VACCINE LOGISTICS MANAGEMENT INFORMATION SYSTEM

Facilitators Manual

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Department of Health Government of Punjab



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

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Background and Training Course Overview

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

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

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

For nationwide implementation of vLMIS, the Project needs to train the expected users of the system on its uses and functionality. The full course of training will provide skills and knowledge required to independently enter and upload data into web-based vLMIS. In addition, Managerial and Policy level staff needs to be oriented on basic aspects of vLMIS in order to buy-in their support in implementation. The estimated number of staff to be trained or oriented at different levels of supply chain for phase-1 & 2 of vLMIS implementation is more than 4000. Approximately, more than 2500 users will receive training while 1495 managerial and policy staff will be orientated on vLMIS.

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

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

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

Session 1: Introduction and Objectives

Time: 85 Minutes

Session Objectives

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

Documents to Be Distributed

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

Materials Required

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

Presentations Required

Introduction and Objectives

Trainer Preparation

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

Activities

Activity 1.1: Welcome the Participants (Lecture)

Time: 05 Minutes

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

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

Time 15 Minutes

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

Option - 1

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

Option - 2

EXPLAIN the ground rules of the game.

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

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

Question-2: Who are working in District Health Department for five or more years?

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

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

Question-5: Whose youngest kid is three or less than 3 years?

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

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

Question-8: Who like singing?

Question-9: Who is good at playing cricket?

Question-10: Who knows how to swim?

Training team member will also participate in this game.

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

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

Activity 1.3: Course Goal and Objectives (Lecture)

Time: 10 Minutes

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

Training Goal

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

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

Training Objectives

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

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

Activity 1.4: Participants and Trainers Expectation

(Lecture, Game, Q&A)

Time: 20 Minutes

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

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

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

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

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

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

Trainers Expectations

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

- Punctuality, both of trainers and trainees
- Respect each other's opinion and no side talking
- Speak one at a time
- Draw attention of trainer, by raising hand, if there is any question.
- Active participations from all
- Help each other, cooperative learning
- Equal participation and no domination
- Keep mobiles off or on silent mode. Only attend essential calls and that too after permission from trainers
- Friendly behavior with each other and have fun

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

How to Handle Topics not Specifically Covered

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

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

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

Activity 1.5: Training Schedule

Distribute handout 1.3 Rollout Training Schedules to all participants.

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

Activity 1.6: The Six Rights of a Logistics System

Time: 20 Minutes

- Explain to Participants that you will explain what a logistics system is. They may be surprised to learn that there are logistics systems of different sorts all around them. We are involved in logistics or the services from logistics virtually every day of our lives.
- Ask them to think about these products and where they see these products: soft drinks, pencils, vegetables, clothing, vehicles, and paper. Ask them how these products got to the place where they saw them. Where were the products before that, and where were they before that, and how did they change places, etc.?
- The discussion should lead to the conclusion that transportation and storage were always involved.
 In the example of pencils, the pencils went from the pencil factory –wherever it was to a warehouse in some city, to some other city, to a store, etc.) Note that virtually all products need transportation and storage if people are going to have them where they need them.
- Something else that is needed too, and that is numbers or data. Without some type of numbers or data, the wrong quantities too large or too small or the wrong goods will end up being

transported, and they might go to the wrong place. When this happens, there are losses, or there are stock outs, and people do not get what they want or need.

- People who work in logistics, including the vLMIS, say that for a logistics system to succeed it must have the "Six Rights."
- Trainer displays the pre-printed flip chart with the Six Rights, reminding Participants that there is a copy of this flip chart in the PG. Give them the page number.

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

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

Activity 1.7: The Six Rights and the Restaurant Diagram

Time: 15 Minutes

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



RESTAURANT

• The trainer comments on the diagram, adapting the comments to the needs and background of the group:

- 1. If the restaurant has soap and matches on its menu, does it have the right products for a restaurant?
- 2. If it offers bowls of rice and beans with 10 grams each, will it make money?
- 3. If the rice was cooked four days ago, is it in the right condition?
- 4. If the waiter takes your food to a different table and gives you an order from another table, will you be happy?
- 5. If the restaurant is in the middle of a swamp, will it do good business?
- 6. If the restaurant opens in the middle of the night and closes at dawn, are these good hours?
- All of these are simple examples, but they help make the point. Ask Participants if they have ever experienced restaurants that were missing one or more of the Six Rights. Process their replies. See if you can get at least one restaurant example where one of the Six Rights was missing.
- Conclude that you don't want clients to have problems like that when they want to be treated at a clinic.
- Ask them to apply the Six Rights to vaccines. The responses should be like these: You need to have the right drugs or supplies in the right quantities in the right condition, to the right place at the right time and at the right cost. Have they ever had problems with the Six Rights at their site?
- Even when treatment is free, the Right Cost is involved, because it means the Right Cost to run the Programme, such as shipping and storing drugs and the cost of the staff who manages and dispenses the products.
- Conclude this session by explaining that in the next session they will look at how the Six Rights and a diagram like the Restaurant Diagram applies to the flow of commodities to their site.

Session 2: Basic Computer Skills

Time: 120 Minutes

Session Objectives

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

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

Documents to Be Distributed

- User Guide
- Handout 2.1: Basic Computer Skills

Materials Required

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

Presentations Required

o Basic Computer Skills

Trainer Preparation

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

Activities

Activity 2.1: Interactive Presentation

Time: 10 Minutes

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

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

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

Activity 2.2: Basic Difference between a Desktop and a Laptop

Time: 20 Minutes

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



Starting your Computer

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

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

Checking Internet Connectivity

Explain the process checking internet connectivity. Tell them to look at the right side of the taskbar

and look for **unif** icon for Wi-Fi connectivity or **unif** icon for LAN connection.

Activity 2.3: Using the Mouse

Time: 20 Minutes

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

'Clicking Using the Mouse – Left Click

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

'Right Click'

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

Mouse Pointers

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

Conduct Exercise 2.1 "Using the Mouse".

Activity 2.4: Using the Keyboard

Time: 20 Minutes

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

Distribute Handout 2.1 "Keyboard and Typing Tips".

Using the Keyboard

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

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

Typing Basics

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

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

Backspace and Delete

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

Spacebar

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

Conduct Exercise 2.2 "Using the Keyboard".

Activity 2.5: Working with the World Wide Web

Time: 20 Minutes

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

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

Basic Browsers

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

Navigating To a Web Page

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

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

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

Navigation Buttons

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

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

Activity 2.6: Data Entry for Beginners

Time: 30 Minutes

Logging into vLMIS

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

Instruct them to follow the following steps:

- 1. Open the LMIS Landing page by entering the URL: <u>http://lmis.gov.pk</u>.
- 2. In the Login section, click the Vaccines tab
- 3. Specify the Username and Password provided to you by the Administrator.
- 4. Click Login.

The Vaccine Logistics Management Information System Welcome Screen displays.

Distribute Handout 2.3: "Data Entry for Beginners".

Forms and Input Definitions

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

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

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

Forms and Input Definitions

Explain the following:

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

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

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

Forms and Input Definitions

Explain the following:

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

Conduct Exercise 2.4: "Data Entry for Beginners".

Session 3: Vaccine Supply Chain

Time: 30 Minutes

Session Objectives

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

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

Documents to Be Distributed

User Guide

Materials Required

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

Presentations Required

• Vaccine Supply Chain

Trainer Preparation

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

Activities

Activity 3.1: Vaccine Supply Chain

Time: 15 Minutes

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

Vaccine Supply Chain

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

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

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

Vaccine Supply Chain (Summary)

The supply of vaccines is summarized. Ask participants if they have any role in receiving vaccines from central or provincial EPI stores. Tell participants that in addition to supply of vaccines the roles and

responsibilities are also connected through this flowchart and any break or hurdle in this supply chain will ultimately affect the availability to recipient.

Activity 3.2: How Vaccines Are Supplied / Demanded?

Time: 15 Minutes

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

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

vLMIS Users

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

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

Session 4: Basic Logistics Concepts

Time: 45 Minutes

Session Objectives

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

Documents to Be Distributed

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

Materials Required

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

Presentations Required

Basic Logistic Concepts

Trainer Preparation

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

Activities

Activity 4.1: Introduction to Basic Logistics Concepts

Time: 30 Minutes

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

Activity 4.1.1: Basic Logistics Concepts

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

Facilitators Manual

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

Activity 4.1.2: Key Logistics Concepts

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

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

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

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

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

Months of Stock = SOH / AMC

Activity 4.2: Exercise – Consumption

Time: 05 Minutes

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

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

Activity 4.3 Exercise – Average Monthly Consumption

Time: 05 Minutes

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

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

Activity 4.4: Exercise – Months of Stock

Time: 05 Minutes

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

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

Session 5: Getting started with vLMIS

Time: 35 Minutes

Session Objectives

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

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

Documents to Be Distributed

User Guide

Materials Required

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

Presentations Required

Getting Started with vLMIS
Trainer Preparation

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

Activities

Activity 5.1: Introduction To and Getting Started With vLMIS

Time: 20 Minutes

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

Why vLMIS

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

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

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

The web-based Vaccine Logistics Management Information System (vLMIS) is easy to use and contextualized to fit local stakeholder's structure and the devolution of health and population programs to provincial governments. The system brings in district and EPI-level reporting by

aggregating facility-level data through paper-based reports. With a unified system for reporting and requisitioning, the vLMIS system is able to integrate information from all levels and sectors.

Accessing vLMIS

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

Functions / Features of vLMIS

EXPLAIN each feature / function of vLMIS to the participants.

Following is the list of features and functions of vLMIS:

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

assets as well as its current operational status. Each month, along with other logistics data, users will update the operational status of their cold chain assets.

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

vLMIS Homepage

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



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

	Vaccine	Contact Us	FAQ's
MANAGEMENT INFORMATION SYSTEM VACCINES LOGGISSTICS Manages the national immunization programmes by providing a well-designed logistics management information system for vaccines. Supports Data Collection	Active Colored		
Vaccines LMIS USER LOGIN Username For limited access username: guest and password: guest	Login	Forget Password	
Vaccine Logistics Management Information System (vLMIS) is functional in 54 Priority Districts of Pakistan			
14 12 PUNJAB 12 View MORE Image: Constraint of the second	8 BALOCHISTAN ଡ	VIEW MORE	05 крк Э
VIEW MORE OI JISLAMABAD			

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



🖶 Home	
Inventory Management	nt <
🛇 Stock Placement	
🖪 Manage Gatepass	
ССЕМ	<
🕙 Reports	
CCEM Reports	
🞗 Maps	<
ill IM Graphs	<
CCEM Graphs	<
Sampaign Reports	<

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

Activity 5.2: Introduction To and Getting Started With vLMIS

Time: 15 Minutes

Users and User Roles

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

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

Role Based Users

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

Users Types to display the list of users.

Authenticated Users

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

EPI User – National

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

EPI User – Provincial

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

EPI User – District

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

EPI User - Tehsil

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

EPI User - UC

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

Policy User (National, Provincial and District)

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

Campaign User (National)

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

Campaign User (Provincial)

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

Campaign User (District)

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

CCEM Manager (National, Provincial, District)

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

Session 6: Inventory Management

Time: 205 Minutes

Session Objectives

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

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

Documents to Be Distributed

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

Materials Required

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

Presentations Required

Inventory Management

Trainer Preparation

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

Activities

Activity 6.1: Login

Time: 05 Minutes

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

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



National User Login:

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



Provincial User Login:

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

Vaccine (vLl Pakistan Logistics Manager	MIS) Training Directory Training Manuals
C 希 Home >	userpunjab ~
welcome Userpunjab	Dashboard & statistics Office * National GO
Af Home	state Deuting
Inventory Management <	Immunization Anagement
Stock Placement <	
📫 Manage Gatepass 🛛 <	Reporting Date: 08 - 2014 Vaccines: BCG-20 V GO
ССЕМ <	Reported VS Wastages
🗳 Reports 🛛 <	National Level - "BCG-20" Reported Vs Wastages Rate(Aug 2014)
CCEM Reports <	83%
🎗 Maps 🛛 <	72%
الله IM Graphs ، «	\$ 54%
CCEM Graphs <	
Campaign Reports <	L 30%
	18%
	0% 0% 0% 0% 0% 0% 0%
	Punjab Sindh Khyber Pakhtunkhwa Balochistan FATA Islamabad
	💼 Wastages 🖬 Reported UCs

District User Login:

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

Vaccine (VLN Pakistan Logistics Managem	AIS) entInformation System		Training © Database Directory Training Manuals
C 🖀 Home >			userrawalpindi v
welcome Userrawalpindi	Dashboard dashboard & statistics		Office * Province * District * District • Punjab • Rawaipindi • GO
🖀 Home	-I-I- Pouting	a. Came	
Inventory Management <	Immunization Anagement	👌 Mar	inagement
Stock Placement <			
📫 Manage Gatepass 🧹			Campaign: Test Campa 🔹 GO
ССЕМ <	Data Entry Status		Day Wise Coverage
🕙 Reports 🛛 <	Campaign:Test Campaign Data Entry Status	A	Campaign:Test Campaign Day Wise Target Vs Coverage
CCEM Reports <			254
🖁 Maps <			240
ال IM Graphs د			P 180
CCEM Graphs <	Remaining, 750	Ashboard & statistics	60
🕙 Campaign Reports 🛛 <			
A vLMIS Explorer			2-40 1-40
			් Target 🔒 Coverage

Tehsil User Login:

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

Vaccine (vLM Pakistan Logistics Management	IIS) nt Information System			EPI Directory Training Manuals
C 🖨 Home >				userthkhanpur v
WELCOME Userthkhanpur	Welcome, Taluka Hospital Khan pur!			ن الاتفاع
 ♣ Dashboard ➡ Inventory Management < 	2 New Arrivals 114080002, 11	4090003,		
Manage Gatepass < Cold Chain <	with Vaccine Logistics Managment Informa	ition System (vLMIS)		
🗳 Reports 🛛 <	Inventory Report	31 Monthly Reports	View annual reports	Graph Reports View simple graphs
CCEM Reports <	Enter the monthly inventory report for the assigned stores.	View monthly reported data for all of the reporting levels.	for the central, provincial and district level.	of indicators or compare these for data analysis.
۱۸۱۹۶۵ ۲۰۰۰ ۱۸۱۹۶۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲	To do's	National Report Provincial Report	Central/Provincial	 Simple Graphs Comparison Graphs
CCEM Graphs < Monthly Stock Consumption	 Stock Transfer Cold Chain Status 	 District Report Tehsil Report UC Report 	 District Annual Report Sub-District Annual Report 	
A vLMIS Explorer				

Union Council User Login:

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

Vaccine (vL Pakistan Logistics Manager	MIS) ment Information System					Directory	Training Manuals
C A Home >						P	Muhammad Boota 🗸
WELCOME Muhammad Boota	Dashboard dashboard & statistics						
🖶 Dashboard	Routine						
Cold Chain <							
🕙 Reports 💦 <	Reporting Rate						
CCEM Reports <	HF	Jun	Jul	Aug	Sep	Oct	Nov
	RHC Head Rajkan	R	R	R	R	R	R
CCEM Graphs <	BHU 1/DNB	R	NR	NR	NR	NR	NR
Monthly Stock Consumption	BHU 8/DNB	R	R	R	R	R	R
Campaign Reports	BHU 20/DNB	NR	R	R	R	R	R
A vLMIS Explorer	BHU 39/DNB	NR	R	R	R	R	R

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

Activity 6.2: Stock Receive From Store

Time: 05 Minutes

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

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

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

Inform user about each elements of screen as following:

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

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

Stock Receive	
From Warehouse	\checkmark
Issue No. Search	

Show print out on clicking Save Entry.

ue No.							
000455			Search				
Product	Batch No.	Quantity	VVM Stage	Adjusted Qty	Adjustment		E
bOPV	AOP4A345AA	50000	2		Theft	*	
BCG-20	036 <mark>D</mark> 2056	1000	2		Theft	*	E
topv	AOPVB936AA	50000	2		Theft	~	

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

Activity 6.3: Stock Receive Search

Time: 05 Minutes

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

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

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

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

Search By:

The options include:

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

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

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

Facilitators Manual

te From 01/08/2014			0ate To 31/08/2014			Warehouse/Su GAVI	pplier	F	Product Select		
arch by Select		•				Search	Reset				
eceive Sea	arch v records									Search:	
						Quantity					
ate	Receive No.	Receive From	Ref. No.	Product	Batch No.	Vials/Pcs	Doses 💧	Doses Per Vial	Unit	Expiry Date	Action
8/15/2014	R000011	GAVI	7811/13	TT-20	sa1234	6,099	121,980	20	Vials	01/16/2020	Delete
8/29/2014	R000017	GAVI	ref01	bOPV	W5999	1,000	20,000	20	Vials	01/31/2020	Delete
8/29/2014	R000018	GAVI	R8292014	BCG-20	B8292014	5,000	100,000	20	Vials	01/31/2020	Delete
8/29/2014	R000019	GAVI	ws	bOPV	Waqas001	100	2,000	20	Vials	01/31/2020	Delete
8/29/2014	R000020	GAVI	Waqas	IPV	Waqas001	9,999,999,999	99,999,999,990	10	Vials	01/31/2020	Delete
8/29/2014	R000021	GAVI	Waqas	BCG-20	Waqas001	999,999,999	19,999,999,980	20	Vials	01/31/2020	Delete
8/29/2014	R000022	GAVI	Waqas	BCG-20	Waqas001	147,483,647	2,949,672,940	20	Vials	01/31/2020	Delete
8/29/2014	R000023	GAVI	Waqas	BCG-20	Waqas002	555,555	11,111,100	20	Vials	01/23/2020	Delete
	R000024	GAVI	Wagas	bOPV	Wagas99	10.000	200.000	20	Vials	01/31/2020	

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

Activity 6.4: Batch Management

Time: 15 Minutes

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

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

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

Search By:

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

- Finished: batches have finished.
- Batch No: Optionally, specify the Batch No of the required batch.
- **Ref. No:** Optionally, specify the Reference No. of the required batch.

