CONTRACEPTIVE LOGISTICS MANAGEMENT INFORMATION SYSTEM

PWD Facilitator Manual
(District level Training)

Draft - March 2015

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INTRODUCTION TO MANUAL

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

The manual introduces the web-based cLMIS application to the participants. Some of the participants might be familiar with the application and data entry. Facilitators must ensure that the new participants are brought up to speed with the application and its features as well as introduce them to the enhancements being implemented within the application.

BACKGROUND – USAID | DELIVER PROJECT

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

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

For nationwide implementation of LMIS, the Project has trained the different level LMIS users on its use and functionality. The training provides skills and knowledge required to independently enter and upload data into web-based LMIS. Web-based LMIS plays a significant role in improving stock monitoring within the districts. The real time monitoring helps in eliminating stock-outs at the district level.

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

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

SESSION 1: INTRODUCTION AND OBJECTIVES

Time: 30 minutes

SESSION OBJECTIVES

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

MATERIALS NEEDED

- Multimedia projector with screen
- Flip chart with stand
- White board with erasable markers
- Tape

DOCUMENTS TO DISTRIBUTE

- Handout-1.1: Self Introduction
- Handout-1.2: Training Goal and Objectives
- User Manual and Participants Guide

PRESENTATIONS REQUIRED

- Session Objectives
- Training Goal and Objectives
- Training norms for participants and trainers during training session

TRAINER PREPARATION

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the facilitators should decide before the session, who will facilitate which part of the session and prepare accordingly.
- Each facilitator should introduce him/herself before start of the session.

ACTIVITIES

ACTIVITY 1.1: WELCOME THE PARTICIPANTS (LECTURE) – TIME: 05 MINUTES

WELCOME the District cLMIS Operators to the training and CONGRATULATE them for playing a key role in implementing the LMIS. Tell participants that the training team aims to impart skills and capacities to each of them so they can successfully implement web-based LMIS at district level. Tell participants that the automated reporting of logistics data will improve logistics management effectively and will avert stock-outs of contraceptives and other commodities 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: 05 MINUTES

MENTION that District cLMIS Operators, coming from different districts may not know each other very well and this is quite natural. Other thing is that the participants and the training team members are also not known to each other. In order to make the course a success, both participants and trainers need to know each other well. Tell participants that the training team thinks that prior to starting the course, everybody in this room should get to know each other. Explain that this will help us work together more effectively. ASK the participants what do they think? Tell participants 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 participants 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 participants that you will ask some questions and they will find the participants who fit into the answers. Tell participants that they will get 10 minutes time to identify the people and after 10 minutes they will tell participants the names of their identified people. ASK if the instructions of the game are clear to them or not? If not, repeat the instructions.

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

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

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

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

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

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

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

Question-8: Who likes singing?

Question-9: Who is good at playing cricket?

Question-10: Who knows how to swim?

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 participants that by participating in this game, participants will each other in respect of personal liking, disliking, hobbies, professional life, etc.

ACTIVITY 1.3 TRAINING GOAL AND OBJECTIVES (LECTURE) – TIME: 10 MINUTES

Tell participants that now we shall discuss Goals and Objectives of the course. Distribute *Handout-1.2: Training Goal and Objectives.* ASK one of the participants to read the text from the handout.

Training Goal

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

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

Training Objectives

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

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

ACTIVITY 1.4: PARTICIPANTS AND TRAINERS EXPECTATION (LECTURE, GAME, Q&A) – TIME: 10 MINUTES

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

The training team expects that the course will be enjoyable and fruitful with the spontaneous participation of the participants. Tell participants that this course has been arranged in order to train participants in Logistics Management Information System. The course will impart all required skills to successfully enter, upload and analyze logistics data through cLMIS. Tell participants that the success of the web-based system depends highly on their data collection and compilation skills gained in the existing reporting mechanisms. Tell participants that participants will take part in discussion in the light of their practical experiences which will benefit them in their practical works later on.

Ask participants that they might have some expectations out of this course. Similarly, the training team has also some expectations from the participants. Tell participants that their expectation might be to know the new features of cLMIS or to understand the things which they do not know well. Tell participants that they will work in small groups, to identify their expectations from this course. They will have five minutes time to list the expectations. DISTRIBUTE charts and marker pen to each group. Prior to starting work, TELL the groups that they will identify their expectations only related to LMIS, 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 share 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. Tell participants that the training team will do its best to fulfill all the expectations.

Tell participants that the training team also has some expectations. DISPLAY the expectations on Multimedia and ASK the participants if they agree to these. If yes, PASTE these at an easily visible place and draw participants' attention from time to time, if needed.

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, these 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 make use of 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 extensive experience 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.

Also mention 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.

SESSION 2: BASIC COMPUTER SKILLS

Time: 2 hours

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 website
- Log into cLMIS
- Know about the basic input tools in cLMIS

MATERIALS REQUIRED

- Laptops / Desktop Computers
- Multimedia projector with Screen
- Flip Charts with Stand
- White board with erasable markers

DOCUMENTS TO DISTRIBUTE

- User Manual and Participants Guide

PRESENTATIONS REQUIRED

- Basic Computer Skills

TRAINER PREPARATION

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the facilitators should decide before the session, who will facilitate which part of the session and prepare accordingly.
- Each facilitator should introduce him/herself before start of the session.

ACTIVITIES

ACTIVITY 2.1: INTRODUCTION (LECTURE) – TIME: 10 MINUTES

Welcome the participants to a short, easy-to-master session on basic computer skills. Tell participants 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, they will have a clear understanding to build their future knowledge and skills with computers.

TELL PARTICIPANTS that to understand cLMIS properly, they need to have some basic understanding of computers.

ACTIVITY 2.2: BASIC DIFFERENCE BETWEEN A DESKTOP AND A LAPTOP – TIME: 10 MINUTES

Show the **"Difference between a Desktop and a Laptop"**. Explain to the participants the difference between a desktop computer and a laptop computer, as shown in the image below:

ACTIVITY 2.3: STARTING THE COMPUTER (DISCUSSION AND DEMONSTRATION) – TIME: 10 MINUTES

Explain the process of Starting the computer. Tell participants 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.

ACTIVITY 2.4: CHECKING INTERNET CONNECTIVITY (DISCUSSION AND DEMONSTRATION) – TIME: 05 MINUTES

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

ACTIVITY 2.5: USING THE MOUSE – TIME: 15 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 participants 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 participants 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 participants them that if they click on the dimmed object, their action will open the file represented by that object.

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

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

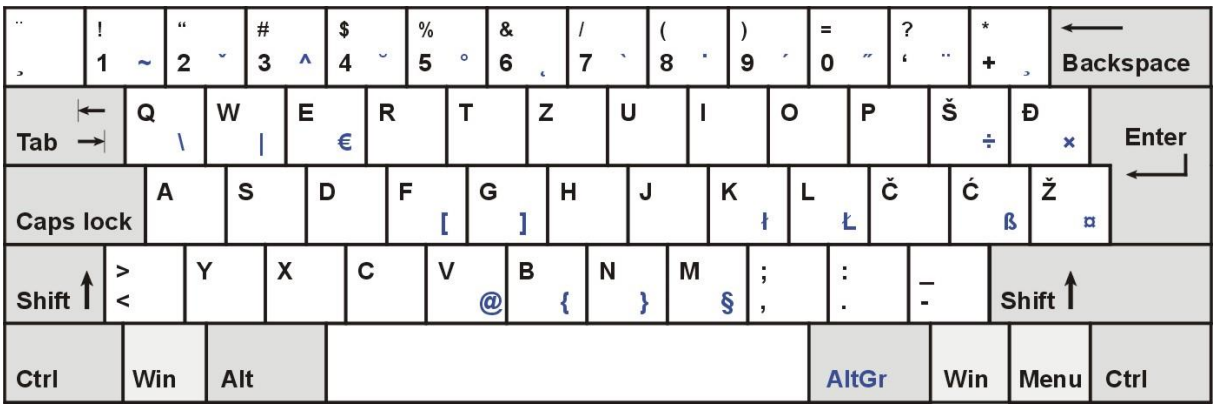
Conduct **Exercise 2.1: "Using the Mouse".**

- Using the mouse, try to open the location called "My Computer".

ACTIVITY 2.6: USING THE KEYBOARD (LECTURE AND DEMONSTRATION) – TIME: 20 MINUTES

Introduce users to the keyboard. Tell participants 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 a keyboard. Tell participants them that mostly those advantages will be learned through practice and additional instruction.

Using the Keyboard. Tell participants 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, they get lower-case print. However, if they hold down a 'shift key' at the same time as they type, they'll get UPPER-CASE letters.

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

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

Backspace and Delete. Tell participants that if they make a mistake in 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 the cursor just before the letter, click and press **Delete**.

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

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

Try typing:

Last night I won £2,475,638 on the lottery!

ACTIVITY 2.7: WORKING WITH THE WORLD WIDE WEB (DISCUSSION AND DEMONSTRATION) – TIME: 20 MINUTES

Introduce the participants to the web browser. Tell them that the web browser is a tool to view web pages over the Internet.

Basic Browsers. Tell participants the names of basic web browsers and demonstrate clicking on an icon.

Navigating To a Web Page. Tell participants that to navigate to a web page, they need to open the web browser.

Tell them that the browsers have an **address bar** that shows the web address (also called a URL) of the page. To go to a different page, they 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 they click on a link, they might want to go back to the previous page. Tell participants that they can do this using the browser's **Back** button. Once they have pressed the Back button, they can press the **Forward** button to follow the link again.

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

1. Ask participants that if they want to go to a specific website address (URL), where to type this address in order to view the site?
2. Ask the participants to type one of the following web addresses:

   www.yahoo.com

   www.lmis.gov.pk

ACTIVITY 2.7: DATA ENTRY FOR BEGINNERS (DISCUSSION AND DEMONSTRATION) – TIME: 30 MINUTES

Logging into cLMIS. Tell participants that cLMIS is a web-based reporting and data entry application that makes it simple for beginners and experienced users to report data, view performance and graphical reports.

Instruct them to follow the following steps:

1. Open the LMIS Landing page by entering the URL: http://lmis.gov.pk.
2. Click **Contraceptives.** A new page will display.
3. Specify the **Username** and **Password** provided by the Administrator.
4. Click **Login**.

   The Contraceptive Logistics Management Information System Welcome Screen displays.

Forms and Input Definitions. Tell participants that when using cLMIS, they will come across many different type of input or display fields that will enable them to enter or read the required information.

The basic input definitions used in cLMIS 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 cLMIS 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 they can select from. Each choice is called an **Option**.

Forms and Input Definitions and explain the following:

- **Date Fields**: The date fields are used for date selection in cLMIS. Participants 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.

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 and 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.
- **Save Button**: A save button is used to save data entered into the system.
- **Go Button**: OK button is used to filter data according to the selected options.

Conduct **Exercise 2.4: "Data Entry for Beginners"**.

Exercise 2.4: **Data Entry for Beginners**

1. Login to cLMIS website and navigate to the Data entry interface.

SESSION 3: CONTRACEPTIVE PIPELINE AND ORDERING

Time: 30 minutes

SESSION OBJECTIVES

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

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

MATERIALS REQUIRED

- Multimedia projector with Screen
- Flip Charts with Stand
- White board with erasable markers

DOCUMENTS TO DISTRIBUTE

- Handout-3.1: Contraceptive Supply and Reporting Flow
- Handout-3.2: Roles and Responsibilities of Store keepers and Data Entry Operators
- User Manual and Participants Guide

PRESENTATIONS REQUIRED

- Contraceptive Pipeline and Ordering

TRAINER PREPARATION

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the facilitators should decide before the session, who will facilitate which part of the session and prepare accordingly.
- Each facilitator should introduce him/herself before start of the session.

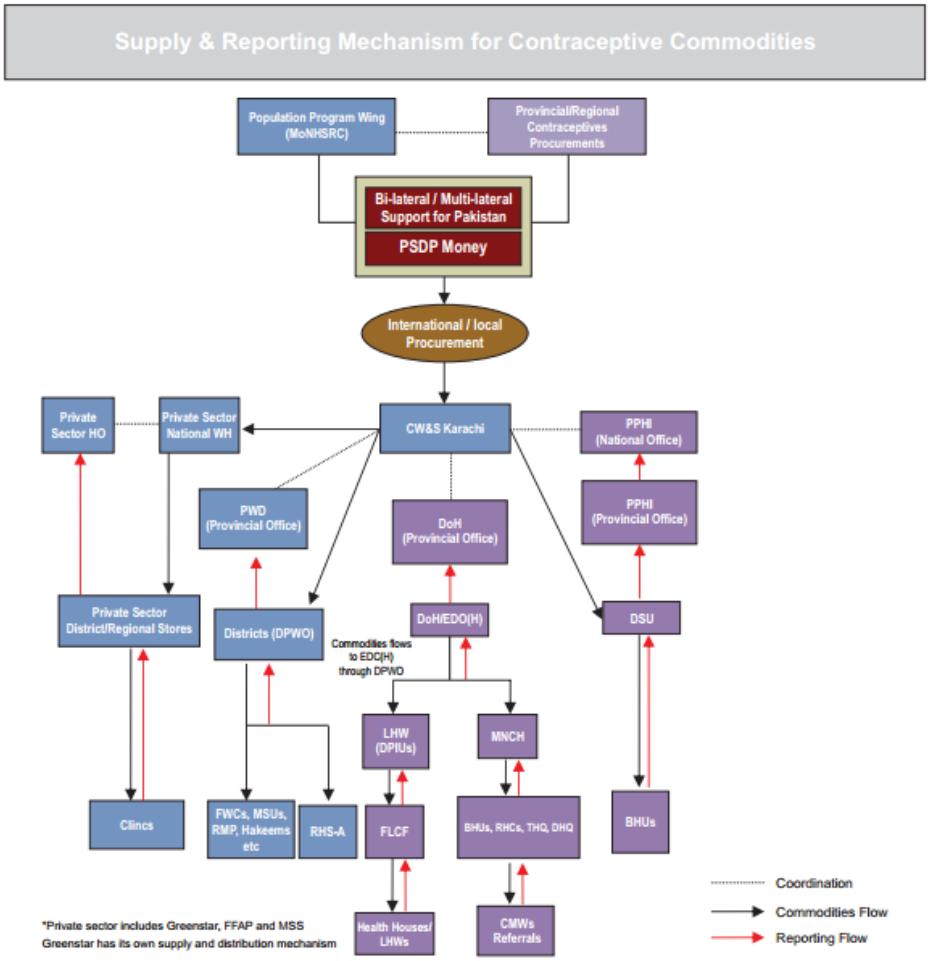
ACTIVITIES

ACTIVITY 3.1: INTERACTIVE PRESENTATION – TIME: 30 MINUTES

Tell participants that to understand LMIS properly, they need to have some basic understanding of the system it serves. Studying public health system enables us to understand the logistics environment we are working. Tell participants that they can relate the learning to the role LMIS is playing in strengthening this system.

Pipeline and Reporting for Contraceptive Logistics System

Ask students to identify their own roles in the pipeline. Write the different roles in the supply chain on a flipchart. Ask students to identify how these various supply and reporting roles are linked to each other. The students should be able to share their roles in the supply chain based on their experience. Most of the students are likely to share experiences related to supplies and reporting at the district and sub-district level.



Contraceptive Pipeline

Most of the contraceptives are procured internationally, apart from small local procurements in the past made by Lady Health Workers (LHW) Program for injectable and oral pills. The funding sources include government's public sector development program (PSDP), USAID and UNFPA. All international procurements are usually shipped through sea and received at Karachi port. Once cleared, the commodities are transported and stored at Central Warehouse & Supplies Karachi.

How contraceptives are ordered

In order for pull system to work, the consumption data from all service delivery points has to be recorded. All respective service delivery points of the departments of health and population record

their consumption and report to districts. The reports by the service delivery points of health department are called First Level Care Facility (FLCF) reports.

EDO Health and DPWO offices compile the total demand for their respective departments at district level through the SDP / FLCF reports. The two departments calculate their demand based on integrated CLR-6. The demand of EDO is then shared with DPWO and DPWO compiles one integrated CLR-6 in order to send to CWH. The EDO also includes the demand of Lady Health Workers Program in addition to requirements from Basic Health Units, Rural Health Centers and Tehsil Headquarter Hospitals.

In districts where Peoples Primary Healthcare Initiative (PPHI) manages BHUs, BHUs send its demand to the DPWO which forwards it on to the CWH. Once CWH receives the integrated CLR-6 from each DPWO, it will ship the required quantities to DPWO of that particular district. DPWO will then, receive all required contraceptives for the district and will send required quantities (initially indicated in integrated CLR-6, as discussed above) to each of the FP service provider (DOH & PPHI).

Pipeline for Health Commodities LHW Program

The flow of health commodities and LMIS reports in the Lady Health Workers Program can be seen from the figure above. Other programs in the Department of Health (Maternal Neonatal and Child Health, Tuberculosis Program etc.) also follow similar reporting and flow patterns with some variations.

Most of the times, the manufacturer or supplier is contracted to ship the commodities to District stores directly. For other districts, commodities are sent to PPIUs or CWH for storage and onward distribution to districts because some districts have geographical proximity to PPIUs and CWH and are easily supplied through these storage facilities (PPIU, CWH). Once in the district store, the commodities are distributed to LHWs via First Level Care Facilities (FLCF).

LHWs report the consumption of health commodities in the monthly FLCF report which is developed at the FLCF level by the In-charge (physicians mostly) and submitted to District Health Office by the second week of every month.

The District prepares a summary of all reports and sends it to the province. Provinces analyze the logistics data on regular basis to quantify and plan procurements and also sends feedback reports to Districts. The feedback could be informal during the monitoring visits or formally in the form of letters and communications. The districts are supplied by PPIUs based on their orders.

Job descriptions for Logistics Staff

Ask students to categorize various job responsibilities each staff has. They may say:

- Warehousing
- Ordering and receipt of commodities
- Distribution
- Reporting
- or others

List all these categories on flip charts. Ask students to list responsibilities under each category for all positions. Ask students to share their own job responsibilities or their knowledge of functions performed by various levels. Tell participants that details of job descriptions are available in **Participants Guide** and they can go through it later.

Tell participants to note that they are provided with two additional documents in the form of **handouts** that help explain how commodities and LMIS reports move within the Pakistan Public Health system. These are **Contraceptive Supply and Reporting Flow** and the **Pipeline for Health Commodities for Lady Health Workers Program**. Both have flow charts and explanations included. Encourage students to review these when they can.

SESSION 4: CONTRACEPTIVE LMIS FORMS AND BASIC LOGISTICS CONCEPTS

Time: 1 hour

SESSION OBJECTIVES

By the end of this session participants will have:

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

MATERIALS NEEDED

- Multimedia Projector with Screen
- Tape, Whiteboard with markers
- Flipcharts with Stand

DOCUMENTS TO DISTRIBUTE

- Handout-4.1: Stock Register (CLR-5)
- Handout-4.2: Integrated Requisitioning (CLR-6)
- Handout-4.3: Transaction Records (CLR-7)
- Handout-4.4: District Contraceptive Stock Report (CLR-15)
- User Manual and Participants Guide

PRESENTATIONS REQUIRED

- Contraceptive LMIS Forms and Basic logistic concepts

TRAINER PREPARATION

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the facilitators should decide before the session, who will facilitate which part of the session and prepare accordingly.
- Each facilitator should introduce him/herself before start of the session.

ACTIVITIES

ACTIVITY 4.1: CONTRACEPTIVE LMIS FORMS – TIME: 15 MINUTES

TELL PARTICIPANTS that for this activity, they will have the opportunity to look at and understand some of the forms used in public health logistics system.

Ask students to recall what they learned from the earlier session on pipeline and reporting flow. The cLMIS is depicted as the engine of supply chain management system. Pakistan has separate paper-based LMIS systems for the Department of Health and the Population Welfare Department. The Population Welfare Department (PWD) only deals with contraceptives while Department of Health has other health commodities in addition to contraceptives.

Population Welfare Department

Tell participants that we will discuss PWD forms in this section.

PWD LMIS Forms

Tell participants that we have chosen three basic forms from the PWD cLMIS. The four basic forms are:

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

Stock register (CLR-5)

Distribute Handout-4.1: Stock Register (CLR-5)

Ask students to have a look at the stock register and identify what data is collected in this form. Ask students what experience they might have of working with this register. Encourage students to point out deficiencies if any.

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

Integrated Requisitioning (CLR-6)

Distribute Handout-4.2: Integrated Requisitioning (CLR-6)

Ask students to go through the various rows in integrated CLR-6. Tell participants that row A-1 forms consumption at all the facilities for respective stakeholders. A-2 and A-3 give stock at the end of last quarter in district store and service delivery points respectively. A-4 is the total stock (sum of A-2 and A-3). The desired stock for two quarters is usually the twice that of consumption for the recent quarter (A-5)

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

Transaction Records (CLR-7)

Distribute Handout-4.3: Transaction Records (CLR-7)

Transaction records are used to record information about the movement of stock from one storage facility to another. It is frequently desirable to include the current stock on hand as well

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

District Contraceptive Stock Report (CLR-15)

Distribute Handout-4.4: District Contraceptive Stock Report (CLR-15)

Tell participants that District Contraceptive Report summarizes consumption data occurring at district level. From the report, one can figure out the quantities which were received by district and the quantities issued to service delivery points. Ask students to focus on the far left column titled “District Store” and Tell participants them that it has the following basic indictors in separate rows (for part 1 which is for district store).

