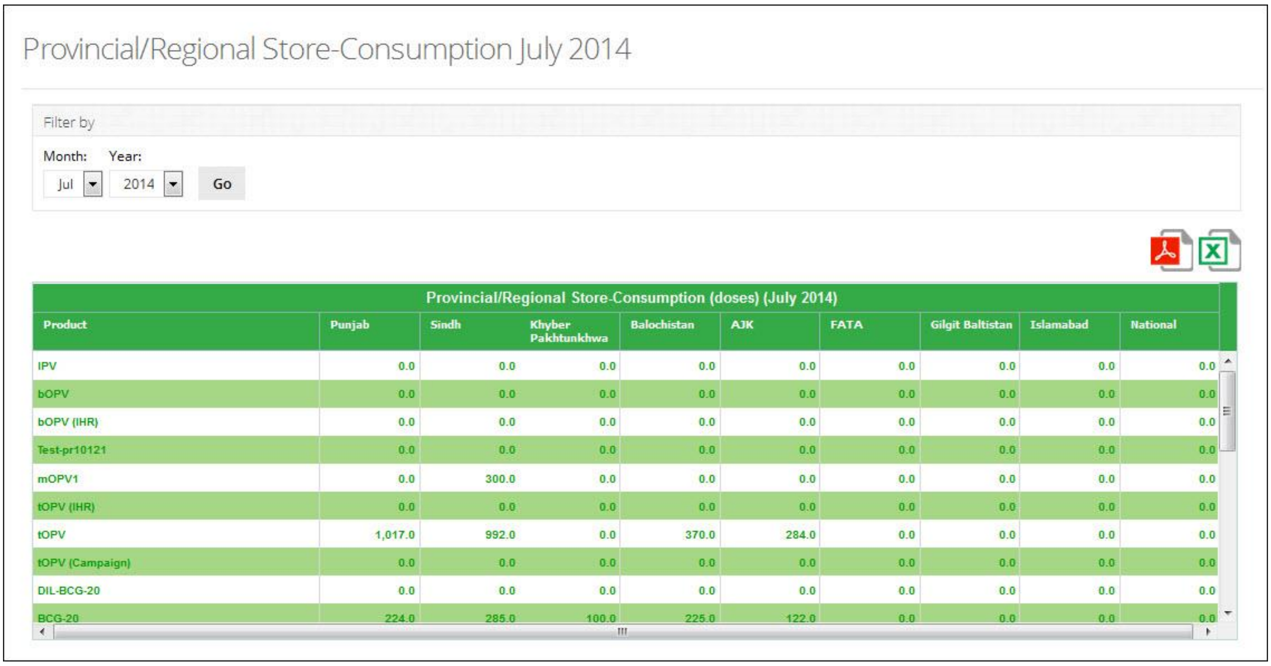
Tell users about filters and explain the **Month** and **Year** filters. Explain the users how to filter values based on **Year** and **Month.**

- **Year:** displays the list of Year
- **Month:** displays the list of month

Tell users to click **GO** to generate report.

Consumption Reports - Screen

Tell users about Consumption Reports. Explain its purpose and screen elements.



Provincial/Regional Store-Consumption (doses) (July 2014)									
Product	Punjab	Sindh	Khyber Pakhtunkhwa	Balochistan	AJK	FATA	Gilgit Baltistan	Islamabad	National
IPV	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
bOPV	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
bOPV (IHR)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Test-pr10121	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
mOPV1	0.0	300.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
tOPV (IHR)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
tOPV	1,017.0	992.0	0.0	370.0	284.0	0.0	0.0	0.0	0.0
tOPV (Campaign)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
DIL-BCG-20	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BCG-20	224.0	285.0	100.0	225.0	122.0	0.0	0.0	0.0	0.0

Stock on Hand Report- Filters

Tell users about filters and explain the **Month** and **Year** filters. Explain the users how to filter values based on **Year** and **Month.**

- **Year:** displays the list of Year
- **Month:** displays the list of month

Tell users to click **GO** to generate report.

Stock on Hand Reports - Screen

Tell users about Stock on Hand Reports. Explain its purpose and screen elements.


Provincial/Regional Store-Stock on Hand July 2014

Filter by

Month: Jul Year: 2014 Go

Provincial/Regional Store-Stock on Hand (doses) (July 2014)									
Product	Punjab	Sindh	Khyber Pakhtunkhwa	Balochistan	AJK	FATA	Gilgit Baltistan	Islamabad	National
IPV	50,000	10	0	0	0	0	0	0	0
bOPV	5,629,700	16,401,380	6,805,520	797,200	197,260	54,060	0	0	0
bOPV (IHR)	0	0	0	0	0	0	0	0	0
Test-pr10121	0	0	0	0	0	0	0	0	0
mOPV1	4,029,000	892,180	1,786,660	745,140	168,440	0	0	0	0
tOPV (IHR)	0	0	0	0	0	0	0	0	0
tOPV	2,099,304	11,653,311	641,040	72,500	205,840	12,540	0	0	0
tOPV (Campaign)	5,301,500	1,340,340	1,508,550	236,940	20,500	151,000	0	0	0
DIL-BCG-20	1,908,000	800,000	50,000	76,200	21,920	17,260	0	0	0
BCG-20	921,580	1,164,649	387,566	86,754	44,260	18,840	0	0	0

Exercise # 11.3: Ask users to use current month and year to generate monthly provincial report.

Activity 11.4: Data Performance

Time: 05 Minutes

Data Performance items.