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

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

/accine				bOPV			
bOPV		•		Batch Status	No. of Batches	Oty in Dose	s Otv in Vials
itatus				Running	12	8,908,240	445,412
Running				Stacked	4	6,108,600	305,430
Stacked				Finished	44	42,949,672,94	40 2,147,483,647
Finished				Total	60	42,964,689,7	80 2,148,234,489
DTotal (Running +	Stacked)						
earch Method							
atch No.	Ref	. No.					
			Search				
			Search				
			368111				
Batch List			Scorti				
Batch List	records		Search				Search:
Batch List 5 v	records	Batch No.	Expiry Date	Qty	• Doses •	Status \$	Search:
Satch List 5 vi 5 sr.No.	records Vaccine bOPV	 Batch No. K5479-1 	Expiry Date 31/10/2015	Qty 115,680 Vials	 Doses 2,313,600 	Status 🔶 Stacked	Search: Action Make it Running
Batch List 5 vi 5r.No. A 1 2	Vaccine bOPV bOPV	 Batch No. K5479-1 K5480-1 	 Expiry Date 31/10/2015 31/10/2015 	 Qty 115,680 Vials 185,120 Vials 	 Doses 2,313,600 3,702,400 	Status 🔌 Stacked Stacked	Search: Action Make it Running Make it Running
Batch List 5 v Sr.No. 1 2 3	records Vaccine bOPV bOPV bOPV	 Batch No. K5479-1 K5480-1 K5500-1 	Expiry Date 31/10/2015 31/10/2015 31/10/2015	Qty 115,680 Vials 185,120 Vials 3,630 Vials	Doses Image: Control of the control of th	Status Stacked Stacked Stacked Stacked	Search: Action Make it Running Make it Running Make it Running

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

Show Batch Management Search Result's Print format

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

Activity 6.5: Stock Issue

Time: 05 Minutes

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

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

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

Inform user about each elements of screen as following: -

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

Stock Issue				
New Issue				~
Issue No.		Date	Issue Reference	
		31/08/2014	1001123	
Office *		Warehouse		
Federal	-	Federal EPI Store		
Product *		Batch *	VVM Stage	Quantity *
BCG-20	-	036D2054	NA	10,000
				Vials 200000 Doses
Available		Expiry Date	Purpose *	1
26,898		31 Jan, 2015	Routine	
				Add Issue

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

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

Show print out on clicking Print.

ssue Dat intered E		-	tore: Federa	al EPI Store			
ssue Dat Entered B		Stock Is	sue Vouche	r as on: 31/08	3/14	2000	
Entered L	te: 08/31/201	14					
	By: userepi				R	equest Nun	nber:
Recipient	t: Federal EP	Store			Dispa	tch Vouche	r No:
nrougn:	I					Vehicle	No.
ssued to	DOH/EDO:					venicie	110.3
				Quantity			
Sr.No.	Product	Batch No.	Vials/Pcs	Doses Per Vial	Total Doses	VVM Stage	Expiry Date
1 E	BCG-20	036D2054	10000	20	200000		01/31/2015
Summar P	ry Product		Quanti	ty/Dose			
BCG-20		10,000 / 200	0,000				
lssued b	y - Name:			Receiv	ed by - Name:		
Designat	tion:			Design	ation:		
Signature	e:			Signatu	ire:		
							Print

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

Activity 6.6: Stock Issue Search

Time: 05 Minutes

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

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

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

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

Search By:

The options include:

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

Select									
		•							
Varehouse/Su	upplier	Product							
Select		▼ Select		•					
Date From		Date To			_				
2014-08-01		2014-08-31		Search Re	eset				
u a Caarda									
	records							Search:	
ate 🔺	lssue No. 🕴	Issue To	Ref. No.	Product	Batch No.	Quantity 0	Unit	Expiry Date	
3/02/2014	1000443	District Lodhran	1540/edoh	BCG-20	B111	6,500	Vials	08/20/2016	De
3/02/2014	1000443	District Lodhran	1540/edoh	BCG-20	1111	1,050	Vials	01/10/2020	De
3/02/2014	1001471	CD Arz Muhammad	02082014	BCG-20	BatchBCG1111	10	Vials	12/31/2014	De
	1001472	BHU Sohbat Pur	02082014	BCG-20	BatchBCG1111	20	Vials	12/31/2014	De
3/02/2014			02092014	AD Syringe 0.05ml	BatchAD05	6	Pcs	07/31/2017	De
3/02/2014 3/02/2014	1001530	CD Arz Muhammad	02082014						
3/02/2014 3/02/2014 3/02/2014	1001530	CD Arz Muhammad EPI Center L.H D.A. Yar-III	02082014	AD Syringe 0.05ml	BatchAD05	20	Pcs	07/31/2017	De
3/02/2014 3/02/2014 3/02/2014 3/04/2014	1001530 1001531 1000444	CD Arz Muhammad EPI Center L.H D.A. Yar-III Distrtict Rajanpur Store	02082014	AD Syringe 0.05ml DIL-BCG-20	BatchAD05 b111	20	Pcs Vials	07/31/2017 07/31/2014	De
3/02/2014 3/02/2014 3/02/2014 3/04/2014	1001530 1001531 1000444 1000444	CD Arz Muhammad EPI Center L.H D.A. Yar-III Distrtict Rajanpur Store Distrtict Rajanpur Store	02082014 02082014 8679 8679	AD Syringe 0.05ml DIL-BCG-20 BCG-20	BatchAD05 b111 1111	20 1,380 1,050	Pcs Vials Vials	07/31/2017 07/31/2014 01/10/2020	De
3/02/2014 3/02/2014 3/02/2014 3/04/2014 3/04/2014 3/04/2014	1001530 1001531 1000444 1000444 1000444	CD Arz Muhammad EPI Center L.H D.A. Yar-III Distrtict Rajanpur Store Distrtict Rajanpur Store Distrtict Rajanpur Store	02082014 02082014 8679 8679 8679	AD Syringe 0.05ml DIL-BCG-20 BCG-20 IPV	BatchADO5 b111 1111 koyebebatch	20 1,380 1,050 122	Pcs Vials Vials Vials	07/31/2017 07/31/2014 01/10/2020 11/25/2014	De De De

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

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

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

Activity 6.7: Add Adjustment

Time: 10 Minutes

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

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

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

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

djustment			
New Adjustment			•
Adjustment Date *	Ref. No.		
31/08/2014			
Product *	Batch No. *	Available	
bOPV	- GMB02	▪ 15,000	
		Vials	
Adjustment Type *	Quantity *		
Cold Chain Break	▼ 100		
Comment			
		Save	

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

Activity 6.8: Search Adjustment

Time: 05 Minutes

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

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

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

These filters are following:

Search By: The options include:

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

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

A 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		-					
Adjustment No.	Adjustment	Туре		Product			
	Select		•	Select		•	
Date From	Date To						
				Search Reset			
earch Results							
earch Results							Search:
earch Results 5 v records						9	Search:
earch Results 5 Yrecords Date	Adjustment No.	Ref. No.	Product	Batch No.	Quantity §	Adjustment Type	Search:
earch Results 5 v records Date 18/29/2014	Adjustment No.	Ref. No.	Product COPV	Batch No.	Quantity 0	Adjustment Type Theft	Search:
earch Results 5 v records Date 18/29/2014 18/29/2014	 Adjustment No. A000001 A000002 	Ref. No.	 Product bOPV BCG-20 	Batch No. Basda Basda B8292014	Quantity 0 80 1000	Adjustment Type Theft	Search:

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

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

Activity 6.9: Manage Location

Time: 05 Minutes

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

Click the Manage Location link under the stock placement tab.

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

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

vrea*	Row*	Rack*		
Select Area	Select Row	Select Rack	-	
ack Type*	Pallet*	Level*		
Select Rack Type	▼ Select Pallet	▼ Select Level	-	
				Add
Location Name				Action
A01010101				Delete
B01010101				Delete
C01010101				Delete
D01010101				Delete
E01010101				Delete
A02030202				Delete
F04010101				Delete
F03010101				Delete
A02010101				Delete
C02020202				Delete
D04010101				Delete

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

Picker Order becomes Picked: This shows Pick order link changed into Picked

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

Activity 6.10: Location Status

Time: 10 Minutes

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

Show Location Status link under the stock placement tab.

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

Hon-Vaccines	Uaccines Location			
Location Status			 	
Non-Vaccines Location	nes ion			
Area*	▼ Select Level	•		
				Show Status
A01010101				
A02010101				

Stock in Bin A01	010101					
Back to Location						\sim
10 • records pe	er page					Place More
Product	Batch No.	Carton Quantity	\$ Q	Quantity 🔶	Action	
DIL-BCG-20	070512039E		1500	15000	Transfer	
DIL-BCG-20	285-1		100	1000	Transfer	
DIL-BCG-20	1-1374		500	5000	Transfer	
DIL-BCG-20	070512042E		1200	12000	Transfer	
DIL-Measles-10	068S13031E		500	5000	Transfer	
Showing 1 to 8 of 8 entri	es					

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

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

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

Transfer Stoc	:k	×
Product DIL-BCG-20	Batch No. 1-1374	
Location* B01010101	Quantity* 400	
		Transfer

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

Tell users to add Place Quantity and click Save.

Date	Receive No.	Product	Batch No.	Packs	Allocated	Un-Allocated	Place Quantity
8/01/2014	R000002	DIL-BCG-20	1-1374	2000	500	1500	
8/01/2014	R000002	DIL-BCG-20	070512039E	13535	1500	12035	
8/01/2014	R000002	DIL-BCG-20	070S12042E	10643	1200	9443	
8/01/2014	R000002	DIL-BCG-20	285-1	288	100	188	
8/01/2014	R000002	DIL-Measles-10	068513031E	5451	500	4951	
08/01/2014	R000002	DIL-Measles-10	068513032E	11061	0	11061	
08/01/2014	R000002	DIL-Measles-10	068S13033E	11151	0	11151	
08/01/2014	R000002	DIL-Measles-10	068513034E	5757	0	5757	
08/01/2014	R000002	DIL-Measles-10	068513048E	6129	0	6129	
8/01/2014	R000002	DIL-Measles-10	068513049E	11152	0	11152	
8/01/2014	R000002	DIL-Measles-10	068513050E	2436	0	2436	
08/01/2014	R000002	DIL-Measles-10	068513052E	1009	0	1009	
08/01/2014	R000002	DIL-Measles-10	068S13057E	514	0	514	
8/01/2014	R000002	DIL-Measles-10	9915013	4615	0	4615	
08/04/2014	R000063	DIL-Measles-10 (Campaign)	068513274Z	4059	0	4059	
10/06/2014	R000083	DIL-Measles-10 (Campaign)	068514011Z	9281	0	9281	
10/06/2014	R000083	DIL-Measles-10 (Campaign)	068514012Z	7279	0	7279	
12/06/2014	R000084	DIL-Measles-10 (Campaign)	068513303Z	940	0	940	
12/06/2014	R000084	DIL-Measles-10 (Campaign)	068513304Z	4060	0	4060	
12/06/2014	R000084	DIL-Measles-10 (Campaign)	068514012Z	3558	0	3558	
2/06/2014	R000084	DIL-Measles-10 (Campaign)	068514013Z	8002	0	8002	
17/06/2014	R000086	DIL-Measles-10 (Campaign)	068514015Z	6764	0	6764	
17/06/2014	R000086	DIL-Measles-10 (Campaign)	068514016Z	9616	0	9616	
15/08/2014	R000006	Recon. Syr 2ml	D2	3355	0	3355	
05/08/2014	R000007	AD Syringe 0.05ml	111	22010	0	22010	

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

Activity 6.11: Stock Pick

Time: 05 Minutes

The objective of this activity is to train user about stock picking.
Show **Stock Pick** link under the stock placement tab.

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

Manage Pick Stock				
Pick From Issue Vouch	er List			~
Issue No.				
Vaccine/Product	Batch No.	Expiry Date	Unpicked Quantity	Action
BCG-20	036D2054	2015-01-31 00:00:00	10000	Pick

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

Stock Pick			
			ack to Manage Pick Stock
Pick Stock			~
Location	Available Quantity	Pick Quantity	
400043	25	20	
Pick			

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

Activity 6.12: New Gate pass

Time: 05 Minutes

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

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

To issue a new gate pass, specify the following:

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

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

ate From	Date To			
2014-08-01	2014-08-31		Search	
ehicle Type	Vehicle			
Contract 💌	AXC1234		· Other	
ssue No.	Date			
000284	02/09/2014			
000286 000287				
Product	Batch No.	Issued Quantity	Quantity	Remaining Quantity
BCG-20	036D2054	200		200
Measles-10	004F3068			900
Pneumococcal-2 (PCV10)	ASPNA344AA	4200		4200
Pentavalent-1	1453193	8400		8400
DIL-BCG-20	070512039E	200		200
DIL-Measles-10	068513032E	900		900
OPV	AOPVB977AA	1000		1000

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

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

Activity 6.13: Gate pass List

Time: 05 Minutes

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

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

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

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

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

latepass L	ist						
Date From		Date To		Vehicle Ty	ype		
2014-08-0	1	2014-0	8-12	Contrac	t 💌		
Item		Batch					
BCG-20	•	036D20		Search	Reset		
5. No.	Gatepass No		Vehicle Number		Item Name	Batch Number	
. 110.					ncen name	Batch Number	
	2502110500				563.20	00002000	
2	3912603853		dfgdfgdfgdf		BCG-20	036D2058	
3	1156271701		dfgdfgdfgdf		BCG-20	036D2058	
4	3127211770		dfgdfgdfgdfgdf		BCG-20	036D2058	
5	2355347897		dfgdfgdfgdfgdf		Pentavalent-1	1453230	
					Protection 1	1453330	

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

Session 7: Monthly Reporting Forms

Time: 35 Minutes

Session Objectives

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

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

Documents to Be Distributed

- User Guide
- Handout 5.1 Monthly Reporting Form

Materials Required

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

Presentations Required

Monthly Reporting Forms

Trainer Preparation

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

Activities

Activity 7.1: Monthly Reporting Forms

Time: 35 Minutes

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

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

Monthly Reporting Forms

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

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

Indicators

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



Handout 7.1 Monthly Reporting Forms



Routine Immunization Monthly Vaccination Reporting Form (Side – 1)

				Nu	mber of	f Childre	n Vaccin	ated (0-1	1 Month	(sıt		_	Vumber	of Childr	en Vaccir	ated (12-	23 Mont	(sı	Closing Balance (Doses)	Unusable (Doses) **
Product Ba	lance R	eceived Doses)	*		Fix	ed		Referral	from	Outro	4.c		Fixe	-	ä	eferral fro	ε	utroach		
9	oses)		•	Inside	e UC	Outsit	de UC	Outside	UCs *			Inside	nc	Outside	0 DC	utside UCs	*	מתבפרו		
				Σ	ч	Σ	ч	¥	ш	¥	ш	×	L	M	- -	M	×	u		
			Total																	
			1																	
Measles			2																	
			Total																	
TT- Coverage																				
Product		Opening	Balance	(Doses)		Rece	ived (Do	(ses)		S. No	Pre	gnant W	omen	- 3	don-Pregi 5-45 Year	nant s age)	Clos	ing Balanc	e (Doses)	Unusable (Doses) **
										1										
										2										
ţ										m										
=										4										
										5										
					_					Total										
Other Items																				
Product	Openin Balance	e (No)	Recei (No	ved (Dispe (Nc	nsed o)	Clos Balance	ing e (No)	Pre	oduct				g B	ance (No)	Rece	ived (No	Dispe (N	ensed (o)	Closing Balance (No)
Diluent BCG									Rei	constitut	ion Syrir	nges (BCG	3-2 ml)							
Diluent Measles									Rei	constitut	ion Syrin	ges (Mea	isles 5 m	-						
AD Syringes 0.5 ml									Saf	fety Boxe	5									
AD Syringes 0.05 ml																				
- 11 1 0 4		-										*				-				
* Children va to UC when	conated in o e children liv	ither UC, I	must be	filled in	log boo	k of refe	rral child	iren tor c	ommun	Ication		÷	Vaccine	expired	, exposed	I to heat o	vr unusab	le due to a	any other re	uosea
F																				

Form B Routine Immunization Monthly Vaccination Reporting Form (Sindh)

Note: This form shall replace the old forms

D – Monthly consumption reporting form (EPI center)

 From / User
 Health Facility / Union Council / Tehsil

To / For District / Divisional / Provincial EPI centers

Timeline Monthly

Step by step procedure

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

Routine Immunization

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

TT-Coverage

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

Other Items

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

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

Session 8: Monthly Consumption Reporting

Time: 100 Minutes

Session Objectives

By the end of the session participants should know how:

• To report monthly consumption of vaccines and other products

Documents to Be Distributed

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

Materials Needed

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

Presentations Required

Monthly Consumption Reporting

Trainer Preparation

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

Activities

Activity 8.1: Consumption Reporting Concepts

Time: 10 Minutes

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

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

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

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

Activity 8.2: Login

Time: 05 Minutes

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

Show login to user and tell them accessing home page.