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

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

Tell participants that the report has two parts. Part-I is related to the stock status at the District Store and Part-II indicates the stock and sales status at various categories of the field operational

units. The commodities issued from district store should be the same as received by field level. The commodities issued from field levels (indicated as sold in the form) are used as a proxy for consumption where 'dispense to user' data is not available.

This section is completed by the field and it has following indicators:

1. Opening balance
2. Received form district store
3. Sold (as commodities are sold at facilities at nominal prices)
4. Closing balance

Each column is labelled at the top with a commodity and information on that commodity is formed in it.

ACTIVITY 4.2: INTRODUCTION TO BASIC LOGISTICS CONCEPTS – TIME: 15 MINUTES

Tell participants that once the data entry is done, 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. Tell participants that their role is not just limited to data entry but they should be proactive in using this data for district based logistics management. Each cLMIS operator MUST understand his/her role in analyzing and interpreting cLMIS data. Tell participants that in order to understand reports, they must grasp some basic logistics concepts. Tell participants that they may already be aware of some concepts from Release-1 and the exercises contained in this session will refine them further. Then, PRESENT and elaborate basic logistics concepts.

ASK participants what they understand by consumption of contraceptive. They may possibly reply that it is dispensing of contraceptives at the facility level or issuance of contraceptives to facilities by district store. Tell participants that ideally the consumption is computed by issuance / dispensing of contraceptives at the facility level to the clients. However, issuance of contraceptives to facilities by district store can be considered as proxy for consumption in case facility level issuance data is not available. In cLMIS, we are using the district level issuance data as consumption.

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. Tell participants that contraceptive 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. Tell participants that MOS is calculated by dividing the current Stock on Hand (SOH) by AMC.

Months of Stock = SOH / AMC

ACTIVITY 4.3: EXERCISE 1 CONSUMPTION – TIME 10 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 4.4: EXERCISE 2 AVERAGE MONTHLY CONSUMPTION, TIME: 10 MINUTE

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 4.5: EXERCISE 3 MONTHS OF STOCK, TIME: 10 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: CLMIS INTRODUCTION, DATA ENTRY AND REQUISITIONS

Time: 3 hours

SESSION OBJECTIVES

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

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

MATERIALS NEEDED

- Laptops for each participant (with external mouse, Microsoft Office, Internet explorer, Mozilla Firefox or Google Chrome, Wi-Fi)
- Multimedia projector with Screen
- Wi-Fi / LAN connection
- Whiteboard and markers

DOCUMENTS TO DISTRIBUTE

- User Manual and Participants Guide

PRESENTATIONS REQUIRED

- cLMIS Introduction, Data Entry and Requisitions

TRAINER PREPARATION

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the facilitators should decide before the session, who will facilitate which part of the session and prepare accordingly.
- Each facilitator should introduce him/herself before start of the session.

ACTIVITIES

ACTIVITY 5.1: INTRODUCTION TO CLMIS – TIME: 15 MINUTES

Tell participants that the basic role of cLMIS operators is to enter data into the application. This session will explain all steps required to carry out successful data entry. Tell participants that in this session we will learn what cLMIS is and how it can be accessed using Windows XP, Windows 7 or 8.

Tell participants about Team-viewer - what is team viewer and how it can be used for remote/telephonic support. Tell them that "User ID" and "Password" is required to access the application.

Tell participants to type in http://lmis.gov.pk/ into their web-browser. Tell participants that this is web-based module they are accessing. Ask participants if they are able to see the web page. Tell participants that the module can only be accessible if connected to the internet. Ask participants to check if they can successfully access the internet and the LMIS application. Tell participants to log into the application using the assigned credentials.

ACTIVITY 5.2: USER NAMES AND PRIVILEGES – TIME: 15 MINUTES

Tell participants the convention used for usernames in LMIS. Tell them that PWD user name prefix is "DPWO_" and post fix is district name. Likewise DOH & LHW usernames prefix are "EDO_" & "DPIU_" respectively. Now tell participants to open home pages of cLMIS module and login with respective districts and stakeholder. Help participants to login.

Tell participants to login with same username in it and show users that user can view reports, monthly reports, inventory management, maps, graphs, LMIS explorer and data entry options.

ACTIVITY 5.3: ORIENTATION TO DATA ENTRY & UPDATE – TIME: 45 MINUTES

Tell participants that data entry for logistics reporting in one time activity in a month.

Tell participants users to open cLMIS homepage using the provided credentials. Also tell them to select Data Entry option from the main menu to show the report. Each district will show a list of

stores/facilities as well as field offices in the said district. The report will only show for the current reporting month.

Store/Facility: FWC, Achar; Monthly Report: Dec-2014

S.No.	Article	Opening balance	Received	Sold	Adjustments		Closing Balance	Cases/Clients	
					(+)	(-)		New	Old
1	2	3	4	5	6	7	8	9	10
1	Condom	3000	3000	300	0	0	5700	12	12
2	POP	200	4000	2000	0	0	2200	3	3
3	COC	0	0	0	0	0	0	0	0
4	ECP	0	0	0	0	0	0	0	0
5	Copper-T-380A	0	0	0	0	0	0	0	0
6	Multiload	0	0	0	0	0	0	0	0
7	2-Month Inj	0	0	0	0	0	0	0	0
8	3-Month Inj	0	0	0	0	0	0	0	0
9	Implanon	0	0	0	0	0	0	0	0
10	Jadelle	0	0	0	0	0	0	0	0

Surgery Cases (Referral)

Male	Female
12	31

Mother & Child Care (No. of Cases)

Ante-natal		Post-natal		General Ailment	
New	Old	New	Old	Children	Adults
3	2	4	5	34	3

RESET SAVE

Explain participants about read-only (grey box) and editable (white boxes) fields, where user can enter data and where data can be calculated automatically based on information added in white boxes.

TELL participants that user has to report on the following indicators;

- Opening balance
- Received
- Issued
- Adjustments (+ / -), and
- Closing balance

TELL participants that district store data is available stocks and issues from the district store and facility level data is aggregate of stocks and issues from all facilities that report to respective district.

For PWD users, the data entry form shows additional fields which includes new and old cases or clients for each method.

S.No.	Article	Cases/Clients	
		New	Old
1	2	9	10
1	Condom	12	12
2	POP	3	3
3	COC	0	0
4	ECP	0	0
5	Copper-T-380A	0	0
6	Multiload	0	0
7	2-Month Inj	0	0
8	3-Month Inj	0	0
9	Implanon	0	0
10	Jadelle	0	0

Other fields include:

- Surgery cases
- Ante-natal cases
- Post-natal cases
- General Ailment

Surgery Cases (Referral)

Male	Female
12	31

Mother & Child Care (No. of Cases)

Ante-natal		Post-natal		General Ailment	
New	Old	New	Old	Children	Adults
3	2	4	5	34	3

Tell participants to look into training folders for the data entry exercises. TELL participants that they are provided with dummy data from three service delivery points. They will need to aggregate the SDP data on a blank sheet labeled as 'Aggregated Filed Monthly Contraceptive Report'. TELL participants that they are also provided with dummy district store data labeled as 'District Monthly Contraceptive Report'.

Tell participants to use calculators or excel spreadsheets for aggregate facility level data. Pay attention to all participants while they are doing aggregation exercise and help them where they feel difficulty to perform calculations. When participants are done with calculations, then display results of exercises results on projector screen to verify the results.

After calculation exercises advise participants to enter data for district store and aggregated field data in the application and save it. Repeat this exercise to enter data for another month.

ACTIVITY 5.4: GROUP WORK 1: DATA ENTRY – TIME: 30 MINUTES

Distribute handout 5.1. Divide participants in groups of three to four randomly. ASK each group to go through the handout. Answer any questions to clarify the group work. ASK participants to start working on the computers and complete all tasks listed in the group work. ASK participants to develop a presentation demonstrating the completed tasks.

During the group work facilitators should go around the hall to see how the groups are performing. Facilitate the groups to complete the tasks wherever they are having difficulty. After 15 minutes, call time and assemble all groups for presentations. Allot 5 minutes to each group for a presentation of 3 to 5 minutes.

ACTIVITY 5.5: ACCESSING & ANALYZING REQUISITIONS (LECTURE + SCENARIOS + DISCUSSION) – TIME: 45 MINUTES

CONGRATULATE participants on successfully understanding the basics of inventory management in the last session. Tell participants that they will now be able to understand and interpret requisition requests easily. Tell participants that they need to clearly understand how to place a CLR-6 request electronically as well as view it within the application.

Tell participants that we are now going to talk in detail about requisitions. Ask participants about their understanding of requisition request and how these request are placed.

Tell participants that stock Requisition (CLR-6) form is being used by EDO (H) for commodities request from CW&S. EDO (H) staff prepares this requisition form on quarterly basis in consultation

with storekeeper of DPWO. This form indicates the stock status and consumption during the quarter and indicates the quantity request for each contraceptive being used in respective districts.

EXPLAIN the process of placing requisition requests for approval. Tell participants that previously, users were required to fill out Requisition (CLR-6) based on the previous consumption of that district and submit to the Central Warehouse. However in Release-2 of cLMIS, Requisition (CLR-6) is auto generated using previous consumption trends for the required quantity of products for the next quarter.

SHOW participants that new requisition (CLR-6) auto-fills the fields by using previous consumption data of a district in a selected quarter. Tell participants users that they can create requisition and electronically submit it to the central warehouse. These requisitions will be reviewed by the management of central warehouse and stock will be issued as per stock availability and approval.

New CLR

Criteria | Ending Month: May | Year: 2014 | Requisition To: CWH | Create

Contraceptive Requisition Form
(For PWD District Multan)

CLR-6

For: Mar-2014 to May-2014
Requisition No: RQ000012
Requisition Date: 09/08/2014

S. No.	Description	PCs	Pill			Tab	IUD		INJ	IMP		Remarks
		Condom	POP	COC	2-Month Inj	ECP	Copper-T-380A	Multiload	3-Month Inj	Implanon	Jadelle	
Part - A (District Population Welfare Office - DPWO)												
1	Quarterly Sale on the basis of last 3 months consumption											
2	Sale/Use last month											
3	Amount of sales proceeds deposited in bank/treasury (Attached original paid challan)											
4	Bank/Treasury challan no. & Date											
Part - B (To be filled by Requester)												
A-1	Average Quarterly Consumption	126,212	60	5,728	10	996	546	43	1,760	35	0	
A-2	Stock at the end of last quarter at district Store	249,162	392	18,971	168	5,953	6,697	605	4,875	0	0	
A-3	Stock at the end of last quarter at health outlets	431,270	12,191	8,199	27	7,899	3,465	1,332	7,994	182	0	
A-4	Total Stock Available (A2+A3)	680,432	12,583	27,170	195	13,852	10,162	1,937	12,869	182	0	
A-5	Desired stock level for 2 quarters (A1x2)	252,423	121	11,455	20	1,993	1,091	87	3,521	71	0	
A-6	Replenishment Requested (A5-A4)	0	0	0	0	0	0	0	0	0	0	
Part - C (To be filled at warehouse)												
5	Quantity Approved											
6	Relevant Issue Voucher											

Save CLR-6 | Print

Name:_____ Signature:_____

Designation:_____ Date:_____

SHOW participants that they can view a comprehensive list of requisition requests placed to other warehouses or stores.

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

Tell participants that they can also see details of each requisition from this list.

Requisitions

Contraceptive Requisition Form
(For PWD District Multan)

CLR-6

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

S. No.	Description	PCs	Pill			Tab	IUD		INJ	IMP		Remarks
		Condom	POP	2-Month Inj	COC	ECP	Multiload	Copper-T-380A	3-Month Inj	Implanon	Jadelle	
Part - A (District Population Welfare Office - DPWO)												
1	Quarterly Sale on the basis of last 3 months consumption											
2	Sale/Use last month											
3	Amount of sales proceeds deposited in bank/treasury (Attached original paid challan)											
4	Bank/Treasury challan no. & Date											
Part - B (To be filled by Requester)												
A-1	Average Quarterly Consumption	126,212	60	10	546	996	43	1,760	35	5,728	0	
A-2	Stock at the end of last quarter at district Store	249,162	392	168	6,697	5,953	605	4,875	0	18,971	0	
A-3	Stock at the end of last quarter at health outlets	431,270	12,191	27	3,465	7,899	1,332	7,994	182	8,199	0	
A-4	Total Stock Available (A2+A3)	680,432	12,583	195	10,162	13,852	1,937	12,869	182	27,170	0	
A-5	Desired stock level for 2 quarters (A1x2)	252,423	121	20	1,091	1,993	87	3,521	71	11,455	0	
A-6	Replenishment Requested (A5-A4)	10,000	0	0	0	0	0	0	0	0	0	
Part - C (To be filled at warehouse)												
5	Quantity Approved											
6	Relevant Issue Voucher											

Print

Name: _____ Signature: _____

Designation: _____ Date: _____

TELL participants that central warehouses can manage requisition requests placed by the district stores or facilities. Central users can approve these requisition requests placed by the district users.

The cLMIS provides option to view detail Requisition (CLR-6), stock issue voucher against any requisition and approve.

Province: Punjab | District: Multan | Stakeholder: PWD | Status: Pending | From: 01/08/2014 | To: 11/08/2014 | Requisitions # | Go | Reset

10 records per page

Search:

Sr. No.	Requisition No.	Stakeholder	Store Name	District	Requested On	Status	Issue Vouchers	Action
1	RQ000010	PWD	Multan (DPWO)	Multan	02/08/2014 06:00:15 PM	Pending	I000028, I000030, I000031,	Details | Approve
2	RQ000011	PWD	Multan (DPWO)	Multan	07/08/2014 12:46:01 PM	Pending	N/A	Details | Approve

Showing 1 to 2 of 2 entries

← Previous 1 Next →

Tell participants that they can use the Issue Voucher number to see the details and print the voucher.

P&D/Population Welfare Department
Store: CWH

Stock Issue Voucher as on: 11/08/14

Issue No.: I000028 **Date of Departure: 02/08/14**
Issue To: Multan

S. No.	Product	Batch No.	Quantity	Unit	Expiry Date
1	Condom	111111	10,000	PCs	26/07/14

Issued by - Name: _____
Designation: _____
Signature: _____

Received by - Name: _____
Designation: _____
Signature: _____

Print

Tell participants that central users can view the details of the requisition request placed by the district user.

Requisitions

Contraceptive Requisition Form
(For PWD District Multan)

CLR-6

For:Dec-2013 to Feb-2014
Requisition No: RQ000010
Requisition Date: 02/08/2014

S. No.	Description	PCs	Pill			Tab	IUD		INJ	IMP		Remarks
		Condom	POP	2-Month Inj	COC	ECP	Multiload	Copper-T-380A	3-Month Inj	Implanon	Jadelle	
Part - A (District Population Welfare Office - DPWO)												
1	Quarterly Sale on the basis of last 3 months consumption											
2	Sale/Use last month											
3	Amount of sales proceeds deposited in bank/treasury (Attached original paid challan)											
4	Bank/Treasury challan no. & Date											
Part - B (To be filled by Requester)												
A-1	Average Quarterly Consumption	124,830	152	10	504	930	43	1,713	60	5,466	0	
A-2	Stock at the end of last quarter at district Store	449,262	392	168	7,167	9,092	605	10,301	0	35,736	0	
A-3	Stock at the end of last quarter at health outlets	426,805	12,372	27	4,632	7,749	1,332	7,849	32	7,897	0	
A-4	Total Stock Available (A2+A3)	876,067	12,764	195	11,799	16,841	1,937	18,150	32	43,633	0	
A-5	Desired stock level for 2 quarters (A1x2)	249,659	304	20	1,007	1,861	87	3,427	119	10,932	0	
A-6	Replenishment Requested (A5-A4)	10,000	0	0	300	0	0	0	100	0	0	
Part - C (To be filled at warehouse)												
5	Quantity Approved											
6	Relevant Issue Voucher											

Print

Name:_____ Signature:_____

Designation:_____ Date:_____

Also tell participants that they can approve or decline the requisition request placed by the district user.

Stock Issuance Approval Form

Requisition No. : RQ000010 **Requisition Period :** Dec-2013-Feb-2014 **Store:** PWD Multan

S. No.	Product	Requested Qty	Available Qty	Approved Qty	Action
1	Condom	249,659	134,661	10,000	(•) Approve ( ) Decline
2	POP	304	49,588		( ) Approve (•) Decline
3	ECP	20	19,048		( ) Approve (•) Decline
4	Multiload	1,007	6,700	300	(•) Approve ( ) Decline
5	Copper-T-380A	1,861	0		( ) Approve (•) Decline
6	2-Month Inj	87	0		( ) Approve (•) Decline
7	3-Month Inj	3,427	0		( ) Approve (•) Decline
8	Implanon	119	1,302	200	(•) Approve ( ) Decline
9	COC	10,932	8,000		( ) Approve (•) Decline

Save Cancel

ACTIVITY 5.6: GROUP WORK 2: REQUISITIONS – TIME: 30 MINUTES

Distribute handout 5.2. Divide participants in groups of three to four randomly. ASK each group to go through the handout. Answer any questions to clarify the group work. ASK participants to start working on the computers and complete all tasks listed in the group work. ASK participants to develop a presentation demonstrating the completed tasks.

During the group work facilitators should go around the hall to see how the groups are performing. Facilitate the groups to complete the tasks wherever they are having difficulty. After 15 minutes, call time and assemble all groups for presentations. Allot five minutes to each group for a presentation of 3 to 5 minutes.

SESSION 6: DASHBOARDS, REPORTS, GRAPHS & MAPS

Time: 3 hours

SESSION OBJECTIVES

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

- Access various dashboards, reports, graphs and maps in the cLMIS application

MATERIALS NEEDED

- Laptops for each participant (with external mouse, Microsoft Office, Internet explorer, Mozilla Firefox or Google Chrome, Wi-Fi)
- Multimedia projector with Screen
- WiFi / LAN connection
- Whiteboard and markers

DOCUMENTS TO DISTRIBUTE

- User Manual and Participants Guide

PRESENTATIONS REQUIRED

- Dashboards, Reports, Graphs and Maps

TRAINER PREPARATION

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the facilitators should decide before the session, who will facilitate which part of the session and prepare accordingly.
- Each facilitator should introduce him/herself before start of the session.

ACTIVITIES

ACTIVITY 6.1: ACCESSING DASHBOARDS (LECTURE + SCENARIOS + DISCUSSION) – TIME: 15 MINUTES

CONGRATULATE participants on successfully understanding the basics of requisition and data entry in the last session. TELL participants that they will now be able to access and understand dashboards, reports, maps and graphs easily. TELL participants that it would be good if they can try to understand how to interpret Dashboards in cLMIS.

ASK participants to share their understanding of how the data is represented on the dashboard. They may respond that it is collected and computed and represented in the form of maps, reports and graphs.

TELL participants that we are now going to talk in detail about cLMIS dashboards. The dashboards summarize the cLMIS data in meaningful and visual ways. EXPLAIN the type of dashboards available in cLMIS. TELL participants that reports are summarized at the central and district level.

SHOW what type of graphical data dashboards summarize. ASK participants to recall their understanding of stock consumption, average monthly consumption, stock on hand and couple years of protection (CYP) from the previous session. EXPLAIN participants that LMIS computes reporting rate by dividing the number of districts which had reported in LMIS with the total number of districts, i.e.

Reporting rate = Number of districts having reported / total number of districts

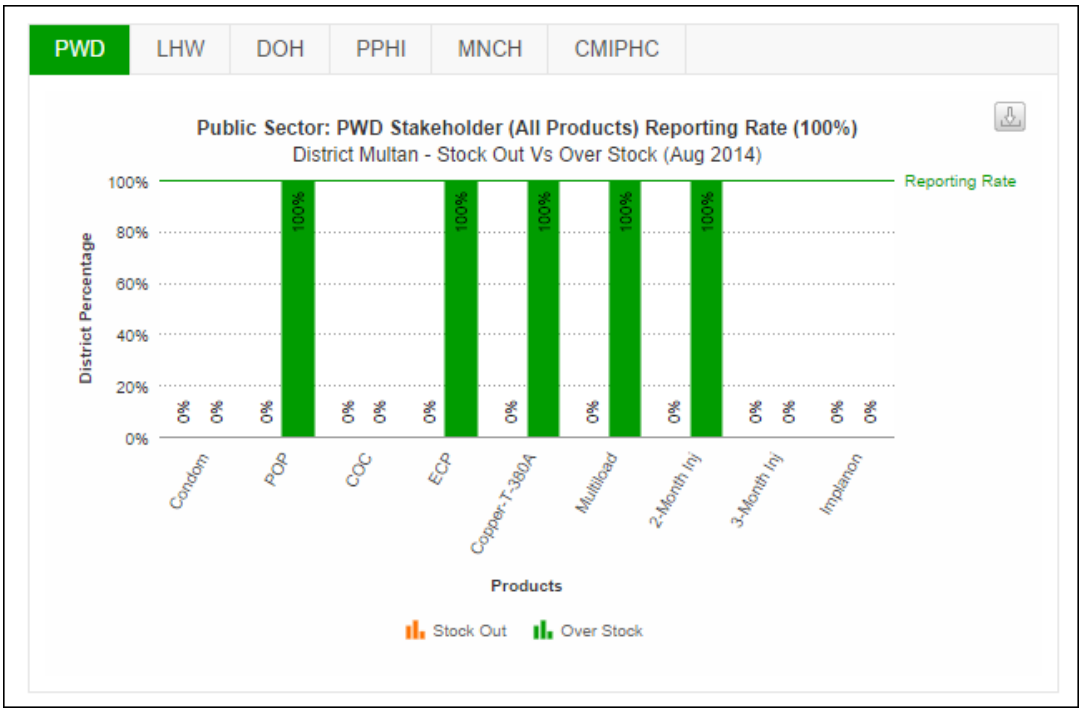
TELL participants that reporting rate helps managers to monitor the timely reporting from districts. The availability rate gives the 'months of stock' at each level in the pipeline and thus quickly identifies the stock distribution issues e.g. under stock and over stock situations.