Orientation to users and introduces them about Reports and its working. The objective of this activity is to train users about generating data reports.

Non Reported Districts Report: Filters

Tell users about filters and explain the Month, Year, Province/Region and Type filters. Explain the users how to filter values based on Month, Year, Province/Region and Type.

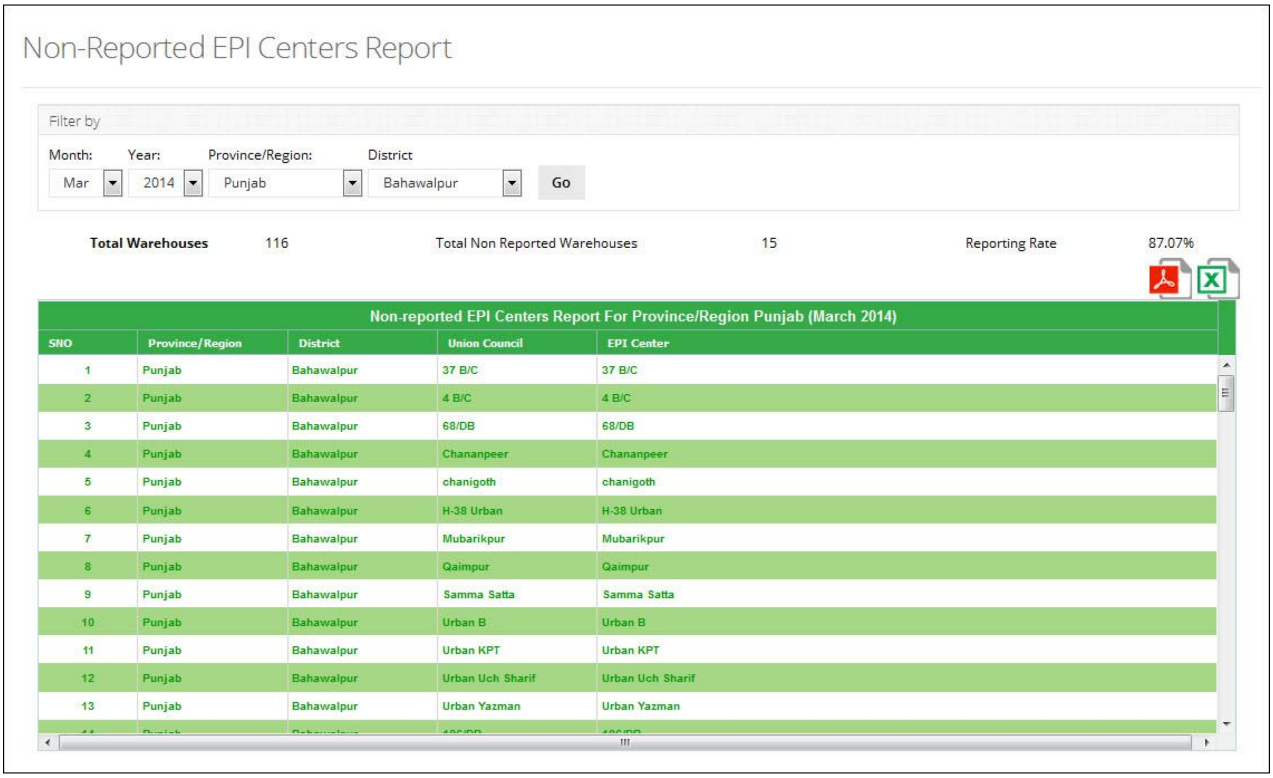
- Month: displays the list of Month
- Year: displays the list of Year
- Province/Region: displays the list of Province/Region.
- Type: displays the list of Type.

Tell users to click GO to generate report.

Tell users that they can generate report based on:

- Facility
- UC

Non-Reported Districts Report-Screen Introduction to users and introduces them about Report and its working.


Non-Reported EPI Centers Report

Filter by

Month: Mar | Year: 2014 | Province/Region: Punjab | District: Bahawalpur | Go

Total Warehouses 116 | Total Non Reported Warehouses 15 | Reporting Rate 87.07%

Non-reported EPI Centers Report For Province/Region Punjab (March 2014)

SNO	Province/Region	District	Union Council	EPI Center
1	Punjab	Bahawalpur	37 B/C	37 B/C
2	Punjab	Bahawalpur	4 B/C	4 B/C
3	Punjab	Bahawalpur	68/DB	68/DB
4	Punjab	Bahawalpur	Chananpeer	Chananpeer
5	Punjab	Bahawalpur	chanigoth	chanigoth
6	Punjab	Bahawalpur	H-38 Urban	H-38 Urban
7	Punjab	Bahawalpur	Mubarikpur	Mubarikpur
8	Punjab	Bahawalpur	Qaimpur	Qaimpur
9	Punjab	Bahawalpur	Samma Satta	Samma Satta
10	Punjab	Bahawalpur	Urban B	Urban B
11	Punjab	Bahawalpur	Urban KPT	Urban KPT
12	Punjab	Bahawalpur	Urban Uch Sharif	Urban Uch Sharif
13	Punjab	Bahawalpur	Urban Yazman	Urban Yazman

Reported Districts Report: Filters

Tell users about filters and explain the **Month**, **Year, Province/Region** and **Type** filters. Explain the users how to filter values based on **Month**, **Year, Province/Region** and **Type**.

- **Month:** displays the list of Month
- **Year:** displays the list of Year
- **Province/Region:** displays the list of Province/Region.
- **Type:** displays the list of Type.