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

Activity 8.3: Add Monthly Consumption Report

Time: 10 Minutes

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

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

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

♦ D	ata Entry			
#	Union Council	EPI Center / Health Facility	Reporting Months Click month to add/view reported data	Last Update
1	Nasirabad	RHC Nasirabad	Consumption Reporting: Apr-15 (Draft) May-15 (Draft)	08/05/2015
			Log Book: Add Apr-15 Report	-
			Asset Status: Update	-
2	Lakha	BHU Khud Bux Wahoocha	Consumption Reporting: Add Apr-15 Report (Draft)	-
			Log Book: Add Apr-15 Report	-
			Asset Status: Update	-

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

WELCOME Muhammad Boota	RHC He	ead Rajka	in											V	iew Mon	thly Cons	sumption	n Report 1	for:			•
🖀 Dashboard															Jerete							
Cold Chain																	MO	NTHLY .	TARG	ETS		
Seports	Month					Yea	ar								Children	n Live Bir	th					
	District													Su	viving Cl	nildren (O	-11 M)					
CCEM Reports	Taluka													C	hildren A	ged (12-2	23 M)					
Monthly Consumption	UC														Pregna	int Wome	n					
ال CCEM Graphs	Routine In	nmunization	Monthly	Va	ccinatio	on Re	enortir	ng Forr	n (Ma	r-2014)												~
Monthly Stock Consumption	Refresh Closi	ng Balance from	previous m	onti	1 umber of	Child	Iron Va	scinete	4 (0 11	Monthel			Num	her of (Thildren	Vessin	atod (17	22 Man	the)			
Campaign Reports		Opening Balance	Received	#	Fixed Inside U	JC	Outsi	ide UC	Refer Outs	rral from	Outre	each	Fixe	d le UC	Outs	ide UC	Refe Outs	rral from ide UCs	Outr	each	Closing Balance	Unusable (Doses)
	Product	(Doses)	(Doses)		M	F	м	F	м	F	м	F	м	F	м	F	м	F	М	F	(Doses)	**
	BCG-20																					
	tOPV			0																		
				1																		
				2																		
				3																		

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

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

Activity 8.4: Log Book

Time: 10 Minutes

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

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

↓ D	ata Entry			
#	Union Council	EPI Center / Health Facility	Reporting Months Click month to add/view reported data	Last Update
1	Nasirabad	RHC Nasirabad	Consumption Reporting: Apr-15 (Draft) May-15 (Draft)	08/05/2015
			Log Book: Add Apr-15 Report	-
			Asset Status: Upc	
2	Lakha	BHU Khud Bux Wahoocha	Consumption Reporting: Add Apr-15 Report (Draft)	-
			Log Book: Add Apr-15 Report	
			Asset Status: Update	-

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

											Dose No.				
S.No	Name	Father Name	Age	Contact	Address	District	Union Council	Vaccination Date	BCG-20	Penta-1	(PCV10)	Measles	tOPV	Refer from	Remarks
1						Select 🔻	Select 🔻	1 •							
2						Select 🔻	Select 🔻	1 🔻							
3						Select 🔻	Select 🔻	1 •							
4						Select 🔻	Select 🔻	1 •							
5						Select 🔻	Select 🔻	1 •							
6						Select 🔻	Select 🔻	1 •							
7						Select 🔻	Select 🔻	1 •							
8						Select 🔻	Select 🔻	1 •							
9						Select 🔻	Select 🔻	1 •							
10						Select V	Select V	1 •							

The elements of the screen are as following:

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

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

Click "Save".

User can also add rows by adding the number of rows and clicking "Add rows".

Activity 8.5: Asset Status Update

Time: 10 Minutes

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

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

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

↓ D	ata Entry			
#	Union Council	EPI Center / Health Facility	Reporting Months Click month to add/view reported data	Last Update
1	Nasirabad	RHC Nasirabad	Consumption Reporting: Apr-15 (Draft) May-15 (Draft)	08/05/2015
			Log Book: Add Apr-15 Report	-
			Asset Status: Update	-
2	Lakha	BHU Khud Bux Wahoocha	Consumption Rathering: Add Apr-15 Report (Draft)	-
			Log Book: Add Apr-15 Report	-
			Asset Status: Update	-

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

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

Facilitators Manual

Asset ID	Assets	Working Status		Reasons			Utilizations		Temperature Alarn
10001322	Chest refrigerator, AC electricity	Working but needs r	maintenance 🔻	Select Reason		٠	In use	•	
10001323	Icelined refrigerator	Working well	۲	Select Reason		In use			
70000582	Vehicles	vicles Working well		Select Reason		In use			
70000583	Vehicles	Working well	•	Select Reason		•	In use	•	
70000584	Vehicles	Working well	•	Select Reason		•	In use	•	
Assets			Model		Total	Wor	king Quantity	Comments	
Ice Packs			0.5		4	4			
Ice Packs			0.7		2	2			
Ice Packs			0.8		8	8			
Ice Packs			0.9		з	з			
Stablizers			2800W		1	1			
Vaccine Ca	rriers-Cold Boxes		Carrier		1	1			
Stablizers			FF500/4R		1	1			
Vaccine Ca	rriers-Cold Boxes		RCW12		1	1			
Vaccine Ca	rriers-Cold Boxes		RCW25		2	2			

Session 9: Cold Chain Equipment Management

Time: 60 Minutes

Session Objectives

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

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

Documents to be distributed

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

Materials Required

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

Presentations Required

Cold Chain Equipment Management

Trainer Preparation

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

Activities

Activity 9.1: Introduction and Login

Time: 05 Minutes

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

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

Explain Cold Chain menu items.

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

Activity 9.2: Add Refrigerator

Time: 05 Minutes

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

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

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

Inform user about each element of screen:

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

Unallocated: specifies that the asset is not allocated.

Warehouse: select the warehouse to place the asset.

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

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

Cold Chain				
New/Add Refrigerator/Freezer/II	LR Asset			~
Asset Id / Equipment Code	Source of Supply			
Utilization *	Who Working Status *			
In use	Working well			
Placed At*				
Catalogue ID	Make *	Model *		
Domestic - Candy - R134A	Candy	R134A	V	
Add Asset Sub Type * Select Asset Sub Types	CFC Free Sticker Onot Applicable Yes No			
Dimensions (Feet)	Capacity (Liters)*			
Length	0			
Length	9.999999999			
Height	0			
	9.999999999			
Serial Number	Working Since (Year)			
51234	12/11/2013			
			Sa	ve

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

Activity 9.3: Search Refrigerator

Time: 03 Minutes

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

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

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

These filters are following:

- Asset Sub-Type: Select asset sub-type from the list.
- Source of Supply: select the supplier source from the list.

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

Unallocated: specifies that the asset is not allocated.

Warehouse: select the warehouse to place the asset.

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

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

	in							
Search R	efrigerator	/Freezer/ILR As	set					~
Asset Sub T	ype		Source of Supply	We	orking Status		Asset Id / Equipm	nent Code
Select Asse	et Sub Types	•	Select Source Of Supply	•	Select working status	•		
Catalogue I	D		Make	Mo	odel		Serial Number	
			Select Makes	•	Select Make First	•		
Gross Capa	city From		Gross Capacity To	We	orking Since From		Working Since To	
Placed At	Unallocated	Select Warehou	ISE					
Report Tpe	Detail View	,						Search Reset
Report Tpe District	 Detail View Summary V Facility 	/ View Make	Model	Capacity	Working Status	Date	I	Search Reset
Report Tpe District	Detail View Summary V Facility	View Make Test	Model Test	Capacity For 20:4 For 4:4	Working Status Unknown	Date 2014-08	-05 00:00:00	Search Reset
Report Tpe District	Detail View Summary \ Facility	View Make Test	Model Test Test	Capacity For 20:4 For 4:4 For 20:4 For 4:4	Working Status Unknown Unknown	Date 2014-08 2014-08	-05 00:00:00 -05 12:11:51	Search Reset
Report Tpe District	Oetail View Summary V Facility	View Make Test	Model Test Test Test	Capacity For 20:4 For 4:4 For 20:4 For 4:4 For 20:4 For 20:4 For 4:4	Working Status Unknown Unknown Unknown Unknown	Date 2014-08 2014-08 2014-08	-05 00:00:00 -05 12:11:51 -05 12:12:58	Search Reset
Report Tpe District	Octail View Summary \ Facility	View Make Test LG	Model Test Test Test Test PK2014	Capacity For 20:4 For 4:4 For 20:4 For 20:4 For 4:4 For 20:4 For 4:4 For 4:4	Working Status Unknown Unknown Unknown Unknown Working well	Date 2014-08 2014-08 2014-08 2014-08 2014-08	-05 00:00:00 -05 12:11:51 -05 12:12:58 -20 00:00:00	Search Reset

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

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

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

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

Activity 9.4: Add Vaccine Carriers

Time: 05 Minutes

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

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

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

Inform user about each element of screen:

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

Unallocated: specifies that the asset is not allocated.

Warehouse: select the warehouse to place the asset.

- Office: In this drop-down, select the office to which you want to issue the asset. On selecting the Office level, specify the office location in the adjacent drop-down list. On selecting the location, the Issue To drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.
- Catalogue ID: select the Catalogue ID from the list. You can also add a new catalogue ID by clicking Add. It will display a new window with following options:
 - Catalogue ID: specify the Catalogue ID.
 - Make: specify the make of the asset being added.
 - Model: specify the model of the asset being added.
 - Dimensions: Add the dimensions of the asset in feet.
- Add Total Available for Vaccination Activities and click Save.

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

Add Vaccine Carriers	
Placed At * @Unallocated	
E455M - VCDESG D161429 - TP001	
Make *	Model *
VCDESG D161429	TP001
Total Available For Vaccination Activities	Internal Dimensions Length Width
	Height

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

Activity 9.5: Search Vaccine Carriers

Time: 02 Minutes

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

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

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

These filters are following:

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

Unallocated: specifies that the asset is not allocated.

Warehouse: select the warehouse to place the asset.

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

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

Cold Chain					
Vaccine Carrie	r Search				~
Catalogue ID					
Make	Mo	del			
Oyster		Yellow Box	•		
Onalic Placed At	ocated OSelect Warehouse				
					Search Reset
Vaccine Carrie	r Search				~
●Deta Report Tpe	ail View OSummary View				
District	Facility	Make	Model	Date	
		Oyster	Yellow Box	08/12/2014	More
			1		

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

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

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

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

Activity 9.6: Add Ice Pack

Time: 05 Minutes

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

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

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

Inform user about each element of screen:

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

Unallocated: specifies that the asset is not allocated.

Warehouse: select the warehouse to place the asset.

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

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

Add Ice Packs			
Placed At * © Unallocated ® Select Warehouse			~
Office *	Province	Warehouse	
District	Punjab 💌	District Gujrat	
Ice Pack Sizes	Quantity *		
0.2	100		
0.3			
	200		
0.4	50		
	50		
Aud			

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

Activity 9.7: Search Ice Pack

Time: 02 Minutes

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

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

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

These filters are following:

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

Unallocated: specifies that the asset is not allocated.

Warehouse: select the warehouse to place the asset.

Office: In this drop-down, select the office to which you want to issue the asset.
 On selecting the Office level, specify the office location in the adjacent drop-

down list. On selecting the location, the **Issue To** drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.

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

ce Pack Sear	ch					
/lake		Model				
Select Makes	•	Select Make First	•			
Placed At						
Unallocated	Select Warehouse					
					Search Res	set
ce Pack Sear	ch					
ce Pack Sear	ch					
ce Pack Sear eport Tpe Detail View 0	ch Summary View					
ce Pack Sear	ch Summary View Facility	Make	Model	Quantity	Date	
ce Pack Sear	ch Summary View Facility	Make	Model	Quantity	Date	
ce Pack Sear eport Tpe Detail View © District	ch Summary View Facility	Make Ariston Italy	Model 0.2	Quantity 1	Date 08/08/2014	More
ce Pack Sear leport Tpe Detail View ©: District	ch Summary View Facility	Make Ariston Italy Ariston Italy	Model 0.2 0.3	Quantity 1 2	Date 08/08/2014 08/08/2014	More More
ce Pack Sear leport Tpe Detail View ©! District	ch Summary View Facility	Make Ariston Italy Ariston Italy Ariston Italy	Model 0.2 0.3 0.4	Quantity 1 2 3	Date 08/08/2014 08/08/2014 08/08/2014	More More

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

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

Show Ice Pack Search-Results' Print out and explain how results will be appeared in printout.

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

Activity 9.8: Add Cold Room

Time: 05 Minutes

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

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

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

Inform user about each element of screen:

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

Unallocated: specifies that the cold room is not allocated.

Warehouse: select the warehouse to place the cold room.

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

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

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

Add Cold Room	
Add Cold Room	
Asset Id / Equipment Code	Source of Supply WHO
Utilization *	Working Status *
In use	Working well
Placed At* Output Unallocated Select Warehouse	
Type *	Internal Storage Dimensions(m)
Select 💌	Length
	Width
	Height
Make *	Internal gross volume (m3) *
Haier	Gross Capacity
Model *	Net storage volume for vaccine/packs (m3) *
HBD-116	Net Capacity
Year of Supply	Number of cooling system
Number of phases	Refrigerator gas type
One ^O Three	R12
Has voltage stabilizer OYes®No	Has working backup generator
	Yes- automatic startup
Temperature recording system	Type of recording system
Provided, operating	Chart recorder (clockwork)
	Save

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

Activity 9.9: Search Cold Room

Time: 02 Minutes

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

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

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

These filters are following:

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

Unallocated: specifies that the cold room is not allocated.

Warehouse: select the warehouse to place the cold room.

• **Office**: In this drop-down, select the office to which you want to issue the asset. On selecting the **Office** level, specify the office location in the adjacent drop-down list. On

selecting the location, the **Issue To** drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.

Show Cold Room Search – Results and	explain the r	esults of the search.
-------------------------------------	---------------	-----------------------

Туре			Working St	tatus				
Select		•	Select wo	orking status				
Source of	Supply		Number of	f cooling system				
Select So	ource Of Supply	•						
Asset ID/E	Equiment Code		Has voltag	e stabilizer				
			⊖Yes®N	0				
Make			Model					
Select		•	Select Ma	ike First	-			
Capacity f	from		Capacity to	o				
Gross Ca	apacity		Gross Ca	pacity				
Year of Su	upply from		Year of Sup	oply to				
Placed	≜t ®Unallocate	ed OSelect Wa	rehouse					
Placed /	At ⊛Unallocate	ed OSelect Wa	rehouse					Search Reset
Placed /	At	ed OSelect War	rehouse					Search Reset
Placed / eport Tpe District	At	Summary Vie Make	rehouse ew	Model	Capacity	Working Status	Date	Search Reset
Placed / eport Tpe District	At ©Unallocate	Summary Vie Make PS40	rehouse ew	Model Bright Light Solar	Capacity 0	Working Status	Date 08/07/2014	Search Reset
Placed / eport Tpe District	At Ounallocate	Summary Vie Make PS40 ACMA	ew	Model Bright Light Solar ACMA	Capacity 0 3	Working Status Not working	Date 08/07/2014 08/08/2014	Search Reset
Placed / eport Tpe District	At ®Unallocate	Summary Vie Make PS40 ACMA TESTING MC	ew DDEL	Model Bright Light Solar ACMA TESTING MAKE	Capacity 0 3	Working Status Working Working Working well	Date 08/07/2014 08/08/2014 08/12/2014	Search Reset
Placed / eport Tpe District	At ®Unallocate	Summary Vie Make PS40 ACMA TESTING MC MK 074	ew DDEL	Model Bright Light Solar ACMA TESTING MAKE Forter Refigerator	Capacity 0 3 0 0	Working Status Not working Working well Working well	Date 08/07/2014 08/08/2014 08/12/2014 08/12/2014	Search Reset
Placed /	At ®Unallocate	Summary Vie Make PS40 ACMA TESTING MC MK 074 HBD-116	ew DDEL	Model Bright Light Solar ACMA TESTING MAKE Forter Refigerator Haier	Capacity 0 3 3 0 50	Working Status Not working Working well Working well Working well	Date 08/07/2014 08/08/2014 08/12/2014 08/12/2014 08/12/2014 08/12/2014	Search Reset

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

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

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

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

Activity 9.10: Add Voltage Regulator

Time: 05 Minutes

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

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

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

Inform user about each element of screen:

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

Unallocated: specifies that the voltage regulator is not allocated.

Warehouse: select the warehouse to place the regulator.

- Office: In this drop-down, select the office to which you want to issue the asset.
 On selecting the Office level, specify the office location in the adjacent drop-down list. On selecting the location, the Issue To drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.
- **Catalogue ID:** specify the Catalogue ID.
- Add **Quantity** before the ice pack size required to be added.

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

Cold Chain			
New/Add Voltage Regulator Asset			Y
Placed At * @Unallocated@Select Warehouse Catalogue ID Sollatek - SVS - Sollatek - SVS 04-22 Add	Quantity * 100		
Make *	Model *		
Sollatek	SV5 04-22	*	
10 records per page			Search:
Catalogue ID	Quantity 0	Make	Model 0
-45	1911	-45	-45
-45	22	-45	-45
-45	55	-45	-45
-45	55	-45	-45
-45	12	-45	-45
CAT8888	80	TESTING MAKE	TESTING MODEL
E7/12		Advance Galatrek	FF/500PA
E7/12		Advance Galatrek	FF/500PA
E7/12		Advance Galatrek	FF/500PA
E7/12		Advance Galatrek	FF/500PA
Showing 1 to 10 of 553 entries			1 2 3 4 5 >

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

Activity 9.11: Search Voltage Regulator

Time: 02 Minutes

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

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

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

These filters are following:

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

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

Unallocated: specifies that the voltage regulator is not allocated.