Demonstrate how to ACCESS reports by opening the LMIS first http://www.lmis.gov.pk/

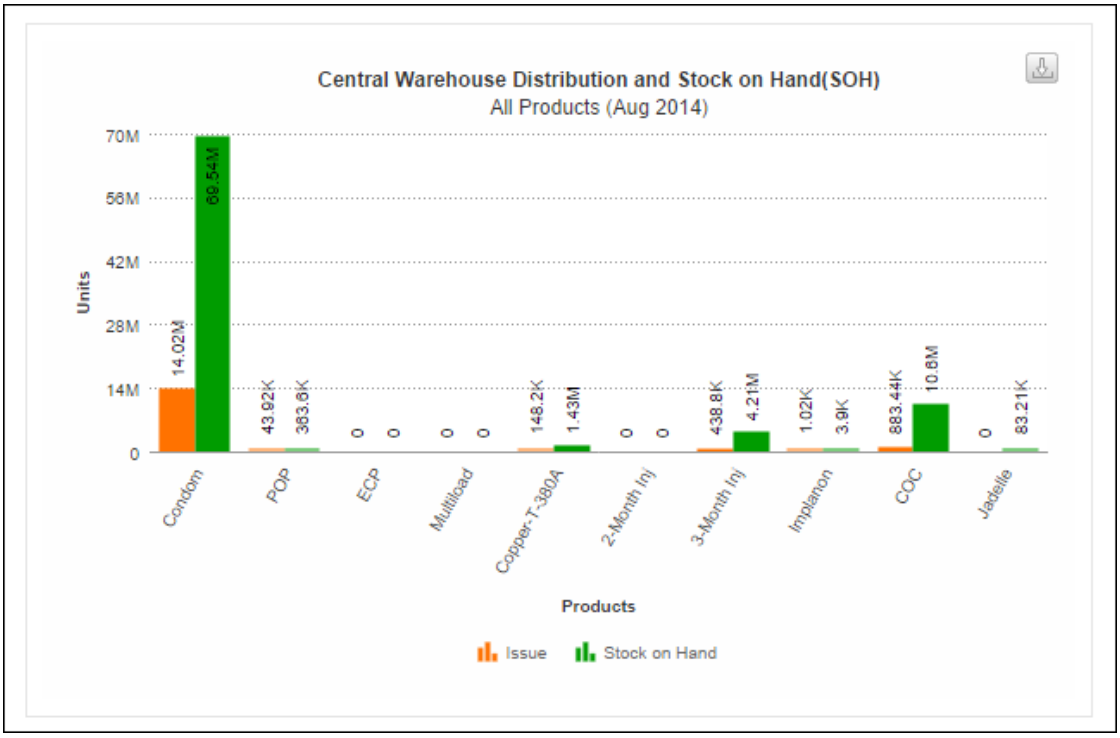
ASK all participants to browse to the dashboards and GO around the hall to confirm all have been successful.

DESCRIBE the Public and Private sector dashboards. Explain to the participants that the Public Sector dashboard shows the data aggregation, maps and graphs for public sector stakeholders while the Private Sector dashboard shows the data aggregation, maps and graphs for private sector stakeholders.

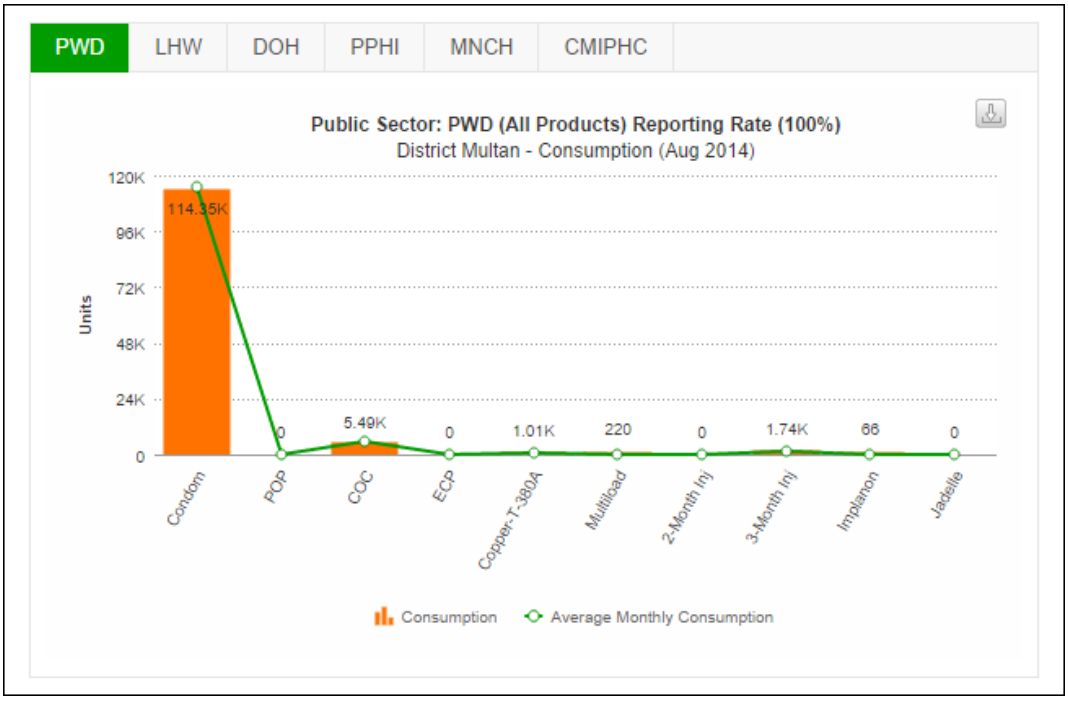
DESCRIBE the Stock Out and Over Stock graph. TELL participants that this graph provides aggregate for all logistics indicators (mentioned above). The stock out vs over stock graph for each product in the selected district shows the availability of stock percentages for the selected stakeholder.



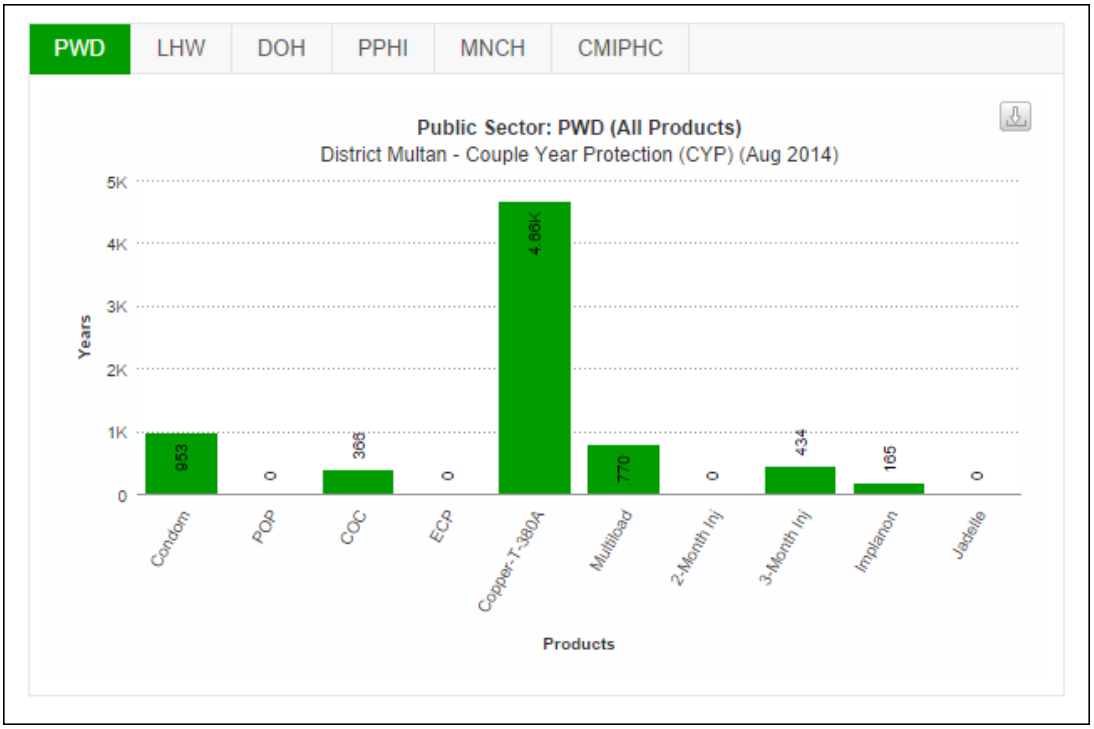
DESCRIBE the Stock Issue and Stock on Hand. TELL participants that this graph provides information about stock issue and quantities on hand of all products managed in the database. The stock issue vs stock on hand graph for each product in the selected district shows the availability of stock percentages for the selected stakeholder.



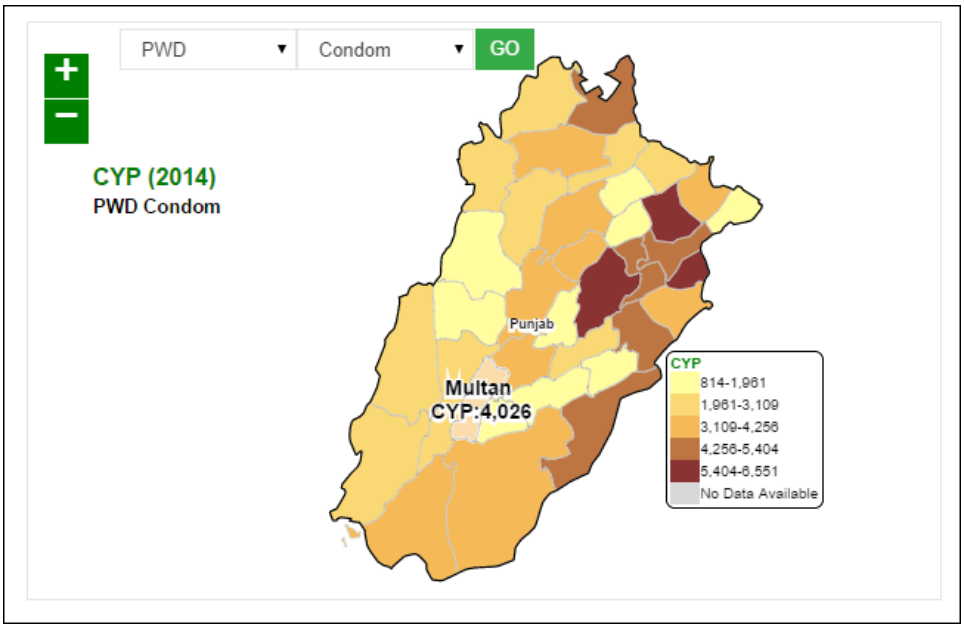
DESCRIBE the consumption and average monthly consumption graph. TELL participants that this graph summarizes the logistics indicators for stock consumption and its comparison with the average monthly consumption for the selected district. TELL participants that they can view graph for a specific stakeholder on the dashboard.



DESCRIBE the graph for couple year protection (CYP). TELL participants that couple year protection provided by all contraceptive products in the selected district can be view in a graphical manner from here.

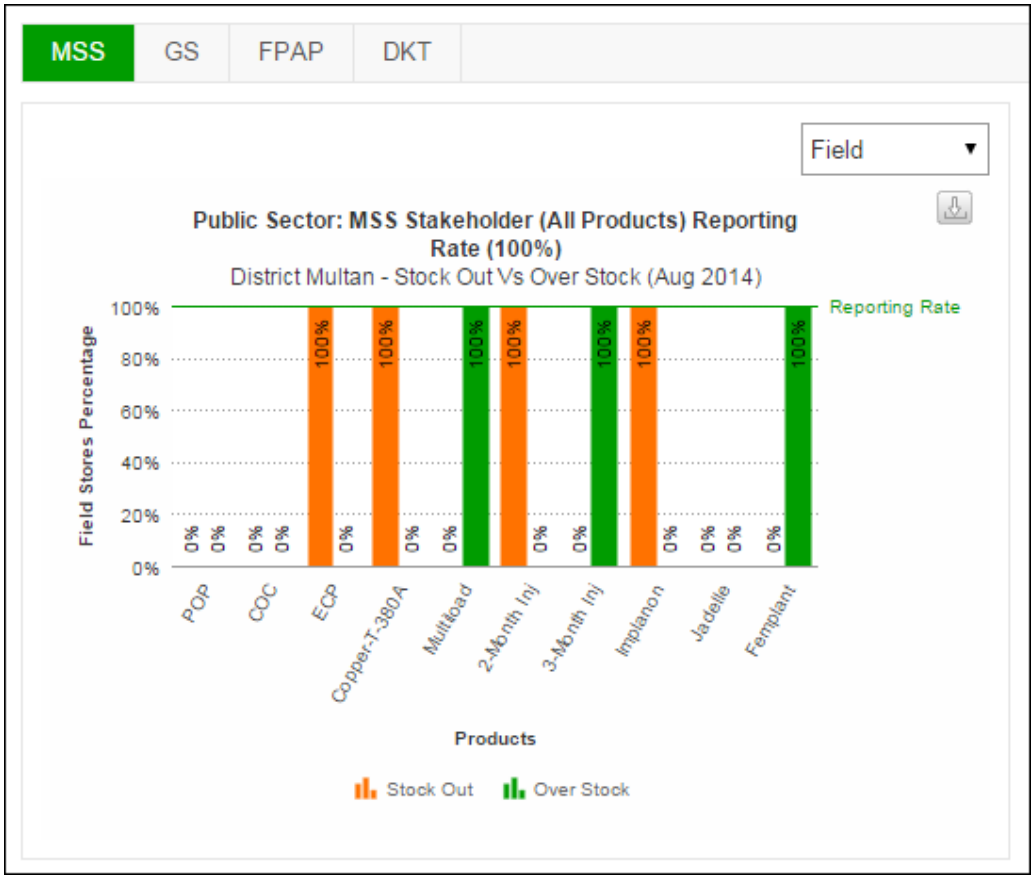


TELL participants that CYP values for each stakeholder as well as product can be viewed on the provincial map for all districts.

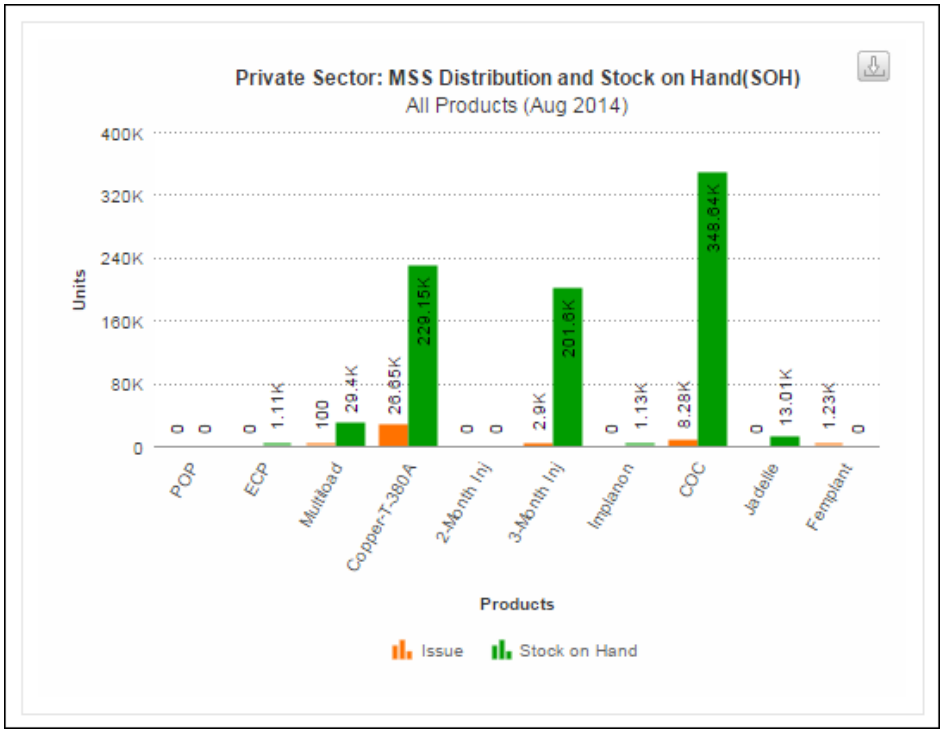


DESCRIBE the Private sector dashboards. Explain to the participants that the Private Sector dashboard shows the data aggregation, maps and graphs for private sector stakeholders.

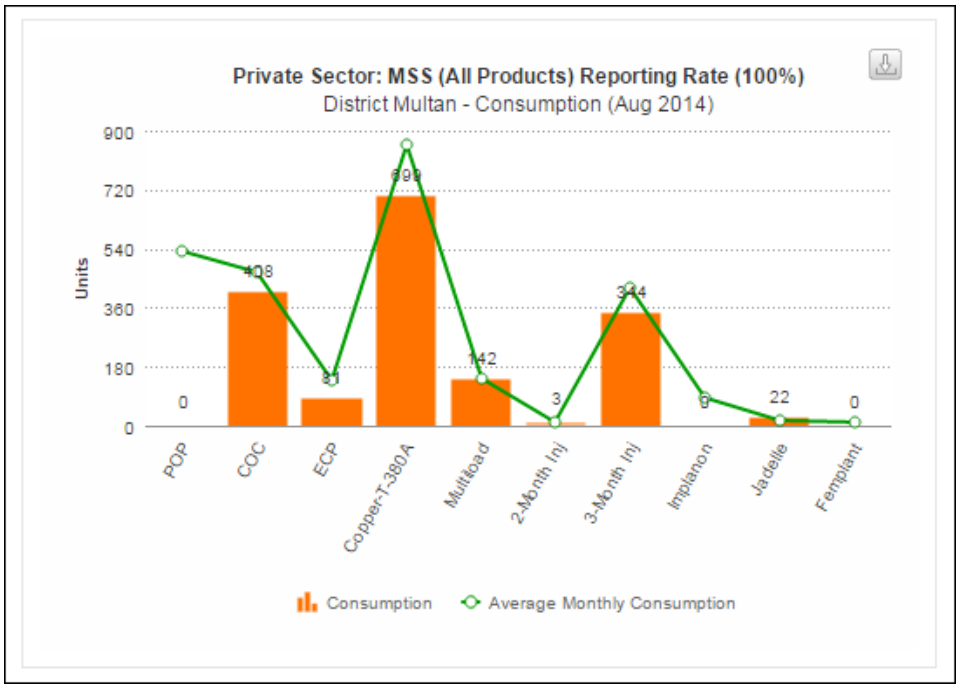
DESCRIBE the Stock Out and Over Stock graph. TELL participants that this graph shows the stock out and over stock rates in district/sub-district (field) stores for different products. This also mentions the reporting rate on which this analysis is drawn. Users can view the comparison graph for stock out and over stock of products on the horizontal axis and District percentage on the vertical axis.



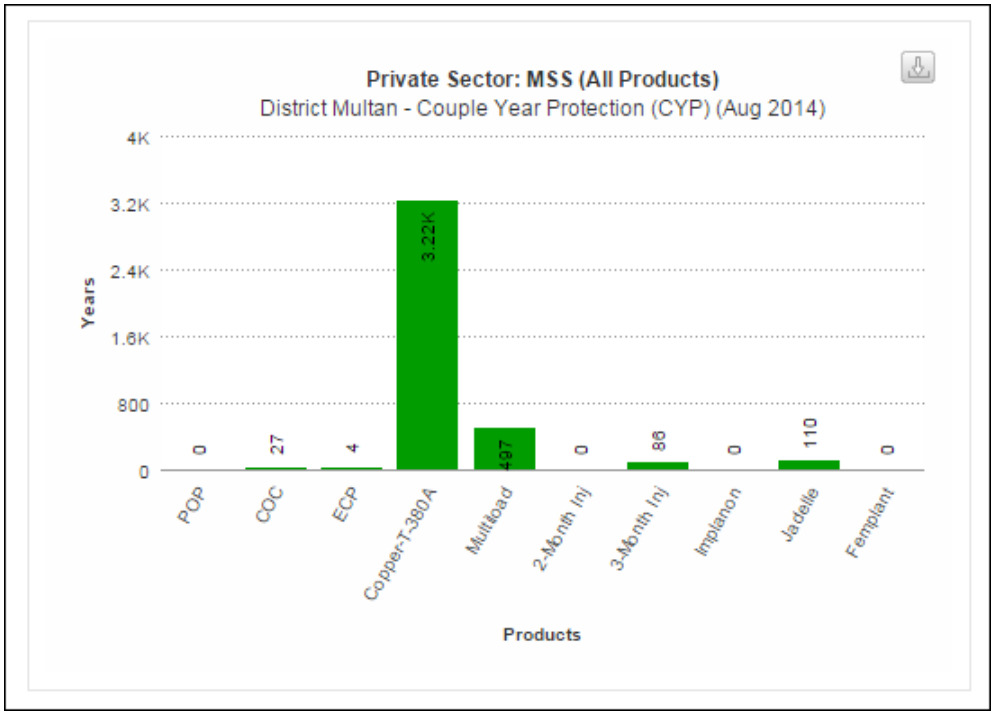
DESCRIBE the Stock Issue and Stock on Hand. TELL participants that this graph provides information about stock issue and quantities on hand of all products managed in the database. The stock issue vs stock on hand graph for each product in the selected district shows the availability of stock percentages for the selected stakeholder.