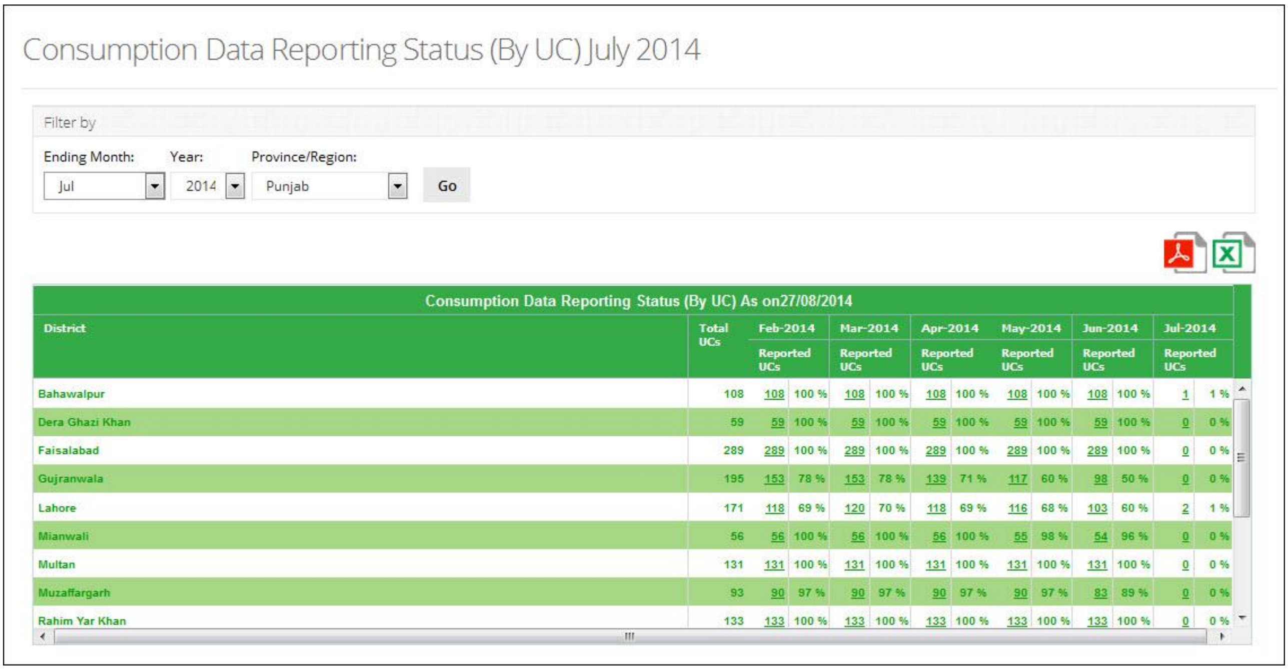
Tell users to click **GO** to generate report.

Tell users that they can generate report based on:

- **Facility**
- **UC**

- **User**

Reported Districts Report-Screen Introduction to users and introduces them about Report and its working.


Consumption Data Reporting Status (By UC) July 2014

Filter by

Ending Month: Jul | Year: 2014 | Province/Region: Punjab | Go

Consumption Data Reporting Status (By UC) As on27/08/2014													
District	Total UCs	Feb-2014		Mar-2014		Apr-2014		May-2014		Jun-2014		Jul-2014	
		Reported UCs		Reported UCs		Reported UCs		Reported UCs		Reported UCs		Reported UCs	
Bahawalpur	108	108	100 %	108	100 %	108	100 %	108	100 %	108	100 %	1	1 %
Dera Ghazi Khan	59	59	100 %	59	100 %	59	100 %	59	100 %	59	100 %	0	0 %
Faisalabad	289	289	100 %	289	100 %	289	100 %	289	100 %	289	100 %	0	0 %
Gujranwala	195	153	78 %	153	78 %	139	71 %	117	60 %	98	50 %	0	0 %
Lahore	171	118	69 %	120	70 %	118	69 %	116	68 %	103	60 %	2	1 %
Mianwali	56	56	100 %	56	100 %	56	100 %	55	98 %	54	96 %	0	0 %
Multan	131	131	100 %	131	100 %	131	100 %	131	100 %	131	100 %	0	0 %
Muzaffargarh	93	90	97 %	90	97 %	90	97 %	90	97 %	83	89 %	0	0 %
Rahim Yar Khan	133	133	100 %	133	100 %	133	100 %	133	100 %	133	100 %	0	0 %

Reported Provinces Report: Filters

Tell users about filters and explain the **Month**, **Year, Province/Region** and **Type** filters. Explain the users how to filter values based on **Month**, **Year, Province/Region** and **Type**.