Warehouse: select the warehouse to place the regulator.

- Office: In this drop-down, select the office to which you want to issue the asset. On selecting the Office level, specify the office location in the adjacent drop-down list. On selecting the location, the Issue To drop-down displays the relevant warehouse store names in the selected province. Select the required warehouse/store.
- Catalogue ID: specify the Catalogue ID.
- Add **Quantity** before the ice pack size required to be added.

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

earch Volt	age Regulator					
atalogue ID						
/lake		Model				
Sollatek		▼ SVS 04-	22	•		
eport Tpe	nallocated OSelect Detail View OSumn	Warehouse nary View				Search Re
Placed At ^{® Ur} Report Tpe [®] District	nallocated Select Detail View Sumn Facility	Warehouse nary View Make	Model	Working Status	Date	Search Re
Placed At ^(*) Un Report Tpe ^(*) District	Detail View Sumn	Marehouse mary View Make Sollatek	Model SVS 04-22	Working Status	Date 2014-08-05 00:00:00	Search Re
Placed At ^{OU}	Detail View ©Sumn	Warehouse mary View Make Sollatek Sollatek	Model SV5 04-22 SV5 04-22	Working Status	Date 2014-08-05 00:00:00 2014-08-12 00:00:00	Search Re
Placed At ^{OUI} Report Tpe ^{OUI} District	nallocated Select Detail View Summ Facility	Warehouse mary View Make Sollatek Sollatek Sollatek	Model SVS 04-22 SVS 04-22 SVS 04-22	Working Status	Date 2014-08-05 00:00:00 2014-08-12 00:00:00 2014-08-13 00:00:00	Search Re

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

Show Voltage Regulator Search – Edit Link and shows user how to edit the searched asset.
Show Voltage Regulator Search–Results' Print out and explain how results will be appeared in printout.

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

Activity 9.12: Add Generator

Time: 05 Minutes

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

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

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

Inform user about each element of screen:

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

Unallocated: specifies that the asset is not allocated.

Warehouse: select the warehouse to place the asset.

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

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

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

Add Generator	
Add Generator	
Asset Id / Equipment Code	Source of Supply
	WHO
Utilization *	Working Status *
In use	Working well
Placed At*	
Our Output Ou	
Make *	Model *
Siemens	Seimens
Serial Number *	No. of Phases
S1234	●One OThree
Power Rating	Power Source
100	Diesel
Automatic Start Mechanism	Year of Supply
●Yes ◎No	14/01/2014
Use For	
Cold Rooms 💌	

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

Activity 9.13: Search Generator

Time: 02 Minutes

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

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

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

These filters are following:

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

Unallocated: specifies that the asset is not allocated.

Warehouse: select the warehouse to place the asset.

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

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

Vorking St	tatus	Si	erial Number				
Working	well	•					
Source of S	Supply	E	quipment ID/Asset Code				
Select Sol	urce Of Supply						
Make		N	lodel				
Select		•	Select Make First	•			
Year of Sup	oply From	Ye	ear of Supply To				
Report Tpe	e	w OSummary View				Search Reset	
Report Tpe	Oetail Vie	w OSummary View	Madal	Carial Number	Washing Status	Search Reset	
Report Tpe District	Oetail Vie Facility	W Summary View Make TESTING MAKE	Model TESTING MODEL	Serial Number	Working Status	Search Reset Working Since 2014-05-12 00:00:00	- Edit More
Report Tpe District	Octail Vie Facility	Summary View Make TESTING MAKE	Model TESTING MODEL	Serial Number S9999	Working Status Working well	Search Reset Working Since 2014-05-12 00:00:00 2014-08-12 14:06:49 2014-08-12 14:06:49	- Edit More
Report Tpe District	e	Summary View Make TESTING MAKE BIBIR ACMA	Model TESTING MODEL 107A	Serial Number 59999 -45 1334	Working Status Working well Working well	Search Reset Working Since 2014-05-12 00:00:00 2014-05-12 14:06:49 2014-08-12 14:06:49	Edit More
Report Tpe District	ODetail Vie Facility	Summary View Make TESTING MAKE BIBIR ACMA	Model TESTING MODEL 107A ACMA	Serial Number \$9999 -45 1234	Working Status Working well Working well Working well	Search Reset Working Since 2014-05-12 00:00:00 2014-08-12 14:06:49 2014 2014-08-05 00:00:00 2014	Edit More Edit More Edit More
Report Tpe District	Detail Vie Facility	Summary View Make TESTING MAKE BIBIR ACMA Hitochi	Model TESTING MODEL 107A ACMA S-11W-W4A	Serial Number 59999 -45 1234	Working Status Working well Working well Working well	Search Reset Working Since 2014-05-12 00:00:00 2014-05-12 14:06:49 2014 2014-08-05 00:00:00 2014	Edit More Edit More Edit More Edit More
Report Tpe District	Octail Vie Facility	Summary View Make TESTING MAKE BIBIR ACMA Hitochi Lambordini	Model TESTING MODEL 107A ACMA S-11W-W4A K633780	Serial Number \$9999 -45 1234 123 1	Working Status Working well Working well Working well Working well Working well	Search Reset Working Since 2014-05-12 00:00:00 2014-08-12 14:06:49 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-13 23:03:32	Edit More Edit More Edit More Edit More Edit More
Report Tpe District	e	Summary View Make TESTING MAKE BIBIR ACMA ACMA Hitochi Lambordini Ferguson	Model TESTING MODEL 107A ACMA S-11W-W4A K633780 T4236	Serial Number 59999 -45 1234 123 1 123	Working Status Working well	Search Reset Working Since 2014-05-12 00:00:00 2014-08-12 14:06:49 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-13 23:03:32 2014-08-05 00:00:00	Edit More Edit More Edit More Edit More Edit More Edit More Edit More
Report Tpe District	e	Summary View Make TESTING MAKE BIBIR ACMA ACMA Hitochi Lambordini Ferguson Countary Man	Model TESTING MODEL 107A ACMA \$-11W-W4A K633780 T4236 KDE 6700 TA	Serial Number 59999 -45 1234 12 12 59999	Working Status Working well	Search Reset Working Since 2014-05-12 00:00:00 2014-08-12 14:06:49 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00	Edit More Edit More Edit More Edit More Edit More Edit More Edit More
Report Tpe District	Octail Vier Facility Facility	 Summary View Make TESTING MAKE BIBIR ACMA Hitochi Lambordini Ferguson Countary Man SDMO 	Model TESTING MODEL 107A ACMA \$-11W-W4A K633780 T4236 KDE 6700 TA 3TUB-106	Serial Number S9999 -45 1234 123 123 SN123 SNAEG123	Working Status Working well Working well	Search Reset Working Since 2014-05-12 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00 2014-08-05 00:00:00	Edit More Edit More Edit More Edit More Edit More Edit More Edit More Edit More

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

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

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

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

Activity 9.14: Add Transport

Time: 05 Minutes

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

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

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

Inform user about each element of screen:

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

Unallocated: specifies that the transport is not allocated.

Warehouse: select the warehouse to place the transport.

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

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

Cold Chain				
New/Add Transport Asset				\checkmark
Asset Id / Equipment Code	Source of Supply			
E1234	WHO			
Utilization *	Working Status *			
In use	Working well			
Placed At*				
Transport Type	Registration No.	Make*	Model*	
Select Asset Sub Types 🔹		Suzuki 💌	SV1800P	•
Manufacture Year	% Used For EPI	Fuel Type		
08/01/2014		Select Fuel Types		
Comments				
Cavo				
Save				
L				

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

Activity 9.15: Search Transport

Time: 02 Minutes

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

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

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

These filters are following:

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

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

Unallocated: specifies that the asset is not allocated.

Warehouse: select the warehouse to place the asset.

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

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

Search Trar	nsport Asset										
Fransport 1	ype		Workin	ng Status		Source of Supply			Fuel Type		
Select Ass	et Sub Types	•	Selec	t working status	•	Select So	irce Of Supply	•	Select Fuel Types		•
egistratio	n No.		Make			Model					
			Selec	rt Makes	•	Select Ma	ke First	•			
/anufactu	re Year From		Manufa	acture Year To							
Placed At	●Unallocated	●Select Ware	house							Search	Reset
Placed At (Report Tpe	Unallocated Onallocated	Select Ware	house /iew							Search	Reset
Placed At (Report Tpe District	Unallocated Octail View Facility	Select Ware	house View	Model	Fuel Typ	pe Wor	king Status	Date		Search	Reset
Placed At (Report Tpe District	Unallocated Operail View Facility	Select Ware	house View	Model TFW791	Fuel Typ Petrol	pe Wor	king Status	Date 2014-08-	.01 00:00:00	Search	Reset - More
Placed At (Report Tpe District	Unallocated Octail View Facility	 Select Ware Summary V Make Electrolux TESTING MA 	view KE	Model TFW791 TESTING MODEL	Fuel Typ Petrol Petrol	pe Wor	king Status	Date 2014-08- 2014-06-	01 00:00:00 17 00:00:00	Search Edit	Reset More More
Placed At (Report Tpe District	Unallocated Detail View Facility	 Select Ware Summary Make Electrolux TESTING MA Electrolux 	house View KE	Model TFW791 TESTING MODEL TCW1151	Fuel Typ Petrol Petrol Petrol	pe Wor Wor Wor	king Status ding well ding well	Date 2014-08- 2014-08- 2014-08-	01 00:00:00 17 00:00:00 08 00:00:00	Search Edit Edit	Reset More More More
Placed At (Report Tpe District	Unallocated Detail View Facility	 Select Ware Summary Make Electrolux TESTING MA Electrolux Toyota 	view KE	Model TFW791 TESTING MODEL TCW1151 Toyota	Fuel Typ Petrol Petrol Petrol Petrol	De Wor Wor Wor Wor	king Status sing well sing well	Date 2014-08- 2014-06- 2014-08- 2013-08-	01 00:00:00 17 00:00:00 08 00:00:00 01 00:00:00	Search Edit	Reset More More More

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

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

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

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

Activity 9.16: Transfer Asset

Time: 05 Minutes

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

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

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

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

ransfe	r Asset					
From Offi	ìce *	Province	Wa	rehouse *		
Province	e 🔹	Punjab	▼ F	unjab EPI Store	•	
5. No.	Assets		Model	Asset ID	Quantity	Transfer Quantity/Asset
1	Vaccine Carriers-Cold Boxes		Rotary International	201838	5243	3000
2	Vaccine Carriers-Cold Boxes		RCW12	203135	4649	1000
3	Vaccine Carriers-Cold Boxes		RCW25	203322	600	
4	Ice Packs		HURREE	400032		
5	Ice Packs		POV90L	400059		
6	Ice Packs		POV90L	400060		
7	Ice Packs		Local	400061		
34	Cold Rooms		0.2		10	
35	Freezer-ILRs-Refregerators		model	00000		
36	Vehicles		Pickup Single Cabin	A00000		
To Offic	ce *	Province *	Wa	rehouse *		
Distri	ict 💌	Punjab	▼ [)istrict Bhakkar	•	

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

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

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

To Office *		Province *	Warehouse *		
District	•	Punjab	District Bhakkar	•	
					Transfer

Click Transfer.

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

Session 10: Dashboards

Time: 75 Minutes

Session Objectives

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

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

Documents to Be Distributed

User Guide

Materials Required

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

Presentations Required

Dashboards

Trainer Preparation

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

Activities

Activity 10.1: Routine Immunization

Time: 15 Minutes

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

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

Explain Wastages vs Reporting Rate graph

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

Explain Consumption graph

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

Dashboard Parts

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

• Filters:

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

Year:

Displays the list of Year.

• Period:

Displays the period of year to be selected.

Vaccines:

Select the product from the list of vaccines.

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

Graph Result

Tell users system displays the required report with following fields.

- Reporting Rate: Explain to users that reporting rate displays the percentage reporting for the selected period of the year for each province / region.
- Wastages: Explain to users that wastages rate displays the percentage vaccine wastages for the selected period of the year for each province / region.
- Consumption Explain to users that it displays the consumption data of vaccines for the last reported period. The data for each vaccine is the sum of all reporting levels for each province / region.
- Average Monthly Consumption (AMC): Explain to users that AMC is calculated as average of aggregated consumption of the last three non-zero consumption months for each province / region.

Reporting Rate and Wastage Graph Screen





Consumption and Average Monthly Consumption Graph Screen

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



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

Activity 10.2: Inventory Management

Time: 15 Minutes

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

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

Explain Consumption Stock vs Month of Stock (MOS) graph

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

Explain Month of Stock (MOS) map

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

Explain Stock Expiry Status pie-chart

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

Dashboard Parts

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

Filters:

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

- Year: Displays the list of Year.
- Period:

Displays the period of year to be selected.

Vaccines:

Select the product from the list of vaccines.

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

Graph Result

Tell users system displays the required report with following fields.

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

Consumption Stock vs Month of Stock (MOS) graph

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



Explain Month of Stock map

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



Explain Stock Expiry Status

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



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

Activity 10.3: Campaign Management

Time: 15 Minutes

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

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

Explain Campaign Data Entry Status pie-chart

Introduction to users and explain the cold chain capacity map.

Dashboard Parts

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

Campaign:

Displays the list of campaigns being conducted.

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

Graph Result

Tell users system displays the required report with following fields.

Campaign Data Entry Status

Shows the data entry stats for a selected campaign in the pie chart.

Day wise Target vs Coverage

Shows the day wise comparison of target versus coverage stats.

Missed Children Types

This is the comparison graph of defined different missed as well as unreachable list.

Campaign vaccines (vials)

To show the list of each campaign's vaccines (vials) which are used in any or all districts in the specified time span.

Explain Data Entry Status pie-chart

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



Explain Day Wise Target vs Coverage graph

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



Explain Missed Children graph

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



Explain Campaign Vaccines graph

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

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

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

Activity 10.4: Tehsil User Dashboard

Time: 15 Minutes

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

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



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

ue No.							
4080002			Search				
Product	Batch No.	Quantity	VVM Stage		Adjusted Qty	Adjustment	
OPV	a0pvb977aa	48	1	•		Theft	•
Pentavalent-1	1453200	1504	1	•		Theft	•
Pentavalent-1	1453228	496	1	T		Theft	•
Pneumococcal- 2 (PCV10)	spna428aa	1000	1	•		Theft	•
BCG-20	1469	18	1	•		Theft	•
BCG-20	037G4064	17	1	•		Theft	•
FT-20	11076413	30	1	•		Theft	•

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

Activity 10.5: Union Council User Dashboard

Time: 15 Minutes

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

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

Vaccine (Pakistan Logistics Ma	VLMIS anagement In) formation System						Directory	Training Manuals
C 🕈 Home >									Muhammad Boota 🗸
welcoмe Muhammad Boota		DashbOard dashboard & statistics							
付 Dashboard		Routine Immunization							
Cold Chain	<	1							-
🕙 Reports	<	Reporting Rate							•
CCEM Reports	<	HF	Ju	un	Jul	Aug	Sep	Oct	Nov
CCEM Graphs		RHC Head Rajkan		R	R	R	R	R	R
	<u> </u>	BHU 1/DNB		R	NR	NR	NR	NR	NR
Monthly Stock Consumption		BHU 8/DNB		R	R	R	R	R	R
Campaign Peports		BHU 20/DNB		NR	R	R	R	R	R
		BHU 39/DNB		NR	R	R	R	R	R
A vLMIS Explorer									

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

Routine Immunization						
Reporting Rate						
HF	Jun	Jul	Aug	Sep	Oct	Nov
RHC Head Rajkan	R	R	R	R	R	R
BHU 1/DNB	1	NR	NR	NR	NR	NR
BHU 8/DNB	R	R	R	R	R	R
BHU 20/DNB	NR	R	R	R	R	R
BHU 39/DNB	NR	R	R	R	R	R

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

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

WELCOME Muhammad Boota	RHC He	ad Rajka	in										V	ew Mont Select	hly Cons	umptior	Report	for:			v
																MOI	NTHLY	TARGE	TS		
Cold Chain <	Month				Ye	ar								Children	Live Bir	th					
Seports <	District												Sur	viving Ch	ildren (O	-11 M)					
CCEM Reports <	Taluka												Cł	nildren Ag	ed (12-2	3 M)					
A Monthly Consumption	UC													Pregna	nt Wome	n					
III CCEM Graphs <	Doutino Im	munization	Monthly	lassing	tion D	apartin	a Com	n (Ma	- 204 4)												
A Monthly Stock Consumption	Routine Im	g Balance fron	n previous mo	vaccina onth		eporun	g Forn	n (iviai	-2014)												~
Campaign Reports <				Number	of Chile	dren Vao	ccinated	d (0-11 Refer Outsi	Months) ral from de UCs			Numl Fixed	perof(I	Children	Vaccina	Refer	-23 Mon rral from ide UCs	ths) I			
A vLMIS Explorer		Opening Balance	Received	# Insid	e UC	Outsid	le UC	*		Outrea	ach	Insid	e UC	Outs	ide UC	*		Outre	each	Closing Balance	Unusable (Doses)
	Product	(Doses)	(Doses)	м	F	м	F	м	F	м	F	м	F	м	F	м	F	м	F	(Doses)	**
	BCG-20																				
	tOP∨			0																	
				1																	
				2																	
				3																	

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

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

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

Session 11: Reports and CCEM Reports

Time: 45 Minutes

Session Objectives

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

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

Documents to Be Distributed

User Guide

Materials Required

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

Presentations Required

Reports

Trainer Preparation

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

Activities

Activity 11.1: Summary Report

Time: 10 Minutes

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

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

Explain Summary Reports menu items.