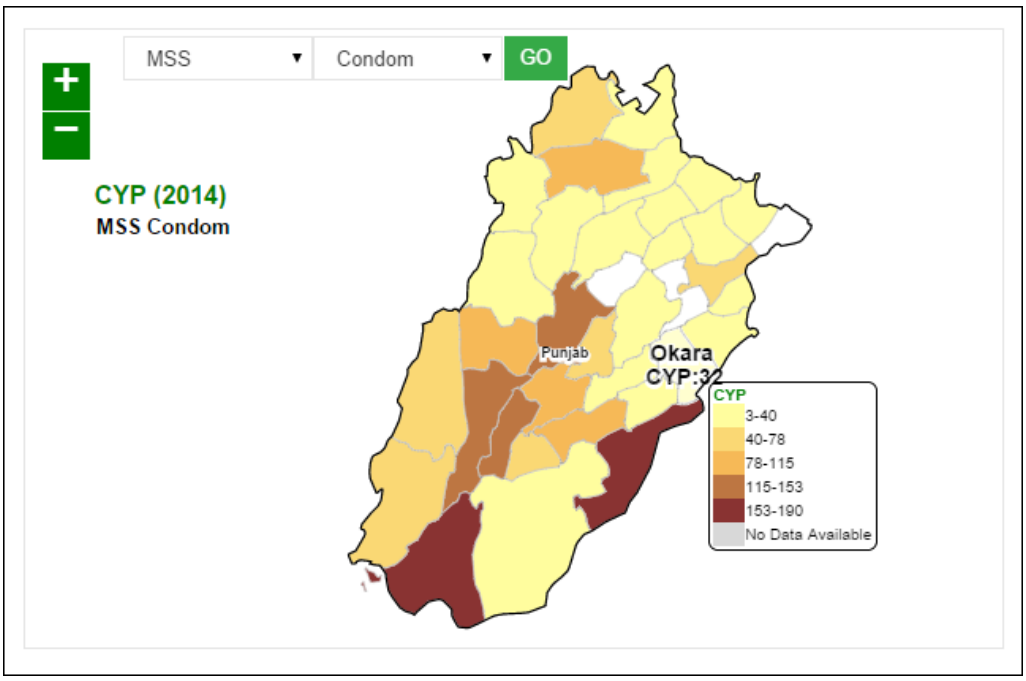
DESCRIBE the consumption and average monthly consumption graph. TELL participants that this graph summarizes the logistics indicators for stock consumption and its comparison with the average monthly consumption for the selected district. TELL participants that they can view graph for a specific stakeholder on the dashboard.



DESCRIBE the graph for couple year protection (CYP). TELL participants that couple year protection provided by all contraceptive products in the selected district can be view in a graphical manner from here.



TELL participants that CYP values for each stakeholder as well as product can be viewed on the provincial map for all districts.



GIVE participants scenarios to view:

- Stock Distribution
- Stock on Hand
- Stock Consumption
- Product Summary
- Month of Stock
- Couple Year Protection

ASK participants to view the desired graphs using the above options. GO around the hall to see if all have developed the required graphs.

Distribute handout 6.1: Group Work

GROUP WORK 1: DASHBOARDS – TIME: 15 MINUTES

Divide participants in groups of three to four randomly. ASK each group to go through the handout. Answer any questions to clarify the group work. ASK participants to start working on the computers and complete the group work.

During the group work facilitators should go around the hall to see how the groups are performing. Facilitate the groups to complete the tasks wherever they are having difficulty.

ACTIVITY 6.2: ACCESSING REPORTS (LECTURE + SCENARIOS + DISCUSSION) – TIME: 15 MINUTES

CONGRATULATE participants on successfully understanding the basics of dashboards in the last session. TELL participants that they will now be able to access and understand reports, maps and graphs easily. TELL participants that it would be good if they can try to understand how to interpret reports within cLMIS.

TELL participants that we are now going to talk in detail about reports. The reports summarize the cLMIS data in meaningful ways.

EXPLAIN the type of reports available in cLMIS. TELL participants that reports are summarized from national to district level. In addition, field and district store data can also be extracted separately through District and Field reports respectively.

TELL participants that they can get to know the distribution of stock for particular product from national to field level through the 'Stock availability report'. The stock availability report provides the available stock at each level of supply chain i.e. from central store to district.

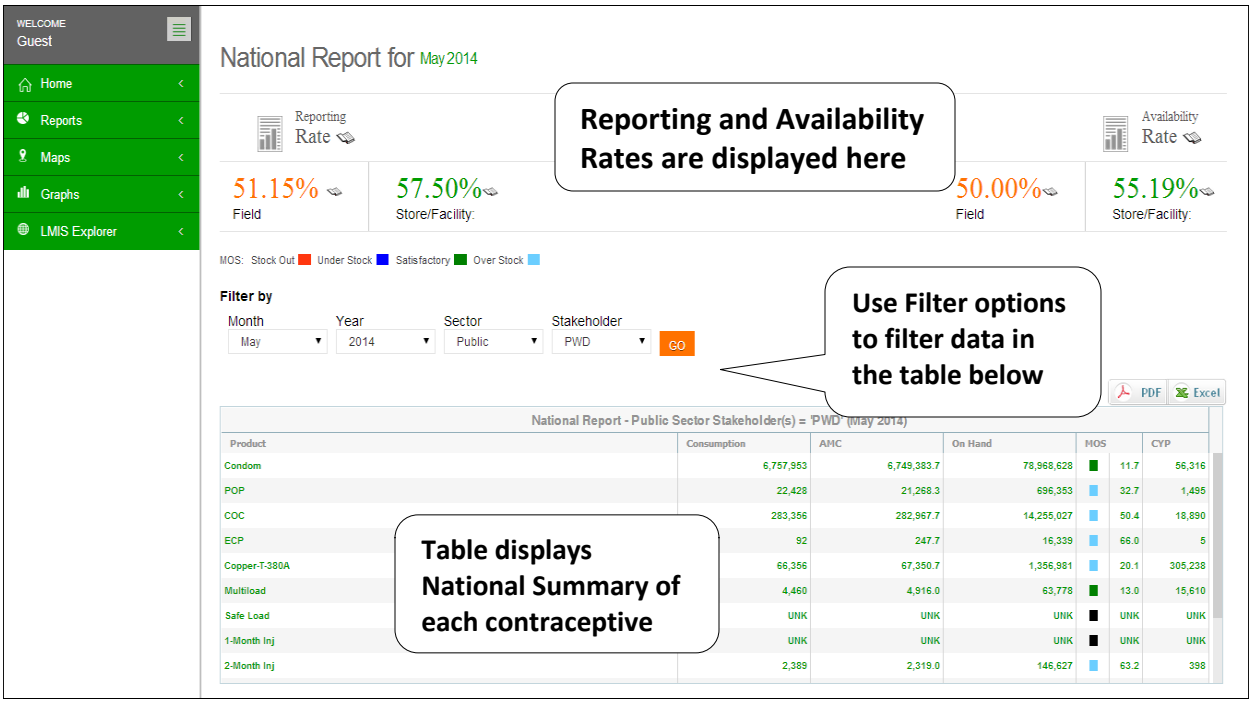
SHOW what type of indicators the reports summarizes. ASK participants to recall their understanding of consumption, average monthly consumption and stock on hand from the previous session. EXPLAIN participants that cLMIS computes reporting rate by dividing the number of districts which had reported in cLMIS with the total number of districts, i.e.

Reporting rate = Number of districts having reported / total number of districts

TELL participants that reporting rate helps to monitor the timely reporting from districts.
The availability rate gives the 'months of stock' at each level in the pipeline and thus quickly identifies the stock distribution issues e.g. under stock and over stock situations.

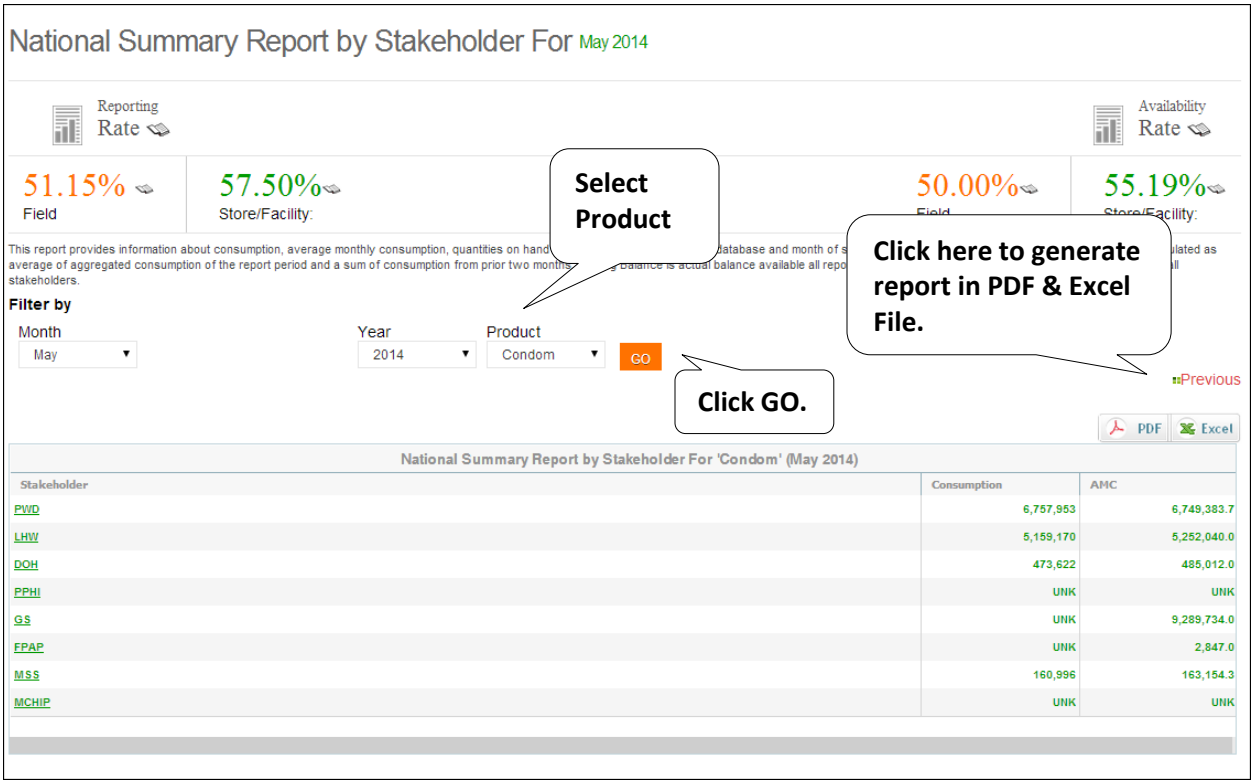
Demonstrate how to ACCESS reports by opening the LMIS first http://www.lmis.gov.pk/

ASK all participants to browse to the report and GO around the hall to confirm all have been successful.
DESCRIBE the National Summary Report. TELL participants that National Summary Report provides aggregate for all logistics indicators (mentioned above). The national consumption reflects the total sum of issuance of a commodity from all district stores in Pakistan.



Give scenario-1 to participants and ASK them to develop the required Report. GO around the hall to ensure that everyone has developed the Report.

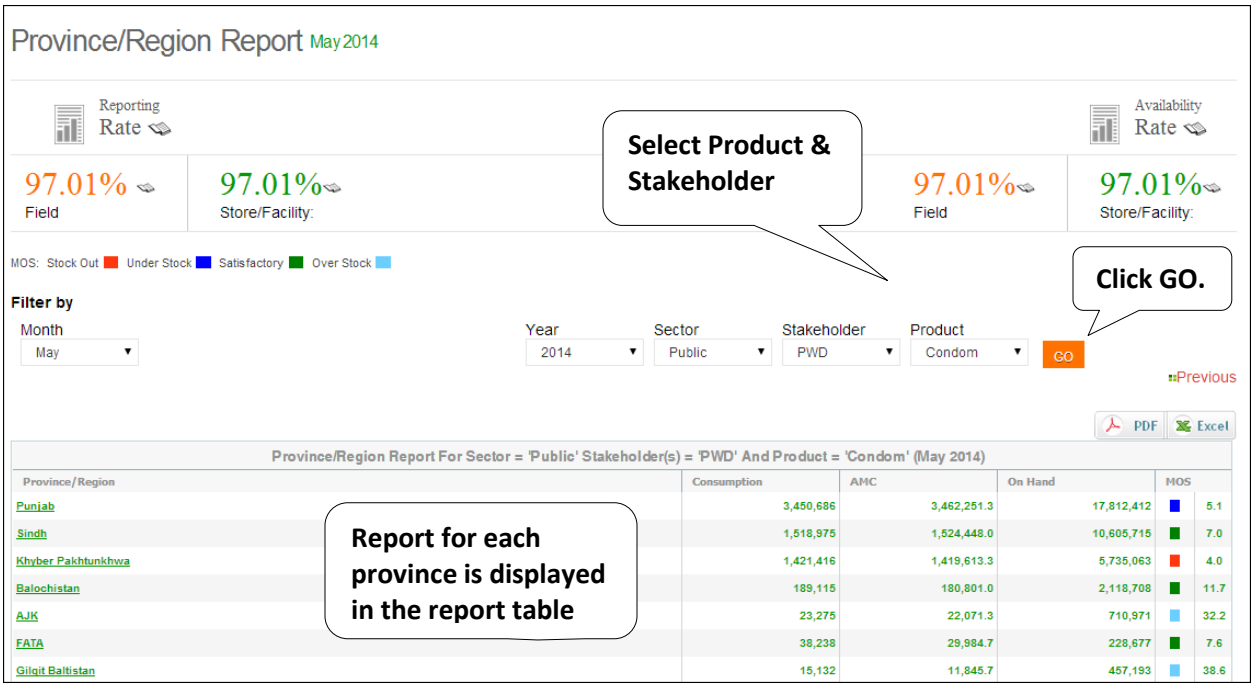
DESCRIBE the Stakeholder Summary Report. TELL participants that this report provides information about periodic consumption, average monthly consumption, quantities on hand of all products managed in the database and month of stock for each product. Average Monthly Consumption is calculated as average of aggregated consumption of the last three non-zero consumption months. Closing Balance is actual balance available at all reported facilities, which include central, provincial and district stores of all stakeholders.



Give scenario-2 to participants and ASK them to develop the required Report. GO around the hall to ensure that everyone has developed the Report.

DESCRIBE the Provincial / Regional Summary Report. TELL participants that provincial summary report summarizes the logistics indicators at the provincial level, in the same way National Summary Report does it at National level. TELL participants that there are options available to select all stakeholders or a specific stakeholder for the provincial report. TELL participants that they can obtain reporting rate and availability rate for provinces same as in the case of national report.

Demonstrate how to BROWSE the provincial summary report as shown below:

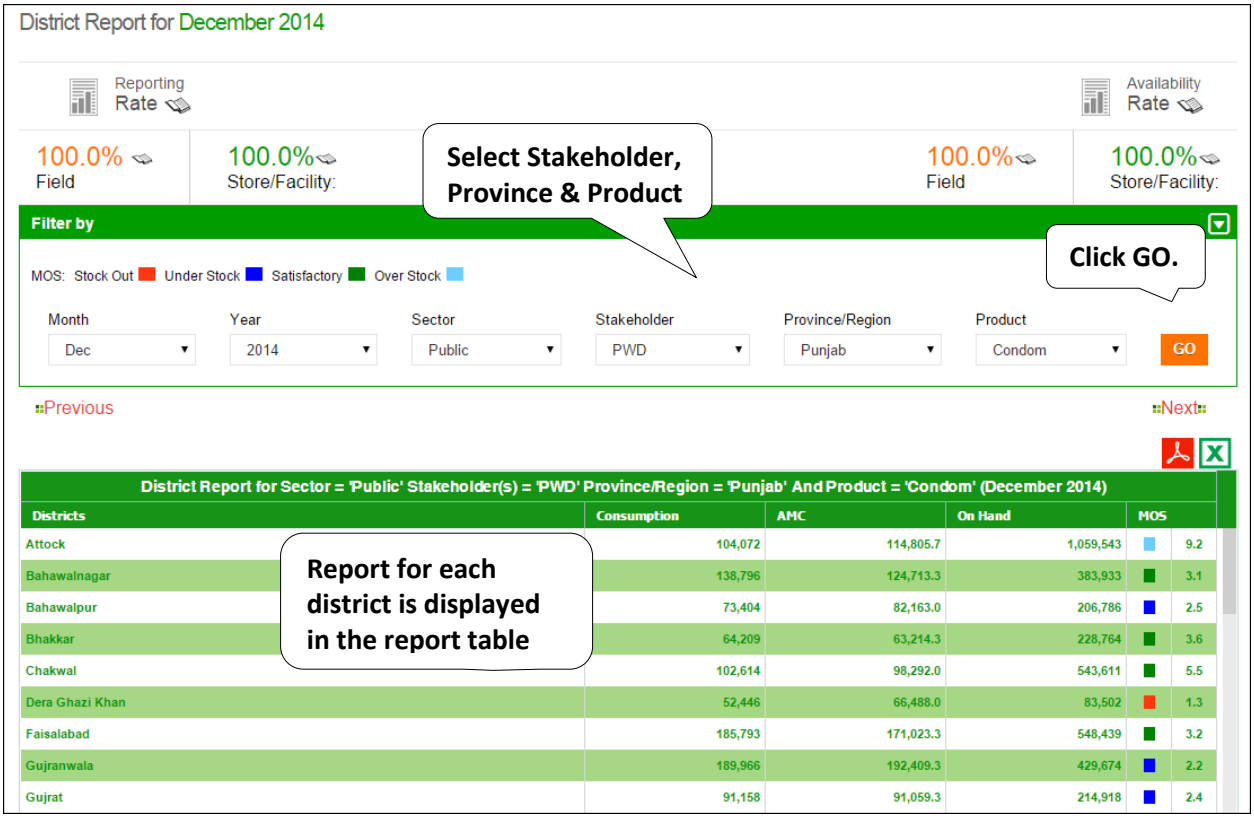


DISCUSS utility of provincial summary report, especially in the context of current devolution.

GIVE scenario-3 to participants and ASK them to develop the required report. GO around the hall to see if all participants had correctly developed the report.

DESCRIBE the district summary report. TELL participants that district summary report is most critical of the reports for district level policy makers and logisticians. TELL participants that all logistics indicators are reported stakeholder vise in district monthly report.

The district reports can also be viewed by reviewing the provincial level reports and then selecting a particular province of interest, the user will be able to view the district report for that province.



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

Districts	Consumption	AMC	On Hand	MOS
Attock	104,072	114,805.7	1,059,543	9.2
Bahawalnagar	138,796	124,713.3	383,933	3.1
Bahawalpur	73,404	82,163.0	206,786	2.5
Bhakkar	64,209	63,214.3	228,764	3.6
Chakwal	102,614	98,292.0	543,611	5.5
Dera Ghazi Khan	52,446	66,488.0	83,502	1.3
Faisalabad	185,793	171,023.3	548,439	3.2
Gujranwala	189,966	192,409.3	429,674	2.2
Gujrat	91,158	91,059.3	214,918	2.4

Tell participants that the district report provides district level information on average monthly consumption, stock on hand, months of stock and couple years of protection by each commodity in each district.

BROWSE the district monthly report as shown and give each participant scenario-4 to develop the desired report. GO around the hall to see if each participant is able to browse the report correctly. TELL participants that item availability report shows stock at every level of supply chain up to the district store level. TELL participants that item availability report gives availability by stakeholder and province.

TELL participants that reporting rate helps to analyze the number of districts which have successfully uploaded the data for a particular month. The reporting rate quickly identified the non-reporting districts and helps managers to resolve issues and challenges in reporting.

GIVE participants more scenarios for;

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

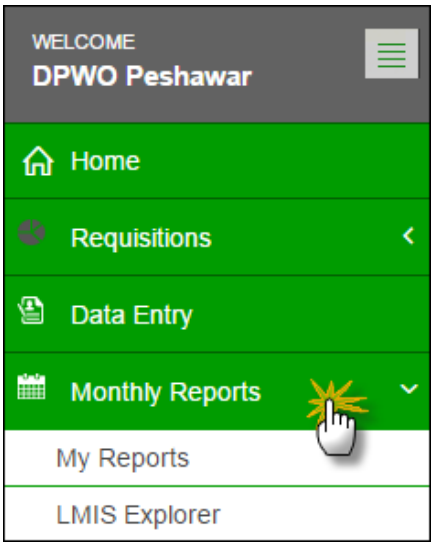
ASK participants to develop the desired reports using the above options. GO around the hall to see if all have developed the required reports.