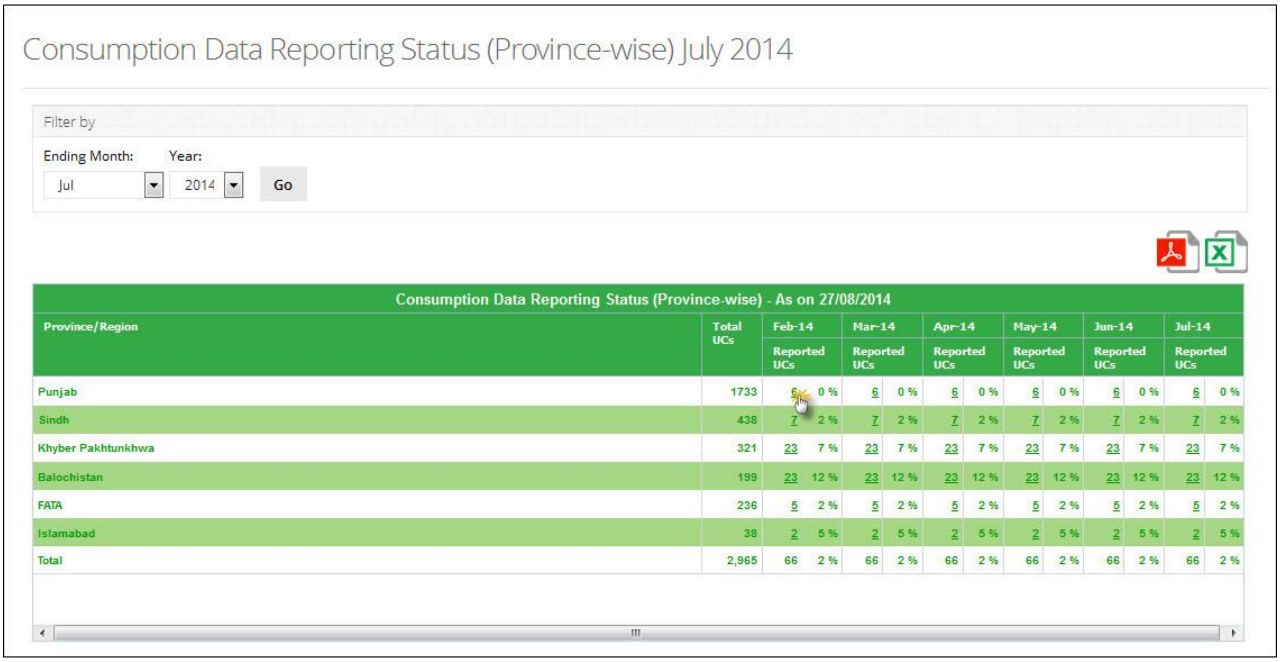
- **Month:** displays the list of Month
- **Year:** displays the list of Year
- **Province/Region:** displays the list of Province/Region.
- **Type:** displays the list of Type.

Tell users to click **GO** to generate report.

Tell users that they can generate report based on:

- **Facility**
- **UC**
- **User**

Reported Provinces Report-Screen Introduction to users and introduces them about Report and its working.



Consumption Data Reporting Status (Province-wise) - As on 27/08/2014													
Province/Region	Total UCs	Feb-14		Mar-14		Apr-14		May-14		Jun-14		Jul-14	
		Reported UCs		Reported UCs		Reported UCs		Reported UCs		Reported UCs		Reported UCs	
Punjab	1733	6	0 %	6	0 %	6	0 %	6	0 %	6	0 %	6	0 %
Sindh	438	7	2 %	7	2 %	7	2 %	7	2 %	7	2 %	7	2 %
Khyber Pakhtunkhwa	321	23	7 %	23	7 %	23	7 %	23	7 %	23	7 %	23	7 %
Balochistan	199	23	12 %	23	12 %	23	12 %	23	12 %	23	12 %	23	12 %
FATA	236	5	2 %	5	2 %	5	2 %	5	2 %	5	2 %	5	2 %
Islamabad	38	2	5 %	2	5 %	2	5 %	2	5 %	2	5 %	2	5 %
Total	2,965	66	2 %	66	2 %	66	2 %	66	2 %	66	2 %	66	2 %

Exercise # 11.4: Ask users to use current month and year to generate a **Data Performance** reports.

Activity 11.5: Central/Provincial Warehouse Report

Time: 05 Minutes

Show **Other Reports-Menu** items.

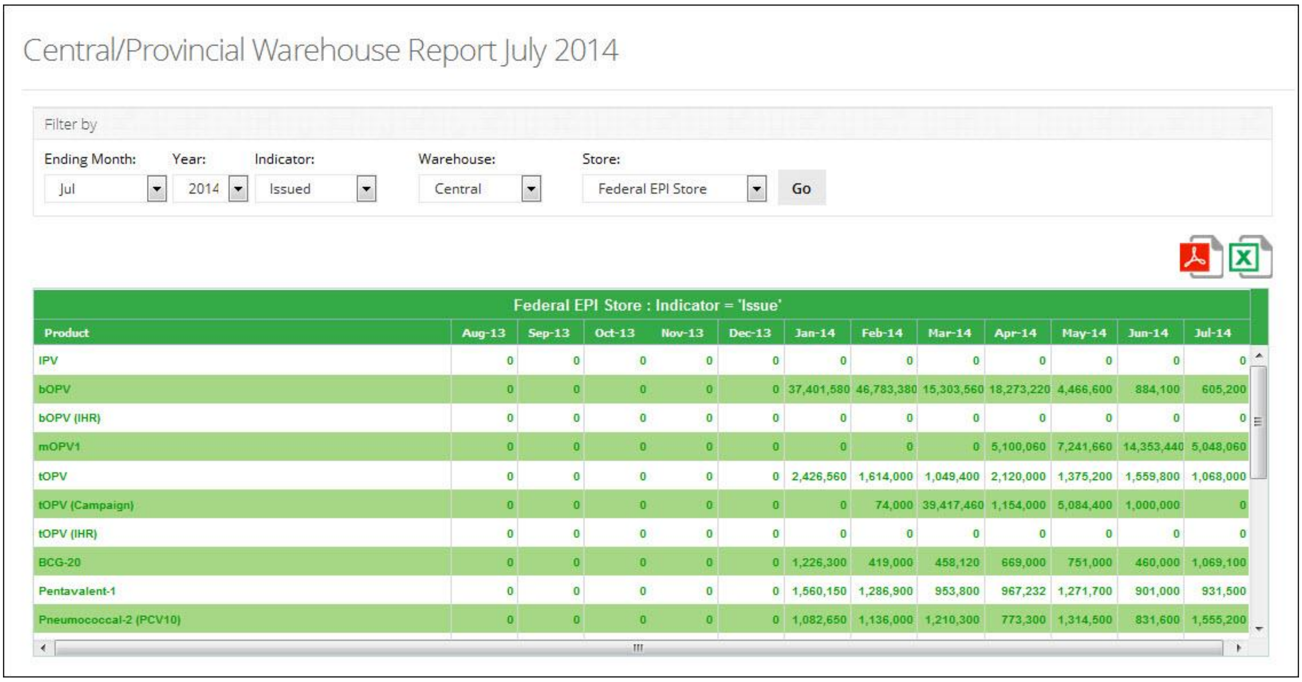
Orientation to users and introduces them about Reports and its working. The objective of this activity is to train users about generating data reports.