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

Summary Report Concepts.

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

Report Parts

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

Header bar:

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

MOS Legends:

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

Filters:

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

Month:

Displays the list of Month.

Year:

Displays the list of Year

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

Report Result

Tell users system displays the required report with following fields.

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

National Report Screen

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

Reporting Rate					F	vaila Rate	bility
4.84% II	30.64% District:			<mark>O.</mark> Unio	.05%0 (0.3	8 <mark>0%</mark>
MOS Legends	🗧 Stock Out 📕 Under Stock 🦊 Sati	sfactory 📕 Over Stock					
Filter by							
						2	þ
		National Report	(July 2014)			4	Ì
Product		National Report	(July 2014) Consumption (Doses)	AMC (Doses)	On Hand (Doses)	Mos	Ì
Product		National Report	(July 2014) Consumption (Doses)	AMC (Dases) 50.0	On Hand (Doses) 306,780	Mos	6,135
Product V DPV		National Report	(July 2014) Consumption (Doses) 0 0	AMC (Doses) 50.0 420,236.0	On Hand (Doses) 306,780 42,565,060	Mos	6,135
Product V DPV DPV (IHR) DPV1		National Report	(July 2014) Consumption (Doses) 0 0	AMC (Doses) 50.0 420,238.0 UNK 120 577.7	On Hand (Doses) 306,780 42,565,060 5,000,000 14,570,700	Mos	6,135 101.3 UNK
Product V DPV DPV (IHR) OPV1 DPV		National Report	(July 2014) Consumption (Doses) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	AMC (Doses) 50.0 420,236.0 UNK 120,837.7 465.371.0	On Hand (Doses) 306,780 42,565,060 5,000,000 14,570,200 23,156,815	Mos	6,135 101.3 UNK 120.8 49.7
Product V DPV DPV (IHR) OPV1 OPV1 PPV (Campaign)		National Report	(July 2014) Consumption (Doses) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	AMC (Doses) 50.0 420,236.0 UNK 120,537.7 4665,371.0 292,303.0	On Hand (Doses) 306,780 42,565,060 5,000,000 14,570,280 23,156,815 10,338,570	Mos	6,135 101.3 UNK 120.8 49.7 35.4
Product V DPV DPV (IHR) OPV1 DPV (Campaign) DPV (IHR)		National Report	(July 2014) Consumption (Doses) 0 0 0 0 0 300 2,663 0 0	AMC (Doses) 50.0 420,236.0 UNK 120,837.7 466,371.0 292,303.0 340.0	On Hand (Doses) 306,780 42,565,060 5,000,000 14,570,200 23,156,815 10,338,570 0	Mos	6,135 101.3 UNK 120.8 49.7 35.4 UNK
Product 2V OPV (IHR) toPV1 DPV (Campaign) DPV (Campaign) DPV (IHR) CG-20		National Report	(July 2014) Consumption (Doses) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	AMC (Doses) 50.0 420,236.0 UNK 120,537.7 466,371.0 292,303.0 340.0 141,090.3	On Hand (Doses) 306,780 42,565,060 5,000,000 14,570,200 23,156,815 10,336,570 0 2,904,389	Mos	6,135 101.3 101.4 120.8 49.7 35.4 UNK 20.6
Product PV iOPV OPV (IHR) iOPV1 DPV DPV (Campaign) DPV (Campaign) OPV (IHR) CG-20 ientavalent-1		National Report	(July 2014) Consumption (Doses) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	AMC (Doses) 50.0 420,236.0 UNK 120,537.7 466,371.0 252,303.0 340.0 141,090.3 355,881.7	On Hand (Doses) 306,780 42,565,060 5,000,000 14,570,200 23,166,815 10,336,570 0 2,904,389 11,917,422	Mos I I I I I I I I I I I I I I I I I I I	6,135 6,135 101.3 UNK 120.8 49.7 35.4 UNK 20.6 33.5

Provincial Report: Filters

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

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

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

Provincial Report-Screen

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

^p rovince/Regio	on Report July	y 2014						
Reporting Rate						R	^{ailabi} ate	lity
4.84%	30.64%				0.0 Union	Councils: Di	.30)%
MOS Legends	: Stock Out 📕 Und	der Stock <mark>–</mark> Sat	tisfactory 📕 🛛 Over Stock 📃					
Filter by								
							٨	X
	Prov	/ince/Region Rep	ort For Stakeholder(s) = 'EPI	Program' And Product	= IPV (July 2014)			
Province/Region	Prov	/ince/kegion kep	oort For Stakeholder(s) = 'EPI	Program' And Product Consumption (Doses)	= IPV (July 2014) AMC (Doses)	On Hand (Doses)	MO	; ;
Province/Region	Prov	vince/Region Rep	oort For_Stakeholder(s) = 'EPI	Program' And Product Consumption (Doses) UNK	= IPV (July 2014) AMC (Doses) UNK	On Hand (Doses)	MO:	UNK
Province/Region <u>Punjab</u> <u>Sindh</u>	Prov	nince/kegion kep	oort For Stakeholder(s) = 'EPI	Program' And Product Consumption (Doses) UNK UNK	= IPV (July 2014) AMC (Doses) UNK UNK	On Hand (Doses) UN UN	MO: K I	UNK
Province/Region Punjab Sindh Khyber Pakhtunkhwa	Ρτον	/ince/Region Rep	oort For Stakeholder(s) = 'EPI	Program' And Product Consumption (Doses) UNK UNK UNK	= IPV (July 2014) AMC (Doses) UNK UNK	On Hand (Doses) UN UN	MOS K I	UNK UNK UNK
Province/Region Punjab Sindh Khyber Pakhtunkhwa Balochistan	Prov	/ince/Region Rep	oort For Stakeholder(s) = 'EPI	Program' And Product Consumption (Doses) UNK UNK UNK	= IPV (July 2014) АМС (Doses) UNK UNK UNK 3,694.3	On Hand (Doses) UN UN UN 797,20	MO: K K K MO: K MO: MO: MO: MO: MO: MO: MO: MO	UNK UNK UNK 215.8
Province/Region Puniab Sindh Khyber Pakhtunkhwa Balochistan AJK	Prov	/ince/kegion kep	port For Stakeholder(s) = 'EPI	Program' And Product Consumption (Doses) UNK UNK UNK 0 UNK	= IPV (July 2014) АМС (Doses) UNK UNK 3,694.3 UNK	On Hand (Doses) UN UN 797,20 UN	MO: K K K MO: K MO: K MO: K MO: MO: K MO: K MO: MO: MO: MO: MO: MO: MO: MO: MO: MO: MO: MO: MO:	UNK UNK UNK 215.8 UNK
Province/Region Puniab Sindh Khyber Pakhtunkhwa Balochistan AJK EA/A	Prov	/ince/kegion kep	oort For Stakeholder(s) = 'EPI	Program' And Product Consumption (Doses) UNK UNK 0 UNK UNK	= IPV (July 2014) АМС (Doses) UNK UNK 3,694.3 UNK 102.7	On Hand (Doses) UN UN 797,20 UN	MO: K K K MO: K K K MO:	UNK UNK UNK 215.8 UNK UNK
Province/Region Puniab Sindh Khyber Pakhtunkhwa Balochistan AJK FATA Gilgit Baltistan	Prov	/ince/Region Rep	oort For Stakeholder(s) = 'EPI	Program' And Product Consumption (Doses) UNK UNK 0 UNK UNK UNK	= IPV (July 2014) AMC (Doses) UNK 3,694.3 UNK 102.7 UNK	On Hand (Doses) UN UN 797,20 UN UN	MO: K K K MO: K K K MO: MO: MO: MO: MO: MO: MO: MO: MO: MO: MO: MO: MO: MO:	UNK UNK UNK 215.8 UNK UNK UNK
Province/Region Puniab Sindh Khyber Pakhtunkhwa Balochistan AJK FATA Gilgit Baltistan Islamabad	Prov	/ince/kegion kep	port For Stakeholder(s) = 'EPI	Program' And Product Consumption (Doses) UNK UNK UNK UNK UNK 0	- IPV (July 2014) AMC (Doses) UNK UNK 3,694.3 UNK 102.7 UNK 9,600.0	On Hand (Doses) UN UN 797,20 UN UN UN 9,15	MO: K K K K K K K K	UNK UNK UNK 215.8 UNK UNK UNK 1.0

District Report Filters

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

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

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

District Report - Screen

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

Race 30.64% 0.05% 0.30% Disrice 0 0.05% 0.30% Disrice 0 0.05% 0.05% MOS Legends: Stakaton 0ver stock 0 Flere by 0 0 0 Month: Year: Product: Version Month: Year: Product: Version Month: Year: Year: Version Month: Year: Year: Year: Year: Product: Year: Year: Year: Year: Year: Year: Year: Year: Year: Year: Year: Year: <td< th=""><th>District Repor</th><th>t July 2014</th><th></th><th></th><th></th><th></th><th></th><th></th></td<>	District Repor	t July 2014						
4.84% 30.64% 0.005% 0.000% Distric Image: Stack Out Under Stack & Satisfactory Over Stock & Statisfactory Image: Stack Out Image: Stack Out Under Stock & Satisfactory Over Stock & Statisfactory Image: Stack Out	Reporting						_{Availabilit} Rate	y
MOS Legends: Stock Out Under Stock Satisfactory Over Stock Filter by Month: Year: Province/Region: Product: Image: Stock Out	4.84%	30.64% District:			0.05%		0.30 District:	%
Biter by Month: Year: Province/Region: Product: Jul 2014 Punjab BCG-20 Go Section and the section of the se	MOS Legends	: Stock Out 📕 Under Stock 🦊 Satisfactory 📕	Over Stock					
Month: Year: Province/Region: Product: Jul 2014 Punjab BG-20 Go District Report For Province/Region: Go Supervision Su	Filter by							
District Report For Province/Rejon = Punjab And Product = IPV (July 2014) District Consumption (Doses) AMC (Doses) On Hand (Doses) Image: Consumption (Doses) <th>Jul 💌 2014 💌</th> <th>Punjab 💌 BCG-20 💌 Go</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>×</th>	Jul 💌 2014 💌	Punjab 💌 BCG-20 💌 Go						×
District Consumption (Doses) AMC (Doses) On Hand (Dose) On Hand (Dose)<		District Report For Province	/Region = Punjab And Pr	oduct = IPV (July 2014)				
Number Other Other <t< td=""><td>District</td><td></td><td>Consumption (Doses)</td><td>AMC (Doses)</td><td>On Hand (Doses)</td><td>-</td><td>MOS</td><td></td></t<>	District		Consumption (Doses)	AMC (Doses)	On Hand (Doses)	-	MOS	
Bhawapur 0 9,213.3 460 0.0 Bhawapur 0 9,213.3 460 0.0 Bhakar UNK UNK UNK UNK UNK Chakwa1 UNK UNK UNK UNK UNK Dera Ghazi Khan UNK T,994.7 1,360 0.2 Existabad UNK 21,994.7 0.0 0.2 Guiranwala UNK 7,732.7 9,140 0.2	Bahawalnagar		UNK	UNK	UNK	-	UNK	E
Bhakkar UNK	Bahawalpur		0	9,213.3	460		0.0	-
Chaiveal UNK Data Data <thdata< th=""> Data Data</thdata<>	Bhakkar		UNK	UNK	UNK		UNK	
Chinid UNK UNK UNK UNK Dera Ghazi Khan UNK 7,094.7 1,360 0.2 Faisalabad UNK 21,898.7 0.0 0.1 Guiranwala UNK 7,732.7 9,140 0.2	Chakwal		UNK	UNK	UNK		UNK	
Dera Ghazi Khan UNK 7,094.7 1,360 II 0.2 Faisalabad UNK 21,898.7 O II UNK Guiranwala UNK 7,732.7 9,140 II 1.2	Chiniot		UNK	UNK	UNK		UNK	
Faisalabad UNK 21,898.7 0 UNK Guiranwala UNK 7,732.7 9,140 1.2	Dera Ghazi Khan		UNK	7,094.7	1,360		0.2	
<u>Guiranwala</u> UNK 7,732.7 9,140 1.2	Faisalabad		UNK	21,898.7	0		UNK	
	Guiranwala		UNK	7,732.7	9,140		1.2	

Tehsil Report: Filters

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

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

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

Tehsil Report-Screen

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

ehsil Report July 2014					
Reporting Rate			R	_{vailabilii} Rate	ty
4.84% 🗊 Union Councils:			O.	05%	6 ls:
Filter by					
Month: Year: Province/Region: District Product: Jul 2014 Punjab V Select IPV	▼ Go				
				<u>ک</u>	R
Tehsil Report For = Punjab Ai	nd Product = IPV(July 201	4)		<mark></mark>	X
Tehsil Report For = Punjab Ar Tehsil	nd Product = IPV(July 201 Consumption (Doses)	4) AMC (Doses) On H	Hand (Doses)	Mos	X
Tehsil Report For = Punjab Ai Tehsil Ahmed Pur Sial	nd Product = IPV(July 201 Consumption (Doses)	4) AMC (Doses) On H UNK	Hand (Doses) UNK	Mos	
Tehsil Report For = Punjab A Tehsil Ahmed Pur Sial Ahmedpur east	nd Product = IPV(July 201 Consumption (Doses) UNK	4) AMC (Doses) On I UNK UNK	Hand (Doses) UNK UNK	Mos II UN	к
Tehsil Report For = Punjab A Tehsil Nimed Pur Sial Nimedpur east	nd Product = IPV(July 201 Consumption (Doses) UNIK UNIK	4) AMC (Doses) On H UNK UNK UNK	Hand (Doses) UNK UNK UNK	Mos III UN	
Tehsil Report For = Punjab A Tehsil Ahmed Pur Sial Ahmedpur east <u>Ni Pur</u> <u>Hlama Igbal Town</u>	nd Product = IPV(July 201 Consumption (Doses) UNIX UNIX UNIX UNIX	4) AMC (Doses) On H UNK UNK UNK	Hand (Doses) UNK UNK UNK UNK	MOS UN UN UN	
Tehsil Report For = Punjab A Tehsil Ahmed Pur Sial Ahmedpur east Ali Pur Allama Igbal Town Arifwala	nd Product = IPV(July 201 Consumption (Doses) UNK UNK UNK UNK	4) AMC (Doses) On I UNK UNK UNK UNK	Hand (Doses) UNK UNK UNK UNK UNK	MOS UN UN UN UN UN	
Tehsil Report For = Punjab A Tehsil Ahmed Pur Sial Ahmedgur east All Pur Allama Iqbal Town Arifvala Arcop	nd Product = IPV(July 201 Consumption (Doses) UNK UNK UNK UNK UNK	4) AMC (Doses) On H UNK UNK UNK UNK UNK UNK	Hand (Doses) UNK UNK UNK UNK UNK	MOS MOS UI UI UI UI UI UI UI UI	
Tehsil Report For = Punjab A Tehsil Ahmed Pur Sial Ahmedpur east Ali Pur Allama Iqbal Town Arifvala Aroop Attock	nd Product = IPV(July 201 Consumption (Doses) UNK UNK UNK UNK UNK UNK	4) AMC (Doses) On H UNK UNK UNK UNK UNK UNK	Hand (Doses) UNK UNK UNK UNK UNK	MOS UN UN UN UN UN UN UN UN	
Tehsil Report For = Punjab A Tehsil Ahmed Pur Siaj Ahmedpur east Ali Pur Aliama Iqbal Town Arifwala Aroop Attook Aziz Bhati Town	nd Product = IPV(July 201 Consumption (Doses) UNK UNK UNK UNK UNK UNK UNK UNK	4) AMC (Doses) On H UNK UNK UNK UNK UNK UNK UNK UNK	Hand (Doses) UNK UNK UNK UNK UNK UNK UNK	MOS UI UI	
Tehsil Report For = Punjab A Tehsil Ahmed Pur Siaj Ahmedour east Ali Pur Aliama lobal Town Arifwala Atoop Attook Aziz Bhatti Town Bahawalnagar	nd Product = IPV(July 201 Consumption (Doses) UNK UNK UNK UNK UNK UNK UNK UNK	4) AMC (Doses) On H UNK UNK UNK UNK UNK UNK UNK	Hand (Doses) UNK UNK UNK UNK UNK UNK UNK UNK		

Union Council Report: Filters

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

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

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

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

nion Counci	l Report Ma	arch 2014									
Reporting Rate	3							R	_{vailat}	oility	
82.47% 💷								O. Unic	78	%L	٥
Filter by											
Month: Year: Mar 💌 2014 💌	Province/Region:	District Islamabad	Tehsil	Union Council	Product:	-	Go				
									_		
Union Union Council) Council Report Fo	r Province/Region	= 'Islamabad' District = 'Is	lamabad' Tehsil = 'Rural Consumption (Doses)	Islamabad' Pr AMC (Doses)	oduct = 'bO	PV' (March 201 On Hand (Doses)	4)	моз	X	
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Stock Availability Report: Filters

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

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

Tell users to click GO to generate report.