MONTHLY REPORTS (LECTURE + SCENARIOS + DISCUSSION) – TIME: 15 MINUTES

CONGRATULATE participants on successfully understanding the basics of reports in the last session. TELL participants that they will now be able to access and understand monthly reports. TELL participants that it would be good if they can try to understand how to interpret monthly reports within cLMIS.

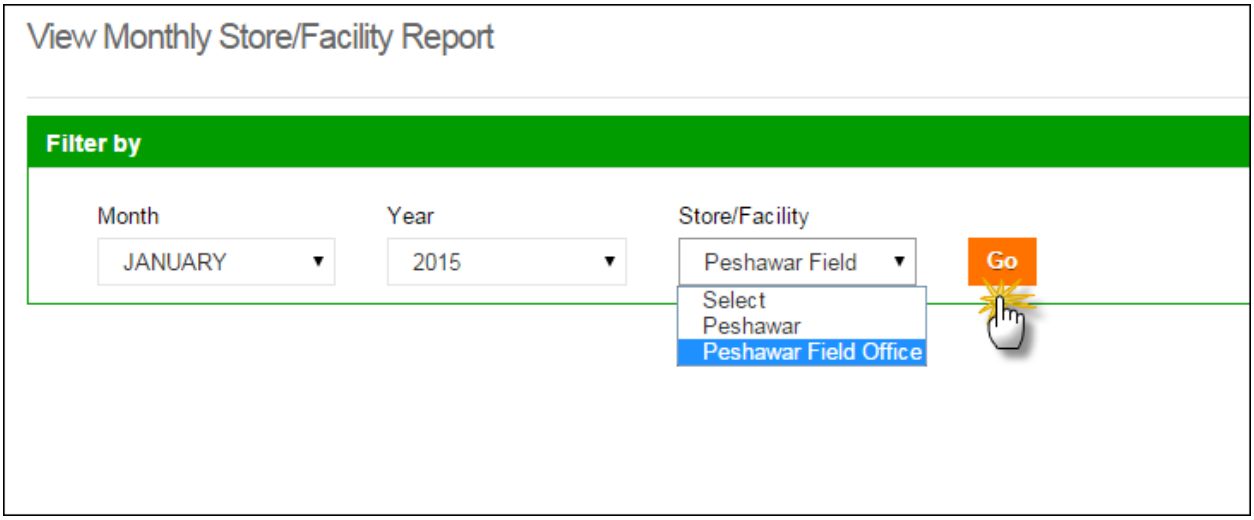
TELL participants that we are now going to talk in detail about monthly reports. These reports summarize the cLMIS data in meaningful ways.

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

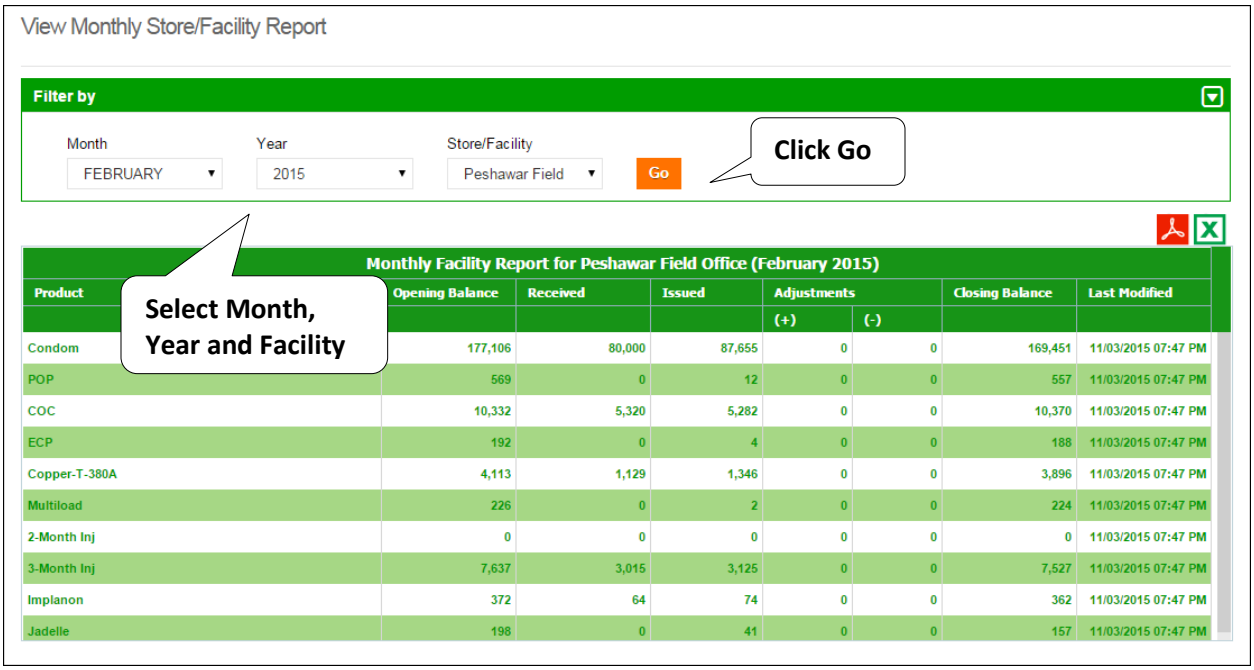


My Reports

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



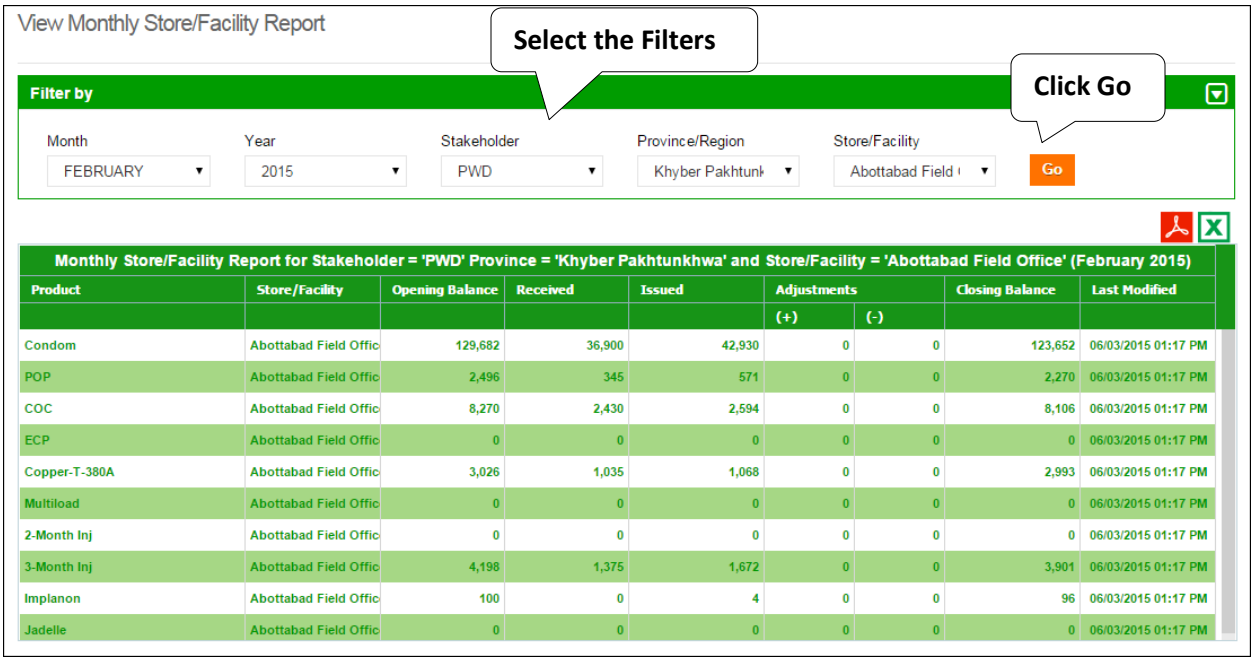
User can now view the report for the selected month.



Product	Opening Balance	Received	Issued	Adjustments (+)	Adjustments (-)	Closing Balance	Last Modified
Condom	177,106	80,000	87,655	0	0	169,451	11/03/2015 07:47 PM
POP	569	0	12	0	0	557	11/03/2015 07:47 PM
COC	10,332	5,320	5,282	0	0	10,370	11/03/2015 07:47 PM
ECP	192	0	4	0	0	188	11/03/2015 07:47 PM
Copper-T-380A	4,113	1,129	1,346	0	0	3,896	11/03/2015 07:47 PM
Multiload	226	0	2	0	0	224	11/03/2015 07:47 PM
2-Month Inj	0	0	0	0	0	0	11/03/2015 07:47 PM
3-Month Inj	7,637	3,015	3,125	0	0	7,527	11/03/2015 07:47 PM
Implanon	372	64	74	0	0	362	11/03/2015 07:47 PM
Jadelle	198	0	41	0	0	157	11/03/2015 07:47 PM

LMIS Explorer

User can also view already reported reports from other warehouses by clicking “LMIS Explorer”. User can select any of the stores / facilities in a district to view data of a particular month.



Monthly Store/Facility Report for Stakeholder = 'PWD' Province = 'Khyber Pakhtunkhwa' and Store/Facility = 'Abottabad Field Office' (February 2015)

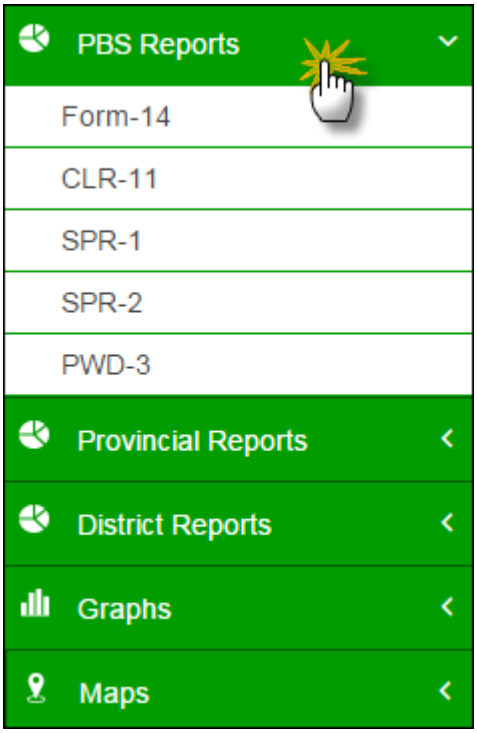
Product	Store/Facility	Opening Balance	Received	Issued	Adjustments		Closing Balance	Last Modified
					(+)	(-)		
Condom	Abottabad Field Offic	129,682	36,900	42,930	0	0	123,652	06/03/2015 01:17 PM
POP	Abottabad Field Offic	2,496	345	571	0	0	2,270	06/03/2015 01:17 PM
COC	Abottabad Field Offic	8,270	2,430	2,594	0	0	8,106	06/03/2015 01:17 PM
ECP	Abottabad Field Offic	0	0	0	0	0	0	06/03/2015 01:17 PM
Copper-T-380A	Abottabad Field Offic	3,026	1,035	1,068	0	0	2,993	06/03/2015 01:17 PM
Multiload	Abottabad Field Offic	0	0	0	0	0	0	06/03/2015 01:17 PM
2-Month Inj	Abottabad Field Offic	0	0	0	0	0	0	06/03/2015 01:17 PM
3-Month Inj	Abottabad Field Offic	4,198	1,375	1,672	0	0	3,901	06/03/2015 01:17 PM
Implanon	Abottabad Field Offic	100	0	4	0	0	96	06/03/2015 01:17 PM
Jadelle	Abottabad Field Offic	0	0	0	0	0	0	06/03/2015 01:17 PM

PBS REPORTS (LECTURE + SCENARIOS + DISCUSSION) – TIME: 15 MINUTES

CONGRATULATE participants on successfully understanding the basics of monthly reports in the last session. TELL participants that they will now be able to access and understand PBS reports. TELL participants that it would be good if they can try to understand how to interpret PBS reports within cLMIS.

TELL participants that we are now going to talk in detail about PBS reports. These reports summarize the cLMIS data in meaningful ways.

Click the PBS Reports tab from the main menu to show a drop down list:



Form - 14

Form -14 is the provincial summary report for contraceptive performance delivery services at the service outlets. It shows the report for all methods with the name of service outlet as well as the number of outlets in the selected province.

Provincial Summary of Contraceptive Performance Delivery Services by Category of Service Outlets

Filter by

Month: Jan | Year: 2015 | Province: Punjab | Go

Use Filter options to filter data in the table below

Provincial Summary of Contraceptive Performance Delivery Services by Category of Service Outlets
For the month of Jan-2015, Province Punjab

Name of Service Outlet	No. of Outlets	Cycles		IUD		NOs		PCs			Pills	Vials	
		POP	COC	Copper-T-380A	Multiload	Male	Female	Condom	Implanon	Jadelle	ECP	2-Month Inj	3-Month Inj
Counters	34	0	155	31	0	0	4	660	0	0	0	0	38
DDPs	34	0	0	0	0	0	0	0	0	0	0	0	0
FWC	1519	6,829	77,529	32,386	311	269	3,482	2,064,495	0	0	301	0	32,148
Hakeems	35	0	1,272	0	0	0	0	37,374	0	0	0	0	0
Homopaths	36	0	825	0	0	0	0	25,488	0	0	0	0	0
MSU	35	0	0	0	0	0	0	0	0	0	0	0	0
PLDs	34	0	193	49	0	0	5	3,132	0	0	0	0	47
RHS-A/FHC	135	1,071	5,666	3,129	58	111	4,207	145,518	550	121	194	127	3,367
RHS-B	35	0	0	0	0	19	130	0	0	0	0	0	0
RMPS	34	19	3,459	243	0	0	0	69,859	0	0	0	0	221
RTI	6	0	116	48	2	0	1	1,738	0	0	26	0	125
Social Mobilizer	34	230	23,366	0	0	74	553	786,791	0	0	0	0	0
TBAs	34	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	**2005**	**8,149**	**112,581**	**35,886**	**371**	**473**	**8,382**	**3,135,055**	**550**	**121**	**521**	**127**	**35,946**
	CYP	**543.3**	**7,505.4**	**165,075.6**	**1,298.5**	**5,912.5**	**104,775.0**	**26,125.4**	**1,375.0**	**605.0**	**26.1**	**21.2**	**8,986.5**

CLR - 11

CLR – 11 is a district-wise stock and sales report for the selected province and product. It shows the list of districts along-with the stock and sales reports for district and field stores as well as all health facility types (FHC, FWC, etc.) in the selected province.

District Wise Provincial Contraceptive Stock and Sale Report

Filter by

Month: Jan | Year: 2015 | Province: Punjab | Product: Condom | Go

Use Filter options to filter data in the table below

S.No.	District	District Store Total				Field Total				FWC				RHS-A/FHC				RHS-B		
		Opening Balance	Receive	Issue	Closing Balance	Opening Balance	Receive	Issue	Closing Balance	Opening Balance	Receive	Issue	Closing Balance	Opening Balance	Receive	Issue	Closing Balance	Opening Balance	Receive	Iss
1	Attock	73,131	209,600	102,296	1,232,627	73,131	209,600	102,296	180,435	58,363	177,000	74,436	160,927	14,768	15,000	10,260	19,508	0	0	
2	Bahawalnagar	98,773	124,940	133,792	1,308,170	171,904	334,540	236,088	270,356	83,998	58,500	66,514	75,984	6,892	3,000	3,500	6,392	0	0	
3	Bahawalpur	71,186	68,600	57,979	652,202	243,090	403,140	294,067	352,163	58,558	47,600	35,919	70,239	10,060	4,000	5,200	8,860	0	0	
4	Bhakkar	71,661	72,750	63,943	1,133,350	314,751	475,890	358,010	432,631	67,325	45,500	37,043	75,782	3,010	2,500	2,150	3,360	0	0	
5	Chakwal	134,485	44,300	50,560	750,674	449,236	520,190	408,570	560,856	134,485	44,300	50,560	128,225	0	0	0	0	0	0	
6	Dera Ghazi Khan	41,143	22,500	40,158	218,230	490,379	542,690	448,728	584,341	17,354	22,500	35,718	4,136	4,948	0	4,440	508	0	0	
7	Faisalabad	209,932	188,200	170,570	279,700	700,311	730,890	619,298	811,903	158,102	157,900	136,050	179,952	8,920	4,000	5,410	7,510	0	0	
8	Gujranwala	102,895	145,100	179,064	962,116	803,206	875,990	798,362	880,834	99,189	57,900	90,556	66,533	3,706	1,500	2,808	2,398	0	0	
9	Gujrat	135,418	70,400	87,998	736,350	938,624	946,390	886,360	998,654	106,538	30,100	43,806	92,832	9,700	0	1,160	8,540	0	0	
10	Hafizabad	75,627	59,000	57,494	526,201	1,014,251	1,005,390	943,854	1,075,787	58,903	32,500	27,804	63,599	2,434	0	1,300	1,134	0	0	
11	Jhang	183,485	55,133	70,381	211,079	1,197,736	1,060,523	1,014,235	1,244,024	170,873	48,000	61,988	156,885	12,612	2,000	3,260	11,352	0	0	
12	Jhelum	108,038	89,300	80,349	104,390	1,305,774	1,149,823	1,094,584	1,361,013	91,758	63,700	56,389	99,069	12,320	7,000	5,330	13,990	0	0	
13	Kasur	179,763	37,900	119,502	322,000	1,485,537	1,187,723	1,214,086	1,459,174	175,634	19,500	99,788	95,346	4,129	0	1,314	2,815	0	0	

SPR - 1

SPR - 1 is the Sales Performance Report – 1 for male, female and total clients for contraceptive surgeries in each district. It shows the client-based report in RHS-A, RHS-B and the sum of both centers.

District wise Provincial Contraceptive Report

Filter by

Month: Jan | Year: 2015 | Province: Punjab | Go

Use Filter options to filter data in the table below

District wise Provincial Contraceptive Report
For the month of Jan-2015, Province Punjab

S. No.	Name of District	RHS-A Centres			RHS-B Centres			Total RHS-A&B Centres		
		Male	Female	Total	Male	Female	Total	Male	Female	Total
1	Attock	0	9	9	0	0	0	0	9	9
2	Bahawalnagar	0	82	82	0	0	0	0	82	82
3	Bahawalpur	15	167	182	0	0	0	15	167	182
4	Bhakkar	0	66	66	0	0	0	0	66	66
5	Chakwal	0	0	0	0	6	6	0	6	6
6	Dera Ghazi Khan	17	134	151	0	0	0	17	134	151
7	Faisalabad	5	295	300	0	0	0	5	295	300
8	Gujranwala	0	149	149	0	0	0	0	149	149
9	Gujrat	0	54	54	0	0	0	0	54	54
10	Hafizabad	0	84	84	0	0	0	0	84	84
11	Jhang	0	77	77	0	0	0	0	77	77
12	Jhelum	0	17	17	0	30	30	0	47	47
13	Kasur	0	0	0	0	0	0	0	0	0
14	Khanewal	0	255	255	0	0	0	0	255	255
15	Khushab	0	92	92	3	36	39	3	128	131
16	Lahore	9	565	574	0	0	0	9	565	574
17	Layyah	0	101	101	0	0	0	0	101	101
18	Lodhran	14	94	108	0	0	0	14	94	108

SPR - 2

SPR - 2 is the Sales Performance Report – 2 for new and old clients at the provincial level. It shows the client-based report for all methods in all health facilities in all districts of the selected province.

District Wise Monthly Report on Acceptor by Method

Filter by

Month: Jan | Year: 2015 | Province: Punjab | Health Facility Type: RHS-A/FHC | Go

Use Filter options to filter data in the table below

District wise Monthly Report on Acceptor by Method for RHS-A/FHC
For the month of Jan-2015, Province Punjab

SPR-2

S.No	District	Condoms			Oral Pills			IUD			Injectables			Implant			Contraceptives Surgery			All Methods		
		New	Old	Total	New	Old	Total	New	Old	Total	New	Old	Total	New	Old	Total	New	Old	Total	New	Old	Total
1	Attock	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Bahawalnagar	75	34	109	75	32	107	117	22	139	65	34	99	2	0	2	0	0	0	334	122	456
3	Bahawalpur	75	10	85	124	13	137	130	0	130	143	45	188	0	0	0	0	0	0	472	68	540
4	Bhakkar	43	0	43	62	0	62	23	21	44	24	6	30	0	0	0	0	0	0	152	27	179
5	Chakwal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	Chiniot	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	Dera Ghazi Khan	10	7	17	9	10	19	19	0	19	19	12	31	0	0	0	0	0	0	57	29	86
8	Faisalabad	61	27	88	52	48	100	159	61	220	75	106	181	9	3	12	0	0	0	356	245	601
9	Gujranwala	25	12	37	32	46	78	90	45	135	51	19	70	8	12	20	0	0	0	206	134	340
10	Gujrat	8	4	12	8	5	13	27	6	33	26	4	30	0	0	0	0	0	0	69	19	88
11	Hafizabad	12	20	32	63	21	84	58	12	70	45	27	72	2	0	2	0	0	0	180	80	260
12	Jhang	129	8	137	134	9	143	48	10	58	160	77	237	0	0	0	0	0	0	471	104	575
13	Jhelum	24	13	37	49	7	56	128	16	144	67	34	101	0	0	0	0	0	0	268	70	338

PWD - 3

PWD – 3 is a district-wise monthly report based on methods used. It shows number of new and old cases (pre-natal and post-natal) and general ailments treated in the list of district at the selected province.