Central/Provincial Warehouse Report: Filters

Tell users about filters and explain the **Year, Indicator** and **Warehouse** filters. Explain the users how to filter values based on **Year, Indicator** and **Warehouse**.

- **Year:** displays the list of Year
- **Indicator:** displays the list of indicator.
- **Warehouse:** displays the list of Warehouse.

Tell users to click **GO** to generate report.


Central/Provincial Warehouse Report July 2014

Filter by

Ending Month: Jul | Year: 2014 | Indicator: Issued | Warehouse: Central | Store: Federal EPI Store | Go

Federal EPI Store : Indicator = 'Issue'												
Product	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14
IPV	0	0	0	0	0	0	0	0	0	0	0	0
bOPV	0	0	0	0	0	37,401,580	46,783,380	15,303,560	18,273,220	4,466,600	884,100	605,200
bOPV (IHR)	0	0	0	0	0	0	0	0	0	0	0	0
mOPV1	0	0	0	0	0	0	0	0	5,100,060	7,241,660	14,353,440	5,048,060
tOPV	0	0	0	0	0	2,426,560	1,614,000	1,049,400	2,120,000	1,375,200	1,559,800	1,068,000
tOPV (Campaign)	0	0	0	0	0	0	74,000	39,417,460	1,154,000	5,084,400	1,000,000	0
tOPV (IHR)	0	0	0	0	0	0	0	0	0	0	0	0
BCG-20	0	0	0	0	0	1,226,300	419,000	458,120	669,000	751,000	460,000	1,069,100
Pentavalent-1	0	0	0	0	0	1,560,150	1,286,900	953,800	967,232	1,271,700	901,000	931,500
Pneumococcal-2 (PCV10)	0	0	0	0	0	1,082,650	1,136,000	1,210,300	773,300	1,314,500	831,600	1,555,200

Central/Provincial Report-Screen Orientation to users and introduces them about Report and its working.

Exercise # 11.5: Ask users to use current month and year to generate a **Central/Provincial Warehouse** report.

Activity 11.6: CCEM Reports

Time: 05 Minutes

Show **CCEM Reports menu** items.

Orientation to users and introduces them about CCEM Reports and its working. The objective of this activity is to train users about generating CCEM reports.

Storage Report: Filters

Tell users about filters and explain the filters. Explain the users how to filter values based on **Facility Type** and **Office.**

- **Facility Type:** displays the type of facility.
- **Office:** displays the type of office (national, provincial or district)

Tell users to click **Search** to generate report.

Storage Report-Screen Orientation to users and introduces them about Report and its working.

Exercise # 11.6: Ask users to generate reports for all storage options.

Inventory Report: Filters

Tell users about filters and explain the filters. Explain the users how to filter values based on **Level.**

- **Level:** displays the level (national, provincial, district, tehsil or UC)

Tell users to click **Search** to generate report.

Inventory Report-Screen Orientation to users and introduces them about Report and its working.

Exercise # 11.7: Ask users to generate reports for all inventory options.

Refrigerators Freezers Report: Filters

Tell users about filters and explain the filters. Explain the users how to filter values based on **Facility Type** and **Office.**

- **Facility Type:** displays the type of facility.
- **Office:** displays the type of office (national, provincial or district)

Tell users to click **Search** to generate report.

Refrigerators Freezers Report-Screen Orientation to users and introduces them about Report and its working.

Exercise # 11.8: Ask users to generate reports for all **Refrigerators Freezers** options.

Cold Rooms Report: Filters

Tell users about filters and explain the filters. Explain the users how to filter values based on **Facility Type** and **Office.**

- **Facility Type:** displays the type of facility.
- **Office:** displays the type of office (national, provincial or district)

Tell users to click **Search** to generate report.

Cold Rooms Report-Screen Orientation to users and introduces them about Report and its working.

Exercise # 11.9: Ask users to generate reports for all **Cold Rooms** options.

Cold Boxes Report: Filters

Tell users about filters and explain the filters. Explain the users how to filter values based on **Facility Type** and **Office.**

- **Facility Type:** displays the type of facility.
- **Office:** displays the type of office (national, provincial or district)

Tell users to click **Search** to generate report.

Cold Boxes Report-Screen Orientation to users and introduces them about Report and its working.

Exercise # 11.10: Ask users to generate reports for all **Cold Boxes** options.