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

Filter by Month: Year: Province/Region: Product: Image: State StateS			
Month: Year: Province/Region: Product: Mar 2014 Punjab b OPV Go Central Warehouse Central Warehouse Stakeholder All Province/Region: Punjab And Product = bOPV (March 20 Stakeholder Central Warehouse EPI Program Stakeholder All C ederat EPI Store EPI Program Punjab And Product = bOPV (March 2014) Provincial Report For Stakeholder = All Province/Region Punjab And Product = bOPV (March 2014) Provincial Warehouse Stakeholder Punjab And Product = bOPV (March 2014) Provincial Report For Stakeholder = All Province/Region Punjab And Product = bOPV (March 2014) Provincial Warehouse Stakeholder Punjab And Product = bOPV (March 2014) Provincial Warehouse Iter Internet Stakeholder = All Province/Region Punjab And Product = bOPV (March 2014) Provincial Stakeholder All C Stakeholder All C Iter Internet Stakeholder All Province/Region Punjab And Product = bOPV (March 2014) Districts Report For Stakeholder = All Province/Region Punjab And Product = bOPV (March 2014) Province/Region Stakeholder All C </th <th></th> <th></th> <th></th>			
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ederal EPI Store EPI Program EPI Program 910 "Provincial Report For Stakeholder = All Province/Region = Punjab And Product = bOPV (March 2014)" AMC Provincial Warehouse Stakeholder AMC unjab Frevincial EPI Office 338,72 "Unistricts Report For Stakeholder = All Province/Region = Punjab And Product = bOPV (March 2014)" 338,72 Districts Report For Stakeholder = All Province/Region = Punjab And Product = bOPV (March 2014)" 338,72 Districts Report For Stakeholder = All Province/Region = Punjab And Product = bOPV (March 2014)" 338,72 Districts Report For Stakeholder = All Province/Region = Punjab And Product = bOPV (March 2014)" 338,72 Districts Report For Stakeholder = All Province/Region = Punjab And Product = bOPV (March 2014)" 338,72 Districts Report For Stakeholder = All Province/Region = Punjab And Product = bOPV (March 2014)" 400 Districts Report For Stakeholder = All Province/Region = Punjab And Product = bOPV (March 2014)" 400 Districts Report For Stakeholder = All Province/Region = Punjab And Product = bOPV (March 2014)" 400 District EPI Office 0 0 0 0 0 ata Andrea Punjab 0 0 0 0 0 0 0 0 <td< td=""><td>Total</td><td>Total MC</td><td>105</td></td<>	Total	Total MC	105
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anjab Provincial EPI Office 338,72 'Districts Report For Stakeholder = All Province/Region = Punjab And Product = bOPV (March 2014)' Districts Province/Region Stakeholder AMC Store MOS Field MOS bistricts Punjab District EPI Office 0		Į	<mark>æ</mark> (×
III 'Districts Report For Stakeholder = All Province/Region = Punjab And Product = bOPV (March 2014)' Districts Province/Region Stakeholder AMC Store MOS Field MOS ahawalpur Punjab District EPI Office 0 0 0 0 era Ghazi Khan Punjab District EPI Office 0 0 0 0	Total	Total MG	1 05
'Districts Report For Stakeholder = All Province/Region = Punjab And Product = bOPV (March 2014)' Districts Province/Region Stakeholder AMC MOS Field MOS ahawalpur Punjab District EPI Office 0 0 0 0 era Ghazi Khan Punjab District EPI Office 0 0 0 0	Total 23.00 6,641,30	Total MC 6,641,300.00	LOS 19
Districts Province/Region Stakeholder AMC Store MOS Field MOS Sahawalpur Punjab District EPI Office 0	Total 23.00 6,641,30	Total MC	19 19
ahawalpur Punjab District EPI Office 0 0 0 era Ghazi Khan Punjab District EPI Office 0 0 0 alaslabad Punjab District EPI Office 360 0 000	Total 233.00 6,641,30	Total MC 0 6,641,300.00	105 19
era Ghazi Khan Punjab District EPI Office 0 0 0.00 0	Total 23.00 6,641,30	Total MC 0 6,641,300.00	IOS 19
pipelabad Punjab District EPI Office 360 0 0.00 400	Total 23.00 6,641,30 ss Total 0.00 0	Total MC 0 6,641,300.00	19 105 19 105 105 0.00
Fulgar District Eri Vinde 500 0 0.00 100	Total 23.00 6,641,30 ss 70tal 0.00 0.00	Total MC 0 6,641,300.00	19 105 19 105 0.00 0.00

Exercise # 11.1: Ask users to use current month and year to generate all reports.
Activity 11.2: Yearly Report

Time: 10 Minutes

Explain Yearly Reports menu items.

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

Provincial Yearly Report- Filters

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

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

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

Provincial Yearly Report-Screen

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

Filter by												
Ending Month: Year: Province/Region: Indi Jul v 2014 Punjab V C	cator: onsumption	•	Go									
5		.				80						<mark>a</mark> (
Provincial rearry	Ана-13	Sen-13	e = Punja	Nov-13	Dec-13	Lonsun	Eeb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14
	1.000	and the state of	100000	and the second second	State State			State of the local division of the local div			Constant and	and a second
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ov Opv	0 2,427,260	0	0 654,600	0 140,714	0 91,237	0 350,279	0	0 97,291	0 181,480	35,488	0 440	0
2V OPV OPV (IHR)	0 2,427,260 0	0 113,600 0	0 654,600 0	0 140,714 0	0 91,237 0	0 350,279 0	0 568,598 0	0 97,291 0	0 181,480 0	0 35,488 0	0 440 0	0
97 087 087 (IHR) 0874	0 2,427,260 0 0	0 113,600 0	0 654,600 0 0	0 140,714 0 767	0 91,237 0 3,690	0 350,279 0 0	0 568,598 0 0	0 97,291 0 0	0 181,480 0 460	0 35,488 0 8,200	0 440 0	0 0 0
9V OPV (IHR) HOPV1 OPV	0 2,427,260 0 625,850	0 113,600 0 3,001,740	0 654,600 0 930,640	0 140,714 0 767 539,267	0 91,237 0 3,690 512,236	0 350,279 0 490,077	0 568,598 0 487,448	0 97,291 0 0 570,649	0 181,480 0 460 511,043	0 35,488 0 8,200 493,153	0 440 0 449,136	0 0 0 1,017
PV OPV (IHR) KOPV1 OPV OPV (Campaign)	0 2,427,260 0 625,850 0	0 113,600 0 3,001,740 0	0 654,600 0 930,640 0	0 140,714 0 767 539,267 17,138	0 91,237 0 3,690 512,236 8,174	0 350,279 0 0 490,077 41,079	0 568,598 0 487,448 47,994	0 97,291 0 570,649 622,003	0 181,480 0 460 511,043 37,484	0 35,488 0 8,200 493,153 441,174	0 440 0 449,136 1,376	0 0 0 1,017 0
V OPV (IHR) KOPV1 OPV (Campaign) OPV (IHR)	0 2,427,260 0 625,850 0 0	0 113,600 0 3,001,740 0 0	0 654,600 0 930,640 0 0	0 140,714 0 767 539,267 17,138 0	0 91,237 0 3,690 512,236 8,174 0	0 350,279 0 0 490,077 41,079 0	0 568,598 0 487,448 47,994 0	0 97,291 0 570,649 622,003 0	0 181,480 0 460 511,043 37,484 0	0 35,488 0 8,200 493,153 441,174 0	0 440 0 449,136 1,376 0	0 0 0 1,017 0 0
PV OPV (IHR) NOPV1 DPV DPV (Campaign) DPV (IHR) KCG-20	0 2,427,260 0 625,850 0 0 259,800	0 113,600 0 3,001,740 0 286,680	0 654,600 0 930,640 0 0 341,920	0 140,714 0 767 539,267 17,138 0 174,091	0 91,237 0 3,690 612,236 8,174 0 160,808	0 350,279 0 490,077 41,079 0 150,174	0 568,598 0 487,448 47,994 0 146,800	0 97,291 0 570,649 622,003 0 150,778	0 181,480 0 460 511,043 37,484 0 139,311	0 35,488 0 8,200 493,153 441,174 0 140,474	0 440 0 449,136 1,376 0 138,920	0 0 0 1,017 0 0 224
PV b0PV s0PV (IHR) n0PV1 OPV OPV (Campaign) OPV (IHR) s0G-20 *entavalent-1	0 2,427,260 0 625,850 0 0 259,800 357,188	0 113,600 0 3,001,740 0 286,680 373,262	0 654,600 0 930,640 0 0 341,920 477,134	0 140,714 0 767 539,267 17,138 0 174,091 395,117	0 91,237 0 3,690 512,236 8,174 0 160,808 393,349	0 350,279 0 0 490,077 41,079 0 150,174 371,406	0 568,598 0 487,448 47,994 0 146,800 364,663	0 97,291 0 570,649 622,003 0 150,778 386,194	0 181,480 0 511,043 37,484 0 139,311 394,438	0 35,488 0 8,200 493,153 441,174 0 140,474 368,836	0 440 0 449,136 1,376 0 138,920 341,469	0 0 0 1,017 0 0 224 620

District Yearly Report- Filters

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

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

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

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

Filter by																
Ending Month:	Yea	ir: F	Province/Region:	Produc	:t:		Indicator:									
Jul	•	2014 💌	Punjab	▼ IPV		-	Consumpt	on	▼ G	D						
			'IPV' District	Yearly Repo	ort For Pr	rovince/F	Region = 'P	njab' A	nd Indica	itor = "Co	nsumptio	n" (In Do	ses)			
District					Aug-13	Sep-13	Oct-13	ov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14
					and a set	and the second	13.000 State	Contraction of the	Televis lines	12020120212	ALC: NO. OF STREET, ST.	COMPANY SOLID	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2. 10 Million and Con-	Max	
tock					0	0	0	0	0	0	0	0	0	0	C	
ttock ahawalnagar					0	0	0	0	0	0	0	0	0	0	C	
ttock ahawalnagar ahawalpur					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	
tock ahawalnagar ahawalpur nakkar					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 0 0	
took ahawalnagar ahawalpur hakkar hakwal					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 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	
ttock ahawalnagar ahawalpur hakkar hakwal hiniot					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 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0		
ttock ahawalnagar ahawalpur hakkar hakwal hiniot era Ghazi Khan						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	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 0 0		
ttock ahawalnagar ahawalpur hakkar hakwal hiniot era Ghazi Khan aisalabad					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 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		
kttock lahawalnagar lahawalpur hakkar hakwal hiniot era Ghazi Khan aisalabad ujranwala						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 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 0		0 0 0 0 0 0 0 0 0 0 0 0	

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

Wastages Report-Filters

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

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

Tell users to click GO to generate report.

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

Filter by												
Ending Month: Year: Province/Region: Product:												
Jul 💌 2014 💌 Punjab 💌 IPV		Go										
'IP\ District	/' Reporti Feb-14	ng and Wa	astage Mar-14	Rate for 27	/08/201 Apr-14	4	May-14		Jun-14		Jul-14	
					DD	March 199	00			Wathome	00	Wastages
	RR	Wastages	KR	Wastages	incre-	wastages	RR	wastages	R.R.	trastages	TKIN .	and the second second
Sahawalpur	RR 0 %	Wastages 0 %	0 %	Wastages 0 %	0 %	0 %	0 %	0 %	0 %	0 %	0.0 %	0 %
ahawalpur era Ghazi Khan	RR 0 %	Wastages 0 % 0 %	0 %	Wastages 0 % 0 %	0 %	0 %	0%	0 %	0 %	0 %	0.0 %	0 %
Sahawalpur Dera Ghazi Khan aisalabad	RR 0 % 0 % 0.0 %	Wastages 0 % 0 % 0 %	0 % 0 % 0.0 %	Wastages 0 % 0 %	0 %	0 % 0 % 0 %	0 % 0 % 0.0 %	0 % 0 % 0 %	0 % 0 % 0.0 %	0 % 0 % 0 %	0.0 %	0 % 0 %
Sahawalpur Dera Ghazi Khan aisalabad Sujranwala	RR 0 % 0 % 0.0 % 0 %	Wastages 0 % 0 % 0 %	RR 0 % 0 % 0.0 % 0 %	Wastages 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 %
Sahawalpur Dera Ghazi Khan aisalabad Gugranwala Lahore	RR 0 % 0 % 0.0 % 0 %	Wastages 0 % 0 % 0 % 0 %	RR 0 % 0 % 0 % 0 %	Wastages 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 % 0 %	0.0 % 0 % 0 % 0 %	0 % 0 % 0 % 0 %
Bahawalpur Dera Ghazi Khan Saisalabad Sujranwala Jahore	RR 0 % 0 % 0 % 0 % 0 %	Wastages 0 % 0 % 0 % 0 %	RR 0 % 0 % 0.0 % 0 % 0 %	Wastages 0 % 0 % 0 % 0 % 0 %	0 % 0 % 0.0 % 0 % 0 %	0 % 0 % 0 % 0 % 0 %	0 % 0 % 0.0 % 0.0 % 0 %	Wastages 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 0 9 0 9 0 9 0 9
Bahawalpur Dera Ghazi Khan Faisalabad Gujranwala Lahore Mianwali Multan	RR 0 % 0 % 0.0 % 0 % 0 % 0 % 0 % 0 % 0 %	Wastages 0 % 0 % 0 % 0 % 0 %	RR 0 % 0.0 % 0.0 % 0 % 0.0 %	Wastages 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 %	Wastages 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 0 9 0 9 0 9 0 9 0 9
Bahawalpur Dera Ghazi Khan Faisalabad Gujranwala Lahore Mianwali Yultan Kuzaffargarh	RR 0 % 0.0 % 0.0 % 0 % 0.0 % 0.0 %	Wastages 0 % 0 % 0 % 0 % 0 % 0 %	RR 0 % 0 % 0 % 0 % 0 % 0 %	Wastages 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 %	Wastages 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/ 0 9/ 0 9/ 0 9/ 0 9/ 0 9/ 0 9/

Shipment Report-Filters

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

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

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

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

Filter by												
Ending Month: Year: Warehouse:		Province	e/Region:	C	istrict:							
Apr 2014 District		Punja	b	•	All		• G	0				
Store	Nov-13		Dec-13		Jan-14		Feb-14		Mar-14		Apr-14	
Store	Nov-13		Dec-13		Jan-14		Feb-14		Mar-14		Apr-14	
			RECEIVE	Issue	Receive	Issue	Receive	Issue	Receive	Issue	Receive	Issue
intriat Attock	n n	0	0	0	0	0	0	0	0	0	0	0
istrict Attock	0	0	0	0	0	0	0	0	0	0	0	0
istrict Attock istrict Bahawalnagar istrict Bhakkar	0	0	0	0	0	0 0	0	0	0	0 0	0	0 0
istrict Attock istrict Bahawalnagar istrict Bhakkar istrict Chakwal	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	0 0 0	0 0 0	0 0 0
istrict Attock istrict Bahawalnagar istrict Bhakkar istrict Chakwal istrict Chiniot	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 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
istrict Attock istrict Bahawalnagar istrict Bhakkar istrict Chakwal istrict Chiniot istrict DG Khan Store	Receive 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 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	0 0 0 0 0 1	0 0 0 0 0
istrict Attock istrict Bahawalnagar istrict Bhakkar istrict Chakwal istrict Chiniot istrict DG Khan Store istrict Gujrat	Receive 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 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	0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 1 0	0 0 0 0 0 0
District Attock District Bahawalnagar District Bhakkar District Chakwal District Chiniot District DG Khan Store District Gujrat	Receive 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 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 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 1 0	0 0 0 0 0
trict Attock trict Bahawalnagar rict Bhakkar rict Chakwal rict Chiniot rict DG Khan Store rict Gujrat rict Hafizabad	Receive 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	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 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 1 0 0 0	0 0 0 0 0 0 0 0

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

Activity 11.3: Monthly Provincial Reports

Time: 10 Minutes

Explain Monthly Provincial Reports menu items.