District Wise Monthly Report on Acceptor by Method

Filter by

Month: Jan | Year: 2015 | Province: Punjab | Category: All | Go

Use Filter options to filter data in the table below

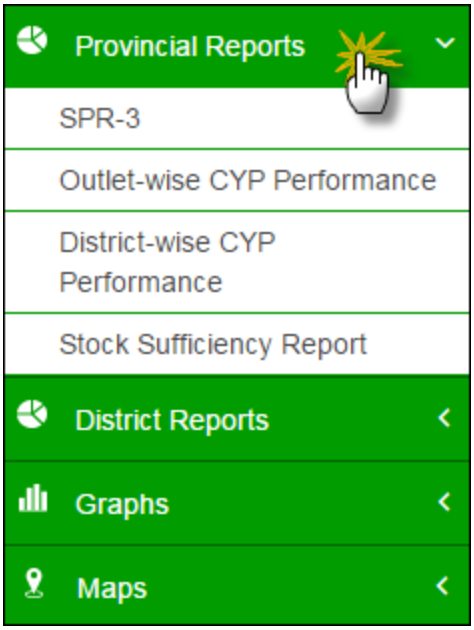
District Wise Monthly Report on Acceptor by Method
For the month of Jan-2015, Province Punjab

Sr. No.	Name of District	Mothercare (No. of cases)						General Ailment			Grand Total
		Pre-Natal			Post-Natal						
		New	Old	Total	New	Old	Total	Children	Adults	Total	
1	Attock	11,368	6,148	17,516	4,756	4,060	8,816	22,736	11,542	34,278	**60,610**
2	Bahawalnagar	45,199	5,698	50,897	27,335	6,083	33,418	72,303	8,624	80,927	**165,242**
3	Bahawalpur	22,188	1,892	24,080	10,148	1,204	11,352	81,614	19,092	100,706	**136,138**
4	Bhakkar	13,662	972	14,634	8,208	432	8,640	52,596	1,728	54,324	**77,598**
5	Dera Ghazi Khan	26,151	14,214	40,365	17,043	11,247	28,290	48,231	27,048	75,279	**143,934**
6	Faisalabad	99,949	42,799	142,748	41,275	21,463	62,738	189,103	68,834	257,937	**463,423**
7	Gujranwala	51,230	24,440	75,670	18,330	9,306	27,636	111,108	55,084	166,192	**269,498**
8	Gujrat	26,358	10,281	36,639	9,384	3,519	12,903	53,613	18,492	72,105	**121,647**
9	Hafizabad	11,480	5,320	16,800	8,064	4,704	12,768	29,176	77,168	106,344	**135,912**
10	Jhang	51,792	17,679	69,471	29,299	18,426	47,725	137,282	39,176	176,458	**293,654**
11	Jhelum	11,342	4,876	16,218	9,593	3,233	12,826	43,937	18,550	62,487	**91,531**
12	Kasur	17,360	7,680	25,040	9,920	4,880	14,800	30,560	16,880	47,440	**87,280**
13	Khanewal	37,130	9,480	46,610	16,827	2,449	19,276	86,110	17,301	103,411	**169,297**
14	Khushab	11,136	1,056	12,192	2,544	384	2,928	40,512	4,800	45,312	**60,432**
15	Lahore	166,770	74,800	241,570	87,720	40,630	128,350	351,390	106,420	457,810	**827,730**

PROVINCIAL REPORTS (LECTURE + SCENARIOS + DISCUSSION) – TIME: 15 MINUTES

CONGRATULATE participants on successfully understanding the basics of PBS reports in the last session. TELL participants that they will now be able to access and understand Provincial reports. TELL participants that it would be good if they can try to understand how to interpret Provincial reports within cLMIS.

TELL participants that we are now going to talk in detail about provincial reports. These reports summarize the cLMIS data in meaningful ways.



SPR - 3

SPR - 3 is the Sales Performance Report – 3 based on the performance (the number of methods sold) at the provincial level. It shows the performance-based report for all methods in all health facilities in all districts of the selected province.

Quarter Wise Provincial Summary of Contraceptive Performance

Filter by

Year: 2015 | Quarter: 1st Quarter | Province: Punjab | Go

Use Filter options to filter data in the table below

SPR-3

Provincial Summary of Contraceptive Performance
From Jan-2015 to Mar-2015, Province Punjab

Name of Service Outlet	Condoms	Oral Pills			IUD		Injectables		Implant		Contraceptives Surgery		CYP
	Condom	POP	COC	ECP	Copper-T-380A	Multiload	2-Month Inj	3-Month Inj	Implanon	Jadelle	Male	Female	
Counters	1,564	0	249	0	48	0	0	81	0	0	0	13	**433.2**
DDPs	0	0	0	0	0	0	0	0	0	0	0	0	**0.0**
FWC	4,029,923	13,971	150,874	456	60,492	733	5	61,726	0	0	424	7,863	**444,443.7**
Hakeems	71,463	0	2,512	0	0	0	0	0	0	0	0	0	**763.0**
Homopaths	43,987	0	1,557	0	0	0	0	0	0	0	0	0	**470.4**
MSU	0	0	0	0	0	0	0	0	0	0	0	0	**0.0**
PLDs	25,534	0	430	0	279	0	0	895	0	0	0	8	**1,848.6**
RHS-A/FHC	276,209	2,018	11,069	305	6,132	124	272	6,378	954	326	194	9,585	**159,723.0**
RHS-B	0	0	0	0	0	0	0	0	0	0	29	258	**3,587.5**
RMPS	167,449	81	8,502	0	388	0	0	386	0	0	0	0	**3,848.9**
RTI	3,680	0	201	29	108	4	0	179	0	0	0	1	**613.6**
Social Mobilizer	1,625,078	1,220	45,958	0	0	0	0	0	0	0	157	1,126	**32,725.0**
TBAs	0	0	0	0	0	0	0	0	0	0	0	0	**0.0**
Grand Total	**6,244,887**	**17,290**	**221,352**	**790**	**67,447**	**861**	**277**	**69,645**	**954**	**326**	**804**	**18,854**	**648,456.8**
CYP	**52,040.7**	**1,152.7**	**14,756.8**	**39.5**	**310,256.2**	**3,013.5**	**46.2**	**17,411.3**	**2,385.0**	**1,630.0**	**10,050.0**	**235,675.0**	**648,456.8**

Outlet-wise CYP Performance

Outlet-wise CYP Performance report is the comparison of performance (in terms of CYP) in the selected month and previous month for one selected province. It shows the list of outlets, CYP for two consecutive months and the calculated as well as percentage increase/decrease in the CYP during these months.

Outlet Wise Comparison of Performance (In Terms of CYP)

Filter by

Month: Jan | Year: 2015 | Province: Punjab | Go

Use Filter options to filter data in the table below

Outlet Wise Comparison of Performance (In Terms of CYP)
For the month of Dec-2014 and Jan-2015, Province Punjab

S.No	Outlet	CYP		Increase / Decrease	Percentage Increase / Decrease
		Dec-2014	Jan-2015		
1	Counters	0.0	217.9	217.9	0.0
2	DDPs	0.0	0.0	0.0	0.0
3	FWC	0.0	227,831.6	227,831.6	0.0
4	Hakeems	0.0	387.6	387.6	0.0
5	Homopaths	0.0	260.1	260.1	0.0
6	MSU	0.0	0.0	0.0	0.0
7	PLDs	0.0	324.0	324.0	0.0
8	RHS-A/FHC	0.0	73,085.8	73,085.8	0.0
9	RHS-B	0.0	1,862.5	1,862.5	0.0
10	RMPS	0.0	1,964.4	1,964.4	0.0
11	RTI	0.0	295.1	295.1	0.0
12	Social Mobilizer	0.0	15,634.7	15,634.7	0.0
13	TBAs	0.0	0.0	0.0	0.0
Total		**0.0**	**321,863.7**	**321,863.7**	**0.0**

District-wise CYP Performance

District-wise CYP Performance report is the comparison of performance (in terms of CYP) in the selected month and previous month for one selected province. It shows the list of districts in the selected province, CYP for two consecutive months and the calculated as well as percentage increase/decrease in the CYP during these months.

District Wise Comparison of Performance (In Terms of CYP)

Filter by

Month: Feb | Year: 2015 | Province: Punjab | Go

Use Filter options to filter data in the table below

District Wise Comparison of Performance (In Terms of CYP)
For the month of Jan-2015 and Feb-2015, Province Punjab

S.No	District	CYP		Increase / Decrease	Percentage Increase / Decrease
		Jan-2015	Feb-2015		
1	Attock	3,772.4	3,875.3	102.9	2.7
2	Bahawalnagar	10,667.1	12,149.3	1,482.2	13.9
3	Bahawalpur	10,165.6	10,111.3	-54.2	-0.5
4	Bhakkar	3,558.4	4,190.2	631.8	17.8
5	Chakwal	4,457.2	3,994.7	-462.5	-10.4
6	Dera Ghazi Khan	11,746.9	9,758.0	-1,988.9	-16.9
7	Faisalabad	21,764.9	27,741.5	5,976.6	27.5
8	Gujranwala	11,763.1	11,284.6	-478.5	-4.1
9	Gujrat	5,874.7	5,585.6	-289.2	-4.9
10	Hafizabad	6,179.2	6,871.7	692.5	11.2
11	Jhang	9,109.5	9,760.7	651.3	7.1
12	Jhelum	7,772.7	7,032.7	-739.9	-9.5
13	Kasur	6,541.9	4,422.1	-2,119.8	-32.4
14	Khanewal	13,023.1	15,332.6	2,309.5	17.7
15	Khushab	8,429.2	9,682.1	1,252.9	14.9
16	Lahore	25,301.8	21,858.4	-3,443.4	-13.6
17	Layyah	8,018.3	8,314.4	296.1	3.7
18	Lodhran	6,922.2	8,668.3	1,746.1	25.2
19	Mandi Bahauddin	3,015.6	3,314.8	299.2	9.9

Stock Sufficiency Report

Stock sufficiency report is the provincial level report for stock for each month. It shows the list of districts in the selected province and district, field, and total MOS for all methods in each district.

Provincial Monthly Stock Sufficiency Report

Filter by

Month: Jan | Year: 2015 | Province: Punjab | Go

Use Filter options to filter data in the table below

Provincial Stoc
For the month of Ja

S.No	District	Condom				COC				POP				ECP				Multiload				Copper-T-380A			
		Dist. Store MOS	Field MOS	Total MOS	Remarks	Dist. Store MOS	Field MOS	Total MOS	Remarks	Dist. Store MOS	Field MOS	Total MOS	Remarks	Dist. Store MOS	Field MOS	Total MOS	Remarks	Dist. Store MOS	Field MOS	Total MOS	Remarks	Dist. Store MOS	Field MOS	Total MOS	Remarks
1	Attock	10	0	10		6	0	6		6	0	6		6	0	6		10	2	11		10	2	11	
2	Bahawalnagar	7	1	8		10	6	17		10	6	17		10	6	17		0	9	9		0	9	9	
3	Bahawalpur	1	1	2		0	4	5		0	4	5		0	4	5		0	0	0		0	0	0	
4	Bhakkar	1	1	3		1	1	2		1	1	2		1	1	2		0	0	0		0	0	0	
5	Chakwal	3	2	5		3	8	12		3	8	12		3	8	12		0	9	9		0	9	9	
6	Chiniot	0	0	0		0	0	0		0	0	0		0	0	0		0	0	0		0	0	0	
7	Dera Ghazi Khan	1	0	1		2	1	3		2	1	3		2	1	3		0	0	0		0	0	0	
8	Faisalabad	1	1	2		0	2	2		0	2	2		0	2	2		0	1	1		0	1	1	
9	Gujranwala	1	0	1		0	2	2		0	2	2		0	2	2		0	2	2		0	2	2	
10	Gujrat	0	1	1		0	5	5		0	5	5		0	5	5		0	0	0		0	0	0	
11	Hafizabad	2	1	4		6	14	20		6	14	20		6	14	20		0	0	0		0	0	0	
12	Jhang	1	2	3		1	3	4		1	3	4		1	3	4		0	0	0		0	0	0	
13	Jhelum	1	1	2		0	2	2		0	2	2		0	2	2		0	0	0		0	0	0	
14	Kasur	0	1	1		0	3	3		0	3	3		0	3	3		0	0	0		0	0	0	

DISTRICT REPORTS (LECTURE + SCENARIOS + DISCUSSION) – TIME: 15 MINUTES

CONGRATULATE participants on successfully understanding the basics of Provincial reports in the last session. TELL participants that they will now be able to access and understand district reports. TELL participants that it would be good if they can try to understand how to interpret district reports within cLMIS.

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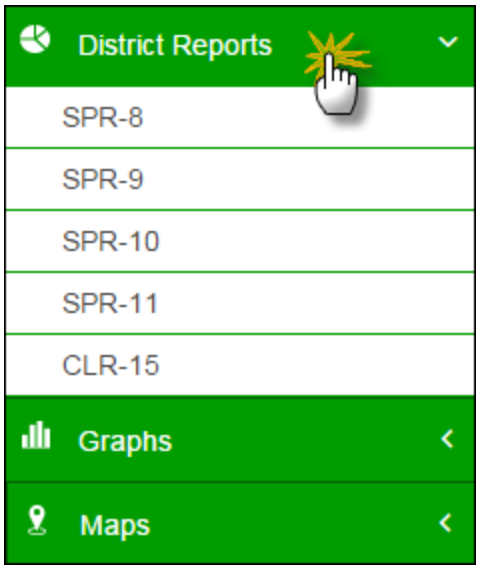
Click the District Reports tab from the main menu to show a drop down list:



SPR - 8

SPR - 8 is the Sales Performance Report – 8 for new and old clients at the district level. It shows the client-based report for all methods in all health facilities in the selected district of the selected province.

District Monthly Report of Family Planning Activities

Filter by

Month: Jan | Year: 2015 | Province: Punjab | District: Lahore | Go

Use Filter options to filter data in the table below

District Monthly Report of Family Planning Activities
For the month of Jan-2015, District Lahore

S.No	Name of the Outlets	Condom			POP			COC			ECP			Copper-T-380A			Multiload			2-Month Inj			3-Month Inj			Implanon			Jadelle			Surgey Cases	M
		New	Old	Total	New	Old	Total	New	Old	Total	New	Old	Total	New	Old	Total	New	Old	Total	New	Old	Total	New	Old	Total	New	Old	Total	New	Old	Total		Pre nat
1	FWC	1,274	787	2,061	22	2	24	1,085	689	1,774	103	60	163	1,642	1,284	2,926	0	0	0	0	0	0	994	671	1,665	0	0	0	0	0	0	206	1,25
2	RHS-A/FHC	332	228	560	0	0	0	128	112	240	54	25	79	267	263	530	0	0	0	20	35	55	219	203	422	72	79	151	0	0	0	574	12
3	RHS-B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4	MSU	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5	Social Mobilizer	17	55	72	0	0	0	8	15	23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27	
6	PLDs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7	RMPS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8	Hakeems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9	Homopaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10	DDPs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11	TBAs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12	Counters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
13	RTI	9	9	18	0	0	0	15	11	26	3	6	9	19	31	50	0	0	0	0	0	0	9	41	50	0	0	0	0	0	0	1	6
	Grand Total	1,632	1,079	2,711	22	2	24	1,236	827	2,063	160	91	251	1,928	1,578	3,506	0	0	0	20	35	55	1,222	915	2,137	72	79	151	0	0	0	808	1,44

SPR - 9

SPR - 9 is the Sales Performance Report – 9 based on the performance (the number of methods sold) at the district level. It shows the performance-based report for all methods in all health facilities in the selected district of the selected province.

District Monthly Contraceptive Performance Report

Filter by

Month: Jan | Year: 2015 | Province: Punjab | District: Lahore | Go

Use Filter options to filter data in the table below

District Contraceptive Performance
For the month of Jan-2015, District Lahore

SPR-9

Service Outlets	No. of Outlets	Condom (PCs)	POP (Cycles)	COC (Cycles)	ECP (Pills)	Copper-T-380A (IUD)	Multiload (IUD)	2-Month Inj (Vials)	3-Month Inj (Vials)	Implanon (PCs)	Jadelle (PCs)	Male (NOs)	Female (NOs)	Remarks
Counters	1	0	0	0	0	0	0	0	0	0	0	0	0	
DDPs	1	0	0	0	0	0	0	0	0	0	0	0	0	
FWC	103	177,277	0	6,887	301	2,269	0	0	1,570	0	0	9	191	
Hakeems	1	0	0	0	0	0	0	0	0	0	0	0	0	
Homopaths	1	0	0	0	0	0	0	0	0	0	0	0	0	
MSU	1	0	0	0	0	0	0	0	0	0	0	0	0	
PLDs	1	0	0	0	0	0	0	0	0	0	0	0	0	
RHS-A/FHC	8	22,862	0	661	194	312	0	55	422	115	0	9	565	
RHS-B	1	0	0	0	0	0	0	0	0	0	0	0	0	
RMPS	1	0	0	0	0	0	0	0	0	0	0	0	0	
RTI	1	348	0	25	26	19	0	0	50	0	0	0	1	
Social Mobilizer	1	33,600	0	420	0	0	0	0	0	0	0	9	18	
TBAs	1	0	0	0	0	0	0	0	0	0	0	0	0	
Grand Total	**122**	**234,087**	**0**	**7,993**	**521**	**2,600**	**0**	**55**	**2,042**	**115**	**0**	**27**	**775**	

SPR - 10

SPR - 10 is the Sales Performance Report – 10 based on the performance (the number of methods sold) at the health facility level in a selected district. It shows the performance-based report (including CYP) for all methods using health facility type (FHC, FWC, etc.) in the selected district of the selected province.

District Contraceptive Performance

Filter by

Month: Jan | Year: 2015 | Province: Punjab | District: Lahore | Go

Use Filter options to filter data in the table below

District Contraceptive Performance
For the month of Jan-2015, District Lahore

SPR-10

S.No	Name of the Outlets	Condom (Achivement)	POP (Achivement)	COC (Achivement)	ECP (Achivement)	Copper-T-380A (Achivement)	Multiload (Achivement)	2-Month Inj (Achivement)	3-Month Inj (Achivement)	Implanon (Achivement)	Jadelle (Achivement)	CYP	Remarks
1	Counters	0	0	0	0	0	0	0	0	0	0	0.0	
2	DDPs	0	0	0	0	0	0	0	0	0	0	0.0	
3	FWC Adda Chabeel	2,000	0	97	0	10	0	0	13	0	0	72.4	
4	FWC Ali Raza Abad	1,656	0	68	5	8	0	0	10	0	0	57.9	
5	FWC Allama Iqbal Town	1,700	0	75	0	12	0	0	13	0	0	77.6	
6	FWC Arif Memorial Hospital	1,100	0	50	5	9	0	0	7	0	0	55.9	
7	FWC Arraiyan	500	0	20	0	27	0	0	20	0	0	134.7	
8	FWC Attari	2,208	0	64	2	54	0	0	16	0	0	275.2	
9	FWC Avicina Hospital	1,300	0	38	0	52	0	0	15	0	0	256.3	
10	FWC Awan Town	1,750	0	61	4	23	0	0	23	0	0	130.4	
11	FWC Baghbanpura	2,200	0	57	2	49	0	0	13	0	0	250.9	
12	FWC Barki	2,000	0	53	0	50	0	0	17	0	0	254.4	
13	FWC Basti Saidan Shah	1,570	0	74	0	48	0	0	14	0	0	242.3	
14	FWC Beadon Road	2,200	0	92	4	51	0	0	16	0	0	263.3	
15	FWC Begum Kot	2,266	0	63	5	17	0	0	15	0	0	105.3	
16	FWC C.W.C	2,190	0	61	0	44	0	0	30	0	0	232.2	
17	FWC Cairn Hospital	1,700	0	51	3	46	0	0	13	0	0	232.6	
18	FWC Children Hospital	1,600	0	57	5	16	0	0	15	0	0	94.7	
19	FWC China Scheme	1,720	0	51	0	45	0	0	15	0	0	228.5	

SPR - 11

SPR - 11 is the Sales Performance Report – 11 based on the performance (the number of methods sold) at the health facility level in a selected district. It shows the performance-based report for all methods (including surgery cases) using health facility type (FHC, FWC, etc.) in the selected district of the selected province.