Generators and Stabilizers Report: Filters

Tell users about filters and explain the filters. Explain the users how to filter values based on **Facility Type** and **Office.**

- **Facility Type:** displays the type of facility.
- **Office:** displays the type of office (national, provincial or district)

Tell users to click **Search** to generate report.

Generators and Stabilizers Report-Screen Orientation to users and introduces them about Report and its working.

Exercise # 11.11: Ask users to generate reports for all **Generators and Stabilizers** options.

Session 12: IM Graphs, CCEM Graphs and Maps

Time: 45 Minutes

Session Objectives

By the end of the session participants should know:-

- How to generate Comparison Graphs
- How to generate Simple Graphs
- How to generate CCEM Graphs
- How to generate Maps

Documents to Be Distributed

- Users Guide

Materials Required

- Laptops for each participant (with external mouse, Microsoft Office 2007 or above, Firefox, Wi-Fi)
- Screens with Multimedia

Presentations Required

- Graphs and Maps

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment's needed for the session are ready at hand.

- If the session is planned to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part of the session and take preparation accordingly.

Activities

Activity 12.1: Introduction and Login

Time: 05 Minutes

The objective of this activity is to give users an idea about generating graphs.

Graphs Overview, tell users who can generate Graphs for analysis.

Explain Graph Menu items and tell them how to reach the screen of Simple Graphs.

Exercise # 12.1: Ask users to login with Username: guest, Password: guest.

Activity 12.2: Simple Graphs

Time: 05 Minutes

The objective of this activity is to train users about generating Simple Graphs.

Show **Simple Graph Screen Introduction** to users and tell them about Simple Graph screen and its working.

Show **Selection bar** to users and introduce them about Selection bar options.

Tell users that the Selection Bar in the Simple Graphs includes different filters and select option to generate graphs. Inform users about the elements of the Selection bar.

Show **Simple Graph Indicators** to users and introduce them about Indicator options.

Tell users that clicking the **Indicator** drop-down displays the indicator options. Users can select one of the following options from the list:

- **Consumption**: tell users to select this option to plot a graph for Monthly Consumption.
- **Average Monthly Consumption**: tell users to select this option to plot a graph for Average Monthly Consumption.
- **Months of Stock**: tell users to select this option to plot a graph for Months of Stock.
- **Stock On Hand – UC**: tell users to select this option to plot graph for Stock in Hand for UC.
- **Stock on Hand – District**: tell users to select this option to plot graph for Stock in Hand for District.
- **Stock on Hand – Total**: tell users to select this option to plot graph for Total Stock in Hand.

Show **Geographical Options** to users and introduce them about Geographical Options.

Tell users about the following **Geographical** drop-down **options**:

- **National**: tell users that selecting this option selects only National level data.
- **Provincial**: tell users that selecting this option selects only Provincial level data.
- **District**: tell users that selecting this option selects only District level data.

Show **Products** to users and introduce them about different products.

Tell users about **Products** list. Explain to them how they can select one or multiple products in the Products list.

Show **Time Interval** to users

Tell users about **Time Interval** drop-down. Explain to them how selection of different time interval will impact the graph.

- **Quarter**
  First Quarter
  Second Quarter
  Third Quarter
  Fourth Quarter
- **Half**
  First Half
  Second Half
- **Annual**

Show **Generate Report with Year** and **Chart Type** and **Generate** button to users.

Tell users about **Year** drop-down. Explain to them how selection of different years will impact the graph.

Tell users about **Chart Type**. The Chart Type drop-down list enables them to select either Bar or Line chart for plotting format options. Select the required type.

Tell users about clicking the **Generate** button for plotting the graph.

Show a generated **Simple Graph**.

Explain to users the simple graph that has been generated by correlating with selected options.

Exercise # 12.2: Ask users to open exercise sheet 12.2 and generate a simple graph.

Activity 12.3: Comparison Graphs

Time: 05 Minutes

The objective of this activity is to train users about generating Comparison Graphs.

Show **Comparison Graphs** to users and tell them how to reach the screen of Comparison Graphs.

Comparison Graphs Screen introduces users about Comparison Graph screen and its working. Tell them that the Comparison Graph Report provides representation of data in a visual format that can help you see overall trends easily based on indicators, geographical options and time interval.

Show **Selection bar** to users and inform them about Selection bar options.

Tell users that the Selection Bar in the Comparison Graph Report includes different filters and select option to compare graphs to generate reports. Inform users about the elements of the Selection bar.

Show **Comparison Graph Indicators** to users and introduce them about Indicator options.

Tell users that clicking the **Indicator** drop-down displays the indicator options. Users can select one of the following options from the list:

- **Consumption**: tell users to select this option to plot a graph for Monthly Consumption.
- **Average Monthly Consumption**: tell users to select this option to plot a graph for Average Monthly Consumption.
- **Months of Stock**: tell users to select this option to plot a graph for Months of Stock.
- **Stock On Hand – UC**: tell users to select this option to plot graph for Stock in Hand for UC.
- **Stock on Hand – District**: tell users to select this option to plot graph for Stock in Hand for District.
- **Stock on Hand – Total**: tell users to select this option to plot graph for Total Stock in Hand.

Show **Compare Options** to users and introduce them to Compare Options drop-down.

Tell users about the different **Compare Options** in the drop-down and how it affects the graph report.

Show **Compare Options** with **Year – National** to users and tell them about the Year – National option.

Explain to them that selecting **Years – National** in the list enables you to compare National level data for the selected years, and displays the Years list. Tell users that selecting this option displays the Years list on the bottom. You can select multiple list entries (years) from the Years list for side by side comparison of National level data for the selected years.