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

AMC (Average Monthly Consumption) Reports - Filters

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

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

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

AMC (Average Monthly Consumption) Reports - Screen

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

Filter by										
Month: Year: Jul • 2014 • Go										
	Provinci	al/Regional St	ore-Average N	Ionthly Consu	nption (doses)	(July 2014)			Å	Į
Depduct										
	Punjab	Sindh	Khyber Pakhtunkhwa	Balochistan	АЈК	FATA	Gilgit Baltistan	Islamabad	National	
IPV	Punjab O	Sindh	Khyber Pakhtunkhwa 0	Balochistan 0	AJK 0	ГАТА 0	Gilgit Baltistan	Islamabad 0	National	
PV pV s0PV	Punjab 0 72,469.3	50.0 66,530.3	Khyber Pakhtunkhwa 0 293,074.0	Balochistan 0 3,694.3	AJK 0 0	ГАТА 0 1,239.3	Gilgit Baltistan O O	Islamabad 0 44,891.0	National	
IPV bopv bopv (IHR)	Punjab 0 72,469.3 0	Sindh 50.0 66,530.3 0	Khyber Pakhtunkhwa 0 293,074.0 0	Balochistan 0 3,694.3 0	АJК 0 0 0	FATA 0 1,239.3 0	Gilgit Baltistan 0 0	Islamabad 0 44,891.0 0	National	
PV SOPV SOPV (IHR) Rest.pr10121	Punjab 0 72,469.3 0	Sindh 50.0 66,530.3 0 0	Khyber Pakhtunkhwa 0 293,074.0 0 0	Balochistan 0 3,694.3 0 0	АJК 0 0 0 0	FATA 0 1,239.3 0 0	Gilgit Baltistan 0 0 0 0	Islamabad 0 44,891.0 0	National	
PV 50PV 50PV (IHR) Fest-pr10121 m0PV1	Punjab 0 72,469.3 0 0 4,116.7	5indh 50.0 66,530.3 0 0 46,317.5	Khyber Pakhtunkhwa 0 293,074.0 0 38,860.3	Balochistan 0 3,694.3 0 0 53,614.7	A3K 0 0 0 0 0	FATA 0 1,239.3 0 0 0	Gilgit Baltistan 0 0 0 0 0	Islamabad 0 44,891.0 0 0	National	
IPV bOPV bOPV (IHR) Test-pr10121 mOPV1 kOPV (IHR)	Punjab 0 72,469.3 0 0 4,116.7 0	5indh 50.0 66,530.3 0 0 46,317.5 0	Khyber Pakhtunkhwa 0 293,074.0 0 0 38,860.3 340.0	Balochistan 0 3,694.3 0 0 53,614.7 0	A3K 0 0 0 0 0 0 0	FATA 0 1,239.3 0 0 0 0 0	Gilgit Baltistan 0 0 0 0 0 0 0 0	Islamabad 0 44,891.0 0 0 0	National	
PV b0PV b0PV b0PV (IHR) m0PV1 b0PV (IHR) b0PV b0PV	Punjab 0 72,469.3 0 4,116.7 0 314,435.3	Sindh 50.0 66,530.3 0 46,317.5 0 68,611.3	Khyber Pakhtunkhwa 0 293,074.0 0 38,860.3 340.0 92,932.7	Balochistan 0 3,694.3 0 53,614.7 0 16,493.0	ися жала жала жала жала о о о о о	FATA 0 1,239.3 0 0 0 0 10,163.0	Gilgit Baltistan 0 0 0 0 0 0 0 0 0 0 0	Eslamabad 0 44,891.0 0 0 0 12,695.0	National	
IPV boPV boPV (IHR) Test-pr10121 mOPV1 kOPV (IHR) kOPV kOPV (Campaign)	Punjab 0 72,469.3 0 4,116.7 0 314,435.3 160,011.3	Sindh 50.0 66,530.3 0 46,317.5 0 68,611.3 28,230.0	Khyber Pakhhunkhwa 0 293,074.0 0 38,860.3 34,00 92,932.7 102,176.7	Ballochistan 0 3,684.3 0 0 53,614.7 0 16,493.0 11,152.0	0 0 0 0 0 0 0 0 0 0 0 0	FATA 0 1,239.3 0 0 0 0 10,163.0 142.7	Gilgit Baltistan 0 0 0 0 0 0 0 0 0 0 0 0 0 0	LSIamabad 0 44,891.0 0 0 0 12,695.0 49,000.0	National	
IPV IPV bOPV IHR) Testpr10121 IOPV IHR) OPV OPV Corpaign DIL-BCG-20	Punjab 0 72,468.3 0 4,116.7 0 314,435.3 160,011.3 831.7	Sindh 50.0 66,530.3 0 46,5317.5 0 68,611.3 28,230.0 32.0	Khyber Pakkhunkhwa 0 293,074.0 0 38,860.3 340.0 92,932.7 102,176.7 0	Balochistan 0 3,694.3 0 0 53,614.7 0 16,493.0 11,162.0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0	FATA 0 1,239.3 0 0 0 10,163.0 142.7 69.0	Gilgit Baltistan 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Lsiamabad 0 44,891.0 0 0 0 12,695.0 49,000.0	National	

Month of Stock Report- Filters

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

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

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

Month of Stock Reports - Screen

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

Filter by										
Month: Year:										
Jul 👻 2014 💌 Go										
									~	12
	F	rovincial/Reg	ional Store-Mo	onth of Stock (doses) (July 20	14)				
Product	Punjab	Sindh	Khyber Pakhtunkhwa	Balochistan	АЈК	FATA	Gilgit Baltistan	Islamabad	National	
Product	Punjab 0.2	Sindh 0	Khyber Pakhtunkhwa 0	Balochistan 0	АЈК	FATA 0	Gilgit Baltistan	Islamabad	National D	
	Punjab 0.2 77.7	Sindh 0 246.5	Khyber Pakhtunkhwa 0 23:2	Balochistan 0 216.8	АЈК 0 159.2	FATA 0 1.2	Gilgit Baltistan 0	Islamabad (National D	
	Punjab 0.2 77.7 0	Sindh 0 246.5 0	Khyber Pakhtunkhwa 0 23:2 0	Balochistan 0 215.8 0	АJК 0 159.2 0	FATA 0 1.2 0	Gilgit Baltistan 0 0	Islamabad (National D D	
Product PV OPV (IHR) bstpr10121	Punjab 0.2 77.7 0 0	Sindh 0 246.5 0 0	Khyber Pakhtunkhwa 0 23:2 0 0	Balochistan 0 215.8 0 0	Ајк 0 159.2 0 0	FATA 0 1.2 0	Gilgit Baltistan 0 0 0 0	Islamabəd (((National D D D	
PPOBLOC PV OPV (IHR) est-pr10121 n0PV1	Punjab 0.2 77.7 0 0 978.7	Sindh 0 246.5 0 0 19.3	Khyber Pakhtunkhwa 0 23.2 0 0 46.0	Balochistan 0 215.8 0 0 13.9	AJK 0 159.2 0 0 0	FATA 0 12 0 0 0	Gilgit Baltistan 0 0 0 0 0 0	Islamabəd (((((National 0 0 0 0	
PPOBLIC PV xXXX XXXX xXXXX iest-pr10121 nOPV1 XXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXX	Punjab 0.2 77.7 0 0 0 978.7 0.0	Sindh 0 246.5 0 9 19.3 0	Khyber Pakhtunkhwa 0 23.2 0 0 46.0 0	Balochistan 0 215.8 0 0 13.9 0	AJK 0 159.2 0 0 0 0 0	FATA 0 12 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Gilgit Baltistan 0 0 0 0 0 0 0	Islamabəd (((((National National D D D	
PPOBLOC PV KOPV KOPV (IHR) est-pr10121 mOPV1 OPV (IHR) OPV	Punjab 0.2 77.7 0 0 978.7 0.0 6.7	Sindh 0 246.5 0 19.3 0 169.8	Khyber Pakhtunkhwa 0 23.2 0 0 46.0 0 6.9	Balochistan 0 216.8 0 0 13.9 0 4.4	AJK 0 159.2 0 0 0 0 20.3	FATA 0 0 12 0 0 0 0 0 1.0	Gilgit Baltistan 0 0 0 0 0 0 0 0 0 0 0 0	Islamabad (((((((((((())))))))))))))	National National D D D D	
PPOBLIC PV SOPV SOPV (IHR) OPV1 OPV (IHR) OPV OPV (Campaign)	Punjab 0.2 77.7 0 0 978.7 0.0 8.7 8.7 33.1	Sindh 0 246.5 0 19.3 0 169.8 47.5	Khyber Pakhtunkhwa 0 23.2 0 0 46.0 0 6.9 14.8	Balochistan 0 215.8 0 0 13.9 0 4.4 21.2	AJK 0 159.2 0 0 0 0 0 20.3 143.7	FATA 0 1.2 0 0 0 0 0 0 0 0 1.3 1.0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Gilgit Baltistan 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Islamabad () () () () () () () () () () () () ()	National National D D D D D D D D D D	
PPOBLIC PV SOPV SOPV IHR) mOPV1 OPV IHR) OPV IHR) OPV OPV Compaign) DIL-BCG-20	Punjab 0.2 77.7 0 0 978.7 0.0 578.7 0.0 5.7 3.3.1 2,294.2	Sindh 0 246.5 0 19.3 0 169.8 47.5 25,000.0	Khyber Pakhtunkhwa 0 23.2 0 0 46.0 0 6.9 14.8 317.7	Balochistan 0 215.8 0 13.9 0 4.4 21.2 0	AJK 0 159.2 0 0 0 0 0 20.3 143.7 0	FATA 0 1.2 0 0 0 0 0 0 0 0 0 0 1.0 0 0 0 0 0 0 0 0	Gilgit Baltistan 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Islamabad () () () () () () () () () () () () ()	National National D D D D D D D D D D	

Consumption Report- Filters

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

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

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

Consumption Reports - Screen

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

Filter by									
Month: Year: Jul 💌 2014 💌 Go									
		Provincial/Re	gional Store-C	Consumption (d	loses) (July 20'	14)			A
			The second second	The second second second	1.	10000	and the later of		The second second
Product	Punjab	Sindh	Khyber Pakhtunkhwa	Balochistan	АЈК	FATA	Gilgit Baltistan	Islamabad	National
Product	Punjab 0.0	Sindh 0.0	Khyber Pakhtunkhwa 0.0	Balochistan 0.0	АЈК 0.0	FATA 0.0	Gilgit Baltistan 0.0	Islamabad	National
Product PV iOPV	Punjab 0.0	Sindh 0.0 0.0	Khyber Pakhtunkhwa 0.0 0.0	Balochistan 0.0 0.0	АJК 0.0 0.0	FATA 0.0 0.0	Gilgit Baltistan 0.0 0.0	Islamabad 0.0 0.0	National
Product PV SOPV SOPV (IHR)	Punjab 0.0 0.0	Sindh 0.0 0.0 0.0	Khyber Pakhtunkhwa 0.0 0.0 0.0	Balochistan 0.0 0.0 0.0	АJК 0.0 0.0 0.0	FATA 0.0 0.0 0.0	Gilgit Baltistan 0.0 0.0 0.0	Islamabad 0.0 0.0	National
Product PV SOPV SOPV (IHR) iest-pr10121	Punjab 0.0 0.0 0.0	Sindh 0.0 0.0 0.0 0.0	Khyber Pakhtunkhwa 0.0 0.0 0.0	Balochistan 0.0 0.0 0.0 0.0	Азк 0.0 0.0 0.0	FATA 0.0 0.0 0.0 0.0	Gilgit Baltistan 0.0 0.0 0.0 0.0	Islamabad 0.0 0.0 0.0 0.0	National
Product PV xOPV (IHR) est-pr10121 nOPV1	Punjab 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Sindh 0.0 0.0 0.0 0.0 0.0 300.0	Khyber Pakhtunkhwa 0.0 0.0 0.0 0.0	Balochistan 0.0 0.0 0.0 0.0 0.0	A3K 0.0 0.0 0.0 0.0 0.0	FATA 0.0 0.0 0.0 0.0 0.0	Gilgit Baltistan 0.0 0.0 0.0 0.0 0.0	Tslamabad 0.0 0.0 0.0 0.0 0.0	National
Product PV soPV (IHR) est-pr10121 n0PV1 (IHR)	Punjab 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Sindh 0.0 0.0 0.0 300.0 300.0 0.0	Khyber Pakhtunkhwa 0.0 0.0 0.0 0.0 0.0	Balochistan 0.0 0.0 0.0 0.0 0.0 0.0	A3K 0.0 0.0 0.0 0.0 0.0 0.0	FATA 0.0 0.0 0.0 0.0 0.0 0.0	Gilgit Baltistan 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Eslamabad 0.0 0.0 0.0 0.0 0.0 0.0	National
Product PV soPV soPV (IHR) average average set-pr10121 average oPV (IHR) oPV	Punjab 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 0.0 0.0 0.0 1.017.0	Sindh 0.0 0.0 0.0 300.0 0.0 992.0	Khyber Pakhtunkhwa 0.0 0.0 0.0 0.0 0.0 0.0	Balochistan 0.0 0.0 0.0 0.0 0.0 0.0 0.0 370.0	AJX 0.0 0.0 0.0 0.0 0.0 0.0 0.0 284.0	FATA 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Gilgit Baltistan 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Islamabad 0.0 0.0 0.0 0.0 0.0 0.0 0.0	National
Product PV xxXPV xxXPV isst-pr10121 xxXPV1 XXXPV	Punjab 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 1.017.0 0.0	Sindh 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Khyber Pakhtunkhwa 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Balochistan 0.0 0.0 0.0 0.0 0.0 0.0 370.0 0.0	A3X 0.0 0.0 0.0 0.0 0.0 284.0 0.0	FATA 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Gilgit Baltistan 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Islamabad 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	National
Product IPV bOPV (IHR) fest-pr10121 mOPV1 KOPV (IHR)	Punjab 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 0.0 0.0 0.0 0.0	Sindh 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	Khyber Pakhtunkhwa 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Balochistan 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	AX 0.0 0.0 0.0 0.0 0.0 0.0 284.0 0.0 0.0	FATA 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Gilgit Baltistan 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Islamabad 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	National

Stock on Hand Report- Filters

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

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

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

Stock on Hand Reports - Screen

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

Filter by										
Month: Year:										
Jul - 2014 - Go										
									_	
									2	
									~	
		Provincial/Rec	ional Store-St	ock on Hand (doses) (July 20	14)				
		riormenance	ional store-st	ook on nunu (uosca/ (oui) zo					
Product	Punjab	Sindh	Khyber	Balochistan	АЈК	FATA	Gilgit Baltistan	Islamabad	National	
			and the second se							
			Pakhtunkhwa							
PV	50,000	10	Pakhtunkhwa 0	0	0	0	0		0	
PV	50,000	10	Pakhtunkhwa 0 6,805,520	0 797,200	0	0 54,060	0		0	
	50,000	10 16,401,380	Pakhtunkhwa 0 6,805,520	0 797,200	0 197,260	0 54,060	0		0	
PV 50PV 50PV (IHR)	50,000 5,629,700 0	10 16,401,380 0	Pakhtunkhwa 0 6,805,520 0	0 797,200 0	0 197,260 0	0 54,060 0	0		0	
PV SOPV SOPV (IHR) Festpr10121	50,000 5,629,700 0	10 16,401,380 0 0	Pakhtunkhwa 0 6,805,520 0	0 797,200 0 0	0 197,260 0	0 54,060 0	0 0 0 0		0 0 0 0	
IPV bOPV bOPV (IHR) Testpr10121 mOPV1	50,000 5,629,700 0 0 4,029,000	10 16,401,380 0 0 892,180	Pakhtunkhwa 0 6,805,520 0 1,786,660	0 797,200 0 0 745,140	0 197,260 0 168,440	0 54,060 0 0	0 0 0 0 0		0 0 0 0 0 0	
PV SOPV (IHR) Festpr10121 mOPV1 KOPV (IHR)	50,000 5,629,700 0 0 4,029,000 0	10 16,401,380 0 892,180 0	Pakhtunkhwa 0 6,805,520 0 1,786,660 0	0 797,200 0 745,140 0	0 197,260 0 168,440 0	0 54,060 0 0 0	0 0 0 0 0 0		0 0 0 0 0 0	
PV SOPV (IHR) Restpr10121 mOPV1 KOPV (IHR) KOPV	50,000 5,629,700 0 4,029,000 0 2,099,304	10 16,401,380 0 892,180 0 11,653,311	Pakhtunkhwa 0 6,805,520 0 1,786,660 0 641,040	0 797,200 0 745,140 0 72,500	0 197,260 0 168,440 0 205,840	0 54,060 0 0 0 0 12,540	0 0 0 0 0 0		0 0 0 0 0 0 0 0 0	
PV 50PV (IHR) Rest-pr10121 n0PV1 K0PV (IHR) K0PV K0PV (Campaign)	50,000 5,629,700 0 4,029,000 0 2,099,304 5,301,500	10 16,401,330 0 892,180 0 11,663,311 1,340,340	Pakhtunkhwa 6,805,520 0 1,786,660 0 641,040 1,508,550	0 797,200 0 745,140 0 72,500 236,940	0 197,260 0 0 168,440 0 205,840 205,840	0 54,060 0 0 0 12,540 151,000				
IPV bOPV IHR) Testpr10121 mOPV1 KOPV (IHR) KOPV KOPV (Campaign) DIL-BCG-20	50,000 5,629,700 0 0 4,029,000 0 2,099,304 5,301,500 1,908,000	10 16,401,380 0 892,180 0 11,653,311 1,340,340 800,000	Pakhtunkhwa 6,805,520 0 1,786,660 0 641,040 1,508,550 50,000	0 797,200 0 745,140 0 72,500 236,940 76,200	0 197,260 0 1158,440 0 205,840 20,500 21,920	0 54,060 0 0 12,540 151,000 17,260				
IPV bOPV bOPV (IHR) Testpr10121 mOPV1 tOPV (IHR) tOPV (Gampaign) DIL-8CG-20 pcc 20 pcc 20	50,000 5,629,700 0 4,029,000 0 2,099,304 5,301,500 1,908,000	10 16,401,380 0 892,180 0 11,653,311 1,340,340 800,000	Pakhtunkhwa 6,805,520 0 1,786,660 0 641,040 1,508,550 50,000	0 797,200 0 745,140 0 72,500 236,940 76,200	0 197,260 0 1168,440 0 205,840 20,500 20,500 21,920	0 54,060 0 0 0 12,540 151,000 157,600				

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

Activity 11.4: Data Performance

Time: 05 Minutes

Data Performance items.