Project Wise Summary of Contraceptive Performance & CYP

Filter by

Month: Jan | Year: 2015 | Province: Punjab | District: Lahore | Go

Use Filter options to filter data in the table below

Project Wise Summary of Contraceptive Performance & CYP
For the month of Jan-2015, District Lahore

SPR-11

S.No.	Name of the Outlets	Condom (Achivement)	POP (Achivement)	COC (Achivement)	ECP (Achivement)	Copper-T-380A (Achivement)	Multiload (Achivement)	2-Month Inj (Achivement)	3-Month Inj (Achivement)	Implanon (Achivement)	Jadelle (Achivement)	Surgery Cases (Achivement)	CYP
1	Counters	0	0	0	0	0	0	0	0	0	0	0	**0.0**
2	DDPs	0	0	0	0	0	0	0	0	0	0	0	**0.0**
3	FWC	177,277	0	6,887	301	2,269	0	0	1,570	0	0	200	**15,281.4**
4	Hakeems	0	0	0	0	0	0	0	0	0	0	0	**0.0**
5	Homopaths	0	0	0	0	0	0	0	0	0	0	0	**0.0**
6	MSU	0	0	0	0	0	0	0	0	0	0	0	**0.0**
7	PLDs	0	0	0	0	0	0	0	0	0	0	0	**0.0**
8	RHS-A/FHC	22,862	0	661	194	312	0	55	422	115	0	574	**9,256.6**
9	RHS-B	0	0	0	0	0	0	0	0	0	0	0	**0.0**
10	RMPS	0	0	0	0	0	0	0	0	0	0	0	**0.0**
11	RTI	348	0	25	26	19	0	0	50	0	0	1	**118.3**
12	Social Mobilizer	33,600	0	420	0	0	0	0	0	0	0	27	**645.5**
13	TBAs	0	0	0	0	0	0	0	0	0	0	0	**0.0**
	Grand Total	**234,087**	**0**	**7,993**	**521**	**2,600**	**0**	**55**	**2,042**	**115**	**0**	**802**	**25,301.8**

CLR - 15

CLR – 15 is a stock report for the selected province and district for all methods (including contraceptive surgeries) at the store and field level. It shows the stock report at the district store and field in detail for all methods and contraceptive surgeries in all health facility types i.e. FHC, FWC, etc.

District Contraceptive Stock Report

Filter by

Month: Jan | Year: 2015 | Province: Punjab | District: Lahore | Go

Use Filter options to filter data in the table below

CLR-15

District Contraceptive Stock Report
For the month of Jan-2015, District Lahore

Part-I

District Store	Condoms	Oral Pills			IUD		Injectables		Implant		Contraceptives Surgery		Remarks
		Exluton Tab	Microgynon/lo-Feminal	Postinor	Copper-T-380A	Copper-T 375	Norigest	Megestron/DEPO/DMPA			CS(Cases)		
	Condom	POP	COC	ECP	Copper-T-380A	Multiload	2-Month Inj	3-Month Inj	Implanon	Jadelle	Male	Female	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Opening Balance	627,800	140	25,990	0	6,836	0	0	4,595	0	0			
Received from Central Warehouse	0	0	0	0	0	0	0	0	0	0			
Issued to field	220,000	140	6,765	0	1,620	0	0	2,620	0	0	0	0	
Closing Balance													
(i) District Store	407,800	0	19,225	0	5,216	0	0	1,975	0	0			
(ii) Field Store	298,202	0	15,803	1,017	3,474	0	30	2,940	645	0			
Total	706,002	0	35,028	1,017	8,690	0	30	4,915	645	0			

Part-II

Field	Condoms	Oral Pills			IUD		Injectables		Implant		Contraceptives Surgery		Remarks
		Exluton Tab	Microgynon/lo-Feminal	Postinor	Copper-T-380A	Copper-T 375	Norigest	Megestron/DEPO/DMPA			CS(Cases)		
	Condom	POP	COC	ECP	Copper-T-380A	Multiload	2-Month Inj	3-Month Inj	Implanon	Jadelle	Male	Female	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
FWC													
Opening Balance	271,269	0	15,597	959	3,484	0	0	1,340	0	0			
Received from district warehouse	176,800	0	5,995	5	1,500	0	0	2,420	0	0			
Sold/Issued	177,277	0	6,887	301	2,269	0	0	1,570	0	0	9	191	
Closing Balance	270,792	0	14,705	663	2,715	0	0	2,190	0	0			
RHS-A/FHC													
Opening Balance	34,929	0	1,183	410	859	0	85	947	710	0			
Received from district warehouse	13,600	0	550	135	155	0	0	225	50	0			
Sold/Issued	22,862	0	661	194	312	0	55	422	115	0	9	565	
Closing Balance	25,667	0	1,072	351	702	0	30	750	645	0			
RHS-B													
Opening Balance	0	0	0	0	0	0	0	0	0	0			
Received from district warehouse	0	0	0	0	0	0	0	0	0	0			
Sold/Issued	0	0	0	0	0	0	0	0	0	0	0	0	
Closing Balance	0	0	0	0	0	0	0	0	0	0			
MSU													
Opening Balance	0	0	0	0	0	0	0	0	0	0			
Received from district warehouse	0	0	0	0	0	0	0	0	0	0			
Sold/Issued	0	0	0	0	0	0	0	0	0	0	0	0	
Closing Balance	0	0	0	0	0	0	0	0	0	0			
Social Mobilizer													
Opening Balance	0	0	0	0	0	0	0	0	0	0			
Received from district warehouse	33,600	0	420	0	0	0	0	0	0	0			
Sold/Issued	33,600	0	420	0	0	0	0	0	0	0	9	18	
Closing Balance	0	0	0	0	0	0	0	0	0	0			

GROUP WORK 2: REPORTS – TIME: 15 MINUTES

Divide participants in groups of three to four randomly. ASK each group to go through the handout. Answer any questions to clarify the group work. ASK participants to start working on the computers and complete the group work.

During the group work facilitators should go around the hall to see how the groups are performing. Facilitate the groups to complete the tasks wherever they are having difficulty.

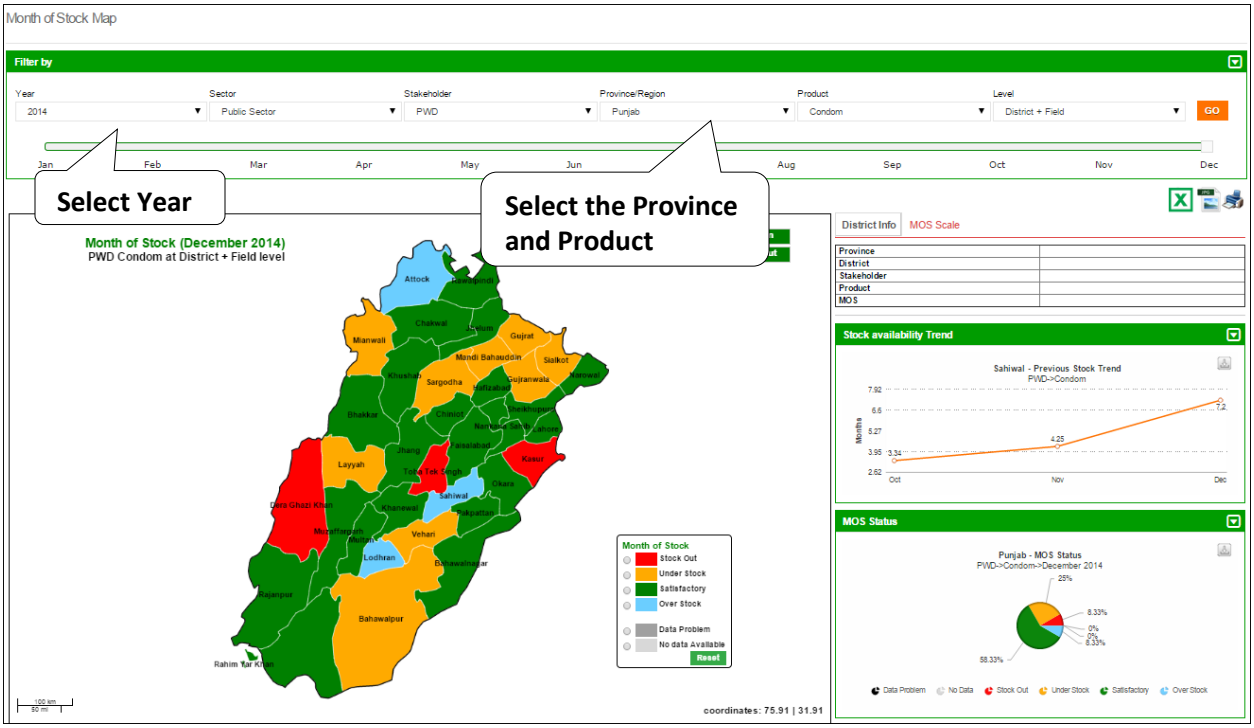
ACTIVITY 6.3: ACCESSING MAPS (LECTURE + SCENARIOS + DISCUSSION) – TIME: 15 MINUTES

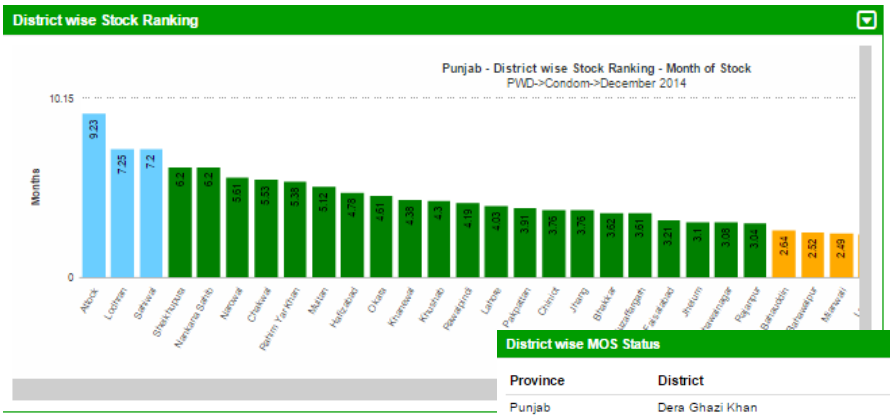
TELL participants that they we will now talk about maps. TELL participants that Graphs are a visual way to present the data. In case of cLMIS, the same data visible in the form of reports can be displayed in the form of maps.

TELL participants to browse the available maps such as:

- Month of Stock
- Consumption
- Couple Year Protection
- CYP By Population
- Reporting rate

TELL participants that Month of Stock (MOS) map provides many filter options to the user. User can select Month, Year, Sector, Stakeholder, Province/Region, Product as well as Level to analyze MOS for each district in the selected province. The detailed information can be seen once the user clicks a particular district on the map.

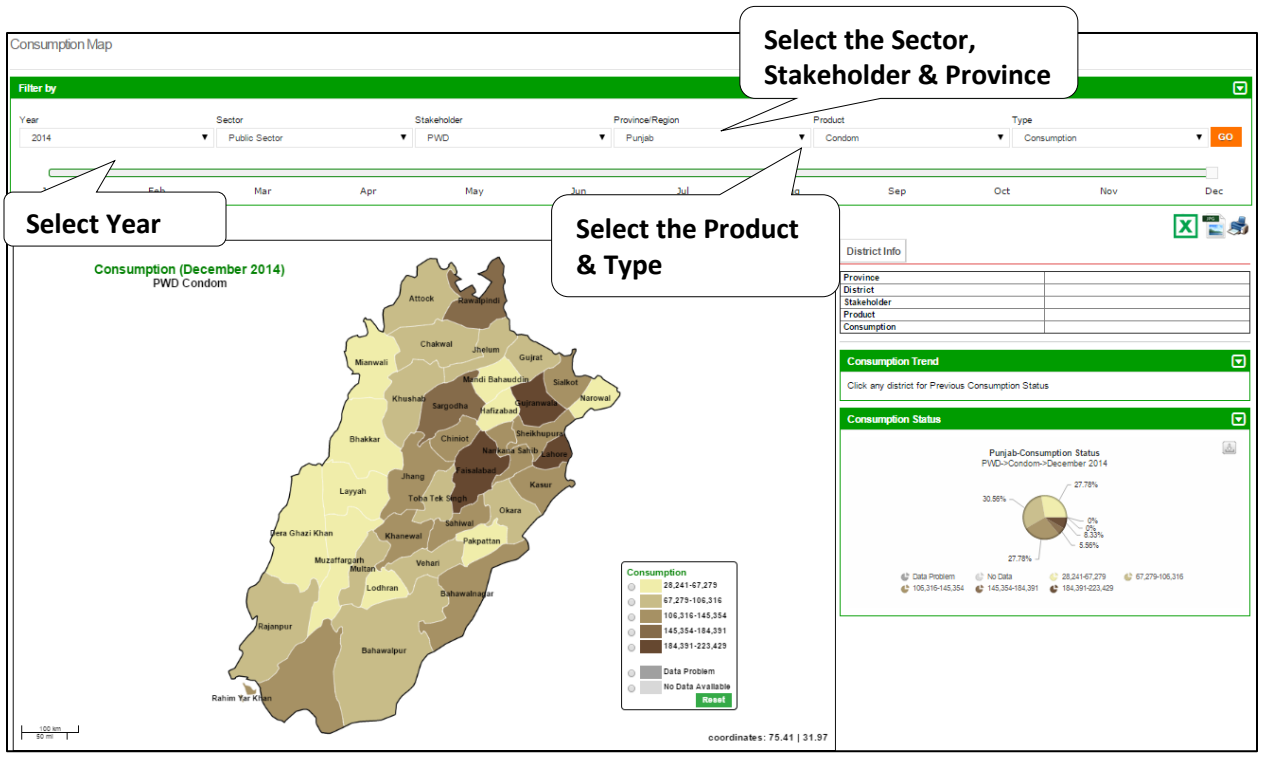


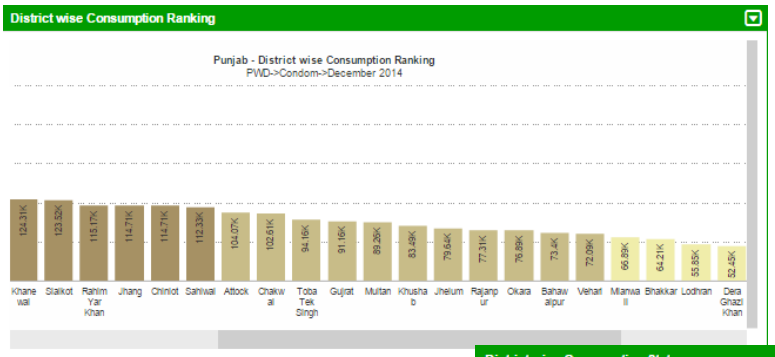


District wise MOS Status

Province	District	StakeHolder	MOS
Punjab	Dera Ghazi Khan	PWD	1.26
Punjab	Kasur	PWD	1.7
Punjab	Toba Tek Singh	PWD	1.78
Punjab	Sialkot	PWD	2.06
Punjab	Sargodha	PWD	2.1
Punjab	Gujranwala	PWD	2.23
Punjab	Vehari	PWD	2.24
Punjab	Gujrat	PWD	2.36
Punjab	Layyah	PWD	2.39
Punjab	Mianwali	PWD	2.49
Punjab	Bahawalpur	PWD	2.52
Punjab	Mandi Bahauddin	PWD	2.64

Tell participants that Consumption map provides user with filter options such as Month, Year, Sector, Stakeholder, Province/Region, Product as well as Type (Consumption and Avg. Monthly Consumption) to analyze product consumption for each district in the selected province. The detailed information can be seen once the user clicks a particular district on the map.

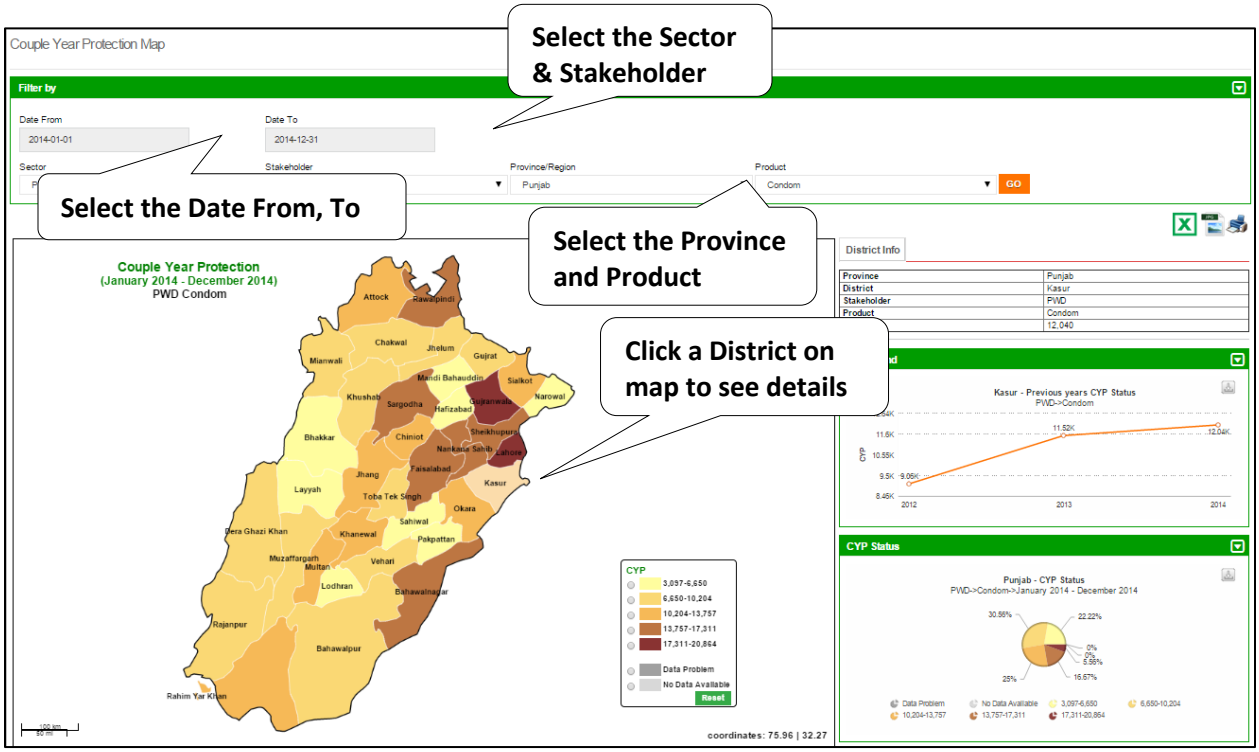


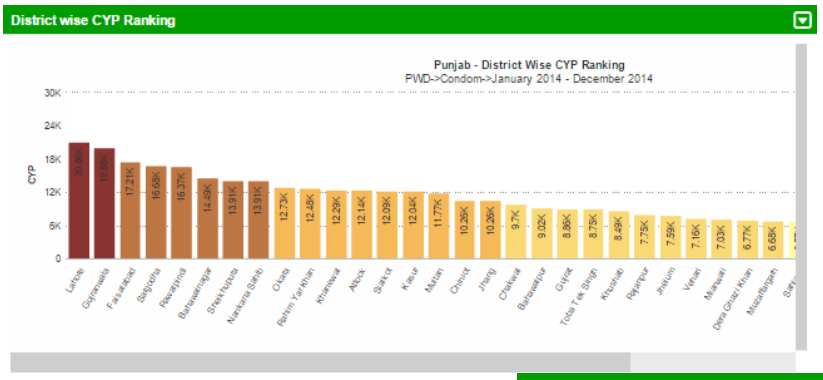


District wise Consumption Status

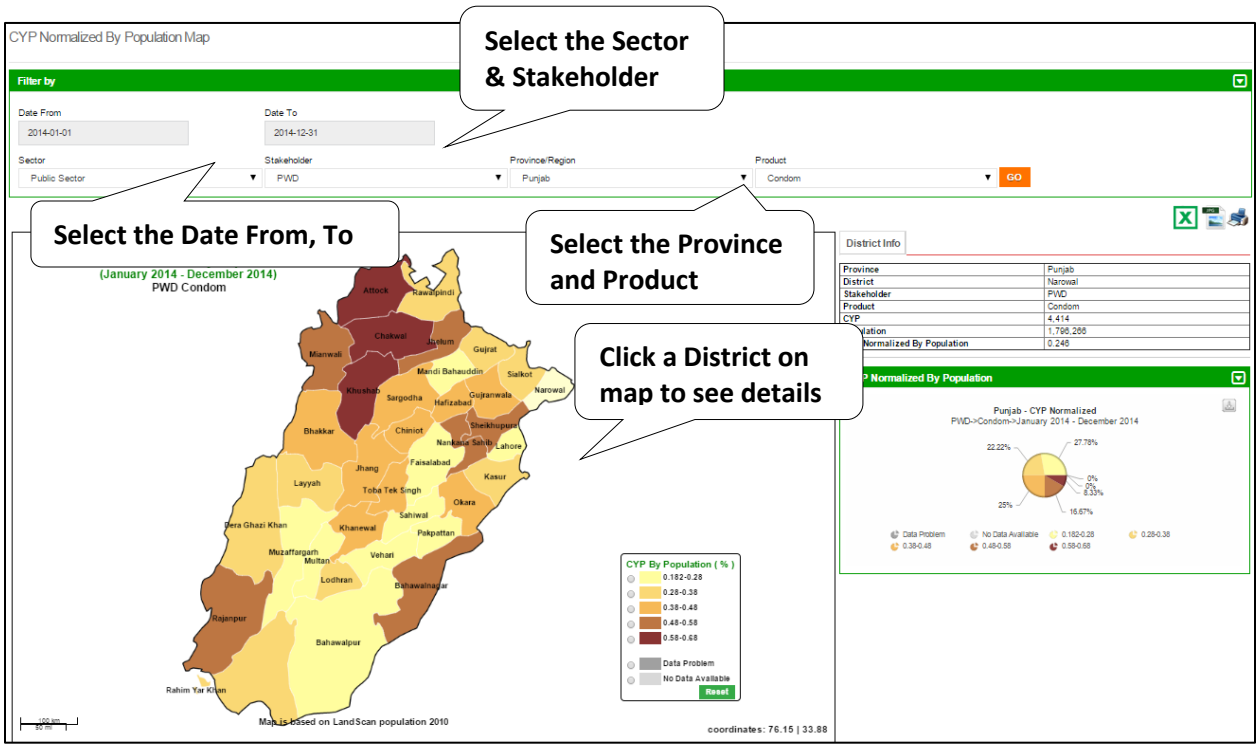
Punjab	Okara	PWD	76,890
Punjab	Rajanpur	PWD	77,312
Punjab	Jhelum	PWD	79,637
Punjab	Khushab	PWD	83,494
Punjab	Multan	PWD	89,264
Punjab	Gujrat	PWD	91,158
Punjab	Toba Tek Singh	PWD	94,157
Punjab	Chakwal	PWD	102,614
Punjab	Attock	PWD	104,072
Punjab	Sahiwal	PWD	112,332
Punjab	Chiniot	PWD	114,710
Punjab	Jhang	PWD	114,710

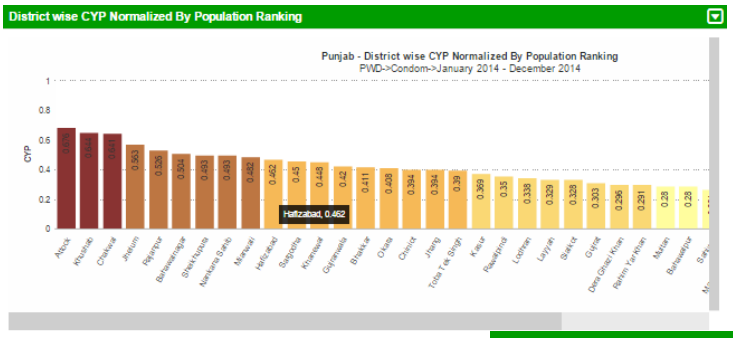
Tell participants that Couple Year Protection map provides user with filter options such as Month, Year, Sector, Stakeholder, Province/Region and Product to analyze number of couples protected for each district in the selected province. The detailed information can be seen once the user clicks a particular district on the map.