Show **Comparison Graph** sample for **Average Monthly Consumption** for **Year – National**, Time Interval: **Annual** and Years: **2012** and **2013** selected as an example and explain them about the graph selection.

Show **Compare Options** with **Year – Provincial** to users and tell them about the Year – Provincial option.

Explain to them that selecting **Years – Provincial** in the list enables you to compare Provincial level data for the selected years, and displays the Years list.

- Tell users that selecting this option displays the **Years** list on the bottom. You can select multiple list entries (years) from the Years list for side by side comparison of Provincial level data for the selected years.
- Tell users that selecting this option displays a **Province** drop-down for selecting the required province.

Show generated **Comparison Graph** where years are on x-axis in separate colors

Show **Compare Options** with **Year – District** to users and tell them about the Year – District option.

Explain to them that selecting **Years – District** in the list enables you to compare District level data for the selected years, and displays the Years list.

- Tell users that selecting this option displays the **Years** list on the bottom. You can select multiple list entries (years) from the Years list for side by side comparison of National level data for the selected years.

- Tell users that selecting this option displays a **District** drop-down for selecting the required District.

Show **Years – District** to show generated **Comparison Graph** where years are on x-axis in separate colors

Show **Compare Options** with **Geographical – Provincial** to users and tell them about the Geographical – Provincial option.

Explain to them that selecting **Geographical – Provincial** in the list enables you to compare Province level data side by side for the selected time interval.

Tell users that selecting **Geographical – Provincial** option displays the **Province/Regions** list on the bottom. You can select multiple list entries (Province/Regions) for side by side comparison of Provincial level data for the selected time interval.

Show generated **Comparison Graph** where provinces are on x-axis in separate colors

Show **Compare Options** with **Geographical – District** to users and tell them about the Geographical – District option.

Explain to them that selecting **Geographical – District** in the list enables you to compare District level data side by side for the selected time interval.

Tell users that selecting **Geographical – District** option displays the **Districts** list on the bottom. You can select multiple list entries (Districts) from for side by side comparison of District level data for the selected time interval.

Show **Comparison Graph** to show generated **Comparison Graph** where districts are on x-axis in separate colors

Show **Products** to users and introduce them about products.

Tell users about **Products** list. Explain to them how they can select one or multiple products in the Products list.

Show **Time Interval** to users.

Tell users about **Time Interval** drop-down. Explain to them how selection of different time interval will impact the graph.

- **Quarter**
  First Quarter
  Second Quarter
  Third Quarter
  Fourth Quarter

- **Half**
  First Half
  Second Half

- **Annual**

Show **Year** and **Chart Type** and **Generate** button to users.

Tell users about **Year** drop-down. Explain to them how selection of different year will impact the graph.

Tell users about **Chart Type**. Tell users that Chart Type drop-down list enables them to select either Bar or Line chart for plotting format options. Select the required type.

Tell users about clicking the **Generate** button for plotting the graph.

Show a generated graph.

Exercise # 12.3: Ask users to open exercise sheet 12.3 and generate a Comparison graph.

Activity 12.4: CCEM Graphs

Time: 15 Minutes

The objective of this activity is to train users about generating CCEM Graphs.

Show **CCEM Graphs Screen Introduction** to users and tell them about CCEM Graph screen and its working.

There are the following different types of graph reports:

- **Storage**: enables you to compare different indicators to determine capacity.
- **Refrigerator Freezers**: enables you to the status of refrigerators and freezers.
- **Cold Boxes:** enables you to determine the status of cold-boxes.
- **Generators Stabilizers:** enables you to determine the status of generators and stabilizers.

Orientation to users and introduces them about CCEM Graphs and its working. The objective of this activity is to train users about generating CCEM graphs.

Show **Storage Graph: Filters**

Tell users about filters and explain the filters. Explain the users how to filter values based on **Office.**

- **Office:** displays the type of office (national, provincial or district)

Tell users to click **Search** to generate graph.

Show **Storage graph-Screen** Orientation to users and introduces them about graph and its working.

Exercise # 12.4: Ask users to generate graphs for all storage options.

Show **Refrigerators Freezers graph: Filters**

Tell users about filters and explain the filters. Explain the users how to filter values based on **Facility Type** and **Office.**

- **Facility Type:** displays the type of facility.
- **Office:** displays the type of office (national, provincial or district)

Tell users to click **Search** to generate graph.

Show **Refrigerators Freezers graph-Screen** Orientation to users and introduces them about graph and its working.

Exercise # 12.5: Ask users to generate reports for all **Refrigerators Freezers** options.

Show **Cold Boxes graph: Filters**

Tell users about filters and explain the filters. Explain the users how to filter values based on **Office.**

- **Office:** displays the type of office (national, provincial or district)

Tell users to click **Search** to generate graph.

Show **Cold Boxes graph-Screen** Orientation to users and introduces them about graph and its working.

Exercise # 12.6: Ask users to generate reports for all **Cold Boxes** options.

Show **Generators Stabilizers graph: Filters**

Tell users about filters and explain the filters. Explain the users how to filter values based on **Office.**

- **Office:** displays the type of office (national, provincial or district)

Tell users to click **Search** to generate graph.

Show **Generators Stabilizers graph-Screen** Orientation to users and introduces them about graph and its working.

Exercise # 12.7: Ask users to generate reports for all **Generators Stabilizers** options.

Activity 12.5: Maps

Time: 15 Minutes

The objective of this activity is to train users about generating maps.

Show **Maps Screen Introduction** to users and tell them about Maps screen and its working.