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

Non Reported Districts Report: Filters

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

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

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

Tell users that they can generate report based on:

- Facility
- UC

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

-ilter by						
1b.	Norma Desidence	Direct				
Mar 🔽	2014 Province/	Kegion: Distri	ct hawalpur - Go			
Tota	l Warehouses	116	Total Non Reported Wa	rehouses 15	Reporting Rate	87.07%
		Non-	reported EPI Centers Rep	ort For Province/Region Punjab (March 20)14)	
NO	Province/Region	District	Union Council	EPI Center		
1	Punjab	Bahawalpur	37 B/C	37 B/C		
		of second strand second	and the second s			
2	Punjab	Bahawalpur	4 B/C	4 B/C		
2 3	Punjab Punjab	Bahawalpur Bahawalpur	4 B/C 68/DB	4 B/C 68/DB		
2 3 4	Punjab Punjab Punjab	Bahawalpur Bahawalpur Bahawalpur	4 B/C 68/DB Chananpeer	4 B/C 68/0B Chananpeer		
2 3 4 5	Punjab Punjab Punjab Punjab	Bahawalpur Bahawalpur Bahawalpur Bahawalpur	4 B/C 68/DB Chananpeer chanigoth	4 B/C 68/DB Chananpeer chanigoth		
2 3 4 5 6	Punjab Punjab Punjab Punjab Punjab	Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur	4 B/C 68/DB Chananpeer chanigoth H-38 Urban	4 B/C 68/DB Chananpeer chanigoth H-38 Urban		
2 3 4 5 6 7	Punjab Punjab Punjab Punjab Punjab Punjab	Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur	4 B/C 68/DB Chananpeer chanigoth H-38 Urban Mubarikpur	4 B/C 68/DB Chananpeer chanigoth H-38 Urban Mubarikpur		
2 3 4 5 6 7 8	Punjab Punjab Punjab Punjab Punjab Punjab	Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur	4 B/C 68/DB Chananpeer chanigoth H-38 Urban Mubarikpur Qaimpur	4 B/C 68/DB Chananpeer chanigoth H-38 Urban Mubarikpur Qaimpur		
2 3 4 5 6 7 8 9	Punjab Punjab Punjab Punjab Punjab Punjab Punjab Punjab	Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur	4 B/C 68/DB Chananpeer chanigoth H-38 Urban Mubarikpur Qaimpur Samma Satta	4 B/C 58/DB Chananpeer chanigoth H-38 Urban Mubarikpur Qaimpur Samma Satta		
2 3 4 5 6 7 8 9 9	Punjab Punjab Punjab Punjab Punjab Punjab Punjab Punjab Punjab	Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur	4 B/C 68/DB Chananpeer chanigoth H-38 Urban Mubarikpur Qaimpur Qaimpur Samma Satta Urban B	4 B/C 68/DB Chananpeer chanigoth H:38 Urban Mubarikpur Qaimpur Samma Satta Urban B		
2 3 4 5 6 7 8 9 10 11	Punjab Punjab Punjab Punjab Punjab Punjab Punjab Punjab Punjab	Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur Bahawalpur	4 B/C 68/DB Chanapeer chanigoth H-38 Urban Mubarikpur Qaimpur Samma Satta Urban B Urban KPT	4 B/C 68/DB Chananpeer chanigoth H:38 Urban Mubarikpur Gaimpur Samma Satta Urban B Urban KPT		

Reported Districts Report: Filters

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

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

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

Tell users that they can generate report based on:

- Facility
- UC

User

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

incer by												
Ending Month: Year: Province/Region:												
Jul 💌 2014 💌 Punjab 💌 Go												
												h
											~	Ľ
Consumpt	ion Data Reporting Status (By UC)) As or	27/08/20	014								
District	Total	Fel	-2014	Mar-2014	Apr-2	2014	May-2	014	Jun-2	014	Jul-20)14
			Instead	Reported	Report	ted	Report	ted	Repor	ted	Repor	ted
		Rej UC	orteu	UCs	UCs		UCs		UCs		UCs	
Sahawatpur	10	Rej UC	8 100 %	UCs	UCs 108	100 %	UCs <u>108</u>	100 %	UCs <u>108</u>	100 %	UCs	19
Bahawalpur Dera Ghazi Khan	10	Rej UC 108 <u>10</u> 59 <u>5</u>	8 100 %	UCs <u>108</u> 100 9 <u>59</u> 100 9	UCs 108 59	100 % 100 %	UCs <u>108</u> <u>59</u>	100 % 100 %	UCs <u>108</u> <u>59</u>	100 % 100 %	UCs 1 <u>0</u>	19
Bahawalpur Dera Ghazi Khan Faisalabad	10 10 28	Rej UC 08 <u>10</u> 59 <u>5</u> 89 <u>28</u>	8 100 % 9 100 % 9 100 %	UCs <u>108</u> 100 9 <u>59</u> 100 9 <u>289</u> 100 9	UCs 108 59 289	100 % 100 % 100 %	UCS 108 59 289	100 % 100 % 100 %	UCs 108 59 289	100 % 100 % 100 %	UCs 1 <u>9</u> 0	19 09 09
Bahawalpur Dera Ghazi Khan Faisalabad Gujranwala	10 22 15	Rej UC 08 <u>10</u> 59 <u>5</u> 89 <u>28</u> 95 <u>15</u>	8 100 % 9 100 % 9 100 % 3 78 %	UCs <u>108</u> 100 % <u>59</u> 100 % <u>289</u> 100 % <u>153</u> 78 %	UCs 108 59 289 139	100 % 100 % 100 % 71 %	UCs <u>108</u> <u>59</u> <u>289</u> <u>117</u>	100 % 100 % 100 % 60 %	UCs 108 59 289 98	100 % 100 % 100 % 50 %	UCs 1 0 0	19 09 09
Bahawalpur Dera Ghazi Khan Faisalabad Gujranwala Lahore	110 22 112 113	Rej UC 108 <u>10</u> 59 <u>5</u> 189 <u>28</u> 195 <u>15</u> 171 <u>11</u>	8 100 % 9 100 % 9 100 % 100 % 100 % 100 % 100 % 100 % 100 % 100 % 100 %	UCS 108 100 % 59 100 % 289 100 % 153 78 % 120 70 %	UCs 108 59 289 139 118	100 % 100 % 100 % 71 % 69 %	UCs <u>108</u> <u>59</u> <u>289</u> <u>117</u> <u>116</u>	100 % 100 % 100 % 60 % 68 %	UCs <u>108</u> <u>59</u> <u>289</u> <u>98</u> <u>103</u>	100 % 100 % 100 % 50 %	UCs 1 9 0 2	19 09 09 09
Bahawalpur Dera Ghazi Khan Faisalabad Gujranwala Lahore Mianwali	110 22 115 117 117	Rej UC 008 <u>10</u> 59 <u>5</u> 889 <u>28</u> 95 <u>15</u> 71 <u>11</u> 56 <u>5</u>	8 100 % 9 100 % 9 100 % 3 78 % 8 69 % 6 100 %	108 100 % 108 100 % 59 100 % 289 100 % 153 78 % 120 70 % 56 100 %	UCs 108 59 289 139 118 118 56	100 % 100 % 100 % 71 % 69 % 100 %	UCs 108 59 289 1117 1116 555	100 % 100 % 100 % 60 % 68 % 98 %	UCs <u>108</u> <u>59</u> <u>289</u> <u>98</u> <u>103</u> <u>54</u>	100 % 100 % 100 % 50 % 60 %	UCs 1 9 0 2 2 2	19 09 09 19
Bahawalpur Dera Ghazi Khan Faisalabad Gujranwala Lahore Wianwali Multan		Reg UC 08 10 59 5 89 28 95 15 71 11 56 5 31 13	8 100 % 9 100 % 9 100 % 3 78 % 6 9 % 1 100 %	UCs 108 100 9 59 100 9 289 100 9 153 78 % 120 70 % 56 100 9 131 100 9	UCs 108 59 289 139 118 118 56 131	100 % 100 % 100 % 71 % 69 % 100 %	UCs 108 289 289 1117 116 55 131	100 % 100 % 100 % 60 % 68 % 98 %	UCs 108 59 289 98 103 54 131	100 % 100 % 100 % 50 % 60 % 96 % 100 %	UCs 1 0 0 2 2 0 0	19 09 09 19 19
Bahawalpur Dera Ghazi Khan Faisalabad Gujranwala Lahore Mianwali Multan Mutan		Rejuct 008 10 559 5 889 28 955 15 771 11 566 5 331 13 93 9	8 100 % 9 100 % 100 % 100 % 100 % 100 % 100 % 100 % 100 % 97 %	UCs 108 100 % 59 100 % 289 100 % 153 78 % 120 70 % 56 100 % 131 100 % 90 97 %	UCs 108 59 289 139 139 118 56 5131 90	100 % 100 % 100 % 71 % 69 % 100 % 100 %	UCs 108 59 289 117 116 55 131 90	100 % 100 % 100 % 60 % 68 % 98 % 100 % 97 %	UCs 108 59 289 98 103 54 131 83	100 % 100 % 100 % 50 % 60 % 96 % 100 % 89 %		19 09 09 19 09 09

Reported Provinces Report: Filters

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

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

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

Tell users that they can generate report based on:

- Facility
- UC I
- User

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

riter by										
Ending Month: Year: Jul v 2014 Go										
Consumption Da	ta Reporting Status (Province-wise) - As on 27/	08/2014						<u>.</u>	ž
Province/Region	Total	Feb-14	Mar-14	Apr-1		May-14	Jun-	14	Jul-1	4
	UCs	Reported	Reported	Repor	rted	Reported UCs	Repo	orted	Repo UCs	rted
		ULS					_	I ward	1	
	1733	<u>6</u> 0 %	<u>6</u> 0 %	<u>6</u>	0 %	<u>6</u> 0	% 6	0 %	6	0
unjab lindh	1733	0 % <u>7</u> 2 %	<u>6</u> 0% <u>7</u> 2%	<u>6</u> <u>7</u>	0 % 2 %	<u>6</u> 0 <u>7</u> 2	% <u>6</u> % <u>7</u>	0%	<u>6</u> 7	2
Punjab Sindh Chyber Pakhtunkhwa	1733 438 321	0 % <u>7</u> 2 % <u>23</u> 7 %	<u>6</u> 0% <u>7</u> 2% <u>23</u> 7%	6 <u>6</u> 7 6 <u>23</u>	0 % 2 % 7 %	6 0 7 2 23 7	% <u>6</u> % <u>7</u> % <u>23</u>	0 % 2 % 7 %	<u>6</u> Z 23	2
'unjab indh Ityber Pakhtunkhwa alochistan	1733 438 321 199	0 % <u>7</u> 2 % <u>23</u> 7 % <u>23</u> 12 %	<u>6</u> 0% <u>7</u> 2% <u>23</u> 7% <u>23</u> 12%	6 <u>6</u> 7 <u>7</u> 6 <u>23</u> 6 <u>23</u>	0 % 2 % 7 % 12 %	6 0 7 2 23 7 23 12	% <u>6</u> % <u>7</u> % <u>23</u>	0 % 2 % 7 %	<u>6</u> <u>7</u> <u>23</u> <u>23</u>	2 7 12
unjab indh Ihyber Pakhtunkhwa Ialochistan	1733 438 321 199 236	0 % <u>7</u> 2 % <u>23</u> 7 % <u>23</u> 12 % <u>5</u> 2 %	6 0 % 7 2 % 23 7 % 23 12 % 5 2 %	6 <u>6</u> Z 23 23 23 5 <u>23</u>	0 % 2 % 7 % 12 % 2 %	6 0 7 2 23 7 23 12 5 2	% <u>6</u> % <u>7</u> % <u>23</u> % <u>5</u>	0 % 2 % 7 % 12 % 2 %	<u>6</u> 7 <u>23</u> <u>23</u> 5	2 7 12 2
Punjab Sindh Khyber Pakhtunkhwa Balochistan :ATA	1733 438 321 199 236 238	0 % 1 2 % 23 7 % 23 12 % 5 2 % 2 5 %	6 0 % 7 2 % 23 7 % 23 12 % 5 2 % 2 5 %	6 <u>6</u> 7 6 <u>23</u> 6 <u>23</u> 6 <u>5</u> 6 <u>2</u>	0% 2% 7% 12% 2%	6 0 <u>7</u> 2 <u>23</u> 7 <u>23</u> 12 <u>5</u> 2 <u>2</u> 5	% <u>6</u> % <u>7</u> % <u>23</u> % <u>23</u> % <u>5</u>	0 % 2 % 7 % 12 % 2 % 5 %	6 7 23 23 5 5 2	0 2 7 12 2 5

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

Activity 11.5: Central/Provincial Warehouse Report

Time: 05 Minutes

Show Other Reports-Menu items.

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

Central/Provincial Warehouse Report: Filters

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

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

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

Filter by												
Ending Month: Year: Indicator:	Warehouse:		Store:									
Jul 💌 2014 💌 Issued 💌	Central	•	Federal I	EPI Store	-	Go						
	1	Federal E	PI Store :	Indicator	= 'Issue'							
Product	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14
PV	0	0	0	0	0	0	0	0	0	0	0	0
OPV	0	0	0	0	0	37,401,580	46,783,380	15,303,560	18,273,220	4,466,600	884,100	605,200
OPV (IHR)	0	0	0	0	0	0	0	0	0	0	0	0
OPV1	0	0	0	0	0	0	0	0	5,100,060	7,241,660	14,353,440	5,048,060
0PV	0	0	0	0	0	2,426,560	1,614,000	1,049,400	2,120,000	1,375,200	1,559,800	1,068,000
)PV (Campaign)	0	0	0	0	0	0	74,000	39,417,460	1,154,000	5,084,400	1,000,000	0
	0	0	0	0	0	0	0	0	0	0	0	0
DPV (IHR)				7.45		1 226 300	419 000	458,120	669,000	751,000	460,000	1,069,100
OPV (IHR) CG-20	0	0	0	U.	U.	1,220,000		E104 1018				
DPV (IHR) ICG-20 Pentavalent-1	0	0	0	0	0	1,560,150	1,286,900	953,800	967,232	1,271,700	901,000	931,500

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

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

Activity 11.6: CCEM Reports

Time: 05 Minutes

Show CCEM Reports menu items.

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

Storage Report: Filters

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

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

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

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

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

Inventory Report: Filters

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

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

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

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

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

Refrigerators Freezers Report: Filters

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

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

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

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

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

Cold Rooms Report: Filters

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

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

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

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

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

Cold Boxes Report: Filters

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

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

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

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

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

Generators and Stabilizers Report: Filters

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

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

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

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

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

Session 12: IM Graphs, CCEM Graphs and Maps

Time: 45 Minutes

Session Objectives

By the end of the session participants should know:-

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

Documents to Be Distributed

Users Guide

Materials Required

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

Presentations Required

Graphs and Maps

Trainer Preparation

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

Activities

Activity 12.1: Introduction and Login

Time: 05 Minutes

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

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

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

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

Activity 12.2: Simple Graphs

Time: 05 Minutes

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

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

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

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

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

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

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

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

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

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

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

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

Show Time Interval to users

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

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

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

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

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

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

Show a generated **Simple Graph**.

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

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

Activity 12.3: Comparison Graphs

Time: 05 Minutes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Tell users that selecting this option displays the Years list on the bottom. You can select multiple list entries (years) from the Years list for side by side comparison of National level data for the selected years.
- Tell users that selecting this option displays a **District** drop-down for selecting the required District. Show **Years – District** to show generated **Comparison Graph** where years are on x-axis in separate colors

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

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

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

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

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

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

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

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

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

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

Show Time Interval to users.

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

Quarter

First Quarter Second Quarter Third Quarter Fourth Quarter

Half

First Half Second Half

Annual

Show Year and Chart Type and Generate button to users.

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

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

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

Show a generated graph.

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

Activity 12.4: CCEM Graphs

Time: 15 Minutes

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

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

There are the following different types of graph reports:

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

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

Show Storage Graph: Filters

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

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

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

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

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

Show Refrigerators Freezers graph: Filters

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

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

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

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

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

Show Cold Boxes graph: Filters

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

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

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

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

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

Show Generators Stabilizers graph: Filters

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

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

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

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

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

Activity 12.5: Maps

Time: 15 Minutes

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

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

There are the following different types of maps:

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

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

Show Month of Stock Map: Filters

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

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

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

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

Show Consumption Map: Filters

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

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

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

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

Show Reporting Rate Map: Filters

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

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

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

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

Show Wastages Map: Filters

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

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

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

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

Show Wastages vs. Reporting Rate Map: Filters

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

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

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

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

Show Expiry Alert Map: Filters

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

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

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

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

Show Vaccine Coverage Map: Filters

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

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

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

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

Show Cold Chain Capacity Map: Filters

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

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

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

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

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

Session 13: vLMIS troubleshooting

Time: 10 Minutes

Session Objectives

By the end of the session participants should know:-

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

Documents to Be Distributed

User Guide

Materials Required

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

Presentations Required

• vLMIS Troubleshooting

Trainer Preparation

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

Activities

Activity 13.1: Contacting Support for Troubleshooting

Time: 10 Minutes

The objective of this activity is to give contacts for contacting vLMIS support team in case of any troubleshooting.

vLMIS troubleshooting: tell users about basic troubleshooting possibilities.

Give them the contacts of key support personnel for vLMIS.

For Software related Issues or Feedback, e-mail at support@lmis.gov.pk or call the following numbers:

Important Numbers

lftikhar Bin Niaz (Punjab)	0300-9709701
Tasleem Akhtar (Sindh & Baluchistan)	0321-3448888
Arshad Gill (AJ&K,GB, ICT and FATA)	0300-5572455
Abbas Khan (KPK)	0300-5992960
Saif ur Rab	051-2555425-6
Wasif Raza Mirza	051-2555425-6

TOT Manual