Tell participants that Couple Year Protection map can also be normalized based on the population of the province. It provides user with filter options such as Month, Year, Sector, Stakeholder, Province/Region and Product to analyze number of couples protected for each district in the selected province based on the population of that district. The detailed information can be seen once the user clicks a particular district on the map.

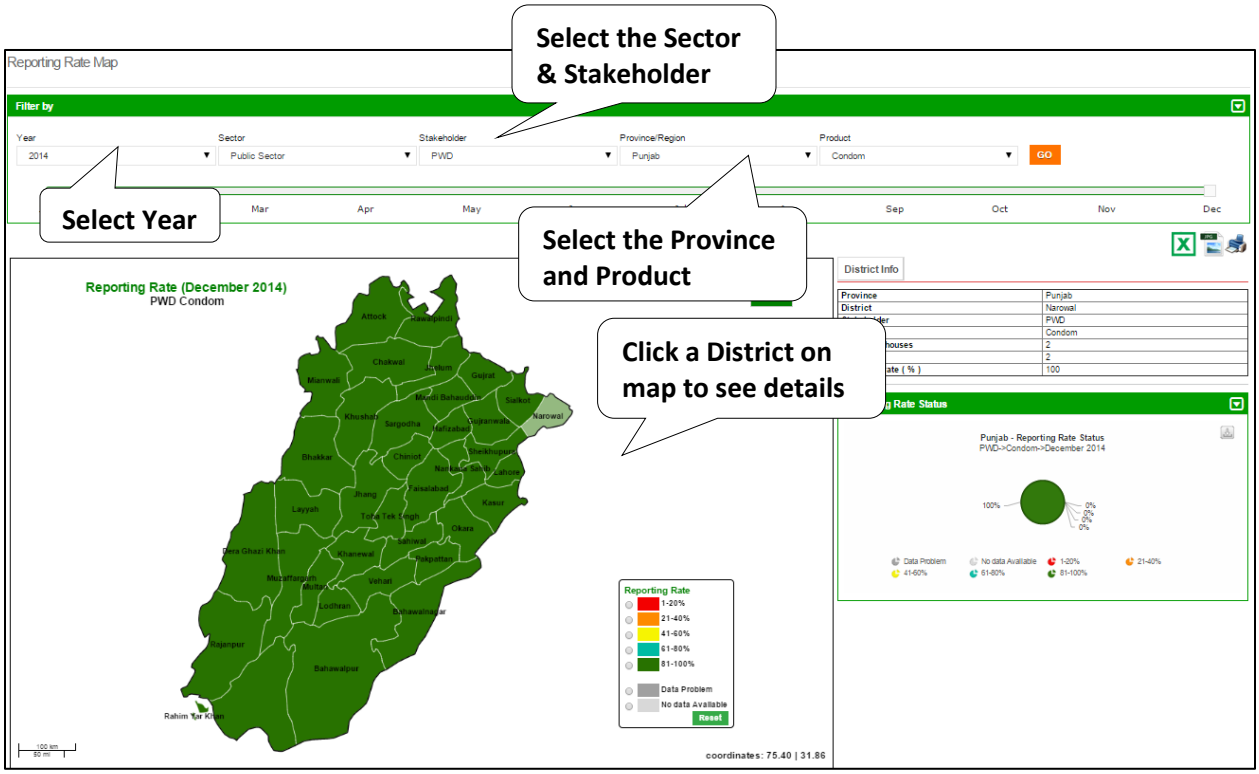


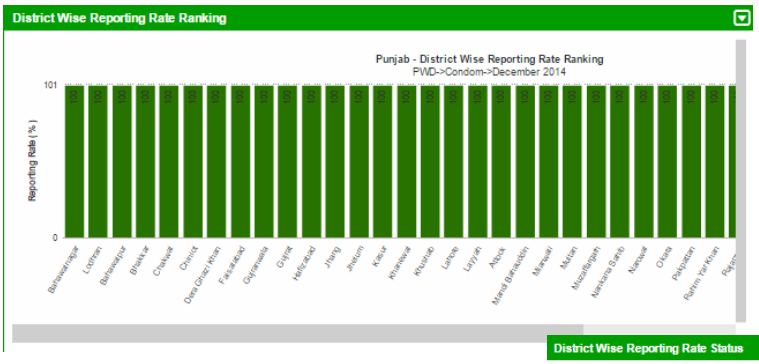


District wise CYP Normalized By Population Status

Province	District	CYP	Population	CYP Normalized
Punjab	Pakpattan	3,097	1,701,773	0.182
Punjab	Muzaffargarh	6,680	3,557,512	0.188
Punjab	Faisalabad	17,208	7,365,599	0.234
Punjab	Lahore	20,864	8,868,325	0.235
Punjab	Narowal	4,414	1,796,266	0.246
Punjab	Vehari	7,163	2,804,762	0.255
Punjab	Mandi Bahauddin	4,248	1,632,246	0.26
Punjab	Sahiwal	6,569	2,513,500	0.261
Punjab	Bahawalpur	9,022	3,222,368	0.28
Punjab	Multan	11,773	4,211,704	0.28
Punjab	Rahim Yar Khan	12,484	4,289,352	0.291

Tell participants that Reporting rate map shows the number of stores and facilities which have provided the report for each district. User can see filter options such as Month, Year, Sector, Stakeholder, Province/Region and Product to analyze the reporting rate for each district in the selected province based on the number of facilities in that district. The detailed information can be seen once the user clicks a particular district on the map.





District Wise Reporting Rate Status

Province	District	StakeHolder	Total	Reported	Reporting Rate (%)
Punjab	Lodhran	PWD	2	2	100
Punjab	Attock	PWD	2	2	100
Punjab	Bahawalpur	PWD	2	2	100
Punjab	Bhakkar	PWD	2	2	100
Punjab	Chakwal	PWD	2	2	100
Punjab	Chiniot	PWD	2	2	100
Punjab	Dera Ghazi Khan	PWD	2	2	100
Punjab	Faisalabad	PWD	2	2	100
Punjab	Gujranwala	PWD	2	2	100
Punjab	Gujrat	PWD	2	2	100
Punjab	Hafizabad	PWD	2	2	100

GROUP WORK 3: MAPS – TIME: 15 MINUTES

Divide participants in groups of three to four randomly. ASK each group to go through the handout. Answer any questions to clarify the group work. ASK participants to start working on the computers and complete the group work.

During the group work facilitators should go around the hall to see how the groups are performing. Facilitate the groups to complete the tasks wherever they are having difficulty.

ACTIVITY 6.4: ACCESSING GRAPHS (LECTURE + SCENARIOS + DISCUSSION) –TIME: 15 MINUTES

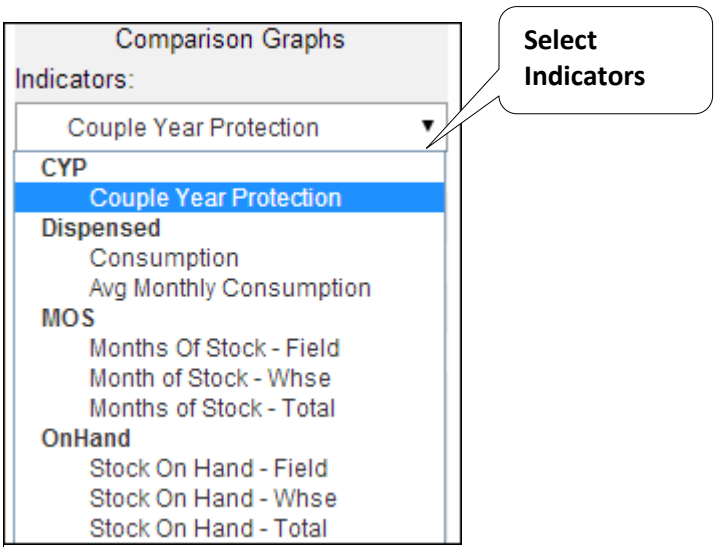
TELL participants that they we will now talk about graphs. TELL participants that Graphs are a visual way to present the data. In case of cLMIS, the same data visible in the form of reports can be displayed in the form of graphs. TELL participants that graphs make it easy to observe trends and unusual changes over time. TELL participants that cLMIS graphs have time in months on x-axis and the indicators on y-axis. Elaborate the x and y-axis on chart if needed.

TELL participants that LMIS has two types of graphs, simple graphs and comparison graphs. ASK participants to browse the two types of graphs.

TELL participants that the graph indicators are the same as they have observed in reports. TELL participants that Couple Years of Protection (CYP) is an additional indicator in graphs. CYP is a measure representing the total number of years of contraceptive protection provided to a country's or community's family planning population.

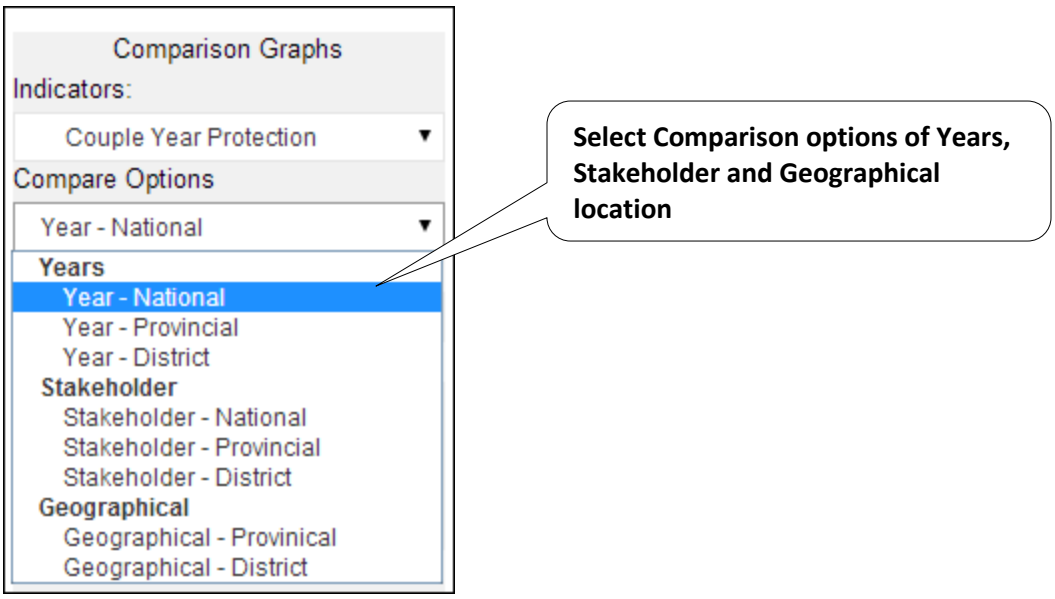
For each contraceptive method, the CYP is calculated by taking the number of units distributed to clients during a specified period and dividing this number by a constant representing the number of contraceptive units needed or estimated to protect one couple from pregnancy for one year. The value of these constants is method-specific and is derived from empirical evidence on the amount of each method used by a couple during a year for full protection from pregnancy. Elaborate the CYP formula on the chart if needed for more clarity.

Show participants how to browse and select the indicators as given below:

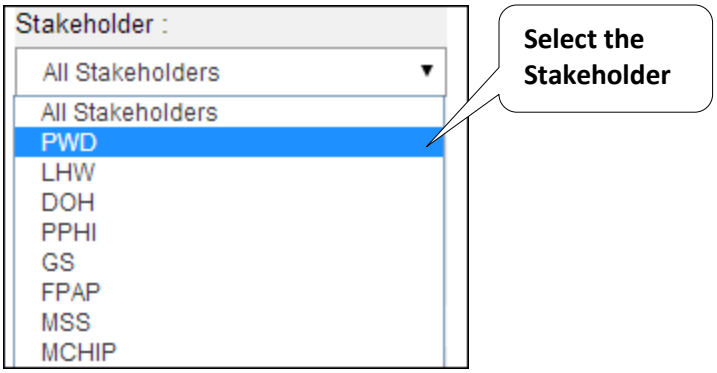


TELL participants that there are various options to disaggregate the data in graphs. One of the options it to disaggregate the data on geographical basis. The data can be disaggregated on national, provincial and district level.

Demonstrate participants on how to select from various geographical options as shown below:



TELL participants that the LMIS data can be disaggregated by stakeholder. Demonstrate how to browse for and select stakeholder as shown below:

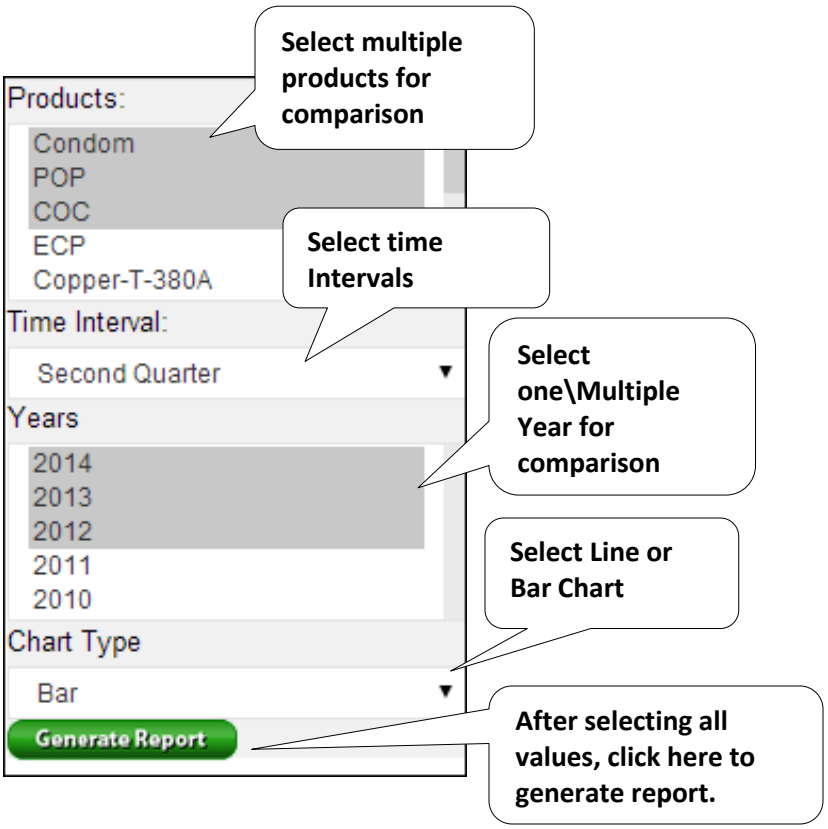


TELL participants that LMIS users can select the time interval they wish to observe the indicators trend for. ASK one of the participants to read the options of time interval.

TELL participants that LMIS users can select which years data should be displayed in graphs.

TELL participants that LMIS users can select the type of graph they want to create. The options available are bar and line graphs. For CYP, there is only one option of stacked bar in which proportionate contribution from each product is shown in a single bar in different colors. The stacked bar for different months can compare the total CYP and proportionate contribution from each product can show the share of that product for a particular month.

Demonstrate on how to select these options as shown below:



TELL participants that the graph shown is developed by following the instructions they have gone through. ASK participants to read the title of the graph.

ASK participants about what options they need to select in the graphs menu to develop this graph. Facilitate participants to come up with correct options. Demonstrate how to develop the given graph and TELL participants that after they have selected all the required options, they need to click the button 'Generate Graph' to develop the graph.

TELL participants that this is another graph developed by following the instructions. ASK participants to develop this graph on their own computers. GO around the hall to confirm that every participants has completed this task. Help the participants still having difficulty in creating this graph

TELL participants that in addition to simple graphs, LMIS also gives the option of comparison among relevant indicators.

Demonstrate participants on how to browse the comparison graphs.

TELL participants that there are three types of comparison attributes available in cLMIS as given below:

1. Years – National, Provincial and District
2. Stakeholder – National; Provincial and District
3. Geographical – Provincial and District

TELL participants that it is essential to understand these comparison attributes to understand the comparison graphs. TELL participants that all options in comparison graphs menu are the same except with the addition of comparison attributes. A user can select the any of the option to compare the desired indicators. Following is the description of what every option compares;

1. Year
    a. Year – National: compares multiple years data at national level
    b. Year – provincial: compares multiple years data at provincial level
    c. Year – district: compares multiple years data at district level

2. Stakeholder
    a. Stakeholder – National: compares different stakeholders at national level
    b. Stakeholder – Provincial: compares different stakeholders at provincial level
    c. Stakeholder – district: compares different stakeholders at district level
3. Geographical
    a. Geographical – Provincial: compares provincial data
    b. Geographical – District: compares various districts

ASK participants to develop a graph based on the query posted. GO around the hall to see if participants have correctly developed the graph.

Show participants the resulting graph. This shows the actual data in a tabulated form. TELL participants to go through he tabulated data then observe how the data is shown in a visual form in the graph shown above. Participants should appreciate the ease of interpretation through graph.

ASK participants to develop the required graph. GO around the hall to make sure that every participants develops the graph on their computer.

GROUP WORK 4: GRAPHS – TIME: 15 MINUTES

Divide participants in groups of three to four randomly. ASK each group to go through the handout. Answer any questions to clarify the group work. ASK participants to start working on the computers and complete the group work.

During the group work facilitators should go around the hall to see how the groups are performing. Facilitate the groups to complete the tasks wherever they are having difficulty.

SESSION 7: TROUBLESHOOTING AND ACCESSING HELPDESK

Time: 15 minutes

SESSION OBJECTIVES

The participants should be able to:

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

MATERIALS NEEDED

- Laptops for each participant (with external mouse, Microsoft Office, Internet explorer, Mozilla Firefox or Google Chrome, Wi-Fi)
- Multimedia projector with Screen
- WiFi / LAN connection
- Whiteboard and markers

DOCUMENTS TO DISTRIBUTE

- *Handout 7.1 – Troubleshooting and how to access helpdesk*
- User Manual and Participants Guide

PRESENTATIONS REQUIRED

- Troubleshooting and Accessing Helpdesk

TRAINER PREPARATION

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment needed for the session are ready at hand.
- If the session is planned to be co-facilitated, the facilitators should decide before the session, who will facilitate which part of the session and prepare accordingly.
- Each facilitator should introduce him/herself before start of the session.

ACTIVITIES

ACTIVITY 7.1: TROUBLESHOOTING – TIME: 15 MINUTES

TELL participants that there are some common issues being faced by cLMIS operator in successfully running the application. These issues can be easily resolved without any external help if cLMIS users follow some simple steps. TELL participants that they will now go through some basic issues and how to resolve them

Issue one: homepage does not appear. TELL participants that sometimes they may not be able to open the home page. The reasons for this issue are multiple and some of the common ones are;

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

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

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

TELL participants to access the helpdesk by emailing at the system administrator mailto:support@lmis.gov.pk in case the above steps don't work.

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

Facilitator Manual