There are the following different types of maps:

- **Month of Stock Map:** enables you to view month of stock map for the selected month.
- **Consumption Map:** enables you to the view consumption map for the selected month.
- **Reporting Rate Map:** enables you to view reporting rate for the selected month.
- **Wastages Map:** enables you to view vaccine wastages map for the selected month.
- **Wastages vs. Reporting Rate Map:** enables you to view the comparison map for wastages and reporting rate.
- **Expiry Alert Map:** enables you to view expiry alert map.
- **Vaccine Coverage Map:** enables you to view vaccine coverage map for the selected province.
- **Cold Chain Capacity Map:** enables you to view the cold chain capacity map for the selected province.

Orientation to users and introduces them about Maps and its working. The objective of this activity is to train users about generating maps.

Show **Month of Stock Map: Filters**

Tell users about filters and explain the filters. Explain the users how to filter values based on:

- **Year:** displays the list of years.
- **Month:** displays the list of months.
- **Province/Region:** displays the province / region within the country.
- **Product:** displays the list of vaccine products.
- **Level:** displays the level for the map to be displayed.

Tell users to click **Search** to generate map.

Show **Month of Stock Map-Screen** Orientation to users and introduces them about map and its working.

Show **Consumption Map: Filters**

Tell users about filters and explain the filters. Explain the users how to filter values based on:

- **Year:** displays the list of years.
- **Month:** displays the list of months.
- **Province/Region:** displays the province / region within the country.
- **Product:** displays the list of vaccine products.
- **Type:** displays the type for the map to be displayed.

Tell users to click **Search** to generate map.

Show **Consumption Map-Screen** Orientation to users and introduces them about map and its working.

Show **Reporting Rate Map: Filters**

Tell users about filters and explain the filters. Explain the users how to filter values based on:

- **Year:** displays the list of years.
- **Month:** displays the list of months.
- **Province/Region:** displays the province / region within the country.
- **Product:** displays the list of vaccine products.

Tell users to click **Search** to generate map.

Show **Reporting Rate Map-Screen** Orientation to users and introduces them about map and its working.

Show **Wastages Map: Filters**

Tell users about filters and explain the filters. Explain the users how to filter values based on:

- **Year:** displays the list of years.
- **Month:** displays the list of months.
- **Province/Region:** displays the province / region within the country.
- **Product:** displays the list of vaccine products.

Tell users to click **Search** to generate map.

Show **Wastages Map-Screen** Orientation to users and introduces them about map and its working.

Show **Wastages vs. Reporting Rate Map: Filters**

Tell users about filters and explain the filters. Explain the users how to filter values based on:

- **Year:** displays the list of years.
- **Month:** displays the list of months.
- **Province/Region:** displays the province / region within the country.
- **Product:** displays the list of vaccine products.

Tell users to click **Search** to generate map.

Show **Wastages vs. Reporting Rate Map-Screen** Orientation to users and introduces them about map and its working.

Show **Expiry Alert Map: Filters**

Tell users about filters and explain the filters. Explain the users how to filter values based on:

- **Year:** displays the list of years.
- **Month:** displays the list of months.
- **Province/Region:** displays the province / region within the country.
- **Product:** displays the list of vaccine products.

Tell users to click **Search** to generate map.

Show **Expiry Alert Map-Screen** Orientation to users and introduces them about map and its working.

Show **Vaccine Coverage Map: Filters**

Tell users about filters and explain the filters. Explain the users how to filter values based on:

- **Year:** displays the list of years.
- **Month:** displays the list of months.
- **Province/Region:** displays the province / region within the country.
- **Product:** displays the list of vaccine products.

Tell users to click **Search** to generate map.

Show **Vaccine Coverage Map-Screen** Orientation to users and introduces them about map and its working.

Show **Cold Chain Capacity Map: Filters**

Tell users about filters and explain the filters. Explain the users how to filter values based on:

- **Province/Region:** displays the province / region within the country.
- **Type:** displays the list of type of cold chain equipment.

Tell users to click **Search** to generate map.

Show **Cold Chain Capacity Map-Screen** Orientation to users and introduces them about map and its working.

Exercise # 12.8: Ask users to generate graphs for all map options.

Session 13: vLMIS troubleshooting

Time: 10 Minutes

Session Objectives

By the end of the session participants should know:-

1. How to troubleshoot vLMIS
2. How to contact vLMIS Support Team

Documents to Be Distributed

- User Guide

Materials Required

- Laptops for each participant (with external mouse, Microsoft Office 2007 or above, Firefox, Wi-Fi)
- Screens with Multimedia

Presentations Required

- vLMIS Troubleshooting

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment's needed for the session are ready at hand.

- If the session is planned to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part of the session and take preparation accordingly.

Activities

Activity 13.1: Contacting Support for Troubleshooting

Time: 10 Minutes

The objective of this activity is to give contacts for contacting vLMIS support team in case of any troubleshooting.

vLMIS troubleshooting: tell users about basic troubleshooting possibilities.

Give them the contacts of key support personnel for vLMIS.

For Software related Issues or Feedback, e-mail at support@lmis.gov.pk or call the following numbers:

Important Numbers

Iftikhar Bin Niaz (Punjab)	0300-9709701
Tasleem Akhtar (Sindh & Baluchistan)	0321-3448888
Arshad Gill (AJ&K,GB, ICT and FATA)	0300-5572455
Abbas Khan (KPK)	0300-5992960
Saif ur Rab	051-2555425-6
Wasif Raza Mirza	051-2555425-6

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